

IKON DocSend allows you to turn paper documents into electronic files that can be sent virtually anywhere. With IKON DocSend, you can send your documents to:

- An e-mail address
- A fax machine
- Your printer
- A file storage device such as your desktop, your flash card, or an FTP site.

IKON DocSend makes it easy to make a digital version of your paper copies and then send it electronically to a number of destinations.

IKON DocSend has editing, annotation and image correction tools you can use to remove unwanted markings or add your own! Plus a number of sophisticated document scanning features - all in a friendly graphical user interface.

One-Step Simplicity: For those who just want a document scanned and sent to their email inbox, there's the **SCAN TO ME** feature that scans your document and emails it to you all in one touch.

Find out how easy it is to get started sending documents with **IKON DocSend!**

Main Tab

It is necessary for you to log on to IKON DocSend because you will be using secure network resources such as your email account, your RightFax account, or your document management system. When you log on with your user name and password, DocSend provides you with access to these resources.

To Log On

1. Touch the **Log On** button.
2. Type in your **User Name**.
3. Touch the **Password** field and type in your password.
4. Then touch **Logon**.
5. Now touch the **send method** of your choice:



Note: If you chose **DOC Send TO ME**, you're done! Wait for the confirmation message and log off.

Scan Tab

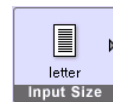
Once you have chosen a send method, you will be taken to the Scan tab automatically. Here you several tools for your use.

1. Check and, if necessary, adjust your scanner settings.
2. Touch the **Scan** button to start the scanner. The scanned images will appear on screen. You can **add more pages** to your current set of images by inserting more documents into the scanner and **touching the Scan button again**.
3. Before you send the images, you may want to make edits or annotations - these tools are available by touching the Edit tab.
4. When you are ready to send the images, touch the **Send** button represented by the send method you chose on the Main tab.
5. If you have another document to scan, touch **Start Over** to erase your current documents and settings and return to the Main tab.

6. When you have finished at the scan station, touch the **Log off** button to end your session.

Scanner Settings

The scanner settings tell the scanner what type of document you have - for example, double-sided, legal-size - and what information you want to collect from the document - that is, the color information and image resolution. Select from the following setting choices:



Input Size

The Input Size option indicates the size of the pages you are loading into the scanner. Touch the input size icon to select an option.



Orientation

Page orientation indicates which side of the page is the top. There are two choices:

- **Landscape** (long edge on top)
- **Portrait** (short edge on top)



Color Mode

IKON DocSend gives you the option to choose what color information you want to include with your digital image.



DPI (Dots Per Inch)

The DPI (dots per inch) setting on your job will affect the resolution of your document image. The more dots per inch, the higher the resolution and the bigger the file size. Choose from **72, 144, 200, 300, 400** and **600** DPI.



Input

Indicate whether you will be using the **automatic document feeder (ADF)** or placing each image individually on the **glass** to be scanned. If the ADF is used, you can choose whether one side (**simplex**) or both sides (**duplex**) of the pages need to be scanned.



File Format

Choose whether you will save the document as a PDF, single page raster, or multi-page raster. You can also set up image quality, OCR and encryption here.

Thumbnail & Full Page Views

A **thumbnail** is an imaging industry term that means a small representation of a page - about the size of your thumbnail. This small view is useful for viewing many pages at once.



Full Page

Full Page – Thumbnail View

You can switch between thumbnail and full page views by touching this button.



Thumbnail Size

Thumbnail Size

You can choose between three thumbnail sizes by touching thumbnail icons at the top of the screen to help you get the right view of your images.



Select One

Page Selection

Your page selection indicates which pages you want to modify. You have three choices of selections:

- **Select One Page**
- **Select Multiple Pages**
- **Select All Pages**

Full Page View

You can review your document images one at a time in the full page view. These tools are at the top of the screen to help you view the image at different magnifications and to navigate from page to page.



You can zoom in and increase the size of the image on your screen by pressing on the zoom in button.



Likewise, you can make the image appear smaller by pressing the zoom out icon.



Move the image around your screen by pressing the move icon and then dragging your finger to the area of the image you want to view.

