

IRIScan Express 4 Button Manager

User Guide

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1. Overview

The Button Manager provides you an easy way to scan your documents and send them to your favorite software applications and Cloud destinations. All this can be done with a simple touch of the button on the scanner.

With the new Button Manager you can:

- Scan your documents directly to Readiris Pro 14.
- Scan images into an open application.
- Scan images to other applications of your choosing.
- Send documents to a printer.
- Send documents via mail.
- Configure new buttons to send documents to various Cloud destinations.

2. Installing Button Manager

Attention: first install the software before you connect the scanner to your computer. See the Quick User Guide for more info if necessary.

System requirements

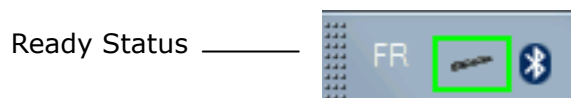
Component	Requirement
Computer and processor	1GHz processor or higher.
Memory	Minimum 1 GB RAM.
Hard disk	Minimum 500 MB free hard disk space. 1 GB free hard disk space is recommended.
Operating System	Windows 10, Windows 8.1, Windows 8, Windows 7, Windows Vista, Windows XP (as of Service Pack 3). All 32 or 64 bit. Windows 7 and higher recommended.
Other	DVD-ROM drive or Internet connection. At least one free USB port.

3 Scanning From the Buttons

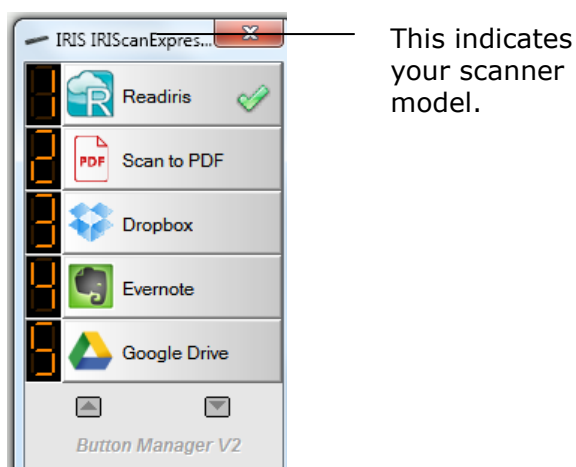
By simply pressing the Scan button on the scanner, you scan and send your documents to the designated destination application. Before you scan however, it is recommended to check the button configurations first to ensure a proper file format and destination application.

3.1 Starting Button Manager

1. After the Button Manager and the scanner driver have been successfully installed on your computer, the Button Panel will be displayed in the Windows System Tray at the bottom right corner of your computer screen.



2. Left-click the Button Manager icon to prompt the following Button Panel.



3. The default button is indicated by a green checkmark. To select another button as default button, click the number in front of it. The checkmark now moves to that button.

Note:

Button Manager can also be started from the Programs list by choosing **Start>Programs>IRIS Button Manager>Button Manager V2.**

3.2 Using the default button configurations

The scanner is shipped with nine preconfigured button settings for your frequent tasks such as scan to Readiris, scan to an application, scan to e-mail. The following table shows the default settings. You can change any of these settings.

Button Number	Name	Destination/ Application	Preset Scan Settings
1	Readiris Pro 14	Select this button to send documents directly to Readiris for text recognition.	Color, 300 dpi, Simplex, JPEG, Auto Crop
2	Scan to PDF	Select this button to scan documents as PDF and open your default PDF reader. A copy is also saved in: Pictures\IRIScan Express	Auto, 300 dpi, Simplex, PDF, Auto Crop
3	Dropbox	Select this button to send images to your Dropbox account.	Auto Color Detection, 200 dpi, Simplex, JPEG, Auto Crop
4	Evernote	Select this button to send images to your Evernote account.	Auto Color Detection, 200 dpi, Simplex, JPEG, Auto Crop
5	Google Drive	Select this button to send images to your Google Drive account.	Auto Color Detection, 200 dpi, Simplex, JPEG, Auto Crop
6	FTP	Select this button to send images to an FTP server.	Auto Color Detection, 200 dpi, Simplex, JPEG, Auto Crop
7	Easy Mail	Select this button to send your images as attachment via your specified e-mail software.	Auto Color Detection, 200 dpi, Simplex, JPEG, Auto Crop
8	Scan to App	Select this button to send images to a designated application (default: Microsoft Paint).	Auto Color Detection, 200 dpi, Simplex, JPEG, Auto Crop

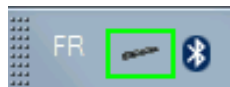
9	Archive	Select this button to save images in a folder on your computer.	Auto Color Detection, 200 dpi, Simplex, JPEG, Auto Crop
---	---------	---	---

Note:

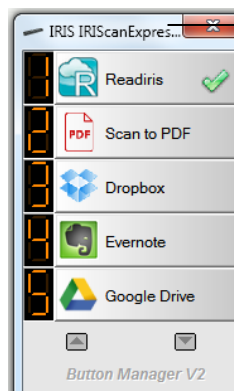
- To accurately use the default settings, you need to set up your computer in an internet environment and install the necessary software applications such as E-mail software, or printer before installing Button Manager.
- To send your scanned images to a network server such as FTP, Microsoft SharePoint, or Google Drive, you need to set up your computer in an internet environment and make sure you have the privilege to access the network server. For example you need to create a login name and password first.
- **Microsoft .NET Framework:** To accurately send your scanned images to a network server, Microsoft .NET Framework 2.0 or higher is required. (Check the program and the version by choosing Start>Control Panel>Add or Remove Programs. A list of programs will be displayed. If you have installed Microsoft .NET Framework, the program and the version will be shown in the list.)
- **Google Drive:** Google provides a document hosting, management and editing service called Google Drive to every user that has signed up for a Google account (<http://drive.google.com>).
- **Microsoft SharePoint:** Microsoft SharePoint is a collaboration and document library tool developed by Microsoft for file sharing and web publishing. You may need to contact your system administrator to get the correct URL for the SharePoint server. Your system administrator will also give you access to the SharePoint and a valid user login and password.

3.3 Checking Button Configurations Before Scanning

1. After the Button Manager and the scanner driver have been successfully installed on your computer, the Button Panel will be displayed in the Windows System Tray at the bottom right corner of your computer screen.

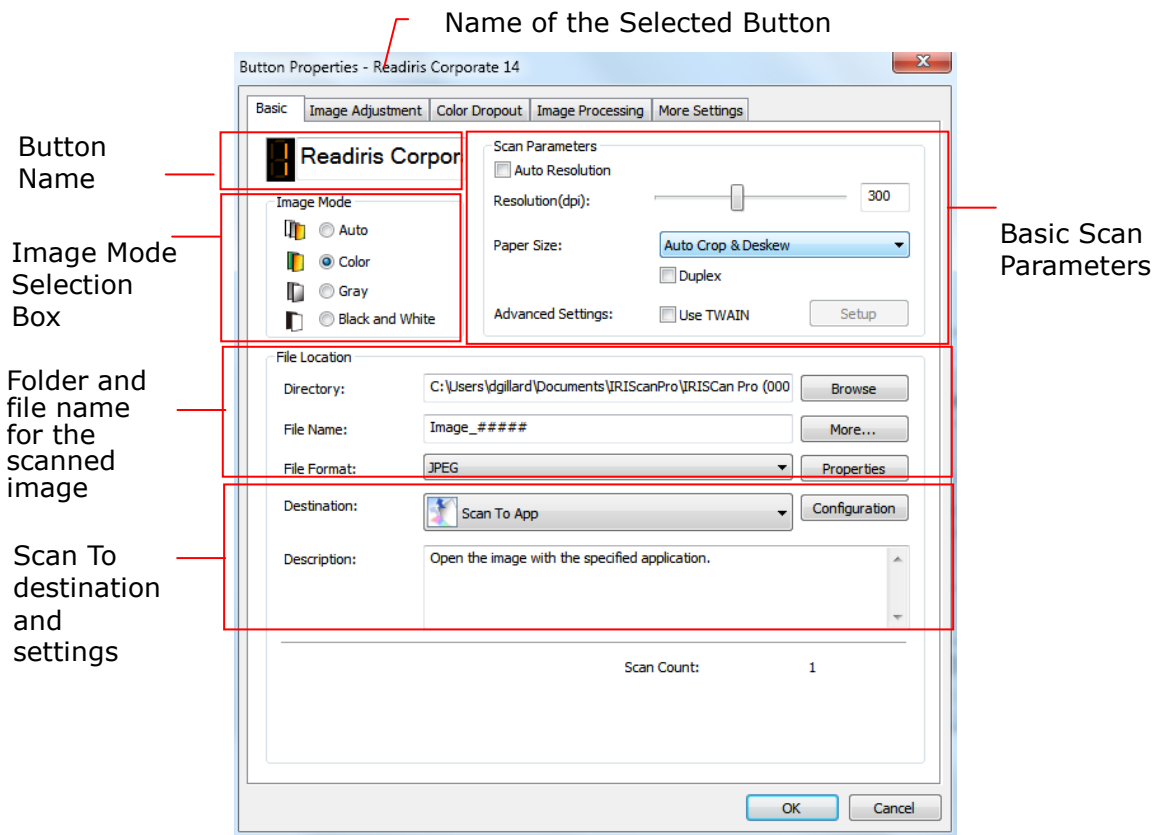


2. Left-click the Button Manager icon to prompt the following Button Panel.



This indicates your scanner model.

- The Button Panel shows the first five scanning buttons. Right-click the button you wish to check, the Button Properties window appears.



If you wish to change the setting, use this window to reset the setting for the file format, destination application, or other scan settings. See "Configuring the Buttons" in the subsequent section to reset the settings.

- Click the **OK** button to leave the window.

Note:

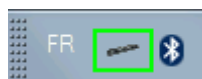
If the Button icon has not been displayed in the Windows System Tray after restarting your computer, please just turn off and on your scanner. The Button icon will then be displayed in the right corner of the Windows System Tray.

3.4 Scanning From A Simple Touch of the Button

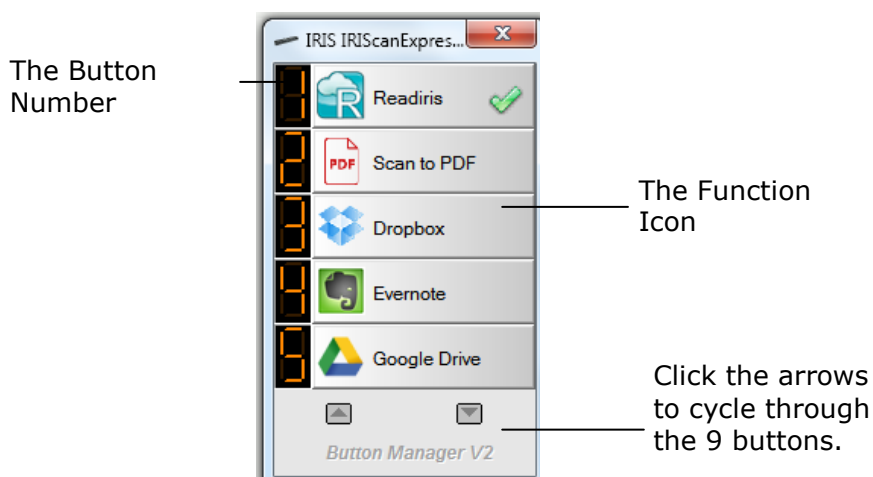
- Adjust the paper guide to the width of the paper and load the document facing up and top first into the automatic document feeder.
- Press the Power button once.

3.4.1 Use of the Button Panel

Left-click the Button icon in the Windows System Tray at the bottom right corner of the screen. This will prompt the Button Panel.

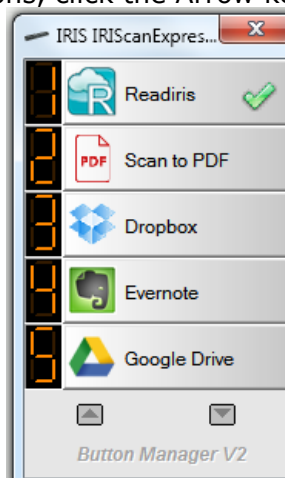


The button icon



From this panel, you can check the scan configuration, start a scan, and change the scan configuration.

1. To check the scan configuration, right click the function icon you wish to check. This will prompt the Button Properties window which shows the preset scan configuration.
2. To start a scan, left click the function icon you wish to scan. The scanner begins to scan and delivers the scanned document to your selected destination application.
3. To change the scan configuration, right click the function icon you wish to check. This will prompt the Button Properties window which allows you to customize button function and its configurations.
4. To cycle through all 9 buttons, click the Arrow keys.



