

**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

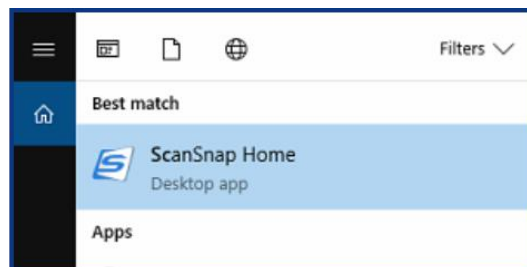
### Step 1. Confirm workstation and scanner are prepared.

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.

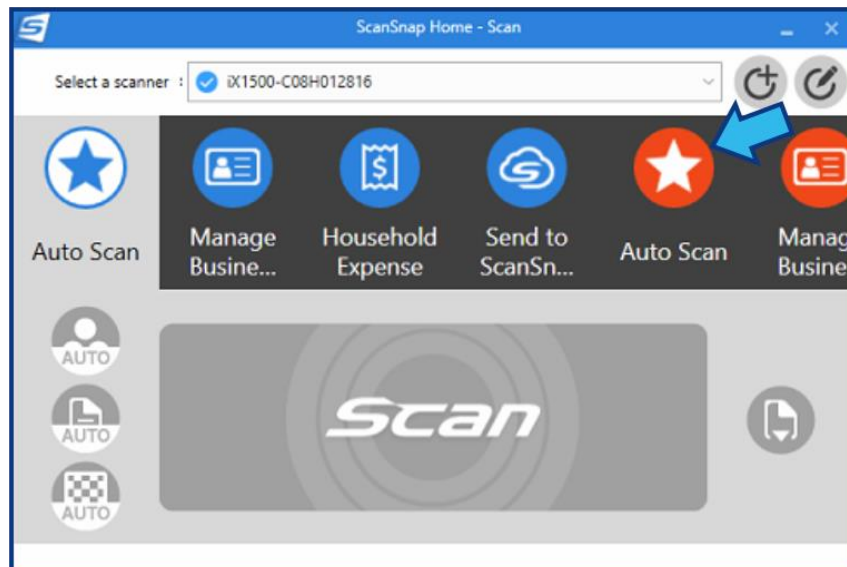
To open **ScanSnap Home**, press the **Windows** key and begin typing **ScanSnap**. If installed correctly, **ScanSnap Home** will appear in the **Apps** list and should be highlighted. Press the **Enter** key or select with the mouse to open **ScanSnap Home**.

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**.



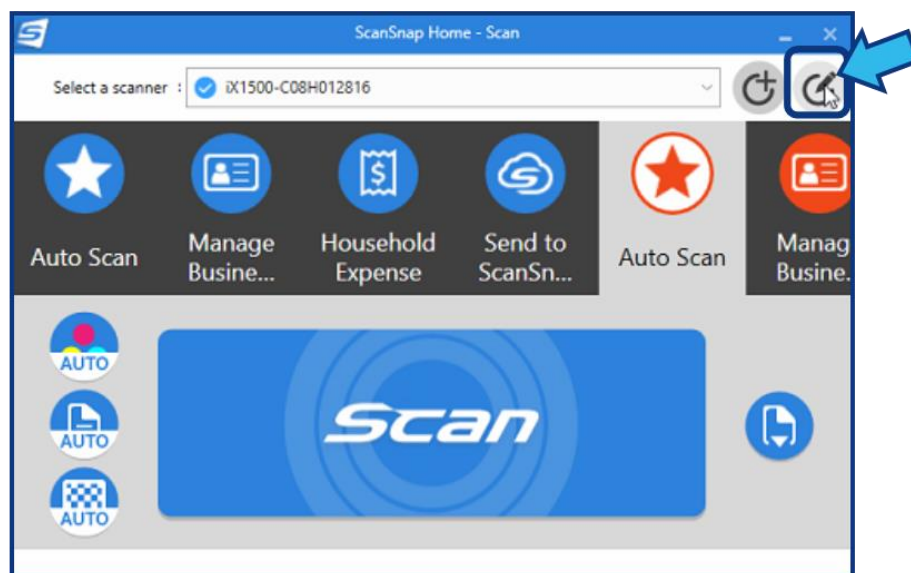
### Step 3. Select Auto Scan tab.

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.

