

**Contents:****Page 1: Quick Reference Guide****Page 2: Standard Guide****Quick Reference Guide****There are 11 steps to complete this task:**

1. Confirm workstation and scanner are prepared.
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5. Configure **Save** settings.
6. Configure **Scanning** settings.
7. Configure **File Options** settings.
8. Configure **Paper** settings.
9. Press **Apply**.
10. Press **OK**.
11. Confirm scanner integrates properly with **CityLaw / CountyLaw**.

## Standard Guide

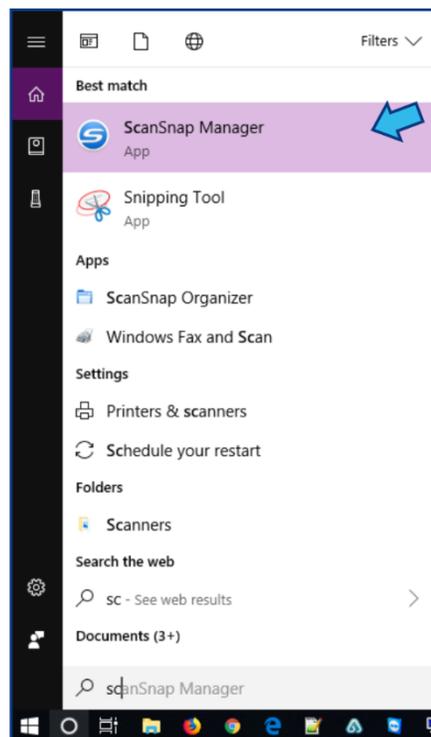
### Step 1. Confirm workstation and scanner are prepared.

In order to setup a **ScanSnap** scanner to work with **CityLaw / CountyLaw**, the scanner must be connected to the user's workstation, turned on, and the proper **ScanSnap** software must be installed and updated. The user should be logged on as usual.

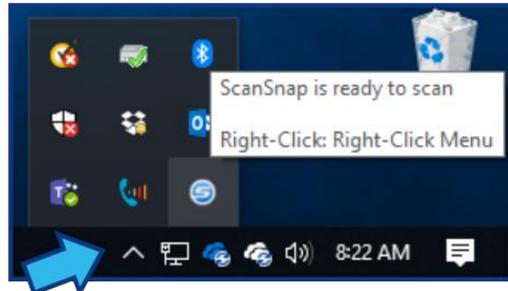
### Step 2. Open ScanSnap Manager.

To open **ScanSnap Manager**, press the **Windows** key and begin typing **ScanSnap**. If installed correctly, **ScanSnap Manager** will appear in the **Apps** list and should be highlighted. Press the **Enter** key or select with the mouse to open **ScanSnap Manager**.

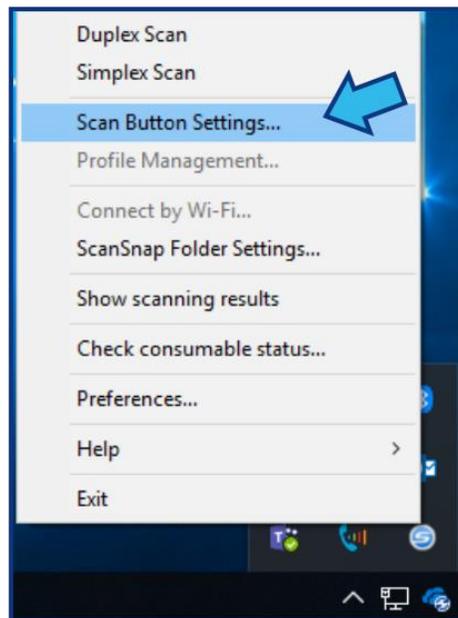
To add **ScanSnap Manager** to the **Taskbar**, before pressing **Enter** or selecting with the mouse to open **ScanSnap Manager**, right-click and select **Pin to Taskbar**.



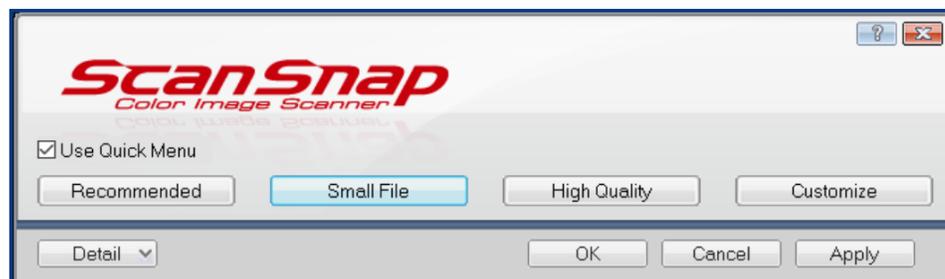
If **ScanSnap Manager** does not open, check the hidden icons on the **Taskbar** by pressing the arrow button.