5. To close the Button Panel, click the Close button (X) in the Button Panel.

4 Configuring the Buttons

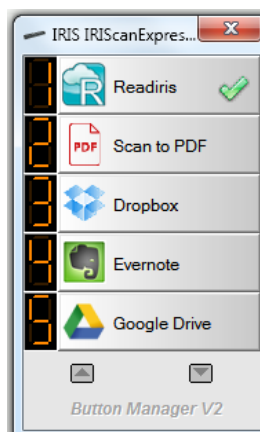
Button Manager allows you to customize the buttons, including scan profiles, destination applications, and how files are stored and named.

4.1 Starting the Button Properties Dialog Box

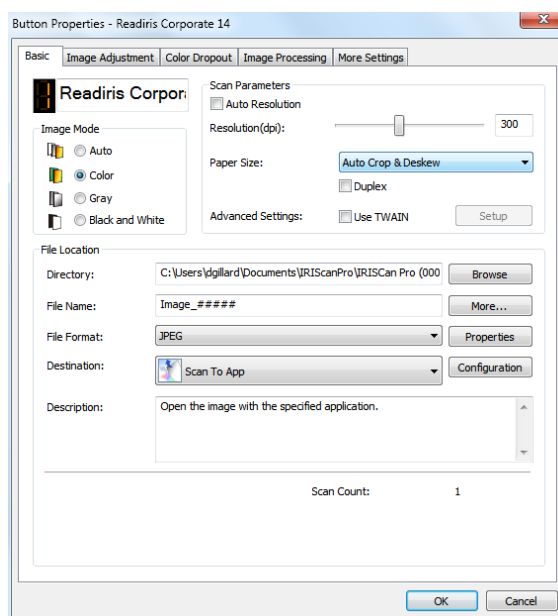
For each of the nine buttons, you can choose a new configuration from the Button Properties dialog box.

To start the Button Properties dialog box,

1. Left click the Button icon in the system tray at the bottom right corner of the screen. The Button Panel will be displayed.



2. Right click the button which you wish to change its settings. The **Button Properties** dialog box appears.



3. From the **Basic** tab, select your basic scan settings including image mode, resolution, paper size, file path and file name, and your desired Scan To destination.
4. From the **Image Adjustment** tab, select your desired brightness and contrast

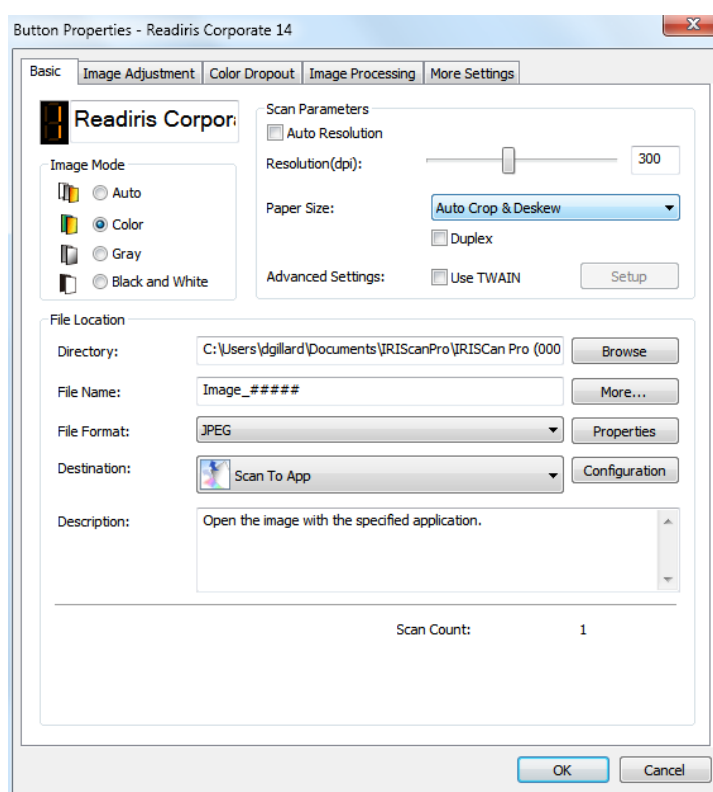
value to improve your scanned image.

5. From the **Color Dropout** tab, choose your desired color channel to be removed to sharpen your text.
6. From the **Image Processing** tab, choose if you wish to rotate your image or remove your blank page.
7. Click **OK** to save your settings and close this window.

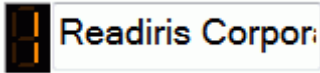
4.2 The Basic Tab

From the Basic tab, most of your configurations for the button can be completed. The Basic tab allows you to set basic settings for the button including basic scan settings, file format and path, and your "scan to" destination for the scanned image.

The Basic tab includes the following options:



4.2.1 The Button Name



This field allows you to rename the button. Simply type your desired name. The new name will be shown in the Button Panel.

An alternative way to rename your button:

1. On the Button Panel, right-click the button number you wish to rename. The button name will be highlighted.



2. Type in the new name and press "Enter" on your keyboard. For example, My Printer.



3. The name is changed and will be displayed in the Button Panel as shown.



4.2.2 The Image Mode Option



Mode: Select the proper image mode for the scanned image. Choice: Auto Color Detection, Color, Gray, and Black and White.

Auto Color Detection	Click to automatically detect and scan your color document in color image mode. If your document is in color, the scanner will automatically scan the document into a color image. If your document is non-color, the scanner will scan your document in Black and White mode. This option is useful when you have a mixture of color and non-color documents.
Color	Choose Color to scan color photographs or color documents. Color scan produces the largest file size.
Gray	Choose Gray to scan documents containing drawings or black and white photographs. This scanning produces an image of up to 256 shades of gray.
Black and White	Choose Black and White to scan document containing purely text, pencil, or ink sketch. This scan mode produces the smallest file size.

4.2.3 The Scan Parameters Option

■ Resolution:

The resolution is measured in pixels per inch (ppi) (sometimes referred to as dots per inch or dpi). Higher resolutions result in more detail in the scan, slower scanning and in general, greater file sizes. For example, an A4 size color image scanned at 300 dpi with color mode consumes approximately 25 MB of disk space. When OCR (Optical Character Recognition) is to be performed on a scan, 300dpi should be used for most languages except Asian languages. For Asian languages, 400 dpi is recommended.

Move the slider to choose your ideal resolution. The default value is 200 dpi. Available resolutions are 75, 100, 150, 200, 300, 400 and 600. (Options vary based on type of scanner.)



Resolution: 100 dpi



Resolution: 200 dpi

■ Paper Size:

Choose your ideal scan size. **Choice:** Auto Crop and Deskew, Scanner Maximum, US Letter- 8.5" x 11", US Legal – 8.5" x 14", ISO A4 – 21 x 29.7 cm, ISO A5 – 14.8 x 21 cm, ISO A6 – 10.5 x 14.8cm, ISO A7 – 7.4 x 10/5 cm, ISO B5 – 17.6 x 25 cm, ISO B6 – 12.5 x 17.6 cm, ISO B7 – 8.8 x 12.5 cm, JIS B5 – 18.2 x 25.7 cm, JIS B6 – 12.8 x 18.2 cm, JIS B7 – 9.1 x 12.8 cm. Note: The options vary due to type of scanner.

Auto Crop and Deskew: Automatically adjusts the cropping window according to different document sizes and automatically straighten a skew image. Use this option for batches of mixed-sized documents.

■ Duplex:

Choose "**Duplex**" to scan both the front and rear side of your document. Before choosing "**Duplex**", make sure you have purchased a duplex scanner first.

■ Use TWAIN:

Click to scan based on the scanner's TWAIN user interface. Click "**Setup**" to prompt the scanner's TWAIN user interface for more advanced scan settings.

4.2.4 The File Location Option

■ Directory:

Enter the path or click "**Browse**" to select the path for your scanned image. Default: C:\Users\<<YourUser>\Pictures\IRIS IRIScan Express4\Button# (C represents your system drive.)

■ File Name:

A joint name of the text string (default: Image) and a numeric suffix is the file name of your scanned image. This suffix is automatically generated to make file names unique, for example, Image_0001. You may change the default string by entering your text on the default file name "Doc#####".

Or you may add date or time to current file name by choosing the "**More**" option.

Choice includes Date, Time, Year, Month, Day, Hour, Minute, Second, Day of Week, Barcode (TWAIN support). The Date is indicated in the format of YYYYMMDD (year, month, and date). The Time is indicated in the format of HHMMSS (hour, minute, second). For example, if you choose date and time, the file name will be displayed like Image_000720110308175239.pdf (20110308 indicates date while 175239 indicates time.)

The following tokens are available for use:

Token	Converts to
#	Numbered Counter
Date	Current Year+Month+Date, 4 digits+2 digits+2 digits
Time	Current Hour+Minute+Second, 2 digits+2 digits+2 digits
Year	Current Year, 4 digits
Month	Current Month, 01-12
Day	Current Day, 01-31
Hour	Current Hour, 1-24
Minute	Current Minute, 1-60
Second	Current Second, 1-60
DayofWeek	Current Day of a week,1-7
Week#	Current Week Number, 1-53
Barcode	Recognized barcode from document

■ **File Format:**

The file format that you have selected determined the file format for the scanned image of your document.

Choose your ideal file format for the specific button number. Choice includes BMP, PNG, GIF, JPEG, Single-Page PDF, Multi-Page PDF, Multi-TIFF and TIFF.

BMP:

BMP is the standard Windows image format on DOS and Windows-compatible computers. The BMP format supports RGB, indexed-color, grayscale, and Bitmap color modes.

GIF:

GIF (Graphics Interchange Format) format was created mainly for Internet uses, mainly for its small file size. It's good for fast-loading web pages only. Nowadays Gif is widely used on the World Wide Web, both for still images and for animations. GIF displays a maximum of 256 colors, which makes it unsuitable for pictures with continuous colors. Its application is best for color clip art, black-and-white line drawings, or images with large blocks of solid colors.

PNG:

PNG (Portable Network Graphic) is also a bitmap of indexed colors under a lossless compression, but without copyright limitations; commonly used to store graphics for Web images. PNG is superior to GIF in that it has better compression and supports millions of colors. PNG files end in a .png suffix.

TIFF:

TIFF (The Tagged-Image File Format) is a flexible bitmap image format supported by virtually all paint, image-editing, and page-layout applications. Also, virtually all desktop scanners can produce TIFF images. To compress your file size, click the "**Properties**" button. Move the slider to the right or to the left to increase or decrease the level of compression. Note the greater the compression level, the lower image quality.

Multi-TIFF:

Multi-TIFF combines all the scanned images into a single TIFF file.

JPEG:

JPEG (Joint Photographic Experts Group) compression provides the best results with continuous-tone color and the smallest file size. To compress your file size, click the "**Properties**" button. Move the slider to the right or to the left to increase or decrease the level of compression. Note the greater the compression level, the lower image quality.

Single-Page PDF/Multi-Page PDF:

PDF (Portable Document Format) is a very popular file format used by Adobe. You can view PDF files using Adobe Acrobat or Adobe Reader.

Multi-Page PDF:

Multi-PDF combines all the scanned images into a single PDF file.

The following table gives you an idea of file size v.s. file format

To scan an A4 color image in 200 dpi,

File Format	BMP	TIFF	PDF	JPEG	GIF
File Size	10M	10M	53KB	212KB	1.3M

- **Scan Count:**

Display your total scan count.

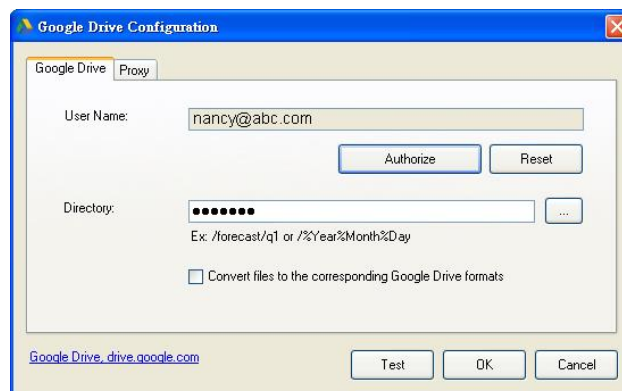
- **Destination:**

Choose your destination to send your scanned image to.

Choice: Dropbox, Email (your default e-mail software), Easy Mail, Evernote, Facebook, FTP, Google Drive, iScan (Image), Archive, Office 365, Printer (your default printer), Shared Folder, SharePoint, Scan to App, OneDrive.

