ROTH + WEBER GmbH



Series

OPERATING MANUAL

REVISION 1.4



ROWE Scan 600 Series

The present Operating Manual includes a description of all devices of the ROWE Scan 600 series and their fields of use. Safety instructions are given in Annex B. It is imperative to read them before using the device. Moreover, technical safety notes such as safety data sheets are given in Annex B.

Please also observe the safety notes and warnings in this Operating Manual to which your attention is drawn at the respective passages.

Proper use of the ROWE scanners – according to this Operating Manual – is a condition for the warranty granted by the ROTH + WEBER GmbH Company. In case of non-observance, ROTH+WEBER cannot accept any liability.

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Typographical Conventions

In the individual chapters of this Operating Manual some typographical conventions are used. These conventions allow for a quick familiarization with the manual. They simplify the handling of this manual and help you to familiarize quickly with the ROWE Scan 600 scanner.

Comments

In the present manual, the following types of comments are given:



Note: You obtain information and useful tips which are helpful for smooth operation of the devices.



Attention: These notes intend to prevent damage to or failure of the device.



Caution: Possible hazards for the operator resulting from operation of the ROWE Scan 600 devices.

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1 Major Components of ROWE Scan 600 Series

The present chapter provides detailed information on the structure of this Operating Manual. Moreover, you find general descriptions

- of the devices of the ROWE Scan 600 series.
- of the main functions of the ROWE Scan 600 series.
- of the scope of supply and the options of the ROWE Scan 600 series.
- of the software applications of the ROWE Scan 600 series.

This chapter shall provide a first overview. You find detailed information in the corresponding chapters which are also included in this Operating Manual.



Before using the device, please read the Safety Notes in Annex B (Page 130) first.



1.1 Devices of ROWE Scan 600 Series

Four basic ROWE Scan 600 scanner models are available:

- Maximum scan width 44"
- Maximum scan width 44" with height adjustment
- Maximum scan width 60" (standard 55")
- Maximum scan width 60" (standard 55") with height adjustment

The basic models can be extended by the color scanning feature (two models with different speeds are available) using a software license upgrade.



The option "Height adjustment" required for scanning documents up to a thickness of 30 mm cannot be retrofitted in scanners without this option.



For software licence upgrades and firmware updates please contact our Service Department.

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Optional equipment is available for ROWE Scan 600.

By default, ROWE Scan 600 scanners include ROWE ScanManager LT. The latter allows "Scan to file" (scanning and storing of scan in one file). Optionally, versions with enhanced features are available. An overview of the available models is given in Table 1.1.

ScanManager Version	Description
ScanManager LT	"Scan to file" (standard equipment)
ScanManager SE	"Scan to file" and "Scan to copy"
ScanManager PRO	"Scan to file" and "Scan to copy" including additional editing and image editing options as well as file printing options
ScanManager TOUCH	ScanManager SE optimized for touch screens

Table 1.1:	ROWE	ScanManager	Models
14010 1111		Scullinuger	1110 a Cib

1.2 ROWE Scan 600 Models

The basic model ROWE Scan 600-20 features a maximum scan width of 44". The maximum document width which can be transported through the scanner is 47" while the maximum document thickness is 1.5 mm. Optionally, the basic model can be upgraded with a higher scan speed and a color scan module. An overview is given in Table 1.2.

		B/W and / or gray scale		Color (RGB or index)	
		Meter/minute	Inch/sec.	Meter/minute	Inch/sec.
Basic model	600- 20	18.5	12.15	-	-
Upgrade model	600- 40	18.5	12.15	5.5	3.6
Upgrade model	600- 60	18.5	12.15	7	4.6

Table 1.2: Maximum scan speed of	ROWE Scan 600 series
----------------------------------	----------------------

Supplied accessories

- CD-Rom with 30-day trial version of ROWE ScanManager SE
- Operating Manual as PDF file
- Calibration chart
- Power cord
- USB cable
- USB 3.0 type A to type B for connection between PC and scanner
- USB 3.0 type A to type A for connection between PC and USB slot of scanner
- USB 2.0 type A to type A for connection between PC and USB slot of scanner
- Hardcopy of short manual

Optional accessories

- *Stand*: Including installation tool as well as cable fasteners. Feeding height 960 mm.
- Bracket for touch screen supplementing stand: For touch screen 17" to 23" with mount VESA MIS-D75/100 including screws and cable fasteners.
- *PC bracket supplementing stand:* Intended to accommodate a conventional PC housing.

- *MFP stand (only for 44")*: Intended to integrate ROWE Scan 600 into an inkjet printer (up-to-date list of compatible printers on request). Feeding height: 1,200 mm to 1,240 mm.
- *PC bracket supplementing stand MFP*: Intended to accommodate a conventional computer housing.
- ROWE contact rule

Height adjustment

In order to be able to scan originals with a thickness exceeding 1.5 mm, ROWE Scan 600 is also available with a height adjustment feature. The maximum document thickness then is 30 mm.

Scan width up to 60"

In order to be able to scan originals with a width exceeding 44", ROWE Scan 600 is also available in a wider design. By default, the maximum scan width then is 55" and can be extended to 60". The maximum document width is 63" and the document thickness is 1.5 mm as in case of the 44" model. This option can also be combined with the height adjustment option to achieve a maximum document thickness of 30 mm.

1.3 System Overview

Figure 1.1 shows the ROWE Scan 600 front view. The following components are depicted:

- 1. Scanner top
- 2. Control panel
- 3. Feed table with graduation for formats
- 4. Feeding slot for document feed
- 5. Zero point
- 6. Locking of scanner top (on both sides)

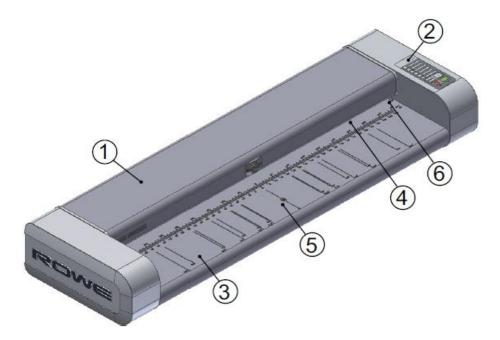


Figure 1.1: ROWE Scan 600

Figure 1.2 shows the ROWE Scan 600 control panel. It includes the following components:

- 1. Start key
- 2. Stop key
- 3. Height adjustment key (only available for scanners with height adjustment option being activated)
- 4. Forward motion key
- 5. Backward motion key
- 6. Favorite keys (individual allocation of scan settings via ScanManager)
- 7. Operating LED
- 8. Malfunction indicator LED

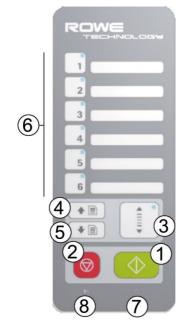


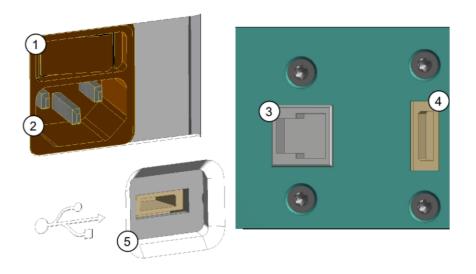
Figure 1.2: Control panel ROWE Scan 600



If you want to mark the favorite keys of the control panel, use a conventional permanent marker. Please use household cleaning agent to remove or clean it.

Figure 1.3 shows the back as well as the side box of ROWE Scan 600. There, you see the following connections and / or switches:

- 1. On/Off switch
- 9. Mains connection
- 10. USB slot to connect scanner to PC
- 11. USB slot to connect USB slot of scanner to USB slot of PC (see 2.12)
- 12. USB slot of scanner for USB data carrier (only in connection with 4., see 2.12)



1.4 Unpacking of Device

In order to install the scanner, a space of at least 2.5 m x 2.0 m is required which meets with the ambient conditions described in Annex B.3.1 (Page 130). When unpacking the scanner, do not lift it by grabbing the side boxes (see Figure 1.4).

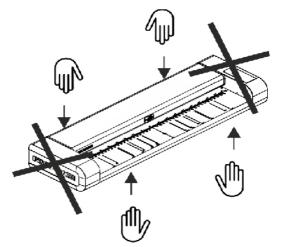


Figure 1.4: Unpacking of ROWE Scan 600

Before installing the device, check the consignment for completeness. Check the scope of supply by means of the list in Chapter 1.2 on Page 10.

Visible damages are to be notified in writing by a corresponding comment on the consignment note. Otherwise, payment of damages by the carrier is excluded.



In order to avoid damages to the device, please do not place any tools, components, or the like onto the scanner top!

1.5 Requirements as to PC

Use of the scanner requires connection of a PC (not included in the scope of supply). This PC shall comply with the minimum requirements mentioned in Table 1.3. However, we recommend compliance with the optimum requirements to benefit from optimum performance.

Component	Minimum requirements	Optimum requirements
CPU	1.66 GHz Dual-Core	1.66 GHz Quad-Core
Memory	1.5 GB	3.0 GB
Hard disk	5,400 rpm SATA 5 GB free memory	7,200 rpm SATA 50 GB free memory

Component	Minimum requirements	Optimum requirements
Interface	High Speed USB (2.0)	Super Speed USB (3.0)
Operating system	Windows XP SP3 (32 bits)	Windows 7 (32 bits)
Screen	Size: 17" Resolution: 1,280 x 1,024	Size: > 19" Resolution: > 1,280 x 1,024
Touch screen (optional)	Size: 17" Resolution: 1,280 x 1,024	Size: > 19" Resolution: > 1,280 x 1,024

Table 1.3: PC requirements for operation of ROWE Scan 600 software



For installation of the ROWE Scan 600 software on your PC, administrator rights are required.



In exceptional cases, a USB 2.0/3.0 host controller chip set may not be compatible with the high performance transfer mode of the ROWE Scan 600. We recommend to use hardware meeting these requirements. A current list of compatible USB chip sets is available on request.

1.6 Connection of ROWE Scan 600 to Power Supply

Before using ROWE Scan 600, connect the scanner to the power supply. Put the plug of the scanner into a socket. Please absolutely observe the following:



The scanner must only be connected to a grounded socket with VDE homologation.



The socket has to be protected by fuses (10 A).



When several devices are connected to one socket using an extension cord and / or a multiple socket, the total current draw shall not exceed 10 A.



The socket has to be located near the scanner.

2 Installation

In this chapter, you learn how to install the software on a PC to operate the scanner. The PC shall comply with the minimum requirements mentioned in Chapter 1.5. However, the optimum requirements indicated there are recommended.



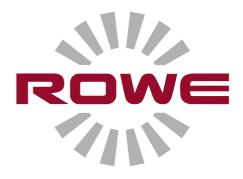
When starting installation, the scanner must neither be connected to power supply nor PC. Should you use mouse and keyboard on the scanner top, place the cables in a way that they do not obstruct the paper outlet by using cable socket and cable ties.



First install the software on the PC. The scanner must be connected only afterwards.



The scanner is fitted with a grounded three-core power plug. Only skilled workers are allowed to modify plug and socket. Never bypass or ignore grounding.



2.1 Erecting Scanner

Place the scanner either on the suitable ROWE stand, ROWE MFP stand (see *Optional Accessories*, Chapter 1.2 on Page 10), or on a sturdy table. Erect the scanner in a way that document feed and outlet can be accessed from all sides.



Do not yet connect the scanner to power supply or computer.



Do not lift the scanner by grabbing the side boxes (also see Chapter 1.4 on Page 14).

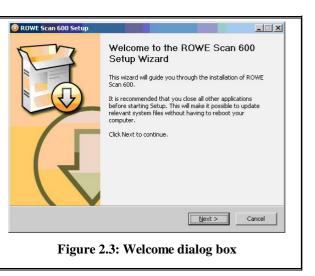
2.2 Starting Software Installation

In order to install the software, you need the supplied CD-Rom. Switch the computer ON which is not yet connected to the scanner. Put the CD-Rom into the CD-Rom drive of the PC.	Instal Manual Exit ROWE Scen 600
Usually, installation of the software starts automatically. If not, start from the CD by double-clicking " <i>autorun.exe</i> ".	
The dialog box shown in Figure 2.1 appears from which you simply select " <i>Install"</i> .	Figure 2.1: Installation screen
The installation process has been started and you are first prompted to select the language.	Installer Language Image: Concel Please select a language. Image: Concel Image: Concel Image: Concel

Afterwards, the welcome window is displayed as shown in Figure 2.3.

By clicking "*Next*" you access the installation directory (Figure 2.4).

You can stop the installation process at any time by pressing the "Cancel" button. The software is not installed then. However, the ROWE Scan 600 scanner cannot be operated in this case.



2.3 Selecting Folder

folder v softwar	selecting the folder (Figure 2.4), a where to install the ROWE Scan 600 re is already suggested. The shown have the following meaning:	ROWE Scan 600 Setup Choose Install Location Choose the folder in which to install ROWE Scan 600. Setup will install ROWE Scan 600 in the following folder. To install in a different folder, click Browse and select another folder. Click Install to start the installation.
1.	<i>Destination folder</i> : Currently selected target directory is displayed	Destination Folder
2.	<i>Browse</i> : Selecting another target directory	Space required: 5.7GB 3
3.	Information on the required and available storage space	Space available: 38.5GB
4.	Back: Return to previous dialog box	
5.	<i>Install:</i> Start and / or continue installation	Figure 2.4: Selection of target directory
6.	<i>Cancel</i> : Cancel installation prematurely. The scanner cannot be used in this case.	

2.4 Installation Process

After actuating the "*Install*" button, the files will be installed.

In the meantime, the installation progress and current state are displayed as shown in Figure 2.5.



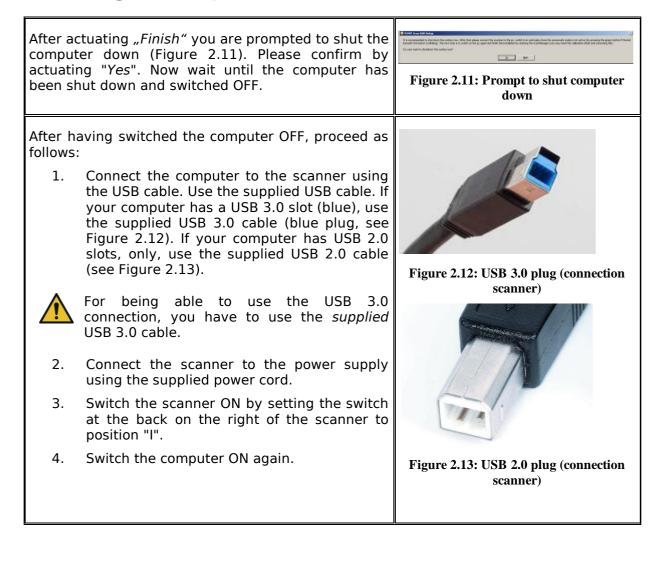
2.5 Installation of Device Drivers

During data transmission several dialog boxes pop up indicating that the appropriate drivers for the device are being installed. During installation, Windows points out that the drivers did not pass the so-called "Windows logo testing" (Figure 2.6). This is normal and installation can be continued by clicking "Continue Anyway".	Software Installation Image: Software Installation The software you are installing has not passed Windows Logo the software in the software why the leating is innontary. Continuing your installation of this software may impair or destabilize the correct operation of your system either immediately or in the future. Microsoft strongly recommends that you stop this installation now and contact the software vendor for software that has passed Windows Logo testing. Image: Continue Anyway STOP Installation Figure 2.6: Windows logo testing
After having installed the drivers on the computer, the installation can be continued by pressing the " <i>Finish</i> " button (see Figure 2.7).	Completing the ROWE Scan 600 Setup Wizard ROWE Scan 600 has been installed on your computer. Click Finish to close this wizard.

2.6 Installation of Additional Plug-ins

After having completed the installation of device drivers and files, additional plug-ins required for use of the ROWE Scan 600 software are installed. By actuating " <i>Next</i> " (see Figure 2.8) installation will be continued.	
In the opening dialog box (Figure 2.9), you are prompted to accept the license agreement. Select " <i>Accept"</i> .	CWWE Intege Reading Plug-ins Installation Image: Image
The required plug-ins are now installed automatically. In the dialog box seen afterwards (Figure 2.10) you have to click "Finish" to complete installation.	Rower image: Reading Plag- ins Installation Die Installation von ROWE Image Reading Plug-ins wird Rower installation Rower installation Rower installation Schwart installation Rower installation

2.7 Shutting Down Computer – Connecting Scanner – Switching ON Computer and Scanner

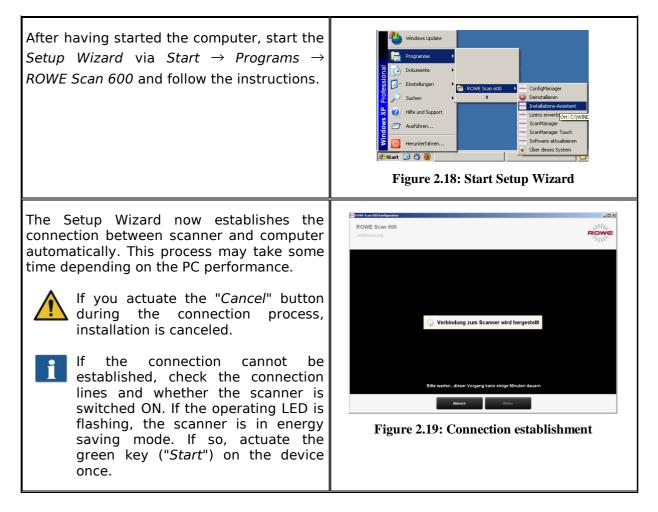


2.8 Continuing Installation

If Windows XP is installed on your computer, the operating system may browse for new scanner software after restart. Otherwise, you can skip this step. For driver installation, the dialog boxes in Figures 18 to 21 are displayed. Please select "No, not this time" and click the "Next" button in Figure 2.14.	Hardware Update Wizard Image: Strain Strai
Afterwards select " <i>Install the software automatically</i> " in Figure 2.15 to use the driver already installed.	Hardware Update Wizard Image: Second Secon
Afterwards select <i>"Continue Anyway"</i> in the dialog box shown in Figure 2.16.	Software Installation Image: Software Installation The software you are installing has not passed Windows Logo Units testing to verify its compatibility with Windows XP. [Tell me why Units testing is important.) ROTH + WEBER RC9000 USB Driver Downloader Continuing your installation of this software may impair or destabilize the correct operation of your system either immediately or in the future. Microsoft strongly recommends that you stop this installation now and contact the software vendor for software that has passed Windows Logo testing. Continue Anyway STOP Installation Figure 2.16: Continuing driver installation

By actuating "Finish" (Figure 2.17) the driver installation is being completed.

2.9 Establishing Connection to Scanner



2.10 Activating License Options

Should you have purchased additional license options, you can install the license file in the following dialog box. Proceed as follows:

- 1. Open license file: Select the license file (file extension ".key"). After purchasing ROWE Scan 600 as well as later upgrades, you obtain the file usually by e-mail or on request on an additional data carrier.
- Press "Next" to activate the license or to proceed with the license already existing.¹
- If you obtained a license file by email, you have to safe the attached .key file on your PC, first, to be able to select it under 1.
- 3. If you want to fit your ROWE Scan 600 with additional functions, you can confirm the button labeled 3. ("Order license"). If a connection to the Internet is given, your Internet browser pops up automatically and you access the ROWE website where you can order further license options. As an option, you can also contact the ROWE Service Department (see Page 9).

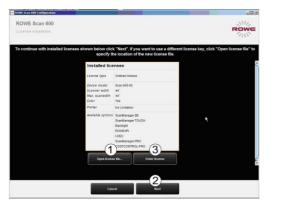


Figure 2.20: License installation

 $^{^{1}}$ By default, the ROWE Scan 600 is fitted with a 30-day trial license for ScanManager SE. This is why you can press "*Next*" immediately – unless you purchased additional license options.

2.11 Calibration of Scanner

Now, the scanner needs to be calibrated to obtain perfect scan results.

