



IRIScan™

Button Manager

User Guide

Version 1.2

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Introduction

Using this manual

Welcome

Welcome to the User Guide of Button Manager software.

Legend



A WARNING informs you of danger, harm, or consequences that exist.



A CAUTION advises you to act with care.



A NOTE tells you an additional information that is good to know.

Our products using Button Manager software

1. IRIScan™ Pro 6
2. IRIScan™ Anywhere Wi-Fi 6 (simplex or duplex)
3. IRIScan™ Pro 5
4. IRIScan™ Express 4
5. IRIScan™ Executive 4

References

The user manual corresponding to the **IRIScan™ product** you purchased. See [Product resources](#).

Software overview

Overview

Button Manager makes it easy to scan your documents and send them to your favorite software applications and Cloud destinations. All this can be done at the touch of a button on the scanner.

With Button Manager, you can:

- Scan documents directly to Readiris™ PDF.
- Scan images into an open application.
- Scan images to other applications of your choice.
- Send documents to a printer.
- Send documents by e-mail.
- Send documents to various Cloud destinations.

Installation

Install and start software



- You must have administrator rights on your computer to install software.
- First install the software before you connect the scanner to your computer.

Install

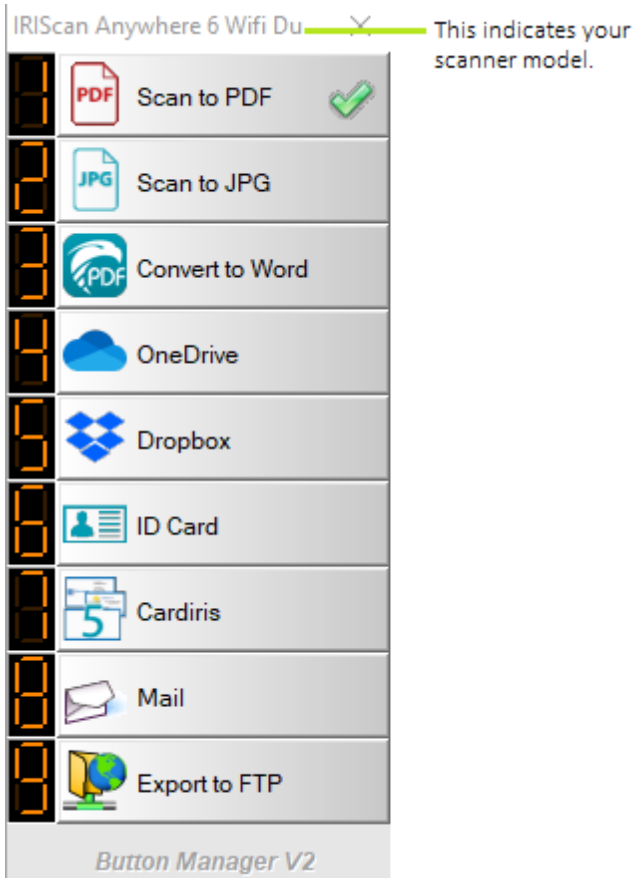
Button Manager software is supplied with a scanner from the **IRIScan™ family**. You can follow the installation instructions supplied with your IRIScan™ product. To download the software, go to [Download Center](#).

Start

- 1 After the Button Manager and the scanner driver have been successfully installed on your computer, the Button Panel will be shown 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.



Button Manager software is started.

Go to [Scan from the Button Panel](#) for more details on scanning.

Go to [Button Panel settings](#) for more details on configuration.

To close the Button Panel, click the Close button (X) in the top right corner of the Button Panel.



If the button icon is not shown in the Windows system tray after restarting your computer, stop and restart your scanner. The button icon will then be displayed in the bottom right corner of the Windows system tray.

System requirements

Component	Requirement
Processor	1GHz processor or higher
Memory	Minimum 1GB RAM
Hard disk	Minimum 500 MB free hard disk space. 1 GB free hard disk space is recommended.
Operating system	Windows 10 or higher
Other	Internet connection At least one free USB port

Scan

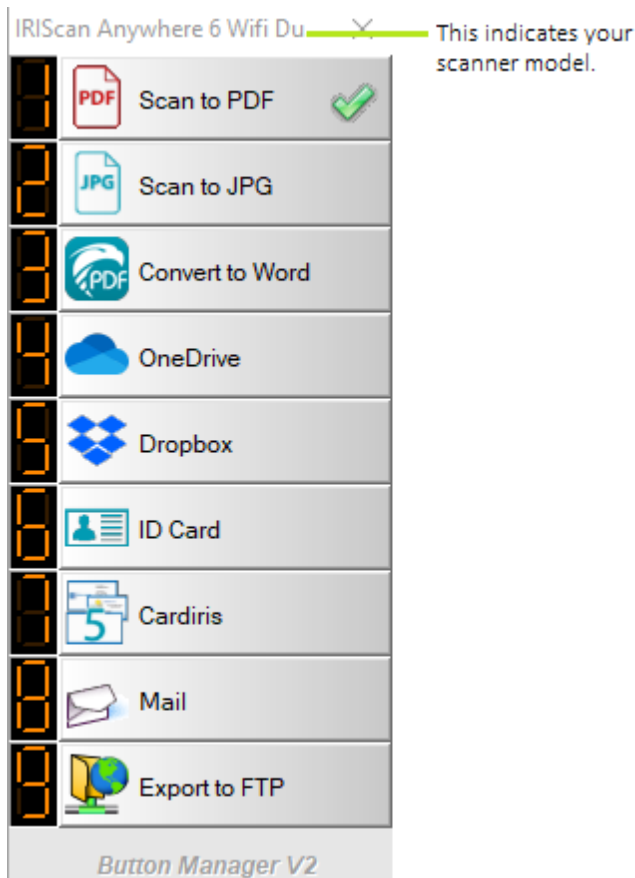
Scan from the Button Panel

Note that Button Manager can also be started from the Programs list by choosing Start > Programs > IRIS Button Manager > Button Manager v2.

- 1 Click the **Button Manager** icon that is shown in the Windows system tray at the bottom right corner of your computer screen to prompt the Button Panel.



This icon is available when the scanner is connected to your computer and started (ON).



- 2 Click one of the buttons to start scanning.
Go to [Button Panel settings](#) for more details on Configuration.

- 3 To close the Button Panel, click the Close button (X) in the top right corner of the Button Panel.

The default button is shown by a green tick. To select another button as the default button, click on the number in front of it. The tick moves to that button.

The default button is applied when you scan from the scanner. Refer to [Scan from the scanner](#).

Scan from the scanner

- 1 Make sure that:
 1. The scanner is connected to your computer
 2. The scanner is started (ON).
 3. Button manager is available.
- 2 Press the **Scan button on the scanner** once. You scan and send your documents to the designated destination application.

The designated destination application means the scanner will apply the selected (default) button, which is shown by a green tick in the Button Panel. (Refer to [Scan from the Button Panel](#))

Configure

Button Panel settings


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


The default button configuration

The scanner comes with nine pre-configured button settings for your common tasks such as Scan to Readiris™ PDF (convert to Word), Scan to PDF, or Scan to Email.

The following table shows the default settings.

Button number	Name	Destination/Application
1	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™ [name of your scanner]
2	Scan to JPG	Select this button to scan documents as JPG and open your default image application. A copy is also saved in: Pictures\IRIScan™ [name of your scanner]
3	Convert to Word	Select this button to send documents directly to Readiris™ PDF for text recognition. It opens Readiris™ PDF and there you can convert to Word.
4	OneDrive	Select this button to send images to your OneDrive account. An Internet connection is required.
5	DropBox	Select this button to send images to your Dropbox account. An Internet connection is required.
6	ID Card	Select this button to scan specifically ID cards or similar cards. The default format is PDF. The scanned image is saved locally.
7	Cardiris™	Select this button to send documents directly to Cardiris™ and store digital contacts.
8	Mail	Select this button to send your images as attachment via your specified e-mail software.
9	Export to FTP	Select this button to send images to an FTP server.

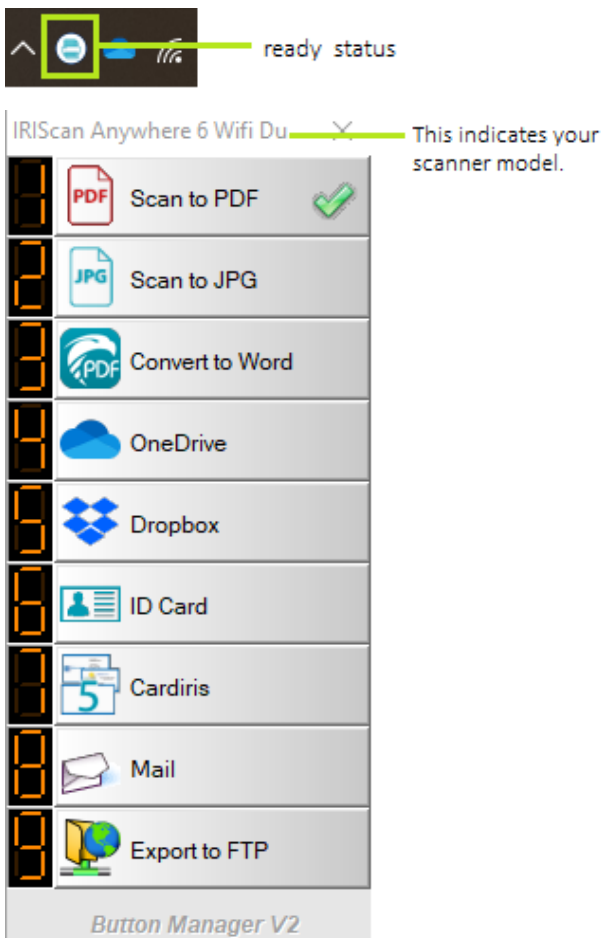
 To accurately use the default settings, you need to set up your computer in an internet environment and install the necessary software applications such as e-mail software, or **Readiris™ PDF** *before* installing Button Manager.

 To send your scanned images to a network server such as FTP, or to the Cloud such as Microsoft OneDrive, or Dropbox, you need to set up your computer in an internet environment and make sure that you have the privilege to access these remote networks. For example you must first create a login name and password.

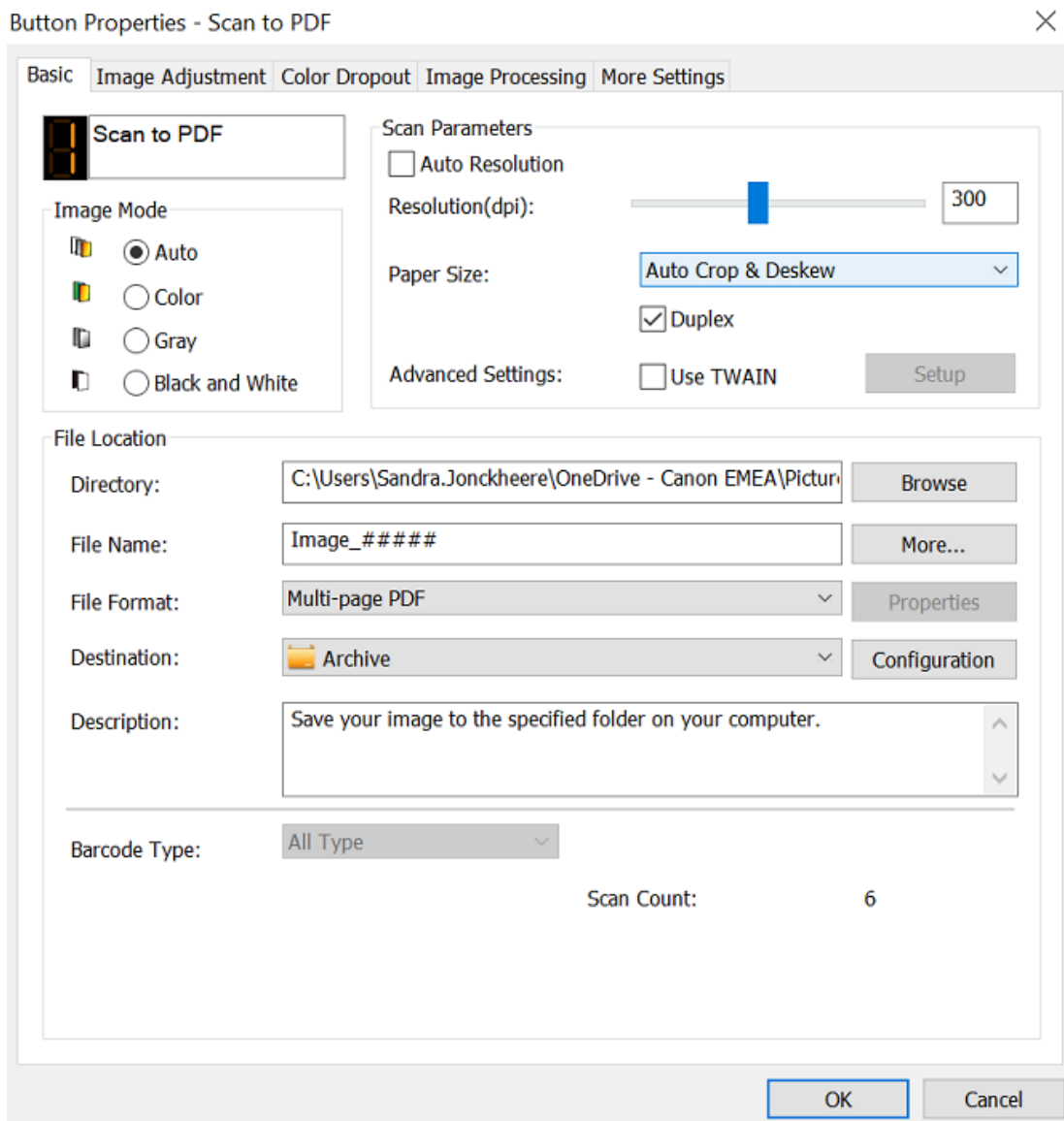
Configure the buttons

Open the the Button properties window

- 1 Click the **Button Manager** icon that is displayed in the Windows system tray at the bottom right corner of your computer screen to prompt the Button Panel.



- Right-click the button you want to configure. The Button Properties window opens ("Basic" tab).



- Click OK to save your settings and close the window, or click Cancel to close the window without saving.

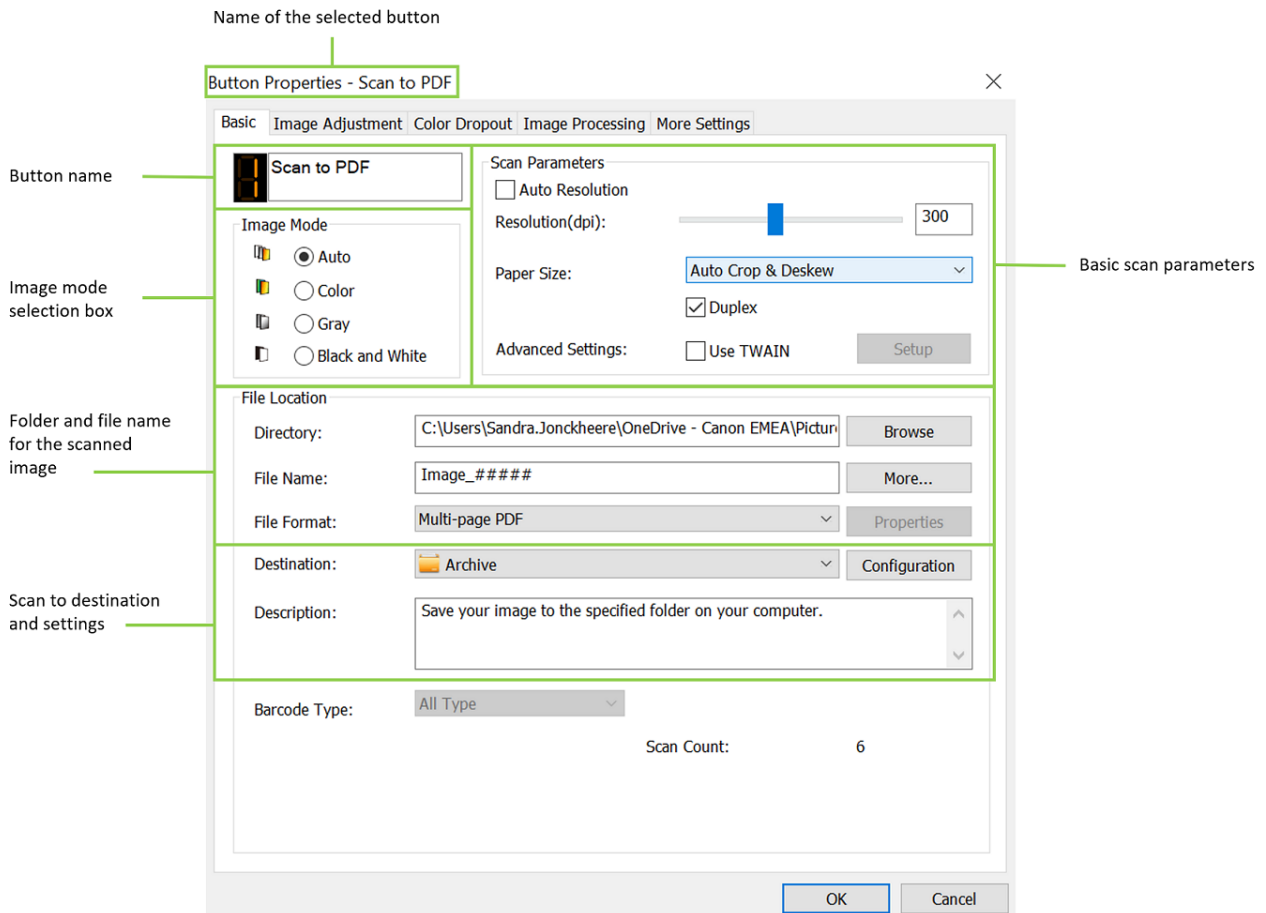
Tabs description

- From the Basic tab, you can select your basic scan settings including image mode, resolution, paper size, file path and file name, and your desired 'Scan To destination'.
- From the Image Adjustment tab, you can select your desired brightness and contrast value to improve your scanned image.
- From the Color Dropout tab, you can select your desired color channel to be removed to sharpen your text.
- From the Image Processing tab, you can select to rotate your image or remove your blank page.

The "Basic" tab

Most button configurations can be made from the tab "Basic". The **"Basic" tab** lets you define the button's basic settings, including scan parameters, file format and location, and the destination for the scanned image.

The "Basic" tab includes the following options:



The button name

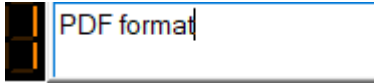
This field is editable for you to rename the button. Simply enter the new name. The new name is shown in the Button Panel.

You can also edit the button name directly from the Button Panel:

- 1 On the Button Panel, right-click the button number you want to rename. The name field becomes editable.



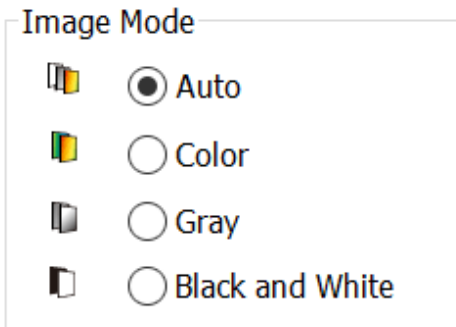
- 2 Type in the new name and press ENTER on your keyboard. For example, PDF format.



The name is changed and is shown in the Button Panel.



The image mode




Select an image mode for the scanned image. Choices are:

Auto color detection	Select Auto to automatically detect the color of your document. If your document is in color, the scanner will automatically scan it as a color image. If your document is not in color, the scanner will scan it in black-and-white mode. This option is useful when you have a mixture of color and non-color documents.
Color	Select Color to scan color photographs or documents. Color scanning produces the largest file size.
Gray	Select Gray to scan documents containing black-and-white drawings or photographs. This scan produces an image with up to 256 levels of gray.
Black and White	Select black-and-white to scan documents that contain only text, pencil or ink sketches. This scanning mode produces the smallest file size.

The scan parameters

Scan Parameters

Auto Resolution

Resolution(dpi): 

Paper Size: ▾

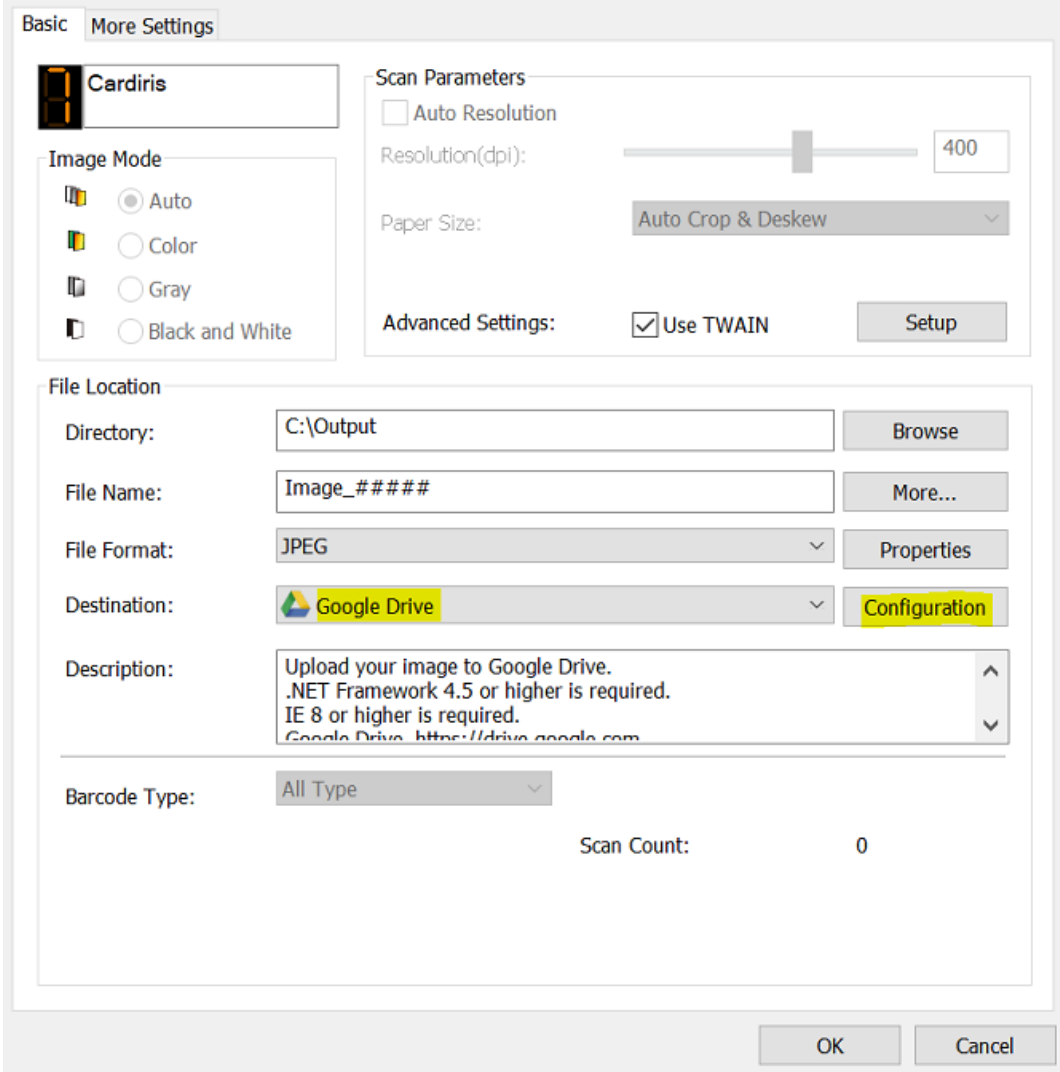
Duplex

Advanced Settings: Use TWAIN

Resolution	<p>Resolution is measured in pixels per inch (ppi) (sometimes called dots per inch or dpi). Higher resolutions mean more detailed, slower scanning, and, in general, larger files. For example, an A4 color image scanned at 300 dpi in color mode consumes around 25 MB of disk space. When optical character recognition (OCR) is to be performed on a scanned document, 300 dpi should be used for most languages, with the exception of Asian languages. For Asian languages, 400 dpi is recommended.</p> <p>Move the slider to select the ideal resolution. The default value is 300 dpi. Available resolutions are 75, 100, 150, 200, 300, 400, and 600 (options vary according to scanner type).</p>
Paper size	<p>Select the ideal scan size. Choices include Auto Crop, Maximum Length, 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 14.8 cm, 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, Photo 6.0 x 4.0 inches, Photo 5.0 x 3.0 inches.</p> <p>Note: Options vary according to scanner type.</p> <p>The 'Auto Crop and Deskew' option automatically adjusts the cropping window for different document sizes and automatically straightens a skewed image. Use this option for batches of documents of different sizes.</p>
Duplex	<p>Select "Duplex" to scan both sides of your document. Before selecting "Duplex", please ensure that you have purchased a duplex scanner.</p>
Use TWAIN	<p>Advanced setting. Select to scan with the scanner's TWAIN user interface. Click on "Setup" to display the scanner's TWAIN user interface for more advanced scanning parameters.</p> <p>Note that if this option is selected, redundant parameters are made unavailable.</p>

The file location

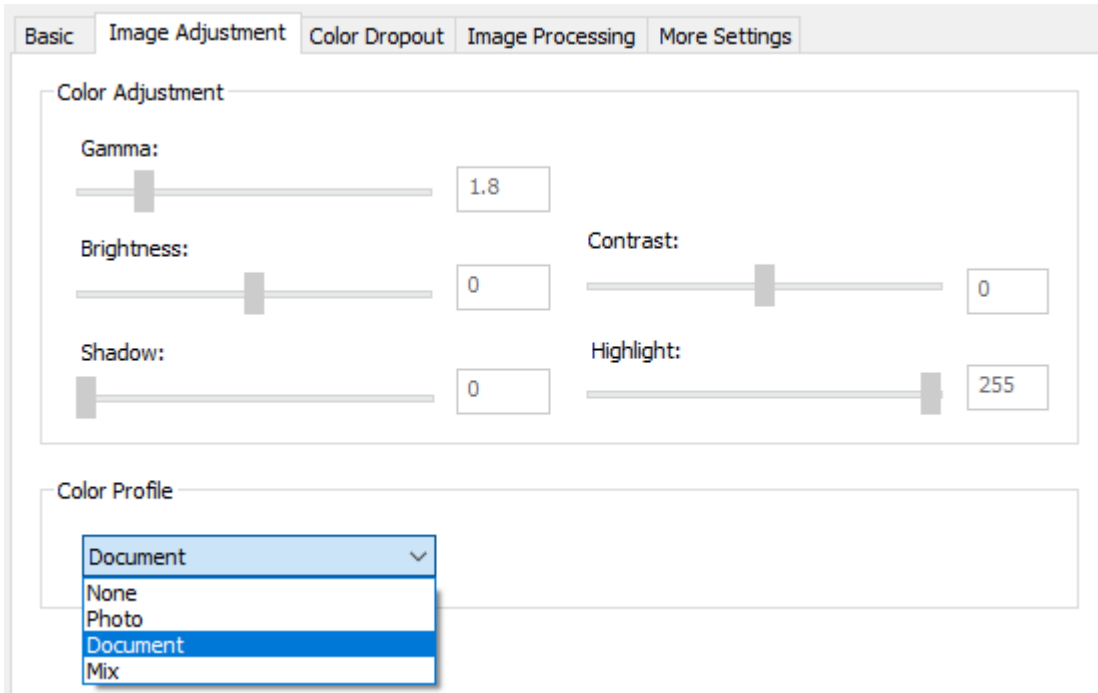
Directory	<p>Directory</p> <p>Enter the path or click Browse to select the path for your scanned image. Default: C:\Users\<youruser>\Pictures\IRIScan™ Anywhere 6 wifi\Button# (C represents your system drive.)</youruser></p>																										
File name	<p>A joint name of the text string (default: 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####".</p> <p>Or you can add date or time to current file name by selecting the More... option. The choice includes Date, Time, Year, Month, Day, Hour, Minute, Second, Day of Week, Week number, Barcode (TWAIN support), Custom, and Image Count. 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 shown like Image_000720110308175239.pdf (20110308 indicates date while 175239 indicates time).</p> <p>The following tokens are available for use:</p> <table border="1" data-bbox="368 1043 1007 1899"> <thead> <tr> <th>Token</th> <th>Converts to</th> </tr> </thead> <tbody> <tr> <td>#</td> <td>Numbered Counter</td> </tr> <tr> <td>Date</td> <td>Current Year+Month+Date, 4 digits+2 digits+2 digits</td> </tr> <tr> <td>Time</td> <td>Current Hour+Minute+Second, 2 digits+2 digits+2 digits</td> </tr> <tr> <td>Year</td> <td>Current Year, 4 digits</td> </tr> <tr> <td>Month</td> <td>Current Month, 01-12</td> </tr> <tr> <td>Day</td> <td>Current Day, 01-31</td> </tr> <tr> <td>Hour</td> <td>Current Hour, 1-24</td> </tr> <tr> <td>Minute</td> <td>Current Minute, 1-60</td> </tr> <tr> <td>Second</td> <td>Current Second, 1-60</td> </tr> <tr> <td>DayofWeek</td> <td>Current Day of a week, 1-7</td> </tr> <tr> <td>Week#</td> <td>Current Week Number, 1-53</td> </tr> <tr> <td>Barcode</td> <td>Recognized barcode from document</td> </tr> </tbody> </table>	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
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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	<p>The selected file format gives the format for the scanned image of your document. Select the file format for the specific button number. Choice</p>																										

	<p>includes BMP, PNG, GIF, JPEG, Single-Page PDF, Multi-page PDF, Multi-page TIFF and TIFF.</p> <p>The multi-page PDF and TIFF formats combine all scanned images into a single file.</p>
Destination	<p>Select your destination to send your scanned image to. The choice includes Dropbox, Email (your default e-mail software), Easy Mail, Evernote, FTP, Google Drive, iScan (Image), Archive, Office 365, Printer (your default printer), Shared Folder, SharePoint, Scan to App, and OneDrive.</p> <p>To send your scanned image to a network file server or to the Cloud, make sure that you click on Configuration to set your account information. For example, to send images to Google Drive, you must have a Google account and authorize access to it.</p> 
Description	The Description field gives you an explanation of the destination.
Scan count	Total number of scans

The "Image Adjustment" tab

The Image Adjustment tab lets you adjust the color quality of the image so that it closely resembles the original.

We recommend you to select Document as the **Color Profile** to obtain optimal colors.



Color adjustment parameters are available if you select None as the Color Profile.

Gamma

This parameter adjusts the mid-tones of the image without dramatically altering the lightest and the darkest areas.

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

Gamma Value: 1.0



Gamma Value: 1.4



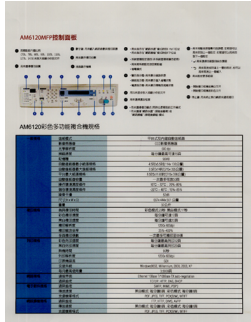
Gamma Value: 2.0



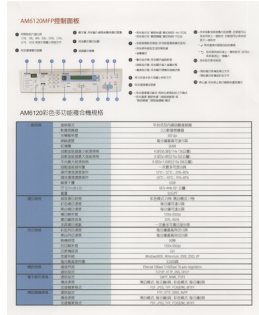
Brightness and Contrast

Brightness	This parameter adjusts the brightness or darkness of an image. The higher the value, the brighter the image. Slide the slider to the right or left to increase or decrease brightness. The range is from -50 to +50. The default value is 0.
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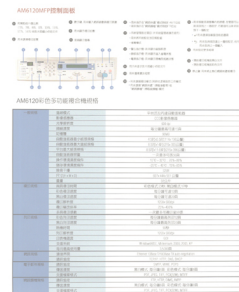
Contrast This parameter adjusts the difference between the image's darkest and lightest tones. The higher the contrast, the greater the different levels of gray. Slide the slider to the right or left to increase or decrease the contrast. The range is from -50 to +50. The default value is 0.



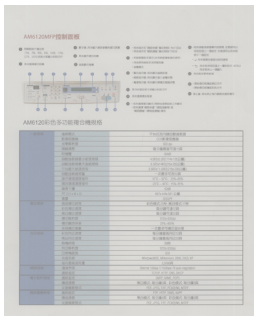
Brightness: -50



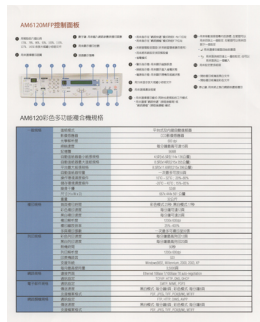
Brightness: 0 (Normal)



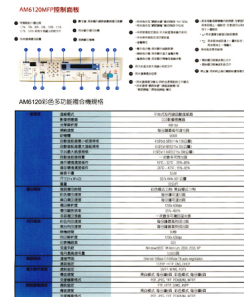
Brightness: +50



Contrast: -50



Contrast: 0 (Normal)



Contrast: +50

When light and shadow values change, the image changes accordingly.

Highlight: 255/Shadow: 0 (Normal)



Highlight: 210/Shadow: 10



Highlight: 200/Shadow: 0

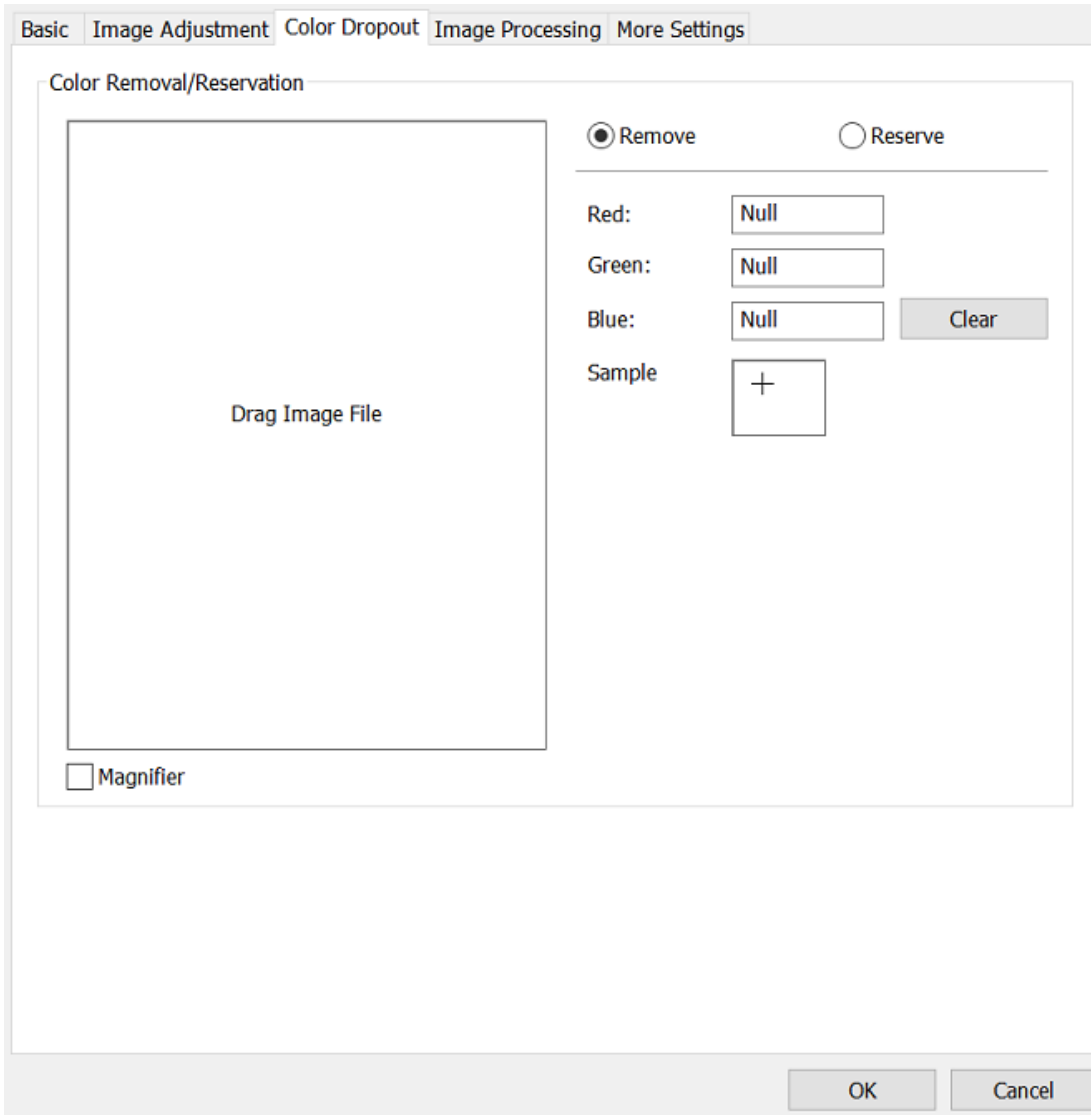


Highlight: 255/Shadow: 50



The "Color Dropout" tab

The Color Dropout tab lets you filter a color channel (red, green, or blue). For example, if you scan a document with a red watermark, you can choose to filter the red channel so that the scanned image shows only the text and not the red watermark. Removing colors from the scan can reduce the size of the scan file and improve OCR results.



"Color Dropout" applies only to gray and black & white scans.

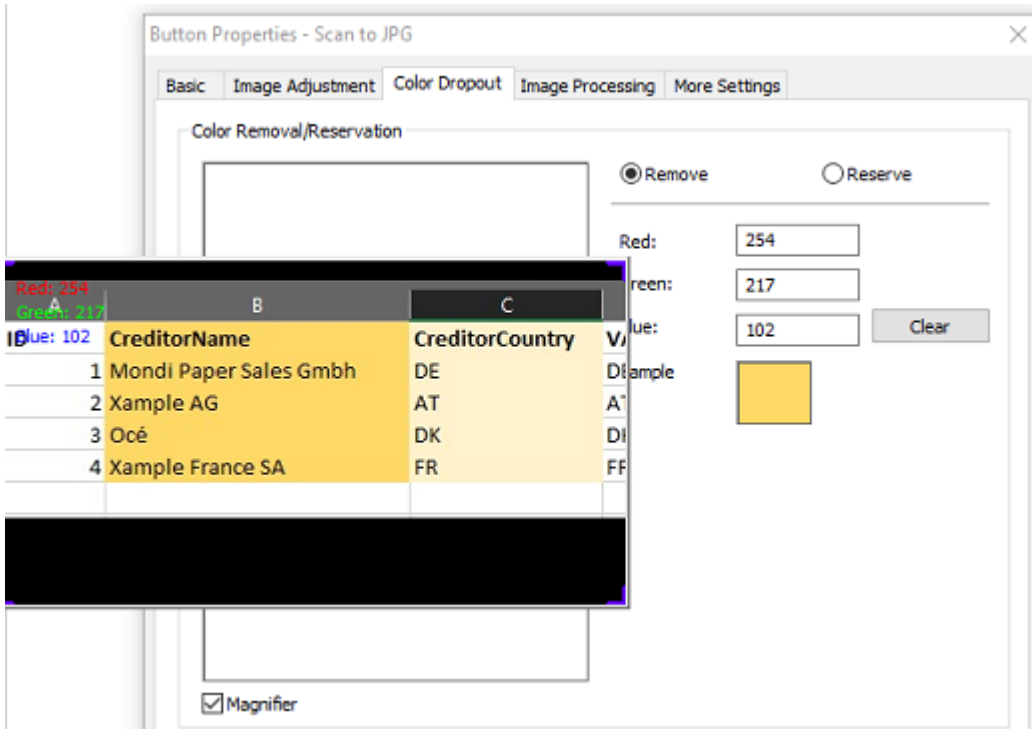
Enter the RGB values

Enter the RGB (red, blue, green) color values to be deleted.
Click on the Clear button to reset the values.