- **Configuration:**

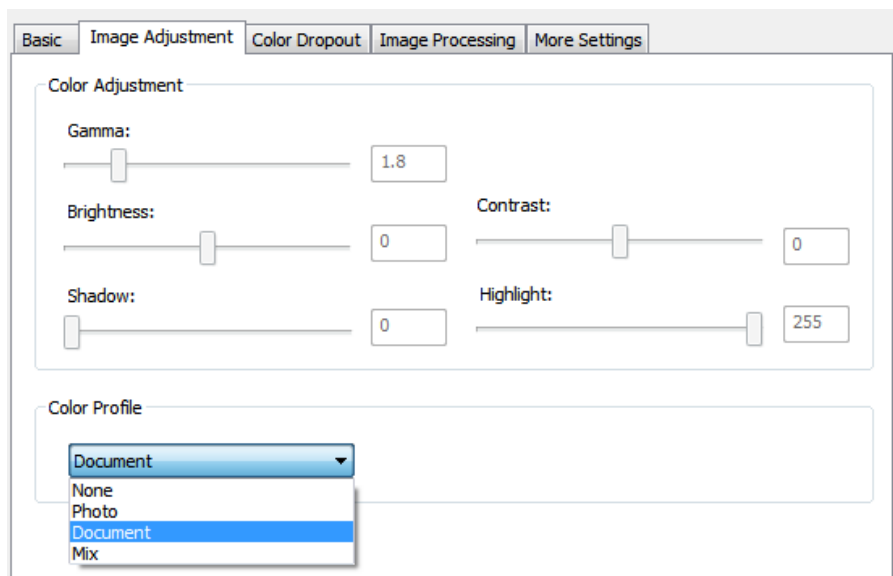
To upload your scanned image to a network file server, be sure to choose "**Configuration**" and enter your account information. For example, to upload images to Google Drive, you need to sign up for an account at Google's web site.



4.3 The Image Adjustment Tab

The **Image Adjustment** tab allows you to adjust the color quality of the image so that it comes close to the original.

Note: it is recommended to select **Document** as **Color Profile** to obtain optimal colors.



■ Gamma

Adjusts the midtones of the image without dramatically altering then lightest and the darkest areas.

When the value of gamma changes, the image changes accordingly.

Gamma Value: 1.0



Gamma Value: 1.4



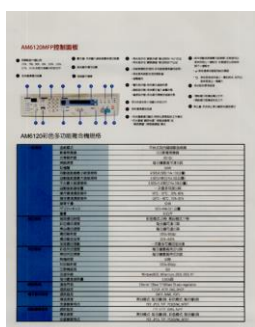
Gamma Value: 2.0



■ **Brightness and Contrast**

Brightness Adjusts the lightness or darkness of an image. The higher the value, the brighter the image. Drag the slider to the right or left to increase or decrease the brightness. The default value is 0.

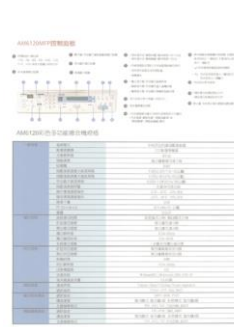
Contrast Adjusts the range between the darkest and the lightest shades in the image. The higher the contrast, the bigger the different grayscale. Drag the slider to the right or left to increase or decrease the contrast. The default value is 0.



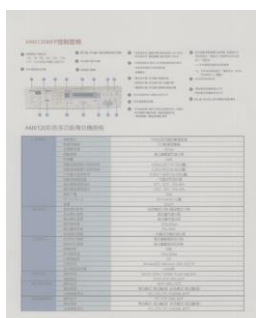
Brightness: -50



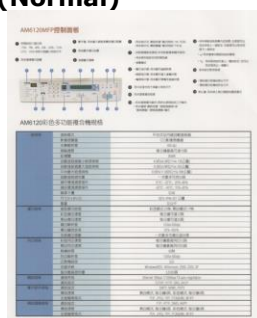
Brightness: 0 (Normal)



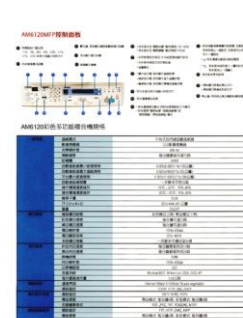
Brightness: +50



Contrast: -50



Contrast: 0 (Normal)



Contrast: +50

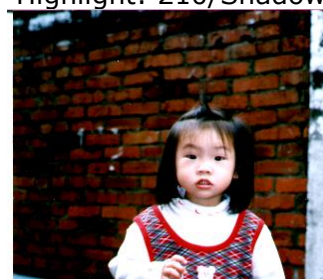
When the values of highlight and shadow change, the image changes accordingly.

Highlight: 255/Shadow: 0(Normal)



Highlight: 200/Shadow:0

Highlight: 210/Shadow:10

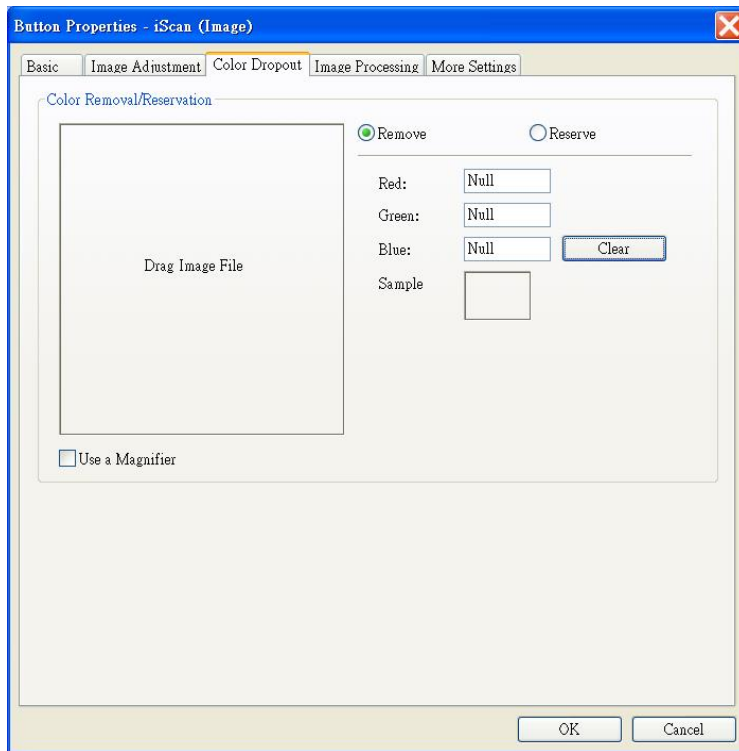


Highlight: 255/Shadow: 50



4.4 The Color Dropout Tab

Color Dropout tab allows you to filter out a color channel (red, green, or blue). For example, if you are scanning a document with a red watermark, you can choose to filter out the red channel so the scanned image just shows the text and not the red watermark. Removing colors from the scan might reduce the scan file size and improve optical character recognition (OCR) result.



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

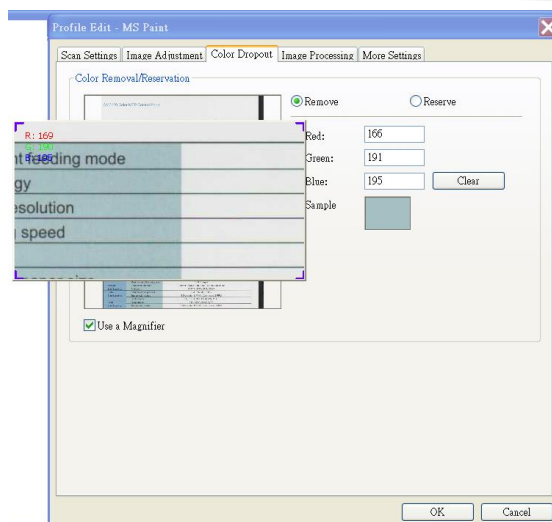
4.4.1 Entering the RGB Values

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

4.4.2 Selecting Your Color

You may try the following way to select your color effectively.

1. After the scan is done, drag and drop your scanned image to Button Manager.
2. Check "Use a Magnifier" and choose your specific color on the scanned image. The RGB value for the color will be displayed.



3. Choose "OK" to complete.



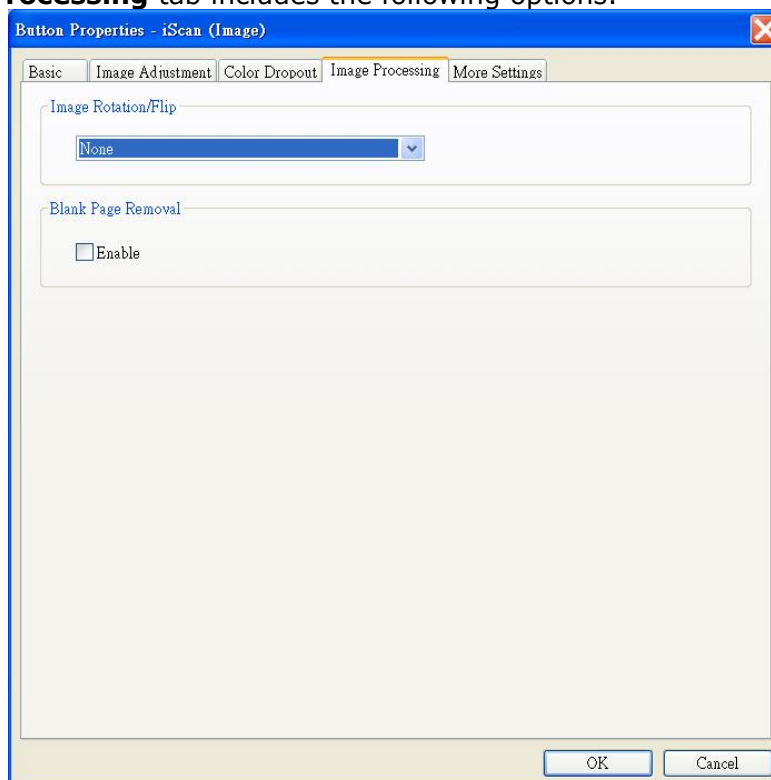
Original



Remove Blue Color Channel

4.5 The Image Processing Tab

The **Image Processing** tab includes the following options.



■ **Image Rotation/Flip**

Select rotation angle for your document if necessary.

Choice: None, 90 degrees left (counter clockwise), 90 degrees right (clockwise), 180 degrees around, 180 degrees flipped.

123

Original

123

90 degrees right

123

90 degrees left

153

180 degrees around

123

180 degrees flipped


■ **Blank Page Removal:**

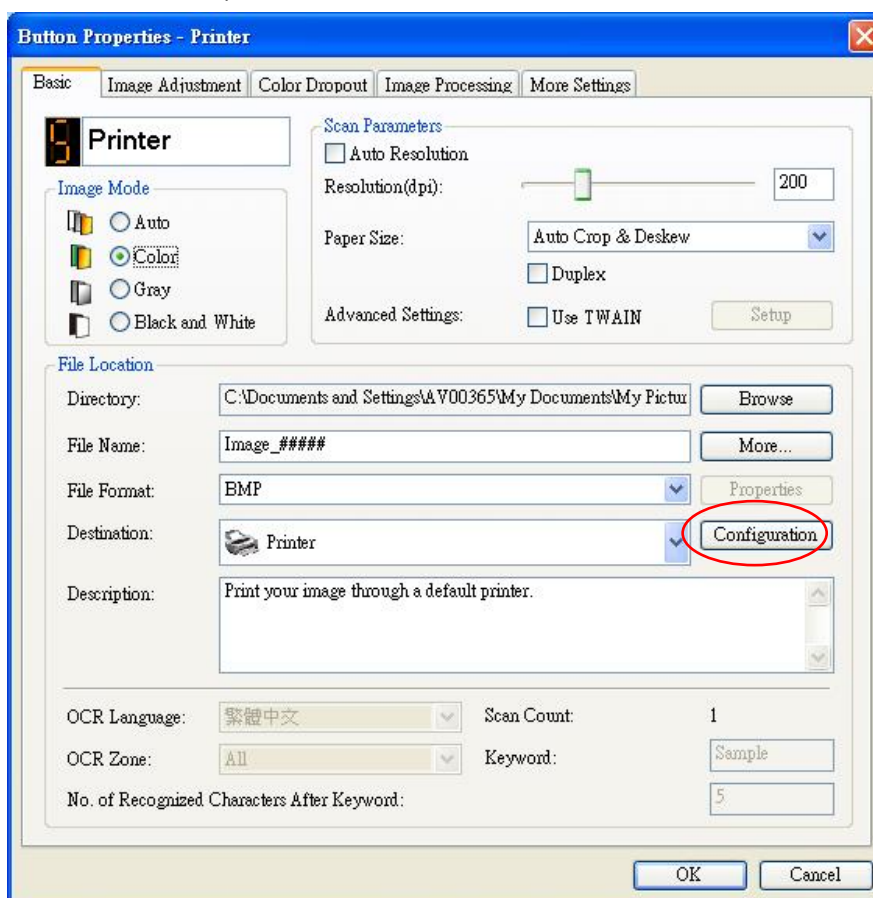
If you wish to remove the blank page, check the **Blank Page Removal** option and adjust the sensitivity value to define the threshold.

