

# Mariner Software

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## How to configure Paperless to import from a ScanSnap scanner

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You can configure Paperless to import from a ScanSnap scanner by following these steps:

1. Make sure that ScanSnap Manager is running.

If ScanSnap Manager is not yet installed on your Mac, please refer to documentation provided with your scanner by Fujitsu.

2. Make sure that the scanner is connected to the Mac, powered on, and ready to scan.

If the scanner is ready to scan, ScanSnap Manager should display a notification that the scanner is ready.

3. In Paperless, display Paperless preferences. Under the scanner section make sure that the preference **Use ScanSnap scanner** is selected.

You should only need confirm this setting the first time you import from a ScanSnap scanner.

4. Once the document is loaded into the document feeder on the scanner, click either the **Scan** or **Scan Multi** button in the Paperless toolbar, to start the scan process.

ScanSnap Manager should now execute the scan process, and Paperless should import the completed scan into your Paperless library.

### Video

Here is a video that shows what this process typically looks like: