OKI
PRINTING SOLUTIONS

SendMe Guide

C9850 MFP

fiery

HD
High Definition Color

C9000
Series

PREFACE

Every effort has been made to ensure that the information in this document is complete, accurate, and up-to-date. The manufacturer assumes no responsibility for the results of errors beyond its control. The manufacturer also cannot guarantee that changes in software and equipment made by other manufacturers and referred to in this guide will not affect the applicability of the information in it. Mention of software products manufactured by other companies does not necessarily constitute endorsement by the manufacturer.

While all reasonable efforts have been made to make this document as accurate and helpful as possible, we make no warranty of any kind, expressed or implied, as to the accuracy or completeness of the information contained herein.

The most up-to-date drivers and manuals are available from:
http://www.okiprintingsolutions.com

CONTENTS

NOTES, CAUTIONS AND WARNINGS

NOTE
A note provides additional information to supplement the main text.

CAUTION!

A caution provides additional information which, if ignored, may result in equipment malfunction or damage.

WARNING!

A warning provides additional information which, if ignored, may result in a risk of personal injury.

Specifications subject to change without notice. All trademarks acknowledged.

ABOUT THIS GUIDE

DOCUMENTATION SUITE

This guide is part of a suite of online and printed documentation provided to help you to become familiar with your product and to make the best use of its many powerful features. The documentation is summarised below for reference and is found on the Manuals CD / DVD unless indicated otherwise:

> Installation Safety Booklet (printed)

> Quick Configuration Guide

> Quick User's Guide

> Advanced User's Guide

> Troubleshooting, Maintenance Guide

> SendMe™ Guide (this document)

> Fiery Manuals Suite

> Installation Guides – for consumables and optional accessories (printed)

> Online Help – accessible from control panels, printer drivers and utility software

PURPOSE OF THIS GUIDE

NOTE
This guide is applicable to the C9850MFP only.

The purpose of this guide is to provide you with information on how to use the SendMe feature on your system efficiently and effectively.

INTRODUCTION

EFI SendMe allows you to create digital versions of your paper documents and send them electronically to a number of destinations. With EFI SendMe, you can send your documents to:

> an e-mail address

> your printer

> a file storage device such as a file server, a document management repository, an FTP site, or other storage device using NetConnect (an option)

EFI SendMe has editing and image correction tools, together with a number of sophisticated document scanning features - all in a friendly graphical user interface.

OVERVIEW

SendMe allows you to convert paper documents into digital files that you can send to a specified destination. SendMe simplifies collaboration, distribution, and storage with an easy-to-navigate touch screen.

The following table describes the workflow process for using SendMe.

| STEP	TASK	FOE MORE INFORMATION
1	Launch SendMe from the Sendme tab associated with the SCAN button on the scanner unit control panel.	"Accessing and exiting SendMe" on page 8
2	Log on to SendMe with your user name and password. This ensures the security of your network and e-mail server.	"Accessing and exiting SendMe" on page 8
3	Select a destination for your document.	"Selecting a send method" on page 10
4	Load your original document into the scanner unit. Check your file format and scanner settings from the Scan tab and press Scan.	"Scanning a document" on page 11
5	Preview the images of your document.	"Viewing scanned files in SendMe" on page 14
6	To make adjustments, use the Edit tool options, available from the Edit tab.	"Editing" on page 16
7	Send your document. Press the Send tab, enter the destination information, and press Send.	"Sending" on page 20
8	Log off and exit SendMe. Press the OFFLINE button.	"Accessing and exiting SendMe" on page 8

NOTE
If you do not have a SendMe user name and password, contact your SendMe administrator.

