



Please read these instructions thoroughly!

Before you install

1. If your scanner is not already installed and working, connect your scanner and install TWAIN drivers.
2. Download and install Microsoft .NET Framework 3.5 Service Pack 1 from
 - o <http://www.microsoft.com/downloads/details.aspx?FamilyID=ab99342f-5d1a-413d-8319-81da479ab0d7&displaylang=en>
3. Create a new folder on your system for the GoScan download.
4. Make sure you have administrative rights to your local computer before you install GoScan.

Download and install

1. Download GoScan from www.cdph.state.co.us/dc/immunization/goscan.html
2. Place the file in the new folder you created.
3. Double-click on the file.
4. Allow the extraction to place the installation files into the current folder (click "run")
5. Click "Install".
6. Double-click on "setup.exe" (the first setup)
7. Click "Next".
8. Read the License Agreement, select "I Agree" and click "Next".
9. Click "Next" again on the screen "Select Installation Folder"
10. Click "Next" again on the screen "Confirm Installation"
11. Click Close

Run and configure

1. Open GoScan
2. Select File – FTP Server, settings
 - a. Enter the **FTP Server name - 192.70.175.245**
 - b. Enter the user **login name: ftpH1N1, password: flu%H!N!**
 - c. Click "Test Connection" to test. If the test is successful, the settings are saved. If the test fails, the new settings are NOT saved. You must fix the problem and retest in order for the settings to be saved and used by GoScan.
 - d. Click OK to save the settings.
 - e. **Click on file, FTP server, on**
3. Select Your Scanner
 - a. From the main screen, select Edit – Select Source.
 - b. Select your scanner. If you don't see your scanner listed, make sure the scanner is turned on, plugged in and that the TWAIN drivers are installed.
 - c. Click OK to save the settings.

Scan

1. Place your paper into the feeder on the scanner, and click the green "SCAN" button.

Support Contact Information

CIIS Helpdesk

Email: aleksey.kryuchkovskiy@state.co.us

Phone: (888) 611-9918

Hours: 8:00am – 4:30pm MST

GoScan

Email: support@goscan.com

Phone: (858) 240-2186

Hours: 7:00am - 5:00pm PST