**ezescan.**
transforming paper into knowledge ™

1. Before you install EzeScan, please install your Scanner Hardware and TWAIN/ ISIS Driver and confirm that your scanner works okay. The instructions on how to do this are provided with the scanner.

2. Before you download and install from the EzeScan Website make sure you are logged into your PC with a user account that has local admin privileges. Local Admin rights are required to install and license the EzeScan software. Once that's done the user will not require local admin rights to run the software. For more information refer to FAQ 35 and FAQ 36 at **http://www.ezescan.com.au/faqs**

3. In your web browser go to **http://www.ezescan.com.au**

4. Register for your own website login and password using the Register link which appears on the top right of the web page.

5. Once your account has been registered and activated (this may take some time) by EzeScan, then login with your registered username and password.

6. Click on the **Downloads** menu item. Select the **Software Downloads** category.

7. Select the **EzeScan Installers** category.

8. In the Files section of the webpage, click on the **EzeScan Full Installation 4.2.X**, Click **I Agree** to the terms and conditions and then click **Download**.

9. Unzip the zip file and run the setup.exe file

10. The EzeScan Installer Welcome Screen is displayed.
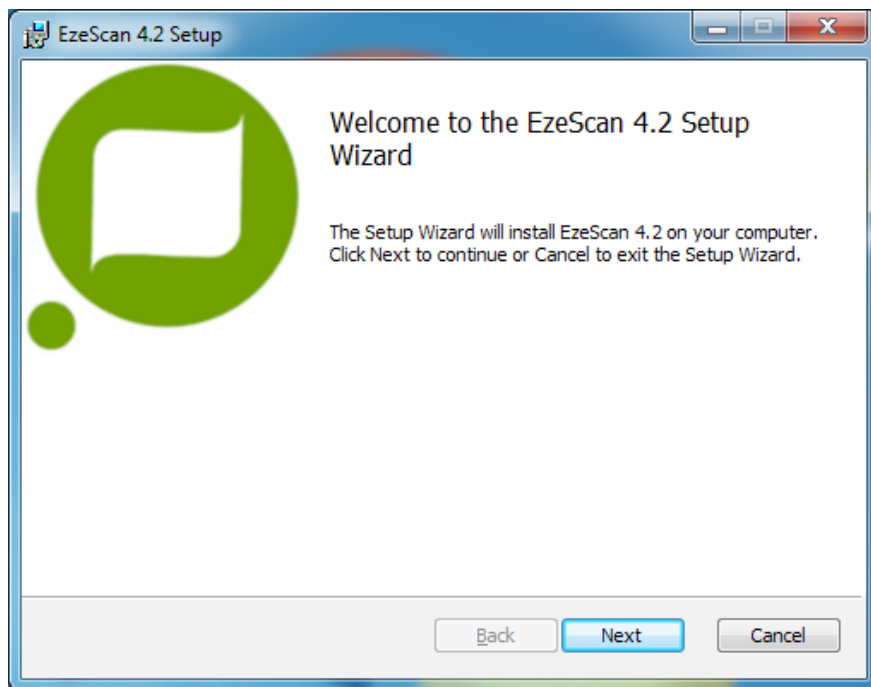
11. Click **Next** to continue with the setup program.

12. After reading the software license agreement, click the **Checkbox** if you accept the terms of the license agreement and Click **Next**.

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13. Accept the default destination location. Click **Next**.

14. Click **Install**. The installer commences installing the software.

15. When the installer has completed Click **Finish**.

16. The installer asks you to restart Windows. Select "**Yes**"

17. Use Start->**All Programs**-> **EzeScan**> **EzeScan 4.2** to start EzeScan.

18. EzeScan displays a startup screen that tells you that you are licensed for an evaluation version of EzeScan LITE with XX days remaining before expiry of the evaluation license.

19. Then the EzeScan Viewer window is displayed, followed by a startup hints window. Read the startup hints window, then click **Next** to close that window. The EzeScan User Guide can be accessed at any time by pressing the **F1** function key.

20. If you are trialing EzeScan PRO, then you'll need to use the **EzeScan Admin**->**Licensing form** to load the EzeScan PRO Evaluation license you've been sent by the EzeScan reseller or by EzeScan.

