



# **Document Manager Bulletin**

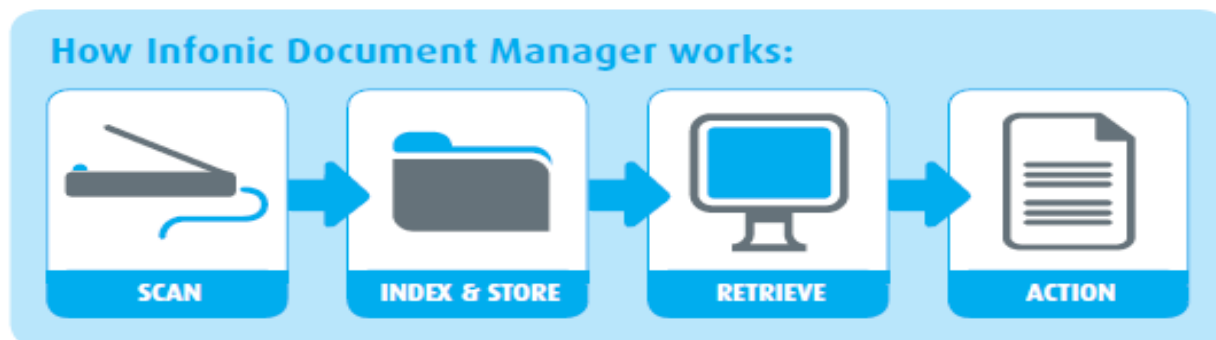
**How Document Manager Works with ScanSnap**

**For The ScanSnap Community  
Wanting a True On-Demand Document Management Solution**

**May 2010**

At last, an Enterprise quality Document Management (DM) system that's priced right for departmental and small to medium businesses. You will love Infonic's easy to install and use Document Manager Business Edition

It's a feature rich document management package that delivers ROI straight out of the box - immediately enabling users to scan, index, store and search for documents. It cuts paper usage, automates business processes, reduces overhead and saves money.



Infonic can meet all your DM needs including:

- Central control and management of documents
- Disaster recovery
- Full security, document access controls, audit trails and encryption
- Reduce operational cost
- Improve efficiency of document storage and retrieval
- Assist with regulatory compliance
- Store an unlimited number of documents
- Configurable for all document management requirements

.....and much more!

Coupled with Fujitsu ScanSnap you can scan any shape or size document directly into Infonic Document Manager Business Edition and choose what format you saved them as, either, .PDF, .JPG, or .TIF. Infonic also interfaces directly with Microsoft applications using the MS Office Add-In feature. Full Text Searching is a breeze with "OCR on the fly" capabilities.

**> Scan > Index > Store > Retrieve**

## Summary

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

## Prerequisites

The Fujitsu ScanSnap 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*.

