



Document Capture Pro Server

# User's Guide

# About this Guide

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## Using this Guide

### Marks and Symbols



**Caution:**

*Instructions that must be followed carefully to avoid bodily injury.*



**Important:**

*Instructions that must be observed to avoid damage to your equipment.*

**Note:**

*Provides complementary and reference information.*

### Related Information

➔ Links to related sections.

## Screenshots Used in This Guide

Setting items may vary depending on products and setting conditions.

## Definition of the Terms Used in this Guide

The following terms are used in this guide.

### Document Capture Pro Server host computer

Document Capture Pro Server host computer indicates the computer which is installed Document Capture Pro Server.

### Web Config (device's web page)

The web server that is built into the device. It is called Web Config. You can check and change the device's status on it using the browser.

### Device

Refers to the scanner or multi-function device used by Document Capture Pro Server. It also includes scanners that use a Network Interface Panel or Network Interface unit.

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# Overview

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## What Is Document Capture Pro Server?

Document Capture Pro Server provides an efficient environment for document scanning. It provides mainly following solutions.

### ❑ Business Efficiency

You can make scanning job that are consistent with business need, and send the scanned document to a preset destination without making any complex operations.

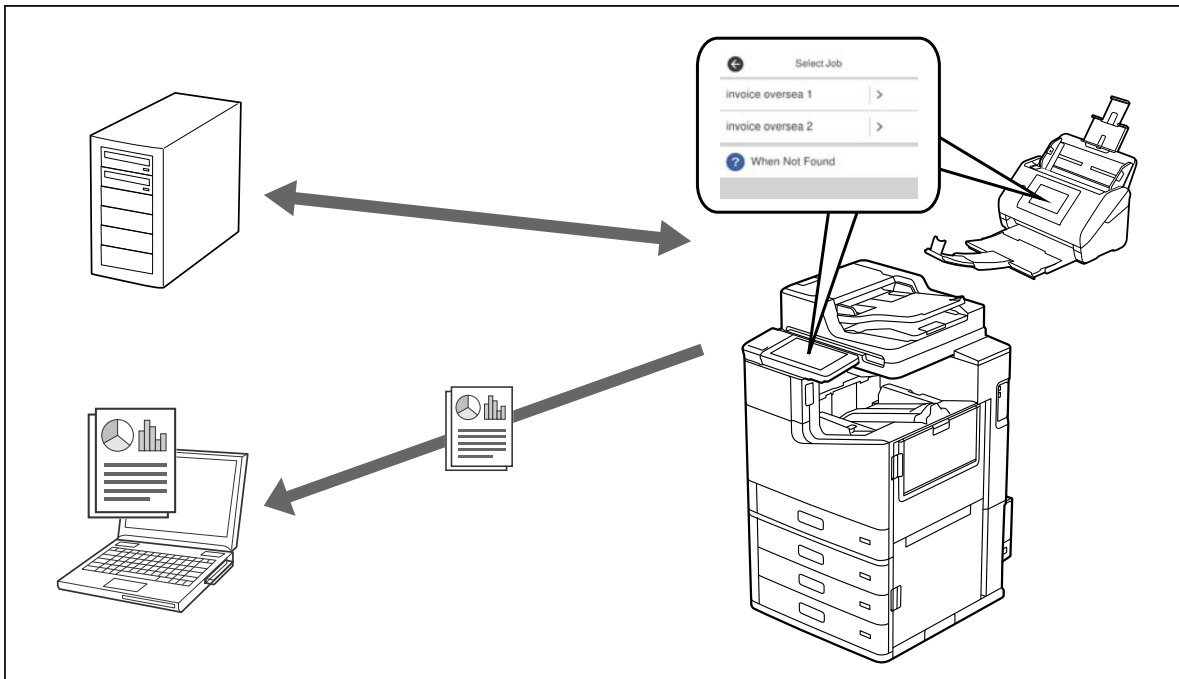
Jobs are managed on the server and can be run on different devices (scanners or multi-function devices) of the same type. You can perform the same processes on multiple devices of the same model at the same time.

### ❑ Reduce man-made failure

You can reduce a setup mistake of entering manually because a detailed setup such as the way of sorting and the destination is possible for the job.

