

WS Scan Function

This function imports original data by issuing a scan instruction from a computer without configuring complicated system settings, or sends original data scanned by this machine to a computer.

This option is only compatible with Windows computers.



Tips

- ❖ This function is not available when the optional **Image Controller** is installed on this machine.

Preparation Flow

Connecting this machine to the network

Checking a LAN cable for connection

Checking the network settings

Check that an IP address is assigned to this machine.



Prepare the environment required to use the WS scan transmission function

Enabling the Web service function

Check the Web service settings and scanner name.



Prepare the environment required to use a computer

Installing the scanner driver

Install a scanner driver used for Web service.



Configuring the machine to your environment

Using SSL communication

If a communication that uses the Web service is encrypted with SSL in your environment, configure its setting.

Using a proxy server

When using a proxy server for a communication that uses the Web service, configure its setting.

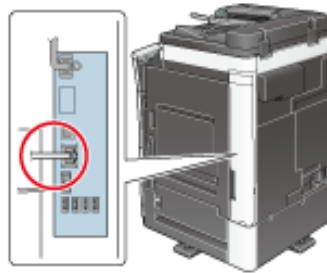


Preparation finished

Machine Side: Steps Required to Use This Function (for the Administrator)

Checking a LAN cable for connection

Check that a LAN cable is connected to the LAN port of this machine via the network.



Checking the network settings

Ensure that this machine has an IP address assigned to it. Tap [Utility] - [Device Information], and check that an IP address is displayed.



Reference

❖ If no IP address is displayed, you need to set up the network. For details, refer to [Here](#).

Configuring the environment to use the WS scan transmission function

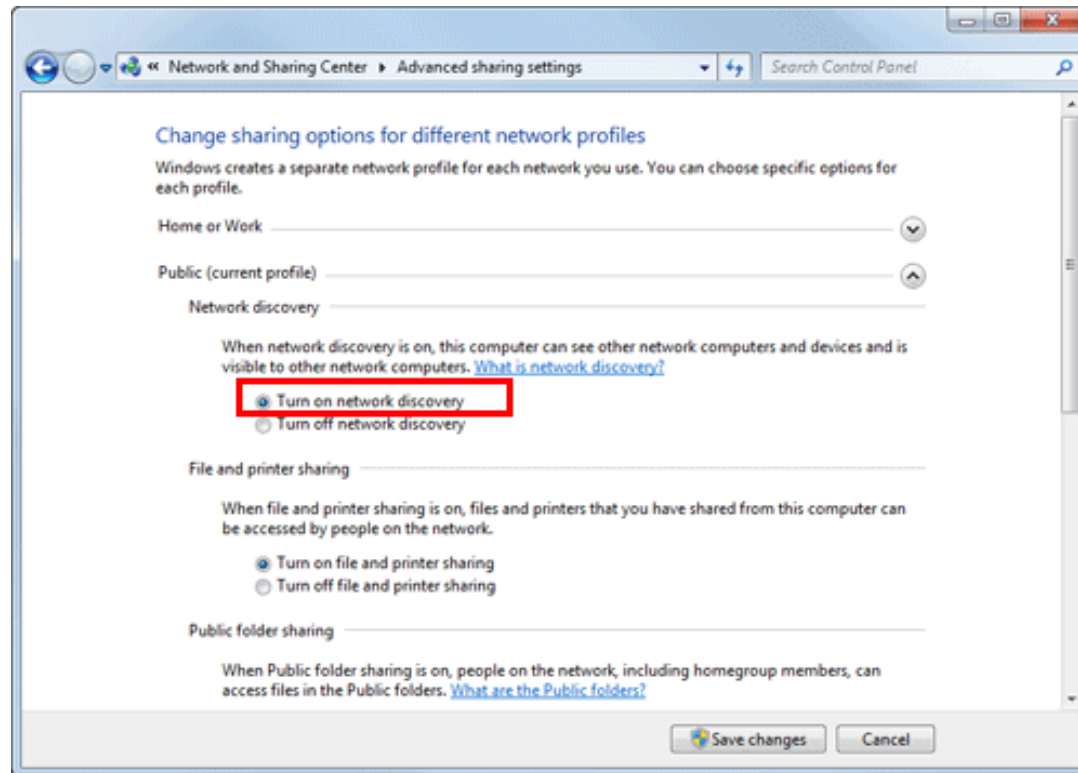
Enable scanning using the Web service. Also, configure settings to detect this machine using the Web service, define information of this machine used as a scanner, and specify how to connect to this machine.

