



Panasonic KV-S1025c Scanner Installation Instructions For Vista & XP Users

It is understood that users should have a basic knowledge of computers and terminology



**If you presently use the
Panasonic RTIV software
to scan your reports, skip
to page #29**

This Manual is written specifically for the KV-S1025C scanner on PC's using Windows XP or Vista. Do not use these instructions for any other scanner or any PC using Windows 7.

If you do not have the original scanner CD or if your PC is running Windows 7, go to the following website:

<http://panasonic.net/pcc/support/scanner/download.html>

and install the following :

Device Driver (STI driver) = [panascan550.exe](#)

(needed for Windows to recognize scanner)

RTIV Software = [rtiv57025_all_package.exe](#)

(This is the software you will use to scan reports)

TWAIN driver = [s1025t916.exe](#)

User Utility = [useruty66013.exe](#)

ISIS driver = [s102xcis30.exe](#)

INSERT PANASONIC “DRIVERS & UTILITIES / MANUALS” CD IN DRIVE.

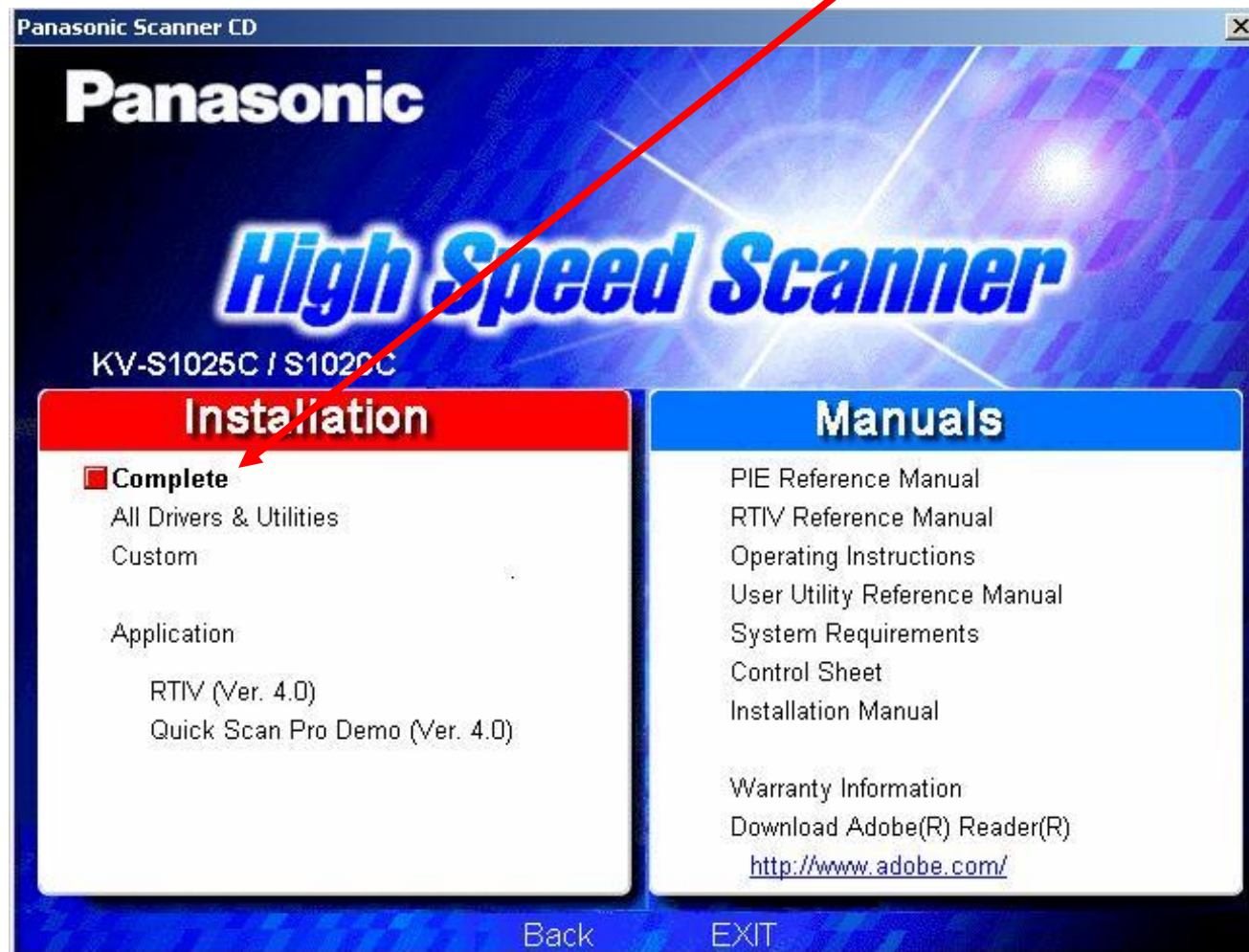
THE SCANNER SHOULD NOT BE CONNECTED TO THE PC YET.



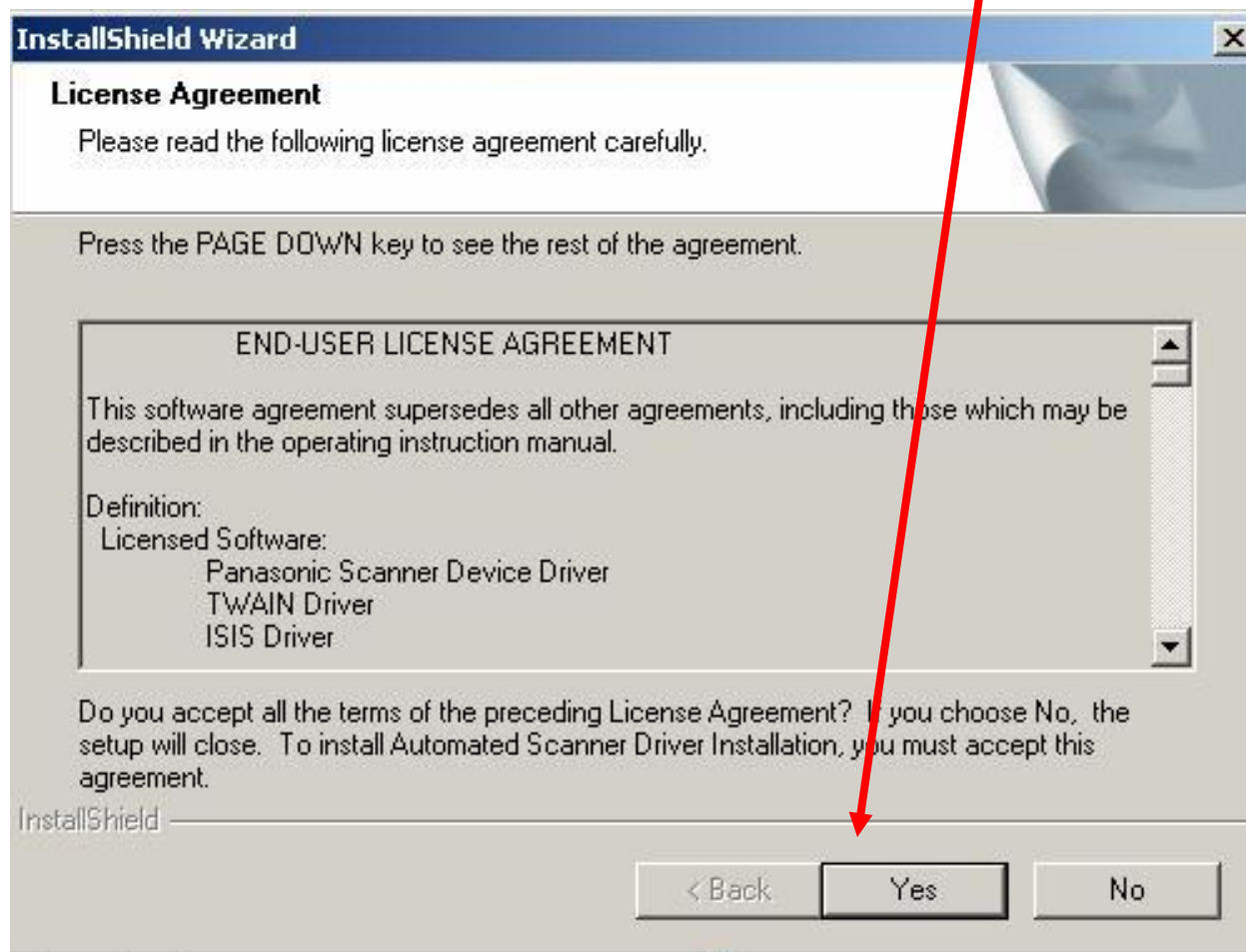
Using mouse, click on the scanner model being installed



