



Snapfax Mac – Fujitsu ScanSnap Integration

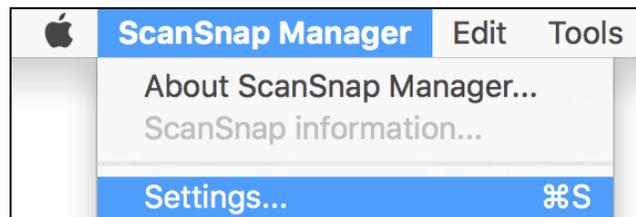
ScanSnap scanner can be configured for scanning documents in either **Quick Menu Mode** or **Profile Mode**. This document will walk you through the steps for setting up your ScanSnap and start scanning to Snapfax in each mode.

Pre-requisites

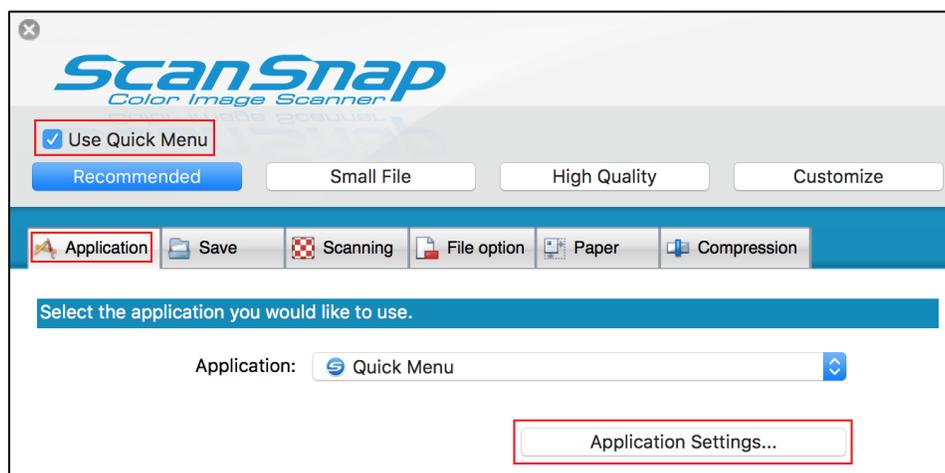
- The ScanSnap software that comes with your ScanSnap scanner has been installed on your computer. The ScanSnap Manager appears in your Dock.
- [Snapfax app](#) has been installed on your computer.

Steps for setting up ScanSnap and start scanning to Snapfax in Quick Menu Mode

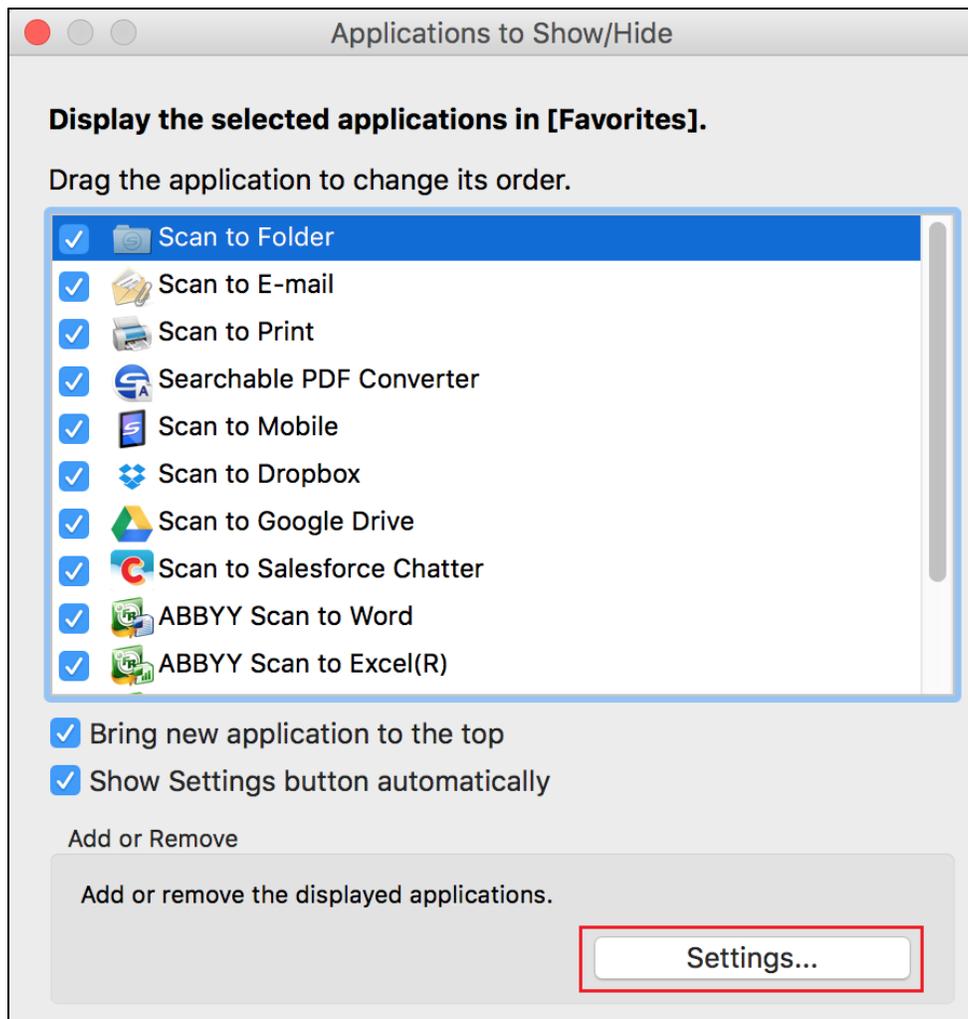
1. Open the ScanSnap Manager, click “**ScanSnap Manager**”, and then “**Settings...**”.



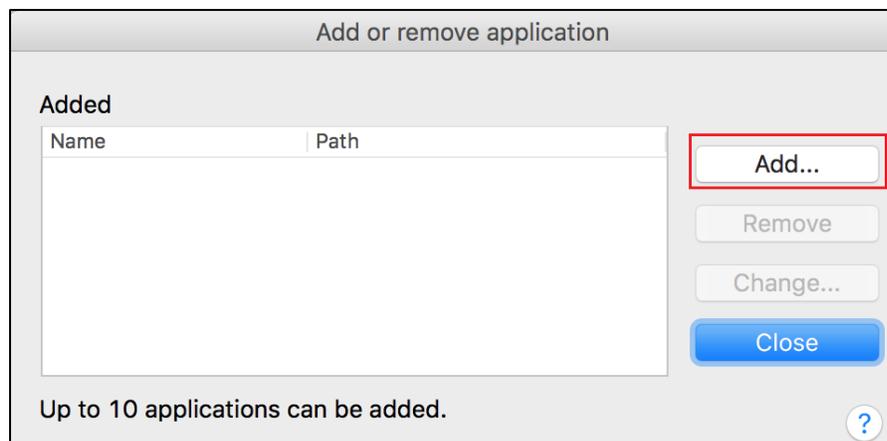
2. Make sure the “**Use Quick Menu**” checkbox is **selected**. On the “**Application**” tab, press the “**Application Settings...**” button.



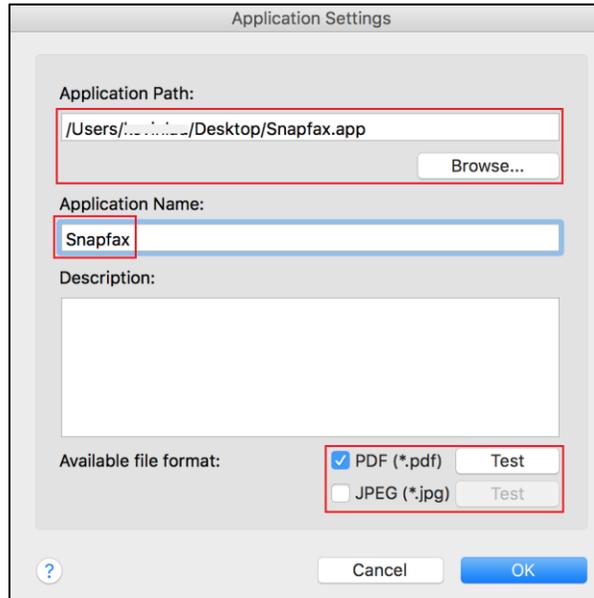
3. From the “Add or Remove” section, press the “Settings” button.



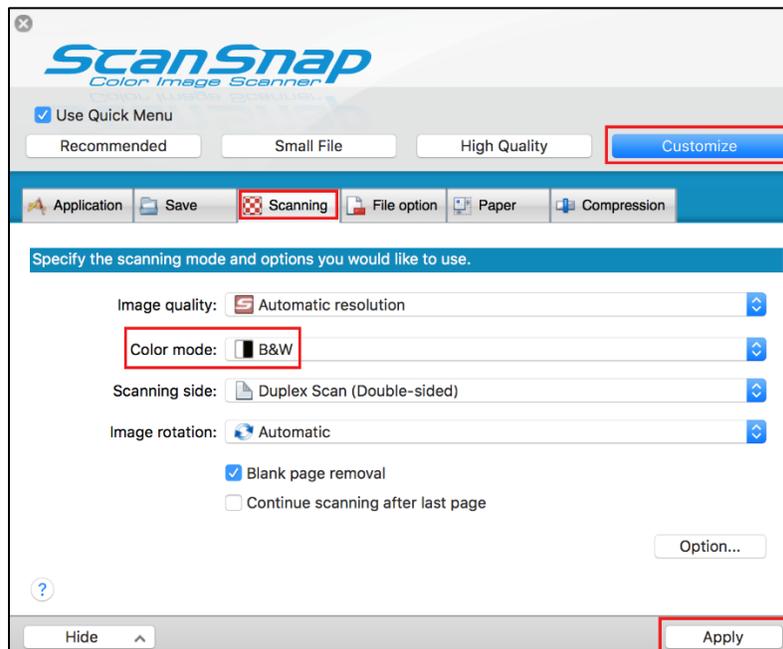
4. Press the “Add...” button.



5. Configure the following settings, and then press “OK”.
- **Application Path:** browse to the path of the Snapfax app
 - **Application Name:** Snapfax
 - **Available file format:** select PDF only



6. Close the dialog boxes for returning to the ScanSnap Manager’s main screen. On the “Scanning” tab, modify the “Color mode” setting to “B&W”. When you make the change, the “Customize” button will be selected automatically. Press “Apply” to confirm the changes.

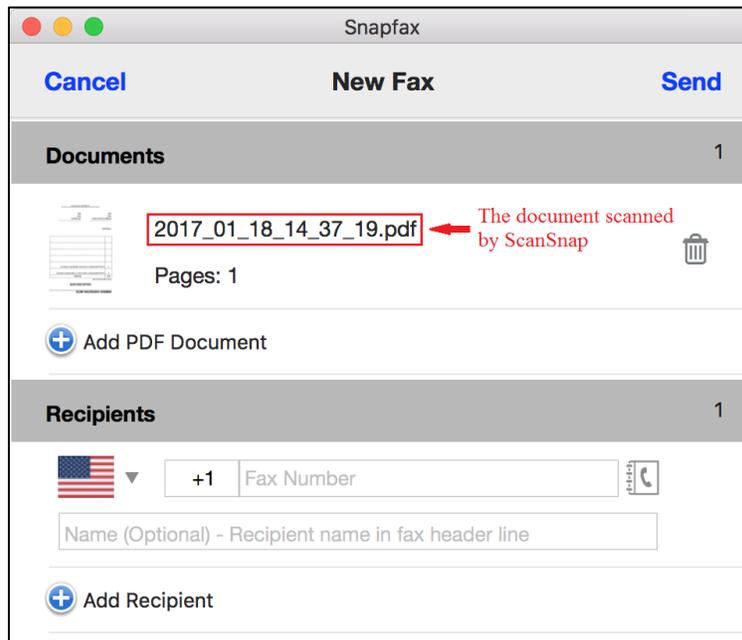


- Put the paper you wish to scan in the scanner, and then press the button to start the scan.
- When the scan is completed, the ScanSnap Quick Menu will be displayed on your computer screen. Press the **“Snapfax”** icon to redirect the scanned content to the Snapfax app.

If there is no **“Snapfax”** icon displaying on the Quick Menu, try switching from **“Show Favorites”** to **“Show All Applications”** at the top right corner of the Quick Menu.

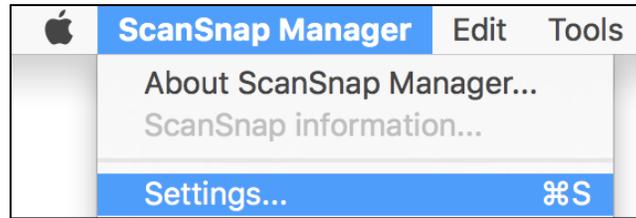


- Snapfax app will be launched automatically for letting you to compose a new fax. The scanned PDF file is inserted into the new fax. You just need to specify one or more recipients, and then press the **“Send”** button to deliver the fax.

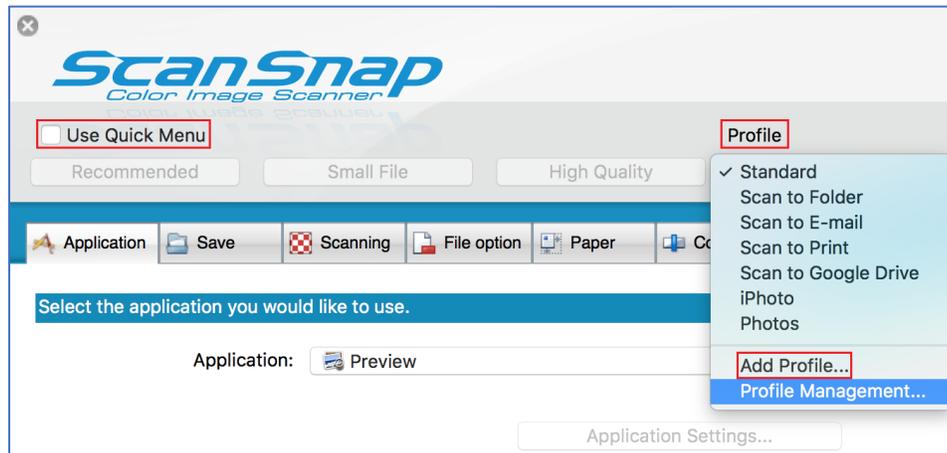


Steps for setting up ScanSnap and start scanning to Snapfax in Profile Mode

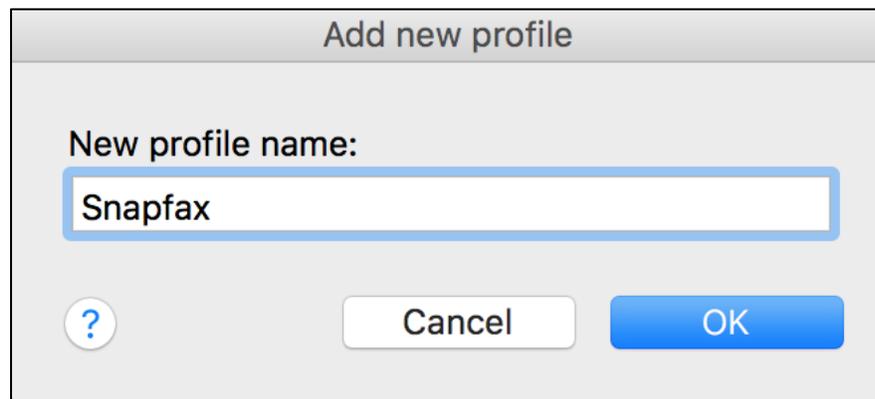
1. Open the ScanSnap Manager, click “ScanSnap Manager”, and then “Settings...”.



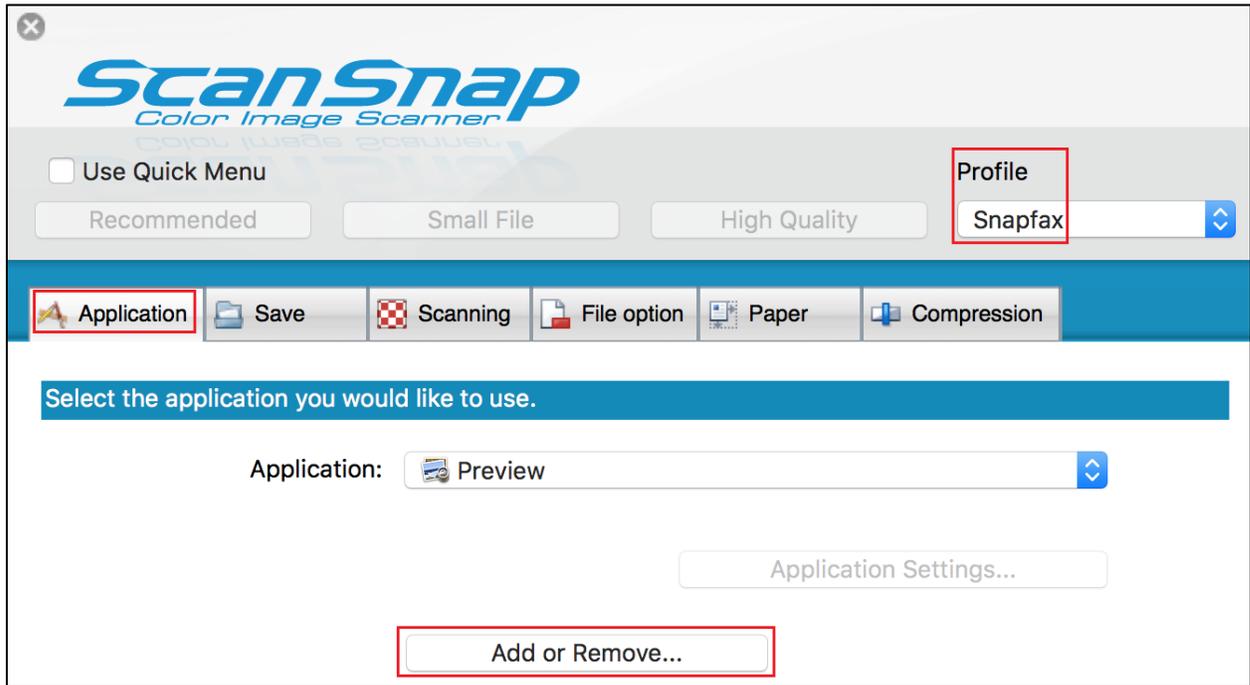
2. Make sure the “Use Quick Menu” checkbox is **NOT** selected. From the “Profile” dropdown box, choose “Add Profile...”.



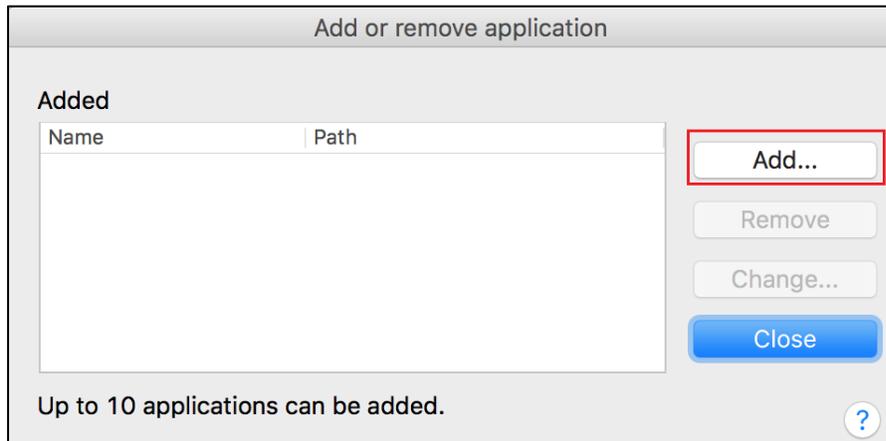
3. Specify “Snapfax” as the new profile name, and then press “OK”.



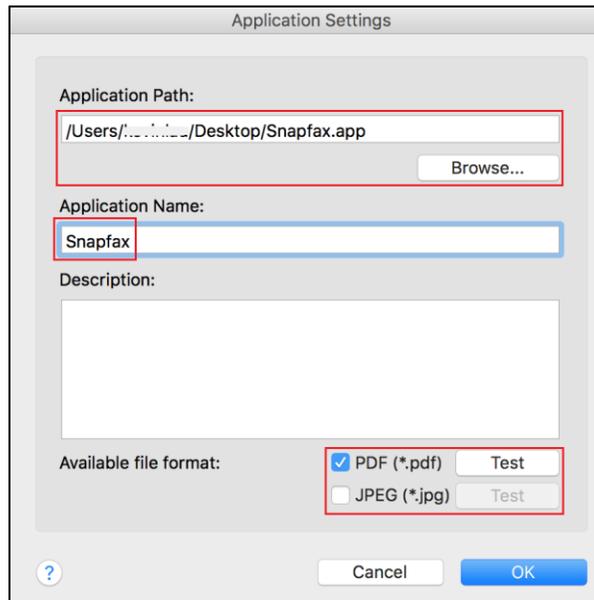
4. Make sure the “Profile” has been set to “Snapfax”. On the “Application” tab, press the “Add or Remove...” button.



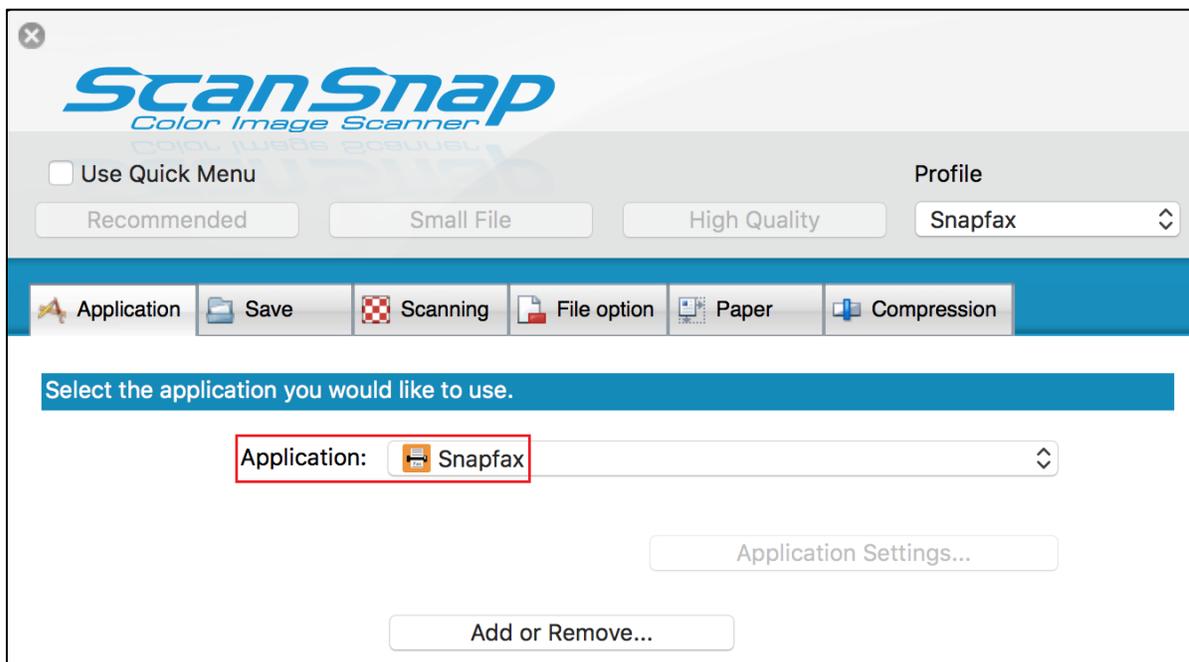
5. Press the “Add...” button.



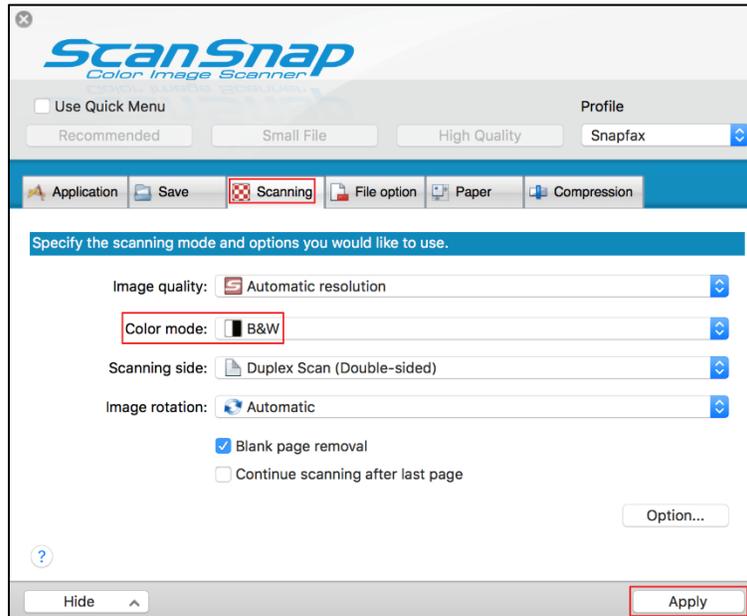
6. Configure the following settings, and then press “OK”.
- **Application Path:** browse to the path of the Snapfax app
 - **Application Name:** Snapfax
 - **Available file format:** select PDF only



7. Close the dialog boxes for returning to the ScanSnap Manager’s main screen. Specify “Snapfax” as the application you would like to use for the current Snapfax profile.



8. On the “Scanning” tab, modify the “Color mode” setting to “B&W”. When you make the change, the “Customize” button will be selected automatically. Press “Apply” to confirm the changes.



9. Put the paper you wish to scan in the scanner, and then press the button to start the scan.
10. When the scan is completed, Snapfax app will be launched automatically for letting you to compose a new fax. The scanned PDF file is inserted into the new fax. You just need to specify one or more recipients, and then press the “Send” button to deliver the fax.

