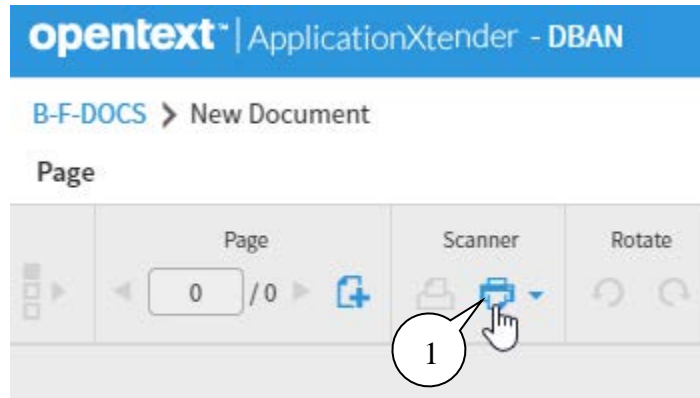
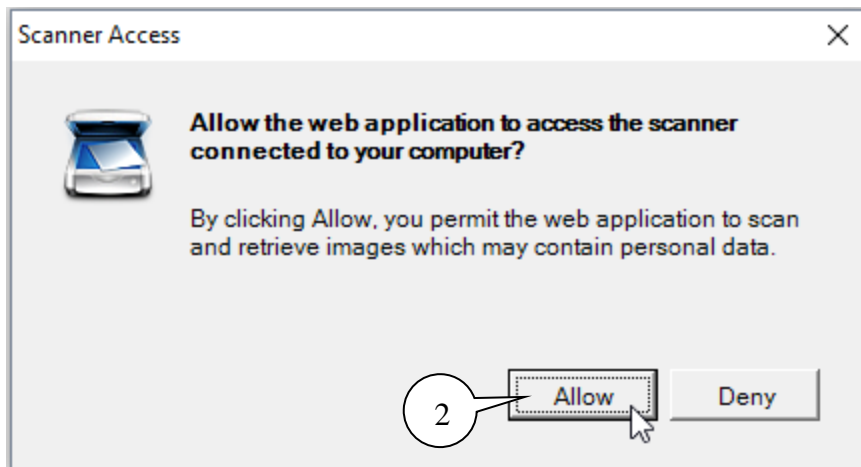


Appendix II: Scanner Set up and Configuration

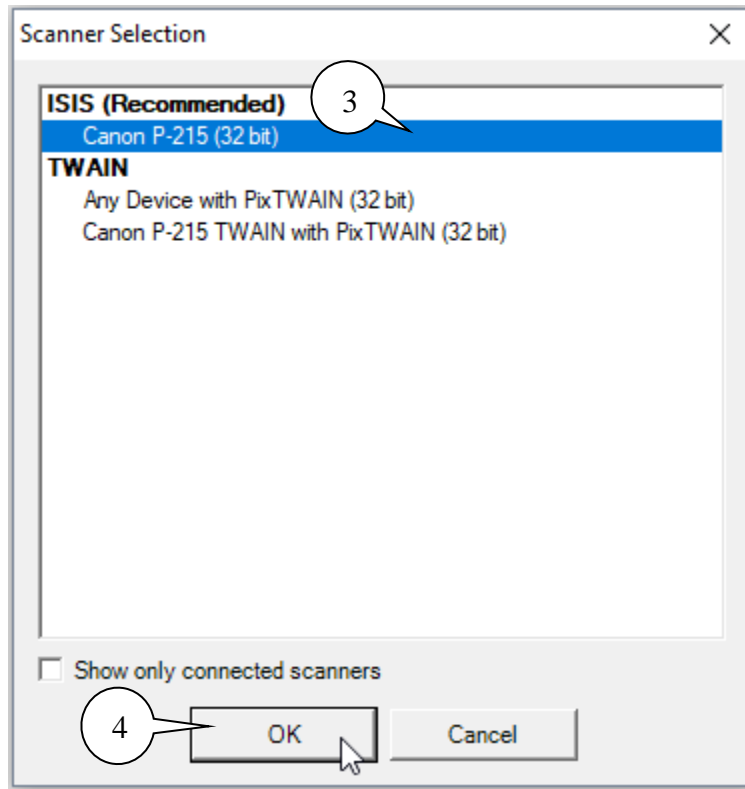
In order to scan, an administrator must install the "Captive Cloud Runtime" utility on your computer. It is available from the RMR website at: <https://bfweb5.nmsu.edu/RMR/setup.exe>.



1. Click the **Select Scanner** icon.

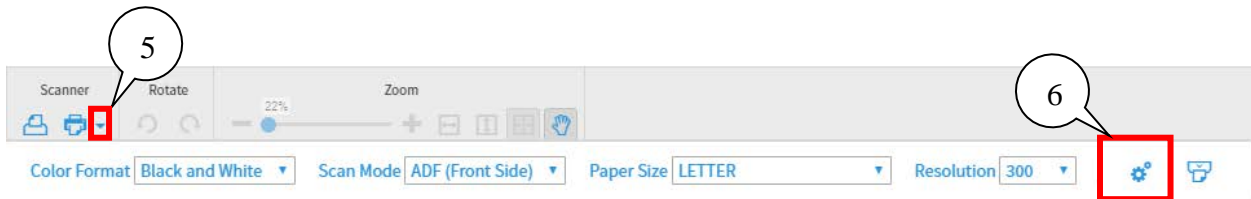


2. Click **Allow**.

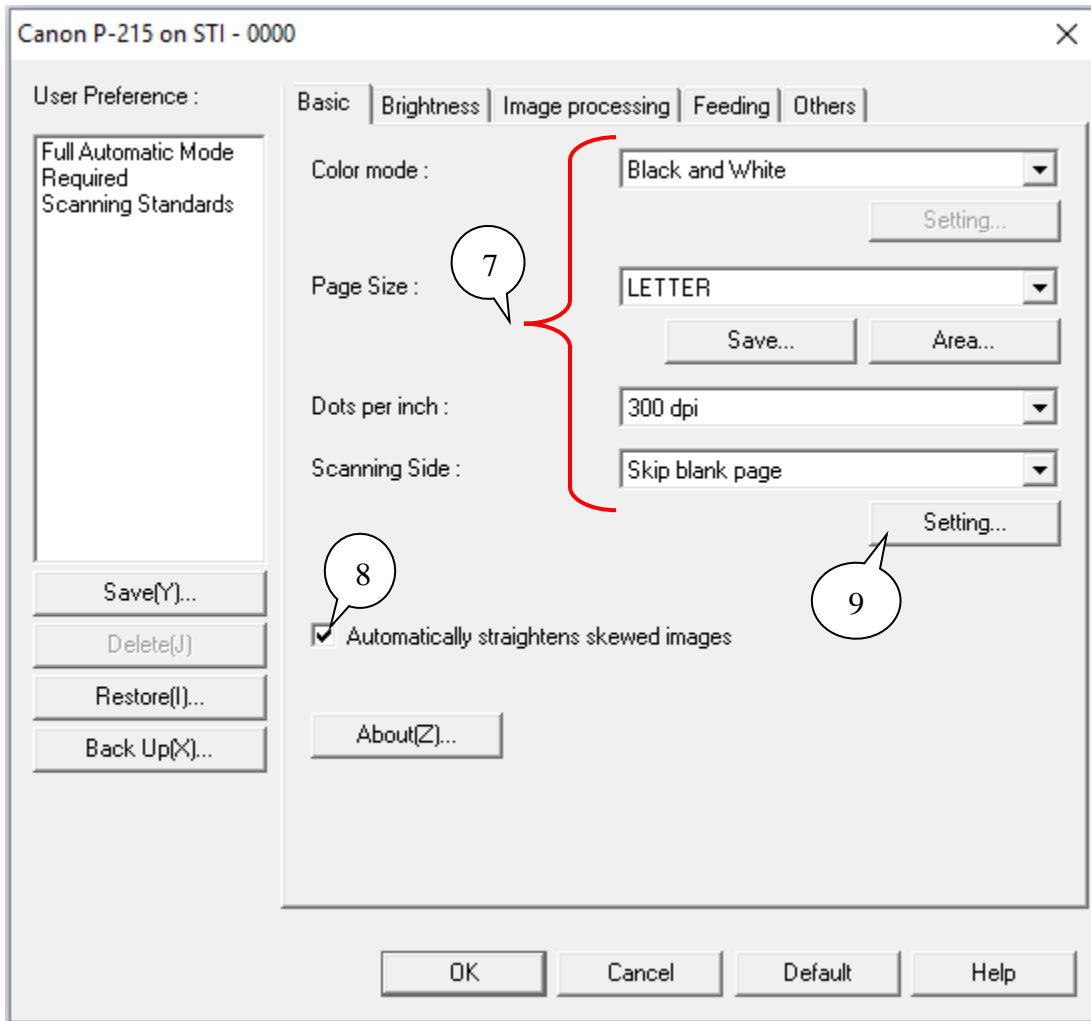


3. When the **Select Scanner** window appears, select the appropriate **ISIS** driver for your scanner.
4. Click **OK**.

*Notes: If your scanner is not showing **uncheck** the Show only connected scanners check box. If your printer does not have an option for the ISIS driver, choose the TWAIN driver.*



