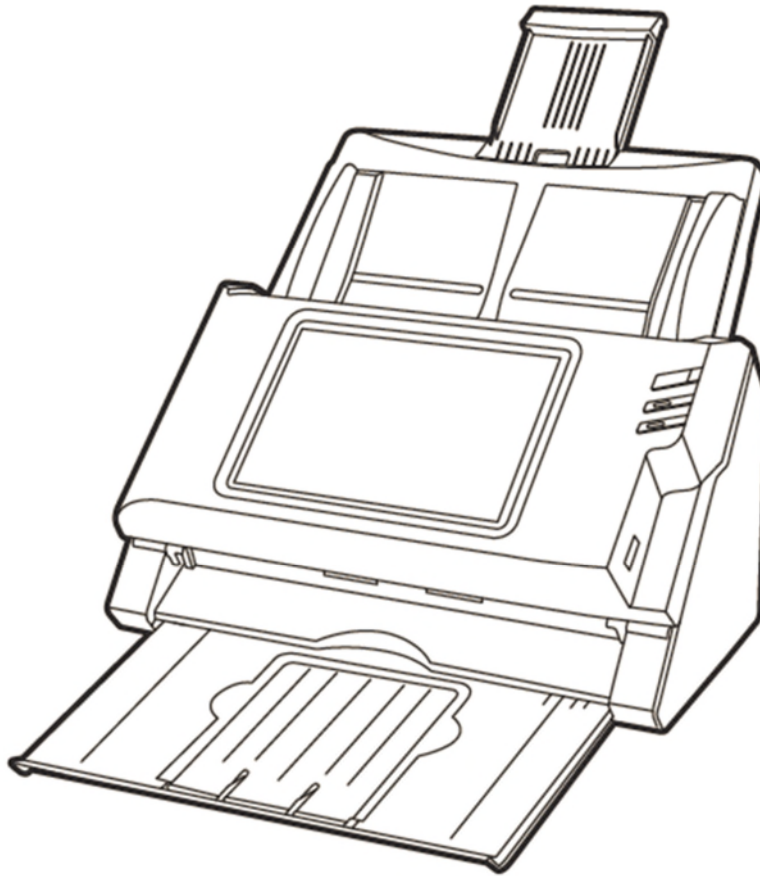


Ambir® *nScan*™ 915i

User Guide



***nScan*™ 915i**



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NOTE: WHILE ALL EFFORTS HAVE BEEN MADE TO ENSURE THE ACCURACY OF ALL CONTENTS IN THIS USER GUIDE, WE ASSUME NO LIABILITY FOR ERRORS OR OMISSIONS OR BY STATEMENTS OF ANY KIND IN THIS USER GUIDE, WHETHER SUCH ERRORS ARE OMISSIONS OR STATEMENTS RESULTING FROM NEGLIGENCE, ACCIDENTS, OR ANY OTHER CAUSE. THE CONTENTS OF THIS USER GUIDE ARE SUBJECT TO CHANGE WITHOUT NOTICE. WE WILL NOT SHOULD ANY LEGAL LIABILITY, IF USERS FAILED TO FOLLOW THE OPERATION INSTRUCTIONS IN THIS USER GUIDE.

INTRODUCTION

BEFORE YOU BEGIN

Ambir has created comprehensive resources to assist you in your pre-installation planning and installation of nScan. Visit www.ambir.com/nScan-setup to find the following additional resources:

Installation Planning Guide – Steps for planning your nScan installation and an overview of the setup and installation process.

Installation and Setup Guide - Instructions for installation, configuration and how to make your first scans.

User Guide – This document. Use this document as a reference guide for settings and functionality. This guide contains detailed information on all nScan functionality and configuration.

Administrators Guide – Advanced configuration and security procedures for system administrators.

Configuration Worksheet – Used for recording nScan settings, external system destination information and job settings.

HOW TO USE THIS GUIDE

This User Guide provides instructions and illustrations on how to install and operate your scanner.

The Introduction section of this manual describes the box contents. Before you start installing your scanner, check the box contents to make sure all parts are included. If any items are damaged or missing, please contact the vendor where you purchased your scanner or Ambir customer service.

Chapter I describes how to install and configure the scanner.

Chapter II describes how to use your scanner.

Chapter III describes how to maintain and clean your scanner.

Chapter IV contains technical support information that can help you solve simple problems.

Appendix A contains the specifications of the scanner you purchased.

Appendix B contains our customer service, the limited warranty agreement and FCC statement concerning the product.

CONVENTIONS OF THIS GUIDE

Bold — Represents commands or contents on your computer screen.

ALL CAPS — Important note or first use of an important term in a chapter.

Italic — Represents buttons on your scanner OR important notes.

A Note about Icons

This guide uses the following icons to point out information that deserves special attention.



Warning

A procedure that must be followed carefully to prevent injury, or accidents.



Attention

Instructions that are important to remember and may prevent mistakes.



Information

Optional tips for your reference.

SAFETY PRECAUTIONS

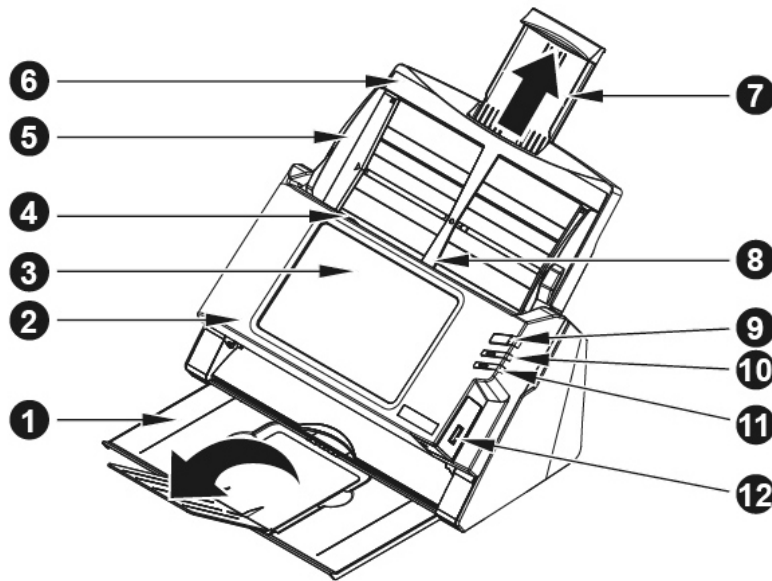


Warning

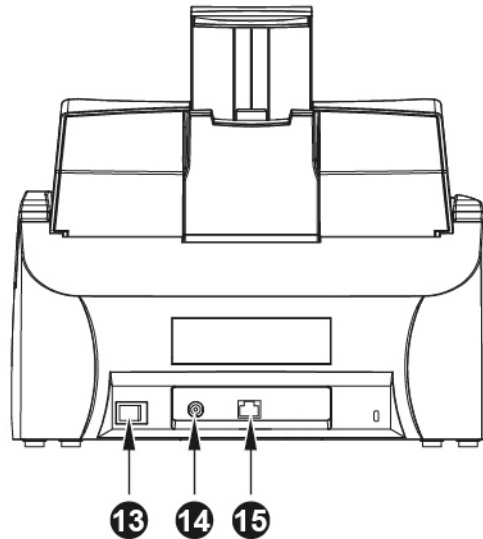
Before using this device, please read the following important information to eliminate or reduce any possibility of causing damage and personal injury.

1. Usage, the product is for indoor use in dry locations. Moisture condensation may occur inside this device and cause malfunction under the following conditions:
 - when this device is moved directly from a cold to a warm location;
 - after a cold room is heated;
 - when this device is placed in a damp or humid room.To avoid the moisture condensation, you are recommended to follow the procedure:
 - i. Seal this device in a plastic bag for it to adapt to room conditions.
 - ii. Wait for 1-2 hours before removing this device from the bag.
2. Use the AC adapter provided with the scanner. Use of other AC adapters may lead to malfunction.
3. Keep the space around the AC adapter clear in case you need to quickly unplug the AC adapter during emergencies.
4. Damaged wire could cause fire or electrical shock. Keep the power cord straight and without being twists or bends. Contact Ambir support if the wire or power adapter is damaged.
5. Unplug this device if it will not be used for long periods of time.
6. Do not attempt to disassemble the scanner. There electrical shock danger and opening your scanner will void your warranty.
7. Do not bump or knock the touch screen glass.
8. Do not subject the scanner to excessive vibration. It may damage the internal components.

SCANNER OVERVIEW



1. STACKER—Catches paper after it is scanned.
2. PANEL UNIT—ADF cover with the touch panel.
3. TOUCH PANEL—Use this touch panel to operate the scanner.
4. PANEL UNIT OPEN LEVER— Opens the panel unit. Pull it to open the panel unit when you need to clear paper jam or clean the scanner.
5. PAPER WIDTH SLIDER—Adjust the paper width slider for the paper size you are using.
6. PAPER FEEDER—Load pages to be scanned in the PAPER FEEDER.
7. PAPER FEEDER EXTENSION—Extend to hold longer paper.
8. ADF (AUTOMATIC DOCUMENT FEEDER) — Automatically feeds a stack of documents for scanning.
9. SCREEN SAVER BUTTON—Press this button to enter the panel screen saver mode or to wake up the touch panel from power saving mode.
10. LED— Indicates the scanner status.
11. LED— Indicates the scanner status.
12. USB PORT—Connect a USB flash drive or other USB device.



13. **POWER SWITCH**—Use this to turn the scanner ON or OFF.
14. **POWER RECEPTOR**—Connects the scanner to standard power by using the included AC adapter.
15. **ETHERNET PORT**—Connects the scanner to a port on the Ethernet hub, switch or router.

NETWORK ENVIRONMENT

- Basic knowledge of network setup and configuration is helpful for you to install this scanner. When you are using this scanner in a corporate environment, you may need to consult your network administrator or technical support team.
- The scanner requires a DHCP server on your network. A DHCP server automatically provides all devices within a network environment with IP addresses. In most cases, there is no need to manually set an IP address for the scanner.
- Please make sure there is an active Internet connection while using the scanner. The scanner requires access to the Internet to retrieve the date and time.
- When saving scanned documents to a server, computer, Network Attached Storage or mobile device, the scanner and the target device must be on the same segment of the network.
- The actual wireless data transmission speed varies depending on the wireless LAN environment in which you use this device. Other electrical devices, large distances, obstructions, or interference can reduce data transmission speed.

CHAPTER I. INSTALLING THE SCANNER

INSTALLING AND SETTING UP THE SCANNER

Please follow the step-by-step procedures described below to install the scanner.



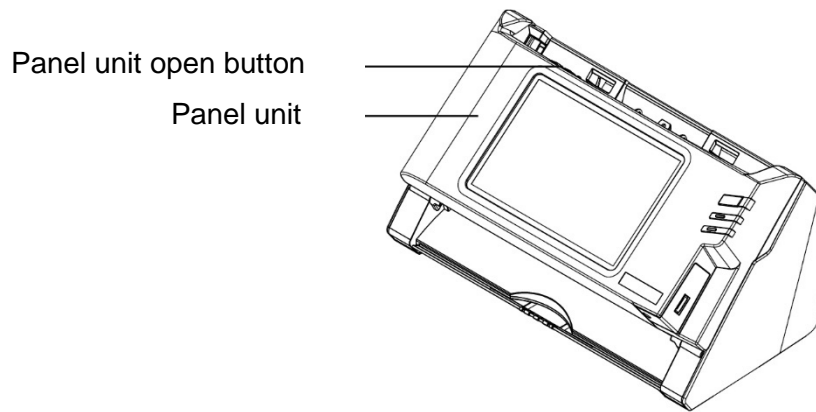
Attention

Choose a Proper Site First!

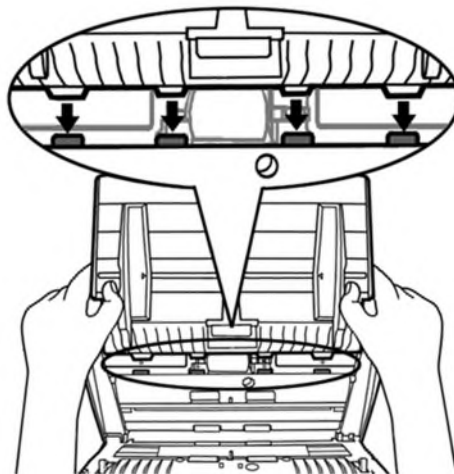
- Always place your scanner on a level, smooth and strong surface before installing or using the scanner.
- Tilted or uneven surface may cause paper-feeding errors, scanner damage or personal injury.
- Avoid using the scanner in a dusty environment. Dust particles and other foreign objects may damage the unit and cause poor image quality.

Step 1. Installing the Paper Feeder

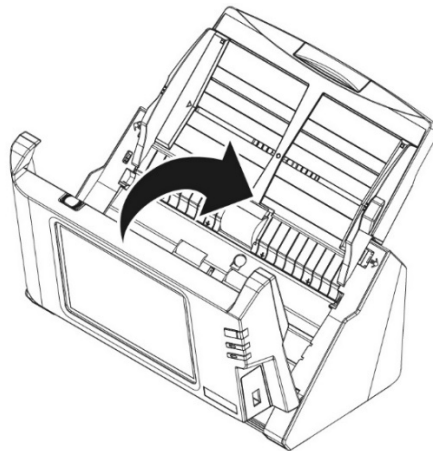
1. Open the front panel unit by pressing the grey button.



2. Install the paper feeder by aligning and inserting the tabs of the paper feeder into their slots on the scanner and snap the paper feeder into place.

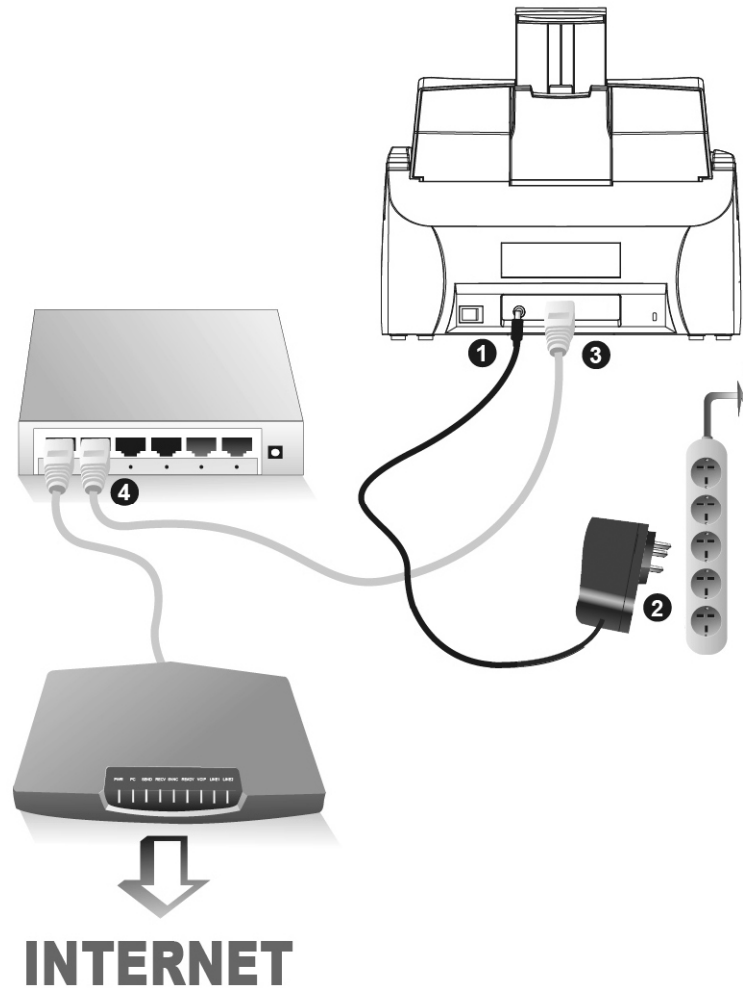


3. Close the panel unit by pushing it back down until it snaps back into place.




4. Extend the paper stacker.

Step 2. Connecting the Scanner



Attention

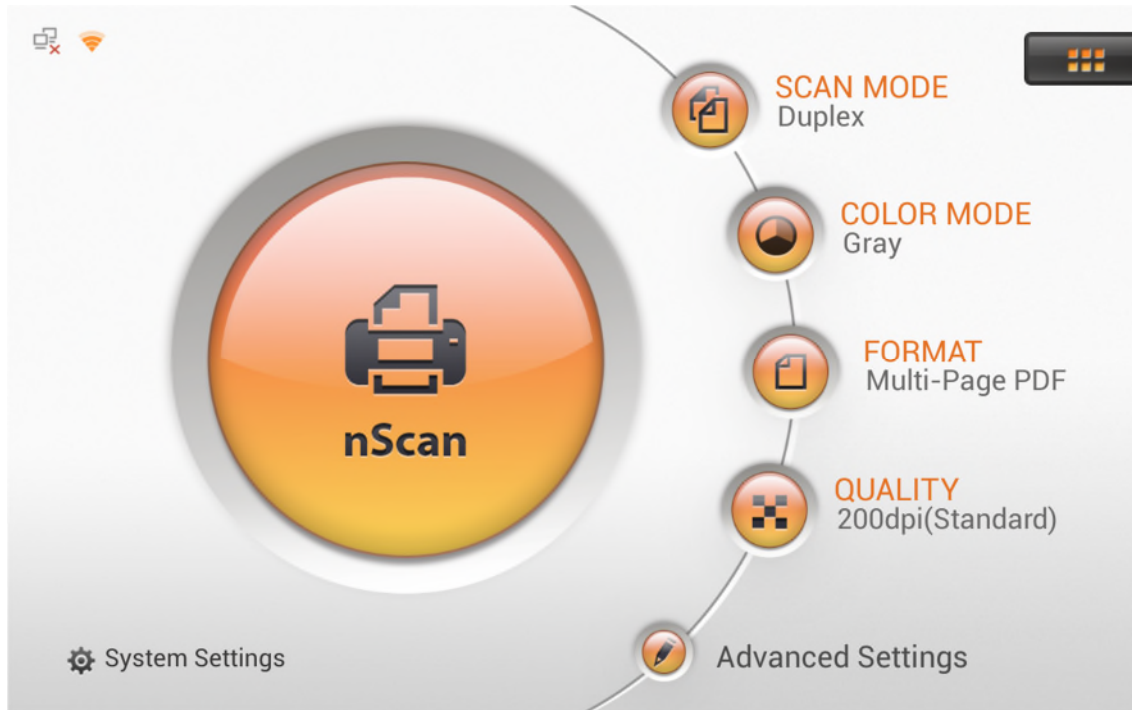
Please make sure the scanner is turned OFF before you plug or unplug the scanner power adapter.

1. Plug the AC adapter into the scanner's power jack .
2. Plug the other end of the AC adapter into a standard AC power outlet.
3. Use an Ethernet¹ cable to connect the scanner to a router, switch or hub. Optionally, you can also connect the scanner using Wi-Fi (see page 20) instead of a wired Ethernet connection.
4. Switch on the scanner power from the rear of the scanner.

¹ Accessories [e.g. hub / router / RJ45 cables] are not included.

CONFIGURING THE SYSTEM

Tap **System Settings** to access configuration settings.




System Settings includes the following configuration menus:

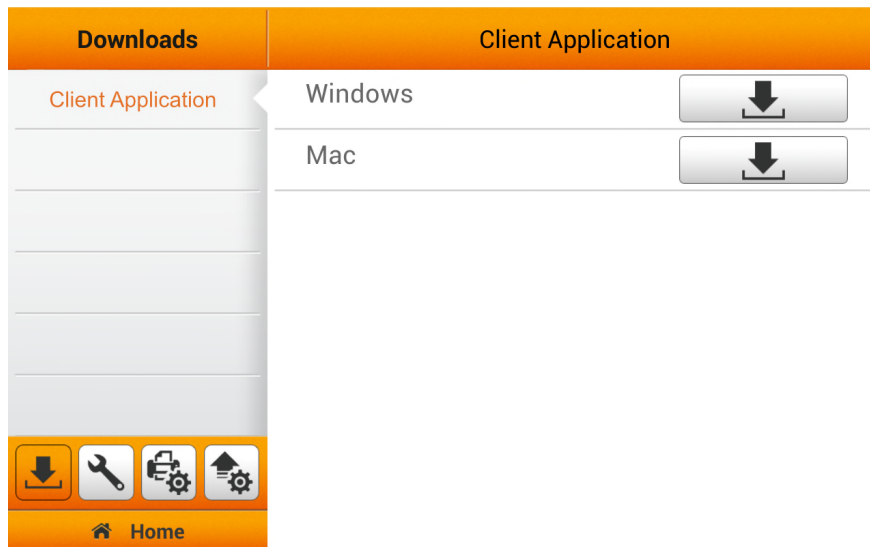
- **Downloads**
- **General Settings**
- **Scan Settings**
- **Sending Settings**

Downloads

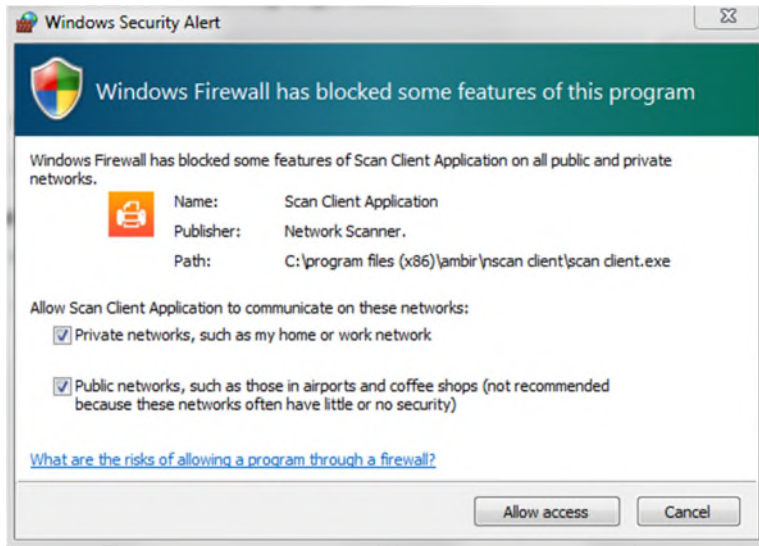
The Downloads section includes the following items: **nScan Client** and **Applications**.

nScan Client

To scan to PC without setting up an SMB share, you must install the **nScan Client** application on the user's computer before using the Save to PC function. Tap the  button to download the desired file to the USB flash drive. The **nScan Client** application is also available for download from the www.ambir.com/nScan-setup web page.



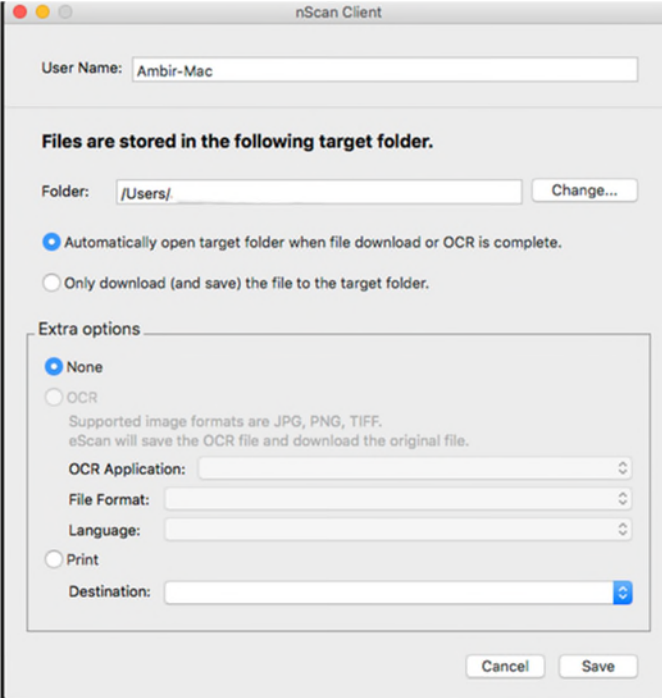
When installing the nScan Client on Windows systems, Windows will prompt you to allow nScan Client to communicate on your network. To ensure operation of nScan Client, please make sure the **Private networks** and **Public networks** checkboxes are checked and click on the **Allow access** button.



Using the nScan Client (Windows & Mac)

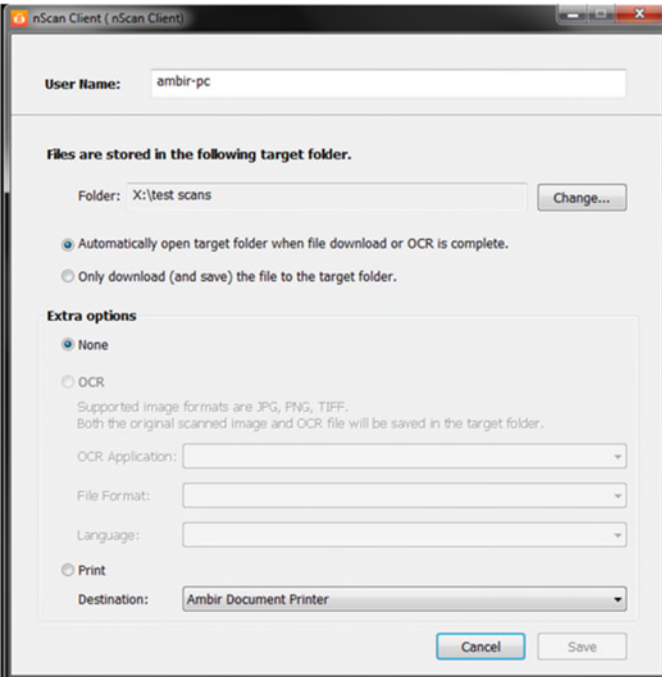
In the **nScan Client** interface, you can modify the **User Name**, select the desired file **Folder** and determine the action after the file is downloading.

Mac:



The Mac interface of the nScan Client shows a window titled "nScan Client". At the top, there is a text field for "User Name" containing "Ambir-Mac". Below this, a section titled "Files are stored in the following target folder." contains a "Folder:" label followed by a text field with "/Users/" and a "Change..." button. Two radio buttons are present: "Automatically open target folder when file download or OCR is complete." (selected) and "Only download (and save) the file to the target folder." Below this is an "Extra options" section with a "None" radio button (selected) and an "OCR" radio button. The OCR section includes a note about supported image formats (JPG, PNG, TIFF) and that eScan will save the OCR file and download the original file. It also has fields for "OCR Application:", "File Format:", and "Language:". At the bottom of the extra options is a "Print" radio button and a "Destination:" field with a dropdown arrow. "Cancel" and "Save" buttons are at the bottom right.

PC:



The PC interface of the nScan Client shows a window titled "nScan Client (nScan Client)". The "User Name" field contains "ambir-pc". The "Files are stored in the following target folder." section shows a "Folder:" field with "X:\test scans" and a "Change..." button. The same two radio buttons are present. The "Extra options" section has the "None" radio button selected. The OCR section includes a note that both the original scanned image and OCR file will be saved in the target folder. It has dropdown menus for "OCR Application:", "File Format:", and "Language:". The "Print" radio button is also present, and the "Destination:" field shows "Ambir Document Printer" with a dropdown arrow. "Cancel" and "Save" buttons are at the bottom right.

General

The General section includes the following items: **About**, **Wi-Fi**, **Calibration**, **Power Saving** and **History**.


About

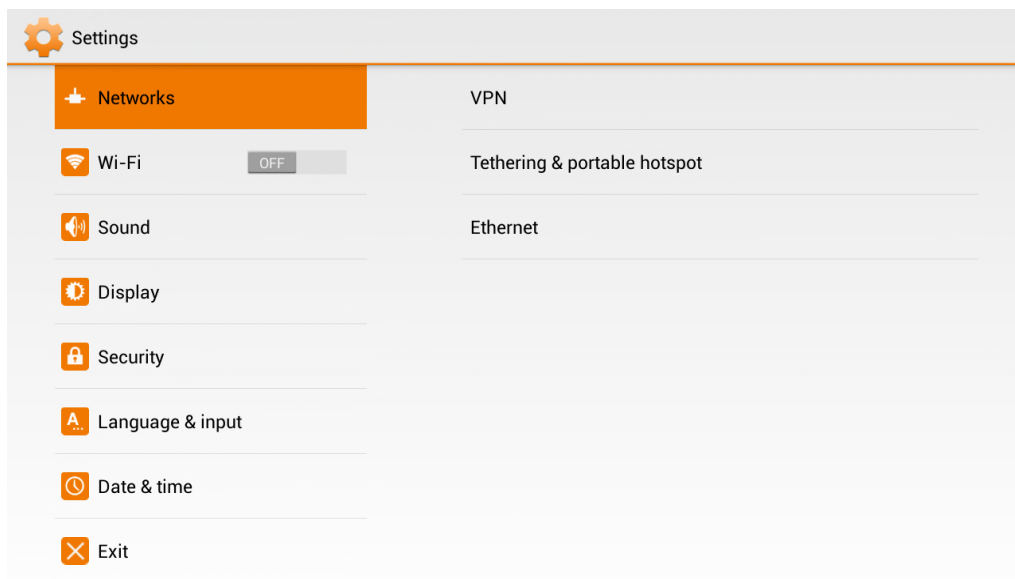
Set the system language, static IP address and update the system software on this page. You can also configure nScan to function as a Hotspot Access Point (AP) here.



Tap **Language** to open the **Language** setting dialog, select the desired language and then tap the **OK** button to confirm the setting. The system will automatically restart.



Tap  to enter the **nScan Settings** page, where you may configure advanced system related settings, such as, the **Networks** setting, enabling nScan as an Access Point (AP), set a security code for the nScan, enable/disable touch sounds, the brightness of the display and much more.




Setting nScan as an Access Point

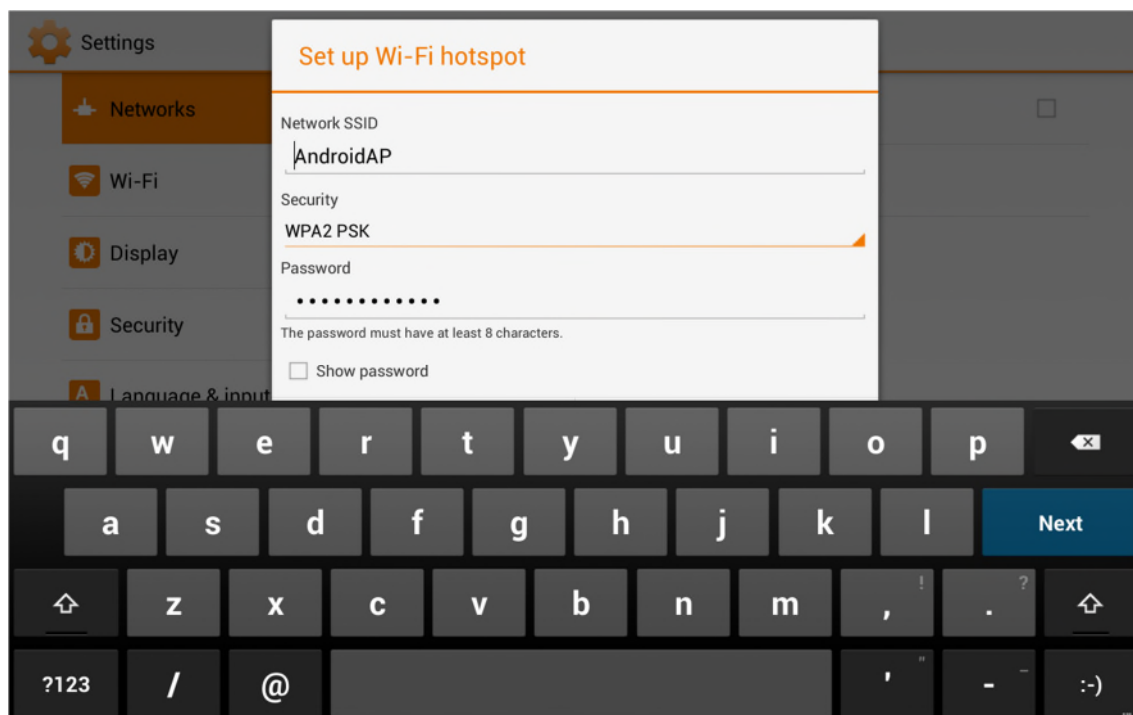
You may set nScan as an Access Point (AP), so that your mobile devices can connect to a wired network via nScan.

Tap **Networks, Tethering & Portable Hotspot** and **Setup Wi-Fi hotspot** to setup nScan as a hotspot. Modify the **Network SSID** and the **Security** option if necessary. Enter the **Password**, the password should contain at least 8 digits. You may tick the checkbox of **Show password** to show the hidden password. Tap **SAVE** to save the settings and Tap **Exit** on the left column to exit this dialog. Tap the check box next to **Portable Wi-Fi hotspot** to activate the hotspot.




Information









When the  icon is displayed on the upper-left corner of the main screen, you may use this nScan as a portable hotspot.



Static IP Settings

Tap **Ethernet** and **Static IP Settings** to configure static IP settings. Select the **Use static IP** option and enter the **IP address**, **Gateway**, **Netmask**, **DNS 1** and/or **DNS 2**. Contact your network administrator for assistance. Tap **SAVE** in the upper-right corner to save the settings and Tap **Exit** on the left column to exit this dialog.

 Plustek Settings SAVE CANCEL

 Networks	Use static IP <input checked="" type="checkbox"/>
 Wi-Fi ON	IP address
 Sound	Gateway
 Display	Netmask
 Security	DNS 1
 Language & input	DNS 2
 Date & time	
 Exit	



Information

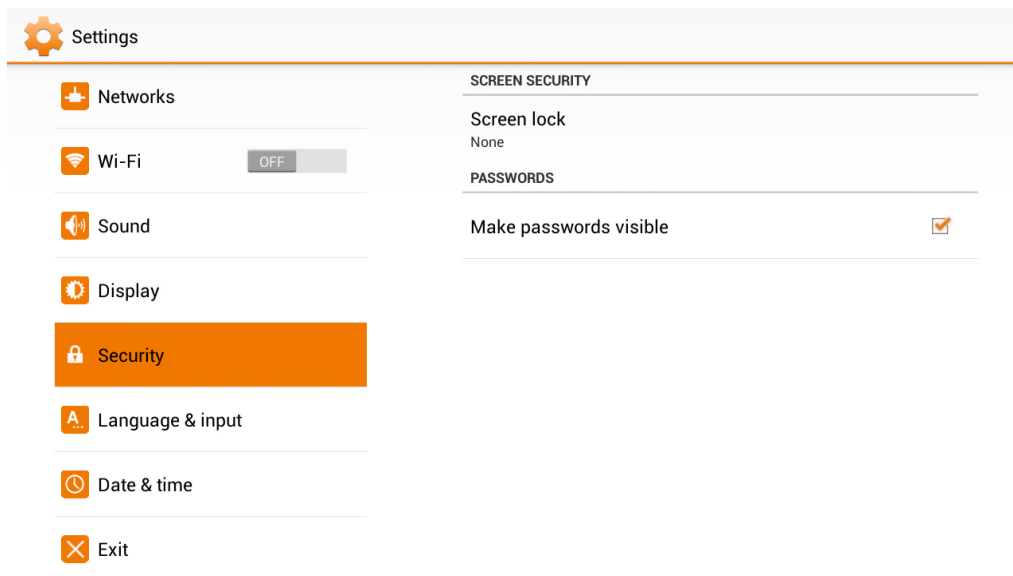
To setup the duration of time before the touch screen display goes to "sleep", please refer to the **System Settings > General > Power Saving** for setup. Do not use the Display settings.

Security Settings

To set up a screen lock password, tap **Security**. You can set screen lock by pattern or by password.

WARNING: DO NOT FORGET YOUR SCREEN LOCK PIN/PASSWORD !

If you forget this PIN/Password, you will need to send the scanner to Ambir for repair.
Service charges will apply to reset the scanner.



Wi-Fi

Tap **Wi-Fi** to enable Wi-Fi instead of the RJ45 Ethernet port.

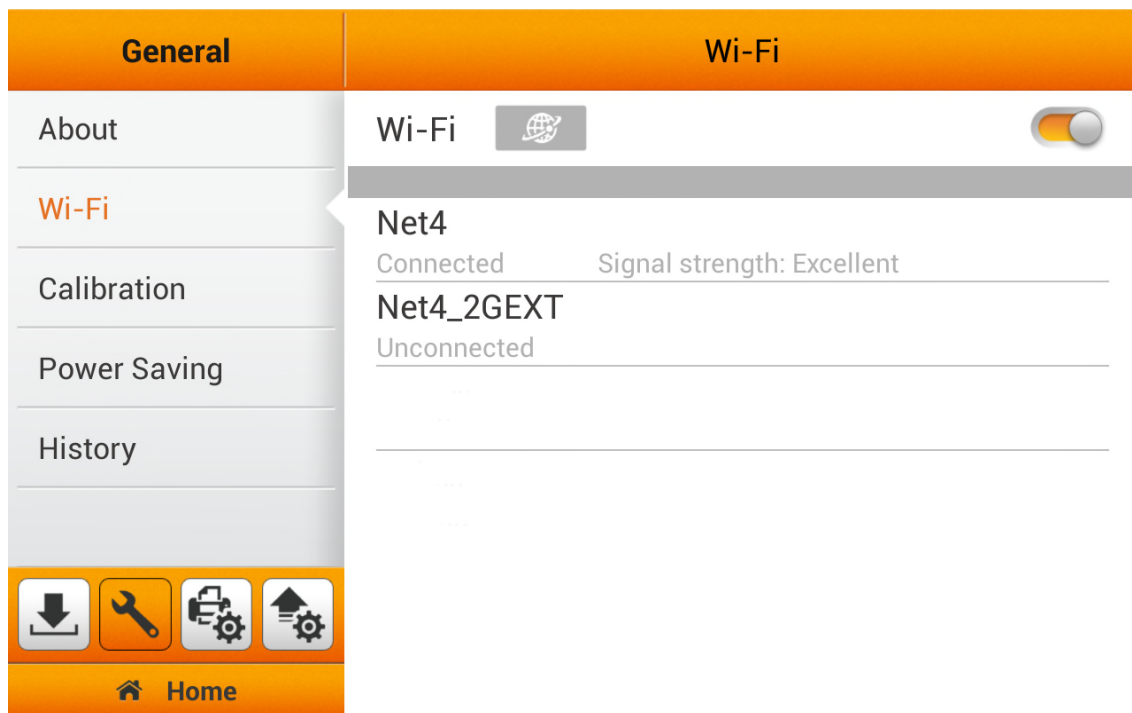
Slide the **Wi-Fi** switch to ON, tap the Wi-Fi network you will connect to and enter the network password when prompted.