Select your color

You can use the following steps to select your color effectively:

- 1 When scanning is complete, drag and drop your scanned image to this tab (cf. Drag image file).
- 2 Check "Magnifier" and select your specific color on the scanned image. The RGB value of the color is shown.



- 3 Click OK to finish.

AM6120彩色多功能複合機規格

項目	規格
掃描器	掃描器: 彩色/黑白 掃描速度: 35頁/分 掃描幅寬: 216mm 掃描深度: 127mm 掃描分辨率: 600dpi 掃描器類型: 平板式 掃描器尺寸: 421x297x65mm 掃描器重量: 2.5kg
複印機	複印速度: 35頁/分 複印幅寬: 216mm 複印深度: 127mm 複印分辨率: 600dpi 複印機類型: 平板式 複印機尺寸: 421x297x65mm 複印機重量: 2.5kg
打印機	打印速度: 35頁/分 打印幅寬: 216mm 打印深度: 127mm 打印分辨率: 600dpi 打印機類型: 噴墨式 打印機尺寸: 421x297x65mm 打印機重量: 2.5kg
傳真機	傳真速度: 35頁/分 傳真幅寬: 216mm 傳真深度: 127mm 傳真分辨率: 600dpi 傳真機類型: 平板式 傳真機尺寸: 421x297x65mm 傳真機重量: 2.5kg
網路功能	網路功能: 支援 網路速度: 10/100/1000Mbps 網路接口: RJ45 網路重量: 2.5kg
其他規格	其他規格: 支援 其他規格: 支援 其他規格: 支援 其他規格: 支援 其他規格: 支援

Original

AM6120彩色多功能複合機規格

項目	規格
掃描器	掃描器: 彩色/黑白 掃描速度: 35頁/分 掃描幅寬: 216mm 掃描深度: 127mm 掃描分辨率: 600dpi 掃描器類型: 平板式 掃描器尺寸: 421x297x65mm 掃描器重量: 2.5kg
複印機	複印速度: 35頁/分 複印幅寬: 216mm 複印深度: 127mm 複印分辨率: 600dpi 複印機類型: 平板式 複印機尺寸: 421x297x65mm 複印機重量: 2.5kg
打印機	打印速度: 35頁/分 打印幅寬: 216mm 打印深度: 127mm 打印分辨率: 600dpi 打印機類型: 噴墨式 打印機尺寸: 421x297x65mm 打印機重量: 2.5kg
傳真機	傳真速度: 35頁/分 傳真幅寬: 216mm 傳真深度: 127mm 傳真分辨率: 600dpi 傳真機類型: 平板式 傳真機尺寸: 421x297x65mm 傳真機重量: 2.5kg
網路功能	網路功能: 支援 網路速度: 10/100/1000Mbps 網路接口: RJ45 網路重量: 2.5kg
其他規格	其他規格: 支援 其他規格: 支援 其他規格: 支援 其他規格: 支援 其他規格: 支援


Remove Blue Color Channel

The "Options" menu

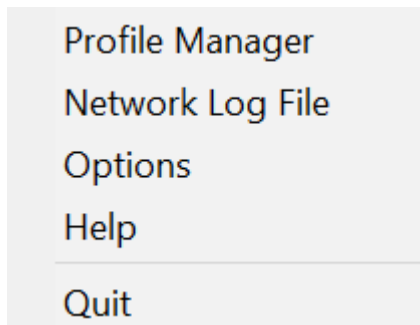
This menu lets you change additional settings or view more detailed information about Button Manager software. For example, you can change the user interface language or view the scan count of each button.

How to get there

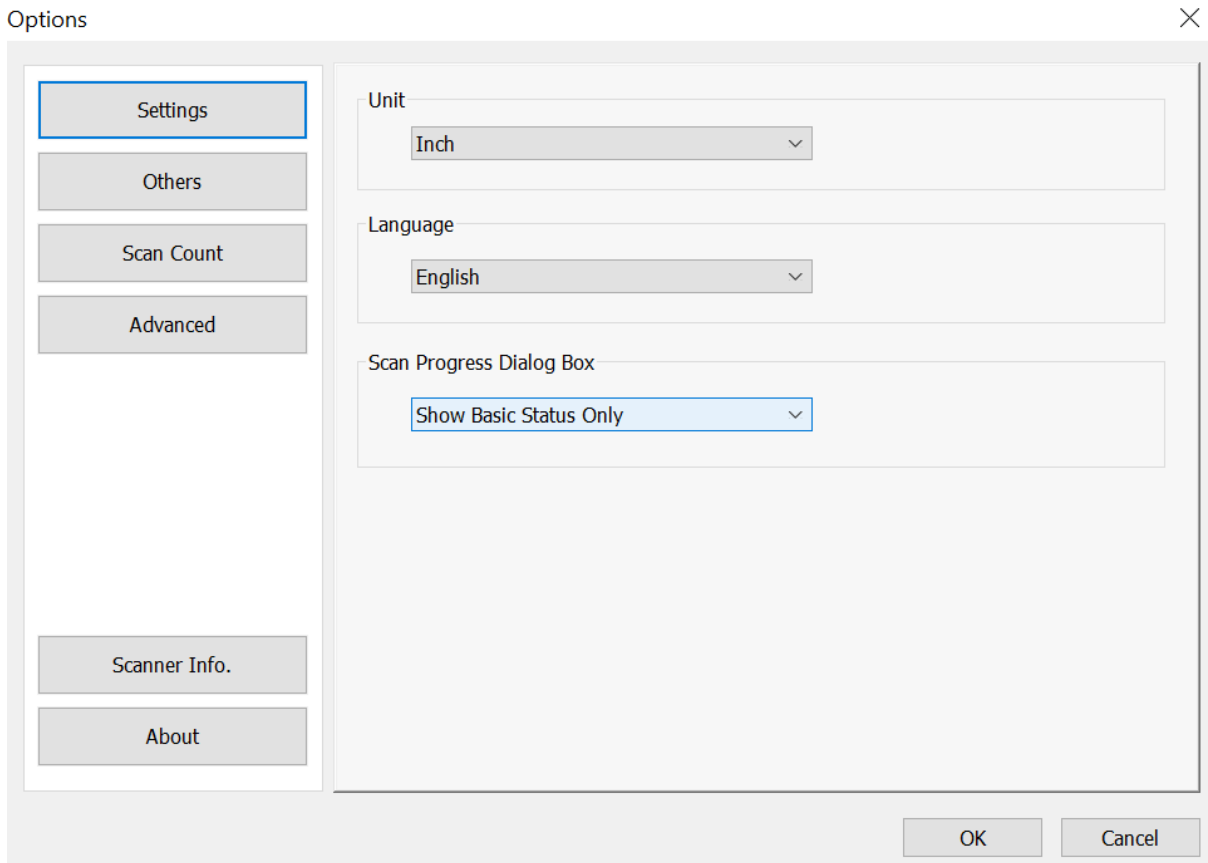
To access the Options menu:

- 1 Right-click the **Button Manager** icon () that is shown in the Windows system tray, in the bottom right corner of your computer screen, to open the Button Panel.

The following menu opens:



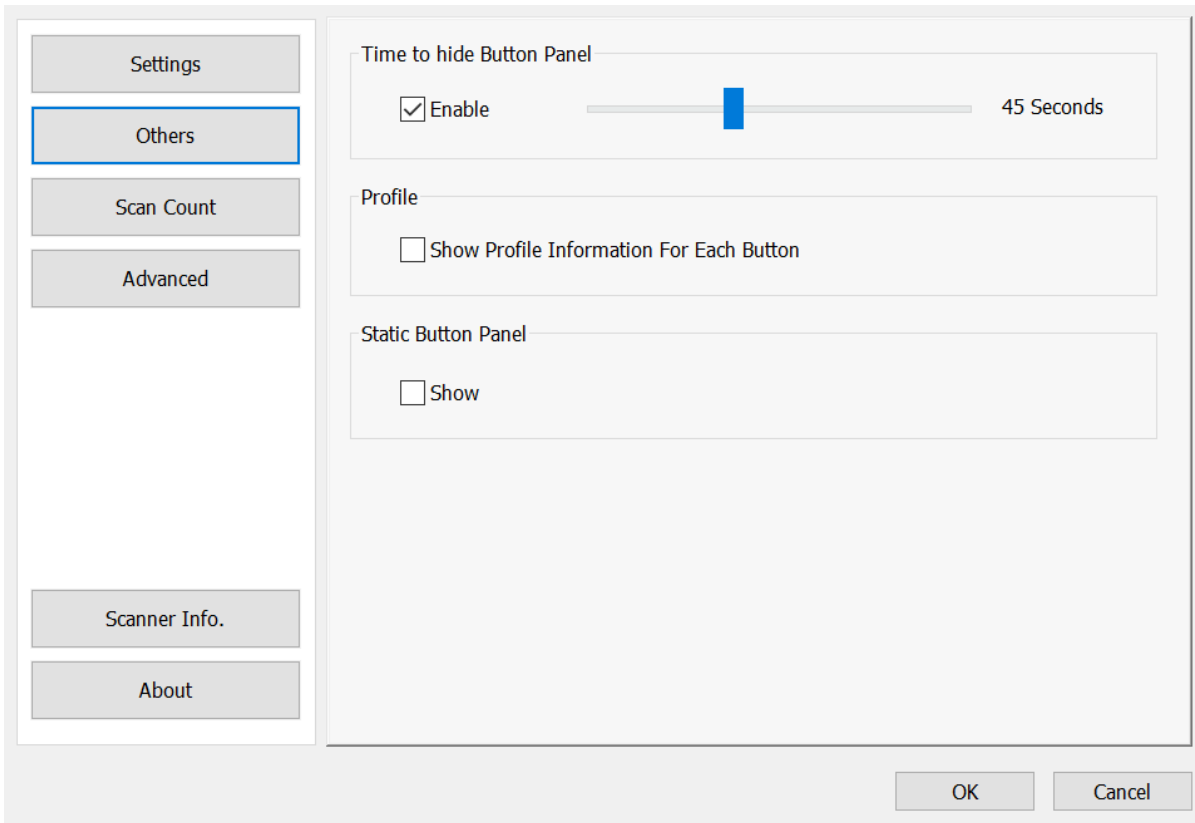
2 Select Options. The Options window opens.

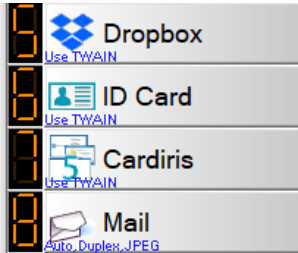


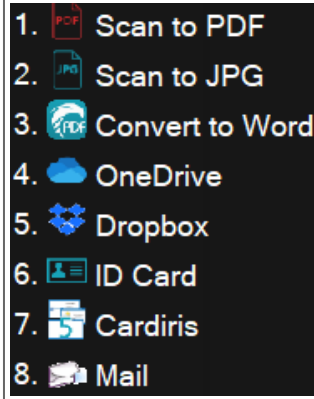
The "Settings" tab

Unit	Select the desired units of measurement. The choices are as follows: centimeter, inch, millimeter.
Language	Select the desired language for the user interface. After clicking the OK button, the language change will take effect immediately
Scan Progress Dialog Box	Select whether you wish to display basic or detailed information during scanning. The choices are as follows: Show basic status only, Show detailed information.

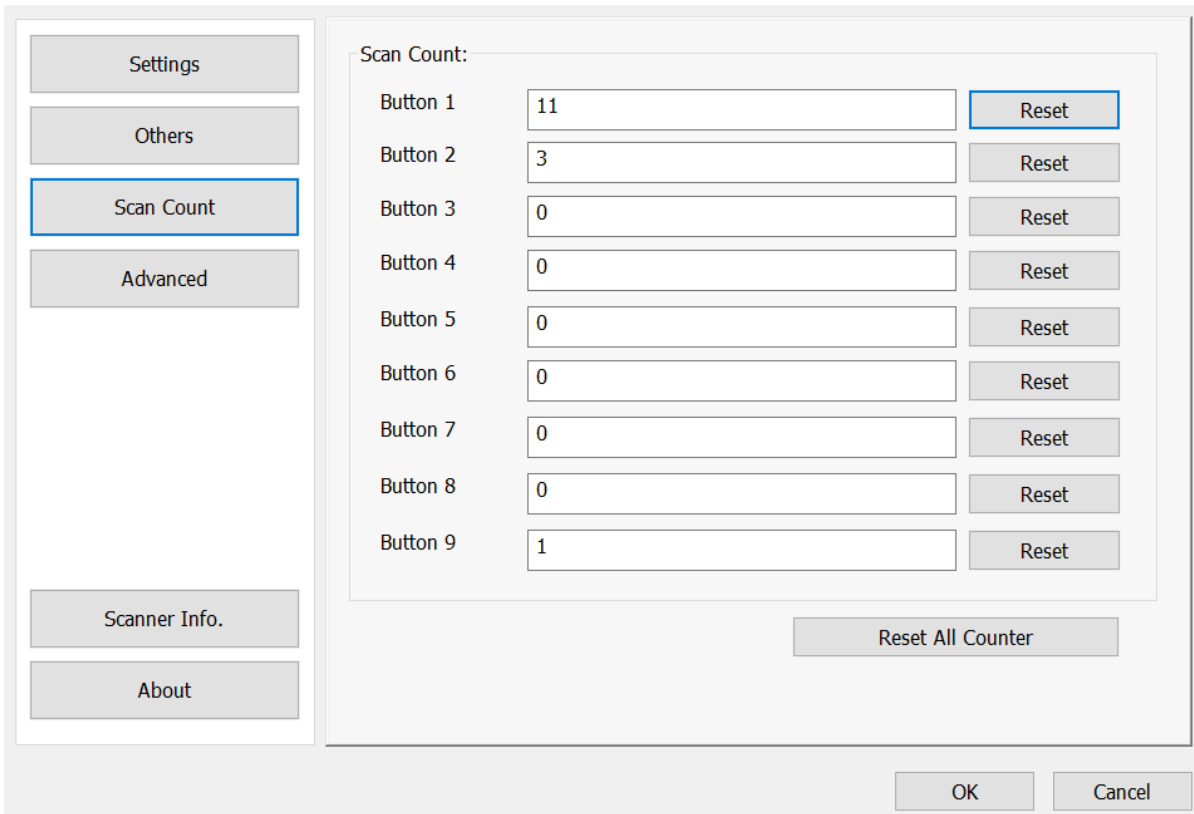
The "Others" tab



<p>Time to hide Button panel</p>	<p>Move the slider bar to set the hide delay of the Button panel. The selection is between 0 and 120 seconds. To open the Button panel after the delay, click on the Button Manager icon in the Windows system tray, in the bottom right-hand corner of your computer screen.</p>	
<p>Profile</p>	<p>Check the box if you want to show profile information for each button. If this option is selected, basic profile information is displayed in the button panel in a specific color.</p>	

<p>Static Button Panel</p>	<p>Check the "Show" box to show a static button panel in the bottom right-hand corner of your screen. In this way, you can initiate a scan from the scanner's Scan button without starting the Button Manager software application.</p> <p>The static button panel, which can't be interacted with, is used to remind you of the nine predefined button destinations. This panel lets you launch a scan directly by pressing the Scan button without starting the Button Manager software application. This function is particularly useful when you restart your computer.</p>	
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The "Scan count" tab



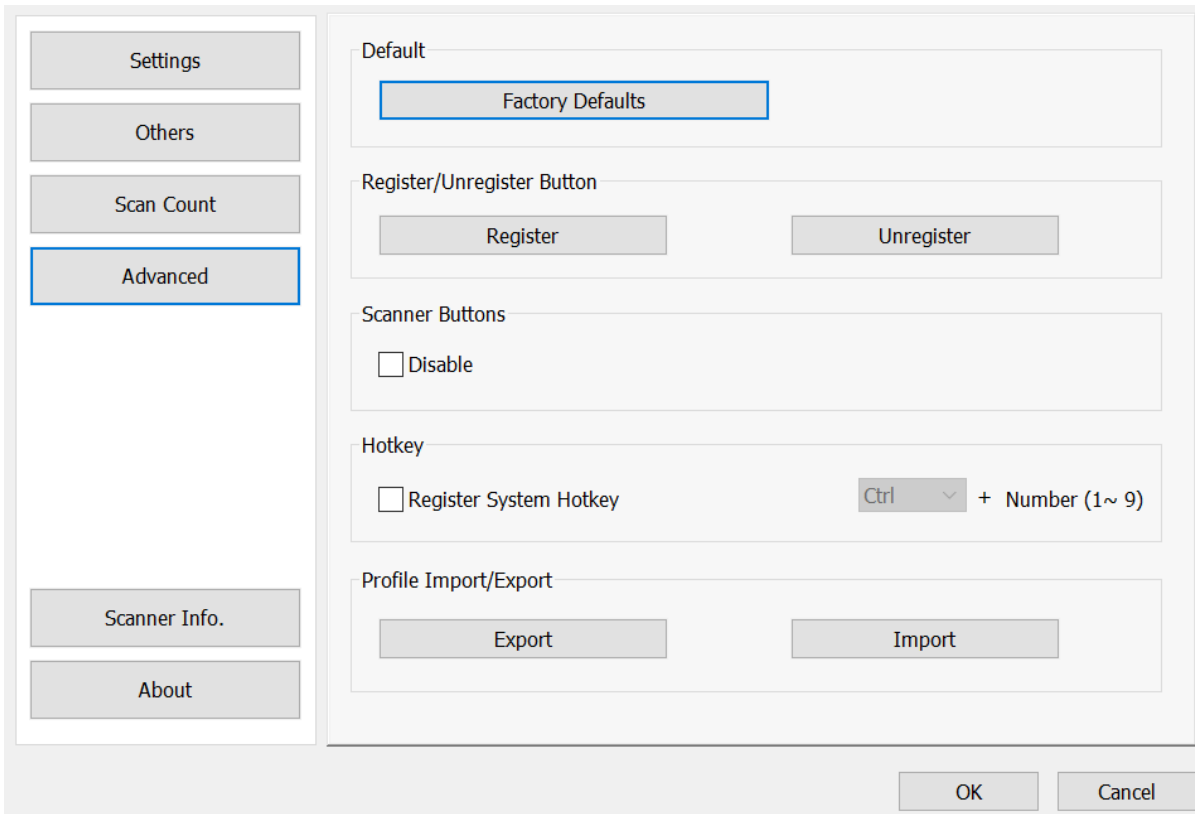
Button	Scan Count	Action
Button 1	11	Reset
Button 2	3	Reset
Button 3	0	Reset
Button 4	0	Reset
Button 5	0	Reset
Button 6	0	Reset
Button 7	0	Reset
Button 8	0	Reset
Button 9	1	Reset

Reset All Counter

OK Cancel

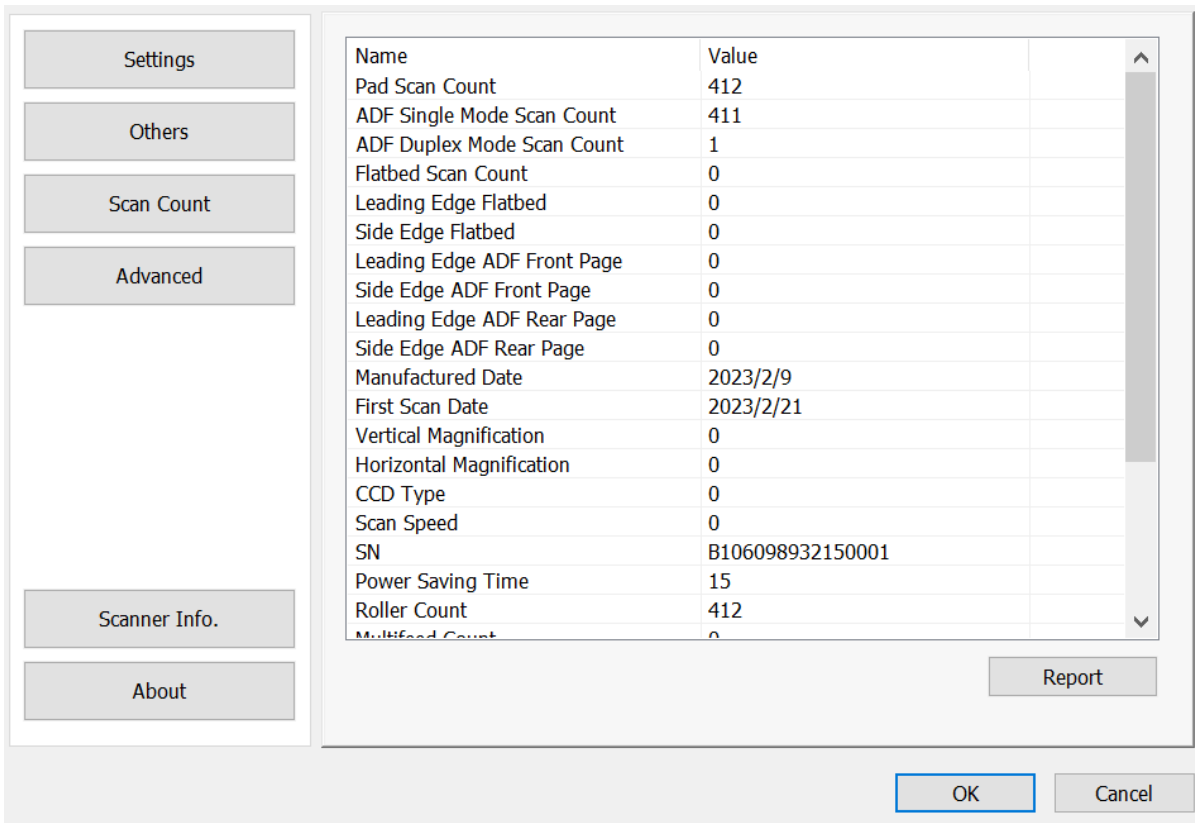
You can view and reset the number of current scans for each button. Click on "Reset all counters" to reset the counter for all nine buttons.

