

## Using a Multi-Functional Printer (MFP) or Network Scanner with Remark Office OMR

Article Number: 133 | Rating: Unrated | Last Updated: Fri, Aug 8, 2014 at 9:03 AM

If you wish to utilize a Multi-Functional Peripheral (MFP) or network scanner for scanning, you may do so. A multi-functional device is a printing device that also scans, copies and sometimes faxes. These all in one units are popular choices to automate office tasks. MFPs are connected directly to a computer, while others are free standing and attached to your network. When using a MFP directly to the computer running Remark Office OMR, you will scan documents just as you would with any desktop scanner. If a TWAIN driver is bundled on your specific device you may or may not be able to scan directly into Remark Office OMR. If a device that does not work directly with our software or with one that is on your network (not connected directly to a computer), you can scan at the MFP and save them as image files. TIF files in black and white, 300 dpi resolution are great all purpose image files for Remark Office OMR. Remark Office OMR can then process those image files to create the data you need. Remark Office OMR commonly scan the forms as TIF image files and save them to a network drive, or arrange to send the images as an email to a local PC. They then go back to the computer where Remark Office OMR is installed and use the Read option in the Remark Office OMR Center to process the images. If you are using a networked MFP, you can determine the workflow that works best for your organization. Please see the attached white paper to learn more about optimizing use of Remark Office OMR with a networked MFP. **Note:** To learn how to process pre-scanned image files using a networked scanner or MFP with Remark Office OMR, there is a free, five minute video module by going to

<http://www.gravic.com/remark/support/training/modules/Processing%20Forms%20Using%20a%20Networked%20Scanner>

Posted - Tue, Aug 5, 2014 at 7:06 AM.

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