

# Button Manager V2 User's Guide



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## NOTE

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- **Button Manager V2** is available only for Windows® users.
  - For PDS-5000/5000F/6000F users: This guide uses PDS-6000 screen images, unless otherwise indicated.
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**Button Manager V2** provides an easy way to scan your document and then send the scanned image to the destination or software application of your choice. You can assign up to nine different destinations to complete your frequently-performed tasks, and customize how you want different document types scanned and saved.

## Button Manager V2 Features

**Button Manager V2** provides the following features to manage your scanned documents more effectively:

- **Uploading your scanned image to the network**

Use **Button Manager V2** to upload scanned images to various network file servers, including FTP and other locations on your network.

- **Displaying the scanner's TWAIN user interface**

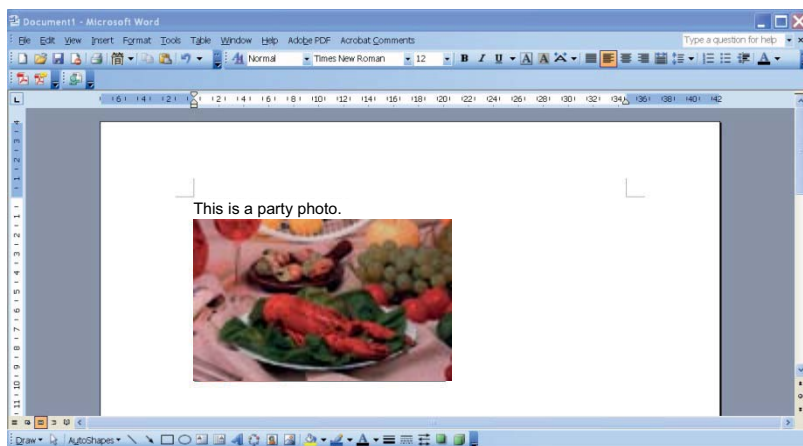
For more advanced scan settings, use **Button Manager V2's** TWAIN user interface and customize your scan configurations to fit with your application needs.

- **Supporting outside plug-in applications**

If you are a software developer, you can develop and add your own plug-in features to expand **Button Manager V2's** scanning functions.

- **Scanning and inserting your image in a software application**

Use **Button Manager V2** to open a scanned image directly into a software application.



## Using the Wizard to Install Button Manager V2

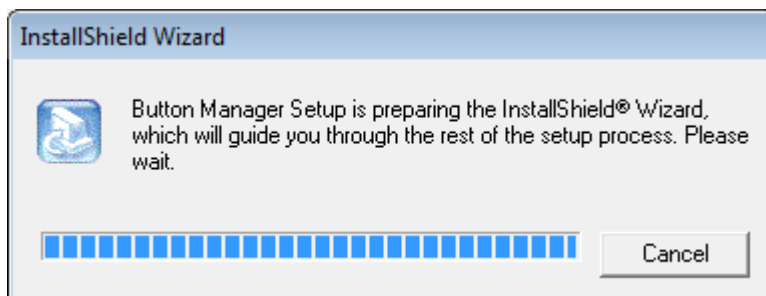
- 1 Put the DVD-ROM into your DVD-ROM drive.
- 2 When the **Setup** screen appears, click **Additional Applications**, and then select **Install Button Manager**.



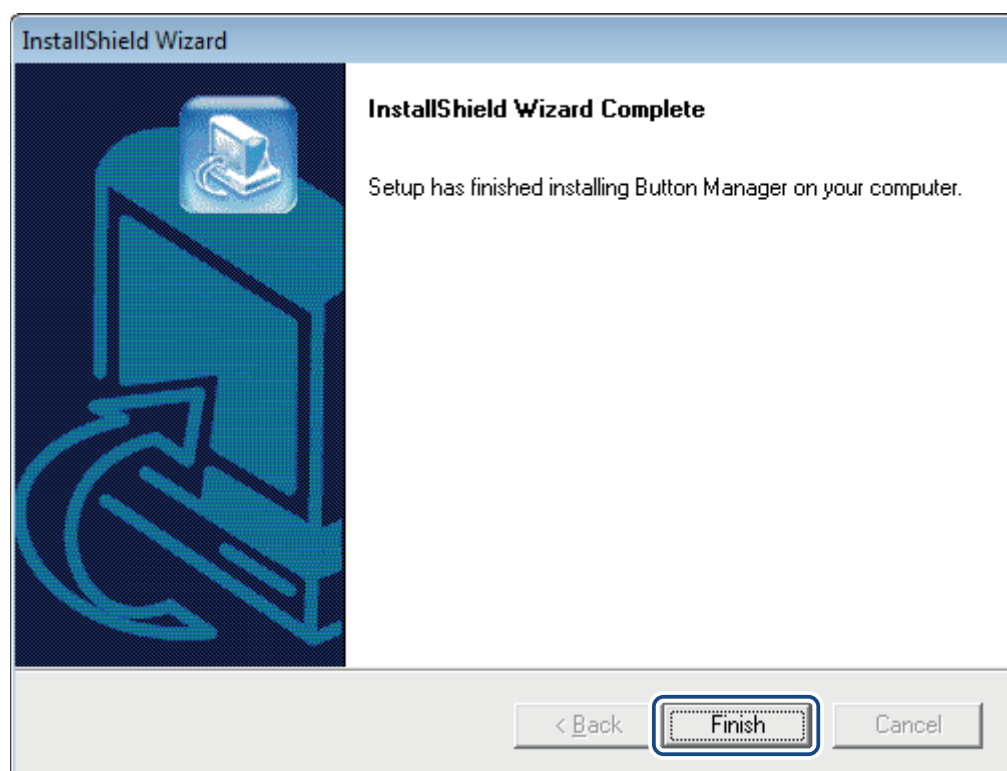
### NOTE

If the Brother screen does not appear automatically, go to **Computer (My Computer)**. Double-click the DVD-ROM icon, and then double-click **Setup.exe**.  
If the User Account Control screen appears, click **Allow** or **Yes**.

- 3 The **InstallShield Wizard** appears and will guide you through the installation.



- 4 When the InstallShield Wizard is complete, click **Finish**.




After installing the scanner driver and **Button Manager V2**, you must restart your computer. After restarting, **Button Manager V2** will launch automatically when your scanner is connected and turned on. A shortcut icon will appear in the system tray at the lower right corner of your Desktop.

When you start scanning, you can use **Button Manager V2**'s default settings or customize the scan settings for your own needs. For more information on customizing **Button Manager V2**'s scanning configurations, see *Changing Scan Button Properties* on page 10.


Before scanning, take a moment to become familiar with the **Button Manager V2** Button Panel and the types of scanning formats and configurations available by default.

## Starting Button Manager V2

- 1 If **Button Manager V2** is not already open, click the **Button Manager V2** icon in the system tray in the bottom right corner of your Desktop to launch the application.  
If **Button Manager V2** is installed but the icon is not visible, click the  to view the rest of your system tray, and then click the **Button Manager V2** icon.

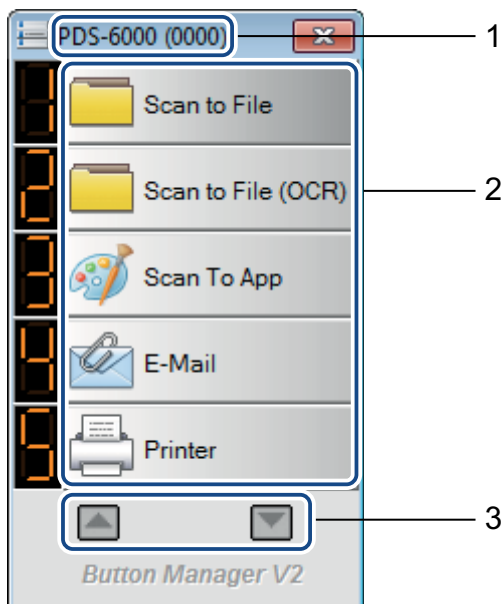


### NOTE

- If the **Button Manager V2** icon does not appear in the Windows system tray, first make sure that your scanner is connected to your computer with a USB cable. If it is connected, and you still do not see the **Button Manager V2** icon, turn your scanner off and then back on.
- If the **Button Manager V2** icon  is not displayed in the system tray, click **Start > All Programs > Brother PDS-XXXX Scanner** (where XXXX is your model name) > **Button Manager > Button Manager V2**.



- 2 **Button Manager V2** Button Panel appears.





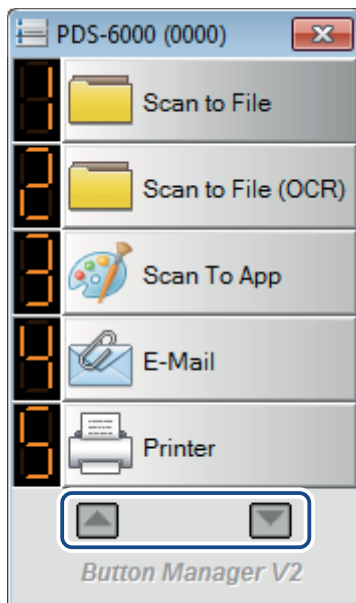
- 1 Your scanner model and machine ID number are listed in the Button Panel's title bar.


## 2 **Function Icons (Buttons)**

Each button represents a scan function.

- 3 Use the arrows to scroll up or down through the Button Panel.

- 3 The **Button Manager V2** Button Panel displays five buttons at one time. To cycle through all the Button Panel's buttons, click the  and  buttons.

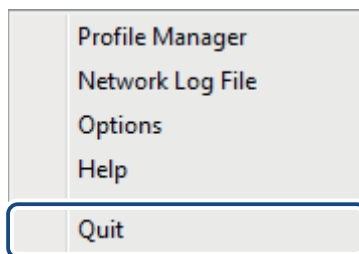


- 4 To check or change the scan configuration of any button, right-click the scan button to open the **Button Properties** window, where you can customize button settings. For more information, see *Button Panel Configuration* on page 10.
- 5 To start a scan, click the scan button you want to use. The scanner begins to scan your document and will deliver the scanned image to the default destination. For more information on each button's default settings, see *Default Functions and Predefined Tasks* on page 8.
- 6 To close the Button Panel, click the  (**Close**) button.

## Quitting Button Manager V2



If you are not currently using **Button Manager V2**, you can quit and remove the **Button Manager V2** icon from your system tray:

- 1 Right-click the  (**Button Manager V2**) icon in your system tray.
- 2 Click **Quit**.



To restart **Button Manager V2**, manually start **Button Manager V2** from the Start menu.

### NOTE

- To start **Button Manager V2** from the program group, click  (**Start**) > **All Programs** > **Brother PDS-XXXX Scanner** (where XXXX is your model name) > **Button Manager** > **Button Manager V2**.
- To remove **Button Manager V2** from the program group, click  (**Start**) > **All Programs** > **Brother PDS-XXXX Scanner** (where XXXX is your model name) > **Button Manager** > **Uninstall**.

**Button Manager V2** features nine function buttons, which are pre-configured for your most frequently-used tasks, such as scanning to a file, scanning to an email, and scanning to a printer.

This table describes the pre-configured buttons in the Button Panel. To change any of these settings or names, see *Button Panel Configuration* on page 10.

Button Number	Name	Destination/Application	Preset Scan Settings
1	Scan to File	Select this button to scan a document and save it to a folder as an image file.	Auto Color Detection, 200 dpi, Simplex, JPEG, Auto Crop & Deskew
2	Scan to File (OCR)	Select this button to scan a document and save it to a folder as an editable text file after Optical Character Recognition (OCR).	Auto Color Detection, 200 dpi, Simplex, TXT, Auto Crop & Deskew
3	Scan To App	Select this button to scan a document, launch and open the scanned image in an image-editing software application.	Auto Color Detection, 200 dpi, Simplex, JPEG, Auto Crop & Deskew
4	E-Mail	Select this button to scan a document and send the scanned image as an email attachment from your default email application.	Auto Color Detection, 200 dpi, Simplex, JPEG, Auto Crop & Deskew
5	Printer	Select this button to scan a document and print the scanned image from your default printer.	Auto Color Detection, 200 dpi, Simplex, BMP, Auto Crop & Deskew
6	Shared Folder	Select this button to scan a document and save the scanned image to a shared folder on the network.	Auto Color Detection, 200 dpi, Simplex, JPEG, Auto Crop & Deskew
7	FTP	Select this button to scan a document and save the scanned image to a network file server, such as FTP.	Auto Color Detection, 200 dpi, Simplex, JPEG, Auto Crop & Deskew
8	SharePoint	Select this button when you want to scan a document and save the image to a Microsoft® SharePoint® server.	Auto Color Detection, 200 dpi, Simplex, JPEG, Auto Crop & Deskew




## NOTE

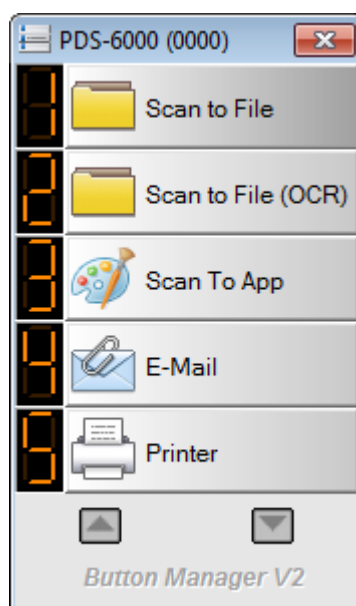
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- To use the scanner's default settings, configure features such as network access, Shared Folder, FTP and establish internet connection before installing **Button Manager V2**.
  - To send your scanned images to a network server such as FTP, make sure you have network server access. You may need to create a login name and password first.
  - **Microsoft® .NET Framework:** To accurately send your scanned images to a network server, Microsoft® .NET Framework 2.0 or higher is required on your computer. Check the program and the version by choosing **Start > Control Panel > Programs and Features**. A list of programs will be displayed; if you have installed Microsoft® .NET Framework, the program and version will be shown in the list.
  - **Microsoft® SharePoint®:** Microsoft® SharePoint® is a collaboration and document library tool developed by Microsoft® for file sharing and web publishing. You may need to contact your system administrator to get the correct URL for the SharePoint® server. Your system administrator will also give you access to the SharePoint® and a valid user login and password.
-

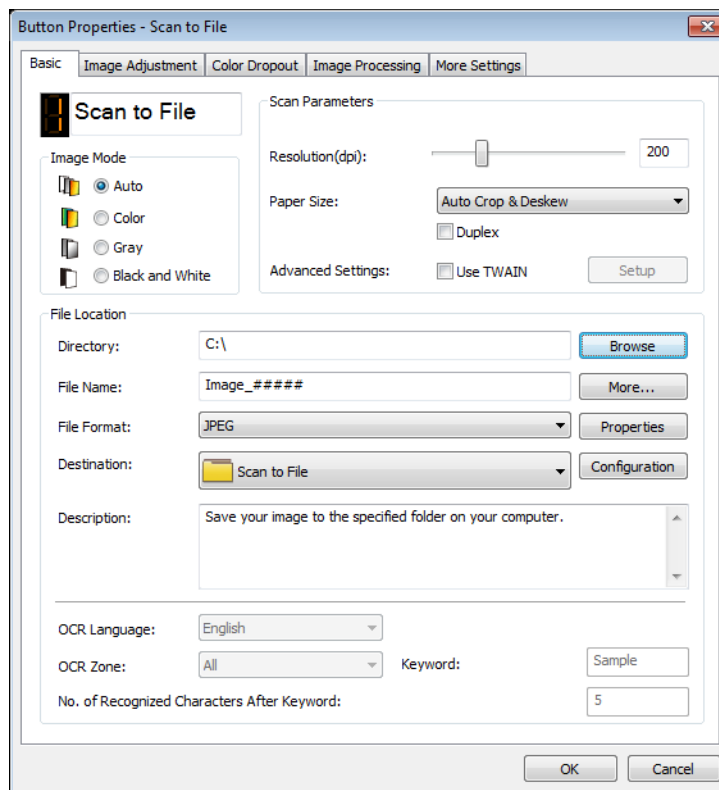
In **Button Manager V2**, you can customize the buttons in the Button Panel; change button names, update the default settings, and customize scanning properties, including destination applications and how scanned files are stored and named.

## Changing Scan Button Properties

- 1 Click the  (**Button Manager V2**) icon in the system tray.
- 2 **Button Manager V2** launches. Click  and  to scroll through the Button Panel until you find the button you want to change.



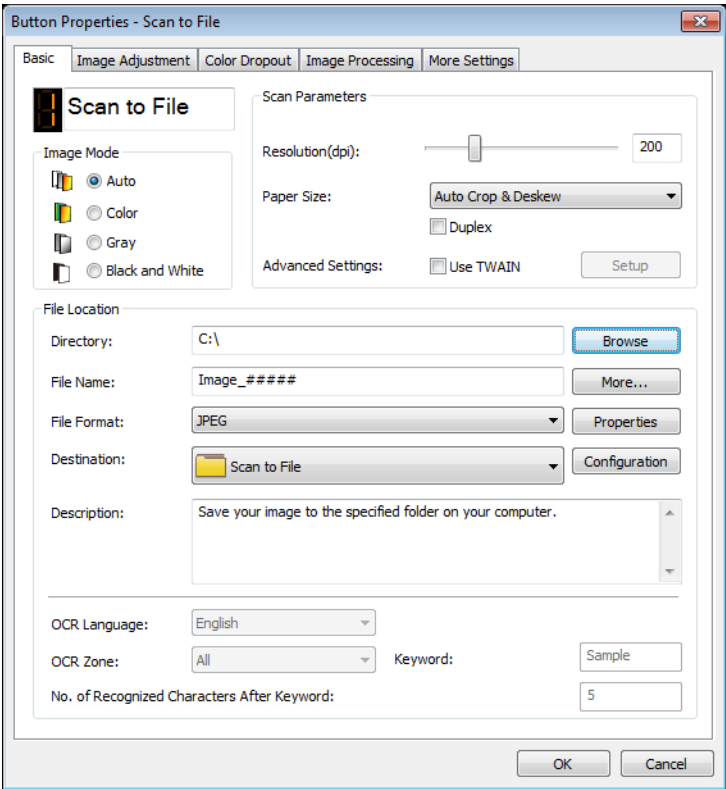
- 3 Right-click the button to view its **Button Properties** screen.



- 4 Click any of the tabs to make changes to the scanning properties:
  - **Basic** tab: Use to select basic scan settings, including image mode, resolution, paper size, file path and file name, and your desired Scan To destination. For more information, see *Basic Properties* on page 12.
  - **Image Adjustment** tab: Use to set the desired brightness and contrast values to help improve your scanned image. For more information, see *Image Adjustment Properties* on page 17.
  - **Color Dropout** tab: Use to choose a color channel to be removed to sharpen your text. For more information, see *Color Dropout Properties* on page 20.
  - **Image Processing** tab: Use to rotate your scanned image or remove blank pages. For more information, see *Image Processing Properties* on page 22.
  - **More Settings** tab: Use to detect overlapped pages and to separate your multi-page documents. For more information, see *More Settings Properties* on page 24.
- 5 Do one of the following:
  - Click **OK** to save your settings and exit.
  - Click **Cancel** to close this screen without saving changes.

## Basic Properties

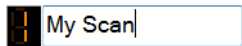
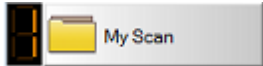
In the **Button Properties** screen, click the **Basic** tab to change button configuration settings, including basic scan settings, file format and path, and your “Scan To” destination.



### Button Name

The **Button Name** field at the top of this screen allows you to rename the button. Type the name you want in the field and when you click **OK**, the new name appears in the Button Panel.

To rename a button on the Button Panel:

- 1 On the **Basic** tab, click the **Scan to File** (**Button Name**) field. The button name is editable.
- 2 Type the new button name in the field, and then press the Enter key on your keyboard.  

- 3 The button name is changed and appears in the Button Panel. 

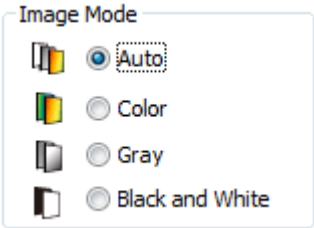
### NOTE

This **Button Name** change also appears on the scanner’s LCD.



Image Mode

Select the image mode you want for the scanned image.



Auto (Auto Color Detection)	Choose <b>Auto</b> to automatically detect and scan your color document in color image mode. If your document is in color, the scanner will automatically scan the document as a color image. If your document is non-color, the scanner will scan your document in Black and White mode. Use this option for documents containing a mixture of color and non-color.  <b>Auto</b> mode does not support gray scale documents. To scan in gray scale, select <b>Gray</b> .
Color	Choose <b>Color</b> when scanning color photographs or color documents.
Gray	Choose <b>Gray</b> to scan documents containing drawings or black and white photographs. A <b>Gray</b> scan produces an image of up to 256 shades of gray.
Black and White	Choose <b>Black and White</b> to scan documents containing text, pencil, or ink.

## Scan Parameters

### Resolution

Click and drag the **Resolution** slider to choose your ideal resolution. The default value is 200 dpi. Available resolutions are 75, 100, 150, 200, 300, 400 and 600 dpi (dots per inch); options may vary depending on your scanner model.

Higher resolutions result in more detail, slower scanning, and generally larger file sizes.

For Optical Character Recognition (OCR) scanning, we recommend choosing 300 dpi.



Resolution: 100 dpi



Resolution: 200 dpi

### Paper Size

Click the **Paper Size** drop-down list, and then select your ideal scan size. Options may vary depending on your scanner model. Select **Auto Crop & Deskew** to adjust the scanned image's size automatically according to document size, and to straighten a skewed or slanted image automatically. Use this option if you are scanning batches of mixed-sized documents.

### Duplex

Select the **Duplex** check box for duplex (2-sided) scanning.

### Use TWAIN

Select the TWAIN check box to scan based on the scanner's TWAIN user interface. Once selected, click **Setup** to configure more advanced TWAIN settings.

For more information about settings, see the User's Guide for your scanner.

## File Location

### Directory

Click **Browse** to locate the folder where you want to store your scanned image.

### File Name (auto-naming function)

The default **File Name** for your scanned image is composed of a text string and a numeric suffix. The default text string is **Image\_**, and the suffix is automatically generated as a sequential number. For example, your first scanned image will be named Image\_00001, and the next will be named Image\_00002, and so on. You can change the default string by typing a new default file name to replace “Image\_”.

To further customize your file name, click **More...** You can add Date, Time, Year, and other current information to the name.

The Date is in the format of YYYYMMDD (year, month and date). The Time is in the format of HHMMSS (hours, minutes, seconds). If you choose both date and time, the file name will be: **Image\_0000120130308175239.pdf** (where 20130308 indicates the date and 175239 indicates the time).

The following choices are available:

Choice	Converts to
#	Numbered Counter
Date	Current Year+Month+Date, 4 digits+2 digits+2 digits
Time	Current Hour+Minute+Second, 2 digits+2 digits+2 digits
Year	Current Year, 4 digits
Month	Current Month, 01-12
Day	Current Day, 01-31
Hour	Current Hour, 1-24
Minute	Current Minute, 1-60
Second	Current Second, 1-60
DayOfWeek	Current Day of a week, 1-7
Weekly	Current Week Number, 1-53
Barcode	Recognized barcode from document
OCR	The specified characters after the recognized OCR keyword. When OCR is selected, <b>OCR Language</b> , <b>OCR Zone</b> , <b>Keyword</b> and <b>No. of Recognized Characters After Keyword</b> in the <b>Basic</b> tab are available.
Custom	When scanning, a dialog box will appear. Type the file name you want.

### File Format

Click the **File Format** drop-down list, and then select the file format for the scanned image.

Choose **Multi-page TIFF** or **Multi-page PDF** if you want to create a multiple-page file.

### Destination

Click the **Destination** drop-down list, and then select where you want to send your scanned image. Your options are: **Scan to File**, **iScan**, **Scan to App**, **E-Mail** (your default email software), **Printer** (your default printer), **Shared Folder**, **FTP**, and **SharePoint**.

### Configuration

To upload your scanned image to a network file server, FTP or SharePoint, be sure to choose **Configuration** and enter your account information. For example, to upload an image to a Shared Folder, you must log in to a file server.

## NOTE

The **Configuration** button is active only when **Destination** is set to **Scan to File**, **Scan to App**, **Printer**, **Shared Folder**, **FTP**, or **SharePoint**.

### Description

This field displays the explanation of an item selected in **Destination**.

