PaperStream NX Manager 1.6 Web Scan

User's Guide

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Introduction

Thank you for using PaperStream NX Manager Web Scan.

This manual describes an overview of this product, how to use the application, and describes items displayed in the windows.

The contents of this manual are subject to change as this product is upgraded.

The latest PaperStream NX Manager Web Scan User's Guide can be downloaded from the following website.

You need to have access to the Internet to download the manual.

https://www.fujitsu.com/global/support/products/computing/peripheral/scanners/fi/manuals/

Manuals

The following manuals are included for this product.
Read them as needed.

Manual	Description
PaperStream NX Manager Web Scan User's Guide (this manual) (HTML/PDF)	Describes an overview of this product, how to use the application, and describes items displayed in the windows. The latest PaperStream NX Manager Web Scan User's Guide can be downloaded from the following website. You need to have access to the Internet to download the manual. https://www.fujitsu.com/global/support/products/computing/peripheral/scanners/fi/manuals/
PaperStream NX Manager User's Guide (HTML/PDF)	Describes information necessary to use this product such as an overview of PaperStream NX Manager, detailed information on how to install, set, operate, and maintain PaperStream NX Manager, and an explanation about items displayed in the windows. The latest PaperStream NX Manager User's Guide can be downloaded from the following website. You need to have access to the Internet to download the manual. https://www.fujitsu.com/global/support/products/computing/peripheral/scanners/fi/manuals/
PaperStream NX Manager SDK Reference Guide (PDF)	Describes an overview of SDK for PaperStream NX Manager and describes its development environment, system design, usage, API reference, and troubleshooting. This manual also describes how to use this product by embedding it into a user application. For details about how to obtain the PaperStream NX Manager SDK Reference Guide, contact the distributor/dealer where you purchased this product. Refer to the contact information in the Contact List if supplied with this product, or refer to the contact information in the Contact for Inquiries section if provided in

Manual	Description
	Safety Precautions supplied with this product, and then make an inquiry.

Trademarks

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PaperStream is a registered trademark of PFU Limited in Japan.

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Manufacturer

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Use in High-Safety Applications

This product has been designed and manufactured on the assumption that it will be used in office, personal, domestic, regular industrial, and general-purpose applications. It has not been designed and manufactured for use in applications (simply called "high-safety applications" from here on) that directly involve danger to life and health when a high degree of safety is required, for example, in the control of nuclear reactions at nuclear power facilities, automatic flight control of aircraft, air traffic control, operation control in mass-transport systems, medical equipment for sustaining life, and missile firing control in weapons systems, and when provisionally the safety in question is not ensured. The user should use this product with adopting measures for ensuring safety in such high-safety applications. PFU Limited assumes no liability whatsoever for damages arising from use of this product by the user in high-safety applications, and for any claims or compensation for damages by the user or a third party.

Abbreviations Used in This Manual

The following abbreviations are used in this manual.

Name	Indication
Windows® 7 Professional (32-bit/64-bit) Windows® 7 Enterprise (32-bit/64-bit)	Windows 7 (*1)
Windows Server® 2012 Standard (64-bit)	Windows Server 2012 (*1) (*2)
Windows Server® 2012 R2 Standard (64-bit)	Windows Server 2012 R2 (*1) (*2)
Windows® 8.1 (32-bit/64-bit)	Windows 8.1 (*1)

Name	Indication
Windows® 8.1 Pro (32-bit/64-bit) Windows® 8.1 Enterprise (32-bit/64-bit)	
Windows® 10 Home (32-bit/64-bit) Windows® 10 Pro (32-bit/64-bit) Windows® 10 Enterprise (32-bit/64-bit) Windows® 10 Education (32-bit/64-bit)	Windows 10 (*1)
Windows Server® 2016 Standard (64-bit)	Windows Server 2016 (*1) (*2)
Windows Server® 2019 Standard (64-bit)	Windows Server 2019 (*1) (*2)
PaperStream IP (TWAIN) PaperStream IP (TWAIN x64)	PaperStream IP driver
Microsoft® SharePoint® Server 2010 (Service Pack 2) Microsoft® SharePoint® Server 2013 (Service Pack 1) Microsoft® SharePoint® Server 2016	SharePoint Server (*3)
Microsoft® SharePoint® Online	SharePoint Online (*3)
Internet Explorer®	Internet Explorer
Google Chrome™	Google Chrome
PaperStream NX Manager	NX Manager
PaperStream NX Manager Web Scan	Web Scan

*1:Where there is no distinction between the different versions of the above operating system, the general term "Windows" is used.

*2:Where there is no distinction among Windows Server 2012, Windows Server 2012 R2, Windows Server 2016, and Windows Server 2019, the general term "Windows Server" is used.

*3:Where there is no distinction between SharePoint Server and SharePoint Online, the general term "SharePoint" is used.

Screen Examples in This Manual

Microsoft product screenshots are reprinted with permission from Microsoft Corporation.
The screen examples in this manual are subject to change without notice in the interest of product development.
If the actual displayed screen differs from the screen examples in this manual, operate by following the actual displayed screen while referring to the user's manual of the scanner application that you are using.
The screenshots used in this manual are of Windows 10 and Internet Explorer 11. The actual windows and operations may differ depending on the operating system and the browser. Also note that the screens and

operations may differ from this manual after the scanner application software is updated. In that case, refer to the manual provided upon updating the software.

Notice

- The contents of this manual are subject to change without notice.

- PFU Limited assumes no liability for incidental or consequential damages arising from the use of this product, and any claims by a third party.

- Copying of the contents of this manual, in whole or in part, as well as the scanner applications is prohibited under the copyright law.

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Before Using the Application

This section explains about things you need to know before using Web Scan such as the overview, main features, and main functions of the application.


Overview

Web Scan enables you to perform the following operations with a browser on a computer or thin client.

- Selecting a scanner that you want to use

- Configuring the scan settings

- Performing a scan

- Checking and editing images

- Saving files in a specified save destination

Web Scan can be used by installing NX Manager on a computer and setting it up.

When Web Scan is used in Internet Explorer, a window that looks like the following is displayed.
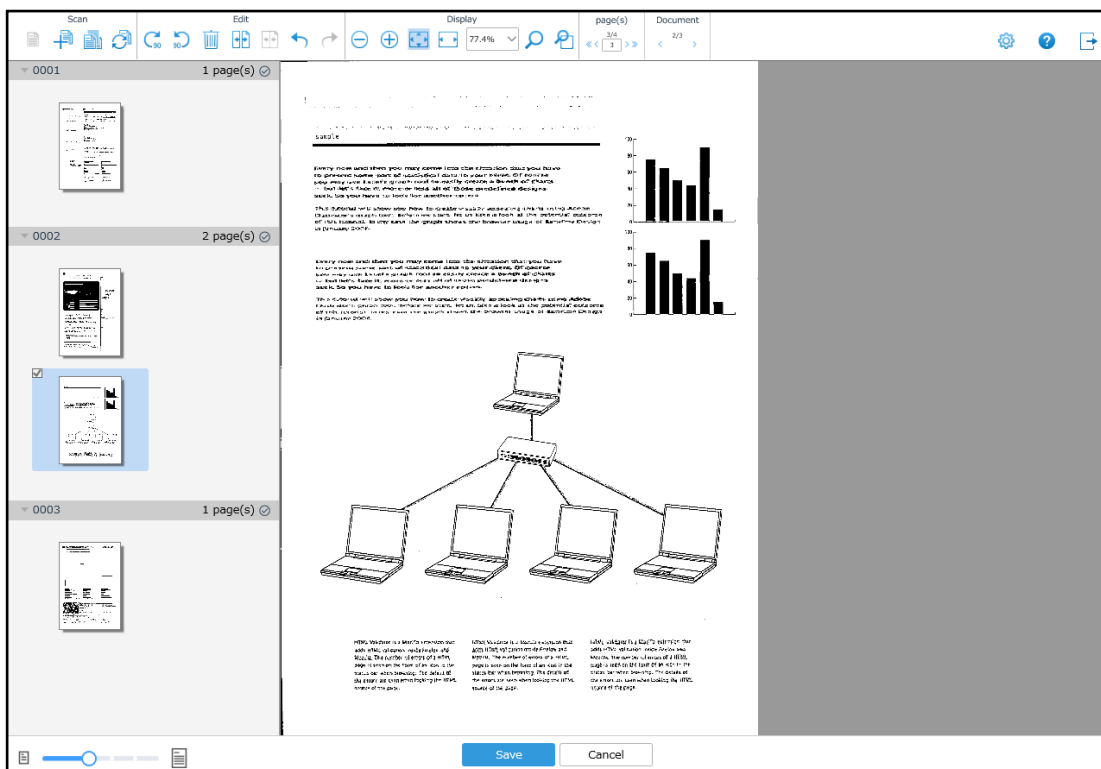
Features

The following shows the main features of Web Scan.

