MultiCrop Scan



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Contents

1 Preface 6
2 Introduction 7
3.1 Audience 7
3.2 Contents of this Document 7
3.3 Terminologies 7
3.4 Supported Models 8
3.5 Supported Languages 8
3 Using MultiCrop Scan Application 9
3.1 Introduction 9
3.2 Getting Started 9
3.3 Send 10
3.3.1 Selecting Destinations Using the Address Book 11
3.3.2 Adding Destinations Using Manual Entry 12
3.3.3 Viewing or Editing Destinations 14
3.3.4 Removing a Selected Destination 15
3.3.5 Finalizing Send Job 16
3.3.6 Destination Form Validation 16
3.4 Store to USB Drive 17
3.5 Scanning and Saving/Sending 18
3.6 Scan Settings 22
4 Limitations 25

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2 Introduction

3.1 Audience

This document is intended for users of MultiCrop Scan HyPAS application.

3.2 Contents of this Document

This document shows how to operate and navigate between the different functionalities offered by the HyPAS application, as well as troubleshooting guidelines on how to tackle common issues.

3.3 Terminologies

This manual contains the following terms.

Term	Description
MFP	MFP stands for Multi-Function Peripheral. Multi-function peripherals make office work more efficient by combining copy, fax, printing, and scanning capabilities in a single office machine.
HyPAS	Generic name of solution technology of KYOCERA Document Solutions Inc.
SMB	Stands for Server Message Block, which refers to the protocol (SMB protocol), a client-server communication protocol used for sharing access to files, printers, serial ports and other resources on a network.
FTP	Stands for File Transfer Protocol, which is a standard network protocol used for the transfer of computer files between a client and server on a computer network.
USB	Universal Serial Bus (USB) is a common interface that enables communication between devices and a host controller.

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3.4 Supported Models

The following are the supported models for the application:

- TASKalfa 2554ci
- TASKalfa 3554ci
- TASKalfa 4054ci
- TASKalfa 5054ci
- TASKalfa 6054ci
- TASKalfa 7054ci
- TASKalfa 4004i
- TASKalfa 5004i
- TASKalfa 6004i
- TASKalfa 7004i
- TASKalfa 353ci
- TASKalfa 453ci
- TASKalfa MZ4000i
- TASKalfa MZ3200i

3.5 Supported Languages

The following are the supported languages for the application:

- English
- German
- French
- Spanish
- Italian
- Dutch
- Russian
- Portuguese (Brazil)
- Arabaic
- Czech
- Danish
- Finnish
- Greek
- Hebrew
- Hungarian
- Norwegian
- Polish
- Portuguese (Portueguse)
- Romanian
- Swedish
- Turkish
- Catalan
- Vietnamese
- Thai
- Japanese
- Chinese Simplified
- Chinese Traditional
- Korean

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3 Using MultiCrop Scan Application

3.1 Introduction

MultiCrop Scan is an application that supports multi-cropping function which allows detection of multiple originals as a single scanned data per original, processed to be sent in a network folder or email, or stored in a USB drive.

3.2 Getting Started

On the **Home** screen, you may select between [**Send**] and [**Store to USB**] to perform specific jobs.

1. Press [**Send**] to send documents to specific destination/s.
   For more information, refer to section 3.3 Send.

2. Press [**Store to USB**] to save documents in the USB drive.
   For more information, refer to section 3.4 Store to USB Drive.
   (*Note: If no USB drive is inserted, [**Store to USB**] is disabled. Fig. 3.2b*)

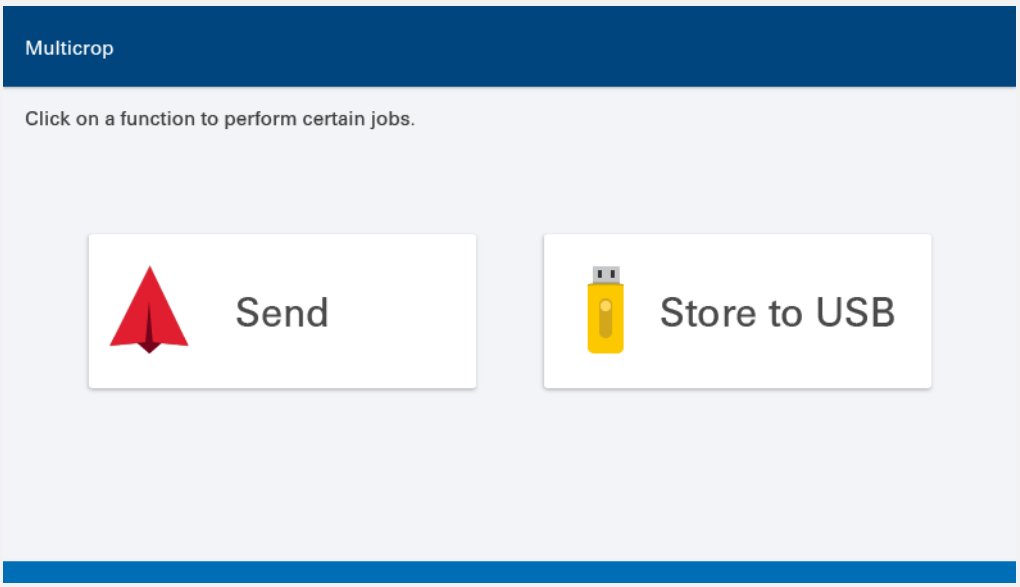


Figure 3.2a Home screen

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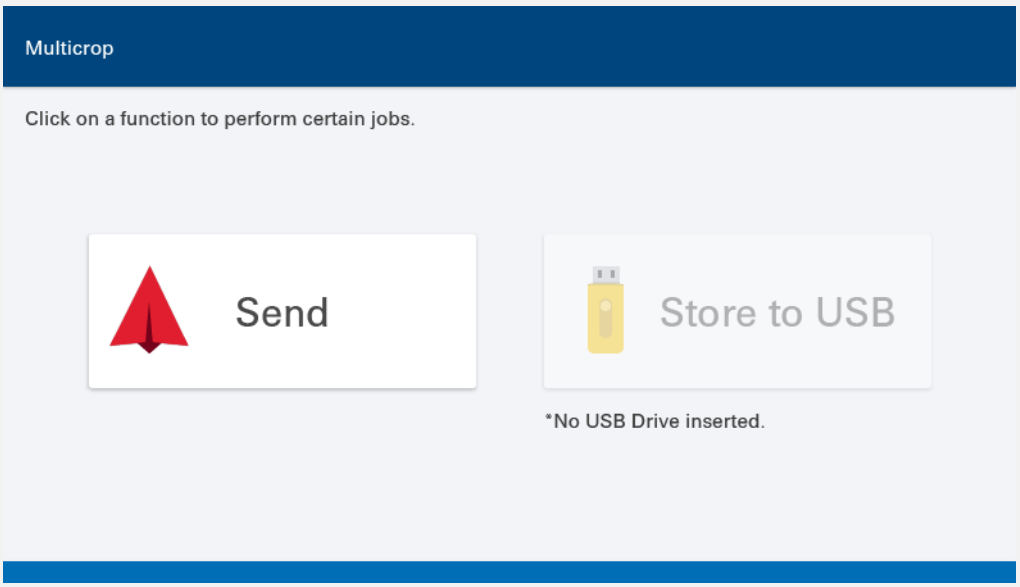


Figure 3.2b Home screen - USB drive not inserted

3.3 Send

On the **Send** screen, since no destinations are initially set, [**Scan & Send**] is disabled (*Fig. 3.3*). Destination/s must be added to enable the button.

1. To get started, select a destination from the [**Address Book**] by choosing among the address entries retrieved from the device's address book, or manually fill up a destination's details in [**Manual Entry**]. (*Note: You may only add/select up to 10 send destinations*).

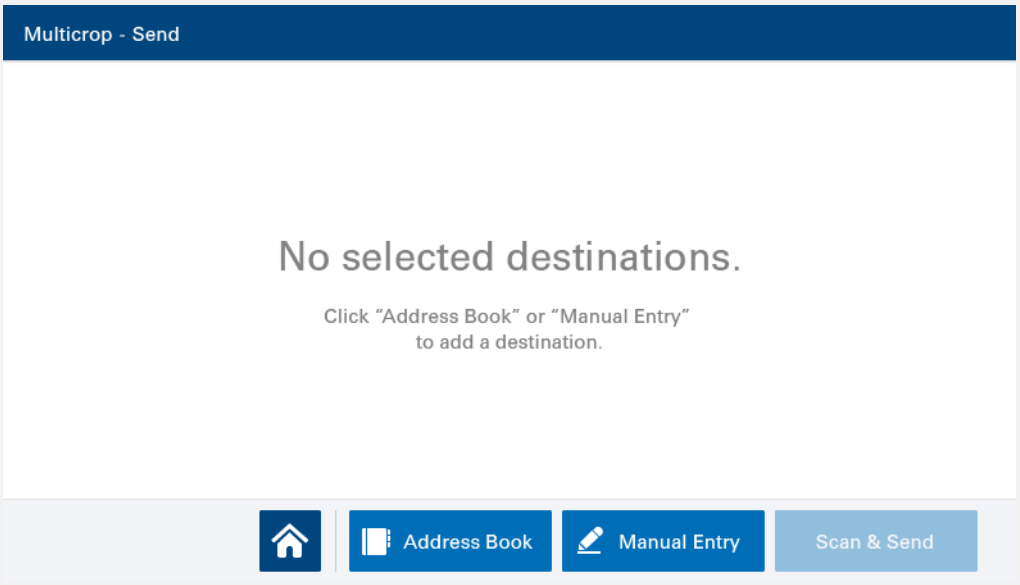


Figure 3.3 Send - No selected destinations

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3.3.1 Selecting Destinations Using the Address Book

On this screen, address entries retrieved from the device's address book are listed. Supported destination types are as follows: **SMB**, **FTP**, **Email**.

To select a destination from the address book:

1. Select a destination by tapping the address entry. The row will be highlighted to indicate that destination has been selected (*Fig. 3.3.1a*).

2. For easier navigation, you may filter the destinations according to its type by tapping on the tab buttons below the table of address entries. The number beside the filter indicates the total number of address entries available for that particular destination type.

