Quick Guide for Mac OS

1. **Button Template**: select desired scan utility from the dropdown list.

2. **File Name**: specifies the file name format to save scanned documents or images.

3. **File Format**: select desired file format from the dropdown list. This selection should match with the selection of **Scan Mode**.

4. **Scan Type**: tells the scanner the method you will use to scan documents or images.

5. **Scan Mode**: tells the scanner what type of documents you are scanning.

6. **Page Rotation Setting**: rotates the scan images if necessary.
Create Searchable PDF File
1. Select **OCR Utility** from the drop-down list of **Button Template**.
2. Click the **Configure** button opens a configuration window.
   
```
OCR Application: DocOCR
```  
3. Select **Searchable PDF** from the drop-down list of **File Format**, click OK button.

```
File Format: Searchable PDF
```  
4. Click the **Save Setup** button opens the **Save Setup** dialog box where you may determine where and in what file name format the scanned documents or images are saved.
5. Check the scan settings and make any required changes.

```
Scan Type: ADF (Duplex)
Page Rotation Setting: Front Side: 0° Rear Side: 0°
Page Size: A4 (8.27" x 11.69")
Scan Mode: Grayscale
Resolution: 300
Color Dropout: None
Descreen: None
```  
6. After all settings are done, click **Apply** button.
7. Double-click the icon in the left-side button column to perform the scanning task.

Save to FTP Server
1. Select **FTP Utility** from the drop-down list of **Button Template**.
2. Click the **Add** button opens **FTP Connection Properties** dialog box.

```
Session Name: Untitled
Hostname: 
Remote Directory: 
Anonymous Directory: 
Username: 
Password: 
Passive Mode: 
Delete File after transfer complete: 
OK Cancel
```  
3. Enter the necessary information for the desired FTP server, click OK button.

```
Session Name: Untitled
Hostname: 
Remote Directory: 
Anonymous Directory: 
Username: 
Password: 
Passive Mode: 
Delete File after transfer complete: 
```  
4. Click the **Save Setup** button opens the **Save Setup** dialog box where you may determine where and in what file name format the scanned documents or images are saved.
5. Check the scan settings and make any required changes.
6. After all settings are done, click **Apply** button.
7. Double-click the icon in the left-side button column to perform the scanning task.