

# Customer Tips

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... for the user

## Configuring Image Retriever to Watch for Email Attachments

### Purpose

This document describes how to set up Microsoft Outlook and the Image Retriever software to watch for images scanned by a Document Centre or WorkCentre Pro and attached to email messages. Image Retriever is a component of Scan to PC Desktop. The Image Retriever included in Scan to PC Desktop PRO v 7.0 can retrieve a copy of scanned .pdf or .tif files received in a user's email inbox and transfer them to the users PaperPort desktop. Only the Pro version of Scan to PC Desktop has the capability to monitor email.

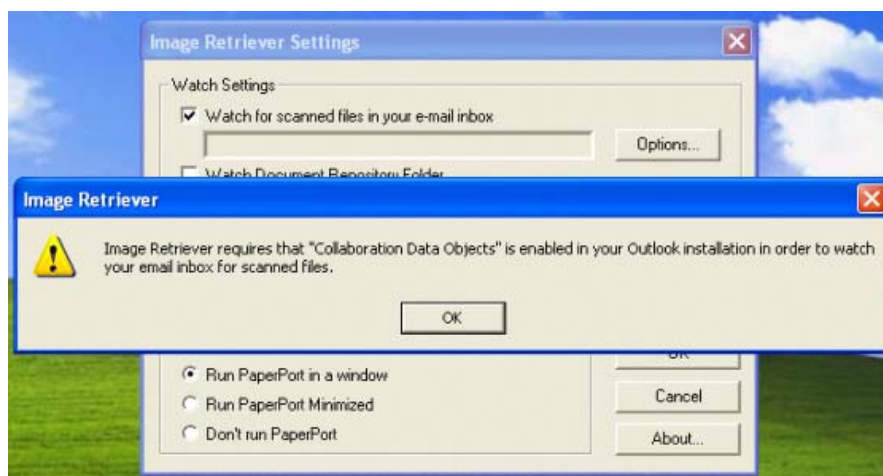
### Configure Microsoft Outlook

#### Determine Status of Collaboration Data Objects Installation

Select Microsoft Outlook Collaboration Data Objects to allow Image Retriever to poll Outlook for incoming image files.

Check to see if Collaboration Data Objects is installed:

1. Select **Start>Programs>ScanSoft PaperPort v.xx>Image Retriever**. An Image Retriever icon appears in the system tray.
2. Double click the icon to display the Image Retriever Settings dialog box.
3. In the Watch Settings section, check **Watch for scanned files in your e-mail inbox**.
4. If the following message appears, continue with the procedure in the next section to install the Collaboration Data Objects. Otherwise, skip to the next section, "Confirm Email Profile."



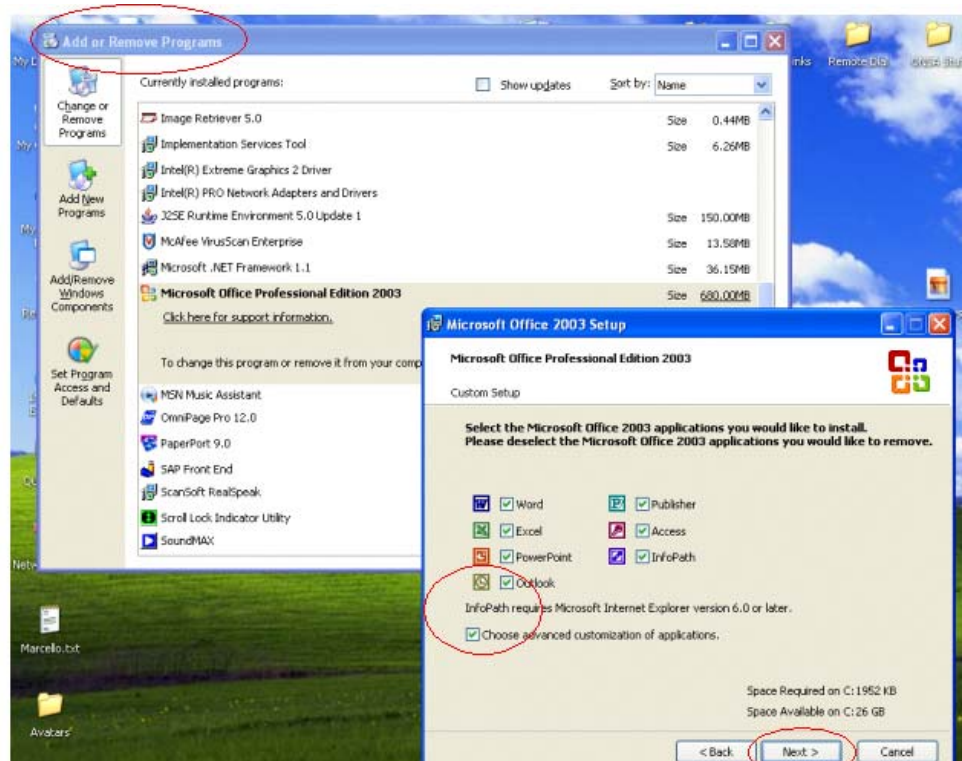
This document applies to these **Xerox** products:

x	WC Pro 232/238/245/255/ 265/275
x	WC 232/238/245/255/ 265/275
x	WC Pro C2128/C2636/ C3545
x	WC Pro 165/175
	WC M165/M175
x	WC Pro 32/40 Color
x	WC Pro 65/75/90
x	WC Pro 35/45/55
	WC M35/M45/M55
x	DC 555/545/535
x	DC 490/480/470/460
x	DC 440/432/425/420
	DC 332/340
	DC 265/255/240
	DC 220/230
	DCCS 50

