

# Workshop

scannerbox™  
scan to workflow

# TAGESABLAUF

scannerbox®

scan to workflow

## Begrüßung durch die Geschäftsführung

- Änderungen in der Software | Hardware
  - Vorgehensweise der Kundeneinweisung
  - Firstlevel Support mit Praxisbeispielen
  - Eure offenen Fragen | Fragerunde
- 
- Mittagspause ca. 12:00-13:00 Uhr



# Änderungen in der Software | Hardware



# Spezifikationen

## scannerbox. Kanzlei 120

- Prozessor: Intel Core i5 **Quad-Core**
- RAM: DDR4 SDRAM **4GB**
- Betriebssystem: Windows 10 Pro
- Festplatte: **128GB** SSD
- **30** cm Diagonale

## scannerbox. Kanzlei 120 PRO

- Prozessor: Intel Core i5 **Hexa-Core**
- RAM: DDR4 SDRAM **8GB**
- Betriebssystem: Windows 10 Pro
- Festplatte: **256GB** SSD
- **60** cm Diagonale



# Spezifikationen Canon Scanners



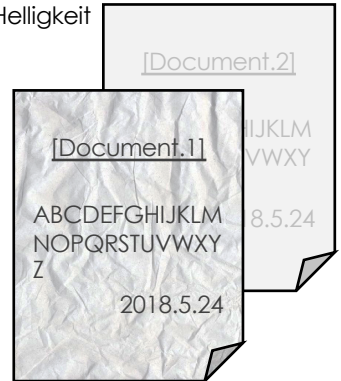
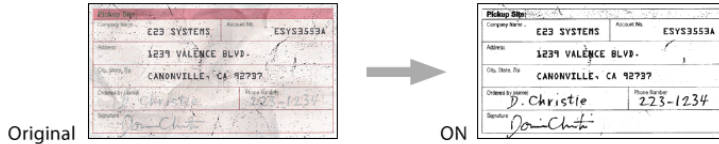
	Seiten pro Min	Empfohlene Scans pro Tag	Anheben der Zuführung	Max. Dokumentenlänge
scannerbox. Kanzlei 120	120	50.000	4,7s	43cm/1m*/5,5m Variabel
scannerbox. Premium	100	25.000	6,9s	43cm/1m*/3,5m

# TEXTVERBESSERUNG

## Aktiver Grenzwert (**TEXTVERBESSERUNG**)

Neuer Bildverarbeitungsmodus zur automatischen Anpassung der Helligkeit bei unterschiedlichen Vorlagen.

Scannen Sie hellen Text und gemusterte Hintergrunddokumente, ohne die Einstellungen zu ändern.



# Vorgehensweise der Kundeneinweisung



# LIVE Vorgehensweise der Kundeneinweisung

scannerbox®

scan to workflow

Jahresabschluss:

<https://youtu.be/iEPLVv84jio>





# Firstlevel Support mit Praxisbeispielen



# DATEV Belegtransfer

- Überwachungszeit auf alle 5 Minuten einstellen bei mehr als 500 überwachte Ordner
- Pfade Prüfen: D:\UO\_Mandanten\- Auge wird unten in der Leiste angezeigt, es wird aber trotzdem nichts übertragen -> es kann sein, dass das Auge nur noch Temporär angezeigt wird, geht man auf das Auge verschwindet es und man muss den Belegtransfer neu starten
- Belegtransfer nie mit dem Schließfeld (X) beenden. Hier wird die autom. Überwachung beendet


# Stempel/Trennung

- Auf Stempelqualität achten
- Auf Hintergrund achten
- Tinte nicht nachfüllen, neues Stempelkissen verwenden  
(nur schwarze Stempelkissen zulässig)
- Eventuell auf 8 Bit Farbe einstellen
- Zeit für OCR erhöhen
- Trenns; Trennseite; Eingegangen

# Scanqualität


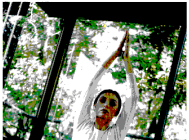
- ScantoDMS auf SW stellen, (DATEV DMS TIF Archivierung)  
Textverbesserung/Schwellewert anpassen
- Scans in Farbe -> 8 Bit Farbtiefe einstellen
- Hintergrund entfernen deaktivieren/aktivieren **NEU**

# Scanqualität




THAT HEALS ME.

Located in beautiful Anytown, California, Leaf Yoga Club is an intimate property dedicated to the teaching and practice of yoga. A wide range of classes and events are offered in our spacious studios and gardens to promote flexibility, strength, coordination, well-being, and increased physical awareness.



THAT HEALS ME.

Located in beautiful Anytown, California, Leaf Yoga Club is an intimate property dedicated to the teaching and practice of yoga. A wide range of classes and events are offered in our spacious studios and gardens to promote flexibility, strength, coordination, well-being, and increased physical awareness.



THAT HEALS ME.

Located in beautiful Anytown, California, Leaf Yoga Club is an intimate property dedicated to the teaching and practice of yoga. A wide range of classes and events are offered in our spacious studios and gardens to promote flexibility, strength, coordination, well-being, and increased physical awareness.



ENROLLMENT  
CAMPAIGN  
9.10 ▶ 9.30  
Get 30% Off Admission Fee

30%  
Discount

ENROLLMENT  
CAMPAIGN  
9.10 ▶ 9.30  
Get 30% Off Admission Fee

30%  
Discount

ENROLLMENT  
CAMPAIGN  
9.10 ▶ 9.30  
Get 30% Off Admission Fee

30%  
Discount

Leaf Yoga Club

8130 Green Ave., Anytown, CA 90104 Phone: (123) 456-7890 Fax: (123) 456-7891

© 2010 Leaf Yoga Club. All rights reserved. No part of this document may be reproduced without written permission from Leaf Yoga Club.



4 Bit: 715 kb PDF  
800 kb TIF

Leaf Yoga Club

8130 Green Ave., Anytown, CA 90104 Phone: (123) 456-7890 Fax: (123) 456-7891

© 2010 Leaf Yoga Club. All rights reserved. No part of this document may be reproduced without written permission from Leaf Yoga Club.



8 Bit: 1,8 MB PDF  
2,1 MB TIF

Leaf Yoga Club

8130 Green Ave., Anytown, CA 90104 Phone: (123) 456-7890 Fax: (123) 456-7891

© 2010 Leaf Yoga Club. All rights reserved. No part of this document may be reproduced without written permission from Leaf Yoga Club.



24 Bit: 1,5 MB PDF  
37,1 MB TIF


scannerbox  
scan to workflow

# Scanqualität

Leaf Yoga Club

## THAT HEALS ME.

Located in beautiful Arcadia, California, Leaf Yoga Club is an intimate property dedicated to the teaching and practice of yoga. A wide range of classes and events are offered in our spacious studio and garden. The program includes breath, meditation, rest, and yoga to increase physical wellness.



**ENROLLMENT CAMPAIGN**  
9.10 > 9.30  
Get 30% Off Admission Fee

30% Discount

**Leaf Yoga Club**  
8150 Canyon Ave., Arcadia, CA 91004 Phone: (626) 456-1990 Fax: (626) 456-1991

© 2008 Leaf Yoga Club. All rights reserved. Scan to workflow.

Leaf Yoga Club

## THAT HEALS ME.

Located in beautiful Arcadia, California, Leaf Yoga Club is an intimate property dedicated to the teaching and practice of yoga. A wide range of classes and events are offered in our spacious studio and garden. The program includes breath, meditation, rest, and yoga to increase physical wellness.



**ENROLLMENT CAMPAIGN**  
9.10 > 9.30  
Get 30% Off Admission Fee

30% Discount

**Leaf Yoga Club**  
8150 Canyon Ave., Arcadia, CA 91004 Phone: (626) 456-1990 Fax: (626) 456-1991

© 2008 Leaf Yoga Club. All rights reserved. Scan to workflow.

Leaf Yoga Club

## THAT HEALS ME.

Located in beautiful Arcadia, California, Leaf Yoga Club is an intimate property dedicated to the teaching and practice of yoga. A wide range of classes and events are offered in our spacious studio and garden. The program includes breath, meditation, rest, and yoga to increase physical wellness.



