

UNITED STATES PATENT AND TRADEMARK OFFICE



**TRADEMARK IMAGE CAPTURE AND
RETRIEVAL SYSTEM (TICRS)**

SUPERVISOR MANUAL

Trademark Systems Division

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1 INTRODUCTION

1.1 Purpose

This document is a reference guide to the United States Patent and Trademark Office's Trademark Image Capture and Retrieval System (TICRS). TICRS runs Action Point's Input*Accel* software and uses the PTONet connection between the different modules and the server.

This *TICRS Supervisor Manual* contains the configuration parameters for the Input*Accel* system and instructions on how to compile a process control file (PCF) to govern Input*Accel's* performance.

The associated *TICRS System Administration Guide* provides configuration specifications for hardware, software, and network components used in the TICRS environment. This includes the TICRS server, workstations, and scanners, as well as the network components employed in the TICRS environment. The configurations are specified as part of the installation procedures outlined in the remainder of that document. Accordingly those details are not included here.

To help the reader understand the process conveyed here, this document is presented as a "how-to" guide, with step-by-step instructions where appropriate. Using this document, a sufficiently trained administrator will be able to oversee the TICRS environment.

1.2 Background

The Trademark Pre-Exam operation prepares incoming mail for examination and action by the Trademark Examining Attorneys and for processing by other related offices within the Trademark business area. The number of incoming Trademark applications and associated correspondence has been increasing at a faster rate than originally predicted. The Trademark Office is increasing the use of computer-based technology to assist with the speed of processing and accuracy of data capture in handling applications and correspondence.

The primary objective of the Trademark Image Capture and Retrieval System (TICRS) is to capture and store digital images of all incoming applications and correspondence; eventually, this will extend to outgoing correspondence as well. During the initial phases of implementation, these digital images are intended to serve as a backup to the paper originals and enable continued prosecution of Trademark applications in the event the paper originals are temporarily misplaced. This strategy is necessary insurance given the sheer volume of incoming mail received at the Office of Trademark.

1.3 Manual Assumptions

This manual was written under the following assumptions.

1. This manual was written for use by system supervisors.
2. The supervisors have enough background knowledge about the capture subsystem and its components.
 - Familiarity with Windows NT 4.0 Workstation and Server
 - Basic understanding of Local Area Networks concepts
 - Basic knowledge of scanners

2 CAPTURE SUBSYSTEM COMPONENTS

TICRS uses a client/server architecture built using Action Point's *InputAccel* software, Version 2.2.2. **Client/server** refers to a relationship between two (or more) software modules in which one module (the client) requests resources and services that the other module (the server) provides. Both modules may be a single machine or exist on separate machines that communicate through a network.

2.1 Capture Subsystem - Hardware

2.1.1 Servers Specifications:

- Quantity: Two (2)
- Manufacturer: HP
- Model: NetServer LX Pro
- Operating System: Windows NT 4.0 Server (with Service Pack 6 or higher)
- Memory: 512 MB (523,696 K)
- Processors: Four (4) Intel Pentium 198 MHz
- RAID Level: Five (5)
- RAID Size: 108 GB (NTFS) configured to USPTO standards

2.1.2 NT Operating System Requirements

This section describes the configuration requirements for the Microsoft (MS) Windows NT domain server used for *InputAccel* client/server connections.

In order to configure the MS Windows NT Server, the following components are required:

- Microsoft Windows NT Server Version 4.0 (with Service Pack 6 or higher)
- The server must have at least one large Windows NT File System (NTFS) disk partition
- Software driver for Network Interface Card (NIC) and configured with Microsoft TCP/IP-32 on the server
- The Windows NT server TCP/IP printing services must be loaded to enable network-printing capabilities

2.1.3 Unattended Module Computer Specifications:

- Quantity: Ten (10)
- Manufacturer: Micron

- Model: Client Pro
- Operating System: Windows NT 4.0 Workstation (with Service Pack 6 or higher)
- Memory: 128 MB or higher
- Hard Drives: 4.23 GB
- NOTE: TICRS employs the use of a multi-unit switch box where one mouse/keyboard and monitor are shared among many computers

2.1.4 Scan/Rescan and Quality Assurance Stations Computer Specifications:

- Quantity: Six (6) [Four scan, two rescan]
- Manufacturer: Micron
- Model: Client Pro
- Operating System: Windows NT 4.0 Workstation with Service Pack 6 or higher
- Memory: 128 MB on most; some have 64 MB
- Hard Drives: 4.23 GB
- SCSI Cards: Adaptec 2940
- SCSI Cables: SCSI 2 to 1 Cables
- BarCode Guns: Symbol

2.1.5 Scanners

A Kodak 3590C high-speed document scanner performs scanning, and is attached to a scanning workstation via a SCSI card and cable. The Rescan station uses a Fujitsu fi-4750C scanner attached to the workstation via a SCSI card and cable.

Bar code guns are used to read the unique application bar code labels affixed to the file wrapper on the applications. The bar code input devices selected are plug and play with an integrated software utility that can add prefix and suffix characters to bar code input values.

Four of the scanners are bulk scanners used to process the majority of the applications. The two other scanners are flatbeds. Currently these flatbeds are used only for rescanning of material.

2.1.6 Hardware Security Key

The Input*Accel* licensing system requires that a Hardware Security Key (“Dongle”), provided by Action Point, be attached to the parallel port of the IAS, and that license

codes be entered to validate the operator's rights to use each module. The Hardware Security Key is pre-coded with a unique server identification number.

2.1.7 Scanner Features

Table 24 gives an overview of the three types of scanners used in TICRS and their capabilities.

2.2 Capture Subsystem - Software

1. Microsoft Windows NT **Server** 4.0 (with Service pack 6 or higher).
2. Microsoft Windows NT **Workstation** 4.0 (with Service pack 6 or higher).
3. Action Point Input*Accel* 2.2.2 Server (Build 2.2.65).
4. Action Point Input*Accel* 2.2.2 Clients.
5. Prime OCR 3.8.
6. TICRS Rework.
7. TICRS Image Retrieval.
8. CrossPRD.
9. Backup Utility.

2.2.1 Software Descriptions

2.2.1.1 Microsoft's Windows Products

Microsoft (MS) Windows NT 4.0 server and workstation are used in TICRS to provide the basic operating system and network capabilities.

2.2.1.2 Capture Subsystem Software

The capture subsystem employs the Action Point Input*Accel* document capture and processing software product. Input*Accel* is based on MS Windows NT 4.0 server and clients, and the TCP/IP network protocol. This subsystem employs clients for the following functions: Scanning, Image Enhancement, Quality Assurance (QA), Indexing, Rescan, Optical Character Recognition (OCR) and PDF generation, and Export.

2.2.1.2.1 New Workstation Deployment

Occasionally when a new workstation (using the Non-Enterprise TICRS baseline) is deployed, it cannot be seen in "Network Neighborhood." To allow the workstation to be

seen you must issue the following command at the NT command prompt while logged in as the local administrator:

```
Net config server /hidden:no
```

This sets the appropriate registry value to allow the workstation to broadcast its “name” on the network.

2.2.1.2.2 Action Point’s InputAccel

The InputAccel (IA) software consists of the InputAccel Server and client modules. All modules run on Windows NT 4.0.

The InputAccel Server is a management module that communicates with clients to distribute workloads. It runs under Windows NT Server as a service.

The InputAccel Clients allow for each function in the process, such as scanning or indexing, to be executed by a specific “module” on the client workstation. Each module performs its function in a specific order as outlined in the Process Control File (PCF).

Some modules run in unattended mode, while others are attended. An attended module is one that needs a user to operate it, while an unattended module has no operator but requires occasional attention from the system administrator/supervisor.

2.2.1.2.3 InputAccel Supervisor Module

InputAccel has a Supervisor module that enables the set-up, configuration, and administration of the InputAccel capture system. This module is used to install the Process Control File (PCF) and configure all modules. A systems administrator can add, change, and delete parameter settings for any module in a PCF.

In addition to installation and configuration, the Supervisor module is used to monitor the status of all batches and connections that are active in the capture system. Through the Supervisor module’s pull-down menus, the systems administrator can determine the location of batches within the capture system. A systems administrator can also see which workstations are logged on to the server and which modules they are running. Additionally, the Supervisor module allows for the input and update of modules’ license codes.

2.2.1.2.4 The Process Control File (PCF)

See Section 4.1.1 below for details on the InputAccel Process Control File (PCF.)

2.2.1.2.5 Prime OCR

Prime Recognition's Prime OCR reads the data on the image and, through the use of algorithms averaging OCR six engines, determines the accuracy of the recognition. Once the data has been recognized, it is converted to PDF format. Each application is converted into one multipage PDF file. See Section 2.3.5 Prime OCR for more detailed information on the Prime OCR product.

The PDF generated by TICRS is transferred by the CrossPRD program to the Trademark Data Entry Update System (TradeUps) for tagging by the Legal Instrument Examiners (LIEs) and subsequent uploading to TRAM. Prime OCR is an unattended module.

2.2.1.3 TICRS Rework

TICRS rework provides a means of capturing and indexing bulky specimens or other portions of incoming Trademark applications that were not captured by the main TICRS scanning operation.

2.2.1.4 TICRS Image Retrieval

TICRS Image Retrieval allows you to search the TICRS database by various parameters. It provides access to the TICRS database for Attorneys, Legal Instrument Examiners, Trademark personnel, and the public.

2.2.1.5 CrossPRD Program

CrossPRD is an unattended in-house Microsoft Visual Basic application developed by the Trademark Systems Division. It takes the exported PDF files from the TICRS directory on the server \\USPTO-A-TMSRV-1\VOL1, and moves them to the destination \\USPTO-A-TMSRV-1\VOL1\TRADEUPS\DATA. Furthermore, the program records the transfer process into a Microsoft SQL Server database for reference by the TradeUps application and also updates TRAM.

When used in attended mode, CrossPRD can be executed several times within a business day by an operator. Currently it is set to run automatically each evening in unattended mode.

CrossPRD runs can be terminated using the "Cancel" button which prompts the user for a narrative reason for the termination.

NOTE: Turn off Input*Accel*'s PDF export module prior to running CrossPRD. Also, be sure to monitor the "Reject" folder's log, "log.txt," for a record of errors and successes. It is located at \\USPTO-A-TMSRV-1\VOL1\REJECT.

2.2.1.6 Backup Utility

Nightly the NT Scheduler Service executes a batch file that pauses the *InputAccel* service on the IA Server. The backup program then uses a zip utility to zip up the contents of the IAS\BATCHES directory. All the batches that are currently in the pipeline are compressed and stored as backups on the server (TICRS-AIS-01). The *InputAccel* service is then resumed. (See the *TICRS System Administration Manual* for a detailed discussion.)

2.3 Capture Subsystem Network Components

2.3.1 The Login Script

Two different login script files are being used in the TICRS environment.

The “*Login.bat*” file is common to all operators and supervisor accounts. It allows operators to log on to the NT server from any workstation, and it provides drive mappings to the shared subdirectories on the NT server needed to run *InputAccel*.

The “*Unattended.bat*” file is only used on the workstations running the unattended modules, i.e. IMAGE ENHANCEMENT, EXPORTPDF, EXPORTIMG, EXPORTDRAWINGS, EXPORTPOLA and EXPORTIDX.

