

Scan to PC Desktop: Image Retriever 9

Scan to PC Desktop includes Image Retriever, which is designed to monitor a specified folder on a networked file server or local drive for incoming scanned images and transfer them to your local PaperPort Desktop. It can also monitor e-mail inboxes for attachments and/or receive files from select Multifunction Printer/Copiers using the PaperPort PSP Server for Personalized MFP Scanning functionality.

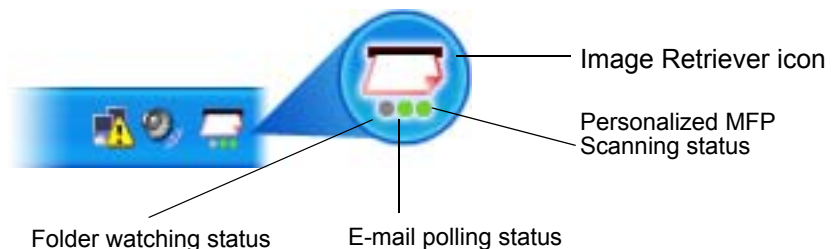


Personalized MFP Scanning is only available in the Professional Edition.



Personalized MFP Scanning is not available in Russian program versions.

After you install the Scan to PC Desktop family of software components, including Image Retriever, you must restart your computer. When you do, Image Retriever runs as an icon in the system tray on the Windows task bar:



The icon has three indicator lights at the bottom. They represent the status of e-mail polling, folder watching and Personalized MFP Scanning by means of different colors: dark green - monitoring; light green - processing; grey - inactive; red - error.

Right-click on the Image Retriever icon in the Windows system tray to display the Image Retriever menu with the following commands:

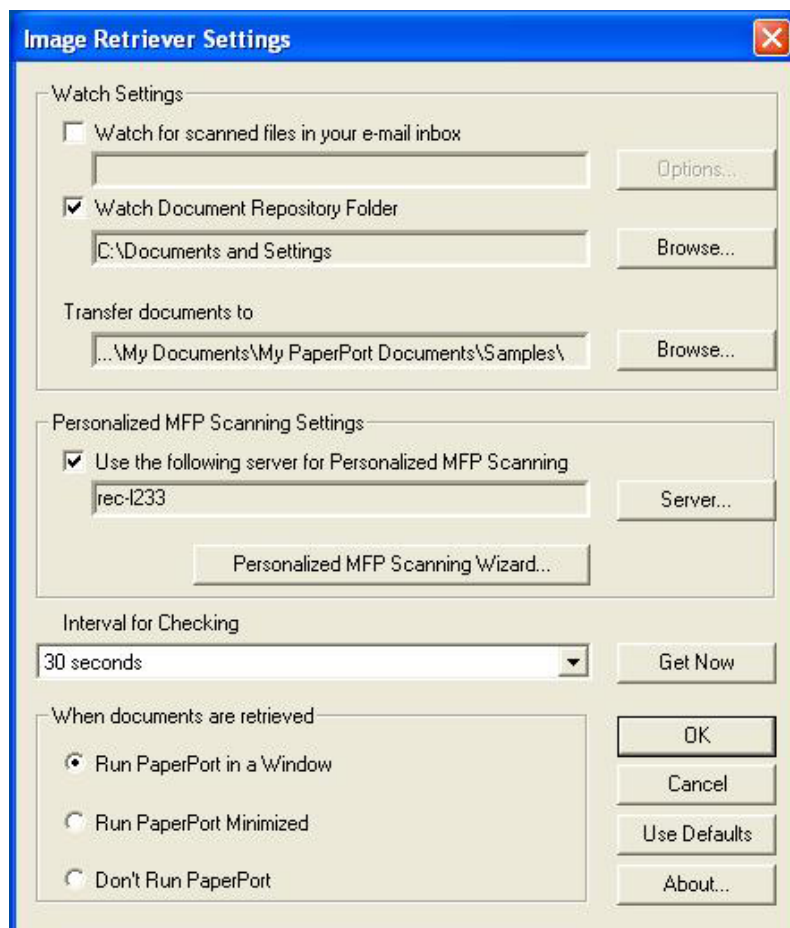
- Get Now
- Use Defaults
- Refresh Defaults
- Settings
- View Log
- About
- Close

Settings command

Before using Image Retriever it has to be configured through the “*Image Retriever Settings*” dialog.