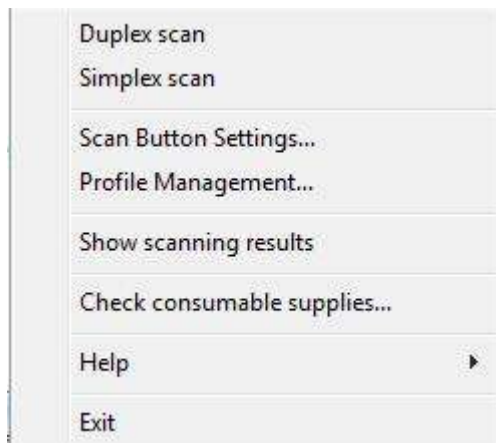
## Configuration

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

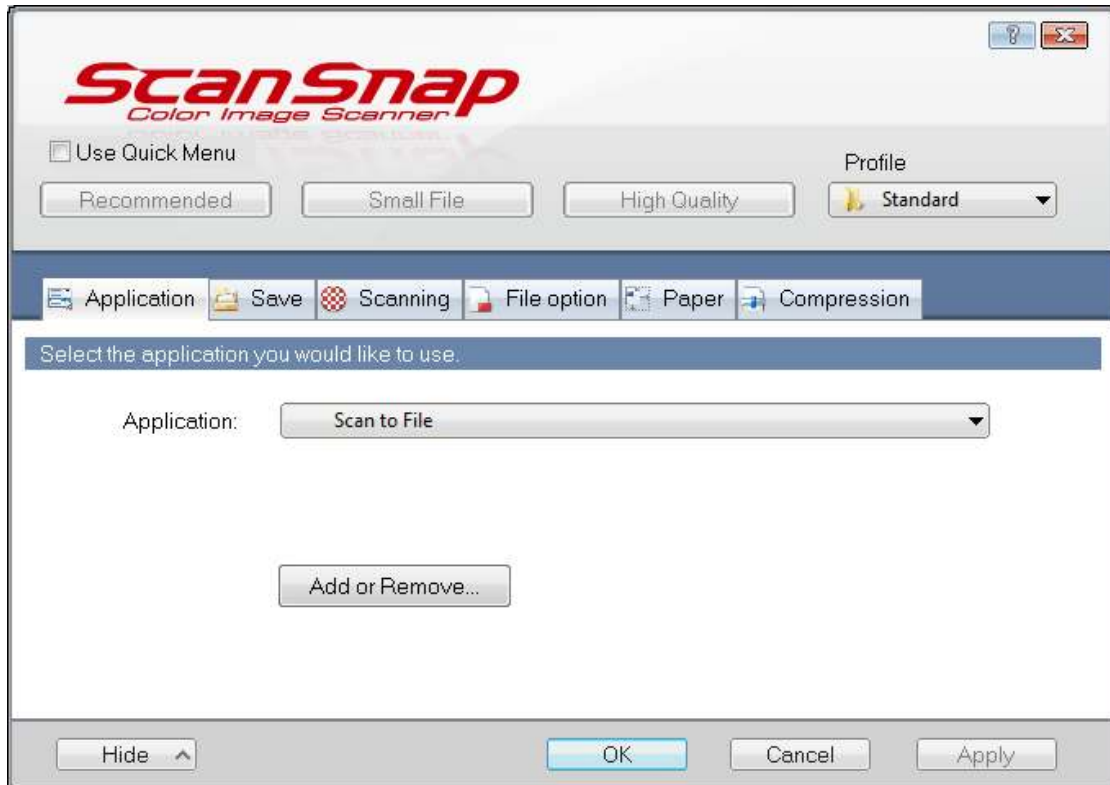


**To configure ScanSnap to work with Document Manager:**

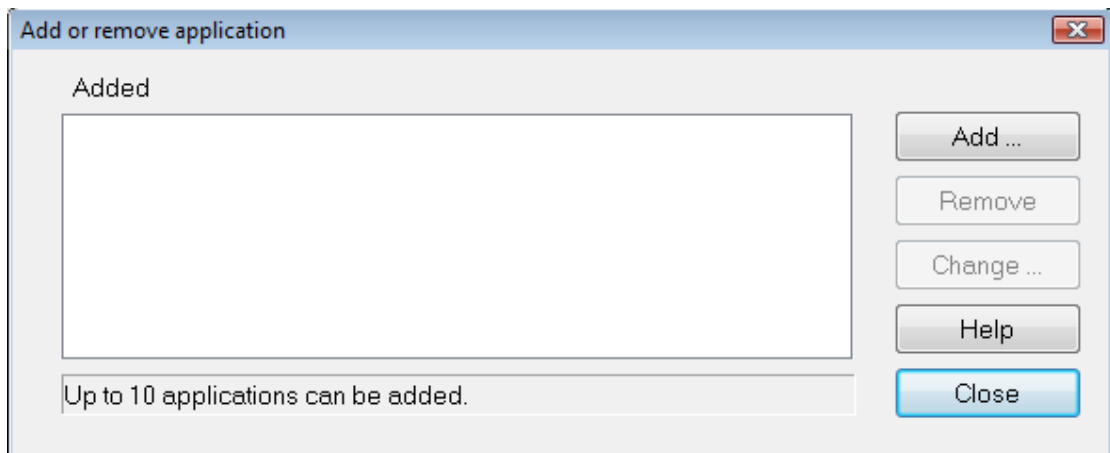
1. Right-click on the 'S' icon (  ) to show the ScanSnap settings:



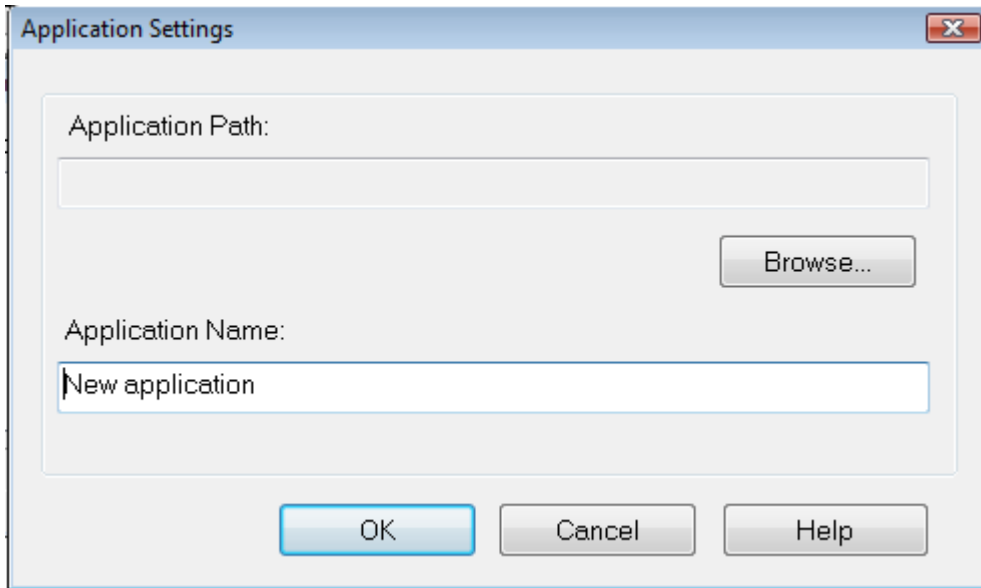
2. Left-click to select the **Scan Button Settings**:



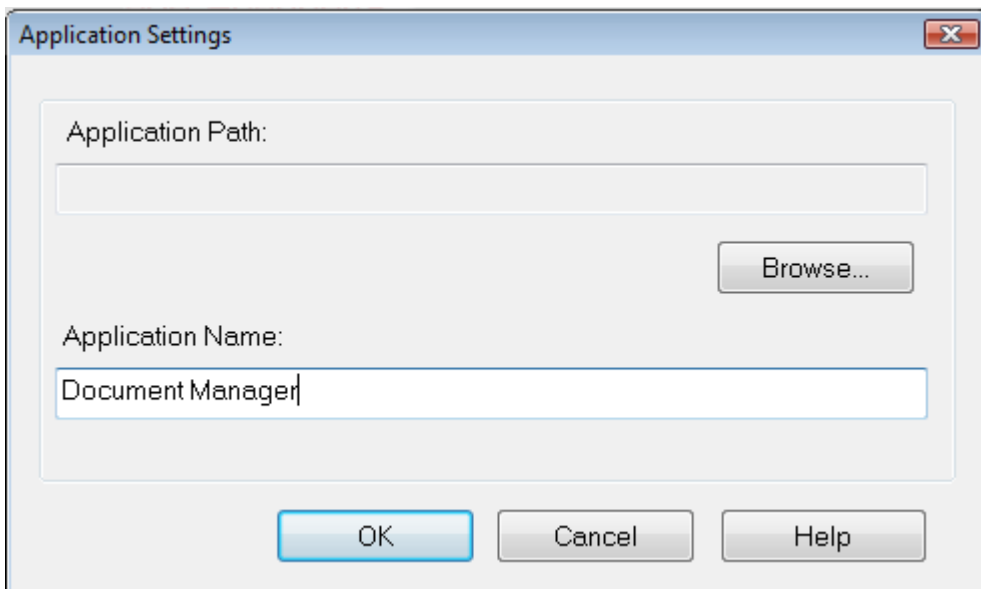
3. On the **Application** tab, click on the **Add or Remove** button:



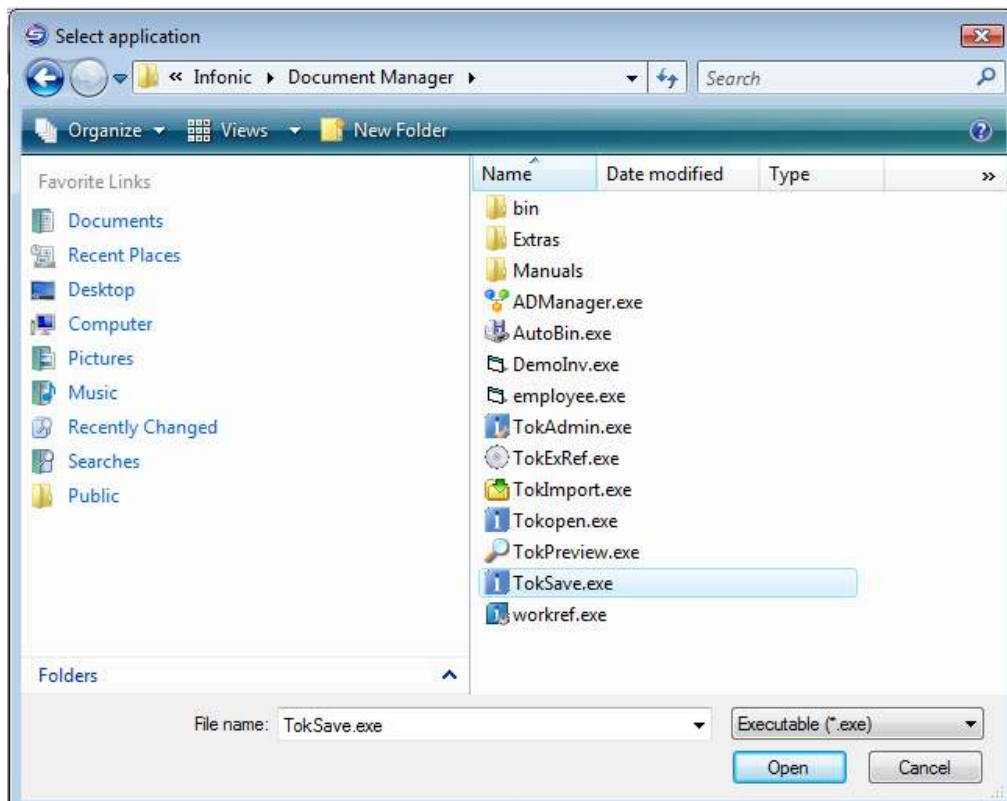
- Next, click **Add** to add a new application:



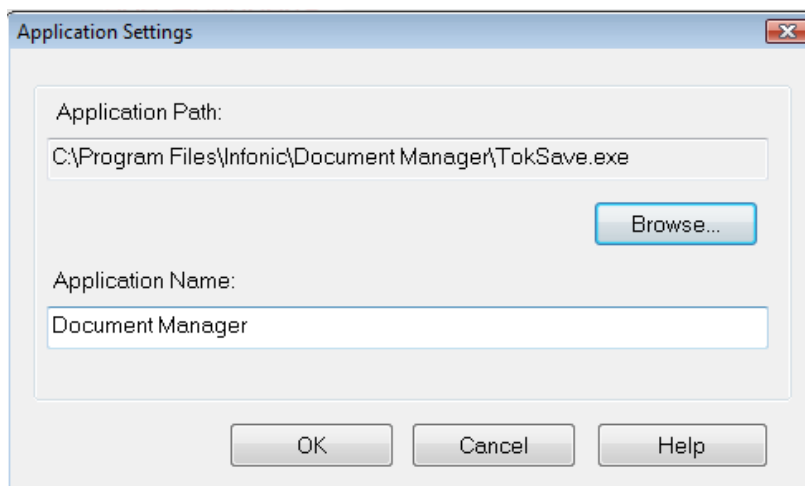
- In the **Application Name** field, type 'Document Manager':



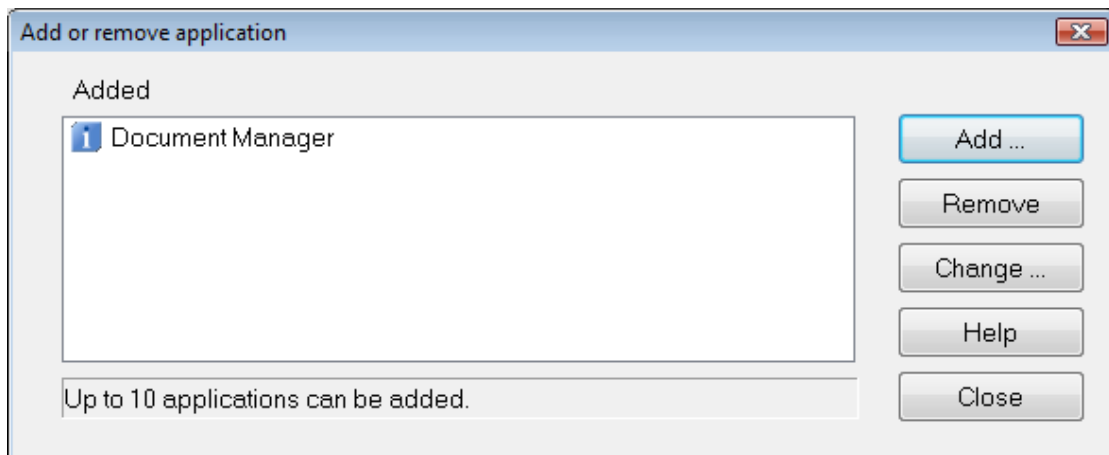
- Next, click on the **Browse** button to select the 'TokSave.exe' file in Windows Explorer, which is in the Document Manager folder. In our example, the Document Manager Folder is 'C:\Program Files\Infonic\Document Manager':



