Install a scanner

1. **Install the SCSI card**
   
   If using a USB scanner, you do not need to install a SCSI card. Mini-desktops do not have enough space for 650i SCSI cards. Follow your manufacturer's instructions to install the card.

   1. Verify the SCSI card is an Adrenaline 650i, which includes a hardw are license to use A/PE.
   2. Insert the SCSI card in the desired PCI slot on the scanning workstation.
     
     **Note** Do not connect the scanner to the SCSI port of the workstation yet. Connect the scanner only after you install all of the drivers.
   3. Turn on the computer and log in as a user with administrative privileges on the computer where the SCSI is installed.
     
     **Note** During startup, the SCSI cards name should appear. If it does not appear, you must shut down the computer and reinsert the card.
   4. If the Windows **Found new hardware** wizard appears, follow the instructions and install the drivers. The next three steps verify that the installation was successful.

2. **Install the drivers**

   We recommend that you obtain the latest version of the scanning drivers directly from the manufacturer and that you manually install them on the scanning computer, even if the Found New Hardware wizard installed the drivers during SCSI installation.

   1. Download the necessary scanner ISIS software are driver you need.
      
      - For a Fujitsu scanners, use the following URL to download the drivers.
        
      - For Canon scanners, use the following URL to download the drivers and the necessary .inf file.
        
        [http://ww w.usa.canon.com/cusa/support](http://www.usa.canon.com/cusa/support)
      - If the ISIS software driver is unavailable and you do not have the original manufacturers installer CD, refer to the scanner's manufacturer's website or documentation.

   2. Install the driver according to manufacturer's instructions.
      
      1. Note the path to which the files are extracted. This path is typically C:\<scanner name>.
      2. Navigate to the path in the previous step and run the **setup.exe**, accepting the default settings.
      3. Connect the scanner into the workstation by doing one of the following:
         
         - For USB scanners, plug the USB cable into any available port.
         - For SCSI scanners, with the scanner and computer turned off, plug the scanner into an available SCSI port, turn on the scanner, and then turn on the computer.
      4. If the **Found new hardware** wizard appears, follow the instructions on the wizard pages.
        
        **Note** For Canon and some other scanners, you need to enter the location of the .inf file that you downloaded in step 1. Other models may require you to insert the manufacturer's CD.

   3. **Install Kofax VRS**

   If you use Pixel scanning drivers, you do not have to complete this step. You typically install both Kofax Adrenaline Software products except when your business case precludes either A/PE or VRS. For complete instructions for installing Kofax VRS, refer to the following Kofax document.

To verify scanner compatibility and recommended configuration with Kofax product versions and controller type, access the Scanner Configurator tool from the following URL:

http://www.kofax.com/configurator

2. Log in to the scanning computer as a user with administrative privileges.
3. Insert the Kofax CD into the CD ROM drive.
   1. If the program does not run automatically after a few seconds, access the CD/DVD-ROM drive using Windows Explorer.
   2. Double-click setup.exe.
4. On the Welcome dialog box, select Install VRS and an Adrenaline SCSI controller and click Next.
5. Enter your Kofax license information and click Next.
6. Accept the default values for the remaining dialog boxes of the wizard.
   Note Refer to "Troubleshoot scanner configuration" to research any messages that appear during this part of the installation.

4. Test the scanner
To test the scanner, depending on the driver type, perform one of the following actions:

* For Kofax:
  1. On the Start menu, point to Programs, then point to Kofax VRS, and then click VCDemo.
  2. In VCDemo, point to Source, click Scanner, select the correct source that you want to use, and then click OK. When the scanner is ready, the scanner icon appears.
  3. Insert one or more documents in the scanner.
  4. Point to Source and then click Process Batch. The result determines your next action:
     * If configured properly, the scanner scans and displays the documents. You installed the scanner successfully.
     * If an error appears, the SCSI card, ISIS driver, or Kofax driver is not configured properly. Refer to the VCDemo section in "Troubleshoot scanner configuration."

