

## TECHNICAL TRAINING LAB INSTRUCTIONS

In this lab you will learn how to configure other Scanners as an input method to the Capture Applications process.

# Lab 20-1

## Configure a Scanner as an Input Source

*Download & Install TWAIN Scanner Drivers (from scanner manufacturer's website)*

For this part, you will download the TWAIN drivers for your scanner from the manufacturer's website and then install the drivers. Once installed, you can then test the Capture Applications Process as you did in the last lab but with scanning.

1. Before plugging your scanner into your machine, find the name of the scanner's manufacturer and the model of the scanner. For this example, we are using a Fujitsu fi-5120C scanner.
2. Then go online and find the manufacturer's website and search for the TWAIN scanner drivers for your scanner model. Make sure you select the drivers for the O/S you are using on the client PC.

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**Software Downloads: fi-5120C / fi-5220C**

The following links will direct you to the download page for each of driver / software.

**Note:**

- Operating systems not listed below are not compatible.
- Refer to "Compatibility status with Windows® 7" for details.
- Refer to "Compatibility status with Windows® 8 / Windows Server® 2012" for details.
- Refer to Abbreviations List for description of abbreviations used in the following table.
- Release Date is displayed as Month/Day/Year.

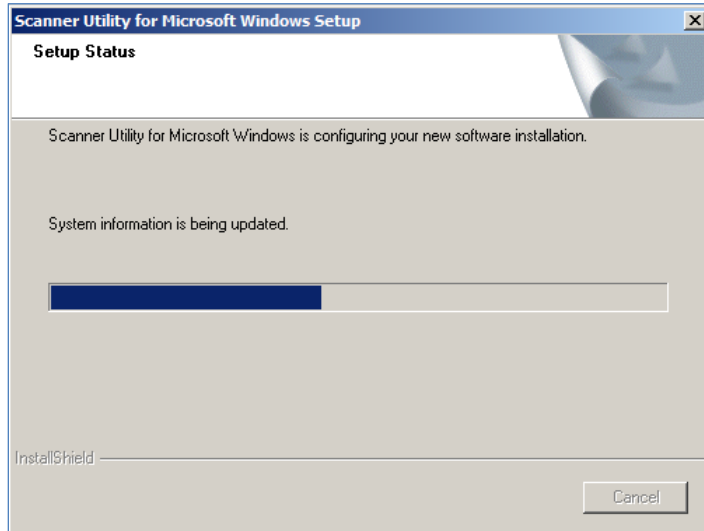
Client OS | Server OS

✖ : Not supported ✔ : Supported

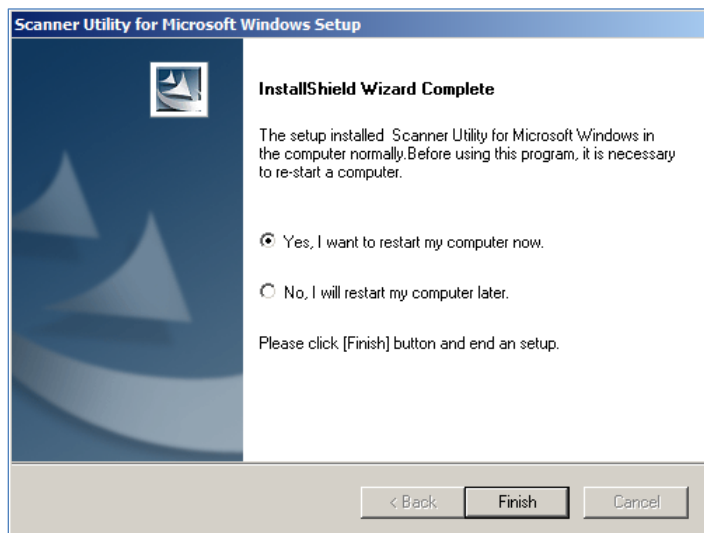
Server OS						
Release Date	Win 2003	Win 2003 R2	Win 2008	Win 2008 R2	Win 2012	
<b>Driver / Related Software</b>						
<a href="#">TWAIN Driver V9.21.1307</a>	11/26/2012	✔	✔	✔	✔	✔

3. Download the drivers to your machine and then run the installation **Setup.exe** file.

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4. Once the installation is complete, you will be prompted to restart your computer. Click on the **Yes** radio button and click the **Finish** button.



5. After your machine has restarted, plug the USB cable of your scanner into your computer. Turn ON the scanner. Print a copy of one of the Loan Application forms from C:\KTAEssentials\LabFiles\Documents\Test Set.

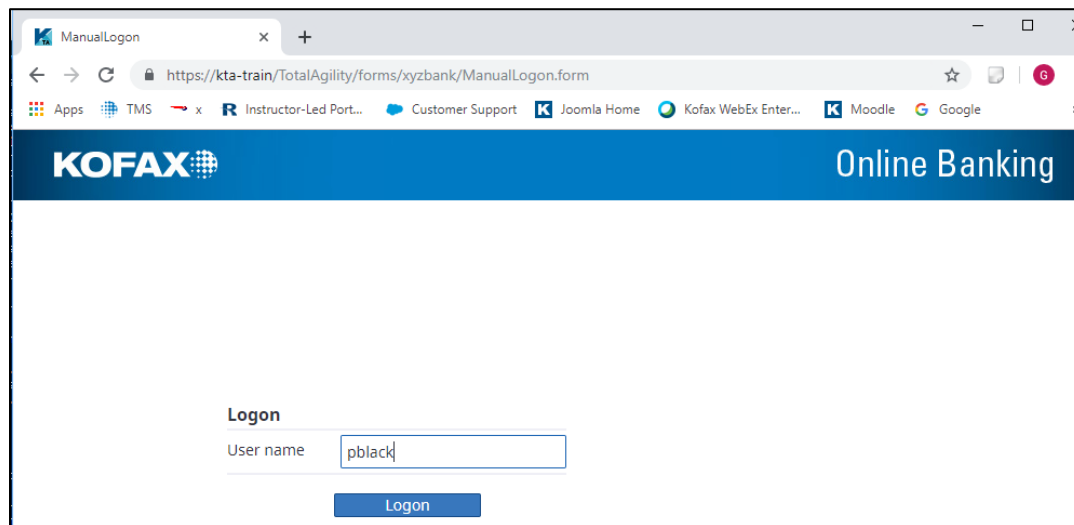
*Logon to TotalAgility Website from Client Machine*