ACCESSING AND EXITING SENDME

LAUNCHING SENDME

1. Navigate to the **SendMe** tab associated with the **SCAN** button on the scanner unit control panel.

2. Press the **Launch SendMe** button.
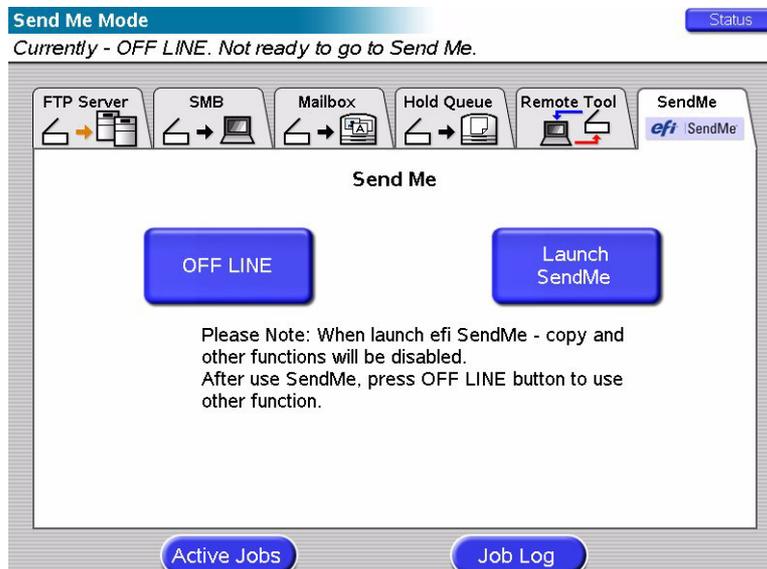
LOGGING ON

It is necessary for you to log on to EFI SendMe because you will be using secure network resources such as your e-mail account or your document management system. When you log on with your user name and password, SendMe provides you with access to these resources.

1. Press the **LOG ON** button.

2. Type in your User Name using the soft keyboard and then press **OK**.

3. Touch the **Password** field and type in your password using the soft keyboard and then press **OK**.

> *NOTE*
> *If you receive an error when you log on, try again, double-checking the spelling of your user name and password. Remember that your Login information is case-sensitive. If you receive the same error the second time, contact your system administrator for assistance.*

4. If you are using NT authentication, enter your Domain name.

5. Press **OK**.

LOGGING OFF

Before you leave the scanning station, be sure to log off. This protects your network account access, and it enables others to log on with their own accounts. There is a Log Off button on the **Main** tab as well as on the **Send Confirmation** page.

1. From the Main tab or Send Confirmation page, press **LOG OFF**.

2. At the prompt, press **Yes** to confirm that you want to end your SendMe session.

> *NOTE*
> *As a security measure, you are automatically logged off when the EFI SendMe station has been idle for 60 seconds.*

3. Press **EXIT SENDME** to return to the main screen associated with the **SCAN** button of the scanner unit control panel.

4. Press the **OFFLINE** button to enable the use of other functions.

> *NOTE*
> *During On Line status, copying and other functions from the scanner unit control panel are disabled.*
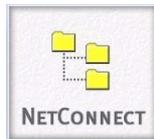
SELECTING A SEND METHOD

After you log on to SendMe with your user name and password, you can specify how you want to send your document.
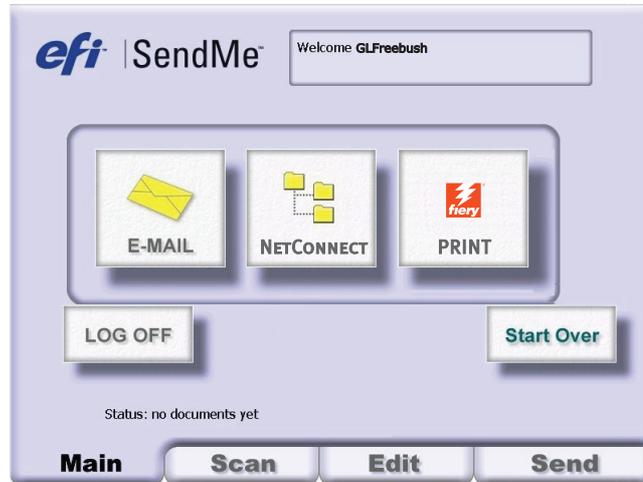
From the Main tab, press the appropriate send method:

E-mail sends your scanned document to an e-mail destination. You can choose to edit your scanned documents.

NetConnect (an option) sends your scanned document to a destination, such as your desktop, an e-mail address, file servers, or FTP server. In addition, you may include metadata information used for document indexing.

Print prints your scanned document. You can choose to edit your scanned document.

After you select a send method, you can adjust your scanner settings and file format settings. See "Scanning" on page 11.

SCANNING

Once you have chosen a send method, you will be taken to the **Scan** tab automatically.

SCANNING A DOCUMENT

Scan your documents to create digital versions of your paper copies.

1. Place your document on the scanner glass or in the automatic document feeder (ADF).

1. Check and, if necessary, adjust your scanner settings. See "Scanner settings" on page 12.

2. Check and, if necessary, adjust your file format settings. Refer to "Appendix A - File format settings" on page 26 and "Appendix B - Encryption" on page 30 for further details.

3. Press the **Scan** button to start the scanner. The scanned images will display on screen.

> *NOTE*
> *You can add more pages to your current set of images by inserting more documents into the scanner and pressing the **Scan** button again.*

4. If you have another document to scan, press **Start Over** to erase your current documents and settings and return to the **Main** tab.

