



Document Capture Pro **User's Guide**

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Introduction

About this Software

Document Capture Pro allows you to easily and efficiently digitize originals and forms to suit your needs.

Document Capture Pro provides the following functions.

- ☐ You can manage and perform a set of operations, such as scanning and saving, as a “job”.
- ☐ You can configure a "job" to save scanned images in various formats (PDF/BMP/JPEG/JPEG2000/TIFF/Multi-TIFF/PNG/DOCX/XLSX/PPTX).
- ☐ You can sort jobs automatically by inserting dividing paper between the originals or by using barcode information on the originals.
- ☐ You can output scanning information or items necessary for the scanned content as index data.
- ☐ You can set multiple destinations.
- ☐ You can scan using simple operations without having to create a job.

By using these functions, you can digitize paper documents more efficiently, such as scanning a large number of documents or using them over a network.

The software also supports multifunction devices with scanning functions.

About This Guide

Screenshots for the applications are from Windows 10.

The content displayed on the screens varies depending on the model and situation. Although they may differ slightly from the actual applications, the operating methods are the same.

Main Functions of this Software

About “Jobs”

Registering the following sequence of operations is called a "job".

1. Scan-2. Save-3. Index-4. Send-5. Confirm/Test

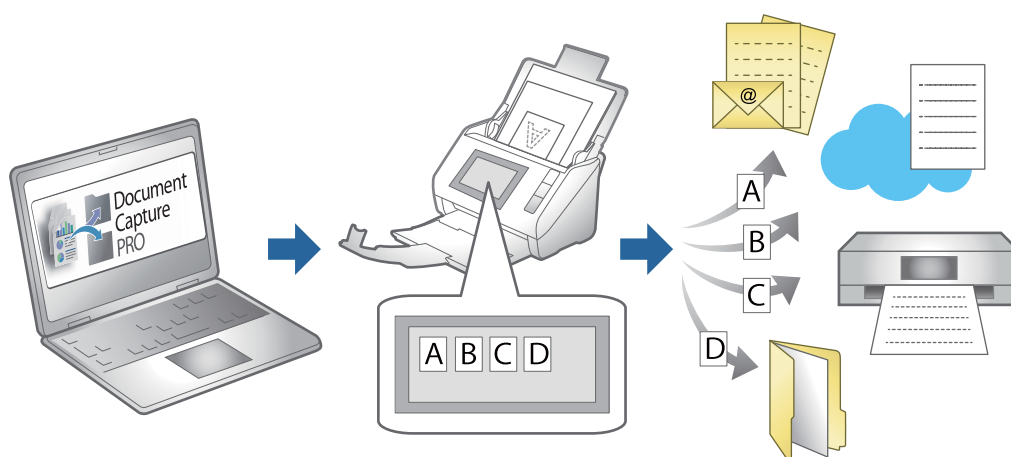
By registering a series of frequently used operations as a job, you can execute these operations by simply selecting the job.

By assigning a job to the control panel of a scanner or multifunction device, you can also execute the job from the control panel (Button Assignment).

Action	Explanation
1. Scan	Scanning multiple sheets at the same time.

Introduction

Action	Explanation
2. Save	As well as saving scanned images as they are, you can automatically sort scanned data and save files using barcode information and so on. File names and folder names are also assigned automatically.
3. Index	Information contained in scanned originals can be extracted using OCR/barcode recognition and output as an index.
4. Send	As well as automatically forwarding stored data to a specified folder, you can specify a variety of destinations, such as email and the cloud. By sending to a printer, you can use it as a copy machine.
5. Confirm/Test	You can check job settings, set buttons, make display settings, and perform tests.



Related Information

- ➡ [“Creating a New Job” on page 36](#)
- ➡ [“Assigning Scan Operations to Buttons” on page 70](#)

Saved File Names

You can set a file name when saving the scan results.

The file name can contain text, dates, and so on.

Related Information

- ➡ [“Name Component Settings Screen” on page 44](#)

Sorting Function

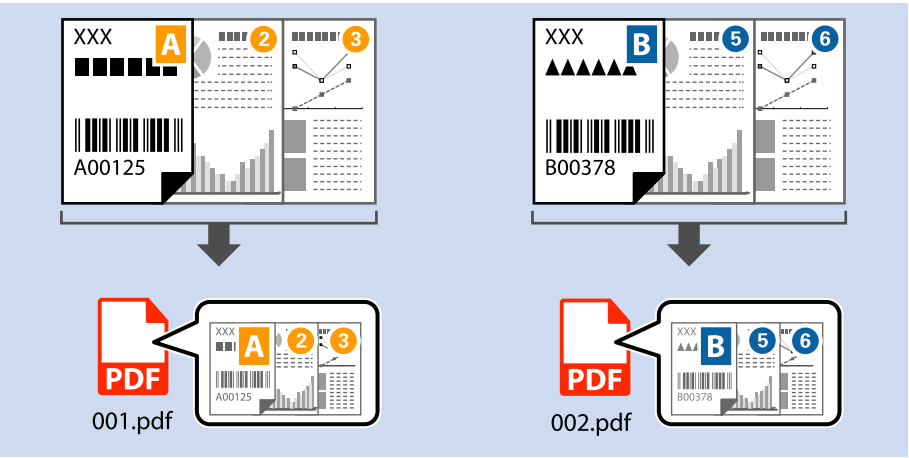
You can automatically process time-consuming sorting tasks by simply using the barcode information on the originals, or by inserting separating sheets between the originals.

You can split multiple scanned originals into multiple files based on the barcode information and separator information for the originals, and each separated file can be saved to a specified folder.

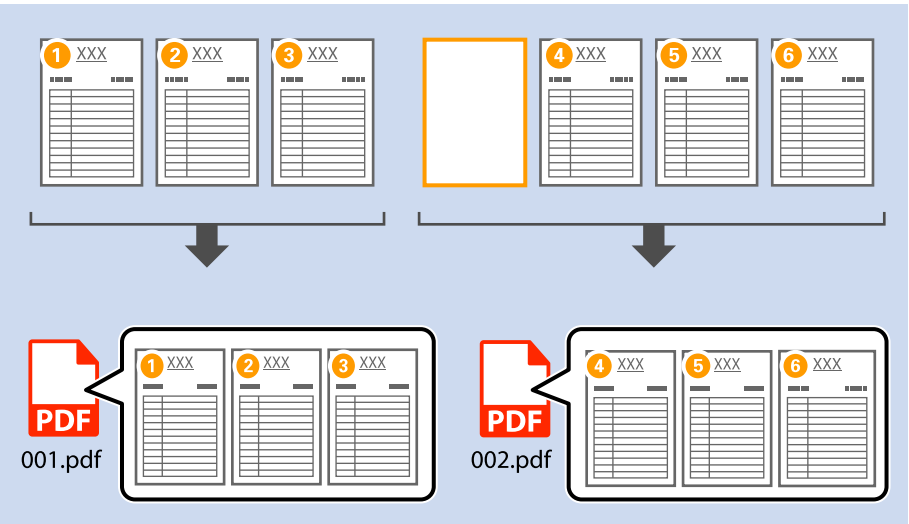
Introduction

The following are examples of the separation operations you can perform.

- ❑ Saving to a multi-page PDF separated using barcode information from the originals

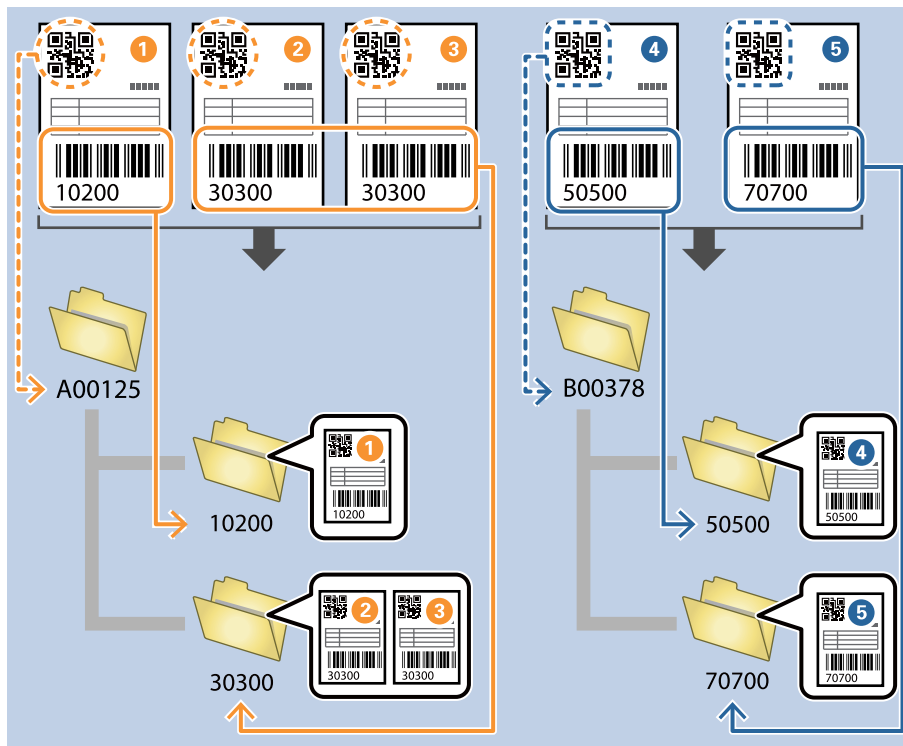


- ❑ Saving to a multi-page PDF separated using dividers (blank paper)



Introduction

- ❑ Saving to a folder created from barcode information and separating the document using multiple barcode information from the originals



See the following for more information on the setting items.

Related Information

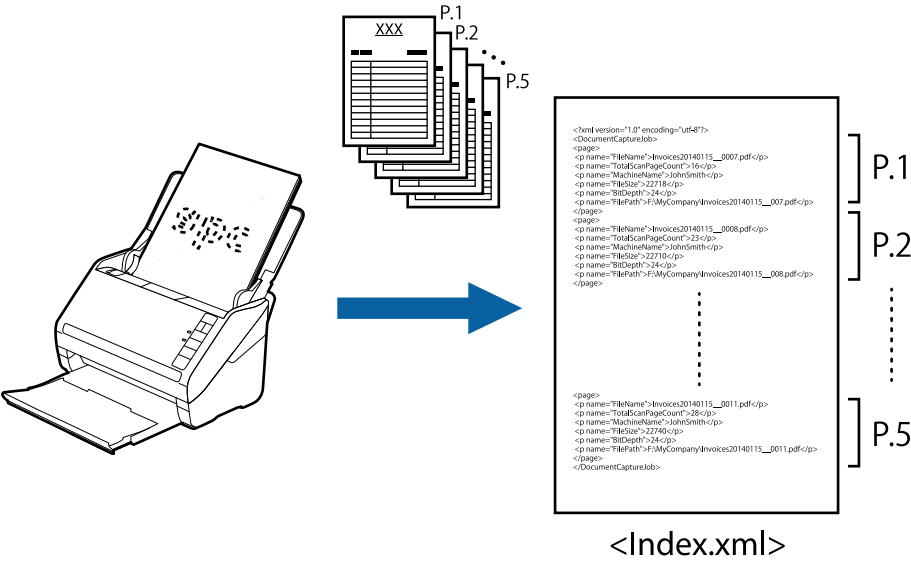
➡ [“Job Separation Settings Screen” on page 52](#)

Outputting an Index File

When the index feature is enabled, you can output scanning information or items necessary for the scanned content as index data. You can check the information for each page of the original in the index data.

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You can also set barcodes, OCR, and the MRZ in passports and travel documents (TD1) as user-defined and output them as index data.



Note:
MRZ stands for Machine Readable Zone. This software allows you to read the MRZ in passports or travel documents (TD1-compliant ID cards) and output the information contained in them, such as the name, nationality, and passport number, as text data in accordance with the international standard (Doc 9303) established by ICAO (the International Civil Aviation Organization).

Related Information

- ➔ “3. Index Screen” on page 58
- ➔ “Index Settings Screen” on page 59
- ➔ “User-Defined Index Settings Screen (Only Available for Specific Models)” on page 59
- ➔ “Output Settings Screen” on page 60

Main Specifications of this Software

System requirements

Supported operating systems	Windows® 7 SP1 32 bit and 64 bit editions Windows® 8 32 bit and 64 bit editions Windows® 8.1 32 bit and 64 bit editions Windows® 10 32 bit and 64 bit editions Windows® 11
Supported drivers	EPSON Scan/Epson Scan 2
Monitor resolution	1024 x 768 or higher
CPU	Must meet the system requirements for the supported OS*

Introduction

RAM	Must meet the system requirements for the supported OS*
Hard disk capacity	Must meet the system requirements for the supported OS*

*The scanning process requires free memory or hard disk space depending on the original.

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- ❑ This software is based in part on the work of the Independent JPEG Group.
- ❑ EPSON Scan software is based in part on the work of the Independent JPEG Group.
- ❑ libtiff

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Scanning (Basic Operations)

Basic Scanning

What is a Job Scan?

By registering a series of frequently used operations as a job, you can execute these operations by simply selecting the job.

By assigning a job to the control panel of a scanner or multifunction device, you can also execute the job from the control panel.

Related Information

➔ [“About “Jobs”” on page 4](#)

What is a Simple Scan?

You can scan documents without creating a job. Check the results after scanning, and then save or set the destination.

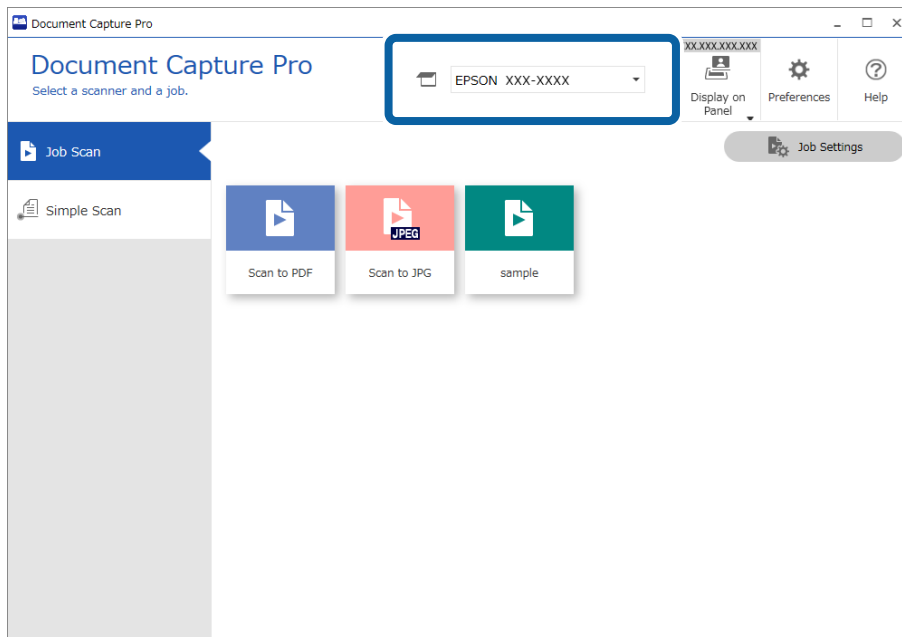
By assigning Simple Scan Settings to the control panel of a scanner or multifunction device, you can also execute the Simple Scan from the control panel.

Performing a Job Scan

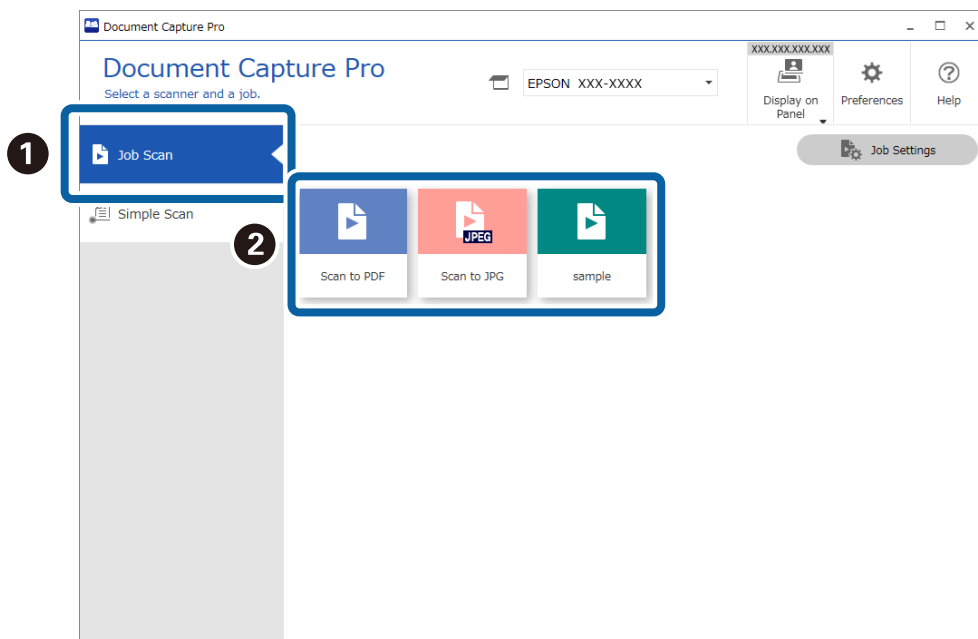
This section explains the workflow of scanning using an existing job.

Scanning (Basic Operations)

1. Select the scanner you want to use from the Document Capture Pro top screen. When you start the software it automatically connects to the last scanner you used.



2. Click the **Job Scan** tab, and then click the icon of the job you want to perform.



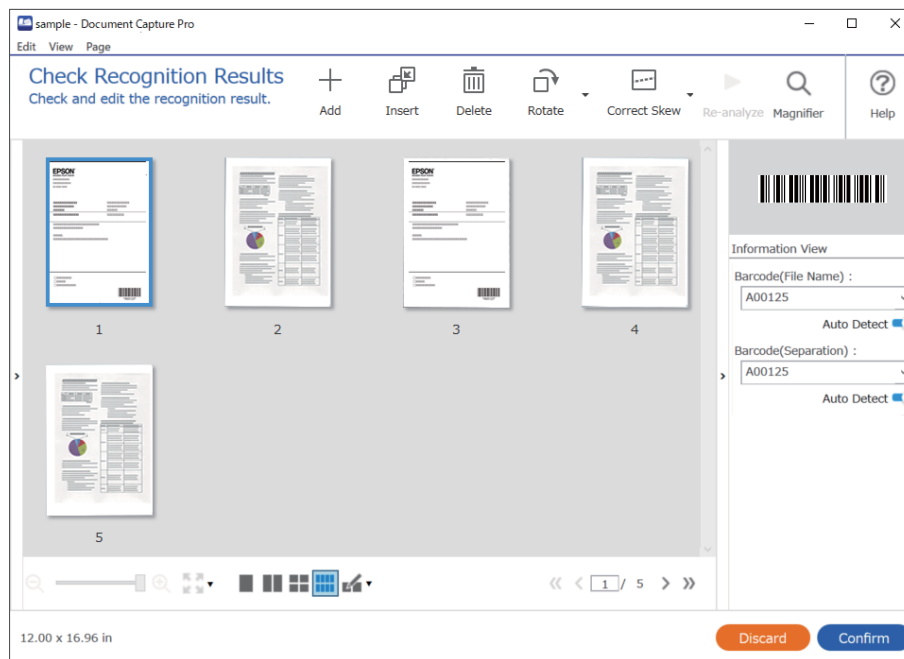
The selected job is performed.

When you perform a job for which **Show the preview while scanning** has been selected in the Scan Settings, a preview screen is displayed while scanning.

Scanning (Basic Operations)

3. If you execute a job that contains the following elements in the File Name Settings, Separation Settings, or User-Defined Index Settings from Save Settings, and the elements are detected in the scanned page, the detection area is displayed on the image as a marquee. Correct the recognition results manually if necessary, or change the area and run the recognition again.

- ☐ OCR
- ☐ Barcode
- ☐ Form
- ☐ MRZ in passports
- ☐ MRZ in travel documents



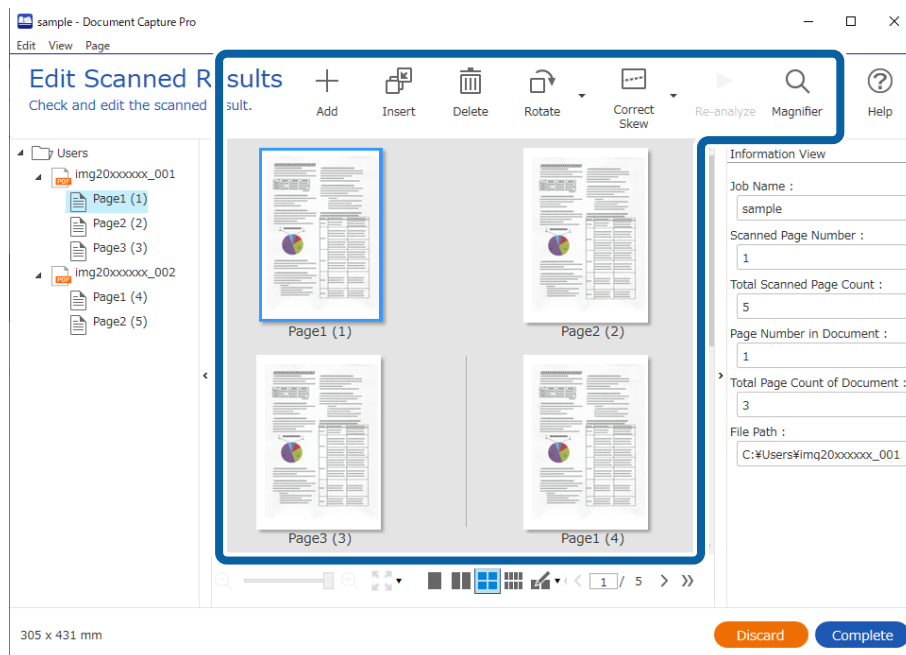
4. For jobs for which **Show Edit Page dialog before saving** has been selected in the Scan Settings, check the scan results on the **Edit Scanned Results** screen after scanning, and then make edits as necessary.

You can check and edit the following on the **Edit Scanned Results** screen.

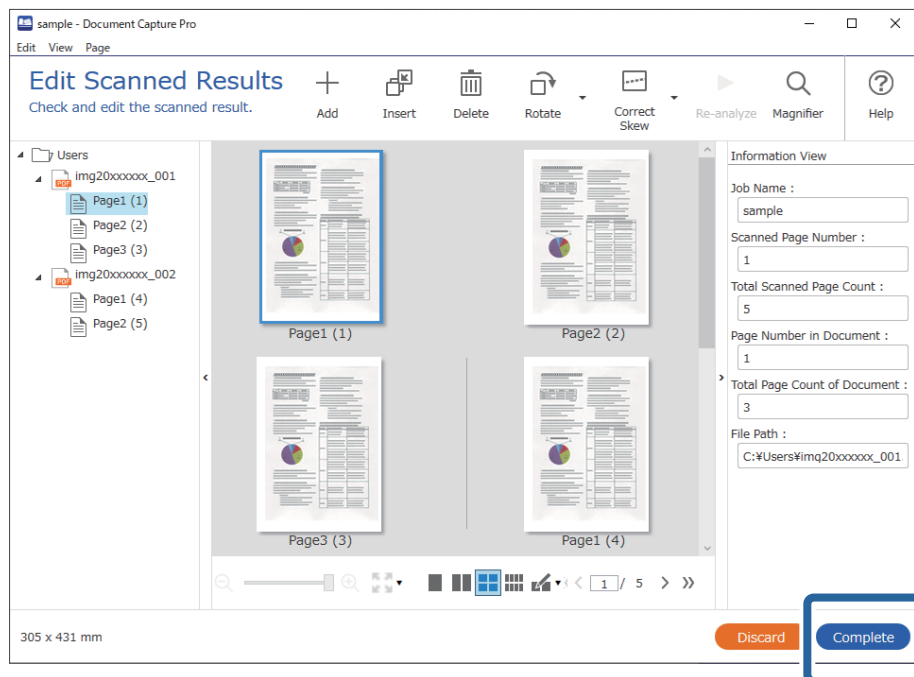
- ☐ Results of separation
- ☐ Scanned images

Scanning (Basic Operations)

Index data



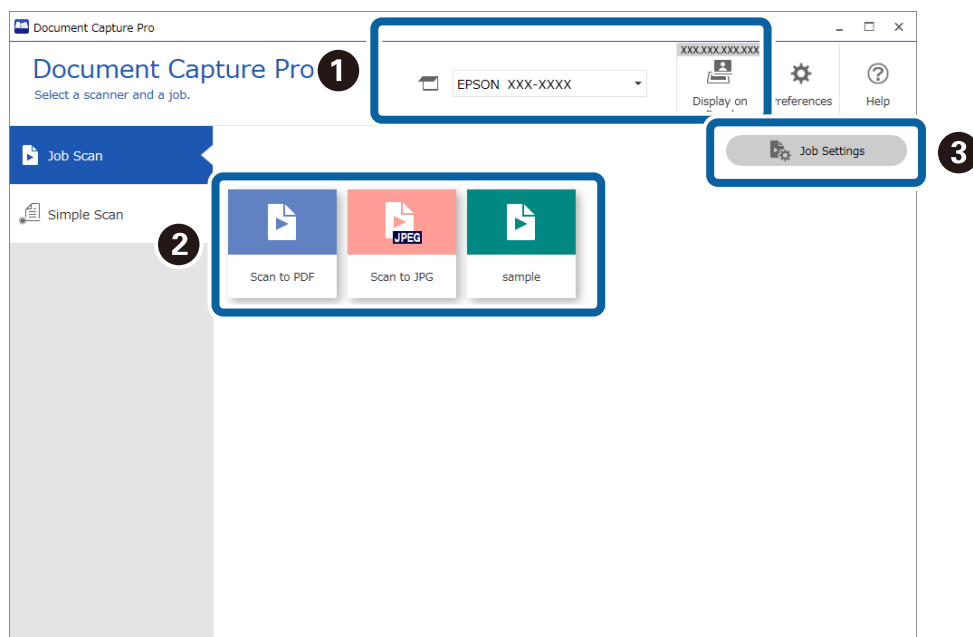
- Click **Complete** to finish performing the Job Scan.




Scanning (Basic Operations)

Job Scan Screen

This screen allows you to execute a job just by clicking the job icon. You can register and edit jobs in **Job Settings**.



*: Only available for specific models.

Item		Explanation
①	Select Scanner	When you start the software it automatically connects to the last scanner you used. If you want to use a different scanner, you can select it from the drop-down list.
	 Display on Panel*	When you run a job from the scanner, the computer on which this button is pressed will be given priority on the scanner's panel. Your computer's information is registered to the scanner. You can register up to 10 computers to one scanner. When the maximum limit is reached, registered computers are overwritten starting from the oldest. To select a scanner with the same model name but a different IP address, select Change the scanner from Display on Panel , and then change the connection destination from Scanner Settings .
②	Start Job	Registering the following sequence of operations is called a "job": 1. Scan-2. Save-3. Index-4. Send-5. Confirm/Test You can then execute a series of operations by just clicking the registered job icon.
③	Job Settings	You can check and edit existing jobs and create new jobs. You can make settings (Button Assignment) so that you can perform job scans from the control panel (buttons) of the scanner or network interface panel (or unit).

Related Information

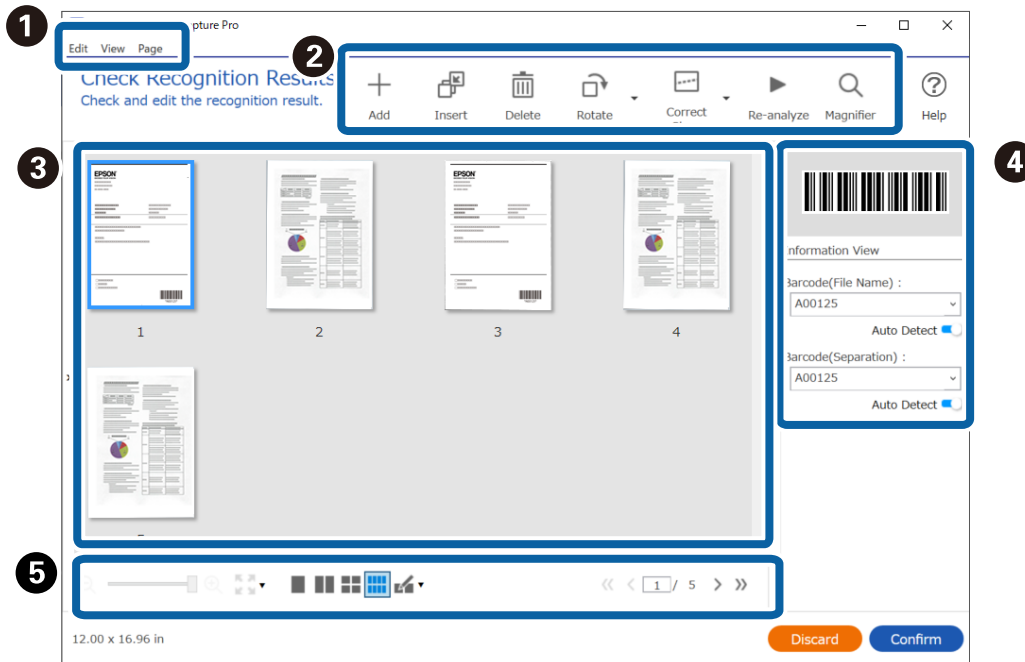
- ➡ [“Performing a Job Scan” on page 10](#)
- ➡ [“Assigning Scan Operations to Buttons” on page 70](#)

Scanning (Basic Operations)

Check Recognition Results Screen

This screen is displayed when scanning is complete if the following settings have been made in the save settings. You can check and edit the recognition results.

- ☐ When OCR, barcode, or form is set in File Name Components
- ☐ When OCR, barcode, or form is set in Separator
- ☐ When barcode, OCR, or MRZ in passports and travel documents are set as user-defined and set to be output to index data



Item		Explanation	
① (1)	Edit	You can copy, delete, and edit images from the Edit menu at the top of the screen.	
		Undo	Restores the image to its original status before edits were made.
		Cut	Cuts out the selected image (page).
		Copy	Copies the selected image (page).
		Paste	Pastes the copied image (page).
		Delete	Deletes the selected image (page).
		Rotate	Rotates the selected image (page).
		Correct Skew	Manually adjusts the angle of the selected image (page). Enter the adjustment angle on the Adjust Angle screen, or select Auto to adjust automatically.
		Split Image	Splits the selected image. When you split the page into left and right parts, the pages are assigned in order from left to right.
		Re-analyze	Specify the barcode or OCR area you want to analyze and recognize the text again.

Scanning (Basic Operations)

Item		Explanation	
① (2)	View	You can adjust how the page is displayed from the View menu at the top of the screen.	
		Zoom	When the preview is displayed on a single page, you can set the display magnification of the image (page).
		Navigation	Moves from the selected image (page).
		Page Layout	Select the number of horizontal x vertical images to be displayed in the preview.
		Magnifier	You can zoom in on the area of the image around the mouse cursor on the screen.
① (3)	Page	You can add or rearrange pages from the Page menu at the top of the screen.	
		Add Page(s)	<p>You can add additional originals after the last page by scanning them or importing them from a specified file.</p> <p>To scan additional pages, place the originals you want to add on the scanner, and then select Acquire from Scanner.</p>
		Insert Page(s)	<p>You can insert additional originals before the currently selected page by scanning them or importing them from a specified file.</p> <p>To scan additional pages, place the originals you want to add on the scanner, and then select Acquire from Scanner.</p>
		Replace Page(s)	<p>You can replace the selected image with a newly scanned image or a specified file.</p> <p>To scan new pages, place the originals you want to add on the scanner, and then select Acquire from Scanner.</p>
②	Add	<p>You can scan additional originals and add them after the last page.</p> <p>Place the originals you want to add on the scanner, and then click Add.</p>	
	Insert	<p>You can insert additional originals before the currently selected page by scanning them.</p> <p>Place the originals you want to add on the scanner, and then click Insert.</p>	
	Delete	Deletes the selected image.	
	Rotate	Rotates the selected image (page).	
	Correct Skew	<p>Manually adjusts the angle of the selected image (page).</p> <p>Enter the adjustment angle on the Adjust Angle screen, or select Auto to adjust automatically.</p>	
	Re-analyze	Specify the barcode or OCR area you want to analyze and recognize the text again.	
	Magnifier	You can zoom in on the area of the image around the mouse cursor on the screen.	
③	Preview Scan	Displays the scanned image.	
④	Information View	Displays barcode or OCR information read from scanned data.	

Scanning (Basic Operations)

Item	Explanation
5	When the preview is displayed on a single page, you can use the slider to change the magnification of the image.
	When the preview is displayed on a single page, you can adjust the image display size to the page size, page height, page width, or 100% magnification.
	Select the number of horizontal x vertical images to be displayed in the preview.
	Displays the current/total number of pages. You can enter a page number or click the arrows to go to a page.

Note:

- ❑ BMP, JPEG, TIFF, Multi-TIFF, PDF, and PNG file formats support page operations such as Insert Page.
- ❑ Only PDFs created using an Epson application are supported.

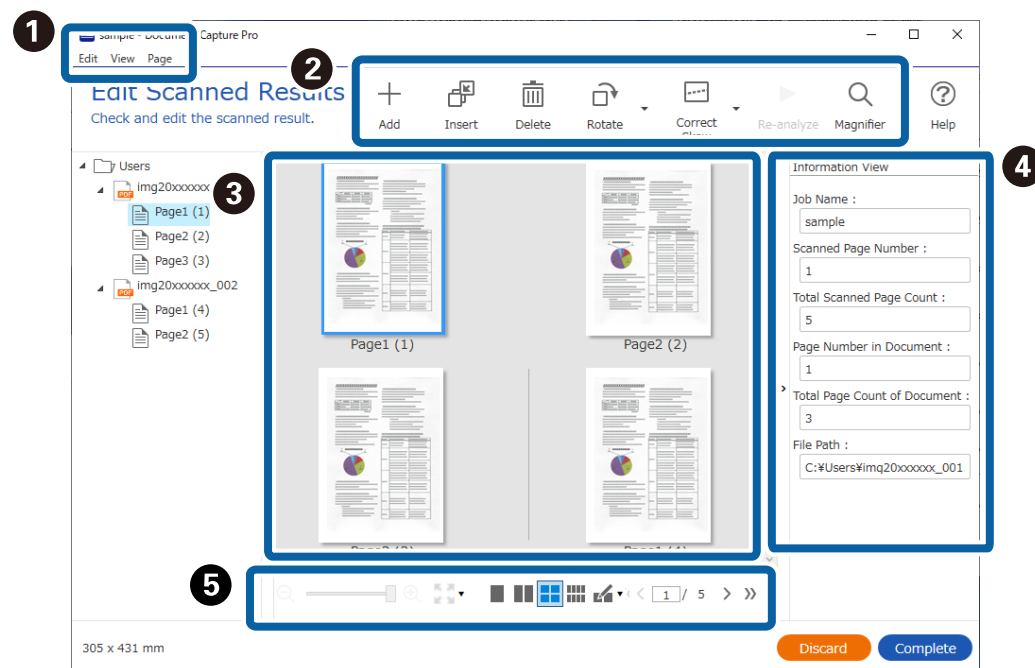
Related Information

➔ [“Performing a Job Scan” on page 10](#)

Edit Scanned Results Screen

This screen is displayed when scanning is complete if **Show Edit Page dialog before saving** is selected in the save settings.

You can correct the orientation of the image, add/insert/rearrange the order of the pages, and check/correct the file structure to be created.






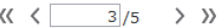
Scanning (Basic Operations)

Item		Explanation	
① (1)	Edit	You can copy, delete, and edit images from the Edit menu at the top of the screen.	
		Undo	Restores the image to its original status before edits were made.
		Cut	Cuts out the selected image (page).
		Copy	Copies the selected image (page).
		Paste	Pastes the copied image (page).
		Delete	Deletes the selected image (page).
		Rotate	Rotates the selected image (page).
		Correct Skew	Manually adjusts the angle of the selected image (page). Enter the adjustment angle on the Adjust Angle screen, or select Auto to adjust automatically.
		Split Image	Splits the selected image. When you split the page into left and right parts, the pages are assigned in order from left to right.
		Re-analyze	Specify the barcode or OCR area you want to analyze and recognize the text again.
① (2)	View	You can adjust how the page is displayed from the View menu at the top of the screen.	
		Zoom	When the preview is displayed on a single page, you can set the display magnification of the image (page).
		Navigation	Moves from the selected image (page).
		Page Layout	Select the number of horizontal x vertical images to be displayed in the preview.
		Magnifier	You can zoom in on the area of the image around the mouse cursor on the screen.

Scanning (Basic Operations)

Item		Explanation
① (3)	Page	You can add or rearrange pages from the Page menu at the top of the screen.
	Add Page(s)	You can add additional originals after the last page by scanning them or importing them from a specified file. To scan additional pages, place the originals you want to add on the scanner, and then select Acquire from Scanner .
	Insert Page(s)	You can insert additional originals before the currently selected page by scanning them or importing them from a specified file. To scan additional pages, place the originals you want to add on the scanner, and then select Acquire from Scanner .
	Replace Page(s)	You can replace the selected image with a newly scanned image or a specified file. To scan new pages, place the originals you want to add on the scanner, and then select Acquire from Scanner .
	Split Document	Divides from the selected page and onward into separate files.
	Combine Documents	Click Combine with the previous file to combine the selected page with the previous page to create a single file. Click Combine with the next file to combine the selected page with the next page to create a single file.
②	Add	You can scan additional originals and add them after the last page. Place the originals you want to add on the scanner, and then click Add .
	Insert	You can insert additional originals before the currently selected page by scanning them. Place the originals you want to add on the scanner, and then click Insert .
	Delete	Deletes the selected image.
	Rotate	Rotates the selected image (page).
	Correct Skew	Manually adjusts the angle of the selected image (page). Enter the adjustment angle on the Adjust Angle screen, or select Auto to adjust automatically.
	Re-analyze	Specify the barcode or OCR area you want to analyze and recognize the text again.
	Magnifier	You can zoom in on the area of the image around the mouse cursor on the screen.
③	Preview Scan	Displays the scanned image. You can also rearrange the pages by dragging and dropping the thumbnails.
④	Information View	Displays barcode or OCR information read from scanned data.

Scanning (Basic Operations)

Item	Explanation
5 	When the preview is displayed on a single page, you can use the slider to change the magnification of the image.
	When the preview is displayed on a single page, you can adjust the image display size to the page size, page height, page width, or 100% magnification.
	Select the number of horizontal x vertical images to be displayed in the preview.
	Displays the current/total number of pages. You can enter a page number or click the arrows to go to a page.

Note:

- ❑ BMP, JPEG, TIFF, Multi-TIFF, PDF, and PNG file formats support page operations such as Insert Page.
- ❑ Only PDFs created using an Epson application are supported.

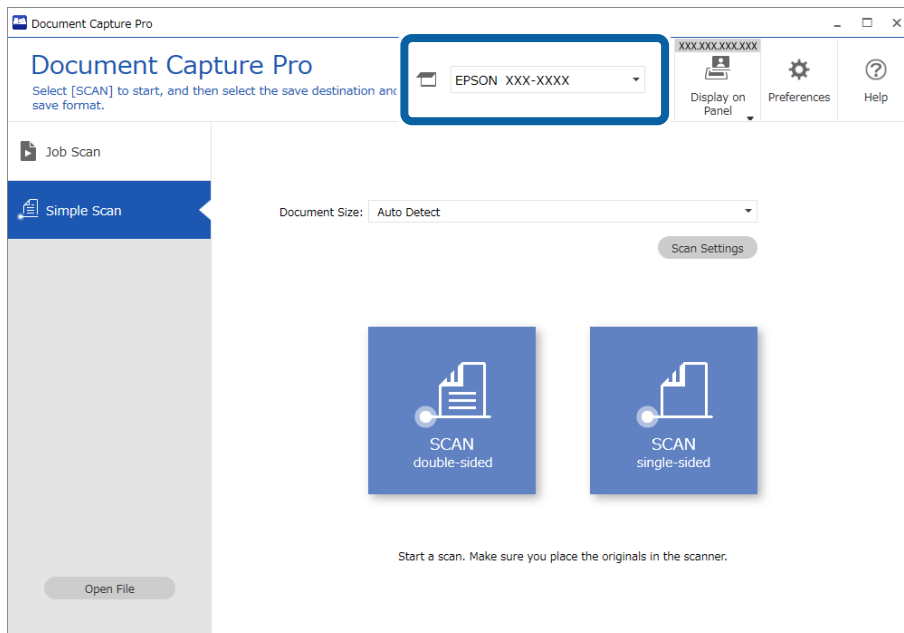
Related Information

➡ [“Performing a Job Scan” on page 10](#)

Performing a Simple Scan

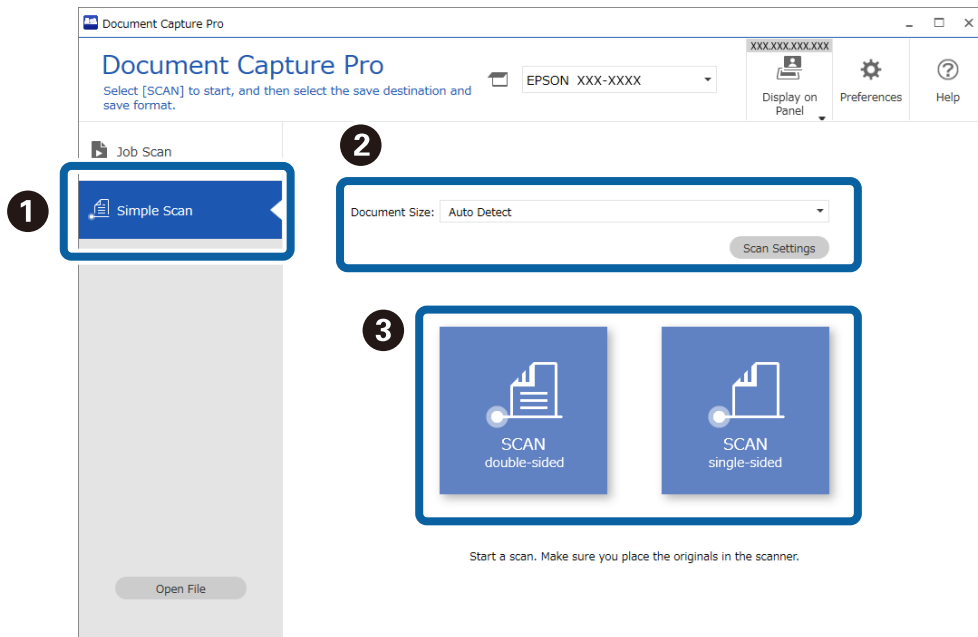
This section explains the workflow of scanning without using a job.

1. Select the scanner you want to use from the Document Capture Pro top screen. When you start the software it automatically connects to the last scanner you used.



Scanning (Basic Operations)

- Click the **Simple Scan** tab, select the **Document Size**, and then click the **SCAN double-sided** or **SCAN single-sided** icon.

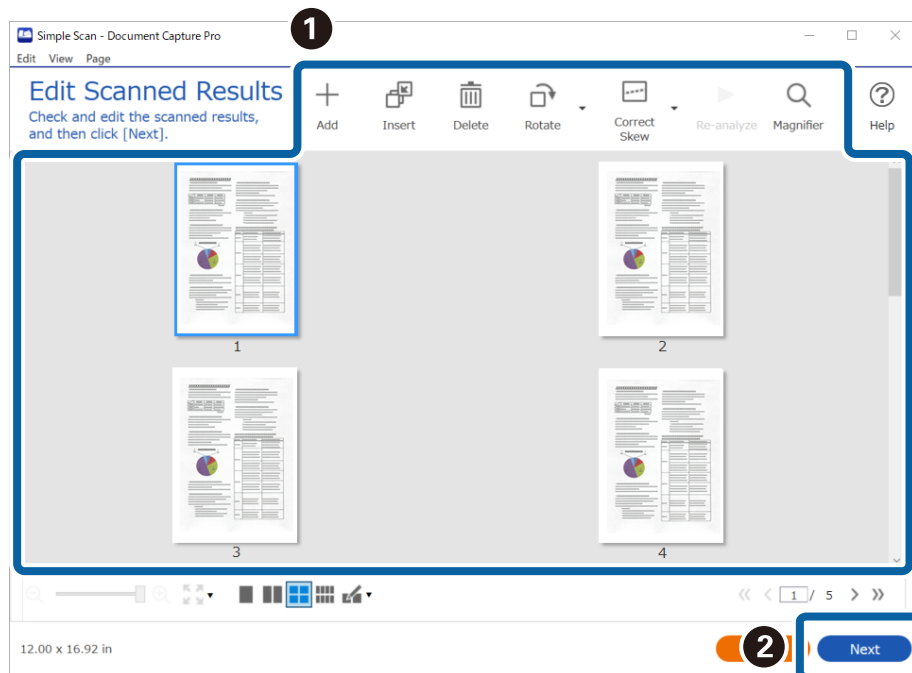


Note:

Click **Scan Settings** to make settings such as resolution and more detailed settings using EPSON Scan/Epson Scan 2.

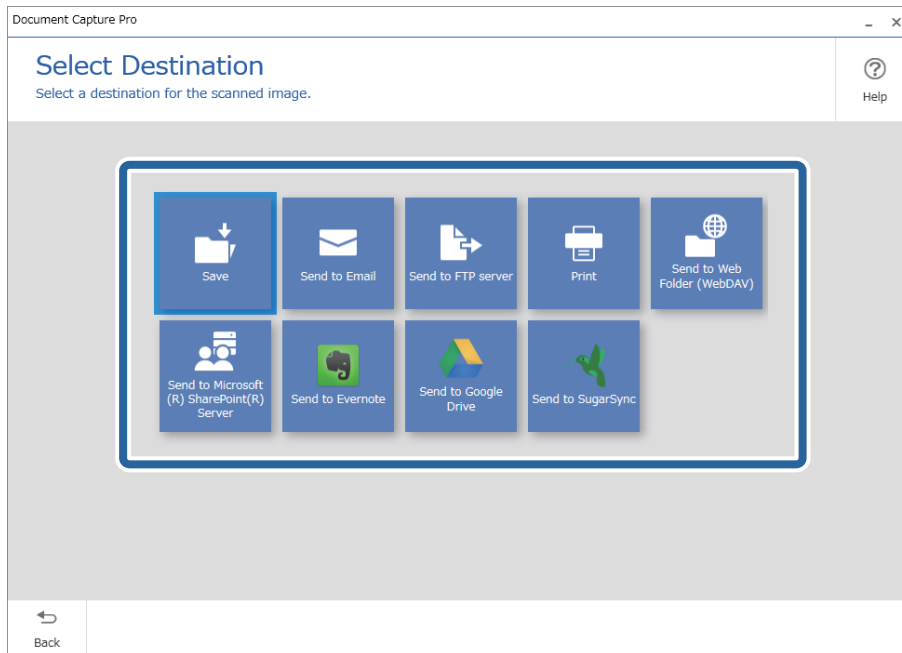
The image being scanned is displayed.

- Check the scan results on the **Edit Scanned Results** screen, make edits as necessary, and then click **Next**.



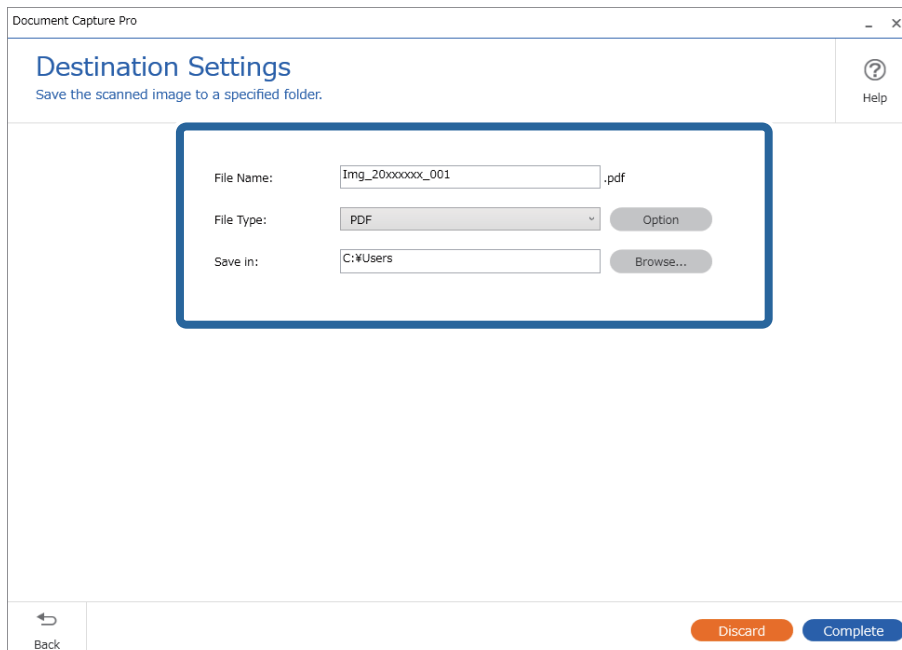
Scanning (Basic Operations)

4. Select the destination for the scanned data on the **Select Destination** screen.



5. Set the file you want to save and the save format on the **Destination Settings** screen. You can also make more detailed settings according to the destination.

Displayed items depend on the destination. The following screen is displayed when **Save** is selected.

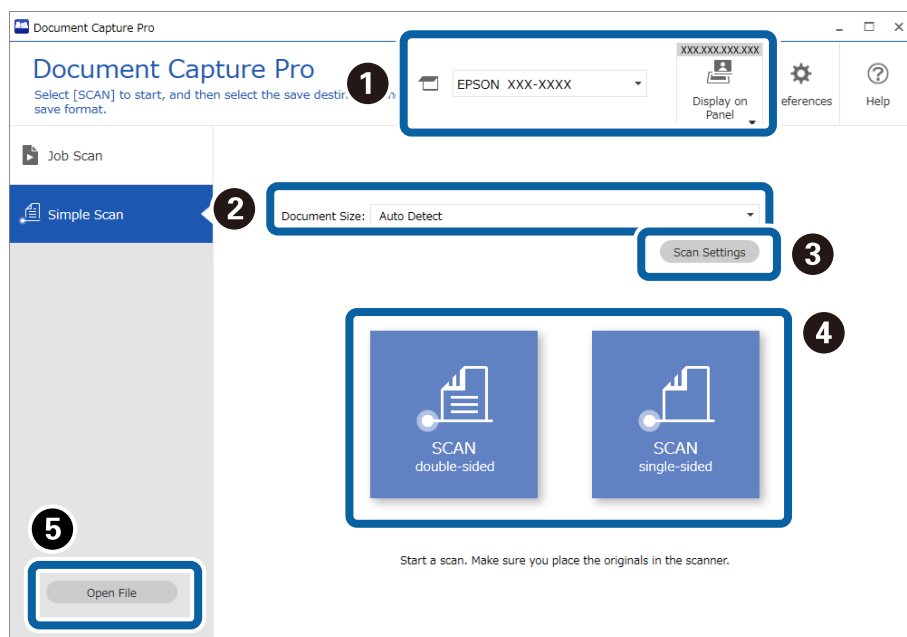


6. Click **Complete** to finish performing the Simple Scan.


Scanning (Basic Operations)

Simple Scan Screen

This screen allows you to execute a scan just by clicking the scan icon.



*: Only available for specific models.

	Item	Explanation
①	Select Scanner  Display on Panel*	<p>When you start the software it automatically connects to the last scanner you used. If you want to use a different scanner, you can select it from the drop-down list.</p> <p>When you perform a scan from the scanner, the computer on which this button is pressed will be given priority on the scanner's panel.</p> <p>Your computer's information is registered to the scanner. You can register up to 10 computers to one scanner. When the maximum limit is reached, registered computers are overwritten starting from the oldest.</p> <p>To select a scanner with the same model name but a different IP address, select Change the scanner from Display on Panel, and then change the connection destination from Scanner Settings.</p>
②	Document Size	<p>Select the size of the original.</p> <p>When Auto Detect is selected, the original size is automatically detected.</p>
③	Scan Settings	You can make more detailed settings such as the resolution.
④	SCAN double-sided SCAN single-sided	Start scanning.

Scanning (Basic Operations)

Item	Explanation
<p>5 Open File</p>	<p>You can select a previously scanned file to correct the orientation of the image, or add, insert, or rearrange pages.</p> <p>Open the file from any folder, and then edit it on the Edit Scanned Results screen.</p> <p>The following are the file formats that can be read.</p> <ul style="list-style-type: none"> <input type="checkbox"/> BMP <input type="checkbox"/> JPEG <input type="checkbox"/> TIFF/Multi-TIFF (except for JPEG compressed files) <input type="checkbox"/> PNG (except for files saved in 48-bit format and 16-bit gray format) <input type="checkbox"/> PDF (Only files created in Document Capture Pro, EPSON Scan, or Epson Scan 2 are supported. However, password protected PDFs and highly compressed PDFs cannot be edited.)

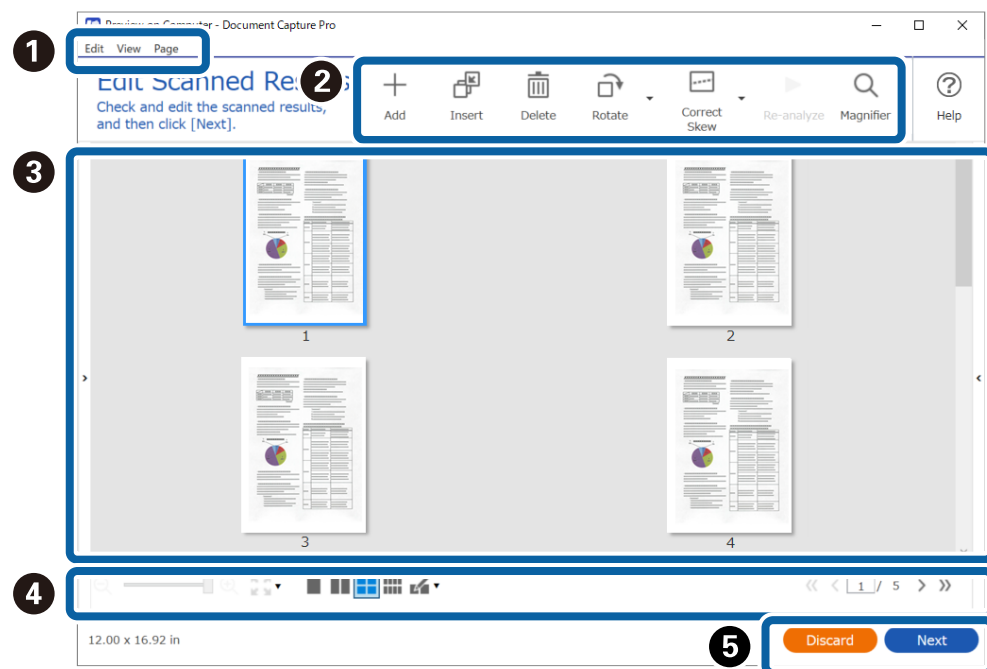
Related Information

- ➔ [“Performing a Simple Scan” on page 20](#)
- ➔ [“Edit Scanned Results Screen” on page 24](#)

Edit Scanned Results Screen

This screen is displayed when scanning is complete.





You can correct the orientation of the image, add/insert/rearrange the order of the pages



Scanning (Basic Operations)

Item		Explanation	
① (1)	Edit	You can copy, delete, and edit images from the Edit menu at the top of the screen.	
		Undo	Restores the image to its original status before edits were made.
		Cut	Cuts out the selected image (page).
		Copy	Copies the selected image (page).
		Paste	Pastes the copied image (page).
		Delete	Deletes the selected image (page).
		Select	Sets the method for selecting images (pages).
		Rotate	Rotates the selected image (page).
		Correct Skew	Manually adjusts the angle of the selected image (page). Enter the adjustment angle on the Adjust Angle screen, or select Auto to adjust automatically.
		Split Image	Splits the selected image. When you split the page into left and right parts, the pages are assigned in order from left to right.
① (2)	View	You can adjust how the page is displayed from the View menu at the top of the screen.	
		Zoom	When the preview is displayed on a single page, you can set the display magnification of the image (page).
		Navigation	Moves from the selected image (page).
		Page Layout	Select the number of horizontal x vertical images to be displayed in the preview.
		Magnifier	You can zoom in on the area of the image around the mouse cursor on the screen.
① (3)	Page	You can perform operations such as adding or rearranging pages from the Page menu at the top of the screen.	
		Add Page(s)	You can add additional originals after the last page by scanning them or importing them from a specified file. To scan additional pages, place the originals you want to add on the scanner, and then select Acquire from Scanner .
		Insert Page(s)	You can insert additional originals before the currently selected page by scanning them or importing them from a specified file. To scan additional pages, place the originals you want to add on the scanner, and then select Acquire from Scanner .
		Replace Page(s)	You can replace the selected image with a newly scanned image or a specified file. To scan new pages, place the originals you want to add on the scanner, and then select Acquire from Scanner .
		Sort	Sorts images. You can select from By Date Scanned , By Size, By Color, Book Sort, or Reverse Order. If you select Book Sort , you can sort booklet documents in page order.

Scanning (Basic Operations)

Item		Explanation
2	Add	You can scan additional originals and add them after the last page. Place the originals you want to add on the scanner, and then click Add .
	Insert	You can insert additional originals before the currently selected page by scanning them. Place the originals you want to add on the scanner, and then click Insert .
	Delete	Deletes the selected image.
	Rotate	Rotates the selected image (page).
	Correct Skew	Manually adjusts the angle of the selected image (page). Enter the adjustment angle on the Adjust Angle screen, or select Auto to adjust automatically.
	Magnifier	You can zoom in on the area of the image around the mouse cursor on the screen.
3	Preview Scan	Displays the scanned image. You can also rearrange the pages by dragging and dropping the thumbnails.
4		When the preview is displayed on a single page, you can use the slider to change the magnification of the image.
		When the preview is displayed on a single page, you can adjust the image display size to the page size, page height, page width, or 100% magnification.
		Select the number of horizontal x vertical images to be displayed in the preview.
		Displays the current/total number of pages. You can enter a page number or click the arrows to go to a page.
5	Discard	Discards the scanned image and closes.
	Next	Go to the Select Destination screen.

Note:

- ❑ BMP, JPEG, TIFF, Multi-TIFF, PDF, and PNG file formats support page operations such as Insert Page.
- ❑ Only PDFs created using an Epson application are supported.

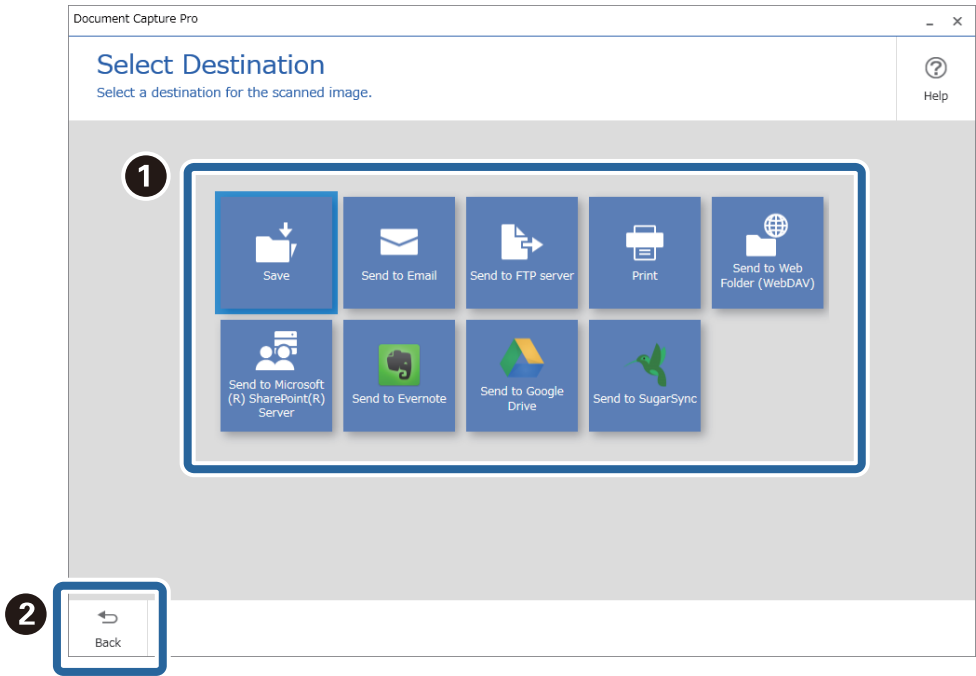
Related Information

- ➡ [“Performing a Simple Scan” on page 20](#)

Scanning (Basic Operations)

Select Destination Screen

This screen allows you to select the destination to save scanned images.



Item		Explanation
1	Destination	Select the destination. Click the destination icon to display the detailed settings screen for the destination. Select the destination from the following. Save to folder, send e-mail, FTP server, print, Web folder, Microsoft® SharePoint® Server, Evernote, Google Drive, SugarSync
2	Back	Returns to the previous screen.

Note:

You can add storage services other than those listed above as a destination.

Install the destination connector you want to use on the **Simple Scan Settings** screen.

[“Basic Software Settings” on page 29](#)

[“Simple Scan Settings Screen” on page 30](#)

Related Information

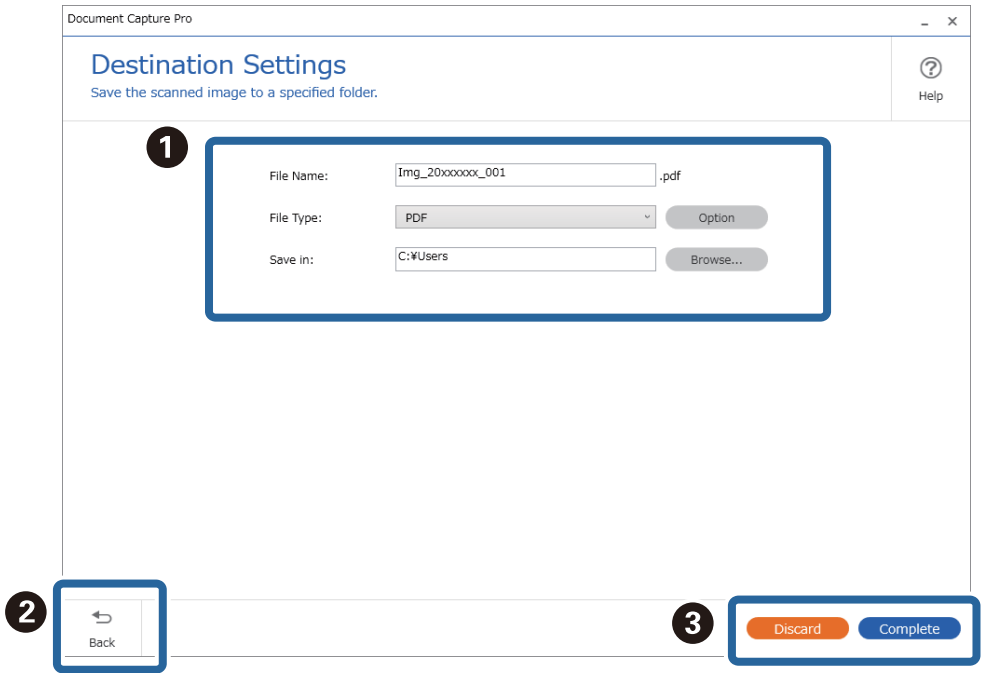
➔ [“Performing a Simple Scan” on page 20](#)

Destination Settings Screen

After selecting the destination, you can make detailed settings on this screen such as the file name or the file type to be saved.

Scanning (Basic Operations)

Displayed items depend on the destination. The following screen is displayed when **Save** is selected.



Item		Explanation
❶	Destination Settings	Make detailed settings according to the selected destination. Displayed setting items depend on the destination. For more details, see the related information.
❷	Back	Returns to the previous screen.
❸	Discard	Discards the settings, and returns to the previous screen.
	Complete	Performs the operations according to your settings.

Note:

By purchasing a DCP Enhanced OCR license, you can access additional save formats that can be used with multifunction devices that support DCP Enhanced OCR. You can also access even higher quality conversion features when creating PDFs containing searchable text.

See the following for more information on DCP Enhanced OCR.

[“Overview of DCP Enhanced OCR” on page 139](#)

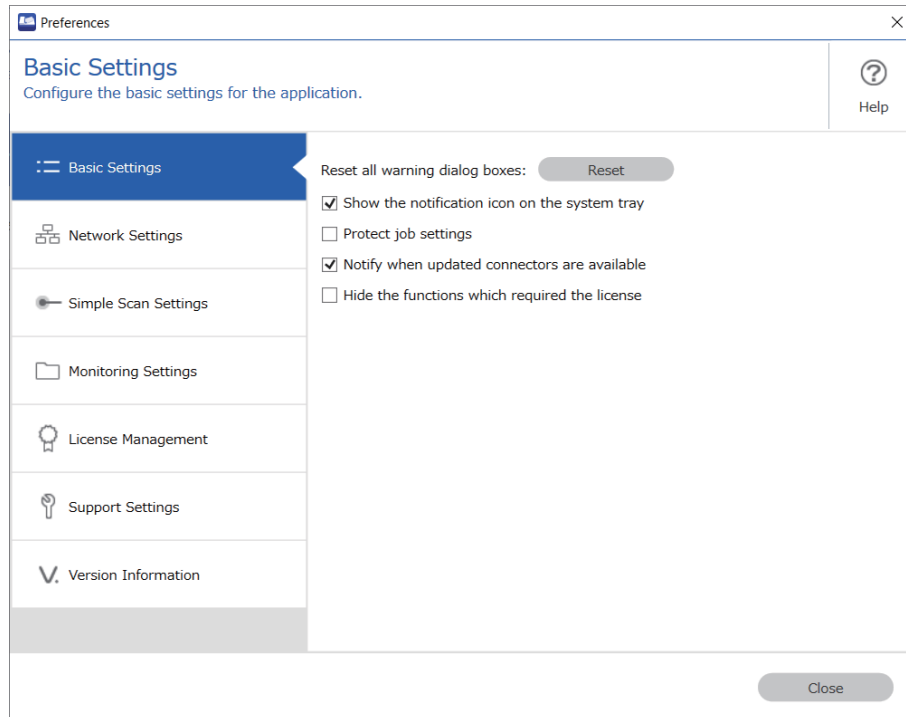
Related Information

- ➡ [“Performing a Simple Scan” on page 20](#)
- ➡ [“Destination Settings” on page 62](#)

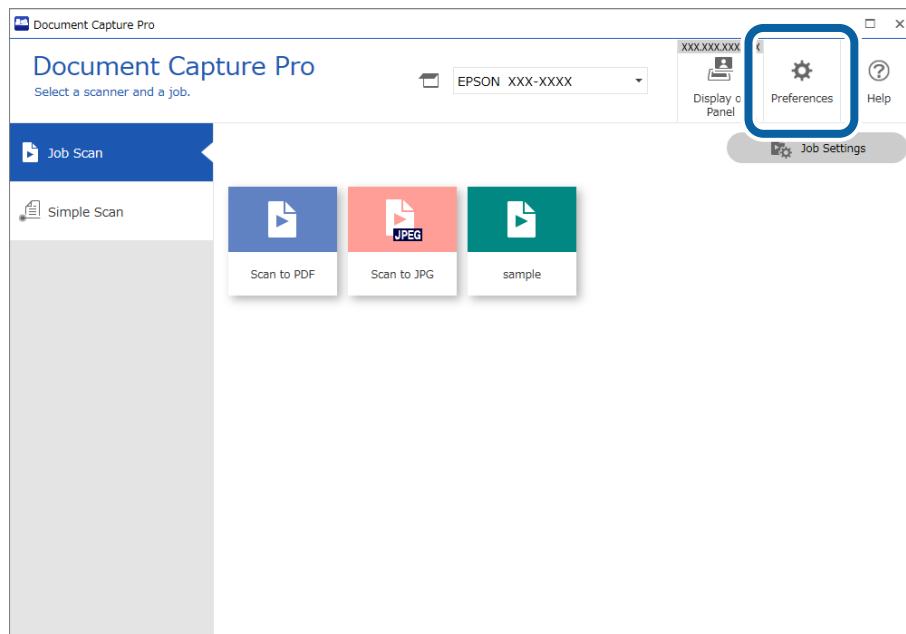
Scanning (Basic Operations)

Basic Software Settings

You can make basic software settings on the **Preferences** screen.



To display the Preferences screen, click **Preferences** on the Document Capture Pro top screen.



Basic Settings Screen

This screen allows you to make settings for Document Capture Pro.

Scanning (Basic Operations)

*: Only available for specific models.

Item	Explanation
Reset all warning dialog boxes	Click Reset to re-display the dialog box that says Do not show this message again , and then check the message.
Show the notification icon on the system tray	Select this item to execute jobs and start Document Capture Pro from the application icon in the task tray. Clear this if you do not want to display the application icon in the task tray.
Protect job settings	Select this to hide the Job Settings button on the Job Scan screen. You need to enter a password when changing this setting.
Notify when updated connectors are available	Select this to display the destination connector update guide when an update is available for the destination connector. If you are prompted to do so, we recommend that you follow the on-screen instructions to update the software as soon as possible.
Hide the functions which required the license*	Select this to hide features that require a DCP Enhanced OCR license.

Network Scanning Settings Screen

This screen allows you to make settings to display the computer on which Document Capture Pro is installed on the control panel of the scanner connected to the network.

You can scan Document Capture Pro jobs on the specified computer from the control panel. You need the following network environment to display computers.

- ☐ The scanner and computer need to be connected to the same IP segment.
- ☐ There needs to be multi-cast communication between the scanner and the computer.

Item	Explanation
Enable Network Scanning	Selected immediately after installing. Clear this if you do not want to display the computer on the scanner's control panel.
Your PC Name (alphanumeric)	The initial value displayed on the control panel is the Windows computer name (this is sometimes known as the device name or host name). You can change this name so that it is easy for you to recognize. The maximum number of characters is 15.
Use scanner in Group	All computers on which Document Capture Pro is installed and that are on the same segment are displayed on the control panel by default. If too many computers are displayed on the control panel, you can reduce them by using the group number function. If you enter the same number as the number set on the control panel, only computers with the matching number are displayed. The group number function may not be available depending on the model you are using.
Protect with password	If you select this and set a password, you will need to enter the password on the control panel. You can use this to restrict the use of Document Capture Pro from the control panel.

Simple Scan Settings Screen

This screen allows you to make simple scan settings.

Scanning (Basic Operations)

Item	Explanation
Enable Simple Scan	Select to enable the simple scan function. The Simple Scan tab is displayed on the top screen.
File Name	Set the default file name used to save images in simple scan.
Destination Display Settings	Set whether to hide/show each destination and set the display order when selecting the destination for a simple scan. Only items set here can be displayed in the destination list. Select Add Destination to add a destination connector. "Adding/Updating Destination Connectors" on page 129
Assign Simple Scan to the control panel	You can make settings so that you can perform simple scans from the control panel (buttons) of the scanner or network interface panel (or unit). Click Button Assignment to open the button assignment settings screen. Click Scan Settings to make detailed settings for scanner operations, such as the resolution when scanning from the control panel. The scanner driver screen opens. After you have changed the settings, click OK .

Related Information

- ➔ ["Performing a Simple Scan" on page 20](#)
- ➔ ["Assigning Simple Scan Operations" on page 74](#)

Monitoring Settings Screen

This screen allows you to make transfer settings when files are added to a specified folder.

This function is always running regardless of the Job Scan and Simple Scan operations.

First, click **Task Settings** to set the operation. Once you have made the settings, click **Monitoring Settings**, specify the folder you want to monitor, and then select an operation from the Monitor Folder list.

Item	Explanation
Monitoring Folder	Specify the folder you want to monitor and the operation you want to perform when files are added to that folder. Click Monitoring Settings to set the folder and the monitoring time.
Task Settings	Display the Task Settings screen. On the Task Settings screen, you can set the name of the job, an explanation of the job, and the transfer (destination) settings.

License Management Screen (Only Available for Specific Models)

This window allows you to make settings for the DCP Enhanced OCR license.

See the following for more details about the DCP Enhanced OCR license.

["Overview of DCP Enhanced OCR" on page 139](#)

Scanning (Basic Operations)

License Information

Item	Explanation
License Type	Displays the type of license you are using.
Status	<p>Displays the status of your license.</p> <p>However, this is not displayed in the following cases.</p> <ul style="list-style-type: none"> <input type="checkbox"/> If you have not activated the DCP Enhanced OCR license <input type="checkbox"/> If the DCP Enhanced OCR license is deactivated

License Management

Item	Explanation
Enter License Key	<p>Activates the DCP Enhanced OCR license and gets it ready for use. See the following for more details.</p> <p>“DCP Enhanced OCR License Activation” on page 144</p> <p>This item is displayed when the DCP Enhanced OCR license has not been activated.</p>
Deactivate License	<p>Deactivates the DCP Enhanced OCR license when necessary, for example, if you change the computer on which the DCP Enhanced OCR license was activated. See the following for more details.</p> <p>“Deactivating the License” on page 147</p> <p>This item is displayed when the DCP Enhanced OCR license has been activated.</p>
How to purchase License Key	<p>Displays an information screen explaining how to purchase a license key for DCP Enhanced OCR.</p> <p>You must be connected to the internet to view the information screen.</p>
Start Trial	<p>You can try DCP Enhanced OCR for 30 days without activating it.</p> <p>If you want to continue using DCP Enhanced OCR after the 30 day trial period, you need to activate your license.</p>

Support Settings Screen

Item	Explanation
Send usage information to Epson	<p>We would like to ask for your cooperation in conducting a survey on the usage of Document Capture Pro. Select this if you are willing to cooperate with the survey. Even if you do not want to participate in the survey (clear the checkbox), you can still use Document Capture Pro.</p>

Loading the Scanner Driver

You can use the following methods to load EPSON Scan/Epson Scan 2 from Document Capture Pro.

Scanning (Basic Operations)

❑ Loading during job creation

Click the **1. Scan** tab on the **Job Settings** screen, and then click **Detailed Settings**.

The screenshot shows the 'Job Settings' window. The '1. Scan' tab is selected in the sidebar. The main area displays the following settings:

- Job Name: sample
- Source: ADF - Single-sided
- Document Size: Auto Detect
- Image Type: Auto (Color/BW)
- Rotation: None
- Resolution: Medium (300dpi) 300 dpi

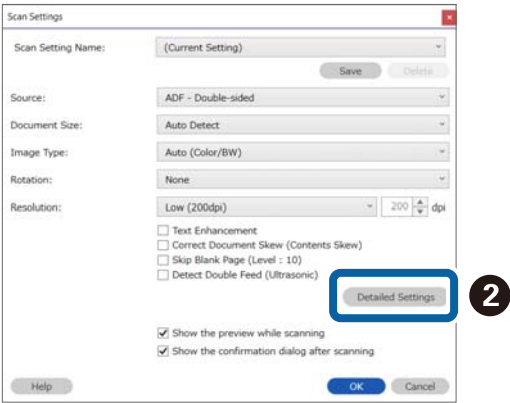
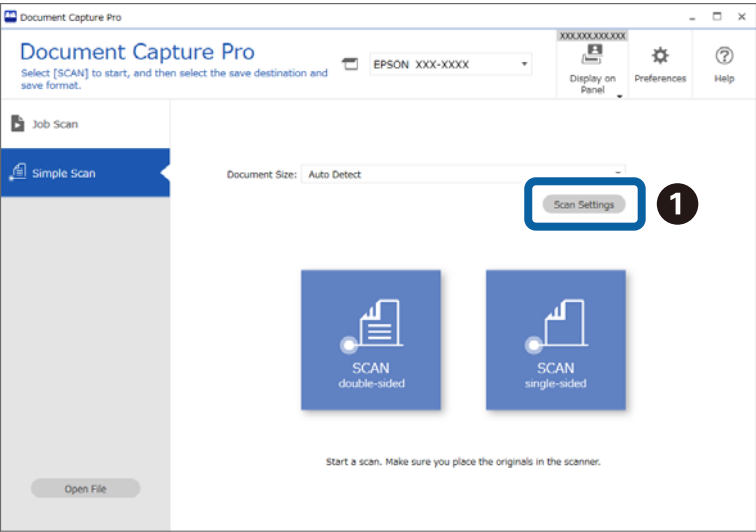
Below the resolution settings, there are four checkboxes:

- ☐ Text Enhancement
- ☐ Correct Document Skew (Contents Skew)
- ☐ Skip Blank Page (Level : 10)
- ☐ Detect Double Feed (Ultrasonic)

A 'Detailed Settings' button is highlighted with a blue box. At the bottom of the window, there are 'Save', 'Back', and 'Next' buttons.

Scanning (Basic Operations)

- ❑ Loading while performing a simple scan
Click **Scan Settings** on the **Simple Scan** screen, and then click **Detailed Settings**.



Scan Settings Screen

This screen allows you to make settings such as resolution and more detailed settings using EPSON Scan/Epson Scan 2.

For some functions, the details of the settings made in EPSON Scan/Epson Scan 2 are displayed next to the function name or selected item.

*: Only available for specific models.

Item	Explanation
Scan Setting Name	Allows you to check your pre-saved scan settings or save your current settings.

Scanning (Basic Operations)

Item	Explanation
Source	<p>Select the source according to the model being used.</p> <p>Auto Detect/Auto Detect - Single-sided/Auto Detect - Double-sided: Automatically detects and configures the device for scanning. When originals are loaded into the ADF, scanning is performed from the ADF.</p> <p>Scanner Glass: Scans from the scanner glass.</p> <p>ADF/ADF - Single-sided/ADF - Double-sided: Scanning is performed from the ADF.</p>
Document Size	Select the size of the original loaded in the scanner.
Image Type	<p>Set the number of colors for the original being scanned.</p> <p>BW: Scans in binary black and white.</p> <p>Gray: Scans in 8 bit (256 gradation) gray.</p> <p>Color: Scans in 24 bit color (approx. 16,770,000 colors).</p> <p>Auto: Scans by automatically adjusting to the color of the original. This is not displayed if the scanner does not support Auto.</p>
Rotation	<p>Rotates the original.</p> <p>Auto rotates the image automatically to match the text direction of the original (only available for specific models). The orientation of the original may not be determined correctly because it is determined through image processing. You can change the operation performed when executing Auto from Detailed Settings.</p>
Resolution	Sets the resolution.
Text Enhancement*	Corrects outlines when scanning the original to make text easier to read.
Correct Document Skew*	Corrects skewed originals. You can change the operation performed when executing Correct Document Skew from Detailed Settings.
Skip Blank Page*	Detects blank pages in an original and skips them.
Detect Double Feed*	Set to display a warning when multiple originals are fed at the same time.
Detailed Settings*	Make detailed settings for scanning such as the scanning resolution. The scanner driver screen opens. After you have changed the settings, click Save .
Show the preview while scanning	<p>Displays the preview screen during scanning.</p> <p>This is enabled by default.</p>
Show the confirmation dialog after scanning	<p>Displays a confirmation message asking if you want to continue scanning after completing a scan.</p> <p>This is disabled by default.</p>

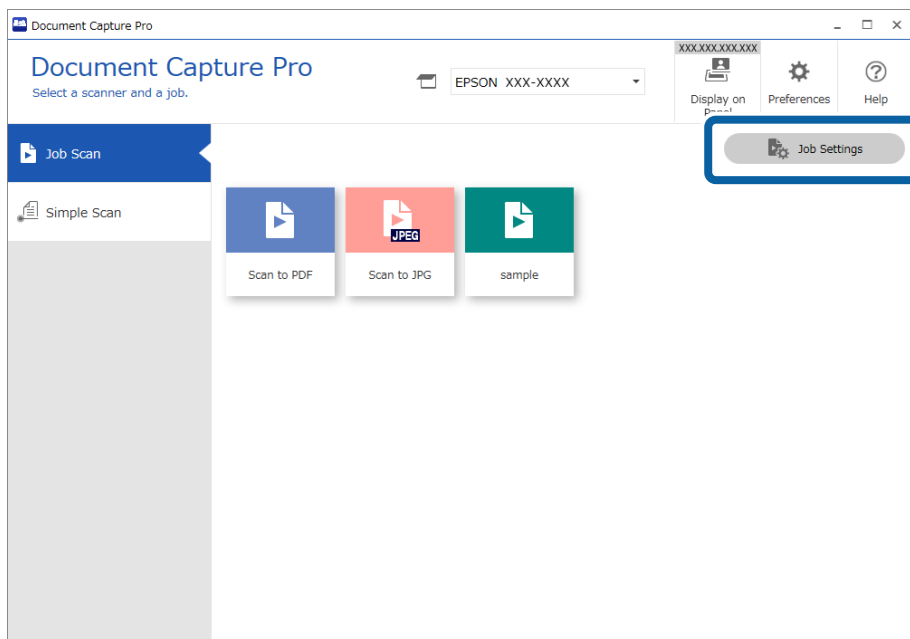
Scanning (Customized)

Creating a New Job

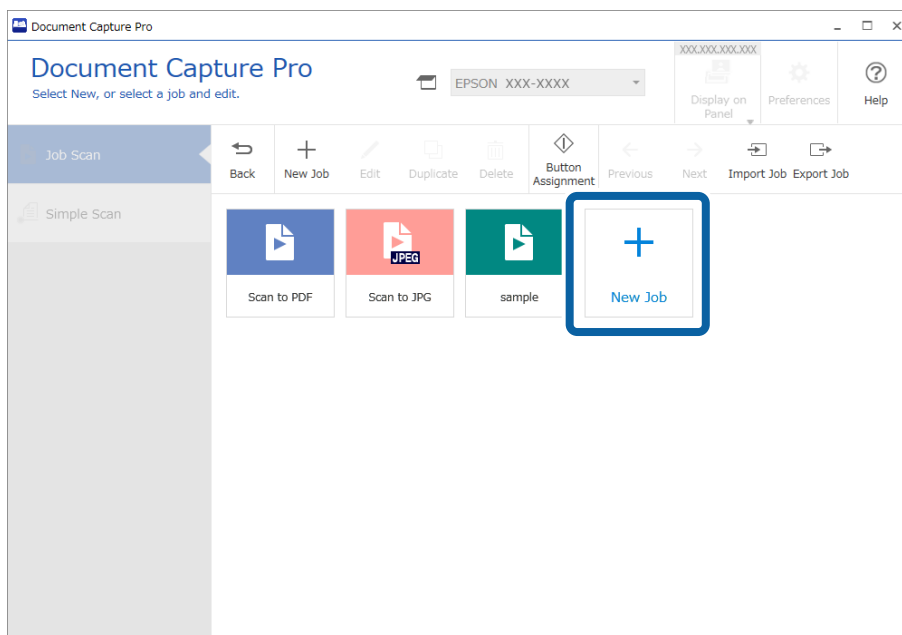
This section explains how to create a new job.

You can create up to 30 jobs.

1. Click **Job Settings** on the **Job Scan** screen.



2. Click **New Job**.



Scanning (Customized)

Note:

To create a new job based on another job, click the job you want to use as the base, and then click **Duplicate**.

The **Job Settings** window is displayed.

3. Enter a **Job Name**.

Job Settings

1. Scan
Configure scan settings.

Job Name
sample

1. Scan
Source: ADF - Single-sided
Document Size: Auto Detect
Image Type: Auto (Color/BW)

2. Save
File Name: img20xxxxxx_001.pdf
File Type: PDF
Save in: C:\Users
Separator: Fixed Page

3. Index
Index Items: 6

4. Send
Destination: Take No Action

5. Confirm/Test
Icon:

Source: ADF - Single-sided
Document Size: Auto Detect
Image Type: Auto (Color/BW)
Rotation: None
Resolution: Medium (300dpi) 300 dpi

☐ Text Enhancement
☐ Correct Document Skew (Contents Skew)
☐ Skip Blank Page (Level : 10)
☐ Detect Double Feed (Ultrasonic)

Detailed Settings

☐ Show the preview while scanning
☐ Show the confirmation dialog after scanning

Save Back Next

4. On the **1. Scan** tab, set the scan job operations you want to create.

Job Settings

1. Scan
Configure scan settings.

Job Name
sample

1. Scan
Source: ADF - Single-sided
Document Size: Auto Detect
Image Type: Auto (Color/BW)

2. Save
File Name: img20xxxxxx_001.pdf
File Type: PDF
Save in: C:\Users
Separator: Fixed Page

3. Index
Index Items: 6

4. Send
Destination: Take No Action

5. Confirm/Test
Icon:

Source: ADF - Single-sided
Document Size: Auto Detect
Image Type: Auto (Color/BW)
Rotation: None
Resolution: Medium (300dpi) 300 dpi

☐ Text Enhancement
☐ Correct Document Skew (Contents Skew)
☐ Skip Blank Page (Level : 10)
☐ Detect Double Feed (Ultrasonic)

Detailed Settings

☐ Show the preview while scanning
☐ Show the confirmation dialog after scanning

Save Back Next

Scanning (Customized)

- ❑ ① Make basic scanning settings.

To make more advanced settings, click **Detailed Settings** to open the settings screen. Change the scan operation and click **Save** to return to the Document Capture Pro screen.

- ❑ ② Change the settings as necessary.

Select **Show the preview while scanning** to display images while scanning.

Select **Show the confirmation dialog after scanning** to display a confirmation message asking if you want to continue scanning after completing a scan.

When you have finished making scanning settings, click **Next** or the **2. Save** tab.

- On the **2. Save** tab, you can make settings for saving the scan results.

Job Settings

2. Save
Configure save settings such as file name, format and separation.

1. Scan
Source: ADF - Single-sided
Document Size: Auto Detect
Image Type: Auto (Color/BW)

2. Save
File Name: img20xxxxxx_001.pdf
File Type: PDF
Save in: C:\Users
Separator: Fixed Page

3. Index
Index Items: 6

4. Send
Destination: Take No Action

5. Confirm/Test
Icon:

Job Name: sample

Current File Name: img20xxxxxx_001.pdf
File Name: img Time Stamp Page Counter
File Name Components Details

File Type: PDF
Option

Duplicate file setting: Show the confirmation dialog
Save in: C:\Users
Browse...

☒ Apply job separation
Separator: Fixed Page
Separation Settings

☐ Show Edit Page dialog before saving

Save Back Next

- ❑ ① Set the name of the file.

When you select a component you want to use for the file name from **File Name Components**, it is added to the file name. You can also enter a name directly in **File Name**.

If you want to add barcodes, OCR, and forms, you need to make settings in advance. Click **Details**.

You can also change the Time Stamp and Page Counter format from **Details**.

- ❑ ② Set the file save format, the save location, and processing when a file name is duplicated.

Option may be enabled depending on the File Type; click to make detailed settings.

- ❑ ③ When you want to separate jobs, select this to choose the separation method, and then select **Separation Settings** to make detailed settings.

- ❑ ④ Change the settings as necessary.

When you select **Show Edit Page dialog before saving**, you can make edits on the **Edit Scanned Results** screen after scanning.

When you have finished making save settings, click **Next** or the **3. Index** tab.

Scanning (Customized)

6. You can make index file settings on the **3. Index** tab.

Job Settings

3. Index
Configure index settings.

Job Name: sample

1. Scan
Source: ADF - Single-sided
Document Size: Auto Detect
Image Type: Auto (Color/BW)

2. Save
File Name: img20xxxxxx_001.pdf
File Type: PDF
Save in: C:\Users
Separator: Fixed Page

3. Index
Index Items: 6

4. Send
Destination: Take No Action

5. Confirm/Test
Icon:

☒ Enable Index Function

Index Name	Output
Job Name	✓
Scanned Page Number	✓
Total Scanned Page Count	✓
Page Number in Document	✓
Total Page Count of Document	✓
File Path	✓

Index Settings

Index Name	Type	Output
------------	------	--------

User-Defined Index Settings

☒ Output the index items to the file

Output Settings

Save Back Next

- ☐ **1** When creating an index file, select **Enable Index Function**.
Click **Index Settings** and select the items you want to use for the index.
- ☐ **2** You can also specify barcodes, OCR, and MRZ in passports and travel documents as index entries. Click **User-Defined Index Settings** to set a user-defined index.
- ☐ **3** Select **Output the index items to the file**, and then click **Output Settings** to set the output items and file name used when outputting to a file.

When you have finished making index settings, click **Next** or the **4. Send** tab.

Scanning (Customized)

7. Set the destination settings on the **4. Send** tab.

When **Destination** is selected, setting items are displayed according to the send destination.

Job Settings

4. Send
Configure the destination.

Job Name: sample

1. Scan
Source: ADF - Single-sided
Document Size: Auto Detect
Image Type: Auto (Color/BW)

2. Save
File Name: img20xxxxxx_001.pdf
File Type: PDF
Save in: C:\Users
Separator: Fixed Page

3. Index
Index Items: 6

4. Send
Destination: FTP
FTP1

5. Confirm/Test
Icon: [Icon]

Destination: FTP
Setting Name: FTP1 [Edit]

Protocol: FTP
Address: ftp://www.example.com/upload/
Authentication
User Name: [] Password: []

☐ Use SSL connection
☒ Use PASV transfer
☐ Overwrite file(s) with the same name

Check Connection

☐ Delete file(s) after sending

Save Back Next

When you have finished making transfer settings, click **Next** or the **5. Confirm/Test** tab.

8. Check the settings on the **5. Confirm/Test** tab, and then perform a test scan.

Job Settings

5. Confirm/Test
Check the settings and start the test.

Job Name: sample

1. Scan
Source: ADF - Single-sided
Document Size: Auto Detect
Image Type: Auto (Color/BW)

2. Save
File Name: img20xxxxxx_001.pdf
File Type: PDF
Save in: C:\Users
Separator: Fixed Page

3. Index
Index Items: 6

4. Send
Destination: Take No Action

5. Confirm/Test
Icon: [Icon]

Job Button Color: Blue

Button Icon: [Grid of icons]

☐ Disable job setting changes on control panel

Display Setting:
☐ Show the preview while scanning
☐ Show the confirmation dialog after scanning
☐ Show Edit Page dialog before saving

Test: [Test Scan]

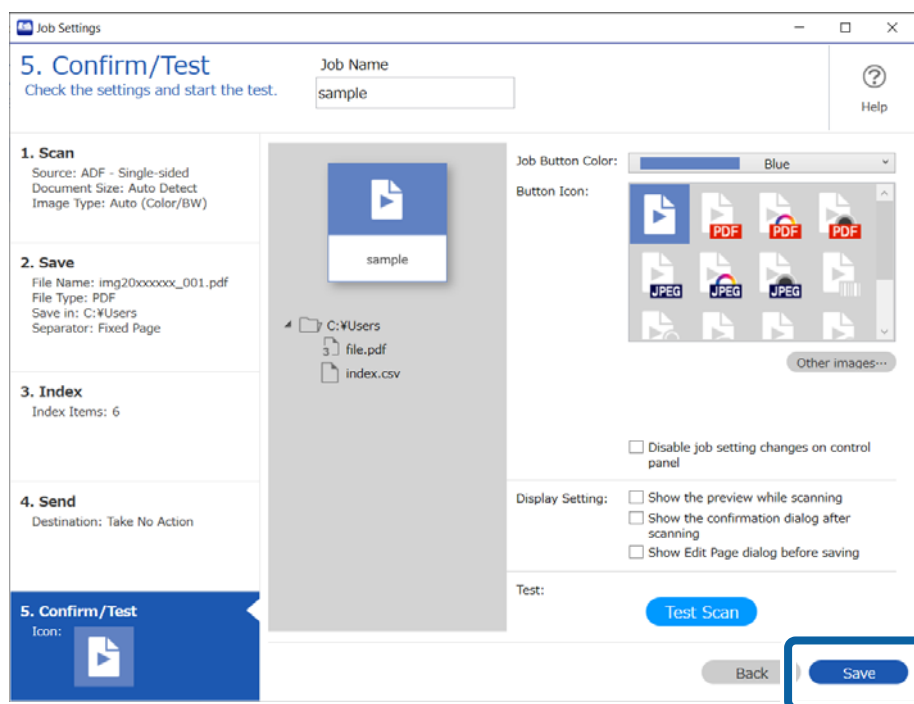
Back Save

1 2 3

- ☐ 1 Change the job button color or icon.
- ☐ 2 Change the display settings used during and after scanning.

Scanning (Customized)

- ❑ ③ Perform a test scan using the job that is currently set.
9. Click **Save** to finish creating the job.



If you go on to create a new job, make edits, duplicate, delete, and so on, continue to make settings.

To finish making job settings, click the **Back** button on the left of the toolbar to return the job screen.

If you want to run a saved job from the scanner's button, click **Button Assignment** and assign the job to the scanner's button.

Related Information

➡ [“Assigning Scan Operations to Buttons” on page 70](#)

1. Scan Screen

This screen allows you to make job scanning settings.

*: Only available for specific models.

Item	Explanation
Source	<p>Select the source according to the model being used.</p> <p>Auto Detect/Auto Detect - Single-sided/Auto Detect - Double-sided: Automatically detects and configures the device for scanning. When originals are loaded into the ADF, scanning is performed from the ADF.</p> <p>Scanner Glass: Scans from the scanner glass.</p> <p>ADF/ADF - Single-sided/ADF - Double-sided: Scanning is performed from the ADF.</p>
Document Size	Select the size of the original loaded in the scanner.

Scanning (Customized)

Item	Explanation
Image Type	<p>Set the number of colors for the original being scanned.</p> <p>BW: Scans in binary black and white.</p> <p>Gray: Scans in 8 bit (256 gradation) gray.</p> <p>Color: Scans in 24 bit color (approx. 16,770,000 colors).</p> <p>Auto: Scans by automatically adjusting to the color of the original. This is not displayed if the scanner does not support Auto.</p>
Rotation	<p>Rotates the original.</p> <p>Auto rotates the image automatically to match the text direction of the original (only available for specific models). The orientation of the original may not be determined correctly because it is determined through image processing. You can change the operation performed when executing Auto from Detailed Settings.</p>
Resolution	Sets the resolution.
Text Enhancement*	Corrects outlines when scanning the original to make text easier to read.
Correct Document Skew*	Corrects skewed originals. You can change the operation performed when executing Correct Document Skew from Detailed Settings.
Skip Blank Page*	Detects blank pages in an original and skips them.
Detect Double Feed*	Set to display a warning when multiple originals are fed at the same time.
Detailed Settings*	Make detailed settings for scanning such as the scanning resolution. The scanner driver screen opens. After you have changed the settings, click Save .
Show the preview while scanning	<p>Displays the preview screen during scanning.</p> <p>This is enabled by default.</p>
Show the confirmation dialog after scanning	<p>Displays a confirmation message asking if you want to continue scanning after completing a scan.</p> <p>This is disabled by default.</p>

Related Information

➔ [“Creating a New Job” on page 36](#)

2. Save Screen

This screen allows you to make job saving settings.

Scanning (Customized)

Item	Explanation
File Name	<p>Set the file name of the image.</p> <p>You can enter up to 30 characters.</p> <p>Select a component you want to use for the file name from File Name Components. The selected item is added to the file name.</p> <p>You can use your cursor to specify where you want to add File Name Components.</p> <p>You can also change the order of components by selecting added items and dragging/dropping them.</p> <p>If you want to delete a component, select the added item and delete it using the Delete key on your keyboard.</p> <p>You can make detailed settings for File Name Components in Details.</p> <p>To add a barcode, OCR, or form item to a file name, click Details to set the item details, and then add the item to the file name.</p>
File Type	<p>Selects the file format to use when saving images.</p> <p>Option may be enabled depending on the file type. Click Option to display the Detailed Settings screen for each file type, and then make settings as necessary.</p> <p>Note: <i>By purchasing a DCP Enhanced OCR license, you can access additional save formats that can be used with multifunction devices that support DCP Enhanced OCR.</i></p> <p><i>See the following for more information on DCP Enhanced OCR.</i></p> <p><i>“Overview of DCP Enhanced OCR” on page 139</i></p>
Duplicate file setting	<p>Set the operation if a file with the same file name already exists in the save destination.</p> <p>If you select Show the confirmation dialog, a confirmation screen for the job processing method is displayed if a file with the same name already exists in the save destination.</p> <p>If you select Add counter strings to file name, a number starting with 1 is automatically added to the end of the file name if a file with the same name already exists in the save destination.</p>
Save in	<p>Displays the folder where images are saved.</p> <p>Click Browse to select the folder you want or to create a new folder.</p>
Apply job separation	<p>Select to enable the image separation function.</p> <p>Select Separator and click Separation Settings to select the type of separation you want to use.</p>
Separator	<p>Fixed Page: Separates the file according to the specified number of pages.</p> <p>Blank Page: Separates images based on blank pages. Disable Skip Blank Page in Scan Settings.</p> <p>Barcode: Separates images based on barcodes.</p> <p>OCR: Separates images based on text read using OCR (Optical Character Recognition).</p> <p>Form: Separates images based on the form type.</p> <p>File Size: Separates images based on the maximum file size.</p> <p>Patch Code: Separates images based on patch codes. Scans the printed patch code sheets from originals. The following patch codes can be detected.</p> <p>Patch 1, Patch 2, Patch 3, Patch 4, Patch 6, Patch T</p>
Show Edit Page dialog before saving	<p>Displays the Edit Scanned Results screen before saving the file.</p>

Scanning (Customized)

Related Information

➔ [“Creating a New Job” on page 36](#)

Name Component Settings Screen

On this screen, you can set and check items to be assigned to the names of scanned images, saved folders, and index files.

Select the items you want to include in the file name from **Name Components**.

*: Only available for specific models.

Item	Explanation	
Job Name	Displays the job name.	
Computer Name	Displays the computer name. The device name of the computer you are using is used as the computer name.	
User Name	Displays the user name.	
File Name	This item can only be set for index files. When outputting an index file, give it the same file name as the scanned image.	
Barcode	Detection Area	Select Auto Detect to automatically detect barcodes. You can detect up to four barcodes. Select Specify Area to drag on the preview screen to specify the barcode detection area.
	Preview Scan	If the preview screen is not displayed, place the original and then click Preview Scan to display the preview. This preview image is retained until you create another preview or discard the previewed image.
	All Barcode Type	Select All Barcode Type to select all of the barcode types as a batch. Clear All Barcode Type to select individual barcode types.
	Maximum Length of Detected Text	Set the maximum number of barcode characters that can be detected. You can set up to 250 characters.
	Show the detection result	Select this to check the barcode detection results after scanning. If no barcode is detected, the name “[barcode]” is appended.

Scanning (Customized)

Item	Explanation	
OCR*	Preview Scan	<p>Drag around the text to set the area that needs to be detected by OCR.</p> <p>If the preview screen is not displayed, place the original and then click Preview Scan to display the preview.</p> <p>This preview image is retained until you create another preview or discard the previewed image.</p>
	Recognition Text	Select the language or OCR font.
	Maximum Length of Detected Text	Set the maximum number of text characters that can be detected.
	Show the detection result	Select this to check the OCR detection results after scanning.
	Character Type	<p>If you select OCR-A or OCR-B, the Character Type is displayed.</p> <p>Select All Supported Character to select all of the text types as a batch.</p> <p>Clear All Supported Character to select individual text types.</p>
Form	All Forms	<p>Select this to select all registered forms as a batch.</p> <p>Add: Register a new form that you want to use to perform detection and separation. Scan a blank form and enter the name you want to register.</p> <p>Edit: Re-register a form that has already been registered. Select the name of the form you want to edit, and then click. Scan a blank form or re-name it for re-registration.</p> <p>Delete: Removes from the list of forms to be separated. Select the name of the form you want to delete, and then click.</p>
	Matching Level	<p>Select the matching level for separation between the scanned image and registered form.</p> <p>If you have some similar forms and want to guarantee the separation results, select Strict.</p> <p>If you have a mixture of different form types, select Fuzzy.</p>
	Detect Rotated Forms	Select to detect rotated forms and sort them as the same form type.
	Save unmatched pages as [Unsorted]	<p>Select to sort and save images that could not be recognized as forms for separation as Unsorted.</p> <p>If this is cleared, unmatched pages are sorted as the same form type as the previous page.</p>
	Show Confirmation Screen	Select this to check the form detection results after scanning.
Time Stamp	<p>You can add a date and time in the selected display format.</p> <p>Separator allows you to select the characters (symbols) to be added between the date and time.</p>	

Scanning (Customized)

Item	Explanation
Page Counter	<p>Set the Digit Number and Start Number.</p> <p>When you select Retain Page Counter Number, the file name is assigned from the next number to the one used in the previous scan, even if there is a number missing in the save destination folder.</p> <p>When this is cleared, the file is assigned the lowest number in the folder if there is a number missing in the save destination folder.</p> <p>Counting method allows you to select how to count.</p>
Front/Back	<p>This item can only be set for scanned images.</p> <p>You can add a character string to match the front and back of the original. You can set up to 2 characters for each.</p>

Note:

- ☐ The scanning resolution needs to be within 200 to 600 dpi. When sorting using OCR, the resolution needs to be within 200 to 400 dpi.
- ☐ You may not be able to save the image if the file name or the absolute path of the save folder is too long. If you cannot save the file, shorten the file name or change the name or hierarchy of the save folder so that the absolute path is shorter.

Related Information

➔ [“Creating a New Job” on page 36](#)

Detailed Settings for File Type

This screen allows you to select the file type from a variety of options and make detailed settings.

Note:

By purchasing a DCP Enhanced OCR license, you can access additional save formats that can be used with multifunction devices that support DCP Enhanced OCR.

See the following for more information on DCP Enhanced OCR.

[“Overview of DCP Enhanced OCR” on page 139](#)

Detailed Settings for JPEGs

This screen allows you to make detailed settings when saving as a JPEG.

Item	Explanation
Image Quality Options	<p>Set the compression level for JPEG images.</p> <p>The file size increases when a high resolution is selected.</p>
Encoding	<p>Select the encoding method.</p> <p>Standard: With this encoding method, images on the Internet are displayed sequentially from the top of the Web browser. It takes longer to load the whole view of the image.</p> <p>Progressive: With this encoding method, images on the Internet are displayed roughly at first, and then clearly in the Web browser. The advantage of this method is that the whole image is displayed and can be recognized at once, although at a low resolution.</p>

Scanning (Customized)

Item	Explanation
Embed ICC Profile	<p>Allows you to add an ICC profile (information on the color reproducibility of the scanned image) to the image.</p> <p>You can display colors in the scanned image correctly by opening the image with the profile added to the file using software that supports color management.</p>

Related Information

➡ [“Creating a New Job” on page 36](#)

Detailed Settings for JPEG 2000

This screen allows you to make detailed settings when saving as a JPEG 2000.

Item	Explanation
Image Quality Options	<p>Set the compression level for JPEG images.</p> <p>Low: Saves the image without much compression. The image is saved in high quality, but the file size will be large.</p> <p>Medium: Saves the image with medium quality compression.</p> <p>High: Saves the image with high compression. The file size will be small, but the image quality will be lower.</p>

Related Information

➡ [“Creating a New Job” on page 36](#)

Detailed Settings for PDFs

This screen allows you to make detailed settings when saving as a PDF.

General

*: Only available for specific models.

Item	Explanation
Generate PDF/A File	<p>Creates PDFs that conform to PDF/A-1 standards (data for long-term archiving of electronic documents).</p> <p>When you select this function, the Compression Level is fixed at Standard Compression. Also, you cannot set items on the Security tab.</p>

Scanning (Customized)

Item	Explanation
Searchable PDF*	<p>Select this check box to create a searchable PDF file.</p> <p>Set the Resolution (output resolution) between 200 dpi and 400 dpi.</p> <p>This function may increase scanning processing time.</p> <p>Select the language used for recognizing text in searchable PDFs in Text Language.</p> <p>Note: <i>If you are using a multifunction device that supports DCP Enhanced OCR, you can purchase a DCP Enhanced OCR license to take advantage of even higher quality conversion features when creating PDFs containing searchable text.</i></p> <p><i>See the following for more information on DCP Enhanced OCR.</i></p> <p>“Overview of DCP Enhanced OCR” on page 139</p>
Create file with all pages	Save all pages as one file.
Paper Size	Select the paper size for the PDF to be created.
Orientation	Select the orientation for the PDF to be created.
Margin	Specify the margins for the PDF to be created.
Compression Level	<p>Select the compression level for color or gray images.</p> <p>When you select Generate PDF/A File, you cannot set the Compression Level (it is fixed at Standard Compression).</p>

Note:

- ☐ When **Actual Image Size** is selected in **Paper Size**, you cannot set the **Orientation**/**Margin**.
- ☐ Depending on your scanner, you may not be able to use **Searchable PDF** unless the EPSON Scan OCR Component is installed.

Related Information

➡ [“Creating a New Job” on page 36](#)

Security (only available for specific models)

Item	Explanation
Set a password to open the file.	<p>Sets password protection when opening a PDF.</p> <p>Set the password within 32 single-byte characters.</p>
Set property protect password.	<p>Set a protection password for opening the PDF file Properties screen or the Change Settings screen.</p> <p>Set the password within 32 single-byte characters.</p> <p>Do not Allow Editing: Creates a file that prohibits the Editing, Commenting, and object extraction and commenting functions.</p> <p>Do not Allow Printing: Creates a file that prohibits printing.</p>

Note:

This function is not available unless the Epson Scan PDF expansion function is installed.

Scanning (Customized)

Related Information

➡ [“Creating a New Job” on page 36](#)

Detailed Settings for TIFF/Multi-TIFF

This screen allows you to make detailed settings when saving as a TIFF or Multi-TIFF file.

Item	Explanation
Byte Order	Select the operating system that will use the scanned image.
Compression	<p>Select the compression format. The available compression methods differ depending on the image type setting.</p> <p>JPEG (7): This is available when the Image Type is Color or Gray.</p> <p>LZW: This is available when the Image Type is Color or Gray.</p> <p>CCITT Group4: Compresses data in 1/20 ratio (depending on the contents).</p>
Embed ICC Profile	<p>This function is only available for TIFF files.</p> <p>Allows you to add an ICC profile (information on the color reproducibility of the scanned image) to the image. You can display colors in the scanned image correctly by opening the image with the profile added to the file using software that supports color management.</p>

Related Information

➡ [“Creating a New Job” on page 36](#)

Microsoft® Word Output Settings

This screen allows you to make detailed settings when saving as Microsoft® Word files.

Item	Explanation
Text Language	Select the language of the original.
Line Break	<p>Select where you want to add line breaks.</p> <p>When you select the paragraph option, a line is added after each block of sentences. This does not maintain the position of new line breaks from the original.</p> <p>You can add a line break between each line from the original or between each paragraph.</p>
Resolution	<p>Select the resolution for images in the file.</p> <p>Select Resolution when scanned to maintain the image quality of the original. When there are multiple images in the file, the file size becomes large when saving the file.</p> <p>If you want to reduce the file size, select from Low (72dpi)/Middle (150dpi)/High (300dpi). If the selected resolution is higher than the scanning resolution, the images are saved using the scanning resolution.</p> <p>Low (72dpi): The images are saved at a resolution of 72 dpi.</p> <p>Middle (150dpi): The images are saved at a resolution of 150 dpi.</p> <p>High (300dpi): The images are saved at a resolution of 300 dpi.</p> <p>Resolution when scanned: The images are saved at the same resolution as when they were scanned.</p>

Scanning (Customized)

Item	Explanation
Saving Pages	Select how you want to save the scanned pages. You can save scanned pages as a single file or as separate files.

Note:

- ☐ Depending on your scanner, you may not be able to save in this file format unless EPSON Scan OCR Component Ver. 2.1 or later is installed.
- ☐ Text in originals needs to be clearly typed or printed.
- ☐ The scanning resolution needs to be within 200 to 400 dpi.
- ☐ The files are saved in docx format.

Related Information

➔ [“Creating a New Job” on page 36](#)

Microsoft® Excel® Output Settings

This screen allows you to make detailed settings when saving as Microsoft® Excel® files.

*: Only available for specific models.

Item	Explanation
Text Language	Select the language of the original.
Saving Contents	Select how you want to save the content on the pages. Save all contents: Saves the entire page. Save only tables: Saves only the tables on the page.
Data Format*	Select Save numbers as numerical value to save numbers in the text as numeric data. Otherwise, numbers are saved as numeric characters.
Resolution	Select the resolution for images in the file. Select Resolution when scanned to maintain the image quality of the original. When there are multiple images in the file, the file size becomes large when saving the file. If you want to reduce the file size, select from Low (72dpi)/Middle (150dpi)/High (300dpi) . If the selected resolution is higher than the scanning resolution, the images are saved using the scanning resolution. Low (72dpi): The images are saved at a resolution of 72 dpi. Middle (150dpi): The images are saved at a resolution of 150 dpi. High (300dpi): The images are saved at a resolution of 300 dpi. Resolution when scanned: The images are saved at the same resolution as when they were scanned.
Saving Sheets	Select how you want to save the scanned pages. Save sheets as a single file: If your document has multiple pages, each page is divided into sheets and saved as a single book file. Save each sheet as separate files: If your document has multiple pages, each page is saved as a single book file. A book file is created for the document pages.

Scanning (Customized)

Note:

- ☐ Depending on your scanner, you may not be able to save in this file format unless EPSON Scan OCR Component Ver. 2.1 or later is installed.
- ☐ Text in originals needs to be clearly typed or printed.
- ☐ The scanning resolution needs to be within 200 to 400 dpi.
- ☐ The files are saved in *xlsx* format.

Related Information

➡ [“Creating a New Job” on page 36](#)

Microsoft® PowerPoint® Output Settings

This screen allows you to make detailed settings when saving as Microsoft® PowerPoint® files.

Item	Explanation
Saving Contents	<p>Select how you want to save the scanned pages. You can save as editable data using OCR, or as images.</p> <p>Save as editable data: Select the language of the original in Text Language. Select where you want to add line breaks in Line Break. When you select the paragraph option, a line is added after each block of sentences. This does not maintain the position of new line breaks from the original. You can add a line break between each line from the original or between each paragraph.</p> <p>Save as images: Saves scanned pages as images. Slide Layout allows you to select the layout of the document and save each slide as a full-size slide. This function is only available for originals that are printed as handouts using the Microsoft® PowerPoint® slide print setting.</p>
Resolution	<p>Select the resolution for images in the file.</p> <p>Select Resolution when scanned to maintain the image quality of the original. When there are multiple images in the file, the file size becomes large when saving the file.</p> <p>If you want to reduce the file size, select from Low (72dpi)/Middle (150dpi)/High (300dpi). If the selected resolution is higher than the scanning resolution, the images are saved using the scanning resolution.</p> <p>Low (72dpi): The images are saved at a resolution of 72 dpi.</p> <p>Middle (150dpi): The images are saved at a resolution of 150 dpi.</p> <p>High (300dpi): The images are saved at a resolution of 300 dpi.</p> <p>Resolution when scanned: The images are saved at the same resolution as when they were scanned.</p>

Note:

- ☐ Depending on your scanner, you may not be able to save in this file format unless EPSON Scan OCR Component Ver. 2.1 or later is installed.
- ☐ Text in originals needs to be clearly typed or printed.
- ☐ The scanning resolution needs to be within 200 to 400 dpi.
- ☐ The files are saved in *pptx* format.

Related Information

➡ [“Creating a New Job” on page 36](#)

Scanning (Customized)

Job Separation Settings Screen

You can perform separation using a variety of methods such as splitting the file into a specified number of pages, recognizing barcodes and text on the originals, inserting blank pages into the original, and dividing and saving into multiple files.

You can also separate by form type, or save by splitting the file so as not to exceed the specified size.

By selecting **Create Folder** in Separation Settings, and then selecting **Apply job separation in two stages**, you can create a folder tree of up to two levels and separate the files.

Fixed Page

This screen allows you to set the number of pages used for separating.

Item	Explanation
Page	Specify the number of pages scanned before separating the file. When Count blank pages in total is selected, the number of blank pages is also included in the number of pages.
Create Folder	Select to create a folder based on the results of separation when saving or sending the files.
Folder Name	Set the folder name created in the sorting process. You can enter up to 30 characters. Enter the name directly or select items from Folder Name Components to add them to the folder name. You can change the order of components by selecting added items and dragging/dropping them. If you want to delete a component, select the added item and delete it using the Delete key on your keyboard.
Folder Name Components	Select the item you want to add to the folder name. The items displayed may vary depending on the Separator . You can make detailed settings in Details .
Apply job separation in two stages	You can sort using the above settings, and then perform further sorting using different conditions. Select Apply job separation in two stages , select the separation method (barcode or OCR), and then click Separation Settings to set the details.

Related Information

➔ [“Creating a New Job” on page 36](#)

Blank Page

This screen allows you to set the blank page detection level used when performing separation.

Item	Explanation
Detection Level	You can select Low , Medium , or High for the blank page detection ratio.
Include the back page during duplex scanning	If you select this when Source is set to ADF - Double-sided , you can separate double-sided scanned documents even when the back side of the document is a blank page.

Scanning (Customized)

Item	Explanation
Delete a page for separator	Deletes pages used as separators when saving or sending the files.
Delete the back page of the separator during duplex scanning	If you select this when Source is set to ADF - Double-sided , you can delete the front and back images of the sorted pages.
Create Folder	Select to create a folder based on the results of separation when saving or sending the files.
Folder Name	Set the folder name created in the sorting process. Enter the name directly or select items from Folder Name Components to add them to the folder name. You can change the order of components by selecting added items and dragging/dropping them. If you want to delete a component, select the added item and delete it using the Delete key on your keyboard.
Folder Name Components	Select the item you want to add to the folder name. The items displayed may vary depending on the Separator . You can make detailed settings in Details .
Apply job separation in two stages	You can sort using the above settings, and then perform further sorting using different conditions. Select Apply job separation in two stages , select the separation method (barcode or OCR), and then click Separation Settings to set the details.

Related Information

➡ [“Creating a New Job” on page 36](#)

Barcode

This screen allows you to set the barcode type, detection area, and so on used when performing separation.

Item	Explanation
Detection Area	When Auto Detect is selected, barcode detection is performed automatically. To specify the detection area manually, select Specify Area to drag on the preview screen to specify the barcode detection area.
	Preview Scan When you select Specify Area , you can drag on the preview screen to specify the barcode detection area. If the preview screen is not displayed, place the original on the scanner and then click Preview Scan to display the preview. This preview image is retained until you create another preview or discard the previewed image.
All Barcode Type	Select All Barcode Type to select all of the barcode types as a batch. Clear All Barcode Type to select individual barcode types.
Maximum Length of Detected Text	Set the maximum number of barcode characters that can be detected.
Show the detection result	Select to check the barcode detection results before saving or sending images.

Scanning (Customized)

Item	Explanation
Combine Same Result	Select this to separate images by barcode, and then save the images separated by the same barcode together. If you select a file format that allows you to save multiple pages (such as PDF), the sorted images are saved together in a single file.
Delete a page for separator	Deletes pages used as separators when saving or sending the files.
Delete the back page of the separator during duplex scanning	If you select this when Source is set to ADF - Double-sided , you can delete the front and back images of the sorted pages.
Create Folder	Select to create a folder based on the results of separation when saving or sending the files. If no barcode is detected, the name "[barcode]" is appended.
Folder Name	Set the folder name created in the sorting process. Enter the name directly or select items from Folder Name Components to add them to the folder name. You can change the order of components by selecting added items and dragging/dropping them. If you want to delete a component, select the added item and delete it using the Delete key on your keyboard.
Folder Name Components	Select the item you want to add to the folder name. The items displayed may vary depending on the separation method. You can make detailed settings in Details .
Apply job separation in two stages	You can sort using the above settings, and then perform further sorting using different conditions. Select Apply job separation in two stages , select the separation method (barcode or OCR), and then click Separation Settings to set the details.

Note:

The scanning resolution needs to be within 200 to 600 dpi.

Related Information

➡ [“Creating a New Job” on page 36](#)

OCR

This window allows you to set the OCR font, type of characters, detection area, and so on used when performing separation.

Item	Explanation
Preview Scan	Drag around the text to set the area that needs to be detected by OCR. If the preview screen is not displayed, place the original on the scanner and then click Preview Scan to display the preview. This preview image is retained until you create another preview or discard the previewed image.

Scanning (Customized)

Item	Explanation
Recognition Text	<p>Select the OCR language or font.</p> <p>Depending on your scanner, you may need to install the EPSON Scan OCR component to select a language.</p> <p>If you select OCR-A or OCR-B, you can also select the Character Type.</p>
Maximum Length of Detected Text	Set the maximum number of text characters that can be detected.
Show the detection result	Select to check the OCR detection results before saving or sending images.
Character Type	<p>This is displayed if you select OCR-A or OCR-B in Recognition Text.</p> <p>Select All Supported Character to select all of the text types as a batch.</p> <p>Clear All Supported Character to select individual text types.</p>
Combine Same Result	<p>Select this to separate images by OCR text information, and then save the images separated by the same text information together.</p> <p>If you select a file format that allows you to save multiple pages (such as PDF), the sorted images are saved together in a single file.</p>
Delete a page for separator	Deletes pages used as separators when saving or sending the files.
Delete the back page of the separator during duplex scanning	If you select this when Source is set to ADF - Double-sided , you can delete the front and back images of the sorted pages.
Create Folder	Select to create a folder based on the results of separation when saving or sending the files.
Folder Name	<p>Set the folder name created in the sorting process.</p> <p>Enter the name directly or select items from Folder Name Components to add them to the folder name. You can change the order of components by selecting added items and dragging/dropping them. If you want to delete a component, select the added item and delete it using the Delete key on your keyboard.</p>
Folder Name Components	<p>Select the item you want to add to the folder name.</p> <p>The items displayed may vary depending on the Separator.</p> <p>You can make detailed settings in Details.</p>
Apply job separation in two stages	You can sort using the above settings, and then perform further sorting using different conditions. Select Apply job separation in two stages , select the separation method (barcode or OCR), and then click Separation Settings to set the details.

Note:

- ☐ The scanning resolution needs to be within 200 to 600 dpi. When sorting using OCR, the resolution needs to be within 200 to 400 dpi.
- ☐ Depending on the length of the file name, it may not be saved.

Related Information

➡ [“Creating a New Job” on page 36](#)

Scanning (Customized)

Form

This screen allows you to register new forms to be used for separation, as well as re-register or remove forms that have already been registered. You can also select forms to be used for separation from the list of registered forms, and then make separation settings.

Item	Explanation
All Forms	Select this to select all registered forms as a batch.
Add	Register a new form that you want to use to perform detection and separation. Scan a blank form and enter the name you want to register. Set the form name within 64 single-byte characters. You can register 100 forms.
Edit	Re-register a form that has already been registered. Select the name of the form you want to edit, and then click. Scan a blank form or re-name it for re-registration.
Delete	Removes sorting forms from the list. Select the name of the form you want to delete, and then click.
Matching Level	Select the matching level for separation between the scanned image and registered form. If you have some similar forms and want to guarantee the separation results, select Strict . If you have a mixture of different form types, select Fuzzy .
Detect Rotated Forms	Select to detect rotated forms and sort them as the same form type.
Save unmatched pages as [Unsorted]	Select to sort and save images that could not be recognized as forms for separation as Unsorted . If this is cleared, unmatched pages are sorted as the same form type as the previous page.
Show Confirmation Screen	Select to check the results of form recognition before saving or sending images.
Combine Same Result	Select this to separate images by form, and then save the images separated by the same form together. If you select a file format that allows you to save multiple pages (such as PDF), the sorted images are saved together in a single file.
Delete a page for separator	Deletes pages used as separators when saving or sending the files.
Delete the back page of the separator during duplex scanning	If you select this when Source is set to ADF - Double-sided , you can delete the front and back images of the sorted pages.
Create Folder	Select to create a folder based on the results of separation when saving or sending the files.
Folder Name	Set the folder name created in the sorting process. Enter the name directly or select items from Folder Name Components to add them to the folder name. You can change the order of components by selecting added items and dragging/dropping them. If you want to delete a component, select the added item and delete it using the Delete key on your keyboard.
Folder Name Components	Select the item you want to add to the folder name. The items displayed may vary depending on the Separator . You can make detailed settings in Details .

Scanning (Customized)

Item	Explanation
Apply job separation in two stages	You can sort using the above settings, and then perform further sorting using different conditions. Select Apply job separation in two stages , select the separation method (barcode or OCR), and then click Separation Settings to set the details.

Related Information

➔ [“Creating a New Job” on page 36](#)

File Size

This screen allows you to make separator settings by file size.

Item	Explanation
File Size	Specify the maximum file size used for separating. You can specify the file size within a range of 50 to 20,000 KB.
Create Folder	Select to create a folder based on the results of separation when saving or sending the files.
Folder Name	Set the folder name created in the sorting process. Enter the name directly or select items from Folder Name Components to add them to the folder name. You can change the order of components by selecting added items and dragging/dropping them. If you want to delete a component, select the added item and delete it using the Delete key on your keyboard.
Folder Name Components	Select the item you want to add to the folder name. The items displayed may vary depending on the Separator . You can make detailed settings in Details .
Apply job separation in two stages	You can sort using the above settings, and then perform further sorting using different conditions. Select Apply job separation in two stages , select the separation method (barcode or OCR), and then click Separation Settings to set the details.

Related Information

➔ [“Creating a New Job” on page 36](#)

Patch Code

This screen allows you to make separator settings using patch codes.

Item	Explanation
Delete a page for separator	Deletes pages used as separators when saving or sending the files.
Delete the back page of the separator during duplex scanning	If you select this when Source is set to ADF - Double-sided , you can delete the front and back images of the sorted pages.
Create Folder	Select to create a folder based on the results of separation when saving or sending the files.

Scanning (Customized)

Item	Explanation
Folder Name	Set the folder name created in the sorting process. Enter the name directly or select items from Folder Name Components to add them to the folder name. You can change the order of components by selecting added items and dragging/dropping them. If you want to delete a component, select the added item and delete it using the Delete key on your keyboard.
Folder Name Components	Select the item you want to add to the folder name. The items displayed may vary depending on the Separator . You can make detailed settings in Details .
Apply job separation in two stages	You can sort using the above settings, and then perform further sorting using different conditions. Select Apply job separation in two stages , select the separation method (barcode or OCR), and then click Separation Settings to set the details.

Related Information

➔ [“Creating a New Job” on page 36](#)

3. Index Screen

This screen allows you to make index file settings.

*: Only available for specific models.

Item	Explanation
Enable Index Function	Select to enable the index function.
Index Items	Displays the items used in the index file. Click Index Settings to add or delete items. You can check the contents on the Edit Scanned Results screen when you execute a job.
User-Defined Items*	Displays a list of the barcode, OCR, and MRZ information set as user-defined. Click User-Defined Index Settings to set the contents for a user-defined index. Note: <i>By purchasing a DCP Enhanced OCR license, you can access User-Defined Items on multifunction devices that support DCP Enhanced OCR.</i> <i>See the following for more information on DCP Enhanced OCR.</i> “Overview of DCP Enhanced OCR” on page 139
Output the index items to the file	Outputs index items to a file. Click Output Settings to set the file name, the save destination, and output items.

Related Information

➔ [“Creating a New Job” on page 36](#)

Scanning (Customized)

Index Settings Screen

This screen is displayed when you select **Enable Index Function** and click **Index Settings**.

Set the items you want to output to an index file.

Item	Explanation
Index Items	<p>Items that will be output to the index file are displayed in the list on the right.</p> <p>Select an item you want to output from the list on the left, and then click Add. To delete an item, select it from the list on the right, and then click Delete. You can also double-click an item to add or delete it.</p> <p>To change the order of the items, select an item from the list on the right, and then click Up or Down.</p>

Related Information

➡ [“Creating a New Job” on page 36](#)

User-Defined Index Settings Screen (Only Available for Specific Models)

This screen is displayed when you select **Enable Index Function** and click **User-Defined Index Settings**.

Set the contents for a user-defined index.

Item	Explanation	
User-Defined Items	<p>Displays a list of the indexes you have created.</p> <p>To change the order of the items, select an item from the list on the right, and then click Up or Down.</p>	
	Add	<p>Adds a user-defined index. On the screen displayed when you click Add, set the name and the format type for the user-defined index.</p> <p>You can add the following number of user-defined items according to the type of item.</p> <ul style="list-style-type: none"> - Barcodes and OCR: up to 10 each - Passports and travel documents (MRZ): up to 20 each
	Delete	You can delete a user-defined index by clicking it while the user-defined index is selected.
	Duplicate	You can duplicate a user-defined index by clicking it while the user-defined index is selected.
Barcode (When Barcode is selected as the Type of user-defined item)	All Barcode Type	<p>Select All Barcode Type to select all of the barcode types as a batch.</p> <p>Clear All Barcode Type to select individual barcode types.</p>
	Maximum Length of Detected Text	<p>Set the maximum number of barcode characters that can be detected.</p> <p>You can set up to 250 characters.</p>
	Show the detection result	Select this to check the barcode detection results after scanning.

Scanning (Customized)

Item	Explanation	
OCR (When OCR is selected as the Type of user-defined item)	Recognition Text	Select the language or OCR font.
	Maximum Length of Detected Text	Set the maximum number of text characters that can be detected.
	Show the detection result	Select this to check the OCR detection results after scanning.
	Character Type	If you select OCR-A or OCR-B , the Character Type is displayed. Select All Supported Character to select all of the text types as a batch. Clear All Supported Character to select individual text types.
Passport/Official Travel Document (TD1) (When Passport or Official Travel Document (TD1) is selected as the Type of user-defined item)	Click Add on the User-Defined Index Settings screen, and then select Passport or Official Travel Document (TD1) as the Type to specify the following data elements in the MRZ. For Passport: Upper Machine Readable Line, Lower Machine Readable Line, Issuing State, Surname, Given name, Passport Number, Nationality, Date of Birth, Sex, Date of Expiry, Personal Number, All* For Official Travel Document (TD1): Upper Machine Readable Line, Middle Machine Readable Line, Lower Machine Readable Line, Issuing State, Document Number, Upper Optional Data Line, Date of Birth, Sex, Date of Expiry, Nationality, Middle Optional Data Line, Surname, Given name, All*	
	Show the detection result	Select this to check the MRZ detection results after scanning.
Preview Scan	Drag on the preview screen to specify the barcode, OCR, or MRZ detection area. If the preview screen is not displayed, place the original and then click Preview Scan to display the preview. This preview image is retained until you create another preview or discard the previewed image.	

*: When you select **All**, you can specify all of the data elements that can be specified as indexes at once.

Output Settings Screen

Select **Enable Index Function** and **Output the index items to the file** from Index Settings, and then click **Output Settings**.

Set the output items and file name used when outputting index items to a file.

Item	Explanation
Index Separation	<p>Select the save units for the index file. Select Document to save the index in units of the image file to be output (only available for specific models).</p> <p>Note: By purchasing a DCP Enhanced OCR license, you will be able to select Document on multifunction devices that support DCP Enhanced OCR.</p> <p>See the following for more information on DCP Enhanced OCR. “Overview of DCP Enhanced OCR” on page 139</p>

Scanning (Customized)

Item	Explanation
File Name	<p>Set the file name for the index file. You can enter up to 30 characters.</p> <p>Select a component you want to use for the file name from File Name Components. The selected item is added to the file name.</p> <p>You can use your cursor to specify where you want to add File Name Components. You can also change the order of components by selecting added items and dragging/dropping them.</p> <p>You can also add the file name of the scanned image to the index file by adding File Name (only available for specific models).</p> <p>If you want to delete a component, select the added item and delete it using the Delete key on your keyboard.</p> <p>You can make detailed settings for File Name Components in Details.</p> <p>Note: <i>By purchasing a DCP Enhanced OCR license, you can also add the File Name of the scanned image to the index file on multifunction devices that support DCP Enhanced OCR.</i> <i>See the following for more information on DCP Enhanced OCR.</i> “Overview of DCP Enhanced OCR” on page 139</p>
File Type	Select the save format for the index file.
Duplicate file setting	<p>Set the operation if a file with the same file name already exists in the save destination.</p> <p>Select Add to add index information to an existing file and save.</p>
Save Folder	Save the index file to a specified folder.
Index Items	<p>Items that will be output to the index file are displayed in the list.</p> <p>To change the order of the items, select an item from the list on the right, and then click Up or Down.</p>

Related Information

- ➡ [“Creating a New Job” on page 36](#)
- ➡ [“Name Component Settings Screen” on page 44](#)

4. Send Screen

This screen allows you to select the **Destination** and configure destination settings.

Scanning (Customized)

Item	Explanation
Destination	<p>Select the destination from the list.</p> <p>If you select Take No Action, files are saved but they are not sent.</p> <p>Select Open Folder to open the destination folder after saving the file.</p> <p>If you select another destination to send to, the settings for that destination are displayed on the screen.</p> <p>Note: <i>You can add storage services that are not on the list as a destination.</i></p> <p><i>Click Add Destination, and then install the destination connector you want to use on the screen displayed.</i></p> <p><i>“Adding/Updating Destination Connectors” on page 129</i></p>
Delete file(s) after sending	<p>When this is selected, files created using the contents of the 2. Save tab are deleted after they have been sent to the destination.</p> <p>This item may not be displayed depending on the Destination selected.</p>

Related Information

➔ [“Creating a New Job” on page 36](#)

Destination Settings

This screen allows you to select a destination from a variety of options and make detailed settings.

Sending to a Folder

This screen allows you to make detailed settings when sending to a folder.

Item	Explanation
Setting Name	<p>Select the saved settings you want to use from the list.</p> <p>Select New from the list to register a new setting.</p>
Edit	<p>Click to overwrite or edit settings.</p> <p>Click Change Settings to edit the contents of the selected setting.</p> <p>Click Rename to change the name of the selected setting.</p> <p>Click Delete to delete the selected setting.</p>
Folder	<p>Displays the folder where images are saved.</p> <p>Click Browse to select the folder you want or to create a new folder.</p>
Authentication	Enter the User Name and Password as necessary.
Overwrite file(s) with the same name	Select to overwrite if a file with the same name already exists.
Open specified folder after processing	Opens the destination folder after saving the file.

Scanning (Customized)

Related Information

➔ [“Creating a New Job” on page 36](#)

Sending by E-Mail

This screen allows you to make detailed settings when sending by e-mail.

Item	Explanation	
Setting Name	Select the saved settings you want to use from the list. Select New from the list to register a new setting.	
Edit	Click to overwrite or edit settings. Click Change Settings to edit the contents of the selected setting. Click Rename to change the name of the selected setting. Click Delete to delete the selected setting.	
Message Recipients	Enter an e-mail address, and then click Add to add it to the list. Click Address Book to select an e-mail from your address book. To delete an address from the list, select the address and then click Delete .	
Message	Enter the subject and body of the e-mail. You can enter up to 256 Unicode characters for the subject and 1,024 Unicode characters for the body.	
Allow attaching file(s) at up to	When this is selected and a size has been specified, a confirmation message is displayed if the file size exceeds the specified size.	
Check e-mail before sending	Select to check the content of e-mails before they are sent.	
Account Settings	Click to specify the sender's e-mail address, the e-mail software being used, and the SMTP server.	
	Your E-mail Address	Enter your e-mail address.
	Sending Method	Make settings according to your e-mail software. <input type="checkbox"/> Microsoft Outlook Select this if your e-mail software is Outlook. Also, if you have created multiple profiles in Outlook, select the profile you want to use for sending data. This is not available if Outlook is not installed on your computer. <input type="checkbox"/> MAPI-enabled E-mail Application Software Select this if your e-mail software is Outlook or supports MAPI e-mail software (such as Windows Mail). <input type="checkbox"/> SMTP If you are using e-mail software other than the above, select SMTP and enter the information required to send an e-mail. For details on authentication information, check the settings for your e-mail server, or contact your network administrator or e-mail service provider.
	Check Transmission	Click to send a test e-mail to the address you entered in Your E-mail Address . If you receive the e-mail, setup is complete.

Scanning (Customized)

Related Information

➡ [“Creating a New Job” on page 36](#)

Sending to FTP

This screen allows you to make detailed settings when sending to an FTP.

Item	Explanation
Setting Name	Select the saved settings you want to use from the list. Select New from the list to register a new setting.
Edit	Click to overwrite or edit settings. Click Change Settings to edit the contents of the selected setting. Click Rename to change the name of the selected setting. Click Delete to delete the selected setting.
Protocol	Select the communication protocol. Select FTP or SFTP .
Address	Enter the address for the FTP site or the SFTP site.
Authentication	Enter the user name and password for the FTP site.
Use SSL connection	Use an SSL connection to send files. This setting is available when FTP is selected as the Protocol .
Use PASV transfer	Use PASV mode to send files. This setting is available when FTP is selected as the Protocol .
Port	Enter the SFTP port number. This setting is available when SFTP is selected as the Protocol .
Folder	Enter the SFTP site folder. This setting is available when SFTP is selected as the Protocol .
Overwrite file(s) with the same name	Select to overwrite if a file with the same name already exists.
Check Connection	Tests the connection to the destination using the current settings.

Related Information

➡ [“Creating a New Job” on page 36](#)

Sending to a Printer

This screen allows you to make detailed settings when sending to a printer.

You can only send to Epson printers with their printer drivers installed.

Scanning (Customized)

Item	Explanation
Setting Name	Select the saved settings you want to use from the list. Select New from the list to register a new setting.
Edit	Click to overwrite or edit settings. Click Change Settings to edit the contents of the selected setting. Click Rename to change the name of the selected setting. Click Delete to delete the selected setting.
Printer	Select the printer you want to output to. Click Print Settings to display the printer settings screen. You can also specify the Copies .
Show confirmation dialog before printing	Select to display a confirmation screen asking whether or not you want to print.

Related Information

➔ [“Creating a New Job” on page 36](#)

Web Folder (WebDAV)

This screen allows you to make detailed settings when sending to a Web folder.

Item	Explanation
Setting Name	Select the saved settings you want to use from the list. Select New from the list to register a new setting.
Edit	Click to overwrite or edit settings. Click Change Settings to edit the contents of the selected setting. Click Rename to change the name of the selected setting. Click Delete to delete the selected setting.
Address	Enter the Web folder address.
User Name Password	Enter the user name and password for the Web folder.
Overwrite file(s) with the same name	Select to overwrite if a file with the same name already exists.
Check Connection	Tests the connection to the destination using the current settings.

Related Information

➔ [“Creating a New Job” on page 36](#)

Scanning (Customized)

Microsoft® SharePoint® Server

This screen allows you to make detailed settings when sending to a Microsoft® SharePoint® Server.

Item	Explanation
Setting Name	Select the saved settings you want to use from the list. Select New from the list to register a new setting.
Edit	Click to overwrite or edit settings. Click Change Settings to edit the contents of the selected setting. Click Rename to change the name of the selected setting. Click Delete to delete the selected setting.
Address	Enter the server address.
User Name Password	Enter the user name and password for the server.
Overwrite file(s) with the same name	Select to overwrite if a file with the same name already exists.
Check Connection	Tests the connection to the destination using the current settings.

Related Information

➡ [“Creating a New Job” on page 36](#)

Sending to Evernote

This screen allows you to make detailed settings when sending to Evernote.

To select Evernote as the destination, you need to install the Evernote client application.

Item	Explanation
Setting Name	Select the saved settings you want to use from the list. Select New from the list to register a new setting.
Edit	Click to overwrite or edit settings. Click Change Settings to edit the contents of the selected setting. Click Rename to change the name of the selected setting. Click Delete to delete the selected setting.
Notebook	Enter the notebook name.

Related Information

➡ [“Creating a New Job” on page 36](#)

Scanning (Customized)

Sending to Google Drive

This screen allows you to make detailed settings when sending to Google Drive.

Item	Explanation
Setting Name	Select the saved settings you want to use from the list. Select New from the list to register a new setting.
Edit	Click to overwrite or edit settings. Click Change Settings to edit the contents of the selected setting. Click Rename to change the name of the selected setting. Click Delete to delete the selected setting.
Login Logout	Login/Log out of Google Drive. When the application Authentication screen is displayed when you login, follow the on-screen instructions to login to Google Drive.
Folder	Select the folder name.

Related Information

➡ [“Creating a New Job” on page 36](#)

Sending to SugarSync

This screen allows you to make detailed settings when sending to SugarSync.

Item	Explanation
Setting Name	Select the saved settings you want to use from the list. Select New from the list to register a new setting.
Edit	Click to overwrite or edit settings. Click Change Settings to edit the contents of the selected setting. Click Rename to change the name of the selected setting. Click Delete to delete the selected setting.
E-mail Address Password	Enter the e-mail address and password used to login to SugarSync.
Place Folder	Select the location of the destination SugarSync folder, and then enter the file name.
Overwrite file(s) with the same name	Select to overwrite if a file with the same name already exists.
Check Connection	Tests the connection to the destination using the current settings.

Related Information

➡ [“Creating a New Job” on page 36](#)

Scanning (Customized)

Sending to an Application

This screen allows you to make detailed settings when sending to an application.

Item	Explanation
Setting Name	Select the saved settings you want to use from the list. Select New from the list to register a new setting.
Edit	Click to overwrite or edit settings. Click Change Settings to edit the contents of the selected setting. Click Rename to change the name of the selected setting. Click Delete to delete the selected setting.
Location	Specify the location of the software you want to start. Click Browse to select the folder you want or to create a new folder.
Parameters as Launch Option	Select the parameters you want to send to the startup application. Transfer of File Path to Application: Send the file name for the scanned image. In software that supports the command line function, scanned images are opened when the software starts. Transfer of Folder Path to Application: Send the folder name where the scanned image is saved. Software that supports the command line function starts while the save folder is open. User Definition: Specify optional command lines. Depending on the software being used, higher-level command line parameters may be supported. For example, depending on the software, you may be able to print a file using the command "/p". In this case, enter /p %file in the lower input field to allow the process to be automated. You can control the file name and folder name sent to the software by specifying the following special character strings. %file: Indicates the scanned file name. %folder: Indicates the folder name where the scanned file is saved. For more information on supported command lines, see the manual provided with your software, or contact the software manufacturer.

Related Information

➡ [“Creating a New Job” on page 36](#)

5. Confirm/Test Screen

This screen allows you to check the color and icon for the currently set job button, and perform a test scan.

*: Only available for specific models.

Item	Explanation
Job Button Color	Select the job button color.
Button Icon	Select the job button icon. Click Other Images to select an image file to use as an icon.
Disable job setting changes on control panel*	When this is selected, you cannot change job contents from the control panel of the scanner or network interface panel (or unit).

Scanning (Customized)

Item	Explanation
Display Setting	<p>You can change the display settings used during and after scanning.</p> <p>Show the preview while scanning: Displays the preview screen during scanning.</p> <p>Show the confirmation dialog after scanning: Displays a confirmation message asking if you want to continue scanning after completing a scan.</p> <p>Show Edit Page dialog before saving: Displays the Edit Scanned Results screen before saving the file.</p>
Test	Click Test Scan to perform a test scan using the set job.

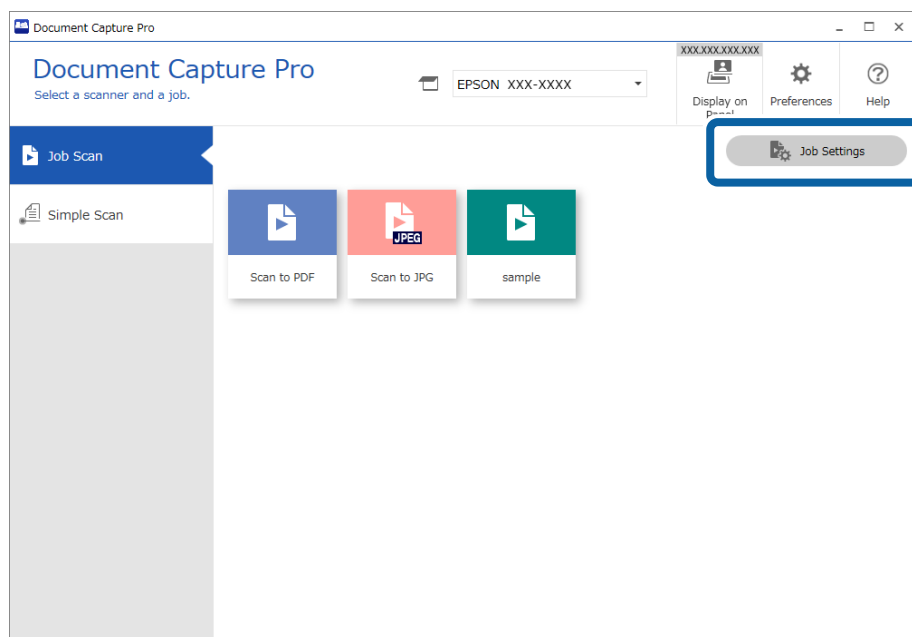
Related Information

➔ [“Creating a New Job” on page 36](#)

Editing Created Jobs

This section explains how to edit a job that has already been created.

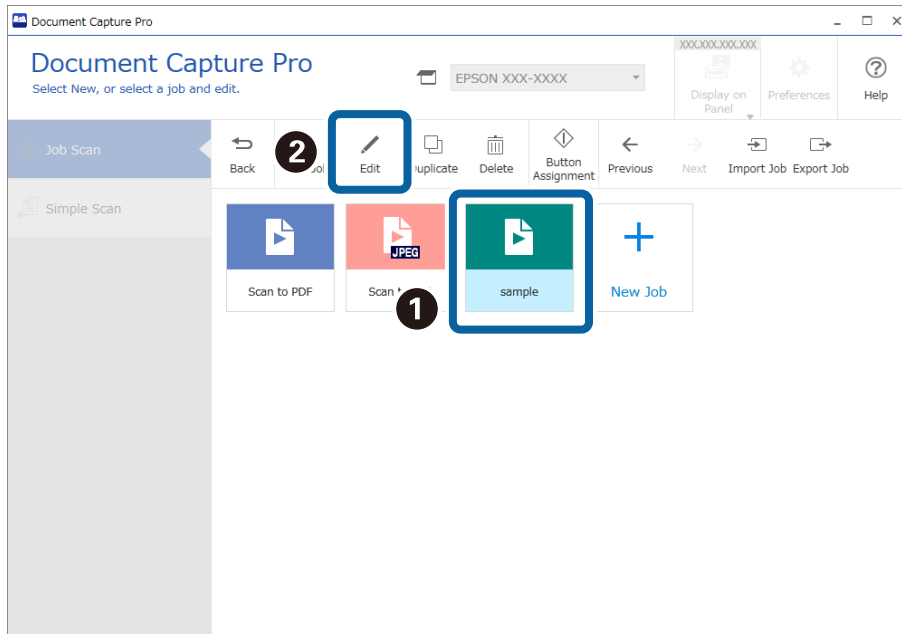
1. Click **Job Settings** on the Job Scan screen.



Scanning (Customized)

- Click the icon of the job you want to edit, and then click **Edit**.

You can also double-click to edit the job.



Note:

To delete a job, click the icon of the job, and then click **Delete**.

The **Job Settings** window is displayed.

- In the same way as when creating a new job, click the **1. Scan** to **5. Confirm/Test** tabs and set the items you want to edit.
- When you have finished editing, click **Save** to update the edited job.

If you go on to create a new job, make edits, duplicate, delete, and so on, continue to make settings.

To finish making job settings, click the **Back** button on the left of the toolbar to return the job screen.

If you want to run a saved job from the scanner's button, click **Button Assignment** and assign the job to the scanner's button.

Related Information

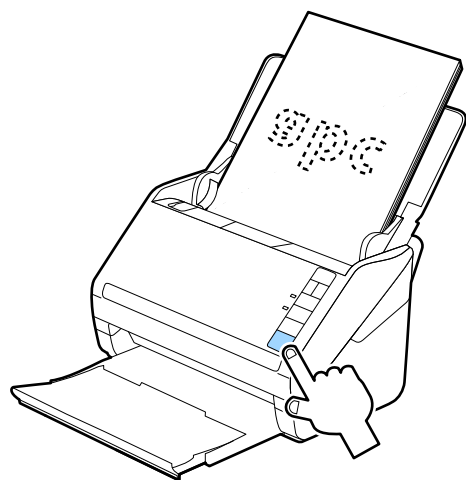
➡ [“Assigning Scan Operations to Buttons” on page 70](#)

Assigning Scan Operations to Buttons

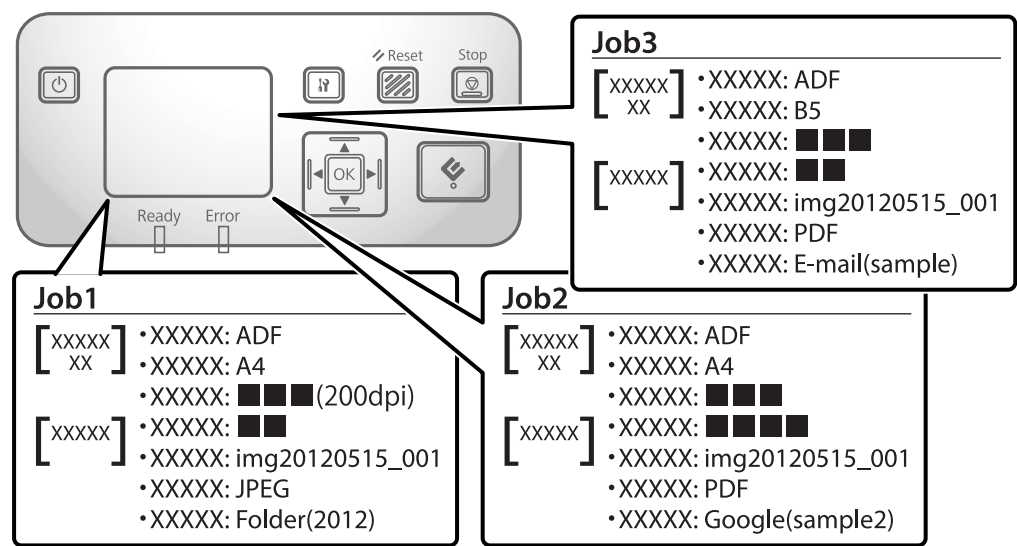
You can make settings so that you can perform job scans and simple scans from the control panel (buttons) of the scanner or network interface panel (or unit). This section explains how to assign scan operations to the control panel (buttons).

Scanning (Customized)

- ❑ Press the scanner button to start scanning



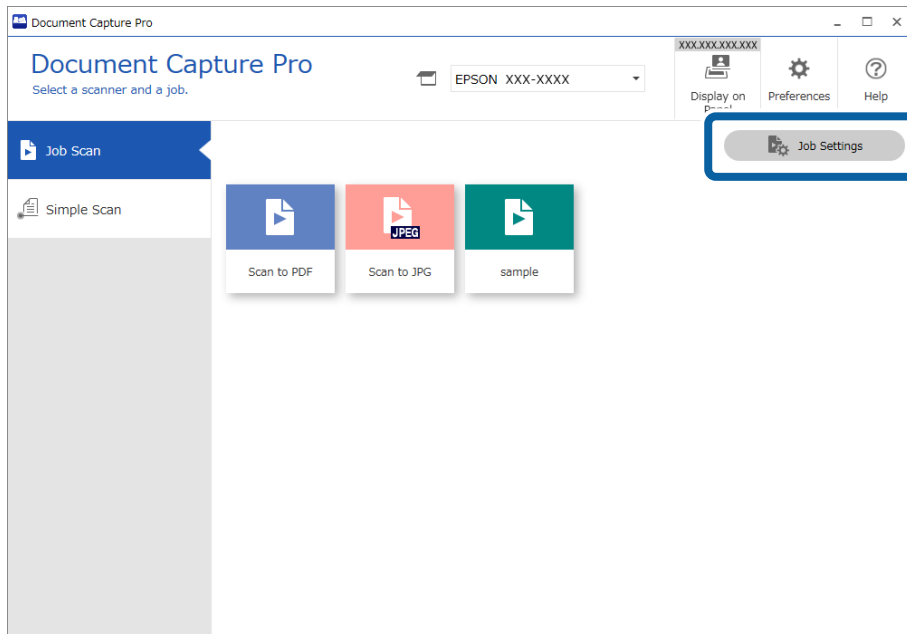
- ❑ Scan from the scanner, multifunction device, or the control panel on the network interface panel



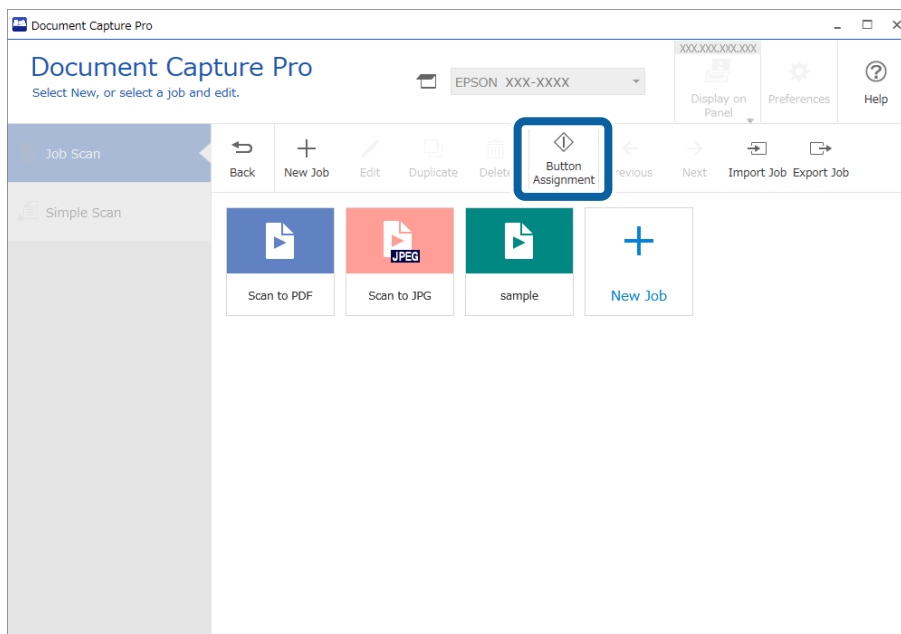
Scanning (Customized)

Assigning Jobs

1. Click **Job Settings** on the Job Scan screen.



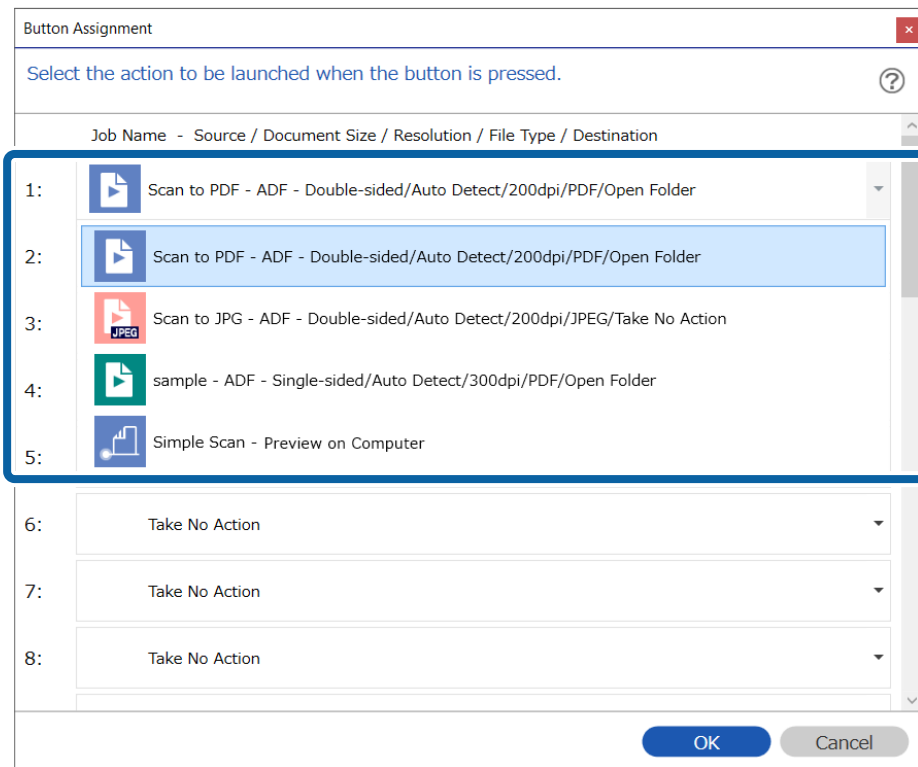
2. Click **Button Assignment**.



The **Button Assignment** window is displayed.

Scanning (Customized)

- From the pull down menu, select the job you want to perform from the control panel (buttons) on the scanner.



The number of buttons to which you can assign a job differs depending on the model you are using.

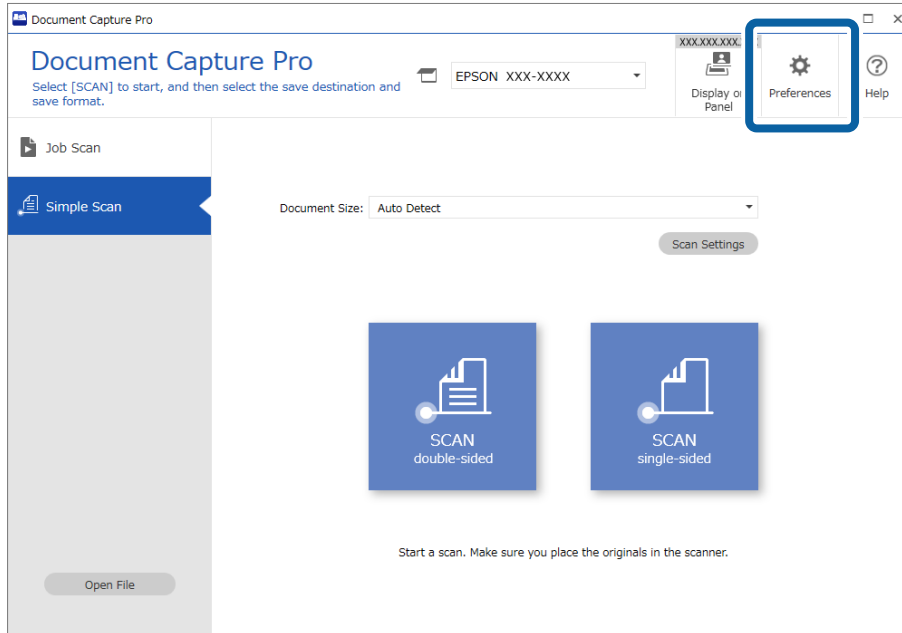
If you are using the network interface panel (or unit), you can assign up to 30 jobs to the buttons. If you are using a scanner that does not have a control panel using a USB connection, assign the job to button 1.

- Click **OK** to close the **Button Assignment** screen.

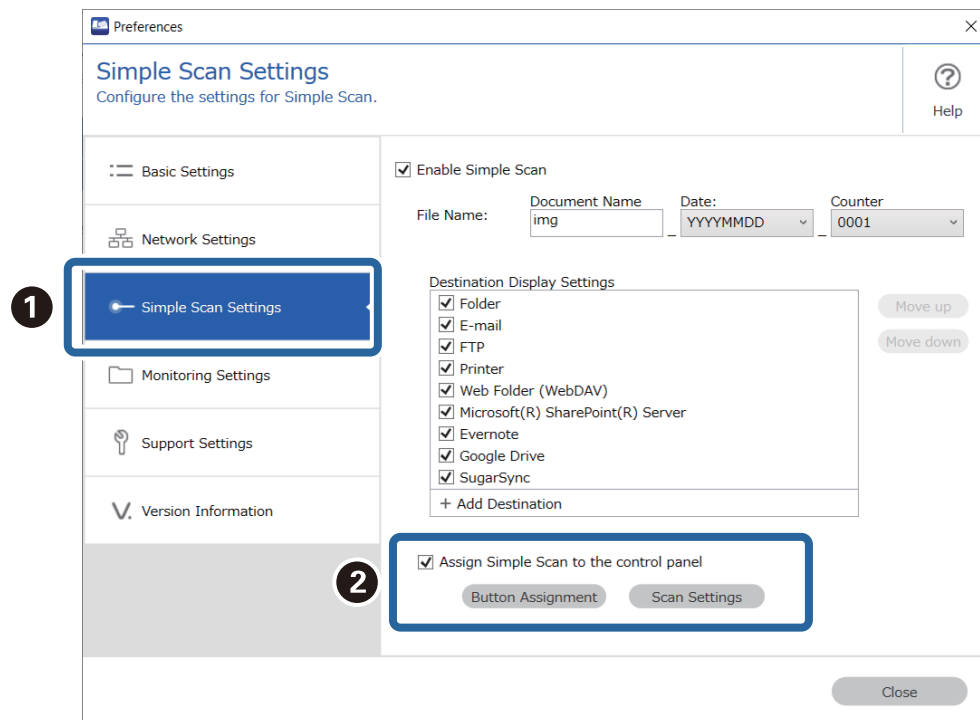
Scanning (Customized)

Assigning Simple Scan Operations

1. Click **Preferences** on the Document Capture Pro top screen.

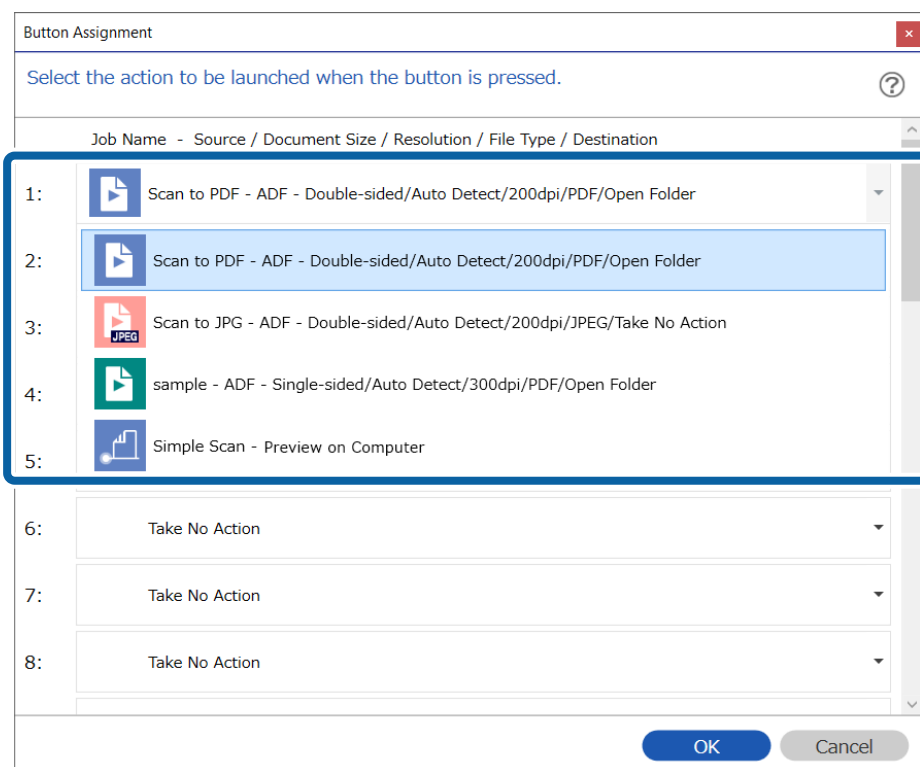


2. Click the **Simple Scan Settings** tab, select **Assign Simple Scan to the control panel**, and then click **Button Assignment**.



Scanning (Customized)

- From the pull down menu, select the Simple Scan Settings you want to perform from the scanner's control panel (buttons).



The number of buttons to which you can assign a job differs depending on the model you are using.

If you are using the network interface panel (or unit), you can assign up to 30 jobs to the buttons. If you are using a scanner that does not have a control panel using a USB connection, assign the job to button 1.

- Click **OK** to close the **Button Assignment** screen.

Advanced Scanning

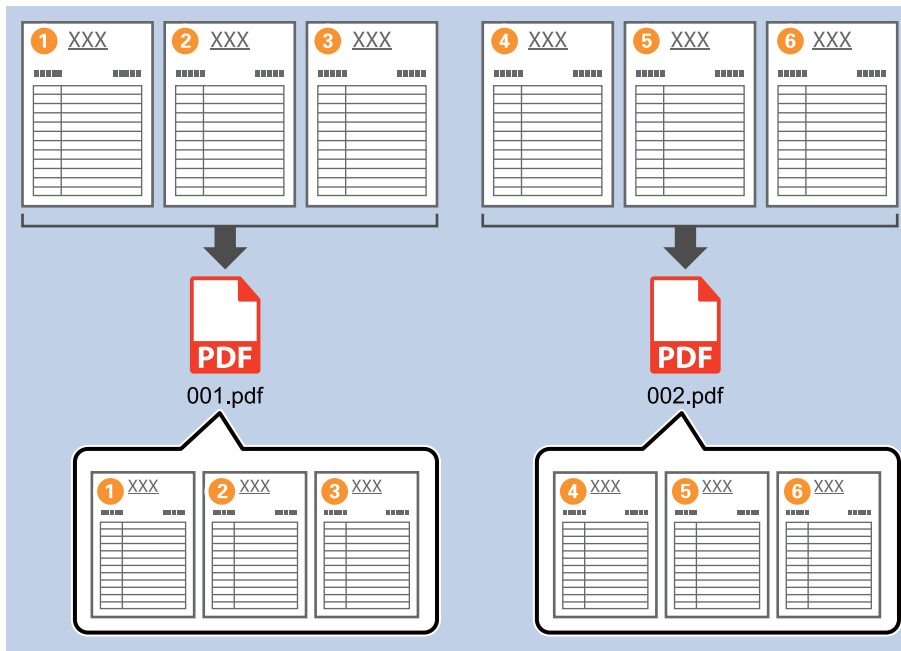
Document Capture Pro allows you to easily scan and save documents such as official reports and forms, by using the optimum settings to suit your needs. This section explains how to make settings for jobs that use convenient functions such as sorting.

Dividing documents using a specified number of pages

You can divide data based on a specified number of pages scanned, and save in a file or folder.

Scanning (Customized)

This section explains the job settings for "Dividing a document every three pages and saving as PDF files".



1. Display the **Job Settings** screen, and then click the **2. Save** tab.

The screenshot shows the 'Job Settings' window with the '2. Save' tab selected. The 'Job Name' is 'sample'. The 'Current File Name' is 'img20xxxxxx_001.pdf'. The 'File Name' is 'img Time Stamp _ Page Counter'. The 'File Type' is 'PDF'. The 'Duplicate file setting' is 'Show the confirmation dialog'. The 'Save in' is 'C:\Users'. The 'Separator' is 'Fixed Page'. The 'Apply job separation' checkbox is checked. The 'Show Edit Page dialog before saving' checkbox is unchecked. The 'Save' button is highlighted.

2. Save
Configure save settings such as file name, format and separation.

1. Scan
Source: ADF - Single-sided
Document Size: Auto Detect
Image Type: Auto (Color/BW)

2. Save
File Name: img20xxxxxx_001.pdf
File Type: PDF
Save in: C:\Users
Separator: Fixed Page

3. Annex
Index Items: 6

4. Send
Destination: Take No Action

5. Confirm/Test
Icon:

Job Name: sample

Current File Name: img20xxxxxx_001.pdf

File Name: img Time Stamp _ Page Counter

File Type: PDF

Duplicate file setting: Show the confirmation dialog

Save in: C:\Users

☒ Apply job separation

Separator: Fixed Page

☐ Show Edit Page dialog before saving

Save Back Next

Scanning (Customized)

2. Set **File Type** to **PDF**.

The screenshot shows the 'Job Settings' window with the '2. Save' step selected. The left sidebar contains five steps: 1. Scan, 2. Save (highlighted), 3. Index, 4. Send, and 5. Confirm/Test. The main area displays settings for the current job. The 'File Type' dropdown is highlighted with a red box and set to 'PDF'. Other settings include 'Current File Name: img20xxxxxx_001.pdf', 'File Name: img Time Stamp _ Page Counter', 'Duplicate file setting: Show the confirmation dialog', 'Save in: C:\Users', 'Apply job separation' (checked), 'Separator: Fixed Page', and 'Show Edit Page dialog before saving' (unchecked). The 'Save' button is at the bottom left, and 'Back' and 'Next' buttons are at the bottom right.

3. Select **Apply job separation**, set **Separator** to **Fixed Page**, and then click **Separation Settings**.

The screenshot shows the 'Job Settings' window with the '2. Save' step selected. The left sidebar contains five steps: 1. Scan, 2. Save (highlighted), 3. Index, 4. Send, and 5. Confirm/Test. The main area displays settings for the current job. The 'Apply job separation' checkbox is checked, and the 'Separator' dropdown is set to 'Fixed Page'. The 'Separation Settings' button is highlighted with a red box. Other settings include 'Current File Name: img20xxxxxx_001.pdf', 'File Name: img Time Stamp _ Page Counter', 'Duplicate file setting: Show the confirmation dialog', 'Save in: C:\Users', and 'Show Edit Page dialog before saving' (unchecked). The 'Save' button is at the bottom left, and 'Back' and 'Next' buttons are at the bottom right.

Scanning (Customized)

- On the **Job Separation Settings** screen, set the number of pages at which you want to divide the document. For example, when you specify "3", the document is divided after scanning every three pages.

Job Separation Settings

Page: 3

Pages in total

☐ Create Folder

Current Folder Name:

Folder Name: folder Page Counter

Folder Name Components Details

☐ Apply job separation in two stages

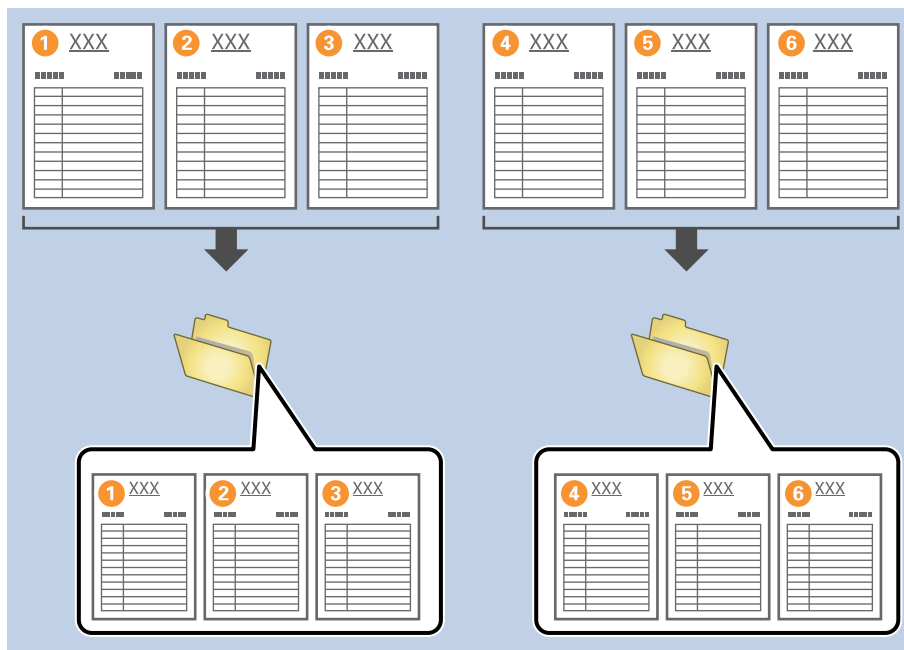
Separator: Barcode

Separation Settings

OK Cancel

Note:

Since there are no save formats (image files such as JPEGs) that support multiple pages, you cannot create multi-page files. When **Create Folder** is selected, the document is divided at the page number you specified (number of files), and then saved to a folder.

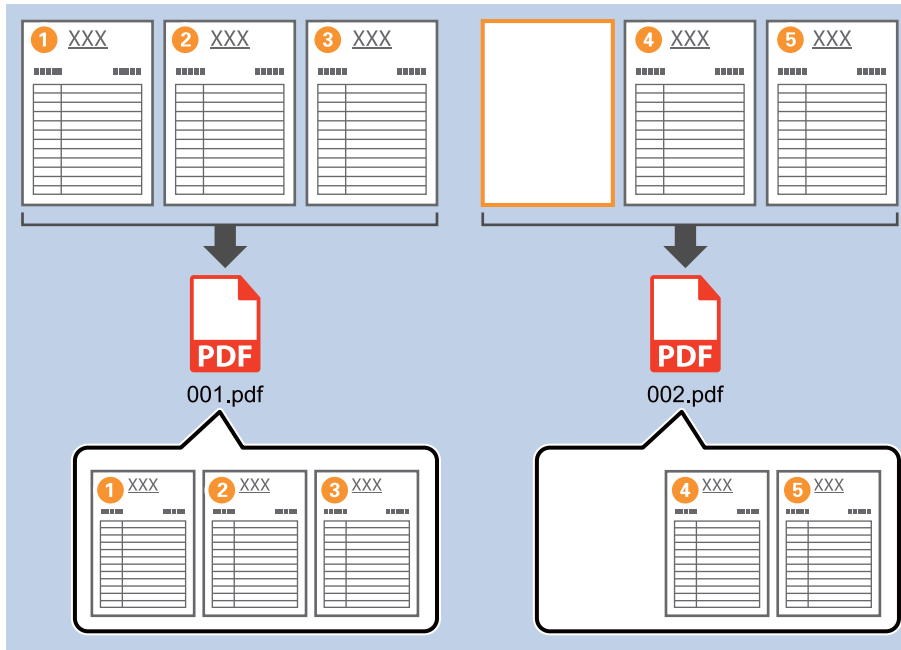


Separating Documents Using Blank Sheets

By placing a blank sheet of paper between the originals, you can divide the scanned data by blank pages and save them in separate files or folders. When scanning both sides of a document, a document with a blank page on one side will also be detected as a blank page. After separating, you can also delete unnecessary blank pages, and then save.

Scanning (Customized)

This section explains the job settings for a job that scans a blank sheet of paper between the third and fourth pages of a document, and then "splits the document before and after the blank page and saves them as separate PDF files".



1. Display the **Job Settings** screen, and then click the **2. Save** tab.

The screenshot shows the 'Job Settings' window with the '2. Save' tab selected. The 'Save' tab is highlighted with a blue box. The settings are as follows:

- Job Name:** sample
- Current File Name:** img20xxxxx_001.pdf
- File Name:** img Time Stamp Page Counter
- File Type:** PDF
- Duplicate file setting:** Show the confirmation dialog
- Save in:** C:\Users
- Apply job separation:** ☒ (checked)
- Separator:** Fixed Page
- Show Edit Page dialog before saving:** ☐ (unchecked)

The '2. Save' tab details are shown in a blue box:

- 2. Save**
- File Name: img20xxxxx_001.pdf
- File Type: PDF
- Save in: C:\Users
- Separator: Fixed Page

Other tabs visible include:

- 1. Scan:** Source: ADF - Single-sided, Document Size: Auto Detect, Image Type: Auto (Color/BW)
- 4. Send:** Destination: Take No Action
- 5. Confirm/Test:** Icon: [Icon]

Buttons at the bottom: Save, Back, Next.

Scanning (Customized)

2. Set the **File Type** to **PDF**.

Job Settings

2. Save
Configure save settings such as file name, format and separation.

Job Name: sample

1. Scan
Source: ADF - Single-sided
Document Size: Auto Detect
Image Type: Auto (Color/BW)

2. Save
File Name: img20xxxxxx_001.pdf
File Type: PDF
Save in: C:\Users
Separator: Fixed Page

3. Index
Index Items: 6

4. Send
Destination: Take No Action

5. Confirm/Test
Icon:

Current File Name: img20xxxxxx_001.pdf

File Name: img Time Stamp Page Counter

File Name Components Details

File Type: PDF

Duplicate file setting: Show the confirmation dialog

Save in: C:\Users

Browse...

☒ Apply job separation

Separator: Fixed Page

Separation Settings

☐ Show Edit Page dialog before saving

Save Back Next

3. Select **Apply job separation**, set **Blank Page** as the **Separator**, and then click **Separation Settings**.

Job Settings

2. Save
Configure save settings such as file name, format and separation.

Job Name: sample

1. Scan
Source: ADF - Single-sided
Document Size: Auto Detect
Image Type: Auto (Color/BW)

2. Save
File Name: img20xxxxxx_001.pdf
File Type: PDF
Save in: C:\Users
Separator: Blank Page

3. Index
Index Items: 6

4. Send
Destination: Take No Action

5. Confirm/Test
Icon:

Current File Name: img20xxxxxx_001.pdf

File Name: img Time Stamp Page Counter

File Name Components Details

File Type: PDF

Option

Duplicate file setting: Show the confirmation dialog

Save in: C:\Users

Browse...

☒ Apply job separation

Separator: Blank Page

Separation Settings

☐ Show Edit Page dialog before saving

Save Back Next

Scanning (Customized)

4. On the **Job Separation Settings** screen, select **Delete a page for separator**.

Blank pages are deleted after separating.

Job Separation Settings

Detection Level: Low

☒ Delete a page for separator

Current Folder Name:

Folder Name: folder Page Counter

Folder Name Components Details

☐ Apply job separation in two stages

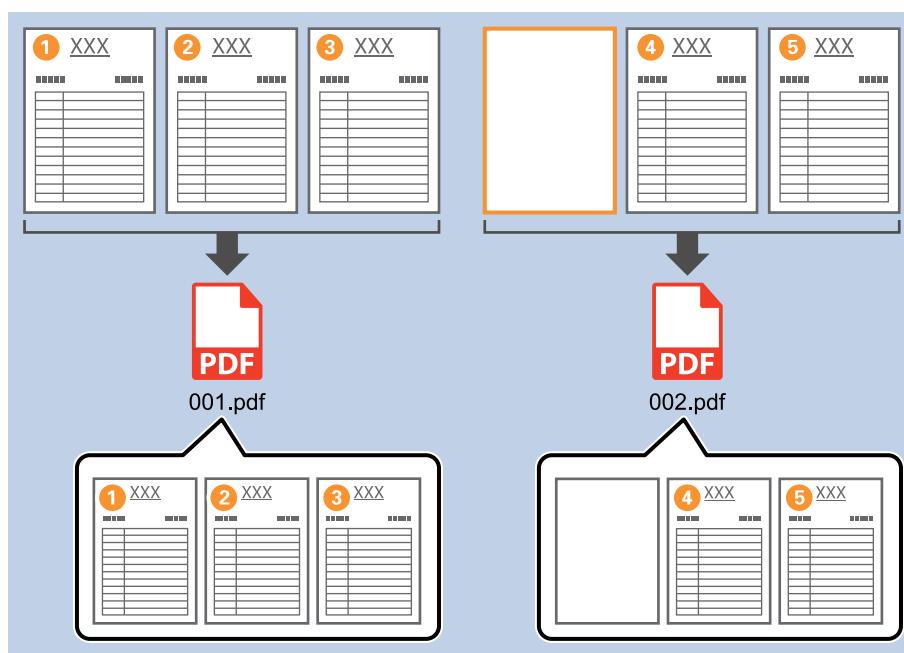
Separator: Barcode

Separation Settings

OK Cancel

Note:

- ☐ If you do need to save the pages used for separating, clear **Delete a page for separator**. However, the first page of the split file will be a blank page.



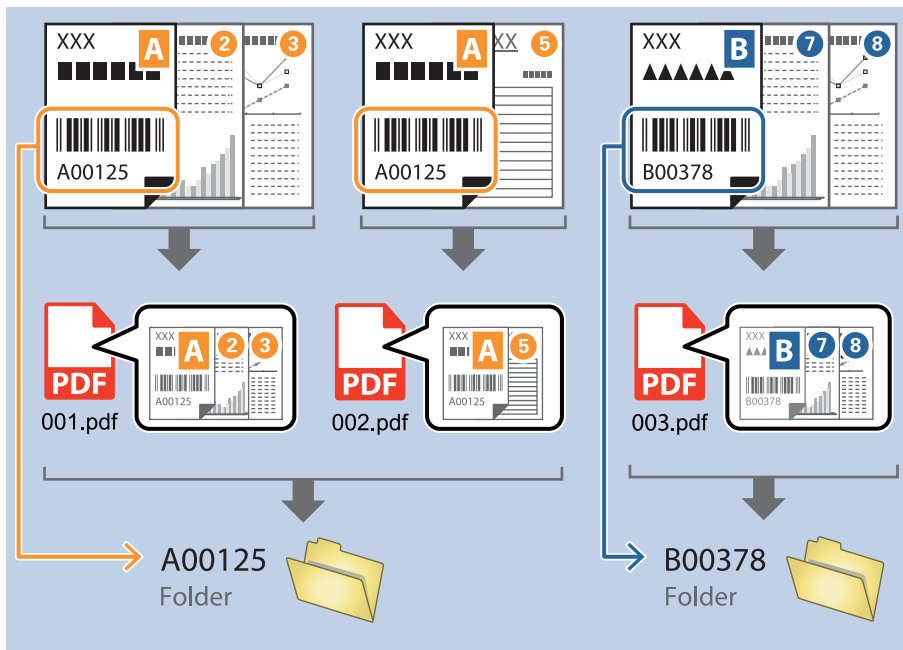
- ☐ In **Detection Level**, you can select the blank page detection level from **High**, **Medium**, or **Low**. If the level is set to high, even light-colored or show-through documents may be detected as blank.
- ☐ If **Source** is set to **ADF - Double-sided**, the **Include the back page during duplex scanning** item is displayed. Select this to separate double-sided scanned documents even when the back side of the document is a blank page.

Creating and saving folders using the barcode character information

You can use the barcode information in the document to split the file by each page that contains a barcode, or create and save folders using the barcode text information.

Scanning (Customized)

This section explains the job settings for "Separating by barcode and saving the barcode text information as a folder name".



1. Display the **Job Settings** screen, and then click the **2. Save** tab.

The screenshot shows the **Job Settings** window. The **2. Save** tab is selected, and the **Save** sub-tab is active. The settings are as follows:

- Job Name:** sample
- Current File Name:** img20xxxxxx_001.pdf
- File Name:** img Time Stamp Page Counter
- File Type:** PDF
- Duplicate file setting:** Show the confirmation dialog
- Save in:** C:\Users
- Apply job separation:** ☒ (checked)
- Separator:** Fixed Page
- Show Edit Page dialog before saving:** ☐ (unchecked)

The **2. Save** sub-tab is highlighted with a blue box, showing the following details:

- File Name:** img20xxxxxx_001.pdf
- File Type:** PDF
- Save in:** C:\Users
- Separator:** Fixed Page

The **5. Confirm/Test** sub-tab is also visible, showing the **Icon:** as a blue document icon.

Scanning (Customized)

2. Select **Apply job separation**, set **Barcode** as the **Separator**, and then click **Separation Settings**.

Job Settings

2. Save
Configure save settings such as file name, format and separation.

Job Name: sample

1. Scan
Source: ADF - Single-sided
Document Size: Auto Detect
Image Type: Auto (Color/BW)

2. Save
File Name: img20xxxxxx_001.pdf
File Type: PDF
Save in: C:\Users
Separator: Barcode

3. Index
Index Items: 6

4. Send
Destination: Take No Action

5. Confirm/Test
Icon:

Current File Name: img20xxxxxx_001.pdf

File Name: img Time Stamp _ Page Counter
File Name Components Details

File Type: PDF
Option

Duplicate file setting: Show the confirmation dialog

Save in: C:\Users
Browse...

☒ Apply job separation
Separator: Barcode
Separation Settings

☐ Show Edit Page dialog before saving

Save Back Next

3. On the **Job Separation Settings** screen, select the type of barcode you want to use. Clear **All Barcode Type** to select individual barcode types.

Job Separation Settings

Detection Area: ☒ Auto Detect ☐ Specify Area

☐ All Barcode Type

☒ UPC, EAN, JAN ☒ ITF ☒ CODE39
☒ CODABAR ☒ CODE128 ☒ QR
☒ PDF417 ☒ DataMatrix

Maximum Length of Detected Text: 30

☐ Show the detection result

☐ Combine Same Result

☐ Delete a page for separator

☐ Create Folder

Current Folder Name:

Folder Name: folder Page Counter
Folder Name Components Details

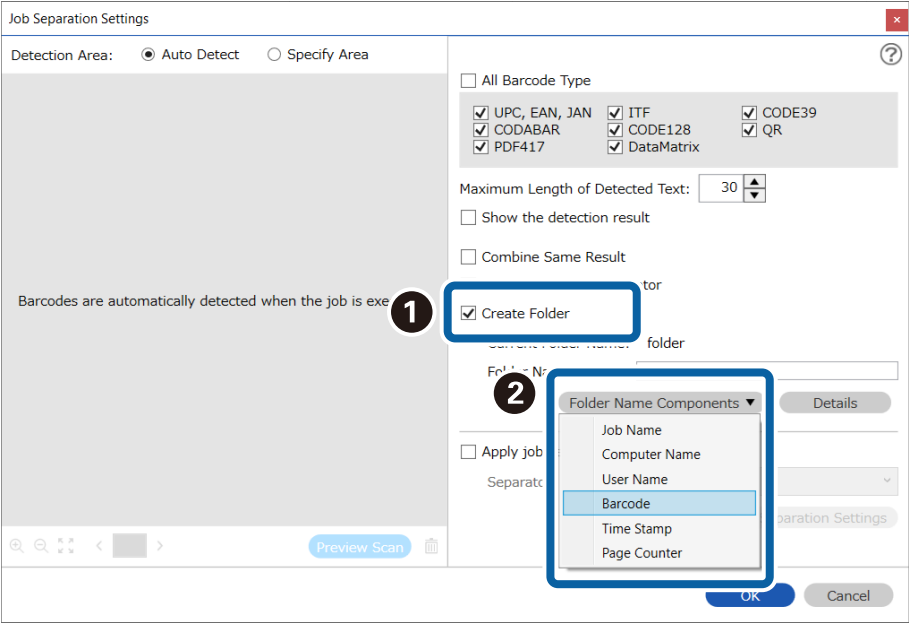
☐ Apply job separation in two stages

Separator: Barcode
Separation Settings

OK Cancel

Scanning (Customized)

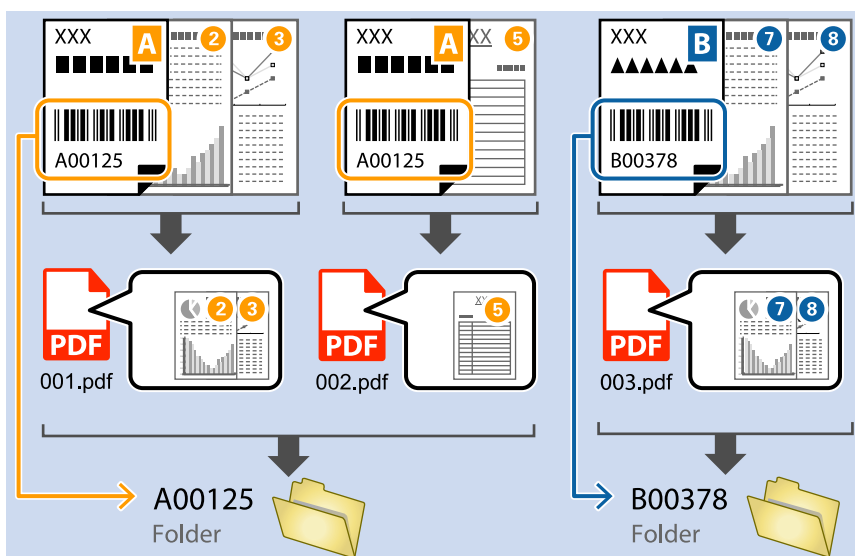
4. Select **Create Folder**, and then select **Barcode** from **Folder Name Components**.



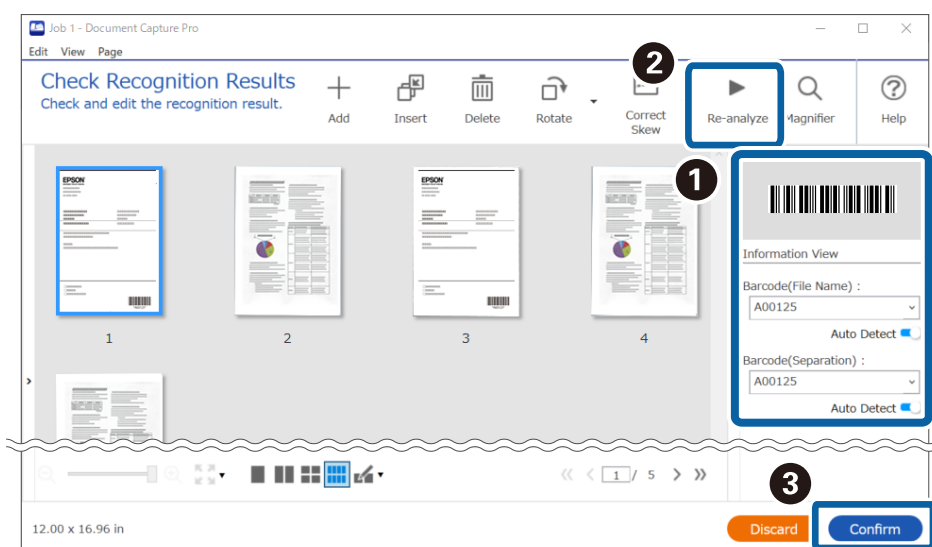
Scanning (Customized)

Note:

- ❑ You can use your cursor to specify where you want to add **Folder Name Components**.
You can also change the order of components by selecting added items and dragging/dropping them.
If you want to delete a component, select the added item and delete it using the Delete key on your keyboard.
- ❑ When using a 2D barcode with a lot of information, specify the maximum number of characters to be used for sorting in **Maximum Length of Detected Text**.
- ❑ After separating by barcode, if you want to save all of the images separated by the same barcode together, select **Combine Same Result**.
- ❑ If you do not need to save the page containing the barcode, select **Delete a page for separator**. After separating, you can delete the pages containing barcodes, and then save.



- ❑ If you want to check if the barcode has been recognized correctly, select **Show the detection result**. You can check the recognized area and text on the screen displayed after scanning. You can also re-specify the area to be recognized, or correct the text.

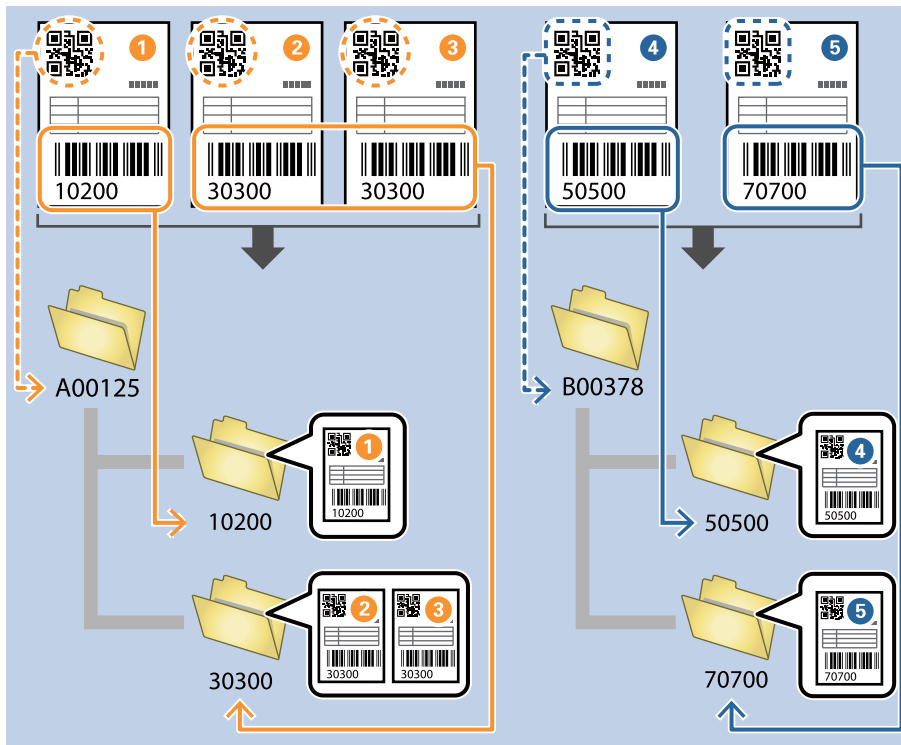


Scanning (Customized)

Create a two-level folder using two types of barcodes

You can use the two types of barcode information on the document to create and save a two-level folder.

This section explains how to set up a job that "creates a folder with the first barcode information, and then creates a folder with the second barcode information below it in the folder structure".



1. Display the **Job Settings** screen, and then click the **2. Save** tab.

Job Settings

2. Save
Configure save settings such as file name, format and separation.

Job Name
sample

1. Scan
Source: ADF - Single-sided
Document Size: Auto Detect
Image Type: Auto (Color/BW)

2. Save
File Name: img20xxxxxx_001.pdf
File Type: PDF
Save in: C:\Users
Separator: Fixed Page

3. ATUEA
Index Items: 6

4. Send
Destination: Take No Action

5. Confirm/Test
Icon:

Current File Name: img20xxxxxx_001.pdf

File Name: img Time Stamp Page Counter
File Name Components Details

File Type: PDF
Option

Duplicate file setting: Show the confirmation dialog

Save in: C:\Users
Browse...

☒ Apply job separation
Separator: Fixed Page
Separation Settings

☐ Show Edit Page dialog before saving

Save Back Next

Scanning (Customized)

2. Select **Apply job separation**, set **Separator** to **Barcode**, and then click **Separation Settings**.

Job Settings

2. Save
Configure save settings such as file name, format and separation.

Job Name: sample

1. Scan
Source: ADF - Single-sided
Document Size: Auto Detect
Image Type: Auto (Color/BW)

2. Save
File Name: img20xxxxxx_001.pdf
File Type: PDF
Save in: C:\Users
Separator: Barcode

3. Index
Index Items: 6

4. Send
Destination: Take No Action

5. Confirm/Test
Icon:

Current File Name: img20xxxxxx_001.pdf
File Name: img Time Stamp _ Page Counter
File Name Components Details
File Type: PDF Option
Duplicate file setting: Show the confirmation dialog
Save in: C:\Users Browse...

☒ Apply job separation
Separator: Barcode Separation Settings

☐ Show Edit Page dialog before saving

Save Back Next

3. On the **Job Separation Settings** screen, select the type of barcode you want to use for the first folder.
Clear **All Barcode Type** to select individual barcode types.
In this example we will select a **QR** code.

Job Separation Settings

Detection Area: ☒ Auto Detect ☐ Specify Area

Barcodes are automatically detected when the job is executed.

☐ All Barcode Type
☐ UPC, EAN, JAN ☐ ITF ☐ CODE39
☐ CODABAR ☐ CODE128 ☒ QR
☐ PDF417 ☐ DataMatrix

Maximum Length of Detected Text: 30

☐ Show the detection result
☐ Combine Same Result
☐ Delete a page for separator
☐ Create Folder
 Current Folder Name:
 Folder Name: folder Page Counter
 Folder Name Components Details

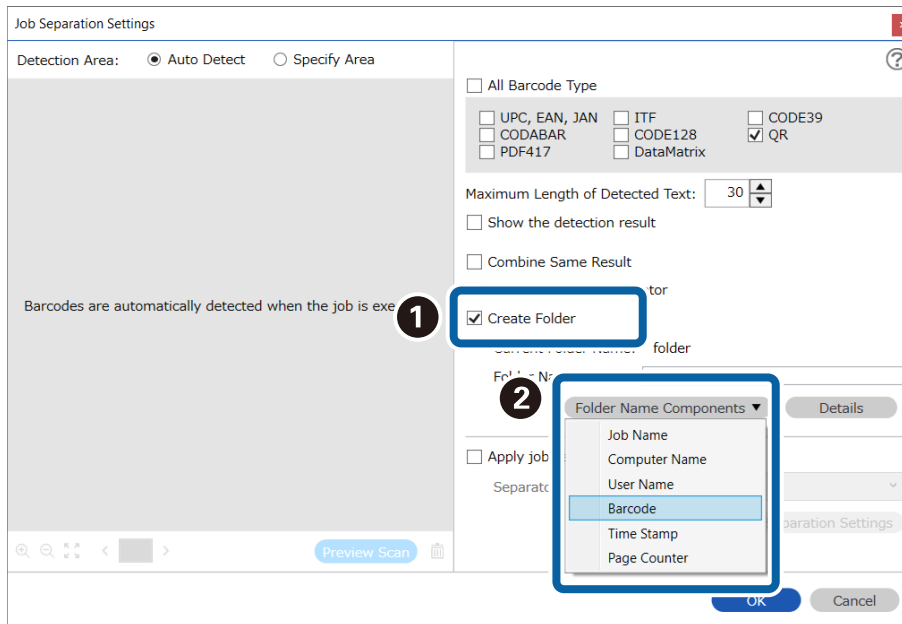
☐ Apply job separation in two stages
 Separator: Barcode Separation Settings

Preview Scan

OK Cancel

Scanning (Customized)

4. Select **Create Folder**, and then select **Barcode** from **Folder Name Components**.



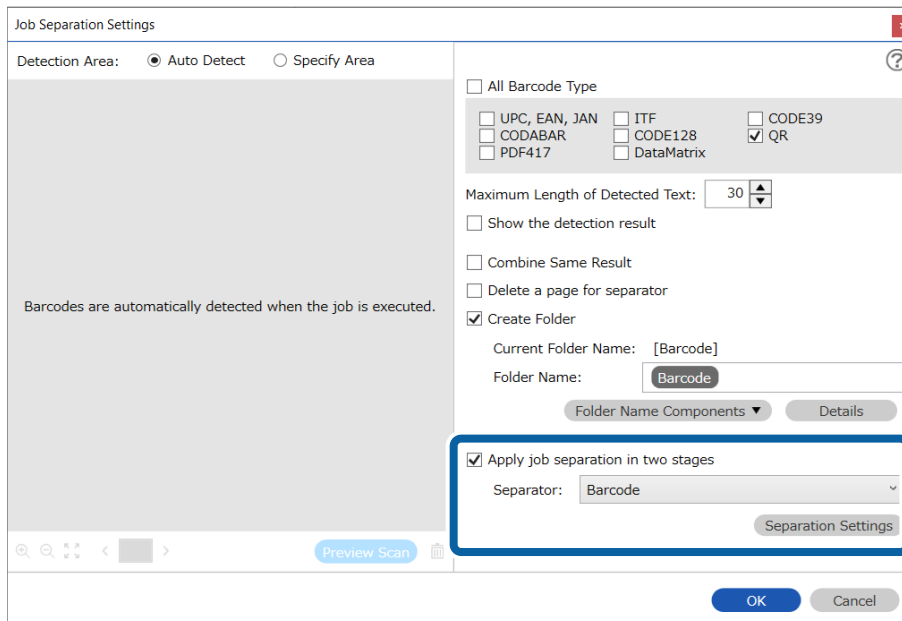
Note:

You can use your cursor to specify where you want to add **Folder Name Components**.

You can also change the order of components by selecting added items and dragging/dropping them.

If you want to delete a component, select the added item and delete it using the Delete key on your keyboard.

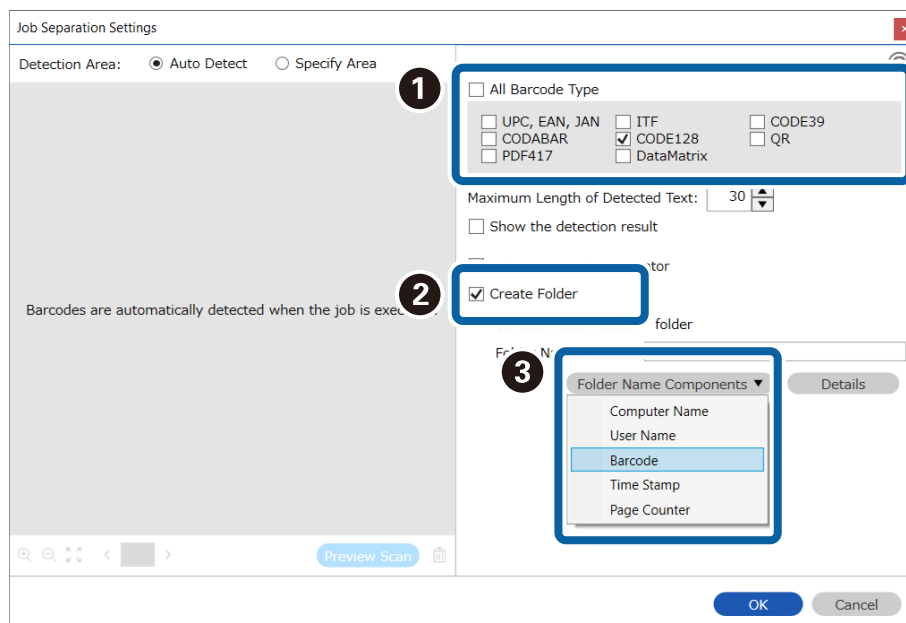
5. Select **Apply job separation in two stages**, set **Separator** to **Barcode**, and then click **Separation Settings**.



6. Additionally, on the **Job Separation Settings** screen, select the type of barcode you want to use for the second folder, select **Create Folder**, select **Barcode** from **Folder Name Components**, and then add it to **Folder Name**. Clear **All Barcode Type** to select individual barcode types.

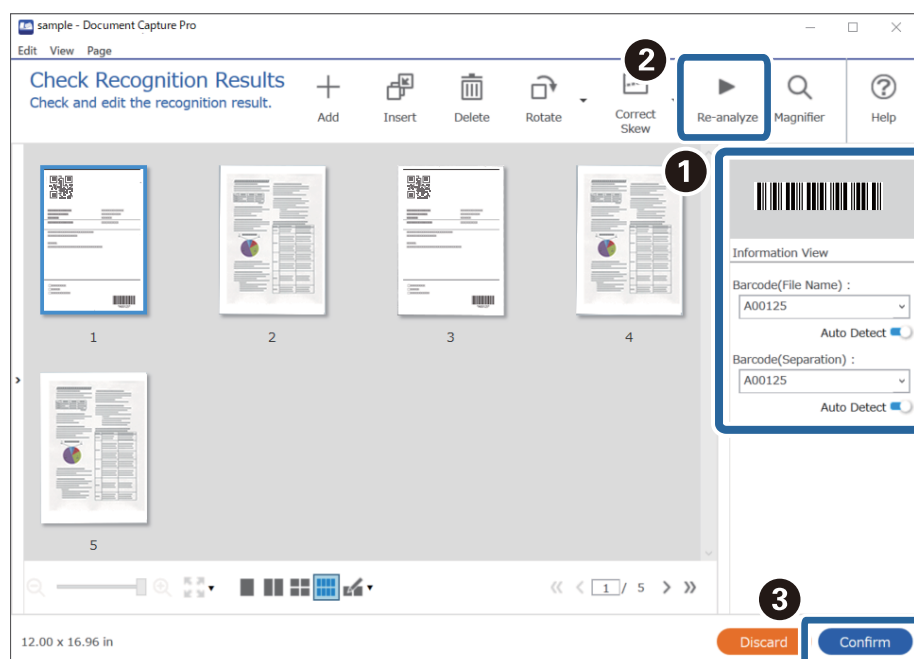
Scanning (Customized)

In this example we will select **CODE128**.



Note:

- ❑ You can use your cursor to specify where you want to add **Folder Name Components**.
You can also change the order of components by selecting added items and dragging/dropping them.
If you want to delete a component, select the added item and delete it using the Delete key on your keyboard.
- ❑ When using a 2D barcode with a lot of information, specify the maximum number of characters to be used for separating in **Maximum Length of Detected Text**.
- ❑ If you want to check if the barcode has been recognized correctly, select **Show the detection result**. You can check the recognized area and text on the screen displayed after scanning. You can also re-specify the area to be recognized, or correct the text.

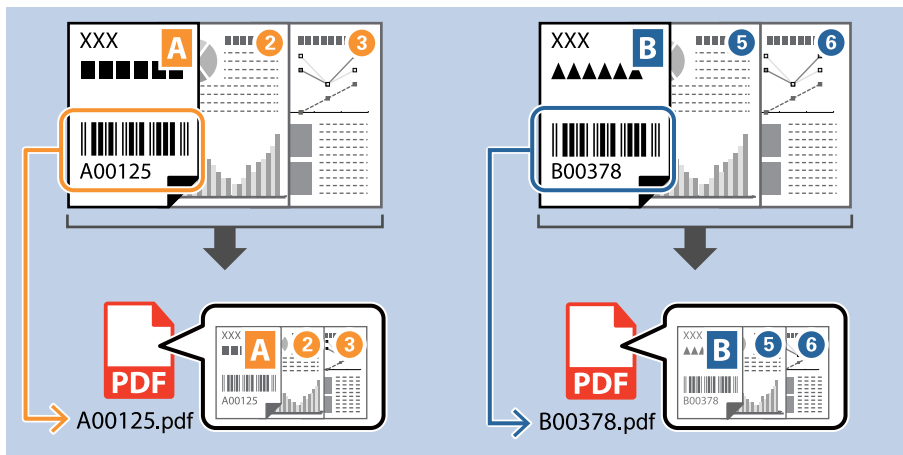


Scanning (Customized)

Saving files with file names using the barcode character information

Using the barcode information, you can divide files by each page on which a barcode is detected, and you can create and save folders using the text information in the barcode.

This section explains the job settings for "Sorting by barcode, and saving files with file names using the text information in the barcode".



1. Display the **Job Settings** screen, and then click the **2. Save** tab.

The screenshot shows the 'Job Settings' window with the '2. Save' tab selected. The '2. Save' tab is highlighted with a blue box. The settings are as follows:

- Job Name:** sample
- Current File Name:** img20xxxxxx_001.pdf
- File Name:** img Time Stamp Page Counter
- File Type:** PDF
- Duplicate file setting:** Show the confirmation dialog
- Save in:** C:\Users
- Apply job separation:** ☒ Apply job separation
- Separator:** Fixed Page
- Show Edit Page dialog before saving:** ☐ Show Edit Page dialog before saving

At the bottom, there are buttons for 'Save', 'Back', and 'Next'.

Scanning (Customized)

2. Select **Apply job separation**, set **Separator** to **Barcode**, and then click **Separation Settings**.

Job Settings

2. Save
Configure save settings such as file name, format and separation.

Job Name: sample

1. Scan
Source: ADF - Single-sided
Document Size: Auto Detect
Image Type: Auto (Color/BW)

2. Save
File Name: img20xxxxxx_001.pdf
File Type: PDF
Save in: C:\Users
Separator: Barcode

3. Index
Index Items: 6

4. Send
Destination: Take No Action

5. Confirm/Test
Icon:

Current File Name: img20xxxxxx_001.pdf
File Name: img Time Stamp _ Page Counter
File Name Components Details
File Type: PDF
Option
Duplicate file setting: Show the confirmation dialog
Save in: C:\Users
Browse...
☒ Apply job separation
Separator: Barcode
Separation Settings
☐ Show Edit Page dialog before saving
Save Back Next

3. On the **Job Separation Settings** screen, select the type of barcode you want to use (placed in the document). Click **OK** to return to the **Job Settings** screen.

To select individual barcode types, clear **All Barcode Type**.

Job Separation Settings

Detection Area: ☒ Auto Detect ☐ Specify Area

1 ☐ All Barcode Type
☒ UPC, EAN, JAN ☒ ITF ☒ CODE39
☒ CODABAR ☒ CODE128 ☒ QR
☒ PDF417 ☒ DataMatrix

Maximum Length of Detected Text: 30
☐ Show the detection result
☐ Combine Same Result
☐ Delete a page for separator
☐ Create Folder
 Current Folder Name:
 Folder Name: folder Page Counter
 Folder Name Components Details
☐ Apply job separation in two stages
 Separator: Barcode
 Separation Settings

Barcodes are automatically detected when the job is executed.

Preview Scan

2 OK Cancel

Scanning (Customized)

4. Click **Details**.

Job Settings

2. Save
Configure save settings such as file name, format and separation.

Job Name: sample

1. Scan
Source: ADF - Single-sided
Document Size: Auto Detect
Image Type: Auto (Color/BW)

2. Save
File Name: img20xxxxxx_001.pdf
File Type: PDF
Save in: C:\Users
Separator: Barcode

3. Index
Index Items: 6

4. Send
Destination: Take No Action

5. Confirm/Test
Icon: [Icon]

Current File Name: img20xxxxxx_001.pdf

File Name: img Time Stamp Page Counter
File Name Components: Details

File Type: PDF

Duplicate file setting: Show the confirmation dialog

Save in: C:\Users

☒ Apply job separation

Separator: Barcode

☐ Show Edit Page dialog before saving

Buttons: Save, Back, Next

Note:

To select **Barcode** from **File Name Components**, make the setting from **Details** and then select it.

5. On the **Name Component Settings** screen, click **Barcode**, and then select the barcode type you want to use (which is on the original).

Set the same barcode as set in step 3.

Name Component Settings

Name Components: Detection Area: ☒ Auto Detect ☐ Specify Area

Details: [?] **2**

1 Barcode

Job Name

Computer Name

Form

Time Stamp

Page Counter

Front/Back

Barcodes are automatically detected when the job is executed.

☐ All Barcode Type

☒ UPC, EAN, JAN ☒ ITF

☒ CODE39 ☒ CODABAR

☒ CODE128 ☒ QR

☒ PDF417 ☒ DataMatrix

Maximum Length of Detected Text: 30

☐ Show the detection result

Preview Scan

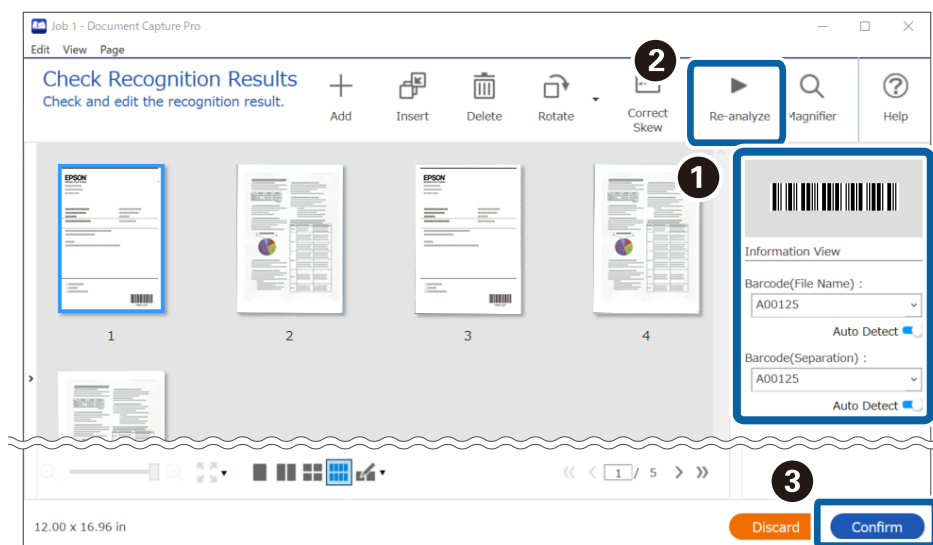
Current File Name: img20xxxxxx_001

Buttons: OK, Cancel

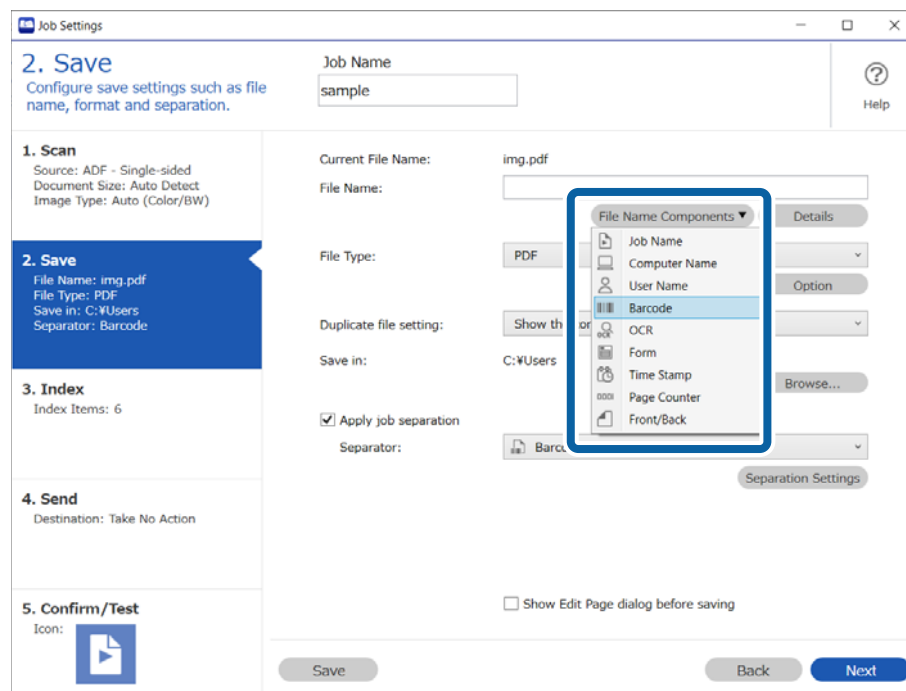
Scanning (Customized)

Note:

- ❑ When using a 2D barcode that has a large number of informational items, make sure you specify the maximum length of text that can be detected in **Maximum Length of Detected Text**.
- ❑ Select **Show the detection result** to check whether or not barcode text has been recognized correctly. On the screen displayed after scanning, you can check the area and text that has been recognized. You can also re-specify the area, and correct the text.



6. Select **Barcode** from **File Name Components**.



Barcode is added to **File Name**.

Note:

You can specify the point at which the **File Name Components** will be inserted with your cursor.

You can also drag and drop added items to change the order.

To delete added items, select the added item and delete it using the **Delete** key on your keyboard.

Scanning (Customized)

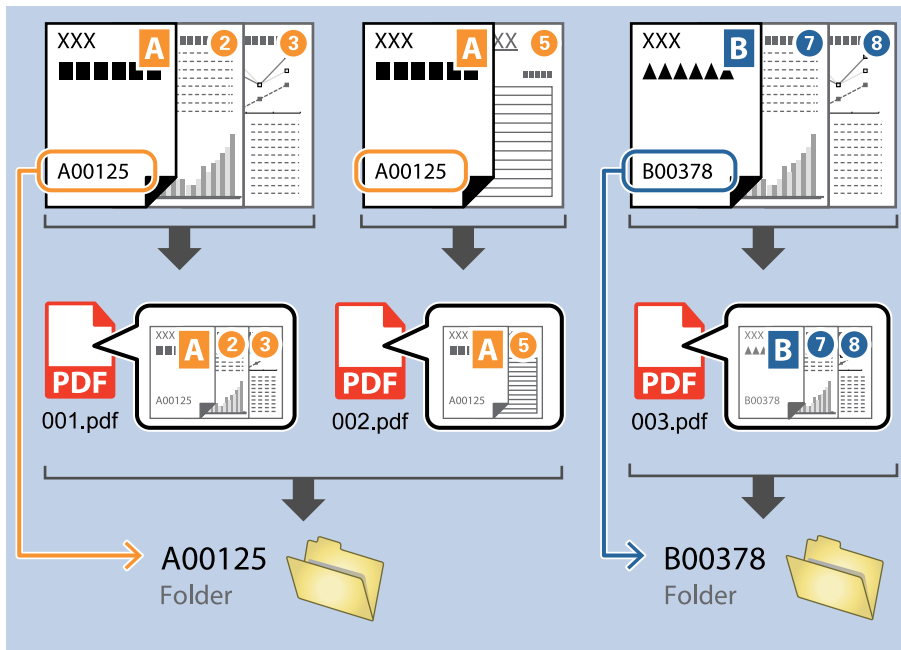
Creating and Saving Folders Using OCR Characters

Note:

Some items and settings may not be available depending on the scanner you are using.

With OCR (a function that detects text information in a scanned image and converts it into text data), you can read text from a specified area, split a file by that text, or create and save a folder.

This section explains the job settings for "Creating and saving a folder using text read by OCR".



1. Display the **Job Settings** screen, and then click the **2. Save** tab.

Job Settings

2. Save
Configure save settings such as file name, format and separation.

1. Scan
Source: ADF - Single-sided
Document Size: Auto Detect
Image Type: Auto (Color/BW)

2. Save
File Name: img20xxxxxx_001.pdf
File Type: PDF
Save in: C:\Users
Separator: Fixed Page

3. ATLAS
Index Items: 6

4. Send
Destination: Take No Action

5. Confirm/Test
Icon: [Icon]

Job Name: sample

Current File Name: img20xxxxxx_001.pdf

File Name: img Time Stamp Page Counter
File Name Components Details

File Type: PDF
Option

Duplicate file setting: Show the confirmation dialog

Save in: C:\Users
Browse...

☒ Apply job separation
Separator: Fixed Page
Separation Settings

☐ Show Edit Page dialog before saving

Save Back Next

Scanning (Customized)

2. Select **Apply job separation**, set **OCR** as the **Separator**, and then click **Separation Settings**.

Job Settings

2. Save
Configure save settings such as file name, format and separation.

Job Name: sample

Current File Name: img20xxxxxx_001.pdf

File Name: img Time Stamp _ Page Counter
File Name Components Details

File Type: PDF
Option

Duplicate file setting: Show the confirmation dialog

Save in: C:\Users
Browse...

☒ Apply job separation
Separator: OCR
Separation Settings

☐ Show Edit Page dialog before saving

Save Back Next

3. On the **Job Separation Settings** screen, select the type of text being read from **Recognition Text**. Select **Create Folder**, and then select **OCR** from Folder Name Components.

Job Separation Settings

Recognition Text: OCR-A

Maximum Length of Detected text: 50

☐ Show the detection result

Character Type

☒ All Supported Character

☒ Number

☒ Alphabet (upper case)

☒ Alphabet (lower case)

☒ Symbol

☐ Combine Same Result

☒ Create Folder

Folder Name Components

Job Name

Computer Name

User Name

OCR

Time Stamp

Page Counter

Details

Preview Scan

Cancel

OCR is added to the **Folder Name**.

Note:

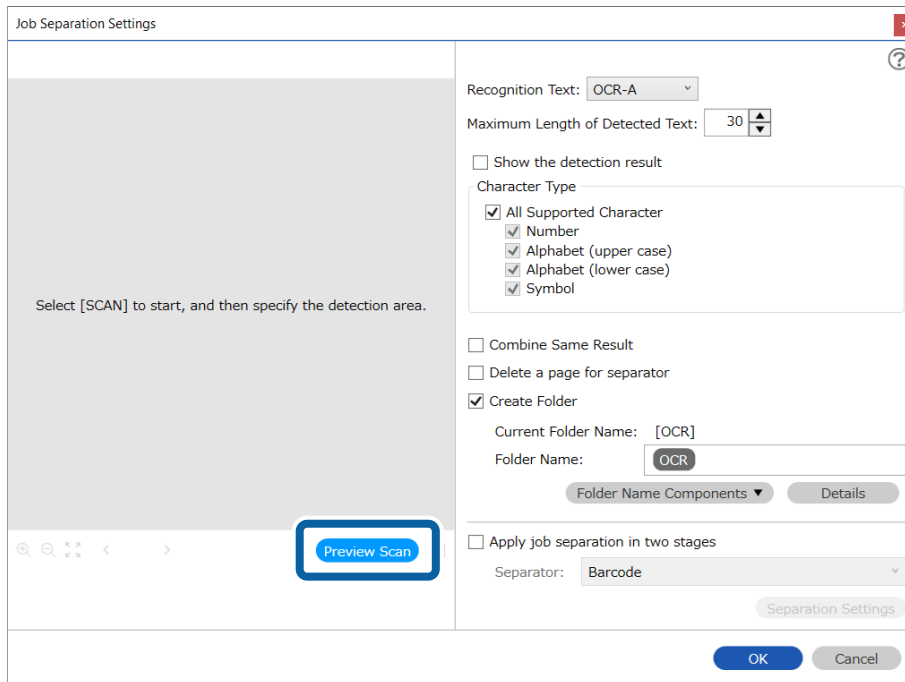
You can use your cursor to specify where you want to add **Folder Name Components**.

You can also change the order of components by selecting added items and dragging/dropping them.

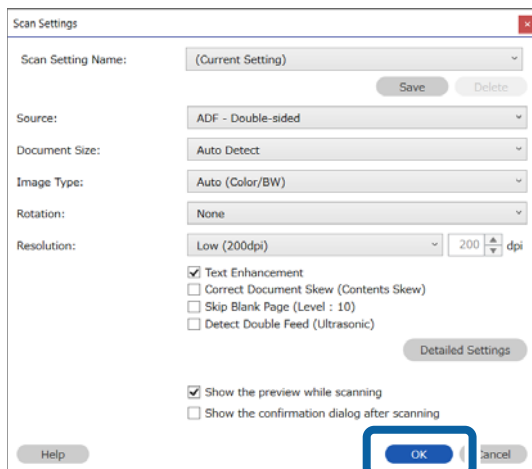
If you want to delete a component, select the added item and delete it using the **Delete** key on your keyboard.

Scanning (Customized)

4. To specify the OCR detection area, place the originals on the scanner, and then click **Preview Scan**.

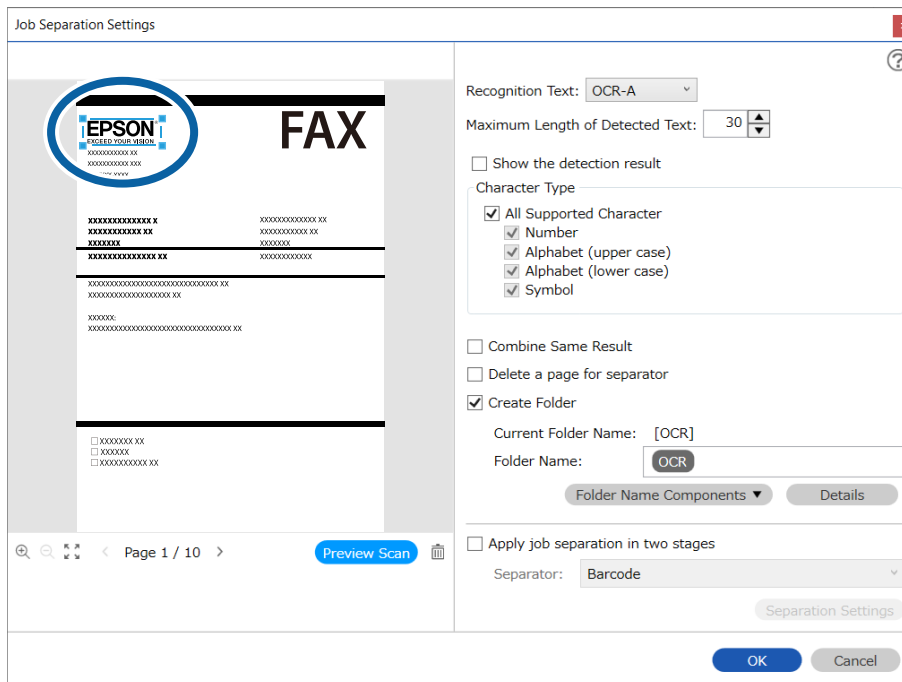


5. Click **OK** on the Scan Settings screen.



Scanning (Customized)

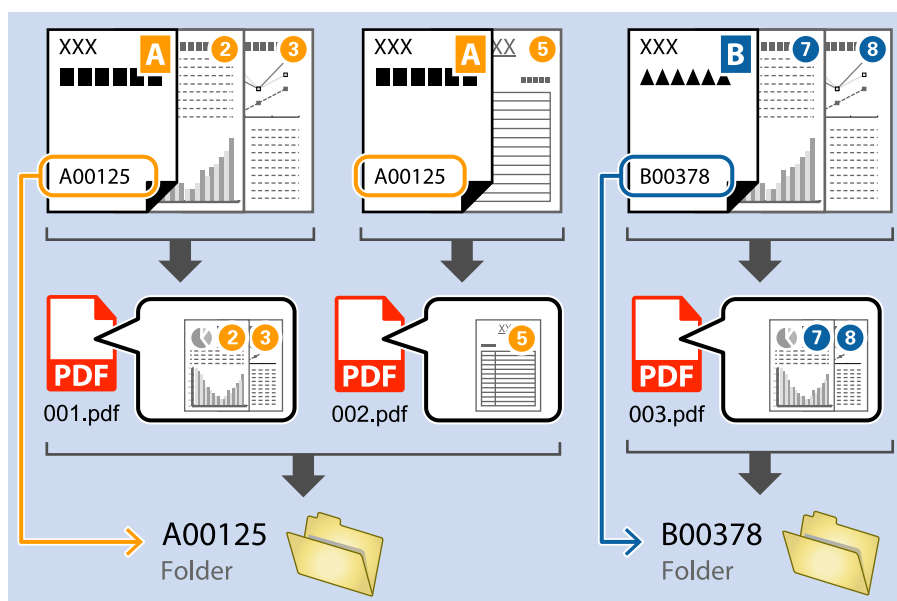
- In the scanned preview image, specify the text detection area. Click and drag from the starting point to display a blue box that you can use to specify the area.



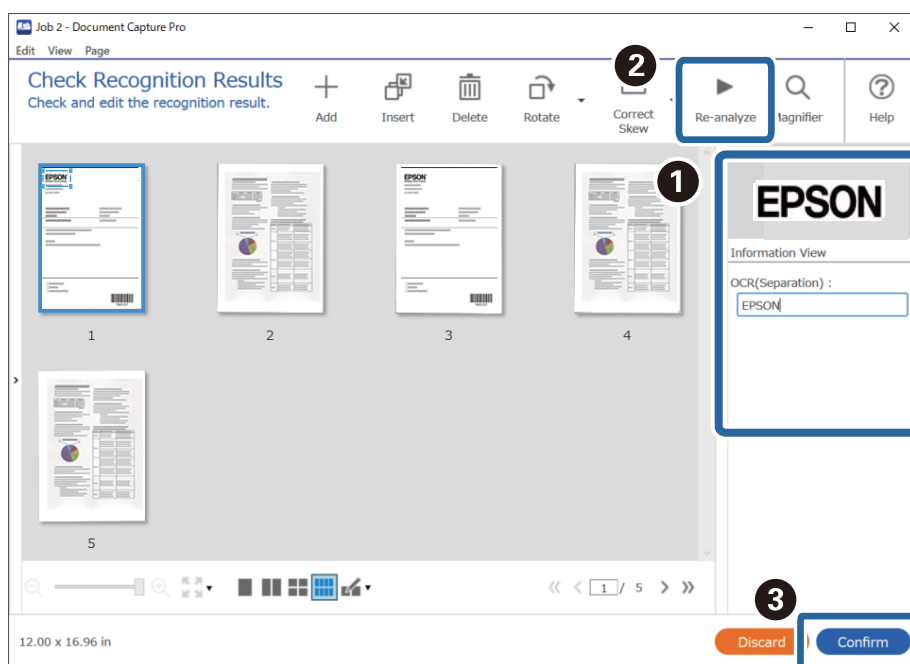
Scanning (Customized)

Note:

- ❑ **Maximum Length of Detected Text** allows you to specify the maximum number of characters that can be read in the detected area that can then be used for the folder name.
- ❑ After separating by OCR text information, if you want to save all of the images separated by the same text information together, select **Combine Same Result**.
- ❑ If you do not need to save the page used for separating, select **Delete a page for separator**. After separating, you can delete unnecessary pages, and then save.



- ❑ If you want to check if the text has been recognized correctly, select **Show the detection result**. You can check the recognized area and text on the screen displayed after scanning. You can also re-specify the area to be recognized, or correct the text.



Scanning (Customized)

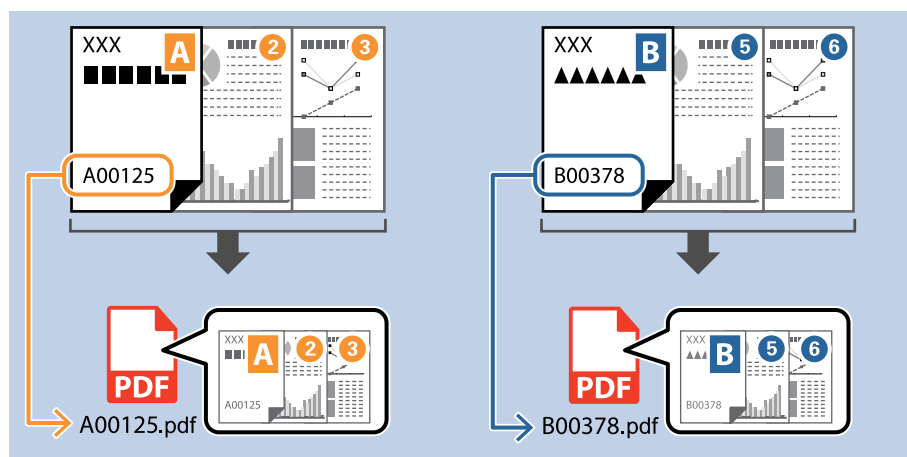
Saving file names using OCR characters

Note:

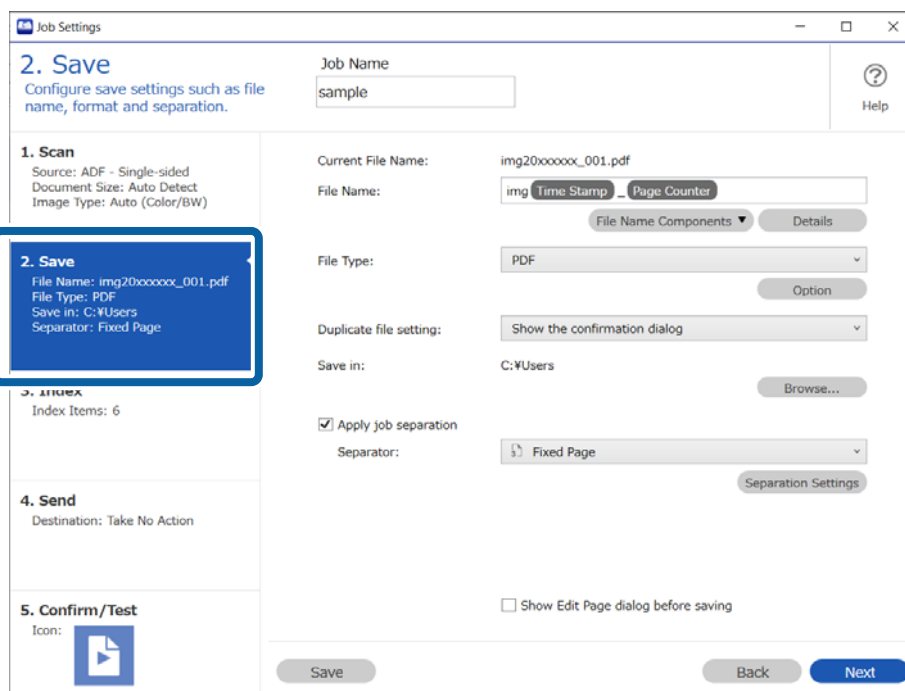
Some items and settings may not be available depending on the scanner you are using.

With OCR (a function that detects text information in a scanned image and converts it into text data), you can read text from a specified area, split a file by that text, or create and save a folder.

This section explains the job settings for "Saving using text in the file name read by OCR".

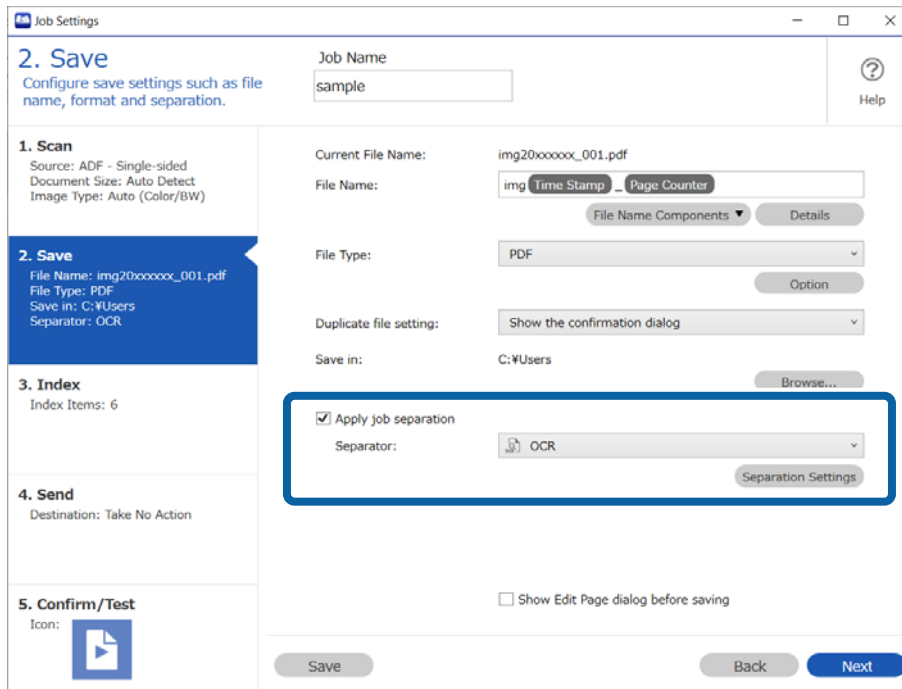


1. Display the **Job Settings** screen, and then click the **2. Save** tab.



Scanning (Customized)

2. Select **Apply job separation**, set **Separator** to **OCR**, and then click **Separation Settings**.



Job Settings

2. Save
Configure save settings such as file name, format and separation.

Job Name: sample

1. Scan
Source: ADF - Single-sided
Document Size: Auto Detect
Image Type: Auto (Color/BW)

2. Save
File Name: img20xxxxxx_001.pdf
File Type: PDF
Save in: C:\Users
Separator: OCR

3. Index
Index Items: 6

4. Send
Destination: Take No Action

5. Confirm/Test
Icon:

Current File Name: img20xxxxxx_001.pdf

File Name: img Time Stamp _ Page Counter
File Name Components Details

File Type: PDF
Option

Duplicate file setting: Show the confirmation dialog

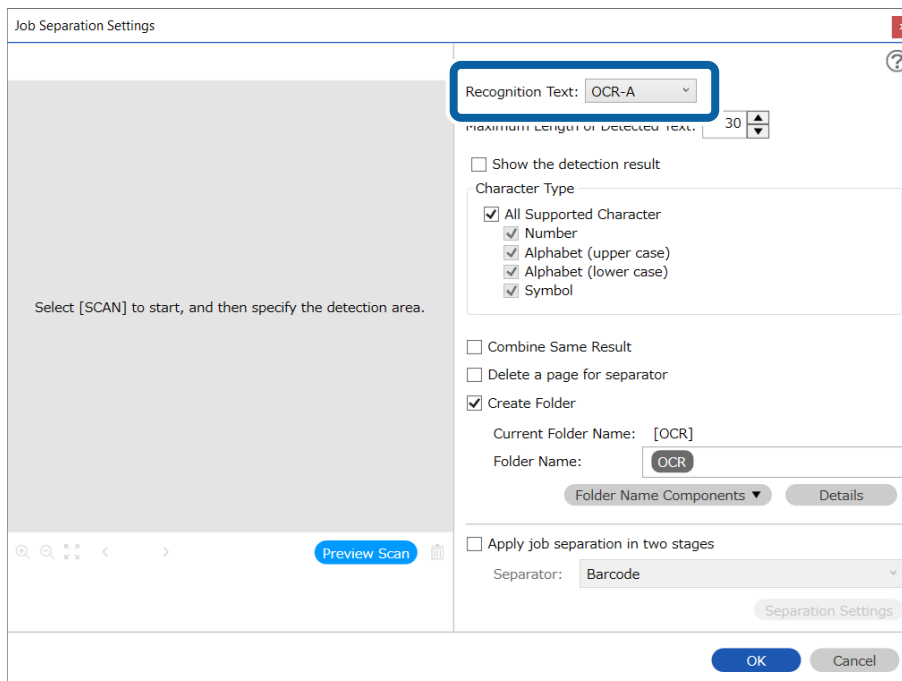
Save in: C:\Users
Browse...

☒ Apply job separation
Separator: OCR
Separation Settings

☐ Show Edit Page dialog before saving

Save Back Next

3. On the **Job Separation Settings** screen, select the type of text being read from **Recognition Text**.



Job Separation Settings

Recognition Text: OCR-A

Maximum Length of Detected Text: 30

☐ Show the detection result

Character Type

☒ All Supported Character

☒ Number

☒ Alphabet (upper case)

☒ Alphabet (lower case)

☒ Symbol

☐ Combine Same Result

☐ Delete a page for separator

☒ Create Folder

Current Folder Name: [OCR]

Folder Name: OCR
Folder Name Components Details

☐ Apply job separation in two stages
Separator: Barcode
Separation Settings

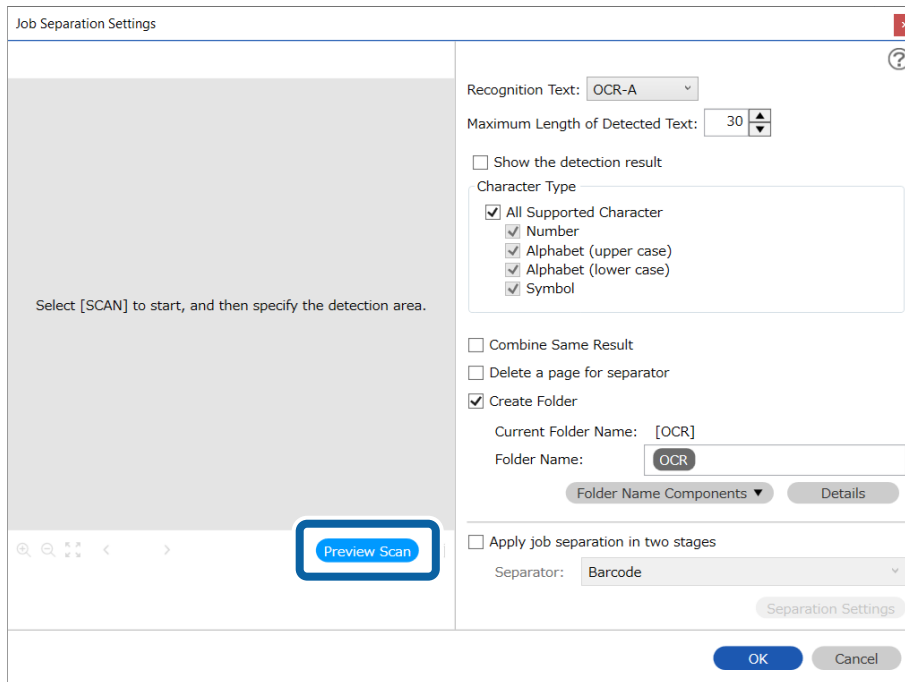
Select [SCAN] to start, and then specify the detection area.

Preview Scan

OK Cancel

Scanning (Customized)

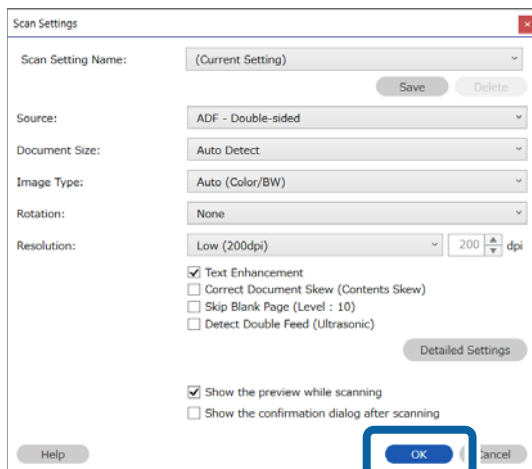
4. To specify the OCR detection area, place the originals on the scanner, and then click **Preview Scan**.



The **Job Separation Settings** dialog box is shown. The left pane contains a large gray area with the text "Select [SCAN] to start, and then specify the detection area." and a blue button labeled **Preview Scan** at the bottom right. The right pane contains the following settings:

- Recognition Text: OCR-A
- Maximum Length of Detected Text: 30
- ☐ Show the detection result
- Character Type:
 - ☒ All Supported Character
 - ☒ Number
 - ☒ Alphabet (upper case)
 - ☒ Alphabet (lower case)
 - ☒ Symbol
- ☐ Combine Same Result
- ☐ Delete a page for separator
- ☒ Create Folder
- Current Folder Name: [OCR]
- Folder Name: OCR
- Buttons: Folder Name Components, Details
- ☐ Apply job separation in two stages
- Separator: Barcode
- Buttons: Separation Settings, OK, Cancel

5. Click **OK** on the Scan Settings screen.

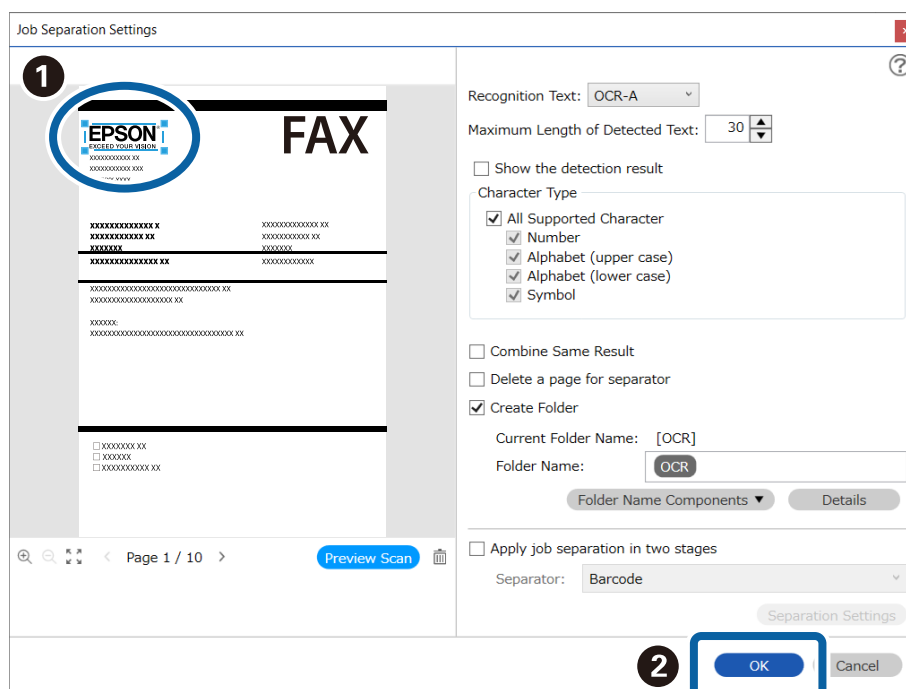


The **Scan Settings** dialog box is shown. The left pane contains a large gray area with the text "Select [SCAN] to start, and then specify the detection area." and a blue button labeled **Preview Scan** at the bottom right. The right pane contains the following settings:

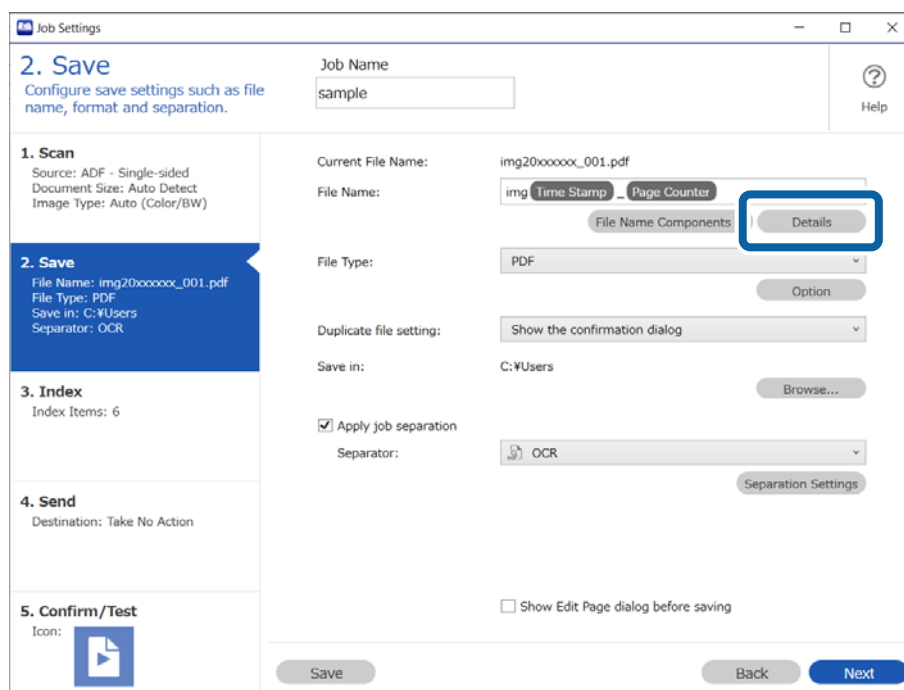
- Scan Setting Name: (Current Setting)
- Buttons: Save, Delete
- Source: ADF - Double-sided
- Document Size: Auto Detect
- Image Type: Auto (Color/BW)
- Rotation: None
- Resolution: Low (200dpi) 200 dpi
- ☒ Text Enhancement
- ☐ Correct Document Skew (Contents Skew)
- ☐ Skip Blank Page (Level : 10)
- ☐ Detect Double Feed (Ultrasonic)
- Buttons: Detailed Settings
- ☒ Show the preview while scanning
- ☐ Show the confirmation dialog after scanning
- Buttons: Help, OK, Cancel

Scanning (Customized)

6. In the scanned preview image, specify the text detection area. Click and drag from the starting point to display a blue box that you can use to specify the area. Click **OK** to return to the Job Settings screen.



7. Click **Details**.



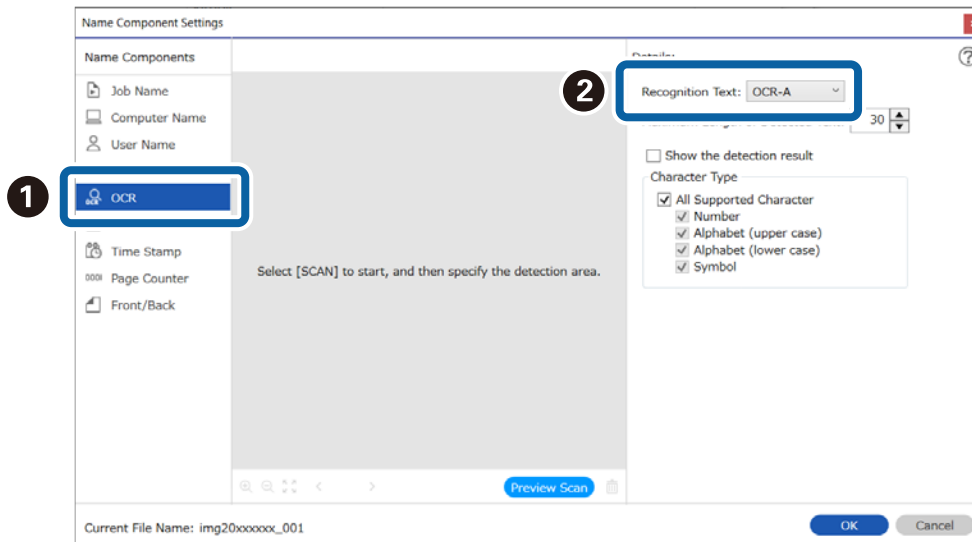
Note:

To select **OCR** from **File Name Components**, you need to make settings in **Details** before you can select it.

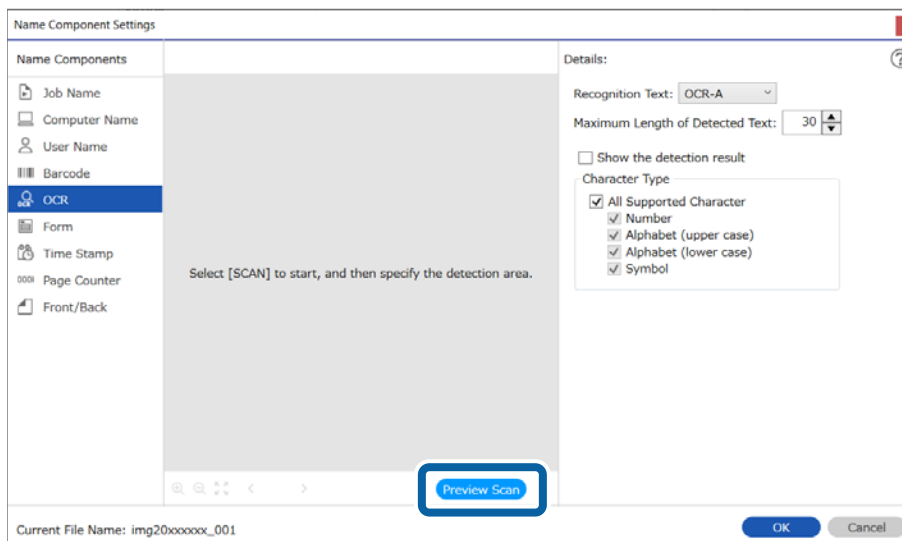
Scanning (Customized)

8. Select **OCR** on the **Name Component Settings** screen, and then select the type of text being read from **Recognition Text**.

Set the type of text to be read to the same setting as in step 3.

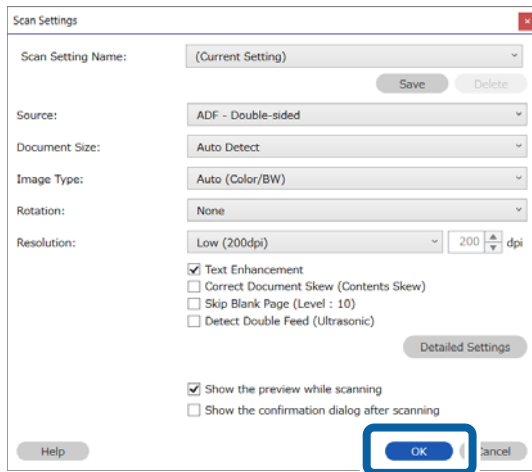


9. To specify the OCR detection area, place the originals on the scanner, and then click **Preview Scan**.



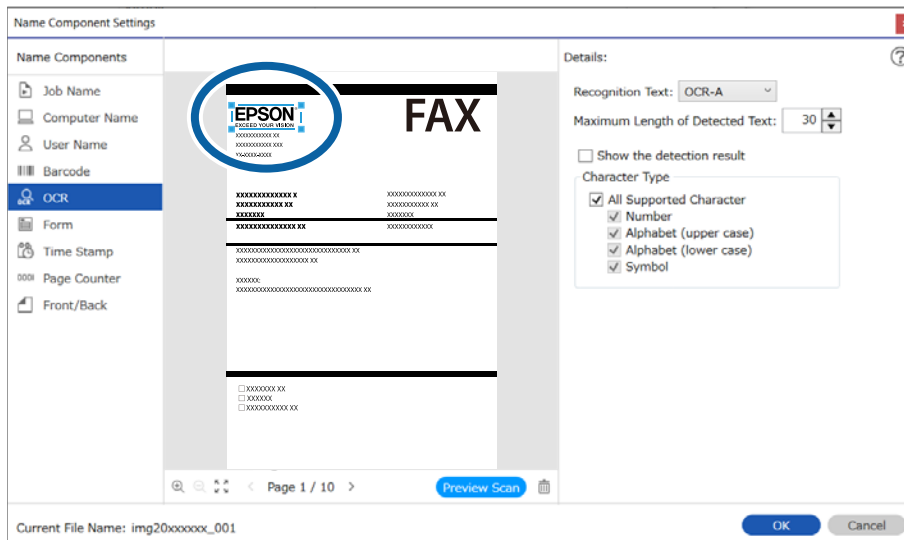
Scanning (Customized)

10. Click **OK** on the Scan Settings screen.



11. In the scanned preview image, specify the text detection area. Click and drag from the starting point to display a blue box that you can use to specify the area.

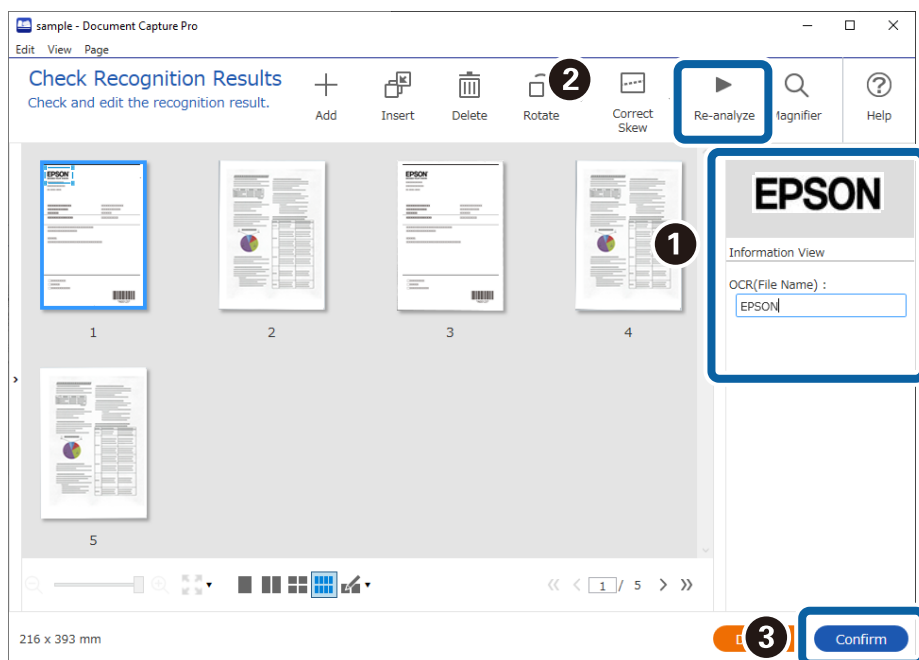
Specify the same area as in step 6.



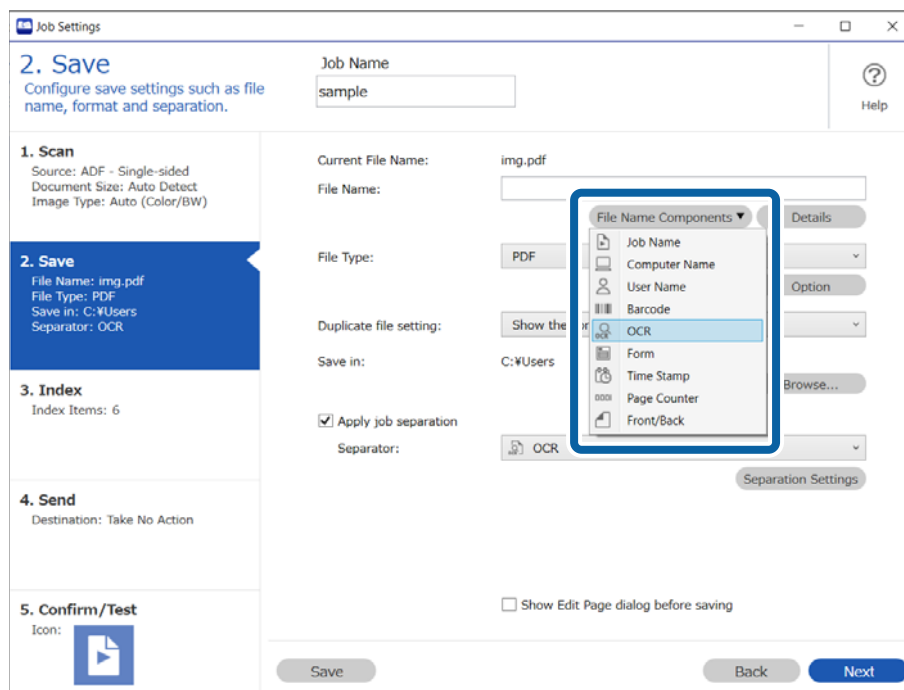
Scanning (Customized)

Note:

- ❑ **Maximum Length of Detected Text** allows you to specify the maximum number of characters that can be read in the detected area that can then be used for the file name.
- ❑ If you want to check if the text has been recognized correctly, select **Show the detection result**. You can check the recognized area and text on the screen displayed after scanning. You can also re-specify the area to be recognized, or correct the text.



12. Select OCR from File Name Components.



Scanning (Customized)

Note:

You can use your cursor to specify where you want to add **File Name Components**.

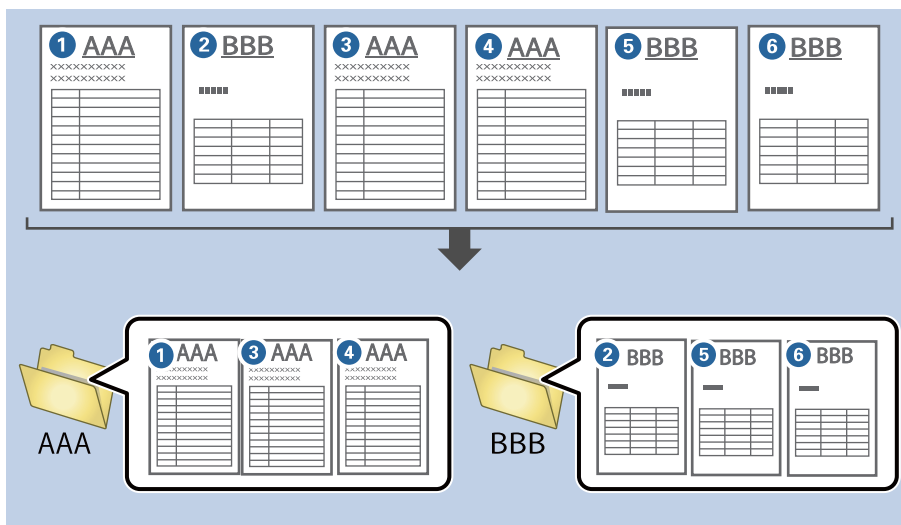
You can also change the order of components by selecting added items and dragging/dropping them.

If you want to delete a component, select the added item and delete it using the Delete key on your keyboard.

Creating and saving folders for each form

By using registered form information, you can separate scanned data by form type, and create and save folders.

This section explains the job settings for “Separating by form and saving using the form type as the folder name”.



1. Display the **Job Settings** screen, and then click the **2. Save** tab.

Job Settings

2. Save
Configure save settings such as file name, format and separation.

1. Scan
Source: ADF - Single-sided
Document Size: Auto Detect
Image Type: Auto (Color/BW)

2. Save
File Name: img20xxxxx_001.pdf
File Type: PDF
Save in: C:\Users
Separator: Fixed Page

3. INDEX
Index Items: 6

4. Send
Destination: Take No Action

5. Confirm/Test
Icon: [Icon]

Job Name: sample

Current File Name: img20xxxxx_001.pdf

File Name: img [Time Stamp] _ Page Counter
File Name Components Details

File Type: PDF
Option

Duplicate file setting: Show the confirmation dialog
Option

Save in: C:\Users
Browse...

☒ Apply job separation
Separator: Fixed Page
Separation Settings

☐ Show Edit Page dialog before saving

Save Back Next

Scanning (Customized)

2. Select **Apply job separation**, select **Form** in **Separator**, and then click **Separation Settings**.

Job Settings

2. Save
Configure save settings such as file name, format and separation.

Job Name: sample

1. Scan
Source: ADF - Single-sided
Document Size: Auto Detect
Image Type: Auto (Color/BW)

2. Save
File Name: img20xxxxxx_001.pdf
File Type: PDF
Save in: C:\Users
Separator: Form

3. Index
Index Items: 6

4. Send
Destination: Take No Action

5. Confirm/Test
Icon:

Current File Name: img20xxxxxx_001.pdf
File Name: img Time Stamp Page Counter
File Name Components Details
File Type: PDF Option
Duplicate file setting: Show the confirmation dialog
Save in: C:\Users Browse...

☒ Apply job separation
Separator: Form Separation Settings

☐ Show Edit Page dialog before saving

Save Back Next

3. Click **Add** on the Job Separation Settings screen.

Job Separation Settings

☐ All Forms

Add Edit Delete

Matching Level: Standard

☒ Detect Rotated Forms
☒ Save unmatched pages as [Unsorted]
☐ Show Confirmation Screen

☐ Combine Same Result
☐ Delete a page for separator
☐ Create Folder

Current Folder Name:
 Folder Name: folder Page Counter
 Folder Name Components Details

☐ Apply job separation in two stages
 Separator: Barcode Separation Settings

OK Cancel

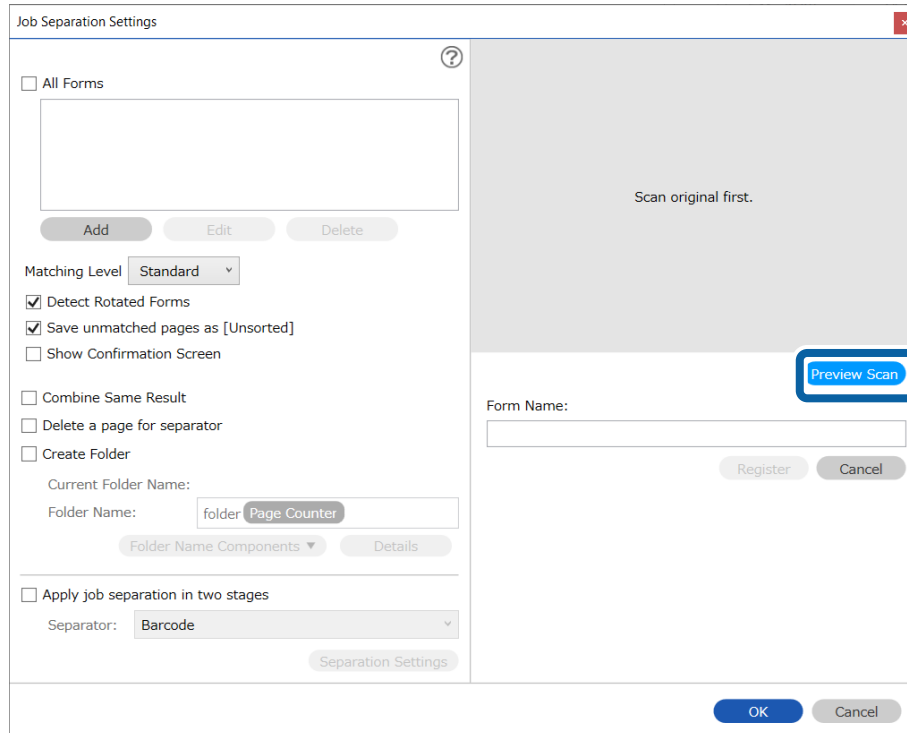
Scanning (Customized)

Note:

If you want to use a form for separation that has already been registered, select the form name.

To edit form information that has already been registered, select the form, and then click **Edit**.

- Place the original of the form you want to register on the scanner, and then click **Preview Scan**.

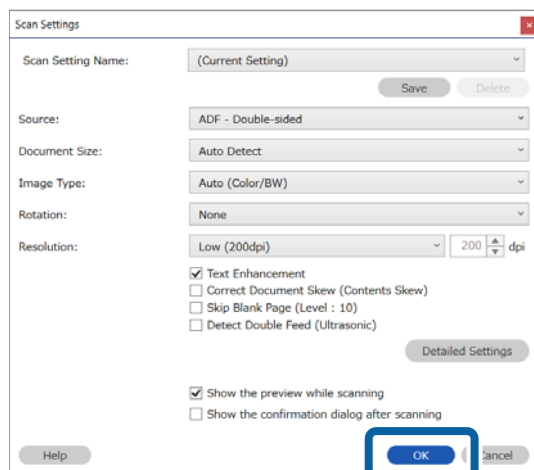


The **Job Separation Settings** dialog box is shown. It has a left sidebar with various settings and a main area on the right. In the left sidebar, the **Matching Level** is set to **Standard**, and **Detect Rotated Forms**, **Save unmatched pages as [Unsorted]**, and **Apply job separation in two stages** are checked. The **Separator** is set to **Barcode**. In the main area, the text "Scan original first." is displayed. A blue box highlights the **Preview Scan** button. At the bottom, there are **OK** and **Cancel** buttons.

Note:

Only one page of form information is saved even if there are multiple originals.

- Make scan settings on the **Scan Settings** screen, and then click **OK**.



The **Scan Settings** dialog box is shown. It has a left sidebar with various settings and a main area on the right. In the left sidebar, the **Scan Setting Name** is set to **(Current Setting)**, and the **Source** is set to **ADF - Double-sided**. The **Document Size** is set to **Auto Detect**, the **Image Type** is set to **Auto (Color/BW)**, and the **Rotation** is set to **None**. The **Resolution** is set to **Low (200dpi)**. The **Text Enhancement** checkbox is checked, and the **Correct Document Skew (Contents Skew)**, **Skip Blank Page (Level : 10)**, and **Detect Double Feed (Ultrasonic)** checkboxes are unchecked. A blue box highlights the **OK** button. At the bottom, there are **Help**, **OK**, and **Cancel** buttons.

Scanning (Customized)

6. Enter a name for the form, and then click **Register**.

The screenshot shows the 'Job Separation Settings' dialog box. On the left, there are various settings: 'All Forms' (unchecked), 'Matching Level' set to 'Standard', 'Detect Rotated Forms' (checked), 'Save unmatched pages as [Unsorted]' (checked), 'Show Confirmation Screen' (unchecked), 'Combine Same Result' (unchecked), 'Delete a page for separator' (unchecked), 'Create Folder' (unchecked), 'Current Folder Name' (empty), 'Folder Name' (set to 'folder Page Counter'), 'Folder Name Components' (dropdown), 'Details' button, 'Apply job separation in two stages' (unchecked), and 'Separator' (set to 'Barcode'). On the right, there is a 'Preview Scan' button and a preview of a scanned document. A blue-bordered pop-up window is overlaid on the right side, titled 'Form Name:', with a text input field containing 'sample1' and 'Register' and 'Cancel' buttons.

7. Repeat steps 3 to 6 to register all of the form information you want to use for separating.
8. Select **Create Folder**, and then select **Form** from **Folder Name Components**.

The screenshot shows the 'Job Separation Settings' dialog box. The 'All Forms' checkbox is checked, and 'sample1' is listed in the forms list. The 'Create Folder' checkbox is checked and highlighted with a blue box and a circled '1'. Below it, the 'Folder Name Components' dropdown is open, showing a list of options: 'Job Name', 'Computer Name', 'User Name', 'Form' (highlighted with a blue box and a circled '2'), 'Time Stamp', and 'Page Counter'. The 'Details' button is visible next to the dropdown. The 'Separator' is set to 'Barcode'.

Scanning (Customized)

Form is added to the **Folder Name**.

Note:

After separating by form, if you want to save all of the same forms separated together, select **Combine Same Result**.

Creating a User-defined Index

Note:

- ❑ Some items and settings may not be available depending on the scanner you are using.
- ❑ Purchasing a DCP Enhanced OCR license allows you to create user-defined indexes on multifunction devices that support DCP Enhanced OCR.

See the following for more information on DCP Enhanced OCR.

[“Overview of DCP Enhanced OCR” on page 139](#)

You can set a user-defined index based on barcodes, OCR, or the MRZ in passports and travel documents, and output it as index data.

1. Display the **Job Settings** screen, and then click the **3. Index** tab.

Job Settings

3. Index
Configure index settings.

Job Name: sample

Help

1. Scan
Source: ADF - Double-sided
Document Size: Auto Detect
Image Type: Auto (Color/Black & W...

2. Save
File Name: img20xxxxxx_0001.pdf
File Type: PDF
Save in: C:\Users
Separator: Fixed Page

3. Index
Index Items: Off

4. Send
Destination: Take No Action

5. Confirm/Test
Icon:

☐ Enable Index Function

Index Items:

Index Name	Type	Data Element
Job Name	Text	Job Name
Scanned Page Number	Text	Scanned Page Number
Total Scanned Page Count	Text	Total Scanned Page Count
Page Number in Document	Text	Page Number in Document
Total Page Count of Document	Text	Total Page Count of Document
File Path	Text	File Path

Index Settings

User-Defined Items:

Index Name	Type	Data Element
------------	------	--------------

User-Defined Index Settings

☐ Output the index items to the file

Output Settings

Save Back Next

Scanning (Customized)

2. Select **Enable Index Function**.

Job Settings

3. Index
Configure index settings.

Job Name: sample

1. Scan
Source: ADF - Double-sided
Document Size: Auto Detect
Image Type: Auto (Color/Black & W...

2. Save
File Name: img20xxxxxx_0001.pdf
File Type: PDF
Save in: C:\Users
Separator: Fixed Page

3. Index
Index Items: 6

4. Send
Destination: Take No Action

5. Confirm/Test
Icon:

☒ **Enable Index Function**

Index Name

Job Name
Scanned Page Number
Total Scanned Page Count
Page Number in Document
Total Page Count of Document
File Path

Index Settings

User-Defined Items:

Index Name	Type	Data Element
------------	------	--------------

User-Defined Index Settings

☐ Output the index items to the file

Output Settings

Save **Back** **Next**

3. Click **User-Defined Index Settings**.

Job Settings

3. Index
Configure index settings.

Job Name: sample

1. Scan
Source: ADF - Double-sided
Document Size: Auto Detect
Image Type: Auto (Color/Black & W...

2. Save
File Name: img20xxxxxx_0001.pdf
File Type: PDF
Save in: C:\Users
Separator: Fixed Page

3. Index
Index Items: 6

4. Send
Destination: Take No Action

5. Confirm/Test
Icon:

☒ **Enable Index Function**

Index Items:

Job Name
Scanned Page Number
Total Scanned Page Count
Page Number in Document
Total Page Count of Document
File Path

Index Settings

User-Defined Items:

Index Name	Type	Data Element
------------	------	--------------

User-Defined Index Settings

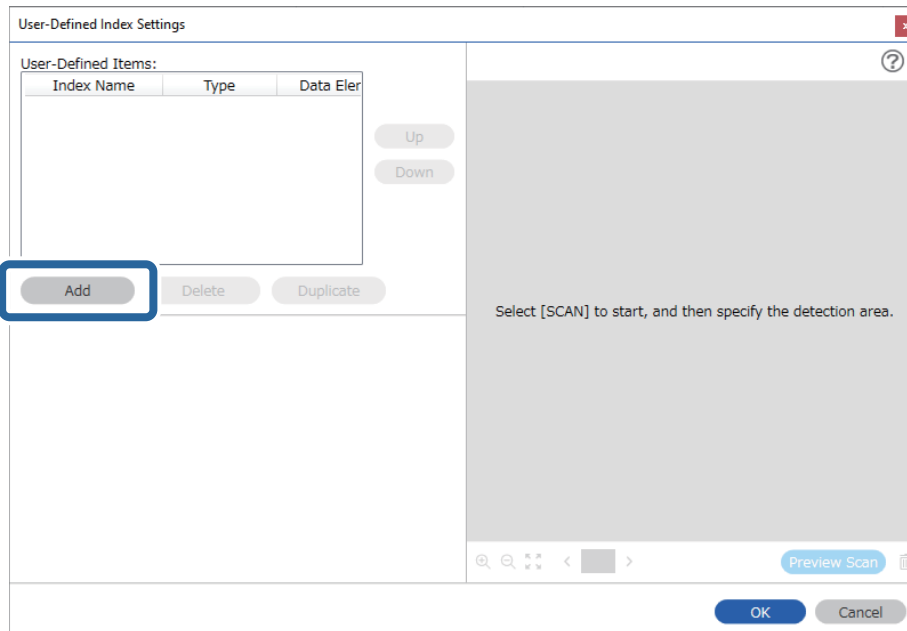
☐ Output the index items to the file

Output Settings

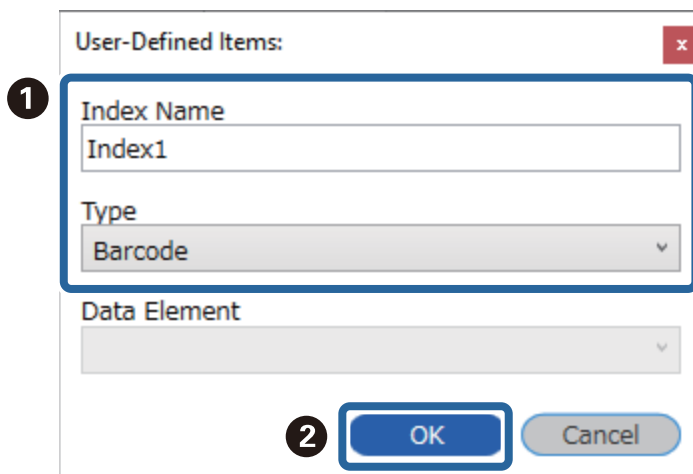
Save **Back** **Next**

Scanning (Customized)

4. Click **Add** on the **User-Defined Index Settings** screen.



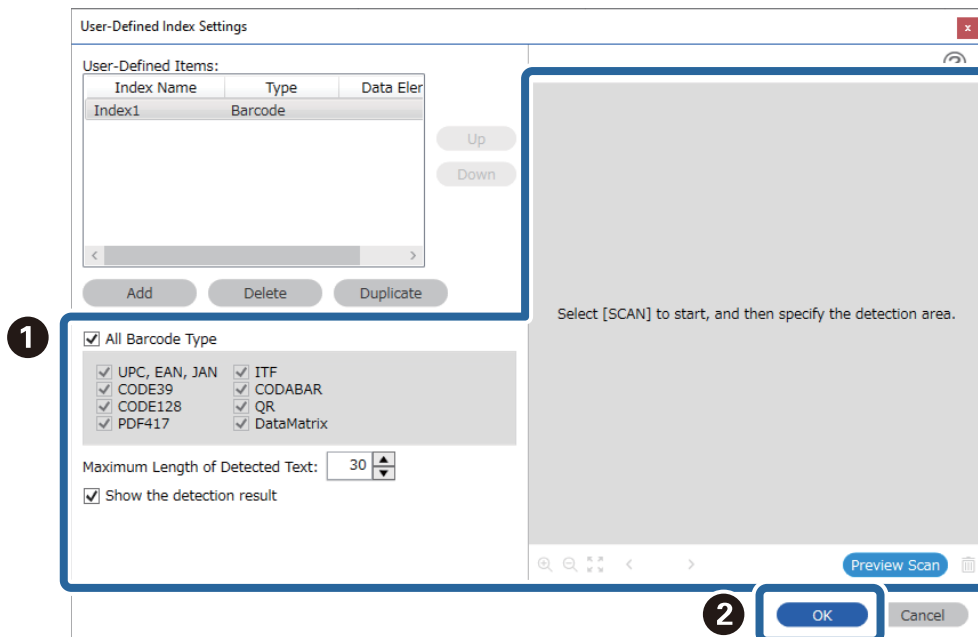
5. On the screen displayed, set the name and the format type for the user-defined index, and then click **OK**.

**Note:**

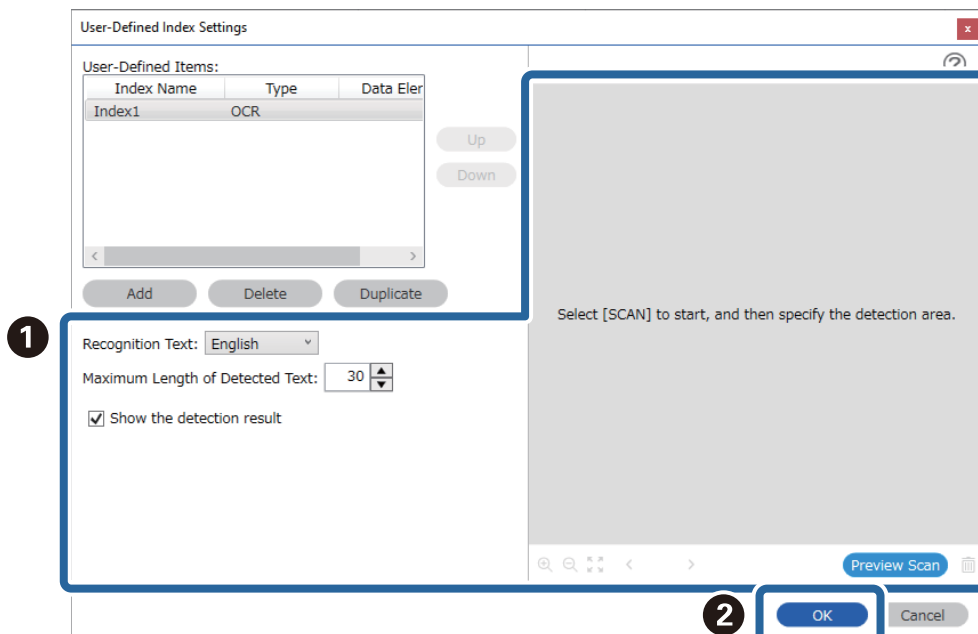
If you have selected **Passport** or **Official Travel Document (TD1)** as the **Type**, select the elements you want to output in **Data Element**.

Scanning (Customized)

6. Set the index information details, and then click **OK**.
 <When creating a user-defined index using a barcode>

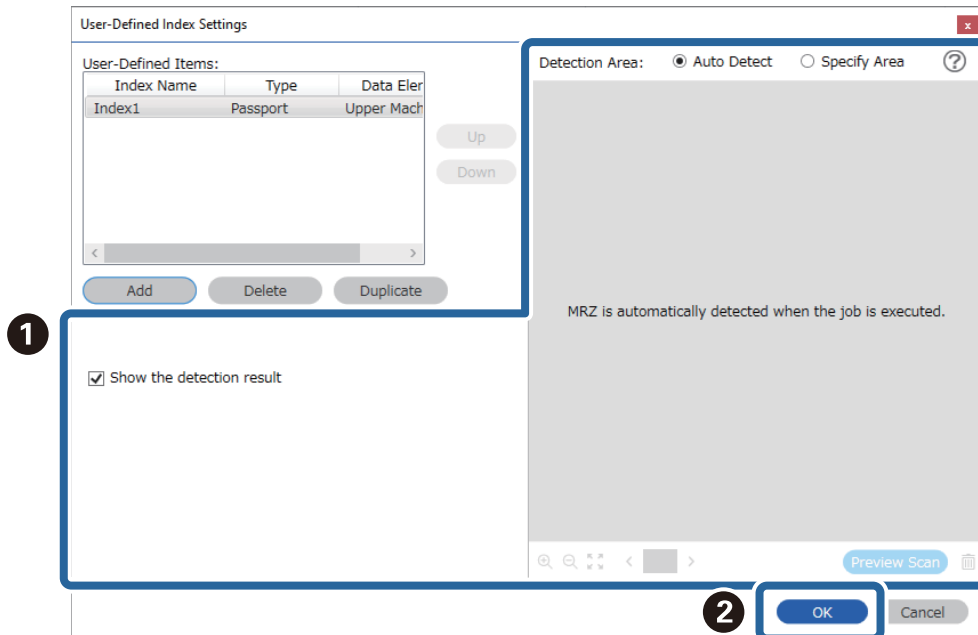


<When creating a user-defined index using OCR>



Scanning (Customized)

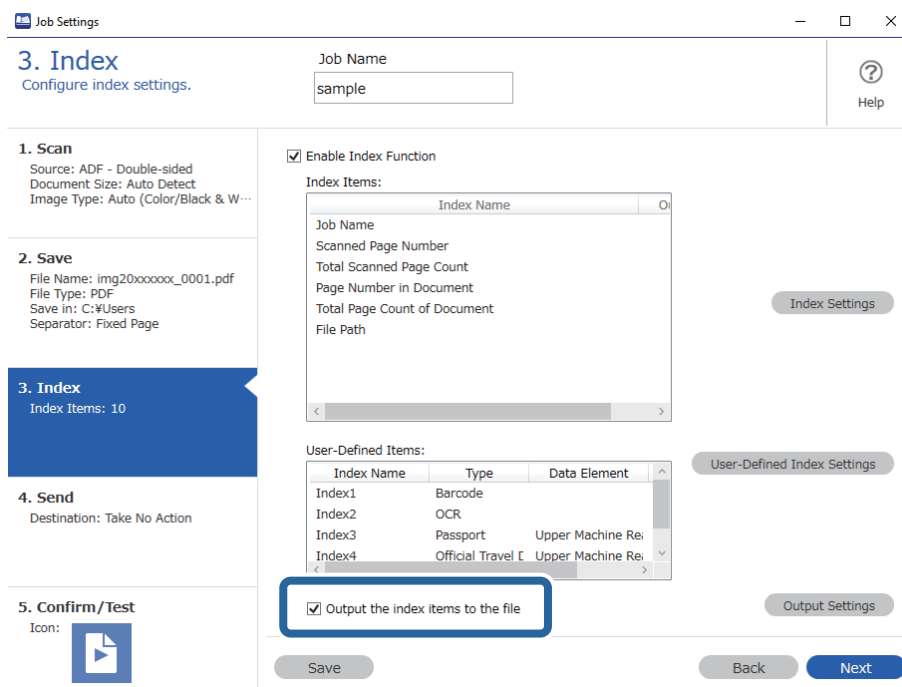
<When creating a user-defined index using the MRZ in a passport or travel document>



Note:

To set the detection area manually, select **Specify Area** to drag on the preview screen to specify the MRZ detection area.

7. Select **Output the index items to the file.**



Scanning (Customized)**8. Click Output Settings.**

Job Settings

3. Index
Configure index settings.

Job Name
sample

Help

1. Scan
Source: ADF - Double-sided
Document Size: Auto Detect
Image Type: Auto (Color/Black & W...

2. Save
File Name: img20xxxxxx_0001.pdf
File Type: PDF
Save in: C:\Users
Separator: Fixed Page

3. Index
Index Items: 10

4. Send
Destination: Take No Action

5. Confirm/Test
Icon:

☒ Enable Index Function

Index Items:

Index Name	Type	Data Element
Job Name		
Scanned Page Number		
Total Scanned Page Count		
Page Number in Document		
Total Page Count of Document		
File Path		

Index Settings

User-Defined Items:

Index Name	Type	Data Element
Index1	Barcode	
Index2	OCR	
Index3	Passport	Upper Machine Re:
Index4	Official Travel I	Upper Machine Re:

User-Defined Index Settings

☒ Output the index items to the file

Output Settings

Save Back Next

Scanning (Customized)

9. Set the output items and file name you want to use when outputting the index items to a file, and then click **OK**.

1

Output Settings

Index Separation: Job

Current File Name: Index20xxxxxx_0001.csv

File Name: Index Time Stamp Page Counter

File Name Components Details

File Type: CSV

Duplicate file setting: Add

Save Folder: Image Folder

Select the index items to output.

Index Name	Output
Job Name	JobName
Scanned Page Number	ScanPageNumber
Total Scanned Page Count	TotalScanPageCount
Page Number in Document	DocumentPageNumber
Total Page Count of Document	TotalDocumentPageCount
File Path	FilePath
Index1	UserBarcode0
Index2	UserOCR0

Up Down

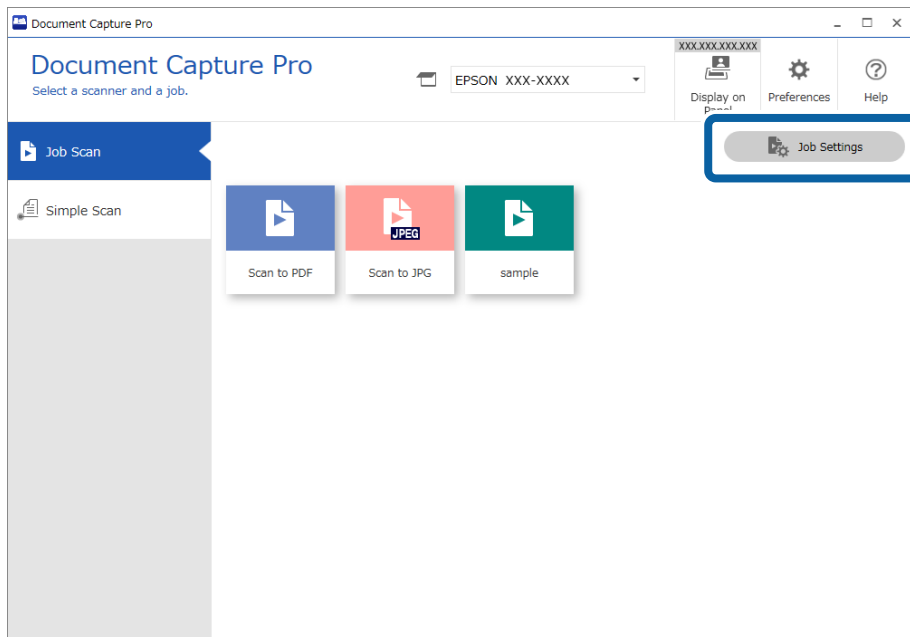
2 OK Cancel

Advanced Software Management

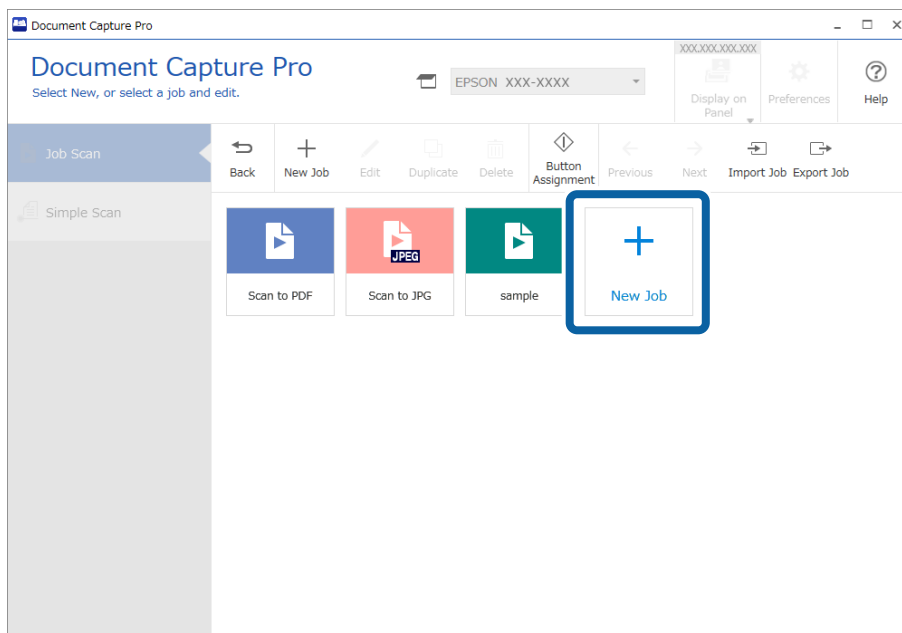
Enabling Useful Software Functions

Displaying Images While Scanning

1. Click **Job Settings** on the Document Capture Pro top screen.

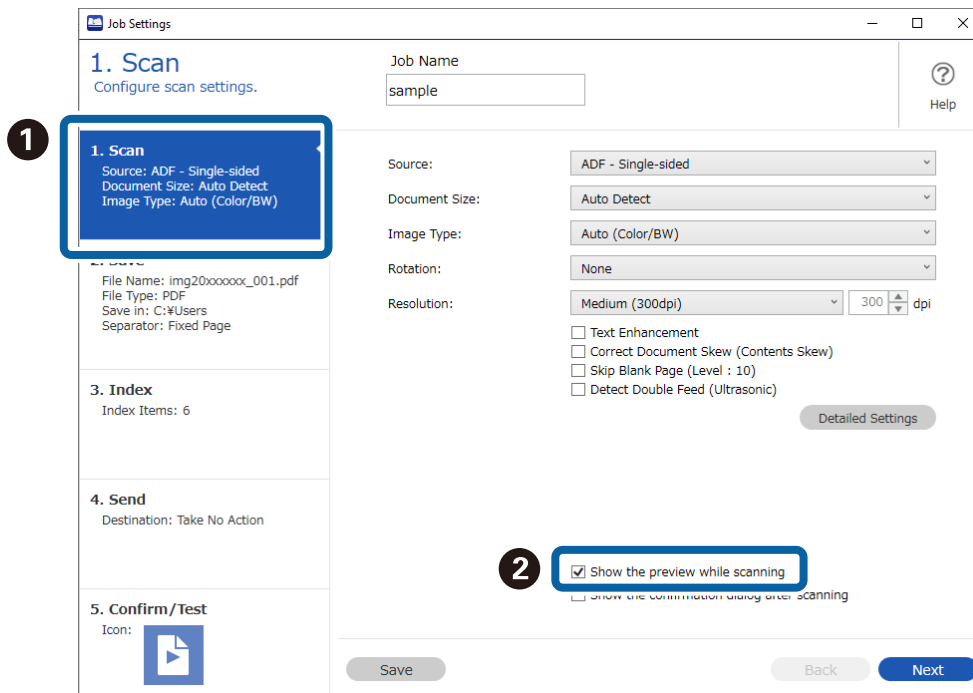


2. Click **New Job** to create a new job. To edit an existing job, select the target job and then click **Edit**.



Advanced Software Management

- Click the **1. Scan** tab, and then select **Show the preview while scanning**.

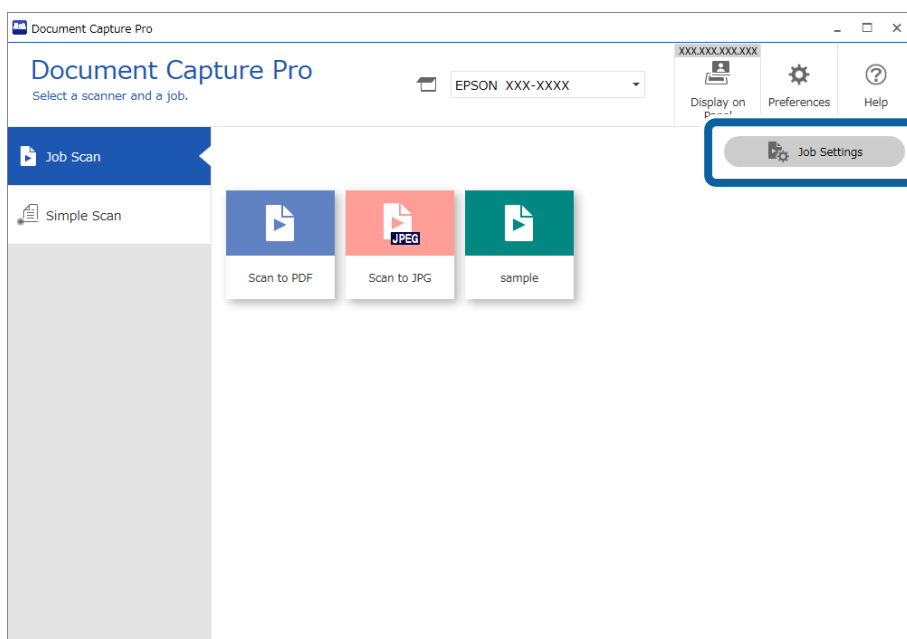


- Save the job to complete the procedure.

