

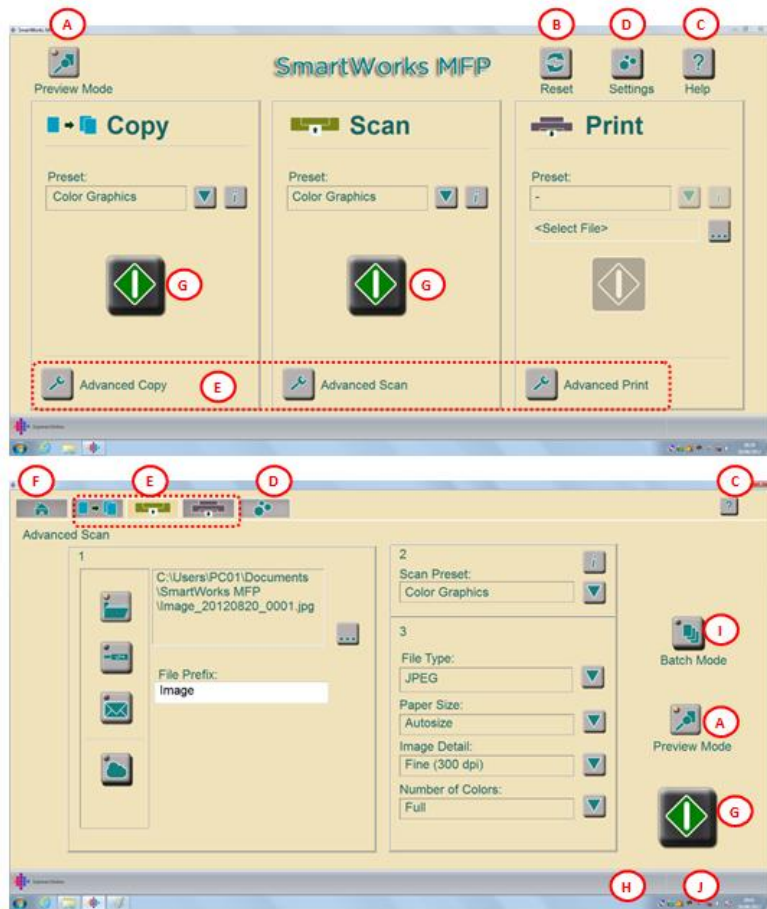
SmartWorks MFP V3



User Guide

(compiled from the HELP Files)

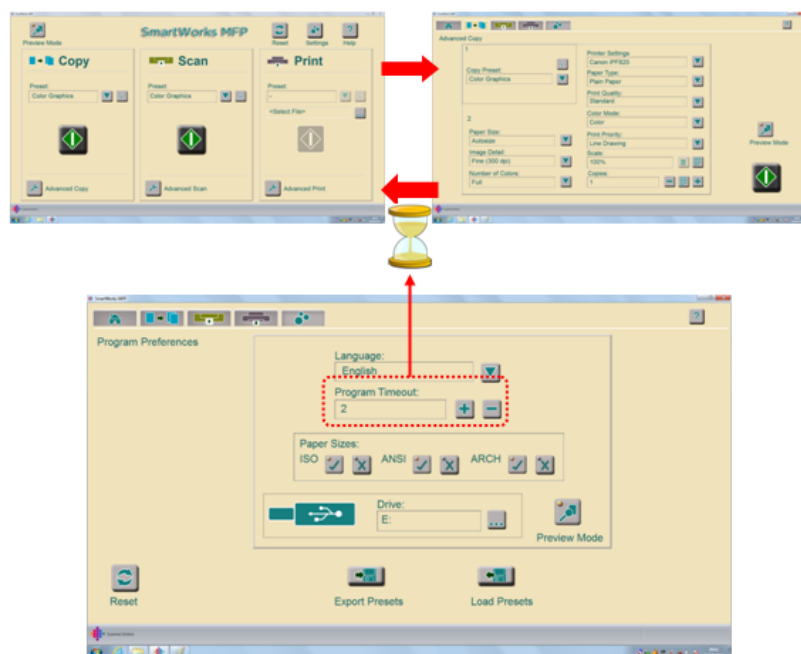
1.1 Navigation: Start/Stop. Reset.



A	Preview Mode On/Off
B	Program Reset
C	Go to Help File
D	Go to Program Settings Pages
E	Go to Advanced Function Page
F	Go to Home Page
G	Start Function
H	Stop Function
I	Batch Mode On/Off
J	Pause Batch scanning
K	Close Preset Window and return to main program







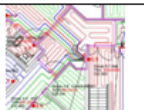




1.2 Program Timeout Reset



Time with no activity for program to reset to the Program Reset Preferences and return to Home Page.


1.3 Default Presets Document Types

Color Photo		Gray Photo		B&W Simple Threshold	
Color Graphics		Gray Lines		B&W background removal 1 Simple Threshold	
Color Lines				B&W background removal 2 Adaptive Threshold	
				B&W background removal 3 Adaptive Threshold	

PRINT ONLY
 "Standard Settings" = No change

Simple Threshold	Uses a single value to define the cut off point between black & white data applied across the whole image. Use to remove the background of well defined images.
Adaptive Threshold	Varies the value for the cut off point between black & white data across the image depending on the surrounding data. Use for images with varying intensity of data and background.

