

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.

8			
Scans Color Image	Snap		
Use Quick Menu			
Recommended	Small File	High Quality	Customize
Application 🔄 Save	🔀 Scanning 📔 File op	tion Paper 📮 Corr	pression
Select the application you v	vould like to use.		
Applicatio	on: 🤤 Quick Menu		\$
		Application Setti	ngs

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

	Applications to Show/Hide
Disp	play the selected applications in [Favorites].
Drag	g the application to change its order.
	scan to Folder
	🍘 Scan to E-mail
	📻 Scan to Print
	Searchable PDF Converter
	scan to Mobile
	💱 Scan to Dropbox
	Scan to Google Drive
	C Scan to Salesforce Chatter
	ABBYY Scan to Word
	ABBYY Scan to Excel(R)
V B	Bring new application to the top
🔽 S	Show Settings button automatically
Add	d or Remove
Ac	dd or remove the displayed applications.
	Settings

4. Press the "Add..." button.

	Add or remove application	
Added		
Name	Path	Add
		Remove
		Change
		Close
Up to 10 applie	cations can be added.	?

- 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

	Application Settings	
Application Path:		
/Users/:/Desl	top/Snapfax.app	
	Browse	
Application Name:		
Snapfax		
Description:		_
Available file format:	V PDF (*.pdf) Tes	t
	JPEG (*.jpg) Tes	t
	-	
?)	Cancel	ЭK
•	Gailder	

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.

\otimes			
Scan	Snap		
Color Image	Scanner Sceuueu		
🗹 Use Quick Menu			
Recommended	Small File	ligh Quality	Customize
Application 📮 Save	Scanning 📑 File option	Paper 斗 Comp	ression
Specify the scanning mode	and options you would like to use		
Image quality:	Search Automatic resolution		\$
Color mode:	■ B&W		\$
Scanning side:	Duplex Scan (Double-sided)		\$
Image rotation:	Automatic		\$
	🗸 Blank page removal		
	Continue scanning after last pa	ige	
			Option
?			
Hide 🔥			Apply

- 7. Put the paper you wish to scan in the scanner, and then press the button to start the scan.
- 8. 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.



9. 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...".

Scans Color Image S			
Use Quick Menu			Profile
Recommended	Small File	High Quality	 ✓ Standard Scan to Folder Scan to E-mail Scan to Print Scan to Google Drive iPhoto Photos
Application	: 🛃 Preview	Application Set	Add Profile Profile Management

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

Add new profile					
New profile name:					
Snapfax	Snapfax				
	Canaal				
?	Cancel	UK			

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

Scans Color Image Sc		
Use Quick Menu Recommended	Small File High Quality	Profile Snapfax
Application 🔄 Save	Scanning 📑 File option 📑 Paper	Compression
Select the application you would	l like to use.	
Application:	Preview	0
	Applicat	ion Settings
	Add or Remove	

5. Press the "Add..." button.

	Add or remove application	
Added		
Name	Path	Add
		Remove
		Change
		Close
Up to 10 appli	cations can be added.	?

- 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

	Applic	ation Settings	
Application P	Path:		
/Users/:	/Desktop/S	napfax.app	
			Browse
Application N	lame:		
Snapfax			
Description:			
Available file	format:	✓ PDF (*.pc	lf) Test
Available file	format:	PDF (*.pc	lf) Test og) Test
Available file	format:	✓ PDF (*.pc □ JPEG (*.j	lf) Test og) Test

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.

Scang Color Image	Snap			
Use Quick Menu Recommended	Small File	High Quality	Profile Snapfax	\$
Application 🔁 Save	Scanning 📑 File	option Paper	Compression	
Select the application you w	vould like to use. on: 🔚 Snapfax		\$	
		Application	Settings	
	Add or Rem	ove		

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.

Scans Color Image	Snap			
Use Quick Menu	Boanner		Profile	
Recommended	Small File	High Quality	Snaptax	
Application 🔄 Save	Scanning 🔒 File o	option Paper	Dempression	
Specify the scanning mode	and options you would lil	ke to use.		
Image quality:	S Automatic resolution			٥
Color mode:	B&W			\$
Scanning side:	Duplex Scan (Double	e-sided)		\$
Image rotation:	Automatic			\$
	🗸 Blank page removal			
	Continue scanning afte	er last page		
				Option
?				
Hide 🔨				Apply

- 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.