### OCR Language (Only available when **OCR** is selected in the **File Name** field)

Choose your OCR language. With an OCR engine that supports over a hundred languages, your electronic documents can be searched and managed more effectively.

### OCR Zone (Only available when **OCR** is set in the **File Name** field)

Click the **OCR Zone** drop-down list, and then select the area where you want to recognize text.

### Keyword (Only available when **OCR** is set in the **File Name** field)

Type a keyword in the field. The scanned and recognized characters after the keyword will be inserted in the scanned file name.

### No. of Recognized Characters After Keyword (Only available when **OCR** is set in the **File Name** field)

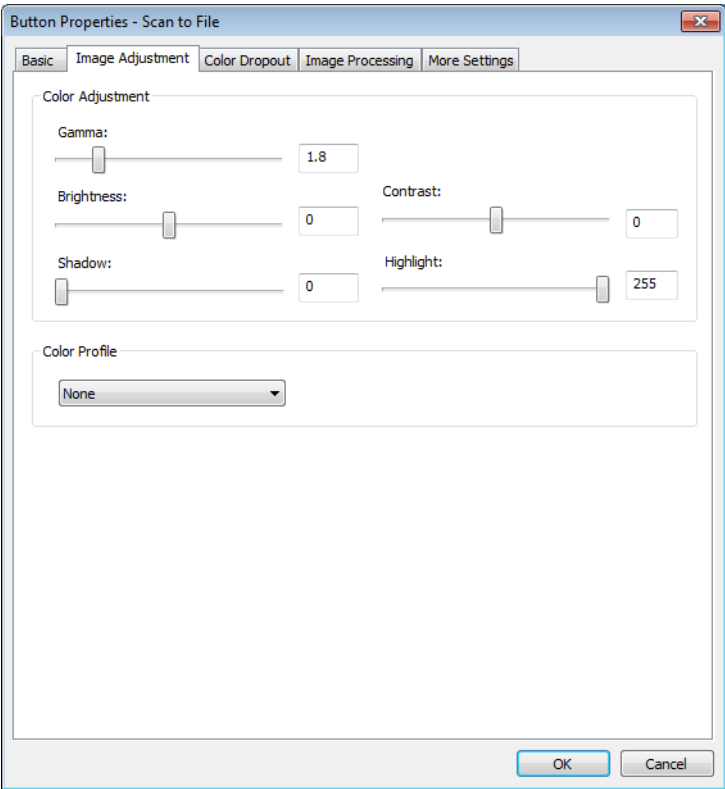
This feature is used when auto naming the file.

Type the number of characters you want the scanner to recognize after the keyword and insert the characters in the scanned file name.

If you set the **Keyword** to "INVOICE" and set the **No. of Recognized Characters After Keyword** to "4", and then scan an invoice that includes the text "INVOICE1234", the "1234" characters will be the file name.

## Image Adjustment Properties

In the **Button Properties** screen, click the **Image Adjustment** tab to adjust the scanned image's color quality to render it as closely as possible to the original document.



## Color Adjustment

### Gamma

To adjust the midtones of your scanned image without dramatically altering the lightest and the darkest areas, click and drag the **Gamma** slider.



Gamma Value: 1.0



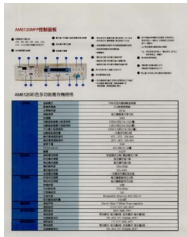
Gamma Value: 1.4



Gamma Value: 2.0

Brightness and Contrast

Brightness	Adjusts the lightness or darkness of an image. The higher the value, the brighter the image. Drag the slider to the right or left to increase or decrease the brightness. The default value is 0.
Contrast	Adjusts the range between the darkest and the lightest shades in the image. The higher the contrast, the bigger the difference between dark and light. Drag the slider to the right or left to increase or decrease the contrast. The default value is 0.



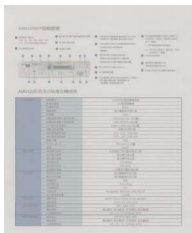
Brightness: -50



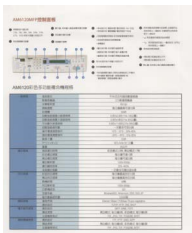
Brightness: 0 (Normal)



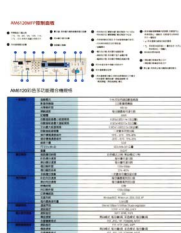
Brightness: 50



Contrast: -50



Contrast: 0 (Normal)



Contrast: 50

Shadow and Highlight

Shadow	Shadow is the scanned image's darkest color. The higher the value, the darker the current darkest color becomes. Drag the slider to the right or left to adjust the darkest level. The default value is 0.
Highlight	Highlight is the scanned image's lightest color. The lower the value, the lighter the current lightest color becomes. Drag the slider to the right or left to adjust the lightest level. The default value is 255.



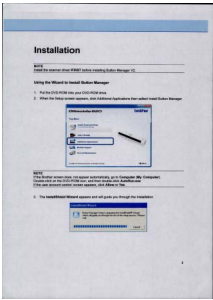
Shadow: 0/Highlight: 255  
(Normal)



Shadow: 0/Highlight: 200



Shadow: 10/Highlight: 210



Shadow: 50/Highlight: 255

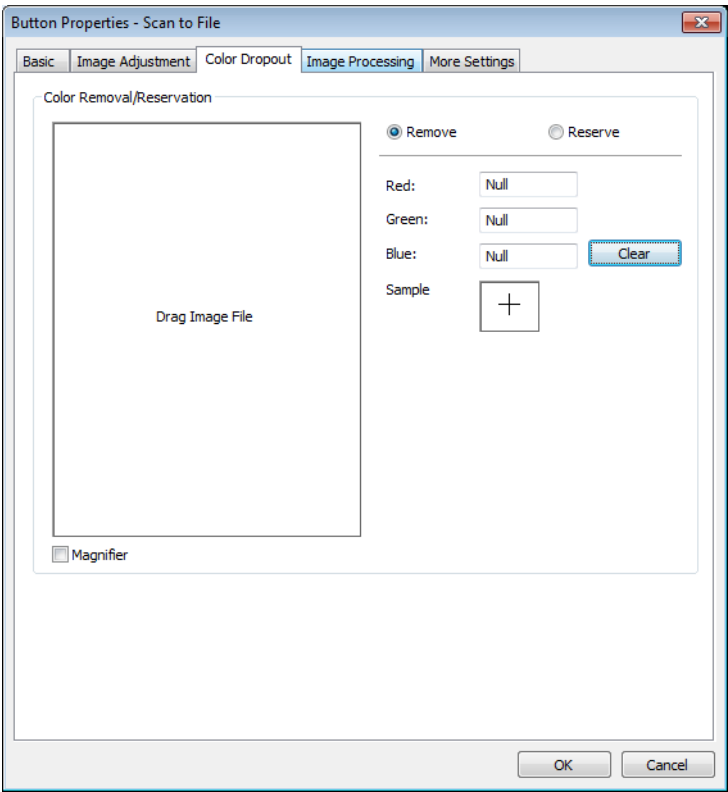
Color Profile

Color profiles are used with color mapping and are mainly used in digital photography and printing. Select **Photo**, **Document** or **Mix** from the drop-down list to adjust the scanned image's color quality based on an color profile.

## Color Dropout Properties

Color dropout is used when there is color in a document and the document is to be scanned in gray or black and white for OCR. Removal of the color will improve the OCR process.

In the **Button Properties** screen, click the **Color Dropout** tab to filter out a color channel (red, green or blue). For example, if you are scanning a document with a red watermark, you can choose to filter out the red channel so the scanned image just shows the text and not the red watermark. Removing colors from the scan might reduce the scan file size as well improve the OCR results.



Original



Remove Blue Color Channel

### NOTE

Color dropout only applies to gray and black and white scans.



There are two ways to select the color to be filtered out.

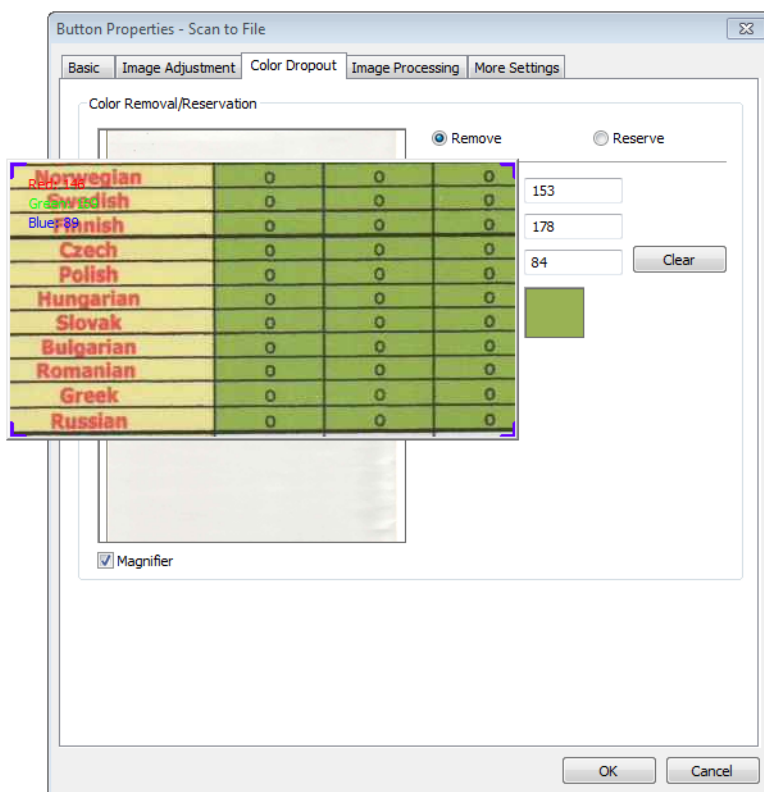
### Entering the RGB Values

You may specify the color to be removed by entering the RGB (Red, Green and Blue) values respectively. Click the **Clear** button to reset the color values.

### Selecting Your Color

We recommend selecting the color to be removed. Scan your document as normal and then do the following:

- 1 After the scan is finished, drag and drop your scanned image into Button Manager.
- 2 Select the **Magnifier** check box, and click and hold the left mouse button to choose your specific color on the scanned image. The RGB value for the color is displayed on the right, release the mouse button to select the displayed color.



- 3 Click **OK** and then rescan your document with the selected color removed.

## Image Processing Properties

In the **Button Properties** screen, click the **Image Processing** tab to change the direction of your scanned image.

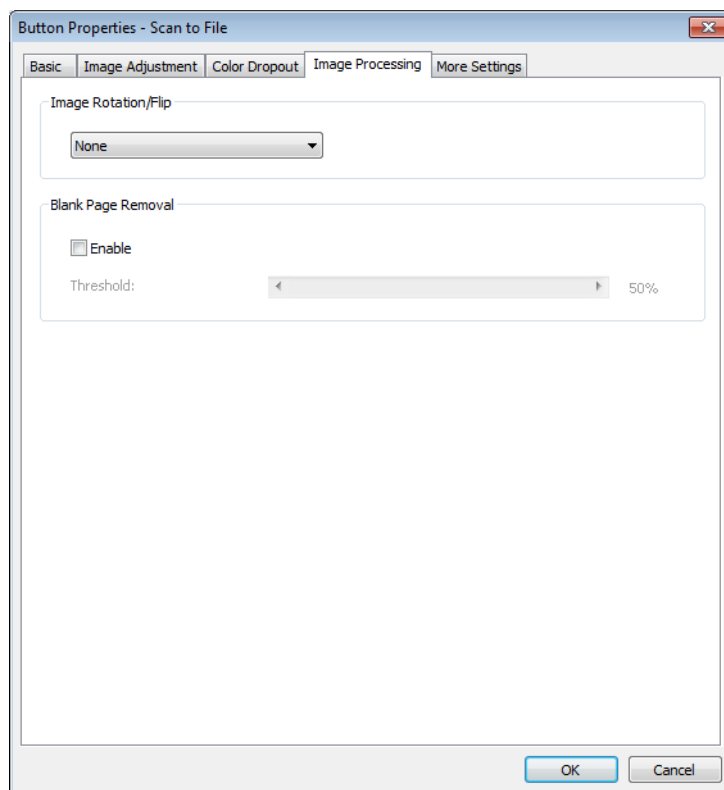
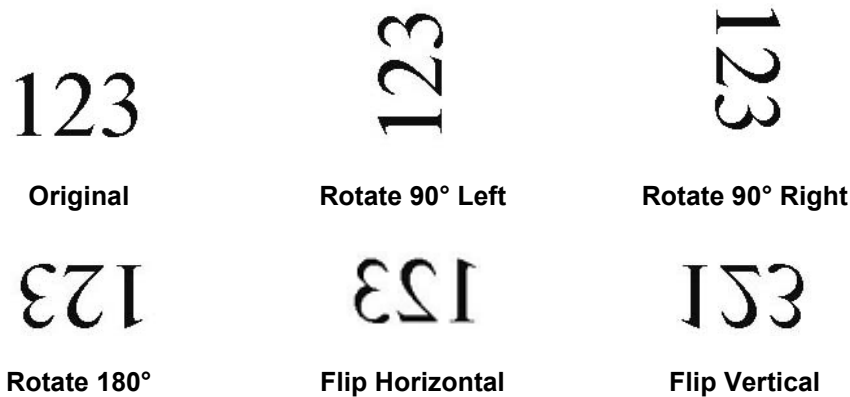