4.6 Setting up Button Manager to send images to a specified printer

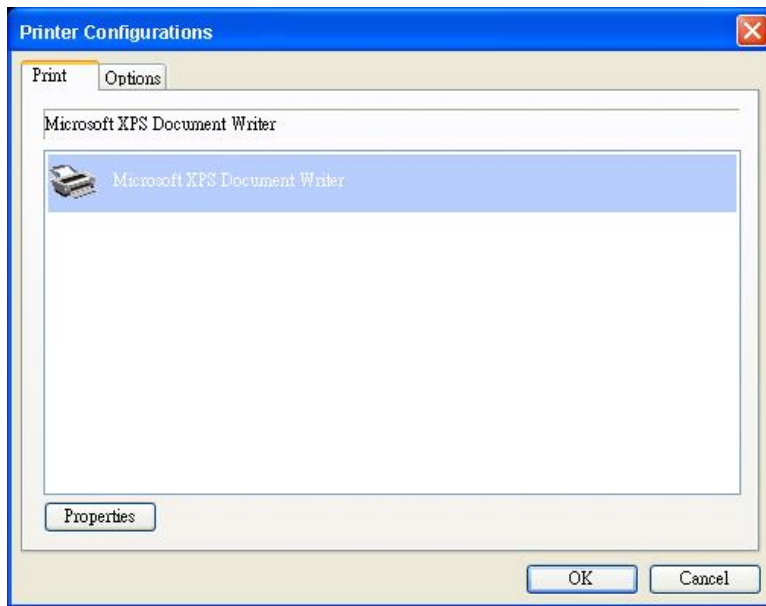
Button Manager V2 allows you to scan and send documents to a specified printer. Also, if desired, you can print two images in one side of a sheet.

To setup Button Manager to upload images to a specified printer,

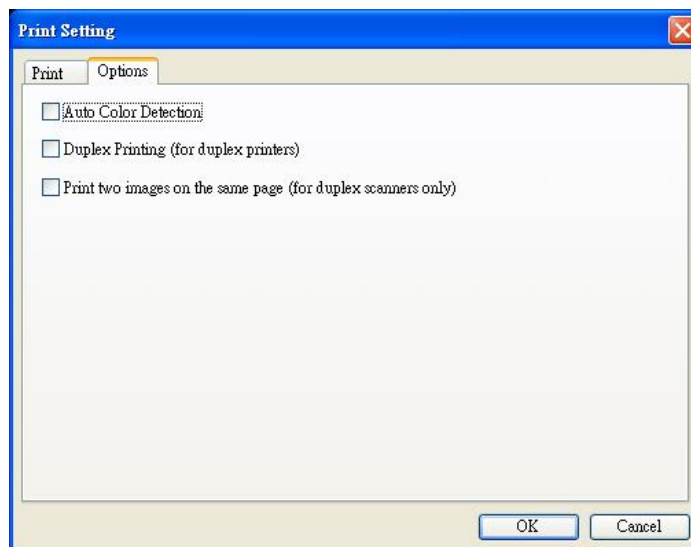
1. Click the Button icon () to prompt the Button panel.
2. Right-click a button you want to configure.
3. In the **Destination** list, select **Printer**.



4. Click "**Configuration**". The "**Printer Configuration**" dialog box appears.



5. If you wish to print your images not from a default printer, select your desired printer from the list. Click "**Properties**" to prompt the "**Properties**" dialog box to change your desired print settings and click OK to complete and close the dialog box.
6. Click "**Options**" to prompt the "**Options**" dialog box.



- **Auto Color Detection :**

Automatically detect the image type of the scanned image and print the images according to the image type. For example, if the scanned image is color, the image will be printed in color if the specified printer is a color printer; if the scanned image is black and white, the image will be printed in black and white.

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

Choose to print the scanned images in both the front and rear side of a page. This option will be available only if the specified printer supports duplex (double-sided) printing.

- **Print two images on the same page (for duplex scanner only)**

Choose to print two images on the same side of a sheet. This option is useful when you wish to print the front and rear side of your original such as ID card or driver license on the same page. If you have purchased a duplex scanner, use this option to print two sides of your original in one side of a sheet.


7. Click "**OK**" to complete and close the dialog box.

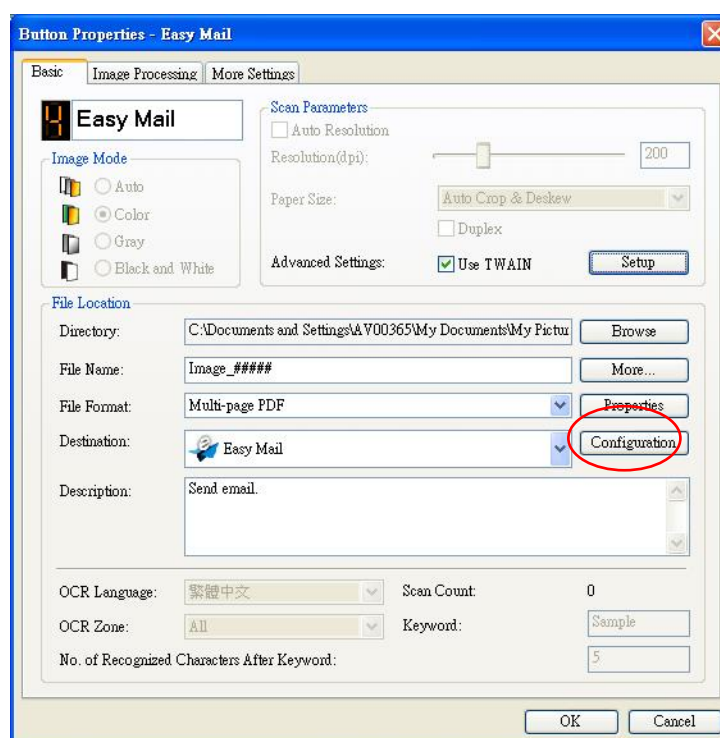
4.7 Setting up Button Manager to Upload Images to a Specified Mail Software

Button Manager V2 provides an easy way to scan your document and send it to a specified e-mail software application as an attachment. By typing your recipient and subject in advance, the scanned image can be directly sent to the recipient with a single click.

You may need to contact your System Administrator to get the IP address of your mail server.

To setup Button Manager to upload images to an E-mail software application,

1. Click the Button icon () to prompt the Button panel.
2. Right-click button #7 to prompt the **Button Properties** dialog box as shown below.



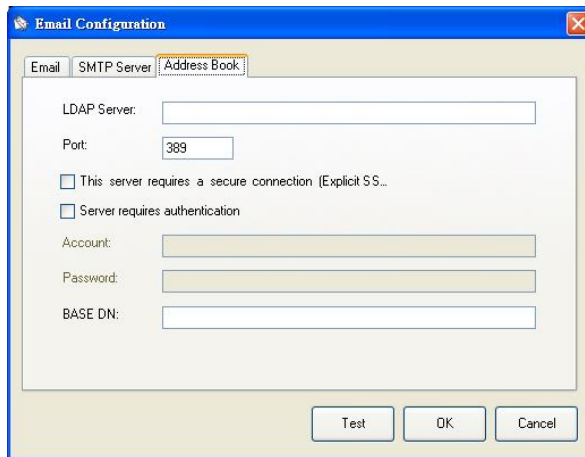
3. Click "**Configuration**". The "**Mail Configuration**" dialog box appears.

- Enter the e-mail address of the sender and recipient.
- Type your subject and message on the Subject field and Message field.
- If desired, enter the e-mail address of the CC and BCC field.

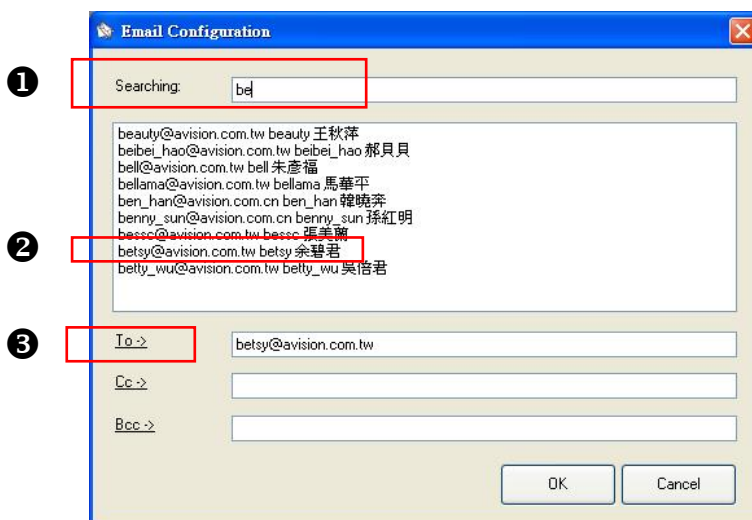
4. Click the **"SMTP"** tab to display the SMTP dialog box.

- SMTP Server: Enter the IP address of your SMTP server.
- Port: Enter the port number of your SMTP server. Default: 25
- If the SMTP server requires authentication, check **"Server requires authentication"** and then enter your account name and password.
- If there is a file size limitation, enter the limited value on the **"File Separation"** field.

5. You may search your e-mail address of **"To"**, **"CC"**, and **"BCC"** field from the LDAP server by clicking the **"Address Book"** tab to display the **LDAP** dialog box.



- LDAP Server: Enter the IP address of your LDAP server.
- Port: Enter the port number of your LDAP server. Default: 389
- If the LDAP server requires a secure connection, check "**This server requires a secure connection**". Contact your System Administrator for the details.
- If the LDAP server requires authentication, check "**Server requires authentication**" and then enter your account name and password.
- BASE DN: Enter your base DN. Base DN (distinguished name) identifies the starting point of a search. A dn indicates what record to view in an LDAP tree. The top level of the LDAP directory tree is the base, referred to as the "base DN". For example, you could indicate a base of dc=com, dc=net for a search that starts at the top and proceeds downward. Contact your System Administrator for the details.
- To test if your setting of LDAP server is OK, click the "E-mail" tab.
 - a. Click "To", "CC" or "Bcc", a **Search** dialog box appears.
 - b. Enter the keyword to search on the "**Searching**" field ❶. The search result containing your keyword will be displayed.
 - c. Select your desired e-mail address ❷ and click "To", "CC", or "Bcc" which you need to set the e-mail address ❸. The e-mail address will be pasted on your selected field.



- Click "OK" to complete.

Note:


- LDAP: Stands for Lightweight Directory Access Protocol. LDAP enables users to access directories and address books directly from external networked devices to simplify document distribution.
- SSL (Secure Sockets Layer) is a standard security technology for establishing an encrypted link between a server and a client—typically a web server (website) and a browser; or a mail server and a mail client (e.g., Outlook).
- You must enter your "Sender" address. Or the scanned image can not be forwarded to the recipient.

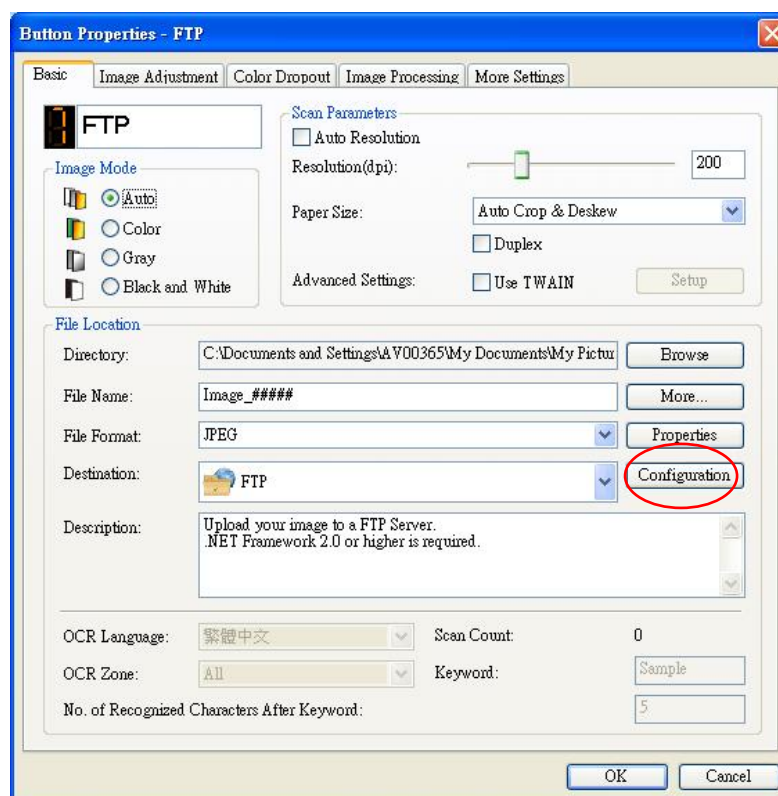
4.8 Setting up Button Manager to upload images to an FTP server

Button Manager V2 provides a way to scan documents that you want to share and send to an FTP server. Once the electronic file is uploaded to an FTP server, the scanned document can be shared by users who have the access of the server.

