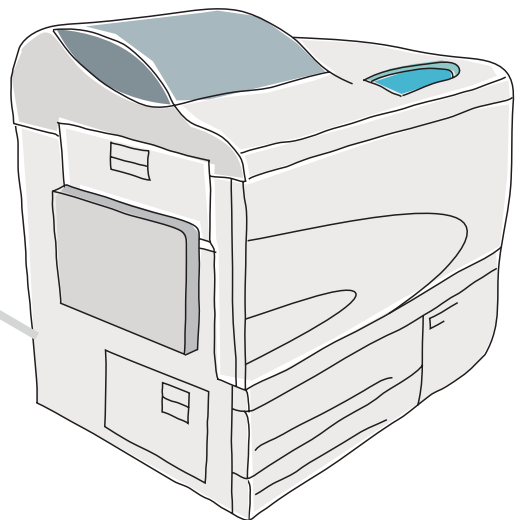


# Getting Started Guide



# Using the HC5500 Network Scan Function





## **Please Note**

**This guide describes the Network Scan function for the Riso HC5500 when fitted with the following RIP's:**

**HC3R - 5000 (GDI)  
PS7R - 9000 (Postscript)**

**RISO (UK) Limited**

**Service Helpdesk 020 8236 5832**

**Supplies (Ink & Staples) 0800 783 2086**

**Head Office 020 8236 5800**

# Using the HC5500 Network Scan Function

## Introduction

The Riso HC5500 Network Scan function enables the user to convert hardcopy into electronic data in a choice of file formats:

### **PDF** (Portable Document Format)

*This is a file format introduced by Adobe Corporation to allow electronic information to be transferred between various types of computers. In order to view and print a PDF file you will first need to have installed Adobe PDF Reader software on your computer, this is freely available on the internet.*

### **JPEG**

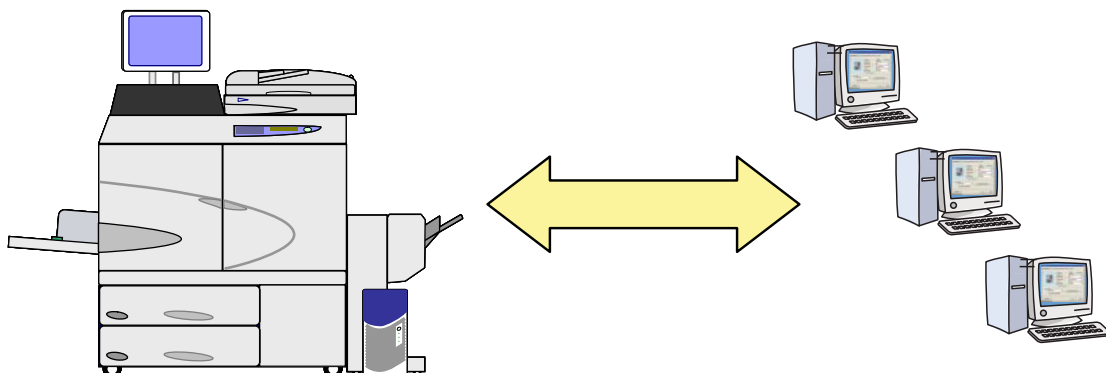
*The JPEG is a graphic format specifically developed for storing photographic images. It has also become a standard format for storing images in digital cameras and displaying photographic images on web pages. JPEG files sizes are normally significantly smaller than those saved as TIFF due to the fact that they can be compressed.*

### **TIFF**

*TIFF file formats are used for storing very large, high quality images. TIFF is the favoured image format for many graphic applications including image manipulation programs and desktop publishing software.*

When using the Network Scan function the scanner is used to scan the image in the format chosen with the resulting file stored on the HC5500's RIP.

The stored files can then be access from and downloaded to any computer on the same network for further integration into documents, archive storage and email etc.