Image Rotation/Flip

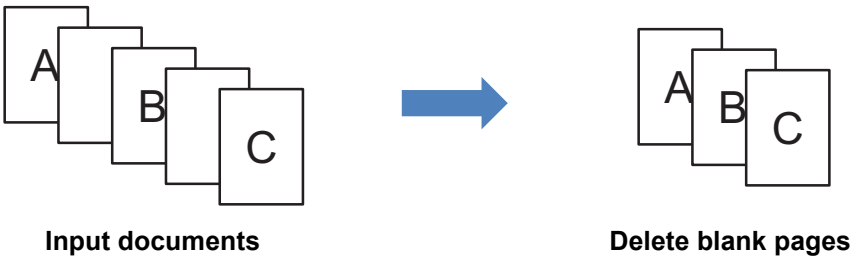
Click the **Image Rotation/Flip** drop-down list, and then select the rotation angle you want for your scanned document.

Choose **None**, **Auto Rotate Image** or one of the following options:



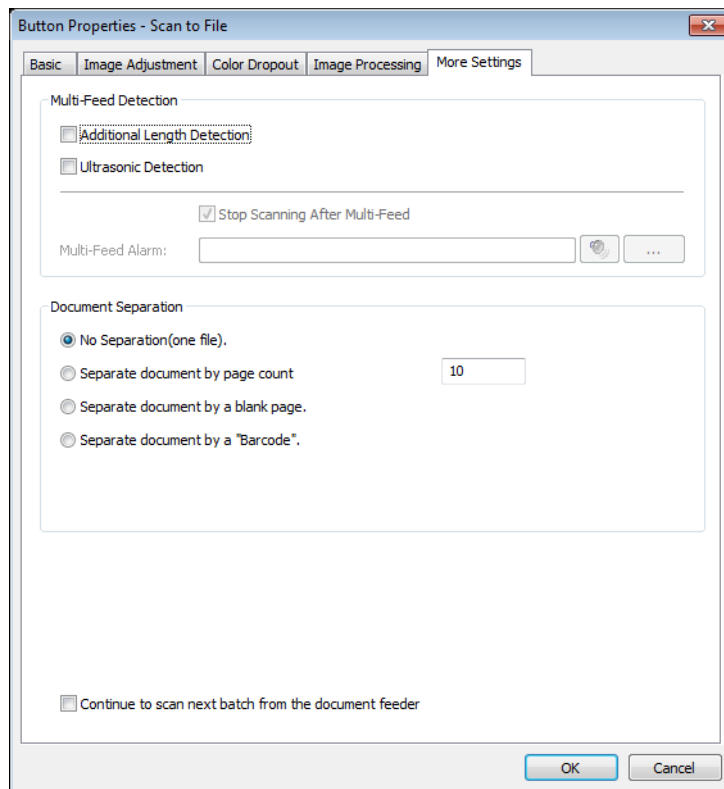
Blank Page Removal

Select the **Enable** check box of **Blank Page Removal** to remove blank pages from your scanned image. Depending on your document, you may have to drag the slider to adjust the threshold level so the scanner can identify blank pages.



## More Settings Properties

In the **Button Properties** screen, click the **More Settings** tab to configure additional functions.



### Multi-Feed Detection

Multi-Feed Detection allows you to detect overlapping pages as they go through the automatic document feeder (ADF).

#### Additional Length Detection

Additional Length Detection allows the scanner to detect overlapping pages when page lengths exceed the defined paper size of the document being fed.

### NOTE

When you choose **Auto Crop & Deskew** or **Maximum scan length** for **Paper Size** in the **Basic** tab, this feature is not available.

#### Ultrasonic Detection

Ultrasonic Detection allows the scanner to detect overlapping pages based on the paper thickness as the document is being fed.

### Stop Scanning after Multi-Feed


If **Stop Scanning after Multi-Feed** is selected, the scanner will stop the feeder and display **MultiFeed detected !** message in the status dialog. Remove the rest of the paper from the ADF. Reset the documents and restart the scan.

If **Stop Scanning after Multi-Feed** is not selected, the scanner will continue feeding the pages until the end of your document. Rescan the pages where the multi-feed was detected afterwards.

### Multi-Feed Alarm

If a wave file is added, the scanner will sound an alarm when a multi-feed is detected. No Warning dialog box will appear.

#### How to add the sound alarm:

- 1 Click  (**Browse**) on the right side of the speaker icon. The Open dialog box appears.
- 2 Choose your wave file (.wav sound file).
- 3 Click the **Open** button. The wave file is added.

### Document Separation

Button Manager provides several options to separate your multi-page document. There are two types of file formats that support multi-page documents. Be sure to select either the **Multi-page TIFF** or **Multi-page PDF** file formats.

#### No separation (one file)

This is the default mode. Multi-page documents will be scanned and saved to one output file as long as the file format supports it.

#### Separate document by page count

Select this mode to split output files according to a specified page number.

#### Separate document by a blank page

Select this mode to split output files whenever a blank page is detected.

#### Separate document by a "Barcode"

Select this mode to split output files whenever a barcode is detected.

### Continue to scan next batch from the document feeder

Select the **Continue to scan next batch from the document feeder** check box if you want to continue scanning the next batch after the first batch is finished.


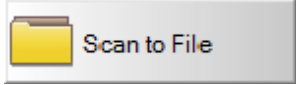
## Using Scan Buttons

### Sending Scans to a Folder as Image Data

---

You can scan a document and send the scanned data to a destination folder in JPEG format.

**To scan a document and save it as an image file:**


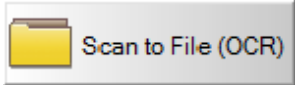
- 1 Insert the document into your scanner.
- 2 Click the  (**Button Manager V2**) icon in your system tray.
- 3 Scroll through the Button Panel until you see the  (**Scan to File**) button.
- 4 Click **Scan to File**. The scanned image is sent to the destination folder in JPEG format.

## Sending Scans to a Folder as Text Data

---

You can scan a document and convert the scanned image's text to editable text using the OCR feature.


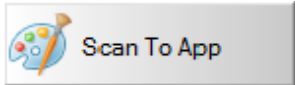
**To convert the scanned image to editable text and send it to a folder:**

- 1 Insert the document into your scanner.
- 2 Click the  (**Button Manager V2**) icon in your system tray.
- 3 Scroll through the Button Panel until you see the  (**Scan to File (OCR)**) button.
- 4 Click **Scan to File (OCR)**. The scanned image's text is sent to the destination folder in TXT format.

## Opening Your Scanned Image in a Software Application

You can customize a scan button so that your scan automatically launches the image-editing software application you want (such as Microsoft® Paint) and then opens your scanned image in the application.

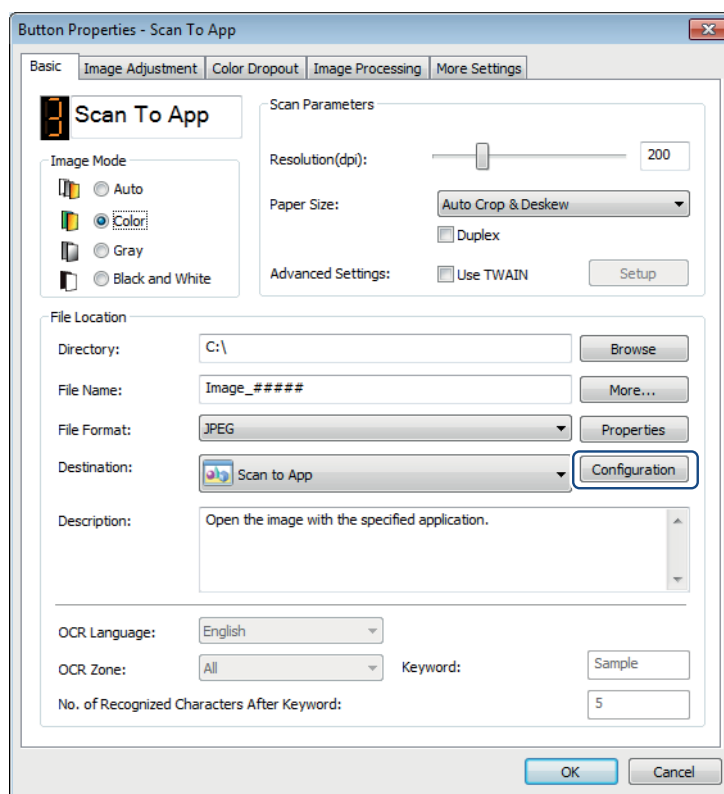
**To configure the Scan To App button to open scanned images in the application:**

- 1 Click the  (Button Manager V2) icon in your system tray.
- 2 Scroll through the Button Panel until you see the  (Scan To App) button.
- 3 Right-click **Scan To App**. The Scan To App **Button Properties** screen appears.

### NOTE

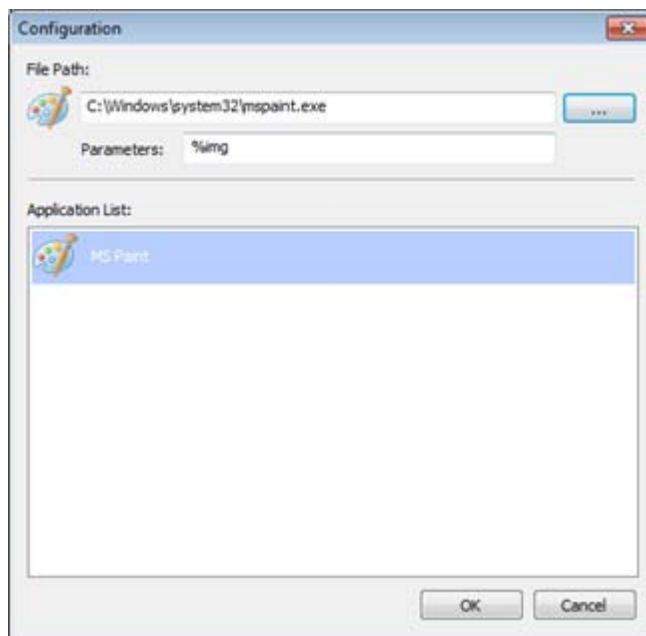
Make sure the **File Format** is compatible with your application.



- 4 Click **Configuration**.





- 5 The **Configuration** screen appears.



- 6 To select a software application, do one of the following:
- Select the application you want from the **Application List**. The application's path will appear in the **File Path** field. (Button Manager V2 searches for image-editing software applications on your computer and displays the results in the **Application List** automatically.)
  - Type the **File Path** to the application you want to use, or click  (**Browse**) to navigate to the application folder and select its .exe file.
- Alternatively, on your computer desktop, click  (**Start**) > **All Programs**, and navigate to the software application you want to use. Drag and drop the software application's icon from your **Start** menu to this **Configuration** screen. The application path will appear in the **File Path** field.

## NOTE

**Parameters** is a developer's function. Users do not usually need to change this setting.



- 7 Do one of the following:
- Click **OK** to save your settings and exit.
  - Click **Cancel** to close this screen without saving changes.

## Attaching Your Scanned Image to a New Email

---

After scanning, you can launch your default email application automatically and attach your scanned image to a new message.