* For Pixel:
  1. Insert a document in the scanner.
  2. In Windows Explorer, navigate to the WINDOWS\pixtran directory and then double-click the Testappn.exe file.
  3. In the Test App - <driver name> dialog box, in the lower-left pane, under Tests, perform the following actions:
     * Click Is Page Loaded?. The result determines your next action.
       * If configured correctly, the message Page detected in feeder displays. Click OK.
       * If an error displays, the SCSI card, ISIS driver, or Pixel driver is not configured properly. Refer to "Troubleshoot scanner configuration."
     * Click Scan Page. The result determines your next action.
       * If configured correctly, the scanner scans and displays the page and the message Done! displays. Click OK.
       * If an error displays, the SCSI card, ISIS driver, or Pixel driver is not configured properly. Refer to "Troubleshoot scanner configuration."

5. Create a scanning profile
Perform the following procedure to create a new scanning profile. To perform this procedure, you must be a user with management privileges, a manager, or the owner. If you want to move or copy scanning profiles to a scan station, refer to "Move capture and scanning profiles" or "Copy a capture and scanning profile."

1. On the ImageNow toolbar, on the Settings menu, click Options.
2. In the ImageNow Options dialog box, in the left pane, click Capture.
3. In the right pane, under Scanning Profiles, click Manage Profile List. For more information about scanning profiles, refer to "What is a scanning profile?"
4. In the Scanning Profile Manager dialog box, click Create.
5. In the Scanning Profile dialog box, on the General tab, perform the following steps to create a new scanning profile:
   1. In the Name box, type a unique profile name.
   2. Description box, type a short description.
   3. In the Device box, select the device name you want.

Note Depending on the type of driver you are using, the Scanning Profile dialog box will display different tabs. Pixel drivers use the General, Properties, and ImageNow Processing tabs. Kofax drivers use General, Properties, Advanced, and Options tabs. TWAIN drivers use General and Properties tabs.
6. On the **Properties** tab, under **Properties**, choose the options you want.

7. Optional. If you are working with a flatbed scanner, under **Flatbed Settings**, choose the options you want. If your scanner does not support flatbed scanning, then the **Flatbed Settings** options are dimmed and unavailable. ImageNow does not support duplex scanning for flatbed scanners.

8. When using Kofax drivers, on the **Advanced** tab, under **Options**, choose one or more of the following options:
   - In the **Prescan** box, specify the number of pages to be cached by the Kofax Accelerator.
   - In the **Timeout** box, specify the time in seconds before the scanning process will stop after the last page is scanned.
   - To delete blank pages from the scanning process by using a more advanced comparison, select the **Calculate Blank Page Deletion** check box.
   - Click **Advanced**, and then choose the options you want. These vary based on the device you have installed.
   - Click **Units**, and then specify what units of measurement you want for the current profile.

9. When using Kofax drivers, on the **Options** tab, choose the options you want in order to scan part of a document, not all of it. If your scanner device supports duplex scanning, then you can specify a picking rectangle for both front and back pages.

10. When using Pixel drivers, on the **ImageNow Processing** tab, select the filter you want and then add, remove, configure or move it up or down in the list. Before you configure a filter, first move it to the **Selected Filters** list.

11. Click **OK** three times.

**Notes**

- The operating system determines the default storage location for the inscan.xml and indevice.xml scanning profile files. For example, if using Windows XP, the default location for these files is: [{drive}:]{user name}/Application Data/ImageNow folder. If using Windows Vista, the default file location is [drive]:{user name}/AppData/Local/ImageNow. To create a scanning profile, the user logged in to the local computer must have the Write permission for his or her user directory.

- When using Pixel drivers, to add filters quickly to the **Selected Filters** list, you can double-click on the one you want to add it, or select multiple filters at once by using the CTRL or SHIFT keys, and then click **Add** (or **Remove**).

- When you remove a filter from the **Selected Filters** list, that filter is not removed completely. It is returned to the **Available Filters** list.

- You can apply image processing filters to black and white, grayscale, and color images. The filters available to you depend on the driver type and scanning color.

6. **Create a capture profile**

Perform the following procedure to create a new capture profile. To perform this procedure, you must be a user with management privileges, a manager, or the owner. If you want to move or copy scanning profiles to a scan station, refer to "Move capture and scanning profiles" or "Copy a capture and scanning profile."

To simplify the following task, make sure that you have already created a scanning profile for the capture profile you will be creating.

1. On the **ImageNow** toolbar, click the **Capture** arrow and then click **Manage Capture Profiles**. For more information about capture profiles, refer to "What is a capture profile?"

