PaperStream Capture 3.0

User's Guide

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Introduction

Thank you for using PaperStream Capture or PaperStream Capture Pro.

- **About This Product**

  PaperStream Capture and PaperStream Capture Pro are applications used to scan documents using a scanner from our Image Scanner series.
  This manual explains how to use PaperStream Capture or PaperStream Capture Pro for scanning with our Image Scanner series.
  In the description about the functions that are common for PaperStream Capture and PaperStream Capture Pro, the product name, PaperStream Capture, is used to represent both.
  To check the differences in the functions between PaperStream Capture and PaperStream Capture Pro, refer to Functions of PaperStream Capture Pro (page 68).
  In addition, for details about the functions of PaperStream Capture and PaperStream Capture Pro, refer to the PaperStream Capture Help and PaperStream Capture Pro Help.

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Conventions

● **Abbreviations Used in This Manual**

The following abbreviations are used in this manual:

Abbreviations Used	Name
Windows Server 2008 R2	Windows Server® 2008 R2 Standard (64-bit)
Windows 7	Windows® 7 Professional (32-bit/64-bit) Windows® 7 Enterprise (32-bit/64-bit)
Windows Server 2012	Windows Server® 2012 Standard (64-bit)
Windows Server 2012 R2	Windows Server® 2012 R2 Standard (64-bit)
Windows 8.1	Windows® 8.1 (32-bit/64-bit) Windows® 8.1 Pro (32-bit/64-bit) Windows® 8.1 Enterprise (32-bit/64-bit)
Windows 10	Windows® 10 Home (32-bit/64-bit) Windows® 10 Pro (32-bit/64-bit) Windows® 10 Enterprise (32-bit/64-bit) Windows® 10 Education (32-bit/64-bit)
Windows Server 2016	Windows Server® 2016 Standard (64-bit)
Windows Server 2019	Windows Server® 2019 Standard (64-bit)
Windows	Windows Server 2008 R2, Windows 7, Windows Server 2012, Windows Server 2012 R2, Windows 8.1, Windows 10, Windows Server 2016, or Windows Server 2019
Word	Microsoft® Office Word 2007 Microsoft® Word 2010 Microsoft® Word 2013 Microsoft® Word 2016
Excel	Microsoft® Office Excel® 2007 Microsoft® Excel® 2010 Microsoft® Excel® 2013 Microsoft® Excel® 2016
PowerPoint	Microsoft® Office PowerPoint® 2007 Microsoft® PowerPoint® 2010 Microsoft® PowerPoint® 2013 Microsoft® PowerPoint® 2016

Abbreviations Used	Name
SharePoint	Microsoft® SharePoint® Server 2013
	Microsoft® SharePoint® Server 2016
	Microsoft® SharePoint® Server 2019
SharePoint Online	Microsoft® SharePoint® Online
.NET Framework	Microsoft® .NET Framework
Internet Explorer	Microsoft® Internet Explorer®
	Windows® Internet Explorer®

● **Arrow Symbols in This Manual**

Right-arrow symbols (→) are used to separate icons or menu options you should select in succession.

Example: Select [Start] menu → [Control Panel].

● **Screen Examples in This Manual**

Microsoft product screenshots are reprinted with permission from Microsoft Corporation.
The screen examples in this manual are subject to change without notice in the interest of product development.
The screenshots used for the functions that are common for PaperStream Capture and PaperStream Capture Pro are of PaperStream Capture in this manual.
The screenshots used in this manual are of Windows 10.
The actual screen and operations may differ depending on the operating system.
If the actual screen differs from the screen examples in this manual, operate by following the actual displayed screen.

● **How to Refer to the PaperStream Capture Help**

The Help is available in PaperStream Capture for you to check the information while you use the application.

To display the Help, click 🛈 in the upper right of the PaperStream Capture window or ? in the settings window for each item.

Prior to Use

This section describes the overview, features, and system requirements.

Overview

PaperStream Capture is an application bundled with our Image Scanner series.
PaperStream Capture is easy to operate because it has a user interface similar to an interface used with a mobile application. This allows users with little scanning experience to use the scanner without any trouble instantly, so that scanning can be started without any training in advance.
PaperStream Capture Pro is a fee-charging application in which the functions of PaperStream Capture are enhanced. To use PaperStream Capture Pro, purchase and activate a licensed product. The enhanced functions enable you to configure the advanced settings for meta data. In addition, PaperStream Capture Pro supports a multi-station operation that enables you to allocate tasks of performing a scan, a quality check (referred to as "QC" hereinafter), and an indexing process to multiple computers, so that it can be used according to your individual needs.
This product is based on the concept "One Click Capture", which promotes reducing the number of times to touch the screen. It is effective in the prevention of operational errors as well as streamlining repeated operations.

Features

PaperStream Capture has the following features:

● **Scanning Methods That Meet Your Needs**

PaperStream Capture enables you to scan documents in either Batch Scan mode or Simple Scan mode according to your needs.
The Batch Scan mode is a scanning method that is recommended for routine tasks such as tasks that involve regular scans or tasks that are shared within a multi-station operation.
If you configure a document profile in advance, you can scan documents by just pressing a single button.
You can configure the settings, such as scan settings, meta data definition, and output settings in a document profile.

In Batch Scan mode, the window shown below is used for performing operations.
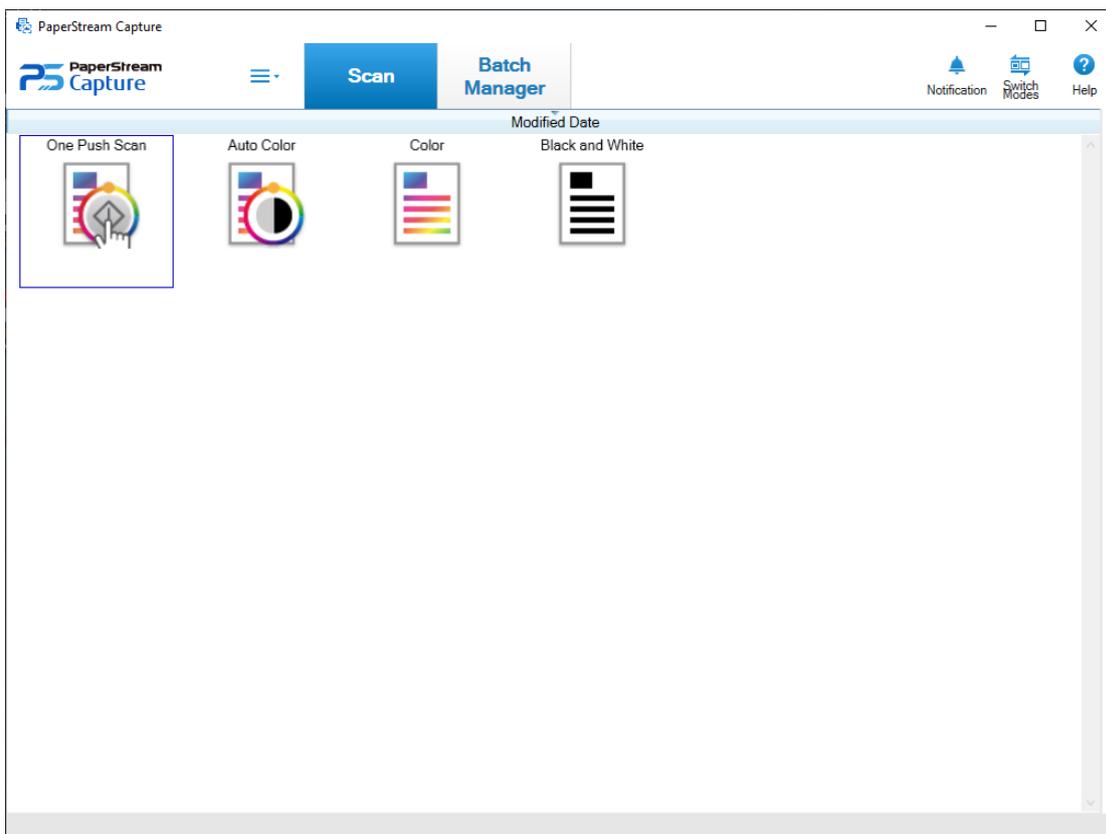
The Simple Scan mode is a scanning method that is recommended for irregular tasks, such as tasks that involve irregular scans for which the scan settings are changed for each document.

Each time you perform a scan, you can change settings as necessary, such as the save destination, file name, and file format.

In Simple Scan mode, the window shown below is used for performing operations.
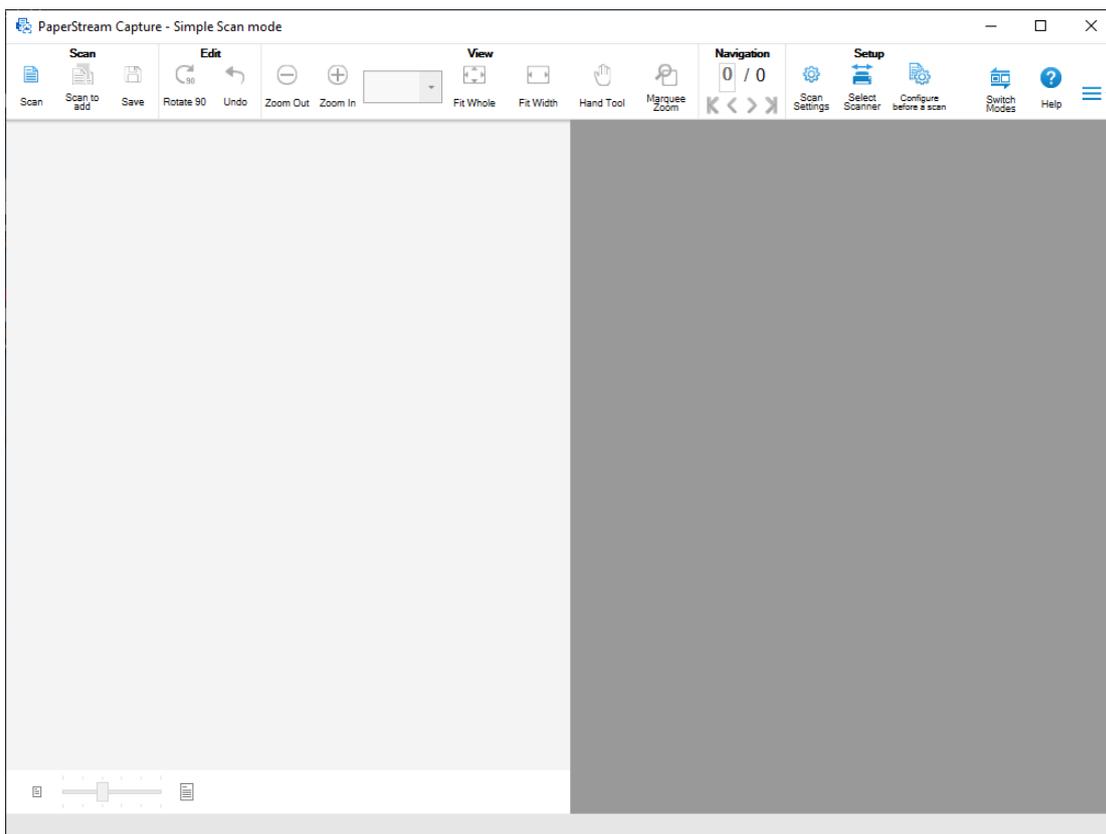
You can change the scanning method with the [Switch Modes] button.

- **Features for the Editing/Saving Functions**

  - You can mark thumbnails of the scanned images to sort the scanned images easily.

  - You can edit the scanned images, save them with the specified names, or save them in the specified file format.

  - The scanned images can be output in a file format such as BMP, JPEG, TIFF, multipage TIFF, PDF, PDF/A, searchable PDF, PNG, or Rich Text. The scanned images can also be output in a Word, Excel, or PowerPoint file format if ABBYY FineReader for ScanSnap is installed.

- **Useful Functions**

  - From among the editing tasks that must be carried out after scanning, tasks that can be carried out automatically by configuring the settings of a document profile are detected and points that need improving in the settings of a document profile are notified to the user.
    You can improve editing task efficiency after scanning by changing the settings of a document profile in accordance with the points that need improving which are displayed in the [Notification] window.

  - When it is linked with FTP server, SharePoint, or SharePoint Online, the scanned images can automatically be saved in the specified server.

  - With the splitting function, scanned images are split in pages with the specified conditions and saved as separate files.

  - Barcode recognition, or character recognition with Zone OCR, can be performed over the scanned images.

In both cases, the recognition results can be output to the index information file, or used as file names or folder names.

- The specified application can be launched with the output image file or index information file as a parameter.

- The output images can be printed to the specified printer, and can be attached to an e-mail by linking with the e-mail application.

- With the [Exporter] tool and the [Importer] tool, the operational environment by PaperStream Capture in the computer currently in use can be exported and then imported into PaperStream Capture in other computers. When you want to build the same operational environment for multiple computers, you do not need to configure detailed settings for each computer because you can build the environment by just importing the exported operational environment into each computer.

System Requirements

System requirements of PaperStream Capture and PaperStream Capture Pro are as follows:

- **PaperStream Capture**

Operating system (*1)	Windows Server® 2008 R2 Standard (64-bit) (Service Pack 1 or later)
	Windows® 7 Professional (32-bit/64-bit) (Service Pack 1 or later)
	Windows® 7 Enterprise (32-bit/64-bit) (Service Pack 1 or later)
	Windows Server® 2012 Standard (64-bit) (*2)
	Windows Server® 2012 R2 Standard (64-bit) (*2)
	Windows® 8.1 (32-bit/64-bit) (*2)
	Windows® 8.1 Pro (32-bit/64-bit) (*2)
	Windows® 8.1 Enterprise (32-bit/64-bit) (*2)
	Windows® 10 Home (32-bit/64-bit) (*2)
	Windows® 10 Pro (32-bit/64-bit) (*2)
	Windows® 10 Enterprise (32-bit/64-bit) (*2)
	Windows® 10 Education (32-bit/64-bit) (*2)
	Windows Server® 2016 Standard (64-bit) (*2)
	Windows Server® 2019 Standard (64-bit) (*2)
Compatible driver	PaperStream IP (TWAIN) PaperStream IP (ISIS)
Software	.NET Framework 4.6 or later
CPU	Intel® Pentium® 4 1.8 GHz or higher (Recommended: Intel® Core™ i5 2.5 GHz or higher, excluding mobile processors)
Memory	1 GB or more (Recommended: 4 GB or more)
Hard disk drive	5400 rpm or higher (Recommended: 7200 rpm or higher)

Display resolution (*3)	1024×768 pixels or higher, 65,536 or more colors
Disk space	10 GB or more (*4)
Language (*5)	Japanese/English/French/German/Italian/Spanish/Chinese (simplified)/Chinese (traditional)/Russian/Korean/Portuguese (Brazil)/Arabic/Turkish For the following languages, only text recognition with Zonal OCR and searchable PDF is supported: Greek/Vietnamese/Polish/Czech/Dutch/Swedish/Romanian/Hebrew/Ukrainian

***1:**For 64-bit operating systems, this software is supported as a 32-bit application running on a 64-bit operating system.

***2:**Operates as a desktop application.

***3:**When the font size is large, some screens may not be displayed properly. In such a case, use a smaller font size.

***4:**To scan a document, a disk space suitable for the size of the file to be saved is required.

***5:**In Batch Scan mode, the following cannot be specified for text recognition when [Compatible with ScanSnap Manager for fi] is selected for [Scanner Driver Profile] in [Document Source and Display Options] in the [Source] tab.

- Greek
- Vietnamese
- Polish
- Czech
- Dutch
- Swedish
- Romanian
- Hebrew
- Ukrainian

● **PaperStream Capture Pro**

Operating system (*1)	Windows Server® 2008 R2 Standard (64-bit) (Service Pack 1 or later)
	Windows® 7 Professional (32-bit/64-bit) (Service Pack 1 or later)
	Windows® 7 Enterprise (32-bit/64-bit) (Service Pack 1 or later)
	Windows Server® 2012 Standard (64-bit) (*2)
	Windows Server® 2012 R2 Standard (64-bit) (*2)
	Windows® 8.1 (32-bit/64-bit) (*2)
	Windows® 8.1 Pro (32-bit/64-bit) (*2)
	Windows® 8.1 Enterprise (32-bit/64-bit) (*2)
	Windows® 10 Home (32-bit/64-bit) (*2)

	Windows® 10 Pro (32-bit/64-bit) (*2)
	Windows® 10 Enterprise (32-bit/64-bit) (*2)
	Windows® 10 Education (32-bit/64-bit) (*2)
	Windows Server® 2016 Standard (64-bit) (*2)
	Windows Server® 2019 Standard (64-bit) (*2)
Compatible driver	PaperStream IP (TWAIN)
Software	.NET Framework 4.6 or later Microsoft® Internet Information Service 7.5 or later
CPU	Intel® Core™ 2 Duo 2.33 GHz or higher (Recommended: Intel® Core™ i5 2.5 GHz or higher, excluding mobile processors)
Memory	2 GB or more (Recommended: 4 GB or more)
Hard disk drive	5400 rpm or higher (Recommended: 7200 rpm or higher)
Display resolution (*3)	1024×768 pixels or higher, 65,536 or more colors
Disk space	10 GB or more (*4)
Language (*5)	Japanese/English/French/German/Italian/Spanish/Chinese (simplified)/Chinese (traditional)/Russian/Korean/Portuguese (Brazil)/Arabic/Turkish For the following languages, only text recognition with Zonal OCR and searchable PDF is supported: Greek/Vietnamese/Polish/Czech/Dutch/Swedish/Romanian/Hebrew/Ukrainian
Maximum Number of Computers Connected (Recommended)	The recommended maximum number of client computers that are connected for a multi-station operation is 7. (Example: three for scanning, two for performing a QC (quality check), and two for indexing).

*1:For 64-bit operating systems, this software is supported as a 32-bit application running on a 64-bit operating system.

*2:Operates as a desktop application.

*3:When the font size is large, some screens may not be displayed properly. In such a case, use a smaller font size.

*4:To scan a document, a disk space suitable for the size of the file to be saved is required.

*5:In Batch Scan mode, the following cannot be specified for text recognition when [Compatible with ScanSnap Manager for fi] is selected for [Scanner Driver Profile] in [Document Source and Display Options] in the [Source] tab.

- Greek
- Vietnamese
- Polish
- Czech
- Dutch

- Swedish

- Romanian

- Hebrew

- Ukrainian

Installation

This section explains how to install PaperStream Capture and PaperStream Capture Pro.

Installing PaperStream Capture

PaperStream Capture can be installed in the following procedure:

1 **Install PaperStream Capture from the Setup DVD-ROM that is bundled with the scanner.**
For details, refer to Getting Started, the Quick Installation Sheet, or the Operator's Guide for your scanner.

Installing PaperStream Capture Pro

PaperStream Capture Pro can be installed in the following procedure:

> **HINT**
>
> ● As an alternative, you can use PaperStream Capture Pro by activating the license of PaperStream Capture Pro from PaperStream Capture.
> For details, refer to Activating PaperStream Capture Pro (page 74).

1 **Download the installer from the website.**
You can download the installer of PaperStream Capture Pro from the following website:
http://imagescanner.fujitsu.com/r/pscp/en/index.html

2 **Double-click the downloaded installer.**

The file is unzipped and the installer is started.
A window for selecting a language to use appears.
The administrator privilege is required for installation. If the [User Account Control] window appears, enter the administrator password.

3 **Select a language to use from the drop-down list.**
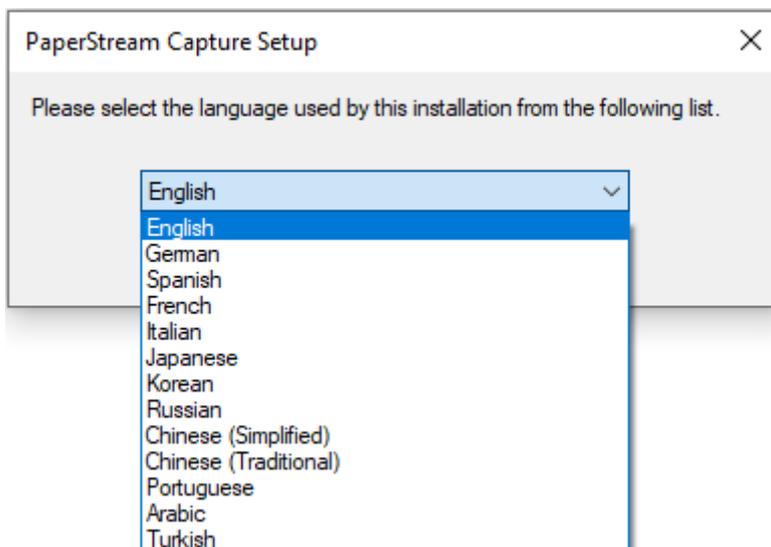
A window that shows the license agreement appears.
If .NET Framework 4.6 or later has not been installed, .NET Framework 4.6 will be installed before PaperStream Capture Pro.
After it is installed, installing PaperStream Capture Pro resumes and a window that shows the license agreement appears.

4   **Read the terms in [End-User License Agreement] and select the [I accept the terms in the License Agreement] check box if you accept the terms.**

5   **Select an operation method of PaperStream Capture Pro.**
The following items can be selected:

- Single station operation. No storage server used.

- Multi-station operation. This is the storage server.

- Multi-station operation. This is a workstation.

> **HINT**
>
> - You can change the process settings and the storage server option in the [Station] tab in [Administrator Tool]. When you need to configure the settings for the multi-station operation, exit PaperStream Capture Pro and start [Administrator Tool] in the following procedure:
>
>   - Windows Server 2008 R2/Windows 7
>   Select [Start] menu → [All Programs] → [PaperStream Capture] → [Administrator Tool].
>
>   - Windows Server 2012
>   Right-click the Start screen, and select [All apps] on the app bar → [Administrator Tool] under [PaperStream Capture].
>
>   - Windows Server 2012 R2/Windows 8.1
>   Select [↓] on the lower left side of the Start screen → [Administrator Tool] under [PaperStream Capture].
>   To display [↓], move the mouse cursor.
>
>   - Windows 10/Windows Server 2016/Windows Server 2019
>   Select [Start] menu → [PaperStream Capture] → [Administrator Tool].

6   **Clear the following check boxes if needed.**
These check boxes are selected by default.

- Place PaperStream Capture shortcut on the desktop

- Display sample profiles

- Show Welcome on startup

7   **Check the installation folder in [Folder name].**
To change the installation folder, click the [Change] button and change the installation folder.

8   **Click the [Install] button.**

9   **When the message "PaperStream Capture Pro Installation is Complete" is displayed, click the [Finish] button.**

Components that are required for the storage server are enabled and the storage service is registered.
The PaperStream IP (TWAIN) driver is also installed.
A window appears, indicating that the computer has become available as the storage server and the
PaperStream IP (TWAIN) driver has been installed.

10 **Click the [OK] button.**

Installation of PaperStream Capture Pro is complete.

Basic Scanning Operations

This section explains the scanning methods in Simple Scan mode and Batch Scan mode.

Scanning in Simple Scan Mode

This section describes the operation flow in Simple Scan mode and the procedure to perform a scan through the procedure to name and save scanned images.

Operation Flow

This section explains the operation flow in Simple Scan mode.

1 Start PaperStream Capture.

- Windows Server 2008 R2/Windows 7
  Select [Start] menu → [All Programs] → [PaperStream Capture] → [PaperStream Capture].

- Windows Server 2012
  Right-click the Start screen, and select [All apps] on the app bar → [PaperStream Capture] under [PaperStream Capture].

- Windows Server 2012 R2/Windows 8.1
  Select [↓] on the lower left side of the Start screen → [PaperStream Capture] under [PaperStream Capture].
  To display [↓], move the mouse cursor.

- Windows 10/Windows Server 2016/Windows Server 2019
  Select [Start] menu → [PaperStream Capture] → [PaperStream Capture].

2 Configure the operation preferences such as the display and scanner driver settings.

From ≡▾ in the menu, select [Administrator Tool] and configure the settings.

For details, refer to the PaperStream Capture Help or PaperStream Capture Pro Help.

3 Scan documents and save them.
Scanning a Document and Saving It (page 18)

4 Check or edit the scanned images, if needed.
For details about how to check and edit the images, refer to the PaperStream Capture Help or PaperStream Capture Pro Help.

5 Name and save the images that are checked and edited.
Naming and Saving the Images That Are Checked and Edited (page 20)

Scanning a Document and Saving It

Scan a document in Simple Scan mode.
The scanned image is saved automatically.

The procedure in this section is explained under the condition that [Configure before a scan] is selected on the toolbar and the [Output as a file during a scan] check box is selected under [Output as a file] in the [Scan Settings] window.

