



Fujitsu Scanner Installation Instructions For Vista & XP Users

It is understood that users should have a basic knowledge of computers and terminology



**If you presently use the
Fujitsu ScandAll software
to scan your reports, skip
to page #43**

This Manual is written specifically for the Fujitsu scanners on PC's using Windows XP or Vista. Do not use these instructions for any other scanner or any PC using Windows 7.

If you do not have the original scanner CD or if your PC is running Windows 7, go to the following website:

<http://www.fujitsu.com/global/support/computing/peripheral/scanners/drivers/>

Download and install the TWAIN driver and the Error Recovery Guide

Then go to the following website to install the ScandALL

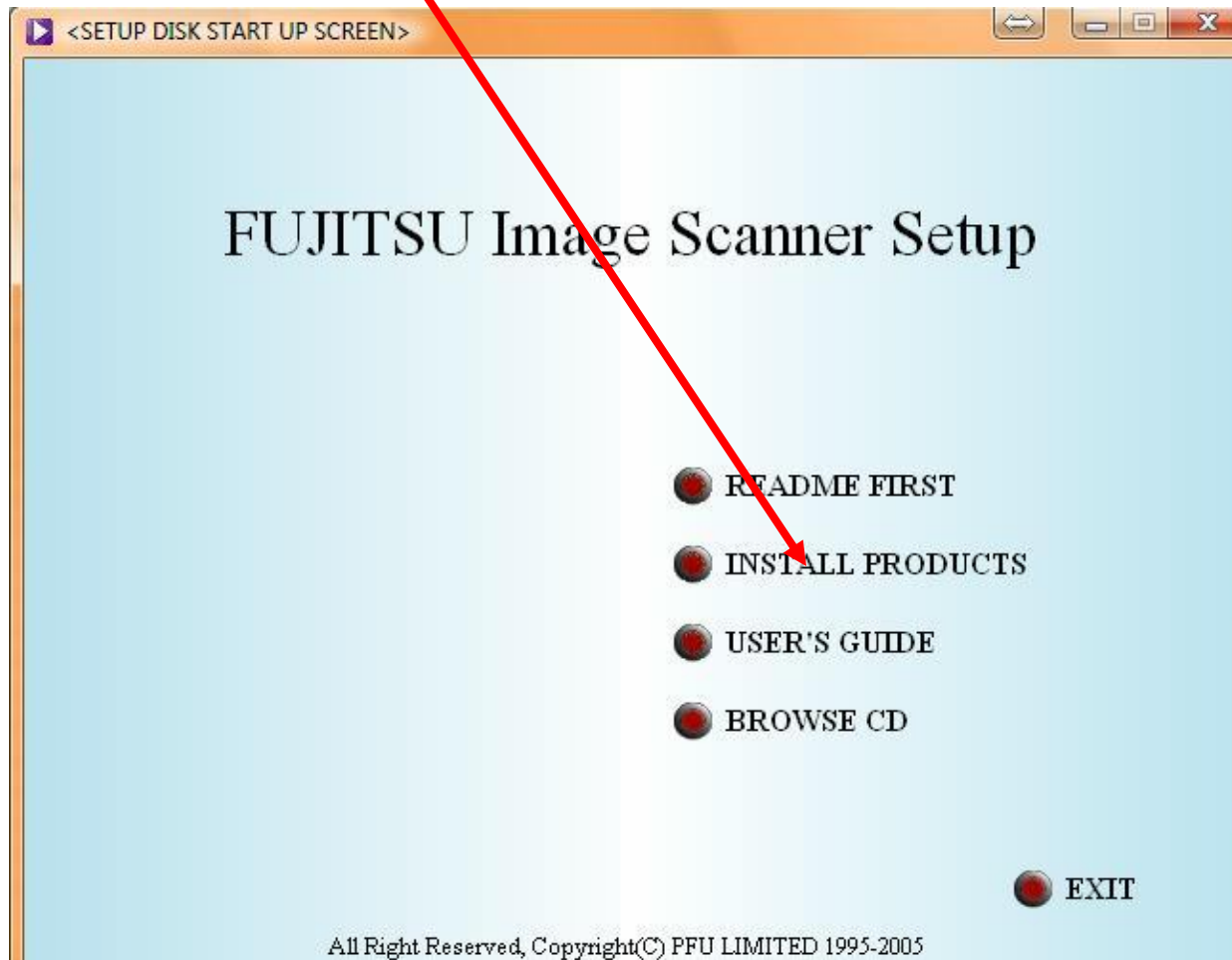
http://www.fujitsu.com/us/services/computing/peripherals/scanners/support/downloads/index_software-utilities.html

Note There no drivers available for the Fujitsu 4110 for Vista or Windows 7**

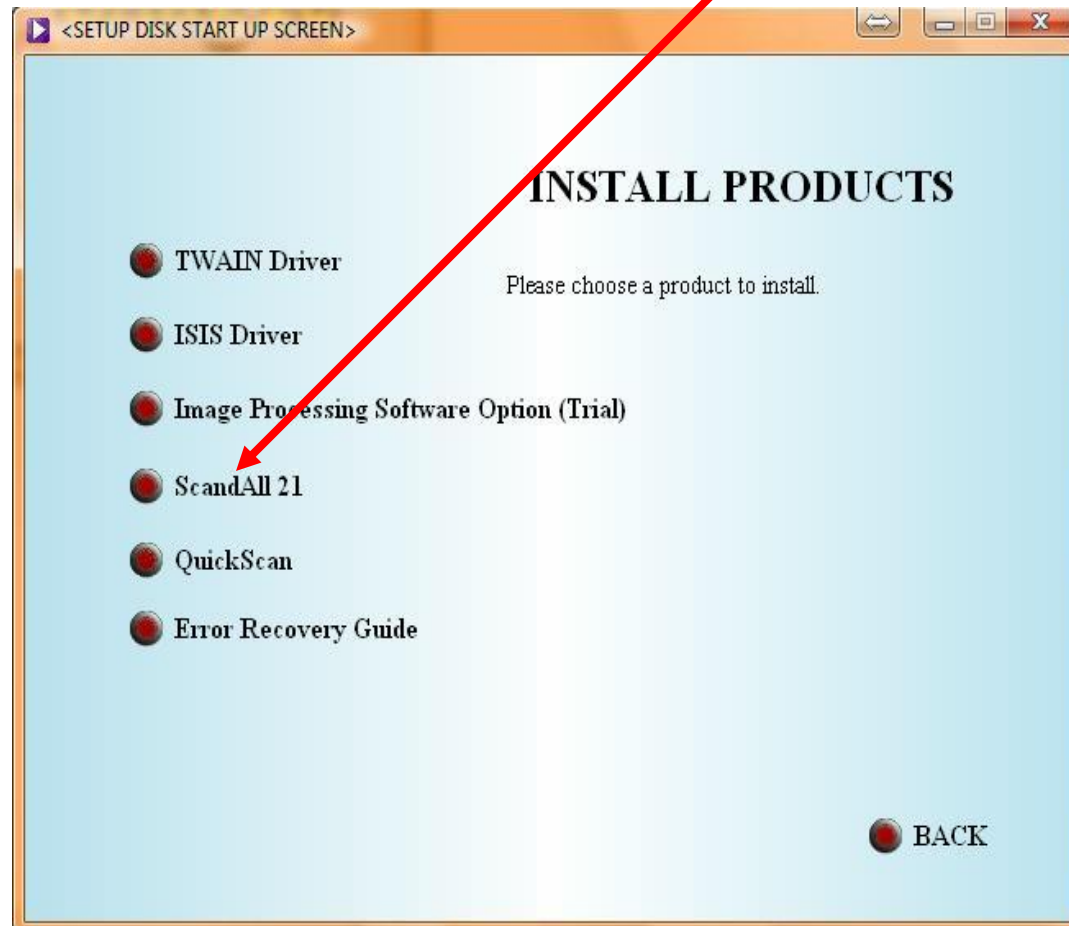
**Insert Fujitsu scanner
driver CD in optical
drive.**

**THE SCANNER SHOULD
NOT BE CONNECTED
TO THE PC YET.**

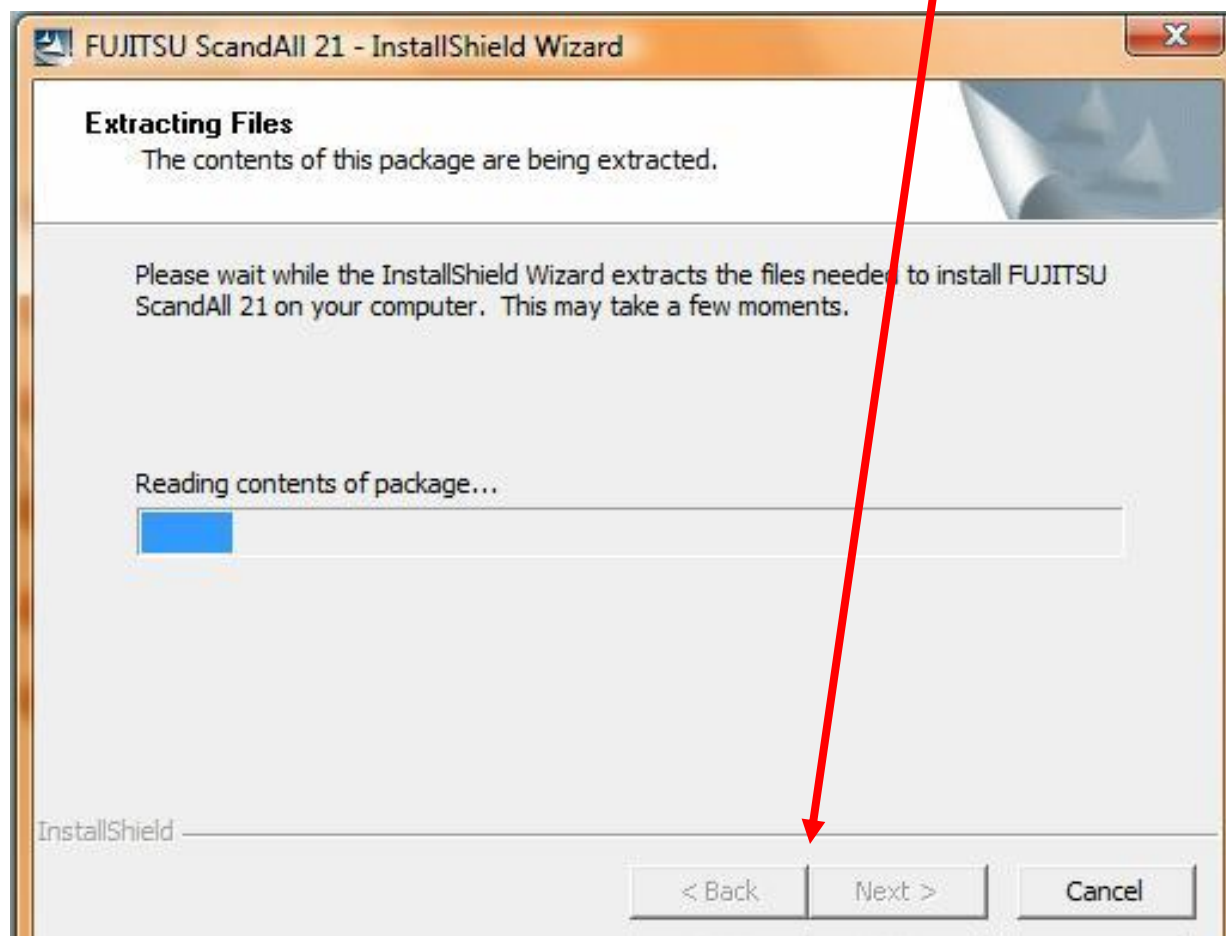
Using mouse, click on the “Install Products”



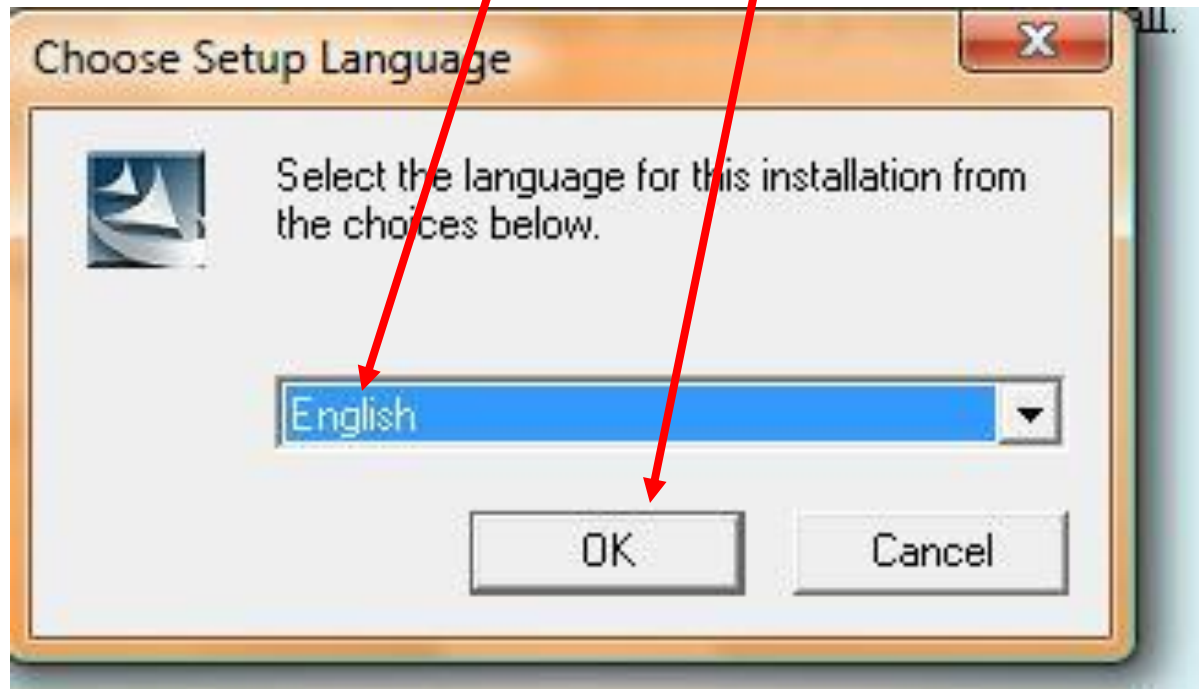
Using mouse, click on ScandAll 2.1



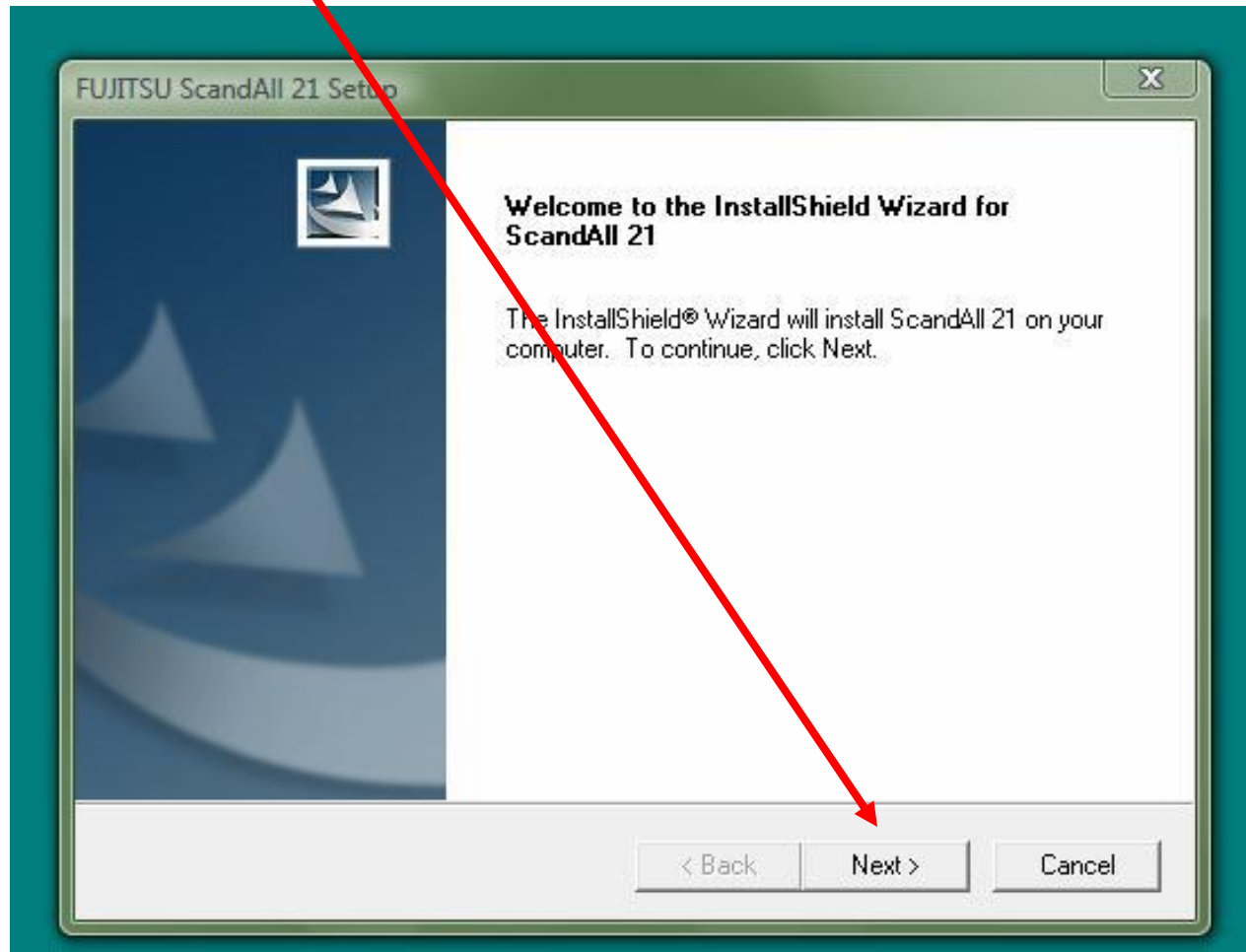
Relax for a few moments while the ScandAll files are downloaded and extracted into your PC



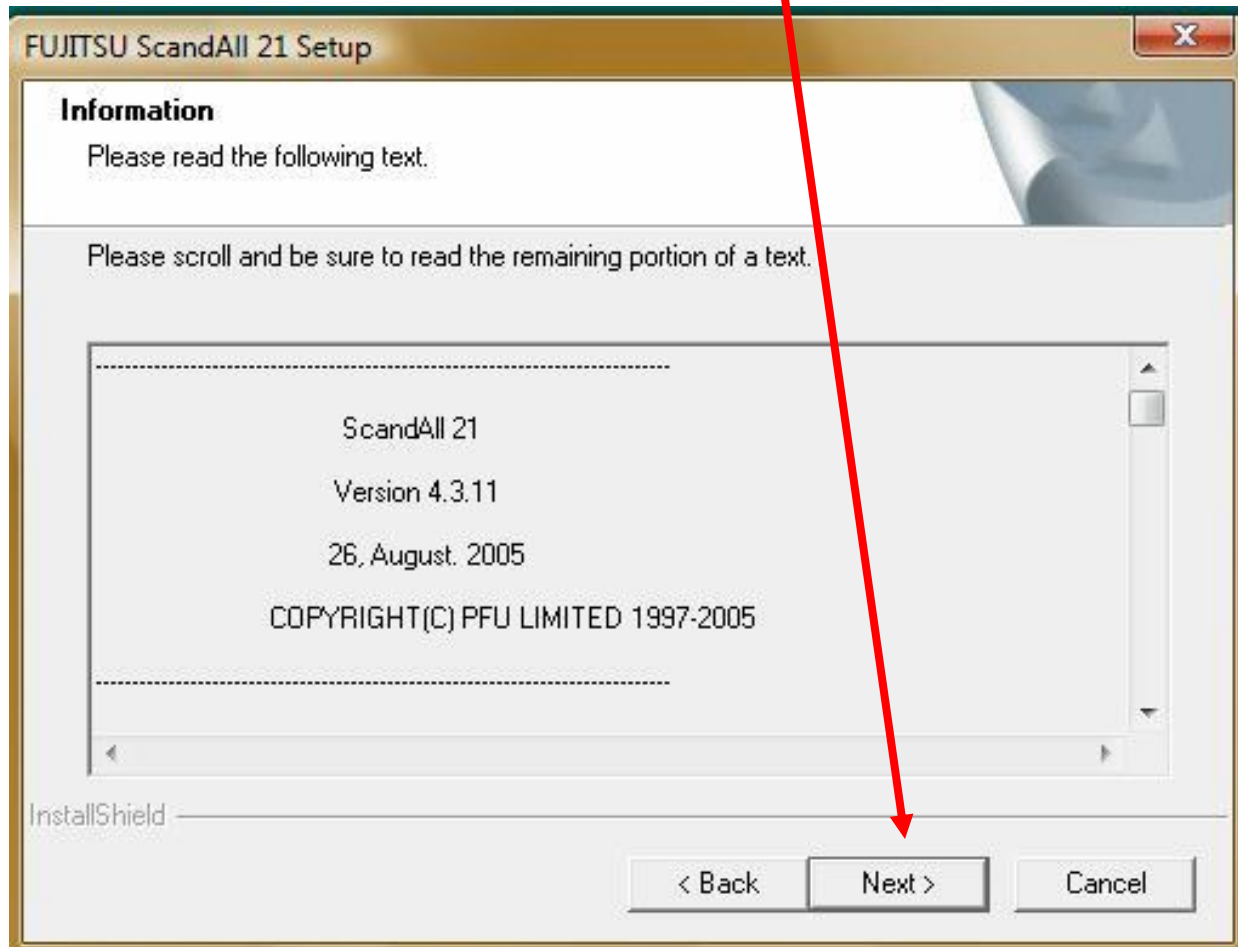
Choose English and click "OK"



