

HP 6100C and HP 4C Scanning Training Guide

This guide has only fifteen pages no table of contents has been created.



HP 6100C and HP 4C

PLEASE READ ALL OF THE INSTRUCTIONS AND CHECK YOUR SYSTEM SETTINGS WHEN USING YOUR SCANNER.

Please ensure that the image is scanned in as “**Black and White**”, 200 X 200, compressed Group 4 and that the page size is correct 8.5 X 11 inches.

Click on the appropriate Link below for instructions:

Option 1 - [Adding an Existing TIFF Image Attachment to an Existing Folder.](#) Or

Option 2 - [Adding an Existing TIFF Image Attachment to a New Folder.](#)

System Settings

Setup, Scan and Save Instructions

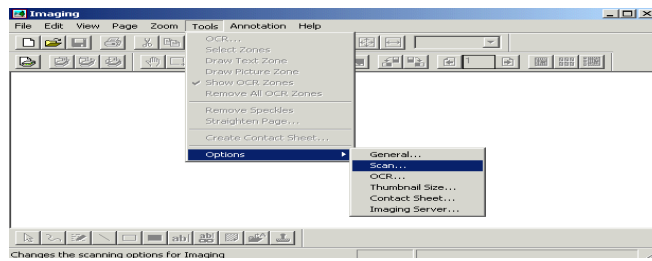
Please note that all software installations on individual PCs are not the same and may even be different for the same scanners and software than what is assumed in the following instructions. If you are in question of your scanner's installation please contact your organization's technical support or EDMS Application Assistance at 273-8836.

Kodak Imaging Pro

The Kodak Imaging Pro software, used for scanning from within EDMS, must be loaded on all scan stations with the executable in the WINDOWS or WINNT directory.

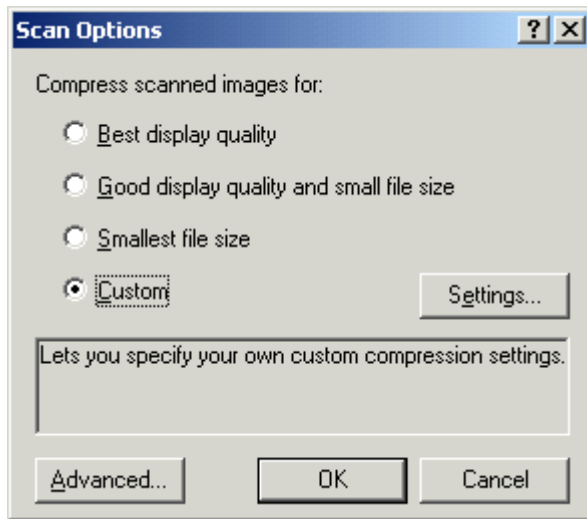
Kodak Imaging Pro setup:

1. Go to your PC's “**Start**” button then “**Programs,**” “**Accessories,**” and “**Imaging.**”

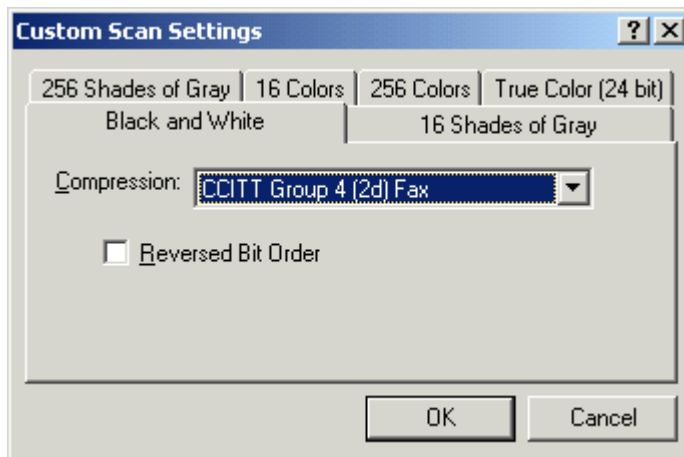


2. Select **“Tools”**, **“Options”** and **“Scan”** Or **“Scan Options”** (Note: You may have to actually “Scan New” a document before these options are available.)

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3. Select “**Custom**” and click on “**Settings**”



4. Select the “**Black and White**” tab a compression of “**CCITT Group 4 (2d) Fax**” and click “**OK**”

Option 1 - [Adding an Existing TIFF Image Attachment to an Existing Folder.](#) Or

Option 2 - [Adding an Existing TIFF Image Attachment to a New Folder.](#)

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Option 1

Adding an Existing TIFF Image Attachment to an Existing Folder.

Scanning Instructions for Saving Images on your C Drive, then Adding Image to EDMS Folder.

