

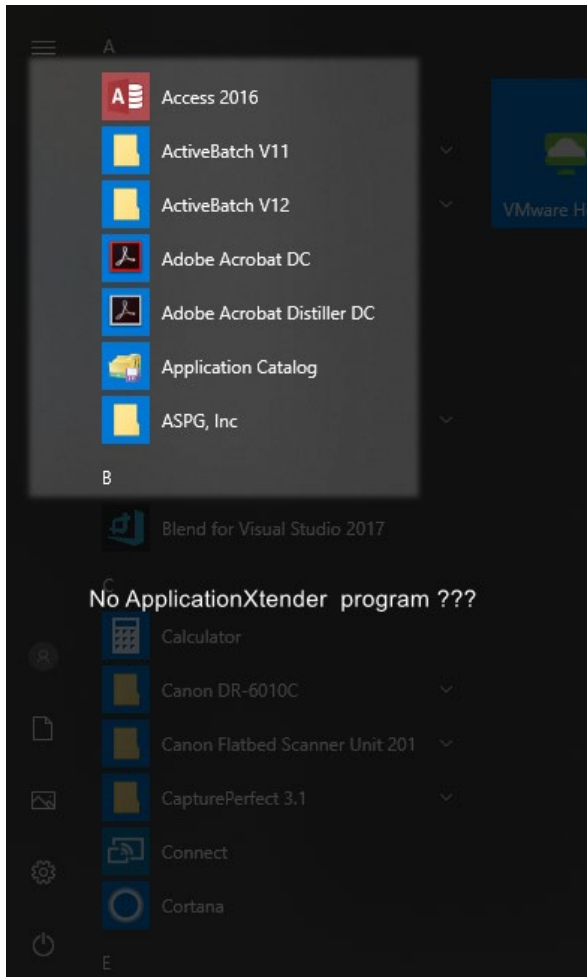
OpenText AppXtender 16.6

New Scanning Features

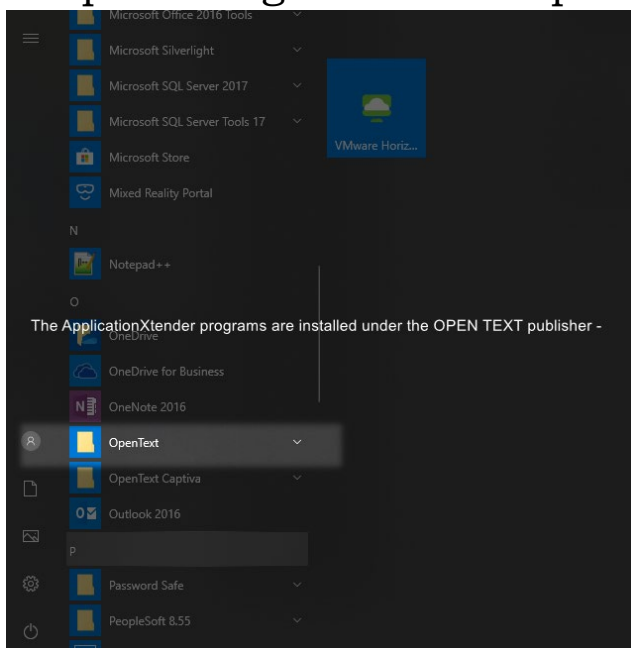
Desktop Client

Scanning using OpenText AppXtender Desktop Client 16.6:

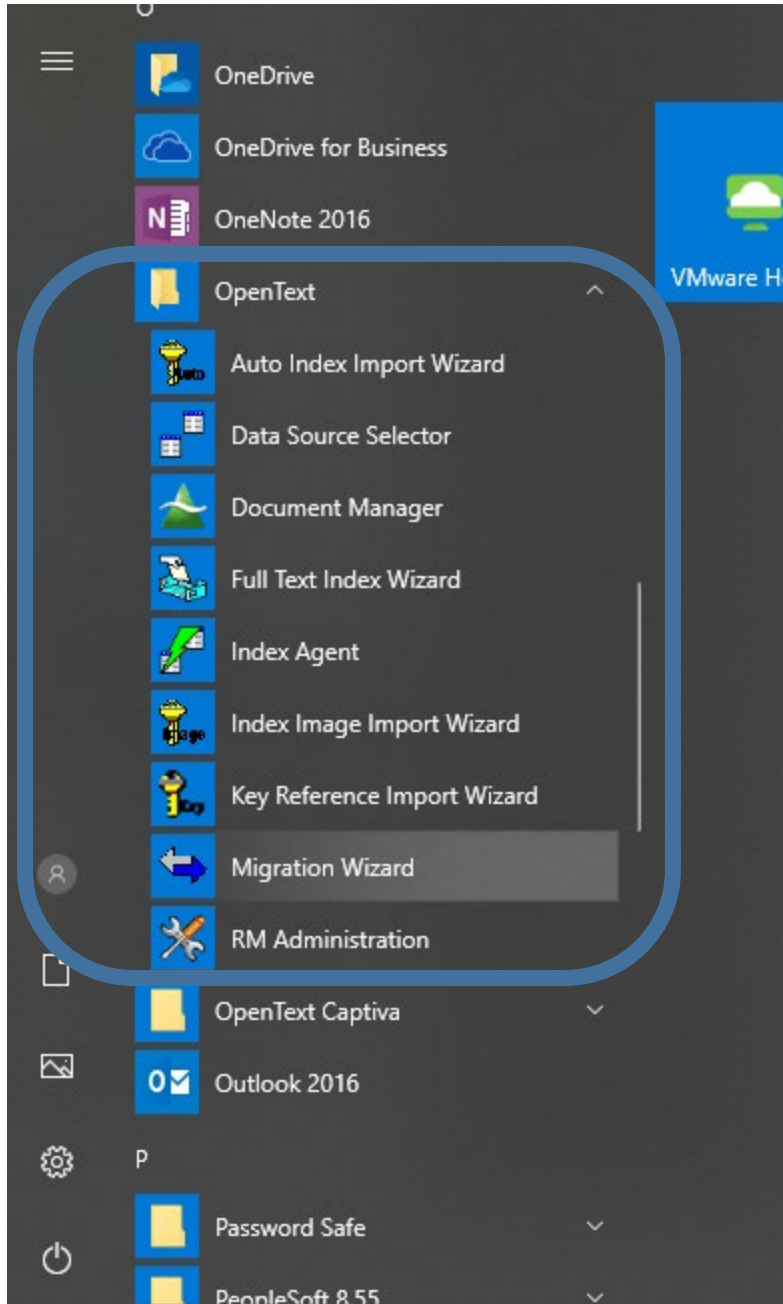
- 1) Check to see the program has been installed on the PC. go to Window <<LEFT CLICK>> to show programs installed.