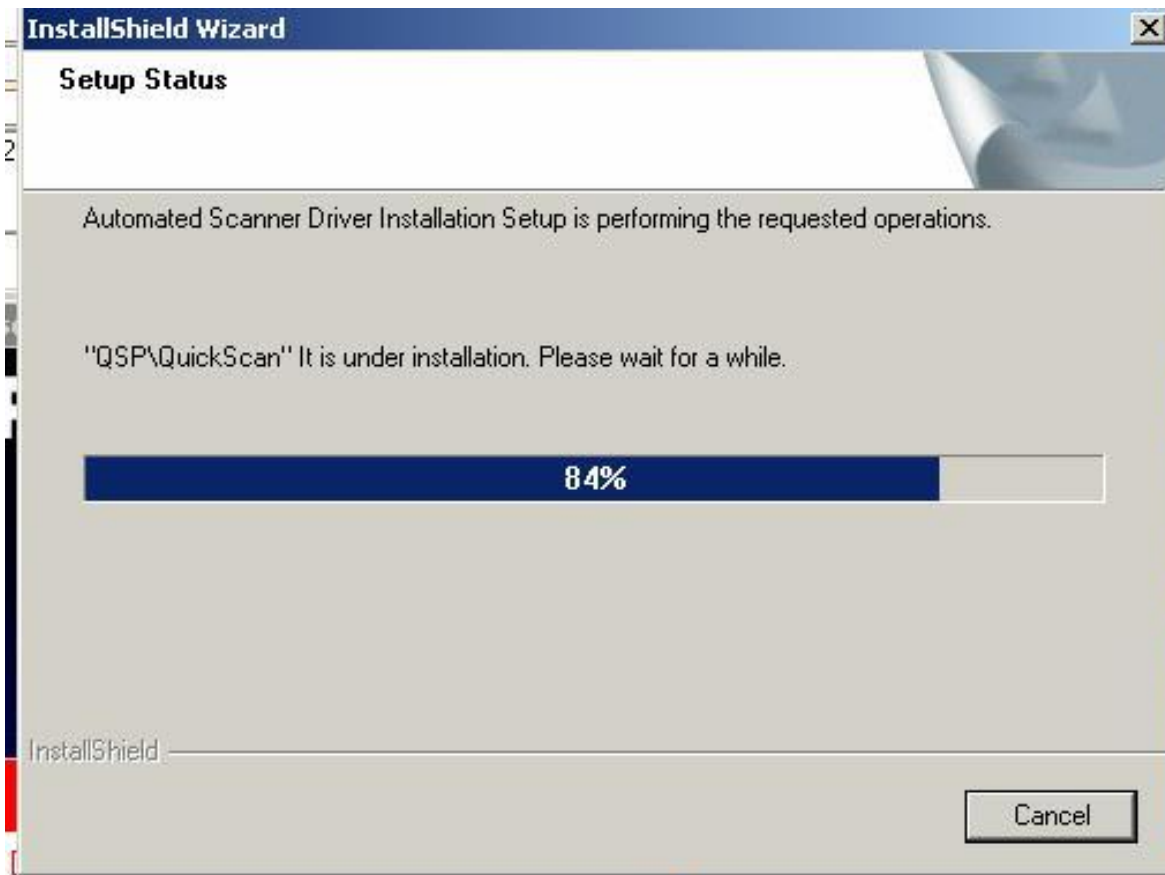
Using mouse, click on complete



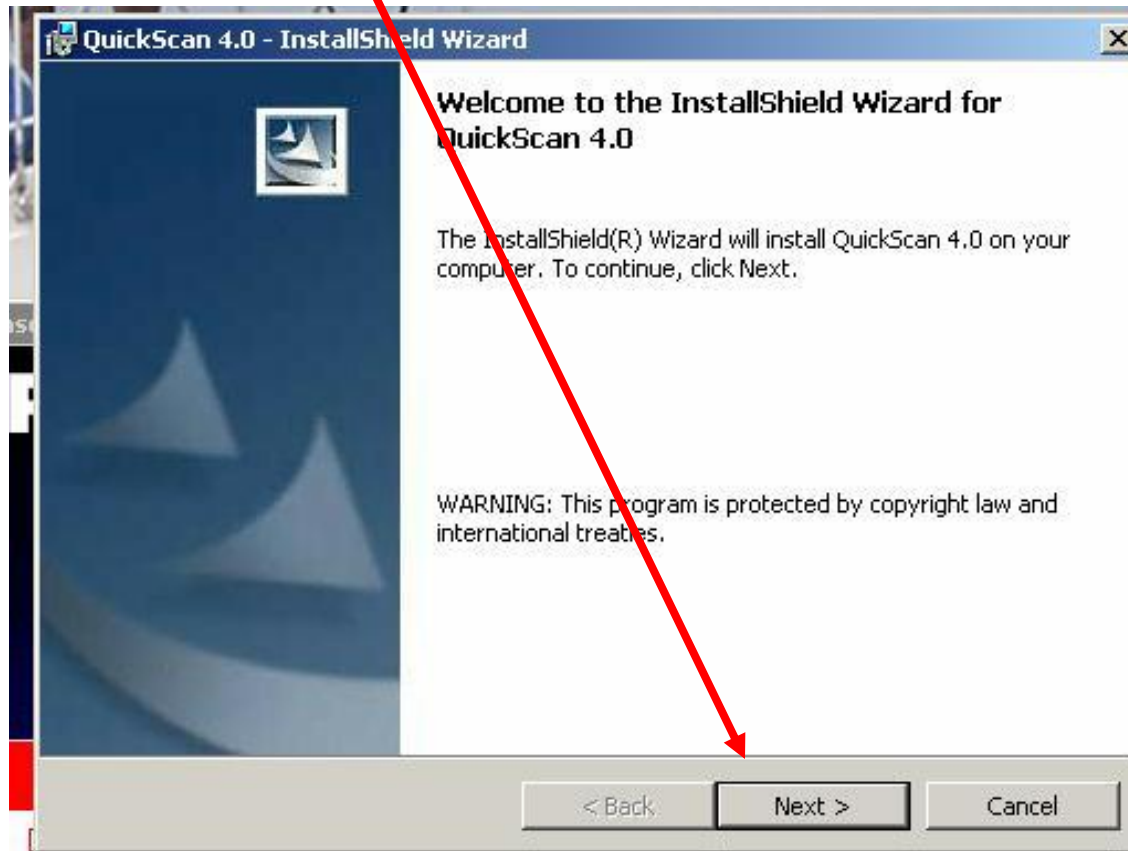
Using mouse, click on “yes” to agree to license agreement



**Relax for a few moments while
the scanner drivers download
into your PC.**



Once the drivers are downloaded, click on “next” to begin installation of drivers



If your user name and organization information is not automatically filled in, please type it in

QuickScan 4.0 - InstallShield Wizard

Customer Information

Please enter your information.

User Name:
Sebastiano C. Baffo, Sr.

Organization:
G-A Computer Systems, Inc.

