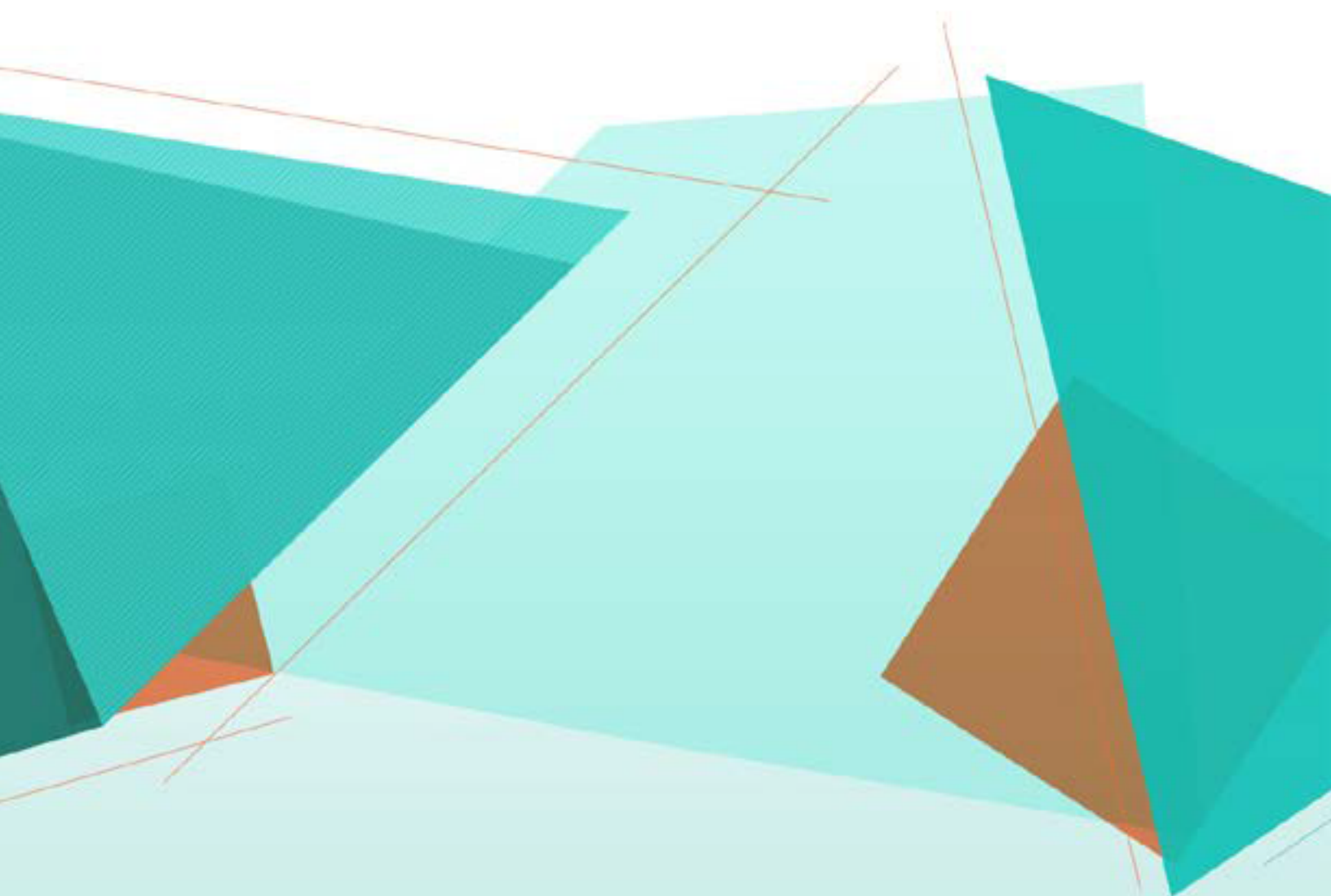


## Using Smart Touch



# Using Smart Touch Functionality

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This document is for use with *Kodak* and Alaris Scanners that use Smart Touch.

For the purpose of this manual all information is the same for any scanner model unless otherwise noted. Some functionality may not be available depending on the scanner you are using.

## Overview (Windows operating systems only)

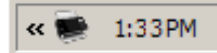
Smart Touch allows you to quickly and easily perform common scanning tasks. Nine different functions can be assigned and performed. Predefined tasks are assigned to the functions so you can immediately use the functions after installation. However, you can easily configure each function to handle the tasks that are most important to you.

Alaris Capture Pro Software or Alaris Capture Pro Software Limited Edition may be a better choice if you regularly capture large, high resolution, or uncompressed documents. If you need more advanced batch capture functionality, including advanced indexing, image processing, and output capabilities, consider purchasing Alaris Capture Pro Software. Alaris Capture Pro Software is a full-feature capture application that supports *Kodak* Scanners as well as over 160 other scanner models from many different manufacturers. With numerous automated functions, flexible scale-up, no click charges, and an array of highly versatile choices in output, Alaris Capture Pro Software delivers great return on your investment. To learn more, go to [www.kodakalaris.com/go/capturepro](http://www.kodakalaris.com/go/capturepro), or contact your Kodak reseller.

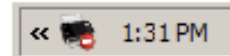
## Starting Smart Touch

After the scanner's driver has been installed, the scanner is properly connected to the host PC and the Smart Touch application has been installed, a scanner icon will appear in the system tray. Smart Touch runs from the system tray. After the software drivers and scanner are properly installed, Smart Touch is started and a Scanner icon will be displayed on the system tray.

Ready

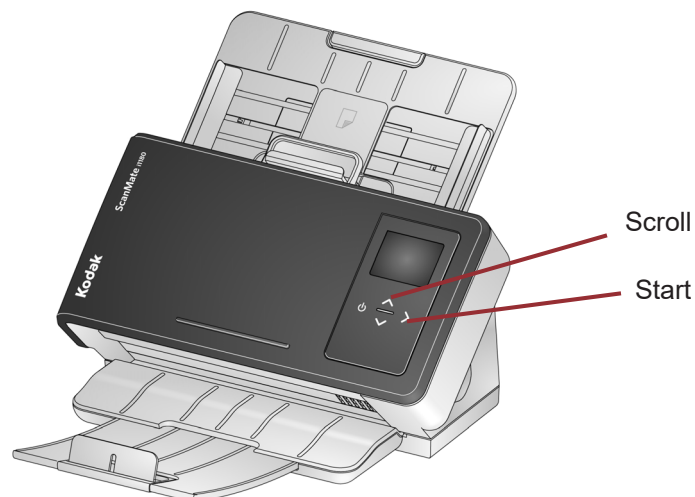


Not Ready



### Launching from the scanner:

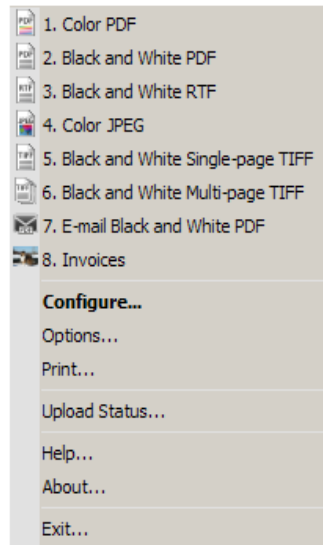
- Press the **Scroll** button to go through the function numbers and select the desired function, then press the **Start** button. The task associated with the selected function number will be run.



## Using Smart Touch with default function numbers and predefined tasks

The following is a list of the default function numbers and tasks. These can be easily customized to fit into your application needs. For more information, see the section entitled, “Customizing tasks”.

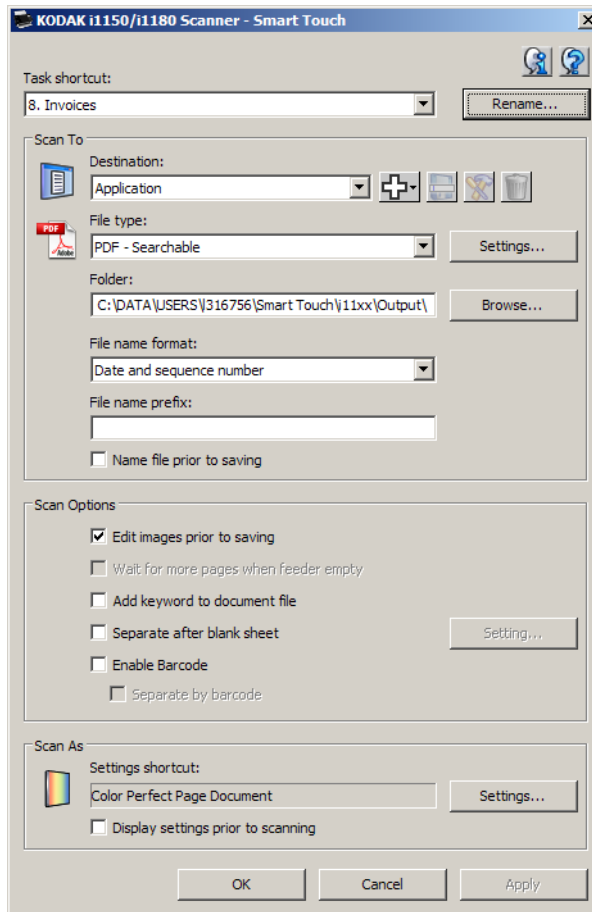
NOTE: Depending on your scanner, the list of default function numbers, tasks and graphics may be in different order that what is shown here.