SCANNER SETTINGS

The scanner settings tell the scanner what type of document you have - for example, double-sided, A4 - and what information you want to collect from the document - that is, the colour information and image resolution. Select from the following setting choices:

INPUT SIZE
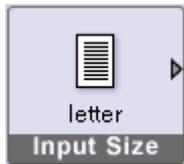
The Input Size option indicates the size of the pages you are loading into the scanner. Touch the **Input Size** icon to select an option. You can choose from:

>Letter (8.5"x11")

>Legal (8.5"x14")

>Tabloid (11"x17")

>A4

>A3

>Auto

ORIENTATION

Page orientation indicates which side of the page is the top. You can choose from:

>Portrait (short edge on top)

>Portrait (long edge on top)

>Landscape (long edge on top)

>Landscape (short edge on top)

If your document has a variety of page orientations, you can modify them individually with the Clean Up tools on the **Edit** tab.

NOTE
Portrait and Landscape long edge on top orientations are available for legal, tabloid and A3 sizes only.

COLOR MODE
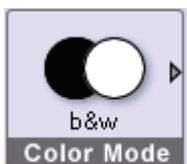
EFI SendMe gives you the option to choose what colour information you want to include with your digital image. You can choose from:

>Black & white

>Grayscale

>Color

NOTE
Colour information affects your file size. For example, black & white uses the least colour information, so it creates the smallest file size.

DPI (DOTS PER INCH)

The DPI (dots per inch) setting on your job will affect the resolution of your document image. The more dots per inch, the higher the resolution and the bigger the file size. Options available:

> 150

> 200

> 300

> 400

> 600

B&W image: All dpi options available to choose from.
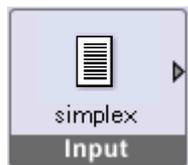**Grayscale image:** Choose between 300, 400 & 600dpi.
Colour image: Choose between 300 & 400dpi.

NOTE
The more dots per inch, the higher the resolution and the bigger the file size. We recommend that you use the lowest resolution without compromising the clarity of the image.

INPUT

Choose the mode of input for your document. You can choose from:

> Simplex: You can scan only one side of the document.

> Duplex: You can scan both sides of a document.

FILE FORMAT

Save the document in the format you want. You can choose from:

> PDF (Portable Document Format)

> JPEG/TIFF (Single/Multi Page Raster)

> MS WORD/RTF

You can also set up image quality, OCR (Optical Character Reading), language and encryption here.

Refer to "Appendix A - File format settings" on page 26 for full details.

VIEWING SCANNED FILES IN SENDME

You can view full-page or multi-page thumbnails of your scanned files. Switch between thumbnail and full page views by touching these icons:
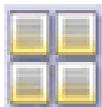
Switch to the thumbnail view to view multiple images at once.
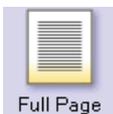
The edit tools are available on the full page view.

THUMBNAIL VIEW TOOLS

A thumbnail is an imaging industry term that means a very small representation of a page - about the size of your thumb nail. This small view of your pages is useful for viewing many pages at once.

Page Selection

Your page selection indicates which pages you want to modify. You have three choices:

>Select One Page

>Select Multiple Pages

>Select All Pages

Press **Page Selection** and touch the pages that you want to view or modify. For example, if you select **Select All** and then select **Delete Page**, all the pages in your selection are deleted.

Move Thumbnail Up

Select one or more thumbnails and use the **Up** icon to shift them up. This allows you to change the order of your documents with a single touch.

> NOTE
> *This option is not available if select **All Pages** is selected for **Page Selection**.*

Move Thumbnail Down

Select one or more thumbnails and use the **Down** icon to shift them down. This allows you to change the order of your documents with a single touch.

> NOTE
> *This option is not available if select **All Pages** is selected for **Page Selection**.*

Thumbnail Size

You can choose between three thumbnail sizes by touching the small, medium and large thumbnail icons at the top of the screen to help you get the right view of your images. If you have more than one screen full of thumbnail images, you can drag your finger along the side scroll bar on the right to scroll through the set of images.

You can review your document images one at a time using the full page view. These tools are available at the top of the screen to help you view the image at different magnifications and to navigate from page to page. These tools are also available on the full page view of the **Edit** tab.

Zoom In

You can increase the size of the image on your screen by pressing the zoom in icon.

Zoom Out

Likewise, you can make the image appear smaller by pressing the zoom out icon.

Move

Move the image around your screen by pressing the move icon and then dragging your finger to the area of the image you want to view.

NOTE
This feature is only active if you have zoomed in on your scanned image.

