

# **Record Management System Image Scanning**



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# **RCO**

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# 1 Introduction

This document describes the Image2000 scanner setup process. There are several things you need to do when getting a workstation connected to the scanner.

- Run the setup program
- License the Scan Soft OCR modules
- Setup the configuration file
- Install the scanner driver

The key is to test all the operations logged on as the user who does the scanning work.

# 2 Document History

<i>Document</i>	<i>Author</i>	<i>Date</i>	<i>Revision Description</i>
<b>ScanSetup1</b>	Roy Nabel	5/8/2006	Creation
<b>ScanSetup2</b>	Roy Nabel	6/6/2006	Modified Licensed Manager Section

# 3 OCR License Manager

When you run the license manager make sure you are logged on as the type of user that will be using the system. For example if the users are administrators then log on as an administrator. If your users are power users then log on as a power user. This is important since the license manager will write to the registry for the logged on security setting and you will not work for a different security setting.

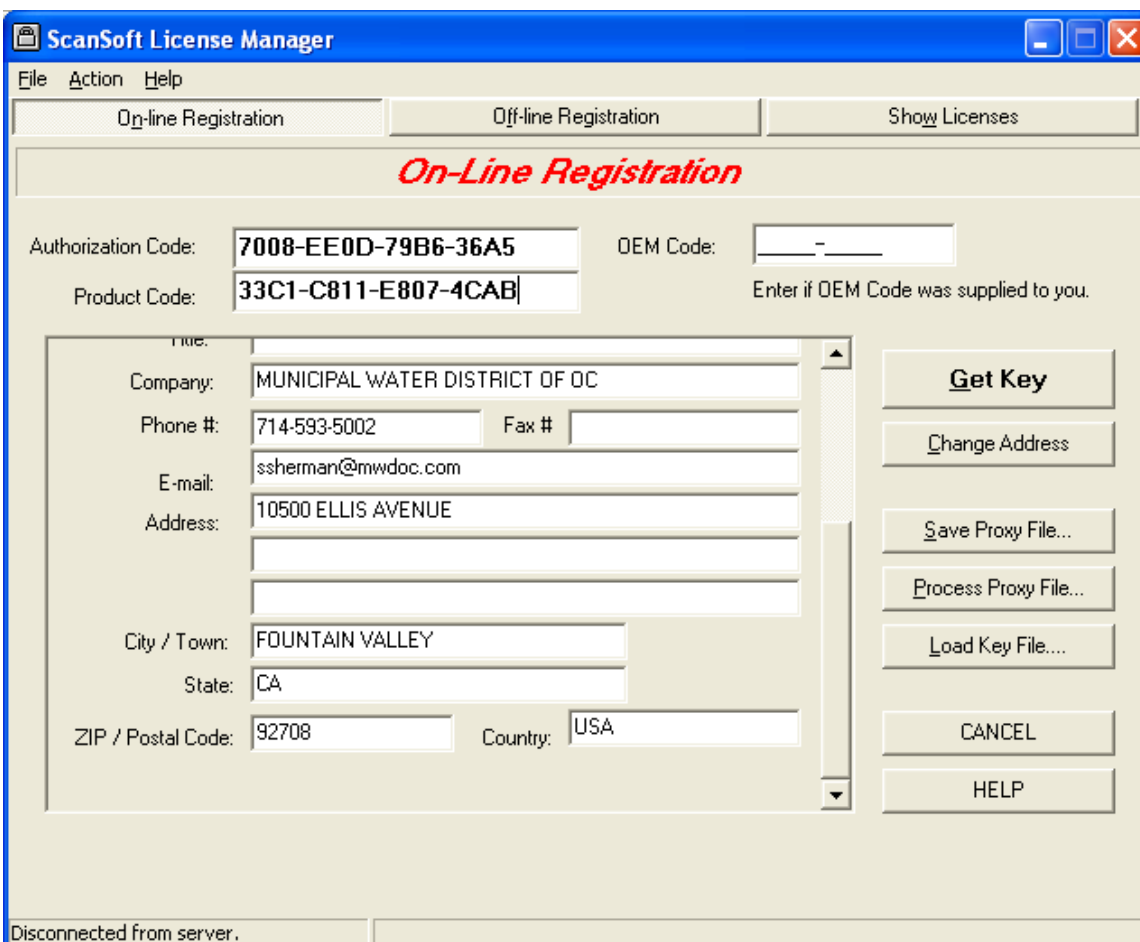
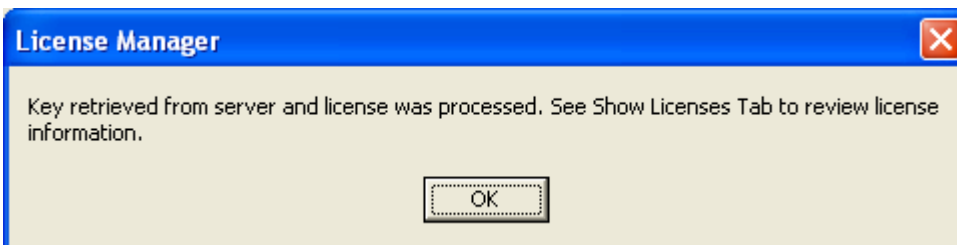
In the c:\Image2000\Scanner directory there is a program licmgr12.exe. You might have the following icon in your Image2000 folder.