How to configure the setting is explained using **Web Connection**. For details, refer to [Here](#).

Computer Side: Steps Required to Use This Function

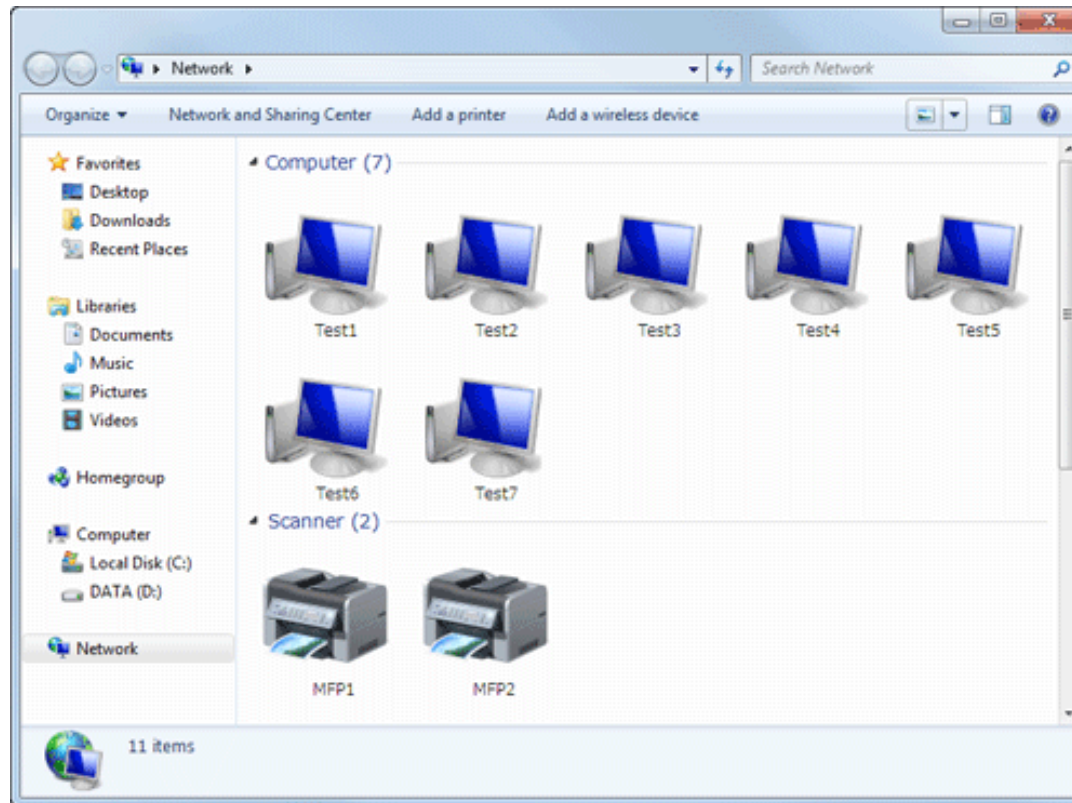
Install a scanner driver required for WS scan transmission in a computer. Then, configure operations to be performed after scan transmission, in the scanner driver. This example shows a procedure for Windows 7.

Before installation, from the Start menu, select [Control Panel] - [Network and Internet] - [Network and Sharing Center] - [Change advanced sharing settings], and check that [Network discovery] is enabled.



1. From the Start menu, click [Computer] - [Network].

This displays the devices connected to the network.



