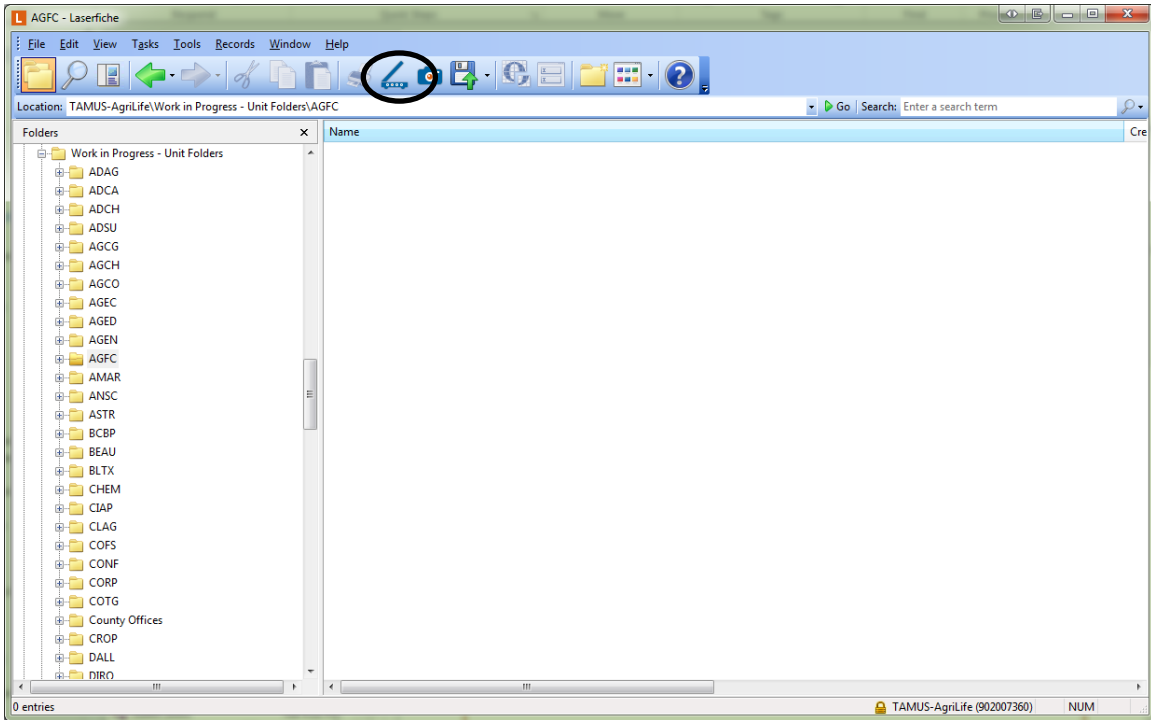
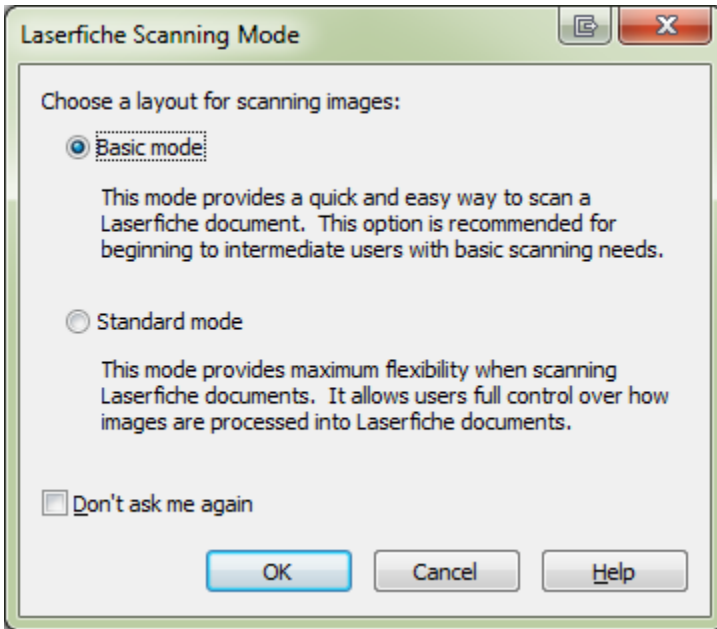


