

# Document Manager Bulletin

How Document Manager Works with ScanSnap S1500

Prepared For: Document Logistix Document Manager Resellers

Prepared By: John Fernandes, Operations Director (DM division)

1 March 2012



## Trademarks

Document Manager and Document Manager Administration are trademarks of Document Logistix Ltd. TokOpen, TokAdmin, TokImport and TokExRef are registered trademarks of Document Logistix Ltd.

All other trademarks acknowledged.

## Copyright Statement

Copyright © 1999 to 2012 by Document Logistix Ltd. All rights reserved. How Document Manager Works with ScanSnap S1500, 2012.

No part of this document may be reproduced, copied or transmitted in any form or by any means without the written permission of Document Logistix Ltd.

Document Logistix Ltd believes that the information in this document is accurate at the date of release but accepts no responsibility for any loss arising from omissions or inaccuracies contained herein. Information within this document is subject to change without notice.

For more information on this or other Document Logistix products, please contact Document Logistix Ltd.

## Contact Details

<b>Document Logistix – UK</b>	
Main Address:	8 Copperhouse Court Caldecotte Milton Keynes MK7 8NL United Kingdom
Telephone Main Lines:	(United Kingdom) (+44) (0)1908 366388
Telephone Support Lines:	(United Kingdom) (+44) (0)1908 366722
Email Information:	<a href="mailto:info@document-logistix.com">info@document-logistix.com</a>
Email Support:	<a href="mailto:support@document-logistix.com">support@document-logistix.com</a>
Fax:	(United Kingdom) (+44) (0)1908 760672
Web:	<a href="http://www.document-logistix.com">www.document-logistix.com</a>
<b>Document Logistix – USA</b>	
Main Address:	3721 Executive Center Drive Suite 264 Austin TX 78731 USA
Telephone Main Lines:	(USA) 1-512-345-4600
Email Information:	<a href="mailto:us.sales@document-logistix.com">us.sales@document-logistix.com</a>
Email Support:	<a href="mailto:support@document-logistix.com">support@document-logistix.com</a>
Fax:	(United States) (+1) (512) 233-2351

## Summary

This document describes the configuration required for the Fujitsu® ScanSnap® S1500 scanner to work with Document Manager.

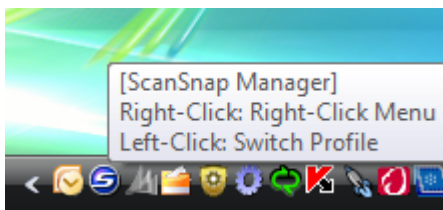
## Prerequisites

The Fujitsu ScanSnap S1500 scanner and ScanSnap Manager Software have been installed and are functional according to manufacturer instructions.

Document Manager has been installed and is functional. A document type of file format Adobe® Acrobat® (PDF) has already been set up in Document Manager. If in doubt, refer to the *Document Manager Administration Guide*.

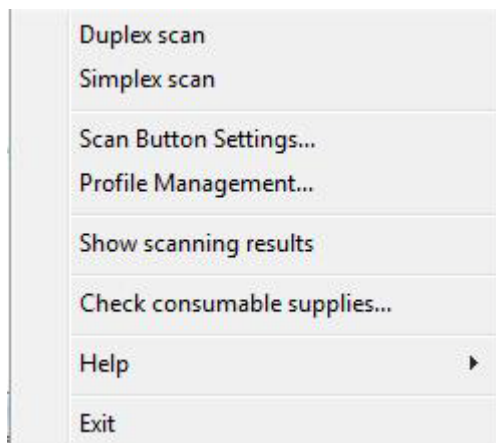
## Configuration

After successful installation of ScanSnap Manager Software, the task bar will have an 'S' icon displayed in the Windows system tray:

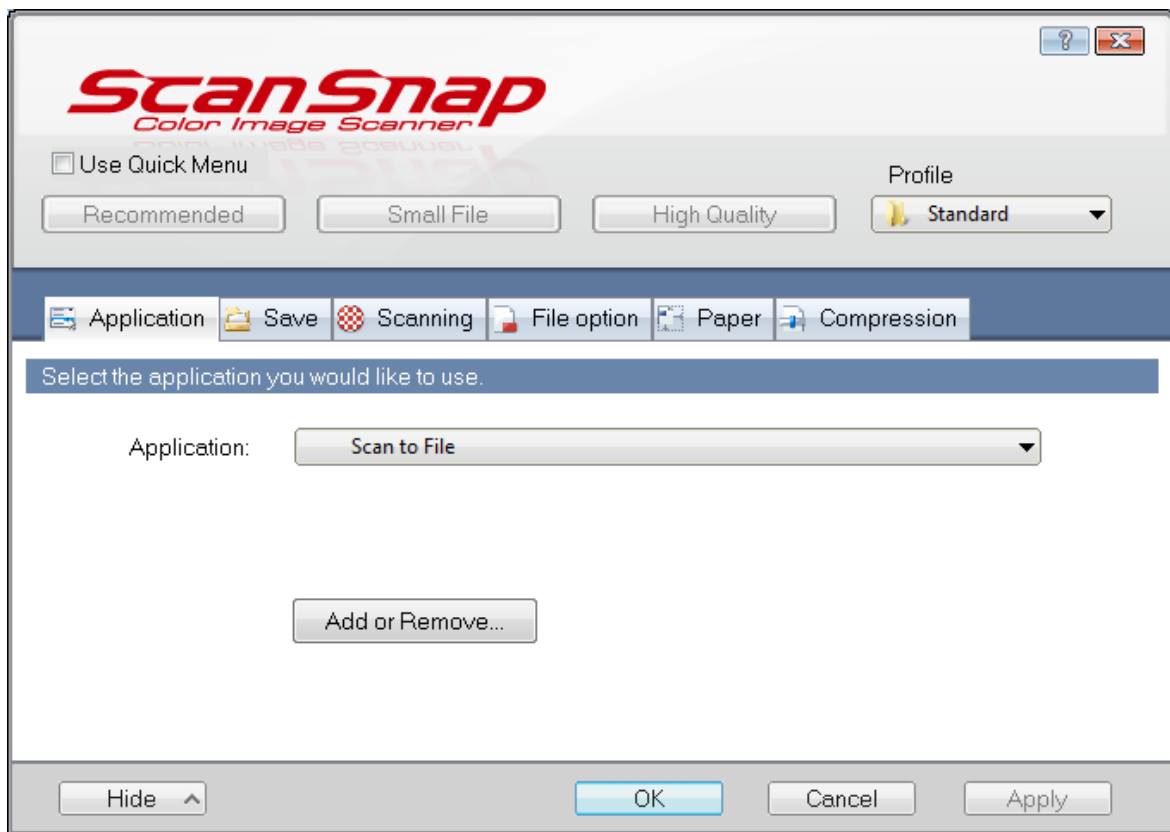


**To configure ScanSnap to work with Document Manager:**

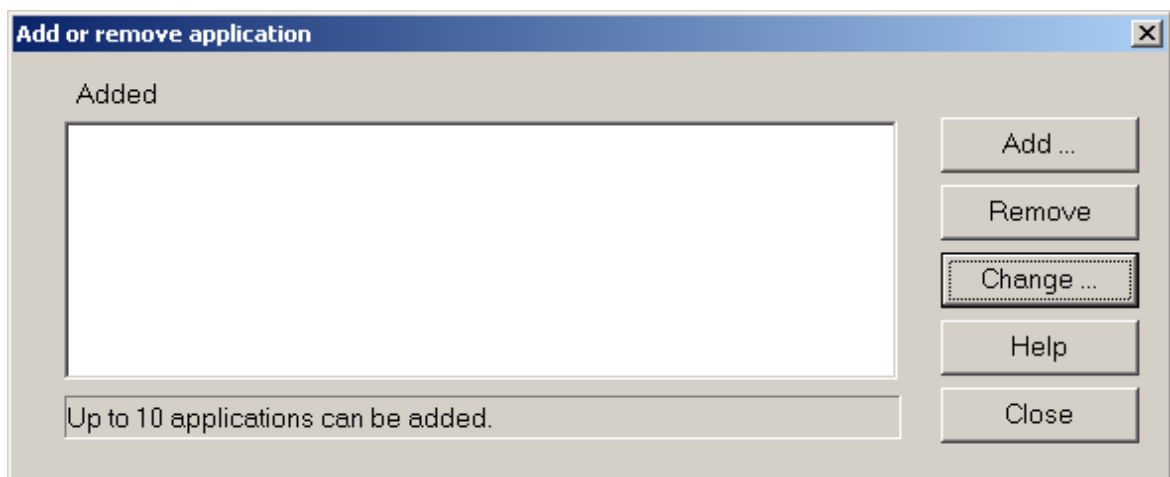
1. Right-click on the 'S' icon (  ) to show the ScanSnap settings:



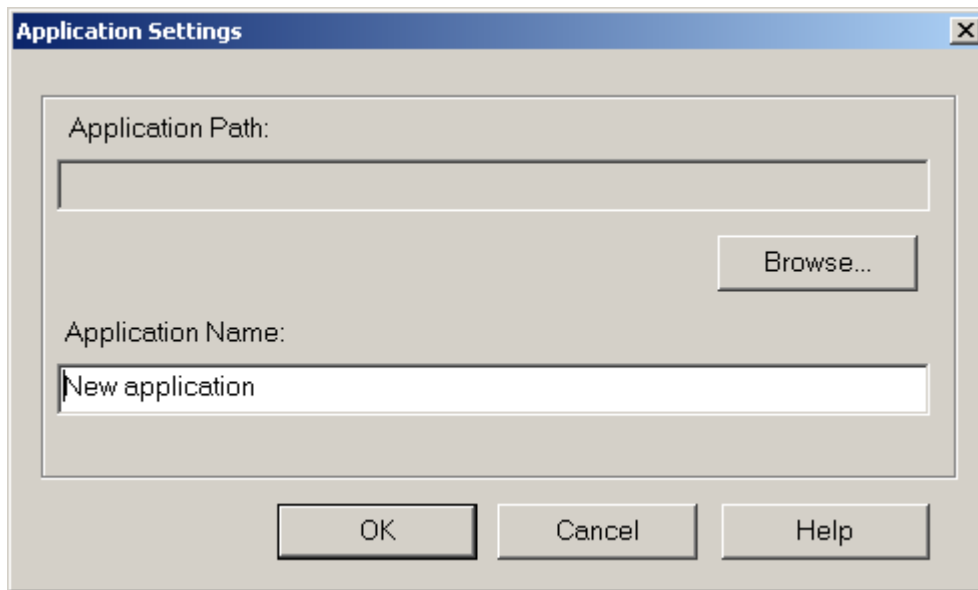
2. Left-click to select the **Scan Button Settings**:



3. On the **Application** tab, click on the **Add or Remove** button. The **Add or remove application** dialog box displays:

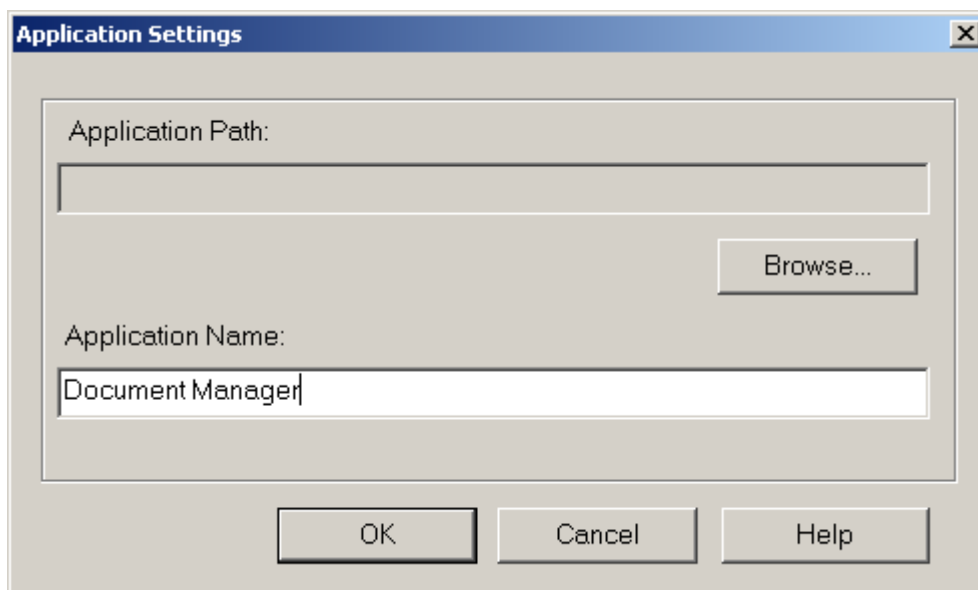


- Next, click **Add** to add a new application:



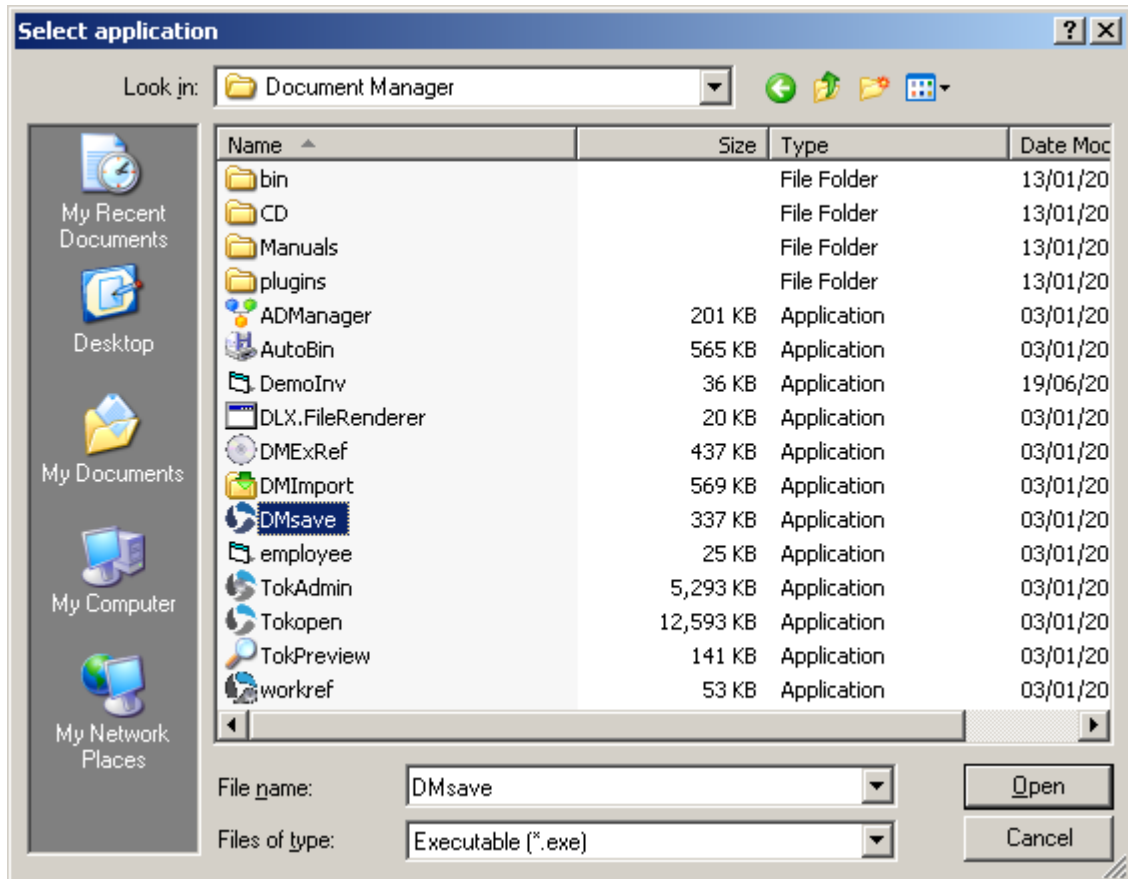
The screenshot shows a dialog box titled "Application Settings" with a close button (X) in the top right corner. It contains two text input fields. The first field is labeled "Application Path:" and is currently empty. To its right is a "Browse..." button. The second field is labeled "Application Name:" and contains the text "New application". At the bottom of the dialog are three buttons: "OK", "Cancel", and "Help".