5. Click the drop down arrow to the right of the Select Scanner icon.
6. Select the **Advanced Settings** icon.



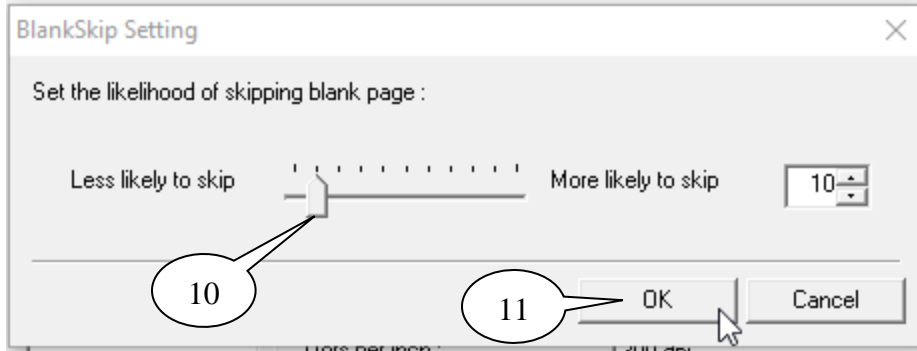
7. Verify that the scanner set up matches the above settings.

Note: Different scanners will have different properties screens. The actual values of the settings are what are important.

8. Click the **Automatically straightens skewed images** box.
9. Click the **Setting** button.



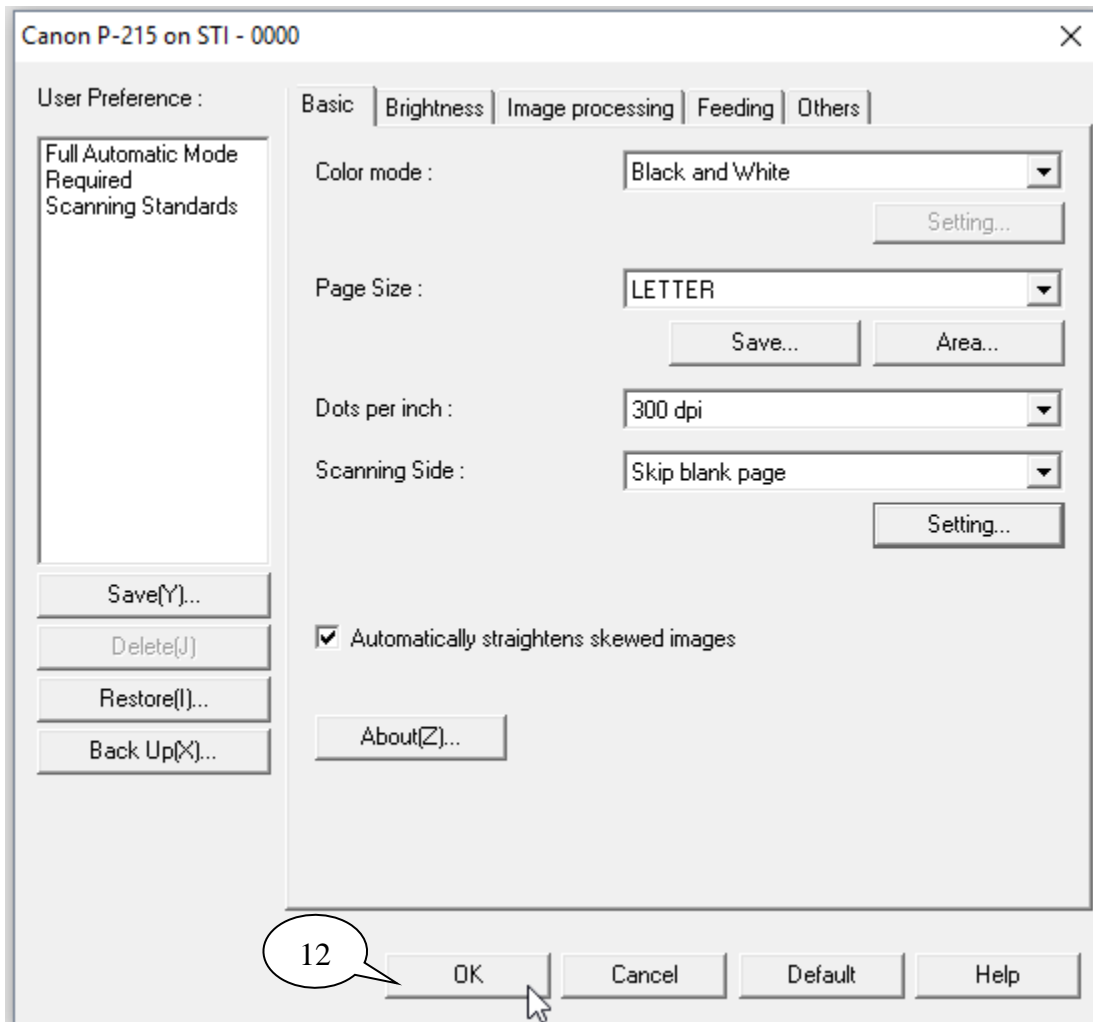
Mode: use Black and White, 300 dpi, for all scanning. If necessary, the use of grey scale may be used for a page that does not scan well enough in black and white. This should be used sparingly. **DO NOT** use the color setting, this creates extremely large files and takes up room on the server.



10. Adjust the setting as shown above.

Note: This may be adjusted as needed to ensure blank pages are skipped.

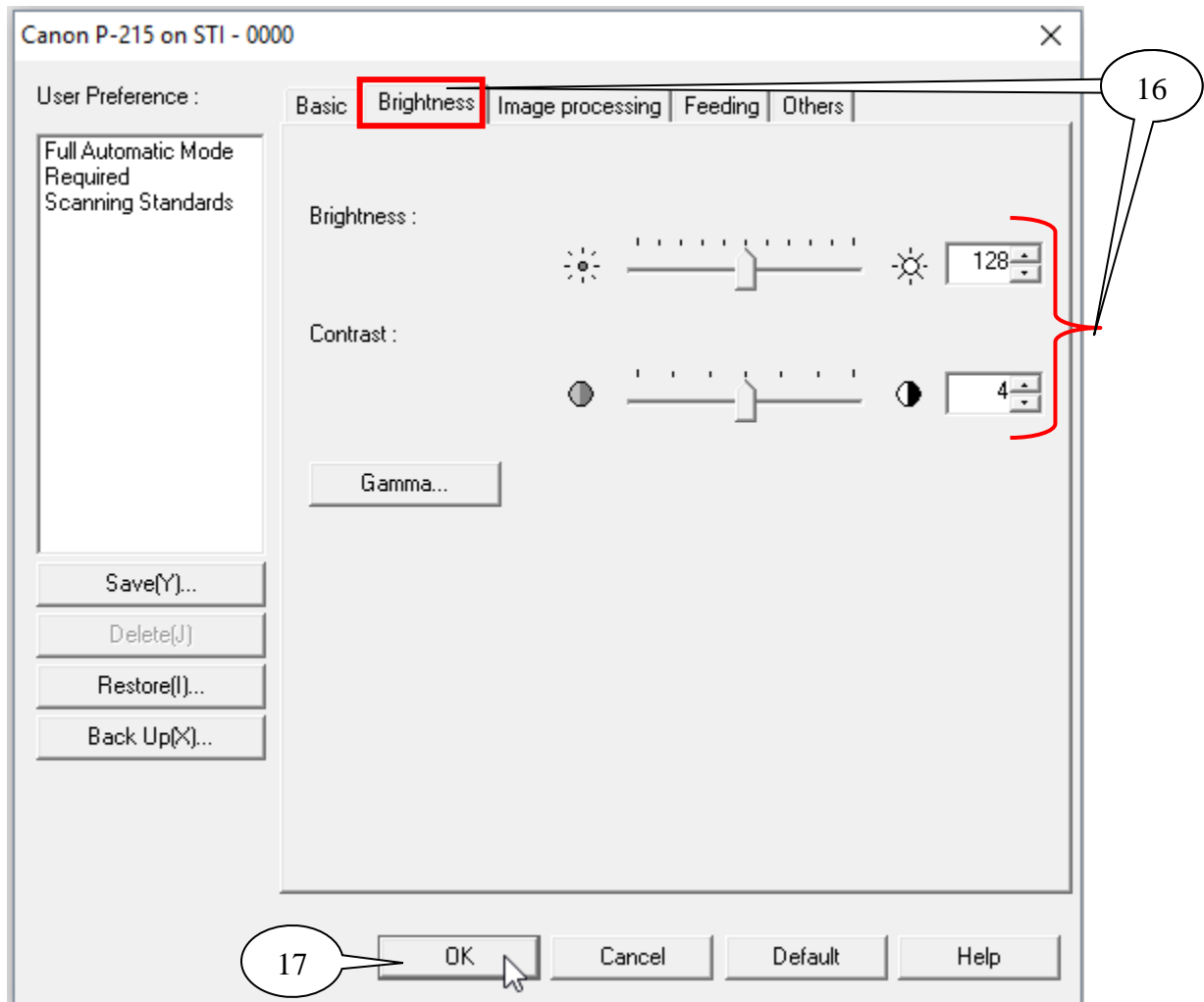
11. Click **OK**.



12. Click **OK**.

Adjusting Brightness Settings

If the scan quality of the page(s) is not acceptable, try adjusting the settings as shown below.



16. On the Brightness tab, adjust the **B**rightness and/or **C**ontrast to improve the scan quality.

17. Click **OK**.

Note: This may require some experimentation. We recommend that you experiment with the settings for your scanner and become familiar with them.