**ENROLLMENT CAMPAIGN**  
9.10 > 9.30  
Get 30% Off Admission Fee

30% Discount

**Leaf Yoga Club**  
8150 Canyon Ave., Arcadia, CA 91004 Phone: (626) 456-1990 Fax: (626) 456-1991

© 2008 Leaf Yoga Club. All rights reserved. Scan to workflow.

Textverbesserung: 158 kb PDF  
392 kb TIF

Graustufen: 476 kb PDF  
537 kb TIF

SW: 70 kb PDF  
201 kb TIF

# Scanqualität

## Farberkennung

New Title	Price	Qty	Total
1, 2, 3 Monopoly Thomas G. Bassin and Tyson Gabelts	\$45.95	1	45.95
Look Up A Woman's Guide to Breaking Through the Cellphone Ceiling Carrie Calabrese	\$12.95	1	12.95
Secrets to a More Satisfying Work/Home Life Balance Dr. Albert P. Neumayer	\$14.95		
Take Control Without Taking Control: Management Strategies for the 21st Century D. S. Johnson, et al.	\$19.95		
To MBA, or Not to MBA: Getting a Leg Up in Today's Corporate Battlefield A. S. Johnson, et al.	\$10.95		
Shipping and handling fee for domestic orders (international orders add \$12.00)			
Total			98.95

Address (please print)  
Name (First Last) Amy Williams  
Company Williams + Williams Consulting  
Street Address 5010 5th Avenue  
City Babylon, New York 11704  
Telephone (Day) (878) 989-9860  
Telephone (Ext) 4  
Fax (878) 989-9860  
Email  
Payment method  
 Check enclosed  
 Credit card  
 Visa  MasterCard  American Express  Discover  
Name of cardholder (as appears on card)  
Card number  
Expiration date  
Cardholder signature

Nonac Publishing  
10000 Old Orchard Road, Suite 100, Scarborough, Ontario M1V 4T7, Canada  
Tel: (416) 291-2322 Fax: (416) 291-2323  
www.nonacpublishing.com

New Title	Price	Qty	Total
1, 2, 3 Monopoly Thomas G. Bassin and Tyson Gabelts	\$45.95	1	45.95
Look Up A Woman's Guide to Breaking Through the Cellphone Ceiling Carrie Calabrese	\$12.95	1	12.95
Secrets to a More Satisfying Work/Home Life Balance Dr. Albert P. Neumayer	\$14.95		
Take Control Without Taking Control: Management Strategies for the 21st Century D. S. Johnson, et al.	\$19.95		
To MBA, or Not to MBA: Getting a Leg Up in Today's Corporate Battlefield A. S. Johnson, et al.	\$10.95		
Shipping and handling fee for domestic orders (international orders add \$12.00)			
Total			98.95

Address (please print)  
Name (First Last) Amy Williams  
Company Williams + Williams Consulting  
Street Address 5010 5th Avenue  
City Babylon, New York 11704  
Telephone (Day) (878) 989-9860  
Telephone (Ext) 4  
Fax (878) 989-9860  
Email  
Payment method  
 Check enclosed  
 Credit card  
 Visa  MasterCard  American Express  Discover  
Name of cardholder (as appears on card)  
Card number  
Expiration date  
Cardholder signature

Nonac Publishing  
10000 Old Orchard Road, Suite 100, Scarborough, Ontario M1V 4T7, Canada  
Tel: (416) 291-2322 Fax: (416) 291-2323  
www.nonacpublishing.com

## Textverbesserung

New Title	Price	Qty	Total
1, 2, 3 Monopoly Thomas G. Bassin and Tyson Gabelts	\$45.95	1	45.95
Look Up A Woman's Guide to Breaking Through the Cellphone Ceiling Carrie Calabrese	\$12.95	1	12.95
Secrets to a More Satisfying Work/Home Life Balance Dr. Albert P. Neumayer	\$14.95		
Take Control Without Taking Control: Management Strategies for the 21st Century D. S. Johnson, et al.	\$19.95		
To MBA, or Not to MBA: Getting a Leg Up in Today's Corporate Battlefield A. S. Johnson, et al.	\$10.95		
Shipping and handling fee for domestic orders (international orders add \$12.00)			
Total			98.95