- In the **Application Name** field, type 'Document Manager':

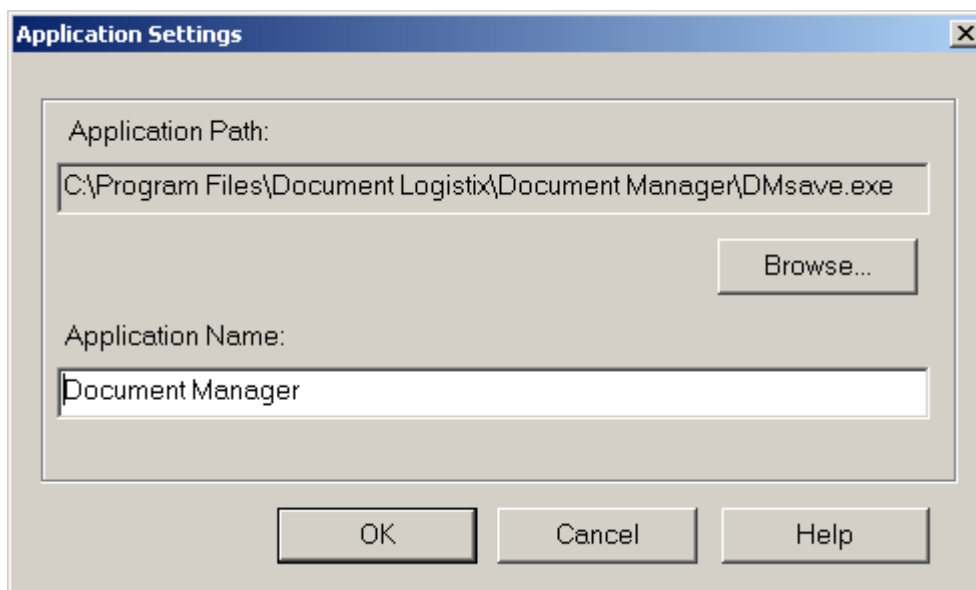


The screenshot shows the same "Application Settings" dialog box. The "Application Path:" field remains empty. The "Application Name:" field now contains the text "Document Manager". The "Browse..." button and the "OK", "Cancel", and "Help" buttons are still present at the bottom.

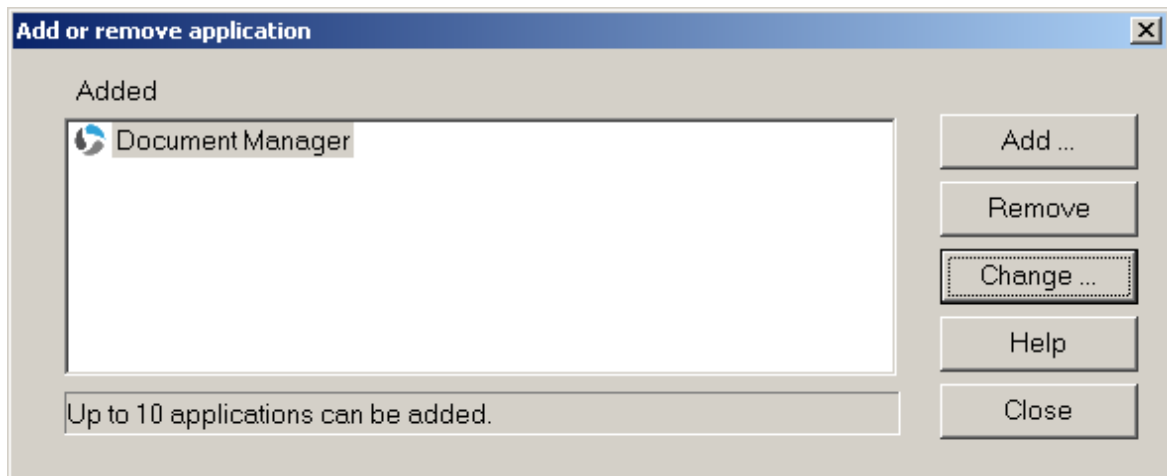
- Next, click on the **Browse** button to select the 'DMSave.exe' file in Windows Explorer, which is in the Document Manager folder. In our example, the Document Manager Folder is 'C:\Program Files\Document Logistix\Document Manager':