Setting Up Basic Scanning for Laserfiche Client 9

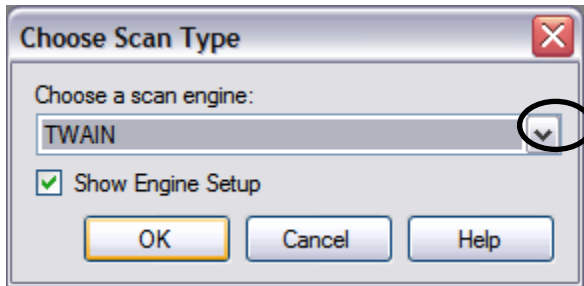
1. Navigate to the folder into which you wish to scan, then click on the Scan icon.



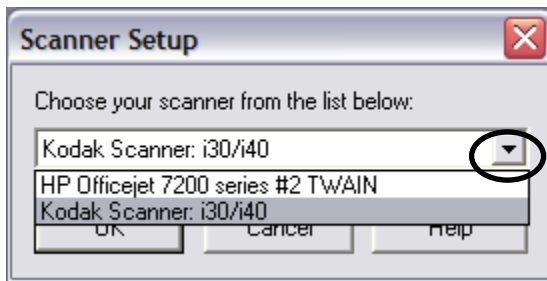
2. Select the Basic mode.



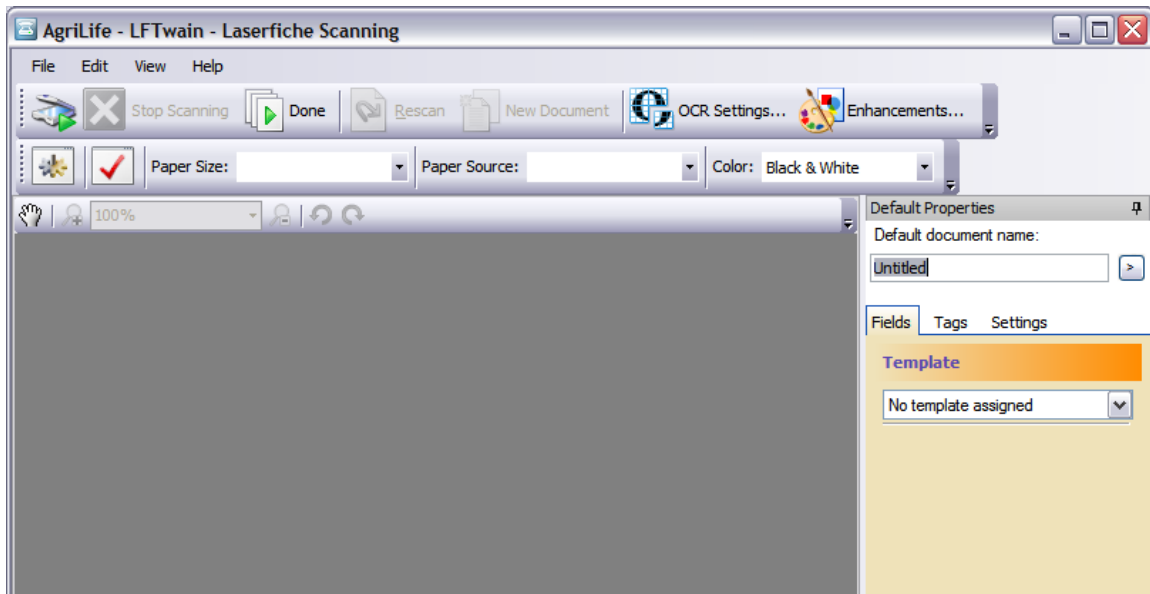
- Click on the down arrow at the end of "Choose a scan engine:" prompt line and choose TWAIN, make sure the "Show Engine Setup" box is checked, and click OK.



