Biblioteca de Humanidades

Public scanner
Settings
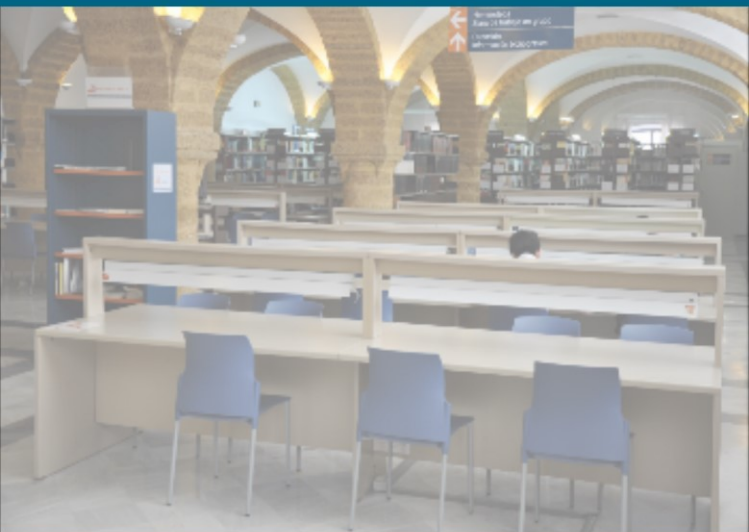
This section explains how to adjust the document settings for each scan job, such as resolution, duplex, original size, type, color mode, darkness, and more. The settings you change will be maintained for a certain time, but after that period, the options will be reset to default values.

Dúplex (Duplex)

This feature especially applies when the original documents to be scanned are two sided. You can select whether the machine scans only one side or both sides of the paper.

Press **Esc.** > **Esc. a Email** (o **USB > Escanear a USB**) and the **Básico** tab > **Dúplex.**

Use left/right arrows to toggle the values.

1 cara: For originals that are printed on one side only.
2 caras: For originals that are printed on both sides.
2 caras, girar cara 2: For originals that are printed on both sides, but the back is rotated 180 degrees.

To use **2 caras** and **2 caras, girar cara 2**, load the originals on the document feeder. If the machine cannot detect the original on the document feeder, it automatically changes the option to **1 cara**.

Resolución (Resolution)

You can adjust document resolution.

Press **Esc.** > **Esc. a Email** (o **USB > Escanear a USB**) and the **Básico** tab > **Resolución.**

Use left/right arrows to toggle the values. The higher value you select, clearer the result. But the scanning time may take longer.

100 dpi, 200 dpi and 300 dpi resolution are available only when **Modo Color** is set to **Color** or **Gris**.

Tamaño original (Original Size)

You can specify the scanning area on the originals by selecting the pre-defined size, putting in the margin value or **Auto**. If you set this option to **Auto**, the machine senses and determines the size of the original.

Press **Esc. > Esc. a Email (**o **USB > Escanear a USB)** and the **Avanzado** tab > **Tamaño original.**

Use up/down arrows to go to the next screen. Select the appropriate option and press **Aceptar**.

Tipo original (Original Type)

You can set the original document type in order to enhance the quality of a document being scanned.

Press **Esc. > Esc. a Email (**o **USB > Escanear a USB)** and the **Imagen** tab> **Tipo original.**

Select the appropiate option and press **Aceptar**.

> **Texto:** For originals that have text or line art.
> **Texto/Foto:** For originals that have both text and photographs together.
> **Foto:** For originals that are continuous tone photographs.

Modo color (Color Mode)

Use this option to scan the original in mono, grey or color mode.

Press **Esc. > Esc. a Email (**o **USB > Escanear a USB)** and the **Imagen** tab > **Color.**

Select the appropriate option and press **Aceptar.**

Color: Displays an image in color. (24 bits per pixel).
Gris: Displays an image in gray. (8 bits per pixel).
Mono: Displays an image in black and white. (1 bit per pixel).

The file format **JPEG** cannot be selected in the **Form. arch.** option if **Mono** has been selected for **Modo color**.

Oscuridad (Darkness)

You can select the degree of darkness of the scanned output. If your original document is light or faded, press the right arrow to make the output darker.

Press **Esc. > Esc. a Email (o USB > Escanear a USB) and the Imagen tab > Oscuridad.**

Press right arrow to enhance the darkness degree, then press **Aceptar.**

Borrar fondo (Erase Background)

You can lighten, reduce or deletes the dark background from scanning colored paper or newspaper originals.

Press **Esc. > Esc. a Email (**o **USB > Escanear a USB)** and the **Imagen** tab **> Borrar fondo.**

Select and press **Aceptar.**
   Desactivado: Sets this option off.
   Auto: Automatically adjusts background brightness.
   Optimizar: Darkens the background. Use left/right arrows to toggle the values.
   Borrar: Lightens the background. Use left/right arrows to toggle the values.

Escan. todo (Scan to edge)

You can set the machine to scan full size of a page as it is. Usually, the machine scans a page except edges, which means the margin, especially when you do the copy job with certain sized paper in the tray. But if you scan and sent it right away via the network, as the file, the machine does not need to exclude the edges from the originals.

Press **Esc. > Esc. a Email (**o **USB > Escanear a USB)** and the **Imagen** tab **> Escan. todo.**

Select **Activado** and press **Aceptar**.

Calidad (Quality)

You can use this option to produce a high quality document. The higher the quality you select, the larger the file size.

Press **Esc.** > **Esc. a Email** (o **USB >
Escanear a USB**) and the **Salida** tab >
Calidad.

📝 When you set **Modo color** to **Mono**,
the **Calidad** option is grayed out.

Form arch. (File Format)

You can select the file format before you
proceed with the scanning job.

Press **Esc.** > **Esc. a Email** (o **USB >
Escanear a USB**) and the **Salida** tab >
Form arch.

PDF: Scans originals in PDF format.
Página única TIFF: Several originals
are scanned as one TIFF file.
Multipágina TIFF: Several originals are
scanned as several TIFF file.
JPEG: Scans original in JPEG format.
BMP: Scans original in BMP format.

📝 The file format **JPEG** cannot be
selected in the **Form arch** option if
Mono has been selected for **Modo
color**.

Preaj. esc. (Scan Preset)

This feature allows you to use optimized
settings for your specific scan job.

Press **Esc. > Esc. a Email (**o **USB > Escanear a USB)** and the **Salida** tab > **Preaj. esc.**

Compartir e imprimir: Small-sized file for normal quality documents.

Impr. alta calidad: High quality output with the largest file size.

Reg. archivos: For the electronic file which is of the smallest file size of the output.

OCR: Scanned output for OCR software. The highest quality images.

Esc. simple: Used for a simple document with text only. The file size of output is small.

Personalizado: Applies the current scan settings that you have chosen.

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