Right-click the **ScanSnap** icon and select **Scan Button Settings...**

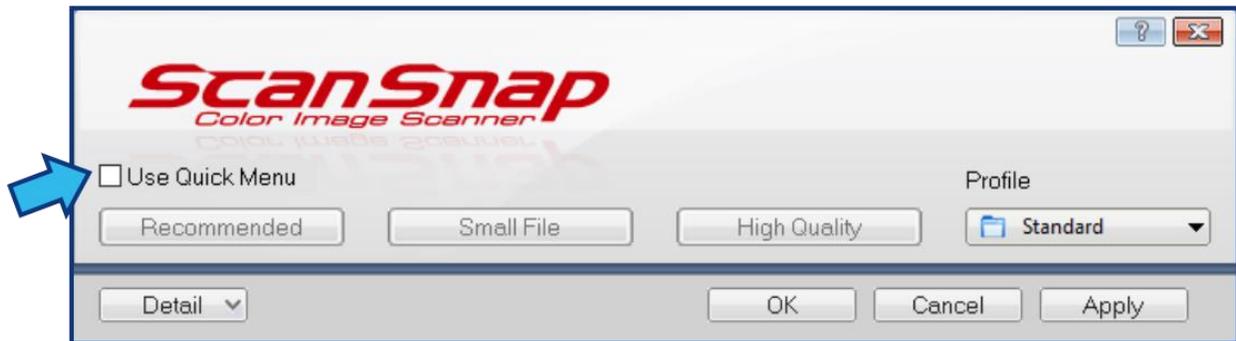


The following **ScanSnap Manager** application should appear:

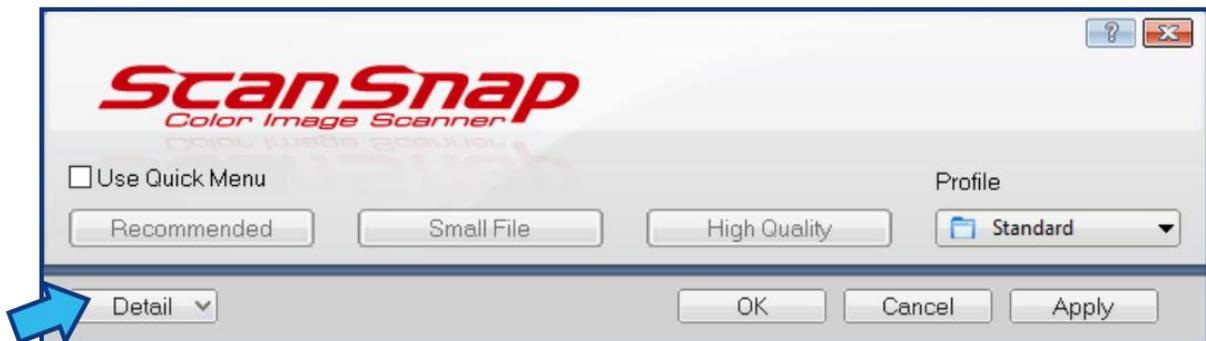


### Step 3. View Details.

If checked, uncheck **Use Quick Menu**.

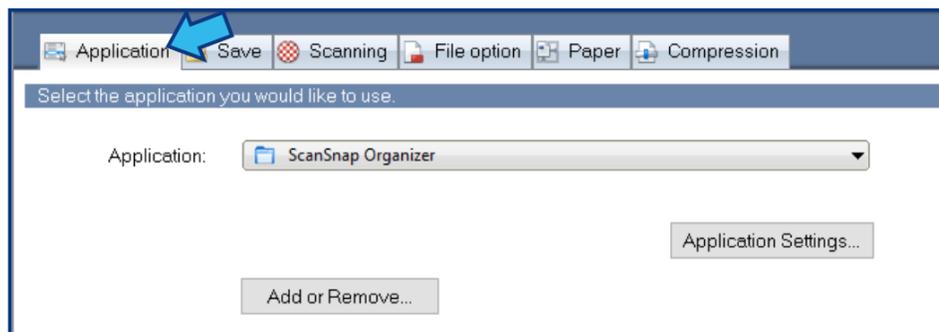


Press the **Detail** button to display configuration options.