1. Create a Folder on your C drive and name it “**EDMS Images**”. This Folder should be used to store all of your images, so that the images will be in one central location.
2. Go to **Start – program-Accessories -- Imaging**.
3. Click on **File- Acquire Image or Scan New** (depending on configuration – both provide same result). Also, Clicking on the Scan

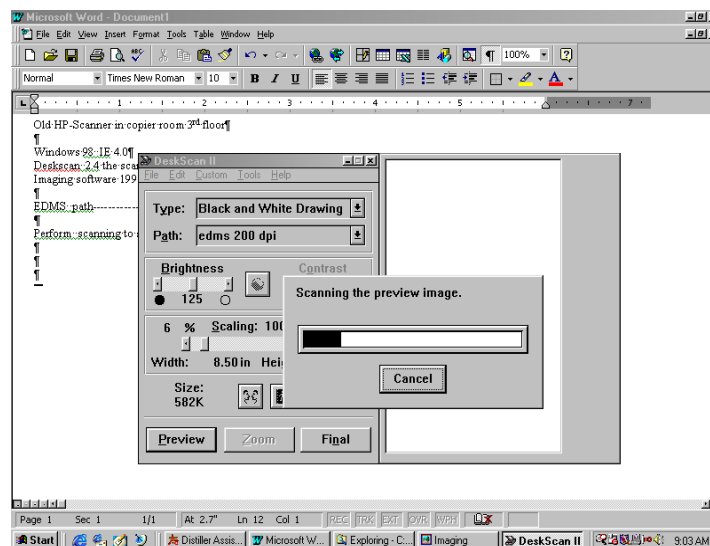


New button is appropriate. All of these options will launch **Deskscan II**.

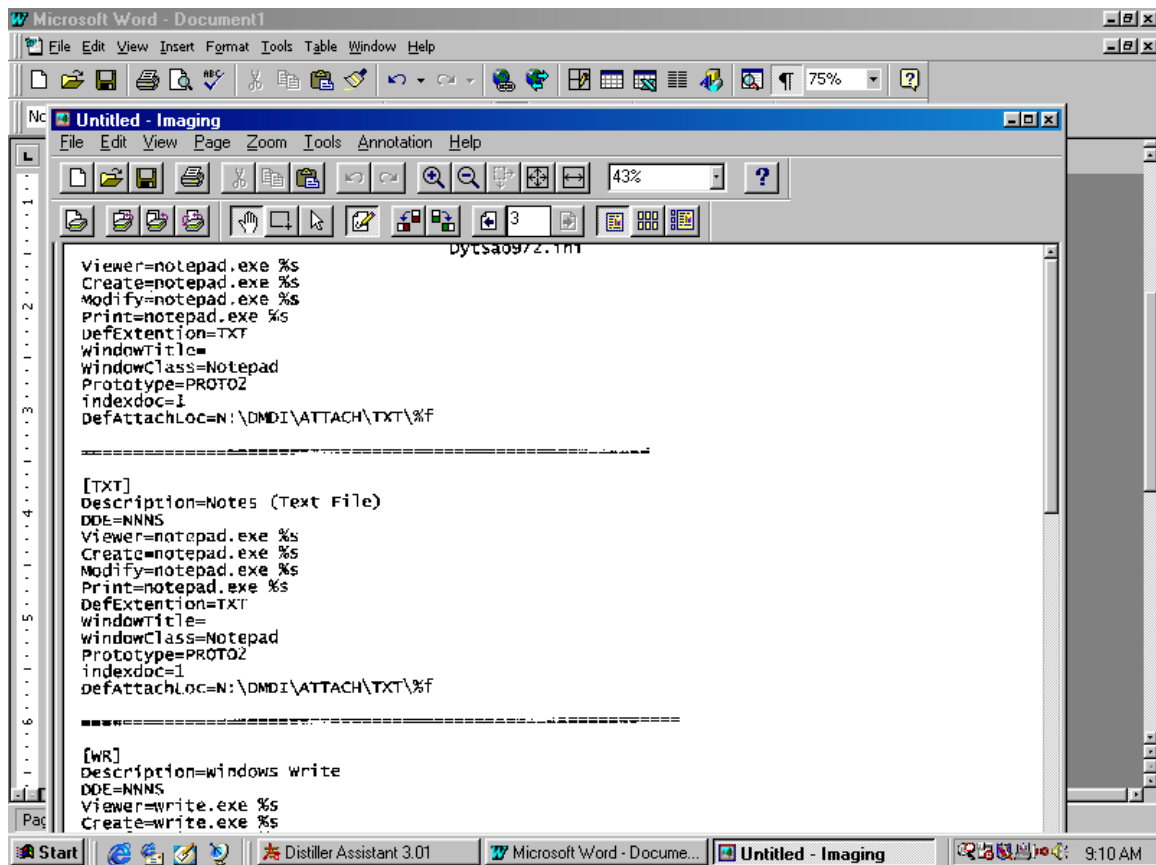
4. After the first page goes through the feeder, draw the outline using the resize pointer + to make the page size **8.50 by 11.00** inch or larger if that is appropriate.

