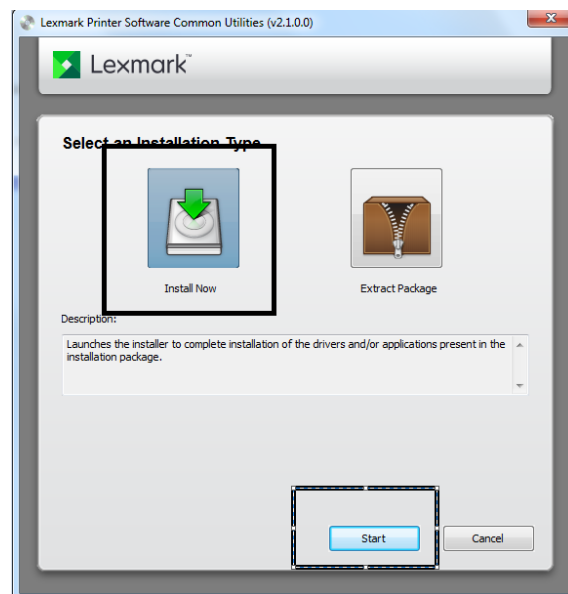**Setting up Scan Center on a Windows computer**

In order to scan to a Windows computer without using Scan to Network or Email, you must install the Scan Center application. If you are using a Mac device you will be able to use the Image Capture application native to Macs.
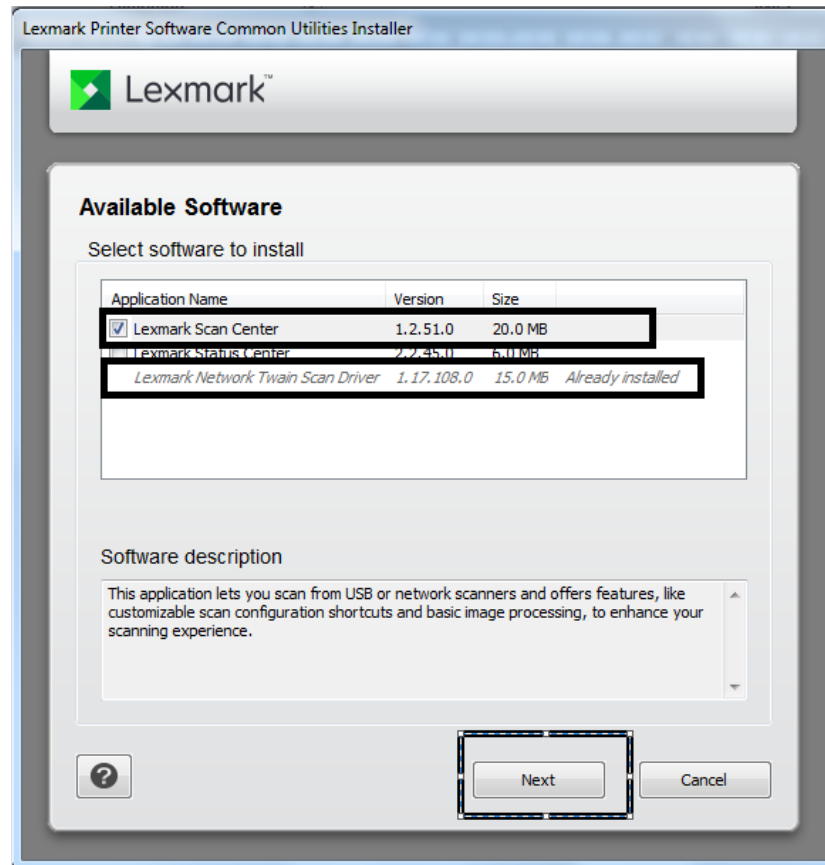
To use Scan Center, please download and install the Lexmark Common Utilities package from the Lexmark Support site -
http://support.lexmark.com/index?docLocale=en_US&page=content&id=DR2390 1&locale=EN&userlocale=EN_US
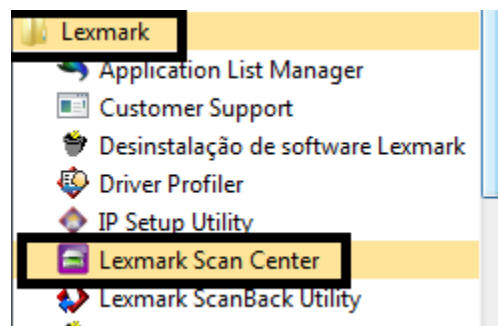
Once downloaded, please run the installer, selecting 'Install Now' and 'Start'