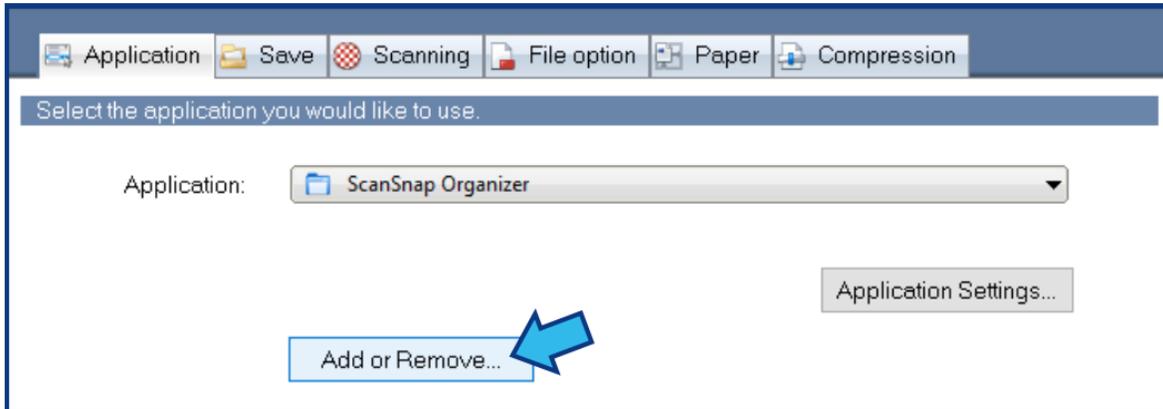


### Step 4. Configure Application settings.

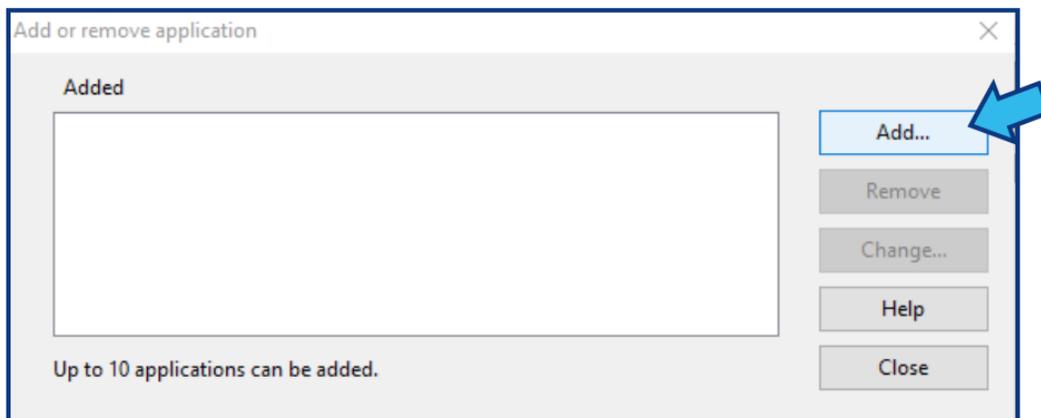
The **Application** tab should be selected by default. If not, select the **Application** tab.



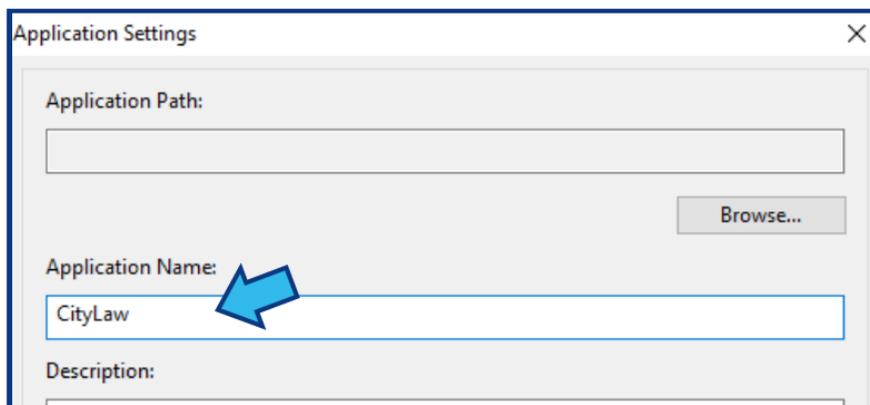
Press the **Add or Remove...** button.



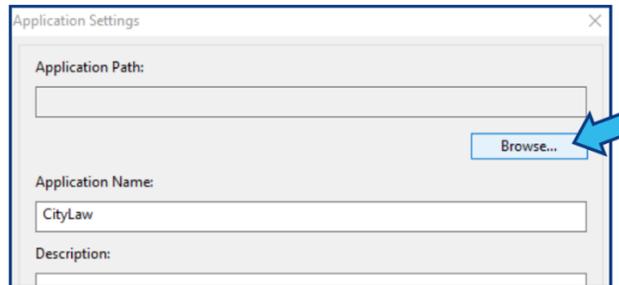
Press the **Add...** button.



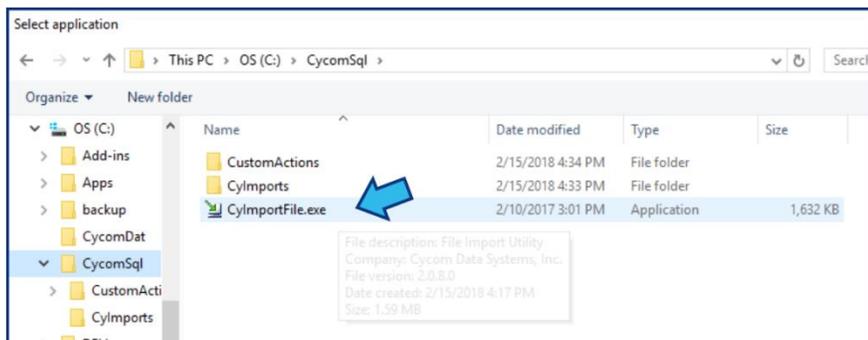
In the **Application Name** field, enter **CityLaw** or **CountyLaw**.