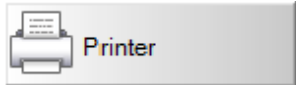
**To attach your scanned image to a new email message:**

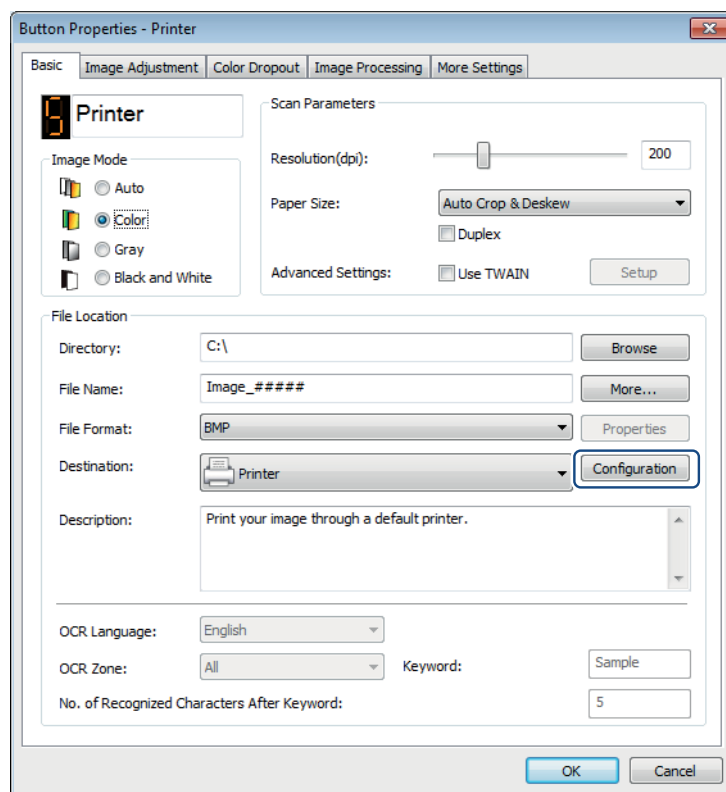
- 1 Insert the document into your scanner.
- 2 Click the  (**Button Manager V2**) icon in your system tray.
- 3 Scroll through the Button Panel until you see the  **E-Mail** (E-Mail) button.
- 4 Click **E-Mail**.
- 5 Your default e-mail application automatically launches and opens a new message with your scanned image attached.

## Sending Scans to a Printer

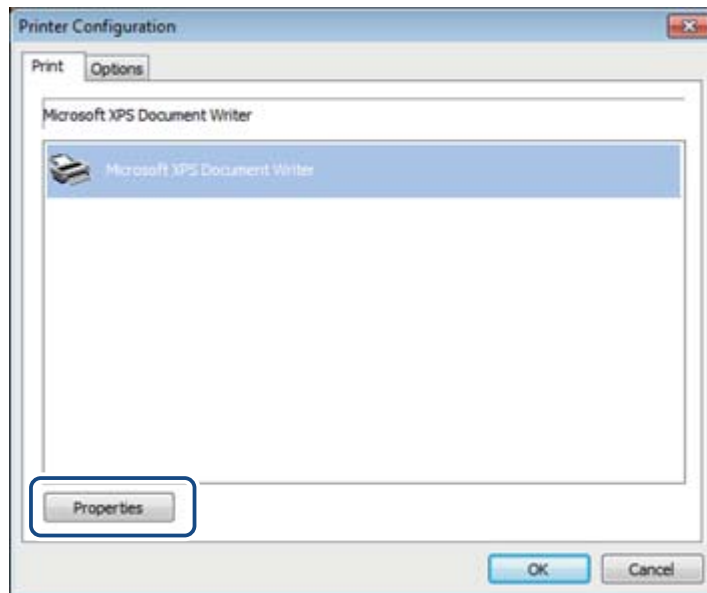
In addition to scanning a document and sending the scan to a specified printer, if you are using a duplex scanner you can print two scanned images on one side of a page.

**To configure the Printer button to send scanned images to your printer:**

- 1 Click the  (**Button Manager V2**) icon in your system tray.
- 2 Scroll through the Button Panel until you see the  (**Printer**) button.
- 3 Right-click the **Printer** button. The **Button Properties** screen appears.
- 4 Click **Configuration**.



- 5 The **Printer Configuration** screen appears.

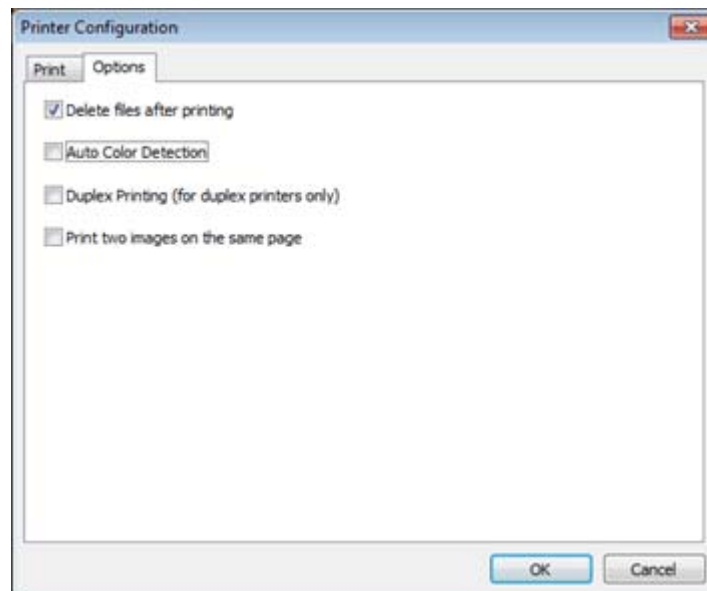


- 6 Select the printer that you want to print your scanned images.

## NOTE

The printer driver must be installed on your computer for it to appear in the **Configuration** screen. To change the selected printer's properties, click **Properties**, change the print settings, and then click **OK** when finished.

- 7 Click the **Options** tab.



- 8 Select the check boxes for the features you want:

- **Delete files after printing:**

Select only if you want to delete the scanned images after printing.

## NOTE

Files deleted after printing will no longer be available on your computer.

- **Auto Color Detection:**

Select to detect the scanned image's type and print the image using the appropriate image mode. For example, if the scanned image is color, the image will be printed in color (if the specified printer is a color printer); if the scanned image is black and white, the image will be printed in black and white.

- **Duplex Printing (for duplex printers only):**

Select to print the scanned images on both the front and back sides of the paper. This option is available only if the specified printer supports duplex (double-sided) printing.

- **Print two images on the same page:**

Select to choose to print two images on the same side of the paper. This option is useful when you wish to print the front and back side of your original document, such as ID card or driver license, on the same page. This option is available only when scanning with a duplex scanner.

## NOTE

**Auto Color Detection**, **Duplex Printing (for duplex printers only)** and **Print two images on the same page** may not be available depending on your printer's settings.

- 9 Do one of the following:



- Click **OK** to save your settings and exit.

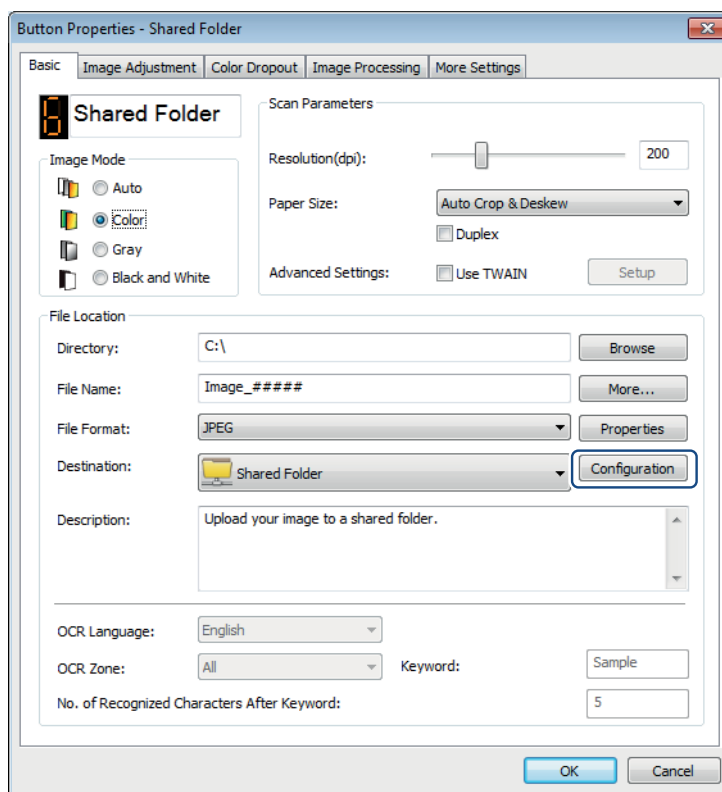
- Click **Cancel** to close this screen without saving changes.

## Sending Scans to a Shared Folder

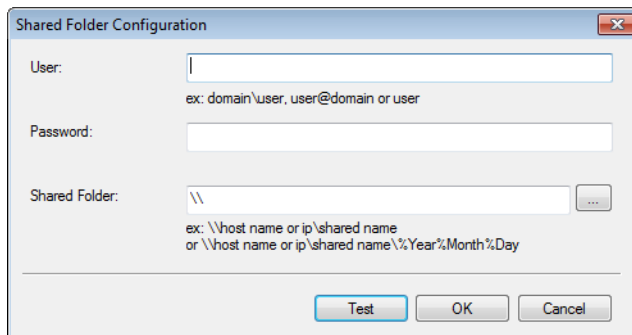
To share your scanned images, you can send them to a shared folder, and all users who have access to that shared folder will be able to share the uploaded images.

To configure the Shared Folder button for uploading images to a shared folder:

- 1 Click the  (Button Manager V2) icon in your system tray.
- 2 Scroll through the Button Panel until you see the  (Shared Folder) button.
- 3 Right-click **Shared Folder**. The shared folder **Button Properties** screen appears.
- 4 Click **Configuration**.




- 5 The **Shared Folder Configuration** screen appears.

The image shows a 'Shared Folder Configuration' dialog box. It has three input fields: 'User:', 'Password:', and 'Shared Folder:'. The 'User:' field has a hint text 'ex: domain\user, user@domain or user'. The 'Shared Folder:' field has a hint text 'ex: \\host name or ip\shared name or \\host name or ip\shared name\%Year%Month%Day'. There are three buttons at the bottom: 'Test', 'OK', and 'Cancel'.

- 6 In the **User** field, type your user account.
- 7 Type your **Password**.
- 8 Type the path to your shared folder.

## NOTE

Contact your System Administrator for authorization to send documents to a Shared Folder. The User login name may include a domain name. If a domain name is included, the format that is required by the user would be: **domain\username** (domain name followed by a backslash, then the user login name).


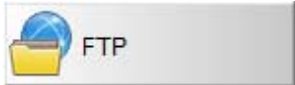
- 9 In the **Shared Folder** field, type a name or click  (**Browse**) to search for a specific folder. If you are typing a folder name, you can use special attributes to name folders to help segregate files. For more information, see the table *Choice* on page 15.

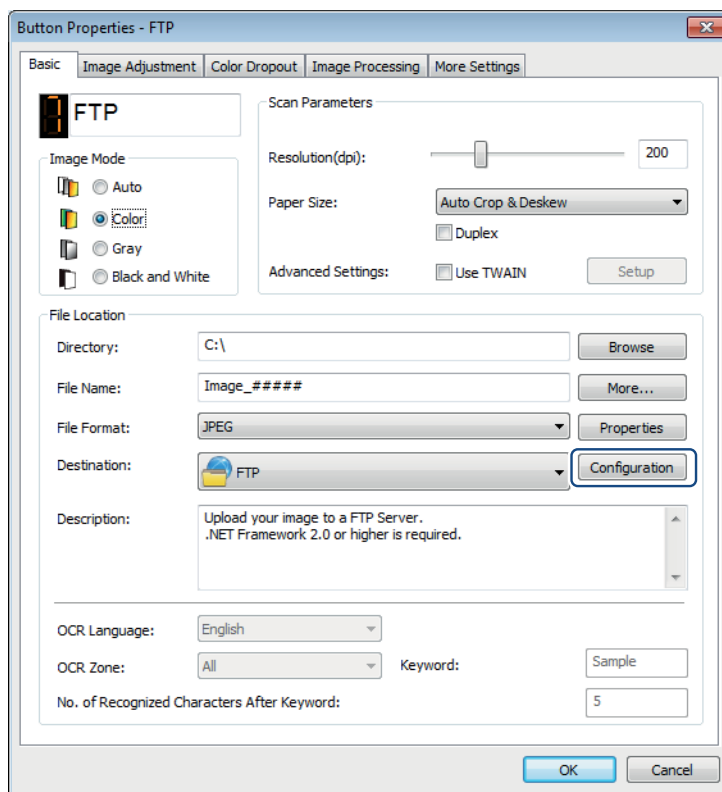
## Sending Scans to an FTP Server

To share your scanned images, you can send them to a shared FTP server, and all users who have access to that FTP server will be able to share the uploaded images.

