AppXtender 8.1 – Scanning

1. **Log into AppXtender**
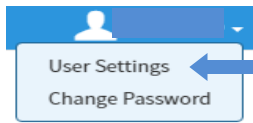   **https://webxt.odu.edu**
   Enter your Midas ID and Password
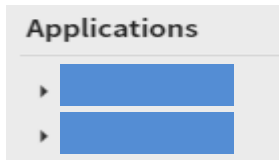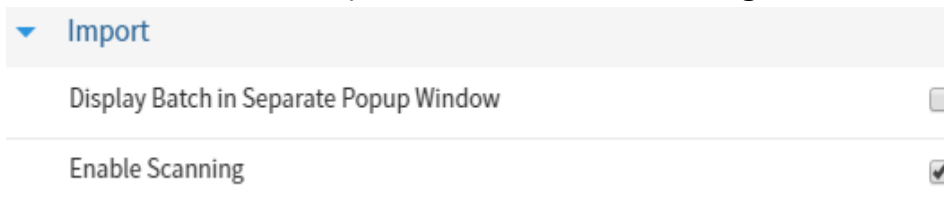

   Select your application for your department.

   First time scanning, Enable scanner

   Click **down arrow** next to your name, select **User Settings**

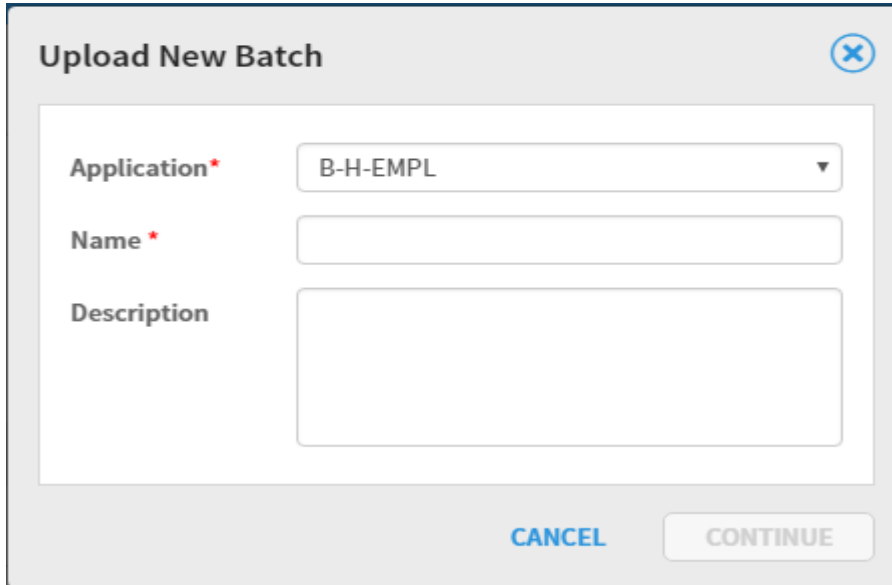   Select **Import,** Click box next to **Enable Scanning**
   Click Save