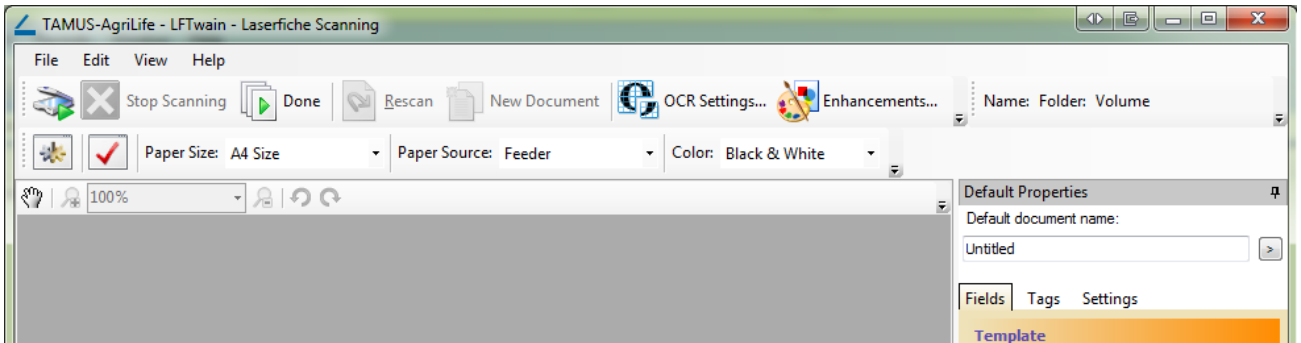
- Select the down arrow at the end of the "Choose your scanner from the list below:" prompt, select your scanner from the list, and click OK.



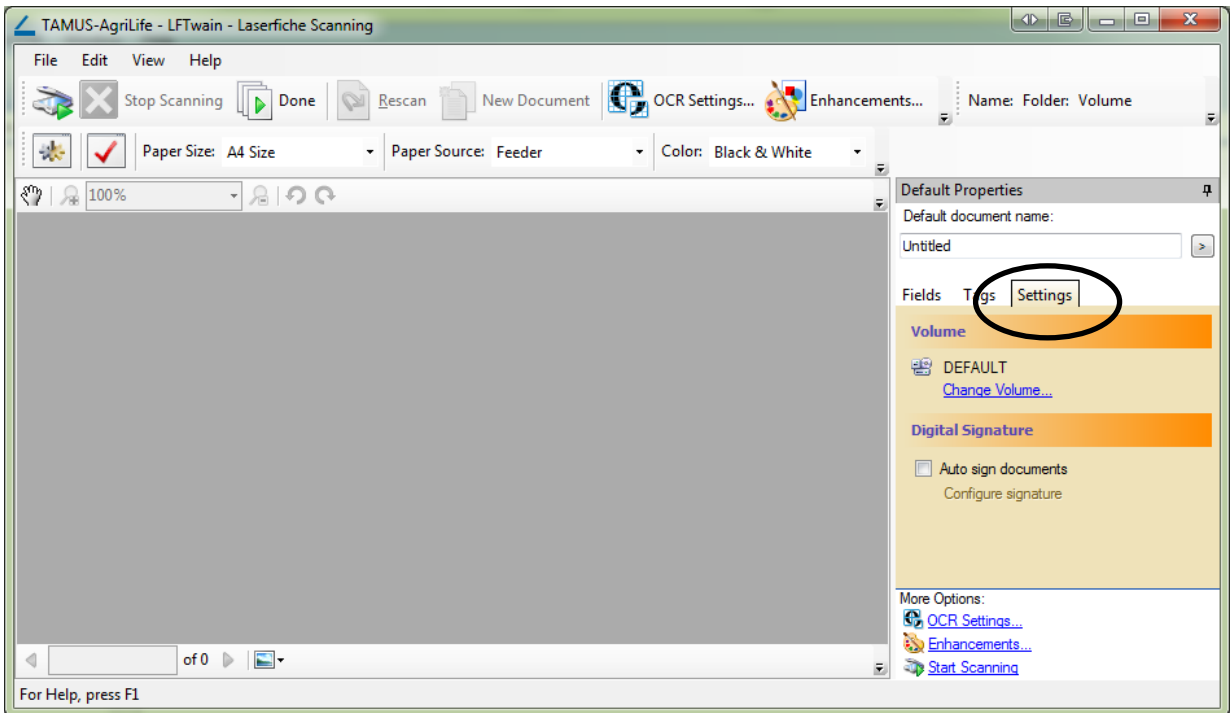
- In the Laserfiche Scanning window if the Page Size and Paper Source boxes are not filled in, close the window, then select the scan icon again to reopen the window.