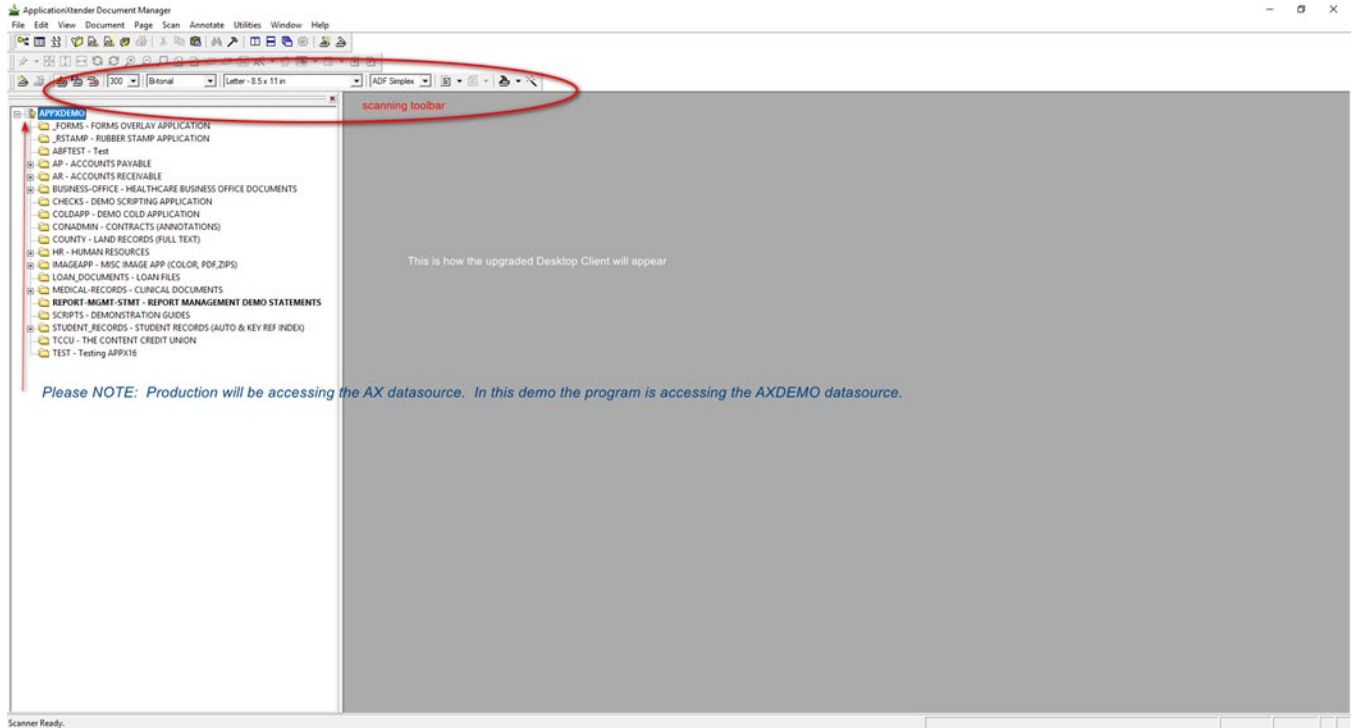
Keep Looking – Look for Open Text



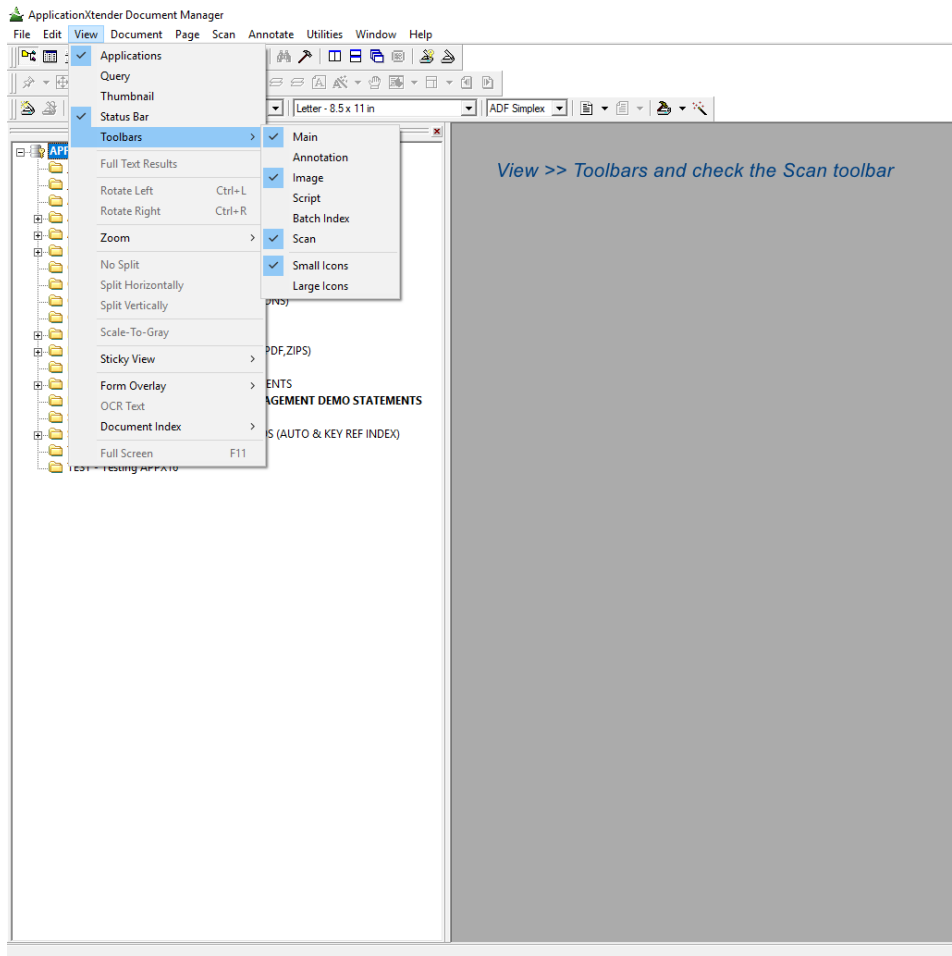
All of the same components are there however, they reside under OpenText.



