

Scan Format Setup – Unity 12

Getting Started

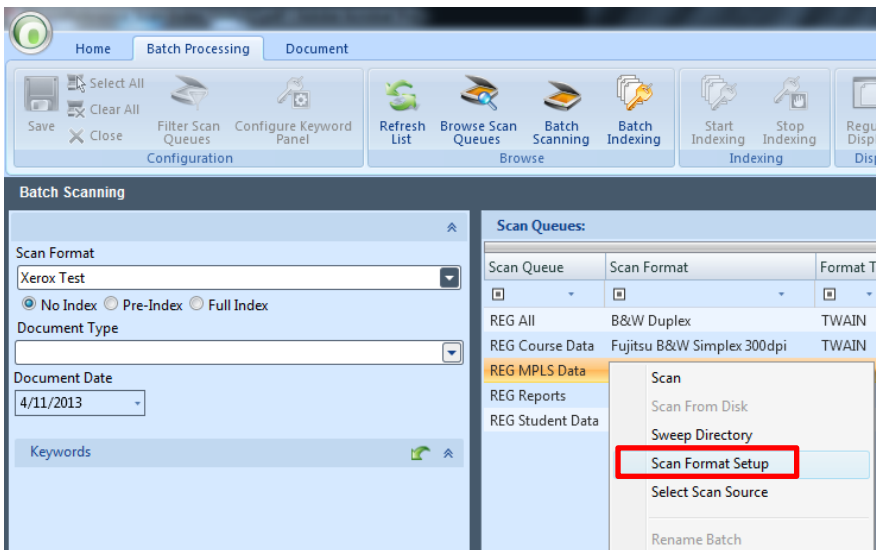
1. Launch the Unity Client.
 2. Enter your UNI Cat ID information into the username and password fields.
 3. Click **Login** to log on. Once the Application Server you are connecting to is finished initializing, the Unity
- Note:** The Application Server you are connecting to may take a few minutes to initialize.

Accessing the Scan Queues

1. From the Unity Client window, click the Batch Scanning button in the Imaging ribbon group.

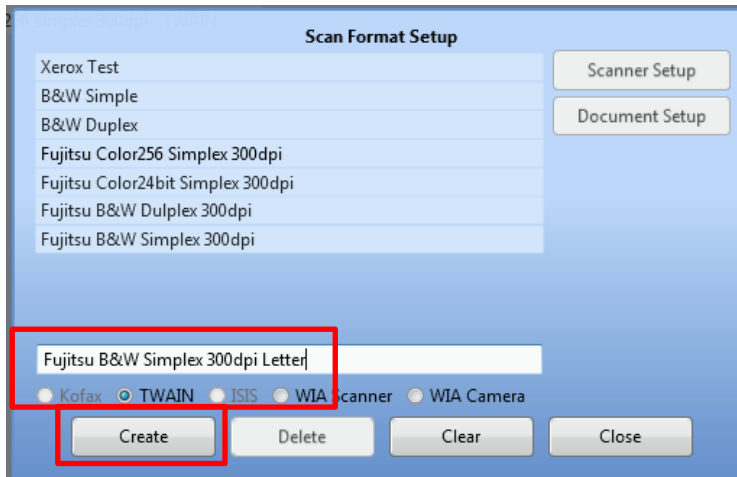


2. The Batch Scanning layout is displayed. Right click on any scan queue listed and select **Scan Format Setup**



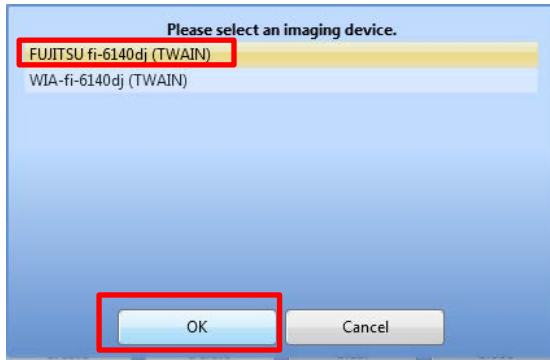
3. Enter a name for this scan format. We recommend being very specific with the name so your scanners know which format to use with which document type. In this example below I am using a Fujitsu fi-6140 and have selected TWAIN as my scanner driver. My scan format will be set as a single side, letter sized document in black & white with 300dpi. Select **Create**.

NOTE: Do not select WIA Scanner or WIA Camera so the functionality is limited. Always use the TWAIN driver!