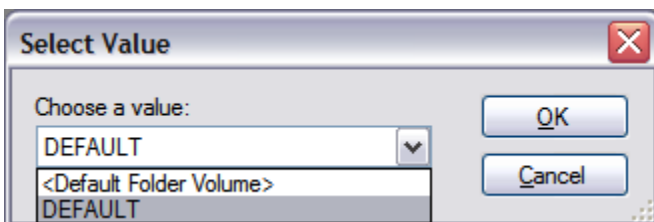
6. The Page Size and Paper Source boxes should be filled in similar to what is shown below if scanning setup has complete successfully.



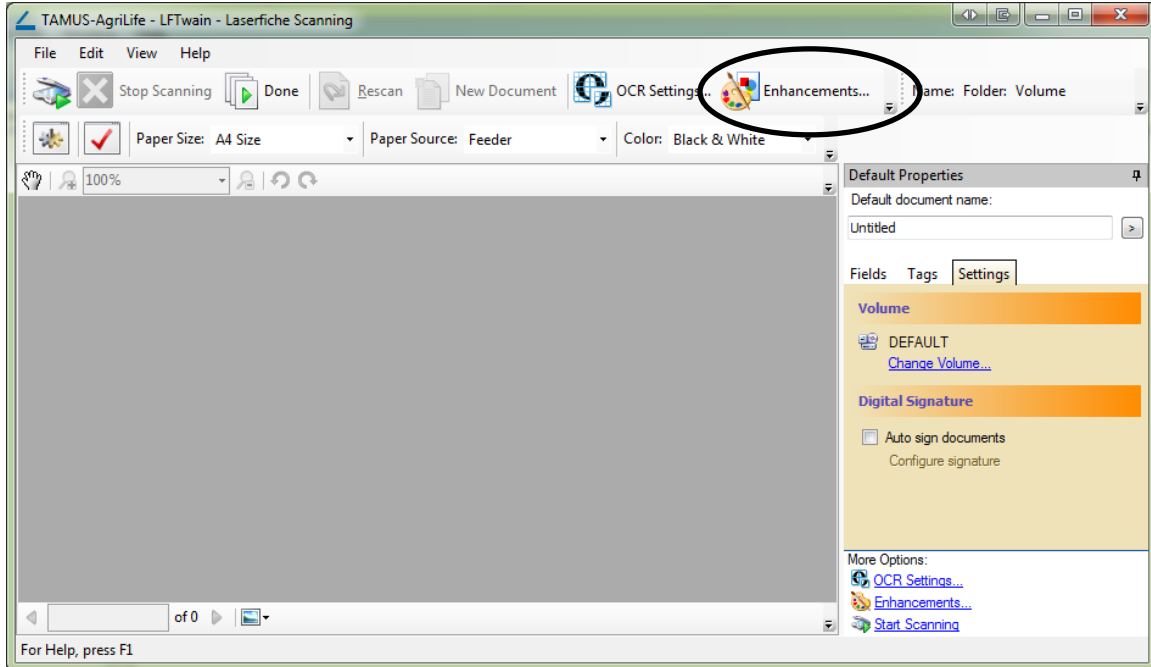
7. Before scanning, you should also check the Volume setting under the Settings tab. Click on the Settings tab under the Default Properties Column to the right of the screen. If it does not show DEFAULT, click on Change Volume.



