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Digital Imaging Solutions

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Sharpdesk

DIGITAL IMAGING SOLUTIONS

# A Tutorial on Sharpdesk

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© G-FIVE, INC.  
297 Garlington Rd • Suite H  
Greenville, SC 29617  
Phone 864.675.5755 • Fax 864.675.6555



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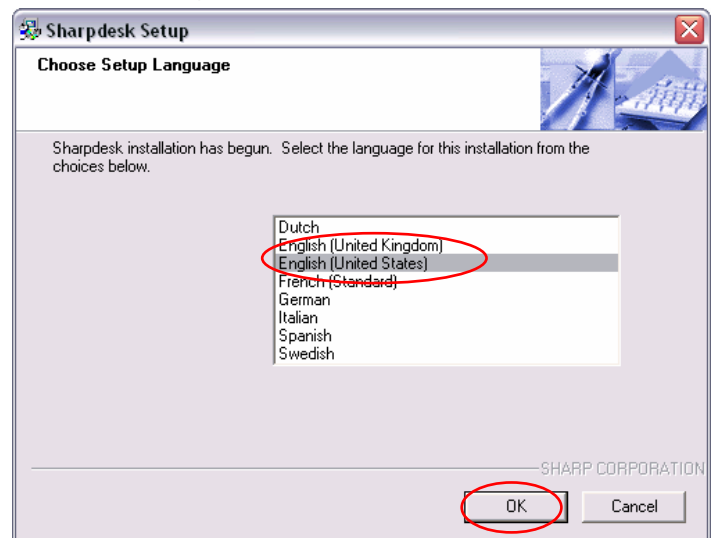
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## Installing Sharpdesk

1. Insert the SharpDesk CD into the CD-ROM drive.
  - The System should AutoStart the install program. If it does not start automatically, open *My Computer* and double click the CD-ROM that the SharpDesk CD is in.
  - The system should then start the installation program

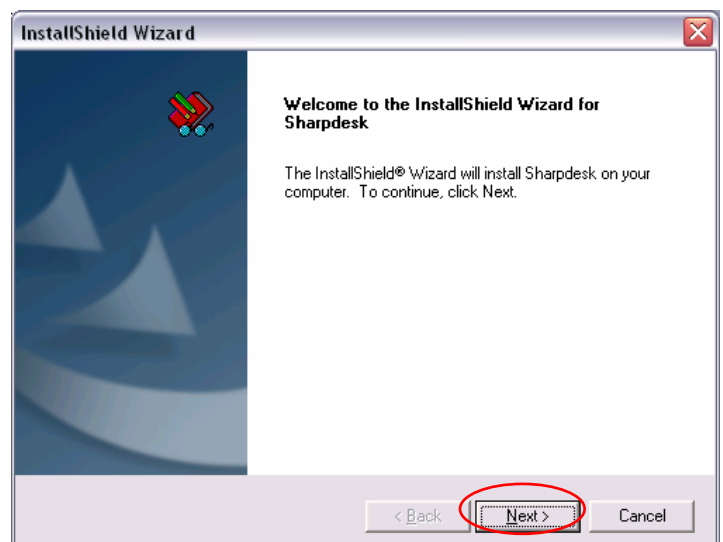
2. Select **English (United States)**

3. Click **OK**



The system will configure the windows installer and start the InstallShield Wizard.