1 **Click the [Switch Modes] button to switch to the window for the Simple Scan mode.**
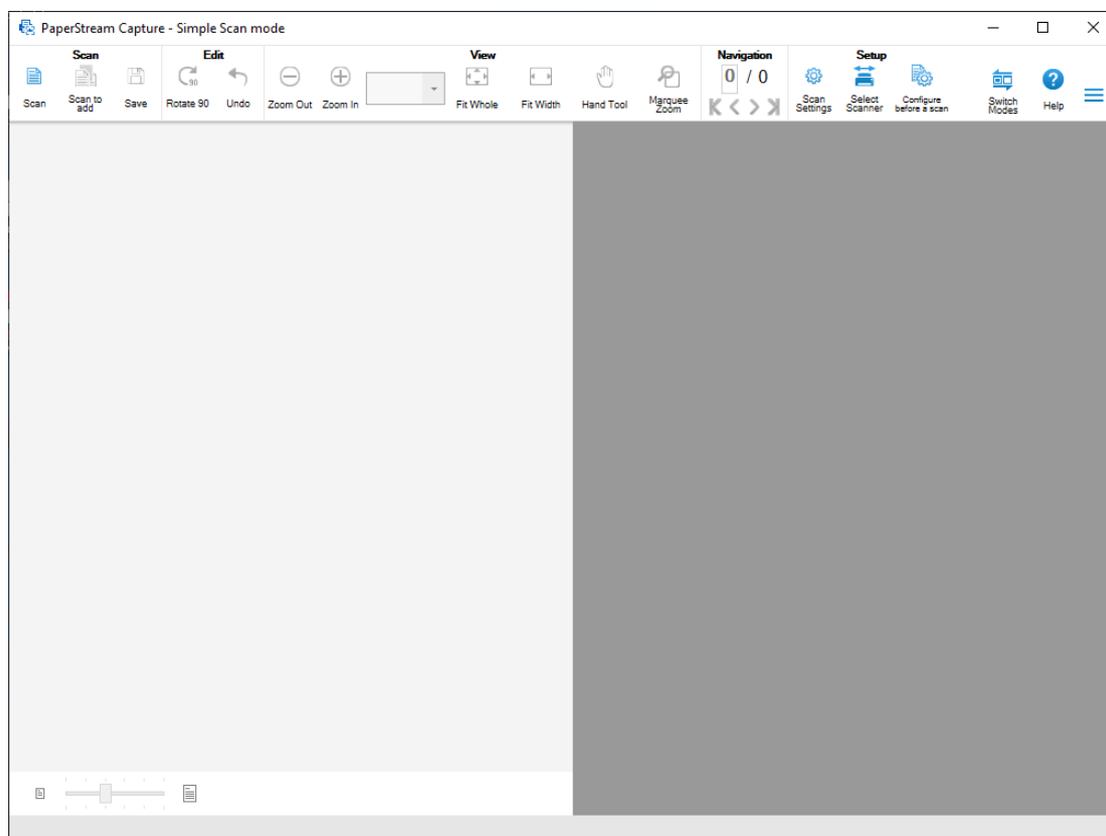
2 **Load a document in the scanner.**

For details, refer to the Operator's Guide for your scanner.

3 **Click [Scan] on the toolbar.**

The [Scanning] window appears.

When you have already specified the settings for [Output as a file], [Scan], and [Options] in the [Scan Settings] window, the [Scanning] window appears with the specified settings applied.

> **HINT**
>
> ● When [Configure before a scan] is not selected on the toolbar, if you click [Scan], scanning starts immediately with the scan settings that are configured in the [Scan Settings] window.

4 **Specify the settings for [Output as a file], [Scan], and [Options] as needed.**

5 **Click the [Scan] button.**

Scanning starts and the scanned images are saved.

> **HINT**
>
> - [Scan] changes to [Cancel Batch] on the toolbar during a scan with a scanner.
>   The ways to stop scanning are as follows:
>   - Pressing the [Esc] key on the keyboard
>   - Clicking [Cancel Batch] on the toolbar

Naming and Saving the Images That Are Checked and Edited

Name and save (output) images that are checked and edited in Simple Scan mode.

1 **Click [Save] on the toolbar.**

The [Save as] window appears.

2 **Change the settings in [Output as a file] if needed.**

3 **Click the [OK] button.**

The scanned images are saved (output).

> **HINT**
>
> - When the [Output as a file during a scan] check box is selected in the [Scan Settings] window or the [Scanning] window, a file is output at the same time when scanning is complete.

Scanning in Batch Scan Mode

This section describes the operation flow in Batch Scan mode and the procedure to perform a scan through the procedure to output scanned images.

Operation Flow

This section describes the operation flow in Batch Scan mode.

1 **Start PaperStream Capture.**

- Windows Server 2008 R2/Windows 7
  Select [Start] menu → [All Programs] → [PaperStream Capture] → [PaperStream Capture].

- Windows Server 2012
  Right-click the Start screen, and select [All apps] on the app bar → [PaperStream Capture] under [PaperStream Capture].

- Windows Server 2012 R2/Windows 8.1
  Select [↓] on the lower left side of the Start screen → [PaperStream Capture] under [PaperStream Capture].
  To display [↓], move the mouse cursor.

- Windows 10/Windows Server 2016/Windows Server 2019
  Select [Start] menu → [PaperStream Capture] → [PaperStream Capture].

2 **Configure the operation preferences such as the display and scanner driver settings.**

From ☰ ▾ in the menu, select [Administrator Tool] and configure the settings.

For details, refer to the PaperStream Capture Help or PaperStream Capture Pro Help.

3 **Register the settings for scanning and saving as a document profile.**
Configuring the Scan Settings (page 22)

4 **Scan documents.**
Scanning a Document (page 25)

5 **Check and edit the scanned images.**
If necessary, you can edit the meta data, or suspend the checking process and save the scanned images temporarily.
If meta data is set in the images of the documents that you scanned with PaperStream Capture Pro, the [Scan & Index] window or the [Index] window in which you can edit meta data, suspend the checking process, and save the scanned image temporarily appears.

6 **Save the scanned images.**
Outputting Scanned Images (page 26)

HINT

- PaperStream Capture can also be started by specifying the full path "PFU.PaperStream.Capture.exe" in the command prompt.
  The file path for the default installation of PaperStream Capture is as follows:
  C:\Program Files\fiScanner\PaperStream Capture\PFU.PaperStream.Capture.exe
  (For 64-bit operating systems, C:\Program Files (x86)\fiScanner\PaperStream Capture\PFU.PaperStream.Capture.exe)
  The parameters that can be specified are as follows:

Parameter	Description
/DocType: document profile	The specified document profile is used for scanning. If this parameter is specified several times, the first one becomes effective.
/BatchFolder: batch folder name	Use this with the /DocType: parameter. This creates a batch folder under the destination for outputting or linking files which is set in the document profile specified in the /DocType: parameter without displaying the window to specify the batch folder name, and files are output to the folder. You can enter up to 32 characters for a batch folder name. If this parameter is specified several times, the last one becomes effective. Note that this parameter is ignored if the use of a batch folder is not set in the document profile that is specified with the /DocType: parameter.
/Exit	When this is used with the /DocType: parameter, the application ends after scanning is complete.

| Parameter	Description
/NOERR	This suppresses the display of an error message (message code ending with the letter "E") or a warning message (message code ending with "W") even when an error occurs during a scan. Use this to avoid entering a state that requires the user's operation to continue during a scan.
/NOWARNING	This suppresses the display of a warning message (message code ending with "W").

However, for the computer for which a process other than "Scan & Index" or "Scan" is specified in the [Station] tab on PaperStream Capture Pro, the parameters other than "/NOERR" or "/NOWARNING" are ignored even if they are specified.

Configuring the Scan Settings

With PaperStream Capture, register the scan and output settings as a document profile, and scan a document by using the document profile.
The procedure to create a new document profile in Batch Scan mode is as follows:

1 From in the menu, select [Configure Profiles].
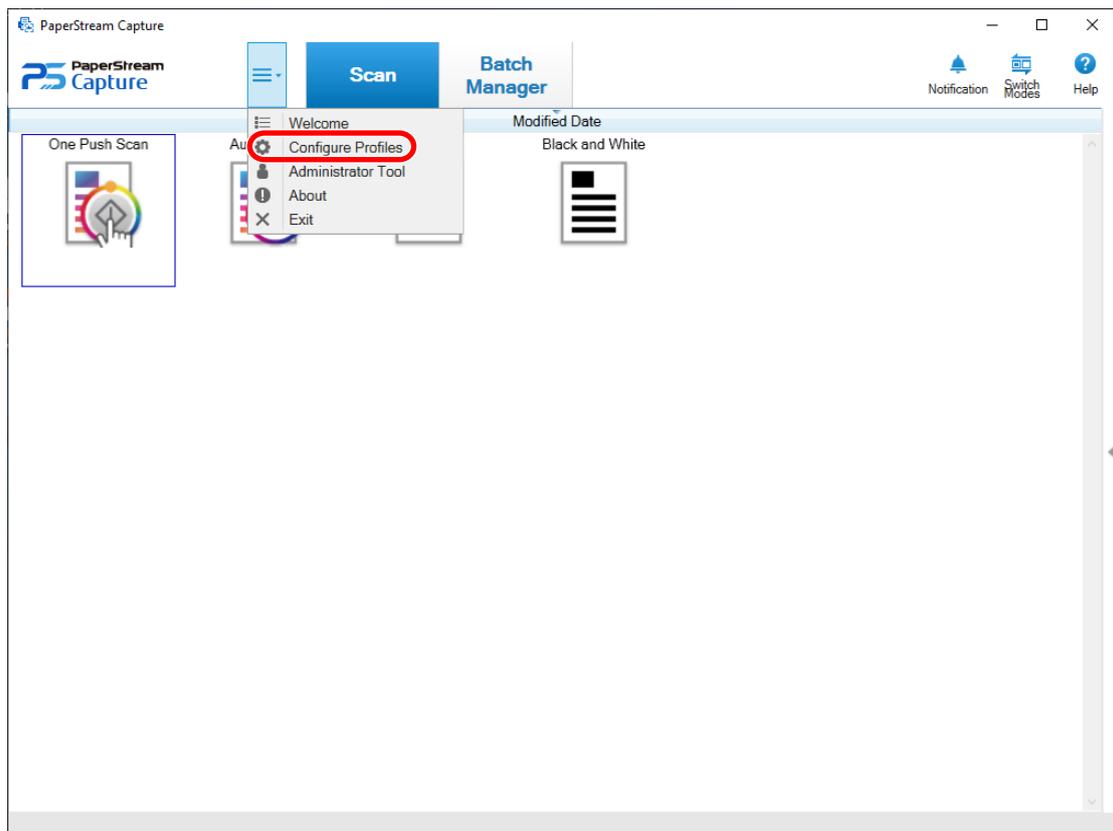
2 **Click** ╋ **in the window.**
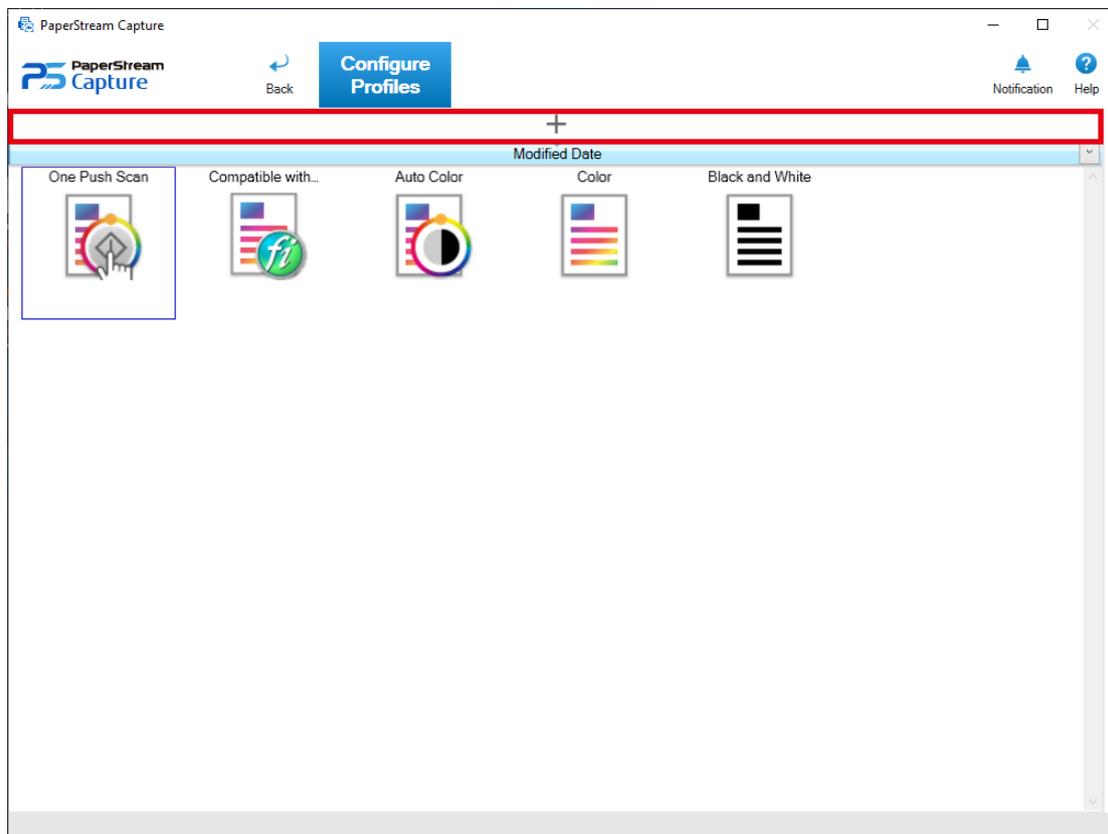
A window for configuring a new profile appears.

HINT

● You can also use a sample document profile to create a new document profile.

Put the mouse pointer over a sample document profile icon and click ⬜ that appears.
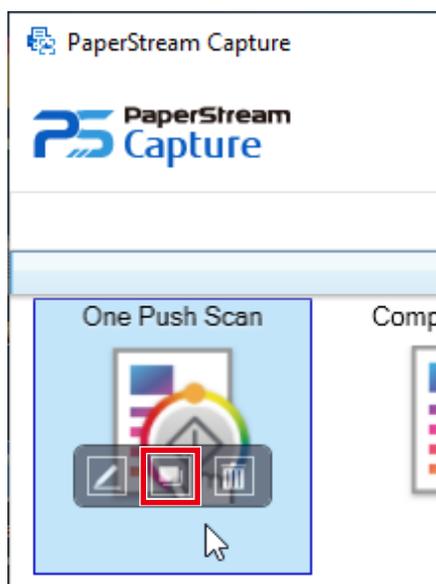
3 **In the [Name] tab, configure a name and icon of the document profile.**

4 **In the [Source] tab, configure the scanner and scan settings.**

5 **In the [Destination] tab, specify an output file format, a file name based on the name rule, and a target location to output the file.**
When [Compatible with ScanSnap Manager for fi] is selected for the scanner driver profile to be used in step 4, proceed to step 9 after the settings in the [Destination] tab are complete.

6 **In the [Meta Data] tab, set meta data if needed.**

7 **In the [Separation] tab, specify the way of dividing documents if needed.**

8 **In the [Test] tab, scan documents to check the document profile settings if needed.**
When the [Test] tab is used to scan documents, a document profile is saved at the same time when documents are scanned.

9 **Click the [Save] button.**

The document profile is saved.

10 **Click the [Close] button.**

The window for editing a document profile is closed.

11 **Click ↵ in the menu.**

ATTENTION

- It is necessary for PaperStream Capture to occupy a scanner for some operations, such as when a scanner is selected for [Source] in the [Source] tab or when the PaperStream IP window is opened by pressing the

[Advanced settings] button in [Source Parameters]. In these cases, the selected scanner is exclusively used until the profile settings window is closed.
Other applications cannot use the scanner while the scanner is being occupied.

HINT

- With PaperStream Capture, you can specify the maximum number of document profiles in the [General] tab in the [PaperStream Capture Administrator Tool] window. The maximum number of document profiles including sample document profiles can be specified within the range of 10 to 500.
  With PaperStream Capture Pro, you can specify the maximum number of document profiles in the [General] tab in the [PaperStream Capture Pro Administrator Tool] window. The maximum number of document profiles including sample document profiles can be specified within the range of 10 to 500. This item can be specified when one of the following is selected for [Storage Server] in the [Station] tab.

  - Single station operation. No storage server used.

  - Multi-station operation. This is the storage server.

- For some models, when the PaperStream IP (TWAIN) driver is used, [Compatible with ScanSnap Manager for fi] (which is a type of scanner driver profile) is displayed for [Scanner Driver Profile] in [Document Source and Display Options] in the [Source] tab. If [Compatible with ScanSnap Manager for fi] is selected, the items that can be specified in the profile settings will be changed to the items that are available for [Compatible with ScanSnap Manager for fi]. For details, refer to the PaperStream Capture Help or PaperStream Capture Pro Help.

Scanning a Document

Scan a document in Batch Scan mode by selecting the document profile that is set in advance.

1 **Load a document in the scanner.**
   For details, refer to the Operator's Guide for your scanner.

2 **Click the following button:**

   - For PaperStream Capture
     [Scan] button in the menu

   - For PaperStream Capture Pro
     [Scan & Index] button or the [Scan] button in the menu
   The [Scan & Index] window or the [Scan] window appears.

3 **Click a document profile appropriate for your desired operation.**

   If continuous scanning is available, a message window appears.
   Check the message, and continue scanning as needed.
   The window for checking and editing images appears when scanning or importing files is complete.

HINT

- If the [Browse for Folder] window appears for the document profile where [PaperStream IP Import] is selected for [Source] in the [Source] tab, select a folder including files to be imported.

- The procedure to stop a scanning operation varies depending on the setting for [Show Images During Scan].

The setting for [Show Images During Scan] can be changed in [Display Options] in the [Source] tab.

- When [Show Images During Scan] is selected

  ● Pressing the [Esc] key on the keyboard

  ● Clicking [Cancel Batch] on the toolbar

- When [Show Images During Scan] is not selected

  ● Click the [Cancel] button that is displayed on a document profile.

Outputting Scanned Images

This section describes the procedure in Batch Scan mode to confirm scanned images or edited images and then output the images to the destination specified in the document profile.

1 If no problem is found on the images in the window for checking images or for editing them, click the [Complete Batch] button.

2 When the [Specify file name] window or a window for editing a file name appears, specify a file name and click the [OK] button.
When you are using PaperStream Capture Pro, PaperStream Capture Pro may proceed to the next batch without outputting images to the destination.

HINT

● While scanned images are being released, "Releasing or suspending batch" is displayed on the right side in the status bar.
When you click the message or try to close the window, a window for aborting the releasing process appears. If you click the [Abort] button while the window is open, the releasing process is aborted. In the [Batch Manager] window, you can check batch jobs that were aborted.

● When you are using PaperStream Capture Pro, you can define meta data in the scanned images based on SharePoint Online by importing fields (columns) on SharePoint into the field list in the [Meta Data] tab for a document profile in advance.

Useful Functions

This section explains the useful functions of PaperStream Capture.
In addition to the functions introduced in this section, there are other useful functions in PaperStream Capture. For details, refer to the PaperStream Capture Help or PaperStream Capture Pro Help.

Checking Improvements Made in Document Profiles

From among the editing tasks that must be carried out after scanning, tasks that can be carried out automatically by configuring the settings of a document profile are detected. If there are points that need improving in the

settings of a document profile, the [Notification] button becomes ![notification icon] .
When you click the [Notification] button, the [Notification] window appears.
You can improve editing task efficiency after scanning by changing the document profile settings in accordance with the points that need improving which are displayed in the window.
The following shows an example.

Document Profile Name   Date Edited

Points That Need Improving

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The [Notification] window is also displayed if there are improvements in the document profile settings when a test scan is performed in the [Test] tab in the window for setting a document profile.

Selecting a Scanning Method That Meets Your Needs

In PaperStream Capture, you can select a scanning method that meet your needs.
When you select [Use Batch Scan only] or [Use Simple Scan mode only], you can perform a scan with only one of the scanning methods.
The procedure to select a scanning method is shown below.

1 **From** ☰▾ **in the menu, select [Administrator Tool].**
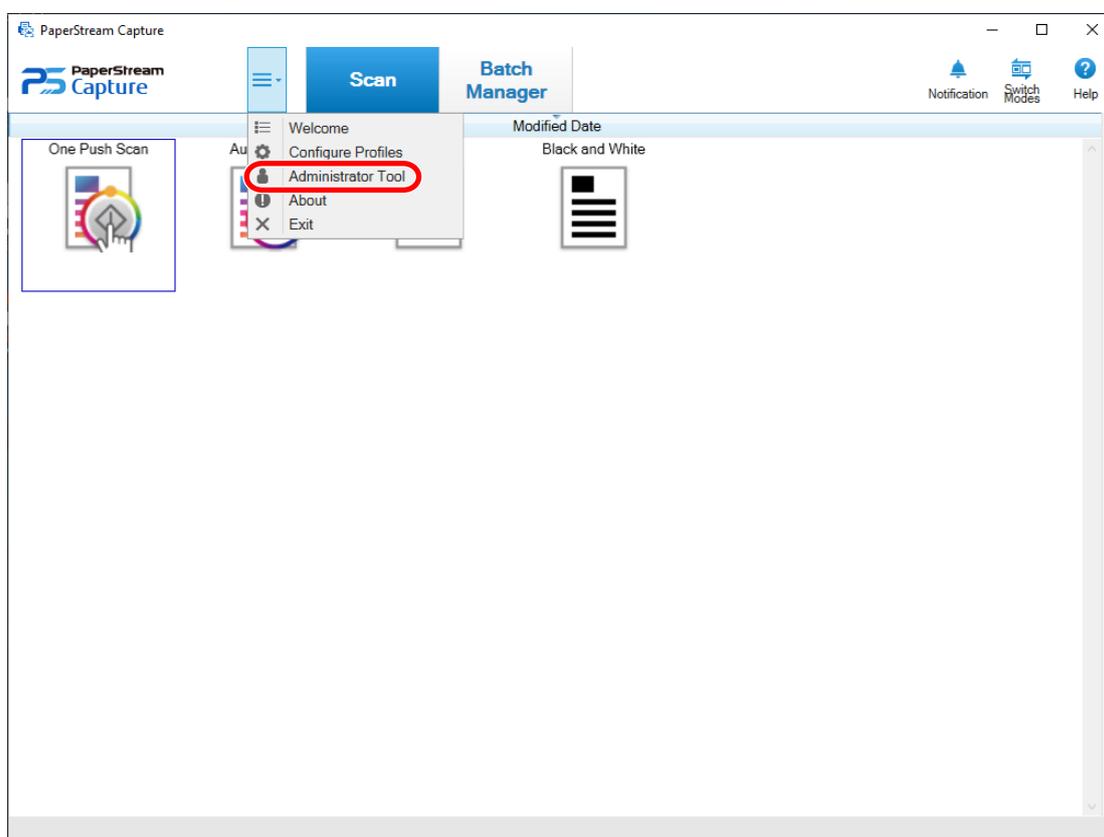
The [General] tab in the [PaperStream Capture Administrator Tool] window or the [PaperStream Capture Pro Administrator Tool] window appears.

2 **In [Switch Modes], select a scanning method from the following:**

- Use both Batch Scan and Simple Scan mode

- Use Batch Scan only

- Use Simple Scan mode only

> **HINT**
>
> - When you select [Use Batch Scan only] or [Use Simple Scan mode only], the [Switch Modes] button is not displayed.
> - If you exit PaperStream Capture or PaperStream Capture Pro, the scanning method that was specified last continues to be used.

3 **Click the [Save] button.**

The setting for a scanning method is saved.

Using the Scanner Button to Start a Scan

Documents can be scanned by using the scanner buttons ("Scan" and "Send to").
In addition, documents can be scanned by simply pressing the Scan button on the scanner immediately after the installation has finished.
Notes on scanning documents with a document profile for PaperStream Capture by using the button on the scanner are shown below.
For the basic procedure, refer to Operation Flow (page 20).

1 **When PaperStream Capture is installed, it is automatically set as the scanning application to be launched when the button on the scanner is pressed.**

> **HINT**
>
> - When connecting a network-accessible scanner to the network in order to use the scanner, install Network Setup Tool and then log on to the computer again or restart the computer. After the computer is restarted, if PaperStream Capture is not set as the application that starts up when a button on the scanner is pressed, start up Button Event Manager for your scanner and set it in the [Button Settings]. For details, refer to the Network Setup Tool Help.

If you have set events for the connected scanner in [Control Panel] before, PaperStream Capture may not be automatically set. In such a case, set events in [Control Panel] to launch PaperStream Capture when the scanner button is pressed.
For details on how to set events in [Control Panel], refer to the Operator's Guide for your scanner.

2 From in the menu, select [Administrator Tool].
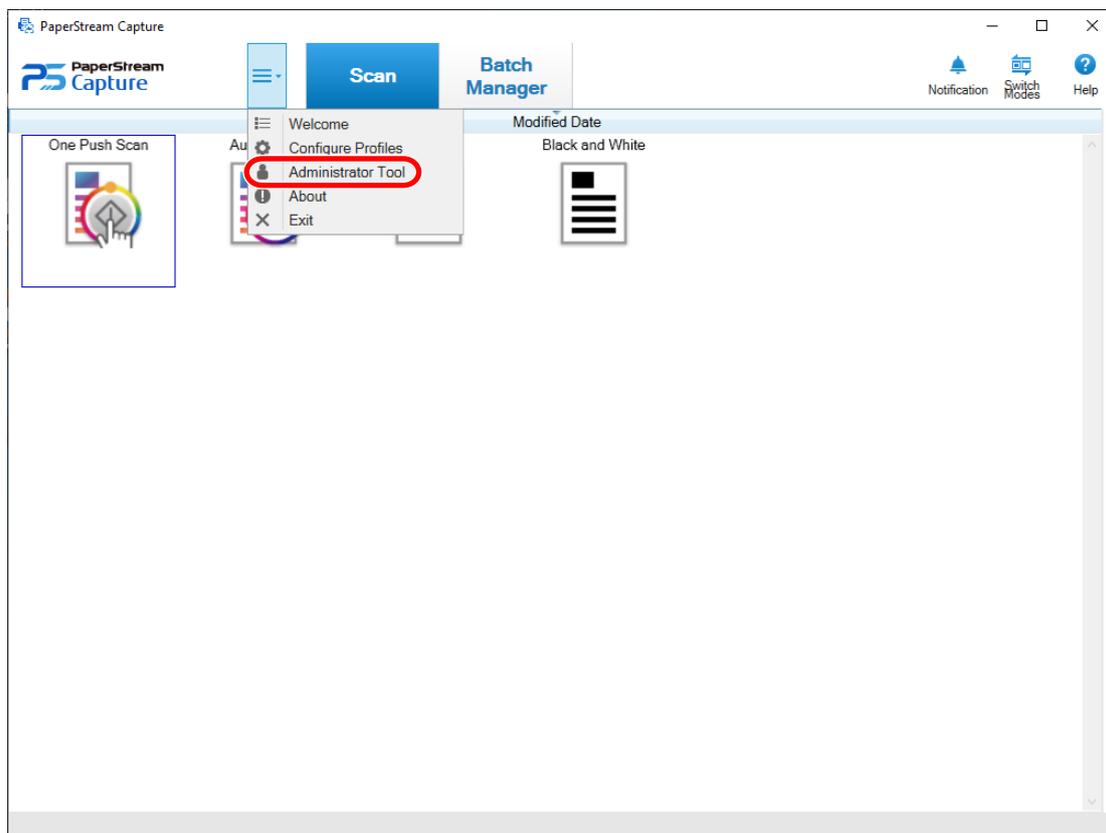
The [General] tab in the [PaperStream Capture Administrator Tool] window or the [PaperStream Capture Pro Administrator Tool] window appears.