To move between pages:



First



Previous



Next



Last

Edit Tab

IKON DocSend provides a number of editing, annotation, and image correction tools that allow you to modify the scanned document images before you send them. Using the tools on the Edit tab is completely optional, but very helpful when you want your image to look a specific way.

Clean Up - Thumbnail View

On the Edit tab, there are several helpful image clean up tools to use while in the thumbnail view.

Top Tools



Insert Blank

You can insert a blank page for separate annotations or as a separator page between your scanned images. Touch this button to insert a blank page after your selected image.



Delete Page

Touch this button to delete the pages in your selection.



Delete Blanks

Touch this button to remove the blank pages from your selection.

Side Tools



Border Removal

Touch this icon to remove any borders that appear on your selected document images.



Deskew Page

To straighten an image, touch the Deskew Page tool and touch the image to deskew.



Despeckle Page

The Despeckle tool removes tiny dots (specks) that sometimes appear on scanned images.



Invert

Use the Invert tool to turn an upside down image to the right side up.



Turn Image

Change the orientation of an image by pressing the Turn Image tool and touching the image you want to rotate.



Tool Settings

You can change the settings for border removal, despeckle and turn tools here.



Undo

Made a mistake? Undo your last edit by touching the Undo tool.

Edit & Annotation Tools - Full Page View

The editing and annotation tools are available from the full page view on the Edit tab.

Before you begin your edits, please note that if you plan to save this document in a file format other than PDF (i.e. TIFF or JPG), your edits will not be retained.

When you arrive on the Edit tab, the edit and annotation tools will only be visible if you are in the full page view. To switch to the full page view, touch the View button in the top left corner.

You have the same tools for navigating the full page images here on the Edit tab as you do on the Scan tab.

You can view and select the editing tools by touching the gray Edit button in the top left corner of the screen. The annotation tools are available when you touch the yellow Annotate button in the bottom left.

Tools Common to Both Edit & Annotate Palettes



Color

You can change the color of the graphical elements (line, rectangle, ellipse). Use the Select tool to select the graphic, and then choose a color from the menu from the top right corner of the screen.



Line Width

All the graphical elements (line, rectangle, ellipse) can have varied line thickness. Use the Select tool to select the graphic, and then choose a thickness from the menu from the top right corner of the screen.



Line

Select this icon to draw a line where you drag your finger on the image. You can choose the width of the line by pressing on the width choices at the top of the screen.



Rectangle

To draw attention to an element on an image, draw a rectangle around it with this tool. Press on the rectangle tool icon and drag your finger along the diagonal.



Ellipse

Circle an element on an image by touching the ellipse tool and then drag your finger across the circle's diameter.



Text

This tool adds text to the image. Touch the text tool to activate it, touch the image where you would like to add text, and a keyboard will appear for you to type in text.

If you want to add multiple lines of text to the image, choose the text tool from the Annotation tool palette rather than from the Edit palette



Cut

If you want to move the selection to another section of the page - or to another page altogether, press the Cut icon, navigate to where you want to place the selection, press the Paste icon and touch the area where you would like the selection pasted.



Copy

Copying and pasting is just like cutting and pasting except that the original selection stays in place.



Paste

Touch the paste tool and then touch the location of the image where you want the contents of your clipboard to be pasted.



Stamp

Touch the stamp tool to display the stamp text options. Select the appropriate stamp text and touch the area of the image where you want the stamp to appear.



Undo

Made a mistake? Undo your last edit by touching the Undo tool.

Tools Only on the Edit Palette



Select

You can select and manipulate areas of the image. First, press on the Select Tool and then drag your finger along the diagonal of the rectangular selection. You can move your selection to another area of the image by dragging it around the image with your finger. You can also resize the selection.



Pen Erase

Touch this icon to activate the Line Erase tool. It will erase what appears just where you touch the image.



Rect. Erase

This erases everything that appears inside the rectangle you draw. Drag your finger from one corner of the rectangle diagonally to the other.

Tools Only on the Annotate Palette



Object Select

You may select objects on your image (lines, text, stamps) to manipulate them, e.g. move them, change the color or opacity.



Highlight Pen

Use this tool to highlight your image just when you touch the image with your finger.