1. **Color PDF** — select this option when you want to scan a color document(s) and save it as a PDF file.
2. **Black and White PDF** — select this option when you want to scan a document(s) and save it as a black and white PDF file.
3. **Black and White RTF** — select this option when you want to scan a black and white document that can be opened using a word processing application. The document will be saved as an RTF file.
4. **Color JPEG** — select this option when you want to scan a color photograph(s) and save it as a JPG file.
5. **Black and White Single-page TIFF** — select this option when you want to scan a black and white document and save each image to individual single-page TIFF files.
6. **Black and White Multi-page TIFF** — select this option when you want to scan a black and white document and save all of the images in a multi-page TIFF file.
7. **E-mail Black and White PDF** — select this option when you want to scan a document(s) and send a black and white PDF to an email recipient.
8. **Custom Color PDF** — scans the document and launches the Smart Touch Editing window. When you have finished editing the image and clicked **Done**, the image will be displayed as a PDF file.
9. **Custom Color File(s)** — select this option when you want to setup the scanner settings before the document is scanned. The document will be saved as a color JPG file.

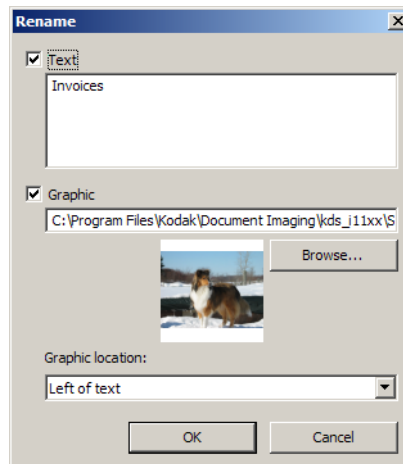
# Configuration window

Following are descriptions of the options on the Configuration window.



**Task shortcut** — select the function (1 through 9) that you want to modify.

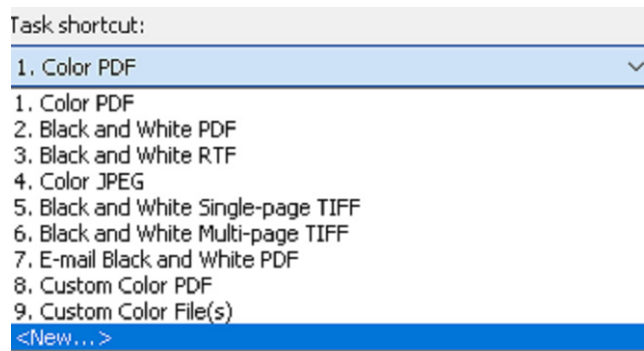
**Rename** — displays the Rename dialog box which allows you to enter or change the name of the task shortcut and change or delete the graphic. The text/graphic entered here will be displayed on the Operator Control Panel of the scanner.



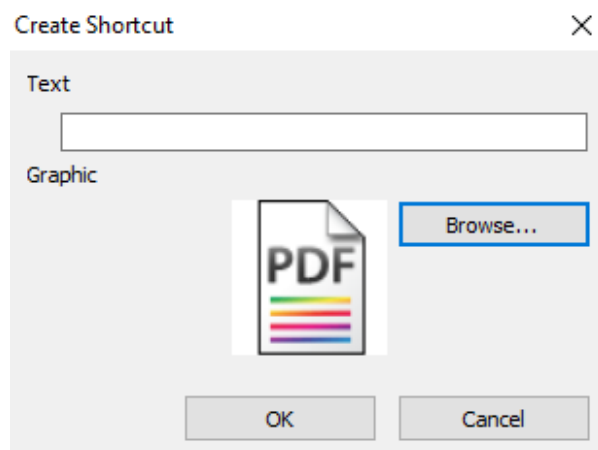
- **Text:** enter the name of the task shortcut that describes your scanning task. You can enter up to three lines of text for your task shortcut name; however, because of limited space on the Operator Control Panel, the task name you enter may be abbreviated on the display. If the **Text** checkbox is not checked, no text will be displayed.

NOTE: If you want text to appear on more than one line on the Operator Control Panel, use the Enter/Return key to indicate where you want the line break to occur.

- **Graphic:** if desired, you can add a graphic that will be displayed on the Operator Control Panel. Click **Browse** to locate the desired image file (JPG, BMP, GIF, PNG and ICO file types are allowed).
- **Graphic location:** select where you want the graphic to be displayed. Selections are: **Left of text** or **Above text**.
- **Adding a Task Shortcut:** The S2000/S2000w models allow for 20 tasks to be defined. To add additional tasks, select the <new> option at the bottom of the Task Shortcut list.



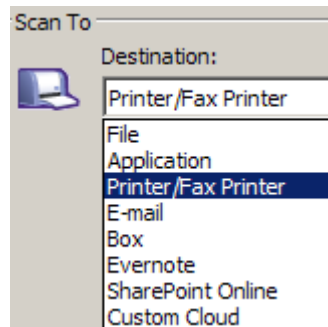
In the Create Shortcut dialog box, enter the name of the new task shortcut in the Text field. To add a graphic (optional), click on the browse button and navigate to and select the desired graphic and click the Open button. Select OK.



The task will be assigned sequentially to the next available number up to 20. This option is only available on the S2000/S2000w scanner models.

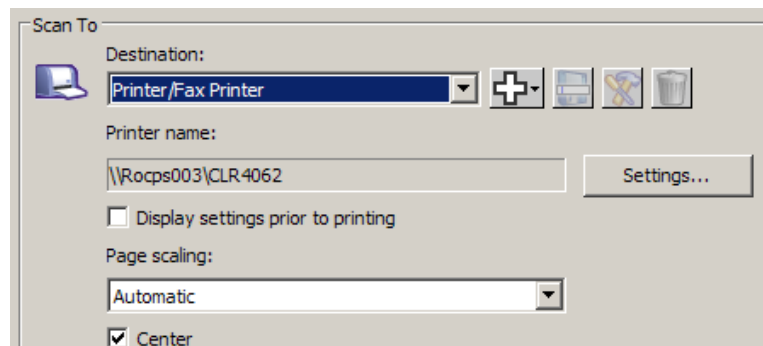
## Scan To settings

**Destination** — one or more of the following destinations may be listed:



- **File:** creates an electronic file from the scanned documents and saves it in the location specified in the *Folder* path.
- **Application:** creates an electronic file from the scanned documents and launches the application program for the saved file. For example, if your system is set up to use Adobe Reader to read PDF files, the saved file will be opened using Adobe Reader.
- **Printer/Fax Printer:** sends the scanned documents to the printer or fax printer.

NOTE: If you select **Printer/Fax Printer**, the *Scan To* options change.



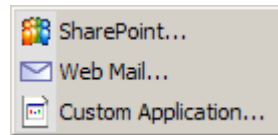
- **Settings:** displays the Print dialog box allowing you to select a different printer or different print options for this function. These settings will be saved and used by default each time the function is run. This option is not available if **Display settings prior to printing** is checked.
- **Display settings prior to printing:** if selected, the Print dialog box will be displayed after the document(s) are scanned, allowing you to select the printer and set the print options. The Print dialog box will be displayed each time the function is run.
- **Page scaling:** provides the following options:
  - **Automatic** - the printed image may be reduced to print within the printable area of the paper or it will be the same size as the original document.
  - **Fit to paper size** - the printed image will be reduced or enlarged to fill the printable area on the paper selected for printing.
  - **None** - the printed image will be the same size as the original.

- **Center:** if checked, the output will be centered on the paper. If not checked, the output will be positioned in the upper left corner of the paper
- **E-mail:** creates an electronic file from the scanned documents and launches your default email program with the saved file included as an attachment. If your email requires a login password, you may need to log on to your email program before using this option.
- **Box:** sends the scanned documents to the folder that you designated in Box.
- **Evernote:** sends the scanned documents to the folder that you designated in Evernote.
- **SharePoint Online:** destinations can be added to create an electronic file from the scanned document and sent to a SharePoint site. SharePoint allows groups to manage documents and collaborate. See the section entitled, "Setting up Smart Touch to scan to a Microsoft Office SharePoint server" later in this guide.
- **Custom Cloud:** allows you to set up and scan to a custom Cloud destination.

**Destination icons** — destinations can be added for SharePoint, Web Mail and software applications that are installed on your PC. Use these icons to create, modify or delete destinations:



**New** — allows you to create new *Scan To* destinations. When you click **New** you can select to add a new **SharePoint, Web Mail or Custom Application**.