Test your Wi-Fi connection by tapping the globe icon.



Attention

nScan does not automatically connect to newly discovered Wi-Fi networks. You must manually configure nScan to connect to a Wi-Fi network.



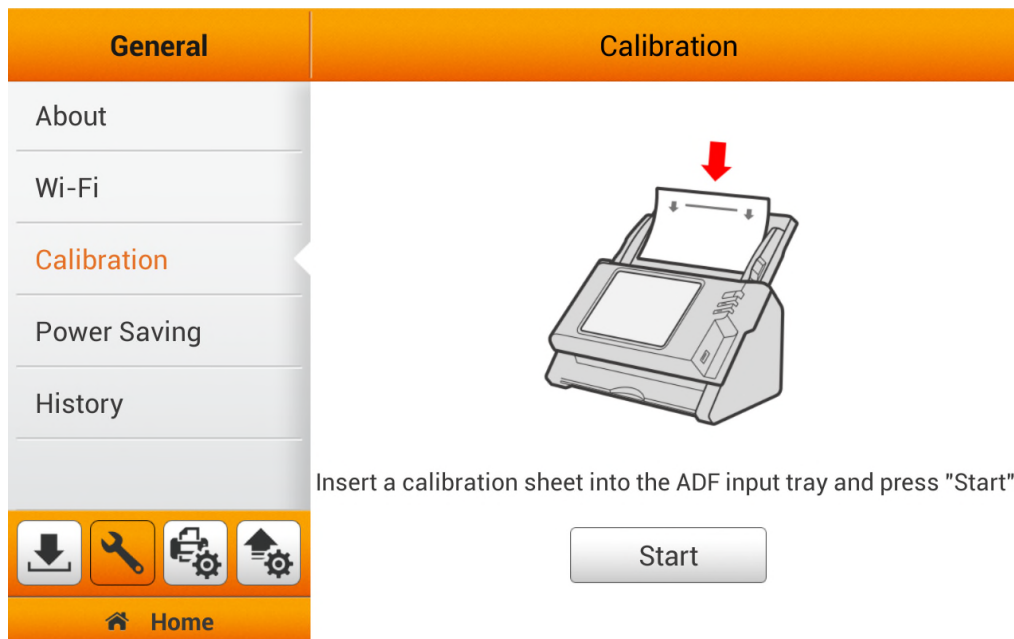
Calibration

Calibrate the scanner when image quality degrades, if colors appear in areas that should be white, or original document varies in color or brightness from the scanned image. Insert the special calibration sheet into the ADF of the scanner, as shown in the diagram below. Tap the **Start** button to start the calibration process.



Attention

Use the special calibration sheet included with the scanner. Alternatively, you may also use any plain white sheet of paper sized in US Letter (8 ½ x11") or A4 (216 by 297 mm). However, optimum calibration is achieved when the special calibration sheet is used.



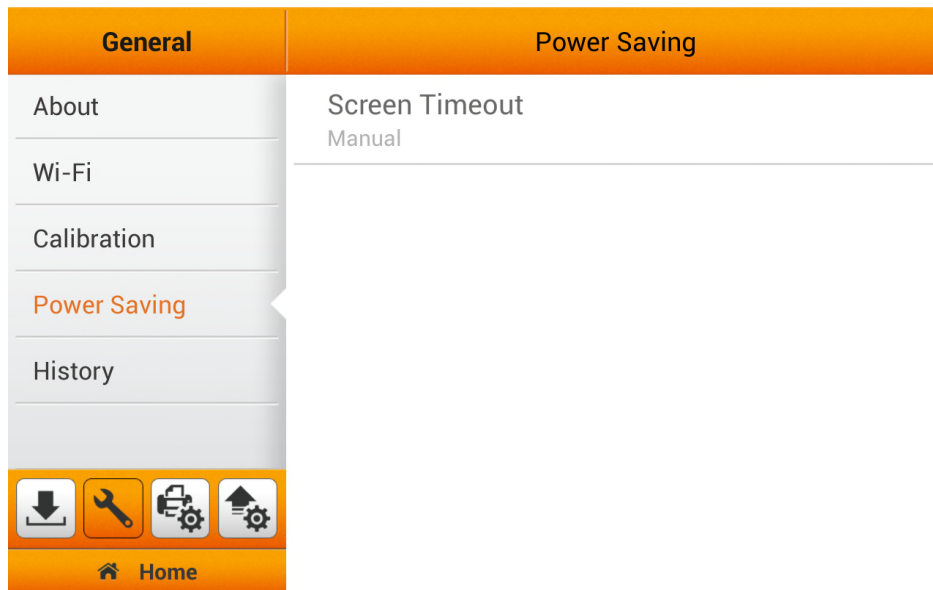
Power Saving



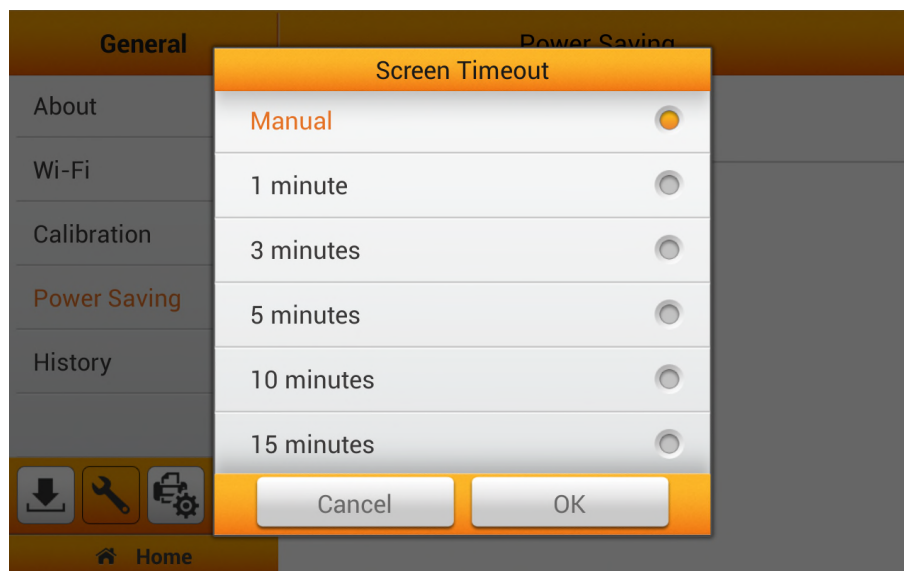
Attention

We recommend enabling the screen timeout function to reduce energy usage and extend the life of the display.

The scanner will enter a low-power mode and turn off the display when the inactivity period set in **Screen Timeout** is reached. You can manually put the scanner into power saving mode or wake the scanner by pressing the **Zz** button on the front panel.

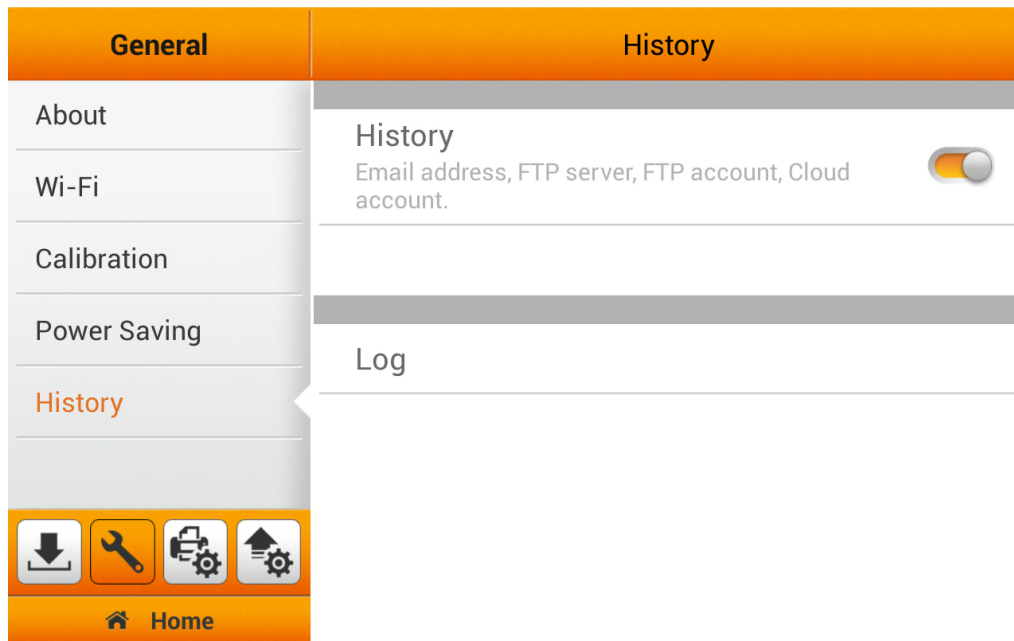



Tap **Screen Timeout** to open the **Screen Timeout** dialog, select the desired time period then tap the **OK** button to confirm the setting.

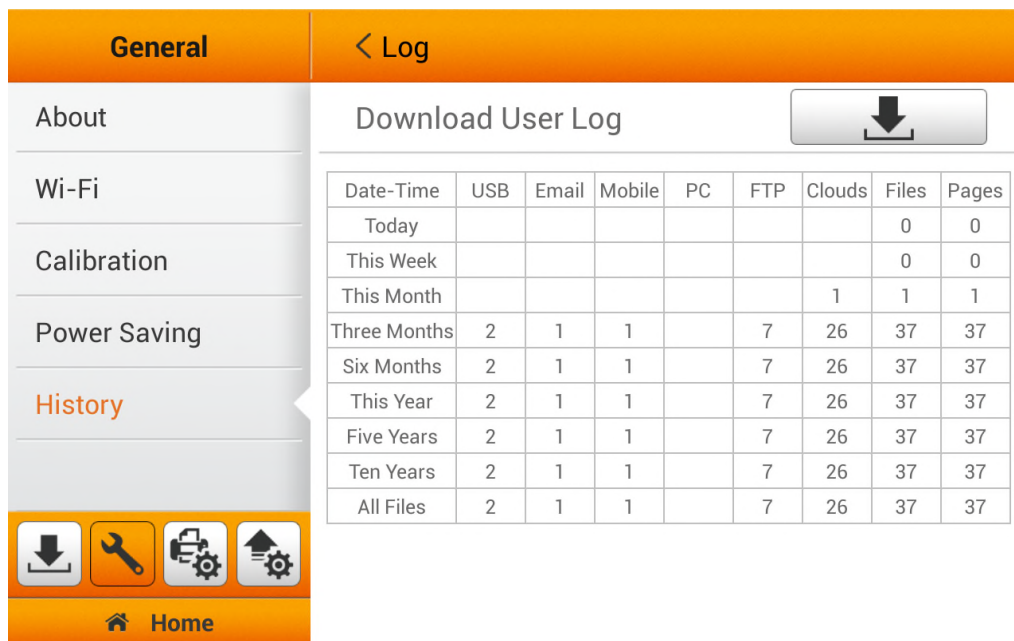


History (Autofill)

Enable/Disable **History** (Autofill) to store account information, such as, e-mail addresses, FTP server addresses, FTP user accounts and cloud user accounts. When **History** is enabled, users are presented with a drop-down list of previously entered values when entering information into fields. (Autofill is not available for password fields)



Tap **Log** to view and download the log file. The **Log** file contains system operation statistics. Insert a flash drive into the USB port and then tap  to save the log file to the flash drive in Microsoft Excel format.



Scan Settings

The Scan Settings section includes the following items: **File Name** and **Initial Settings** that allow you to set a file name prefix and initial scan settings.

File Name

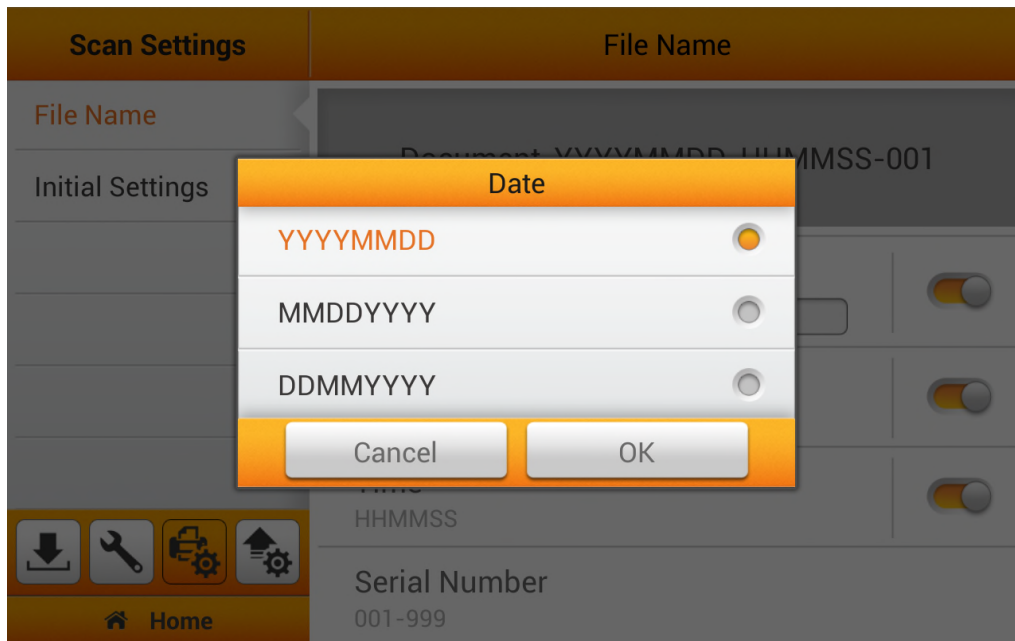
This screen defines the file name format for scanned documents. You can add fixed **Prefix**, **Date**, **Time**, and/or **Sequential Number** to the saved files. You can also rename your document during the **Save As** stage of the scanning process.

[illegible]

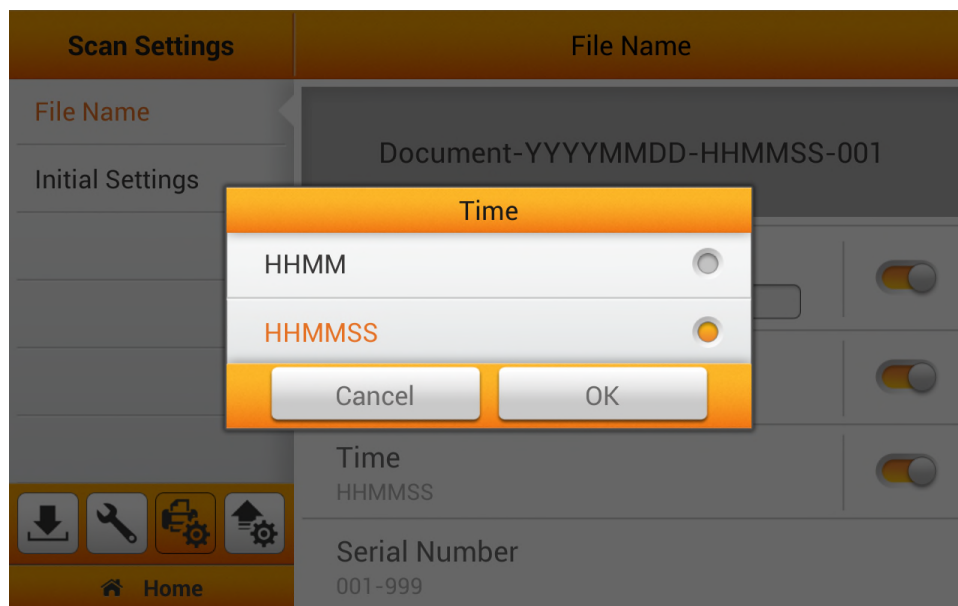
Enable Prefix by sliding the switch to the ON position. Tap the Prefix field and enter the Prefix text.

Note: The scanner requires access to the internet to set the device date and time.

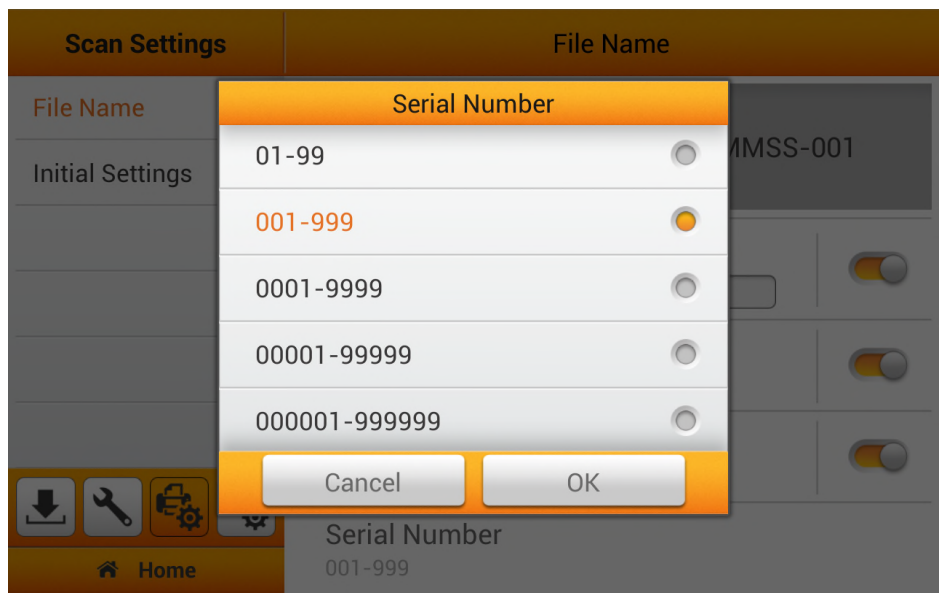
Enable **Date** by sliding the switch to the ON position. Tap **Date** and select the desired date format.



Enable **Time** by sliding the switch to the ON position. Tap **Time** and select the desired time format.

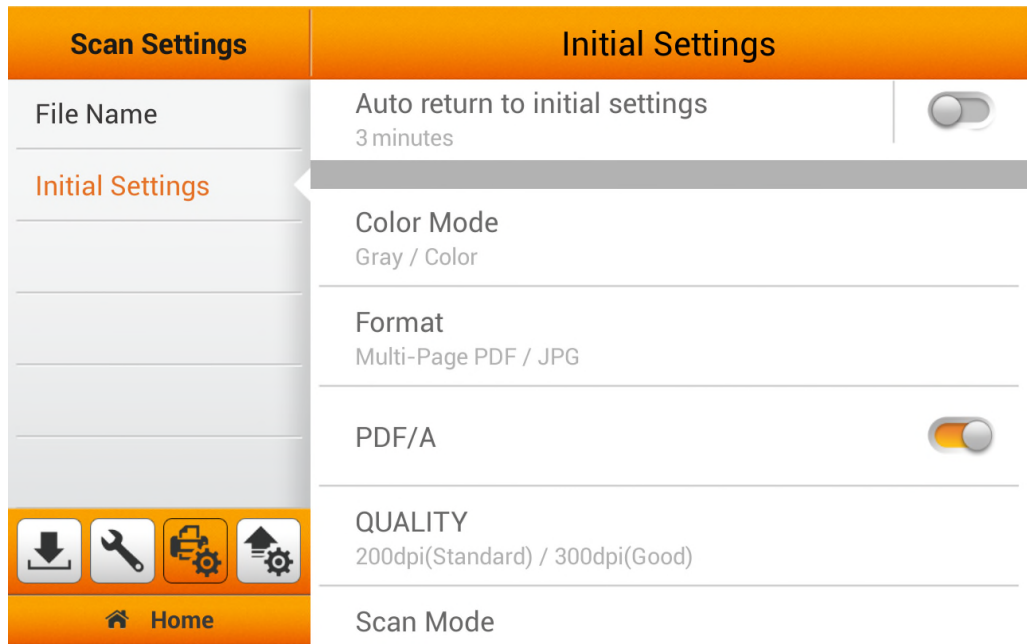


Enable **Serial Number** by sliding the switch to the ON position. Tap **Serial Number** and select the desired format.




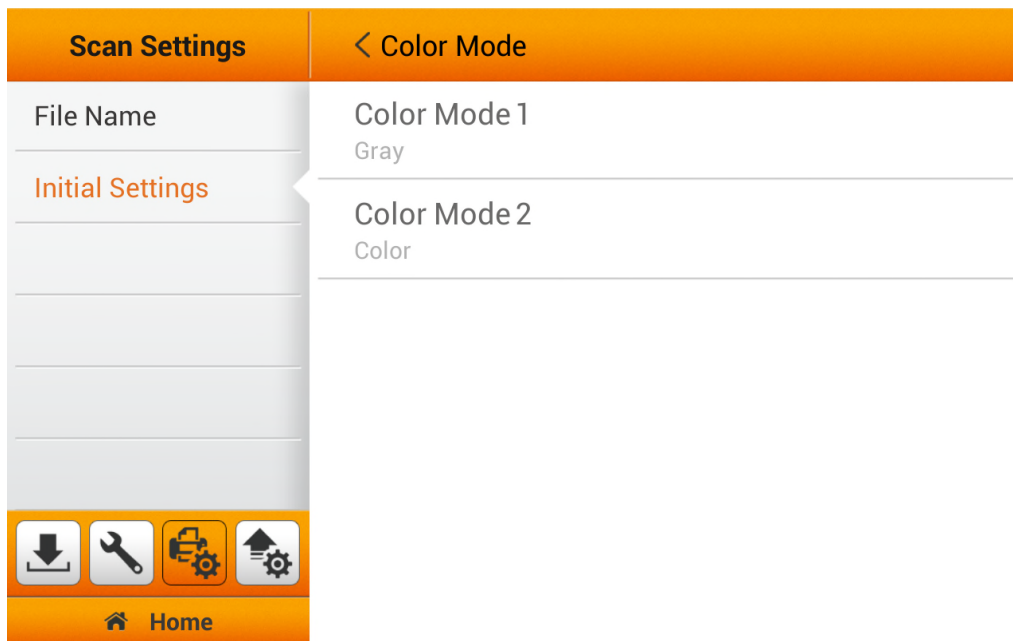
Initial Settings

Initial Settings are used to set the default scan settings. Users will have the option to select additional settings through the **Advanced Settings** on the main screen. (Please refer to the **Advanced Settings** section for more detail). To reset the scan settings default after each scan, slide the **Auto return to initial settings** switch to the ON position. Tap **Auto return to initial settings** to modify the reset time period.

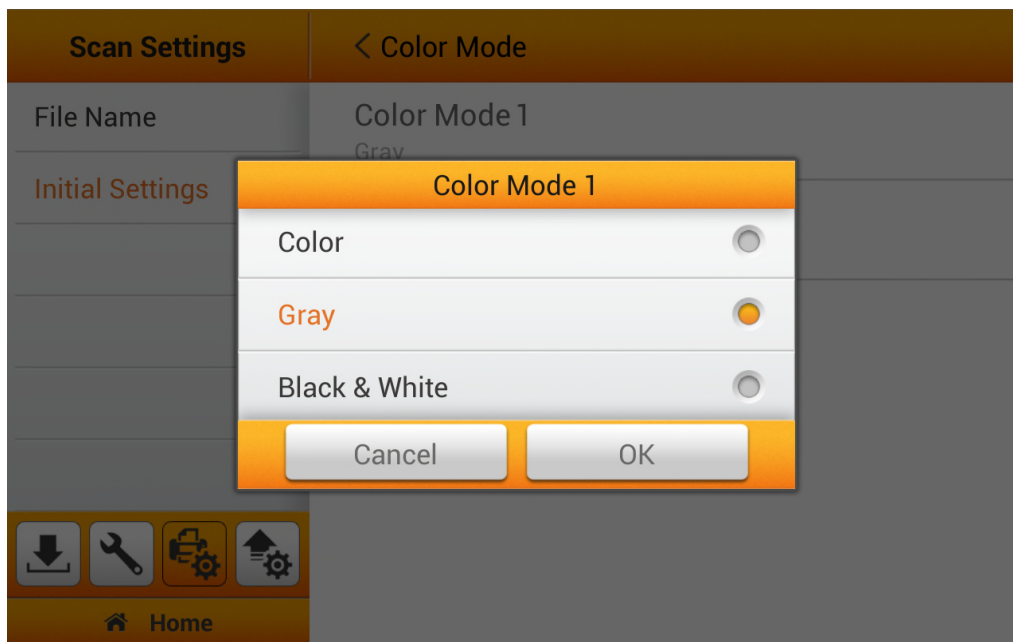


Color Mode


You can set two color mode options for the Main Menu **Color Mode** shortcut key . Users will have the option to select additional settings through the **Advanced Settings** (refer to the **Advanced Settings** section for more detail).

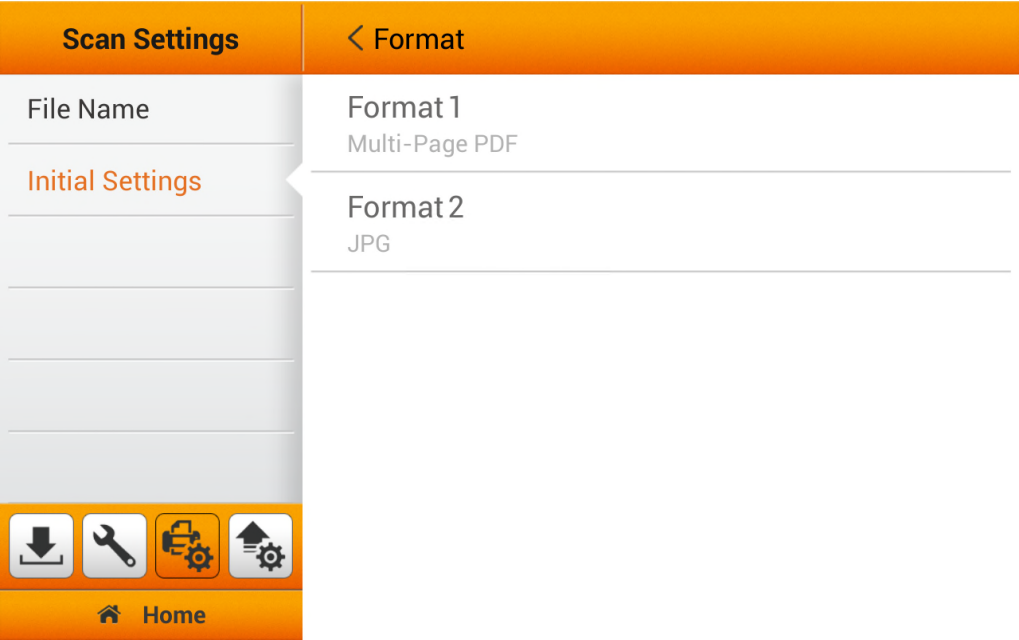


Select the desired **Color Mode** tap the **OK** button to confirm the settings or tap **Cancel** to exit this dialog.



Format

You can set two file format options for the Main Menu **Format** shortcut key . Users will have the option to select additional settings through the **Advanced Settings** (refer to the **Advanced Settings** section for more detail).



Select the default file format in the popup dialog. Available file formats: **PDF**, **JPG**, **TIFF**, **PNG**, **Multi-Page PDF** and **Multi-Page TIFF**. Tap the **OK** button to confirm the settings or tap **Cancel** to exit this dialog.

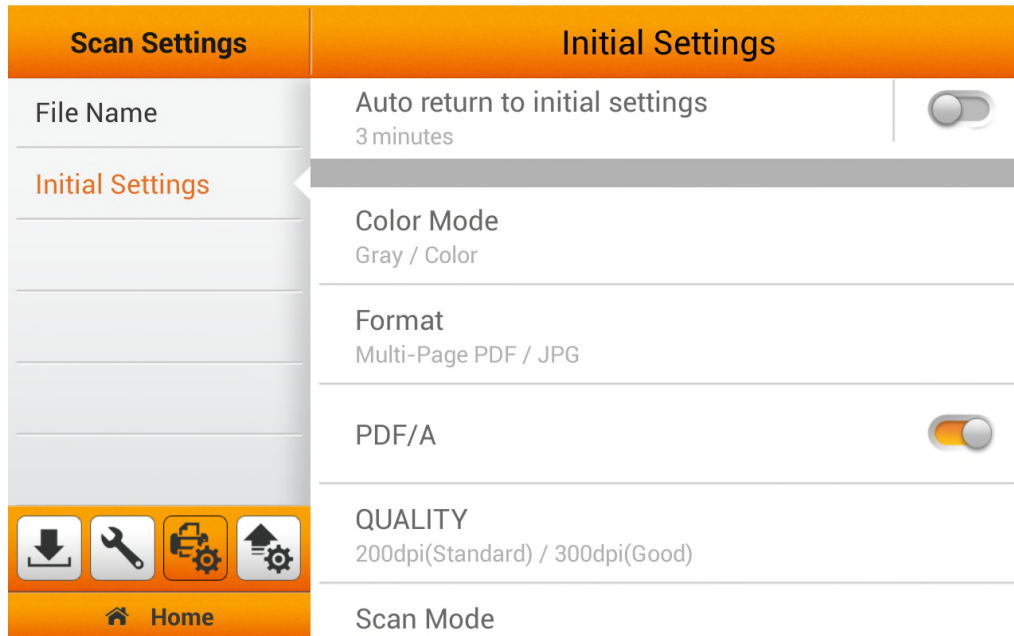


PDF/A


PDF/A is an ISO-standardized version of the Portable Document Format (PDF) that is designed for digital preservation and archiving of electronic documents. PDF/A documents differ from standard PDF documents because they prohibit features that are not suitable for digital preservation and archiving.

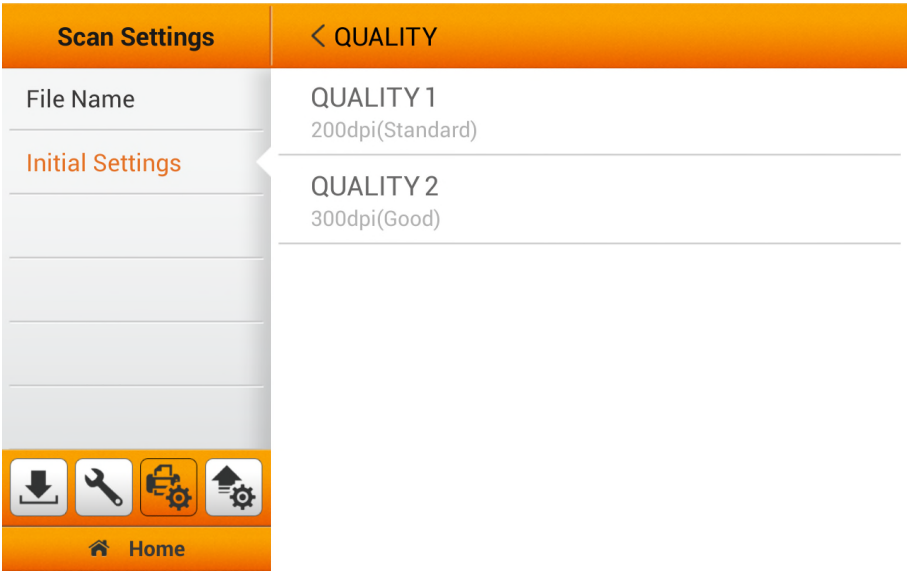
Enable PDF/A only when it is required by your archiving and records management policies.

Slide the **PDF/A** switch to the ON position to save PDF files in PDF/A format.



Quality

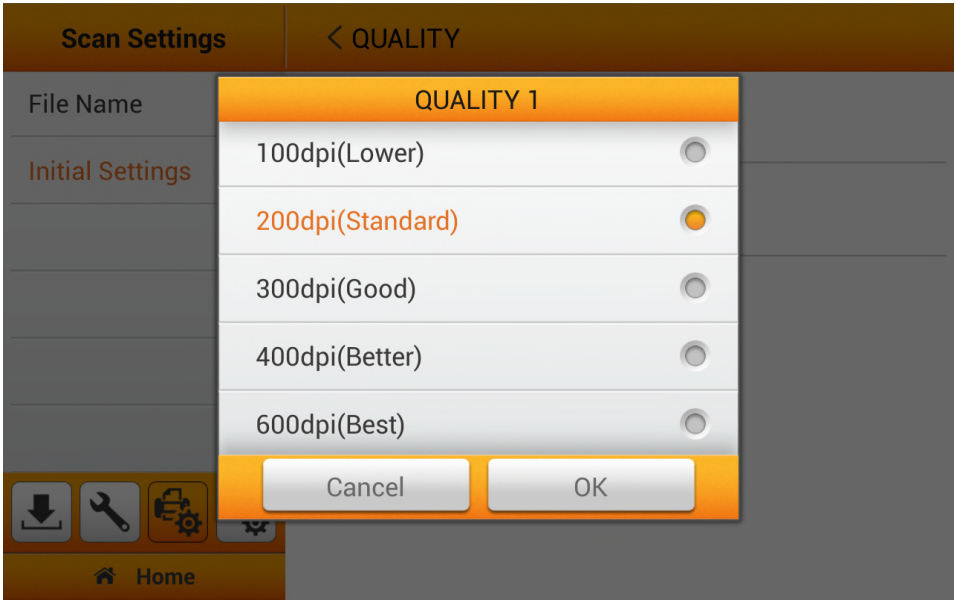
You can set two quality options for the Main Menu **Quality** shortcut key . Users will have the option to select additional settings through the **Advanced Settings** (refer to the **Advanced Settings** section for more detail).




Select the desired **QUALITY** in the popup dialog. Available dpi values: **100dpi (Lower)**, **200dpi (Standard)**, **300dpi (Good)**, **400dpi (Better)**, and **600dpi (Best)**.

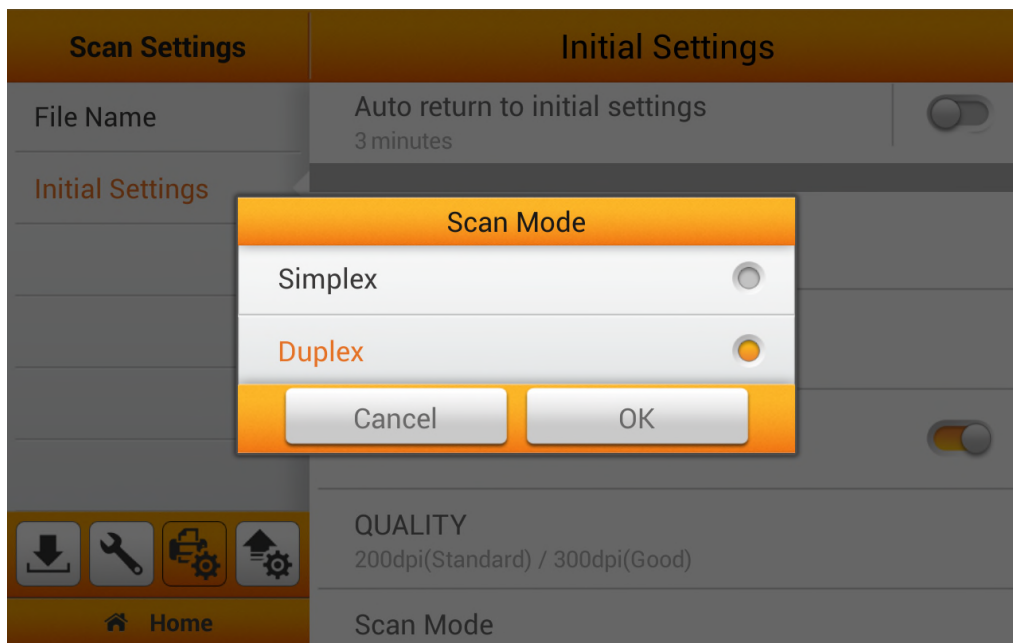
Note: Increasing the **QUALITY** will increase scan quality and file size. This will also increase to time it takes to scan and send documents.

Tap the **OK** button to confirm the settings or tap **Cancel** to exit this dialog.



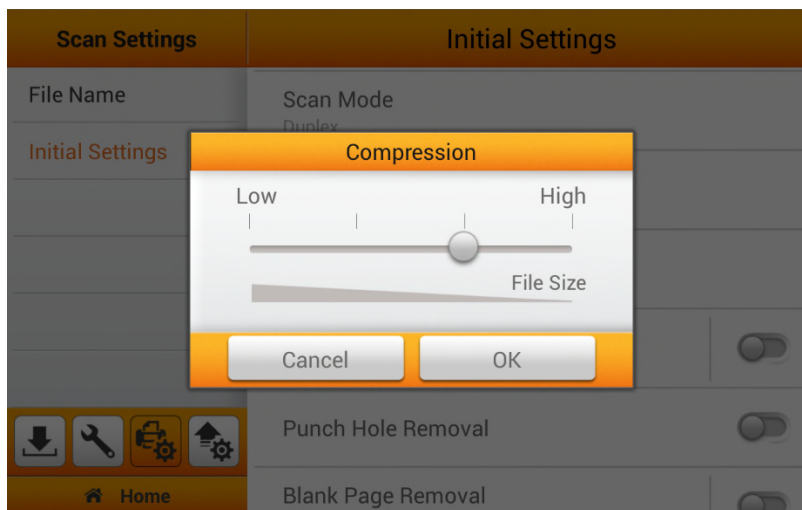
Scan Mode

Sets the default values for the Main Menu **Scan Mode** shortcut key . Simplex only scans the front of documents and Duplex scans both sides at the same time.



Compression

Sets the default **Compression** level for saved files. Lower compression results in slightly higher quality scans but larger files. Higher compression results in somewhat lower quality scans but smaller files. You should experiment to see what results you prefer. You can also adjust **Compression** settings under **Advanced Settings** from the Main Menu (refer to the **Advanced Settings** section for more detail).



Density

Set the default brightness, contrast and gamma levels for images. You can also make these adjustments on the Main Menu under **Advanced Settings**.