3. Once you have finally settled with selecting your preferred destination/s, press [**Back**] to continue.

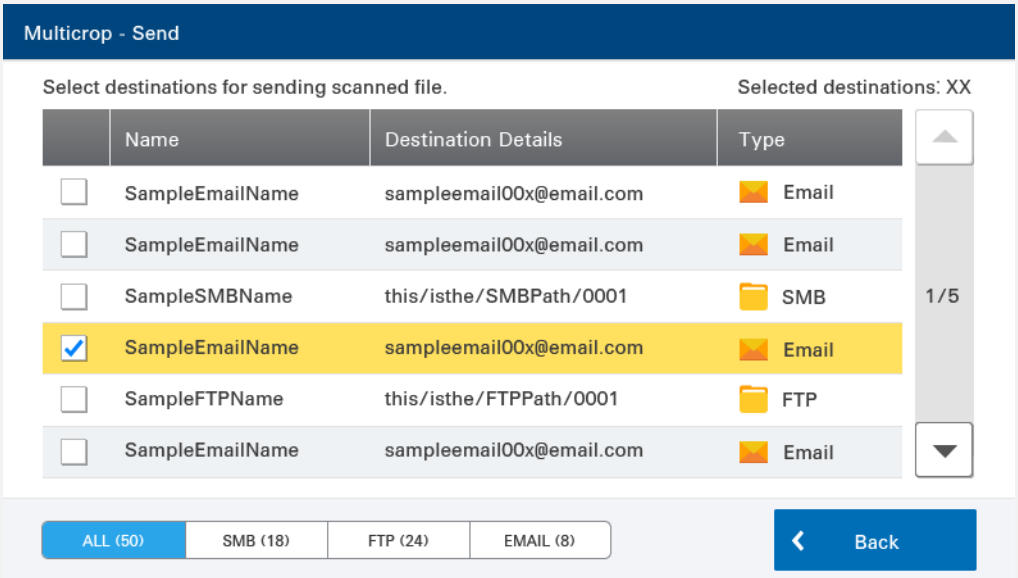


Figure 3.3.1a Address Book - All

4. Selected destinations will be listed on the **Send** screen (*Fig. 3.3.1b*).

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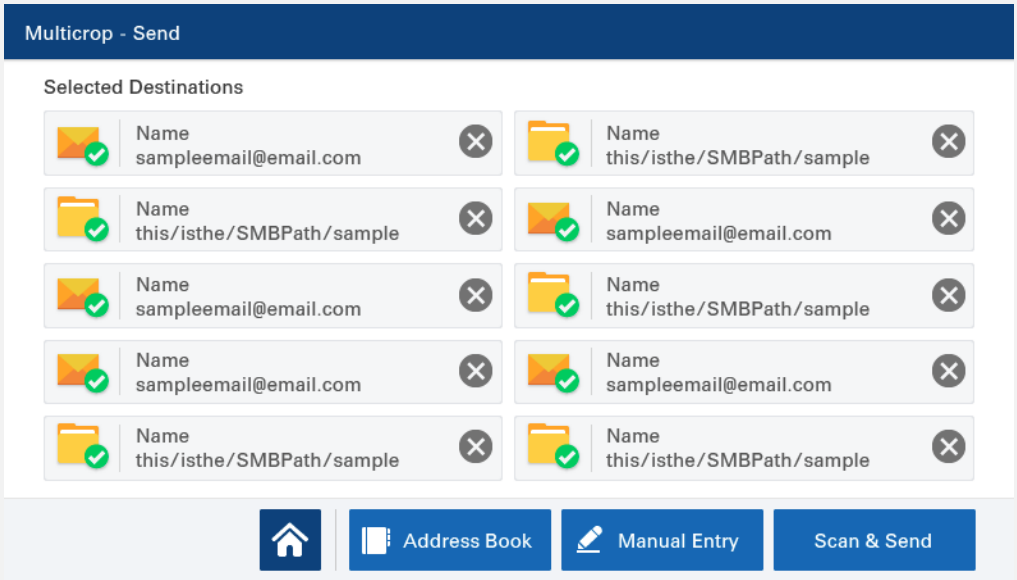


Figure 3.3.1b Send - Selected maximum number of destinations

3.3.2 Adding Destinations Using Manual Entry

On this screen, you may manually add a destination by filling out the necessary fields for the supported destination types. Supported destination types are as follows: **SMB**, **FTP**, **Email**. (*Note: Destinations added using Manual Entry are only temporary and are not saved on the device's address book*)

To add a destination using Manual Entry:

1. Select a destination type using the tab buttons: [**SMB**], [**FTP**], or [**Email**]. Default tab set is **SMB**.

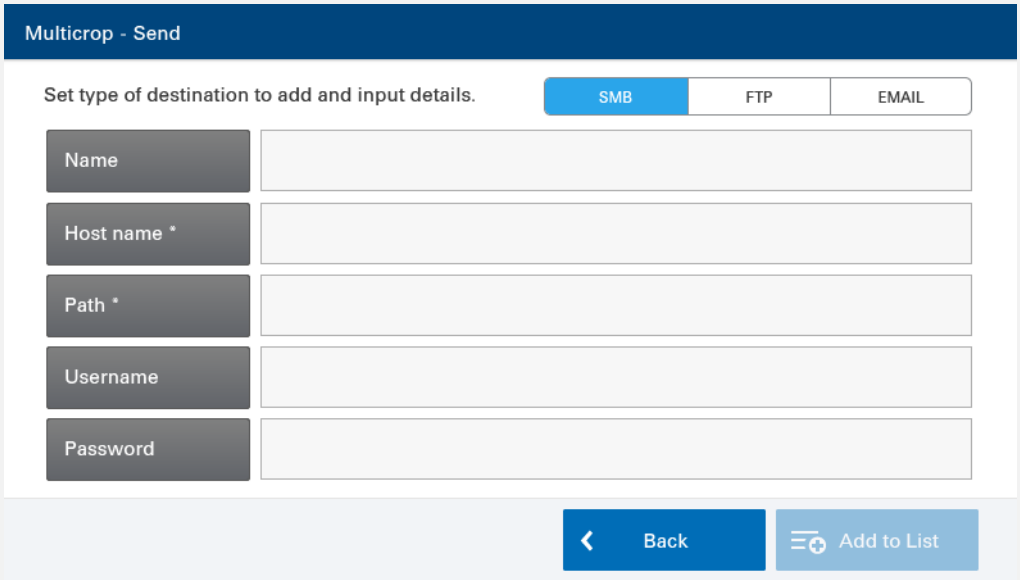


Figure 3.3.2a Manual Entry - SMB destination form with empty fields

2. Fill out the necessary details for the destination. Refer to section 3.3.6 Destination Form Validation for the field validation and restrictions for each destination type.

3. Once destination details have been finalized, press [**Add to List**].

4. The newly added destination will be reflected on the **Send** screen.

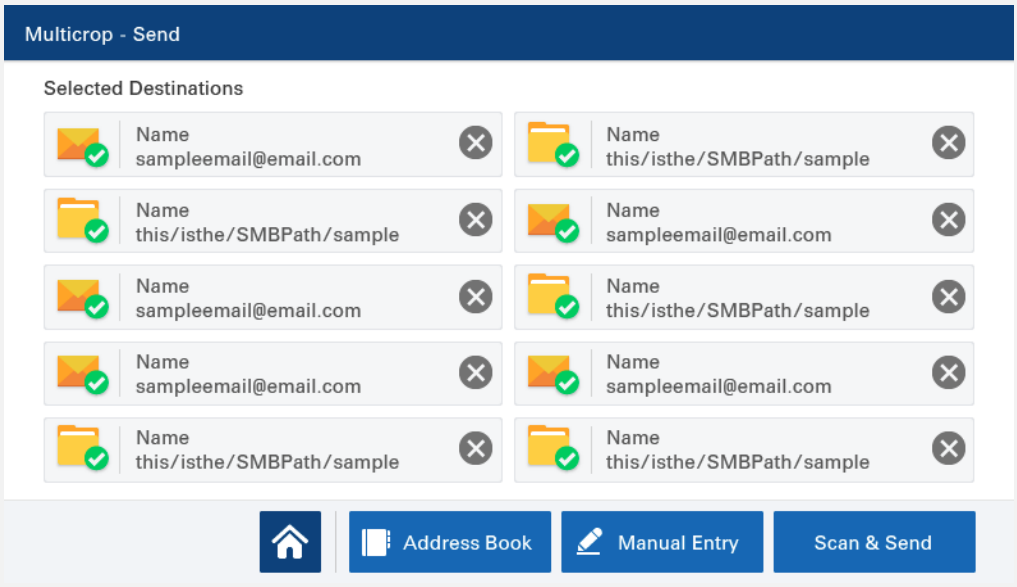


Figure 3.3.2b Send - Added maximum number of destinations

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3.3.3 Viewing or Editing Destinations

Listed on the **Send** screen are selected destinations from the **Address Book** or manually added destinations from **Manual Entry**. Only manually added destinations using **Manual Entry** can be modified. Destinations selected from the **Address Book** can only be viewed for confirmation and cannot be modified.