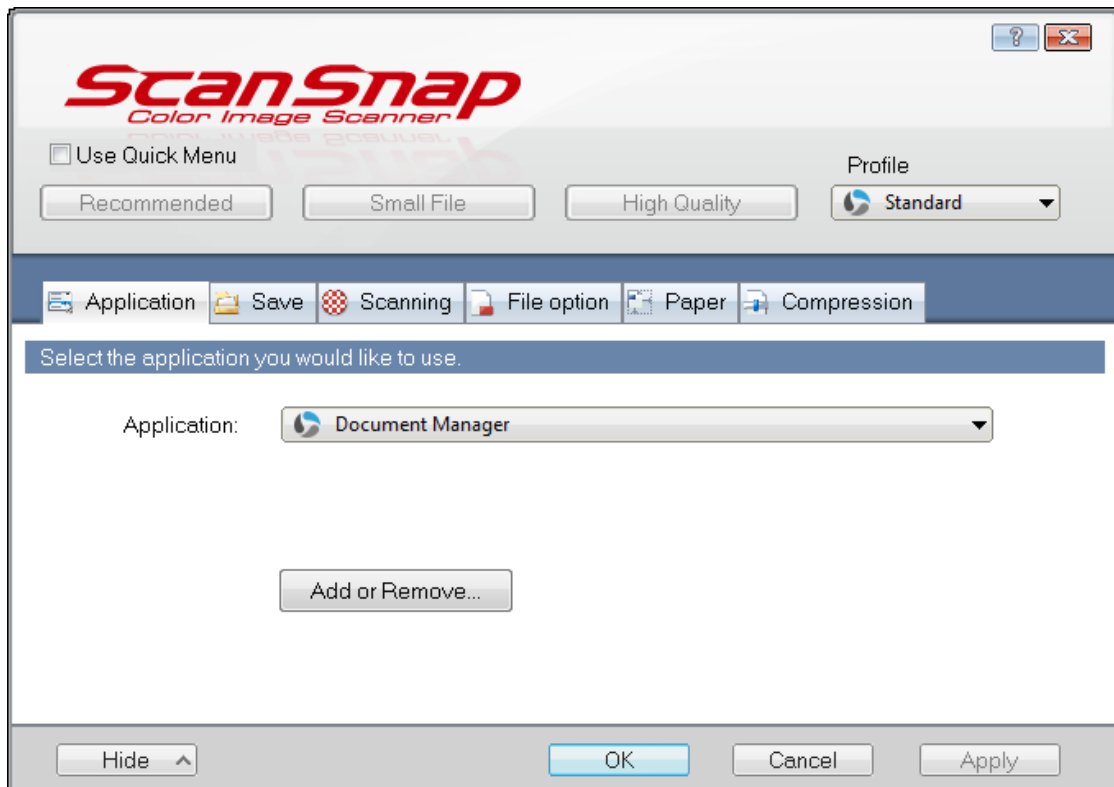
- Click **Open** to select the DMSave.exe file:



- Then click the **OK** button, which will indicate that the Document Manager application has been added:



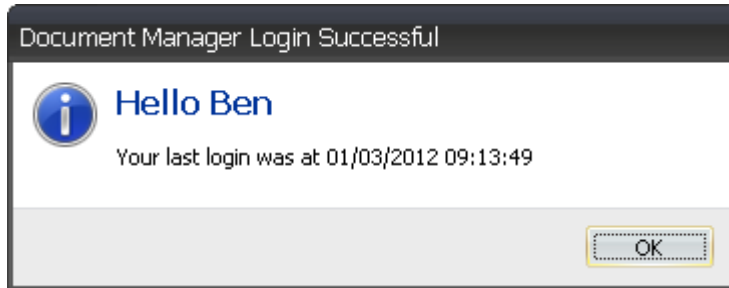
- Click the **Close** button. Select the **Application** tab and click on the drop-down box to select 'Document Manager':



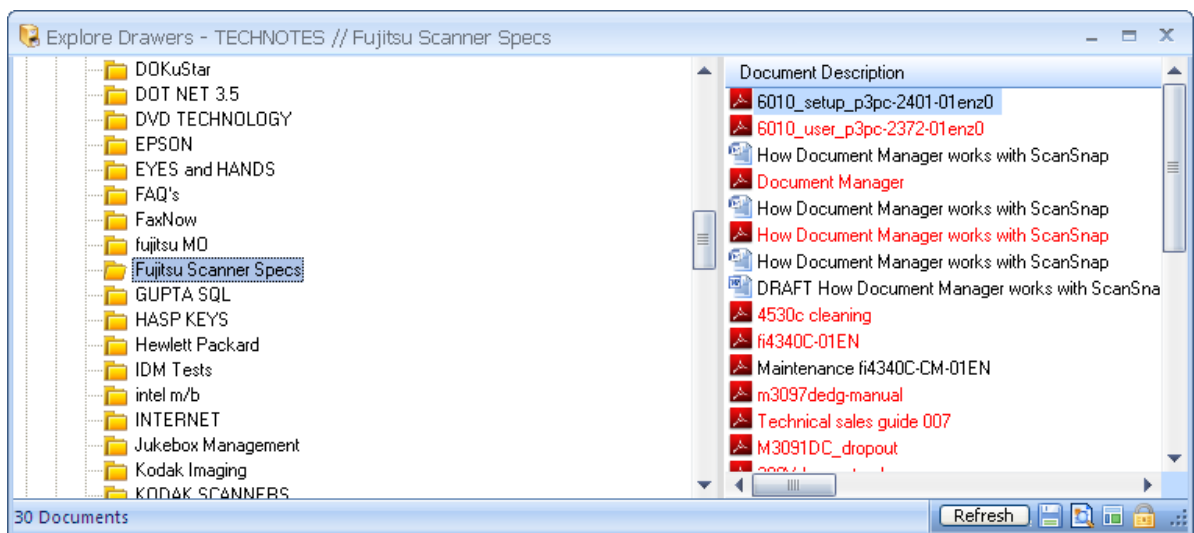
- Click **Apply** and then the **OK** button.


