SCEIS Imaging: HP Scanjet 7000 s2 Scanner Installation and Configuration Guide

If your scanner is already installed, go to the CONFIGURATION section on page 3.
Configuration will set the scanner to <u>ignore blank pages</u>.
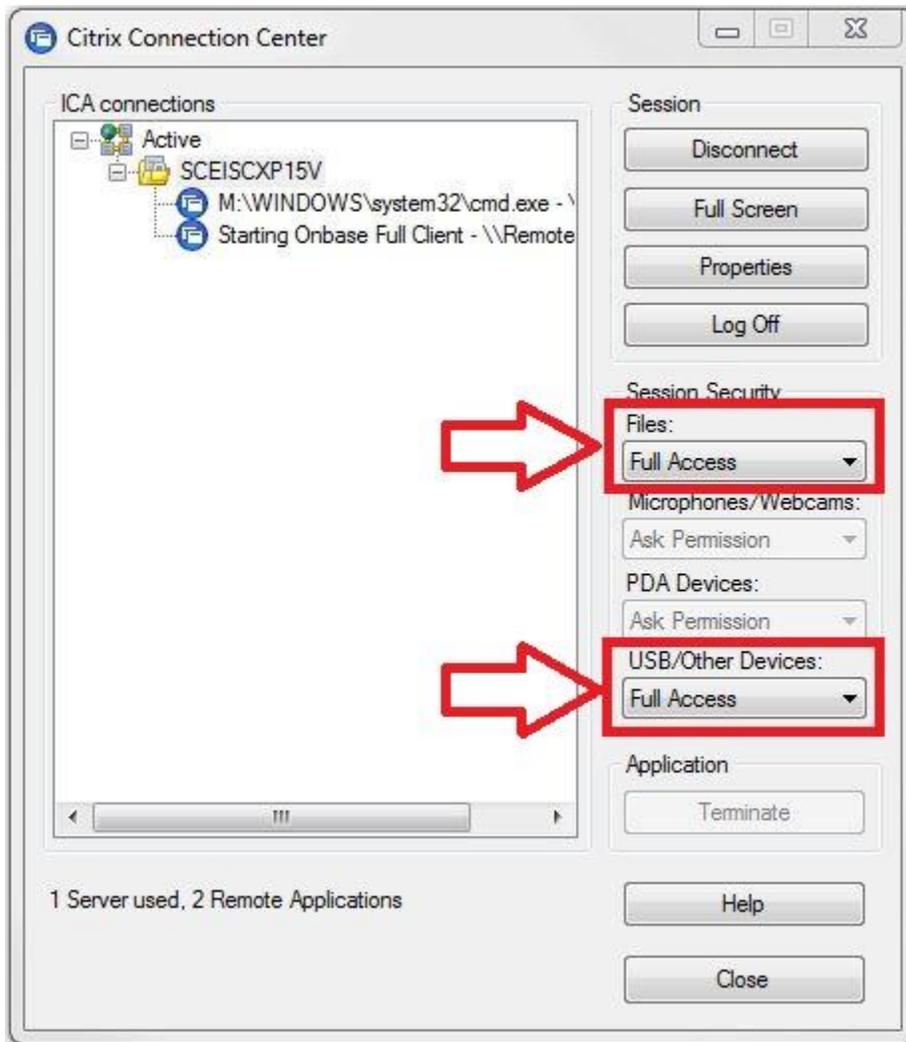
INSTALLATION

<u>TWAIN Driver Installation</u>

1. Install the HP twain driver from the installation disk or download the most current driver version from:
   http://h20000.www2.hp.com/bizsupport/TechSupport/DriverDownload.jsp?lang=en&cc=us&prodNameId=5205591&taskId=135&prodTypeId=15179&prodSeriesId=5205590&lang=en&cc=us

First select the version of Windows running on the machine, then select "TWAIN Driver and Utilities" from the drivers section and download.

<u>Enable Citrix Access to the Scanner</u>

2. Log in to Citrix (sceisgateway.sc.gov) and log in to either SAP or OnBase, it does not matter which one.

3. Right-click on the Citrix Connection icon in the system tray, located near the time in the lower right corner of the screen. Left-click on 'Open Connection Center'.