**Save as** — allows you to save a *Scan To* destination with a new name. This option is useful if you want to copy a SharePoint or Web Mail destination and just change a few settings.



**Modify** — allows you to modify a *Scan To* destination that you have created.



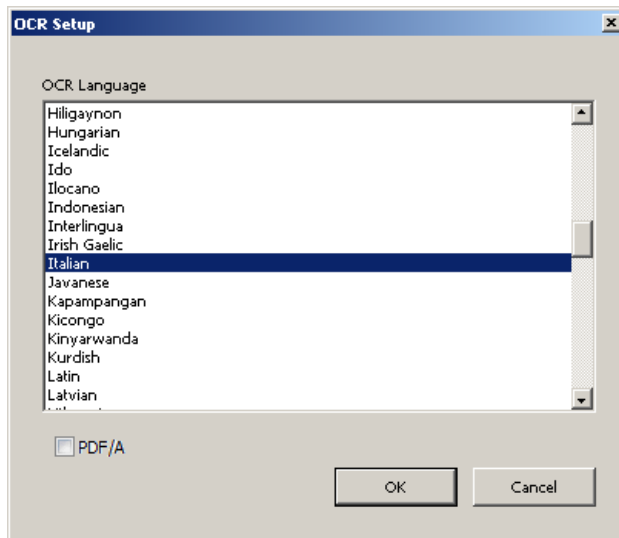
**Delete** — allows you to delete a *Scan To* destination that you have created. Predefined destinations cannot be deleted.



**File Type** — select one of these formats based on how you want to save or send the scanned image(s):

- **PDF - Searchable:** same as a PDF file with the addition of full text search features for locating words.
- **PDF (Portable Document Files):** looks exactly like the original document and preserves the fonts, images, graphics and layout of the source files regardless of the application and platform used to create it.
- **Word Document** creates a Microsoft Word document.
- **Excel Workbook:** creates an Excel spreadsheet.
- **RTF (Rich Text Format):** a document file format which allows easy portability from one PC to another regardless of the operating system that is running on the PC.
- **TIFF - Multi-page:** combines all the scanned images into a single TIFF file.
- **JPEG/TIFF - Single page:** if you are scanning documents with multiple pages or sides, each page or side is saved as a separate JPEG or TIFF file. JPEG files are created if JPEG compression is enabled, otherwise TIFF images are created.
- **PDF - Single-page searchable:** same as a PDF - Single page with the addition of full text search features for locating words.
- **PDF - Single page:** if you are scanning documents with multiple pages or sides, each page or side is saved as a separate PDF file.
- **BMP:** if you are scanning documents with multiple pages or sides, each page or side is saved as a separate bitmap file.

**Settings** button — if you select **PDF - Searchable**, **PDF - Single-page searchable**, **Word Document**, **Excel Workbook** or **RTF** as the File Type, the OCR Setup dialog box will be displayed allowing you to select the language of the document you are scanning. For example, if you are scanning a document that is in *Italian*, select **Italian** as the language to be used to scan the document and click **OK**.



**NOTE:** Check **PDF/A** if you want to digitally preserve your electronic documents to generate a PDF that will be used for long term needs.

**Folder:** enter the folder name where you want to save the scanned images or click **Browse** to locate the folder. The Browse For Folder dialog box will be displayed where you can search for an existing folder or click **Make New Folder** to create a new folder.

**File name format:** select one of these formats to use to automatically generate the unique output file name:

- **Date and time stamp** — if selected, the file name will contain the date and time that the output file was created. For example, 2013-08-03T085026.pdf was created at 08:50:26 am on August 3, 2013.
- **Date and sequence number** — if selected, the file name will contain the date and a sequence number that the output file was created. For example, 2013-08-01(1).pdf for the first PDF file created and 2013-08-01(2).pdf for the second PDF file created on that date.
- **Barcode and sequence number** — if selected and a barcode is found, the file name will contain the information in the first barcode followed by the sequence number.
- **Barcode and time stamp** — if selected and a barcode is found, the file name will contain the information in the barcode followed by the time.

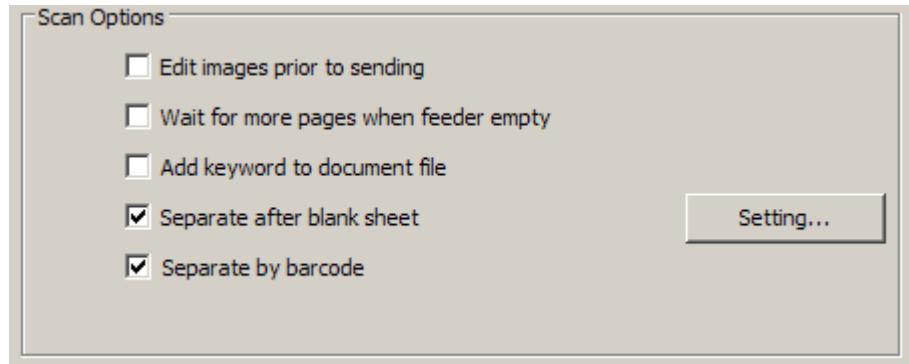
**File name prefix:** if you want to add a prefix to the file name, it will be attached to the beginning of each file name. This prefix, along with the date, sequence number and appropriate file extension (e.g., .pdf, .tif) will be appended to it. For example, if you want the word *Invoice* before the file name, enter “**Invoice**” in the *File name prefix* field. The files will be named: **Invoice**2013-08-27(1).pdf; **Invoice**2013-08-27(2).pdf, etc.

**Name file prior to saving/sending:** if selected, the Save As dialog box will be displayed after the documents are scanned, allowing you to specify the name of the file and the location where it will be stored. The Save As dialog box will be displayed each time the function is run.

NOTE: When **Name file prior to saving** and **Separate by barcode** are checked, only the first barcode read in the batch will be used as the file name. If you want to use the barcode for file naming, uncheck **Name file prior to saving**.

## Scan Options

The following Scan Options are available:



**Edit images prior to saving/sending** — if selected, the scanned images will be displayed in an Edit window to allow for editing. See the section entitled, “Smart Touch Edit window”.

**Wait for more pages when feeder empty** — if selected, the scanner will pause when the feeder is empty and prompt you to add more sheets to the document feeder for scanning.

**Add keyword to document file** — allows you to add a word to the document file properties to aid in searching for a file at a later time.

NOTE: Keywords cannot be saved with bitmap files.

**Separate after blank sheet** — if selected, allows you to put multiple documents in the feeder with blank sheets between documents. Smart Touch then creates separate document files for the set of scanned images after each blank sheet.

NOTE: **Blank Image Detection** must be set to **None** in your scanning application, in order for this feature to work.

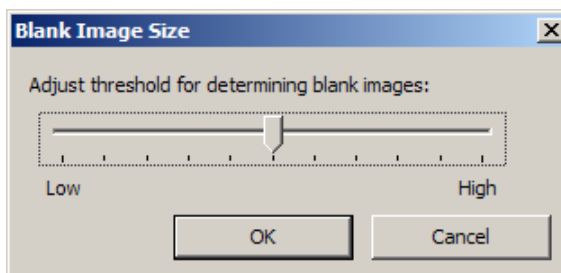
**Separate by barcode** — allows you to configure the scanner to search your images for a barcode. The scanner will search each image and decode the first barcode it finds. If selected, allows you to put multiple barcoded documents in the feeder. Smart Touch then creates separate document files for the set of scanned images after each barcode. The following barcodes can be detected:

- Interleaved 2 of 5
- Code 3 of 9
- Code 128
- Codabar
- UPC-A
- UPC-E
- EAN-13
- EAN-8
- PDF417

**NOTES:**

- For optimal barcode detection use a resolution of 300 dpi or higher. (This note does not apply for i4x50 scanners.)
- When **Name file prior to saving** and **Separate by barcode** are checked, only the first barcode read in the batch will be used as the file name. If you want to use the barcode for file naming, uncheck **Name file prior to saving**.
- Some scanners can read multiple barcodes. If separation by barcode seems not to be detecting the right barcode for separation, check the TWAIN or ISIS Scanning Setup Guide for your scanner. It explains how to configure barcode reading.

**Setting** — displays the Blank Image Size dialog box. This option allows you to select the maximum image size that the scanner will consider to be blank. Any image that is larger than this value will be considered non-blank and saved as part of the document file.



You can adjust the threshold value for determining blank pages from **Low to High**.