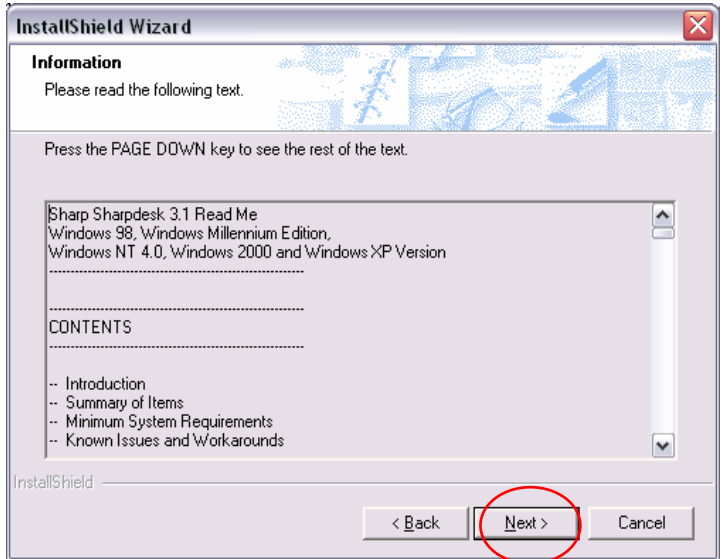
4. Click **Next**





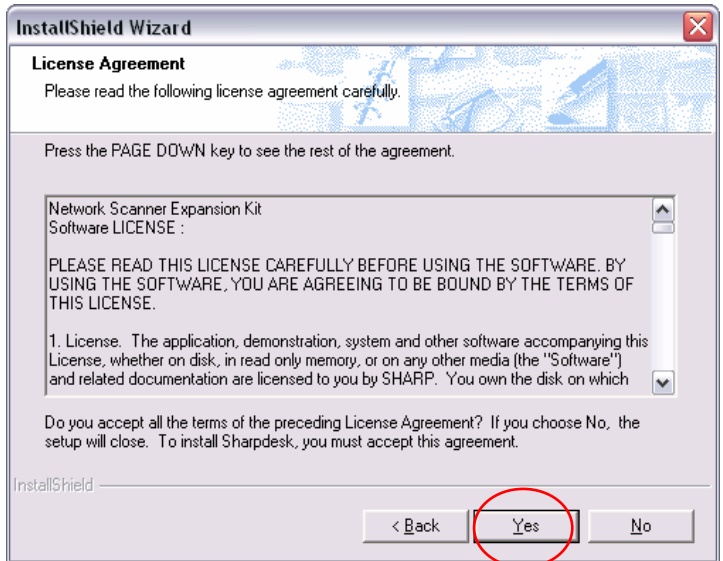
The wizard displays the InstallShield Information and Read Me file.

**5. Click Next**



The wizard displays the License Agreement

**6. Click Yes**

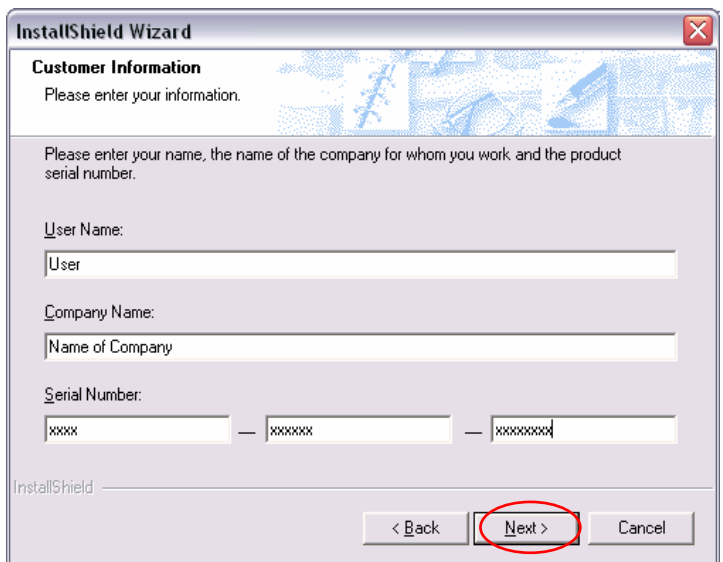


The wizard displays the Customer Information page.

**7. Type in your User Name, Company and Serial Number**

*Note: the serial number is on the Sharp install book.*

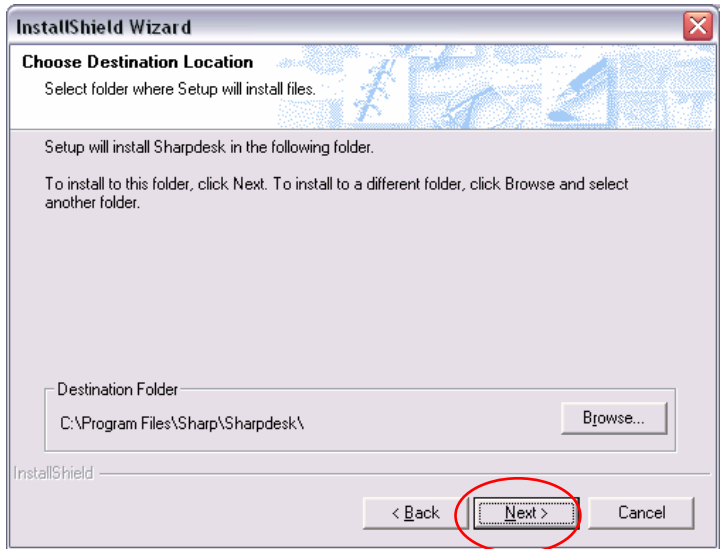
**8. Click Next**





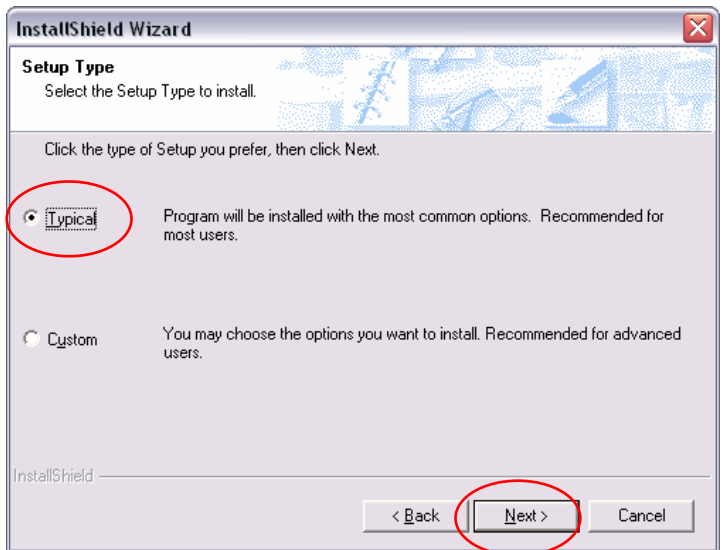
The wizard displays the Destination Location for the installation (the default folder should be fine)  
-C:\Program Files\Sharp\SharpDesk\