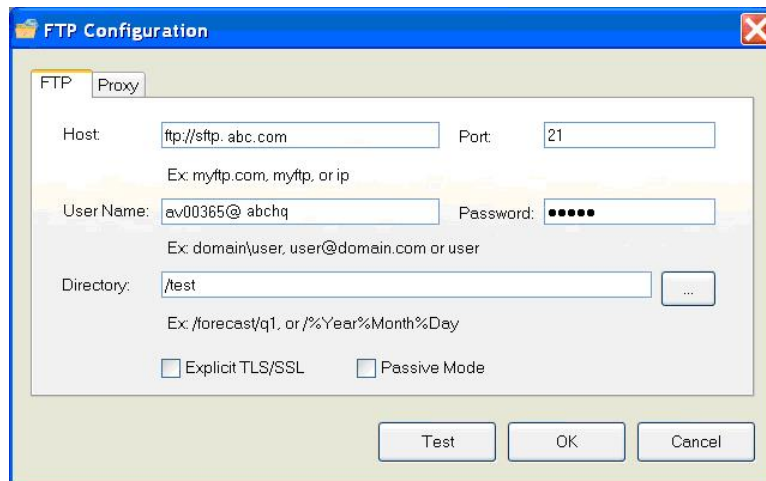
You may need to contact your System Administrator to get the correct URL for the FTP server. Your System Administrator will also give you access to the FTP server and a valid user login and password.

To setup Button Manager to upload images to a FTP server,

- Click the Button icon () to prompt the Button panel.
- Right-click the **FTP** button.



3. Click "**Configuration**". The "**FTP Configuration**" dialog box appears.



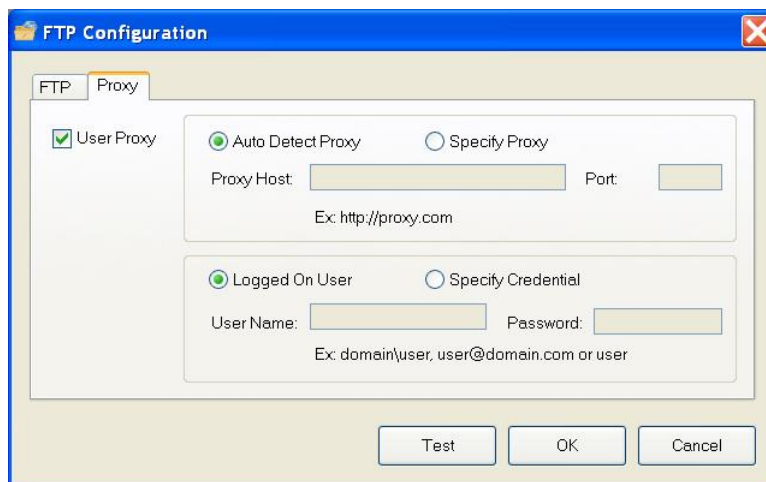
4. Enter a **Host Name** URL. The format of the URL is ftp://yourhostname/yoursite. This consists of the following:
 - **Scheme** — ftp.
 - **Host** — the name of the server.
 - **Port** — the port number

Enter your login name and password. Contact your System Administrator for authorization to send documents to the site.

The User login name may include a domain name. If a domain name is included, the format that is required by the user would be: **domain\username** (domain name followed by a backslash then the user login name).

Enter or **Browse** for a folder Name.

5. Click the "**Proxy**" tab to display the following **Proxy** dialog box.




6. Select your Proxy server to be "**Auto Detect**" or "**Specify Proxy**". If "**Specify Proxy**" is selected, enter your IP address and port number of your Proxy server. Enter user name and password if required. You can check with your network administrator for the details.
7. Click "**OK**" to complete. You may click "**Test**" to try if the account works.

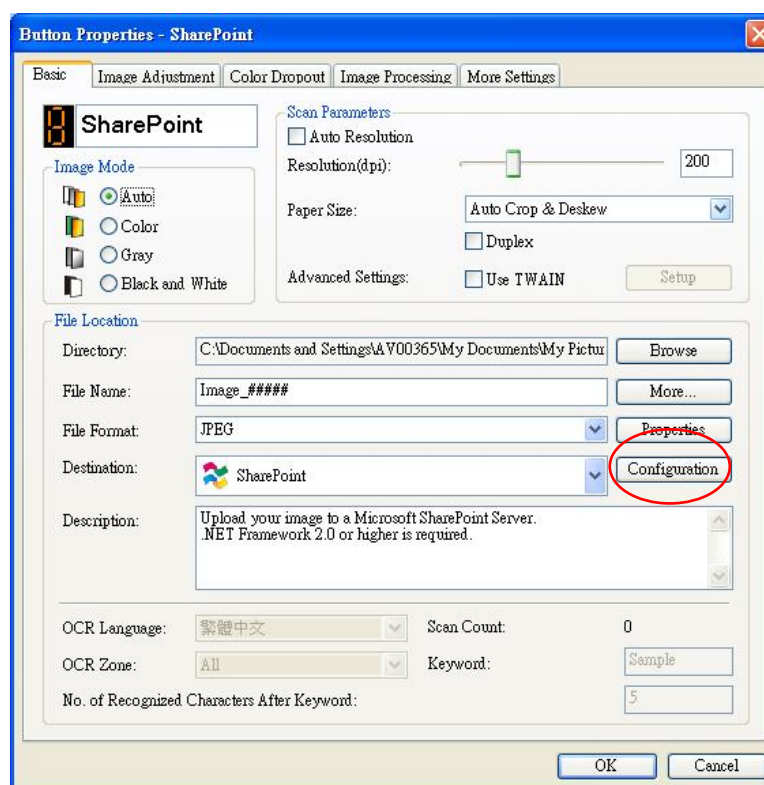
4.9 Setting up Button Manager to upload images to Microsoft SharePoint server / Office 365

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

You may need to contact your System Administrator to get the correct URL for the SharePoint server. Your System Administrator will also give you access to the SharePoint site and a valid user login and password.

To setup Button Manager to upload images to a Microsoft SharePoint server,

1. Click the Button icon () to prompt the Button panel.
2. Right-click the button you want to configure to prompt the **Button Properties** dialog box as shown below.
3. Name the button **SharePoint**.
4. Click the down arrow in the **Destination** list and select **SharePoint**.



5. Click **“Configuration”**. The **“SharePoint Configuration”** dialog box appears.



6. Select a login option. *Contact your System Administrator for authorization to send documents to the site.*

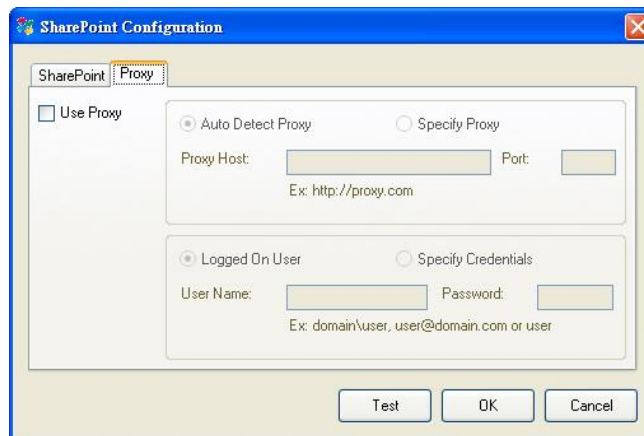
- Select **Use SharePoint account** if you want to access the SharePoint server with a unique user login and password. If you check this option, you must make an entry in the *User login* and *Password* fields.
- Select **Use Windows login** if you want to access the SharePoint server by using the same user login and password that you use to login into Windows on your PC.

The *User login* name may include a domain name. If a domain name is included, the format that is required by the user would be: **domain\username** (domain name followed by a backslash then the user login name).

- Enter a **Host Name** URL. The format of the URL is `http://yourhostname/yoursite`. This consists of the following:
 - **Scheme** – **http**.
 - **Host name** – the name of the server. This may include a port number.
 - **Site** – (optional; may also be entered in the *Site Name* field.)

Enter or **Browse** for a *Library or folder Name*. Any Document or Picture Library can be entered here. To view only a list of Document Libraries when browsing, select the **Show only document libraries** checkbox in the Browse window.

7. Click the **Proxy** tab to display the following **Proxy** dialog box.




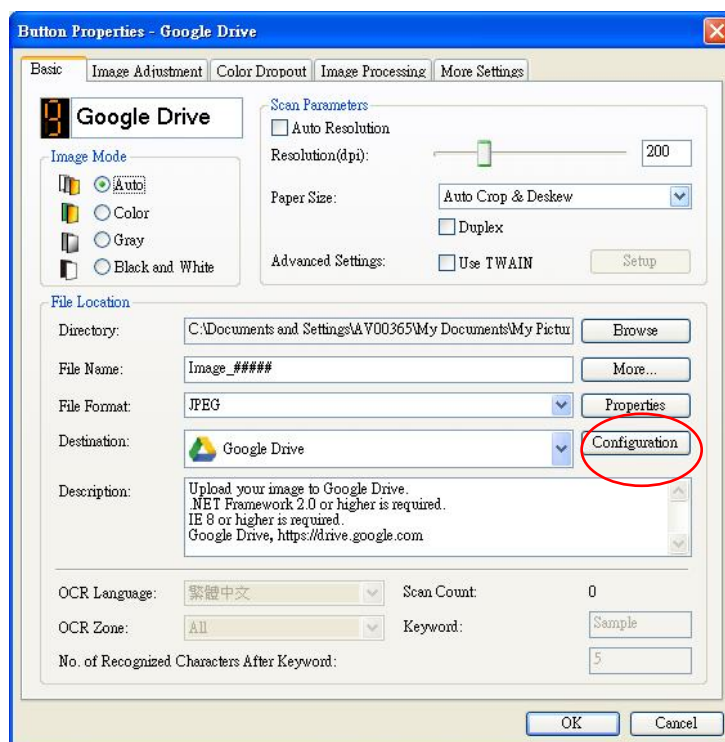
8. Select your Proxy server to be **Auto Detect** or **Specify Proxy**. If **Specify Proxy** is selected, enter your IP address and port number of your Proxy server. Enter user name and password if required. You can check with your network administrator for the details.

9. Click **OK** to complete. You may click **Test** to try if the account works.

4.10 Setting up Button Manager to Upload Your Image to Google Drive

To upload your image to Google Drive, you first need to sign in to a Google Drive account and then configure the Button Manager.

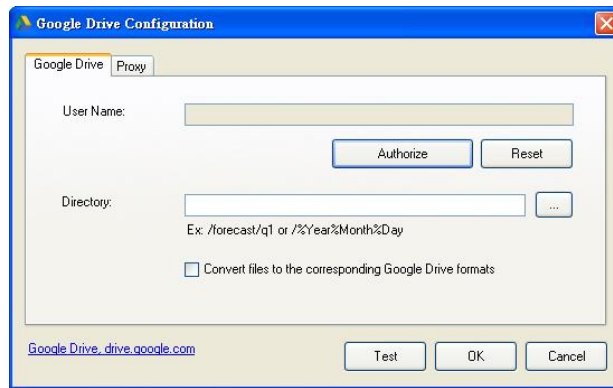
1. Click the Button icon () to prompt the Button panel.
2. Right-click the Google Drive button to prompt the **Button Properties** dialog box as shown below.



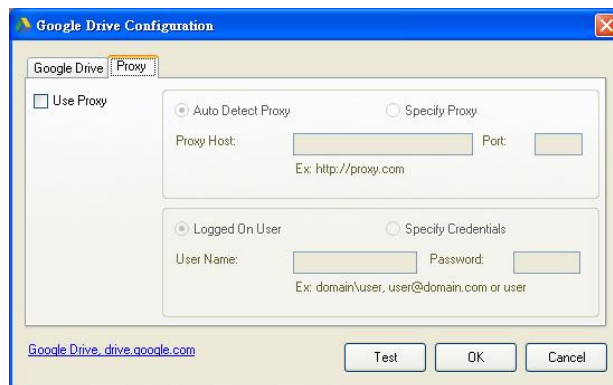
3. Choose your desired file format from a list of BMP, GIF, JPEG, PNG, Single-Page PDF, Multi-Page PDF.
4. Click **Configuration**. The **Google Drive Configuration** dialog box appears.
5. Click **Authorize**. In the new window, enter your account and password.