## How to Scan Documents in Document Manager from the ScanSnap Manager Software

1. Launch Document Manager and log in:



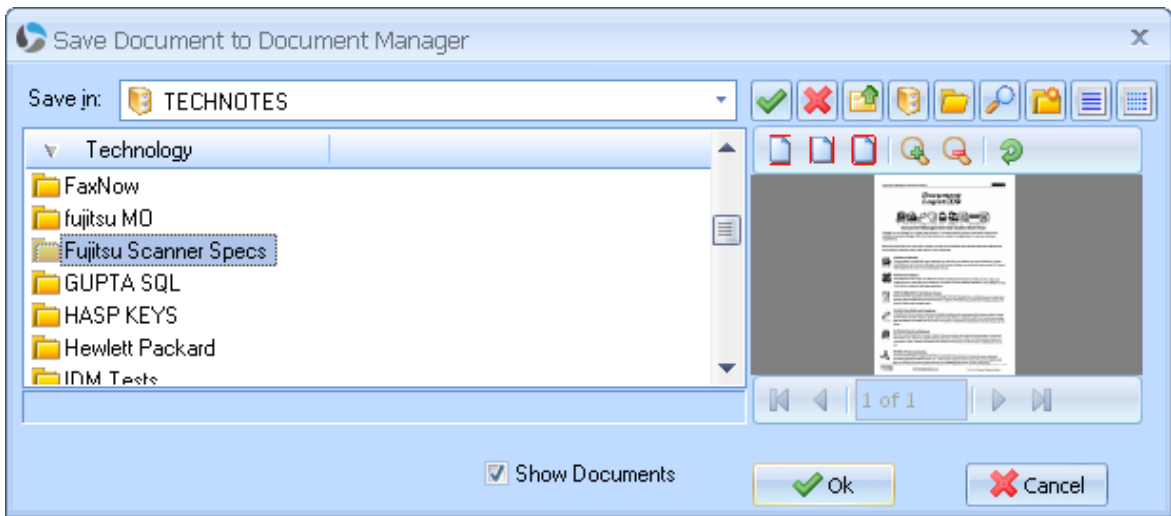
2. In Document Manager, browse to or search for the folder where you want the document archived.



3. Insert some paper face down in the ScanSnap scanner and right-click the 'S' ScanSnap manager icon (  ) in the Windows system tray. Left-click and select **Simplex scan** or **Duplex scan**.

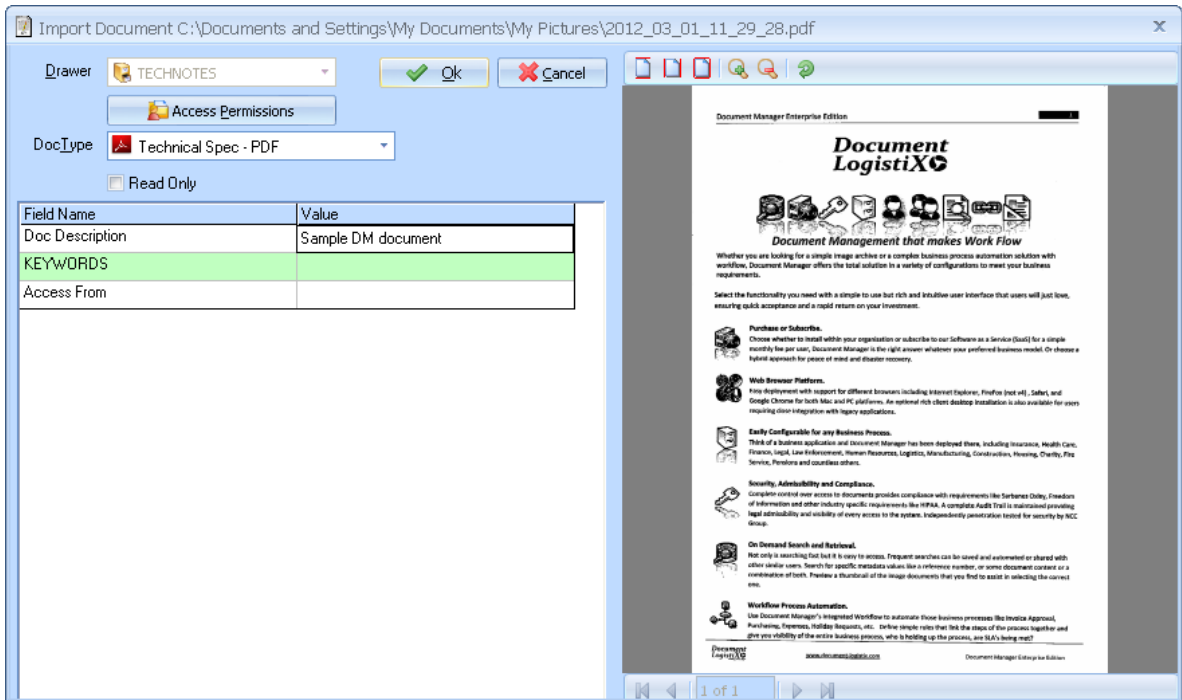


After the scan is completed, Document Manager’s **Save** dialog box appears:



In the example above, we browsed to the ‘TECHNOTES drawer / Fujitsu Scanner Specs folder’ in Document Manager.

