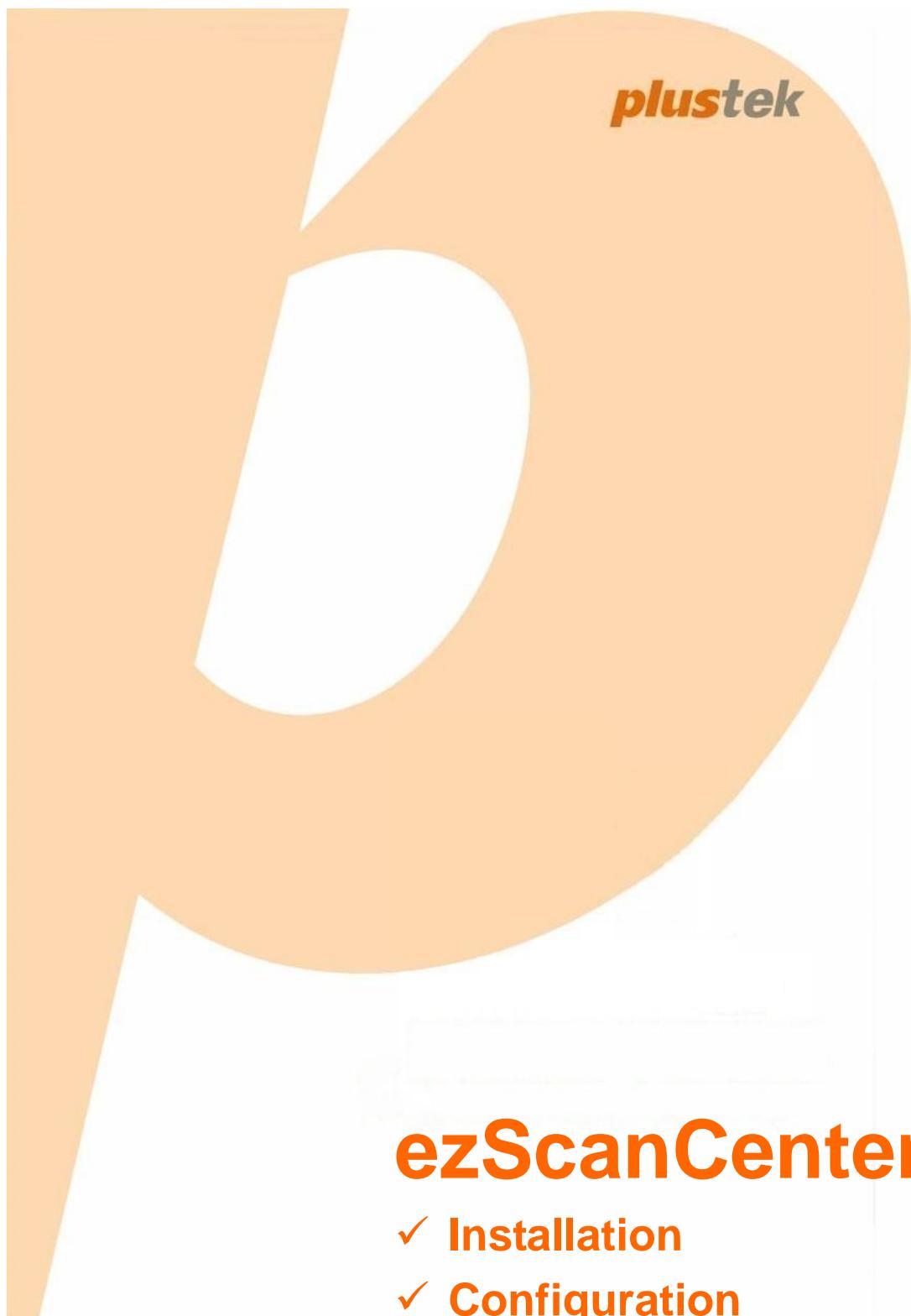


Administrator Guide



ezScanCenter

- ✓ Installation
- ✓ Configuration

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The product is designed and produced to achieve sustainable environmental improvement. We strive to produce products in compliance with global environmental standards. Please consult your local authorities for proper disposal.

The product packaging is recyclable.

Attention for recycling (For EU country only)

Protect your environment! This product should not be thrown into the household waste container. Please give it to the free collecting center in your community.

Screen Examples in This Manual

The screen shots in this guide were made with Windows 7. If you are using Windows 8, your screen will look somewhat different but functions the same.

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INTRODUCTION

Thank you for choosing us as your scanner supplier. Your new scanner will improve the professionalism of your day-to-day computing tasks by allowing you to input images and electronic text into your computer system.

Like all of our products, your new scanner is thoroughly tested and backed by our reputation for unsurpassed dependability and customer satisfaction. We hope you will continue to turn to us for additional quality products as your computing needs and interests grow.

HOW TO USE THIS GUIDE

This Administrator Guide provides instructions on how to install and configure the scanner system, and it is only for system administrators or suppliers. General users do not need to read this guide and do not change the system settings. **Before using this scanner system, basic knowledge of network setup and configuration will be helpful to operate this scanner system.**

The Introduction section of this manual describes minimum system requirements to use the system. Chapter I describes how to configure the system. Chapter II illustrates how to configure advanced settings. Appendix A contains the table of General Settings. Appendix B provides steps to install the Scan2PC application.



Information

This program is for group user only, it is not for personal user. There must be an administrator to manage all the settings.

CONVENTIONS OF THIS GUIDE

“XXX” — Represents commands or contents on your computer screen.

Bold — Represents buttons on your scanner OR important notes.

ALL CAPS — Important note or first use of an important term in a chapter.

A Note about Icons

This guide uses the following icons to point out information that deserves special attention.



Warning

A procedure that must be followed carefully to prevent injury, or accidents.



Attention



Information

Instructions that are important to remember and may prevent mistakes.

Optional tips for your reference.

SAFETY PRECAUTIONS



Warning

Before using this device, please read the following important information to eliminate or reduce any possibility of causing damage and personal injury.

1. Always keep the whole system at 10°C~40°C room temperature.
2. Always keep the whole system at least 10 cm in distance away from the surrounding wall for proper cooling of the system.
3. There should be at least 30 cm space on the side of the system to place documents or books.
4. Set the system to the sleep mode every day after the end of working hours. Please turn off the power for all devices of the whole system if it will not be used for a long period of time.

Minimum System Requirements

■ Plustek Scanner:

Plustek KnowledgeOffice A300, OB4800.
Plustek SmartOffice PS396, PS406, PS406U, SN8016U,
SC8016U, EasyScan 400.

■ Tablet PC¹:

Operating System: Windows 7, Windows 8
CPU: Dual core 1.5G or above
Memory: DDR2 2 GB or above
Hard Disk Space: 10 GB or above
Screen Size: 10" or above
Optimum Resolution: 1280x768 or above
I/O: USB 2.0 x 1 or above (A USB Hub might be necessary.)

¹ Higher requirements might be needed when scanning or editing a large quantity of image data. The system requirements here are only a guideline, as in general the better the computer (motherboard, processor, hard disk, RAM, video graphic card), the better the results.



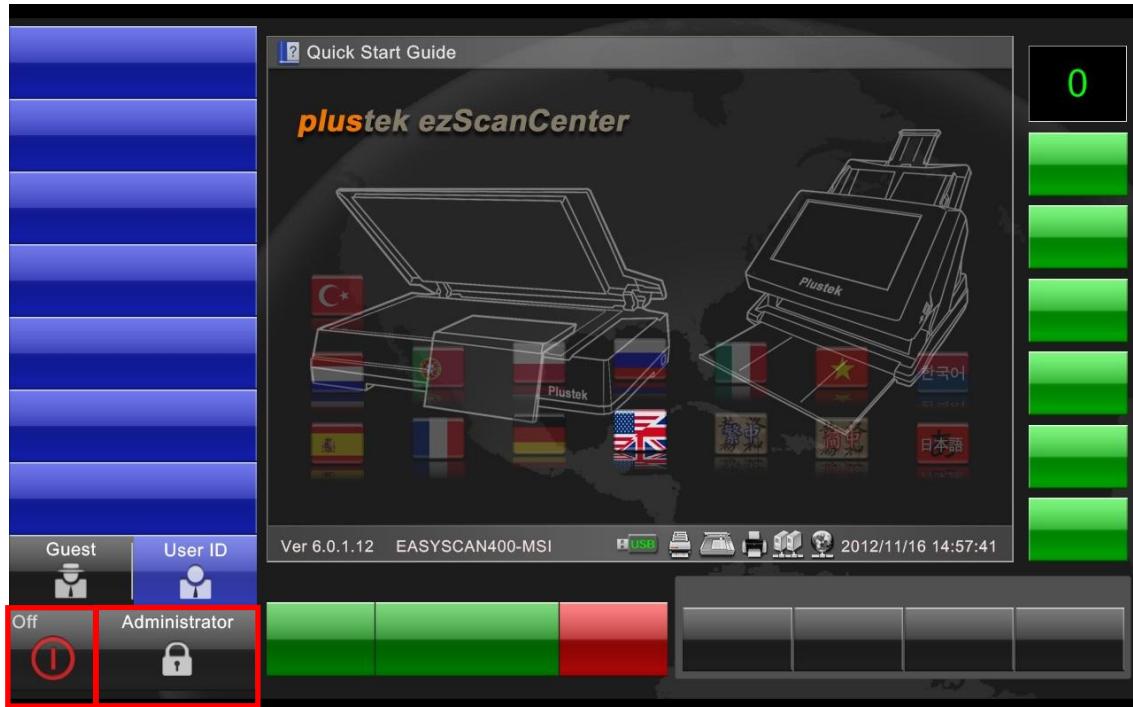
Information

- Windows 98/2000/XP/Vista/Linux are not supported.
- You have to log on as a user with “Administrator” privileges in order to install software and configure the system.

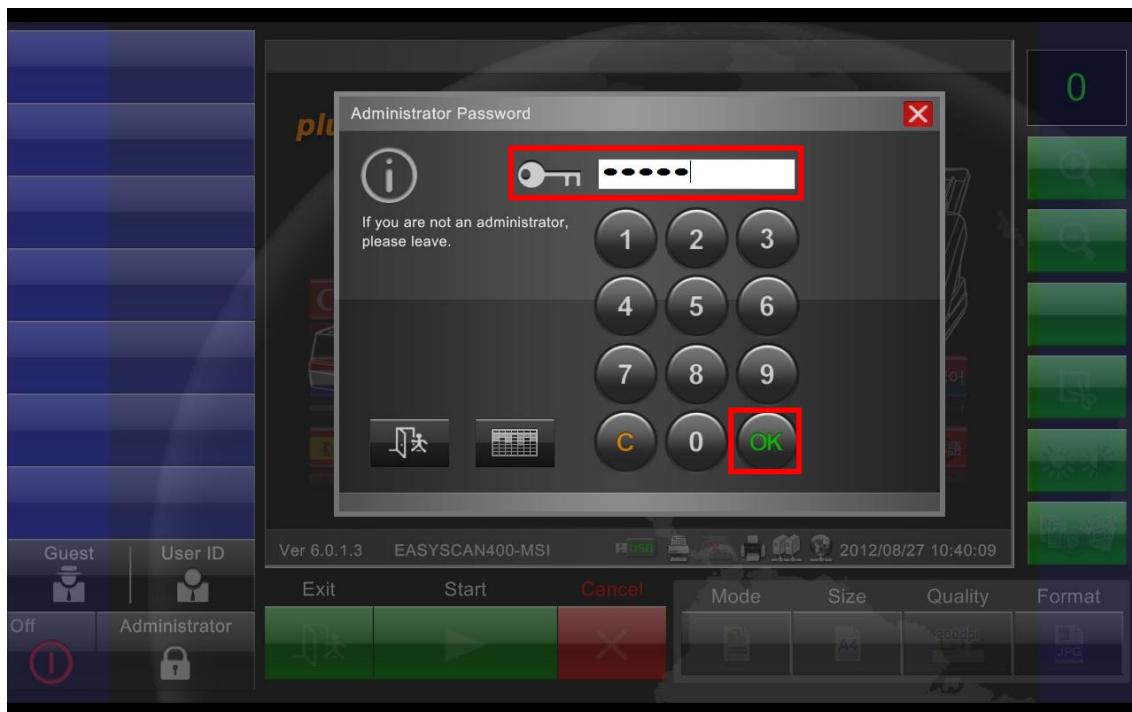
CHAPTER I. CONFIGURING THE SYSTEM

CONFIGURING THE SYSTEM BY THE ADMINISTRATOR MANAGEMENT INTERFACE

After powering on the system, you can press the **Administrator** button on the Login window to enter the administrator management interface. Enter the default administrator password **12345** on the screen and press the **OK** button.