You may need to contact your System Administrator for the FTP server's correct URL or IP address. Your System Administrator can give you access to the FTP server, along with a valid User Login and Password.

**To configure the FTP button to upload images to an FTP server:**

- 1 Click the  (Button Manager V2) icon in your system tray.
- 2 Scroll through the Button Panel until you see the  (FTP) button.
- 3 Right-click **FTP**. The FTP **Button Properties** screen appears.
- 4 Click **Configuration**.





- 5 The **FTP Configuration** screen appears.

- 6 In the **Host** field, type your IP address or URL using the format: **ftp://yourhostname/yoursite**, where:
- ftp is your method
  - your host name is the name of your server
  - your site is your host's website URL
- 7 Type your **Port** number.
- 8 Type your **User Name**.
- 9 Type your **Password**.

## NOTE

- Contact your System Administrator for authorization to send documents to the site.
  - The User Login Name may include a domain name. If a domain name is included, the format that is required by the user would be: **domain\username** (domain name followed by a backslash, then the user login name).
- 10 In the **Directory** field, type a name or click  (**Browse**) to search for a specific folder. If you are typing a folder name, you can use special attributes for naming folders to help segregate files. For more information, see the table *Choice* on page 15.
- 11 If you secure the connection using Explicit TLS/SSL, select the **Explicit TLS/SSL** check box. If your connection is in passive mode, select the **Passive Mode** check box.

- 12 Click the **Proxy** tab.

The screenshot shows the 'FTP Configuration' dialog box with the 'Proxy' tab selected. The 'Use Proxy' checkbox is checked. There are two radio button options: 'Auto Detect Proxy' (selected) and 'Specify Proxy'. Below 'Specify Proxy' are fields for 'Proxy Host' and 'Port', with an example 'Ex: http://proxy.com'. There are also two radio button options: 'Logged On User' (selected) and 'Specify Credentials'. Below 'Specify Credentials' are fields for 'User Name' and 'Password', with an example 'Ex: domain\user, user@domain.com or user'. At the bottom are 'Test', 'OK', and 'Cancel' buttons.


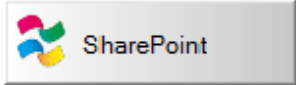
- 13 If you are using a Proxy, select either **Auto Detect Proxy** or **Specify Proxy**. If you choose **Specify Proxy**, you must type your **Proxy Host** IP address and your Proxy server's **Port** number. Type your **User Name** and **Password**, if they are required by your Host. For more information, see your Network Administrator.
- 14 Do one of the following:
- Click **OK** to save your settings and exit.
  - Click **Test** to test your settings and verify that the account is active.
  - Click **Cancel** to close this screen without saving changes.

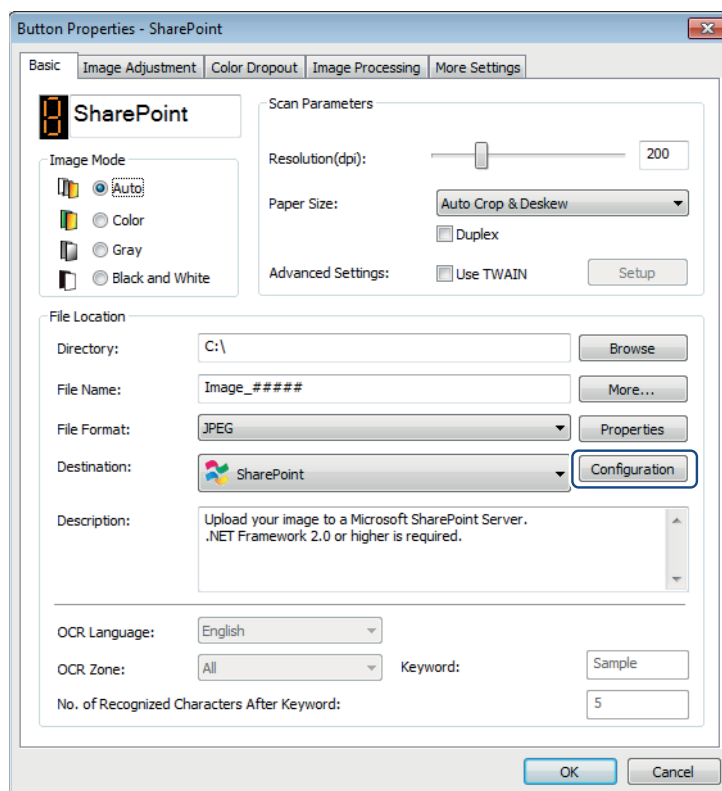
## Sending Scans to a Microsoft® SharePoint® Server

SharePoint® is a collaboration and document library tool. Button Manager V2 provides a way to scan documents that you want to share and send to the SharePoint® server. Once the electronic file is uploaded to SharePoint®, you can use the capabilities of SharePoint® to manage your scanned documents.

You may need to contact your System Administrator to get the correct URL for the SharePoint® server. Your System Administrator will also give you access to the SharePoint® site and a valid User Login ID and Password.

**To configure the SharePoint button to upload images to a Microsoft® SharePoint® server:**

- 1 Click the  (Button Manager V2) icon in your system tray.
- 2 Scroll through the Button Panel until you see the  (SharePoint) button.
- 3 Right-click **SharePoint**. The SharePoint® **Button Properties** screen appears.
- 4 Click **Configuration**.




- 5 The **SharePoint Configuration** screen appears.

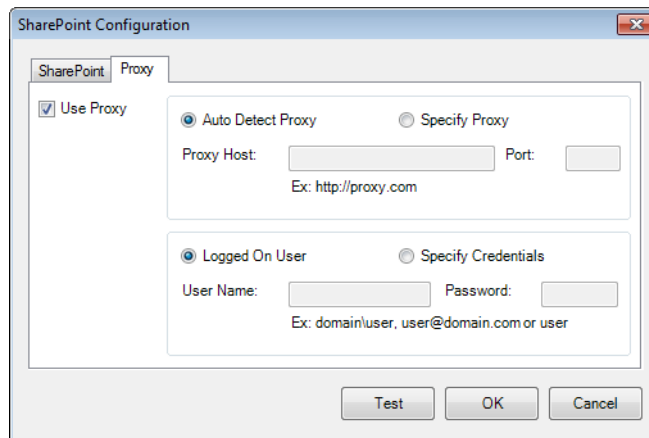
- 6 Select a login option.  
 If you would like to access the SharePoint® server with a unique user login and password, select **Use SharePoint Account**. Type your **User Name** and **Password**.  
 If you want to access the SharePoint® server by using the same user login and password that you use to log in to Windows® on your PC, select **Use Windows Login Account**.

## NOTE

- Contact your System Administrator for authorization to send documents to a Shared Folder.
- The User login name may include a domain name. If a domain name is included, the format that is required by the user would be: **domain\username** (domain name followed by a backslash, then the user login name).

- 7 In the **Host / Web URL** field, type your URL using the format: **http://yourhostname/yoursite**, where:
- http is your method
  - your host name is the name of your server
  - your site is your host's website URL (optional)
- 8 In the **Library / Folder** field, type a name or click  (**Browse**) to search for a specific folder. Any Document or Picture Library can be entered here.

- 9 Click the **Proxy** tab.



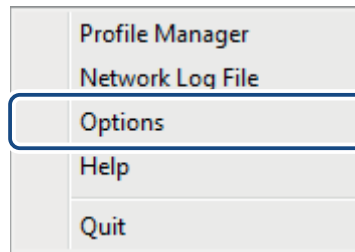
- 10 If you are using a Proxy, select either **Auto Detect Proxy** or **Specify Proxy**. If you choose **Specify Proxy**, you must type your **Proxy Host** IP address and your Proxy server's **Port** number. Type your **User Name** and **Password**, if they are required by your Host. For more information, see your Network Administrator.
- 11 Do one of the following:
  - Click **OK** to save your settings and exit.
  - Click **Test** to test your settings and verify that the account is active.
  - Click **Cancel** to close this screen without saving changes.

# 6

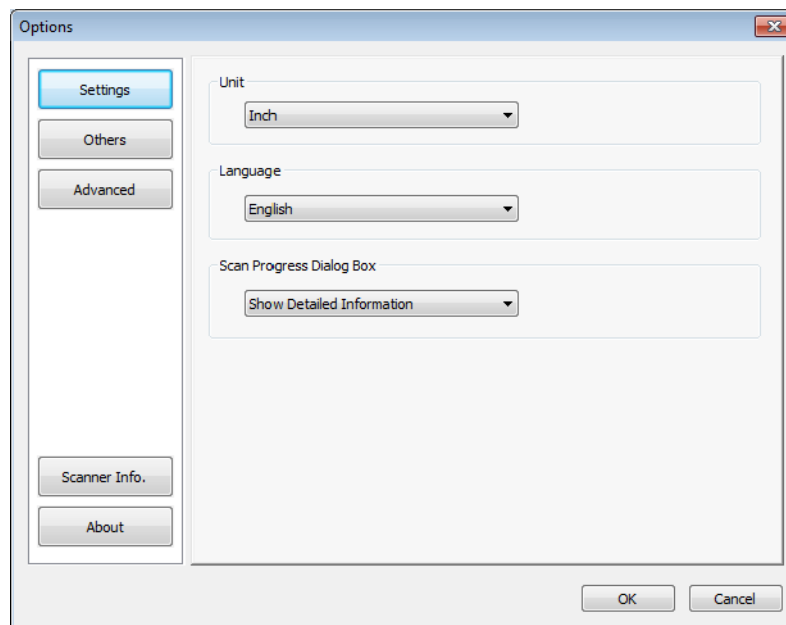
## Using the Options Menu

Use **Button Manager V2**'s **Options** menu to change additional scan settings or to view more detailed information, such as changing the user interface language and unit of measurement.

- 1 Right-click the  (**Button Manager V2**) icon in your system tray.
- 2 Click **Options**.



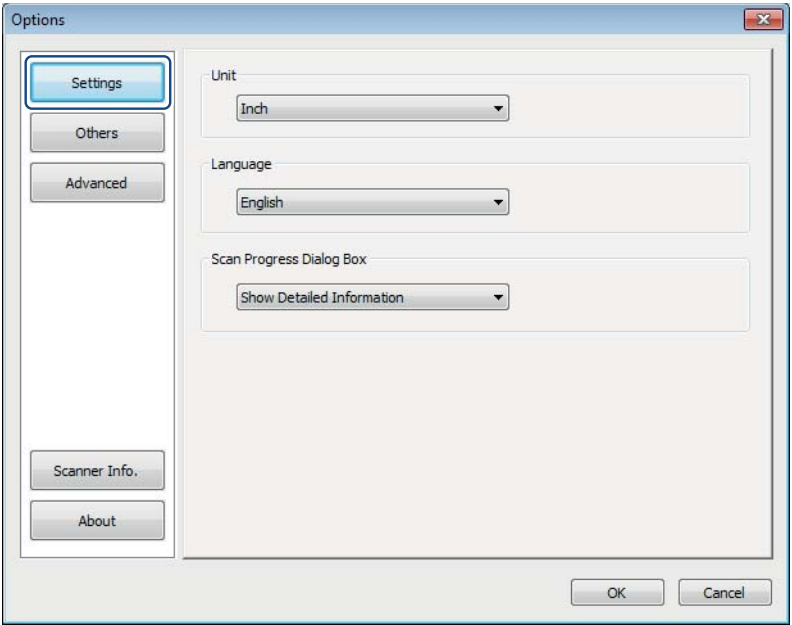
- 3 The **Options** screen appears.



- 4 Click the buttons in the left navigation panel to change the following settings:

# Settings

Click **Settings** to configure the following settings:



## Unit

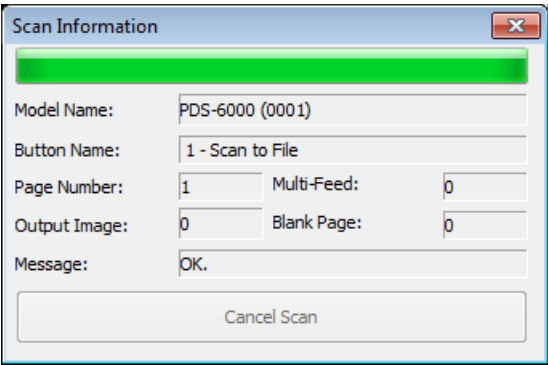
Choose your measurement units. Choices include: **Centimeter**, **Inch**, and **Millimeter**. This setting is applied to the unit of **Paper Size** on the **Basic** tab.

## Language

Choose the language you want to be shown in the user interface. After clicking **OK**, the specified language will be displayed.

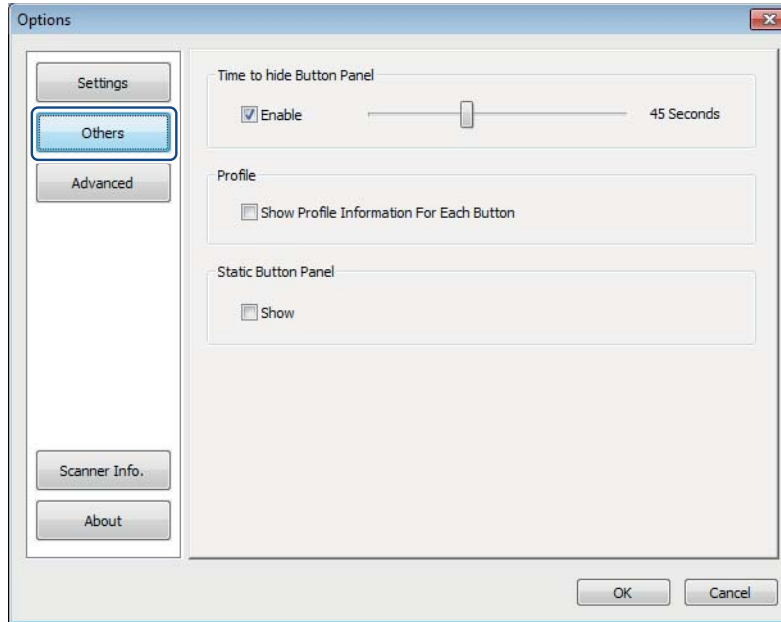
## Scan Progress Dialog Box

Choose if you wish to show basic or detailed information while scanning. Choices include: **Show Basic Status Only**, and **Show Detailed Information**.



## Others

Click **Others** in the **Options** screen to configure the following settings:

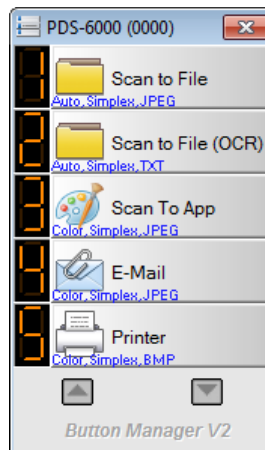


### Time to hide Button Panel

Select the **Enable** check box and move the slider to set the time to auto-hide the Button Panel. You can choose from 0 ~ 120 seconds. To show the Button Panel after it is hidden, click the **Button Manager V2** icon in your system tray.

### Profile

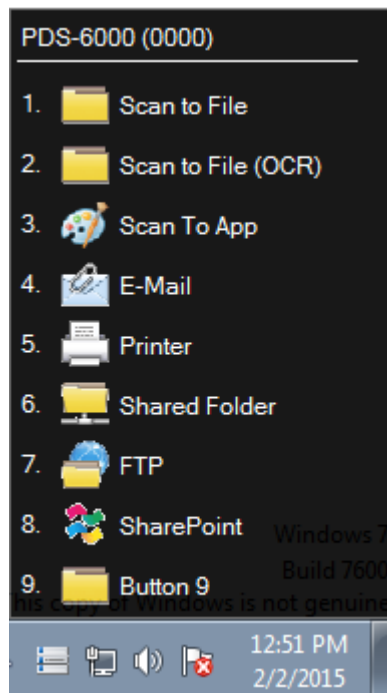
Select the **Show Profile Information For Each Button** check box if you want to show profile information for each button. If selected, basic profile information will be displayed in the Button Panel, as shown below.





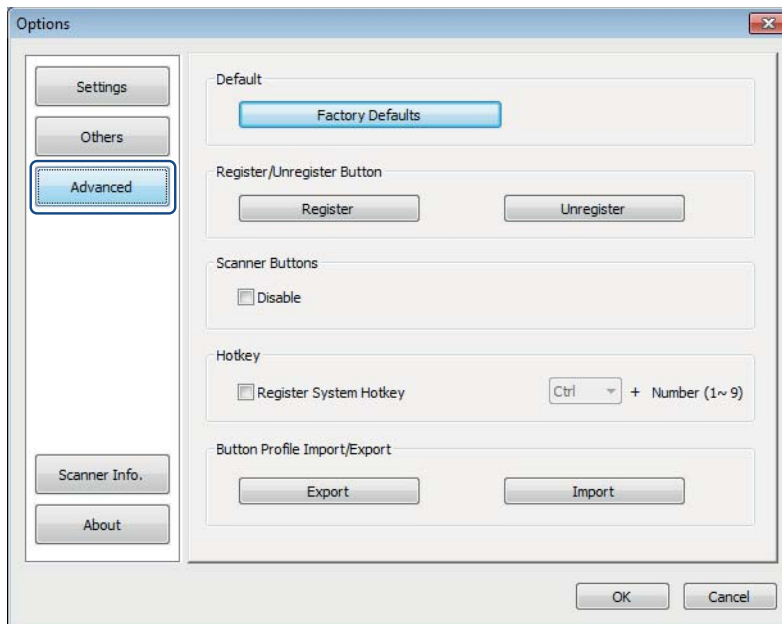
### Static Button Panel

Select the **Show** check box to display a static button panel in the bottom-right corner of your desktop. When the Static Button Panel is displayed, you can press the **Start** button on the scanner to start scanning without having to launch **Button Manager V2**.



## Advanced

Click **Advanced** in the **Options** screen to configure the following settings:



### Default

Click **Factory Defaults** to reset **Button Manager V2** configuration changes to the factory settings.

### Register/Unregister Button

This option is recommended for use only by software developers. Click **Unregister** if you want to stop using **Button Manager V2** and use a different third-party button program.

### Scanner Buttons

Select the **Disable** check box to stop the buttons on the scanner from working. This option can be used to prevent users from accidentally starting scans.

### Hotkey

To define a hotkey that executes one of the Button Panel's scan functions, link a keyboard key to one of the numbered buttons on the Button Panel. Select the **Register System Hotkey** check box, choose **Ctrl** or **Alt** from the drop-down list, and click **OK**. The **Number (1~9)** indicates that you can use the hotkey with any of the function buttons on the Button Panel.

When you select a scanned file and use the hotkey assigned here, Button Manager performs that operation on the scanned file.

For example: Select **Register System Hotkey**, select **Ctrl** from the drop-down list, and then click **OK**. Select a scanned file in Windows Explorer, hold the CTRL key on your keyboard and press the number 9. Function 9 on the Button Panel is assigned to **SharePoint**, so the scanned file is sent to SharePoint automatically.

### Button Profile Import/Export

This option allows you to import or export button profiles including scan settings and destinations to **Button Manager V2**. By clicking the **Export** button, you can save current profiles to a .bm file. By clicking the **Import** button, you can import the previously saved .bm file to **Button Manager V2**.

## Scanner Info.

Click **Scanner Info.** to view information about the scanner including serial number, roller count, etc. Use this information if you report a problem to service personnel.

## About

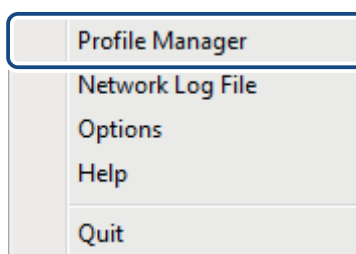
Click **About** to view the version of **Button Manager V2** that is installed on your computer.

## Creating New Profiles

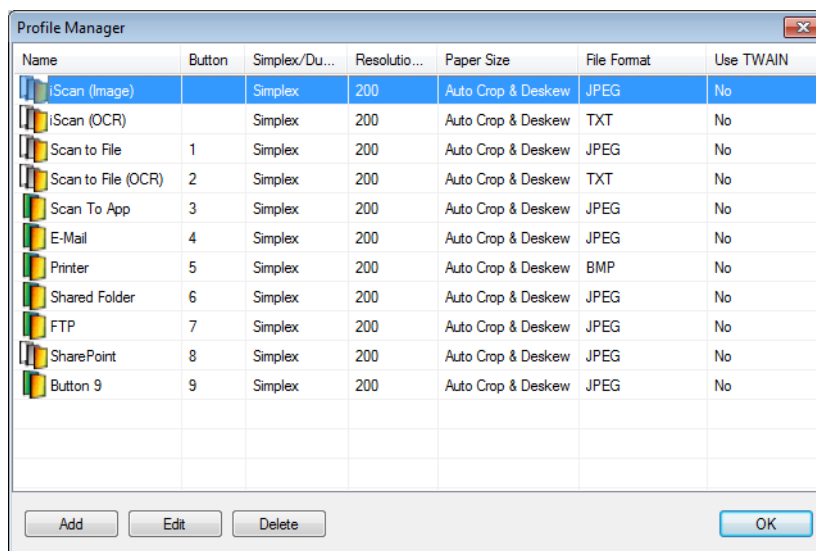
**Button Manager V2** provides nine preset profiles for you to use and customize. You can also create new personalized profiles for any specific needs you have, such as scanning a particular type of document or working on certain scanned images.

To add a new profile:

- 1 Right-click the  (**Button Manager V2**) icon in your system tray.
- 2 Click **Profile Manager**.



- 3 The **Profile Manager** screen appears.



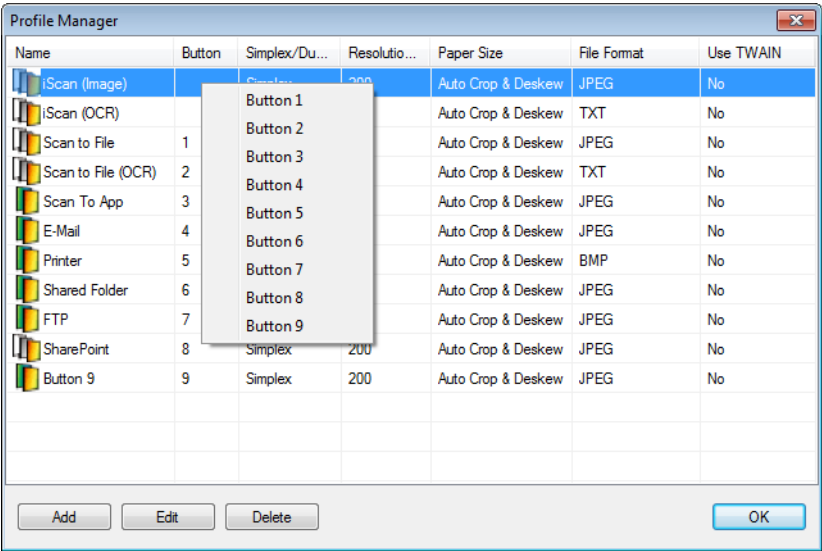
- 4 Click **Add**. A new profile will be created and displayed in the list.
- 5 Name the button by typing a new name in the **Name** field.

- 6 Change the button settings by clicking **Edit**. When the **Button Properties** screen appears, customize the button properties if needed.

**NOTE**

Edit any button in this list by selecting it, clicking **Edit**, and making changes in the **Button Properties** screen.

- 7 To import a profile to the **Button Panel**, right-click the Button column of a profile entry to select a button number to assign to the profile.



- 8 To delete a profile, select it and click **Delete**.

**NOTE**

A profile with a Button number assigned to it cannot be deleted unless the Button number is switched to another profile.

- 9 Click **OK** to save the settings and exit the Profile Manager.

## Opening Your Scanned Image in a Software Application

You can insert a scanned image directly into a software application that is already open. For example, when you are editing text in Microsoft® Word and you want to insert a scanned picture, you can start a scan right away and the scanned image will be inserted and displayed in your Microsoft® Word document.