Once you have installed the program it starts up along with your PC and resides in the system tray.

To configure Image Retriever right-click the Image Retriever icon to display its menu. Then click the “*Settings*” command to display a dialog box of all the Image Retriever controls:



E-mail Polling

This feature of Image Retriever lets you monitor your Microsoft Outlook or Lotus Notes inbox for new messages with attached PDF, TIFF or XPS files generated by a Xerox device. Disable the feature if you do not want to monitor your e-mail. Use the following controls to configure e-mail polling of Image Retriever.

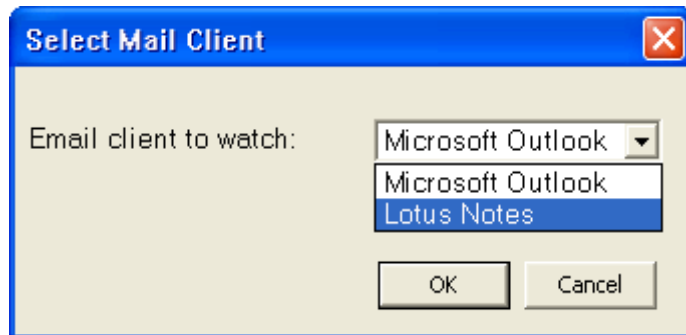
Watch for scanned files in your e-mail inbox

Click this checkbox to enable e-mail polling.

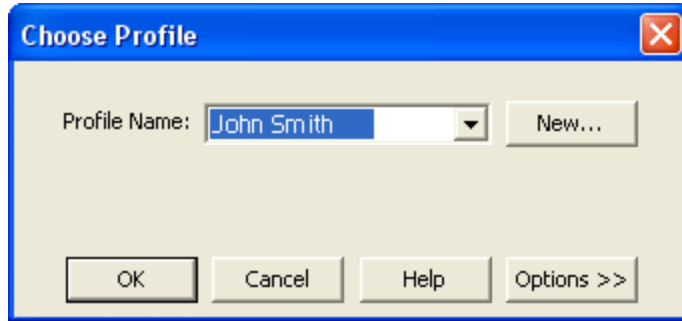
Options Button

Click the **Options...** button to change your current e-mail polling configuration.

If you have both Microsoft Outlook and Lotus Notes installed on your system, the following dialog box will display enabling you to make your selection between the two mail clients. Click **OK** to confirm your choice, or **Cancel** to close the dialog.



In case of Microsoft Outlook the “*Choose Profile*” dialog box displays enabling you to choose the Microsoft Outlook profile whose inbox you want Image Retriever to monitor. Select your Microsoft Outlook profile and click **OK**.



In the “*Image Retriever Settings*” dialog, you will see your Microsoft Outlook profile name displayed in the relevant field.

Microsoft Outlook users cannot enable e-mail monitoring or choose a Microsoft Outlook profile unless Collaboration Data Objects is installed and enabled for Microsoft Outlook. Image Retriever will display an error message if they attempt to do so.

To install Collaboration Data Objects with Microsoft Outlook 2000, 2002 or 2003

- *choose custom installation*
- *then detailed installation options for each application*
- *finally select and enable the installation of the Collaboration Data Objects.*

Microsoft Outlook 98 users should pick the Full Installation option.

Microsoft Outlook 2007 users should download and install Collaboration Data Objects from Microsoft's Download Center.

For more information about Collaboration Data Objects please see your Microsoft Outlook documentation.

If you set Lotus Notes as the mail client for Image Retriever to watch, you have to specify your password. If you leave the checkbox “*Save password*” empty you will have to give it again every time Image Retriever starts. If you click the checkbox, your password will be stored in an encrypted format and will not be prompted for again.

Please note that if Lotus Notes is installed, but is not configured properly, or not set for any users, e-mail polling will not work, and Image Retriever will display an error message (during configuring the program) or the left-hand side light indicator in the program icon will turn red (during monitoring).