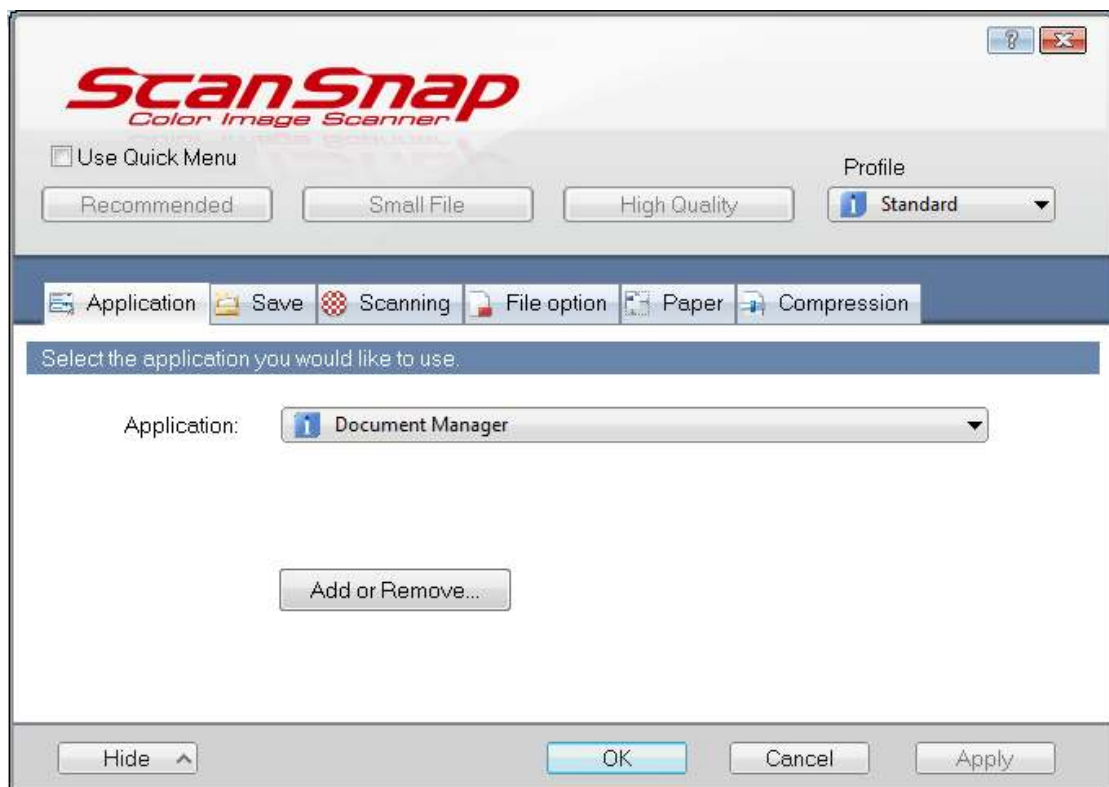
- Click **Open** to select the TokSave.exe file:



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



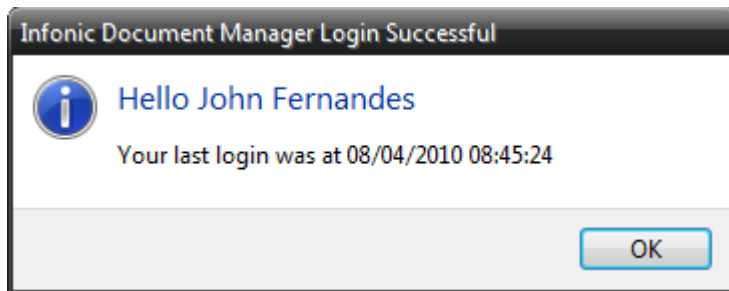
- Click the **Close** button. Select the **Application** tab and click on the drop-down box to select 'Document Manager':