To edit Manual Entry added destinations:

1. On the list, tap the manually added destination. This will redirect you to the Edit destination screen.

2. Edit the necessary details for the destination. Refer to section 3.3.6 Destination Form Validation for the field validation and restrictions for each destination type.

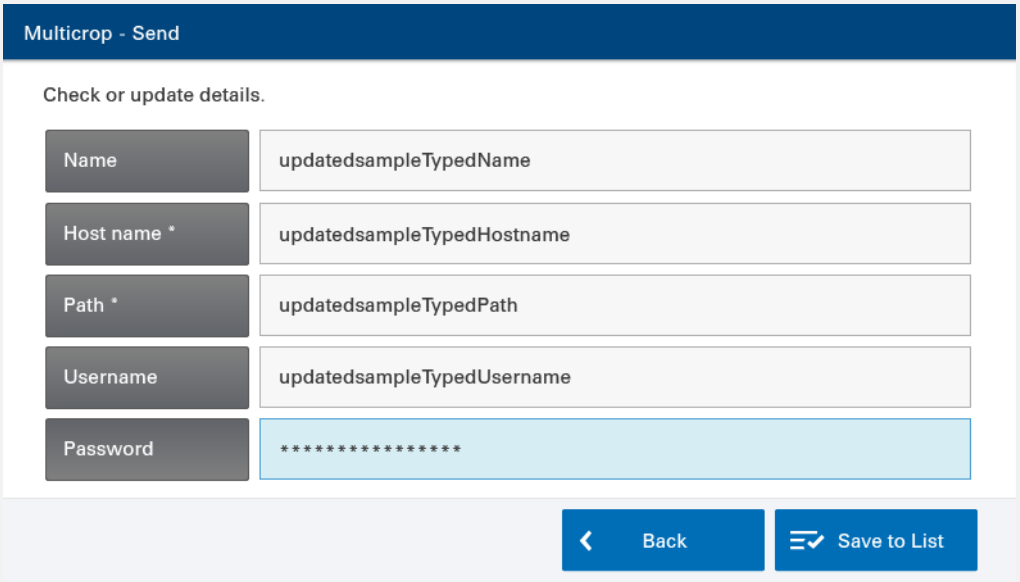


Figure 3.3.3a Manual Entry - Check or update details

3. Once destination details have been finalized, press [**Save to List**].

4. The newly updated destination will be reflected on the **Send** screen.

To view selected destinations from the Address Book:

1. On the list, tap the destination selected from the Address Book. This will redirect you to the View destination details screen.

2. Once you have confirmed the destination details, press [**Back**] to continue.

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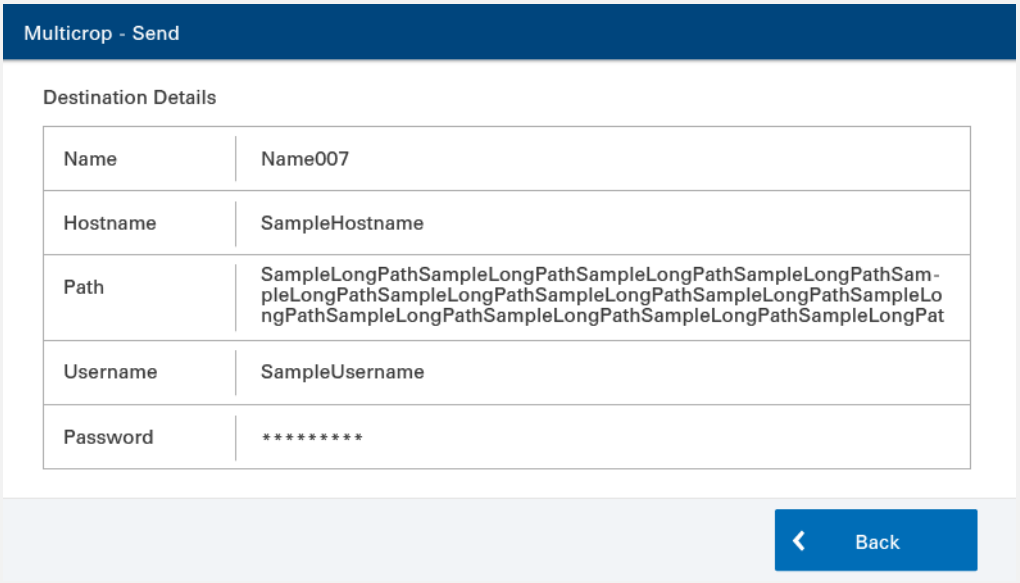


