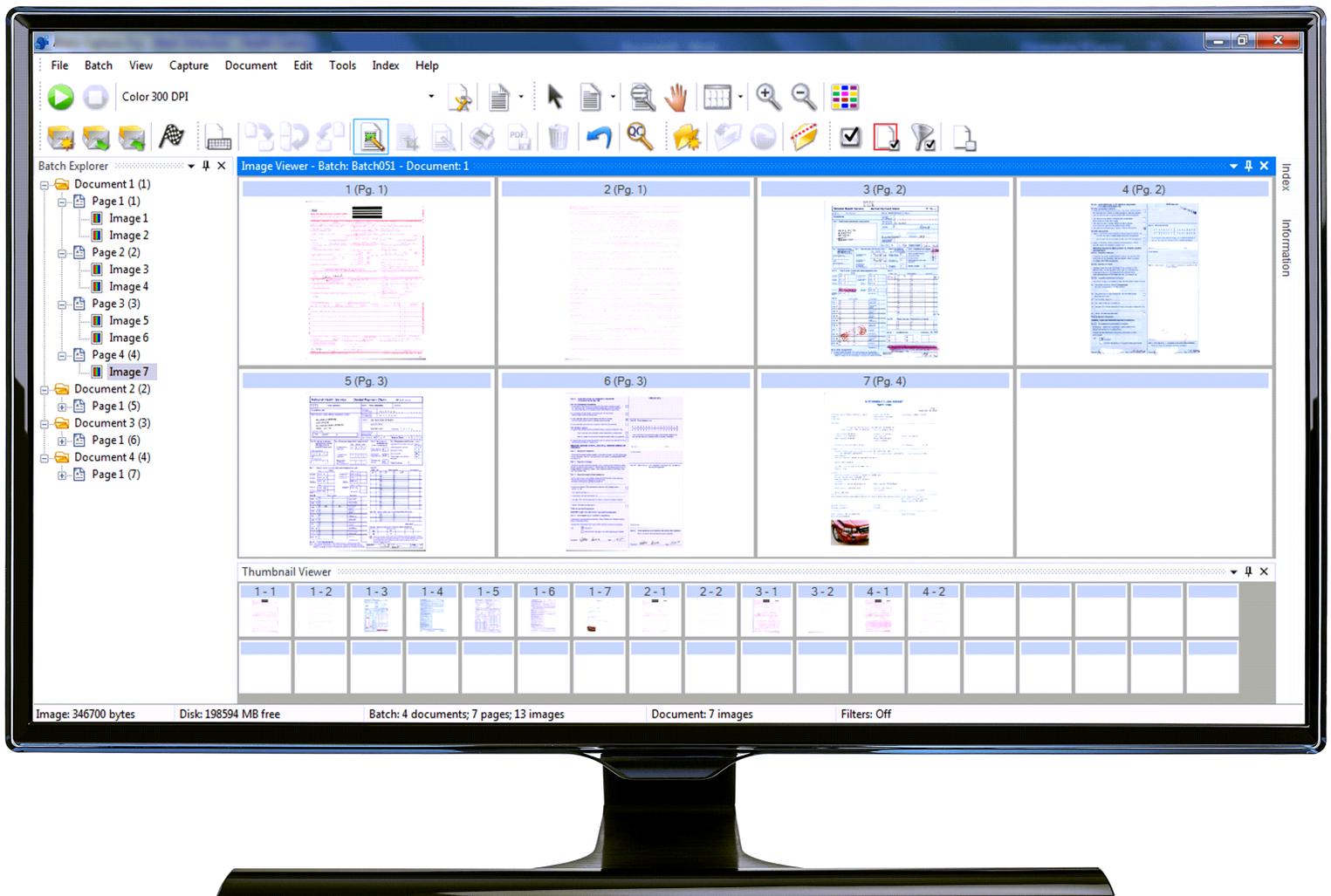


Kodak Capture Pro Software

Getting Started Guide



Getting Started with *Kodak Capture Pro Software and Capture Pro Limited Edition*

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This guide is intended to provide simple procedures for getting started quickly, including installing and launching *Kodak Capture Pro Software* and procedures for scanning using the default pre-defined job setups. Complete information and procedures can be found in the User's Guide for *Kodak Capture Pro Software* (www.alarisworld.com/go/captureprosupport).

For information about configuration and advanced job setup, see the *Kodak Capture Pro Software Administrator's Guide* (www.alarisworld.com/go/captureprosupport).