2) Access the Document Manager program –

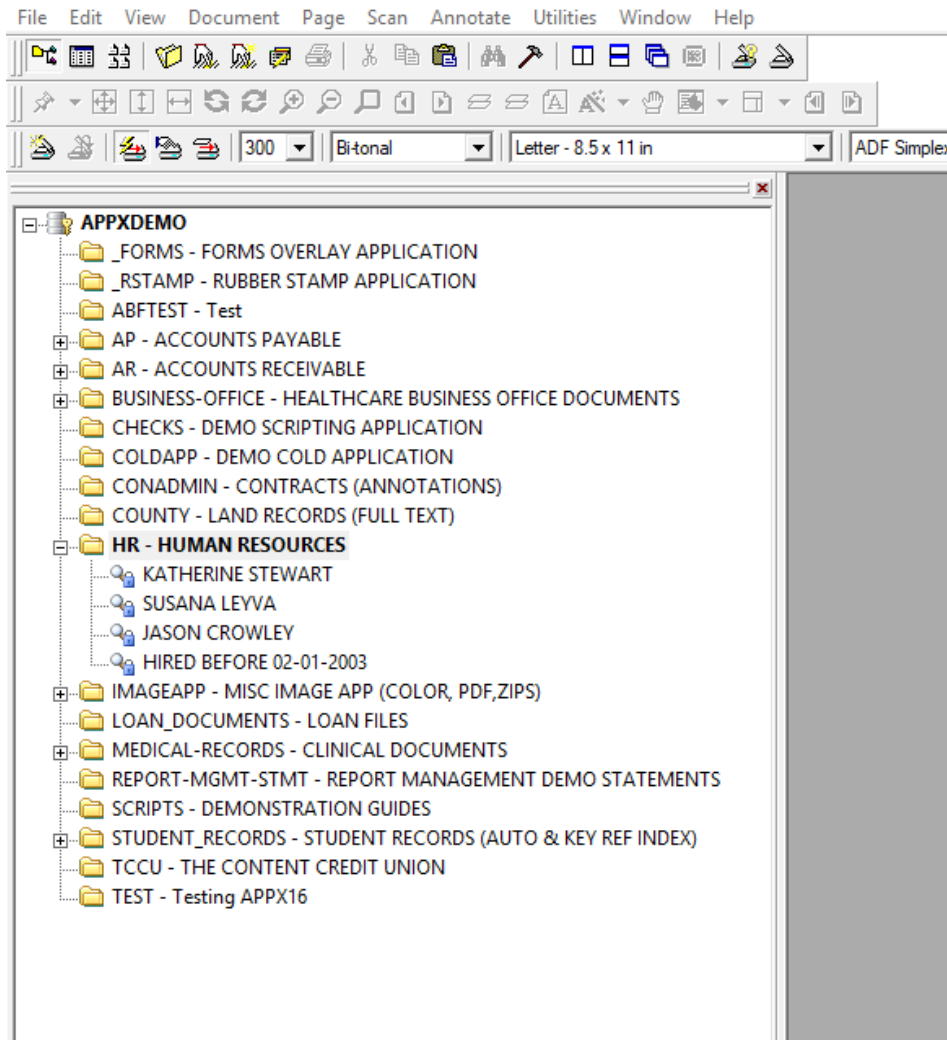


If the scan toolbar is not showing and you have a scanner attached: View >> Toolbars > Scan (check to make visible)