Convert files to the corresponding Google Drive formats:

- a. This option is unchecked by default since Google Drive will convert your scanned images which are not in PDF file format to the corresponding Google Drive formats.
- b. Please note only TIFF or Multi-TIFF cannot be converted to the corresponding Google Drive format. TIFF files will be saved to Google Drive as their original formats.



6. Click the **Proxy** tab to display the following Proxy dialog box.




7. Select your Proxy server to be **Auto Detect** or **Specify Proxy**. If **Specify Proxy** is selected, enter your IP address and port number of your Proxy server. Enter user name and password if required. You can check with your network administrator for the details.
8. Click **OK** to complete. You may click **Test** to try if the account works.

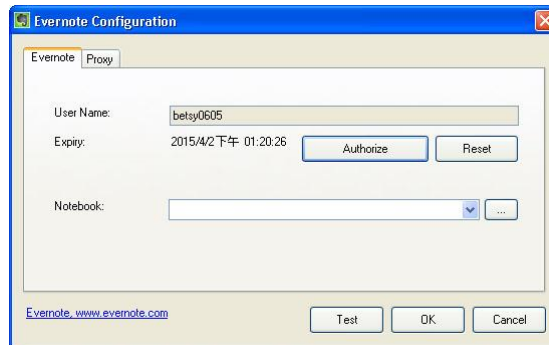
Note:
 After scanning and uploading your documents to Google Drive, the Google web site will not automatically be displayed on your computer screen. Please follow these steps to open or view your documents:

- Start your browser and go to the web site of Google.
- Click the options icon and select **Drive**.
- Sign in with your Google account.
- View your document.

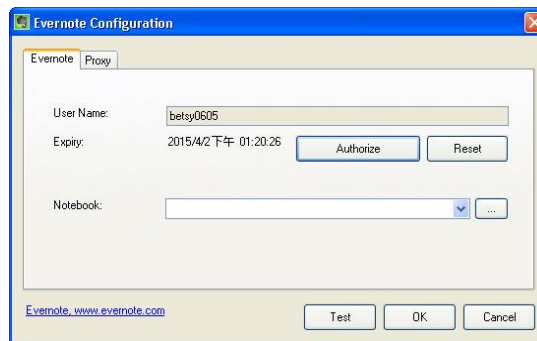
4.11 Setting up Button Manager to Upload Your Image to Evernote


To upload your image to Evernote, you first need to sign in to an Evernote account and then configure your Button Manager.

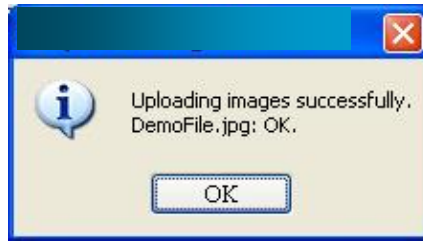
1. Click the Button icon () to prompt the Button panel.
2. Right-click the Evernote button to prompt the **Button Properties** dialog box.
3. Click "**Configuration**" and the "**Evernote Configuration**" dialog box will appear.



4. Click the **Authorize** button to open the Evernote web site and then complete the Login and authorization. If successful, your Evernote account will be displayed in the **User Name** field as shown.




5. Specify your notebook in the **Notebook** field or click  (Browse) to search for your notebook.
6. Click the **Proxy** tab. If your Evernote account has been displayed in the **User Name** field, normally, the proxy server in the Proxy tab will be automatically set to "**Auto detect**". You may enter your Proxy server information if desired. For more information, check with your Network Administrator.
7. Click **OK** to save your settings and exit.
Click **Test** to test your settings and verify that the account is active.
Click **Cancel** to close this screen without saving changes.

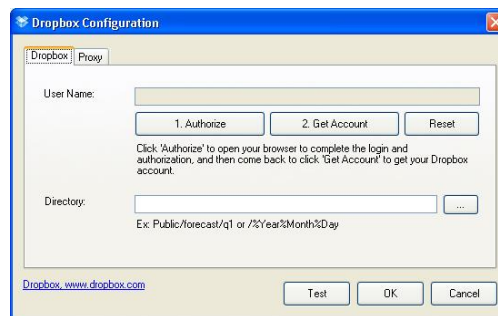


8. The Evernote configuration is completed.

4.12 Setting up Button Manager to Upload Your Image to Dropbox


To upload your image to Dropbox, you first need to sign in to a Dropbox account and then configure your Button Manager.

1. Click the Button icon () to prompt the Button panel.
2. Right-click the Dropbox button to prompt the **Button Properties** dialog box.
3. Click **"Configuration"** and the **"Dropbox Configuration"** dialog box will appear.

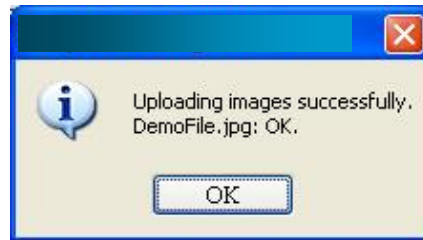


4. Click the **Authorize** button first to open the **Dropbox** web site and then complete the Login and authorization. Then click the **Get Account** button to get your Dropbox account. If successful, your Dropbox account will be displayed in the **User Name** field as shown.




5. In the **Directory** field, type a name or click  (Browse) to search for a specific folder. If you are typing a folder name, you can use special attributes for naming folders to help segregate files.
6. Click the **Proxy** tab. If your Dropbox account has been displayed in the **User Name** field, normally, the proxy server in the Proxy tab will be automatically set to **"Auto detect"**. You may enter your Proxy server information if desired. For more information, see your Network Administrator.

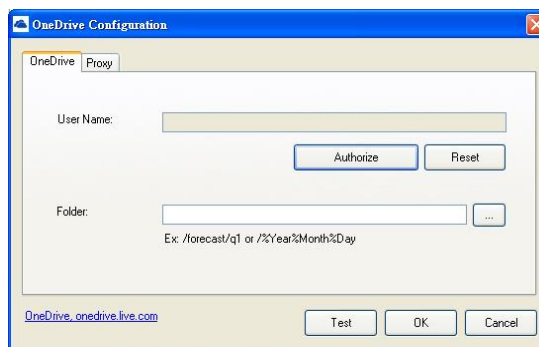
- Click **OK** to save your settings and exit.
Click **Test** to send a test image to your account to verify if the account is active.
Click **Cancel** to close this screen without saving changes.



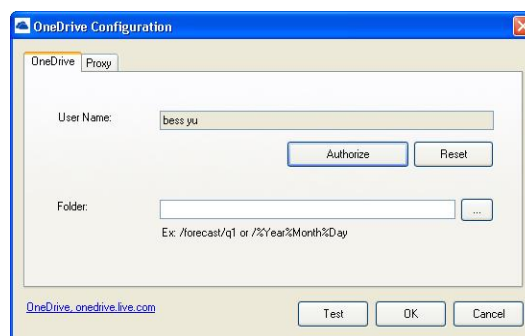
4.13 Setting up Button Manager to Upload Your Image to OneDrive


To upload your image to OneDrive, you first need to sign in to a OneDrive account and then configure your Button Manager.

- Click the Button icon () to prompt the Button panel.
- Right-click the button you want to configure to prompt the **Button Properties** dialog box.
- Name the button **OneDrive**.
- Choose "**OneDrive**" from the "**Destination**" drop-down list box.
- Click "**Configuration**" and the "**OneDrive Configuration**" dialog box will appear.

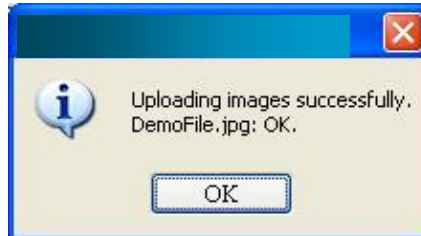


- Click the Authorize button first to open the OneDrive web site and then complete the Login and authorization. If successful, your OneDrive account will be displayed in the **User Name** field as shown.



- Specify your folder name in the Folder name field or click  (Browse) to search for a specific folder.


8. Click the **Proxy** tab. If your OneDrive account has been displayed in the **User Name** field, normally, the proxy server in the Proxy tab will be automatically set to "**Auto detect**". You may enter your Proxy server information if desired. For more information, see your Network Administrator.
9. Click **OK** to save your settings and exit.
Click **Test** to test your settings and verify that the account is active.
Click **Cancel** to close this screen without saving changes.

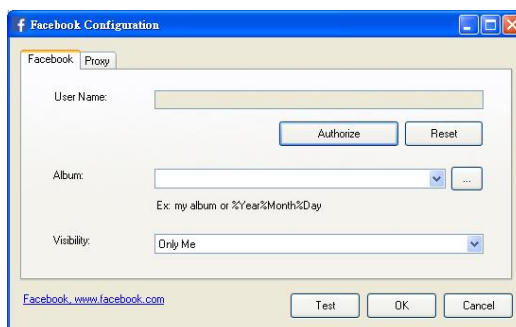


10. The OneDrive configuration is completed.

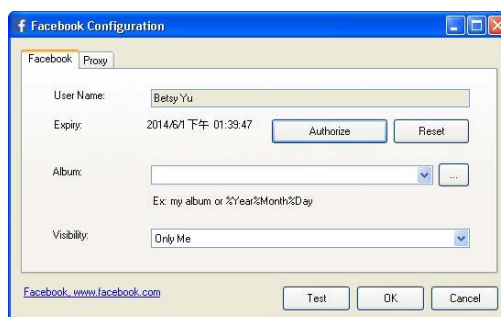
4.14 Setting up Button Manager to Upload Your Image to Facebook

To upload your image to Facebook, you first need to sign in to a Facebook account and then configure your Button Manager.

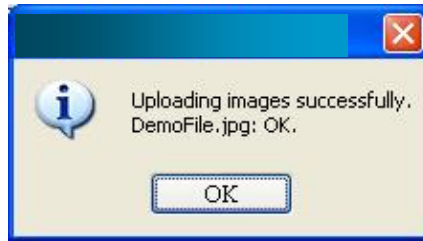
1. Click the Button icon () to prompt the Button panel.
2. Right-click the button you want to configure to prompt the **Button Properties** dialog box.
3. Name the button **Facebook**.
4. Choose "**Facebook**" from the "**Destination**" drop-down list box.
5. Click "**Configuration**" and the "**Facebook Configuration**" dialog box will appear.



6. Click the **Authorize** button first to open the Facebook web site and then complete the Login and authorization. If successful, your Facebook account will be displayed in the **User Name** field as shown.




7. If desired, enter your album name to be shared.
8. Select your visibility level from the Visibility drop-down menu.
9. Click the **Proxy** tab. If your Facebook account has been displayed in the **User Name** field, normally, the proxy server in the Proxy tab will be automatically set to "**Auto detect**". You may enter your Proxy server information if desired. For more information, see your Network Administrator.
10. Click **OK** to save your settings and exit.
Click **Test** to test your settings and verify that the account is active.
Click **Cancel** to close this screen without saving changes.



11. The Facebook configuration is completed.

4.15 Setting up Button Manager to Upload Your Image to a Shared Folder

- 1 Click the Button icon () to prompt the Button panel.
- 2 Right-click the button you want to configure to prompt the **Button Properties** dialog box.
- 3 Name the button "**Shared Folder**".
- 4 Choose "**Shared Folder**" from the "**Destination**" drop-down list box.
- 5 Click "**Configuration**" and the "**Shared Folder Configuration**" dialog box will appear.
- 6 Enter your Username and Password.
- 7 Click the browse icon to select the Shared Folder.
- 8 Click **OK** to save your settings and exit.
Click **Test** to test your settings and verify that the account is active.
Click **Cancel** to close this screen without saving changes.

4.16 Possible Error Conditions

The following conditions may occur while Button Manager is uploading a file to a network file server such as FTP, SharePoint, Evernote, Dropbox, OneDrive, or Google Drive.