21. To create a simple batch scanning job in EzeScan press the **F6** function key on the keyboard. The Admin Jobs form is displayed. Press the **Show** button to expand the Admin Jobs form. Press the **New** button and create a job called "**My First Job**".
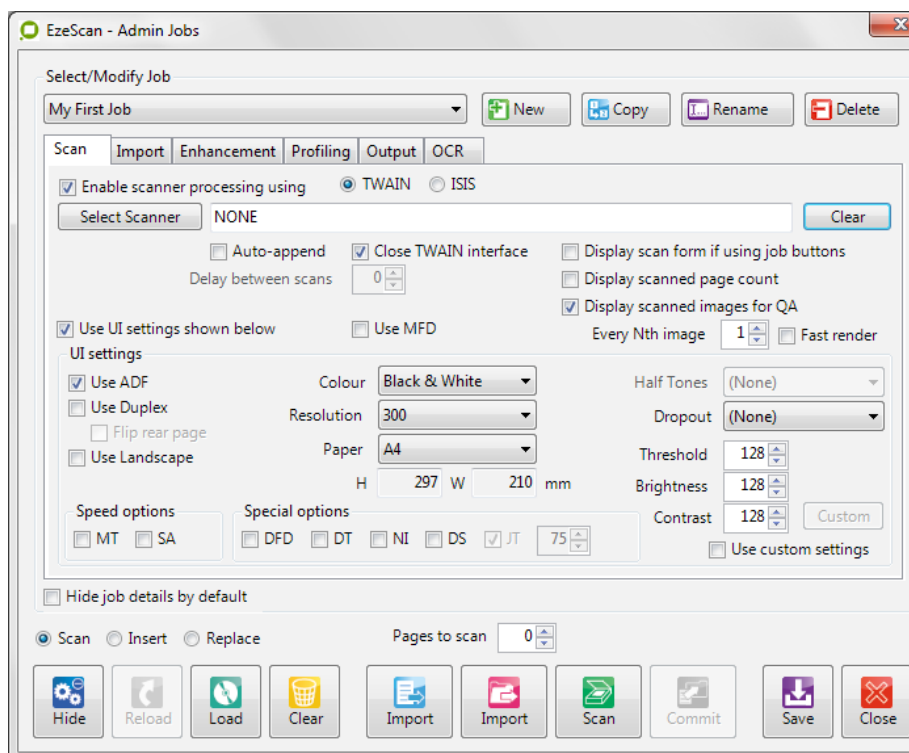
22. Configure the Scan tab to the desired scanner settings for your scanner (or configure the Import tab if you are importing images from a network scanner). Configure the Enhancement tab to deskew normal, despeckle 1 x 1, delete blank pages on the image. Configure the profile tab to use batch scanning with separator pages. On the Output tab, set the other destination to NONE, turn auto naming on, with YYYYMMDD naming on, and choose the file Output options you want (choose PDF, image only) . Leave the OCR tab as is. This job will do basic scanning with separator pages and create files named YYYYMMDD_n.tif into the job output directory. Press the **Save** button to save all your settings. Press the **Close** button to close the Admin Jobs form.

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23. To run the job, press the **F2** function key on the keyboard. The Operator Action form is displayed. Insert 1 or more documents into the document scanner. If you insert multiple documents then make sure you have placed a black separator page between each document. Once the documents are loaded in the scanner click the **Scan** button.
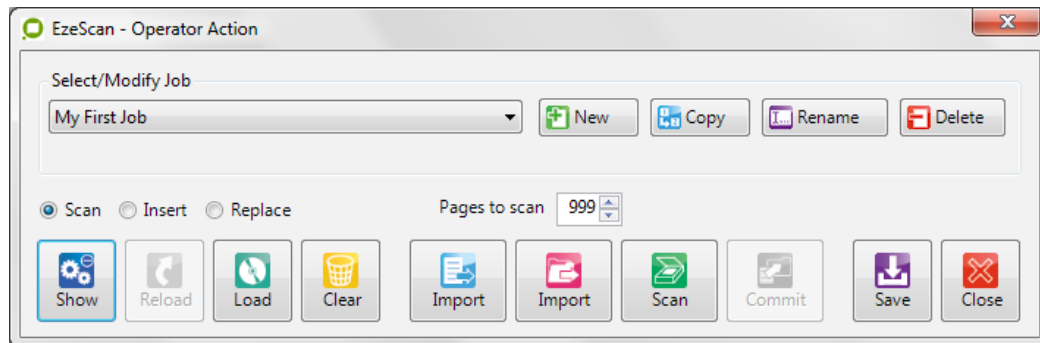
24. The scanner should scan the documents and then display them in the EzeScan Thumbnail viewer (on the left of the page) as thumbnail images. The currently selected thumbnail will be displayed in the Page Viewer (on the right of the page).

25. Use the up and down arrows on the keyboard to navigate to other thumbnails. The currently selected thumbnail will be displayed in the page viewer window.

26. The pages in the first document should have yellow borders around the thumbnails. The black separator page should have a red border around the thumbnail. This is how the documents are kept separate.

27. To create an output image from the first document (we call this profiling the document), press the **F4** function key on the keyboard. EzeScan creates an image called YYYYMMDD_1.pdf in the jobs default output directory. The image is removed from the EzeScan Viewer. The black separator page is discarded and the next document scanned moves up to the top of the EzeScan Viewer. Press **F4** to repeat the process. Repeat this step until you have no more documents left in the EzeScan Viewer window.

    as   The process simply becomes **F2** to scan, **F4** to profile the document. **Do not use** '**File**->**Save As**' to profile a document this simply saves all thumbnail images into a single TIF file and does not separate the image pages into separate documents.

28. For more detailed information on using EzeScan please refer to the **EzeScan Help**->**User Guide** (or press the **F1** function key).

29. If you are trialing EzeScan PRO then additional information on configuring the EzeScan KFI and UPLOAD modules can be found on the EzeScan Help menu.

30. To close EzeScan use **File**->**Exit**.

31. For more installation information contact your local reseller.

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