Verify under "Session Security" that **Files:** and **USB/Other Devices:** are set to "Full Access".
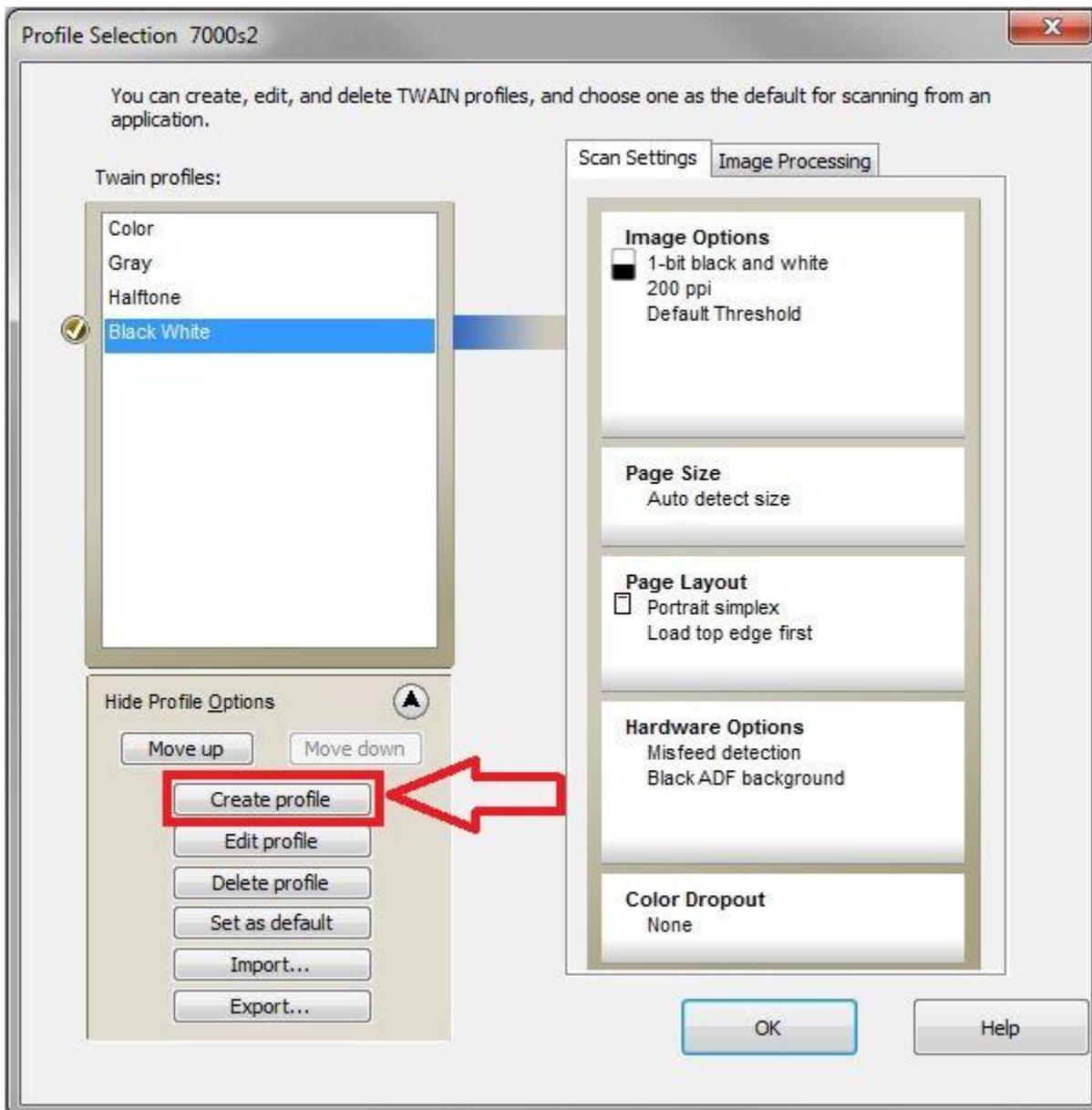