Figure 3.3.3b View destination details - SMB/FTP

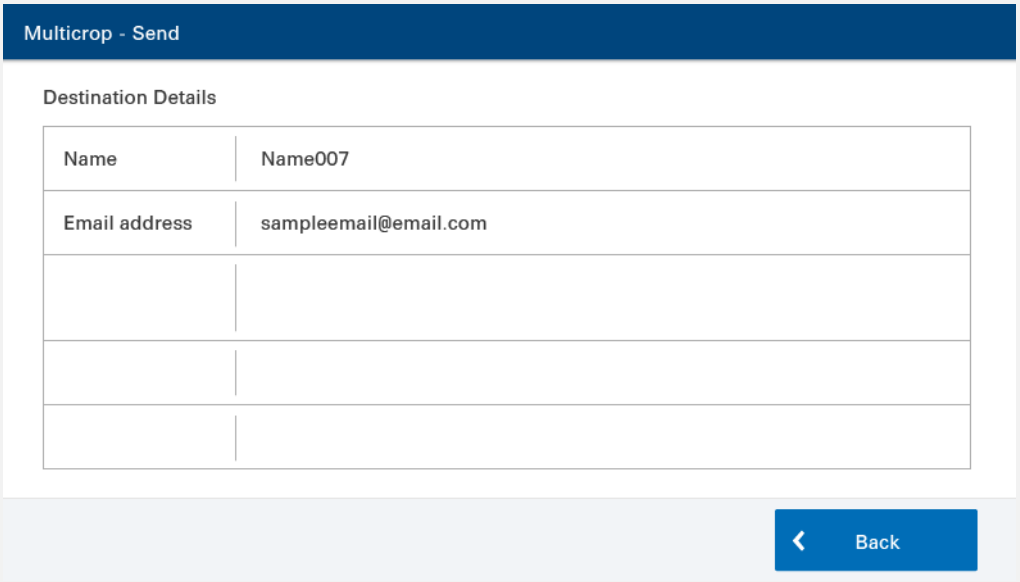


Figure 3.3.3c View destination details – Email

3.3.4 Removing a Selected Destination

Listed on the **Send** screen are selected destinations from the **Address Book** or manually added destinations from **Manual Entry**.

To remove destinations from the list:

1. Press the circular X button to remove the destination.
   (*Note: Destinations selected from the Address Book can be reselected. However, destinations added from Manual Entry has to be manually added again*)

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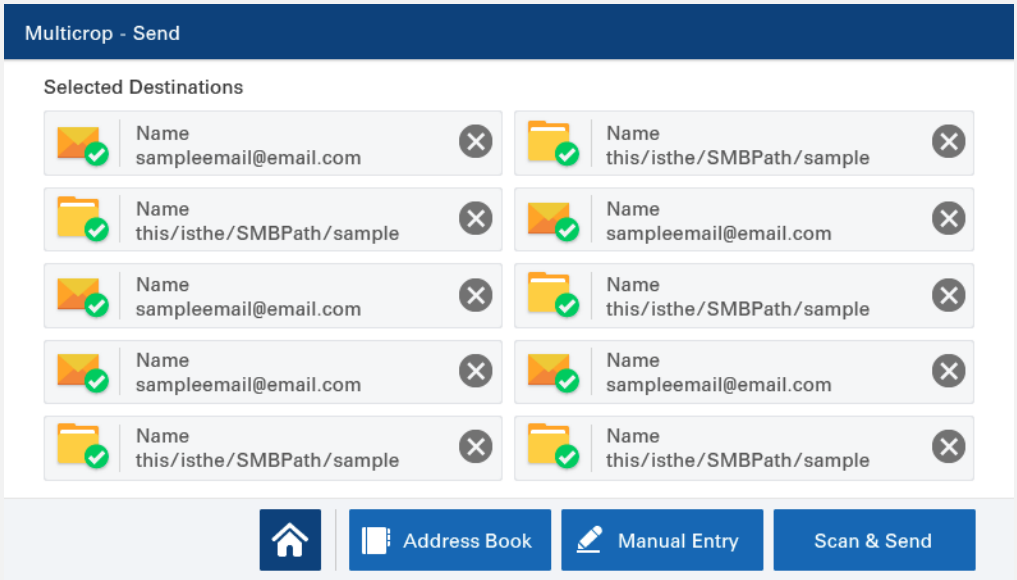


Figure 3.3.4 Send - Added/Selected maximum number of destinations

3.3.5 Finalizing Send Job

Once destinations have been finalized, you may now proceed to [**Scan & Send**]. For more information, refer to section 3.5 Scanning and Saving/Sending.

3.3.6 Destination Form Validation

The following are the form validation for each destination type:

Destination Type	Fields
Email	• **Name*** (up to 32 characters) • **Email address*** (up to 128 characters)
SMB	• **Name*** (up to 32 characters) • **Hostname*** (up to 64 characters) • **Path*** (up to 128 characters) • Username (up to 64 characters) • Password (up to 64 characters & masked)
FTP	• **Name*** (up to 32 characters) • **Hostname*** (up to 64 characters) • Path (up to 128 characters) • Username (up to 64 characters) • Password (up to 64 characters)

* *indicates required fields*

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3.4 Store to USB Drive

Store to USB Drive will only be accessible if a USB drive has been properly inserted to the device. On this screen, only folders will be listed for setting of target destination folder.

By default, the root folder of the USB drive is set as the destination folder. You can navigate between folders and sub-folders (*Note: Navigation can be done only up until the 3rd sub-level from the root folder*). Navigating through a folder will set the folder as the destination folder. You may select a folder in the current directory to be set as the destination folder.

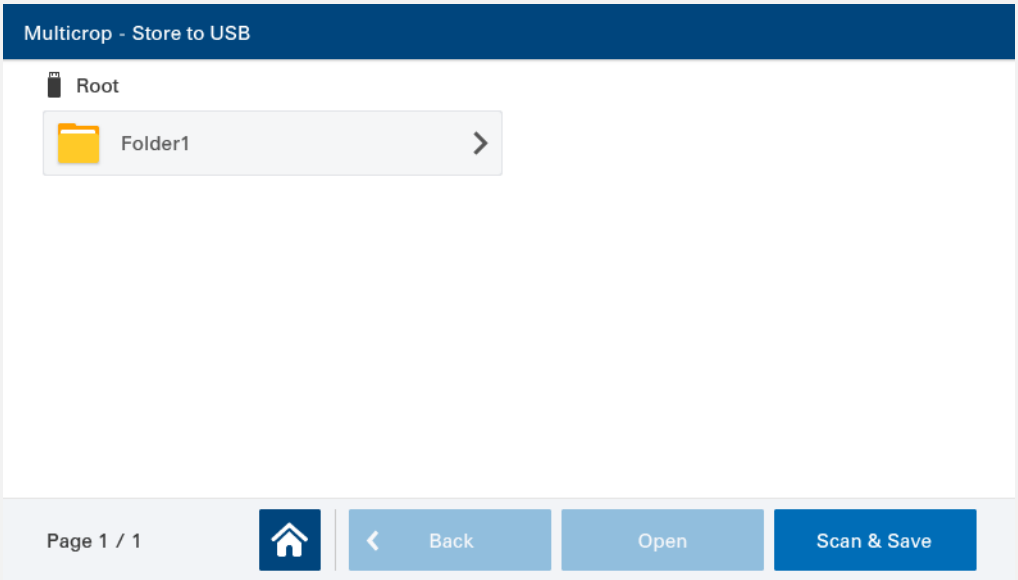


Figure 3.4a Store to USB - Root folder

To navigate between folders:

1. Tap a folder to set it as the destination folder for storing scanned documents. Having selected a folder, [**Open**] button will be enabled.