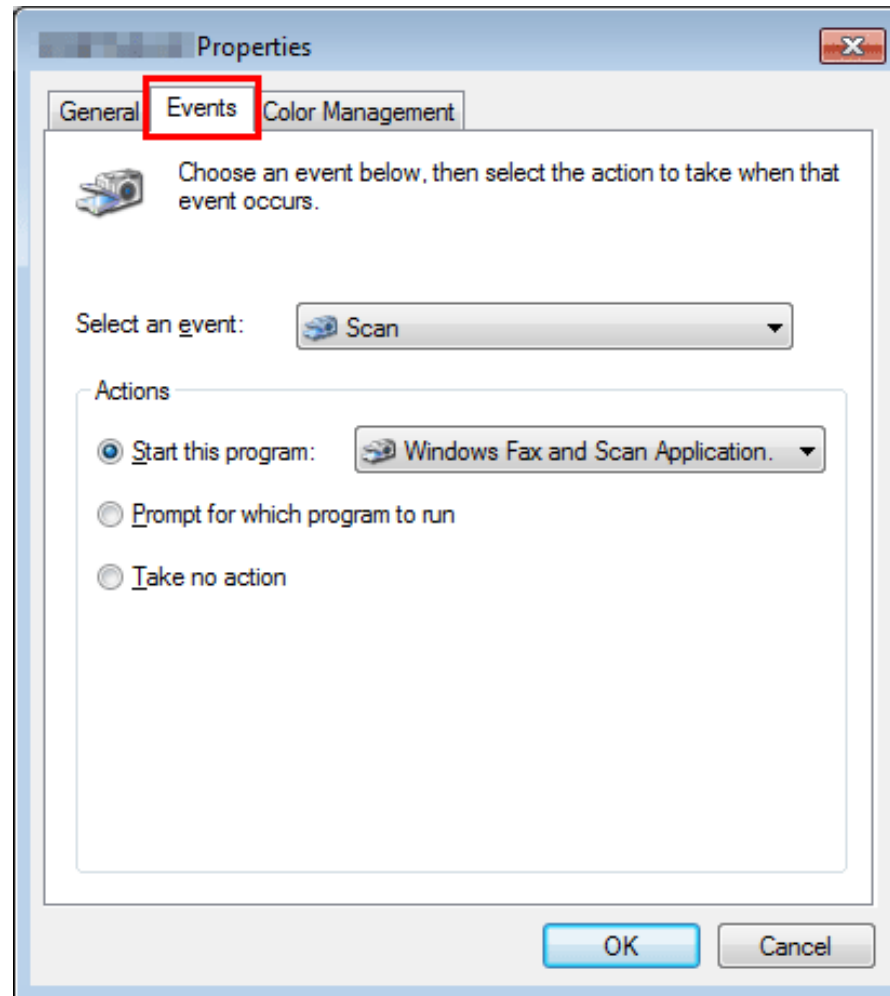
2. Right-click the scanner icon of this machine, and select [Install].

- ➔ Depending on the settings on the computer, the UAC (User Account Control) dialog box may appear. Check the details, and continue.
- ➔ If both of the scan and printer functions of the Web service are enabled on this machine, the machine is represented by the printer icon.
- ➔ In Windows 8.1/10/Server 2012/Server 2012 R2/Server 2016, click [Network] - [Add devices and printers] on the toolbar. On the displayed window, select the device name of this machine, then click [Next].

The driver is installed automatically. When the confirmation dialog box appears, click [Close].

3. From the Start menu, click [Devices and Printers].

4. Right-click the icon of this machine, then click [Scan properties].
5. Click the [Events] tab, and specify the operation (how to save original data) of a destination computer at scan transmission (WS Scan).



Settings	Description
[Select an event]	Select [Scan].
[Actions]	Select the operation of a destination computer when performing a scan transmission on this machine.

- ❖ [Start this program]: Starts the application for WS Scan that is installed in a computer selected as a WS Scan destination, and displays the scanned original data on the application window. Select the application to be started from the list.
- ❖ [Prompt for which program to run]: Displays a list of applications for WS Scan installed in your computer (destination computer) in the screen of the computer that performed a scan transmission.
- ❖ [Take no action]: Saves original data in the following folder as a file without starting the application. On your computer, select Start - [Documents] - [Scanned Documents].

6. On the Control Panel of this machine, tap [Direct Input] - [DPWS] in the scan/fax mode, and check that a target computer is displayed.

The settings on the computer are then completed.

Machine Side: Option Settings (for the Administrator)

Using SSL communication

If a communication that uses the Web service is encrypted with SSL in your environment, configure SSL communication settings.

