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Quick Reference Guide

There are 11 steps to complete this task:

- 1. Confirm workstation and scanner are prepared.
- 2. Open ScanSnap Manager.
- 3. View **Details**.
- 4. Configure **Application** settings.
- 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:

Scansnap Color Image Scenner	
Use Quick Menu Recommended Small File	High Quality Customize
Detail V	OK Cancel Apply



Step 3. View Details.

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

	Scang Color Image 5			
4	Use Quick Menu	Small File	High Quality	Profile
	Detail V		ОКСС	ancel Apply

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

Scansnap Color Image Scanner	?
Use Quick Menu Recommended Small File	Profile High Quality 📑 Standard 👻
Detail V	OK Cancel Apply

Step 4. Configure Application settings.

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

Application	ave 🛞 Scanning 🕞 File option 📴 Paper 🚑 Compression
Select the application y	ou would like to use.
Application:	CanSnap Organizer 🔹
	Application Settings
	Add or Remove



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

🔄 Application 🚘 Save 🛞 Scanning 🔓 File option 🚰 Paper 🚑 Compression
Select the application you would like to use.
Application: 🔁 ScanSnap Organizer 🗸
Add or Remove

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

Added	
	Add
	Remove
	Change
	Help
In to 10 applications can be added.	Close

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

Application Settings	×
Application Path:	
	Browse
Application Name:	
CityLaw	
Description:	



Press Browse...

Application Path:	
	/
	Browse
Application Name:	
CityLaw	
-	
Description:	

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



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

plication Settings		
Application Path: C:\CycomSql\CylmportFile.c	exe	
		Browse
Application Name:		
CityLaw		
Available file format:	PDF (*.pdf)	Test
	☑ JPEG (*.jpg)	Test



Add or remove application	×
Added	Add Remove Change
Up to 10 applications can be added.	Close

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

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

Select the application you would like to use. Application: ScanSnap Organizer None (Scan to File) Acrobat(R) Reader(R) ScanSnap Organizer Scan to Folder Scan to Folder Scan to Frint Scan to Organizer Scan to Belle Scan to Print Scan to Print Scan to Belle Scan to Dicture Folder Scan to Picture Folder CityLaw	🔄 Application 🚘 Sa	ve 🋞 Scanning 🔓 File option 🔛 Paper 🔒 Compression
Application:	Select the application yo	u would like to use.
	Application:	 ScanSnap Organizer None (Scan to File) Acrobat(R) Reader(R) ScanSnap Organizer Scan to Folder Scan to E-mail Scan to Print Scan to Mobile Scan to Google Drive Scan to Salesforce Chatter Scan to Picture Folder CityLaw



Step 5. Configure Save settings.

Select the **Save** tab.

Specify the folder and file name	Scanning 🕞 File option 🔛 Paper 🔒 Compr e format you would like to use.	ession
Image saving folder:	C:\Users\Icrow\Pictures	
		Browse
	File Name Format	
	e.g. 2019_05_17_09_10_19.pdf	
	Rename file after scanning	

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

🔄 Application 🔁 Save (🛞 Scanning 🕞 File option 🔛 Paper 🚑 Compression	n		
Specify the folder and file nam	Specify the folder and file name format you would like to use.			
Image saving folder:	C:\Users\Icrow\Pictures			
	E	Browse		
	File Name Format			
	e.g. 2019_05_17_09_10_19.pdf			
	Rename file after scanning			

Press Browse...







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

Browse For Folder	\times
Save Folder:	
🗸 🏪 OS (C:)	^
> 🛃 Add-ins	
> Apps	
> 🔒 backup	
CycomDat	
🗸 📙 CycomSql	
> 📙 CustomAction	
Cylmports	
	Ť
Make New Folder OK Cancel	
	.::

Step 6. Configure Scanning settings.

Select the **Scanning** tab.

🔄 Application 📴 Sav	/e 🥘 Scanning 💭 e option 📴 Paper 🚑 Compression
Specify the scanning mod	de and options you would like to use.
Image quality:	Normal (Color/Gray: 150 dpi, B&W: 300 dpi)
Color mode:	Auto color detection
Scanning side:	Duplex Scan (Double-sided)
Image rotation:	📀 Automatic 💌
	🗹 Blank page removal
	Continue scanning after last page Option



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

🖂 Application 🚊 Save 🧶 Scanning 🔓 File option 🕃 Paper 🔒 Compression
Specify the scanning mode and options you would like to use.
Image quality: 🔯 Normal (Color/Gray: 150 dpi, B&W: 300 dpi) 💌
Color mode: State Color detection
Scanning side: Duplex Scan (Double-sided)
Image rotation: 🐼 Automatic 💌
Blank page removal
Continue scanning after last page Option

