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OnBase
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OnBase Guide to Setting up Kofax 5.x VRS Settings

Goal: To define default "best practice" Kofax VRS settings

Complexity Level: Departmental Administrative Users, Functional End Users

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Background

Kofax 4.5x VRS (Virtual Rescan) settings can be somewhat confusing initially. This document attempts to provide some "best practices" based upon a number of varying situations.
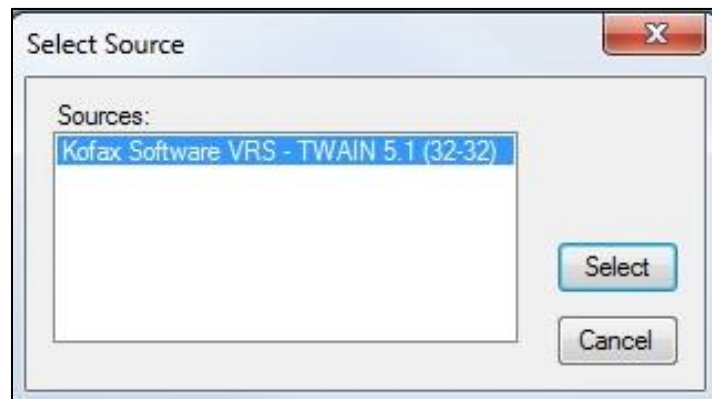
Kofax 4.5x VRS Profiles vs VRS Advanced Settings

Kofax 4.5x VRS settings are split into two distinct areas of functionality, "Profiles" and "Advanced Settings".
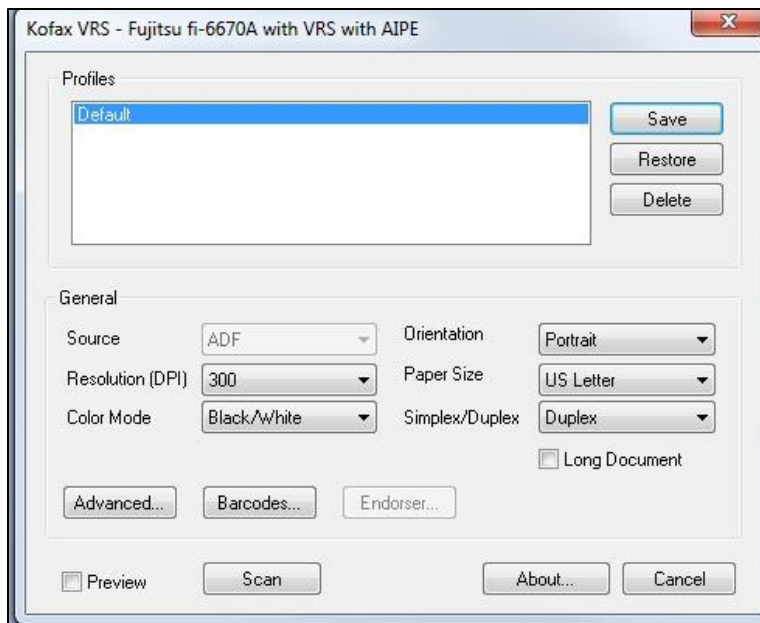
The Kofax Profiles are a shared setting that can be set and used across all users that may log into the scan station. The Advanced Settings can only be set and defined on a user by user basis.

Setting up a VRS Profile

1. To setup a default Kofax VRS Profile, you'll first need to make sure you select the Kofax VRS scan driver for your application. Most applications will have a "Select Scanner" or "Twain Source" option. Once that option has been initiated you'll likely see a dialog with the Kofax VRS Twain driver as an option. The below screenshot is from the OnBase Scan Module. Always be sure to select the VRS option.

2. Once you've verified that the Kofax 4.5x VRS driver has been selected, you can begin a test scan to that will allow the VRS software to initiate. In the OnBase Scan Module this is done by selecting the **Acquire Image** button. Once the driver has communicated with the scanner, you should now see the VRS Profiles dialog as seen below.
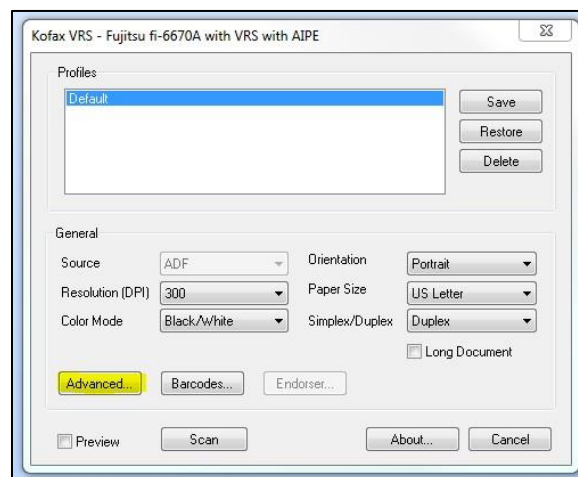
3. These are the recommended options for you to use, but if necessary feel free to change them. Be sure to click on the **Save** button and call your settings "Default" or whatever naming convention you prefer. These Profile settings are saved across all users that will use the scan station.