First Page

Press the first page icon to view the first page.

Previous Page

Press the previous page icon to view the previous page.

Next Page

Press the next page icon to view the next page.

Last Page

Press the last page icon to view the last page.

EDITING

SendMe provides a number of editing and image correction tools that allow you to modify the scanned document images before you send them. Using the tools on the Edit tab is completely optional, but very helpful when you want your image to look a specific way.

There are several tools for your use.

1. Once you have scanned your documents, you may want to make edits. These tools are available by touching the **Edit** tab.

2. Specify how you want to view your images. For more information about how to view your scanned files see "Viewing scanned files in SendMe" on page 14.

3. Specify the edits you wish to make.

   For information about SendMe editing tools, see "Image clean up - thumbnail view" on page 16 and "Editing tools - full page view" on page 18.

4. Save your edits. After you make edits, you are asked to save your edits when you press another tab, change to Thumbnail View, or move to another image.

IMAGE CLEAN UP - THUMBNAIL VIEW

On the **Edit** tab, there are several helpful image clean up tools to use while in the thumbnail view.

TOP MENU TOOLS:

Insert Blank

You can insert a blank page as a separator page between your scanned images. Touch this icon to insert a blank page after your selected image.

Delete Page

Touch this icon to delete the pages in your selection.

SIDE MENU TOOLS:

Border Removal

Touch this icon to remove any borders that appear on your selected document images.

You can change the default border width in **Tool Settings**. For more information, see "Tool Settings" on page 17.

Deskew Page

To straighten an image, touch the **Deskew Page** icon and touch the image to deskew.

Despeckle Page

The **Despeckle** tool removes tiny dots (specks) that sometimes appear on scanned images.

You can change the default dot size in **Tool Settings**. For more information, see "Tool Settings" on page 17.

Turn Image

Change the orientation of an image by pressing the **Turn Image** icon and touching the image you want to rotate.

You can change the default degree you want your image turned in **Tool Settings**. For more information, see "Tool Settings" on page 17.
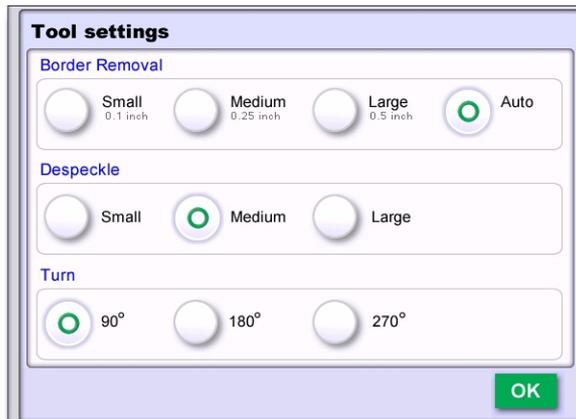
Tool Settings

You can change the settings for border removal, despeckle and turn tools here.

>Border Removal: By default, this is set to **Auto**. SendMe can recognise borders and remove them for you automatically. However, if you want to specify a width, you can choose from **Small** (0.1 inch); **Medium** (0.25 inch) or **Large** (0.5 inch).

>Despeckle: Choose from 3 speck sizes: **Small**; **Medium** (default) or **Large**.

>Turn: Rotate your image **90°** (default), **180°** or **270°**.
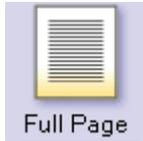

Undo

Made a mistake? Undo your last edit by touching the **Undo** icon.

EDITING TOOLS - FULL PAGE VIEW

The editing tools are available only from the full page view on the **Edit** tab. You have the same tools for navigating the full page images here on the **Edit** tab as you do on the **Scan** tab.

Full Page view

To switch to the full page view, touch the **Full Page** icon in the top left corner.

You can view and select the editing tools by touching the grey **Edit** icon in the top left corner of the screen.

Select Area
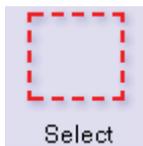
You can select and manipulate areas of the image. First, press on the **Select** icon and then drag your finger along the diagonal of the rectangular selection. Once you have a portion of the image selected, you can move that selection to another area of the image by dragging the selection around the image with your finger. You can also resize the selection.

Cut Selection

If you want to move the selection to another section of the page - or to another page altogether, press the **Cut** icon, navigate to where you want to place the selection, press the **Paste** icon and touch the area where you would like the selection pasted.

Copy Selection

Copying and pasting is just like cutting and pasting except that the original selection stays in place.

Paste Selection

Press the **Paste** icon and then touch the location of the image where you want the contents of your clipboard to be pasted.

Pen Erase

Touch this icon to activate the **Pen Erase** tool. It will erase where you touch the image. Eraser options are background colour (white or black) and line thickness.

Rectangle Erase

This tool erases everything that appears inside the rectangle you draw on screen. Drag your finger from one corner of the rectangle diagonally to the other side. You can specify a background color for the Rectangle Erase tool.

Undo

Made a mistake? Undo your last edit by touching the **Undo** icon.

You can press **Undo** 10 consecutive times to undo the last 10 edits.

Redo

If you accidentally touch **Undo** or you change your mind after **Undo**, use the **Redo** icon to reverse it.

You can press **Redo** 10 consecutive times to redo the last 10 edits.

SENDING

Now that you have finished editing your images, you are ready to take the final step of sending your document.

1. Touch the **Send** tab.

You are always free to change the send method:

(a) Touch the **Cancel** button.

(b) Touch the **Main** tab.

(c) Select the new send method.

(d) Return to the **Send** tab to indicate the destination details.

If Encryption is specified for a scanned document, you will be asked to specify encryption settings when you send the document. For more information see "Appendix B - Encryption" on page 30.

If you have Legal Stamping enabled for your scan station, you will be asked if you want to use Legal Stamping for these particular documents. For more information see "Appendix C - Legal stamping" on page 31.

2. Enter the destination details.

Each send method has its own destination details you will need to complete. Refer to the specific send method for instructions.

3. Touch the **Send** button.

You will receive confirmation that your document has been sent. You can then choose to:

> Send your current document to another destination

> Start again with a new document

> *NOTE*
> *When you select start over, you are prompted to save your settings. If you select **No**, you will lose any changes made to the current settings, and the default settings are restored.*

**>** Log off

SENDING TO E-MAIL

When you send a document by e-mail, the only information you **must** enter is the recipient's e-mail address. EFI SendMe will enter your information as the sender and add default values for the file name, message subject and body. However, you can change these defaults by touching the **Change Details** button.

1. If you would like to send an e-mail to yourself, just touch the **Send to Me** button. Your e-mail address will automatically be inserted at the **To** area.

2. Enter the e-mail address of the recipient. Choose an e-mail address from:

> Your Local Address Book. This is a collection of the e-mail addresses you have used in the past.

> The Global Address Book. The directory of e-mail addresses kept in the corporate LDAP directory (if LDAP is enabled), or a list of all SendMe users.

NOTE
You can use filters to reduce the number of contacts in the list. The list of contacts for that address book will appear in the Contacts area.

To select a recipient, touch the name in the list and then touch the **To**, **Cc** or **Bcc** buttons.
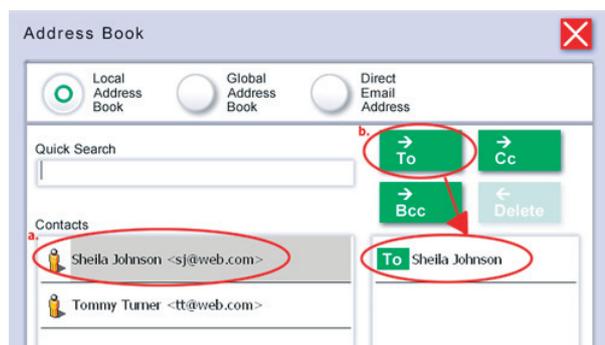
NOTE
*If you are searching for a number in an address book, type the first few letters of the first name in the **Quick Search** field. SendMe will show the address book entries that match your search criteria.*

If your recipient is not in an address book or directory, you can touch **Direct E-mail Address** and type the e-mail address directly into the Direct Email Address field.

NOTE
There are ".com" and ".net" shortcut keys.
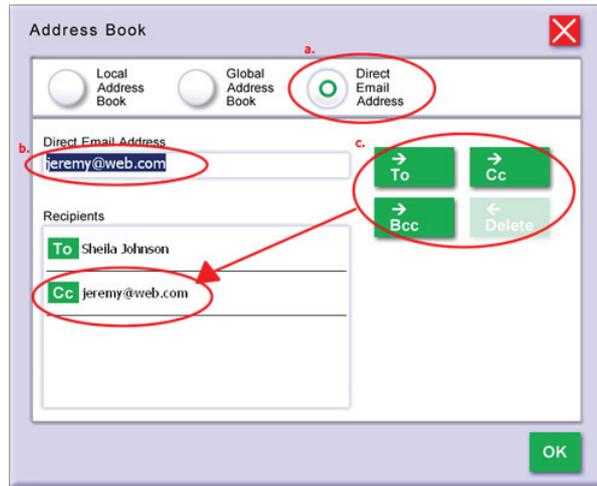
NOTE
*To delete an entry in the recipient list, touch the recipient and then the **Delete** button.*

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3. Press **OK**.

