

#### **Contents:**

Page 1: Quick Reference Guide Page 2: Standard Guide

# **Quick Reference Guide**

## There are # steps to complete this task:

- 1. Confirm workstation and scanner are prepared.
- 2. Open ScanSnap Home.
- 3. Select Auto Scan tab.
- 4. Press Edit Profiles icon.
- 5. Configure **Auto Scan** settings.
- 6. Press Save.
- 7. Confirm scanner integrates properly with **CityLaw / CountyLaw**.



# **Standard Guide**

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

In order to setup an **iX1500 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 Home.

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

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







## Step 3. Select Auto Scan tab.

After completing **Step 2**, the **ScanSnap Home – Scan** window appears. Select the **Auto Scan** tab located near the top-right side (red circle with a white star inside).



# Step 4. Press Edit Profiles icon.

The **Edit Profiles** icon can be found in the top-right corner of the **ScanSnap Home – Scan** window.





# **Step 5. Configure Auto Scan settings.**

To configure the scanner, change or confirm all the following **Auto Scan** settings:

In the drop-down for **Scanning side**, select **Simplex**.

Documents	Bus. Cards	Receipts	Photos
Cole	or mode: 👩 Auton	natic	
Scann	ing side: 🕒 Duple	ĸ	
Image	e quality: 🕒 Duple	x	
	Title: ( ) Simple	EX .	

#### Press **Detailed settings...**

Documents	Bus. Ca	ards	Receipts	Photos
Cold	or mode:	Autom	atic	
Scann	ing side:	Simple	x	
Image	quality:	Autom	atic	
	Title: [0	ate on a d	locument]_[Title]	

Select the **Title** tab.

cument type: Documents	~		
D <sup>Title</sup>	File format	Scan	File size
Title format :	<ul> <li>Title is generated autor Extracts the Date and the Use scanned date in Use scanned date</li> <li>Customize file names</li> </ul>	he Title from the document.	
	no title		
Date format :	yyyyMMdd Include hr/min/sec	~	
Language of document :	EN English	~	
Example: [Da	te on a document]_[Title]		
		_	K Cancel



Select the **Customize file names** radio button and press **OK**.

k		Detailed	settings		3
Document type:	Documents	~			
Titl	e	File format	Scan	File size	l
	Title format	<ul> <li>Title is generated autt Extracts the Date and Use scanned date</li> <li>Use scanned date</li> <li>Customize file names no title</li> </ul>	the Title from the document. instead	Т	
	Date format	: yyyyMMdd	~		
Lan	guage of document	: EN English	~	·	
	Example: 1	no title			
			c	OK Cancel	

In the drop-down for **Feed**, select **Continuous scan**.

			Detailed settings
	Tag:	🕀 Add a tag	
	Feed:	Normal scan	- Option
Save destination		( Normal scan	
	Type:	Continuor scan	
Application	Save to:	🎒 Manual scan	Browse
	Send to:	None (Scan to file)	V Set

Press **Browse...** beside the **Save to** field.

	Tag: 🕘 Add a tag		
	Feed: 🜔 Continuous scan	<ul> <li>✓ Opt</li> </ul>	tion
Save destination			
	Type: PC		- M
	Save to: C:\Users\396824\AppData\F	loaming\PFU\S Brd	yse
Application			
	Send to: None (Scan to file)	<ul> <li>✓ Set.</li> </ul>	



Navigate to the **C:\CycomSql** folder and select the **CyImports** folder.

