

Scanning Instructions

Installing ScanSnap on your computer

1. Set aside an hour (it won't take this long, but you'll be less rushed and it'll be more likely to go well).
2. Take some deep breaths. Do some centering prayer.
3. Go to the employee portal (<https://www.envisionclinic.com/employees/>)
4. Look under the Resources Section. Pick the appropriate installer link.
5. Choose to download **ScanSnap Installer Setup Program** (click on the link)
6. Look at your download folder, double click on the installer, and follow the instructions.
 - a. If it doesn't open, you may need to hold down the Control button and click it at the same time. Then it will give you the option to open it.
 - b. You'll click continue a few times, accept terms and conditions, then click "Install"
7. When it's complete, you should have a ScanSnap folder in your application folder.
8. You may also have a folder saying "onlineupdate.app" - double click on this
9. Follow the instructions. Click install.

At this time, we are only able to scan using the USB cable (not using WiFi). We apologize for this inconvenience. Also, we can't use any of the "Scan to Cloud" services at this time due to HIPAA reasons.

Try scanning a document

1. Flip open the scanner (the black machine on the left side of the workroom counter)
2. Plug in the USB cable (the cable that's sticking out with a rectangular shape plug in)
3. You have to have the ScanSnap Manager application running or it will not work.
 - a. For example, if you have a Mac, the icon will be in your dock with a dot under it. If you're connected to the scanner, it will be blue. If not, it will be gray.
 - b. If you have windows... well, more centering prayer.
4. Put a paper to scan into the scanner
5. Press blue scan button.
6. Choose where you want to put your scan (in your computer) for example, scan to folder. I put a folder on my desktop called "Scans" and that is my default place.
7. Name your scan.
8. Once you open the scan you can rotate pages if needed, but sometimes it does it automatically!!
9. From there, you can upload this document to TheraNest by dragging it to the area for "clinical documents" (under a client's notes section).