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OnBase Guide to Setting up PaperStream IP Settings

Goal: This document focuses on defining default “best practice” PaperStream IP settings

Complexity Level: Departmental Administrative Users,
Functional End Users

3/21/2019

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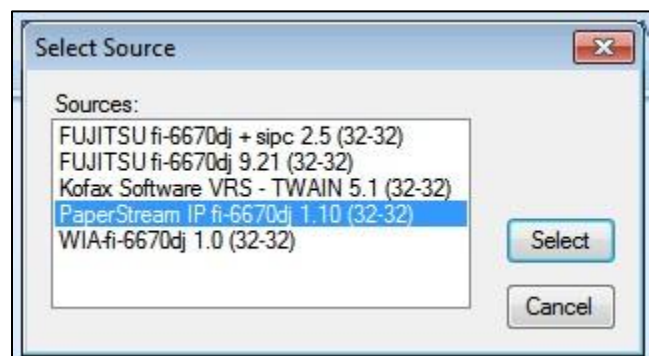


Background

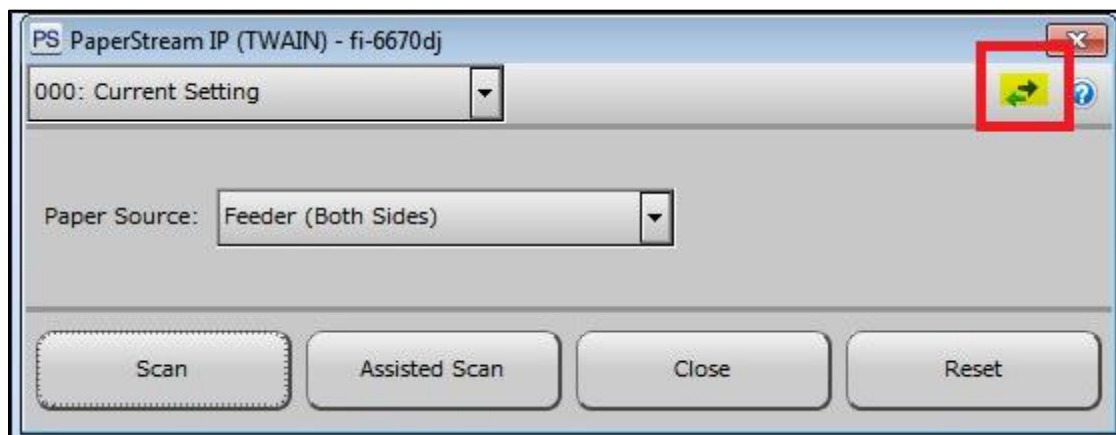
PaperStream (for virtual re-scanning) settings can be somewhat confusing initially. This document attempts to provide some “best practices” based upon a number of varying situations.

