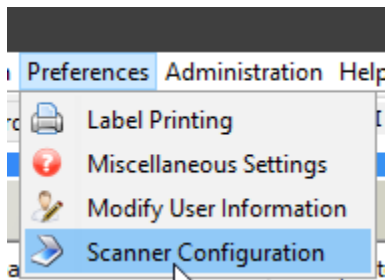# Recording Express Scanner Setup

Recording Express can utilize your desktop scanner to directly scan your documents into your package, saving you time and work.
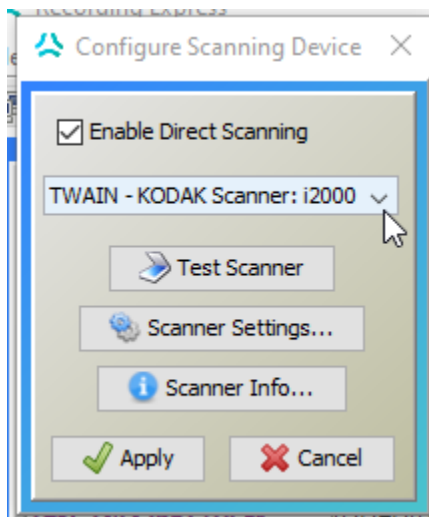
Setting it up is quick and easy, after logging in follow these steps:

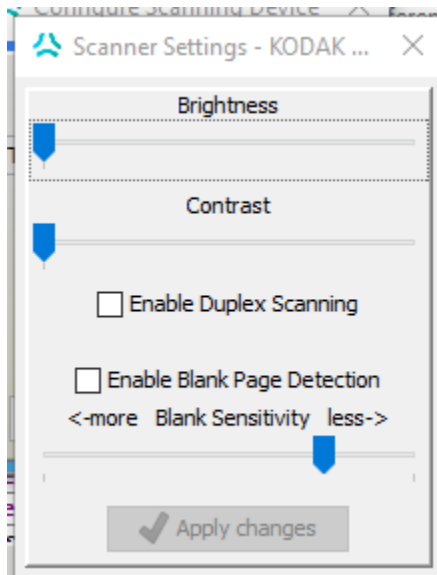Click Preferences, and Scanner Configuration

Check the Enable Direct Scanning box and select your scanner from the dropdown

Note: Many scanners have different selections here for the same scanner. If you test and the first doesn't work, try the others.

If your Test Scanner image comes back a little off you can change the Scanner Settings. Typically the default is just right.

After getting your settings squared away hit Apply and you're all set to go! You'll be able to hit the Direct Scan button now in the Document Upload page.