3 Select the [Usability] tab.

4 **In [Event], click an icon that is displayed under a button name.**
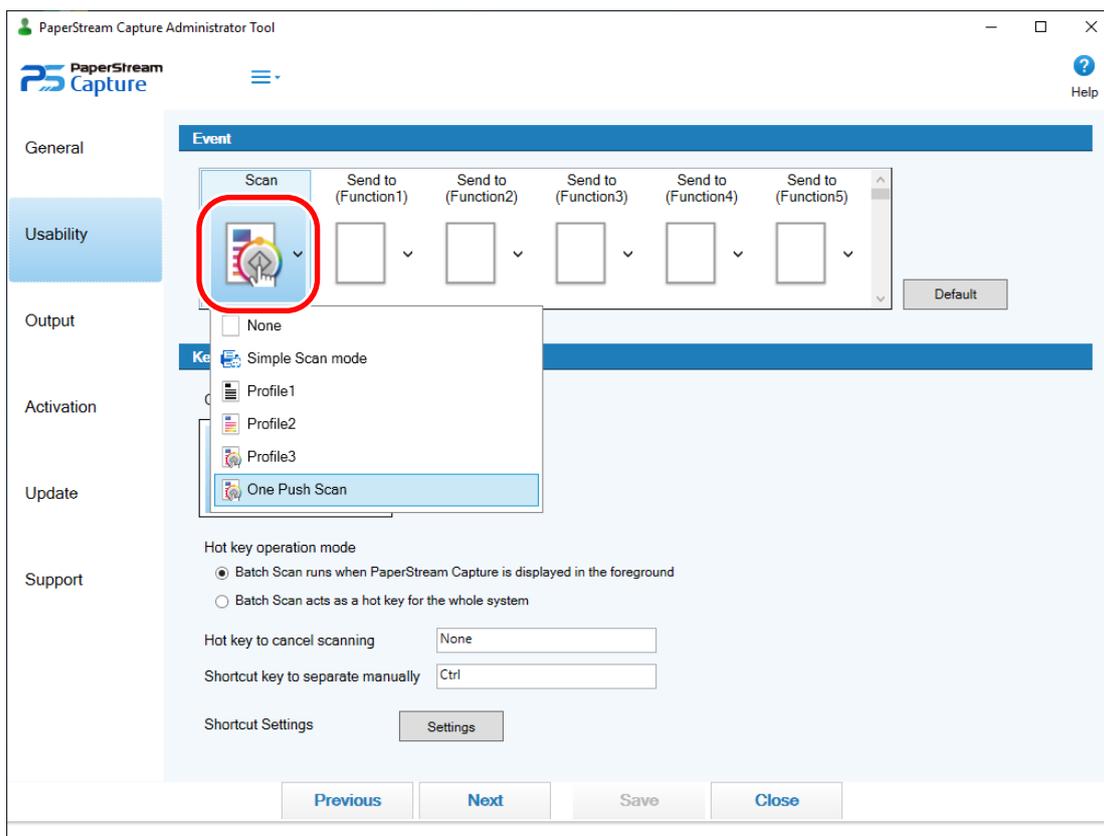
5 **In the displayed drop-down list, select the document profile that you want to specify for the button.**

Note that only [One Push Scan] in the sample profiles can be specified for the Scan button.
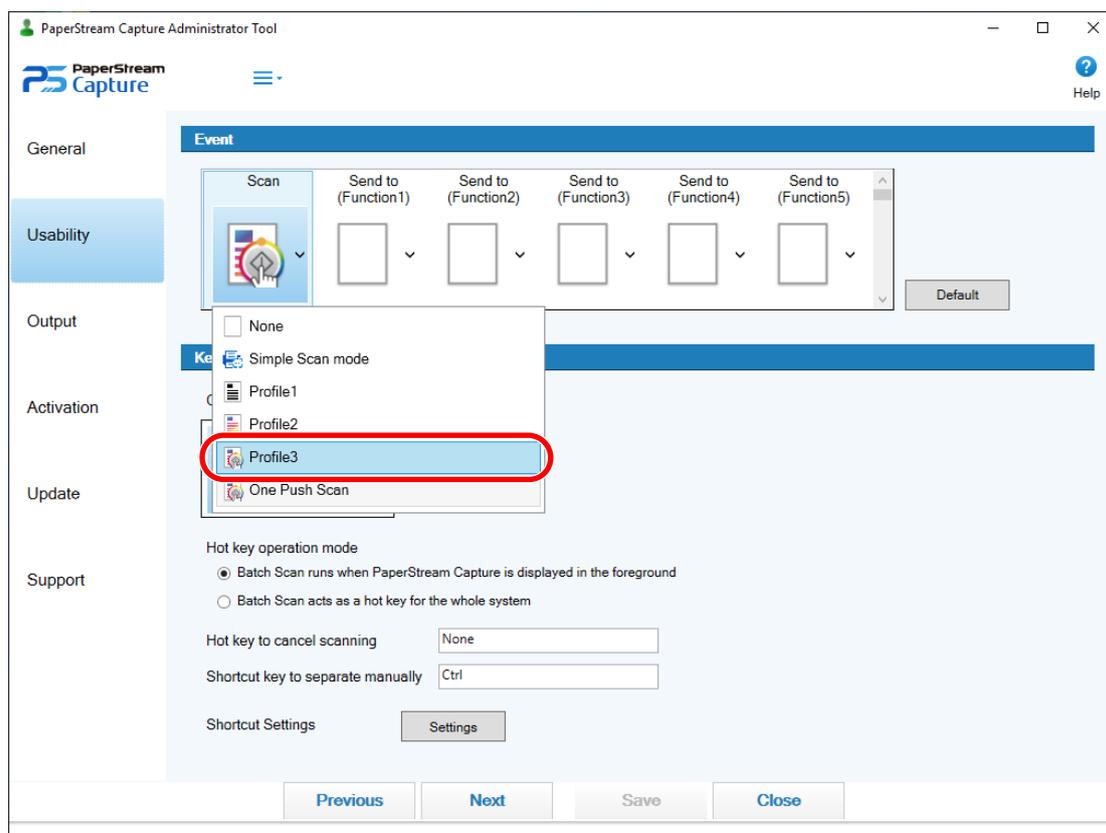
6 **Click the [Save] button.**

The settings for the document profile are saved.

7 **Click the [Close] button.**

The [PaperStream Capture Administrator Tool] window or the [PaperStream Capture Pro Administrator Tool] window is closed.

8 **Configure appropriate settings on the scanner, and then scan a document.**
For details, refer to the Operator's Guide for your scanner.

Simply pressing the Scan button on the scanner scans a document easily

When PaperStream Capture is installed, the setting described in step 1 is set, so that PaperStream Capture is launched when the button ("Scan" or "Send to") on the scanner is pressed.
In addition, the settings described in step 2 to 7 are automatically set for the Scan button, and [One Push Scan] is set as a document profile for scanning a document.
With this function, documents are scanned according to the [One Push Scan] settings by simply pressing the Scan button even though PaperStream Capture has not been started.

ATTENTION

● If PaperStream ClickScan is installed on your computer and is now running, pressing the Scan button on the scanner starts up PaperStream ClickScan for scanning. If you want to start up PaperStream Capture instead after

pressing the Scan button, perform the following steps to prevent PaperStream ClickScan from starting up at the same time you log on to the computer.

    1 Right-click the PaperStream ClickScan icon ( ) on the taskbar and select [Manage a destination].

    2 Click in the upper right of the window that appears.

    3 In the [Settings for administrators] window that appears, clear the [Start up PaperStream ClickScan when logging onto the computer] check box.

    4 Click the [Save] button.

- If the PaperStream IP (ISIS) driver is used, you must edit [One Push Scan] on the window for configuring profiles to select the scanner to be used before scanning a document by pressing the Scan button on the scanner. You can select a scanner in [Source] in the [Source] tab.

- In the following cases, even if you press the [Scan] button, you cannot apply the settings that are configured for [One Push Scan] to scan a document.
  - When the [Display sample profiles] check box is cleared in [Display] in the [General] tab on the installer window or the [PaperStream Capture Administrator Tool] window
  - When [Use Simple Scan mode only] is selected for [Switch Modes] in the [General] tab on the [PaperStream Capture Administrator Tool] window
  - When [One Push Scan] is removed from a list of document profiles in the [Configure Profiles] window
  - When [One Push Scan] is not displayed in a list of document profiles depending on the settings for [Show] in [Document Profile Information] in the [Name] tab
  - When the Scan button is set to start another application

- Depending on the scanner you are using, the document profile name that is specified for the button ("Scan" or "Send to") on the scanner is displayed on the operation panel.
  However, the document profile name is not displayed correctly in the following cases:
  - The name is set in a language that the scanner does not support (Unsupported languages are displayed with a black square)
  - The name does not fit into the display range (48 characters)

HINT

- When the Scan button on the scanner is used to scan a document with the [One Push Scan] document profile, the [Specify file name] window appears before a file is output. In this case, specify a destination folder and file name to save a file.
- The default output file format for the [One Push Scan] document profile is PDF.

Marking Images That Need to Be Checked

If problems are detected on a scanned image, the image can be marked to be checked.

This section explains the procedure in Batch Scan mode to create a new profile by cloning an existing document profile and mark the scanned images that need to be checked.

1 From in the menu, select [Configure Profiles].
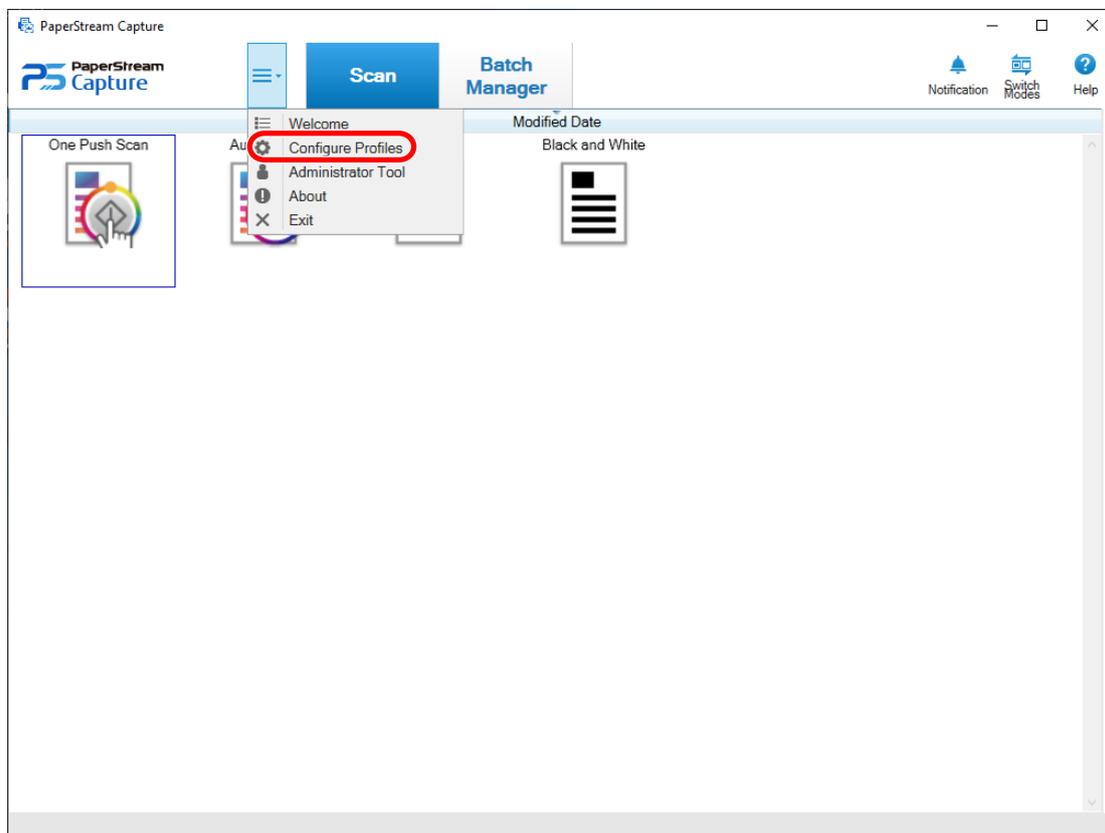
2 Put the mouse pointer over the icon of an existing document profile and click that appears.
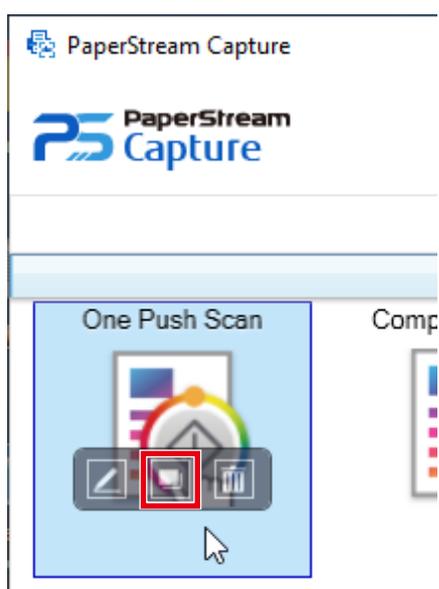
A window for configuring the profile appears.

3 **Select the [Source] tab.**

4 **In [Mark Options], select an item or more to be checked on the scanned images that you mark, from the following items:**

- AIQC (Automatic Image Quality Check)
  Marks a scanned image when an error such as a fold or tear in the document is detected.

- Multifeed
  Marks a scanned image when overlapping is detected.

- Blank page
  Marks a scanned image when a blank page is detected.

- APS accuracy
  Marks a scanned image when an image is detected by the [Automatic Profile Selection] function in the PaperStream IP (TWAIN) driver and is recognized inaccurately.
  This is enabled when [Automatic Profile Selection] is set to [On] in the PaperStream IP (TWAIN) driver profile that is selected for [Scanner Driver Profile] under [Source Parameters].

5 **Click the [Save] button.**

The settings for the document profile are saved.


ATTENTION

- If you select the items to be checked for [Mark Options] and you select [Release After Scan] for [Display Options], select the [Check the scanned data when an error or mark is detected] check box to display a window for checking the detected images.

- The settings for [Mark Options] are given priority over the settings for multifeed detection or blank page detection in the PaperStream IP driver.

HINT

- If the setting items that are selected for [Mark Options] are detected, the background frame for the thumbnail of the page and the frame of the viewer will be marked with a color.
  The colors corresponding to the setting items for [Mark Options] are as follows:

  - AIQC: Yellow

  - Multifeed: Red

  - Blank page: Black

  - APS accuracy: Purple (Supported for the PaperStream IP (TWAIN) driver only)

For example, when [Multifeed] is selected for [Mark Options], the following marks are added if a multifeed is detected.
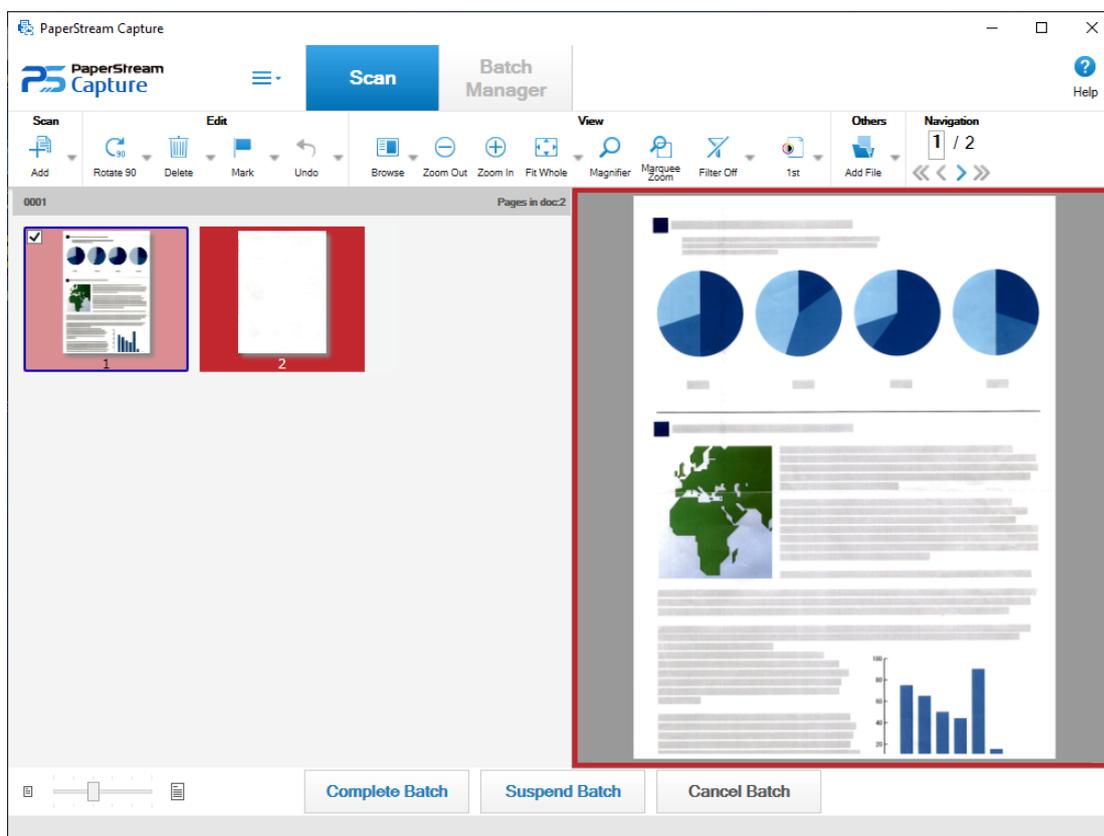
Printing with the Linked Imprinter

By linking up with the imprinter, the following items can be printed on a scanned document.

● Page counter

● Sheet counter

● Batch folder name

● Batch folder name and page counter

● Batch folder name and sheet counter

Printing a batch folder name and a page counter enables you to distinguish between the documents that were scanned and the documents that are not scanned. In addition, by looking at the printed folder name, you can find the folder in which scanned images are saved and check them.

For details, refer to the PaperStream Capture Help and PaperStream Capture Pro Help.

This section explains the procedure in Batch Scan mode to create a new document profile by cloning an existing document profile, link up with the imprinter, and print a page counter on the scanned documents.

1 **From** **in the menu, select [Configure Profiles].**
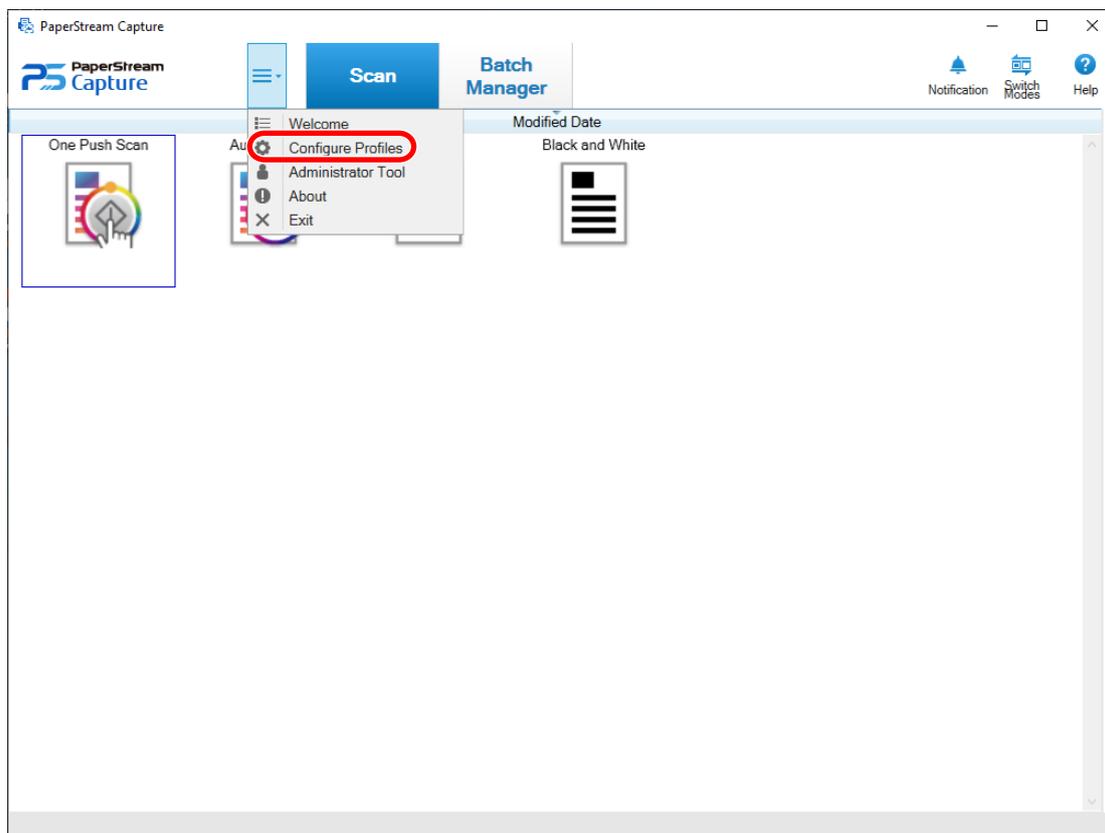
2 **Put the mouse pointer over the icon of an existing document profile and click** **that appears.**
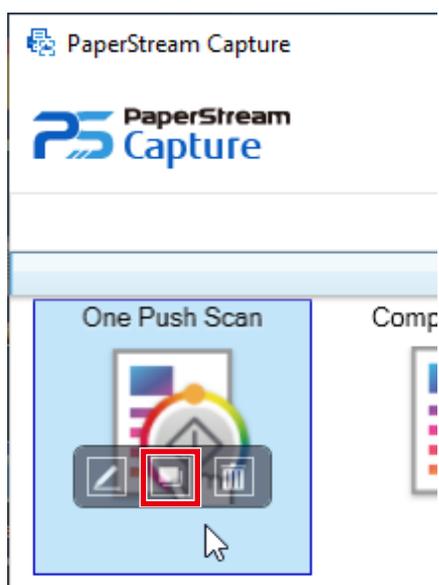
A window for configuring the profile appears.

3 **Select the [Destination] tab.**

4 In [File Properties], click the drop-down list (shown in the figure below) and select [Print page count].
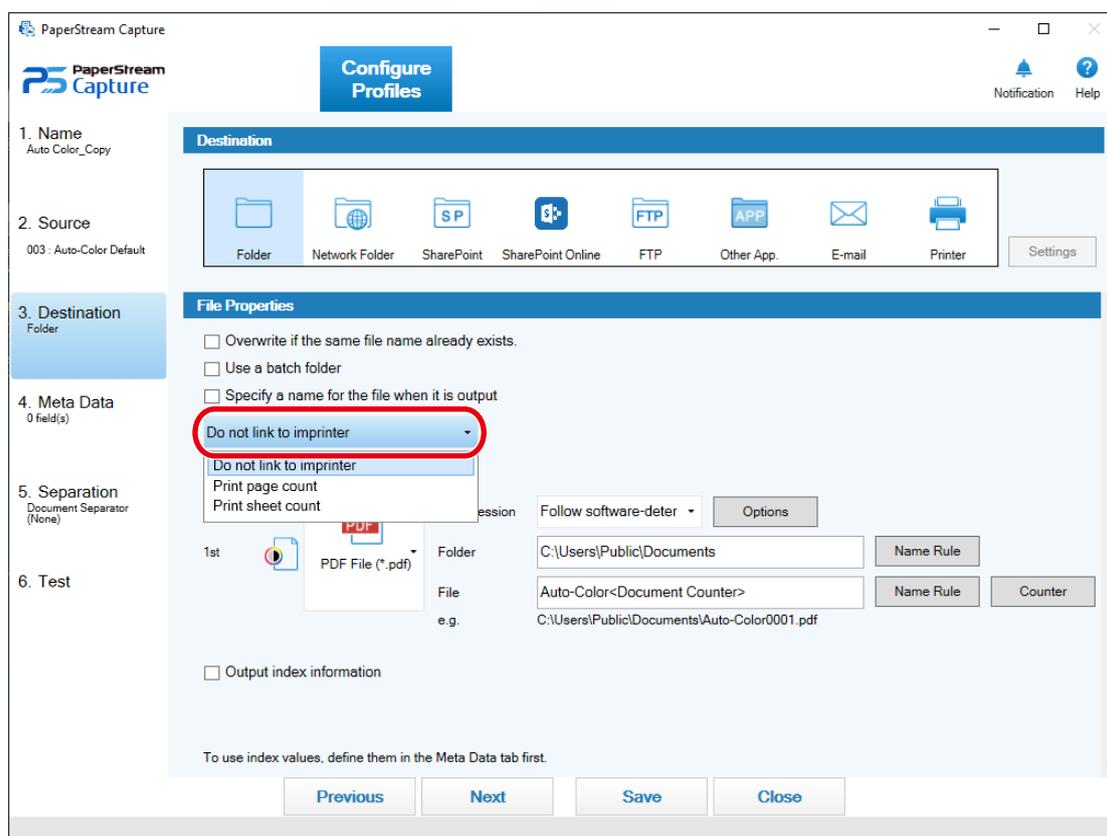
5 Click the [Name Rule] button to the right of the input field for [File].

