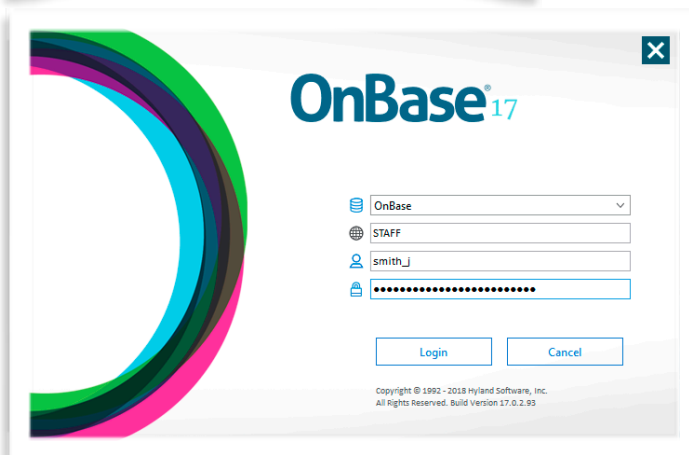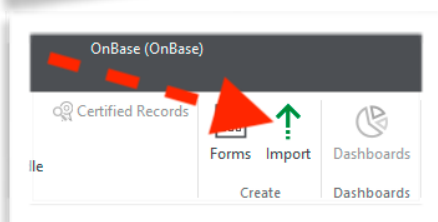# OnBase - Document Imaging - Unity Client

To scan a document for your department to access, simply navigate to the following application from your office computer.
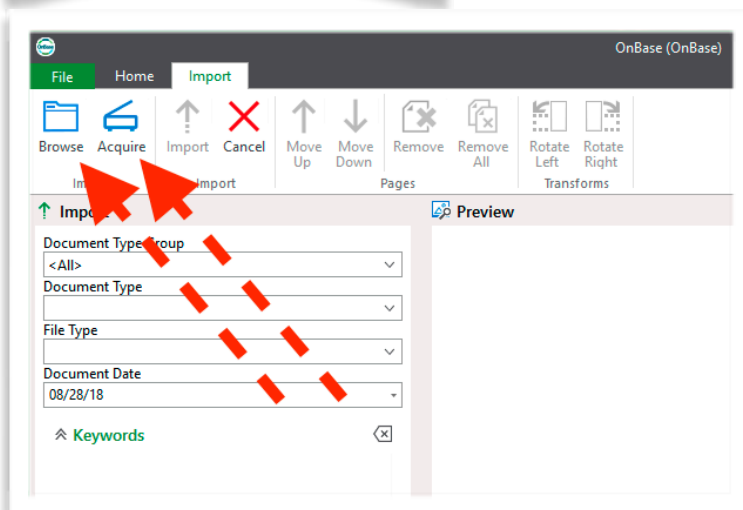

Open the **Unity Client** application on your desktop.

Login with your **user name** and **password**.
(credentials are the same as your email)

Once logged in, click **Import** in the top row of icons.


To navigate for a digital document and import it, click **Browse.**

To scan a document with your scanner, click **Acquire.**

Depending on the make and model of your scanner, you will see a unique scanner window pop-up. For details on what settings to choose, please contact your departments OnBase Administrator.

Tip! If you're simply scanning a black and white document with text, select 200x200 for the resolution, select the appropriate paper size, and select gray-scale for color.
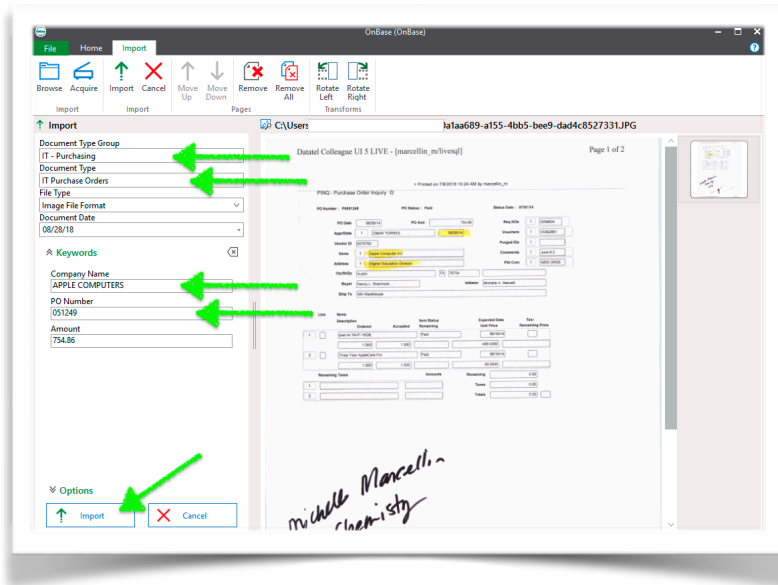
A preview of your document appears in the right section of the application.

Select the appropriate **document group**.

Select the appropriate **document type**.

Fill in all necessary **keywords**.

Tip! *These keywords will help you find your files later.*

Click the **Import** button.