**NOTES:**

- For Smart Touch to determine blank pages the following selections should be made:
  - *File Type* should not be .bmp.
  - In the *Scan as: Scanner* window settings: Blank Image Detection = none

Compression type = JPEG or Group-4

Compression Quality = Draft, Good or Better for Color

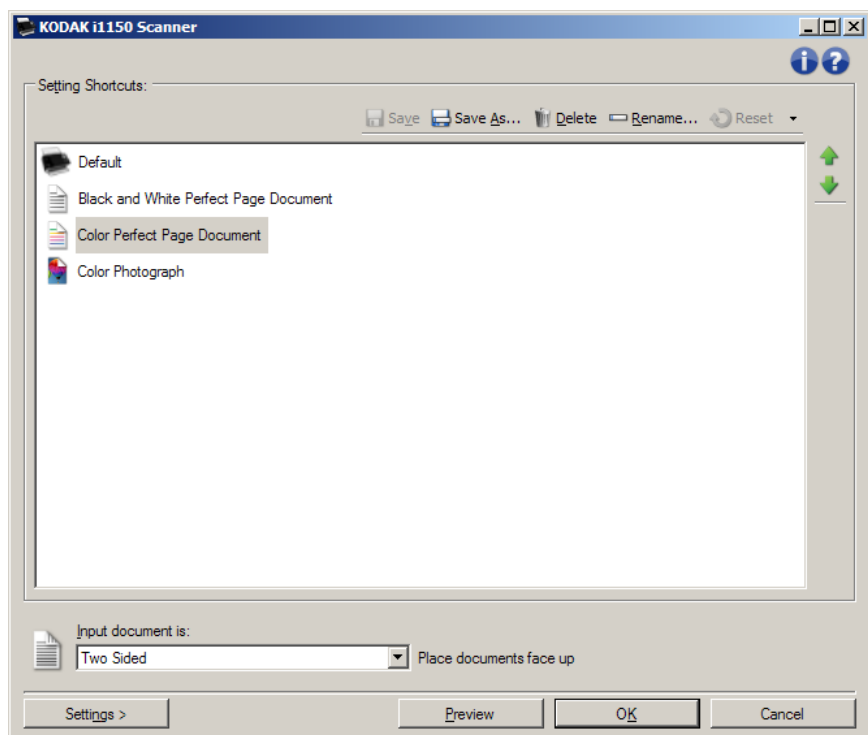
- If Smart Touch is not detecting the blank pages on Black and White documents, go to the Scan as settings. On the Adjustments tab, set *Conversion Quality* to either **Normal (ATP)** or **Draft (Fixed)**.

## Scan As settings

**Settings shortcut** — displays the name of a group of scanner settings currently defined for use by the *Kodak* Scanner. This named group of scanner settings is called a *shortcut*.

**Settings:** displays the *Kodak* Scanner window allowing you to select a different scanner Settings Shortcut. The new Settings Shortcut will be saved and used by default each time the function is run.

NOTE: For detailed information about the main *Kodak* Scanner window and the TWAIN Datasource, see the *Scanning Setup Guide* located on the Installation CD.



**Display settings prior to scanning:** if selected, the *Kodak* Scanner window will be displayed before the document(s) is scanned, allowing you to select the scanner Settings Shortcut. The *Kodak* Scanner window will be displayed each time the function is run.

**OK** — closes the Configuration window. If you made changes and did not save them, a message will be displayed asking if you want to save your changes.

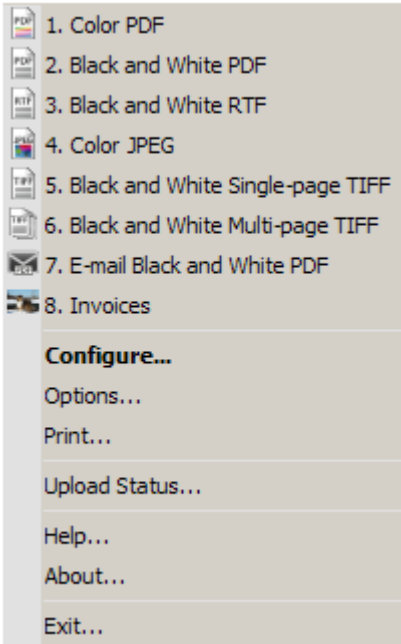
**Cancel** — closes the Configuration window without saving any changes.

**Apply** — saves any changes.

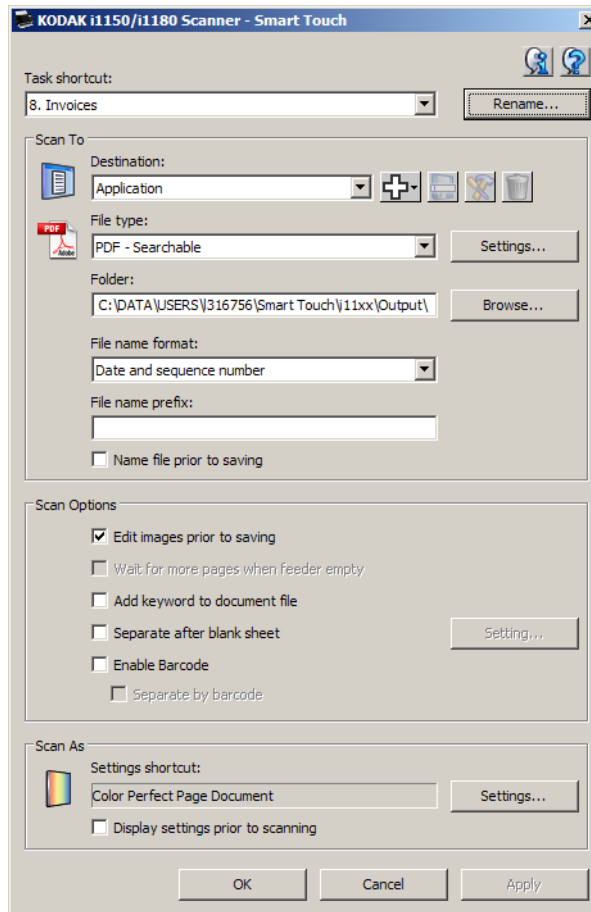
## Customizing tasks

If you want to customize your tasks and function numbers, follow these procedures. For detailed information about the options on the Smart Touch configuration window, see the section entitled, “Configuration window”.

1. Click on the **Scanner** icon on the system tray.
2. Select **Configure**.



The Configuration window will be displayed.



3. Select the Task shortcut you want to configure from the *Task shortcut* drop-down list.

NOTE: If you want to rename the Task Shortcut, click **Rename**. When the Rename Shortcut dialog box is displayed where you can enter a new name and a graphic if desired. For more information, see the section entitled, “Configuration window” earlier in this guide.

4. Select the desired destination from the *Destination* drop-down list.

NOTE: If you select **Printer/Fax Printer** as your destination, the *Scan To: File type* options are not available. Instead you have the option of selecting a different printer than the default.

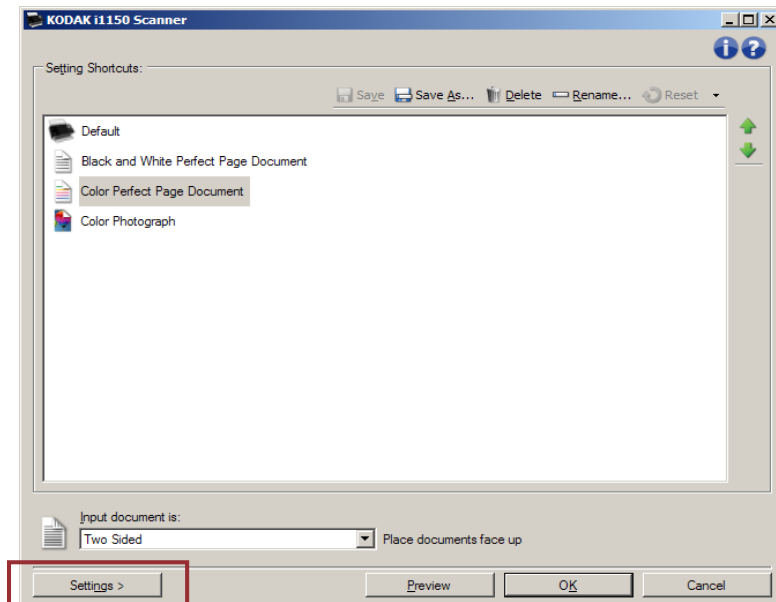
5. Select the desired file type from the *File Type* drop-down list. This determines the file type of the electronic file to be created.
6. By default your documents will be stored in your “My Documents” folder. If you want to change the location, enter the folder name or click **Browse** to select a different folder.
7. Select the desired file name format from the drop-down list.
8. If desired, add a file name prefix by entering the text in the *File name prefix* field.

9. If you want to provide your own file name, select the **Name file prior to saving** checkbox on the Configuration window.
10. Select any desired *Scan Options*.

NOTE: If **Printer/Fax** is the destination, the **Add keyword to document file**, **Separate after blank sheet**, and **Enable Barcode** will be not available.

11. If you want to edit the images before saving, emailing or printing, check the **Edit images prior to sending** option.
12. If desired, select a different scanner Settings Shortcut based on the type of document you are scanning, by selecting the *Scan As: Settings* button. When you click **Settings**, the TWAIN Datasource is launched and the main *Kodak* Scanner window is displayed.

