

OnBase Scanner Setup

Purpose: Provide guidelines for setting up Scanner Formats and Scanner Profiles.

Target Audience: MAU HR Offices

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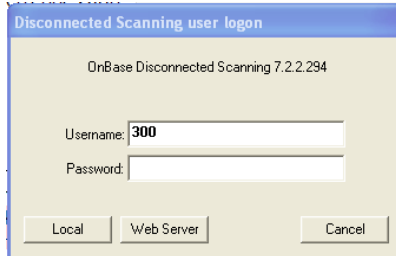
SCANNER FORMATS

CREATING SCANNER PROFILES FOR DISCONNECT SCANNING.

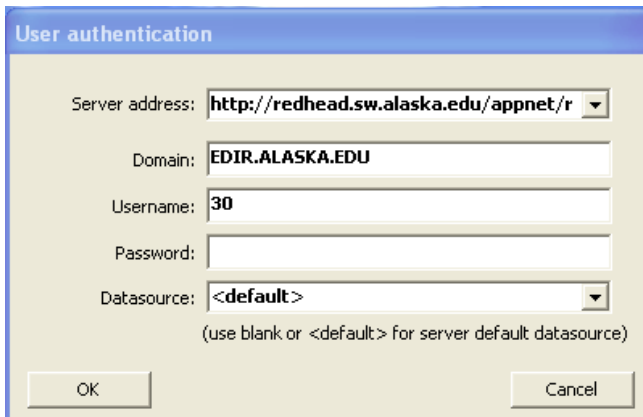
1. Log-in to OnBase Disconnect Scanning
2. Open Disconnected Scanning


3. Log-in

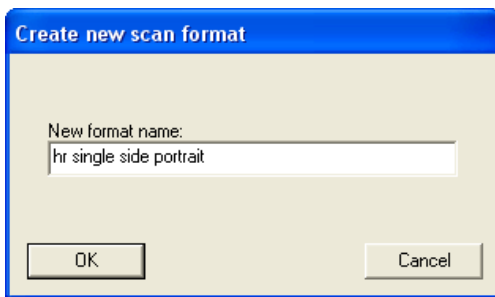
- a. Username: your UAID: 30.....#
- b. Password: your AuthServe password (used for eDir, UA Google, EMLO, others)
- c. Click on “Web Server”



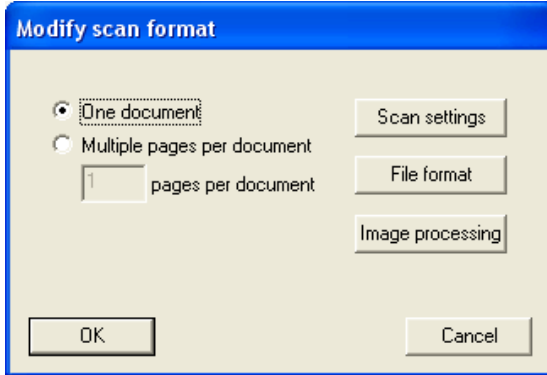
- d. Verify you have the correct “Server address” selected
- e. PREP” “http://redhead.sw.alaska.edu/appnet/remotescan”
PROD: “http://goldeneye.alaska.edu/appnet/remotescan”
or “https://ddi.alaska.edu/appnet/remotescan”
- f. Verify “Domain” : edir.alaska.edu
- g. Enter username 30....#
- h. Re-enter your Password (AuthServe Password)
- i. Verify “Datasource” is set to <default>
- j. Click on “OK”



- 4. Choose add/modify scan format icon  on the top right of the window.
- 5. Enter your new format name click “OK”



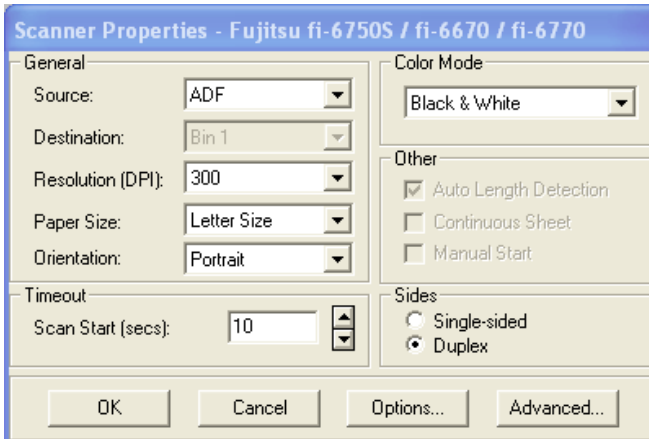
6. Keep the default to “One document”



