



How to Scan, Save, and Attach Forms for Visual Fire Reports

1) Open the lid to the Lexmark x85 scanner and place the document face down. Make sure it is set to:

Scan to File

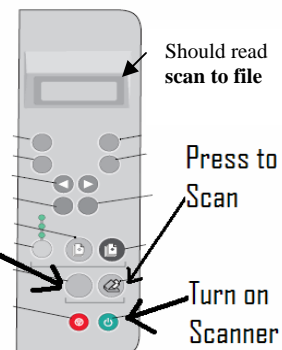
(to select Scan to File, press the left scan button To switch between the choices. Once Selected, it should remember your choice.)

2) Press the **right** Scan button on the Operator Panel (see picture)

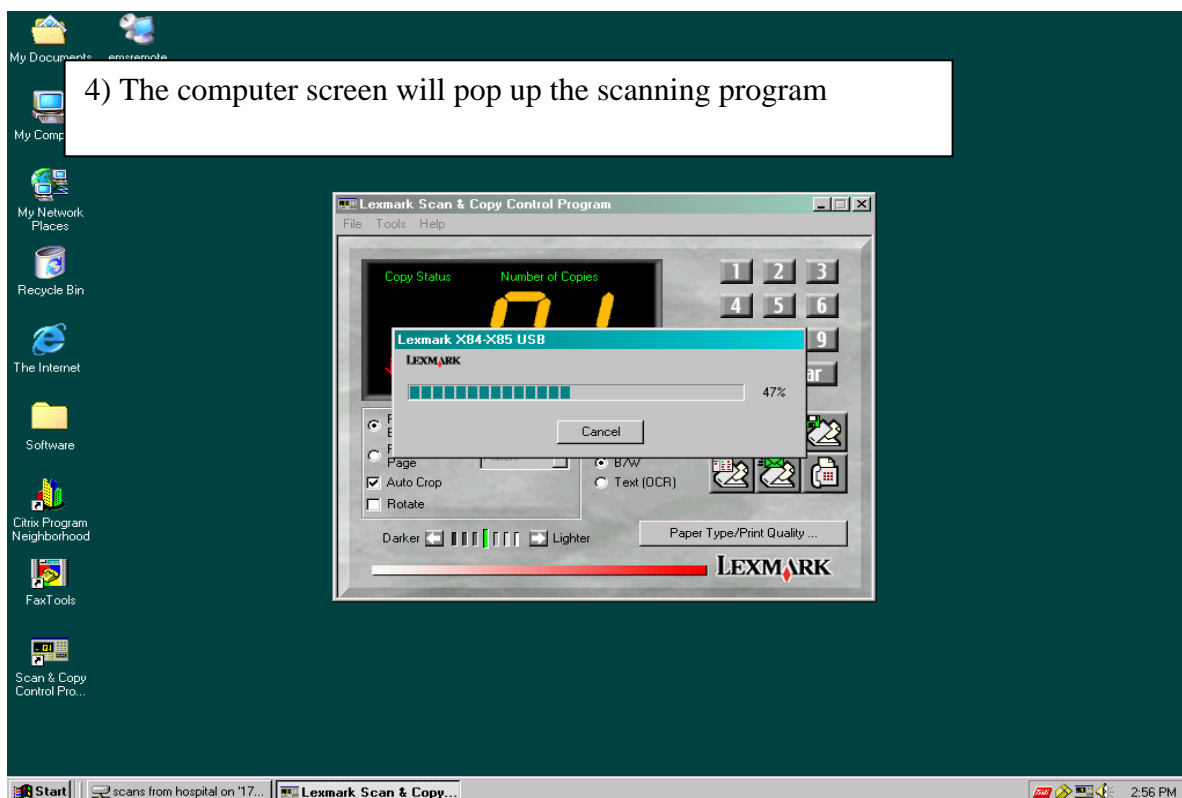
3) Scanner will scan document...