E Browse for folder						×
← → × ↑ 📙 > This P	C > Windows (C:) > CycomSQL >			∨ ð S	earch CycomSQL	Ą
Organize 👻 New folder						
DISCOVERY ^	Name	Date modified	Туре	Size		
🔐 DVD RW Drive (F	CustomActions	3/27/2019 8:24 AM	File folder			
OneDrive	CycomPdf	3/27/2019 8:24 AM	File folder			
	Cylmports	3/27/2019 8:24 AM	File folder			
💻 This PC	CyNetOfficeFileMgr	3/27/2019 8:24 AM	File folder			
3D Objects						
Desktop						
Documents						
👆 Downloads						
Music						
Pictures						
Videos						
Windows (C:)						
🛨 396824 (\\12vfat						
APPS (K:)						
·*						
Folder	Cylmports			$\frown$		
				2 S	elect Folder	Cancel

In the drop-down for Send to, select Add or Remove...

Тур	e: PC	
Save	to: C:\CycomSQL\CyImports	Browse
Application		M
Send	to: None (Scan to file)	Set
	None (Scan to file)	
	Verify and save	ve Cancel
	Scan to E-mail	Cancer
	Add or Remove	

Press Add...

5	Application settings	Ň
Available applications list :	Up to 10 applications can be added.	Add Set Remove
		Close



Press Browse...

5	Application settings	×
	<ul> <li>Image data</li> <li>PDF(*.pdf)</li> <li>JPEG(*.jpg)</li> <li>Card data</li> <li>vCard(*.vcf)</li> <li>Unicode vCard(*.vcf)</li> <li>ContactXML(*.xml)</li> </ul>	Browse
		OK Cancel

Navigate to the **C:\CycomSql** folder and select the **CyImportFile** application.

Select application					×
← → × ↑ 📙 > 1	This PC > Windows (C:) > CycomSQL >			マ ひ Search CycomSQL	م ر
Organize 👻 New fol	lder			EII	• 🔳 🕜
OneDrive	Name	Date modified	Туре	Size	
This DC	CustomActions	3/27/2019 8:24 AM	File folder		
This PC	CycomPdf	3/27/2019 8:24 AM	File folder		
3D Objects	Cylmports	5/15/2019 1:13 PM	File folder		
Desktop	CyNetOfficeFileMgr	3/27/2019 8:24 AM	File folder		
Documents	🛓 CylmportFile	3/27/2019 8:24 AM	Application	1,632 KB	
Downloads	📧 pdftotext	4/28/2016 5:06 PM	Application	919 KB	
Music					
E Pictures					
📑 Videos					
L Windows (C:)					
🛖 396824 (\\12vfat					
APPS (K:)					
🛖 Group Share (M:					
i Network					
File	name: CylmportFile			Application file Open S	∨ Cancel



#### In the **Display name** field, enter **CityLaw** or **CountyLaw**.



#### Press OK.



#### Press Close.

5	Application settings	×
Available applications list	CityLaw	Add
		Set
		Remove
	Up to 10 applications can be added.	
	op to to approximate the bubble.	
		Cic



In the drop-down for **Send to**, select **CityLaw** or **CountyLaw**.

Application		M
Send to:	None (Scan to file)	Set
	None (Scan to file) Verify and save Scan to E-mail	ve Cancel
	CityLav	
	Add or Remove	

Press **Yes** to continue.

ScanSnap Home
The associated application is modified. If this happens, the current settings for the associated application that is selected are reset. Do you want to continue?

# Step 6. Press Save.

Press the **Save** button located at the bottom.

Documents	Bus. Cards	Receipts	Photos
Co	lor mode: 👩 Autom	atic	
Scan	ning side: 📋 Simple	x	
Imag	ge quality: 🛞 Autom	atic	
	Title: no title		
		D	letailed settings
	Tag: 🕂 Add a tag	1	
	Feed: 🜔 Continuo	us scan	~ Option
ave destination			
	Type: PC		
	Save to: C:\CycomSQL\0	Cylmports	Browse
pplication			
5	Send to: CityLaw		∽ Set



# **Step 7. 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	search.	
Desktop				
Libraries				
This PC				
Network	<			>
	File name:	2019_05_17_11_21_33.pdf	~	Save
	Save as type:	PDF File (*.pdf)	~	Cancel