The menu appears.

6 Select [Page Counter] from the displayed menu.

A file name that is based on the name rule is automatically displayed in [e.g.].

7 Select the [Done] button to close the menu.

8 Click the [Save] button.

The settings for the document profile are saved.


ATTENTION

● While the imprinter is being linked with PaperStream Capture Pro, when the Batch Scan mode is selected in an single station operation or on the Scan & Index station in a multi-station operation, a page counter can be printed on the documents.

● In the following cases, the page counters and imprinter counters are not synced:

  - The number of pages scanned by the scanner and the number of pages recognized by the software do not match, due to blank page skip, multi-image output, or any other reason

  - In duplex scanning mode, the imprinter prints characters on the back side

  - A separator is used or the number of pages is specified to divide a document stack into multiple stacks

- The page counter or the page output order is changed after scanning finishes and before a release process starts

- When [Print page count] is selected in the [Destination] tab while the character string for printing specified in the PaperStream IP driver does not include any counters, a counter is appended to the printed character string. When the initial value of [Page Counter] in the [Counter Options] window is a value from 1 digit to 5 digits, the imprinter counter is 5 digits, and when the initial value is 6 digits or more, the imprinter counter is 8 digits. When the imprinter is disabled in the PaperStream IP (ISIS) driver settings while [Print page count] is selected in the [Destination] tab, depending on the scanner, the imprinter may print only the counter value without printing the character string.

- This function does not link to the initial value of the counter for the digital endorser in the PaperStream IP driver.

- The imprinter cannot correctly print values greater than 16777215. Alternatively, an error message of the PaperStream IP driver may be displayed.

- The page counter is updated after release. Therefore, in the following cases, the number displayed in the page counter and the number printed by the imprinter may be different. Be careful when you use the numbers.

  - Document profile settings

    - Selecting [Print page count] and setting [Page Counter] for the file name in the [Destination] tab

    - Select [Continue with each batch] of [Page Counter] on the [Counter Options] window

    - Select an option other than [Release After Scan] in the [Source] tab

  - Scanning

    - Suspending or aborting a batch job whose images are scanned with the document profile above

    - Starting a different scan with the same document profile

    - Releasing a new batch job before releasing a batch job that has been suspended or aborted

- Even with [Print page count] selected in the [Destination] tab, the imprinter does not print any characters on the following documents:

  - A document that is scanned without setting [Page Counter] for the name rule

  - Documents that are scanned in order to be added to or replaced with existing images

  - Documents that are scanned by clicking a document profile in the [Test] tab

  However, with the imprinter enabled in the PaperStream IP driver settings, the imprinter prints characters.

Specifying a File Name by Using the Name Rule

You can specify a name which follows the rule, for a file name, folder name, and index information file name.
For example, if you specify [Release Date], [Profile Name], and [Page Counter] for a file name, you can recognize the information such as when the file was created, what type of document profile was used, and what page of the scanned images was output, by checking the file name.
For details about the name rule, refer to the PaperStream Capture Help and PaperStream Capture Pro Help.
This section explains the procedure in Batch Scan mode from creating a new document profile by cloning an existing document profile through specifying a file name by using the name rule.

1   From ⬛ in the menu, select [Configure Profiles].
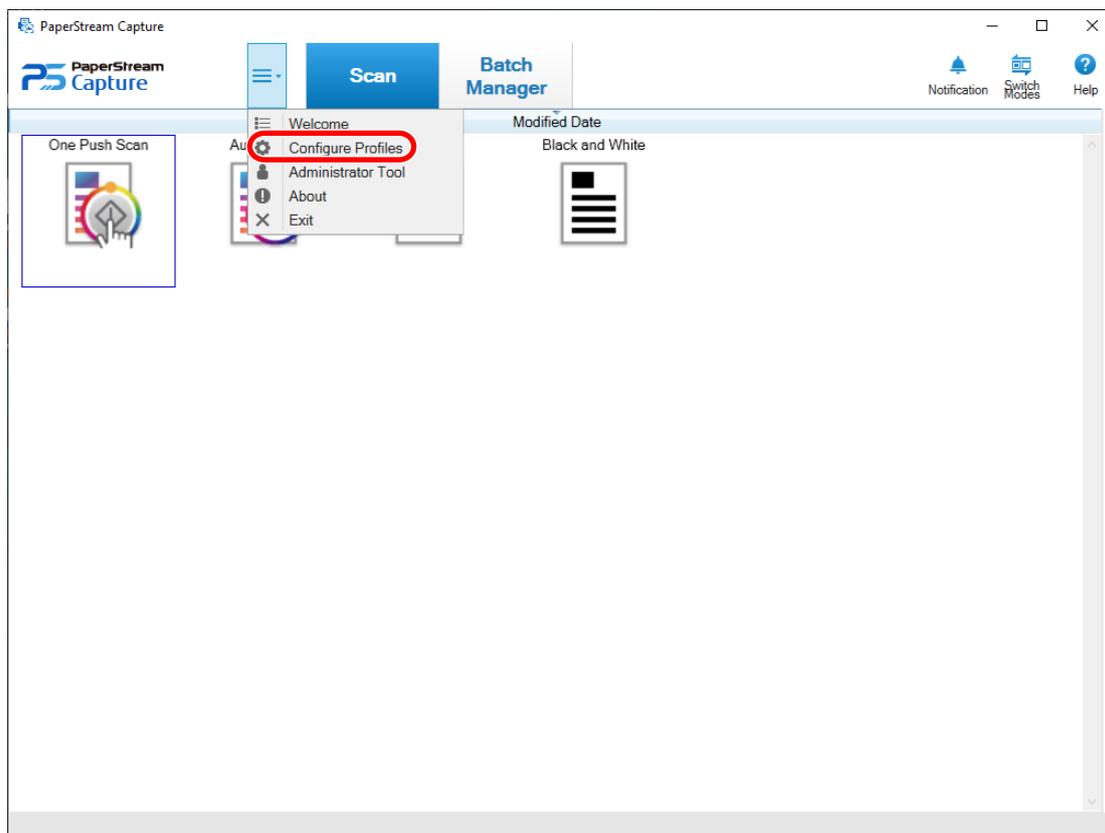
2   Put the mouse pointer over the icon of an existing document profile and click 🖵 that appears.
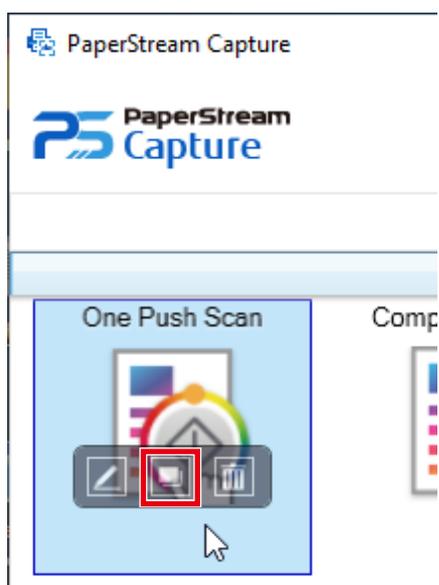
A window for configuring the profile appears.

3   Select the [Destination] tab.

4 **Click the [Name Rule] button to the right of the input field for [File] in [File Properties].**

The menu appears.

5 **Select an item to be specified from the displayed menu.**

A file name that is based on the name rule is automatically displayed in [e.g.].

6 **Select the [Done] button to close the menu.**

7 **Click the [Save] button.**

The settings for the document profile are saved.

HINT

● If you select [Document Counter], [Page Counter], or [Sheet Counter] for [Name Rule], configure the settings on the [Counter Options] window that appears when you click the [Counter] in order to tailor the output results to the results you want.
Examples are shown below. All the examples assume that 15 sheets in a document are scanned in duplex mode and divided into a set of 3 sheets (6 pages).
For details on how to divide documents, refer to Dividing a Document Stack Using Patch Codes (page 51), Dividing a Document Stack Using Barcodes (page 55), the PaperStream Capture Help, or the PaperStream Capture Pro Help.

Output results you want

    - A folder is created with a serial number for each set and images are saved into this folder.

    - An image file is created for each page and a file name is created for you to recognize the sheet number as well as the front page or back page.

Settings

    - Output format for files
      Each page is output as a single file.

    - File name
      Specify the name rule with [Document Counter], [Folder Delimiter], [Sheet Counter], and [Output Side] in this order.

    - Counter Options

      ● Document Counter
        Specify "1" for [Start with], select [Continue with each batch], and specify "2" for [Minimum digits].

      ● Sheet Counter
        Specify "1" for [Start with], select [Reset after each batch], and specify "1" for [Minimum digits].

Example of an output in a PNG format

    - Folder name
      01, 02, 03, 04, 05

    - File name

1F.png, 1B.png, 2F.png, 2B.png, 3F.png, 3B.png
Image files with the same name file are created in each folder. A number indicates the sheet number, F indicates the front, and B indicates the back.

Output results you want

- A folder is created with a serial number for each set and images are saved into this folder.

- An image file is created for each page and a file name is created for you to recognize the total page number regardless of the folder.

Settings

- Output format for files
  Each page is output as a single file.

- File name
  Specify the name rule with [Document Counter], [Folder Delimiter], and [Page Counter] in this order.

- Counter Options

  ● Document Counter
    Specify "1" for [Start with], select [Continue with each batch], and specify "2" for [Minimum digits].

  ● Page Counter
    Specify "1" for [Start with], select [Continue with each batch], and specify "2" for [Minimum digits].

Example of an output in a PNG format

- Folder name
  01, 02, 03, 04, 05

- File name
  01.png, 02.png, , , 30.png
  6 files are saved into each folder. For example, 01.png to 06.png are saved into the 01 folder and 07.png to 12.png are saved into the 02 folder.

Output results you want

A file is created for each set with a sequential number for the file name and all files are saved into the "Doc" folder.

Settings

- Output format for files
  A file with multipages is output in a TIFF or PDF file format.

- File name
  Enter "Doc" in the input field, then specify the name rule with [Folder delimiter] and [Document Counter] in this order for [Name Rule].

- Counter Options

  ● Document Counter

> Specify "1" for [Start with], select [Continue with each batch], and specify "2" for [Minimum digits].
>
> **Example of an output in a PDF format**
>
> - Folder name
>   Doc
>
> - File name
>   01.pdf, 02.pdf, 03.pdf, 04.pdf, 05.pdf
>   Each PDF file consists of 6 pages.
>
> Increase the minimum digits when a large number of documents are scanned. For example, specify "4" or higher for the minimum digits when 1,000 files are output with a serial number.

Checking the Information of an Output File with an Index Information File

Items that are output to an index information file as well as the order in which the items are output can be specified for each document profile.
If you output an index information file, you can check each item in the information of the output file.
For details about the items that can be configured, refer to the PaperStream Capture Help or PaperStream Capture Pro Help.
This section explains the main points for using the Batch Scan mode to create a new document profile by cloning an existing document profile and configure an index information file.

1 From in the menu, select [Configure Profiles].
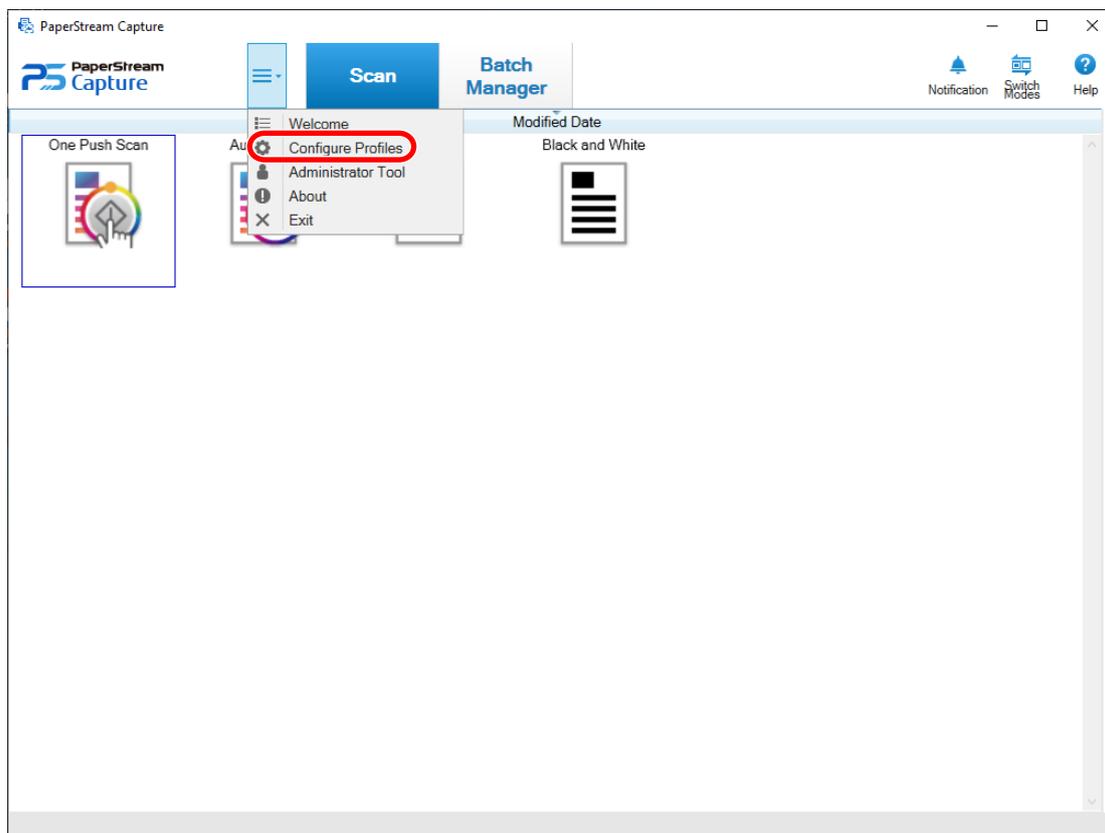
2 Put the mouse pointer over the icon of an existing document profile and click that appears.
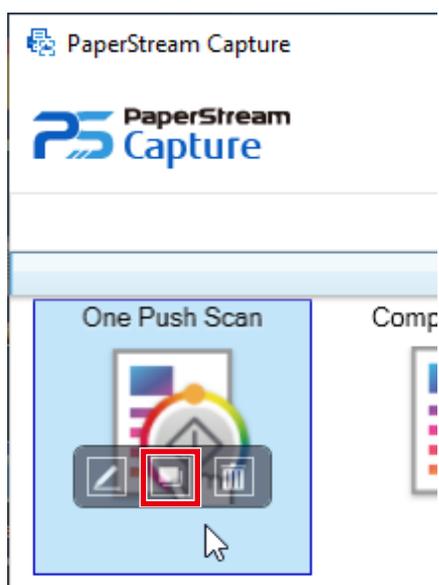
A window for configuring the profile appears.

3 Select the [Destination] tab.

4 **Select the [Output index information] check box under [File Properties].**
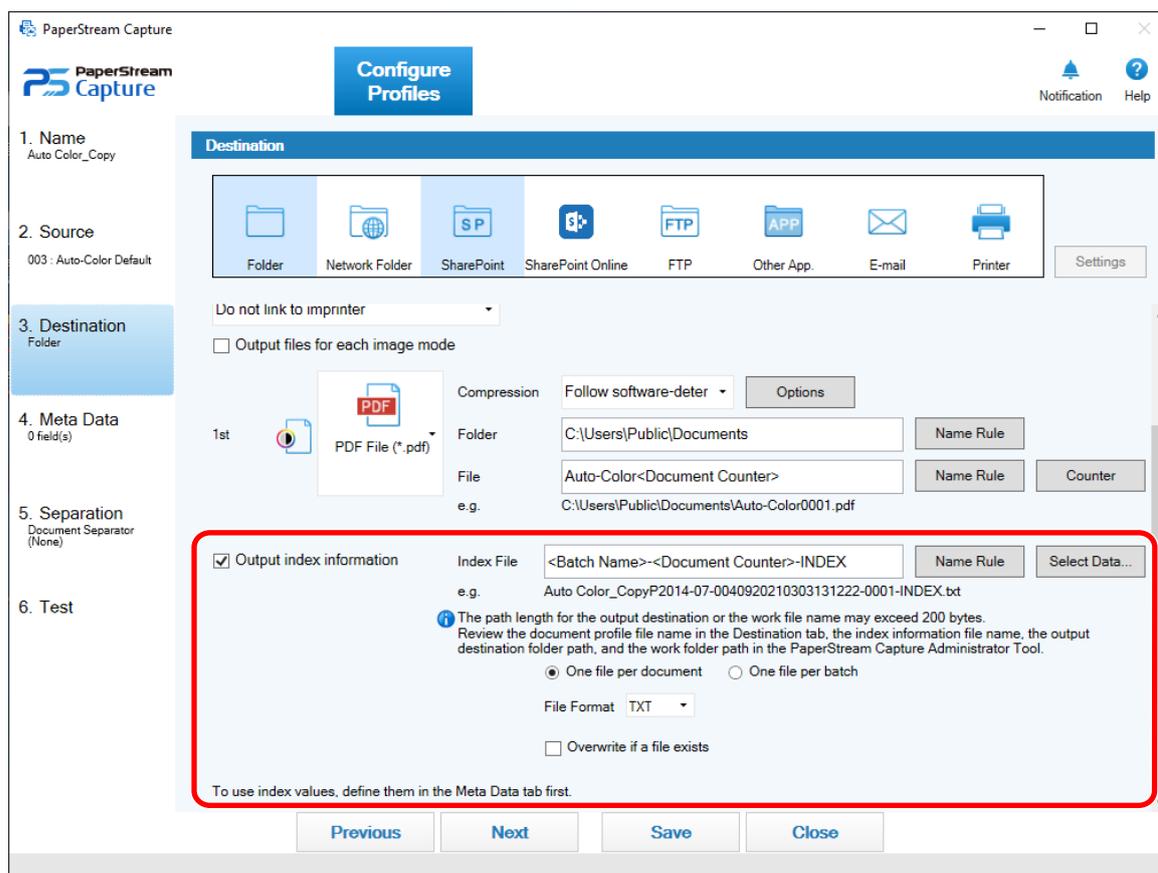
5 **Specify a file name in [Index File].**

6 **If necessary, click the [Select Data] button and customize the output items in the [Index List Options] window.**
If you have specified [TXT] or [CSV] for the file format setting of the index information file and want to output item names to the first row in an index information file, select the [Output a field name to the file-header] check box.

7 **Select [One file per document] or [One file per batch] for a condition in which an index information file is output.**

8 **In [File Format], select a file format for index information files from the following:**

● TXT

● XML

● CSV

9 **If you selected [CSV] for the file format for index information files, select a delimiter for the information that is described in index information files.**

10 **Click the [Save] button.**

The settings for the document profile are saved.

Using Scanned Information by Setting Meta Data

Setting meta data allows you to scan the following information on a document and use the recognized character strings for the name of a file or folder, or for a keyword that is used to perform a search in a PDF file.

- Zonal OCR

- Barcode

- Passport
  (MRZ upper part, MRZ lower part, Issuing country, Surname, Given names, Passport number, Nationality, Date of birth, Sex, Date of expiry, Personal number)

- ID card (TD1)
  (MRZ upper part, MRZ middle part, MRZ lower part, Issuing country, Document number, Optional information at the discretion of the issuing country in the MRZ upper part, Date of birth, Sex, Date of expiry, Nationality, Optional information at the discretion of the issuing country in the MRZ middle part, Surname, Given names)

This section explains the procedure in Batch Scan mode to create a new document profile by cloning an existing document profile and set meta data for the created document profile.

ATTENTION

- When using the fi Series scanner, to use data contained in a two-dimensional barcode as meta data in PaperStream Capture, you need to install 2D Barcode for PaperStream.
  For some scanner models, there may be a charge for installing 2D Barcode for PaperStream.

- When using the SP Series scanner, to use data contained in a two-dimensional barcode as meta data, you need to install PaperStream Capture Pro.
  For details about PaperStream Capture Pro, refer to Functions of PaperStream Capture Pro (page 68).

HINT

- Meta data can be set with other information in PaperStream Capture Pro. For details, refer to Advanced Settings for Meta Data (page 69).

---

1 From in the menu, select [Configure Profiles].
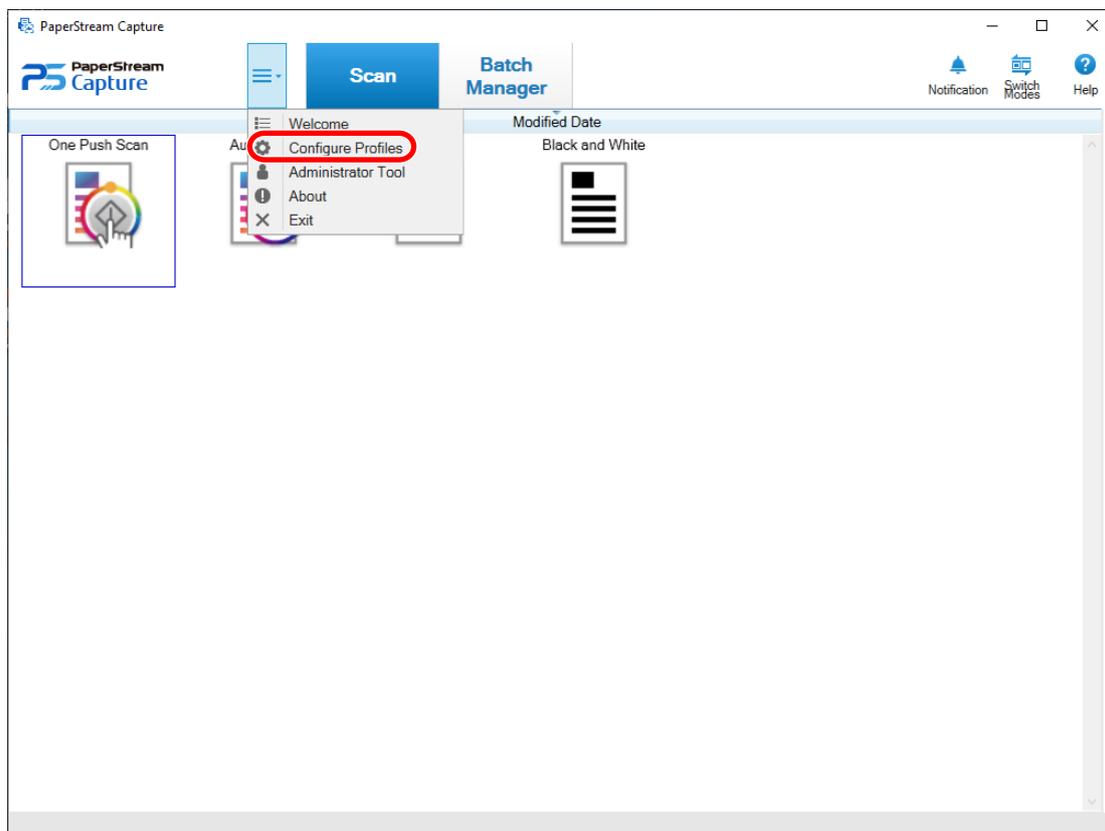
2 Put the mouse pointer over the icon of an existing document profile and click that appears.
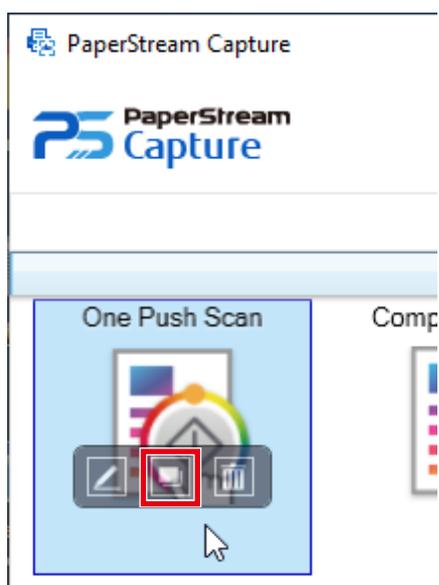
A window for configuring the profile appears.

3 Select the [Meta Data] tab.

4 Add a field to [Field List] and set [Field Attributes].

For PaperStream Capture Pro, also set [Field Rules] and [Applied page].

> **ATTENTION**
> - If the number of fields with [Zonal OCR], [Passport], or [ID card (TD1)] selected for [Type] plus the number of separators with [Zonal OCR] selected in the [Separation] tab reaches the maximum number, [Zonal OCR], [Passport], and [ID card (TD1)] are grayed out, becoming unavailable.

5 Click the [Save] button.

The settings for the document profile are saved.

> **ATTENTION**
> - When a passport or an ID card (TD1 card) is scanned with PaperStream Capture or PaperStream Capture Pro, the MRZ (Machine Readable Zone) is automatically specified as the recognition area for a field.
> However, if the PaperStream IP (ISIS) driver is used to scan a passport or an ID card (TD1 card) with PaperStream Capture, the MRZ cannot be automatically detected. After a passport or an ID card (TD1 card) is scanned, specify the part (44 characters/digits for a passport, 30 characters/digits for an ID card (TD1 card)) of the MRZ, which includes information, as the recognition area in [Draw Zone] of the [Scan] window (for Checking/Editing).

Specifying File Names Using the Result of Barcode Recognition

PaperStream Capture supports the barcode recognition function.
With this function, you can perform barcode recognition on a specified area of a document and use the recognized character string as a file or folder name. Also, when barcodes are used to divide a document stack, you can use the barcode recognition result to specify file names.
This section explains the procedure in Batch Scan mode from creating a new document profile by cloning an existing document profile through specifying a file name by using a barcode recognition result.
For the basic procedure, refer to Operation Flow (page 20).

1 Refer to the barcode types and detection parameters, and prepare a document on which the barcodes to be detected are printed.

For details, refer to the PaperStream Capture Help and PaperStream Capture Pro Help.

