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.

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Avai	lable Software				
Sele	ct software to install				
Ap	plication Name	Version	Size		
V	Lexmark Scan Center	1.2.51.0	20.0 MB		
	Lexmark Status Center	2.2.45.0	6.0 MB		_
	Lexmark Network Twain Scan Driver	1.17.108.0	15.0 MB	Already installed	·
So	ftware description is application lets you scan from USB or stomizable scan configuration shortcuts	r network scar s and basic ima	nners and o	offers features, lik	e A
sci	anning experience.		5.		-
0]		Next		Cancel

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-

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	Add new scan device Show scanners already found Search local subnet Sarch for scanner by name/IP address	0 0
3	Enter name	
	Search selected subnet	
	Subnet mask	
	Show legacy and third party scanners	
M	Search Scanners Found	- 88
T(1. 2. 3.	Lexmark CX923de IP: 10.56.188.27 Scan Driver: Lexmark Network Twain 119 Lexmark X464de IP: 10.56.188.111	
	Scan Driver: Lexmark Network Twain 119 Lexmark MX522adhe IP: 10.56.188.132 Scan Driver: Lexmark Network Twain 119	
	Lexmark CX860	
	Cancel Select	

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'.

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Add new scan device	0
Show scanners already found	•
Search local subnet	
 Search for scanner by name/IP address 	
10.56.188.111	
 Search selected subnet 	
Subnet	
Subnet mask	
 Show legacy and third party scanners 	
Search	
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Scanners Found	
IP : 10.56.188.111	
Scan Driver : Lexmark Network Twain 1.19	
Cancel Selec	t
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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.

Save scan shortcut
Save as a new scan shortcut
Scan
Save changes to
PDF
🗹 Create a scan shortcut on my desktop
Cancel Save Scan Shortcut

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.