Error Message	Description	Possible Solutions
Invalid host.	The entry in the <i>Host name</i> field is not correctly formatted.	Make sure the syntax is correct and the required parts of the path to the network file server are provided.
User name can not be empty.	The user name is empty.	Make sure user name has been entered.
Incorrect user name or password.	The user login may not be authorized to access the server or the incorrect password was entered.	Make sure the user login and password are correct. You may also need to contact your System Administrator to make sure you have permission to access the network file server.
Invalid proxy host URL.	Your proxy host URL may not be correct.	Check with your System Administrator to enter the correct proxy host URL.
Invalid port number.	The port number for the network server may not be correct.	Check with your System Administrator to enter the correct port number for the network server.
Unable to get proxy setting automatically. Proxy configuration is incorrect.	The proxy settings may not be correct.	Check with your System Administrator to enter the correct proxy setting.
Desired directory does not exist and unable to create it.	The subfolder may not exist.	Check with your System Administrator if you have the permission to create the subfolder.
The remote service point could not be contacted.	The remote server can not be reached.	This may occur due to network problem. You can try again later or you may check with your System Administrator.
The connection was prematurely closed.	The network connection may be temporarily stopped.	This may occur due to network problem. You can try again later or you may check with your System Administrator.

Exceeded the specified size limit.	The image file you have uploaded to the server may be too large and exceed limit.	You may check with your System Administrator for the details.
Unable to resolve the host name.	The host name may be incorrect.	You may check with your System Administrator for the correct host name.
Unable to resolve the proxy name.	The proxy host name may be incorrect.	You may check with your System Administrator for the correct proxy host name.
Unable to receive complete response from server.	The request may not be received by the server.	This may occur due to the network connection problem. Please try again later or check with your System Administrator.
The request was cancelled.	The request may not be received by the server.	This may occur due to the network connection problem. Please try again later or check with your System Administrator.
The request was not permitted by the proxy.		You may check with your System Administrator for the details about the proxy server.
A complete request could not be sent to the remote server.		This may occur due to the network connection problem. You can try later or you may check with your System Administrator.
An error occurred while establishing a connection using SSL.	The network server may not support SSL.	You may check with your System Administrator for the details.
No response was received during the time-out.	The scanned file could not be uploaded to the server before the connection timed out.	The network connection speed may be too slow. You may try again later.
A server certificated could not be validated.		You may need to contact your System Administrator to make sure you have permission to access the network file server.
Invalid Document Library/Folder.	The library name or folder name could not be found on the server.	Make sure the library and folder names are correct.

Method not allowed.	You are not allowed to access the network file server.	You may need to contact your System Administrator to make sure you have permission to access the network file server.
Unknown error.	The document failed to upload for an undetermined reason. This may also occur if Button Manager cannot establish a connection with the network server.	Check all network settings of the Button Manager to make sure they are correct.

Note:

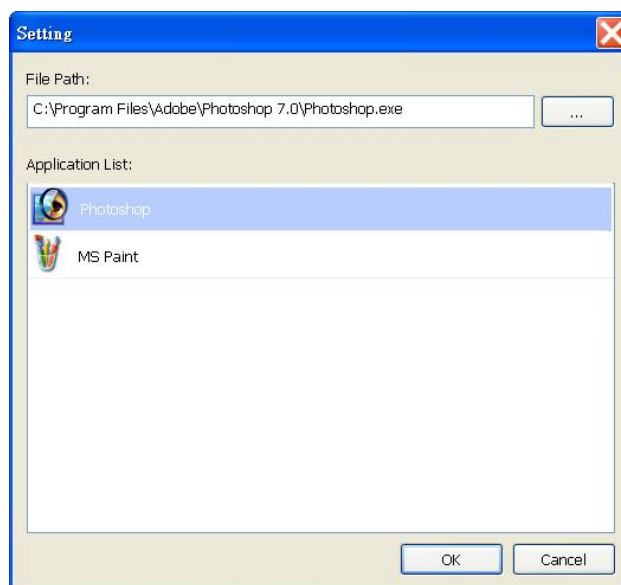
If you are having trouble uploading files, make sure you can access the network file server using an internet browser. If the network file server is not working or there is a problem with the network connection between your PC and the network file server, Button Manager will not be able to upload files.

4.17 Adding A New Destination Application

Button Manager V2 allows you to add your own software applications as a destination for your scanned image.

To add a new destination application,

1. Click the Button icon () to prompt the Button panel.
2. Scroll down to the **Scan to App** button, then click it.



You may use the following ways to add a new software application:

Button Manager will search the image-editing software application on your computer and display in the Application List. Choose the application you wish to add from the Application List. The application path will be shown in the File Path field.

Or

Enter the Application path or browse to the new application program (e.g., exe file).

Or


Choose "All Programs" from the "Start" menu. Drag and drop your new software application to the New Application dialog box. The application path for the software application will be displayed.

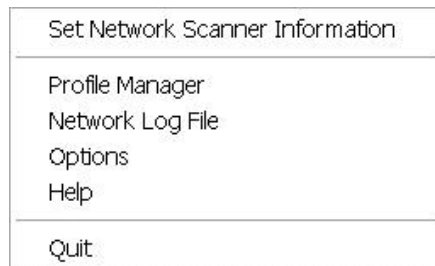
Choose the "OK" button to save the settings and leave the **New Application** dialog box.

4.18 Working with Profiles

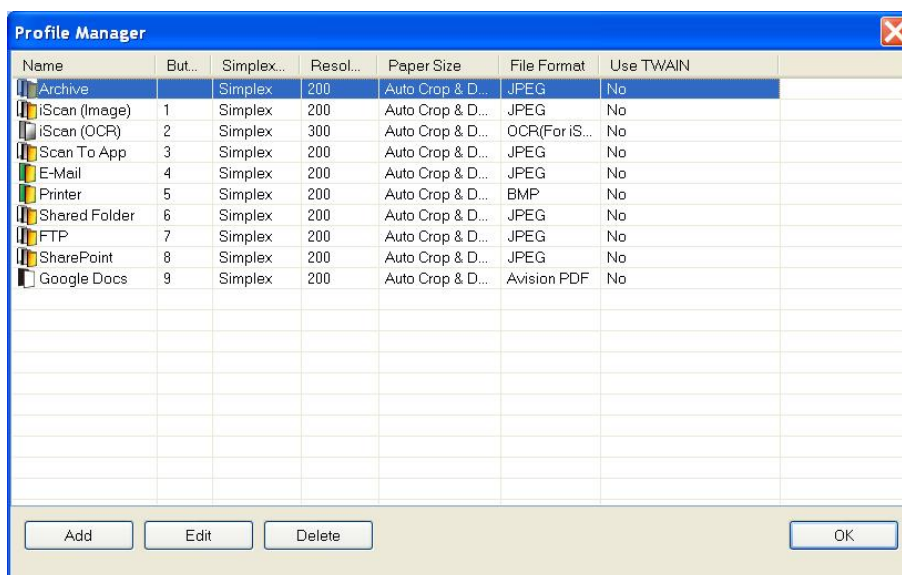
Button Manager provides nine preset profiles for your various applications. You can add new profiles for your application needs. A profile is useful for quickly loading particular settings that you need for certain documents.

To add a new profile,

1. Right-click the Button icon () at the right corner of your system tray. The following pop-up menu will be displayed.



2. Choose "Profile Manager" to prompt the following **Profile Manager** dialog box.




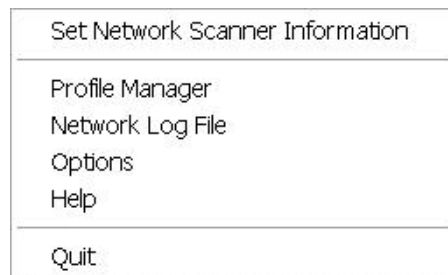
3. Choose any of the preset 9 profiles and click the **"Add"** button. A new profile will be created and displayed in the list.
4. You can rename the button by typing a new name in the Name field.
5. You may change your settings by click the **"Edit"** button to prompt the **Button Properties** dialog box for more advanced settings. Or you may click the **"Delete"** button to delete a current profile.
6. Click the **"OK"** button to save your settings and leave this dialog box.

4.19 Using the Options Menu

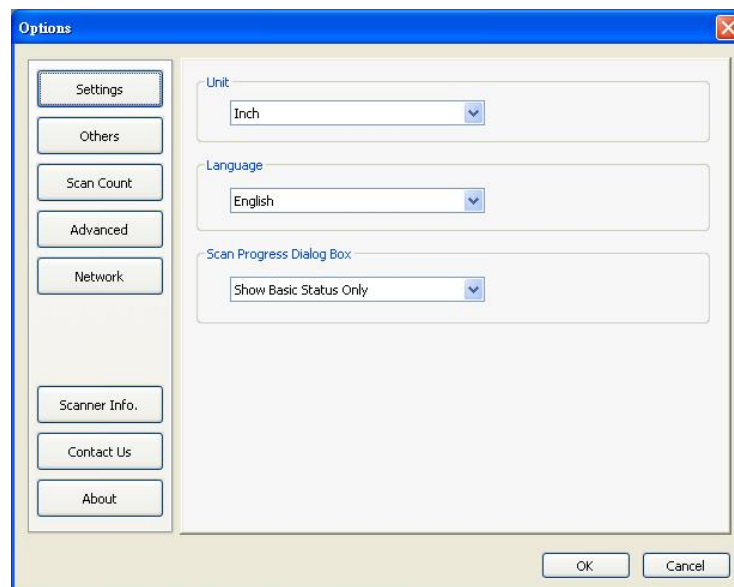
The Options menu in Button Manager allows you to change more settings or view more detailed information such as changing the language of the user interface or viewing the scan count of each button.

To access the Button Manager Options Menu,

1. Right-click the Button icon () at the right corner of your system tray. The following pop-up menu will be displayed.



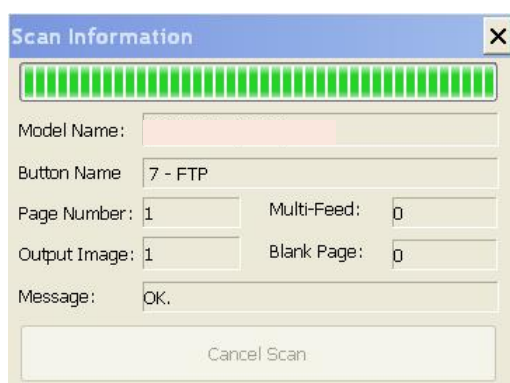
2. Choose **"Options"** to prompt the following **Options** dialog box.



4.19.1 The Settings Tab

The Settings Tab contains the following items:

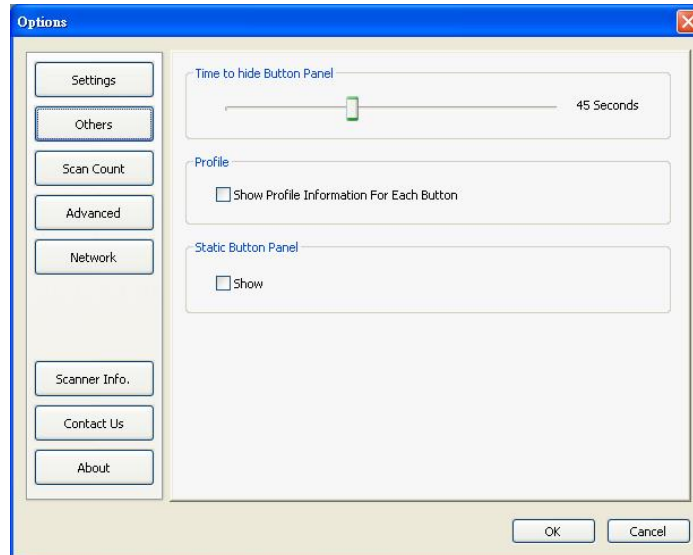
- **Unit:**
Choose your desired measurement units. **Choice: centimeter, inch, millimeter.**
- **Language:**
Choose your desired language shown in the user interface. After clicking the **OK** button, the specified language will be immediately displayed.
- **Scan Progress Dialog Box:**
Choose if you wish to show basic or detailed information during scan. **Choice: Show Basic Status Only, Show Detailed Information.**



Show Detailed Information

4.19.2 The Others Tab

The Others Tab contains the following items:

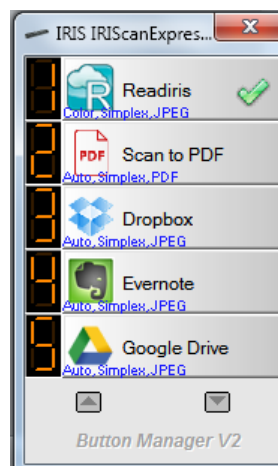


- **Time to hide Button Panel:**

Move the slide bar to set the time to hide the Button Panel. Choice: 0 ~ 120 seconds. To show the Button Panel after timeout, simply click the Button icon at the bottom-right corner of your taskbar.

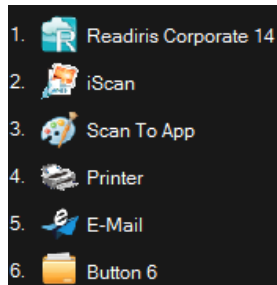
- **Profile:**

Check if you wish to show profile information for each button. If selected, basic profile information will be displayed in the Button Panel in special color as shown below.