2 **From** **in the menu, select [Configure Profiles].**
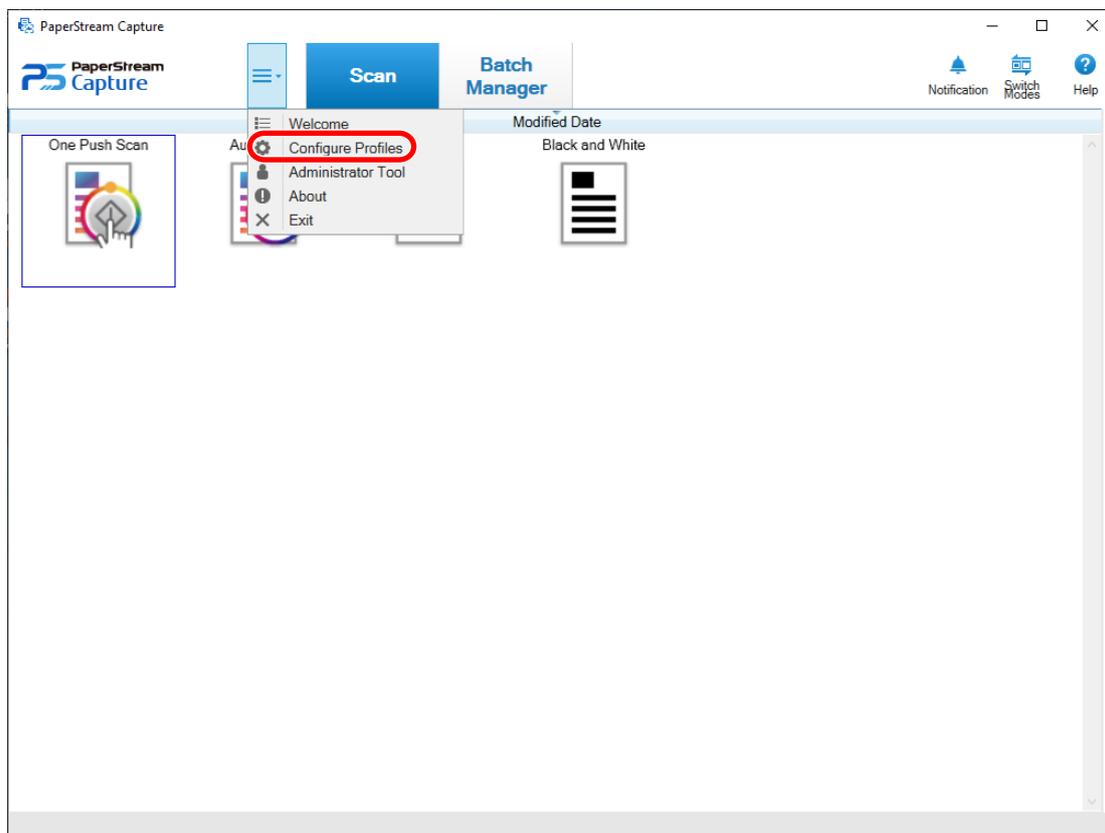
3 **Put the mouse pointer over the icon of an existing document profile and click** **that appears.**
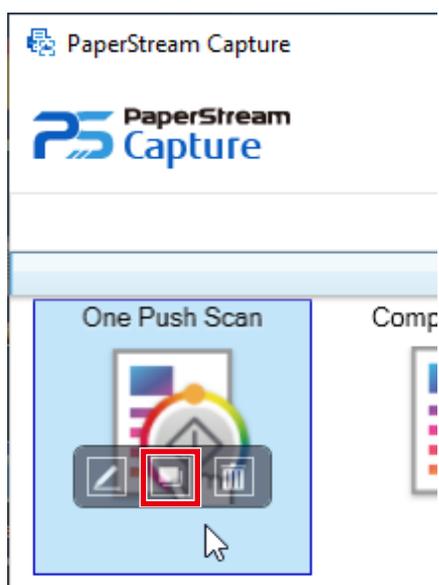
A window for configuring the profile appears.

4 **Select the [Meta Data] tab.**

5 Click [Add] in [Field List].

6 Select [Barcode] from [Type] in [Field Attributes], and then select one or more barcode types to be detected.

7 Click the [Define Area >>] button.

The window for setting recognition areas (meta data) appears.

8 Load a document prepared in step 1 in the scanner.

9 In the [Scan] section on the toolbar, click [Add].

A scanned image is displayed in the viewer when scanning is completed.

10 In the [Edit] section on the toolbar, click [Draw Zone].

11 On the scanned image, click and drag to select an area to detect a barcode.
The result of barcode recognition for the selected area is displayed in the field panel.
Only one area can be selected.
Select an area with enough space.

Clicking the cancel button ( ) next to the selected area clears the selection.

The selected area is displayed in a blue frame.
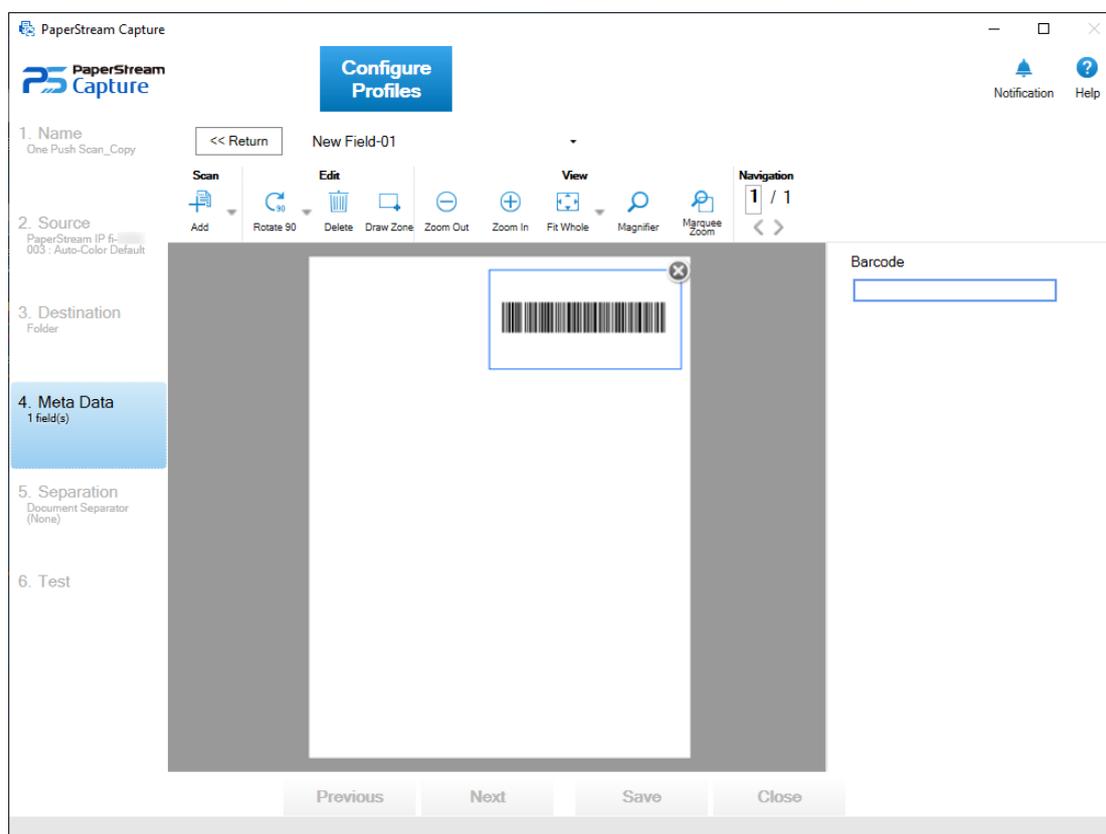
**12** Check that the area is recognized correctly, and click the [<< Return] button.

13 Select the [Destination] tab.

14 Click the [Name Rule] button to the right of the input field for [File] in [File Properties].

The menu appears.

15 Put the mouse pointer over [Meta Data] that is in the displayed menu in order to display another menu, and then select a field that you want to use from that menu.
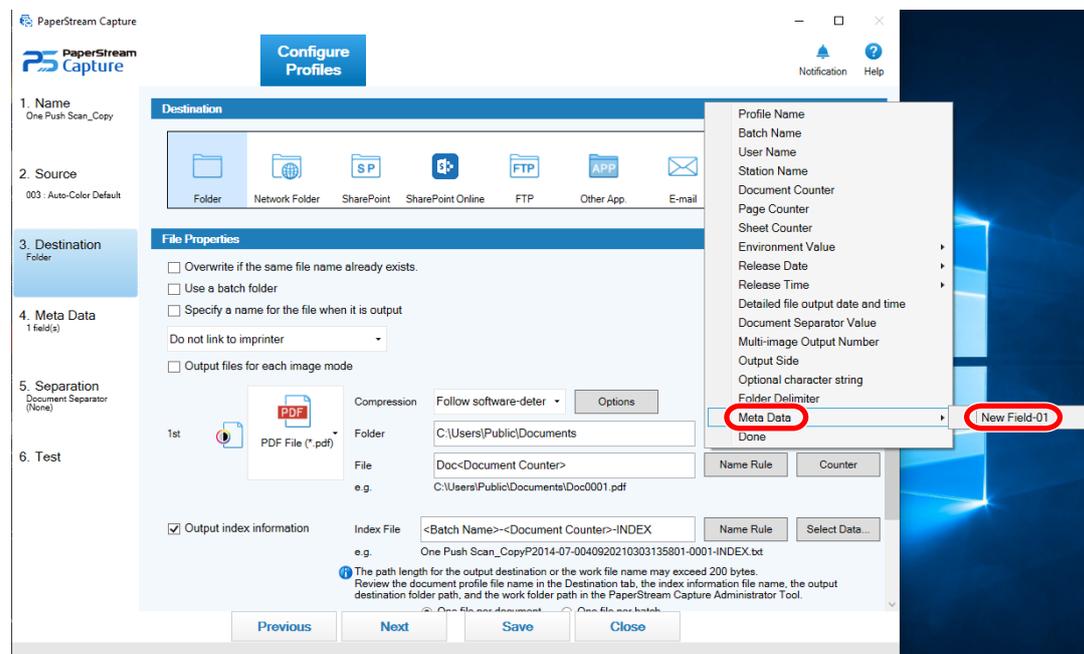
16 Select the [Done] button to close the menu.

17 Click the [Save] button.

The settings for the document profile are saved.

Dividing a Document Stack Using Patch Codes

PaperStream Capture supports the separation function using barcodes.
This function allows you to divide scanned images of a multipage document into specified units of pages without interrupting the ongoing scan. The multipage document is divided into specified units of pages and consequently each unit of the scanned images is displayed separately as a document stack.
Notes for using patch codes to divide a document stack are shown below.
For the basic procedure, refer to .

1 Prepare patch codes, and print them on sheets that are used as separators.

Print the required number of patch code sheets provided by the PaperStream IP driver.
For details, refer to the PaperStream IP driver Help.

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> **HINT**
>
> ● When PaperStream IP (ISIS) driver is used for PaperStream Capture, the following patch codes can be used:
>
>   - Patch1
>
>   - Patch2
>
>   - Patch3
>
>   - PatchT
>
> PaperStream Capture Pro does not support PaperStream IP (ISIS) driver.

2 From ![menu icon] in the menu, select [Configure Profiles].
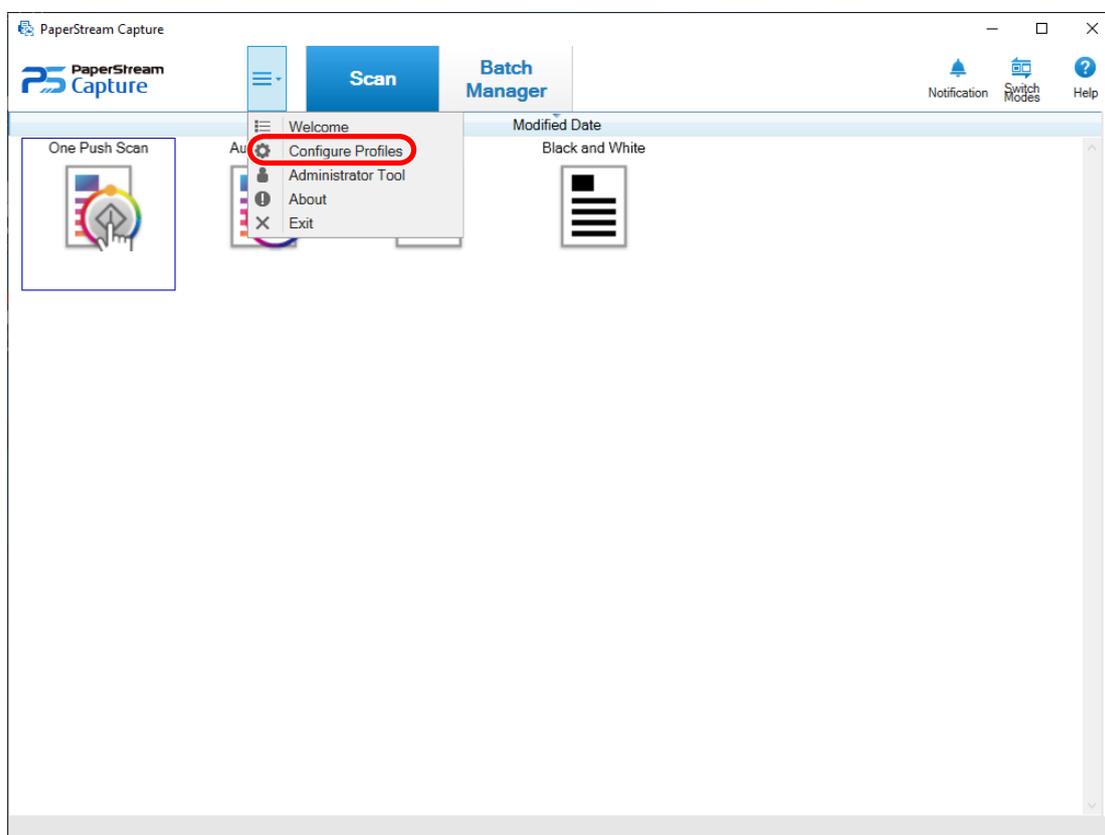
3 **Put the mouse pointer over the icon of an existing document profile and click [icon] that appears.**
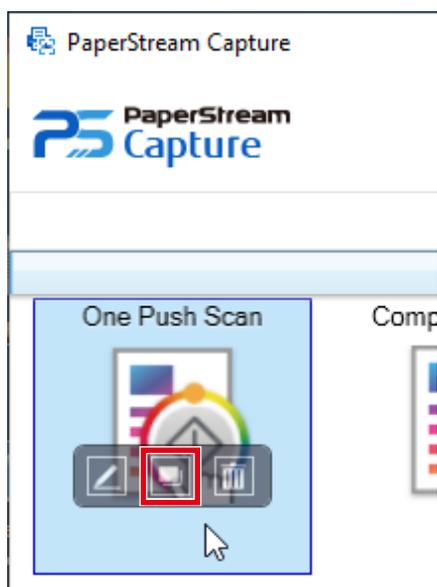
A window for configuring the profile appears.

4 **Select the [Separation] tab.**

5 **Click [Patch Code] for [Detect Doc Separator].**
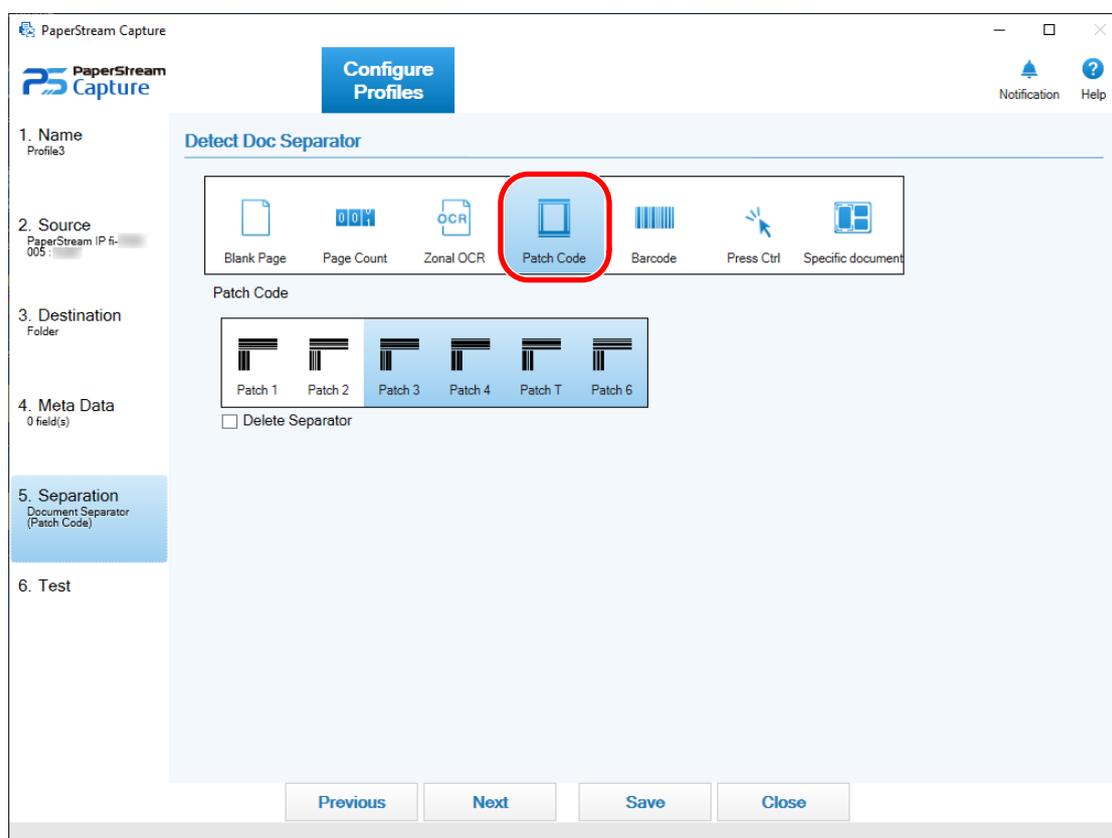
6 **Select a patch code to be detected for [Patch Code].**

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7 To not save images of documents that are used as separators, select the [Delete Separator] check box.

8 Click the [Save] button to save the settings.

9 Click the [Close] button to close the window for setting a document profile.

10 Click ↩ in the menu.

11 Prepare a document stack that you want to scan and insert separators in the places where you want the document stack to be separated.

Patchcode-printed sheets
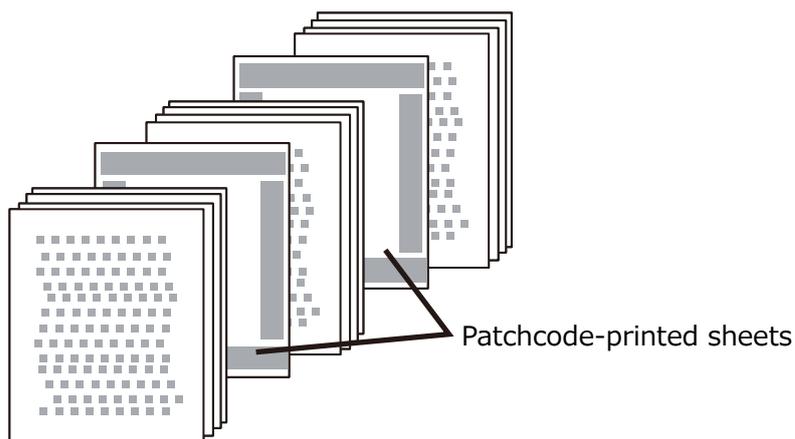
12 Scan a document stack.
Load a document stack with the separator-printed side face-down on the ADF paper chute.
The document is scanned and divided at the points where the separators have been inserted, into smaller stacks.

13 Check that the scanned images are separated correctly.
If necessary, edit the location where the scanned images are separated.

HINT

● You can save images of a scanned document that are separated by patch code sheets, in separate folders.
This section explains an example where you specify the value for [Document Counter] as a folder name for each separator.

1 Click the [Destination] tab.

2 Select [Document Counter] in the menu that appears when you click the [Name Rule] button to the right of the input field for [File] in [File Properties].

3 Enter \ (/ for an FTP server as the output destination) behind <Document Counter>, which is displayed in the input field.

4 Click the [Save] button.

> The settings for the document profile are saved.

Dividing a Document Stack Using Barcodes

PaperStream Capture supports the separation function using barcodes.
This function allows you to divide scanned images of a multipage document into specified units of pages without interrupting the ongoing scan. The multipage document is divided into specified units of pages and consequently each unit of the scanned images is displayed separately as a document stack.
Notes for using barcodes to divide documents are shown below.
For the basic procedure, refer to Operation Flow (page 20).

> **ATTENTION**
>
> - To use two-dimensional codes as separators in PaperStream Capture, you need to install 2D Barcode for PaperStream.
>   For some scanner models, there may be a charge for installing 2D Barcode for PaperStream.

1 **Refer to the barcode types and detection parameters, prepare barcodes, and print them on sheets that are used as separators.**
   For details about the barcode types and detection parameters, refer to the PaperStream Capture Help or PaperStream Capture Pro Help.

**2** From in the menu, select [Configure Profiles].
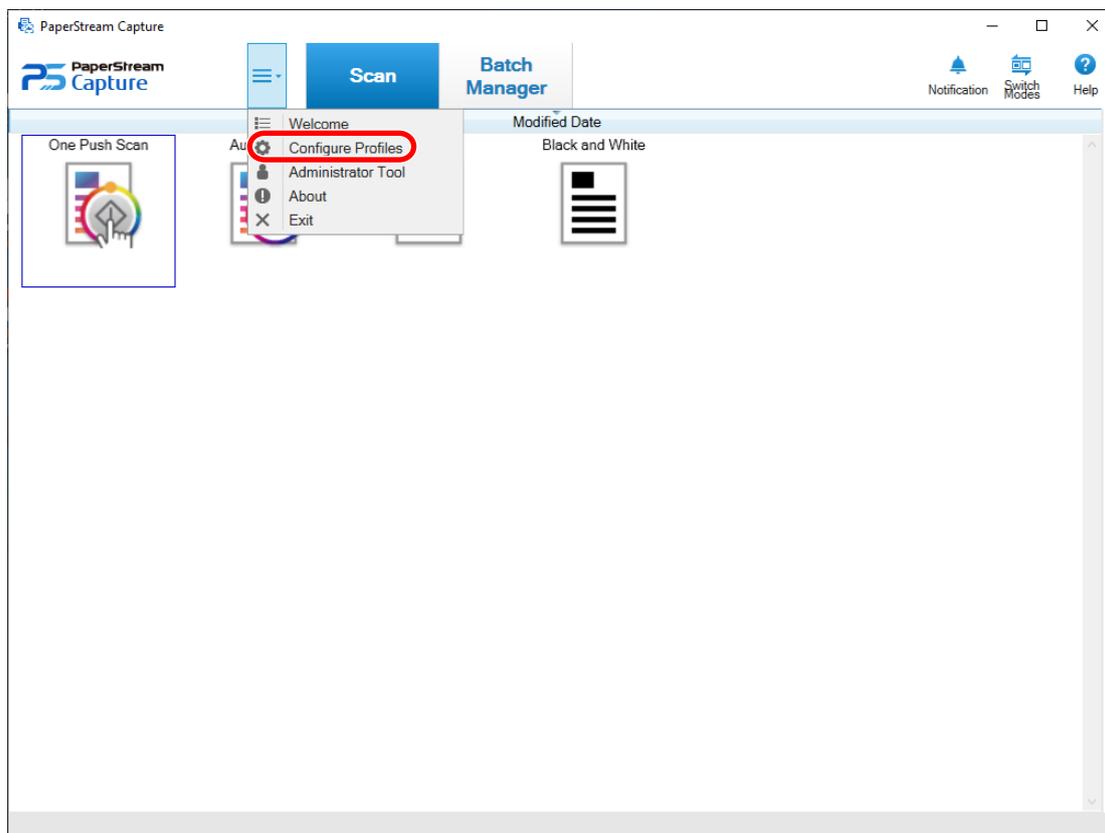
**3** Put the mouse pointer over the icon of an existing document profile and click that appears.
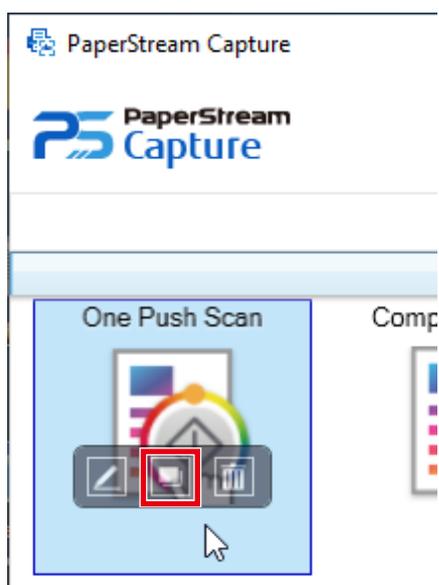
A window for configuring the profile appears.

