T25 / T36 Large Format Scanner

And SmartWorks MFP5

User Manual

V1.02 October 2017

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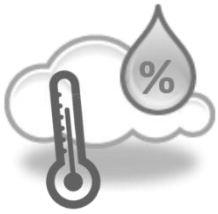
Warnings

	Do not drop the scanner. The scanner contains components that could be damaged by severe shock.
	Beware of trapping fingers when opening or closing the scanner.
	Beware of exposed electrical connectors if the covers are removed. No user serviceable parts inside.
	Keep the scanner out of direct sunlight.
	Do not shock the scanner. Use the supplied power supply only.
	Keep the scanner dry.
	Operating Environment: Relative humidity 10% - 90% Temperature 10C – 35C

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Declaration of Conformity

Manufacturer	Global Scanning Suzhou Co. Ltd #39 Dongjing Industrial Zone, #9 Dongfu Road, Suzhou Industrial Park, Suzhou, Jiangsu, 215123
Model: Product name: Function: Rating voltage: Rating current: Power supply:	VC57T, VB57T T25, T36 Large Format Scanner 19V 4.73A GM90-190473-F
Declaration of Conformity	Energy Star Argentina/S mark Australia/C-Tick National/CB Canada/ICES-003, CUL China/CCC India/BIS Japan/VCCI Russia/EAC EU/CE USA/FCC USA/UL
Warning: This is a Class A product. In a domestic environment, this product may cause radio interference in which case the user may be required to take adequate measures.	

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Identification of parts:

Unpack & check all contents of the box, so as not to throw away any parts with the packaging.

Scanner stand parts identification.

Part 6 will be provided straight (as shown) to fit the TX-3000 printer, and right-angled shaped to fit the TX-4000 printer.

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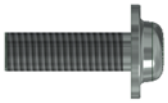
Item Number	Item	Description	Qty.
10		Hook	1
11		Scanner foot	2
12		Cable clips	5
13		Cable clips	8
14		Screw	4
15		Screw	2
16		Screw	40
29		Screw	4
		Document Return Guide(s)	3-T36 1-T25
		Paper Edge Guides (Left & Right)	1 pair

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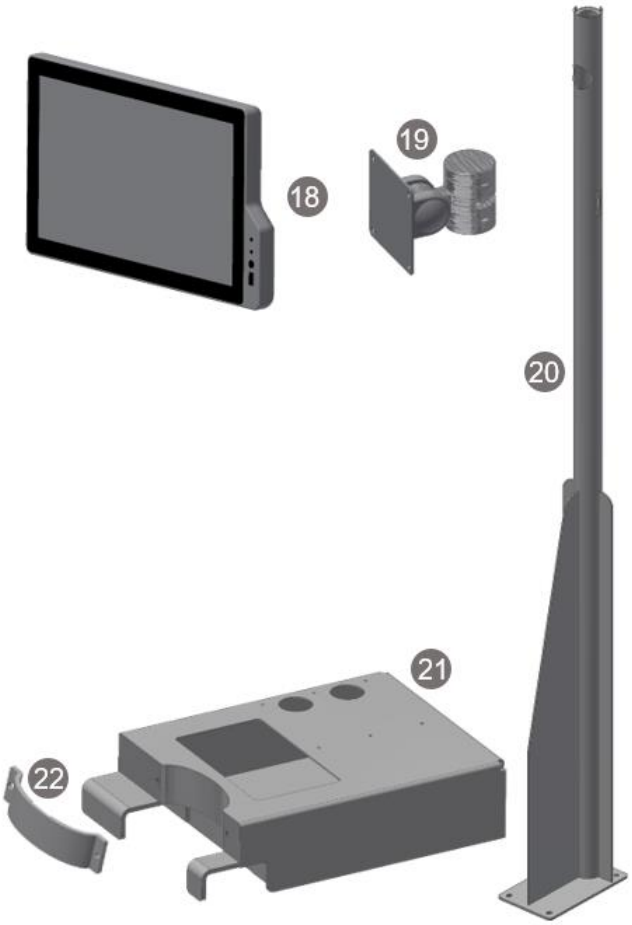
AIO / Touch screen stand parts identification.

Part 18 will be either an All-In-One (AIO) PC or a Touch Screen for use with a locally provided PC depending on the configuration.



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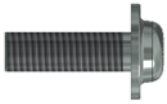
Item Number	Item	Description	Qty.
15		Screw	4
23		Castor	1
24		Stand off	1
25		Thumb screw	1
26		Thumb screw	1
27		Nut	1
28		Screw	4
29		Screw	2
30		Strap	2

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Accessory boxes

Accessory Box	AIO PC Box	Or Touch Screen Box
Power Supply 19V 4.73A	15.6” AIO PC	15.6” Touch screen
Mains power cable (Region dependent) – 1 for scanner, 1 for AIO/touch screen.	Power Supply	Power Supply
USB stick - SmartWorks MFP V5 software	USB stick – AIO recovery image	
LAN Cable	Operating Instructions	
USB 3.0 Cable 2m		
Quick Start Guide		
Calibration Target		

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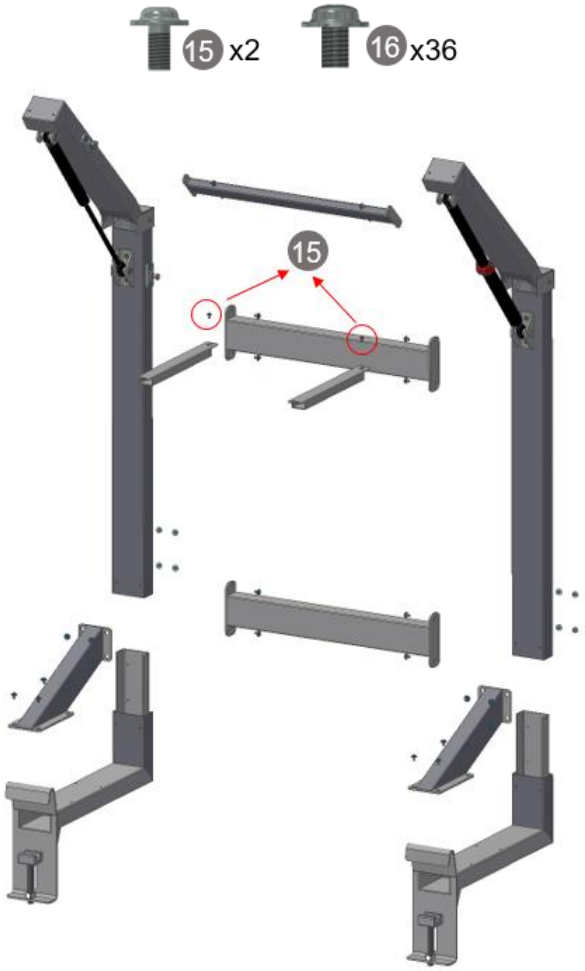
Stand Assembly.

Please read and understand the full instructions before starting the assembly and fitting the scanner stand.

1. Assemble the stand.



Note: There are 2 types of tie bars supplied – straight for the Tx3000 (as shown above), and right angled shaped for the Tx4000 (photo below).

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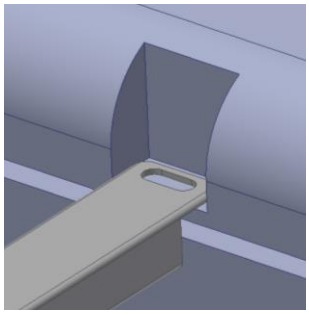
2. Fit the scanner tray to the stand.

3. Remove the 2 screws from the rear of the printer lid where the tie bars of the scanner stand will fit.



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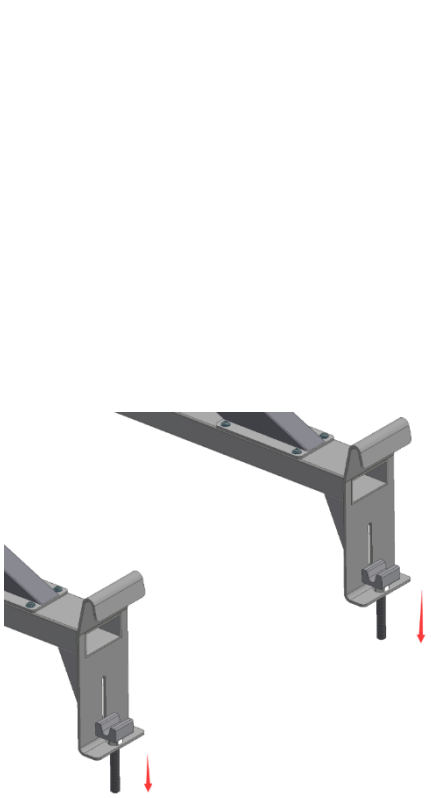
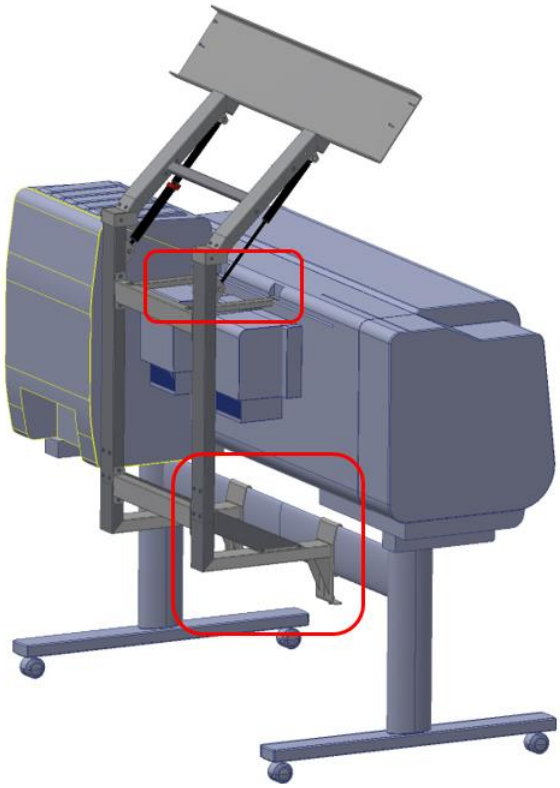
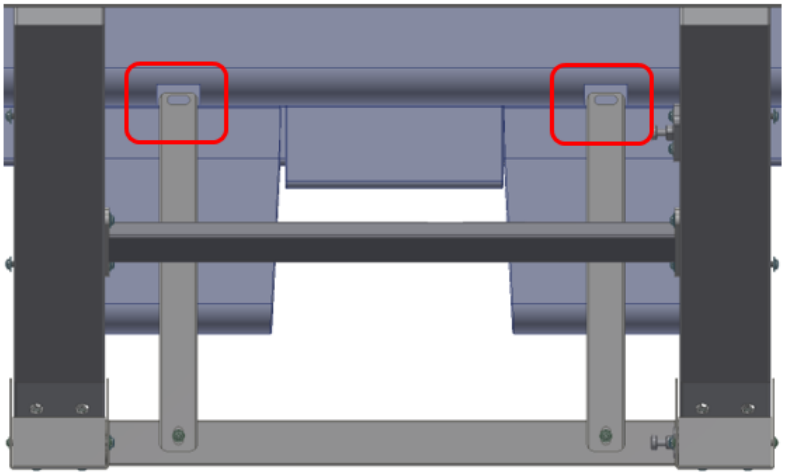
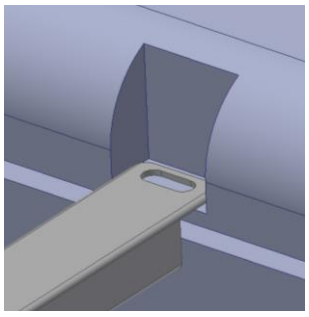
4. Fit the stand onto the printer.
   Ensure the clamps are in the down position. Lift the scanner stand and hook it over the cross beam of the printer stand, aiming the tie bars at the slots in the printer.









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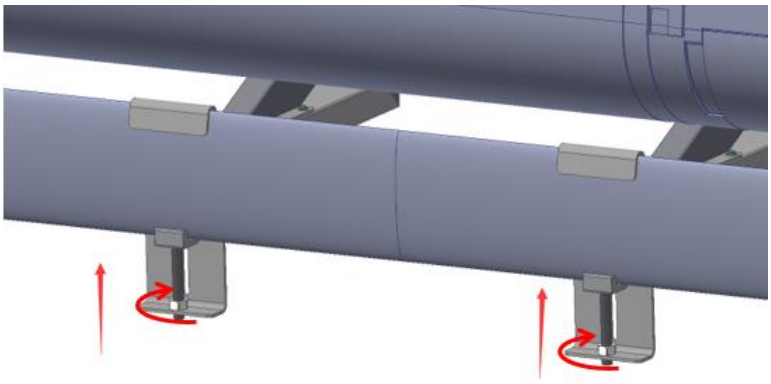
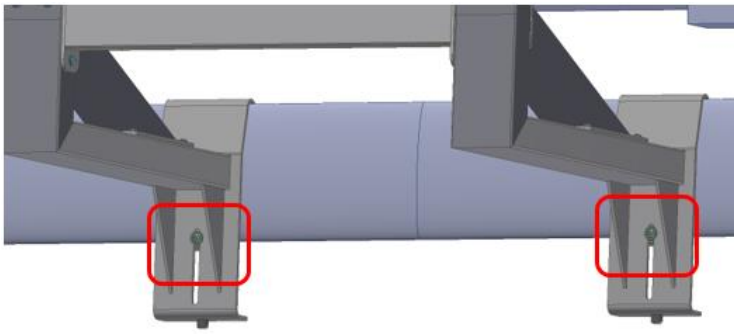
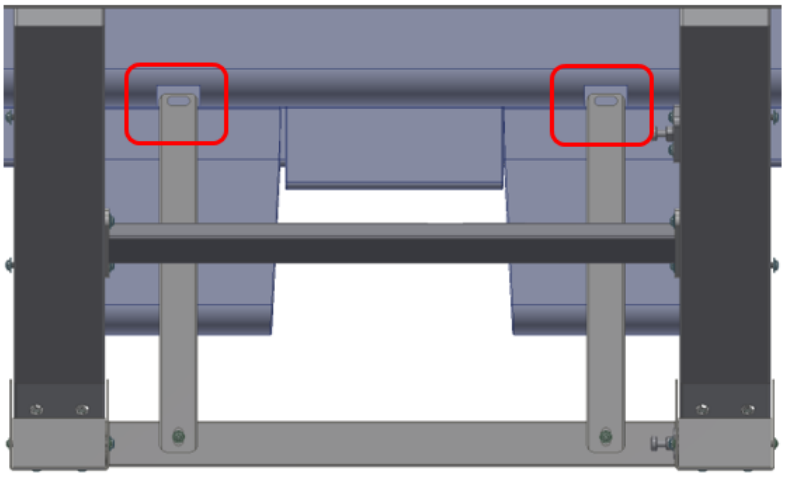
5. Turn the nuts to tighten the clamps until firm. Then tighten the screws on the back of the clamps.





6. Refit the 2 screws to the rear of the printer lid to attach the tie bars of the scanner stand.



7. Fit 2 scanner feet to the underside of the scanner tray.

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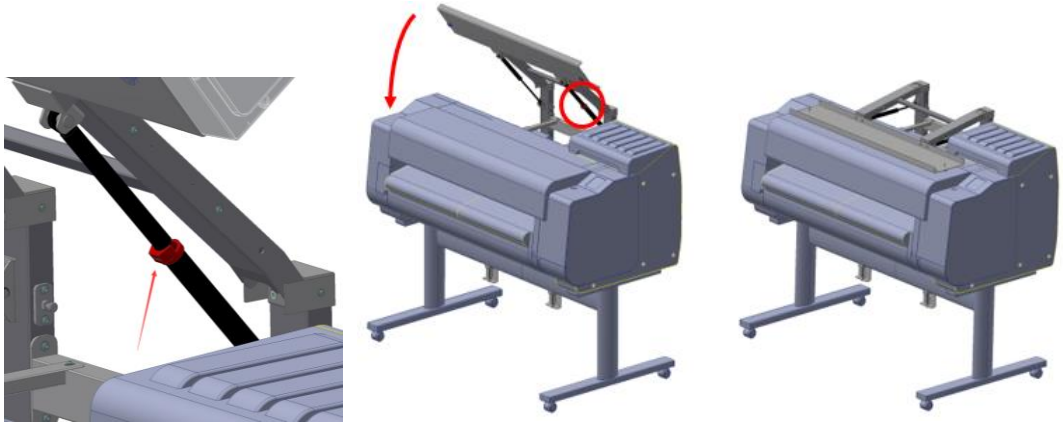
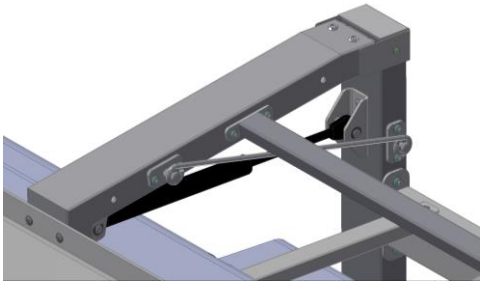
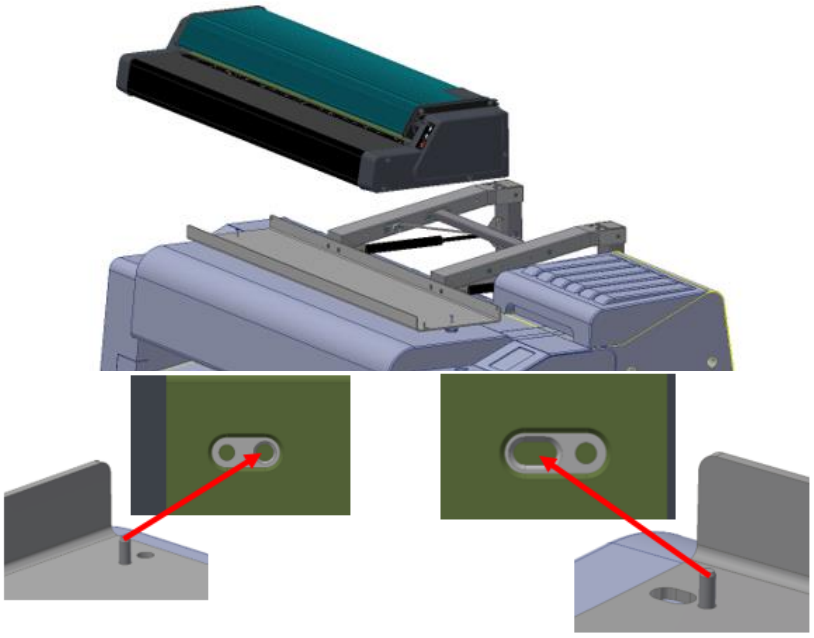
8. Release the lock on the right-hand gas spring and press the stand down. Use the hook to keep the gas springs compressed and the scanner stand in the lower position.





9. Place the scanner onto the scanner tray taking note to align the pins on the shelf into the holes on the underside of the scanner.



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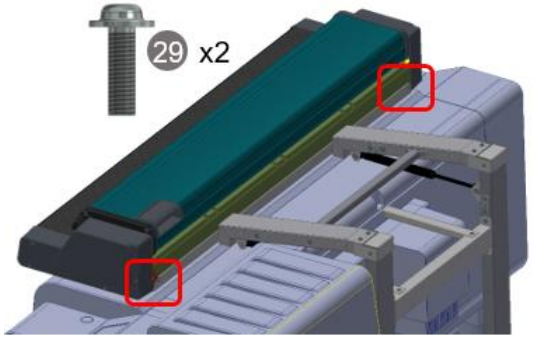
10. Fit 2 screws through the back of the scanner tray into the rear of the scanner.



11. Remove the hook and raise the scanner until the right-hand gas strut clicks to lock. Fit 2 screws into the underside of the scanner. (The hook should be kept in a safe place as it is required to remove the scanner from the scanner stand assembly).

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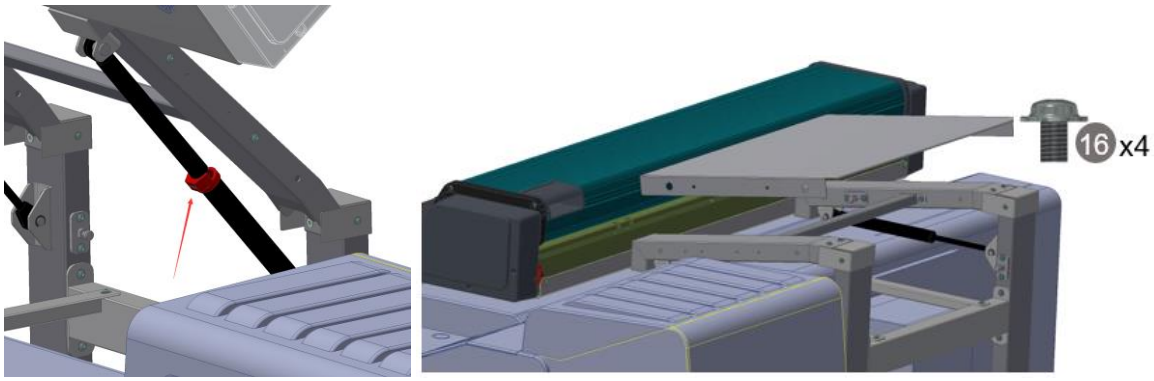
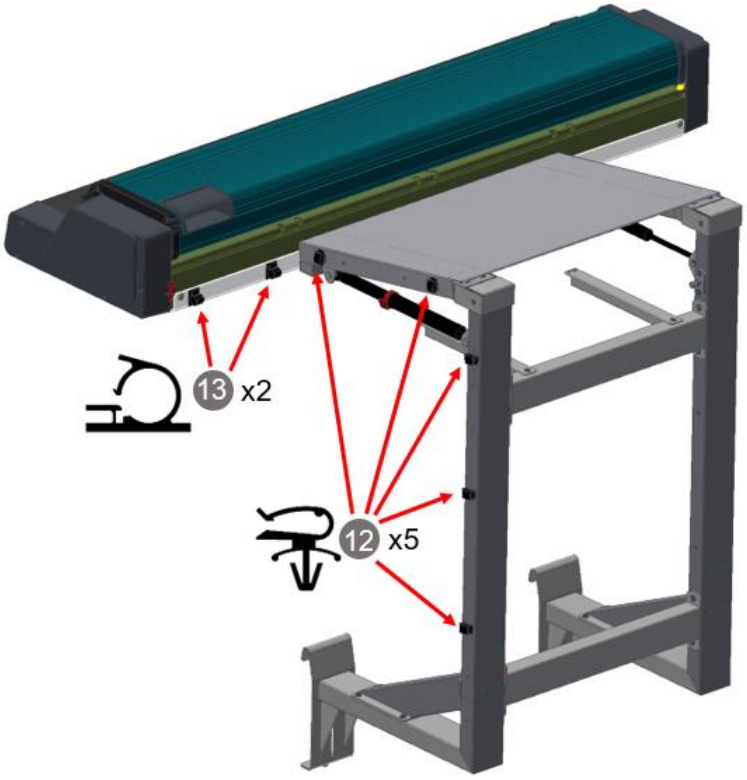
12. Release the lock on the right-hand gas spring and press the stand down. Fit the scanner output shelf on top of the scanner stand using the 4 screws.



13. Fit the cable clips to the scanner & stand.



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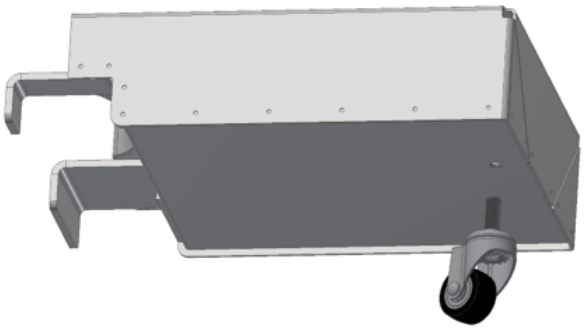
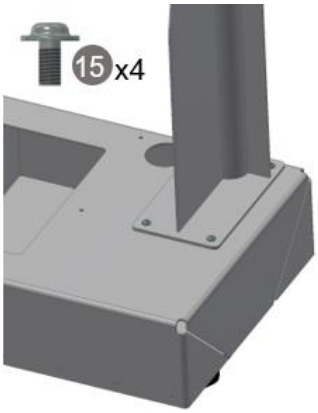
Fitting AIO stand, and attaching the AIO (or Touch Screen)

1. Fit the castor to the underside of the AIO stand box.



2. Fit the AIO pole to the AIO stand box.



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3. Turn the AIO pole upside down and feed the AIO power supply lead through the pole before it is fitted to the printer. Also, feed a network cable (not supplied) through the pole.
   Note: If your system includes the Touch Screen in place of the AIO, you will require power, video and USB cables to connect to a locally provided PC.

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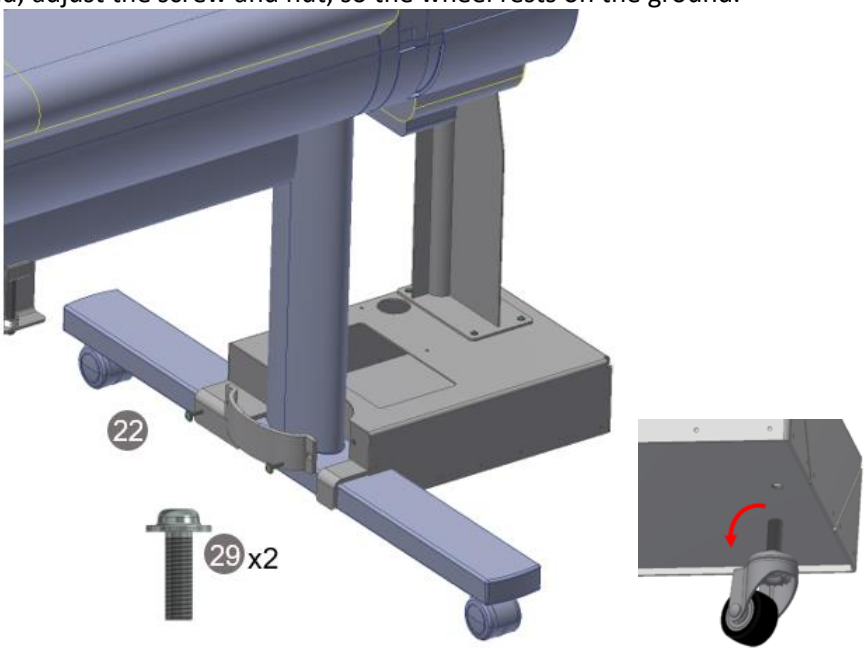
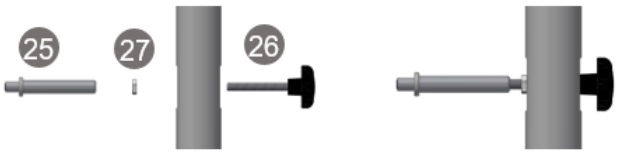
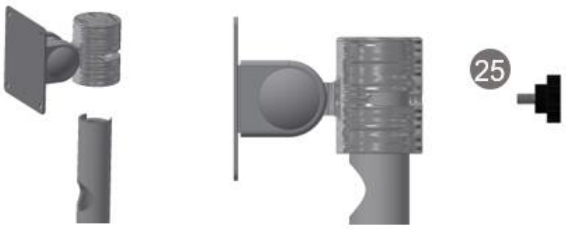
4. Hook the AIO stand box over the foot of the printer stand. Clamp the box to the upright of the printer stand using 2 screws. If the castor underneath the AIO stand box does not touch the ground, adjust the screw and nut, so the wheel rests on the ground.



5. Assemble the AIO pole tie bar. Fit to the AIO pole and adjust to keep the pole vertical.



6. Fit the VESA mounting plate for the AIO to the top of the AIO stand pole using the thumb screw.



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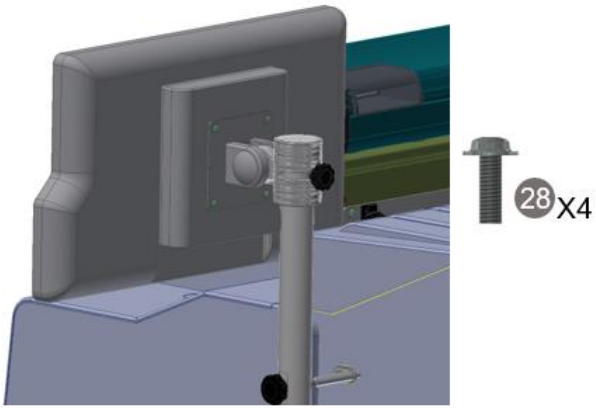
7. Fit the AIO (or Touch Screen) to the VESA mounting plate using 4 screws.



The completed scanner assembly mounted on the printer:

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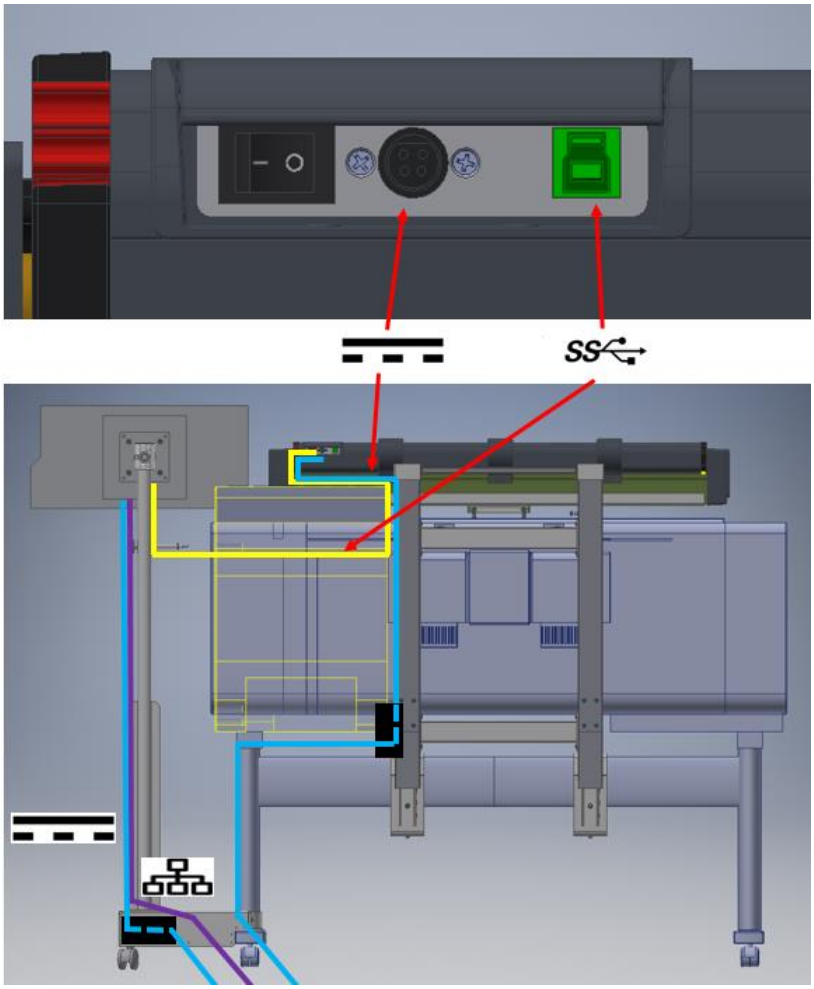
Scanner connections

- On the back of the scanner, connect the power cable. Use the 2 Velcro straps to attach the power supply block to the angled arm (stand item #2) at the bottom of the scanner stand. Route the cable as per the diagram using the cable clips on the scanner stand installed previously. Connect the power supply block to the mains power.
- Connect the USB3 cable to the back of the scanner. Route the cable as per the diagram using the cable clips on the scanner stand installed previously.



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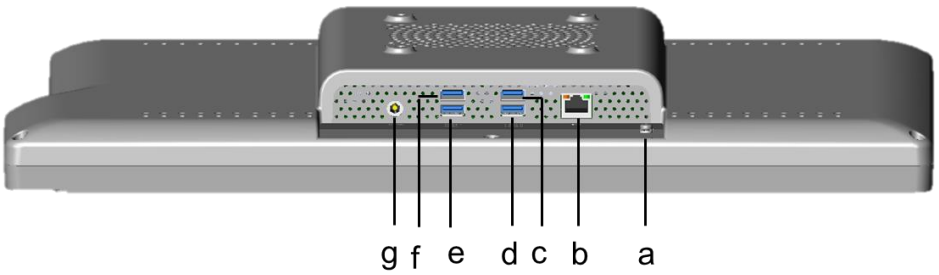
AIO connections



a	**Grounding**
b	**LAN Network (RJ45)**
c	**USB 3.0 Port**
d	**USB 3.0 Port**
e	**USB 3.0 Port**
f	**USB 2.0 Port**
g	**DC-IN Jack**

- Connect the USB3 cable to one of the USB3 ports (c, d, or e) on the back of the AIO PC.
- Connect the Ethernet cable to port (b) on the AIO and to a local network point.
- Connect the Power supply lead to port (g) on the AIO. Connect the power supply block to the mains power.

If you system uses a Touch screen, connect to a locally provided PC.

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Scanner User Interface – Membrane buttons & LED

- Stop
- Advance Document
- Rewind Document

LED:

- Orange – warming up.
- Blue – Ready.
- Blue flashing every 15 seconds – Sleep mode.
- Orange flashing every second – Lid open.
- Red flashing every second – Feeding.

Scanner Sleep Mode

The scanner will go to sleep after 15 minutes to save energy. The time can be adjusted in the software. (See Scanner info and settings).

To awake the scanner, push the red Stop button on the scanner user interface.

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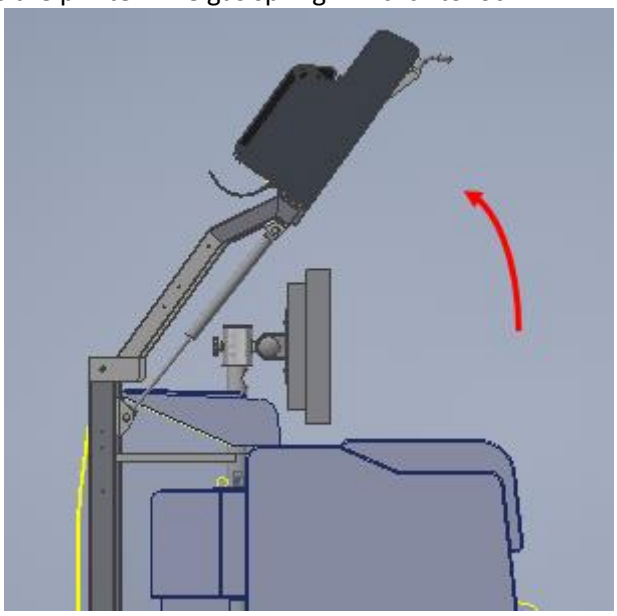
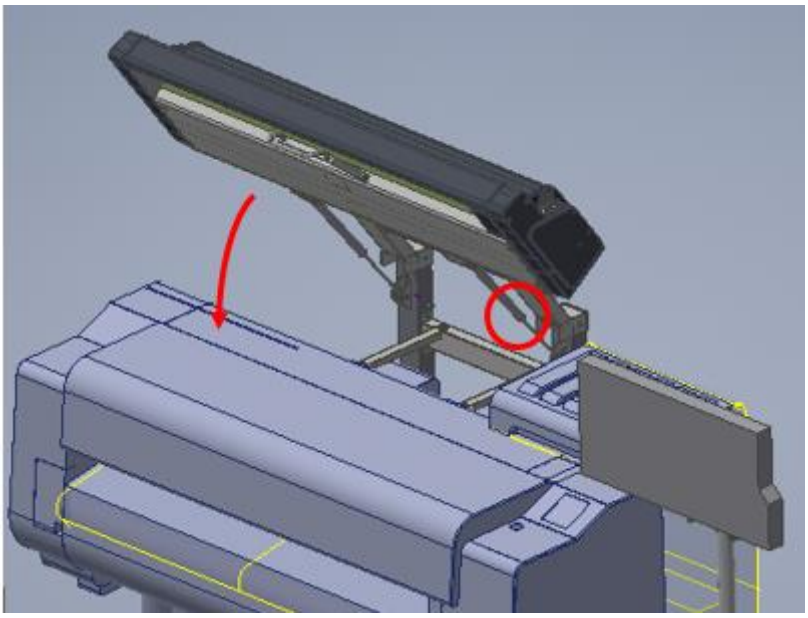
Raising & lowering the scanner on the printer

Lift the scanner to access the printer. The gas spring will click to lock.



To lower the scanner, unclick the gas spring, then lower the scanner.