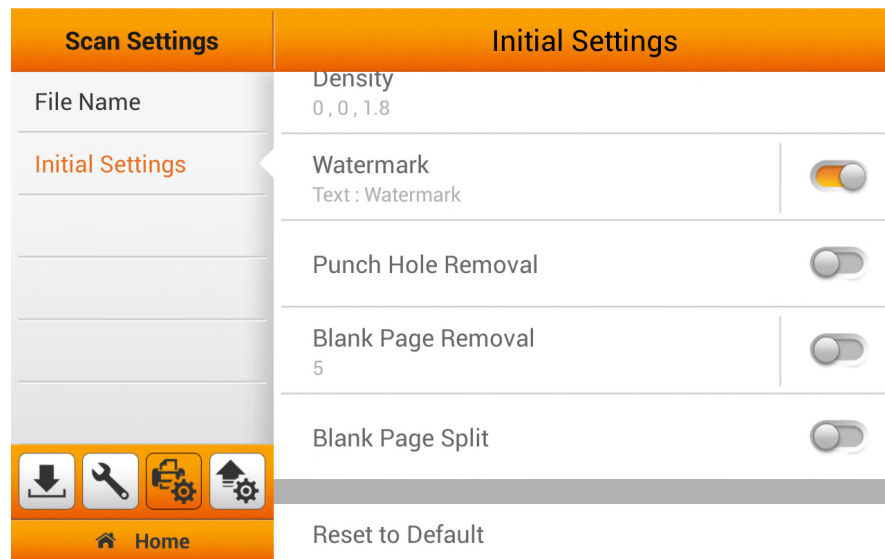
Watermark Settings

Watermark adds a text or graphic watermark to all scanned images. Enable **Watermark** by sliding the **Watermark** Switch to the ON position. Typical uses may include marking a scanned document as DRAFT or CONFIDENTIAL or RUSH.

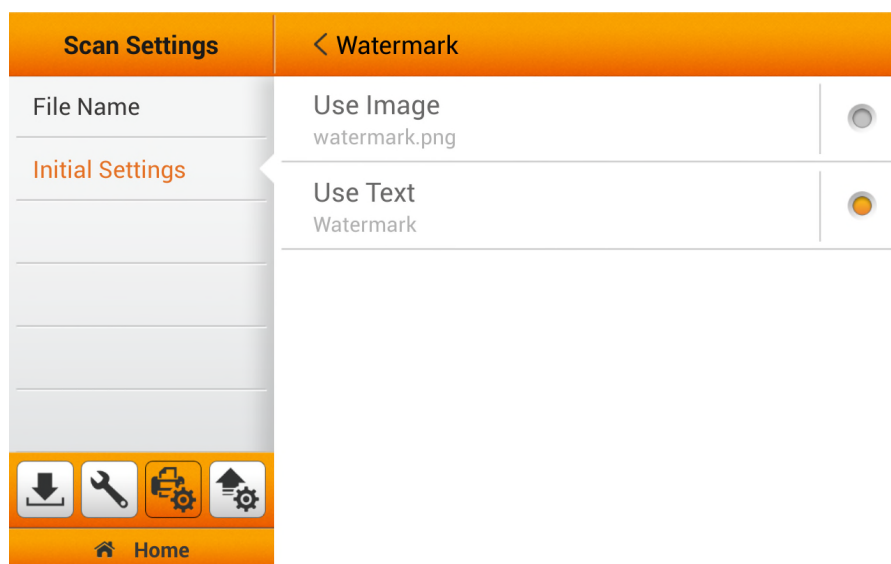
Note: The watermark must be activated before scanning a document by tapping **Advanced Settings Watermark** on the Main Menu.

Watermark Setup:

Tap **Watermark** to setup the watermark.




Tap **Use Image** or **Use Text** to set the watermark image or text and its positioning.

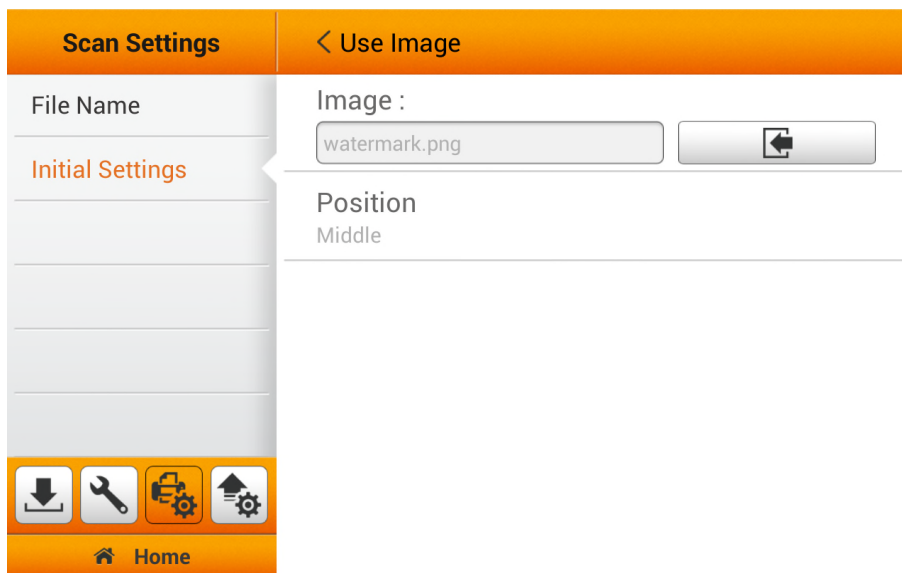


For Image Watermarks:

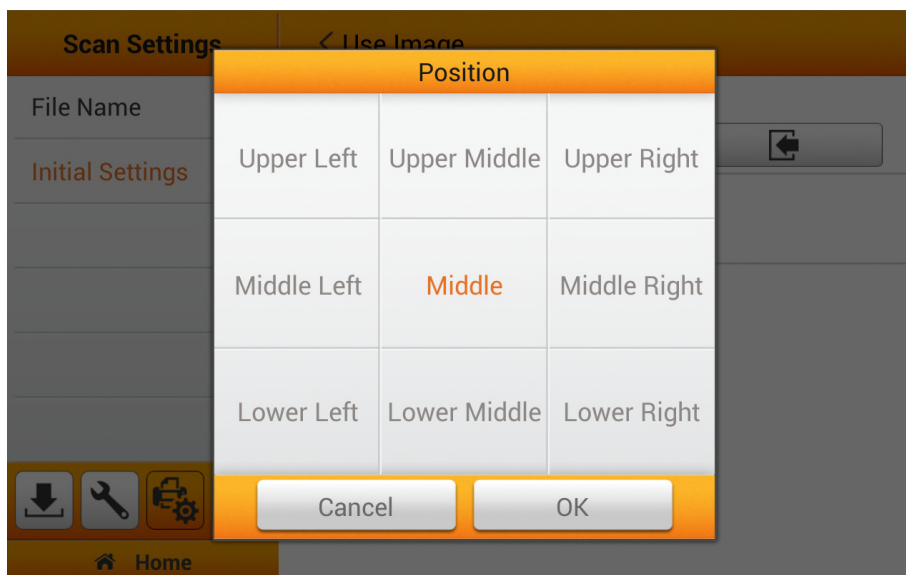
Tap **Use Image**

Insert a thumb drive with a watermark image that is no larger than 800x800 pixels (Recommended: 600x200 pixels) in PNG format.

Tap the  button to upload the watermark image then select the watermark image and tap **OK**.



Tap **Position** to select the desired position. There are 9 positions to choose from. Tap the **OK** button to confirm the settings or tap **Cancel** to exit this dialog.

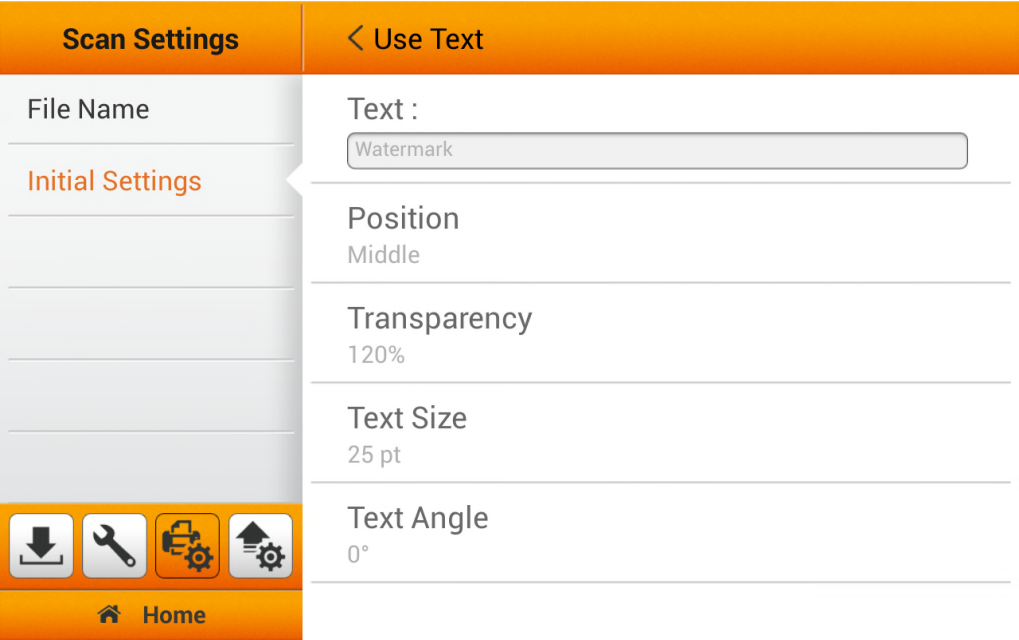


The color of the image overlay will correspond to the scan color mode. You may need to adjust the transparency of the watermark image accordingly.

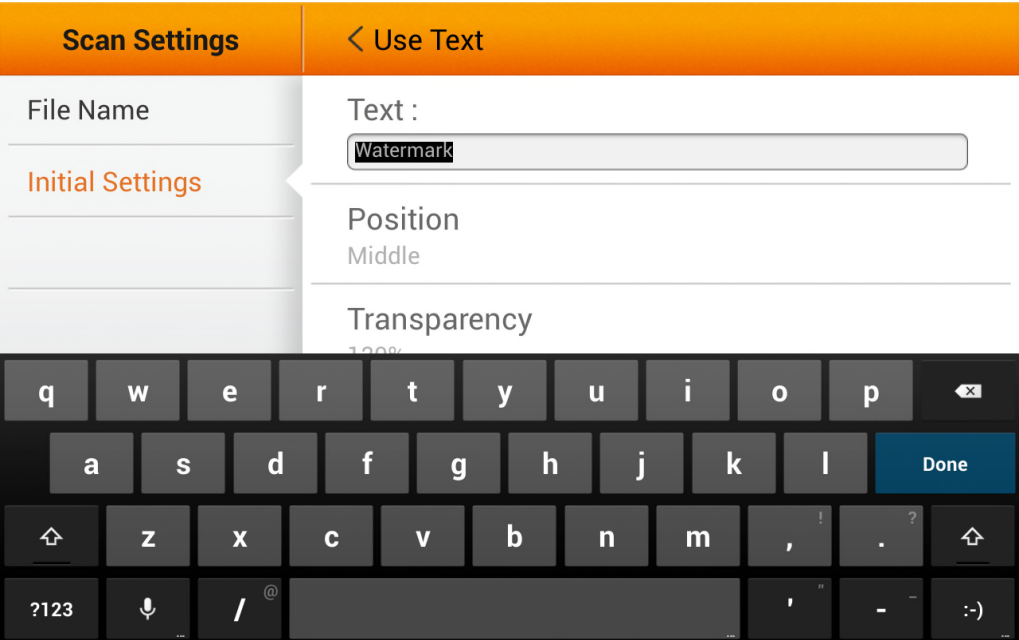
Note: When scanning in **Black & White**, we recommend setting the watermark transparency to 150%.

For Text Watermarks:

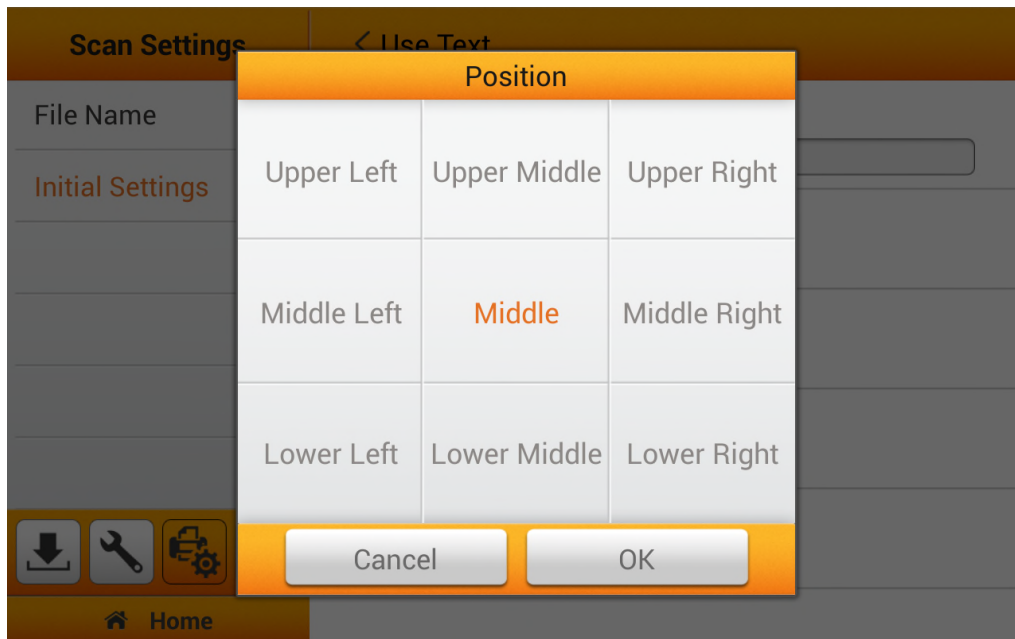
Tap **Use Text** as the **Watermark**, enter the desired text, select the desired position, and adjust the **Transparency**, **Text Size** and **Text Angle**.



Enter the desired text in the **Text** field.



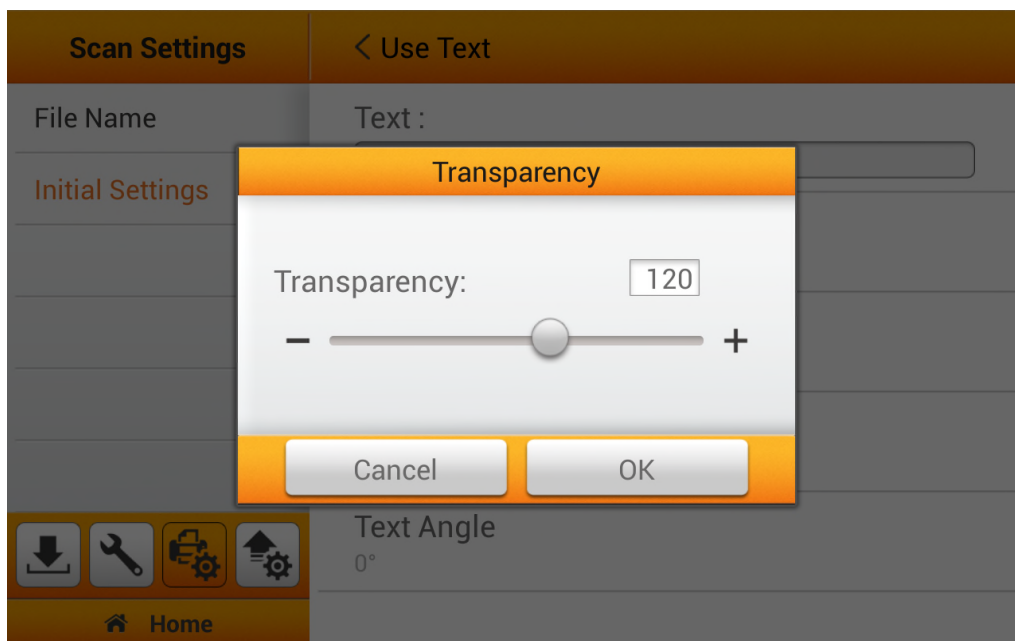
Tap **Position** to select the desired position. There are 9 positions to choose from. Tap the **OK** button to confirm the settings or tap **Cancel** to exit this dialog.



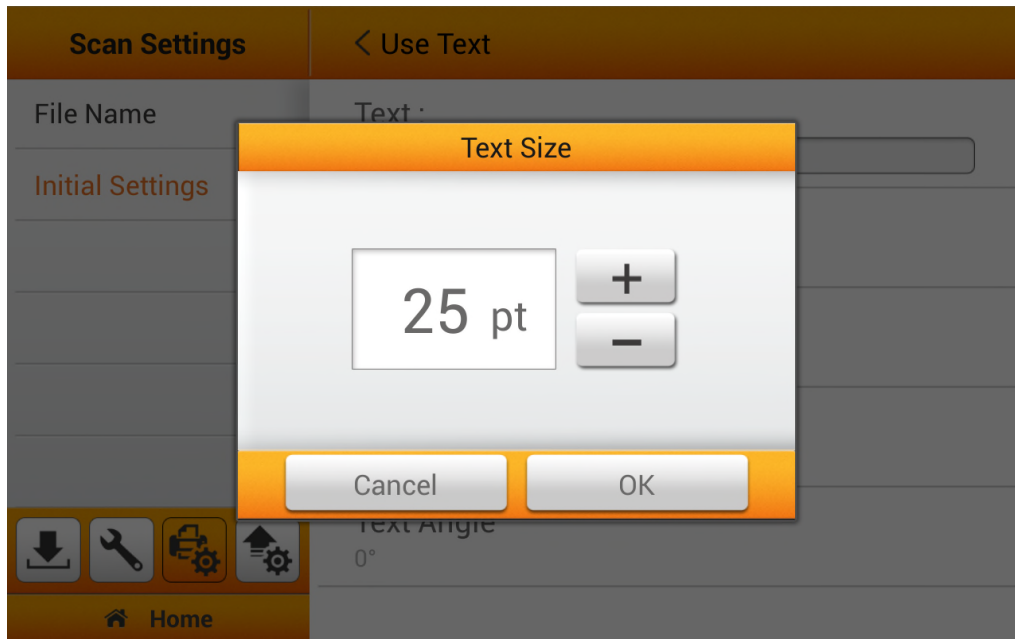
Tap **Transparency** to adjust the transparency. Tap the **OK** button to confirm the settings or tap **Cancel** to exit this dialog.

The color of the text overlay corresponds to the scan color mode. Please adjust transparency of the text accordingly.

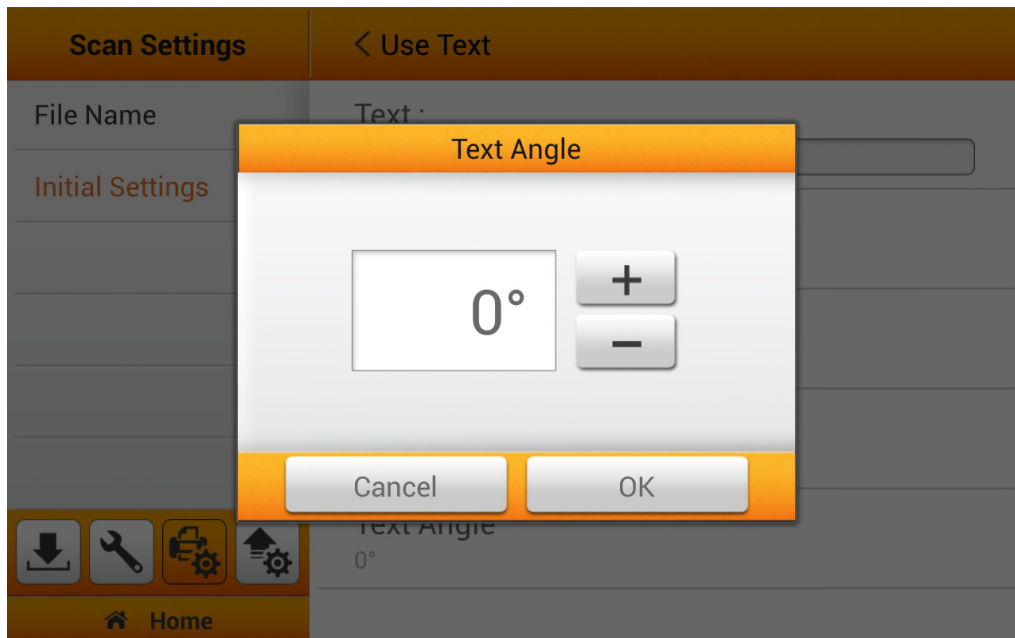
Note: When scanning in **Black & White**, we recommend setting the watermark transparency to 150%.



Tap **Text Size** to adjust the text size. Tap the \pm button to increase or decrease the values. Tap the **OK** button to confirm the settings or tap **Cancel** to exit this dialog.







Tap **Text Angle** to adjust the text angle. Tap the \pm button to increase or decrease the values. Tap the **OK** button to confirm the settings or tap **Cancel** to exit this dialog.



Punch Hole Removal

Punch Hole Removal removes the hole marks found on scanned documents when scanning paper used in three ring or multi ring binders. Set the default value for **Punch Hole Removal** to ON or OFF.

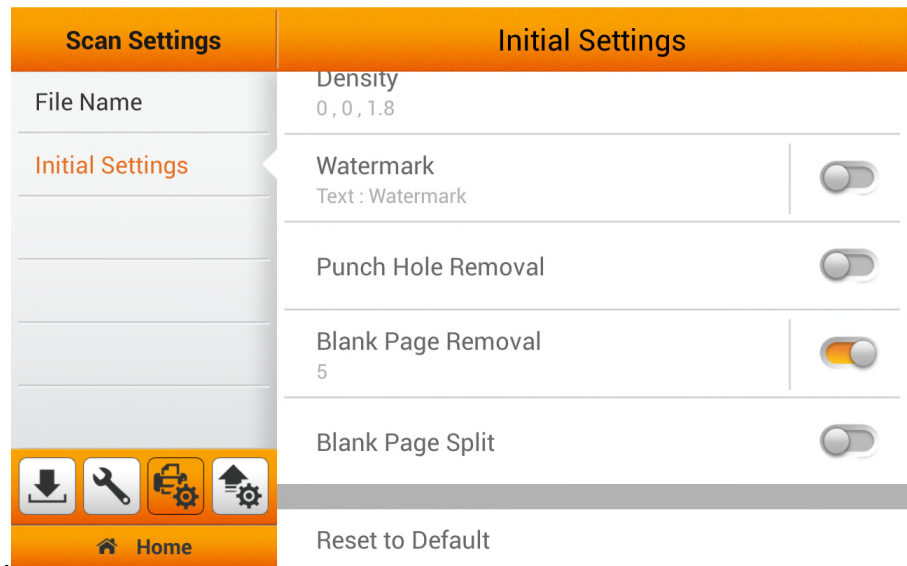
Scan Settings	Initial Settings	
File Name	Density 0, 0, 1.8	
Initial Settings	Watermark Text : Watermark	<input type="checkbox"/>
	Punch Hole Removal	<input checked="" type="checkbox"/>
	Blank Page Removal 5	<input type="checkbox"/>
	Blank Page Split	<input type="checkbox"/>
<div></div> <div>Home</div>		
Reset to Default		

Blank Page Removal Settings

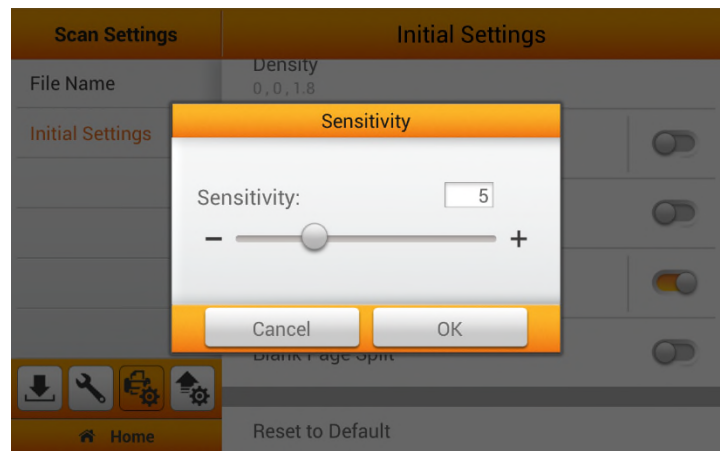
Blank Page Removal deletes blank pages from scanned documents. Slide the **Blank Page Removal** switch to the ON position to enable **Blank Page Removal**. Pages with hole punches may cause **Blank Page Removal** to fail to detect blank pages. We recommend that **Punch Hole Removal** and **Blank Page Removal** are both enabled when removing blank pages from documents that have punched holes.

Tap **Blank Page Removal** to set the blank page threshold sensitivity.

Note: **Blank Page Removal** must be activated before scanning a document by tapping **Blank Page Removal** on the **Advanced Settings** section of the Main Menu.



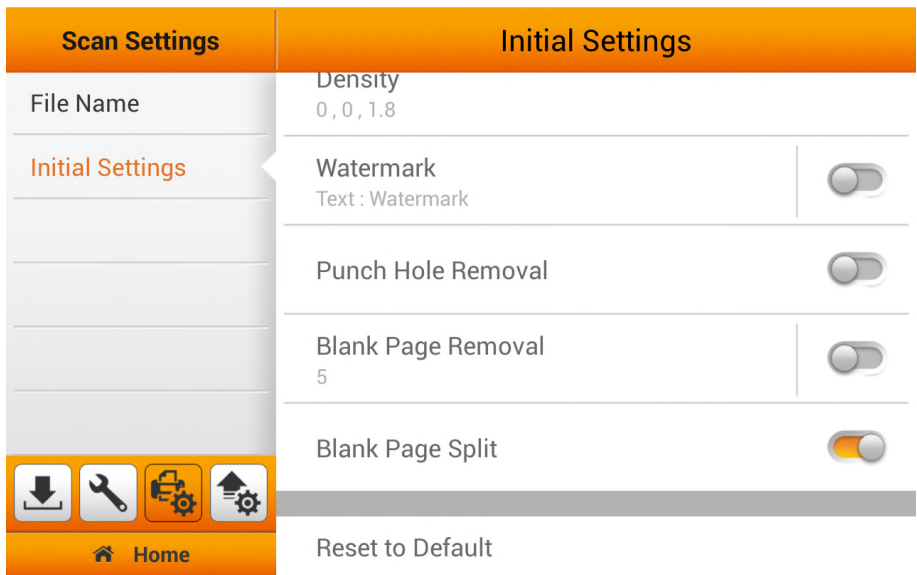
Tap **Blank Page Removal** to adjust the **Sensitivity** level. If pages are being removed that are not blank, decrease the **Sensitivity**. If blank pages are not being removed, increase the **Sensitivity**. Tap the **OK** button to confirm the settings or tap **Cancel** to exit this dialog.



Blank Page Split

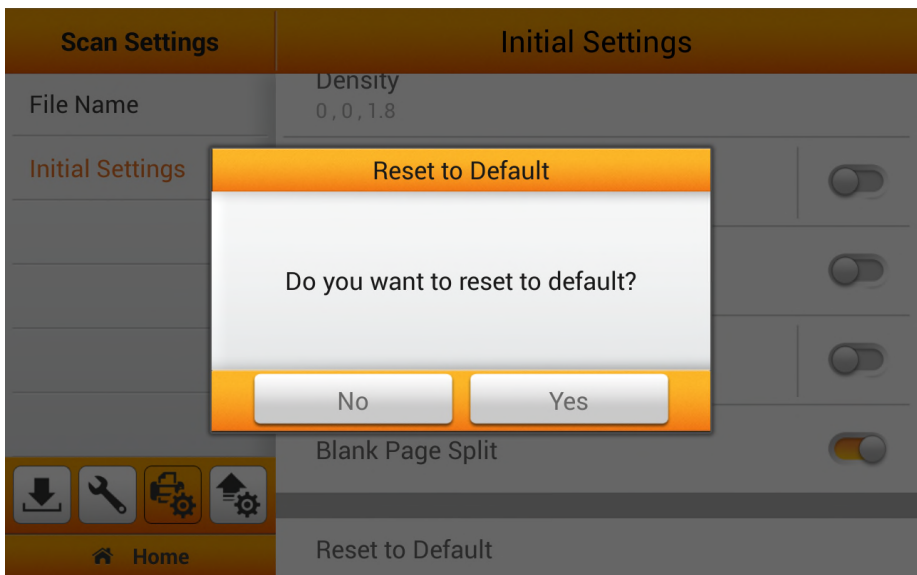
Blank Page Split enables you to split a stack of pages in the scanner ADF to individual documents by inserting a blank page between documents. Enable **Blank Page Split** and insert a blank page between the pages where you want the file break to occur. **Blank Page Split** can only be used with Multi-Page PDF and Multi-Page TIFF formats. Enable **Blank Page Split** to be on by default by sliding **Blank Page Split** to On.

Note: **Blank Page Split** must be activated or deactivated before a scan by tapping **Advanced Settings** and then **Blank Page Split**.



Reset to Default

Tap **Reset to Default** to reset the scan settings to default factory settings. This only resets scan settings. Other configuration parameters are not reset.

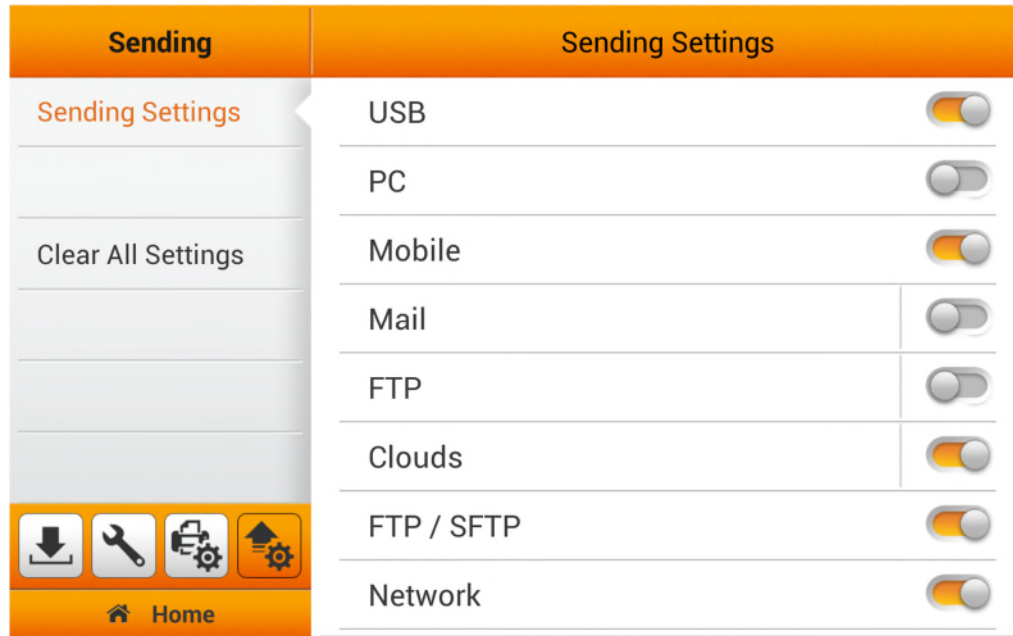


Sending

The Sending section includes the following item: **Sending Settings**, **Custom App** (Optional) and **Clear All Settings**.

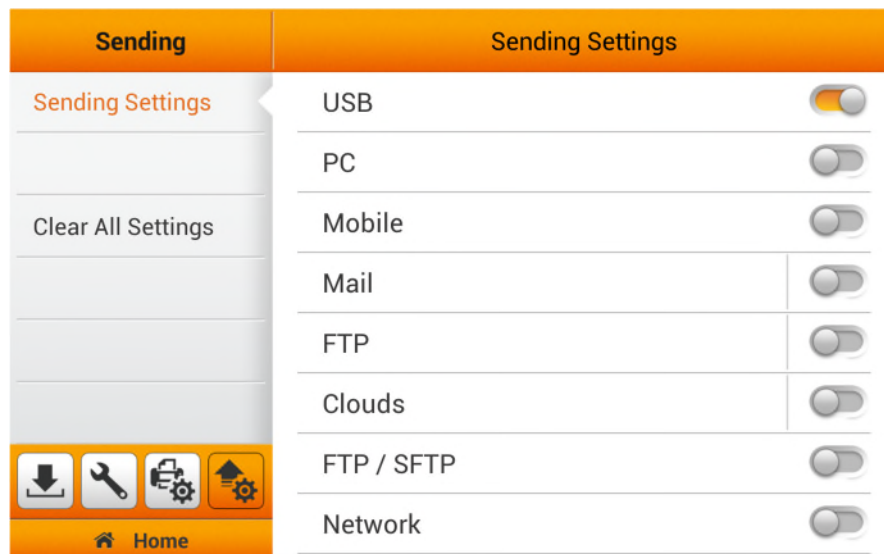
Sending Settings

Activate only the scanning destinations you will use. You can enable up to six destinations. Available options are: **USB**, **PC**, **Mobile**, **Mail**, **FTP**, **FTP / SFTP**, **Network** and **Clouds**.



USB

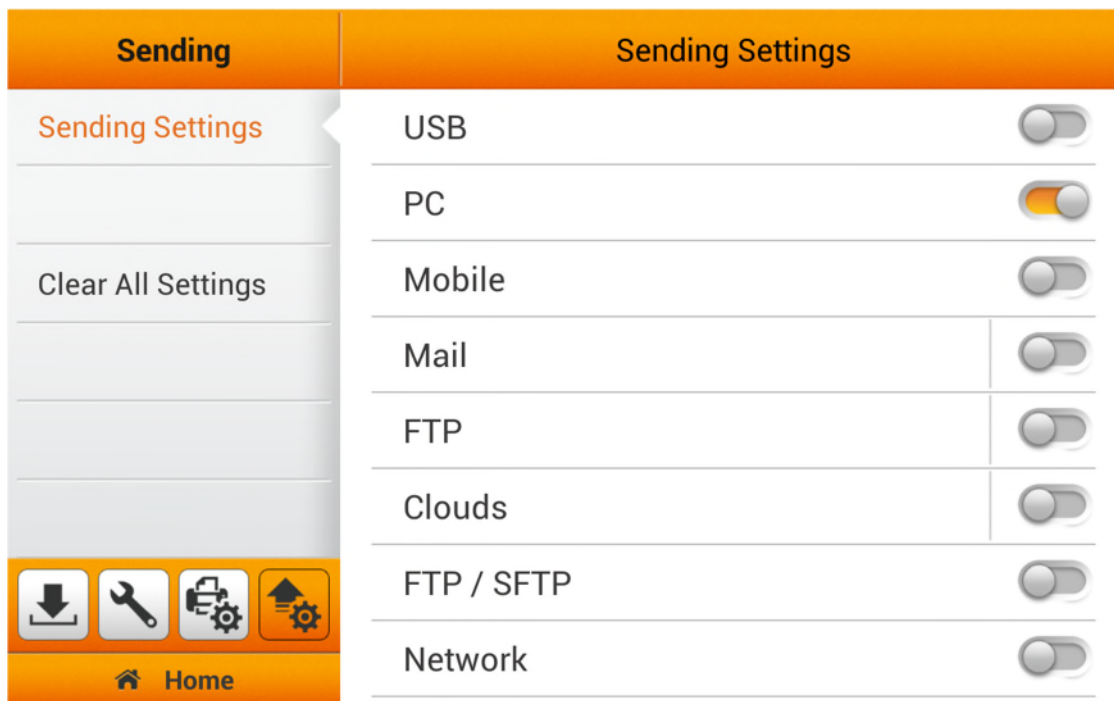
Slide the **USB** switch to the ON position to enable sending scanned files to any USB-connected storage device such as a flash drive or external hard disk.



PC

Slide the **PC** switch to the ON position to enable sending scanned files to a PC or Macintosh. The scanner and the destination PC or Macintosh must be on the same network segment.

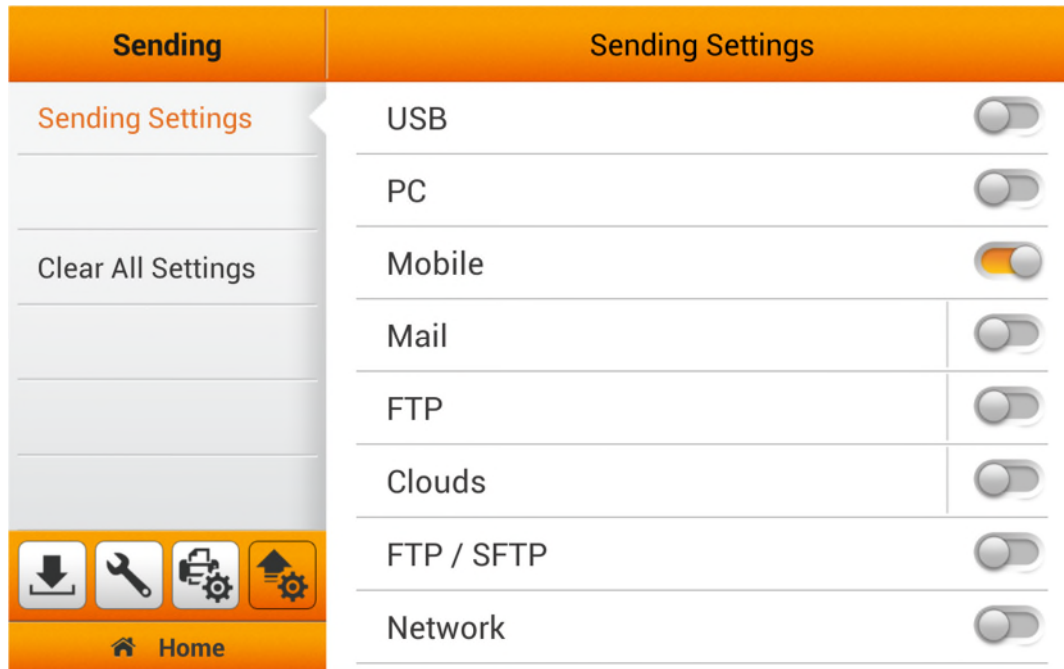
Note: To use the **PC** function, the PC or Macintosh must have the Ambir nScan Client software installed. This software is available to download from www.ambir.com/nScan-setup. The nScan 915i scanner and the PC must be on the same network and must be on and active (not in sleep or energy saver mode).



Mobile


Slide the **Mobile** switch to the ON position to enable sending scanned files to an iOS or Android mobile device. The nScan 915i scanner and the target device must be on the same network segment.