- **Two Ways to Use the Application According to Your Individual Needs**

  1 This application is used as a standalone web application that can be used from a browser in order to specify a scanner, configure scan settings, perform a scan, and save images.
  A scan can be performed from a computer or a thin client without building a REST API.
  This manual describes the way to use the application, mentioned above.

  2 You can embed Web Scan into a user application so that the functions of Web Scan can be used.
  For details about the way to use the application, mentioned above, refer to the PaperStream NX Manager SDK Reference Guide.

- **Performing a Scan from a Browser**

  A scan can be performed directly from a browser via NX Manager.

- **Selecting Save Destinations for Images in Accordance with Your Environment**

  Images can be downloaded or saved in a save destination such as SharePoint.
  You can select a save destination in accordance with your environment.

- **Changing the Scan Settings As the Occasion May Demand**

  You can change the scan settings every time you scan a document.

- **Processing Images in High Quality**

  The PaperStream IP driver features enable you to process images in high quality.

- **Establishing Safe Communication via HTTPS**

  Support of HTTPS ensures safe communication.

Main Functions

The following shows the main functions of Web Scan.

- **Scanning Function**

  This function enables you to select a scanner from a browser and scan documents.
  You can scan documents without installing a scanner driver in a computer or a thin client.

- **Document Separation Function**

  This function enables you to use separators to divide documents into groups of multiple pages and save each group as a file.
  After scanning is complete, the document stacks of images can be edited or checked.

- **Image Processing Function**

  This function processes images according to the PaperStream IP driver profile.

For details about the operation specifications of a PaperStream IP driver profile, refer to the PaperStream NX Manager User's Guide.

● **Document/Page Editing Function**

This function is used to edit document stacks or pages.
In the [Scan] window, you can rotate a page, split a document stack, or merges document stacks into one.
Use this function with the menu bar in the upper part of the window or the right-click menu.

● **Release Function**

This function saves images in save destinations.
As a standard feature of PaperStream NX Manager Web Scan, you can save images to the following save destinations: Download, Save to folder, SharePoint, SharePoint Online, FTP, FTPS, or e-Mail. To attach images to an email and send the email with the images, specify [e-Mail] for the save destination.
To save images to a location that is not a standard save destination, a linkage via a Connector API is required.
You can save images to save destinations such as ECM (Enterprise Contents Management).
For details about a linkage using a Connector API, refer to the PaperStream NX Manager SDK Reference Guide.
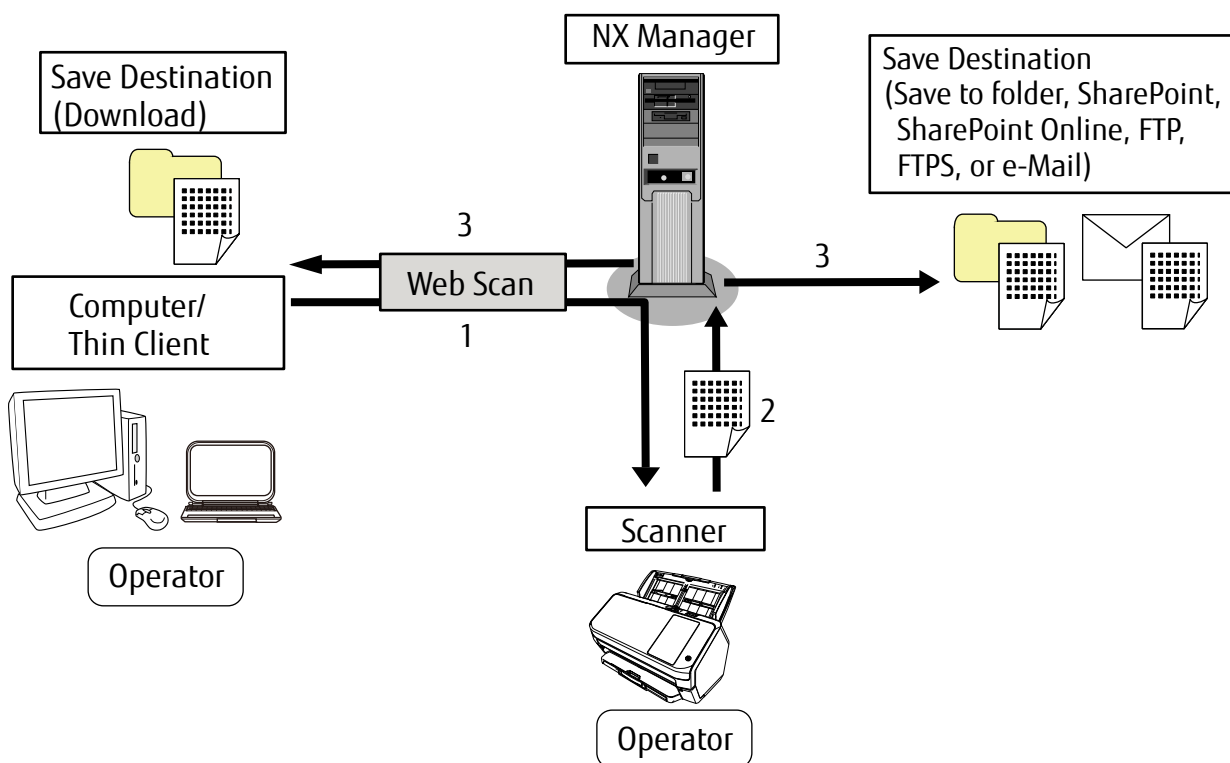Meta information of an image can be generated as an index file to save the image with the information.
For details about the specifications of the index file, refer to the PaperStream NX Manager User's Guide.

System Configuration

This section explains about the system configuration of Web Scan.
The following is the configuration diagram.

1 Perform a scan with a scanner via NX Manager from a computer or thin client.

2 Transfer images from the scanner to NX Manager.

3 Save the images from NX Manager to the save destination.

The components of the above configuration diagram are described below:

- Web Scan

  This is an application that is used to perform a scan from a computer or a thin client.

- Scanner

  This is one of our scanners that is registered to be managed on NX Manager.

  Select a scanner with Web Scan to scan documents.

  The scanner can transfer images to NX Manager.

- NX Manager

  This is an application that authenticates users to use scanners, performs the configuration/management/ distribution of jobs, and saves images.

- Computer/thin client

  This is a device that is used to perform a scan with Web Scan.

- Save Destination

  This is the save destination to which images are to be saved.

  In addition to downloading images to a computer or a thin client, you can save them to the following save destinations: Save to folder, SharePoint, SharePoint Online, FTP, FTPS, or e-Mail. To attach images to an email and send the email with the images, specify [e-Mail] for the save destination.

- Operator

  This is a user who performs a scan by using the scanner.

Preparation before Use

Web Scan operates on NX Manager.

Therefore, NX Manager needs to be prepared in advance.

For details, refer to the PaperStream NX Manager User's Guide.

System Requirements

The following shows the system requirements of Web Scan.

- **Client Environment**

  - Software

    - Operating system

      - Windows 7

      - Windows 8.1

      - Windows 10

- Browser

  Web Scan uses cookies to store the scan settings.

  - Internet Explorer 11 or later

  - Google Chrome 81.0 or later

  - Microsoft Edge 44.0 or later (*1)

  ***1:** This can be used when the operating system is Windows 10.

- Hardware

  The recommended values for hardware requirements are as follows:

CPU	Core i5 2.5GHz processor or higher
Memory	4 GB or more
Disk space	10 GB or more of free disk space

- **Server Environment**

  The following shows the system requirements of NX Manager, which are relevant to Web Scan.

  - List of Port Numbers to Be Used

Function	From/To	Port Number	Protocol Number
Scanner connection	Scanner → NX Manager	20447 (HTTP/HTTPS) (*1)	6 (TCP)
REST API linkage	User application for a REST API → NX Manager	30447 (HTTP/HTTPS) (*1)	6 (TCP)
Web Scan linkage	Web Scan → NX Manager	40447 (HTTP/HTTPS) (*1)	6 (TCP)
Save to folder	NX Manager → Folder	137, 138, 139, 445 (SMB)	6 (TCP) 17 (UDP)
SharePoint	NX Manager → SharePoint Server	80 (HTTP) (*1)/443 (HTTPS) (*1)	6 (TCP)
SharePoint Online	NX Manager → SharePoint Online	443 (HTTPS) (*1)	6 (TCP)
FTP	NX Manager → FTP server	20, 21 (FTP) (*1)	6 (TCP)
FTPS	NX Manager → FTPS server	989, 990 (FTPS) (*1)	6 (TCP)
e-Mail	NX Manager → SMTP server	25 (SMTP)/465 (SSL)/587 (STARTTLS) (*1)	6 (TCP)

  ***1:** This can be modified.

  ATTENTION

  - It is recommended that you install PaperStream NX Manager on a server that restricts access with the use of a firewall or other methods in order to protect personal information.

