Scanning Administration and Tool Rights

Last Modified on 08/06/2026 3:06 pm CDT

The Scanning toolset is part of the Campus Workflow Suite.

To use any scanning tools in the Campus Workflow Suite, make sure all threshold fields are set under Attendance Office > Settings > Scanner Settings > Classroom Attendance.

System administrators can manage scanning preferences and custom scanners with the System Administration Scanning tools. Review Campus Workflow Suite hardware solutions for more information on our supported hardware.

- Custom Scanners
- Scanner Settings

Se the Scanning Tools Tool Rights article for information on rights associated with this toolset.

Scanning Printer Setup

A separate software, QZ Tray, must be downloaded in order to configure scanning printers. This software bypasses the print confirmation screen in browsers to automatically one-click-print hall passes. The following scanning tools use this print setup:

- Custom Scanners
- Check In/Out
- Check In/Out Kiosk
- Hall Monitor Scanner
- Health Office Kiosk
- Counseling Kiosk

QZ Tray for Windows:

The version of QZ Tray is 2.2.2. (https://updates.infinitecampus.com/_download/public-proxy-production-virtual/com/infinitecampus/qztray/2.2.2/qz-tray-2.2.2-x86_64.exe) Other versions of QZ Tray are not supported.

QZ Tray for Mac:

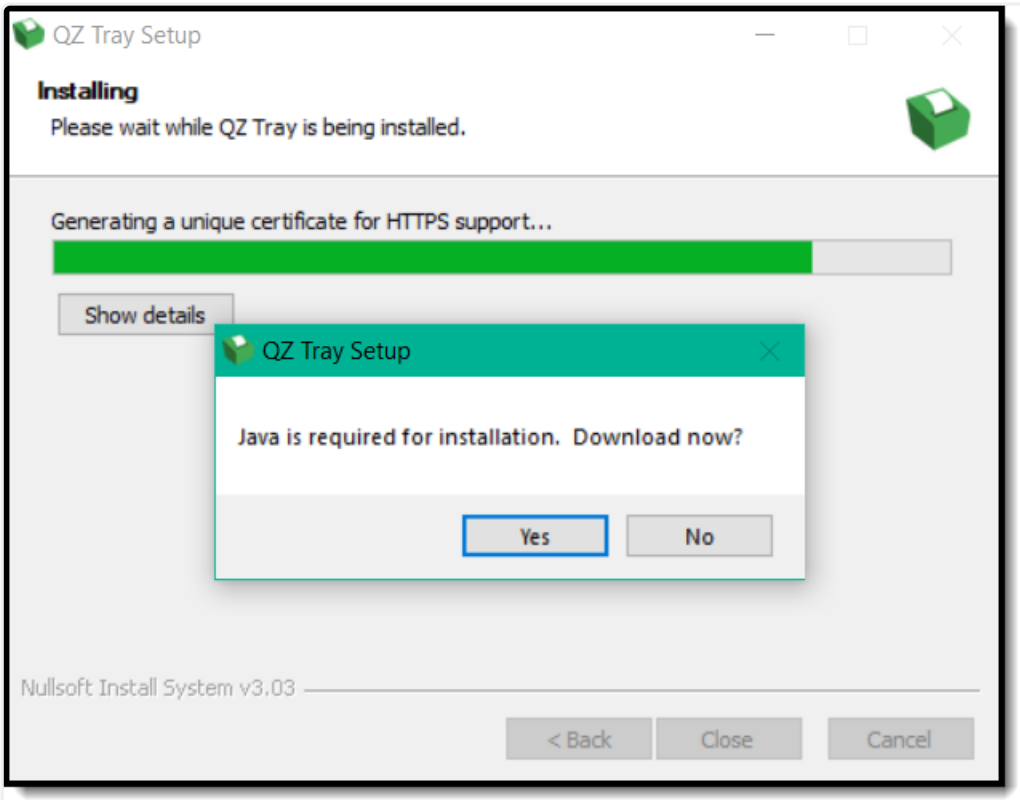
https://updates.infinitecampus.com/_download/public-proxy-production-virtual/com/infinitecampus/custom/all_states/qztray/qztraymac/2317.2809.4837/qztraymac-2317.2809.4837.zip

QZ Tray cannot be installed on Android or iOS devices.

Install QZ Tray 2.2.2

The printer setup is the same across browsers, but only for Windows machines. If you cannot suppress the security warnings from QZ Tray, the program may have been downloaded from the wrong location.

Make sure the version selected is "qz-tray-community-2.2.2.exe" and follow the prompts of the install. Java must be installed in order for QZ Tray to download.



QZ Tray Setup

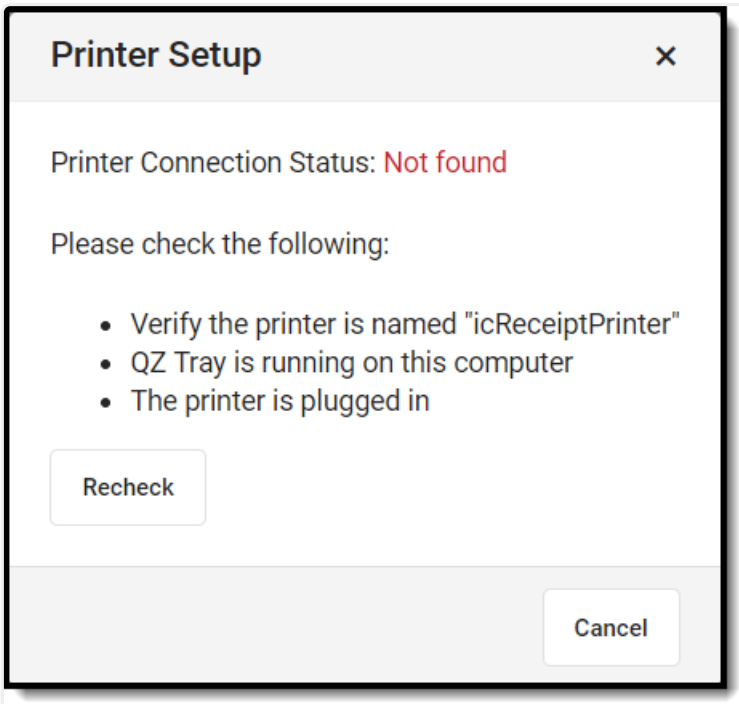
Once QZ Tray is installed successfully, connect to the desired printer.

Printer Setup

Name the printer "icReceiptPrinter" to make sure hall passes are printed to the correct printer. See the documentation for your specific hardware for specific printer setup information.

If a printer is not setup, the **No Printer**

button displays in the action bar. Click this button to view the **Printer Setup** warning:



Printer Setup warning

Scanner Setup

To ensure efficient kiosks and scanners, it is recommended to double-check your physical scanners (hardware) and add a carriage return after they scan. If they are not set up to do so, the user must manually click **Enter** after scanning. Most scanners are automatically set to add this carriage return, but it is recommended to check this before use.