For this purpose, place the supplied calibration chart in the paper feed of the scanner.



The calibration chart has to be placed with the printed side facing up and with the depicted arrow facing the front because the calibration process cannot be effected correctly otherwise.

Press "Next" afterwards. The calibration process is started and will take some time. Any remaining time is depicted.

Should the wizard detect soiling and / or dust during the calibration process, a message pops up. In this case, check and clean the glass plate. Afterwards, you can repeat the process.

Please handle the calibration chart with care. After calibration put it back into the provided cardboard box (always fold the printed side to the inside).

After completion of calibration, the scanner is in working order and ready for use. For this purpose, read chapter "Simple Scan" and / or "Introduction to ROWE ScanManager".



Figure 2.21: Calibration of scanner

In general, the Scan 600 software on the supplied data carrier is the most recent version. However, it may also occur that a more recent version is already available. The latter can now be downloaded and installed if you intend to do so. Press the *Update* button in *ConfigManager* (see Chapter 6). For this purpose, read Chapter 6.7.

2.12 Using External USB Data Carriers

The scanner is fitted with an additional USB slot in the right side box (see Figure 1.3, No. 6). This slot is provided for use of external USB drives (e.g. USB flash drive) to directly save as file originals scanned with the device. In addition to the USB slot of your scanner, you need another free USB slot on your PC which needs to be connected to the USB slot on the rear side of the scanner (see Figure 1.3, No. 5).



Use a USB 3.0 compatible cable only if the USB slot on your computer is also compatible with USB 3.0. Otherwise, use a USB 2.0 cable. If problems occur when using a USB 3.0 connection with external USB data carriers, check whether the problem also occurs when using a USB 2.0 cable.

3 Switching Scanner ON/OFF



Operate the ROWE scanner at a supply voltage of 100 to 240 volts and a frequency of 50 / 60 Hz, only.

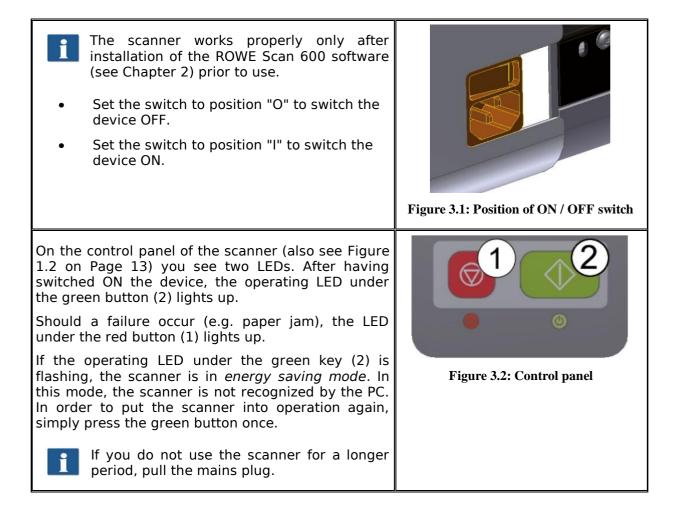


3.1 Position of ON / OFF Switch

The scanner is switched ON by a toggle switch at the back of the device. The switch is located above the mains plug (see Figure 3.1). If the device is switched ON, the operating LED under the green button (2) on the control panel (see Figure 3.2) lights up.



During the installation process switch scanner ON only after being prompted to do so.



4 Simple Scan

Two models of the ROWE Scan 600 series are available:

- Material thickness up to 1.5 mm (without height adjustment)
- Material thickness up to 30 mm (with height adjustment)



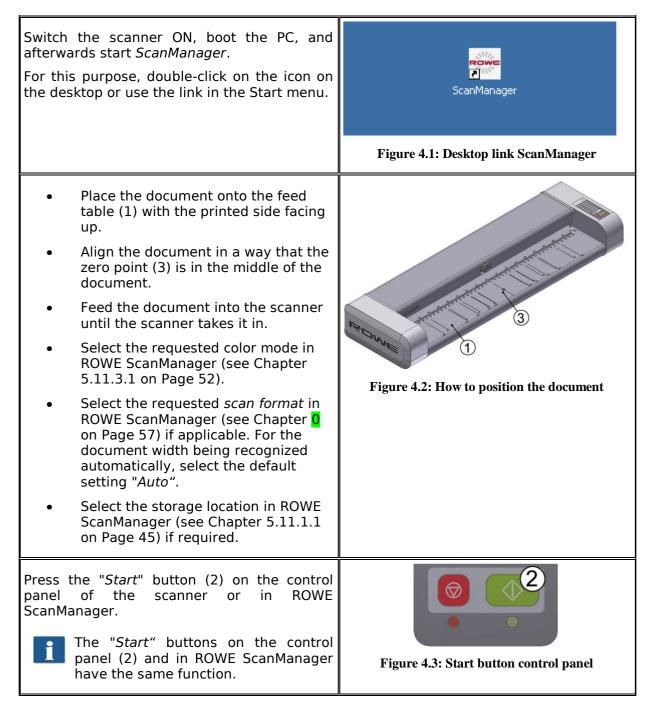
The height adjustment feature cannot be retrofitted. For scanning thicker originals with the height adjustment feature, please refer to Chapter 4.1.1 on Page 31.



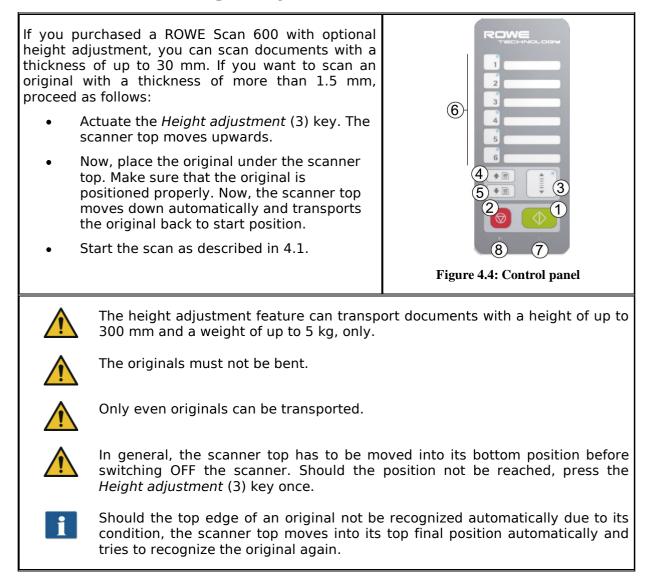
Moreover, the ROWE Scan 600 scanners are fitted with automatic width detection (see Scan Format, Chapter 0 on Page 57).



4.1 Performing Scan



4.1.1 Scan with Height Adjustment



5 ROWE ScanManager

ROWE ScanManager is the central software needed to operate the ROWE Scan 600 series. The present chapter describes how to use the scanner efficiently by means of this software.



5.1 ROWE ScanManager Versions

Several versions of the ROWE *ScanManager* featuring various functions are available. An overview of the available models is given in Table 5.1.

ScanManager Version	Description			
ScanManager LT	"Scan to File" (standard equipment)			
ScanManager SE	"Scan to file" and "Scan to copy"			
ScanManager PRO	"Scan to file" and "Scan to copy" including additional editing and image editing options as well as file printing options			
ScanManager TOUCH	ScanManager SE optimized for touch screens			

Table 5.1: ROWE ScanManager models

ROWE Scan 600 scanners can be operated with a desktop computer with mouse and keyboard or with a touch screen. For touch screen operation, the specially optimized version ROWE ScanManager TOUCH is available while the other versions LT/SE/PRO are not intended for touch screen operation (i.e. without mouse and keyboard). The figures given in the following chapters refer to versions LT/SE/PRO. Appearance and operation of ScanManager TOUCH vary only slightly. For detailed information please refer to Chapter 5.16.



For being able to use all functions of ScanManager, you have to connect the scanner to the PC and switch it ON. Otherwise, ScanManager can be used in a limited demo mode, only.



ROWE ScanManager SE, PRO, and TOUCH are supplied with one printer driver, only. Drivers for further printers are to be purchased as an option.

i

5.2 Starting ROWE ScanManager

 First, make sure that the scanner is connected to the PC and switched ON.

 After installation of the software, an icon named "ScanManager" can be found on the desktop.

 It is easiest to start ScanManager by double-click on this icon.

 Image: Should you prefer operation by touch screen and have a ScanManager TOUCH license, you have to use the lcon "ScanManager Touch" instead.

5.3 Main Window of ROWE ScanManager



The ROWE ScanManager includes the following components:

- 1. Functions (depending on the purchased license options not all functions are available (see Chapter 5.5, Page 35)
- 2. Toolbar of main viewer (see Chapter 5.9, Page 40)
- 3. Main viewer to display scans (detailed view, preview); for detailed information, refer to Chapter 5.6, Page 36
- 4. Settings (automatically adjusts to the respective function), refer to Chapter 5.11, Page 43
- 5. Toolbar editing and measuring functions, refer to Chapter 5.10, Page 41
- 6. Overview to display complete scan, refer to Chapter 5.7, Page 37
- 7. Toolbar with keys (refer to Chapter 5.8, Page 38)

5.4 Selection of Language

Should ROWE ScanManager display information not in the requested language, press the "Settings" button left to the "action keys".	Figure 5.3: Settings button
Press the "Language" key and select the requested language. After having selected the respective language in the list, the selection is accepted; however, the new language is activated only after a restart of ScanManager. By pressing "Close" you return to the main window.	Gold and methods I and goed I and goed

5.5 Functions

ROWE ScanManager - Demo mode							
COPY	SCAN	PRINT JOBS	PRINTMASTER PRO	FAVORITES			
Figure 5.5: Functions ScanManager							

In order to render your work as easy as possible, the control elements of ScanManager are divided into so-called functions so that only the required functions are available.

By selecting one of the buttons in the top line of ScanManager you can switch between different functions. You thereby determine what to do next. The functions have the following meaning:

- *Copy*: Select "*Copy*" if you want to output copies of originals on a printer. For detailed information see Chapter 5.11.2, Page 48. This function cannot be used in version *LT*.
- *Scan*: Select "*Scan*" if you want to scan originals and save them as image files. For detailed information, see Chapter 5.11.1, Page 44.
- Job list: Select "Job list" if you want to monitor or control current print jobs. For detailed information see Chapter 5.13, Page 64. This function cannot be used in version *LT*.
- PrintMaster PRO: Select this function if you want to print files and / or prepare complex print jobs / sets. For detailed information see Chapter 5.14, Page 66. For being able to use this function, you need ScanManager *PRO* license option.
- Favorites: Select "*Favorites*" to manage frequently used settings. For detailed information see Chapter 5.12, Page 59.

For license upgrades see Chapter 2.10, Page 24.

5.6 Main Viewer

1



The Main Viewer serves to display the document scanned last and / or a loaded image file. Numerous zoom functions allow zooming of individual areas. For this purpose, you can highlight an area within the displayed image by pressing and holding the left mouse key down. This area will then be enlarged. The viewer includes the following components:

- 1. Image display area: Preview / detailed view
- 2. Toolbar of viewer (see Chapter 5.9, Page 40)
- 3. Status bar: Display of useful information on the depicted image (resolution, dimensions, color mode, etc.)

As soon as you make changes in the Settings (Page 43) affecting the appearance of the image (e.g. brightness, color mode, etc.), the view is updated automatically in the viewer so as to see the effects of the settings immediately.

5.7 General Viewer



The small viewer (1) embedded at the bottom on the left serves to keep track of the position in the complete image when using the zoom functions of the Main Viewer (3)

The General Viewer is linked with the main viewer in a way that the section shown in the Main Viewer is always highlighted by a red frame (2) in the General Viewer.

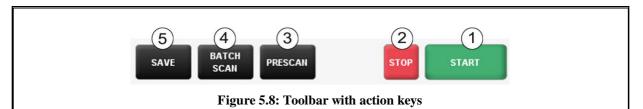
Now, you can "grab" this frame by means of the mouse and move it to another position to show another area in the Main Viewer.

If you want to display a smaller or bigger section in the Main Viewer, you can also "grab" the four edges of the viewer and shift them.



By default, the general viewer is deactivated in the ScanManager TOUCH version for reasons of space (see Chapter 5.16).

5.8 Action Keys



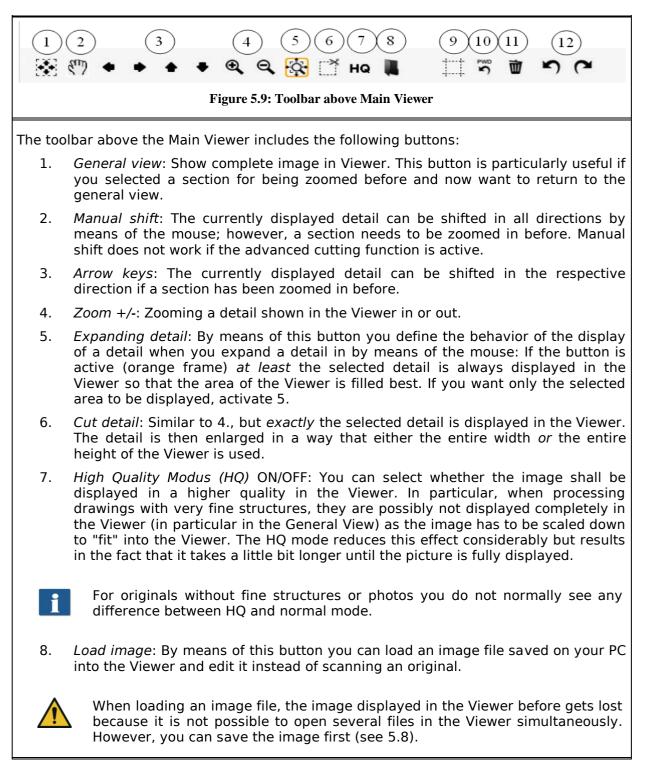
In the toolbar on the bottom right side of the ScanManager, there are keys which are linked to the most important functions required to use ROWE Scan 600. By means of these keys you can start a scan job or print a document on a printer.

- 1. *Start*: By means of this key you initiate the action linked to the function depending of the selected function.
 - In the function "Scan" you therewith start the scan operation and subsequent saving in a file.
 - In the function "Copy" you therewith start the scan operation and subsequent printing.
- 2. *Stop*: By means of this key you can interrupt a scan in process. The scanner then stops paper feed immediately.

Action keys *Start* and *Stop* have the same functions as the green and red key on the scanner's control panel.

- 3. *Prescan*: Execution of a prescan. The prescan behavior can be affected by the *Settings*:
 - Normal prescan: The scan is effected as in case of actuation of the start key. However, there is no output. You are thereby given the opportunity to edit the scanned image before output. After having effected the requested editing steps, simply press action key (5) to start output on the basis of the selected settings.
 - Fast prescan: A fast scan with reduced resolution is effected and shown in the viewer. Afterwards, the original is transported back and you are asked whether you want to select a scan section. Afterwards, you can select with the mouse an area in the preview the dimensions and position of which are set automatically as user-defined format. When pressing the *Start* key afterwards, this selected area is scanned and output, only.
- 4. Batch scan: The so-called batch scan function can be switched ON and OFF. If the batch scan is activated, the scan starts automatically as soon as an original is positioned in the paper feed of the scanner. Pressing the "Start" key is thus not required anymore. This option is very useful when you want to scan / copy many documents with equal settings.
- 5. *Save / print*: Depending on the selected function, action key (5) is labeled "Save" (Function *Scan*) or "Print" (Function *Copy*). In both cases, output is initiated by pressing the key either in a file or on a printer. You need this key when you want to
 - edit the image and / or settings after the scan (prescan, edit, output) and / or
 - perform the output again, perhaps with different settings.

5.9 ToolBar of Main Viewer



9. *Enhanced cutting function*: By means of this function you can easily cut the edges of an image and position cutting edges pixel by pixel. When you activate the button, red lines first appear on the outside in the Main Viewer. Now, you can "grab" these lines by means of the mouse and pull them into the image. When you start the output now, you are asked whether you want to output the marked detail or the entire image.



The advantage of this function when compared to function *Cut detail* (5) mainly is the fact that you can set four cutting edges while zooming any detail in. This is how you can position edges precisely – in particular for large-sized drawings.

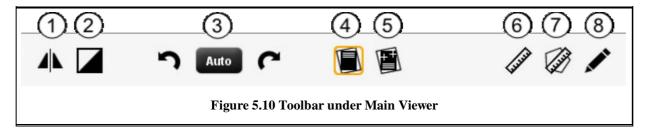


This function can only be used if ScanManager PRO license option is available.

- 10. Reset width detection: This function allows to deactivate automatic width detection for the scan effected before. This function is particularly useful if the scanned document is damaged resulting in a failure of the automatic width detection. In this way, you can prevent contents from getting lost without having to scan the document again and / or select another scan format. When pressing this button the image is displayed in the same width as if you had selected the option "Auto (Sensor)" under Scan format. E.g., you can then cut the image manually using the Enhanced cutting function (8) if requested. Further information on width detection and scan format can be found in Chapter 5.11.3.3 on Page 57.
- 11. *Delete image*: Here you can delete the currently displayed image from the Viewer. The image is now being removed from the Viewer, i.e. it does not get lost if it was already saved as file.
- 12. *Undo and Repeat*: By means of this tool you can undo the last activities. Actions undone before can be repeated only!

A document CANNOT be loaded into the Viewer again with this tool! However, any type of modification such as black correction can be undone and / or repeated.

5.10 Toolbar Editing and Measuring Functions



The toolbar under the Main Viewer provides functions for image editing and measuring of distances or areas.

- 1. *Vertical mirroring On / Off*: Mirror entire image along vertical axis.
- 2. Invert On / Off: Invert entire image. For gray scales and B/W light and dark are inverted; for RGB a negative is created.
- 3. *Rotation*: Set orientation of entire image in steps of 90°.
 - Auto: The best rotation is determined automatically for output. For "Scan to File" a rotation is not effected; the output on a printer is effected in a space-saving way depending on the width of the original. In this case, the rotation is not visible in the Viewer, i.e. the output orientation may be different from that shown in the Viewer.
 - 0°, 90°, 180°, 270°: The image is rotated clockwise by a set value. The rotation is visible immediately in the Viewer. Output is effected as displayed. In case of output on a printer, an alternative rotation may however occur if a medium with the appropriate width is not available.
 - By means of the arrow keys (left, right) you can rotate the image in the respective direction in steps of 90° starting from the current position.
- 4. *Automatic correction of displacement*: The image is aligned automatically so that a slight displacement is corrected. In doing so, the orientation is defined automatically on the basis of the document edges.
- 5. *Manual correction of displacement*: Manual alignment of image by setting two reference points. The reference points are set by simple click of the left mouse key onto the requested image position. In order to exactly reach the requested positions, you can also use all zoom functions of the Viewer in this mode. After having set the second reference point, the image is aligned on the basis of the virtual connection between the two points. By actuating the button again, you can undo the alignment.



You can perform an alignment on the basis of a horizontal as well as vertical reference (detected automatically).

- 6. *Measuring function*: Measuring of a section (distance between two points to be set). The reference points are positioned as described in 5. After having set the second point, a dialog box opens where you can read the measured value. Here, you can also select a unit and define a scale for conversion. E.g. this function is useful when measuring structures in a construction drawing or map.
- 7. *Calculate area*: By means of this feature you can calculate the area of any polygon within a drawing. After having pressed the button, you can define the polygon by clicking on any number of points using the left mouse key.



The last point of the polygon is defined by a *double click*.



This function is available with *ScanManager PRO* license, only.

8. *Edit image*: This functions provides numerous image editing options. After actuating the button, the image and / or selected detail is loaded into an external editor. First you are asked whether you want to embed or link the image. You can simply press "OK" in this dialog box. With the editor you can now edit the image using the available options. After having edited the image, you simply close the editor. Now, you are asked whether you want to save the edited image. Press "Save". Afterwards, the changes are applied to the image in ScanManager automatically.