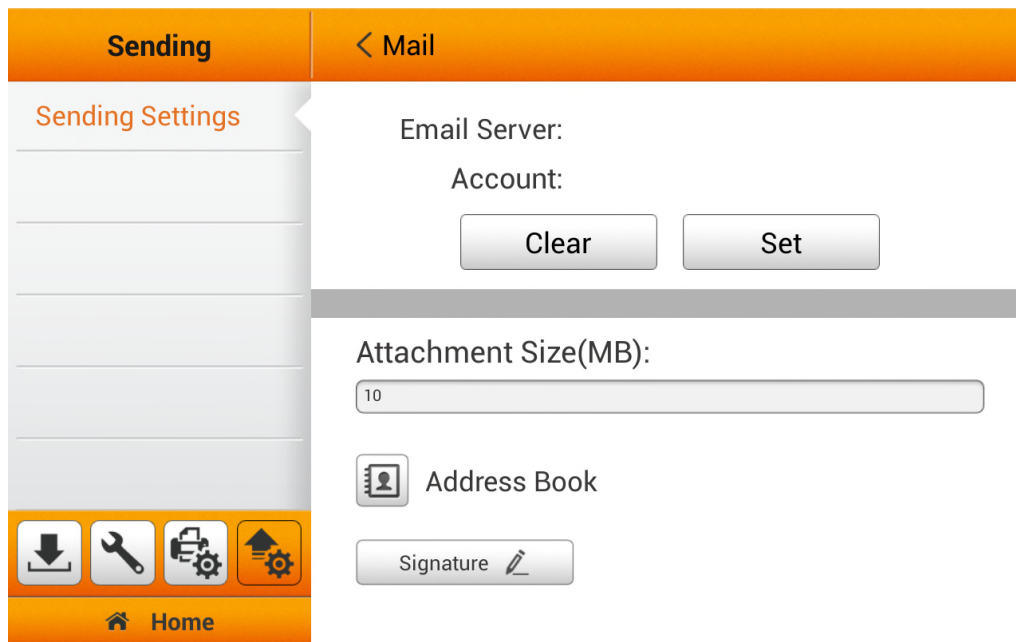
Note: Download mobile apps by visiting the correct app store (iTunes or Google Play) and searching for Ambir nScan.



Mail



Slide the **Mail** switch to the ON position to enable sending scanned files to e-mail.

Tap the  button to configure the mail server. Enter **Server**, **Port**, **Account**, **Password** and select **Authentication** method, and then tap the **OK** button to test the mail server setting. If the connection is successful, the mail server information is displayed on the top of the page. Enter the maximum **Attachment Size (MB)** to complete the settings.

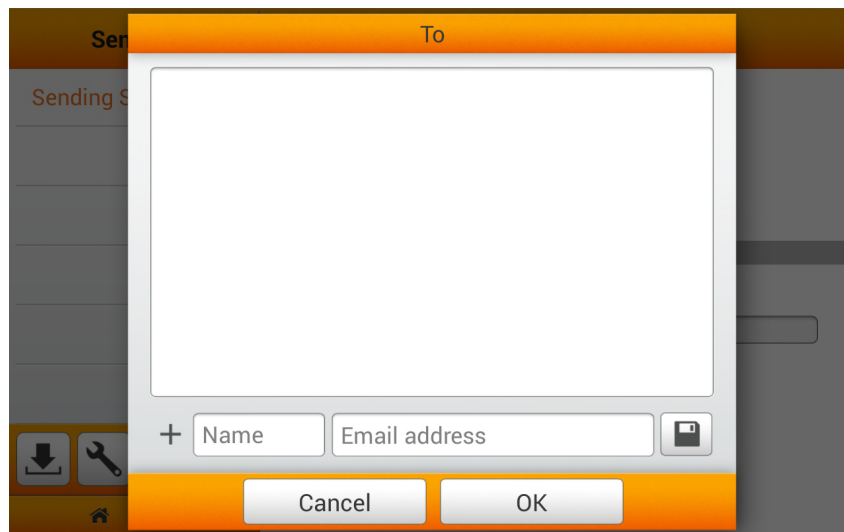


The screenshot shows a mobile application interface for mail settings. At the top, there is an orange header bar with 'Sending' on the left and '< Mail' on the right. Below the header, on the left, is a vertical sidebar with 'Sending Settings' at the top and a list of icons (download, wrench, printer, upload) at the bottom. The main content area on the right has a white background. It contains the following elements: 'Email Server:' label, 'Account:' label, a 'Clear' button, a 'Set' button, a horizontal separator line, 'Attachment Size(MB):' label, a text input field containing '10', an 'Address Book' button with a contact icon, and a 'Signature' button with a pencil icon. At the very bottom is an orange bar with a home icon and the text 'Home'.

nScan contains an internal address book that holds up to 20 e-mail addresses.

Tap  to add and edit e-mail addresses. Enter the **Name** and the **Email address**, then tap  to save.

Note: You can manage and edit the Address Book on the **Save to mail** page that is displayed during a scan to Email. Consult your network administrator or your online email provider for the proper mail network server settings.



Tap  to create or edit the signature. Enter the desired text and then tap OK.

Tap  to clear the signature.

Note: You can manage and make adjustments to the Signature on the **Save to mail** page that is displayed during a scan to Email.



Email Server Settings:

You must configure the Outgoing Mail Server before you scan to Email.

The following examples show how to setup iCloud and Gmail mail servers

- **iCloud SMTP Mail Server Settings**

- **Server:** smtp.mail.me.com
- **Port:** 587
- **SMTP Authentication Required:** Yes
If you receive errors when using SSL/TLS, try using StartTLS instead.
- **Account:** Your full iCloud email address (for example, janedoe@icloud.com, not janedoe.)
- **Password:** Your iCloud password



Information

Email Settings

Server: smtp.mail.me.com

Port: 587 Authentication: SSL/TLS

Account: janedoe@icloud.com

Password:

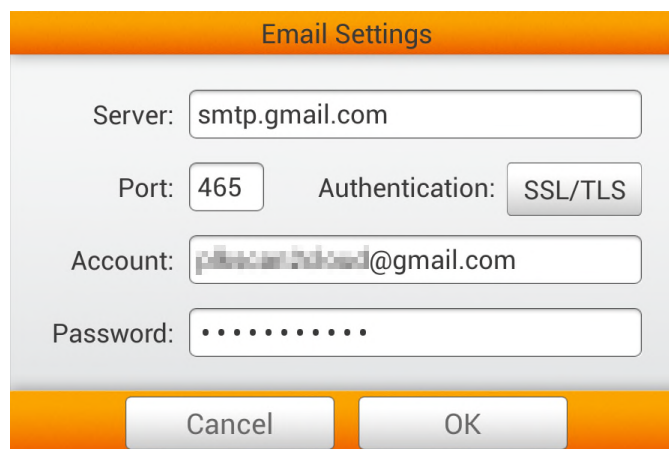
Cancel OK

- **Gmail SMTP Mail Server Settings**

Important: You must enable **2-Step Verification** or **Allow Less Secure Apps** in your Google account **Sign-in & Security** settings before you setup Gmail.


See: <https://myaccount.google.com/security>

- **Server:** smtp.gmail.com
- **Port:** 25 or 465 (with SSL/TLS), 587 (with StartTLS)
- **SMTP Authentication Required:** Yes
- **Account:** *Your full gmail address (for example, alansmith@gmail.com, not alansmith)*
- **Password:** *Your gmail password if you enabled Allow Less Secure Apps. Or you must generate a new App Specific Password if you are using 2-Step Verification.*

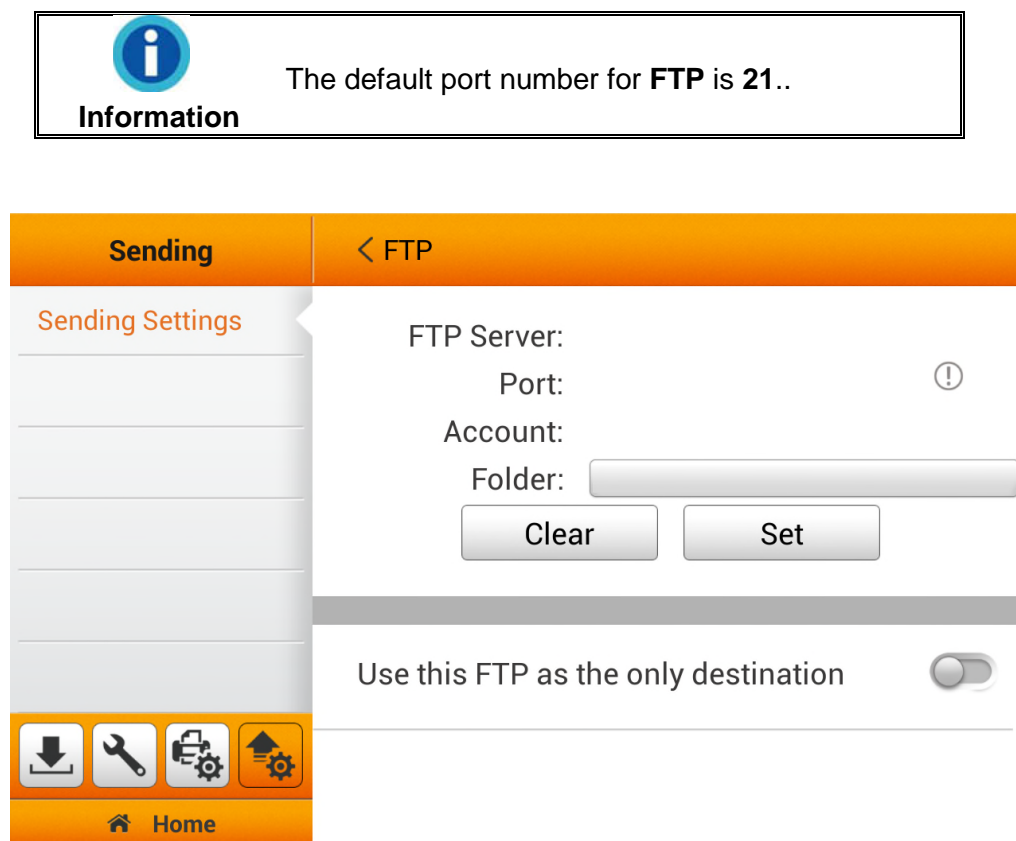
A screenshot of an 'Email Settings' dialog box. The dialog has an orange header bar with the title 'Email Settings'. Below the header, there are four input fields: 'Server' with the value 'smtp.gmail.com', 'Port' with the value '465', 'Account' with a partially obscured email address ending in '@gmail.com', and 'Password' with a series of dots. To the right of the 'Port' field is a button labeled 'Authentication:' with 'SSL/TLS' selected. At the bottom of the dialog are two buttons: 'Cancel' and 'OK'.

FTP

Slide the **FTP** switch to the ON position to enable sending scanned files to FTP sites.

Tap  button to configure the FTP server. Enter **Server**, **Port**, **Account** and **Password**, tap **OK** to test the connection to the FTP server.

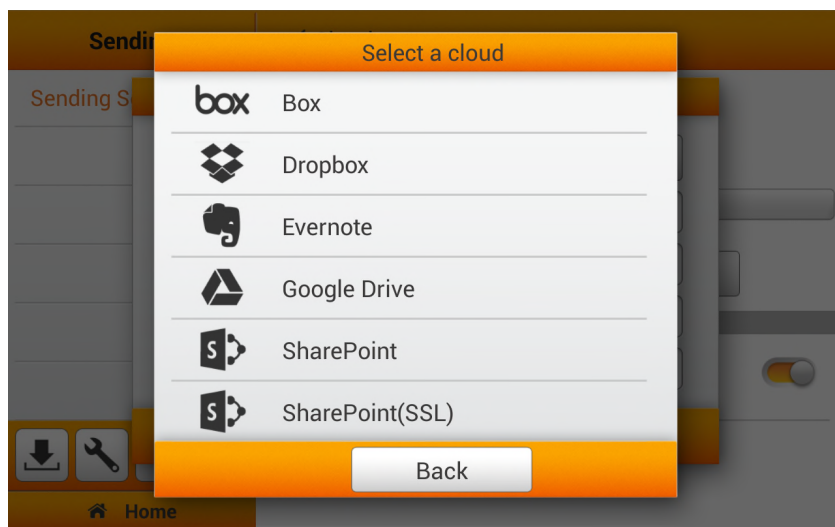
If the connection is successful, the FTP server information will display on the top of the page.
Tap the **Folder** field to select the target folder. If this FTP server is the only FTP destination, you can set this server as the default FTP server by enabling **Use this FTP as the only destination**.



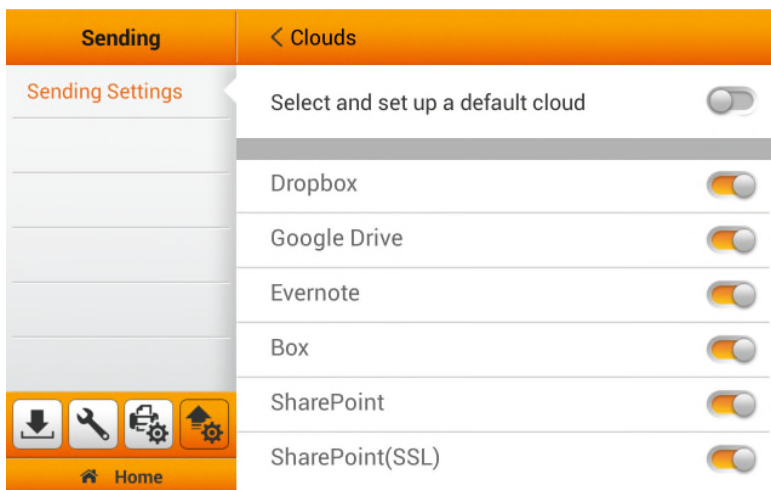
Clouds

Slide the **Clouds** switch to the ON position to enable sending scanned files to cloud storage providers.

Important: Configuration of cloud storage providers Box, Dropbox, Evernote and Google Drive is a two-step process if you are using more than one cloud storage provider. If you are using a single cloud storage provider and a single destination folder, follow the instructions below. If you are using more than one storage provider, enable those providers as described below, and then complete the configuration, by scanning a document, selecting **Cloud** as the destination and then configure the cloud destination.



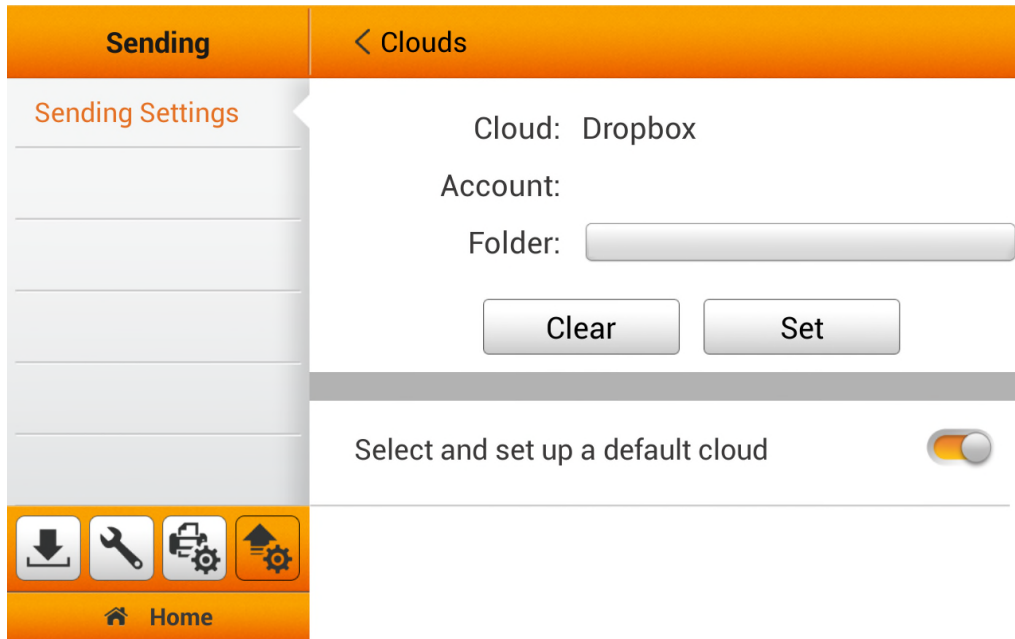
When **Select and set up a default cloud** is OFF, you can select more than one cloud provider but you will need to configure those accounts when you first scan a document to the account.



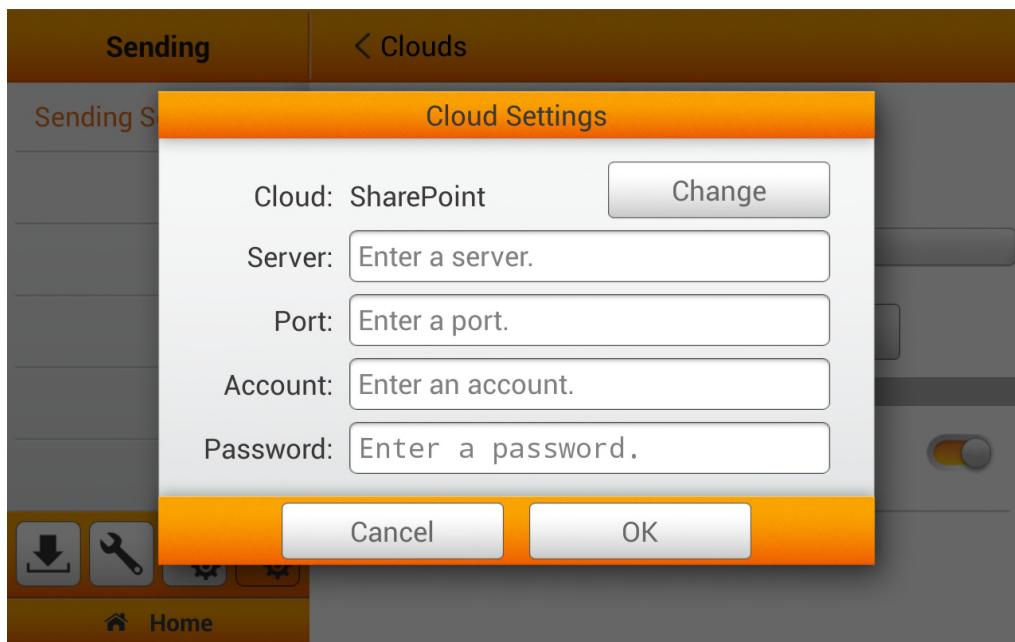
Note: See the next section for detailed instructions for setting up Dropbox and Google Drive

To setup a default cloud provider as your only cloud destination, turn **Select and set up a default cloud** ON.

Tap .



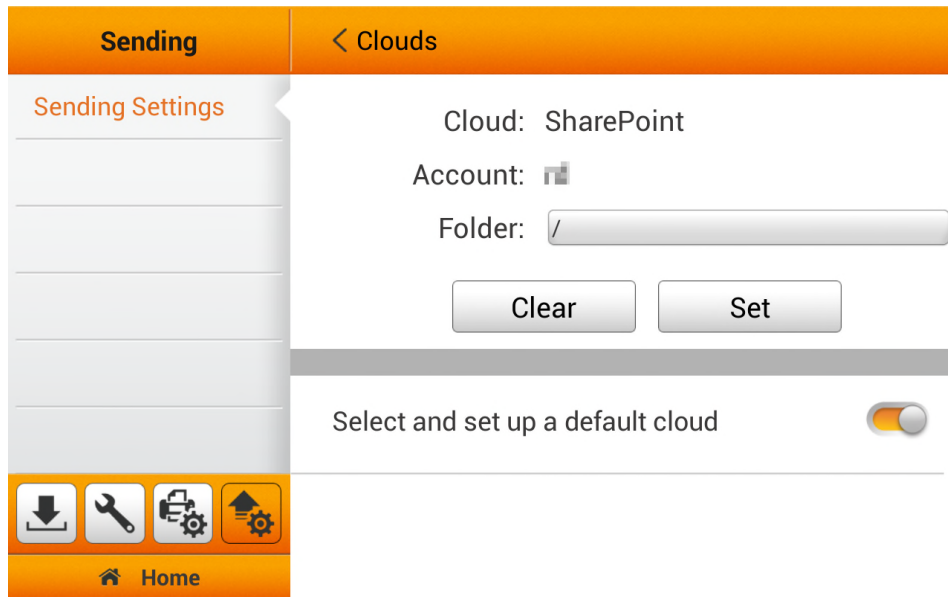
In the **Cloud Settings** dialog, tap  to select the desired cloud server.



1. Enter **Server** and **Port** if necessary.
2. Enter **Account** and **Password**.

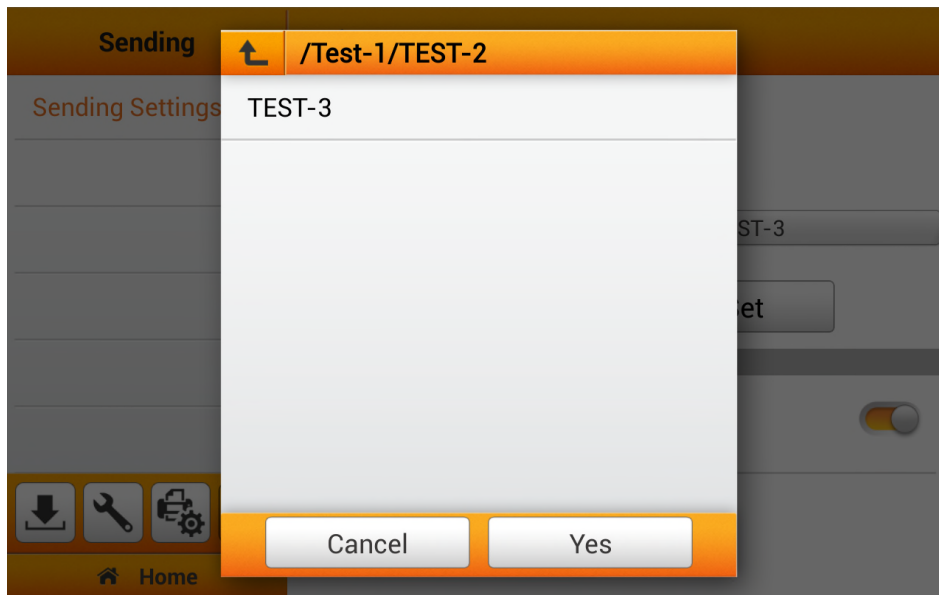
3. Tap the **OK** button to test the cloud server setting.

If the connection is successful, the cloud server information will display on the top of the page.



Tap the **Folder** field to select the desired destination folder or tap **Clouds** to exit this dialog.

Tap **Yes** to confirm the settings or tap **Cancel** to exit this dialog.

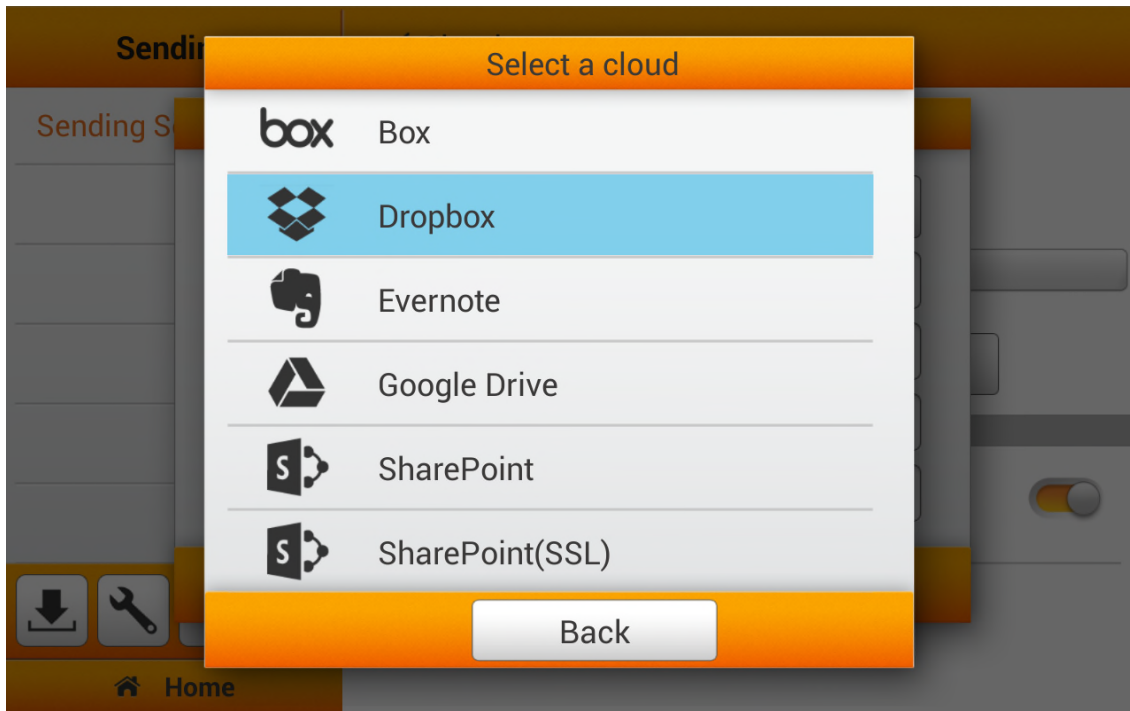



If this cloud server is the only destination, you can set this as the default destination by enabling **Select and set up a default cloud**.

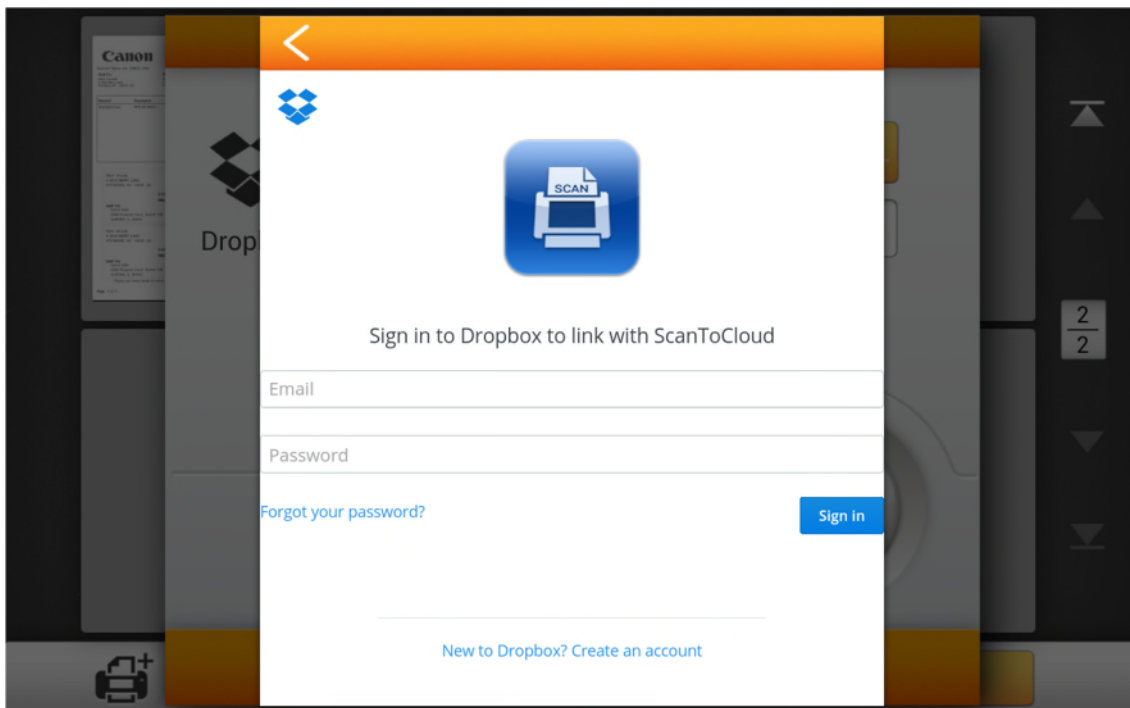
Note: You can configure more than one cloud account. Enable the various clouds of your choice, and then setup the new cloud destination on the 'Save as-Cloud' page displayed during the scanning process.

Setting up Dropbox as the cloud server

Tap **Dropbox** to select Dropbox as the cloud server.

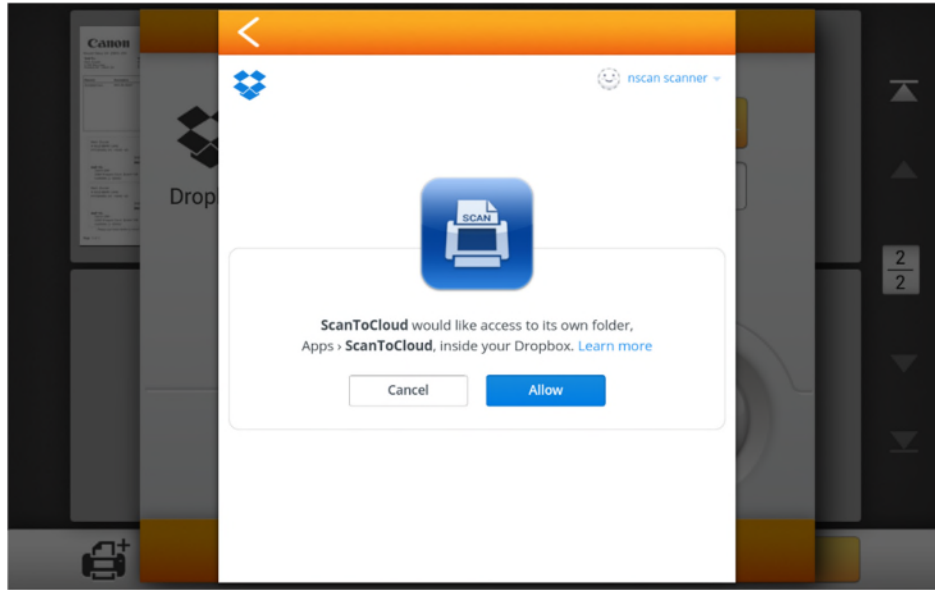


Tap the  button to login to Dropbox.



When the Dropbox login dialog appears, enter the email address and the password then tap **Sign in**.

Tap **Allow** to allow the ScanToCloud (nScan) to communicate with Dropbox.



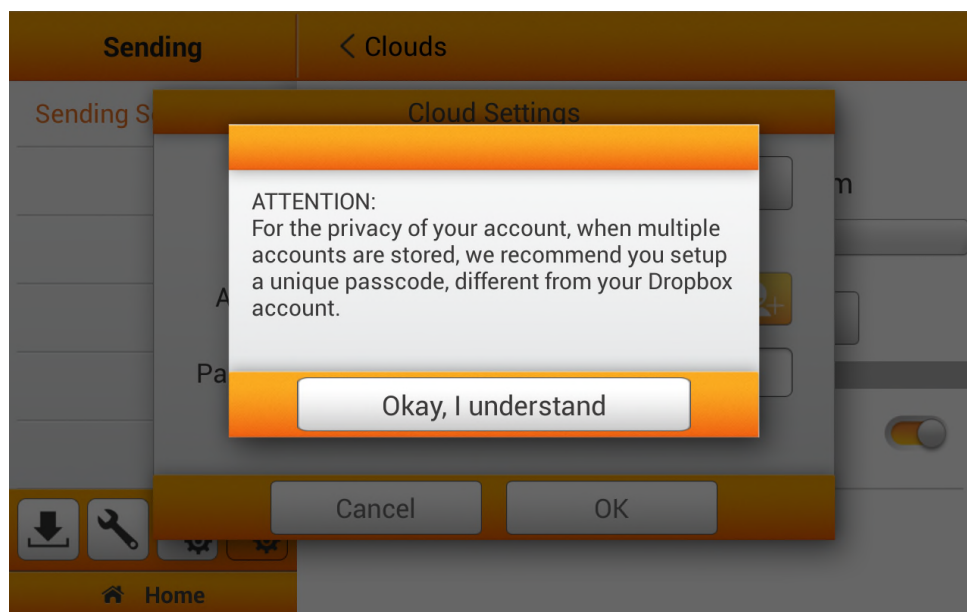
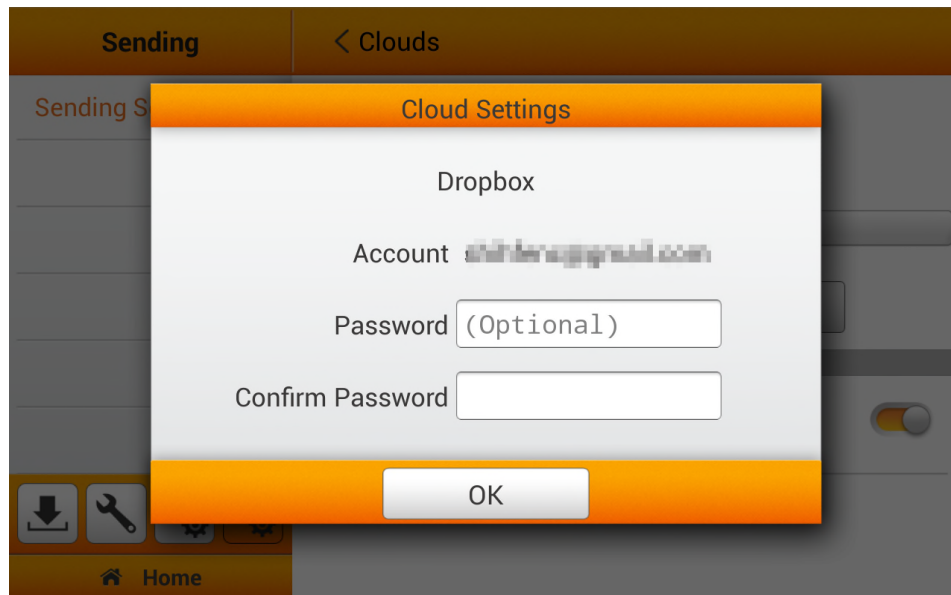
Tap **Connect** and then tap **Folder** to select a folder if necessary.

Tap **Okay, I understand**.

Important: nScan allows you to store multiple accounts for Dropbox and Google Drive. If more than one person is using this nScan, we recommend that you setup a secondary password that is only used on nScan to prevent unauthorized access to your cloud storage account.

You will be prompted to create and enter this secondary password in the Cloud Settings screen. This password does not have to be the same as your cloud account password.

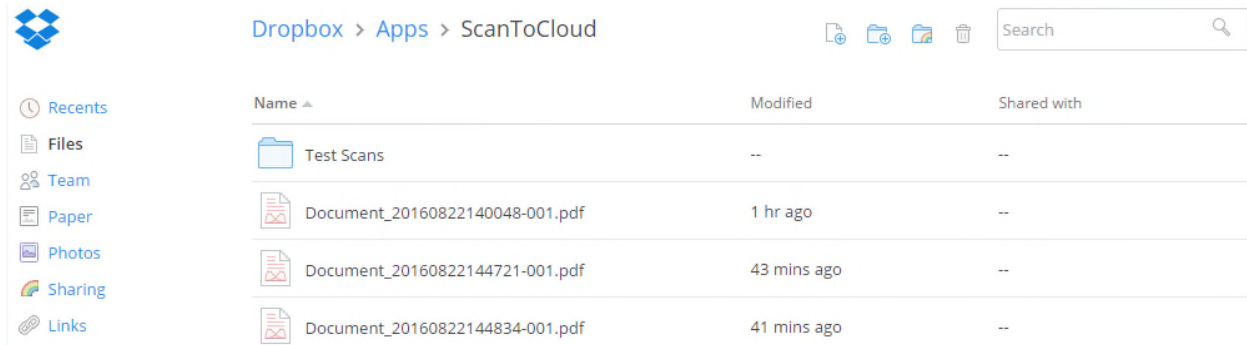
Create and enter the secondary **Password** or leave all fields blank and tap **OK** (you can setup the password at a later time).



Enter the **Password** when prompted. Enter the password again in **Confirm Password** to confirm.

IMPORTANT:

Scans saved to Dropbox are found in the following path: Dropbox/Apps/ScanToCloud Folders must also be placed in this path.

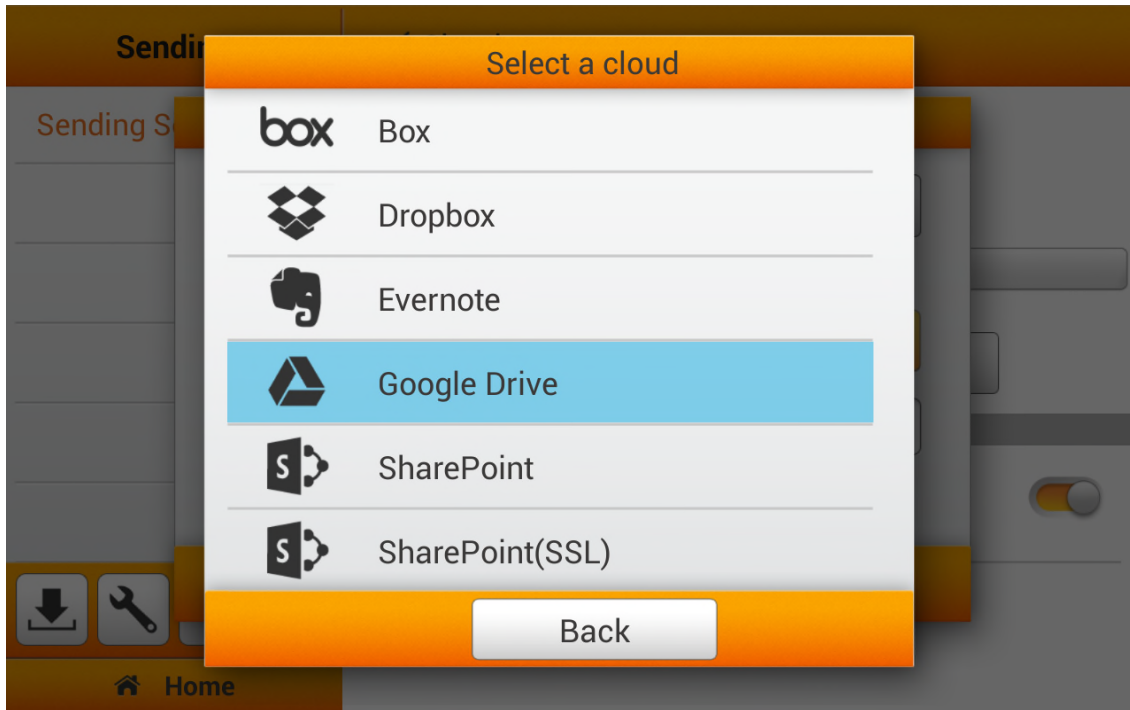



Setting up Google Drive as the cloud server

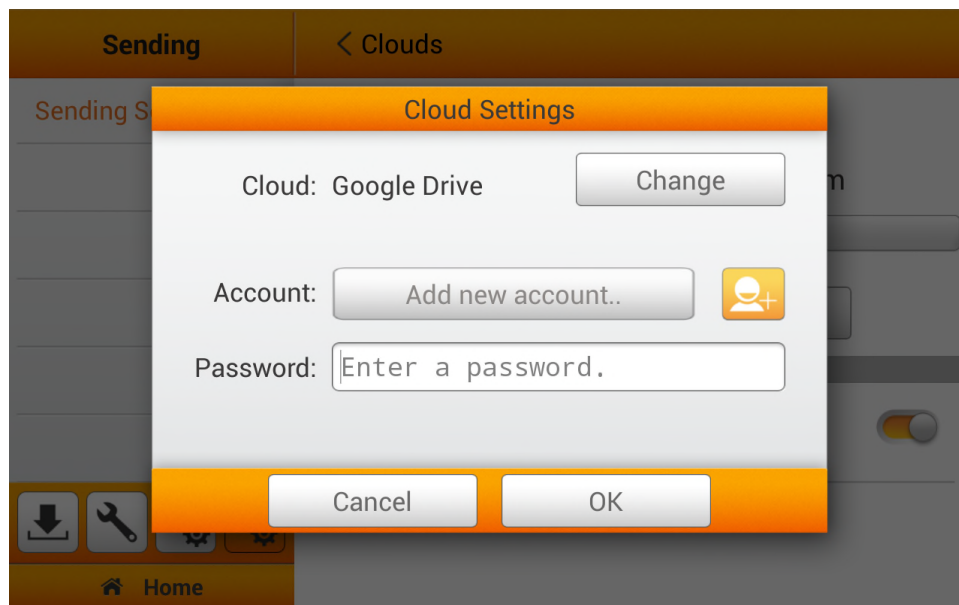
Important: You must enable **2-Step Verification** or **Allow Less Secure Apps** in your Google account **Sign-in & Security** settings before you setup Gmail.