- If you are installing **Capture Pro Software** or **Capture Pro Software Network Edition**, follow the installation procedures in the next section.
- If you are installing **Capture Pro Software Limited Edition**, see the section entitled, "Installing the software: Capture Pro Software Limited Edition" later in this guide.

Installing the software: Capture Pro Software and Network Edition

Before you begin:

- Be sure your PC meets the recommended PC Configuration as outlined in our product specifications on the Kodak Alaris website: <https://www.alarisworld.com/en-us/solutions/software/document-scanning-software/capture-pro-software#Specifications>
- Verify that your scanner is on and working.

What you need:

- The scanner driver CD provided by the scanner manufacturer if you will be connecting a scanner.
- The license notification email PDF attachment file that contains your serial number.
- Download the application from the Capture Pro Software website at www.alarisworld.com/go/CaptureProDownload.
- If the computer on which the Capture Pro Software is to be installed does not have internet access, you will also need to download the License Manager tool found on the Capture Pro Software website. The License Manager will be installed on a computer with internet access.
- Administrator rights on the PC where you are installing the software.

Installation procedures:

1. Ensure the scanner drivers are installed on your PC using the scanner installation CD or by downloading them from the web.

If you are installing a Kodak Scanner, when you install the Scanner driver the Scan Validation Tool will automatically be installed. This tool may be used to test that the scanner is connected properly and working.

NOTE: For non-Kodak manufactured scanners, follow the manufacturer's recommendations for installing and testing the scanner on your PC.

2. Connect the scanner and test the connection using the Scan Validation Tool. See your scanner's User's Guide for more information.
3. Start the installer by running the CapProSW_x_x.exe file you downloaded. Before installing, check the Release Notes for any additional information by going to www.alarisworld.com/go/kcsdownloads and navigating to the Workstation/Client Software section of the website.
4. Click **I accept the terms of the license agreement** after you have read the License Agreement and click **Next**. The Hardware License Key screen will be displayed.
5. Select **I will not be using a USB Hardware Key** and click **Next**.

NOTE: If you purchased the optional USB Hardware Key, select **I have inserted my USB Hardware Key** and click **Next**.

The Installation Type screen will be displayed.

NOTE: Only check **Install as Capture Pro Network Edition Client** if you purchased Capture Pro Software Network Edition and are installing a client.

6. Click **Next**. The Software Serial Number screen will be displayed.
7. Enter your software serial number and click **Next**. The Product Registration screen will be displayed.
8. If you have previously registered your Kodak Capture Pro Software, enter the Registration ID you received and click **Next**. Otherwise, just click **Next** and you will be presented with a Kodak Alaris Product Registration form. Fill out the form and press **Submit**. A screen will be displayed containing your Registration ID. Take note of this Registration ID as you can use it for subsequent installations. Click **OK** to complete the registration and continue with the installation. The Get License screen will be displayed while the license is being obtained from the Kodak Alaris license server..

NOTE: If your computer does not have internet access, see Appendix F, *License Manager* in the Administrator's Guide for information on how to obtain a license.

9. At the Setup Type screen, select **Typical** and click **Next**. The Installation Summary screen will be displayed.
10. Click **Next**. The Ready to Install the Program screen will be displayed.
11. Click **Install** to start the installation. Progress screens will be displayed. Follow any prompts.
12. Click **Finish**.
13. If prompted, select the option to restart your computer.

Installing the software: Capture Pro Software Limited Edition

NOTES:

- When using Capture Pro Limited Edition, many of the advanced features of the Capture Pro Software are not available. To learn more about the full-featured version of Capture Pro Software, visit www.alarisworld.com/solutions/software/document-scanning-software/capture-pro-software or contact your local *Kodak* Alaris reseller.
- If you want to try the full-featured version of Capture Pro Software, select **Try full-featured Capture Pro** after launching Capture Pro Software Limited Edition.

Before you begin:

- Be sure your PC meets the recommended PC Configuration as outlined in our product specifications on the Kodak Alaris website: <https://www.alarisworld.com/en-us/solutions/software/document-scanning-software/capture-pro-software#Specifications>.
- Verify that your scanner is on and working.

What you need:

- Administrator rights on the PC where you are installing the software.
- Request and download the Scanner drivers Capture Pro Limited Edition software from the Alaris World Support page for your Kodak Scanner (www.alarisworld.com/go/support).

Installation procedures:

Capture Pro Software Limited Edition works with select *Kodak* Scanners only.

