



# Net Sender with the Fujitsu Scanner

- Double click on the WinELF DOC Imaging Manager (WDIM) Icon



WinELF DOC Imaging Manager.Ink on the PRC Session Desktop

- Log in using your ELF User ID and Practice ID
- Leave window open
- Create Batch Cover Sheet in the WinELF NetSender
  - Utilities
  - NetSender Log
  - Click on the  icon or press the Insert button on the keyboard
  - Fill in the fields that apply
    - § Service Date
    - § Location Code
    - § Data Type
    - § Sender Site
    - § # of pages
    - § Payments included in batch
- Begin Scanning
  - Place papers face down into the paper feed
    - § Batch Cover Page will be the first page
    - § No paper clips
    - § No staples
  - Select ScandAll 21 To File and click the OK button
  - Scan ToFile Window opens
    - § Files of Type:
      - Multitpage TIFF (regular paper)
    - § Compression Type:
      - CCITT Group4
  - Increase/Decrease Color Depth:
    - § None
  - Path:
    - § c:\scans\
  - File Name(without ext):
    - § Batch # (10062005NNAOMAOV)
  - Click the Acquire button
- TWAIN Driver (32) window opens
  - Resolution 200 x 200
  - Scan Type:
    - § ADF (Front Side)

- Paper size
  - § Letter (8.5x11in)
- Click on Scan button
  
- Scanning will begin
  - If the scanner becomes jammed, press the **blue button** on the back of the control panel on the right side of the scanner next to the paper feeding tray
  
- Once all your pages have gone through the scanner
  - Click the Close button on the TWAIN Driver (32) window
  - Go into the WinELF DOC Imaging Manager (WDIM)
    - § Click on the Document Batch Log menu
      - Highlight the Batch # you just scanned
      - Click on the Copy Scanned File icon. (It looks like 2 pieces of paper)
      - Click on the Magnifying Glass  to view the Batch
  
- Repeat process for next Batch
  - Once all batches have been scanned, click the Exit menu on the WinELF DOC Imaging Manager (WDIM) Window