When loading the image into the editor, tasks such as rotating, mirroring, and inverting are not considered. However, the steps effected in the editor are effected in the respective positions.



This function is available with *ScanManager PRO* license, only.

5.11 Settings

The appearance of the settings area in ROWE ScanManager (No. (4) in Figure 5.4, Page 35) is adapted slightly depending on the selected function *Scan* or *Copy* so that the essential functions are always available depending on your work process.

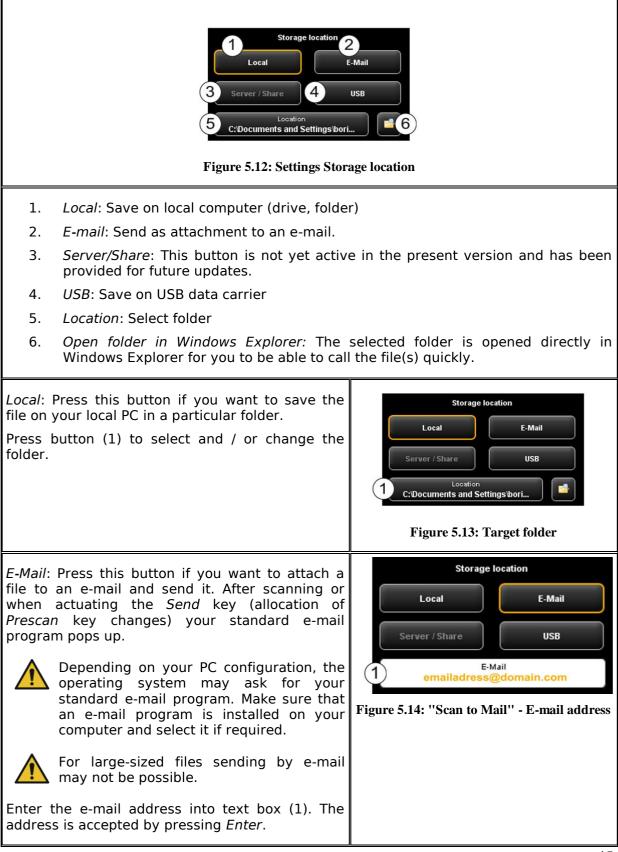
In the following paragraphs, the settings relating to the selected function are explained briefly. The respective settings options are described in detail in a separate paragraph.

The functions PrintMaster PRO and Job list deserve special attention and will be dealt with in separate chapters.

5.11.1 Function "Scan"

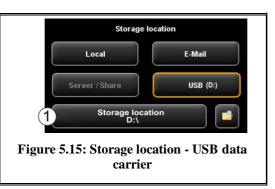
	Colormode	Quality	Scanformat				
		Resolution 300 dpi	Format Auto				
	Line Photo Mixed More	Image: Second state Image: Second state EXPERTMODE					
	Storag	e location	Scaling / Margins				
	Local	E-Mail	0.0 mm				
	Server / Share	Server / Share USB					
	Location C:\Documents and S		0.0 mm				
		ive as	Info Scapper status:				
		ename n1.JPG	Scanner status: Demo mode Username:				
	Fileformat JPG	JPG quality 85	SCANNER Run out:				
	Add number 1	Digits of number 1	Back Speed: Auto				
	Fi	gure 5.11: Scan sett	ings				
When	you are in the "Scan" function.	, the settings are	e as follows:				
•	 When you are in the "Scan" function, the settings are as follows: Color mode: Select the color mode for the next scan. This setting is also applied to a displayed image if any (see 5.11.3.1) 						
•	<i>Quality</i> : Here, you can set resolution and brightness for subsequent scans and select other image settings (<i>Expert mode</i>). For detailed information see 5.11.3.2 .						
•	• Scan format: Here, you can select whether the document width is to be detected automatically in subsequent scans or if you want to define a standard format. As an option, you can also define the dimensions (<i>User-defined</i>). For detailed information see 5.11.3.3.						
•	 Storage location: Here you define where to save the scanned documents. Here, you can also define to send documents as attachment to an email. For detailed information see 5.11.1.1. 						
•	<i>Scaling / margins</i> : Here, you can define whether to add margins to the four sides of the document to be scanned or to cut them off. Moreover, you can set comprehensive scaling options (see 5.11.3.4).						
•	<i>Save as</i> : Define the file format of your scanned document. Depending on the selected file format, further options are available (see 5.11.1.1).						
•	<i>Info</i> : In this area, special status information is given. The contents can be defined (see 5.11.3.5).						

5.11.1.1 Storage Location

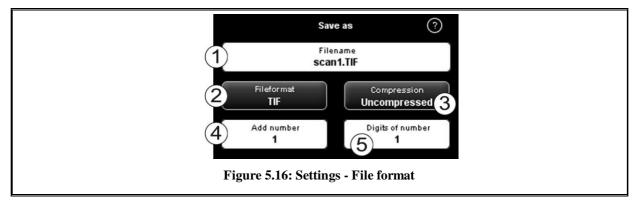


USB: By means of this button you can easily select a USB data carrier (e.g. flash drive or external disk) as storage location. This function is only available if the operating system recognized a USB data carrier being connected.

By means of button (1) you can also select a subdirectory.



5.11.1.2 File Format



1.	File name: Text box where to enter the file name. The file extension is added automatically on the basis of the selected file format (2).				
2.	File format: Type of file. The following formats are supported TIFF, JPEG, PDF(/A), Multipage TIFF, Multipage PDF(/A), BMP, JP2 (JPEG2000), CALS, PNG, DWF.				
3.	File options: Depending on the selected file format (2), additional options are available (e.g. compression type for TIFF).				
4.	Add number: Here, you can define whether files are to be numbered automatically. In the text box you can define the start number. When saving a new file, this number is incremented. In this way you can save many scans in one file one after another without having to adjust the file name before each scan.				
i	You can place the number at any position in enter the character "%" at the requested pos				
5.	<i>Digits of number</i> : Here, you can define the numbering. Increase the number of digits if numerous scans.				
i	If you do not want to use any numbering, ent	er 0.			
i	<i>Example</i> : You entered "scan%test" in the fie file format (2), and entered 3 under Digits following file names would be created: "scand	of number (5). In this case, the			
i	You can enter further wildcards in the file nar				
	 "{DATE}": The date is entered in the "{TIMESTAMP}": The time is entered 				
the file Each sc	to create a Multipage TIFF/PDF file, first select name and then file format Multipage TIFF/PDF. can or saving operation effected subsequently n be added as additional page to the multipage	Multipage settings 1 Filename scan1.TIF 2 Pages: 0 Delete last page 3 4 Interrupt Complete 5			
1.	<i>File name</i> : The previously entered file name is displayed.	Figure 5.17: Multipage settings			
2.	<i>Pages</i> : The pages already added to the multipage file are shown.				
3.	Delete last page: Press this button if you want to delete the page added last.				
4.	Interrupt: With this button you can perform a normal scan (or saving operation) in between which will not be added to the multipage file; afterwards you can add pages to the multipage file again by selecting <i>Multipage</i> <i>TIFF</i> and / or <i>PDF</i> as file format again.				
5.	<i>Complete</i> : Press this button after having scanned the last page for the multipage file.				

5.11.2 Settings "Copy"

	Colormode	Quality	Scanformat			
		Resolution 300 dpi	Format Auto			
	Line Photo Mixed more	* 8 EXPERTMODE				
	Printer / Program	Medium / Roll	Scaling / Margins			
	Printer ROWE_RCS	Medium Paper	0.0 mm			
	Folding None	Mediasource Auto	0.0 mm 2000 % 0.0 mm			
	SETTINGS		0.0 mm			
	Copies	Set Scan in set	Info Speed:			
		Off	Auto Scanner status: Connected			
		Scans: 0 Delete last	Run out: Front hold Favorite:			
			Standard			
	Figure	e 5.18: Settings -	- Сору			
When y	ou are in the "Copy" function, t	he settings a	re as follows:			
•	Color mode: see 5.11.3.1	ne settings a				
•	Quality: see 5.11.3.2					
•	Scan format: see 0.					
•	• <i>Printer/Program</i> : Here, you can define the printer for output. Moreover, you can set printer-specific output options (e.g. folding programs if any). For detailed information see Chapter 5.11.2.1 , Page 49.					
	For being able to use a printer, you have to set it once. Printer setup is described in Chapter 6.5.1, Page 83.					
•	 Medium/Roll: Here, you can define on which medium and / or roll to print if the selected printer supports this option. 					
•	Scaling / margins see 5.11.3.4 .					
•	Copies: Define how many copi	es shall be m	ade.			
•	<i>Set</i> : This option can be activated if you want to unite several scans in one set. This set can then be output on the printer. A detailed description of the set function can be found in Chapter 5.11.2.4 , Page 51.					
•	Info: see 5.11.3.5 .					

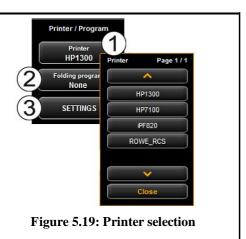
5.11.2.1 Printer Selection

Here, you can select on which printer you want to output a document.

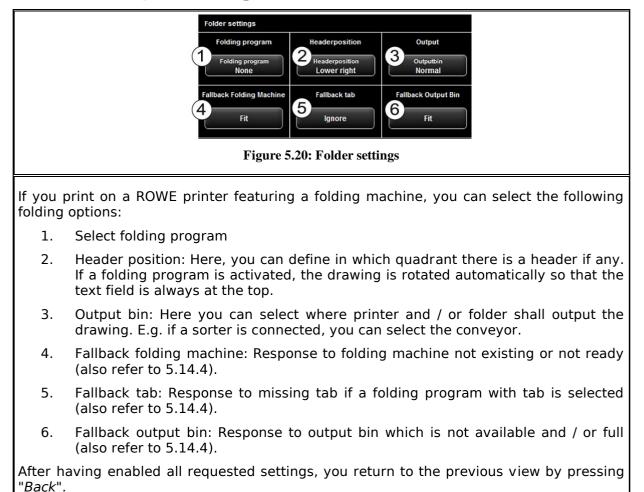


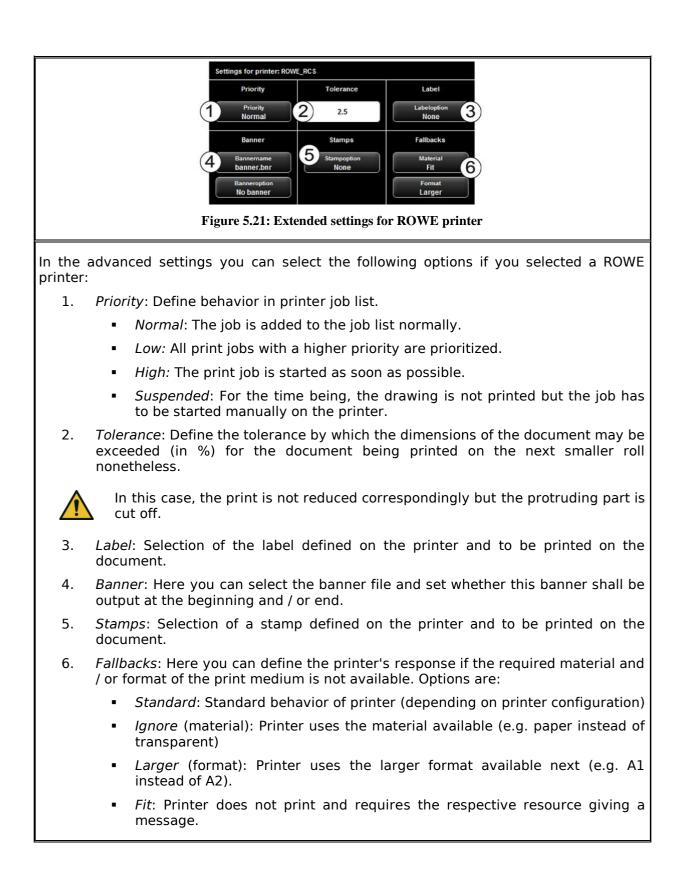
Depending on the selected printer (1) other options may be available (e.g. *Folding* for ROWE printers)

- 1. Printer: Select the requested printer.
- 2. Folding program: Available only if a ROWE printer was selected in (1). See Figure 5.20.
- 3. Settings: Further options affecting the print depending on printer type.
 - ROWE printer: see Figure 5.21.
 - Inkjet printer: see 5.11.2.3



5.11.2.2 Output Settings for ROWE Printer

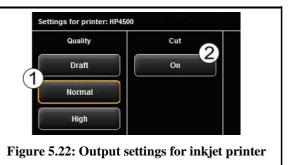




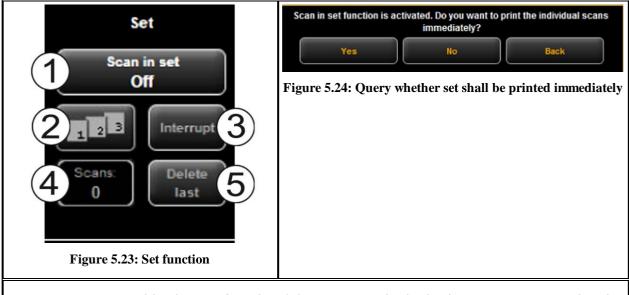
5.11.2.3 Output Settings for Inkjet Printer

In the advanced settings, you see the following options if you selected an inkjet printer:

- 1. Quality: Draft, normal, or high
- 2. Cut On/Off: Set whether the paper is to be cut off after output of a document.



5.11.2.4 Set Function



As soon as you enable the set function (1), you are asked whether you want to print the documents in the set immediately. If you press "Yes", the output is started immediately; if you press "No", the output is started only after completion of the set (press (1) again).

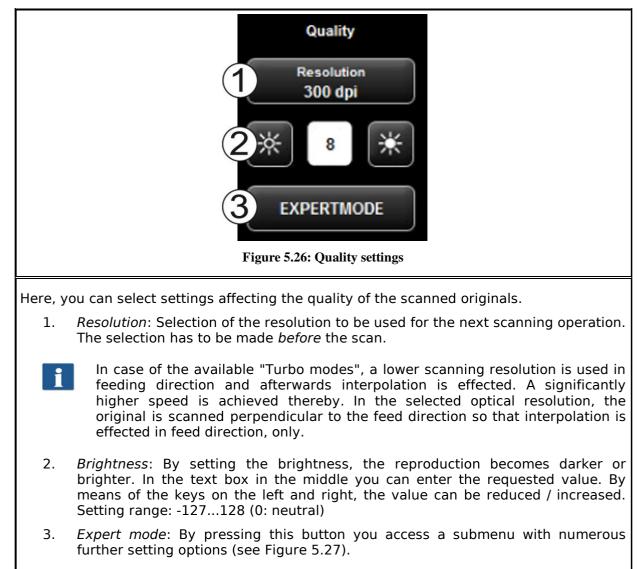
5.11.3 Settings Independent of Function

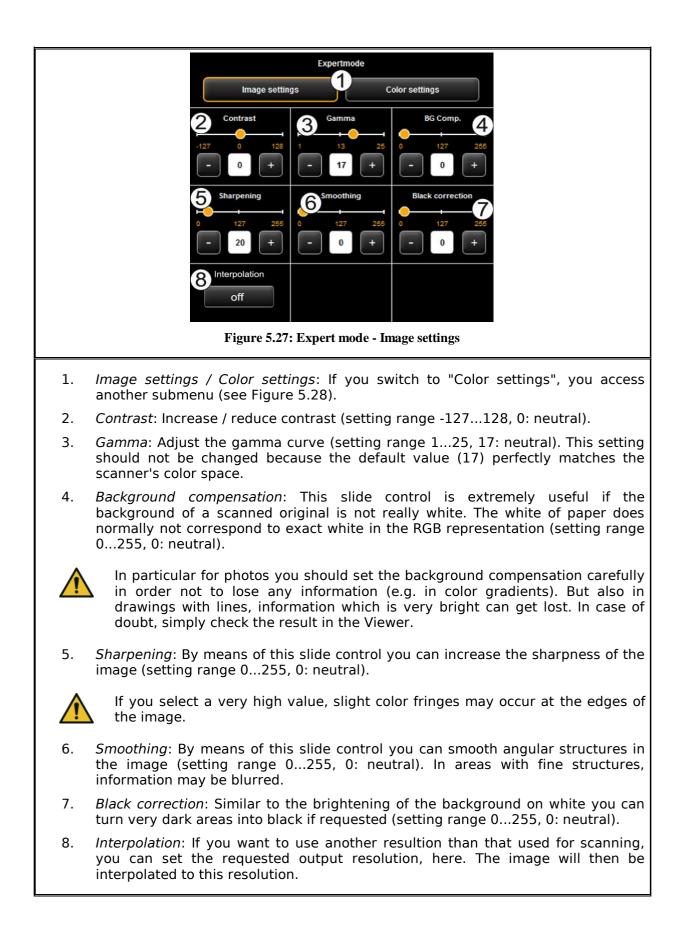
In this chapter, those settings are described which are available in "Scan" as well as "Copy" function. They mainly cover parameters such as color mode, brightness / contrast as well as numerous other options for improving the quality of scans and copies.

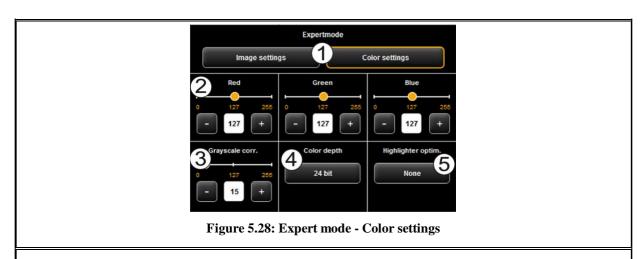
5.11.3.1 Color Mode

Colormode
One of the most important settings is the color mode.
1. Selection of <i>Color</i> (RGB) and <i>gray scale</i> and / or <i>black/white</i> . The following scan is effected in the mode set here.
Color scans are only possible if the license option " <i>Color</i> " is available.
If you effected a grayscale and / or black/white scan and switch to color later, the image is, however, displayed in gray scale in the Viewer.
2. Choose original type: Here, you can easily achieve the best quality for many different types of originals by selecting the condition of the scanned original. Specially optimized settings are then selected to achieve the best possible result.
 Select "Line" if the original exclusively includes line structures and / or homogenous areas (e.g. CAD drawings).
 Select "Photo" if the original includes complex structures and color gradients (e.g. photos, posters, etc.)
 Select "Mixed" if the original includes line structures as well as color gradients.
 More: Behind this button there are more special document types in addition to "Line", "Photo", and "Mixed" (e.g. optimization for maps, etc.)
If you are not sure to which original type a document is to be allocated, you can test which settings meet your requirements best as the display in the Viewer is updated immediately with the selected mode. You do not have to scan the document again.
If you scan a special original which does not match any of the available settings, you can perform further individual modifications in the expert mode (see 5.11.3.2).

5.11.3.2 Quality







- 1. *Image settings / Color settings*: If you switch to "Image setting", you see the submenu depicted in Figure 5.27.
- Red / Green / Blue: By means of these three slide controls, you can shift the weighting of the three color channels red, green, and blue (R, G, B). E.g., if you want to reduce the red share in the image, reduce the setting of control slide "Red" (setting range 0...255, 127: neutral).
- 3. *Gray scale correction*: If there are any gray scales in an image which cannot be presented in a color neutral way (e.g. greenish cast), you can compensate this deviation by means of this slide control. When setting a higher value, colors which are almost gray are switched to the next shade of gray. If the value is very high, also those colors are shifted to gray which are quite far away from a gray scale. (setting range 0...255, 0: neutral).
- 4. *Color depth*: In color mode (RGB), the color information is usually coded with 8 bits per color channel (R, G, and B), i.e. 24 bits per pixel. This may result in relatively large files. In particular for originals with only a few colors (e.g. CAD drawings), it may be reasonable to reduce the color depth. This can be achieved by selecting the option *Indexed Color*. The color depth is then reduced from 24 to 8 bits per pixel so that 256 colors can be displayed.
- 5. *Highlighter optimization*: When scanning originals which are marked with permanent markers, it may occur that these marks are not shown properly. In order to enhance the presentation, special optimizations can be enabled. Three degrees of intensity can be selected (*none, medium, normal* and *high*). In most cases, the reproduction of markings with permanent markers should be ok without any optimization.