> ● It is also recommended that you use encrypted communication when managing personal information.

● Number of Scanners That Can Be Connected

1,000 is the maximum number of scanners that can be connected to Web Scan.

40 is the maximum number of scanners, among the scanners that are managed by NX Manager, which can perform a scan at the same time with Web Scan.

ATTENTION

● The value that is indicated for the number of scanners that can perform a scan at the same time is for the recommended environment. This value varies depending on the actual network bandwidth, hard disk drive performance, and other factors.
Evaluate the environment before use.

● No errors will occur if the number of scanners that can perform a scan at the same time is exceeded. However, the speed for transferring images of documents that you scanned with each scanner to NX Manager will slow down.

HINT

Scanning at the same time means to transfer the images of documents that you scanned with each scanner to NX Manager simultaneously.

● **Managing Personal Information**

When you manage personal information, it is recommended that the following security level is ensured.

● Run NX Manager on the environment where data on the disk is encrypted.

● Encrypt communication (the method for opening the Web Scan window and the method for saving images in a save destination).

Example: To encrypt the method for saving images in a save destination

- Change from [FTP] to [FTPS].

- Change the SharePoint protocol from "http" to "https".

Basic Procedure

This section describes the basic procedure for the operations on Web Scan.
The basic procedure is as follows:

1 Start up Web Scan.
For details, refer to Starting up Web Scan (page 15).

2 Configure the scan settings, if needed.
For details, refer to Configuring the Scan Settings (page 17).

> **HINT**
> To check or edit images, select the [Start QC after scanning] check box in [Scan] under [Scan Settings] in the [Scan Settings] window.
> If the check box is not selected, images are saved automatically.

3 Scan documents.
For details, refer to Scanning Documents (page 19).

4 Check or edit images, if needed.
To check or edit an image, use the menu bar or the right-click menu. For details, refer to Menu Bar (page 23) or Right-click Menu (page 26).

5 Save the images that are checked or edited.

Operations

This section explains how to operate Web Scan.

- **Browser Operations**

    The browser operations that require attention when using Web Scan are as follows:

    [×] button

    Closes the browser.
    When the browser is closed while documents are being scanned, the scanner that you are using stays in an occupied state by you for 15 minutes after the browser is closed.
    While the scanner is occupied by you or another operator, it cannot be operated with Web Scan.
    If you or another operator want to operate the scanner with Web Scan within 15 minutes, restart the scanner.
    For details about how to restart the scanner, refer to the Operator's Guide of your scanner.

    [←] button

    Does not work even if you click this.

    [F5] key or ↻

    If you refresh the page by pressing the [F5] key or clicking ↻, a message is displayed.
    Perform an operation in accordance with the message.
    If you reload the page, the data that is being processed is lost.

    Copying tabs

    Do not copy a tab on the browser. There is no guarantee that the system operates properly if a tab is copied on the browser.

Starting up Web Scan

Start up Web Scan from a web browser.

> **ATTENTION**
>
> There is no guarantee that the system operates properly if you use the Web Scan web application to scan documents while other Web Scan web applications are running at the same time on the same computer or thin client.

1. **Turn on the computer and enter the following URL in the URL input field on the browser to establish a connection.**

    http or https://<the IP address or host name of the computer in which NX Manager is installed>:<the port number to communicate with Web Scan>

The login window of Web Scan is displayed.

> **HINT**
>
> When the authentication function to establish a link with Web Scan is disabled in the NX Manager settings, the [Scan] window is displayed instead of the login window. This completes the procedure to start up Web Scan.
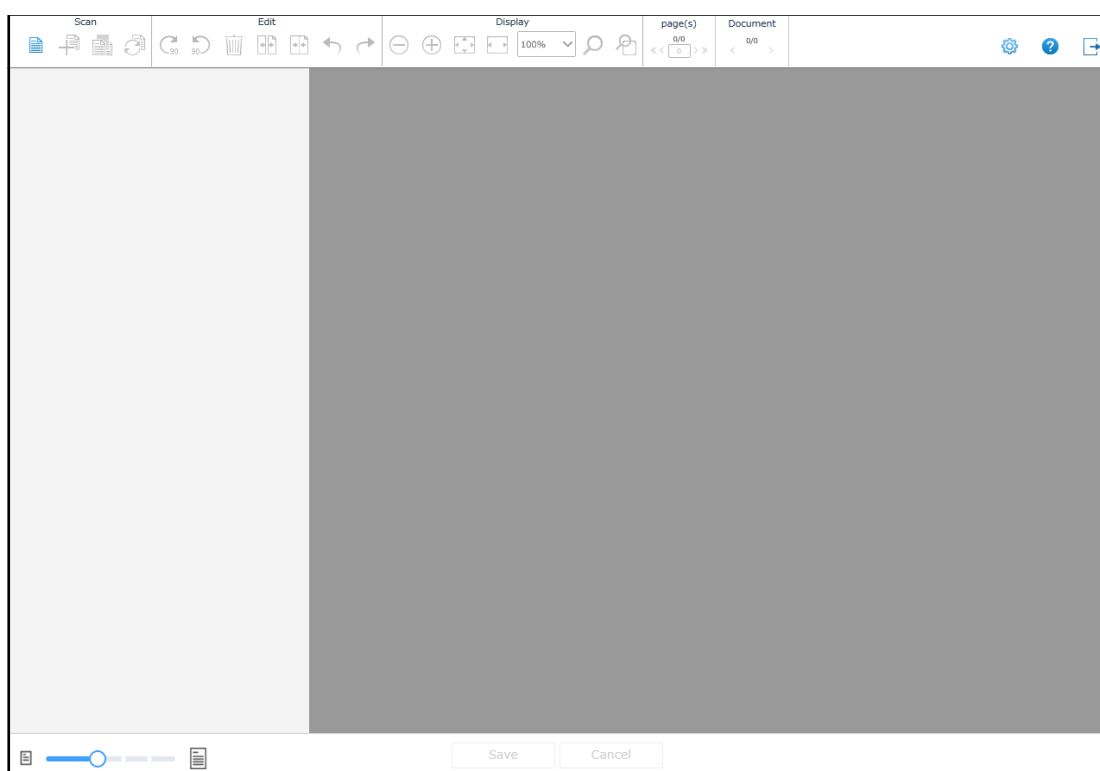
2 Enter a value for each field.

Contact the administrator about the user name and the password for logging in.

For details about each item, refer to Login Window (page 22).

3 Click the [Login] button.

The [Scan] window of Web Scan is displayed.

> **ATTENTION**
>
> - Using HTTPS is recommended when you scan personal information or confidential information.
> - When HTTPS is used, import a certificate if the [There is a problem with this website's security certificate.] window is displayed.
>   For details about the procedure to import a certificate, refer to the PaperStream NX Manager User's Guide.

> **HINT**
>
> Entering the URL for the [Scan Settings] window to establish a connection also displays the [Scan] window.
>
> To display the [Scan Settings] window, click ⚙ in the [Scan] window.

Configuring the Scan Settings

Configure the scan settings.

1 Click ⚙ at the upper right of the [Scan] window.

The [Scan Settings] window is displayed.

2 Select a scanner that you want to use for [Scanner] in [Scan] under [Scan Settings].

> **HINT**
>
> If your scanner is not displayed in the drop-down list of [Scanner], change the filter condition for scanners in the [Scanner List] window that appears after clicking the [Details] button.
> For details about the [Scanner List] window, refer to [Scanner List] Window (page 44).

3 If necessary, configure the scan settings in [Scan Settings].

For details about the settings under [Scan Settings], refer to Scan Settings (page 30).

4 If necessary, specify a save destination under [Save Destination Settings].

For details about the settings under [Save Destination Settings], refer to Save Destination Settings (page 35).

5 Click the [Set] button.

Scan settings are applied and the [Scan] window is displayed.

HINT

- When you perform a scan for the first time, the default settings are displayed.

- Scanning a document after specifying the scan settings saves the settings that you specified.
  Even if you close the browser, the scan settings that were specified last are displayed next time you display the [Scan Settings] window.
  However, the scan settings are reset to the default settings if the specified scan settings are not saved due to the following conditions:

  - The cookie settings for the browser are disabled

  - The cookies for the browser were cleared after the previous scan was performed

---

- 30 days or more have passed since the previous scan was performed with Web Scan

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Scanning Documents

Scan documents according to the scan settings, edit or check images, and save them.
This section explains the procedure to start a new scan.

