

# Set Scanning Page Limit

Last Modified on 07/25/2022 8:55 am EDT

Version 20.17

**Path: Admin tab > Global Preferences > Basic tab**

The **Scanning page limits per database record** setting in the Basic tab of System Preferences can be increased so that more pages can be handled at one time in the Document Management window. This limit applies to **both** pages being scanned into OP and assigning attachments received into OP such as via Direct Message or eFax. Notable limits are listed below.

## Default Page Limits

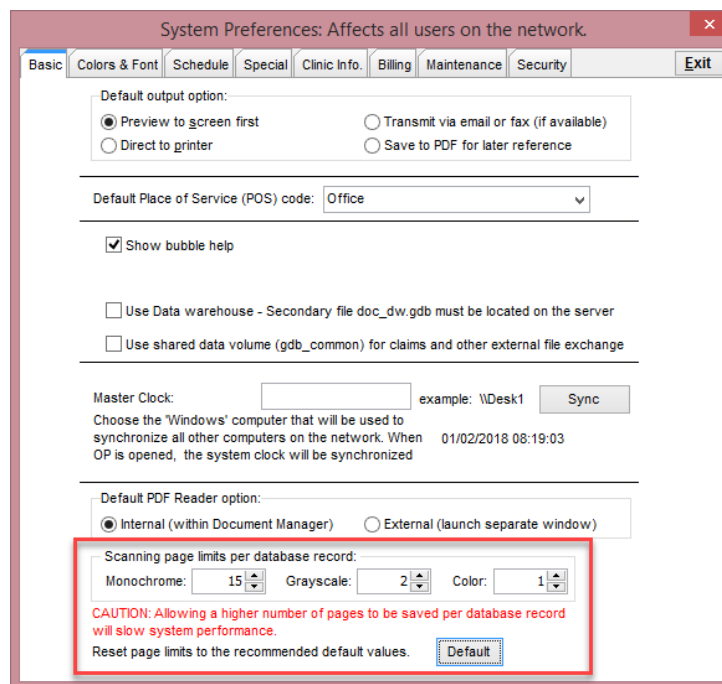
*Defaults can be restored by clicking the Default button.*

- Monochrome: 15
- Grayscale: 2
- Color: 1

## Maximum Page Limits

*Entry of an amount that exceeds the max will revert the entry to the max.*

- Monochrome: 50
- Grayscale: 10
- Color: 5



System Preferences: Affects all users on the network.

Basic | Colors & Font | Schedule | Special | Clinic Info. | Billing | Maintenance | Security | Exit

Default output option:  
☒ Preview to screen first  
☐ Direct to printer  
☐ Transmit via email or fax (if available)  
☐ Save to PDF for later reference

Default Place of Service (POS) code: Office

☒ Show bubble help

☐ Use Data warehouse - Secondary file doc\_dw.gdb must be located on the server

☐ Use shared data volume (gdb\_common) for claims and other external file exchange

Master Clock:  example: \\Desk1 Sync

Choose the "Windows" computer that will be used to synchronize all other computers on the network. When 01/02/2018 08:19:03 OP is opened, the system clock will be synchronized

Default PDF Reader option:  
☒ Internal (within Document Manager)  
☐ External (launch separate window)

Scanning page limits per database record:  
 Monochrome: 15 Grayscale: 2 Color: 1

CAUTION: Allowing a higher number of pages to be saved per database record will slow system performance.

Reset page limits to the recommended default values. Default