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- * Receive status on scanners (Status under the Scanner menu).
- * Change an existing configuration (Configure under the Scanner menu).
- * Attach or detach additional servers (Connect under the Server menu).

NOTE: The user can view, but may not be able to access all of the functions of this utility.

For Help on Help, press <F1>.

General Help

The HP ScanJet 4Si Administrative software is an administrative tool used to install and configure Hewlett-Packard network scanners on Novell's NetWare 3.1x or later versions. It operates as a regular Windows application and is capable of configuring your scanner.

From the HP ScanJet 4Si Administrative software main window you may:

- * View the scanners currently connected to the network and turned on, configured and unconfigured.
- * Activate the general scanner configuration functions ([Scanner](#)).
- * Select which scanners are shown in the list , the order in which the scanners are shown, and refresh the list of scanners ([View](#)).
- * Attach or detach from different file servers on the network, handle the system scanning configurations, and perform a cleanup of the user's work areas ([Server](#)).

From the "Configure" window you may:

- * Configure HP ScanJet 4Si scanners.
- * Select a server.
- * Attach/detach to servers on the network ([Servers...](#)).

For more information about a procedure or window presented in this application, press <F1> while the window is at the front of the display.

HP ScanJet 4Si Administrative Software Help

Use this dialog box to select a network scanner. The list box shows both configured and unconfigured scanners by default. To list only the unconfigured scanners, select the Unconfigured Scanners item from the Views/Filter drop-down menu.

To enable scanner sub-menus, click on the appropriate LAN address and scanner name from the HP ScanJet 4Si Administrative software main window. The scanner address is shown on the scanner's control panel display when the scanner is unconfigured. The scanner address is always shown on the scanner control panel for unconfigured scanners.

By using a combination of [Sort](#) and [Filter](#) options from the [View](#) drop-down menu, the HP ScanJet 4Si scanner can more easily be found in a large list of HP network scanners.

After selecting the proper HP ScanJet scanner, choose one of the following drop-down menus:

[Scanner](#)
[Server](#)
[View](#)
[Help](#)

The drop-down menus control HP ScanJet 4Si Administrative software behavior.

Scanner Menu

The Scanner drop-down menu allows you to:

Configure the scanner on the network ([Configure](#)).

View the scanner's status ([Status](#)).

Add or remove users from the selected scanner's user pool, or change the user's setup for the scanner ([Add Users](#)).

Add or remove NetWare print queues for the copy functionality from the selected scanner ([Add Printers](#)).

Remotely reset the network scanners ([Reset](#)).

Exit the HP ScanJet 4Si Administrative software ([Exit](#)).

Remotely unconfigure the network scanner ([Unconfigure](#)).

Configure

The "Configure" window allows you to configure scanners on the network. You may also change the server on which the scanner is configured. Additionally, you may change the scanner name, the server on which the scanner is configured, or both.

The "Description Field" is optional and provides a text description of that specific scanner. It has a limit of 128 characters.

Radio Boxes on this screen are used to select either the user's NetWare Log-in name or the user's NetWare full name to be displayed on the control panel. This feature is disabled for NetWare 4.x file servers.

This dialog is available only to a user having SUPERVISOR privileges.

NOTE: Double-clicking on the scanner's entry in the "Main" window will automatically displays the "Configure" window for unconfigured scanners, and the "Status" window for configured scanners.

Status

The "Scanner Status" window displays the following:

- scanner's name
- server on which the scanner is configured
- scanner's description
- firmware release code and scanner model type
- scanner's status
- network frame type
- time since the scanner has last been turned on

Users

The "Users Setup" window allows you to add/remove NetWare users from the selected scanner's user pool, and to change the setup for the scanner users.

Print Queues

The "Print Queues Setup" window allows you to associate or disassociate NetWare print queues from the selected scanner for convenience copying.

Reset

Remotely resets the network scanners. A scanner will not be reset if it is currently scanning or sending a document.

Exit

Closes the HP ScanJet 4Si Administrative software.

Server Menu

The Server drop-down menu allows you to:

Attach or detach file servers ([Connect...](#)).

Manage the system scanning settings available to all the users on a specific server ([Settings](#)).

Remove unidentified/unrecognized files not handled by the system. ([Cleanup](#)).

Change the default properties used for any new user being added to the scanner. ([Default User Properties](#)).

