



Managing ImageNow Scanning Workstation

This document contains instructions for backing up scanning profiles on an ImageNow scanning workstation and successfully restoring the profiles on a rebuilt/new machine.

Before Rebuild or on Current Workstation

I. Locate the current Capture Profiles

You should locate the files under a login for which the settings are currently working.

1. Launch ImageNow Client
2. Click "About"
3. Note down the Work Path. This is where the Capture Profiles are located.
Windows 7 (individual profile)
Work Path: C:\Users\<user-id>\AppData\Roaming\ImageNow\
Exe Path: C:\Program Files\ImageNow
Windows 7 (shared profile)
Work Path: C:\ProgramData\ImageNow
64bit EXE Path: C:\Program Files(x86)\ImageNow
32bit EXE Path: C:\Program Files\ImageNow

II. Back up configuration files

1. Navigate to the Work Path and copy the content of the ImageNow folder.
2. Back up intkinfo.dat located in
 - Win 7: C:\Program Data\ImageNow\etc
3. Navigate to C:\Program Files\ImageNow. Backup inowsystem.ini (if the file exists). This is an add-on file existing on some computers used to control work path location.
4. If Kofax VRS is used, backup the following files:
 - VRS license settings: C:\Documents and Settings\All Users\Application Data\Kofax\Vrs\KofaxReg.xml
 - VRS profiles: C:\Program Files\Kofax\Imgctls\BIN\Profiles and they're .cps file(s)
5. If Kofax VRS is used , release the Kofax license by going to Start>All Programs>Kofax VRS> Deactivate License
6. Note down the computer name

After Rebuild or on New Workstation

III. Install ISIS driver for the scanner

Install ISIS driver for the scanner. If you're on Windows 7, please make sure the scanner is supported. If necessary, download the appropriate driver from the scanner manufacturer's website

If using Kofax install the software. If you use ISIS, skip this step.

1. Install Kofax VRS software for the scanner.

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2. Restore the VRS Profiles (.cps) back into C:\Program Files\Kofax\Imgctls\ BIN\Profiles

Note for Windows 7

- I. Make sure you're logged in with Administrator's Privilege
- II. Turn off UAC
- III. When running Kofax VRS installation CD, on Win7, use the "Run As Administrator" option
- IV. Register the software upon restart
- V. You can choose to turn off UAC after you can confirm that everything has been setup correctly.

IV. Install ImageNow

Go to Document Imaging website to download the new client:

<http://www.oit.umn.edu/document-imaging/>

Note for Windows 7

- You must right click on installation file and choose Run As Administrator (even though you're already logged in as admin). This is important as some components may not be installed correctly otherwise.
- To confirm installation was successful on Windows 7, ImageNow Printer has to exist in Printers & Faxes
- Turn off UAC
- Grant user read/write access to C:\Program Data\ImageNow folder

V. Move configuration files

First, determine if the computer will be accessed by multiple users. If so, see section Configuring Shared Capture Profiles below. If the workstation is used by an individual, see Configuring Individual Capture Profiles.

Configuring Shared Capture Profiles

Windows 7

1. Grant user read/write access to <C:\Program Data\ImageNow> folder
2. Copy the content (not the folder) inside the ImageNow folder specified in the work path above to <C:\Program Data\ImageNow>
3. Restore intkinfo.dat into <C:\Program Data\ImageNow\etc>
4. Using Notepad, create a file named **inowsystem.ini** in the folder <C:\Program Files\ImageNow>. The contents of this file should be:

```
[Paths]
WorkPath="C:\ProgramData\ImageNow"
ExePath="C:\Program Files\ImageNow"
```

5. Re-launch ImageNow client and click "About". The work path and exe path should match the content of the inowsystem.ini file

Configuring Individual Capture Profiles

1. Restore the files into the folder in specified in the Work Path (see Section I) for that user.
2. Restore **intkinfo.dat**

Windows 7: C:\Program Data\ImageNow\etc

NOTE: If you opt to keep the profiles in the <userid>\AppData folder, the files must be copied into other users' folders if users plan to share the same computer.

VI. Notify Imaging Team

Once you're done, e-mail the old computer name to the Imaging Team (OIA-IMAGING@lists.umn.edu) so we can remove the license from the server. After old license is removed, user should be able to scan with the new computer.