4. Your e-mail address is automatically put in the From address. If that is all you need, touch **Send** to send your document via e-mail to the selected recipient.

5. If you wish to add more recipients, a subject, or message text, touch **Change Details** to enter the rest of the e-mail message information.

6. Press **Send** when you are satisfied with this page.

If prompted, enter your user name and password.

NOTE
1. *Your system administrator may have a limitation on your e-mail attachment size. If so, and if your attachment exceeds the limit, you will need to remove some pages from your document and resend it.*

2. *If Encryption is specified for your scanned document, you are asked to specify encryption settings. For more information, see "Appendix B - Encryption" on page 30.*

3. *Your e-mail address is automatically entered in the From address.*

4. *Your e-mail address is automatically added to the "Bcc" list if it is not already in the list of recipients.*

You will receive confirmation that your document has been sent. You can then choose to:

> Send your current document to another destination

> Start again with a new document

NOTE
*When you select start over from the main screen, you are prompted to save your settings. If you select **No**, you will lose any changes made to the current settings, and the default settings are restored.*

> Log off

SENDING TO PRINT

EFI SendMe will send your scanned document to print so you can have extra copies of your document.

Before you start printing, go to the **Scan** tab and set the paper size, orientation and simplex/duplex mode. Although the primary purpose of these settings is to control the scanner, the paper size, orientation and simplex/duplex mode settings are also used by the printer. It is therefore very important to double check your current scan settings before you print.

1. Select print or hold queue from the Printer dropdown list.

> *NOTE*
> *The EFI default name for the MFP is 3640A3.*

2. Enter the number of copies to print.

3. Specify the remaining print options (press the **Next** button to view the additional pages) or leave the default settings.

4. Touch the **Send** button.

You will receive confirmation that your document has been sent. You can then choose to:
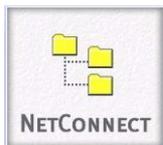
> Send your current document to another destination

> Start again with a new document

> *NOTE*
> *When you select start over from the main screen, you are prompted to save your settings. If you select **No**, you will lose any changes made to the current settings, and the default settings are restored.*

> Log off

SENDING TO NETCONNECT

Using NetConnect, administrators can define preset file repositories with dynamic path information, dynamic metadata and full Windows file security.

If you have the optional NetConnect feature installed, EFI SendMe can send your scanned document to:

> an FTP site (a file server you can access using Internet protocols)

> any folder on your local area network

> an e-mail address

1. Select a workflow from the list of available options, and then press **Next**.

> *NOTE*
> *Your SendMe administrator must enable NetConnect. For more information, contact your SendMe administrator.*
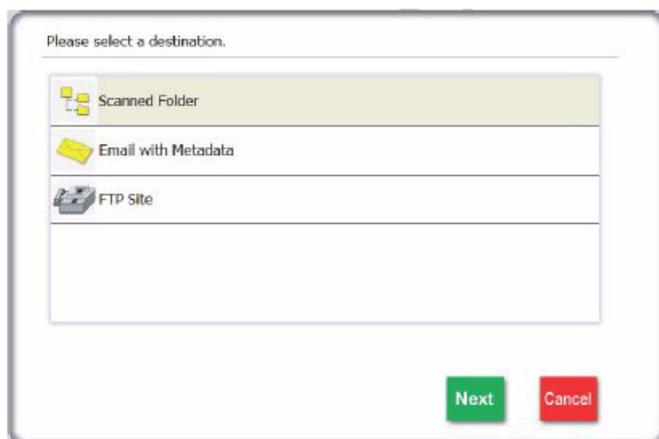
If the workflow saves the document to a folder, select from the list of available subfolders, or create a new folder, and then press **Next**.
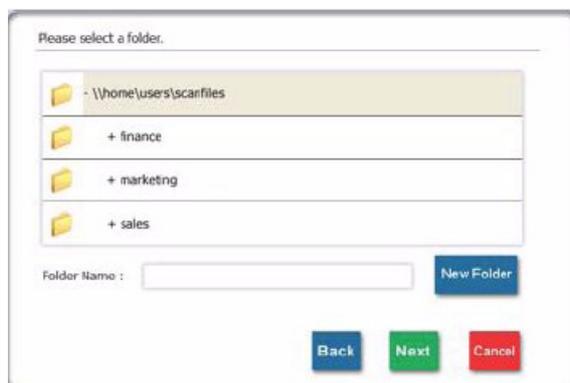
2. If required, change the default document name and enter any document properties required before you send the document to its destination.

3. Press **Send**.

If Encryption is specified for your scanned document, you are asked to specify Encryption settings. For more information, see "Appendix B - Encryption" on page 30.

You will receive confirmation that your document has been sent. You can then choose to:

> Send your current document to another destination

> Start again with a new document

> *NOTE*
> *When you select start over from the main screen, you are prompted to save your settings. If you select **No**, you will lose any changes made to the current settings, and the default settings are restored.*

> Log off

Appendix A - File format settings

When SendMe sends a document to a destination other than Print, it creates a physical document file. Since the receiver is expected to open that file later, it is important that you know about the file formats supported by the product.

SendMe supports the following popular file formats:

> **PDF** (or Portable Document Format) is a popular file format that supports the representation of very complex documents. It offers the following features:

> > Any colour mode: B&W, grayscale and colour pages are supported as well.

> > Multiple pages: More than one page can be stored in a single file.

> > Compactness: This is the most compact file format available.

> > Hidden text: This is the only SendMe file format that is capable of recognising text and thus making your pages searchable.

> > Encryption: This is the only SendMe file format that can be sent with encryption enabled.

> PDF is the most recognisable name in the printing and publishing industry.

> **TIFF** (or Tagged Image File Format) is one of the most popular raster image formats, especially for black and white images.

> > Any colour mode: B&W, grayscale and colour pages are supported as well.

> > Multiple pages: More than one page can be stored in a single file.

> > For B&W pages it is as compact as PDF, but for grayscale and colour images PDF offers significantly smaller file size.

> > No hidden text and no encryption are available.

> TIFF is the second most recognisable file format in publishing after PDF. Still, relatively few inexpensive viewers are able to open multipage or colour TIFF files.

> **JPEG** is a well-known raster image file format for grayscale and colour images, especially photographs.

> > Only for grayscale and colour images; no B&W.

> > Only a single page can be stored in a file.

> > PDF offers a significantly better file size. TIFF and JPEG are the same.

> > No hidden text and no encryption are available.

> JPEG has a legendary reputation among photographers and all across the Internet. Even free viewer and editor programs, including Web browsers, are able to open these files.

Usually it is a good idea to set up the file format before you start scanning. There are several tools for your use.
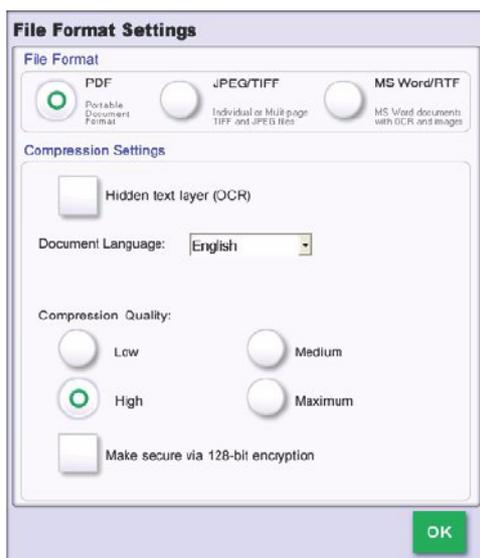
PDF FILE FORMAT

1. From the **Scan** tab, press the **File Format** button to display the File Format Settings window.

> *NOTE*
> *For Print destination you cannot change the default file format. For this destination the most appropriate file format is used automatically.*

2. Press **PDF**.

3. Select **Hidden Text Layer (OCR)** to enable searching and indexing of your PDF files after they are sent.

> *NOTE*
> *If Advanced OCR is enabled, you may also select the document language to improve OCR accuracy.*

4. Specify the **Compression Quality**.

    Black-and-white pages are always compressed with the Fax (CCITT Group 4) Compression, which is very compact and guarantees intact image quality.

    Color and grayscale pages are always compressed with a Smart Compression technology, which is many times more compact than JPEG.

5. To enable SendMe encryption, select the **Make secure via 128-bit encryption** option.

    When you send the document, you are prompted to enter passwords and user permissions. For more information, see "Appendix B - Encryption" on page 30.

6. Press **OK** to close the window.

    Use the JPEG/TIFF raster format if you want raster image files.

JPEG/TIFF FILE FORMAT

1. From the **Scan** tab, press the **File Format** button to display the File Format Settings window.

> *NOTE*
> *For Print destination you cannot change the default file format. For this destination the most appropriate file format is used automatically.*

2. Press **JPEG/TIFF**.

3. Specify the **JPEG Quality**.

    Black-and-white pages are always compressed with the Fax (CCITT Group 4) Compression, which is very compact and guarantees intact image quality.