Displaying the Barcode/OCR Results Screen

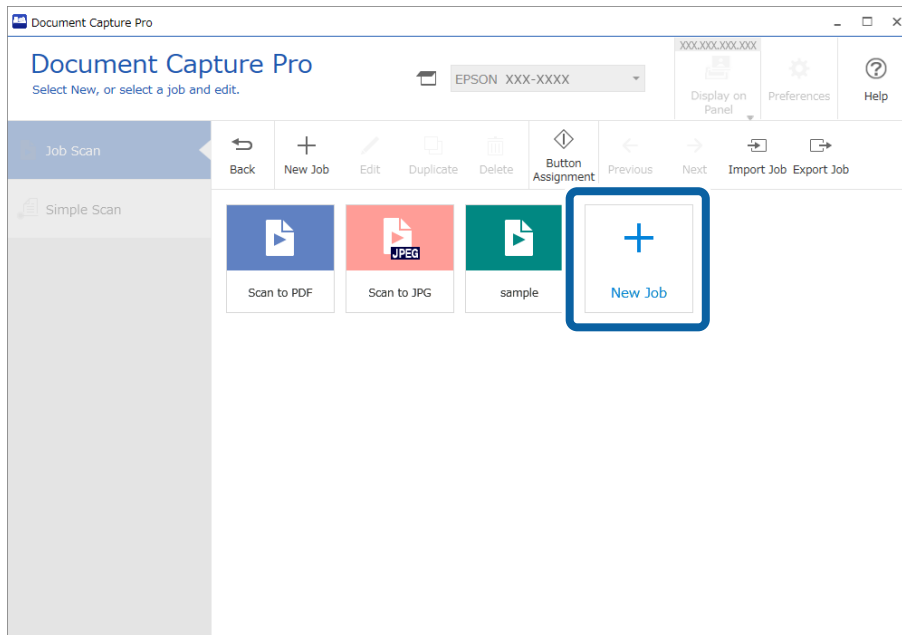
Follow the steps below for Job Scan.

- Click **Job Settings** on the Document Capture Pro top screen.

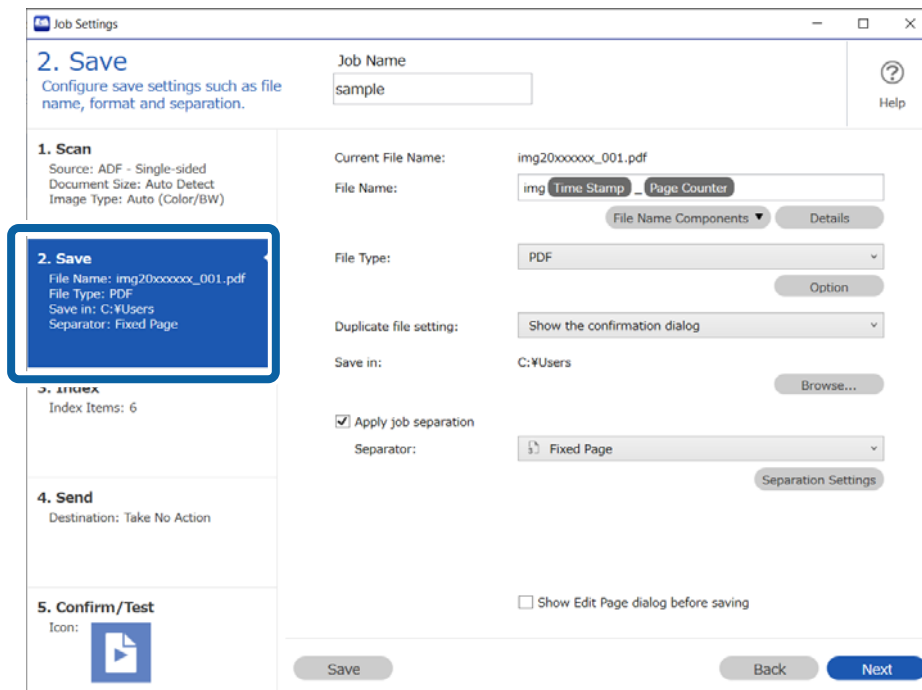


Advanced Software Management

2. Select **New Job** to create a new job. To edit an existing job, select the target job and then click **Edit**.



3. Click the **2. Save** tab.



Advanced Software Management

- Configure the settings to display the barcode/OCR recognition results screen used for file names. Click **Details**.

Job Settings

2. Save
Configure save settings such as file name, format and separation.

Job Name: sample

1. Scan
Source: ADF - Single-sided
Document Size: Auto Detect
Image Type: Auto (Color/BW)

2. Save
File Name: img.pdf
File Type: PDF
Save in: C:\Users
Separator: Blank Page

3. Index
Index Items: 6

4. Send
Destination: Take No Action

5. Confirm/Test
Icon: [Icon]

Current File Name: img.pdf
File Name: [Text Box]
File Name Components: [Dropdown]
Details: [Button]

File Type: PDF
Option: [Button]

Duplicate file setting: Show the confirmation dialog
Save in: C:\Users
Browse...: [Button]

☒ Apply job separation
Separator: Blank Page
Separation Settings: [Button]

☐ Show Edit Page dialog before saving

Save Back Next

If you do not want to check the file name, but want to display the results of using barcode/OCR recognition for separating, go to step 7.

- On the **Name Component Settings** screen, select **Barcode** or **OCR** according to the contents of the file name you want to set, select **Show the detection result**, and then click **OK**.

This screenshot shows an example of when a barcode is selected.

Name Component Settings

Name Components: [List Box]
Job Name
Computer Name
Barcode
Form
Time Stamp
Page Counter
Front/Back

Detection Area: ☒ Auto Detect ☐ Specify Area

Details:
☒ All Barcode Type
UPC, EAN, JAN
CODE39
CODE128
PDF417
ITF
CODABAR
QR
DataMatrix

☒ Show the detection result

Current File Name: [Barcode]

OK Cancel

Advanced Software Management

6. Select **Barcode** or **OCR** from **File Name Components** according to the contents of the file name you want to set.

This screenshot shows an example of when a barcode is selected.

The screenshot displays the 'Job Settings' window, specifically the '2. Save' step. The window title is 'Job Settings'. The 'Job Name' field contains 'sample'. The 'Current File Name' is '[Barcode].pdf'. The 'File Name' field shows 'Barcode' selected from the 'File Name Components' dropdown menu. The 'File Type' is set to 'PDF'. The 'Duplicate file setting' is 'Show the confirmation dialog'. The 'Save in' location is 'C:\Users'. The 'Separator' is 'Barcode'. The 'Apply job separation' checkbox is checked. The 'Show Edit Page dialog before saving' checkbox is unchecked. The 'Save', 'Back', and 'Next' buttons are at the bottom.

This completes the settings for displaying the barcode/OCR recognition results screen used for file names.

If you want to display the barcode/OCR recognition results screen used for job separating, go to step 7. If you do not need to make this setting, save the job.

Advanced Software Management

- Configure the settings to display the barcode/OCR recognition results screen used for job separation. Select **Apply job separation**, select **Barcode** or **OCR** in **Separator** according to the contents of the job you want to set, and then click **Separation Settings**.

This screenshot shows an example of when a barcode is selected.

The screenshot shows the 'Job Settings' window with the '2. Save' tab selected. The 'Job Name' is 'sample'. The 'Current File Name' is '[Barcode].pdf'. The 'File Name' is 'Barcode'. The 'File Type' is 'PDF'. The 'Duplicate file setting' is 'Show the confirmation dialog'. The 'Save in' is 'C:\Users'. The 'Apply job separation' checkbox is checked, and the 'Separator' is set to 'Barcode'. The 'Separation Settings' button is highlighted with a red box.

- Select **Show the detection result** on the **Job Separation Settings** screen, and then click **OK**.

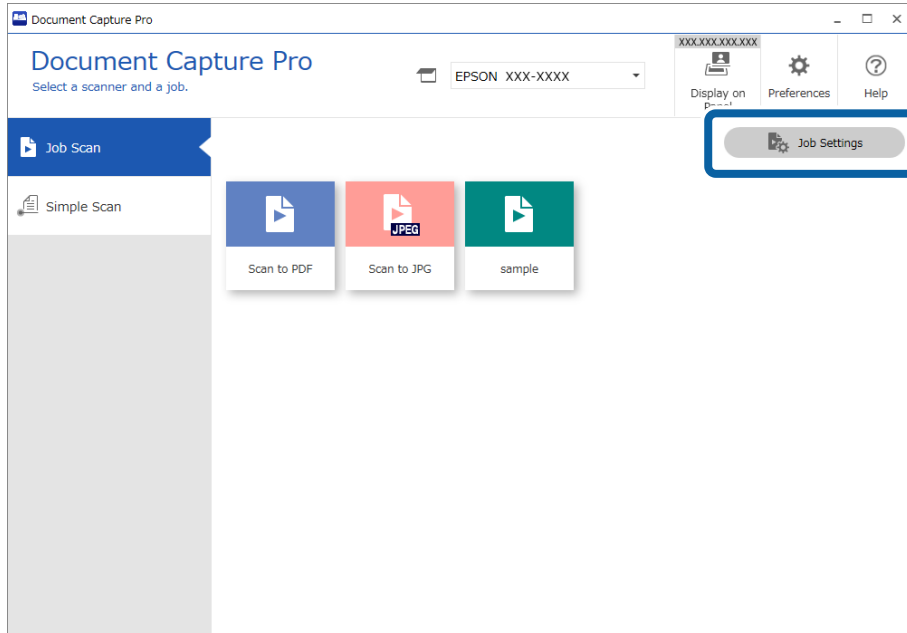
This screenshot shows an example of when a barcode is selected.

The screenshot shows the 'Job Separation Settings' window. The 'Detection Area' is set to 'Auto Detect'. The 'All Barcode Type' section is checked, showing a list of barcode types: UPC, EAN, JAN, ITF, CODE39, CODABAR, CODE128, QR, PDF417, and DataMatrix. The 'Show the detection result' checkbox is checked and highlighted with a red box labeled '1'. The 'Combine Same Result', 'Delete a page for separator', and 'Create Folder' checkboxes are unchecked. The 'Current Folder Name' is 'folder Page Counter'. The 'Folder Name' is 'folder Page Counter'. The 'Apply job separation in two stages' checkbox is unchecked, and the 'Separator' is set to 'Barcode'. The 'OK' button is highlighted with a red box labeled '2'.

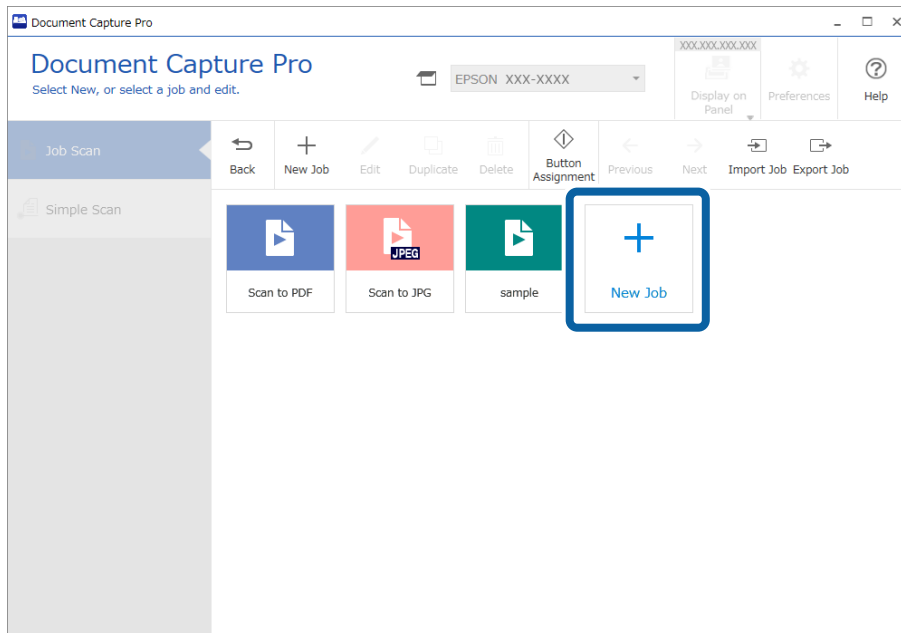
This completes the settings for displaying the barcode/OCR recognition results screen used for job separation. Click **OK** to close the screen and then save the job.

Displaying the Scan Results Confirmation Screen

1. Click **Job Settings** on the Document Capture Pro top screen.

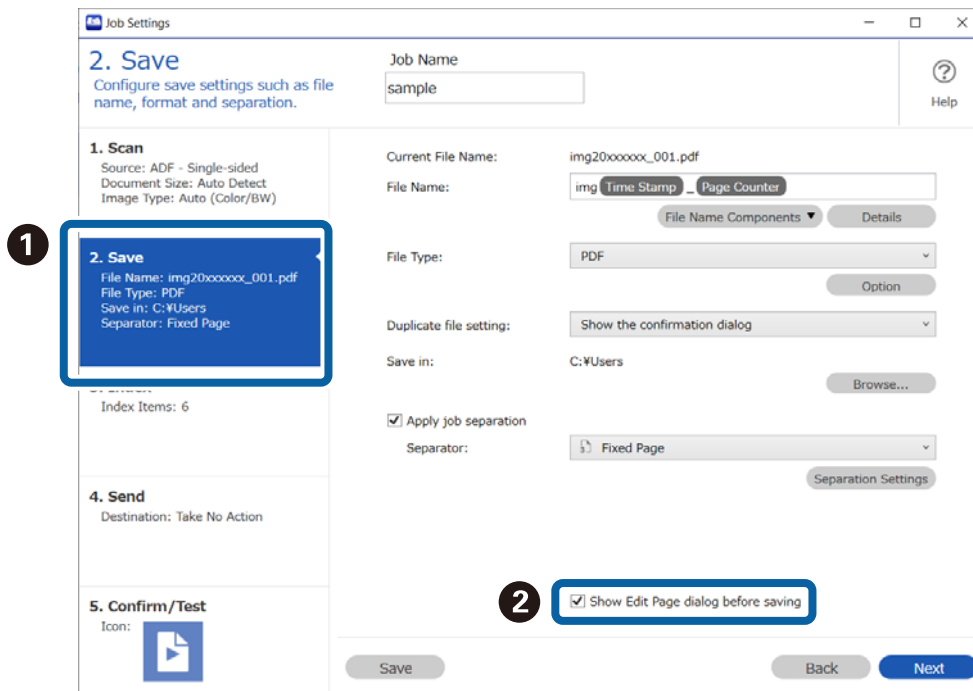


2. Click **New Job** to create a new job. To edit an existing job, select the target job and then click **Edit**.



Advanced Software Management

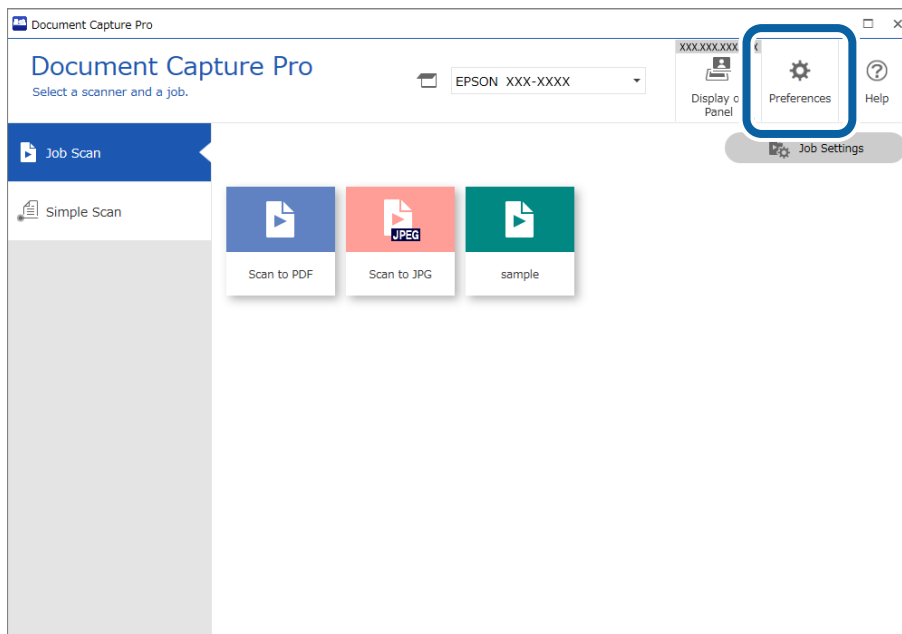
- Click the **2. Save** tab, and then select **Show Edit Page dialog before saving**.



- Save the job to complete the procedure.

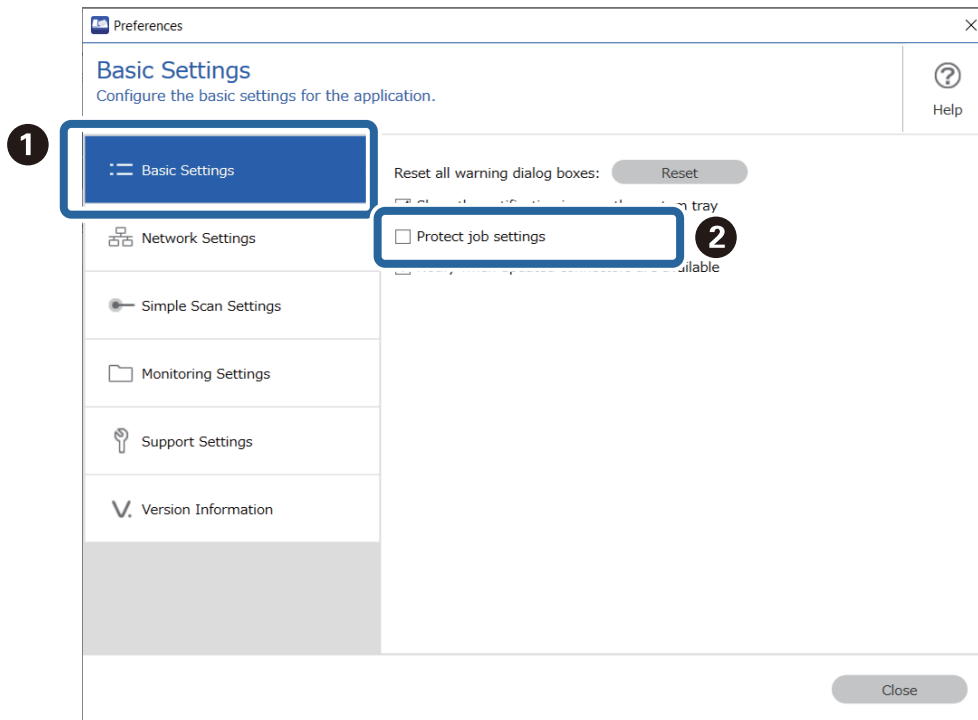
Preventing Job Editing

- Click **Preferences** on the Document Capture Pro top screen.



Advanced Software Management

- Click the **Basic Settings** tab, and then select **Protect job settings**.



- When a confirmation message is displayed, click **Yes**.
- Set a password on the **Enter Password** screen.
- Save the job to complete the procedure.

The **Job Settings** button is no longer displayed on the **Job Scan** screen, and job settings cannot be changed.

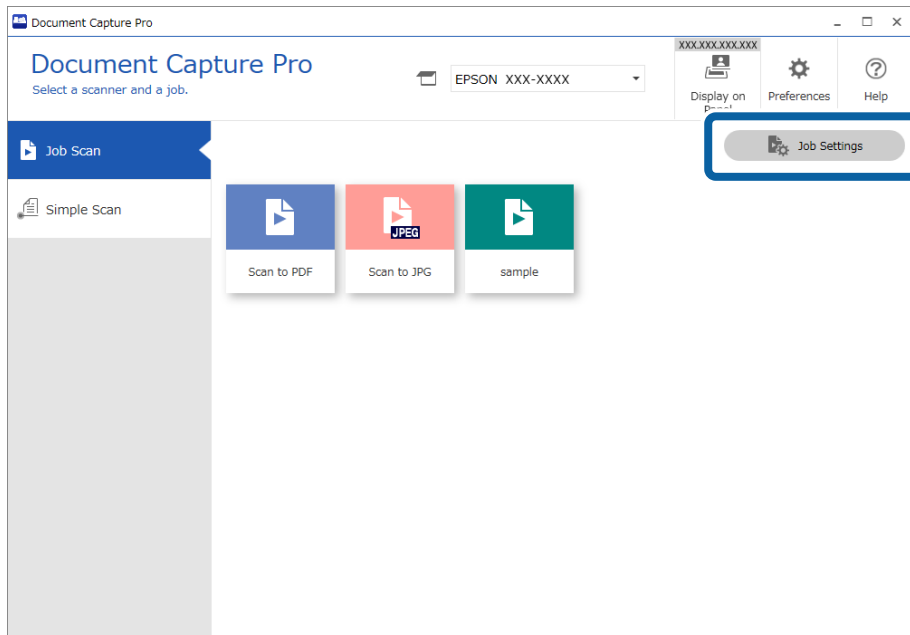
If you want to create or edit jobs, clear **Protect job settings** and enter the password you set to remove protection.

Disabling job setting changes on control panel (target models only)

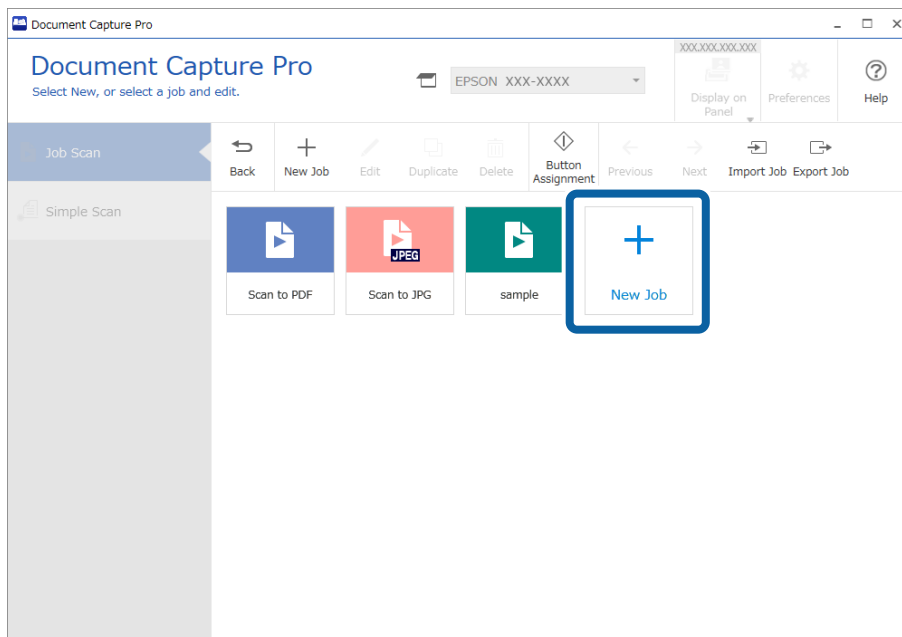
This function is only available for specific models.

Advanced Software Management

1. Click **Job Settings** on the Document Capture Pro top screen.

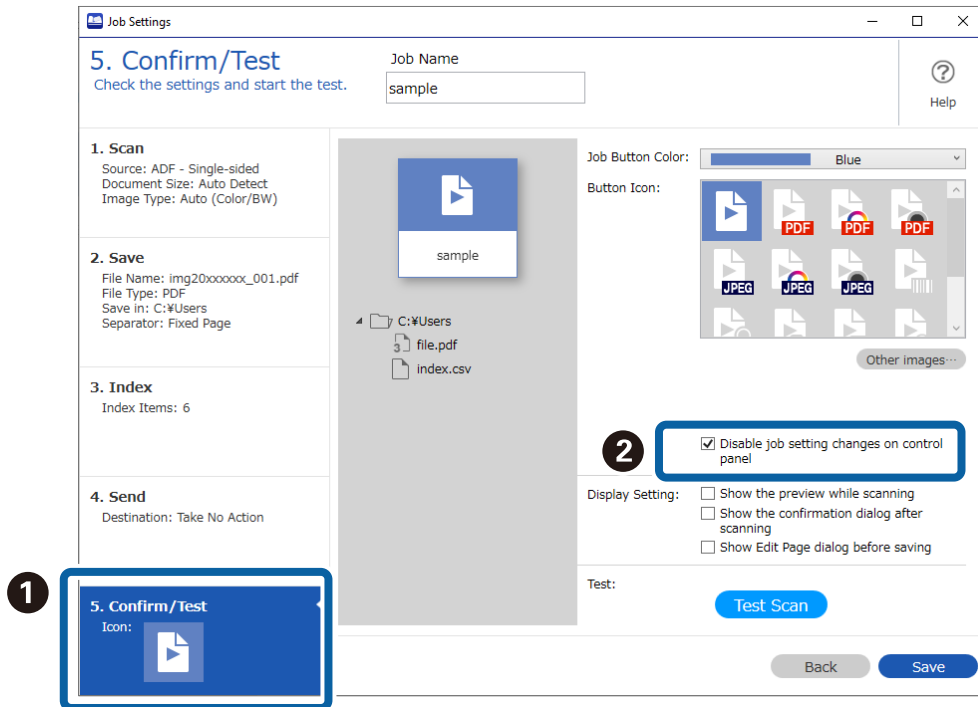


2. Click **New Job** to create a new job. To edit an existing job, select the target job and then click **Edit**.



Advanced Software Management

- Click the **5. Confirm/Test** tab, and then select **Disable job setting changes on control panel**.

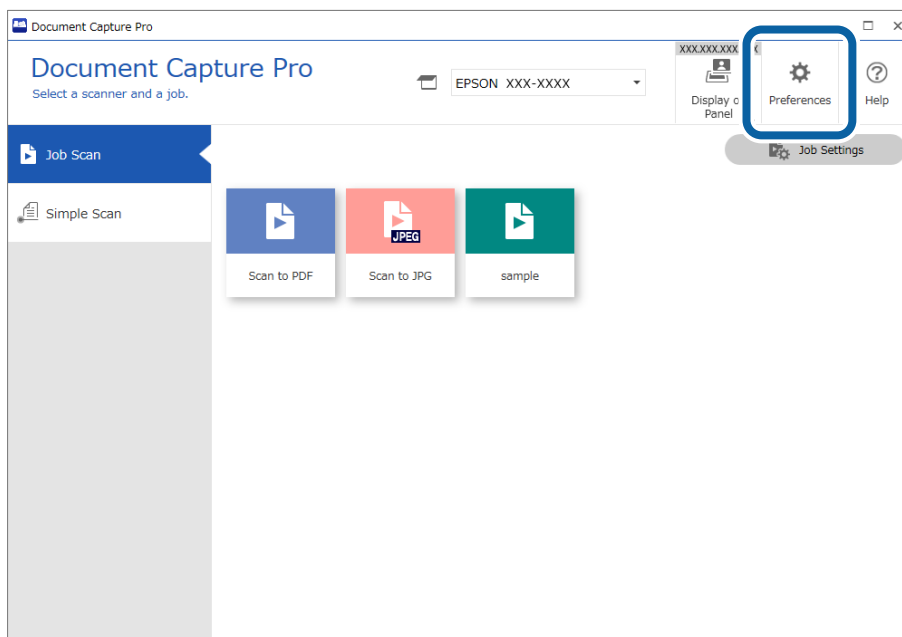


- Save the job to complete the procedure.

You cannot change job settings from the scanner's control panel.

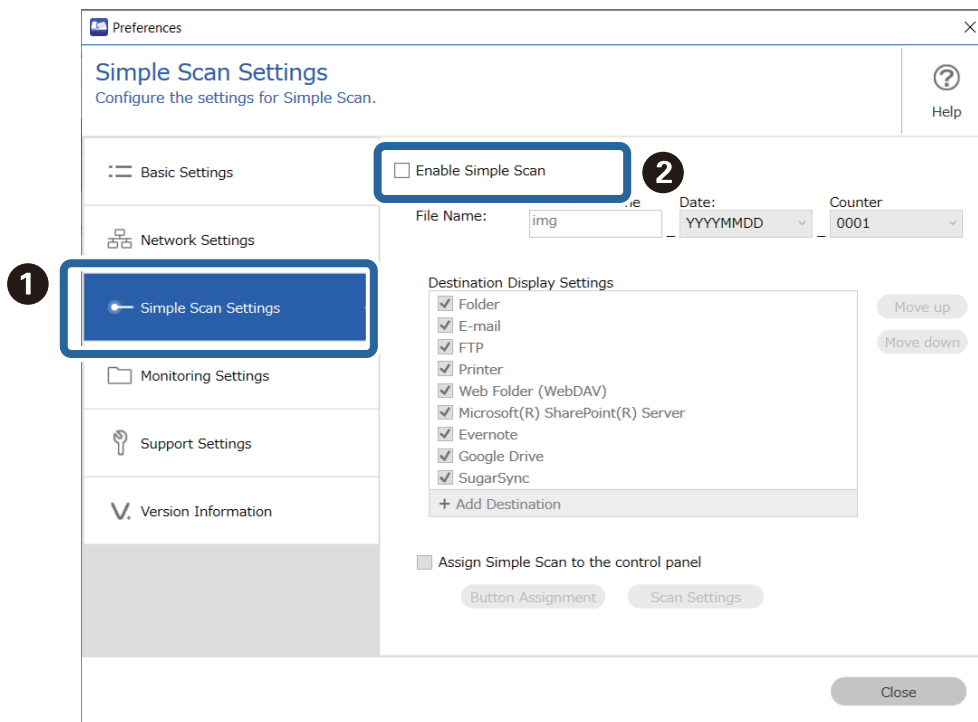
Disabling Simple Scanning

- Click **Preferences** on the Document Capture Pro top screen.



Advanced Software Management

- Click the **Simple Scan Settings** tab, and then clear **Enable Simple Scan**.

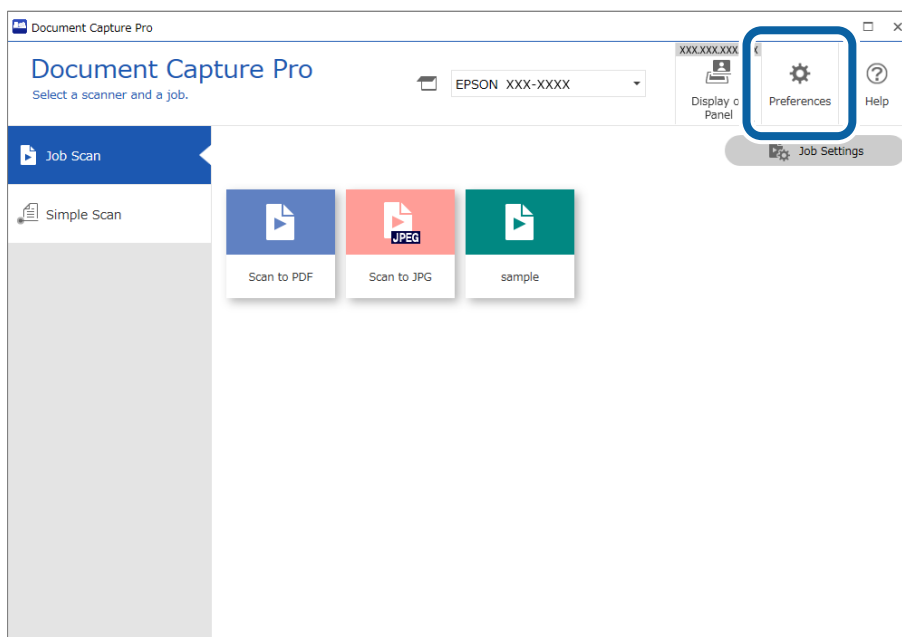


- Click **Close** to close the settings screen.

The **Simple Scan** tab is no longer displayed on the top screen, and you cannot perform simple scanning.

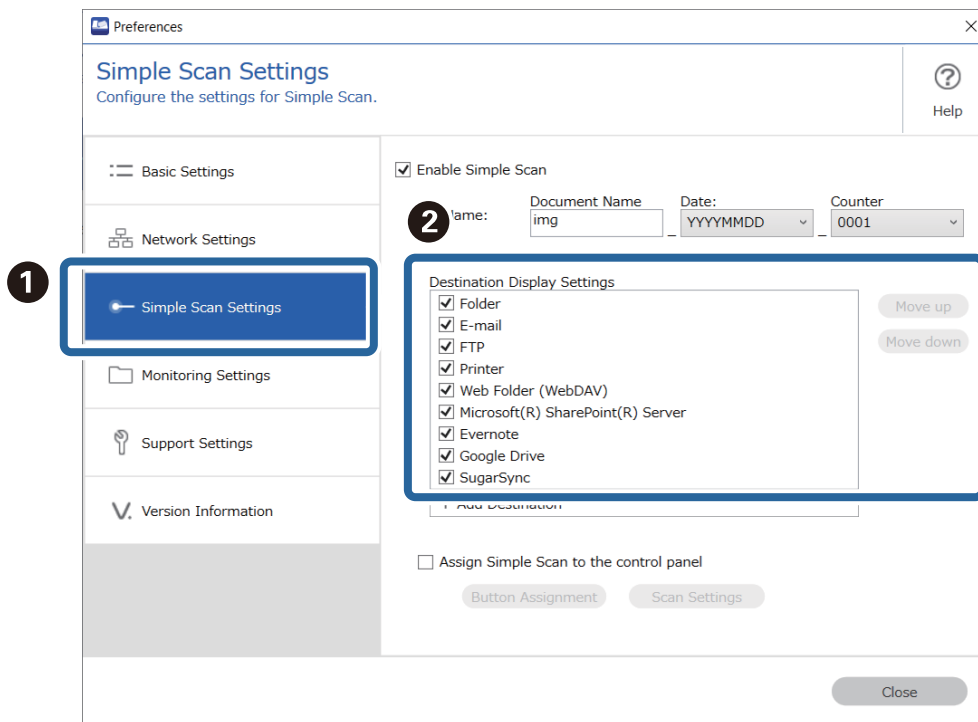
Limiting Destinations for Simple Scans

- Click **Preferences** on the Document Capture Pro top screen.



Advanced Software Management

- Click **Simple Scan Settings**, and then clear destinations that you do not want to show in **Destination Display Settings**.



- Click **Close** to close the settings screen.

Adding/Updating Destination Connectors

You can add storage services that have not been preinstalled by Document Capture Pro as new destinations.

Note:

- ❑ There are two ways to add a destination connector; **Job Scan** and **Simple Scan**. If you add a destination connector to one of these, you will also be able to use it on the other.
- ❑ Be sure to set this up while connected to the internet.
- ❑ When update information for the destination connector is displayed, see step 3 and on for the operations.

- You can use either of these methods to display the Destination Settings screen.

- ❑ For **Job Scan**

Click **Job Settings** on the Document Capture Pro top screen. To create a new job, click **New Job**. To edit an existing job, select the target job, click **Edit**, and then click the **4. Send** tab.

- ❑ For **Simple Scan**

Click **Preferences** on the Document Capture Pro top screen. Next, click the **Simple Scan Settings** tab.

- Click **Add Destination** to display the **Destination Management** screen.

The **Destination Management** window is displayed.

- Select the destination connector you want to add, and then click **Install**.

The destination connector is downloaded.

Advanced Software Management

4. Follow the on-screen instructions.
5. Restart Document Capture Pro.

The destination connector is installed.

Removing Destination Connectors

Follow the steps below to remove any destination connectors you have added.

Note:

- ☐ You cannot remove destinations that are preinstalled by Document Capture Pro.
- ☐ Log on to the computer using an account (user) with administrative privileges. If you are prompted for the administrator's password, enter the password to continue.

1. Close all running software including Document Capture Pro.

2. Disconnect the scanner from the computer.

3. Open the Control Panel.

- ☐ Windows 11

Click the start button, and then select **All apps - Windows Tools - Control Panel**.

- ☐ Windows 10

Right-click or press and hold the start button, and then select **Control Panel**.

- ☐ Windows 8.1/Windows 8

Select **Desktop - Settings - Control Panel**.

- ☐ Windows 7

Click the start button, and then select **Control Panel**.

4. Click **Programs**, and then select **Uninstall a program**.

5. Select the destination connector you want to remove.

6. Click **Uninstall/Change** or **Uninstall**.

Note:

Click **Yes** if the User Account Control screen is displayed.

7. Follow the on-screen instructions.

Note:

A message may be displayed prompting you to restart your computer. If it is displayed, select **Yes, restart the computer now**, And then click **Finish**.

Showing/Hiding the Progress Bar During Scanning

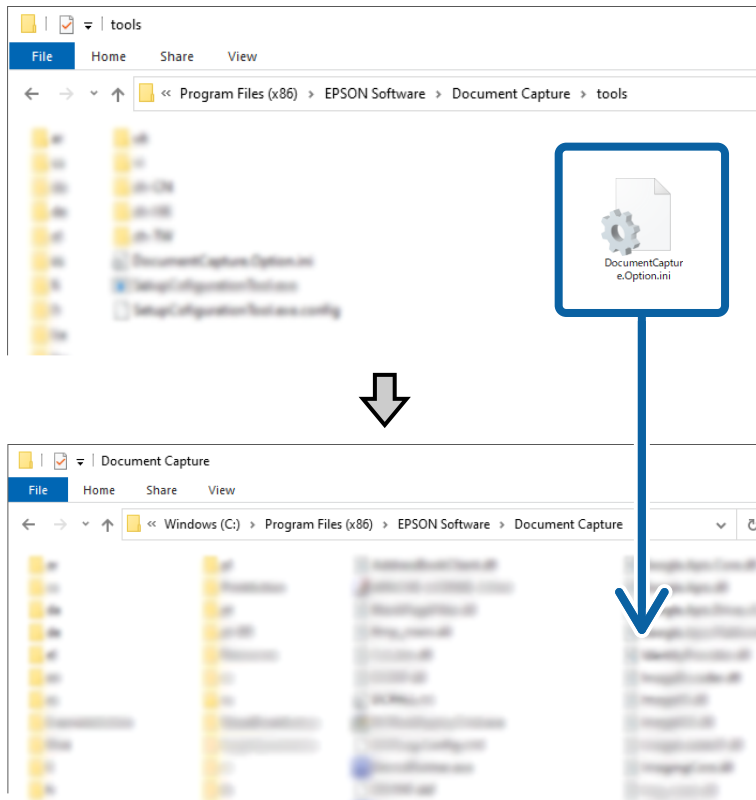
You can show or hide the progress bar that is displayed during scanning.

Note:

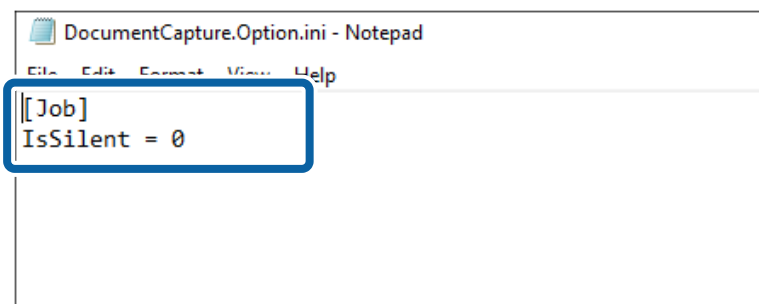
- ☐ Log on to the computer as a user (account) with administrative privileges. If you are prompted for the administrator's password, enter the password to continue.
- ☐ If you hide the progress bar, you cannot cancel scanning while a document is being scanned.

Advanced Software Management

1. Display the Document Capture Pro installation folder
Example: <C:\Program Files (x86)\EPSON Software\Document Capture>
2. Copy DocumentCapture.Option.ini from the **tools** folder to the folder in step 1.



3. Open the copied DocumentCapture.Option.ini file with an editor, and then edit the contents of the [Job].
 - ☐ IsSilent = 1: Progress bar hidden
 - ☐ IsSilent = 0: Progress bar shown



4. Save the DocumentCapture.Option.ini.

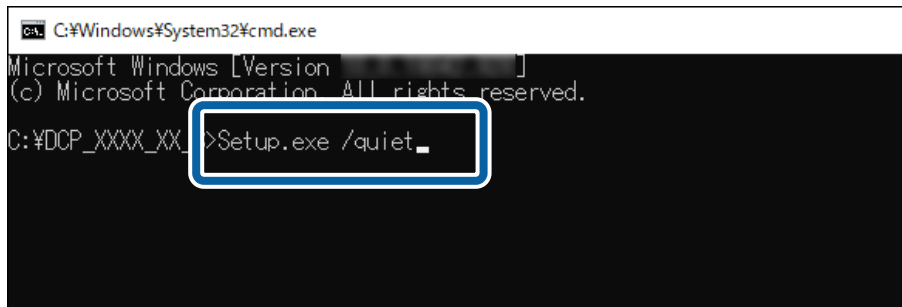
Silently Installing Document Capture Pro

The Document Capture Pro installer (Setup.exe) provides a command that allows you to install silently.

You can use the silent installation command to run the installation in the background without displaying a message screen.

Advanced Software Management

1. Download the Document Capture Pro installer (self-extracting format).
Download the installer from Epson's website.
2. Change the extension for the Document Capture Pro installer (self-extracting format) to "zip" (compressed file format), and then un-zip the renamed file.
Setup.exe and a configuration file will be generated.
3. Start the command prompt.
4. Navigate to the folder that contains the Setup.exe.
5. Type Setup.exe /quiet, and then press the Enter key to execute.



Exporting/Importing Jobs

Exporting Jobs

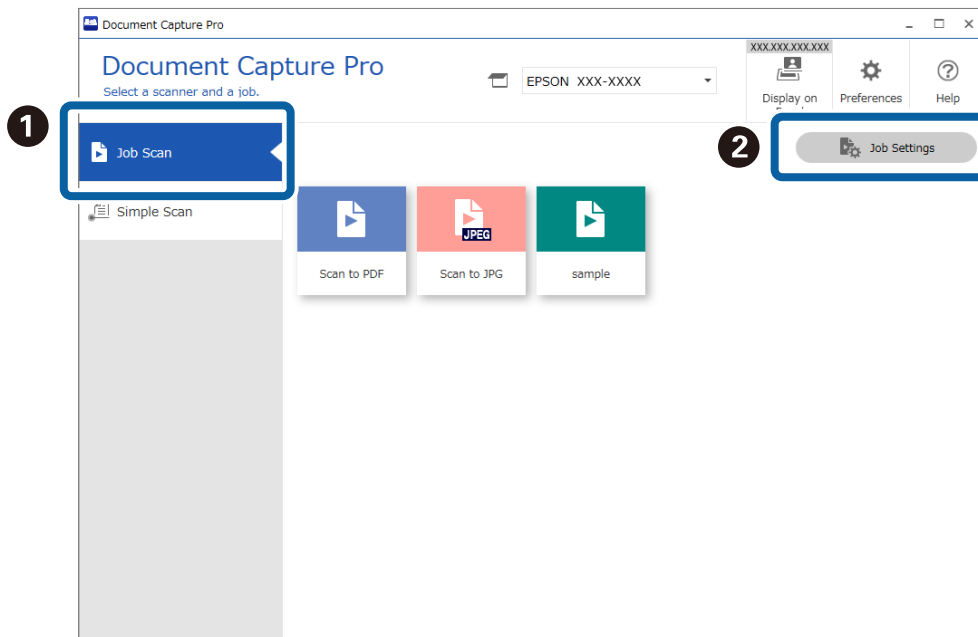
When you export a job, it is saved on your computer as a job file (.jxz). You can use the saved file on another computer by importing it using Document Capture Pro.

Note:

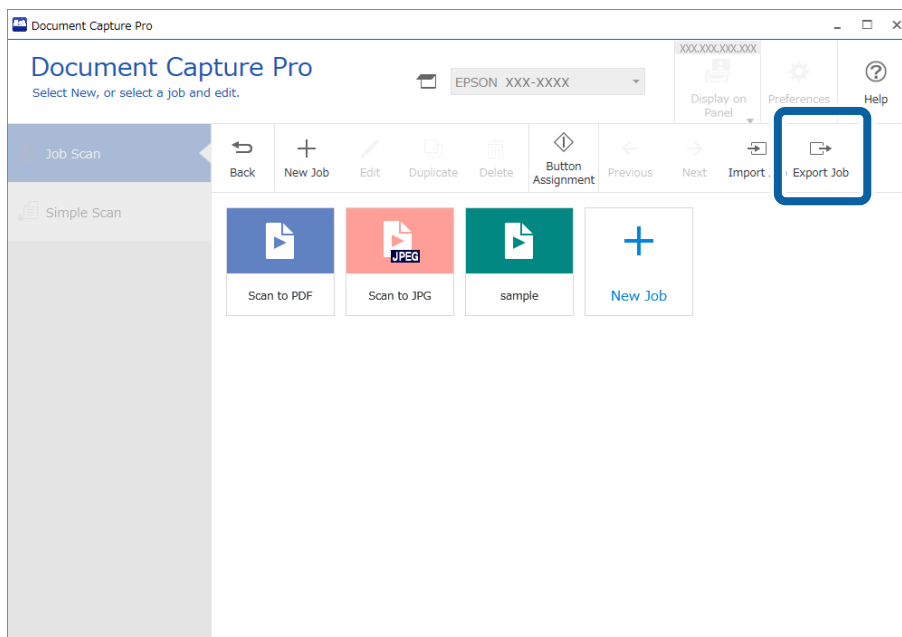
When you perform Export Job, all of the jobs registered to the selected scanner as well as the button assignment settings are exported.

Advanced Software Management

1. Click the **Job Scan** tab on the Document Capture Pro top screen, and then click **Job Settings**.

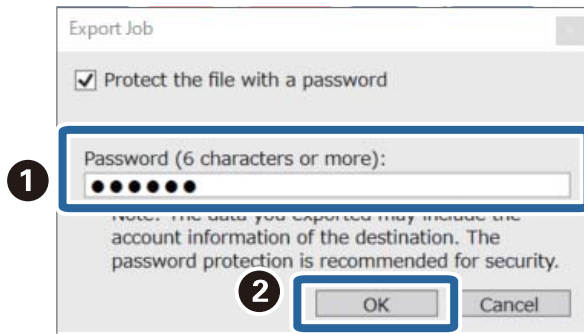


2. Click **Export Job**.



Advanced Software Management

3. Set a password on the **Export Job** screen, and then click **OK**.



Note:

If you do not need to set a password, clear **Protect the file with a password**, and then click **OK**.