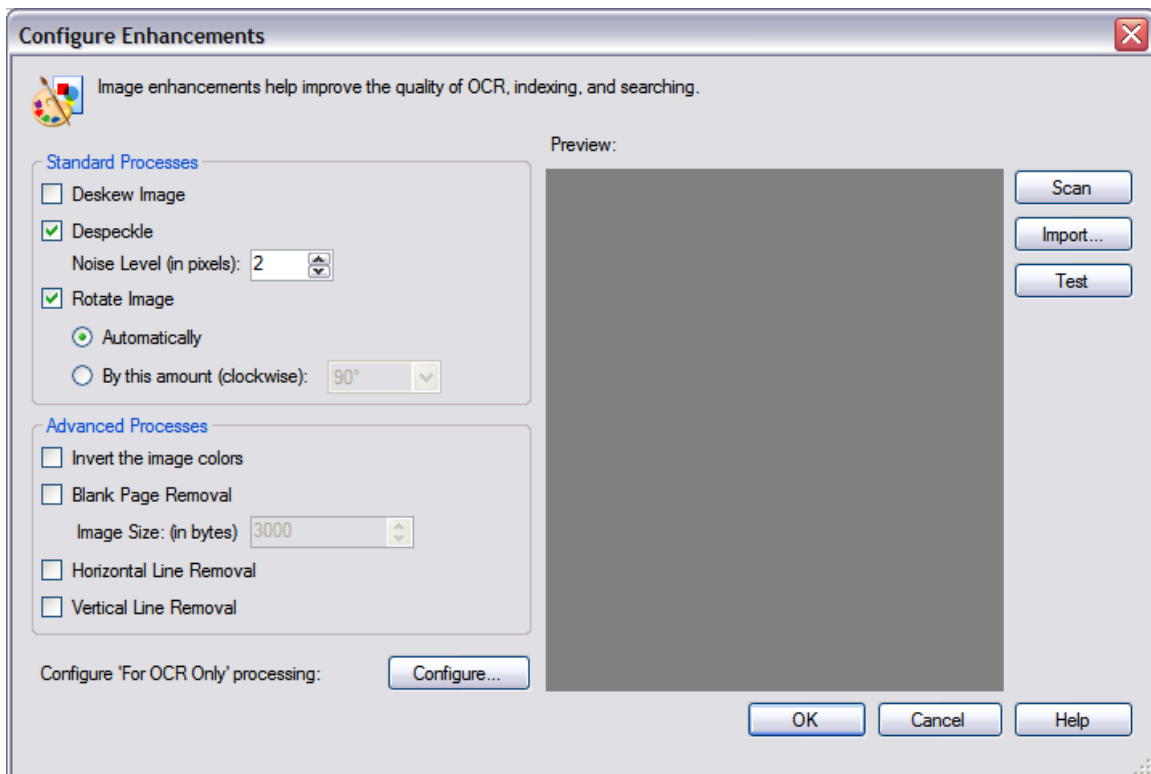
8. If the Volume setting is other than DEFAULT, click on the down arrow at the end of the "Choose a value:" prompt, select DEFAULT from the list, and click OK.