In addition to being available in Appendix E of the *TICRS System Administrator Guide*, both of these login scripts files are stored in the following default Windows NT directory on the server:

C:\WinNT\System32\REPL\Import\Scripts

2.3.2 The Picklist

The picklist includes the different document types contained in an application, and is used by the Indexing module to validate the Document Type field. The picklist file is stored in a shared directory on the server (\\TICRS-DC-01[or 02]\Share\picklist), and the client computers must have a drive mapping to this location corresponding to the letter “G” as specified in the Indexing module’s configuration parameters on the server.

2.3.2.1 Mapping the Picklist

Occasionally a machine will not have the correct picklist information installed. Follow the below steps to ensure that the workstation looks in the correct place for picklist data.

Table 1 – Steps to Map the Picklist

Step	Action
1.	Open the workstation which is displaying the picklist error.
2.	Right click once on the “Network Neighborhood” icon. A pop-up menu will appear.
3.	Left click once on the “Map Network Drive” selection in the pop-up menu. A new window labeled “Map Network Drive” will appear.
4.	Change the drive selection to “G” using the down arrow button.
5.	In the path line type \\t icrs -dc-02\share then click “OK”

2.3.3 Server Directory Structure

The two (2) TICRS servers, TICRS-DC-01 and TICRS-DC-02, are configured identically. Both servers employ RAID Level five technology to achieve fault tolerance. Each server has a “C”, “D” and “E” partition. The Windows NT 4.0 Server Operating System is installed on the “C” partition.

Figure 1 shows the directory structure for the TICRS servers' "D" partition:

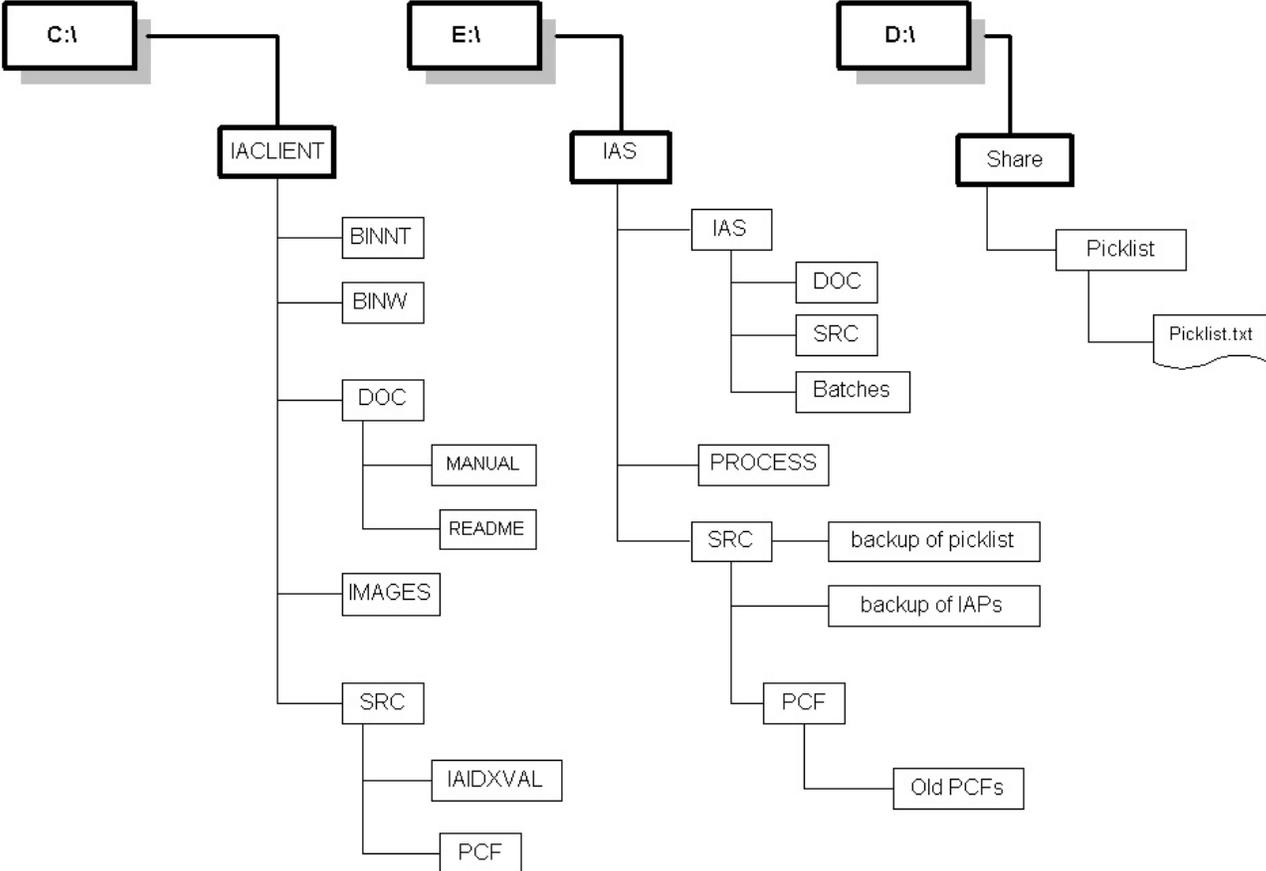
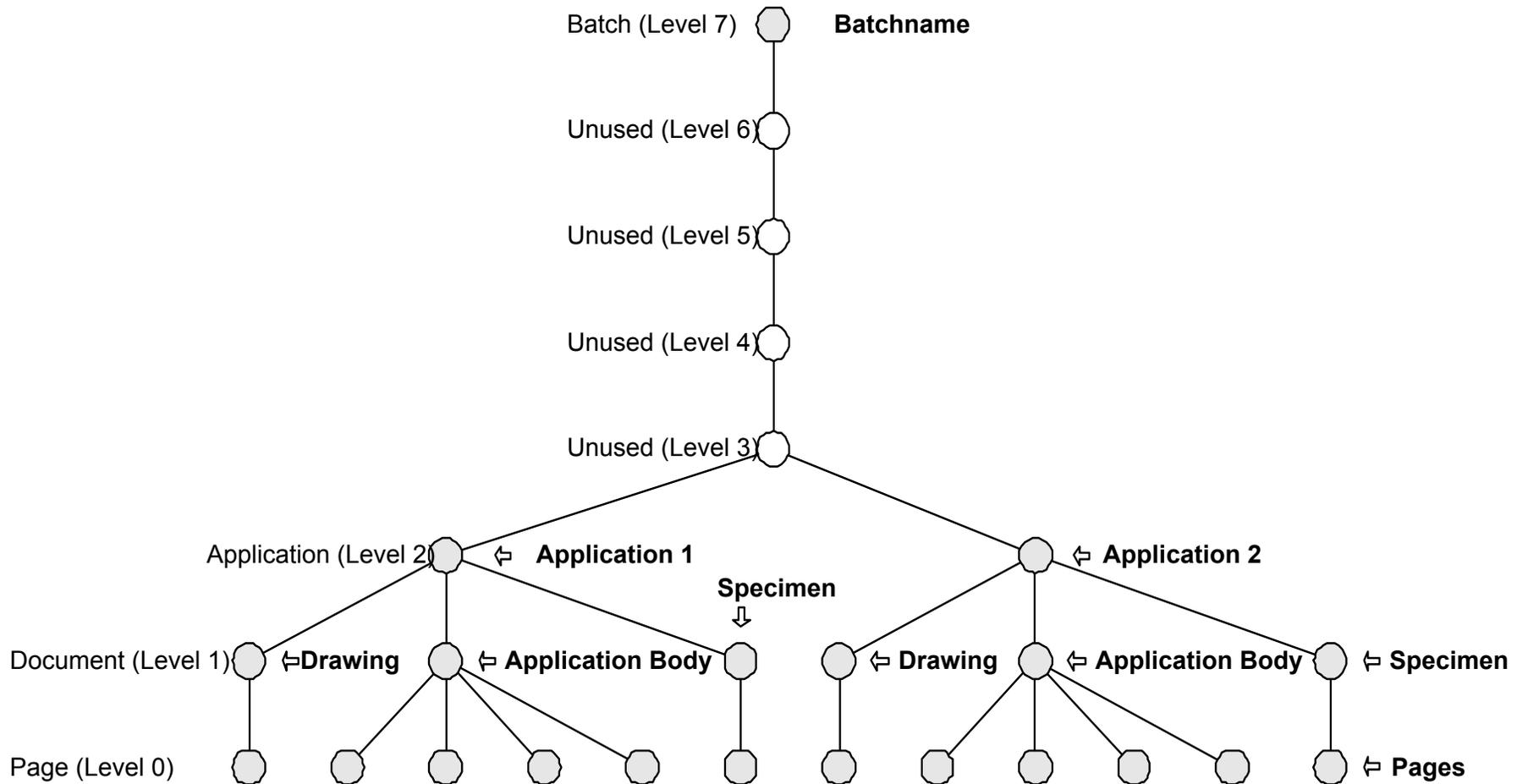


Figure 1 - Server Directory Structure

2.3.4 InputAccel's Batching and File Structure



2.3.5 Prime OCR

An **image** is a scanned copy of a document. Images are not editable and therefore cannot be modified from their original version. Once scanned, these images are stored in **TIFF** format and remain available only for retrieval and printing.

A **text** file is an editable version of the scanned page. A software package is used to convert the scanned images into Portable Document Format (PDF) files. These PDF files are then transferred to another Trademark system.

Prime Recognition's Prime OCR reads the data on the image and, through the use of algorithms, determines the accuracy of the recognition. Prime OCR polls six included OCR engines to conclude, by weighted voting, which is the most likely character. The six COTS OCR engines include:

1. M/Text (Calera/Caere/Scansoft)
2. TextBridge (Scansoft)
3. Recore (Newssoft)
4. TypeReader (Expervision)
5. OmniPage (Caere/Scansoft)
6. Fine Reader (ABBYY)

Once the data has been recognized, it is converted to PDF format. Each application is converted into one multipage PDF file. PDF is an unattended module.