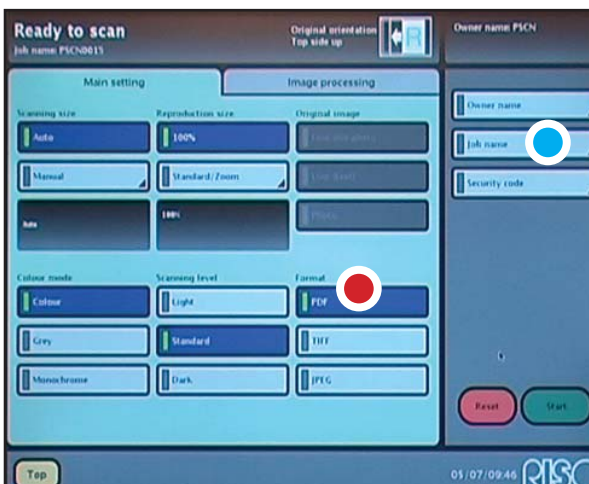


# Using the HC5500 Network Scan Function

## Scanning in Hardcopy



**A** In the opening page of the Touch Panel select “Network Scan” ●



**B** The “Main Setting” page will open

1). A number of options will be present including Scanning Size and Colour Mode etc. which often can be left in the defaults. (A4 and Colour)

2). It is important to select the appropriate format for the scan which will greatly depend on its eventual use - the available options are:

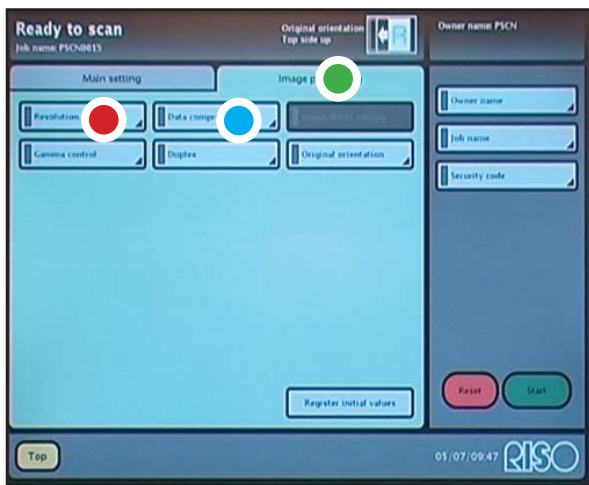
- PDF
- JPEG ●
- TIFF

A brief description of these file format types can be found on page 1

3), When scanning to “Network Scan” a user name, job name and security code can be applied to the job if required ●

# Using the HC5500 Network Scan Function

## Scanning in Hardcopy



### C Further options can be found in “Image Processing” ●

Important settings which will affect the overall file size and quality are:

#### 1). *Resolution* ●

This adjusts the resolution (quality) of the scanned image and the file size of the data will increase with the higher resolutions.

It is suggested that the lower resolutions be used for scans intended for viewing only, archiving, attachments and email etc.

Higher resolutions are more suited for photos and images intended for inserting into desktop publishing software or eventual printing.

#### 2). *Data Compression* ●

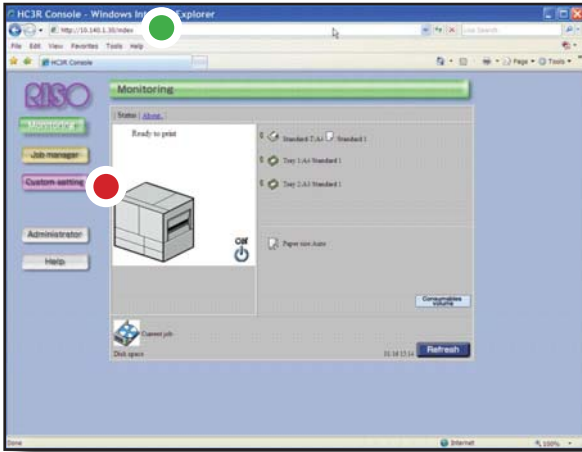
When scanning using the PDF or JPEG settings the file can be further adjusted for size by use of compression.

Higher compression will reduce the file size and quality of the image while lower compression will retain more of the quality and overall size of the file, the setting choice will depend on the intended use of the data.