When optimizing markings with permanent marker heavily, other colors of the image may change, too. You can check the result in the Viewer at any time.

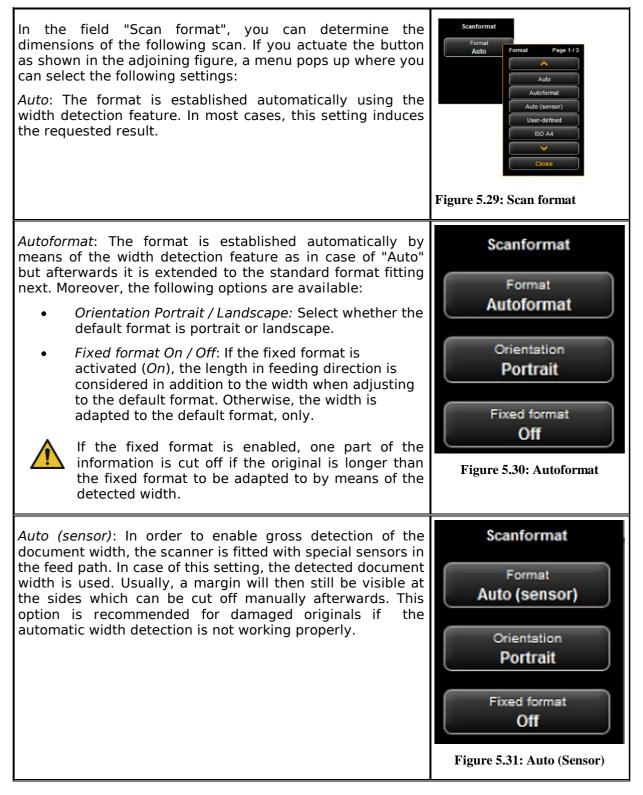


This problem is due to the fact that the effect of permanent markers is achieved by special fluorescent dyes the effect of which is obtained by lighting with light sources with a high UV content, only.



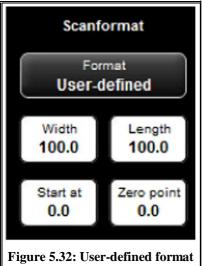
Should some permanent markers not be visible at all (white), reduce the value for background compensation if applicable. Usually, the brightness of permanent markers cannot be distinguished from the actual background (white of paper).

5.11.3.3 Scan Format



User-defined: If you select "*User-defined*", you can enter any dimension for the scan range in the displayed text fields:

- Width: Scan width in mm
- Length: Scan length in mm
- *Start at*: Start position in feeding direction from beginning of document in mm
- Zero point: The zero point is marked in the middle of the feed table of the scanner. In the default setting, the middle of the document has to be close to the zero point. By means of this option, you can shift the reference point for the middle of the document to the left (negative value) or right (positive value).



5.11.3.4 Scaling / Margins

In the area "Scaling / Margins" you can add, cut off, extend, or reduce margins on the four sides of a document.

Enter positive values in the four text fields in order to enlarge the left (1), right (2), front (3) and / or rear margin (4) (white). If you want to cut the margin off, simply enter negative values.

By means of the "Zoom" button, you access a submenu where you can select extensive scaling options.

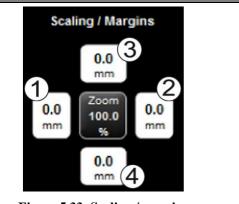
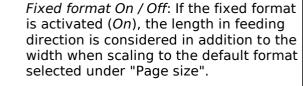
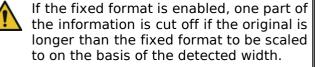


Figure 5.33: Scaling / margins

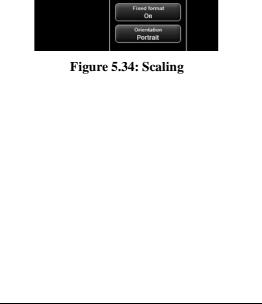
- Scale factor: Enlargment and / or • reduction factor in % (100%: no scaling). Setting range 1.0 to 999.0 %.
- Page size: Auto (according to set factor) or scaled to a special default format (e.g. ISO A4).
- Fixed format On / Off: If the fixed format is activated (On), the length in feeding direction is considered in addition to the width when scaling to the default format selected under "Page size".



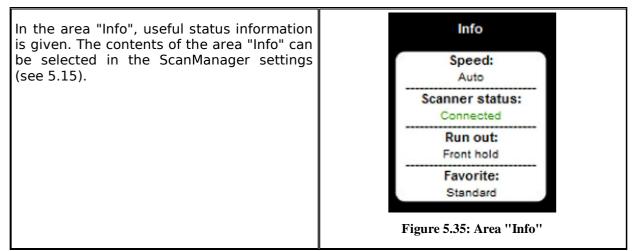




Orientation: Selection of portrait or landscape (when scaling to default format).



5.11.3.5 Info



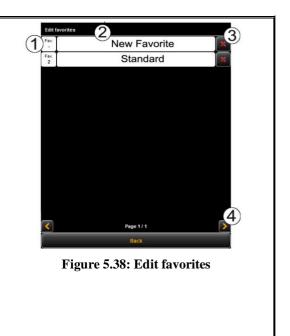
5.12 Favorites

ROWE ScanManager provides a vast range of settings to adjust scans and copies according to individual requirements. Often a manageable number of settings and / or combinations of settings are used over and over again. In order that you do not have to set and adjust each option individually again, you can save settings once made as socalled Favorites. These settings can then simply be loaded again by a few clicks and are always available. For this purpose, click the "Favorites" function. In each favorite you can save all scan and print settings described in Chapter 5.11. The set function as well as the file format TIFF/PDF present the only exception from the above.

ROWE Scan	Manager - Demo mode			1	EN En	ilisch (USA)
	COPY	SCAN	PRINT JOBS		PRINTMASTER PRO	FAVORITES
		Figure 5.3	6: Functions - F	avorites		
When clicking the "Favorites" function, the depicted menu pops up:					Favorites	Page 1/4
1.	are listed. In	ere, all favorites alı order to load and gs, simply click on	activate the		1 New Fav Standa	\rightarrow
2.	settings as fa Prior to this a favorite wit	e: If you want to save avorite, press the "S enter a name in the th this name already ether to overwrite th	<i>ave</i> " button. text field. If / exists, you			
3.		es: Here, you c I / or allocate them control panel of the s			~	
4.	to issue cop The Multipri	nis function is useful ies on several out nt function is des	out devices. cribed in a		Save favor Standa	ard
	separate cha	pter (see Chapter 5.	12.1)		3 Edit favor	
					4 Multipr	
					Clos	e
					Figure 5.37: Fa	vorites

If you press the "Edit favorites" button (see Figure 5.37), the depicted menu pops up:

- Add favorite key: Here, you can allocate a favorite to a numeral key on the control panel of the scanner. For this purpose, enter the number of the key (1-6) into the text field (1). The favorite settings are then loaded if you actuate the corresponding key on the device.
- 2. *Rename favorite*: If you want to rename an existing favorite, enter the new name in the text field and confirm by pressing *Enter*.
- 3. *Delete favorite*: Actuate this button if you want to delete the corresponding favorite.
- 4. *Browse:* The arrow keys serve to browse the favorites list if it contains so many entries that they do not fit the displayed area.



5.12.1 Multiprint Favorites

By means of the so-called *Multiprint* function you can output documents simultaneously on any number of output devices – and namely with individual print settings for each output device. For this purpose, you only have to create a Multiprint favorite once. Afterwards, you can perform the following tasks with only one scan by loading an individual favorite (or pressing the corresponding numeral key on the device) and by actuating the start key:

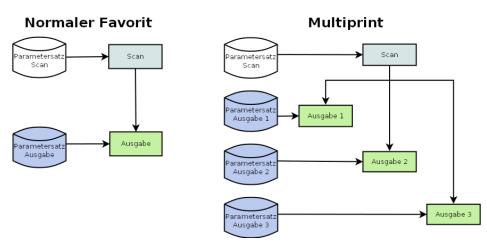
- Printing a B/W copy on a ROWE printer,
- Printing a second color copy on an inkjet printer,
- Issuing three more copies on a ROWE printer scaled to ISO A3 including folding,
- Saving the scan as TIFF file in a folder with activated background compensation, and
- Archiving the scan with standard settings as PDF file.

In order to understand the Multiprint concept, it is first required to logically distinguish the parameters saved in the favorite by

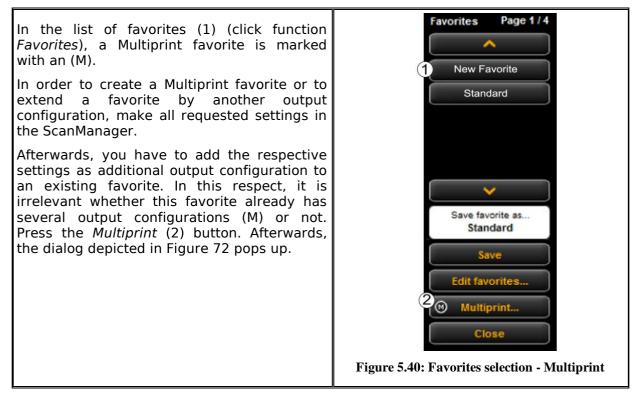
- Scanning parameters (e.g. color mode, scan resolution, scan format, etc.)
- Output parameters (e.g. printer, scaling factor, background compensation, etc.)

Accordingly, a favorite as described in Chapter 5.12 includes a package of parameters *(parameter set)* for the scan and exactly one parameter set for the output. The Multiprint approach now extends this concept in a way that not only *one* parameter set for one output device can be included in a favorite but that any number can be activated simultaneously.

In order to create a Multiprint favorite, you have to add another *output configuration* and / or another *parameter set for an output* to an existing favorite. This is effected almost similar to the creation of a usual, new favorite and is explained in the following.



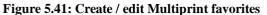


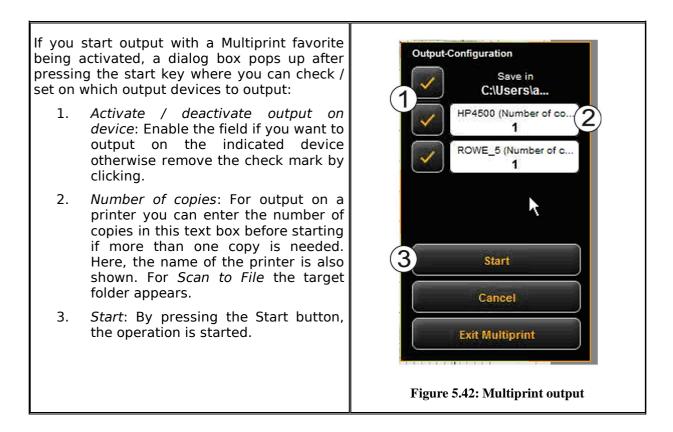


In this dialog box, you can see how many output configurations the favorite has and to which output devices they refer (1) (for "Scan to File" the target folder is indicated). In the shown example, the favorite "New favorite" is a Multiprint favorite with three output options: Scan to File on drive <u>C:</u>\, copy/copies on printer HP5500 as well as copy/copies on printer RCS6000. Now, you have the following options:

- Add new output configuration (2): Another output configuration is added. The new configuration includes the parameters currently set in the ScanManager.
- Edit output configuration (3): Here, you can subsequently change the settings for the respective configuration. When pressing the button, you move to the ScanManager settings automatically where you can make the desired changes. At the top edge of the Viewer an additional bar with the buttons "Save" and "Cancel" is depicted. Click "Save" after having effected all changes.
- Delete output configuration (4): Click here if you want to remove an output configuration from the favorite.







5.13 Job List

The function "Print jobs" of ScanManager serves the management of print jobs created by ScanManager. The general structure of the job list is shown in Figure 5.43.

8000-1-xp						1
ScanManager						
COPY	SCAN	PRINT JOBS	PRINTMASTER PRO	FAVORITES	ROWE	
tive jobs Ready jobs	Delete all jobs			HELP	ScanManage	F
3. DATE	USER	PRINTER	FILESIZE	STATUS	ACTION	
Wed 21 Nov 2012 15:32:31	SYSTEM	ROWE_5	0.009 MB	Processing	Stop 🖊	
Wed 21 Nov 2012 15:32:35	SYSTEM	ROWE_5	0.009 MB	Waiting	Stop	
			⊳			
		Page 1 / 1				
		1090 111				

Figure 5.43: Job list

Print jobs are shown in a table; each line presents one job. The information on the jobs given in the columns is

- Job number
- Date / time of order
- User initiating the job
- Name of printer
- Size of file to be printed
- Status (e.g. "Processing", "Waiting", etc.)
- Action keys for deleting, editing, and stopping jobs (see below)

	lowing actions are available to control ual print jobs:	STATUS 1 A 2 3 Processing Stop A 2 3
1.	<i>Stop</i> : Stopping a print job (depending on the printer model this may not be possible if the printer already started the print process).	Waiting Stop 🗡 🔀
2.	<i>Edit</i> : By means of this button, you can edit the job using PrintMaster PRO and output the job again with the modified settings if applicable. For details please see Chapter PrintMaster PRO (5.14) as from Page 66.	Figure 5.44: Edit print jobs
3.	<i>Delete</i> : If the output has not yet been started, you can delete the job if you do not want to output it.	
Moreover, the buttons above the table provide the following options:		Active jobs 1 Ready jobs 2 Delete all jobs 3 JOB NB. DATE USER
1.	Active jobs: Displays jobs which have not yet been processed.	6 Wed 21 Nov 2012 15:32:31 SYSTEM 7 Wed 21 Nov 2012 15:32:35 SYSTEM
2.	<i>Ready jobs</i> : Displays jobs which have already been finished (provided for future updates).	
3.	<i>Delete all jobs:</i> By means of this button you can cancel all print jobs shown in the list.	Figure 5.45: Settings job list

5.14 PrintMaster PRO

By means of the function "PrintMaster PRO" you can create extensive print jobs as single files or complete sets with individual settings for each file. An overview of PrintMaster PRO is given in Figure 5.46.



You can use PrintMaster PRO only if the license option "PrintMaster PRO" is available.

5.14.1 Layout of PrintMaster PRO

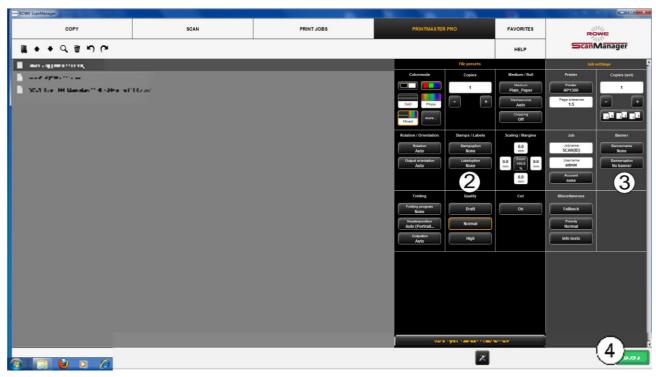
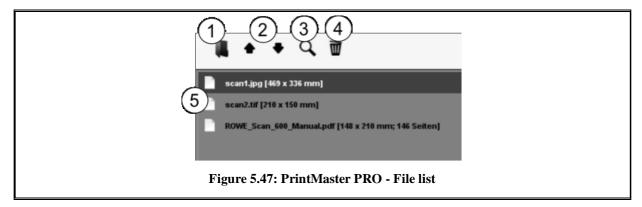


Figure 5.46: Print Master PRO - Overview

PrintMaster PRO is divided into the following sections (see Figure 5.46):

- 1. *File list*: List of files added to a print job (see Chapter 5.14.2).
- 2. *File presets*: Here, you can make the settings which shall apply to the file highlighted in list (1) (see Chapter 5.14.3).
- 3. *Job settings*: The settings made here apply to all files of a print job (see Chapter 5.14.4).
- 4. *Print*: Button to start the print job.

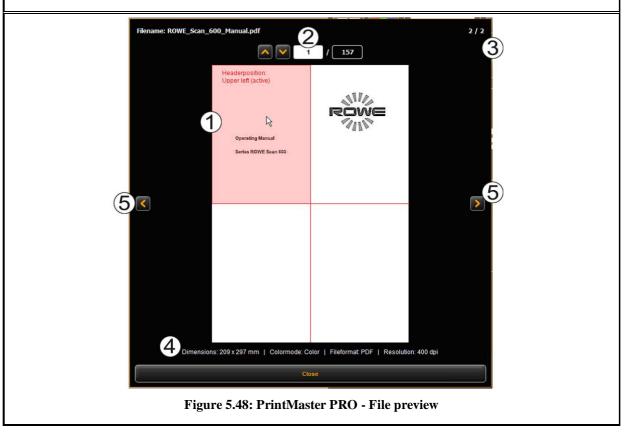
5.14.2 File List



By means of the file list you can administer which files belong to a print job and see a preview.

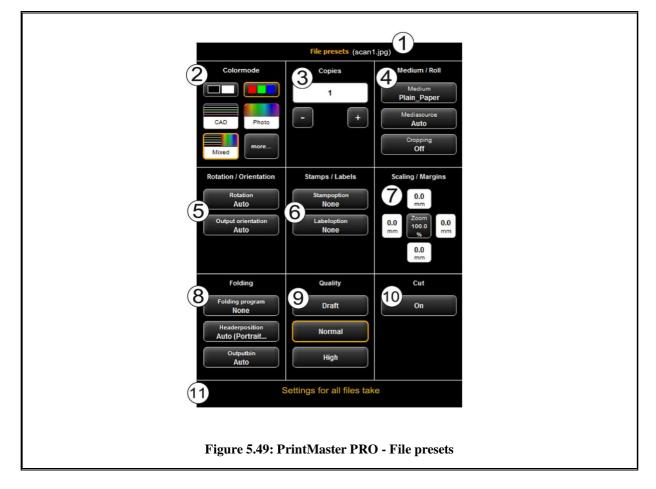
- 1. *Add file(s)*: Add one or several files to the print job at once. The files are output in the order given in the list.
- 2. *Move file in list up/down:* You can change the print order subsequently by highlighting the respective file in the list and afterwards pressing the corresponding arrow key.
- 3. *Preview*: By means of this key you open a preview of the file selected in the list (highlighted in dark gray). You can also open the preview by double-click on the respective entry in the list. For details on preview see Figure 5.48.
- 4. *Delete file(s):* By means of this button you can remove one or several file(s) from the list.
- 5. Listing of files: In addition to the file name, further information is given:
 - Dimensions in mm
 - Number of pages (for TIFF/PDF files with several pages).
 - By pressing and holding the *Shift* and/or *Strg* key, you can also highlight several files in the list as in Windows explorer.

As soon as you highlight a file in the list by clicking, the corresponding settings are shown under *File presets* (see 5.14.3).



The file preview provides the following options:

- 1. Set header position: By clicking one of the four quadrants top left, top right, bottom left, or bottom right you can select where the header shall be positioned. If you output the file on a ROWE printer and set a folding program (if a folding machine is available), the file is rotated automatically in a way that the header is at the top and visible after folding. For documents with several pages, the header position can be set for the first page, only.
- 2. Selection of page (available for TIFF/PDF files with several pages, only): By means of the arrow keys, you can browse the pages of the document in the preview. As an alternative you can also enter a page number in the text field and press the *Enter* key to move to the desired page immediately.
- 3. *Position in file list*: This is to show in which position of the file list the depicted document is. If 1 / 3 is shown, this means that the displayed document will be printed first as one of three files.
- 4. *File information*: Here, useful information on the depicted file is given: Dimensions, color mode, file format, and resolution.
- 5. Browse file list: By means of the arrow keys left/right you can easily switch to the next/previous file within the file list in the preview.