Serial Number:
HP5HH-TGRTH-9BRH3-A365D

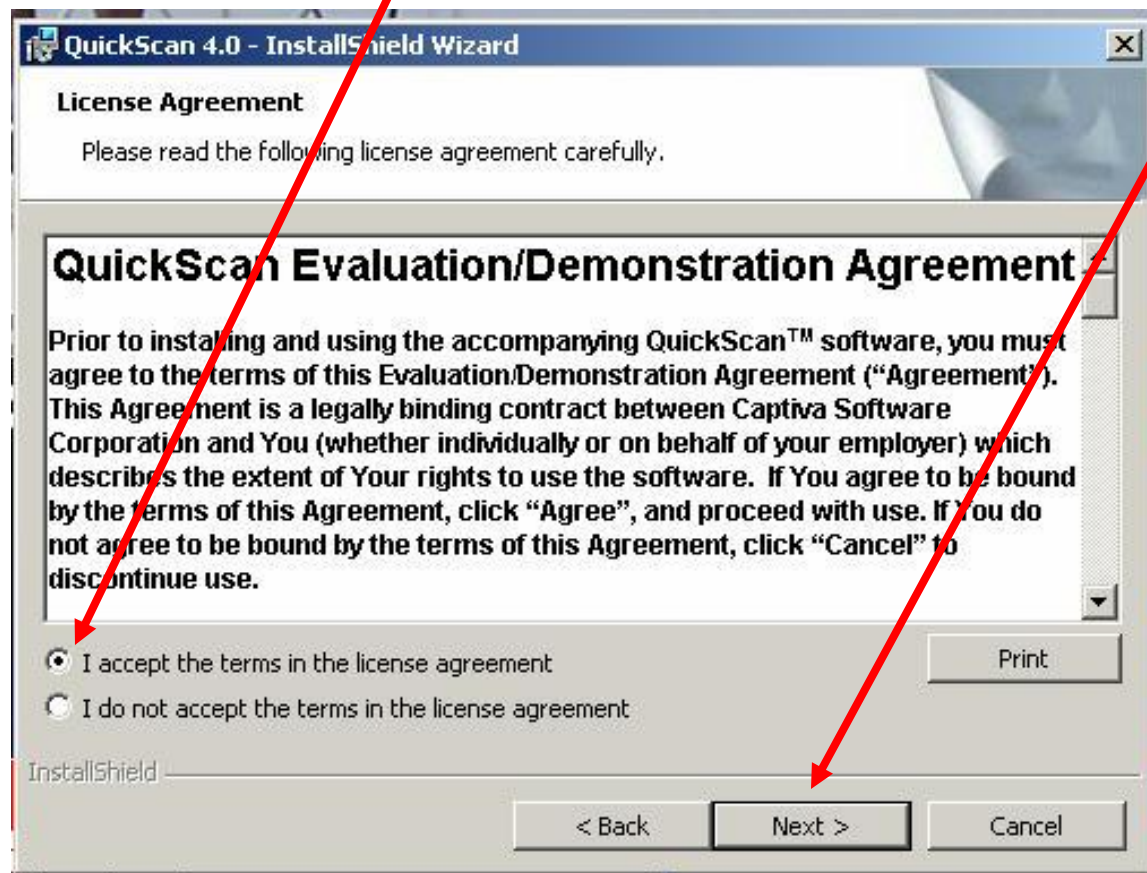
InstallShield

< Back Next > Cancel

The serial number should be automatic

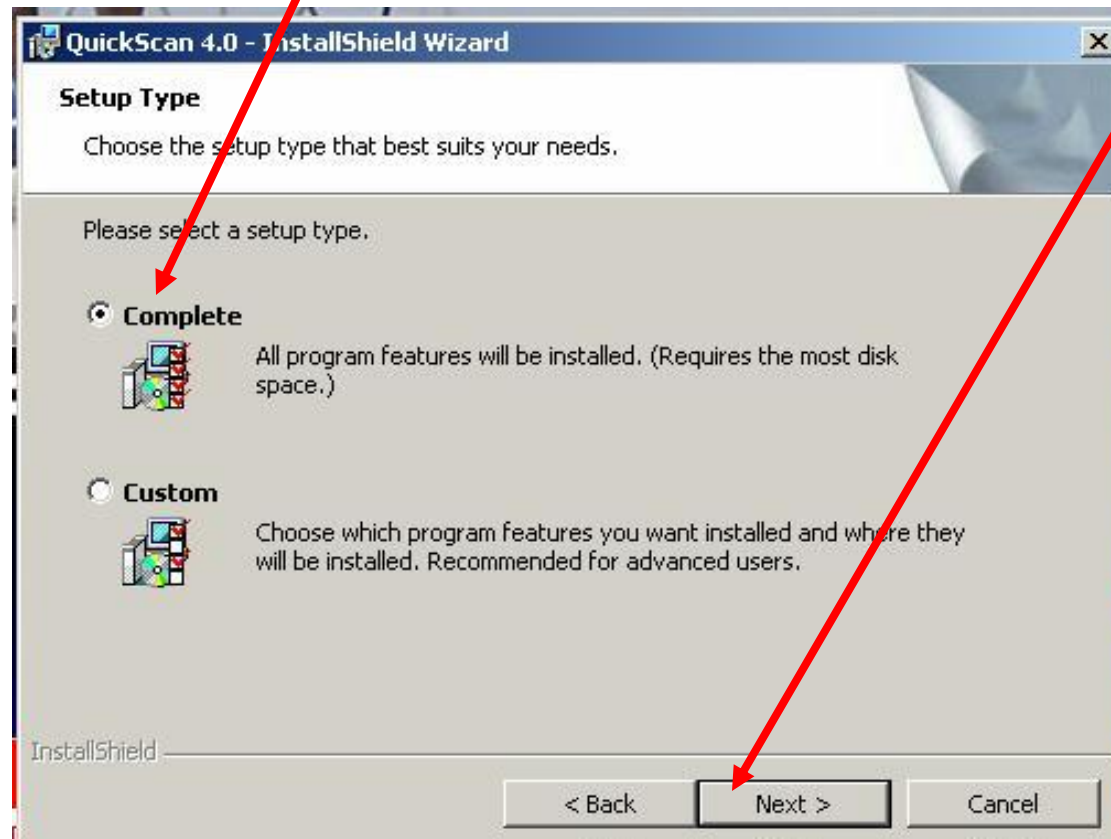
Click on “ACCEPT”

Then click on “NEXT”

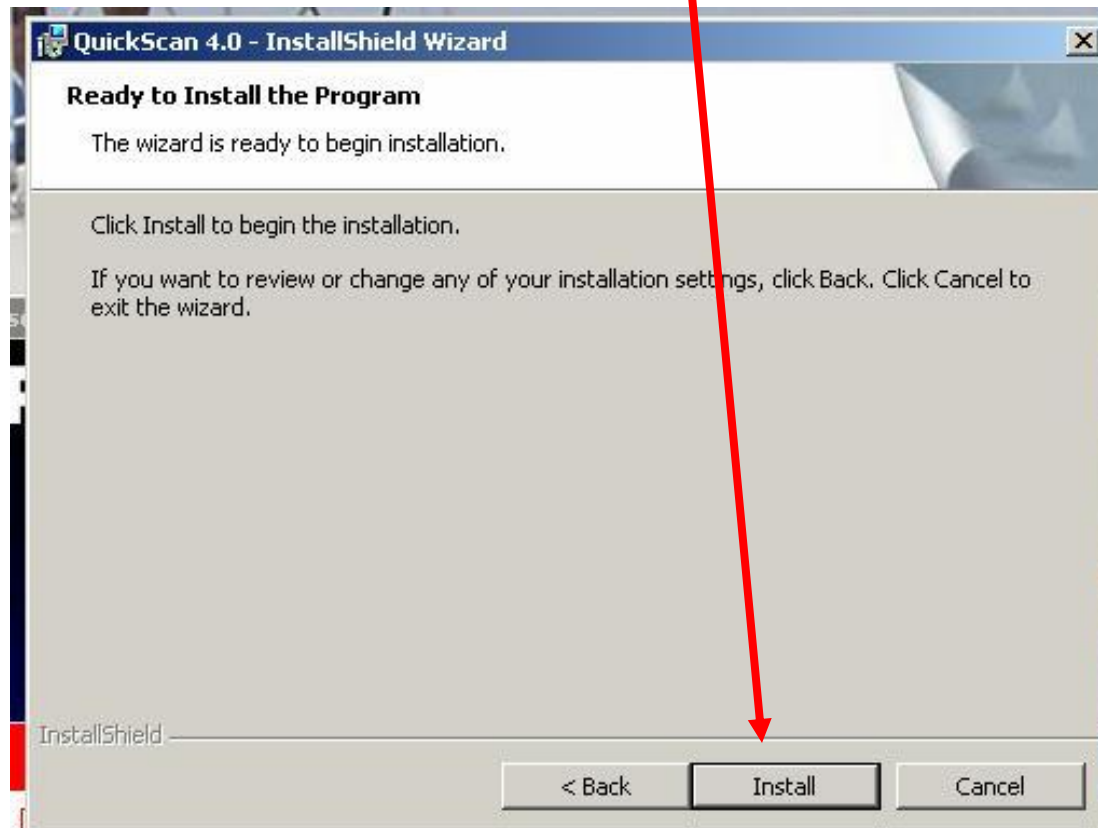


Click on “COMPLETE”