- Click on the **Save in** drop-down to select the drawer/folder (TECHNOTES//Fujitsu Scanner Specs) and click **OK**. The **Import Document** screen is displayed:

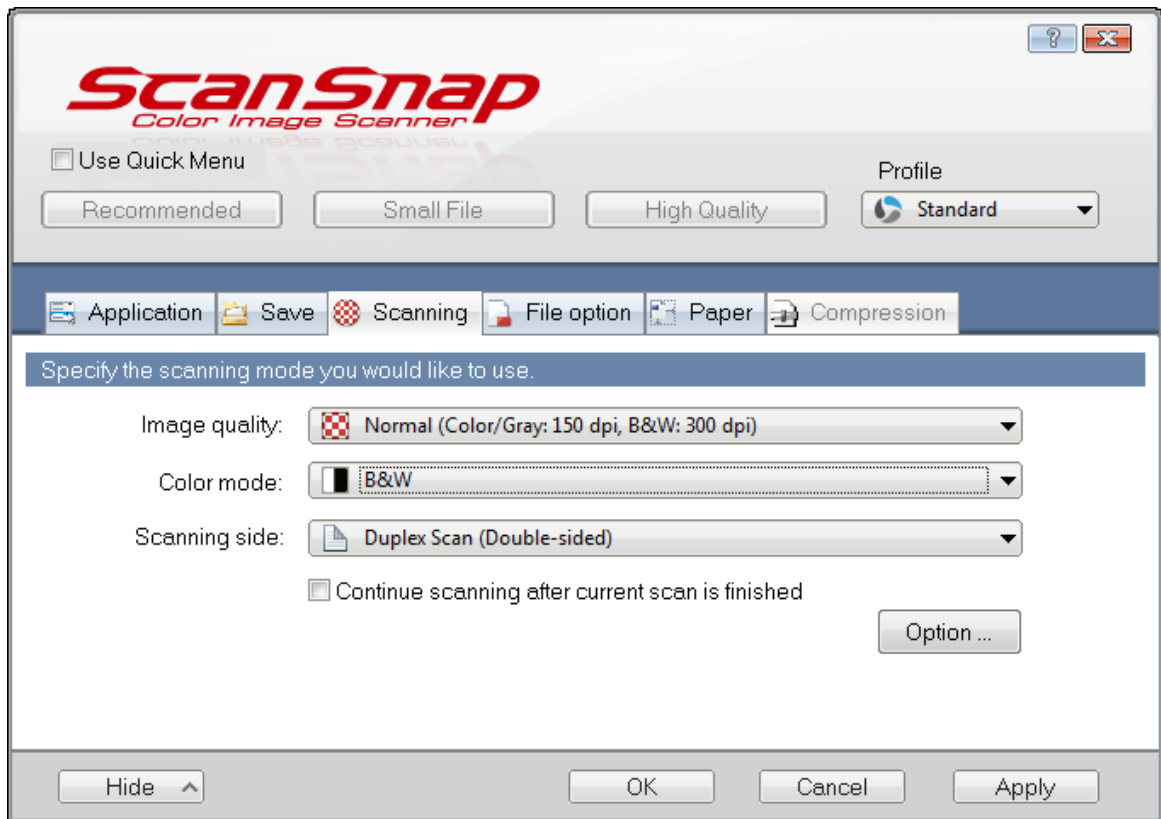


- Select the **DocType** (in the example above, this is ‘Technical Spec - PDF’) and enter relevant index field information where necessary. Click **OK** to save the scanned image to Document Manager.



**TIP:** For best quality OCR and full-text search with minimum file sizes, it is recommended that the scan settings in ScanSnap Manager are set as follows:

- Image Quality = Normal300dpi B&W
- Colour Mode = B&W

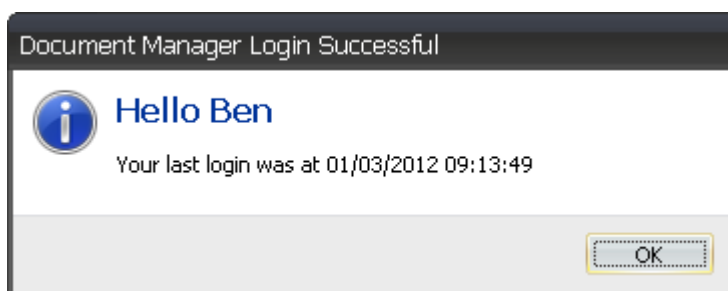


**NOTE:** Fujitsu ScanSnap uses its own unique driver, the 'ScanSnap Manager', which sits in the system tray. The image formats supported are either PDF or JPEG files.

It does NOT support the TWAIN or ISIS interface.

