



Information Scanning

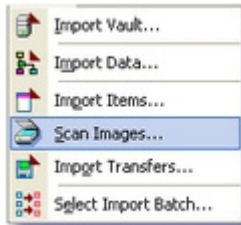
Quick-start

The scanning of documents involves preparing the documents, operating the scanner, and making adjustments and corrections. Despite your best efforts, the best operator will need to make corrections because the scanner is a mechanical device with many pieces that can affect the operation... just like a copier. Proper preparation of documents processed through a quality scanner in good working order can produce error-free operation.

<p>PREPARE THE DOCUMENTS</p>	<p>ACTION</p>
	<ul style="list-style-type: none"> • Remove all staples, paper clips, or potential obstructions to the scanner feed mechanism • Put in splitter pages if organizing documents into divider sections • Separate single-sided and two-sided documents • Align pages to the top left-hand side • Place documents in the scanner hopper
<p>Scanning the Documents</p>	<p>Action</p>
	<p>Organize the documents</p> <ul style="list-style-type: none"> • Organize into <i>piles</i> suitable for the scanner hopper and scanner contrast, brightness, and page size settings (some scanner brands and models may perform these settings automatically) • Two-sided separated from single-sided • Separate page colors and sizes that may require custom settings <p>Scan the documents</p> <ul style="list-style-type: none"> • Click Scan

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	<p>Acquire the scanned images</p> <ul style="list-style-type: none"> • Select the <i>Current Scanner</i> • Verify and adjust scanner settings: (DPI, horizontal/landscape, paper size). Some settings can be setup one time and they will remain unchanged, some settings may not—this depends on the scanner interface software, usually when using TWAIN drivers • Activate the scanner: click Scan Batch • Repeat process until all piles are completed for the prepared batch (folder contents) <p><i>If anything goes wrong, review the troubleshooting procedures, below.</i></p> <p>When scanning is complete...</p> <ul style="list-style-type: none"> • Click Close
<p style="text-align: center;">Troubleshooting</p>	<p style="text-align: center;">Action</p>
 	<p>Paper jams</p> <ol style="list-style-type: none"> 1. Open scanner 2. Remove jammed paper and any debris or obstructions 3. Place page in the scanner hopper (when in doubt, it is better to duplicate rather than to omit a document) 4. Click Scan Batch 5. When scanning is completed, review the list of scanned images <i>before</i> indexing to verify correct page capture and remove any duplicate page images <p>Misfeeds</p> <ol style="list-style-type: none"> 1. Remove pages from the scanner hopper to stop the scanning operation 2. Close scanning, list of scanned documents displays 3. Review the documents, pressing Delete to remove unwanted images 4. Restart scanning <p>Missing pages</p> <p>If you find missed pages prior to indexing:</p> <ol style="list-style-type: none"> 1. Perform the misfeed procedure (above) and remove all documents following the position <i>after</i> the missing page location 2. Rescan the missing pages and the pages that follow the missing pages <p>If you find missed pages following indexing:</p> <ul style="list-style-type: none"> • Perform the <i>Adding Pages to Existing Document</i> instructions in the Indexing Quick Start reference document

**Restarting scanning when interrupted**

If you close the scanning, the images scanned are listed in the Item panel. If you want to add additional images to the scanned list, then:

1. Click **Receive** (menu bar)
2. Click **Scan Images...**