E-mail Polling Supported Xerox Devices

Image Retriever can poll for e-mail attachments generated by the below Xerox devices.

Document Centre 490/480/470/460 ST

Document Centre 440/432/425/420 ST

Document Centre 426/430

Document Centre 555/545/535

WorkCentre Pro 55/45/35

WorkCentre M55/M45/M35

WorkCentre Pro 90/75/65

WorkCentre Pro 40 Color/32 Color

WorkCentre Pro 165/175

WorkCentre M165/M175

WorkCentre Pro C2128/C2636/C3545

WorkCentre C2128/C2636/C3545

WorkCentre Pro 232/238/245/255/265/275

WorkCentre 232/238/245/255/265/275

WorkCentre 7132

WorkCentre 7655/7665/7675

WorkCentre 5030/5050

WorkCentre 7328/7335/7345

WorkCentre 4150

WorkCentre 7328/7335/7345/7346

WorkCentre 123/128/133

WorkCentre 5222/5225/5230

WorkCentre 7232/42
Phaser 3200 MFP
Phaser 8560 MFP/X
Phaser 6110 MFP
WorkCentre 5632/5638/5645/5655/5665/5675/5687
Phaser 3300 MFP
Phaser 3635 MFP
Phaser 6180 MFP
WorkCentre 4260
WorkCentre M20i

For list updates, see: <http://www.xerox.com/scan2pc>

NOTE: Scan to Email with JPEG attachments will not be polled by the Image Retriever e-mail feature.

Folder Polling

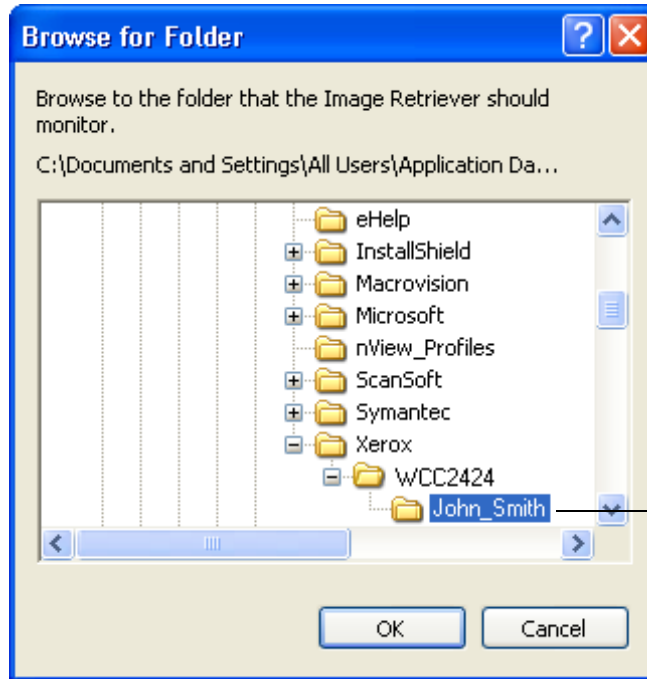
Enable this setting to monitor a specified folder on a networked file server or local drive for incoming scanned images generated by a Xerox device.

Watch Document Repository Folder

Click this checkbox in the “*Image Retriever Settings*” dialog to enable Image Retriever to monitor the folder of your choice.

Browse Button

Click the **Browse...** button to locate and select the folder you want Image Retriever to monitor:



Browse to the network server that contains the folder to be watched; select the folder and click **OK**.

Image Retriever can periodically monitor this folder to see if any scanned images are placed there by the Xerox system.

Transfer documents to

To specify where Image Retriever is to place the retrieved files, click **Browse** and choose a PaperPort folder. If the target folder has folder notes (subject, author, and keywords) then these will be applied to the files delivered by Image Retriever. The PaperPort folder selected in the "Transfer Documents to" section is not used by the Personalized MFP Scanning function.

Interval for checking

To set how often the watched folder or monitored inbox will be checked, select a setting from the “*Interval for checking*” list box. This interval is also used by the Personalized MFP Scanning functionality to process the documents you scanned remotely. The following choices are available from the list box:

1, 2, 5, 10, or 30 seconds

1, 2, 3, 5, 10, 30, or 60 minutes

In addition to the above values, you could also select “Never”. In this case Image Retriever will continue running but watching is suspended.