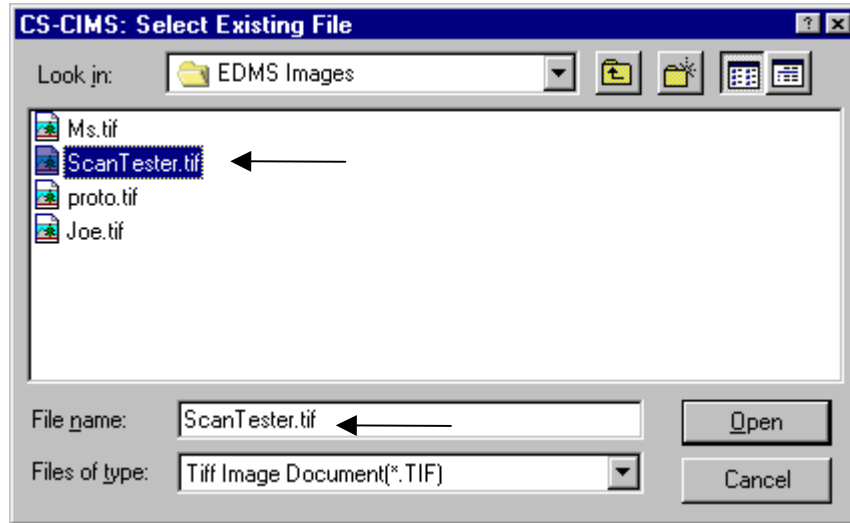
5. Then **Click on Final**.

(This has to be done only for the first pages, the rest of the pages go through).



6. Click on **File –Save As:**





7. Save the document into the “**EDMS Images**” folder and give it an appropriate **file name** or use the folder number for the file name.
8. Make sure the **Save as type** is TIFF Document (*.tif).
9. Click on **Save**.
10. Click on **File** and then **Exit** to leave Imaging Professional or click on the **X** in the upper right corner.

Adding an Existing TIFF Image Attachment to an Existing Folder

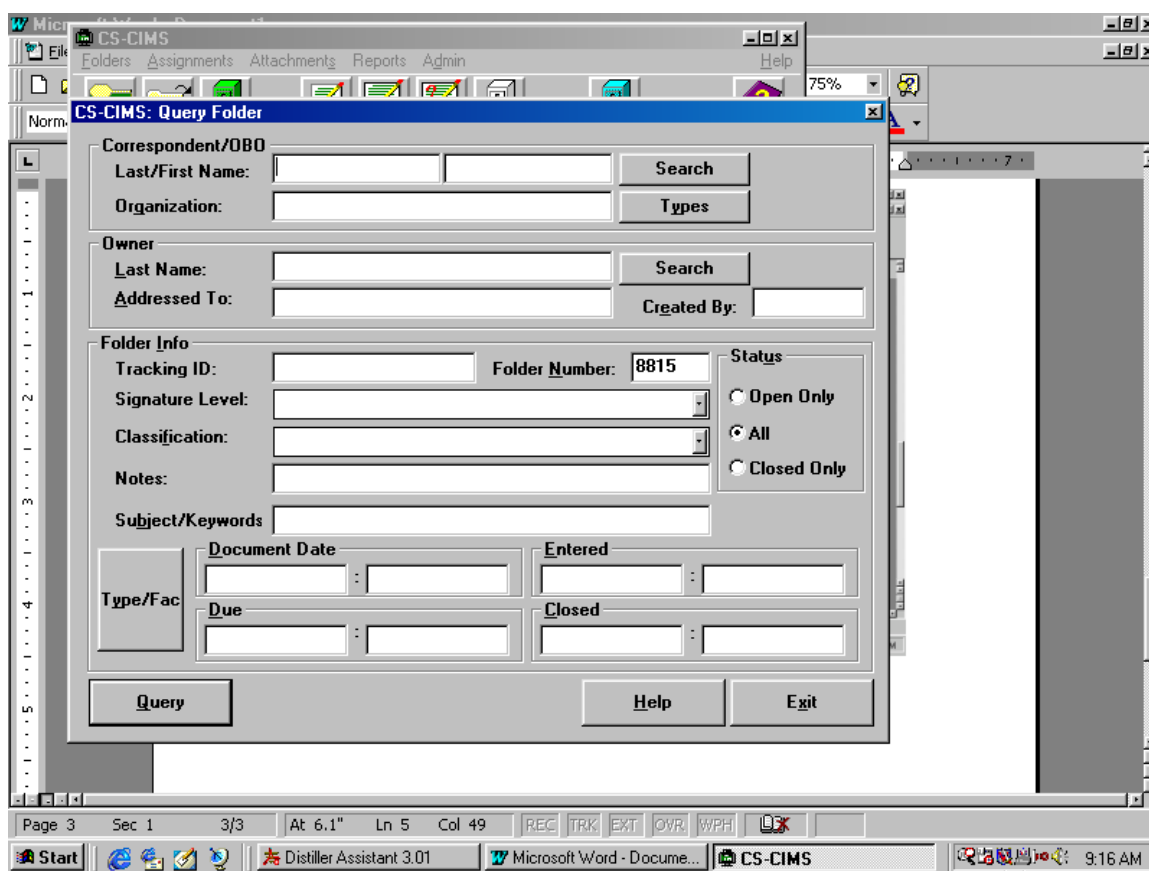
1. Log into **EDMS** .

