Mariner Software

How to import to Paperless from a ScanSnap scanner connected via WiFi

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Fujtisu released updates to the firmware for the **ScanSnap iX500** and to the release of ScanSnap Manager that ships with this model of scanner, to make it possible to import from this model of scanner directly to a computer over a WiFi connection.

Although it is not currently possible to use the **Scan** or **Scan Multi** buttons in Paperless to import new library items from a ScanSnap scanner connected via WiFi, we are aware of two strategies it should be possible to use to import directly to Paperless from a ScanSnap scanner connected via WiFi.

In this knowledge base article, we will outline these methods.

Method 1: Import to Paperless using the ScanSnap Quick Menu
Under a default installation of ScanSnap Manager displays the Quick Menu whenever a scan is completed. Quick Menu provides a list of actions that can be taken with a completed scan, including exporting the completed scan to another application.

Under the release of ScanSnap Manager that ships with the ScanSnap iX500, Save to Paperless should appear as an option in the Quick Menu. Select this option to save the completed scan directly to Paperless.

If Quick Menu is enabled, it should be possible to initiate a scan that will display Quick Menu by doing either of the following things after loading documents to scan into the scanner's automatic document feeder (ADF):

- Press the the scan button on the scanner.

- Use the ScanSnap Manager icon in the Dock. For instructions to do this, please see the next section, below.

While a scanner is connected via WiFi, following these steps should result in the Quick Menu displaying. Use the Quick Menu to export the completed scan to Paperless.

Method 2: Import to Paperless by initiating a scan with the Dock icon for ScanSnap Manager
Scans from a ScanSnap scanner can be initiated using the ScanSnap Manager icon in the Dock.

This method can be used to initiate a scan whether or not the Quick Menu is enabled. If the Quick Menu is disabled, however, it will be necessary to use a ScanSnap Manager profile for the scan that will export the completed scan to Paperless, in order to import directly to

Paperless from the scanner.

1. Make sure ScanSnap Manager is running.

2. If Paperless is currently running, make sure the library you would like to import the completed scan to is currently open.

3. If the Quick Menu is disabled in ScanSnap Manager, select the Scan to Paperless profile to configure ScanSnap Manager to export the completed scan to Paperless.

   Typically, it should be possible to determine whether the Quick Menu is disabled by clicking on the ScanSnap Manager icon in Dock: if a list of profiles appears, then QuickMenu is disabled (and you should select a profile from the list like the Scan to Paperless profile that exports completed scans to Paperless). If Quick menu is enabled, clicking the ScanSnap Manager icon in Dock will produce a warning that the profile menu is disabled while Quick Menu is in use.

4. Right-click (or hold the control key down on the keyboard and click) on the icon for ScanSnap Manager that appears in Dock. Doing this will display a contextual menu, attached to the ScanSnap Manager icon in the Dock:

5. From the contextual menu, select one of the options available to initiate a scan job:

   - **Simplex Scan** processes all pages in the scanner's automatic document feeder (ADF) as a single-sided scan.

   - **Duplex Scan** processes all pages in the ADF as a two-sided scan.

While a scanner is connected via WiFi, following these steps should produce one of the following results:

- If the Quick Menu is enabled, following these steps should display the Quick Menu. Use the Quick Menu to import to Paperless.

- If the Quick Menu is disabled, following these steps should import the completed scan directly to Paperless.

Frequently Asked Questions

Is there a strategy that makes it possible to use the Scan and Scan Multi buttons in Paperless to import from a WiFi-enabled scanner?

It is still possible to import from a WiFi-enabled ScanSnap scanner over a USB connection. To import to Paperless directly from a ScanSnap scanner using the Scan and Scan Multi buttons, we suggest connecting the scanner directly to your computer. To import over a WiFi connection, please use one of the two strategies we describe above.

Paperless does not display in the Quick Menu on my computer. How

can I resolve this?

In the testing we've performed, Paperless displays in the Quick Menu for the release of ScanSnap Manager that ships with the **ScanSnap iX500**. In the testing we've performed, it appears that this release of ScanSnap Manager introduces various new features that were not available under previous releases of ScanSnap Manager.

Where can I find the updates from Fujitsu to make it possible to import to my Mac from my ScanSnap scanner via WiFi?

Software updates for ScanSnap and firmware updates for ScanSnap scanners are distributed by Fujitsu. For official documentation of how to update these things, please obtain support from Fujitsu.

In QA, it was possible to update both ScanSnap Manager and firmware for the scanner by selecting Check for Updates from the Help menu in ScanSnap Manager.

When I review the list of profiles in ScanSnap Manager, I notice that a Scan to Paperless profile is not available. How can I create one?

The Scan to Paperless profile appears automatically when Paperless is able to successfully initiate a scan with Scan or Scan Multi. If the Scan to Paperless profile does not appear in ScanSnap Manager, it should be possible to create one.

There are two ways it should be possible to create a Scan to Paperless profile:

- Create a Scan to Paperless automatically, by successfully executing a scan with either the Scan or Scan Multi buttons in Paperless. We outline how to do this in this knowledge base article.

  Because it is not currently possible to import using the Scan or Scan Multi buttons, please note that it will be necessary to connect your scanner via USB before performing the steps we provide in this article.

- Create a Scan to Paperless profile manually. In this knowledge base article, we provide a full specification of the default Scan to Paperless profiles used by Paperless.

  In this knowledge base article, we provide step-by-step instructions to create a new profile in ScanSnap Manager.

How do I enable or disable the Quick Menu in ScanSnap Manager

It should be possible to specify whether Quick Menu should display in ScanSnap Manager by following these steps:

1. Make sure ScanSnap Manager is running.

2. Click on the ScanSnap Manager icon in the Dock.

3. After clicking the icon for ScanSnap Manager in the Dock, hold the command key down and press the S. This should display ScanSnap Manager Settings.

4. In the ScanSnap Manager settings, use the checkbox labelled **Use Quick Menu** to specify whether or not ScanSnap Manager should use Quick Menu.

I use a model of ScanSnap scanner that is not the ScanSnap iX500. Should it be possible to connect my scanner to my computer via WiFi?

For additional documentation on the capabilities of a specific model of scanner, please seek support from Fujitsu.