**9. Click Next**



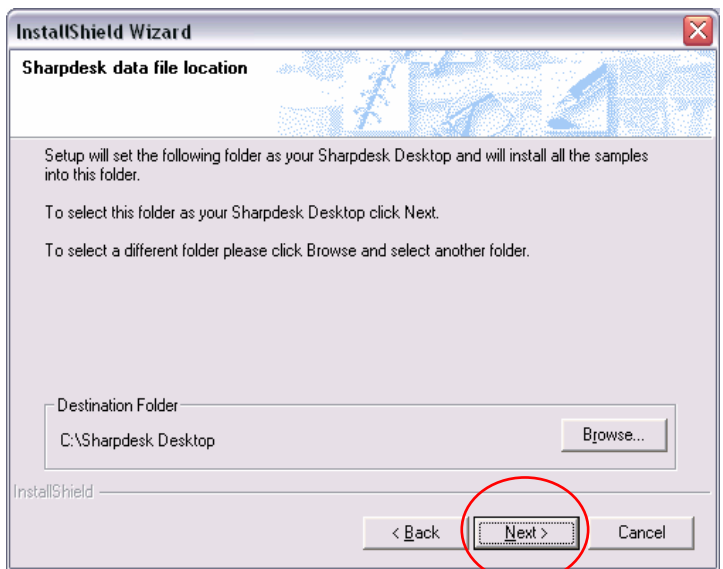
The wizard Asks for the Setup type.

**10. Make sure Typical is selected and click Next**



Wizard displays SharpDesk data destination folder (the default folder should be fine)  
C:\Sharpdesk Desktop

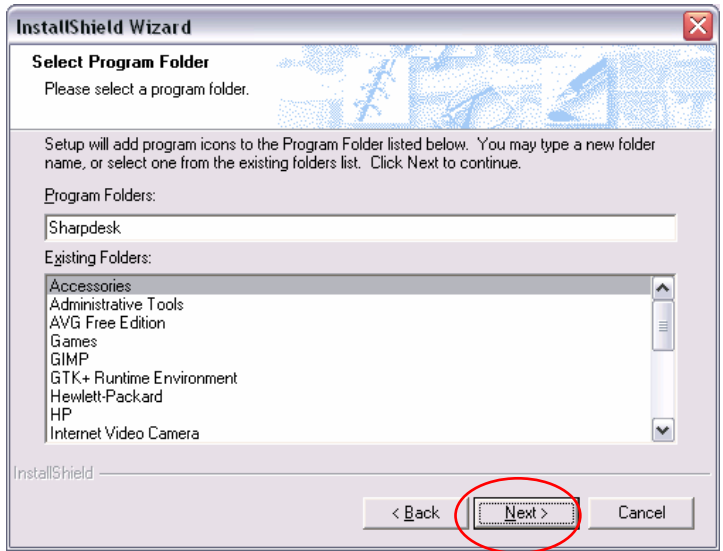
**11. Click Next**



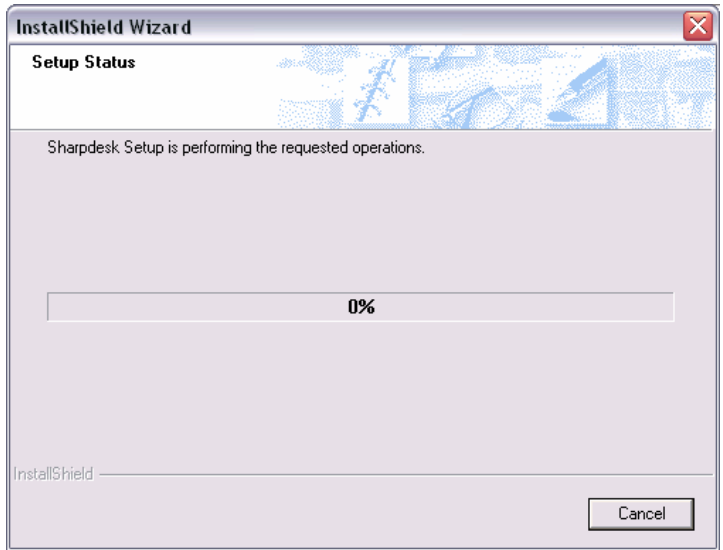


Wizard displays Select Program Folder

**12. Click Next**

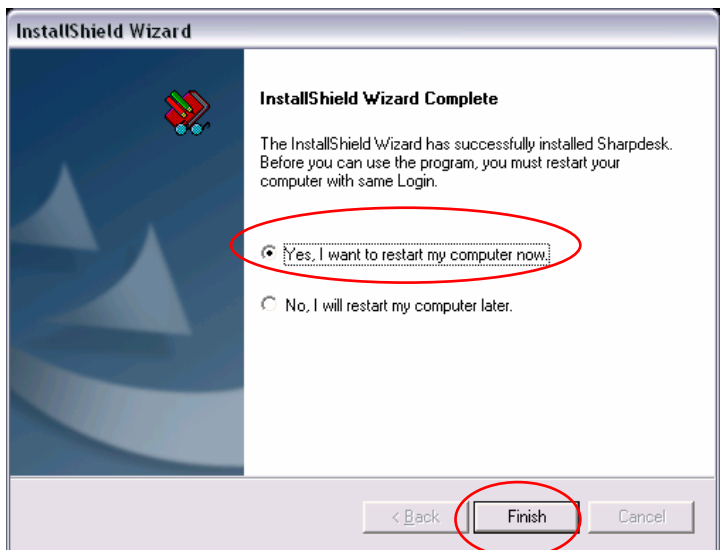


Wizard installs Sharpdesk (this may take several minutes)