The "Advanced" tab



Default	Click Factory Defaults to restore the Button Manager to factory settings.
Register/ Unregister button	Click Unregister to stop using Button Manager and use another third-party button program.
Scanner Buttons	Check the box Disable to disable the scanner buttons. This option may be used if you accidentally touch the Scan button and start unnecessary scans.
Hotkey	Check the "Register system Hotkey" box to select "Ctrl" or "Alt" as the shortcut key defined for sending an image to a Button Manager destination. For example, if you check the "Register system Hotkey" box, select "Ctrl" and then click "OK", when you select an image in File Explorer and press simultaneously the "Ctrl" key and the number "6", the selected image will be sent to the specified destination by button number 6.
Profile Import/ Export	This option lets you import or export button profiles, including scan settings and Button Manager destinations. Click on Export to save the current profiles in a .bm2 file. Click on Import to import a previously saved .bm2 file into Button Manager.

The "Scanner Info" tab



Name	Value
Pad Scan Count	412
ADF Single Mode Scan Count	411
ADF Duplex Mode Scan Count	1
Flatbed Scan Count	0
Leading Edge Flatbed	0
Side Edge Flatbed	0
Leading Edge ADF Front Page	0
Side Edge ADF Front Page	0
Leading Edge ADF Rear Page	0
Side Edge ADF Rear Page	0
Manufactured Date	2023/2/9
First Scan Date	2023/2/21
Vertical Magnification	0
Horizontal Magnification	0
CCD Type	0
Scan Speed	0
SN	B106098932150001
Power Saving Time	15
Roller Count	412
Multifood Count	0

You can view all scanner information, including serial number, number of scans, rollers count, and firmware version. This information is useful when reporting a problem to the helpdesk.

The "About" tab


You can view the current version of Button Manager.

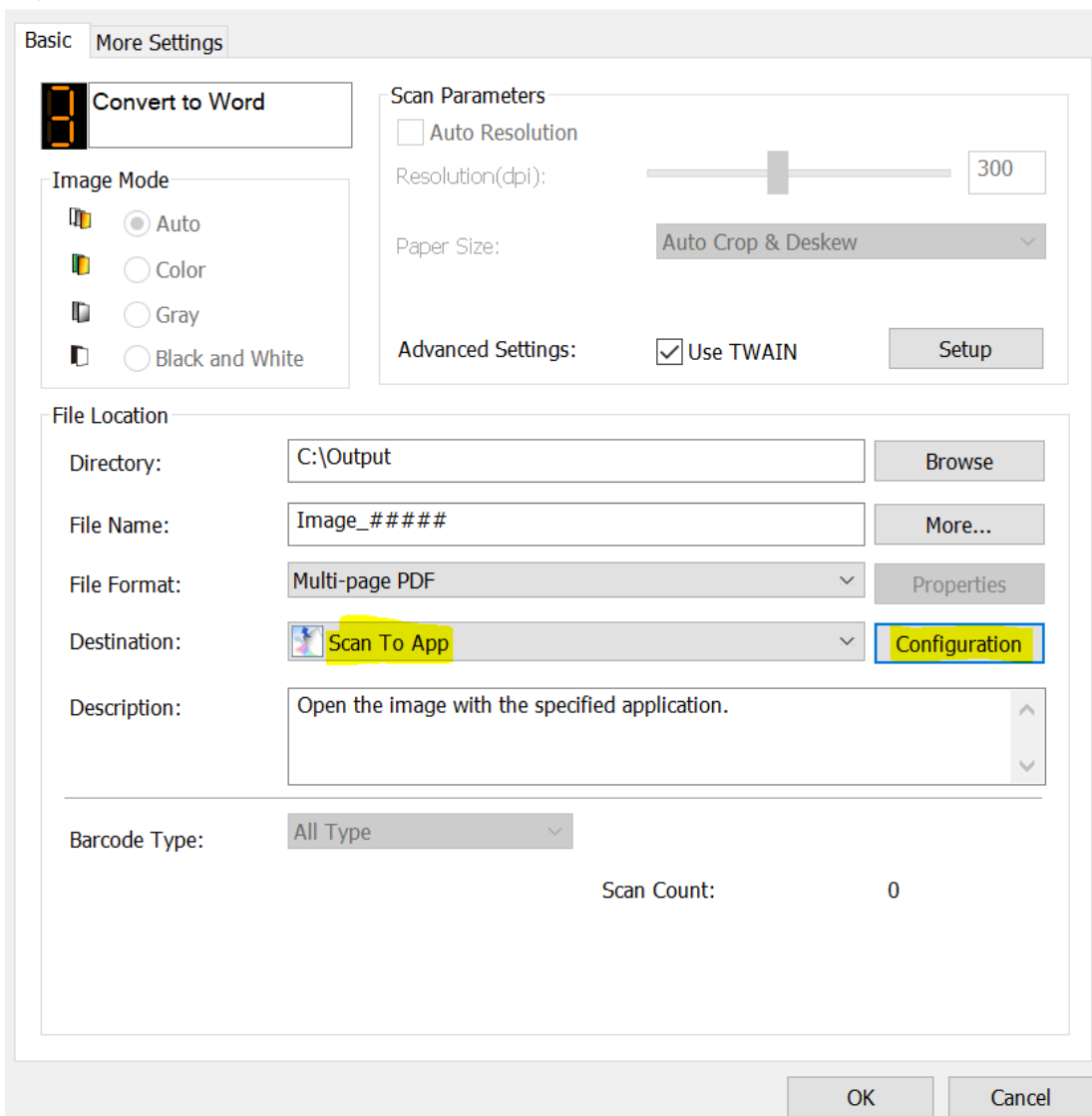
Operations

How to convert to Word with Readiris™ PDF

Button Manager can send the scanned image to a specific, predefined software application.

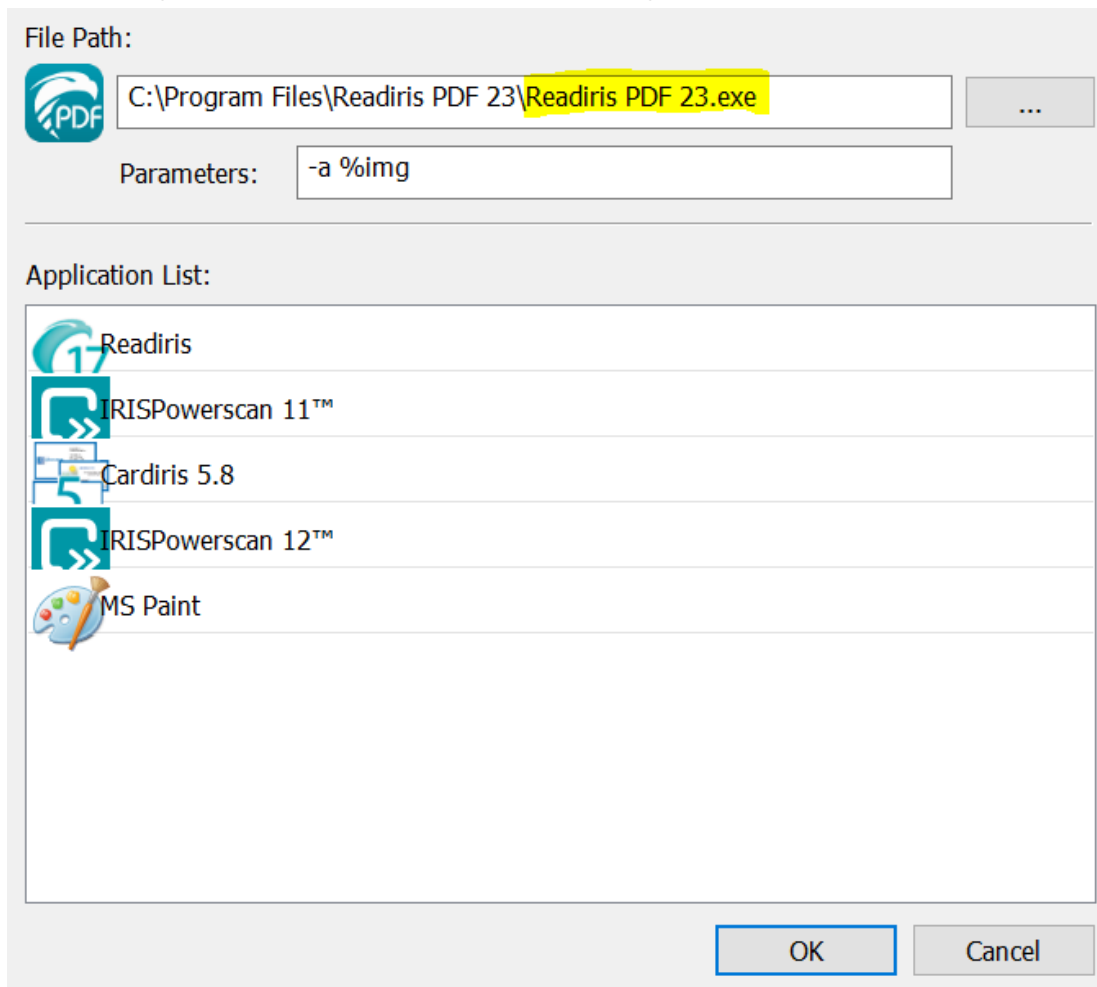
In this use case, the predefined software application is Readiris PDF. This application converts your images into Word documents.



- 1 Click the **Button Manager** icon () that is shown in the Windows system tray, in the bottom right corner of your computer screen, to open the Button Panel.
- 2 Right-click button #3 to open the Button properties window.



The destination selection must be Scan to App.

- 3 Select the file format from the list.
- 4 Click Configuration. The "Scan to App" Configuration window opens.




- 5 Click the Browse icon () to browse for the path to the application (.exe) you want (in this case, Readiris PDF 23).
 - 6 Click OK to finish and close the window.
 - 7 Scan a document with this button. The scanned document opens in the predefined application (in this case, Readiris PDF 23).
-  Click Cancel to close a window without saving changes.

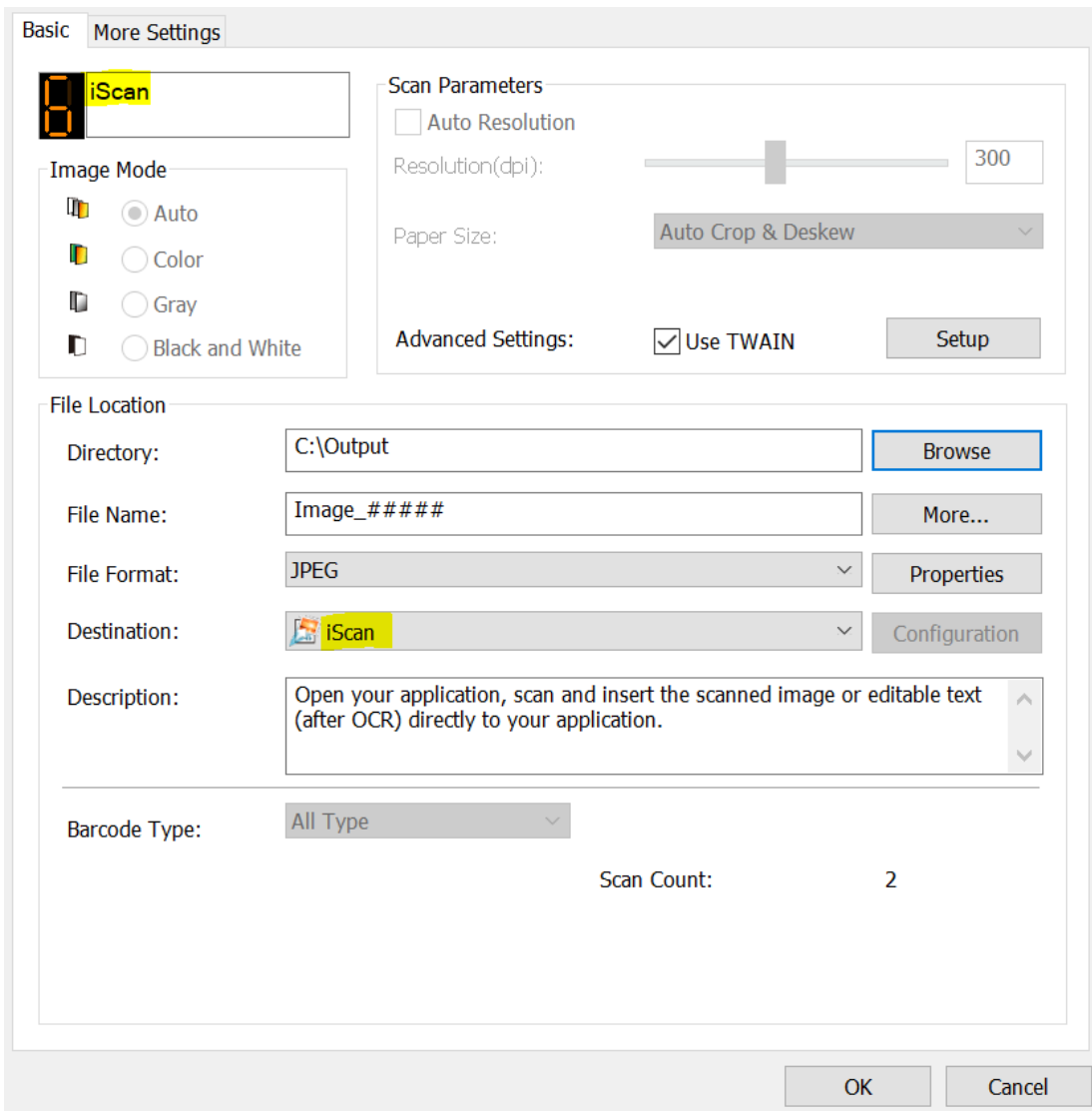
How to send images to an open application

Button Manager can send the scanned image to an open software application.

For example, when you are editing text in Microsoft Word and want to insert a scanned image, you can start a scan immediately and the scanned image will be inserted and shown in your Microsoft Word.

To do this scenario:

- 1 Click the **Button Manager** icon () that is shown in the Windows system tray, in the bottom right corner of your computer screen, to open the Button Panel.
- 2 Right-click a button you want to configure to open the Button properties window.
- 3 Rename the button name iScan.
- 4 In the Destination list, select iScan.




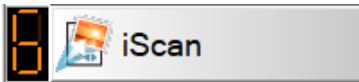
The screenshot shows the Button Manager configuration window for a button named "iScan". The window is divided into several sections:

- Basic** (selected) and **More Settings** tabs.
- Image Mode**: Radio buttons for Auto (selected), Color, Gray, and Black and White.
- Scan Parameters**:
 - Auto Resolution
 - Resolution(dpi): 300 (with a slider)
 - Paper Size: Auto Crop & Deskew (dropdown)
 - Advanced Settings: Use TWAIN
 - Setup button
- File Location**:
 - Directory: C:\Output (with Browse button)
 - File Name: Image_##### (with More... button)
 - File Format: JPEG (dropdown) (with Properties button)
 - Destination: iScan (dropdown) (with Configuration button)
 - Description: Open your application, scan and insert the scanned image or editable text (after OCR) directly to your application. (text area)
 - Barcode Type: All Type (dropdown)
 - Scan Count: 2
- OK and Cancel buttons at the bottom.

- 5 Click OK to finish and close the window.
This button is now ready to send images to an open application.


Let's continue with the example of Microsoft Word.

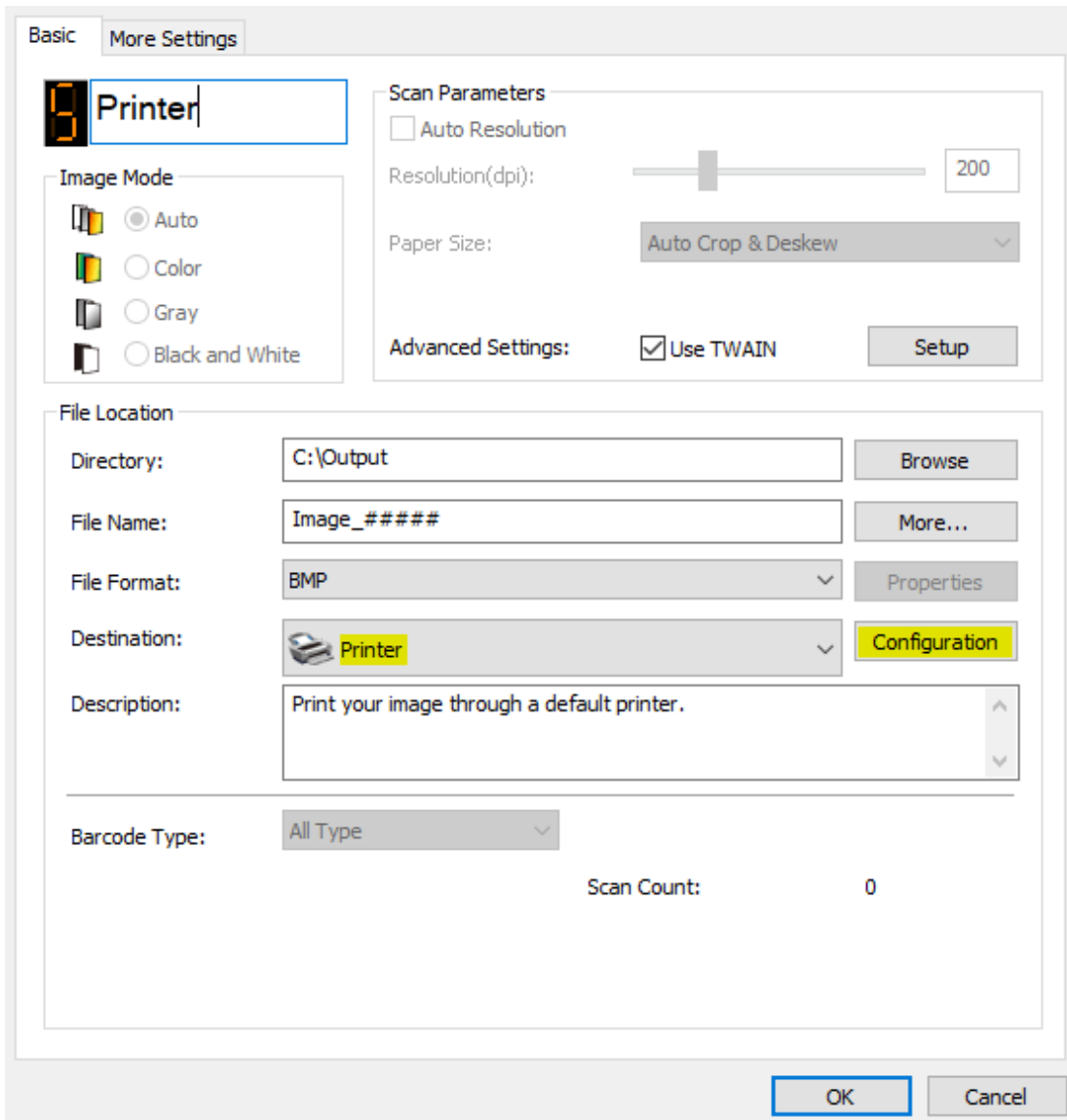
- 1 Open your Microsoft Word file in which you want to insert an image.
- 2 Move your cursor to the place where you want to insert the image.
- 3 Place the image in the scanner.
- 4 Click the **Button Manager** icon () that is shown in the Windows system tray, in the bottom right corner of your computer screen, to open the Button Panel.
- 5 Click button #6, iScan.