Connect

Allows you to attach (log in) to or detach (log out) from file servers. One of these attached servers will be selected during the scanner configuration in the "Configure" window.

Settings

The "Settings" window allows you to configure the system scanning settings available to all the users on a specific server.

Cleanup

The "Cleanup" window allows you to delete unrecognized files from the user's Workareas.

View Menu

Allows you to update the list of scanners in the main window.

You may:

- Filter the scanner list ([Filter](#)).

- Sort the scanner list ([Sort](#)).

- Refresh the scanner list ([Refresh](#)).

Refresh

Rebuilds the list of scanners based on the current filter and sort selections.
Press the <F5> key to automatically refresh the network scanner list on the main screen.

Filter

Allows the list to be filtered by specifying one or more criteria. For example: only scanners with a name matching MARKETING*, or name matching LAB* and a server matching SERVER2, or only unconfigured scanners.

Sort

Allows the list of scanners to be ordered in different ways. Sorting by address allows the needed HP ScanJet 4Si scanner to be found more easily if many of the scanners are similarly named.

Filter Selection

This window allows you to filter the displayed scanners. You may filter the list by:

All - shows all of the scanners currently connected on the network. When you check this option, all other options are disabled.

Scanner Name - shows all the scanners that match a specified name. The name can be a wild card pattern.

Server Name - shows all of the scanners currently connected to a specified server. The server name can be a wild card pattern. This filter automatically excludes all the unconfigured scanners.

Network Number - shows all of the scanners that are advertising on the specified network.

Unconfigured Scanners - shows only the unconfigured scanners on the network. When you check the option, you may only select the network number.

Other - any combination of the Scanner Name, Server Name, or Network Number.

Sort Selection

This window allows you to sort the displayed scanners . You may sort the list by:

Scanner Name - lists the scanners first by scanner name, then by server name, then by network number, and finally by node address.

Server Name - lists the scanners first by server name, then by scanner name, then by network number, and finally by node address. Unconfigured scanners are listed at the top.

Address - lists the scanners by the unique node address.

Network Number - lists the scanners first by network number, then by scanner name, then by server name, and finally by node address. Unconfigured scanners are listed at the top.

Help

Provides easy access to important, getting-started help.

Hewlett-Packard Support Information

A user forum exists on CompuServe:

- * Forum: HP Peripherals
- * Section: #12, Networked Scanners

The most recent version of HP ScanJet 4Si Administrative software and HP ScanJet 4Si Utility can be found in the file uploads area.

Hewlett-Packard provides customer support through the Customer Support Centers. See your user's guide for telephone numbers and locations.

Configure Help

Use this dialog box to configure a new or change the selected scanner's configuration.

To Add a New Scanner

1. Enter a name in Scanner Name field. The name can be up to 29 characters long and CANNOT contain spaces, slashes (/), backslashes (\), colons (:), semicolons (;), asterisks (*), question marks (?), or commas (,).
2. Enter a description for the scanner, if you wish, in the Description field. The description can be up to 128 characters long.
3. Select the server name on which the scanner is to be configured from the Server drop-down menu. You may attach additional servers by clicking [Connect](#).
4. Click NetWare Full Name to show the user's full name or the login name at the control panel.
5. Continue with adding [users](#) to the scanner user pool. If no users are listed in the user pool, the scanner will be unable to send documents.

To Edit a Scanner's Configuration

You can modify the selected scanner's configuration by changing any of the above parameters.

Users Setup Help

The "Users Setup" window allows you to [add](#) users to the selected scanner's user pool. A user cannot be chosen on the scanner control panel display unless that user has been added to that scanner's user pool. There must be at least one user in the user's pool or the scanner will not operate.

[Properties](#) is used to change the user's set of parameters. The user's name in the Current Users list must be highlighted for this button to be active.

To Add Users

1. Highlight the scanner on the main window.
2. Select the Scanner menu.
3. Choose Add Users. The Users Setup window appears.
4. Highlight the user's name in the Available Users list.
5. Click <<Add. The name appears in the Current Users list.
A dialog box may appear if the full name is not listed, and the full name option on the Configure window has been selected. On NetWare 4.X file servers only login names are allowed when using the scanner.

NOTE: Double-clicking on the name in the Available Users list will automatically add it to the Current Users list.

6. Click OK to close the window.

To Remove Users

1. Highlight the scanner in the main window.
2. Select the Scanner menu.
3. Choose Add Users. The Users Setup window appears.
4. Highlight the user's name in the Current Users list.
5. Click Remove>>. The name appears in the Available Users list.

NOTE: Double-clicking on the name in the Current Users list will automatically add it to the Available Users list.

6. Click OK to close the window.

NOTE: ScanJet 4Si Administrative software will not allow the last user to be removed from the Current Users list. If the NetWare user is deleted from the server, it is automatically removed from all lists after the scanner is rebooted.

Users Properties Help

This window allows you to set the properties for the selected user's Workarea.

Selecting a Workarea volume name allows you to designate where the scanned files repository will reside on the current file server. The default is SYS.

You may choose to allow the selected user to set up to 16 custom scanner configurations. The default is 5.

Checking the Workarea Locked box will prevent any documents that are scanned on the designated scanner to be sent to this specified user. The default is unlocked.

You may assign the selected user a preferred setting. Choose it from the system settings available on the server.

Default User Properties Help

This window allows you to configure or change the default parameters for new users' Workareas on the selected server. These settings are used when you add a user to a scanner.

NOTE: You may change each user's individual settings by highlighting the user's name and clicking [Properties](#).

Selecting a Workarea volume name, allows you to designate where the scanned files repository will reside on the current file server. The default is SYS.

You may choose to allow the selected users to set up to 16 custom scanner configurations. The default is 5.

You may assign the selected user a preferred setting. Choose it from the system settings available on the server.

Scanner Status Help

This dialog box displays the status for the currently selected scanner. Status information includes the scanner's name, the server to which the scanner is configured, the scanner's description, the firmware release code, the scanner's status, model, frame type, and time since the scanner was last turned on.

The Scanner Status field lists the current state of the scanner. Possible messages are:

- * [Initializing](#)
- * [Ready](#)
- * [Busy](#)
- * [Out of Service \(Error Code XX\)](#)
- * [Paper Jam](#)
- * [Scanner Not Connected](#)
- * [No Users Found](#)

Inititalizing

The scanner is in a configuration phase. There are no known failures at this time. Wait and try again later and the status should be updated.

Ready

The scanner is working and available.

Busy

The scanner is currently scanning a document.

File Server Connections Help

The "File Server Connections" window allows you to [attach](#) (log in)to or [detach](#) (log out) from file servers. You must be attached as SUPERVISOR, or equivalent, to each file serve on which you wish to configure the scanner.

NOTE: You will be prompted to enter a user name and password.

To Attach to a Server (from file server connection)

1. Click on a file server from the Available File Servers box, or the Connected Servers box if you want to login again with a different user name.
2. Click <<Attach.
3. Enter the user's name (user should have SUPERVISOR privileges).
4. Enter the password for the file server. The file server appears in the Connected File Servers box.
5. Repeat steps 1 through 4 to attach additional servers, if needed.

NOTE: Double-clicking the file server entry from the Available File Servers box will automatically begin the attach procedure.

Any user can be specified, but SUPERVISOR access privileges are required to configure the scanner.

To Detach from a Server (from file server connection)

1. Click on a file server from the Connected File Servers box.
2. Click Detach. The file server appears in the Available File Servers box. the last name cannot be removed.

NOTE: Double-clicking the file server from the Connected File Servers box will automatically detach the server and return it to the Available File Servers box.

Attach to File Server Help

The window allows you to enter the [user name](#) and [password](#) for the selected file server to which you wish to attach.

User Name Selection

In order to connect to the file server it is necessary to provide a user name and password. While any user can be provided here, in order to configure the scanner you must have SUPERVISOR access privileges.

Password Entry

In order to connect to the file server it is necessary to provide a password for the chosen user.

Print Queue Setup Help (Optional for convenience copying)

This screen is used to add/remove print queues assigned to the scanner for convenience copying. A scanner can have one or more print queues associated with it to process copy jobs.

You may also select the type of printer associated with the print queue ([Setup](#)). Doing so allows the scanner to set the best print parameters to increase the copy quality. If no printer type is associated with the print queue the scanner uses a set of default print parameters.

To Add A Print Queue

1. Highlight the print queue name in the Available Queues list.
2. Click <<Add. The name appears in the Current Queues list, and if available, with the related printer type listed behind it.