> **HINT**
>
> - To check or edit images after you scan documents, select the [Start QC after scanning] check box in [Scan] under [Scan Settings] in the [Scan Settings] window.
>
> - To send a notification when an error occurs while the image is being saved, select the [Wait for file saving to complete] check box in [Scan] under [Scan Settings] in the [Scan Settings] window.

1 Display the [Scan] window.
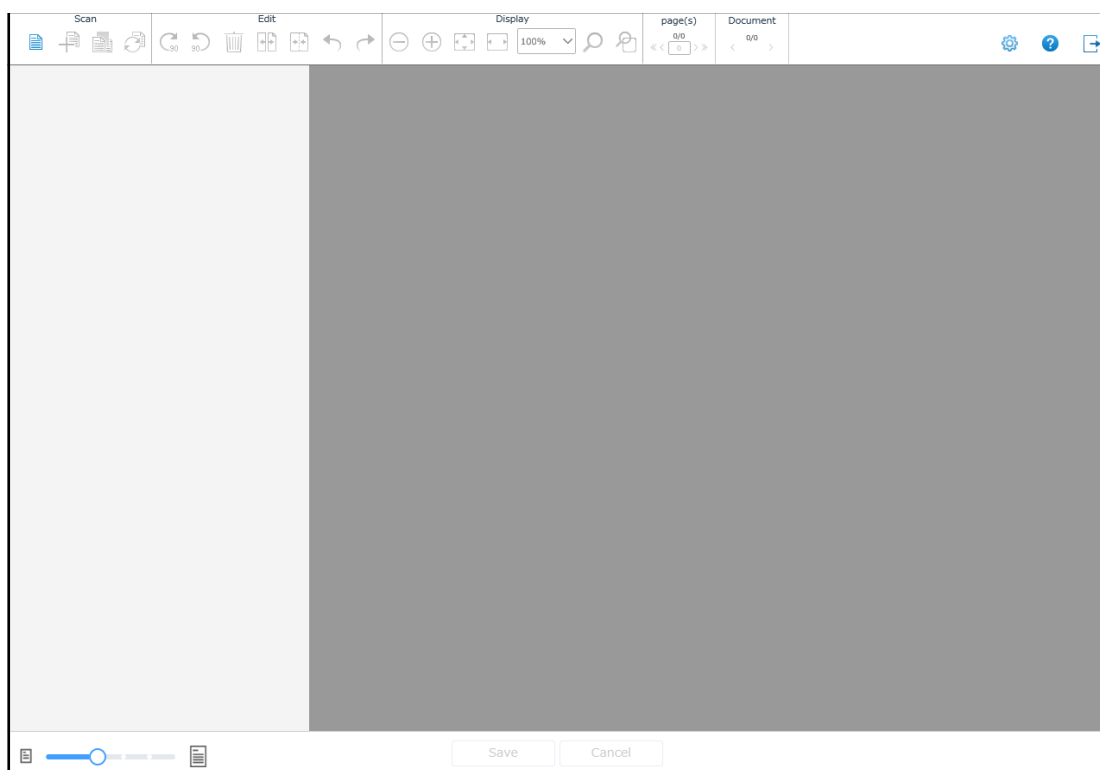
2 Load documents in the scanner.
For details, refer to the Operator's Guide of your scanner.

> **HINT**
>
> If you perform a scan using Web Scan and no documents are loaded in the scanner, the Web Scan window displays a message stating that scanning is in progress and Web Scan is waiting for a scan to start once you load documents.

> After checking the message that is displayed on the touch screen of the scanner, load documents.

3 **In the [Scan] section on the menu bar, click [New Scan].**

A scan is performed and images are displayed in the thumbnail pane.

> **HINT**
> - If you click the [Cancel] button that is displayed while a scan is being performed, the scan is stopped. Images of the documents that you scanned are cleared and the window that was used before the scan was performed is displayed.
> - If you scan a large number of documents at a time, it takes time for thumbnails to be displayed.

4 **In the thumbnail pane, select an image that you want to check or edit.**

The image is displayed in the page-image pane.
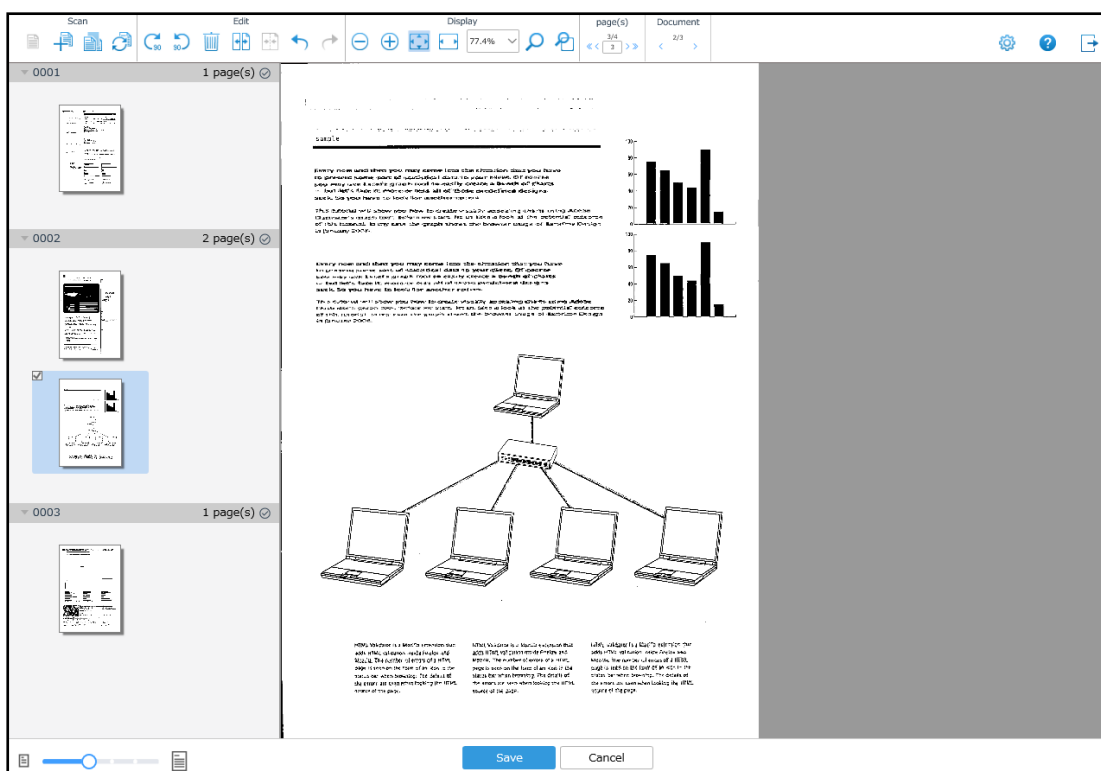
5 **Check or edit the image.**

To check or edit the image, use the menu bar or the right-click menu.
For details, refer to Menu Bar (page 23) or Right-click Menu (page 26).

6 **Click the [Save] button in the footer.**

The selected image is saved.

> **HINT**
> - When the [Continue scanning] check box is selected in the [Scan Settings] window, press the [Save] button on the touch screen of the scanner after scanning is complete.

- If an error occurs while the image is being saved, perform the following:
  - When the [Wait for file saving to complete] check box is selected in [Scan] under [Scan Settings] in the [Scan Settings] window
    Check the error message, change the save destination or the file name in the [Scan Settings] window, and then try again.
  - When [Wait for file saving to complete] check box is not selected in [Scan] under [Scan Settings] in the [Scan Settings] window
    Operators cannot deal with the error.
    The administrator must enable the Batch Log Notification Settings in the NX Manager administrator window (on the web) in advance. For details, refer to the PaperStream NX Manager User's Guide.
    After the settings are enabled, the administrator must check the information in the e-mail sent when the error occurred, edit the job, and then retry the batch.

Windows

This section describes the windows of Web Scan.

> **ATTENTION**
>
> Do not copy a tab on the browser. There is no guarantee that the system operates properly if a tab is copied on the browser.

Login Window

Enter the user name and the password for logging in to Web Scan.

Username

Enter the user name for logging in to Web Scan.

Password

Enter the password for logging in to Web Scan.

[Login] button

Logs in to Web Scan with the user name and the password that you entered.

[Scan] Window

This window is used to perform a scan, or check or edit images.

Displays the [Scan Settings] window. is displayed in the upper right of the window.

Displays the Help. is displayed in the upper right of the window.

Logs out of Web Scan. is displayed in the upper right of the window.

- **Menu Bar**

  This is used to check or edit images. It is displayed at the top part of the window.
  For details, refer to Menu Bar (page 23).