The scanned image is inserted directly into your .docx file.

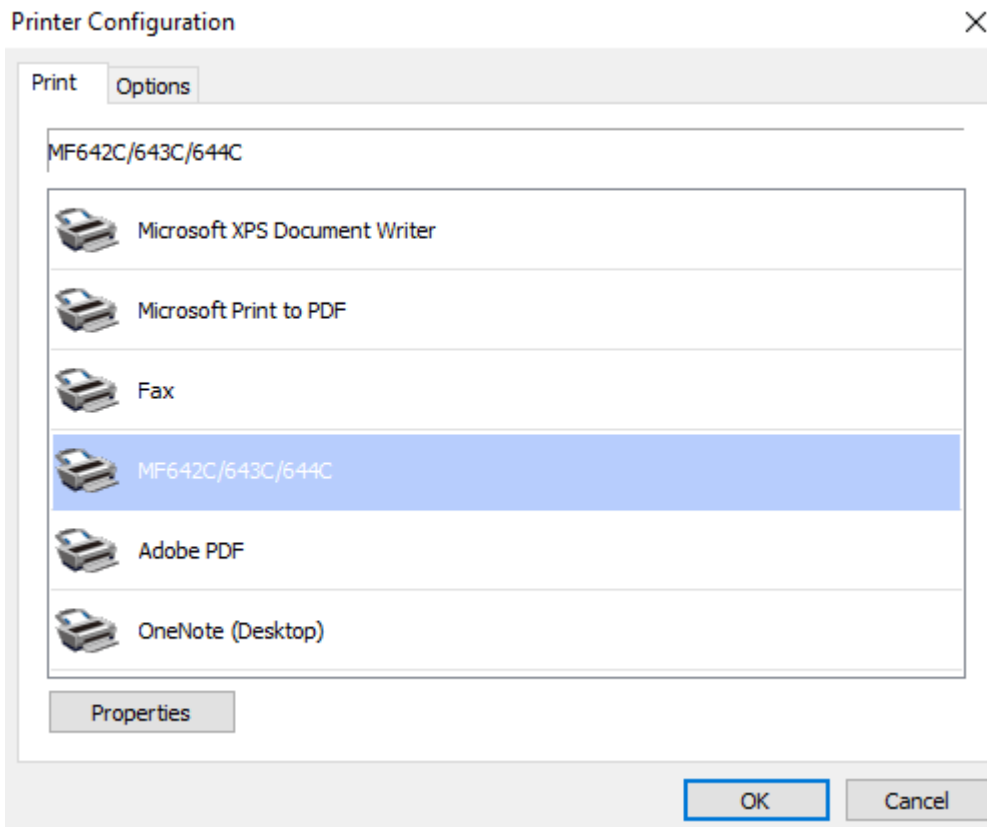
How to send images to a printer

- 1 Click the **Button Manager** icon () that is shown in the Windows system tray, in the bottom right corner of your computer screen, to open the Button Panel.
- 2 Right-click a button you want to configure to open the Button properties window.
- 3 Rename the button name if you want to.
- 4 In the Destination list, select Printer.



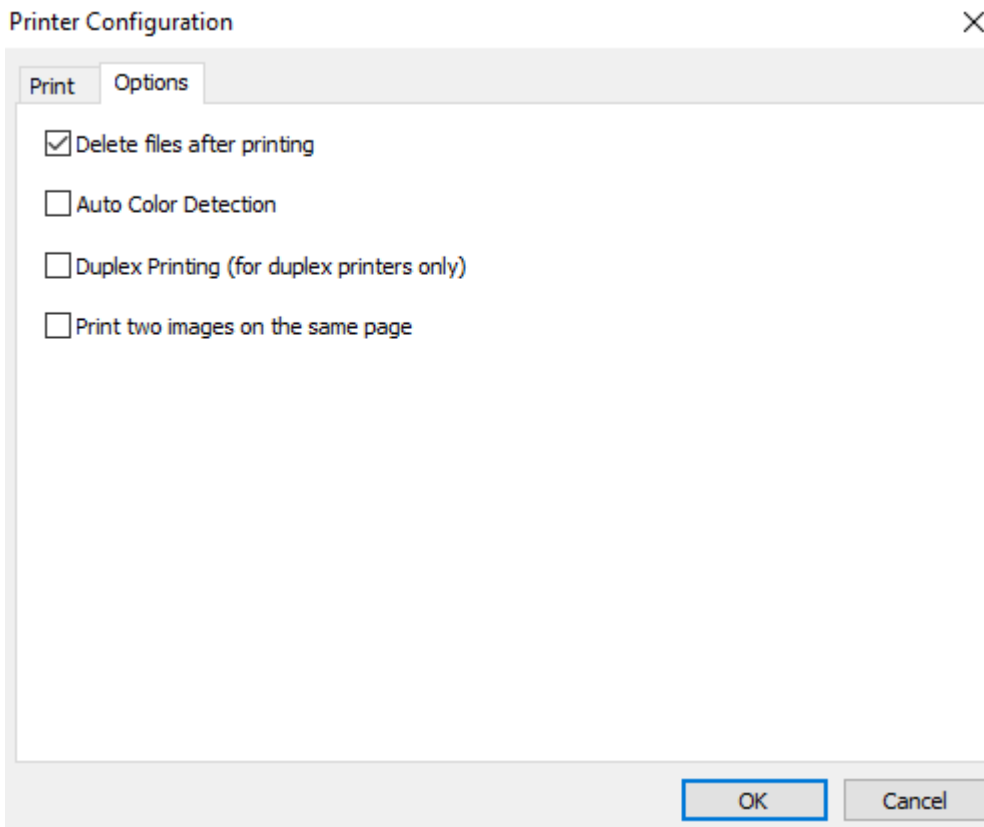
The screenshot shows the 'Basic' tab of the Button Manager configuration window. The button name is 'Printer'. The 'Image Mode' section has 'Auto' selected. The 'Scan Parameters' section includes 'Auto Resolution' (unchecked), 'Resolution(dpi)' set to 200, and 'Paper Size' set to 'Auto Crop & Deskew'. The 'Advanced Settings' section has 'Use TWAIN' checked. The 'File Location' section shows 'Directory: C:\Output', 'File Name: Image_#####', 'File Format: BMP', and 'Destination: Printer'. The 'Description' field contains 'Print your image through a default printer.' The 'Barcode Type' is set to 'All Type' and the 'Scan Count' is 0. The 'OK' button is highlighted.

- 5 Click Configuration. The Printer Configuration window opens.



- 6 Select the printer from the list.
- 7 Click Properties to open the "Properties" window to modify your printing parameters.
- 8 Click on OK to finish and close the window.

9 Click the Options tab to open it.





Delete files after printing	Checked by default.
Auto Color Detection	This option automatically detects the image type of the scanned image and prints images according to the image type. For example, if the scanned image is in color, it will be printed in color if the specified printer is a color printer; if the scanned image is in black and white, it will be printed in black and white.
Duplex Printing (for duplex printers only)	Select this option to print scanned images on both sides of a page. This option is only available if the specified printer supports duplex (double-sided) printing.
Print two images on the same page (for duplex scanners only)	Select this option to print two images on the same side of a sheet. This option is useful when you want to print the front and back of your original, such as your ID card or driving license, on the same page. If you have purchased a duplex scanner, use this option to print both sides of your original on a single sheet.

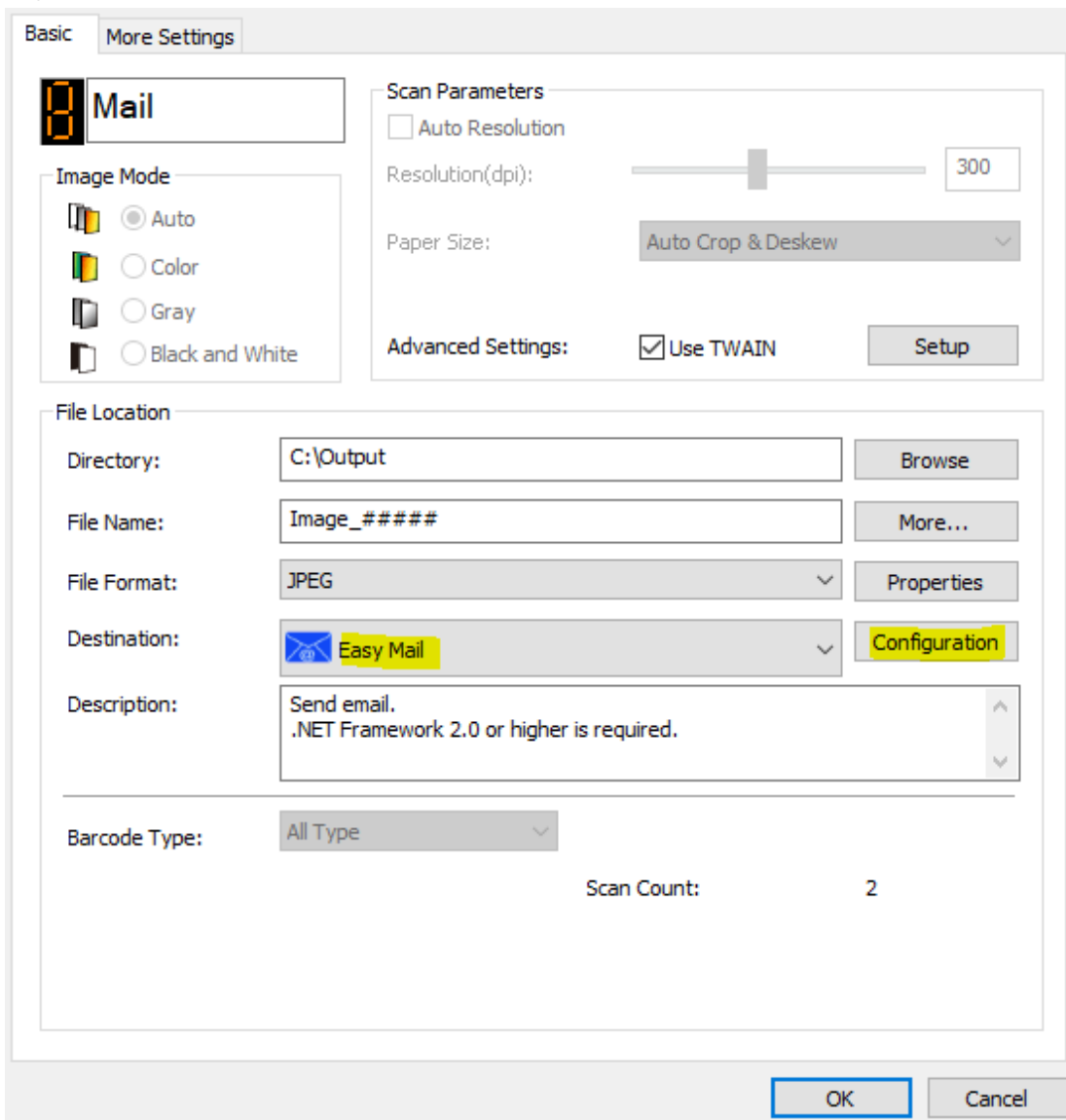
10 Click on OK to finish and close the window.

How to send images to a mail client

You can scan your document and send it as an attachment to a specific e-mail program. By entering the recipient and subject in advance, the scanned image can be sent directly to the recipient with a single click.

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

- 1 Click the **Button Manager** icon () that is shown in the Windows system tray, in the bottom right corner of your computer screen, to open the Button Panel.
- 2 Right-click button #8 to open the Button properties window.

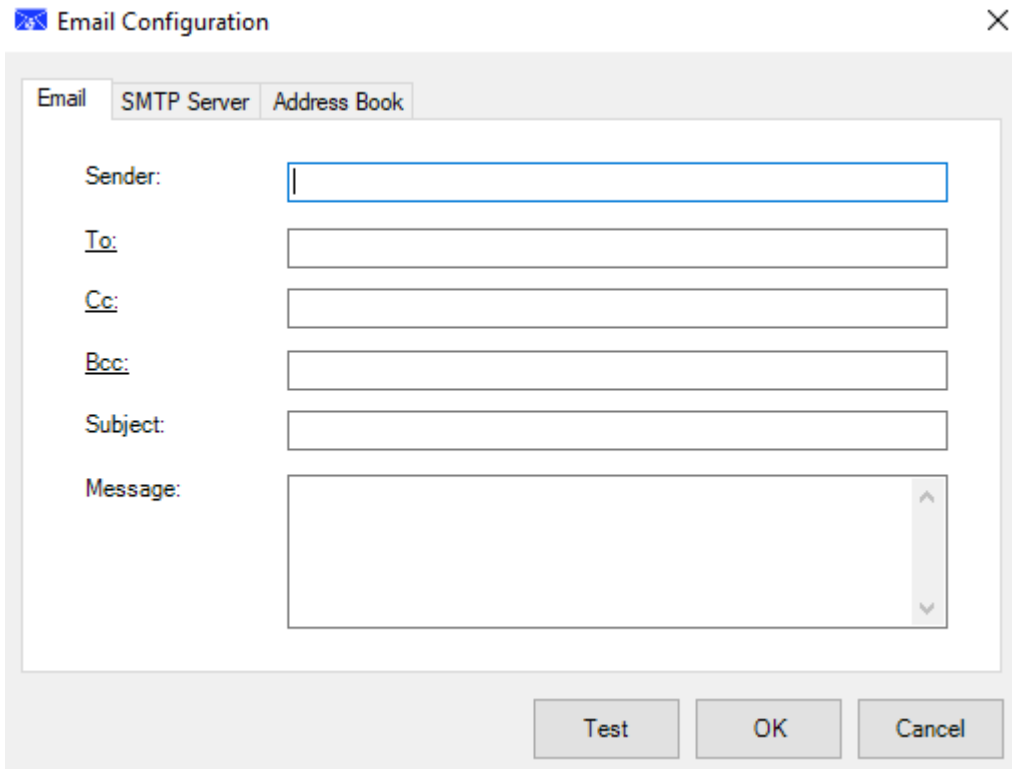


The screenshot shows the 'Mail' button properties window. It has two tabs: 'Basic' and 'More Settings'. The 'Basic' tab is active. The window is divided into several sections:

- Image Mode:** Radio buttons for Auto (selected), Color, Gray, and Black and White.
- Scan Parameters:** Includes a checkbox for 'Auto Resolution', a slider for 'Resolution(dpi)' set to 300, a dropdown for 'Paper Size' set to 'Auto Crop & Deskew', and a checkbox for 'Use TWAIN' which is checked. A 'Setup' button is also present.
- File Location:** Includes fields for 'Directory' (C:\Output), 'File Name' (Image_#####), 'File Format' (JPEG), 'Destination' (Easy Mail), and 'Description' (Send email. .NET Framework 2.0 or higher is required.). Buttons for 'Browse', 'More...', 'Properties', and 'Configuration' are next to their respective fields.
- Barcode Type:** A dropdown menu set to 'All Type'.
- Scan Count:** A field showing the number '2'.

At the bottom right, there are 'OK' and 'Cancel' buttons.

- 3 Click Configuration. The Email Configuration window opens.

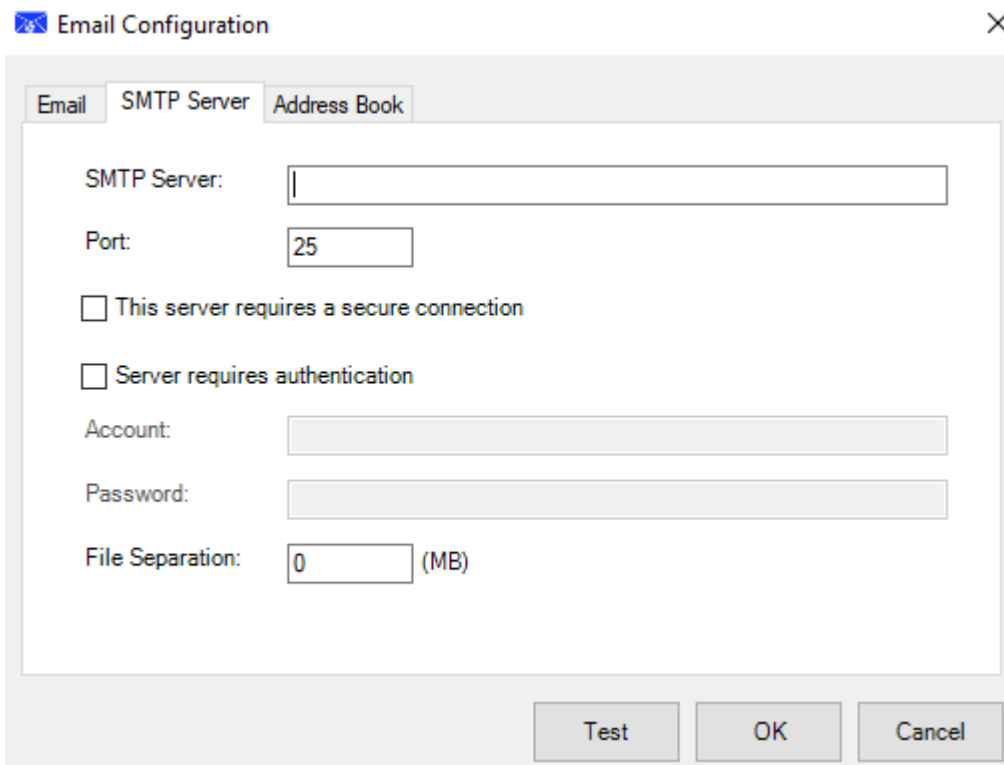


The screenshot shows the 'Email Configuration' window with the 'Email' tab selected. The window has a title bar with a close button (X) and a blue envelope icon. Below the title bar are three tabs: 'Email', 'SMTP Server', and 'Address Book'. The 'Email' tab is active and contains the following fields:

- Sender: [Text input field]
- To: [Text input field]
- Cc: [Text input field]
- Bcc: [Text input field]
- Subject: [Text input field]
- Message: [Large text area with scrollbars]

At the bottom of the window are three buttons: 'Test', 'OK', and 'Cancel'.