7. Click on

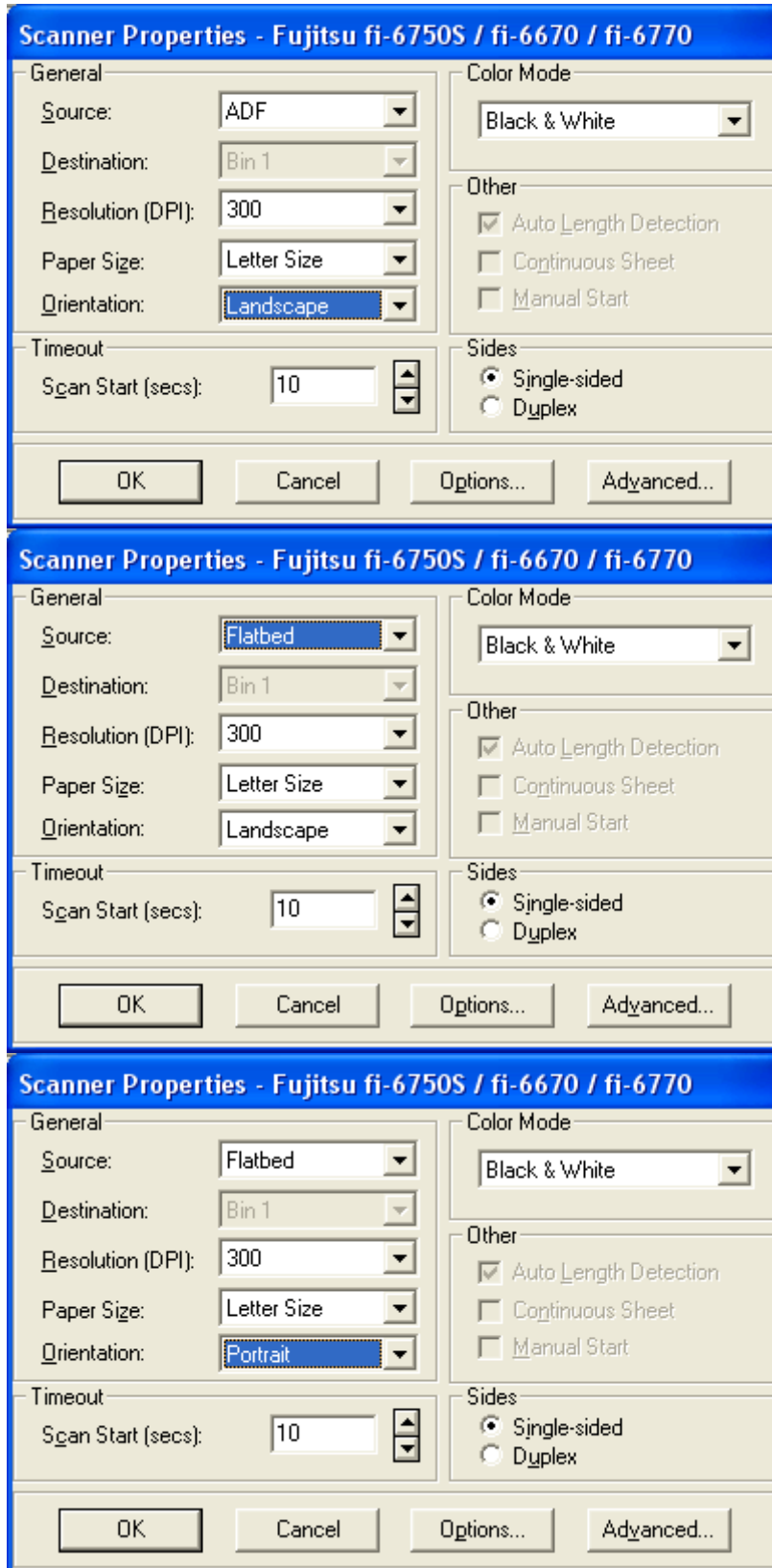
Scan settings

- a. Set up the Scanner Properties
- b. Set source to ADF (auto document feed) or flatbed
- c. Set Resolution 300 DPI (should always be 300DPI)
- d. Paper size - (you choose)
“Letter size” for any documents that are 8 ½ x 11
- e. Choose your orientation Portrait or Landscape
“Landscape” for timesheets and “Portrait” for most others.
- f. Timeout – Scan Start (secs): set to 10
- g. Color mode should always be “black & white” for storage space purposes
- h. Choose sides – “single –sided” or “duplex”