- **Right-click Menu**

    To display this menu, right-click a particular point in the window. This is used to check or edit images.
    It can be displayed in the thumbnail pain, in the page-image pane, or on the split line.
    The items in this menu vary depending on the point where you right-click.
    For details, refer to Right-click Menu (page 26).

- **Thumbnail Pane**

    Displays images as a list of thumbnails.
    This is displayed on the left side of the window.
    For each document stack, the name and the number of pages included are displayed.
    The width of the thumbnail pane can be changed with the slider in the footer.
    Click a thumbnail to select a page. When a page is selected, the background frame for the thumbnail becomes blue and a check mark appears in the upper left corner of the frame.
    In addition, the selected page is displayed in the page-image pane.

    - Split Line
      This line appears when you put the mouse pointer over a thumbnail or a space between thumbnails.
      When you click a split line, the line is selected and becomes blue. Clicking the selected split line again undoes the selection.
      When you right-click the selected split line, the right-click menu is displayed.
      Using the menu bar or the right-click menu, you can add an image as a page or edit pages or document stacks at the location where the selected split line is displayed.

- **Page-image Pane**

    Displays the image selected in the thumbnail pane so that the image can be checked.
    This is displayed on the right side of the window.

- **Footer**

    Displayed at the bottom part of the window.

    - Slider (for adjusting the display magnification of thumbnails)
      Used to adjust the display magnification of thumbnails.

    - [Save] Button
      Saves images.

    - [Cancel] button
      Discards images.

Menu Bar

This is used to check or edit images.
It is displayed in the [Scan] window.

Scan

> **HINT**
> If you scan a large number of documents at a time, it takes time for thumbnails to be displayed.

New Scan

Displays images of documents.
Click this to start scanning documents.

Scan to Add

Adds images after the last image.
Click this to start scanning documents.

Scan to Insert

Adds images before the image that you selected
Click this to start scanning documents.

Scan to Replace

Replaces the image that you selected with scanned images.
Click this to start scanning documents.

Edit

Rotate 90

Rotates the selected page to the right by 90 degrees.

Rotate -90

Rotates the selected page to the left by 90 degrees.

Delete

Deletes the selected page.

Divide Documents

Separates the document stack at a point before the selected page.

Merge Documents

Merges the selected document stack with the previous document stack into one.

Undo

Cancels the previous operation. It can be used up to 10 times in a row.

Redo

Restores the undone operation. It can be used up to 10 times in a row.

Display

Zoom Out

Zooms out of the page by one level.

Zoom In

Zooms in on the page by one level.

Fit Whole

Displays the whole page to fit the page-image pane.

Fit to Window Width

Displays the page to fit the width of the page-image pane.

Display Magnification

Specify the display magnification of a page in the page-image pane.
To change the current display magnification, select a magnification percentage in the drop-down list
In addition, entering a magnification percentage and pressing the [Enter] key displays the image in
the magnification specified with the number.
A value from 1 to 999.9 can be specified. The value can be a number with one decimal place.

Magnifier

Enlarges the area where the mouse pointer is placed.

Marquee Zoom

Enlarges the area that is specified by dragging the mouse pointer.

1st

Click this to switch the multi-image view to the first one.

2nd

Click this to switch the multi-image view to the second one.
This becomes available when [Multi Image Output] is set in the profile for the PaperStream IP driver
and the second type of image is output.

3rd

Click this to switch the multi-image view to the third one.
This becomes available when [Multi Image Output] is set in the profile for the PaperStream IP driver
and the third type of image is output.

Page

First Page

Click this to display the first page of all pages.

Previous Page

Click this to display the previous page.

Page Number

Entering the page number and pressing the [Enter] key displays the page.

Next Page

Click this to display the next page.

Last Page

Click this to display the last page of all pages.

Document

Previous Document

Click this to display the first page of the previous document stack.

Next Document

Click this to display the first page of the next document stack.

ATTENTION

For multi-image output, images are edited on a per-page basis.
Thus, when the first image is selected, the second and third images are edited at the same time. However, if the second or third image is selected, the following menu items on the menu bar cannot be used.

● Menu items in the [Scan] section

● Menu items other than [Undo] and [Redo] in the [Edit] section

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HINT

The above operations can be performed from the menu displayed by right-clicking the mouse.

Right-click Menu

This is used to check or edit images.
Right-clicking on a particular point in the [Scan] window displays this menu.
The items in this menu vary depending on the point where you right-click.

● **Thumbnail Pane**

Scan

HINT

If you scan a large number of documents at a time, it takes time for thumbnails to be displayed.

New Scan

Displays images of documents.
Click this to start scanning documents.

Scan to Add

Adds images after the last image.
Click this to start scanning documents.

Scan to Insert

Adds images before the image that you selected
Click this to start scanning documents.

Scan to Replace

Replaces the image that you selected with scanned images.
Click this to start scanning documents.

Edit

Rotate 90

Rotates the selected page to the right by 90 degrees.

Rotate -90

Rotates the selected page to the left by 90 degrees.

Delete

Deletes the selected page.

Divide Documents

Separates the document stack at a point before the selected page.

Merge Documents

Merges the selected document stack with the previous document stack into one.

Undo

Cancels the previous operation. It can be used up to 10 times in a row.

Redo

Restores the undone operation. It can be used up to 10 times in a row.

Cut

Cuts the selected page.

Copy

Copies the selected page.

Paste

Pastes the cut or copied page.

> **HINT**
> - When a split line is selected, the page is added to the location of the split line wherever you right-click and select this menu item in the pane.
> - When a split line is not selected, the page is added after the selected page (the last selected page if multiple pages are selected) wherever you right-click and select this menu item in the pane.

- **Page-image Pane**

  Display

  Zoom Out

  Zooms out of the page by one level.

  Zoom In

  Zooms in on the page by one level.

  Fit Whole

  Displays the whole page to fit the page-image pane.

  Fit to Window Width

  Displays the page to fit the width of the page-image pane.

  Magnifier

  Enlarges the area where the mouse pointer is placed.

  Marquee Zoom

  Enlarges the area that is specified by dragging the mouse pointer.

  1st

  Click this to switch the multi-image view to the first one.

  2nd

  Click this to switch the multi-image view to the second one.
  This becomes available when [Multi Image Output] is set in the profile for the PaperStream IP driver and the second type of image is output.

  3rd

  Click this to switch the multi-image view to the third one.
  This becomes available when [Multi Image Output] is set in the profile for the PaperStream IP driver and the third type of image is output.

Page

First Page

Click this to display the first page of all pages.

Previous Page

Click this to display the previous page.

Next Page

Click this to display the next page.

Last Page

Click this to display the last page of all pages.

Document

Previous Document

Click this to display the first page of the previous document stack.

Next Document

Click this to display the first page of the next document stack.

- **Split Line**

When you select a split line and then right-click on it, the right-click menu is displayed.

Scan to Insert

Adds images before the split line that is selected.
Click this to start scanning documents.

Paste

Pastes the cut or copied page at a point where the selected split line is displayed.

Divide Documents

Separates the document stack at the selected split line.

Merge Documents

Merges the document stack with the split line that you selected with the previous document stack into one.
This becomes available when the split line before the first page in one of the second and subsequent document stacks is selected.

ATTENTION

For multi-image output, images are edited on a per-page basis.
Thus, when the first image is selected, the second and third images are edited at the same time. However, if the second or third image is selected, the following menu items on the menu bar cannot be used.

- Menu items in the [Scan] section
- Menu items other than [Undo] and [Redo] in the [Edit] section

[Scan Settings] Window

This window is used to configure the scan settings.

Displays the Help. is displayed in the upper right of the window.

[Set] button

Applies the configured scan settings and displays the [Scan] window. This button is displayed at the bottom part of the window.

[Cancel] button

Cancels the configured scan settings and displays the [Scan] window. This button is displayed at the bottom part of the window.

Scan Settings

Configure the scan settings.
Click this to open or hide the items in the scan settings.

Scan

Scanner

Specify a scanner to be used for scanning.

> **HINT**
> - The scanner that was selected last time is displayed in [Scanner].
> - If your scanner is not displayed in the drop-down list of [Scanner], change the filter condition for scanners in the [Scanner List] window that appears after clicking the [Details] button.
>   For details about the [Scanner List] window, refer to [Scanner List] Window (page 44).

Filter Conditions

Displays the character string that you entered in the [Scanner List] window in order to narrow down scanner names, serial numbers, or IP addresses.
For details about the [Scanner List] window, refer to [Scanner List] Window (page 44).
The scanners that are narrowed down with the displayed condition are displayed in the drop-down list for [Scanner].

[Details] button

Displays the [Scanner List] window.

For details about the [Scanner List] window, refer to [Scanner List] Window (page 44).