2. Click on the **Green File Cabinet**.

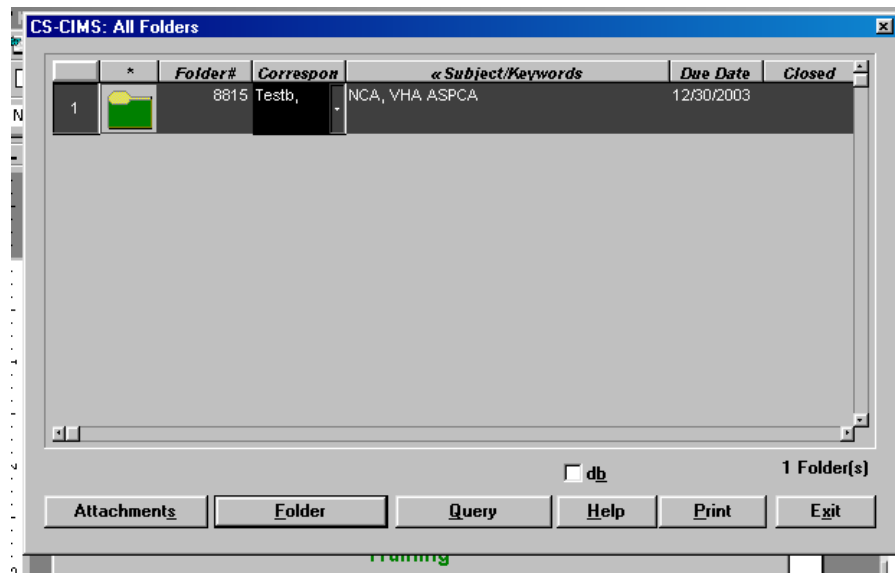


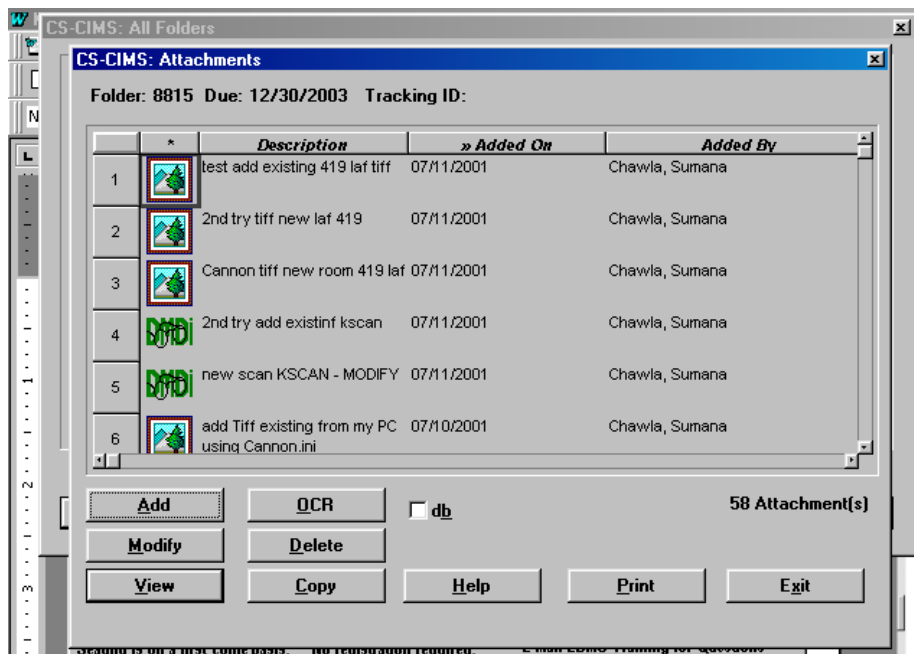
3. Type the Folder Number in the (folder number box).

