Scanning

Scanning with the Xerox AltaLink C80XX multifunctional printers

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Scanning with the Xerox AltaLink C80XX multifunctional printers
Use the scan function on the Xerox AltaLink C80XX multifunctional printers

Introduction

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Introduction to scanning

The Xerox printers offer multiple options for scanning documents. There is easy scanning with few setting options and scanning with many options.

Easy scanning

The easy scanning, both to e-mail and to folder on the PC, can be found under the SafeQ Scan button on the touch screen. It is possible to deliver the scans in your e-mail and to deliver them in the Home folder on your PC.

When you use scan-to-email, you will receive an email with the scan as an attachment in the inbox of your mail program, usually Outlook. It's also possible that the e-mails end up in the Junk mail fo, this is due to security settings of your PC.

If you are scanning to a folder on the PC, the scans will appear in the Home directory, which is usually MyDocuments on the H: drive. In MyDocuments a Scans folder is created if necessary.
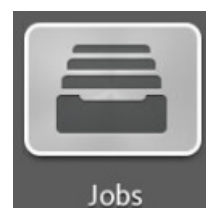
Scan a batch or different formats

If you want batch scanning or scan different formats (other than A3 or A4) choose the "Email" button.
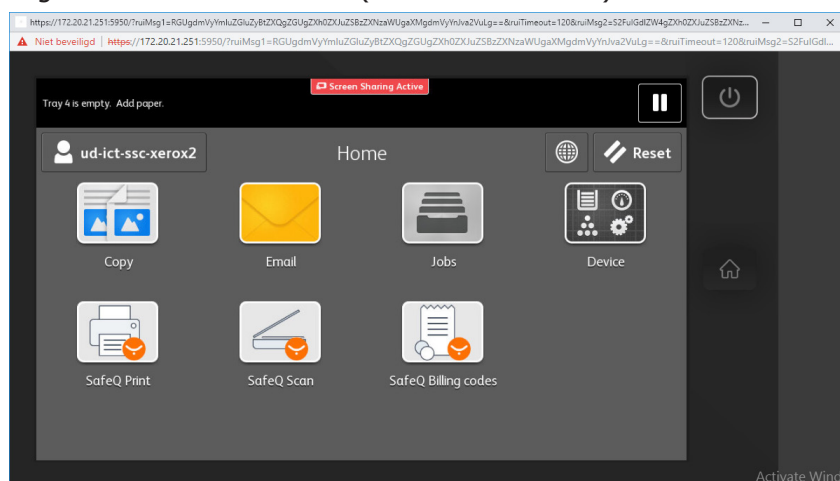

Check whether the scan was successful

After you have scanned, you can always check whether the scan was actually sent. Under the Jobs button on the display you can check the history and current activities of the printer.
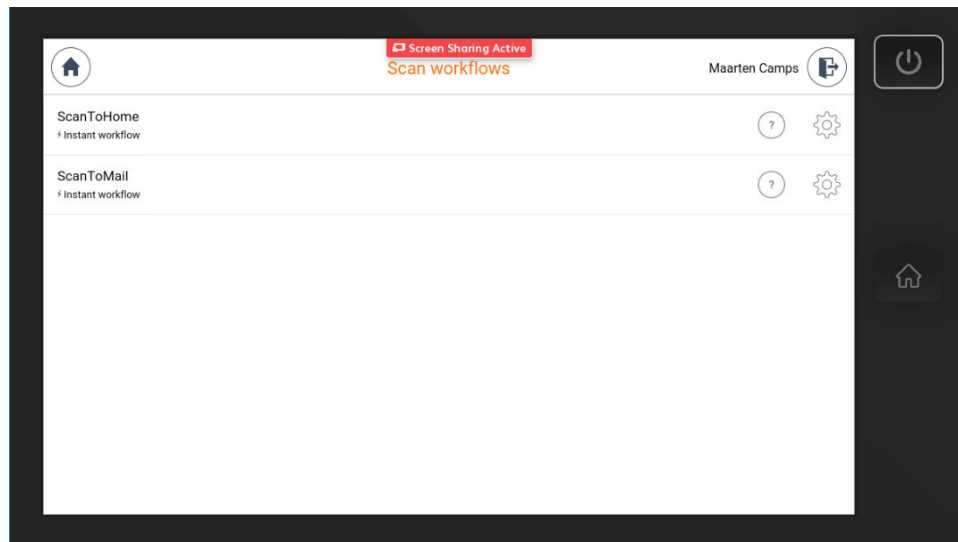
SafeQ Scan

SafeQ Scan can only be used with A4 or A3 originals (and some American formats). Other paper sizes are not recognized and the scan is not performed.
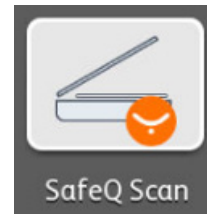

If you use the SafeQ Scan button, you will get to the screen below with the 2 possible scan options.

The ScanToHome button sends the file to the Home directory on your PC. The scan starts as soon as you touch the button.

The ScanToMail button starts scanning to your mail.

If you want to change the settings first, you have to press the gear symbol. You will then enter one of the screens below. (Both scanning options have the same setting options).
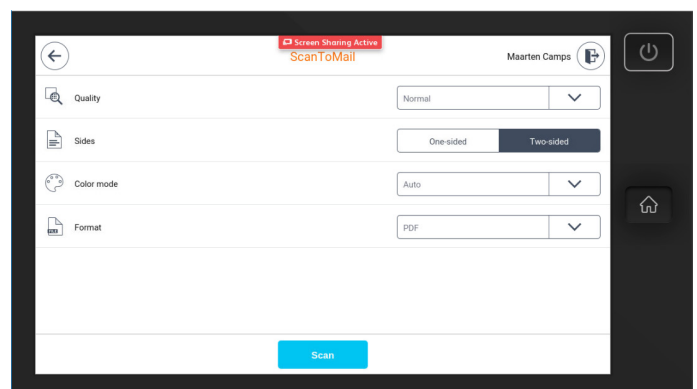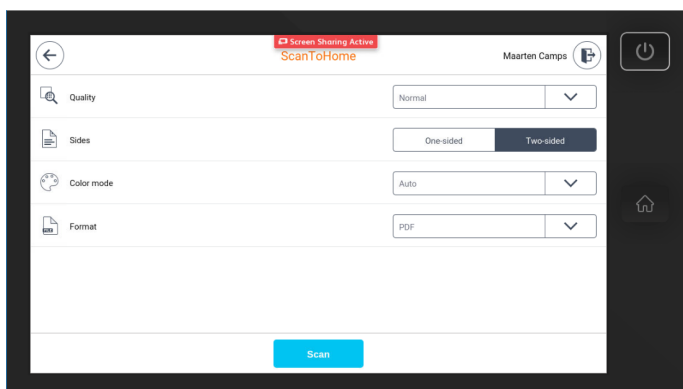
The default setting is double-sided scanning, so both sides of the paper are scanned. The scanner scans both sides simultaneously.
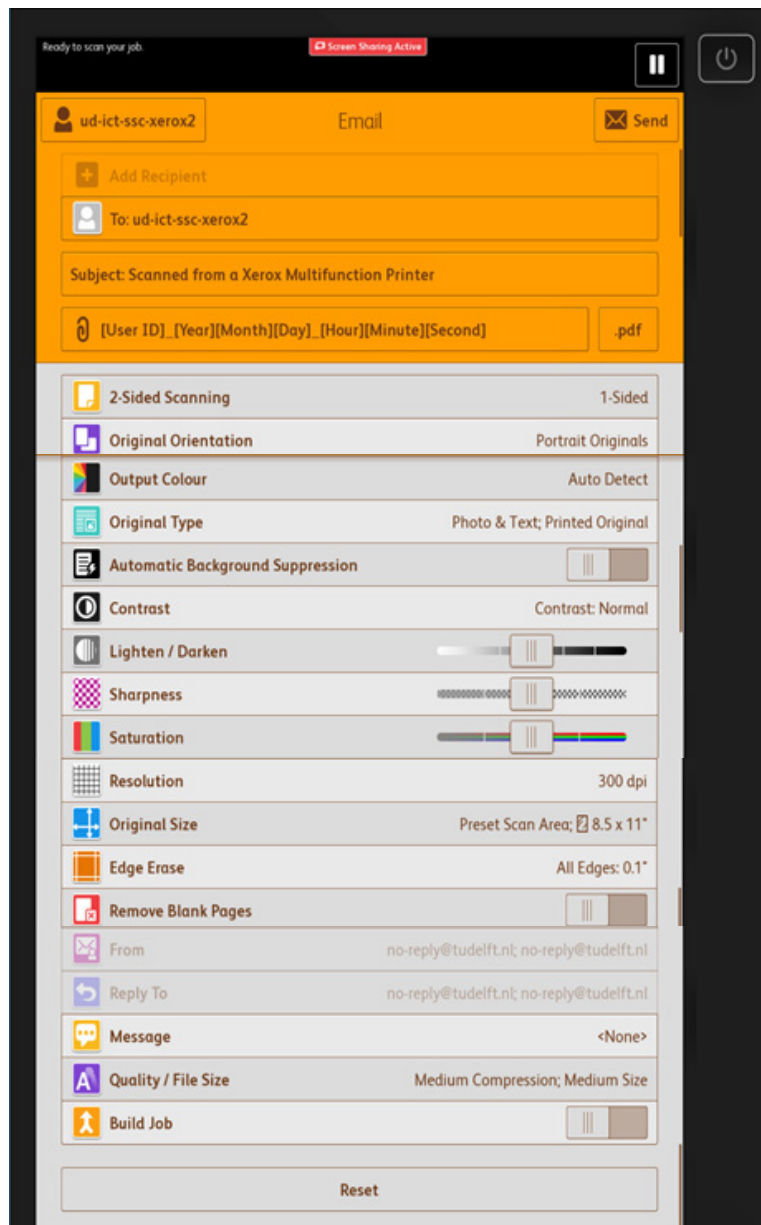
When you have made the desired changes, press the blue scan button to start scanning.