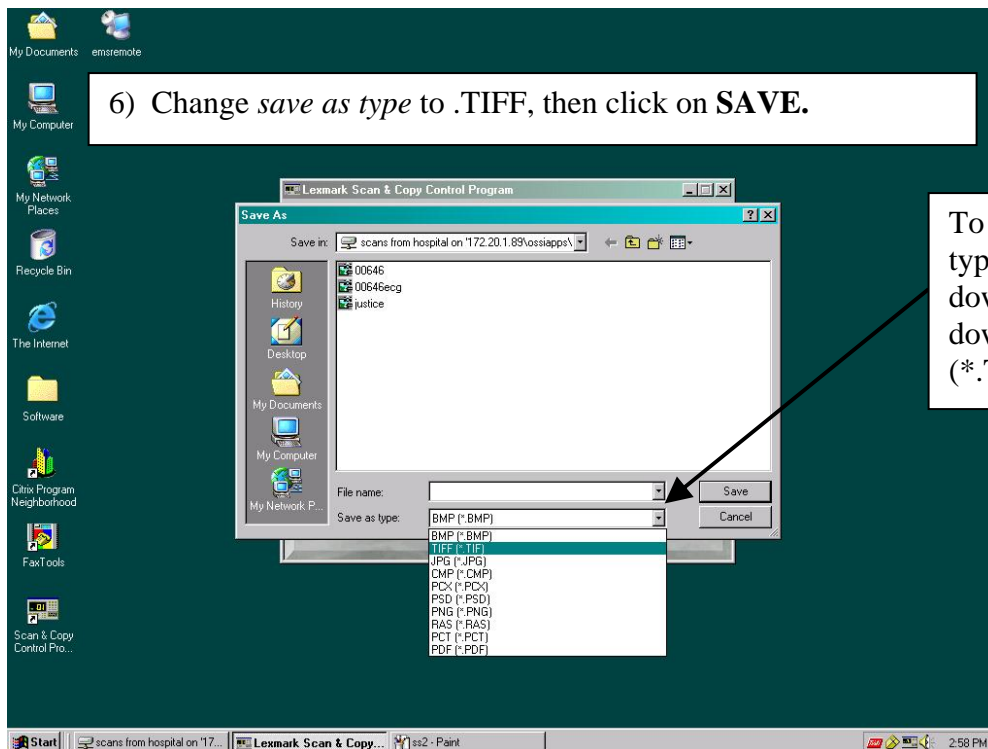
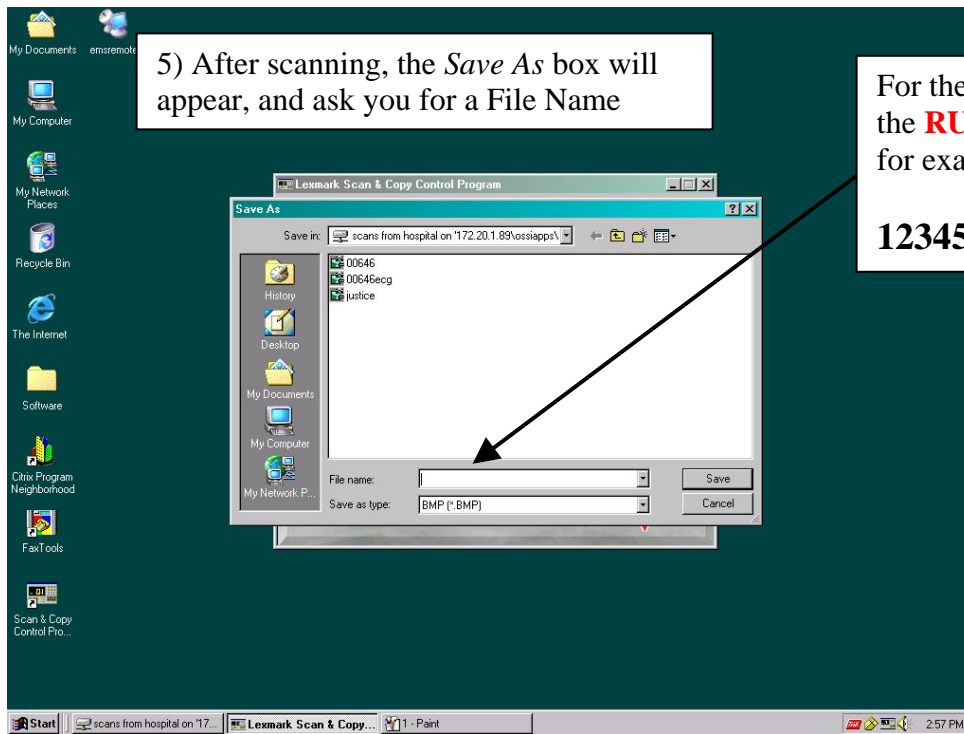
Using the operator panel

Your printer has buttons that let you copy, scan, print, and customize your documents, a liquid crystal display (LCD) that displays messages and menus, and three Quality lights.