■ **Static Button Panel:**

Check “**Show**” to display a static button panel as illustrated in the bottom-left corner to start scan from the **Scan** button on the scanner without starting the Button Manager software application.

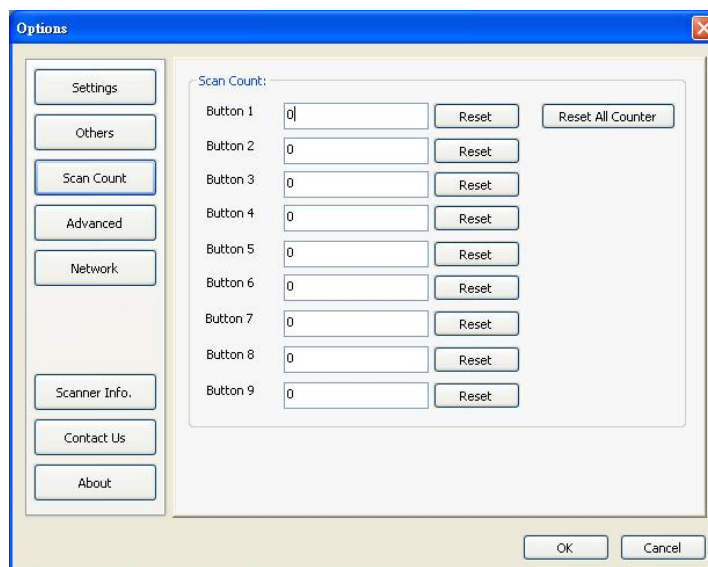


A Static Button Panel

The static button panel which can not be interactive is used to remind users nine preset button destinations and let users directly start a scan by a touch of the **Scan** button without starting the Button Manager software application. This is especially convenient when you restart your computer.

4.19.3 The Scan Count Tab

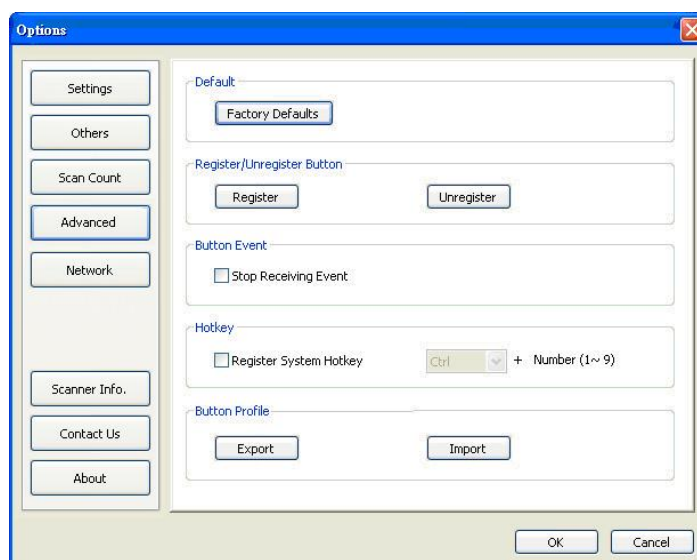
The **Scan Count** Tab allows you view and reset current scan count for each button. You may click the “Reset All Counter” to reset the counter for all nine buttons.



4.19.4 The Advanced Tab

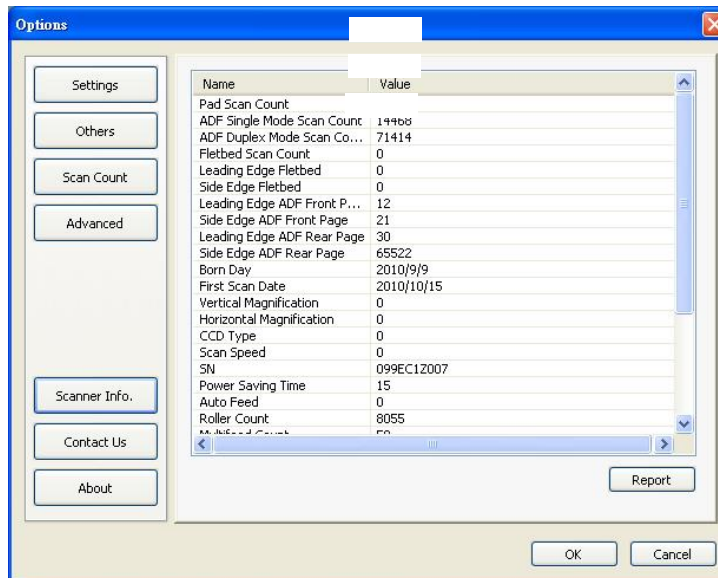
The **Advanced Tab** contains the followings options:

- **Default:**
Click the "**Factory Defaults**" button to set Button Manager to factory default settings.
- **Register/Unregister:**
The option is recommended to be used only by the software developers instead of common users. Click the "**Unregister**" button to stop using Button Manager and use other third-party button program.
- **Scanner Buttons:**
Click "**Disable**" to disable the buttons on the scanner. This option is used to prevent users from touching the Scan button accidentally and start unnecessary scans.
- **Hotkey:**
Check "**Register System Hotkey**" and select "Ctrl", "Shift" or "Alt" to define your hotkey to send your selected image to a specified destination. For example, if you check "Register System Hotkey", select "Ctrl" and click "OK", then click your selected image on Window's Explorer and press the "Ctrl" key and number "6" simultaneously. The selected image will be sent to your specified destination of button 6.
- **Button Profile:**
This option allows you to import or export button profiles including scan settings and destinations to Button Manager. By clicking the "Export" button, you can save current profiles to a .bm file. By clicking the "Import" button, you can import the previously saved .bm file to Button Manager.



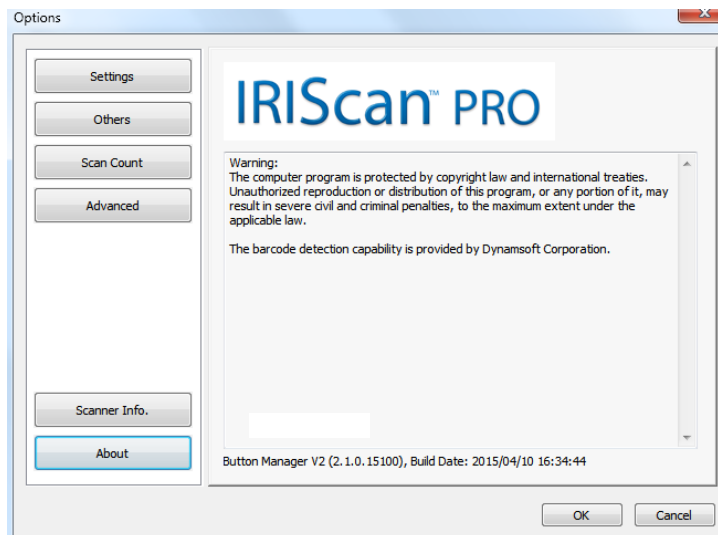
4.19.5 The Scanner Info Tab

The **Scanner Info.** Tab allows you to view all the information about the scanner including serial number, pad count, roller count, and firmware version. These are helpful information when you report a problem to the service personnel.




4.19.6 The About Tab

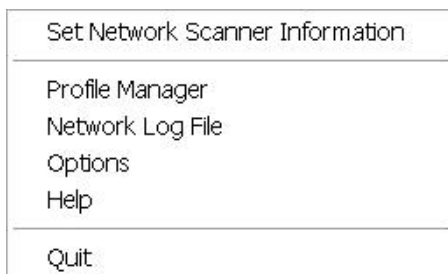
The About Tab shows current version of the Button Manager program.



4.20 Removing Button Manager Icon from the System Tray

To remove Button Manager icon from the system tray,

1. Left-click the Button icon () in the right corner of your system tray. A menu screen will be displayed.




2. Choose "**Quit**". You will close Button Manager and remove Button Manager icon from the system tray.

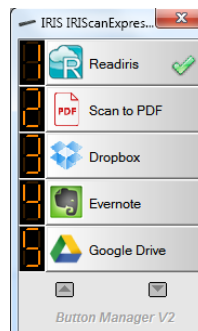
5. Operations

5.1 Inserting An Image Directly to a Software Application

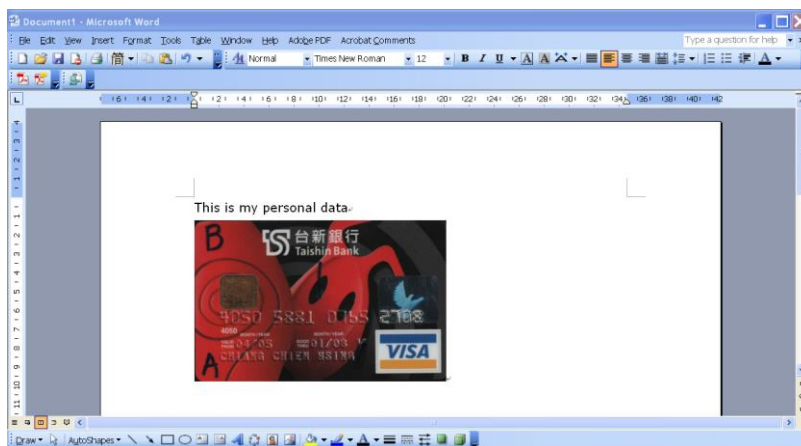
With Button Manager V2, you can insert the scanned image directly to a software application which is already opened. For example, when you are editing text in Microsoft Word and you wish to insert a scanned picture, you can start a scan right away and the scanned image will be inserted and displayed in your Microsoft Word.

To insert an image to a software application already opened,

1. Open your current document such as a Microsoft Word file which you wish to insert an image.
2. Move your cursor at the place which you wish to insert an image.
3. Insert document to your scanner.
4. Click the Button icon () to prompt the Button panel.




5. Click button no. 8, Scan to App.
6. In a second, the scanned image will be inserted directly to your doc file.

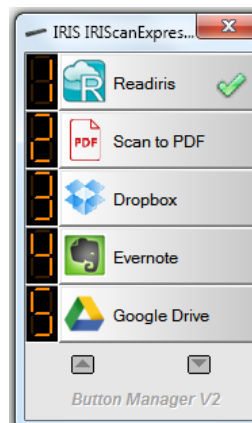


5.2 “Drag and Drop” Your File to a Specified Button

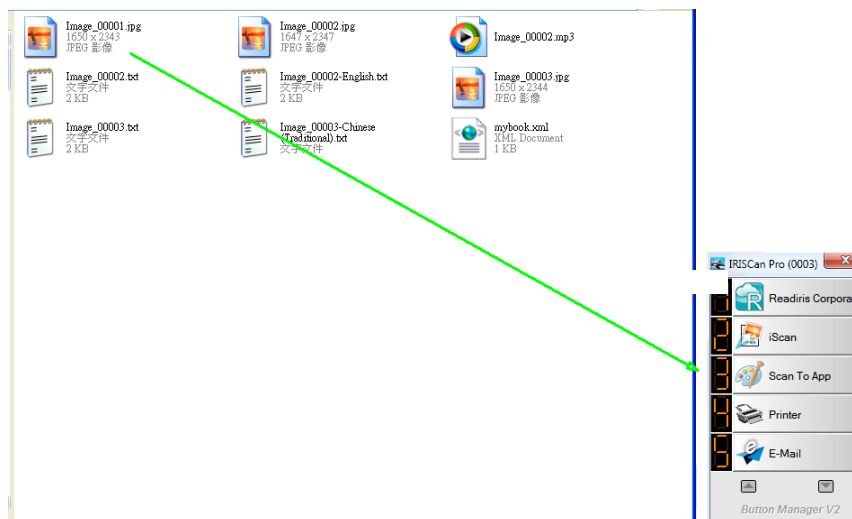
Button Manager V2 is designed with a convenient feature to let you drag and drop your file to a specified button. This may be an application or a Cloud destination.

To drag and drop your file to a specified button,

1. Browse your file on the Windows Explorer.
2. Click Button Manager icon () at the right corner of your system tray to prompt the following Button Panel.



3. Drag and drop your file to the desired button.



Note:

1. To use the drag and drop function, you need to keep your network scanner connecting to your computer either through the USB cable or through the network cable.
2. You may also refer to the preceding section 4.19.4 *The Advanced Tab* to use the Hotkey to send your image to a specified destination.

5.3 Sending Error Report

When a fatal error occurs and the Button Manager ceases to function, an "Error Report" dialog box appears. You can send the debug information to the developer of the application by clicking the "Send Error Report" button or leave the dialog box by clicking the "Don't Send" button. The error report helps the developer to improve the software application.