4. Then, click on the **Query** Button.

A screenshot of the 'CS-CIMS: Query Folder' dialog box. The dialog has a title bar with 'CS-CIMS' and standard window controls. Below the title bar is a menu bar with 'Folders', 'Assignments', 'Attachments', 'Reports', 'Admin', and 'Help'. The main area contains several sections: 'Correspondent/OBO' with fields for 'Last/First Name' and 'Organization', each with a 'Search' button; 'Owner' with fields for 'Last Name', 'Addressed To', and 'Created By', each with a 'Search' button; 'Folder Info' with fields for 'Tracking ID', 'Signature Level', 'Classification', 'Notes', and 'Subject/Keywords', and a 'Folder Number' field containing '8815'; and a 'Status' section with radio buttons for 'Open Only', 'All' (selected), and 'Closed Only'. At the bottom, there are buttons for 'Query', 'Help', and 'Exit'. The dialog is overlaid on a window titled 'W Mic...' which has a menu bar with 'File', 'Edit', 'Format', 'Tools', 'Window', and 'Help'. The taskbar at the bottom shows 'Page 3', 'Sec 1', '3/3', 'At 6.1" Ln 5 Col 49', and several application icons including 'Distiller Assistant 3.01', 'Microsoft Word - Docume...', and 'CS-CIMS'. The system clock shows '9:16 AM'.