4) The computer screen will pop up the scanning program



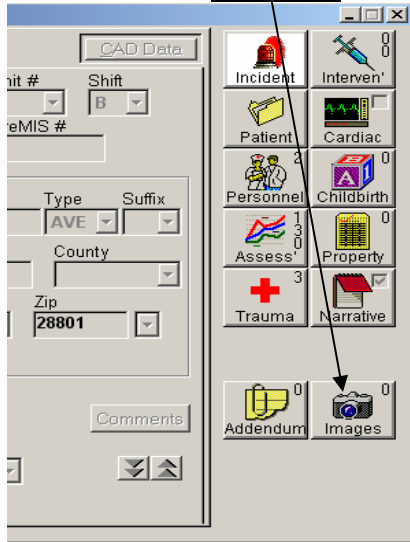


The file is then placed on our server and you are ready to attach it to your Visual Fire report!

Attaching a Scanned Image to your Visual Fire Report

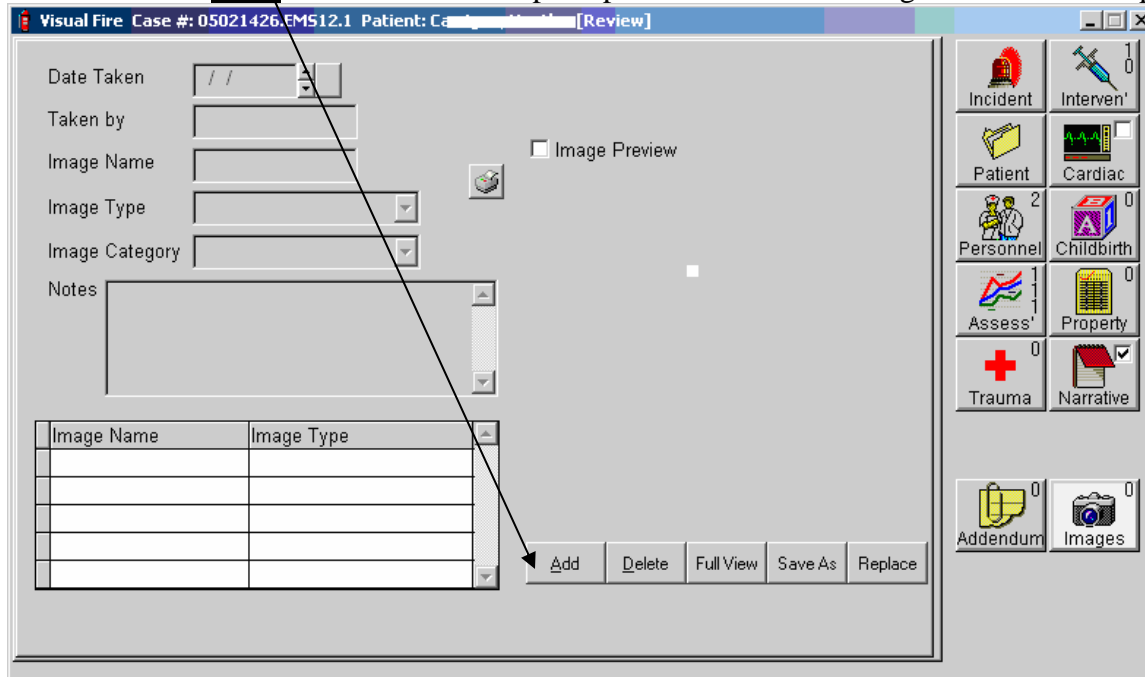
After the image has been scanned and saved, you are ready to attach it to the EMS Incident report.