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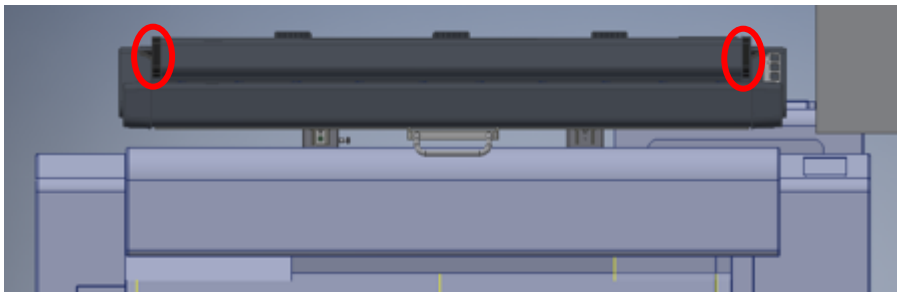
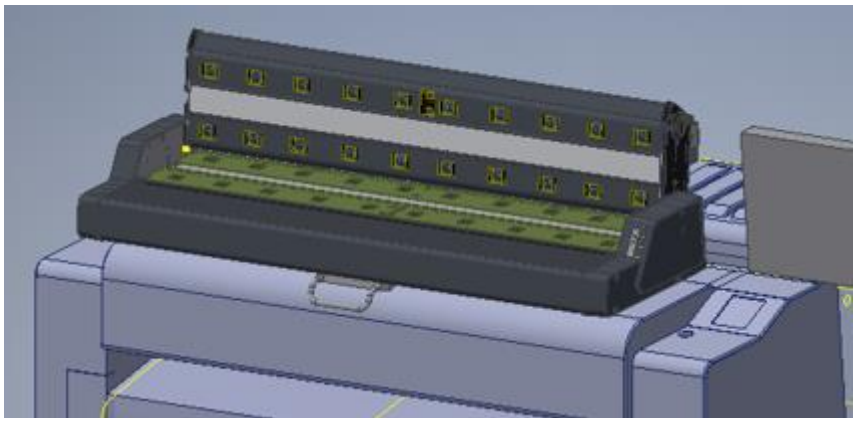
Opening and closing the scanner lid

The scanner closes in 2 stages.

The first click should be used when the scanner is not in use as it puts less pressure on the foam hold-up roller, and prevents it forming a flat spot if left for a long period without turning.

The second click is for normal scanning use.





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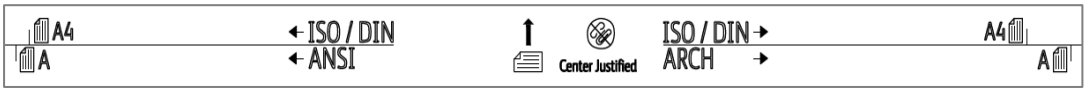
Loading documents into the scanner

- Caution: The scanner's scan glass will be permanently damaged if you try to scan documents that contain staples, paper clips or other similar objects. Avoid scanning documents with sticky tape or Post-It notes as the glue can adhere to the scan glass resulting in image quality issues.

- To scan thicker documents, such as the calibration target, remove the document return guide(s) to provide a straight paper path.

- The original document will be loaded into the scanner face up in the centre.
  If using auto-size, the exact position is not critical.
  If using fixed sizes, align to the appropriate mark on the document size strip.
  ISO/DIN sizes are shown above the line
  ANSI sizes are shown below the line to the left only.
  ARCH sizes are shown below the line to the right only.



- Aligning a document can be made easier by fitting either 1 or 2 Paper Edge Guides.

- Using two hands, hold the document at both sides near the lead edge, giving a little outward tension to make the lead edge of the document straight. Present the lead edge to the scanner keeping the lead edge square to the feed rollers. After a delay of approximately 0.5 seconds, the feed rollers will automatically take the document into the scanner and place it in the correct position ready for the Scan or Copy operation.

- The document can be ejected to the front or rear of the scanner by pressing and holding the appropriate button on the scanner User Interface.

- If a document has jammed inside the scanner and to prevent damaging the document, open the scanner and remove the document by hand. The jammed document can be removed from the front or back of the scanner as preferred. See Opening and closing the scanner lid

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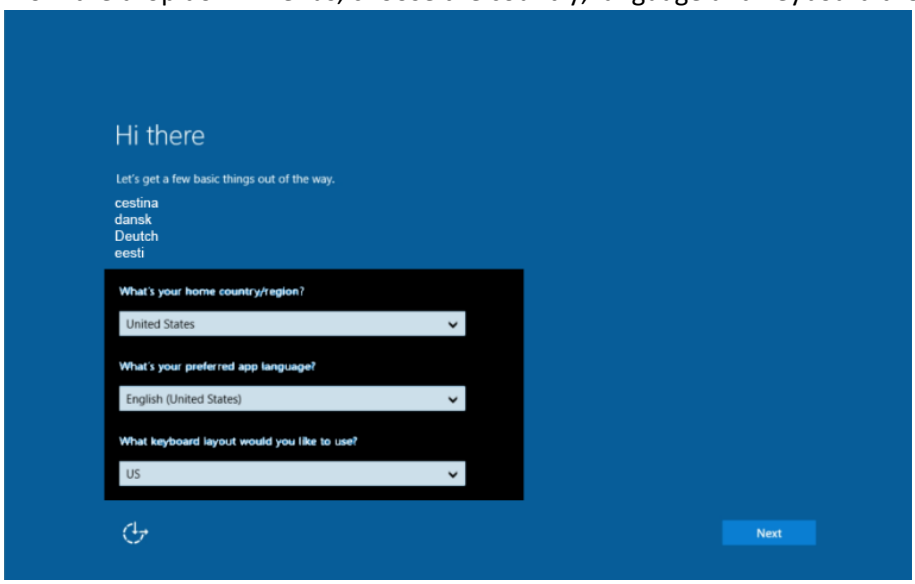
All-In-One PC Configuration

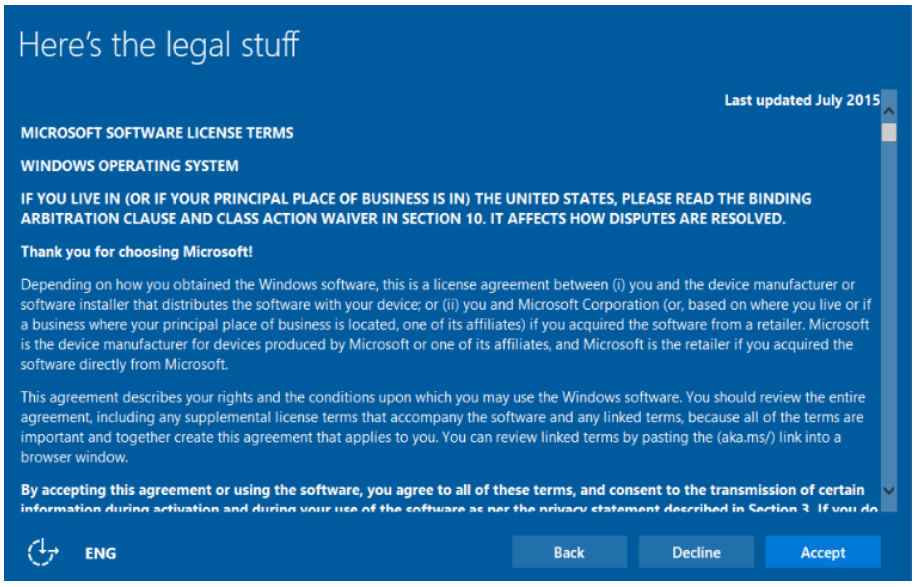
If your AIO has already had the Operating System configured to a language, skip this section.

All-In-One first power on – Operating System language selection.

1. Power on, and wait for the PC to boot to the first screen shown below.
   From the drop down menus, choose the country, language and keyboard then select Next.



2. Accept the legal agreement.



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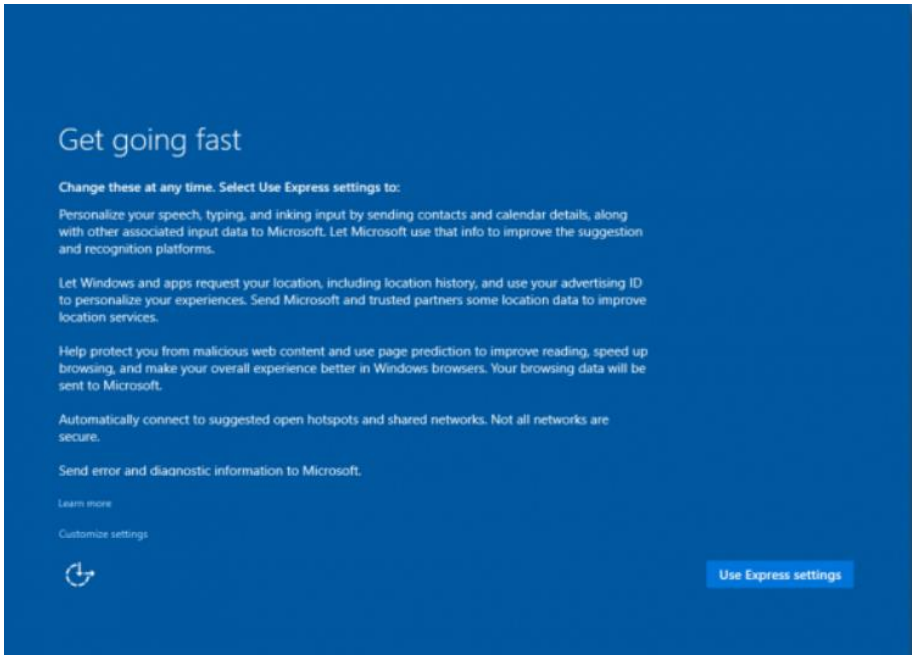
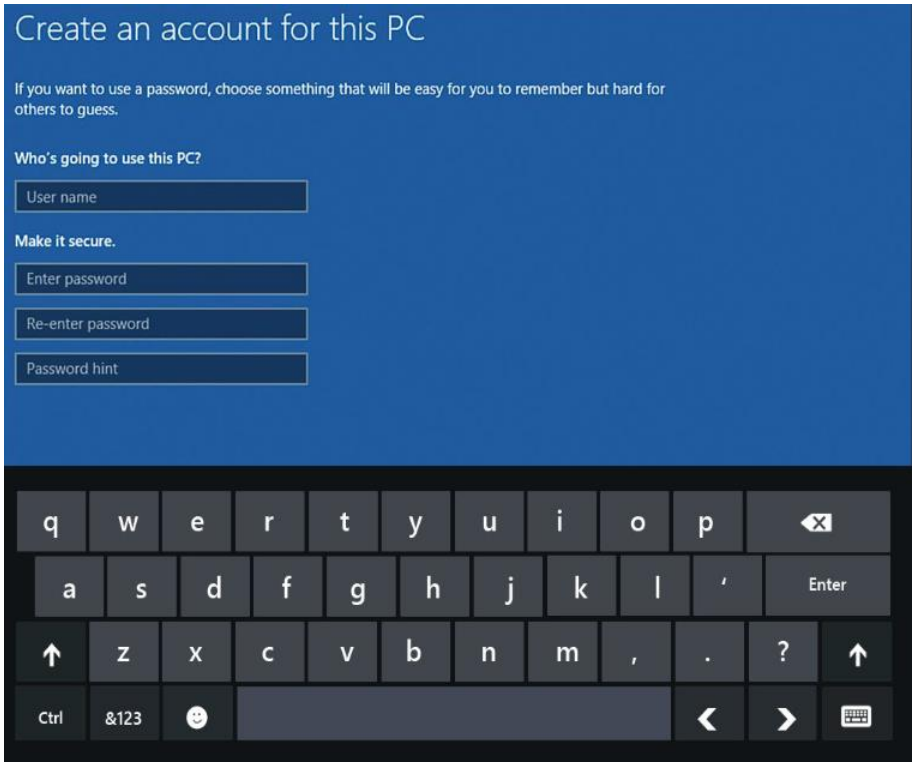
3. Select Use Express settings.



4. Create your own username and password using the touch screen keyboard.



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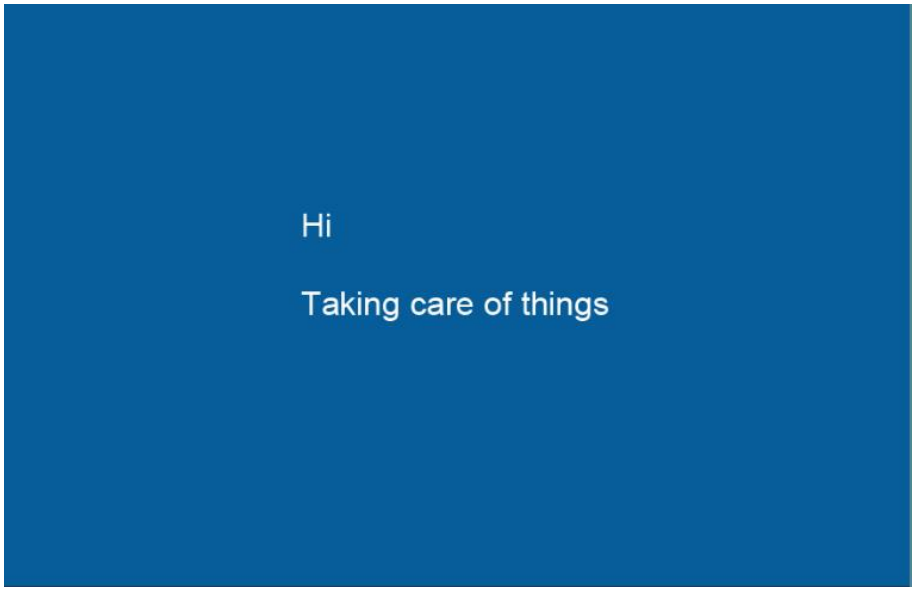
5. Wait while the Operating System configures itself until it



6. Wait for the PC to complete installing the Operating System. This will take some time.

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SmartWorks MFP V5 Software

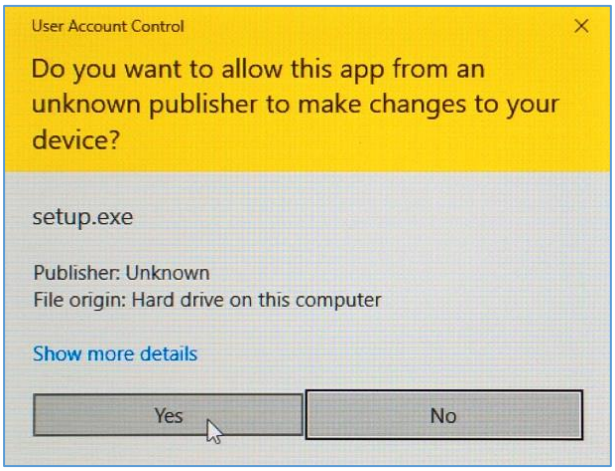
Preparation

1. Ensure the scanner is configured and powered on.
2. Ensure the printer is configured and powered on.
3. Install and configure the Windows printer driver for the printer. Although SmartWorks MFP5 has its own internal printer driver, it passes the data to the printer via the spooler of the Windows printer driver.
    a. The printer driver should be configured with an IPv4 Address.
4. Direct Print and Share must be installed on the same PC as SmartWorks MFP to enable the Scan to Cloud option.

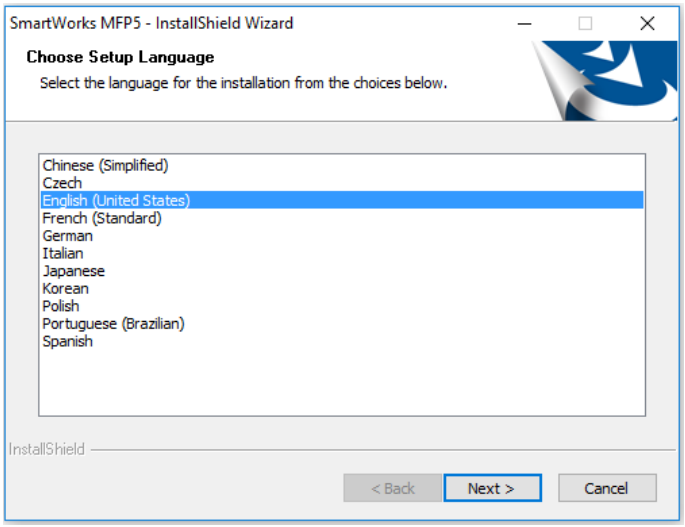
Installation

1. Insert the SmartWorks MFP5 USB stick into the AIO.
   Note: Please download and install the latest version if available.

2. Run the SmartWorks MFP5 setup. Click Yes to allow the program to install.



3. Select your language and click Next.



4. Wait for the installation script to be ready.

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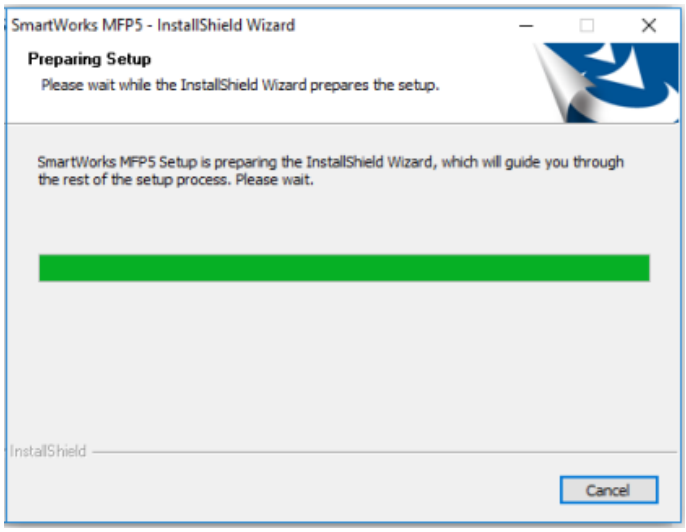
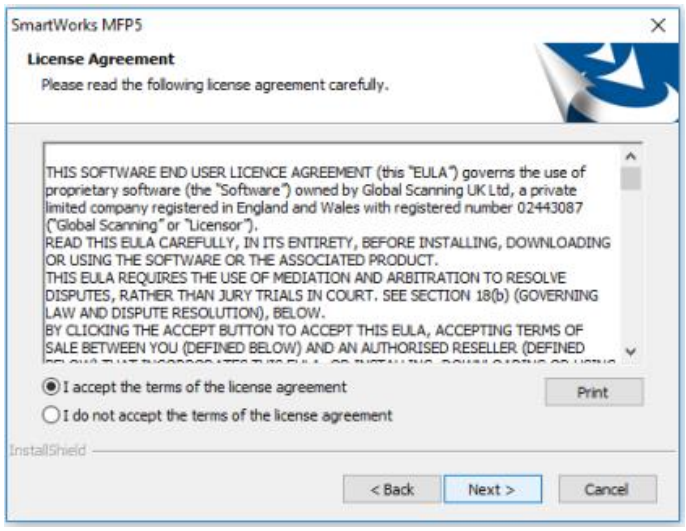
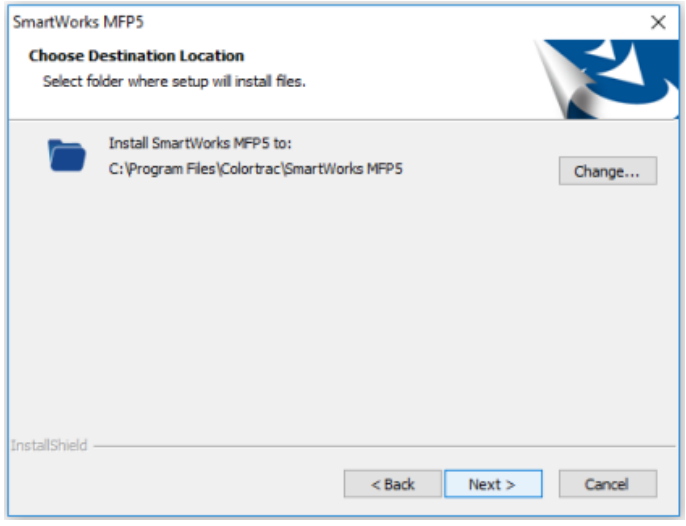


5. Accept the License Agreement and click Next.



6. Click Next to accept the default installation folder for the software



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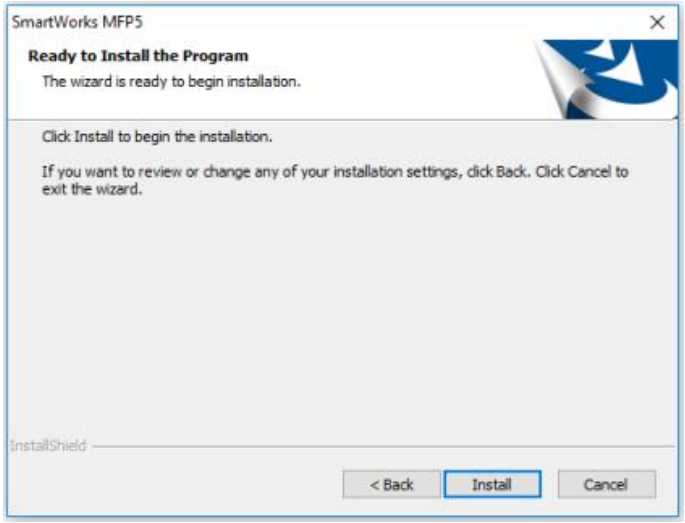
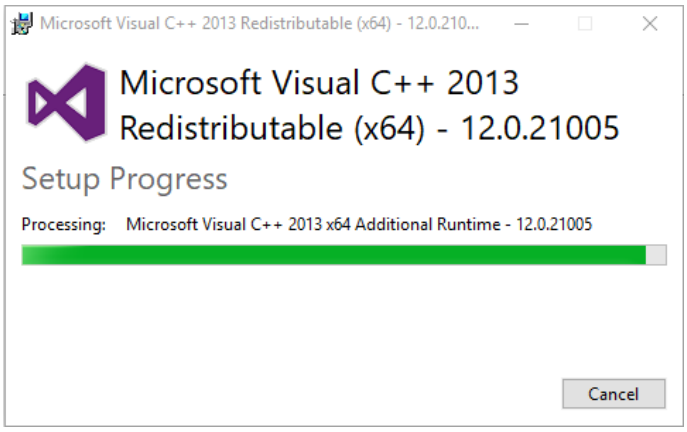
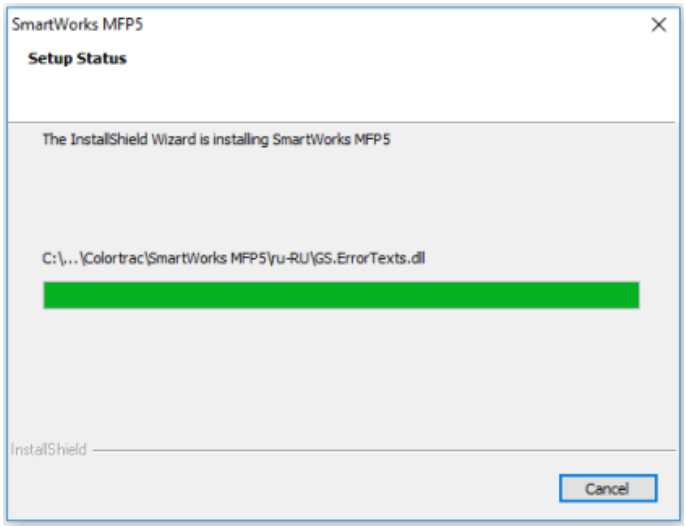
7. Click Install.



8. Depending on the current level of the Operating System, you may see installations screens for Microsoft Visual C++ Redistributable files.



9. Wait while the software installs.



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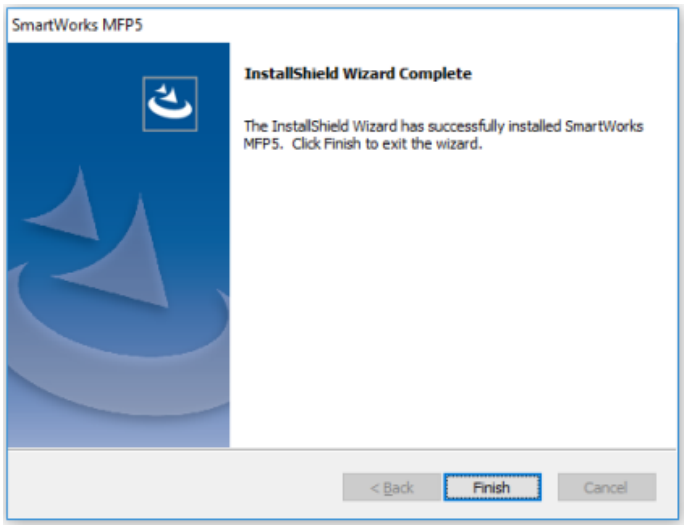
10. Click Finish to complete the installation.



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Home Page

Overview

This application is designed to be operated via a touch screen. It is part of an MFP system which includes a T25/T36 large format scanner and a Canon printer.

The functions supported are:

Copy, Scan, Print, Edit, Copy & Archive.

It uses a scan once, preview edit workflow. This means the image is scanned once, edited on the large screen, then printed (Copy) or saved (Scan) only when you are happy with the image. This saves time as well as paper and ink. It protects delicate documents from being scanned multiple times while trying different settings.

Navigation

The Home page shows the main functions displayed on a revolving carousel. The function at the front is the active function (The active function in the picture above is Copy). Touch or swipe on any function icon to rotate the carousel.

Under the selected function, the most common options for that function are displayed:

E.g. For Copy = Preset, Quality, Copies, Scale.

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The options will change according to the function at the front of the carousel. More options are available under the More Options button.

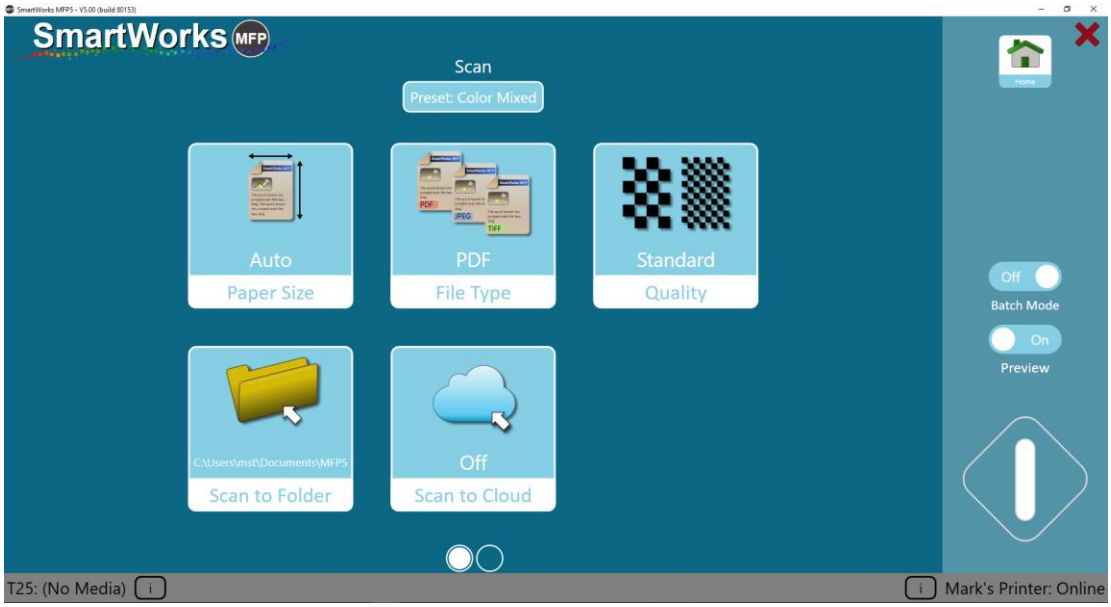
The right side panel of the screen shows features that define the mode of operation for that function: E.g. Preview on/off, Batch mode on/off.

There is a Reset button in the top right of the Home page, which return the program to the power on default settings.

There is a Red “X” button in the top right of the Home page, which will either close just the software or close the software and shutdown the PC depending on the Preferences defined in Settings.

At the bottom of the screen, the scanner is shown on the left, the printer on the right. This shows the status of the device, and selecting the “i” will provide more information about the device.

On some screens, if there are more choices available, then the number of circles at the bottom of the screen show how many pages are available. The selected page is identified by a filled circle. Click the circles to switch between pages.



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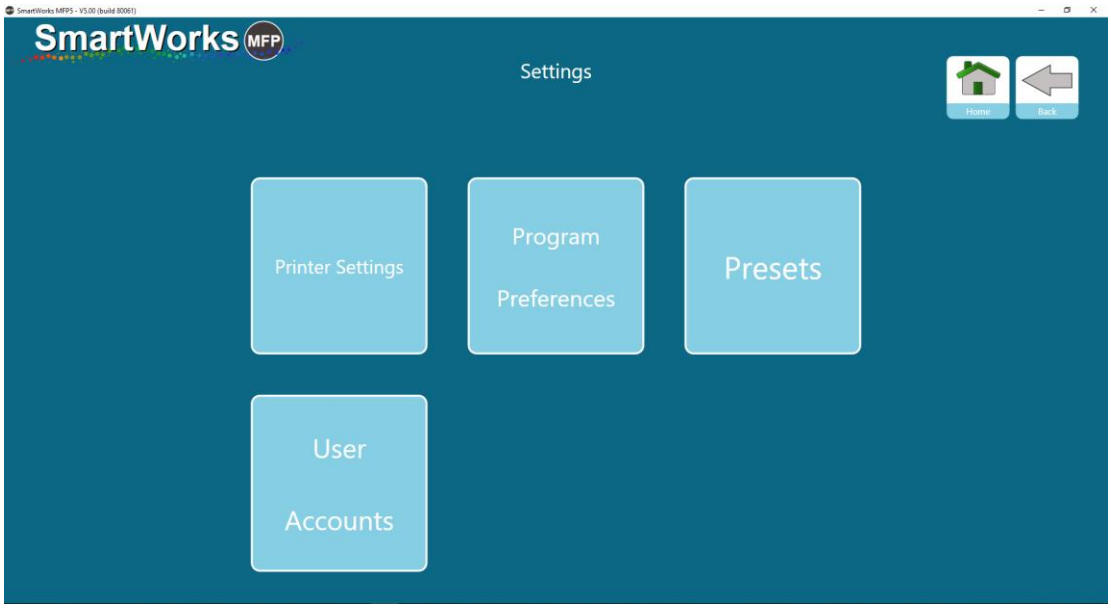
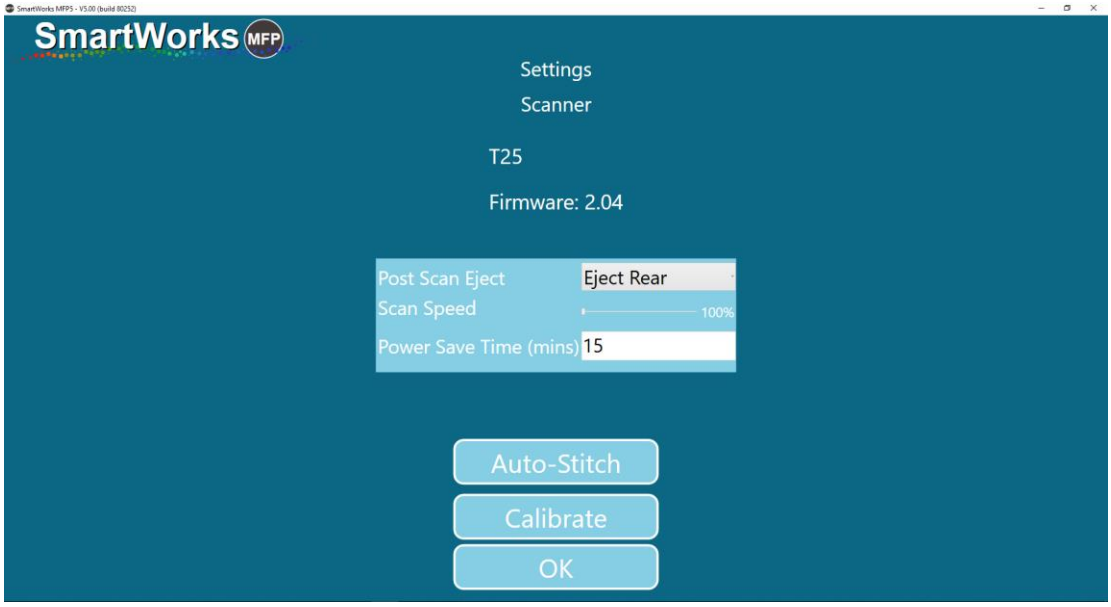
As you navigate through the menus there is a Home button and sometimes a Back button in the top right corner. Some screen use an OK button to return to the previous page.

Home – returns to the Home page

Back – goes to the previous page.





Timeout Reset

After a period of 2 minutes with no activity, the software will return automatically to the Home screen and reset to the Program Preferences (power on defaults). If User Accounts are enabled, it will also, log out the current user and show the logon screen.

The timeout period can be adjusted in Settings-Program Preferences.

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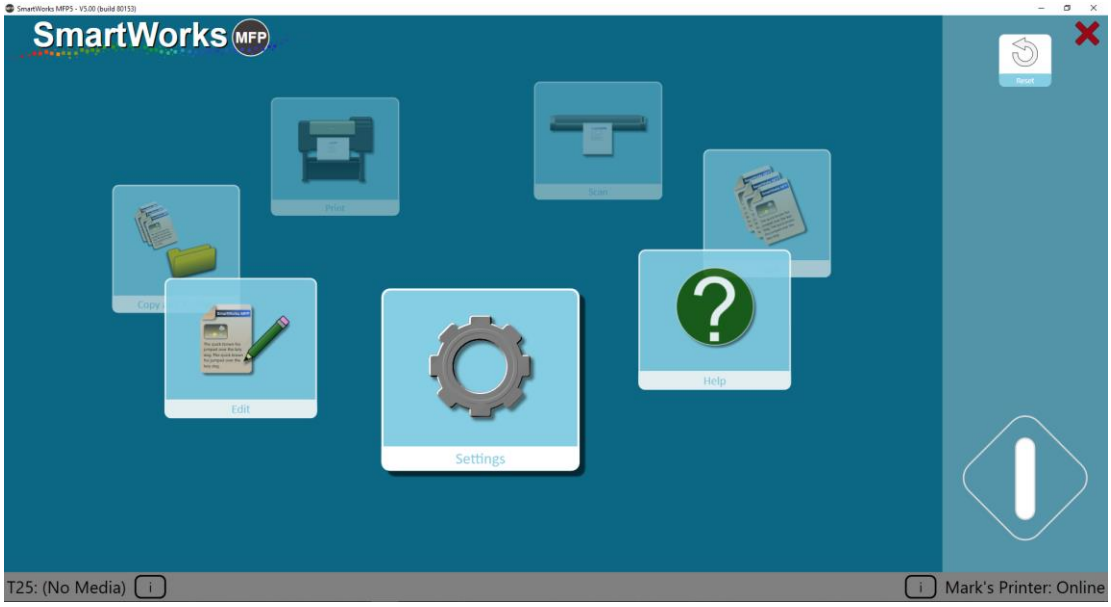
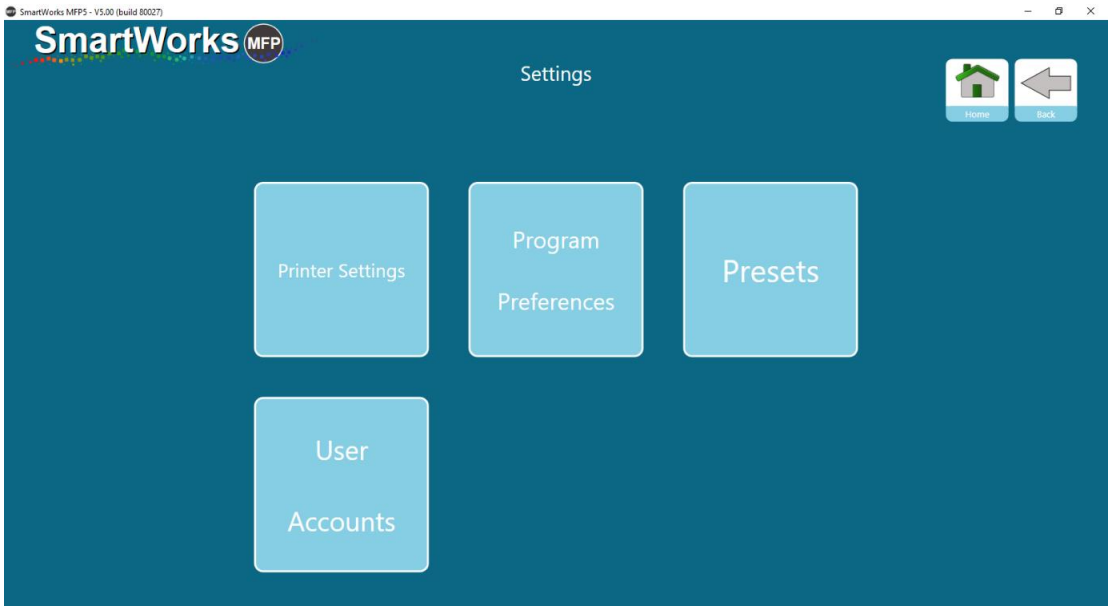
Setup

Language and Units

Select Settings on the Home page. Press the Settings to enter the Settings Menu.



Select Settings on the Home page. Press the Settings to enter the Settings Menu.



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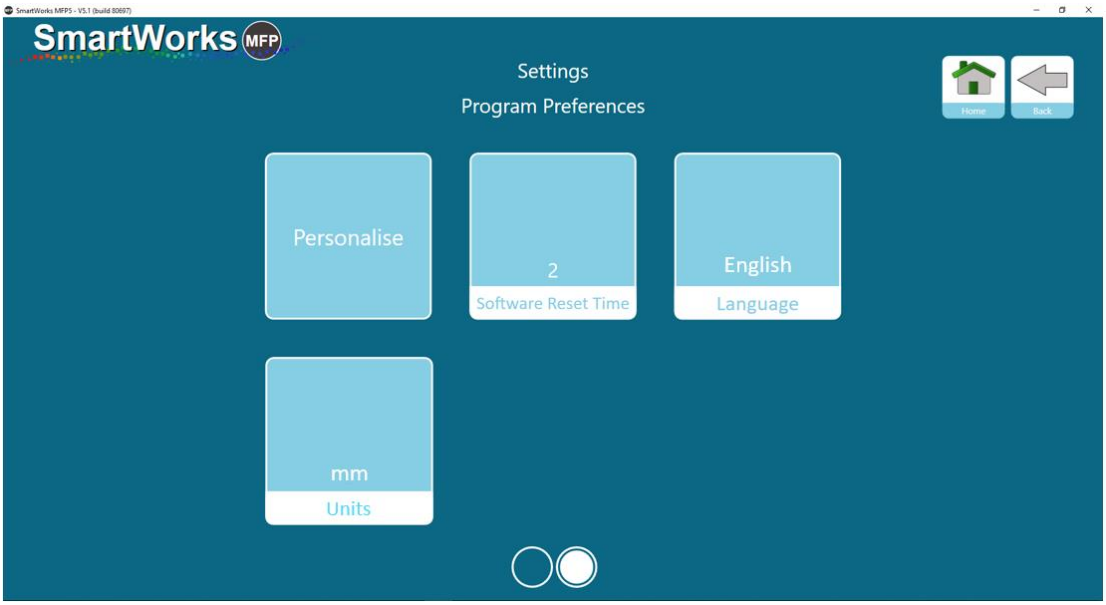
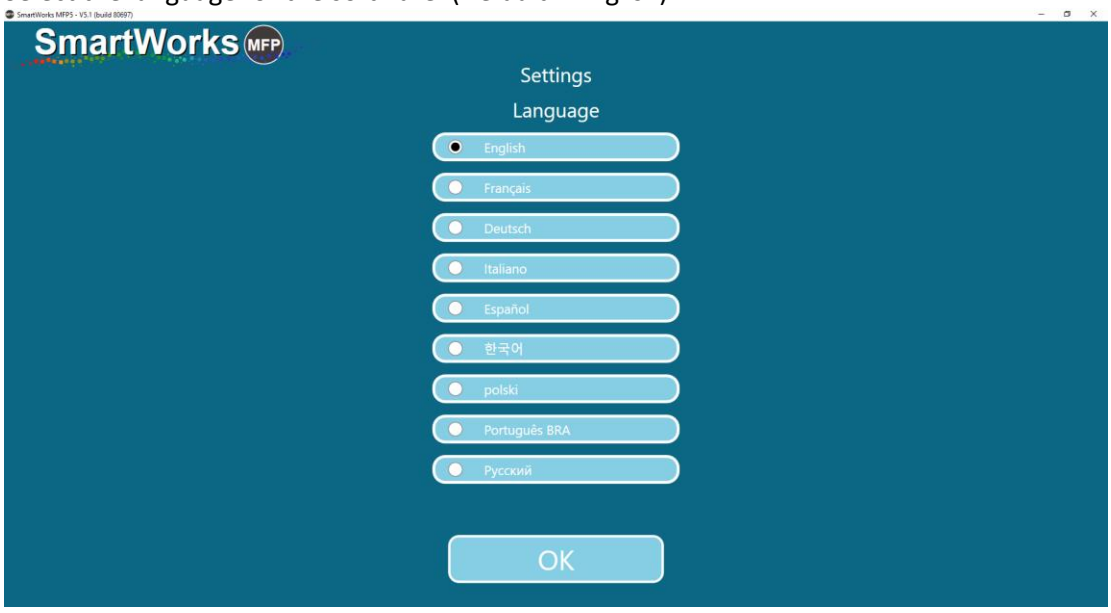
Select Program Preferences and go to Page 2.



Select the language for the software. (Default – English)



Select the units for the software. (Default – mm)

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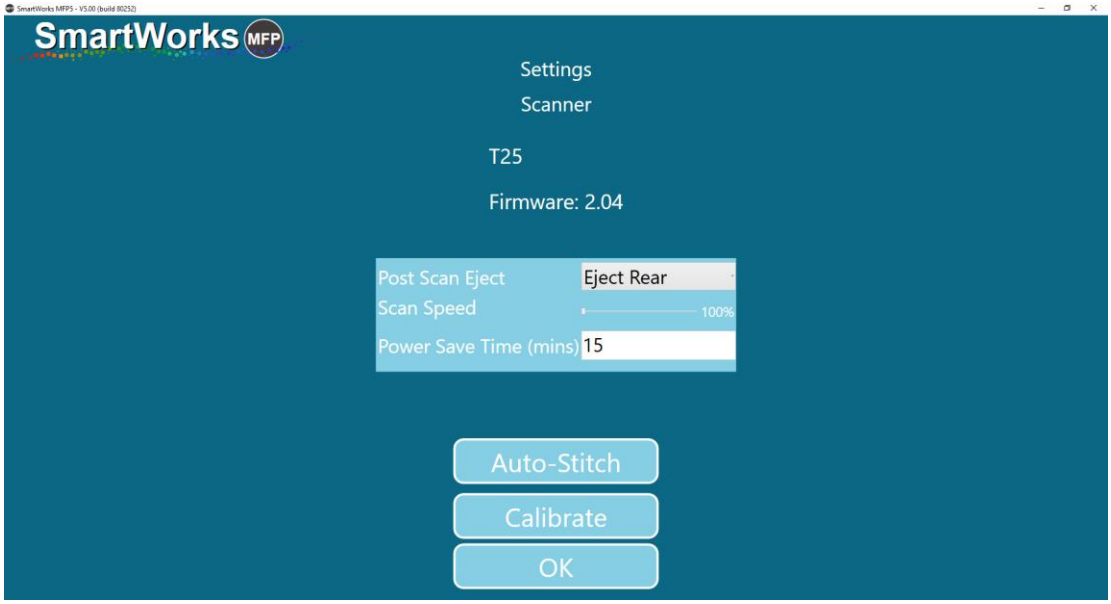
Scanner Setup

When the scanner is powered on and connected to the PC, the software will automatically detect the scanner and display it in the bottom left hand corner.

Scanner info and settings

The status of the scanner is shown in the bottom left hand corner of the screen, and selecting the “i” will provide more settings. It provides access to scanner maintenance task: Calibrate and Auto-Stitch.



You can select whether the document is ejected out of the rear of the scanner after scanning, or rewound to be ejected out of the front of the scanner.

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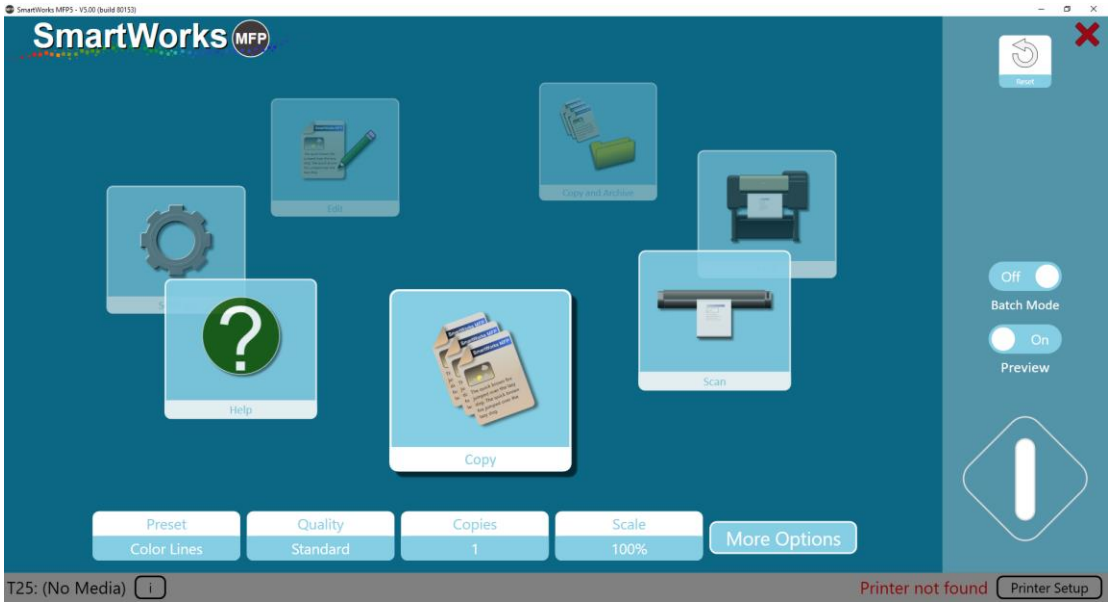
Scan speed can be adjusted as follows: 100% = full speed, 50% = ½ speed, 33% = 1/3 speed, 25 = ¼ speed. Use slower speeds to scan delicate documents or to prevent Stop/Start scanning.

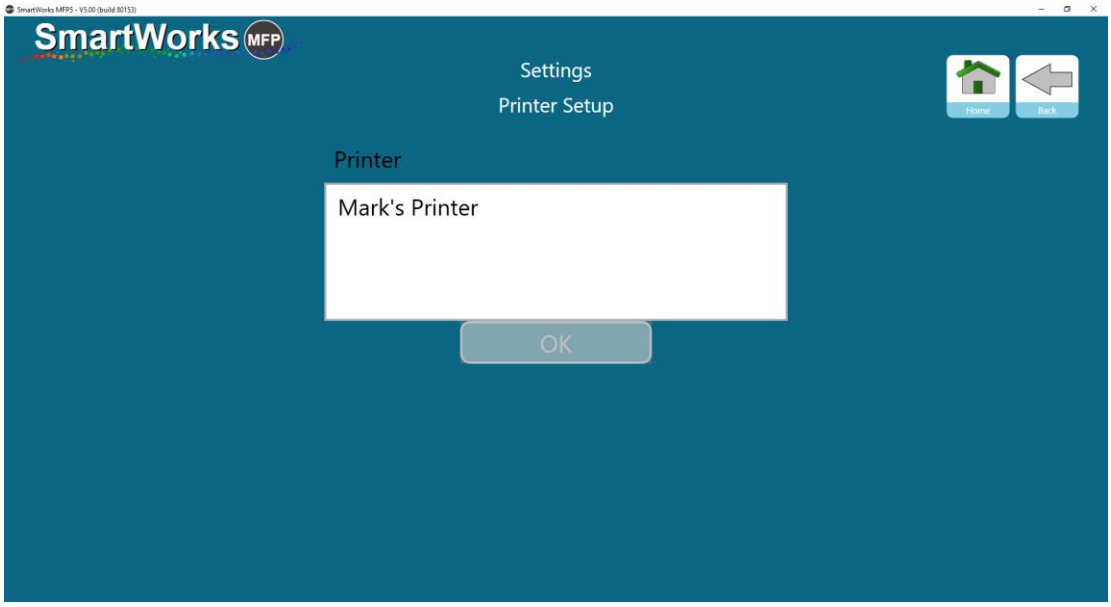
The power save time defines how long with no activity before the scanner goes into its energy saving sleep mode. The default is 15 minutes. The maximum is 240 minutes.

Printer Setup

On the first start up, the software shows “Printer Not Found” in the bottom right hand corner of the screen with a Printer Setup button.



Press the Printer Setup button and the software will display a list of installed supported printer drivers.



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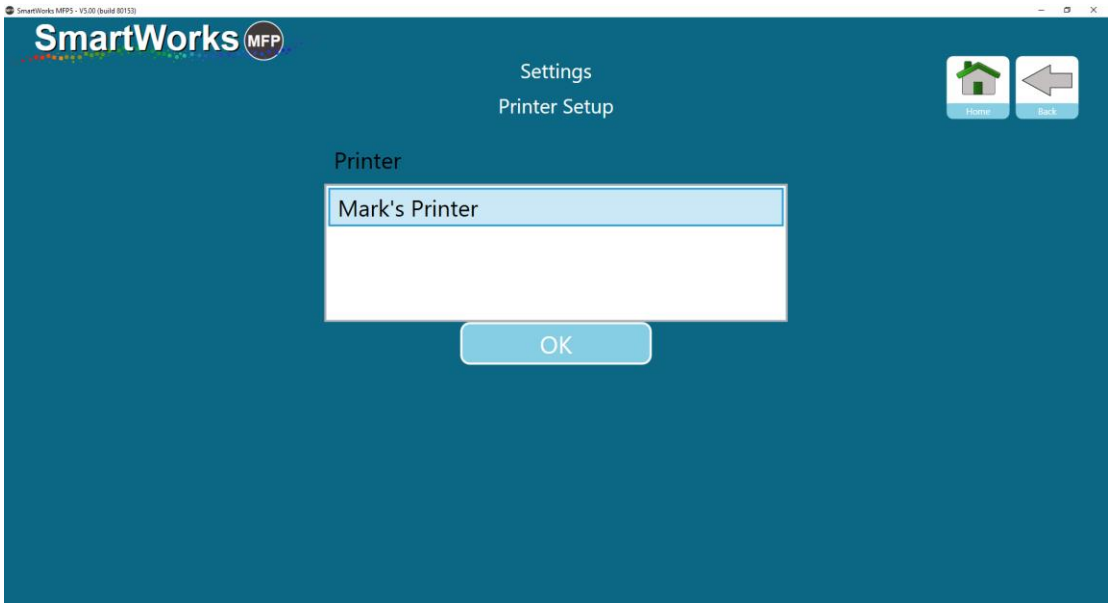
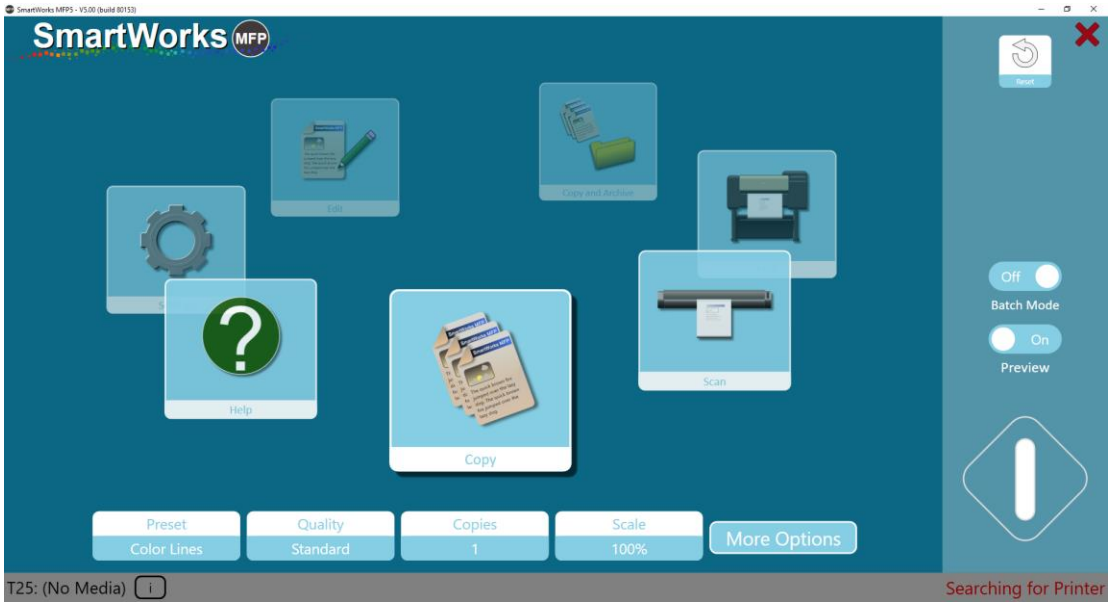
Select the printer from the list of installed supported Windows printers and press OK.



The software will then search and communicate with the printer, so the printer must be online.



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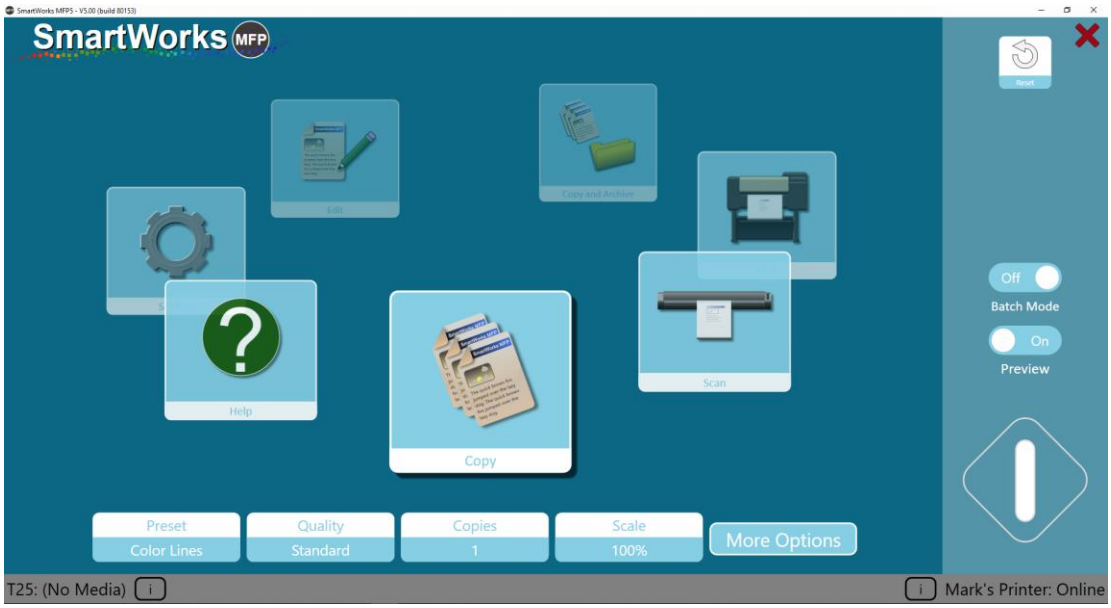
Once the printer has been found, the printer's name will be displayed.



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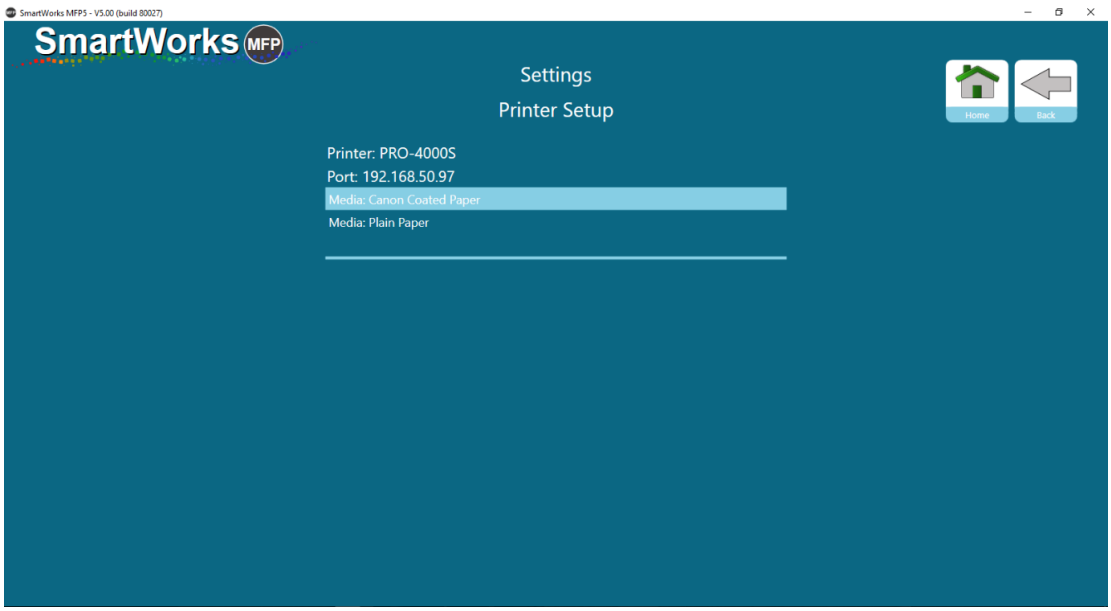
Printer info and settings

Once configured, the status of the printer is shown in the bottom right hand corner of the screen, and selecting the “i” will provide the printer model, its port and the media type loaded.

Certain printer models display additional settings that can be edited by the user.

For example, the user can choose a different paper type if the printer supports 2 rolls.



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Function requirements – When the Green button is displayed. Demo Mode.

Copy, Scan and Copy & Archive – The Scanner must be on with a document loaded, and the printer must be online.

Print – A file must be selected and the printer must be online.

Edit – A file must be selected. The scanner or printer do not need to be present.

Demo mode – If no printer is connected, the software will operate in Demo Mode. All the pages can be accessed, but the Green button will not display for the Copy, Scan, Print and Copy & Archive functions. The Edit function will operate to show Preview screen operation.

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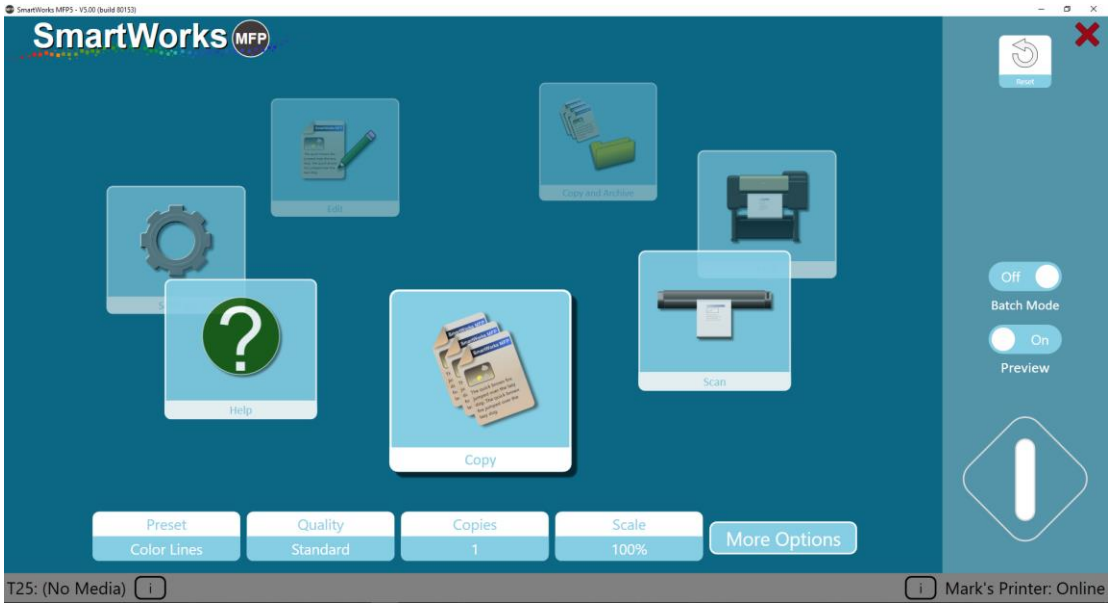
Operation

Home Page – Batch Mode and Preview definition



Batch Mode (Copy, Scan, Copy & Archive mode) – The first document of the batch requires the green button to be used, but the system will automatically start scanning as each subsequent document is loaded into the scanner until the batch processed is stopped by using the Blue button.

Preview (Copy, Scan, Copy & Archive mode) – Shows the scanned image on screen to allow image adjustment before printing or saving.

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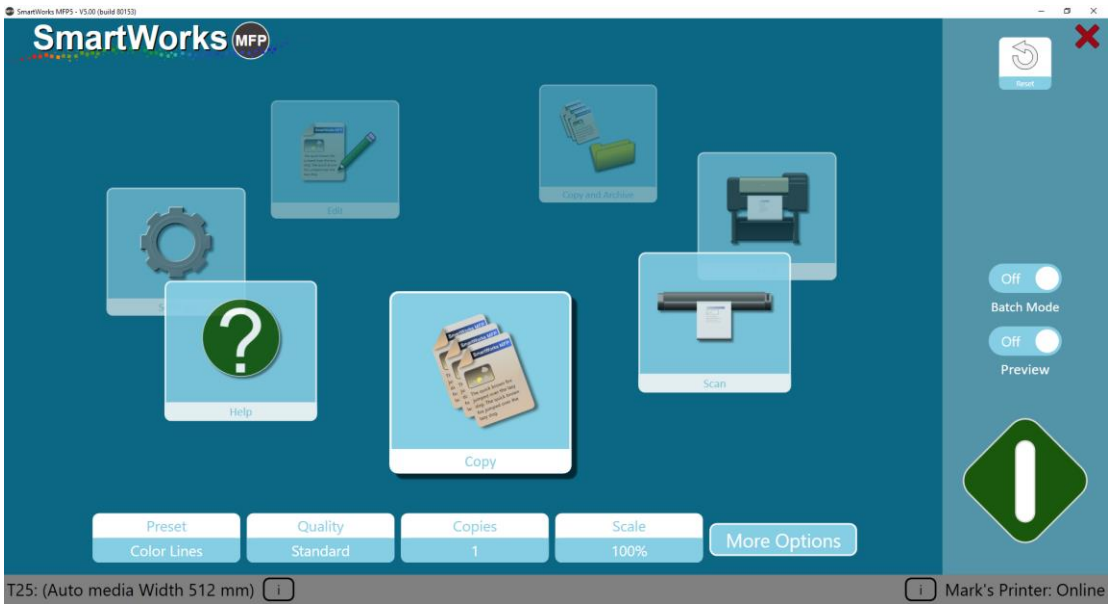
Quick Copy, Scan or Copy & Archive without Preview

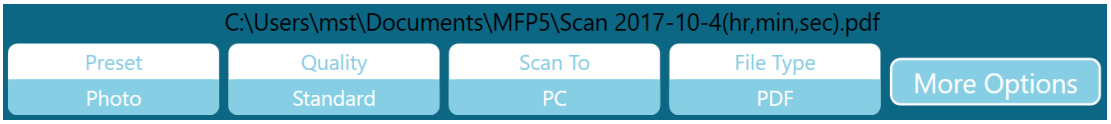
1. Insert the original document into the centre of the scanner, face up. The size of the document will be displayed in the bottom left hand corner of the software.

2. Select Copy, Scan or Copy & Archive on the Home page.



3. Make any changes as required for
   a. Copy: Presets (Document type), Quality, Number of Copies or Scale.

   b. Scan: Presets (Document type), Quality, Scan To destination or File Type.



Scan to: PC or USB.

Scan to PC is default. The button will automatically change to Scan to USB when a USB memory stick has been inserted into the PC.

Press Eject USB before removing the USB stick to ensure safe removal. The button then reverts to Scan to PC.

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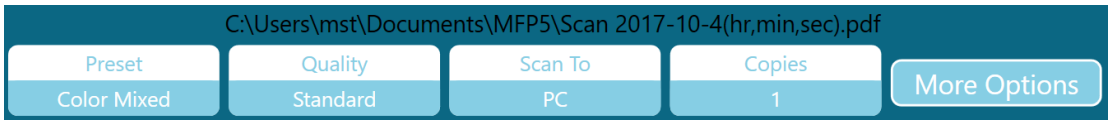
c. Copy & Archive: Presets (Document type), Quality, Scan To destination or Number of Copies.



4. Turn Off both Batch Mode and Preview, then Press the Green button.

5. The process can be cancelled by pressing the Red button.

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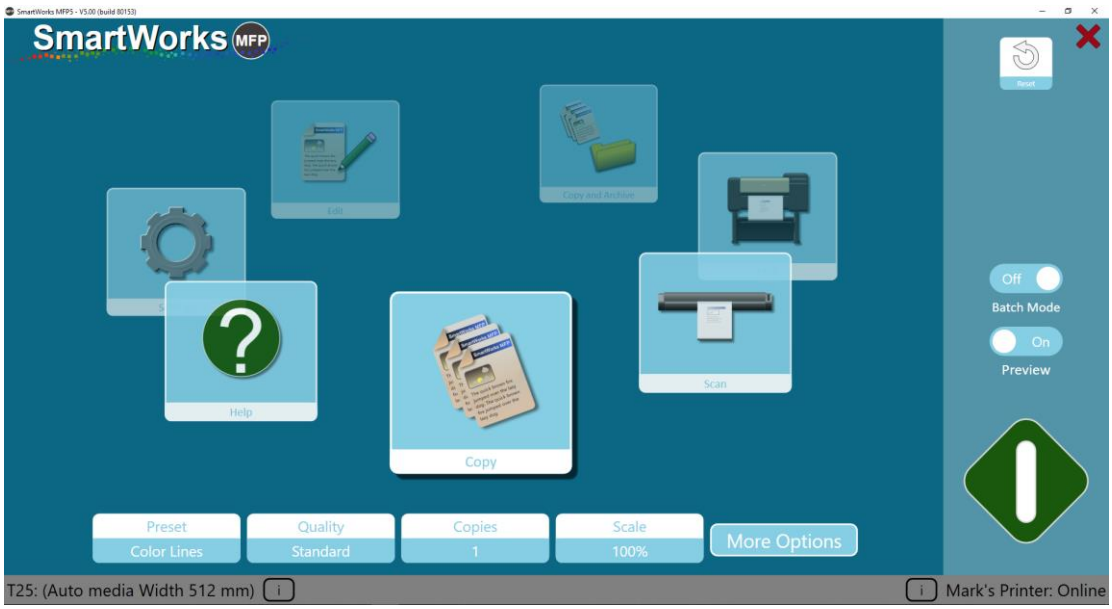
Quick Copy, Scan or Copy & Archive with Preview

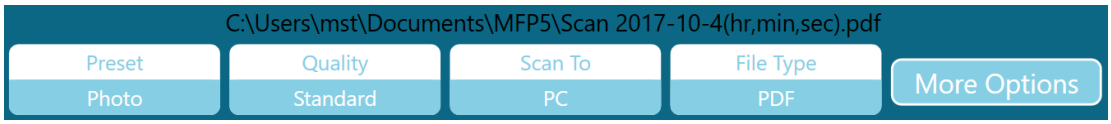
1. Insert the original document into the centre of the scanner, face up. The size of the document will be displayed in the bottom left hand corner of the software.

2. Select Copy, Scan or Copy & Archive on the Home page.



3. Make any changes as required for
   a. Copy: Presets (Document type), Quality, Number of Copies or Scale.

   b. Scan: Presets (Document type), Quality, Scan To destination or File Type.



Scan to: PC or USB.

Scan to PC is default. The button will automatically change to Scan to USB when a USB memory stick has been inserted into the PC.

Press Eject USB before removing the USB stick to ensure safe removal. The button then reverts to Scan to PC.

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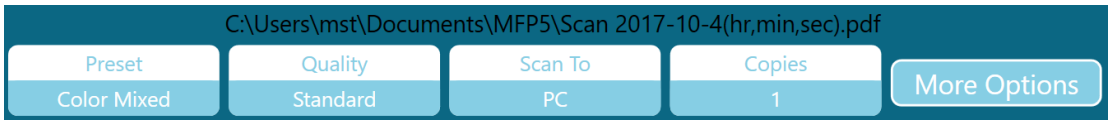
c. Copy & Archive: Presets (Document type), Quality, Scan To destination or Number of Copies.



4. Turn Batch Mode Off and turn Preview On. Press the Green button.

5. The process can be cancelled by pressing the Red button.

6. A preview image will be displayed. Adjust as necessary. (See Preview).

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7. Press the Green button to Save or Print with the images adjustments.
   Press the Home button to cancel the Print, or to save the original Scan file without the image adjustments.

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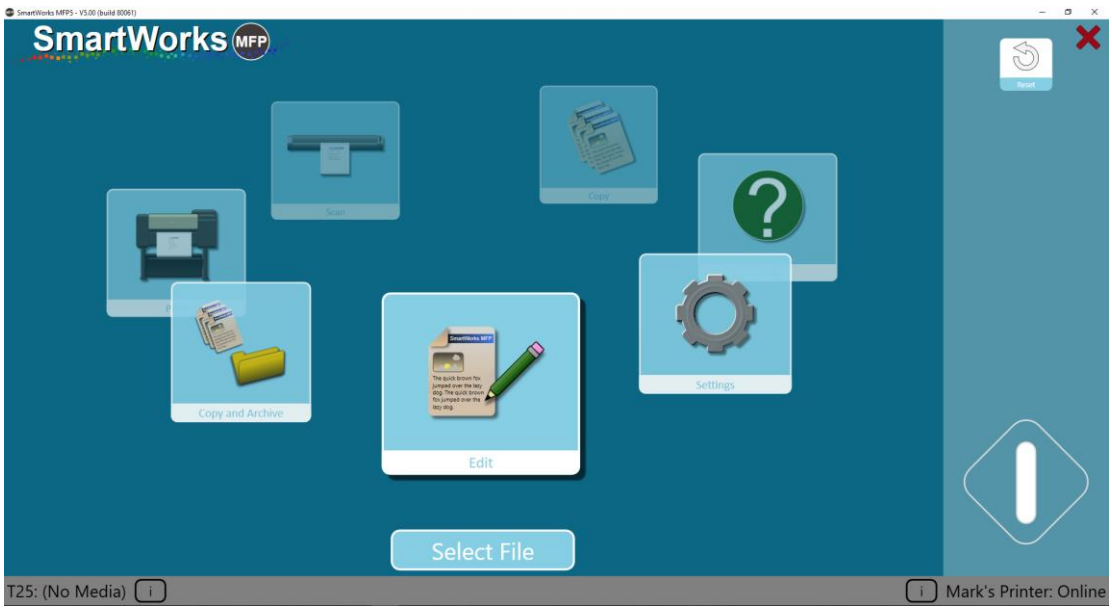
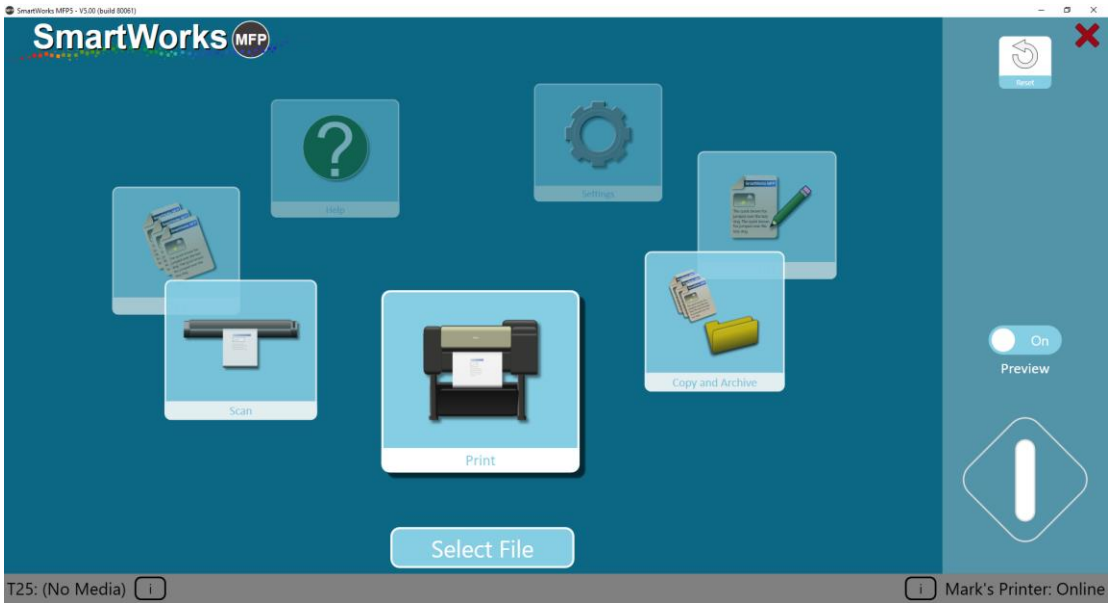
Quick Edit or Print with Preview

1. Select Edit or Print on the Home page.





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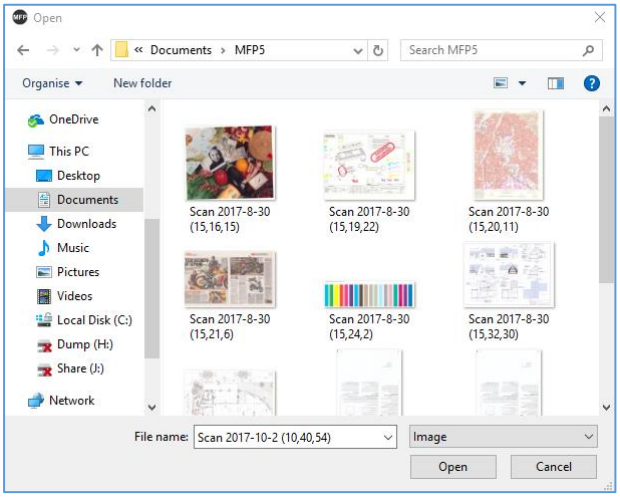
2. Select the File – Browse to find the Tiff or JPEG file you wish to Edit or Print.



3. Press the Green button.

4. A preview image will be displayed. Adjust as necessary. (See Preview).

5. Press the Green button to Save or Print with the images adjustments. Press the Home button to cancel.

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Preview

The Preview screen is available for all functions (except Settings & Help) to allow image adjustment.

- Home: Cancel image adjustments and return to the Home page.
- Zoom: + and -. You can also zoom in and out using 2 finger gestures on the image. When zoomed in, pan using 1 finger on the image.

File Settings (Scan/Edit)

Change filename and file type of file to be saved.

Print Settings (Copy/Print)

Review and change any available printer settings before printing. (Printer model dependent).

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Crop

Positions a crop box on the screen to allow you to select the area to print/save.

Once the area is selected, press Crop once more to apply.

You can press the Crop button again, to adjust again if necessary, but always press the Crop a second time to apply. (Note the crop will not actually take place until the Green button is pressed.

Deskew

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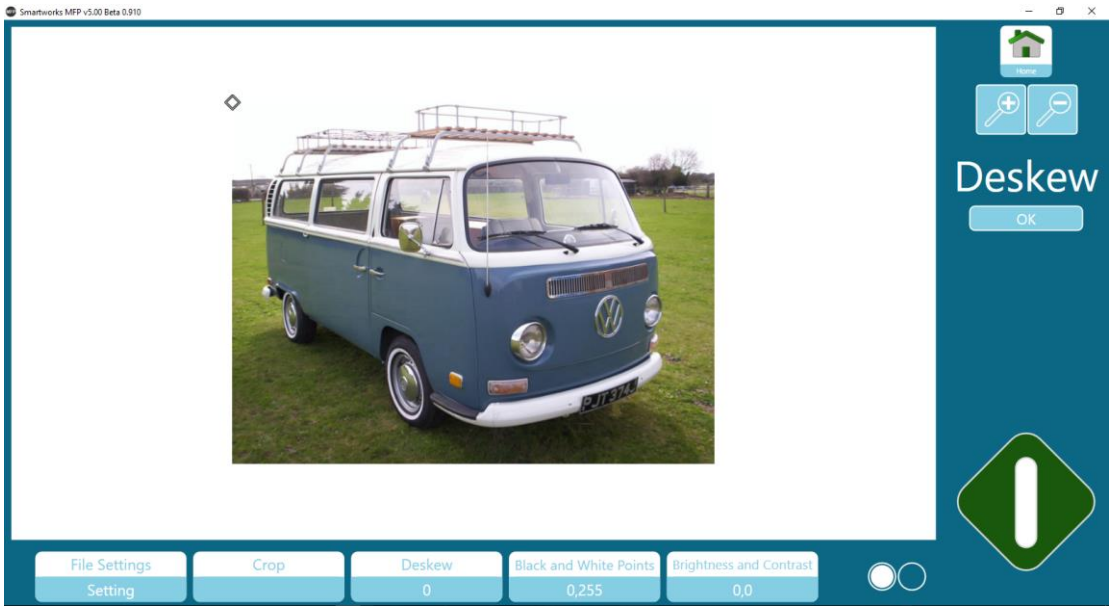
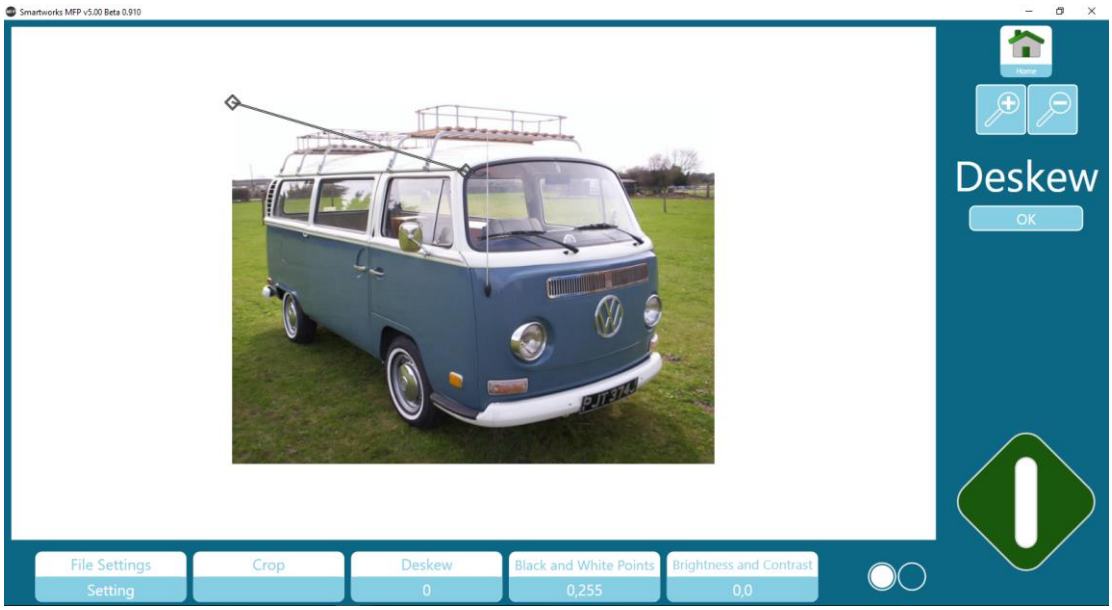
Zoom out to see the top of the image and notice the diamond mark in the top left-hand corner of the image.



Touch the diamond and drag it to the right end of a line on the image you wish to use to align the Deskew.



Touch the left diamond and drag it to the left end of a line on the image you wish to use to align the Deskew (In this example, the roof line of the van).

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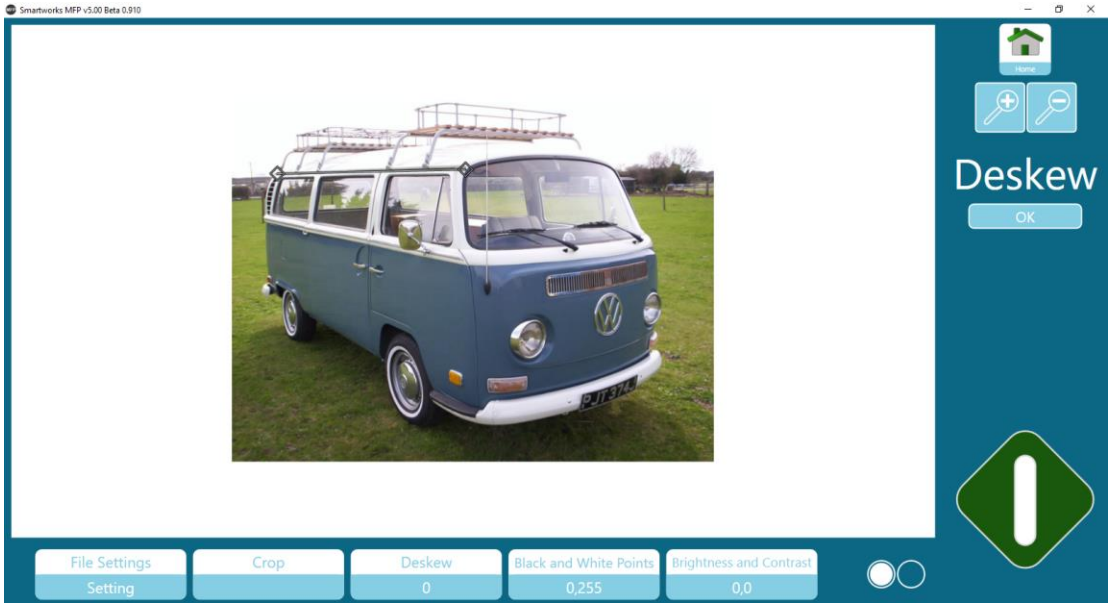

Press the OK button to apply the Deskew adjustment.

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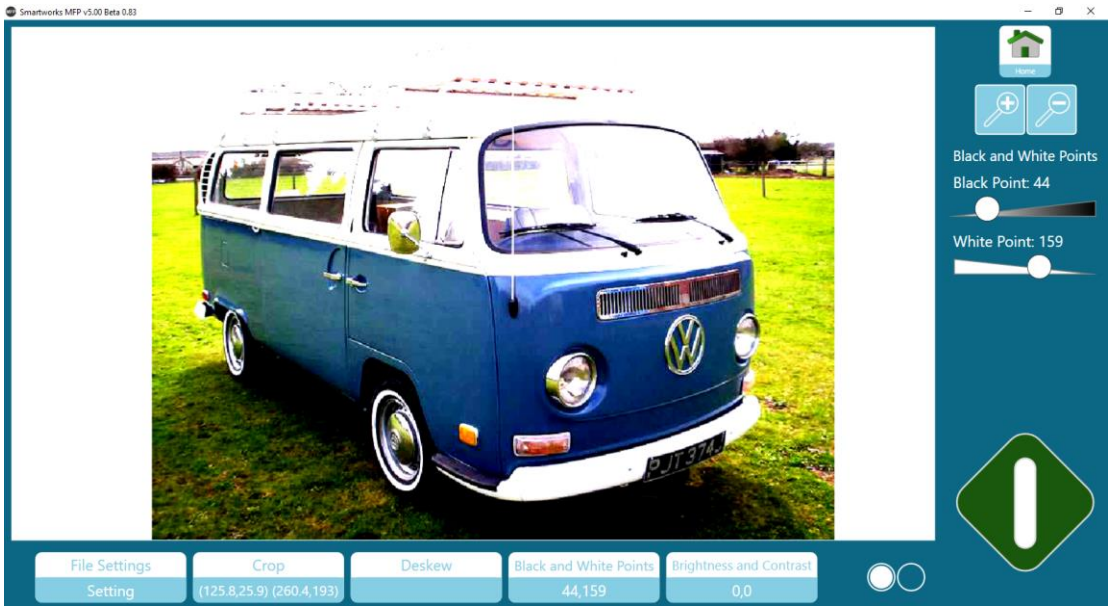
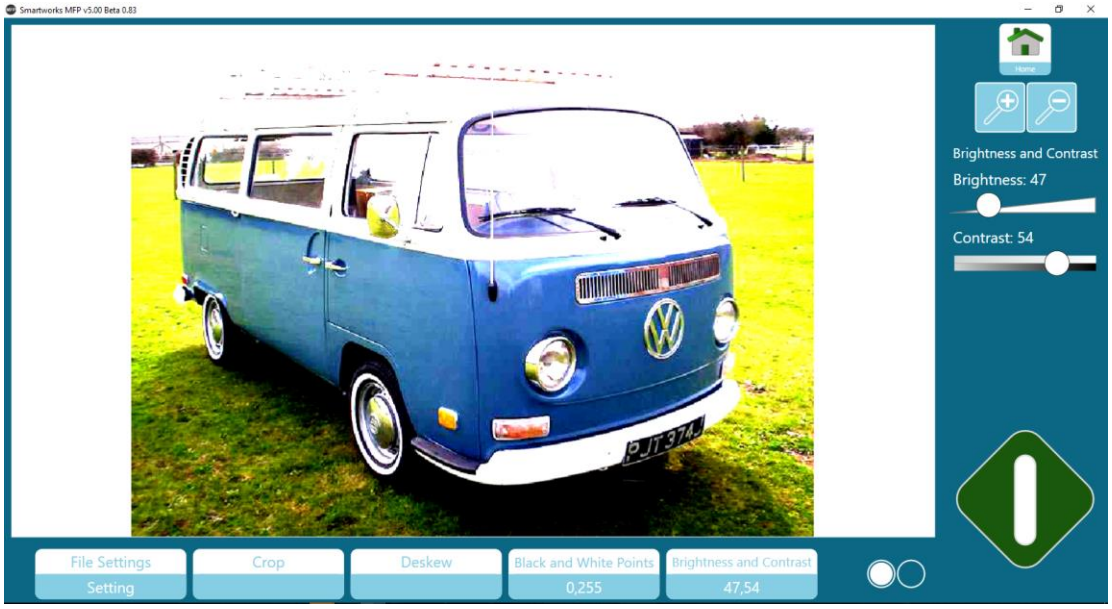
Black Point & White Point



The Black Point changes the very dark areas of the image to black. Adjust the slider further to the right (the number increases) to increase the amount of the image forced to black.
The White Point changes the very light areas of the image to white. Adjust the slider further to the left (the number decreases) to increase the amount of the image forced to white.
The does not affect the hue of the colors in between, just which shadows and highlights of the image are forced to black or white.

Adjusting using sliders: Touch the dot on the slider and drag it left or right. Alternatively, touch the slider to the left or right side of the dot to make step changes.

Brightness and contrast



Brightness makes the whole image lighter or darker.
Contrast changes the difference in color and brightness between other parts of an image.

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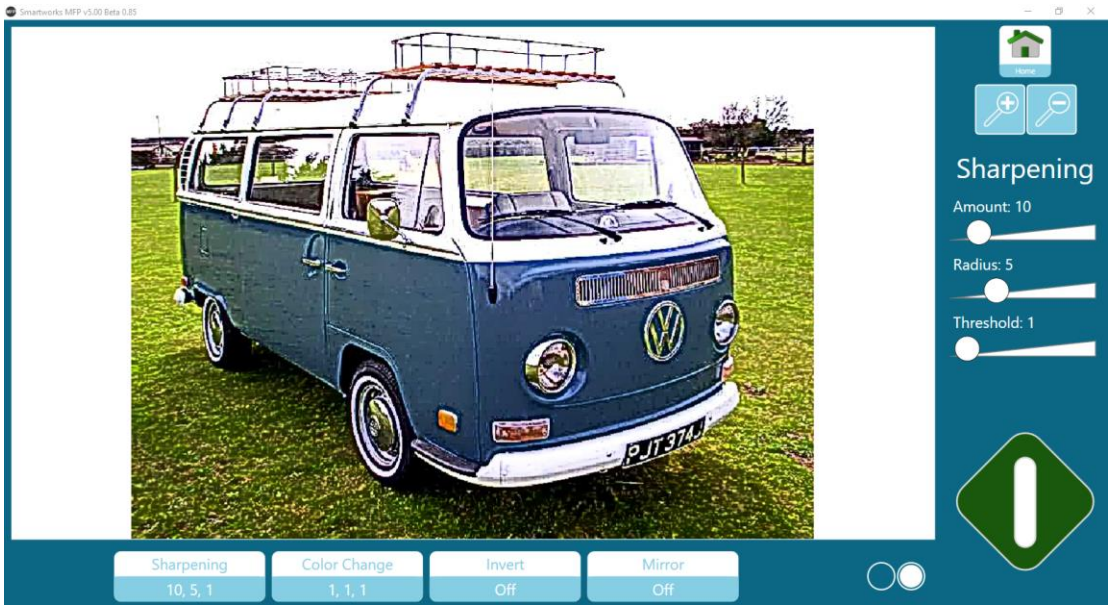
Adjusting using sliders: Touch the dot on the slider and drag it left or right. Alternatively, touch the slider to the left or right side of the dot to make step changes.

Sharpening.

Emphasises lines and edges.



Amount: Defines how much to increase the contrast between the light and dark sides of the line/edges.
Radius: Define how many pixels to change on each side the line/edge.
Threshold: Defines whether the line/edge exists. The amount of brightness difference between 2 adjacent pixels before sharpening will occur.

Adjusting using sliders: Touch the dot on the slider and drag it left or right. Alternatively, touch the slider to the left or right side of the dot to make step changes.

Color Change

Adjust the levels of Red, Green and Blue in the image.

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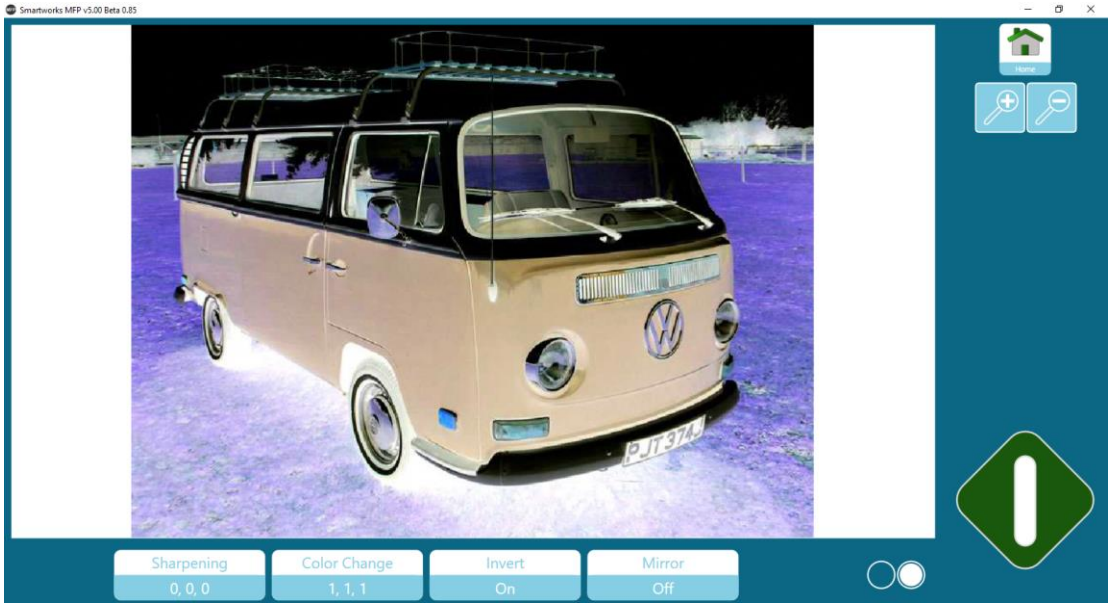
Adjusting using sliders: Touch the dot on the slider and drag it left or right. Alternatively, touch the slider to the left or right side of the dot to make step changes.

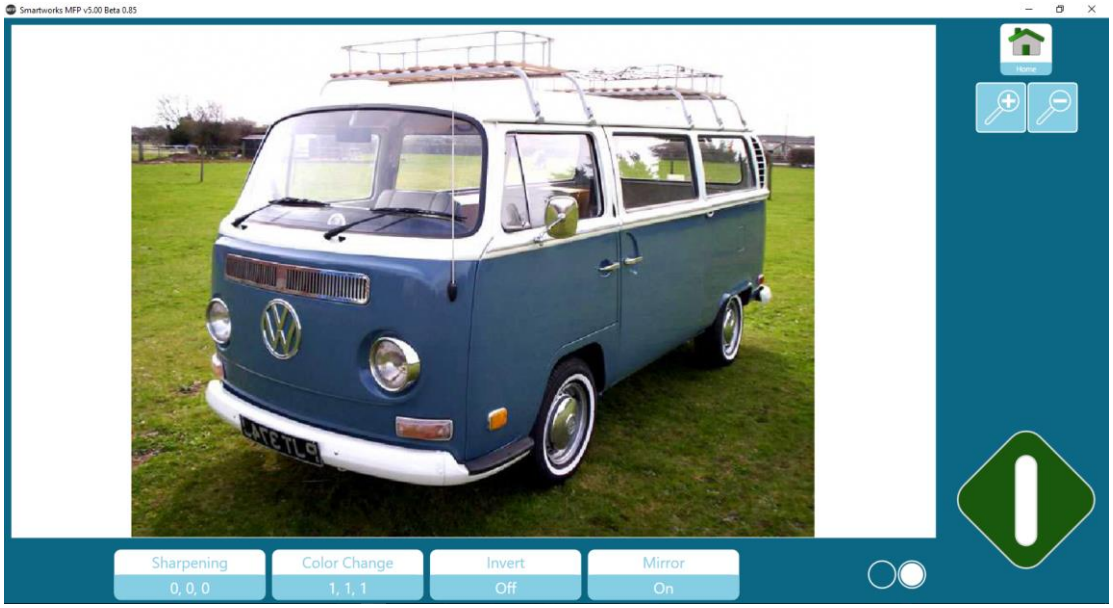
Invert

Changes colors to their opposite color. Most often used to convert white lines on a blue or black background to black or blue lines on white background.



Mirror

Swaps all the pixels horizontally.



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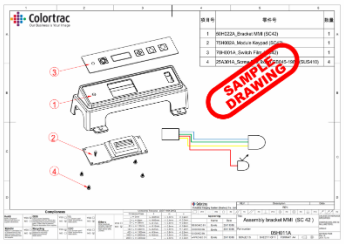
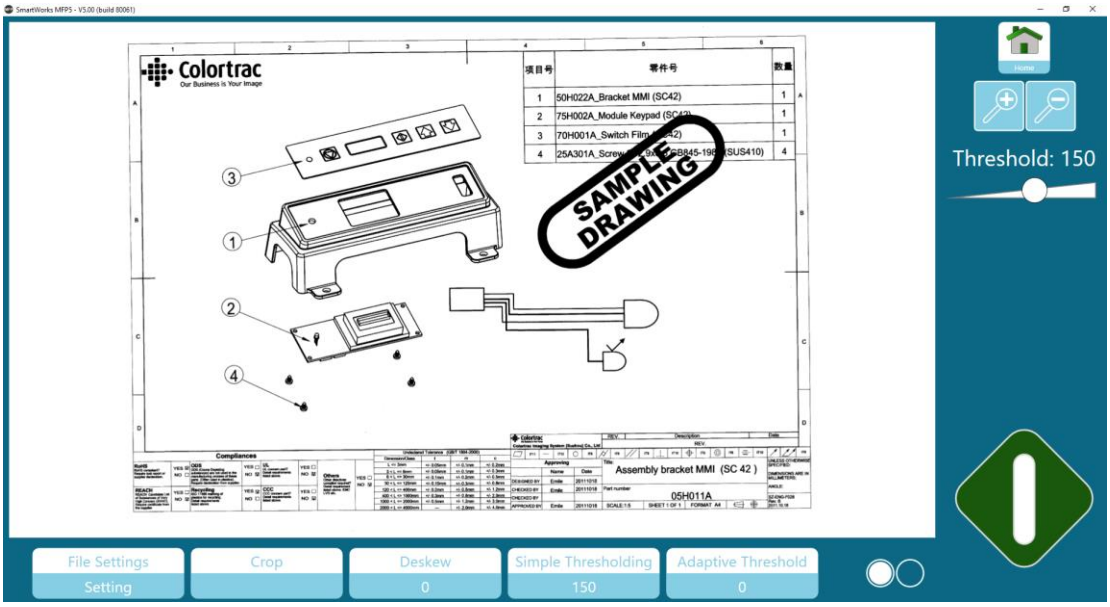
Simple Threshold (Black & White mode)

Simple Threshold sets a single threshold value for the whole image, so works well with clean originals.



Defines the value at which pixels are either set to black or white. Higher values set more pixels to black.



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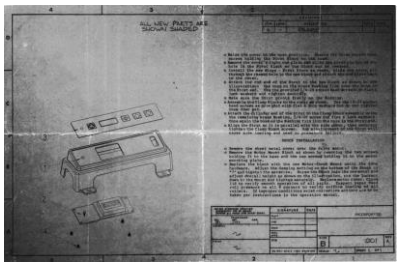
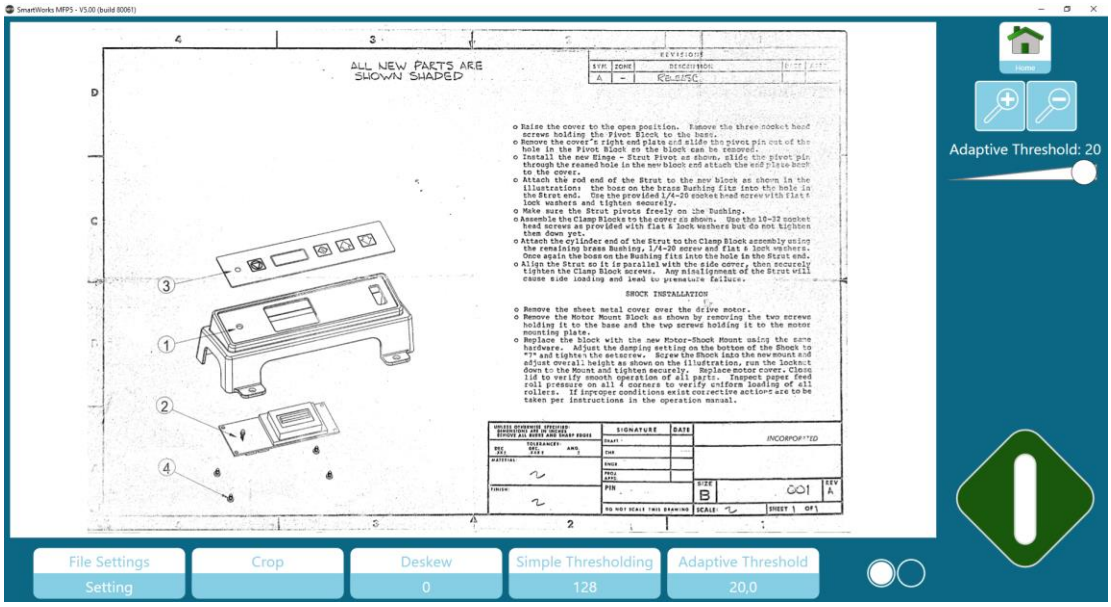
Adaptive Threshold (Black & White mode)

Adaptive Threshold varies the threshold according to the data, so works well with uneven dirty originals.



Defines the value at which pixels are either set to black or white. Higher values set more data to white.



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Batch Mode without Preview

Batch Mode (Copy, Scan, Copy & Archive mode): The first document of the batch requires the green button to be used, but the system will automatically start scanning as each subsequent document is loaded into the scanner.

The batch processed is stopped by using the Blue button. Pressing the Blue button will save/print the last document.

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Batch Mode with Preview

Batch Mode (Copy, Scan, Copy & Archive mode): The first document of the batch requires the green button to be used, but the system will automatically start scanning as each subsequent document is loaded into the scanner.

Each document will be displayed on screen to allow image adjustment. The image adjustments are applied and the document is saved/printed when the next document is inserted into the scanner.

Pressing the Blue button will save/print the last document with the image adjustments and return to the Home page.

Press the Home button to cancel the Print, or to save the Scan file without the image adjustments and return to the Home page.

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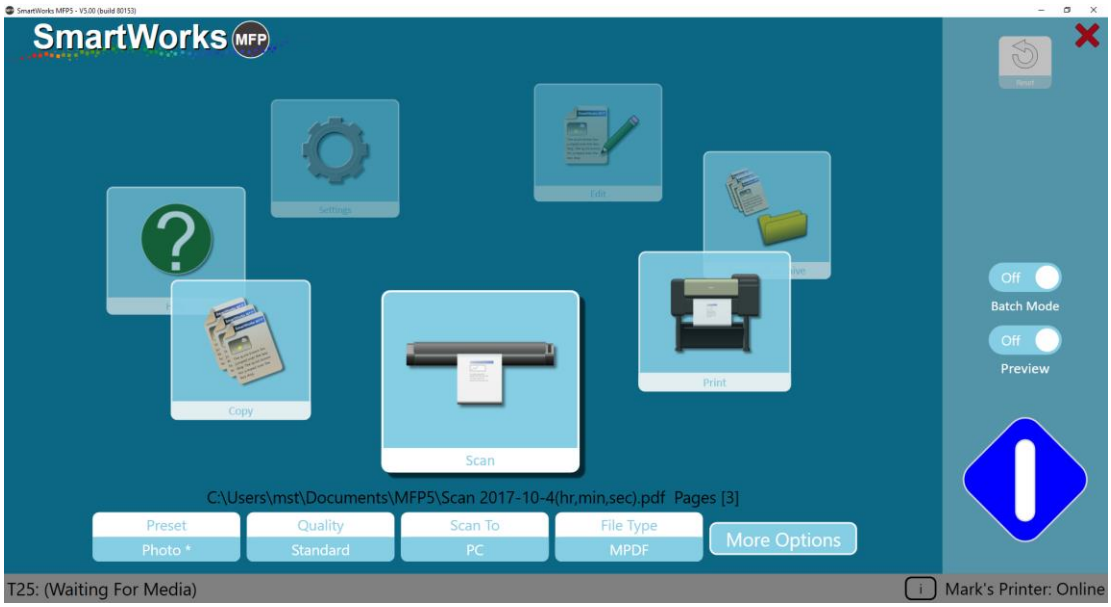
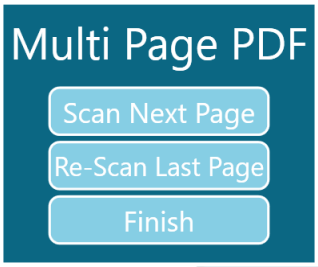
Scan to Multi Page PDF without Preview

The first page of the Multi Page PDF file requires the green button to be used, but the system will automatically start scanning as each subsequent page is loaded into the scanner.

The screen displayed the number of pages scanned so far. (In this example, 3 pages have been scanned and the system is waiting for page 4 to be inserted into the scanner).



The Multi Page PDF process is paused by using the Blue button and the following options are displayed.



Scan Next Page: Continue scanning next page with no changes.

Re-Scan Last page: Replace the last page scanned. (Used if a page was scanned incorrectly or out of sequence).

Finish: Close the Multi Page PDF file with the pages scanned.

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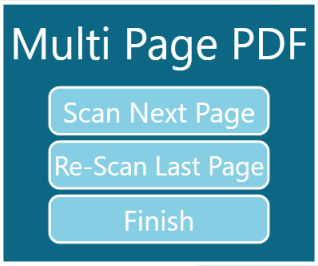
Scan to Multi Page PDF with Preview

The first page of the Multi Page PDF file requires the green button to be used, but the system will automatically start scanning as each subsequent page is loaded into the scanner.

Each document will be displayed on screen to allow image adjustment. The image adjustments are applied and the page is saved when the next document is inserted into the scanner.

To save the page without the image adjustments, use the Home button.

The Multi Page PDF process is paused by using the Blue button and the following options are displayed.



Scan Next Page: Continue scanning next page with no changes.

Re-scan Last page: Replace the last page scanned. (Used if a page was scanned incorrectly or out of sequence).

Finish: Close the Multi Page PDF file with the pages scanned.

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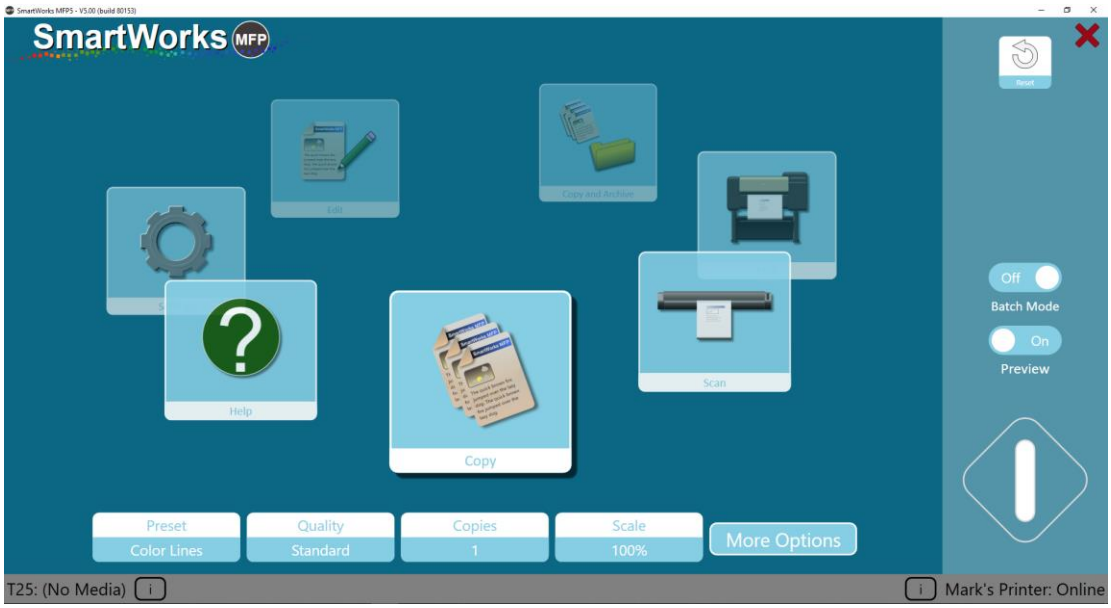
Copy – More Options

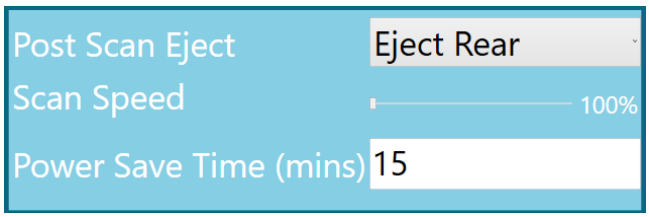


Options:

Scanner options: “i”.

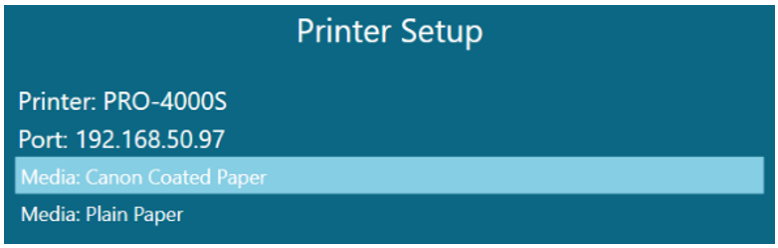
Choose scanner eject path: Rear or rewind to front.

Scan speed can be adjusted as follows: 100% = full speed, 50% = ½ speed, 33% = 1/3 speed, 25 = ¼ speed. Use slower speeds to scan delicate documents and to prevent Stop/Start scanning.



Printer options: “i”.

If the printer supports 2 rolls, select the media type to be used.



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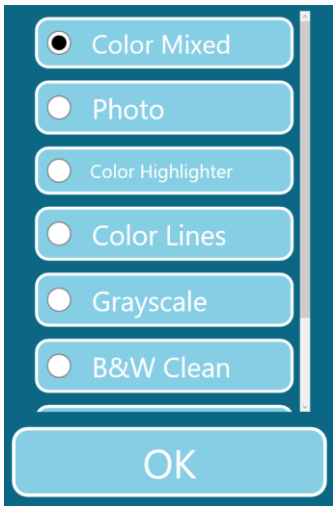
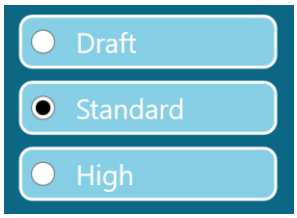
Copy Options

Presets: Document type & color mode (color, greyscale or black & white).



Quality: Draft, Standard, High



Copies: 1 to 100

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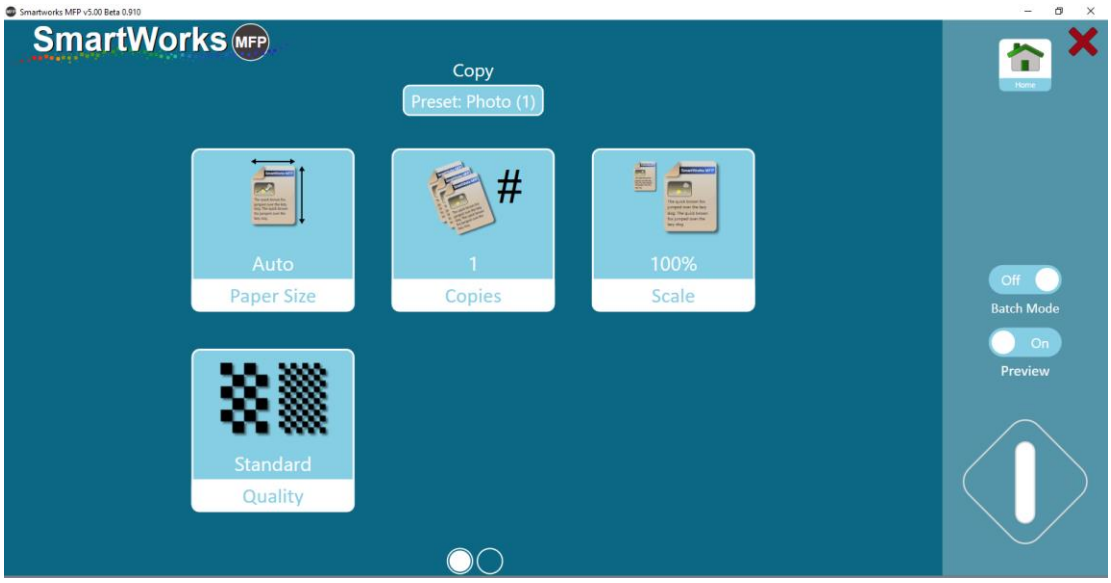
Scale: 1% to 500%

Copy More Options – Page 1:



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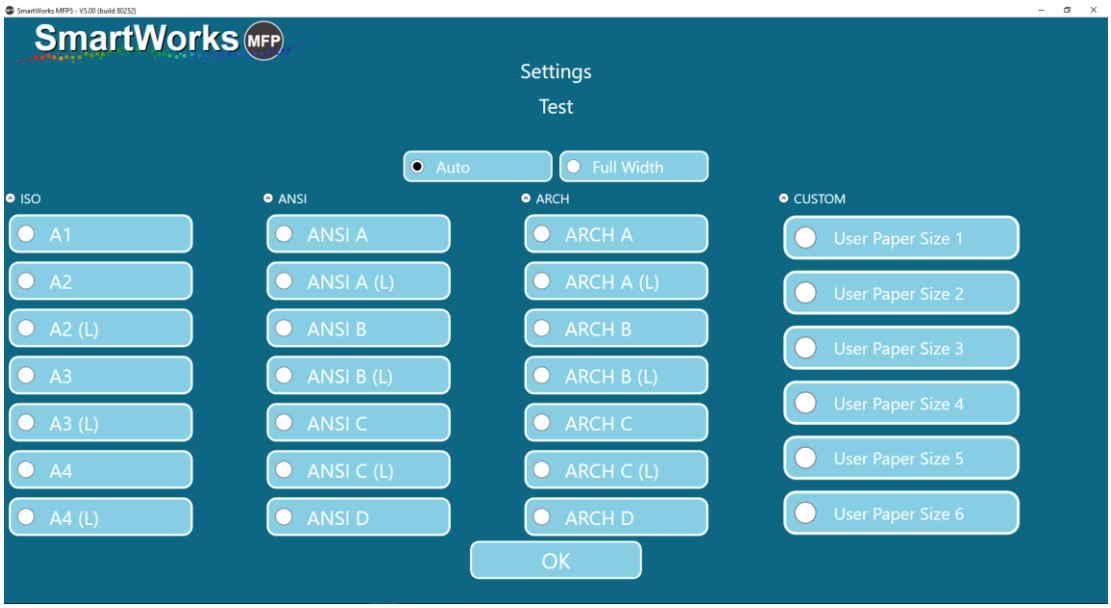
Paper size = original document size. The number of paper sizes listed and the User page sizes are defined in Settings-Program Preferences.

