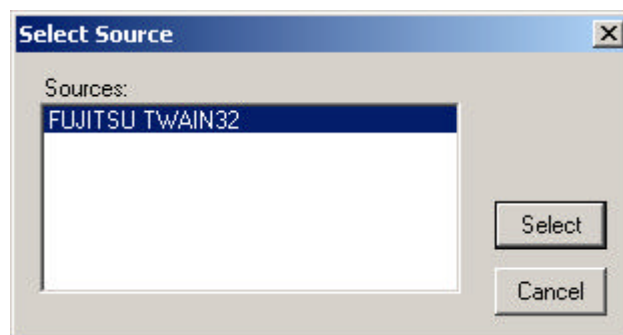


## Scanning RRS or ILS in Ariel with the Fujitsu 4097D scanner.



Ariel.Ink

- ? For your convenience, these instructions may be found in the Alex Server:  
“T:\COMMON\Scanning\_RDS\_ILS\_WebDocDel\scanning\_Ariel (Fujitsu 4097D).”
- ? ***Turn on your scanner before turning on your computer.***  
The Ariel software will not be able to detect a scanning device if it is not turned on before the computer. *Turn on the scanner and reboot the computer if the scanner is not recognized.*
- ? Go to the **Ariel** icon as seen above and double click to open the program.
- ? Click on the **Document** menu and choose **Select Scanner**.  
You will see the following window:

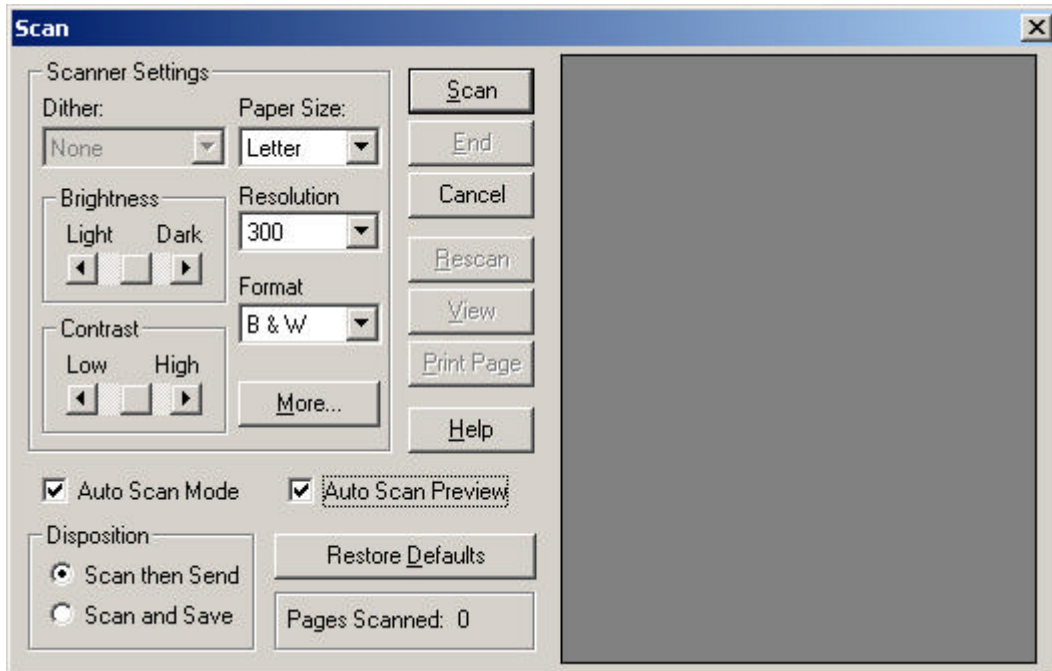


- ? Highlight **Fujitsu Twain32** in the **Select Source** window and click on the **Select** button. Once the device is selected it should not be changed. If there are any problems scanning

you may want to check if the proper device has been selected.

- ? Click on the **Document** menu and choose **Open Archive**. This will enable the archive window for future use.
  