1.4 COPY Presets



Copy Preset

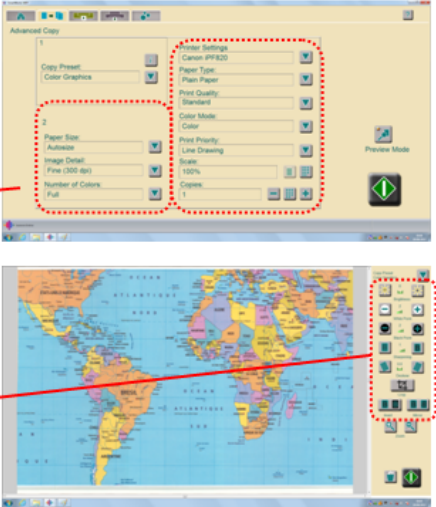
Color Graphics

ADVANCED COPY

Color Mode:	Color
Paper Size:	Autosize
Image Detail:	Fine (300 dpi)
Number of Colors:	Full
Printer:	Canon iPF820
Paper Type:	Plain Paper
Print Quality:	Standard
Print Color Mode:	Color
Print Priority:	Line Drawing
Copies:	1
Scale:	100 %

COPY PREVIEW

Brightness:	0
Sharpening:	1
Black Point:	2
White Point:	2
Mirror:	Off
Invert:	Off



The screenshot shows the 'Advanced Copy' dialog box with two red dashed boxes. One box highlights the 'Printer Settings' section, which includes options for 'Printer Settings', 'Canon iPF820', 'Paper Type', 'Plain Paper', 'Print Quality', 'Standard', 'Color Mode', 'Color', 'Paper Size', 'Autosize', 'Print Priority', 'Line Drawing', 'Image Detail', 'Fine (300 dpi)', 'Scale', '100%', and 'Number of Colors', '1'. The second box highlights the 'Copy Preset' dropdown menu in the preview window, which is set to 'Color Graphics'. Below the dialog is a preview window showing a world map with a red dashed box around the 'Copy Preset' dropdown.

1.5 SCAN Presets

Scan Preset

Color Graphics

ADVANCED SCAN

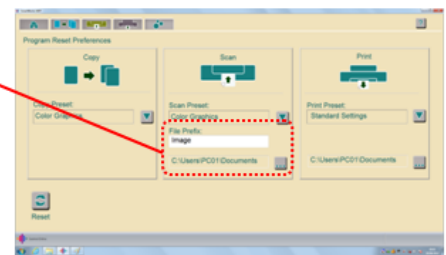
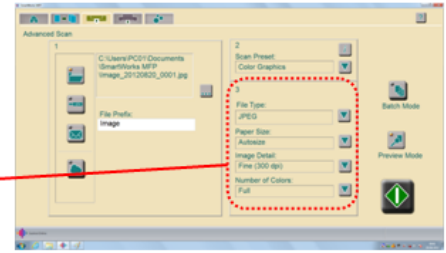
Color Mode:	Color
Paper Size:	Autosize
Image Detail:	Fine (300 dpi)
Number of Colors:	Full
File Type:	JPEG

SCAN PREVIEW

Brightness:	0
Sharpening:	1
Black Point:	2
White Point:	2
Mirror:	Off
Invert:	Off

PROGRAM RESET PREFERECES:

Folder:	C:\Users\PC01\Documents\SmartWorks MFP
File Prefix:	Image



1.6 PRINT Presets

Print Preset

Standard Settings

ADVANCED PRINT

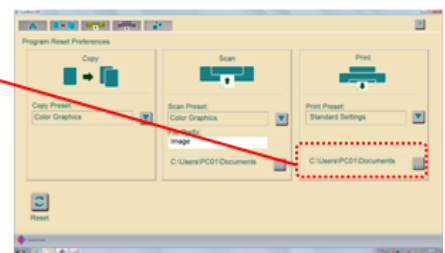
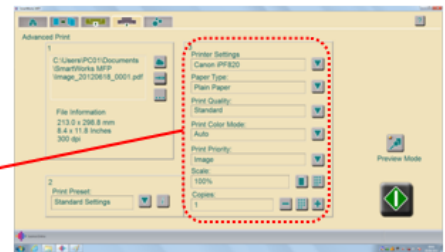
Printer:	Canon iPF820
Paper Type:	Plain Paper
Print Quality:	Standard
Print Color Mode:	Auto
Print Priority:	Image
Copies:	1
Scale:	100 %

PRINT PREVIEW

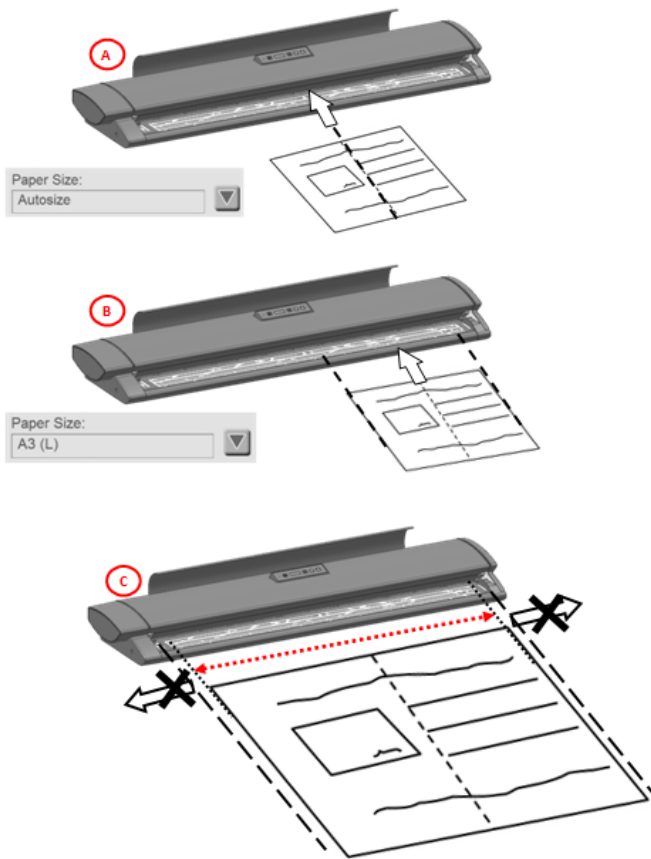
Brightness:	0
Sharpening:	0
Black Point:	0
White Point:	0
Mirror:	Off
Invert:	Off

PROGRAM RESET PREFERECES:

Folder:	C:\Users\PC01\Documents\SmartWorks MFP
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2.1 Loading Documents into a M25/40



A	AUTOMATIC document size detection can be used in the CENTER or at the RIGHT side of the scanner.
B	Documents scanned with MANUAL sizing should be loaded face-up on the RIGHT side of the scanner.
C	Automatic sizing will not work outside of the marked area on the paper tray.

2.2 COPY without Preview



1	Select Preview Mode OFF
2	Select COPY Preset: Color Photo, Graphics, Lines Gray Photos, Lines BW, BW Cleanup1, 2, 3 User Preset*
3	Review all Setting if required.
4	Insert document & press GREEN button **
* User Presets are created on the Advanced page	
** Cancel printing by pressing the red button. If this button has returned to green, cancel using the control panel on the printer.	

