

halFILE TWAIN Scanner installation guide

This document describes the process of setting up a TWAIN Scanner in halFILE.

1. Before purchasing a scanner be sure to check with your halFILE sales representative to determine if it is certified for use with halFILE software. Most scanners that ship with TWAIN drivers are certified for use with halFILE. Your scan station PC will need to have a copy of Imaging for Windows version 2.8 or later installed on the desktop to enable TWAIN scanning.
2. Follow the manufacturer's instructions to install the software that ships with your scanner including the TWAIN drivers.
3. If you have multiple scan stations it is recommended that you assign a unique "Station ID" value to this PC which halFILE uses as its prefix when assigning document numbers. Zero is our default value - accepted values are capital letters 'A' through 'Z'. Access this parameter by selecting the Administrator icon (first on the left) from the manager toolbar, then select Configure/Station ID and replace the default value '0' with a unique capital alpha value.
4. Launch the halFILE scan icon (second from left on the Manager Toolbar). Answer the "Scanner Interface Selection" question by specifying '3' "Twain\Pro" for TWAIN scanning with Imaging Professional.
5. halFILE scan interface should appear. If a message is displayed that the scanner device cannot be located make sure the scanner is powered on and there are no error messages on the scanner itself, recheck your USB cable connection from PC to scanner, then power down the PC completely and turn off the scanner. Turn on the scanner first, then power up the PC. Open the halFILE scan interface again. If the scanner is still not found some type of connectivity or driver issue exists - check the device manager in control panel of the PC to verify that the operating system has discovered the device. Follow any troubleshooting steps that are provided by the scanner manufacturer and/or contact your scanner vendor for assistance.
6. Select the appropriate default settings for paper size, DPI (300 is recommended), paper source ADF or Flatbed, and ensure that the compression type is set to GRP 4 TIF. Click the SAVE SETTINGS button to stamp these values into our control file C:\WINDOWS\HFTWAIN32.INI.
7. Scan parameters in the primary halFILE scan interface include:
 - a. Show Twain Dialogue - displays the scanner native interface while scanning.
 - b. Deskew - auto-adjusts the scanned pages to ensure vertical alignment.
 - c. Despeckle - removes "traffic" dots from image but can also remove periods from documents.
 - d. Crop - not a border-removal tool but actually changes physical size of non-standard scanned pages.
 - e. Invert - reverses polarity on documents i.e. white on black to black on white.
 - f. Delete Blank Page Threshold - for duplex scanning this value (normally set at 2000) assists halFILE in determining which scanned pages are blank so that they can be

identified as such after scan and can be removed with the "Delete Blank Pages" button during stapling.

- g. Image Preview - displays scanned pages as they are fed through the scanner (note that this negatively affects scanner throughput because of additional overhead and all pages can be previewed during the stapling process).
8. Additional scan parameters can be accessed behind tools/options in the halFILE scan interface window:
- a. General - Temp Folder - used for UNC path baskets as TWAIN cannot write to a UNC path. Use Windows explorer to build a folder on local C: drive to contain the scanner output (C:\HALSCANS\). Specify this folder path in the Temp Folder for program to use as a temporary write location before images are copied in the background to the UNC basket location.
 - b. Stapling - Staple Preview - checking this box controls how the F5 end of document key behaves during stapling. If staple preview is set then all documents in the batch are "stapled" or grouped and the F5 key is an interactive toggle mark for end of document. Allows for more control/error fixing prior to finishing the stapling process by clicking "Done".