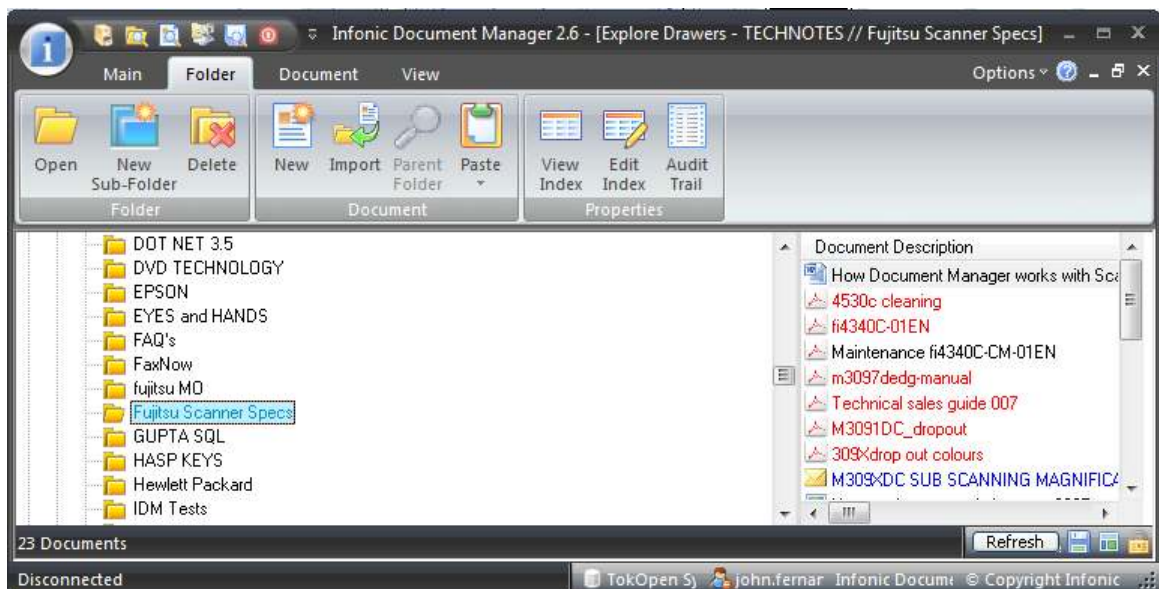
- Click **Apply** and then the **OK** button.

