
Setting Up Your Kodak ScanMate i1120 Scanner to Work with DYMO File

The Kodak ScanMate i1120 scanner can be connected to a user's computer directly or shared by multiple users over a local network. Regardless of how your scanner is connected, this document guides you through the two-part setup that is required to enable your ScanMate scanner to work with DYMO File™:

- **Smart Touch Shortcut Setup** — In the ScanMate i1120 scanner software, one or more smart touch shortcuts must be configured for DYMO File scanning. If the scanner is shared by multiple users over a network, one person can set up the smart touch shortcuts for all DYMO File users. For information about using multiple smart touch shortcuts, see "Smart Touch Shortcut Scenarios" on page 9.
- **DYMO File Setup** — On each user's computer, DYMO File must be set up to know which folder to monitor for scanned documents to be processed. See page 5.

Smart Touch Shortcut Setup

The ScanMate i1120 scanner lets you specify settings for smart touch shortcuts.

This section includes two procedures:


- Configuring one or more smart touch shortcuts for DYMO File scanning
- Adding settings for two-sided scanning

Configuring Smart Touch for DYMO File Scanning

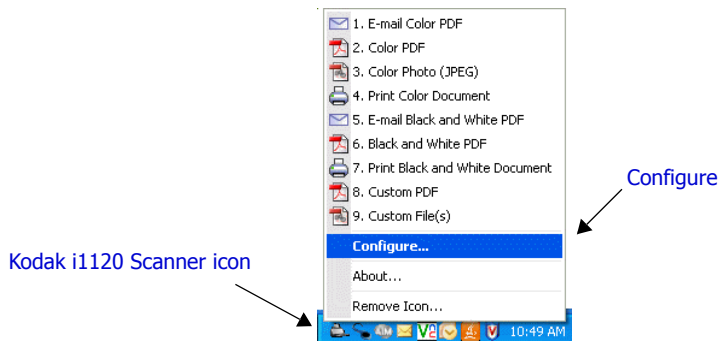
For any smart touch shortcut that will be used for DYMO File scanning, specify the proper settings as described in the following procedures.

To start smart touch configuration

- 1 Be sure your ScanMate i1120 software is installed on your computer and that the scanner is properly connected and powered on.
- 2 Click **Start > Programs > Kodak > Document Imaging > i1120 > Smart touch** to start the software.

When the ScanMate scanner is connected and powered on, the  Kodak i1120 Scanner icon appears in the Windows desktop notification area (also called system tray).

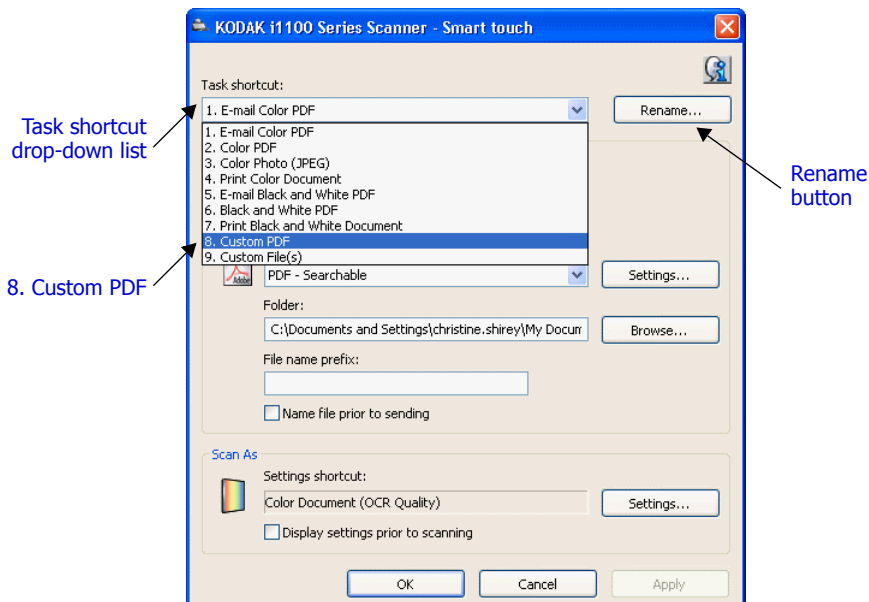
3 Click the  icon to open the shortcuts menu, and then click **Configure**.