See samples of appropriate Scanner Properties below:

SAMPLE SCANNER PROFILES



Scanner Properties - Fujitsu fi-6750S / fi-6670 / fi-6770

General	Color Mode
Source: Flatbed	Black & White
Destination: Bin 1	
Resolution (DPI): 300	Other
Paper Size: Letter Size	<input checked="" type="checkbox"/> Auto Length Detection
Orientation: Portrait	<input type="checkbox"/> Continuous Sheet
	<input type="checkbox"/> Manual Start
Timeout	Sides
Scan Start (secs): 10	<input type="radio"/> Single-sided
	<input checked="" type="radio"/> Duplex

OK Cancel Options... Advanced...

Scanner Properties - Fujitsu fi-6750S / fi-6670 / fi-6770

General	Color Mode
Source: ADF	Black & White
Destination: Bin 1	
Resolution (DPI): 300	Other
Paper Size: Letter Size	<input checked="" type="checkbox"/> Auto Length Detection
Orientation: Portrait	<input type="checkbox"/> Continuous Sheet
	<input type="checkbox"/> Manual Start
Timeout	Sides
Scan Start (secs): 10	<input type="radio"/> Single-sided
	<input checked="" type="radio"/> Duplex

OK Cancel Options... Advanced...

Scanner Properties - Fujitsu fi-6750S / fi-6670 / fi-6770

General	Color Mode
Source: ADF	Black & White
Destination: Bin 1	
Resolution (DPI): 300	Other
Paper Size: Letter Size	<input checked="" type="checkbox"/> Auto Length Detection
Orientation: Landscape	<input type="checkbox"/> Continuous Sheet
	<input type="checkbox"/> Manual Start
Timeout	Sides
Scan Start (secs): 10	<input type="radio"/> Single-sided
	<input checked="" type="radio"/> Duplex

OK Cancel Options... Advanced...

Scanner Properties - Fujitsu fi-6750S / fi-6670 / fi-6770

General	Color Mode
Source: ADF	Black & White
Destination: Bin 1	
Resolution (DPI): 300	Other
Paper Size: Letter Size	<input checked="" type="checkbox"/> Auto Length Detection
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	<input type="checkbox"/> Manual Start
Timeout	Sides
Scan Start (secs): 10	<input type="radio"/> Single-sided
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OK Cancel Options... Advanced...

Scanner Properties - Fujitsu fi-6750S / fi-6670 / fi-6770

General	Color Mode
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	<input type="checkbox"/> Manual Start
Timeout	Sides
Scan Start (secs): 10	<input checked="" type="radio"/> Single-sided
	<input type="radio"/> Duplex

OK Cancel Options... Advanced...

VRS ADJUSTMENT CONTROLS

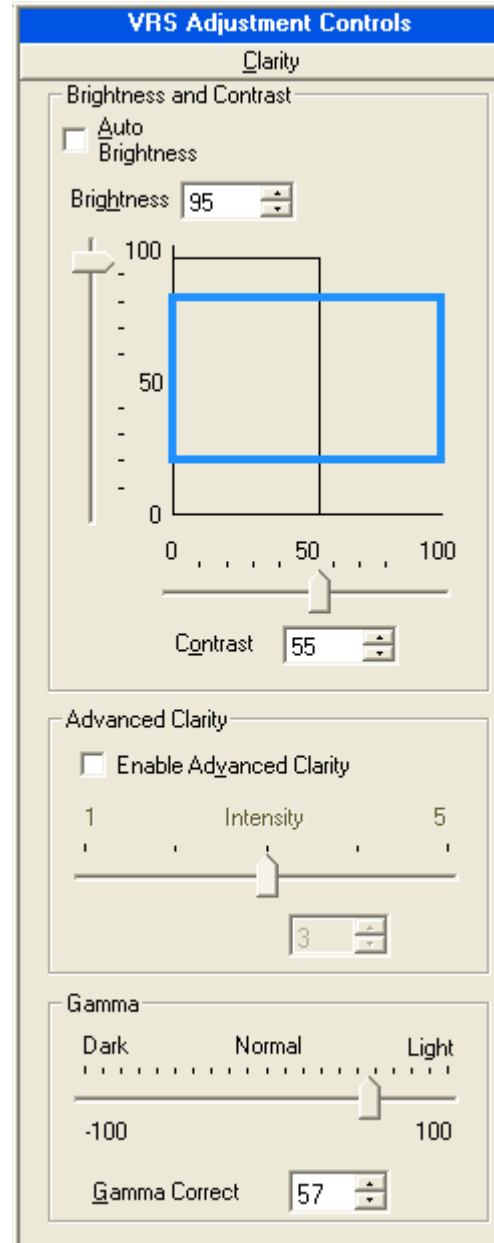
1. Now Click on the **Advanced...** button from the scanner properties box. The “VirtualReScan Interactive Viewer” will open.