PaperStream Recommended Settings

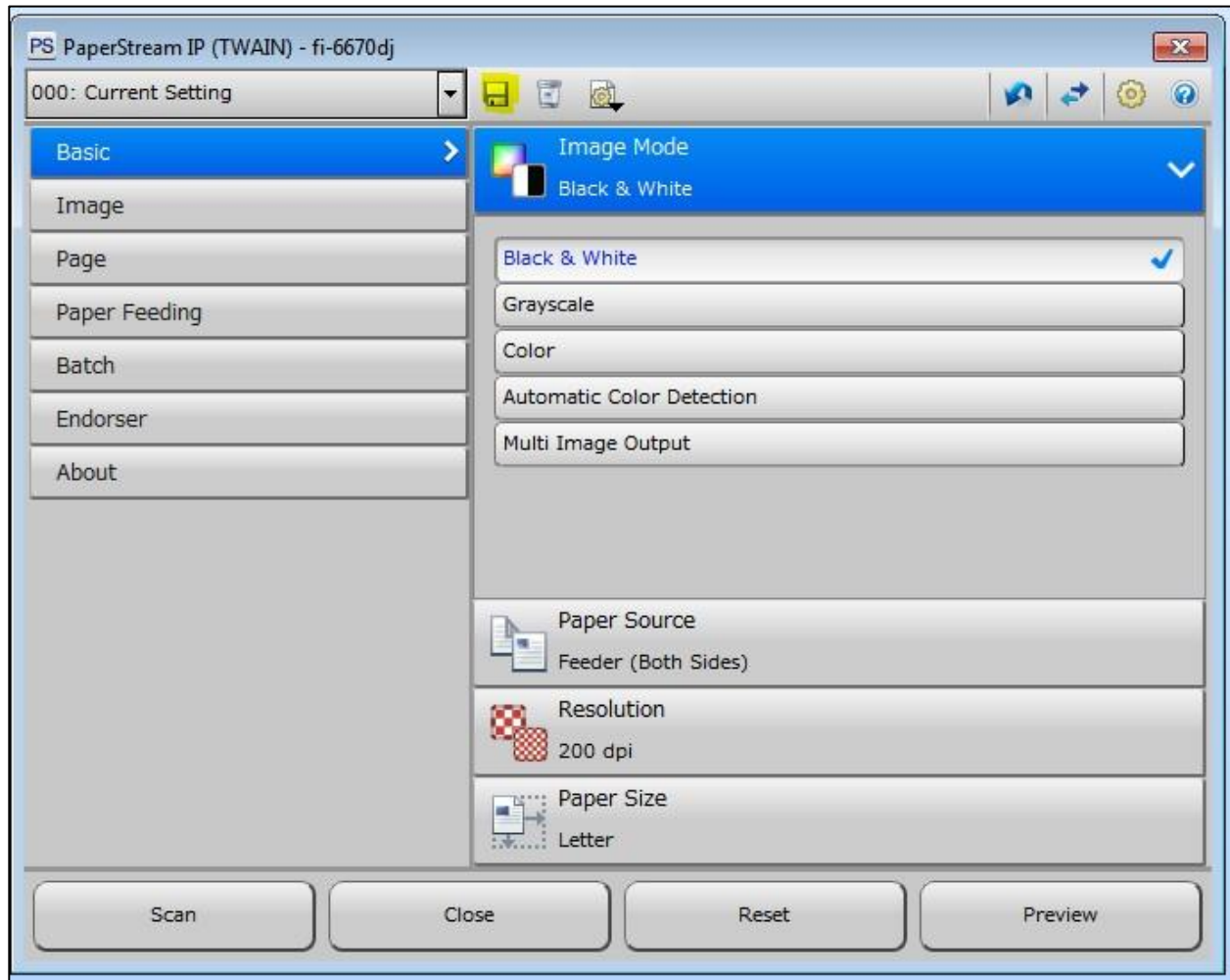
1. To setup a PaperStream Profile, you'll first need to make sure you select the PaperStream IP scan driver for your application. Most applications will have a “Select Scanner” or “Twain Source” option. Once that option has been initiated you'll likely see a dialog with the PaperStream IP Twain driver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