Address (please print)  
Name (First Last) Amy Williams  
Company Williams + Williams Consulting  
Street Address 5010 5th Avenue  
City Babylon, New York 11704  
Telephone (Day) (878) 989-9860  
Telephone (Ext) 4  
Fax (878) 989-9860  
Email  
Payment method  
 Check enclosed  
 Credit card  
 Visa  MasterCard  American Express  Discover  
Name of cardholder (as appears on card)  
Card number  
Expiration date  
Cardholder signature

Nonac Publishing  
10000 Old Orchard Road, Suite 100, Scarborough, Ontario M1V 4T7, Canada  
Tel: (416) 291-2322 Fax: (416) 291-2323  
www.nonacpublishing.com

## Grau

New Title	Price	Qty	Total
1, 2, 3 Monopoly Thomas G. Bassin and Tyson Gabelts	\$45.95	1	45.95
Look Up A Woman's Guide to Breaking Through the Cellphone Ceiling Carrie Calabrese	\$12.95	1	12.95
Secrets to a More Satisfying Work/Home Life Balance Dr. Albert P. Neumayer	\$14.95		
Take Control Without Taking Control: Management Strategies for the 21st Century D. S. Johnson, et al.	\$19.95		
To MBA, or Not to MBA: Getting a Leg Up in Today's Corporate Battlefield A. S. Johnson, et al.	\$10.95		
Shipping and handling fee for domestic orders (international orders add \$12.00)			
Total			98.95

Address (please print)  
Name (First Last) Amy Williams  
Company Williams + Williams Consulting  
Street Address 5010 5th Avenue  
City Babylon, New York 11704  
Telephone (Day) (878) 989-9860  
Telephone (Ext) 4  
Fax (878) 989-9860  
Email  
Payment method  
 Check enclosed  
 Credit card  
 Visa  MasterCard  American Express  Discover  
Name of cardholder (as appears on card)  
Card number  
Expiration date  
Cardholder signature

Nonac Publishing  
10000 Old Orchard Road, Suite 100, Scarborough, Ontario M1V 4T7, Canada  
Tel: (416) 291-2322 Fax: (416) 291-2323  
www.nonacpublishing.com

## Farbe 24 bit

New Title	Price	Qty	Total
1, 2, 3 Monopoly Thomas G. Bassin and Tyson Gabelts	\$45.95	1	45.95
Look Up A Woman's Guide to Breaking Through the Cellphone Ceiling Carrie Calabrese	\$12.95	1	12.95
Secrets to a More Satisfying Work/Home Life Balance Dr. Albert P. Neumayer	\$14.95		
Take Control Without Taking Control: Management Strategies for the 21st Century D. S. Johnson, et al.	\$19.95		
To MBA, or Not to MBA: Getting a Leg Up in Today's Corporate Battlefield A. S. Johnson, et al.	\$10.95		
Shipping and handling fee for domestic orders (international orders add \$12.00)			
Total			98.95

Address (please print)  
Name (First Last) Amy Williams  
Company Williams + Williams Consulting  
Street Address 5010 5th Avenue  
City Babylon, New York 11704  
Telephone (Day) (878) 989-9860  
Telephone (Ext) 4  
Fax (878) 989-9860  
Email  
Payment method  
 Check enclosed  
 Credit card  
 Visa  MasterCard  American Express  Discover  
Name of cardholder (as appears on card)  
Card number  
Expiration date  
Cardholder signature