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## Scan



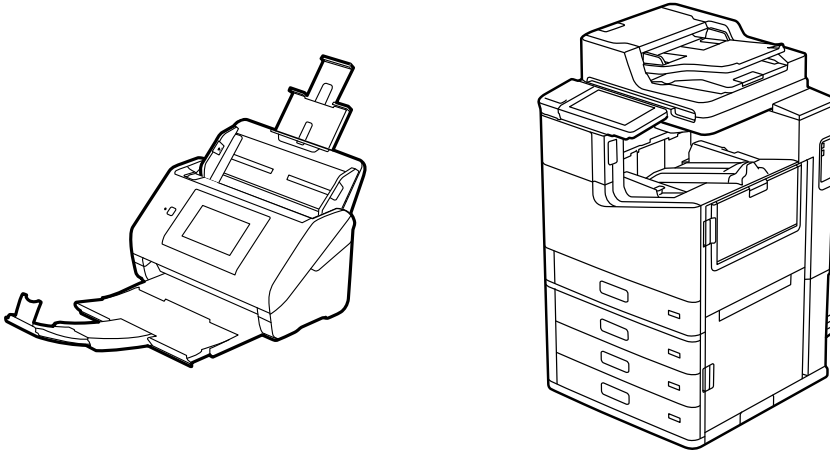
Jobs for which scan settings and save destination settings have been registered are saved on the server.

Select a job on the control panel of the device (scanner or multi-function device) to execute the scan.

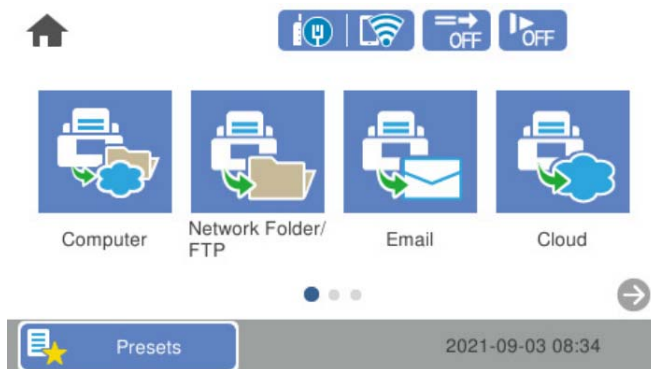
# Using Document Capture Pro Server

## Scan Operations (for Devices with Control Panel)

This section describes basic device's operations for Document Capture Pro Server. This section uses the control panel of the document scanner as an example.



1. Turn on the scanner.
2. Tap **Computer** on the device's control panel.  
Tap **Scan > Document Capture Pro** depending on the model.



If you are assigned only one job, job selection screen is skipped. Go to step 4.

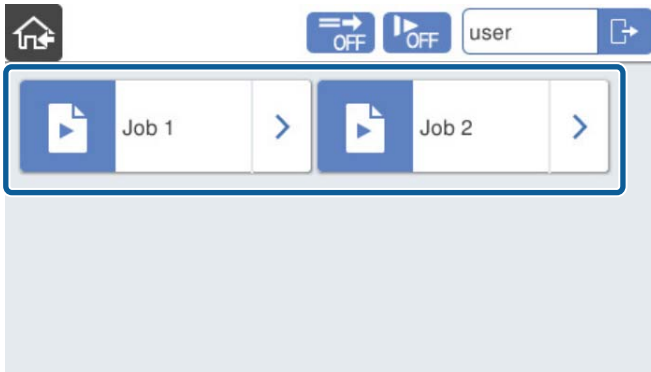
**Note:**

You can run the same job on the same type of device. This is useful for distributed scanning across multiple devices.

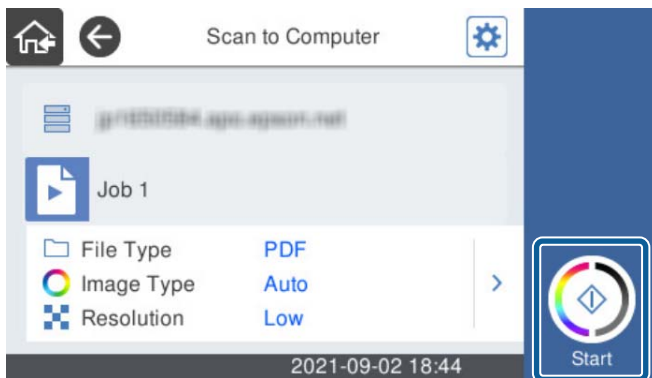
## Using Document Capture Pro Server

3. Tap job name that you want to run in job list.

You can confirm job contents by tapping > on right of job name.



4. Tap **Start**.

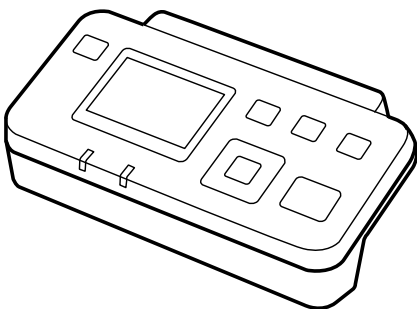


Scanning starts, and then file saving and forwarding are ran according to the job.