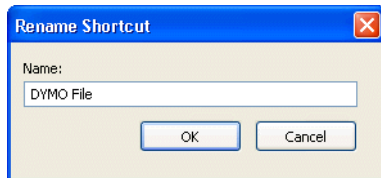
To rename a shortcut to use with DYMO File

1 In the **Smart touch** dialog box, from the **Task shortcut** drop-down list, select a shortcut to modify for DYMO File scanning.

We suggest selecting **8. Custom PDF**.



2 Click **Rename** to open the Rename Shortcut dialog box.

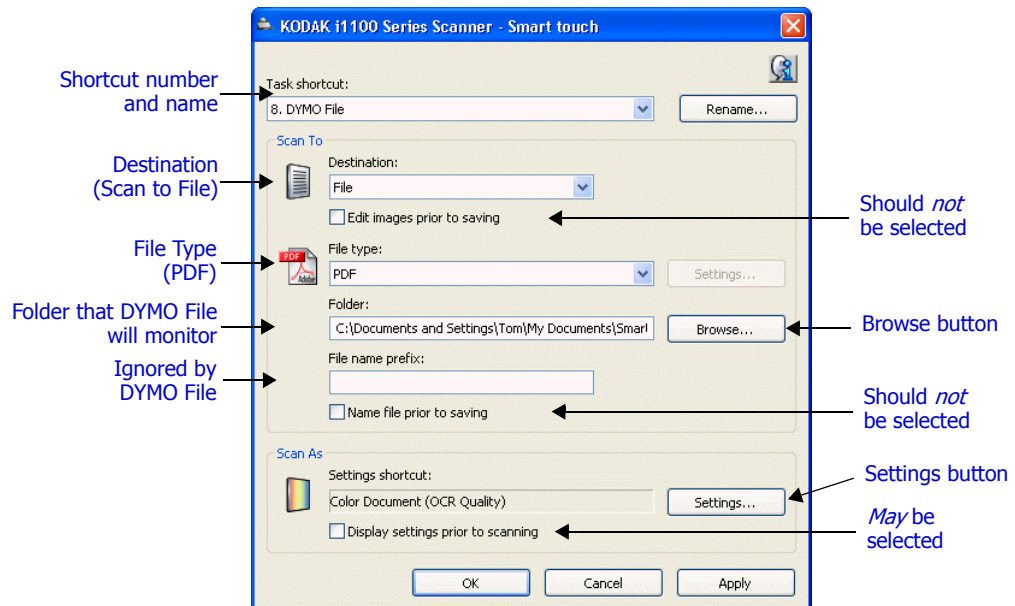


3 In the **Name** field, type **DYMO File** and click **OK**.

NOTE If you want to set up multiple shortcuts to be used by different people or groups, you can give each shortcut a person-specific or group-specific name. For information about using multiple shortcuts for DYMO File scanning, see "Smart Touch Shortcut Scenarios" on page 9.

To configure the DYMO File shortcut

- 1 Be sure the **Task Shortcut** drop-down list shows the number and name of the DYMO File shortcut that you are configuring.



- 2 In the **Destination** drop-down list, select **File**.
- 3 In the **File type** drop-down list, select **PDF**.
- 4 In the **Folder** field, specify a folder for DYMO File by doing either of the following:
 - Use the default path and add **DYMO** at the end.
 - Click **Browse** to specify an entirely different path, with **DYMO** as the last folder in the path.