NOTE: Detailed information about the TWAIN Datasource can be found in the *Scanning Setup Guide* located on the installation CD.

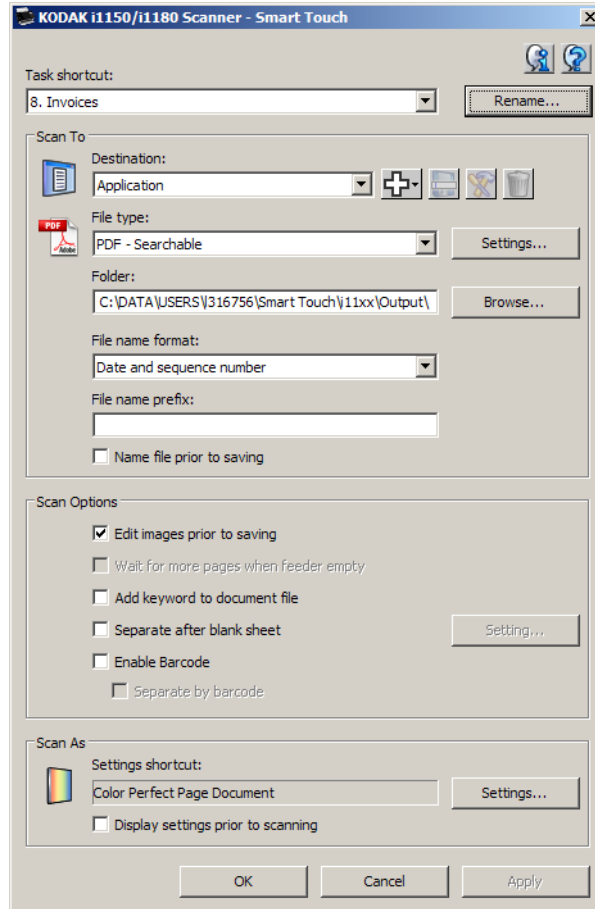


13. If you want to change your scanner Settings Shortcut before scanning, check **Display settings prior to scanning** from the Smart Touch Configuration window.
14. Click **Apply**.
15. Modify other task shortcuts by repeating Steps 3 - 14.
16. When finished, click **OK**.

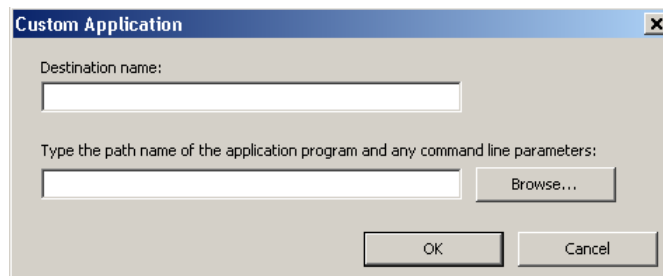


## Custom applications

If you want to create your own custom application, follow the steps below. From the Configuration window:

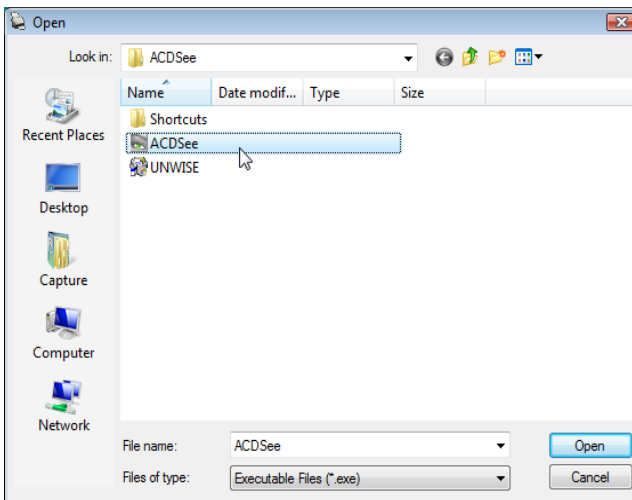


1. Click the **New** icon and select **Custom Application**. The Custom Application dialog box will be displayed.

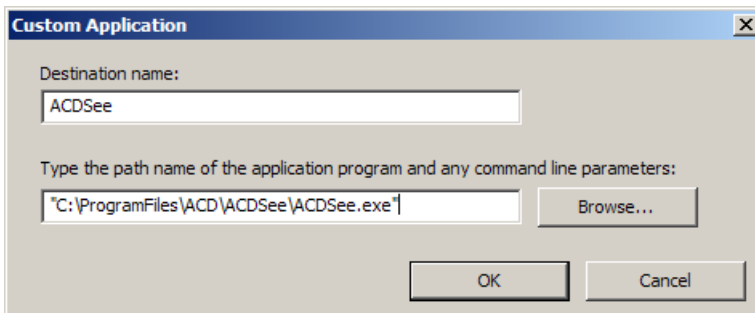


2. Enter a name in the *Destination name* field as you want it to appear in the *Destination* drop-down list, then click **Browse** to select the application program.

The Open dialog box will be displayed.



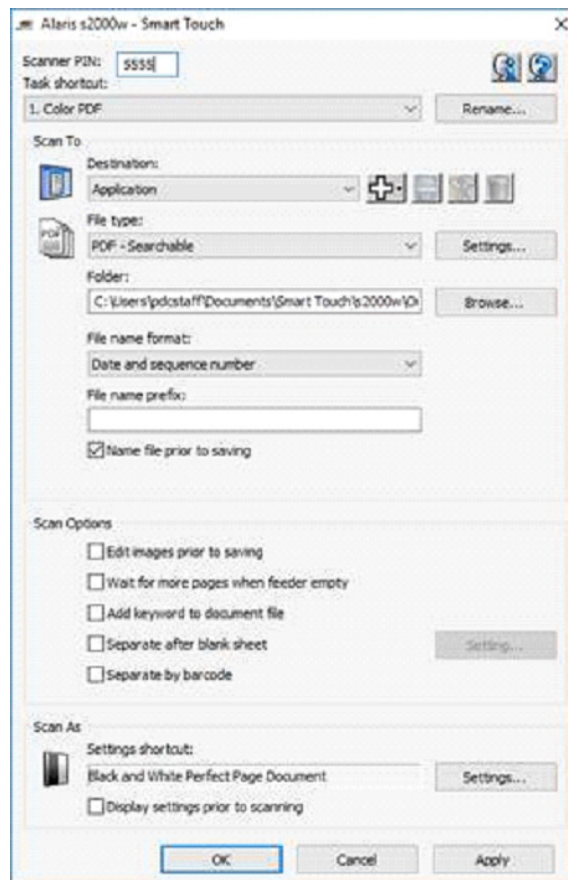
3. Locate and select the application program (e.g., .exe file) and click **Open**. The selected program will be added to the Custom Application dialog box.



4. Click **OK**. The new destination is now available in the list.

## Setting up Smart Touch to create a PIN for S2000w scanners

When connected to an S2000w scanner in Multiple PC mode, the scanner screen will display a list of users that are configured to the scanner. Up to 10 users will be displayed on the scanner screen. After selecting a user from the scanner display screen, that user's list of Smart Touch Task shortcuts will be displayed. To restrict who can see the Task shortcut list, a Smart Touch user can create a PIN for their list. To create the PIN, open the configuration window and enter a 4-digit number in the Scanner PIN field and select the Apply or OK button at the bottom of the window. The Scanner PIN will apply to all users of the PC, and for all Alaris button-enabled scanning applications. The PIN will need to be entered on the S2000w scanner screen in order to see the selected user's Task shortcut list...



The PIN can be changed or removed at any time. Enter a different PIN in the Scanner PIN field, or delete it completely, and select the Apply or OK button.

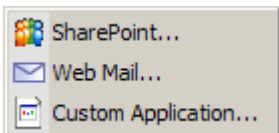
## Setting up Smart Touch to scan to a Microsoft Office SharePoint server

SharePoint is a collaboration and document library tool. Similar to a conventional network file server, SharePoint provides a centrally-accessible library where you can collaborate and save documents that others need shared access to. Better than a network file server, SharePoint also provides advanced built-in document management functionality and is accessible anytime by anyone who is authorized to access scanned documents.

The SharePoint server is typically setup on a central networked server which is separate from Smart Touch. Smart Touch provides a way to scan documents that you want to share and send to the SharePoint server. Once the electronic file is uploaded to SharePoint, you can use the capabilities of SharePoint to manage your scanned documents.

You may need to contact your System Administrator to get the correct URL for the SharePoint server. Your System Administrator will also give you access to the SharePoint site and a valid user login and password. You must have contributor-level access to upload the electronic files to SharePoint.

1. Select the **New** icon and then **SharePoint**.



The Scan-to SharePoint Setup dialog box will be displayed.