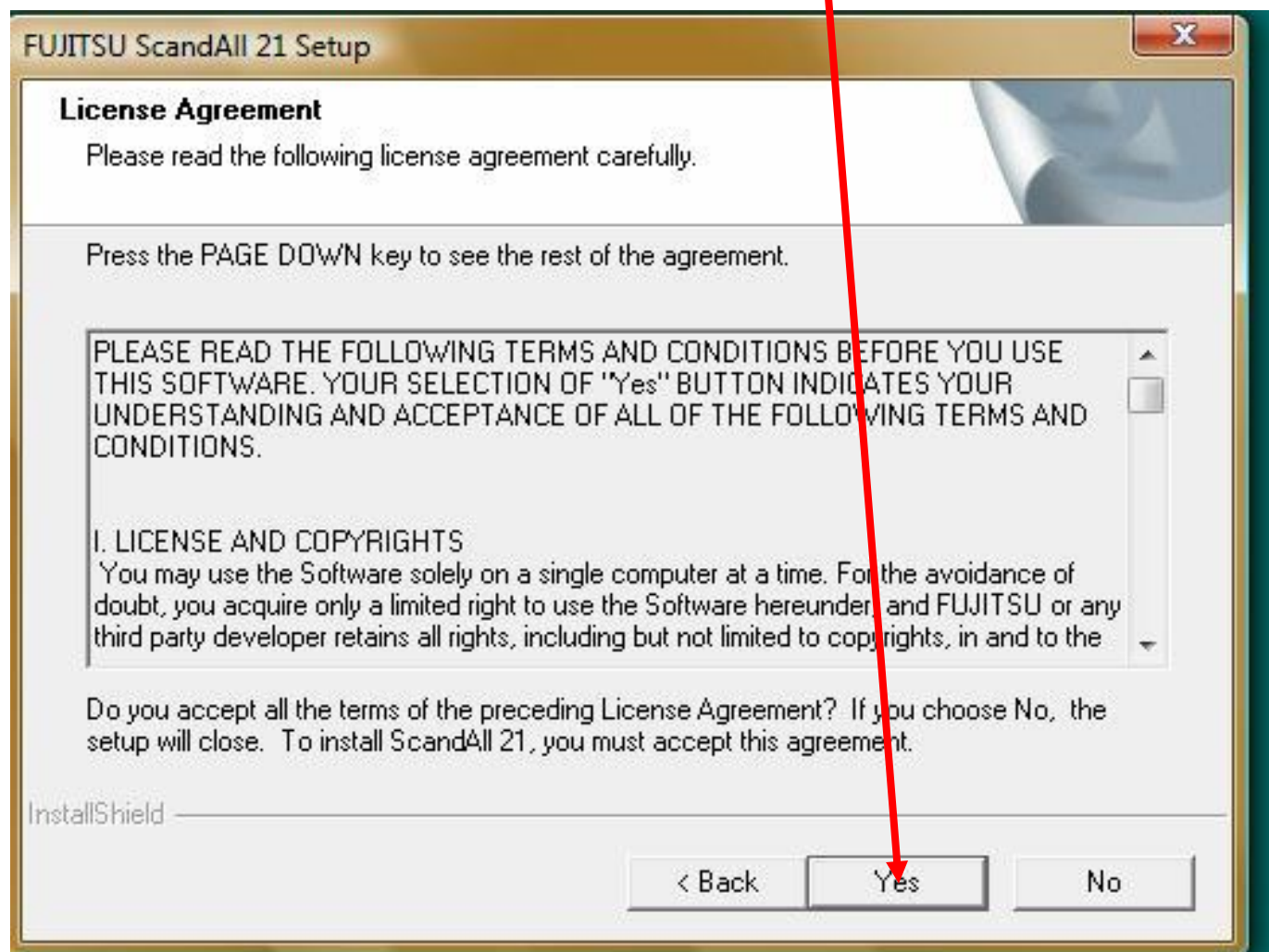
Once the drivers are downloaded, click on “Next” to begin installation of drivers



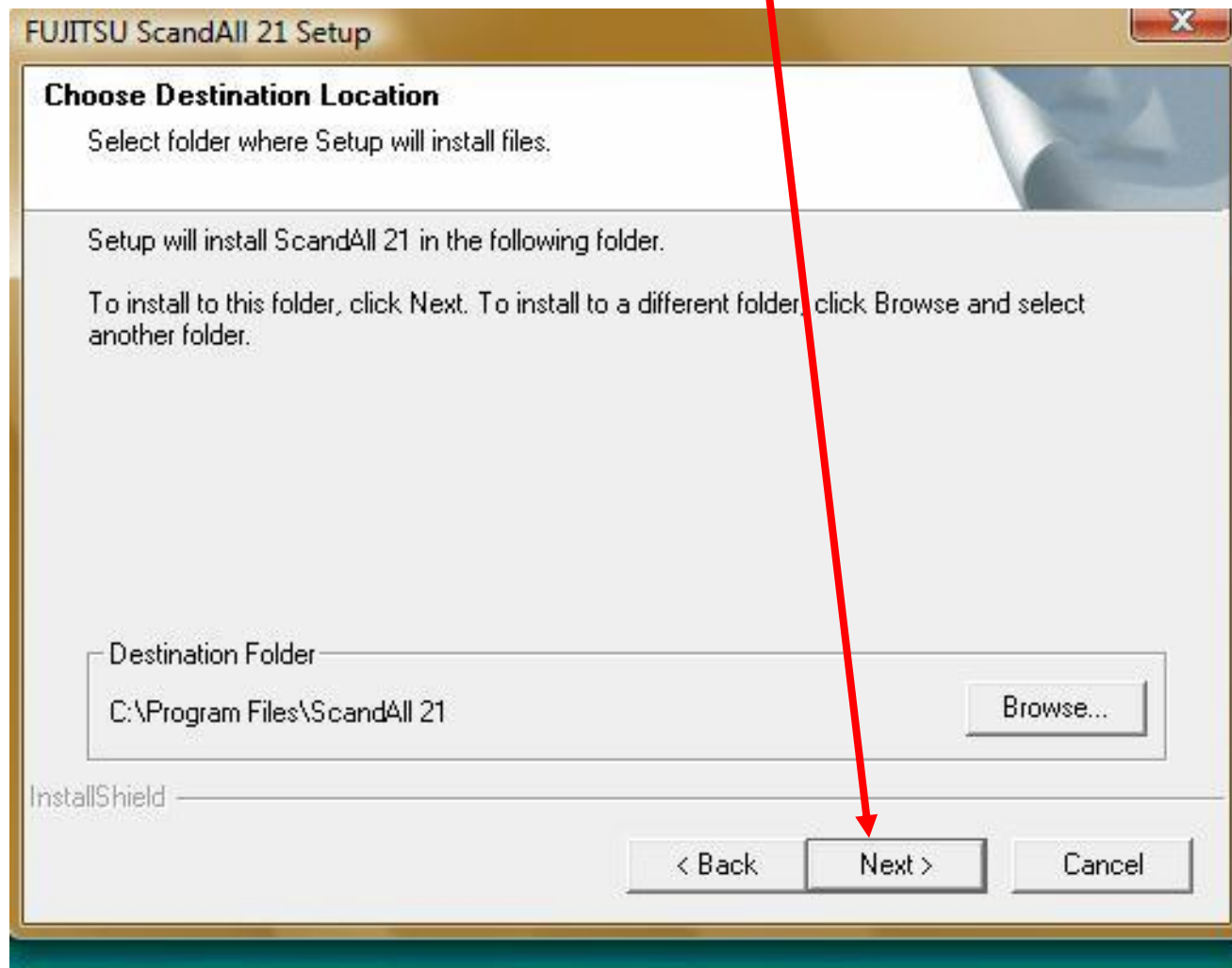
Click "Next"



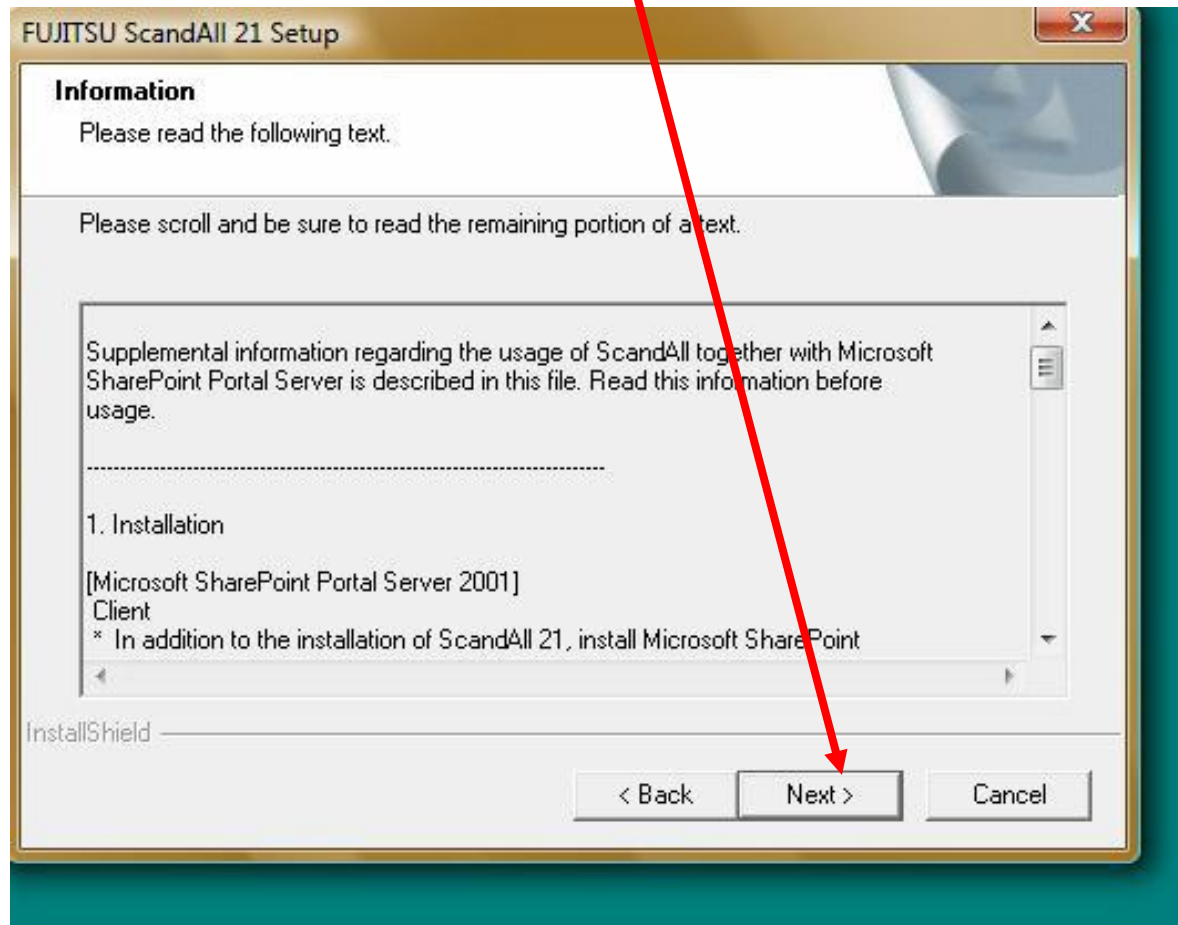
Using mouse, click on “yes” to agree to license agreement



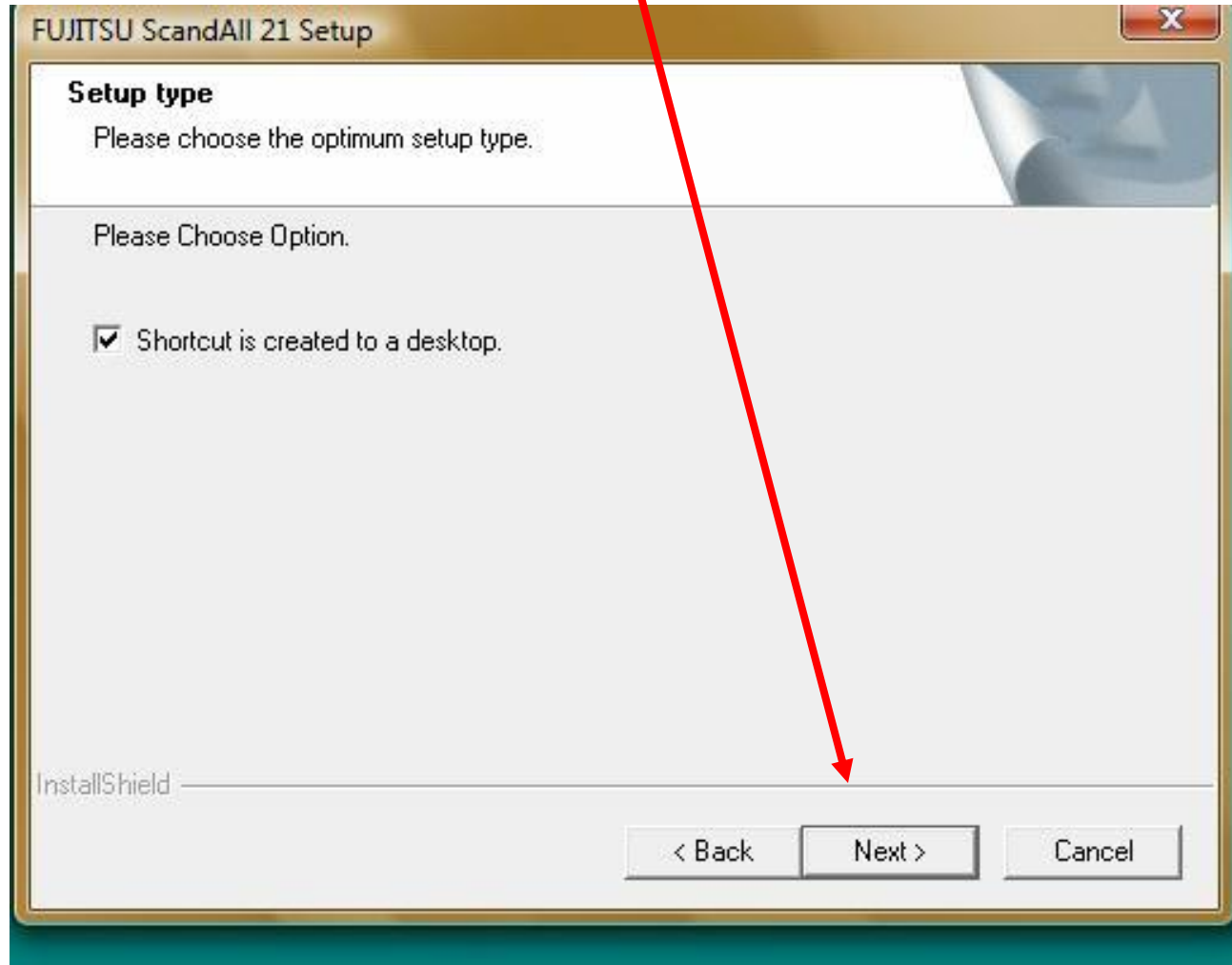
Then Click on NEXT



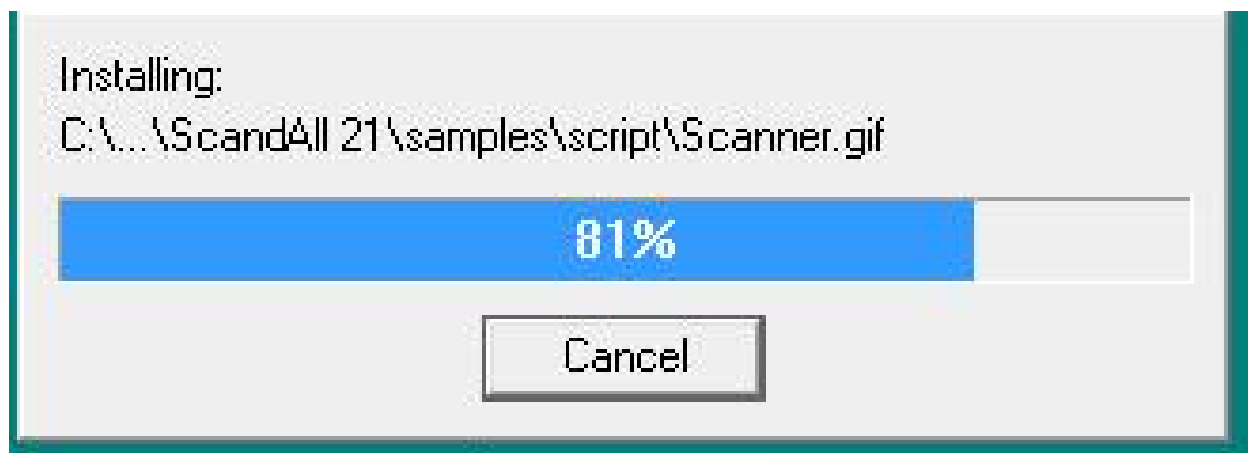
Then Click on **NEXT**



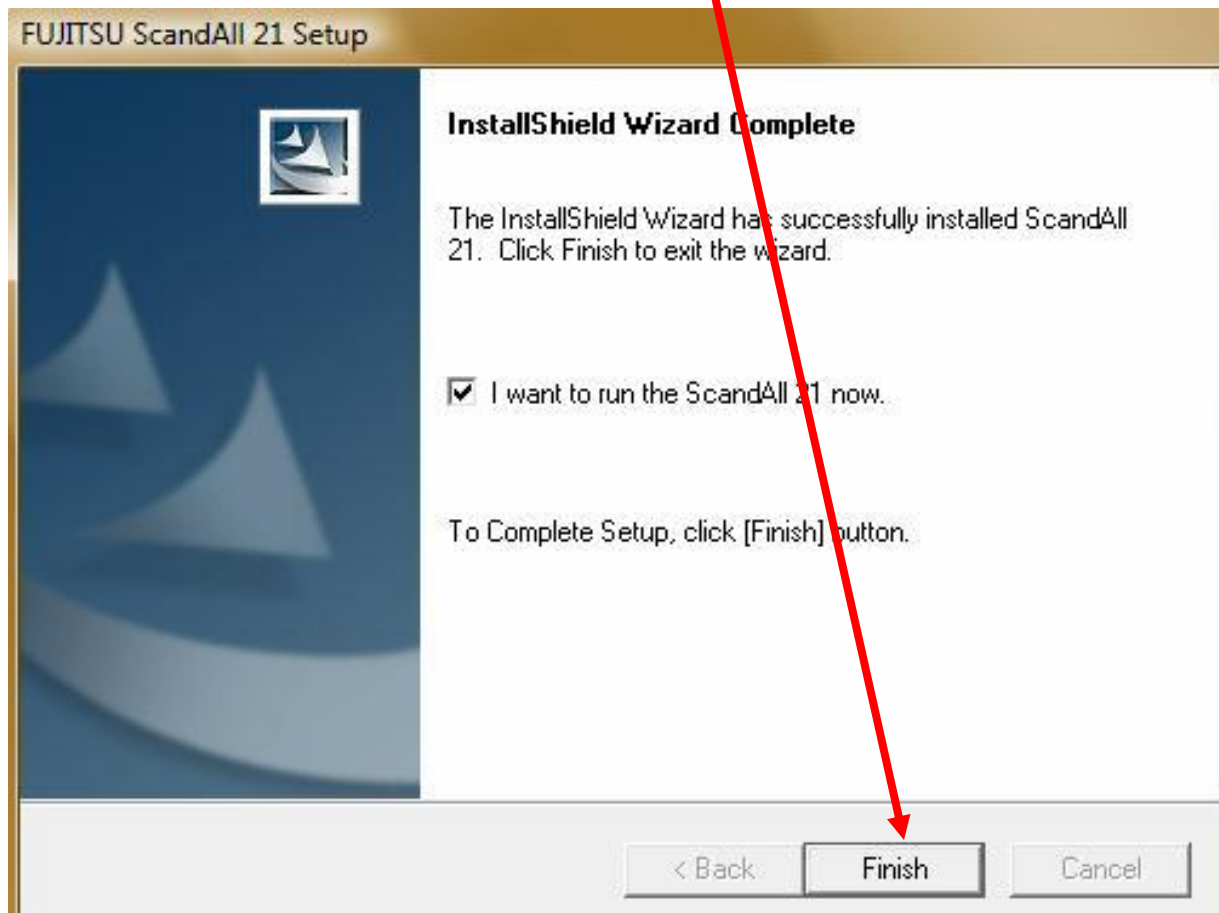
Then Click on NEXT



**Relax for a few
moments while ScandAll
is installed into your PC**

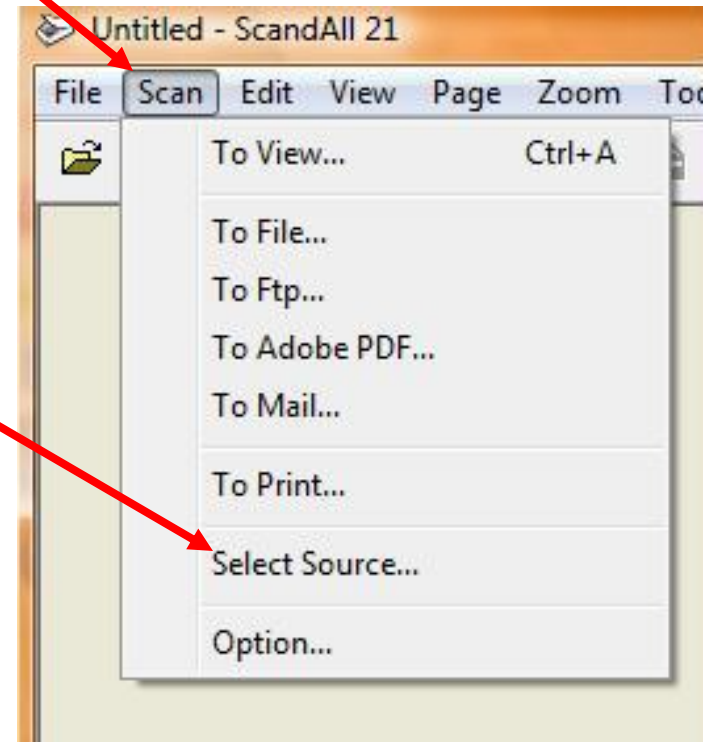


When done, click on “Finish”