1. Install the scanner drivers.
When you install the Scanner driver, the Scan Validation Tool will automatically be installed. This tool may be used to test that the scanner is connected properly and working.
2. Connect the scanner and test the connection using the Scan Validation Tool. See your scanner's User's Guide for more information.
3. Unzip the contents of the Capture Pro Limited Edition zip file that was downloaded and run the EXE file to start the installation.
4. Click **I accept the terms of the license agreement** after you have read the License Agreement and click **Next**. The Hardware License Key screen will be displayed.
5. If prompted, select **I will not be using a USB Hardware Key** and click **Next**.
6. Fill out the registration form and select **Submit**.
7. At the Setup Type screen, select **Typical** and click **Next**. The Installation Summary screen will be displayed.
8. Click **Next**. The Ready to Install the Program screen will be displayed.
9. Click **Install** to start the installation. Progress screens will be displayed. Follow any prompts.
10. Click **Finish**.
11. If prompted, select the option to restart your computer.

Using Capture Pro Software

To launch the software:

If you are not using the *Index Only* or *Auto Import* editions, be sure your scanner is turned on and is attached properly to the PC. If you purchased an optional hardware key, make sure it is inserted into a USB port on your computer.



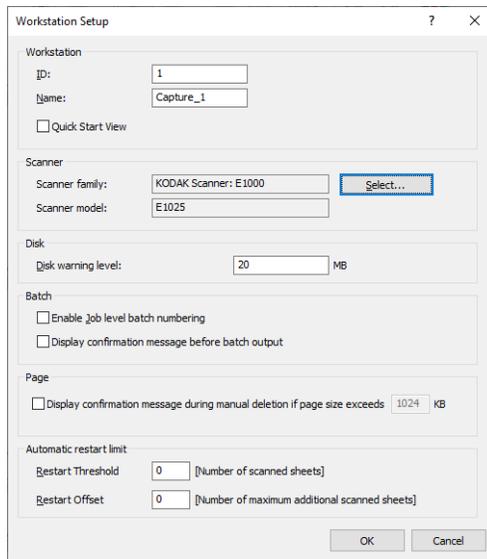
- Double-click the Capture Pro Software icon on your desktop, or
- go to: **Start > Programs > Kodak > Kodak Capture Pro Software.**

NOTES:

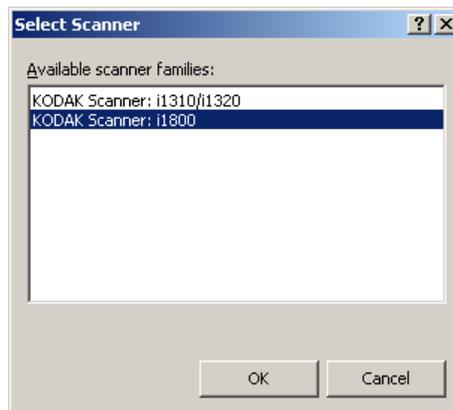
- Network Edition clients will alert you that they are obtaining a license.
- Capture Pro Software Network Edition clients will perform the initial synchronization with the Capture Pro Server Software.

To select your scanner:

The first time you start Capture Pro Software the message, **Your scanner has not been selected. Do you want to set it up now?** is displayed. Click **Yes** to display the Workstation Setup screen. From this screen you can select the scanner you will be using from the list of available scanners. Subsequent launches of the software will bypass these steps.



1. Click **Select**. The Select Scanner screen will be displayed.



2. Select the scanner you have installed on your PC and click **OK**. The Quick

Start screen will be displayed

3. Click **OK** on the Workstation Setup screen.

Quick Start

The Quick Start screen provides a menu of commonly used functions and Job tiles.

The Job tiles page displays the job setups that have been created. The tiles are displayed in alphabetical order and may change color if other job tiles are added or deleted.



NOTE: Longer Job names will not fit on the button and will be truncated. Moving the mouse over the button will display the full Job name. It is recommended that the first few words of the Job name be unique and descriptive.

Batch Manager — allows you to open existing document batches, create new batches or view the status of any existing batch.

Main Menu — displays the Capture Pro Software main screen. You can manually open or create a new batch, initiate document capture, edit job setups, edit Users and Groups and perform many system configuration tasks.

Logout — logs out the current user.

Exit — exits the Capture Pro Software.

When you click on a Job tile, a new batch will be created and scanning will begin as defined by the job setup. After outputting a job, the Quick Start screen will be redisplayed.