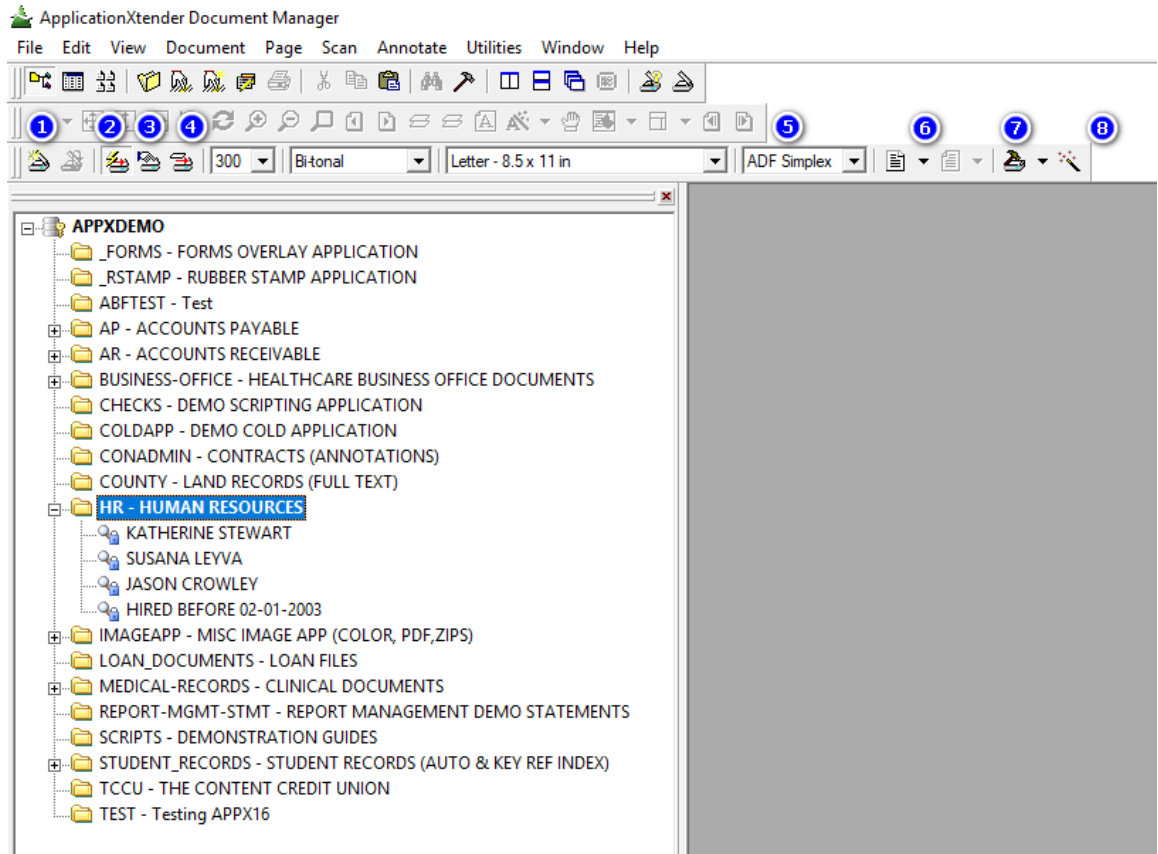
3) Scan New Documents into Application:

Double <Click> on the Application – in the Screen shot below, it is the HR Human Resources Application. This will make it the open application. The Open Application is always **BOLD TYPE**.

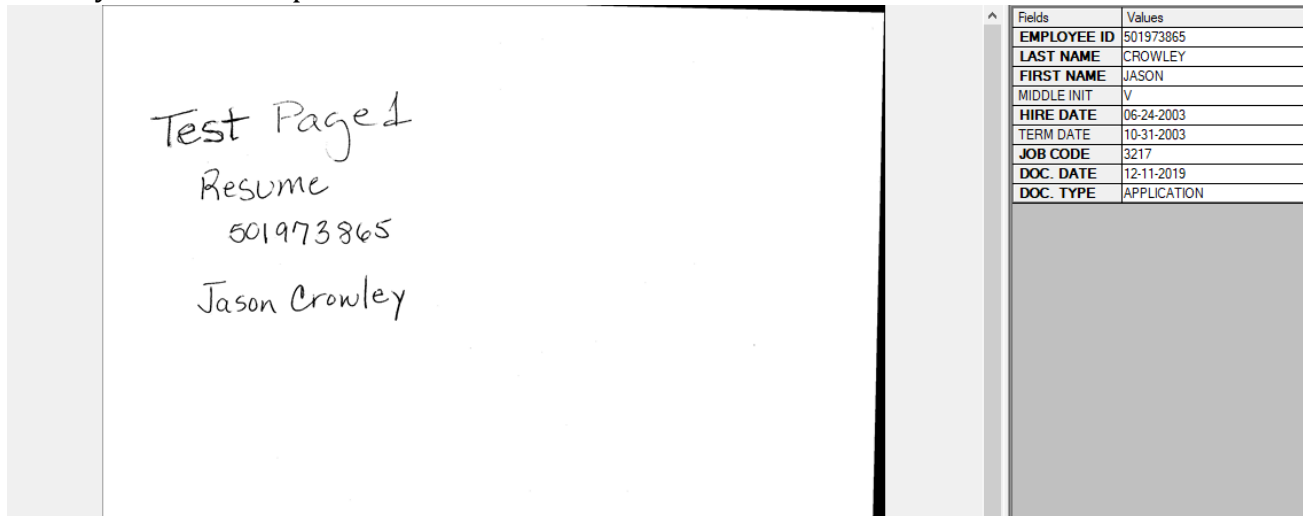


4) Use the Scanning toolbar to select scanning options:

- 1) Scan – Start scanning with options selected
- 2) Autofeed – Scan all pages in the scanner then ends the scan session.
- 3) Manual Feed – Scan all pages in feeder after the scan button is <Clicked>
- 4) Single Feed – scan one document
- 5) Simplex or Duplex
- 6) Rotation – (front rotation/back rotation)
- 7) Scanner Setup
- 8) Auto Enhance



Select your desired options and scan documents.



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