Scanner Code

Enter a scanner code.

Specify a scanner code when it is set for the scanner. For details about scanner codes, refer to the Operator's Guide for your scanner.

If you enter something when a scanner code is not set for your scanner, an error occurs when a scan is performed.

Scanner Driver Profile to Be Used

Select a PaperStream IP driver profile to be used.

When the PaperStream IP driver profile is imported with NX Manager, the imported profile is displayed as one of the items that you can select for [Scanner Driver Profile to Be Used].

For details about how to import a PaperStream IP driver profile with NX Manager, refer to the PaperStream NX Manager User's Guide.

[Image Mode], [Resolution], [Paper Size] and [Sides] can be changed from among the settings in the PaperStream IP driver profile to be used.

Image Mode

Used to change the image mode. Select a value that you want to set.

When [Apply the profile settings] is selected, the value that is currently set is displayed next to the box that shows the drop-down list.

If you do not change the value set in the profile, select [Apply the profile settings].

> **ATTENTION**
>
> If the following profile is selected for [Scanner Driver Profile to Be Used], the value cannot be changed.
>
> ● Profile with [Multi Image Output] selected for [Image Mode]

Resolution

Used to change the resolution. Select a value that you want to set.

When [Apply the profile settings] is selected, the value that is currently set is displayed next to the box that shows the drop-down list.

If you do not change the value set in the profile, select [Apply the profile settings].

> **ATTENTION**
>
> If the following profile is selected for [Scanner Driver Profile to Be Used], the value cannot be changed.
>
> ● Profile with [Multi Image Output] selected for [Image Mode]

Paper Size

Used to change the paper size. Select a value that you want to set.
When [Apply the profile settings] is selected, the value that is currently set is displayed next to the box that shows the drop-down list.
If you do not change the value set in the profile, select [Apply the profile settings].

Sides

Used to change the scanning side. Select a value that you want to set.
When [Apply the profile settings] is selected, the value that is currently set is displayed next to the box that shows the drop-down list.
If you do not change the value set in the profile, select [Apply the profile settings].

> **ATTENTION**
> If the profile with [Front/Back Merging] set to [On] is selected for [Scanner Driver Profile to Be Used], the value cannot be changed.

[Continue scanning] check box

Select this check box to continue scanning after a scan.
When this check box is selected, press the [Save] button on the touch screen of the scanner after scanning is complete.

[Wait for file saving to complete] check box

Select this check box to confirm that the saving process of images is complete by making sure that no error messages are displayed in the Web Scan window.
This check box is selected and cannot be changed when [Type] in [Save Destination] is [Download].
When this check box is selected, a message is displayed and then the [Scan] window is displayed if an error occurs when images are saved. This allows you to take measures against the error and save images again.

[Start QC after scanning] check box

Select this check box to check or edit an image after a scan.

[Close the window after the process is complete] check box

Select this check box to close the Web Scan window automatically after scanning is complete or after images are saved.
This check box is not selected and cannot be changed when [Type] in [Save Destination] is [Download].

> **HINT**
> This is not displayed when the browser is Google Chrome or Microsoft Edge.

Separation

Document Separator

Select whether to divide documents, and how documents should be divided if documents are to be divided.
Dividing documents refers to saving documents of multiple sheets in different folders/files as divided with a blank page, a patch code, a barcode, or by a number of pages without interrupting the scanning operation.

> **HINT**
>
> By using [Document Counter] for [File Name] in [Save Destination], a file name for each document that is divided can be changed.

● None
Does not divide documents.

● Blank Page
Divides documents with a blank page.

[Remove separator] check box

Select this check box to remove blank pages that are used as separators.

[Separate a document when both sides are blank] check box

Select this check box to divide documents only when a document is blank on both sides.

● Pages
Divides documents by a number of pages.
Enter a number of pages that documents should be divided by.
Up to 4 characters can be entered.

● Patch Code
Divides documents by patch code.

Patch Code Type

Select the check box of the patch code type that is to be used as a separator.

[Remove separator] check box

Select this check box to remove the patch code that is used as a separator.

● Barcode
Divides documents by barcode.
For details about specifications of barcodes, refer to the PaperStream NX Manager User's Guide.

Barcode Type

Select the check box of the barcode type that is to be used as a separator.

Detection Area

Select an area of a document where a barcode is detected (barcode detecting area).

- Whole
Sets the whole area of the document as the barcode detecting area.

- Custom
Sets the area which you specify as the barcode detecting area.

Unit

Select a unit for specifying the barcode detecting area.

- mm

- inch

Top

Specify a length from the top of a document to the barcode detecting area.
You can specify a value between 0 and the length or width of the document (whichever is bigger).

Left

Specify a length from the left of a document to the barcode detecting area.
You can specify a value between 0 and the length or width of the document (whichever is bigger).

Length

Specify the length of the barcode detecting area.
You can specify a value between 0 and the length or width of the document (whichever is bigger).

Width

Specify the width of the barcode detecting area.
You can specify a value between 0 and the length or width of the document (whichever is bigger).

ATTENTION

When specifying [Top], [Left], [Length], or [Width], pay attention of the following:

- When [mm] is specified for the unit, the specified value is rounded off to one decimal place and then set.

- When [inch] is specified for the unit, the specified value is rounded off to three decimal places and then set.

- "[Top] + [Length]" must be the length or width of the document (whichever is bigger) or less.

- "[Left] + [Width]" must be the length or width of the document (whichever is bigger) or less.

[Remove separator] check box

> Select this check box to remove the image of a barcode-printed sheet that is used as a separator.

Save Destination Settings

Specify a save destination for images.
Click this to open or hide the items in the save destination settings.

Save Destination

Type

> Select a type of a save destination for images.
>
> - Save to folder
> - SharePoint
> - SharePoint Online
> - FTP/FTPS
> - e-Mail
> - Download
> - Save destination that is linked by using a Connector API

> **HINT**
>
> - For "Save destination that is linked by using a Connector API", the displayed name is a name obtained from the Connector API if there is a linkable connector.
> - If [Save to folder], [SharePoint], [SharePoint Online], [FTP/FTPS], [e-Mail], or [Save destination that is linked by using a Connector API] is selected for the type of save destination, you cannot change the type to [Download] in the [Scan Settings] window that can be displayed by using
>
>   ⚙ in the [Scan] window after scanning documents.

When [Save to folder], [SharePoint], [SharePoint Online], [FTP/FTPS], [Download], or [Save destination that is linked by using a Connector API] is selected as the type

> Specify the following:

[Overwrite if the same file name already exists] check box

> Select this check box to overwrite the existing file with the file if the same file name already exists.

> **ATTENTION**
>
> When the [Overwrite if the same file name already exists] check box is not selected, an error occurs if the same file name already exists.

When [SharePoint] or [SharePoint Online] is selected as the type

Specify the following:

Site URL

Enter a site URL for SharePoint Server or SharePoint Online.
Up to 256 characters can be entered.

Library

Enter a library for SharePoint Server or SharePoint Online.
Up to 255 characters can be entered.
Enter the display name that is displayed on SharePoint Server or SharePoint Online.
Library names in an alphanumeric format included in a URL for SharePoint Server or SharePoint
Online cannot be entered.

Username

Enter the user name to connect to SharePoint Server or SharePoint Online.
Up to 256 characters can be entered.

Password

Enter the password to connect to SharePoint Server or SharePoint Online.
Up to 256 characters can be entered.

[Enable proxy] check box

Select this check box to enable proxy settings.
Configure the proxy server settings in [Network Settings] in the [Settings] window that is
displayed by clicking [Preferences] in the left menu in the NX Manager administrator window
(on the web).
For details about the [Settings] window of NX Manager, refer to the PaperStream NX Manager
User's Guide.

When [FTP/FTPS] is selected as the type

Specify the following:

Server

Enter the server name of the FTP/FTPS server.
Up to 255 characters can be entered.

Protocol

Select a protocol.

- FTP

- FTPS

Encryption

Select an encryption method.

- Explicit

- Implicit

> **HINT**
>
> [Encryption] can be selected when the protocol is [FTPS].

Port Number

Enter the port number of the FTP/FTPS server.
Up to 5 characters can be entered.
The default value of the port number is "21" when the protocol is [FTP].
The default value of the port number is "21" when the protocol is [FTPS] and the encryption method is [Explicit].
The default value of the port number is "990" when the protocol is [FTPS] and the encryption method is [Implicit].

[Use passive mode] check box

Select this check box to use the passive mode.

[Enable proxy] check box

Select this check box to enable proxy settings.
Configure the proxy server settings in [Network Settings] in the [Settings] window that is displayed by clicking [Preferences] in the left menu in the NX Manager administrator window (on the web).
For details about the [Settings] window of NX Manager, refer to the PaperStream NX Manager User's Guide.

