

# Basic Scan Jobs - Default

## Advised settings for scan jobs

### Introduction

A default scan job takes three steps: feed the original face up, select the location in the scan Smart Access, and tap the green button.

When you change the presets or the advanced settings it is called an extended scan job.

### Advised settings for scan to greyscale or black and white file

It is best to predefine the advised settings for scan jobs you do most often. In the table below you find the advised settings for specific scan-to-file jobs. In most cases, the advised settings give the best results.

Original document	Original type	Remarks
Monochrome CAD Drawings	'Lines/text standard' or 'Folded lines/text'	
Folded coloured CAD drawing	'Coloured original'	For folded monochrome originals apply 'Folded lines/text'.
Coloured original, like CAD-colour, maps, business graphics, etc.	'Coloured original'	The 'Coloured original' mode converts all colours, even weak ones, to greyscale.
CAD drawings with marks from marker pens	'Coloured original'	
Photos and high definition colour prints	'Photo'	
Medium quality colour prints	'Coloured original' or 'Photo'	'Photo' gives a softer contrast than 'Coloured original'. For photos and colour prints scan to greyscale is preferred over scan to black and white.

Original document	Original type	Remarks
Dark originals and dark transparent originals	'Dark original'	The renewed 'Dark original' setting is best for all CAD originals with varying background.
Diazo copies / "Chinese blueprints"	'Dark original'	
Blueprints with white lines on a blue background	'Blueprint'	The image is inverted, that is white is converted to black.

**Note:**

For highlighting colour on an otherwise monochrome original, select the listed original type and enable 'Colour highlighting'. Enable 'Colour highlighting' on the user panel under 'All settings' - 'Image' - 'Colour highlighting'.

**Advised settings for scan to colour file**

Original document	Original type	Remarks
Coloured CAD drawings	'Lines/text standard' or 'Folded lines/text'	
Maps, business graphics, 3D drawings etc.	'Map'	This is the default setting. For most originals it gives the best balance between colour accuracy, sharpness, and background removal.
Artist impressions, painted work etc.	'Artwork'	
Photos	'Photo'	This mode has the highest colour accuracy.

## Do a default scan job

### Introduction

When you want to scan an original and you do not make any settings the default presets are used. You only use the Smart Access to submit your job.

You can see the presets that are used in the job settings section of your job.

### Illustration



### Do a default scan job

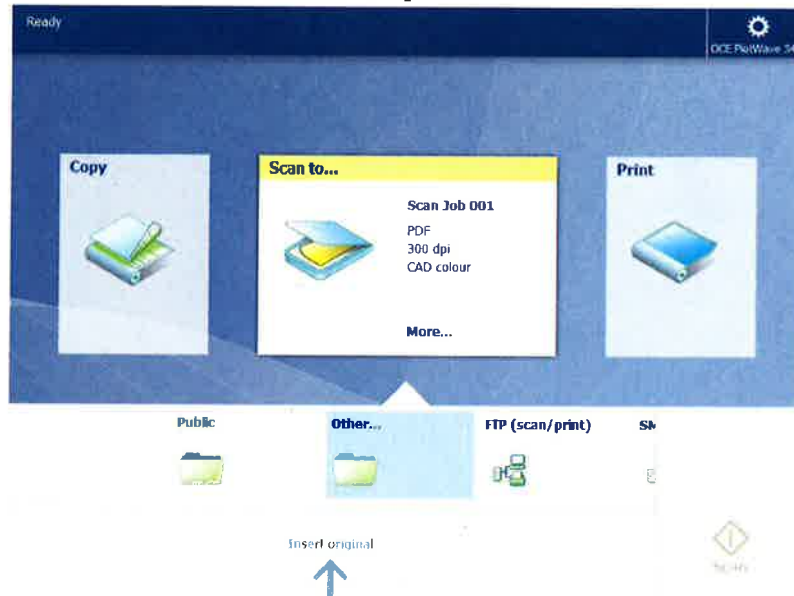
1. Feed the original face up and centred on the original feeding table.



**Note:**

You do not need to centre the original precisely. The exact position of the original is automatically detected by the scanner.

2. Select the 'Scan' tile on the user panel. The scan Smart Access is visible.



3. Select the preferred location in the Smart Access and tap the green button.

**Note:**

When you do not select a location the file is sent to the public Smart Inbox.

**Note:**

Tap on 'Release the original' under the Smart Access, to release your original from the scanner.

## Result

A scan to file is made, and sent to your preferred location. Default you can find your file in the public Smart Inbox in Océ Express WebTools.

You can also see the job in your location on the user panel. Open it to view or print the file.