Wizard displays InstallShield Wizard Complete

**13. Select Yes, I want to restart my computer, click Finish.**

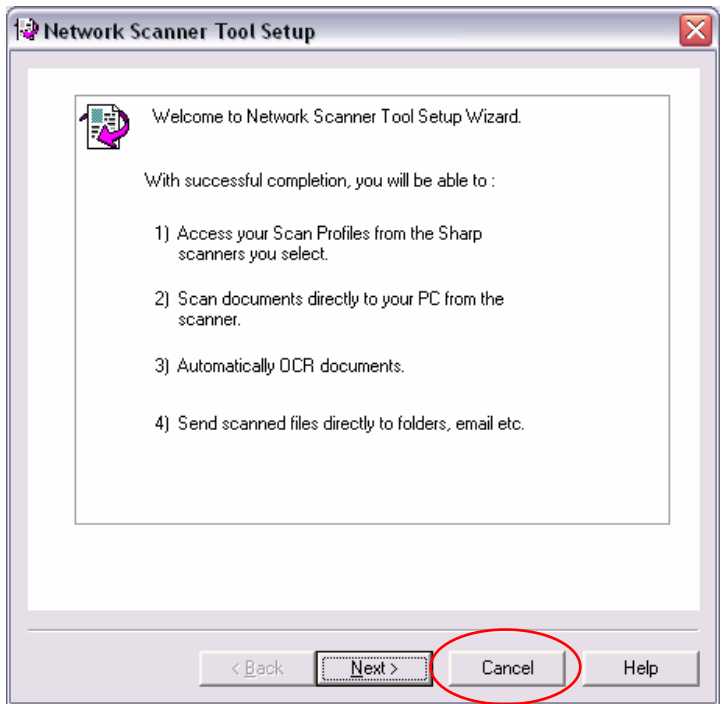


System restarts itself

**14. Login to windows**

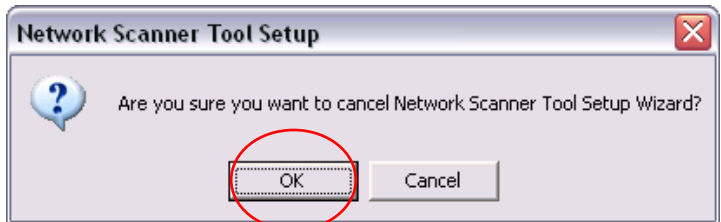
Network Scanner tool setup wizard launches

**15. Click Cancel**



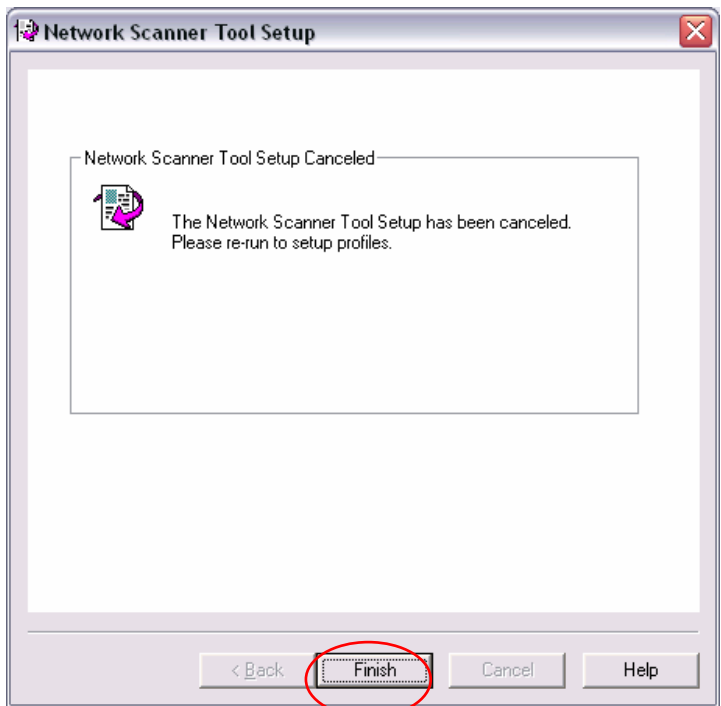
Wizard then asks if you are sure you want to cancel the Network Scanner Tool setup wizard