2. Set the Clarity Parameters in the interface at the right hand pane of the screen.

Clarity allows you to:

- a. Adjust Brightness and Contrast
- b. Adjust Advanced Clarity
- c. Adjust Gamma

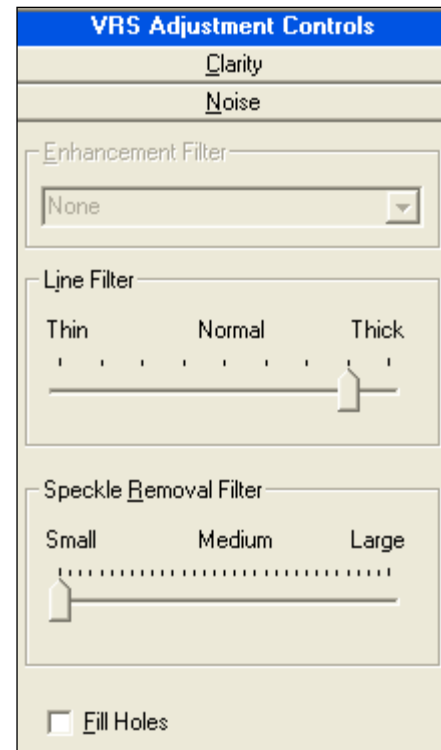
Anything that scans in outside of the parameters of black and blue box overlay will show up for you to view and adjust.



3. Click on “Noise” below the Clarity interface.
4. Set the Noise parameters for:
 - a. Line Filter
 - b. Speckle Remover Filter

Noise helps get rid of any background specks however it will also lighten up your document writing.

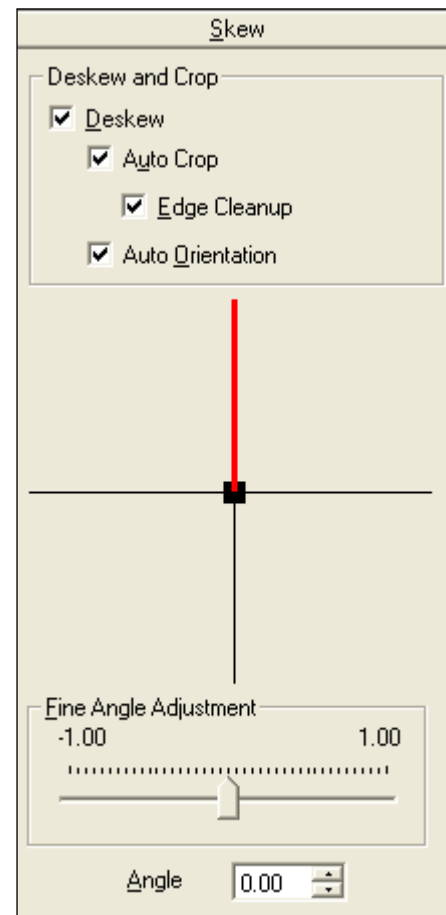
If you don't want to lose any writing on your document you will want to adjust your line thickness based on how your documents scan in to the system and also adjust your speckle Removal Filter based on the background noise on your documents.