See: <https://myaccount.google.com/security>

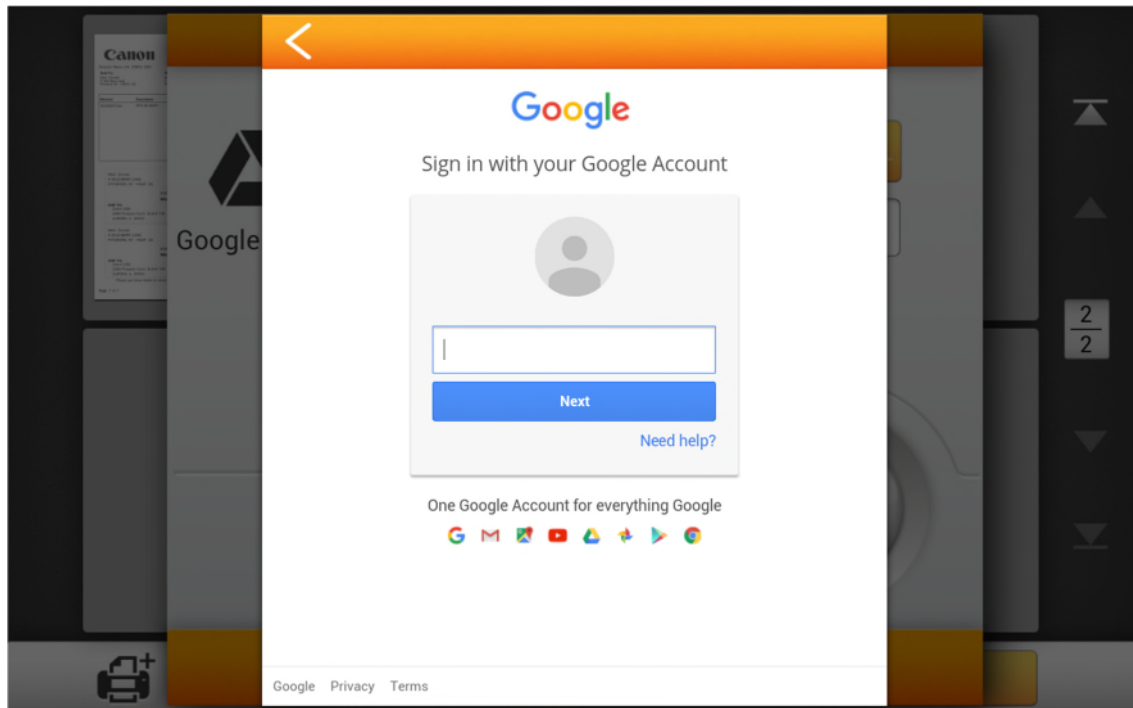
Tap the **Google Drive** to select Google Drive as the cloud server.



Tap the  button to log into Google Drive.

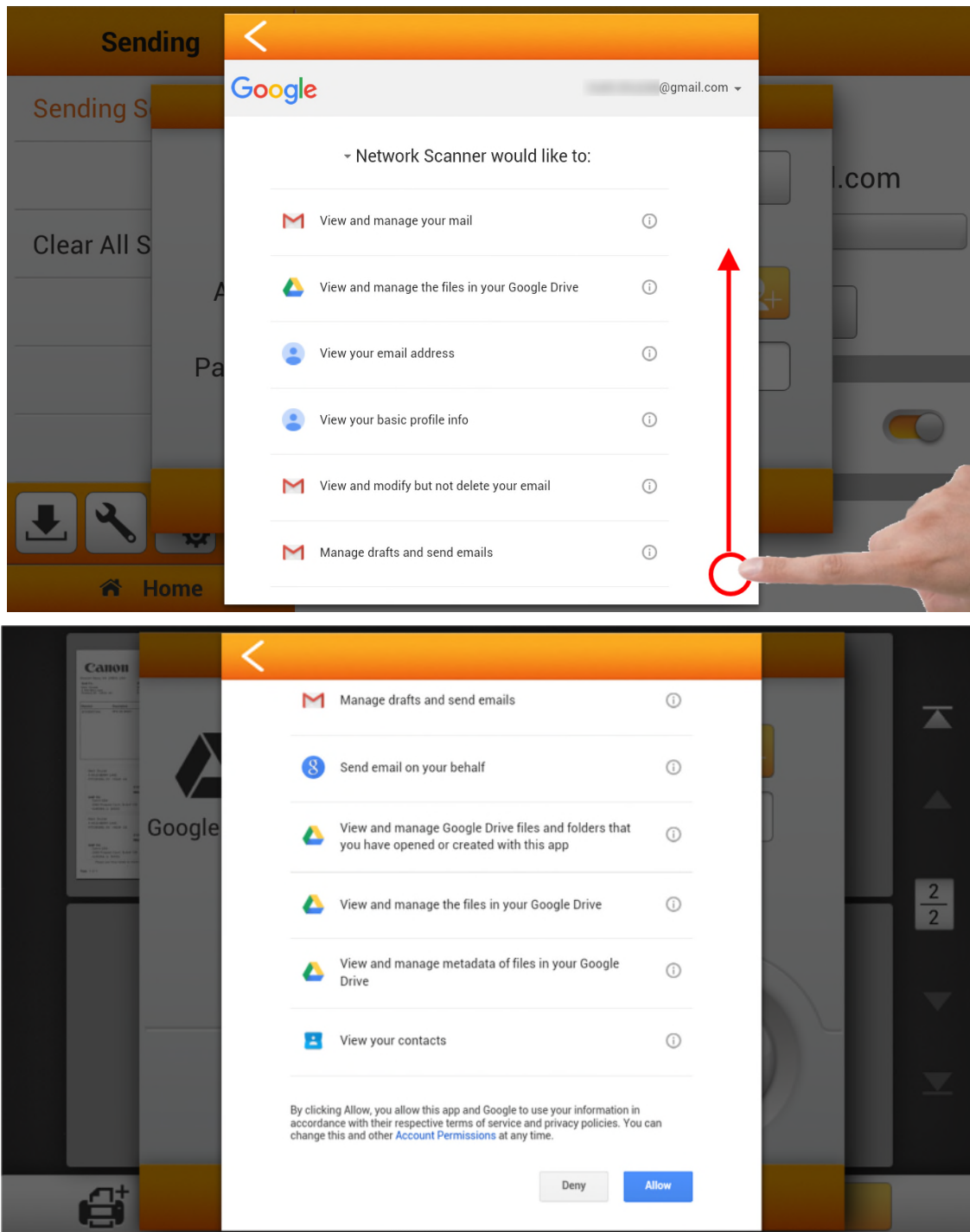


When the Google login dialog appears, enter your account then tap **Next**.

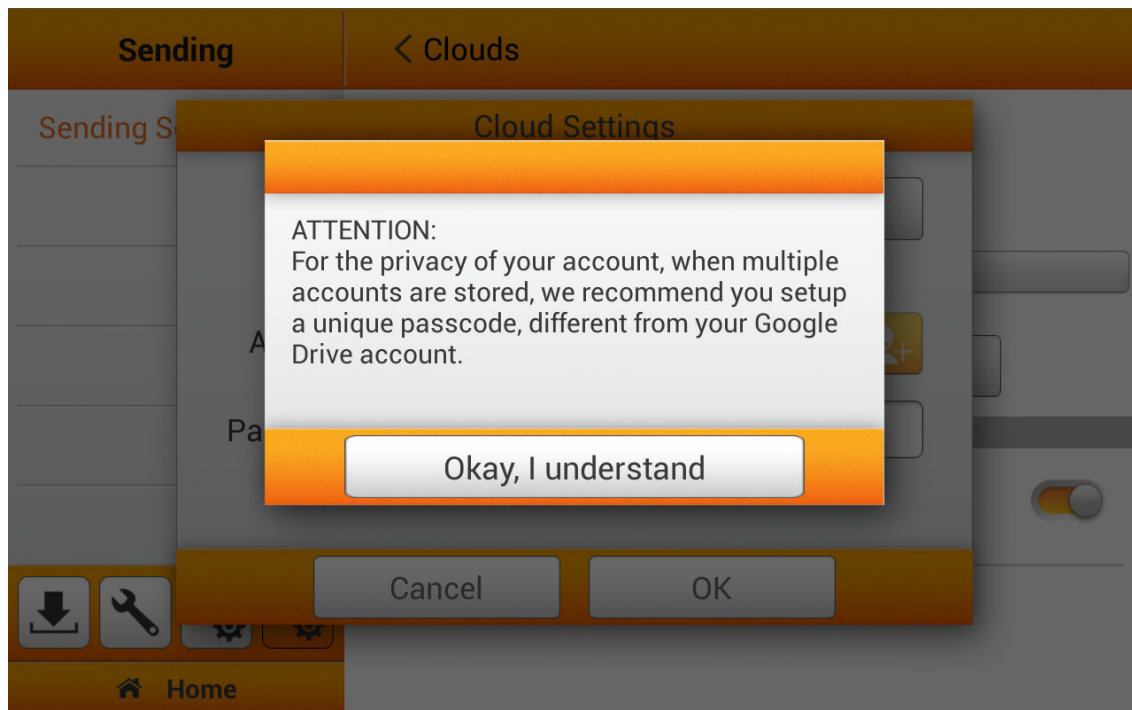


Enter your password then tap **Sign in**.

Tap the screen in the lower right corner, hold and drag as shown until the **Allow** button is displayed. Tap **Allow** to enable nScan to communicate with the Google Drive.



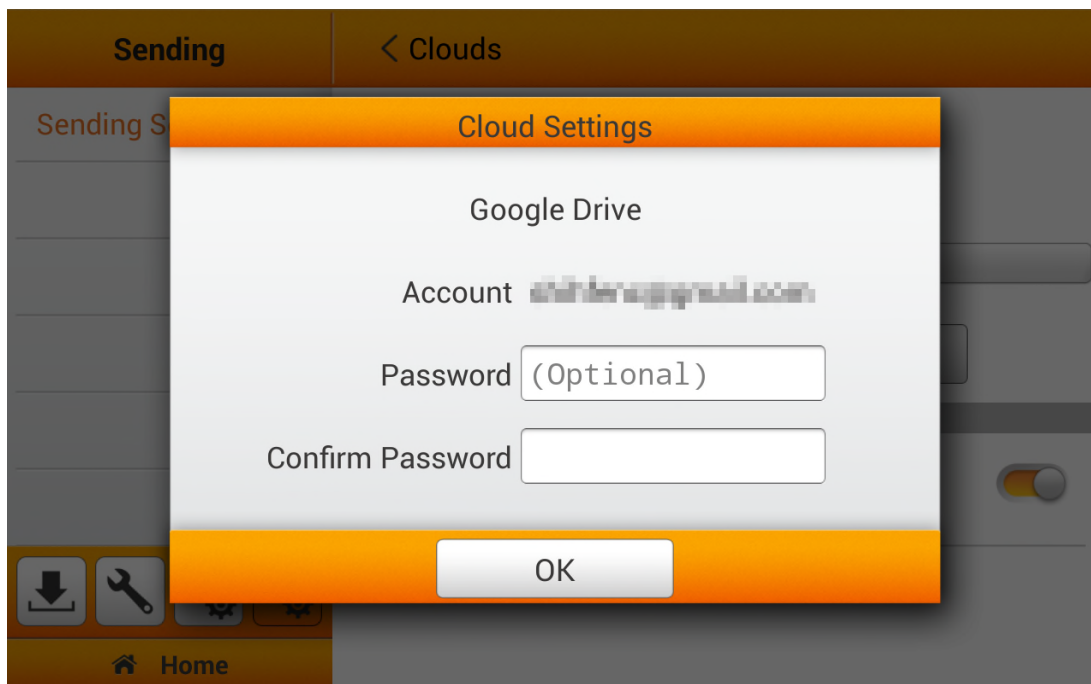
Tap **Okay, I understand**.



Important: nScan allows you to store multiple accounts for Dropbox and Google Drive. If more than one person is using this nScan, we recommend that you setup a secondary password that is only used on nScan to prevent unauthorized access to your cloud storage account.

You will be prompted to create and enter this secondary password in the Cloud Settings screen. This password does not have to be the same as your cloud account password.

Create and enter the secondary **Password** or leave all fields blank and tap **OK** (you can setup the password at a later time).

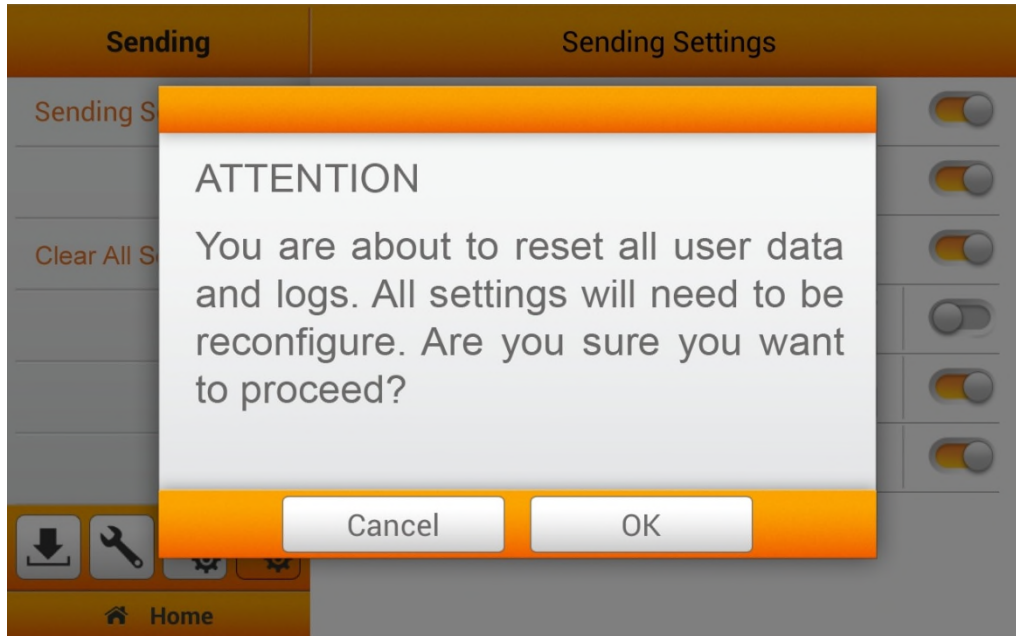


Information

For all other cloud services (Evernote, Box, SharePoint, SharePoint (SSL)), please follow the prompted instructions on nScan.

Clear All Settings

Tap **Clear All Settings** to clear all user data and reset all settings to factory settings. This resets email SMTP settings, cloud settings, FTP settings, user logons and all scan settings. Tap **OK** button to confirm or tap **Cancel** to exit this dialog.



CHAPTER II. SCANNING

PREPARING DOCUMENTS

Proper document preparation prior to scanning will prevent paper feed errors and document damage.

- Checking Document Condition
- Jogging Documents

Checking Document Condition

Make sure the size and paper weight of your documents is within the specified range. Refer to “Appendix A: Specifications” of this guide for more information.

Scanning documents in batches can increase your work efficiency and make large scanning tasks easier. The ADF (automatic document feeder) of this scanner accepts a variety of paper sizes and weights such as:

- Normal paper whose size and ream weight meet the requirements stated in “Appendix A: Specifications” of this guide.
- Notched paper
- Coated paper (e.g., brochures)



Attention

To prevent paper feeding errors and damage to the ADF unit, strictly follow the instructions below:

- Remove all small objects (e.g. paper clips, pins, staples or any other fasteners) before loading the paper into the ADF.
- Make sure the paper is flat with no creased or curled corners.
- Avoid scanning documents with carbon printing and newspaper clippings. Scanning these documents will demand frequent cleaning of the scanner transport and ADF areas. Refer to “Chapter III. Care and Maintenance” of this guide for more information.

Do not scan documents if they meet any of the following conditions:

- Paper lighter than 40 g/m² (12 lb.) or heavier than 157 g/m² (40 lb.)
- Paper with clips or staples attached
- Paper with inconsistent thickness (e.g. envelops)
- Paper with wrinkles, curls, folds or tears
- Paper with an odd (non-rectangular) shape
- Tracing paper
- Carbon paper, pressure sensitive paper, carbonless paper
- Items other than paper (e.g. cloth, metal foil)



Attention

- DO NOT use the ADF to scan photographs or valuable document originals; wrinkles or other damage may occur if there is a paper feed error.
- DO NOT scan paper with wet ink or correction fluid. Wait a few minutes for the ink and correction fluids to dry.

Jogging Documents

To reduce the possibility of a paper feed error, jog the documents as follows before loading them into the ADF as follows:

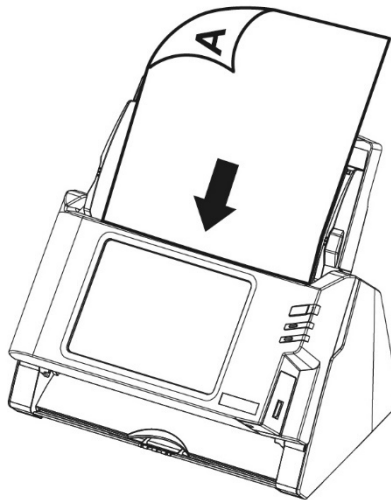
1. Fan the documents so that no two pages are sticking together.
2. Hold the documents upside down with both hands, and then gently push them onto a flat surface to align the edges of all documents.



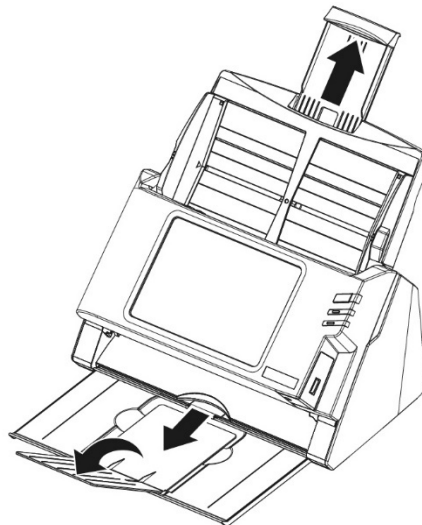
LOADING DOCUMENTS

1. Load documents, headfirst and face down, in the center of the ADF paper feeder and all the way into the ADF until touching the bottom.

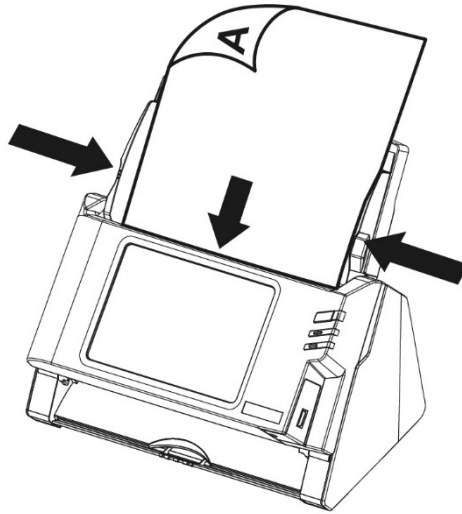
Load the documents face down so that the side to be scanned faces towards the paper feeder.



2. Pull out the paper feeder extension and stacker to scan longer documents.



3. Adjust the paper width slider for the paper size you are using. The paper width slider should be gently touching both sides of the documents.



Attention

- DO NOT load more than 50 sheets of paper (70 g/m², 18 lb.) to the ADF.
- Paper must be a minimum of 5.08 x 5.08 cm (2" x 2", W x L).
- Make sure there are no gaps between the document stack and the paper-width slider; otherwise, the scanned images may be skewed.
- Do not overload or wedge documents into the feeder.
- Do not load additional paper into the ADF while the unit starts feeding and scanning.

LOADING CARDS

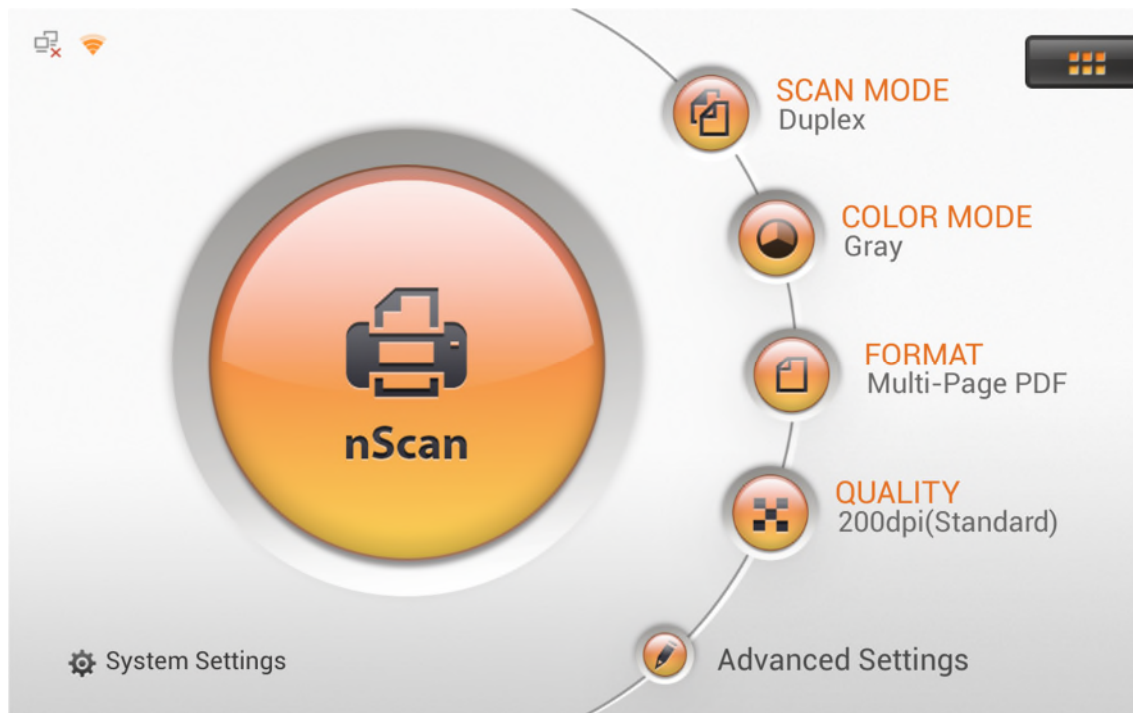
1. Load cards horizontally, headfirst and face down, in the center of the ADF and all the way into the ADF until touching the bottom.
2. Adjust the paper width slider to the card width. The paper width slider should be gently touching both sides of the cards.









Attention

- Do not load more than 30 cards at one time.

SCANNING DOCUMENTS

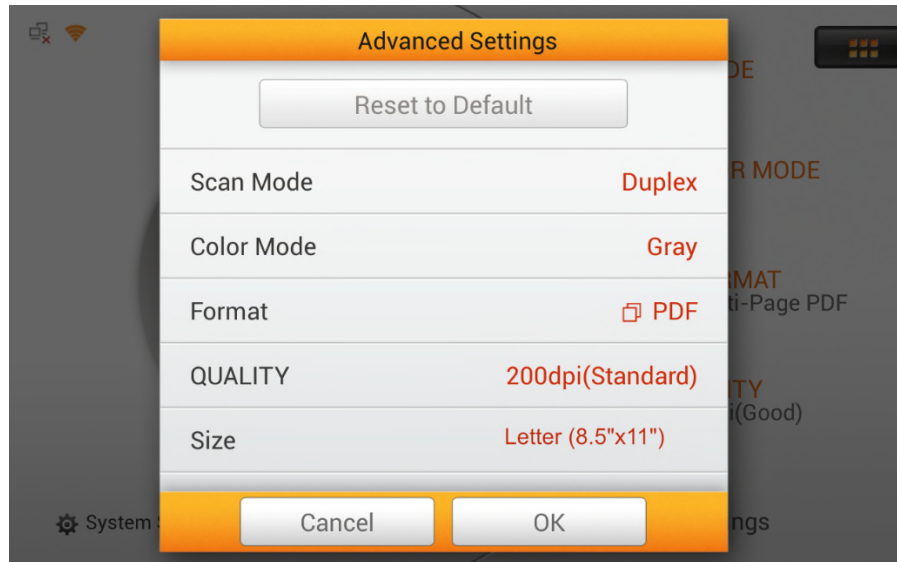


1. Tap the  button to toggle the **SCAN MODE**.
2. Tap the  button to toggle the **COLOR MODE**.
3. Tap the  button to toggle the **FORMAT**.
4. Tap the  button to toggle the **QUALITY**.
5. If necessary, tap  to adjust **Advanced Settings**.
6. Tap  to scan the documents in the ADF.

Advanced Settings

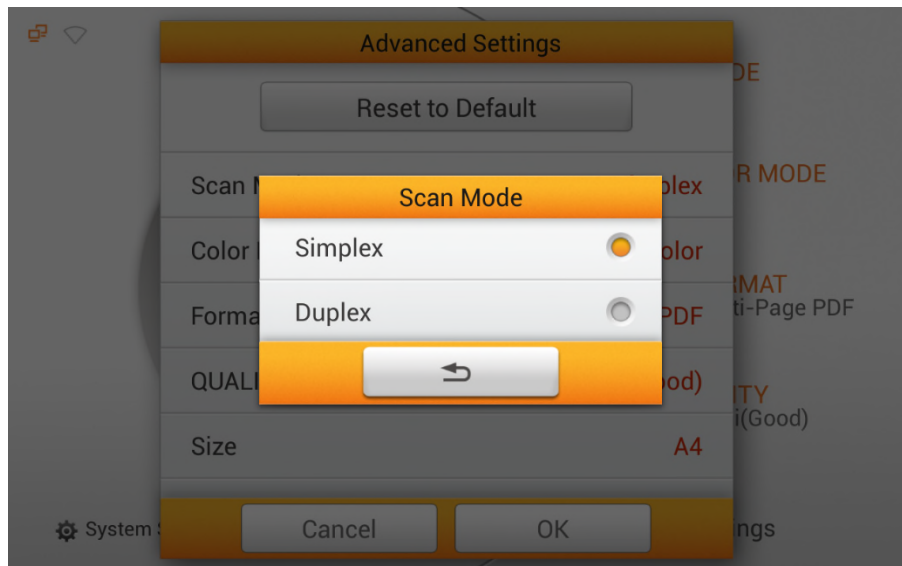
The following **Advanced Settings** are available from the Main Menu.

Any of the following settings can be set as defaults by going to **System Settings > Scan Settings > Initial Settings** and setting it as a default.



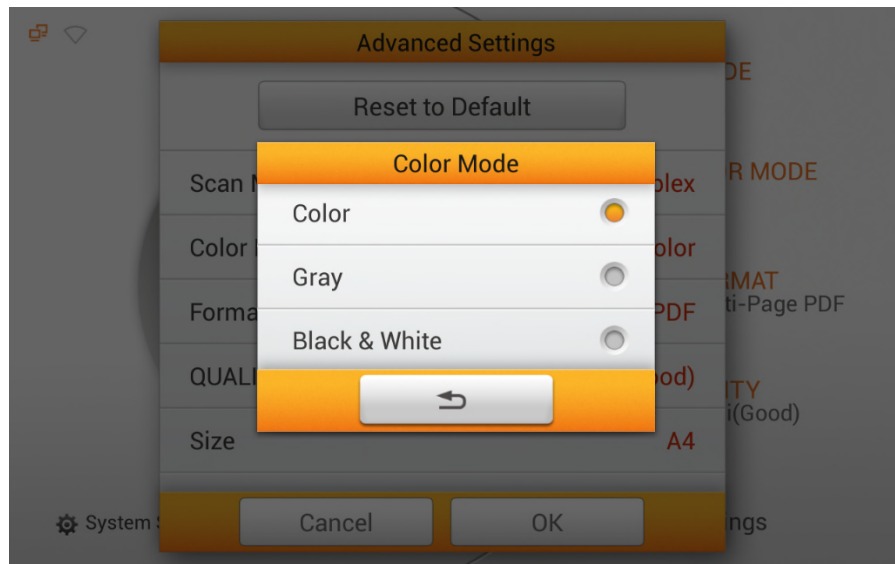
Scan Mode

Select the desired **Scan Mode** in the popup dialog. Select **Simplex** if only the front side of the documents is to be scanned. Select **Duplex** if both front and back sides are to be scanned.



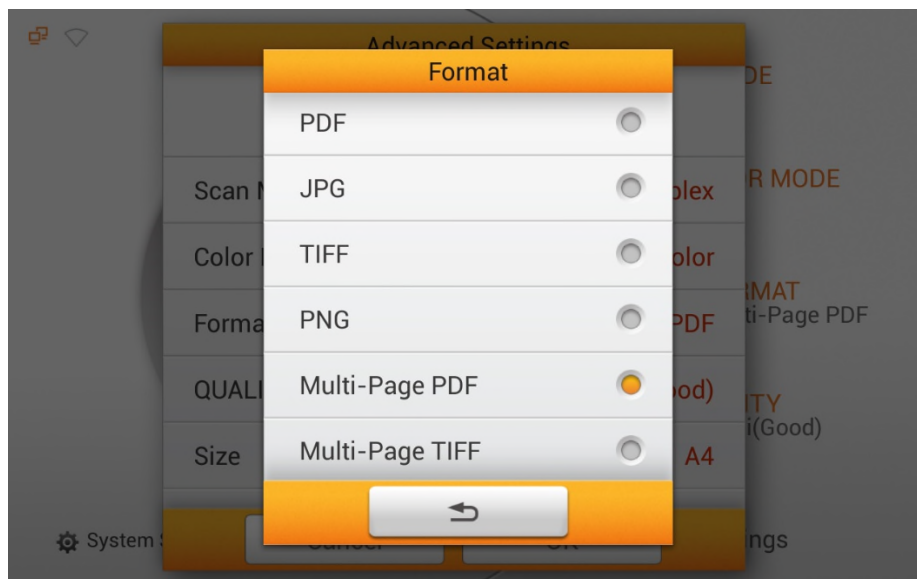
Color Mode

Select the desired **Color Mode** in the popup dialog. Select from **Color**, **Gray** or **Black & White** (also known as bitonal).



Format

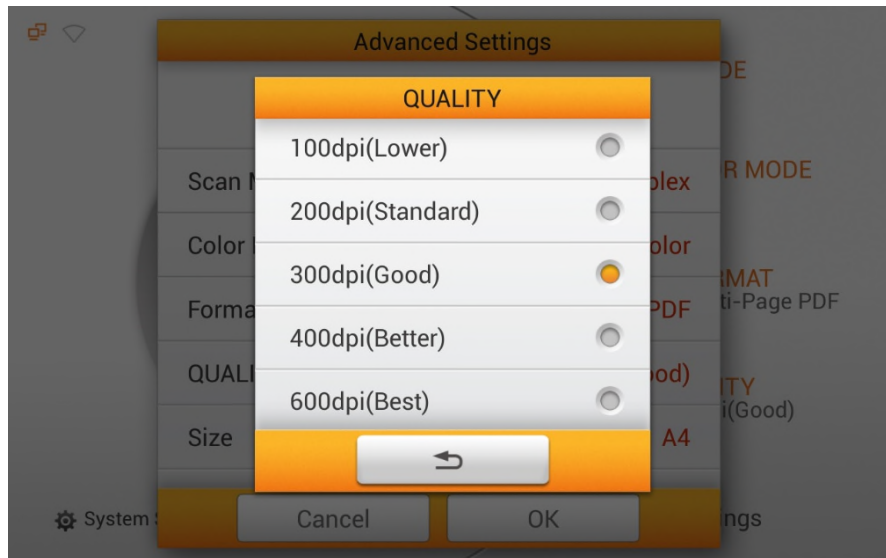
Available file formats are: **PDF**, **JPG**, **TIFF**, **PNG**, **Multi-Page PDF** and **Multi-Page TIFF**. If you are scanning documents with multiple pages and would like to merge the scanned pages into one file, select **Multi-Page PDF** or **Multi-Page TIFF**.



Quality

Available resolution/Quality values are: **100dpi (Lower)**, **200dpi (Standard)**, **300dpi (Good)**, **400dpi (Better)**, and **600dpi (Best)**.

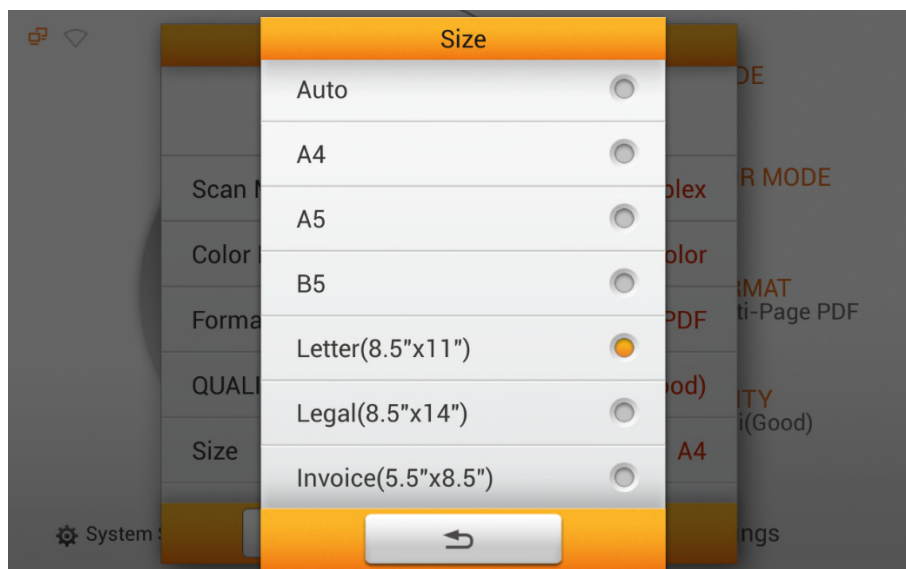
Note: Higher resolution results in a higher quality scans with larger file sizes and slower scanning and sending speeds.



Size

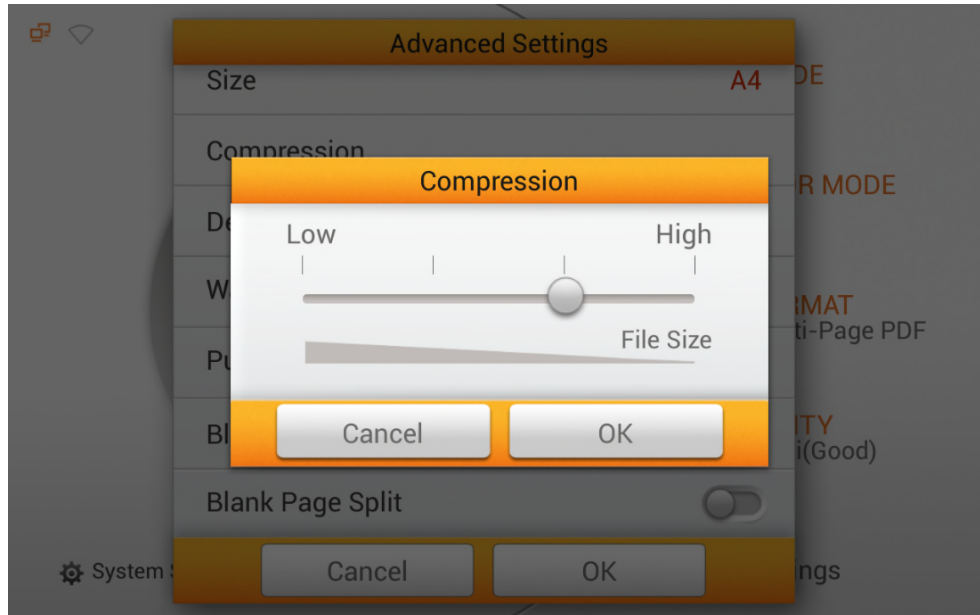
Available paper sizes are: **Auto**, **A4**, **A5**, **B5**, **Letter (8.5" x 11")**, **Legal (8.5" x 14")**, **Invoice (5.5" x 8.5")**, **Oficio (8.5" x 13")**, **Long Paper (8.5" x 28")** and **Long Paper (21cm x 41cm)**.

Note: If you are scanning batches of mixed size documents or frequently scan document of different sizes, select Auto paper size. This will automatically crop your documents to their actual dimensions.



