Extended Scan Jobs - Locations and Presets

Scan presets on the user panel

Introduction

When you do not make different settings in Océ Express WebTools, the printer uses the default presets for print, copy, and scan jobs.

Below the presets you can use to change the settings for scan jobs on the multi-touch user panel are listed. The scan presets are divided in three categories: 'File type', 'File size', 'Image'.

| i | *Note:*
For more information on how to change the preset settings, see *'Set the scan presets'* on page 143. |

Scan presets on the user panel

'File type'	'File size'	'Image'
' TIFF '	'200 dpi'	'CAD colour'
' PDF '	'300 dpi'	'CAD greyscale'
' JPEG '	'400 dpi'	Colour to greyscale
'Custom'	'Custom'	'Photo'
		'Custom'

Scan a photo to 'JPEG' format

Introduction

When you want to scan a photo to 'JPEG' format, you can select the presets on the user panel.

1. Feed the original face up and centred on the original feeding table.

[i] *Note:*
You do not need to centre the original precisely. The exact position of the original is automatically detected by the scanner.
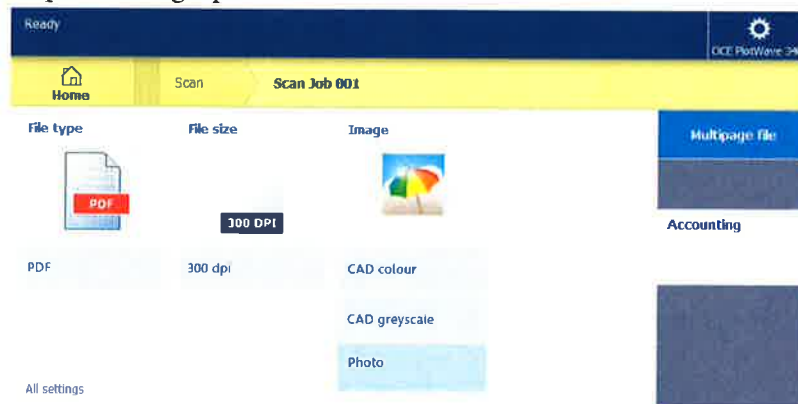
2. Tap the 'Scan' tile on the user panel and select your preferred location in the scan Smart Access.

[i] *Note:*
When you do not select a location the file is sent to the public Smart Inbox.

3. Tap the 'Scan' tile again. A window with a list of presets opens.
4. Tap the 'File type' preset.
5. Select 'JPEG'.
6. Tap the 'Image' preset.

7. Select 'Photo'.
8. Tap the green button.

Result

A scan to 'JPEG' file is made, and sent to your preferred location. Default you can find your file in the public Smart Inbox in Océ Express WebTools.

Scan CAD colour to 'TIFF' format

Introduction

When you want to scan a 'CAD colour' to 'TIFF' format, you can select the presets on the user panel.

1. Feed the original face up and centred on the original feeding table.

[i] **Note:**
You do not need to centre the original precisely. The exact position of the original is automatically detected by the scanner.
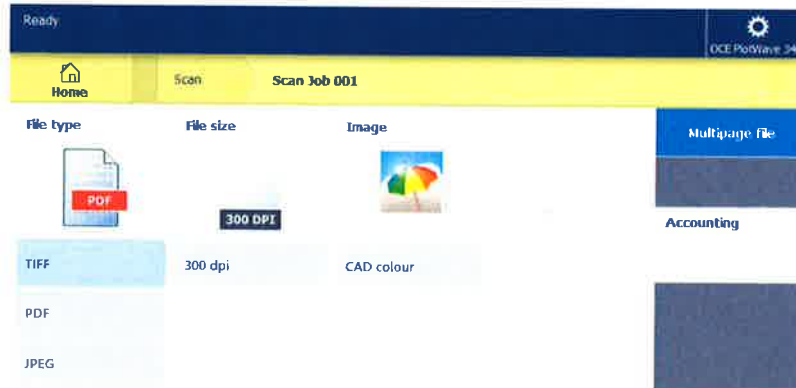
2. Tap the 'Scan' tile on the user panel and select your preferred location in the scan Smart Access.

[i] **Note:**
When you do not select a location the file is sent to the public Smart Inbox.

3. Tap the 'Scan' tile again. A window with a list of presets opens.
4. Tap the 'File type' preset.

5. Select 'TIFF'.
6. Tap the 'Image' preset.
7. Select 'CAD colour'.
8. Tap the green button.

Result

A scan to 'TIFF' file is made, and sent to your preferred location. Default you can find your file in the public Smart Inbox in Océ Express WebTools.

Scan to a USB mass storage device

Introduction

When you insert a USB device in the user panel, you can scan to USB.

Before you begin

Before you scan to USB, make sure the right functionalities are enabled. For more information see, *'Enable or disable USB'* on page 152.