4 Select the [Separation] tab.

5 **Click [Barcode] for [Detect Doc Separator].**
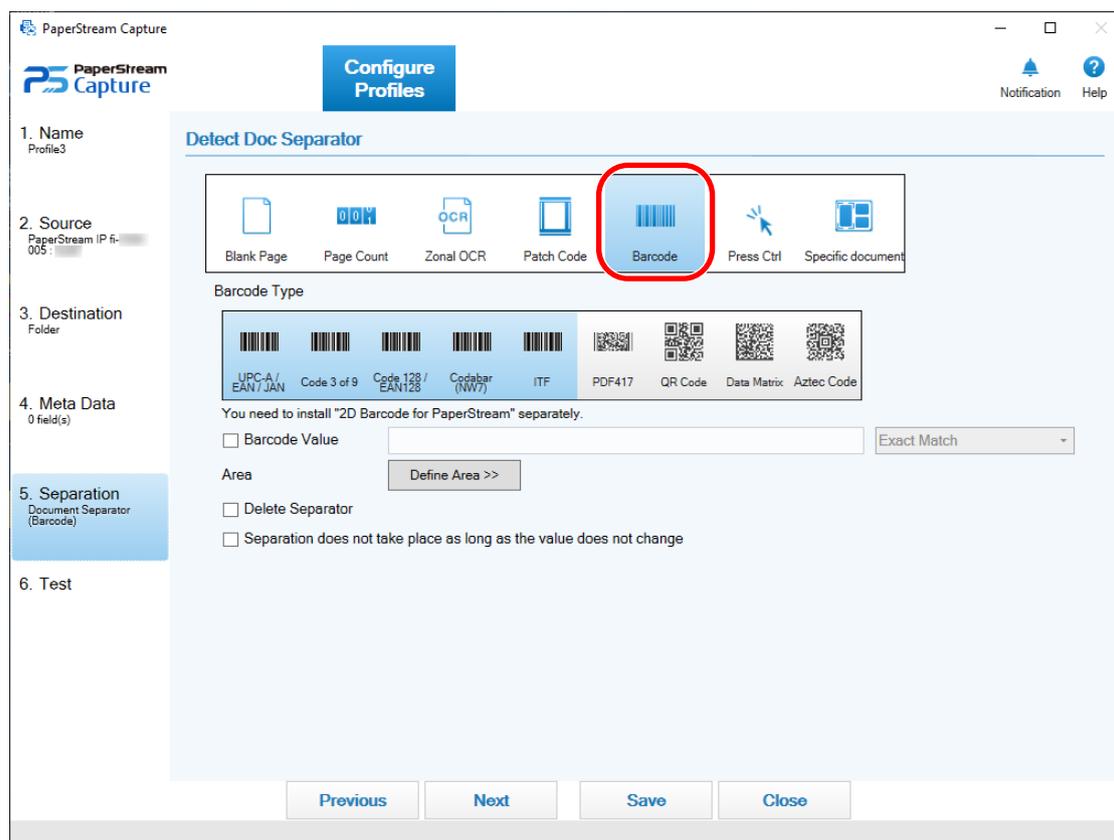
6 **Select one or more barcode types to be detected from [Barcode Type].**
For PaperStream Capture Pro, to use a field that has been set in the [Meta Data] tab as a separator, select a field that you want to use in [Use Field]. You can only select fields with [Barcode] selected for [Type] in [Field Attributes]. If you do not use a field, select [None] and then select one or more barcode types to be detected from [Barcode Type].

7 **To specify character strings to be recognized, select the [Barcode Value] check box. Enter character strings that will be recognized and select a condition for recognizing the character strings from the drop-down list next to the input field.**

8 **Click the [Define Area >>] button.**
For PaperStream Capture Pro, if you have selected a value other than [None] in step 6, proceed to step 14.

The window for setting recognition areas (separation) appears.

9 **Load a document prepared in step 1 in the scanner.**

10 **In the [Scan] section on the toolbar, click [Add].**

A scanned image is displayed in the viewer when scanning is completed.

11 **In the [Edit] section on the toolbar, click [Draw Zone].**
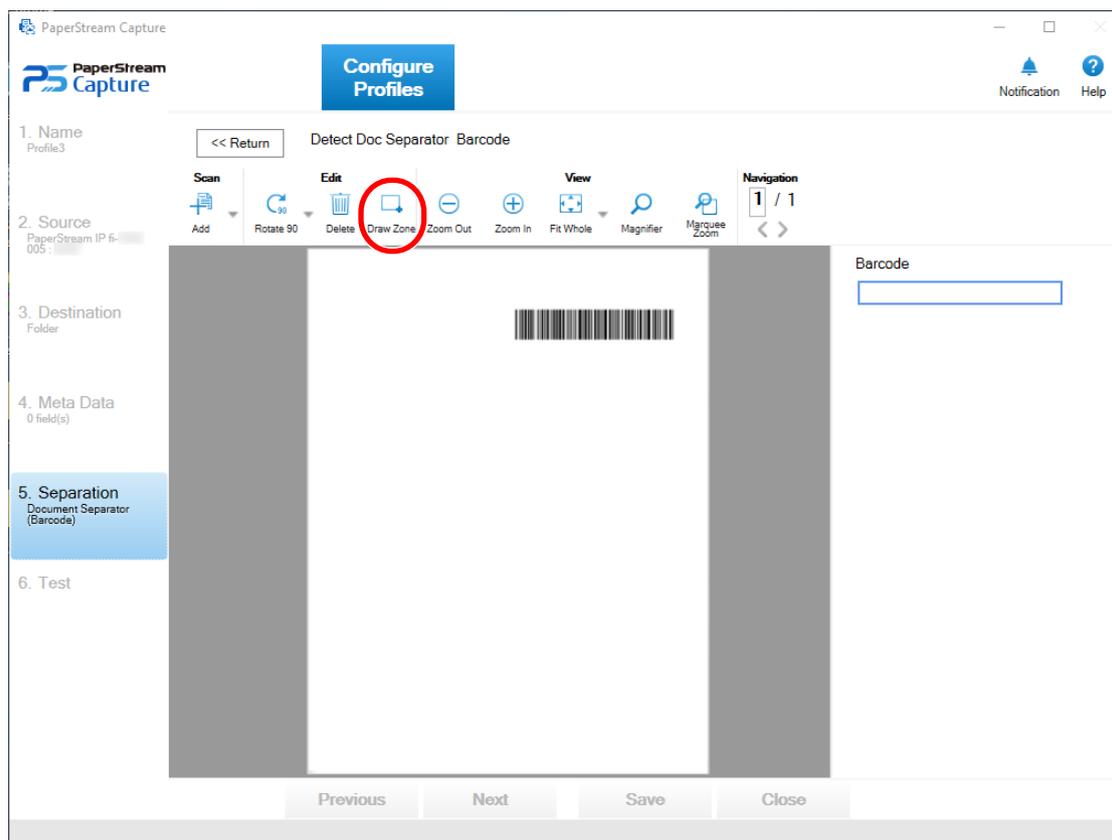
12 **On the scanned image, click and drag to select an area to detect a barcode.**

The result of barcode recognition for the selected area is displayed in the field panel.
Only one area can be selected. Select an area with enough space.

Clicking the cancel button ( ) next to the selected area clears the selection.

The selected area is displayed in a blue frame.
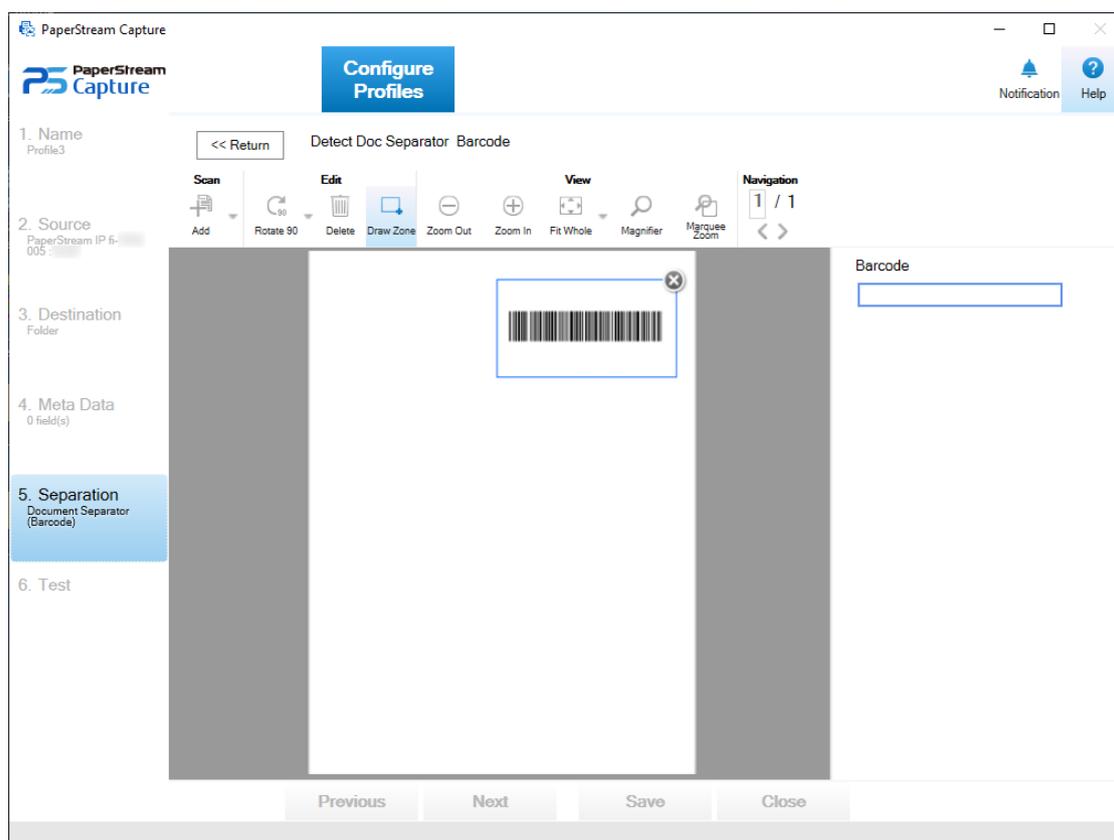
13 **Check that the area is recognized correctly, and click the [<< Return] button.**

The [Separation] tab is displayed.

14 **If the same recognition results for barcodes (that completely match a value which is used as a separator) are detected continuously and you do not want to split the documents until a different recognition result for barcode is detected, select the [Separation does not take place as long as the same value continues in succession] check box. This function works regardless of the barcode type.**

15 **To not save images of documents that are used as separators, select the [Delete Separator] check box.**

16 **Click the [Save] button to save the settings.**

17 **Click the [Close] button to close the window for setting a document profile.**

18 **Click ↩ in the menu.**

19 **Prepare a document stack that you want to scan and insert separators in the places where you want the document stack to be separated.**

Barcode-printed Sheets
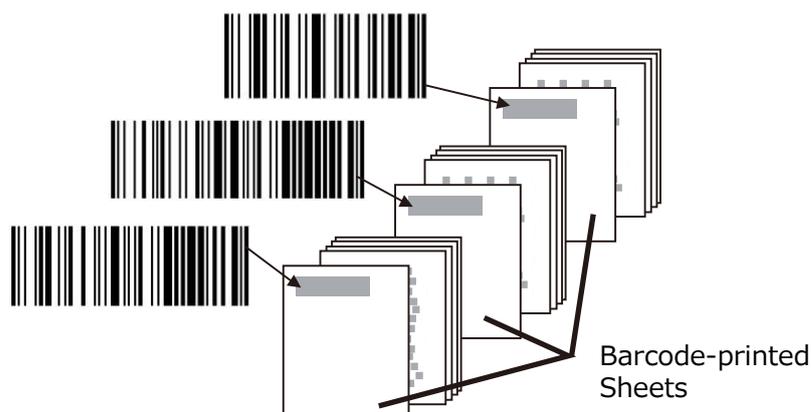
20 **Scan a document stack.**
Load a document stack with the separator-printed side face-down on the ADF paper chute.
The document is scanned and divided at the points where the separators have been inserted, into smaller stacks.

21 **Check that the scanned images are separated correctly.**
If necessary, edit the location where the scanned images are separated.

ATTENTION

● If you scan a document stack with an undefined barcode type for this function, the document stack may be divided wrongly, and the scanned images may also be deleted depending on the scan settings. Carefully check the document in advance. It is recommended to limit the types or the area of barcodes to be detected.

● Barcode detection of the PaperStream IP driver is not supported.

HINT

● If no area is selected for barcode detection, the system tries to detect barcodes on the entire document.

● If the entire area of the document is specified as a recognition area or no recognition area is specified, the document may require long time to be recognized.

● You can edit the recognition area by putting the mouse pointer over the viewer, and then pressing and holding down the left button on the mouse.
To exit the editing mode for the recognition area, perform one of the following operations:

  - Clicking [Draw Zone] in the [Edit] section on the toolbar

  - Putting the mouse pointer over the viewer and right-clicking the mouse

● You can save images of scanned documents that are separated by sheets on which barcodes are printed, in separate folders.
This section explains an example where you specify the value for [Document Counter] as a folder name for each separator, and specify the values for [Optional character string] and [Page Counter] to be included in a file name for the image of the scanned document.

1. Click the [Destination] tab.

2. Select [Document Counter], [Optional character string], and [Page Counter] in this order in the menu that appears when you click the [Name Rule] button to the right of the input field for [File] in [File Properties].

3. Enter \ (/ for an FTP server as the output destination) between <Document Counter> and <EDITSTR>, which are displayed in the input field.

4. Click the [Save] button.
   The settings for the document profile are saved.

Exporting and Importing an Operational Environment

This section explains exporting and importing an operational environment for PaperStream Capture.
The [Exporter] tool which exports an operational environment, and the [Importer] tool which imports an operational environment are provided by PaperStream Capture.
When you use PaperStream Capture on more than one computer, you can build the same operational environment easily by exporting a created document profile with the [Exporter] tool, and importing it to PaperStream Capture on other computers with the [Importer] tool.
Also, you can import a profile which is exported from ScandAll Pro, as a document profile of PaperStream Capture.

Exporting an Operational Environment

Export an operational environment including document profiles, PaperStream IP driver profiles and so on that were created with PaperStream Capture.

> **ATTENTION**
>
> - For PaperStream Capture Pro, an operational environment can be exported when one of the following is selected for [Storage Server] in the [Station] tab.
>   - Single station operation. No storage server used.
>   - Multi-station operation. This is the storage server.

1 **Display the [Exporter] window.**

- Windows Server 2008 R2/Windows 7
  Select [Start] menu → [All Programs] → [PaperStream Capture] → [Tools] → [Exporter].

- Windows Server 2012
  Right-click the Start screen, and select [All apps] on the app bar → [Exporter] under [PaperStream Capture].

- Windows Server 2012 R2/Windows 8.1
  Select [↓] on the lower left side of the Start screen → [Exporter] under [PaperStream Capture].
  To display [↓], move the mouse cursor.

- Windows 10/Windows Server 2016/Windows Server 2019
  Select [Start] menu → [PaperStream Capture] → [Exporter].

A list of document profiles that are registered with PaperStream Capture is displayed.

2 **Select the check boxes for the document profiles to be exported.**

3 **Click the [Run] button.**

The [Save as] window appears.

4 **Specify the location to save the exported file and the file name, and then click the [Save] button.**

The PaperStream Capture operational environment is exported, and then a message indicating the completion of exporting process is displayed.
The exported file is created with a ".dpav" extension.

5 **Click the [OK] button.**

The operational environment is exported.

HINT

● The exported file can be used as a backup of the operational environment.

- Sample document profiles are not exported.

Importing an Operational Environment

Import the operational environment for PaperStream Capture which was exported in Exporting an Operational Environment (page 62) or import the profile which was exported from ScandAll PRO.

ATTENTION

- For PaperStream Capture Pro, an operational environment can be imported when one of the following is selected for [Storage Server] in the [Station] tab.
  - Single station operation. No storage server used.
  - Multi-station operation. This is the storage server.

1 **Display the [Importer] window.**

- Windows Server 2008 R2/Windows 7
  Select [Start] menu → [All Programs] → [PaperStream Capture] → [Tools] → [Importer].

- Windows Server 2012
  Right-click the Start screen, and select [All apps] on the app bar → [Importer] under [PaperStream Capture].

- Windows Server 2012 R2/Windows 8.1
  Select [↓] on the lower left side of the Start screen → [Importer] under [PaperStream Capture].
  To display [↓], move the mouse cursor.

- Windows 10/Windows Server 2016/Windows Server 2019
  Select [Start] menu → [PaperStream Capture] → [Importer].

2 **Specify the file to be imported.**
  Specify the file (.dpav (.cab for the previous format)) that was exported in "Exporting an Operational Environment (page 62)" or the file (.cab) that was exported with ScandAll PRO.
  To specify an archived file, use one of the following methods:

- Entering the file path
- Clicking the [Browse] button and specifying the file

● Dragging and dropping the file
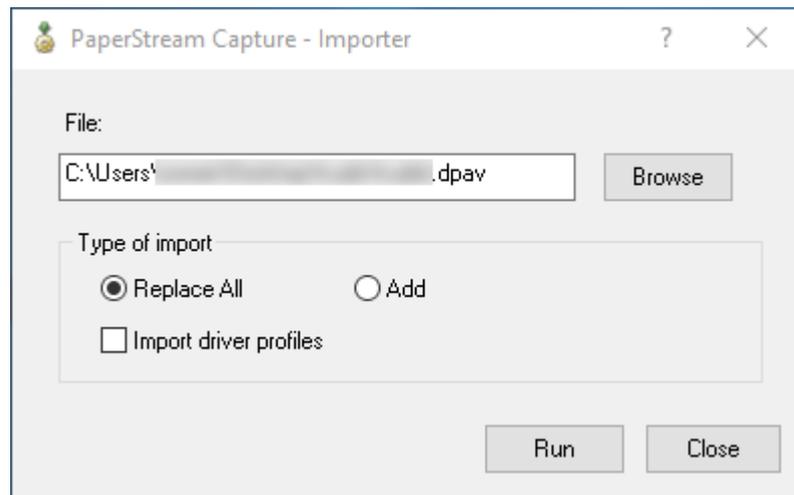
3 **Select a document profile import method.**

The following import methods are available:

● Replace All

Deletes all document profiles currently registered in PaperStream Capture, and sets the document profile of the archived file.

When this is selected, the [Import driver profiles] check box is displayed.

Select this check box to import the profile for the PaperStream IP driver as well.

● Add

Adds the document profile of the archived file to PaperStream Capture.

In this case, the PaperStream IP driver profile is not imported.

4 **Click the [Run] button.**

Importing process completed message is displayed.

5 **Click the [OK] button.**

The operational environment is imported.

ATTENTION

● It is recommended to backup the operational environment before importing another operational environment to the computer.

For details about how to backup an operational environment, refer to Exporting an Operational Environment (page 62).

● Import the exported PaperStream Capture operational environment to the same language environment. The exported operational environment cannot be imported to the different language environment from the exported system.

● When a driver other than the PaperStream IP (TWAIN) driver is used in ScandAll PRO, the driver settings will not be imported even if the profile is imported.

Reconfigure the PaperStream IP driver settings because [Current Setting] is set in the driver settings for the document profile that was imported.

If the driver settings are reconfigured, the file format may be changed. Make sure that the file format is the same as the format of the import file in the [File Properties] in the [Destination] tab.

● The functions and the operational environment that can only be specified in a ScandAll PRO profile are not imported.

HINT

● If the file to be imported has a ".dpav" extension, double-clicking the file displays the [Importer] window. In this case, follow the procedure from step 3.

● Up to 255 bytes can be specified for a file path name.

● When a document profile is added with the import process, if an event is set in the exported operational environment, the event is also set in the operational environment to which the document profile is added. (An event can be checked in the [Event] in the [Usability] tab.)

● If a batch job that is suspended or aborted is displayed in the [Batch Manager] window, [Replace All] cannot be selected.
Release or delete the batch, and then import the operational environment again.
If you click the [No] button on the message window that appears when you uninstall PaperStream Capture Pro while a suspended or aborted batch job exists, files remain in the folder that is specified for [Storage Folder] under [Storage Server] in the [Station] tab in the [PaperStream Capture Pro Administrator Tool] window. In this case, if you install another version of PaperStream Capture Pro, you may not be able to select [Replace All].
When [Replace All] cannot be selected even if there is no batch job that is suspended or aborted in the [Batch Manager] window, delete remaining files in the folder that is specified for [Storage Folder], and then import the operational environment again.

Checking the Import Results of an Operational Environment

The import results of an operational environment can be checked in the following procedure:

1 Open the folder where the import results are saved.
The import results are saved in the following location by default:
C:\Users*UserName*\Documents\PaperStreamCapture

2 Double-click the log file.
The default file format and file name are as follows:

● File format
CSV

● File name
PSCImpProfile.csv

3 The date and time when the log was output are displayed in the first row and the import results for each imported profile are displayed in the second and subsequent rows.
"OK" is displayed for a successful import and "NG" for a failed import.
For example, when you attempted to import Profile1 and Profile2 at 17:53:16 on Monday, November 20, 2017 and importing Profile1 succeeded but importing Profile2 failed, the following results are displayed:

Monday. November 20. 2017 17:53:16		
NG	NEW	Profile2
OK	NEW	Profile1

Functions of PaperStream Capture Pro

This section describes the functions that are changed when PaperStream Capture Pro is activated and explains how to try out and evaluate PaperStream Capture Pro before purchasing a license.

List of the Functions That Are Changed in PaperStream Capture Pro

The functions that are changed when PaperStream Capture Pro is activated are as follows:

Function			PaperStream Capture Pro	PaperStream Capture
Scan	PaperStream IP (ISIS) driver		—	○
Meta data	Meta data type (*1)	Manual Entry	○	—
		System	○	—
		Choice List	○	—
		Database Autofill	○	—
		Combination	○	—
		Split	○	—
		JSON Parsing	○	—
		JSON Value	○	—
	Meta data field attributes	Required	○	—
		Read only	○	—
		Sticky	○	—
		Database Lookup	○	—
	Meta data fields to be applied		By document (*2)	By page
	Enhancement of Zonal OCR recognition		○ (*3)	—
	Number of meta data		100	20
	Field Rules		○	—
	Automatic synchronization with meta data fields for the destination libraries in SharePoint/SharePoint Online/Box (*4)		○	—
Separation	Enhancement of Zonal OCR recognition		○ (*3)	—
	Separation that uses meta data fields		○	—
	Batch separation		○	—
File output	Linking with Box		○ (*4)	—

Function		PaperStream Capture Pro	PaperStream Capture
	Linking the value for the imprinter counter with a file name	○ (*5)	○
File input	Importing files	○ (*6)	–
Document editing	After Scan Correction	○	–
Batch management	Data collection	○	–
Others	Multi-station operation	○	–

○ Available

– Not available

*1:In the case of the SP Series scanner, PaperStream Capture Pro is the only application that supports two-dimensional barcodes.

*2:When [Passport] or [ID card (TD1)] is set for [Type] in [Field Attributes], meta data fields are applied by page.

*3:Supported languages are English, French, German, Italian, Spanish, Russian, Turkish, Greek, Portuguese, Swedish, Dutch, Polish, Czech, Romanian, and Ukrainian.

*4:PaperStream Capture Pro Box Connector must be installed separately. For details, contact the distributor/dealer where you purchased this product.

*5:This is supported by the Scan & Index computer in a single station or a multi-station.

*6:The license of PaperStream IP Import for PaperStream Capture Pro is required separately.
For details about the suppliers of the license, refer to the following web site:
https://www.fujitsu.com/global/products/computing/peripheral/scanners/fi/software/ps-capture/ps-capture-inquiry.html

Advanced Settings for Meta Data

PaperStream Capture Pro enables you to configure advanced settings for meta data with added field types that can be set for fields.
This section describes the following types, which can be set with [Field Attributes] in the [Meta Data] tab.
For details about the setting procedure, refer to the PaperStream Capture Pro Help.

- Database Lookup

- Database Autofill (Available when [Database Lookup] is set for [Attribute] in [Field Attributes] for other fields or when [Choice List] has been selected for [Type] and the definition for the list has been imported from the data base)

- Combination (Available when there are multiple fields)

- Split (Available when there is a field with [Barcode] set for the type and the [Use split] check box selected)

- JSON Parsing

● JSON Value (Available when there are other fields with [JSON Parsing] set for the type)

[Database Lookup] and [Database Autofill]

Selecting [Database Lookup] allows you to specify the database to be linked to the fields. [Database Autofill] obtains relevant information from the database linked to the fields and applies it as a field value. When you scan a document using a document profile with [Database Lookup] and [Database Autofill] specified, the field panel in the [Scan & Index] window or the [Index] window displays the fields that [Database Lookup] and [Database Autofill] are applied to.
When you enter a value that is specified in the database as a value for a field on which [Database Lookup] is set, the entered value is automatically applied as a field value of a field on which [Database Autofill] is set.
Before setting [Database Lookup], you need to create a database for meta data and the ODBC data source that is used to access the database. Prepare the database and the data source in advance.

[Combination]

Allows you to combine a field value of a field with a field value of another field to specify the combined value for the other field.
For example, when "Light" is specified for field A and "Blue" is specified for field B as part of meta data, if you set [Combination] for field C with field A and B selected, "LightBlue" is automatically specified for field C.

[Split]

Splits the barcode recognition result and applies it as a field value. (Available when there are other fields with [Barcode] set and the [Use split] check box selected)
For example, set field "A", field "B", and field "C" as follows:

● Field "A"
Type: Select [Barcode]
Split: Specify ", (Comma)" for Character

● Field "B"
Type: Select "A" as a specified field from [Split]
Split Number: Specify "1"

● Field "C"
Type: Select "A" as a specified field from [Split]
Split Number: Specify "2"

In this case, assuming that the barcode recognition result of field "A" is ""Country":"Japan","age":"29"", a value ""Country":"Japan"" is specified for field "B" and a value ""age":"29"" is specified for field "C" automatically.

[JSON Parsing] and [JSON Value]

[JSON Parsing] is used to parse the information of the barcode specified in the field. With the parsed results, [JSON Value] automatically extracts values for the fields.
If the name of the field where [JSON Value] is specified is found in the parsed results with [JSON Parsing], [JSON Value] extracts an appropriate value from the parsed results and applies the value as a field value.

For example, when the parsed result of barcode information for a field where [JSON Parsing] is specified is "{"Country":"Japan"}" and the name of another field where [JSON Value] is specified is "Country", "Japan" is automatically applied as a value for the field.