Use Defaults Button

To restore default Watch Settings for Image Retriever, click the **Use Defaults** button. This will restore the default watch interval (30 seconds).

NOTE: If you have configured defaults during program setup, **Use Defaults** will restore the values you used during installation. For details see: ***Customized Install***.

Get Now Button

Click the **Get Now** button if you wish to scan the folder or inbox of your choice immediately. Image Retriever does the monitoring on whichever component is checked.

In either case, the relevant signal of the Image Retriever icon on the system tray will change to “*Processing*” state (light green).

Image Retriever will place the new items appearing in the watched folder or inbox on the PaperPort desktop and will launch the PaperPort application - unless you have specified “*Don’t run PaperPort*” in the “*Image Retriever Settings*” dialog.

When documents are retrieved Setting

Now that you have set the Image Retriever repository folder and the watch interval, specify the behavior you prefer for document retrieval. The “*When documents are retrieved*” setting offers three choices described in the following table:

Select this setting:	To get this result:
Run PaperPort in a window	Every time Image Retriever detects a new document in the folder, on the PSP Server and/or inbox being watched, it places it in PaperPort, which is then opened on your Windows desktop. It then purges the original scanned document from the folder or PSP Server being watched. If it brings a PDF, TIFF or XPS e-mail attachment to the PaperPort desktop, the original e-mail message remains in the e-mail inbox but its status will switch to “ <i>Read</i> ”.
Run PaperPort minimized	Same as above, but PaperPort runs minimized. (Later, when you open PaperPort, all scanned documents will be on the PaperPort desktop.)
Don't run PaperPort	Documents are transferred into the target folder, but are not placed on the PaperPort desktop until you launch PaperPort. If Image Retriever is watching a folder or polling e-mail, the target folder is set under Transfer documents to. If the PSP Server is watched, the target folder is set on the device panel.

Personalized MFP Scanning



Personalized MFP Scanning is only available in the Professional Edition.

Personalized MFP Scanning is the ability to change the control panel on supported Multifunction Printers/Copiers so that it becomes customized with your own destination folders and scanning preferences. Image Retriever displays PaperPort folders and scanning profiles as well as the document conversion workflows of OmniPage stored on your local computer and allows you to "push" these settings to the control panel of the Multifunction Printer/Copier through the PaperPort PSP Server.

When you identify yourself to the MFP through a log-in screen it will automatically change the control panel to reflect your personal folder destinations and scanning preferences. The PaperPort PSP Server requires Image Retriever on your local machine and the ability to control the MFP through a specially designed software interface. On select Xerox machines this ability is referred to as the Xerox Extensible Interface Platform (EIP) Advanced Development Software for Xerox Multifunction Printers. The following devices currently support the Xerox Extensible Interface Platform (EIP) and PaperPort PSP Personalized MFP Scanning:

WorkCentre™ 56xx
WorkCentre™ 76xx
WorkCentre™ Pro 2xx
WorkCentre™ 73xx
WorkCentre™ 52xx
WorkCentre™ 72xx
WorkCentre™ 74xx

For list updates, see: <http://www.xerox.com/scan2pc>

Use the following server for Personalized MFP Scanning

Turn on this option to enable the Personalized MFP Scanning functionality.