You can access the xyzbank website via your client PC/laptop using a browser.

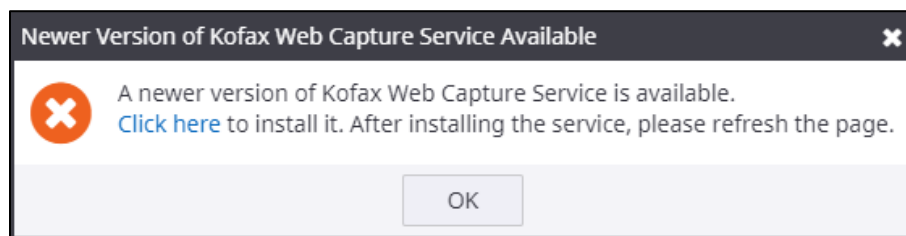
6. Open a new tab in **Chrome** on the client machine, and browse to the **xyzbank** site. <https://kta-train/TotalAgility/forms/xyzbank>  
**Note:** Substitute your KTA servers IP address or hostname.

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7. Logon as **pblack**.
8. Select **Scan Applications > New**.
9. Download the **Kofax Web Capture Service** on the client machine by clicking the **Click here** hyperlink.



10. Run the **.msi** file (bottom left corner of Chrome) to install the service.
11. After install, notice that the **Kofax Web Capture Service** appears in the system tray.



12. Click **OK** and **Refresh** the browser page.
13. Click on the **View or Change Scan Settings** icon to review the scanner settings.



14. Under the **Scanner Settings** section, select your scanner from the Select a Scanner dropdown. You should see two drivers for your scanner; select the one that does not have WIA as a prefix to your scanner name. Once you select your scanner, the screen will refresh with your scanner's settings.

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View or Change Scan Settings

Scanner Settings Document Separation Folder Separation

Scanner Settings

Select a Scanner FUJITSU fi-5120Cdj #2

☐ Scan from Device Vendor Dialog

Select a Profile Default

Profile Settings

Color

☐ Black and White (Image Enhancement required)

☒ Black and White

☐ Gray

☐ Color

☐ Automatic (Image Enhancement required)

Paper

Resolution 200 DPI

Size A4 (210mm x 297mm)

Orientation

☒ Portrait

☐ Landscape

Paper Source

☒ ADF

☐ Flatbed

Duplex

☒ Simplex

☐ Automatic

☐ Duplex

☐ Image Enhancement Settings

Reset OK Cancel

**Note:** The lab assumes you are capturing single sided A4 size pages, at 200 DPI. The Classification project was trained using samples with that paper size and DPI.

15. You can choose to **Scan from the Device Vendor Dialog** if required (we will not).

Scanner Settings

Select a Scanner FUJITSU fi-5120Cdj #2

☒ Scan from Device Vendor Dialog

16. Put the copy of a **Loan Application** form into your scanner's input tray.

17. Click on the **Scan One Sheet** icon to start the scanning.

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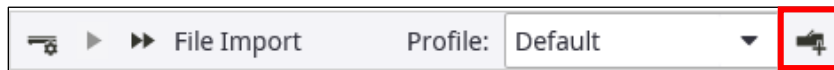
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18. Once the image has been scanned in, click on the **Folder** tab and enter the **Scan Operator's** initials and the **Scan Date**.

The screenshot shows the KOFAX software interface. The 'Folder' tab is selected in the 'Fields' section. The 'Scan Operator' field contains 'Paul', 'Scan Date' contains '03/04/2019', and 'Location' contains 'Irvine'. The main window shows a scanned document titled 'XYZ Bank - Personal Loan Application' with a barcode and form fields.

19. Click on the **Create Job** icon.



20. Select **To Do > Work Queue** and take the **Document Review** activity. The scanned document will be confidently classified.

The screenshot shows the KOFAX software interface in the 'Work Queue' view. The 'Name' column shows '1: Standard (1)', 'Type' shows 'Standard', and 'Confidence' shows '91.1%'. The main window shows the scanned document titled 'XYZ Bank - Personal Loan Application' with a barcode and form fields.

**Lab Notes***Paper Sizes and DPI*

1. It is important to understand that when you train your project for classification, you have used samples that have a specific DPI and paper size. When you scan documents, you need to ensure you are scanning those documents at the paper size and DPI that was used to train the project for classification.

**Revision Questions**

1. A user has connected a scanner to their local machine. Assuming the appropriate drivers for the scanner have been installed, is it possible for the user to scan a document on their local machine to the TotalAgility server?  

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2. Can you configure scan settings for a scanner using a Scan/VRS profile?  

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