When [e-Mail] is selected as the type

Specify the following:

Recipient e-Mail Address

Enter a recipient e-mail address.
Multiple recipient e-mail addresses can be entered by separating each e-mail address with a line break.
Up to 255 characters can be entered for each e-mail address.

Sender e-Mail Address

Enter a sender e-mail address.
The sender e-mail address that you enter must be an e-mail address that exists in the SMTP server.
Up to 255 characters can be entered.

Subject

Enter an e-mail subject.
Up to 128 characters can be entered.

Character Encoding

Select a character encoding in e-mails.

- Automatic

- Unicode(UTF-8)

> **HINT**
>
> When [Automatic] is selected for [Character Encoding], character encoding for the message of an e-mail is automatically selected according to the system account language specified in the operating system.
> The following shows languages and corresponding character encodings.
>
> | Language | Character Encoding |
> |---|---|
> | Arabic | US-ASCII |
> | Italian | ISO-8859-1 |
> | Spanish | ISO-8859-1 |
> | German | ISO-8859-1 |
> | Turkish | ISO-8859-9 |
> | French | ISO-8859-1 |
> | Portuguese | ISO-8859-1 |
> | Russian | KOI8-R |
> | English | US-ASCII |
> | Korean | KS_C_5601-1987 |
> | Chinese (Simplified) | GB2312 |
> | Chinese (Traditional) | Big5 |
> | Japanese | ISO-2022-JP (JIS code) |
> | Languages other than the ones listed above | US-ASCII |

File Properties

> **HINT**
>
> When [Multi Image Output] is set in the profile for the PaperStream IP driver, [1st], [2nd], and [3rd] and their image types are displayed.

When [Save to folder], [SharePoint], [SharePoint Online], [FTP/FTPS], [e-Mail], [Download], or [Save destination that is linked by using a Connector API] is selected as the type

File Format

Select a file format for image files.

● PDF File(*.pdf)

● SinglePage PDF File(*.pdf)

● Tagged Image File Format(*.tif)

● MultiPage Tagged Image File Format(*.tif)

● JPEG File(*.jpg)

For details about the specifications of image files, refer to the PaperStream NX Manager User's Guide.

> **HINT**
>
> The selections differ depending on the image mode set in the profile for the PaperStream IP driver.
> When the image mode is [Black & White] or [Auto Color (B&W/Color)], [JPEG File(*.jpg)] does not appear.

File Name

Enter a name of the image file.
The following characters cannot be used:
.. % \ / * : ? " < > | Control characters from 0x00 to 0x1f
However, when [Save to folder], [Download], or [Save destination that is linked by using a Connector API] is selected as the type, \ can be used.

> **ATTENTION**
>
> ● If the selected item with the [Name Rule] button contains a character that cannot be used as a file name, it will be replaced with "=".
>
> ● When [SharePoint] or [SharePoint Online] is selected as the type, if a file name contains characters (such as a tilde (~) or sharp (#)) that cannot be used in SharePoint, saving the images fails.
> Characters that cannot be used in SharePoint vary depending on the version of the SharePoint.
> For details, refer to the Microsoft website.

> **HINT**
>
> When [Save to folder], [Download], or [Save destination that is linked by using a Connector API] is selected as the type, \ can be used as a folder separator. If there is no folder, a folder is created.

\ cannot be used as a leading or trailing character.

[Name Rule] button

Select items to be used for the file name.
A selected item is displayed in < > in the input field for [File Name].

- Batch Index
  Adds the database-based ID of the batch used for scanning to the file name.

- Scanner Name
  Adds the scanner name used for scanning to the file name.

- Username
  Adds the user name used for scanning to the file name.
  This is displayed when the authentication function to establish a link with Web Scan is enabled during the installation of NX Manager.

- Batch ID
  Adds the batch ID used for scanning to the file name.

- Date

  - MMddyyyy
    Adds the receiving date of the scanning finish notification to the file name in the date format "MMddyyyy".

  - ddMMyyyy
    Adds the receiving date of the scanning finish notification to the file name in the date format "ddMMyyyy".

  - yyyyMMdd
    Adds the receiving date of the scanning finish notification to the file name in the date format "yyyyMMdd".

- Time
  Adds the receiving time of the scanning finish notification to the file name.

- Document Counter
  Adds the document counter to the file name.
  When this is selected, specify [Minimum Digits] in the [Counter Options] window that is displayed when the [Counter Options] button is clicked.
  For details about the [Counter Options] window, refer to [Counter Options] Window (page 45).

- Page Counter
  Adds the page counter to the file name.
  When this is selected, specify [Minimum Digits] in the [Counter Options] window that is displayed when the [Counter Options] button is clicked.
  For details about the [Counter Options] window, refer to [Counter Options] Window (page 45).

- Document Separator Value
  Adds the document separator value to the file name.

If you change the name of a document stack in the thumbnail pane in the [Scan] window, the new name of the document stack is added to the file name.
When a barcode is used for separating documents, up to 128 characters for the barcode is added to the file name.
When a separator other than a barcode is used, a character string in the format of "SEPARATOR" + separator number (four digit number) is added to the file name.
A separator number (four digits number) starts from "0001" and increments by one for each separation.
A separator number is between "SEPARATOR0001" and "SEPARATOR1000".

- Multi-image Output Number
  Adds a multi-image output number to the file name.
  This becomes available when [Multi Image Output] is set in the profile for the PaperStream IP driver. The number "1" is added to the file name for the 1st, "2" for the 2nd, and "3" for the 3rd. The fixed number "1" is added to the file name when [Multi Image Output] is not set in the profile for the PaperStream IP driver.

[Counter Options] button

Displays the [Counter Options] window to set [Minimum Digits] for [Document Counter] or [Page Counter].
For details about the [Counter Options] window, refer to [Counter Options] Window (page 45).

When [Save to folder] is selected as the type

Specify the following:

Destination Folder Name

Enter the folder name for the destination.
Only a network folder can be specified.
Up to 64 characters can be entered.

[Authentication required] check box

Select this check box when authentication is required in order to connect to the destination folder.
When this is selected, enter [Username] and [Password].

Username

Enter the user name to connect to the destination folder.
Up to 256 characters can be entered.

Password

Enter the password to connect to the destination folder.
Up to 256 characters can be entered.

[Apply the above to the authentication settings for all destination folders] check box

Select this check box to apply values specified in [Username] and [Password] for [1st] to [2nd] and [3rd].

> **HINT**
>
> The [Apply the above to the authentication settings for all destination folders] check box is displayed when [Multi Image Output] is set in the profile for the PaperStream IP driver.

When [FTP/FTPS] is selected as the type

Specify the following:

Destination Folder Path

Enter the folder name for the destination.
Up to 255 characters can be entered.

Username

Enter the user name to connect to the FTP/FTPS server.
Up to 256 characters can be entered.

Password

Enter the password to connect to the FTP/FTPS server.
Up to 256 characters can be entered.

[Apply the above to the authentication settings for all destination folders] check box

Select this check box to apply values specified in [Username] and [Password] for [1st] to [2nd] and [3rd].

> **HINT**
>
> The [Apply the above to the authentication settings for all destination folders] check box is displayed when [Multi Image Output] is set in the profile for the PaperStream IP driver.

Index File

[Output] check box

Select this check box to output an index file.
For details about the specifications of the index file, refer to the PaperStream NX Manager User's Guide.
When this is selected, specify [File Name], and select or clear the [Overwrite if the same file name already exists] check box.

File Name

Enter a name of the index file.
The following characters cannot be used:
.. % \ / * : ? " < > | Control characters from 0x00 to 0x1f
However, when [Save to folder], [Download], or [Save destination that is linked by using a Connector API] is selected as the type, \ can be used.

> **ATTENTION**
>
> If the selected item with the [Name Rule] button contains a character that cannot be used as a file name, it will be replaced with "=".

> **HINT**
>
> When [Save to folder], [Download], or [Save destination that is linked by using a Connector API] is selected as the type, \ can be used as a folder separator. If there is no folder, a folder is created.
> \ cannot be used as a leading or trailing character.

[Name Rule] button

Select items to be used for the file name.
A selected item is displayed in < > in the input field for [File Name].

- Batch Index
  Adds the database-based ID of the batch used for scanning to the file name.

- Scanner Name
  Adds the scanner name used for scanning to the file name.

- Username
  Adds the user name used for scanning to the file name.
  This is displayed when the authentication function to establish a link with Web Scan is enabled during the installation of NX Manager.

- Batch ID
  Adds the batch ID used for scanning to the file name.

- Date

  - MMddyyyy
    Adds the receiving date of the scanning finish notification to the file name in the date format "MMddyyyy".