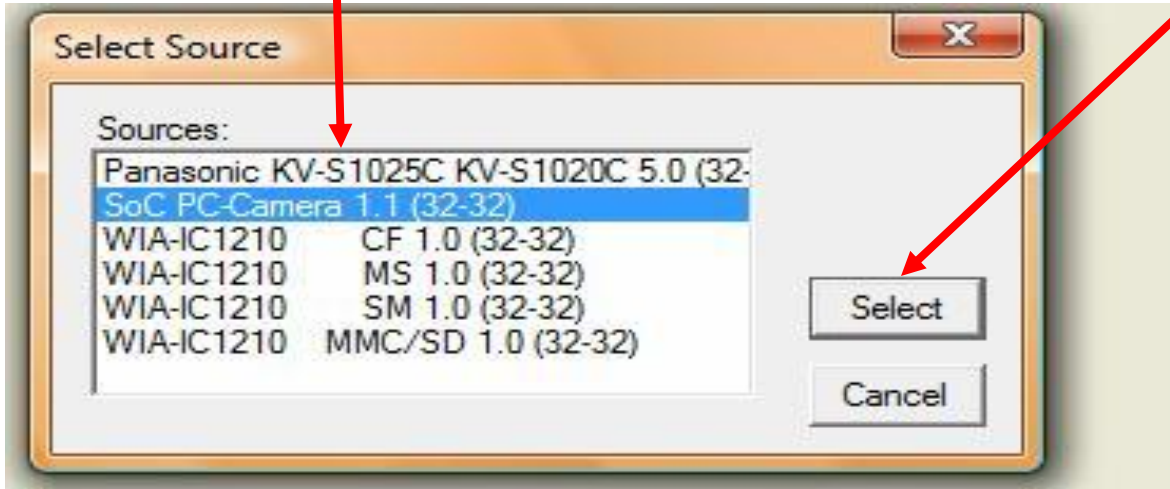
Click on “Scan”

Then click on “Select Source”

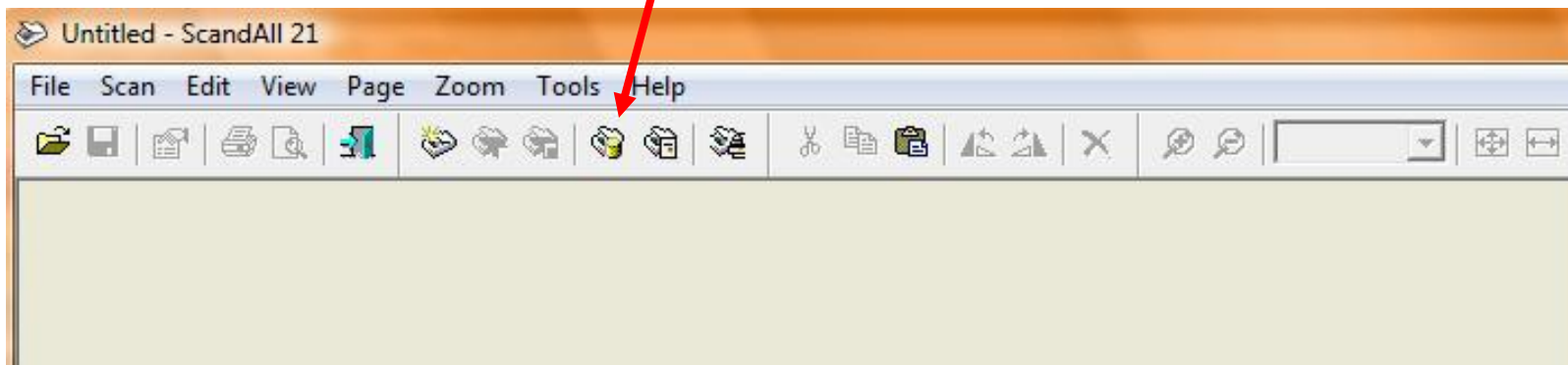


**Choose your Fujitsu scanner model
(ie. 4110, 4120. 5120, etc.)**

Then click “Select”



Click on “Scan to File” icon



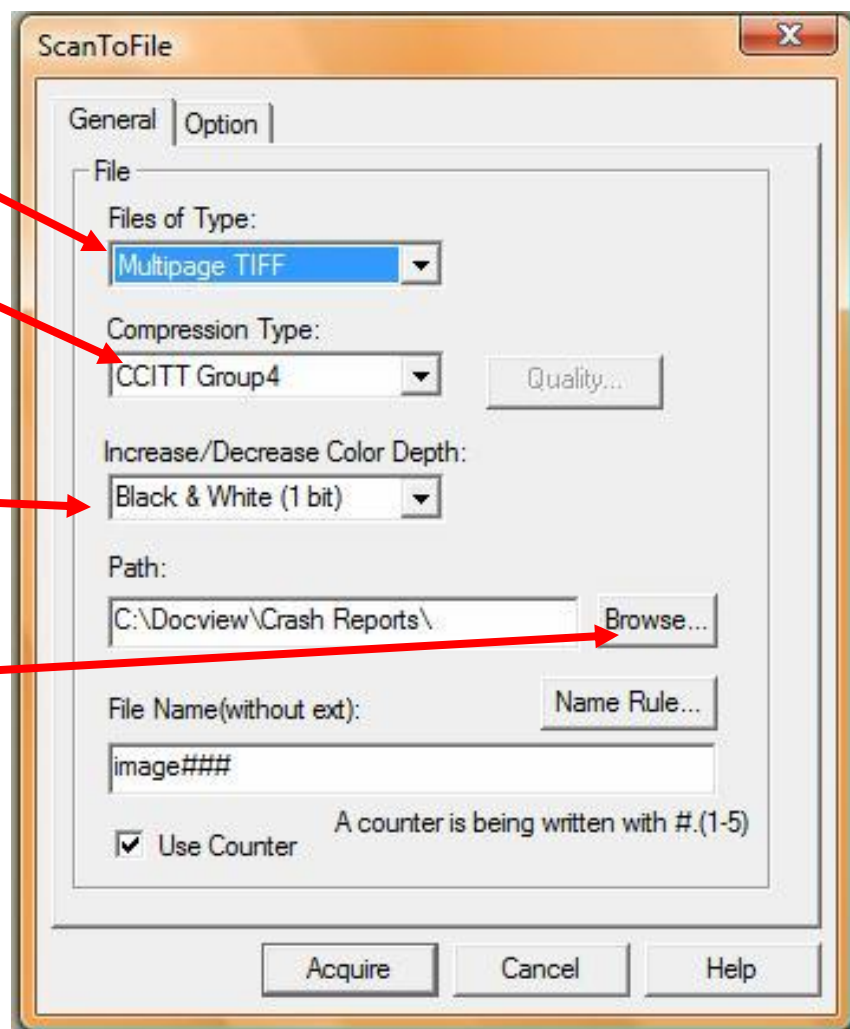
Before scanning your first batch of accident reports, you will need to configure the output profile for your reports.

File Type = Multipage TIFF

Set Compression to CCITT G4

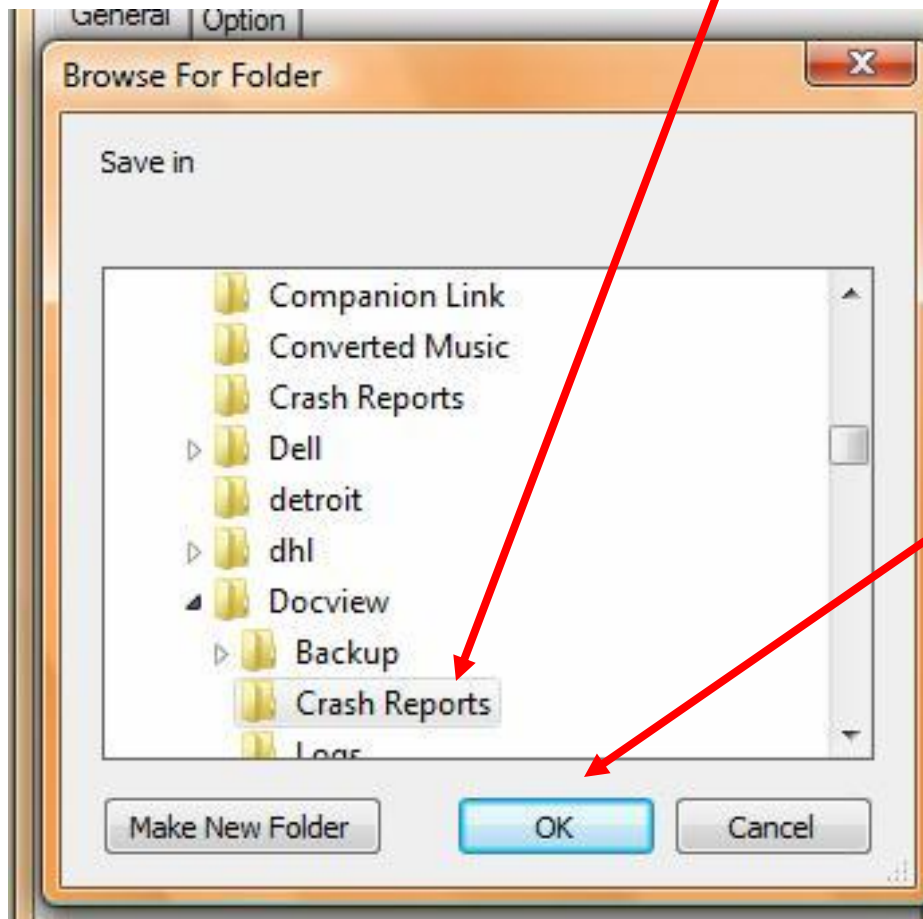
Reports must be B&W

Click browse to choose where reports will be stored

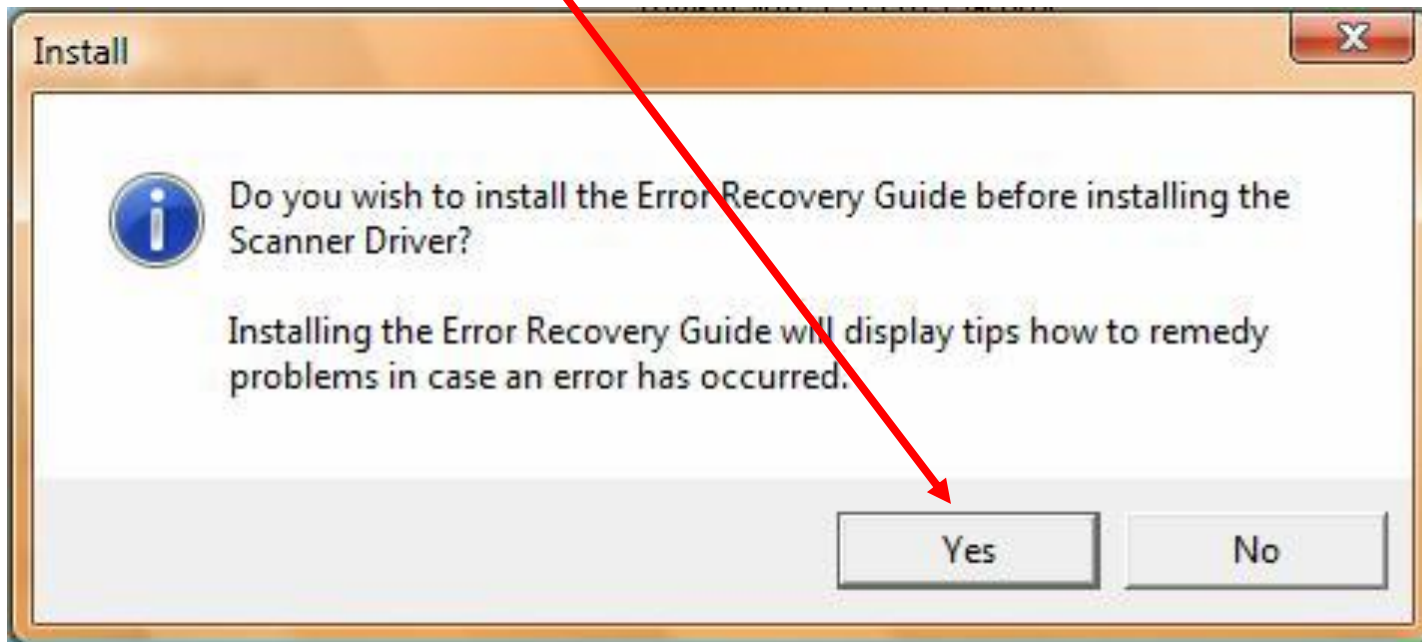


Scroll to & click on the folder where crash reports will be stored for uploading

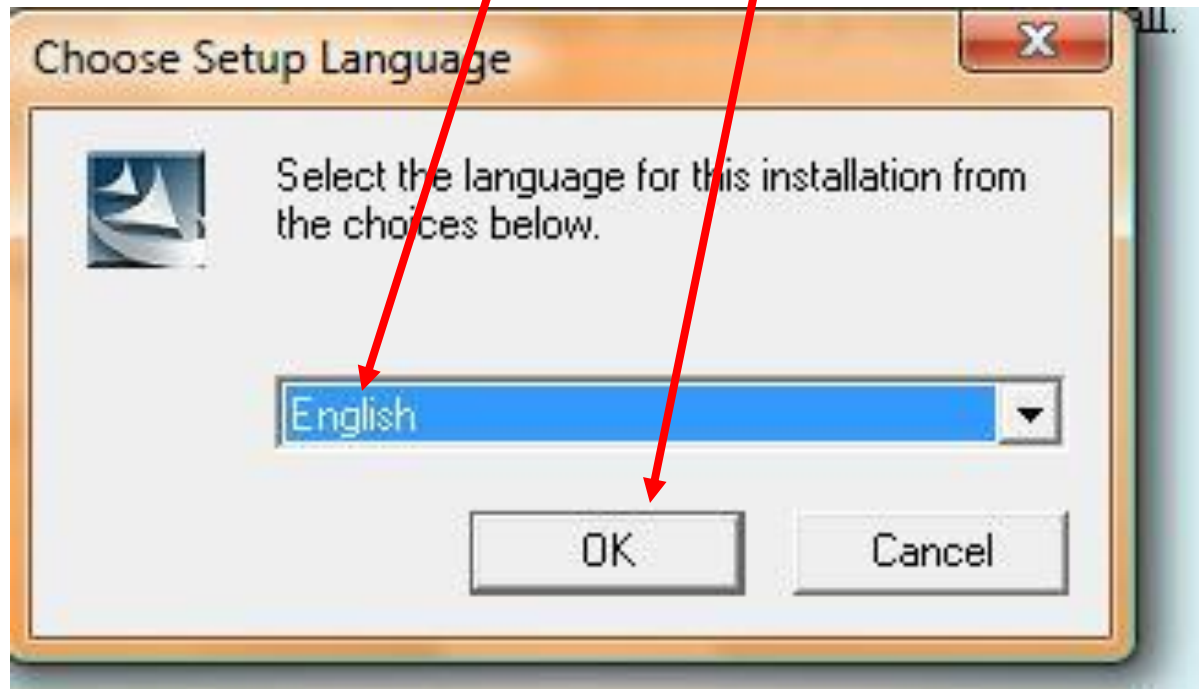
**Then click
“OK”**



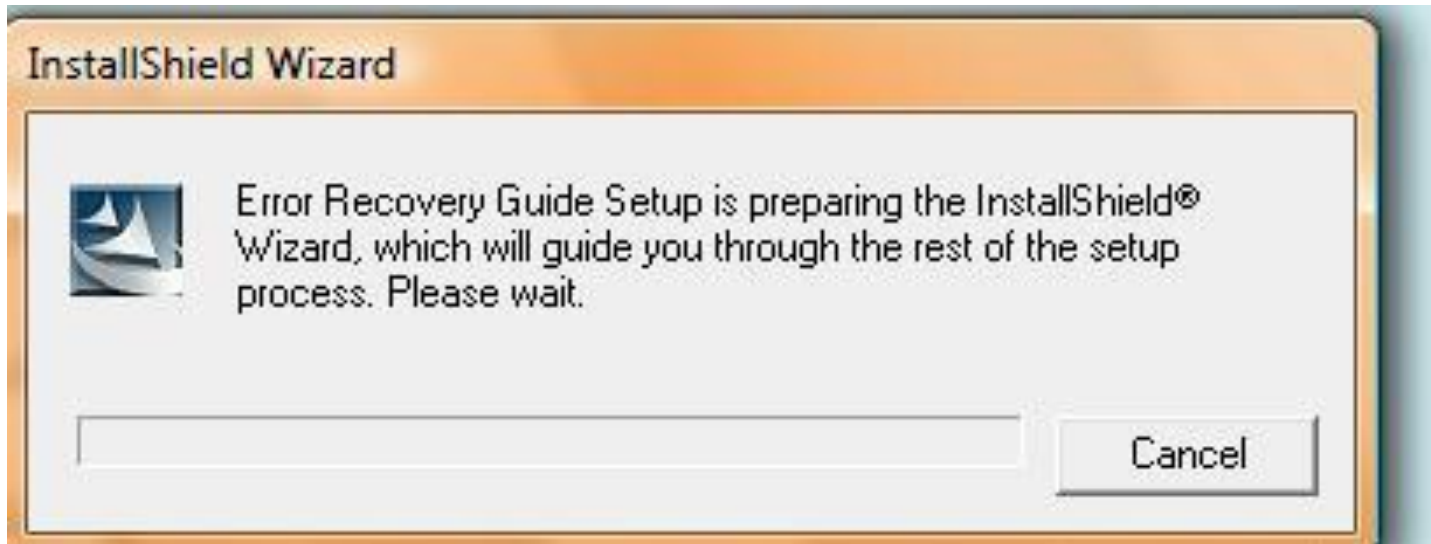
Click "YES" to install Error Recovery Guide



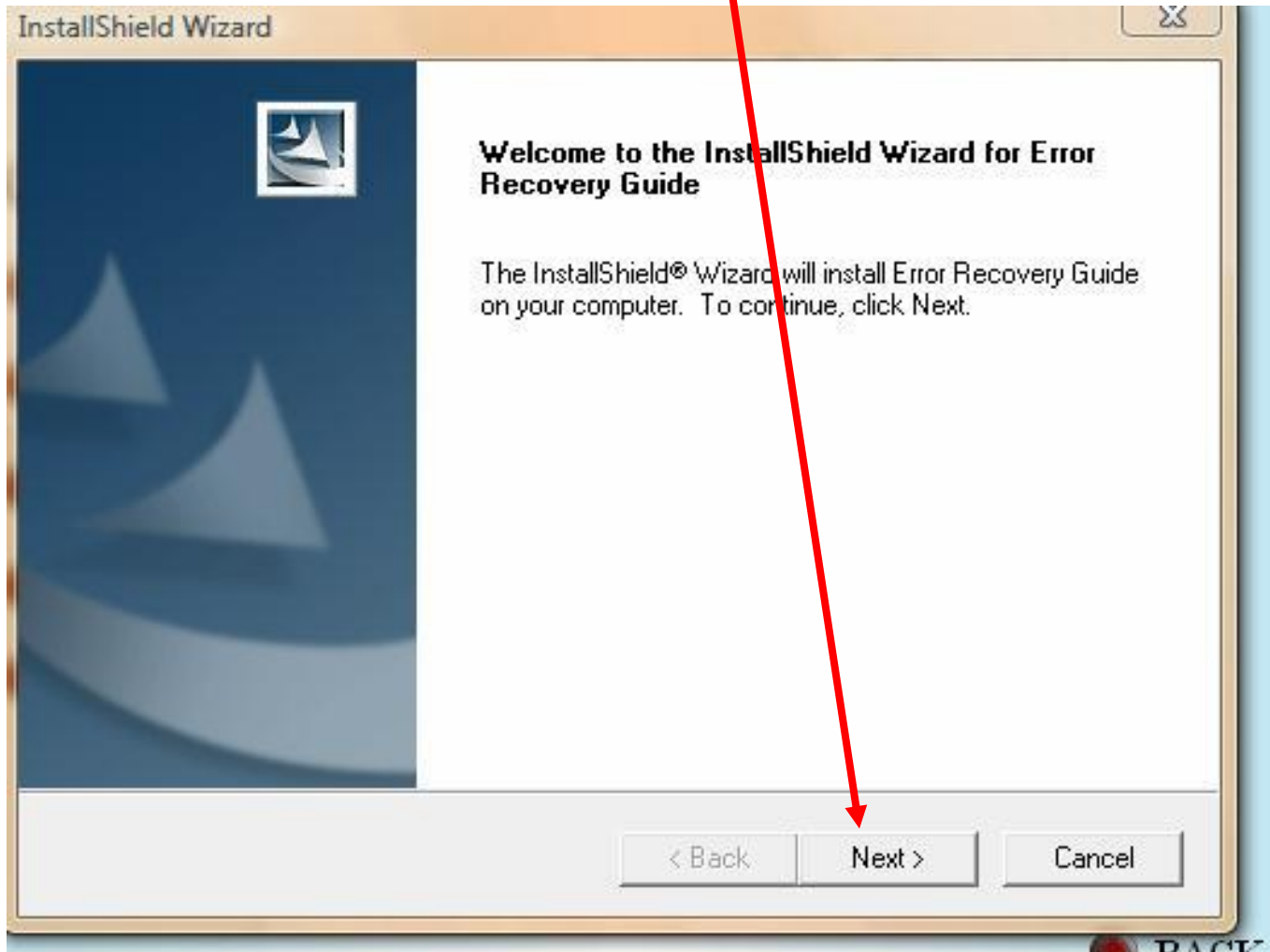
Choose English and click "OK"



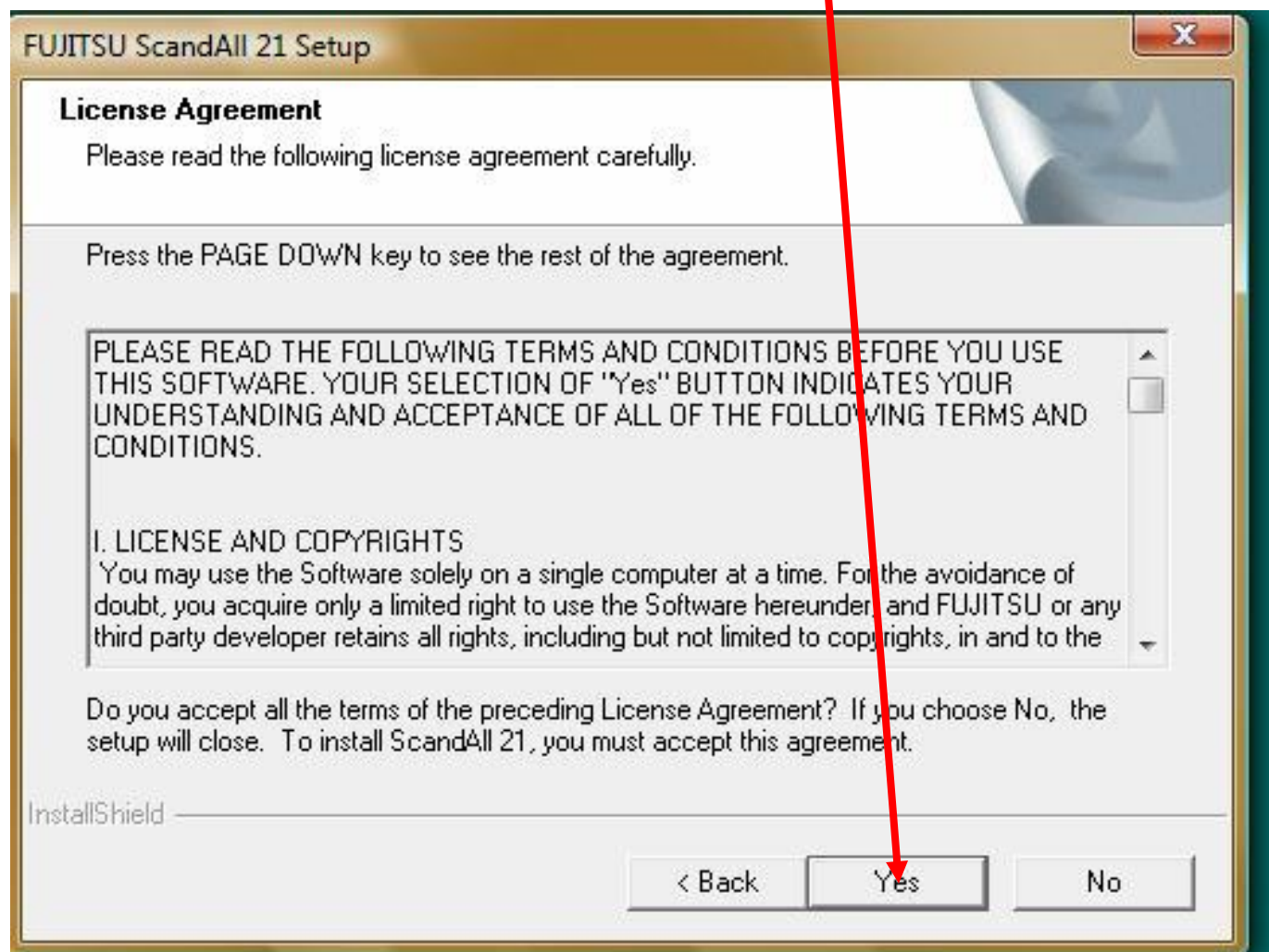
RELAX FOR FEW MOMENTS



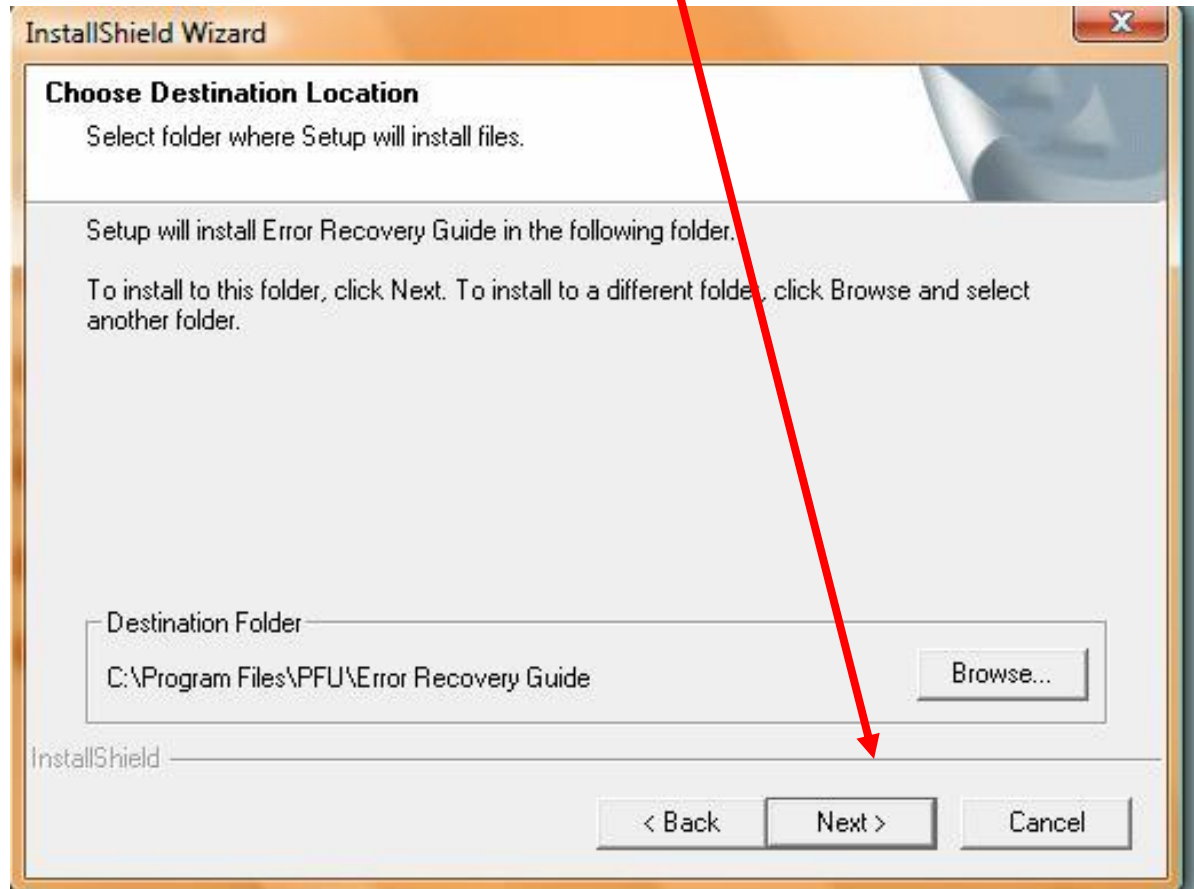
Click “Next”



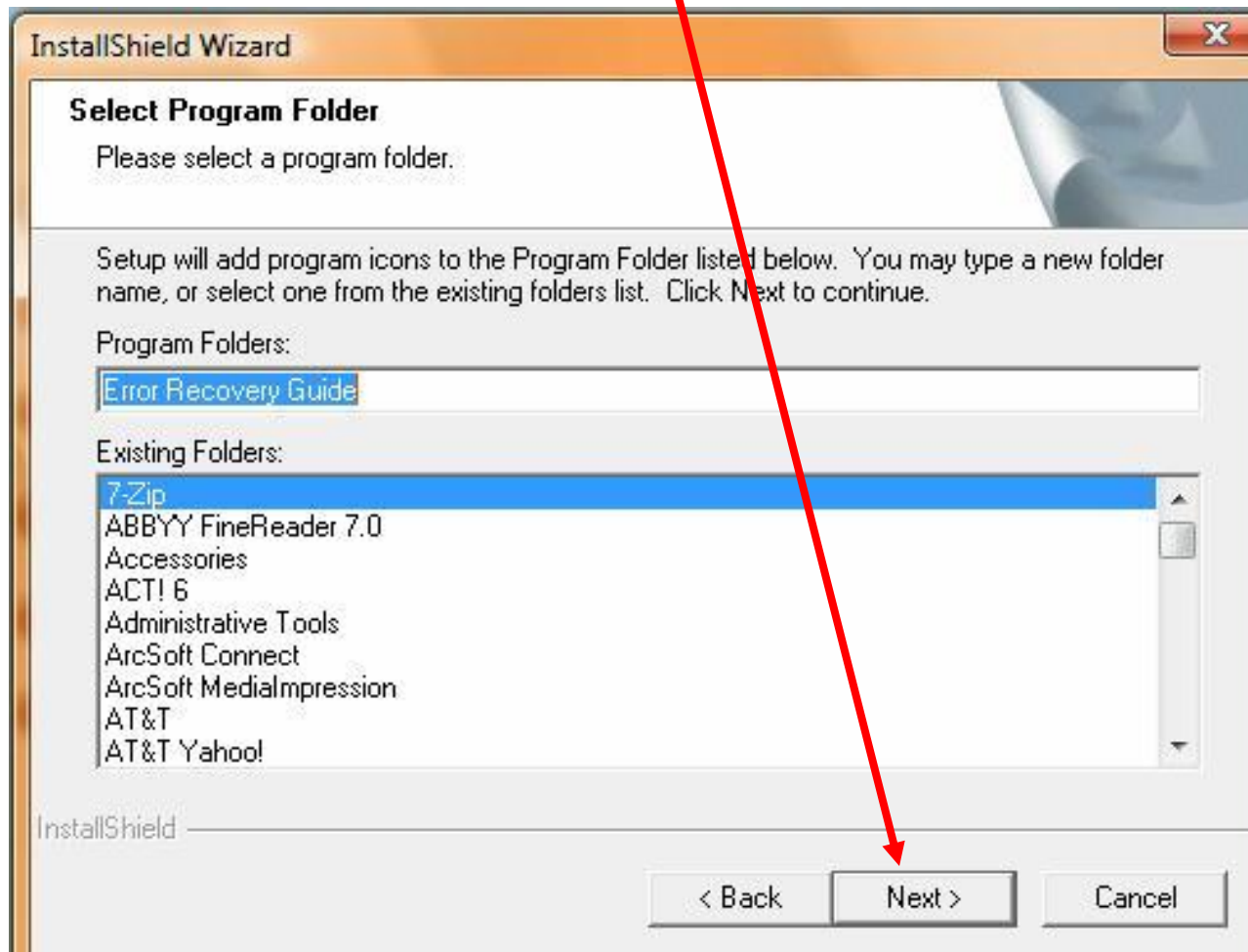
Using mouse, click on “yes” to agree to license agreement



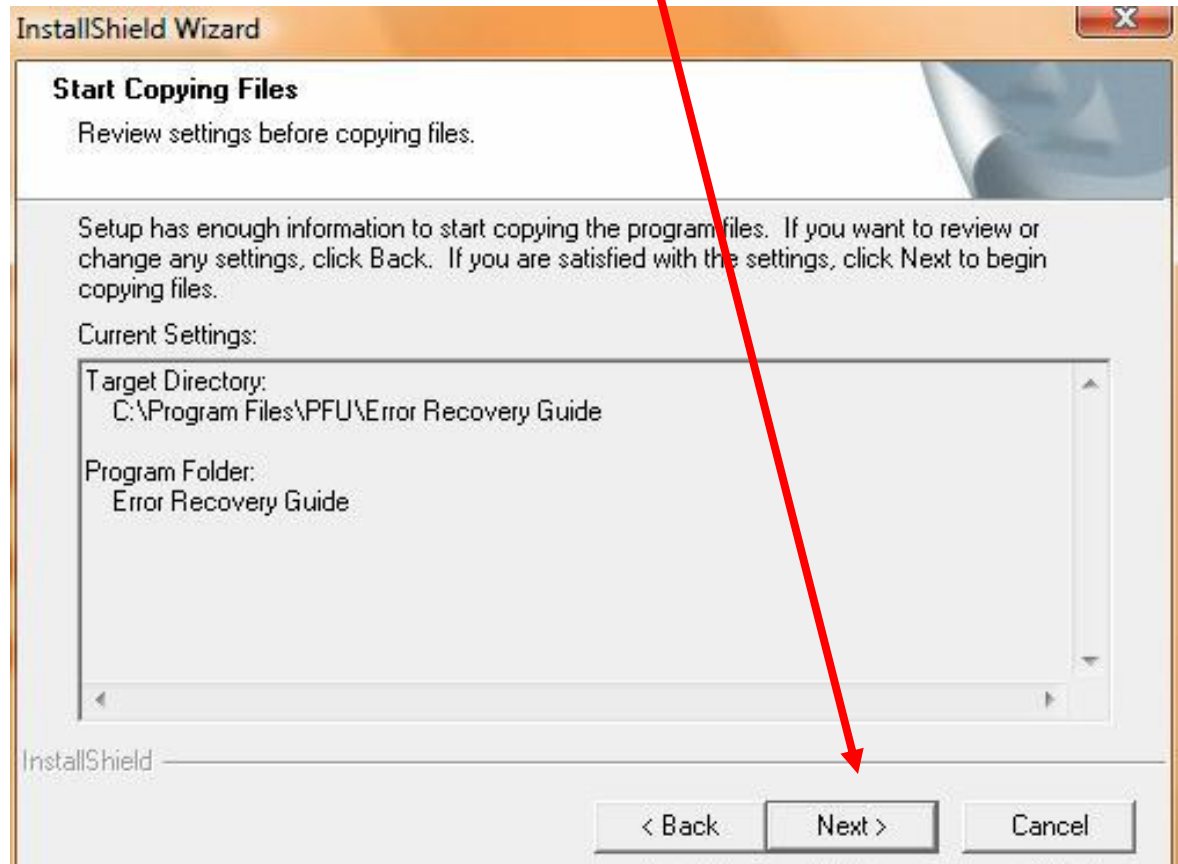
Click "Next"



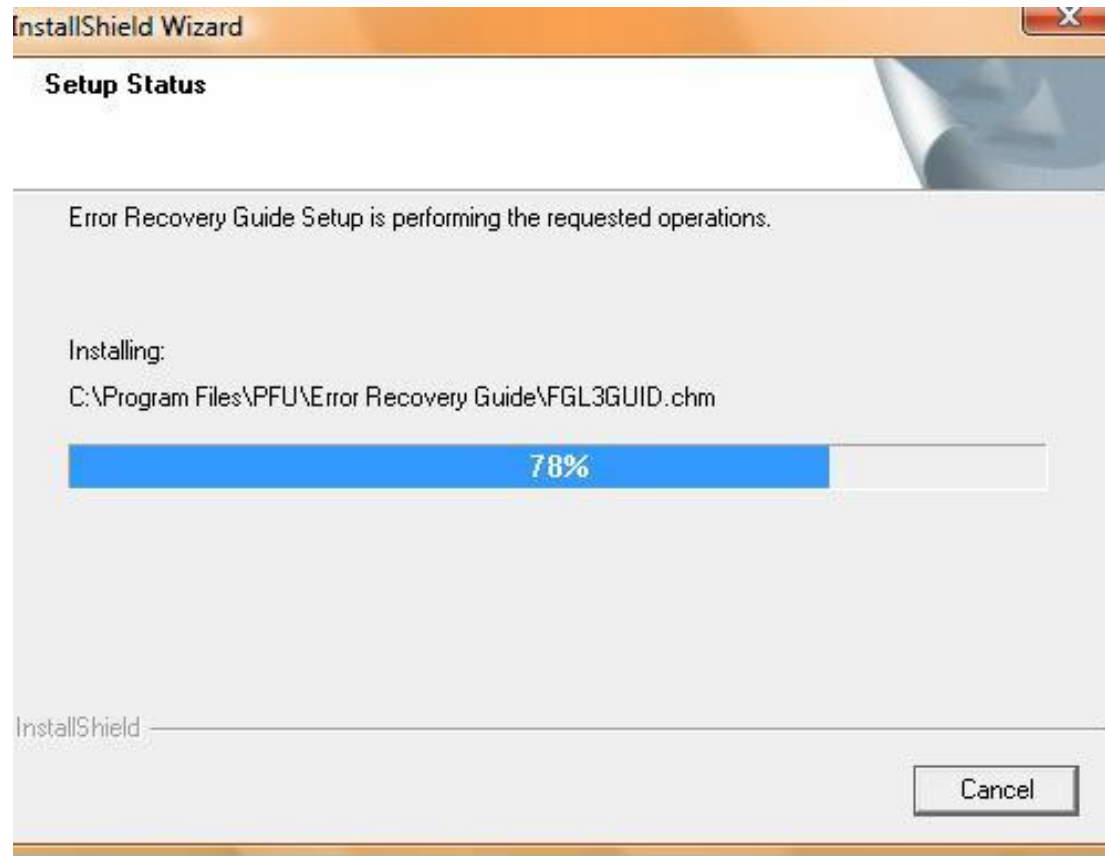
Click "Next"