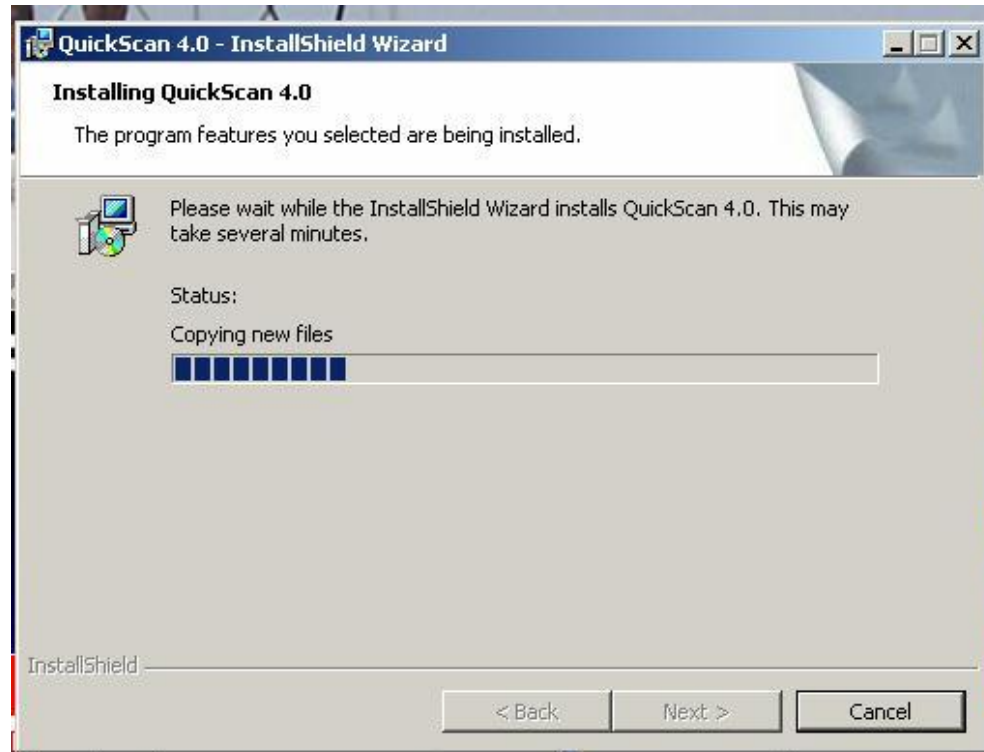
Then Click on NEXT



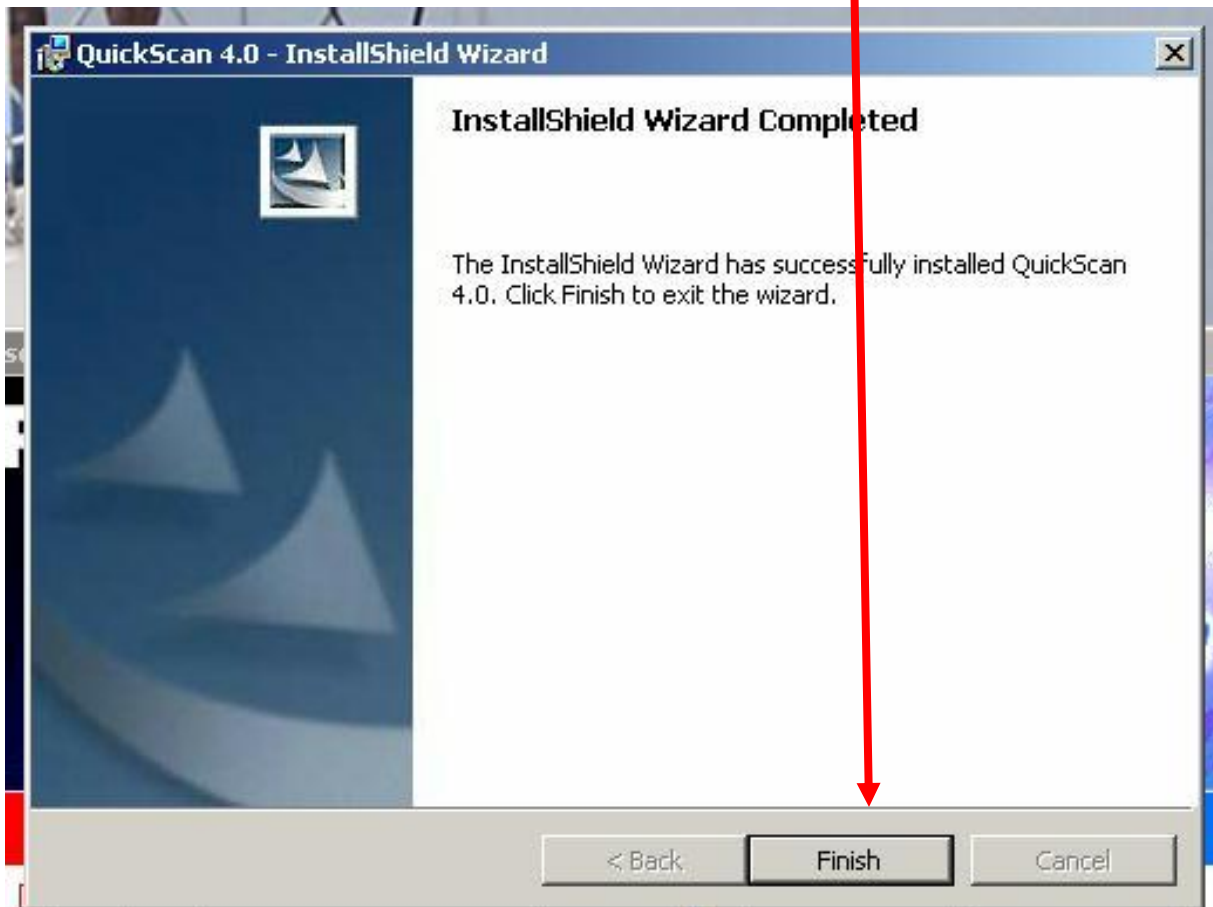
Click on “Install”



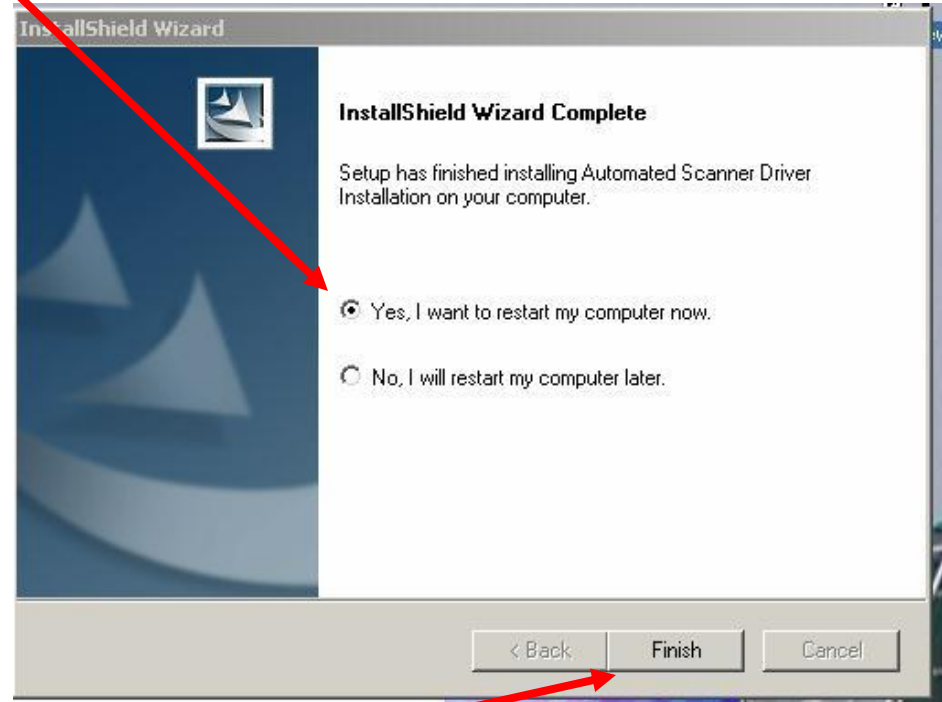
Relax for a few moments while quickscan is installed into your PC



**When completed,
click on “FINISH”**



Click on “YES”



**Then click on
“FINISH”**

**When PC restarts,
you will see two
new icons on your
desktop.**



Now, connect usb cable from scanner to PC.

**Make sure AC power cord is plugged in.
When you see this screen pop-up,**

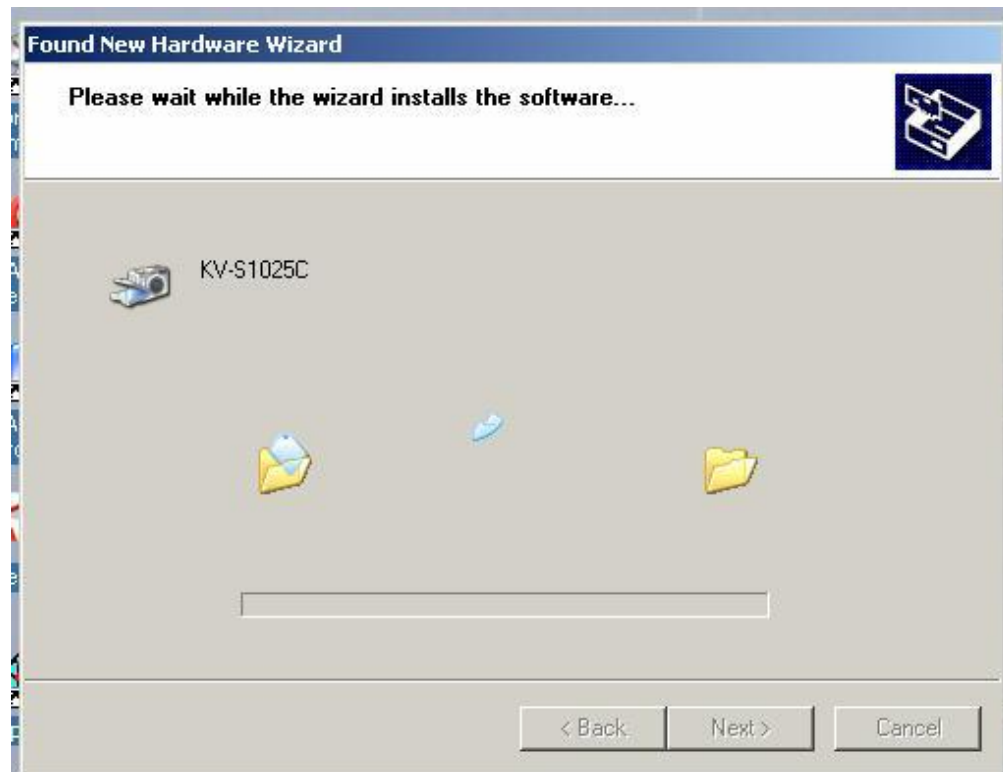
Click on “next”



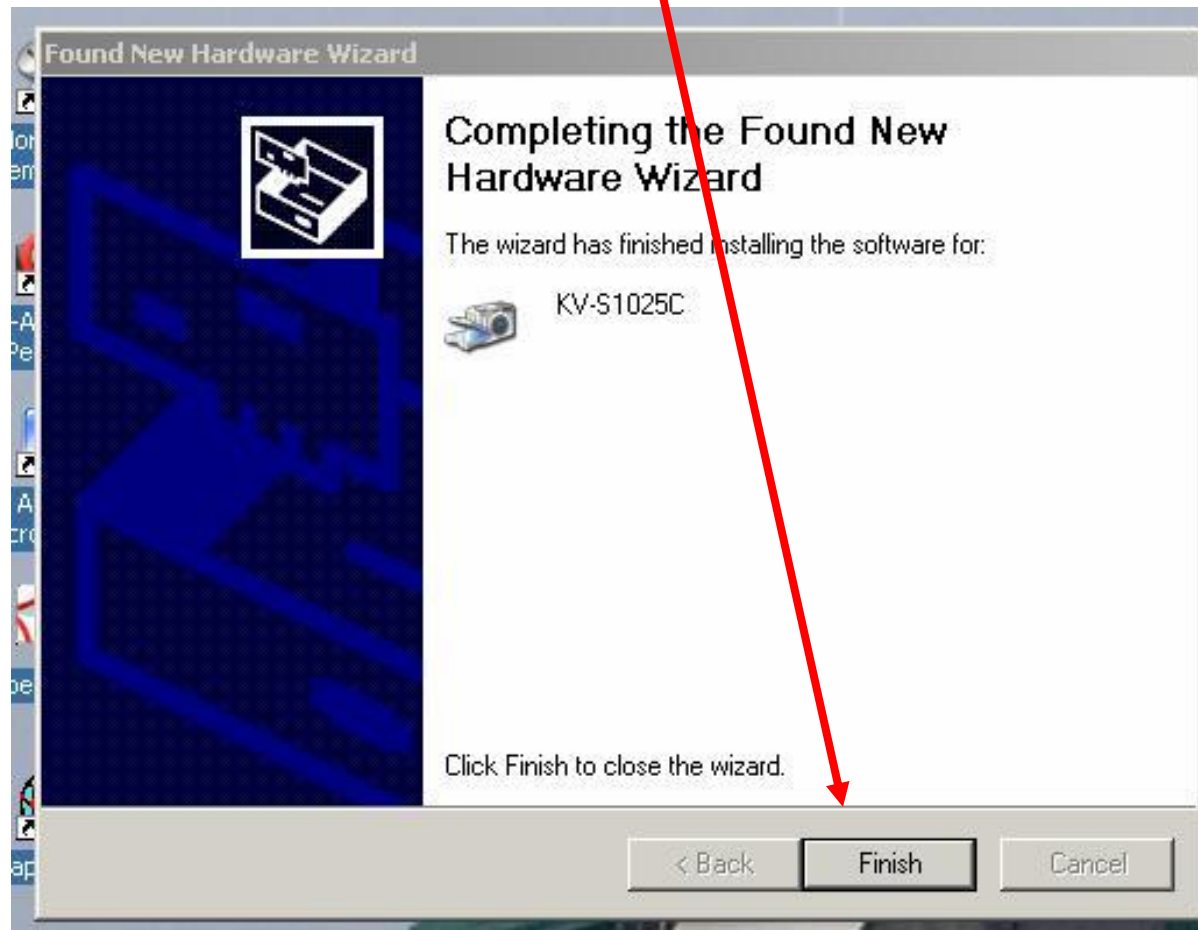
Click on “Continue Anyway”