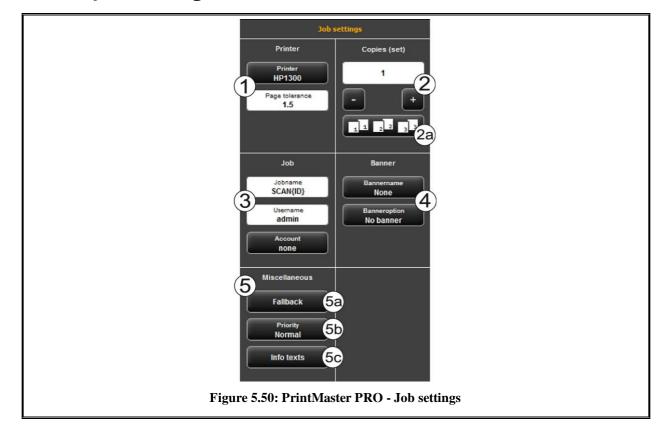


5.14.3 File Settings

All settings made in the section *File presets* always apply to the file selected (highlighted) in the file list. If you selected several files in the list, the settings made are adapted to all highlighted files. In this way, you can easily define settings for larger sets which shall apply to many but not to all files in the set.

- 1. *Indication of file name:* For your information, the name of the file to which the settings apply is shown again. The shown name corresponds to the name of the file highlighted in the file list. For lack of space, the name of the file highlighted first is shown here only when several files are selected.
- 2. *Color mode*: Select the color mode for the output of the file. Similar to color mode and original type selection for scan operations (see 5.11.3.1), special presets are available for common original types (e.g. CAD, photo, line).
- 3. *Copies*: Number of copies to be prepared of the selected file (also see 5.11.2, settings "Copy").
- Medium / roll: Selection of medium or roll (also see 5.11.2, settings "Copy"). Moreover, the option "Cropping" allows to cut off any white margins automatically.
- 5. *Rotation / orientation*: Here, you can select whether a drawing shall be rotated for the output or whether it is a portrait or landscape.
- 6. *Stamps / labels*: Adding stamps or labels (also see 5.11.2, settings "Copy").
- 7. Scaling / margins: see 5.11.3.4.
- 8. Folding: If output is effected on a ROWE printer with folding machine, a folding program can be selected here. Moreover, you can define in which quadrant any text field shall be located. If a folding program is activated, the drawing is rotated automatically so that the text field is always at the top. With the option "Auto" you can also determine the header position automatically. Moreover, you can select where the printer and / or folding machine shall output the drawing. E.g. if a sorter is connected, you can select the conveyor.
- 9. *Quality: Draft, normal,* or *high.* Only available for output on inkjet printer (also see 5.11.2.3).
- 10. *Cut On/Off:* Set whether the paper is to be cut off after output of a document. Only available for output on inkjet printer (also see 5.11.2.3).
- 11. *Apply Settings for all files*: Here the current settings can be accepted for all files in the file list by one click.

5.14.4 Job Settings

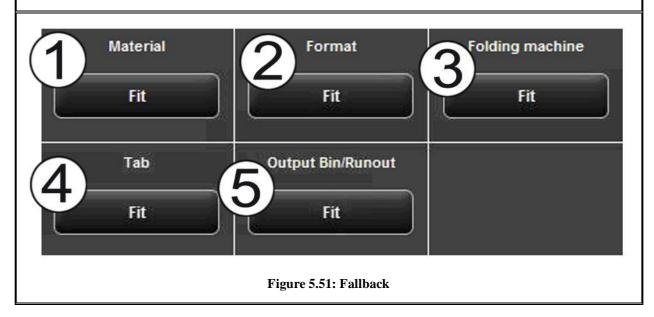


All settings made in the section *Job settings* apply to all files within a set, i.e. to all files available in the file list.

- 1. *Printer*: Selection of printer for output of set. With the option *Page tolerance* you can determine the tolerance by which the dimensions of the documents may be exceeded (in %) for the document being printed on the next smaller roll nonetheless.
- 2. *Copies*: Here you define the number of copies of the complete set.

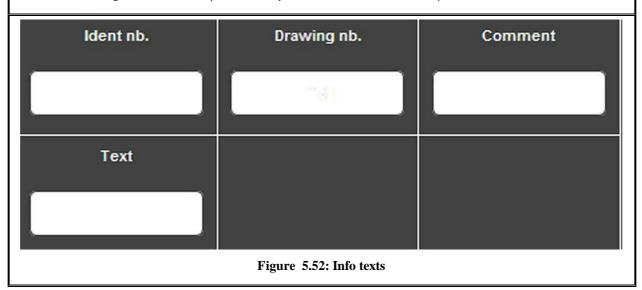
1 Sorting: If you want to prepare more than one copy of the set, you can additionally define how to sort the output by means of button (2a). In the default setting, output is effected in the same order as if you printed the set several times individually one after another. You can modify sorting so that first all copies of the 1st file, then all copies of the 2nd file etc. are output.

- 3. *Job name / user name / account*: Here, you can define various job data facilitating identification of the print job in the job list.
- 4. *Banner*: Here you can select whether and / or which banner to be printed in which position.
- 5. *Miscellaneous*:
 - 2 Fallback: See Figure 5.51.
 - 3 Priority: Define behavior of job in printer job list.
 - *Normal*: The job is added to the job list normally.
 - *Low:* All print jobs with a higher priority are prioritized.
 - *High:* The print job is started as soon as possible.
 - *Suspended*: For the time being, the drawing is not printed but the job has to be started manually on the printer.
 - 4 Info texts: See Figure 5.52.



By means of the fallback option you can define the action if a resource required for the print job is not available.

- 1. *Material:* Response to missing material (e.g. transparent medium).
 - Fit: Printer does not print and requires the respective material giving a message.
 - *Ignore*: Printer uses the material available (e.g. paper instead of transparent)
- 2. Format: Response of printer to missing roll format
 - Fit: Printer does not print and requires the respective roll format giving a message.
 - Larger: Printer uses the larger format available next (e.g. ISO A0 instead of A1).
 - *Standard*: Use standard response of respective printer.
- 3. *Folding machine*: Response to missing folding machine
 - Standard: Use standard response of respective printer where the folding machine is and / or should be located.
 - *Ignore*: The printer prints without folding.
- 4. *Tab*: Response to missing tab if a folding program with tab is selected.
 - Fit: The printer does not print the job and instead requires a (new) tab roll giving a message.
 - Ignore: The folding program is effected without applying a tab.
- 5. Output bin / runout: Response to full output tray of sorter and / or output bin of printer (top or back).
 - Standard: Use standard response of respective printer where the sorter is and / or should be located.
 - Fit: Printer does not print the job and requires discharging of the output bin instead by giving a message.



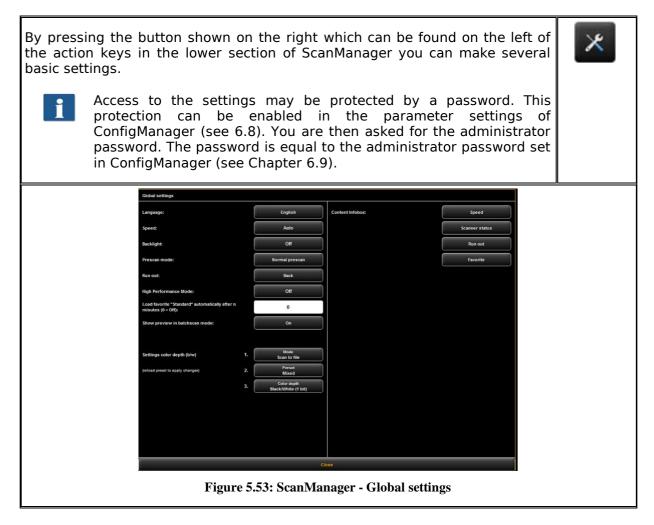
• *Ignore*: Printer prints the job on the next free output bin.

Info texts: Here, you can enter additional information on a print job. This information helps to identify the job in the job list.



The info texts are provided for future extensions and do not yet have any function (also see Chapter 6.7).

5.15 Configuration of ScanManager



The following settings can be made:

- *Language*: Select the desired language of the texts in ScanManager.
- *Speed*: Select automatic and reduced feed speed (to protect sensitive originals). The height of the reduced speed can be set in ConfigManager (see Chapter 6.8).
- *Backlight*: Enhanced presentation of extremely dark originals.
- *Prescan mode*: Determine behavior when pressing the *Prescan* button:
 - *Normal prescan*: Prescan is effected with the selected settings. The preview then corresponds to the result obtained when pressing the *Start* button.
 - Fast prescan: A fast prescan with reduced resolution is effected. Using the mouse, you can afterwards highlight an area which you want to scan with the selected settings. In general, this option is reasonable only if you want to scan a special area of the original.
- *Runout*: Select where and how the scanner shall output the original after the scan: *back (eject), back hold, front (eject), front hold, hold.*
- *High Performance Mode:* When enabling this mode, in the Scan to File mode creation of the output file is already started before completion of the scan process by starting a scan with the green button *Start* (or in Batchscan mode) so that throughput is increased thereby.
 - Direct writing of the output file during scanning is possible under certain conditions only and depends upon the selected settings. If, for example, rotation is enabled (see 5.10), output can be started only after completion of the scan. If the settings are selected in a way that direct output is not possible, output is started automatically only after completion of scan. Direct output is possible only if the following requirements are met:
 - Either JPEG or TIFF are selected as file format.
 - The resolution is not 2400TURBO.
 - Mirroring, rotating, inverting, and automatic alignment must be deactivated.
 - All margins are set to 0.
 - Scaling (zoom) is 100 %, i.e. no scaling is effected (not to a format either).
 - No Multiprint output is effected.
- Load favorite "Standard" automatically after n minutes: Period in minutes after which the favorite "Standard" shall be loaded automatically. Previous settings get lost if they were not saved in a favorite (0: automatic loading deactivated).

- Settings color depth b/w: Here, you can influence the color depth for output in b/w mode which is hidden behind the color mode buttons (so-called *Presets*) in b/w and / or gray scale mode. You can set the behavior for each b/w mode (line, photo, mixed, and more) separated by Scan to File/Copy. By means of buttons 1. and 2. you select to which mode the setting selected in 3. refers. You can select the following settings:
 - Black/white (1 bit)
 - Dithered (1 bit)
 - Gray scale (8 bits)

E.g. if you want to save the files as gray scale with 8 bits per pixel for Scan to File, select *Scan to File* under 1., then *Photo* under 2. and finally *Gray scale (8 bits)* under 3.

Changed settings for a preset are enabled only after the modified preset is loaded again.

• Content Infobox: Determine which files shall be displayed in the info box.

5.16 ScanManager TOUCH

ROWE Scan 600 scanners can be operated by a desktop computer with mouse and keyboard or by a touch screen. For touch screen operation, the specially optimized version *ROWE ScanMAnager TOUCH* is available while the other versions LT/SE/PRO are not intended for touch screen operation (i.e. without mouse and keyboard).

Appearance and operation of ScanManager TOUCH vary only slightly. The decisive difference is that the buttons of the user interface are much bigger to be able to actuate them better using the finger. As the bigger buttons require much more space, the General Viewer is not provided (see Chapter 5.7). Figure 5.54 shows the layout of ScanManager TOUCH.

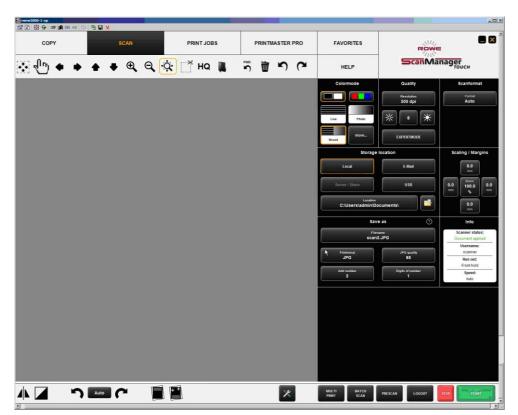
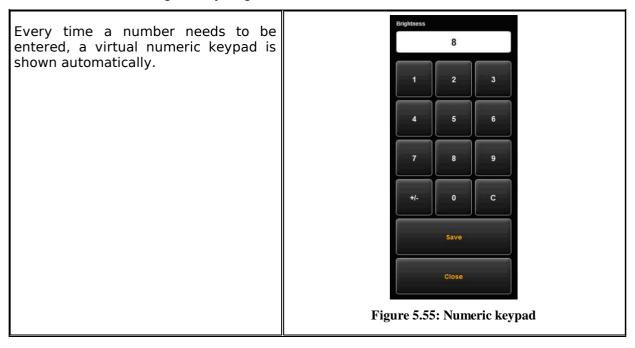
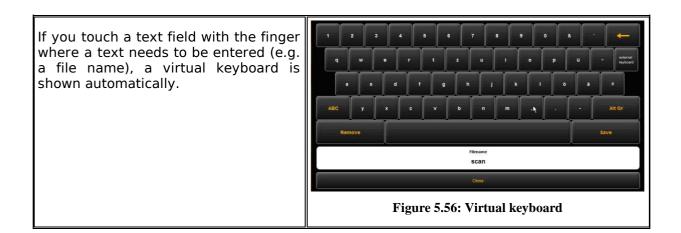


Figure 5.54: ScanManager TOUCH

As a conventional keyboard is usually not available when using a touch screen, a virtual keyboard is shown when an entry is required. By means of the buttons you can enter the desired text and / or figures by finger.





6 ROWE ConfigManager

The ROWE ConfigManager provides all administrative functions for the scanners of the ROWE Scan 600 series. Apart from configuring all basic settings, printers can be set, license upgrades can be loaded, or the scanner can be recalibrated here among others.



6.1 Starting ROWE ConfigManager

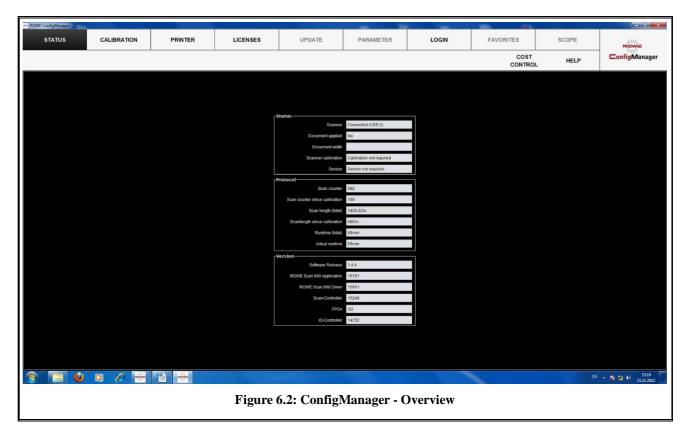
First, make sure, that the scanner is connected to the PC and switched ON.

After installation of the software, an icon named "ConfigManager" can be found on the desktop.

It is easiest to start ConfigManager by double-click on this icon.



6.2 Main View of ROWE ConfigManager



The ConfigManager's layout is similar to that of ScanManager. Similar to ScanManager the configuration options provided in ConfigManager are divided into different *functions* by topics:

- Status: Different status information on the scanner is displayed (see 6.3).
- Calibration: Here, you can calibrate the scanner again (see 6.4).
- Printer: Management of printers which can be used in ScanManager (see 6.5)
- Licenses: Display of existing license options, loading of license upgrades (see 6.6).
- Update: Here you can check whether a new version of the ROWE Scan 600 software is available (see 6.7).
- Parameter: Administration of general parameters (see 6.8).
- Login: Authentication / access protection for advanced settings (see 6.9).
- Favorites: Here you can set additional options for the behavior of the favorites in ScanManager (see 6.10).



In some sections of ConfigManager you are guided through the setup of the selected options by wizards. At the bottom edge of ConfigManager the two buttons "*Next*" and "*Back*" are displayed then. In order to reach the next step, simply actuate "Next". By means of "*Back*" you can return to the previous step to correct your selection if applicable.

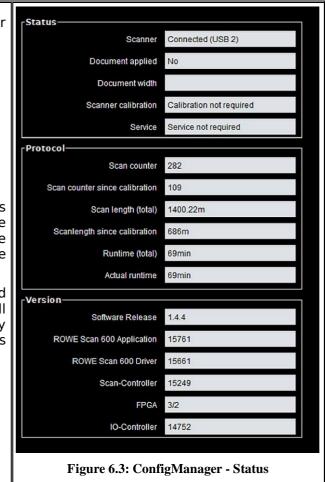
6.3 Status of Scanner

The following information is given under *Status*:

- Status of connection between scanner and PC
- Whether an original was placed and if yes its approximate width
- Whether calibration is required
- Whether maintenance by the ROWE Service is required

Under *Protocol* you can see the scanner's intensity of utilisation. There you can see the number of scans already effected, the overall scan length, as well as the operating hours of the scanner.

Under Version you can see detailed information on the software version as well as firmware of the scanner. Usually, only the entry "Software Release" (here 1.3.0) is important.



6.4 Calibration

Under *Calibration* you can calibrate the scanner again. A new calibration is always recommended if the scan quality seems to have deteriorated. Moreover, calibration is to be effected at regular intervals – depending on the degree of utilisation.

In order to perform a calibration you simply have to follow the instructions given on the screen. In this respect, also refer to Chapter 2.11).



Figure 6.4: ConfigManager - Calibration

6.5 Printer

<i></i>				
Add Printer	Install a new printer			
Delete printer	Remove an installed printer			
Profile printer	Create an icc color profile for an installed printer			
Configure printer	Configure an installed printer			
Figure 6.5: Selection of printer actions				
In order to set up your prin	nter, ConfigManager provides numerous options:			
• Add printer (see 6	Add printer (see 6.5.1)			
• Delete printer (se	Delete printer (see 6.5.2)			
	Profile printer: Create a color profile for an inkjet printer to optimize color reproduction quality (see 6.5.3)			
	 Configure printer: Depending on the printer model, numerous other settings are available (see 6.5.4). 			
If you are not logged in as administrator, you are requested to do so as soon as you press one of the buttons (see 6.9).				

6.5.1 Adding Printer

If you want to add a printer, press the button "Add printer" (Figure 6.5). Afterwards, you are prompted to enter the printer manufacturer. For this purpose, select the appropriate manufacturer from the list and click "*Next*". The available manufacturers are dependant upon the installed license options. Should the required manufacturer name not be provided, you may need a license upgrade (see Chapter 2.10).



In the next step you are prompted to select the printer model from the list. Here too, the available selection is dependant upon the existing license options. Press "Next" afterwards.	Printer Designet 500 Designet 500 • Designet 800 • Designet 4000 • Designet 5000 •
After having selected the printer model, you have to indicate how to access your printer in the network. For this purpose, enter the IP address of the printer or its host name in the text field.	Figure 6.8: Printer IP / host name
Should you have problems regarding the availability of the printer in the network, check the network settings of your computer and the printer.	
Enter any designation for the printer to be set up in the following text field. ScanManager then identifies the printer on the basis of this name (see printer selection, Chapter 5.11.2.1).	Name Figure 6.9: Printer name
If the printer just added is a color printer, you are asked whether you want to perform a color calibration. If yes, click <i>Start Profiling</i> . For the further steps, please refer to Chapter 6.5.3 as from Figure 6.12.	
If you do not want to effect color profiling, click " <i>Skip</i> " whereby the printer installation is completed. You can also perform the color calibration of the printer later.	
If the added printer is not a color printer, the installation has now been completed successfully.	

6.5.2 Deleting Printer

If you want to remove a printer already installed, select "*Delete printer*" under "*Printer*". Afterwards, you are prompted to select the printer to be deleted. The list shows all printers already installed. After having selected the printer to be deleted, click "*Next*" and confirm the safety query.



6.5.3 Creating a Printer Profile

The color reproduction quality on color printers can be optimized by so-called ICC color profiles. This optimization is necessary because each printer shows colors differently.

Even if directly comparing two identical printer models, different results may be produced. All in all, the color reproduction is dependent upon a number of factors, mainly:

- 1. Printer model but also the device itself,
- 2. Medium to be printed on (e.g. normal paper, high-gloss photo paper),
- 3. Age and condition of ink.