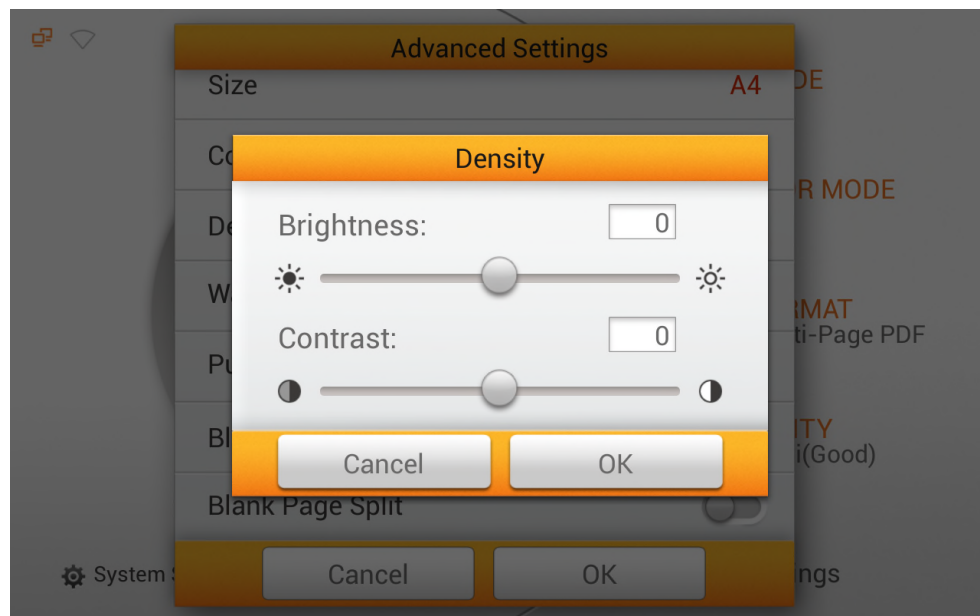
Compression

Lower compression results in higher image quality and larger file sizes and slower sending speeds. Adjust the **Compression** quality in the popup dialog. Tap the **OK** button to confirm the settings or tap **Cancel** to exit this dialog.



Density

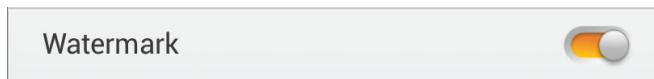
Adjust the brightness and contrast levels to improve the quality of the scanned image if necessary. Tap the **OK** button to confirm the settings or tap **Cancel** to exit this dialog.



Watermark

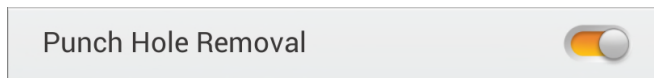
Watermark adds a text or image watermark to each scanned page. Slide the switch to the ON position to enable.

You must setup the watermark before you use it. Go to **System Settings > Scan Settings > Initial Settings** and switch on and configure the Watermark. See **Watermark Settings** on page 30 for details.



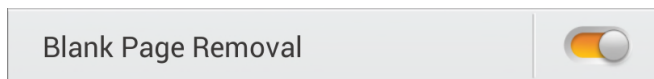
Punch Hole Removal

Switch on or off the **Punch Hole Removal** function. Switch this function ON to eliminate the hole marks from three hole and multi hole punched paper.

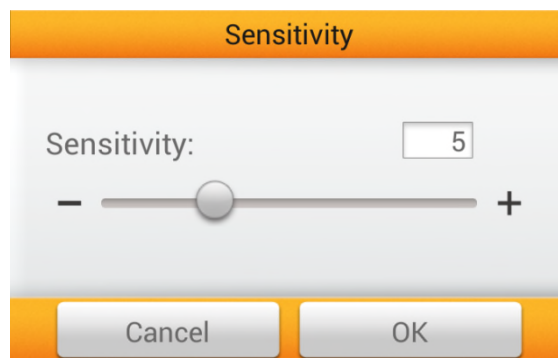


Blank Page Removal

Switch on or off the **Blank Page Removal** function. Switch this function ON to remove blank pages after the document is scanned.

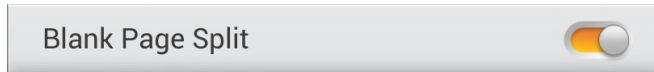


Adjust the blank page **Sensitivity** level in the **Sensitivity** dialog. If pages are being removed that are not blank, decrease the **Sensitivity**. If blank pages are not being removed, increase the **Sensitivity**.



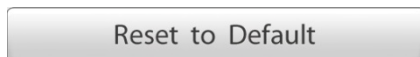
Blank Page Split

Switch on or off the **Blank Page Split** function. Switch this function ON to split scanned documents into separate files by inserting a blank page in between the documents. This function can only be used with Multi-Page PDF and Multi-Page TIFF formats.



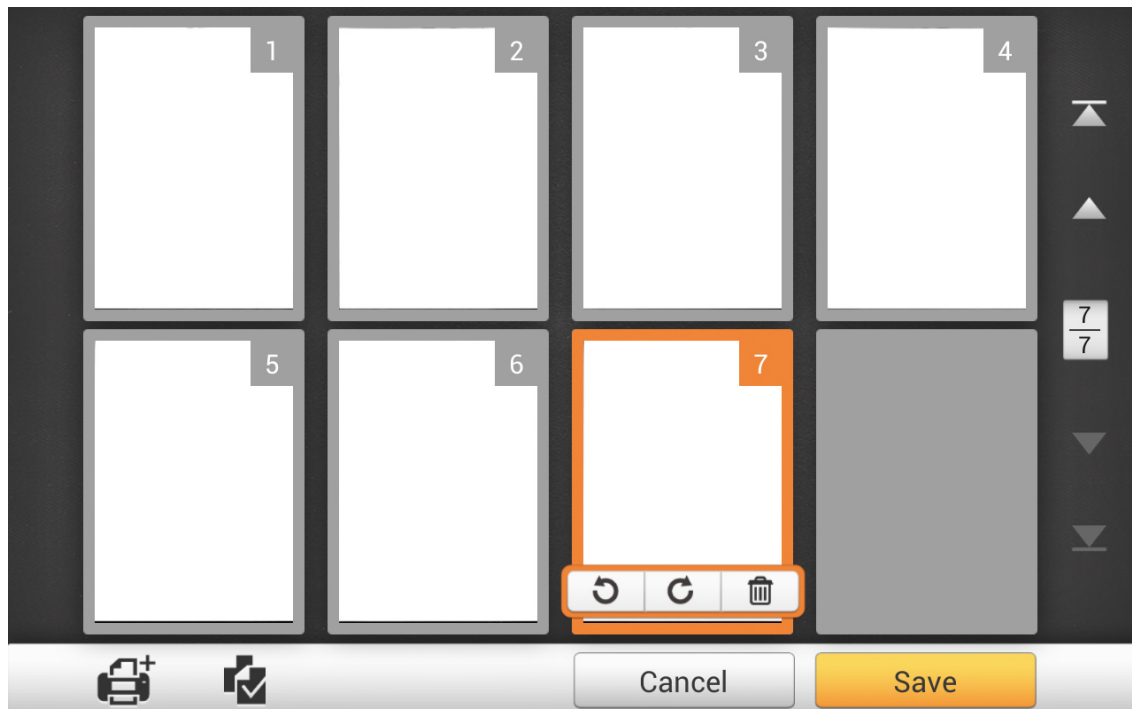
Reset to Default

Tap this button to reset the scan settings to your initial settings.

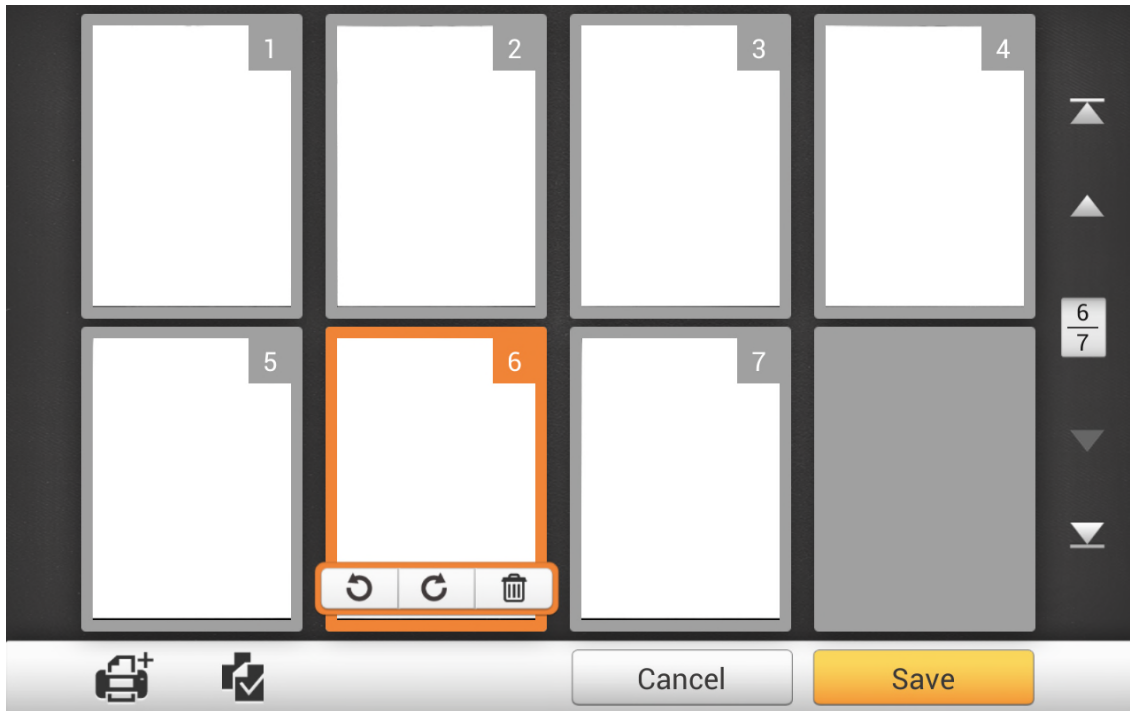


EDITING SCANNED DOCUMENTS

Scanned images are displayed on the editing screen after the scan button is pressed but before they are sent to the desired destination. From this screen you can add pages, rotate, rearrange, rescan and delete pages. Double tap on an image to display a larger version. You can then crop, adjust brightness and contrast, rotate and delete the image.








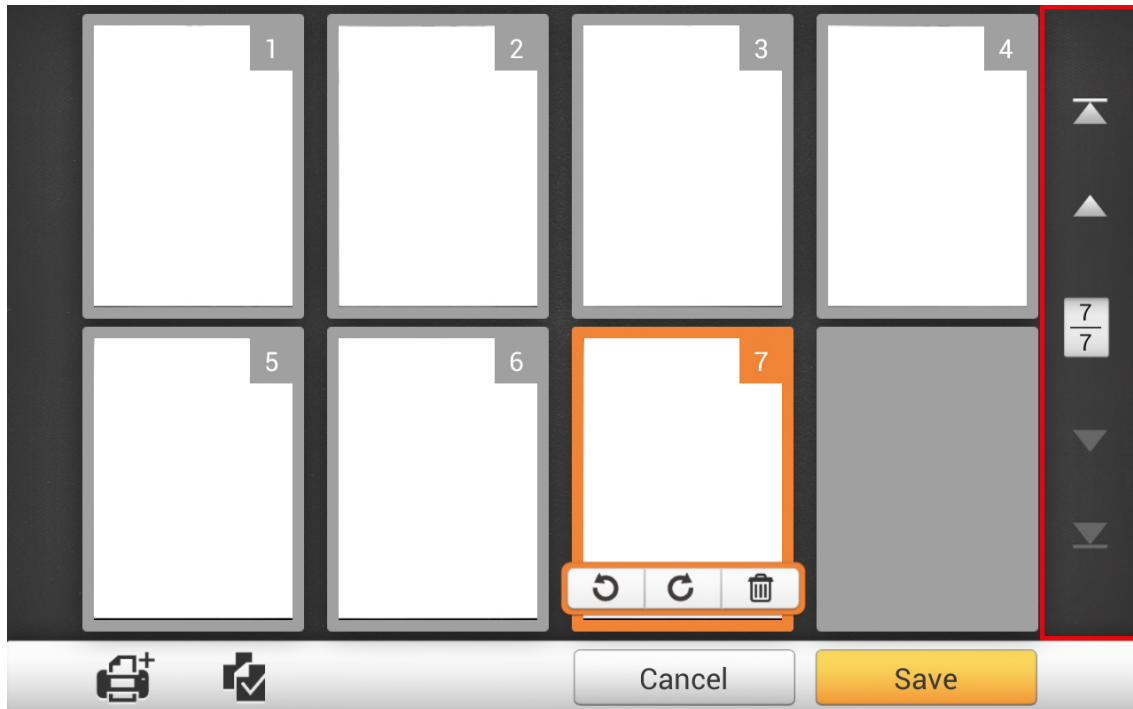
When you select a scanned image on the screen, shortcuts allow you to delete or rotate the selected image.



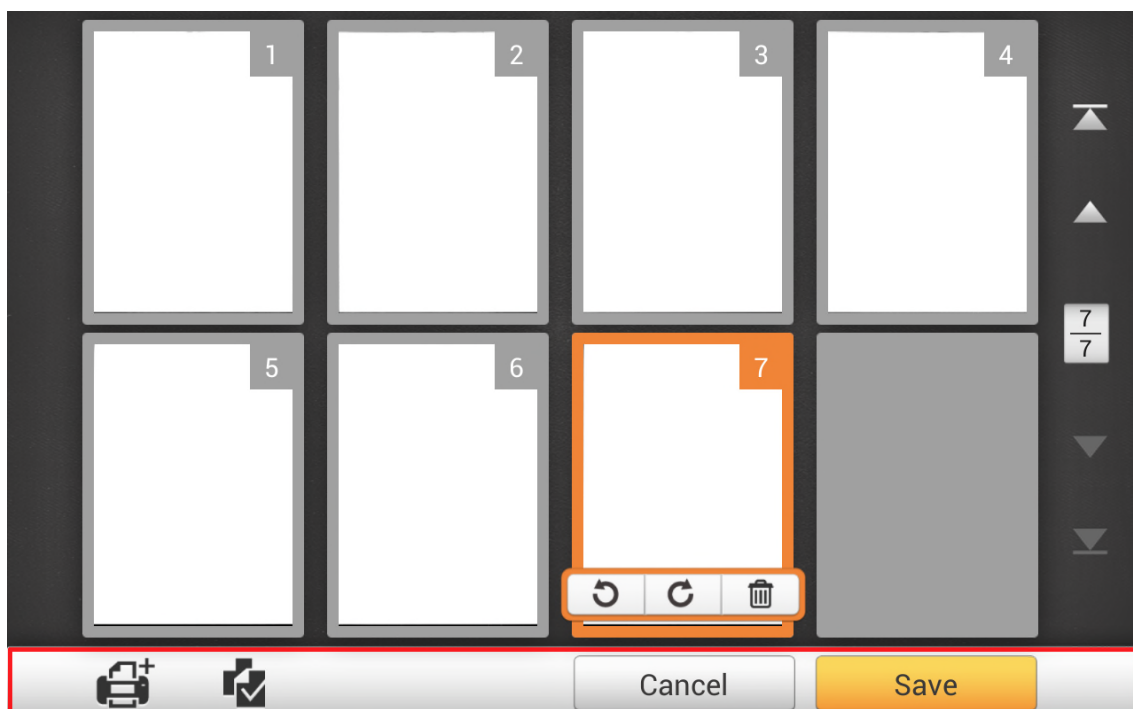
On the main editing screen, you can rearrange the page order by touching, holding and dragging the image to the desired location.




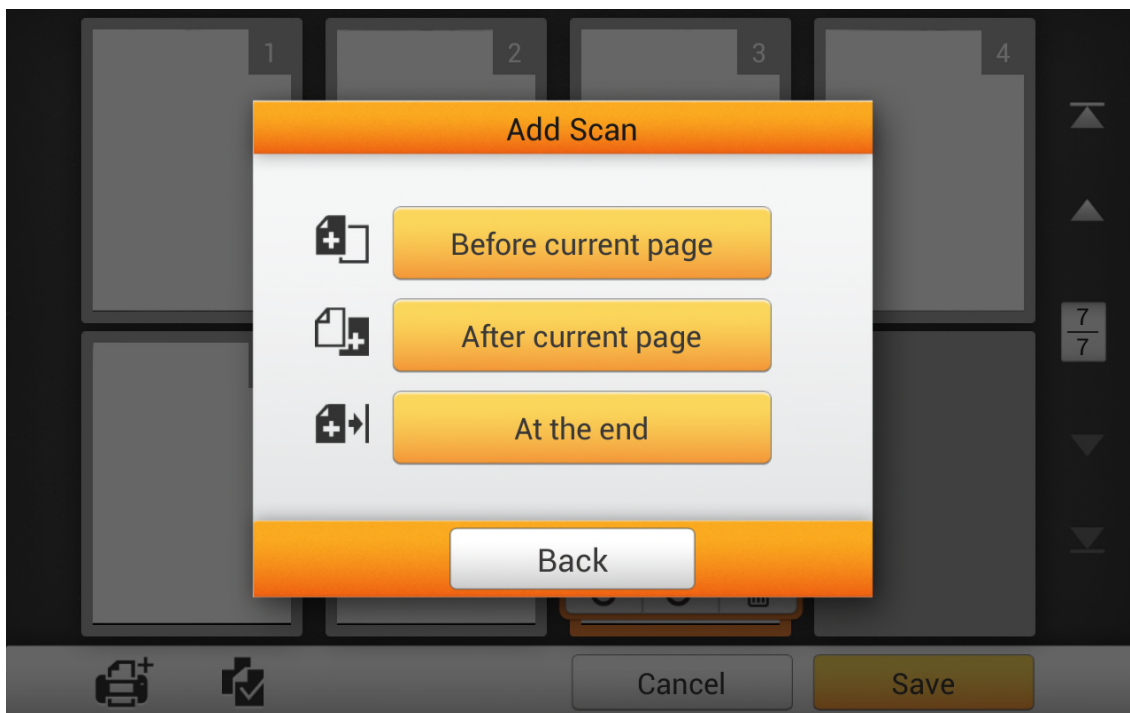
Tap the  button to go to the first page, tap the  button to go to the page above it (For example: from page 7 to page 3), tap the  button to go to the page below it (for example: from page 2 to page 6) and tap the  button to go to the last page. The upper number of  indicates the current page, and the lower number indicates the total number of pages.




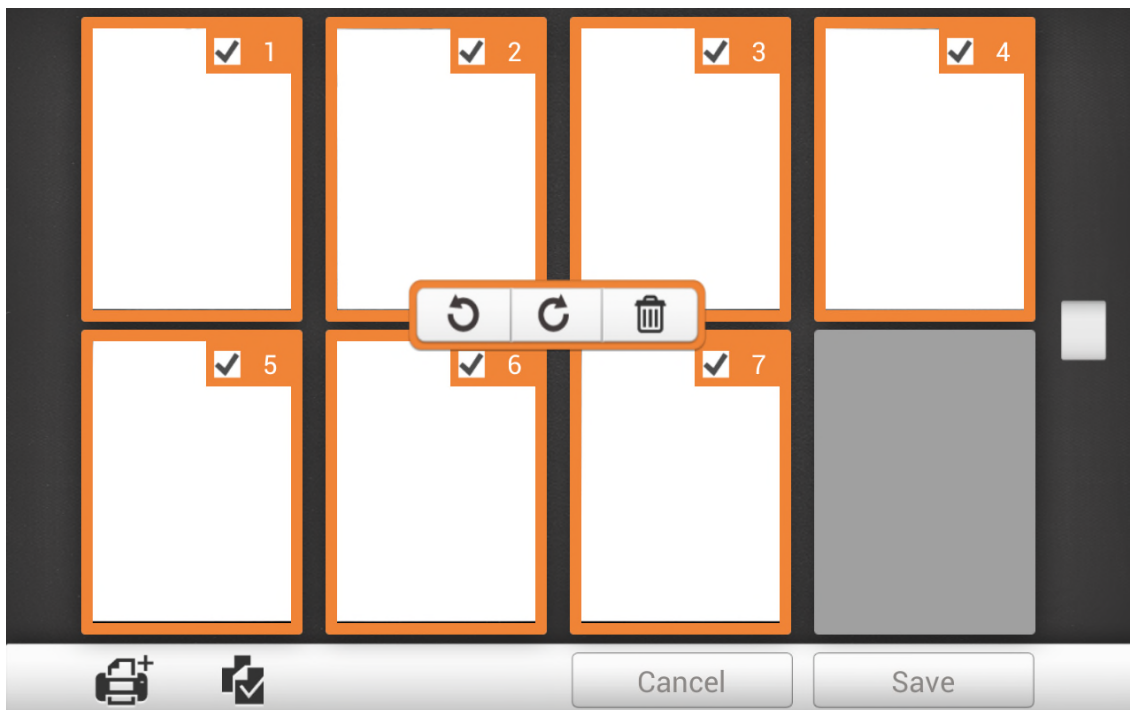
The 4 buttons on the bottom of the screen allow you to add more pages, select all pages, cancel the scan or save the scan.




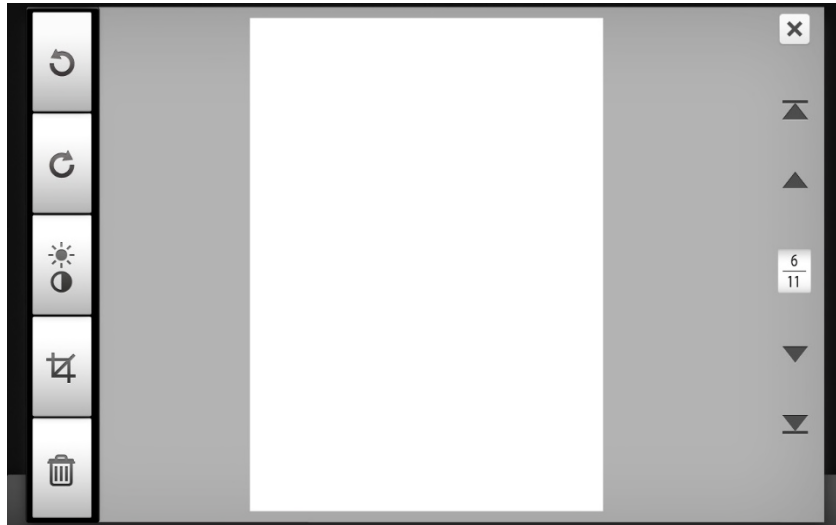
Tap the  button to add additional pages to the scan. The following dialog prompts you to select where to insert the new scanned image.








Tap the  button to select all the scanned images, the shortcuts allow you to delete or rotate all files at the same time.



Double-tap on an image to enter the image-editing window and view a larger image. Zoom into the scanned image by pinching two fingers away from each other, or zoom out on the scanned image by pinching two fingers towards each other. Tap the  button on the upper-right corner to exit the image-editing window.

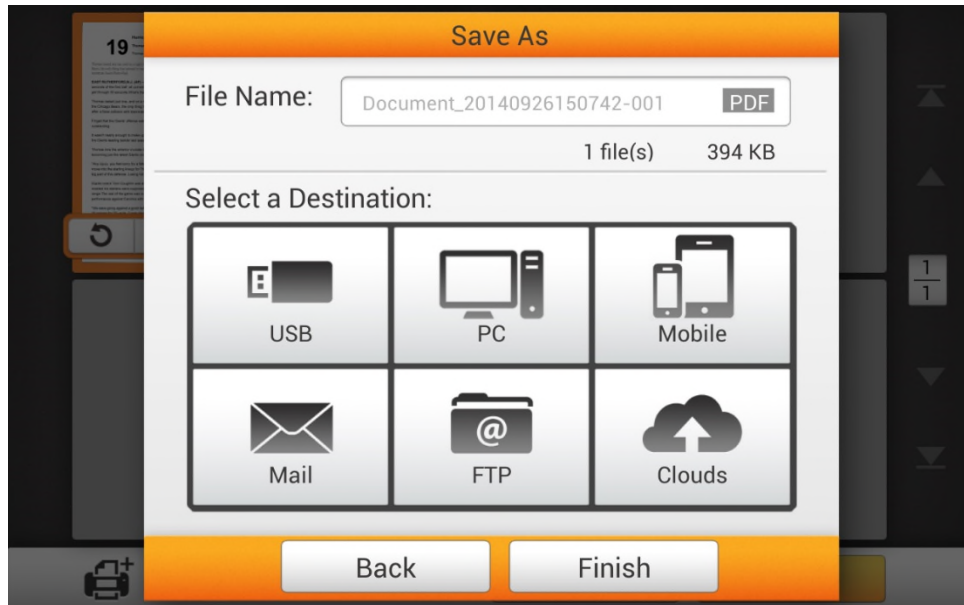


If necessary, the scanned image can be adjusted by tapping the buttons on the left side of the screen.

Button	Function
	Rotate the image counterclockwise by 90°.
	Rotate the image clockwise by 90°.
	Adjust the brightness and contrast levels of the image.
	Crop the image. Adjust the rectangle to define the cropping area.
	Delete the selected image.

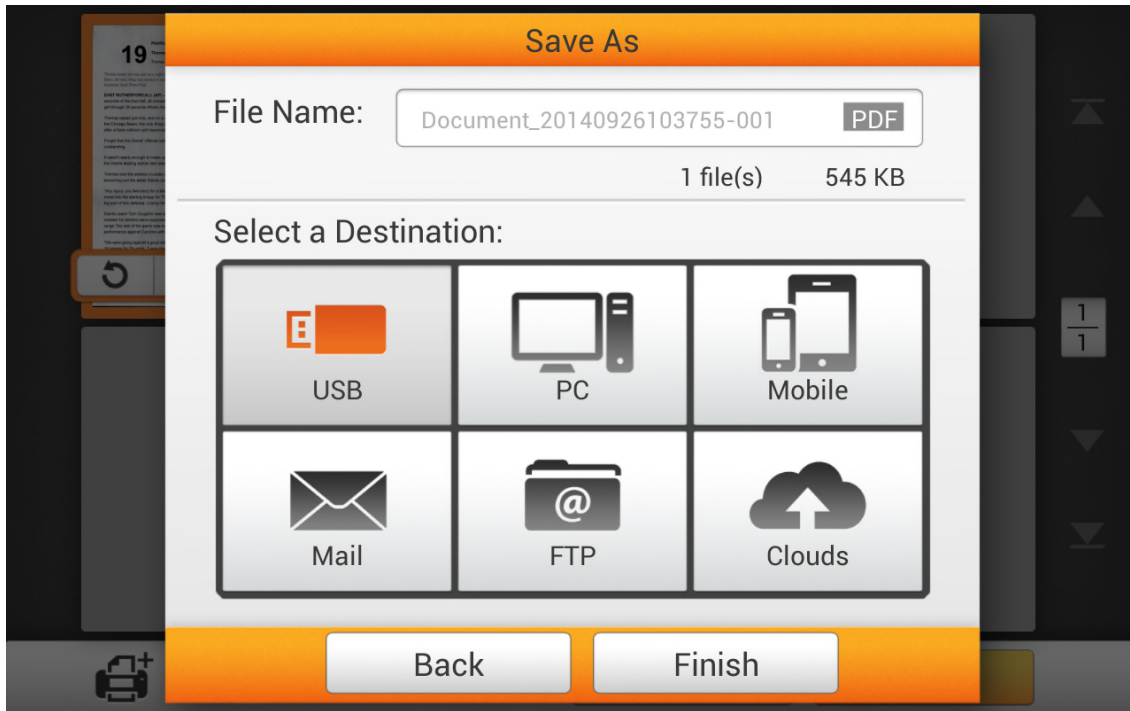
SAVING SCANNED DOCUMENTS

In the **Save As** dialog, you can rename the scanned document by tapping the **File Name** field. Select the destination by tapping the desired destination under **Select a Destination** (destinations are enabled in **System Settings> Sending Settings**). After the scan is successfully sent, tap the **Back** button to return to the editing page, or tap the **Finish** button to quit the scanning procedure.

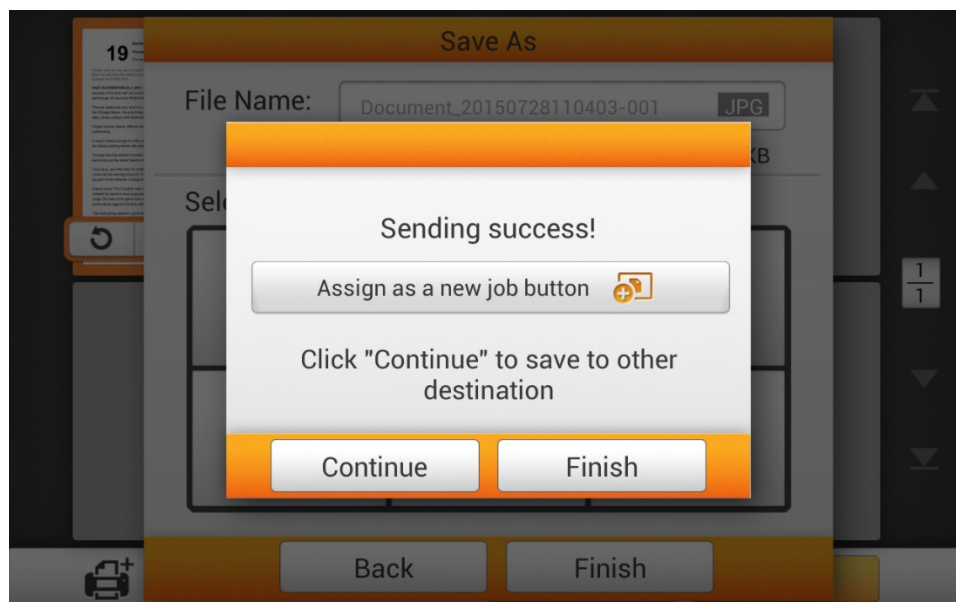


Save to USB


Insert a flash drive in the USB port. Tap the **USB** button to save the scanned document to the USB flash drive.

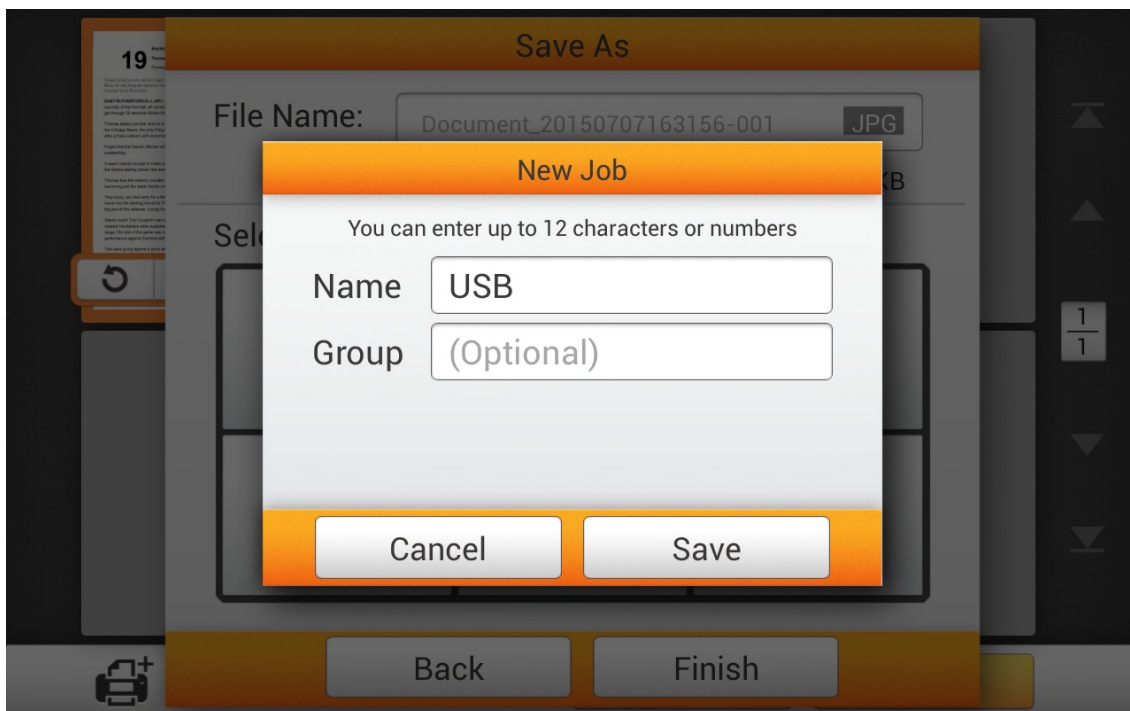


When you see the following dialog, the scanned document was saved to the USB flash drive. Tap **Continue** button to save the scanned document to another destination, or tap the **Finish** button to complete the scanning procedure.



If this is a scan job that you will use frequently, you can create a single touch scan job. Tap **Assign as a new job button** and save this scan job as a single touch scan job button. Enter the **Name** and tap **Save** to save the job. Enter a **Group** name if you have more than one job button groups.

The next time you need to scan a document to this destination, tap  on the upper-right corner of the main screen, load your documents, and tap the scan job you just created.



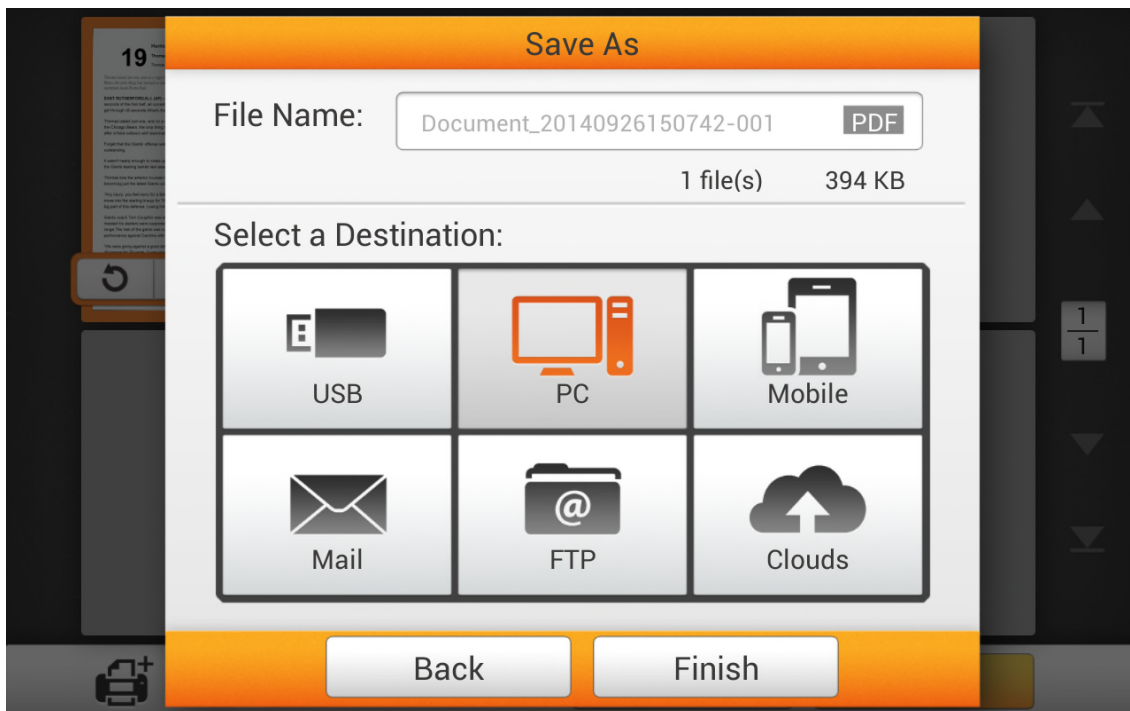
Save to PC



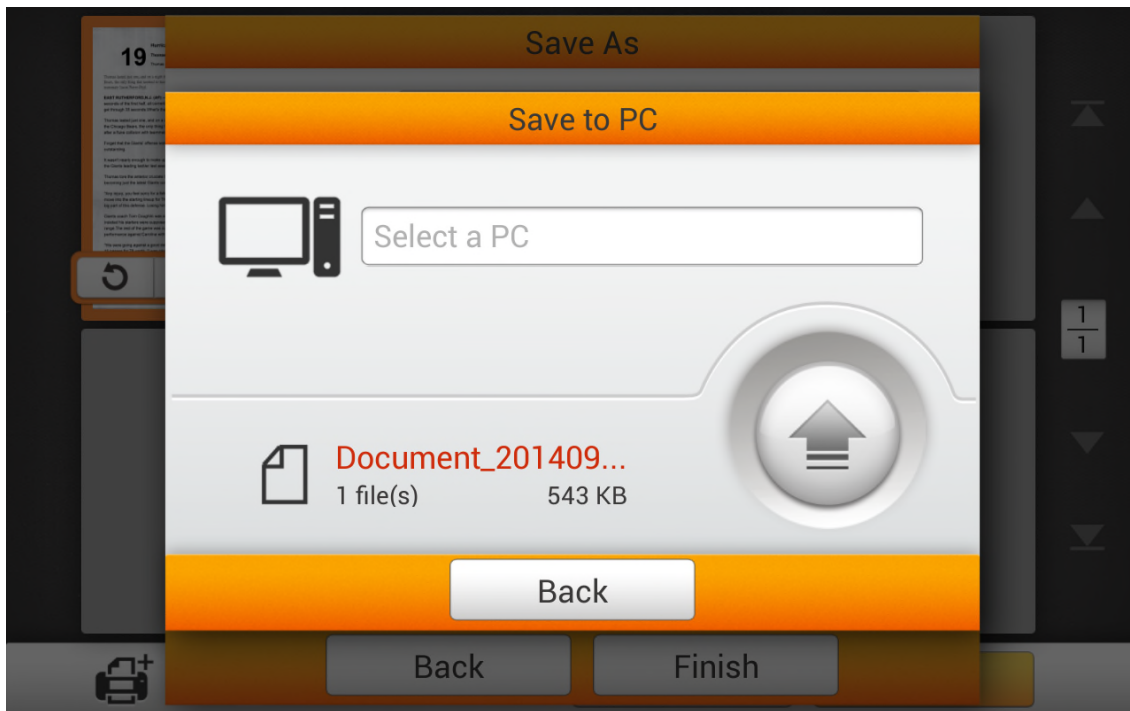
Attention


- The scanner and the target PC or Macintosh must be on the same network segment.
- Please install the **nScan Client** software on the target computer before using Save to PC.
- Download the **nScan Client** software from **System Settings > Downloads > nScan Client** page or <http://ambir.com/nScan>. In the **nScan Client** software, you can modify **User Name**, destination **Folder** or select to print the document.