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

1. Launch Document Manager and log in:

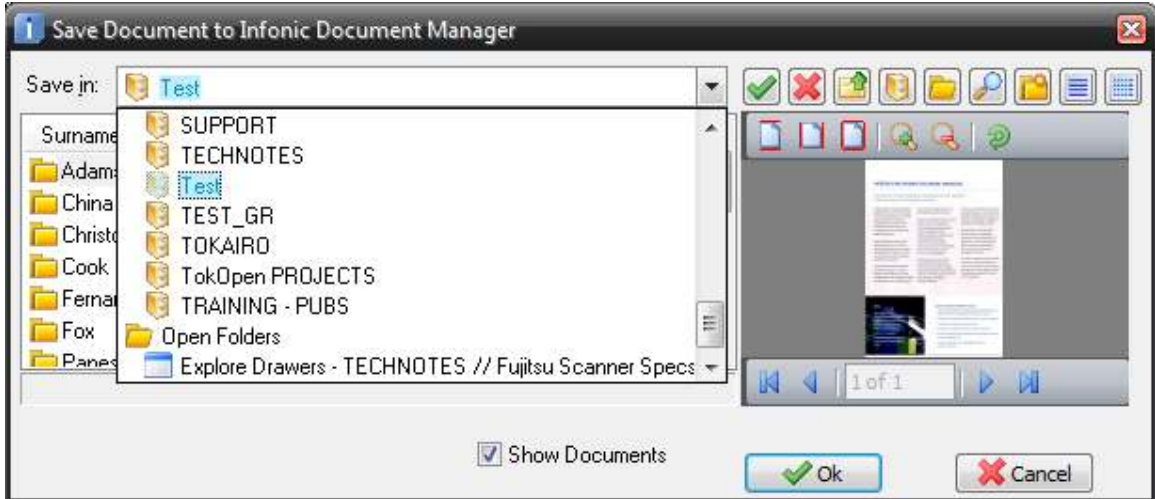


2. In Document Manager, either browse to or search for the folder where you want the document archived.



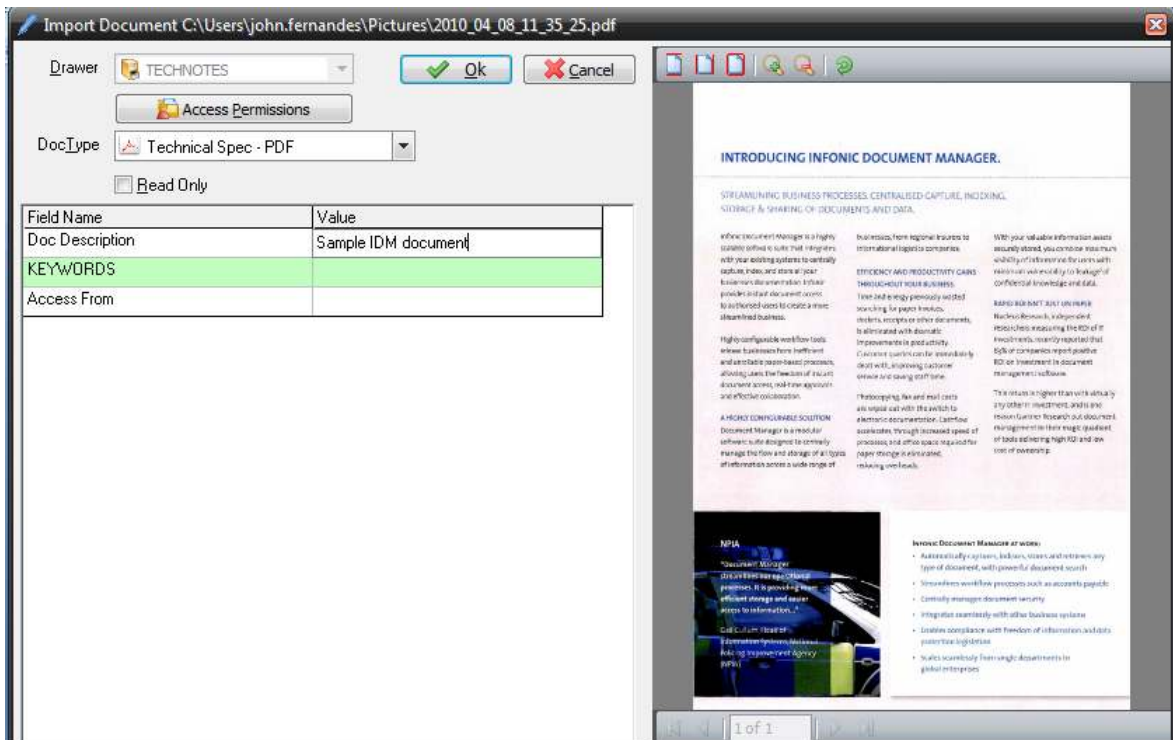
3. Insert some paper face down in the ScanSnap scanner and right-click the 'S' ScanSnap manager icon (S) in the Windows system tray. Left-click and select **Simplex scan** or **Duplex scan**.

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 **Drawer** 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

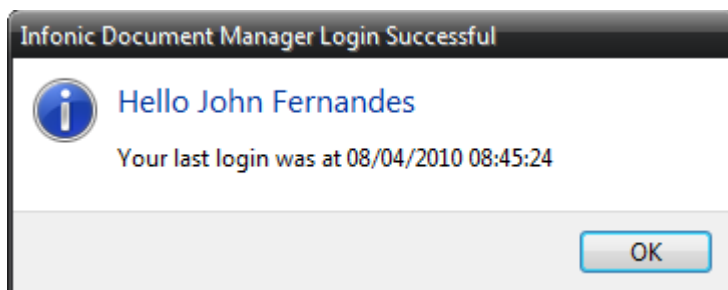


**NOTE:** Fujitsu ScanSnap uses its own unique driver, the 'ScanSnap Manager', which sits in the system tray. The image formats supported are either PDF or JPEG files.

It does NOT support the TWAIN or ISIS interface.

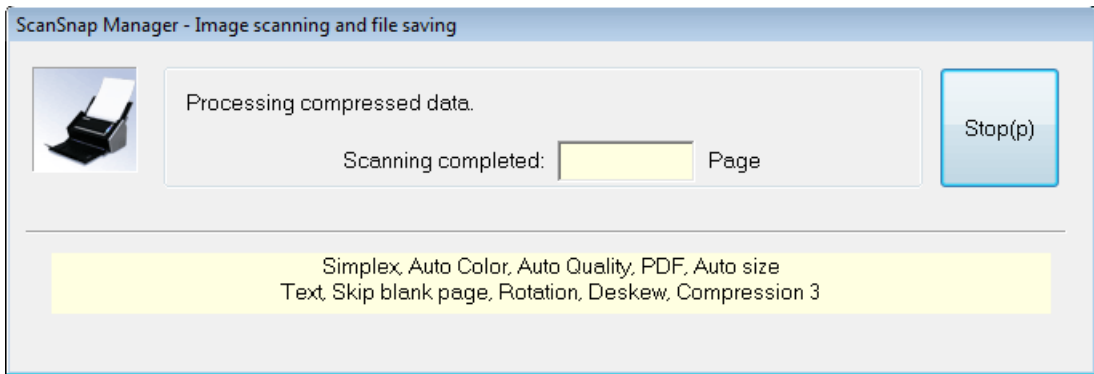
## How to Scan Documents in Document Manager Using the Fujitsu ScanSnap Scanner's Scan Button