2. **Start a New Batch**

   Click **New Batch**
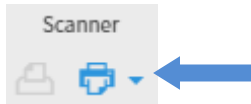
Upload New Batch

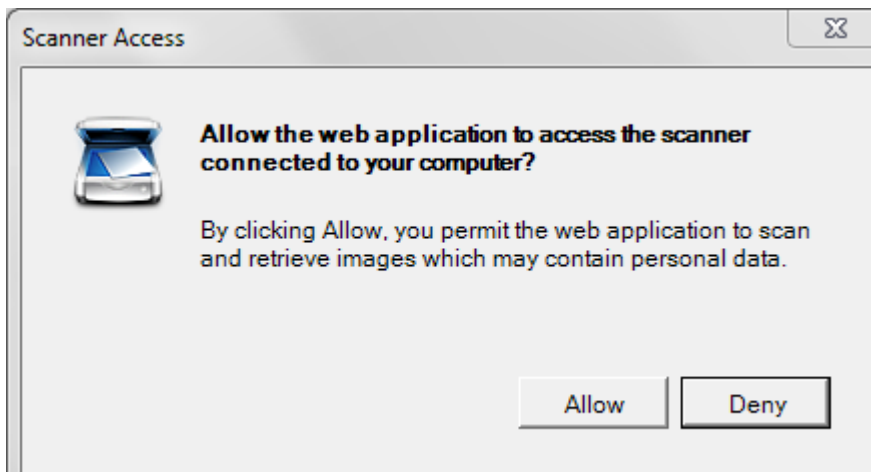Application*   B-H-EMPL

Name *

Description

CANCEL   CONTINUE

Enter **Name of Batch**, Click **Continue**

If scanner symbol is not highlighted, refresh the page

Scanner

Click on **Scanner Icon**
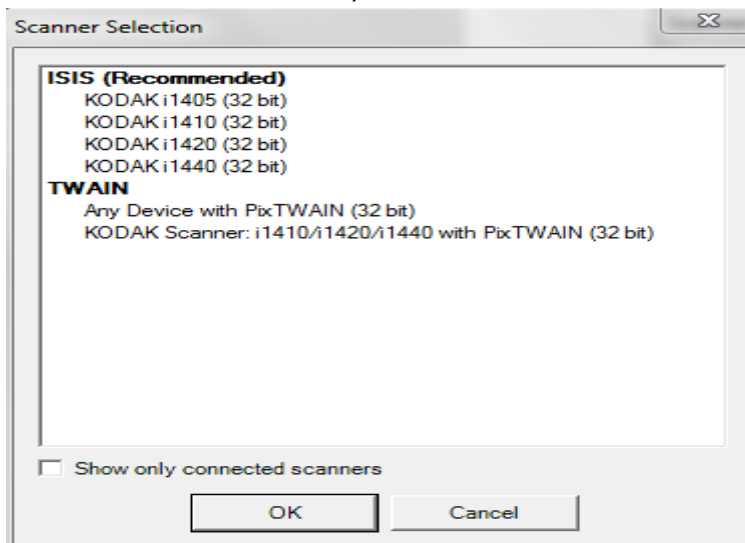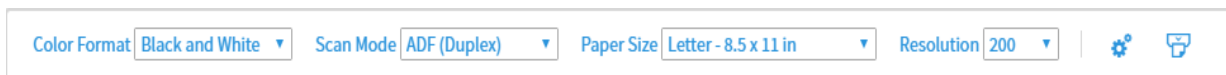
Scanner Access

Allow the web application to access the scanner connected to your computer?

By clicking Allow, you permit the web application to scan and retrieve images which may contain personal data.

Allow   Deny

Click **Allow**

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Scanner Selection

☑ Show only connected scanners

[OK]   [Cancel]
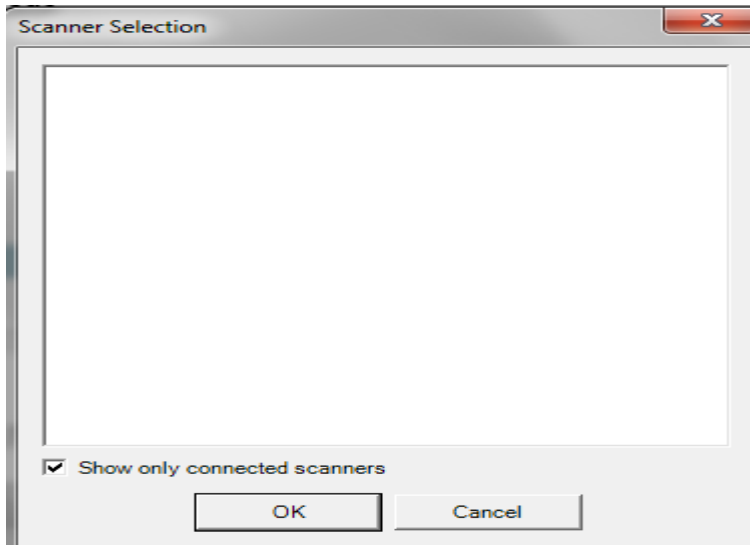
Uncheck next to show only connect scanners

Scanner Selection

ISIS (Recommended)
    KODAK i1405 (32 bit)
    KODAK i1410 (32 bit)
    KODAK i1420 (32 bit)
    KODAK i1440 (32 bit)
TWAIN
    Any Device with PixTWAIN (32 bit)
    KODAK Scanner: i1410/i1420/i1440 with PixTWAIN (32 bit)

☐ Show only connected scanners

[OK]   [Cancel]

Select **Scanner**, Click **OK**

Color Format | Black and White ▾ | Scan Mode | ADF (Duplex) ▾ | Paper Size | Letter - 8.5 x 11 in ▾ | Resolution | 200 ▾

Click down arrow next to scanner icon, and select settings

Scanner
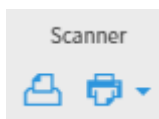
Click **Scan** to starting scanning