EXAMPLES:

C:\Documents and Settings\Tom\My Documents\Smart touch\i1100\Output\DYMO
 K:\Smart touch\DYMO

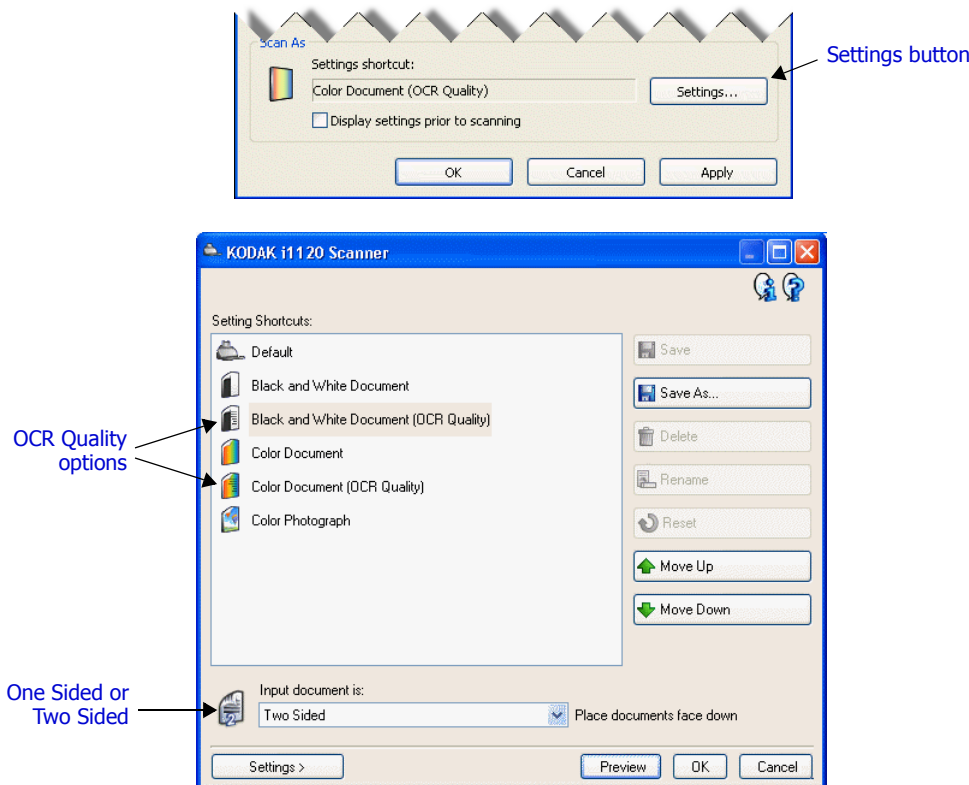
You can select a folder on either your local computer or a network drive that is shared by multiple users. *Remember this location* because each user needs to specify it again during DYMO File setup, as described beginning on page 5. This is the location where DYMO File software temporarily saves files, after scanning and before processing. DYMO File Monitor watches this location for scanned documents that are ready to be processed.

- 5 Ensure that the **Edit image prior to saving** and **Name file prior to saving** check boxes are *not selected*.

Clearing these check boxes eliminates unnecessary prompts during DYMO File scanning.

NOTE When the **Display settings prior to scanning** check box is selected, a settings dialog box appears each time a user presses the scan button. If you don't want users to be able to change settings, clear this check box also.

6 Click **Settings** to open the dialog box pictured below.



7 Under **Setting Shortcuts**, select either of the OCR (Optical Character Recognition) options: **Black and White Document (OCR Quality)** or **Color Document (OCR Quality)**.

8 Under **Input document is**, select either **One Sided** or **Two Sided**.

9 Do one of the following:

- If you selected **One Sided**, click **OK** and then confirm and save your change, optionally with a new name for the setting.
- If you selected **Two Sided**, read the next section, “Adding Settings for Two-Sided Scanning.”