PDF requires the following components:

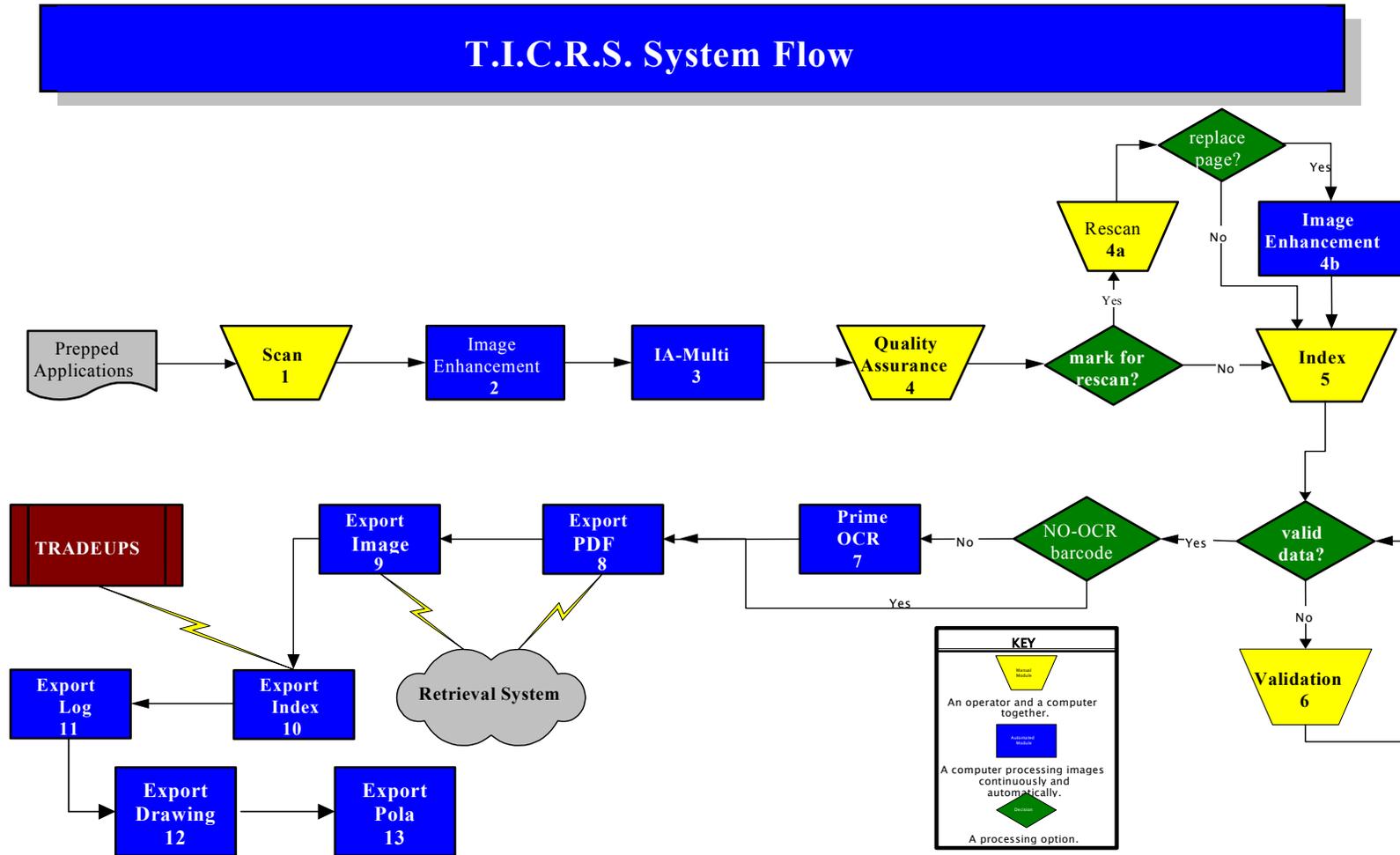
- 128 MB (or more) RAM for high performance.

3 TICRS SYSTEM FLOW

3.1 TICRS System Flow

The TICRS system flow is depicted in Figure 3 on the next page and the steps are explained in Table 2.

Figure 2 - TICRS Workflow



Action Point's *InputAccel* performs the majority of the image processing used to complete the document conversion process. *InputAccel* modules include the following functions:

Table 2 - TICRS Modules Function, Interface and Description

Figure 3 Number	Module Name	Interface	Function Description
1.	Scan	Attended	This module drives a scanner and captures the image.
2.	Image Enhancement	Unattended	Cleans up images via noise removal, deskewing, and reads barcodes on the images.
3.	IA-Multi	Unattended	<u>Application Tree Separation</u> - Recognizes the barcode labels on the first page of an application and creates a separation between applications within a batch. <u>Document Tree Separation</u> - Creates a separation between documents within an application.
4.	Quality Assurance	Attended	Displays images in a graphical tree format for viewing by Quality Assurance operators for further corrections: image rotation, image deletion, and images tagging for rescan and manipulation of the tree as needed.
4a.	Rescan	Attended	Allows an operator to add or replace pages that were previously marked for rescan in the QA module.
4b.	Rescan Enhance	Unattended	Cleans up images created in the rescan process. Performs the same functions as Image Enhancement.
5.	Index	Attended	Allows the operator to verify and validate indexing values such as serial number, mailroom date, and document type.

Figure 3 Number	Module Name	Interface	Function Description
6.	Validation	None	Performed internally by the program.
7.	Prime OCR	Unattended	Performs OCR and processes image data into PDF files.
8.	Export PDF	Unattended	Exports the PDF version of the images out of <i>InputAccel</i> to TradeUps. (NOTE: You can only log on to this module using local administrator rights.)
9.	Export Image	Unattended	Exports images of all pages out of <i>InputAccel</i> for input to a retrieval system.
10.	Export Index	Unattended	Exports indexes out of <i>InputAccel</i> for input to a retrieval system.
11.	Export Log	Unattended	Exports a log file with one entry per line for each application. Each shows the serial number, the date scanned, and either the word No-OCR or spaces. One file is created per day and stored in the BatchLog directory.
12.	Export Drawings	Unattended	Exports drawings images out of <i>InputAccel</i> for printing and distribution.
13.	Export Pola	Unattended	Exports drawing images out of <i>InputAccel</i> for cropping.
Not shown in Fig. 3.	IA-Delete	Unattended	Can delete batches that have finished all processing. (NOTE: You can only log on to this module using local administrator rights.)
Not shown in Fig. 3.	Supervisor	Administration	Allows monitoring of batches by administrators.

4 SYSTEM OPERATION PROCEDURES

4.1 The InputAccel Software Configuration

4.1.1 The Process Control File

The purpose of the capture subsystem is to collect and export images and index values to the central TICRS database. To perform this task, InputAccel uses the process control file (PCF), which must be input, compiled, and installed.

The images are copied to the server automatically during the export process. The index values are exported from variables and constants defined within the PCF.

This manual contains the configuration parameters for the InputAccel system and instructions on how to compile a PCF.

The PCF code is maintained and stored by USPTO software developers using SourceSafe.

4.2 Workstation Setup Information

4.2.1 InputAccel Version 2.0 Uninstall Process

InputAccel Version 2.0 must be uninstalled prior to the installation of Version 2.2.2.

Table 3 - Steps to Uninstall InputAccel/ Version 2.0

Step	Action
1.	If InputAccel Version 2.0 client software is already installed, click Start on the menu bar. Click Programs . Then click InputAccel Client – 2.0 . Next click Uninstall InputAccel Client Software .
2.	The Uninstall InputAccel Client Software, Select Uninstall Method dialog box appears. The Automatic option is selected by default. Click Next .
3.	The Uninstall InputAccel Client Software, Perform Uninstall dialog box appears. Click Finish .
4.	If the Remove Shared Component dialog box appears, Click No to All . The program then completes the uninstall process.

4.3 InputAccel Client Installation

Table 4 - InputAccel/ Version 2.2.2 Client Installation/Upgrade

Step	Action
1.	Un-install the existing InputAccel 2.0 client software (if applicable): Click Start/Programs/InputAccel 2.0/Uninstall InputAccel Client Software .
2.	Insert the CD for InputAccel 2.2.2 and setup.exe should autostart. On the Action Point splash screen click InputAccel v2.2.2 . If prompted to install Adobe 4.05 this is optional.
3.	The Welcome screen appears, click NEXT .
4.	On the InputAccel Product Installation screen, under installable components, accept the default radio button for InputAccel 2.2.2 and click NEXT .
5.	On the InputAccel 2.2.2 Options screen, select the type of IA install DESELECT SERVER SETUP checkbox – ensure only Client setup box is selected and click NEXT .
6.	On the InputAccel Wizard Selection screen, click NEXT .
7.	On the Installation Requirements for InputAccel Server screen, click NEXT .
8.	On the Installation Requirements for InputAccel 2.2.2 Clients screen, click NEXT .
9.	On the Choose Destination for Client Modules screen accept the default (C:\IACLIENT) and click NEXT .
10.	On the Select Client Components screen accept the defaults and click NEXT .
11.	On the Select a Scanner screen accept the default “No Scanner, file import only” click NEXT .
12.	On the InputAccel Server Name screen type in TICRS-DC-01 and click NEXT .
13.	On the Test TCP/IP Communication screen click the radio button for “ No, do not test communications ”.
14.	* On machines without a previously installed version of InputAccel the Modifying Services File screen will appear accept the default selection “ Let Setup to modify the services file ” click NEXT .
15.	On the Select Program screen accept the default folder and click NEXT .

16.	On the Start Copying Files screen click NEXT .
17.	After files have been copied/installed the Setup Complete screen appears asking if you want to view the Read-me file – DESELECT the check box and click FINISH .

4.4 InputAccel Workstation Installation

Before a remote client module can connect to the InputAccel Server (IAS), an entry must be added to both the clients' and server's TCP/IP Services file to identify InputAccel as a service to the rest of the network. Under InputAccel 2.2.2, this procedure is accomplished automatically during the software installation process. However, the manual procedure is outlined below in case its use should become necessary. Normally, however, the installation CD will have taken care of this step.

To update the **SERVICES** file, do the following:

1. Open Windows Explorer.
2. Locate the **SERVICES** file on the server:
3. For NT Clients & Server, the file is located in the following directory:
4. **C:\WINNT\SYSTEM32\DRIVERS\ETC**
5. Edit this file by selecting **Open with...** from the **FILE** pull down menu option, the command box comes up,
6. Select NOTEPAD as your text editor and make sure the "*Always use this program to open this file*" check box is *not* selected.
7. Press the **ENTER** key or click **OK**.
8. Go to the last line in the file and add two lines. The first is "**InputAccel 10099/tcp**". The second is **Enter**. The last line of the file should then be only an **Enter** character. (At least one space is required between "InputAccel" and the port address. Pressing the **Enter** key is also required. Note that there is no space between "Input" and "Accel." Make sure everything is aligned. The hard return after, and the space between, "InputAccel" and the port address "10099" are necessary; otherwise the service will not work.) Select the **File** pull down menu and then **Save**.
9. Select **Exit** option from the **File** pull down menu.

The change will take effect the next time you reboot the IA client.

4.5 Start up Procedures

Before the InputAccel modules can be accessed, one must first access, or login to, the workstation's operating system. The operator will be logging into Windows NT.

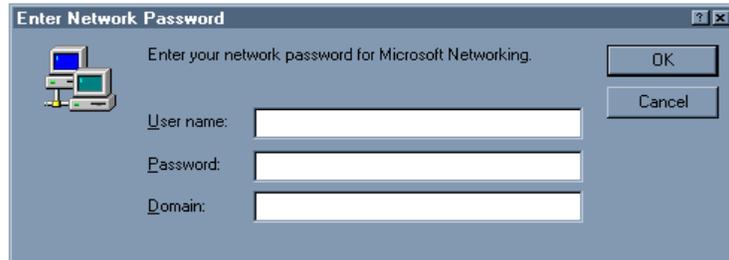


Figure 3 - Windows Login dialog box

4.5.1 Windows NT Login Process

Table 5 - Windows NT Login Steps

Step	Action
1.	Turn on the workstation (PC and Monitor). The machine will boot up. (For stations with scanners, the scanners must be powered on before the workstation)
2.	Press Ctrl+Alt+Del if directed. This will allow you access to the login screen.
3.	Enter your <i>user name</i> in the User Name field and password in the Password field.
4.	Press the Enter key to accept the information and connect to the Windows NT server. You will now be able to access the desktop where the modules reside.

5 SYSTEM ADMINISTRATION AND TROUBLESHOOTING

Input*Accel* has a Supervisor module that enables the set-up, configuration, and administration of the Input*Accel* capture system. This module is used to install the Process Control File (PCF) and configure all modules. The administrator can add, change, and delete parameter settings for any module in a PCF.

In addition to installation and configuration, the module is used to monitor the status of all batches and connections that are active in the capture system. Through the supervisor module's pull down menu, the administrator can determine the location of batches within the capture system. An administrator can also see which workstations are logged on to the server and which modules they are running. Additionally, the supervisor module allows for the input and update of modules' license codes.