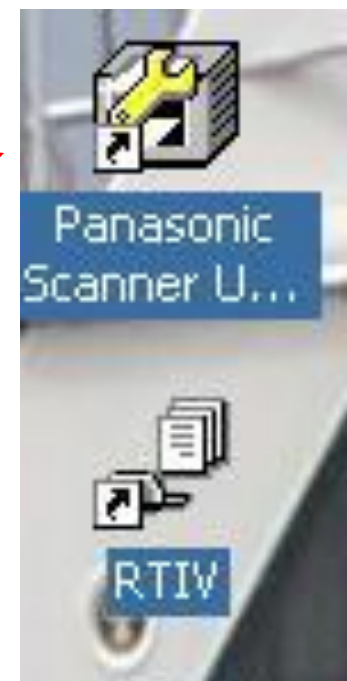
Relax for a few moments while your scanner is setup on your PC



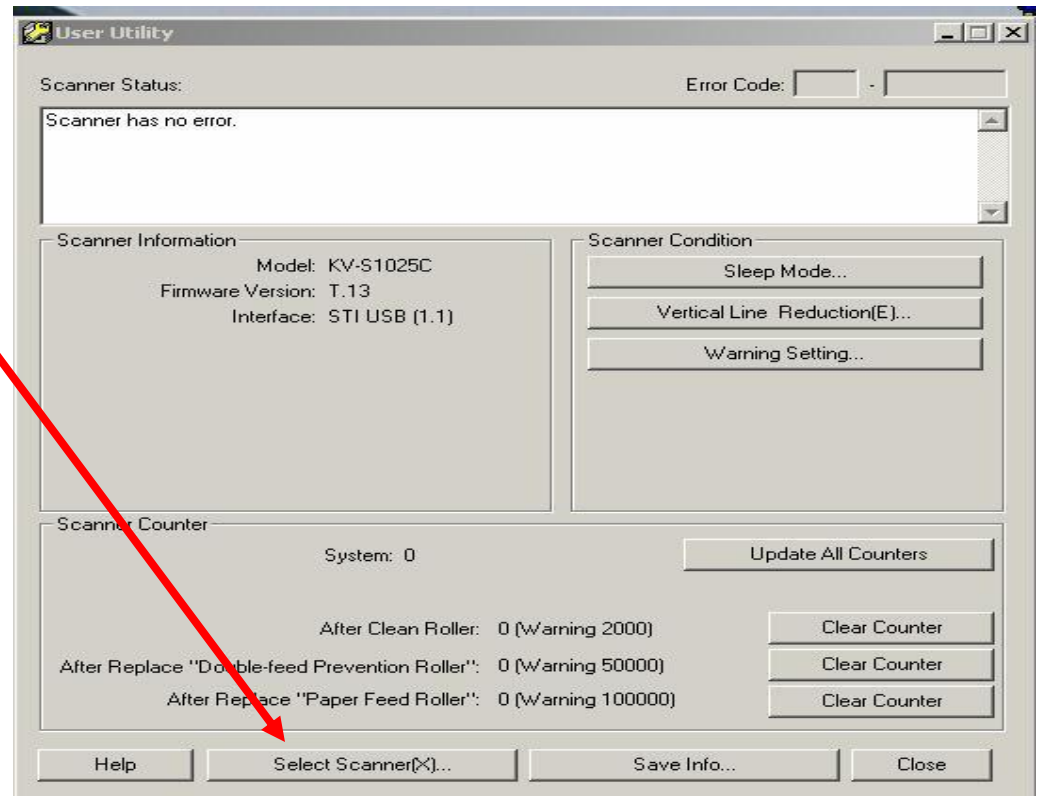
When complete, click on **“FINISH”**



**Go to your
desktop and
choose
“Panasonic
Scanner Utility”**



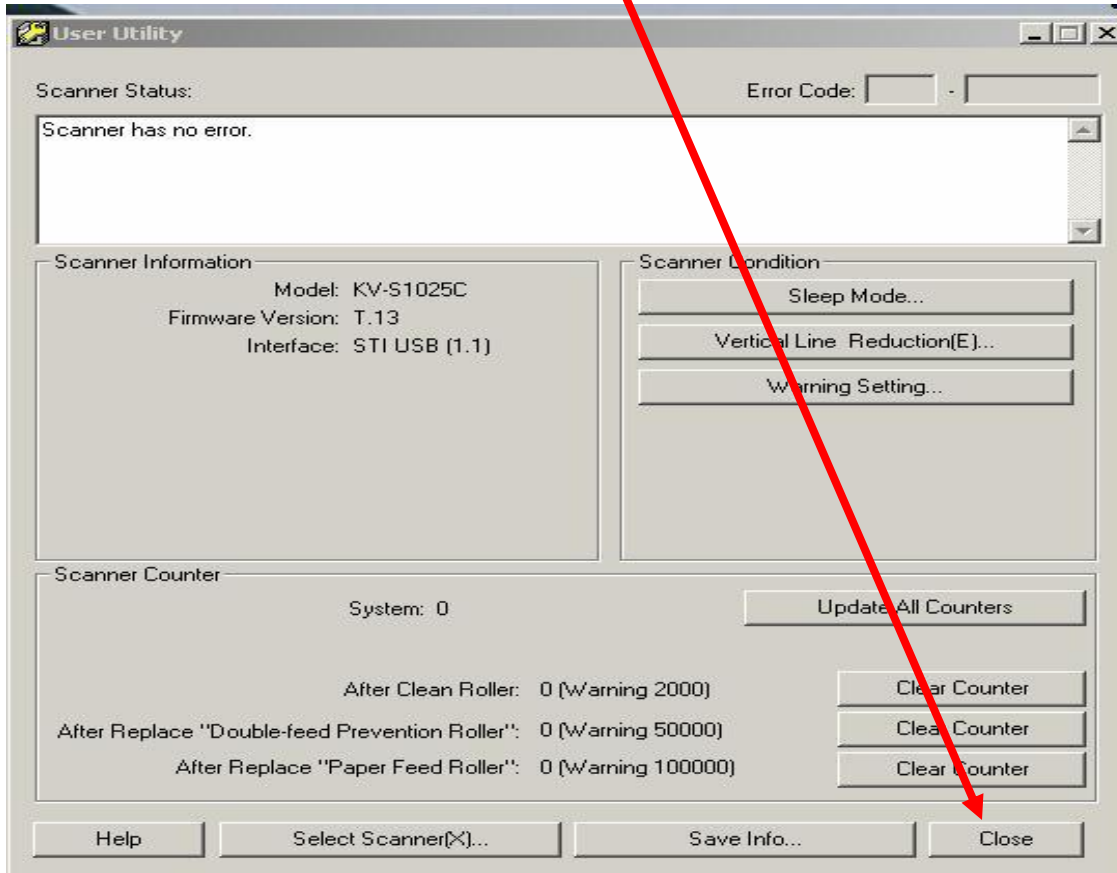
Click on "Select Scanner"



Verify correct scanner is chosen and click “OK”

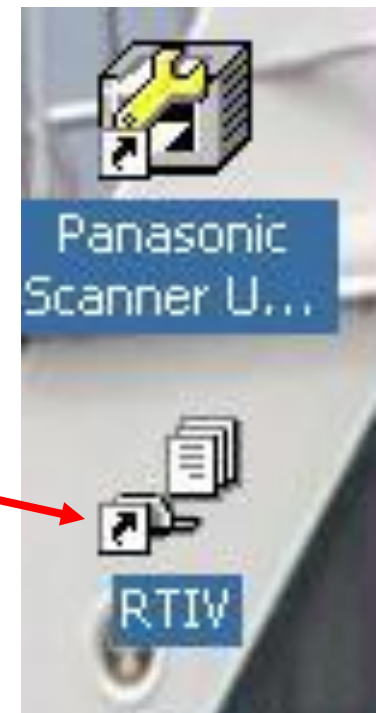


Close this window and proceed to Docview Installation & Setup



After installing docview software and editing the scanner ID, you will scan your first batch of accident reports.