- 4 Enter the e-mail addresses of the sender and recipient.
- 5 Enter the subject and message in the appropriate fields.
- 6 If you wish, enter the e-mail addresses for the CC and BCC fields.
- 7 Click the SMTP Server tab to show the SMTP server settings.



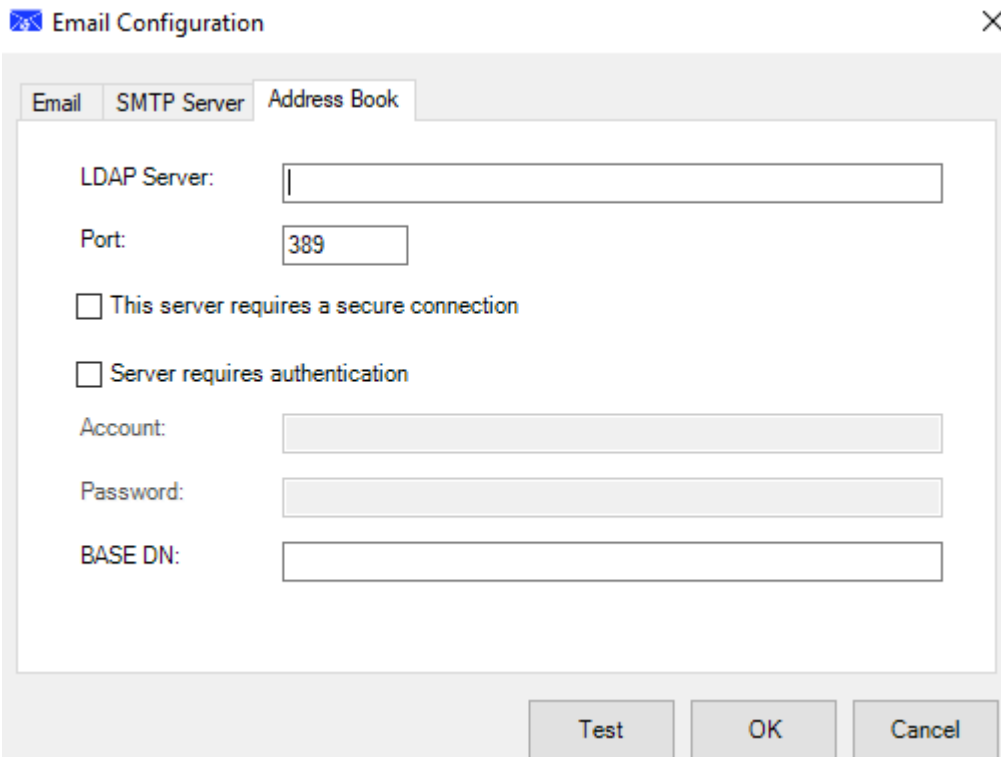
The screenshot shows the 'Email Configuration' window with the 'SMTP Server' tab selected. The window has a title bar with a close button (X) and a blue envelope icon. Below the title bar are three tabs: 'Email', 'SMTP Server', and 'Address Book'. The 'SMTP Server' tab is active and contains the following fields and options:

- SMTP Server: [Text input field]
- Port: [Text input field with value '25']
- This server requires a secure connection
- Server requires authentication
- Account: [Text input field]
- Password: [Text input field]
- File Separation: [Text input field with value '0'] (MB)

At the bottom of the window are three buttons: 'Test', 'OK', and 'Cancel'.

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

1. You can search your e-mail address in the "To", "CC", and "BCC" field from the LDAP server by clicking the "Address Book" tab to show the LDAP settings.

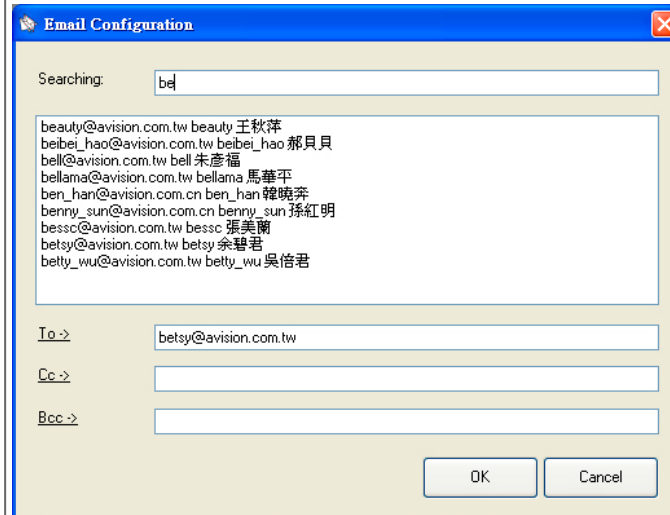


LDAP Server	Enter the IP address of your LDAP server
Port	Enter the port number of your LDAP server. Default is 389.
Secure connection	If the LDAP server requires a secure connection, check the "This server requires a secure connection" box. Contact your system administrator for more details.
Authentication	If the LDAP server requires authentication, check the "Server requires authentication" and then enter your account name and password.
BASE DN:	Enter your base DN. The base DN (distinguished name) identifies the starting point of a search. It indicates the record to be consulted in the LDAP tree. The top level of the LDAP tree is the base, called the "base DN". For example, you

can specify a base of dc=com, dc=net for a search that starts at the top and works its way down. Contact your system administrator for more details.

To test if your settings of LDAP server are ok, go back to the Email tab.

Test




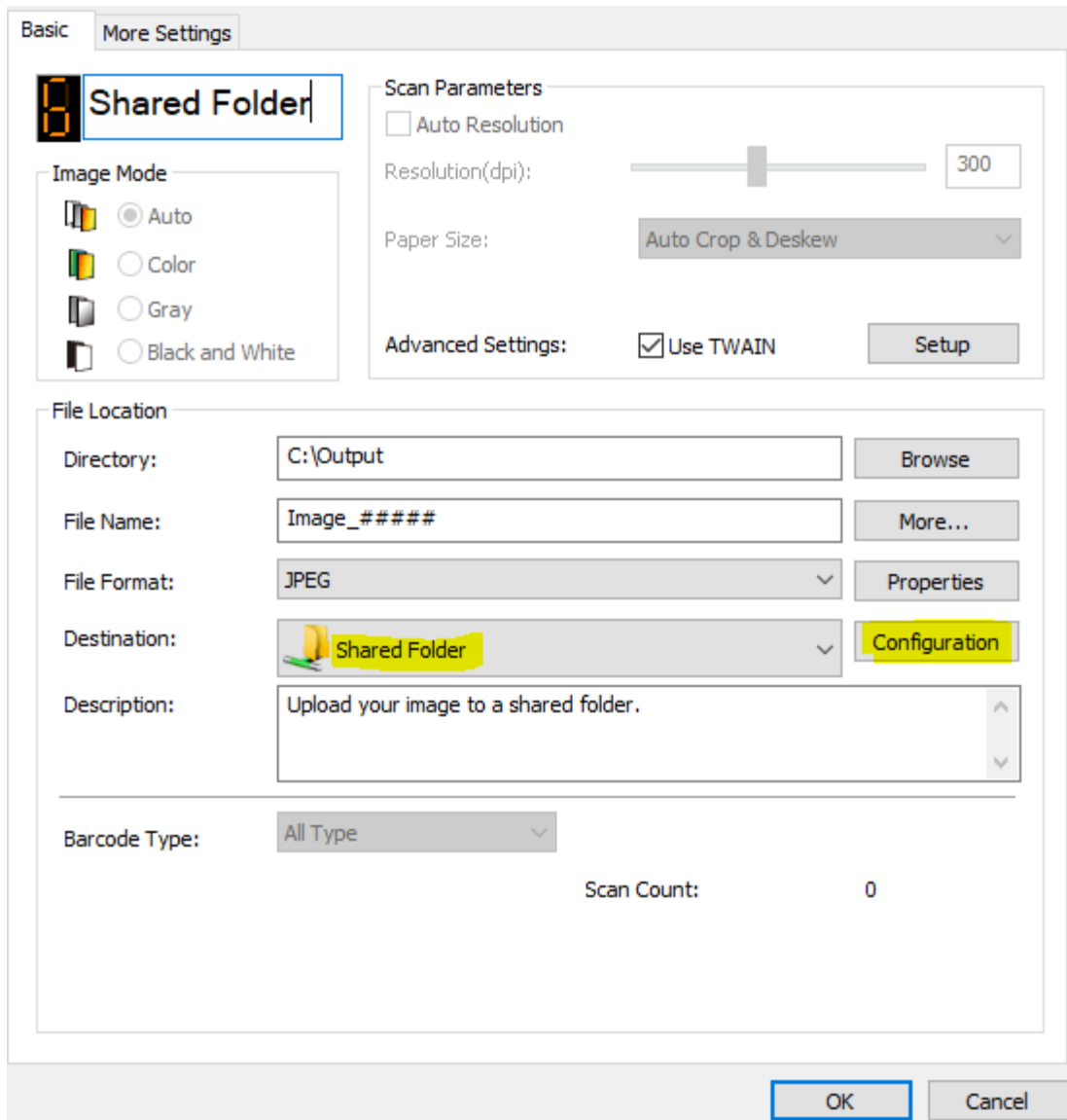
- Click "To", "CC", or "Bcc", a Search dialog box opens.
- Enter the keyword to search on the "Searching" field. The search result containing your keyword will be displayed.
- Select the desired e-mail address and click on "To", "CC" or "Bcc" (as required) to set the e-mail address. The e-mail address is copied into the selected field.
- Click "OK" to finish and close.



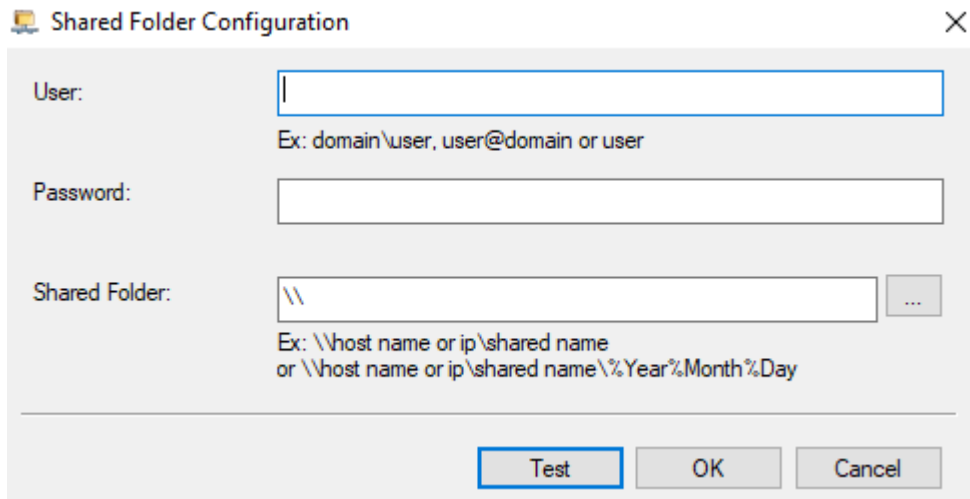
- LDAP stands for Lightweight Directory Access Protocol. LDAP enables users to access directories and address books directly from external networked devices to simplify document distribution.
- SSL (Secure Sockets Layer) is a standard security technology for establishing an encrypted link between a server 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.

How to send images to a shared folder

- 1 Click the **Button Manager** icon () that is shown in the Windows system tray, in the bottom right corner of your computer screen, to open the Button Panel.
- 2 Right-click a button you want to configure to open the Button properties window.
- 3 Rename the button name Shared Folder.
- 4 In the Destination list, select Shared Folder.



- 5 Click Configuration. The Shared Folder Configuration window opens.




Shared Folder Configuration

User:
Ex: domain\user, user@domain or user

Password:

Shared Folder:
Ex: \\host name or ip\shared name
or \\host name or ip\shared name\%Year%Month%Day


- 6 Enter your Username and Password.
 - 7 Click the Browse icon () to select the Shared Folder.
 - 8 Click Test to try if the account works.
 - 9 Click OK to finish and close the window.
-  Click Cancel to close a window without saving changes.

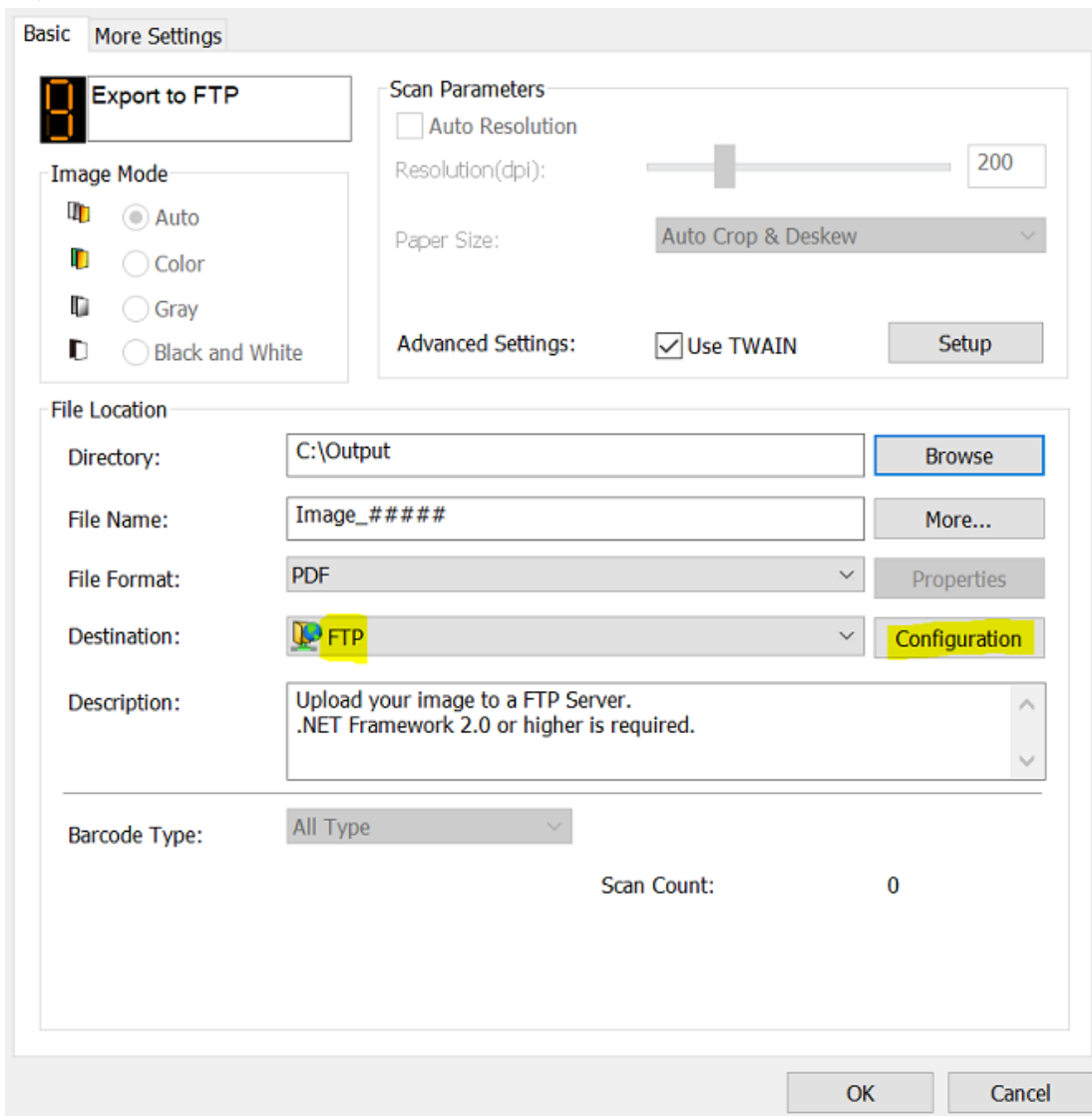
How to upload images to an FTP server

You can scan your documents and upload them to an FTP server to share them with users who have access to the server.



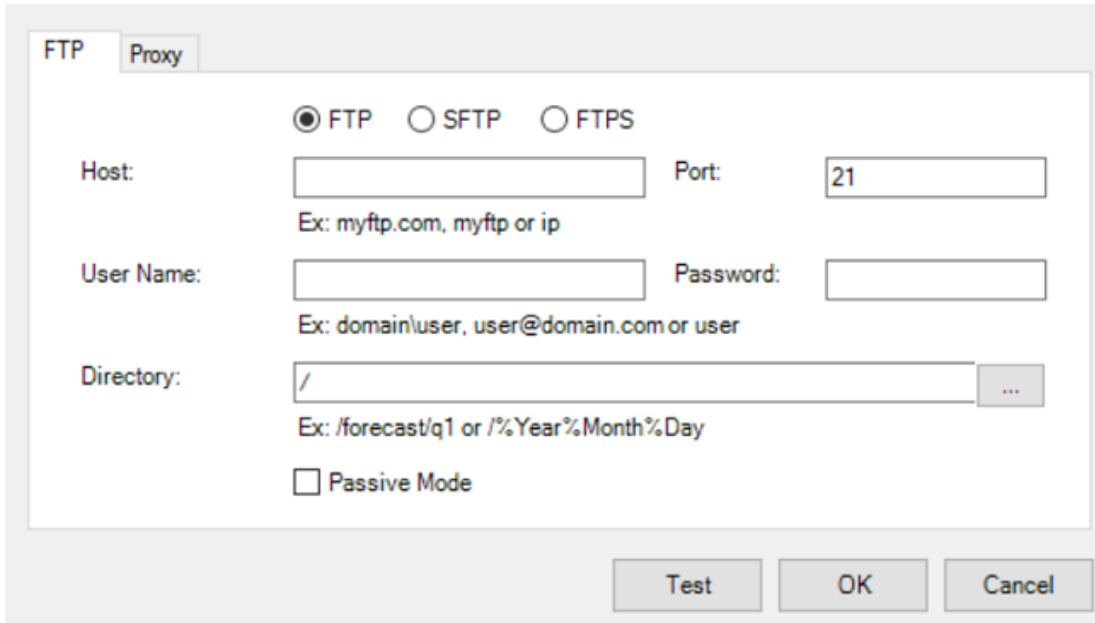
You may need to contact your System Administrator to get the URL for the FTP server. Your System Administrator will also give you access to the FTP server and a valid user login and password.

- 1 Click the **Button Manager** icon () that is shown in the Windows system tray, in the bottom right corner of your computer screen, to open the Button Panel.
- 2 Right-click button #9 to open the Button properties window.



- 3 Click Configuration. The FTP Configuration window opens.