**16. Click OK**



Wizard shows that the Network Scanner Tool Setup has been canceled

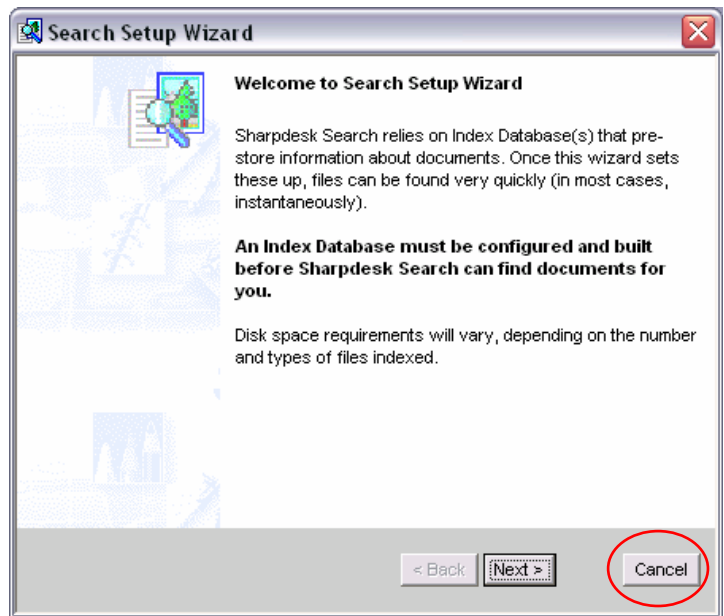
**17. Click Finish**





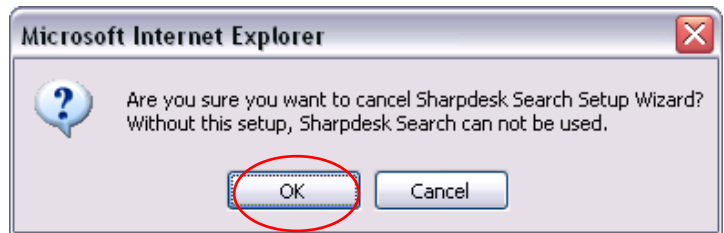
System displays Search Setup Wizard

18. Click **Cancel**



Wizard then asks if you are sure you want to cancel Sharp Search Setup Wizard

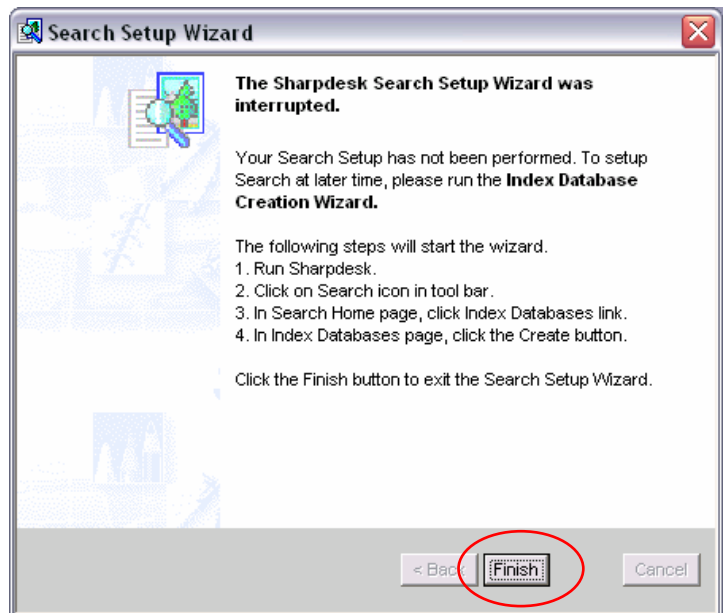
19. Click **OK**



System displays dialog box informing you Sharp Search Setup Wizard was interrupted