NOTE: Double-clicking the print queue entry from the Available Queues list will automatically attach the queue to the scanner.

To Remove a Print Queue

1. Highlight the print queue name in the Current Queues list.
2. Click Remove>>. The name appears in the Available Queues list.

Queue Setup Help

This window allows you to select the type of printer associated with the print queue. Selecting the printer type will allow the scanner to use the best set of print parameters for higher copy quality. If your printer type is not present, select the closest. If no printer type is selected, the scanner uses a set of default print parameters.

The drop-down selection box lists all of the available printer types.

About HP ScanJet 4Si Administrative Software

HP ScanJet 4Si Administrative software is an HP utility designed to provide better status and configuration capabilities for the NetWare administrator. It is used to install and configure your scanner.

Settings Help

This window allows you to set the system configuration for scanning that is available to all the users on a selected file server. For example, you may define a set of parameters that is best for scanning forms.

First you must select the file server from the Server Selection drop-down list. You may add/remove servers from the Server Selection list by clicking [Connect](#).

To add a new configuration for the scanners on that server, select Add. You will be prompted to select either:

- New** - you will define a new configuration set for the scanner. The [Scanner Configuration Setting](#) window appears.
- Copy** - you will enter a path and filename for an existing file that contains settings.

To delete a configuration:

1. Select the configuration's name from the Current Configuration drop-down list.
2. Click Delete. A prompt appears.
3. Click Yes to delete the configuration.

To edit a configuration:

1. Select the configuration's name from the Current Configuration drop-down list.
2. Click Edit. The [Scanner Setting Values](#) window appears.
3. Change any of the listed parameters.
4. Click Save to save the configuration.

Adding a Scanner Configuration

When you select New from the Add Setting screen the Scanner Setting Values window appears. You may select a group of settings for the scanner which define specified configurations. For example, settings that give you the best results for documents scanned for Optical Character Reading (OCR) software.

To Add a New Scanning Configuration

1. Enter the name for the configuration in the Configuration Name field.
2. Select the scanning resolution in the Resolution field.
3. Enter the value for scaling the original document in the Scaling field.
4. Enter the value for the image intensity in the Intensity field. The value may range from 0 to 255.
5. Enter the value for the image contrast in the Contrast field. The value may range from 0 to 255.
6. Select the value for output data type from the Output Data Type drop-down list. The value may be:

Thresholded	1bit
Dithered	1bit
Grayscale	4bit
Grayscale	8bit

Note When Dithered is selected , you are given the following options from which to choose: Course Fattening, Fine Fattening, Bayer Dither, or Verticle Line.

7. Check the Background Control box to enable background control.
8. Select the paper size from which the document is scanned. You may select Letter, A4, Legal, Custom, or Control Panel Select. If Control Panel Select is Chosen, the paper size must be input at the control panel.

NOTE: If you select Custom you must enter the height and width of the custom paper.

9. Click OK to save the new configuration

Cleanup Help

This window allows you to view the assorted pages not associated with any identified document in the users' Workareas, as well as corrupted or incomplete documents. You may delete unwanted files, or retrieve files that may have been mistakenly copied in the directory.

To Cleanup the Files

1. Select the file server from the Server Selection drop-down list. You may add/remove additional servers by clicking [Connect](#).
2. Highlight the file(s) you want to delete.
3. Click Delete to erase the file(s).
4. Click OK to exit the window and finalize the deletion of the files.

Out of Service (Error Code XX)

The scanner is in an error condition. Refer to the User's Guide for information on each error.

Paper Jam

A paper jam has occurred. Clear the paper from the Automatic Document Feeder.

Scanner Not Connected

The scanner may be turned off, or there is a problem with the SCSI connection/cable.

No Users Found

At least one user must be added to the scanner. Select Add Users on the Scanner menu in the main window.

Unconfigure

Remotely unconfigures the network scanner. The scanner's name is erased, the server connection is broken, and the scanner returns to an uninitialized state. A scanner will not be unconfigured if it is currently scanning or sending a document.

Default User Properties

This menu item is used to change the default user settings for the selected server. These settings are automatically assigned to all new users who are added to a scanner. You may change each user's settings by highlighting the user's name and clicking [Properties](#).

See also:

[Default User Properties Help](#)