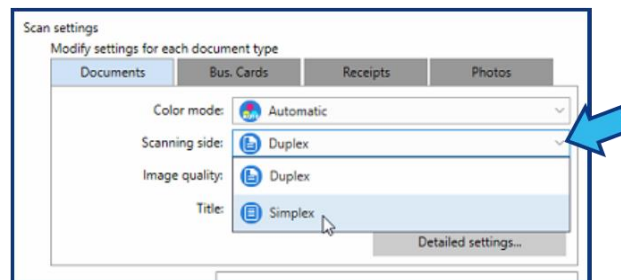
The **Edit Profiles** icon can be found in the top-right corner of the **ScanSnap Home – Scan** window.



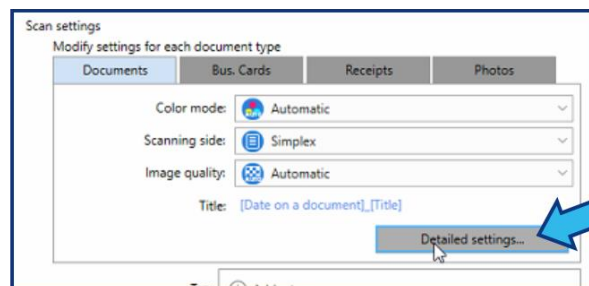
## Step 5. Configure Auto Scan settings.

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

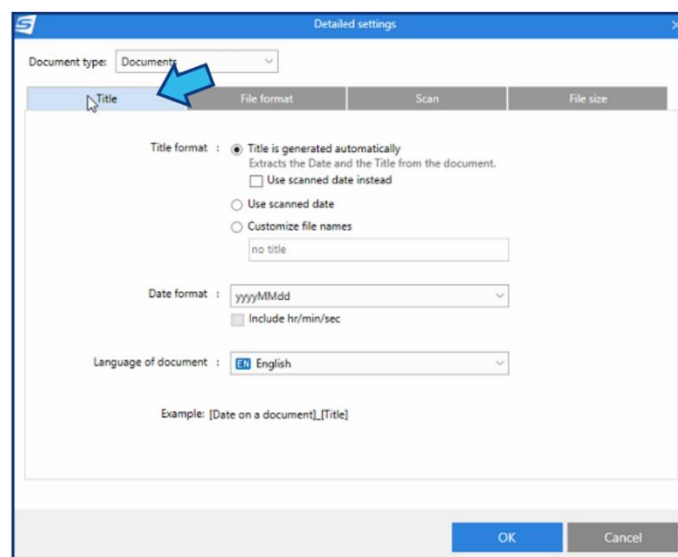
In the drop-down for **Scanning side**, select **Simplex**.



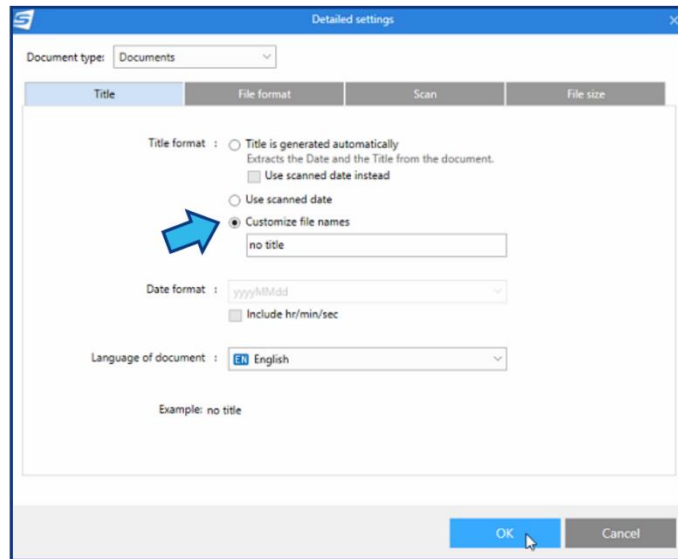
Press **Detailed settings...**



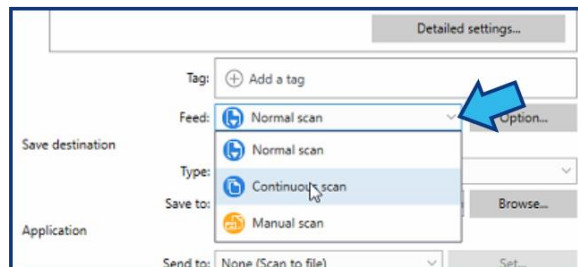
Select the **Title** tab.