- ? Follow the instructions provided in **Ariel 3.01 Set-up** to ensure that the software is set to the proper functions. These instructions are also located in the Alex Server:  
“T:\COMMON\ Scanning\_RDS\_ILS\_WebDocDel \Ariel 3.01 Set-up”.
  
- ? Once the scan settings have been configured DO NOT tamper with them.

- ? To start scanning documents and change the settings for different modes of scanning, choose **Scan**. You will see the following window:



- ? If you are using the automatic feeder make sure that the **Auto Scan Mode** is checked. The **Auto Scan Preview** should be checked as well.

If you are using the automatic document feeder all staples and paper clips **must be removed**. Failure to do so may result in damaged equipment.

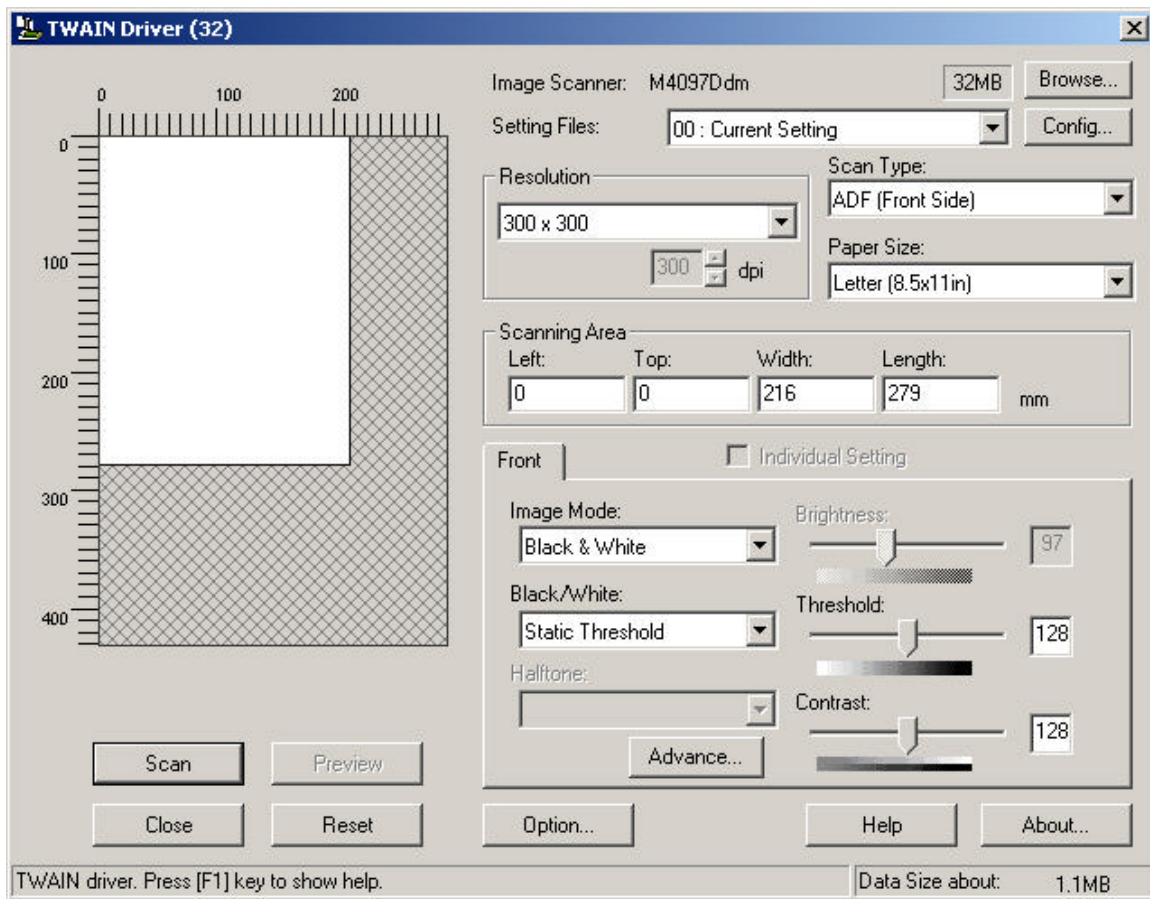
- ? If you are scanning individual pages on the flat bed **Do Not Check Auto Scan Mode**.
- ? The **Resolution** should be at 300.

