Setup a Scanner

⚠️ If you need assistance or do not have the Smart Touch application, Scanner driver, or the Integration Kit installed, please contact the IT Helpdesk: helpdesk@mobap.edu or 314-392-2377.

Configure Smart Touch for Filebound

1. Select **Show hidden icons** on the Windows taskbar (the up-arrow ^ symbol), right-click on the scanner logo, and choose **Configure...** (Picture 1 Below)
2. Under **Task shortcut:** select the number you want to edit.

Change the following:

- **Task shortcut:** Select **Rename...** and change it to the desired name.
- **Destination:** Select the ⊞ button and choose **FileBound Connect**.
    - If FileBound Connect is not there, select **Custom Application...**
        - **Destination Name:** Name it **FileBound Connect**
        - **Path name**: select Browse... > This PC > Local Disk (C:) > Program Files > FileBound > FileBound Connect > select FBConnect.exe > OK.
- **File type:** Select the drop-down menu and choose **TIFF - Multi-page** for the best compatibility with FileBound, or another file type if you know what you need.
- **Settings shortcut:** Select **Settings...**, select the desired option.
    - If you don't see what you want, select which color you want (Black and White or Color), hit **Save As...** and name it, then hit **OK** to create a new setting shortcut.
        - **Input document is:** to choose single-sided or double-sided as needed
        - Click the **Settings >** button in the bottom left corner of the window and make sure the following are set (These are the minimum settings for quality):
            - Scan as: **Grayscale (8-bit)** for black and white, **Color (24-bit)** for color.
            - Resolution: at least **200 dpi**
            - Compression: Type **JPEG,** Quality **Good**
- Review all of the check boxes and select the ones you would like to use (Name file prior to saving, Edit images prior to saving, etc.) - These settings are optional and not required for FileBound.
- Hit **Apply**.
- Select the **Task shortcut:** drop-down menu, choose the next option, and repeat the steps above.

One you have everything configured:

- Open **FileBound Connect** on the desktop. Leave the **Username** and **Password** fields blank, check the remember box and hit **Next**. If you are prompted with a Configuration window when attempting to login in **https://filebound.mobap.edu** in the **URL** field and click **OK**.

Configure Smart Touch for Scanning to Folder or Email:

- Change the Destination to **File** or **Email**. If you choose **File**, change the **Folder:** location by selecting **Browse...** and choose the desired location.

Reference Pictures:

Taskbar Menu (left)

1. FileBound Single-Sided B&W
2. FileBound Double-Sided B&W
3. FileBound Single-Sided Color
4. FileBound Double-Sided Color
5. E-mail Black and White PDF
6. Black and White PDF
7. Print Black and White Document
8. Custom PDF
9. Custom File(s)

Configure...
Options...
Print...
Upload Status...
Help...
About...
Exit...

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KODAK i1100 Series Scanner - Smart Touch

Task shortcut:
1. FileBound Single-Sided B&W   Rename...

Scan To

Destination:
Autofile

File type:
PDF   Settings...

Folder:
C:\Users\USERNAME\SmartTouch\Scans   Browse...

File name format:
Date and sequence number

File name prefix:

☐ Name file prior to saving

Scan Options
☐ Edit images prior to saving
☐ Wait for more pages when feeder empty
☐ Add keyword to document file
☐ Separate after blank sheet   Setting...

Scan As

Settings shortcut:
Black and White Single-Sided   Settings...

☐ Display settings prior to scanning

OK   Cancel   Apply

KODAK i1120 Scanner

Setting Shortcuts:

Save   Save As...   Delete   Rename...   Reset

Default
Color Document Double-Sided
Color Document Single-Sided
Black and White Single-Sided
Black and White Double-Sided

Input document is:
Two Sided   Place documents face down

Settings >   Preview   OK   Cancel