Scanning with more options

Use the 'Email' of 'Workflow' button if you want more control over the scans. For example batch scanning (Build Job in Xerox), text recognition (Searchable in Xerox), all kinds of paper sizes (also different sizes in one job) and more.
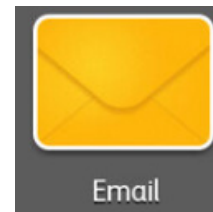
Email

If you press the Email button you will get to the menu below, where you scroll down for all possibilities. To start scanning, press "Send".

If you press the Workflow Scanning you will get to the menu below, where you scroll down for all possibilities. To start scanning, press the Scan button.
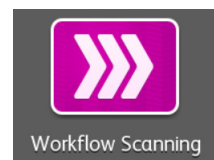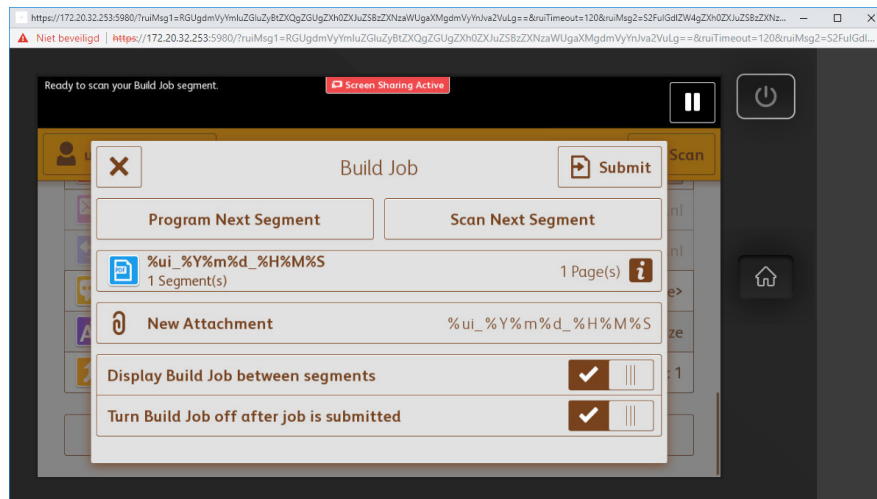
Build Job (Batch scanning)

If you scan from the glass plate and you want to collect multiple originals in one pdf, you use the Build Job button.

When you turn on "Build Job" and press "Scan" you will enter the menu below.

Every time you have placed a new original on the glass plate, press "Scan Next Segment".
When you have scanned all pages, press "Submit".

Originals with non-standard dimensions)

If you place something on the glass plate of non-standard recognized dimensions, for example a receipt, magazine or book, the menu below will pop-up.

In this menu you choose the dimensions of the original, or simply choose a preset like A4 or A3.
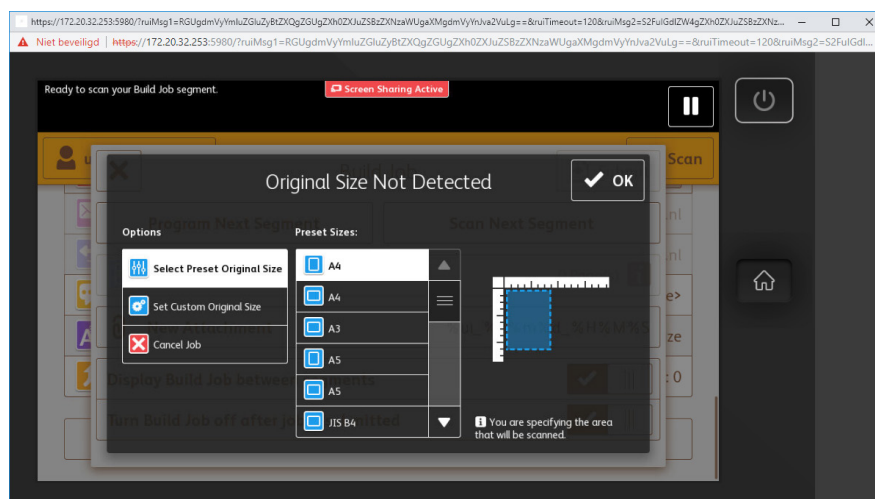
If you want to scan originals of different sizes or use different settings for the next original, you have to press "Program Next Segment".
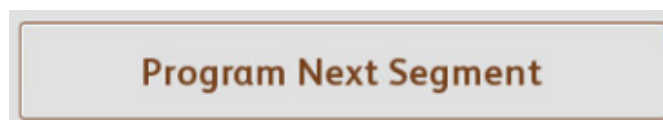
You can also use the Build Job function to mix scanning from the glass plate and originals through the feeder.

Set up Searchable or other File Format

Standard scans are written to a searchable PDF (to open with Acrobat or other pdf program). The search function on your PC can find the texts in the file. You can also copy the text or parts of it and use it elsewhere, for example in MS Word.

It is possible to deactivate the Searchable function. You can also choose a different File Format. To do this, press the format button right to the attachment name (default is .pdf).


A pop-up screen opens, where you can choose the following formats:

- .pdf (the most used portable format)
- .pdf/a (a pdf format that complies with the ISO archive standard)
- .xps (xml paper specifications, a Microsoft alternative to pdf)
- .tif (used for professional scans and photos)
- .jpg (the well-known photo and picture format, easy to use in MS Word for example)
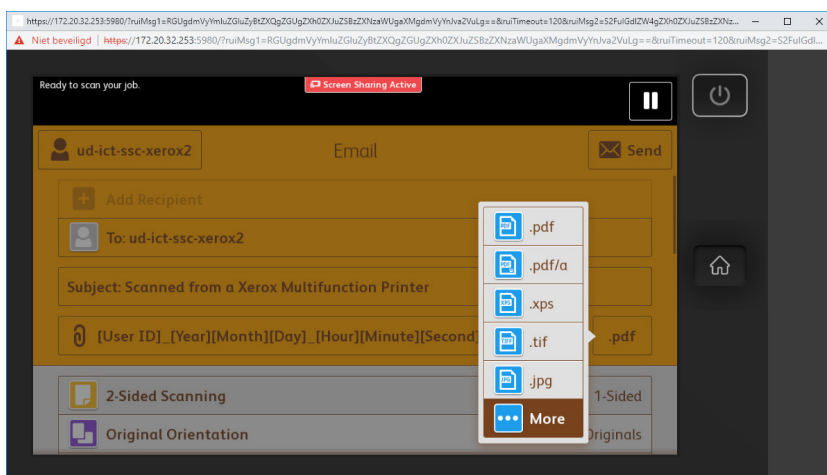
With the More button the following menu appears.
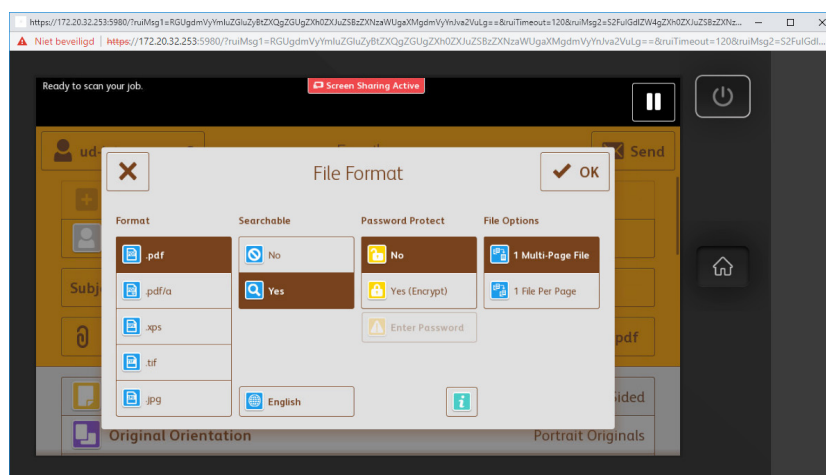
This menu depends on the chosen File Format. With .jpg for example Searchable and Mult-Page is not available (of course). The default "Searchable" can be disabled. If it is off, scanning will be a little faster. You can also secure a PDF with a password.

Under "File options" you can choose whether you get an email with one attachment with multiple pages or more attachments with one page each.

To, From, etc. fields

Just like with a normal email, the Scan to email function also has an To, CC and BCC, a From, a Subject, one or more attachments and a Message.

The CC and BCC fields are not available, the To field is always the email address of the logged on user and the sender is a no-reply address. You cannot change these fields.

The name of the attachment is made up of the netid of the logged on user, followed by the date and time. If you want to change the name of the file, you do this on your PC.