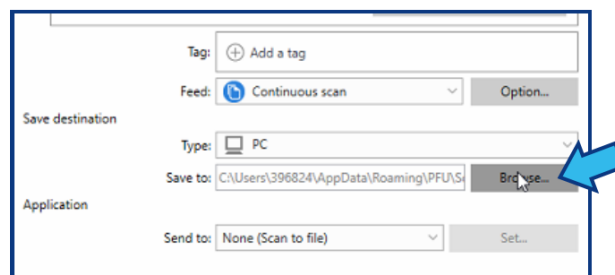
Select the **Customize file names** radio button and press **OK**.



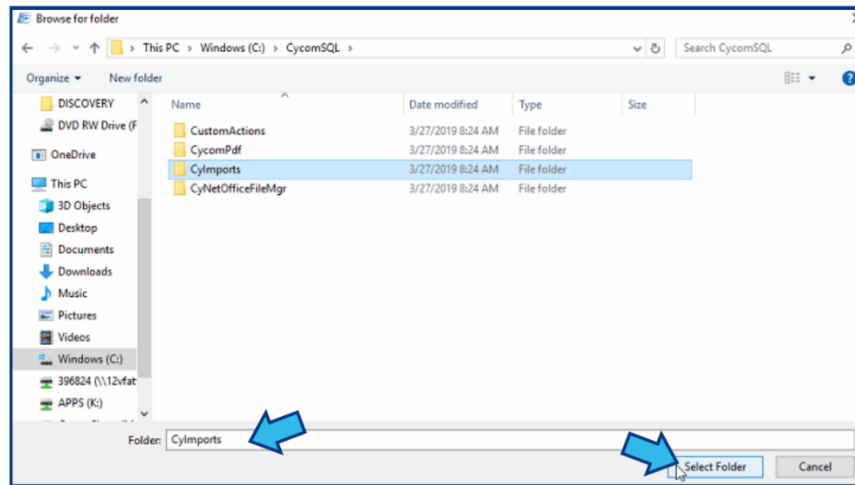
In the drop-down for **Feed**, select **Continuous scan**.



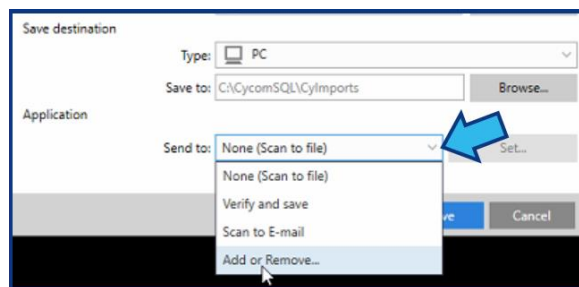
Press **Browse...** beside the **Save to** field.



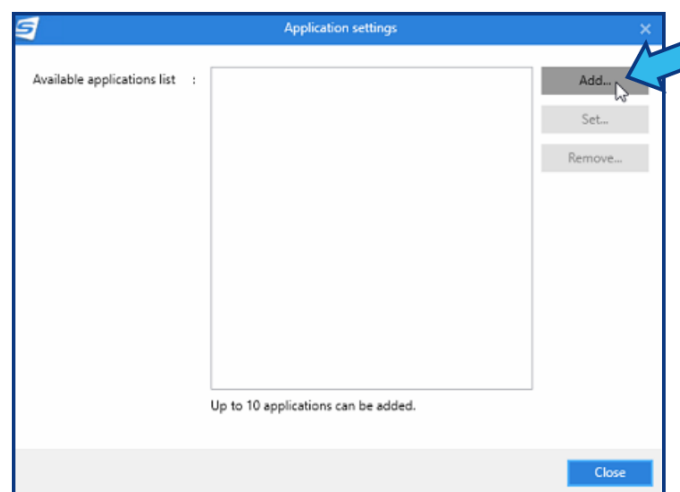
Navigate to the **C:\CycomSql** folder and select the **CyImports** folder.



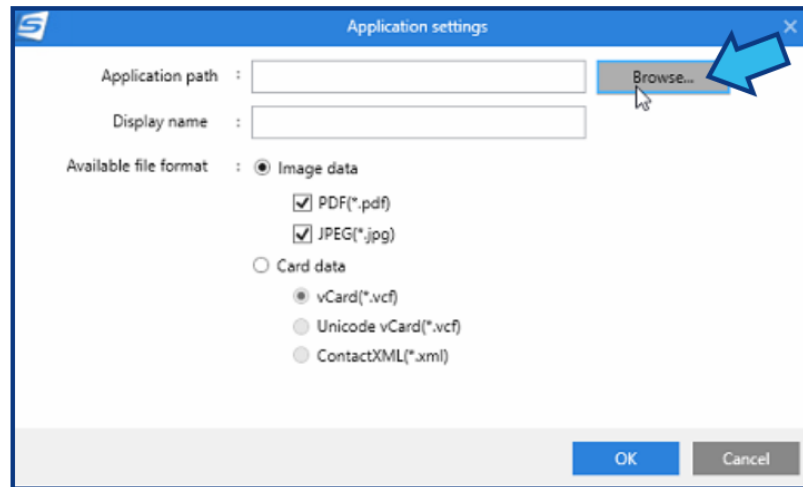
In the drop-down for **Send to**, select **Add or Remove...**