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## Scan Operations (for Scanners Using Network Interface Panel or Network Interface Unit)

This section describes basic scanner's operations for Document Capture Pro Server when using Network Interface Panel or Network Interface Unit.

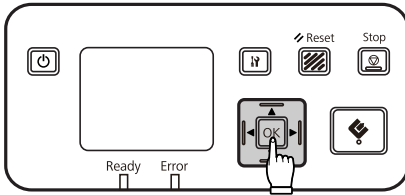


**Note:**

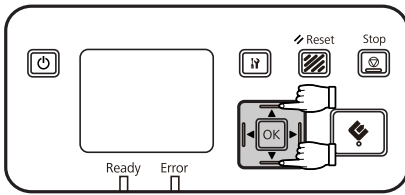
Make sure that the connected scanner is turned on and the documents are set.

## Using Document Capture Pro Server

1. Make sure Network Interface Panel or Network Interface Unit is turned on.
2. Press the OK button on Network Interface Panel or Network Interface Unit.

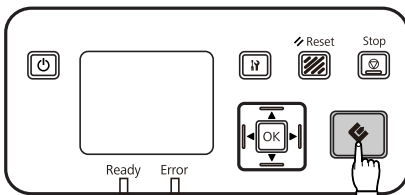


3. Select job name that you want to run in job list by using ▲ or ▼ button, and then press the OK button.



You can confirm job contents by pressing ► button after selecting the job.

4. Press the ◀ button.



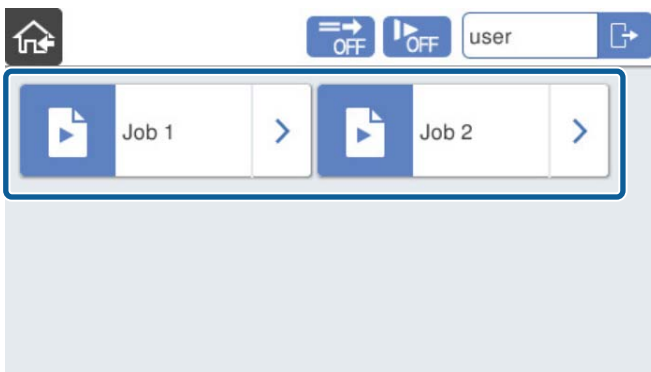
Scanning starts, and then file saving and forwarding are ran according to the job.

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## Changing Settings (for Devices with Control Panel)

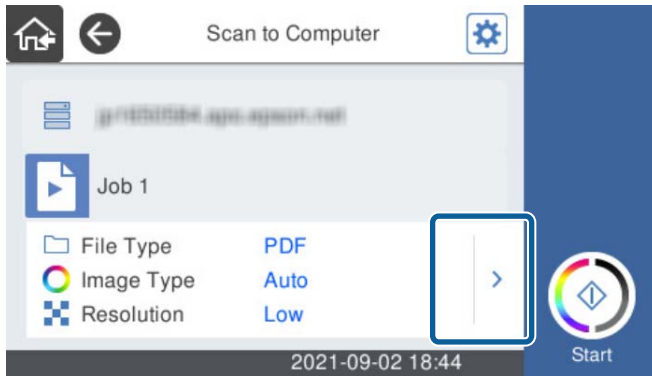
If the administrator has allowed changing settings, you can run job which make temporary changes.

1. Select job name in the job list.



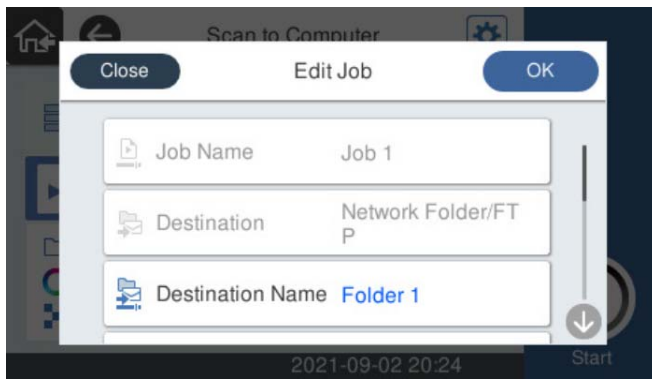
## Using Document Capture Pro Server

2. Tap .



**Edit Job** screen is displayed.

3. Tap item you want to change by using examples from following, and then select value to change item.



- File Type: Specify file format for saving
- Image Type: Specify color mode for scanning
- Resolution: Specify resolution for scanning images
- Original Size: Specify size of original
- Source: Specify reading side for original

