

## Scan with Ricoh/Fujitsu ScanSnap

### A. Installation

Please install the driver software before connecting the scanner.

System requirements: Fujitsu/Ricoh ScanSnap desktop or mobile device, e.g. iX500, iX1600, SV600, iX1300, Office Manager DMS version 16.1 or higher.

#### 1. Install driver and OCR software

Please insert the DVD supplied with the scanner or use the download and install:

- ScanSnap Manager (less complicated) or ScanSnap Home (more comprehensive)
- ABBYY FineReader for ScanSnap

No other software supplied with the scanner is required for the document archiving described.

#### 2. Connecting the scanner

Please do not connect the scanner until you are prompted to do so during the driver installation or when the ScanSnap Manager installation is complete.

#### 3. Customize FineReader OCR

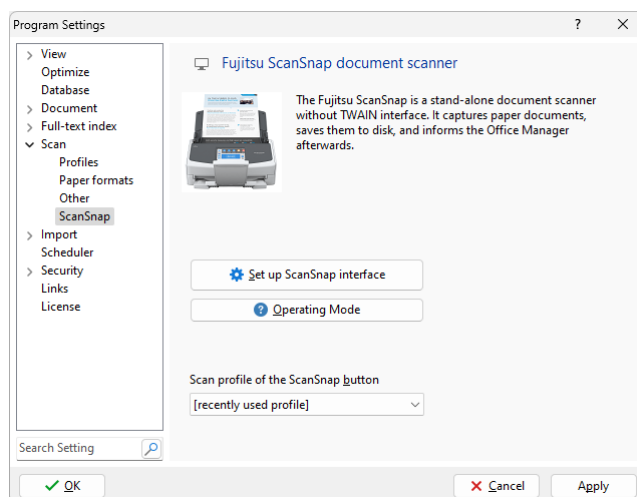
Start "ABBYY FineReader for ScanSnap". On the **General settings** tab page, the **Edit file names before saving** and **Open recognized documents** radio buttons should be unchecked. Select the appropriate document languages, usually "English" and/or "German". Switch to the **Scan to Searchable PDF** page. The highest image quality level is recommended.

**Important:** It is essential that you set **Text below the page image** as the save mode! This ensures that both the scanned image and the recognized text are saved in the PDF. PDF/A is also recommended for archiving.

#### 4. Office Manager DMS


Please install Office Manager DMS. The ScanSnap interface is set up automatically. However, please start the program once to complete the final steps.

If Office Manager was already present before the installation of ScanSnap, you must activate the interface:



In the Office Manager menu, select **File | Options | Preferences** and go to the **Scan | ScanSnap** page. Please click on **Set up ScanSnap interface**.

#### 5. Recommended settings in ScanSnap Manager

You can start a scan in Office Manager DMS or with the scan button or touch field on the device. The following setting is required for device operation: Open the ScanSnap Manager by double-clicking on  in the taskbar. Deactivate **Use quick menu**. Switch to the **Application** tab page (first click on **Detail** if no tab pages are visible) and select "Office Manager DMS" under **Application**.

## B. Scan documents

### 1. Basics



Please read the chapter "Basic ScanSnap operating procedures" in the scanner's user manual first. More comprehensive documentation has been installed as a PDF document with the software.

Select **Start | All Programs | ScanSnap Manuals**.

Please familiarize yourself with the basics of the device.



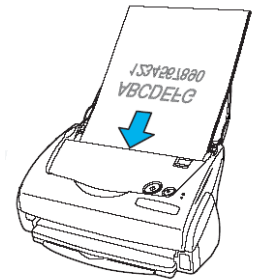
### 2. Scanning office documents

Please open the cover of the scanner, the device will switch on automatically. The ScanSnap symbol is displayed in the taskbar as  (when the device is switched off as .

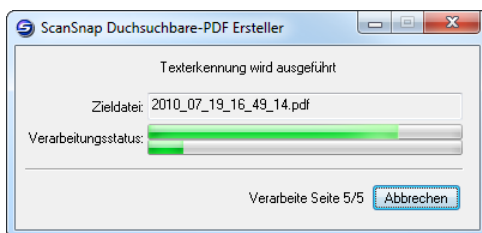
Insert one or more documents into the scanner.

Click on the **Scan Profiles** mouse button in the Office Manager **Create** menu (in some versions **Start** menu). Select the desired profile.

*Tip: If you later use the scan button on the device, the last profile you clicked on in Office Manager will be used for scanning. You can therefore start the scan in Office Manager or directly on the ScanSnap. You may need to set the "Office Manager DMS" application in the ScanSnap Manager.*



During the scanning process, you will see the "ScanSnap Manager" window.



Office Manager DMS then imports the saved PDF file. If installed, the OCR software is started. This text recognition software converts the scanned images into text and thus enables a search in the full text index of the documents. OCR can either be performed immediately by ScanSnap or subsequently by Office Manager DMS. See also the Office Manager Help.

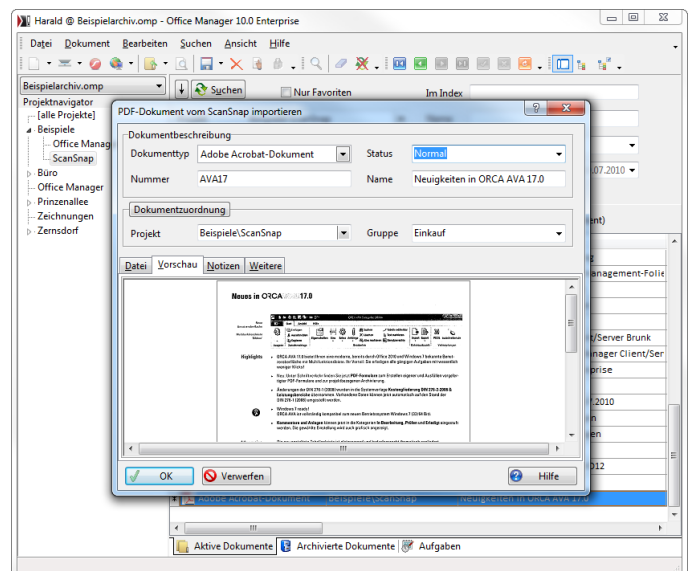
### 3. Assign document attributes

The Office Manager window "Scan document with profile" opens. Please enter the relevant attributes such as name, project and group here.

You can find more information on the attributes in the Office Manager program help.

Click **OK** to archive the new document. The file is moved to the default document directory.

If you have scanned several documents in a batch, the "Scan document with profile" dialog opens for each additional file.



**For example, you can also:**

Import images and documents from **Twain** and **WIA**-compatible scanners

**Import files** with Windows Explorer (drag & drop)

Monitor directories and import new document files

<https://scansnap.officemanager.de>