Setting up Advanced Settings

Now that you have the "Profile" settings saved, we'll move onto the "Advanced Settings". Again, these have to be set individually on each user that will be using the scan station.

1. On the "Profile" settings dialog, press the **Advanced** button to activate the Advanced settings.
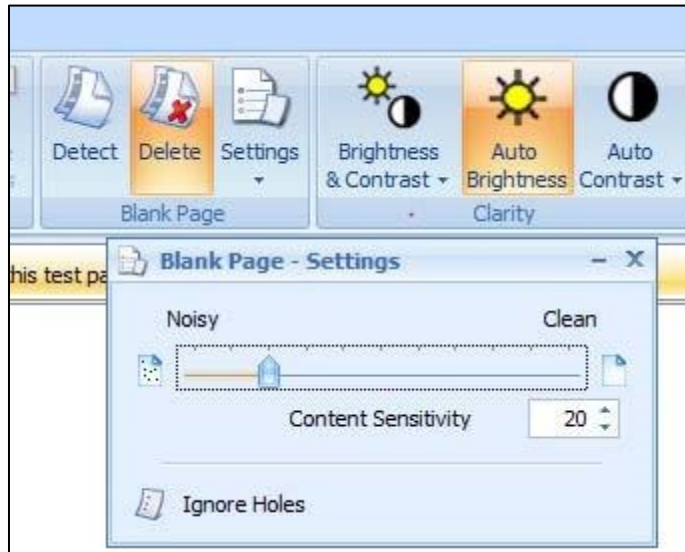

2. The Advanced Settings are controlled by a series of menus on the top of the screen. We'll step through these so that you can see what the "Best

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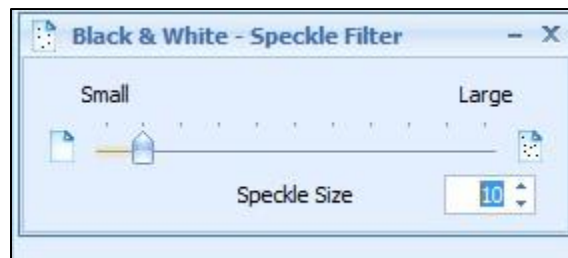
4

Practices" settings are. Depending on your version of VRS these screenshots may have slightly different options than what you see.
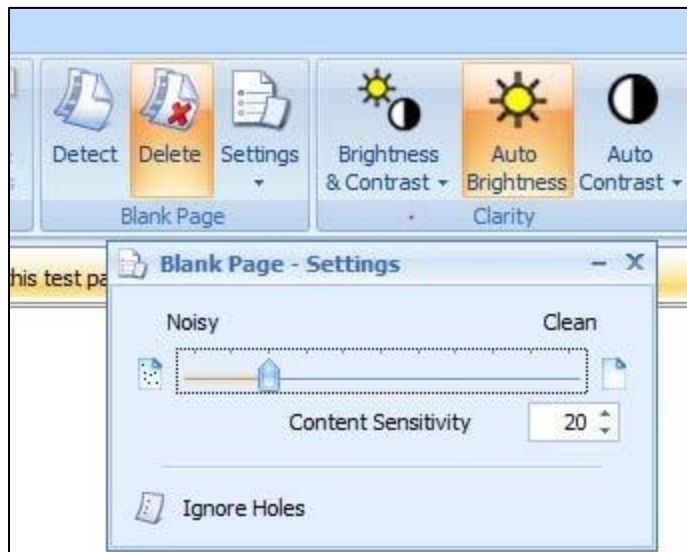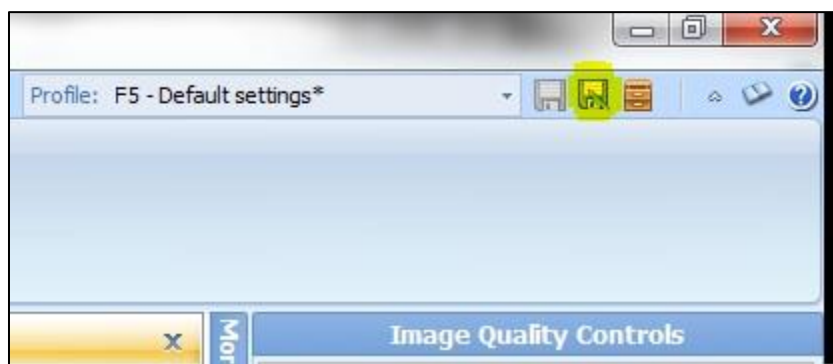

a Clarity

b Noise

c Skew

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d Blank Page

3. To save these Advanced settings, DO NOT PRESS "OK" at the bottom of the tabs, instead you need to move your mouse over to the VRS menus and select the **Profile** option and use either the **Save As** option (if this was the first time you've set these Advanced options) or just **Save** (if you're just updating an existing set of settings). This will save the current Advanced settings for the user who is currently logged in.

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4. Once you've saved the Advanced settings you can now use the "OK" button below the settings tabs to get back to the VRS Profile dialog.

5. You can now use the **Scan** button to begin scanning your documents.