FTP Configuration



- 4 Enter a Host Name URL. The format of the URL is `ftp://yourhostname/yoursite`. This consists of the following:

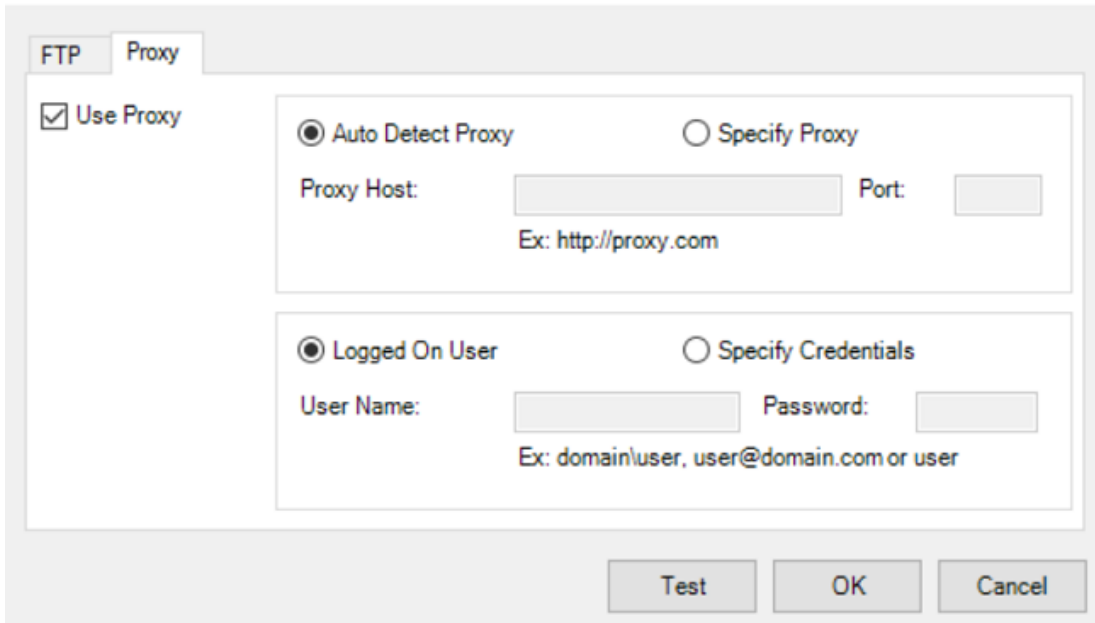
- Scheme — FTP.
- Host — the name of the server.
- Port — the port number

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 show the following Proxy window:



- 6 Select your Proxy server as "Auto Detect" or "Specify Proxy". If "Specify Proxy" is selected, enter the IP address and port number of your Proxy server. Enter the username and password if required. You can check the details with your network administrator.
- 7 Click Test to try if the account works.
- 8 Click OK to finish and close the window.


How to upload images to Microsoft SharePoint server/Office 365

SharePoint is a document library and collaboration tool. Button Manager enables you to scan documents that you wish to share and send to the SharePoint server. Once the electronic file has been uploaded to SharePoint, you can use SharePoint features to manage your scanned documents.



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

1

Click the **Button Manager** icon () that is shown in the Windows system tray, in the bottom right corner of your computer screen, to open the Button Panel.

2

Right-click a button you want to configure to open the Button properties window.

3

Rename the button name SharePoint.

4 In the Destination list, select SharePoint.

Button Properties - Mail



Basic | Image Adjustment | Color Dropout | Image Processing | More Settings

SharePoint

Image Mode

- Auto
- Color
- Gray
- Black and White

Scan Parameters

Auto Resolution

Resolution(dpi): 300

Paper Size: Auto Crop & Deskew

Advanced Settings: Use TWAIN

File Location

Directory: C:\Output

File Name: Image_#####

File Format: JPEG

Destination: **SharePoint**

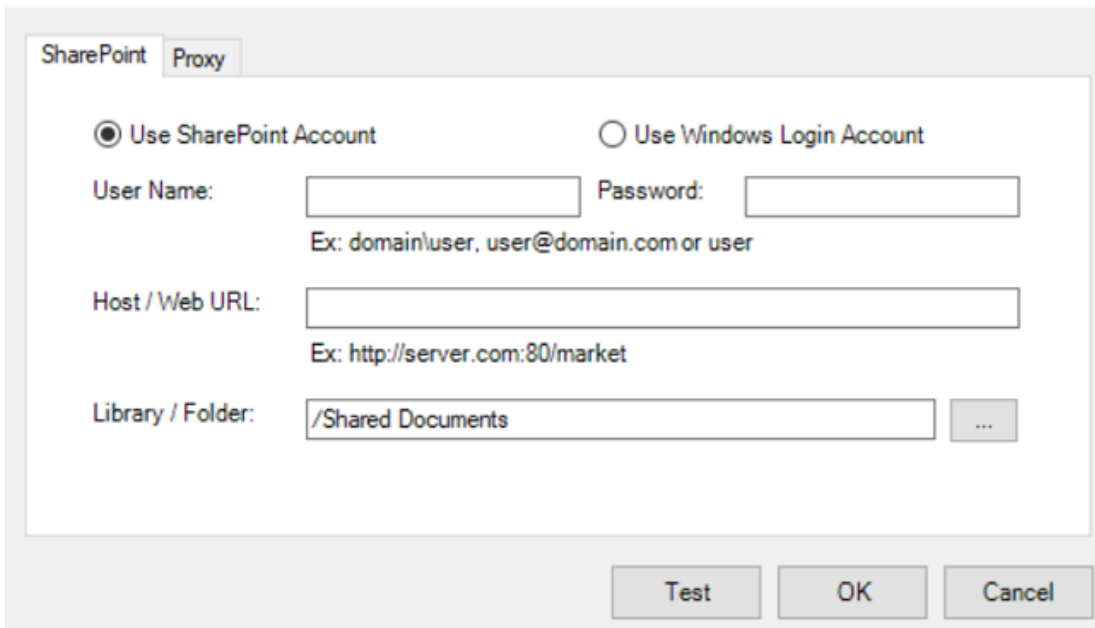
Description: Upload your image to a Microsoft SharePoint Server.
.NET Framework 2.0 or higher is required.

Barcode Type: All Type

Scan Count: 2

- 5 Click Configuration. The SharePoint Configuration window opens.

SharePoint Configuration

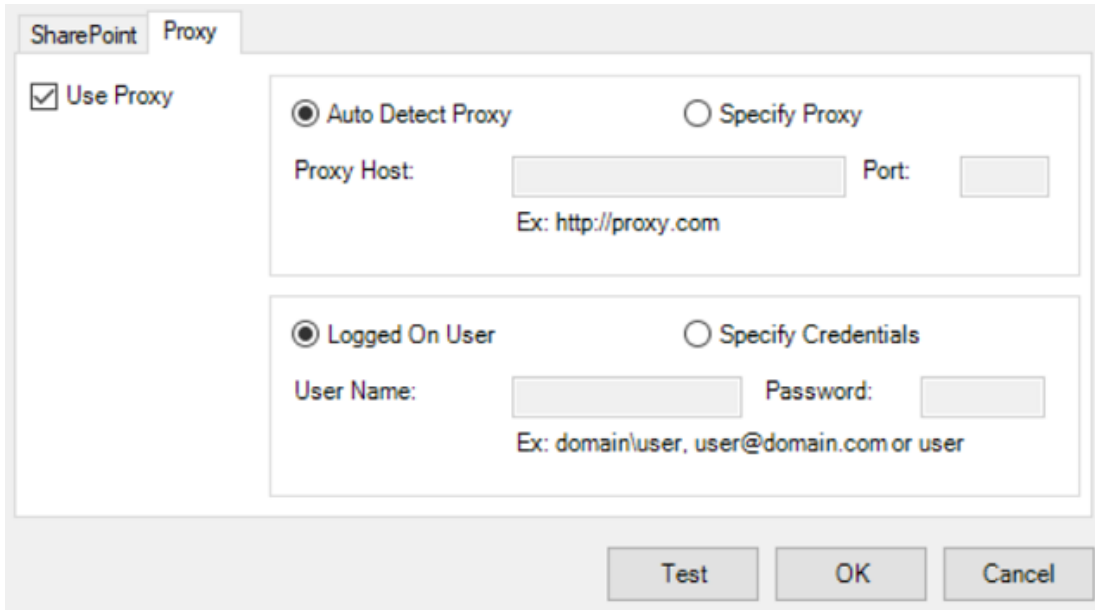


- 6 Select a login option.

- Select Use SharePoint Account if you want to access the server with a unique user login and password. If you check this option, you must make an entry in the User Name and Password fields.
- Select Use Windows Login if you want to access the server using the same login and password as those you use to connect to Windows on your PC. The user's login name can include a domain name. If a domain name is included, the format required by the user would be domain\username (domain name followed by a backslash and then the user's login name).
- Enter a Host Name URL. The format of the URL is `ftp://yourhostname/yoursite`. This consists of the following:
 - Scheme — `http`.
 - Host — the name of the server. It can 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 you browse, check the Show only document libraries box in the Browse window.


- 7 Click the Proxy tab to show the following Proxy window:

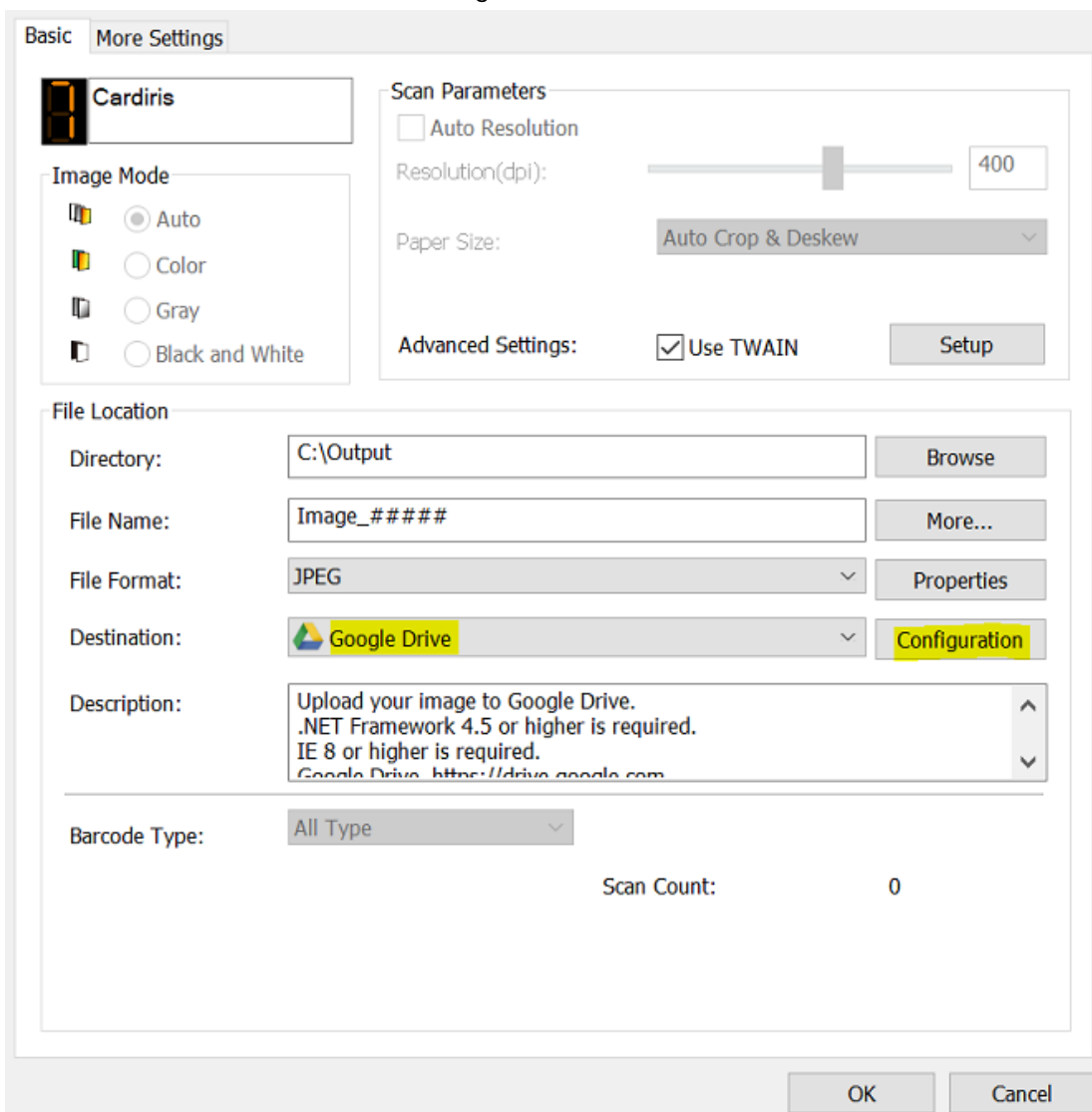


- 8 Select your Proxy server as "Auto Detect" or "Specify Proxy". If "Specify Proxy" is selected, enter the IP address and port number of your Proxy server. Enter the username and password if required. You can check the details with your network administrator.
- 9 Click Test to try if the account works.
- 10 Click OK to finish and close the window.

How to upload images to Google Drive

You must first log in to your Google Drive account, then configure Button Manager.

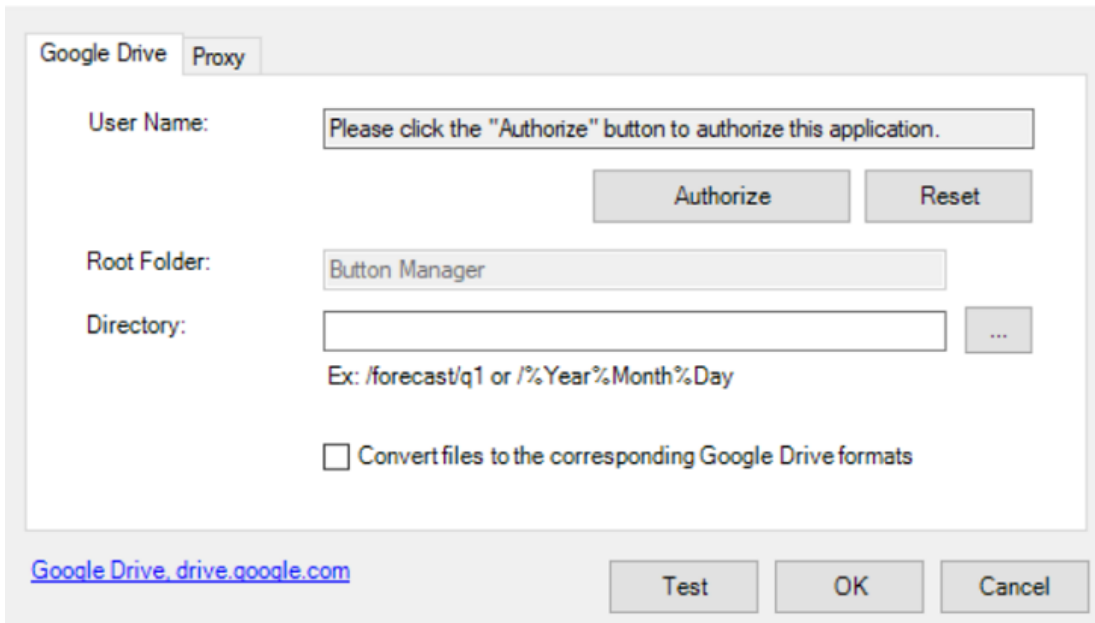
- 1 Click the **Button Manager** icon () that is shown in the Windows system tray, in the bottom right corner of your computer screen, to open the Button Panel.
- 2 Right-click a button you want to configure to open the Button properties window.
- 3 Rename the button name Google Drive.
- 4 In the Destination list, select Google Drive.



- 5 Select the file format from the list.

- 6 Click Configuration. The Google Drive Configuration window opens.

Google Drive Configuration



Google Drive Configuration window showing the Google Drive tab. The User Name field contains the text "Please click the 'Authorize' button to authorize this application." and has an Authorize button next to it. The Root Folder field contains "Button Manager". The Directory field is empty and has a button with three dots next to it. Below the Directory field is the text "Ex: /forecast/q1 or /%Year%Month%Day". There is a checkbox labeled "Convert files to the corresponding Google Drive formats" which is unchecked. At the bottom of the window are buttons for Test, OK, and Cancel, and a link to Google Drive, drive.google.com.

- 7 Click Authorize.

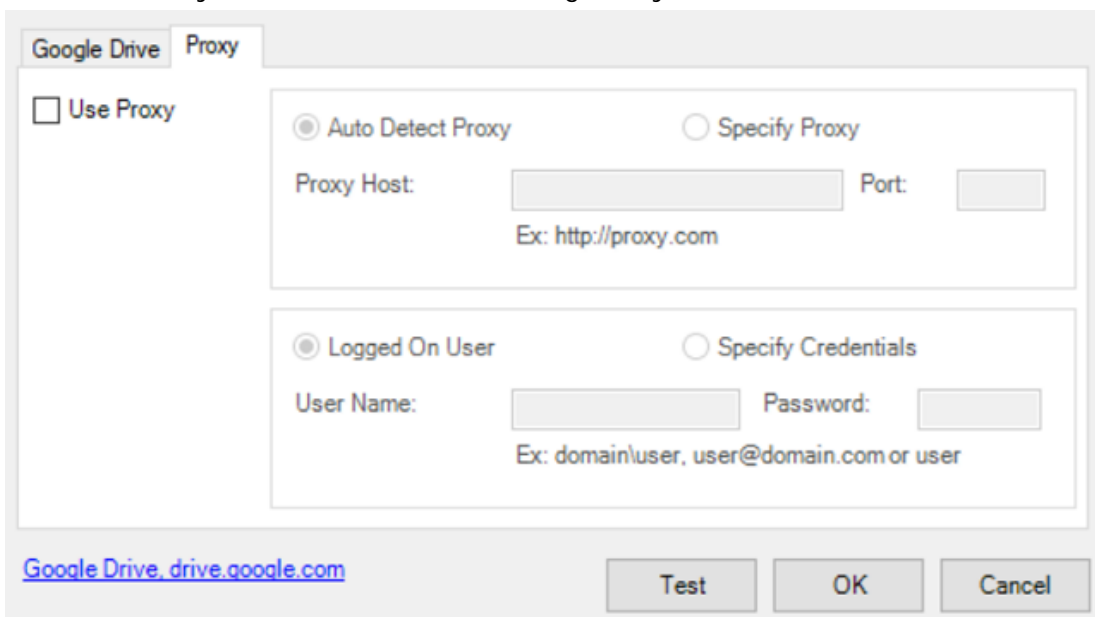
- 8 In the new window, enter your account and password.

- 9 The **Convert files to the corresponding Google Drive formats** checkbox is unchecked by default because Google Drive will convert your non-PDF scanned images to the corresponding Google Drive formats.



Only TIFF and multi-TIFF cannot be converted to the corresponding Google Drive format. TIFF files will be uploaded in their original formats.