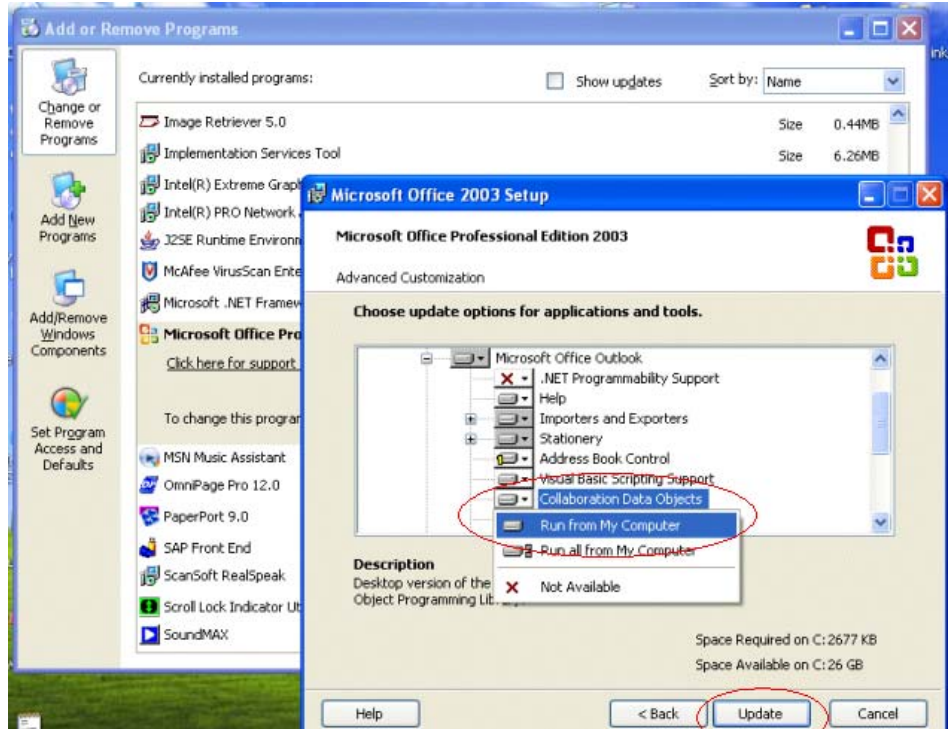
## Install Outlook Collaboration Data Objects

**Note:** Microsoft Office installation CD or files are required to complete this process.

1. Close all applications running on the workstation where Image Retriever is installed.
2. Insert the Microsoft Office installation disk and exit out of the installation if it begins.
3. Open the Windows Control Panel and double click **Add/Remove Programs**.
4. Select **the Microsoft Office or Microsoft Outlook** installation and click **Change** (XP/2000/ME).
5. Follow the instructions for the Office or Outlook version installed:
  - **Outlook 2000.**
    1. Select the **+** next to **Microsoft Outlook** to expand the Outlook components.
    2. Select the icon next to **Collaboration Data Objects** and choose **Run from My Computer**.
    3. Click **Update Now** and complete the installation.
  - **Outlook 2002 (XP).**
    1. Select **Add/Remove Features** and click **Next**.
    2. Select the **+** next to **Microsoft Outlook** to expand the Outlook components.
    3. Select the icon next to **Collaboration Data Objects** and choose **Run from My Computer**.
    4. Click **Update** and complete the installation.
  - **Office/Outlook 2003**
    1. Select **Add/Remove Features** and click **Next**.
    2. Check the box next to **Choose advanced customization of applications** and click **Next**.



3. Select the **+** next to **Microsoft Outlook** to expand the Outlook components.
4. Select the icon next to **Collaboration Data Objects** and choose **Run from My Computer**.