Adding Settings for Two-Sided Scanning

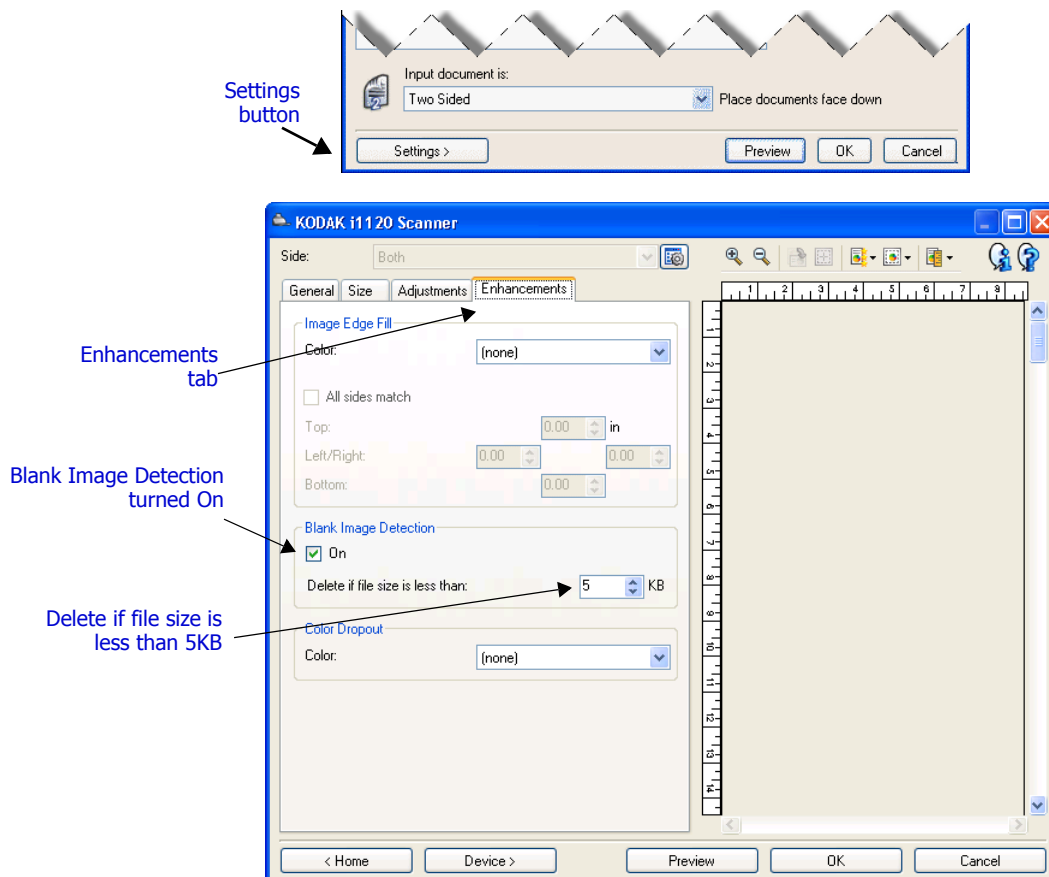
The ScanMate i1120 scanner provides **Blank Image Detection**, which is useful for two-sided DYMO File scanning under two circumstances:

- If DYMO File users will sometimes scan one-sided documents and sometimes scan two-sided documents, a single smart touch shortcut with **Blank Image Detection** turned on can serve both needs.
- If two-sided DYMO File scanning is done with a cover sheet in front of each document to be scanned, instead of a DYMO Label barcode attached to the first page of each document, **Blank Image Detection** can ensure that the back of the cover sheet is not included in the scanned file.

The following procedure for specifying two-sided settings picks up after step 8 of the previous procedure.

To enable Blank Image Detection

- 1 If you selected **Two Sided** in step 8 on page 4, click **Settings** to open the dialog box pictured below.



- 2 Select the **Enhancements** tab.
- 3 Under **Blank Image Detection**, select **On**.
- 4 Set the **Delete if file size is less than** value to **5**.
- 5 Click **OK** and then confirm and save your settings and close all ScanMate i1120 dialog boxes.

DYMO File Setup

On each user's computer, DYMO File needs to know how the ScanMate i1120 scanner is connected and which location to monitor for scanned documents to be processed.

