

# CYP Scanner Installation Instructions

## Steps for Local User

- 1) Take scanner out of the box and attach the paper guide thing. Plug it in and power it up. DO NOT CONNECT USB CABLE YET!
- 2) Insert the installation DVD that came with the scanner.
- 3) When prompted by IT contact, plug in the scanners USB cable.

## Steps for Remote IT User

- 1) Download the 'navy-cyms-scan.cab' import CAB file that is used in step 9 as the normal POS user from [\\10.2.18.139\me\\_share\CYMS\\_scanner](\\10.2.18.139\me_share\CYMS_scanner) . If you are logged in as local admin, you will need to provide credentials to get to this path, so it's probably easier to download it before logging in as local admin. Save it somewhere on the local C drive.
- 2) Log into the machine as local administrator.
- 3) Create a new directory called 'scandocs' under c:\vsi\, creating c:\vsi\scandocs\
- 4) Run setup.exe off the installation DVD. At the first prompt, choose correct model number of the scanner (should be the very top option, fi-7160). On the next screen, choose 'Installation (recommended)', then click next, next, check the 'I accept' box and click install.
- 5) At the end of the installation, you will be prompted to check online for the latest updates. DO NOT DO THIS!
- 6) Next, you will be prompted to register the software. Cancel this and choose to 'never register'. Then click finish.
- 7) Have the local user connect the USB cable from the scanner. Let windows install the scanner.
- 8) Go to Control Panel > Devices and Printers. Right-click on the fi-7180/7160 scanner and choose scan properties. Under the Events tab, change the actions option to 'start this program' and make sure 'PaperStream Capture' is selected in the drop down (default option).
- 9) Go under Start > All Programs > Paper Stream Capture > Tools > Importer. Browse to file you downloaded in step 1 named 'navy-cyms-scan.cab', choose replace all and click run. Then click OK when the import is complete.
- 10) Open the PaperStream Capture app using the new icon on the desktop. Verify the Navy CYMS Scanning Profile Exists, then close the app.
- 11) Now test scan a document. Place a sheet of paper into the top of the scanner and press the scan/enter button on the scanner. The PaperStream Capture app will load and the scanner will scan the document. Click 'Release' in the app once scanning is finished to complete the scan process. Browse out to c:\vsi\scandocs\ and verify the scanned document exists.
- 12) Users can now log into CYMS and upload a scanned document by browsing to c:\vsi\scandocs\ when prompted.