To open your scanning software, click on RTIV (Reliable Throughput Imaging Viewer – This is Panasonic’s scanning software)



Before scanning your first batch of **Crash Reports**, you need to configure your scan profile

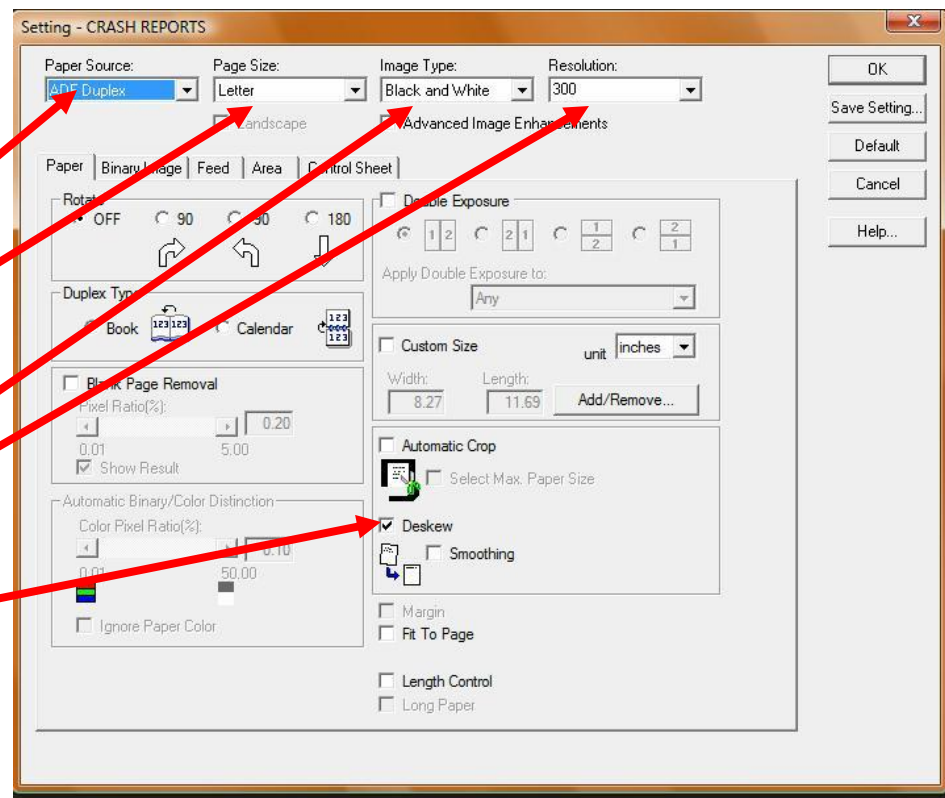
-Reports single or double-sided

-Paper size normally 8.5 x 11

-Reports must be Black & White

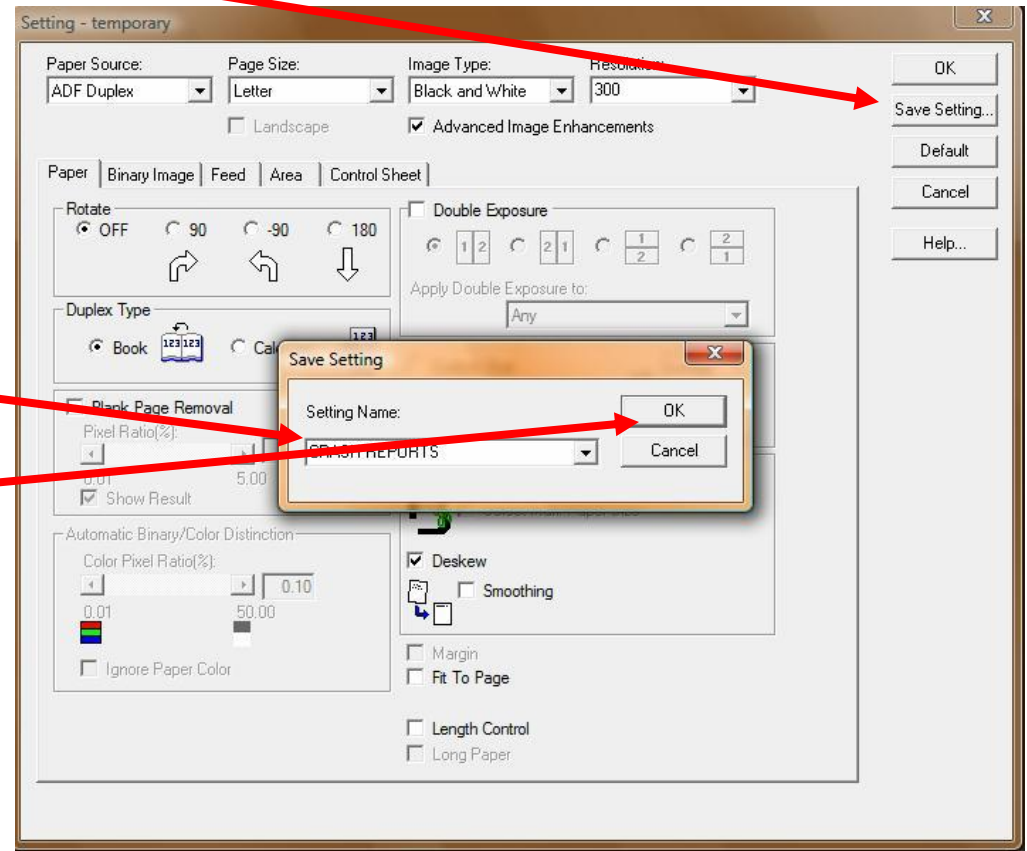
-Resolution must be 300

-Choose Deskew

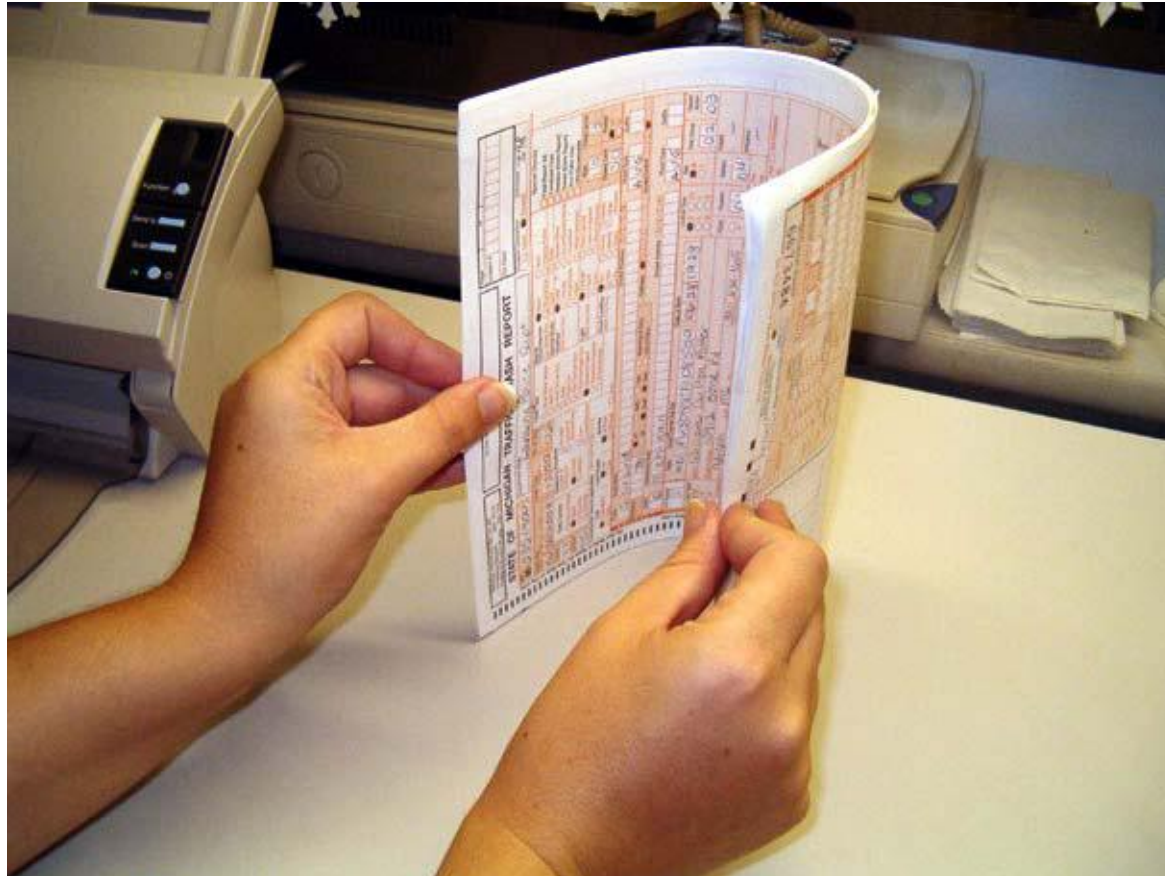


Click “Save Setting”