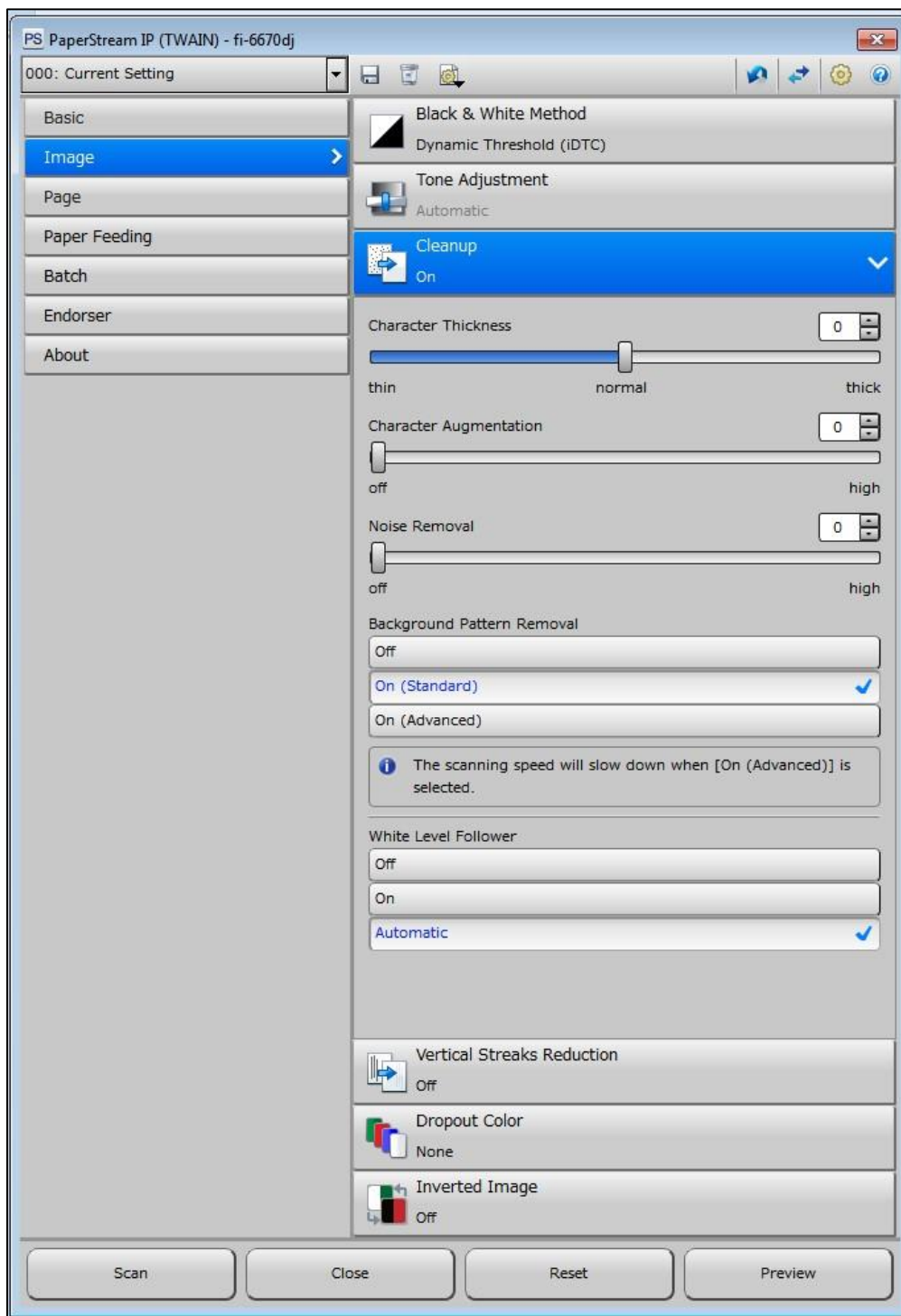
2. Once you've verified that the PaperStream IP driver has been selected, you can begin a test scan to that will allow the software to initiate. In the OnBase Scan Module this is done by selecting the “Acquire Image” button. Once the driver has communicated with the scanner you should now see the dialog as seen below.
3. PaperStream has default scanning profiles available to use. To enable advanced features and create a custom profile, you will need to press the button to switch to the ‘Normal’ dialogue box and then go through several sets of options to choose the settings to best fit your scanning needs.



4. 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.