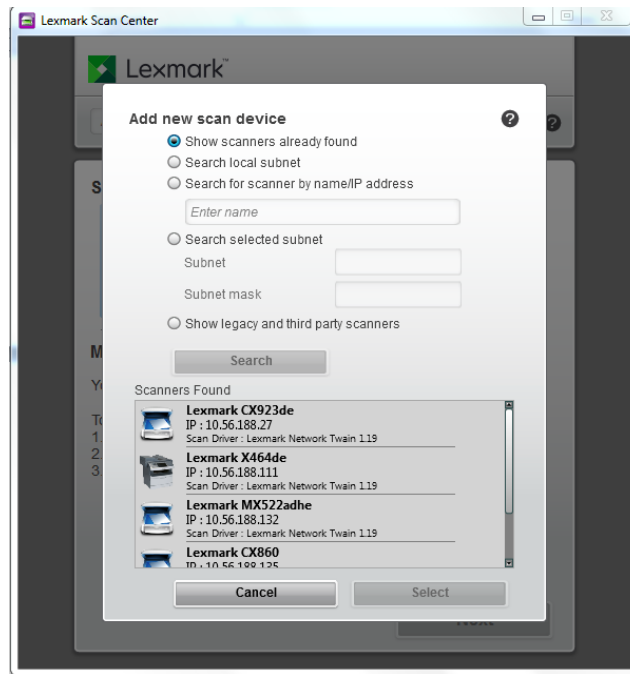
Go through the installation steps and press 'Accept' to the License Agreement. You will reach a page with Available Software which will allow you to choose which applications to install. Please select both 'Lexmark Scan Center' and 'Lexmark Network Twain Scan Driver'. The latter may already be installed – if so, just select Scan Center.
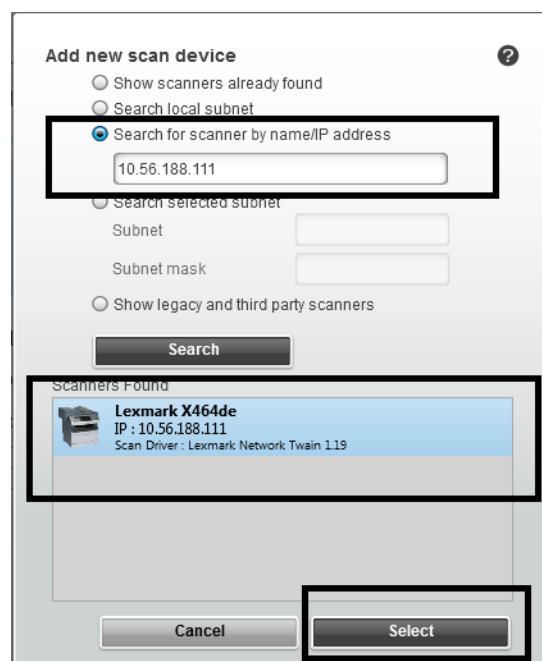

Launch the software by going to your list of applications, and looking in the folder 'Lexmark' for 'Lexmark Scan Center'

After launching the application, you'll be asked to add a new scan device. The automatic search may allow you to add the printer straight away-