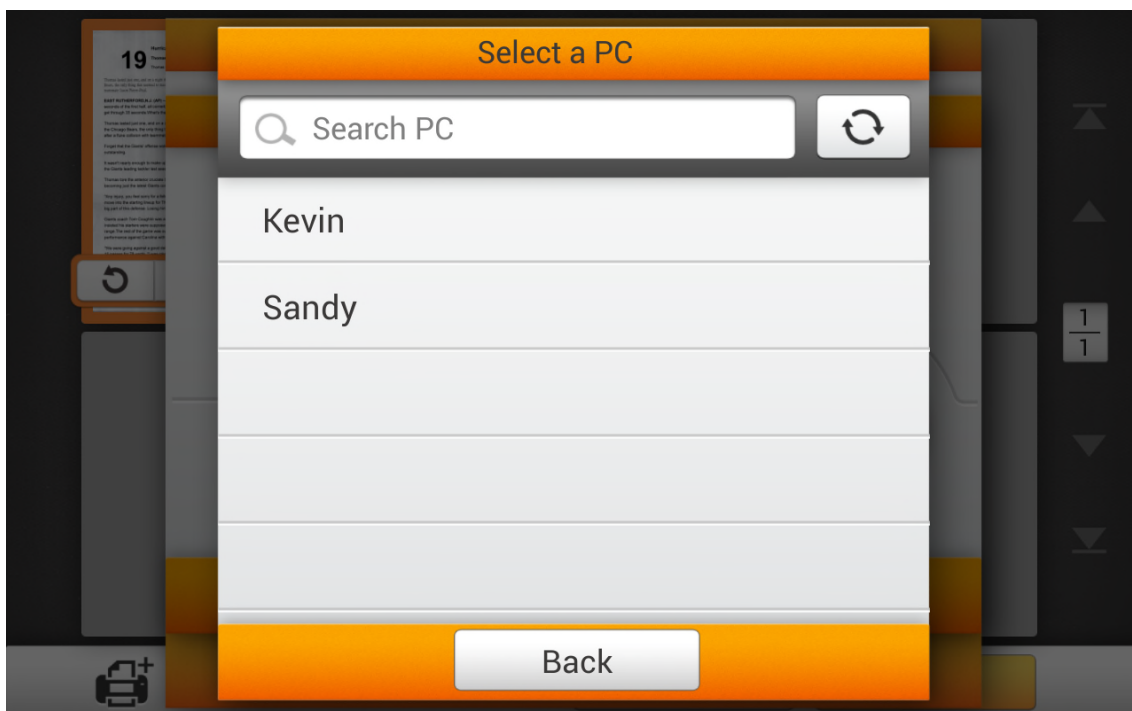
Tap the **PC** button to save the scanned document to the desired computer.



When the **Save to PC** dialog opens, tap **Select a PC** to select the destination computer from the list.

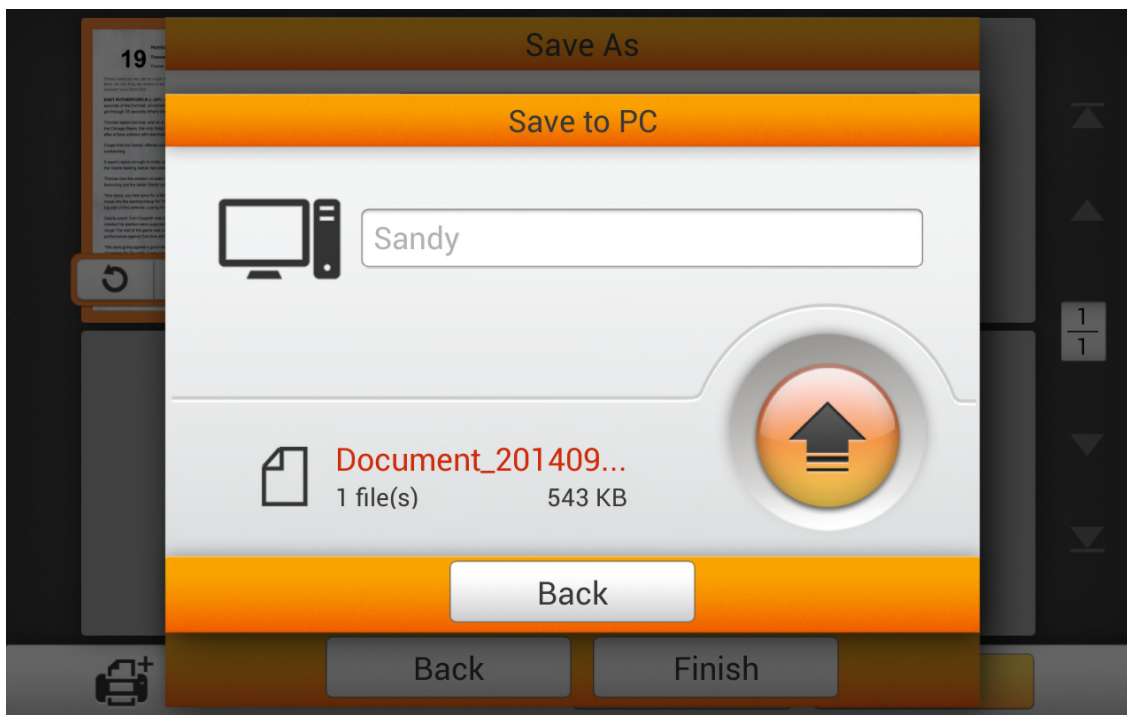


In the **Select a PC** dialog, tap the target PC. If the target computer is not listed, tap  to refresh the list or use the **Search PC** field to search for the target computer.

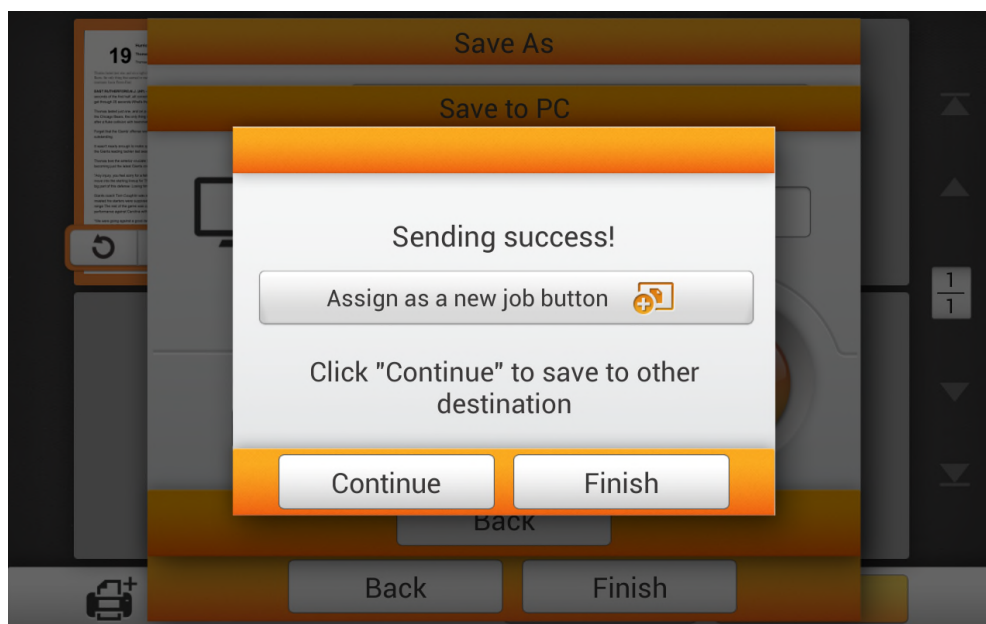




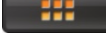
Tap to send the scanned document to the target computer.

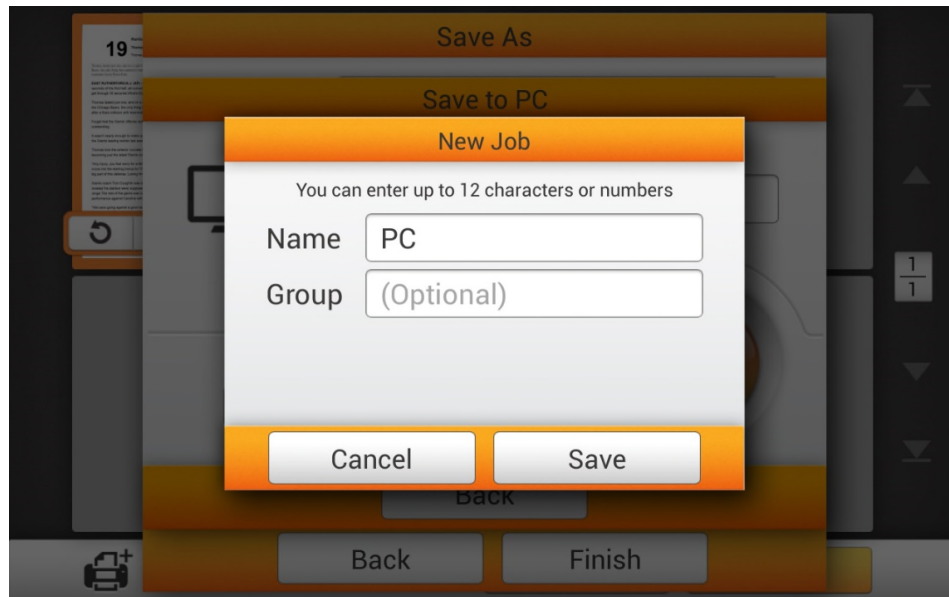


When you see the following dialog, the scanned document was saved to the PC. Tap **Continue** button to save the scanned document to another destination, or tap the **Finish** button to complete the scanning procedure.



If this is a scan job that you will use frequently, you can create a single touch scan job. Tap **Assign as a new job button** and save this scan job as a single touch scan job button. Enter the **Name** and tap **Save** to save the job. Enter a **Group** name if you have more than one job button groups.

The next time you need to scan a document to this destination, tap  on the upper-right corner of the main screen, load your documents, and tap the scan job you just created.



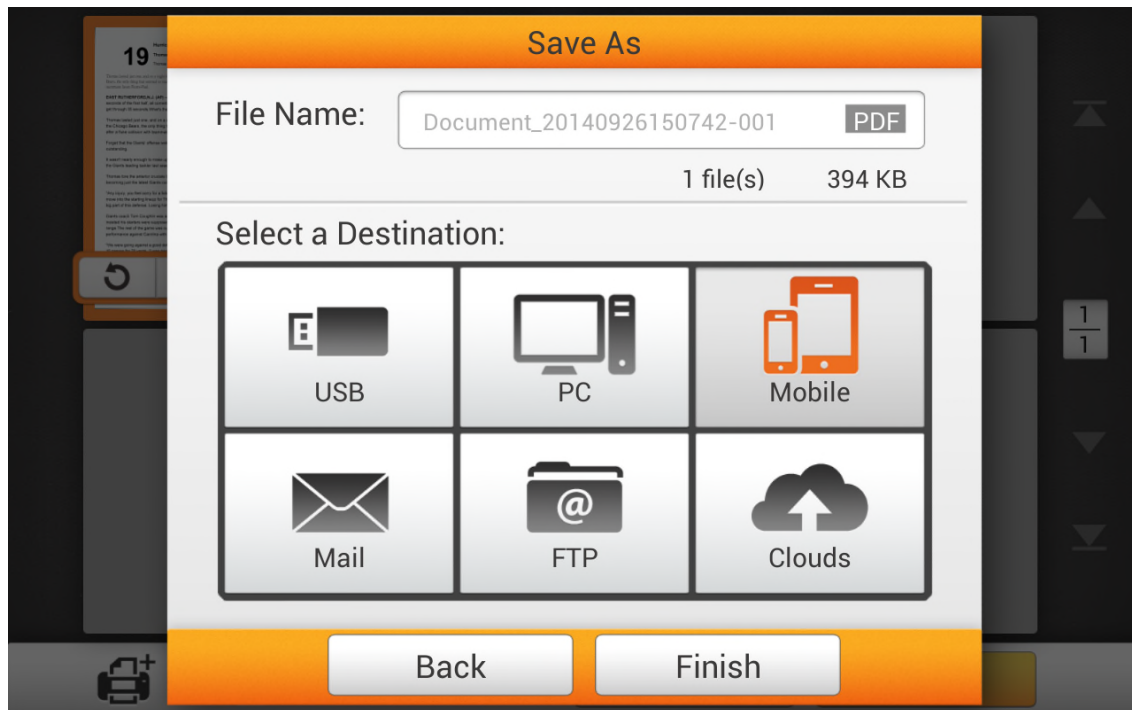
Save to Mobile Device



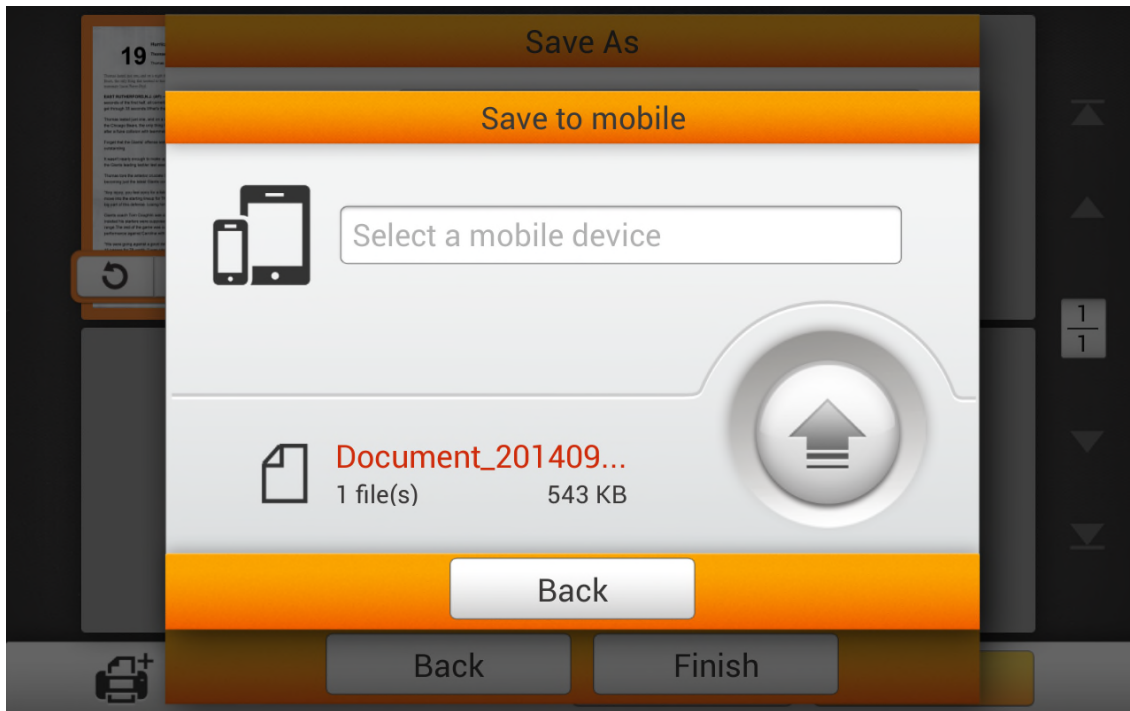
Attention


- The scanner and the mobile device must be on the same network subnet.
- For iOS devices, download and install the **Ambir nScan** app from the Apple App Store. Start the **Ambir nScan** app on your mobile device before you **Save to Mobile**.
- For Android devices, download and install the **Ambir nScan** app from the **Google Play Store**. Start the **Ambir nScan** app on your mobile device before you **Save to Mobile**.

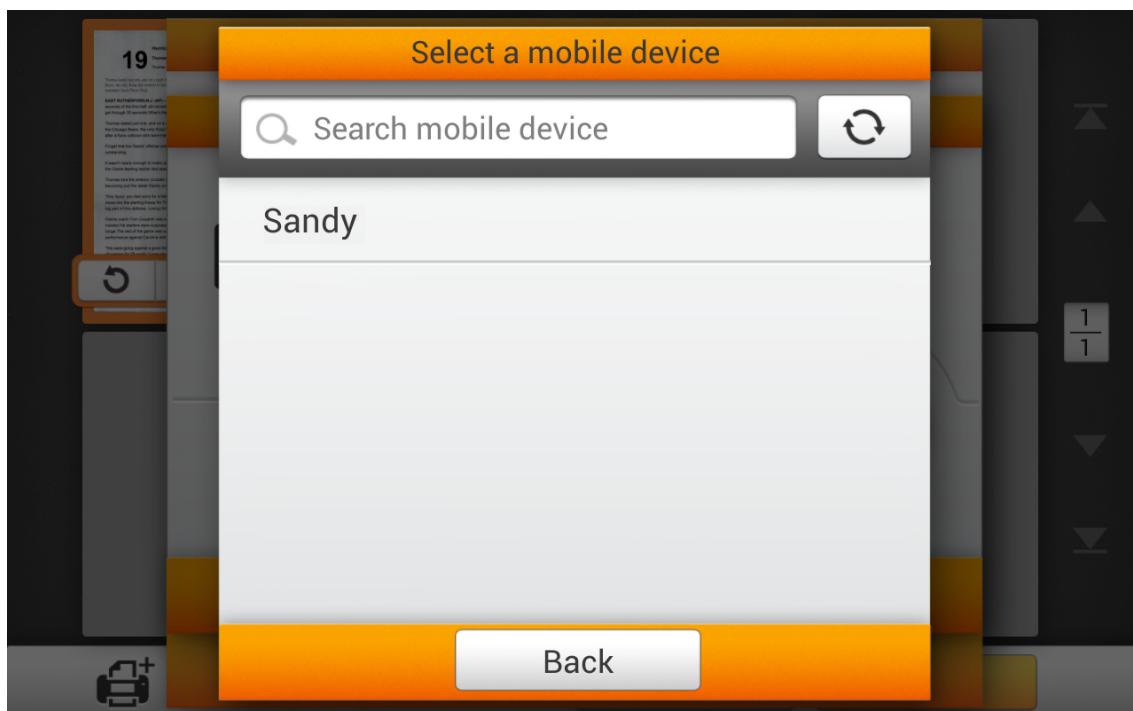
Tap **Mobile** to save the scanned document to a mobile device.



Tap **Select a mobile device** field to select the target mobile device from the list.

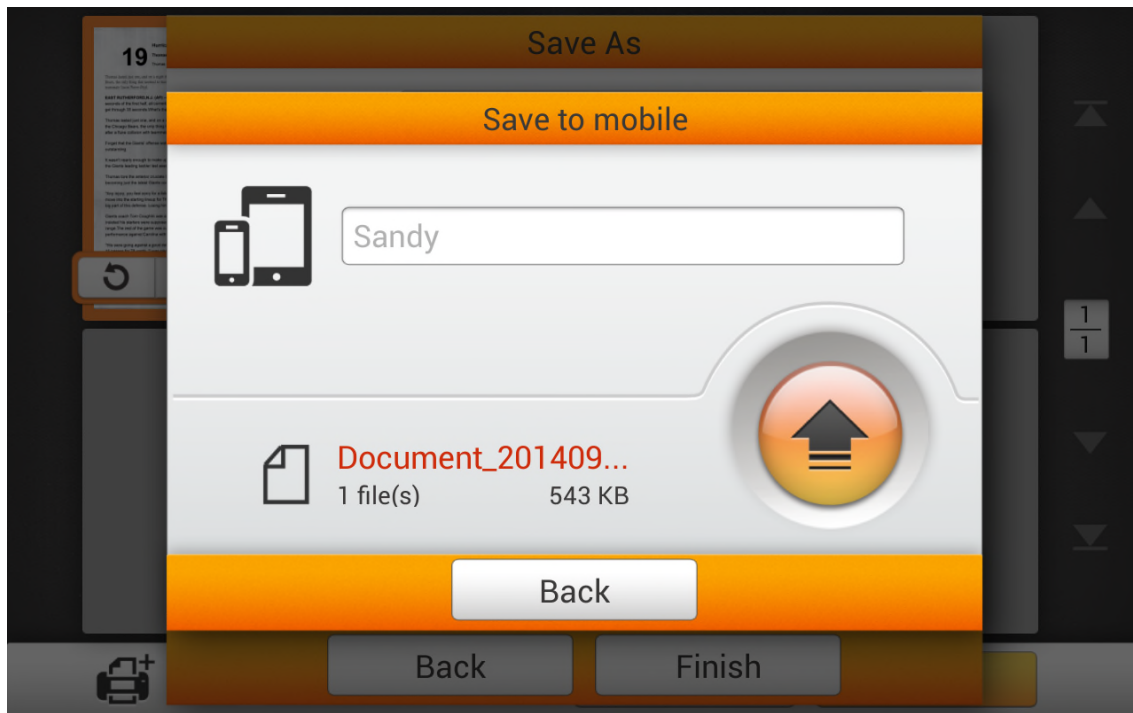


In the **Select a mobile device** dialog, tap the target device. If the desired device is not listed, tap  to refresh the list or use the **Search mobile device** field to search for the target mobile device.

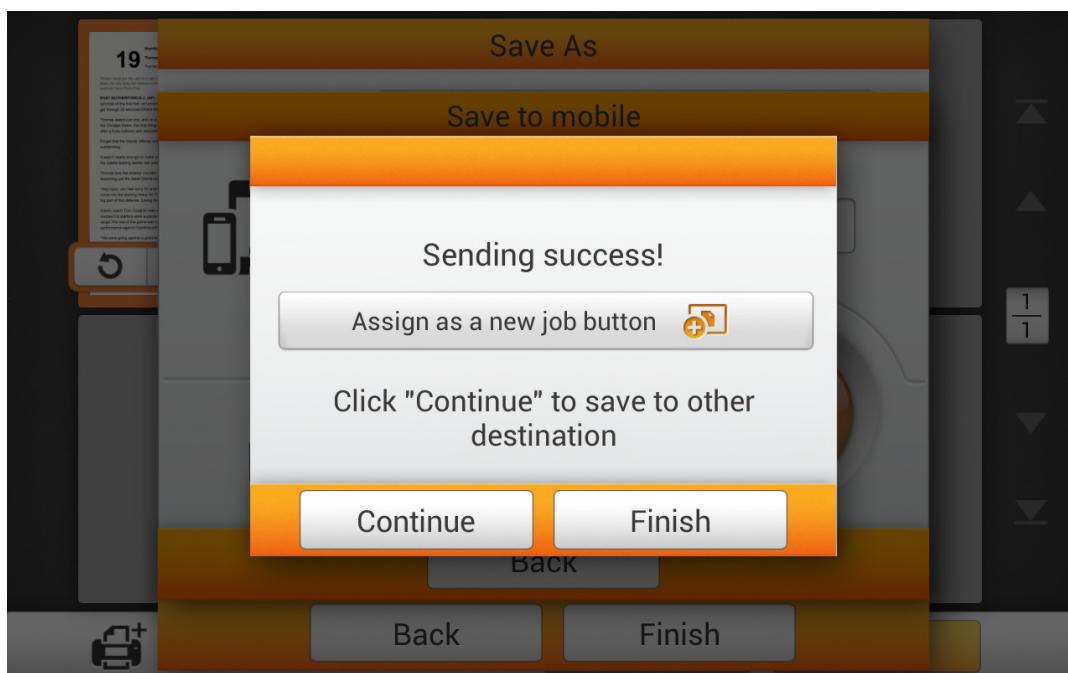





Tap to send the scanned document to the target mobile device.

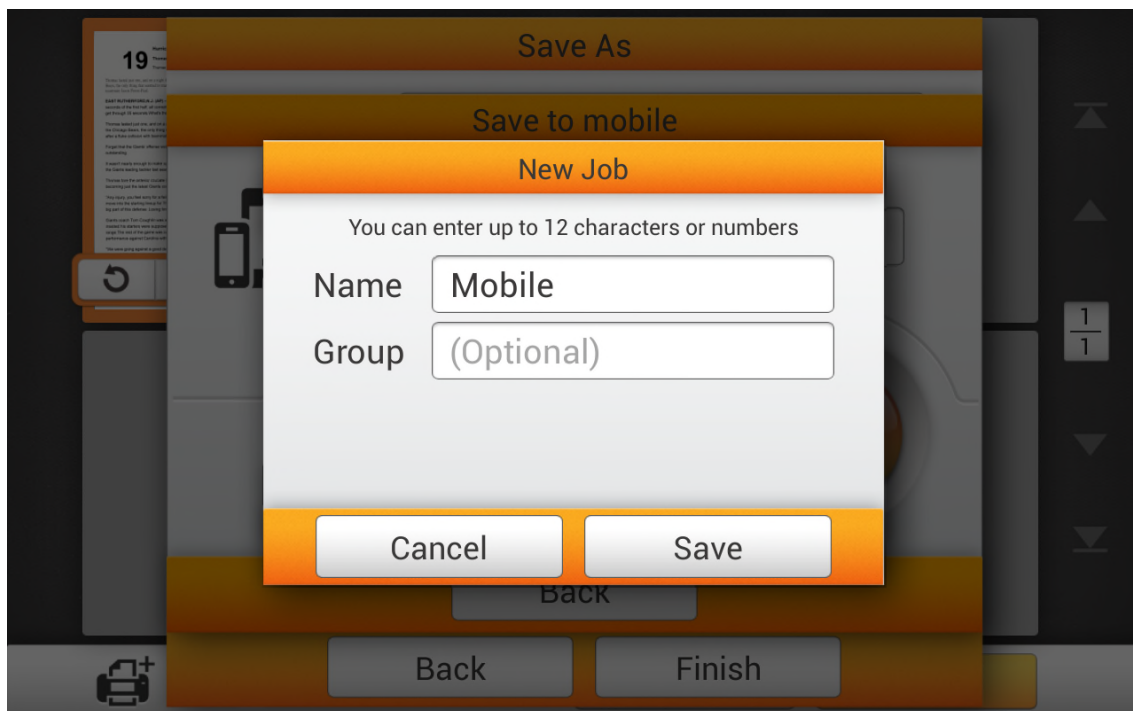


When you see the following dialog, the scanned document was saved to the mobile device. Tap **Continue** button to save the scanned document to another destination, or tap the **Finish** button to complete the scanning procedure.



If this is a scan job that you will use frequently, you can create a single touch scan job. Tap **Assign as a new job button** and save this scan job as a single touch scan job button. Enter the **Name** and tap **Save** to save the job. Enter a **Group** name if you have more than one job button groups.

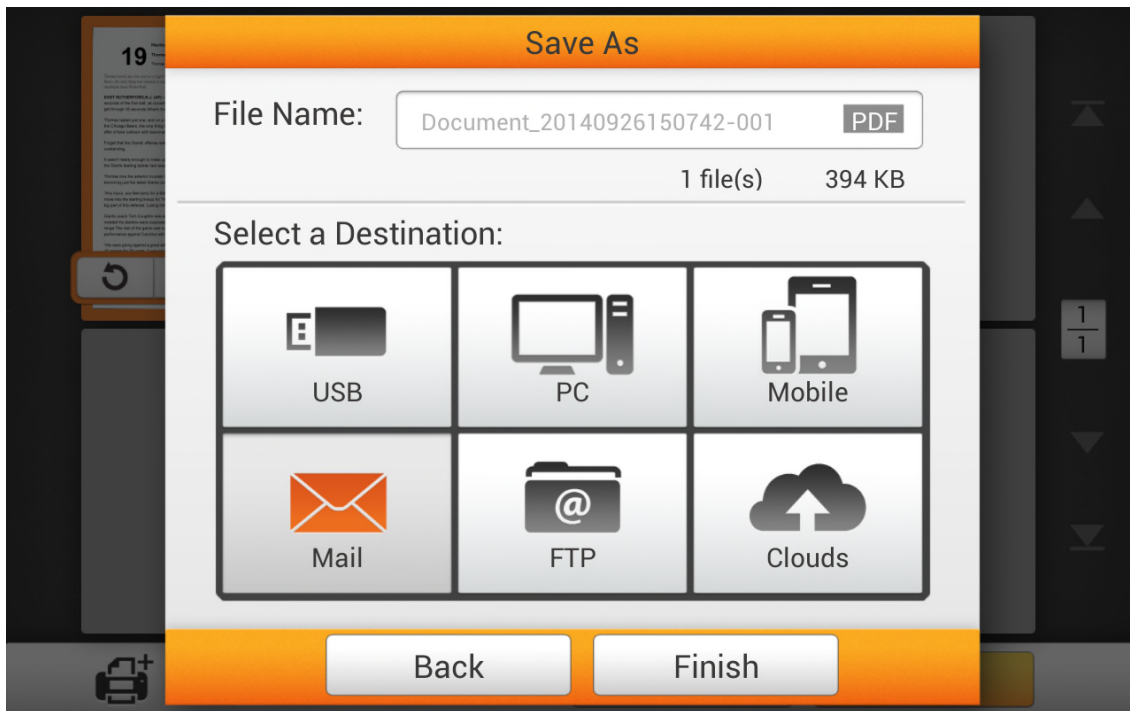
The next time you need to scan a document to this destination, tap  on the upper-right corner of the main screen, load your documents, and tap the scan job you just created.



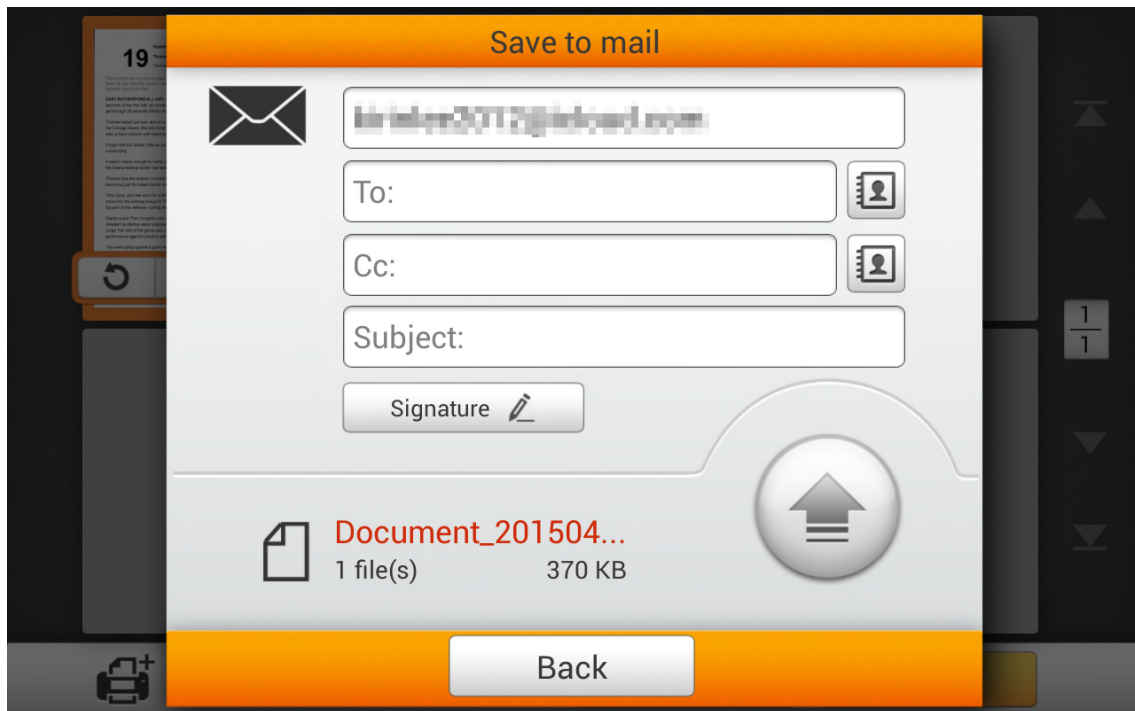
Save to Mail

Important: You must configure an Email server before sending to Email. See page 44, **Mail**.

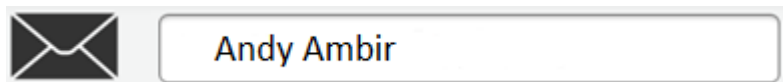
Tap **Mail** to send the scanned documents to an e-mail address.



In the **Save to mail** dialog, enter the receivers e-mail address in the **To:** field, the **Subject**, the **CC** field if required.





You can also change the name in the nScan scanners email address field. This is useful for identifying the person sending the email. It adds an identifier to the scanners email address:

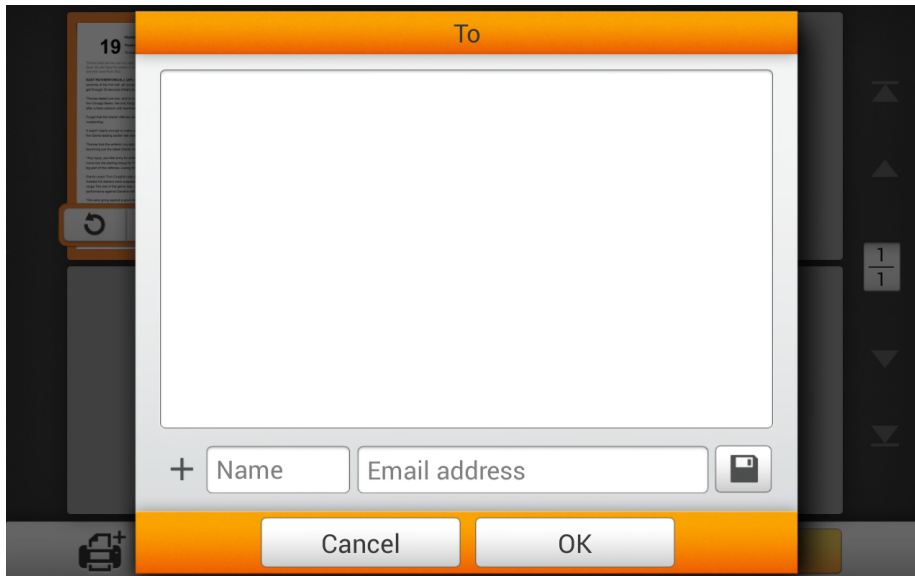



Adding Andy Ambir to the top text box in the Save to mail dialog box results in a From address that looks like:


From: Andy Ambir <nscanscanner@domain.com>

Note: You can not manually change the portion of the From email address enclosed in <>.

Tap  to select or save an e-mail address. Enter the **Name** and the **Email address**, then tap  to save the e-mail address. You can save up to 20 e-mail addresses in this address book.



Tap  to add, edit or delete the email signature. Enter text in the blank area.

Tap  to clear the text.

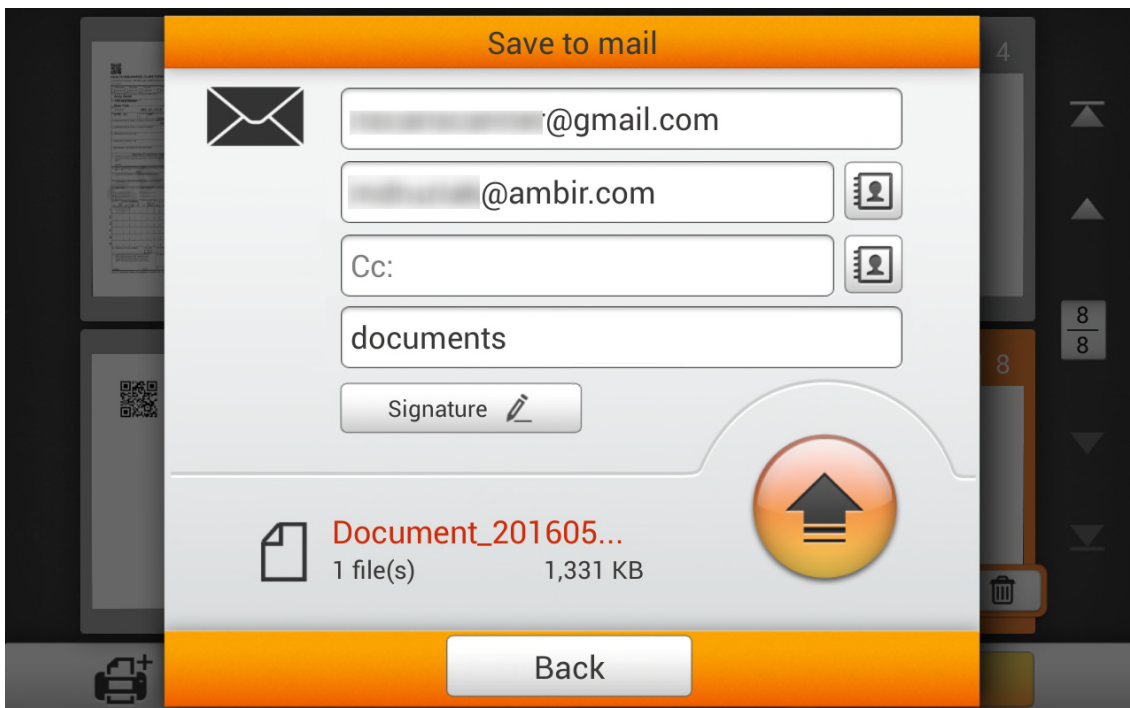
Note: This text will be sent with all emails until it is cleared.



The image shows a 'Signature' dialog box with an orange header. Inside, there is a large white text area labeled 'Name'. At the bottom right of the text area is a 'Clear All' button. At the bottom of the dialog are 'Cancel' and 'OK' buttons. The background shows a document viewer with a page number '19' and a sidebar with navigation icons.

