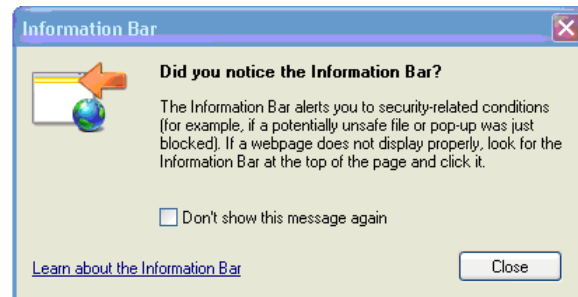


## Installing a scanner for the first time

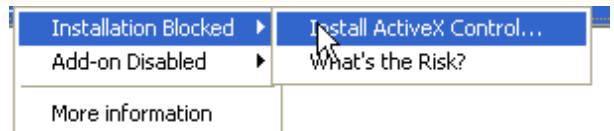


To scan paper in, select the required folder and click on **Scan**. Then click on **Add Documents** - if you have not used the computer you are on to scan into the system before, you may be requested to install the scanning components of the system. This is a straightforward task, and involves following the on-screen prompts.

You may first see a message advising you about the Information Bar, in which case just click on **Close**.



To help protect your security, Internet Explorer has restricted this site from showing certain content. Click here for options...



At the top of your page you will see a message in the yellow bar – you need to **Click here for options** and select **Install ActiveX Control**.

You now need to click on **Scan** and **New Document** again, after which you will get a message asking you to install the scanning component. Once you have accepted this, you may also get another prompt in the yellow bar at the top of the screen for permission to install another Active X control. Again, click on the Options and install the control. You have now installed the scanning component, and can start scanning by clicking on **Scan** and **New Document** again.