However, if your printer is network connected and the does not appear on the search results, select the 'Search for scanner by name/IP address' and enter the IP address (found from the screen of the printer), then 'Search'.
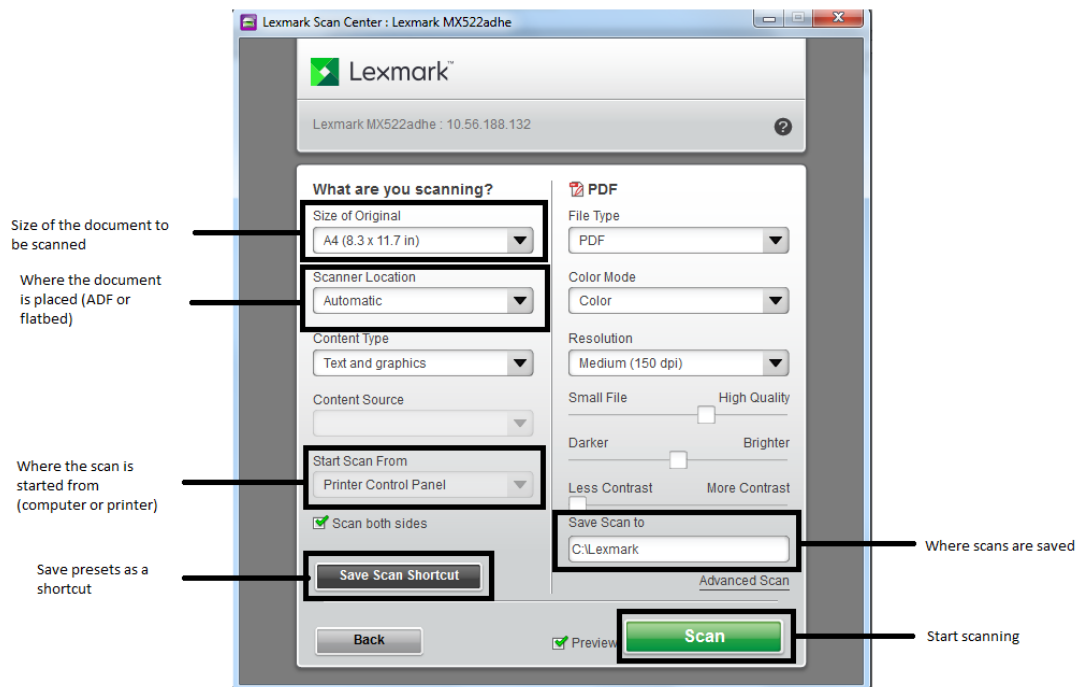
If you are unable to find your scanner, please check the connection to the printer to ensure your computer and printer are connected.
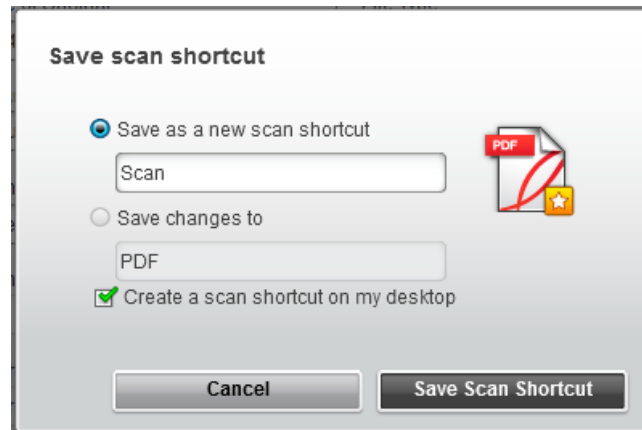
Once the scanner has been added, you can setup a scan shortcut. From the Scan Center home page, choose 'PDF' and 'Next'

Select the settings you'll want to use for your default. A guide to these is below

Once you are happy with your presets, click 'Save Scan Shortcut'. This will save these settings as a shortcut so you won't need to input them again- the shortcut will now appear on your Scan Center homepage. If you put a tick in 'Create a scan shortcut on my desktop', a shortcut to the preset will also be saved on your desktop.

Once this has been saved, click 'Scan'. A preview of the scan will then appear. If you are happy with this, click ' Send' – this will save the scanned file In your selected folder.