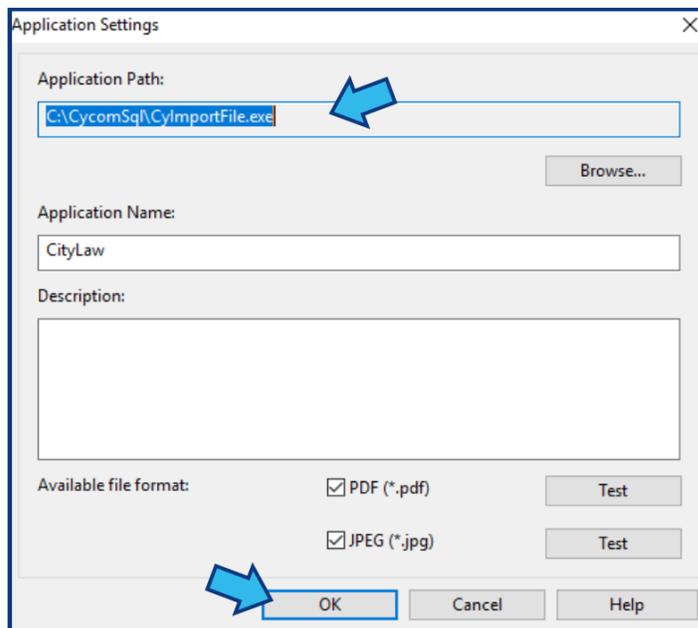
Press **Browse...**



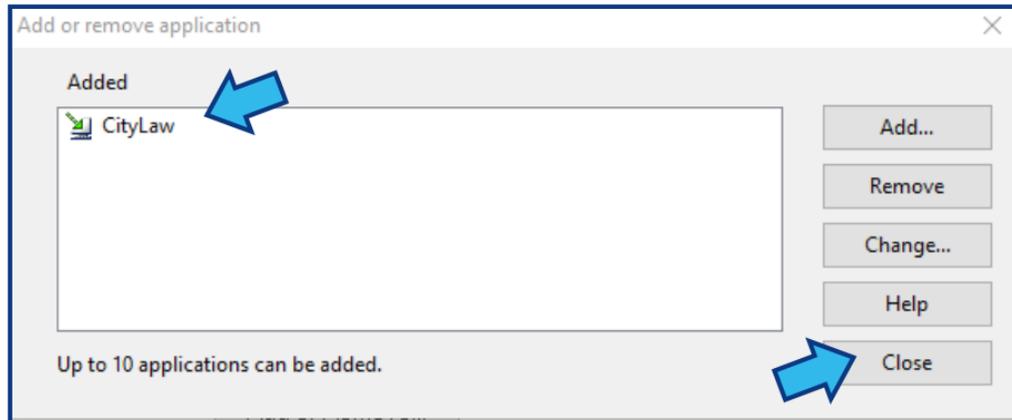
Navigate to **C:\CycomSql** and double-click the **CyImportFile.exe** application.



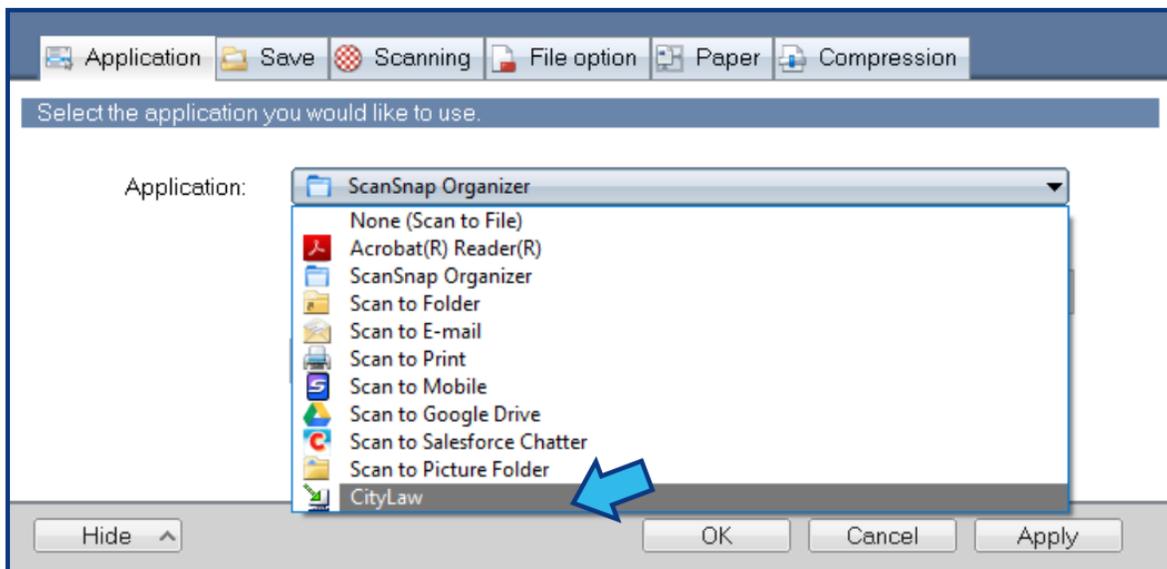
Verify the **Application Path** shows **C:\CycomSql\CyImportFile.exe** and press **OK**.



Verify **CityLaw** or **CountyLaw** appears in **Added**, then press **Close**.