5.1 InputAccel Supervisor Module

Below is a screen capture of the InputAccel Supervisor module. The open sub-windows can be maximized and closed as needed and are here for illustration only.

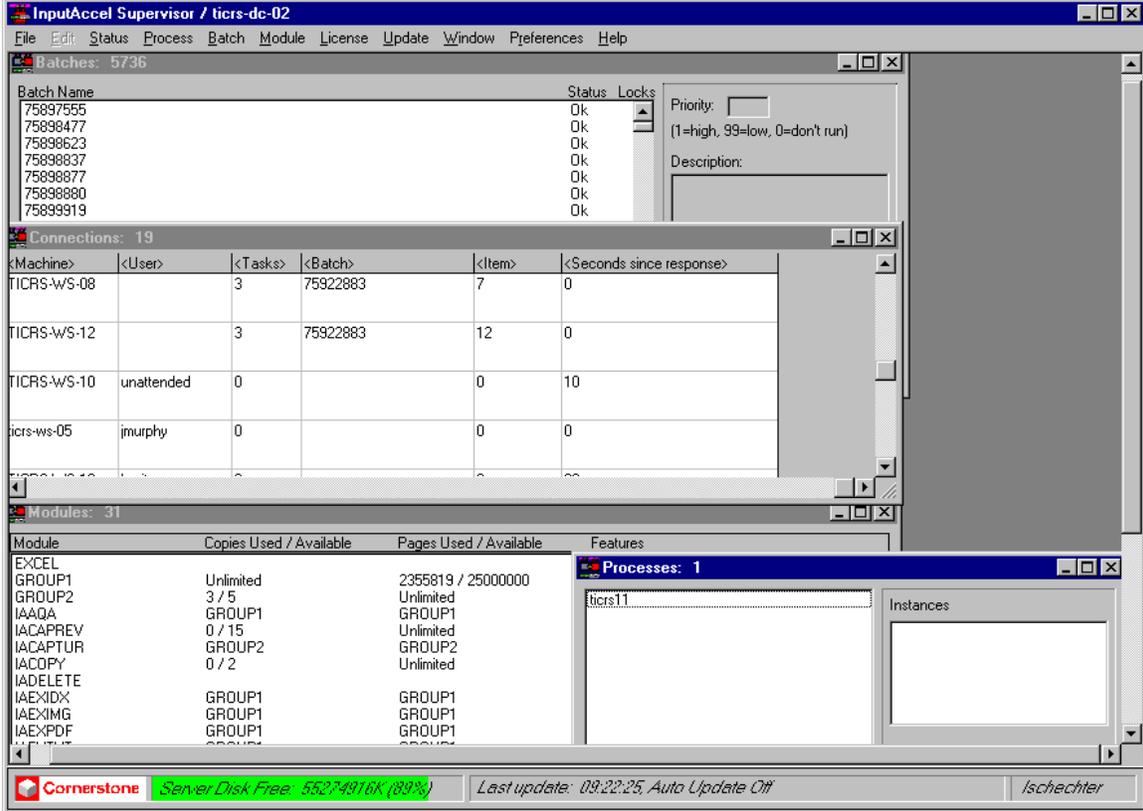


Figure 4 - The InputAccel Supervisor module

5.2 Checking Application Status

Occasionally applications fail or are hung up within the InputAccel modules. In order to ensure all applications are processed, active monitoring of all the active modules is necessary. This includes cycling through the active modules on the switchboxes and making sure there is nothing hung up. Also, keep an instance of Supervisor open to check if applications have been locked. If an application has failed within a module or gets hung up or locked by a module there are specific steps to take.

If an application fails within a module an error message will usually appear indicating the application did not process properly in that module, i.e. export failed. If this happens, simply delete the application within Supervisor and rescan it.

Other times an application will get hung up in a module. The most common example is when an application gets hung up within the Image Enhancement module. This is easily

detected because Scan and Enhance will report done and every other module will report not ready. When this happens, delete the application and rescan it.

Another situation is when an application gets reprioritized to “zero”. This most commonly occurs because one of the images within the application has become corrupted. *InputAccel* will attempt to resubmit the images through the module in which the image failed. After a failed third attempt, *InputAccel* will set the application priority to “zero”. Any application that has been “zeroed out” must be checked in Supervisor.

The situation that is most easily rectified is when an application has been locked. Each time an application enters a different module, *InputAccel* “locks” that application so that the data within it cannot be manipulated or deleted while the software is working with the application. Sometimes *InputAccel* will lock an application and then leave it locked, even though a particular module is done with that application. This can be dealt with in the following steps.

Table 6 – Unlocking an Application

Step	Action
1.	Open the Supervisor module
2.	Open the batch list
3.	Highlight the application that is locked and click “ Alt ” and “ Enter ”
4.	Click the button labeled “ Show Locks ”
5.	A window labeled “ Locked Nodes ” will appear. The button labeled “ Unlock ” will be grayed out.
6.	Highlight the number that appears in the window by left clicking once. The “ Unlock ” button can now be clicked.
7.	Click the “ Unlock ” button. The number will disappear. If more than one number appears click the “ Unlock All ” button.
8.	Click “ Ok ”. The properties window will return. Click “ Ok ” again.
9.	Update the Supervisor module.

5.3 Zeroed Out Applications

Occasionally an application gets reprioritized to "zero". This most commonly occurs because one of the images within the application has become corrupted. *InputAccel* will attempt to resubmit the images through the module in which the image failed. After a failed third attempt, *InputAccel* will set the application priority to "zero".

Figure 5 – Resetting an Application’s Status

Step	Action
1.	In the Supervisor module click "Batch" on the tool bar.
2.	Click "Show Batch List" to open the list.
3.	Highlight the batch that has been set to "0."
4.	Click Alt + Enter to bring up a splash screen titled "Properties."
5.	Change the value from "0" to "50" (use the number "1" if you want that application to be processed ahead of all others in the pipeline.)
6.	Click OK .

NOTE: The application may still end up being set back to zero, usually because one of the images has been corrupted. If resetting the application to a status other than zero does not stick, delete the application and re-scan it.

5.4 LIE Walkbacks

Trademark Legal Instrument Examiners (LIEs) will bring applications to be reprocessed. It is crucial that these application be reprocessed in a timely manner. Some walkbacks will occur because an application is missing, while others will result from the data within the application being incomplete or incorrect.

5.4.1 Checking the TradeUps Database

If the LIE brings back an application and reports that it is not in the TradeUps database, the first step is to verify whether it is, in fact, missing from the TradeUps database.

Table 7 – Checking the TradeUps Database for Missing Applications

Step	Action
1.	On the desktop, right click once on the workstation icon (i.e. “ TICRS-WS-07 ”, “ TICRS-WS-20 ” or “ MY COMPUTER ”)
2.	A pop-up menu will appear. Left click once on “ Explore ”. A new split window will appear.
3.	A list of mapped drives will appear in the left window. Left click once on the “+” next to the drive labeled “ Vol1 on Uspto-a-tmsrv-1 ” A list of directories will appear.
4.	Left click once on the “+” sign next to the directory “ TradeUps ”. The directory “ Data ” will appear. Left click once on the “+” sign next to the folder. A list of parent directories currently visible in Tradeups will appear.
5.	Scroll down the list of parent directories until the correct one is appears in the list. (i.e. 761149). Left click once on the appropriate parent directory’s folder.
6.	Scroll down the list to determine if the application in question is visible in the list of applications.

NOTE: If the application is not visible in TradeUps, attempt to print out that application using TICRS Image Retrieval and rescan. If the application cannot be printed using TICRS Retrieval, then the hard copy will have to be located, pulled and rescanned. If the application *can* be seen in TradeUps, then the LIE or the LIE supervisor needs to call the programmer in Trademark Services Division to determine why it is visible from our workstations using Microsoft Explorer but not visible from an LIE workstation.

5.4.2 Deleting from TradeUps before Reprocessing

If an application has been brought back because of incorrect or incomplete data then the application must be deleted from TradeUps before being reprocessed.

After checking to confirm the application’s data is incorrect or incomplete, highlight the .PDF and the .edi file (if applicable) and delete the data. **NOTE:** Double check before deleting any file that only the appropriate file or files are being deleted.

5.4.3 Rescanning Applications

Rescan the application. Once rescanned, perform the following steps.

Table 8 – Prioritizing Rescanned Applications

Step	Action
1.	Open the Supervisor module and in the menu bar left click once the selection labeled “Batch” . A drop down menu will appear. Left click once on the selection “Show Batch List” .
2.	The list of all applications which have not been deleted by “IA Delete” is displayed.
3.	Highlight the application that has just been rescanned. Click “Alt” and “Enter” . This will display a window named “Properties” .
4.	Within the window is a selection labeled “Priority” . The default is 50. Change the value to 1 and click “OK” . This change will allow the selected application or applications to be processed by InputAccel to the highest priority.
5.	After changing the priority, select “Batch” from the menu list. A pop-up menu will appear. From that menu select “View” .
6.	A window will appear that shows each process within InputAccel. Prior to each step being completed the window will display “Not Ready” . After each step is complete the display will change from “Not Ready” to “done” for each page within the application. NOTE: not all processes possible within InputAccel will be used, so some processes will always display “Not Ready.”
7.	Once an application has gone through the entire process InputAccel will automatically delete the serial number and that serial number will no longer be visible in the Supervisor module.

5.4.4 Checking the Holding Area for PDFs

After an application has successfully been processed, the PDF will be sent to the holding area where it will wait to be transferred to TradeUps via the CrossPRD program. To check the application(s) to ensure it is waiting in that holding area do the following:

Table 9 – Checking Applications

Step	Action
1.	Open Windows Explorer.
2.	Left click once on the “+” next to the drive labeled “ Voll on Uspto-a-tmsrv-1 ”
3.	Left click once on the “+” next to the folder labeled “ TICRS ”. This displays all the parent directories currently holding applications waiting for transfer to Tradeups. If the application has been successfully processed its parent directory will appear in the list.
4.	Run CrossPRD to transfer the data to TradeUps. (See section 2.2.1.5 for details.)

5.4.5 Importing *InputAccel* Stage 1 Files

When a batch ceases to move through a process and is said to have become “hung up” in *InputAccel*, do the following in order to rescan it with the least amount of difficulty. This method prevents having to physically move the paper through the scanner again, relying instead on the “stage files,” or artifacts of previous digital processing. These are copied, renamed, and then reimported into the Scan module.

- Go to the batch directory on the server (E:\IAS\Batches\#####) and copy the stage one files. These are saved in their state directly from scanner capture and prior to image enhancement. There will be one stage one file per page. Their file names will take the format 7ab.1, 7ae.1, etc.
- Copy these stage one files out to a directory. Once in the directory, rename the files from *.1 to *.TIF.
- Then delete the original batch in the IA-Supervisor module.
- Reimport from the new directory into the Scan module.

5.4.6 Procedures for Transitioning from One InputAccel Server to Another

The following are sample steps to be followed in the event an InputAccel server goes down. These procedures will enable you to transfer the batches to the backup InputAccel server for continued processing. In the example that follows, TICRS-DC-0A is treated as the current server while TICRS-DC-0B is the server to which you are going to transfer the operations.