- 10 Click the Proxy tab to show the following Proxy window:




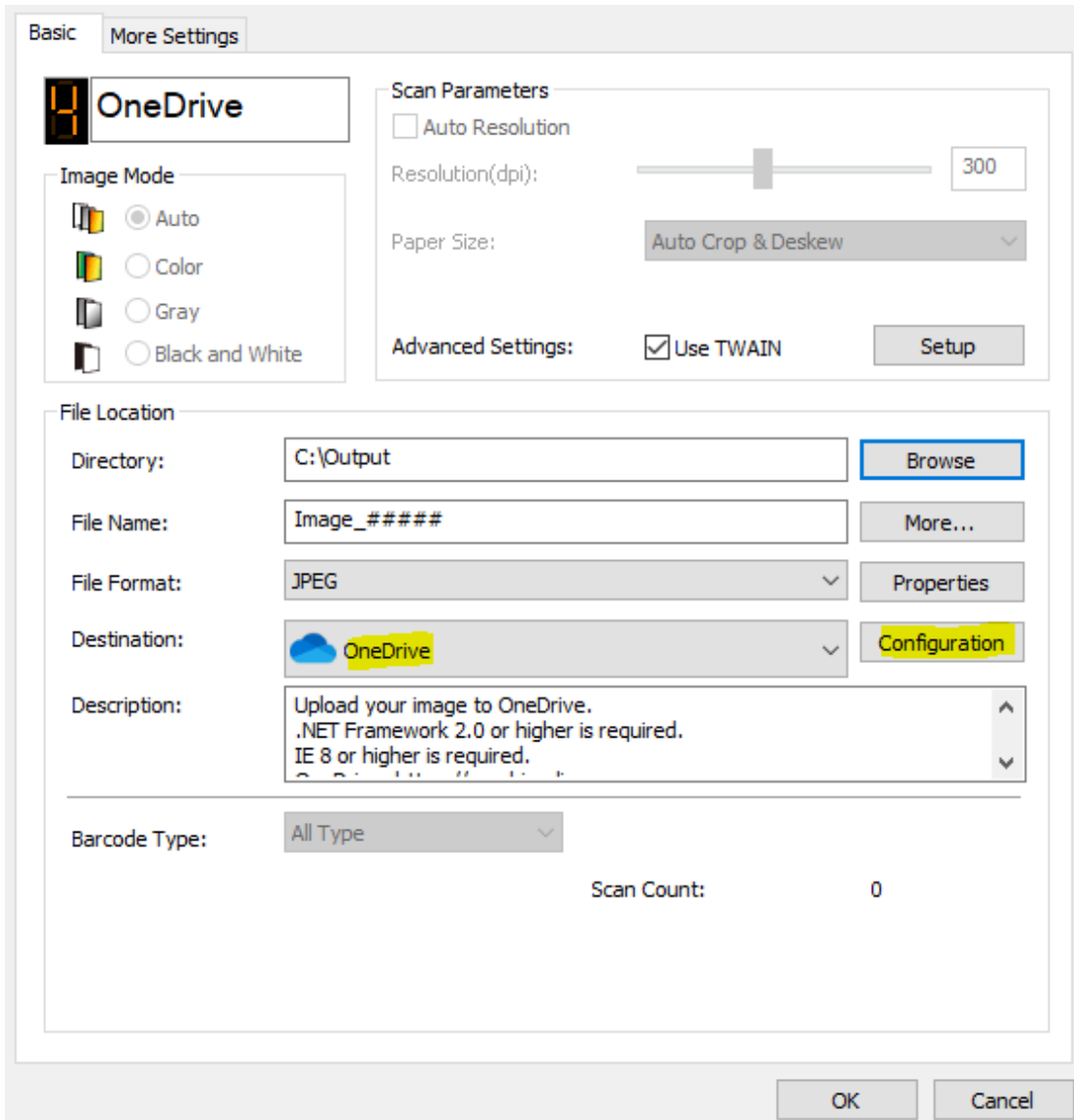
Google Drive Configuration window showing the Proxy tab. The Use Proxy checkbox is unchecked. There are two radio button options: "Auto Detect Proxy" (selected) and "Specify Proxy". Below these are fields for Proxy Host and Port, with an example "Ex: http://proxy.com". There are also two radio button options: "Logged On User" (selected) and "Specify Credentials". Below these are fields for User Name and Password, with an example "Ex: domain\user, user@domain.com or user". At the bottom of the window are buttons for Test, OK, and Cancel, and a link to Google Drive, drive.google.com.

- 11 Select your Proxy server as "Auto Detect" or "Specify Proxy". If "Specify Proxy" is selected, enter the IP address and port number of your Proxy server. Enter the username and password if required. You can check the details with your network administrator.
- 12 Click Test to try if the account works.
- 13 Click OK to finish and close the window.

How to upload images to OneDrive

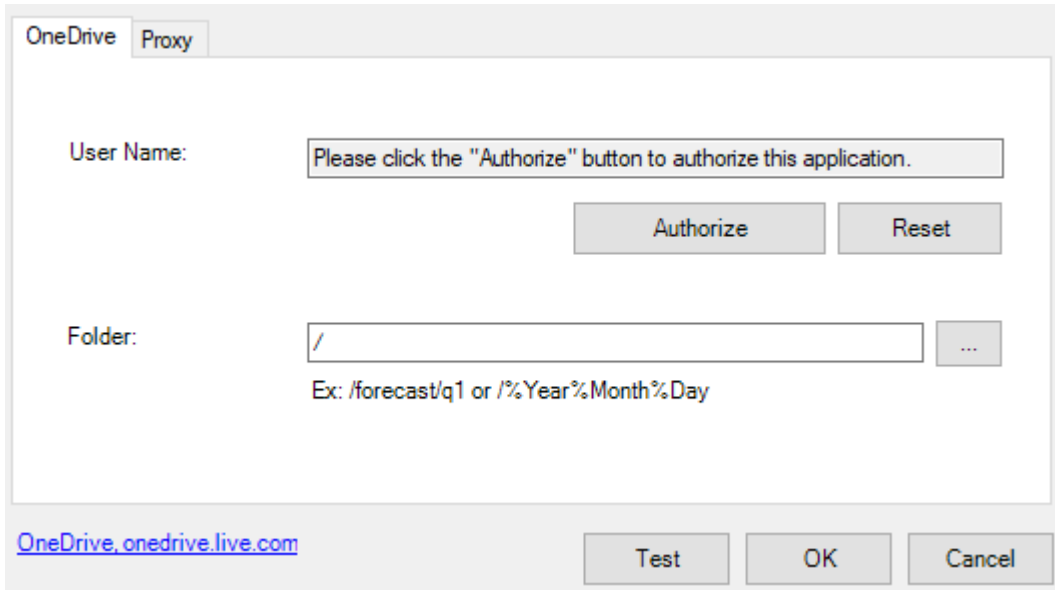
You must first log in to your OneDrive account, then configure Button Manager.

- 1 Click the **Button Manager** icon () that is shown in the Windows system tray, in the bottom right corner of your computer screen, to open the Button Panel.
- 2 Right-click button #4 to open the Button properties window.



- 3 Select the file format from the list.


- 4 Click Configuration. The OneDrive Configuration window opens.




The image shows a screenshot of the OneDrive Configuration window. At the top, there are two tabs: 'OneDrive' (selected) and 'Proxy'. The 'OneDrive' tab contains the following elements:

- User Name:** A text field containing the message: "Please click the 'Authorize' button to authorize this application." Below this field are two buttons: 'Authorize' and 'Reset'.
- Folder:** A text field containing a forward slash (/). To the right of the field is a small square button with three dots (...). Below the field, there is an example: "Ex: /forecast/q1 or /!%Year%Month%Day".


At the bottom of the window, there is a status bar with the URL OneDrive.onedrive.live.com on the left and three buttons: 'Test', 'OK', and 'Cancel' on the right.

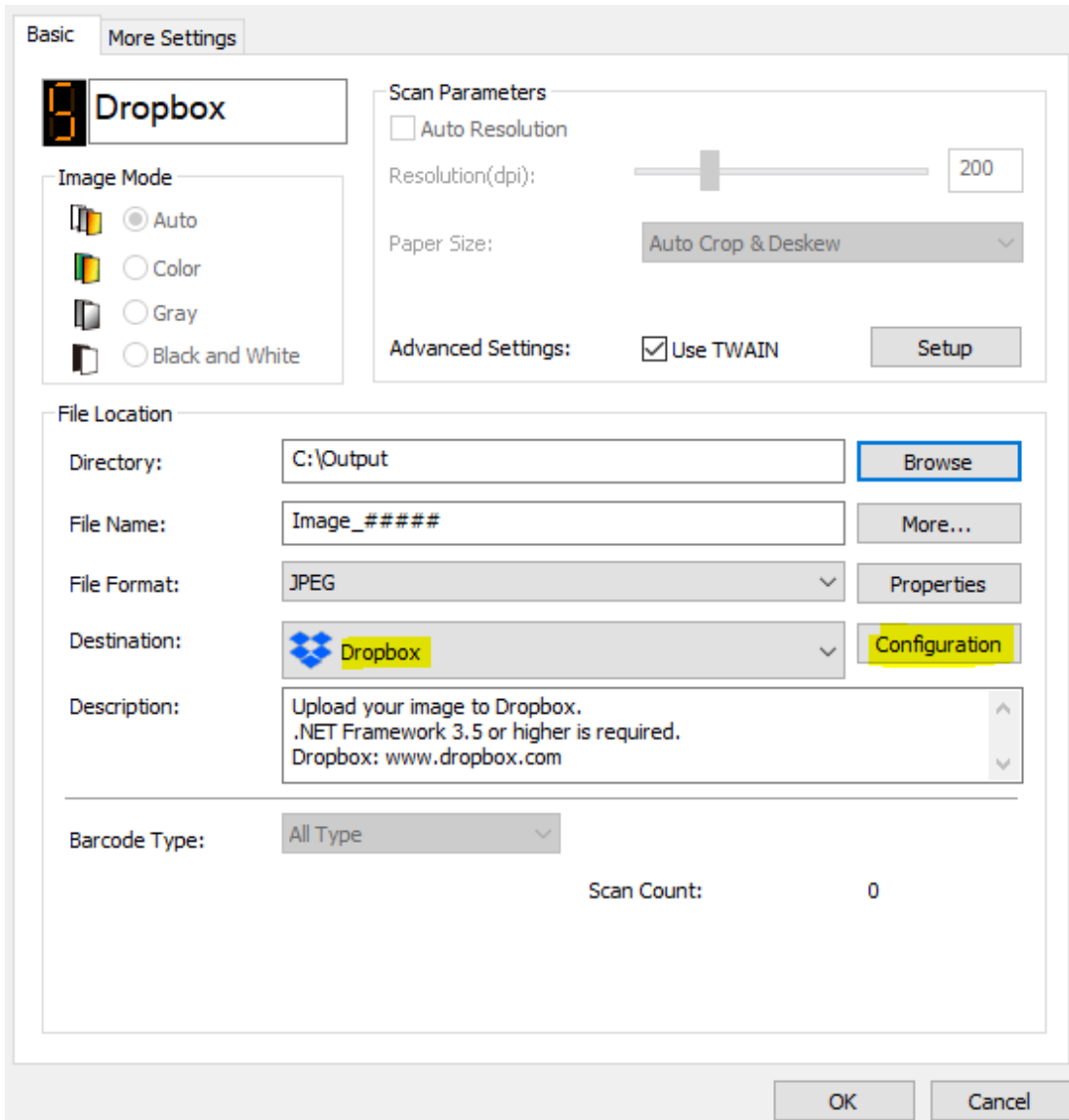
- 5 Click Authorize to open the OneDrive web site.
- 6 Enter the login and authorization.
If successful, your OneDrive account will be shown in the User Name field of the OneDrive configuration window.
- 7 In the OneDrive configuration window, specify the folder name in the Folder field or click the Browse icon () to browse for a specific folder. If you enter a folder name, you can use special attributes to name folders to separate files.
- 8 Click the Proxy tab. If your OneDrive account has been shown in the User Name field, the proxy server in the Proxy tab will be automatically set to "Auto detect".
If you wish, you can enter information about your proxy server. You can check the details with your network administrator.
- 9 Click Test to try if the account works.
- 10 Click OK to finish and close the window.

 Click Cancel to close a window without saving changes.

How to upload images to Dropbox

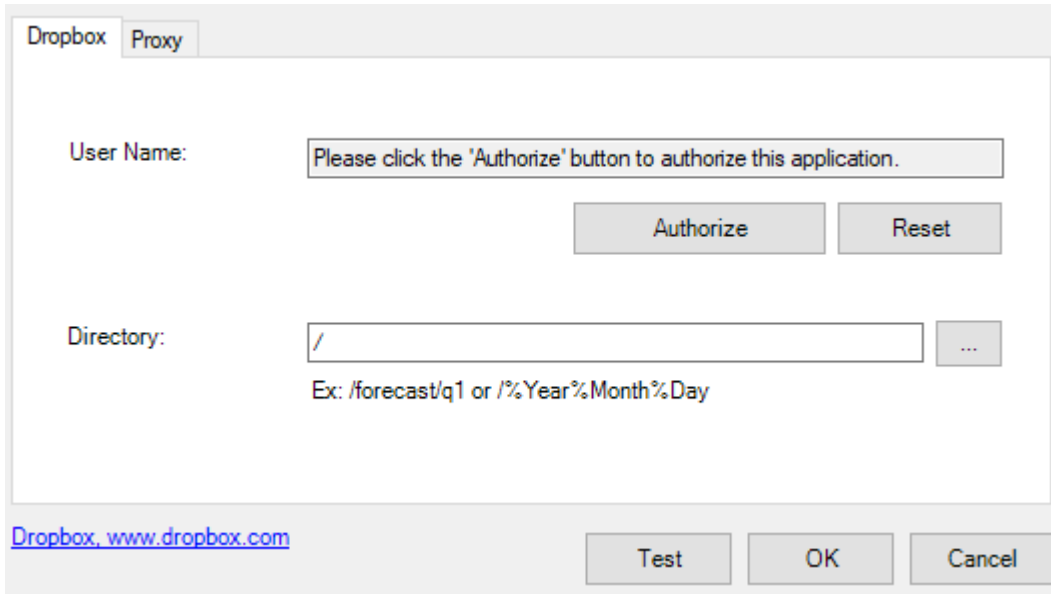
You must first log in to your Dropbox account, then configure Button Manager.


- 1 Click the **Button Manager** icon () that is shown in the Windows system tray, in the bottom right corner of your computer screen, to open the Button Panel.
- 2 Right-click button #5 to open the Button properties window.



- 3 Select the file format from the list.


- 4 Click Configuration. The Dropbox Configuration window opens.

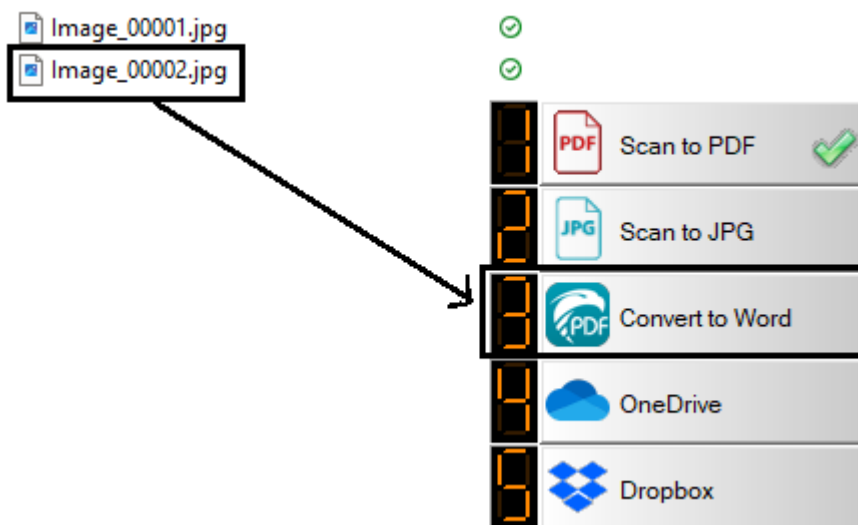


- 5 Click Authorize to open the Dropbox web site.
 - 6 Enter the Login and authorization.
 - 7 Click the Get Account button to get your Dropbox account. If successful, your Dropbox account will be shown in the User Name field of the Dropbox configuration window.
 - 8 In the OneDrive configuration window, specify the Directory name in the Directory field or click the Browse icon () to browse for a specific folder. If you enter a folder name, you can use special attributes to name folders to separate files.
 - 9 Click the Proxy tab. If your Dropbox account has been shown in the User Name field, the proxy server in the Proxy tab will be automatically set to "Auto detect". If you wish, you can enter information about your proxy server. You can check the details with your network administrator.
 - 10 Click Test to try if the account works.
 - 11 Click OK to finish and close the window.
-  Click Cancel to close a window without saving changes.

How to drag and drop a file to a specific button

Button Manager lets you drag and drop your file to a specific button on the Button Panel. This can be an application or a Cloud destination.

- 1 Select your file in Windows Explorer.
- 2 Click the **Button Manager** icon () that is shown in the Windows system tray, in the bottom right corner of your computer screen, to open the Button Panel.
- 3 Drag and drop your file onto the desired button.




To use the "drag & drop" function, the scanner must be connected to the computer either via USB cable, network cable, or Wi-Fi.



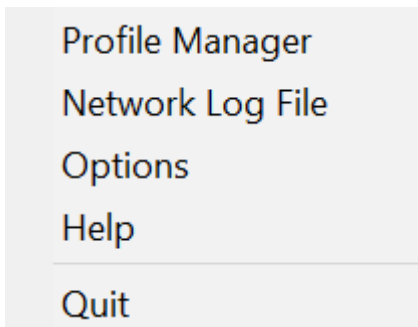
You can also refer to [the "Options" menu](#) to define a Hotkey to send your image to a specific destination.

How to remove Button Manager from the system tray

To remove the Button Manager icon from the System tray:

- 1 Right-click the **Button Manager** icon () that is shown in the Windows system tray, in the bottom right corner of your computer screen, to open the Button Panel.

The following menu opens:



- 2 Select Quit.
This closes Button Manager and removes its icon from the system tray.

Troubleshooting

Possible error conditions

The following conditions may occur when Button Manager uploads 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 that the syntax is correct and the required parts of the path to the network are provided.
User name cannot be empty	The user name is empty.	Make sure that a user name is entered.
Incorrect user name or password	The user login may not be authorized to access the server or an incorrect password was entered.	Make sure that the user login and password are correct. You can also contact your System Administrator to make sure that you have permission to access the network file server.
Invalid proxy host URL	Your proxy host URL may not be correct.	Speak to your System Administrator for the correct proxy host URL.
Invalid port number	The port number for the network server may not be correct.	Speak to your System Administrator for 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.	Speak to your System Administrator for the correct proxy setting.
Desired directory does not exist and unable to create it	The sub-folder may not exist.	Speak to your System Administrator if you have the permission to create the sub-folder.
The remote service point could not be contacted	The remote server cannot be reached.	This can be a network problem. You can try again later or you can speak to your System

The connection was prematurely closed	The network connection may be temporarily stopped.	Administrator for more information.
Exceeded the specified size limit	The image file you have uploaded to the server may be too large and exceed the limit.	Speak to your System Administrator for the details.
Unable to resolve the host name	The host name may be incorrect.	Speak to your System Administrator for the correct host name.
Unable to resolve the proxy name	The proxy host name may be incorrect.	Speak to 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 can be a network connection problem. You can try again later or you can speak to your System Administrator.
The request was cancelled	The request may not be received by the server.	
A complete request could not be sent to the remote server		
The request was not permitted by the proxy		Speak to your System Administrator for the details about the proxy server.
An error occurred while establishing a connection using SSL	The network server may not support SSL	Speak to 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 may be too slow. You can try again later.
A server certificate could not be validated		Speak to your System Administrator to make sure that 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 that the library and folder names are correct.
Method not allowed	You are not allowed to access the network file server.	Speak to your System administrator to make sure that you have permission to access the network file server.

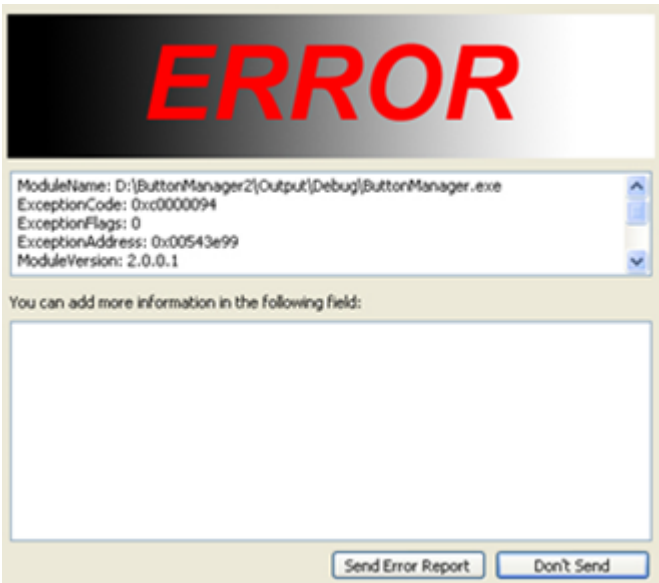
Unknown error	The document failed to upload for an undetermined reason. This may also occur if Button Manager cannot establish a connection with the network server.	Make sure that all the network settings of Button Manager are correct.
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If you are having trouble uploading files, make sure that you can access the network file server using a web browser. If the network file server is not working, or if there is a connection problem between your PC and the network file server, Button Manager will not be able to upload files.

Send Error report

When a fatal error occurs and Button Manager stops working, an "Error Report" window is shown. You can send the debugging information to the application developer by clicking on the "Send error report" button, or leave the window by clicking on the "Do not send" button. The error report helps the developer to improve the software application.



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The barcode detection capability is provided by Dynamsoft Corporation.

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