NOTES:

- If you are an experienced user or you do not want to use the Quick Start Job tiles, you can disable the Quick Start screen by unchecking the **Quick Start View** on the Workstation Setup dialog box. To access the Workstation Setup dialog box, select **File>Workstation Setup** from the main screen.
- The “Quick Start” icon found in the “View” toolbar may be used to navigate back to the “Quick Start” screen from the “Main Menu”.
- “Quick Start” is disabled for the *Index Only* or *Auto Import* editions.

Using the pre-defined job setups

Capture Pro Software is shipped with three pre-defined job setups. Do not change the default options on these pre-defined job setups; simply use them as they are. When you create new job setups, you can use these pre-defined job setups as a base and save them with a new name that is meaningful to you.

Ready to Scan — allows you to start scanning documents using default settings. *Ready to Scan* does not have any indexes defined.

Scan to PDF — this is similar to *Ready to Scan*, except when you scan your document(s) the first page will be displayed in the Image Viewer and you will be prompted for a **Document name** to be entered as index data. The index data is used as the file name when you output the documents.

Scan to E-mail — similar to the *Scan to PDF* except a PDF file will be created and will be included as an attachment to an email. When the scan is complete, your email software application will be opened with your scanned attachment and be ready to send to an email address from your email account.

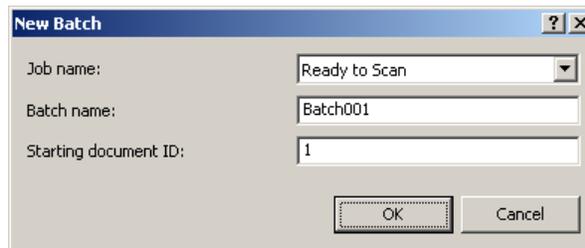
Depending on what you want to do, you can select one of these job setups to use as a starting point to setup your own jobs.

Ready to Scan

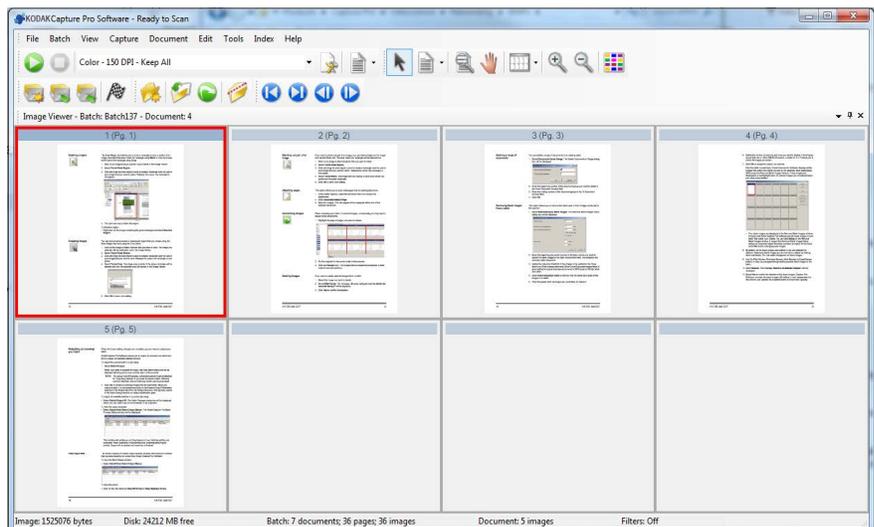
The Ready to Scan job allows you to start scanning documents without having to create or modify any setups. This job does not have any indexes defined and places all scanned images after they are output into C:\BatchesPro.

When a batch is output, each image will be moved from the scanned image location and output in a single-page TIFF format.

1. From the main screen, select **Batch>New**. The New Batch screen will be displayed.



2. Select a job setup that you want to use as a starting point for your scan job from the *Job name* drop-down list. In this case, **Ready to Scan**. The Batch name and Starting document ID are automatically filled in.
3. Click **OK**.
4. Place the documents you want to scan in the feeder of the scanner.
5. Click **Scan/Start** . The images will be displayed in the Image Viewer.



6. Review your images to be sure they are as you want them. If you need to make some adjustments, editing tools are available from the Tools menu.

Some of the more commonly used editing functions include: rotating images, deleting images, cropping images, etc.

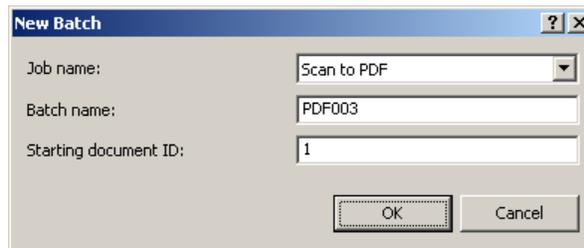
7. When finished, click the **Output Batch** icon . Your images will be output and saved in the BatchesPro folder.