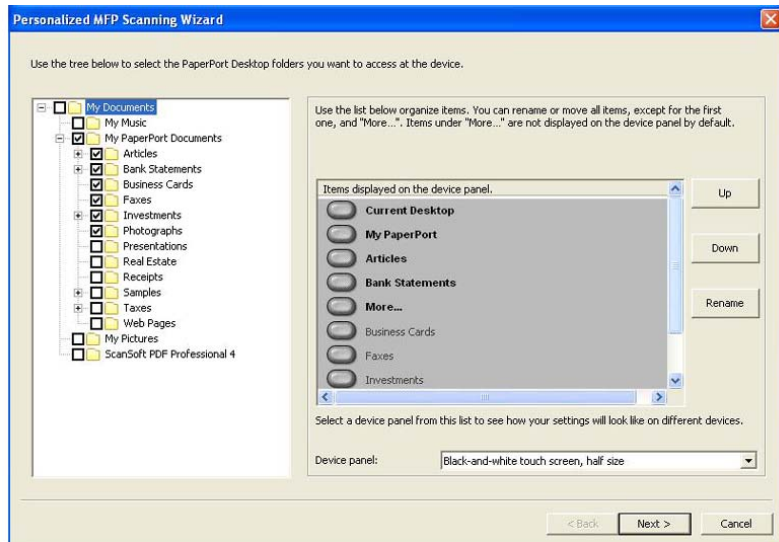
Server Button

Click the **Server** button to change the PaperPort PSP Server used for the Personalized MFP Scanning functionality.

For information on available servers contact your system administrator.

Personalized MFP Scanning Wizard Button

Click this button to display the Personalized MFP Scanning Wizard. This lets you collect and transfer information from your computer to the remote scanning device (MFP). This information includes PaperPort Scanning Profiles, PaperPort Folders and OmniPage Workflows.



The left side of the Wizard always displays the PaperPort folders, PaperPort Scanning Profiles and OmniPage Workflows on your computer.

The right side of the Wizard shows the marked items that will be shown on the device panel. These items change dynamically reflecting modifications on the left: marking or unmarking folders, profiles or workflows. Newly marked items are added to the bottom of the table. To change item order, use the buttons Up and Down.

The device panel has limited space, so long folder, profile and workflow names may get truncated when added to the table. To change (truncated) names, use the Rename button. Predefined items ("Current Desktop" or "none") cannot be moved or renamed.

Use the **Device panel** dropdown list at the bottom of the dialog to match the on-screen display of the table with that of the device panel type.

When you select table items, the corresponding folder, profile or workflow gets selected on the left. When you change the selected folder, profile or workflow on the left, the corresponding item gets selected in the table (provided that it is marked).

If you mark too many items (folders, scanning profiles or workflows) on the left to fit into the limited space of the device panel, a special item appears in the table: "More...". This will also be added to the list on the device panel. Push "More..." on the device panel to access items that are listed in light grey under "More.." on your screen.

1. Too many marked items to fit into the device panel.

2. The *More...* item appears on the screen and on the device panel.

3. Push *More...* on the device panel to access items that are light grey on screen. (Examples: *Legal, Marketing*)

The last list item in the table is always "Other folders / workflows / profiles (set by Administrator)". These are to remind you that you may find additional destinations, workflows and / or profiles on the device panel - provided that your system administrator has set them up for you.

OmniPage Workflows

OmniPage Workflows allow you to apply multiple document conversion options into a single setting that can be pushed to the device panel as a button. Document conversion options include file format settings, conversion methods and additional document destination preferences. Scanner setting choices available in OmniPage workflows are not used by PaperPort PSP. To create selectable scanner preferences you will need to create or modify PaperPort Scanning Profiles. For information on creating and modifying workflows, consult your OmniPage documentation.

Scanning profiles

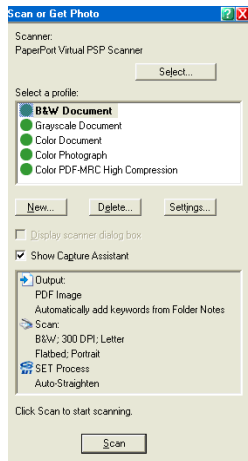
PaperPort Scanner Profiles allow you to combine multiple scanning settings and image enhancements into a single setting that can be pushed to the device panel as a button. The Scanner Profiles will override the default scanning settings of the device including resolution, paper size, color depth and other settings where applicable to your particular device. Image corrections, know as Scanner Enhancement Technology (SET) in PaperPort, are applied by PaperPort when the image is transferred from the device to the PaperPort desktop.

To add a new scanning profile to the device interface or to update one that you have previously changed in PaperPort, click the **Personalized MFP Scanning Wizard** button in the "*Image Retriever Settings*" dialog box when you have finished the modifications.

Use PaperPort to create new profiles or modify existing ones. Click on the Scan or Get Photo button in the PaperPort main toolbar to display the Scan or Get Photo pane.



This lists your scanning profiles.