    Color and grayscale pages are always compressed with JPEG Compression.

4. Specify **Image Format**.

    You can send individual pages as separate JPEG or TIFF files. Multipage TIFF sends the file as a single TIFF file.

5. Specify the **Color File Type**.

    Choose JPEG or TIFF files for color and grayscale pages. Black-and-white pages are always TIFF files.

6. Press **OK** to close the window.

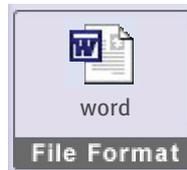   Use the MS Word/RTF format if you want MS Word or RTF files.

> *NOTE*
> *You must enable Advanced OCR to use this format.*

MS WORD/RTF FILE FORMAT

> *NOTE*
> *The Advanced OCR module must be enabled in order to select this format.*
> *Contact your system administrator.*

1. From the **Scan** tab, press the **File Format** button to display the File Format Settings window.

> *NOTE*
> *For Print destination you cannot change the default file format. For this destination the most appropriate file format is used automatically.*

2. Press **MSWord/RTF**.

3. Choose a file format: **Word 97/2000/XP** or **RTF**.

4. Indicate whether you want to retain images.

5. Choose the document language to improve OCR accuracy.

6. Press **OK** to close the window.

APPENDIX B - ENCRYPTION

If your document is enabled with encryption, you must specify encryption settings when you send your document. For more information about how to enable encryption, see page 27.

Once you specify to send your document, the **Encryption Settings** dialog box displays.

1. Specify the following password settings.

    > **Owner password**: The password of the owner of the document. This is mandatory information you must specify.

    > **User password**: The password of the user of the document. Unlike the owner, the user has certain restrictions regarding the document. This password is optional. If you leave it empty, you can open the document without having to type any password. If you specify a user password, you cannot open the document without knowing the user password or the owner password.

2. Specify the following User Rights settings:

    > **Enable printing**: Select if you want the user to have printing rights.

    > **Enable content extraction**: Select if you want to allow the user to copy text and images to the clipboard.

    > **Enable editing**: Select if you want to allow the user to edit the document.

3. Press **OK**.

APPENDIX C - LEGAL STAMPING

Your SendMe workstation might be enabled to allow Legal Stamping. SendMe supports Bates Stamping and Client/Matter Stamping.

In the legal industry, a Bates number is a unique number assigned to each page of litigation documentation e.g. "Clarke vs Williams Exhibit A Page 1 of 30" to identify exhibits in a trial. Before the trial, each party may use Bates stamping to identify all the pages in their inventory of documentation for a case, e.g. "120001, 120002, 12003, etc."

Bates numbering has uses outside litigation as well, whenever document images need to be numbered.

Client/Matter Stamping does not use numbering, but allows you specify a stamp prefix, such as your department name.

Your SendMe administrator enables legal stamping and maintains the following legal stamp settings:

> Whether or not legal stamping is enabled

> Whether all users have the same counter or each user has an individual counter

> The placement of the stamp on the page

> Any text that precedes the stamp

> The number of digits in the stamp

If you require a change to any of these properties, contact your SendMe Administrator.

1. Press the **Send** tab.

   If legal stamping is enabled, SendMe will ask you if you want to use legal stamping for this group of scanned documents.

2. Select **Client/Matter Stamping** or **Bates Stamping**.

3. For **Bates Stamping**:

   > Choose the start number.

   > Specify a stamp prefix, which appears at the beginning of the stamp. For example, your department name.

   > Enter the number of digits. This provides preceding zeros to your stamp number. For example, if you specify 5 as the number of digits, your first page would have the number 00001.

   > Select a font name to use for the stamp.

   > Specify a font size for the stamp.

> Select the location of the stamp to appear on your page.

> *NOTE*
> *The preferred location on paper is used unless there is image data in that location. In that case SendMe determines the appropriate location for the stamp.*

> Preview the stamp on the scanned documents (select the **Scan** tab to view).

> Press **Cancel** if you do not want to use the stamp.

4. For Client/Mailer Stamping:

> Specify a stamp prefix. For example, your department name.

> Select a font name to use for the stamp.

> Specify a font size for the stamp.

> Select the location of the stamp to appear on your page.

> Preview the stamp on the scanned documents (select the **Scan** tab to view).

> Press **Cancel** if you do not want to use the stamp.

5. Press **Next** to continue sending your document with legal stamping.

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