How to configure the setting is explained using **Web Connection**. For details, refer to [Here](#).



Tips

❏ In Windows 8.1/10, a communication using the Web service cannot be encrypted using SSL.

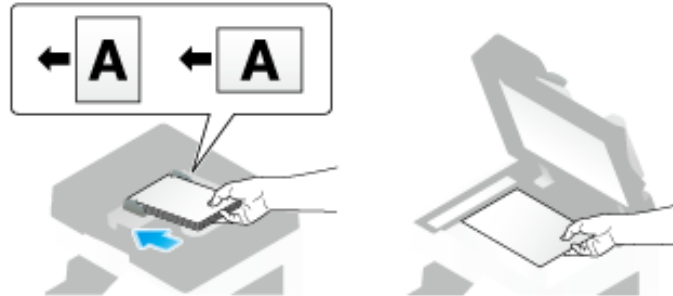
Using a proxy server

When a discovery proxy server is installed to use the WS Scan function in a computer over a subnet, register the discovery proxy server.

The registration process is explained using **Web Connection**. For details, refer to [Here](#).

Using Scan Transmission

1. Load the original.



2. Tap [Scan/Fax].



3. Configure Scan option settings as necessary.

➔ For details on configuring option settings, refer to the respective columns of the following table.

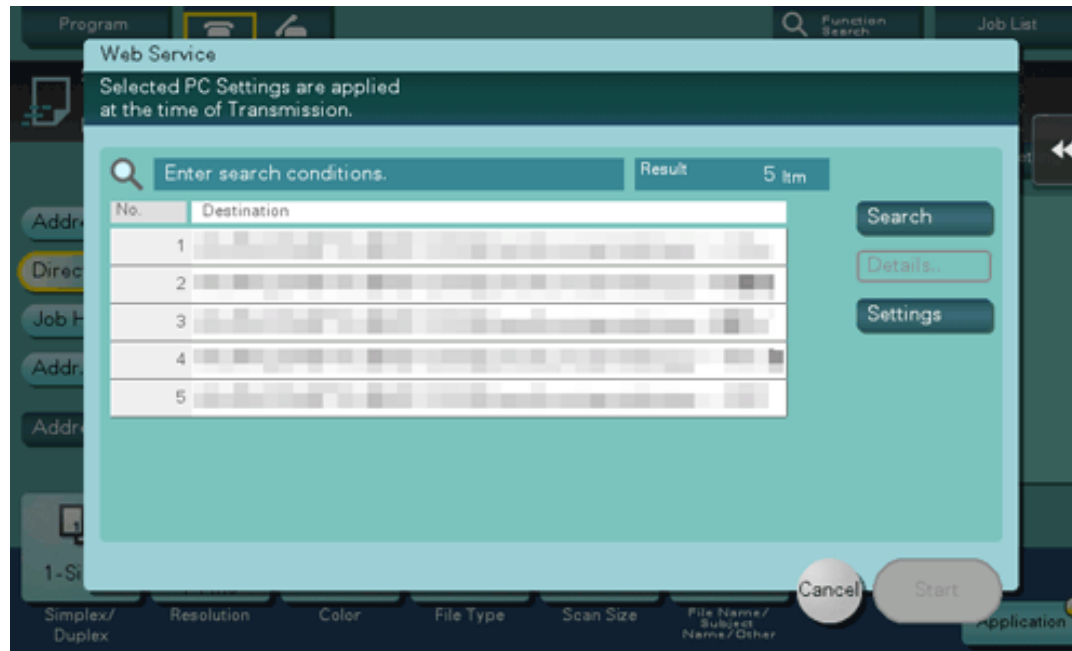
Purpose	Reference
To configure basic options such as color and original size	Here
To configure options to scan various types of originals such as various sizes and books	Here
To adjust the image quality level of the original such as colored background (newspaper, etc.) or light printing original	Here
To print date/time and page number	Here

4. Select [Direct Input] - [DPWS].



The computers on the network, in which this machine is designated as the Web service scanner, appear as the destinations.

5. Select a destination computer.



- ➔ By tapping [Search], you can enter a keyword included in a destination name and search for a destination.
- ➔ Tapping [Details..] displays the name and URL of a destination.
- ➔ By tapping [Settings], you can change option settings such as [Color] and [Scan Size].