### NOTE



A scanned image cannot be inserted into a text editor such as Notepad.

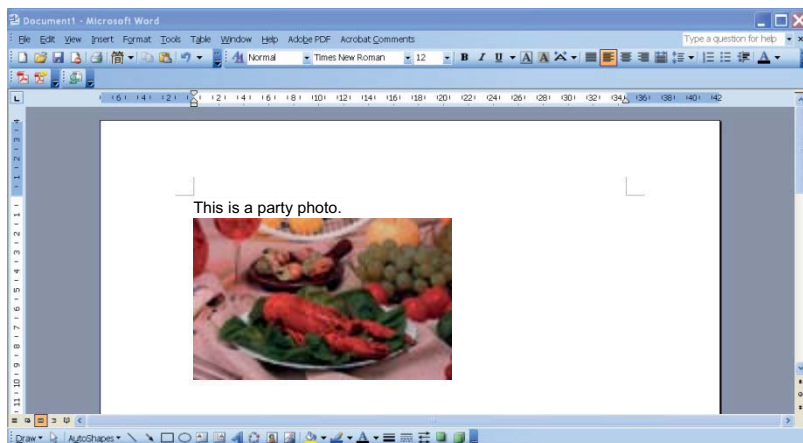
### To convert and insert the image in a software application:

- 1 Import the preset **iScan (Image)** profile from **Profile Manager** screen to the Button Panel. For more information, see *Creating New Profiles* on page 48.
- 2 Open the software application where you want to view your scanned image. In this example, Microsoft® Word is the application.

### NOTE

If no application is active, the scanned data is sent only to the directory file you set.

- 3 Move your cursor to the place in the document where you want the scanned image to appear.
- 4 Insert the document into your scanner.
- 5 Click the  (**Button Manager V2**) icon in your system tray.
- 6 Scroll through the Button Panel until you see the  **iScan (Image)** (**iScan (Image)**) button.
- 7 Click **iScan (Image)**.
- 8 The scanned image will open in your Microsoft® Word .doc file.



## Converting and Opening Your Scanned Text in a Software Application



You can scan an image and convert the image text to editable text through the OCR process and insert the text directly into a software application. For example, when you are editing text in Microsoft® Word and you wish to scan and insert text from an image, you can start a scan right away and the converted text will be inserted and displayed in your Microsoft® Word document.

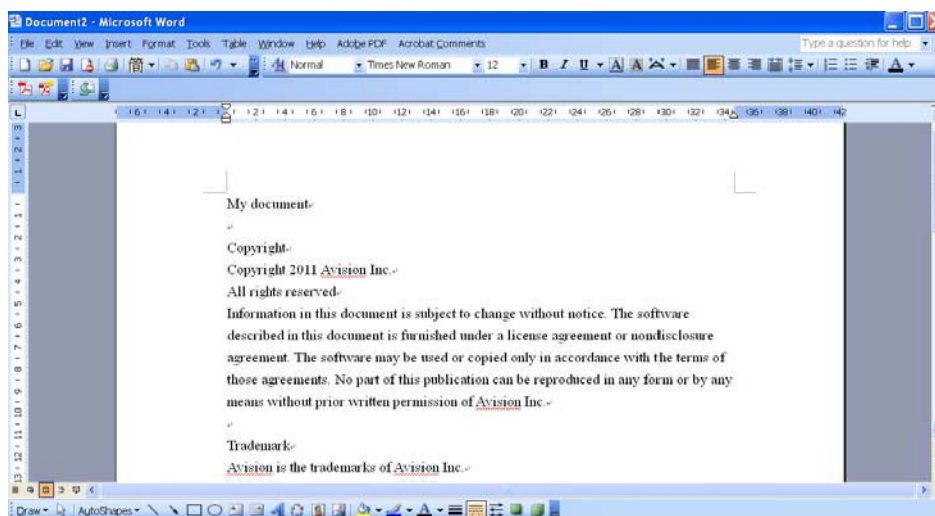
**To convert and insert editable text into a software application:**

- 1 Import the preset **iScan (OCR)** profile from **Profile Manager** screen to the Button Panel. For more information, see *Creating New Profiles* on page 48.
- 2 Open the software application where you want to insert your scanned image's text. In this example, Microsoft® Word is the application.

### NOTE

If no application is active, the text in the image will be converted to editable text and the data is sent only to the directory file you set.

- 3 Move your cursor to the place in the document where you want the editable text to appear.
- 4 Insert the document into your scanner.
- 5 Click the  (**Button Manager V2**) icon in your system tray.
- 6 Scroll through the Button Panel until you see the  **iScan (OCR)** (**iScan (OCR)**) button.
- 7 Click **iScan (OCR)**.
- 8 The scanned image's text will be inserted in your Microsoft® Word .doc file.

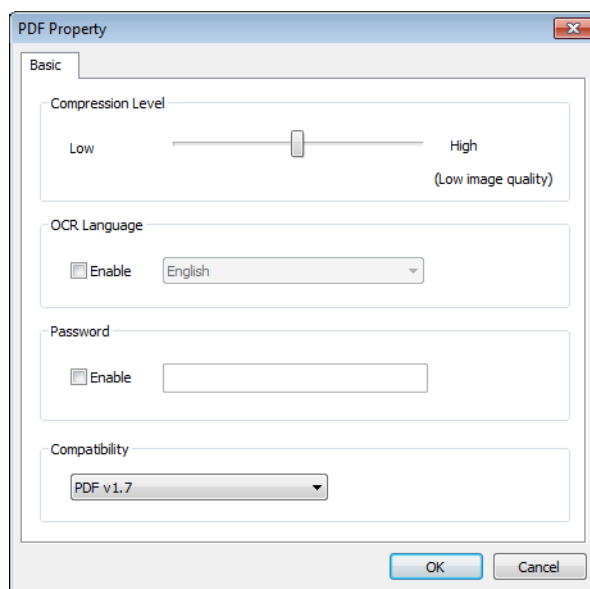


## Saving Your Images as Searchable PDF Files

Use **Button Manager V2** to save your scanned images as searchable PDF files (single-page or multi-page).

**To save your images as searchable PDF files:**

- 1 In the Button Panel, right-click the button you want to configure as the 'save as searchable PDF' scan button. The **Button Properties** screen appears.
- 2 In the **File Format** drop-down list, select **PDF** as your format (if you are scanning multiple pages and want to save all scans in a single file, select **Multi-page PDF**).
- 3 Click **Properties** to the right of the **File Format** drop-down list.
- 4 The **PDF Property** screen appears.




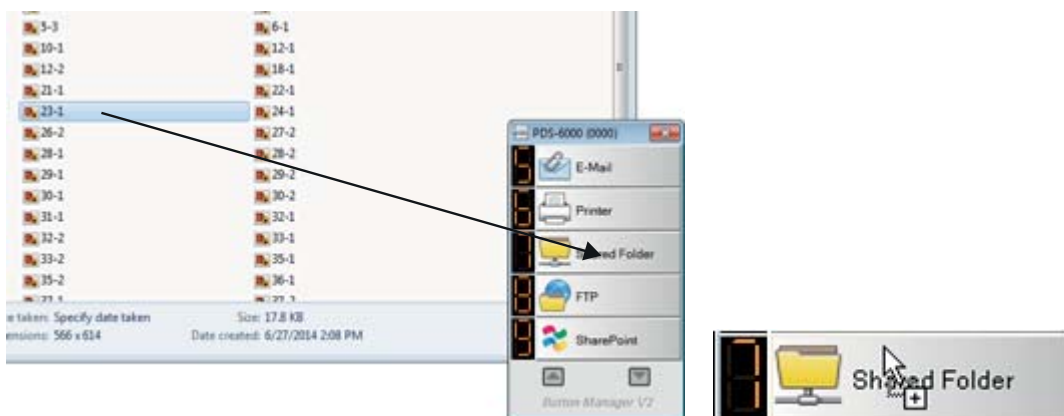
- 5 In the **OCR Language** field, select the **Enable** check box and choose your OCR language from the drop-down list.
- 6 Click **OK** to save your settings and exit.
- 7 Scan a document. The file is saved in a searchable PDF format.



## “Drag and Drop” to Save Your File to a Button in the Button Panel

**Button Manager V2** is designed with a convenient feature that lets you drag and drop your file to a button in the Button Panel so the file is saved in that button's pre-defined folder destination. This feature works with all scan buttons in the Button Panel except the **iScan** or **iScan (OCR)** buttons. For example, when you drag and drop an image file onto the Shared Folder Button, the image is saved in the **Shared Folder**'s destination folder.

- 1 Launch the Windows® Explorer application and browse to your file.
- 2 Click  (**Button Manager V2**) icon in your system tray.
- 3 Drag and drop your file from Windows® Explorer to the button you want on the Button Panel. A white arrow and a plus sign will appear next to your cursor.



- 4 The file will be uploaded to the Shared Folder destination folder. To confirm that the drag and drop was successful, navigate to your Shared Folder to check if the file is there.

### NOTE

- To use the drag and drop function, your scanner must be connected to your computer with a USB cable.
- If you drag and drop an image to a button that has the destination set to **iScan** and the file format set to **OCR (For iScan Only)**, the text in the image will be converted to editable text.
- You can also use the Hotkey to send your image to a specified destination. (For more information, see *Hotkey* on page 46.)

The following conditions may occur while **Button Manager V2** is uploading a file to a network file server such as FTP:

Error message	Description	Possible Solutions
Invalid host.	The entry in the <b>Host</b> field is not correctly formatted.	Make sure the syntax is correct and the full path of the network file server is provided.
User name field cannot be left blank.	The user name field is blank.	Enter the user name.
Incorrect user name or password.	The user login may not be authorized to access the server, or the incorrect password was entered.	Make sure the user login and password are correct. You may also need to contact your System Administrator to make sure you have permission to access the network file server.
Invalid proxy host URL.	Your proxy host URL may not be correct.	Check with your System Administrator for the correct proxy host URL.
Invalid port number.	The port number for the network server may not be correct.	Check with your System Administrator for the correct port number for the network server.
Unable to get proxy settings automatically.	The proxy settings may not be correct.	Check with your System Administrator for the correct proxy settings.
Proxy configuration is incorrect.		
File or directory doesn't exist.	The subfolder may not exist.	Check with your System Administrator to see if you have permission to create the subfolder.
The remote service point could not be contacted.	No response was received from the remote server.	There may be a network problem. Try again later or check with your System Administrator.
The connection was prematurely closed.	The network connection may be temporarily disconnected.	There may be a network problem. Try again later or check with your System Administrator.
Exceeded the specified size limit.	The image file you uploaded to the server is larger than the specified size limit.	Check with your System Administrator for file size limitations.
Unable to resolve the host name.	The host name may be incorrect.	Check with your System Administrator for the correct host name.
Unable to resolve the proxy name.	The proxy host name may be incorrect.	Check with your System Administrator for the correct proxy host name.
Unable to receive complete response from server.	The request may not have been received by the server.	There may be a network problem. Try again later or check with your System Administrator.
The request was canceled.	The request may not have been received by the server.	There may be a network problem. Try again later or check with your System Administrator.
The request was not permitted by the proxy.	The request was not permitted by the proxy server.	Check with your System Administrator for details about the proxy server.
A complete request could not be sent to the remote server.	A complete request could not be sent to the remote server.	This may occur due to a network problem. You can try later or check with your System Administrator.

Error message	Description	Possible Solutions
An error occurred while establishing a connection using SSL.	The network server may not support SSL.	Check with your System Administrator.
No response was received during the time-out.	The scanned file could not be uploaded to the server before the connection timed out.	The network connection speed may be too slow. Try again later.
A server certificate could not be validated.	A server certificate could not be validated.	Check with your System Administrator to make sure you have permission to access the network file server.
Invalid Document Library/Folder.	The library name or folder name could not be found on the server.	Make sure the library and folder names are correct.
Method not allowed.	You are not allowed to access the network file server.	Check with your System Administrator to make sure you have permission to access the network file server.
Unknown error.	<p>The document upload failed due to an undetermined reason.</p> <p>This may also occur if <b>Button Manager V2</b> cannot establish a connection with the network server.</p>	Check all <b>Button Manager V2</b> 's network settings to make sure they are correct.

## NOTE

If you are having trouble uploading files, make sure you can access the network file server using an Internet browser. If the network file server is not working or there is a problem with the network connection between your computer and the network file server, **Button Manager V2** will not be able to upload files.