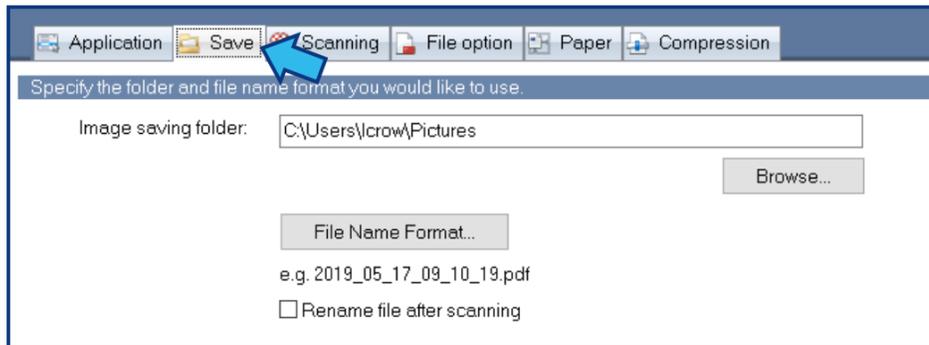


In the **Application** drop-down, select **CityLaw** or **CountyLaw**.



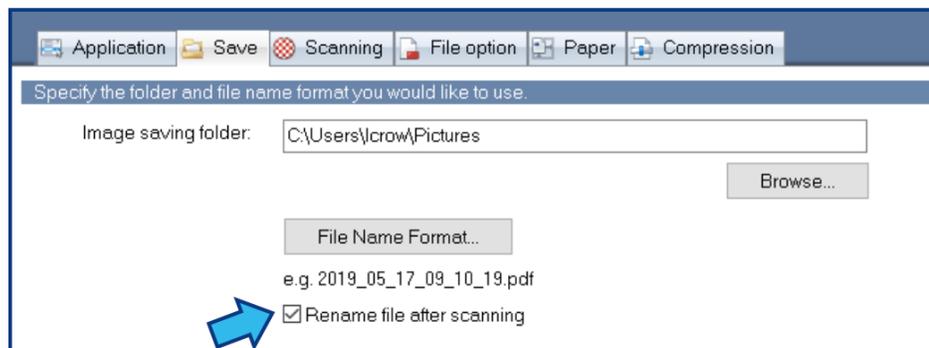
## Step 5. Configure Save settings.

Select the **Save** tab.



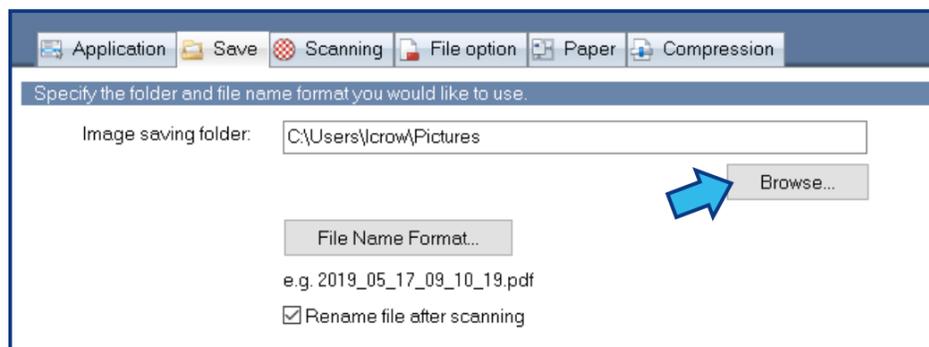
The screenshot shows the 'Save' tab selected in the configuration window. The 'Image saving folder' is set to 'C:\Users\crow\Pictures'. The 'File Name Format...' button is visible, along with an example 'e.g. 2019\_05\_17\_09\_10\_19.pdf' and an unchecked checkbox for 'Rename file after scanning'. A blue arrow points to the 'Save' tab.

Check the box beside **Rename file after scanning**.



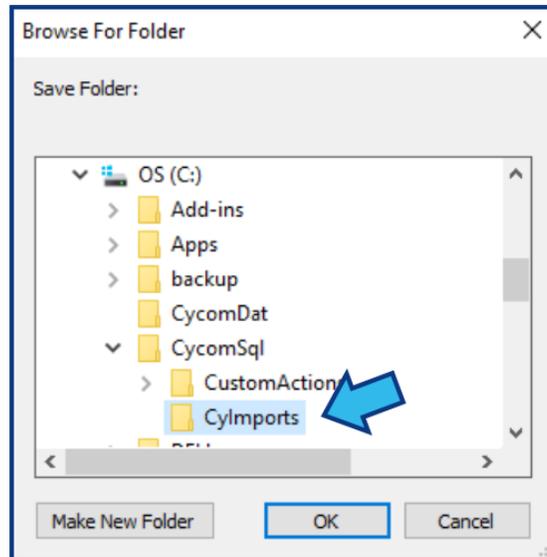
The screenshot shows the 'Rename file after scanning' checkbox checked. A blue arrow points to the checkbox.