1. Click on the **IMAGES** button.

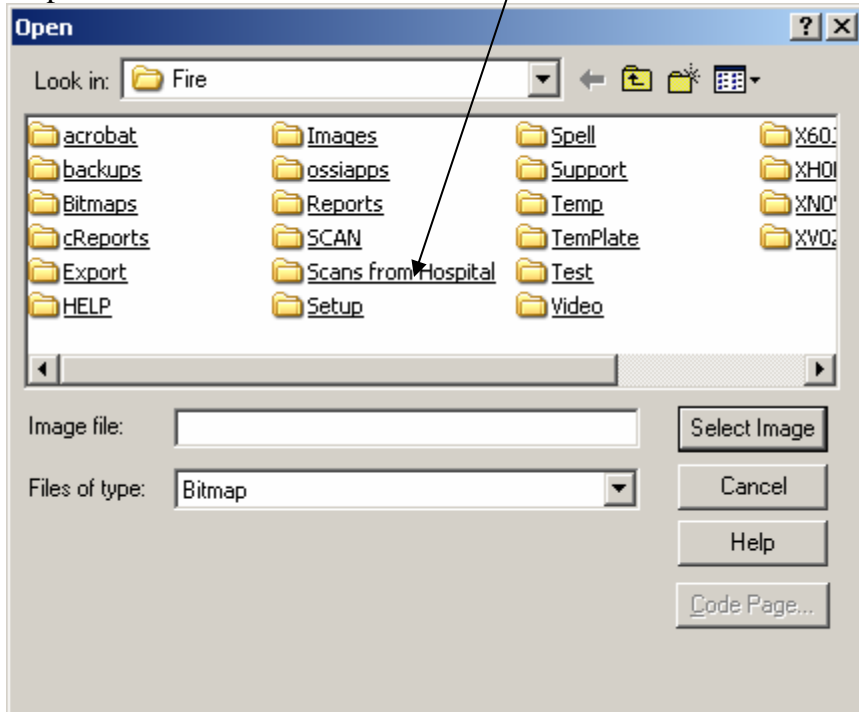


The following screen will display.

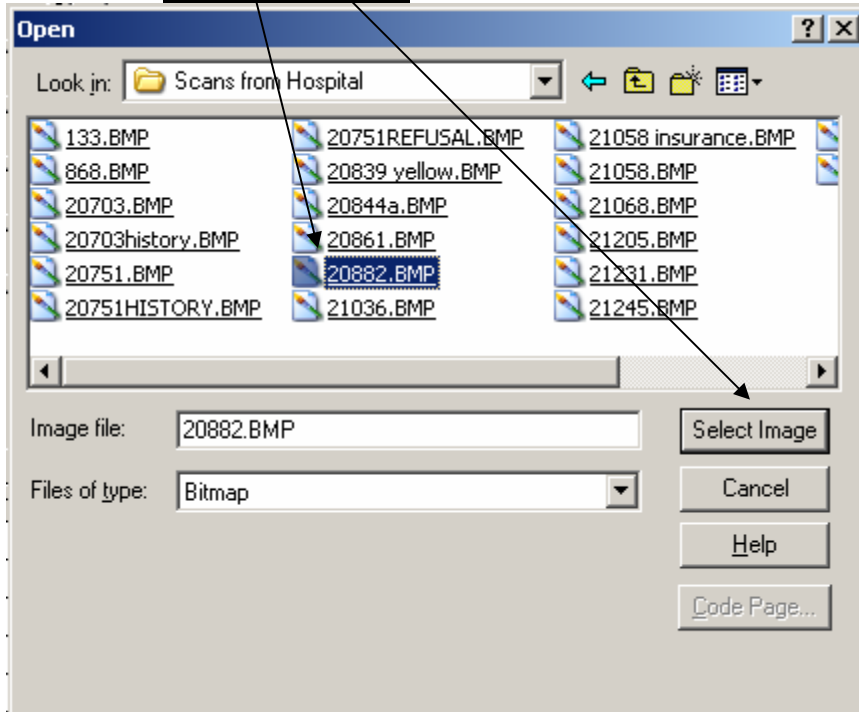
2. Click on the **ADD** button. This will open up an "OPEN" file dialog seen on the next page.