5. Click on “Skew” below the Noise interface
6. Set the Skew parameters for:
 - a. Deskew and Crop
 - b. Fine Angle Adjustment

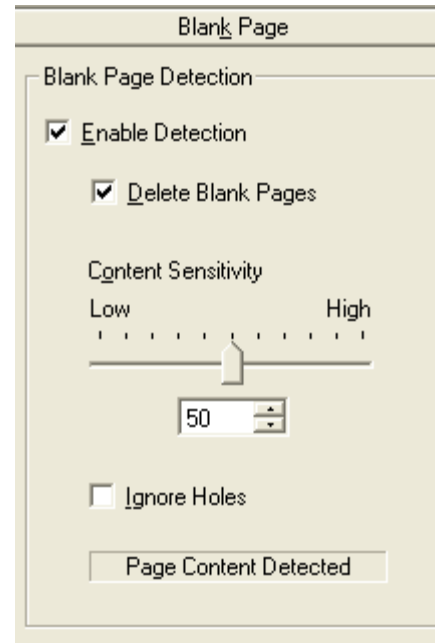
The Skew option allows for a document that feed through the scanner crooked to be automatically straightened.

Text on the document that is slightly askew cannot be straightened. If the whole page scans in slightly askew then VRS can straighten the document.

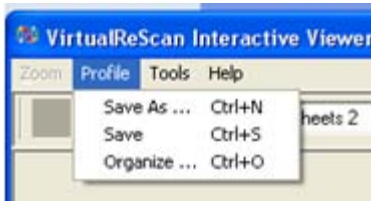


7. Click on Blank Page in the bottom right of the screen
8. Set the Blank Page Parameters

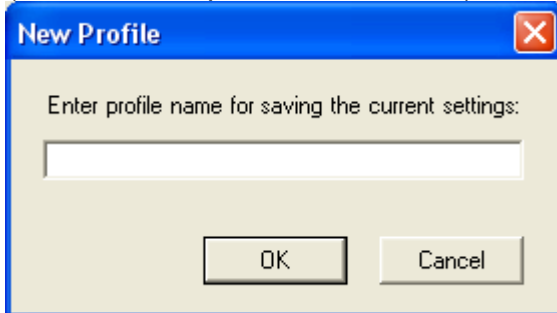
*This allows you to set the blank page detection and will remove any blank pages.
If you have a blank page that a marker leaked through then you will manually have to remove the page.*



9. Click & hold on "Profile" in the menu bar at the top left of the window, then "Save As"

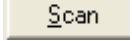


10. Enter the profile name and click "OK"
(can not use special characters (ie. ! @ # \$ % ^ & * () ' : ;)



11. Click "OK" at the bottom right corner of the VirtualReScan Interactive Viewer Screen
12. Click "OK" at the bottom of the Scanner Properties dialog box
13. Click "OK" at the bottom of the Modify Scan Format dialog box

VIRTUALRESCAN ADMINISTRATION UTILITY

1. Hit the  button in the left hand control panel.
2. Click “cancel” when you are asked for the name of the batch.
This is to bring up the VRS Icon in the Windows tool bar at the lower right corner of your screen.