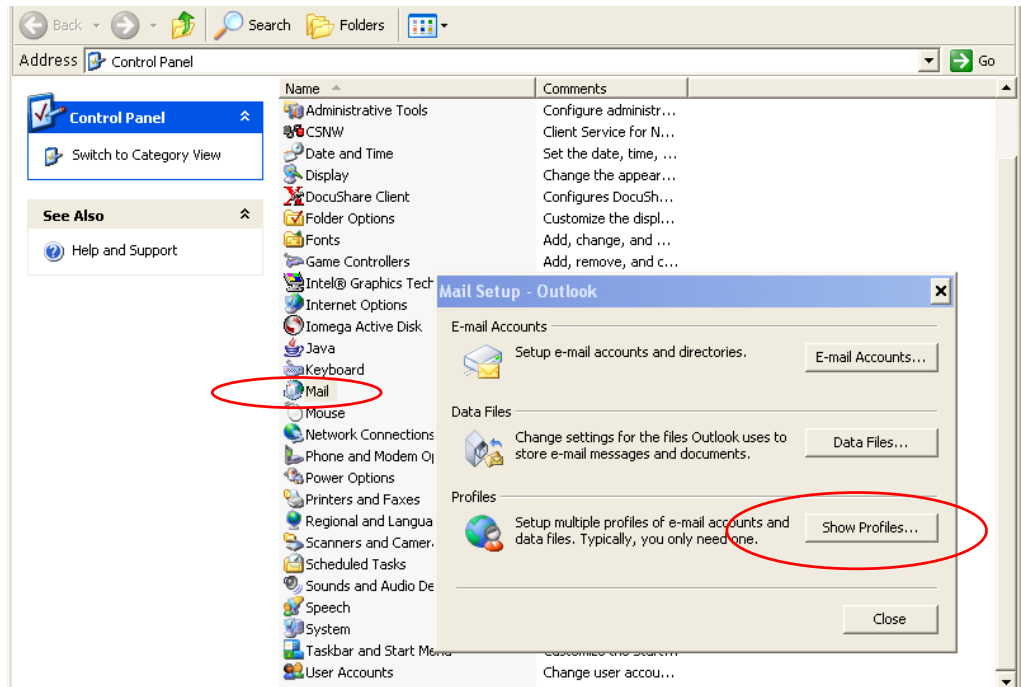


5. Click **Update** and complete the installation.

## Confirm Email Profile

The email profile you select indicates the folder Image Retriever watches. Use the following procedure to verify the correct profile is available, or to create one.

1. Open the Windows Control Panel and double click **Mail**.
2. In the Mail Setup dialog box, click **Show Profiles**.

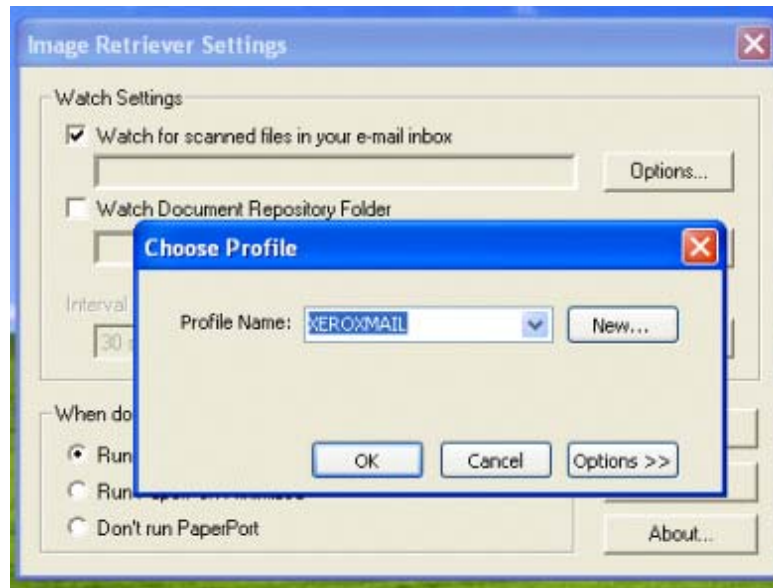


3. Highlight the profile that Image Retriever will watch. If the profile you want Image Retriever to watch is not listed, click **Add** and enter a **Profile Name**. Click **OK**. Click **Apply** then **OK**.
4. On the Mail Setup dialog box, click **Close**.

## Configure Image Retriever

The following process points the Image Retriever to the profile you selected in the previous section.

1. Select **Start>Programs>ScanSoft PaperPort (v.no.)>Image Retriever**. An Image Retriever icon appears in the system tray.
2. Double click the icon to display the Image Retriever Settings dialog box.
3. In the Watch Settings section, check **Watch for scanned files in your e-mail inbox**. The Choose Profile box is displayed.



4. Verify the **Profile Name** field contains the name you selected in the previous procedure. Click **OK**. Click **OK** again to close the Image Retriever Settings dialog.

## Test the Image Retriever Configuration

1. Scan to the email address associated with the chosen profile.
2. Verify that Image Retriever finds the attached scan and processes it.
3. If problems occur, contact Xerox Customer Support: 1-800-821-2797 (USA), TTY 1-800-855-2880 or at <http://www.xerox.com>

## Additional Information

Xerox Customer Support welcomes feedback on all documentation - send feedback via e-mail to: [USA.DSSC.Doc.Feedback@mc.usa.xerox.com](mailto:USA.DSSC.Doc.Feedback@mc.usa.xerox.com).

Other Tips about Xerox multifunction devices are available at the following URL: <http://www.office.xerox.com/support/dctips/dctips.html>.

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