

**How to setup a computer for scanning with scanner file utility.**

1. Insert the driver CD into the CD drive. If it does not auto run, use my computer or windows explorer to navigate to the CD drive and double click on setup. If the CD auto runs you will see a welcome screen
2. On the welcome screen click on accept for the license terms.
3. On the next screen click on scanner utilities on the left side of the page.
4. Click on scanner file utility setup and accept the defaults for where to place the program.
5. When you get to the setup type, select “service mode”. This starts a small utility every time you start your computer so you do not have to remember to start the scanner file utility when you want to scan as you would in desktop mode.
6. After the program installs you can close the installation CD.
7. From you Windows desktop, click on Start and select All Programs.
8. Locate “Scanner User Software” and move your cursor over it. Then click on “Scanner File Utility” when it pops up. If it says it is already running, look down near the clock on the task bar and you will see an icon with a pink line running through it. RIGHT click on this icon and select configuration.
9. A new window pops up, click on setup.
10. Click on NEW.
11. A new window opens, in the box labeled “No.” Enter 001
12. In the box labeled “Folder” type in “c:\scanned docs” or you can browse to an existing folder by clicking on the three dots to the right of the box. Either way this is where the scanned documents will be sent. If the folder you name here is not yet created the program will create it for you, so when asked answer yes.
13. In the system connection program box it should display “PDF Keyword Embedder”. If it does not click on the down arrow and select this. Then click OK. The scan to folder has been created or identified.
14. Click OK again on the next screen until you exit the program.
15. RIGHT click the scanner icon again and click on start. The scanner file utility is now setup and running.
16. BEFORE you can start scanning the user and computer must be registered in the CS-2550. This can be done through the operator panel on the machine or with a Web Browser, the browser would be easier.

17. Open Internet Explorer. Click on the address bar at the top and type in the IP Address of the scanner and hit return or click on the go icon. This will open the web page of the scanner.
18. When the scanner web page opens, you want to click on “senders” on the left navigation pane. This will open up the location to register authorized users to allow to scan.
19. Click the underlined number to the left of an unused address location.
20. Fill in the user name to display information and then two boxes down in the computer contain address book box, enter in the IP address of the laptop you are setting up - **THIS IS IMPORTANT.**
21. Scroll to the bottom of the page and click on submit.
22. After the screen goes back to home, click on “scan to PC destination” on the left side. You have to enter the same information here as well. The IP address of the receiving PC and the identifying user name.
23. Again scroll to the bottom of the screen and click submit.
24. This user is now registered in the CS-2550 and is ready to scan.
25. Repeat the above steps for each laptop that you want to enable scanning on.

As a convenience you may want to locate the folder the machine sends the scanned documents to and place it on your desktop in windows so you can easily locate the documents.

We are available to assist you with this at any time, just let us know.