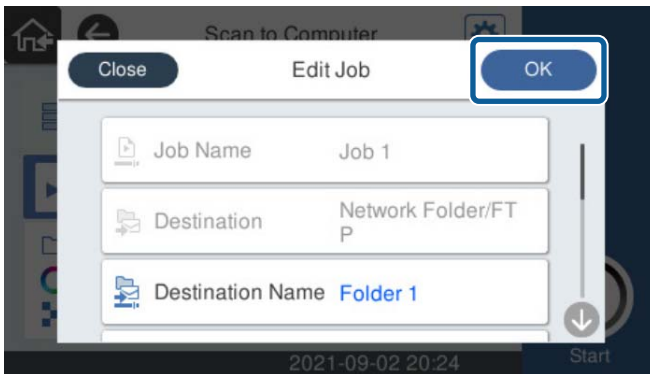
**Note:**

- You cannot edit **Job Name**, **Destination**, and **Destination Name**.
- To clear the settings, tap **Clear All Settings**.
- Alterable items are varied with the device.



## Using Document Capture Pro Server

4. Tap **OK**.

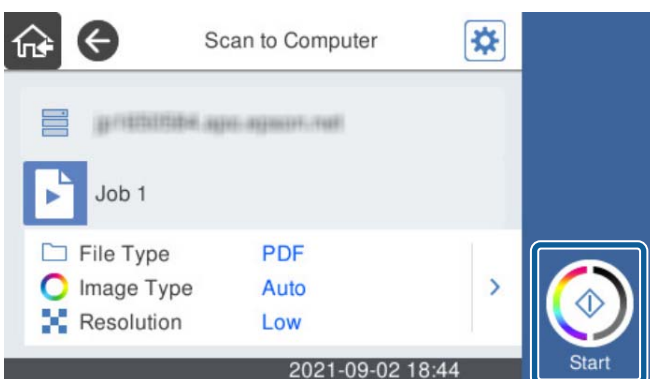


You can set following items to protect inducing error and paper jam according to paper type of original.

**DFDS Function:** If this function is turned on when the Double Feed Detection function is enabled, it skips double feed detection and scans envelopes and documents with stickers without error.

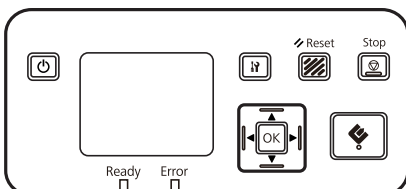
**Slow:** Device slows down feeding speed. It makes paper jam unlikely when scanning very thin original papers.

5. Tap **Start** to run job.



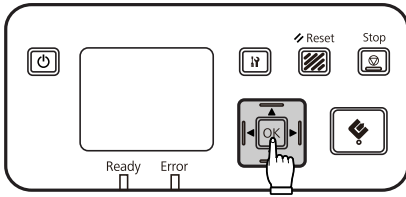
## Changing Settings (for Scanners Using Network Interface Panel or Network Interface Unit)

If the administrator has allowed changing settings, you can run job which make temporary changes.

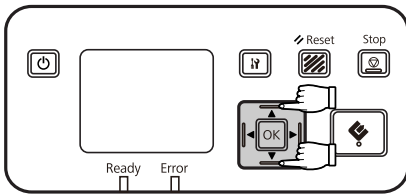


## Using Document Capture Pro Server

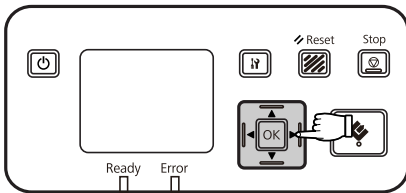
1. Press the OK button on the Network Interface Panel or Network Interface Unit.



2. Select job name that you want to run in job list by using ▲ or ▼ button, and then press the OK button.



3. Press the ► button on the item you want to change by using examples from following, and then select value to change item.

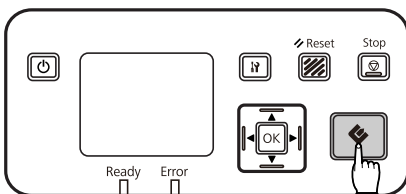


- Resolution: Specify resolution for scanning images
- Document Size: Specify size of original
- Image Type: Specify color mode for scanning
- Source: Specify reading side for original
- Image Format: Specify file format for saving

**Note:**

*Alterable items are varied with the scanner.*

4. Back to the previous screen, and then press the ◀ button to run job.



# Solving Problems

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## Jobs are Not Displayed on the Control Panel

If the device does not communicate with the Document Capture Pro Server host computer, jobs are not registered, etc., this problem may occur.

If it is not displayed even though the device is connected to the network, there may be other causes. Contact your Document Capture Pro Server administrator for more information.

# Appendix

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