The factors *printer model* and *medium* have a great influence. In the following steps of creation of a color profile therefore make sure that the appropriate medium is actually available in the printer.

In order to achieve a reproducible reproduction of color, ROWE ConfigManager offers the "*Closed loop calibration*" option. This means that the printer prints a specific color pattern (a so-called *target*) about which the precise color values are known. Afterwards, this target is scanned with the printer and the actual color values of the individual color fields are established. An ICC profile is then calculated on the basis of the measured data and the reference data which compensates "color errors" as well as possible.

In order to optimize the color reproduction for a color printer you can also have a so-called ICC profile be calculated automatically. For this purpose, select the option " <i>Profile printer</i> " under " <i>Printer</i> ". Afterwards, you are prompted to select the printer to be profiled. The list shows all printers already installed.	Drucker HP5500 HP5500 HP5500-2 RCS6000 Figure 6.11: Printer selection
 In the following dialog select the medium for which you want to create a profile. As some color printers have several rolls, you further have to indicate on which roll the medium can be found. Make sure that the appropriate medium is actually available on the selected roll. Afterwards enter roll width as well as desired quality level for the target to be printed. Then press "Print chart". If your printer has several rolls which are provided with different media and if you want to create a profile for further media, you can click "Back" afterwards and print the target already on the next medium. When creating a profile later, you can then skip this step. 	Media source Manualfeed Medium Plain_Paper Quality Draft Roll width (mm) 0 Figure 6.12: Selection of paper grade

In the next step, the printed target needs to be scanned. Allow the target to dry for about one hour, as the colors may still change during this period. After the drying time, place the target in the scanner and click " <i>Next</i> ". The target is scanned and the ICC profile is calculated automatically. This process may take a few minutes.	Figure 6.13: Inkjet profiling - target
If you want to optimize the reproduction of the gray scale of the printer additionally, you can perform the so-called <i>gray balance optimization</i> . For this purpose, another target which has been optimized for the gray scale reproduction is printed and scanned. Simply follow the instructions on the screen.	
 Normally, gray balance optimization is not required. On request you can skip this step. Afterwards you can complete the process by pressing "<i>Finish</i>". 	

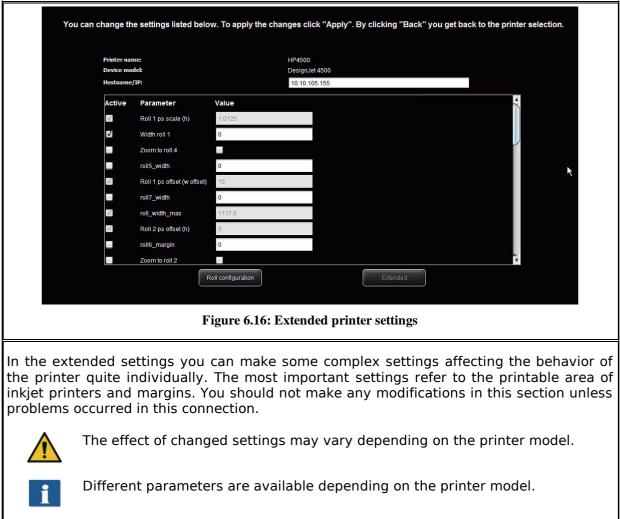
6.5.4 Configuring Printer

If you want to configure the settings of a printer already installed, select the option " <i>Configure</i> <i>printer</i> " under " <i>Printer</i> ". Afterwards, you are prompted to select the printer to be configured. The list shows all printers already installed. Afterwards press " <i>Next</i> ".	Printer Designjet 500
	Figure 6.14: Printer selection

F

E	www.w3000-1-sp							
1	LOGGED IN AS: administrator	Change password				CONTROL	HELP	
						CONTROL		
		You can change the set	tings listed be	elow. To apply the changes click "Apply". By clickin	ig "Back" you g	et back to the printer s	election.	
				HP4500				
		Device modek		DesignJet 4500				
		Hostname/IP: Papersource	Width (mm)	10.10.105.155 Medium	Color Profiled	ICC profile		
		Roll 1		Piain_Paper	×	Create New		
		Roll 2	0	Plain_Paper	x	Create New		
		1012		Liam2 abor	· · ·	Cress res		
						L2		
			ſ					
			l	Roll configuration	ended			
				Back Apply				
					-			
7	start 🧭 🧮 鞐 🥹 📼	-					ſ	E * ()) 5 15:47
	1 Start 🕑 🏉 🧿 🕘 Posteingang -	🕘 ROWE - Mozil 🔁 7 Win	dows E 🚱 Die	nste 🛛 🔤 ond (wird als 🛛 📕 Windows Task 🛛 🥹 ROWE Scan i	6 2 Windows-B.		okument1 🔣 rwrw30	00-1 🔃 « 📕 🔃 🙆 🕐 15:47
_								
			F	igure 6.15: Roll configu	iration			
				.				
Now y	ou access the	e configur	ration	n area of the printer	. Ther	e you ca	n	
•	Change IP	address a	ana /	or host name of the	e print	er,		
	See whath	er a color	nrofi	ile is already availal	hla far	a modiu	im (only	for color
•			pron	lie is alleady availab		ameuit		
	printers),							
	• Create a (now) color profile for a modium (cop 6.5.2) (only for color printers)							
•	• Create a (new) color profile for a medium (see 6.5.3) (only for color printers),			n princers),				
•	 Change the medium type and width of a roll (only for color printers), 							
	change th				(0111y	.5. 20101	princer	-,,
1			,					

• Call extended settings (see Figure 6.16).





Some options can possibly not be edited.

6.6 Licenses

Installed lice	enses
License type	Ordinary license
Device model Scanner width Max. scanwidth Color	Scan 600-60 44" 44" Yes
Printer	HP Designjet T1300 (1x) HP Designjet T7100 (1x) Canon iPF 800 (1x)
Available options	ScanManager PRO ScanManager TOUCH
Open lice	nse file Order license

If you purchased a new scanner, it is provided with a license which allows you to use all options for trial purposes first. This *trial* license either expires after 30 days or after 2,000 scans – depending on which limit is reached first. The free features of the trial license can be seen under *Licenses*. There, you also see how long the trial phase will run.

After expiry of the trial phase only those options are left that you bought when purchasing the device and installed during installation of the software (see 2.10). These options can also be seen in the display.

By means of the button "Open license file..." you can install a (new) license file if you purchased a license upgrade subsequently and obtained a new license file.

If you want to purchase a license upgrade, click "Order license". ConfigManager then automatically opens the ROWE website using your Internet browser where you can order the requested upgrades. But you can also contact the ROWE Support (e.g. if you do not have any Internet connection on your computer). For the contact details please see Page 9.

6.7 Update

As ROWE intends to continuously enhance its software products, they undergo permanent further development. This is why new versions are made available occasionally including an extended scope of functionality and / or error corrections.

Accordingly, it may be worthwhile to check under "*Update*" once in a while whether a more recent version of ROWE Scan 600 software is available. As in case of the license upgrade order, ConfigManager opens the ROWE website automatically using your Internet browser where you can see whether an update is available. Should this be the case, you can directly download the new version from there. The installation can be effected similar to the initial installation (see Chapter 2.2).



You can call the function *Update* only after logging in as an administrator (see **6.9**).

6.8 Parameters

Under Parameter you can make some basic settings for scanner and software.						
You can call the function Updat 6.9).	You can call the function Update only after logging in as an administrator (see					
_Parameter						
Password protect ScanManager settings	0					
Force USB-2.0	0					
Correction scale factor (length)	1,000 🗘	per mill				
Language	en 🔶					
Reduced Speed	3,000	mm/min.				
Margin back (offset)	-0.1	mm				
Margin front (offset)	-0.1	mm				
Margin left (offset)	-0.1	mm				
Margin right (offset)	-0.1	mm				
Tolerance for mapping autoformats	25 🛊	per mill				
Delay infeed	1,000	ms				
Standby waiting time	15 🔹	min				
	Apply					
Active Format Systems						
ANSI	\checkmark					
ARCH	ARCH ARCH					
	Apply					
-Units of Measurement						
Millimeters 🥥						
Centimeters Inches	•					
Feet Yards						
Apply						
Figure 6.18: ConfigManager - Parameters						

The following parameters are available:

- *Password protect ScanManager settings:* You can protect the ScanManager settings with a password (see 5.15) to prevent unauthorized persons from changing them.
- Correction scale factor (length): If you want to scan special originals which are particularly light or heavy and find out that the scale in feed direction is not exact, you can define a correction factor here. But normally you should not make any modifications. Enter a value of more than 1.0 if the scanned documents are too short.
- *Language*: Here you can change the system language.
- *Reduced speed*: If you scan very sensitive originals presenting a risk of being damaged when transported through the scanner, you can transport them at a reduced speed. Here you can define the target speed. In order to use this speed, you have to select the reduced speed in the ScanManager settings (see 5.15).
- *Margin back / front / left / right*: Here you can define additional (global) settings for the scan margins. For negative values, the corresponding margin is cut off; for positive values, it is added.
- *Tolerance for mapping autoformats:* Here you can define by how many per mills the width of a scan format recognized by the width detection may be exceeded for being allocated to the next smaller format nonetheless.
- *Delay infeed*: Here you can define how long the scanner waits after positioning the document until it takes the document in.
- *Standby waiting time*: Waiting time until the scanner enables the energy saving mode (0: Energy saving mode deactivated).



In energy saving mode, the scanner is not recognized by the computer (as if switched OFF). The operating LED is flashing. By pressing the start key on the control panel, you can "wake the scanner up".

- Active format systems: Here you can select which format systems are available in ScanManager when selecting the format.
- *Units of measurement*: Determine which units shall be used.

6.9 Login

Some functions in ConfigManager can be used with special access rights, only. For this purpose, an administrator account has been created. Click on the function <i>Login</i> for authentication. The factory-set access data is: • Username: administrator • Password: admin	Username Password Figure 6.19: ConfigManager - Login
After successful login you can see at the top on the left under the functions that you are logged in as <i>administrator</i> .	ROWE ConfigHanager STATUS CALIBRATION PRINTER LOGGED IN AS: administrator Change password Figure 6.20: ConfigManager - Login
If requested, you can now change the password (only when logged in) by clicking <i>Change password</i> . You are then prompted to enter the old password first and then to enter the new password (two times).	Change password Old Password: Old password: Confirm new password: Confirm new password: Confirm new password: Figure 6.21: ConfigManager - Change password

6.10 Favorites

		Favoritenauswahl:	Standard		
		Parameterbereich:	print	Ausgabe auf: C:\Users\a	
_Sci	an Parameter				
	apply_scanner_profile	1	✓	-	
	Autom. Deskew	0			
	Brightness	127	V		
	Colormode	grayscale	V		
	Contrast	127	√		
	Orientation	portrait			
	Format	auto	⊻		
	Resolution	300			
Fi	ixed Format Length (on/off)	0			
	Gamma	17			
- Pri	int Parameter	0.0			
	Account	none	V		
	auto_cropping	0			
В	ackground Compensation	5			
	Black Correction	50			
	Number of Colors (Palette)	256	V		
	Blue	127			
	Smoothing	0	\checkmark		
	Copies (Set)	1	V		
	Copies (File)	1	\checkmark		
	Deskew	0.0		-	
	E Mail Address		M	<u> </u>	
			Apply		
	F	igure 6.22: ConfigMa	nager - Favorite	S	
In addition to the numerous ScanManager options regarding handling of favorites (see 5.12), in the function <i>Favorites</i> you can define for each individual parameter whether it shall be saved in the favorite (checked) or not (not checked).					
The following effe	ects result th	erefrom:			
always se setting o	et to the val f the parame	n favorite: When lo ue saved in the fav eter in ScanManag ain if a value devia	vorite. As a con er gets lost an	nsequence, the	e temporary g the favorite
		<i>ed</i> in favorite: Aften n loading the favo		favorite, the p	arameter set
		are set, i.e. all p irst select the favo			
each output confi	iguration). If	the latter includes you want to char vice (Parameter ra	nge the print p	arameter sett	ings, you have

7 ROWE Cost Control

By means of the ROWE Cost Control software module all scan / print and – if applicable – folding operations can be collected and evaluated so that a precise breakdown of the accruing costs is possible. As an option, an extensive user and account management is possible which allows the preparation of precise accounting and a limitation of use of the device if required.

Two ROWE Cost Control versions are available: The standard version in which all relevant data of a scanning, printing and/or folding operations are recorded and provided in a table in ROWE ConfigManager for evaluation (see Chapter 7.2).

The ROWE Cost Control Professional version provides a clearly more extensive scope of functions in which a comprehensive user and cost account management is included allowing precise breakdown and accounting of the costs caused by use of the device. Moreover, use of devices by user and cost account can be limited by setting limits.

ROWE Cost Control version	Required license			
Cost ControlCost Control Professional	ScanManager PROROWE Cost Control Professional			



e × LICENSES CALIBRATION PRINTER UPDATE PARAMETER LOGOUT FAVORITES STATUS SCOPE COST CONTROL LOGGED IN AS: service HELP Order Report (7)Modus jobid Color scan4.jpg Color scan3.jpg Color scan2.jpg Color scan1.jpg 0.5 0.5 0.5 0.5 0.5 current costs /m² area m² Costcenter Dr 0.042 0.984 none SC 0.043 0.984 none SC 0.042 0.984 none SC 0.043 0.978 none SC 0.163 0.326 SC SC 12012 11 34 32 12012 11 33 52 12012 11 33 09 12012 11 31 44 ScanJob ScanJob ScanJob ScanJob ofessional ntro 25sart 💋 🎇 鞐 🥹 🗾 😁 😁 💌 Figure 7.1: Overview of ROWE Cost Control Professional with job report

7.1 Main View ROWE Cost Control Professional

ROWE Cost Control Professional comprises of the following components:

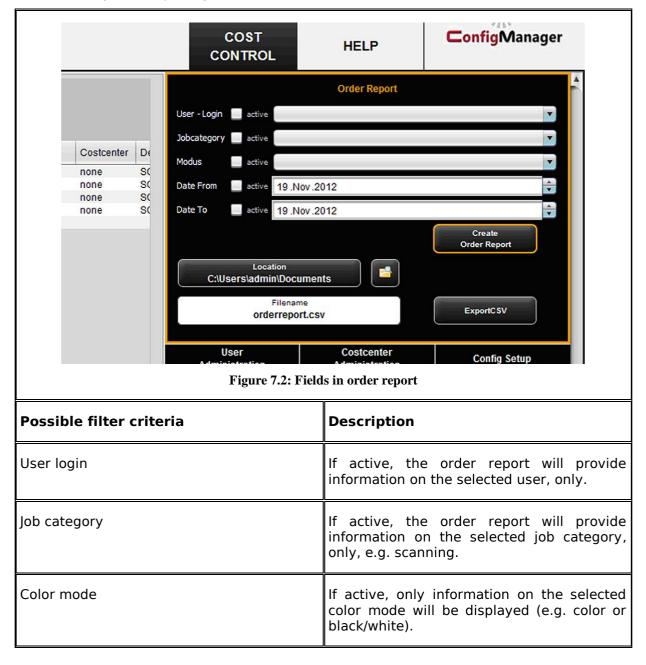
- 1. Via this tab in the ConfigManager, Cost Control can be opened.
- 2. Menu Order report (see 7.2)
- 3. Menu User administration (see 7.4)
- 4. Men Cost center administration (see 7.5)
- 5. Menu Configurations (see 7.6)
- 6. Toolbar with action keys²
- 7. Main window for presentation of order report and editing of menu entries.

 $^{^{\}rm 2}$ Overview of ROWE Cost Control Professional with job report

7.2 Menu Order Report

The order report includes information on each performed job (scanning, printing, or folding). This information can be filtered by various criteria and be exported into a file with comma-separated values (.csv) for further analysis in tables.

In the standard version, only the order report is offered. The latter is started automatically when opening the Cost Control menu.



If active, only information on the selected period of time will be displayed. This search key can be used as follows:
Arrow up/down only changes the date by one day. If the mouse pointer is positioned in the area of the month, the month is changed; this also applies to the year.

All filter criteria can be combined. If all filter criteria are selected, press the button *Create order report* (1) to update the tabular report in the main window.

For further analysis the order report can also be exported in a file with comma-separated values (*.csv). By means of the button *Export CSV* (2) a CSV file will be created in the selected folder (3). When creating the file, all filter criteria selected above will be considered.

In order to define the storage location, actuate the button *Location* (3) and select the requested target folder on your computer. Your own user folder is preset first.

In the text field *File name* (4) a name can be allocated to the CSV file to be created. By default, orderreport.csv is used. File extension .csv will be added by the program automatically.

By means of the *Explorer* (5) button, the set folder can be opened to access the exported file directly.

			O	der Report						
			Se	arch Hit(s): 4						
Ordernumber	Displayname	Date Time	Name	Modus	jobld	current price	current costs / m²	area m²	Costcenter	De
135331766325	SCANNER SCANNER	19.11.2012 11:34:32	ScanJob	Color	scan4.jpg	0.5	0.042	0.084	none	SC
135331762408	SCANNER SCANNER	19.11.2012 11:33:52	ScanJob	Color	scan3.jpg	0.5	0.04	0.08	none	SC
135331757991	SCANNER SCANNER	19.11.2012 11:33:09	ScanJob	Color	scan2.jpg	0.5	0.042	0.084	none	SC
135331749623	SCANNER SCANNER	19.11.2012 11:31:44	ScanJob	Color	scan1.jpg	0.5	0.039	0.078	none	SC
TOTAL							0.163	0.326		

Figure 7.3: Order report table

In the tabular view of the order report, information is sorted by date of creation (see Figure 7.3). Sorting can be applied to any column of the order report by clicking the header of the respective column.

The system allocates an order number to each order. Interrelated jobs are given the same order number. Example: Prescan and scan or scan and subsequent print.

The view of the standard version deviates from the Cost Control Professional view in that information on cost centers and costs is given in the Professional version, only.

7.3 ROWE Cost Control Professional

In addition to the options for consumption analysis provided in the standard version of ROWE CostControl, the Professional version provides an extensive user and cost center administration which allows precise breakdown and accounting of the costs caused by use of devices. Moreover, use of devices by user and cost account can be limited by setting limits.

7.3.1 Allocation of Limits and Discounts

Per job category an upper limit can be set for a person, cost center, or a corresponding group. If this limit is reached when working with ScanManager, no further jobs of this category can be executed until the limitation is reset by authorized personnel (administrator).

The system also allows granting of discounts to selected persons and / or cost centers or groups. An existing discount is considered in the order report in column *Price incl. discount*.

Calculation of the consumption per job category is effected as follows:

- 1. Limits allocated directly to a person have top priority.
- 2. Afterwards, limits allocated to a user group follow.
- 3. Limits allocated to a cost center or cost center group have the same priority but are checked in the third place.

The course of a job entirely monitored with ROWE Cost Control Professional is as follows:

- A person logs into ScanManager with user name and password.
- The job is started; e.g. black/white scanning.
- A window pops up where the person can select a cost center.
- If the person is allowed to use this cost center, the limit is checked.
- If the limit for the selected job category has not yet been reached, the job starts as usual and all relevant information is recorded.
- Afterwards, the program calculates the consumed quantity which is also recorded.

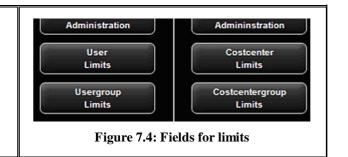
For further information on the process, see Chapter Warnings, Limits, Errors.

7.3.2 Allocation of Limits and Discounts

ROWE Cost Control Professional provides the option to set a limit for each job category ${\rm ^{_2}}$ and to grant a discount if applicable.

Limits can be allocated in four different ways.

- User limits
- User group limits
- Cost center limits
- Cost center group limits



7.4 Menu User Administration

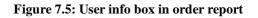
This menu includes four areas where the administrator can create accounts for users and user groups and set limits for users and user groups.

Among others, the present chapter describes the configuration of limits and discounts in detail.