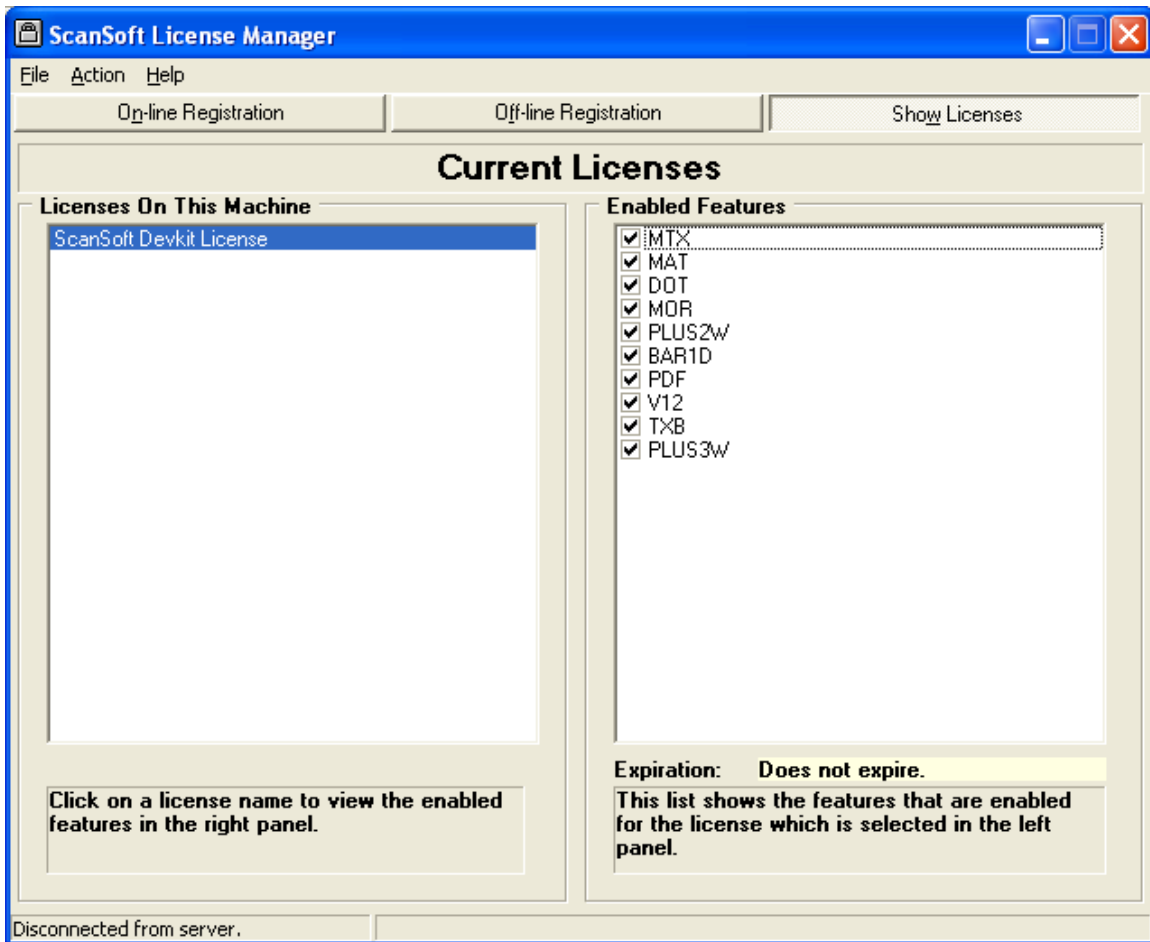
licmgr12

You must license each copy of the Scan Soft OCR software by running this program and calling Scan Soft.

When you run the program and click the on-line registration you will see the following dialog.