- Press the **Off** button and enter the password on the following screen to power off the system.
- Press the **Administrator** button and enter the password on the following screen to enter the administrator management interface.



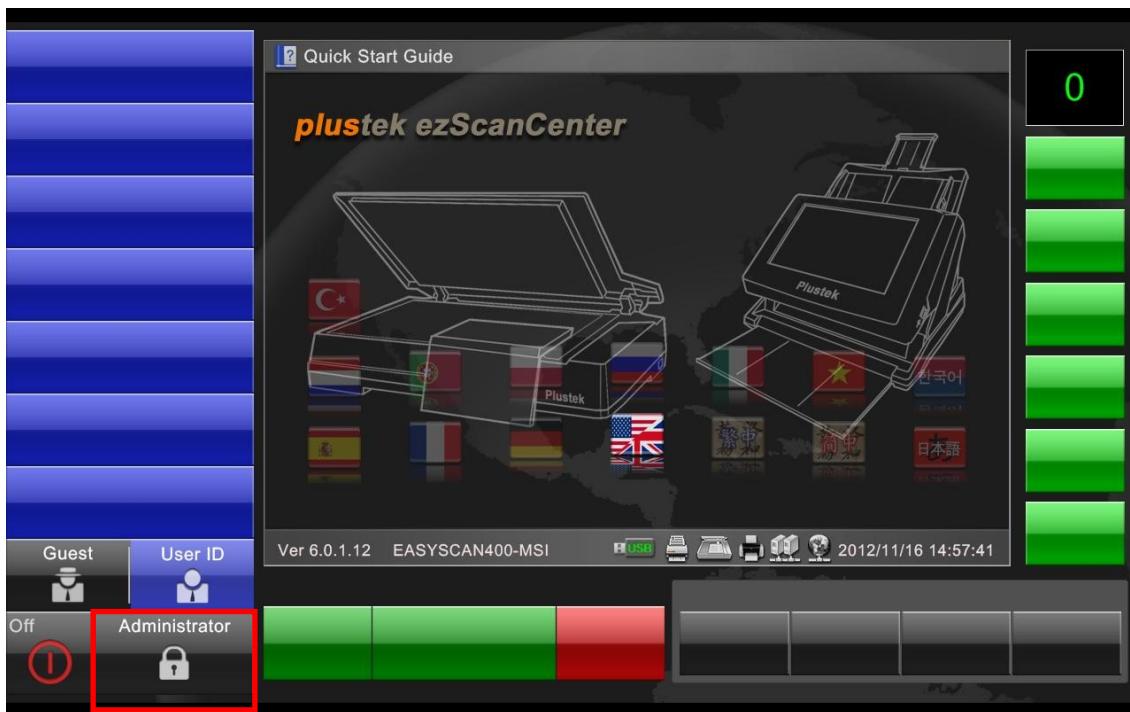
The administrator management interface contains the following sections: **System Settings**, **Permissions Management**, **E-mail/Cloud/FAX/FTP/Share**, **Administrator Settings** and **Update**. After any configuration is modified, please press the button.



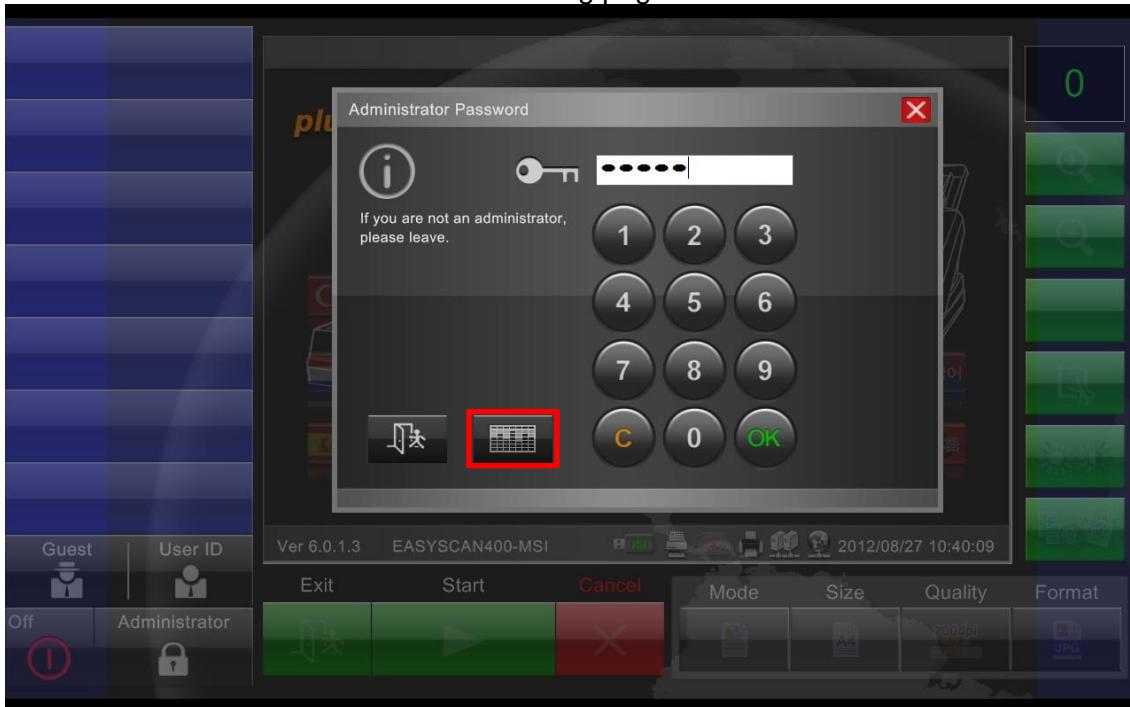
You may press the  button on the lower left corner to display the keyboard on the screen if necessary.

Viewing Logs

To view logs, please press the **Administrator** button on the screen.



Press the button to enter the log page.



This log information shows total scan counts of the last user, current date, current week, current month, and current year (up to 5 years). Press the button to export this log information to the USB drive in the PDF file format. Press the button to send this log information to your e-mail address in PDF format. Press the button to exit this log.

Date-Time

Date-Time	USB	Email	FTP	PC	Cloud	USB 1	USB 2	Total
08/21 14:20	0	0	0	0	0	0	0	0
2012/08/27	0	0	0	0	0	0	0	0
This Week	0	0	0	0	0	0	0	0
2012/08	0	0	0	0	4	0	4	8
2012/07	0	0	0	0	0	0	0	0
2012/06	0	0	0	0	0	0	0	0
2012/05	0	0	0	0	0	0	0	0
2012/04	0	0	0	0	0	0	0	0
2012/03	0	0	0	0	0	0	0	0
2012/02	0	0	0	0	0	0	0	0
2012/01	0	0	0	0	0	0	0	0
2011/12	0	0	0	0	0	0	0	0
2011/11	0	0	0	0	0	0	0	0
2011/10	0	0	0	0	0	0	0	0
2011/09	0	0	0	0	0	0	0	0
12 months	0	0	0	0	4	0	4	8
2012	0	0	0	0	4	0	4	8
2011	0	0	0	0	0	0	0	0
2010	0	0	0	0	0	0	0	0
2009	0	0	0	0	0	0	0	0
2008	0	0	0	0	0	0	0	0
5 Years	0	0	0	0	4	0	4	8

Guest User ID
Off Administrator

Press each function tab on the top of the screen to enter each function's log page. Press the button to move to the previous item or Press the button to move to the next item. Press the button to move to previous page or press the button to move to next page. Press the button to exit this page.

Date User ID Driver FileName Size KB Time Status

Date	User ID	Driver	FileName	Size KB	Time	Status
2012/08/31...	Guest	E:	20120831_...	1211	2012/08/31...	Complete
2012/08/31...	Guest	E:	20120831_...	1214	2012/08/31...	Complete
2012/08/31...	Guest	E:	20120831_...	1184	2012/08/31...	Complete
2012/08/31...	Guest	E:	20120831_...	267	2012/08/31...	Complete
2012/08/31...	Guest	E:	20120831_...	1151	2012/08/31...	Complete
2012/08/31...	Guest	E:	20120831_...	169	2012/08/31...	Complete
2012/08/31...	Guest	E:	20120831_...	1217	2012/08/31...	Complete
2012/08/31...	Guest	E:	20120831_...	1194	2012/08/31...	Complete
2012/08/31...	Guest	E:	20120831_...	266	2012/08/31...	Complete
2012/08/31...	Guest	E:	20120831_...	275	2012/08/31...	Complete
2012/08/31...	Guest	E:	20120831_...	1189	2012/08/31...	Complete
2012/08/31...	Guest	E:	20120831_...	270	2012/08/31...	Complete
2012/08/31...	Guest	E:	20120831_...	1153	2012/08/31...	Complete
2012/08/31...	Guest	E:	20120831_...	176	2012/08/31...	Complete
2012/08/31...	Guest	E:	20120831_...	1206	2012/08/31...	Complete
2012/08/31...	Guest	E:	20120831_...	1193	2012/08/31...	Complete
2012/08/31...	Guest	E:	20120831_...	272	2012/08/31...	Complete
2012/08/31...	Guest	E:	20120831_...	279	2012/08/31...	Complete
2012/08/31...	Guest	E:	20120831_...	1387	2012/08/31...	Complete
2012/08/31...	Guest	E:	20120831_...	217	2012/08/31...	Complete
2012/08/31...	Guest	E:	20120831_...	1156	2012/08/31...	Complete

Guest User ID
Off Administrator

1/2

System Settings

System settings include the following items: **General**, **Printer Utility**, **Scan Utility** and **Localization Language**.

General

The administrator can modify the desired settings on this interface. Press the desired item you want to modify, the item function and the option values are listed in the **Description** column. Select the desired item value from each drop-down list in the **Status** column. Press the button to confirm the configurations. Press the button to cancel the modifications or press the button to return the default system values.

The major configurations include setting the Default Resolution (dpi), adding advertisements on the screen and adding the watermark on the scanned image. Note: When you use the WaterMark function, the minimum output image is 8 bit. For all detail descriptions of general settings, please refer to the "[Appendix A: General Settings](#)" section of this guide.



Printer Utility

You may set the system connect to printers for users to print the scanned images when needed. Press the button to add printers into the printer list, and follow the directions in the pop-up window to complete the procedure. Select the desired printer and press the button to set the printer as the default printer. Select the desired printer and press the button to modify printer settings. If the printer is not detected, you may manually enter the IP address in the **IP** column, press the button to save the printer IP address.