How to scan to a USB device

1. Feed the original face up and centred on the original feeding table.

i **Note:**
You do not need to centre the original precisely. The exact position of the original is automatically detected by the scanner.

2. Insert a USB mass storage device into the USB port on the user panel.
3. The 'Scan' tile and the USB location is automatically selected on the multi-touch user panel.
   Tap the 'Scan' tile once more, when you want to change the settings.
4. Tap the green button to start the scan job.

i **Note:**
Wait untill the light in the USB port stops blinking, before you retract the the USB device.

Result

A scan to file is made, and sent to your USB. You can retrieve the file from your USB

Scan to an external location

Introduction

When you want to scan an original and you do not make any settings the default presets are used. You only use the Smart Access to submit your job.
In the Smart Access you can select the location you want to sent your scan to.

With the Océ PlotWave 340/360 printer you can use the following external location types:
- 'FTP'
- 'SMB'
- 'WebDAV' also called the cloud
- 'Eneo'

Before you begin

Before you can select the preferred location, you must create and configure the location in Océ Express WebTools first. For more information on how to do this see *'Create an external location'* on page 153. Once you have created the locations in Océ Express WebTools, they become visible in the Smart Access on the printer user panel.

> **Note:**
> When you do not create external locations in Océ Express WebTools, there is no other location visible on the user panel than the public Smart Inbox.
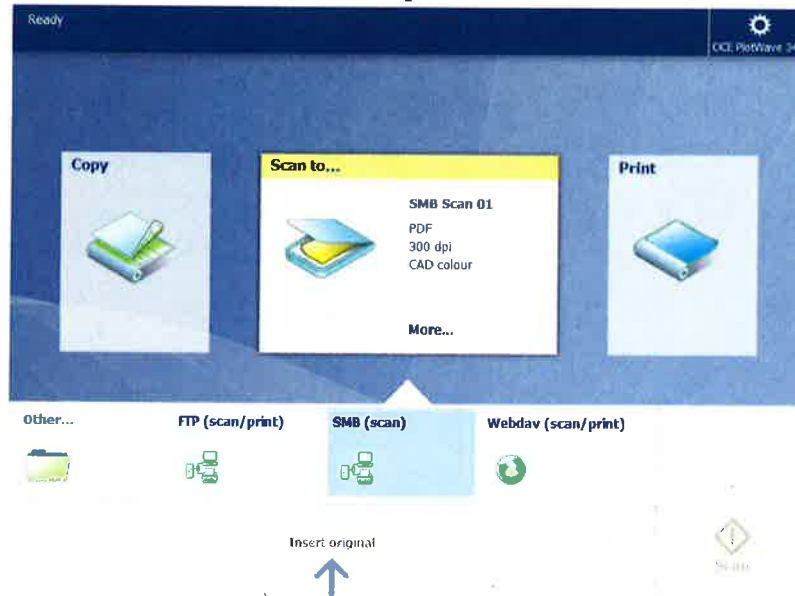
Scan to an external location

1. Feed the original face up and centred on the original feeding table.

> **Note:**
> You do not need to centre the original precisely. The exact position of the original is automatically detected by the scanner.

2. Select the 'Scan' tile on the user panel. The scan Smart Access is visible.

3. Select the preferred location in the Smart Access.
   Tap the 'Scan' tile once more, when you want to change the settings.
4. Tap the green button.

Note:
Tap on 'Release the original' under the Smart Access, to release your original from the scanner.

Result

A scan to file is made, and sent to your selected location. Access your location to retrieve the file.

Scan to a Smart Inbox and collect your file

Introduction

When you scan a document on the printer, the public Smart Inbox is the default location you scan to. You can also choose another Smart Inbox as your location in the Smart Access of the user panel.

Before you begin

You can create your own Smart Inboxes in Océ Express WebTools. Once you have created the Smart Inboxes in Océ Express WebTools, they become visible in the Smart Access on the printer user panel. For more information on how to do this, see 'Create and open a Smart Inbox for scan jobs' on page 119.

> **Note:**
> When you do not create Smart Inboxes in Océ Express WebTools, only the public Smart Inbox is visible as a location.
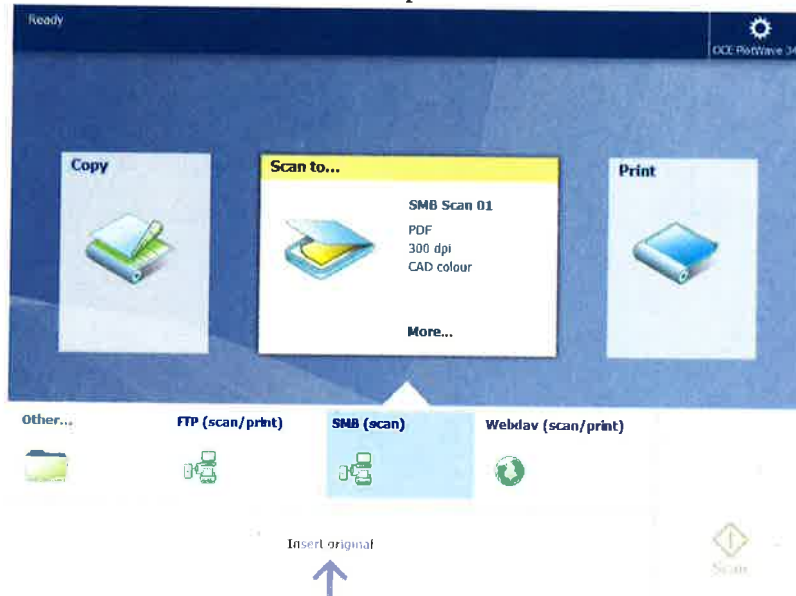
Scan to a Smart Inbox