Setting of limits for users, user groups, cost centers, and cost center groups is effected identically and is therefore described for user group specific limits in Chapter 7.4.3 as an example.

Information on the user are displayed in the order report in a pop-up window when moving the mouse pointer over this name.

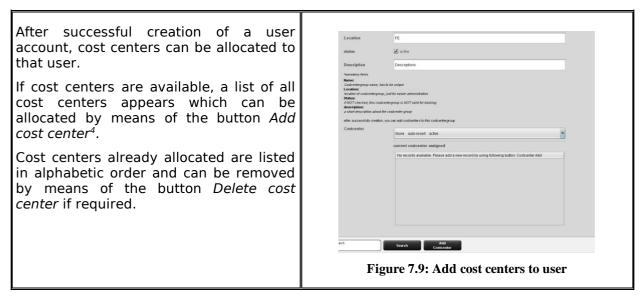
rnumber D	Displayname	Date Time	Name	Modus
31766325 S 31762408 S 31757991 31749623 \L	Displayname CANNERSCANNER CANNERSCANNER COMMERSCANNER COMMER User Information Surname Givenname E-Mail Address Login UserID	R 19.11.2012 11:34:32	ScanJob Scan Job	Modus Color Color XI Dolor Dolor
	UserID Department Phonenumber Location	none auto-insert none none		



7.4.1 User Administration

By clicking User administration in the menu of the same name, the list of persons currently available in the system pops up. When you call up this item for the first time, the list is empty.	User Administration User Administration User Administration User Limits Usergroup Limits Figure 7.6: User administration
By clicking <i>Add</i> ³ the area where you can create a user account opens.	User Administration
In this menu, various information on the user is entered.	Surname Givenname
The fields marked with an asterisk have to be completed:	E-Mail Address • Login •
• E-mail address	Password • UserID
• Login	Department
Password	Phonenumber
The remaining fields are intended for detailed information on the user.	Location statusactive
By means of the field <i>Status,</i> a user can be disabled temporarily to prevent login to ScanManager.	Usergroup *mandatory fields all maddatory fields all maddatory fields that to be filled and unque. the other fields are needed to personalize the user account. E-Mail Address: E-Mail Address: Login: users to poinname, has to be unique Persevord; Persevord;
If user groups are available, the user can be allocated to a group.	reast nonce users password users proper Limits and discounts of usergroup are automatically available for the user after successfully creation, you can add costcenters to this user
	Figure 7.8: Create user account

³ The field *Add* is located under the main window.



7.4.2 User Group Administration

⁴ The buttons *Add cost center* and *Delete cost center* are located under the main window and replace the button *Add*.

By clicking User group administration a list with all user groups available in the system pops up.	User Administration User Administration User User Limits Usergroup Limits Usergroup Limits Usergroup Sergroup Limits
By double-click the user group selected before opens to make changes or to view a list of the users currently allocated. By pressing the <i>Add</i> button, the menu for a new entry opens. The name of a user group has to be unique. The fields <i>Location</i> and <i>Description</i> only serve ease of administration. By means of the field <i>Status</i> an allocated limit can be suspended temporarily; i.e. NO job category limits can be booked for this user group.	Usergroup Administration Name Muster Location Muster status Inter "wardedwy field Muster "wardedwy field
Modifications in the main window are confirmed, rejected, or deleted – if allowed – by means of the buttons.	Change Cancel Costcenter Costcenter Delete Save Figure 7.13: Buttons – User group administration

In the following, the configuration of user-related limits is described as an example. This process is equal for all other limits (user groups, cost centers, and cost center groups) except for the labels which may be different.

7.4.3 User Limits

First, the list ⁵ of users currently available in the system appears. By double-click on an entry another list opens in which the job category limits currently allocated are indicated.	User Limits Mustermann Max No records available. Please add a new record by using following button: Add Figure 7.14: Limits - List of currently allocated job categories
On this level, you can change existing job category limits or create new ones. By clicking <i>Add</i> and/or double-click on an existing entry, the menu for setting limits and discounts opens. In order to create a new limit ⁶ , select an existing job category from the list. In the field <i>Limit</i> the upper limit is defined for this job category. Please pay attention to the scale! In the field <i>Discount</i> a discount in % can be granted to the selected job category and the allocated user.	User User <t< td=""></t<>
The field <i>Current consumption</i> gives information about the current situation and can be reset by means of the <i>Reset</i> button.	Search Reset Figure 7.16: Reset current consumption

After having made all settings, the changes have to be accepted by the *Save* button.

This operation can be repeated for all existing job categories. A job category which is not allocated may result in a refusal of ScanManager to execute the job (see Figure 7.17).

⁵ The entries in this list correspond to the entries in the administration menu. However, they cannot be deleted or edited. For this purpose, you have to move to the corresponding administration menu.

⁶ In the list all available job categories are indicated in alphabetical order. Three designations are displayed: Name of job category, color mode for job category, and scale of job category currently used. The scale is decisive for determining the limit.

Attention! for the current jobcategory is NO limit available: Scannen Grayscale



Figure 7.17: Error message Limit exceeded

7.4.4 User Group Limits

See Chapter 7.4.3. Setting of user group limits is similar to user limits. If user groups have not yet been defined, an empty list appears with the note that at least one user group needs to be defined.

7.5 Menu Cost Center Administration

This menu includes four areas where the administrator can create cost centers and cost center groups and set limits per cost center and cost center group.

By clicking Cost center administration a list with all cost centers available in the system Costcenter Administration pops up. In the menu Configurations – Cost Control Costcenter (Chapter 7.6.1) a standard cost center is Administration given which always appears in this list. Costcentergroup Admininstration Costcenter Costcenter Locason Cologne Default Costcenter active active Limits Costcentergroup Figure 7.19: Cost center list Limits Figure 7.18: Cost center administration Costcenter By pressing Add or double-click on an entry, the area for defining and / or changing a cost center opens. active The name of the cost center shall be 19 .Nov .2012 unique. The fields *Status* and *Available date* serve to allow bookings on this cost center in ScanManager or not. It is not possible to charge to Figure 7.20: Create / edit cost centers inactive cost centers and cost centers with an expired date under Available date⁷.

7.5.1 Cost Center Administration

After successful definition of a cost center, users can be allocated to the latter. For this purpose, select the user you want to add to the cost center from the list and afterwards confirm by pressing *Add user*.

By means of the button *Remove user* you can remove users already allocated to a cost center.

 $^{^7}$ Only if the current date of the day is older than the set date, an entry is prevented. 106

7.5.2 Cost Center Group Administration

By clicking <i>Cost center group administration</i> a list with all cost center groups available in the system pops up. As in case of cost center administration, the input mask for cost center administration can be opened by clicking <i>Add</i> in the toolbar below the main window. In order to modify an entry, select this entry in the list and press the <i>Change</i> button in the toolbar on the right side.	Costcenter Administration Costcenter Administration Costcentergroup Administration Costcenter Limits Costcentergroup Limits
The field <i>Name</i> shall include a unique name for the cost center group. The field <i>Status</i> defines whether job category limits can be used for this cost center group in ScanManager.	Figure 7.22: Define / modify cost center group
After successful definition of the cost center group, cost centers can be added to this group. For this purpose, corresponding buttons are displayed in the toolbar under the main window. They are used similar to the buttons of the cost center administration.	with successfully creder, you do all conformers to the conformance Conformer The sub-transf state conformer conformer </td

7.5.3 Cost Center Limits

See Chapter 7.4.3. Setting of cost center limits is similar to user limits.

7.5.4 Cost Center Group Limits

See Chapter 7.4.3. Setting of cost center group limits is similar to user limits.

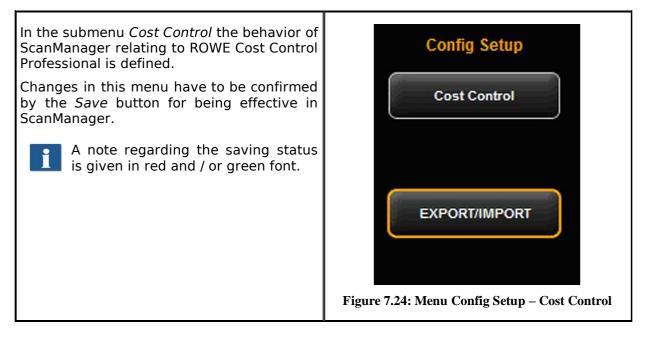


If a cost center group has not yet been defined, an empty list appears with the note that at least one cost center group needs to be established.

7.6 Menu Config Setup

In this menu, the behavior of ScanManager with Cost Control Professional being activated is defined. Moreover, it is possible to save and restore the recorded consumption data as well as any user and cost center data.

7.6.1 Cost Control



ROWE Cost Control professional CostControl active Costcenter editable active Costcenter listable I active Costcenter listable I active Costcenter check I active Default Costcenter I active Default Costcenter none use Login / Password active Prescan to protocol active Local servertime automatic Backup path C:Userstadmin * Pflichtfelder rotstored yell Costeenter reditable: if checked, user can select a costcenter from dropdown list Costeenter editable: if checked, user can select a costcenter from dropdown list Costeenter check: if checked, user can select a costcenter from dropdown list Costeenter check: if checked, the select de costcenter must be valid and Limit/Discount is using default Costeenter: This record is used in ScanManager Casteenter distable: if checked, the select a costcenter must be valid and Limit/Discount is using default Costeenter: This record is used in ScanManager Casteenter check: if checked, the select a costcenter must be valid and Limit/Discount is using default Costeenter: T		Config Setup
□ active □ costcenter editable □ active Costcenter listable ✓ active Costcenter check ✓ active Default Costcenter * none use Login / Password □ active Prescan to protocol □ active Local servertime automatic mot stored yet! ✓ Costcenter isable: / C:\Users\admin * Pflichtfelder • not stored yet! Costcenter is acostcenter in ScanManager Costcenter editable: // C:\Users\admin // checked, ROWE Cost Control will be used in ScanManager Costcenter editable: // checked, user can select a costcenter in ScanManager for logging Costcenter editable: // checked, user can select a costcenter from dropdown list Costcenter etheck: If checked, user can select a costcenter from dropdown list Costcenter: This record is used in ScanManager, if no other costcenter method is checked You will find this record also in Menu Costcenter Administration use Login / Password: // checked, each Scan or Print job will also log the PreScan Job local Servertime: This will define the Date / Time column in order report. 'automatic' uses the PC settings.	ROWE Cost Control	professional
Costcenter listable ✓ active Costcenter check ✓ active Default Costcenter * none use Login / Password active Prescan to protocol active Local servertime automatic Backup path C:Users\admin * Pflichtfelder not stored yet! Costcenter of table: if checked, ROWE Cost Control will be used in ScanManager Costcenter listable: if checked, user can define a costcenter from dropdown list Costcenter clitable: if checked, the selected costcenter from dropdown list Costcenter clitable: If checked, the selected costcenter from dropdown list Costcenter clitable: If checked, the selected costcenter from dropdown list Costcenter listable: If checked, the selected costcenter from dropdown list Costcenter: This record is used in ScanManager, if no other costcenter method is checked Yu will find this record also in Menu Costcenter Administration use Login / Password: If checked, the user need to login into the ScanManager Jecked, acch Scan or Print job will also log the PreScan Job Local Servertime: This will define the Date / Time column in order report. 'automatic' uses the PC settings. Jecked settings.		active
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Default Costcenter * use Login / Password active Prescan to protocol active Prescan to protocol active Local servertime automatic Backup path C:Users\admin * Pflichtfelder C:Users\admin not stored yet! Cost Control professional: if checked, ROWE Cost Control will be used in ScanManager Costcenter editable: if checked, user can define a costcenter in ScanManager for logging Costcenter listable: if checked, user can select a costcenter from dropdown list Costcenter check: if checked, user can select a costcenter from dropdown list Costcenter check: if checked, user can select a costcenter must be valid and Limit/Discount is using default Costcenter This record is used in ScanManger, if no other costcenter method is checked You will find this record also in Menu Costcenter Administration use Login / Password: if checked, the user need to login into the ScanManager if checked, the user need to login into the ScanManager Discenter listable: if checked, the user need to login into the ScanManager Discenter listable: if checked, the user need to login into the ScanManager Discenter listable: if checked, the user need to login into the ScanManager Discenter listable: if checked, the user need to login into the ScanManager Discenter listable: if checked, the user need to login into the ScanManager Discenter listable: if checked, the user need to login into the ScanManager Discenter listable:	Costcenter listable	☑ active
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Local servertime automatic Backup path C:Users\admin * Pflichtfelder	use Login / Password	active
Backup path C:\Users\admin * Pflichtfelder not stored yet! Cost Control professional: if checked, ROWE Cost Control will be used in ScanManager Costcenter editable: if checked, user can define a costcenter in ScanManager for logging Costcenter listable: if checked, user can select a costcenter from dropdown list Costcenter check: if checked, the selected costcenter must be valid and Limit/Discount is using default Costcenter: This record is used in ScanManger, if no other costcenter method is checked You will find this record also in Menu Costcenter Administration use Login / Password: if checked, the user need to login into the ScanManager if checked, each Scan or Print job will also log the PreScan Job Iocal Servertime: This will define the Date / Time column in order report. 'automatic' uses the PC settings.	Prescan to protocol	active
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Cost Control professional: if checked, ROWE Cost Control will be used in ScanManager Costcenter editable: if checked, user can define a costcenter in ScanManager for logging Costcenter listable: if checked, user can select a costcenter from dropdown list Costcenter check: if checked, the selected costcenter must be valid and Limit/Discount is using default Costcenter: This record is used in ScanManger, if no other costcenter method is checked You will find this record also in Menu Costcenter Administration use Login / Password: if checked, the user need to login into the ScanManager prescan to protocol: if checked, each Scan or Print job will also log the PreScan Job local Servertime: This will define the Date / Time column in order report. 'automatic' uses the PC settings.	* Pflichtfelder	
if checked, ROWE Cost Control will be used in ScanManager Costcenter editable: if checked, user can define a costcenter in ScanManager for logging Costcenter listable: if checked, user can select a costcenter from dropdown list Costcenter check: if checked, the selected costcenter must be valid and Limit/Discount is using default Costcenter: This record is used in ScanManger, if no other costcenter method is checked You will find this record also in Menu Costcenter Administration use Login / Password: if checked, the user need to login into the ScanManager prescan to protocol: if checked, each Scan or Print job will also log the PreScan Job local Servertime: This will define the Date / Time column in order report. 'automatic' uses the PC settings.	not stored yet!	
backup path: define the backup path for automatically database backups.		

- Cost Control Professional: The professional version can be deactivated by disabling this field. In this case, the standard version is active and only jobs are recorded.
- 2. Cost center editable: Define whether the user shall be allowed to enter a cost center (in a text box) independently when logging onto ScanManager.
- 3. Cost center listable: Define whether the cost centers shall be displayed in a list from which the user may select one when logging onto ScanManager. A combination with (2) is possible.
- 4. *Cost center check*: Define whether the cost center entered by the user has to exist, be active, and provided with sufficient limit to accept jobs.
- 5. *Default cost center*: Define which cost center to be used if the user is not allowed to select a cost center him-/herself due to (2) and (3).
- Use login / password: Define whether the user has to authenticate for using ScanManager. If this setting is not enabled, the current Windows login name is used for recording.
- 7. *Prescan to protocol*: Define whether prescans shall be recorded, too.
- 8. *Local server time*: Serves to display the date/time column in the order report. If 'automatic' is selected, the time zone set in the local PC is used. If you want to use other time zones, you can select them manually.
- Backup path: Define in which directory the current data records as well as the monthly⁸ order report files shall be saved.

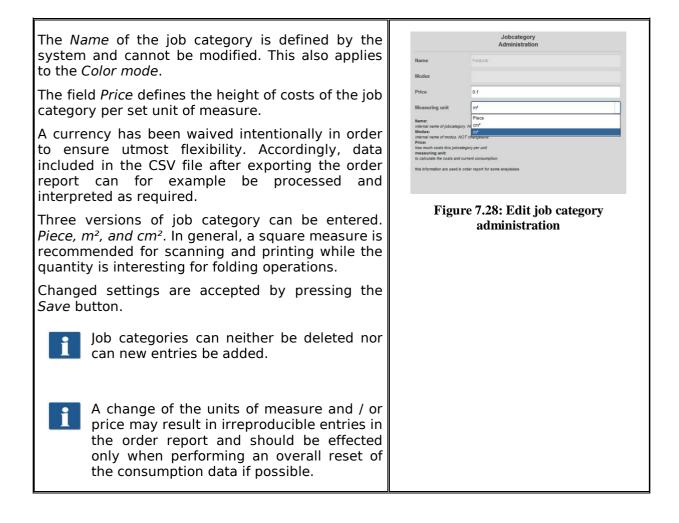


Make sure to save the contents of the indicated folders regularly.

7.6.2 Job Category Administration

This menu can be opened by means of the button Job category administration under the main window.	Search Jobcategory Administration Figure 7.26: Buttons menu Cost Control – Job category administration
By clicking you open a list of the job categories currently available in the system which can be adjusted by a double-click.	Administration

⁸ At the beginning of each month, ROWE Cost Control creates a new database which includes information on the recorded jobs of the previous month. Older data is maintained and you can still access it.



7.6.3 Order Report Administration

7.6.3.1 Backup Settings

This menu can be opened by means of the button <i>Order report administration</i> under the main window.	Category Inistration Order Report Administration Figure 7.29: Order report administration
In this menu, the settings for the monthly	Order Report
backup are made. ROWE Cost Control	Administration Timerange for
automatically saves the order tables in a	automatic
separate database file at the beginning of	orderreport monthly
the month. The latter may for example have	backup file
the name	0 - endless Imonthly
jobdb_201205_20120502_20120530.db	monthly O P monthly Imonthly D - endless Imonthly Orderreport Imonthly Figure 7.30: Backup settings

You can select a period of time for defining how long the monthly backup file shall remain visible in the order report. You can define whether the period shall apply to months or years. E.g., if you select three months, the information of the previous three months and the information on the current month will be given in the order report. The selection of years works in the same way so that the information on the current month and on the number of previous years is available in the order report.



When selecting zero, the monthly backup files will ALWAYS remain in the order report.

The name of the monthly backup file jobdb_201205__20120502_20120530.db gives some information:

- 201205
 - To which month this file applies (May 2012)
- 20120502
 - Day of the first entry in the order report (2 May 2012)
- 20120530
 - Day of the last entry in the order report (30 May 2012)

A file with the name *jobdb_201206__empty.db* means that the monthly backup file does NOT include any information. Such a file may occur if all information from the order report were deleted and ROWE Cost Control created a monthly backup file automatically afterwards.

7.6.3.2 Deleting Order Report

In the area *Order report delete* the monthly backup files can be removed from the order report or all information including the current month can be deleted.

In a list, the available files can be displayed and deleted by pressing the *Delete* button in the toolbar. Should these files be available in a backup folder, too, they are renamed and are provided with a time stamp as file name.

Timerange for automatic		0 monthly	•
orderreport monthly backup file			
0 -> endless			
Orderreport delete (monthly backupfile /	all		•
every entry)			
info_orderreport			

If *All* data are deleted from the order report, the system establishes a copy of the total database in addition to the above mentioned backup files (costMasterdata_all_delete_120710162156.bkp) which is also provided with a time stamp in the selected backup folder. If required, these files can be deleted manually.

In this menu, the buttons *Save* and *Delete* have to be actuated. For this purpose, a popup menu is displayed where you have to enter the administrator password.

7.6.4 Export / Import

By means of the export / import functions, backups of existing data records can be established and loaded again. In general, it is possible to include all data in a backup, i.e. order records including incurred costs as well as master data (users, user groups, cost centers, cost center groups) and current configuration.



In order to be able to open this menu, service access rights are at least required!