For more information on scanning profiles, consult your PaperPort documentation.

PaperPort PSP Virtual Scanner

PaperPort is designed to handle (create, modify or delete) scanning profiles for local scanners. If you do not have a scanner connected to your machine, use the PaperPort PSP Virtual Scanner tool to work with scanning profiles. It is automatically installed along with ImageRetriever.

The Virtual Scanner is a tool for scanning profile management. It is not intended for scanning - a STOP sign (along with explanation text) reminds you of this, when you try the operation.



OK Button

Click **OK** in the “*Image Retriever Settings*” dialog box to confirm Image Retriever settings.

Get Now command

Use this command for the same purpose as the corresponding button in the “*Image Retriever Settings*” dialog. For details see the ***Get Now button***.

Use Defaults command

Use this command for the same purpose as the corresponding button in the “*Image Retriever Settings*” dialog. For details see the ***Use Defaults button***.

Refresh Defaults command

If your system administrator has set up default destinations, workflows or profiles for you, they will not appear on the device panel until you restart Image Retriever or use this command to refresh these defaults.

View Log command

To get information about program events, right-click the Image Retriever icon, then choose the “*View Log*” command. Click **OK** to close this panel or the **Clear Log** button to delete your current list of events.

About command

To get version and copyright information about Image Retriever, right-click the Image Retriever icon to display its menu. Click the *“About”* command. You can also select **About...** from the *“Image Retriever Settings”* dialog. Click **OK** to close the *“About”* window.

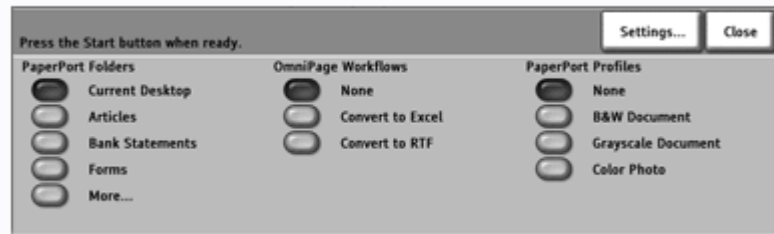
Close command

To close Image Retriever, right-click the Image Retriever icon to display its menu. Click the *“Close”* command. After selecting this, the program displays the following message: *“Closing Image Retriever disables the automatic placement of Network Scanner documents into your PaperPort”*. *“Do you wish to close the Image Retriever now?”* Select **Yes** to close, or **No** to cancel.

Using Image Retriever via a remote device

First, consult your device manual or system administrator on how to access custom services on the device. Typically, it is done as follows:

1. Navigate to the main screen on the device panel.
2. Locate *“Custom Services”* (for details see your device manual) to access a list of available services. If authentication is turned on, you have to type in your user name and password.
3. Press the *“Scan to PC Desktop”* button. This starts the PaperPort PSP service used by Image Retriever.
4. If authentication is turned off (that is, you did not have to type in your user name and password beforehand (Step 2)), at this point you will need to select your name from the list of registered users and press the Login button.
5. The PaperPort PSP service main screen displays showing your PaperPort folders, OmniPage Workflows and PaperPort Scanning Profiles.
6. If your system administrator has set up default destinations, workflows and profiles for you, these items will also appear on the device panel, under your personal items.



To specify your settings, see the section **Personalized MFP Scanning Wizard Button** in this guide.

Clicking the **Settings...** button gives you access to your scanning settings: navigate to the proper panel to review and/or modify any of them. (details: see below)

When no PaperPort profile is selected, the following default values will be used:

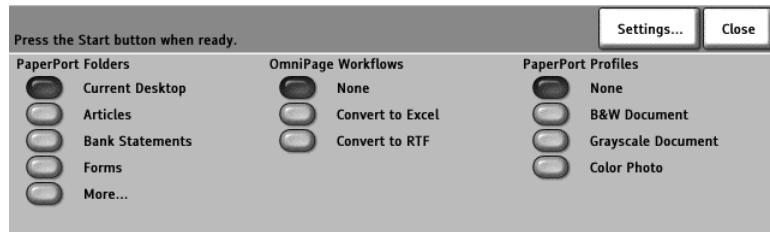
- *Color: black-and-white*
- *Resolution: 300dpi*
- *Image quality: Higher image quality*
- *Original type: Photo and Text*
- *Scanning method: 1-sided (simplex)*
- *File format: PDF.*

Settings (including the above listed default ones) always remain in use until you change them *and* scan.