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

🔄 Application 🚊 Sav	re 🎯 Scanning 🍙 File option 😰 Paper 🔒 Compression
Specify the scanning mod	le and options you would like to use.
Image quality:	🐹 Normal (Color/Gray: 150 dpi, B&W: 300 dpi) 🔹
Color mode:	Auto color detection
Scanning side:	Duplex Scan (Double-sided)
Image rotation:	Simplex Scan (Double-sided)
	Blank page removal
	Continue scanning after last page Option

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

🖂 Application 🔁 Save	🛞 Scanning 🕞 File option 🔛 Paper 🔒 Compression	
Specify the scanning mode	and options you would like to use.	
Image quality:	🔯 Normal (Color/Gray: 150 dpi, B&/W: 300 dpi) 🔹 👻	
Color mode:	Auto color detection	
Scanning side:	Duplex Scan (Double-sided)	
Image rotation:	Automatic	
	Do not rotate	
	🚯 Rotate 90° CW (vertical bound)	
	Rotate 90° CW (horizontal bound)	
	Rotate 180° (vertical bound)	
Hide 🔨	Rotate 180° (horizontal bound)	vlaa
	Rotate 90° CCW (vertical bound) Rotate 90° CCW (horizontal bound)	1.2





Step 7. Configure File Options settings.

Select the **File** option tab.

🔜 🖂 Application 🚊 Save 🛞 Scanning	File option	r 🔒 Compression			
Specify the file options you would like to use.	Specify the file options you would like to use.				
File format: 🛛 🚾 PDF (*.pdf)		-			
Select OCR Set the marked text as a keyword for the PDF file Target marked sections Convert to Searchable PDF					
Language:	EN English	•			
Target pages:	First page	○ All pages			
		Option			

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

.	Application 🚘	Save 🋞 Scanning	🔓 File option	🖸 Paper 🔒 Com	pression
Spec	ify the file option	ns you would like to use.			
	File format:	PDF (*.pdf)			•
	Select OCR Set the mar Target mar	ked text as a keyword fo ked sections: Searchable PDF	or the PDF file First marl	ed section OAII ma	arked sections
	- OCR options - Language:		EN English		•
	Target pag	es:	First page	e OAll pa	iges
					Option

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





Select the **All pages** radio button.

🖂 Application 🚊 Save 🛞 Scanning 🕞 File option 🔛 Paper 🔒 Compression
Specify the file options you would like to use.
File format: PDF (*.pdf)
Select OCR Set the marked text as a keyword for the PDF file Target marked sections: Convert to Searchable PDF
OCR options Language: English
Target pages: O First page 🔑 🔿 All pages
Option

Step 8. Configure Paper settings.

Select the **Paper** tab.

🔄 Application 🚊 Se	ave 🛞 Scanning 🕞 File option 🔛 Paper Compression
Select paper.	
Paper size:	Automatic detection
	You cannot scan a mixed batch with different widths and lengths.
	Customize
Multifeed Detection	Check Length

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

🔄 Application 🔁 Sav	e 🛞 Scanning 🍙 File option 🔁 Paper 🔒 Compression
Select paper.	
Paper size:	Automatic detection
	You cannot scan a mixed batch with different widths and lengths.
	Customize
Multifeed Detection:	Check Length
	None Check Length





Step 9. Press Apply.

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

Scan.	Snap Scenner	19
Use Quick Menu		Profile
Recommended	Small File High Quality	Standard 🔻
🔄 Application 칠 Save	Scanning 🔓 File option 🔁 Paper 🔒 Comp	ression
Select paper.		
Paper size:	Automatic detection	•
Multifeed Detection:	None	Customize
Hide 🔺	OK Car	icel Apply

Step 10. Press OK.

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

			?
Scansi	nap		
Use Quick Menu			Profile
Recommended	Small File	High Quality	T Standard
🔤 🔄 Application 🚊 Save 🋞 S	canning 🔓 File option 🔮	Paper 🔒 Compre	ession
Select paper.			
Paper size: Autom	tic detection		-
i oper ores.	detection		•
			Customize
Multifeed Detection: None	•		
Hide 🔨			el Apply



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.

Save scanned ima	ige as			×
Save in:	Cylmports	~	G 🜶 🖻 🛄 -	
4	Name	^	Date modified	Туре
Quick access		No items match your		
Desktop				
Libraries				
This PC				
Network	<			>
	File name:	2019_05_17_11_21_33.pdf	~	Save
	Save as type:	PDF File (*.pdf)	~	Cancel