

## SmartScan Plus Prep-Work Instructions

Prep work is necessary to insure the smooth processing of your file as well as defining the document sections you would like to see your file separated in.

Please complete the following instruction before sending your file to iScan or prior to an iScan pick-up:

1. Clearly label your file, if you're in the real estate industry make sure the property address/borrowers name is clearly visible on the outside of the file.
2. Remove all staples and paper clips. Also, make sure that all post-it notes are placed in their designated safe areas or moved to a separate page.
  - a. If your are a frequent user of the SmartScan Plus program ask you title company to stop using paperclips and staples in their paperwork process.
3. If you would like your file separated into intuitive industry sections please download the bar code separator sheets and place them accordingly in your file.

Note: iScan gives you the freedom to decide which sections you would like as well as where one section starts and ends.

\*\*Please be sure to place all confidential information behind the Confidential/Private separator. This should always be your last section.

4. Please review the rest of iScan's prep-work instructions if you will be sending a large or back-file project to iScan for processing.

## **POST PREPARATION WORK CONSIDERATIONS**

### 1. Long Time Storage

If documents were stored for a long period of time in a storage space that does not have any environmental controls for temperature and humidity, static charges will build and make individual pages stick together.

### 2. Box Stacking

If documents are stored in boxes that are stacked on top of each other rather than stored on racks, the weight pressure will cause the individual document pages to stick together. The problem will be compounded if the storage space does not have any environmental controls for temperature and humidity.

## **WHAT TO DO?**

The operator must do the following:

1. Take out all document folders from their storage boxes;
2. Spread the documents on a table or wide surface;
3. Open each document folder and fan through all pages from all 4 sides at least 4 times for each side.
4. Leave the documents in their "Open State". Make sure the room has proper ventilation and that there is a fan or air blower to circulate the air in the room which will help dry the paper pages and reduce the effect of static electricity.

The documents are now ready for prepping.

## **STANDARD DOCUMENT PREPARATION WORK TASK**

1. Remove paper from folders and binders.
2. Remove staples.
3. Remove paper clips.
4. Fan through the document pages from all 4 sides for at least 4 times for each side.
5. Mark duplex pages with a yellow marker on the side of the front page.
6. Re-stack the pages.
7. Re-align the page edges on the scanner feeding side.
8. Locate index field information and fill the index form data.

## **EXTENSIVE DOCUMENT PREPARATION WORK TASK**

If the document conversion project involves the following:

1. Documents have different size pages and customer requires all documents be scanned according to their size.

2. Individual documents are 10 pages or less.
3. Documents are very old and require taping to repair them.
4. Customer requires all sticky notes or hand written notes to be scanned.
5. Customer requires processing of mail pieces, envelopes, photos, maps, or X-ray printouts found in the document.

Projects of this nature are considered “Extensive Prep Work” projects and require more care and will be charged accordingly:

**THIS AREA CAN BE USED TO  
PASTE  
STICKY NOTES  
RECEIPTS  
ETC.**

**FORBIDDEN ZONE**

**SCANNER DOUBLE  
FEED SENSOR  
TRACK**

**THIS AREA CAN BE USED TO  
PASTE  
STICKY NOTES  
RECEIPTS  
ETC.**

**DO NOT PASTE  
ANYTHING IN THIS  
AREA**