- Auto – The scanner detects the width and length of the document.
- Full Width – The width is set to 25” for a T25 scanner, or 36” for a T36 scanner. The length is detected by the scanner.
- ISO, ANSI or ARCH standard fixed paper size
- User paper sizes



ISO	Dimensions	ANSI	Dimensions	ARCH	Dimensions
A0	841mm x 1189mm	E	34in x 44 in	ARCH E	36inx 48in
A1	841mm x 594mm	D	34in x 22 in	ARCH D	36in x 24in
A2	594mm x 420mm	C	22in x 17 in	ARCH C	24in x 18in
A3	297mm x 420mm	B	17in x 11in	ARCH B	18in x 12in
A4	297mm x 210mm	A	11in x 8.5in	ARCH A	12in x 9in

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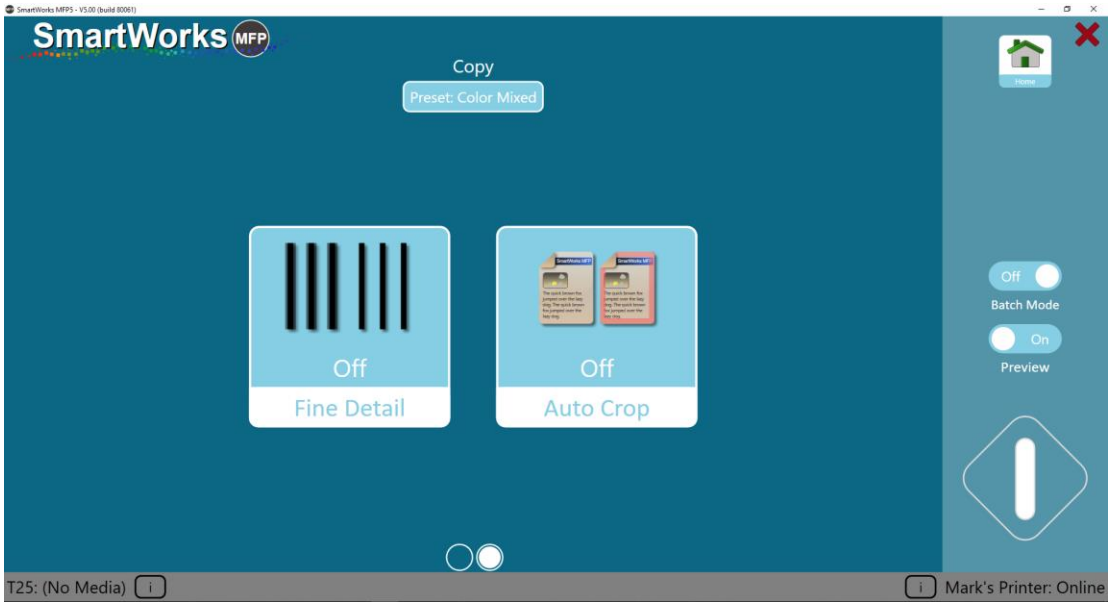
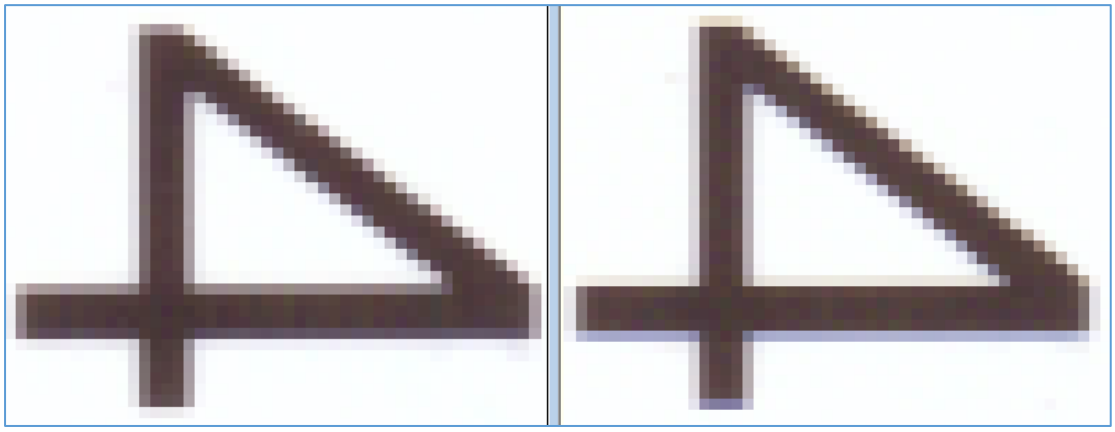
Copy More Options – Page 2:



Fine Detail: Neutralises (make grey) the color fringes typically seen above and below scanned fine lines and text.

On Off



Auto Crop. Removes a 3mm border from all sides of the scanned image when printed. This will not affect the preview image displayed, but removes the margins for printing.

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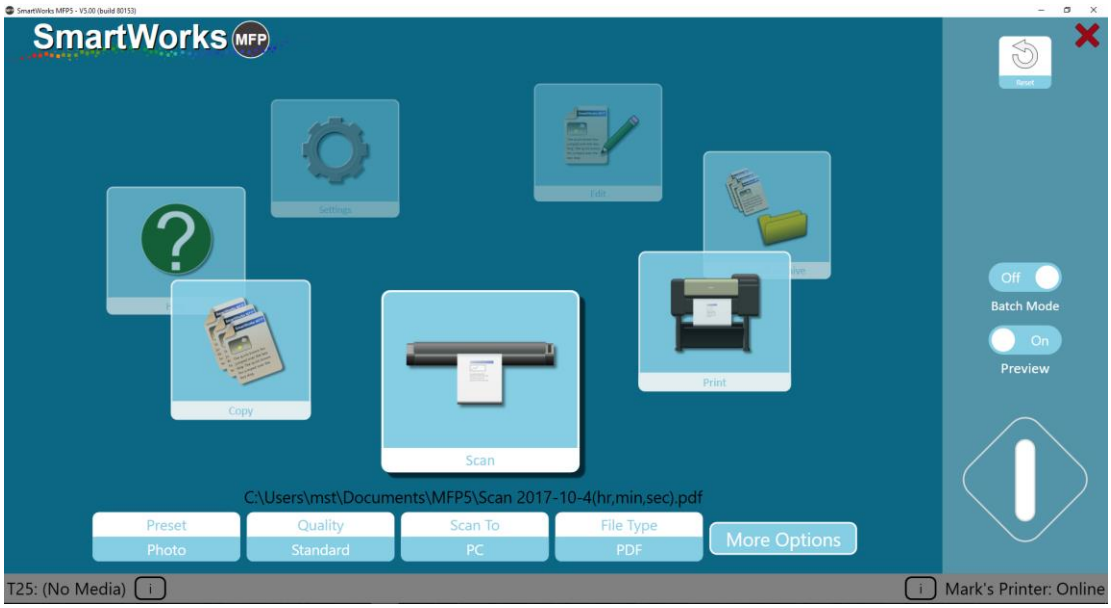
Scan – More Options

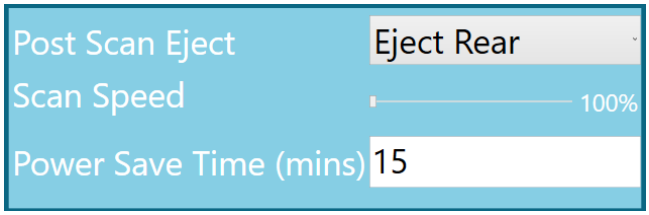


Options:

Scanner options: “i”.

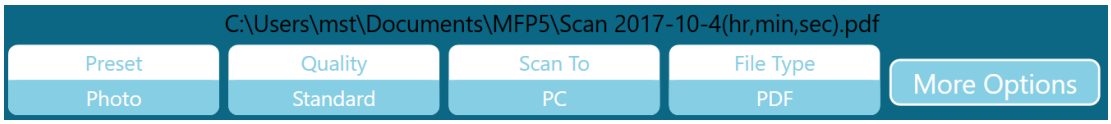
Choose scanner eject path: Rear or rewind to front.

Scan speed can be adjusted as follows: 100% = full speed, 50% = ½ speed, 33% = 1/3 speed, 25 = ¼ speed. Use slower speeds to scan delicate documents and to prevent Stop/Start scanning.

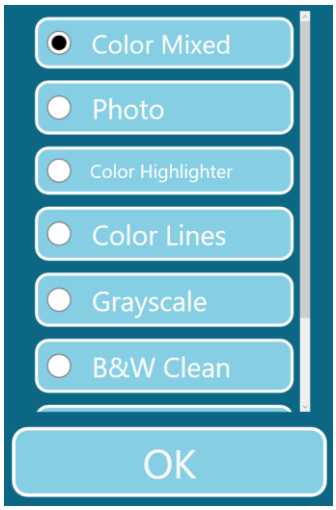


Global Scanning UK Ltd © 2017

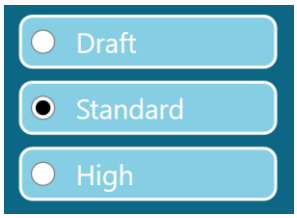
Scan Options



Presets: Document type & color mode (color, greyscale or black & white).



Quality: Draft, Standard, High



Scan to: PC or USB.

Scan to PC is default. The button will automatically change to Scan to USB when a USB memory stick has been inserted into the PC.

Press Eject USB before removing the USB stick to ensure safe removal. The button then reverts to Scan to PC.

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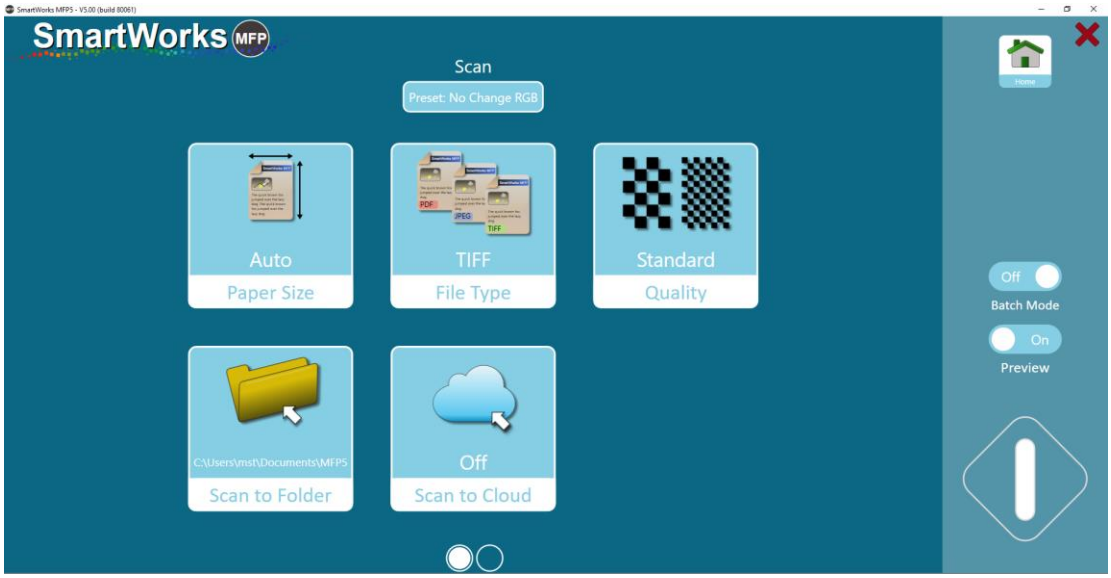
File Type: PDF, Multi Page PDF, JPEG, TIFF, PDF/A, DWF

Scan More Options – Page 1:



Paper size = original document size. The number of paper sizes listed and the User page sizes are defined in Settings-Program Preferences.

- Auto – The scanner detects the width and length of the document.
- Full Width – The width is set to 25” for a T25 scanner, or 36” for a T36 scanner. The length is detected by the scanner.
- ISO, ANSI or ARCH standard fixed paper size
- User paper sizes

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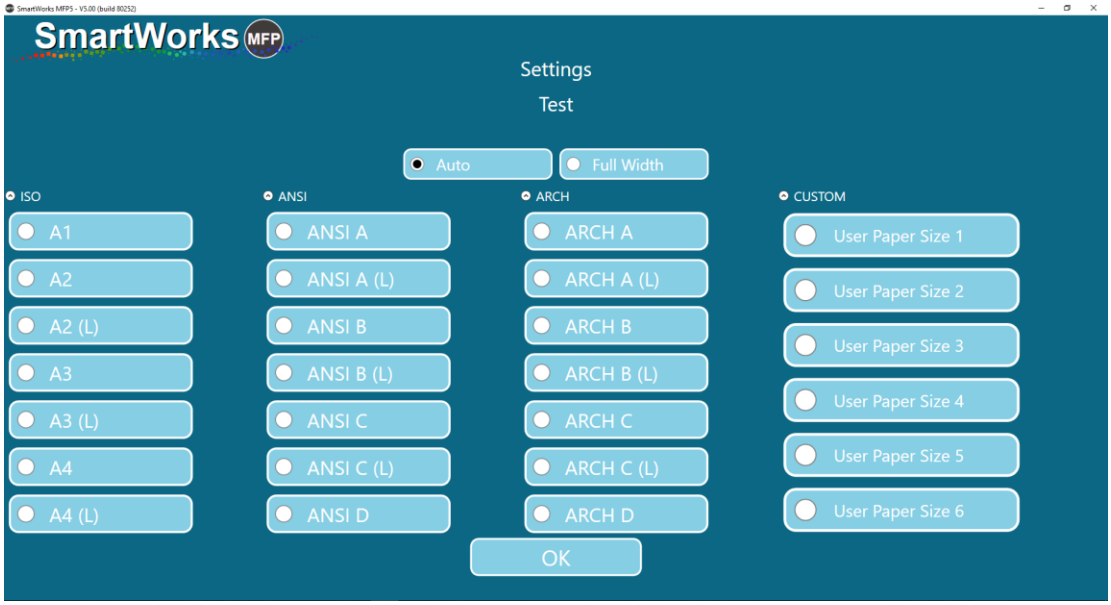
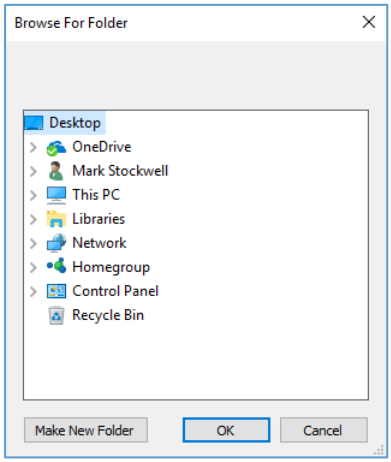


ISO	Dimensions	ANSI	Dimensions	ARCH	Dimensions
A0	841mm x 1189mm	E	34in x 44 in	ARCH E	36inx 48in
A1	841mm x 594mm	D	34in x 22 in	ARCH D	36in x 24in
A2	594mm x 420mm	C	22in x 17 in	ARCH C	24in x 18in
A3	297mm x 420mm	B	17in x 11in	ARCH B	18in x 12in
A4	297mm x 210mm	A	11in x 8.5in	ARCH A	12in x 9in

Scan to Folder: Select preferred folder for scan files.



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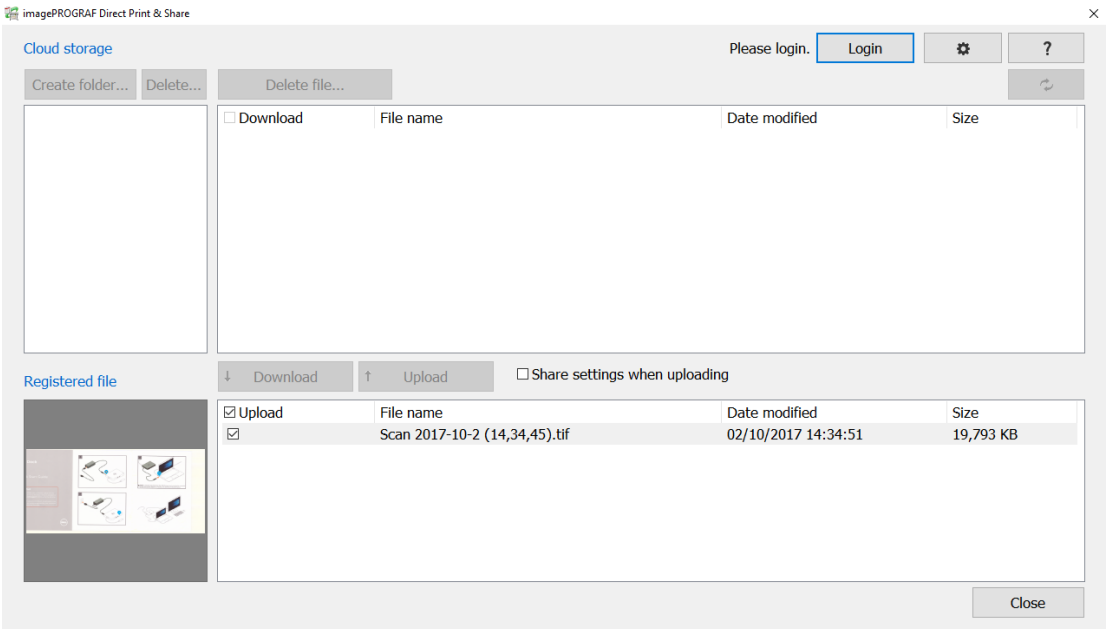
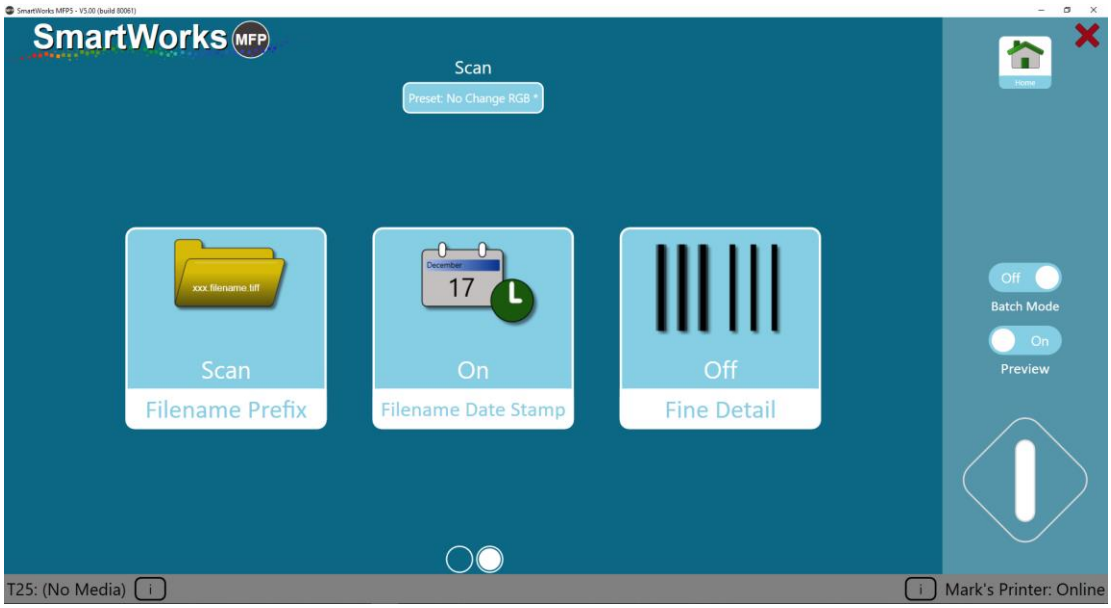
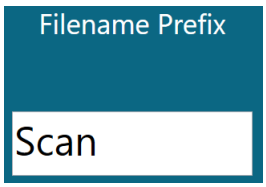
Scan to Cloud: The scan file will be sent to the Direct Print and Share software ready to be uploaded to the cloud of your choice. Direct Print and Share must be installed on the same PC as SmartWorks MFP.



Scan More Options – Page 2:



Filename prefix: Each scan file will start with this name. Type the new name and click Apply.



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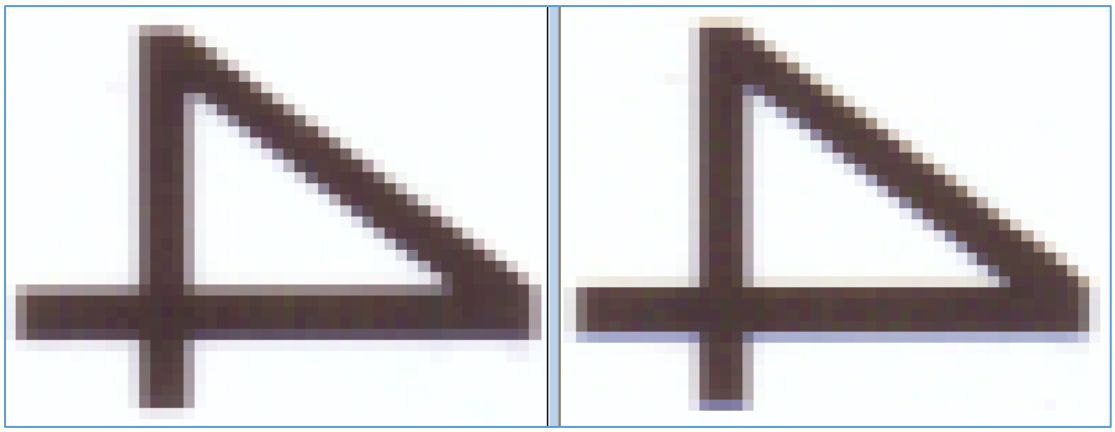
Filename date stamp: It will add the time & date into the scan file name.

Off: C:\Users\mst\Documents\MFP5\Scan.tif

On: C:\Users\mst\Documents\MFP5\Scan 2017-10-2(hr,min,sec).tif

Fine Detail: Neutralises (make grey) the color fringes typically seen above and below scanned fine lines and text.

On Off



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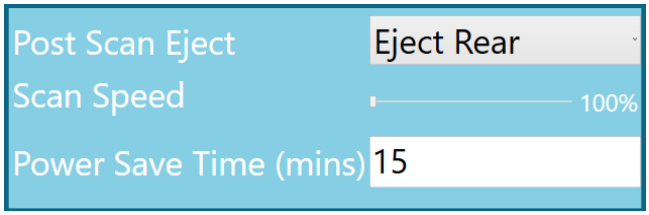
Copy & Archive – More Options

Options:

Scanner options: “i”.

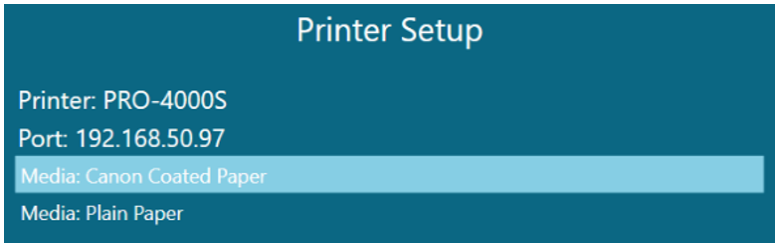
Choose scanner eject path: Rear or rewind to front.

Scan speed can be adjusted as follows: 100% = full speed, 50% = ½ speed, 33% = 1/3 speed, 25 = ¼ speed. Use slower speeds to scan delicate documents and to prevent Stop/Start scanning.



Printer options: “i”.

If the printer supports 2 rolls, select the media type to print to.



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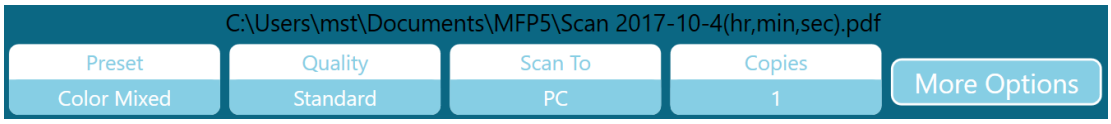
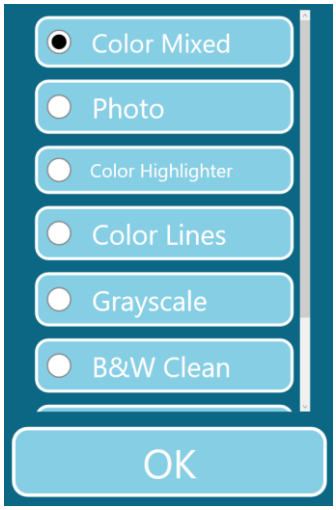
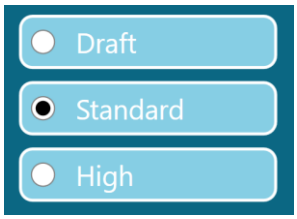
Copy & Archive Options



Presets: Document type & color mode (color, greyscale or black & white).



Quality: Draft, Standard, High



Scan to: PC or USB.

Scan to PC is default. The button will automatically change to Scan to USB when a USB memory stick has been inserted into the PC.

Press Eject USB before removing the USB stick to ensure safe removal. The button then reverts to Scan to PC.

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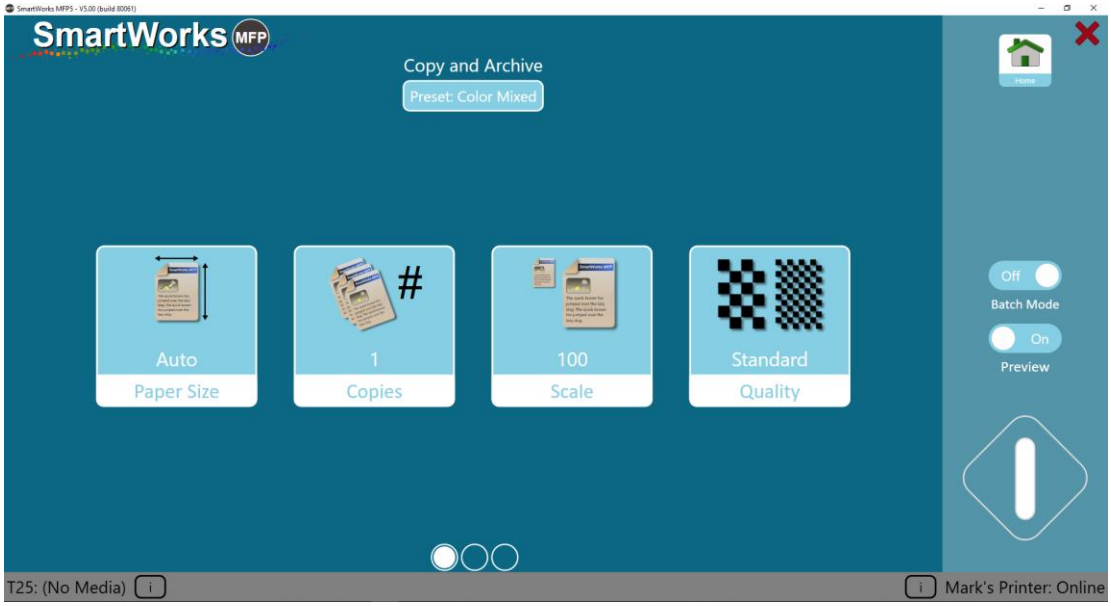
Copies: 1 to 100

Copy & Archive More Options – Page 1:



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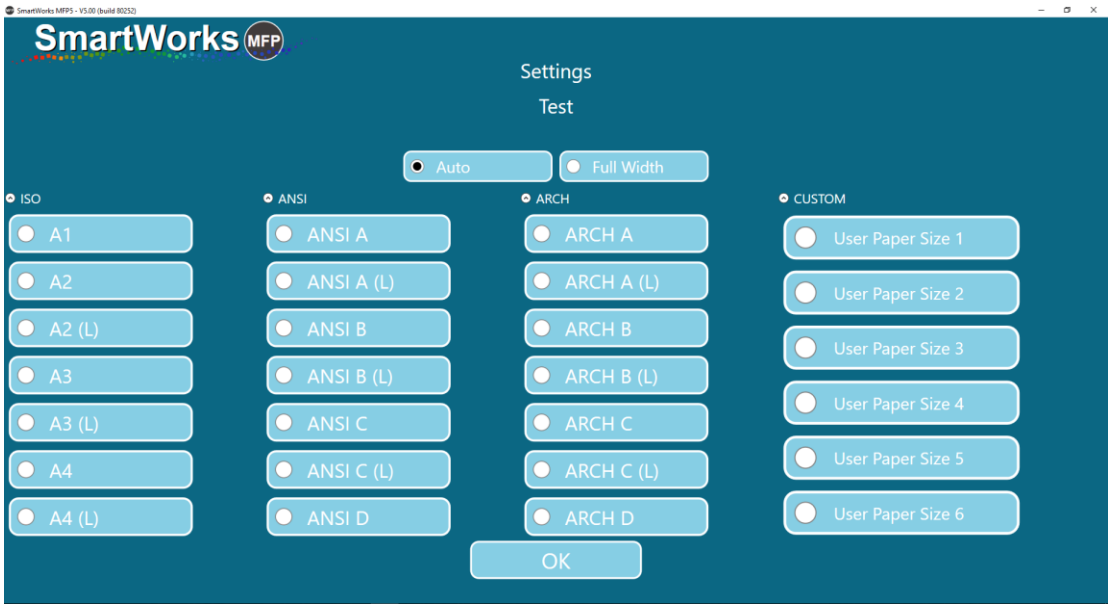
Paper size = original document size. The number of paper sizes listed and the User page sizes are defined in Settings-Program Preferences.

- Auto – The scanner detects the width and length of the document.
- Full Width – The width is set to 25” for a T25 scanner, or 36” for a T36 scanner. The length is detected by the scanner.
- ISO, ANSI or ARCH standard fixed paper size
- User paper sizes



ISO	Dimensions	ANSI	Dimensions	ARCH	Dimensions
A0	841mm x 1189mm	E	34in x 44 in	ARCH E	36inx 48in
A1	841mm x 594mm	D	34in x 22 in	ARCH D	36in x 24in
A2	594mm x 420mm	C	22in x 17 in	ARCH C	24in x 18in
A3	297mm x 420mm	B	17in x 11in	ARCH B	18in x 12in
A4	297mm x 210mm	A	11in x 8.5in	ARCH A	12in x 9in

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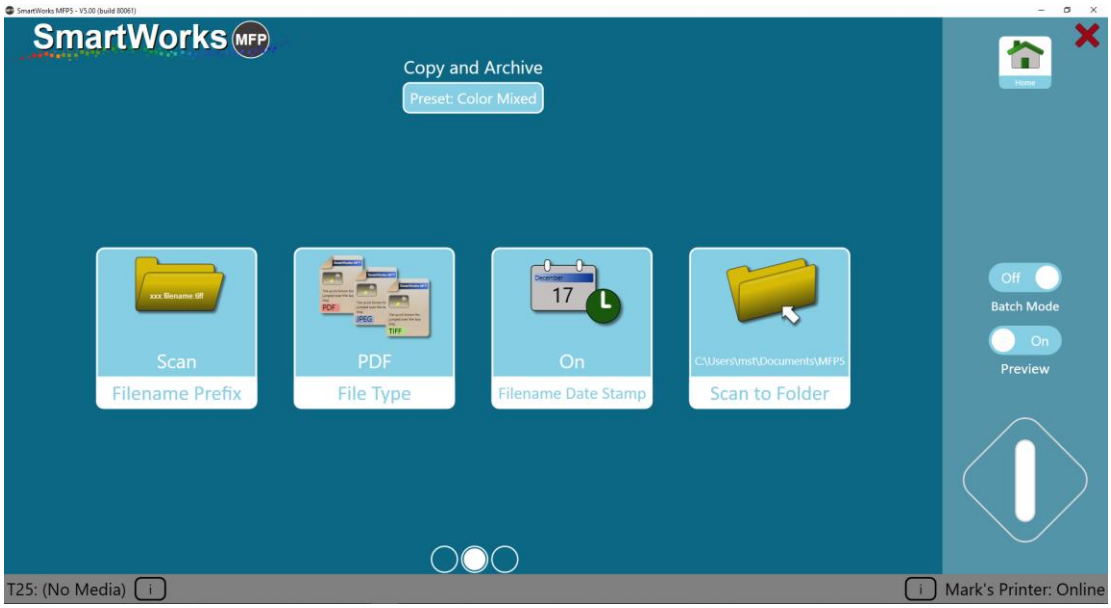
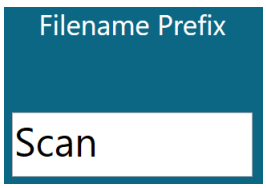
Scale: 1% to 500%

Copy & Archive More Options – Page 2:



Filename prefix: – Each scan file will start with this name. Type the new name and click Apply.



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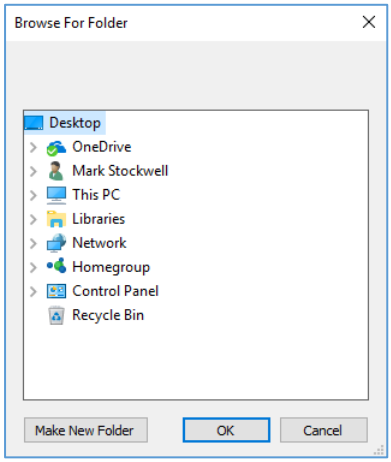
File Type: PDF, Multi Page PDF, JPEG, TIFF, PDF/A, DWF

Filename date stamp: It will add the time & date into the scan file name.

Off C:\Users\mst\Documents\MFP5\Scan.tif

On C:\Users\mst\Documents\MFP5\Scan 2017-10-2(hr,min,sec).tif

Scan to Folder: Select preferred folder for scan files.



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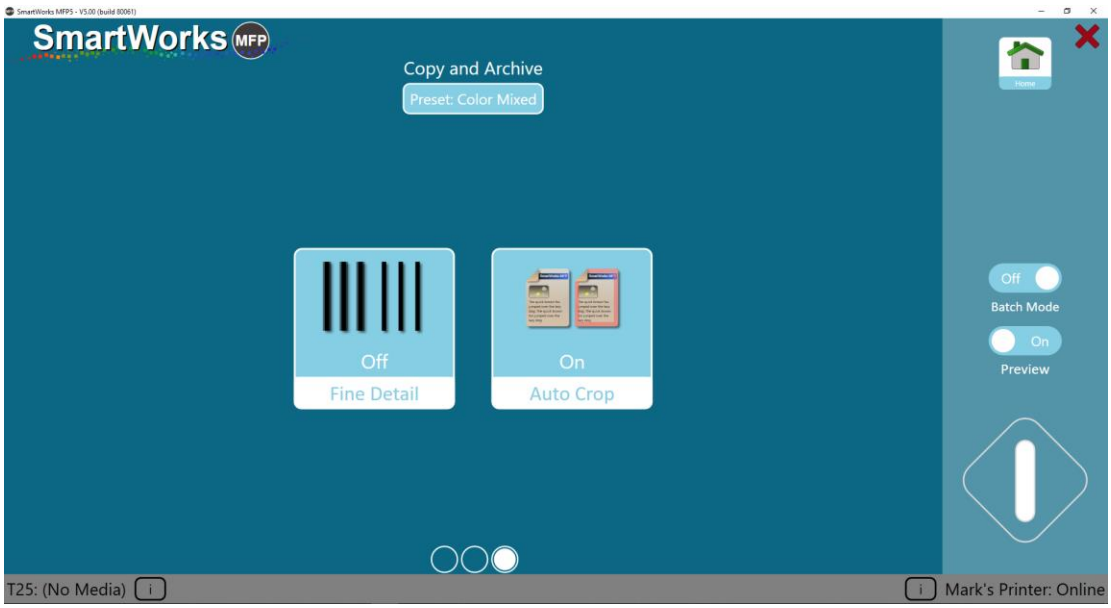
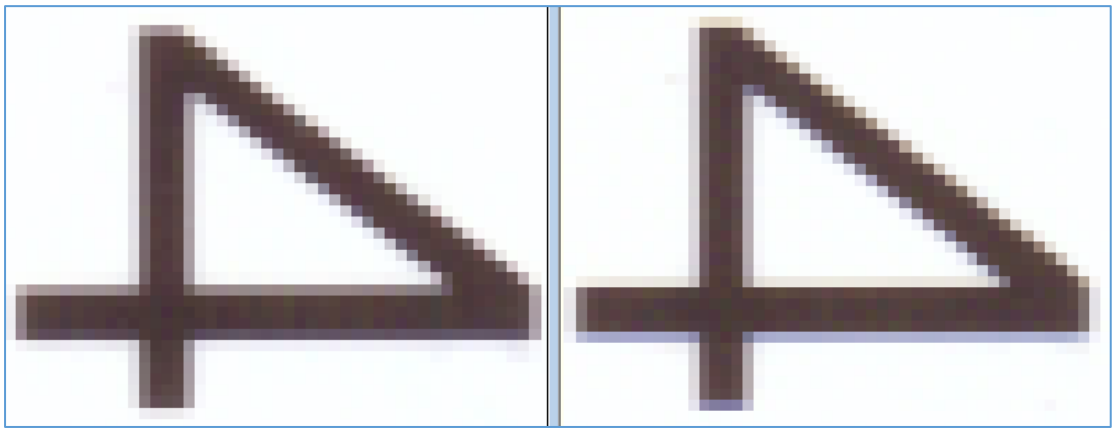
Copy & Archive More Options – Page 3:



Fine Detail: Neutralises (make grey) the color fringes typically seen above and below scanned fine lines and text.

