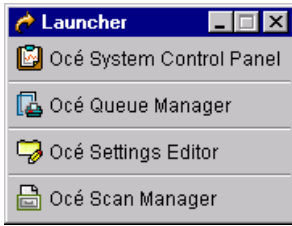


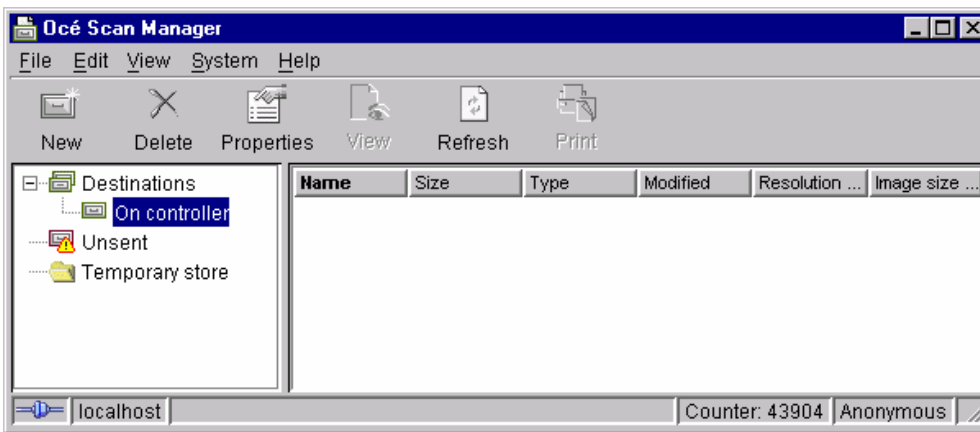
ISSUE: Scan to File extensions are numbers instead of TIF or PDF

This happens when the default base name (scan###) for the file naming convention has exceeded the count of 999 scans. This document shows how to expand this count to 99,999 scans.

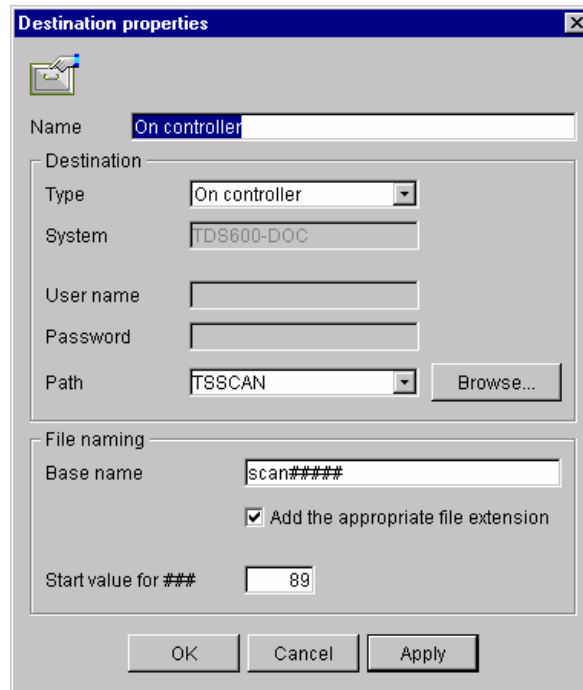
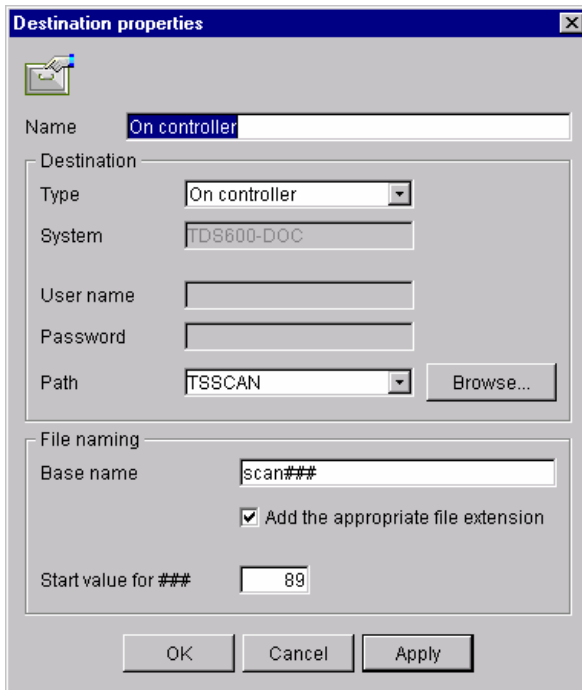
1. On the **Launcher**, click **Océ Scan Manager**.



2. Under **Destinations**, select the one you want to fix. **On controller** is the one being used for this example. Then, click the **Properties** button.



3. Under **File naming**, change the **Base name** from scan### to scan#####. Click OK.



You now have a file name placeholder that will go up to 99,999. If you reach 99,999, it is then recommended that you just change the **Start value for ###** back to 1 instead of adding more # placeholders.