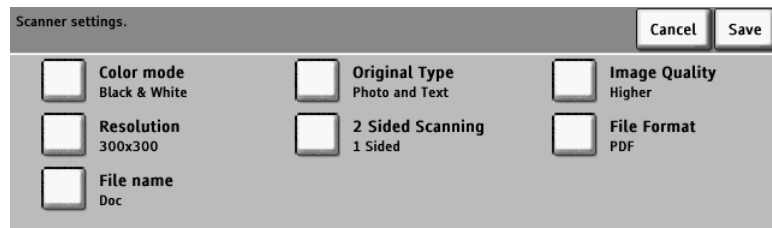
That is, if - after scanning once - you re-enter the service, modify some settings, then exit the service (*but do not do any scanning*), your setting modifications will be ignored.

Modifying settings

You can change your scanning settings from the main screen of the device panel that lists your PaperPort Folders, OmniPage Workflows and PaperPort Scanning Profiles.



Push the **Settings...** button to access the following screen:



Depending on the capabilities of the device you are using, some options may be greyed out. (For instance, if your device can only scan black-and-white, the Color mode option will not be available.)

Also, if you are using a specific PaperPort Profile, you will not be able to change some of its presets (e.g. file format and file name) here. You can only do this by modifying the profile itself: launch PaperPort on your machine, update the profile and then publish it to the device again through the Wizard.

You can adjust scan settings in the following categories:

- *Color Mode*
- *Resolution*
- *Original Type*

- *Scanning Method*
- *Image Quality*
- *File Format and*
- *File Name.*

Scanning profiles may contain settings that are not supported by the device in use. In such cases, the following warning message is displayed on the main screen of the device panel (above the **Settings...** button): “*Ready to Scan your job (with device-specific re-adjustments)*”. This can imply two scenarios:

You attempted scanning grayscale or color on a black-and-white device. > Color Mode will switch to black-and-white and all other scan settings remain unchanged.

You tried scanning at an unsupported resolution. > The closest matching value will be used.

Other Information about Image Retriever

Now that you have specified the Image Retriever watch folder, watch interval, monitored inbox and PaperPort behavior and Personalized Scanning Server, here is some other information about Image Retriever.

- **User-specific watch folder.** Only one user and one application is able to watch a specific folder at any time. The mechanism for this is adding a file named “*repwatch.xsw*” in the watched folder. Other applications that use this mechanism, Image Retriever or other Image Retriever programs will not be able to watch that folder until the file is removed. If you work with the Professional Edition of Scan to PC Desktop, make your choice between Image Retriever and DesktopDelivery (see below).
- **Retrieving images in Scan to PC Desktop v10 Professional Edition.** There are two ways to bring images into the PaperPort desktop in the Professional Edition of Scan to PC Desktop. As an alternative to Image Retriever, you can utilize DesktopDelivery - an integrated folder monitoring and e-mail polling application in PaperPort Professional 11. For details on its use, please refer to your PaperPort documentation.
- **Supported network operating systems.** Image Retriever works with a number of industry-standard network operating systems—Novell Netware 3.x, 4.x, and 5.x using Bindery; Netware 4.x, 5.x, and 6.x using NDS; Microsoft Windows 2000 and Windows 2003 Server.
- **Supported client operating systems.** Microsoft Windows 2000, XP, and Vista (32 and 64-bit versions).
- **Supported e-mail clients.** Microsoft Outlook 98, 2000, 2002, 2003, and 2007; Lotus Notes 5.x, Lotus Notes 6.x, and Lotus Notes 7.0.
- **Supported image file formats.** Image Retriever supports the following file formats:
 - JPEG
 - PDF
 - TIFF
 - XPS

Please note that Image Retriever copies the above files onto the PaperPort desktop without any modification or conversion.