Press **Browse...**



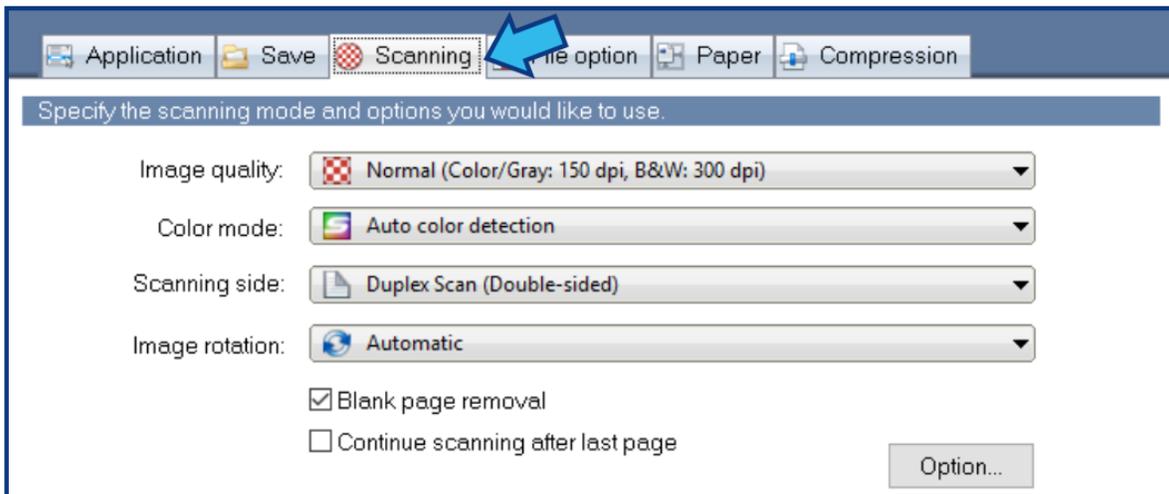
The screenshot shows the 'Browse...' button highlighted with a blue arrow.

Select the **CyImports** folder located in the **CycomSql** folder in the **C:** drive and press **OK**.

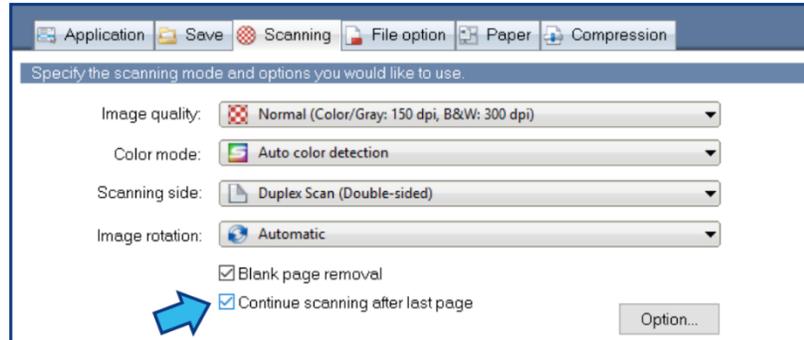


## Step 6. Configure Scanning settings.

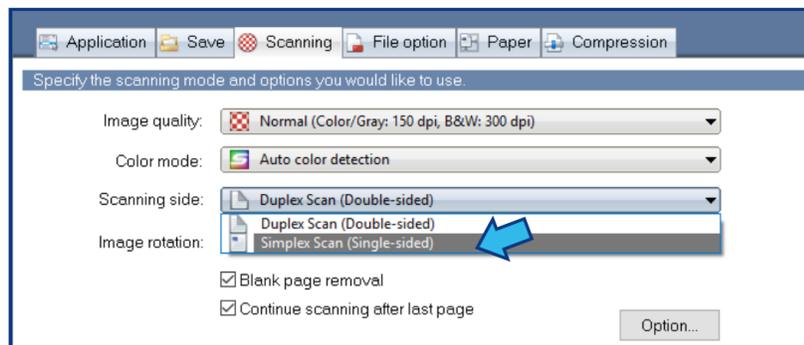
Select the **Scanning** tab.



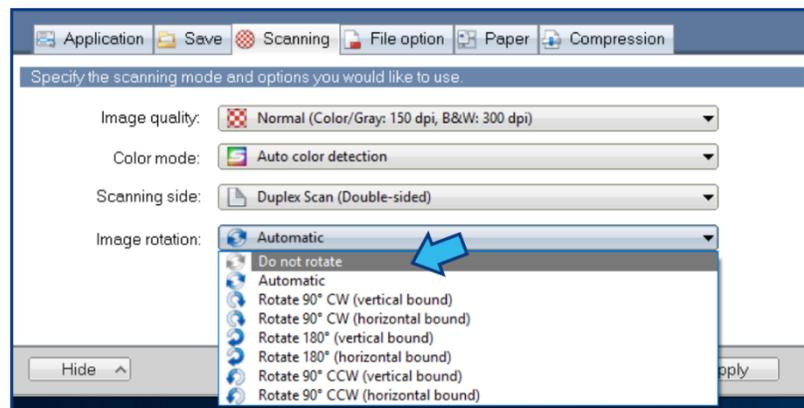
Check the box beside **Continue scanning after last page.**



If the documents to be scanned are single-sided (most court documents are single-sided), change the **Scanning side** setting to **Simplex Scan.**