A screenshot of the 'SharePoint' dialog box. It has a title bar with 'SharePoint' and a close button. The dialog contains a 'Destination name:' text box at the top. Below it is a section titled 'SharePoint server' with two radio buttons: 'Use Windows login' (selected) and 'Use SharePoint account'. Under 'Use Windows login', there are text boxes for 'User login:' and 'Password:'. Below these are text boxes for 'Host name:', 'Site:', and 'Library/Folder:'. To the right of the 'Site:' and 'Library/Folder:' boxes are 'Browse...' buttons. At the bottom of the dialog are 'OK' and 'Cancel' buttons.

2. Enter a name in the *Destination name* field as you want it to appear in the Destination drop-down list.

3. Select a login option. *Contact your System Administrator for authorization to send documents to the site.*
  - Select **Use Windows login** if you want to access the SharePoint server by using the same user login and password that you use to login into Windows on your PC.
  - Select **Use SharePoint account** if you want to access the SharePoint server with a unique user login and password. If you check this option, you must make an entry in the *User login* and *Password* fields.

The *User login* name may include a domain name. If a domain name is included, the format that is required by the user would be: **domain\username** (domain name followed by a backslash then the user login name).
4. Enter a **Host name** URL. The format of the URL is `http://yourhostname/yoursite`. This consists of the following:
  - **Scheme** — either **http** or **https**.
  - **Host name** — the name of the server. This may include a port number.
  - **Site** — (optional; may also be entered in the *Site* field.)
5. Enter or **Browse** for a *Site* (name). Browsing may not work if the user is not allowed access to the top level site (the one entered under Host name).
6. Enter or **Browse** for a *Library Folder/name*. Any Document or Picture Library can be entered here. To view only a list of Document Libraries when browsing, select the **Show only document libraries** checkbox in the Browse window.

NOTES:

- All file types supported by Smart Touch can be scanned and uploaded to a SharePoint server. However, the BMP file type creates larger files and therefore, will take longer to upload.
- Smart Touch automatically generates the file names using the date and a sequence number. It is recommended that you check the **Name file prior to saving** option. If this option is checked, you will be prompted to enter a filename, thus making it easier to find the scanned document on the SharePoint site. You could also use the *File name prefix* field on the Configuration window to add a prefix to your files for easy identification.
- If you frequently scan to different SharePoint sites or folders, you may want to set up a shortcut for each SharePoint destination.
- The standard SharePoint limits for maximum file size and maximum length of the file name will apply to any electronic files uploaded to SharePoint.

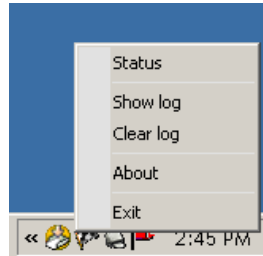
## Smart Touch Upload status for a SharePoint destination

Upload Status allows you to check the status of scanned files being uploaded to the SharePoint server by Smart Touch. Smart Touch maintains a log file (.txt) that has the status of all SharePoint jobs.

The Upload Status tool is available in the system tray once you have initiated a job to the cloud. The tool icon is available in the system tray until you exit the tool.

NOTE: If you are scanning many files to SharePoint, you may want to leave the Status window open so you can easily monitor the status of the files as they are being uploaded.

- Click the **Smart Touch SharePoint tool** icon to display the options.



From the tool you can:

- Click **Status** to display the progress of the current scan job.

A screenshot of the main window of the Smart Touch SharePoint tool. The window title is "Smart Touch SharePoint tool". It contains a table with two columns: "Image Files" and "Progress". The first row shows "2008-10-10 (5).pdf" under "Image Files" and "Uploading" under "Progress".

Image Files	Progress
2008-10-10 (5).pdf	Uploading

NOTE: To close the Status window, click on the  in the window.

- Click **Show log** to view the log file.
- Click **Clear log** to remove all information about the previous scan jobs from the log file.
- Click **About** which provides information about the Smart Touch SharePoint tool.
- Click **Exit** to close the Smart Touch SharePoint tool. If you exit the tool while a file is being uploaded the message, **Uploading files in process. Are you sure you wish to stop uploading and exit the application?** will be displayed.

NOTE: Exiting the Smart Touch SharePoint tool while you have other documents to scan to SharePoint may prevent the files from uploading.

**Possible error conditions** The following conditions may occur and be posted to the error log while Smart Touch is uploading a file to a SharePoint site.

Error Message	Description	Possible Solution
Invalid SharePoint site URL format.	The entry in the <i>Host name</i> field is not correctly formatted.	Make sure the syntax is correct and the required parts of the path to the SharePoint site are provided.
Invalid host or site name.	The server hostname or SharePoint site or subsite could not be found.	Make sure that the hostname, site and subsite names are correct.
Unauthorized account or invalid site name or folder path.	The user login may not be authorized to access the SharePoint site, the site name could not be found on the host, or the folder name may not be correct.	<ul style="list-style-type: none"> <li>• Make sure the user login and password are correct. You may also need to contact your System Administrator to make sure you have permission to access the SharePoint site.</li> <li>• Make sure that the site name and folder name are correct.</li> </ul>
Invalid library or folder path or filename conflict.	The library name or folder name could not be found on the server or a file with the same name has already been checked in to the SharePoint site and the site has been configured to require documents to be checked out before they can be edited.	<ul style="list-style-type: none"> <li>• Make sure the library and folder names are correct.</li> <li>• Change the filename that Smart Touch is using for the scanned image to a unique filename.</li> </ul>
Unauthorized account or invalid User Login or Password.	The user login may not be authorized to access the SharePoint site or the incorrect password was entered.	Make sure the user login and password are correct. You may also need to contact your System Administrator to make sure you have permission to access the SharePoint site.
Upload to SharePoint failed because of time out.	The scanned file could not be uploaded to the SharePoint server before the connection timed out. This may occur when uploading very large files.	Change the <i>Scan As</i> scanner settings so that a smaller file is created or separate the pages to scan as multiple documents.
Unknown error.	The document failed to upload for an undetermined reason. This may also occur if Smart Touch cannot establish a connection with the SharePoint site.	Check all of the Smart Touch SharePoint settings to make sure they are correct.

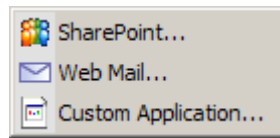
**NOTES:**

- If you are having trouble uploading files, make sure you can access the SharePoint site using an internet browser. If the SharePoint server is not working or there is a problem with the network connection between your PC and the SharePoint server, Smart Touch will not be able to upload files.
- Special characters that appear in the SharePoint URL when using an internet browser should be replaced by the corresponding character in the Smart Touch *SharePoint Site URL* field. For example, "%20" in a browser URL should be replaced by a blank space in the Smart Touch *SharePoint Site URL* field.

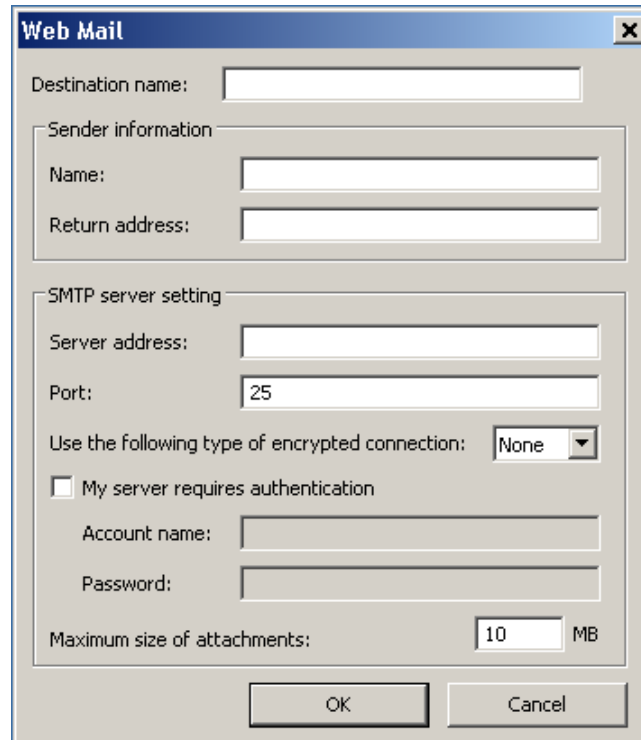
## Setting up Smart Touch to scan to a Web Mail destination

To create a Web Mail destination:

1. Select the **New** icon and select **Web Mail**.



The Web Mail dialog box will be displayed:

A screenshot of the 'Web Mail' dialog box. It has a title bar with 'Web Mail' and a close button. The dialog is divided into several sections: 'Destination name:' with a text input field; 'Sender information' with 'Name:' and 'Return address:' text input fields; 'SMTP server setting' with 'Server address:' text input field, 'Port:' text input field containing '25', 'Use the following type of encrypted connection:' dropdown menu set to 'None', an unchecked checkbox 'My server requires authentication', 'Account name:' text input field, 'Password:' text input field, and 'Maximum size of attachments:' text input field containing '10' followed by 'MB'. At the bottom are 'OK' and 'Cancel' buttons.