5. Click on **Attachments** button.

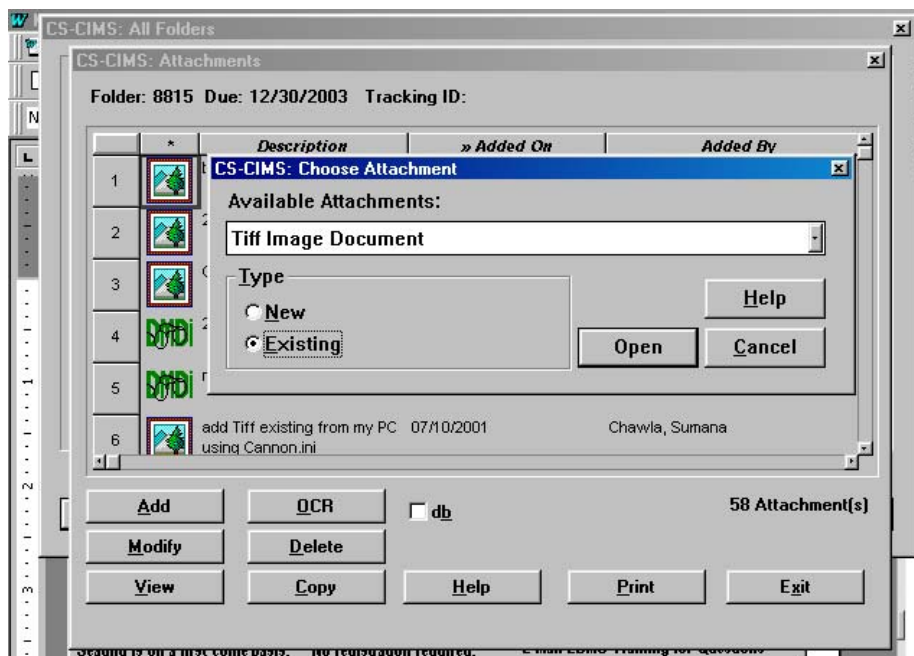


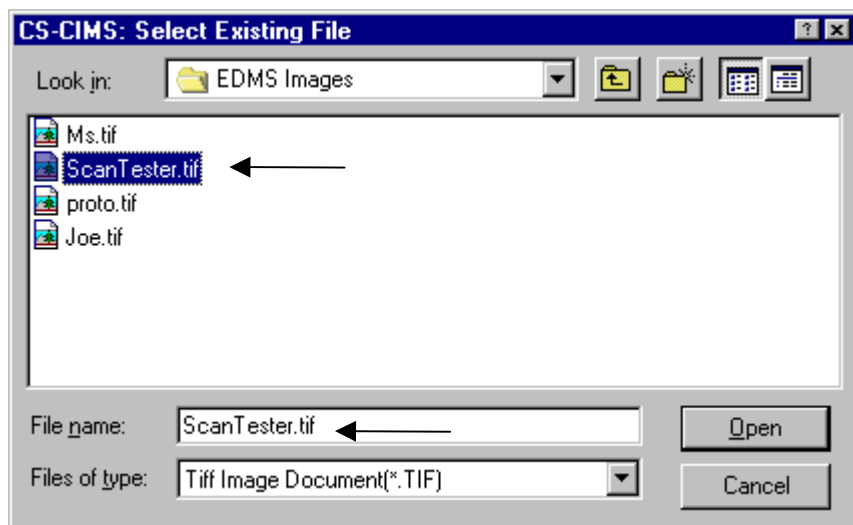


6. Click on **Add** button.

7. Click on the down arrow and select **Tiff Image Document** (If it is not appearing in the Choose Attachment window.

8. Select the **Existing**.

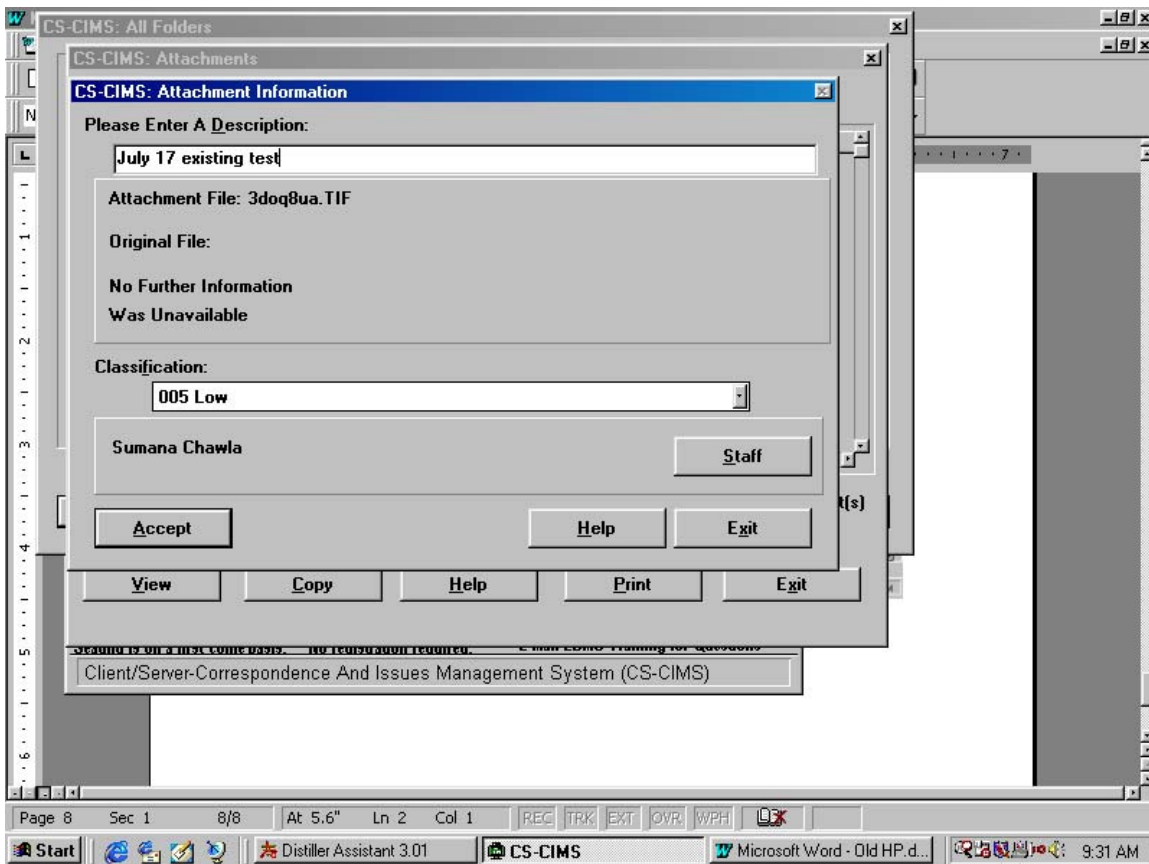




CSCIMS opens the window.

9. Select **Drive C**, Folder “**EDMS Images**”. Highlight the image you desire to attach and this name will appear in the box **Filename**.

10. Click on **Open**.



11. Enter the description and click on **Accept** button.

Note: If you would like to remove the Images from the C drive you may do so at this point or leave them in the “**EDMS Images**” folder for later use. The image will be stored on the EDMS server after you have completed the aforementioned steps, and don’t have to reside on the C drive. You should, however, clean out the images from your C drive form time to time as they may take up a lot of space.

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Option 2

Adding a Existing TIFF Image Attachment to a New Folder.

Initially a **New** Folder does not have attachments therefore the following steps should be completed.

1. Log into **EDMS** (if you are not already logged in).

2. Click on the **Green File Cabinet**.



3. Type the Folder Number in the (folder number box).

Then, click on the **Query** Button.