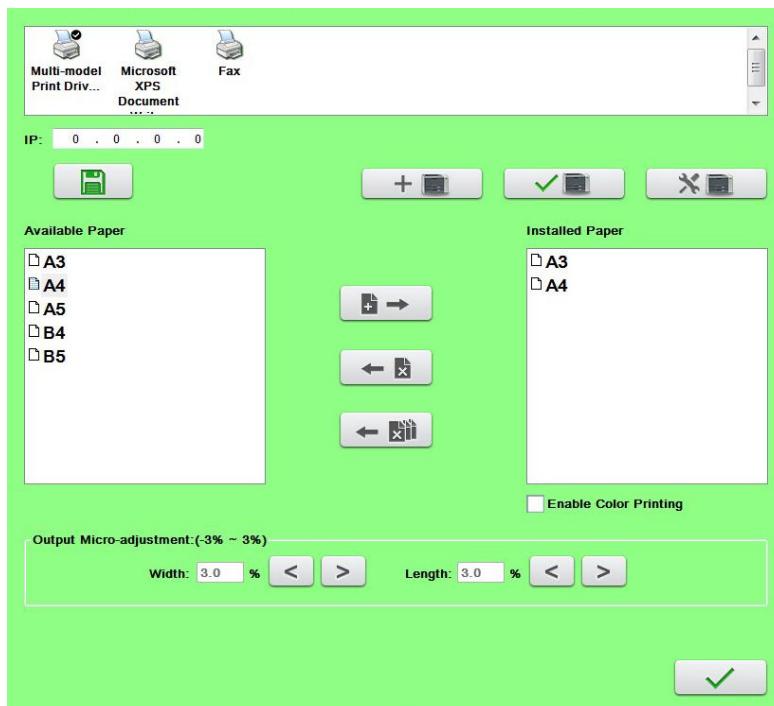


Attention

- This Printer Utility doesn't support shared printers.
- If you want to print double-sided documents, please press the button and enable the double-sided function first.

The available paper sizes are listed in the **Available Paper** column. You can select the desired paper size and press the button to add the size in the **Installed Paper** column; the scanned images will be printed in the desired paper size. (Note: you can only select the available paper size supported by your printer.) If your printer supports color printing, you may tick the checkbox of **Enable Color Printing** to enable this function.

To delete the paper size, select the desired paper size in the **Installed Paper** column and press the button. Press the button to delete all paper sizes in the **Installed Paper** column. You may modify the **Output Micro-adjustment** for both width and length from -3% to 3% to best fit the printer margin.



Scan Utility

Power save

You may opt to keep the scanner lamp always on or define an idle time for the scanning lamp to automatically turn itself off. In the **Power Save** section of the this interface, click the button of your option:

- To set the lamp being always illuminated: Click the button before “**Keep lamp always on**”.
- To automatically turn the lamp off: Click the button before “**Turn lamp off**”.

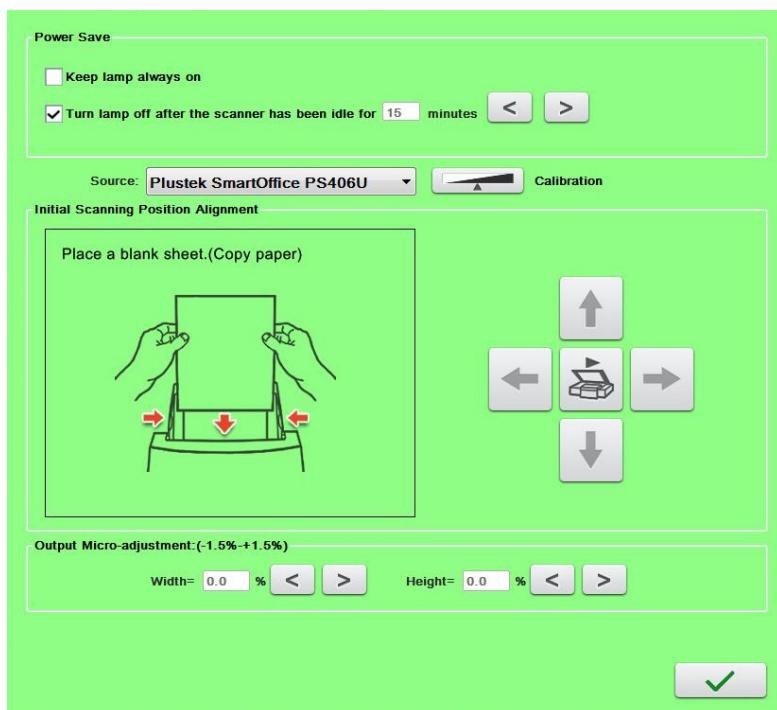
after the scanner has been idle for ... minutes” and then click the left or right arrows to set a default time for the lamp to automatically turn off after a scan.

When the configuration completes, press the  button to save settings and exit.

Aligning the scanner

In most cases, the scanner doesn't need to be aligned but there are instances when the alignment might be required. You need to align the scanner only if parts of the scanned document are missing from any of its edges. For example, the heading of a document might be missing from the top edge after the document has been scanned.

Select the **Source** then follow the onscreen instruction to place a white paper onto the scanner. If you are using a ADF scanner, you may press  to calibrate the scanner. Find the **Initial Scanning Position Alignment** section. Press the  button. Part of the document image will be displayed in the Alignment Window. Press the Alignment Position buttons (**Up, Down, Left, Right**) to adjust the Home position. When the alignment completes, press the  button to save settings and exit. You may modify the **Output Micro-adjustment** for both width and length from -1.5% to +1.5% to best fit the scanner margin.

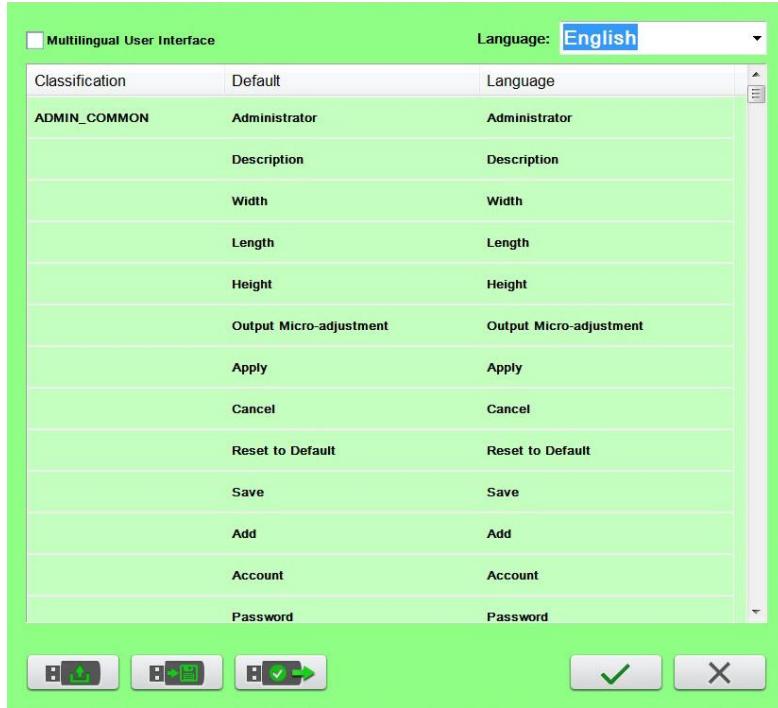


Localization Language

You can localize the texts displayed on the screen to the desired language. Tick the check box of **Multilingual User Interface** to enable multi-language user interface. Select desired **Language** from the drop-down list. The default translation will display on the screen. Press the desired item you want to modify in the **Language** column, and

enter the desired description. Press the  button to confirm the configurations.
Press the  button to cancel the modifications.

Press the  button to load the desired contents to this column from the USB drive. Press the  button to export the modified column contents to the USB drive.
Press the  button to remove the USB drive.



Permissions Management

Permissions Management includes the following items: **Administrator**, **Group User**, **Guest User**, **LDAP Server Settings** and **LDAP User**.

Administrator

This scanner features the following functions: **Scan to USB**, **Scan to Email**, **Scan to Share**, **Copy (Printer)**, **Scan to FTP**, **Scan to PC**, **Scan to Fax**, **Scan to Cloud** and **USB to Printer (Optional)**. You can activate the desired function by ticking the check box of **Enable** in the **Status** column.

Function Analysis					
Function Name	Function Descriptions	User Types			
		Government	Company	School	Library
Scan to USB	Scan to USB Memory. The scanned documents are saved in a USB memory device connected to the system.	★★	★★	★★★ Student	★★★
Scan to Email	Scan to E-Mail. The scanned documents are sent by e-mail. *1	★	★	Not recommend	Not recommend

Scan to Share	Scan to Network HDD. The scanned documents can be saved in a shared folder on the LAN. *2	☆	☆	Not recommend	Not recommend
Copy (Printer)	Scan to Copy (Printer) machine. Scanned documents to the printer. *3	☆☆	☆☆	☆☆	☆☆
Scan to FTP	Scan to FTP server. The scanned documents can be uploaded to a specified directory on the FTP server.	☆	☆	Not recommend	Not recommend
Scan to PC*4	Scan to PC. The scanned documents can be transferred to user's PC on the LAN.	☆☆☆	☆☆☆	☆☆☆ Teacher	Not recommend
Scan to Fax	Scan to Fax machine. Scanned documents to the fax. *5	☆☆	☆☆	☆	☆
Scan to Cloud	Scan to Cloud service. The scanned documents can be transferred to the Cloud service over the internet. *6 User can download the scanned documents from anywhere via a web browser.	☆	☆	Not recommend	Not recommend
USB to Printer (Optional)	USB to Printer. Send USB documents to a printer. The documents in the USB memory device can be sent to the printer. *7	Not recommend	Not recommend	☆☆	Not recommend
Custom	Scan to specific folder or application	☆☆	☆☆☆	Not recommend	Not recommend

☆☆☆: Highly recommend ☆☆: Recommend ☆: Pay attention to the network security issues

Notes:

- *1: Before enabling this function, a SMTP server should be set by the administrator.
- *2: LAN: Local Area Network.
- *3: Before enabling this function, a printer should be set by the administrator.
- *4: Please install the **Scan2PC** software on the user's PC before enabling the Scan to PC function.
- *5: Before enabling this function, a fax machine should be set by the administrator.
- *6: Before enabling this function, user should register a cloud service account. The supported file types and sizes depend on the cloud service.
- *7: Please install the **OpenOffice** software version 3.1.1 (or above) on the system before enabling the USB to Print function. You can download the software from the following website: www.openoffice.org.

Custom Function

The administrator may add up to 2 customized functions in **Custom Function** section.

- **Function Name**

Enter the desired function name, the maximum length of **Function Name** is 14 characters.

- **Launch application only**

If this check box is ticked, selecting this function will only start the linked application program.

- **Button Icon**

Press the  button to upload desired button icon. This icon can only be in PNG format, and the maximum size is 80(w) x 50(h).

- **Application Link**

Press the  button to browse to the desired program folder and select the executable file (*.exe) of the desired application program. The application is displayed here with its full file path and execution file name.

- **Command Line**

Enter the command line and add %1 at the end of the command line to perform a specific task if you have such information for the selected application program. It is recommended that you leave this field blank if you will not use or are unsure of the command line.

- **Save Folder**

The scanned documents or images are saved to the folder displayed here. Press the  button to open a dialog box where you may browse your disk drives to select a desired saving folder.

