



# 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

 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.

Sources:	
FUJITSU fi-6670dj + sipc 2.5 (32-32) FUJITSU fi-6670dj 9.21 (32-32) Kofax Software VRS - TWAIN 5.1 (32-32) PaperStream IP fi-6670dj 1.10 (32-32)	
WIA-fi-6670dj 1.0 (32-32)	Select

- 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.

000: Current Setting	<b>•</b>		2
Paper Source: Feede	er (Both Sides)	•	
Scan	Assisted Scan	Close	Reset

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.

PS PaperStream IP (TWAIN) - fi-6670 000: Current Setting	dj
Basic	> Image Mode
Image	Black & White
Page	Black & White
Paper Feeding	Grayscale
Batch	Color
Endorser	Automatic Color Detection
About	Multi Image Output
	Paper Source Feeder (Both Sides) Resolution 200 dpi Paper Size Letter
Scan	Close Reset Preview

- 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



2 PaperStream IP (TWAIN) - fi-667( 00: Current Setting	
ou. Current Setting	
Basic	Black & White Method
Image	Dynamic Threshold (iDTC)
Page	Tone Adjustment Automatic
Paper Feeding	Cleanup
Batch	On Cleanup
Endorser	Character Thickness
About	
	thin normal thic
	Character Augmentation
	off hig
	Noise Removal
	off hig
	Background Pattern Removal
	On (Standard)
	On (Advanced)
	The scanning speed will slow down when [On (Advanced)] is selected.
	White Level Follower
	Off
	On
	Automatic
	Vertical Streaks Reduction Off
	Dropout Color None
	Off
Scan	Close Reset Preview

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



PS PaperStream IP (TWAIN) - fi-66 000: Current Setting		×_ 0 ⊙ ≮ ¢
Basic Image	Cropping	~
Page	> None	
Paper Feeding	Automatic Size	
Batch	Deskew	<b>v</b>
Endorser	End of Page Detection	
	Overscan	j
About	End of Page Detection & Overscan	j.
	Background	
	Black	
	Background Color	<
	Scanning Area	
	Тор	0.000 🛉 inch 🔻
	Left	0.000
	Width	11.000
	Length	17.000
	Split Image	
	Off	
	Rotation Automatic	
	Edge Correction On	
	Hole Punch Removal	
	Blank Page Detection On	
Scan	Close Reset	Preview



S PaperStream IP (TWAIN) - fi-6670dj	3
00: Current Setting	💽 🗄 🖉 👰 🔰 🖉 🙆 🖉
Basic	Cropping
Image	Deskew
Page	Split Image
Paper Feeding	
Batch	Automatic
Endorser	Edge Correction
About	— 🔁 on
	Edge Repair
	Off
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	White 🖌
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	Top 0.100 🔹 inch 💌
	Bottom 0.100 -
	Right 0.100
	Hole Punch Removal
	On On
	Blank Page Detection
	Close Reset Preview
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PaperStream IP (TWAIN) - fi-6670dj OC: Current Setting Basic Image Page Page Paper Feeding Batch	Image: Cropping       Image: Cropping       Image: Deskew       Image: D
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#### c Paper Feeding Tab

000: Current Setting	- 🖃 🖾	🔊 🤣 🧭 🙆
Basic	Multifeed Detection	1
Image	Detect	
Page	Do not detect	
Paper Feeding	> Detect	<b>~</b>
Batch	Condition	
Endorser	Hardware Setting Overlapping	~
About	Length	
	Overlapping and Length	
	Pre-Pick	
Scan		eset Preview

#### d Batch Tab

PS PaperStream IP (TWAIN) - fi-6670dj	
000: Current Setting	🔽 🗄 👜 🧳 🖉 🖗
Basic	Assisted Scan
Image	Off
Page	Off 🗸
Paper Feeding	On
Batch	Selection in GUI
Endorser	
About	
	Continuous Scan Off
	Job Control Off
	Patch Code Detection off
	Barcode Detection
Scan	Close Reset Preview



### e Endorser Tab

PS PaperStream IP (TWAIN) - fi-6670dj	
000: Current Setting	
Basic	Digital Endorser
Image	B1 Off
Page	Off 🗸
Paper Feeding	(On )
Batch	
Endorser >	
About	
Scan Clo	ose Reset Preview

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

00: Current Setting	- 🔁 🖾 💩	🔊 🤝 🧔 🔅
Basic	PaperStream IP (TWAIN)	
Image	Version 1.10.0 (Build 3791)	
Page	Copyright PFU LIMITED 2013-2014	
Paper Feeding		
Batch		
Endorser	TWAIN	
About	Linking Images With Applications	