2.3 SCAN without Preview



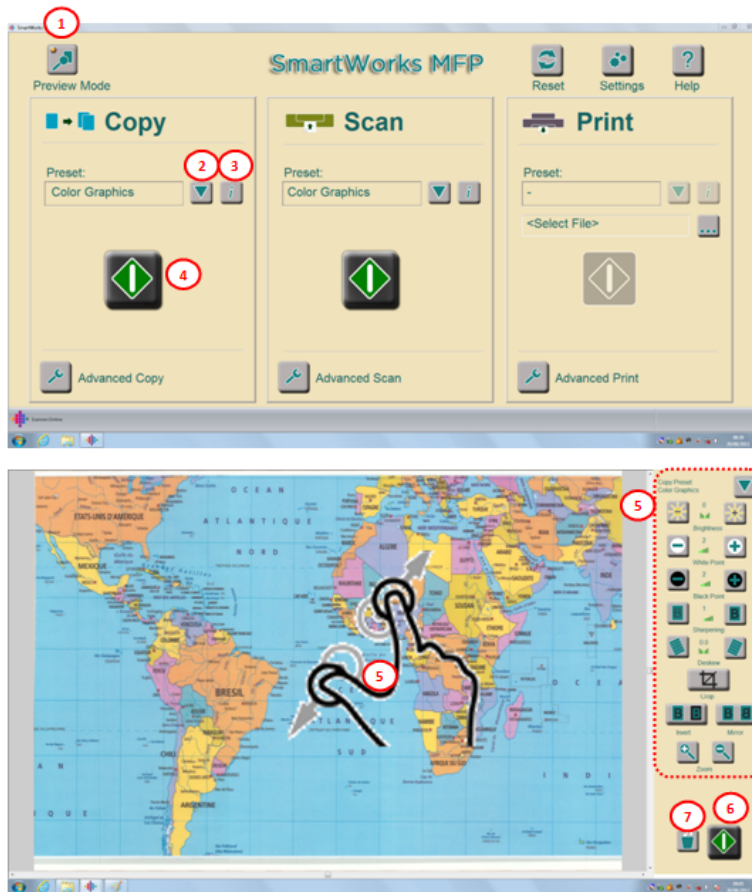
1	Select Preview Mode OFF
2	Select SCAN Preset: Color Photo, Graphics, Lines Gray Photos, Lines BW, BW Cleanup1, 2, 3 User Preset*
3	Review all Setting if required.
4	Insert document & press GREEN button
* User Presets are created on the Advanced page	

2.4 PRINT without Preview



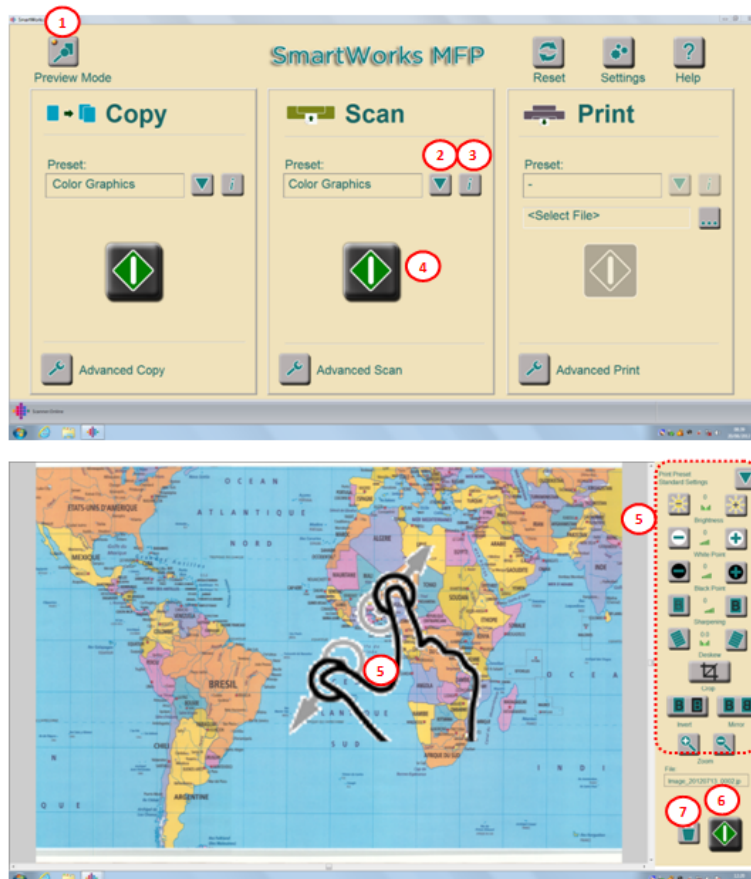
1	Select Preview Mode OFF
2	Browse to select file* to print. Once selected the Green button will appear.
3	Select PRINT Preset (Limited by color of file to be printed): "Standard Setting" (no changes) Color Photo, Graphics, Lines Gray Photos, Lines User Preset**
4	Review all Setting if required.
5	Press GREEN button ***
* SmartWorks MFP files support only.	
** User Presets are created on the Advanced page	
*** Cancel printing by pressing the red button. If this button has returned to green, cancel using the control panel on the printer.	

2.5 COPY with Preview



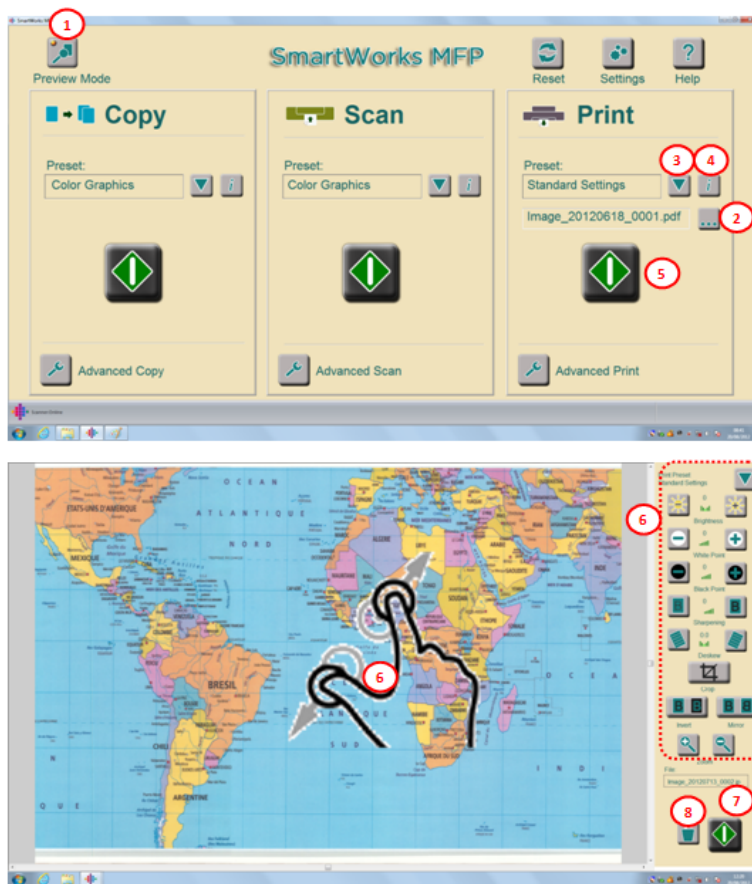
1	Select Preview Mode ON
2	Select COPY Preset: Color Photo, Graphics, Lines Gray Photos, Lines BW, BW Cleanup 1, 2, 3 User Preset*
3	Review all Setting if required.
4	Insert document & press GREEN button
5	Adjust preview image on screen, repeating as necessary: Select Preset Adjust Brightness / White Point / Black Point / Sharpening / Deskew / Crop / Invert / Mirror / View & Zoom
6	Press GREEN button to accept edits & print OR 7 to Cancel job **
* User Presets are created on the Advanced page	
** Cancel printing by pressing the red button. If this button has returned to green, cancel using the control panel on the printer.	

2.6 SCAN with Preview



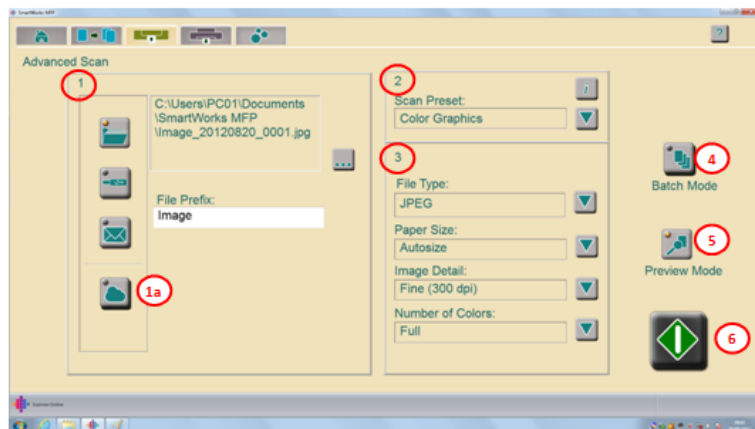
1	Select Preview Mode ON
2	Select SCAN Preset: Color Photo, Graphics, Lines Gray Photos, Lines BW, BW Cleanup 1, 2, 3 User Preset*
3	Review all Setting if required.
4	Insert document & press GREEN button
5	Adjust preview image on screen, repeating as necessary: Select Preset Adjust Brightness / White Point / Black Point / Sharpening / Deskew / Crop / Invert / Mirror / View & Zoom
6	Press GREEN button to accept edits & save OR 7 to Cancel job
* User Presets are created on the Advanced page	

2.7 PRINT with Preview



1	Select Preview Mode ON
2	Browse to select file* to print. Once selected the Green button will appear.
3	Select PRINT Preset (Limited by color of file to be printed): "Standard Setting" (no changes) Color Photo, Graphics, Lines Gray Photos, Lines User Preset**
4	Review all Setting if required.
5	Press GREEN button
6	Adjust preview image on screen, repeating as necessary: Select Preset Adjust Brightness / White Point / Black Point / Sharpening / Deskew / Crop / Invert / Mirror / View & Zoom
7	Press GREEN button to accept edits & print OR 8 to Cancel job
* SmartWorks MFP files support only.	
** User Presets are created on the Advanced page	

3.2 Advanced SCAN without Preview



1	Select scan file output to folder, USB drive or email. Browse to select alternative folder if required. Edit Filename prefix if required.
1a	Select Cloud ON to make a copy of the scan file on the Cloud (See DPU)
2	Select SCAN Preset: Color Photo, Graphics, Lines Gray Photos, Lines BW, BW Cleanup 1, 2, 3 User Preset*
3	Adjust Original document settings if required
4	Select Batch Mode OFF
5	Select Preview Mode OFF
6	Insert document & press GREEN button

* Please see - Create/Delete a User Preset

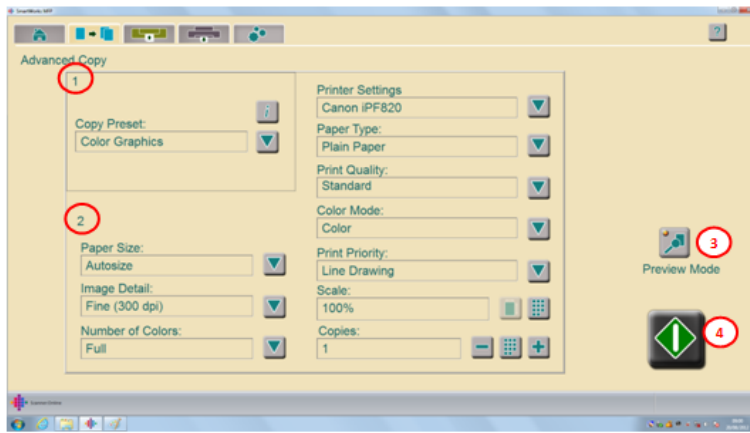
3.3 Advanced BATCH SCAN without Preview



1	Select scan file output to folder, USB drive or email. Browse to select alternative folder if required. Edit Filename prefix if required.
1a	Select Cloud ON to make a copy of the scan file on the Cloud (See DPU)
2	Select SCAN Preset: Color Photo, Graphics, Lines Gray Photos, Lines BW, BW Cleanup 1, 2, 3 User Preset*
3	Adjust Original document settings if required
4	Select Batch Mode ON
5	Select Preview Mode OFF
6	Insert document & press GREEN button
7	Insert next document or press PAUSE to stop Batch scanning.