20. Click **Finish**

System finishes starting up

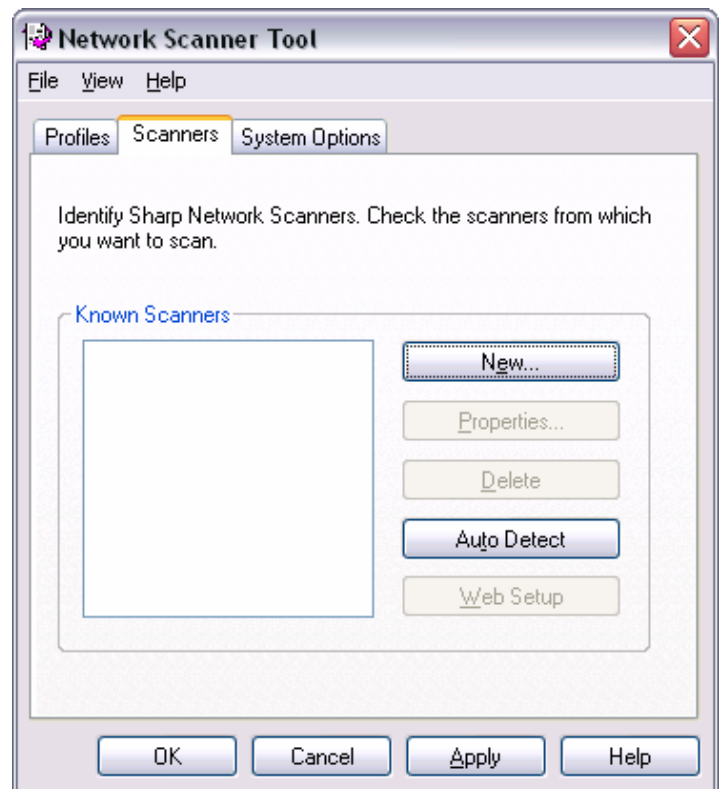


## Configuring Sharpdesk

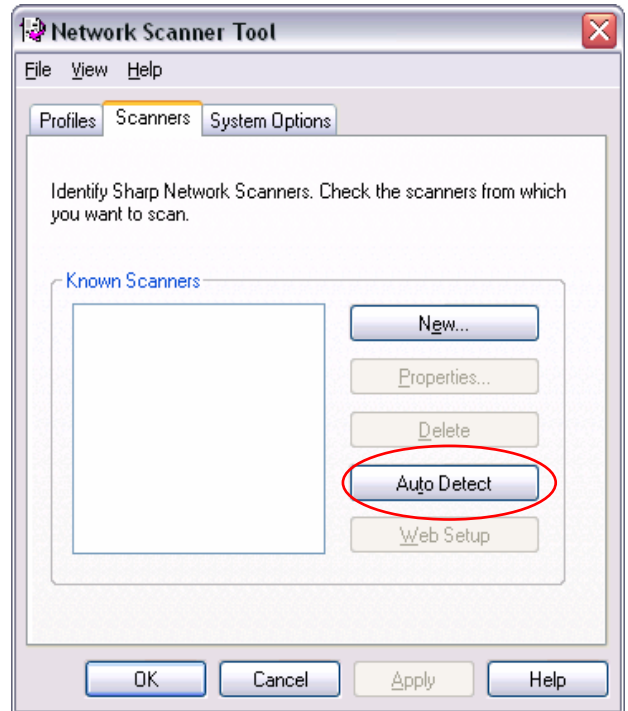
1. Click *Start Menu*, then *Programs*, then *SharpDesk*, then *Network Scanner Tool*

System displays Network Scanner Tool dialog box

2. Click the **Scanners** tab



3. Click AutoDetect

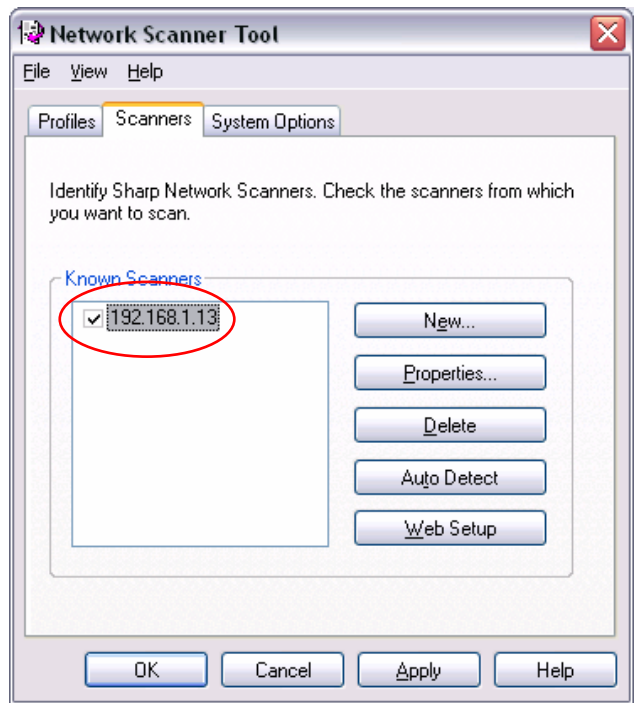


System searches for all available scanners on your network

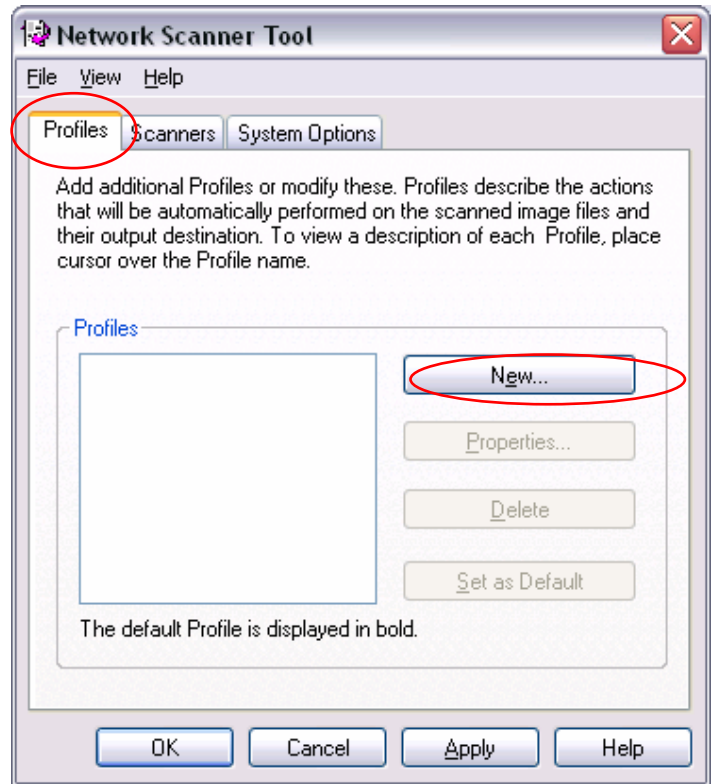


4. Check the Checkbox next the scanner.

*Note: System might display a dialog box that says 'This scanner supports custom FTP log, which is more secure. If so, Click OK; Otherwise continue to step 5*

