


ImageNow Scanning Quick Reference

Log into ImageNow

- Verify scanner is on
- Click on  located on System Tray
 - Or: Click Start, All Programs, ImageNow 6
- Enter User Name and Password
 - Will use e-id and e-id password
 - Password will be updated in ImageNow whenever you change your e-id password
- Click



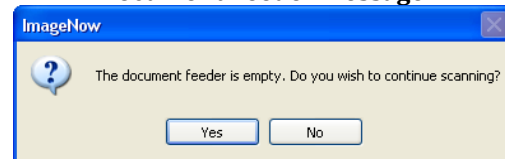
Scanning Documents

Note: This document covers the basics of scanning a document. Every department has its own procedures for scanning documents. The department will inform the user on what those procedures are.

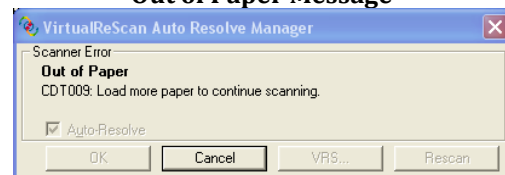
- From drop down list for Capture on the Tool Bar Button Options, select capture profile
 - Letter simplex (one side only)
 - Letter duplex (both sides)
- Feed documents into scanner
 - Do not load more than indicated on feeder tray
 - Can continue to load additional documents as the feeder tray is emptied
 - ‘The document feeder is empty. Do you wish to continue scanning?’ message
 - Load documents and click to continue scanning
 - If scanning batch complete, click and click
- Note batch number when scanning complete
- Click
- If no more batches to scan, move to the next step in the imaging process (i.e.; Q&A) or exit ImageNow
- Or repeat scanning process for new batches



Document Feeder Message



Out of Paper Message



Batch Report