You have two options in DYMO File for providing connection and location information:

- **Option One:** First Run Wizard (automatic for first-time users)
- **Option Two:** DYMO File Settings (quicker if you have already run the First Run Wizard)

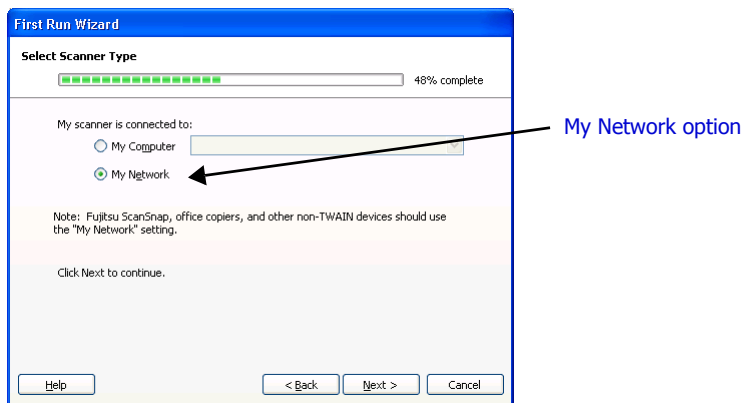
Using the First Run Wizard

The First Run Wizard runs automatically the first time you start DYMO File. If you have already completed the First Run Wizard, save time by skipping this procedure and using DYMO File Settings instead, as described beginning on page 7.

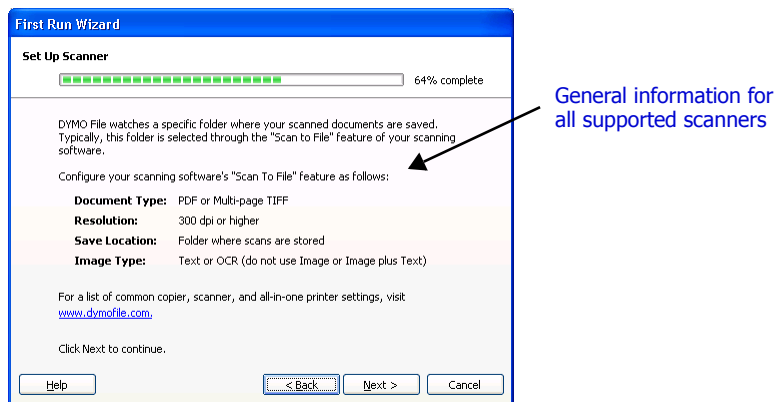
To use the First Run Wizard

- 1 Start DYMO File.
- 2 If the wizard doesn't open automatically, start it by choosing **Tools > First Run Wizard**.
- 3 Follow the wizard's on-screen instructions to do the following:
 - a Identify the printer you will use to print a test barcode.
 - b Print a test barcode.
- 4 In the **Select Scanner Type** dialog box, select **My Network**.

Select this option *even if the ScanMate i1120 scanner is connected directly to your computer*.