2. Press [**Open**] to navigate inside the folder.

3. Press [**Back**] to navigate up one level.
   (*Note: Back button is disabled when the current directory is at the root folder*)

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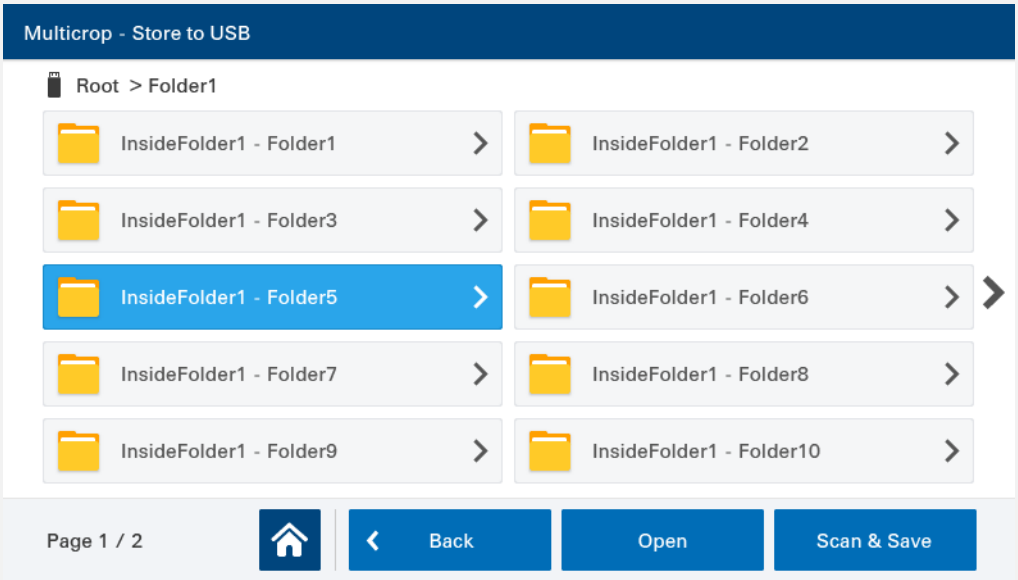


Figure 3.4b Store to USB - Selecting a folder

To set/unset a destination folder:

1. Tap a folder to set it as the destination folder for storing scanned documents.

2. Tap the selected folder again to unset it as the destination folder. Current active directory will be considered as the destination folder for storing scanned documents.

Once the destination folder has been finalized, you may now proceed to [**Scan & Save**]. For more information, refer to section 3.5 Scanning and Saving/Sending.

3.5 Scanning and Saving/Sending

After finalizing the destination/s from **Send** or **Store to USB Drive**, scan settings will be set on default based on the options of the functions retrieved from the device default settings. However, some options might not be supported by the application (*e.g. File Format can be set to HCPDF on the device default setting, but this option is not supported by the application*). In this case, the application will have its own default values. For more information regarding the list of supported functions, options and its corresponding function combinations, refer to section 3.6 Scan Settings.

Since the main functionality of the application is multi-cropping, the function setting will always be set to On (*Note: This setting is not modifiable and is hidden from user view*).

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To start scanning and saving/sending:

1. Place the documents on the platen. Scanning originals can only be performed when documents are placed on the platen. (*Note: Be sure to close the document processor to successfully scan the originals*)

2. Tap on the arrow buttons to navigate between the pages.

3. To select a preferred function setting, tap on the function options you want to set, some function options may have prohibitions and may automatically be adjusted. For more information, refer to section 3.6 Scan Settings.

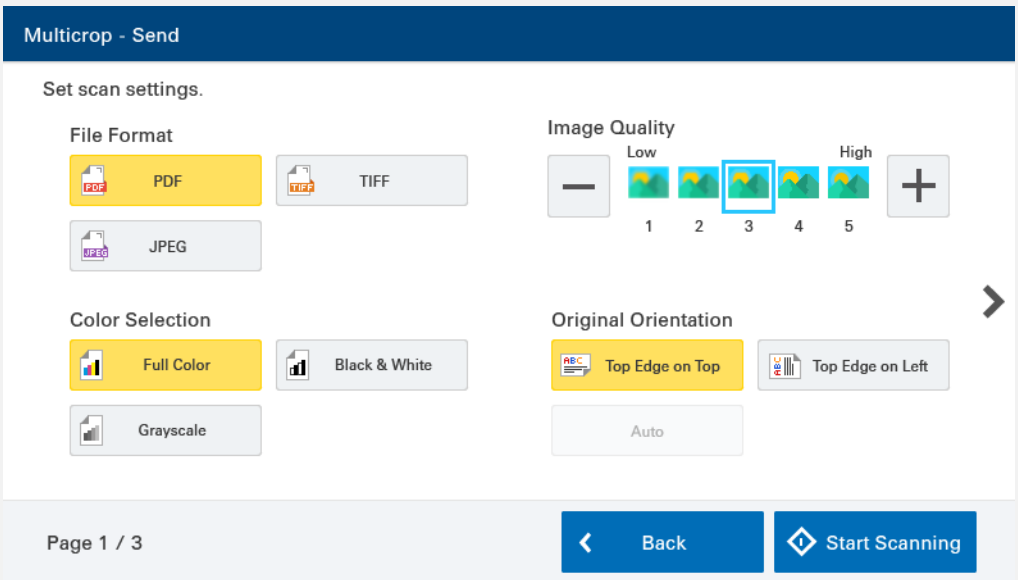


Figure 3.5a Scan Settings

4. Once scan settings have been finalized, press [**Start Scanning**] or the **Start** hardware key to initiate the process.

5. Status messages will be displayed in a dialog box to indicate current job status.

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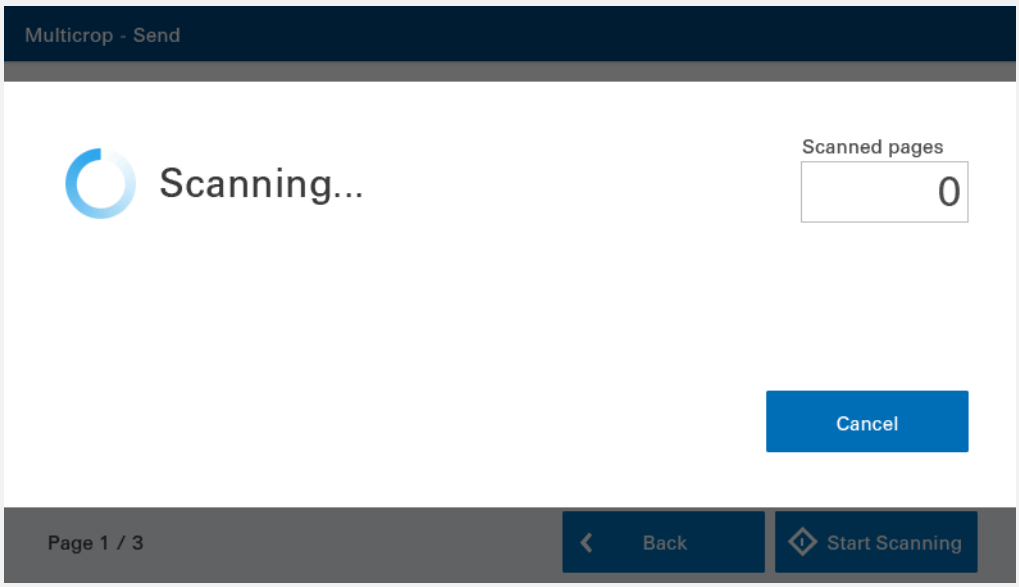


Figure 3.5b Status message - Scanning

6. If Continuous Scan is set to On, press [**Continue**] or **Start** hardware key to proceed scanning another batch of documents, or press [**Finish**] to finish the scan job.

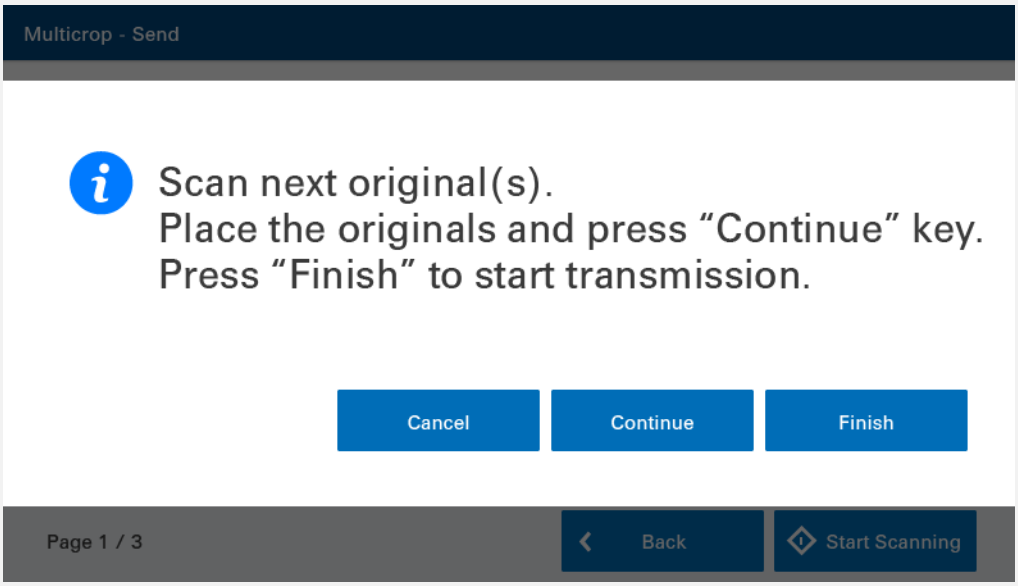


Figure 3.5c Status message - Continuous scan

7. Once scan job has been completed, saving/sending will start.

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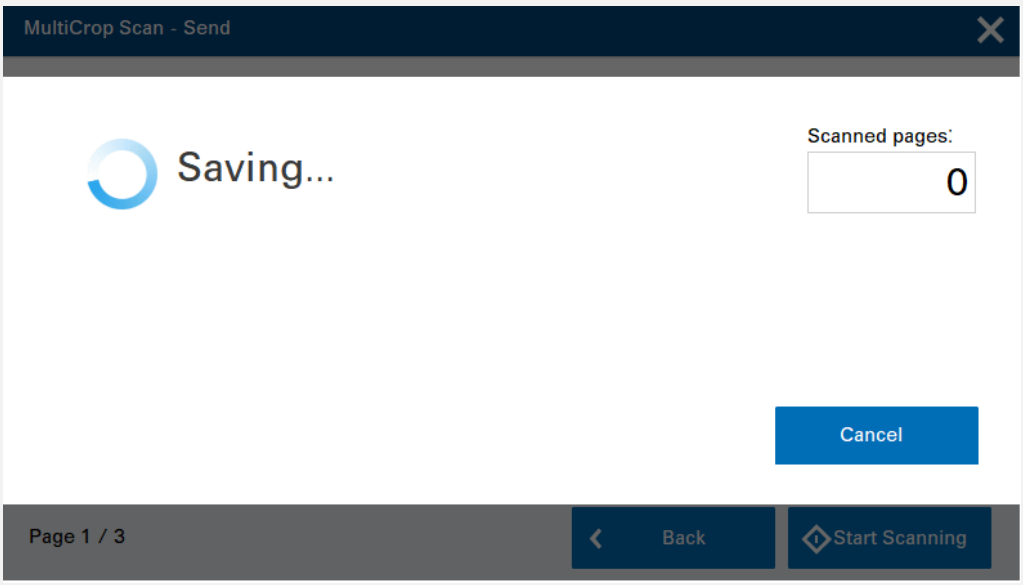


