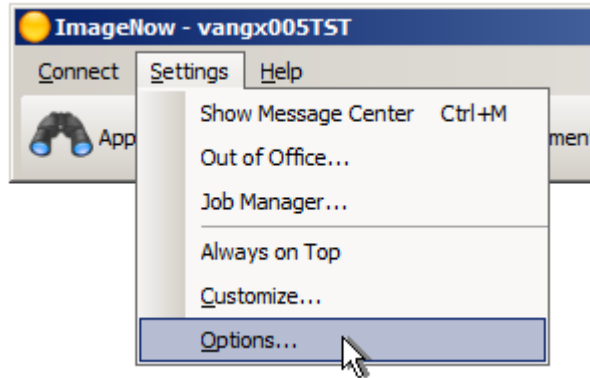
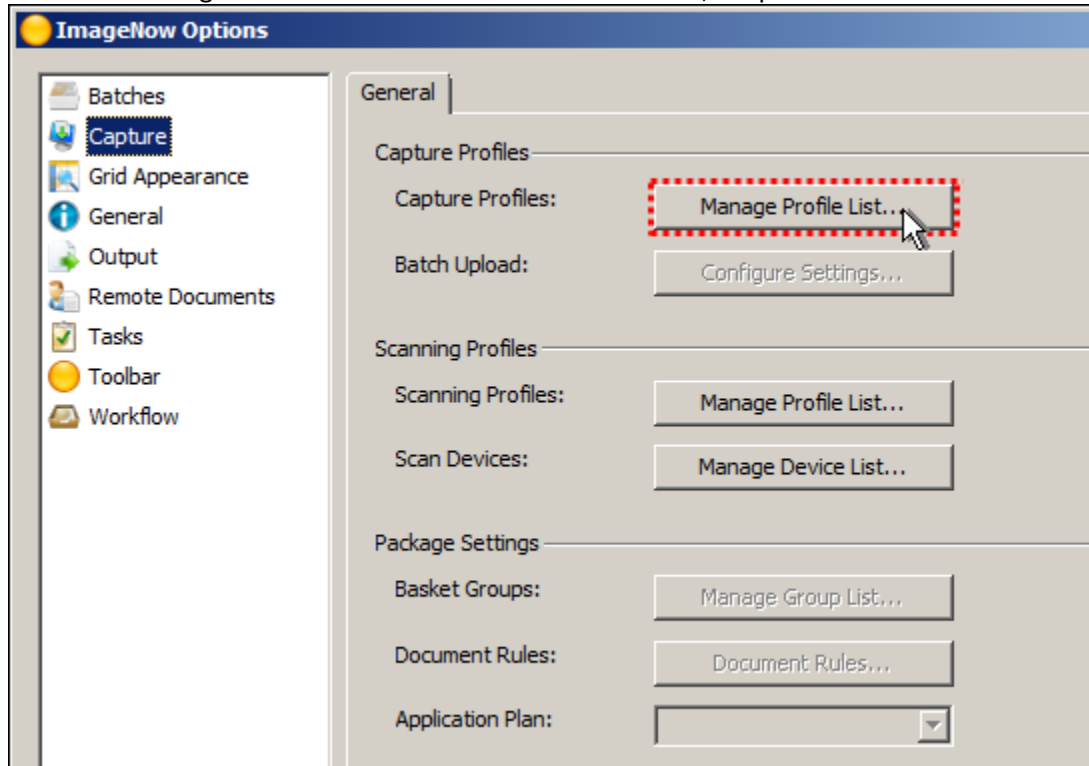


This document assumes that you have already run the utility. The following steps detail the process of setting the Departmental Deposit capture profile to use the BarCode scanning profile.

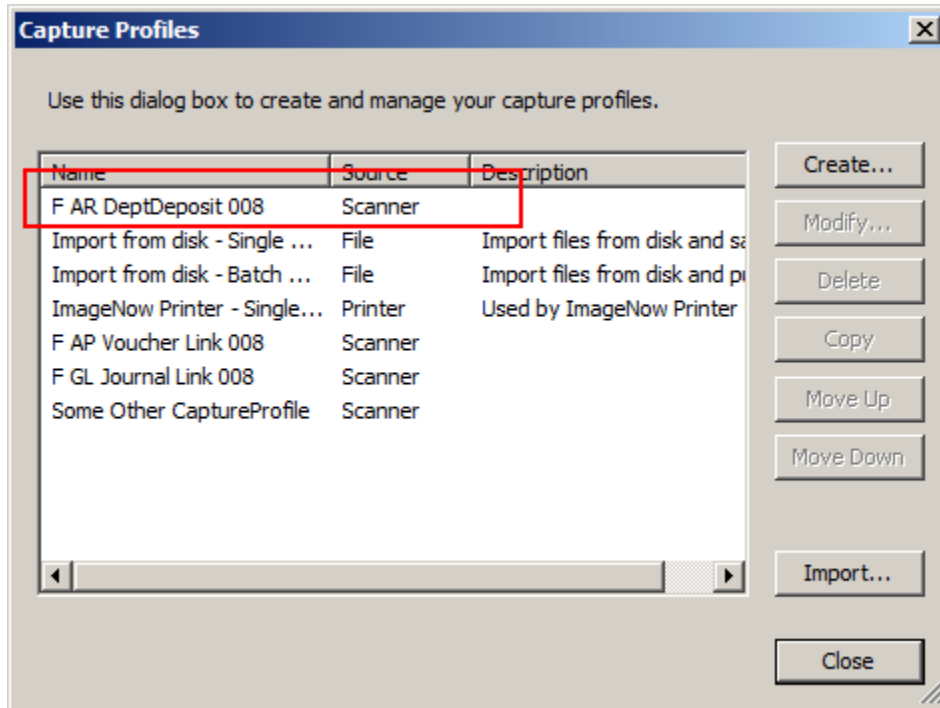
1. Sign-in to the ImageNow desktop program.
2. Select “Settings” then “Options” from the ImageNow toolbar