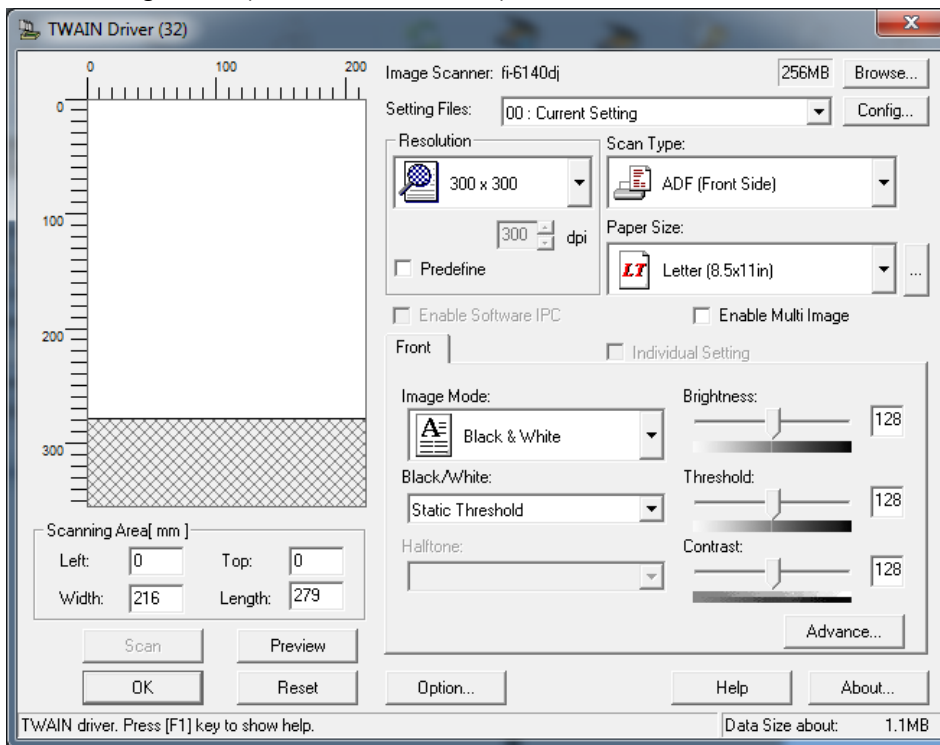
4. The Imaging Device Selection window will be presented. Your screen may vary depending on the scanner attached to your machine. Select **OK**.

NOTE: Again, be sure to select the Scanner name in (TWAIN) mode, not the WIA option!



5. **Scanner Setup** will be displayed. Options in this area will vary depending on your scanner model. Configured settings for the scan format as you wish based on your Scan Format name you choose in step 4. Many scanners come with predefined profiles. Suggested settings that will make scanning the most efficient are:

- Resolution (300dpi)
- Scan Type (ADF Front side, both sides or flatbed if applicable)
- Paper Size (Letter, Legal, Business Card, Form, etc)
- Image Mode (Black & White or Color)



6. **Document Setup** will display after the Scanner Setup completes. Set the Document Setup options for the scan format as needed. See table below that describes what each setting does. When finished, click **OK**.

Setting	Description
One Document	Select this option to assign all pages in the batch to the same document. The scanner will then bring the file as one single document with multiple pages. This eliminates the need for the scanner/indexer to click append on every image page. Tip: When scanning a batch of mixed documents of variable length, you should use this option and configure the scan queue to route batches for document separation. All documents are initially assigned to the same document and the batch is routed to the Awaiting Document Separation batch status queue, where the user manually separates the document into individual documents.
Multiple Documents	Select this option to assign the pages in the batch to multiple documents. When this option is selected, the Pages per document and Adjust for Duplex options are enabled.
Pages per document	Note: This option is enabled when the Multiple Documents radio button is selected. Enter (or use the << or >>) buttons to select the number of pages that are assigned to each document in the batch. The Pages per document value should be set to the actual number of pages per document or, if documents in the batch are of different lengths, the lowest common multiple of the number of pages per document.
Adjust for Duplex	Note: This option is enabled when the Multiple Documents radio button is selected. Select this option to ensure that both sides of a dual-sided document are saved to the same document when using duplex or duplex-emulating scanning. For example, if a dual-sided page is scanned and, according to the Pages per document setting, the back of the page should be used to create a new document, then the Adjust for Duplex setting forces the back page to be appended to the first document instead of being used as the first page of the second document, even if the number of pages per document then exceeds the Pages per document setting.
Invert RGB Colors	Select this option to invert the colors of the image after scanning. Note: This option is only available for color TWAIN scan formats.
Show TWAIN interface when scanning	Select this option to display the TWAIN scanner user interface each time a scan is performed. Note: This option is only available for TWAIN scan formats.
Rotation	Select the radio button that describes how documents should automatically be rotated when displayed during scanning and indexing. <ul style="list-style-type: none"> • No Rotation. Pages are not rotated. • Rotate Left 90 degrees. Pages are rotated 90 degrees to the left. • Rotate Right 90 degrees. Pages are rotated 90 degrees to the right. • Rotate 180 degrees. Pages are rotated 180 degrees.