

# Getting Started Guide



Xerox® Scan To PC Desktop® 11 consists of server-side and client-side components.

This document provides quick instructions for installing the client-side software associated with Xerox® Scan To PC Desktop® 11.

**Note:** Xerox® Scan To PC Desktop® 11 products, including PaperPort, OmniPage, PDF Converter Enterprise (in Professional editions), PDF Viewer (in Special editions), Image Retriever and PaperPort PSP Server (in Professional editions) are translated into English, French, Italian, German, Spanish, Brazilian Portuguese and Russian (in Special editions). These products are designed to work with an operating system that is properly configured with the corresponding language. Use of these products with operating systems that are configured with non-supported languages is not recommended or supported.

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# Getting started with Xerox® Scan To PC Desktop® 11

It exists in two editions: Professional and Special. The software components for each are as follows:

## Professional Edition:

- PaperPort Professional 12
- OmniPage Professional 17
- PDF Converter Enterprise 7
- Image Retriever Professional 10
- PaperPort PSP Server 3 (server component, shipped on separate CD)

## Special Edition:

- PaperPort 12 SE
- OmniPage SE 16
- PDF Viewer 5
- Image Retriever 10

## Product documentation

Xerox® Scan To PC Desktop® 11 is shipped with the following documentation:

- **Getting Started Guide:** this guide. Consult it for product overview and installation information.
- **Image Retriever Guide:** this is a separate PDF (located at the ImageRetriever10\Docs\English folder on the desktop disk). It contains information on Image Retriever usage.
- **Server Administrator's Guide:** this PDF can be found in the DOCS folder on the server disk. Consult it for comprehensive technical information as well as for the administrator installation of the server component.

## Installing Xerox® Scan To PC Desktop® 11

To install the desktop-side components of Xerox® Scan To PC Desktop® 11, you need Administrator rights on the target computer. For instructions on how to install the server-side components, refer to the **Server Administrator's Guide** located on the server CD.

The installation disk contains multiple localized versions of the associated software. To begin, select the language appropriate for your installation. This displays a second dialog box that enables you to **Start installation** or **Browse CD**.

Before starting installation, you can specify which components you want to install. Components previously installed from the disk are marked with a green checkmark on the right. Then specify a common installation directory for all components.

In the next screen, you must accept the License Agreement to proceed with the installation.

**Note:** If you install Image Retriever as part of the above procedure the program behavior will still need to be configured through the **Image Retriever Settings** dialog for proper functioning. Alternatively, you can

configure the application at install-time. To do so, exclude Image Retriever installation from the above procedure (unmark its checkbox) and install it separately with command-line parameters. For detailed guidelines, see the **Image Retriever** documentation in the **Image Retriever 10\Docs\English** folder on the disk.

A Xerox® Scan To PC Desktop® 11 silent install launches installing each desktop component without user intervention. Users are informed of installation progress by progress monitor and application screens. PDF Converter Enterprise will be installed automatically if you install either PaperPort or OmniPage.

You will need to remove Nuance and ScanSoft PDF Products, as well as PaperPort and OmniPage before Xerox® Scan To PC Desktop® 11 can be installed.

**Note:** On some systems, before the setup program continues with component installation, a Windows Installer program launches to update necessary system files. After these files are installed, a message appears instructing you to reboot your system. When Windows restarts, the installation automatically continues.

## Finishing the installation

When the specified components are installed, complete the electronic registration by following the on-screen instructions. You must restart your computer before you can successfully use the Xerox® Scan To PC Desktop® 11 software components.

After the installation, Image Retriever is inactive and you must configure it for proper functioning. Right-click on its icon in the system tray and choose the **Settings** command. The Image Retriever Settings dialog appears. Use this to configure the program. Image Retriever is designed to monitor

- a specified folder on a networked file server or local drive for incoming scanned images and/or
- an email inbox and/or
- In Professional editions, Multifunction Printers/Copiers using the PaperPort PSP server for Personalized MFP Scanning functionality.

Refer to the **Image Retriever PDF** document (available from the Start Menu, under **(All) Programs > Xerox Scan To PC Desktop 11 > PaperPort** ), for information about setting up and using Image Retriever.

**Note:** To ensure full functionality between PaperPort PSP server scanning, PaperPort and OmniPage, run both PaperPort and OmniPage once prior to taking PaperPort PSP server in Professional editions.

## Uninstalling Xerox® Scan To PC Desktop® 11

To uninstall the desktop-side components of Xerox® Scan To PC Desktop® 11, you can use either of the following options:

- Use the uninstaller provided with the product (only available if PaperPort is installed). You can do this via the **Uninstall Xerox Scan To PC Desktop 11** link in the Start Menu, under **(All) Programs > Xerox Scan To PC Desktop 11**.
- Locate and remove the components via **Add/Remove Programs**, preferably in the following order:
  1. **Image Retriever**
  2. **PaperPort**
  3. **PaperPort Image Printer**
  4. **RSSolo** (in Professional editions)
  5. **OmniPage**
  6. **PDF Converter Enterprise** (in Professional editions)
  7. **PDF Viewer** (in Special editions)