1. Feed the original face up and centred on the original feeding table.

> **Note:**
> You do not need to centre the original precisely. The exact position of the original is automatically detected by the scanner.

2. Select the 'Scan' tile on the user panel. The scan Smart Access is visible.

3. Select the preferred Smart Inbox in the Smart Access.
   Tap the 'Scan' tile once more, when you want to change the settings.
4. Tap the green button.

> **Note:**
> Tap on 'Release the original' under the Smart Access, to release your original from the scanner.

5. Select your scan job in the Smart Access to see the preview of your job.

Result

A scan to file is made, and sent to your selected Smart Inbox.

Collect your file in Océ Express WebTools

1. Open Océ Express WebTools.
2. Select the 'Jobs' tab.
3. Open your Smart Inbox on the right side.
   When your Smart Inbox is not visible, click on the white space of 'Open Smart Inbox' and select the name of your Smart Inbox.

4. In the Smart Inbox, select your job.
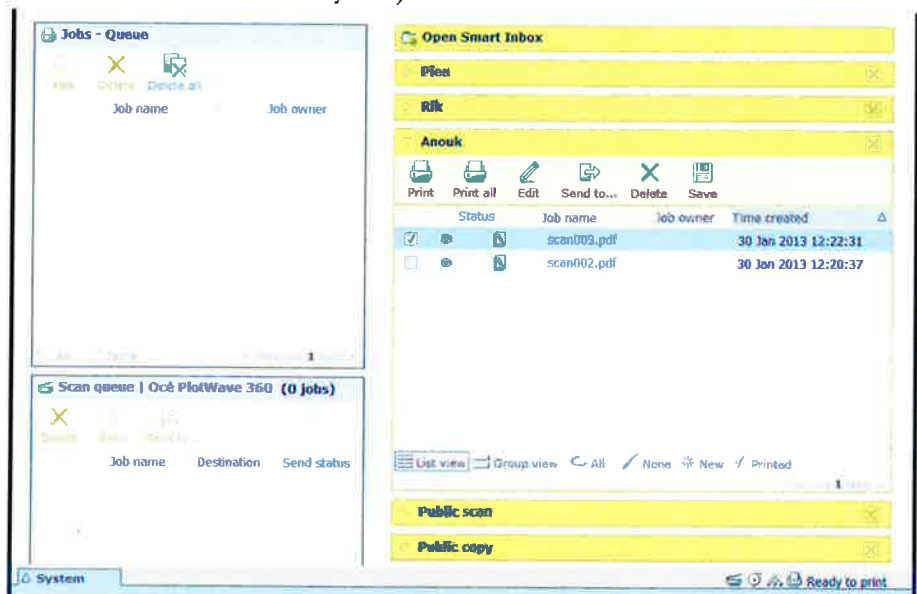
5. In the bar above select 'Send to...', to send your job to the destination you want to save it in.
Or select 'Save' to save your job locally.

Result

Your scanned file is saved at the preferred destination.

Save a scanned document on your mobile device

Introduction

When you have access to Océ Mobile WebTools you can scan a document from the printer and save it on your mobile device.

Before you begin

Make sure you have a working connection, for more information see *'Connect your mobile device to Océ Mobile WebTools'* on page 170.

Save a scanned document on your mobile device

On the multi-touch user panel:

1. Tap the 'Scan' tile.
2. Select the Smart Inbox as your location in the Smart Access.
3. Scan the document.
   The scanned file is sent to the user defined Smart Inbox section, in Océ Express WebTools and in Océ Mobile WebTools .
4. Open Océ Mobile WebTools on your mobile device.
5. Go to the user defined Smart Inbox section. The scanned file is displayed here.
   The user defined Smart Inbox section section is automatically refreshed within a few seconds.
6. Select the file and click on the 'Save' icon.
7. Browse to a folder on your mobile device, and click 'Ok'.

$\boxed{i}$ **Note:**
The stored location or folder is sometimes determined by the browser on your mobile device.
Some mobile device browsers change the name, or the extension of the file while storing it.

Result

The file is stored on your mobile device.
Click the 'delete' icon, when you want to delete the file from the inbox on the printer.