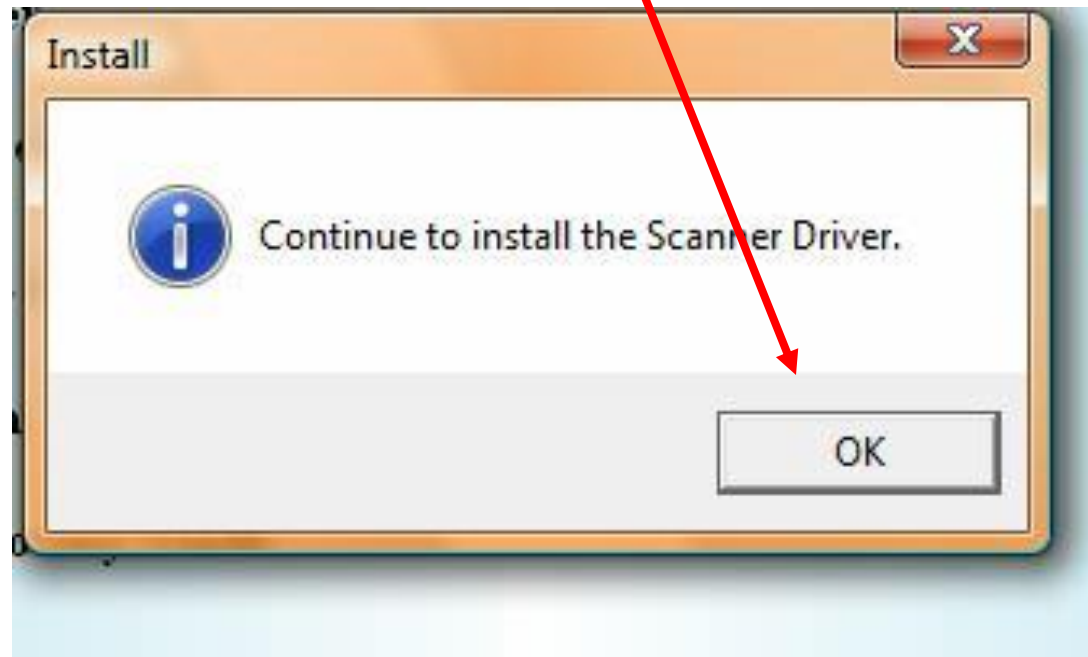
Click “Next”



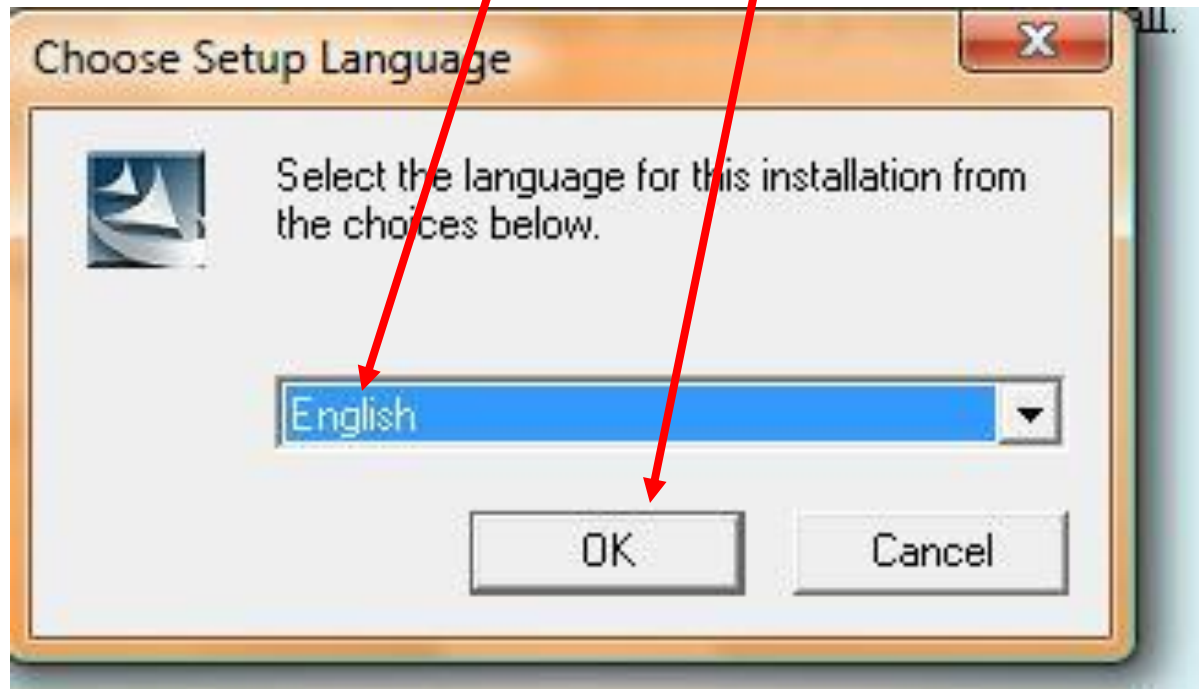
Relax for a few moments



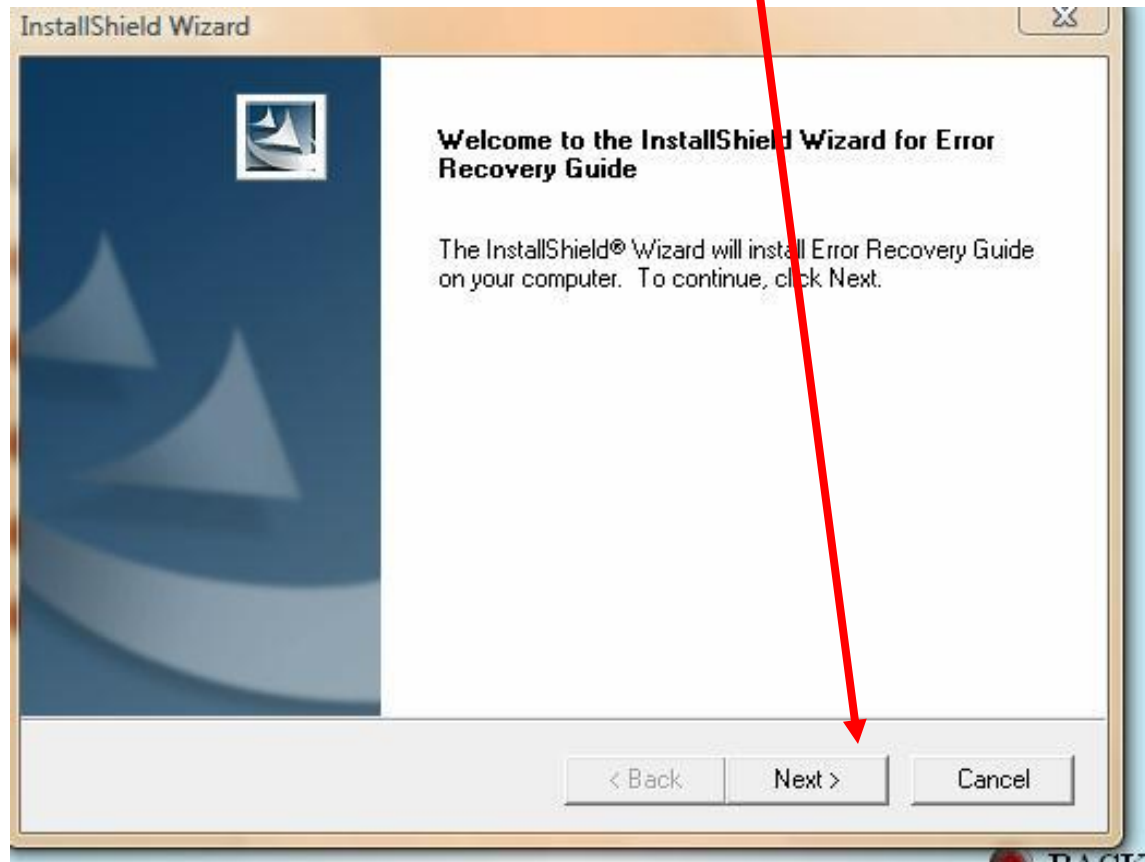
When finished click “ok” to install the scanner driver



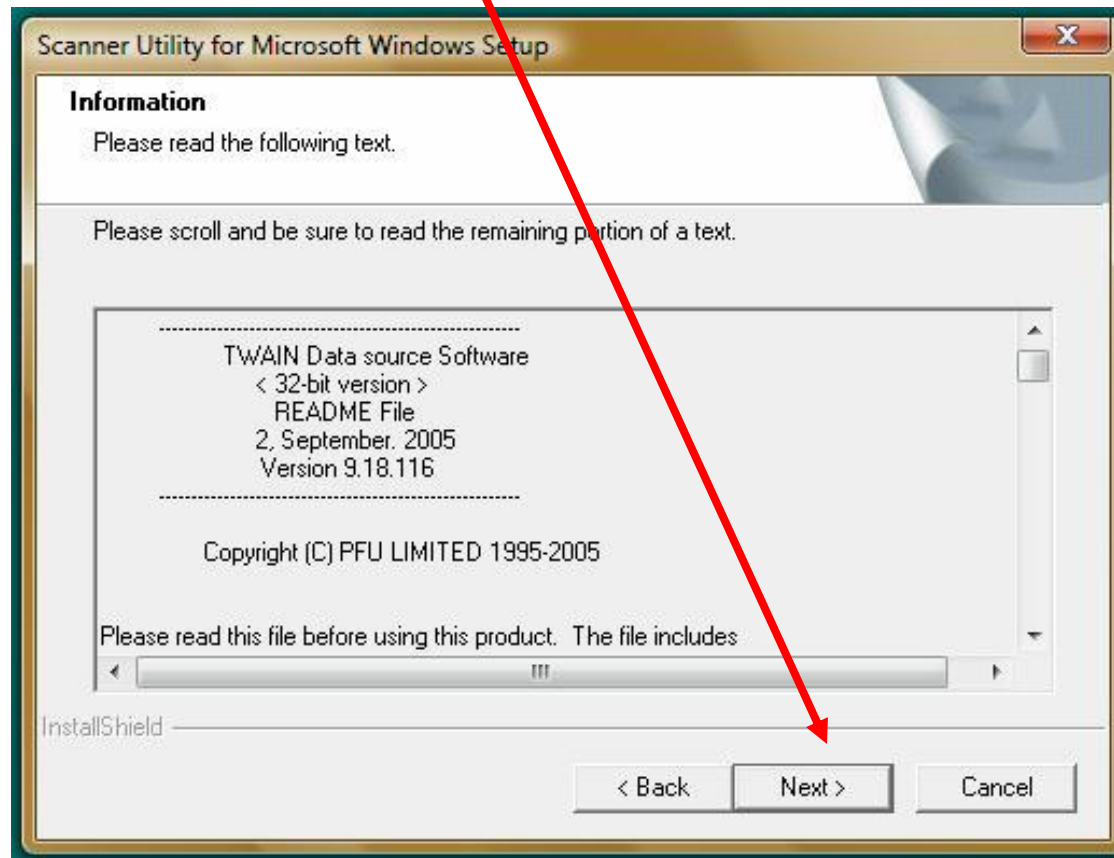
Choose English and click "OK"



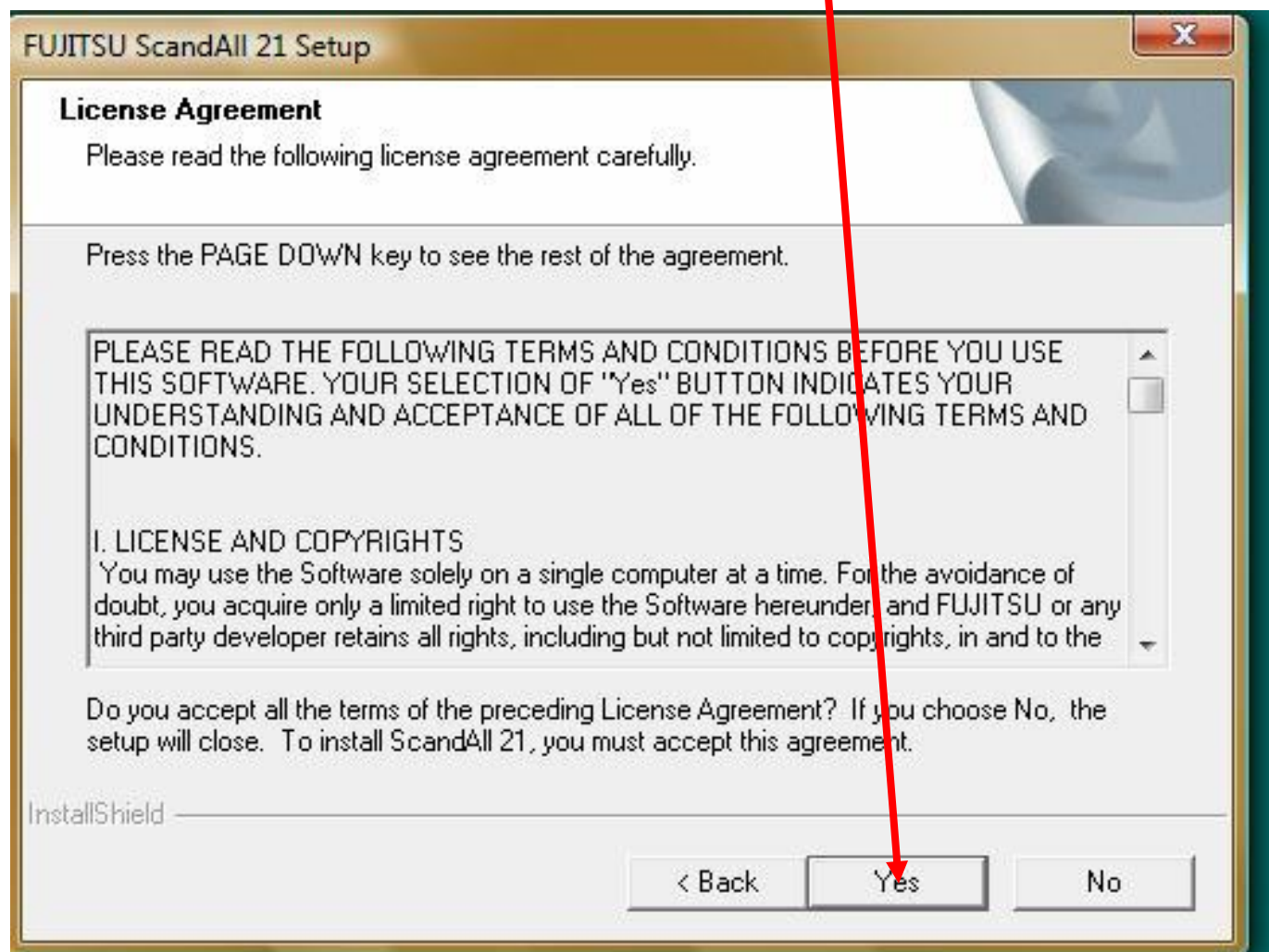
Click “Next”



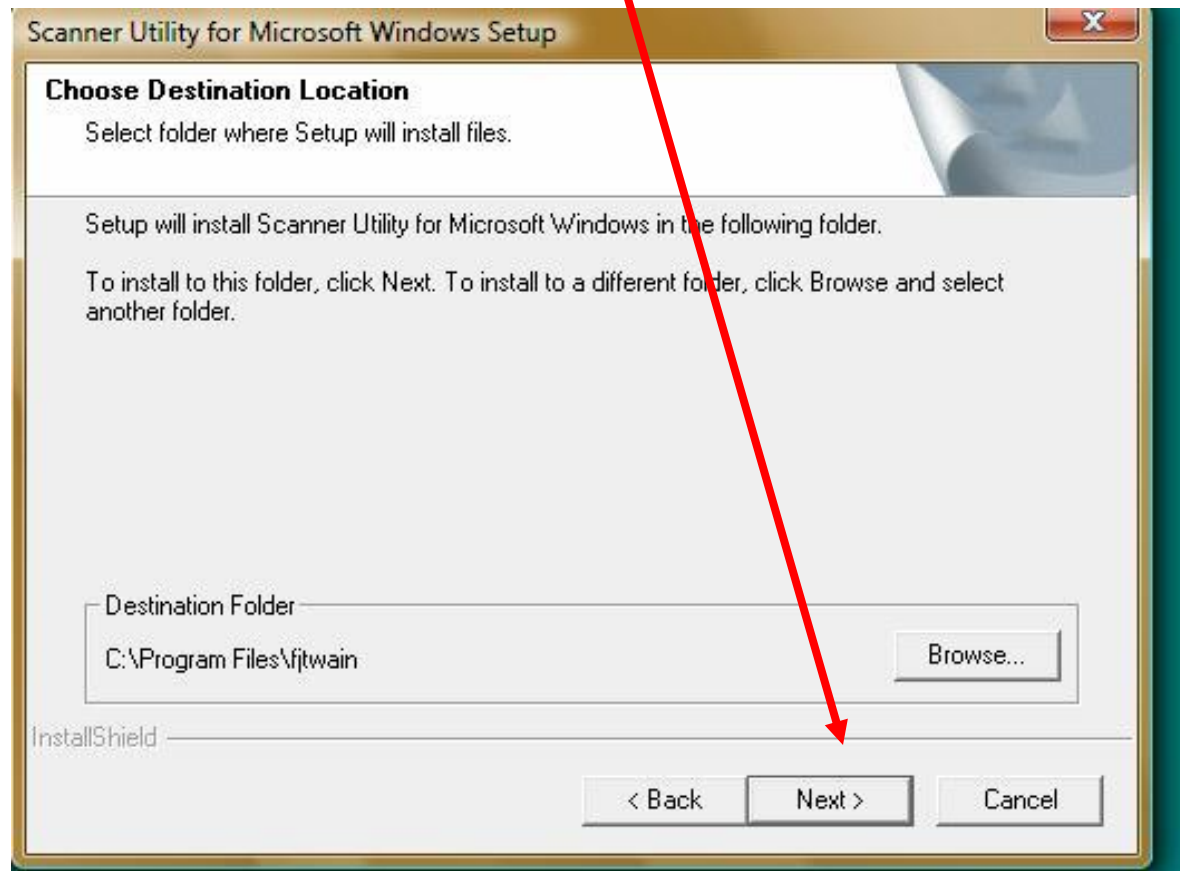
Click “Next” to begin



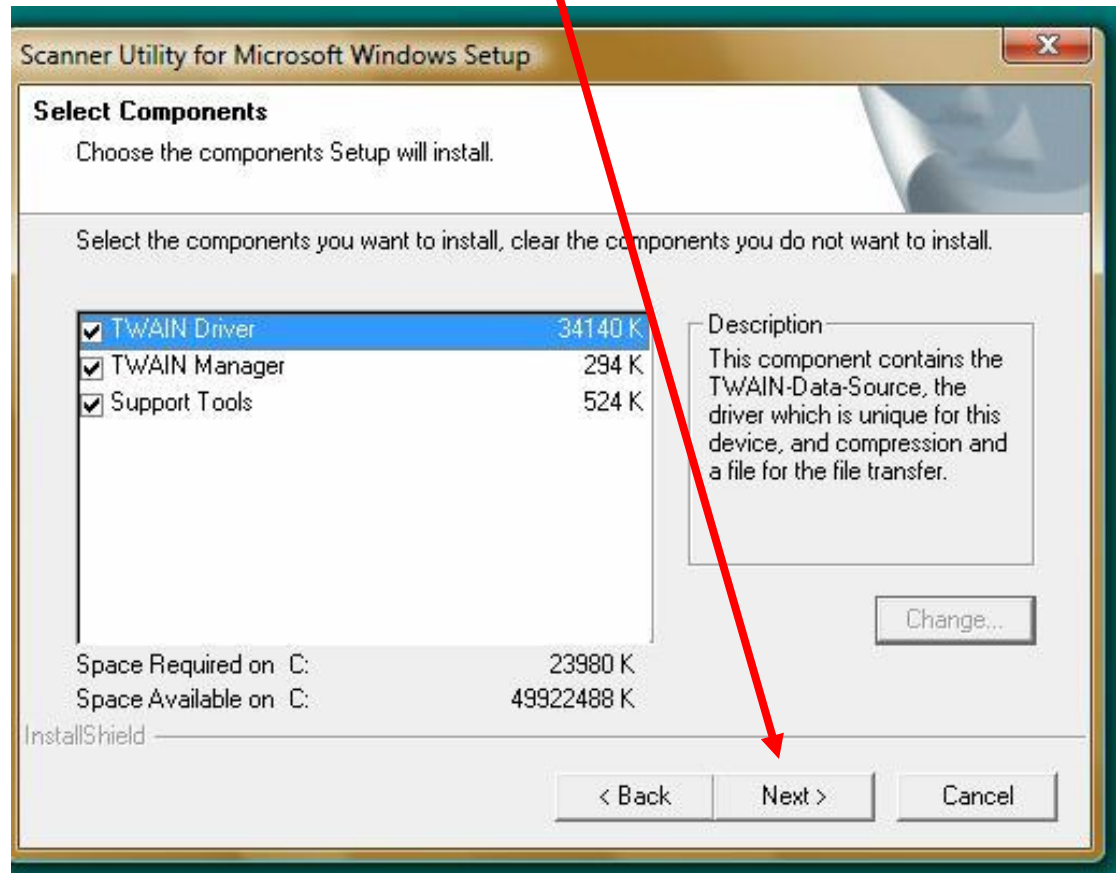
Using mouse, click on “yes” to agree to license agreement