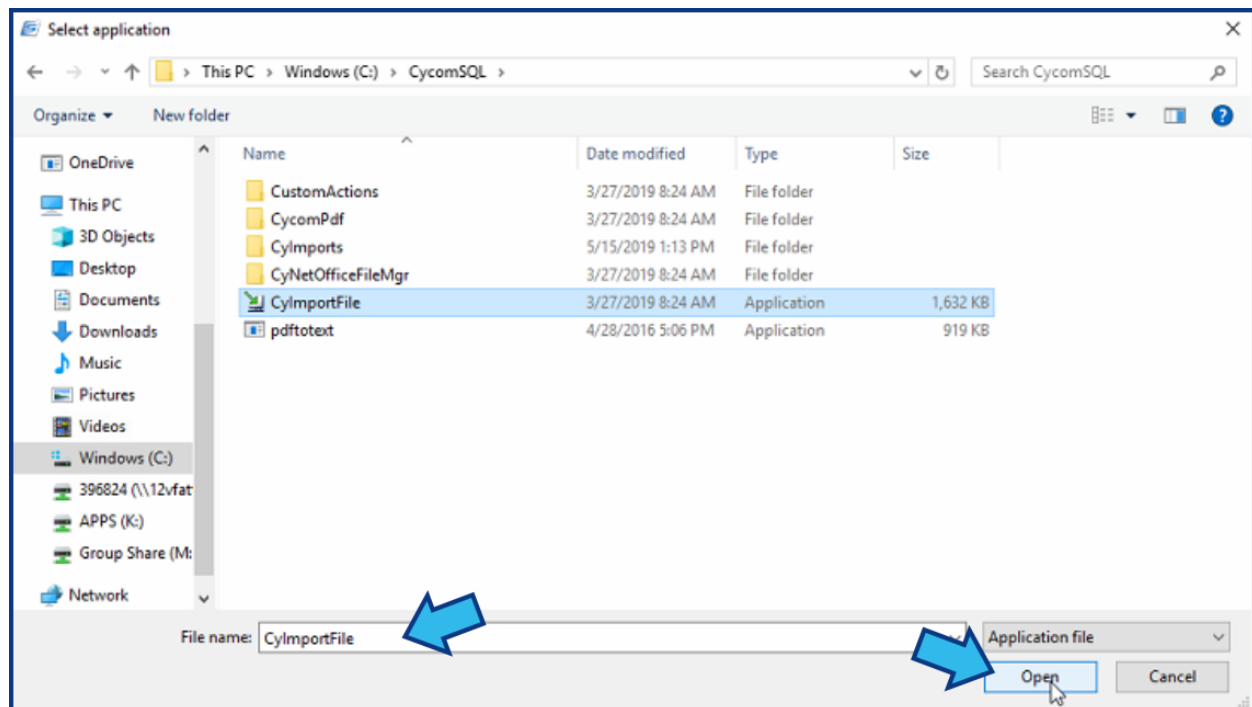
Press **Add...**



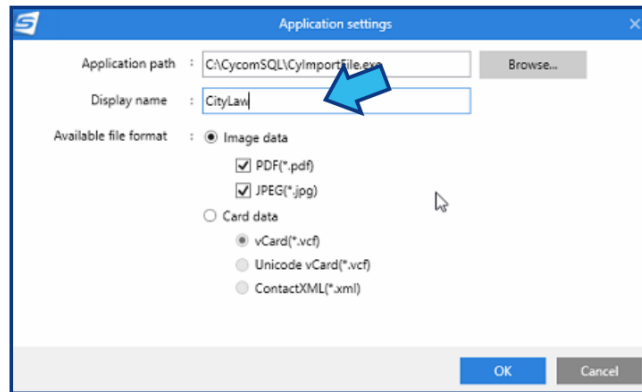
Press **Browse...**



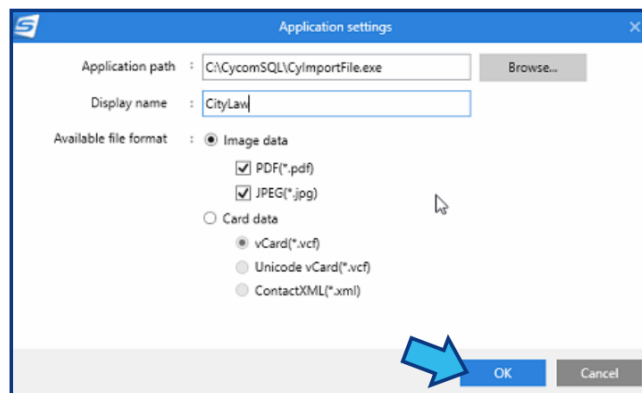
Navigate to the **C:\CycomSql** folder and select the **CyImportFile** application.



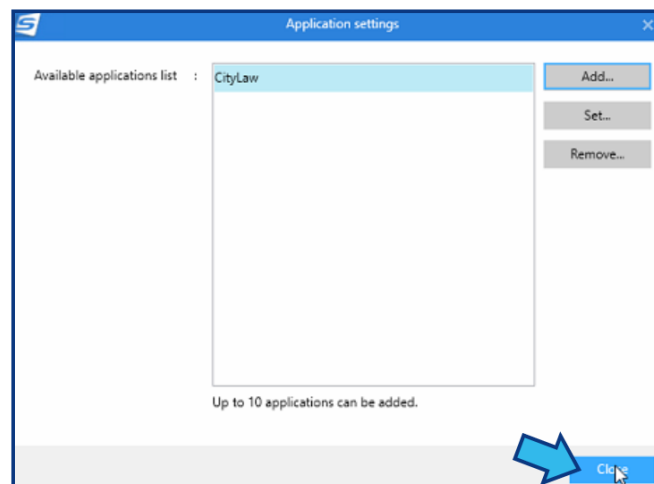
In the **Display name** field, enter **CityLaw** or **CountyLaw**.



Press **OK**.