Table 10. InputAccel/ Server Transitioning

Step	Action
1.	Stop all the IA clients connected to both IA servers. Everything that follows is performed from the current server which, in this example, is TICRS-DC-0A.
2.	Stop InputAccel services for TICRS-DC-0A from the Services Applet in the Control Panel.
3.	Stop InputAccel services for TICRS-DC-0B from the Server Applet located in the Administrator Program Group. After you get confirmation that the InputAccel services have stopped, minimize the Server Applet. You will need it again.
4.	Map a virtual drive to TICRS-DC-0B drive E via the hidden share <u>\\TICRS-DC-0B\E\$</u> .
5.	Rename the values.idx located on <u>\\TICRS-DC-0B\E\$\IAS</u> to values.old. (This holds the current license information. You will need it later.)
6.	Copy the entire E:\IAS directory from TICRS-DC-0A to E:\IAS on TICRS-DC-0B. Click OK on Overwrite . This will not only copy all of the batches to the other server (TICRS-DC-0B) but will copy over all of the processes and their individual settings.
7.	Delete the values.idx file located in E:\IAS on TICRS-DC-0B. This is the license code from TICRS-DC-0A that you just copied over.
8.	Rename the values.old file to values.idx on TICRS-DC-0B in E:\IAS. This is the license code saved in Step 5.
9.	Maximize the Server Applet from Step 3. Using the Server Applet, start the InputAccel services for TICRS-DC-0B.
10.	While you are waiting for services to start on TICRS-DC-0B (which should take about twenty minutes) it is time to modify all of the login.bat files located on TICRS-DC-0B and TICRS-DC-0A. There are three login.bats on each server located at C:\WINNT\SYSTEM32\REPL\IMPORT\LOGIN. You can access them using the hidden share C\$. Edit any entries that have mappings to the TICRS-DC-0A system. Currently we are exporting the drawing pages to TICRS-DC-0A. You will have to change this to TICRS-DC-0B.

11.	Copy all of the current drawing pages from TICRS-DC-0A to the new location.
12.	Connect to the Input <i>Accel</i> server on TICRS-DC-0B using the Input <i>Accel</i> Supervisor module. You don't need to start Input <i>Accel</i> services on TICRS-DC-0A since an Input <i>Accel</i> client module does not require it.
13.	In the Supervisor module, click Task . Once the Task window opens, look through <i>EVERY</i> batch and be sure eachone is currently queued for an instance of a module such as IA-Index/QA, ReScan, ExportPDF, etc. If any batch is not queued, and also shows 0s in each task across the screen, then that batch is corrupted. It did not copy over correctly. This rarely happens, but it is the reason you haven't deleted the batches on TICRS-DC-0A yet. If you only have a copy of batches not queued for any instances then you can delete these batches from TICRS-DC-0B. You then stop the services and copy them from TICRS-DC-0A again. Remember to also copy the corresponding IAB files for each batch. Restart services on TICRS-DC-0B again and repeat Steps 12 and 13.
14.	Then TICRS-DC-0B is ready to go. All of the Input <i>Accel</i> client systems will need to re-login to the domain again. If they don't, they will still have the improper mappings from before you changed the login scripts.
15.	Now is the time to delete everything located in the E:\IAS\BATCHES directory on TICRS-DC-0A to remove all of the batches.

5.4.7 Installing and Configuring Prime Recognition's Prime OCR Software

If upgrading from Prime OCR 3.6 to 3.8, you must prepare for the upgrade by running the dongle upgrade EXE file from the CD or the network location of the installation files.

Table 10 – Steps to Install Prime OCR Version 3.8

Step	Action
1.	Insert the CD or map to the network location where the installation files are.
2.	Double-click the "Setup.exe" icon
3.	The Welcome screen appears – click Yes
4.	The "Prime Recognition Software License Agreement" screen appears – click Yes
5.	The "Program Selection" screen appears (by default the Prime OCR and Prime View/Prime Verify check boxes are checked) – Deselect the Prime Verify option (leave Prime OCR

Step	Action
	checked) – Click Next .
6.	The “Prime OCR Program Selection” screen appears. By default the “OCR Engine”, “Job Server” and “International Languages” checkboxes are selected. De-select the “Job Server” and “International Languages” checkboxes. Be sure to leave the “OCR Engine checkbox selected, and select “Input <i>Accel</i> Module” – Click Next .
7.	The “Choose Destination Location” screen appears – Accept the default location (C:\Predev) - Click Next .
8.	The files install and the readme file is displayed – Click X to close the readme file.
9.	The “Installation Status” screen appears stating “Completed Installation of Prime OCR Files” – Click OK .
10.	The “Installation Status” screen appears again stating “Installation Complete” – Click OK .
11.	Reboot the workstation.
12.	Ensure that the PTMs in use match the default install copies (TICRS uses the defaults).
13.	Start the Prime OCR software.

NOTE: The following error may be encountered.



Figure 6 - Prime OCR Installation Error Message

To recover, search the hard-drive for the file PIXLOCN.DLL (typically found in C:\Predev\Bin and C:\Winnt\System 32). Once found, re-name the older copy to a .bak, then re-start the software.

Table 11 - Steps to Configure Prime OCR Version 3.8

Step	Action
1.	Start the Prime OCR InputAccel module and logon to the InputAccel Server. The “Prime OCR InputAccel Module” screen appears.
2.	Click Setup .
3.	The “Prime OCR InputAccel Setup” screen appears.
4.	In the Default Template group box – Click Change .
5.	The “Select Template” screen appears (the default location for the PTM templates is in the C:\Predev folder).
6.	Select the NoVerify36.ptm
7.	Click OK .
8.	In the Output Format Default group box ensure that FASCII is selected from the drop down list.
9.	Click OK – the Setup screen closes.
10.	Click Start to run the software.

5.5 InputAccel Software Configuration

5.5.1 The Process Control File (PCF)

The essentials of the capture subsystem are the collection and export of images along with index values to the central TICRS database. To direct these tasks, InputAccel uses the process control file (PCF), which must be compiled, installed, and configured.

Table 12 - Steps to Compile and Install the Process Control File (PCF)

Step	Compilation and Installation of Processes
1.	From the server, double-click on the SUPERVISOR program icon. If the InputAccel machine name dialogue box is displayed, enter the <i>server name: TICRS-DC-01</i> then Click on the OK button.
2.	In the dialogue box, Enter your user name in the <i>user name</i> field and your password in the <i>password</i> field.
3.	Click OK to connect to the server.
4.	From the program menu bar, select LICENSE , and then choose Show License List... from the drop down list. This will open the License Window; the Server ID number appears in the upper left corner of the License Window. This number is also tagged on the server dongle.
5.	To enter the license codes for the module in use, from the program menu bar, select LICENSE , and then choose Add... from the drop down list. This will bring up the license codes entry fields.
6.	Installing the PCF : From the program menu bar, select PROCESS , and then choose INSTALL... from the drop down list.
7.	Insert the diskette with the TICRS.IAP and TICRS_VF.IAP provided by the PCF developer.
8.	Select the .IAP file you wish to install and click OK . This will install your new process. To compile a .PCF to an .IAP, drop to the command prompt in NT. Change to the directory in which the .PCF is located and type the lower-case characters and spaces "iac -r pcfname.pcf<enter>" where "pcfname" is the .PCF you wish to compile. The system will respond "errors=0" if the compilation was successful. This new file will have an IAP extension appended to the same pcfname chosen.

Table 13 - Steps to Configure Processes

Step	Configuration of Processes																													
1.	Highlight the process. The instance list will appear in the Instances box.																													
2.	Ignore the MultiAppSplit, MultiDocSplit, SHIM2, PROCR, PRVerify, VStorage and IADelete instances. You will need to configure the SCAN, ENHANCEMENT, QA, RESCAN, INDEXING, EXPORTIMG, EXPORTPDF, EXPORTIDX, EXPORT DRAWING and EXPORTLOG instances.																													
3.	<p>Configuring the <u>Scan</u> Instance:</p> <p>Go to the “Level Definitions” Tab and configure the following:</p> <table data-bbox="345 751 1203 930"> <tr> <td>Level 2</td> <td>Application</td> <td>@(Indexing.Level2_Index0)</td> </tr> <tr> <td>Level 1</td> <td>Document</td> <td>@(Indexing.Level1_Index0)</td> </tr> <tr> <td>Level 0</td> <td>Page</td> <td>p. @0</td> </tr> </table> <p>Next, go to the “Scanner Settings” Tab, click on the button “Load Scanner Driver” and configure the following radio buttons:</p> <table data-bbox="472 1068 1364 1665"> <tr> <td>Brightness:</td> <td>Manual (90)</td> </tr> <tr> <td>Contrast:</td> <td>Manual (128)</td> </tr> <tr> <td>Resolution:</td> <td>300 DPI</td> </tr> <tr> <td>Mode:</td> <td>Black & White</td> </tr> <tr> <td>Page Size:</td> <td>Legal 8.5 X 14</td> </tr> <tr> <td>Dithering Mode:</td> <td>None</td> </tr> <tr> <td>Settings for Side of Page:</td> <td>Front</td> </tr> <tr> <td>Duplex Settings:</td> <td>There is nothing to configure here.</td> </tr> <tr> <td>Kodak Settings:</td> <td>There is nothing to configure here.</td> </tr> </table> <p>Next, press the “More” button and the “Extra Settings” dialog box comes up, configure the following:</p> <table data-bbox="345 1803 1109 1839"> <tr> <td>White Level Follow:</td> <td>AUTO</td> </tr> </table>	Level 2	Application	@(Indexing.Level2_Index0)	Level 1	Document	@(Indexing.Level1_Index0)	Level 0	Page	p. @0	Brightness:	Manual (90)	Contrast:	Manual (128)	Resolution:	300 DPI	Mode:	Black & White	Page Size:	Legal 8.5 X 14	Dithering Mode:	None	Settings for Side of Page:	Front	Duplex Settings:	There is nothing to configure here.	Kodak Settings:	There is nothing to configure here.	White Level Follow:	AUTO
Level 2	Application	@(Indexing.Level2_Index0)																												
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Duplex Settings:	There is nothing to configure here.																													
Kodak Settings:	There is nothing to configure here.																													
White Level Follow:	AUTO																													

Step	Configuration of Processes										
	<p>Options:</p> <p>Gamma: (Default(Normal))</p> <p>Check the box: Detect Page Width</p> <p>Check the box: Detect Page Length</p> <p>Thresholding Options:</p> <p>Click Use Normal Thresholding.</p> <p>Click OK.</p> <p>Note: There is nothing to configure under the tabs “Scanner Event Actions” and “Indexing/Miscellaneous.”</p> <p>See also Section 5.5.2, Additional Kodak 3590 Settings.</p> <p>See also Section 5.5.3, Additional Fujitsu fi-4750C Settings.</p>										
4.	<p>Configuring the <u>Enhancement</u> Instance:</p> <p>Double-click the Enhancement instance.</p> <p>Click OK to connect to the server.</p> <p>Enter a user name and password. Click OK.</p> <p>Click the Borders, Deskew and Bar-codes filters (in that order) and drag each to the active panel. (Note that Borders has no configurable options.)</p> <p>Highlight the Deskew image. Set the following radio buttons (●):</p> <table data-bbox="503 1480 1128 1806"> <tr> <td>Skew is determined by:</td> <td>Text</td> </tr> <tr> <td>Measurement direction:</td> <td>Vertical</td> </tr> <tr> <td>Min angle to detect:</td> <td>1.5</td> </tr> <tr> <td>Max angle to correct:</td> <td>25.0</td> </tr> <tr> <td>Detection area (%):</td> <td>50%</td> </tr> </table> <p>Highlight the Bar-codes image. Set the following radio buttons:</p>	Skew is determined by:	Text	Measurement direction:	Vertical	Min angle to detect:	1.5	Max angle to correct:	25.0	Detection area (%):	50%
Skew is determined by:	Text										
Measurement direction:	Vertical										
Min angle to detect:	1.5										
Max angle to correct:	25.0										
Detection area (%):	50%										