Highlight rect.

Draw a yellow rectangle around your annotation or any image element. Touch the Highlight tool, and then drag your finger along the diagonal of the rectangle.



100
Opacity

To adjust the transparency of an annotation, use the Select tool, touch the object and then choose your desired degree of transparency from the menu.

Send Tab

Now that you have finished editing and annotating your images, you are ready to take the final step of sending your document. Here's an overview of the process:

1. Touch the **Send tab** or touch the **send button** on the Scan page. The send button will be represented by the send method you chose on the Main tab.

Note: You are always free to change the send method:

- a) Touch the **Main** tab.
- b) Select the new send method.
- c) Then return to the Send tab to indicate the destination details.

2. **Enter the destination details.** Each send method has its own destination details you will need to complete. Please refer to the specific send method for instructions.
3. You will receive confirmation that your document has been sent. You can then choose to:
 - Send your current document to another destination,
 - Start again with a new document, or
 - Log off.



Email the Image

When you send a document by email, **the only information you must enter here is the recipient's email address.** IKON DocSend will enter your information as the sender, and add default values for the file name, message subject and body. However, you can change those defaults easily by touching the **Change Details** button.

1. Enter the email address of the recipient. You choose an email address from:
 - Your **local address book**. This is a collection of the email addresses you have used in the past.
 - The **global address book**: the directory of email addresses kept by your email server.

Or, you can type the email address directly into the **Direct Email Address** field.

Tip: Notice there are **".com"** and **".net"** shortcut keys!
2. Your email address is automatically put in the From address. If that's all you need, touch **Send** to send your document via email to the selected recipient.
3. If you'd like to add more recipients, a subject, or message text, touch **Change Details** to enter the rest of the email message information. Touch **Send** when you are satisfied with this page.



Fax via RightFax

Similar to sending by email, when you send a document by fax, the only information you must enter here is the recipient's fax number. IKON DocSend will enter your information as the sender, today's date and the number of pages. DocSend also will add default values for the message subject and body. However, you can change those defaults easily by touching the **Change Details** button.

1. Enter the fax number of the recipient. You choose from:
 - Your **Local Address Book**. This is a collection of the fax numbers you have used in the past;
 - The **Global Address Book**: This is a directory of fax numbers kept by your email server; or,
 - Type the fax number directly into the **Direct Fax Number** field.
2. If that's all you need, touch **Send** to send your document via fax to the selected recipient.
3. If you'd like to add a subject or message text, touch **Change Details** to enter your fax cover sheet information. Touch **Send** when you are satisfied with this page.



Save the Document to File

Your system administrator will have set up some file destinations for you when your account is set up. You can save to:

- Your **desktop**
 - Your **flashcard** - a portable storage device you can insert at the scan station
 - Your **FTP site** - a file server you can access via Internet protocols.
 - A **Fortis document repository** (where available).
1. **Type in a file name** for your document.
 2. **Select a repository** for your document: Desktop, Flashcard, FTP, or Westbrook.
 3. By default the file format is PDF. You do have the option to select TIF or JPG formats. Please note that any changes you have made on the Edit tab will be lost if you choose TIF or JPG.
 4. Touch the **Send** button.



Print

IKON DocSend will send your scanned document to print at the scan station's printer so you can have extra copies of your document.

1. Indicate the pages you want printed:
 - All pages,
 - The pages in your current selection, or
 - A range of pages.
2. Choose how you would like your scanned page fitted to your printed page. Here it's important to remember that *your scanned page includes the entire original page*; whereas *a printer must have at least 1/4 inch along the top and left margin* for handling the paper.
 - **Scale to printable area** means that DocSend will **shrink or stretch** your scanned image to fit on the page.
 - **Fit to canvas** means that DocSend will **crop** the top and left margins so that no scaling is required.
3. Enter the number of copies to print.
4. Touch the **Send** button.

Last Step - Log Off

Before you leave the scanning station, be sure to log off. This protects your network account access, and it enables others to login with their own accounts. There are Log Off buttons on the Main and Scan tabs as well as on the Send Confirmation page.

As a security measure, you are automatically logged off when the IKON DocSend station has been idle for 60 seconds.