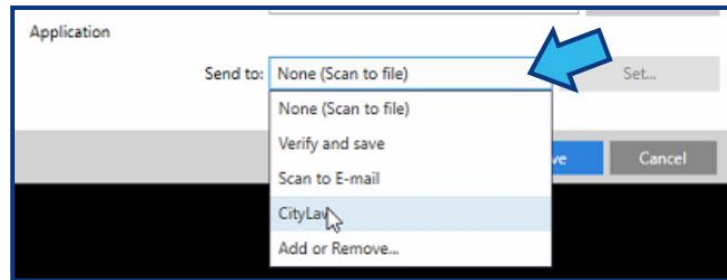


Press **Close**.

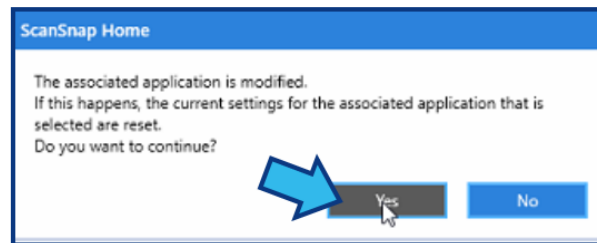




In the drop-down for **Send to**, select **CityLaw** or **CountyLaw**.

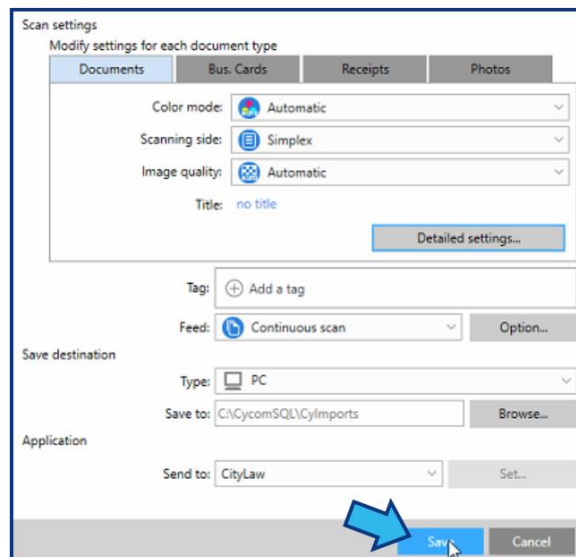


Press **Yes** to continue.



## Step 6. Press Save.

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



## **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.