A screenshot of the 'CS-CIMS: Query Folder' dialog box. It contains several sections for inputting search criteria: 'Correspondent/OBO' with fields for Last/First Name and Organization; 'Owner' with fields for Last Name, Addressed To, and Created By; 'Folder Info' with fields for Tracking ID, Signature Level, Classification, Notes, and Subject/Keywords, along with a 'Folder Number' field containing '47620'; and a 'Status' section with radio buttons for 'Open Only', 'All' (selected), and 'Closed Only'. At the bottom, there are date fields for 'Document Date', 'Entered', 'Due', and 'Closed', and a 'Type/Fac' dropdown. At the very bottom are 'Query', 'Help', and 'Exit' buttons.

CS-CIMS: Query Folder

Correspondent/OBO
 Last/First Name: **Search**
 Organization: **Types**

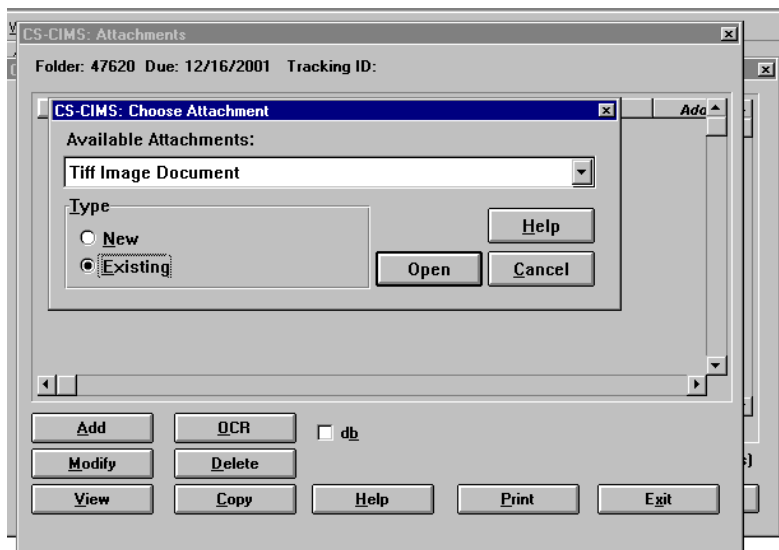
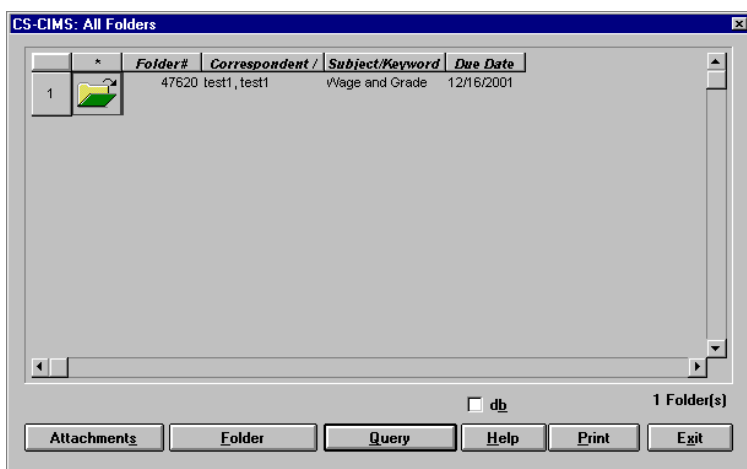
Owner
 Last Name: **Search**
 Addressed To: Created By:

Folder Info
 Tracking ID: Folder Number:
 Signature Level: **Status**
 Classification: ☐ Open Only
 Notes: ☒ All
 Subject/Keywords ☐ Closed Only

Type/Fac
 Document Date: : Entered: :
 Due: : Closed: :

Query **Help** **Exit**

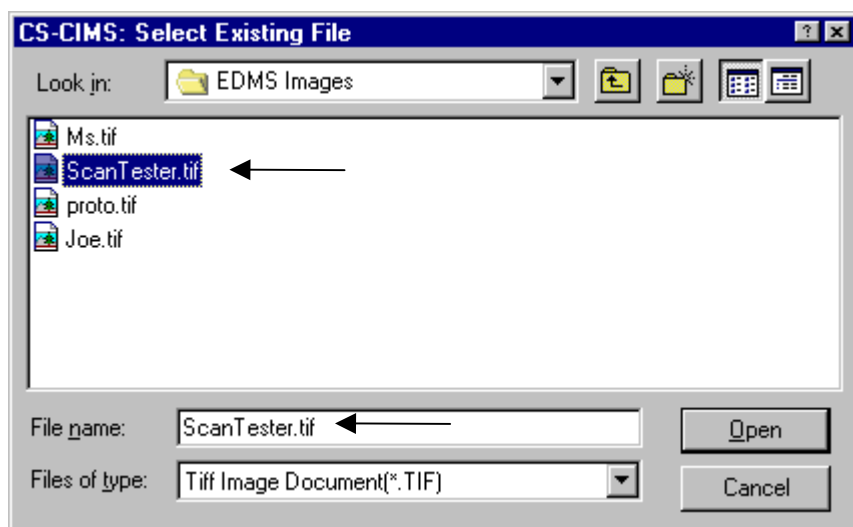
4. Click on **Attachments** button.