? The **Format** should be B&W.

? **Disposition** should be one of the below:

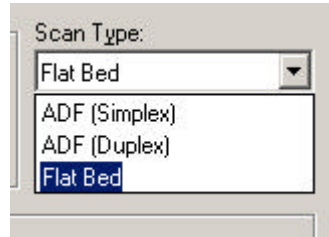
- **Scan and Send** (if you want to send immediately)
- **Scan and Save** (if you want to preview the document before sending)

? Press the **More** button. You will see the following window:



? The **Scan Type** will be set to ADF (Front Side) as above if you checked **Auto Scan Mode**.

- Other choices in the drop menu can be seen below.
- The system will default to Flat Bed if **Auto Scan Mode** was not checked.
- Select ADF (Duplex) if you are using the **Auto Scan Mode** to scan a double-sided document.



- ? Select the correct paper size.
- ? Leave everything else as it is and press **OK**
- ? Click the **Scan** button.
  - If you are using the Flat Bed you will need to click the **Scan** button for each new page and click **End** after the last page.
- ? One of the following windows will appear (depending on your earlier choice):

For **Send** Enter the **Document ID** and the **Destination**. Use **Note** only if there is something special the recipient needs to know. For example: “resending page 25”

- ? The **Document ID** will be the request number from the original request sheet (all capitals and no hyphens as seen above). If no request number is given you may use the Patron's name as it appears on the form.
- ? In **Destination** choose the library from your address book that file will be sent to. Do this by clicking the **Select** button and choosing the correct location. This is the IP address as listed on the on the request form.
- ? If you are sending an **ILS** document and you are not located at Alexander or LSM you should fax a copy of the request with notation "Ariel" as well as the number of pages and date sent.
  - o ILS/ALEX fax# 932-7579
  - o ILS/LSM fax# 445-4790
- ? Click **OK**.

**The article will now be in the Send window and will be transmitted to the specified destination.**

**For** **Enter the Document ID and the File Name.**

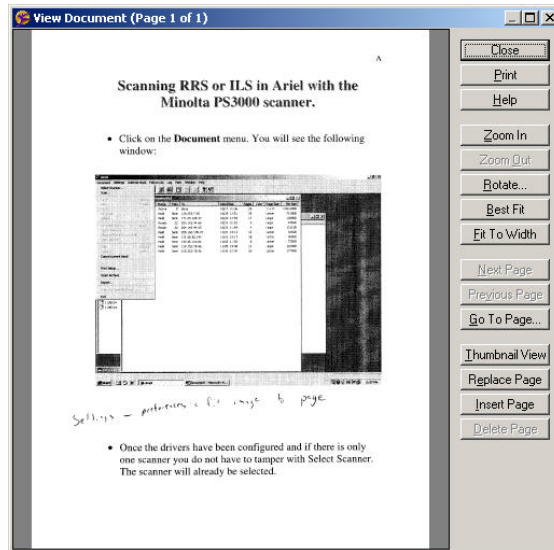
- ? The **Document ID** will be the same as the one on the original form.
- ? The **File Name** should be the date followed by a succession of letters for each working day. (ex. 1129a, 1129b, 1129c,...ect.)
- ? Click **OK**. The documents will now be saved in the Archive.

**The article will now be in the Archive window.**

- ? Open the Archive Window. You will see the document listed and sorted by file name.
- ? Before sending you should preview the document and make any necessary changes. See following sections **Editing in Ariel** and **Sending Documents in the Archive Window** for details.
- ? As a general guideline documents in the Archive window should remain there for about two weeks in case any problems arise. After that time they should be deleted.
  - o To delete a file single click on it to highlight the file and press delete.
  - o You will see a window that reads, “Do you want to delete the selected Documents?” Click **Yes**.