1. Launch Document Manager and log in:

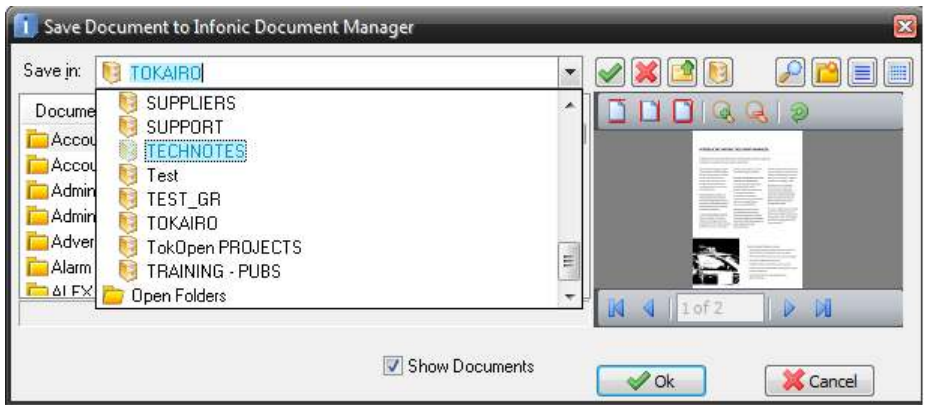


2. Click **OK**

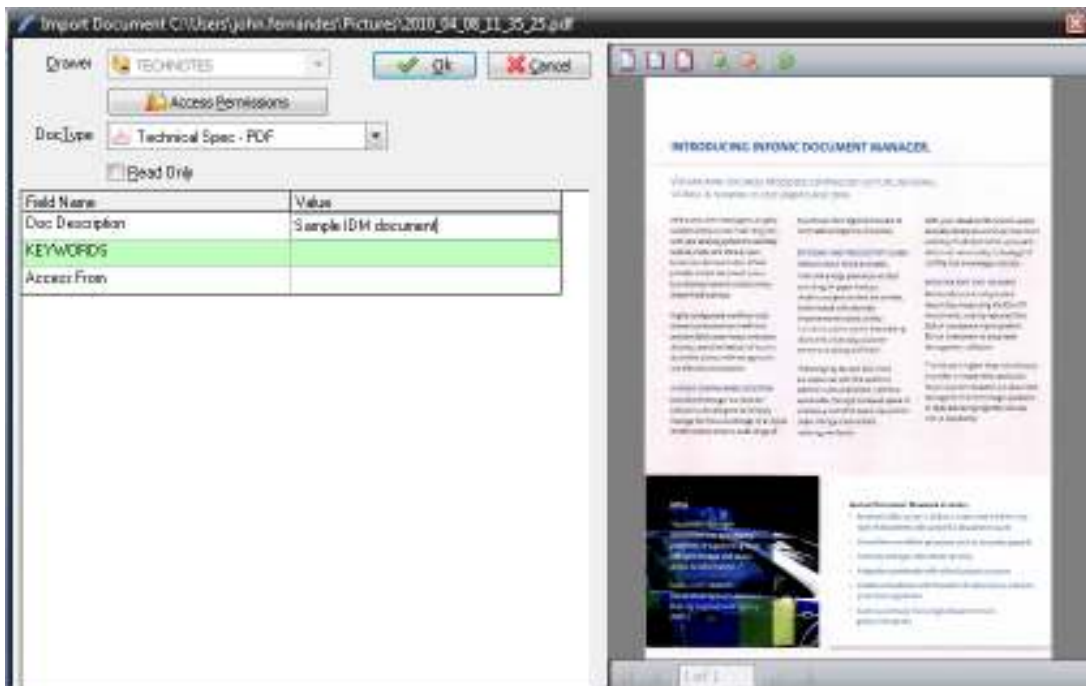
3. Insert some paper face down into the ScanSnap scanner and press the Scan button. A progress dialog box displays:



4. After the paper has been scanned, click the **Drawer** drop-down in the **Save** dialog box to select the drawer/folder (TECHNOTES/Fujitsu 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.

So now you can get an Enterprise quality Document Management (DM) system that's priced right for small to medium businesses that can utilize all the features Fujitsu ScanSnap products have to offer – plus allow you to store documents in your desired file format (.TIF, .PFD, .JPG).

See for yourself how Infonic Document Manager and Fujitsu ScanSnap will work in your environment by [clicking here](#).

To download a free trial version of Infonic's Business Edition [click here](#).

Once you've tried the Infonic / Fujitsu solution, you'll never go back to a paper based system again!

> **Scan** > **Index** > **Store** > **Retrieve**



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