On Off



Auto Crop. Removes a 3mm border from all sides of the scanned image when printed. This will not affect the preview image displayed, but removes the margins for printing.

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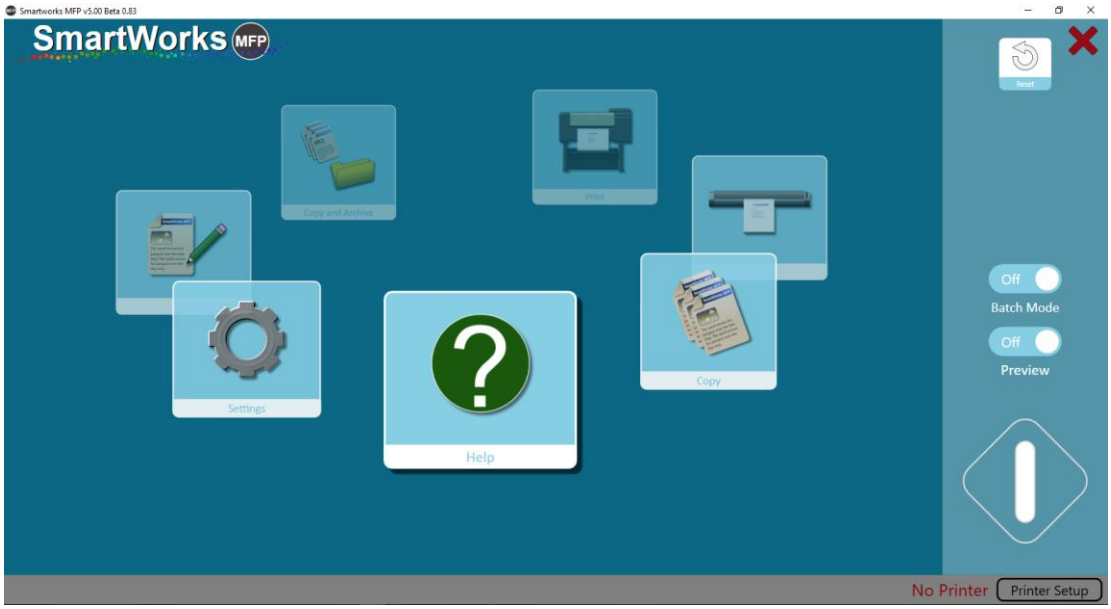
Help



Select Help on the Home page. Press the Help icon and it will display the User Manual (this document).

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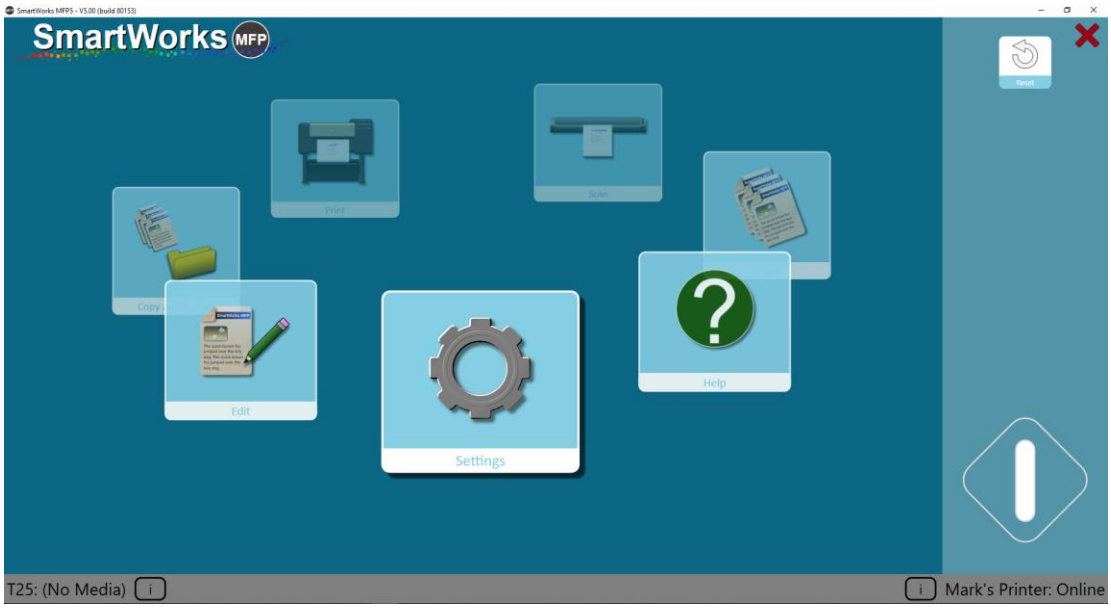
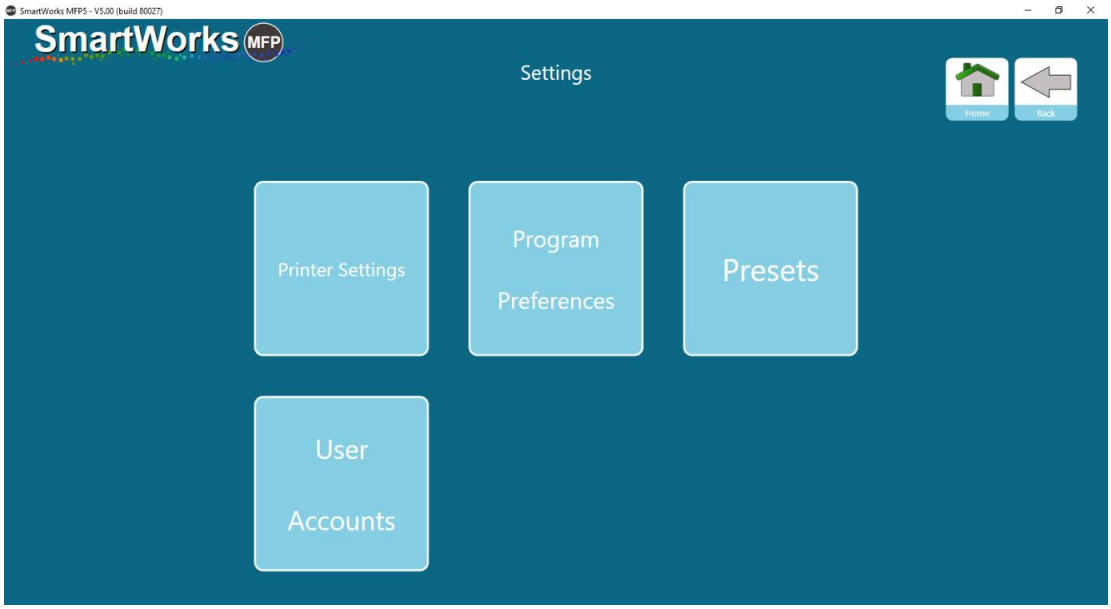
Settings



Select Settings on the Home page. Press the Settings to enter the Settings Menu.



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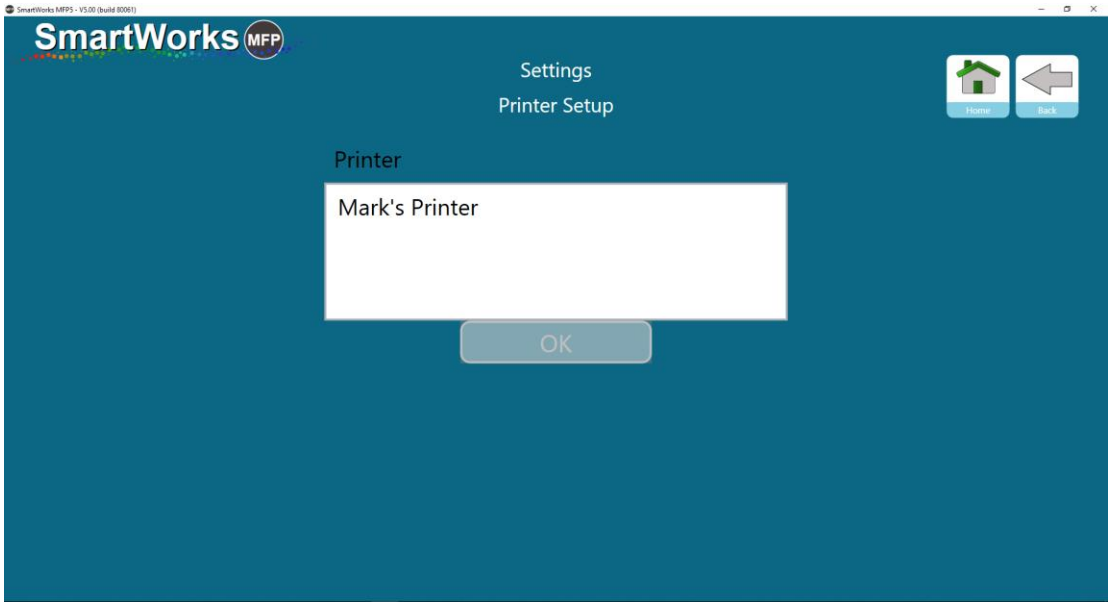
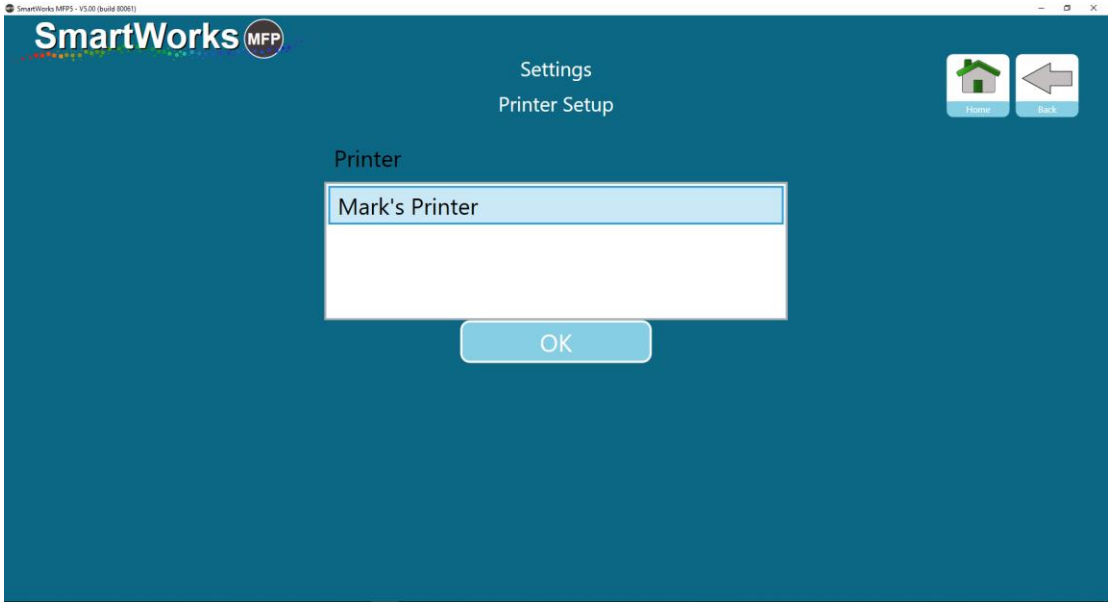
Printer Settings – Change the printer.

The Printer Settings is used when a different printer needs to be associated with SmartWorks MFP. Press the Printer Settings button and the software will display a list of installed supported printer drivers.



Select the desired printer from the list of installed supported Windows printers and press OK.



The software will then search and communicate with the printer, so the printer must be online.

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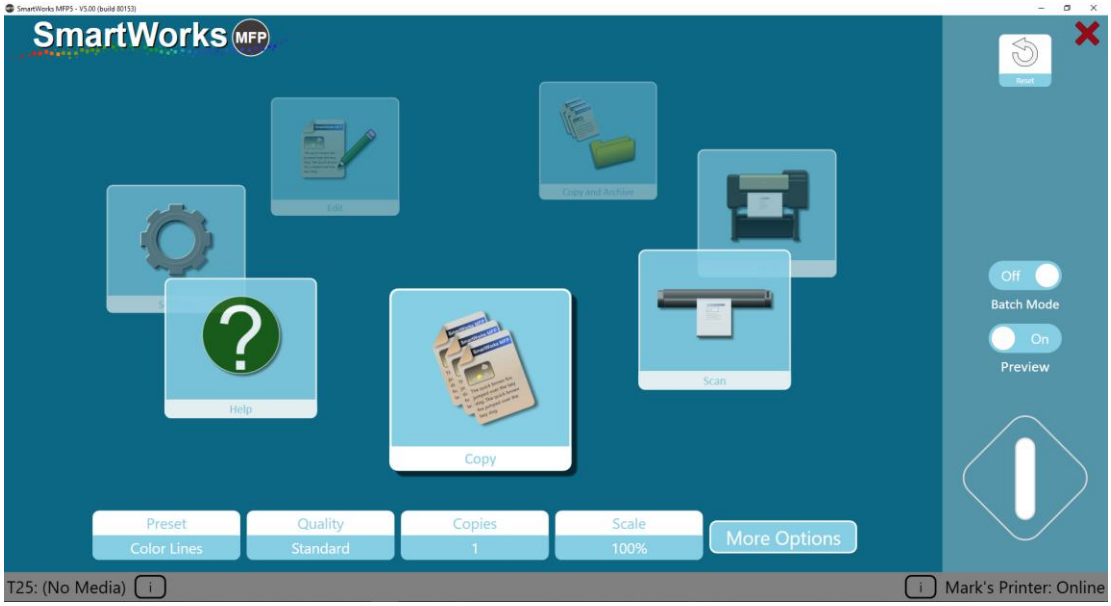
Once the printer has been found, the printer model or name will be displayed.



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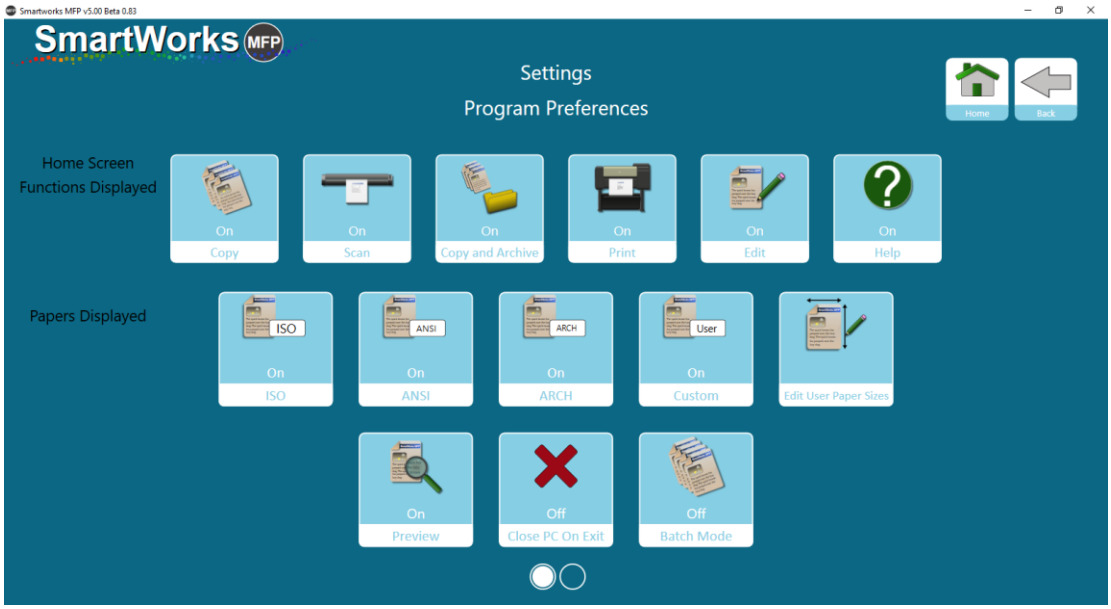
Program Preferences

Page 1



Home Screen Functions displayed.

It is possible to choose which function are displayed on the Home page carousel. Please note the Settings function cannot be removed. (Default – all on)

Papers Displayed

In the menus showing paper sizes, you can choose which standard paper sizes are displayed. It is recommended to choose only the sizes for your applications to keep the UI less cluttered with icons that will not be used. (Default – all on)

Preview

On/Off. Choose the power on, or timeout reset, default setting. (Default – on)

Close PC on Exit

Off = the program will close, but the PC will remain running. (Default)

On = the program will close and the PC will shut down.

Batch Mode

On = the scanner will start scanning as soon as a document is loaded into the scanner. The first document of the batch requires the green button to be used, but the system will automatically start scanning as each subsequent document is loaded into the scanner until the batch processed is stopped by using the Blue button.

Off – the Green button must be pressed to start the function for each original document. (Default)

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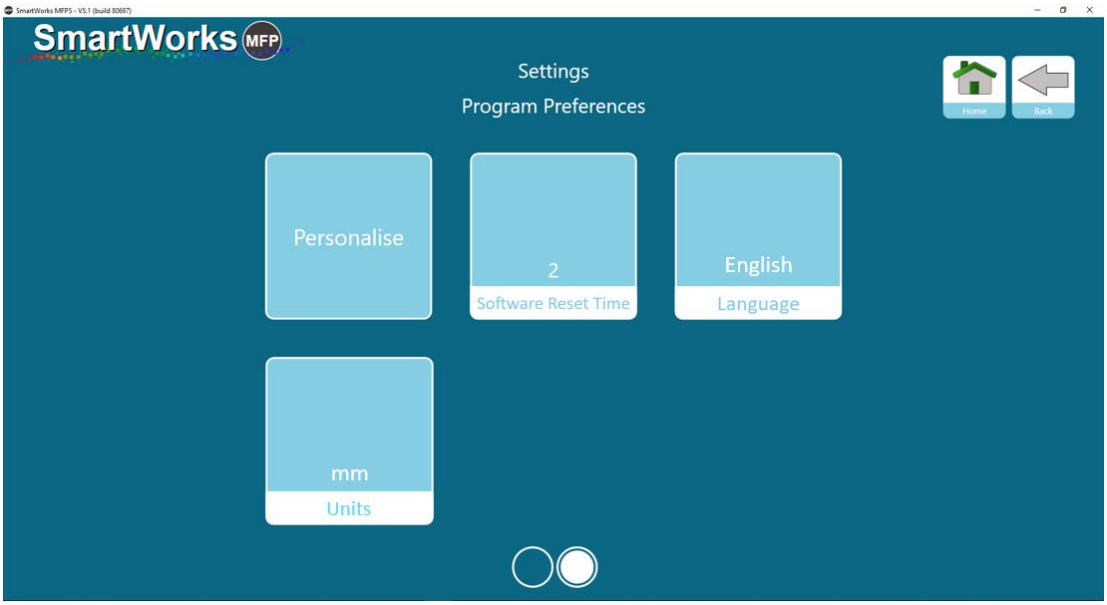
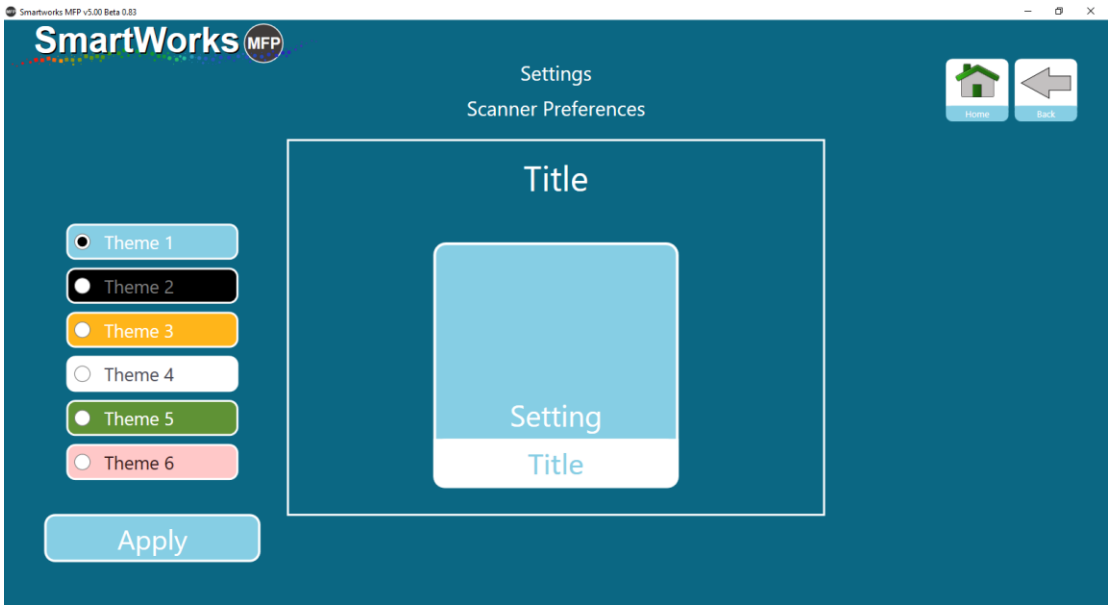
Page 2



Personalise

Choose the preferred color theme from the list, then click Apply to make the change. This can be applied per user if User Accounts are enabled. (Default – Theme 1)



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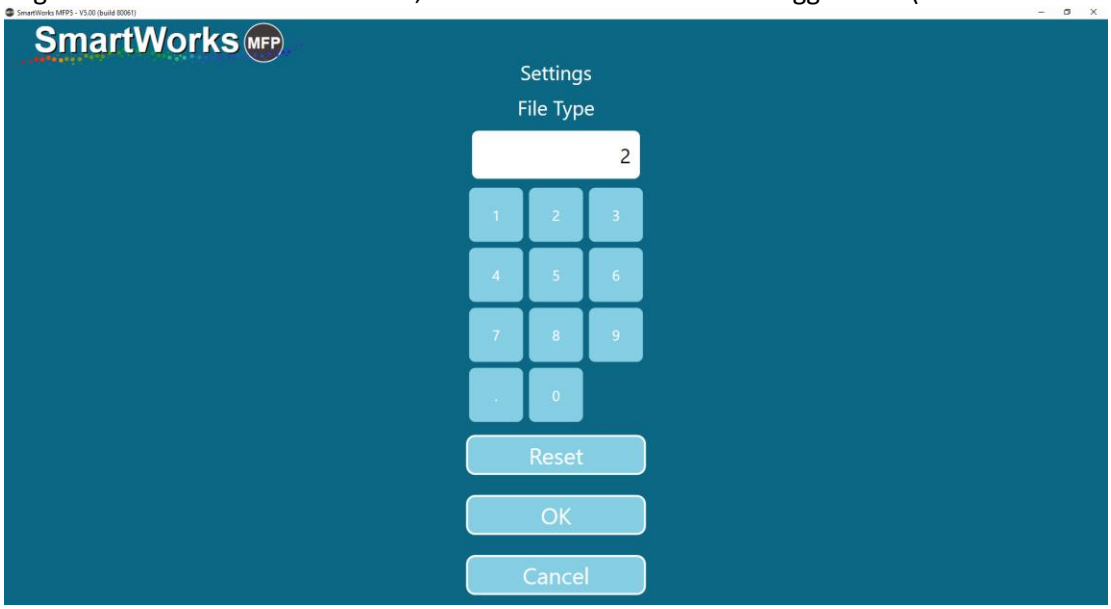
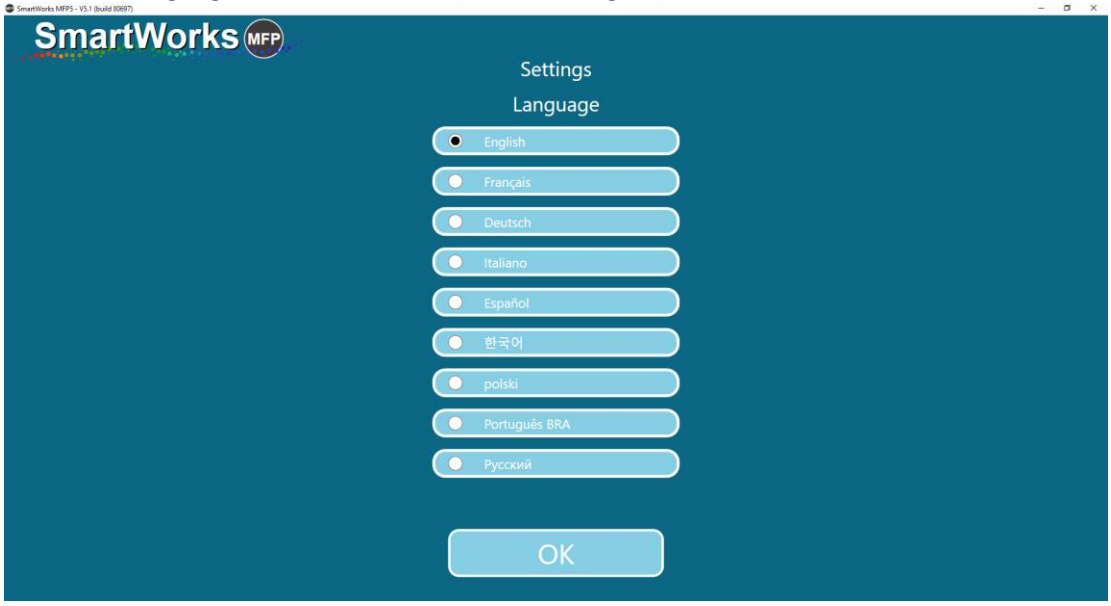
Software Reset Time

Set the time with no activity for program to reset to the Program Preferences and return to Home Page. If User Accounts are enabled, then the current user will be logged out. (Default – 2 minutes)



Language

Select the language for the software. (Default – English)



Units

Select the units for the software. (Default – mm)

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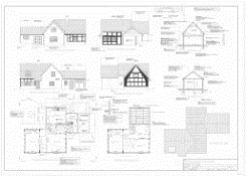
Presets – Document Types

The following Default Document Type Presets are provided for each function:

Preset Name	Document Type	Preset Name	Document Type
Color Photo		**Grey Photo**	
Color Graphics		**Grey Graphics**	
Color Lines		**Grey Lines**	

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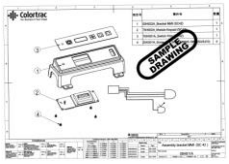
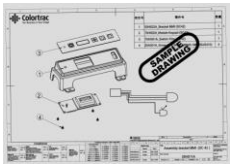
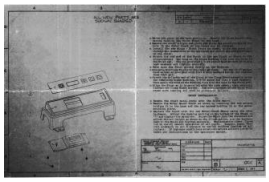
Preset Name	Document Type
B&W – Clean	
B&W – Dirty	
B&W – Very dirty	

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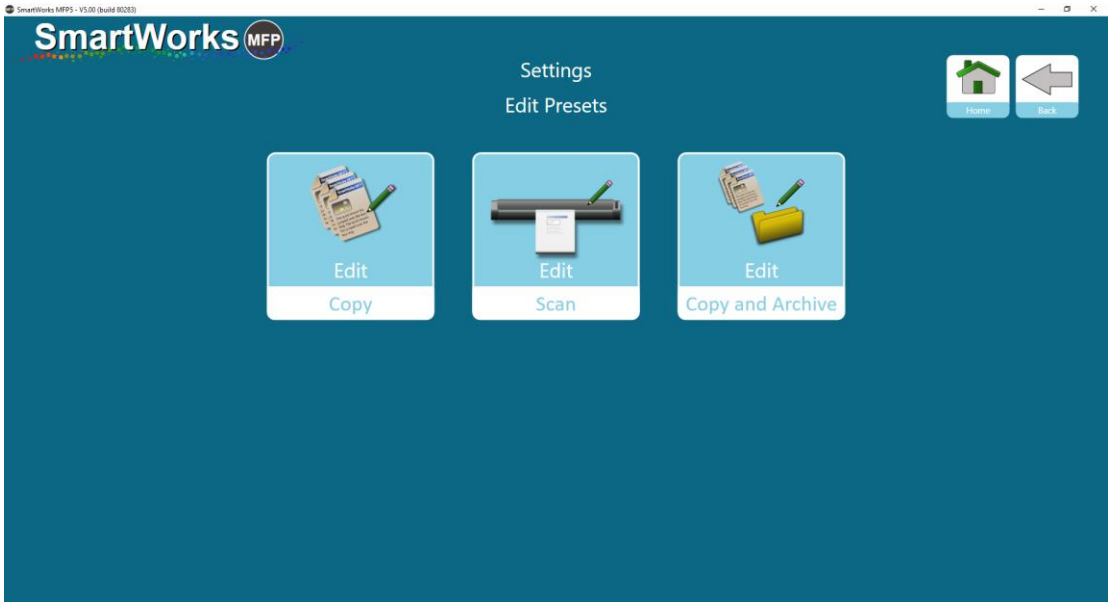
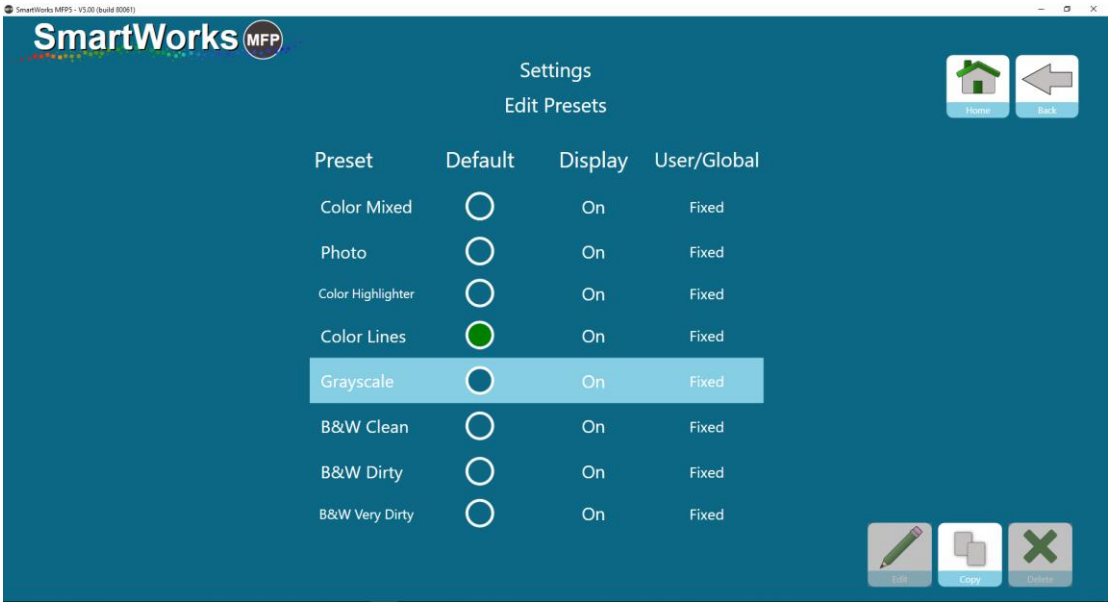
Presets – Default/Display/Copying/Editing



Choose the type of Presets you would like to create/edit or delete.

E.g. Copy Presets



The current list of available Presets is displayed.

Default:

The Preset with the Green dot under the “Default” column is the Preset that will be set after power on or a timeout reset. To change the Default, select the Preset you wish to become the default to highlight it, then touch the white circle of that Preset to set it as Default. The Green dot will move to the new Preset.

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Display:

The Presets displayed on the function pages can be limited to remove unused Presets from the list. The Preset itself is not deleted, so can be used later if required. To change which Presets are displayed, select the Preset to highlight it, then select the on/off under the "Display" heading to change its setting. Please note the Default Preset must have Display = On.

User/Global:

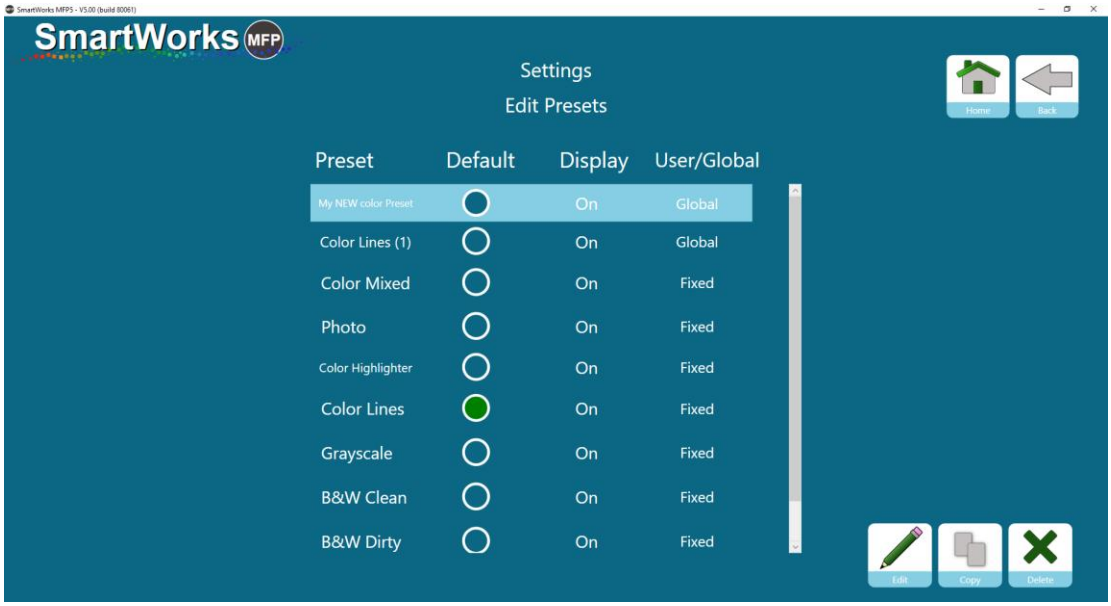
This defines which users will see the Preset when User Accounts have been enabled.
Fixed = Factory Presets that cannot be deleted. They can be hidden from the function screens by setting Display = Off.
Global = A Preset that is visible to all users if Display = On.
User = A Preset that can only be seen by the user who created it.

Copy a Preset (Make a new Preset):

To make a new Preset, you must start by copying an existing one. Copy a "Color", "Greyscale" or "B&W" Preset depending on the color mode for the new Preset.

Select the Preset to highlight the Preset you wish to copy. Select the Copy button, and a new Preset will appear with the same name as the original Preset with a number at the end, but you can edit the name as required.

E.g. "Color Lines (1)" and "My NEW color Preset".



Delete a Preset:

Select the Preset to highlight the Preset you wish to delete. Select the Delete button, and the Preset will be deleted.

- You cannot recover a deleted Preset.
- You cannot delete a Fixed Preset.

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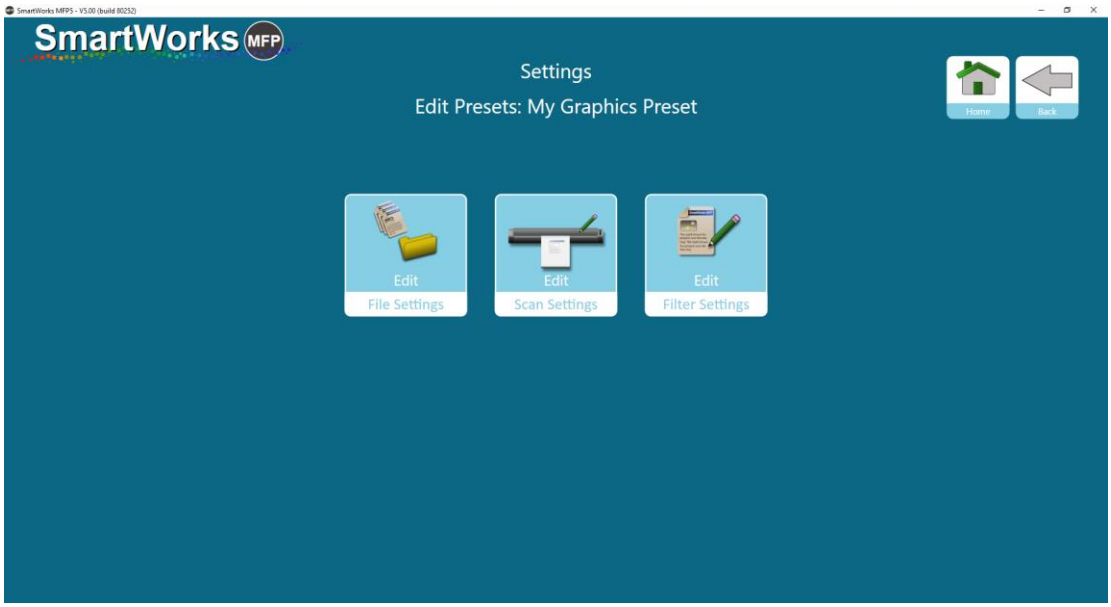
Edit a Preset:

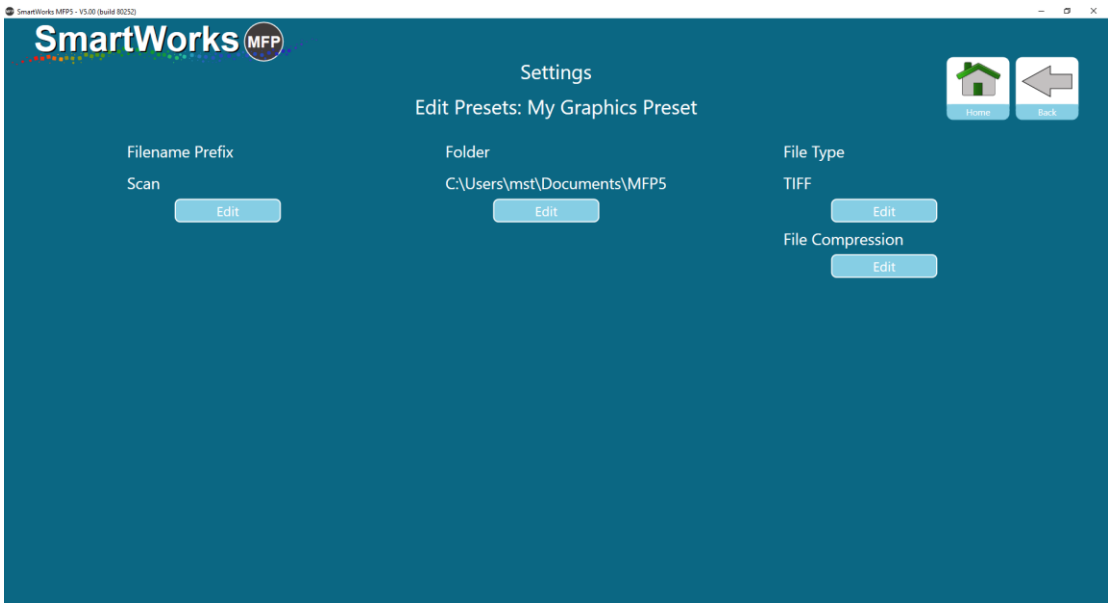
Select the Preset to highlight the Preset you wish to edit. Select the Edit button.