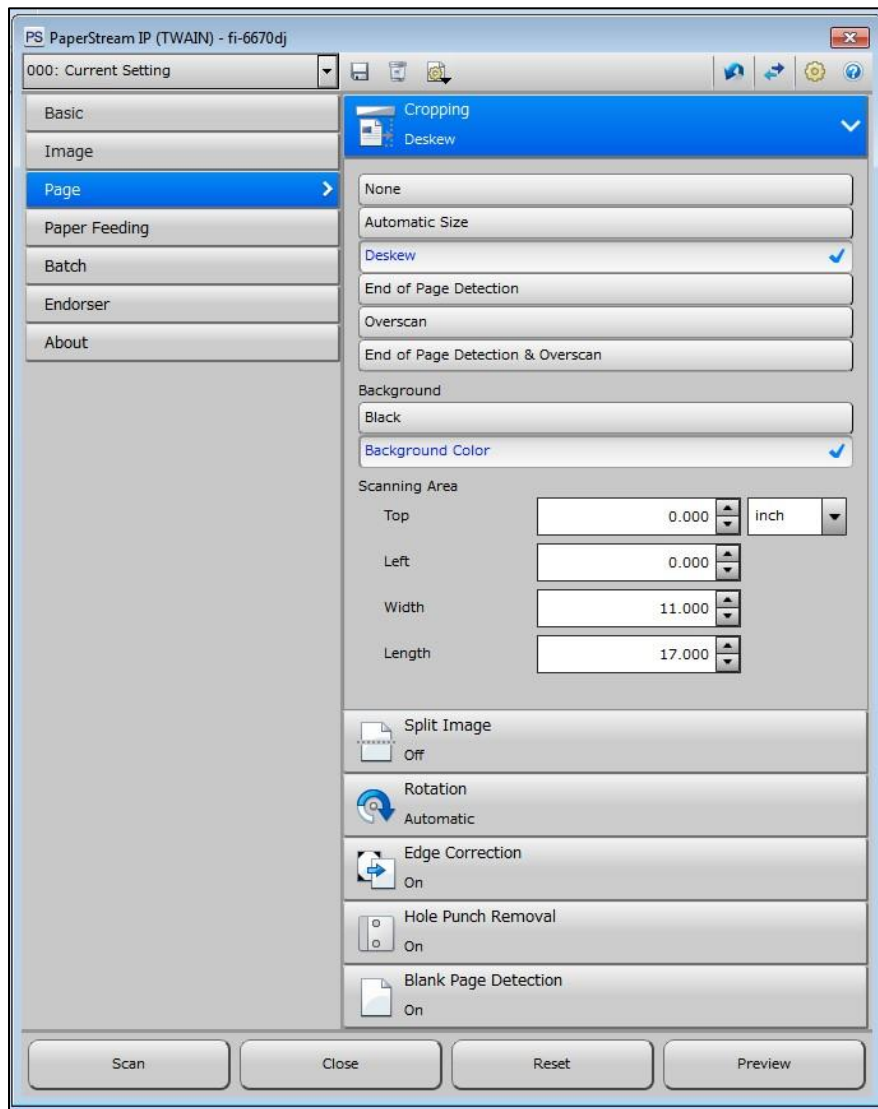
5. The Advanced Settings are controlled by a series of menus on the left of the screen. We'll step through each one so that you can see what the “Best Practices” settings are.
- a Image Tab