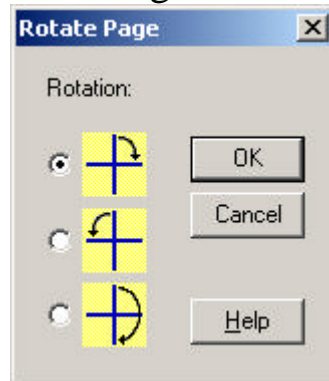
## Editing in Ariel

- ? Preview the document by single clicking on it. Now Click on the **Document** menu and choose **View**. You will see the View Document window as shown below:



- ? To view all of the pages at once click the **Thumbnail View** button or preview each page individually by clicking on the **Next Page** button.
- If you are viewing all the pages individually you can take a closer look by clicking on the **Zoom In** and **Zoom Out** buttons.
  - If any pages are not in the upright position they can be rotated. Please note that the rotate option effects all of the pages in a document at once and cannot be applied to separate, individual pages. However, if you choose to rotate the document before sending, click on the **Rotate...** button.

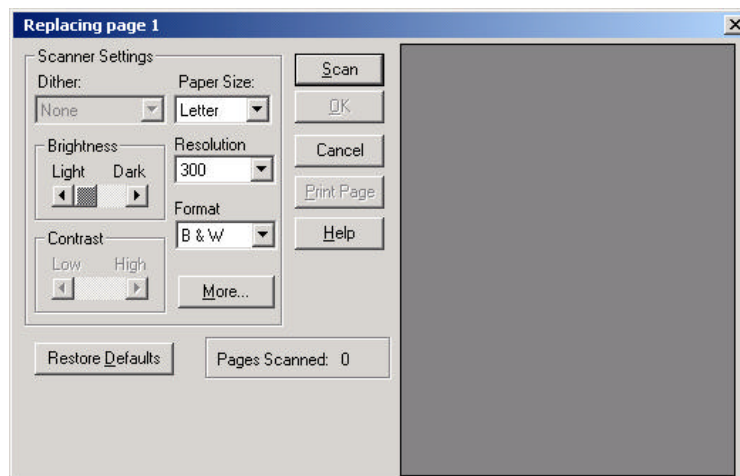
- You will see the following window:



- Select the proper rotation for the page: 90 degrees clockwise, 90 degrees counterclockwise, or 180 degrees.
- Click **OK**. All pages in the document will rotate accordingly.

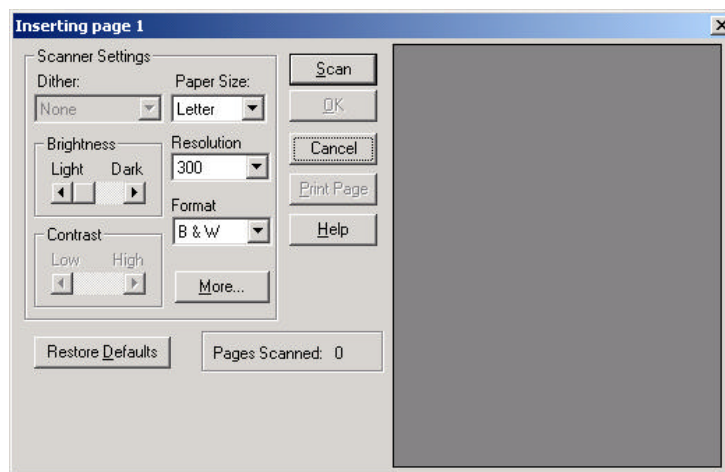
? If any of the pages are illegible or must be rescanned for any reason, then go to that page in the View Document window.

- Click on the **Replace Page** button. You will see the following window:



- Refer to page 2 for the appropriate **Scanner Settings** and options under the **More** button.