Once your data has been scanned into Network Scan please turn to pages 4 & 5 for instructions on accessing the files and downloading to a computer

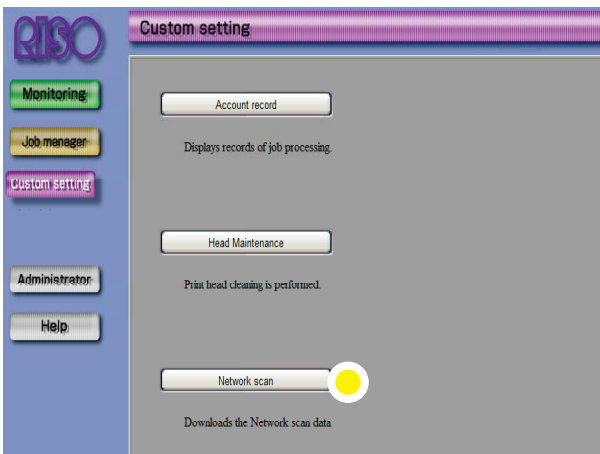
# Using the HC5500 Network Scan Function

## Downloading Data to the Computer



**A** On your computer open your web browser:

- 1). Enter the IP Address of the Riso HC5500. ●
- 2). Once this is entered the window illustrated should open.
- 3). Select > *Custom Settings* ●

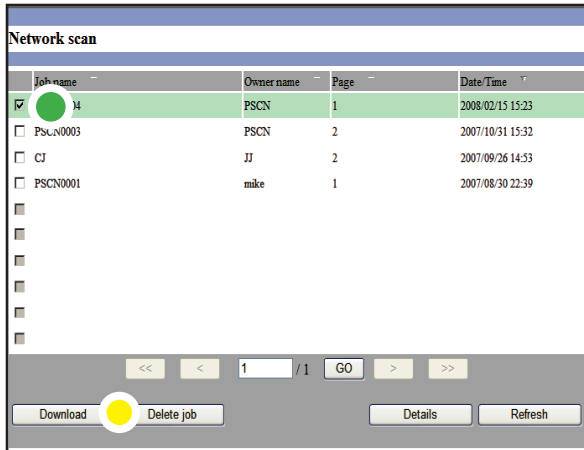


**B** The “Custom Settings” menu will open.

- 1). Select > *Network Scan* ●

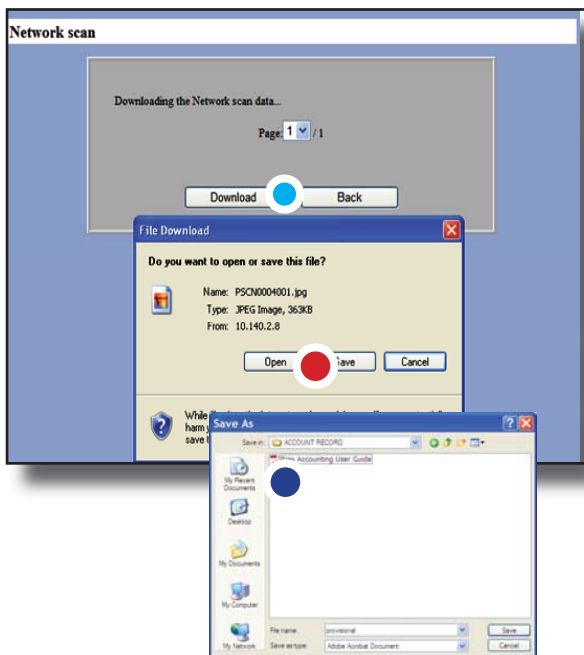
# Using the HC5500 Network Scan Function

## Downloading Data to the Computer



**C** A list of all the files stored in "Network Scan" will be displayed

- 1). Click the box of data to be downloaded ●
- 2). Select > *Download*. ●



**D**

- 1). Confirm Download by Selecting > *Download* ●
- 2). File can be opened to view or saved to your computer ●
- 3). If Save option was chosen "Save as" box will open to specify where file is to be saved. ●