- You cannot edit a Fixed Preset.



File Settings

You can change the Filename Prefix, the Scan Folder, File Type and File Compression for JPG and PDF files.



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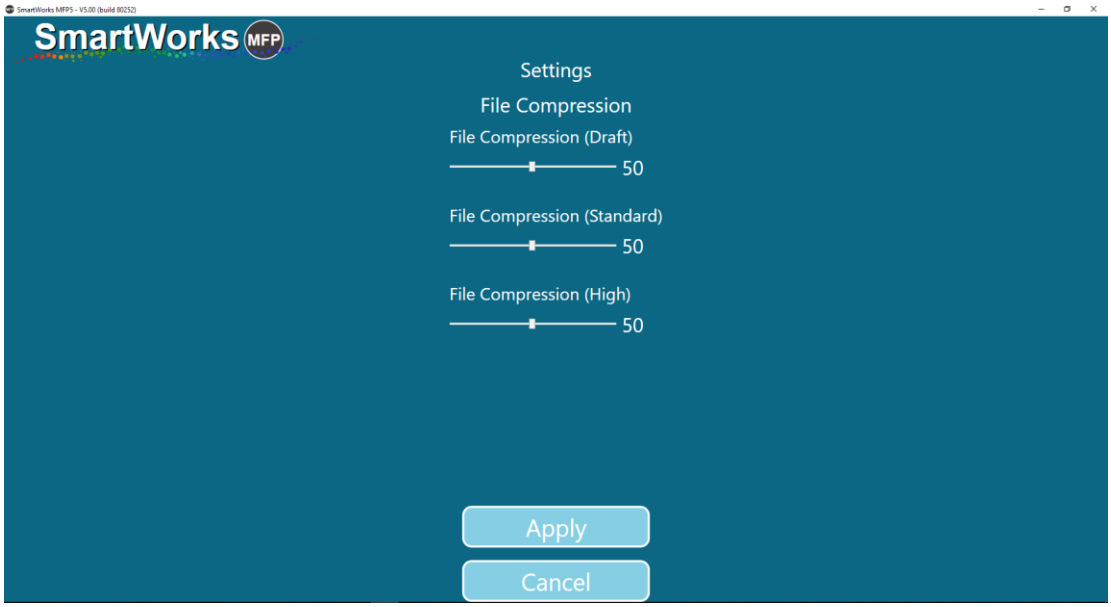
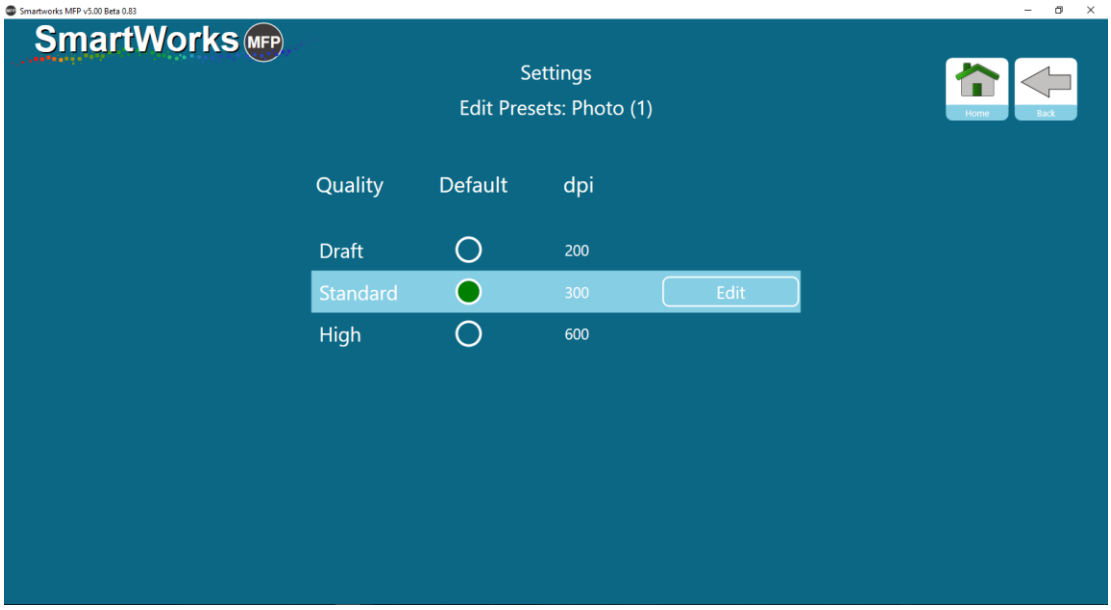
File Compression for JPG and PDF files can be set at different levels for each Quality Mode. A lower number produces a smaller file size, but the image quality is lower.



Scan Settings

You can change the scan dpi for the Draft, Standard & High Quality modes. The maximum is 1200dpi. (Defaults: Draft = 200dpi, Standard=300dpi & High Quality=600dpi)

WARNING: Very high scan resolution (dpi) can result in extremely large files. This will cause very long processing times, very slow cloud communications and can reach the limits of the file size format or Operating System.



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Filter Settings

Change the preferred settings of Sharpening, Black Point & White Point, Brightness & Contrast, and Red/Green & Blue settings.

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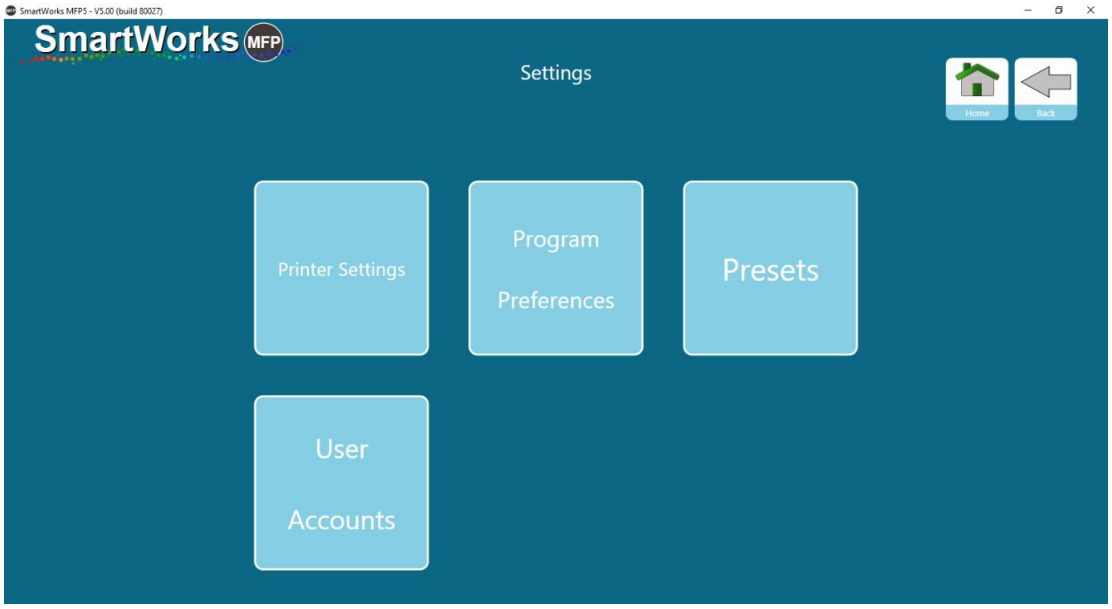
User Accounts

If User Accounts are not enabled, the software is not password protected and is operated at the Administrator level. Up to 20 user accounts can be set in the software with different levels of capability under Settings.

	Administrator	Power User	User
Personalise	Y	Y/N (Set by Admin)	Y/N (Set by Admin)
Edit Presets	Y	Y	N
Set scan path	Y	Y/N (Set by Admin)	Y/N (Set by Admin)
Printer Setup	Y	Y	N
User Account control	Y	N	N

Administrator

There is one Administrator who has full control, and can set how much control the other users have. The Administrator can view all Presets created by the Power Users, and change them to be a Global Preset, so they can be used by all users. The Administrator can view the entire Settings page.



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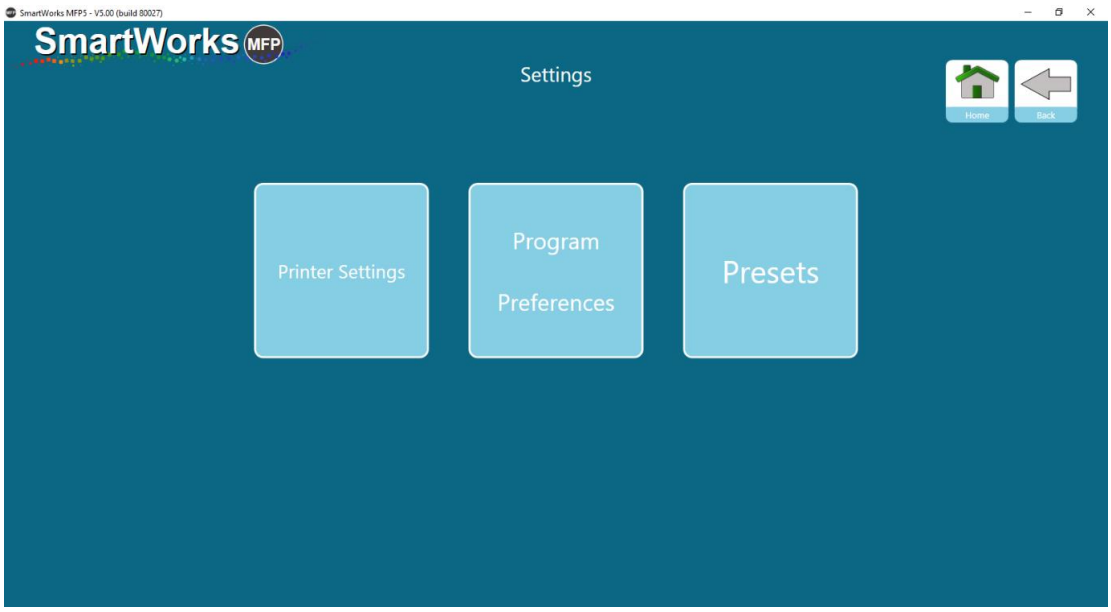
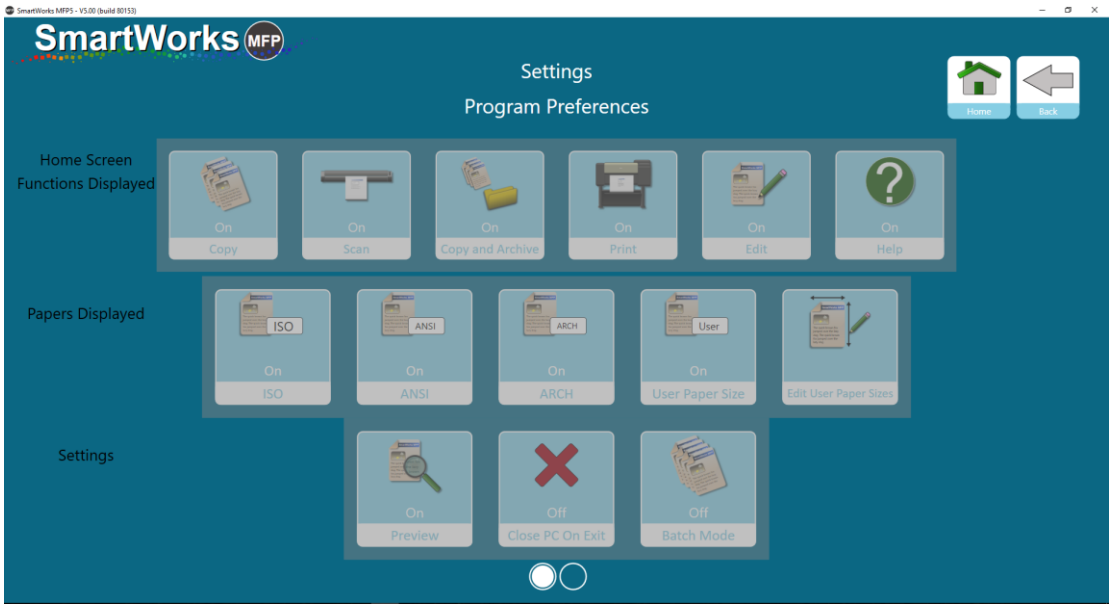
Power Users

Power users have a limited Settings page. Power Users can create and edit their own Presets, which includes setting their own scan paths.



Program Preferences: Administrator define whether Home Screen Functions Displayed, Papers Displayed, Settings and Personalise are fixed or can be edited by the Power Users. If these are all fixed, Power Users can only adjust the following:

- Software Reset Time



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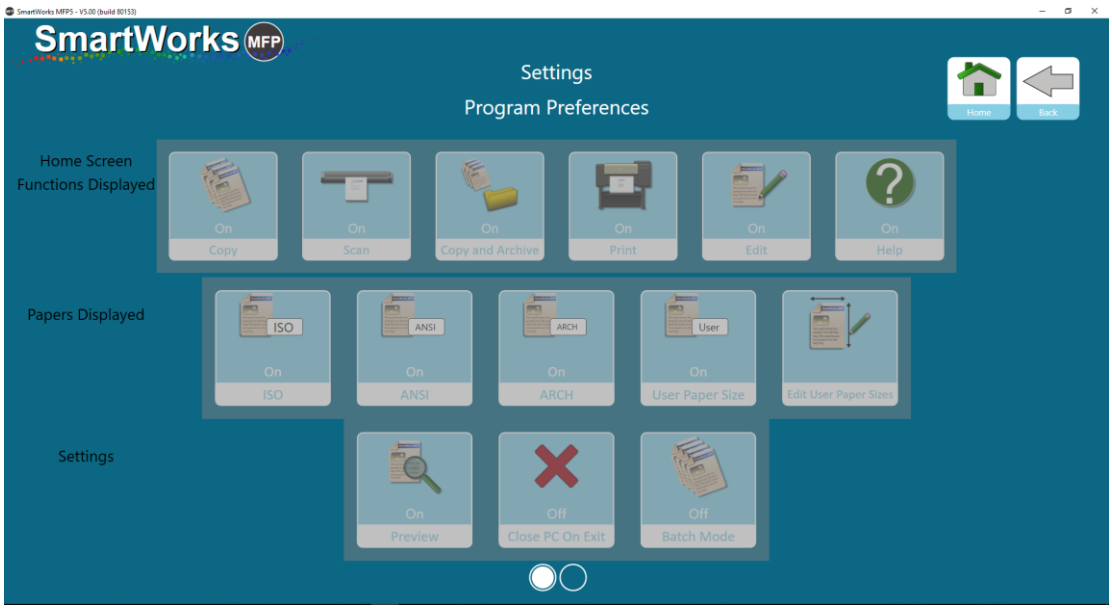
Users

Users have the least ability to change the program Settings. Users have a limited Settings page.

Program Preferences: Administrator define whether Home Screen Functions Displayed, Papers Displayed, Settings and Personalise are fixed or can be edited by the Power Users. If these are all fixed, Power Users can only adjust the following:

- Software Reset Time



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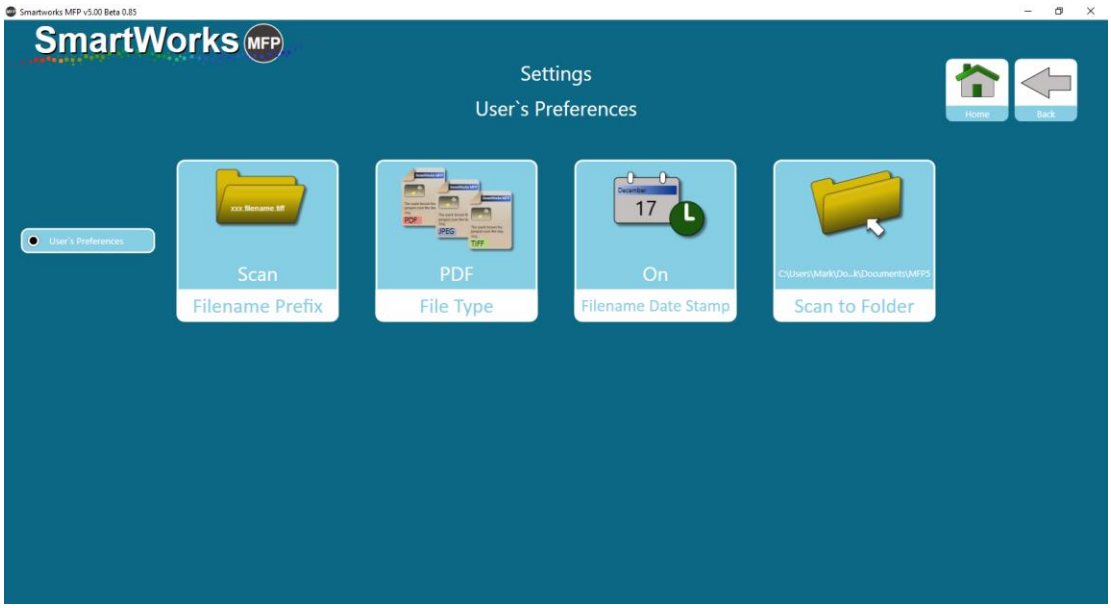
The only options a User has under Presets is to fix a Scan filename prefix, file type, file date stamp and scan path. This is then fixed for that user only. If the User does not select their personal settings, the settings from the Preset will be used.



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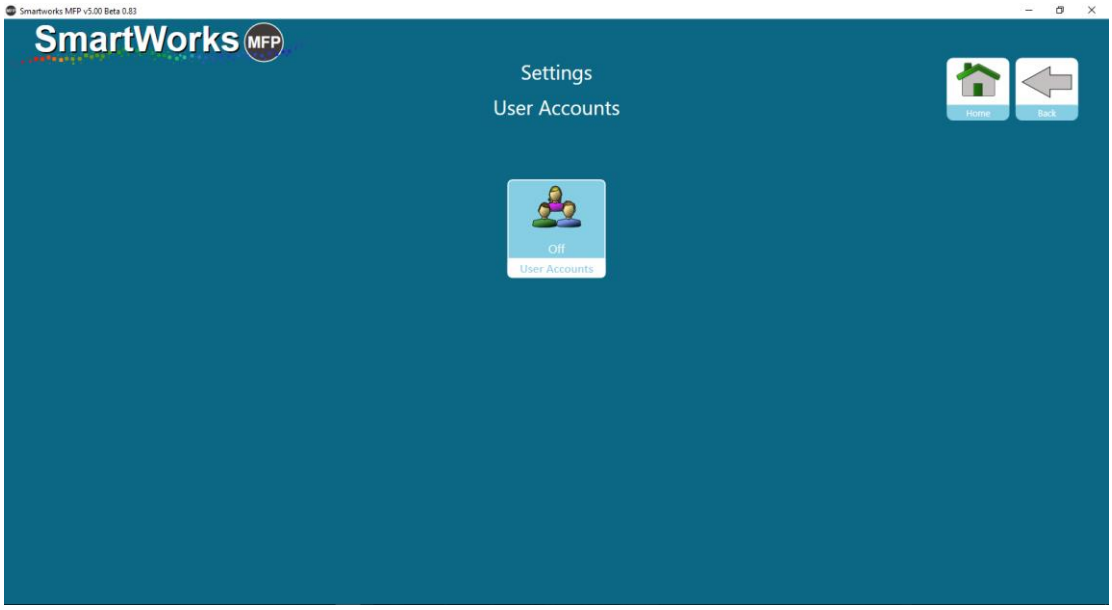
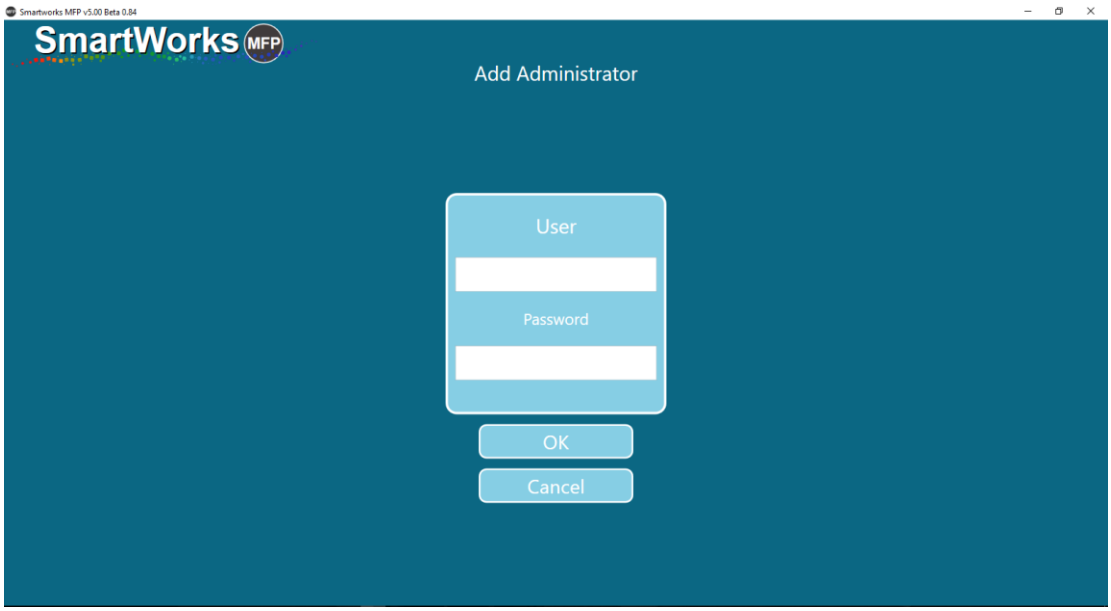
Creating User Accounts

Select Setting – User Accounts, and turn User Accounts On.



When you enable User Accounts for the first time you will prompted to add the Username & Password of the Administrator. There can only be one Administrator of the system.

WARNING: Please ensure you keep a record of the Administrator Username and Password as you need to be able to enter these details to be able to edit or disable User Accounts.



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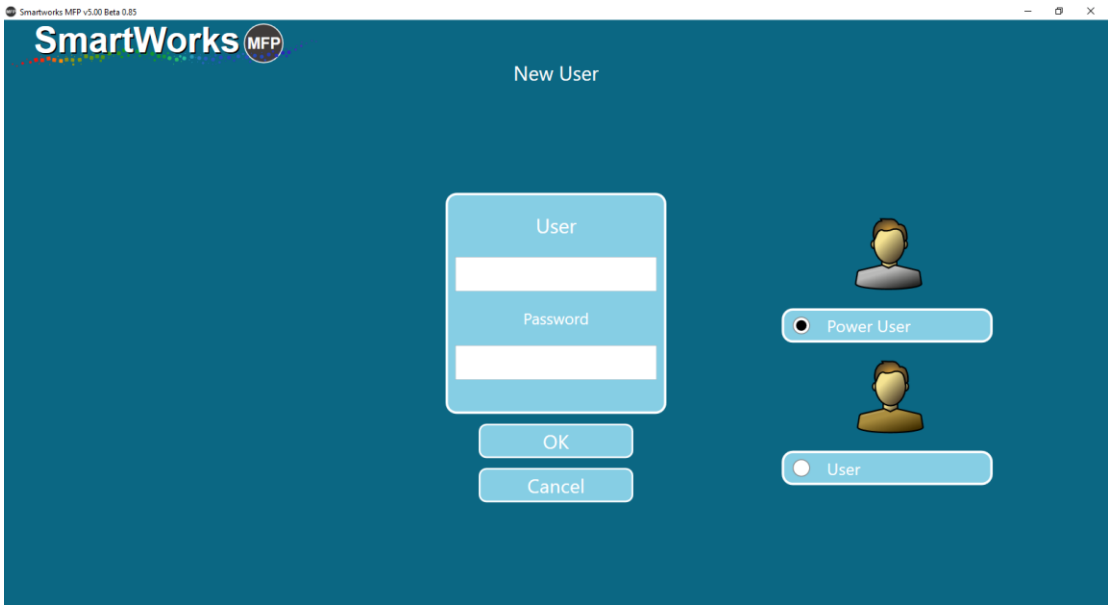
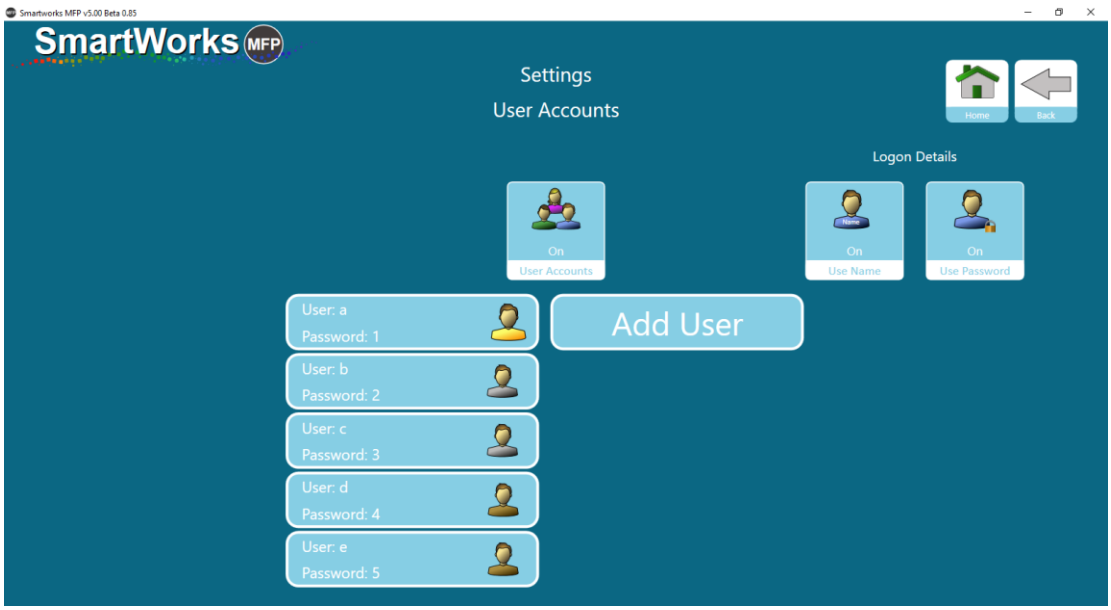
Once you have created the Admin User (Gold color), add other users as required up to a maximum of 20 users, choosing whether they are a Power User (Silver color) or a User (Bronze color). Define a unique Username and Password for each user.



Login Details

In the following example, there is 1 x Administrator, 2 x Power Users and 2 x Users with single character Username and single digit Passwords.

It shows the users will be required to enter both their username and password to operate the software. You can select to allow logon by entering just the Username or just the Password to simplify the logon operation.



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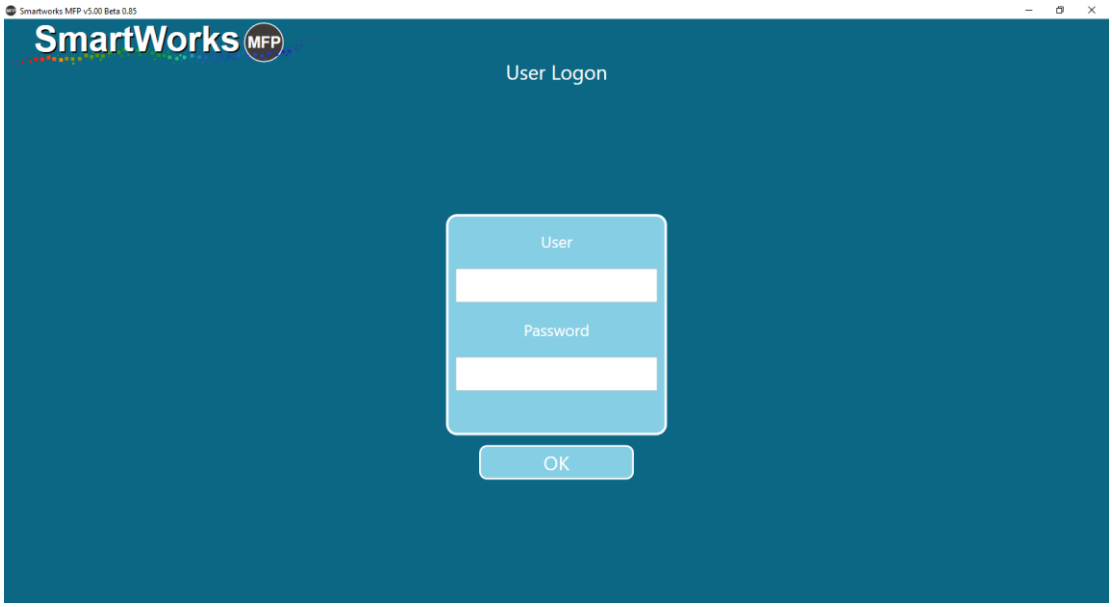
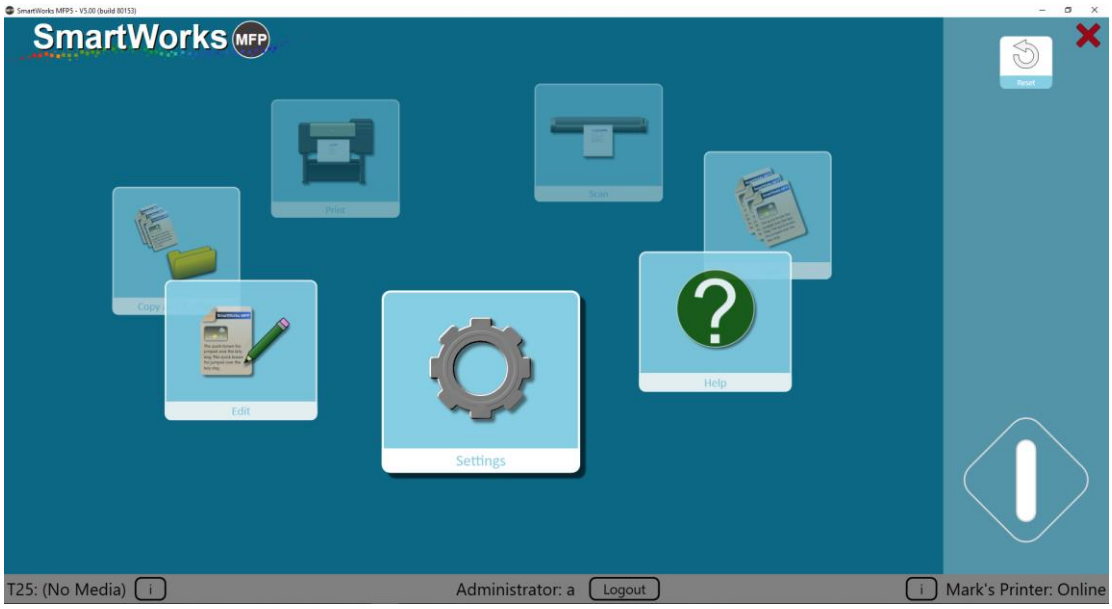
When you exit the page, you will prompted to log in before continuing. This page will request the Username and/or Password depending on how the Logon Details are set.



With User Accounts enabled, the Home page will show which user is logged on and provide a Logout selection at the bottom of the screen. Each user should always Logout to close a session. After the timeout reset period (default = 2 minutes) with no activity, the software will reset and logout the current user to show the User Logon screen.



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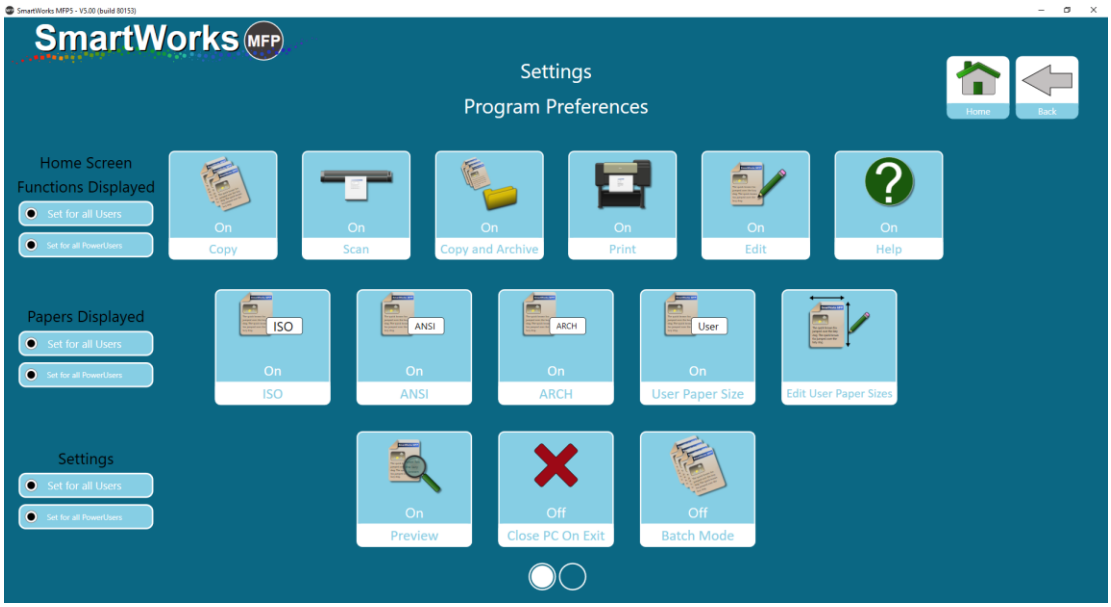
User level configuration options

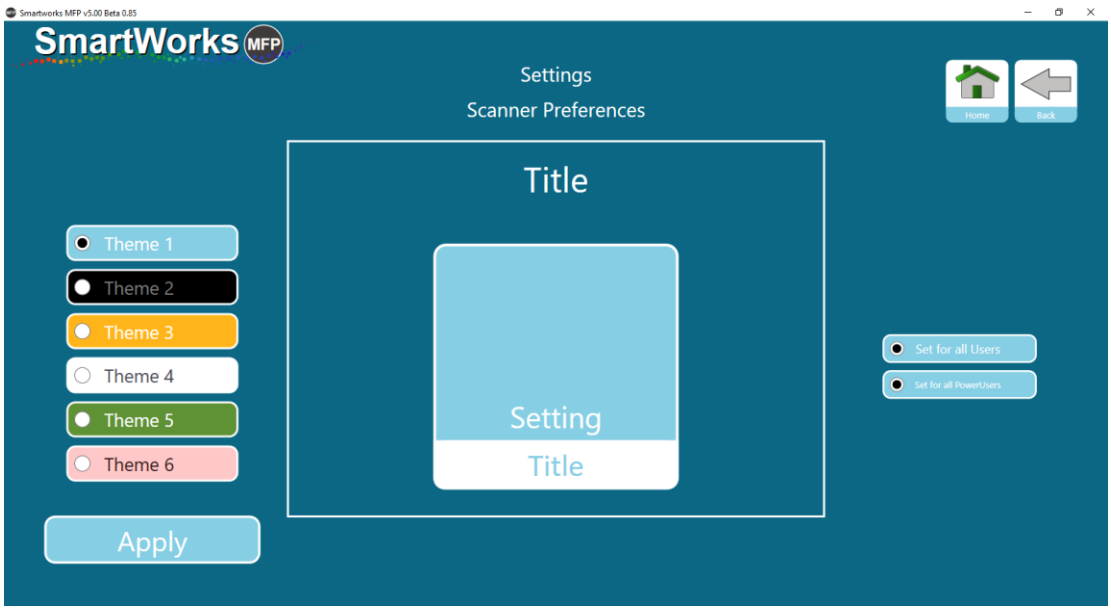
When logged on as the Administrator, different options can be set for Power Users or Users.