6. Tap [Start].

- ➔ To redo operations for specifying destinations or option settings, press the **Reset** key.

Transmission begins.

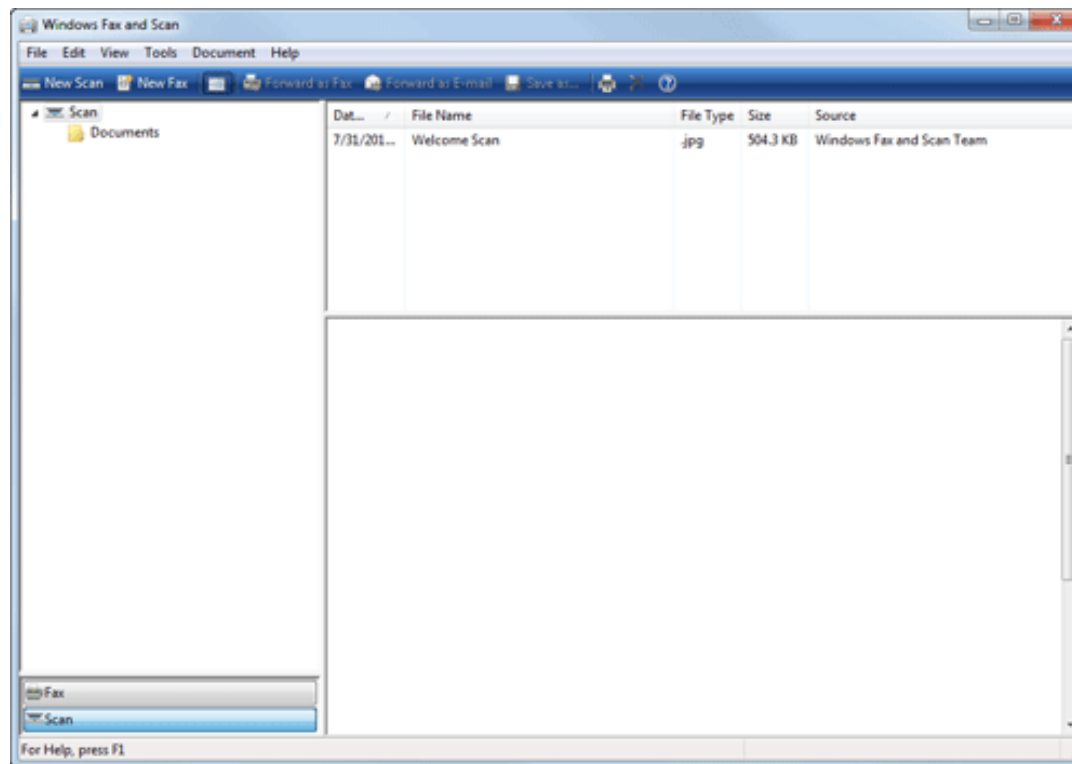
7. Use the destination computer to handle the application for importing original data or check files saved by a scan transmission.

- ➔ When using a scan transmission from this machine, start the application on a destination computer to import original data, or save original data in a specific folder. For details, refer to [Here](#).

Importing Data from a Computer

Operate this machine through the application on a destination computer, and import the scanned original data. The imported original data can be edited or saved in a computer. This section explains an example using Windows 7 and [Windows Fax and Scan] application software.

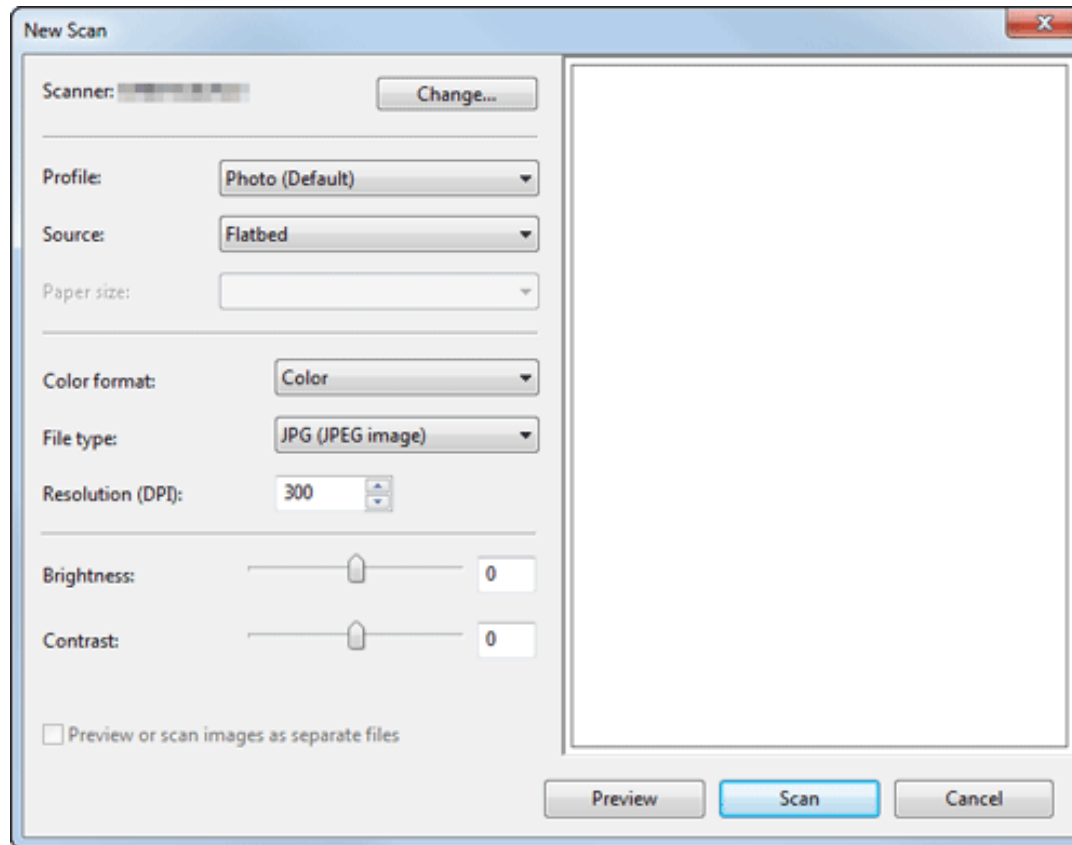
1. From the Start menu, click [All Programs] - [Windows Fax and Scan].



2. Click [New Scan].

The [New Scan] dialog box appears.