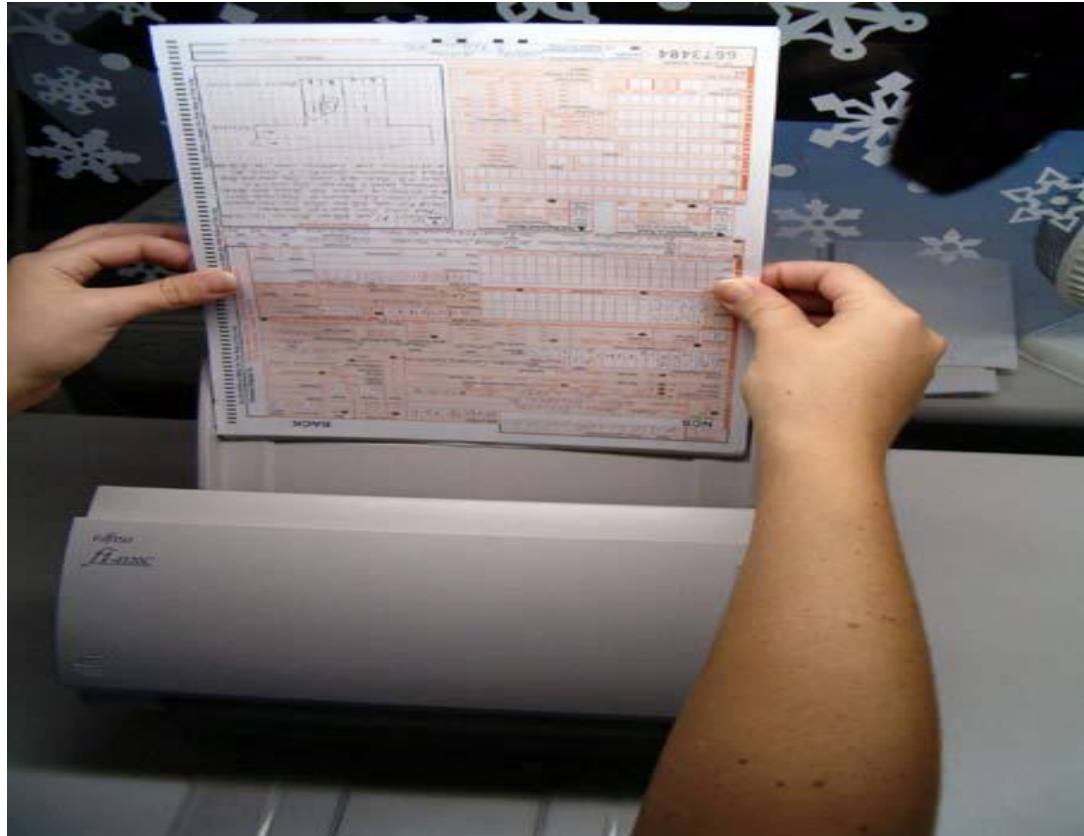
Type “Crash Reports”, then click “OK” to save



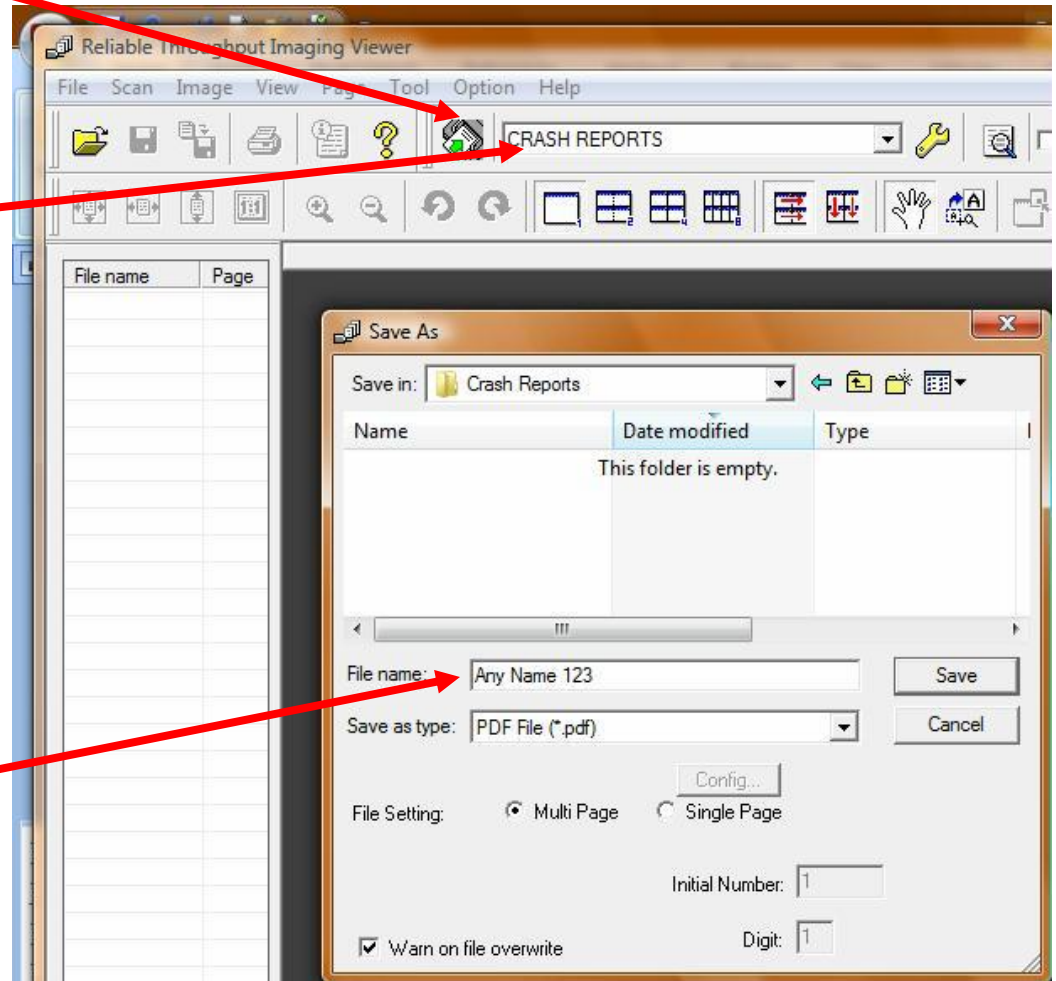
Before putting the paper in the scanner, be certain to fold and fan the paper to avoid static clinging of pages



Insert the amount of accident reports you wish to scan as shown into the scanner. Always insert the reports with the face sheet facing away from you and down. This is a critical step for the indexing phase



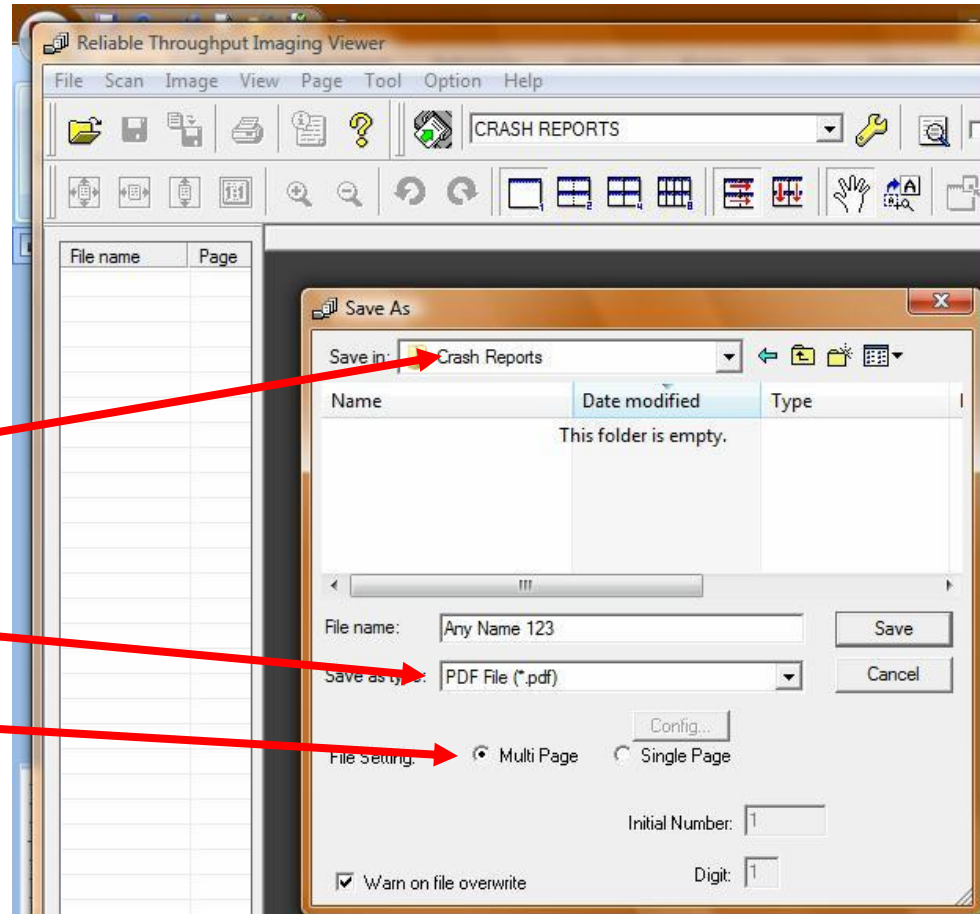
**Click on this Icon
to scan your
reports. Verify
that profile is
“Crash Reports”**