Notes on Using Image Retriever with a Xerox Phaser 8560 MFP Device

To ensure proper functioning between Image Retriever and this device, follow the steps below:

First, install your device driver.

Launch the Xerox Scan Utility application.

Use this to create one or more user templates. Each will contain a folder that you can set as the watched one for Image Retriever.

Then install Image Retriever.

Finally, set the Image Retriever watch folder to the one specified by the user template you wish to use.

Image Retriever can watch only one user template-specified folder at a time. To change this, select a folder specified by another user template.

Customized Install

You can define Image Retriever program defaults during installation.

To install Image Retriever with customized defaults, install only OmniPage and PaperPort with the Scan to PC Desktop installer. Then browse to the IR90PRO folder on the CD, and launch `setup.exe` from the command line with the desired parameters.

Configuration options and the corresponding parameters are as follows:

User interface language: specify the Image Retriever user interface language with the `/L` parameter.

Value:	Behavior
1033	English (factory default)
1031	German
1034	Spanish
1036	French
1040	Italian
1046	Brazilian Portuguese
1047	Russian

Default watched folder: specify the default watched folder

Parameter: `WATCHFOLDER=<path_to_the_folder_name>`

You can specify any path here, provided that you have write access to the chosen folder. Image Retriever path syntax supports mapped drives and UNC standards as well.

Folder watching: enable or disable folder watching

Parameter: `FOLDERWATCH=[0...1]` .

Value:	Behavior
0	disable folder watching (factory default)
1	enable folder watching

The value 1 is accepted only if you *also specify* a valid watched folder via the WATCHFOLDER parameter.

Default e-mail profile: specify the default Microsoft Outlook e-mail profile

Parameter: **EMAILPROFILE**=<email_profile>

You can specify the e-mail profile to be used for e-mail polling.

Note: e-mail polling cannot be configured during install time for Lotus Notes.

E-mail polling: enable or disable e-mail polling (in Image Retriever Professional only)

Parameter: **EMAILWATCH**= [0...1] .

Value:	Behavior
0	disable e-mail polling (factory default)
1	enable e-mail polling

The value 1 is accepted only if you *also specify* a valid e-mail profile to watch via the EMAILPROFILE parameter.

Watch interval: define the default watch interval

Parameter: **POLINT**= [1...13]

Value:	Watch interval
1	1 sec
2	2 secs
3	5 secs
4	10 secs
5	30 secs (factory default)
6	1 min
7	2 mins
8	3 mins
9	5 mins
10	10 mins
11	30 mins

Value:	Watch interval
12	60 mins
13	"Never"

PaperPort behavior: set default PaperPort behavior: "Run PaperPort in a Window"; "Run PaperPort Minimized" or "Don't run PaperPort".

Parameter: **PPACTION**= [0 . . . 2]

Value:	PaperPort Behavior
0	"Run PaperPort in a Window" (factory default)
1	"Run PaperPort Minimized"
2	"Don't run PaperPort"

Personalized MFP Scanning Server: specify the default Personalized MFP Scanning Server.

Parameter: **PSPSRVDEF**=<server name or IP Address>

Specify the PSP Server here, provided that it is installed. <server name or IP Address> must not include the leading \\



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Example 1: Installing Image Retriever to watch the folder 'Documents' on the P drive with German user interface:

```
setup.exe /L1031 /v"WATCHFOLDER=P:\Documents
FOLDERWATCH=1"
```

Example 2: Installing Image Retriever to watch the folder 'repository' on the server 'global', with English user interface. Watch interval is 3 minutes, and PaperPort is launched minimized:

```
setup.exe /L1033 /v"FOLDERWATCH=1 PPACTION=2"
```

```
WATCHFOLDER=\\global\repository\ POLINT=8"
```

Example 3: Installing Image Retriever Professional to poll the Microsoft Outlook inbox with the e-mail profile 'MyProfile' set:

```
setup.exe /v"EMAILPROFILE=MyProfile  
EMAILWATCH=1"
```

Example 4: Installing Image Retriever Professional to use 'PSPTestServer' as the Personalized MFP Scanning server

```
setup.exe /L1033 /v"PSPSRVDEF=PSPTestServer"
```

NOTE: All parameters not specified in the examples above will take their factory default values.