Press the  button to add this customized function. Select the added function in the **Function** column and press the  button to delete the function, or press the  button to save any modifications. Press the  button to confirm the configurations. Press the  button to cancel the modifications or press the  button to return the default system values.



Adding Custom Function

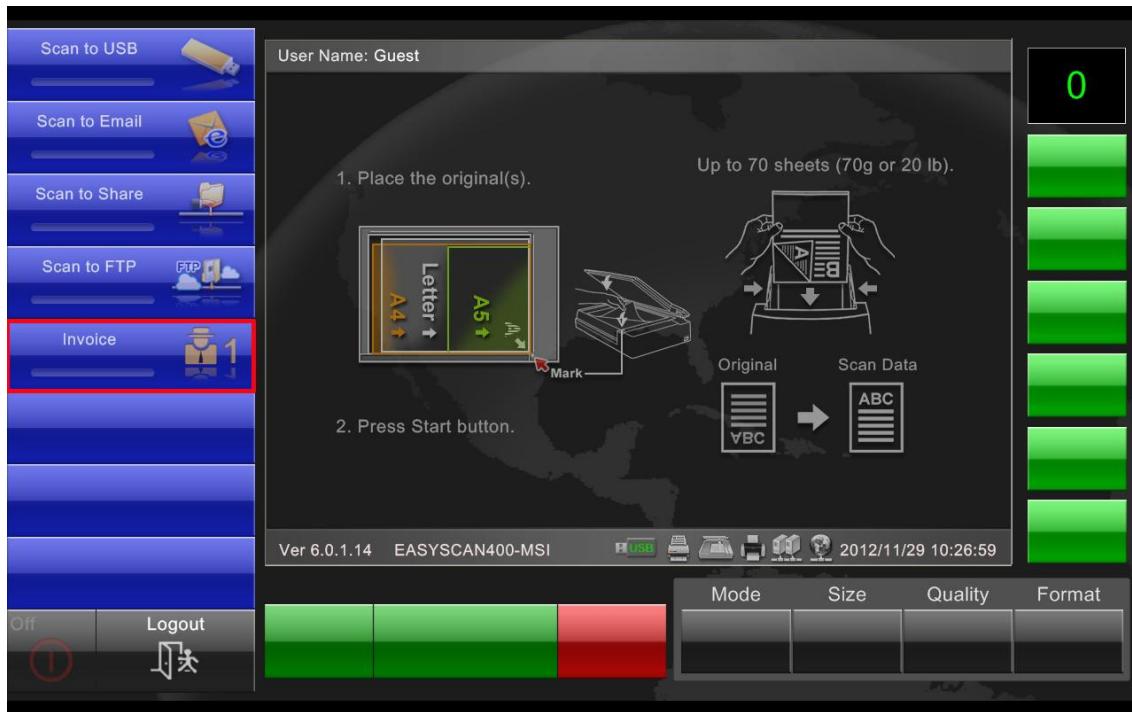
Scan to specific folder

For example, if you want to add a function **Invoice** for scanning invoices to a specific folder, you may do as following:

Enter **Invoice** as the **Function Name**, press the button to select a desired **Save Folder**. Press the button to add this customized function. Press the



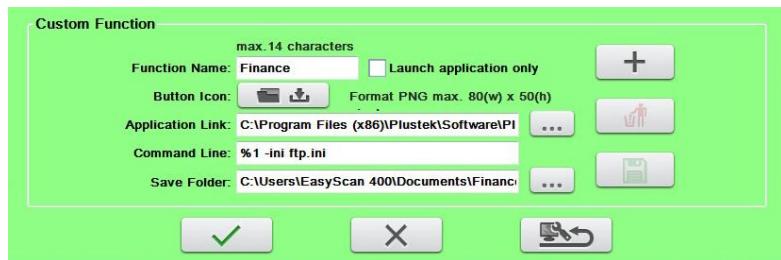
Enable the newly added **Invoice** function in **Administrator**, **Group User** or / and **Guest User** setting page. Enter the user interface, you can find the custom function is available on the screen.



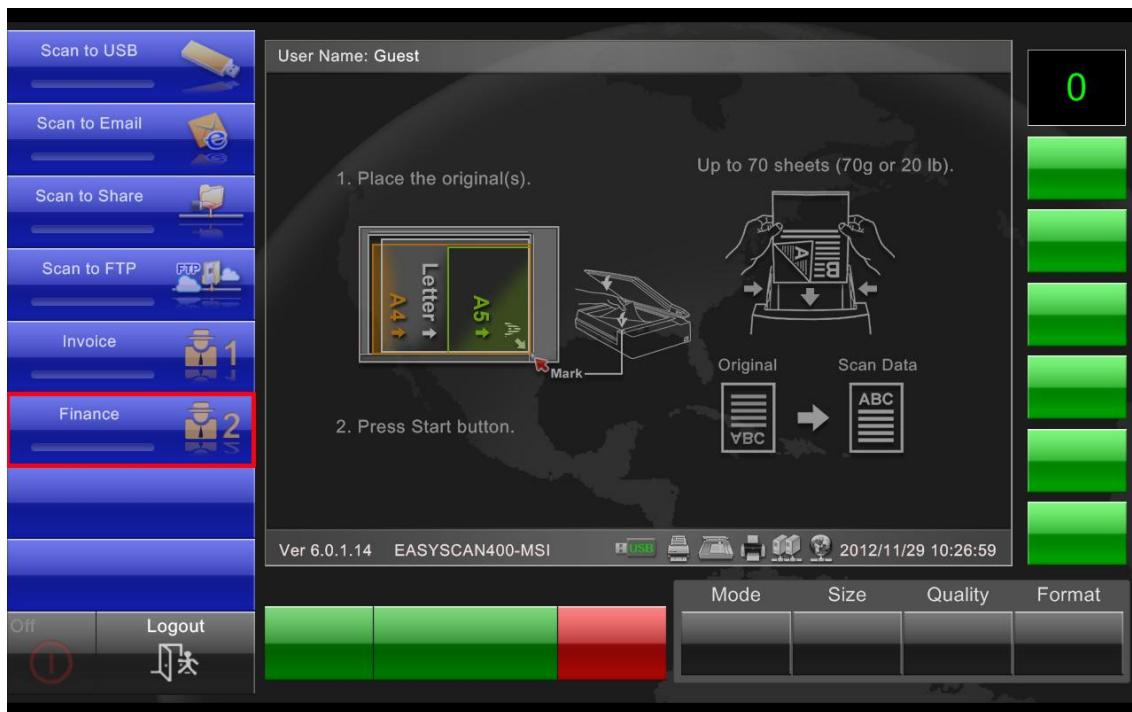
Scan to specific application

For example, if you want to add a function **Finance** for scanning document to a specific application, you may do as following:

Enter **Finance** as the **Function Name**, press the **...** button to select a desired **Application Link**. Enter the **Command Line** as the application required, press the **...** button to select a desired **Save Folder**. Press the **+** button to add this customized function. Press the **✓** button to confirm the configurations.



Enable the newly added **Finance** function in **Administrator**, **Group User** or / and **Guest User** setting page. Enter the user interface, you can find the custom function is available on the screen.



Group User

Tick the check box of **Enable Group User** to enable group user function. Press the button to load the user list from the USB drive to this interface. Press the button to export the user list from this interface to the USB drive. Press the button to safely remove the USB drive. Select the desired location on screen and press the button to add new group. Select the desired group on screen and press the button to delete the group. Select the desired group on screen and press the button to add new user. Select the desired user on screen and press the button to delete the user. Select the desired item on screen to modify the description of the desired item. Press the button to save all the modifications, and press the button to cancel the modifications.



If any user forgets his password, the administrator should delete the user ID, then create the user ID again. The default password is **1234** for each **User ID** the administrator creates; the administrator doesn't have to set the password.

The screenshot shows a software interface titled "Enable Group User". It features a main table area with a green header row containing columns for "Group", "User Name", and "E-mail Address". Below this are three rows for "Group1" containing user entries "a001", "b001", and "f001" with their respective email addresses. Under "Group1", there are three more rows for "Group2" and "Group3", each with four entries. The table has a light blue background. At the top, there is a toolbar with various icons. At the bottom, there is another toolbar with buttons labeled "Setting File", "Group", "User", and "Save" (with a checkmark icon) or "Cancel" (with a cross icon).

Group	User Name	E-mail Address	USB	SD	Net	FTP	Print	Cloud	File
Group1	a001	a001@sample.com	<input checked="" type="checkbox"/>						
	b001	b001@sample.com	<input checked="" type="checkbox"/>						
	f001	f001@sample.com	<input checked="" type="checkbox"/>						
Group2			<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Group3			<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Read the downloaded **readme** file before you editing the **GroupUsers.csv** text file. If you want to upload your user list file to this interface, the following descriptions explain the content format of the file:

1. The file should be a **GroupUsers.csv** text file.
2. The columns of the first top row (from left to right: Group, User Name, Email.....) can not be edited, deleted, added, or moved.
3. Every user record consists 20 columns: the first column is Group, the second column is User Name, the third column is E-Mail Address, the 4-14 columns are available functions, the 15-19 columns are parameters settings and the last column is Password.
 - a. Column 1-3: Enter the Group, User Name and the E-Mail Address without special characters (\ / : * ? " < > | : , =.).
 - b. Column 4-14: Enter 0 for Disable, 1 for Enable.
 - c. Column 15-19: Select available parameters settings for Mode, Size, Quality, Resolution and Format.
 - d. Column 20: The Password is set by default and cannot be edited. Please leave this column blank when any new user record is added.

Guest User

Tick the check box of **Enable Guest User** to enable guest user function. You can activate the desired function by ticking the check box in the **Status** column. Press the button to confirm the configurations. Press the button to cancel the modifications or press the button to return the default system values.



LDAP Server Settings

Select the **Login with** from the drop-down list. Enter the **Server**, **Port**, **SSL Port**, **User(DN)** and **Password** you've already registered. Press the  button to connect to the LDAP Server. Press the  button to confirm the configurations. Press the  button to cancel the modifications.

Login with: Active Directory Global Catalog

Server: 211.22.67.XXX

Port: 389 SSL Port: 636

Standard LDAP port:389(over SSL port:636)
Global Catalog port:3268(over SSL port:3269)

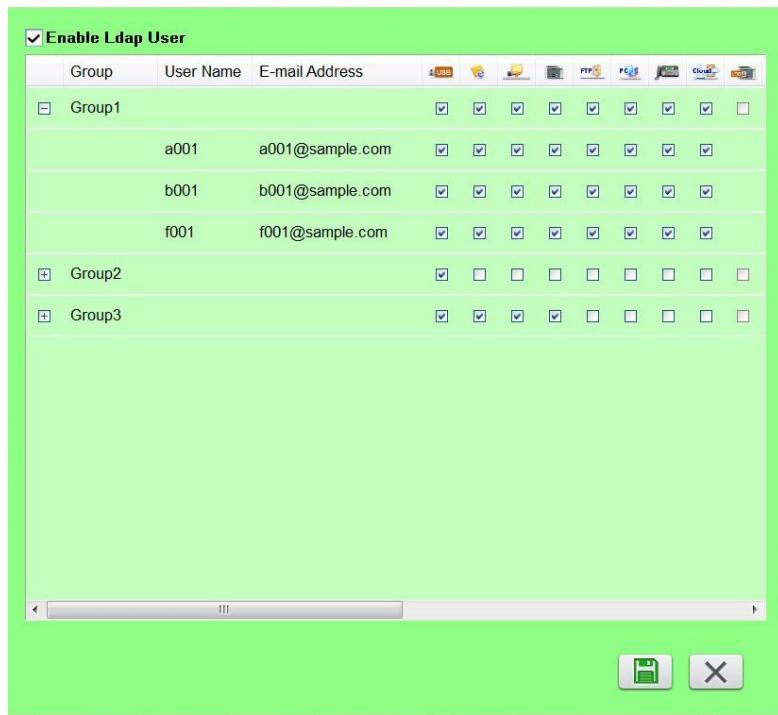
Active Directory Global Catalog

User(DN): uid=a001,ou=People,dc=plustek,dc=idv,dc=bz
(Example: cn=users, dc=custom, dc=com)

Password: *****

LDAP User

Tick the check box of **Enable LDAP User** to enable LDAP user function. The LDAP user will display automatically if the LDAP server connection is success. You can only select the desired function on screen, the user list can't be edited. Press the  button to save all the modifications, and press the  button to cancel the modifications.