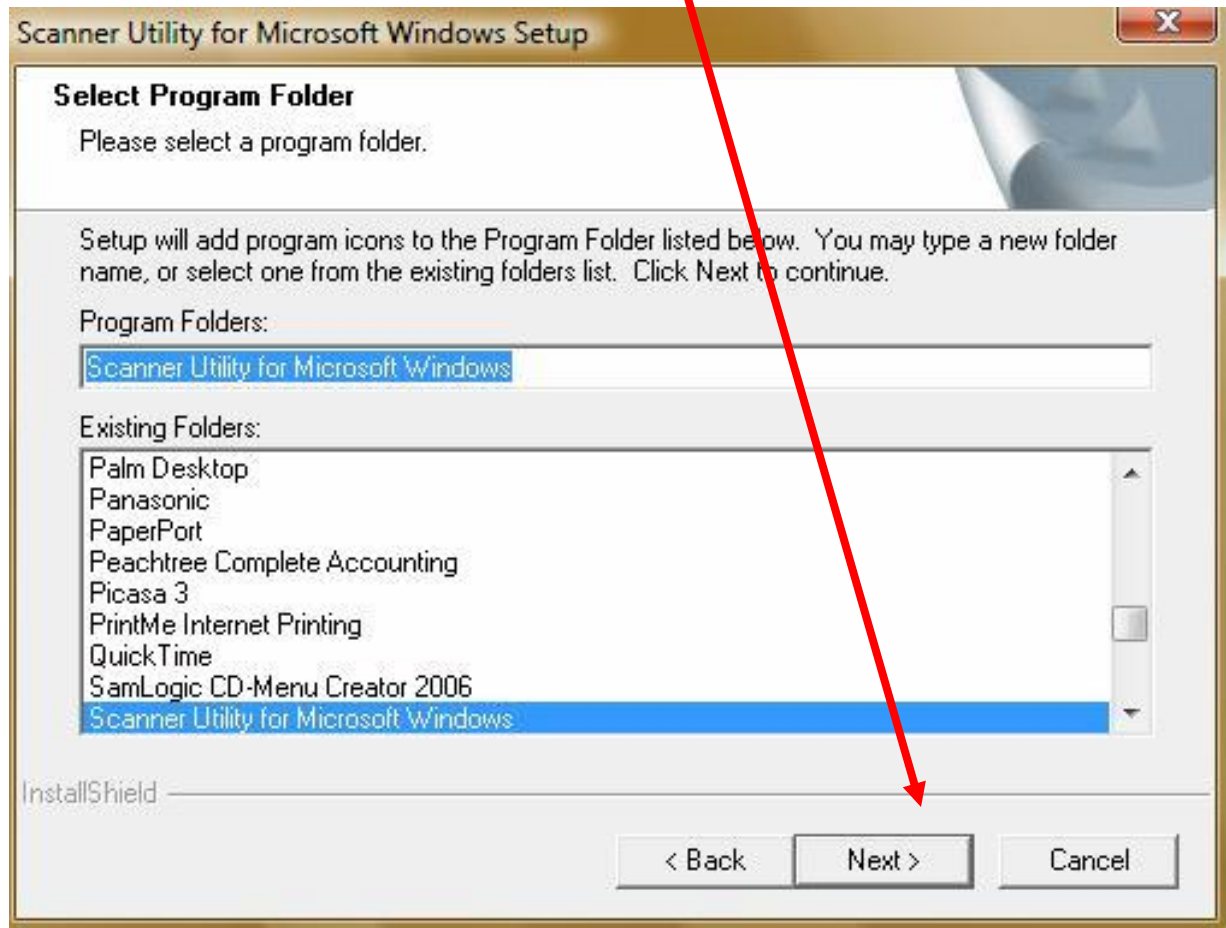
Click “Next”



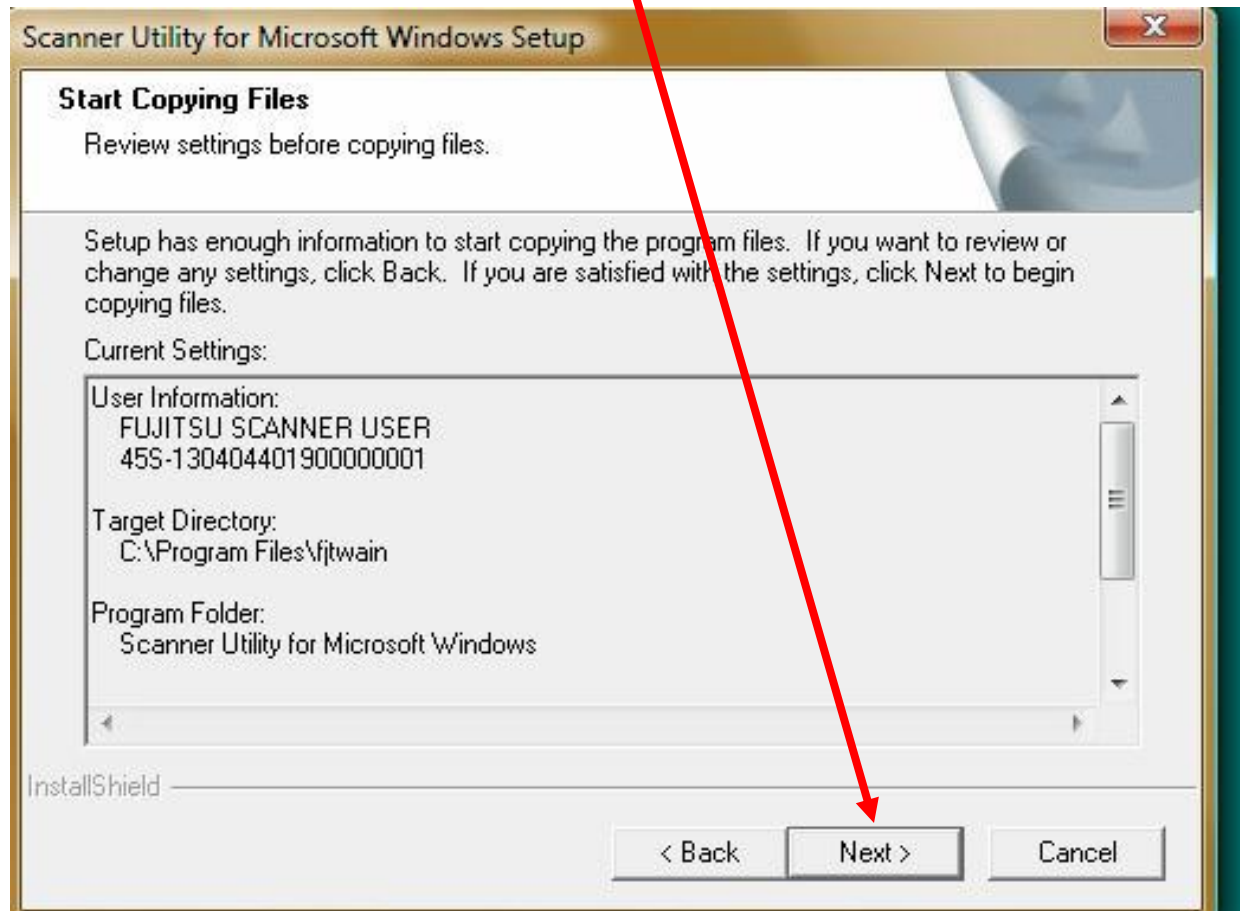
Click "Next"



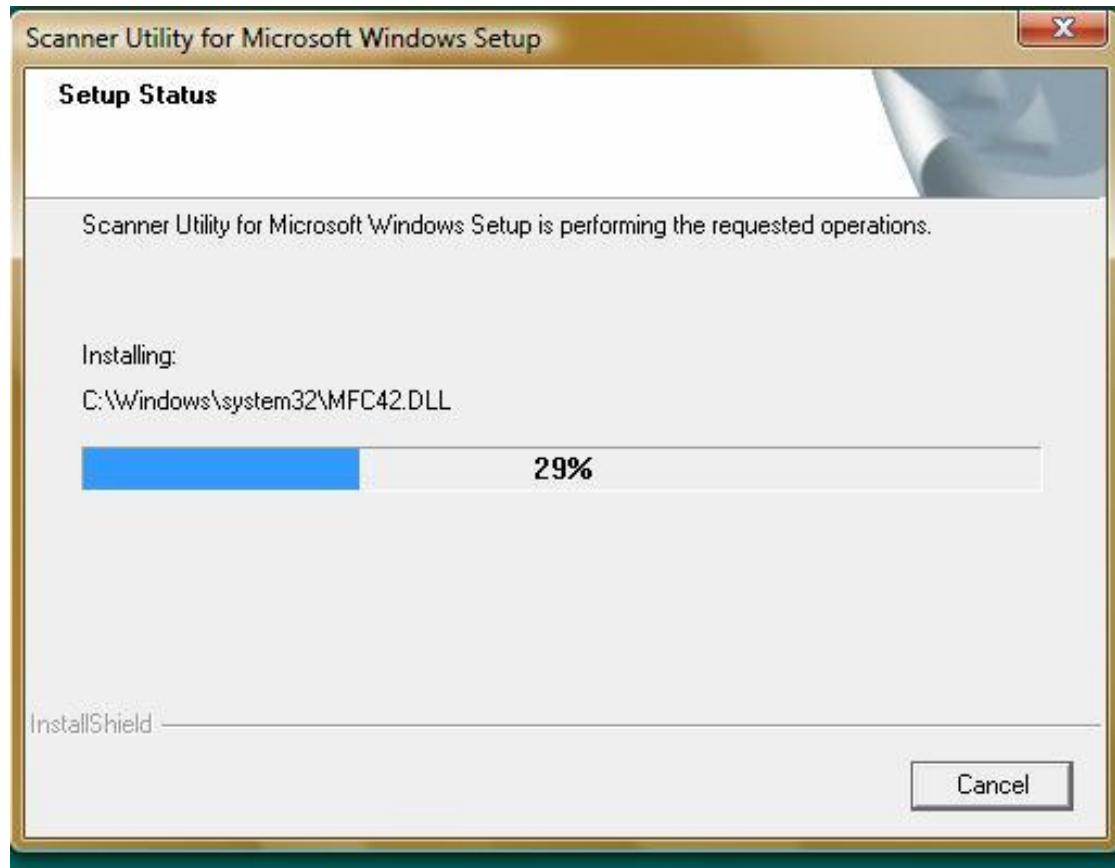
Click “Next”



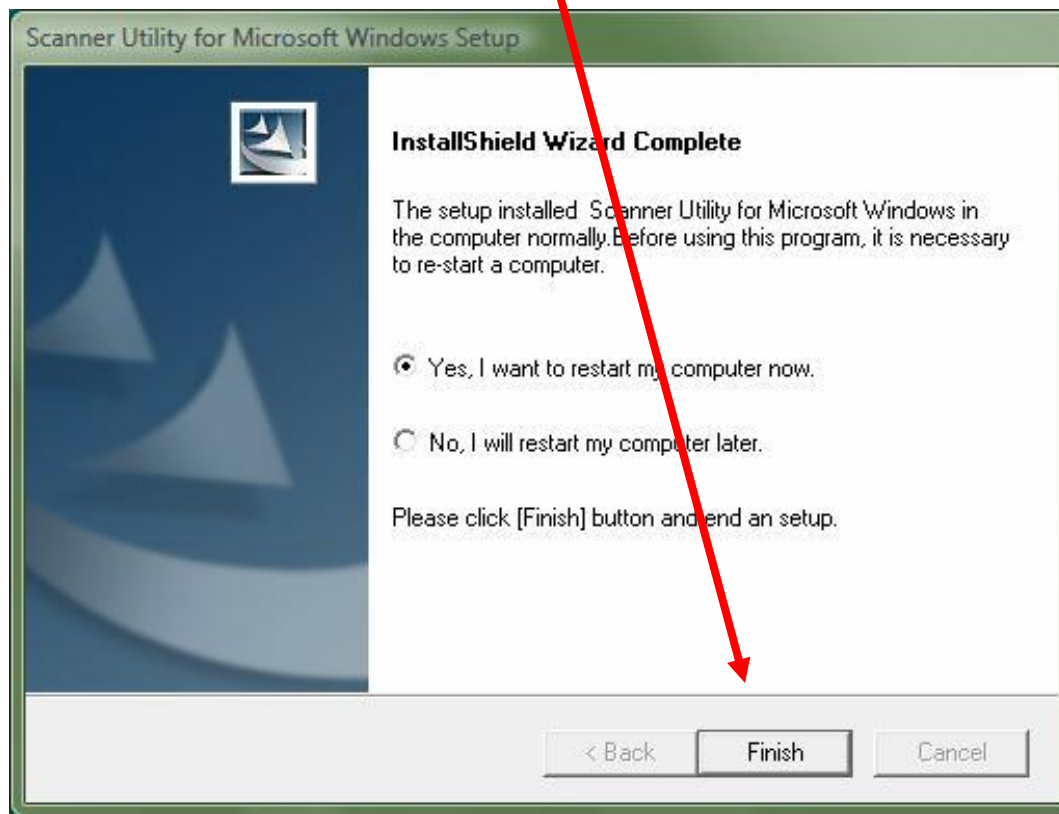
Click “Next”



Relax for a few moments



Click “Finish”



Now, connect usb cable from scanner to PC.

Make sure AC power cord for scanner is plugged in.

When PC reboots, it will recognize scanner.

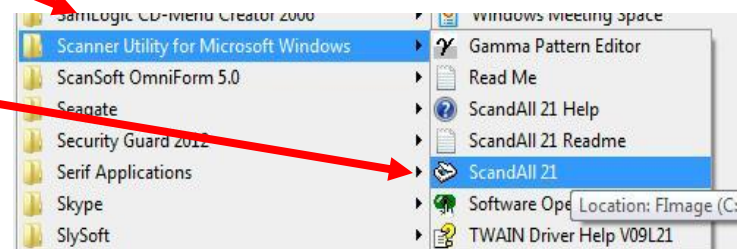
Accept ALL defaults.

To begin scanning reports:

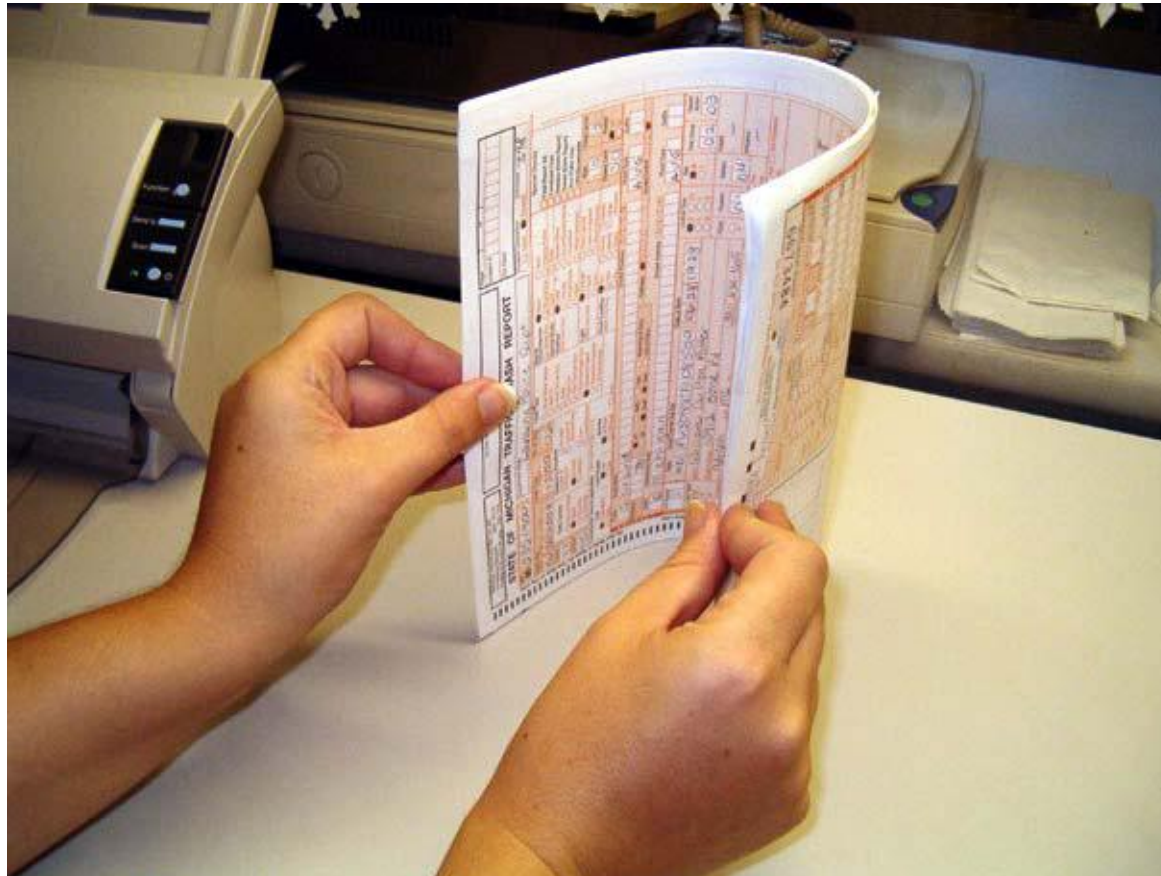
Go to desktop and click on ScandAll icon



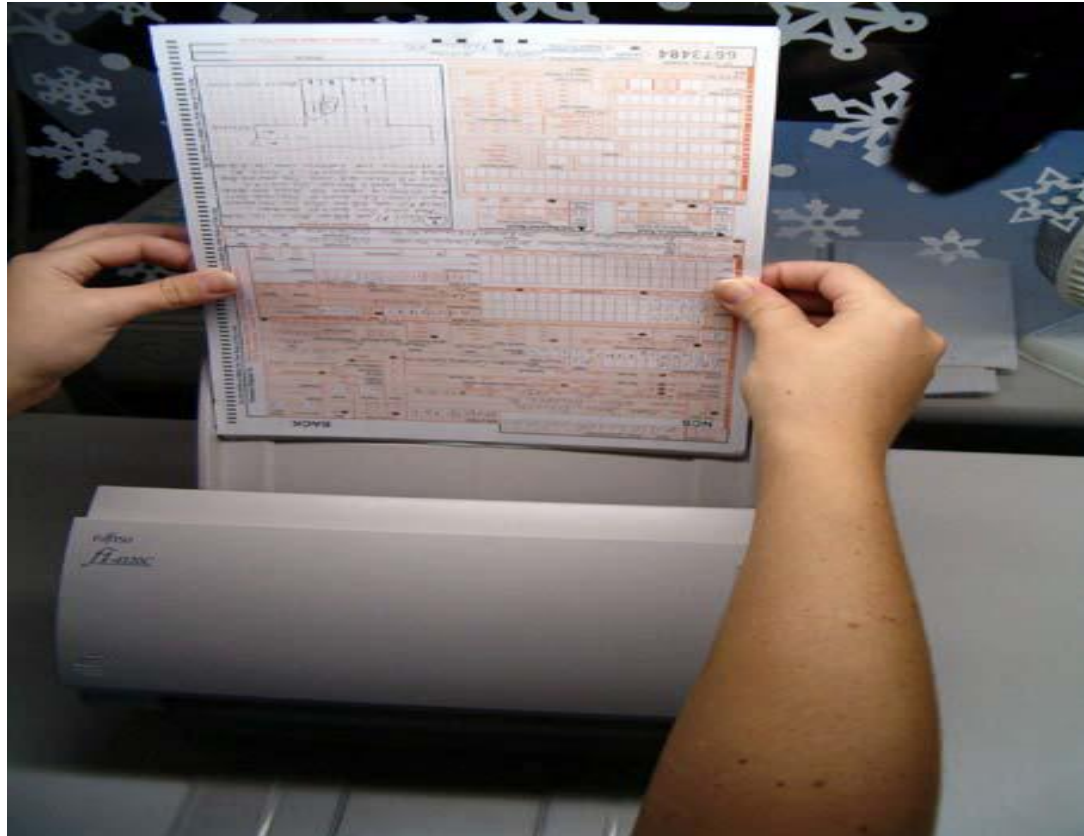
Or go to Start Menu and browse to Scanner Utility and ScandAll