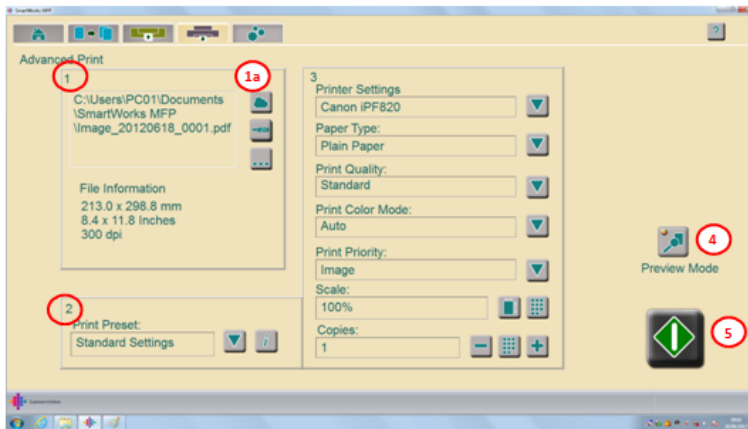
* Please see - Create/Delete a User Preset

3.1 Advanced COPY without Preview



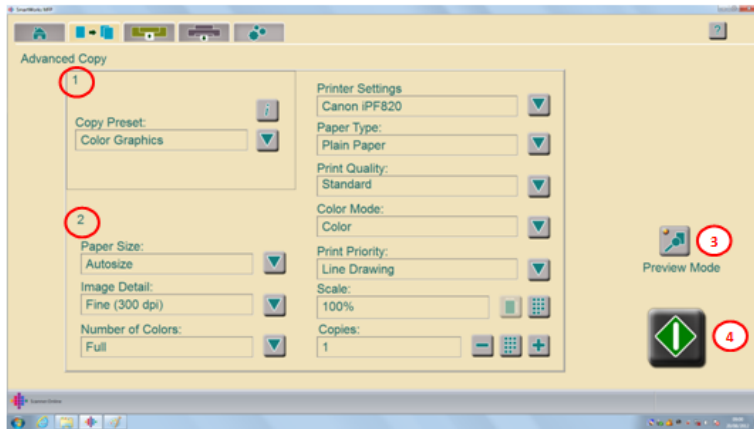
1	Select COPY Preset: Color Photo, Graphics, Lines Gray Photos, Lines BW, BW Cleanup 1, 2, 3 User Preset*
2	Adjust Original Document settings and Print settings if required **
3	Select Preview Mode OFF
4	Insert document & press GREEN button ***
* Please see – Create/Delete a User Preset	
** “Paper Type, Print Quality, Color Mode & Print Priority” overwrite the Windows printer driver settings. “Scale & Copies” are applied independently.	
*** Cancel printing by pressing the red button. If this button has returned to green, cancel using the control panel on the printer.	

3.4 Advanced PRINT without Preview



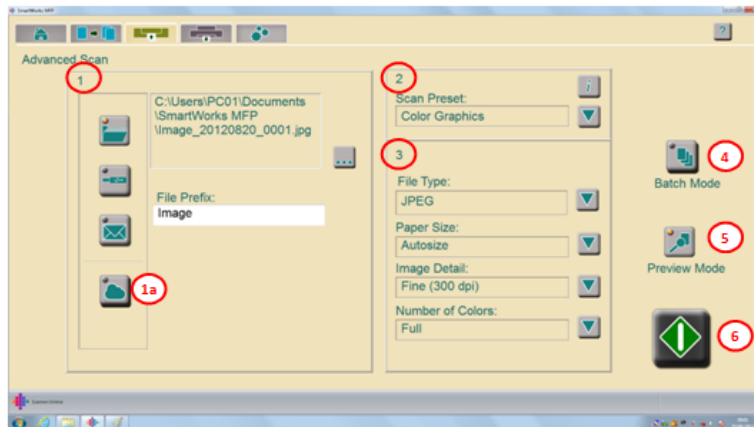
1	Select the source of the file to be printed and select the file. Once selected the Green button will appear.
1a	Selecting the Cloud will allow printing of SmartWorks MFP files from the Cloud (See DPU)
2	Select PRINT Preset (Limited by <u>color</u> of file to be printed): “Standard Setting” (no changes). Color Photo, Graphics, Lines Gray Photos, Lines BW, BW Cleanup 1, 2, 3 User Preset*
3	Adjust Print settings if required **
4	Select Preview Mode OFF
5	Insert document & press GREEN button ***
* Please see - Create/Delete a User Preset	
** “Paper Type, Print Quality, Color Mode & Print Priority” overwrite the Windows printer driver settings. “Scale & Copies” are applied independently.	
*** Cancel printing by pressing the red button. If this button has returned to green, cancel using the control panel on the printer.	

3.5 Advanced COPY with Preview



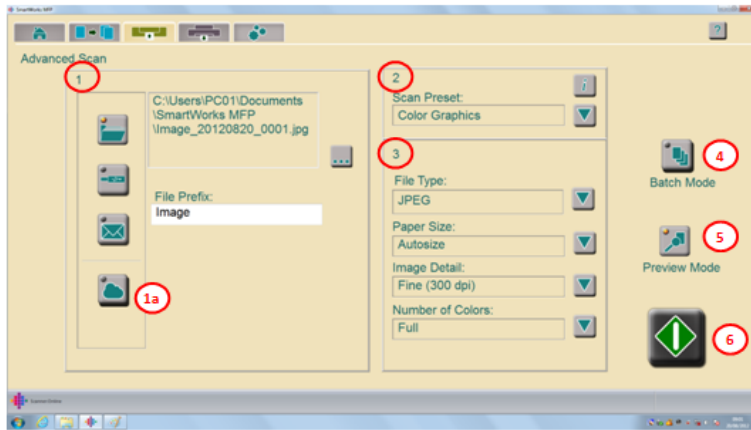
- | | |
|---|---|
| 1 | Select COPY Preset:
Color Photo, Graphics, Lines
Gray Photos, Lines
BW, BW Cleanup 1, 2, 3
User Preset* |
| 2 | Adjust Original Document settings and
Print settings if required** |
| 3 | Select Preview Mode ON |
| 4 | Insert document & press GREEN button |
| 5 | Adjust preview image on screen,
repeating as necessary:
Select Preset
Adjust Brightness / White Point / Black
Point / Sharpening / Deskew / Crop /
Invert / Mirror / View & Zoom |
| 6 | Press GREEN button to accept edits &
print OR 7 to Cancel job *** |
- * Please see - Create/Delete a User Preset
** "Paper Type, Print Quality, Color Mode & Print Priority" overwrite the Windows printer driver settings. "Scale & Copies" are applied independently.
*** Cancel printing by pressing the red button. If this button has returned to green, cancel using the control panel on the printer.