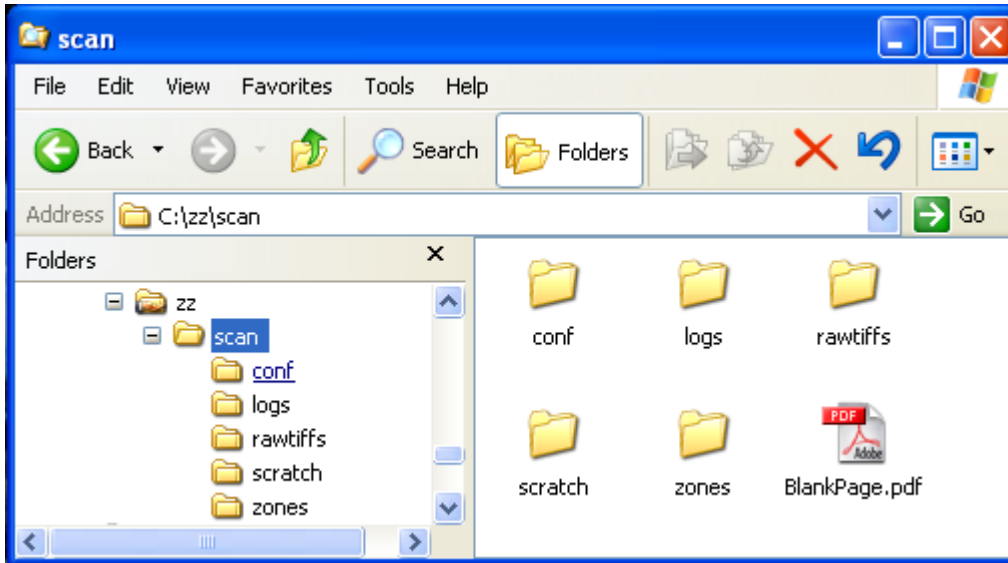


When you click on the Show Licenses button you will see one or more features. The key features are the Pro Recognition and the BarID.



## 4 Scan Directory

The zz directory contains several folders that are used by the scan program. Make sure the BlankPage.pdf file is location in the c:\zz\scan directory.

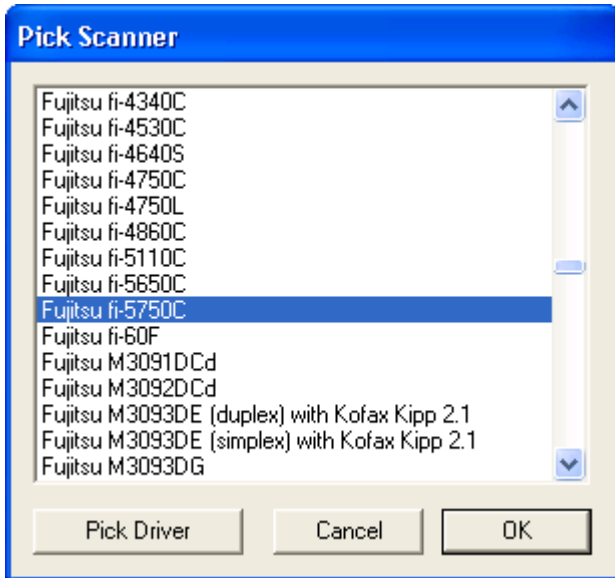


## 5 Add Scanner

To add a scanner driver you run the `c:\Image2000\addscan.exe`. You may have this icon in your Image2000 desktop. Some times when you have problems starting a scanner with a USB connection you might just run the add scanner and then reboot the machine.



The add scanner program will display the following dialog that lists all the available scanner models you can choose from. Just click on the scanner from the list and click Ok. The system will install the new driver. We suggest that you reboot your machine after installing the driver.



## 6 Scan Configuration File

Your configuration file may be different. For the upload you have to map a drive to your server for the location of the scanup directory. You can use a fixed drive path or a universal naming convention (UNC) path.

[Scanner]

SkipBackOfCovers=0

SkipBlankThreshold=2

RemoveHoles=1

RemoveBorders=1

EraseRawTiffs=1

UseFakePdf=0

ForcedExceptionType=0

UsePixtranBarcodes=1

AllowScanAhead=0

OcrToPdf=1

OcrToWord=0

ReadBarcodeXtolerance=100

ReadBarcodeYtolerance=100

BarcodeX0=140

BarcodeY0=232

BarcodeX1=140

BarcodeY1=606

BarcodeX2=140

BarcodeY2=980

BarcodeX3=140

BarcodeY3=1344

BarcodeX4=140  
BarcodeY4=1721  
BarcodeX5=140  
BarcodeY5=2097  
RemoveHolesTop=1  
RemoveHolesBottom=1  
RemoveHolesLeft=1  
RemoveHolesRight=1  
RemoveHolesTopDist=0.625  
RemoveHolesBottomDist=0.625  
RemoveHolesLeftDist=0.625  
RemoveHolesRightDist=0.625

[upload]

UpLoadPath="z:\Image2000\webapps\Image2000\upload\scanup"  
UpLoadJsp="http://www.rcodemo.com/Image2000/jsp/scanupload.jsp"

[Accounting]

Account=  
Class=  
CustID=

## 7 Scan Work Station Setup

Run the setup program and take the default directory path settings.

Run the Add Driver (c:\Image2000\addscan.exe)

Copy the Scan.exe and the Vic32.dll to the c:\Image2000\Scanner directory

Set the c:\zz\Scan\i2kscan.conf upload paths.

Run the OCR license manager c:\Image2000\Scanner\licmgr12.exe.

Make sure you have a file c:\zz\Scan\BlankPage.pdf

If you are moving a workstation then you have to run the licmgr.exe to deactivate the OCR license and run the license manager on the new work station.