Step	Configuration of Processes														
	<p>Symbologies to check: Code 39</p> <p>Check both “Decode Symbol” and “Multiband Analysis”</p> <p>Orientation: Check “Horizontal” “Vertical” and “Diagonal”</p> <p>Min. Height: 50 pixels</p> <p>Click Exit.</p> <p>When the Image Enhancement dialogue box is displayed, Click Yes to send changes to server.</p>														
<p>5.</p>	<p>Configuring the <u>AdvQA</u> Instance:</p> <p>Double-click the AdvQA instance.</p> <p>Click OK to connect to the server.</p> <p>Enter a username and password. Click OK.</p> <p>On the menu box click S<u>etup</u>. A dropdown list appears. Select Q<u>uality Assurance</u>.</p> <p>In the Quality Assurance Setup dialogue box, click the “Enabled” box for each option and type as follows:</p> <table data-bbox="535 1239 1201 1701"> <tr> <td>TooLight</td> <td>type < = = = = <u>DRAWING</u></td> </tr> <tr> <td>TooDark</td> <td>type <u>Too Light</u></td> </tr> <tr> <td>Noise</td> <td>type <u>Too Dark</u></td> </tr> <tr> <td>BentCorner</td> <td>type <u>Bent Corner</u></td> </tr> <tr> <td>Skewed</td> <td>type <u>Skewed</u></td> </tr> <tr> <td>WrongImage</td> <td>type <u>Wrong Image</u></td> </tr> <tr> <td>DoubleFeed</td> <td>type <u>Double Feed</u></td> </tr> </table> <p>and check the Show Rotation Buttons option.</p>	TooLight	type < = = = = <u>DRAWING</u>	TooDark	type <u>Too Light</u>	Noise	type <u>Too Dark</u>	BentCorner	type <u>Bent Corner</u>	Skewed	type <u>Skewed</u>	WrongImage	type <u>Wrong Image</u>	DoubleFeed	type <u>Double Feed</u>
TooLight	type < = = = = <u>DRAWING</u>														
TooDark	type <u>Too Light</u>														
Noise	type <u>Too Dark</u>														
BentCorner	type <u>Bent Corner</u>														
Skewed	type <u>Skewed</u>														
WrongImage	type <u>Wrong Image</u>														
DoubleFeed	type <u>Double Feed</u>														
<p>6.</p>	<p>Configuring the <u>Rescan</u> Instance:</p>														

Step	Configuration of Processes												
	<p>Double-click the Rescan instance.</p> <p>Click OK to connect to the server.</p> <p>Enter a username and password. Click OK.</p> <p>Go to level definitions. Set the following:</p> <table border="0" data-bbox="535 556 1412 735"> <tr> <td><input checked="" type="checkbox"/></td> <td>Level 2</td> <td>Application</td> <td>@(Indexing.Level2_Index0)</td> </tr> <tr> <td><input checked="" type="checkbox"/></td> <td>Level 1</td> <td>Document</td> <td>@(Indexing.Level1_Index0)</td> </tr> <tr> <td><input checked="" type="checkbox"/></td> <td>Level 0</td> <td>Page</td> <td>p. @0</td> </tr> </table>	<input checked="" type="checkbox"/>	Level 2	Application	@(Indexing.Level2_Index0)	<input checked="" type="checkbox"/>	Level 1	Document	@(Indexing.Level1_Index0)	<input checked="" type="checkbox"/>	Level 0	Page	p. @0
<input checked="" type="checkbox"/>	Level 2	Application	@(Indexing.Level2_Index0)										
<input checked="" type="checkbox"/>	Level 1	Document	@(Indexing.Level1_Index0)										
<input checked="" type="checkbox"/>	Level 0	Page	p. @0										
7.	<p>Configuring the <u>Indexing</u> Instance:</p> <p>Double-click the Indexing instance.</p> <p>Click OK to connect to the server.</p> <p>Enter a username and password. Click OK.</p> <p>Insert Fields #1-5. Select the number 5 from the drop down list in the number of fields selection.</p> <p>Create the following list of fields and check the “Editable” box for each except the last. Check the “Not Editable” box for field 5, “No OCR.”:</p> <p><i>(In the</i> 01 Batch Name Level: 7 Type: Edit Validate Key is Batch Name. Check the box: Auto-Validate.</p> <p><i>Indexing</i> 02 Application Number Level: 2 Type: Edit Validate Key is Application Number. Check the box: Auto-Validate.</p> <p><i>Field</i> 03 Mailroom Date Level: 2 Type: Edit Validate Key is Mail Room Date. Check the box: Auto-Validate.</p> <p><i>Group Box)</i> 04 Document Type Level: 1 Type: Edit Validate Key: is fileg:\picklist\picklst1.txt. Check the box: Auto-Validate.</p> <p>05 05 No OCR Level: 2 Type: Not Editable. (No OCR has no Validate Key and therefore the AutoValidate box is not checked.)</p> <p>Click the Configuration button located at the bottom center of the screen:</p>												

Step	Configuration of Processes																				
	<p>In the Document View Control Group Box: [Click radio button for]: Open at Task Level (7)</p> <p>Check the following configuration boxes in the Miscellaneous group box:</p> <table border="0"> <tr> <td>Confirm before accepting Task</td> <td><input checked="" type="checkbox"/></td> </tr> <tr> <td>Confirm before canceling Task</td> <td><input checked="" type="checkbox"/></td> </tr> <tr> <td>Confirm before reverting Data</td> <td><input checked="" type="checkbox"/></td> </tr> <tr> <td>Allow users to manipulate Tree</td> <td><input checked="" type="checkbox"/></td> </tr> <tr> <td>Autofocus</td> <td><input checked="" type="checkbox"/></td> </tr> <tr> <td>“Smart” Autofocus</td> <td><input checked="" type="checkbox"/></td> </tr> <tr> <td><Enter> on last index goes to next page</td> <td><input checked="" type="checkbox"/></td> </tr> <tr> <td><Enter> on last page accepts Task</td> <td><input checked="" type="checkbox"/></td> </tr> <tr> <td>Allow User to insert Nodes</td> <td><input checked="" type="checkbox"/></td> </tr> <tr> <td>Don’t requeue current Task</td> <td><input checked="" type="checkbox"/></td> </tr> </table> <p>In the Field Validation Group Box, clickradio button for “Validate on changing fields or Nodes, and before accepting Task.”</p> <p>Click OK on the configuration screen, then click OK on the setup screen to send changes to the server.</p>	Confirm before accepting Task	<input checked="" type="checkbox"/>	Confirm before canceling Task	<input checked="" type="checkbox"/>	Confirm before reverting Data	<input checked="" type="checkbox"/>	Allow users to manipulate Tree	<input checked="" type="checkbox"/>	Autofocus	<input checked="" type="checkbox"/>	“Smart” Autofocus	<input checked="" type="checkbox"/>	<Enter> on last index goes to next page	<input checked="" type="checkbox"/>	<Enter> on last page accepts Task	<input checked="" type="checkbox"/>	Allow User to insert Nodes	<input checked="" type="checkbox"/>	Don’t requeue current Task	<input checked="" type="checkbox"/>
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<Enter> on last page accepts Task	<input checked="" type="checkbox"/>																				
Allow User to insert Nodes	<input checked="" type="checkbox"/>																				
Don’t requeue current Task	<input checked="" type="checkbox"/>																				
9.	<p>Configuring the <u>ExportImg</u> Instance:</p> <p>Double-click the ExportImg instance.</p> <p>Click OK to connect to the server.</p> <p>Enter a user name and password.</p> <p>Click OK. The “Image Export Setup/<pcf>” [where <pcf> is your current pcf filename] dialog box appears.</p> <p>Click Image Export Setup. The “IA Image Export Save As” dialog box appears.</p> <p>Directories: T:\Images where T:[\\TICRS-AIS-01\TICRSEXPORT\IMAGES]</p>																				

Step	Configuration of Processes
	<p>In the File Format Properties group box: Click the Color Format drop-down box. Select the radio button for Binary. Click the Compression drop-down box. Select the radio button for CCITT Group 4.</p> <p>In the If File Exists group box, click the radio button for Prompt.</p> <p>In the Schema Activation group box, check Use Schema.</p> <p>Click Edit Schema.</p> <p>The File Naming Schema drop-down box appears.</p> <p>In the schema drop-down box set the string to: <i>%s\%s\%s\%08d,@(Indexing.Level7_Index0),@(Indexing.Level2_Index0),@(Indexing.Level0_Index0),p</i></p> <p>On the Save Range drop-down box, click the radio button for All Pages.</p> <p>Click OK twice.</p> <p>Click Done to exit the Image Export setup.</p>
10.	<p>Configuring the <u>ExportIdx</u> Instance:</p> <p>Double-click on the ExportIdx instance.</p> <p>Click OK to connect to the server.</p> <p>Enter a user name and password.</p> <p>Click OK.</p> <p>Set the directory to: T:\Images</p> <p> Root:INDEX</p> <p> Extension:.idx</p> <p>Click the Level drop-down box and select Page.</p> <p>In the Index String drop-down box, set Index string to @(ExportImg.FullExportName)</p> <p>Check Use Schema. <input checked="" type="checkbox"/></p>

Step	Configuration of Processes
	<p>Edit schema to: <i>%s\%s\%s\,@(Indexing.Level7_Index0),@(Indexing.Level2_Index0), @(Indexing/Level2_Index0)</i></p> <p>Click OK to send the changes to the server.</p>
11.	<p>Configuring the <u>Export Drawing</u> Instance:</p> <p>Double-click the ExportDrawing instance.</p> <p>Click Image Export Setup.</p> <p>Select destination directory P:\DRAWING</p> <p>Under File Name, type in box SAVE.</p> <p>Click File Format Properties.</p> <p>On the Color Format drop-down box, click the radio button for Binary.</p> <p>On the Compression drop-down box, click the radio button for CCITT Group 4.</p> <p>On the If File Exists drop-down box, click the radio button for Prompt.</p> <p>Click Use Schema.</p> <p>Edit schema to: <i>%s\%s\%08d, @(Indexing.Level7_Index0), @(Indexing.Level2_Index0),p</i></p> <p>On the Save Range drop-down box, click the radio button (●) for All Pages.</p>
12.	<p>Configuring the <u>ExportPDF</u> Instance:</p> <p>Double-click the ExportPDF instance.</p> <p>Click OK to connect to the server.</p> <p>Enter a user name and password.</p> <p>Click OK.</p> <p>Click the radio button (●) for Write PDF to Local Directory.</p> <p>Click the Export Document Level drop-down box. Select 2.</p>

Step	Configuration of Processes
	<p>Set the Export File Name. Type I:\TICRS@(<i>Indexing.Level2_Index0</i>)</p> <p>In the Input/Output Preferences group box, check: Warn on file overwrite <input checked="" type="checkbox"/> Optimize for Byte-Saving <input checked="" type="checkbox"/>.</p> <p>In the Get Document Information from group box, click the radio button (●) for First Document.</p>
<p>13.</p>	<p>Configuring the <u>Export Pola</u> Instance:</p> <p>Double-click the ExportPola instance.</p> <p>Click Image Export Setup.</p> <p>Select destination directory T:\POLA</p> <p>Under File Name, type in box SAVE.</p> <p>Click File Format Properties.</p> <p>On the Color Format drop-down box, click the radio button for Binary.</p> <p>On the Compression drop-down box, click the radio button for CCITT Group 4.</p> <p>On the If File Exists drop-down box, click the radio button for Prompt.</p> <p>Click Use Schema.</p> <p>Edit schema to: %s\%s\%08d, @(<i>Indexing.Level7_Index0</i>), @(<i>Indexing.Level2_Index0</i>),p</p> <p>On the Save Range drop-down box, click the radio button (●) for All Pages.</p>
<p>14</p>	<p>Configuring the <u>Export Log</u> Instance:</p> <p>Double-click the ExportLog instance.</p> <p>Click OK to connect to the server.</p> <p>Enter a user name and password.</p> <p>Click OK.</p> <p>In the Directory box, type I:\TICRS\BATCHLOG.</p>