2. In the **Capture Profiles** dialog box, click **Create**.

3. In the **New Capture Profile** dialog box, perform the following steps:
   1. **Set name, source, mode, and workflow options**.
      1. On the **General** tab, under **General**, perform the following steps:
         1. In the **Name** box, type a unique name for the profile.
         2. In the **Description** box, type a description of your profile.
      2. Under **Type**, perform these steps:
         1. In the **Source** list, click **Scanner**.
         2. In the **Mode** list, click **Batch** or **Single**.
      3. Optional. If you have installed Content Server, select the **Submit documents to Content Server** check box to submit captured objects to Content Server for full text indexing.
         
         **Note** Automatically submitting all document batches to Content Server can slow system performance. We recommend that you submit documents to Content Server using the Content Automated System Queue (ASQ) in workflow.
      3. Optional. Under **Workflow**, in the **Send To** list, click the destination queue option you want. The default option is **<None>**, in which case the documents are not sent to any queue. If you want to prompt the user for a workflow queue, select **<Prompt User>**. All other options are the queues to which the current user has the **Add** privilege.
   2. **Set scanning profile options**.
      1. On the **Scanner** tab, perform one of the following actions:
         1. If you have already set up one or more scanning profiles and want to use one of these, in the **Scanning Profiles** list, click the profile you want.
3. **Set batch processing, separator sheets, and barcode grouping options.**
   
   1. On the **Batch** tab, under **Options**, select one or more of the following options:
      
      - **Automatic Server Processing** – Requires you to assign a value to at least one document key in addition to drawer and document type. It sends the batch to ImageNow Server for automatic processing. Useful when you want to send documents directly to a workflow queue.
      
      **Note** If you plan to automatically process your batches, on the **Index Keys** tab, you must select a **Drawer**, **Document Type**, and at least one additional document key.
      
      - **Bypass QA Processing Step** – Until you are certain of the quality of your scanned documents, we recommend that you do not bypass QA.
      
      - **Create new batch when feeder is empty** – Useful if you load a group of related documents that, when scanned, complete the batch you want to bring into ImageNow.
      
      - **Prompt user for notes at Batch creation** – When a new batch is created, prompts you to enter notes about the batch.
      
      - **Validate page count** - Allows you to set **Prep User**, **Prep Date**, and **Page count** values in the **Supply Group Information** dialog box.
      
      **Note** This option requires that you create a group called **Prep Users** and add at least one user to the group before using the capture profile. Otherwise, the user won’t be able to complete the **Supply Group Information**.
      
      - **Show Batch Report** – Displays a report showing the **Batch Sequence** number and the number of pages scanned.
      
   2. Under **Separator Sheets**, select one or more of the following options:
      
      - **Barcode Separator Sheet** – Creates a new batch when a barcode is detected.
      
      - **Patchcode Separator Sheet** – Creates a new batch when a patchcode is detected.
      
      - **Trigger** – Specify a barcode filter that a barcode must match before a new batch is started.
      
      - **Discard Separator Sheet** – Determines whether or not the separator sheet will be retained.
      
   3. Under **Barcode Grouping**, select one or more of the following options for grouping pages in a single batch:
      
      - **Enable barcode grouping** – When selected, you use barcodes to index and group your batches. Additionally, on the **Index Keys** tab, you must set at least one index key type to **Barcode**.
      
      - **Page Limit** – Specifies the maximum number of pages in a barcode group as a safeguard should a barcode go undetected. This assumes that you have some knowledge of how many of the documents you want to scan typically contain barcodes. The **Barcode Grouping** check box must be selected to activate this option.
      
      - **Trigger** – If more than one barcode is detected, specify using an integer or barcode filter, which barcode to use for grouping. The **Barcode Grouping** check box must be selected to activate this option.
      
   4. **Set document key type and value options.**
      
      - Optional. On the **Index Keys** tab, select the options you want, including the **Document Type**. Double-click a key to make any changes. If a key is set to **Empty**, this is a default setting and no key is set up for that field.
      
   4. In the <name of capture profile> dialog box, click **OK**.

   5. In the **Capture Profiles** dialog box, click **Close**.

   **Note** To quickly create a new capture profile, you can base it on an existing profile by selecting the existing profile and clicking **Copy** in the **Capture Profiles** dialog box. Then click **Modify** and make the changes you want to create the new profile.