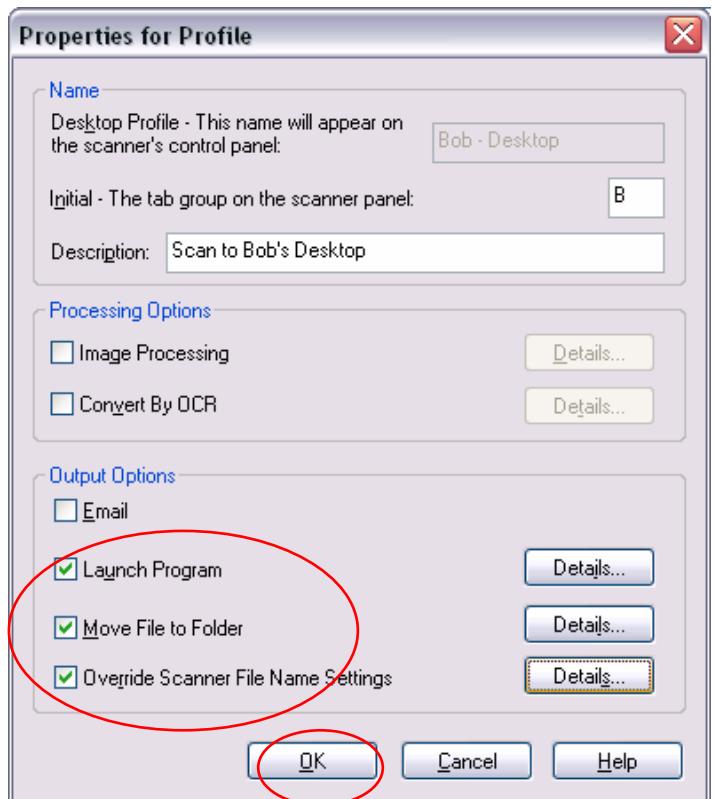


5. Click the Profiles tab
6. Click New...



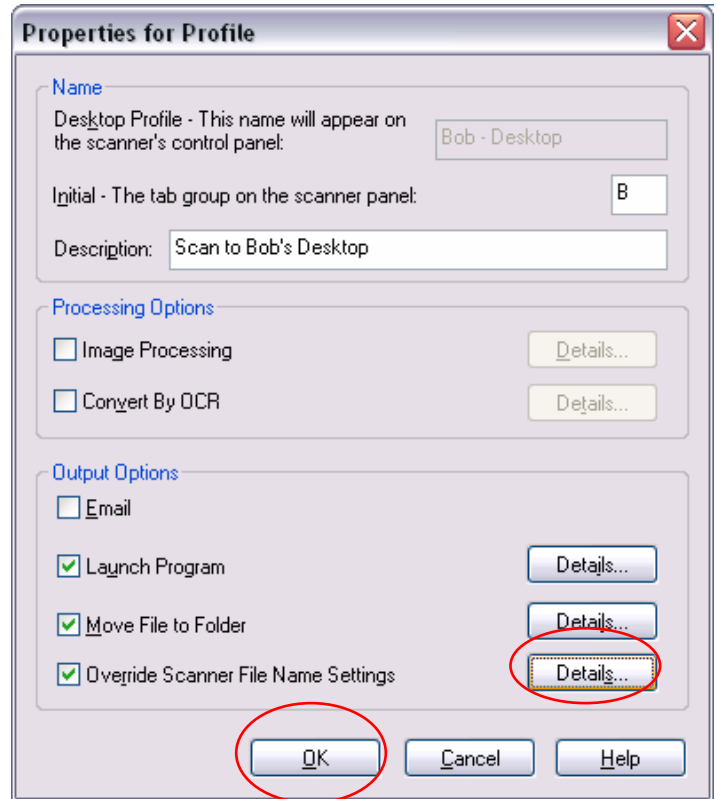
System displays profile properties box

7. **Type in the Desktop profile name**
  - a. i.e Bob – Desktop
8. **Type in the 1<sup>st</sup> initial of the User**
9. **Type a description of the new profile**
  - b. i.e. Scan to Bob’s Desktop
10. Under output options, make sure the following are checked
  - c. **Move File to Folder**
  - d. **Launch Program**
  - e. **Override Scanner File Name Settings (Optional-see next page)**
11. Under output options, make sure the following is NOT checked
  - f. **Email**



If Override Scanner File Name Settings was checked, follow these instructions to configure that option; **otherwise Click OK and skip to step 15**