3. Specify the desired items from among the following to fit the original to be scanned.

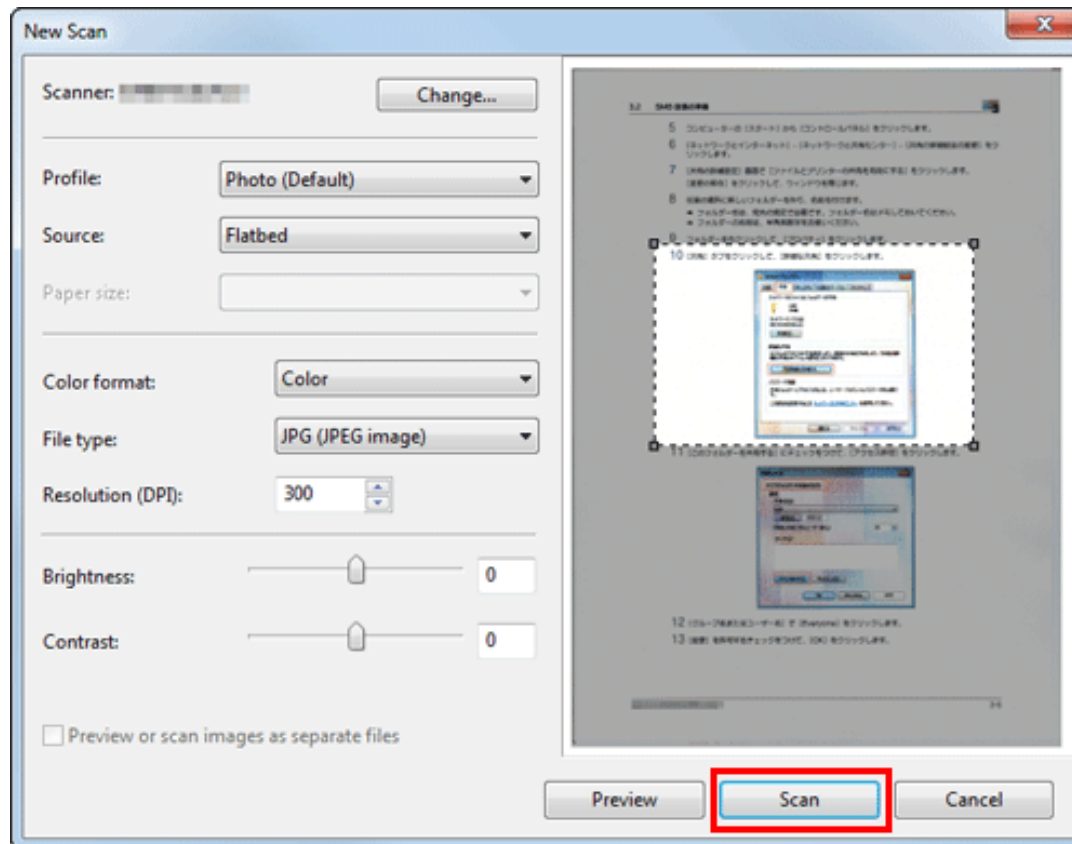


Settings	Description
[Scanner]	Displays the scanner name of this machine. To switch other scanner, click [Change].
[Profile]	<p>Select a profile to fit the original you want to load onto this machine.</p> <ul style="list-style-type: none"> <input checked="" type="checkbox"/> [Photo]: Select this option to scan an original that consists primarily of photos. <input checked="" type="checkbox"/> [Documents]: Select this option to scan an original that consists primarily of text. <input checked="" type="checkbox"/> [Last used settings]: Select this option to scan an original using the previous settings. <input checked="" type="checkbox"/> [Add profile...]: Select this option to create a new profile other than the options above and add it as an option. Selecting [Add profile...] displays the [Add New Profile] window.
[Source]	<p>Select the position to set the original.</p> <ul style="list-style-type: none"> <input checked="" type="checkbox"/> [Flatbed]: Select this option to load the original on the Original Glass. By selecting [Flatbed], you can use [Preview], which is a scan function.

	<ul style="list-style-type: none"> ❖ [Feeder]: Select this option to load the original into the ADF.
[Paper size]	If [Feeder] is selected in [Source], [Auto detect page size] starts to automatically detect the size of the original loaded into the ADF . If you are always scanning originals of the same size without the machine automatically detecting the size of the original loaded into the ADF , select any size.
[Color format]	Select either [Color] or [Gray Scale] color mode to scan originals. The original is scanned in the selected color mode regardless of the original color.
[File Type]	<p>Select a type of file to save.</p> <ul style="list-style-type: none"> ❖ [BMP]: Used to save an image file adopted by the "Paint" software supplied with Windows. This type does not support a function that compresses data to be saved, so the file size is larger than JPEG or PNG. ❖ [JPG]: Used to save a file commonly used for a digital camera, which is available for saving a photo. JPEG format does not support the saving of multiple pages as a single file. ❖ [PNG]: Used to save an image file with no quality degradation when compressing a file. Note that some files cannot be displayed in old Web browsers. ❖ [TIF]: This type is a versatile image format. TIFF format supports multiple pages, in which multi-page documents can be saved as single file. ❖ [XPS]: Extension of an XML-base file that is applied in Windows. You can install the XPS viewer to view or print data even if the source application is not provided.
[Resolution (DPI)]	Specify the resolution to scan the original.
[Brightness]	Specify the brightness with which to scan the original. To specify the brightness level, drag the slider, or type in a numerical value.
[Contrast]	Specify the contrast to scan the original. To specify the contrast level, drag the slider, or type in a numerical value.

4. Click [Scan].

- ➔ If you select [Flatbed] in [Source], click [Preview] before saving data as a file, and check the image of the scanned original.
When necessary, trim a displayed image, or adjust [Brightness], [Contrast], or [Resolution (DPI)]. After checking the scanned original, click [Scan].



The original is scanned, and displayed on the application window of [Windows Fax and Scan].