3. Double-Click on the **SCANS FROM HOSPITAL** folder. This is where you saved the document when you scanned it. This will open the folder to show the contents of it as shown in Step 4 below.



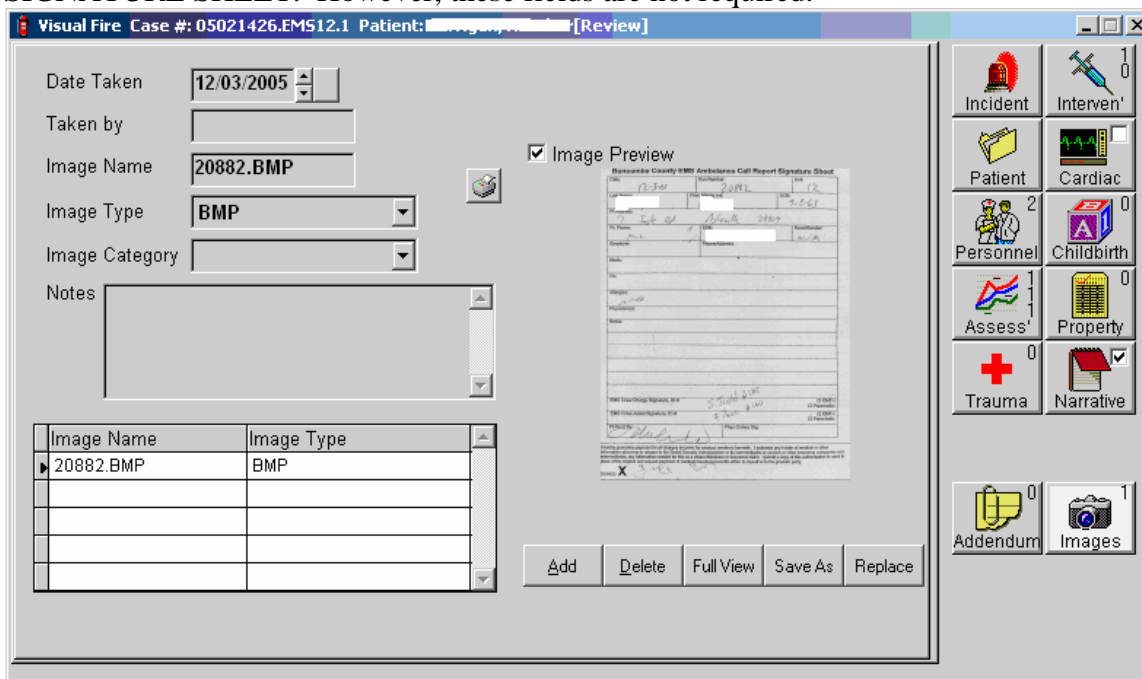
4. Click on the **file** that you scanned that will be attached to the EMS Incident report. And then click on the **SELECT IMAGE** button.



5. When you selected the image to be added in the previous step, the document scanned will then be attached to the EMS Incident. The DATE TAKEN will default to the current date. The IMAGE NAME will default to the scanned file name. The IMAGE TYPE will default to the file type of the scanned file.

If Image Preview is checked, you will see a thumb-nail of the scanned image. You can click on the “Full View” button to see a larger image of the scanned document. Doing this would be helpful to verify that you’ve attached the correct document.

You can enter your Name or ID in the TAKEN BY field. If there are any special notes that you would like to enter about the scanned image, you can enter those in the NOTES field. The CATEGORY field can be used to identify the document in a special Category, such as SIGNATURE SHEET. However, these fields are not required.



NOTE: Documents attached to the EMS Incident are stored in the Visual Fire SQL Data Base. This provides a layer of security that helps ensure the document will not be available to someone who is not approved to see it. However, the scanned image in the SCAN FROM HOSPITAL folder, can be viewed (and possibly changed) by anyone that has access to that folder. It is set to automatically delete any document older than **2 days**.

If a document is added by mistake or needs to be removed, the DELETE button can be used.