Click 'OK' to close the Citrix Connection Center

CONFIGURATION

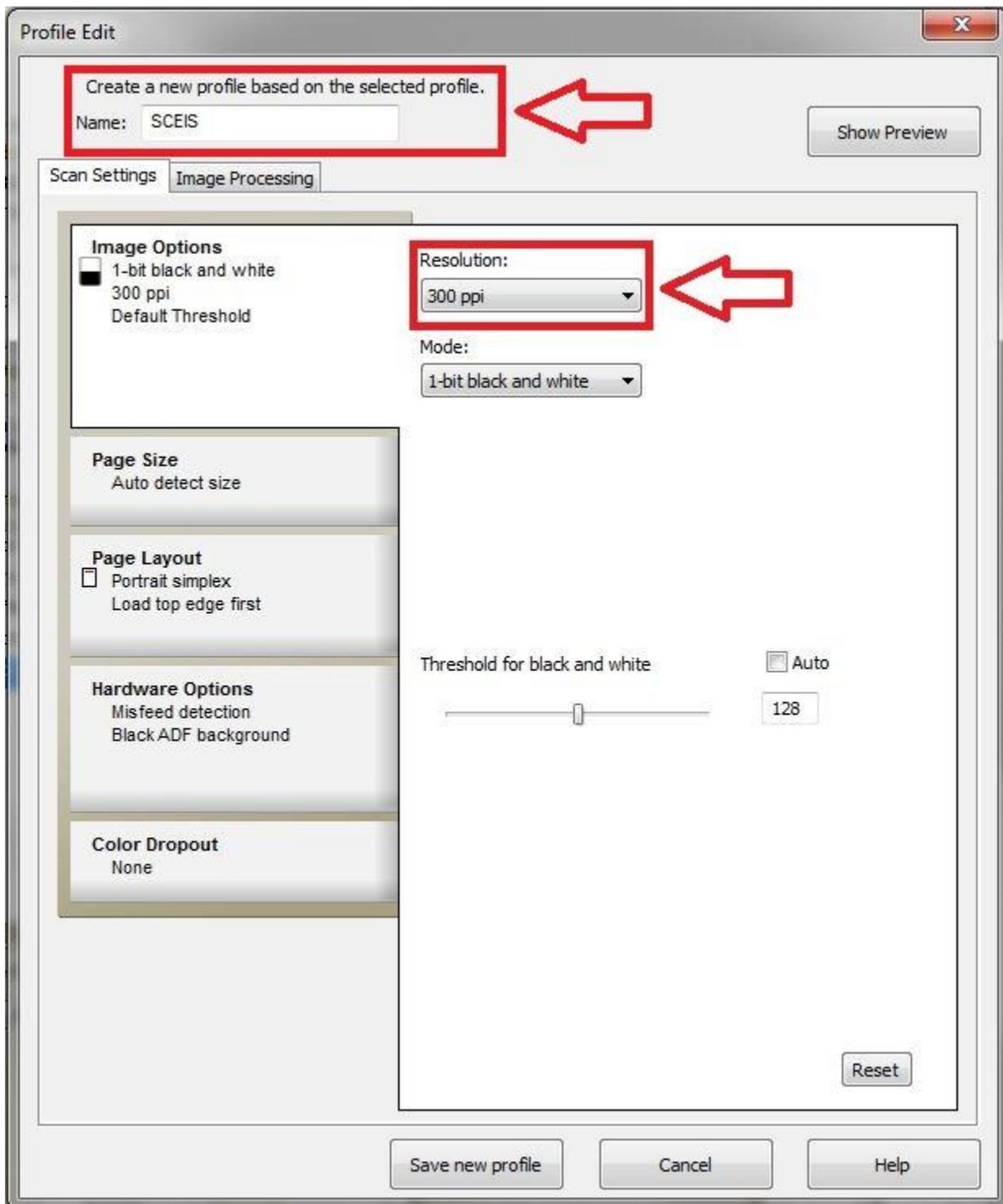On