- Click **Scan**. The replacement page will be scanned.
- ? If you are missing a page or pages in the document go to the page number that is missing in the View Document window.
- If the page in the View Document window is the last page you will see a window asking “Insert at End?” Click **Yes**. This will insert the page(s) at the end of the document.
  - You will see the following window:



- Refer to page 2 for the appropriate **Scanner Settings** and options under the **More** button.
  - Click **Scan**. The insert pages will now be scanned.
- ? If there are any pages that should be deleted go to that page in the View Document window. Click the **Delete Page** button.
- You will see a window asking “Are you sure you want to delete this page?” Click **Yes**. The page is now deleted.
- ? Close the View Document window. The revised version of the document will now be ready in the Archive window.

## Sending Documents in the Archive Window

- ? Highlight the document to be sent by single clicking on it.
- ? Click on the **Document** menu and choose **Send**. You will see the Send window, (shown below):

The screenshot shows a dialog box titled "Send". It contains the following elements:

- Header Information:**
  - Document ID: NYCG02-1418
  - Patron: [empty field]
  - Note: [empty text area]
  - Buttons: Bibliographic..., Transaction..., Patron
- Disposition:**
  - To: [empty field] Select...
  - Send then Delete (radio button, unselected)
  - Send and Hold (radio button, selected)
- Bottom Buttons:** OK, Cancel, Add to Address Book, Help

- ? Choose the **Destination** library from your address book. Do this by clicking the **Select** button and choosing the correct location. This is the IP address as listed on the on the request form. Click **OK**.
- ? The document will now be transmitted to the specified location.

## Reading the Send Queue: Important Terms

Document ID	Status	Tries	To	Date/Time	Pages	Color	Page Size	File Size
REQ-578517	Held	Sent	DANA-RRS	11/02 10:59	3	Letter		556KB
NYFM01-I822	Held	Sent	NYFM	11/02 15:39	5	Letter		717KB
NYUG01-I9487	Held	Sent	NYUG	11/02 15:50	6	Letter		684KB
UMDNJ	Held	Sent	165.230.1.144	11/08 17:01	7	Letter		1032KB
test1	Held	Sent	165.230.1.144	11/08 17:06	2	Letter		459KB
umd2	Held	Sent	UMDNJ-STRATFORD	11/08 17:22	14	Letter		3740KB
airtel	Ready	5	Chang_2	11/09 12:01	2	Letter		1286KB
ariel3	Held	Sent	Chang_2	11/09 12:10	7	Letter		514KB

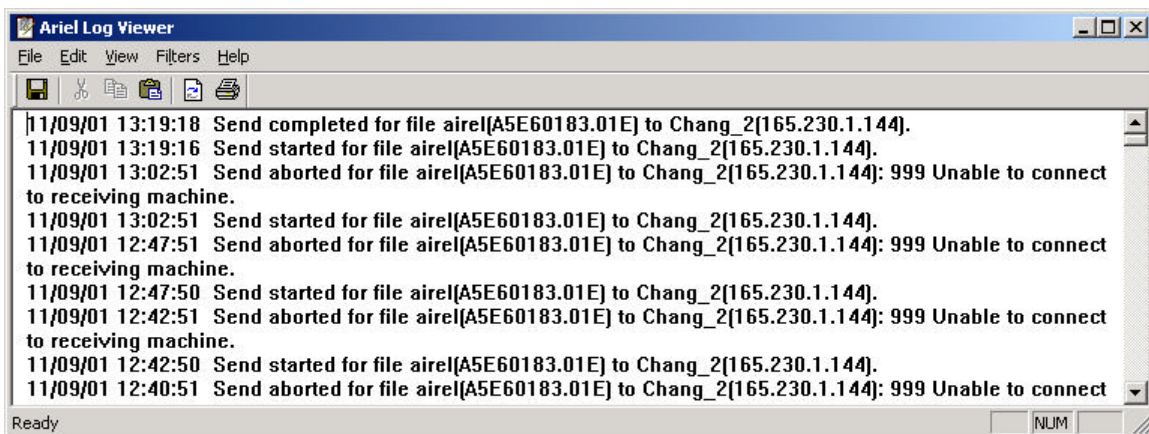
For Help, press F1

- ? **Document ID:** What we're calling it (use REQ or ILL number)
- ? **Status** Shows the current status of the document:
  - Held* Document waits in queue.
  - Ready* Document is ready to send when sending is on.
  - Active* Document is currently being sent.
- ? **Tries** Shows the number of times Ariel has tried to send the document. After 28 unsuccessful tries, a document goes on hold.
- ? **Idle** Ariel is waiting to send or receive a document.
- ? **Encoding** A sending Ariel system is trying to connect to a receiving system. This message displays until the connection is made. If the message changes back to "Idle" before the document is sent, the sending system could not make the connection, possibly because the receiving system is not running Ariel or is