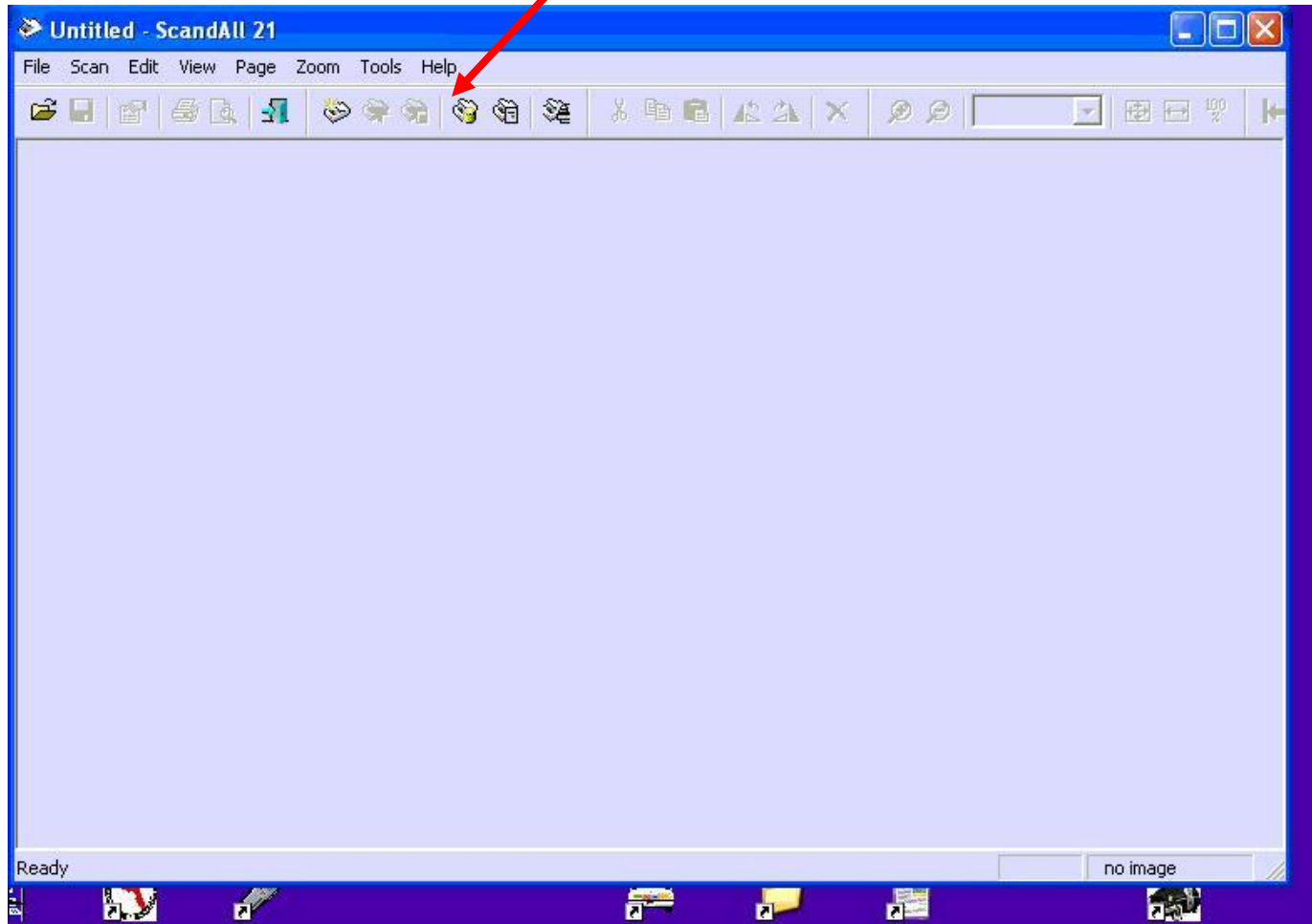
Before putting the paper in the scanner, be certain to fold and fan the paper to avoid static clinging of pages



Insert the amount of accident reports you wish to scan as shown into the scanner. Always insert the reports with the face sheet facing away from you and down. This is a critical step for the indexing phase



**Click on “Scan to File”
Icon to scan your reports.**



Verify that:

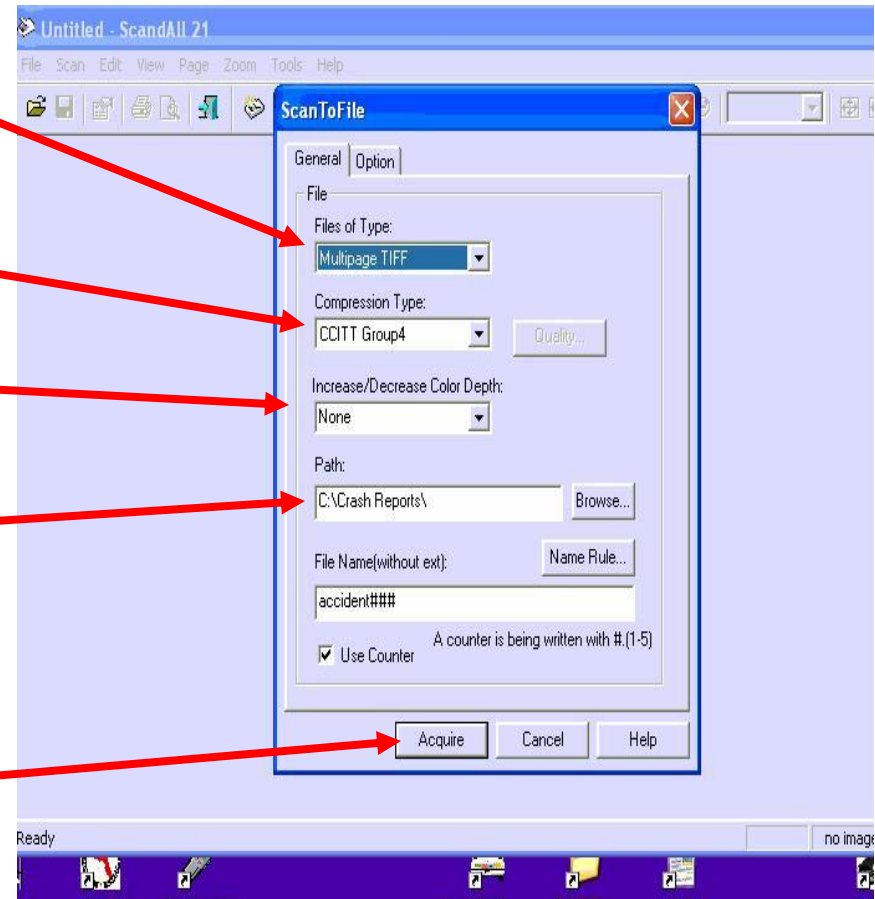
File type is Multipage TIFF

Compression is Group4

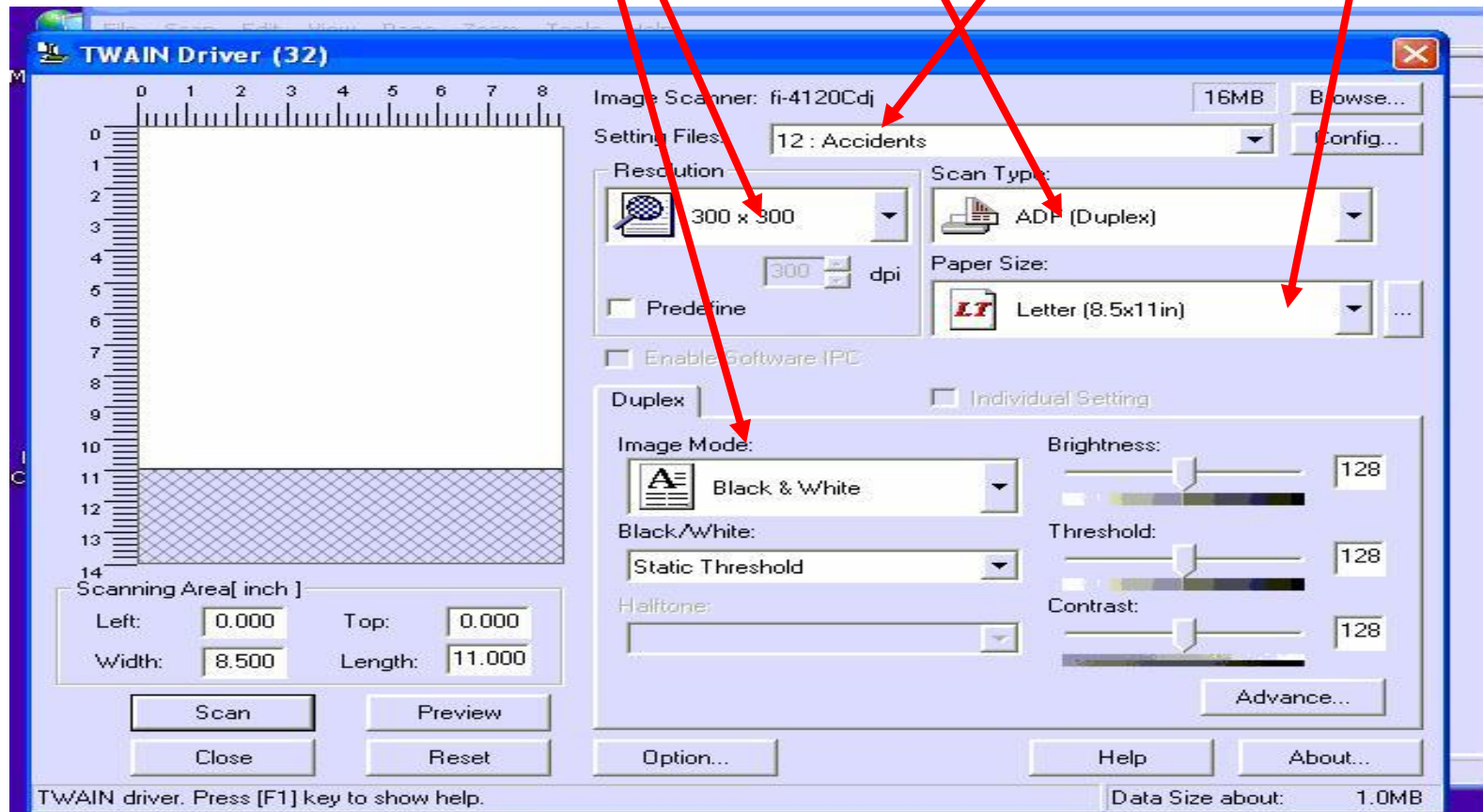
Color Depth is NONE

Path is where reports will be stored

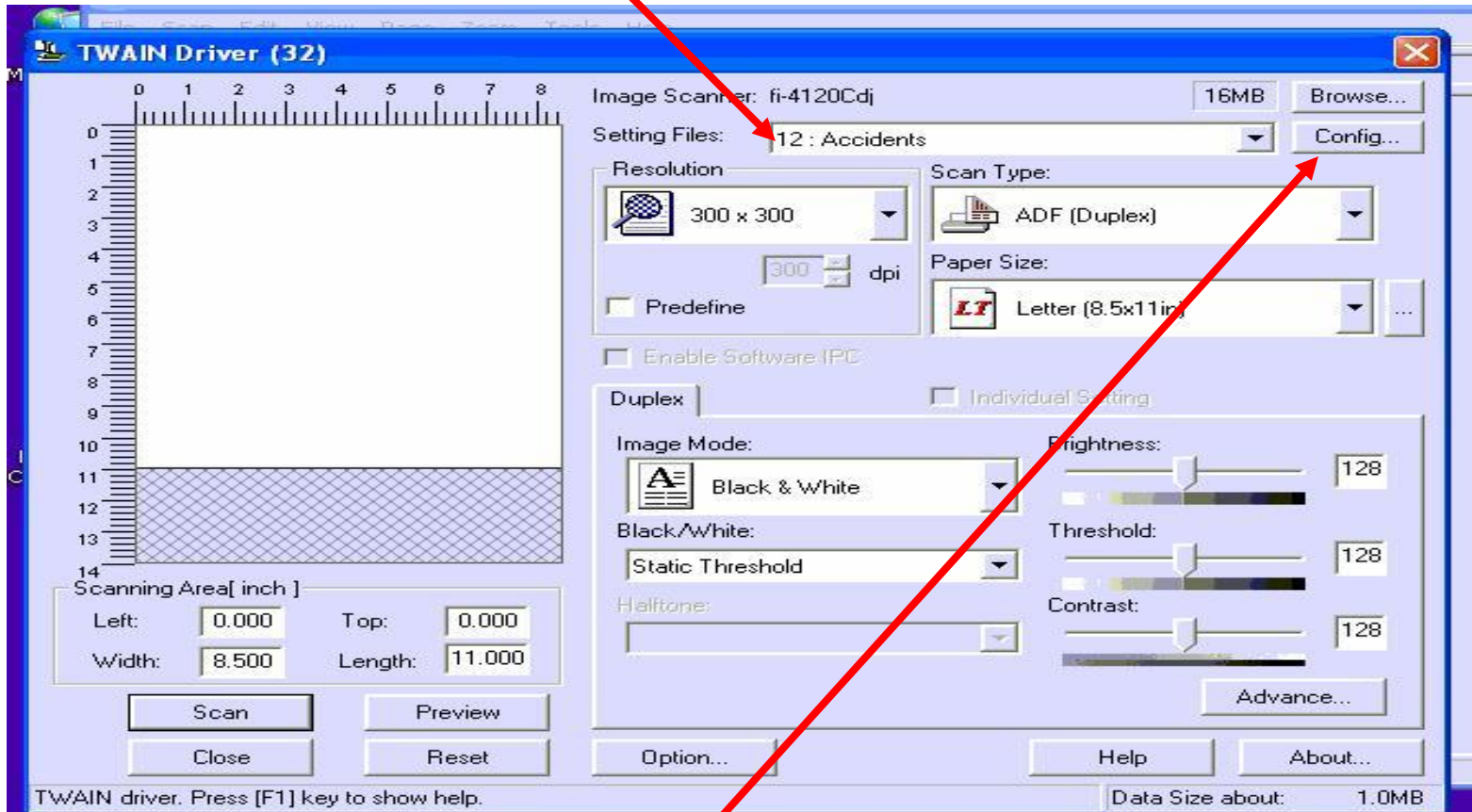
Then click on Acquire



**Verify that you have the correct scan profile.
If not, fix resolution, scan type, paper size,
and image mode to look like these**

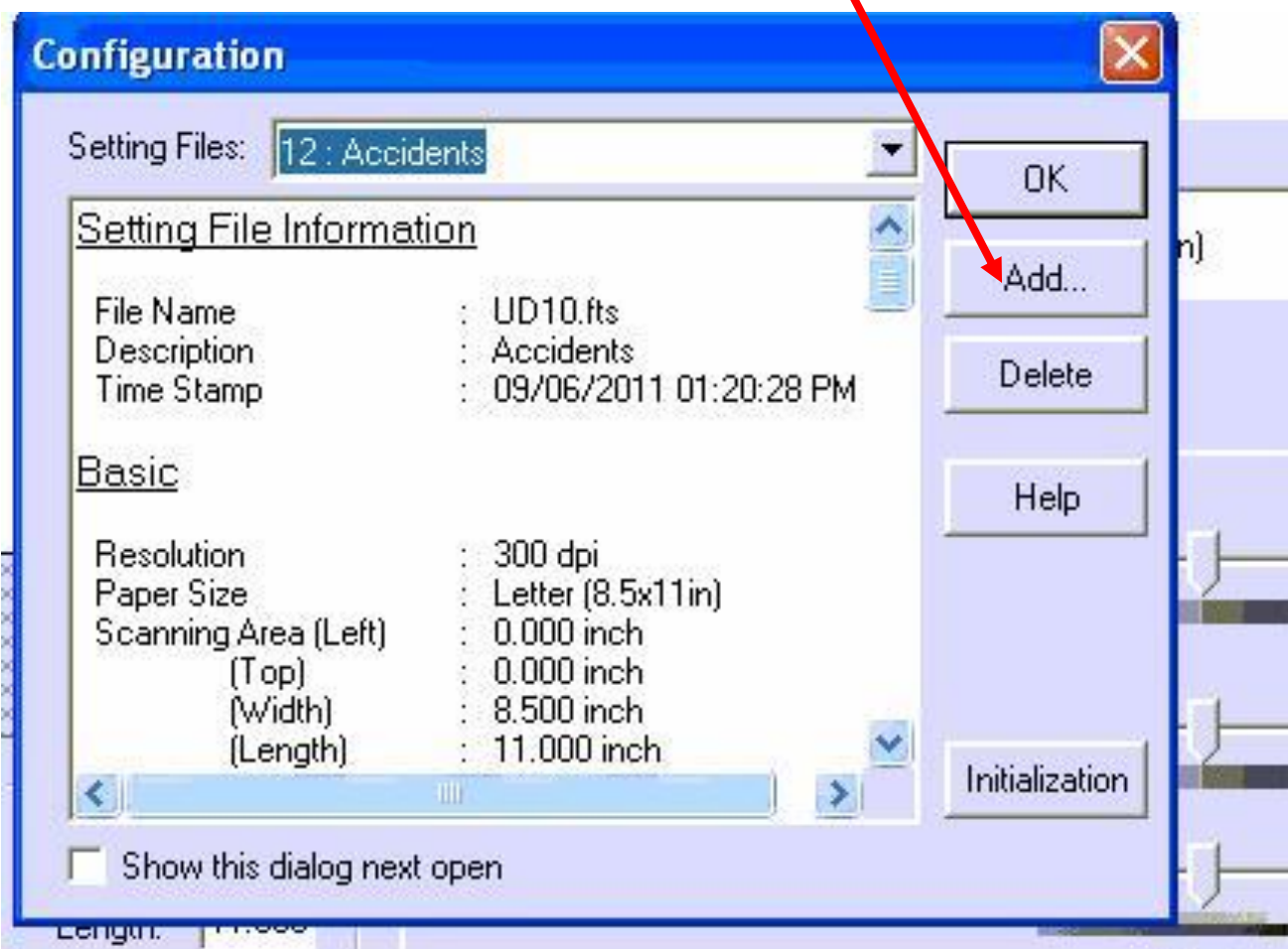


**If profile is correct, click on “scan”
And skip next four slides**



**If profile is not correct, fix it to look like above and
then click on “Config” And continue to next slide**

Click “ADD”



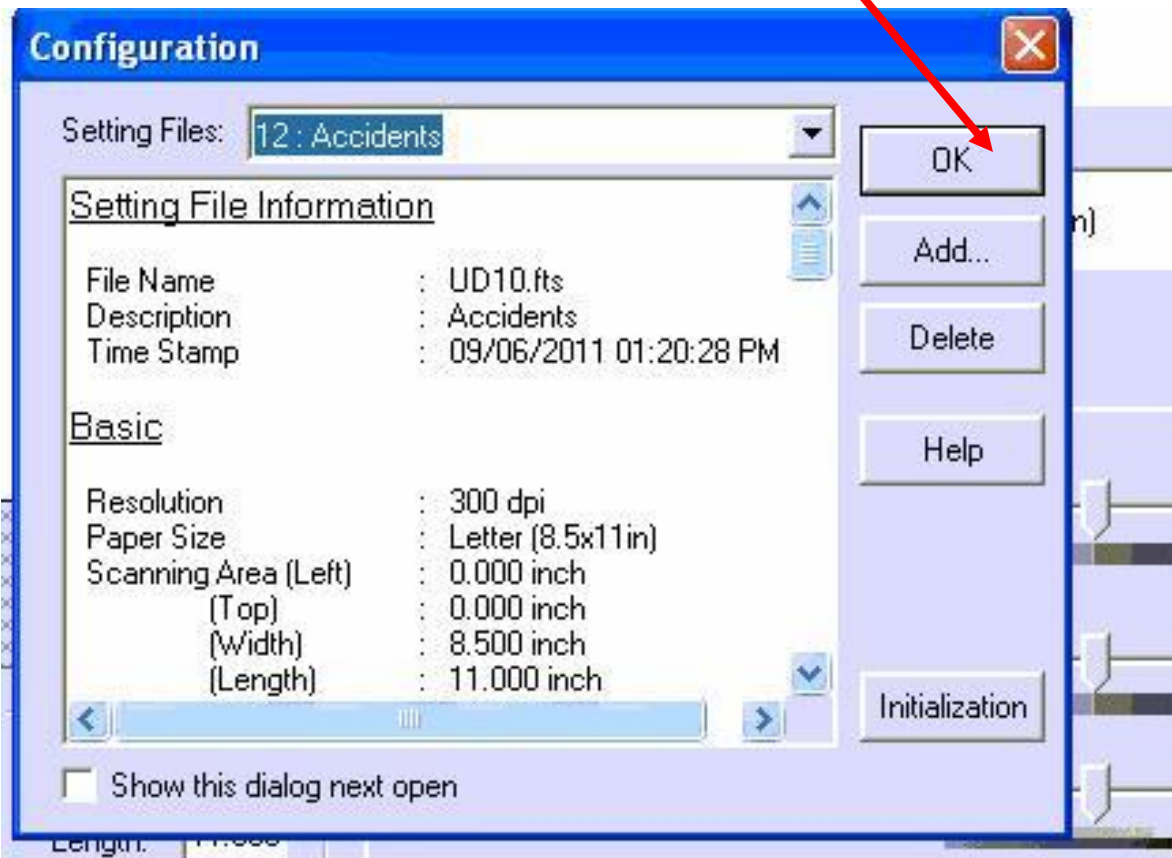
**Type a description
(ie. Accidents)**

**Type a file name
(ie. Form name)**

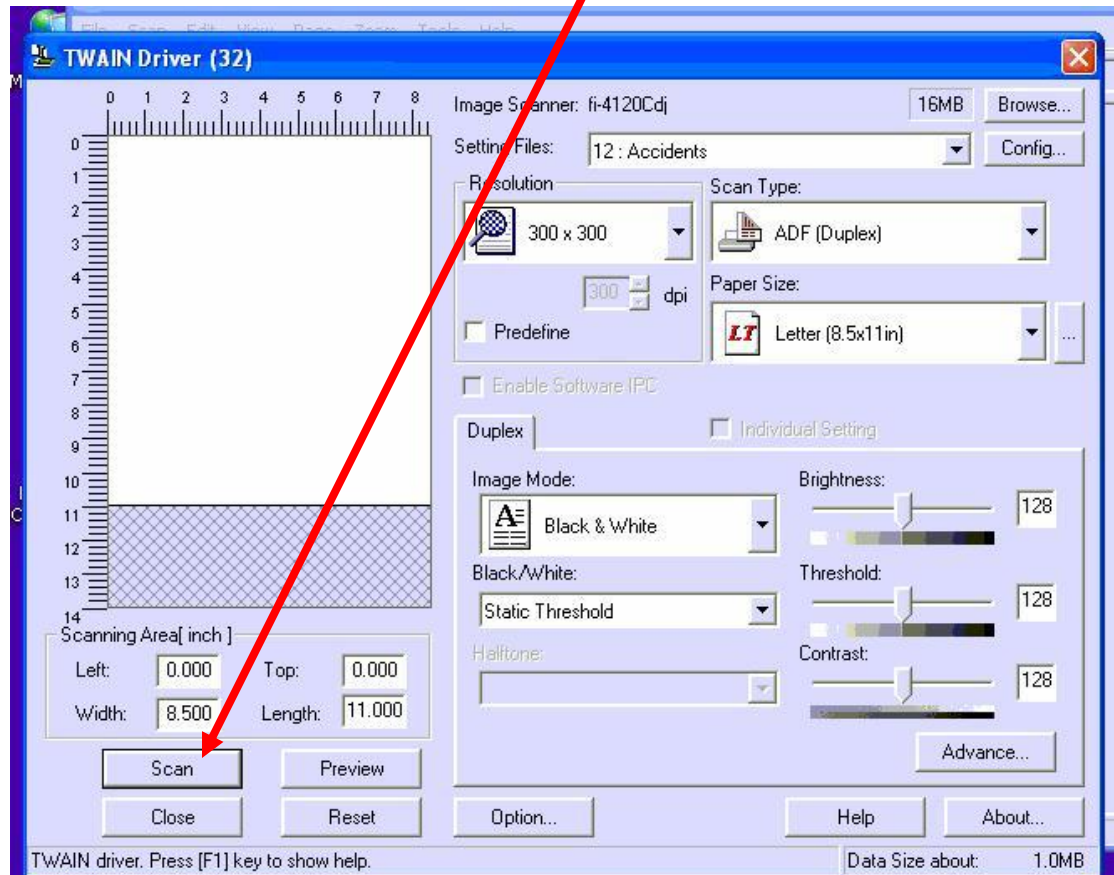
Click “OK”