E-mail/Cloud/FAX/FTP/Share

The administrator can configure settings of the Cloud server, E-mail server, Fax server, FTP server and network share folder.

Cloud Server Settings

You can activate the desired cloud server by ticking the check box in the **Enable** column. Select the desired cloud server, enter the **Account** and **Password** you've registered. Press the  button to connect to the cloud server. Press the  button to save the information. Press the  button to confirm the configurations. Press the  button to cancel the modifications or press the  button to return the default system values.

Server Name	Enable	Status
Box	<input checked="" type="checkbox"/>	Available
Dropbox	<input type="checkbox"/>	Available
Evernote	<input type="checkbox"/>	Available
Google Drive	<input type="checkbox"/>	Available
SharePoint2010	<input type="checkbox"/>	Available
SharePoint2010(SSL)	<input type="checkbox"/>	Available

Description
box.net upload client

Web Address: Port:

Account: Password:

E-mail Server Settings

Enter **Server**, **Send To**, **Sender**, **Port**, **User ID**, **Password** and **Attachment Size** to set up the mail server. Press the button to delete and press the button to clear all the information. Press the button to confirm the configurations. Press the button to test the settings of the mail server. (Note: The items in the **Server** drop-down list are for testing only. Please enter your real mail server to set up the mail server.)

Please fill in the following,in order to send email.

Server:	<input type="text" value="smtp.gmail.com"/> <input type="button" value="Delete"/>	Port:	<input type="text" value="Auto"/> <input type="button" value="Delete"/>
Send To:	<input type="text" value="greenscan1@gmail.com"/> <input type="button" value="Delete"/>	Sender:	<input type="text" value="ScanFiles"/> <input type="button" value="Delete"/>
User ID:	<input type="text" value="greenscan1"/> <input type="button" value="Delete"/>	Password:	<input type="password"/> <input type="button" value="Clear"/>
Attachment Size:	<input type="text" value="5 MB"/> <input type="button" value="Test"/>		

FAX Server Settings

The operations in this guide were made with Windows 7.

To configure the fax modem

Before you start to configure the settings, please make sure you've properly connected your fax modem to the system, and plugged a standard analog phone line into the fax modem.

1. From the Windows **Start** menu, point to **All Programs**, and then click **Windows Fax and Scan**.
2. At the bottom left corner, click **Fax**, and then click **New Fax** on the toolbar to activate the Fax Setup wizard.
3. Click **Connect to a fax modem** and follow the onscreen instructions to complete the settings.

Note: To configure your system to only send faxes, not receive faxes, click **I'll choose later; I want to create a fax now** in the Fax Setup wizard.



Attention

Before you start to configure the settings, please make sure your system is connected to the network and you have wrote down the network address of the fax server (for example, \\myfaxserver).

1. From the Windows **Start** menu, point to **All Programs**, and then click **Windows Fax and Scan**.
2. At the bottom left corner, click **Fax** to display the Fax view.
3. Click the **Tools** menu at the top of the window, and then click **Fax Accounts**.
4. Click **Add**, and click **Connect to a fax server on my network** in the Fax Setup wizard. Follow the onscreen instructions to complete the settings.

Note: To connect the system to the fax server, you might need authorization from the administrator.

Tick the check box of **Enable Management (User can't create new FAX Server)** to enable administrator management. Tick the check box of **Enable an Outside Line Access Code**, and enter a value. Enter **FAX Server Host**, **User ID**, **E-mail**, **Password** and **Sender Info** to set up the FAX Server. Press the button to connect to the fax server. Press the button to save the information. Press the button to delete the information. Press the button to clear all the information. Press the

 button to confirm the configurations. Press the  button to cancel the modifications or press the  button to return the default system values.



FTP Server Settings

Tick the check box of **Enable Management (User can't create new FTP Server)** to enable administrator management. Enter **FTP Server Host**, **Port**, **Description**, **Account** and **Password** to set up the FTP Server. Press the  button to connect to the FTP server. Press the  button to save the information. Press the  button to delete the information. Press the  button to confirm the configurations. Press the  button to cancel the modifications or press the  button to return the default system values.

Enable Management(User can't create new FTP Server)

FTP Server Name	Enable	Status

Description
Description Content

FTP Server Host: Port: (Port: 21,22,990)

Description:

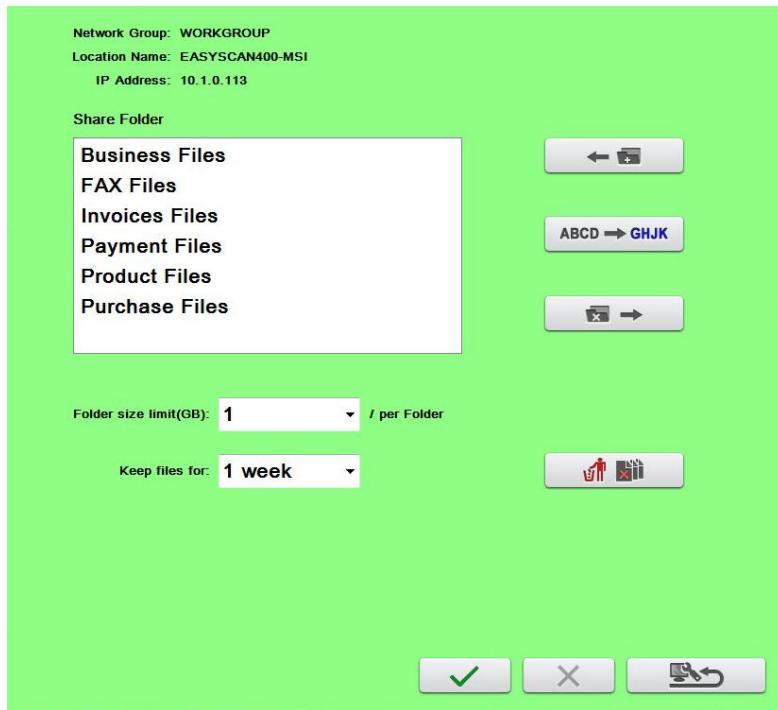
Account: Test

Password:

Share Folder Network

The administrator may create, rename and remove the shared folders, set the maximum size of the shared folder and file storage duration from this page. Press the button to add new folder in the **Shared Folder** list. Select the desired folder from the column and press the button to change the folder name. Select the desired folder from the list and press the button to remove selected folder.

Choose the **Folder size limit (GB)** by selecting desired size from the drop-down list. The available options are **1, 4, 8, 12, and 16 GB per Folder**. Set the **Keep files for** by selecting desired saving time from the drop-down list. The available options are **1 day, 3days, 1 week, 2 weeks, 1 month, and forever**. Press the button to clear all files in the shared folders. Press the button to confirm the configurations. Press the button to cancel the modifications or press the button to return the default system values.

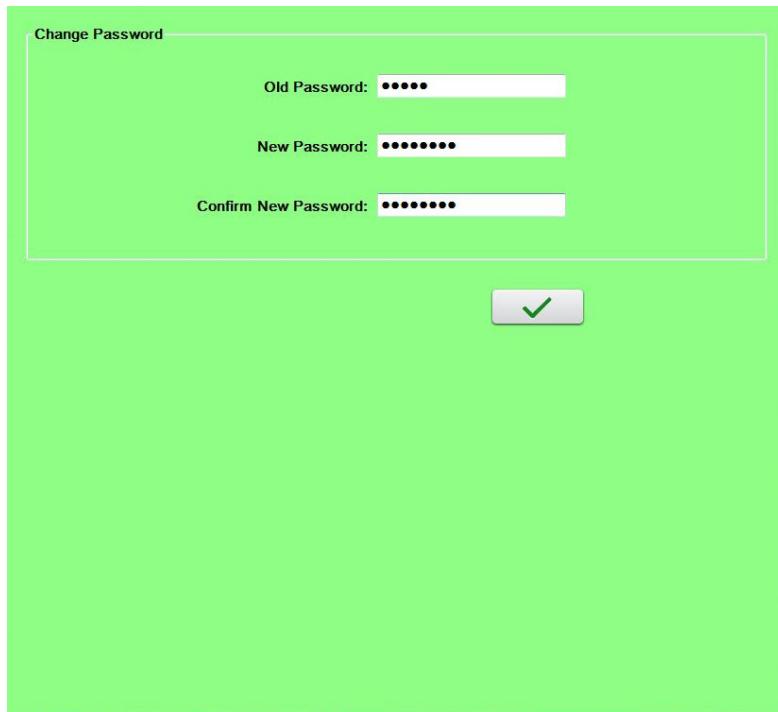


Administrator Settings

Administrator settings include the following items: **Password Change, Download Guide, Record..., File Name Setting** and **Backup & Load Settings**.

Password Change

Please enter **Old Password**, **New Password** and **Confirm New Password** sequentially to change the password. Press the button to confirm the configurations.



Download Guide, Record...

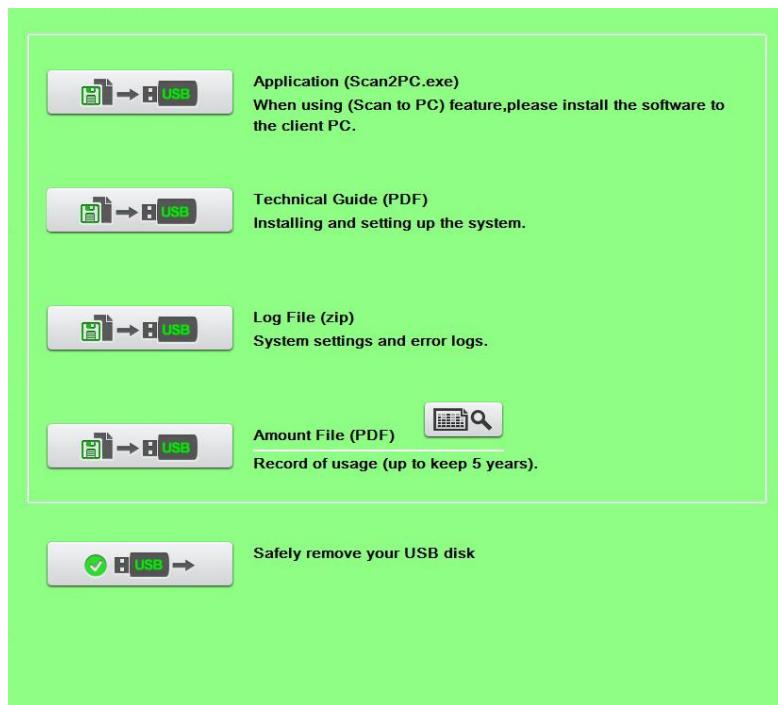
The administrator may download **Application (Scan2PC.exe)**, **Technical Guide (PDF)**, **Log File (zip)** and **Amount File (PDF)** from this page. Press the  button to download the desired file. Press the  button to safely remove the USB drive.