In Settings – Program Preferences, new options are displayed to the Administrator who can define whether Home Screen Functions Displayed, Papers Displayed, Settings and Personalise are fixed or can be edited by the Users.

Set for All Users – Users will not be allowed to change settings when enabled by the Administrator.

Set for Power Users – Power Users will not be allowed to change settings when enabled by the Administrator.





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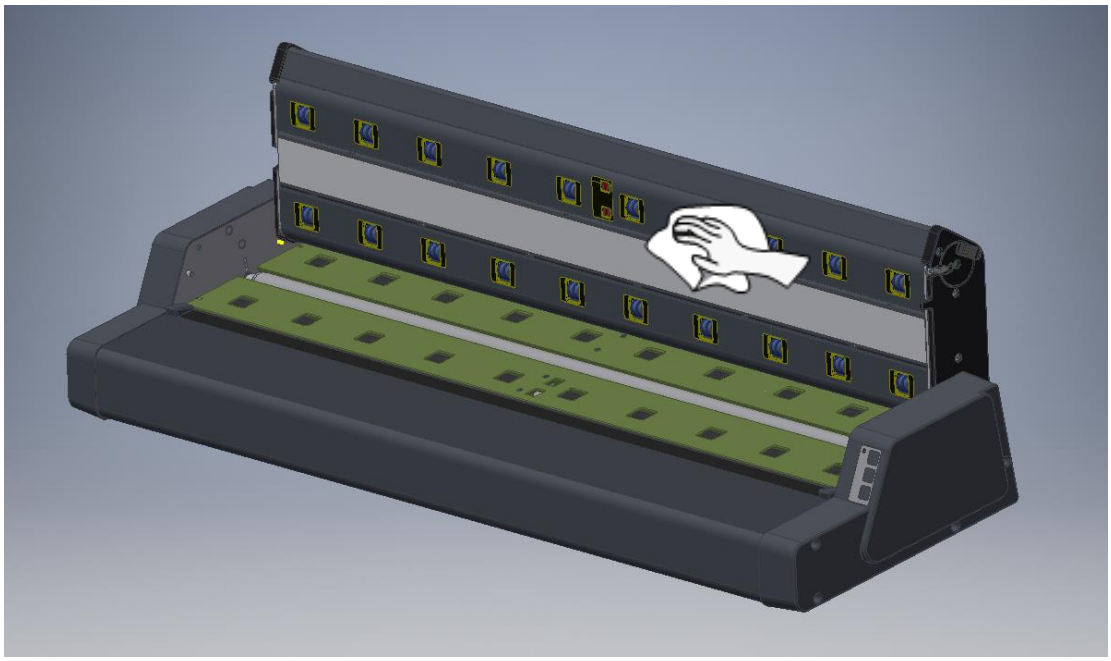
Scanner Maintenance

Cleaning the scanner



Under the lid, clean the scan glass and pinch wheel. You can freely rotate the pinch wheels to be able to clean all sides.

In the lower chassis clean the hold-up roller and all the drive wheels. Pushing on one of the drive rollers will rotate all drive rollers and the hold-up roller, enabling access to clean all sides.

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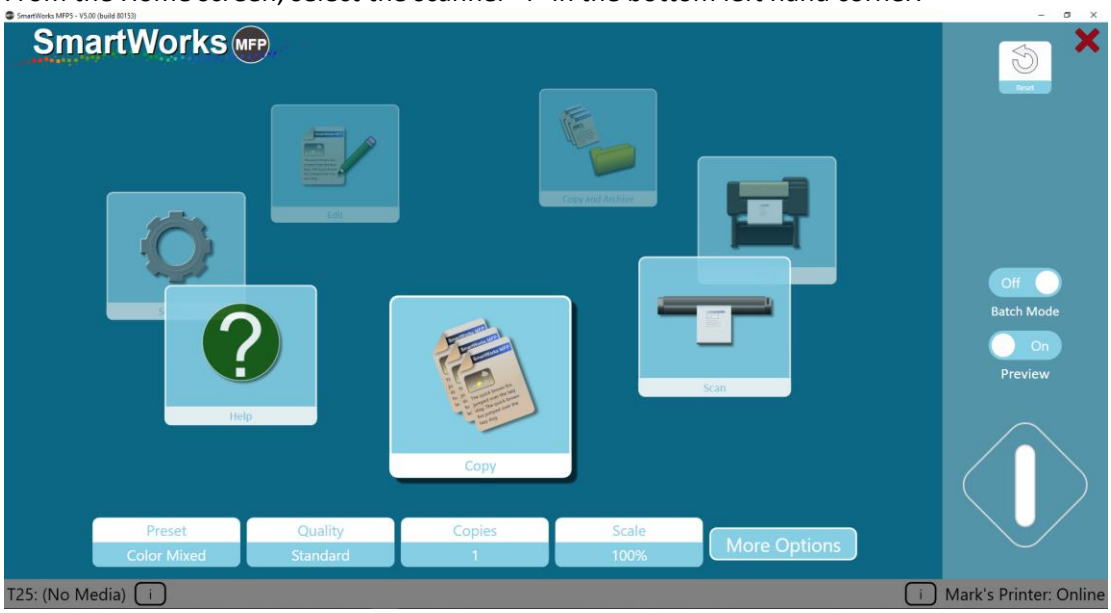
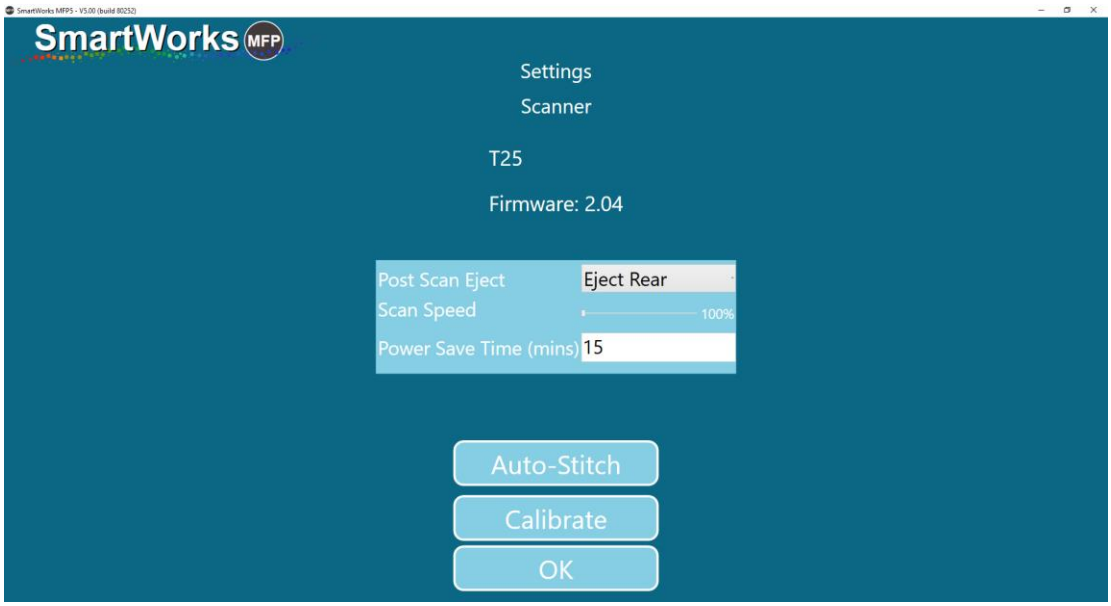
Calibrate the scanner

Ensure the scanner is cleaned before the Calibration is performed. Calibrating a dirty scanner can introduce more problems.
Remove the Document Return Guides.

From the Home screen, select the scanner “i” in the bottom left hand corner.



Press Calibrate.



Insert the calibration target into the scanner black end first face up. Press OK.

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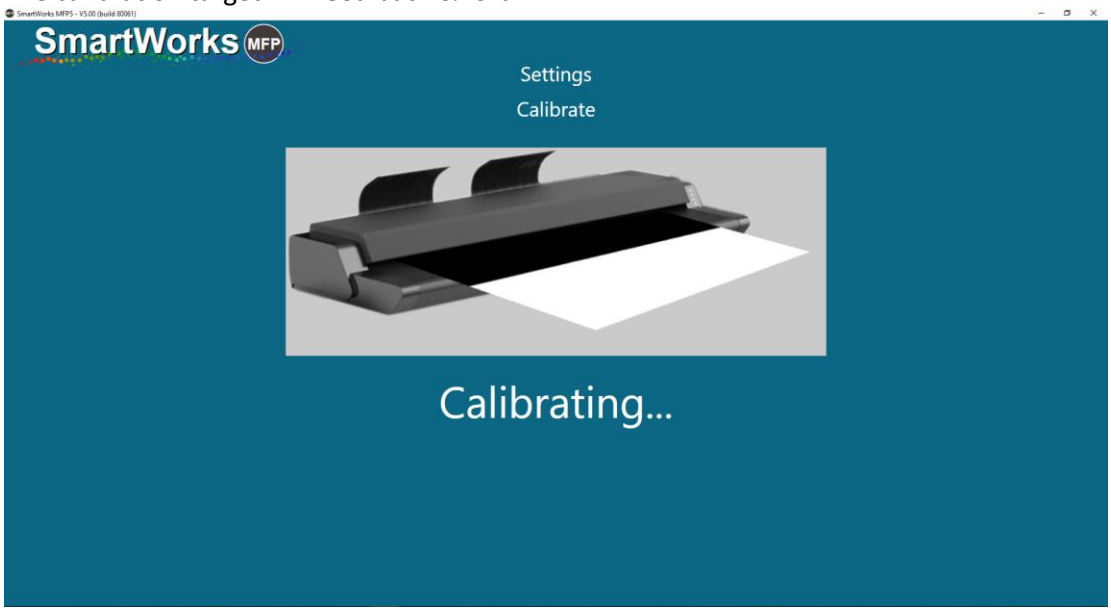
The calibration target will feed back & forth.



Wait a few minutes until the process is complete. When complete the software will automatically return to the Home page.

Press rewind on the scanner to eject the target. Replace the calibration target in its packaging and keep in a safe place where it will not be damaged or bent until required again.

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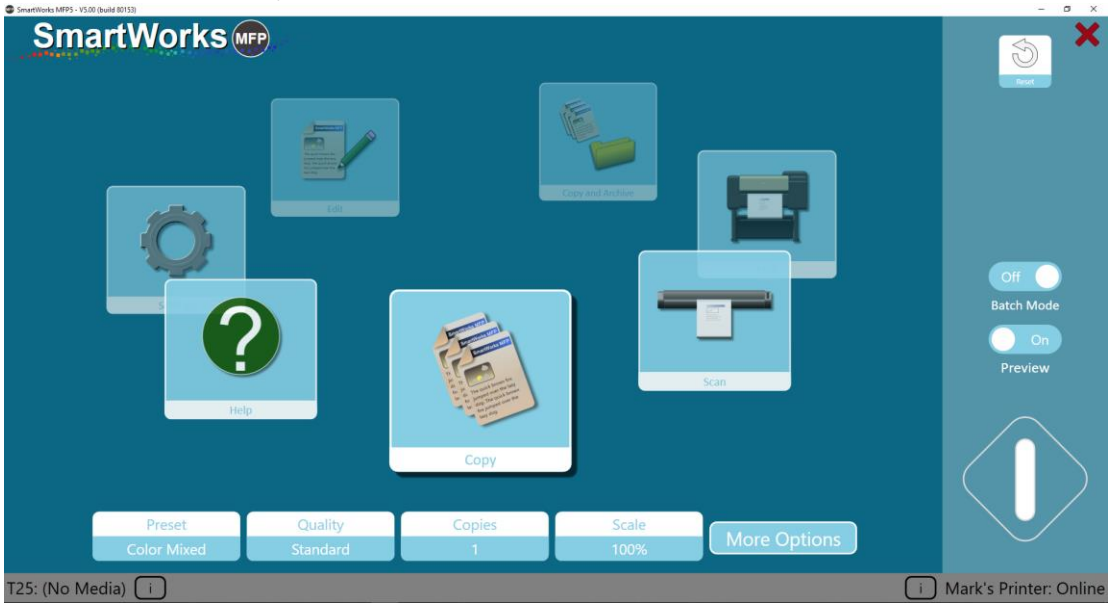
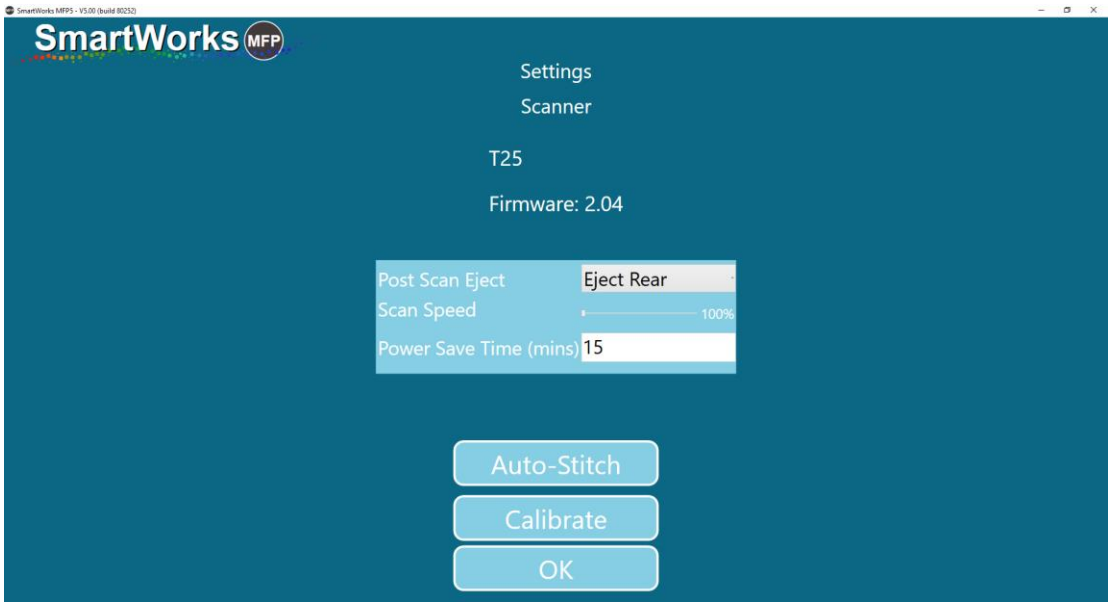
Auto-Stitch the scanner

Ensure the scanner is cleaned and calibrated before the Auto-stitch is performed.
Remove the Document Return Guides.

From the Home screen, select the scanner “i” in the bottom left hand corner.



Press Auto Stitch.



Insert the calibration target into the scanner black end first face up. Press OK.

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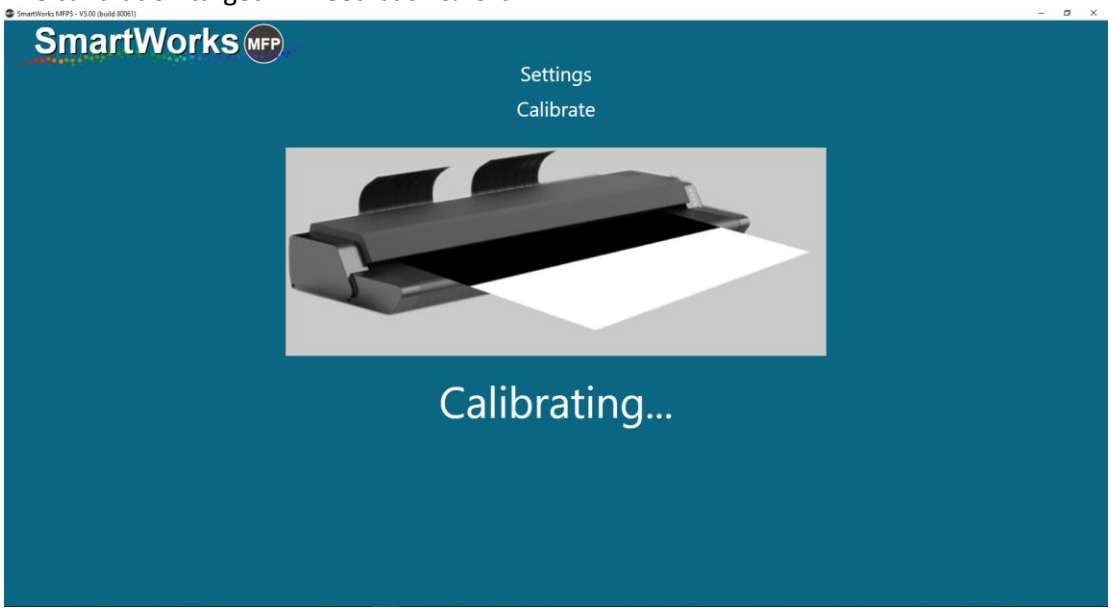
The calibration target will feed back & forth.



Wait a few minutes until the process is complete. When complete the software will automatically return to the Home page.

Press rewind on the scanner to eject the target. Replace the calibration target in its packaging and keep in a safe place where it will not be damaged or bent until required again.

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Consumables

- Parts that wear according to operational usage are deemed consumables and can be purchased from your supplier. Those scanner parts considered to be consumables are:
    - Scan Glass.
    - Document Hold Up roller.
    - Calibration/Stitch Target.
    - Paper Edge Guides.
    - Document Return Guides.

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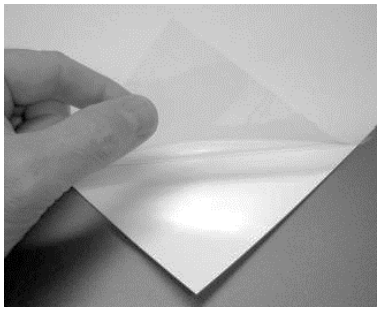
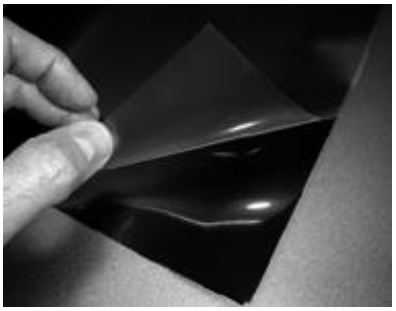
Application notes

Tightly curled documents

- Prior to scanning, flatten the document as best as possible.
- During the scan process, guide the document as it feeds through the scanner to prevent the original re-entering the scanner. If the original is allowed to re-enter the scanner, it will result in a paper jam and possible damage the original document.

Document Carrier Sheets

- Delicate documents: Old, fragile documents could be damaged further when feeding through a scanner. To avoid such problems, these delicate documents can be placed inside a document carrier sheet before scanning to provide protection.

- Documents Carrier Sheets can also be useful when scanning
    - Transparent documents to improve light reflection and provide a more even image.
    - Glossy originals to avoid them becoming scratched
    - Irregular shaped or torn documents, or multiple documents pieces to scan as a single image.
    - Dirty documents as the carrier sheet can protect the scan glass from storage dust.
    - Semi-transparent documents that contain print on both sides can result in show through of the text on the reverse side. Scanning such documents in black backed carrier sheets can help reduce the reflected light and hence the amount of show through.

- Contact your reseller for more information, prices and availability of carrier sheets.

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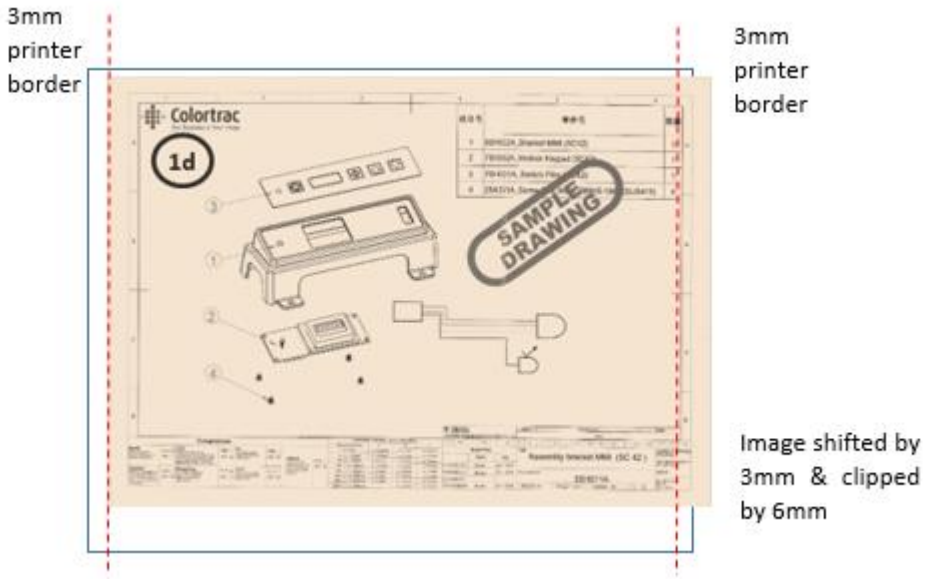
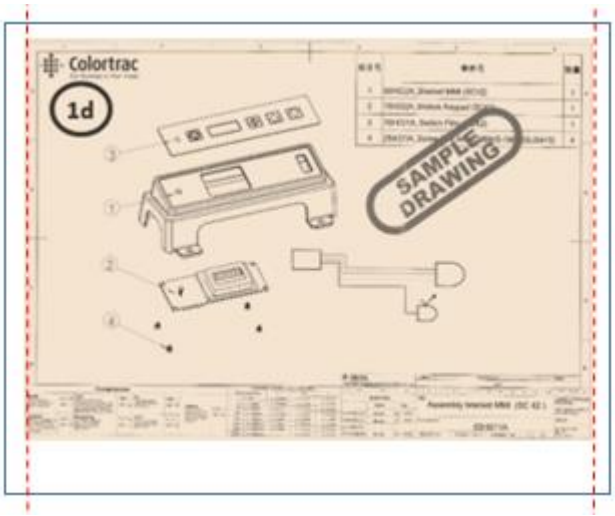
Eliminating clipped copies

- If you scan a 594mm original as fixed size A1, then the image is 594mm wide.

- The printer has a 3mm margin either side that it cannot print within. That means on a 594mm roll, only 588mm can be printed on. Therefore, copying a 594mm original scan onto the 588mm printable width of the paper will mean the image is shifted 3mm to the side and 6mm (2 x 3mm) is clipped from the far side.



- Enabling the Auto Crop feature means the original image is printed correctly by cropping a 3mm border from all around the scan before printing.



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Troubleshooting

Operation errors

Document does not feed correctly.

- The document is not fed straight into the scanner. Hold the original document with two hands and feed into the scanner until you feel equal resistance on both sides from the feed rollers. If the document is not straight, rewind the original and try again. Load the document into the centre of the scanner.
- If the document is rolled or creased, try to smooth out before inserting into the scanner.
- Place the Paper Edge Guides either side of the document to help align and guide the document.
- Check that the scanner is closed properly, with both latches clicked into place on the lower click. See Open and close the scanner's lid
- Document is the wrong size for the scanner. Make sure the document is within the specification allowed for the scanner.

Scanner LED is not on

- There is no power to the scanner. Check the scanner is switched on, the mains power is on, the power cable is connected correctly to the power adapter and the power adapter cable is connected correctly to the scanner.

The scanner LED flashes Orange when powered on.

- The scanner lid is open. Check that the scanner is closed properly, with both latches clicked into place on the lower click. See Open and close the scanner's lid

Scan or copy is blank.

- Make sure the original document if fed face up and into the centre of the scanner.

Scan to USB does not work

- Ensure the USB memory stick has been formatted and has enough free space for the scan. A lower Scan Quality mode require less space.

No Copy output

- The printer must be on-line and ready to print.

Document stops and starts during the scanning process

- The scanner is going too fast for the amount of data and processing required. This may be see with wider documents in higher quality modes with data processing such as Sharpening enabled. This is not necessarily a problem, but if preferred, the scan speed can be slowed down to provide a smoother scan process. See Scanner info and settings

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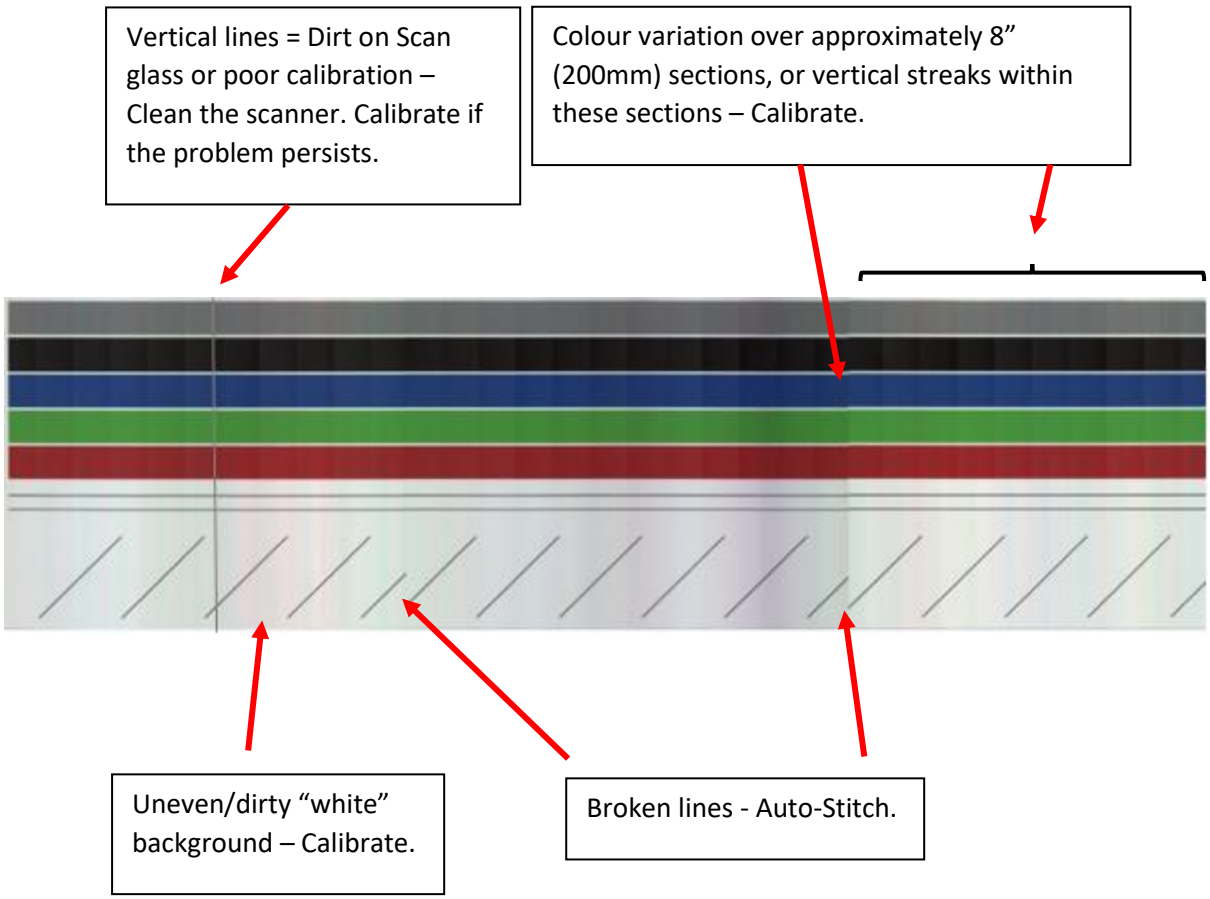
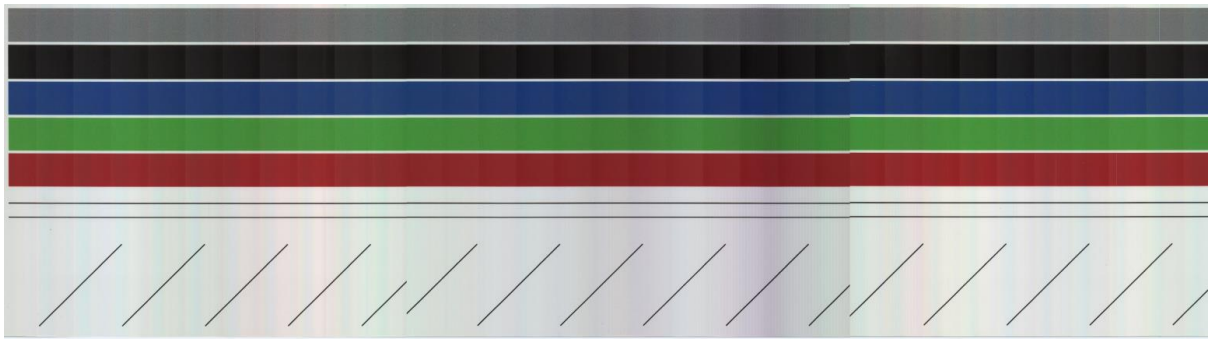
Image Quality

- The following scanned image shows possible image errors and the actions required to resolve them.



- Cleaning the scanner will remove most vertical lines.
  See Cleaning the scanner
  Also check to ensure there are no scratches on the scan glass. A scratched scan glass should be replaced.



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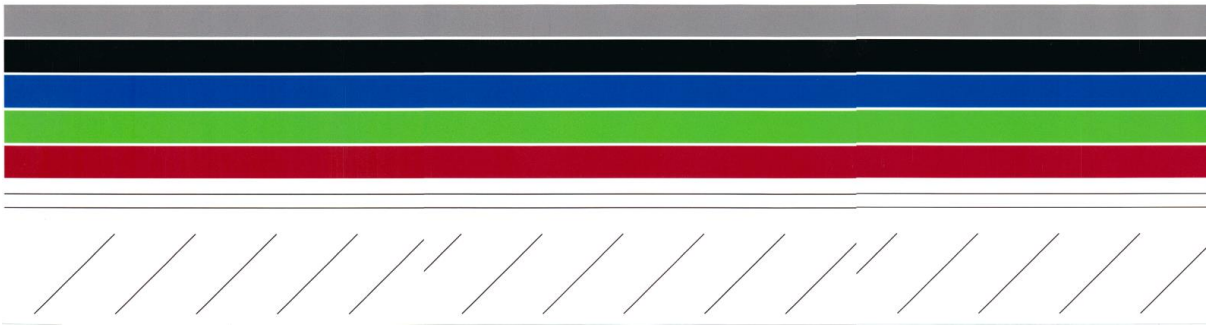
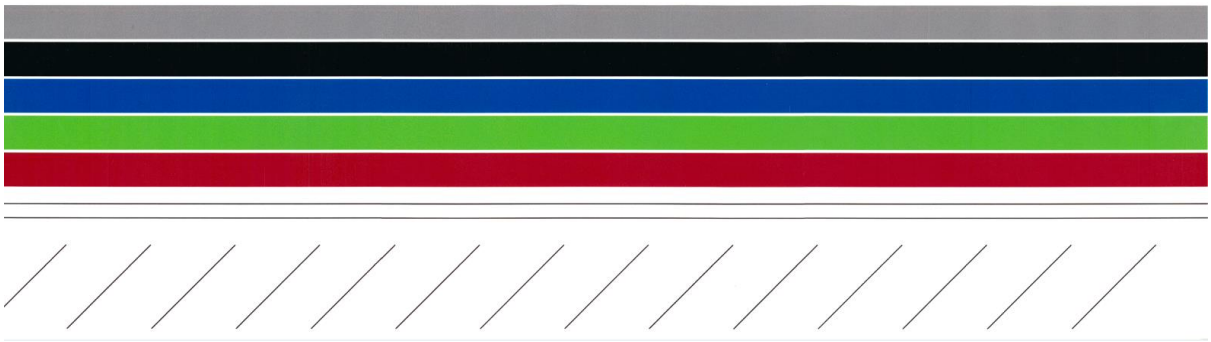
- Calibrating the scanner will remove the streaking and clean up the white background.
  Calibration adjusts the optical sensitivity of each pixel in the sensor to give the correct levels of black and white.
  See Calibrate the scanner



- Auto-stitch the scanner to align broken lines.
  Auto-stitch adjusts the electronic alignment of each segments of the scan sensor for both front to back and left to right alignment to avoid “stitch errors” at each intersection.
  See Auto-Stitch the scanner



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Specifications

Models (All regions)	T25	T36
Scan width	25" (635mm)	36" (914mm)
Document width	27" (686mm)	38" (965mm)
Min scan width	6" (15cm)	
Max scan length	8m (JPEG/PDF), 15.2m (TIFF) (3)	
Body width	830mm	1109mm
Body depth	324mm	
Body depth with Doc return guide	367mm	
Body height	153mm	
Body height with Doc return guide	161mm	
Weight	11Kg	15Kg
Imaging technology	SingleSensor	
Illumination	Full width dual LED illumination	
	64 LEDs	96 LEDs
Front/rear exit	Rear (front eject via Document Return Guide)	
Document handling - Face up/down	Up	
Document thickness	2.0mm (1)	
Paper path	Flat	
Optical Resolution (dpi)	1200	
Scan speed (inches/sec) 8-bit grayscale & mono @200dpi	13 (2)	
Scan/Copy speed (inches/sec) 24-bit color @200dpi	3.0 / 6.0 (2)	
Interface USB	3.0 (backward compatible to USB2)	
Scanner controls	Stop, Advance/Rewind, LED status	
Environment	Temp: 10-35C Humidity: 10-90%	
Software (included)	SmartWorks MFP V5 (Supports only T25 / T36 scanner)	
OS for software	Win 8/10 (64 bit)	
AIO PC (Not available in all regions)	15.6” AIO PC, Windows 10 Enterprise LTSB CPU: Intel Celeron G3900TE 2.3GHz RAM: 4GB DDR4 HDD: SATA 500GB Display: Multi touch 15.6”, 1366 x 768 3 x USB3 & 1 x USB2, 1 x Gb Ethernet (rear) Power button and 1 x USB3 (Front)	
Touch Monitor – (Not in all regions) Requires locally provided PC.	Resolution: 1366 x 768 Capacitive multi touch screen VGA, HDMI	
Stand	Unique for Canon MFP Tx-2000 printer or Tx-3000/4000 printers	
Printers supported (Not all printers are supported in all regions).	Tx-2000	Tx-3000, Tx-4000

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Notes:

(1) Thick documents up to 2mm must be flexible and the paper return guide removed. Some media should be scanned at reduced speeds to obtain optimal image quality. It is not possible to guarantee to scan all media. For large heavyweight media we recommend the scanner be placed on a flat surface and the operator supports the document as it enters and exits the scanner.

(2) The scan rate is proportional across the full range of resolutions supported by the scanner. Actual scan times and quoted top speeds will depend on the host performance and are not guaranteed for all media types. Scan times quoted are the maximum for true 200 x 200dpi image capture.

(3) Maximum scan length varies by file type and scan resolution.

Maximum Scan Length (Inches)								
DPI	100	200	300	400	600	800	1000	1200
JPEG	315	315	200	162	96	60	36	24
TIFF	600	600	395	200	96	60	36	24

Maximum Scan Length (Meters)								
DPI	100	200	300	400	600	800	1000	1200
JPEG	8.00	8.00	5.08	4.11	2.44	1.52	914	0.61
TIFF	15.24	15.24	10.03	5.08	2.44	1.52	914	0.61

Note: Specifications are correct at the time of writing and are subject to change without notice.

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Glossary of Terms

AIO	All-In-One PC. The PC is contained in the monitor.
ANSI	America National Standards Institute. Standard paper sizes definition.
ARCH	Architectural paper sizes. Standard paper sizes definition.
Auto-Stitch	Adjusts the electronic alignment of each segments of the scan sensor for both front to back and left to right alignment to avoid “stitch errors” at each intersection.
Black Point.	Increase to darken the shadow areas of the image. Makes the blacks blacker.
Calibration	Adjusts the optical sensitivity of each pixel in the sensor to give the correct levels of black and white.
DHCP	Dynamic Host Configuration Protocol automatically provides a network device with its IP address.
DPI	Dots per Inch. The number of scan/print pixels per linear inch.
DWF	Design Web Format is a secure file formats developed by Autodesk to publish & share design data.
IP Address	Internet Protocol Address. Each device on a network has a different numerical label to identify it.
ISO	International Organization for Standardization. Standard paper sizes definition.
JPEG	Joint Photographic Experts Group file format is a commonly used method of lossy compression (data is thrown away to provide smaller files) for digital images.
LED illumination	Light Emitting Diode. Long lasting, efficient, bright light source.
LCD display	Liquide Crystal Display. User Interface screen.
MFP	Multi-Functional Printer/Product/Peripheral.
Multi Page PDF	Several scan images are saved on separate pages in a single PDF file.
PDF	Portable Document Format standard defined by ISO, which is independent of hardware or software. Scan images are usually embedded as JPEG files.
PDF/A	PDF for Archive. An ISO standard specialized for use in the archiving and long-term preservation of electronic documents.
Static IP Address	A fixed Internet Protocol Address assigned at the device that cannot be changed by DHCP.
Subnet Mask	It divides the IP address into network address and host address. Without the subnet mask, the IP address is meaningless.
TIFF	Tagged Image File Format. The scan image is saved a loss-less, uncompressed file format. Results in larger file sizes, but no lost data.
USB	Universal Serial Bus. Memory sticks plug into devices using the USB port.
UI	User Interface.
White Point.	Increase to clean up a dirty background. Makes the whites whiter.

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