3.6 Advanced SCAN with Preview



- | | |
|----|---|
| 1 | Select scan file output to Folder, USB drive or Email.
Browse to select alternative folder if required.
Edit Filename prefix if required. |
| 1a | Select Cloud ON to make a copy of the scan file on the Cloud (See DPU) |
| 2 | Select SCAN Preset:
Color Photo, Graphics, Lines
Gray Photos, Lines
BW, BW Cleanup 1, 2, 3
User Preset* |
| 3 | Adjust Original document settings if required |
| 4 | Select Batch Mode OFF |
| 5 | Select Preview Mode ON |
| 6 | Insert document & press GREEN button |
| 7 | Adjust preview image on screen,
repeating as necessary:
Select Preset
Adjust Brightness / White Point / Black Point / Sharpening / Deskew / Crop / Invert / Mirror / View & Zoom |
| 8 | Press GREEN button to accept edits & save OR 9 to Cancel job |
- * Please see - Create/Delete a User Preset

3.7 Advanced BATCH SCAN with Preview

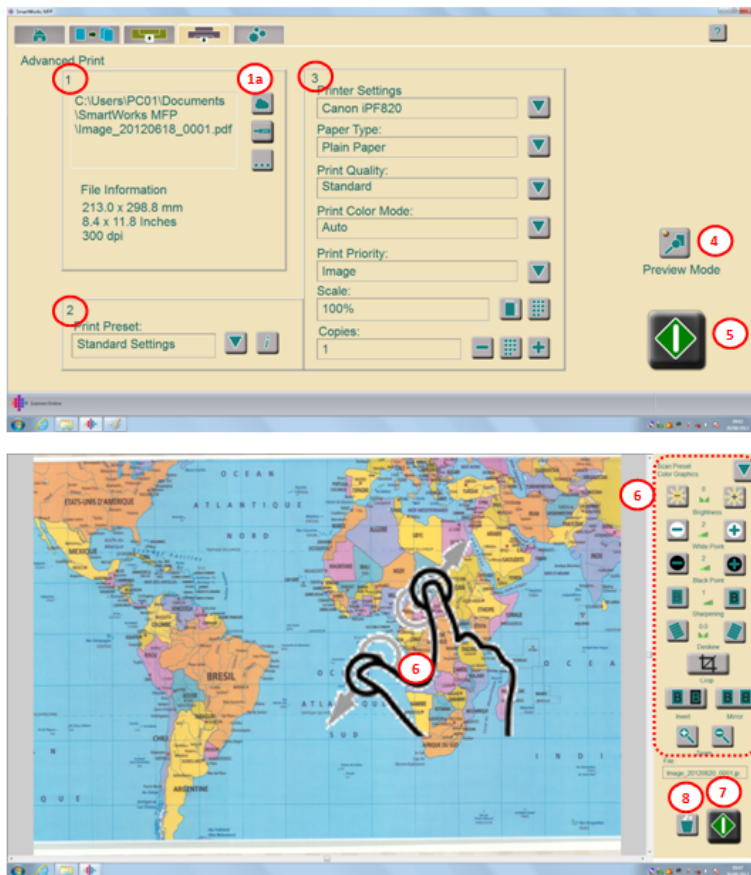


1	Select scan file output to Folder or USB drive. Browse to select alternative folder if required. Edit Filename prefix if required.
1a	Select Cloud ON to make a copy of the scan file on the Cloud (See DPU)
2	Select SCAN Preset: Color Photo, Graphics, Lines Gray Photos, Lines BW, BW Cleanup 1, 2, 3 User Preset*
3	Adjust Original document if required
4	Select Batch Mode ON
5	Select Preview Mode ON
6	Insert document & press GREEN button
7	Insert next document or press PAUSE to edit



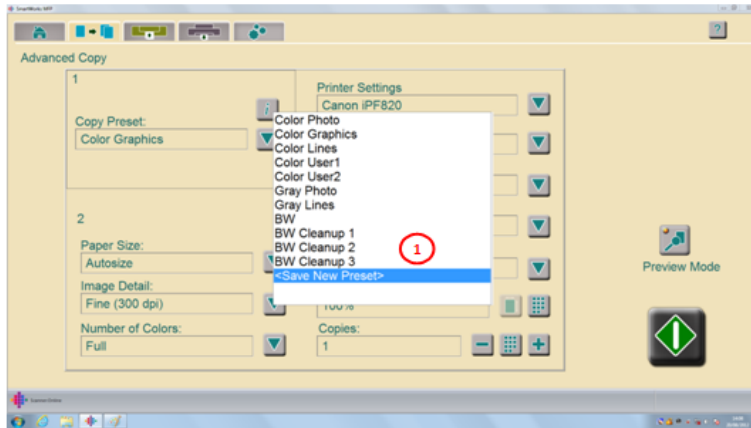
8	Adjust preview image on screen, repeating as necessary: Select Preset Adjust Brightness / White Point / Black Point / Sharpening / Deskew / Crop / Invert / Mirror / View & Zoom
9	Press GREEN button to accept edits & save OR 10 to Cancel job
* Please see - Create/Delete a User Preset	

3.8 Advanced PRINT with Preview



1	Select the source of the file to be printed and select the file. Once selected Green button will appear.
1a	Selecting the Cloud will allow printing of SmartWorks MFP files from the Cloud (See DPU)
2	Select PRINT Preset (Limited by color of file to be printed): "Standard Setting" (no changes) Color Photo, Graphics, Lines Gray Photos, Lines BW, BW Cleanup 1, 2, 3 User Preset*
3	Adjust Print settings if required **
4	Select Preview Mode ON
5	Insert document & press GREEN button
6	Adjust preview image on screen, repeating as necessary: Select Preset Adjust Brightness / White Point / Black Point / Sharpening / Deskew / Crop / Invert / Mirror / View & Zoom
7	Press GREEN button to accept edits & print OR 8 to Cancel job ***
* Please see - Create/Delete a User Preset	
** "Paper Type, Print Quality, Color Mode & Print Priority" overwrite the Windows printer driver settings. "Scale & Copies" are applied independently.	
*** Cancel printing by pressing the red button. If this button has returned to green, cancel using the control panel on the printer.	

3.9 Create/Delete a User Presets

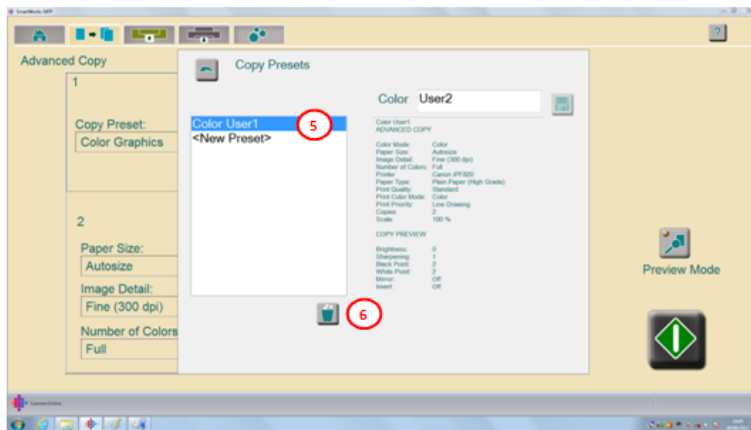
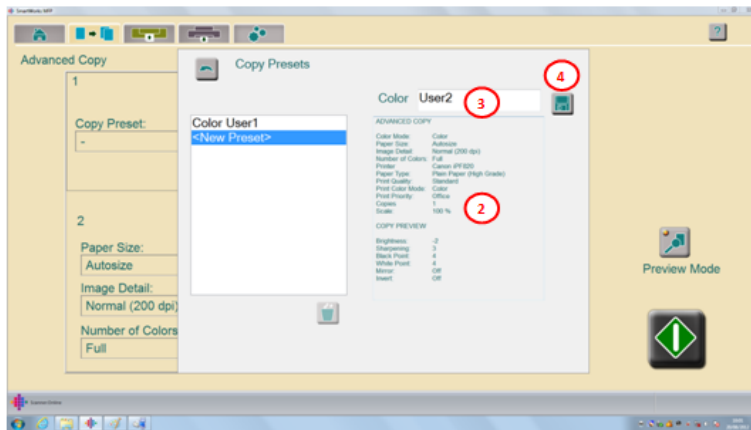


Following a successful COPY, SCAN or PRINT save the last used settings as a User Preset so the same settings can be used in the future.

Presets are specific to the COPY, SCAN or PRINT function where they were created.

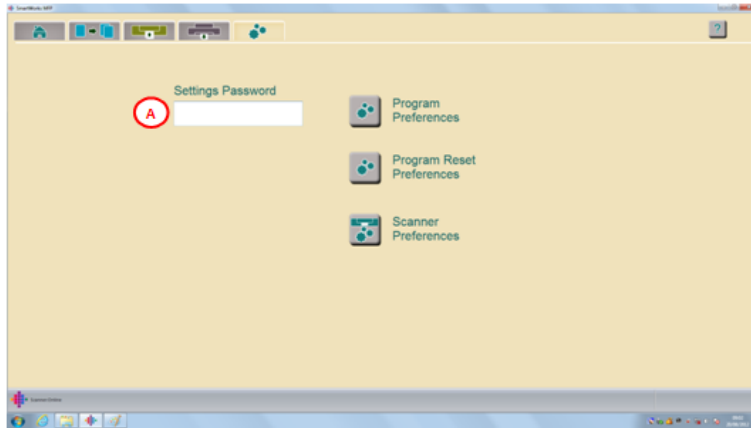
The maximum number of User Presets per function is 6. When the limit is reached a previous User Preset must be deleted before a new one can be saved.

1	Select <Save New Preset>
2	Review the last used settings. If not as required, repeat the SCAN, COPY or PRINT process with the desired settings and before selecting <Save New Preset>
3	Edit the Preset Name if required
4	Save the new Preset



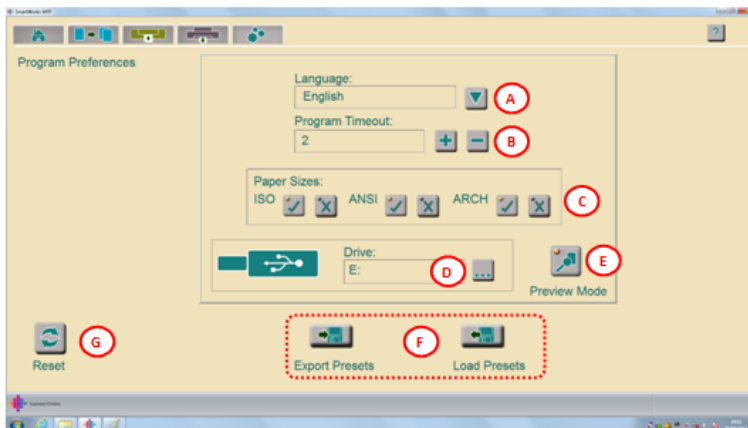
5	To delete a User Preset, select the Preset
6	Delete the Preset

