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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: 🌏 Autor	natic	
Scann	ing side: 🕒 Duple	x	
Image	e quality: 🕒 Duple	x	
	Title: 📋 Simpl	ex .	

Press **Detailed settings...**

Documents	Bus. Ca	irds	Receipts	Photos
Cold	or mode:	Autom	atic	
Scann	ing side:	Simple:	x	
Image	quality:	Autom	atic	
	Title: [D	ate on a d	ocument]_[Title]	1

Select the **Title** tab.

Designed			
cument type: Document	<u> </u>		
D Title	File format	Scan	File size
Title format :	 Title is generated auto Extracts the Date and Use scanned date Use scanned date Customize file names 	omatically the Title from the document. instead	
	no title		
Date format :	yyyyMMdd	~]
	Include hr/min/sec		
Language of document :	EN English	Ŷ]
Example: [Da	te on a document]_[Title]		
			_



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

R		Detailed	settings	
Document type:	Documents	~		
Titl	e	File format	Scan	File size
	Title format	 Title is generated autt Extracts the Date and Use scanned date Use scanned date Customize file names no title 	omatically the Title from the document. instead	1
	Date format	: yyyyMMdd		
Lan	guage of document	: English	~	r
	Example: 1	no title		
				DK 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:	Continuou scan	
Application	save to:	🞒 Manual scan	Browse
	Send to:	None (Scan to file)	Set

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

	Tag: 🕘 Add a tag		
	Feed: 🜔 Continuous scan	 ✓ Opt 	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)	✓ Set.	



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

🔄 Browse for folder						×
← → × ↑ 📙 > This P	C > Windows (C:) > CycomSQL >			∨ ð S	earch CycomSQL	Q
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:)						
n 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 t	o: C:\CycomSQL\CyImports	Browse
Application		M
Send t	o: None (Scan to file)	V Set
	None (Scan to file)	
	Verify and save	Cancel
	Scan to E-mail	Cancel
	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...

<u>s</u>	Application settings	×
Application path : Display name : Available file format :	 Image data PDF(".pdf) JPEG(".jpg) Card data 	Browse
		OK Cancel

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

Select application						×
← → × ↑ 📴 > Thi	is PC > Windows (C:) > CycomSQL >			✓ ð Search Cy	comSQL	P
Organize 👻 New folde	r				III • 🔲	0
OneDrive	Name	Date modified	Туре	Size		
This DC	CustomActions	3/27/2019 8:24 AM	File folder			
	CycomPdf	3/27/2019 8:24 AM	File folder			
3D Objects	Cylmports	5/15/2019 1:13 PM	File folder			
E Desktop	CyNetOfficeFileMgr	3/27/2019 8:24 AM	File folder			
Documents	실 CylmportFile	3/27/2019 8:24 AM	Application	1,632 KB		
🕹 Downloads	pdftotext	4/28/2016 5:06 PM	Application	919 KB		
b Music						
E Pictures						
🙀 Videos						
L Windows (C:)						
🛫 396824 (\\12vfat						
🛖 APPS (K:)						
🛖 Group Share (M:						
i Network 🗸						
File na	ame: CylmportFile			Applicatio	on file Cancel	×



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



Press OK.



Press Close.

5	Application settings	×
Available applications list	CityLaw	Add
		Set
		Remove
	In to 10 applications can be added	
	op to to appressions can be added.	
		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	etailed settings
	Tag: 🕀 Add a tag		
	Feed: 🜔 Continuo	us scan	~ Option
ave destination			
	Type: PC		
	Save to: C:\CycomSQL\C	lyimports	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