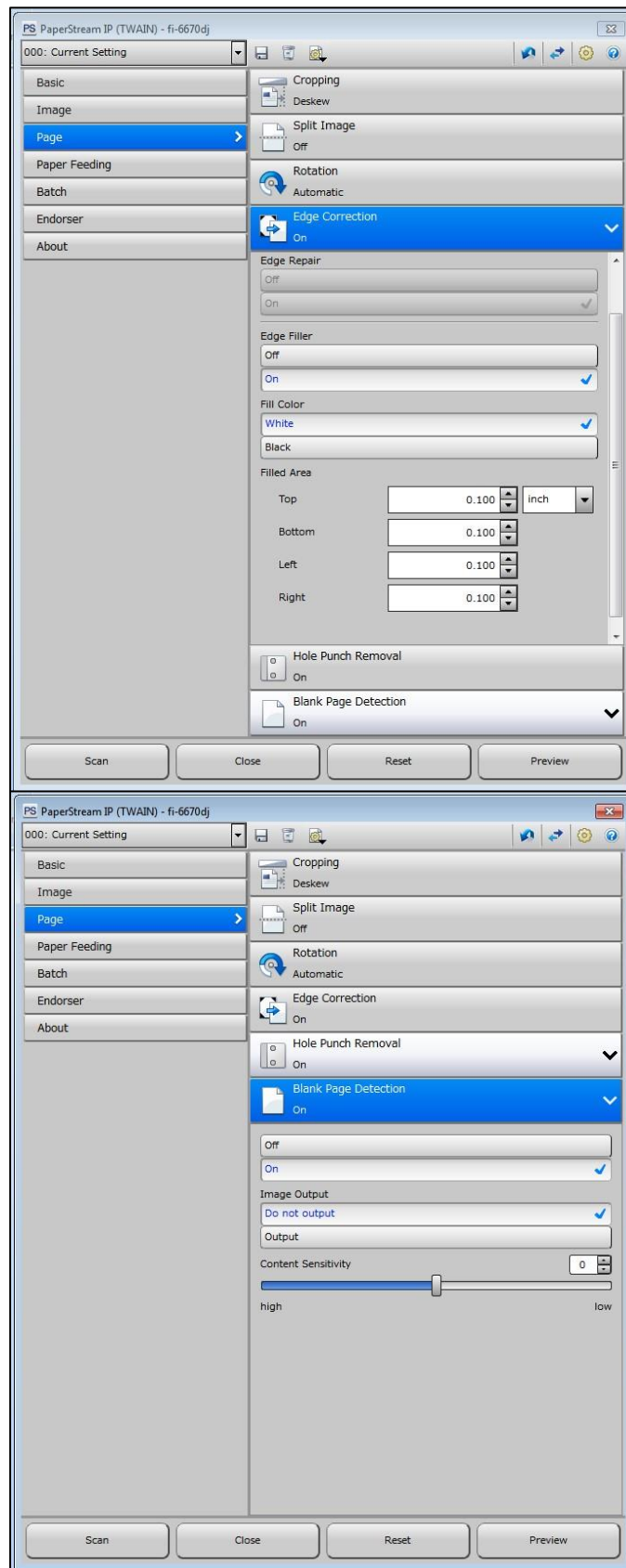


Optionally, for scanning transcripts or other documents with watermarks, you may want to set Background Pattern Removal to: 'On (Advanced)' to make the scanned images clearer.

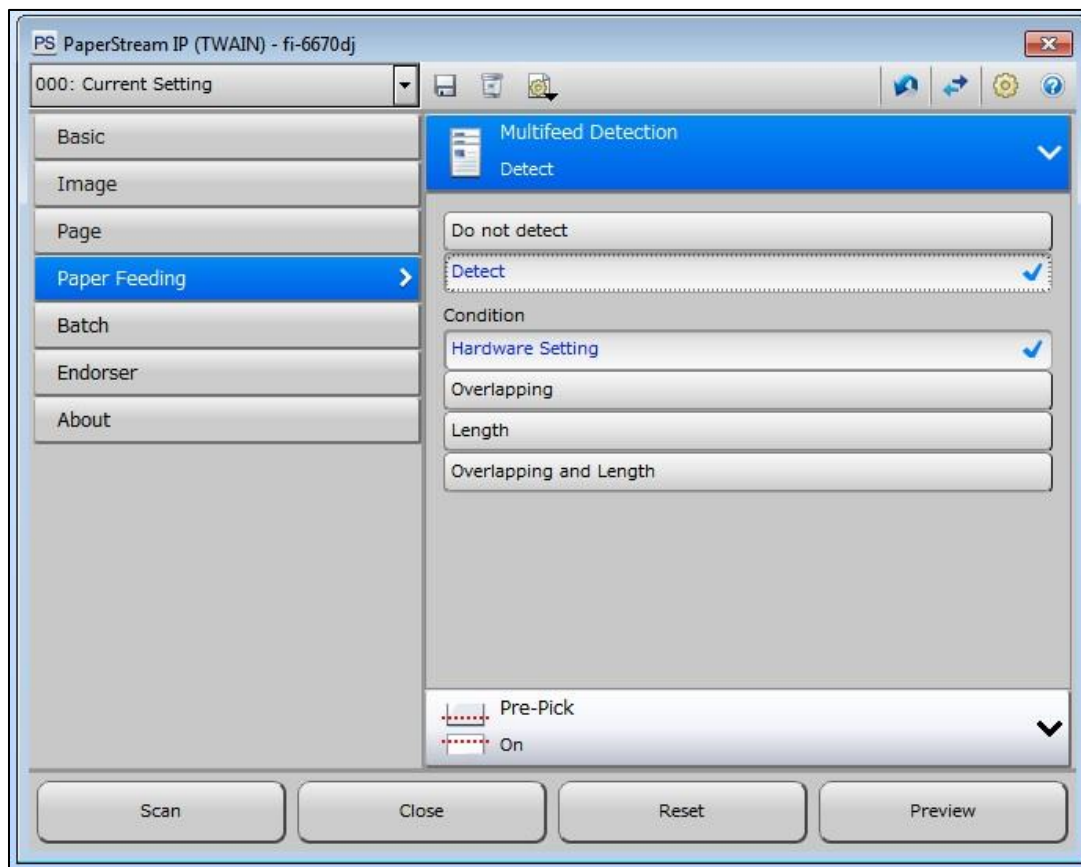
b Page Tab



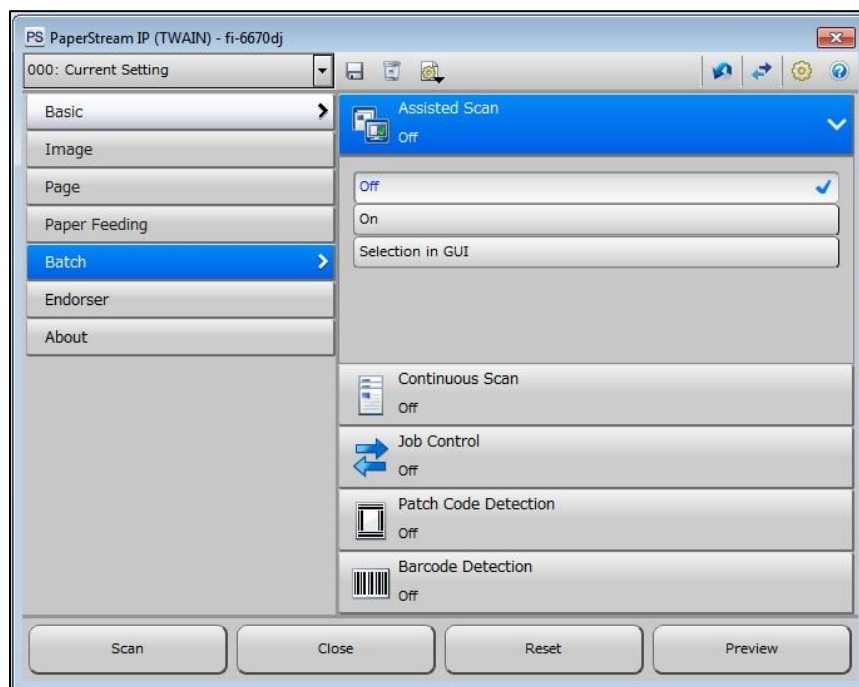




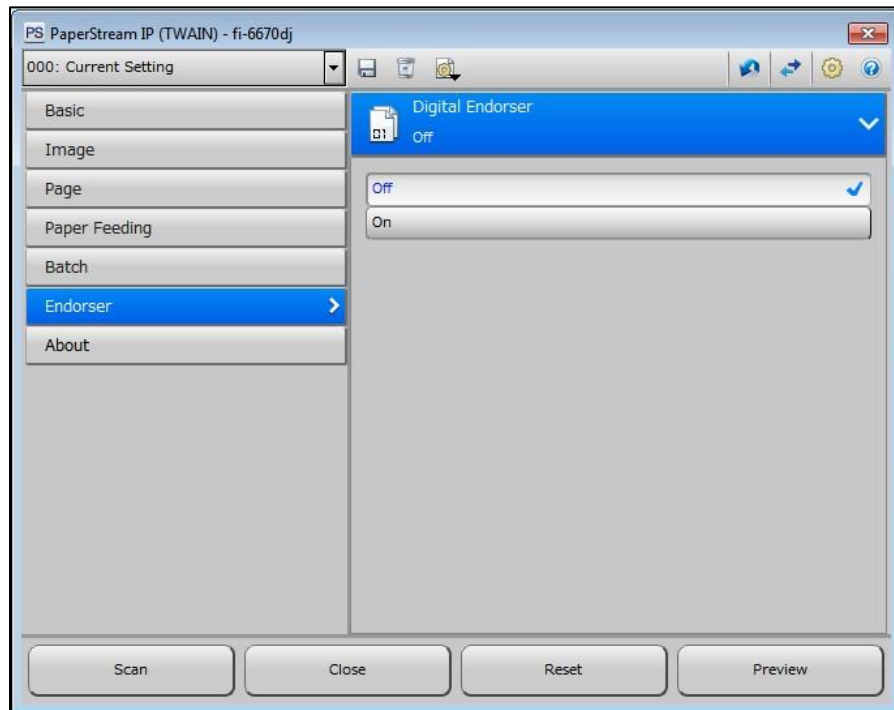
c Paper Feeding Tab



d Batch Tab



e Endorser Tab



6. Remember to save these profile settings when you are finished.

