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Configuring Paperless for Windows to import from a ScanSnap scanner

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In this article, we provide two methods to set up Paperless to work with a ScanSnap scanner.

Here is [the default method](#).

There is also an [alternative method, to configure ScanSnap Manager to export scans to Paperless](#). It should not normally be necessary to use this method to configure Paperless to import from a ScanSnap scanner.

Default Method: Allow Paperless to generate a ScanSnap Manager profile

1. Install ScanSnap Manager and apply any available updates.
2. Verify that it is possible to import from your scanner directly to a file on your hard drive.
3. Install Paperless, and set up a new Paperless library.
4. In Paperless preferences, display the Scanner tab.
5. Select ScanSnap scanner.

Once you have followed these steps, it should be possible to import to Paperless with the Scan an Multi Scan commands once all these conditions are satisfied:

- Paperless is running.
- ScanSnap Manager is running.
- The ScanSnap scanner is connected via USB and powered on.
- ScanSnap Manager QuickMenu is Disabled

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Alternative Method: Configure ScanSnap Manager manually

If you are experiencing any difficulties importing to Paperless from a ScanSnap scanner after using the default configuration method (above), there is also an alternative method you can use to configure ScanSnap Manager to export completed scans directly to Paperless.

Before attempting to use these steps, you will want to know whether you are using a 32-bit or 64-bit release of Windows. If you are not sure which one you are using, [we provide steps in this knowledge base article to determine whether you are using a 32-bit or 64-bit release of Windows](#)

Here are the steps to configure ScanSnap Manager manually to export to Paperless:

1. Make sure Paperless is not currently running.
2. Make sure ScanSnap Manager is running.
3. Launch ScanSnap Manager and display ScanSnap Manager settings. The easiest way to do this is to locate the icon for ScanSnap Manager in the Windows System Tray (towards the right-hand side of the Taskbar, at the bottom of the screen) and double-click on it. By default, you should see a window that looks like this:



4. In the ScanSnap Manager settings window, uncheck the preference **Use Quick Menu** (just beneath the red ScanSnap logo). Once the Quick Menu is disabled, a pulldown menu should appear on the right-hand side of the window, labelled Profile:



5. Using the Profile selector, select **Add Profile...**
6. Once you select Add Profile, a dialog should appear. In the dialog, name the profile **Scan to Paperless**.
7. Once you've named the profile (and you are returned to the main ScanSnap Manager settings window), click the Detail button in the bottom left-hand corner of the window:



This should expand the ScanSnap Manager settings window, displaying an array of additional options.

8. In the expanded settings window, click on the Application tab; then, click the button **Add or Remove...**:



Clicking Add or Remove should display a window with title **Add or remove application**.

9. Within this window, click the Add button. Clicking the Add button should display a new window, with title **Application Settings**.
10. In this window, click **Browse**. This should display an Select Application prompt.
11. In the Select Application prompt, paste one fo the following lines (the whole thing) into the File name field:

- If you are using 64-bit Windows, paste this line:
C:\Program Files (x86)\MarinerSoftware\Paperless\plw.exe
- If you are using 32-bit Windows, paste this line:
C:\Program Files\MarinerSoftware\Paperless\plw.exe

Once you have pasted the line into the field, it should look like this:



12. Once you've pasted the path into the field, press enter/ return (or click the **Open** button).
13. This should bring you back to the Application Settings window. In this window, enter **Paperless** under Application name.
14. Click OK to save the settings you've entered to the Application Settings window. This should return you to the Add or Remove program window. If everything has gone as it should, the window should look like this:



Click Close to return to the ScanSnap Manager settings window.

15. In the ScanSnap Manger Settings window, use the Application pulldown menu to select Paperless:



16. Click the **Apply** button. Once you do this, ScanSnap Manager will display a prompt, notifying you that settings to the profile Scan to Paperless have changed. At this prompt, click **Yes**.
17. In the ScanSnap Manager settings window, switch to the Save tab, and click the **Browse** button:



This should display a dialog with title **Browse for Folder**.

18. Within the Browse for Folder dialog, select the folder **Paperless_ScanSnap**, located within your user's Pictures/ My Pictures folder. If this folder does exist, please create it with the Make New Folder button; then, select it. Spelling counts here, so if you do create a folder, please make sure you use an underscore character (shift+minus key) between "Paperless" and "ScanSnap."
19. Back in the ScanSnap Manager settings window, click **Apply** again; then click **Yes** again at the prompt.

After following these steps, it should be possible to to import directly to Paperless by following these steps:

1. In the System Tray, click on the ScanSnap Manager icon.

2. In the menu that appears, select the Scan to Paperless profile.
3. Load a document into the scanner.
4. Press the blue scan button on the scanner.

The document loaded into the scanner will be scanned and imported as a new library item.

With a manual ScanSnap configuration, it will not be possible to import using the Scan or Scan Multi buttons in Paperless; instead, scans with a manual configuration will need to be started using either the scan button on the scanner or with ScanSnap Manager.

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