In the field <i>Export database tables</i> you select which tables ⁹ shall be saved.	EXPORT_IMPORT_DATABASE
By means of the field <i>Export file</i> you open a file manager to select storage location and file name.	export file File export withactive TDELETE statement
By pressing <i>Export</i> a backup file is created in the selected folder.	Figure 7.32: Export – backup of tables

⁹ Four backup versions are offered; Master data tables: include user and cost center administration, Configuration tables: include job categories and settings for Cost Control, Order/Job tables: all data about the current month, All: all tables are saved.

Under the main window, the button <i>Import Cost Control</i> can be pressed to access the menu for restoring of backup files.	EXPORT_IMPORT_DATABASE import file File Attention, your distabase records could be delete if your import file contains: DELETE statements
In this menu, you select the file to be restored by means of the file manager. By clicking <i>Import</i> the data records included therein are loaded into the system.	Figure 7.33: Import – Restore tables

When preparing backup files for the order report, the monthly backup files are also taken into account. Per monthly backup file an SQL file with the corresponding name is created in the selected folder. They can then be used separately for restoration.

Example:

For backup the file name 'Sicherung_Auftragsreport.sql' was selected. In the system, there are two more monthly backup files. They are established automatically in the selected directory so that the following files are available afterwards:

- Sicherung_Auftragsreport.sql
 - Data of current month
- Sicherung_Auftragsreport_jobdb_201204.sql
- Sicherung_Auftragsreport_jobdb_201205.sql
 - Data of months April and May 2012

7.7 Warnings, Limits, Erors

This chapter describes warnings and error messages which may occur. Moreover, examples for the limits are given.

7.7.1 Warnings

7.7.1.1 Login

If in the menu <i>Cost Control Use login / password</i> is activated, a window pops up when ScanManager has been started.	Login X
After having entered login name and password, the authentication is started when pressing <i>Start</i> .	Password
By pressing <i>Cancel</i> the current ScanManager session is closed.	Figure 7.34: Cost Control login
If in the user administration a user was deactivated, login to ScanManager is not possible. Login is only possible if the user is enabled.	Error! user is not active

If the combination of user name and password was not correct, this message is displayed. If a repeated login is not possible, an administrator should check the user's access data.	no valid login (please check username and password)
If not all fields are completed, this fact is shown by a corresponding note. Please complete all fields so that the system can effect the authentication correctly.	Error! user is not active

After successful login, the button *Logout* is displayed next to the *STOP* button in ScanManager. By means of this function, you can change the user.

7.7.1.2 Editing Range

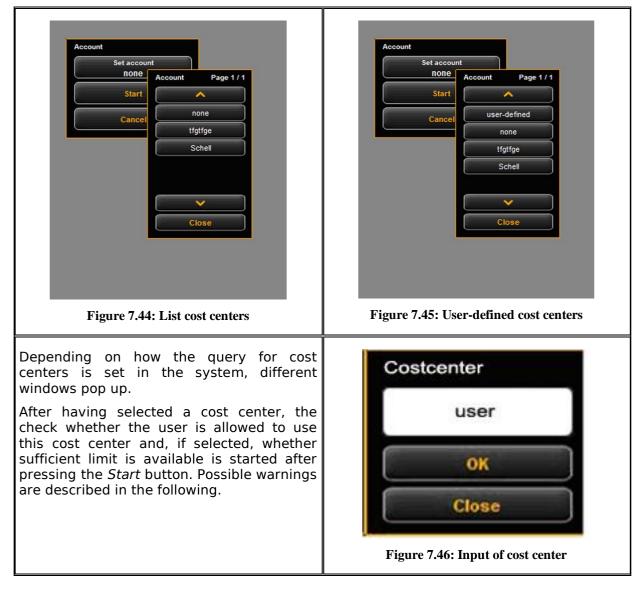
For being able to change a data record, you have to highlight a line in the corresponding list first. This warning may appear if you try to delete or change an entry without having highlighted it before.	not possible, no record selected
The fields in the administration menus marked with an asterisk have to be completed. If all highlighted fields are completed, click <i>Save</i> again.	Please fill ALL mandatory fields
If the login name is already used in the system, you have to change this entry.	no valid login (please check username and password)
If the e-mail address is already used in the system, you have to change this entry.	column emailAddress is not unique
If the name is already used in the system, you have to change this entry.	column name is not unique

Some entries have to be confirmed before deleting them if they are used across the system.

The query may occur in

- User administration
- User group administration
- Cost center administration
- Cost center group administration

7.7.1.3 Cost Center Query





If the user selected a cost center he / she is not allowed to use, this warning is displayed. Another cost center has to be selected. If this fails, an administrator has to allocate at least one cost center to this user.	no valid costcenter for username
If the user entered a cost center which does not exist in the system and if the check for a valid cost center is active, this warning is displayed. Either the user enters a valid cost center or the check for valid cost centers has to be disabled. Then, an entered cost center is used for recording only.	no valid costcenter
If a limit was not defined for the job category or if the latter was exceeded, this warning is displayed. An administrator either has to define a limit for this job category or reset / increase an existing limit.	Attention! for the current jobcategory is 110 limit available: Scannen Grayscale Figure 7.49: No limit
In order to be able to reset / increase an existing limit of a job category early, this warning is displayed.	Warning you have reached 10 % of Limit from 20. Your current consumption: 19.8 for jobcategory: Scannen Grayscale Figure 7.50: Warning limit 10 %

7.7.2 Examples for Limits



If you want to use limits, a user has to be allocated to at least one cost center where his / her jobs may be entered.

7.7.2.1 Limit by User Groups

In order to implement a user-group-related access and / or consumption control, you may proceed as follows:

- Define user groups for different tasks, such as group *Scanning* and group *Printing*.
- Allocate the corresponding job categories and define the requested limits / discounts per user group in the area of user group limits.
- Define users to be included in the respective user group. A user may be a member of one group at most.

All jobs effected in ScanManager are then entered in the respective user group. The advantage of a limitation by user group is that only a few settings are to be made for job category limits if many users are divided into a few groups.

Should individual group members however require a separate job category limit, this can be set under *User limit*.



All user-related job category limits have the highest priority. If a job category limit has been exceeded, this user is blocked for this job category until further notice. This limit is always applicable even if the limit on cost center basis was set.

7.7.2.2 Limit by Cost Center Group

In order to implement a cost-center-related access and / or consumption control, you may proceed as follows:

- Define cost center groups for particular areas, such as *Projects, department, private*.
- Set the corresponding job category limits per cost center group in the area *Cost center group limit*.
- Define cost centers which will be allocated to a cost center group, e.g. Accounting (→ Departments), etc.
- Allocate users and / or user groups to the respective cost center group(s).

All jobs effected in ScanManager are then entered in the respective cost center group. The advantage of this limitation is that only a few settings are required for the job category limit if some cost centers can be included in groups.

Cost centers and cost center groups have the same priority. If a job category limit is also set for a cost center, it is checked first whether the consumed quantity is charged to the cost center or the cost center group. The check is effected on the basis of the discount while the "most favorable" for the user is always used. If the discount is identical for the cost center and the cost center group, the consumed quantity is charged to the item having more limit.

8 Maintenance of Scanner

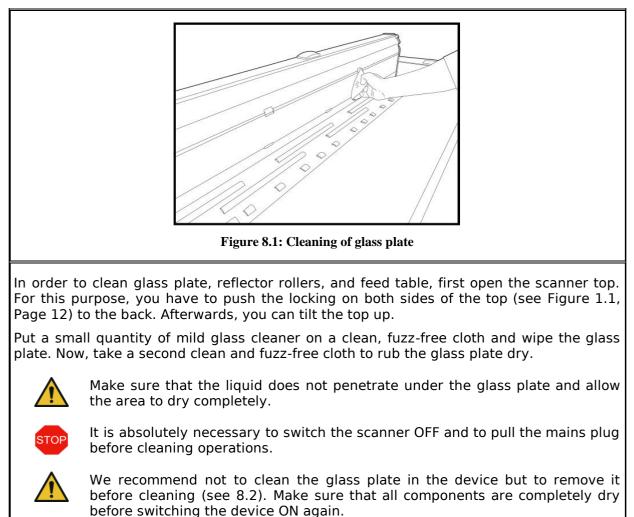
The present chapter describes how to clean the scanner of ROWE Scan 600 series and how to replace wear parts.



8.1 Cleaning of Scanner

Dirt and dust particles on the glass plate of the scanner may result in a deterioration of the scan result.

This can be avoided by regular cleaning of glass plate, reflector rollers, and feed table.

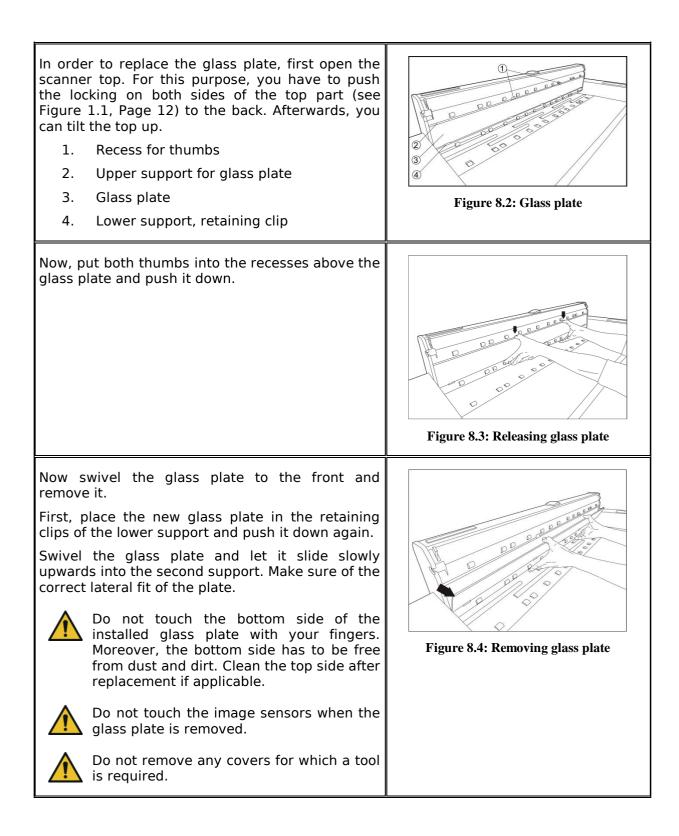


In order to clean the reflector rollers, wipe them with a clean, fuzz-free cloth. Roller

8.2 Replacing Glass Plate

cleaner LIXTON W1-H is recommended as cleaning agent.

If the scanner is used often, the glass plate may wear out and the scan result may deteriorate as a consequence. If cleaning of the glass plate does no longer improve the scan result, replace the glass plate.



9 Trouble Shooting

This chapter describes the actions to be taken if a problem occurs when using the scanner.



9.1 Malfunction Indicator Lamp on Control Panel

There is a malfunction indicator lamp (1) on the control panel of the scanner. If this lamp lights up, the scanner detected a paper jam.

If the scanner is fitted with the optional height adjustment, the malfunction indicator LED may also show a problem with the height adjustment if it lights up. In this case, please contact the ROWE Service.

9.2 Installation Problems

The following table lists some problems that may occur during installation and describes remedial actions.

Problem	Remedy
Installation program does not open after inserting the CD-ROM	Enable Windows Autorun or start installation program directly from the CD
Installation fails giving an error message	Make sure that the minimum requirements are satisfied. Among others, you need administrator rights, see Chapter 1.5
No connection via USB	Check whether the entry "ROWE Scanner" is available in the Windows Device Manager. Check whether the Windows Utility "ROWE Scan-Controller" is started (perform a restart of the PC). If applicable, deactivate firewalls and afterwards reinstall the software.
The document is not taken in	Restart Setup Wizard (see Chapter 2.9)
License installation fails	Check whether the connection to the scanner is established (see above). Reinstall the software.
Calibration fails	Repeat calibration. Check the chart for damages.

9.3 Scanning Problems

The following table lists some possible problems when working with ScanManager and describes remedial actions.

Problem	Remedy
	Make sure that the scanner is switched ON and recognized by the PC. Restart ScanManager.
The document is not taken in	Switch scanner OFF and ON again. Execute the Setup Wizard again if applicable (see Chapter 2.9).
	Check the setting of the Scan format (Auto or sufficiently large format). Make sure of centered document feed.
	Make sure that you have the appropriate write permission for the target folder and that sufficient storage space is available.
Image is not printed	Check the job list (Job/print may be stopped?) and whether the printer can be accessed in the network.
reproduction on inkjet	Calibrate the scanner. Afterwards, establish a new color profile for the printer. Make sure that the correct medium is used (see Chapter 6.5.3).

9.4 Problems with Automatic Width Detection

If you have any problems with automatic detection of document width, the following information may be useful.

Problem	Remedy
missing on at least	Make sure that the original is positioned in a straight and centered way. Check the original for damages (in particular at the front and front edges). Should the background color (paper white) of the original be equal to the color of the transport rollers and should the original be very thin, faulty detection may occur.
Image too wide on both sides	Make sure to use the scan format <i>Auto</i> and not <i>Auto (Sensor)</i> . If applicable, recalibrate the scanner.

9.5 Scan Quality

In case of problems with decreasing scan quality, you should usually recalibrate the scanner (see Chapter 6.4). In addition, please consider the following information.

Problem	Remedy
light or dark stripes in	Clean the glass plate (see Chapter 8.1). Even small dust/dirt particles may result in a deterioration of the scan result. Afterwards calibrate the scanner. If the problem persists, check the glass plate for scratches. If any, replace the glass plate (see Chapter 8.2).
	Recalibrate the scanner. Check the feed path for obstacles (e.g. correct fit of glass plate).
	For extremely thin and light originals, a minor offset may occur at the front edge when composing the image which is caused by the feed. In this case, it may be useful to stabilize the front edge with transparent adhesive tape.

A Technical Requirements

A.1 Java Runtime Environment

In order to be able to use all functions of the ROWE applications, a "Java Runtime Environment", version 1.6.0 update 10 or higher has to be installed. If it is not yet installed on your computer, it will be installed together with the ROWE applications (see Chapter 2).



B Safety Notes

This Annex includes safety notes to be read prior to commissioning of the scanner of series ROWE Scan 600. You obtain information on possible risks of personal injury and property damage regarding the devices of series ROWE Scan 600.



B.1 Disclaimer

The contents of all safety data sheets in this manual are subject to the following disclaimer. The safety data sheets have been compiled to the best of our knowledge and belief as a short instruction regarding safe handling of ROWE Scan 600 devices. We reserve the right to revise safety data sheets if new findings are on hand.

It is the customer's responsibility to check if this information is exhaustive, to deduce all required safety precautions, and to make sure that the most recent version of the data sheet is on hand by contacting ROWE in this respect.

Insofar as permitted by law, we do not accept any liability for completeness and correctness of these safety data sheets.

B.2 Safety Information

The ROWE Scan 600 devices have been designed and manufactured according to the state-of-the-art. However, health hazards and risks of property damage may occur during use.

Operators shall use the ROWE systems in proper technical condition, according to the intended use, being aware of safety and hazards, and observing this Operating Manual. In particular failures impairing safety have to be eliminated immediately.

The ROWE systems of the Scan 600 series shall exclusively be used as described in this Operating Manual. Another use or use exceeding the above shall not be deemed intended use. The manufacturer is not liable for damages resulting therefrom. Solely the user bears the risk for the above.

All persons dealing with erection, commissioning, operation, and maintenance of the device shall be appropriately skilled and trained. In order to ensure their safety it is important to observe the Operating Manual thoroughly.

B.3 Prior to Installation

Read the Operating Manual including the safety notes. Also ensure that all operators read the Operating Manual. The documents as to the device shall be stored close to the device where they can be found easily by any operator. Check the conditions at the intended place of installation.

B.3.1 Conditions of Room

Provide for the following conditions:

- There shall be sufficient space around the scanner so that it is easily accessible from all sides.
- Sufficient ventilation of the system shall be ensured.
- We recommend to install the device in a place without any vibrations if possible (e.g. not close to a large-sized punching machine).
- The relative humidity of air shall amount to 30 to 60 %.

- Slots and openings at the devices serve ventilation. They shall always be kept free.
- The devices shall be kept dry.

B.3.2 Fuse Protection

The ROWE scanner must be protected by fuses (10 A).

B.3.3 Assembly and Commissioning

The device shall only be connected to a grounded socket with VDE homologation and located close to the machine. Check in advance whether the mains voltage complies with the nominal voltage indicated on the type plate. The type plate is located on the left at the back of the scanner top. Please also consider the following aspects:

- If the device is connected to an extension cord / a multiple socket, make sure that the current draw of the devices connected to the extension cable / multiple socket does not exceed the cable capacity. Make sure that not more than 10 A are applied to the wall socket.
- The mains plug and the corresponding plug connection shall be easily accessible without presenting any hazard.
- The mains plug connection shall not obstruct access to the machine.
- Make sure that no objects are placed onto the power cord. Make sure that nobody steps onto the cord by mistake.
- The components of the devices must not be installed nor removed using force.

B.3.4 Intended Use

- Never bypass any mechanical or electric disconnectors.
- Do not remove any screwed parts.
- It is not allowed to repair the scanner independently. Behind the covers which can only be removed by means of a tool, there are components which are live or bear hazards otherwise. Only authorized skilled service staff shall be charged with maintenance in these areas of the scanner.
- The housing is fitted with louvers at the bottom ensuring reliable operation. Do not cover or close these louvers nor place any objects in front of them. In order to prevent the above, the product must not be operated on soft furniture such as beds, carpets, or other soft surfaces. Do not place the product close to or above a heat source (radiator, etc.). It is allowed to place the product in closed furniture or rooms only if sufficient ventilation is ensured.
- Do not push any objects through the louvers of the scanner. Live components may be touched, components may be short-circuited, and a fire or an electrical shock may occur. Prevent liquids from getting onto the scanner.
- Prior to any intervention in the electric or mechanical part of the device, disconnect the power supply.

- Only use cleaning agents which are approved by the manufacturer for the respective purpose.
- The printing, scanning, and folding systems shall only be modified by authorized ROWE service staff.
- Please observe the service intervals.
- Use only original ROWE wearing and spare parts or wearing parts approved by ROWE. Use of wearing parts which are not approved by ROWE may damage the devices. ROWE does not accept any liability if wearing parts are used which are not approved by ROWE.
- Observe the safety notes on the wearing parts.
- Dispose of packaging etc. according to the applicable legal regulations.
- Plastic material must not be burnt.

B.3.5 Commitment of Operators

The operators undertake to

- refrain from any working method impairing safety and functionality of the system.
- ensure that only trained and authorized staff works on the systems.
- notify of modifications impairing safety and functionality of the system.
- disconnect the system from the power supply before taking any maintenance and repair actions.

B.3.6 Take-back of Devices at the End of Service Life (WEEE)

The device delivered by ROTH + WEBER GmbH is subject to the European Directive 2002/96/EC and the corresponding implementation in the law of the respective EU member state (in Germany ElektroG). Accordingly, you can return the device at the end of life for proper disposal and recycling.

- 1. The device shall not be disposed of in unsorted industrial waste.
- 2. In terms of WEEE, the device is a device for mere commercial use and must not be given to municipal waste collection like consumer devices, e.g. washing machines, video recorders, or standard computers.
- 3. For disposal please contact the Roth + Weber GmbH Company (www.rowe.de or your local sales partner) in order to obtain information about the current mode of take-back.

The WEEE symbol – dustbin crossed out and underlined – on your device points out that it is subject to WEEE and has to be disposed of correspondingly. In some EU states like Germany this symbol is not required for devices used for merely commercial purposes only; however, Roth+Weber GmbH applies it uniformly throughout Europe. This symbol does not mean return to municipal waste collection!



Figure 9.1: WEEE symbol

C Service and Contact

Should you have any questions about the ROWE products or need any technical support in case of problems with your ROWE device, do not hesitate to contact our Service Department:

Phone: +49 (0) 2743 9217 -21 Fax: +49 (0) 2743 2018 E-mail: <u>service@rowe.de</u> <u>www.rowe.de</u>

ROTH + WEBER GmbH 57520 Niederdreisbach Germany



D About this System

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The source code of the parts subject to GPL can be obtained on request.

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