  - ddMMyyyy
    Adds the receiving date of the scanning finish notification to the file name in the date format "ddMMyyyy".

  - yyyyMMdd
    Adds the receiving date of the scanning finish notification to the file name in the date format "yyyyMMdd".

- Time
  Adds the receiving time of the scanning finish notification to the file name.

- Document Separator Value
  Adds the document separator value to the file name.
  If you change the name of a document stack in the thumbnail pane in the [Scan] window, the new name of the document stack is added to the file name.

When a barcode is used for separating documents, up to 128 characters for the barcode is added to the file name.
When a separator other than a barcode is used, a character string in the format of "SEPARATOR" + separator number (four digit number) is added to the file name.
A separator number (four digits number) starts from "0001" and increments by one for each separation.
A separator number is between "SEPARATOR0001" and "SEPARATOR1000".

● Multi-image Output Number
Adds a multi-image output number to the file name.
This becomes available when [Multi Image Output] is set in the profile for the PaperStream IP driver. The number "1" is added to the file name for the 1st, "2" for the 2nd, and "3" for the 3rd.
The fixed number "1" is added to the file name when [Multi Image Output] is not set in the profile for the PaperStream IP driver.

[Overwrite if the same file name already exists] check box

Select this check box to overwrite the existing file with the file if the same file name already exists.

> **ATTENTION**
>
> When the [Overwrite if the same file name already exists] check box is not selected, the operation is different for each type.
> When the type is [Save to folder], the new content is appended if the same file name already exists.
> When the type is [SharePoint], [SharePoint Online], or [FTP/FTPS], saving the file fails if the same file name already exists.

> **HINT**
>
> The [Overwrite if the same file name already exists] check box is displayed when the type is [Save to folder], [SharePoint], [SharePoint Online], or [FTP/FTPS].

[Scanner List] Window

This window is used to narrow down scanners that are registered with NX Manager.

Displays the Help.

Filter Conditions

Enter a part of a character string or a whole character string to narrow down the displayed items.
Only scanner names, serial numbers, and IP addresses are available for narrowing down the items that are displayed.

Up to 32 characters can be entered.

[Search] button

Displays the result of narrowing down the list.

Scanner Name

Displays the names of the scanners registered in NX Manager.

Serial Number

Displays the serial numbers of the scanners registered in NX Manager.

IP Address

Displays the IP addresses of the scanners registered in NX Manager.

Total

The total number of the filtered results is displayed.

[OK] button

Closes the [Scanner List] window.
The filtered results for scanners are displayed in the drop-down list for [Scanner] in the [Scan Settings] window.

[Cancel] button

Closes the [Scanner List] window.
The filtered results for scanners are not displayed in the drop-down list for [Scanner] in the [Scan Settings] window.

[Counter Options] Window

Specify the minimum number of digits for [Document Counter] or [Page Counter] in order for the name to be given to an image file.

Document Counter

Minimum Digits

Select the minimum digits of the document counter.

- 1
- 2
- 3
- 4

When you set [Separation] so that documents do not get divided, the document counter is set to "1" and the number of digits that you selected in [Minimum Digits] is applied.

Example: When [Separation] is set so that documents do not get divided and [Minimum Digits] is [4]

0001

When you set [Separation] so that documents get divided, the document counter starts with "1" and the number of digits that you selected in [Minimum Digits] is applied.

Example: When [Separation] is set so that documents get divided and [Minimum Digits] is [4]
0001, 0002, 0003, ...

Page Counter

Minimum Digits

Select the minimum digits of the page counter.

- 1
- 2
- 3
- 4

The value starts with "1" in the number of digits selected in [Minimum Digits] for each page.

Example: When [Minimum Digits] is [4]
0001, 0002, 0003, ...

[OK] button

Saves the settings.

[Cancel] button

Cancels the operation.

Appendix

The appendix provides additional information.

Message List

This section shows lists of messages that appear while Web Scan is in use.

Messages That Are Displayed in the [Scan] Window of Web Scan

Message	Solution
Failed to obtain the settings to upload images. [{Error code}] {Error details}	By following the description in the error details, check the status of NX Manager, take appropriate measures, and then restart NX Manager.
Failed to obtain the menu. [{Error code}] {Error details}	By following the description in the error details, check the config file for Web Scan, take appropriate measures, and then restart Web Scan.
Failed to process the images. Contact your system administrator. Failed to connect to the database or the shared folder.	Check the connection to the database and the connection to the shared folder, take measures if necessary, and then restart the image processing service.
Failed to edit the images. Contact your system administrator. [Error details for Webhooks]	Take appropriate measures by following the description in the error details for Webhooks.
Failed to perform OCR. Contact your system administrator. Failed to connect to the database or the shared folder.	Check the connection to the database and the connection to the shared folder, take measures if necessary, and then restart the OCR processing service.
Failed to save the images. Change the scan settings to the appropriate settings and save the images again. [Error message for Webhooks]	Take appropriate measures by following the description in the error message for Webhooks.
Failed to perform a scan. The scanner may have been turned off or the network connection may have been cut off during a scan.	Check that the scanner is turned on and that a connection to the network has been established, take measures if necessary, and then perform a scan again.
Failed to scan a document. Contact your system administrator. Failed to connect to the database or the shared folder.	Check the connection to the database and the connection to the shared folder, take measures if necessary, and then restart Web Scan.

Message	Solution
Failed to save the images. [{Error code}] {Error details}	Take appropriate measures by following the description in the error details and then try again.
Could not cancel the process for saving images. [{Error code}] {Error details}	Take appropriate measures by following the description in the error details and then try again.
Failed to obtain exclusive access to the scanner. [{Error code}] {Error details}	Take appropriate measures by following the description in the error details and then try again.
Failed to release the scanner. [{Error code}] {Error details}	Take appropriate measures by following the description in the error details and then try again.
Failed to perform a scan. [{Error code}] {Error details}	Take appropriate measures by following the description in the error details and then try again.
A HTTP request error occurred. [{Error code}] {Error details}	Check the http status code, take appropriate measures, and then try again.
No scanner is specified.	Specify a scanner and then try again.
Failed to start a scan because the scan settings could not be configured correctly. Contact your system administrator.	Check the status of Web Scan, take appropriate measures, and then try again.

Messages That Are Displayed in the [Scan Settings] Window of Web Scan

Message	Solution
Failed to obtain the list of scanners. [{Error code}] {Error details}	By following the description in the error details, check the status of NX Manager, take appropriate measures, and then restart NX Manager.
Failed to obtain the driver profile. [{Error code}] {Error details}	By following the description in the error details, check the status of NX Manager, take appropriate measures, and then restart NX Manager.
Failed to obtain the connector API settings. [{Error code}] {Error details}	By following the description in the error details, check the status of NX Manager, take appropriate measures, and then restart NX Manager.

Message	Solution
Failed to obtain the add-in settings. [{Error code}] {Error details}	By following the description in the error details, check the status of NX Manager, take appropriate measures, and then restart NX Manager.
Failed to verify the data. [{Error code}] {Error details}	By following the description in the error details, check the status of Web Scan, take appropriate measures, and then try again.

Event Code List

Event Code	Message	Solution
6B042039	The specified scanner cannot be used. The scanner may have been deleted from NX Manager.	Check that the specified scanner exists, take measures if necessary, and then try using it again or use another scanner.
6B042040	The specified batch cannot be saved.	No measures are required.
6B042047 6B042062	Cannot communicate with the scanner. Check that the scanner is turned on, that the network connection has established, and that the setting for the NX Manager on the scanner is correct.	Check the following, take appropriate measures, and then try again. ● The scanner is turned on ● There are no problems with the status of the scanner ● There are no problems with the setting for the NX Manager on the scanner
6B042049	The specified scanner is being used by another user.	Release the user's exclusive access to the scanner and then try again.
6B042051	Exclusive access to the scanner has been released by another user. To obtain exclusive access to the scanner again, wait for a while.	Wait for a while and then obtain exclusive access to the scanner again.
6B042139 6B042140	Invalid scanner code.	Enter the correct scanner code and then try again.
6B042151	The specified driver profile cannot be used. The driver profile may have been deleted from NX Manager.	Check that the specified driver profile exists, take measures if necessary, and then try using it again or use another driver profile.
7B043003	Cannot access the database. Check the status of the NX Manager Database service.	Check the status of the PaperStream NX Manager Database, take appropriate measures, and then restart it.
Event codes other than the ones listed above	Internal error.	Send a report of the error including the error ID number to the distributor/dealer where you purchased the scanner.

Event Code	Message	Solution
	Send a report of the error including the error ID number to the distributor/dealer where you purchased this product.	

Event Code	Message	Solution