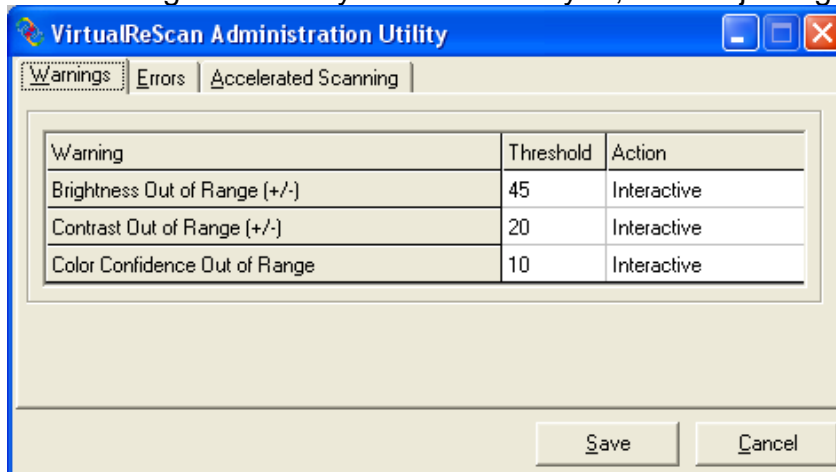


3. Right click on the icon choose “Admin Utility”



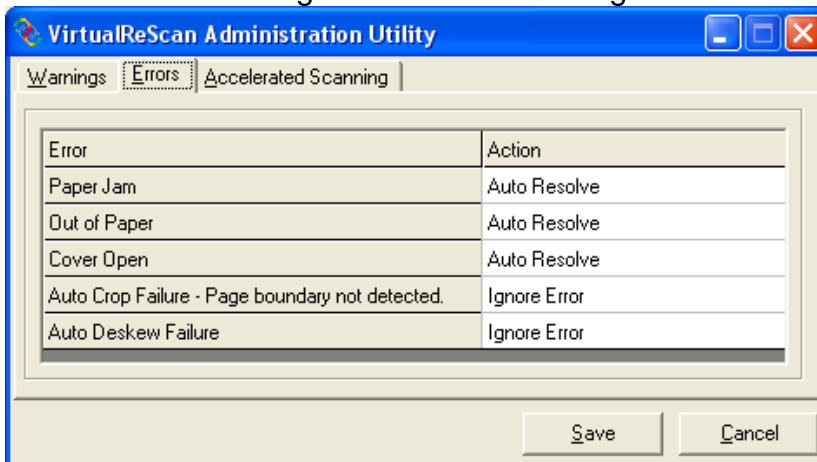
This is where you would go to change the sensitivity of the software and adjust for sensitivity of errors in your documents. There are Warning, Errors, and Accelerated Scanning tabs.

4. The Warnings “Threshold” values may be changed for optimal results.
The below sample shows settings that are a good starting point. Please try using these settings and if they don’t work for you, start adjusting the “Threshold” values.

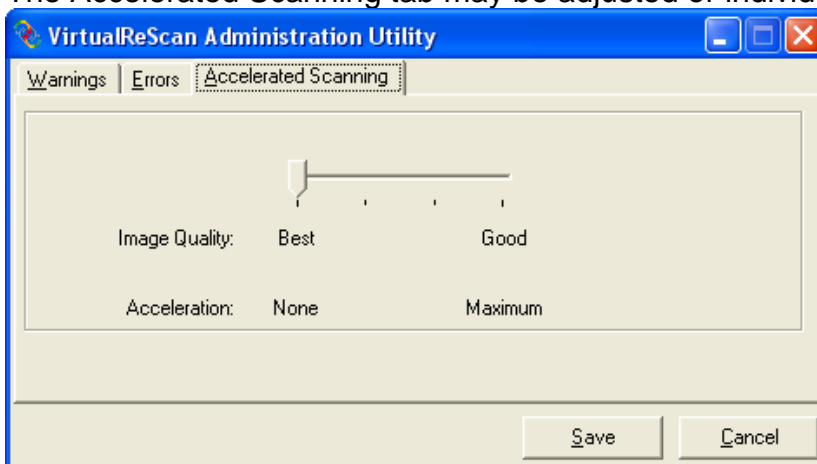


- a. Keep the action set to “interactive.”

5. The Errors tab settings should not be changed.




6. The Accelerated Scanning tab may be adjusted or individual preferences.

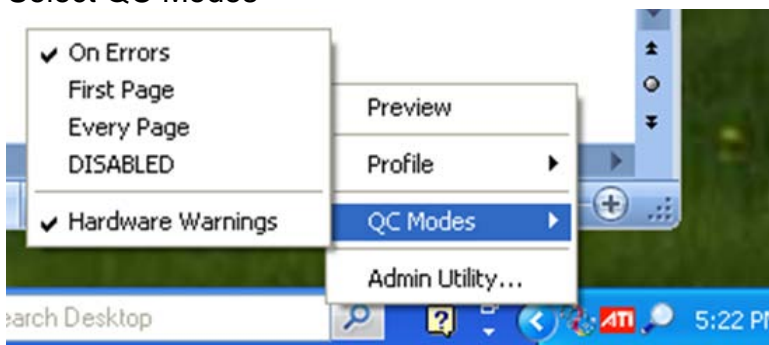


VRS QUALITY CONTROL SETTINGS

This is a good time to select your VRS Quality control settings. You can also do this at the start of or during a scanning session.

1. Right click the VRS Icon 

2. Select QC Modes



- "On Errors" will stop the scanner where VRS detects errors. (recommended)
- "First Page" will stop the scanner and display the first page
- "Every Page" will stop the scanner and display each page.