your Windows main screen…
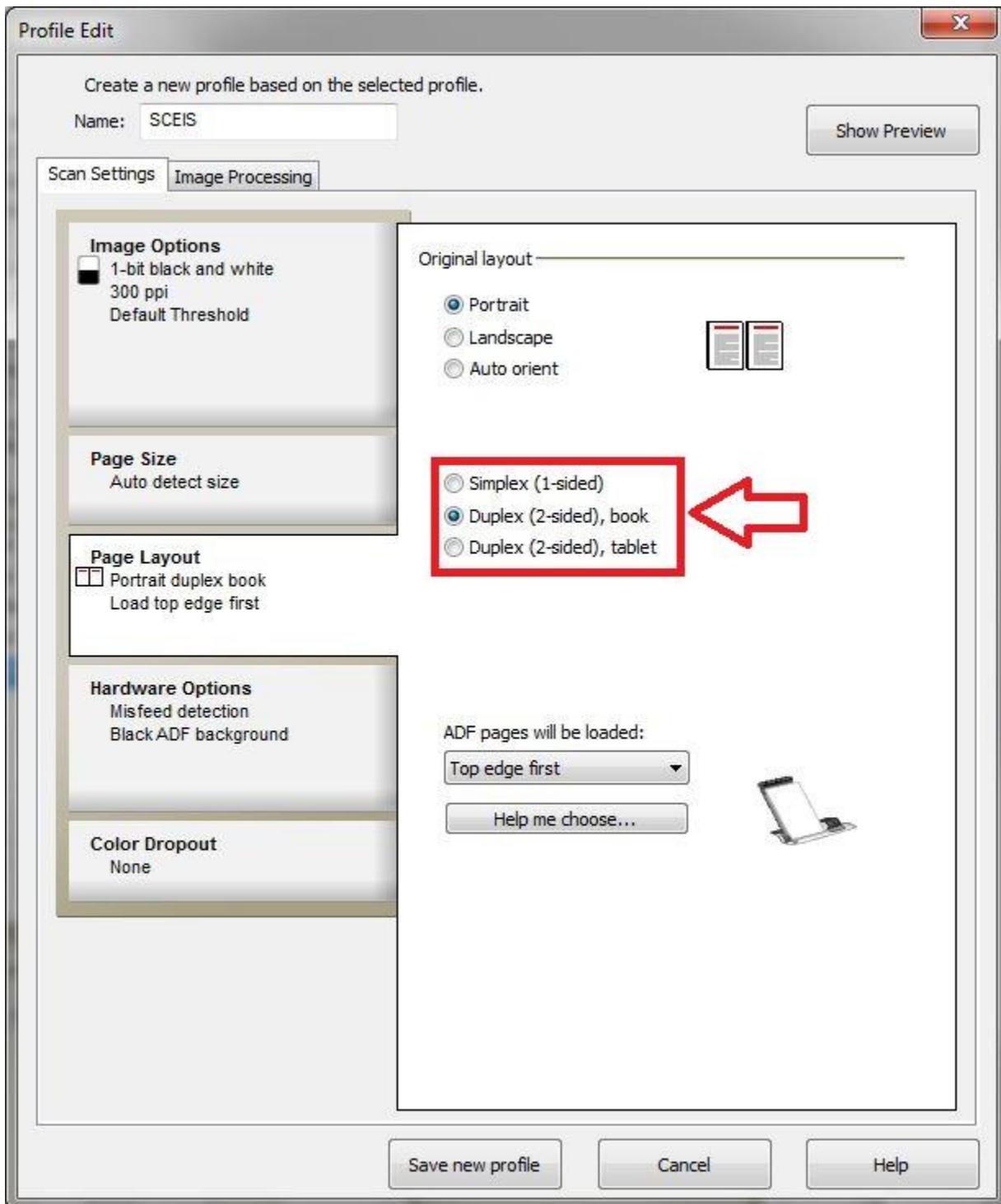Go to **Start >> Programs >> HP >> Scanjet>>7000 s2>> HP TWAIN Admistration**
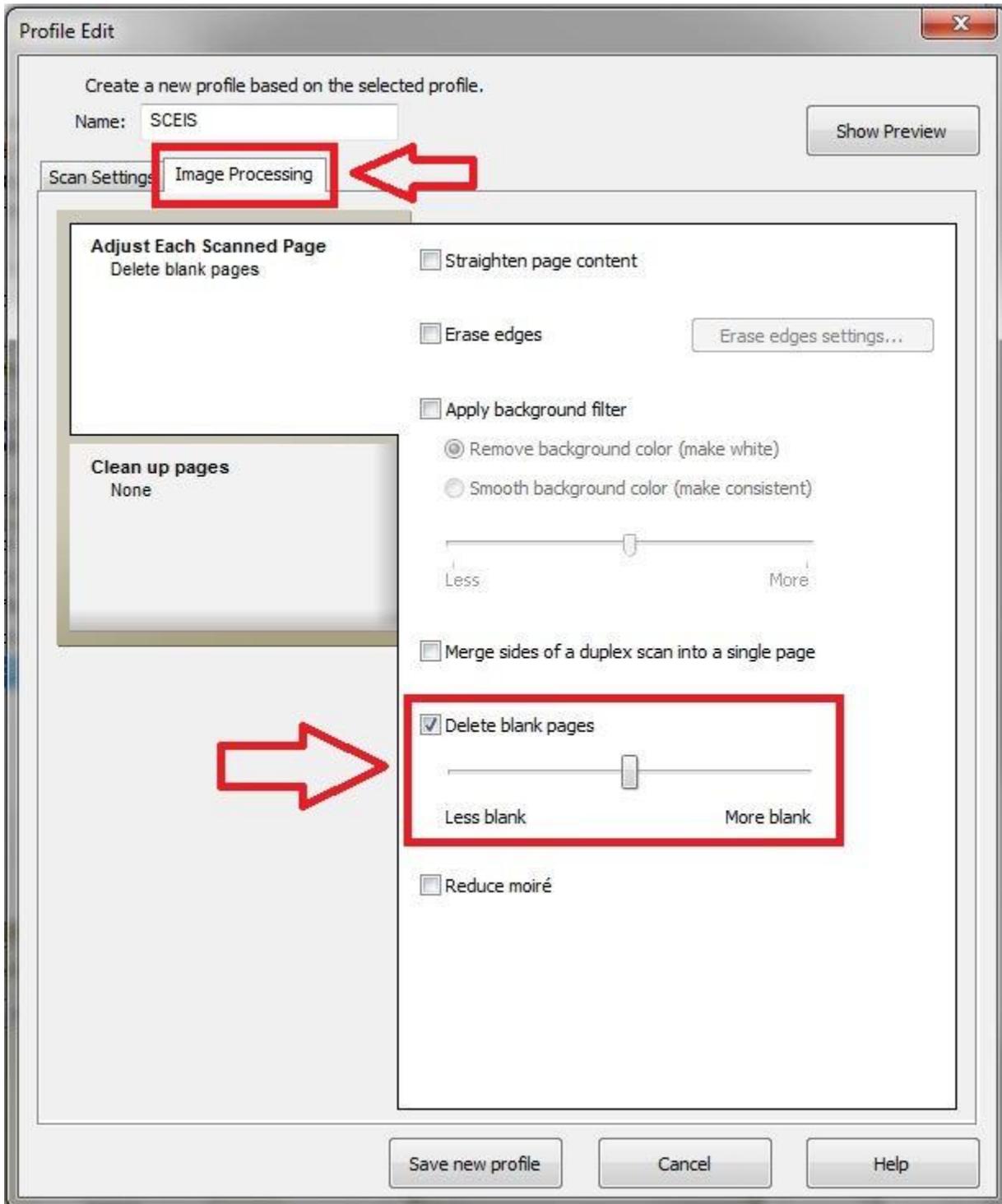
Select "Create profile"

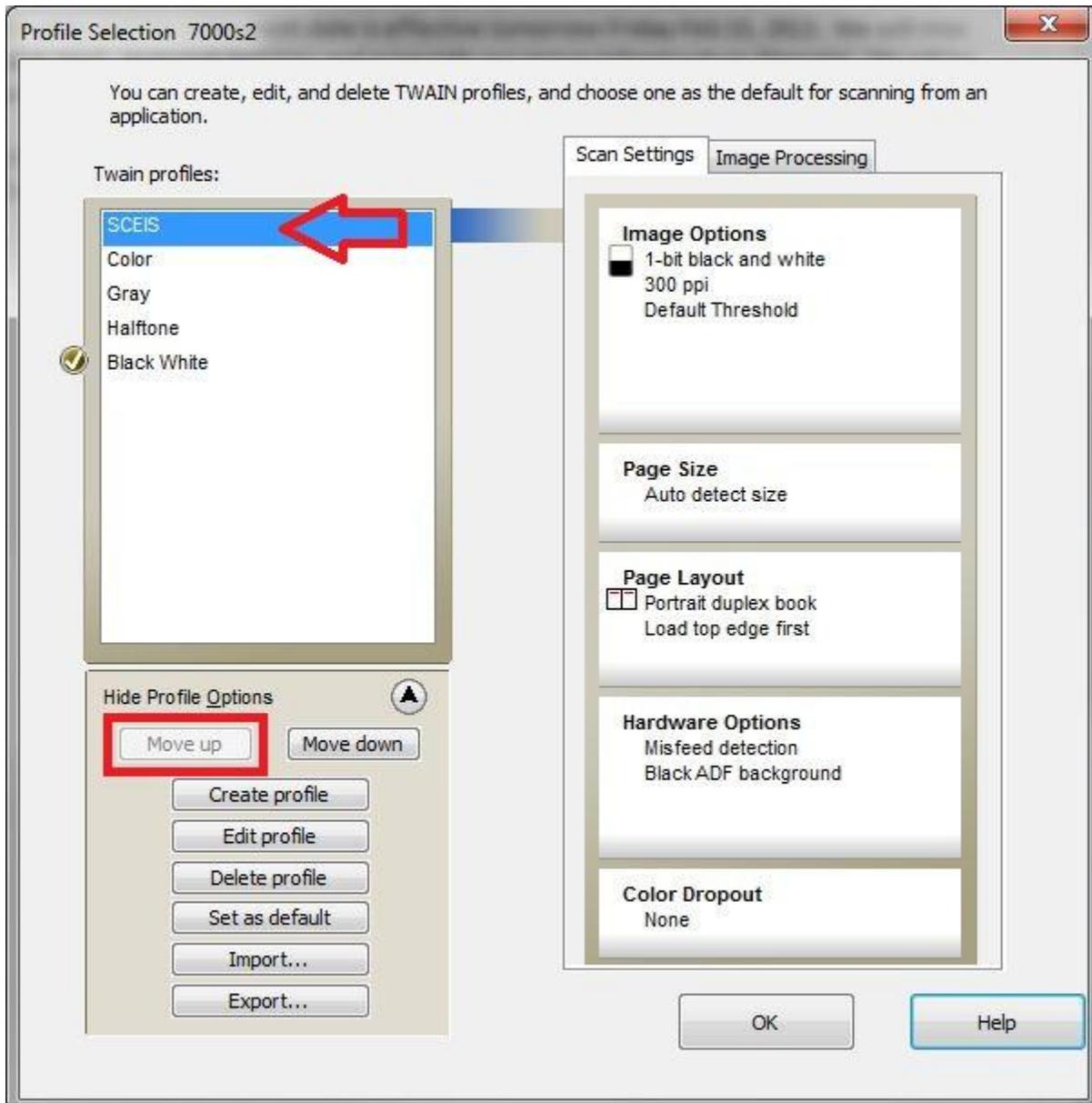Next to "Name:" type SCEIS into the box. Then change the Resolution to "300 ppi" as soon below.

Click on the "Page Layout" tab on the left. Change the option to "Duplex (2-sided), book".

At the top, select the "Image Processing" tab. Next check the "Delete blank pages" check box. When this is complete, click on "Save new profile".

The last step is to click on the "Move up" button until SCEIS appears at the top of the Twain profiles box. Once this is done, click "OK". Then click Set as default.

The HP scanner is now ready for SCEIS imaging.

If the scanner does not perform as follows contact the SCEIS Help Desk.

- Scan in black and white
- Scan front side of pages
- Ignore back side of pages if backside is blank
- Scan back side of pages if there is information on the back side
- Scan page lengths from small pieces of paper (bank slips) to legal size paper (8.5 x 15)
- Stop scanning if paper length is longer than legal size
- Stop scanning if multiple pages get pulled through the scanner at once by mistake (multifeed detection)