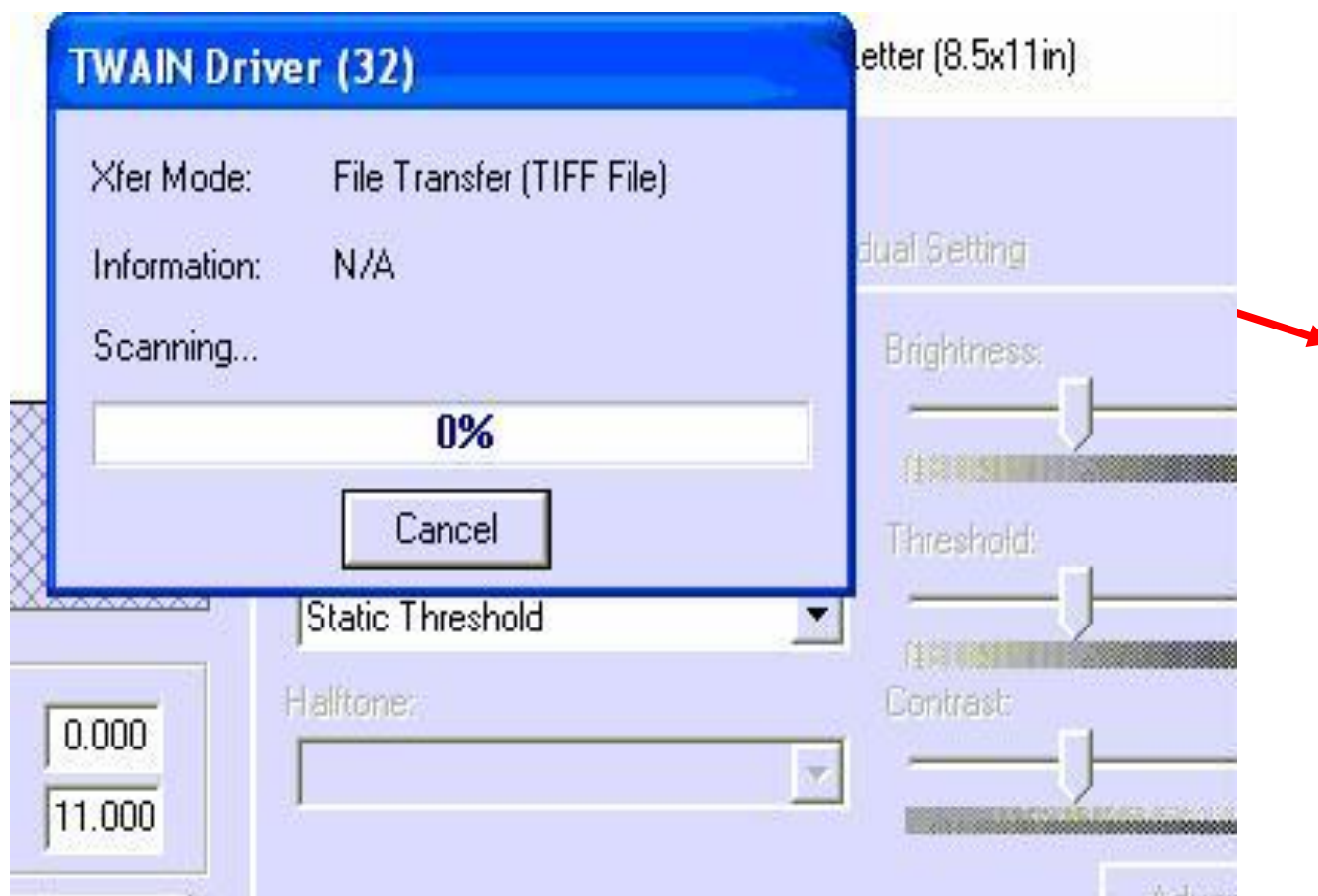
Click "OK"



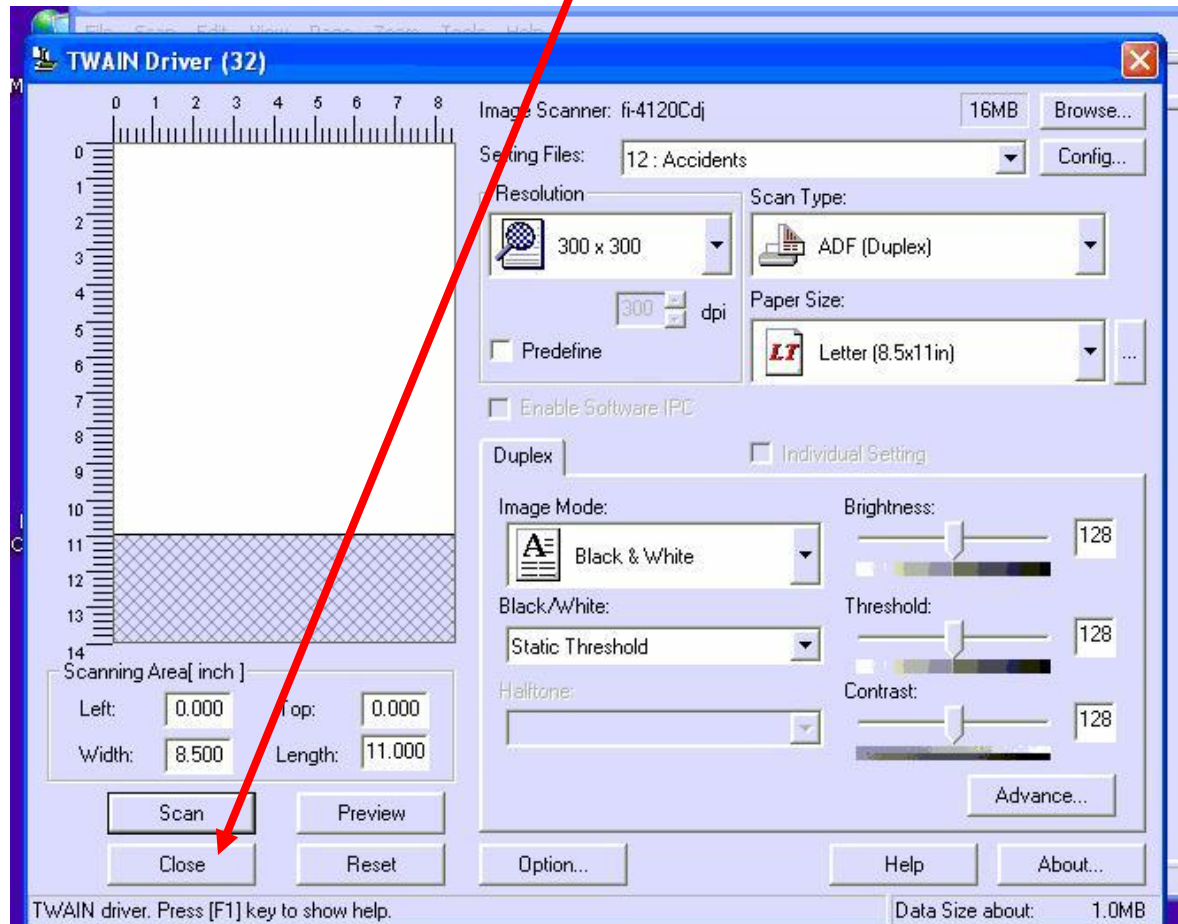
Click "Scan"



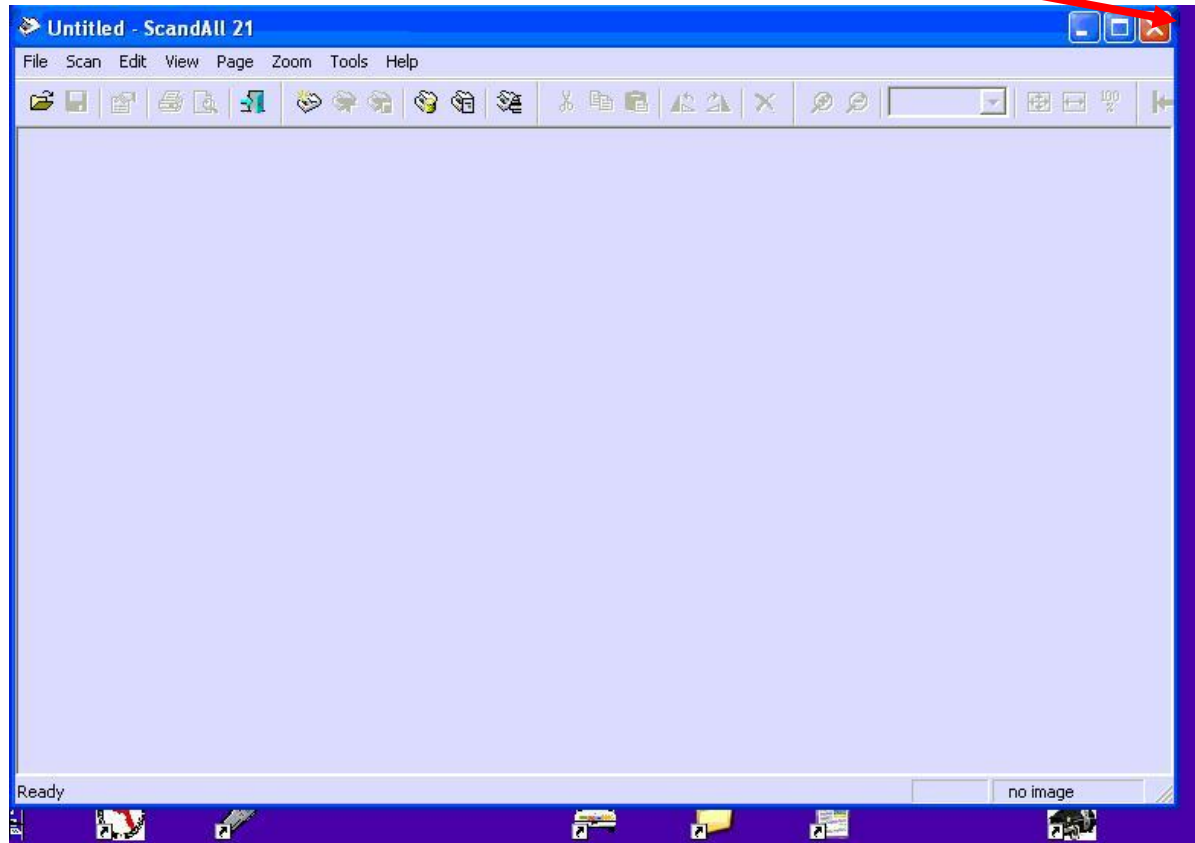
Wait for reports to finish scanning



When finished, click on "Close"



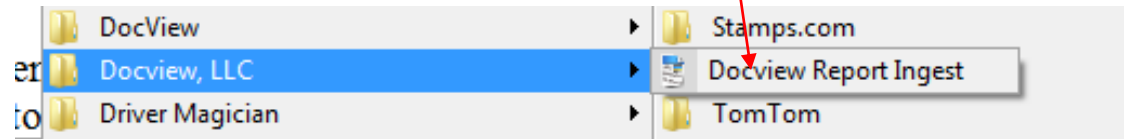
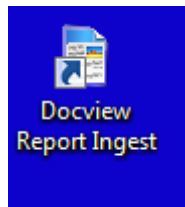
When finished, close the program by clicking on the red “X” at top right



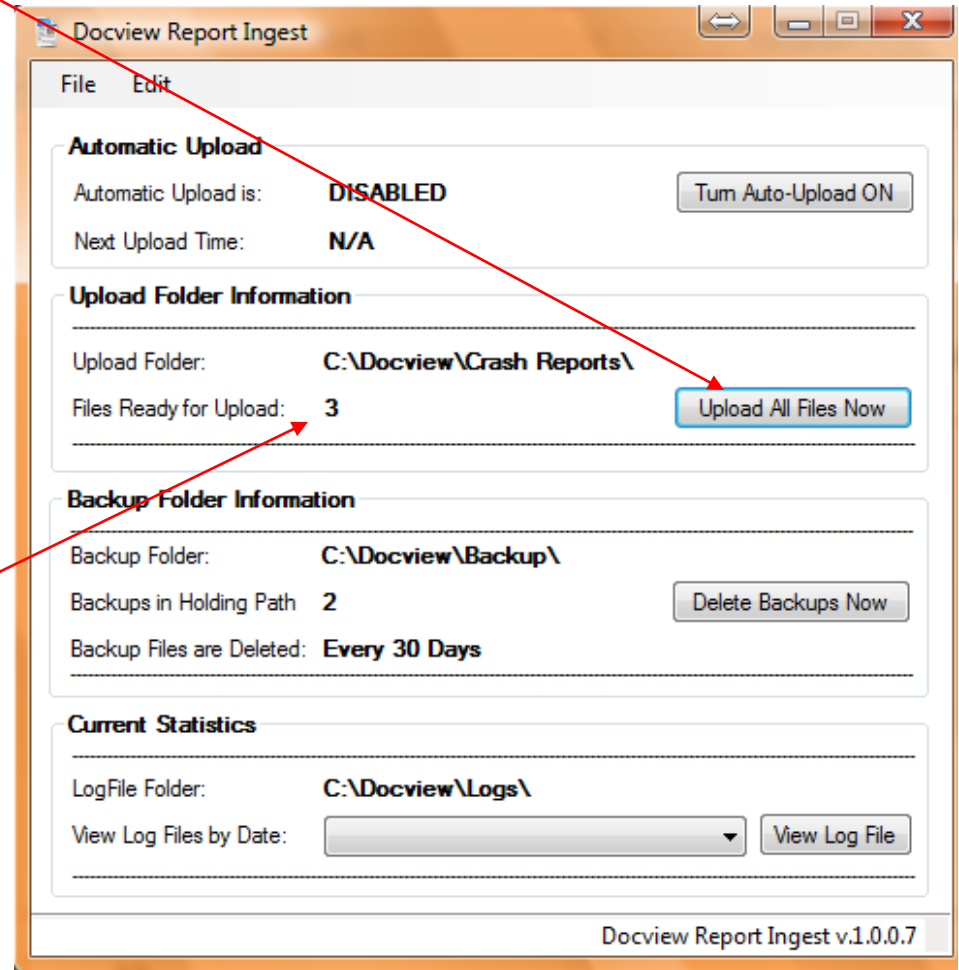
**You may now go to the
docview report upload if
manually uploading.**

**If your agency uploads
automatically, you are
done.**

At any time of the day, once you are done scanning or putting PDF files into the Crash Reports directory for uploading, you may go to either the Start at bottom left of desktop, or to the Icon on the desktop if you created a shortcut, to be able to upload your reports



**Click “Upload All Files Now”
to upload reports to
Docview**

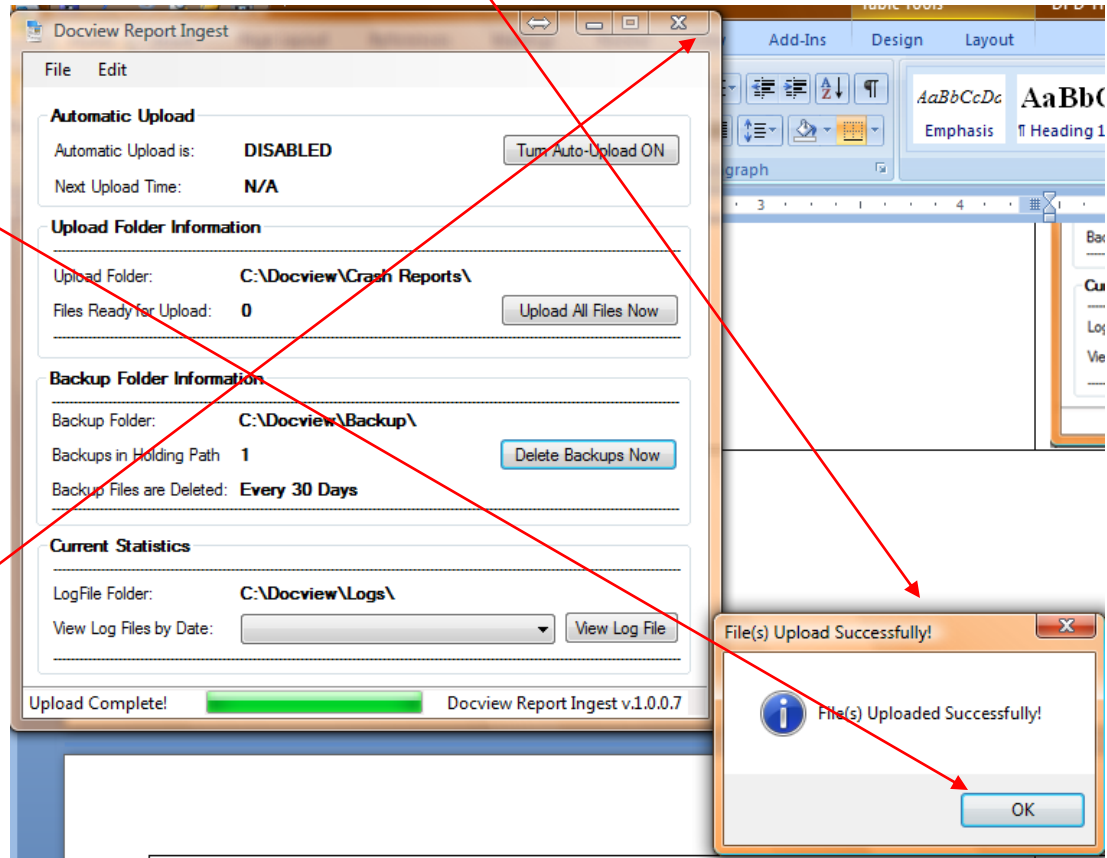


**Notice that the number of
files to upload will become
zero after uploading**

Once files are uploaded you will get this message

Click "OK"

Then close the software window by clicking on the "X" at the top right





Thank You!

If you have any questions, please

call Chuck Baffo at 586-532-5555

or

call Docview's main office at 866-394-0832