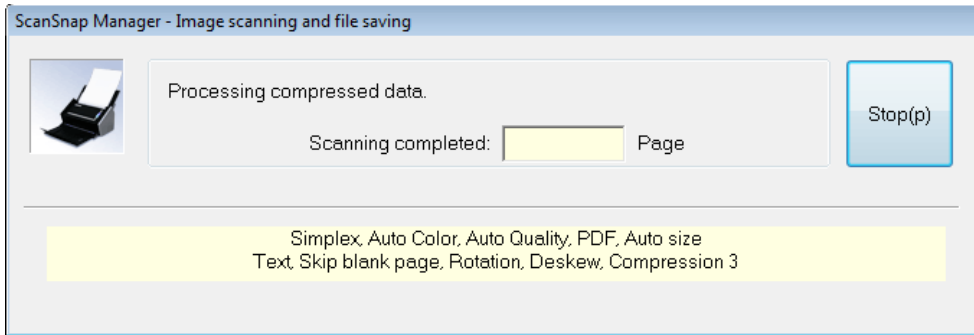
## How to Scan Documents in Document Manager using the Fujitsu ScanSnap Scanner's Scan button

1. Launch Document Manager and log in:

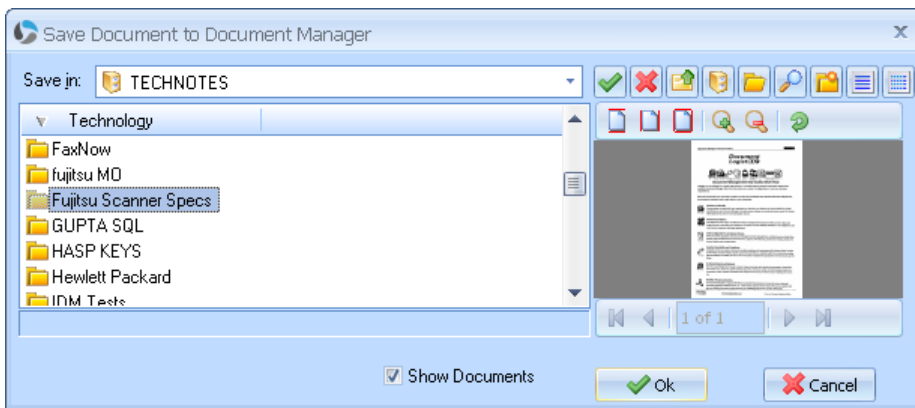


2. Click **OK**.

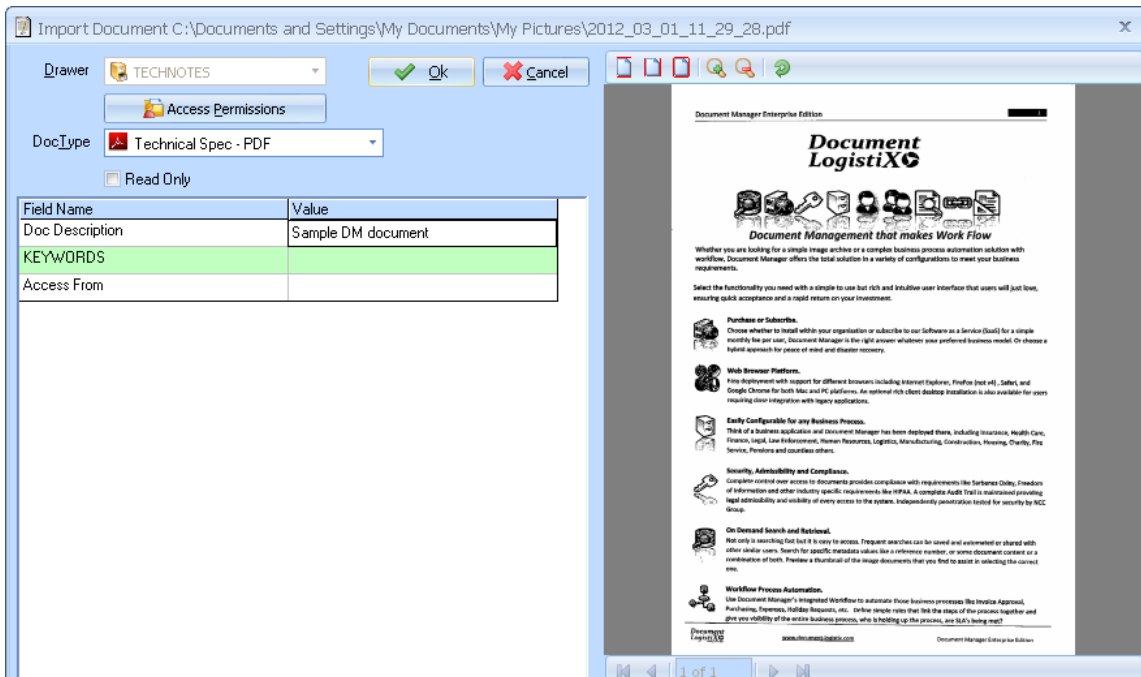
3. Insert some paper face down in the ScanSnap scanner and click on the **Scan** button. A progress dialog box displays:



4. After the paper has been scanned, click on the **Save in** drop-down to select the drawer/folder (TECHNOTES/Fujitsu Scanner Specs).



5. Click **OK**. The **Import Document** screen is displayed:



6. Select the **DocType** (in the example above, this is 'Technical Spec - PDF') and enter relevant index field information where necessary. Click **OK** to save the scanned image to Document Manager.