Features of the Multi-Station Operation

Multi-station operation with a storage server is available in PaperStream Capture Pro.
Multi-station operation enables you to perform a scanning process, a QC process, and an indexing process separately on different computers, which leads to efficient text processing.
The basic procedures and examples for the PaperStream Capture Pro operations are as follows:

1   Preferences
    The following station operations are available according to your individual needs:

    ● Example of a single station operation
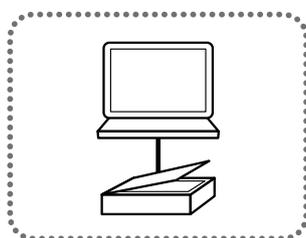
    Scan & Index

    ● Example of a multi-station operation with a storage server

    Storage Server

    Company LAN

    Client Computers

    Scan
    Station

    QC
    Station
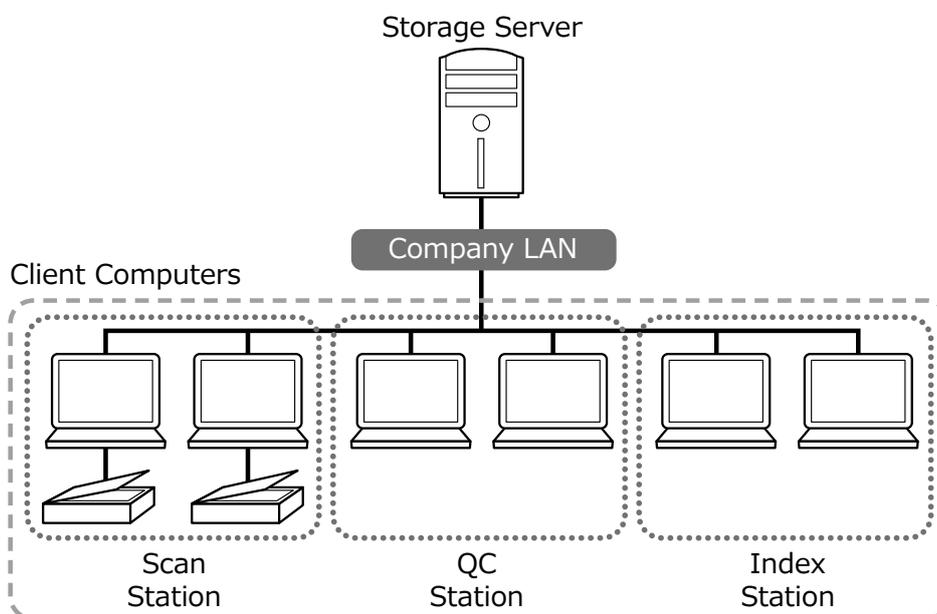
    Index
    Station

    Use a storage server to manage document profiles and batch jobs including scanned images.
    [Scan & Index], [Scan], [QC], or [Index] can be specified for each client computer station.
    Note that [Scan], [QC], and [Index] can be combined for a station.

2   Definition

Create a document profile to be used in Batch Scan mode.

Profile Name		Scan		Destination		Meta Data		Separation
Define a profile name to be used.	›	Specify the parameters for scanning.	›	Specify a saving destination.	›	Specify fields and field rules (rules for verifying fields) for meta data.	›	Set document/batch separators.
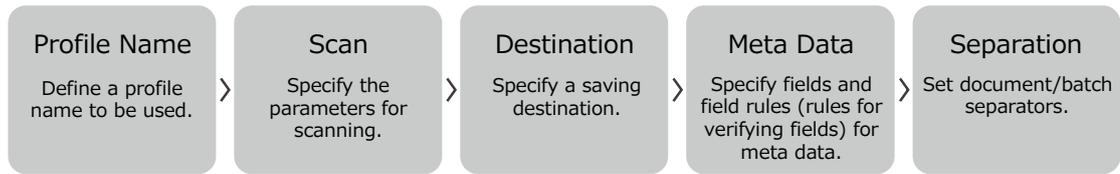
3 Operation

Release the scanned images of documents after they have been checked, edited, and indexed.

Batch jobs can be managed during any process of this section.

Operation examples are shown below.

Example 1

Scan		QC		Index		Release
Click a document profile.	›	Check the quality of scanned images.	›	Check and change the values of meta data.	›	Release (output) the images to the destination.

Batch Manager
Manage the batch jobs in a list.

Example 2

Scan		Index		QC		Release
Click a document profile.	›	Check and change the values of meta data.	›	Perform a final check.	›	Release (output) the images to the destination.

Batch Manager
Manage the batch jobs in a list.

Evaluating PaperStream Capture Pro

PaperStream Capture allows you to experience and evaluate the functions of PaperStream Capture Pro.

The evaluation period is set for 30 days and the maximum number of batches are 200.

You can evaluate PaperStream Capture Pro on a computer only one time.

The evaluation period expires in the following conditions:

- When the maximum number of days for the evaluation period is reached

- When the maximum number of batches is reached

- When [Cancel the evaluation] is clicked

The procedure to evaluate the functions of PaperStream Capture Pro is as follows:

1. **From** **in the menu, select [Administrator Tool].**
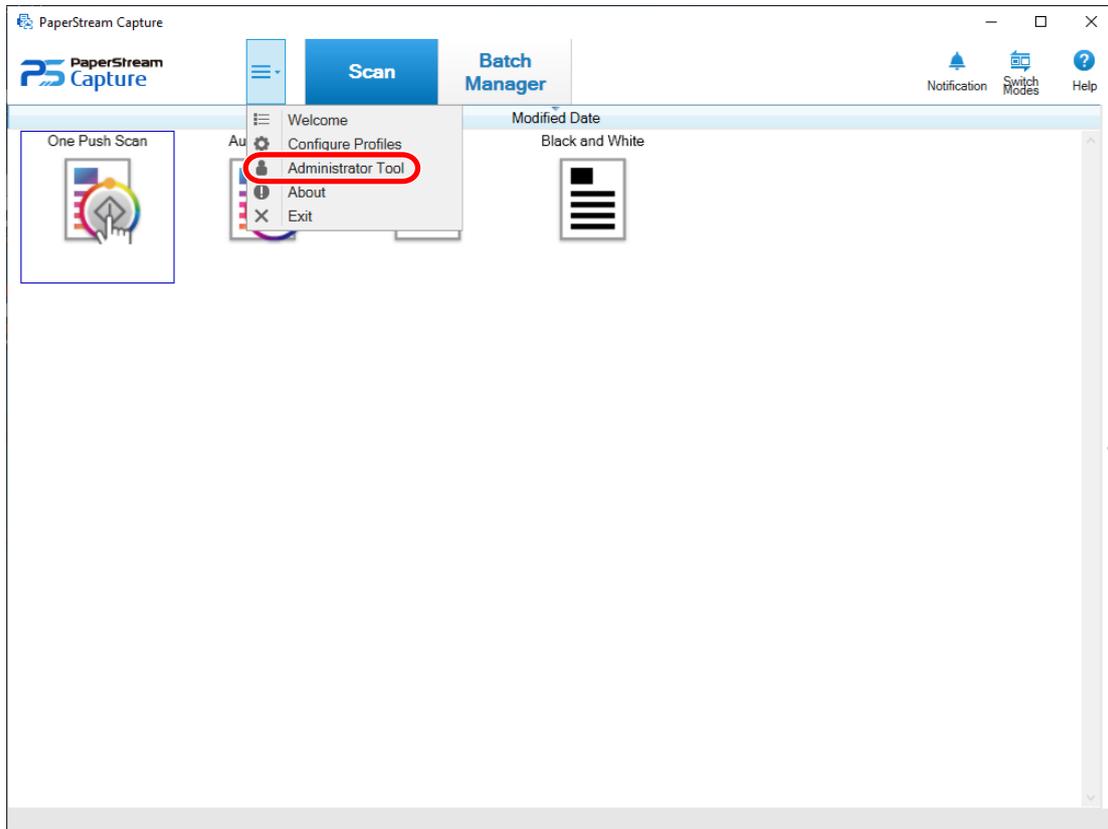
The [PaperStream Capture Administrator Tool] window appears.

2. **Select the [Activation] tab.**

3. **Select [Evaluation] in [License Management].**

The [Welcome to PaperStream Capture Pro] window appears.

4. **Click the [Evaluate] button.**

When you restart PaperStream Capture, the evaluation of PaperStream Capture Pro starts.
The message that informs you of the number of days and batches left for the evaluation period appears on the icon tray.

ATTENTION

● If you use PaperStream Capture to edit the document profile that you created with the functions specific to PaperStream Capture Pro during the evaluation period after the evaluation period expires, the functions specific to PaperStream Capture Pro are disabled.

Activating PaperStream Capture Pro

This section explains how to activate and deactivate the license of PaperStream Capture Pro.

Activating the License in the Online Environment

The procedure to activate the license for the computer in the (online) environment in which Internet access is allowed is as follows:

1 Turn on and log in to the computer as a user with the administrator privilege for the computer.

2 Start PaperStream Capture.

- Windows Server 2008 R2/Windows 7
  Select [Start] menu → [All Programs] → [PaperStream Capture] → [PaperStream Capture].

- Windows Server 2012
  Right-click the Start screen, and select [All apps] on the app bar → [PaperStream Capture] under [PaperStream Capture].

- Windows Server 2012 R2/Windows 8.1
  Select [↓] on the lower left side of the Start screen → [PaperStream Capture] under [PaperStream Capture]. To display [↓], move the mouse cursor.

- Windows 10/Windows Server 2016/Windows Server 2019
  Select [Start] menu → [PaperStream Capture] → [PaperStream Capture].

> **HINT**
>
> - If PaperStream Capture Pro is downloaded and installed, a window for entering a license code appears when PaperStream Capture is started for the first time.
>   Go to step 6.

3 From in the menu, select [Administrator Tool].
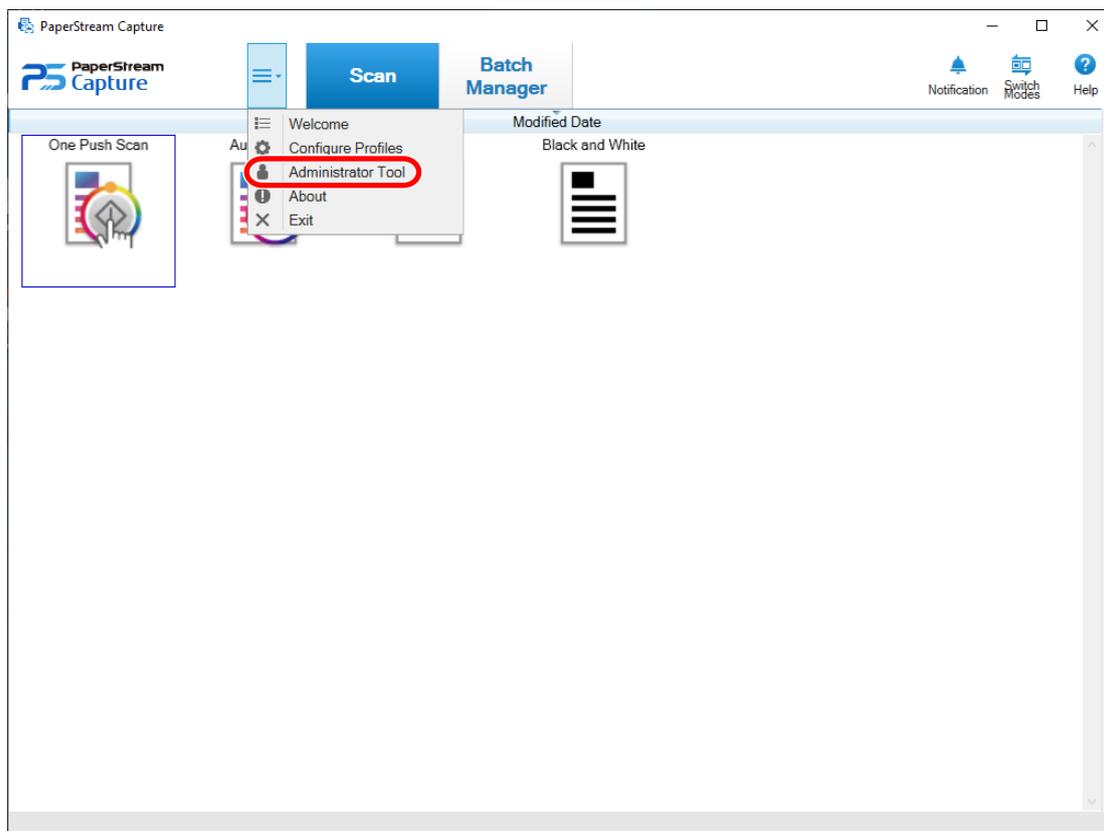
The [General] tab in the [PaperStream Capture Administrator Tool] window appears.

4 Select the [Activation] tab.

5 Click the [Activate] button.

A window for entering the license code appears.

6 Enter the license code.
Refer to the license code that you received in an e-mail.

7 Click the [Activate] button.

The license is activated.
The notification that activation is completed appears on the icon tray.

Activating the License in the Offline Environment

The procedure to activate the license for the computer in the (offline) environment in which Internet access is not allowed by using the computer in the (online) environment in which Internet access is allowed is as follows:

1 Start PaperStream Capture on the computer in the offline environment.

● Windows Server 2008 R2/Windows 7
Select [Start] menu → [All Programs] → [PaperStream Capture] → [PaperStream Capture].

● Windows Server 2012

Right-click the Start screen, and select [All apps] on the app bar → [PaperStream Capture] under [PaperStream Capture].

● Windows Server 2012 R2/Windows 8.1

Select [↓] on the lower left side of the Start screen → [PaperStream Capture] under [PaperStream Capture].

To display [↓], move the mouse cursor.

● Windows 10/Windows Server 2016/Windows Server 2019

Select [Start] menu → [PaperStream Capture] → [PaperStream Capture].

If PaperStream Capture Pro is downloaded and installed, a window for entering a license code appears when PaperStream Capture is started for the first time.

Start PaperStream Capture without entering a license code.

2 **From ☰▾ in the menu, select [Administrator Tool].**
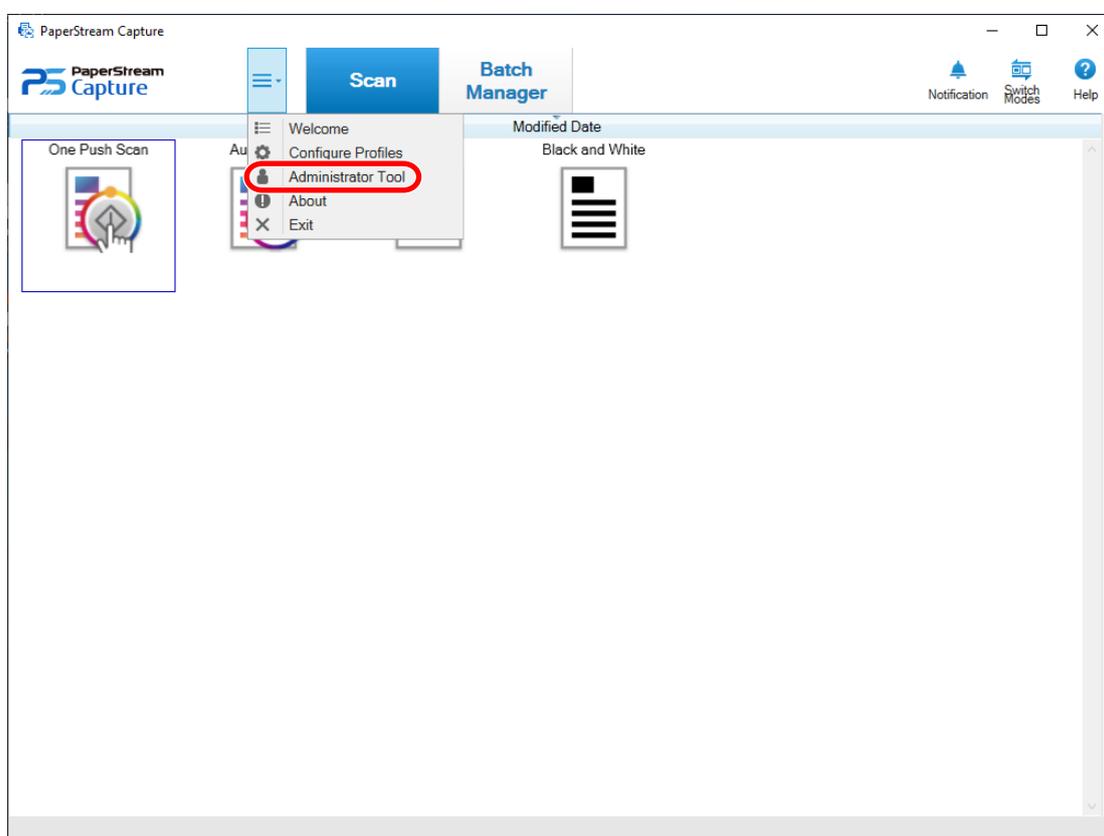
The [PaperStream Capture Administrator Tool] window appears.

3 **Select the [Activation] tab.**

4 **Click the [Activate] button in [License Management].**

The [PaperStream Pro License Activation] windows appears.

5 **Enter the license code in [License Code] and click the [Activate] button.**

The following window appears:
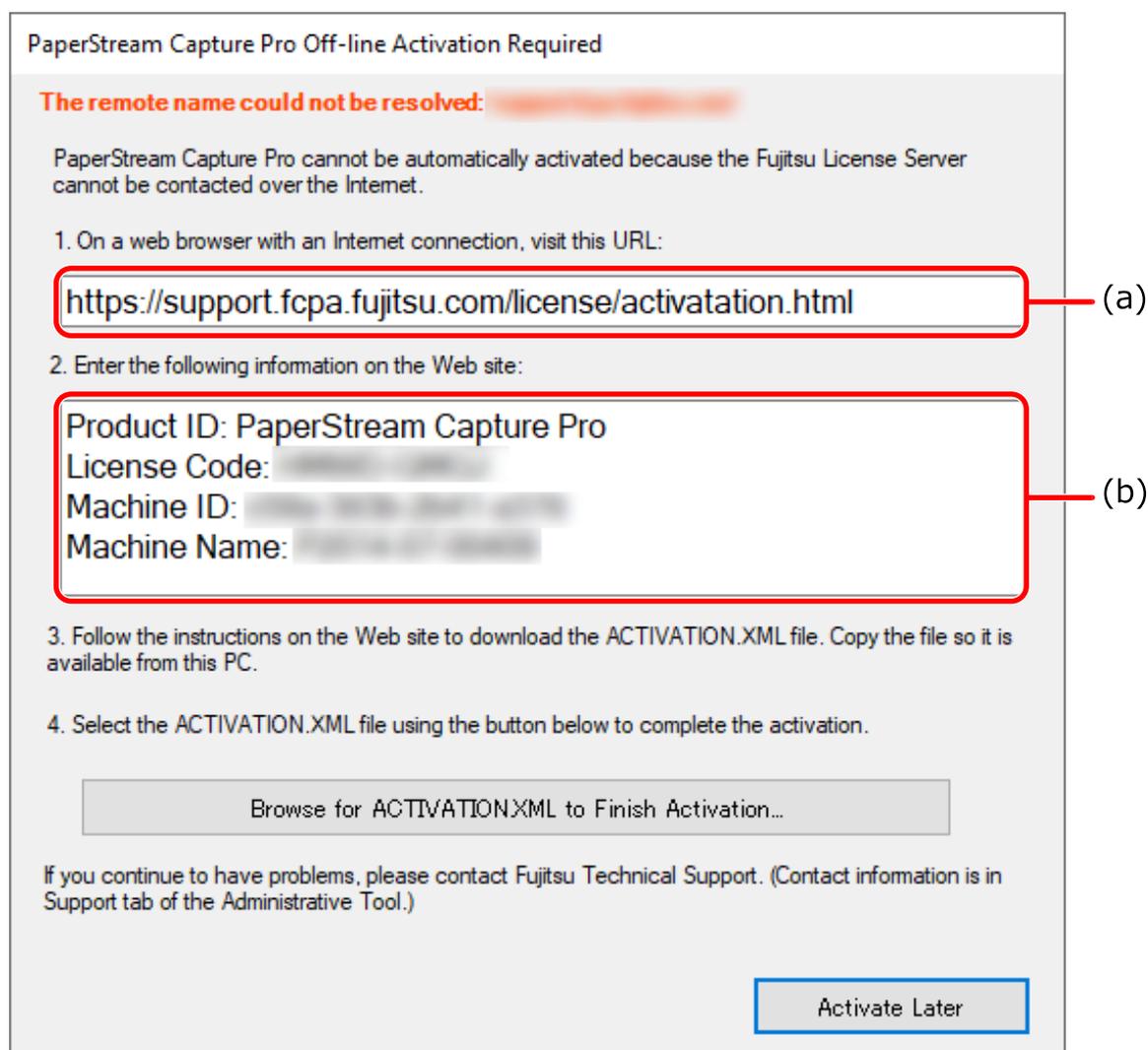
6 Write down the contents indicated with letters (a) and (b).

7 On the computer that is in an online environment, access the website indicated with the letter (a) that you wrote down in step 6.

ATTENTION

• If the website is not displayed in Internet Explorer, perform the following procedure:

    1 Click [Compatibility View Settings] under [Tools].

    2 If "fujitsu.com" is included in [Websites you've added to Compatibility View], select the website and click the [Remove] button.

    3 Clear the [Display intranet sites in Compatibility View] check box.

---

8 Enter the content indicated with the letter (b) that you wrote down in step 6.

9 Click the [Activate] button.

10 Click the [Download Activation.XML file] button.

11 Save ACTIVATION.XML file in a save destination of your choice.

12 Move ACTIVATION.XML file to a folder of your choice on the computer that is in the offline environment.

13 In the following window, click the [Browse for ACTIVATION.XML to Finish Activation] button and select ACTIVATION.XML file.

The license is activated.
The notification that activation is completed appears on the icon tray.

Deactivating the License in the Online Environment

The procedure to deactivate the license for the computer in the (online) environment in which Internet access is allowed is as follows:

1 Turn on and log in to the computer as a user with the administrator privilege for the computer.

2 Start PaperStream Capture Pro.

· Windows Server 2008 R2/Windows 7
Select [Start] menu → [All Programs] → [PaperStream Capture] → [PaperStream Capture].

· Windows Server 2012
Right-click the Start screen, and select [All apps] on the app bar → [PaperStream Capture] under [PaperStream Capture].

· Windows Server 2012 R2/Windows 8.1
Select [↓] on the lower left side of the Start screen → [PaperStream Capture] under [PaperStream Capture].
To display [↓], move the mouse cursor.

· Windows 10/Windows Server 2016/Windows Server 2019
Select [Start] menu → [PaperStream Capture] → [PaperStream Capture].

3 From ☰▾ in the menu, select [Administrator Tool].
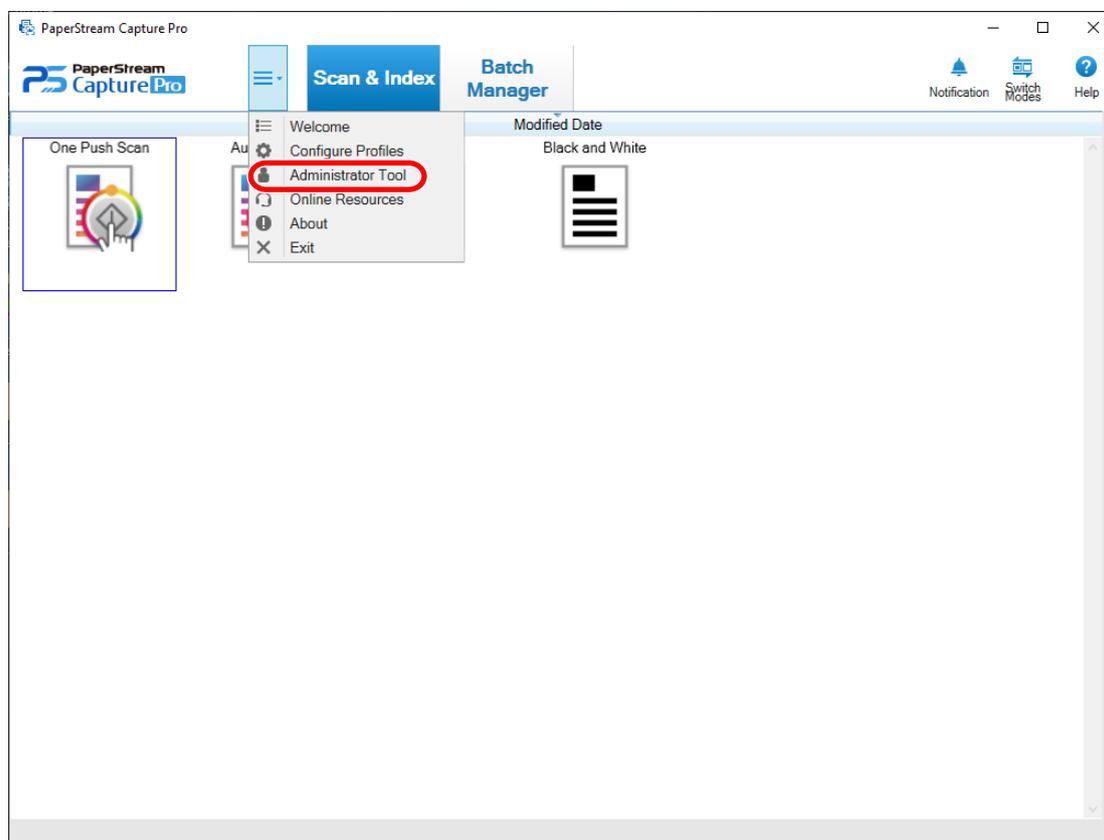
The [PaperStream Capture Pro Administrator Tool] window appears.

4 Select the [Activation] tab.

**5** Click [Deactivate].

The license is deactivated.
The notification that deactivation is completed appears on the icon tray.