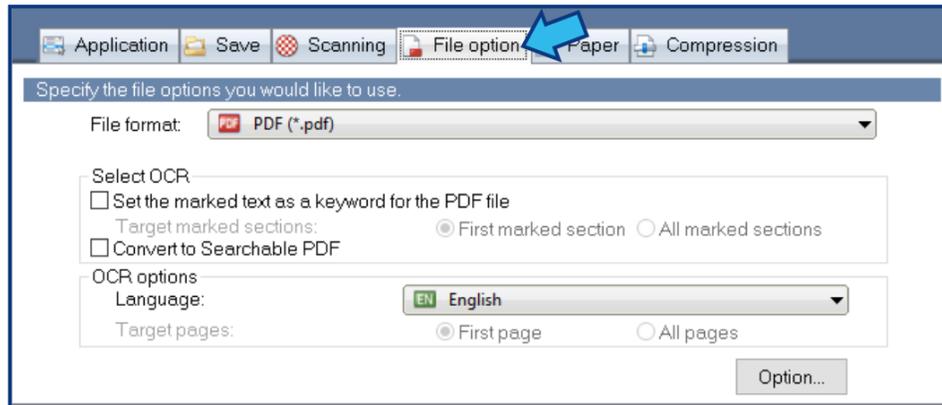


In the **Image rotation** drop-down, select **Do not rotate.**

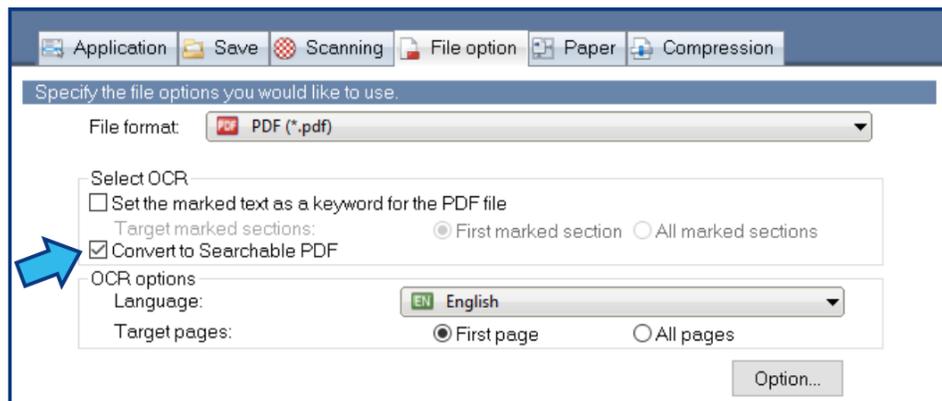


## Step 7. Configure File Options settings.

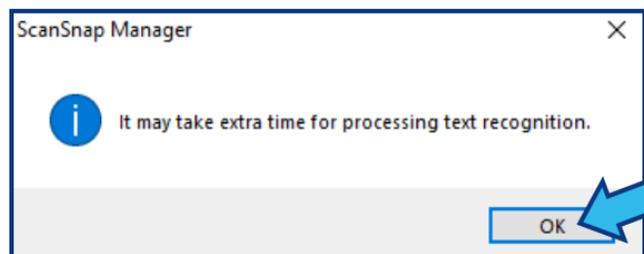
Select the **File** option tab.



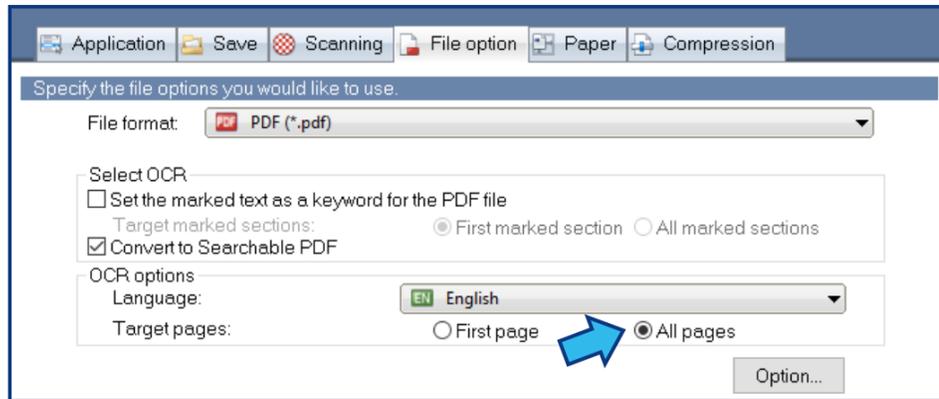
Check the box beside **Convert to Searchable PDF**.



A **ScanSnap Manager** message may appear to alert that choosing this option requires more processing time. Press **OK**.

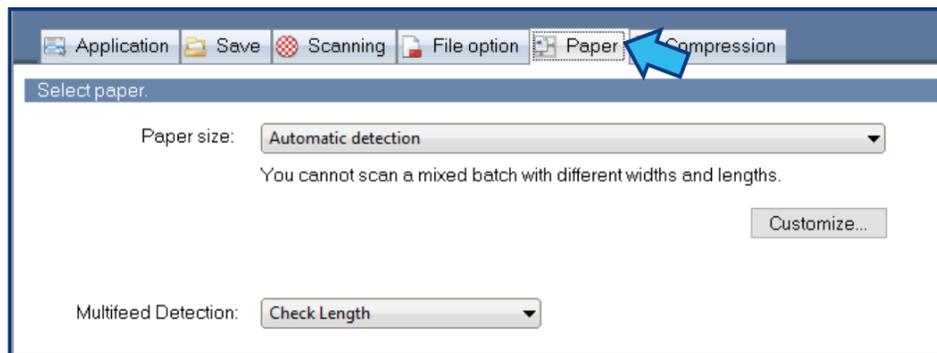


Select the **All pages** radio button.