4. Set the file name and destination, and then save.

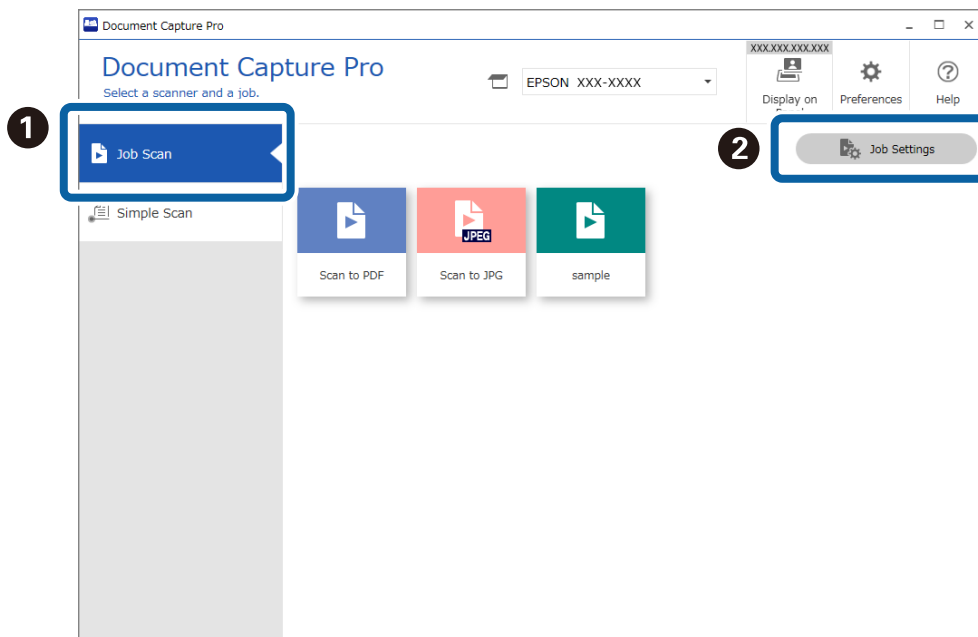
Importing Jobs

When importing a job, you can use a job file (.jxz) that you created on a different computer and exported using Document Capture Pro.

Note:

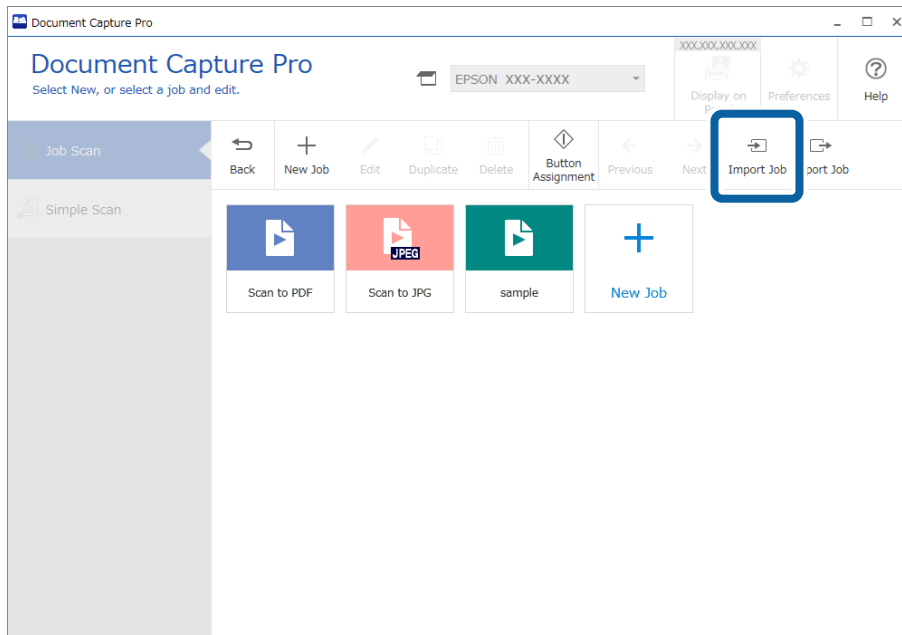
When you import a job, the job and button assignment settings registered for the selected scanner model are overwritten. The import is performed even if the corresponding scanner is not selected when importing.

1. Click the **Job Scan** tab on the Document Capture Pro top screen, and then click **Job Settings**.



Advanced Software Management

2. Click **Import Job**.



3. Select the job file you want to import.
4. If a password is required when exporting a job file, enter the password, and then click **OK**.
5. When a confirmation message is displayed, click **OK**.

Silently Importing Jobs

Document Capture Pro provides a command that allows you to import jobs silently.

You can use the Silent Import command to import jobs without starting or operating Document Capture Pro.

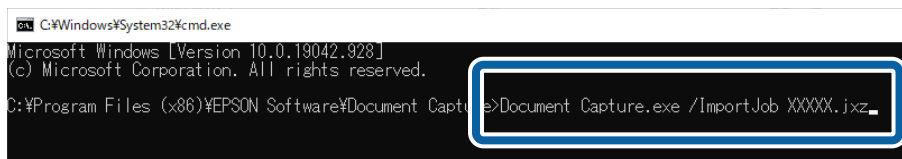
Note:

- ☐ When executed, the job and button assignment settings registered for the selected scanner model are overwritten. Settings in **Protect job settings** on the **Basic Settings** screen are ignored.
- ☐ This command can also be executed by users (accounts) without administrative privileges.

1. Export the job.
 - ☐ When you perform Export Job, all of the jobs registered to the selected scanner as well as the button assignment settings are exported.
 - ☐ When exporting jobs for silent import, do not set a password for protection.
2. Display the Document Capture Pro installation folder on the computer where you want to import the jobs.
Example: <C:\Program Files (x86)\EPSON Software\Document Capture>
3. Copy the job file exported in step 1 to the folder from step 2.
4. Start the command prompt.
5. Navigate to the folder where Document Capture Pro is installed.

Advanced Software Management

6. Type `Document Capture.exe /ImportJob XXXXX.jxz` (job file name), and then press the Enter key to execute.



Related Information

➡ [“Exporting Jobs” on page 132](#)

Distributing Jobs Using the Installer

If you run the installer with the Document Capture Pro installer (Setup.exe) and the job file (.jxz) in the same folder, you can install Document Capture Pro and import jobs at the same time. In addition, you can also include a setup configuration file (Setup.ini) that specifies the installation operations, and omits the installation specifications.

This section explains how to create a Setup.ini using the Setup Configuration Tool to create an installer that will install Document Capture Pro and import job files at the same time.



Caution:

When you use the installer created in this procedure, a job with the account information for the image destination is setup on the destination computer; this allows users who do not know the account information to upload images to that destination. Either make sure the installer is only distributed to trusted users, or prepare a job with no registered account information in advance.

1. Export the job.
 - ☐ Make sure you export jobs used for silent import without setting a password for protection.
 - ☐ When you perform Export Job, all of the jobs registered to the selected scanner as well as the button assignment settings are exported.

When distributing jobs for multiple models, select the target scanner from the Document Capture Pro top screen, and then repeat the export operation. Store the job files you created in one place.
2. Download the Document Capture Pro installer (self-extracting format).

Download the installer from Epson's website.
3. Change the extension for the Document Capture Pro installer (self-extracting format) to "zip" (compressed file format), and then un-zip the renamed file.

Setup.exe and a configuration file will be generated.
4. Access the Document Capture Pro installation folder, and launch the SetupConfigurationTool.exe (Setup Configuration Tool) from the **tools** folder.

Example: `<C:\Program Files (x86)\EPSON Software\Document Capture\tools\>`

Advanced Software Management

5. Configure the installer.

Setup Configuration Tool

Save in

☐ Distribute Jobs

☐ Distribute jobs at the first login

☐ Distribute the password for job settings protection

☐ Distribute license key
 - - - -

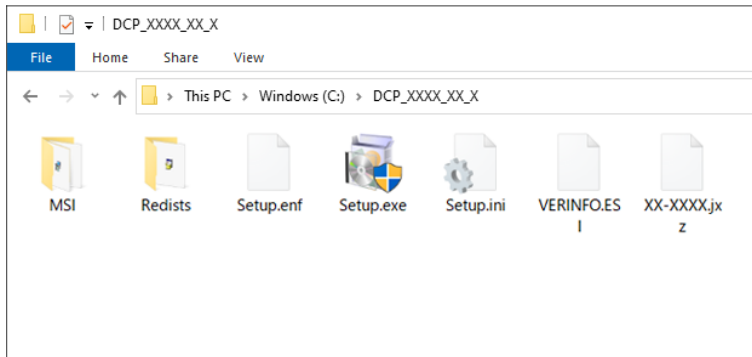
☐ Hide progress during job execution

Item	Explanation
Save in	Specify the location to save the Setup.ini (setup configuration file). Select the folder that contains the Setup.exe and the configuration file created (un-zipped) in step 3.
Job	Select the job file that you created in step 1. If you are distributing jobs for multiple models, select all applicable job files.
Distribute jobs at the first login	Select this to distribute the job to all users who log in to the same computer.
Distribute the password for job settings protection	Select this to restrict editing when you install Document Capture Pro using the distribution installer. If a user wants to edit a job, they must clear Protect job settings on the Basic Settings screen, and then enter the password set by the administrator.
Distribute the license key	Enter the license key for DCP Enhanced OCR. Note: <i>You can create an installer that allows you to simultaneously install Document Capture Pro and distribute DCP Enhanced OCR licenses. See the following for more details.</i> “Distributing License Keys Using the Installer” on page 148
Hide progress during job execution	Select this to hide the progress bar that is displayed during scanning.

Advanced Software Management

6. Click **Output**.

The setup configuration file (Setup.ini) is saved in the folder selected in **Save in**. Also, the selected job file is copied.



7. Distribute Setup.exe, the setup configuration file (Setup.ini), and the folder containing the job files to the target installation computer.

Related Information

➡ [“Exporting Jobs” on page 132](#)

DCP Enhanced OCR

This section explains about the DCP Enhanced OCR license for customers using multifunction devices.

Note:

- ❑ *DCP Enhanced OCR is an enhanced feature for multifunction devices. If you are using a compatible multifunction device, you can purchase a DCP Enhanced OCR license for even higher quality conversion features when saving in Microsoft® Office and PDFs containing searchable text.*
- ❑ *DCP is an abbreviation of "Document Capture Pro".*

Overview of DCP Enhanced OCR

By purchasing a DCP Enhanced OCR license, you can access the following features on multifunction devices equipped with a scanning feature.

["License Management Screen \(Only Available for Specific Models\)" on page 31](#)

Job Scan

Item	Explanation
Additional save formats*	<p>The following save formats are available on the 2. Save screen - File Type.</p> <ul style="list-style-type: none"> ❑ DOCX (Microsoft® Word format) ❑ XLSX (Microsoft® Excel® format) ❑ PPTX (Microsoft® PowerPoint® format) <p>See the following for more information on job saving settings.</p> <p>"2. Save Screen" on page 42</p>
High-quality conversion feature (Searchable PDF)	<p>Select PDF from 2. Save screen - File Type, and then click Option to enable the searchable PDF settings. This feature allows you to save a PDF containing searchable text.</p> <p>By purchasing a DCP Enhanced OCR license, you can access even higher quality conversion features.</p> <p>See the following for more information on searchable PDFs.</p> <p>"Detailed Settings for PDFs" on page 47</p>
Additional user-defined indexes	<p>You can create a user-defined index. You can set a user-defined index based on barcodes, OCR, or the MRZ in passports and travel documents, and output it as index data.</p> <p>See the following for more information on user-defined indexes.</p> <p>"Creating a User-defined Index" on page 110</p>

DCP Enhanced OCR

Item	Explanation	
Additional options for outputting index items	<p>On the 3. Index screen, select Enable Index Function and Output the index items to the file, and then click Output Settings to display the Output Settings screen. The Output Settings screen allows you to set output items and file names when outputting index items to a file.</p> <p>See the following for more information on output settings for index items.</p> <p>"Output Settings Screen" on page 60</p> <p>The following options are added to Index Separation and File Name.</p>	
	Index Separation: Document	<p>Document is added to the Index Separation options on the Output Settings screen.</p> <p>Select Document to save the index in units of the image file to be output.</p>
	File Name: File Name	<p>File Name is added to the File Name options on the Output Settings screen.</p> <p>You can also add the file name of the scanned image to the index file by selecting File Name.</p>

Simple Scan

Item	Explanation
Additional save formats*	<p>The following save formats are available when sending (saving) scanned images from Simple Scan to a destination.</p> <ul style="list-style-type: none"> <input type="checkbox"/> DOCX (Microsoft® Word format) <input type="checkbox"/> XLSX (Microsoft® Excel® format) <input type="checkbox"/> PPTX (Microsoft® PowerPoint® format) <p>See the following for more information on Simple Scan saving settings.</p> <p>"Destination Settings Screen" on page 27</p>
High-quality conversion feature (Searchable PDF)	<p>Select PDF from File Type, and then click Option to enable the searchable PDF settings. This feature allows you to save a PDF containing searchable text.</p> <p>By purchasing a DCP Enhanced OCR license, you can access even higher quality conversion features.</p> <p>See the following for more information on searchable PDFs.</p> <p>"Detailed Settings for PDFs" on page 47</p>




*: The following multifunction devices can use DOCX (Microsoft® Word format), XLSX (Microsoft® Excel® format), and PPTX (Microsoft® PowerPoint® format) as save formats without using DCP Enhanced OCR.

AL-MX300, ET-8700 Series, WF-4630 Series, WF-4640 Series, WF-4740 Series, WF-5620 Series, WF-5690 Series, WF-6530 Series, WF-6590 Series, WF-8510 Series, WF-8590 Series, WF-C17590 Series, WF-C20590 Series, WF-C20600 Series, WF-C20750 Series, WF-C21000 Series, WF-C5710 Series, WF-C5790 Series, WF-C579R Series, WF-C8610 Series, WF-C8690 Series, WF-C869R Series, WF-C878R Series, WF-C879R Series, WF-M20590 Series, WF-M21000 Series, WF-M5690 Series, WF-M5799 Series, WF-R4640 Series, WF-R5690 Series, WF-R8590 Series


DCP Enhanced OCR Icon


The icons displayed on the **Job Settings** screen have the following meanings.

DCP Enhanced OCR

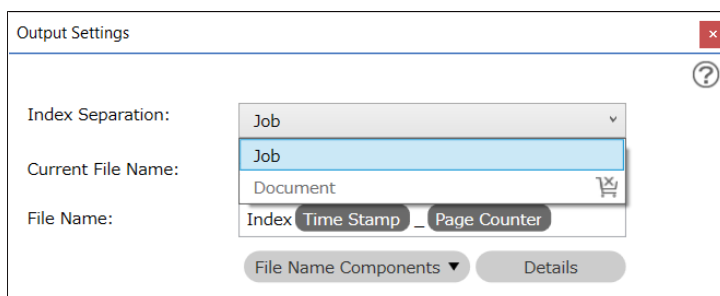
Item	Explanation
	Indicates that the item requires DCP Enhanced OCR license activation.
	Indicates items that can be used with DCP Enhanced OCR for even higher quality conversion features.
	Indicates that you are using a trial item that will require DCP Enhanced OCR license activation.

When the DCP Enhanced OCR License has not been Activated

The  icon indicates that the item requires DCP Enhanced OCR license activation.

Items with the  icon cannot be selected.

❑ Example: Job Scan 3. **Index** screen - **Output Settings** screen - **Index Separation**



Output Settings

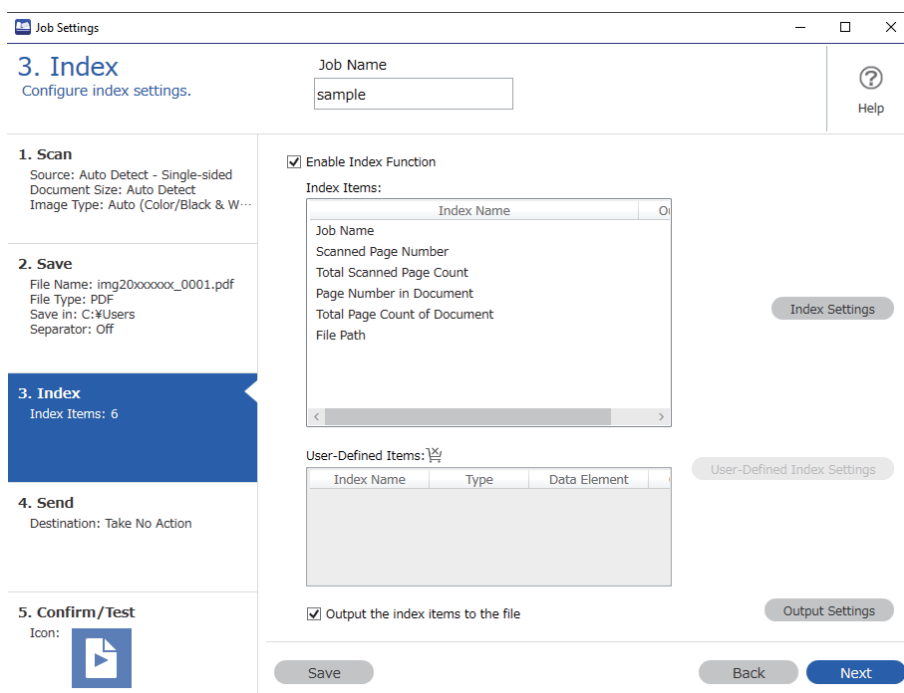
Index Separation: Job

Current File Name: Job

File Name: Index Time Stamp Page Counter

File Name Components Details

❑ Example: Job Scan 3. **Index** screen - **User-Defined Items**



Job Settings

3. Index

Configure index settings.

Job Name: sample


Help

1. Scan
Source: Auto Detect - Single-sided
Document Size: Auto Detect
Image Type: Auto (Color/Black & W...

2. Save
File Name: img20xxxxxx_0001.pdf
File Type: PDF
Save in: C:\Users
Separator: Off

3. Index
Index Items: 6

4. Send
Destination: Take No Action


5. Confirm/Test
Icon: 

☒ Enable Index Function

Index Items:

Index Name	Type
Job Name	
Scanned Page Number	
Total Scanned Page Count	
Page Number in Document	
Total Page Count of Document	
File Path	

Index Settings

User-Defined Items: 

Index Name	Type	Data Element
------------	------	--------------


User-Defined Index Settings


☒ Output the index items to the file

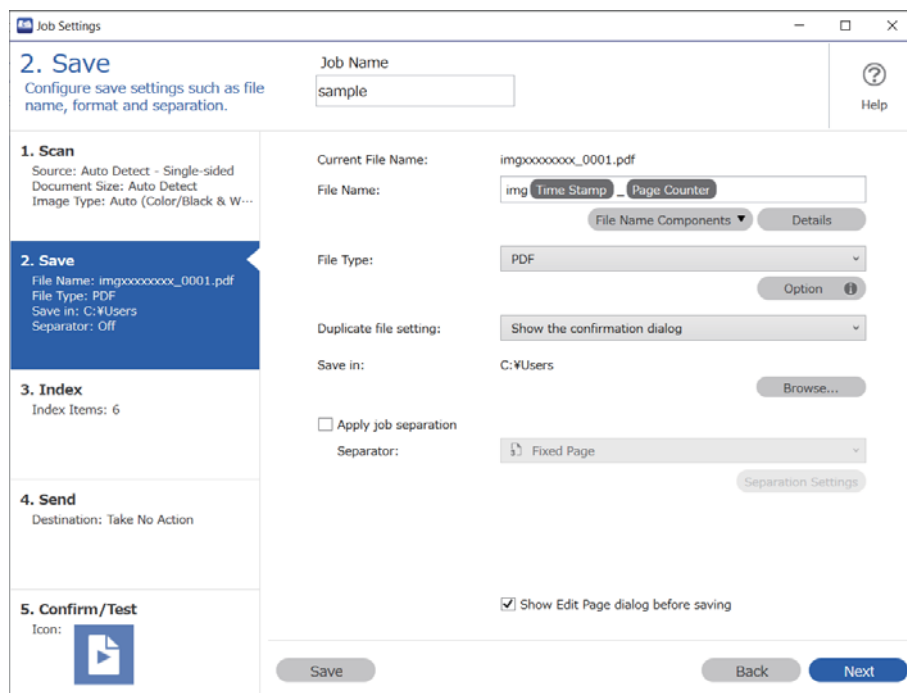
Output Settings

Save Back Next

DCP Enhanced OCR

Additionally, there are items for which the  icon is displayed when the DCP Enhanced OCR license has not been activated.

These items with the  icon can be used without any issues even if the DCP Enhanced OCR license has not been activated; however, by purchasing a DCP Enhanced OCR license, you will have access to even higher quality conversion features.



Job Settings


2. Save
Configure save settings such as file name, format and separation.

1. Scan
Source: Auto Detect - Single-sided
Document Size: Auto Detect
Image Type: Auto (Color/Black & W...

2. Save
File Name: imgxxxxxxxx_0001.pdf
File Type: PDF
Save in: C:\Users
Separator: Off

3. Index
Index Items: 6

4. Send
Destination: Take No Action

5. Confirm/Test
Icon: 

Job Name: sample

Current File Name: imgxxxxxxxx_0001.pdf

File Name: img Time Stamp Page Counter

File Type: PDF

Duplicate file setting: Show the confirmation dialog

Save in: C:\Users


☐ Apply job separation

Separator: Fixed Page

☒ Show Edit Page dialog before saving

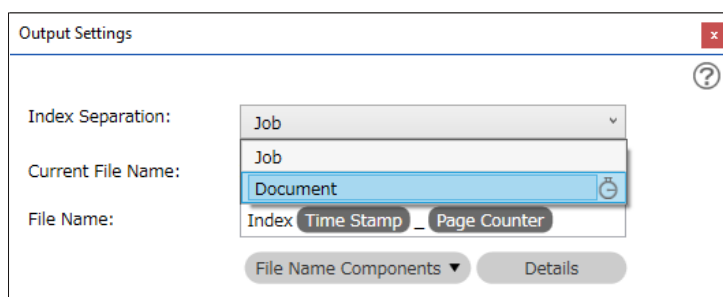
Buttons: Save, Back, Next

During the Trial Period for DCP Enhanced OCR

The  icon indicates that the item is available during the DCP Enhanced OCR trial period.

If you want to continue using DCP Enhanced OCR after the 30 day trial period, you need to activate your license.

❑ Example: Job Scan **3. Index** screen - **Output Settings** screen - **Index Separation**



Output Settings

Index Separation: Job

Current File Name: Job

File Name: Index Time Stamp Page Counter

Buttons: File Name Components, Details

DCP Enhanced OCR

❑ Example: Job Scan 3. Index screen - User-Defined Items

Job Settings

3. Index
Configure index settings.

Job Name: sample

1. Scan
Source: Auto Detect - Single-sided
Document Size: Auto Detect
Image Type: Auto (Color/Black & W...

2. Save
File Name: imgxxxxxxxx_0001.pdf
File Type: PDF
Save in: C:\Users
Separator: Off

3. Index
Index Items: 6

4. Send
Destination: Take No Action

5. Confirm/Test
Icon:

☒ Enable Index Function

Index Items:

Index Name	Type	Data Element
Job Name		
Scanned Page Number		
Total Scanned Page Count		
Page Number in Document		
Total Page Count of Document		
File Path		

User-Defined Items:

Index Name	Type	Data Element
------------	------	--------------

☒ Output the index items to the file

Buttons: Index Settings, User-Defined Index Settings, Output Settings, Save, Back, Next

When the DCP Enhanced OCR License has been Activated

Once you have activated your DCP Enhanced OCR license, you can use all of the necessary features of the DCP Enhanced OCR license. The DCP Enhanced OCR icon is no longer displayed.

❑ Example: Job Scan 3. Index screen - Output Settings screen - Index Separation

Output Settings

Index Separation: Job

Current File Name: Job

File Name: Index Time Stamp _ Page Counter

Buttons: File Name Components, Details

❏ Example: Job Scan 3. Index screen - User-Defined Items

Job Settings

3. Index
Configure index settings.

Job Name: sample

1. Scan
Source: ADF - Double-sided
Document Size: Auto Detect
Image Type: Auto (Color/Black & W...)

2. Save
File Name: img20xxxxxx_0001.pdf
File Type: PDF
Save in: C:\Users
Separator: Off

3. Index
Index Items: 6

4. Send
Destination: Take No Action

5. Confirm/Test
Icon:

☒ Enable Index Function

Index Items:

Index Name	Type	Data Element
Job Name		
Scanned Page Number		
Total Scanned Page Count		
Page Number in Document		
Total Page Count of Document		
File Path		

User-Defined Items:

Index Name	Type	Data Element
------------	------	--------------

☒ Output the index items to the file

Buttons: Save, Back, Next, Index Settings, User-Defined Index Settings, Output Settings, Help

DCP Enhanced OCR License Activation

Activating the DCP Enhanced OCR License

The procedure for activating the DCP Enhanced OCR license differs depending on whether or not the computer to be activated is connected to the internet.

To activate the DCP Enhanced OCR license, you need to enter a license key.

The license key required to use DCP Enhanced OCR is a 23-character string. It can be purchased at your local dealer and so on.

Make sure you have the license key at hand before starting work.

Related Information

- ➡ [“When Connected to the Internet \(Online Activation\)” on page 144](#)
- ➡ [“When not Connected to the Internet \(Offline Activation\)” on page 145](#)

When Connected to the Internet (Online Activation)

If the computer you want to activate is connected to the internet, follow the steps below to register.

1. Click **Preferences** on the Document Capture Pro top screen.
2. Click the **License Management** tab, and then click **Enter License Key**.

The license key entry screen is displayed.

DCP Enhanced OCR

3. Enter the license key, and then click **Activate**.

**Important:**

The license key required to use DCP Enhanced OCR is a 23-character string. Be sure to enter the correct information.

4. Check the message, and then click **OK**.

When activation is complete, DCP Enhanced OCR is ready for use.

When not Connected to the Internet (Offline Activation)

If the computer you want to activate is not connected to the internet, follow the steps below to register.

1. Run Document Capture Pro on the computer that will use DCP Enhanced OCR.
2. Click **Preferences** on the top screen.
3. Click the **License Management** tab, and then click **Enter License Key**.

The license key entry screen is displayed.

4. Enter the license key, and then click **Activate**.

**Important:**

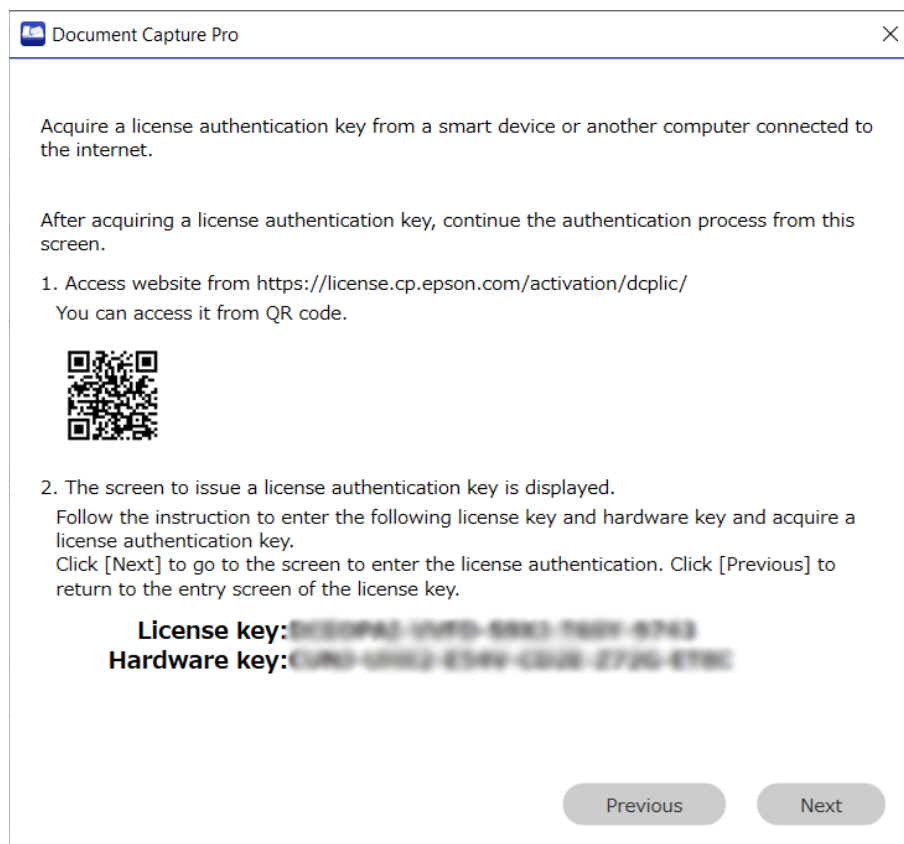
The license key required to use DCP Enhanced OCR is a 23-character string. Be sure to enter the correct information.

A message is displayed informing you that license activation has failed.

DCP Enhanced OCR

5. Click **Click here if you cannot connect to the internet.**

The **License key** and **Hardware key** are displayed on the screen. Go to step 6 without closing the screen.



6. Access the following URL with one of the following devices with Internet access.

- ☐ Smartphone
- ☐ Tablet
- ☐ A different computer

<https://license.cp.epson.com/activation/dcplic/>



7. When the license issuing website is displayed, click (or tap) **Start**.
8. Correctly enter the **License key** and **Hardware key** shown on the screen displayed in step 5.
9. Click (or tap) **Issue**.

When activation is complete, the activation key is displayed. Enter this activation key on the activation screen displayed on the computer on which DCP Enhanced OCR will be used (the screen displayed in step 5).

If you are using a smartphone or tablet, take a screenshot or leave the screen as it is and go to step 10. When using a computer, take a note to avoid any mistakes.

DCP Enhanced OCR

10. Click **Next** on the activation screen displayed on the computer on which DCP Enhanced OCR will be used (the screen displayed in step 5).

The license activation key entry screen is displayed.

11. Enter the activation key displayed in step 9, and then click **Next**.

12. Check the message, and then click **OK**.

When activation is complete, DCP Enhanced OCR is ready for use.

Changing the Computer that is Using DCP Enhanced OCR

When changing the computer on which DCP Enhanced OCR is being used, first deactivate the license on the computer that was using DCP Enhanced OCR. Next, activate the DCP Enhanced OCR license on the computer that will use DCP Enhanced OCR from now on.



Important:

You cannot use DCP Enhanced OCR on a new computer until you have deactivated the license on the old computer. In the event that the computer on which you were using DCP Enhanced OCR has failed, and you are unable to deactivate the license, contact your dealer.

Related Information

- ➔ [“Deactivating the License” on page 147](#)
- ➔ [“Activating the License on a Different Computer” on page 147](#)

Deactivating the License

Make sure the computer is connected to the internet when deactivating the license. You cannot deactivate the license if you are not connected to the internet.

Note:

If you need to deactivate the license but the computer using DCP Enhanced OCR cannot connect to the internet, contact your dealer.

1. Click **Preferences** on the Document Capture Pro top screen.
2. Click the **License Management** tab, and then click **Deactivate License**.
A message is displayed informing you that the license will be deactivated.
3. Check the message, and then click **OK**.

Activating the License on a Different Computer

The procedure for activating a license on a different computer is the same as the procedure for activating a new license.

The registration procedure differs depending on whether or not the computer to be activated is connected to the internet.

Related Information

- ➔ [“When Connected to the Internet \(Online Activation\)” on page 144](#)
- ➔ [“When not Connected to the Internet \(Offline Activation\)” on page 145](#)

Distributing License Keys Using the Installer

You can create an installer that can distribute license keys that can be used on multiple computers.

This section explains how to use the Setup Configuration Tool to create a setup configuration file (Setup.ini) that contains the license key, and create an installer that simultaneously installs Document Capture Pro and distributes the license key.

Note:

If you install Document Capture Pro by using the installer created in this procedure, the user does not need to enter a license key when activating DCP Enhanced OCR.

**Caution:**

When you run the installer created using this procedure, a license key is set up on all computers on which the installer is run, and the DCP Enhanced OCR license is ready to be activated.

However, distributing this installer to users who do not intend to use DCP Enhanced OCR may cause license management problems. Be sure to make a note of which computers receive the installer.

1. Download the Document Capture Pro installer (self-extracting format).
Download the installer from Epson's website.
2. Change the extension for the Document Capture Pro installer (self-extracting format) to "zip" (compressed file format), and then un-zip the renamed file.
Setup.exe and a configuration file will be generated.
3. Access the Document Capture Pro installation folder, and launch the SetupConfigurationTool.exe (Setup Configuration Tool) from the **tools** folder.
Example: <C:\Program Files (x86)\EPSON Software\Document Capture\tools\>
4. Configure the installer.
 - ☐ For Save in, select the folder that contains the Setup.exe and the configuration file created (un-zipped) in step 2.
 - ☐ See the following for more details on the settings required when installing Document Capture Pro and importing jobs at the same time.
[“Distributing Jobs Using the Installer” on page 136](#)

DCP Enhanced OCR

5. Enter the license key.

Setup Configuration Tool

Save in

Browse...

☐ Distribute Jobs

Browse...

☐ Distribute jobs at the first login

☐ Distribute the password for job settings protection

Hide

☐ Distribute license key

- - - - -

☐ Hide progress during job execution

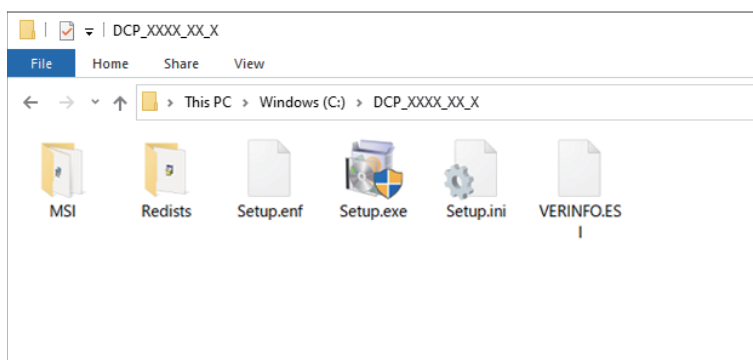
Output

**Important:**

The license key required to use DCP Enhanced OCR is a 23-character string. Be sure to enter the correct information.

6. Click **Output**.

The setup configuration file (Setup.ini) is saved in the folder selected in **Save in**.



7. Distribute Setup.exe and the setup configuration file (Setup.ini) to the target installation computer.

Troubleshooting

This section explains how to solve problems when using Document Capture Pro.

Note:

- ☐ *Some items and settings may not be available depending on the scanner you are using.*
- ☐ *Read this help for the sections that apply to your scanner.*

Cannot scan

Is the scanner turned on?

Check that the scanner has been turned on. See the User's Guide that came with the scanner for more details.

Is the scanner connected to the computer correctly?

Check that the cable is securely connected. Also, check that the cable has not been disconnected or bent into an unusual shape. See the User's Guide that came with the scanner for more details on connecting the scanner.

Is EPSON Scan or Epson Scan 2 installed correctly?

Install EPSON Scan or Epson Scan 2 if it has not been installed. See the User's Guide that came with the scanner for more details.

Is EPSON Scan or Epson Scan 2 connected correctly?

Check if there is a problem with the network connection for EPSON Scan or Epson Scan 2.

Cannot use the control panel buttons

Is the scanner performing initial operations or scanning, or is Document Capture Pro processing a file or creating a PDF?

Buttons may not work when the scanner is performing initial operations or scanning, or when Document Capture Pro is processing a file or creating a PDF. Try again after all processes are complete.

Is the Event screen from Properties under Scanners and Cameras on the Control Panel set correctly?

- ☐ Check that the **Take No Action** check box is cleared. When this is selected, the scanner buttons are disabled.
- ☐ Select **Document Capture Pro** if it is not selected.

Document Capture Pro is not operating

Re-install the latest software from the Epson Web site or EPSON Software Updater.

A communication error is displayed in Document Capture Pro

Is Epson Scan 2 or Epson Scan 2 Utility running?

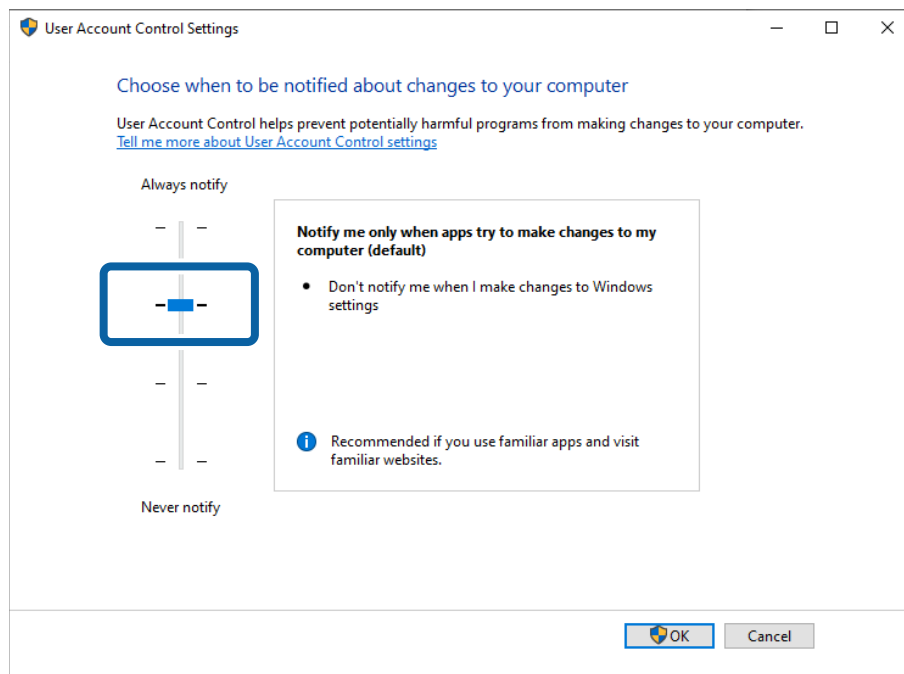
You cannot run Epson Scan 2 or Epson Scan 2 Utility and Document Capture Pro at the same time.

Close Epson Scan 2 or Epson Scan 2 Utility before starting Document Capture Pro.

If you receive a communication error while connecting to the network, your User Account Control level may be lower than the recommended setting.

Change the level on the **User Account Control Settings** screen.

You can search for the **User Account Control Settings** screen using Cortana, or open it from the control panel.



Depending on the model, Document Capture Pro may not work if both EPSON Scan and Epson Scan 2 are installed.

If you are using the DS-5500/DS-6500/DS-7500 or DS-50000/DS-60000/DS-70000, Document Capture Pro may not work on computers that have both EPSON Scan and Epson Scan 2 installed. Uninstall either EPSON Scan or Epson Scan 2.

Cannot send images scanned in Document Capture Pro by e-mail

Are you using Outlook or e-mail software that supports MAPI to send scanned jobs by e-mail?

The following Outlook versions are supported by Document Capture Pro.

Microsoft Outlook 2003/2007/2010/2013/2016/2019/2021

Troubleshooting

Check the help for your e-mail software to confirm if your software supports MAPI.

If you want send scanned jobs by e-mail and you are using e-mail software that does not support MAPI, set the e-mail sending method to SMTP.

If you are using e-mail software that does not support MAPI, select **SMTP** as the **Sending Method** on the **E-mail Account Settings** screen, and then set the necessary information.

For details on authentication information, check the settings for your e-mail server, or contact your network administrator or e-mail service provider.

If you want to send simple scanned jobs by e-mail, you need to use Outlook or e-mail software that supports MAPI.

The following Outlook versions support simple scanning for Document Capture Pro.

Microsoft Outlook 2003/2007/2010/2013/2016/2019/2021

Check the help for your e-mail software to confirm if your software supports MAPI.

Related Information

➔ [“Sending by E-Mail” on page 63](#)

The computer is not displayed in the scanner

Is the computer turned on?

Check if the computer is on and is not in sleep mode.

Is Document Capture Pro installed on your computer?

Install Document Capture Pro on your computer and log on as a user.

If Epson ScanSmart is installed on your computer, are the application's settings correct?

When using Document Capture Pro on a computer with Epson ScanSmart installed, select Document Capture Pro from “Select Application” in Epson ScanSmart.

Are the network connection settings correct?

Make sure the following settings are correct.

- ☐ The scanner and computer are connected to the same network segment
- ☐ The operation mode on the scanner is set to "Client mode"
- ☐ If a group number is set on the scanner, make sure the same group number is also set on the computer (supported models only)
- ☐ The port number is set correctly
- ☐ Cast packets can communicate along the network path between the scanner and the computer

Some Functions are Not Available


Are you using a scanner that supports this software?

Some functions may not be available for your scanner.

Are you using the latest version of the software?

Re-install the latest software from the Epson Web site or EPSON Software Updater.

Have you activated the DCP Enhanced OCR license?

You need to activate the DCP Enhanced OCR license to use the features for which  is displayed in the job settings for multifunction devices with scanning capability.

[“Overview of DCP Enhanced OCR” on page 139](#)

Some items cannot be set when saving in PDF format

You may need the following depending on the setting items.

- ☐ When you want to enable **Create searchable PDF**, you need to install the EPSON Scan OCR component.
- ☐ When you want to add security to the PDF, install the EPSON Scan PDF extension from EPSON Software Updater.

Note:

Some items and settings may not be available depending on the scanner you are using.

Barcodes or OCR text are not detected

Try using the correction function in Document Capture Pro

If barcodes or characters are not easily recognized by using the barcode or OCR function during scanning, try using the **Text Enhancement** function on the Scan screen or the Scan Settings screen. This may help improve detection accuracy.

Also, they may not be recognized due to poor print quality such as blurry print data.

Note:

Some items and settings may not be available depending on the scanner you are using.

QR codes are not detected

Make sure there is a margin of at least 3 mm around the QR code.

The QR code may not be detected if there is any text and so on near the QR code.

For split QR codes (structurally linked), you need to print all QR codes on the same page.

Also, they may not be recognized due to poor print quality such as blurry print data.

The MRZ is not detected

Try using the correction function in Document Capture Pro.

If characters are not easily recognized by using the MRZ function during scanning, try using the **Text Enhancement** function on the Scan screen or the Scan Settings screen. This may help improve detection accuracy.

Also, they may not be recognized due to poor print quality such as blurry print data.

Has the correct area been specified?

If **Specify Area** is selected in **Detection Area** for the user-defined items setting, make sure that the entire area of the MRZ is inside the marquee.

Characters are not Recognized Accurately when Saving in Microsoft® Word, Excel®, or PowerPoint® Format

Check the scanned originals.

The following types of originals may make it hard to recognize characters. Text in originals needs to be clearly typed or printed.

- ☐ Color text
- ☐ Cursive, italic, or other design fonts
- ☐ Text with a font size of 6 points or less, or 45 points or more
- ☐ Text on a colored background or shaded text
- ☐ Text on ruled lines or underlined text
- ☐ Originals with complicated layouts
- ☐ Text with tightly spaced characters or line pitch
- ☐ Faxes
- ☐ Text that has been copied from other copies
- ☐ Handwritten text

Are you using the correction function in Document Capture Pro?

Recognition accuracy may decline for originals that have a low contrast. To improve detection accuracy, try using the **Text Enhancement** function on the Scan screen or the Scan Settings screen.

Was the original rotated 90 or 180 degrees when it was scanned?

If the original is rotated 90 or 180 degrees when it is scanned, the text in the original cannot be recognized. Use the **Rotation** function on the Scan screen or the Scan Settings screen, and then scan again, or rotate manually using the "Rotate" function in the "Image tools".

Troubleshooting

Is the text in the original at an angle and not horizontal?

If the text in the original is at an angle and not horizontal, it may not be recognized accurately. Use the **Correct Skew** function on the Scan screen or the Scan Settings screen, and then scan again, or manually correct skew using “Adjust Angle” in the “Image tools”.

Note:

Some items and settings may not be available depending on the scanner you are using.

Form separation does not work as expected

Does the form you want to use for separation contain tables and lines?

If the form does not contain enough tables or the color of the tables and lines is faint, it may not be sorted correctly.

Did you scan a blank form when you registered the form?

To register a form to be used for separation, you need to scan a blank form.

Click **Edit** on the **Job Separation Settings** screen, and then re-register the blank form.

Did you scan at a low resolution?

We recommend scanning at a resolution within 200 to 600 dpi when registering a form and when performing form separation.

Are there any differences between the registered form and the scanned form?

If the scanned form is skewed, or the position or the size of the tables differ from the registered form, it may not be sorted correctly.

Did you scan mixed originals with a variety of different form types?

Select **Fuzzy** as the **Matching Level** on the **Job Separation Settings** list. This may reduce the number of pages marked as Unsorted.

Cannot save imported frames in Document Capture Pro

Click Detailed Settings on the **Scan Settings** screen, setup the import frame on the screen displayed (scanner driver), and then change the **Document Source**, **Scanning Side**, and **Document Size** settings on the **Scan Settings** screen or the scanner driver screen to reset the import frame.

When you have completed the scanning settings, make sure that the imported frame is actually saved.

Auto is not displayed in Rotation for Scan Settings

To use the **Auto** function for **Rotation**, you need to install Epson Scan 2 Ver.6.5 or later.

Depending on your scanner, you may need to install EPSON Scan OCR Component Ver. 2.1.

Note:

Some items and settings may not be available depending on the scanner you are using.

Computers that should have been prioritized on the scanner's panel using Display on Panel are no longer displayed on the panel

The number of computers that can be registered to the scanner may have reached the maximum limit (10), or the IP address of the computer may have been changed.

Start Document Capture Pro on the computer that you want to display on the scanner's panel, and then click **Display on Panel** again.

Scanning is canceled if I use other software while scanning

Depending on the software you are using, scanning may be unintentionally canceled during software operation.

- ☐ If you want to perform other operations while scanning, make sure that the software, other than Document Capture Pro, is in focus before performing the operation.
- ☐ If the solution above does not solve your problem, try changing the setting for the progress bar so that it is hidden during scanning.

Related Information

➔ [“Showing/Hiding the Progress Bar During Scanning” on page 130](#)

Problems Using the DCP Enhanced OCR License

This section explains problems related to activation and deactivation of the DCP Enhanced OCR license.

See the following for more information on DCP Enhanced OCR.

[“Overview of DCP Enhanced OCR” on page 139](#)

The Computer on Which the DCP Enhanced OCR License was Activated has Failed

To use the DCP Enhanced OCR license on a new computer, you need to deactivate the DCP Enhanced OCR license on the computer you were using.

If the computer on which the DCP Enhanced OCR license was activated fails, contact your dealer.

I Changed My Computer Before I Deactivated My DCP Enhanced OCR License

To use the DCP Enhanced OCR license on a new computer, you need to deactivate the DCP Enhanced OCR license on the computer you were using.

- ☐ If you still have access to the computer you were using, deactivate the DCP Enhanced OCR license on that computer. See the following for more details on deactivating a license.

[“Deactivating the License” on page 147](#)

- ☐ If you cannot deactivate the DCP Enhanced OCR license due to a hard disk failure, repairs and replacements, and so on, contact your dealer.

I Reinstalled My Computer's Operating System Before I Deactivated My DCP Enhanced OCR License

As long as you are using the same computer, you can reactivate using the DCP Enhanced OCR license that you were using prior to reinstalling the operating system. Once you have reinstalled the computer's operating system, reinstall Document Capture Pro, and then activate the DCP Enhanced OCR license.

See the following for more details on activating the license.

[“DCP Enhanced OCR License Activation” on page 144](#)

Some or All Jobs are No Longer Available

Jobs that contain features that require a DCP Enhanced OCR license will no longer be available in the following cases:

- ☐ If the DCP Enhanced OCR license is deactivated
- ☐ If the trial period for DCP Enhanced OCR has ended

If you want to continue to access jobs that contain features that require a DCP Enhanced OCR license, activate the DCP Enhanced OCR license. See the following for more details on activating the license.

[“DCP Enhanced OCR License Activation” on page 144](#)

Appendix

About Copyrights

Reproduction of copyrighted materials such as photos, paintings, music, and programs without permission from the copyright owner is strictly prohibited unless the copy is for private use (home and other limited area conforming to this definition).

Conventions Used in this Guide

Windows

- ☐ Microsoft® Windows® 11 operating system
- ☐ Microsoft® Windows® 10 operating system
- ☐ Microsoft® Windows® 8.1 operating system
- ☐ Microsoft® Windows® 8 operating system
- ☐ Microsoft® Windows® 7 operating system

The above mentioned operating systems (OSs) are respectively referred to as Windows 11, Windows 10, Windows 8.1, Windows 8, and Windows 7 in this guide. Furthermore, Windows is used when referring to these operating systems collectively.