2. Enter a name in the *Destination name* field as you want it to appear in the *Destination* drop-down list.
3. Enter the following **Sender information**:
  - **Name**: the name of the sender that will appear in the email.
  - **Return address**: the email address of the sender that will appear in the email.



4. Enter the SMTP server settings for the Web Mail system that you will be using. This information can typically be found in the on-line Help for the Web Mail system. Your system administrator may also be able to provide this information.
  - **Server address:** the address of the SMTP server for outgoing mail.
  - **Port:** the port number of the SMTP server.
  - **Use the following type of encrypted connection:** select this option based on the SMTP server secure connection requirements. The options are:
    - **None**
    - **SSL** — this option uses a Secure Socket Layer.
    - **TSL** — this option uses Transport Layer Security, a follow-on version to SSL.
  - **My server requires authentication:** select this option when the SMTP server requires that a password must be entered to access the email.
    - **Account name** — enter the user login name for the email account that the email will be sent from.
    - **Password** — enter the corresponding password to access the email account.
5. Set the **Maximum size of attachments** to the maximum file size of attachments allowed by the Web Mail.

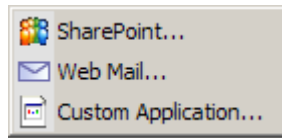
NOTES:

- When you initiate scanning with a task shortcut that is configured for Scan-to-Web Mail, the documents will be scanned and a file will be created and attached to an email. You will be prompted for the email address(es) to send the attachments to, the Subject line for the email and the text for the body of the email.
- Sending .bmp files using Web Mail can take a long time. It is best to use another file type or send small .bmp files.
- Web Mail works best when the PC used for scanning with Smart Touch has a direct connection to the internet.

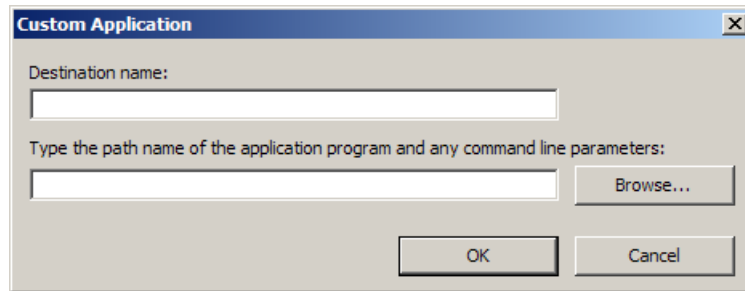
## Setting up Smart Touch to scan to a Custom application

To create a Custom Application destination for a task shortcut:

1. Select the **New** destination icon and select **Custom Application**.



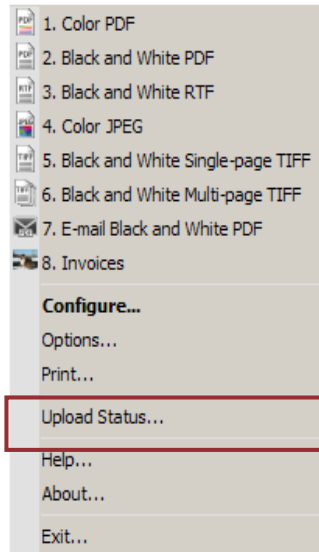
The Custom Application dialog box will be displayed.



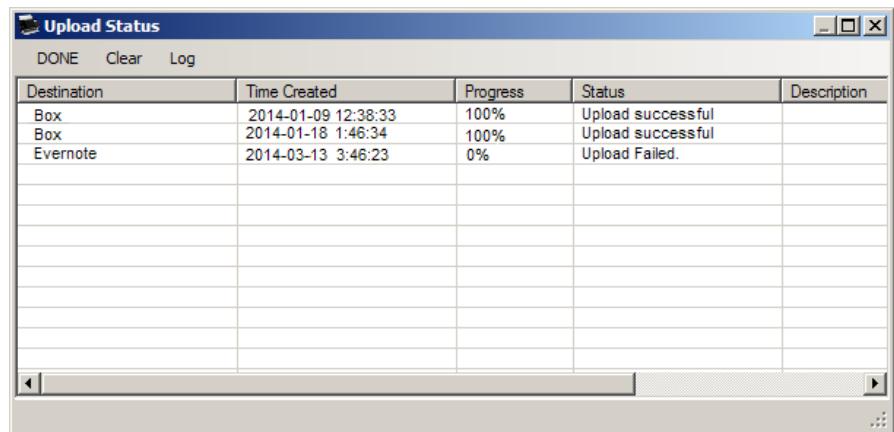
2. Enter a name in the *Destination name* field as you want it to appear in the *Destination* drop-down list.
3. Enter the path to the custom application that you want to use.  
NOTE: When **Browse** is selected, a window will be displayed allowing you to navigate to the folder you want to use.
4. Click **OK**.

## Checking Cloud upload status

To check the status of files uploaded to a cloud provider site, use the **Upload Status** selection in the Smart Touch system tray menu.



The following window will be displayed:

A screenshot of the 'Upload Status' window. The window title is 'Upload Status'. At the top, there are buttons for 'DONE', 'Clear', and 'Log'. Below is a table with five columns: 'Destination', 'Time Created', 'Progress', 'Status', and 'Description'. The table contains three rows of data.

Destination	Time Created	Progress	Status	Description
Box	2014-01-09 12:38:33	100%	Upload successful	
Box	2014-01-18 1:46:34	100%	Upload successful	
Evernote	2014-03-13 3:46:23	0%	Upload Failed.	

**Done** — closes the Upload Status window.

**Clear** — removes all of the upload processes on the list.

**Log** — displays all of the upload process records

**Destination** — displays the name of the cloud provider.

**Time Created** — displays the time that the file was created.

**Progress** — displays the percentage complete of the upload process.

**Status** — displays the current status of the upload process.

**Description** — provides a detailed record of the upload process.

If the upload failed, right-click on the row of the failed entry. The following options will be provided:

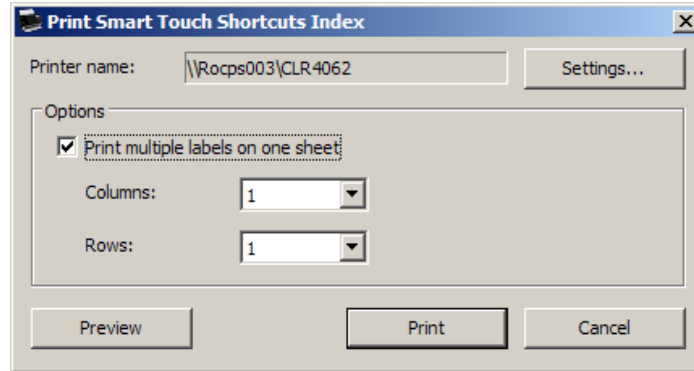
- **Restart:** restarts the process or uploads the file with the modified settings.
- **Delete:** removes the entry from the list.
- **Show local files:** allows you to view the local files from the upload process.

## Printing a Smart Touch Shortcut Index

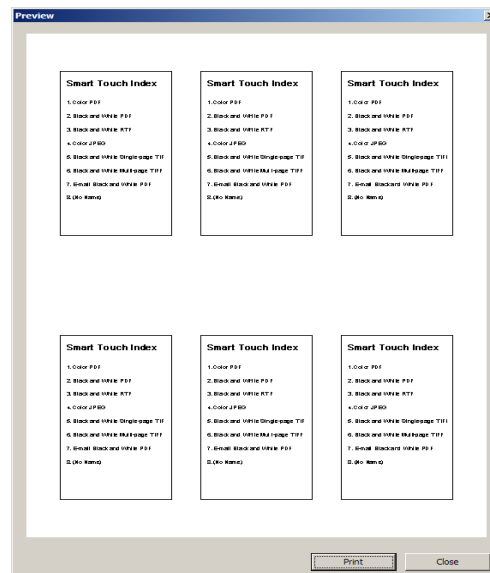
Once you have customized your function numbers and tasks, you may want to print a Shortcut Index of your task list.

To create a Shortcut Index:

1. Right-click on the **Scanner** icon in the system tray to display the function list and select **Print**. The Print Smart Touch Shortcuts Index dialog box will be displayed.



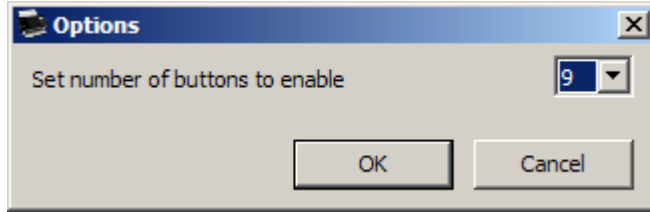
2. If desired, click the **Settings** button to change the printer.
3. Check **Print multiple labels on one sheet** if you want to print more than one label on a sheet of paper. If you check this option, select the number of **Columns** and **Rows** to equal the number of labels you would like to print. Up to 6 labels per page can be printed.
4. If desired, click **Preview** to see how your labels will be printed.