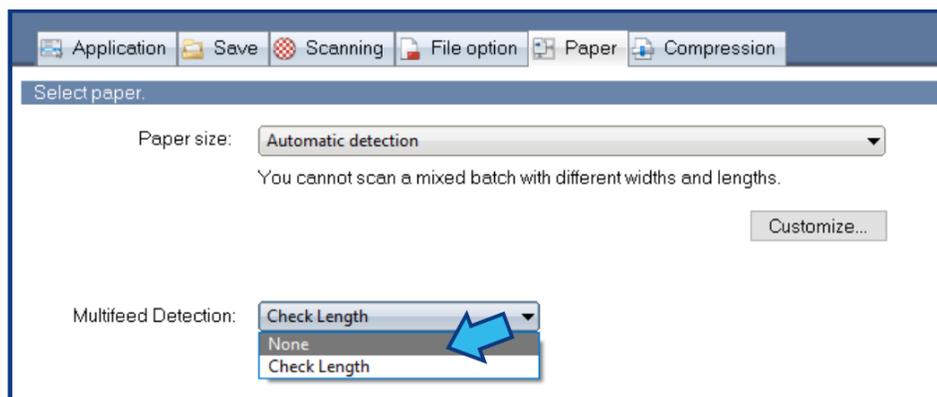


## Step 8. Configure Paper settings.

Select the **Paper** tab.

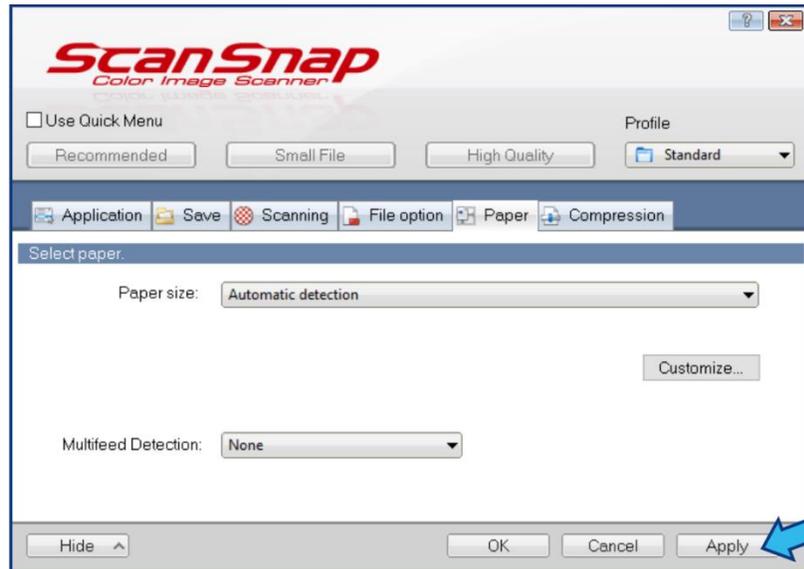


In the **Multifeed Detection** drop-down, select **None**.



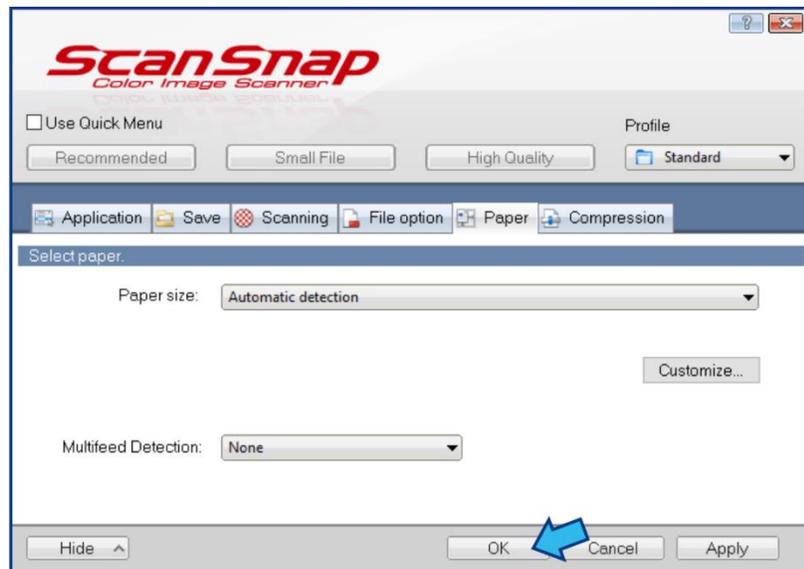
### Step 9. Press Apply.

After all the configuration changes have been made, press the **Apply** button located in the bottom-right.



### Step 10. Press OK.

Press the **OK** button. **ScanSnap Manager** will close.



## Step 11. Confirm scanner integrates properly with CityLaw / CountyLaw.

Scan a document and verify the file is saved in the **CyImports** folder and that the user is prompted by **CityLaw / CountyLaw** to provide/confirm a title and assign a matter.