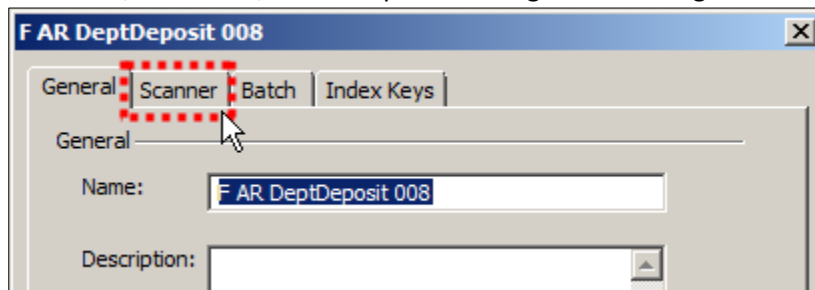
3. Select “Capture” located in the left panel of the “ImageNow Options” window.
4. Select “Manage Profile List...” under the section labeled, “Capture Profiles:”



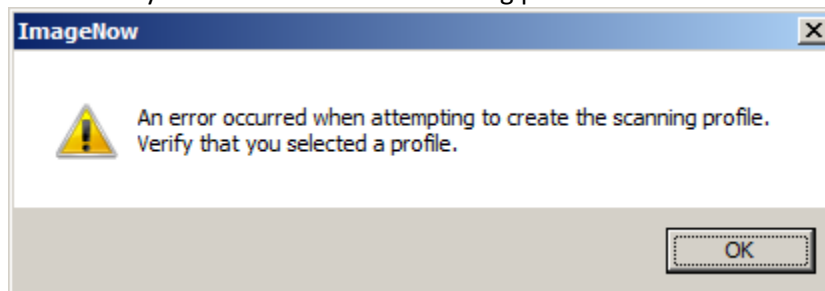
The Departmental Deposit capture profile will appear at the top of the list.



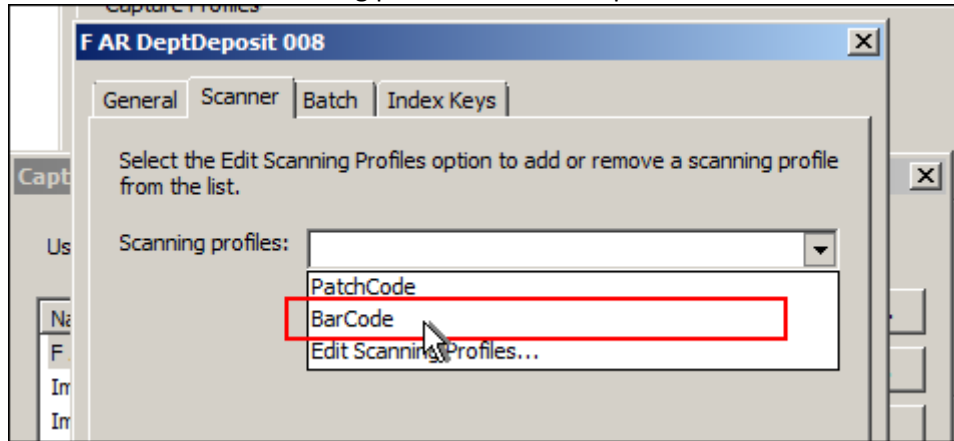
5. Select “F AR DeptDeposit NNN” and click “Modify...”. (NNN represents your cluster ID).
6. Click on the tab, “Scanner”, from the profile configuration dialog.



7. Click “OK” when you are alerted that a scanning profile is needed.



8. Select the “BarCode” scanning profile from the drop list.



9. Click “OK” to set the scanning profile.
10. Click “Close” to close out of the Capture Profiles window.
11. Click “OK” to close the ImageNow Options window.
12. Done!