5. Click **Print**.

## Setting options in Smart Touch

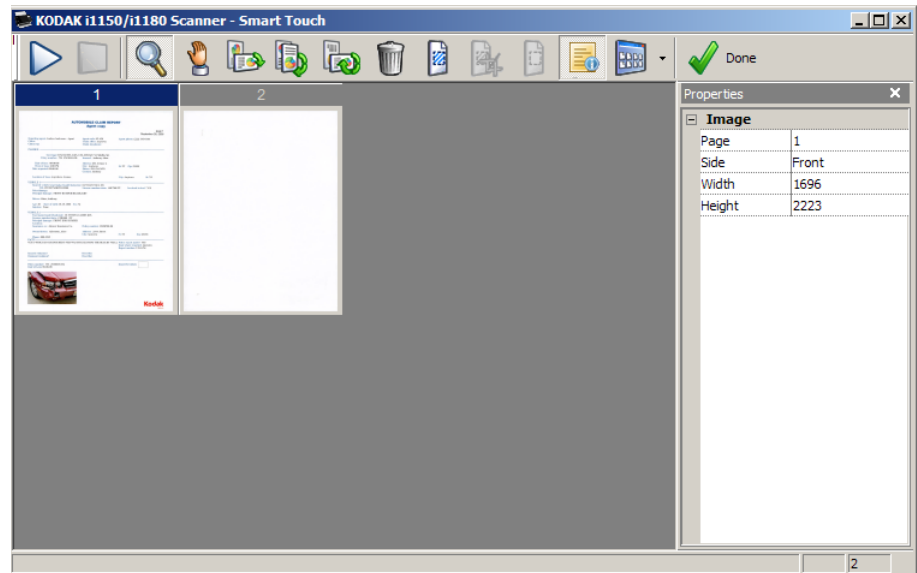
You can set the number of buttons to enable by selecting **Options** from the system tray menu.



- Select the number of buttons you want to assign and be available and click **OK**.

## Smart Touch Edit window















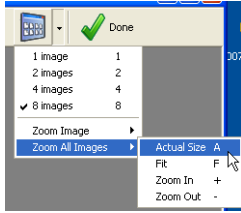
The Smart Touch Edit window allows you to view the scanned images before sending them to the final destination. As documents are scanned, the images will be displayed in the Edit window.



From this window you can perform common editing tasks such as, rotating and deleting blank pages, etc. When finished, click **Done** to send the images to the final destination.

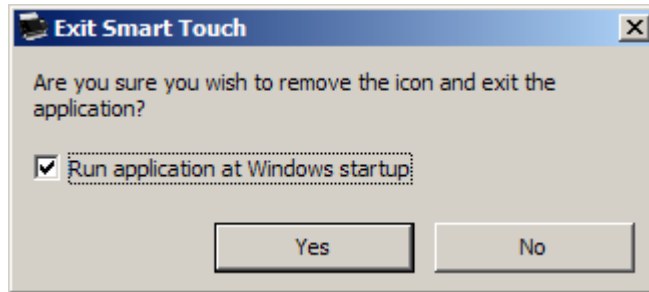
To enable the Edit window, check the **Edit images prior to sending** option on the Configuration window for the task you are configuring.

These icons are available on the Edit window. To use a tool, click on the icon to select the tool, then apply it to the desired image.

	<b>Start</b> — allows you to scan additional documents and append them to the current images.
	<b>Stop</b> — cancels the scanning of documents.
	<b>Done</b> — click this icon when you have finished viewing or editing the images and you want to send them to the destination.
<b>Tools</b>	
	<b>Magnifier</b> — magnifies a portion of the image. Press and hold the left mouse button inside an image to magnify it. Drag the tool across the image to magnify different areas of the image.
	<b>Pan</b> — allows you to move the image freely around the window. Use this tool inside an image when the entire image is not visible in the display window, for example after zooming in.
	<b>Rotate 90</b> — rotates the image 90 degrees to the right. Click inside an image to rotate it.
	<b>Rotate 180</b> — rotates the image 180 degrees to the right. Click inside an image to rotate it.
	<b>Rotate 270</b> — rotates the image 270 degrees to the right. Click inside an image to rotate it.
	<b>Delete</b> — deletes an image. Click inside an image to delete it. A confirmation dialog box will be displayed before the image is deleted.
	<b>Select Region</b> — allows a rectangular region to be drawn in each image. Use this tool with the Crop and Blank tools. Click on the icon in the lower left corner of an image to remove (deselect) the region.
	<b>Crop</b> — crops the image, keeping only the portion of the image inside the region. A confirmation dialog box will be displayed before the image is cropped.
	<b>Blank</b> — replaces the portion of the image inside the region with a white background. A confirmation dialog box will be displayed before the image is modified.
	<b>Properties</b> — displays the properties of the document that was scanned.
	<p><b>More Editing Tools</b> — these tools and shortcuts allow you to display different views of the images, including <b>Zoom in</b> and <b>Zoom out</b>. Normally the shortcuts (e.g., hotkeys) would be used for these tools. For example, use the + and - keys to zoom in and zoom out on all images.</p> 

## Removing the Scanner icon from the system tray

1. Click on the Scanner icon on the system tray.
2. Select **Exit**. The Exit Smart Touch dialog box will be displayed.



When you click **Yes**, you will close Smart Touch and remove the Smart Touch icon from the system tray.

- If the checkbox is selected when you exit, Smart Touch will restart automatically and appear in the system tray the next time you login.
- If the checkbox is unchecked, Smart Touch will not be started on subsequent logins. Administrator rights are required to change this setting.

### NOTES:

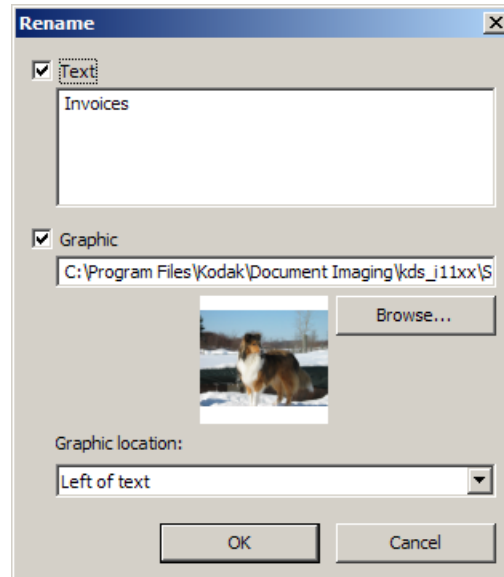
- Smart Touch can be started from the Program group by selecting **Start>Programs>Kodak>Document Imaging>model##>Smart Touch**.
- Smart Touch will also start automatically if you scan documents using the Start button on the scanner.

## Frequently asked questions

*How can I enter a shortcut name so that it appears on the scanner display as multiple lines?*

You can have up to three lines of text displayed on the scanner Operator Control Panel. To do this:

1. Click the **Rename** button next to the *Task shortcut* field on the Configuration window. The Rename Shortcut dialog box will be displayed.



2. Enter the shortcut name. Wherever you want a line break, press the Enter/Return key. For example:

**Color PDF**  
**Invoices**  
**Jane**

will be displayed on the scanner Operator Control Panel.

### Mapping scanner buttons to an application

*If both Alaris Capture Pro Software and Smart Touch are installed on my computer, can I configure my computer so Smart Touch is always used when the Scanner button is pressed?*

Yes. To do this:

1. Login as an *administrator*.
2. Launch Smart Touch.
3. Right-click on the **Scanner** icon in the system tray.
4. Select **Exit**.
5. Verify that the **Run application at Windows startup** checkbox is checked. If it is not checked, check the box and exit Smart Touch, then launch Smart Touch again.
6. Log off the administrator account.
7. Login as a non-administrator.



## NOTES:

- For Microsoft Vista and Windows operating systems, you must log in as a *super administrator* to configure your system for which application to launch.
- If you are typically logged on as an administrator when using Alaris Capture Pro Software and Smart Touch, then the last application launched will be the one that is used when the Scanner button is pressed.

*How can I restore the task shortcut definitions to the ones that come with Smart Touch?*

Smart Touch does not provide a function to restore the defaults. However, this can be done by exiting Smart Touch, going to the **%LOCALAPPDATA%\Smart Touch\[model#]** directory and deleting the Settings folder and its contents, and then re-launching Smart Touch from the **Start>Programs** menu.

## Web Mail

*Which Web Mail applications can I use with Smart Touch?*

Smart Touch is designed to work with any Web Mail system that uses SMTP (Simple Mail Transfer Protocol). For example, Gmail, Hotmail, AOL and Yahoo Mail use SMTP. You will need to check the Web Mail providers on-line help to find out the settings required for that Web Mail system.

*What is the difference between the destinations for Email and Web Mail?*

Email should be used as a destination when scanning to an email system that is MAPI (Messaging Application Programming Interface) compliant, such as Microsoft Outlook or IBM Lotus Notes. Web Mail should be used for SMTP based services, such as Gmail and Yahoo Mail.

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