Nonac Publishing  
10000 Old Orchard Road, Suite 100, Scarborough, Ontario M1V 4T7, Canada  
Tel: (416) 291-2322 Fax: (416) 291-2323  
www.nonacpublishing.com

inaktiv: 317 kb PDF  
458 kb TIF

aktiv: 19 kb PDF  
54 kb TIF

aktiv: 23 kb PDF  
66 kb TIF

77 kb PDF  
91 kb TIF

250 kb PDF  
13,7 MB

# Fehler beim Dateitransfer

- FTP –TEST Fehlermeldung 530 (kein Zugriff auf die Datei)
  - Rechte USER – Lesen/Löschen nicht möglich
- Aktiv/Passiv Modus testen



# Leerseiten

- Obere oder untere Scanleiste verschmutzt und es wird ein Streifen gescannt und somit nicht gelöscht
- Lochungskorrektur Aktiv?
  - ausgefranzte Löcher können nicht erkannt werden
- Durchscheinen vom Stempel/Vorderseite
  - kann nicht verhindert werden
- Wurde die Textverbesserung aktiviert?
  - bei Aktiver Textverbesserung bleiben vermehrt Leerseiten vorhanden

# DATEV Unternehmen online

## ScantoDUo mit Register kommt nicht an

- Mandant evtl. im Belegtransfer noch nicht angelegt
- USB-Adapter und LAN Kabel neu stecken
- PIN Eingabe im Hintergrund offen
- RZ-Status App prüfen
- Belegtransfer Überwachung erneut starten

# Einzugsfehler

- Scanner neu starten
- Scanner Display/Bedienfeld prüfen (Bereit/Ready)
- Immer mitgeliefertes USB Kabel verwenden
- Klappen prüfen und ggf. schließen

# Jahresabschluss

- Nur PDF möglich
- Auto fertig aktivieren
- Einzelseitenansicht bei PDF Programm aktivieren

# Netsetmann

- Alle Einstellungen auslesen
- Netzwerkadapter Aktualisieren
- Wenn SMB Verzeichnis autom. aktiviert ist deaktivieren und Netzwerkverzeichnis trennen sonst kann es zu Übertragungsproblemen kommen
- Überprüfen ob Windows Updates deaktiviert sind

# Netzwerk

- Adapterkabel Prüfen
- Netzwerkadapter Aktualisieren
- Netzwerkkabel Prüfen und Tauschen
- Umfeld Prüfen

# Beschädigte Scanabdeckung austauschen

## 3. Lower Reading Glass Assembly

- 1) Clean the glass surface and the feed path to prevent dust from entering the reading unit.
- 2) While pushing the stopper ① with a tool with a thin tip, slide the lower reading glass assembly ② until it stops and remove it.

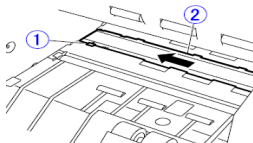


Figure 3-803

### ◆ Notes on assembling

Do not touch the glass rear surface and the surface of the lens array of the reading unit with fingers. If they are dirty, clean them with a clean dry cloth.

# Konfiguration





# Konfiguration

## Speicherort wählen

DATEV UO

DATEV DMS

E-Mail

Ordner

## Farbmodus

sw

grau

farbig

## Dateityp

PDF

TIFF

## Dokumenttrennung

Code

je Blatt

inaktiv

## Auflösung in dpi

200

300

600

## Endverarbeitung

einseitig

doppelseitig

## Farberkennung

auto

aktiv

inaktiv

# Konfiguration

Rand entfernen

aktiv

inaktiv

Leerseitenentfernung

aktiv

inaktiv

Lochungskorrektur

aktiv

inaktiv

Rauschen entfernen

auto

inaktiv

Textausrichtung

aktiv

inaktiv

Geraderücken

aktiv

inaktiv

Speed Modus

aktiv

inaktiv

Textverbesserung

aktiv

inaktiv

Barcodeerkennung

aktiv

inaktiv

# Konfiguration

Auto-Fertig

aktiv

inaktiv

Ultraschall Sensor

aktiv

inaktiv

Aufdruck Imprinter

aktiv

inaktiv

Helligkeit

0



Kontrast

0



Schwellwert

127



Jahresabschluss

aktiv

inaktiv

PDF durchsuchbar

Aktiv

Inaktiv

UO entheften

Aktiv

Inaktiv

# Fragerunde



NEWS