The **Application (Scan2PC.exe)** is necessary for the Scan to PC function. This program seamlessly integrates the operation of the scanner system with user's computers and other peripherals and provides a quick and convenient way to perform various scanning functions. The **Scan2PC** software can be installed on the following operating systems: Windows 2000, XP, Vista and 7. Please refer to the [Appendix B: Installing Scan2PC](#) to install the **Scan2PC** software on the user's PC before users try the Scan to PC function.

The **Technical Guide (PDF)** provides instructions on how to install, configure and operate the scanner system.

The **Log File (zip)** keeps system operation records and device information. The administrator can e-mail this log file and detail problem descriptions back to the service provider to troubleshoot the system.

The **Amount File (PDF)** contains statistics including total scan counts of the last user, current date, current week, current month, and current year (up to 5 years). You may press the  button to view the file on the screen.



This log information shows total scan counts of the last user, current date, current week, current month, and current year (up to 5 years). Press the button to export this log information to the USB drive in the PDF file format. Press the button to send this log information to your e-mail address in PDF format. Press the button to exit this log.

Date-Time	USB	PC	Cloud	Total
08/21 14:20	0	0	0	0
2012/09/05	0	0	0	0
This Week	0	0	0	0
2012/09	0	0	0	0
2012/08	36	0	0	44
2012/07	0	0	0	0
2012/06	0	0	0	0
2012/05	0	0	0	0
2012/04	0	0	0	0
2012/03	0	0	0	0
2012/02	0	0	0	0
2012/01	0	0	0	0
2011/12	0	0	0	0
2011/11	0	0	0	0
2011/10	0	0	0	0
12 months	36	0	0	44
2012	36	0	0	44
2011	0	0	0	0
2010	0	0	0	0
2009	0	0	0	0
2008	0	0	0	0
5 Years	36	0	0	44

Press each function tab on the top of the screen to enter each function's log page. Press the button to move to the previous item or Press the button to move to the next item. Press the button to move to previous page or press the button to move to next page. Select the desired item then press the button to delete the selected item. Press the button to delete all items. Press the button to exit this page.

Date	User ID	Driver	FileName	Size KB	Time	Status
2012/08/31...	Guest	E:	20120831...	1211	2012/08/31...	Complete
2012/08/31...	Guest	E:	20120831...	1214	2012/08/31...	Complete
2012/08/31...	Guest	E:	20120831...	1184	2012/08/31...	Complete
2012/08/31...	Guest	E:	20120831...	267	2012/08/31...	Complete
2012/08/31...	Guest	E:	20120831...	1151	2012/08/31...	Complete
2012/08/31...	Guest	E:	20120831...	169	2012/08/31...	Complete
2012/08/31...	Guest	E:	20120831...	1217	2012/08/31...	Complete
2012/08/31...	Guest	E:	20120831...	1194	2012/08/31...	Complete
2012/08/31...	Guest	E:	20120831...	266	2012/08/31...	Complete
2012/08/31...	Guest	E:	20120831...	275	2012/08/31...	Complete
2012/08/31...	Guest	E:	20120831...	1189	2012/08/31...	Complete
2012/08/31...	Guest	E:	20120831...	270	2012/08/31...	Complete
2012/08/31...	Guest	E:	20120831...	1153	2012/08/31...	Complete
2012/08/31...	Guest	E:	20120831...	176	2012/08/31...	Complete
2012/08/31...	Guest	E:	20120831...	1206	2012/08/31...	Complete
2012/08/31...	Guest	E:	20120831...	1193	2012/08/31...	Complete
2012/08/31...	Guest	E:	20120831...	272	2012/08/31...	Complete
2012/08/31...	Guest	E:	20120831...	279	2012/08/31...	Complete
2012/08/31...	Guest	E:	20120831...	1387	2012/08/31...	Complete
2012/08/31...	Guest	E:	20120831...	217	2012/08/31...	Complete
2012/08/31...	Guest	E:	20120831...	1156	2012/08/31...	Complete

File Name Setting

The administrator may name the saved files in this page. You can see the file-naming example on screen--near the bottom of this dialog--immediately after you make any adjustments. The file name extension is automatically added according to the file format you set up.

- Prefix**

Tick the check box to display the **Prefix**. The text you enter here will become the file name prefix. Press the button to clear the prefix you've entered.

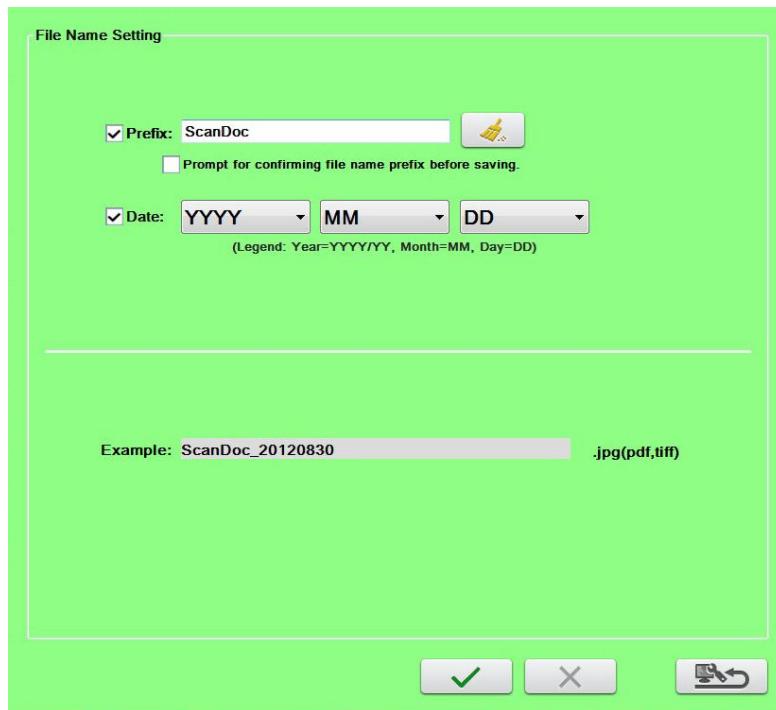
- Prompt for confirming file name prefix before saving**

Tick the check box to enable the function of **Prompt for confirming file name prefix before saving**. After this function is enabled, the dialog page will appear on the screen when you scan documents. In the dialog that appears, you are able to modify and confirm the file name prefix

- Date**

Tick the check box to display the **Date**. You may select the desired format from the drop-down list.

Press the  button to confirm the configurations. Press the  button to cancel the modifications or press the  button to return the default system values.



Backup & Load Settings

The administrator may backup and load the system settings from this page. Press the  button to backup the system settings to the USB drive. Press the  button to load the system setting file from the USB drive. Press the  button to safely remove the USB drive.



Update

The administrator can update the system to the latest version if the administrator receives the update .zip file from the service provider. Don't unzip the update zip file and please save the file into a USB disk. To update the system, insert the USB disk with the update zip file into the USB port on the system platform. Press the **Load...** button to load the desired version file from the USB disk. View all the version files on the interface and press **Update To This Version** button of the desired version file to start the update process.

Exit

Press this button to exit and restart the administrator management interface and to activate all the modification settings.

SETTING THE SYSTEM BY CONFIGURATION FILES

In order to accommodate deployment flexibility, the system can be configured through a set of parameters in the configuration files (ini). Each parameter comes with a default values. Contents of configuration files (ini) can be modified by Microsoft Windows Notepad. Default directory path of configuration files is:

C:\Users\Public\Plustek ezScanCenter

Note: the actual directory path depends on administrator's installation.



Attention

- File directory, file name and file format of configuration files can not be changed.
- When the operation system needs to be reinstalled, please backup the files in the ezScanCenter folder first.

If all ini files in the **C:\Users\Public\Plustek ezScanCenter** directory are missing or messed up, you can find the original ini files with the default values in the following directory: **C:\Users\Public\Plustek ezScanCenter\setting**.

Note: the actual directory path depends on administrator's installation.

System Configuration File

The system settings can be configured through a set of parameters in the System Configuration file **setting.ini**.

You may configure system settings including default values, image quality, function selection, watermark, advertisement, screen display, printer, paper size, etc. File contents contain detail descriptions.

CHAPTER II. CONFIGURING ADVANCED SETTINGS

MODIFYING IMAGES

You can modify or replace the message window image and the login image. These files (png) can be modified by image editing software Photoshop.



Attention

File directory, file name, file format and Pixel of image files can not be changed.

Message Window Image

Contents of message window image can be modified for different local users. You can modify texts on the image. Default directory path of image is:

C:\Program Files (x86)\Plustek\Software\Plustek ezScanCenter\images\common

Note: the actual directory path depends on administrator's installation.

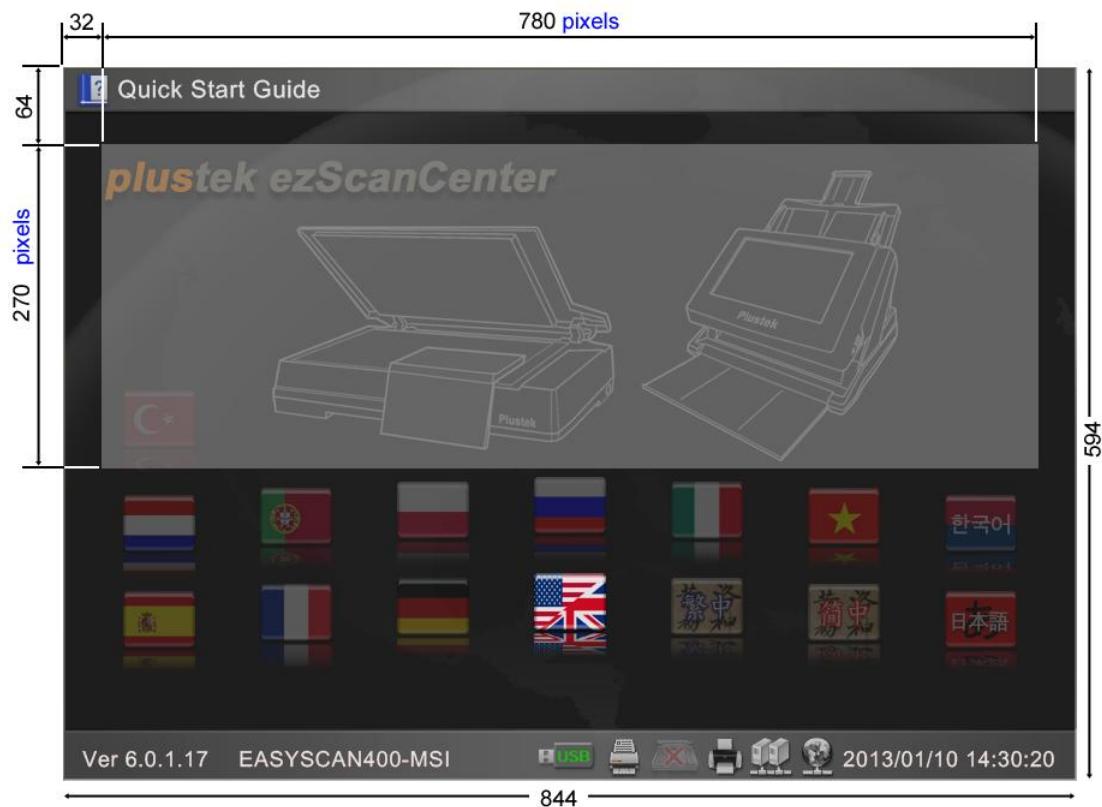
Login Image File

Login image can be modified and you can replace texts on the image. For example, add company name and contact information for local services. Default saving directory of image is:

With 16:9 LCD Monitor

C:\Program Files (x86)\Plustek\Software\Plustek ezScanCenter\images\custom_draw\16x9.png (844 x 594)

Editable area is 780 x 270 as picture below:

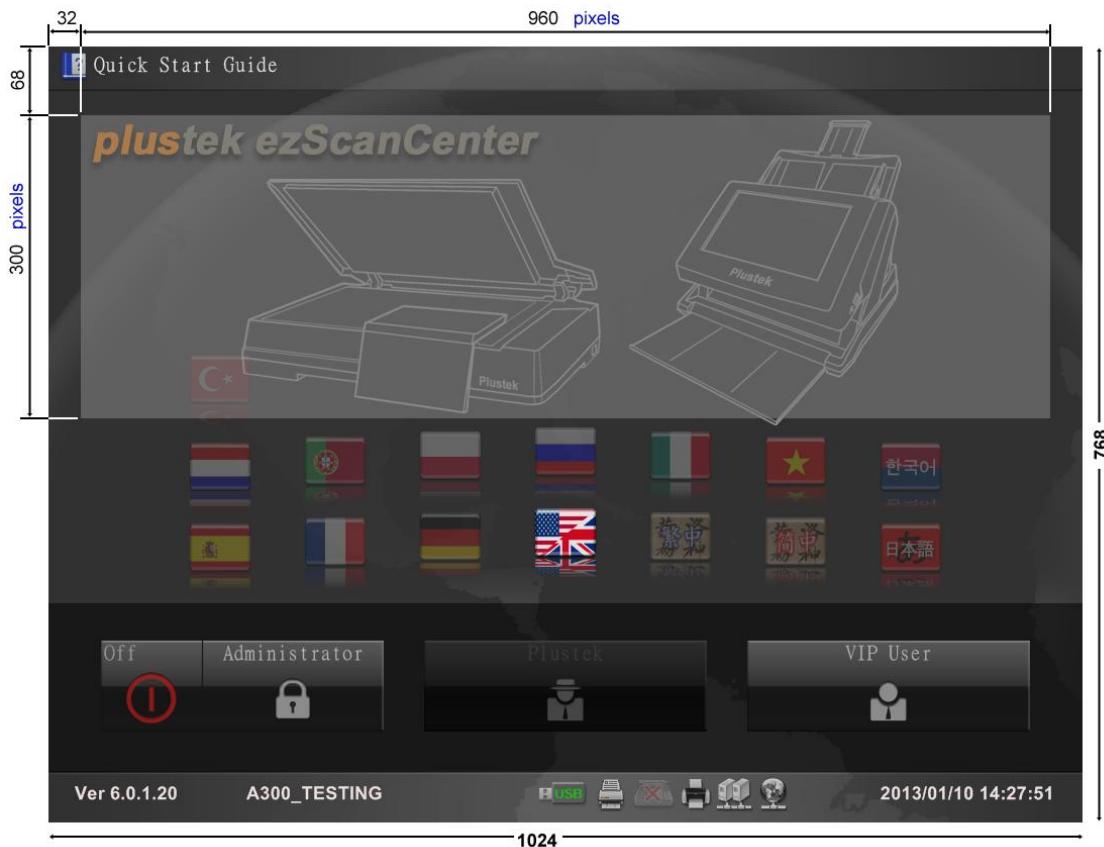


or

With 4:3 LCD Monitor

C:\Program Files (x86)\Plustek\Software\Plustek ezScanCenter\images
\custom_draw\4x3.png (1024 x 768)

Editable area is 960 x 300 as picture below:



Note: the actual directory path depends on administrator's installation.

MODIFYING WATERMARK FILE

Contents of watermark can be modified for different local users. You can replace texts on the image. Default saving directory of image is:

C:\Program Files (x86)\Plustek\Software\Plustek ezScanCenter\images\custom_draw\WaterMark.png

Note: the actual directory path depends on administrator's installation.

LOCALIZING UI LANGUAGES

Additional to the default 14 languages, the administrator can add localized UI language in this program. Taking Turkish as an example. You have to modify **tur_es6** and **tur_admin** to localize the user interface and administrator interface. Set **Custom=tur** in the **Setting** file. The 3 characters of **tur** are named according to ISO639_2. Default saving directory of these files is:

C:\Program Files (x86)\Plustek\Software\Plustek ezScanCenter\localization

Note: the actual directory path depends on administrator's installation.

Language Icon Image File

Language icon image displayed on the login page can be modified as well. Taking Turkish as an example. Default saving directory of image is:

C:\Program Files (x86)\Plustek\Software\Plustek ezScanCenter
\images\main\multi_language\tur.png

Note: the actual directory path depends on administrator's installation.

GETTING THE SYSTEM LOG AND THE USER LOG

There are two kinds of log recording different scanning information for the administrator to track the status. The system log is listed by function and each accessed function will come out a result everyday. The system log records scanning information, such as "Date", "User ID", "File Name", "Size KB", "Time", "Status" ...and so on. Default saving directory of the file is:

C:\Users\Public\ezSC_sysLog

Note: the actual directory path depends on administrator's installation.

The program will list down a user log everyday. The user log records scanning information, such as "UserTime", "Mode", "Size", "DPI", "Quality", "Format" ...and so on. Default saving directory of the file is:

C:\Users\Public\ezSC_UserLog

Note: the actual directory path depends on administrator's installation.

CONTROLLING THE SYSTEM BY OTHER APPLICATION PROGRAMS

Some solution providers offer access control solutions or card operated solutions for libraries and colleges. Typically, these solutions are physical devices that connect to the equipment to be controlled. Such controls can be smart cards, magnetic cards, and so on. Software programs of these solutions are allowed to get scan information of users and control this system. This section describes the methods for these application programs to get the scan information of the current system user and control the system by the ezScanCenter.exe file.

Getting the Total Scan Count of the Current User

Other application programs such as smart card or magnetic card software are able to access the status.txt file in order to get the scan information of the current system user. The status.txt file shows current user's scan information including ID Number, system usage and scan counts. Default saving directory of the file is:

C:\Users\Public\Plustek ezScanCenter\Amount\status.txt

Note: the actual directory path depends on administrator's installation.

The content of this text file contains three lines of Unicode. At the end of each line, separate different lines by \n (0x0A).

a001
2
5

The first line is "ID Number": Indicates "the last user ID Number". If the system is operated for the first time then this line is blank. If the user login the system without an assigned ID number then this line is showed "Guest".

The second line indicates "the current status of the system": "1" means "the system is idle", "2" means "the system is currently working".

The third line shows "effective scan counts": If the system is idle, this value indicates "the effective scan counts of the last user". If the system is currently working, this value indicates "the scan counts of the current user". (Note: After the system is restarted, this value is 0.)

The followings are three different examples of the status.txt file:

Example 1:

a001	The first line indicates "User ID".
2	The second line indicates "The system is currently working".
5	The third line indicates "The scan counts of the current user".

Example 2:

Guest	The first line indicates "The last user has no assigned ID number".
1	The second line indicates "The system is idle".
4	The third line indicates "Effective scan counts of the last user".

Example 3:

	The blank line indicates "The system is operated for the first time".
1	The second line indicates "The system is idle".
0	The third line indicates "the system is restarted".

Controlling the System by the Command Line

Other application programs such as smart card or magnetic card software are able to control this system by the **ezScanCenter.exe** file. Default saving directory of the file is:

C:\Program Files (x86)\Plustek\Software\Plustek ezScanCenter\ezScanCenter.exe

Note: the actual directory path depends on administrator's installation.

Parameters of the ezScanCenter command line allow other software programs such as sensor card or remote control software to control Login, Turn off and Quit functions of the system. The command line let you to control the Login function and access the status.txt file to get effective scan counts of the current user. For example: After one user insert the sensor card into card reader, the control software then login the system by the command line to enter the main user interface.

A. Login command line parameters:

`ezScanCenter.exe -UILogin"OFF" -Login"a001" -Status"d:\status.txt"`

There are three parameters included in this command line. This command line can include only one parameter or up to three parameters. The sequence order of these three parameters can be changed.

- **-UILogin"OFF/ON"**: This parameter allows you to enable or disable the **Login** button on the initial Login window. "ON" indicates the **Login** button is enabled. "OFF" indicates the **Login** button is disabled. When Login function is controlled by the command line, please set this parameter "OFF". Otherwise, please set this parameter "ON".
- **-Login"ID Number"**: This parameter allows you to login the system by the assigned ID number. If there is no assigned ID number then login as Guest user.
- **-Status"File Name"** : This parameter allows you to record current system status and effective scan counts into the assigned folder and file name. If there is no assigned file name, the records will be written into the file in the following directory:

Users\Public\Plustek ezScanCenter\Amount\status.txt.

The content format of the status.txt includes three lines unicode. At the end of each line, separate different lines by \n (0x0A).

B. Turn Off command line parameter: `ezScanCenter.exe -TurnOff`

The function of this parameter is the same as the Turn Off button on the Login window. This parameter is only available when no user login the system. (Note: this parameter cannot be used with other parameters.)

C. Exit ezScanCenter.exe command line parameter: `ezScanCenter.exe -Q`

The function of this parameter is to exit the system. (Note: this parameter cannot be used with other parameters.)

APPENDIX A: GENERAL SETTINGS²

KeyName	Description	Status
Mode	Default color mode.	0:Black/White, 1:Grayscale, 2:Color, 3:Automatic
SizeISO	Set the original size mode.	0:Auto, 1:A3, 2:A4, 3:A5, 4:B4, 5:B5, 6:Book, 12:Max, 13:CustomBook, 14:Custom, 15:Multi-Crop
SizeUSA	Set the original size mode.	0:Auto, 6:Book, 8:Invoice, 9:Ledger, 10:Legal, 11:Letter, 12:Max, 13:CustomBook, 14:Custom, 15: Multi-Crop
DPI	Default Resolution dpi (dots per inch). dpi value: 200 (normal text), 300 (small text), 400 (business card), 600 (extra small text). Set the dpi to conserve computer memory and still receive good image quality. The higher the resolution, the more detailed the image and the more memory and drive space the image will use.	200 (normal text), 300 (small text), 400 (business card), 600 (extra small text)
Quality	Set image saving quality.	0:Lower, 1:Standard, 2:Better, 3:Best
Lower	Image's saving quality (1-100). The higher the value, the better the saving quality and the more the saving disk space.	Enter values. The value range is 1-100.
Standard	Image's saving quality (1-100). The higher the value, the better the saving quality and	Enter values. The value range is 1-100.