already receiving another file. Messages in the Log Viewer give more detailed information for each transaction.

- ? **Connected** Your Ariel system has connected to another Ariel system and is ready to start sending or receiving a document.
- ? **[Address]** Ariel is sending a file to or receiving a file from the machine with the specified address. When the transmission is finished, the address disappears and you again see the message "Idle."

LOG – View the log to see what’s going on.  
Recent activities are listed first.



This log shows repeated attempts to send to Chang\_2(165.230.1.144). The top line 11/09/01 13:10:18 show that the document was SENT.

- ? As a general guideline documents in the Send window should remain there for about two weeks in case any problems arise. After that time they should be deleted.
  - To delete a file single click on it to highlight the file and press delete.
  - You will see a window that reads, “Do you want to delete the selected Documents?” Click **Yes**.

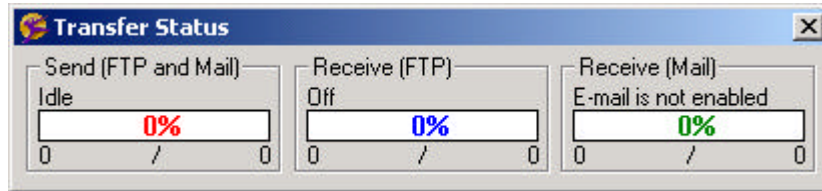
## Receiving Documents

- ? For details on setting up your workstation for receiving documents using Ariel 3.01 see the Ariel set up instructions.
- ? All files that are successfully sent to a location will be in that location's **Received Queue**. If you are at the receiving location you are responsible for printing out these files. Check periodically for received files.
- ? These items must be printed one at a time. Select the file by single clicking on it. The file will now be highlighted.
- ? Click on the **Document** menu and select **Print**.
- ? Verify that the correct number of pages was printed and that there are no other problems with the printed document. If there are no problems the document should now be deleted from the Received Queue.
  - o To delete a file single click on it to highlight the file and press delete.
  - o You will see a window that reads, "Do you want to delete the selected Documents?" Click **Yes**.

*What to do when it won't send:*

- ? Verify the IP address/Address Book. Select the document from the SEND QUEUE and use DOCUMENT- VIEW – INFO EDIT. Make adjustments as needed. Highlight it again in the SEND QUEUE and use DOCUMENT- RELEASE. This will send it to the corrected address.
- ? Wait a while. Ariel will try 28 times before it gives up.
- ? Call or Fax the Receiving Library and ask them to check their ARIEL PC.
  - o The PC must be turned on
  - o Ariel must be open
  - o RECEIVING must be selected in SETTINGS.
- ? DOCUMENT DISAPPEARED? Use the **Document** menu and click on **Open Archive**. The document should appear in the Archive window.
- ? To resend a document that has already been Sent:
  - o THIS WILL HAPPEN WHEN YOU RECEIVE A MESSAGE TO RESEND [fax,voice,email])
  - o First: Check the **Address Book**. Verify the **ARIEL IP Address** for the Alias you are using. Adjust as needed from the information on the ILS-Request form.

- Second: Open the Transfer Status window by clicking on the **View** menu and selecting **Transfer Status**. You will see the following window:



- Highlight the file in the Send Queue, click on the **Document** menu and select **Release**.
- Watch the Transfer status window to see what's going on.
- When the document is sent the **Send (FTP and Mail)** status bar will light up.
- This should resend the document. Verify that the Send Queue shows SENT again and Fax a reply to ILS Staff if necessary.