Step	Configuration of Processes																		
	<p>In the Root box, type INDEX.</p> <p>In the Extension box, type .log.</p> <p>Check Use Schema. <input checked="" type="checkbox"/></p> <p>Edit schema to: %s,@(VStorage.Level7_String0)</p> <p>In the If File Exists group box, click the radio button for Append.</p> <p>Go to level definitions. Set the following:</p> <table border="0" style="width: 100%;"> <tr> <td style="width: 50%;"><input checked="" type="checkbox"/> Level</td> <td style="width: 50%; text-align: right;">Index String</td> </tr> <tr> <td><input checked="" type="checkbox"/> Page</td> <td style="text-align: right;">blank</td> </tr> <tr> <td><input checked="" type="checkbox"/> Document</td> <td style="text-align: right;">blank</td> </tr> <tr> <td><input checked="" type="checkbox"/> Application</td> <td style="text-align: right;">@(Indexing.Level2_Index0),@(Scan.Date), @(Indexing.Level2_Index2)</td> </tr> <tr> <td><input checked="" type="checkbox"/> Level 3</td> <td style="text-align: right;">blank</td> </tr> <tr> <td><input checked="" type="checkbox"/> Level 4</td> <td style="text-align: right;">blank</td> </tr> <tr> <td><input checked="" type="checkbox"/> Level 5</td> <td style="text-align: right;">blank</td> </tr> <tr> <td><input checked="" type="checkbox"/> Level 6</td> <td style="text-align: right;">blank</td> </tr> <tr> <td><input checked="" type="checkbox"/> Batch</td> <td style="text-align: right;">blank</td> </tr> </table> <p>Click OK.</p>	<input checked="" type="checkbox"/> Level	Index String	<input checked="" type="checkbox"/> Page	blank	<input checked="" type="checkbox"/> Document	blank	<input checked="" type="checkbox"/> Application	@(Indexing.Level2_Index0),@(Scan.Date), @(Indexing.Level2_Index2)	<input checked="" type="checkbox"/> Level 3	blank	<input checked="" type="checkbox"/> Level 4	blank	<input checked="" type="checkbox"/> Level 5	blank	<input checked="" type="checkbox"/> Level 6	blank	<input checked="" type="checkbox"/> Batch	blank
<input checked="" type="checkbox"/> Level	Index String																		
<input checked="" type="checkbox"/> Page	blank																		
<input checked="" type="checkbox"/> Document	blank																		
<input checked="" type="checkbox"/> Application	@(Indexing.Level2_Index0),@(Scan.Date), @(Indexing.Level2_Index2)																		
<input checked="" type="checkbox"/> Level 3	blank																		
<input checked="" type="checkbox"/> Level 4	blank																		
<input checked="" type="checkbox"/> Level 5	blank																		
<input checked="" type="checkbox"/> Level 6	blank																		
<input checked="" type="checkbox"/> Batch	blank																		

5.5.2 Additional Kodak 3590 Settings

From the Kodak Digital Science 3590 screen, set the following variables.. Check, fill in, or activate the radio buttons on the More Main Settings screen as shown in the example below.

- Noise filter: None
- Overscan: 0.0
- Units: mm – Millimeters

- Polarity: Black on white
- Adaptive Thresholding (ATP)

Then click **More** to go to the next screen.

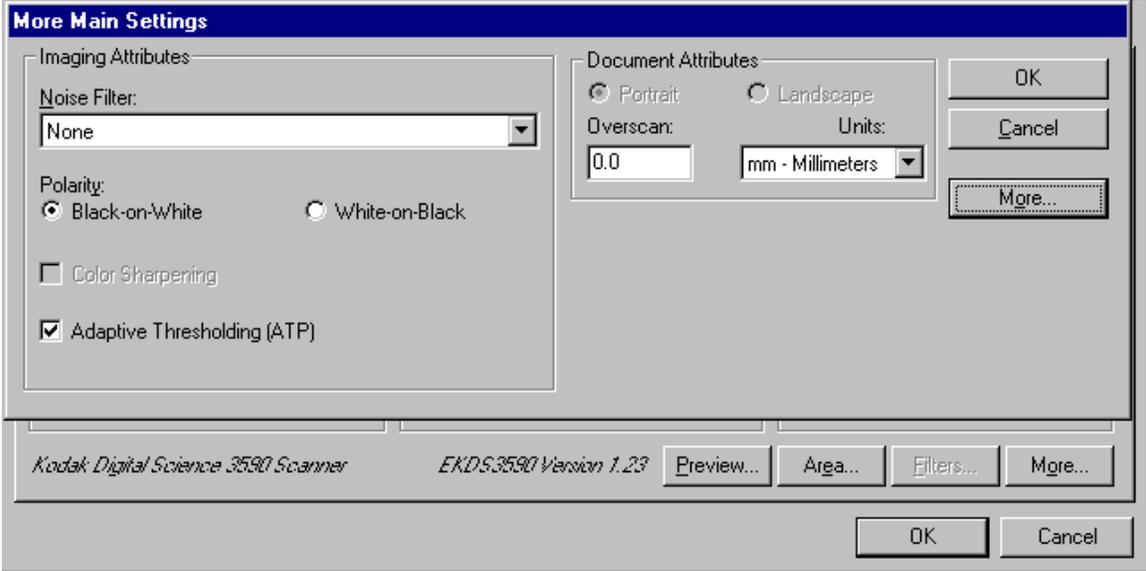


Figure 7 – Additional Kodak 3590 Scanner Settings, More Main Settings

Then check, fill in, or activate the radio buttons on the More Scanner Setting screen as shown in the example below.

- Auto Save Lamps
- Transport Timeout (seconds): 8
- JPEG Quality: Better

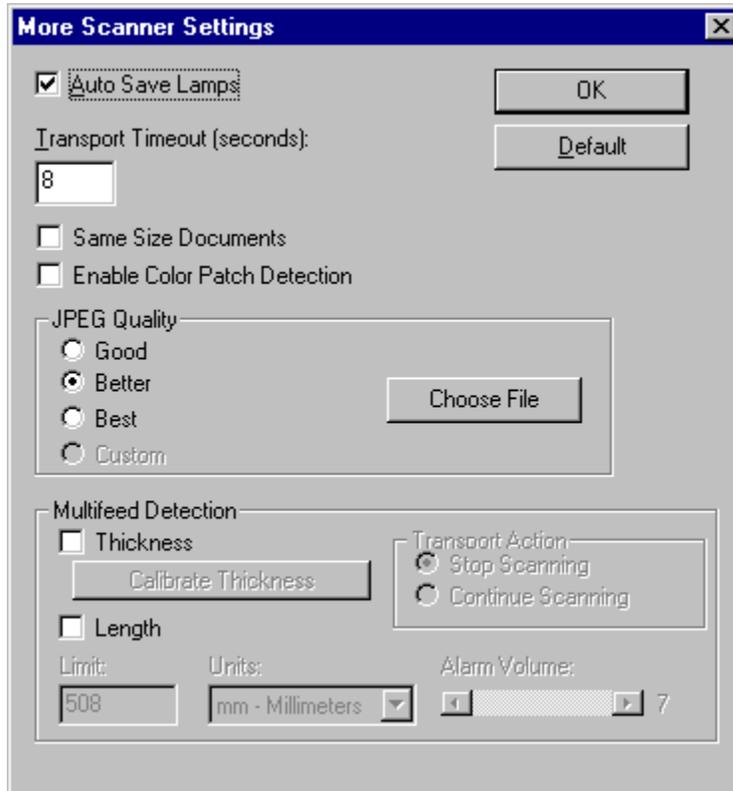


Figure 8 – Additional Kodak 3590 Scanner Settings, More Scanner Settings

5.5.3 Additional Settings for the Fujitsu fi-4750C Scanner

When using the Fujitsu fi-4750C Scanner in flatbed mode in the InputAccel 2.2.2 Scan Module, it will want to override the settings you have made in Pixview and instead default to the ADF. To avoid this problem, do not click “Scan Pages” within the Scan Module, because this forces the ADF to engage. Instead, click “Preview Pages,” which will enable the Pixview settings.

5.5.4 Batch Monitoring Using the Supervisor Module

The supervisor module provides different interfaces to monitor a batch. A batch can be viewed individually to identify at which stage in the capture system it is being processed. All scanned batches and their status can be viewed using the **TASK LIST** window.

Table 14 - Steps to Monitor the Status of a Batch

Step	Action
1.	From the Supervisor program menu, select BATCH and choose SHOW BATCH LIST . This will open the batch list window.
2.	Select the batch you want to view and from the program menu, select BATCH , and choose the VIEW option in the drop down list.
<i>Note:</i>	With this window screen, you can check the status of a batch in process.

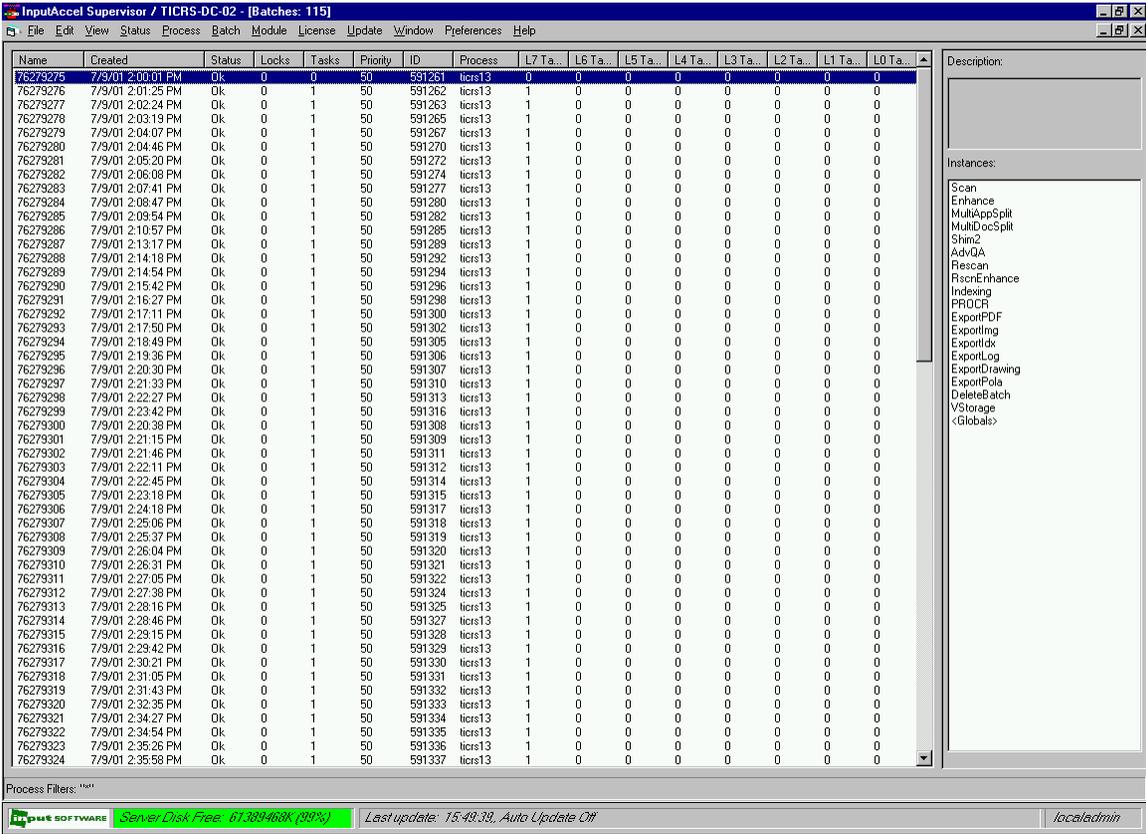


Figure 9 – Show Batch List

Table 15 - Steps to Monitor All Scanned Batches

Step	Action
1.	From the Supervisor program menu, select STATUS .
2.	Click the Tasks option. This will open the TASKS window.