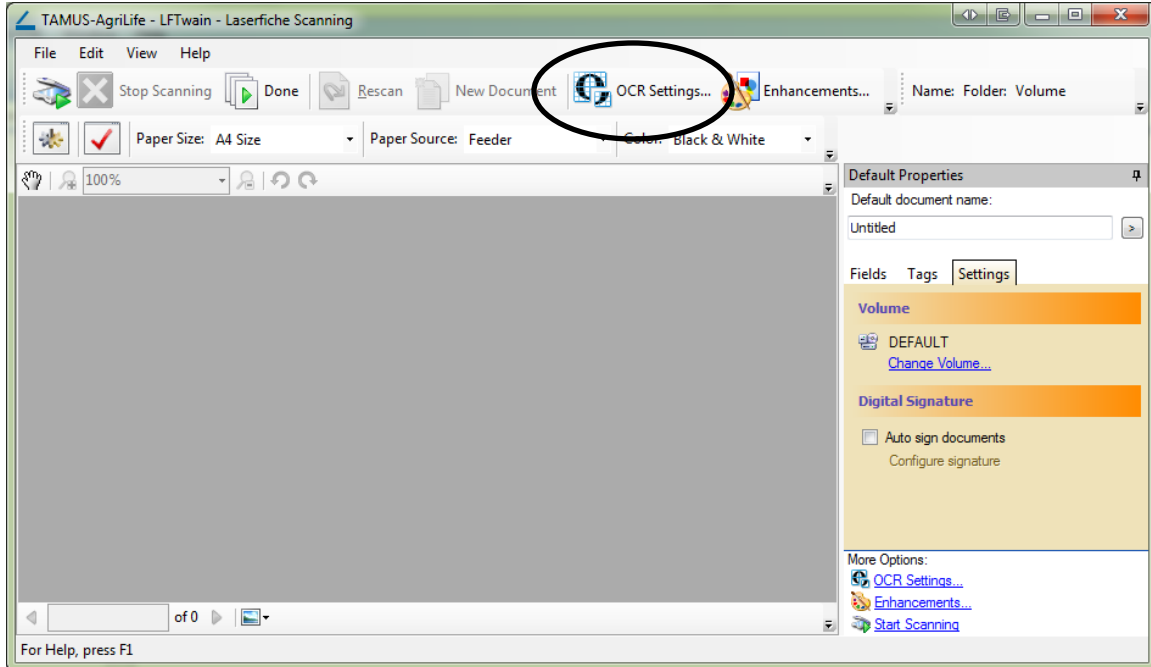
9. Click on the Enhancements button at the right end of the Scanning Toolbar.



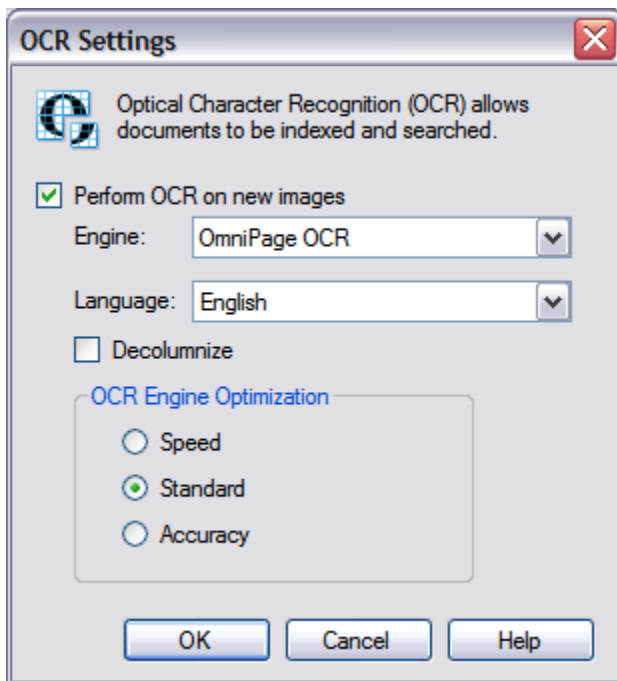
10. Select the Despeckle and Rotate Image checkboxes, then click OK.



11. Click on the OCR Settings button on the Standard Toolbar.



12. Select the Perform OCR on new images checkbox, select the Standard radio button under OCR Engine Optimization, and click OK. The Standard option provides good results and processes much faster than the Accuracy option for most users.



Laserfiche should now be properly configured perform scanning in the AgriLife repository.