5. Click on the down arrow and select **Tiff Image Document** (if it is not appearing in the Choose Attachment window).

6. Select **Existing** for the file type.

7. Click on **Open**.

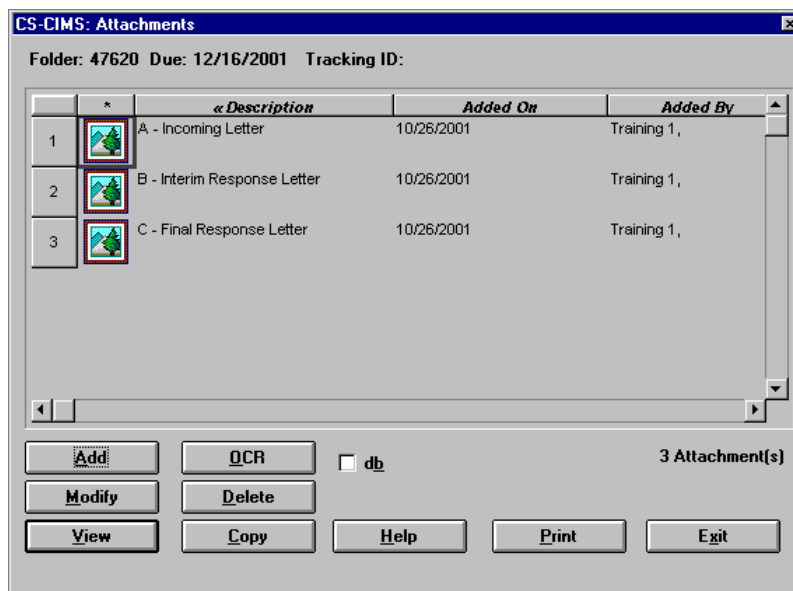
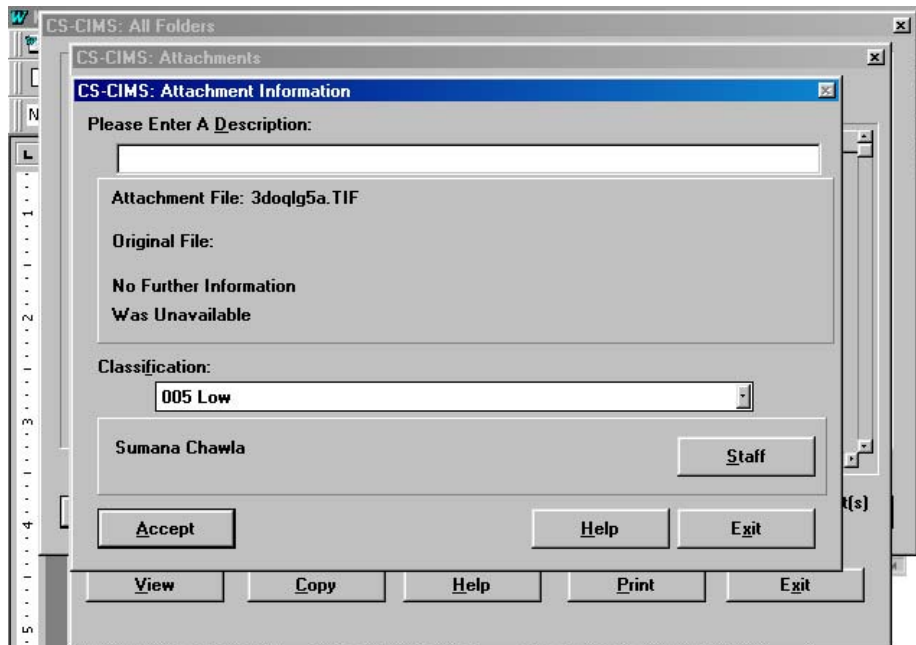


CSCIMS opens the window.

8. Select **Drive C**, Folder “**EDMS Images**”. Highlight the image you desire to attach and this name will appear in the box Filename.

9. Click on **Open**.

10. Enter the file description and click on **Accept** button.



11. View the image by double clicking on **Image Icon** or clicking on the **View** button.

12. Click **File**, then **Exit** to return to EDMS and continue working with your Folder **Or** click on the **X** in the upper right hand corner.