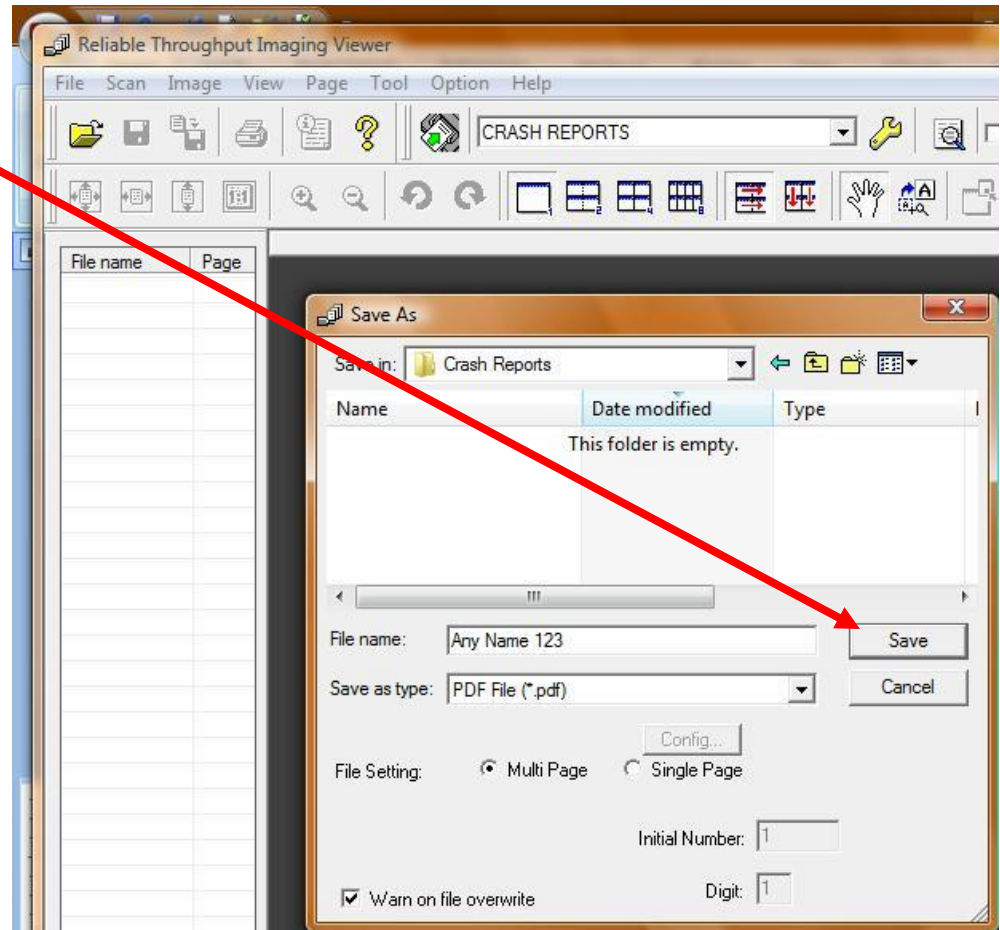
**Name the batch
of reports**

Verify that:

- **Correct folder is chosen**
- **Type is PDF**
- **File Setting is Multi-Page**



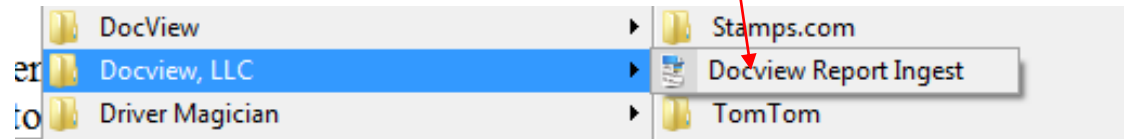
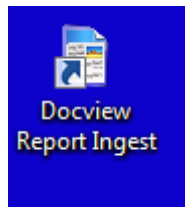
**Click “Save”
to scan**



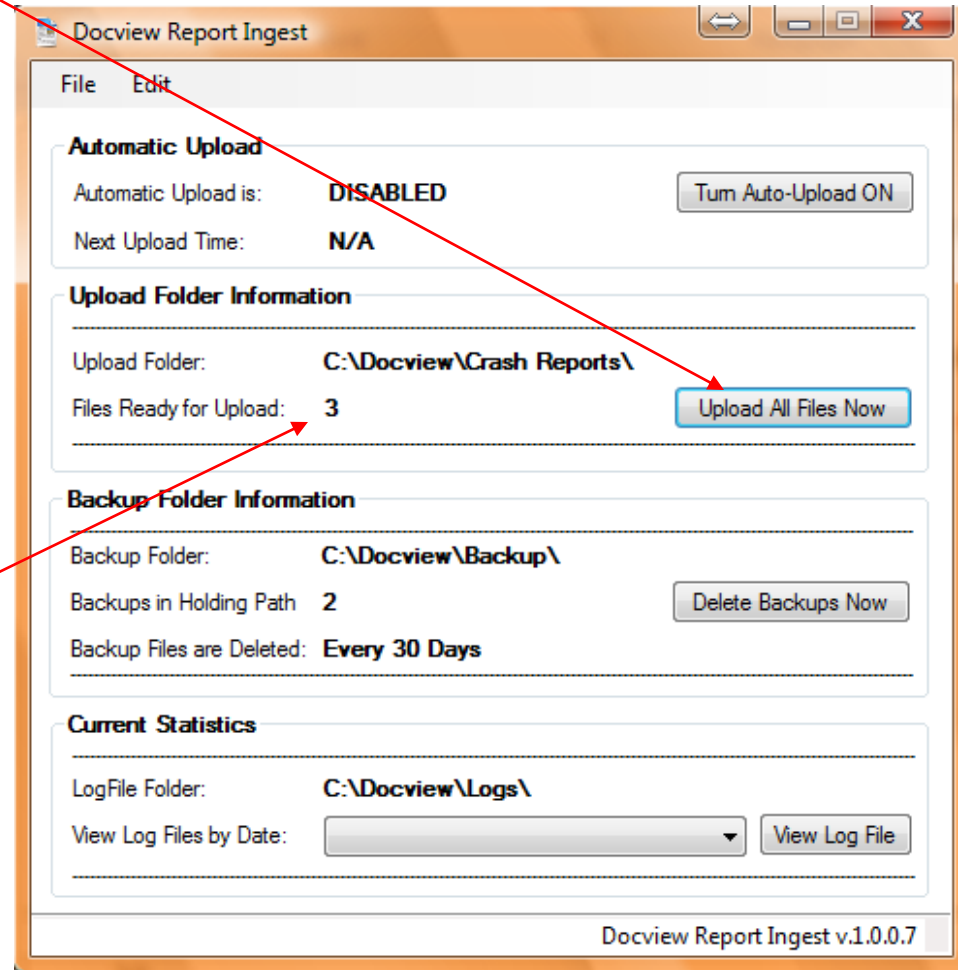
**You may now go to the
docview report upload if
manually uploading.**

**If your agency uploads
automatically, you are
done.**

At any time of the day, once you are done scanning or putting PDF files into the Crash Reports directory for uploading, you may go to either the Start at bottom left of desktop, or to the Icon on the desktop if you created a shortcut, to be able to upload your reports



**Click “Upload All Files Now”
to upload reports to
Docview**

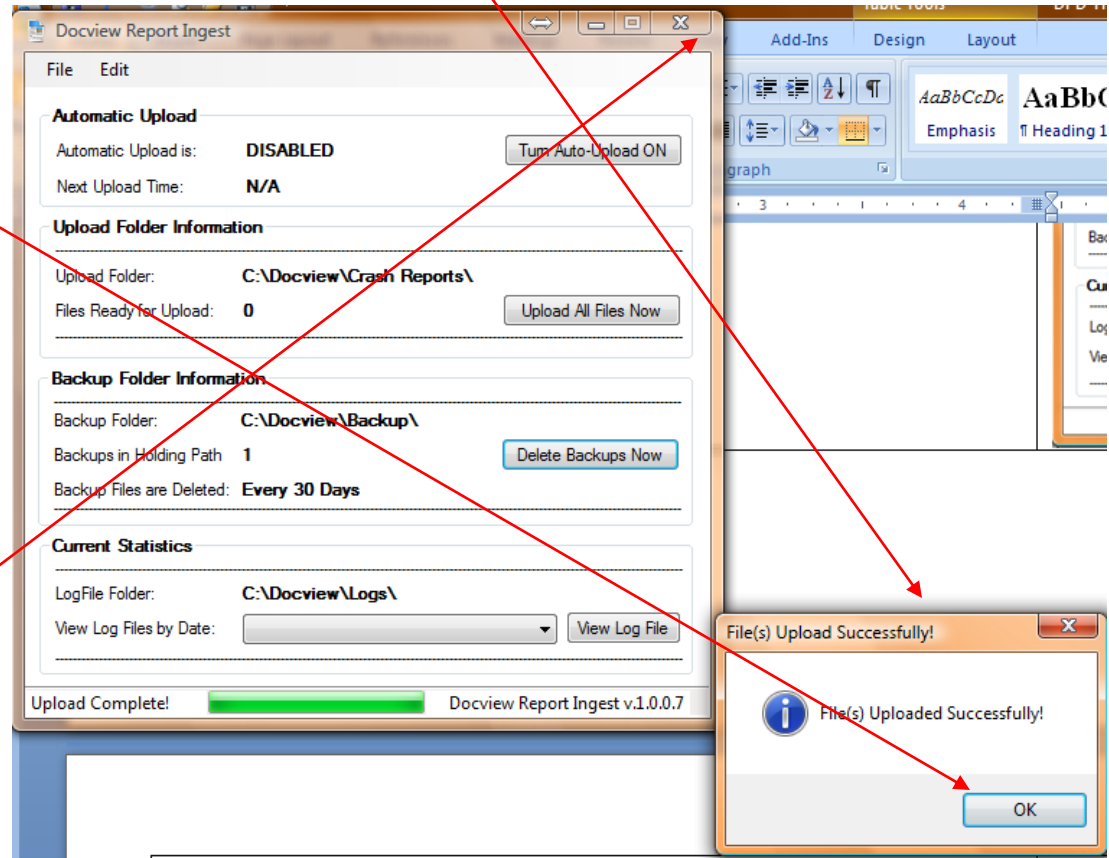


**Notice that the number of
files to upload will become
zero after uploading**

Once files are uploaded you will get this message

Click "OK"

Then close the software window by clicking on the "X" at the top right





Thank You!

If you have any questions, please

call Chuck Baffo at 586-532-5555

or

call Docview's main office at 866-394-0832