4.1 Settings



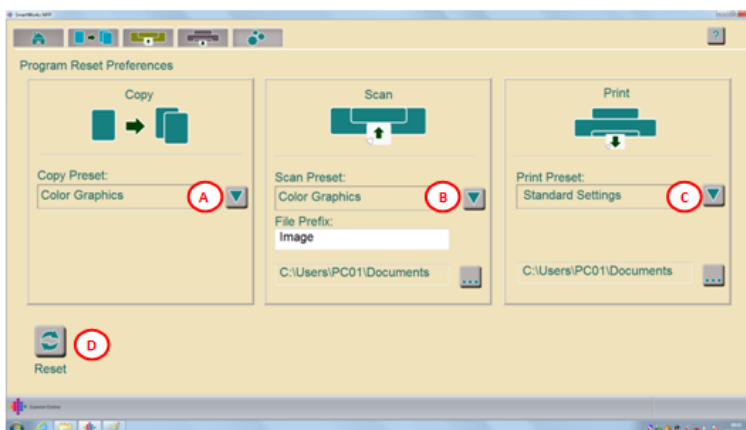
A	Password protect (Leave blank for no password)
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4.2 Program Preferences



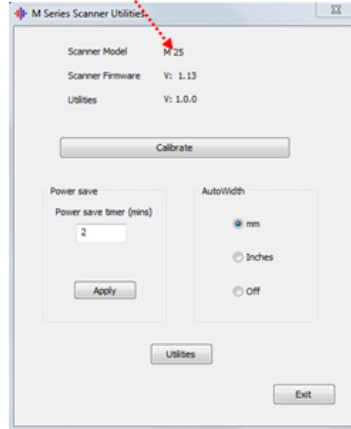
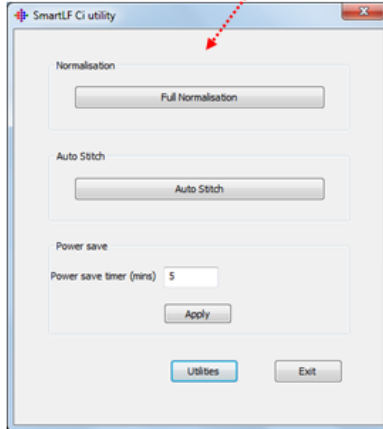
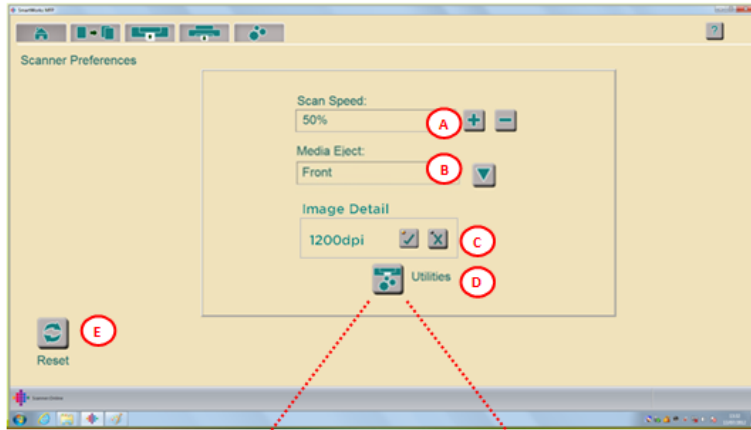
A	Select Language – Restart SmartWorks MFP to take effect.
B	Set Time with no activity for program to reset to Home Page
C	Select original document Paper Sizes to display on COPY or SCAN page
D	USB stick default drive letter
E	Preview Mode ON/OFF at program reset
F	Export User created Presets to file. Import User created Presets from file. Use to share User Presets between MFP systems.
G	Select Factory defaults for this page

4.3 Program Reset Preferences



Set preferences program will reset to after timeout or when the reset button is pressed on a page	
A	COPY Preset
B	SCAN Preset, Filename prefix & scan save folder
C	PRINT Preset & search folder
D	Select Factory defaults for this page

4.4 Scanner Preferences

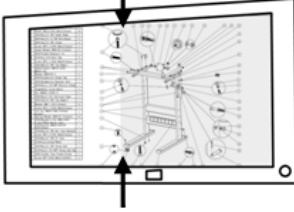



A	SCAN speed (Slow for delicate documents or to prevent stop/start scanning)
B	Media eject from scanner to front or rear (M series scanners only)
C	Enable 1200dpi scan mode. (M series scanners only)
	<p>WARNING: Very high Image Detail (scan resolution dpi) can result in extremely large files.</p> <p>This will cause very long processing times, very slow cloud communications and can reach the limits of the file size format or Operating System.</p>
D	CiC scanner: Run Utilities program for Normalisation or Auto-Stitch.
	M series scanner: To run Utilities close SmartWorks MFP first. Close Utilities before starting SmartWorks MFP.
E	Factory defaults for this page

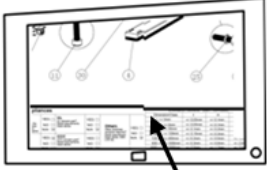

5.1 In case of error

In case of error, complete the following steps:	
1	Close SmartWorks MFP software
2	Cancel any print jobs using the control panel on the printer
3	Remove any documents from the scanner
4	Power off the scanner, wait 10 seconds and power on the scanner
5	Restart SmartWorks MFP software

5.2 M 25/40 Scanner Calibration

Fault	Scanner Calibration
<p>Variation in background.</p> 	<ol style="list-style-type: none"> 1. Close SmartWorks MFP 2. Start M series Utilities, select Calibrate and follow on screen instructions.  <ol style="list-style-type: none"> (a) It will take approx. 2-3 min. to complete (b) When completed, advance the target out of the scanner by pressing the FWD arrow on the Scanner. Put the target in the box for safe keeping. (c) Close the Utilities program <ol style="list-style-type: none"> 3. Restart SmartWorks MFP

5.3 M 25/40 Scanner Diagnostics - AutoStitch

Fault	Scanner Diagnostics
<p>Misalignment</p> 	<ol style="list-style-type: none"> 1. Close SmartWorks MFP 2. Start M series Utilities, select Utilities, then the Diagnostics page and Auto Stitch. Follow on screen instructions.  <ol style="list-style-type: none"> (a) It will take approx. 2-3 min. to complete (b) When completed, advance the target out of the scanner by pressing the FWD arrow on the Scanner. Put the target in the box for safe keeping. (c) Close the Utilities program <ol style="list-style-type: none"> 3. Restart SmartWorks MFP