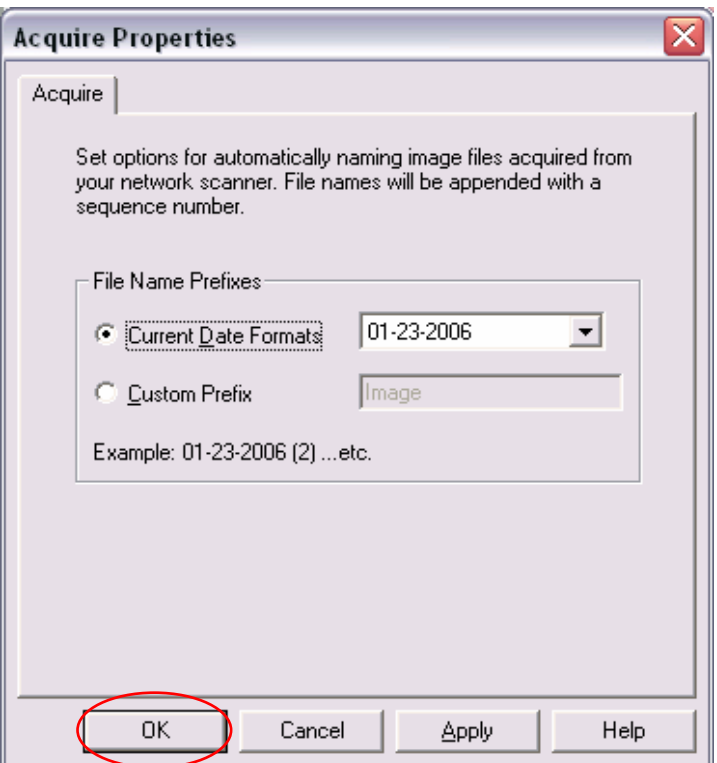
12. Click Details...



This option overrides the default naming scheme for the scanned images. It can be set to name the files by the date or a specified custom prefix.

After the desired naming scheme is selected,

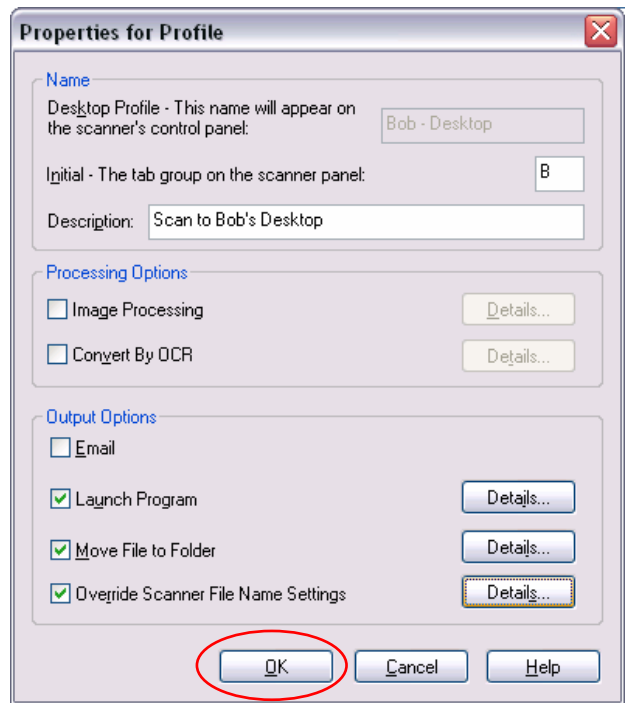
13. Click OK





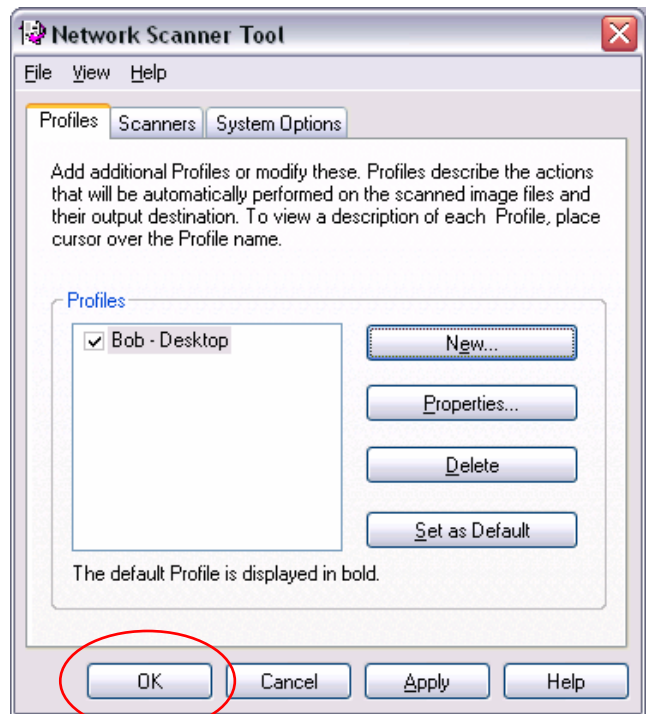
System returns to the Profile Properties page.

14. Click **OK**



System returns to Network Scanner Tool dialog box

15. Click **OK**



System saves profile to scanner

16. Click **Close** on the save dialog box

**Setup is Complete**