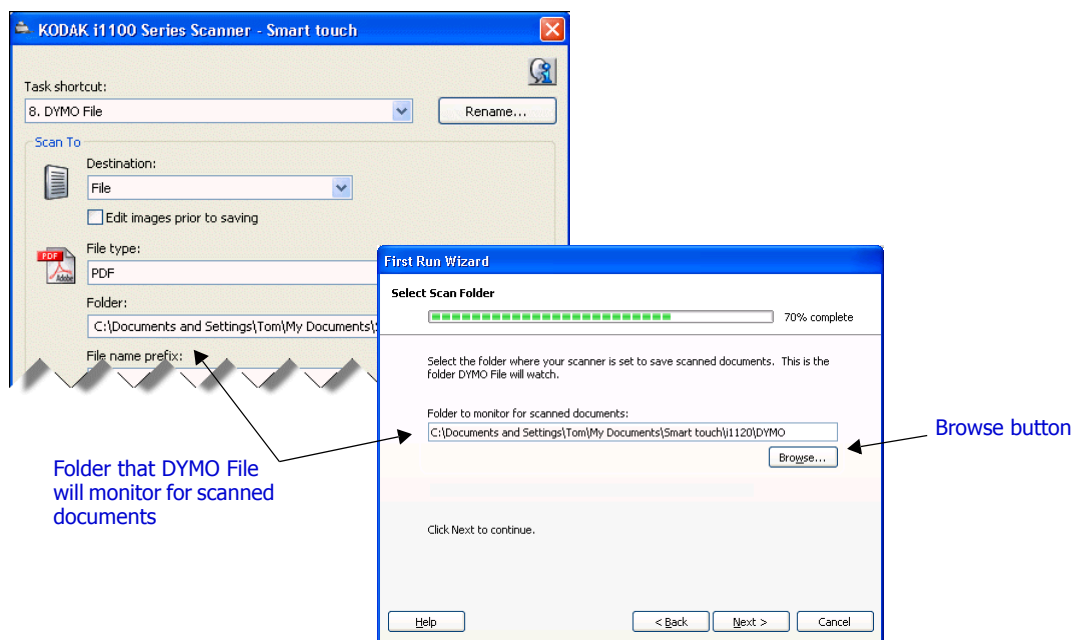


- 5 Click **Next** twice to bypass the instructions in the **Set Up Scanner** dialog box. The Set Up Scanner dialog box provides general information that applies to all scanners; however, ScanMate-specific instructions are provided in this document in "Configuring Smart Touch for DYMO File Scanning" starting on page 1.



6 In the **Select Scan Folder** dialog box, click **Browse** to locate the **Folder to monitor for scanned documents**.

This folder must match the folder location that was specified in the smart touch shortcut on page 3. If someone else completed the smart touch shortcut setup for your group, contact that person for the location of the folder.



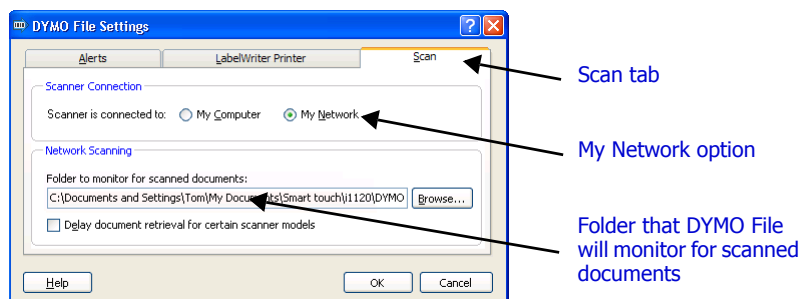
7 Click **Next** and follow the on-screen instructions to complete the First Run Wizard. Additional steps include scanning a document to test your setup.

Using DYMO File Settings

If you have already run the First Run Wizard, you can use DYMO File Settings to provide or change connection and file-location information quickly.

To use DYMO File Settings

- 1 Start DYMO File.
- 2 Choose **Edit > Settings**, and select the **Scan** tab.



3 Select **My Network**.

Select this option *even if the ScanMate i1120 scanner is connected directly to your computer*.

- 4 Click **Browse** to locate the **Folder to monitor for scanned documents**.

This folder must match the folder location that was specified in the smart touch shortcut on page 3. If someone else completed the smart touch shortcut setup for your group, contact that person for the location of the folder.

- 5 Click **OK** to save your settings.

Smart Touch Shortcut Scenarios

For offices that share a Kodak ScanMate i1120 scanner over a network, DYMO File is the ideal solution because all DYMO File users can use the same smart touch shortcut for scanning, or for further security each user or group can use a separate shortcut.

One Smart Touch Shortcut for All DYMO File Scanning

You can configure a smart touch shortcut that lets all DYMO File users scan their documents to a common folder that is shared on a local network. In this scenario, each user's copy of DYMO File is set to monitor the shared folder.

NOTE To ensure that each scanned file is directed to its intended location, DYMO File matches the barcode of each document in the monitored folder to a user-specified DYMO File reservation. In this way, no one ends up with someone else's file.

Separate Smart Touch Shortcuts for Individual DYMO File Users or Groups

For complete security, you can choose to configure separate smart touch shortcuts different users or groups. This way, each user or group can scan to a separate, secure monitored folder. Doing so ensures that confidential documents are not widely accessible. In the example pictured below, shortcut 8 has been configured for the HR Department, and shortcut 9 has been configured for the Payroll Department. To send their scanned documents to the correct monitored folder, users from each department simply need to:

- Specify the monitored folder in their DYMO File settings.
- Select the correct shortcut number on the ScanMate i1120 before pressing the scan button.

From the separate monitored folders, DYMO File processes the scanned documents and sends them to the locations specified in different users' reservations.