Deactivating the License in the Offline Environment

The procedure to deactivate the license for the computer in the (offline) environment in which Internet access is not allowed by using the computer in the (online) environment in which Internet access is allowed is as follows:

1 **Start PaperStream Capture Pro on the computer in the offline environment.**

- Windows Server 2008 R2/Windows 7
  Select [Start] menu → [All Programs] → [PaperStream Capture] → [PaperStream Capture].

- Windows Server 2012
  Right-click the Start screen, and select [All apps] on the app bar → [PaperStream Capture] under [PaperStream Capture].

- Windows Server 2012 R2/Windows 8.1
  Select [↓] on the lower left side of the Start screen → [PaperStream Capture] under [PaperStream Capture]. To display [↓], move the mouse cursor.

- Windows 10/Windows Server 2016/Windows Server 2019
  Select [Start] menu → [PaperStream Capture] → [PaperStream Capture].

2 **From ☰▾ in the menu, select [Administrator Tool].**
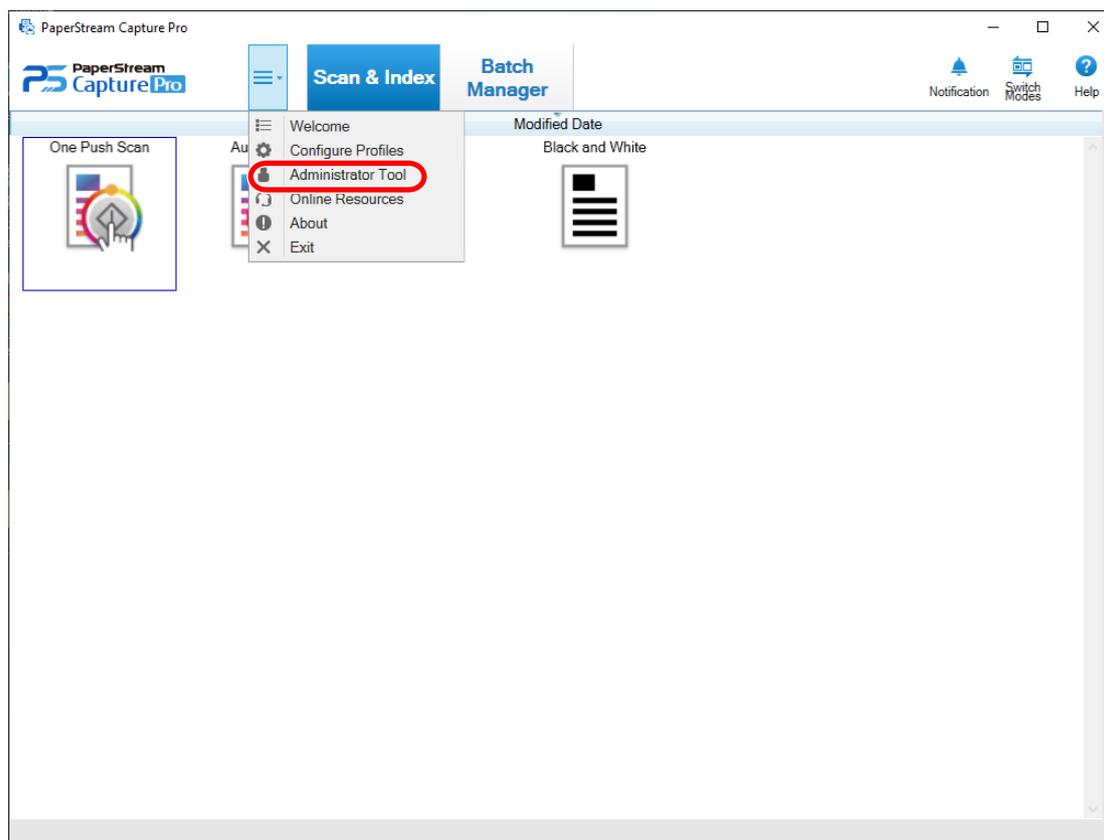
The [PaperStream Capture Pro Administrator Tool] window appears.

3 **Select the [Activation] tab.**

4 **Click [Deactivate] in [License Management].**

The following window appears:

```
PaperStream Capture Pro Cannot Deactivate Automatically

The remote name could not be resolved: ▮▮▮▮▮▮▮▮▮

PaperStream Capture Pro cannot be automatically deactivated because the Fujitsu License Server
cannot be accessed over the Internet.

The license on this machine must be deactivated before using the license on another machine.

1. On a web browser with an Internet connection, visit this URL:

   https://support.fcpa.fujitsu.com/license/deactivatation.html                        (a)

2. Enter this information exactly on the Web site:

   Product ID: PaperStream Capture Pro
   License Code: ▮▮▮▮▮▮▮▮
   Machine ID: ▮▮▮▮▮▮▮▮▮                                                                 (b)
   Machine Name: ▮▮▮▮▮▮▮

3. Follow the instructions on the Web site and then return to this PC to finish the deactivation.

If you continue to have problems, please contact Fujitsu Technical Support. (Contact information is in
Support tab of the Administration Tool.)

              [ Deactivate Later ]        [ Finish Deactivation ]
```

5 **Write down the contents indicated with letters (a) and (b).**

6 **On the computer that is in an online environment, access the website indicated with the letter (a) that you wrote down in step 5.**

> **ATTENTION**
>
> ● If the website is not displayed in Internet Explorer, perform the following procedure:
>
> **1** Click [Compatibility View Settings] under [Tools].
>
> **2** If "fujitsu.com" is included in [Websites you've added to Compatibility View], select the website and click the [Remove] button.
>
> **3** Clear the [Display intranet sites in Compatibility View] check box.

7 **Enter the content indicated with the letter (b) that you wrote down in step 5.**

8 **Click the [Deactivate] button.**

9 **On the computer in the offline environment, click the [Finish Deactivation] button in the following window:**

The license is deactivated.

The notification that deactivation is completed appears on the icon tray.

Configuring the Settings for a Multi-Station Operation

This section explains the procedure to configure the settings for a multi-station operation.
For details about a multi-station operation, refer to Features of the Multi-Station Operation (page 71).

Setting a Storage Server in a Multi-Station Operation

A multi-station operation enables you to allocate tasks to stations.
Use a storage server to manage document profiles and batch jobs including scanned images.
The procedure to set a storage server is as follows:

1 **Activate the license of PaperStream Capture Pro.**
   For details, refer to Activating the License in the Online Environment (page 74) or Activating the License in the Offline Environment (page 75).

2 **Start the "Administrator Tool".**
   When using PaperStream Capture, exit PaperStream Capture and then start the "Administrator Tool".

   - Windows Server 2008 R2/Windows 7
     Select [Start] menu → [All Programs] → [PaperStream Capture] → [Administrator Tool].

   - Windows Server 2012
     Right-click the Start screen, and select [All apps] on the app bar → [Administrator Tool] under [PaperStream Capture].

   - Windows Server 2012 R2/Windows 8.1
     Select [↓] on the lower left side of the Start screen → [Administrator Tool] under [PaperStream Capture].
     To display [↓], move the mouse cursor.

   - Windows 10/Windows Server 2016/Windows Server 2019
     Select [Start] menu → [PaperStream Capture] → [Administrator Tool].

3 **Select the [Station] tab.**

4 **Select [Multi-station operation. This is the storage server.] in [Storage Server].**

5 **If you want to change the save destination of a configuration file such as a document profile, change the path that is specified in [Storage Folder].**

   > **ATTENTION**
   >
   > - If you change the folder where document profiles are to be saved, the existing document profiles saved in the previous folder cannot be used.
   >   If you want to continue to use the document profiles, export the operational environment before changing the folder, and then import the operational environment after changing the folder.

6 **Click the [Save] button.**

   The settings for the computer that is used as a storage server in a multi-station operation are saved.

Setting a Station in a Multi-Station Operation

A multi-station operation enables you to allocate tasks to stations.
Allocated tasks are performed on each station.
The procedure to set a station is as follows:

1 **Activate the license of PaperStream Capture Pro.**
For details, refer to Activating the License in the Online Environment (page 74) or Activating the License in the Offline Environment (page 75).

2 **Start the "Administrator Tool".**
When using PaperStream Capture, exit PaperStream Capture and then start the "Administrator Tool".

- Windows Server 2008 R2/Windows 7
Select [Start] menu → [All Programs] → [PaperStream Capture] → [Administrator Tool].

- Windows Server 2012
Right-click the Start screen, and select [All apps] on the app bar → [Administrator Tool] under [PaperStream Capture].

- Windows Server 2012 R2/Windows 8.1
Select [↓] on the lower left side of the Start screen → [Administrator Tool] under [PaperStream Capture].
To display [↓], move the mouse cursor.

- Windows 10/Windows Server 2016/Windows Server 2019
Select [Start] menu → [PaperStream Capture] → [Administrator Tool].

3 **Select the [Station] tab.**

4 **Click the process to assign in [Process Settings].**

5 **Select the [Show next batch automatically] check box if needed.**
If this check box is selected, after the assigned process is performed for a batch, the next batch is shown automatically.

6 **Select [Multi-station operation. Storage server address below.] in [Storage Server].**

7 **To check the connection with the storage server, click the [Test] button.**
In the settings for the computer on the storage server, if the [Close] button is displayed to the right of [Storage firewall] in the [Station] tab, you can check the connection.

8 **Enter the address of the storage server in [Server Address].**

9 **Click the [Save] button.**

The settings for the computer that is used as a station in a multi-station operation are saved.

Troubleshooting

This section explains how to check the version and how to remove an error in the [Batch Manager] window.

Checking the Version Information

The procedure to check the version of PaperStream Capture is as follows:

1 From ☰▾ in the menu, select [About].
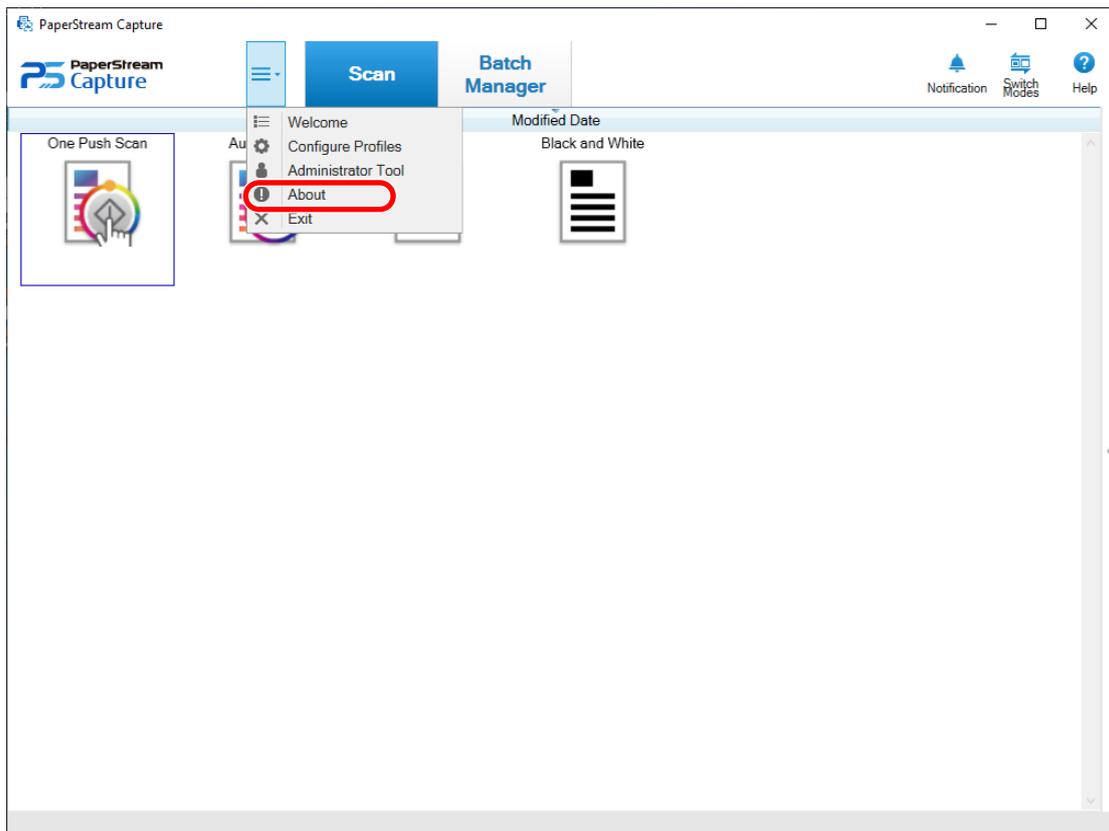
A window related to the version appears.
"PaperStream Capture x.x.x.x" or "PaperStream Capture Pro x.x.x.x" is displayed in the top of the window.
x.x.x.x indicates the version number of PaperStream Capture or PaperStream Capture pro in use.

Taking an Appropriate Action to a Warning That Is Displayed during a Releasing (Outputting) Process

The procedure to recover and output a batch again for a batch for which a warning was displayed during an outputting process is as follows:

HINT

Note that a batch job error is also indicated by one of the following icons displayed on the upper left of the [Batch Manager] button:

- : Displayed when there is a batch job that requests you to check a solution during the releasing process.

- : Displayed when an error occurred.

- : Displayed when there is a batch job that has been suspended or aborted.

---

1 **Click one of the following notifications:**

- displayed on the lower right side of the window

- displayed on the upper left side of the [Batch Manager] button

- Notifications from the taskbar
  - Windows 8.1 or earlier
    A pop-up notification which appears from the icon of PaperStream Capture Pro in the taskbar
  - Windows 10 or later
    A notification banner is displayed from the Action Center icon on the right side of the taskbar. When a notification banner is not displayed according to the Action Center settings, click the Action Center icon to check the details of the notification.
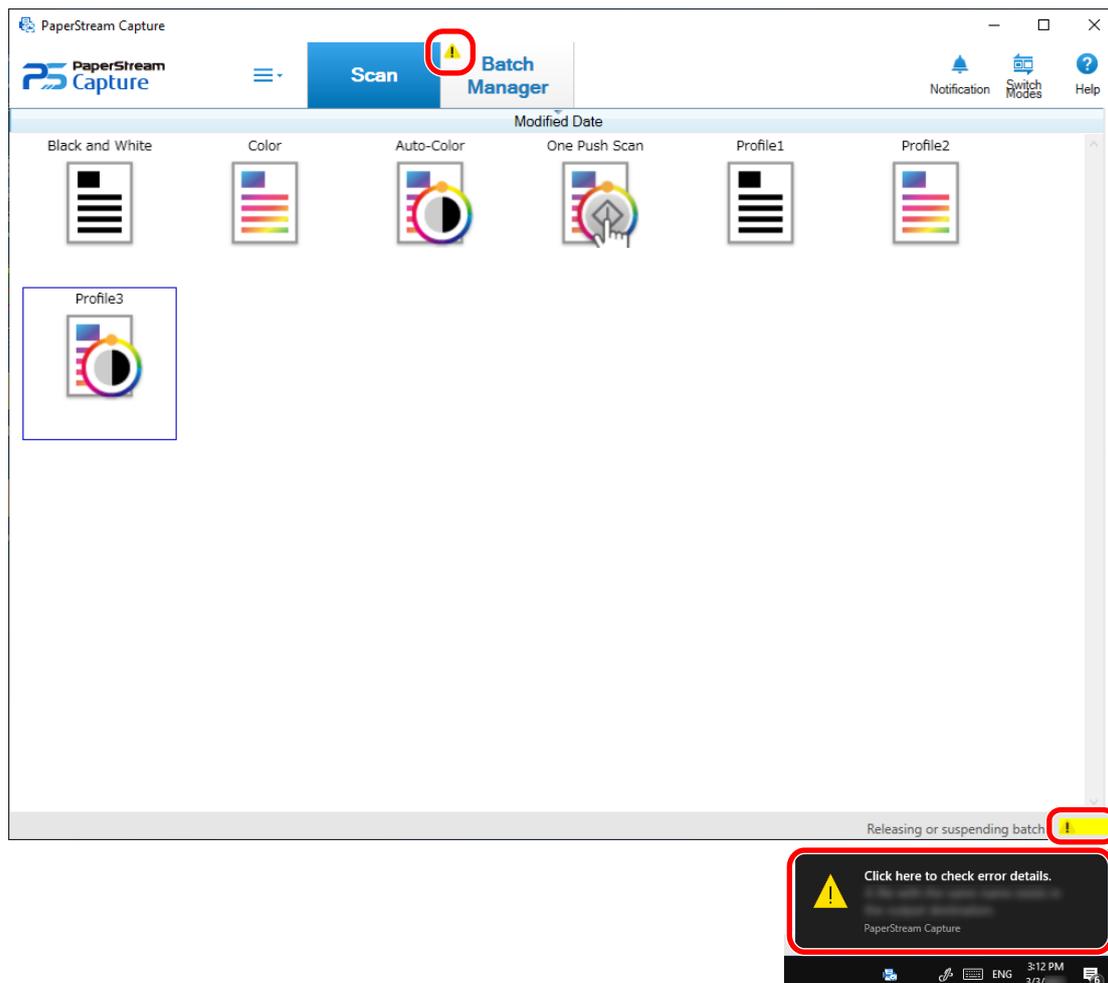
A message window appears.

2 **Check the message, and select an action.**

If no actions are required, no message appears and the batch is output.

If the output fails because of the action you selected, the batch status becomes an error, and ⚠ is displayed in the upper left on the [Batch Manager] button.
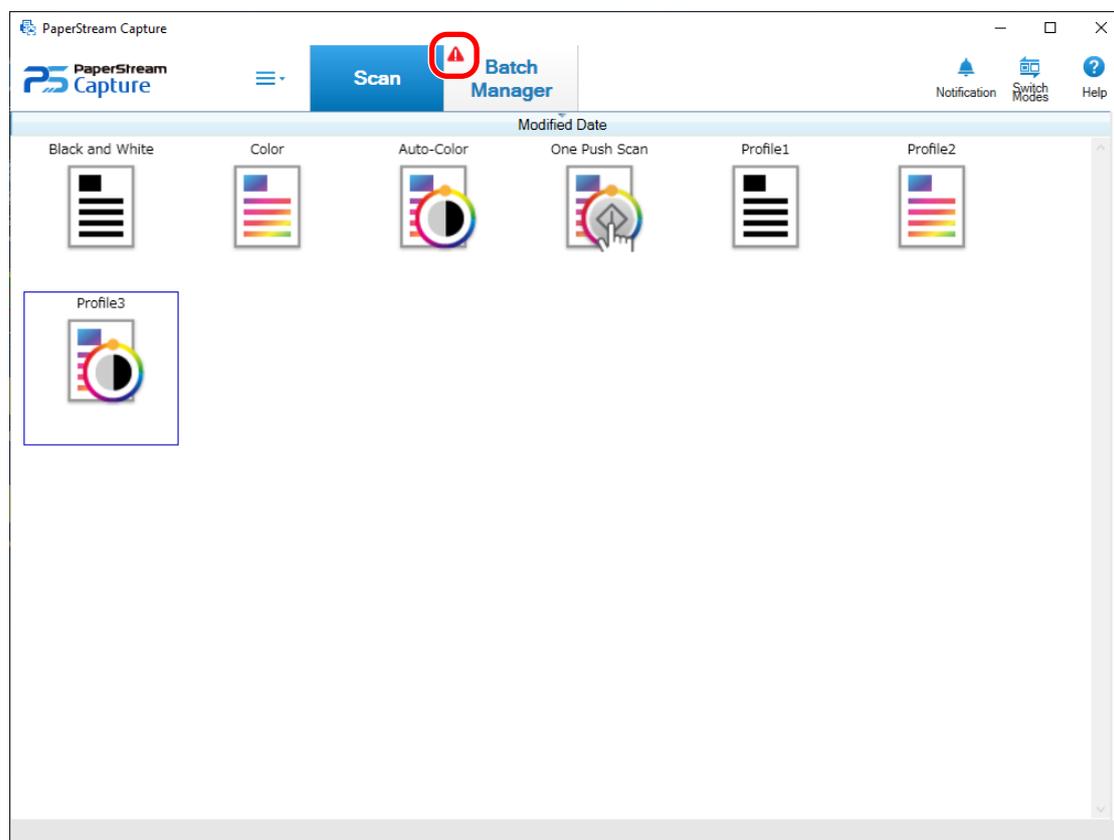
3 **Click the [Batch Manager] button in the menu.**

The [Batch Manager] window appears.
For a batch that failed to be output, [Exception] is displayed in [Status]. When you select a batch and point the mouse pointer over the [Remarks] field, ✎ appears. To check the details of the error, click ✎ .

4 **Check and remove the error.**

5 **Double-click the batch name of a batch that you want to re-release.**

The batch to be re-released is shown in the window for checking and editing images.

6 **Click the [Complete Batch] button.**

The batch is re-released, and [Released] is displayed under [State] in the [Batch Manager] window.

> **HINT**
>
> ● Only a user with administrator privileges can delete batch jobs.
> However, batch jobs indicated with [Abort] for [Status] or batch jobs indicated with [In Progress] for [Status] (even though the batch jobs have errors) cannot be deleted.

Contact for Inquiries

- **Contact for Inquiries**

  For inquiries regarding the scanner, refer to the following web page:

Contact for Inquiries	https://www.fujitsu.com/global/about/resources/shop/computing/peripheral/scanners/index.html

  If the solution to your problem cannot be found on the above web page, refer to the following web page:

Contact for Inquiries	http://imagescanner.fujitsu.com/warranty.html

  For inquiries regarding PaperStream Capture Pro, contact the distributor/dealer where you purchased PaperStream Capture Pro.

  Inquiries made to any of the contacts above regarding ABBYY FineReader for ScanSnap™ are not answered.

  For details about ABBYY FineReader for ScanSnap™, refer to [Technical Support] in the ABBYY FineReader for ScanSnap™ User's Guide which will be displayed by performing one of the following operations.

  - Windows Server 2008 R2/Windows 7
    Click [Start] menu → [All Programs] → [ABBYY FineReader for ScanSnap (TM)] → [User's Guide].

  - Windows Server 2012
    Right-click the Start screen, and select [All apps] on the app bar → [User's Guide] under [ABBYY FineReader for ScanSnap (TM)].

  - Windows Server 2012 R2/Windows 8.1
    Click [↓] on the lower left side of the Start screen and select [User's Guide] under [ABBYY FineReader for ScanSnap (TM)].
    To display [↓], move the mouse cursor.

  - Windows 10/Windows Server 2016/Windows Server 2019
    Click [Start] menu → [ABBYY FineReader for ScanSnap (TM)] → [User's Guide].

Glossary

- **Prior to Use**

  Meta data

  > This is a set of data that describes and gives information about an image.
  > In this manual, it refers to the field values for all of the specified fields and the recognition area.

  Index

  > This refers to an index for an image or data that is used to identify an image.
  > In this manual, it refers to the status in which meta data is embedded in an image or an operation to embed meta data in an image.

  Multi-station

  > This is an operation that uses a storage server.
  > It operates with a storage server and client computer stations.
  > Data is managed on the storage server and tasks are performed on each computer station.

  Batch Scan mode

  > This is a scanning method that is recommended for routine tasks.
  > You can register settings such as the file format, saving destination, and scan settings as a document profile in advance, and perform a scan with the document profile.

  Simple Scan mode

  > This is a scanning method that is recommended for irregular tasks.
  > Each time you perform a scan, you can change settings such as the file format, saving destination, and scan settings, if necessary.

  Document profile

  > This is a set of data in which the settings related to a scan and output with PaperStream Capture are registered.
  > It is used when a scanning method is the Batch Scan mode.

  Switch Modes

  > This is used to switch the scanning method to "Simple Scan mode" or "Batch Scan mode".

  Zonal OCR

  > This is a function that performs OCR (Optical Character Recognition) on a specified area to extract text.

  Index information file

  > This is a file in which an index of an output image or data that is used to identify an output image is output.

  PaperStream IP (TWAIN)

  > This is a scanner driver for our Image Scanner series.

It is compliant with the TWAIN standards.

PaperStream IP (ISIS)

This is a scanner driver for our Image Scanner series.
It is compliant with the ISIS standards.

- **Installation**

Activate

Authenticate a license and lift restrictions on the functions.

Single Station

This is an operation that does not use a storage server.
Data is managed and tasks are performed on one computer.

Storage server

This is used to manage document profiles and batch jobs that contain scanned images.

Station

This refers to a computer in a single station operation and a client computer in a multi-station operation.
For each station, select a process or more from the following processes:

- Scan & Index

    - Scan (*)

- QC (*)

- Index (*)

*These processes can be combined for a station.

- **Basic Scanning Operations**

PaperStream IP Import

This driver enables you to correct and import a BMP, JPG, TIF, JPEG, TIFF, or PDF file without using a scanner.
It is compliant with the TWAIN standards.
To use it, obtain licenses of PaperStream Capture Pro and PaperStream IP Import and activate them.

Batch

This refers to a set of jobs that execute a sequence of processes which are configured in a document profile.

- **Useful Functions**

PaperStream ClickScan

This is an application used to scan documents under the basic settings only, using a scanner from our Image Scanner series.

You can use this application with PaperStream Capture left installed.

Field

This refers to an area that is used to enter the information related to meta data.

Field Rules

This refers to the rules that you specify for field values.

Patch code

A special code to let the scanner recognize the points where documents or batches are divided.
Print it out to use it.

- **Exporting/Importing an Operational Environment**

  Scanner driver profile

  This is a set of data in which the scan settings in the PaperStream IP driver are registered.

- **Functions of PaperStream Capture Pro**

  Field value

  This refers to a value for the information related to meta data.

- **Activating PaperStream Capture Pro**

  Deactivate

  This refers to revoking the authentication of a license.
  Depending on the medium that is used to install PaperStream Capture Pro, the way in which PaperStream Capture Pro operates after its license is activated varies as follows:

  - When it is downloaded from the website and installed
    PaperStream Capture Pro cannot be started until its license is activated again.

  - When it is installed from the Setup DVD-ROM that is bundled with the scanner
    The functions that are specific to PaperStream Capture Pro cannot be used.