Scan to PDF

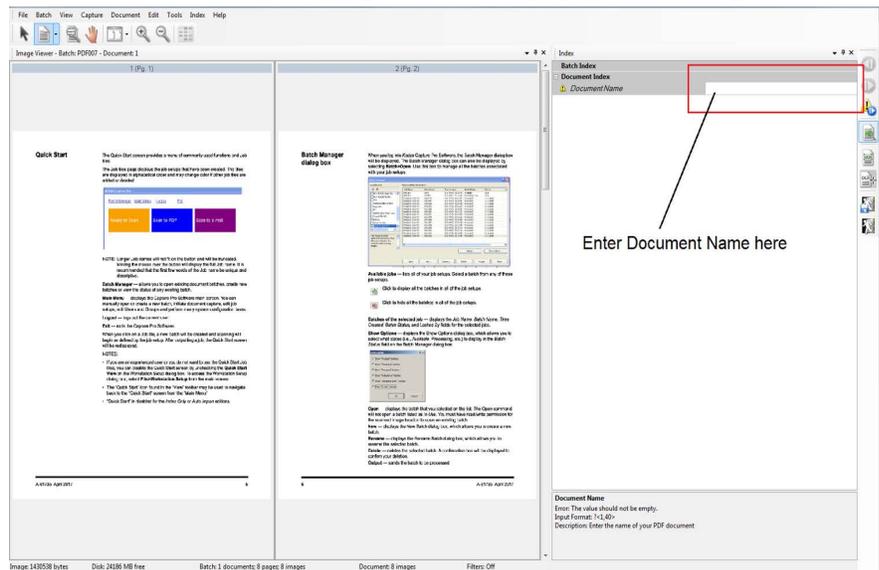
Scan to PDF is similar to *Ready to Scan*, except when you scan your document(s) the first page will be displayed in the Image Viewer and you will be prompted for a Document Name to be entered as index data. The index data is used as the file name when you output the documents. All scanned images are output into C:\PDF Files.

When a batch is output, each image will be output as a multi-page PDF.

1. From the main screen, select **Batch>New**. The New Batch screen will be displayed.



2. Select **Scan to PDF** from the *Job name* drop-down list. The Batch name and Starting document ID are automatically filled in.
3. Click **OK**.
4. Place the documents you want to scan in the feeder of the scanner.
5. Click **Scan/Start** . The images will be displayed in the Image Viewer.



6. Enter a **Document Name** to be used as index data.
7. Review your images to be sure they are as you want them. If you need to make some adjustments, editing tools are available from the Tools menu. Some of the more commonly used editing functions include: rotating images, deleting images, cropping images, etc.

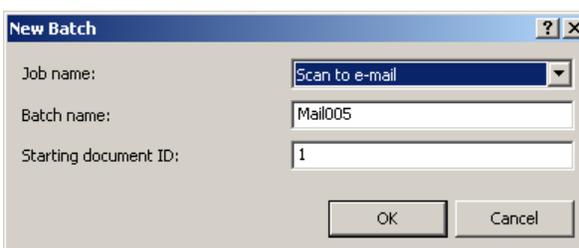
- When finished, click the **Output Batch** icon . Your images are saved in the PDF Files folder.

Scan to Email

Scan to Email will display the first page in the Image Viewer and you will be prompted for a Document Name to be entered as index data. When the documents are scanned, PDF files will be created and automatically attached to an email for sending to an email recipient. Your email software must be setup and open for Scan to Email to be successful.

When you select **Scan to Email** an email message will be generated for each batch of documents scanned.

- From the main screen, select **Batch>New**. The New Batch screen will be displayed.



- Select **Scan to Email** from the *Job name* drop-down list. The Batch name and Starting document ID are automatically filled in.
- Click **OK**.
- Place the documents you want to scan in the feeder of the scanner.
- Click **Scan/Start** . The images will be displayed in the Image Viewer.
- Review your images to be sure they are as you want them. If you need to make some adjustments, editing tools are available from the Tools menu. Some of the more commonly used editing functions include: rotating images, deleting images, cropping images, etc.
- When finished, click the **Output Batch** icon .
- After scanning, your email software will open a new email with the PDF file attached. Enter the email address of the person you are sending the file to and send it as you normally send your email messages.