² General settings may change at any time without prior notice.

	the more the saving disk space.	
Better	Image's saving quality (1-100). The higher the value, the better the saving quality and the more the saving disk space.	Enter values. The value range is 1-100.
Best	Image's saving quality (1-100). The higher the value, the better the saving quality and the more the saving disk space.	Enter values. The value range is 1-100.
Format	Default saving file format, there are 8 types of file formats.	0:jpeg, 1:tiff, 2:Multi-page Tiff, 3:PDF, 4:Multi-page PDF, 5:Searchable PDF, 6:Doc, 7:xls
ShowCursor	Display the Cursor.	0:No, 1:Yes
Log	Log 1 End user can view scan Log, Log 0 End user can not view scan Log	0:Disable, 1:Enable
Region	Paper format region.	0:North America (inch), 1:Other regions (ISO: A3, A4...)
Message_Copyright	Display the copyright message.	0:Do not display Copyright, 1:Display Copyright.
OrientationLanguage	Auto rotate type; 2,3,4,5 need Plustek DI Express 6 Software Set auto rotate language	0:None, 1:Latin, 2:Simplified Chinese, 3:Traditional Chinese, 4:Japanese, 5:Korea
FmtDocXls	Set Word and Excel format to be selectable	0:Disable, 1:Enable (need Plustek bundled OCR)
WaterMarkType	Watermark type.	0:Text string, 1:Picture image
WaterMarkPosition	Watermark position.	0:LeftTop, 1:MidleTop, 2:RightTop, 4:LeftMiddle 5:Center, 6:RightMiddle, 8:LeftBottom, 9:MidleBottom, 10:RightBottom
WaterMarkTransparency	Watermark transparency.	Enter values.
WaterMarkText	Watermark text content.	Enter text contents.
WaterMarkTextSize	Watermark text size (pt).	Enter values.
WaterMarkTextAngle	Watermark text's tilt angle,	Enter values.

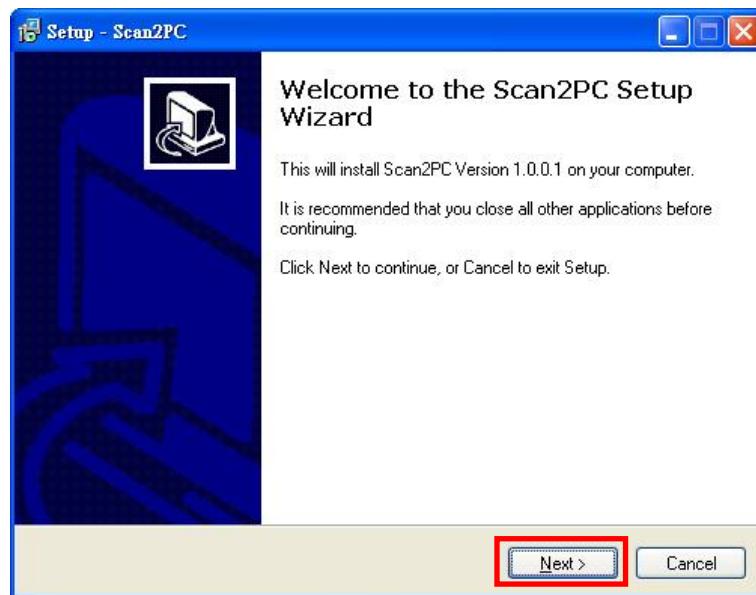
	measure unit: degree.	
WaterMarkPicturePath	Set the watermark picture folder path.	Enter directory path.
WaterMarkMode	Watermark mode.	0:Never apply 1:Compulsively apply 2:Selectively apply 3:Default to apply
ContinueScanMode	Continue Scan.	0:Never apply 1:Compulsively apply 2:Selectively apply 3:Default to apply
RotateMode	Auto Rotate	0:Never apply 1:Compulsively apply 2:Selectively apply 3:Default to apply
TxtLineMode	Text Line Deskew	0:Never apply 1:Compulsively apply 2:Selectively apply 3:Default to apply
PDFAMode	PDF A format	0:Never apply 1:Compulsively apply 2:Selectively apply 3:Default to apply
IDUserLastSetting	Last Setting	0:Back to default. 1:Save last setting. 2:Save by ID user.
Fmt_selectable	Set maximum number of selectable file formats	1 2
Func_selectable	Set maximum number of selectable functions	1 2 3
ShutDownTime	Shutdown mode	0=manual (Default) hh:mm=scheduled (Ex. 19:30) *If the system is under operation at shutdown time, this program will postpone the shutdown time by 10 minutes.
IsTurnDownSys	Set Windows operation system to the sleep mode after users exit the application.	0:Power Off, 1:Sleep Mode
BackLoginWaitTime	Set the waiting time to automatically return to the login interface.	Enter values.
AdvertisImagePath	Major advertisement Image/Video folder path (Image Size: W 1000 x H 750 pixels). The image formats used in this area are .jpg/.gif/.png. The recommended video formats are .wmv and .asf. Some .avi files can be played, but some special encoded files	Enter directory path.

	cannot be played.	
AdvertiseInterval	Set the time interval (sec) to switch the advertisement images.	Enter values.
AdvertiseWaitTime	Set waiting time (sec) for advertising.	Enter values.
MergeSplitEnable	Merge or Split setting. Enable Merge/Split.	0:None 1:Merge H, 2:Merge V, 3:Split
StartAtSystem	Set to start at system start.	0:Disable, 1:Enable
BackupSave	Backup for scanned images.	0:Disable, 1:Enable
BackupSavePath	Specify the path for backup.	Enter directory path. Default saving directory of the file is: C:\Users\Public\ScanTo BackupSave
BackupClear	Days for backup.	1:Over 24 hours to remove, 2:Over 48 hours to remove, 3:Over 72 hours to remove.

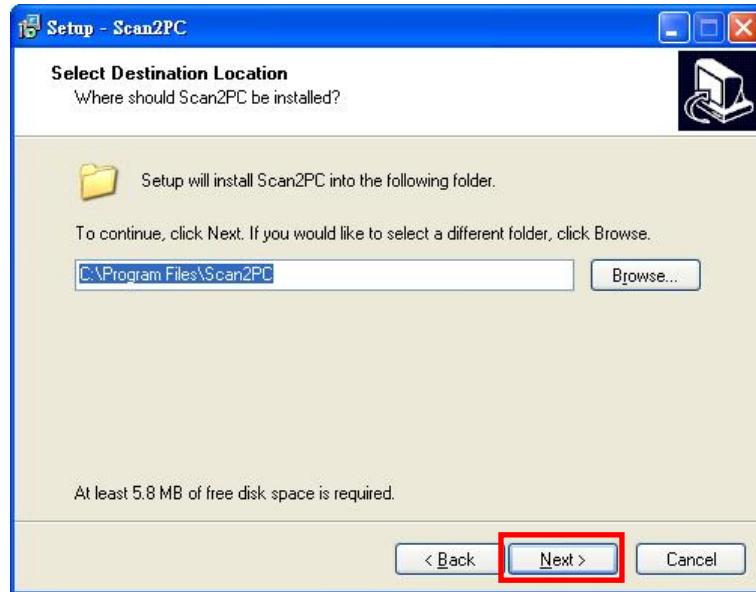
APPENDIX B: INSTALLING SCAN2PC APPLICATION

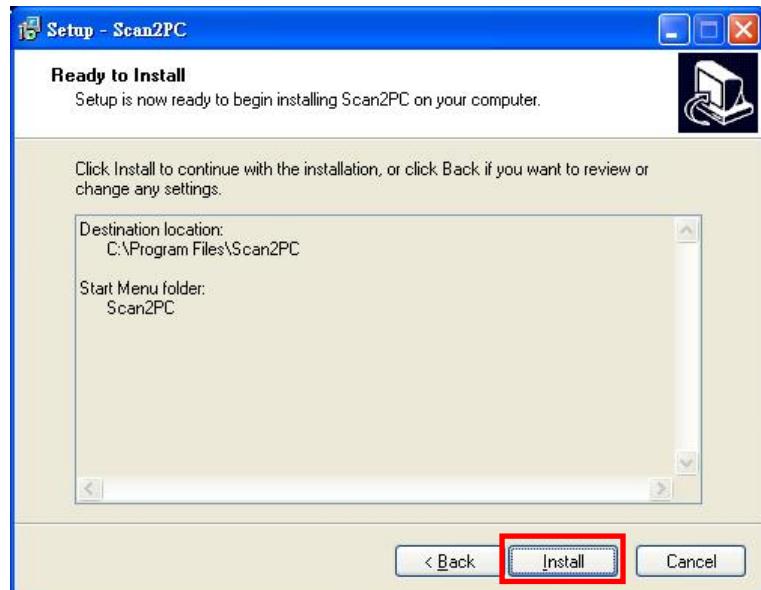
Please follow the step-by-step procedures described below to install this program.

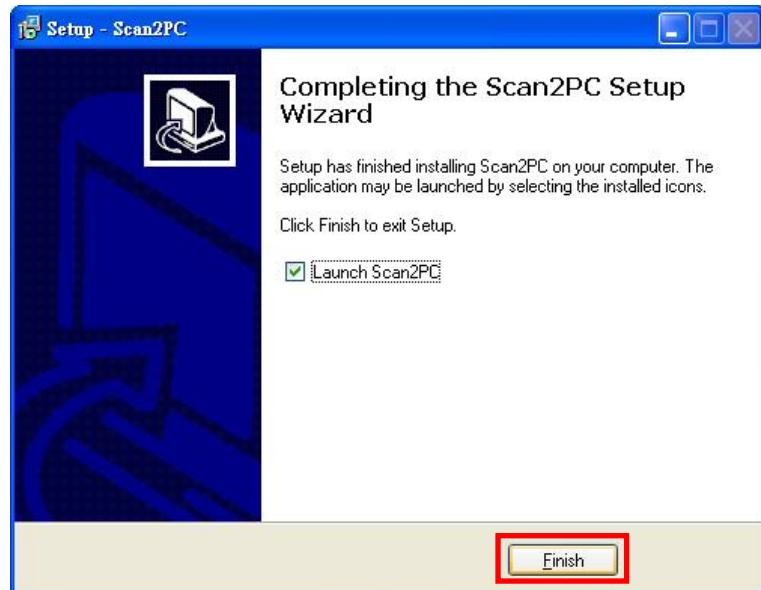
1. Double-click on **Scan2PC_setup.exe** to start the installation. Click the **Next** button in the **Setup – Scan2PC** window.



2. Follow the on-screen instructions to install the program.



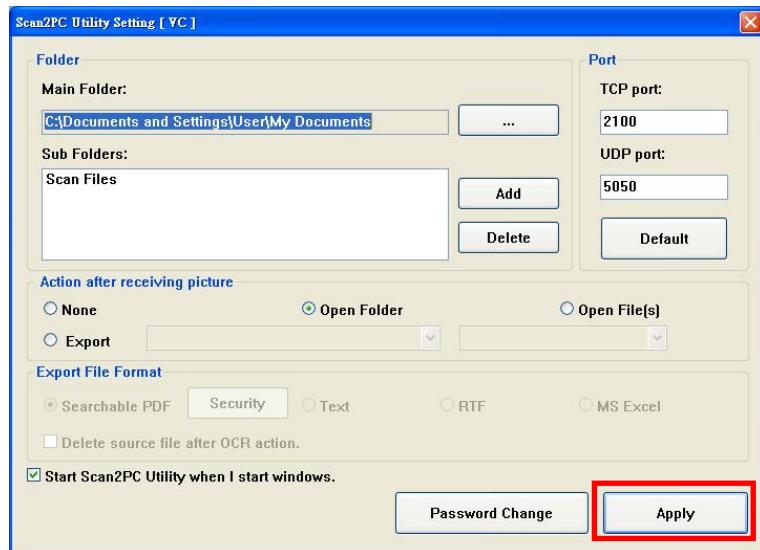




3. Click the **Finish** button to complete the installation and the following window will appear for you to set the password. Enter the password in **New Password** and **Confirm Password** column then click the **Apply** button.



4. After the password is set, the **Scan2PC Utility Setting** window appears. Click the **Apply** button to activate the program after configuring the settings.



5. If the **Windows Security Alert** window appears, press the **Unblock** button to unblock this program.