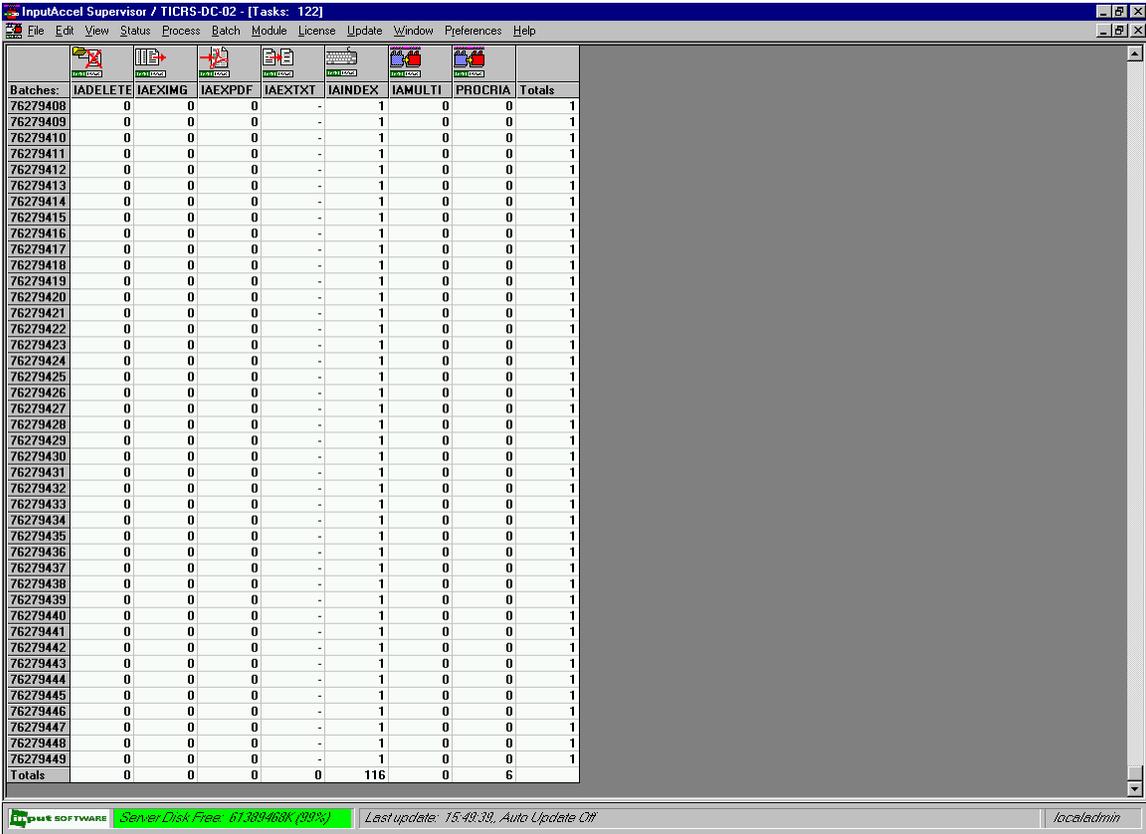


Figure 10 – Tasks Window

5.5.5 Updating the Picklist

The **picklist.txt** is a customized text file created with the Notepad utility in NT. The picklist includes the different document types contained in an application file wrapper. The Indexing module uses the picklist file to validate the Document Type indexing field. This file is stored in a shared directory on the server.

Table 16 - Steps to update the Picklist

Step	Action
1.	Launch the Notepad text editor from the Start, program, Accessories menu.
2.	From the windows menu bar, select File, Open then chose the picklist.txt file from the server's shared directory. This will open the file in an edit mode and allow you to add or delete a document type to the list. <hr/> <i>Note:</i> If you need to add a new document type, make sure it is entered on a new line.
3.	After you finish editing, click on File, Save then File, Exit to close the Notepad utility.

5.6 The Unattended Modules Startup Procedures

Note: The UNATTENDED user ID is used on all the unattended modules to map the necessary drives by executing the *unattended.bat* login.

5.6.1 Steps to Startup the Image Enhancement Module

Table 17 - Steps to Startup the Image Enhancement Module

Step	Action
1.	Double-click on the Image Enhancement program icon to launch the module.
2.	Click OK to connect to the server.
3.	Click Wait for Tasks (or F2) to begin unattended processing.
<i>Note:</i>	This module will process more images per hour if it is set to not display images. (View, Hide original/processed image).

5.6.2 Steps to Startup the IAMULTI Utility

Table 18 - Steps to Startup the IAMULTI Utility

Step	Action
1.	Double-click the IAMULTI program icon to launch the utility.
2.	Click OK to connect to the server.
3.	Enter a user name and password in the dialogue box.

5.6.3 Steps to Startup the Prime OCR Module

Table 19 - Steps to Startup the Prime OCR Module

Step	Action
1.	Double-click the Prime OCR InputAccel program icon to launch the module.
2.	In the dialogue box, Enter your <i>user name</i> in the user name field and your <i>password</i> in the password field. The Server name field is usually pre-filled with the domain name.
3.	Click OK to accept the information.
4.	From the new screen, click Start to begin the capture process. The capture operation will begin automatically.

5.6.4 Steps to Startup the Export Image, Export Drawing, and Export Pola Modules

Table 20 - Steps to Startup the Export Image, Export Drawing and Export Pola Modules

Step	Action
1.	Double-click the Export Image or Export Drawing program icon to launch the module.

2.	Click OK to connect to the server.
3.	Enter a user name and password in the fields provided.
4.	Click OK to connect to the <i>InputAccel</i> server.
5.	Click Wait for Tasks . Export Image or Export Drawing will now continuously export image or Drawing files.

5.6.5 Steps to Startup the Export Index Module

Table 21 - Steps to Startup the Export Index Module

Step	Action
1.	Double-click the Export Index program icon to launch the module.
2.	Click OK to connect to the server.
3.	Enter a user name and password in the fields provided.
4.	Click OK to connect to the <i>InputAccel</i> server.
5.	Click Wait for Tasks . Export Index will now continuously export index files.

5.6.6 Steps to Startup the Export PDF Module

Table 22 - Steps to Startup the Export PDF Module

Step	Action
1.	Double-click the Export PDF program icon to launch the module.
2.	Click OK to connect to the server.
3.	Enter a user name and password in the fields provided. NOTE: Do not log on to the PDF Export module using the “unattended” ID. Instead, log on using the local administrator ID in the TICRS domain.
4.	Click OK to connect to the <i>InputAccel</i> server.

5.	Click Wait for Tasks . Export PDF will now continuously export PDF files.
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6 GLOSSARY OF TERMS

Table 23 - Glossary

Terms	Definitions
ADF	Automatic Document Feeder
ASCII	American Standard Code for Information Interchange
Bitonal, bitonally	Black and White
Client	Workstation Drawing Resources from a Central Source (Server)
DHCP	Dynamic Host Configuration Protocol
DLL	Dynamic Link Library
DPI	Dots per Inch Resolution
Dongle	Hardware Security Key
ETC	Emerging Technologies Center (Testing & Development Laboratory)
GUI	Graphical User Interface
IA	<i>InputAccel</i>
IDX	Index File Extension
IMG	Image
LIE	Legal Instrument Examiner
NIC	Network Interface Card
NIS	Network Information Service
NTFS	Windows NT File System
OCR	Optical Character Recognition
OS	Operating system
PCF	Process Control File

Terms	Definitions
PDF	Adobe's Portable Document Format
QA	Quality Assurance
SCSI	Small Computer System Interface
Server	Central Resource Distributing Services to Client Workstations
STB	South Tower Building
TCP/IP	Transmission Control Protocol/ Internet Protocol
TEAS	Trademark Electronic Application System
Throughput	Imaging Speed
Thumbnails	Tree Display
TICRS	Trademark Image Capture and Retrieval System
TIFF	Tagged Image Format File
TLT	Trademark Law Treaty
TradeUps	Trademark Data Entry Update System
TRAM	Trademark Recording And Monitoring
TXT	Text
XSearch 1	Trademark Cropped Image Server

7 APPENDIX – SCANNER FEATURES

Below is a comparison table showing features of different scanner models employed in the TICRS process.

Table 24 – TICRS Scanner Features

Features	Kodak 3590C	Fujitsu fi-4750C
Resolutions (dpi)	Color: 150 dpi Black-and-white: 600 dpi	Optical resolution 400 dpi Monochrome: 100, 150, 200, 240, 300, 400, 600, 800 selectable Grayscale/color: 100, 150, 200, 240, 300, 400, 600, selectable
Color or Black and White?	Both	Both
Interface	SCSI-2	SCSI-2/third-party slot
TWAIN/ ISIS compliant?	YES	YES
Document Size Minimum: Maximum:	2.5” x 2.5” 26” x 12”	2.1” x 2.9” 11.7” x 17”

Features	Kodak 3590C	Fujitsu fi-4750C
Document Feeding Mode	Automatic document feeder (ADF) and manual.	Automatic document feeder (ADF) and manual.
Hopper Capacity	150 pages standard (250-page upgrade optional)	100 sheets
Scanning speed Scanning speed (cont)	Simplex: 60 <u>pages</u> per minute Duplex: 67 <u>images</u> per minute	Monochrome R/G/B Dropout Simplex: 36 ppm Duplex: 72 ipm Color 100 dpi Simplex: 26 ppm* Duplex: 52 ipm* Color 150 dpi Simplex: 20 ppm* Duplex: 40 ipm* Color 200 dpi Simplex: 12 ppm* Duplex: 24 ipm* * Requires Pentium® III 800Mhz PC Computer with 256MB memory or above for optimum color throughput.
Bundled software	Kodak mid-volume capture software	not stated

Features	Kodak 3590C	Fujitsu fi-4750C
	(demo)	
Additional Options	<u>Compression</u> : CCITT Group III and Group IV	not stated
Operating Environment	Temperature: 59°F-95°F (15°C-35°C) Relative humidity: 15%-76%	Temperature: 50° - 113°F (5°C - 35°C) Relative humidity: 20% - 80%
Power Requirements	not stated	Power consumption: 160VA or less Power requirements (auto-switching): 100-120 VAC, 50/60 Hz (200-240 VAC, 50/60 Hz)
Dimensions & Weight	12" x 21" x 27.5". 29kg or 64 lbs.	9.2" x 27.4". x 20.5". 48.4 lbs