Figure 3.5d Status message - Saving

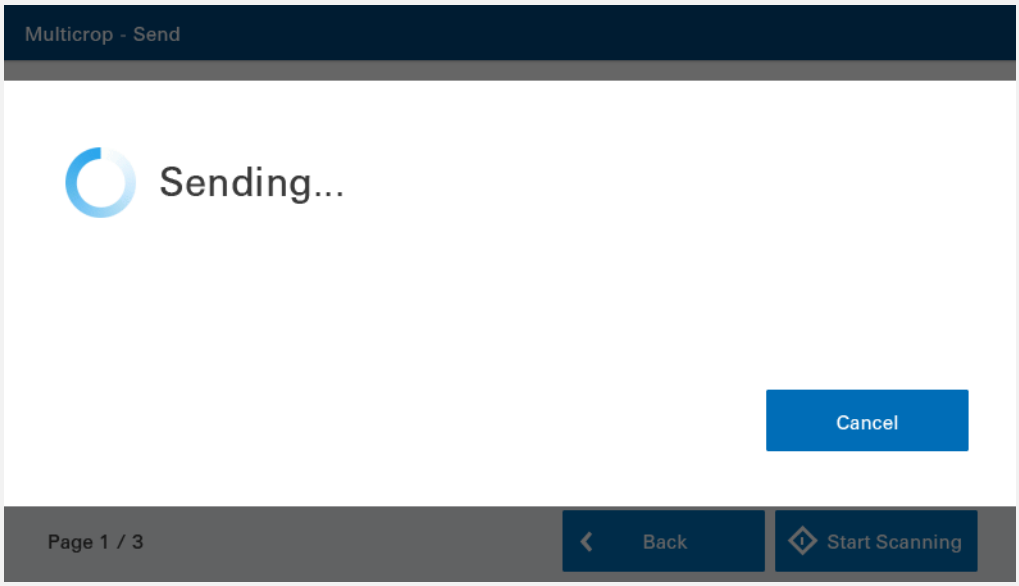


Figure 3.5e Status message - Sending

8. Once save/send job is completed, a status dialog box is displayed to show the job status result.

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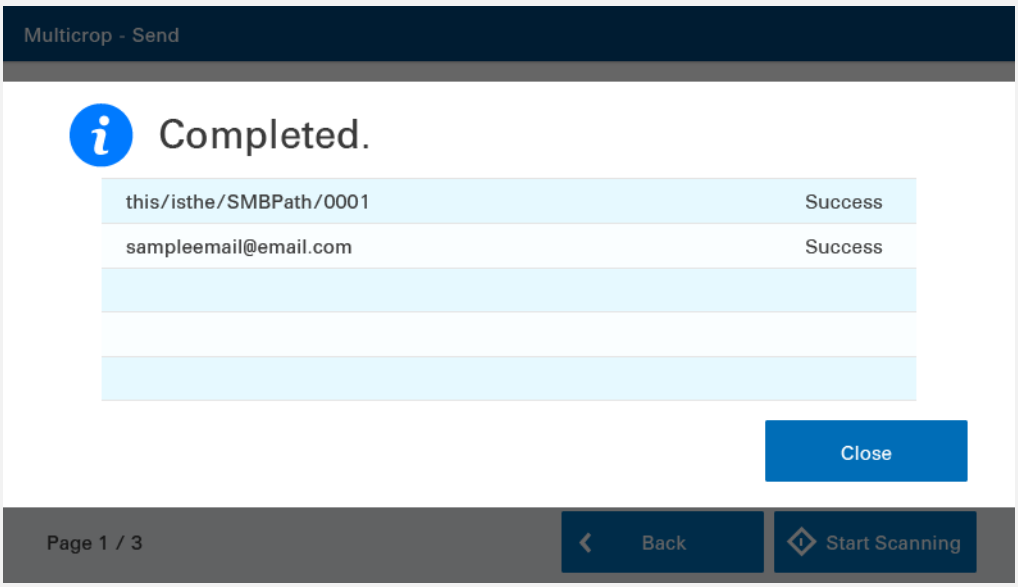


Figure 3.5f Status message - Completed

9. After confirming the job status result, press [**Close**] to continue. You will be redirected back to the **Home** screen.

3.6 Scan Settings

Everytime when the application is launched, or whenever a job is completed, default options of the functions from the device will be retrieved and set to the application's scan settings. However, some options might not be supported by the application (*e.g. File Format can be set to HCPDF on the device default setting, but this option is not supported by the application*) the application will have its own default values.

The following are the supported functions and options of the application:

Functions	Options
Autocrop	• On *Autocrop is set to On to enable Multicrop. This setting is not modifiable and is hidden from user view.*
Original Size	• Auto *This setting is not modifiable and is hidden from user view.*
Color Selection	• **Full Color *** • Grayscale • Black & white

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Scan Resolution	• 200x200dpi • **300x300dpi *** • 400x400dpi • 600x600dpi		
File Format	• **PDF *** • JPEG • TIFF *When file Color selection is Black & White, JPEG is disabled.*		
Density	• -4 • -3.5 • -3 • -2.5 • -2 • -1.5	• -1 • -0.5 • 0 • +0.5 • +1 • +1.5	• +2 • +2.5 • +3 • +3.5 • +4

Functions	Options
Continuous Scan	• Off • On
Original Orientation	• Top Edge on Left • Top Edge on Top *Auto (needs activated Scan extension kit)*
Image Quality Mode	> Image Quality 1 > Image Quality 2 > **Image Quality 3 *** > Image Quality 4 > Image Quality 5 *When File Format set is HCPDF or OOXML File Formats, due to format supporting a different kind of quality mode, Image Quality will be set to 3.*

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Border Erase	> Standard (default) > Full Scan > Border Erase Book > Border Erase Sheet > Individual Border Erase *Border erase additional settings are based on standard functions. If Border Erase Book is selected, set Original Orientation to Top Edge on Top and disable Top Edge on Left and Auto options. Unit of measurement used is millimeters (mm).*
File Separation	• Off • On
File name	*Retrieved from MFP default setting. File name suffix **[Job No.]** and **[Date and Time]** are appended based in the order set in default settings.*

** indicates the application default values in case of device's default not supported*

4 Limitations

The following are the known limitations of the application:

- Application cannot start scan when network connection is not available.
- Document processor must be closed to detect originals and successfully perform scan and send/save operation.
- A maximum of 16 originals can be detected on A3 models while a maximum of 10 originals can be detected on A4 models.

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