

# eShare Scan Installation

## Scanner Prerequisites

1. A scanner with TWAIN drivers must be installed prior to scanning documents into a eShare message.
2. The Scan Control requires administrative rights on the PC for installation.
3. The user must be authorized as an eShare Scan Access user.

## Installing Scan Control

1. Navigate to and select the **eShare** tab in the menu bar.
2. Select **Install Scan Control** tab.



3. If the scanning control **has NOT been installed**, the message will state:

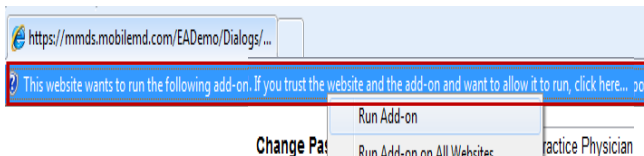
### Scan Control

The scanning control required for scanning is not installed on your computer.

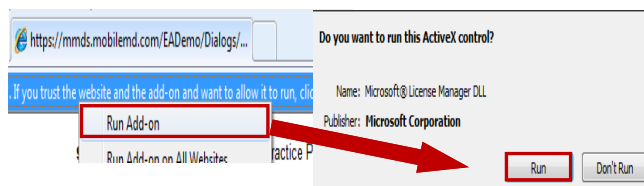
The scanning control requires you to enable your browser to run ActiveX or Plugins. Please check your browser security settings or contact your system administrator before selecting to install the control.

Install

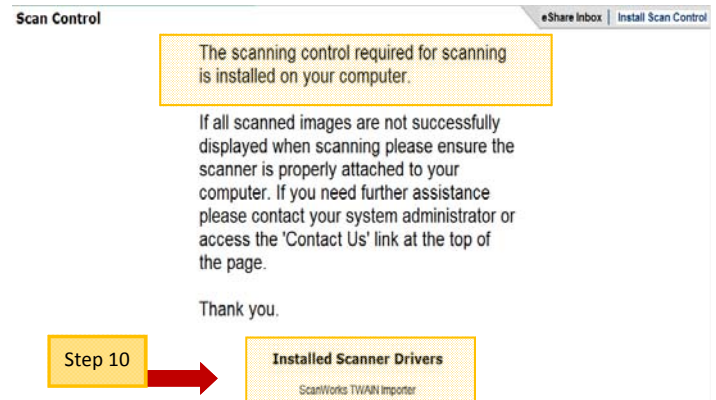
4. Select **Install** to begin the installation of the scanning control software.
5. **Please follow browser instructions to download and install the scanning control.**
6. Click the **highlighted dialog bar** at the top of the screen to reveal a dropdown menu.



7. Click on **Run Add-on** or click on **Install** (depending on the browser being used).
8. A Security Warning dialog box will appear. Select **Run or Install** in the dialog box.



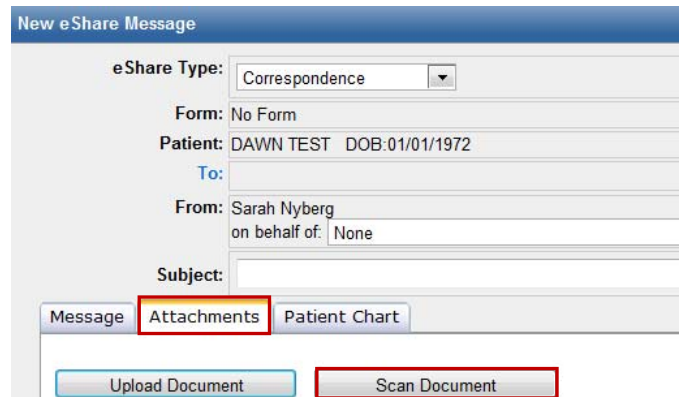
9. After the software has been installed, the Scan Control message will state that the **scan control has been installed**.



10. Verify that the correct scanner is displayed under **Installed Scanner Drivers**.
11. Please **close and restart** the browser page.

## Installation from an eShare Message

1. Open a new **eShare message**.
2. Select the **eShare message Type** from the dropdown options and then select the **Attachments** tab.
3. Select **Scan Document**.



4. Select **Install Now** in the dialog box.
5. Any information entered into the eShare message will be lost.
6. Select **Okay** to continue.
7. Skip to **step 4 in Installing Scan Control** to continue.

## Experiencing issues downloading the Scan Control?

Please contact your Technical Support Desk.