

Scanner Installation Guide

Scanner Installation Instructions (All scanners except Panini)

- Scanner should not be plugged into the computer.
- After logging in to DLM, navigate to the HELP option at top of screen; Select 'Download Scanner Drivers.' Select applicable scanner.
- Once scanner type is selected, a pop up will display on the screen. Select Run.
- From that point, as the install progresses, select each default option (i.e. Next, Install, Finish, etc.)
- Plug scanner's USB cord into the computer.

Scanner Installation Instructions - Panini

- Scanner should not be plugged into the computer.
- After logging in to DLM, navigate to the HELP option at top of screen; Select 'Download Scanner Drivers.' Select Panini scanner.
- A box will display that asks user to Save or Open ZIP file. Once file is saved or opened, choose this from the zip file: file name = setup; file type = Application.
- From that point, as the install progresses, select each default option (i.e. Next, Install, Finish, etc.). Scanner installation can take several minutes; be patient.
- Plug scanner's USB cord into the computer.

Removing Existing Scanner Drivers from Computer

- Navigate to computer's Control Panel
- Select Programs & Features.
- Identify any components related to the scanner name (i.e. Canon, Epson, Panini, etc.). Right click on each component and choose Uninstall.