

## 4 Scanning your first item(s)

- A** Start by creating a folder with the **+New Folder** button on the left of your screen, under the Scan button. Your items will go into the folder that you have selected when you scan.

***TIP:** Set up your folders in a way that works for you. For example, Home, Business, by year, family member, etc. Folders can be rearranged or renamed at any time.*

- B** Adjust your **Settings** to specify B&W vs. Color scanning, 1 or 2-sided scanning, combine pages into a single item, and more.

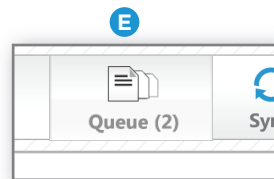
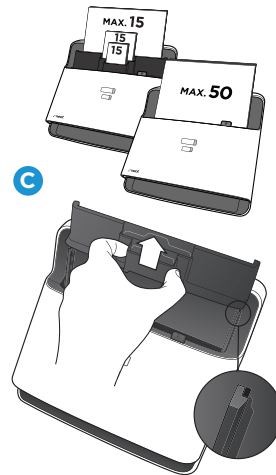
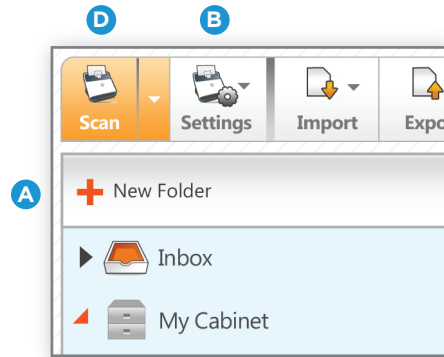
- C** Insert your items **FACE UP** into any slot that best fits your items. Each slot will hold up to 15 items.

To scan up to 50 documents, you can remove the paper input tray by grabbing the business card slot and pulling it up.

- D** Press the **SCAN** button, in your software or on the scanner itself.

- E** Your scanned items will be processed in a **Queue** in the software. This may take a few seconds.

Once complete, the items will appear in the selected folder. Double-click on the item to review the image and extracted data.



## INSTRUCTIONS FOR SCANNER SETUP AND SOFTWARE INSTALLATION

The NeatDesk box contains everything you need to begin using the Neat ADF scanner with Neat software. Just follow these installation instructions and you'll be scanning in no time!

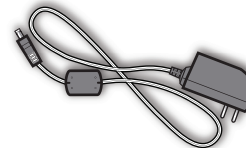
To begin, you'll need the following items:



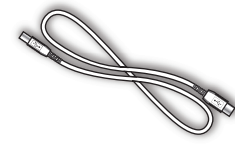
NEAT ADF SCANNER



NEAT  
INSTALLATION CD



POWER CORD



USB CABLE

### ► Before you Begin

You must install the Neat software prior to connecting your scanner to your computer.

We recommend temporarily disabling any security or anti-virus software before proceeding.

**And that's it!** You are now ready to say goodbye to paper clutter, and hello to an organized, digital life.

**Be sure to check out the back cover of your Welcome Kit for additional resources and Help options.**

Continue with setup and installation ►►

## 1 Installing Neat Software

Insert the installation CD into your CD-ROM drive.

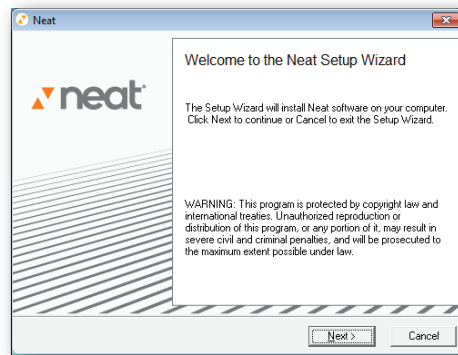
*Don't have a CD-ROM drive? You can download the latest version of Neat software at [neat.com/downloads](http://neat.com/downloads)*



When the Installation Wizard screen displays, click **Next**.

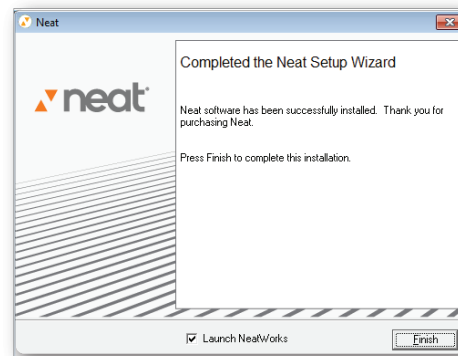
Continue to follow the on-screen instructions.

**Note:** You may be prompted several times to allow Neat to make changes to your computer. Click "Yes".



When the Installation Completed screen displays, click **Finish**.

*Please take a moment to re-enable your security and anti-virus software.*



## 2 Launching Neat Software

The Neat software will launch automatically after installation is complete. You can also double-click the shortcut that was created on your desktop to launch the application.

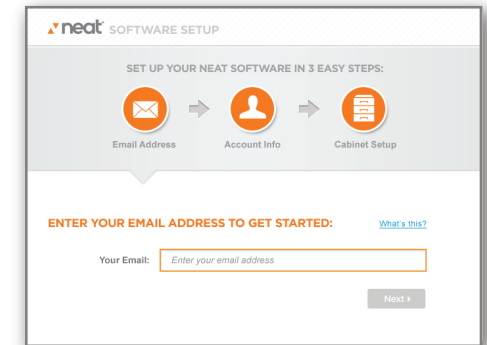
## Launching Neat Software (continued)

When Neat is launched for the first time you will be prompted to set up your software.

Enter your email address.

If you don't have a Neat account, you'll create one here by choosing a password and security question.

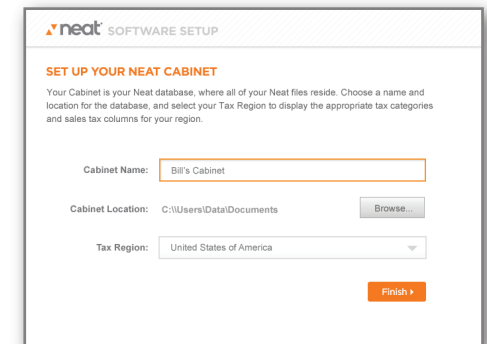
If you already have a Neat account, you will be prompted to enter your password.



In the last step of software setup, you will be asked to create your cabinet.

*Your cabinet is your Neat database, where all of your files are stored.*

Name your cabinet, then select the country where you file taxes. This information will be used to set the display of tax categories.



## 3 Connecting your Scanner

Use the provided USB cable to connect your scanner to any USB port on your computer. Connect the scanner directly to your computer – do not use a USB hub or USB port on your keyboard. Use the supplied power cord to plug your scanner into an electrical outlet.

After connecting your scanner, it may take a minute while the drivers finish installing and the device is configured.