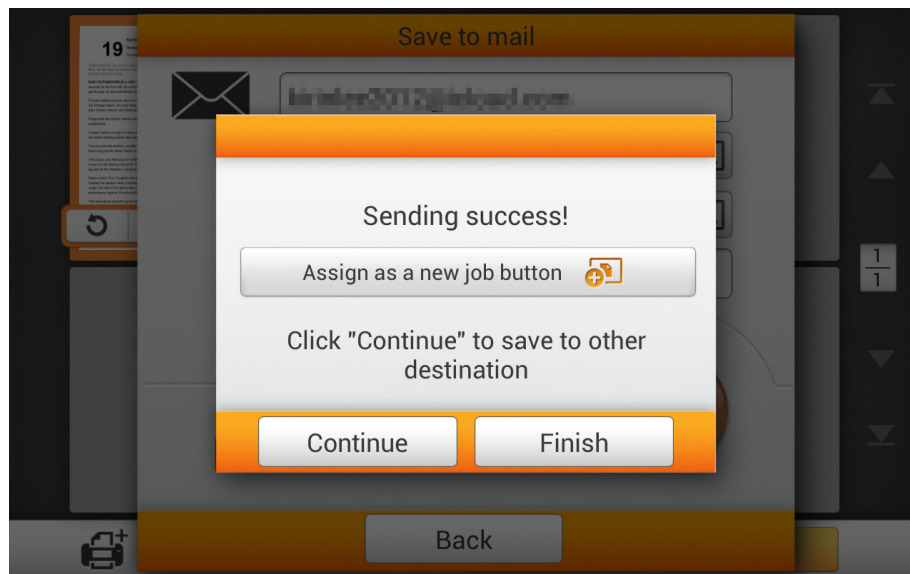


Tap to send the scanned document to the entered e-mail address.




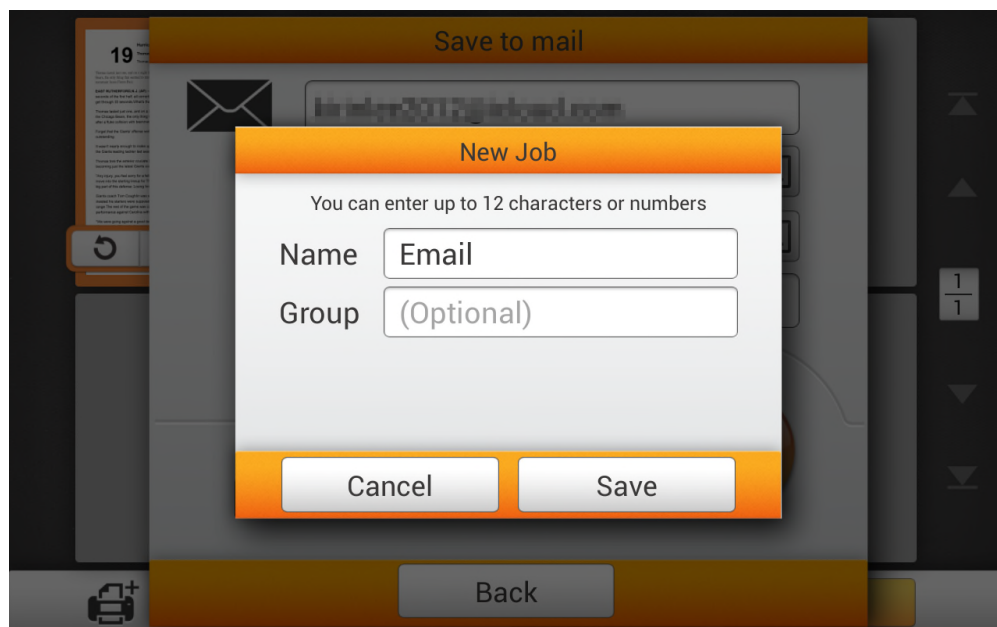
The image shows a 'Save to mail' dialog box with an orange header. It contains an email icon, a text field with '@gmail.com', another text field with '@ambir.com' and a contact icon, a 'Cc:' field with a contact icon, and a text field containing 'documents'. Below these is a 'Signature' button with a pencil icon. At the bottom left, there is a document icon, the text 'Document_201605...', '1 file(s)', and '1,331 KB'. At the bottom right is a large circular orange button with the same send icon as in the previous block. A 'Back' button is at the very bottom. The background shows a document viewer with a page number '4' and a sidebar with navigation icons.

When you see the following dialog, the scanned document was sent to the email address. Tap **Continue** button to save the scanned document to another destination, or tap the **Finish** button to complete the scanning procedure.



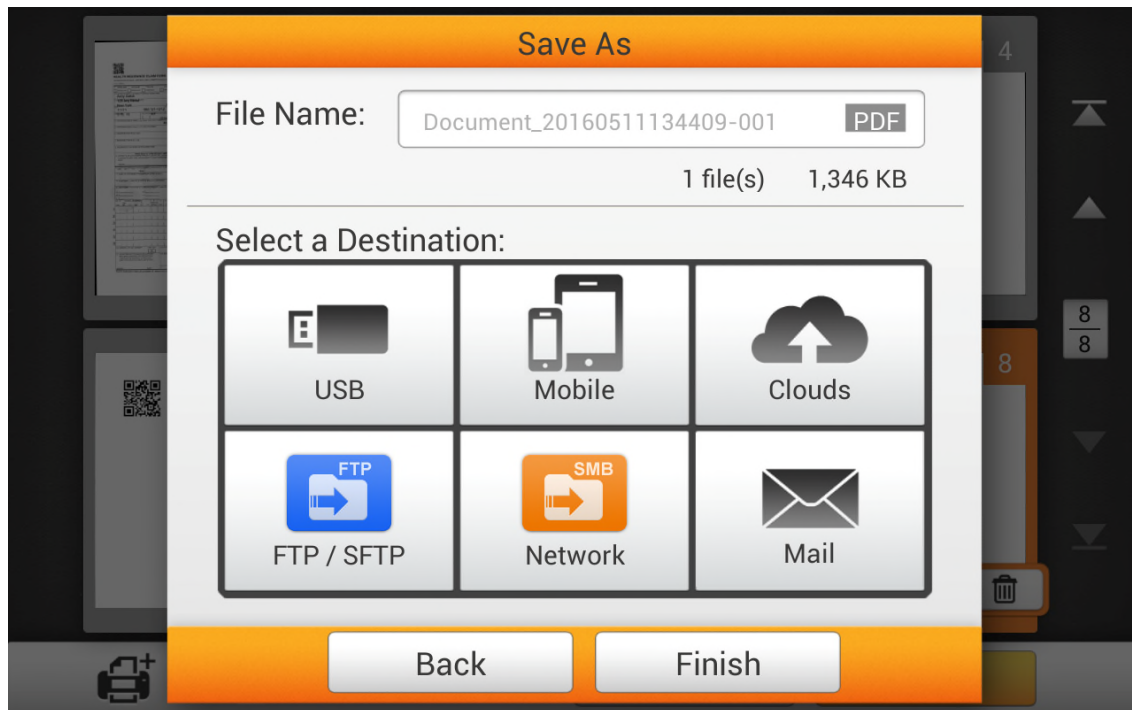
If this is a scan job that you will use frequently, you can create a single touch scan job. Tap **Assign as a new job button** and save this scan job as a single touch scan job button. Enter the **Name** and tap **Save** to save the job. Enter a **Group** name if you have more than one job button groups.

The next time you need to scan a document to this destination, tap  on the upper-right corner of the main screen, load your documents, and tap the scan job you just created.



Save to FTP/SFTP

Tap **FTP/SFTP** to save the scanned document to a FTP or SFTP server. If you have already setup a FTP/SFTP server in the **System Settings**, you will not need to complete the steps below. The scanned document will be saved to the preset FTP/SFTP server as soon as **FTP/SFTP** is tapped.



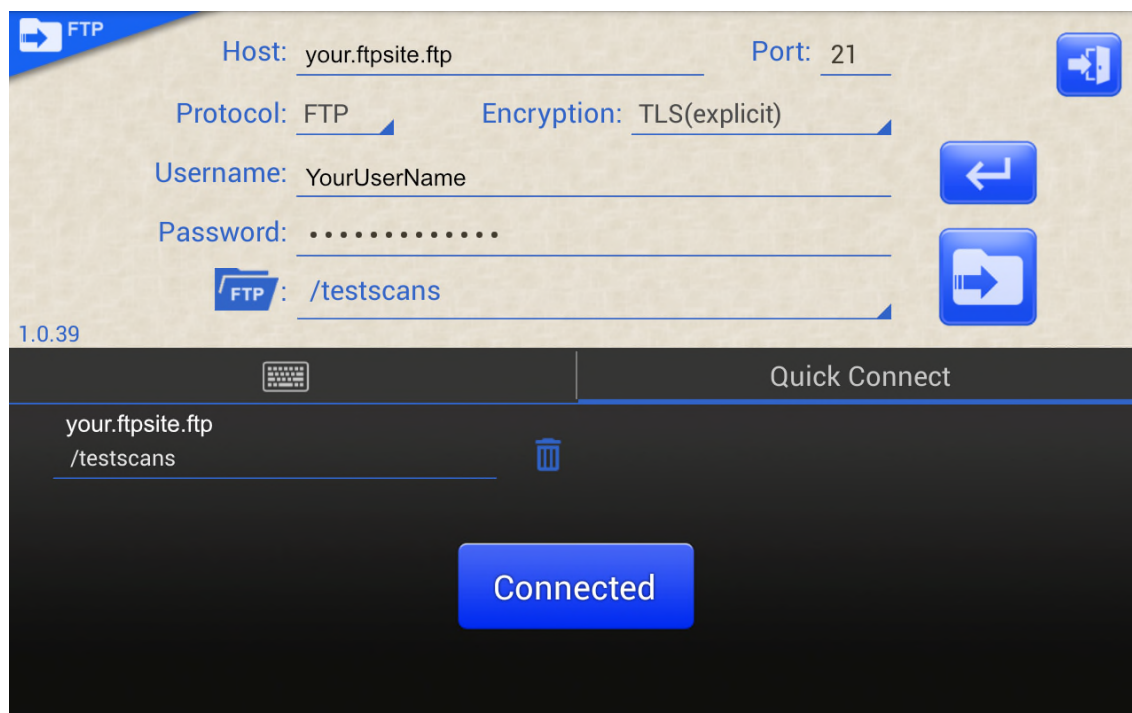
Enter the Host Name or IP Address, Port, Protocol, Encryption, User name and password and tap



Select the destination folder by tapping in the space next to FTP /.



Tap to send your documents.

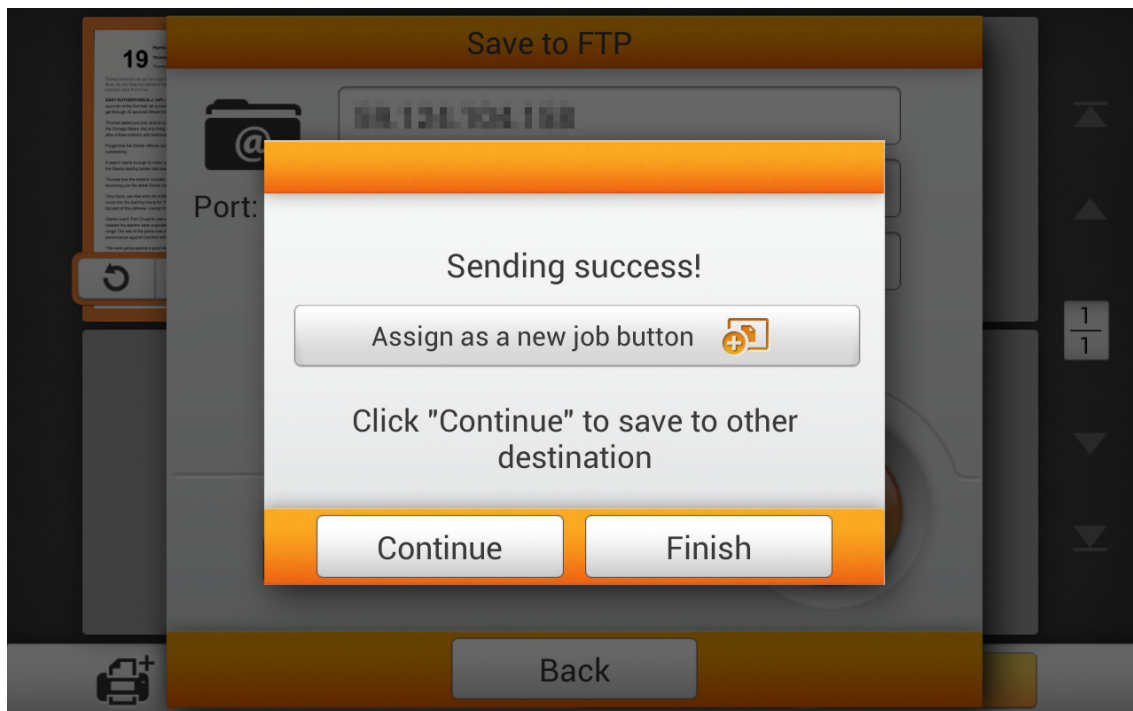


Tap **OK** on the Upload Sending Success screen.


Exit FTP/SFTP by tapping

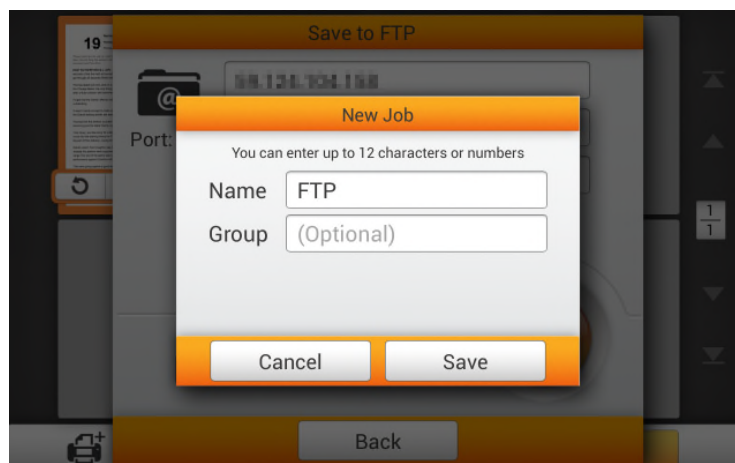


When you see the following dialog, the scanned document was sent to the FTP/SFTP server. Tap **Continue** button to save the scanned document to another destination, or tap the **Finish** button to complete the scanning procedure.



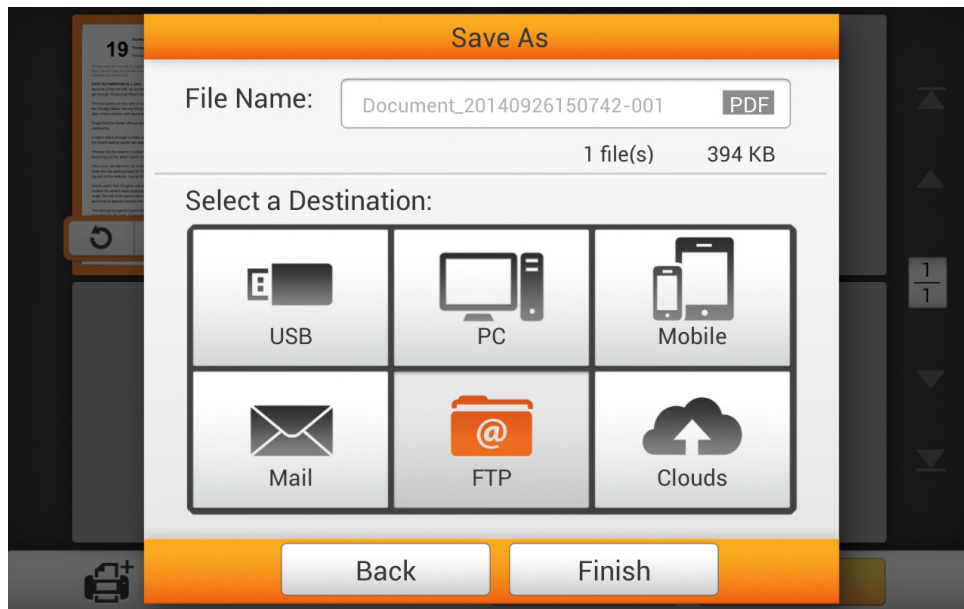
If this is a scan job that you will use frequently, you can create a single touch scan job. Tap **Assign as a new job button** and save this scan job as a single touch scan job button. Enter the **Name** and tap **Save** to save the job. Enter a **Group** name if you have more than one job button groups.

The next time you need to scan a document to this destination, tap  on the upper-right corner of the main screen, load your documents, and tap the scan job you just created.



Save to FTP

Tap **FTP** to save the scanned document to a FTP server. If you have already setup a FTP server in the **System Settings** page, you will not have to go through the steps below. The scanned document will be saved to the preset FTP server as soon as **FTP** is tapped.

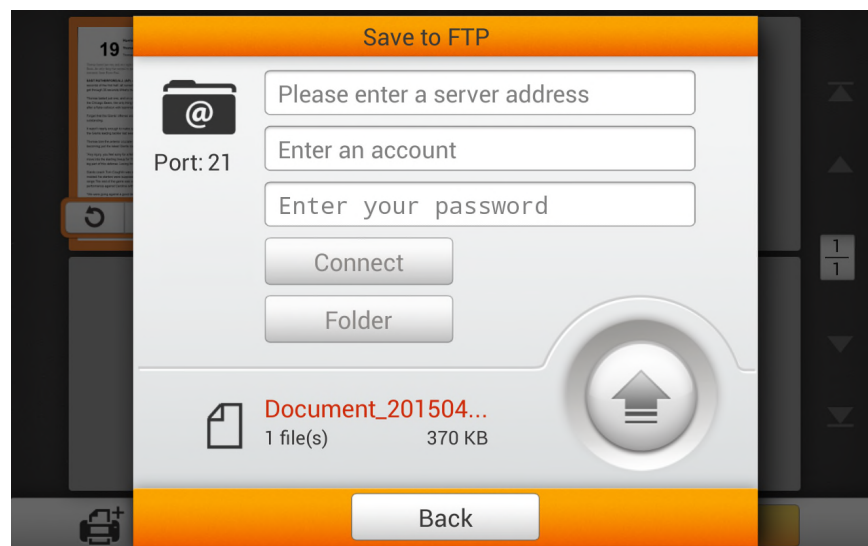


Enter the FTP address, username, password and if necessary, the Port number. Tap the **Connect** button to connect to the FTP server.

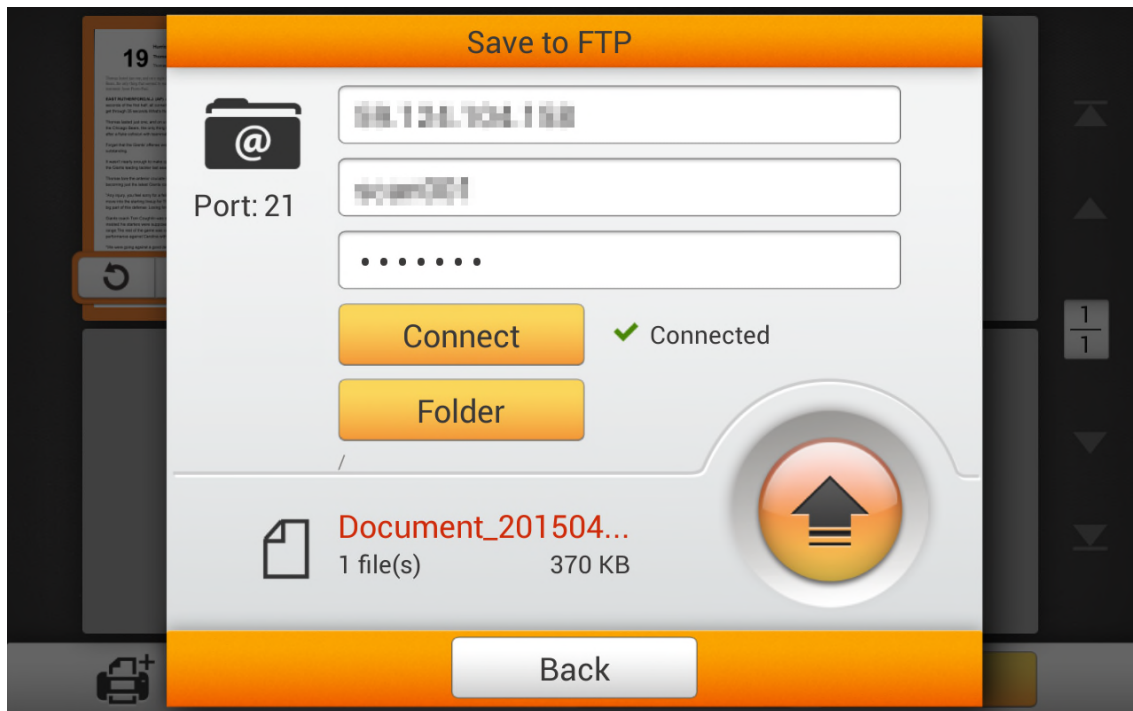



Information

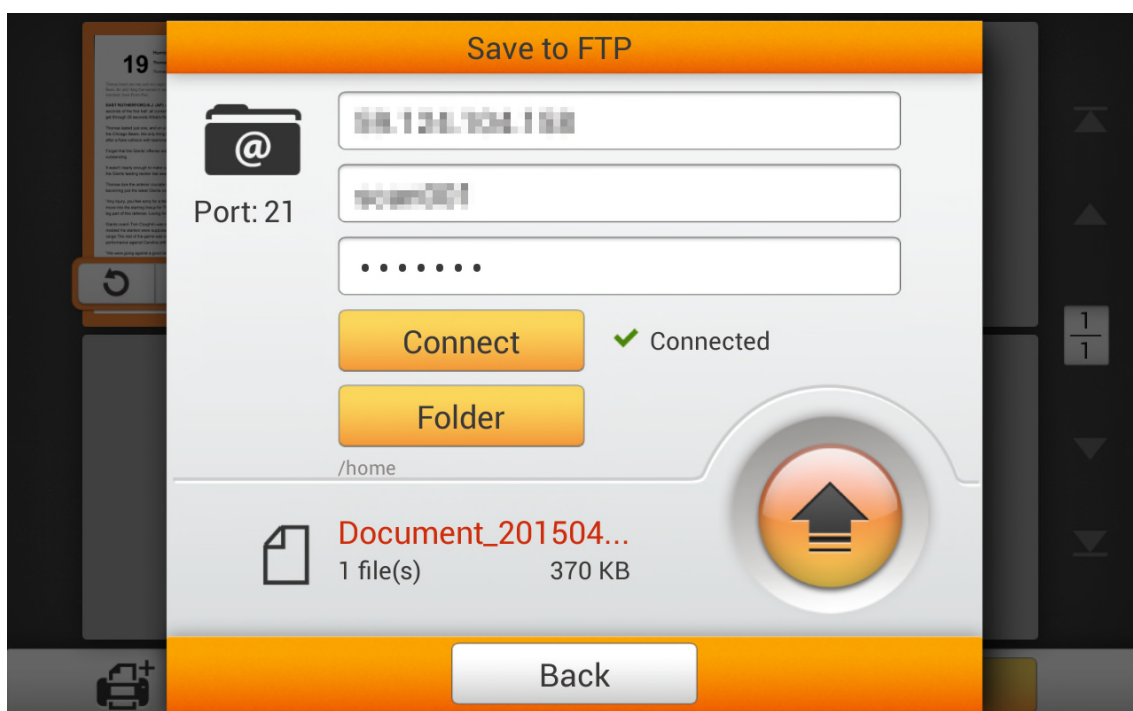
The default port number for **FTP** is **21**.



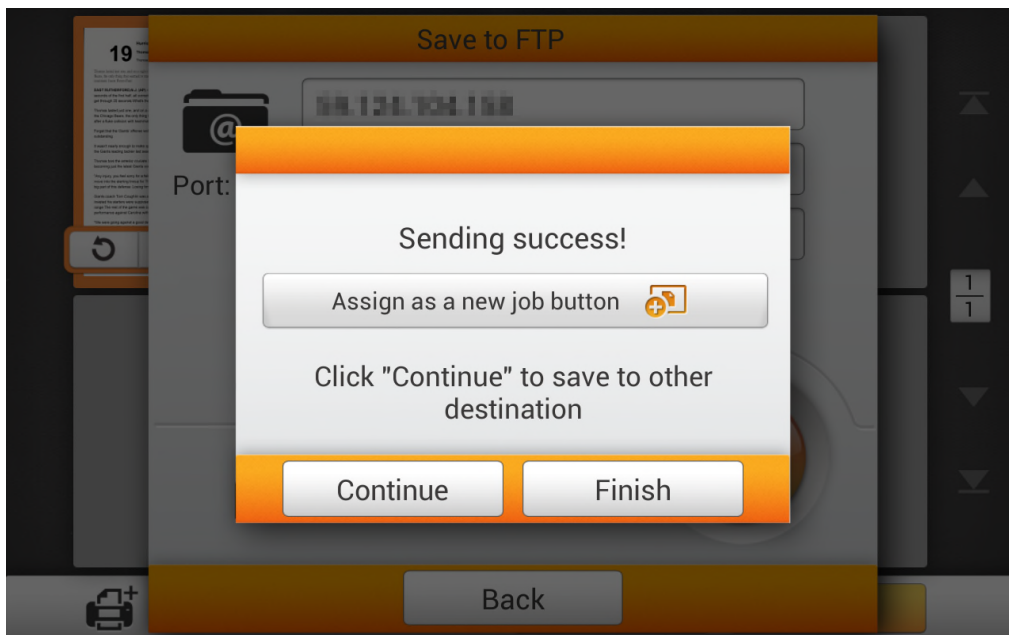
Tap **Folder** to select the target folder on the FTP server.




Tap  to save the scanned document to the FTP server.

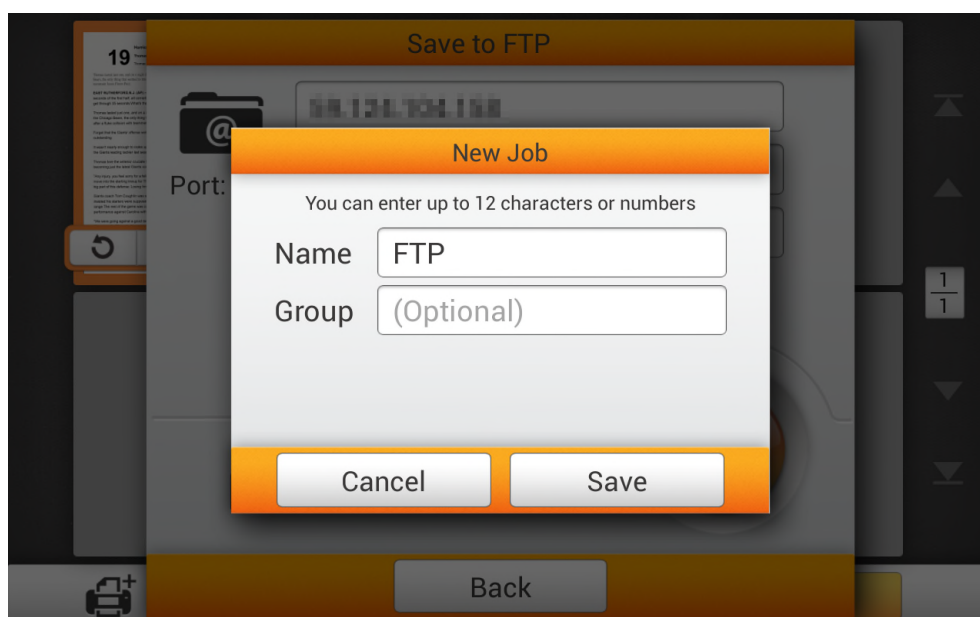


When you see the following dialog, the scanned document was sent to the FTP server. Tap **Continue** button to save the scanned document to another destination, or tap the **Finish** button to complete the scanning procedure.



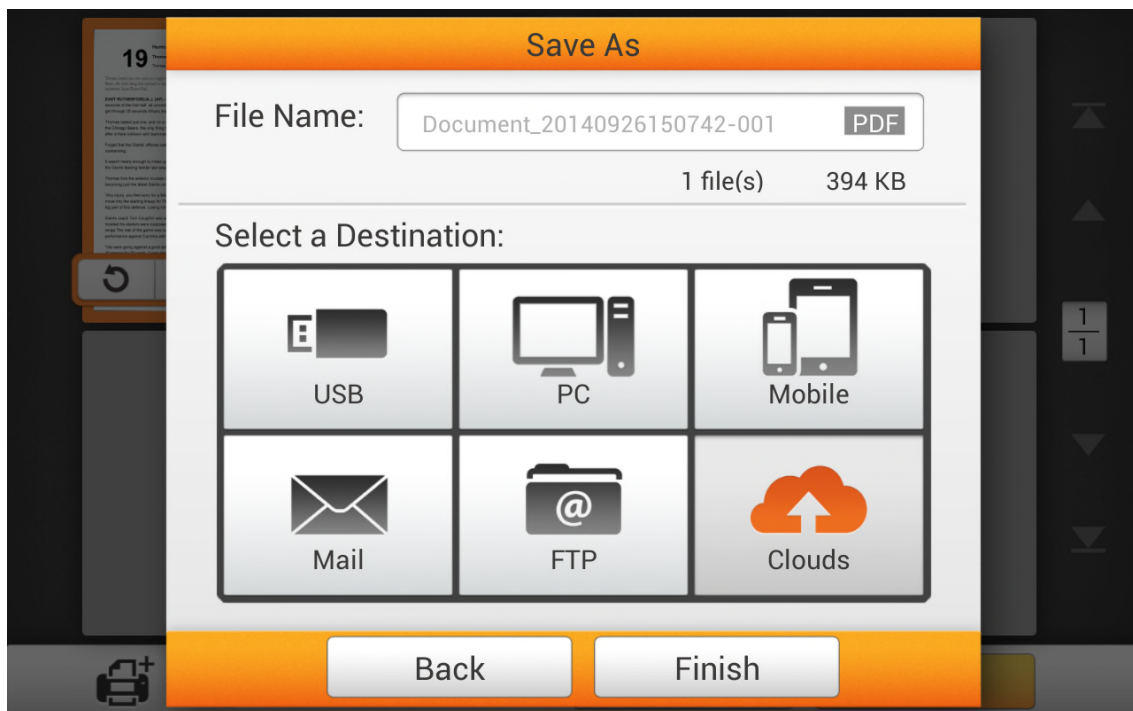
If this is a scan job that you will use frequently, you can create a single touch scan job. Tap **Assign as a new job button** and save this scan job as a single touch scan job button. Enter the **Name** and tap **Save** to save the job. Enter a **Group** name if you have more than one job button groups.

The next time you need to scan a document to this destination, tap  on the upper-right corner of the main screen, load your documents, and tap the scan job you just created.

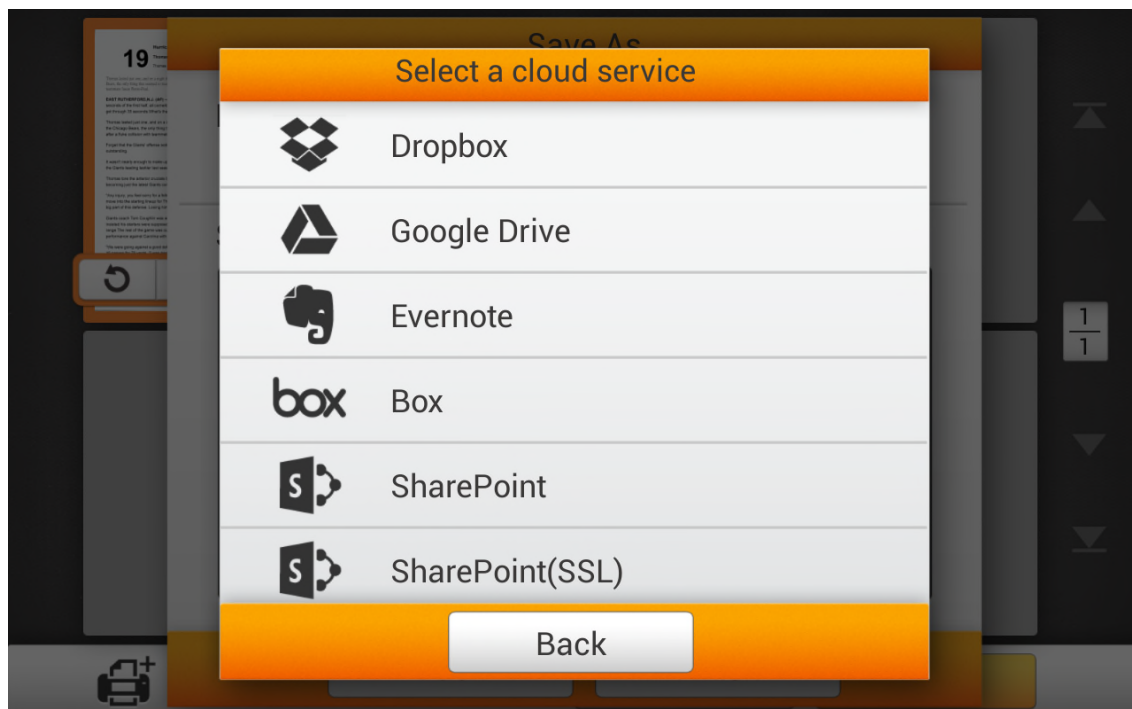


Save to Clouds (Google Drive, Dropbox, Box, SharePoint, Evernote)

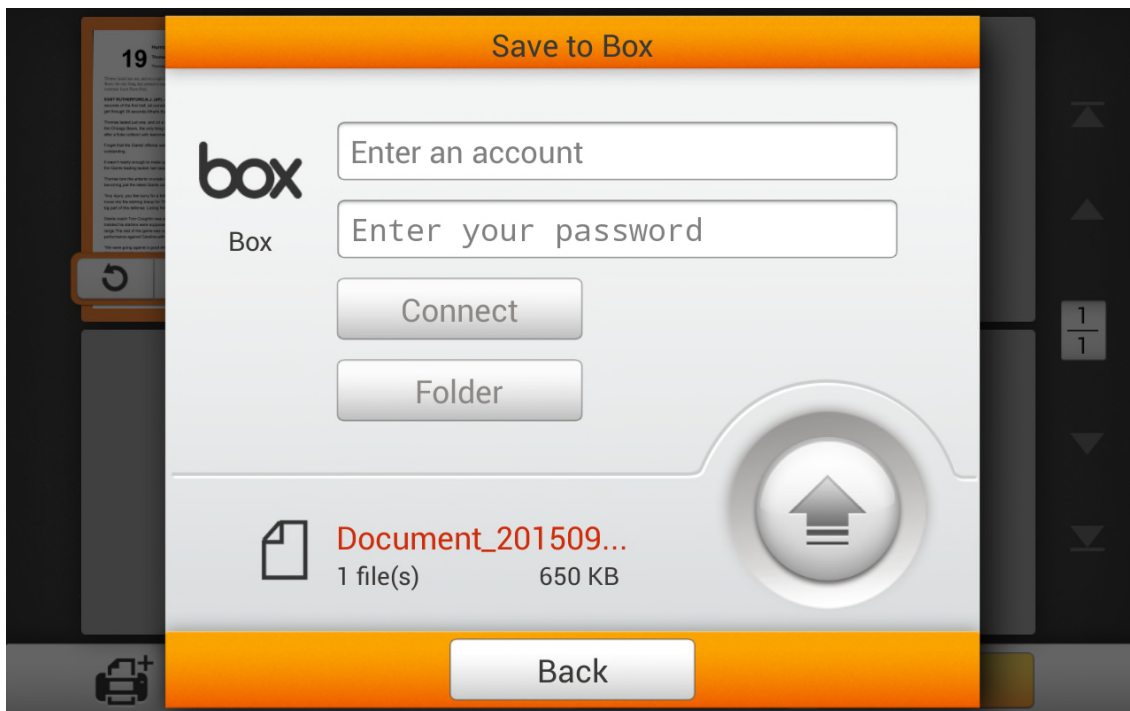
Tap **Clouds** to save the scanned document to a cloud server. If you have already setup a Cloud server in the **System Settings** page, you do not have to complete the steps below. The scanned document will be saved to the preset Cloud server as soon as **Clouds** is tapped.



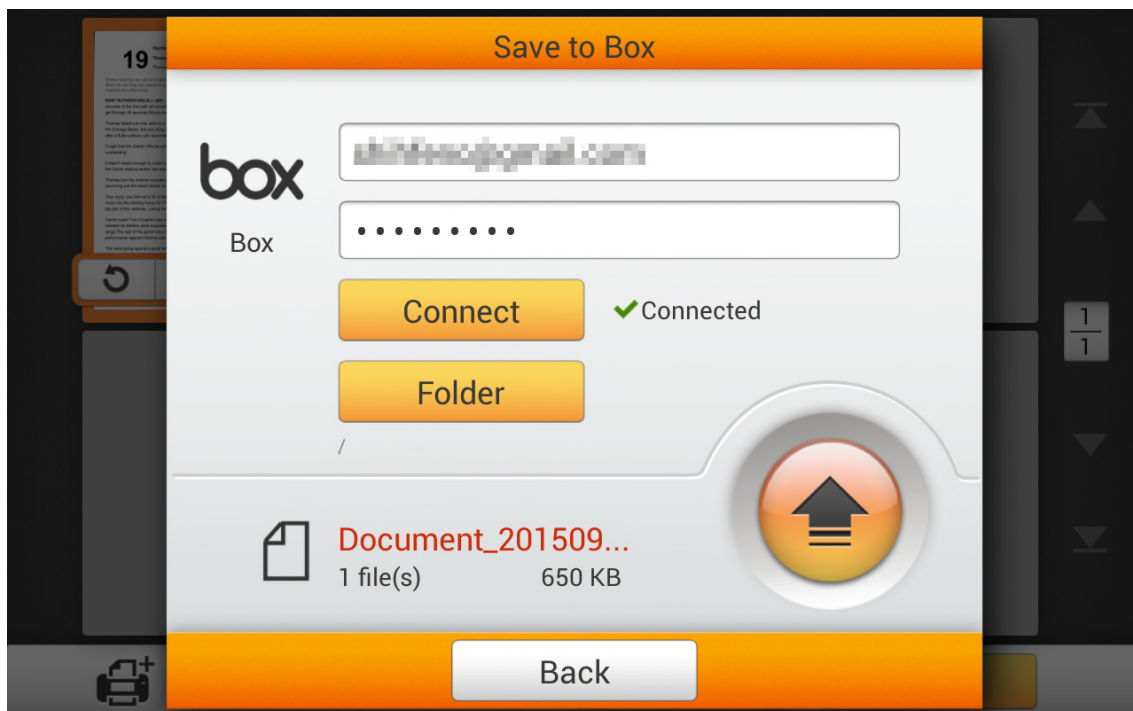
Tap the cloud server.



Enter **Server** and **Port** if necessary (SharePoint only). Enter the email address or username and the password for the selected cloud server. Tap **Connect** to connect to the cloud server.

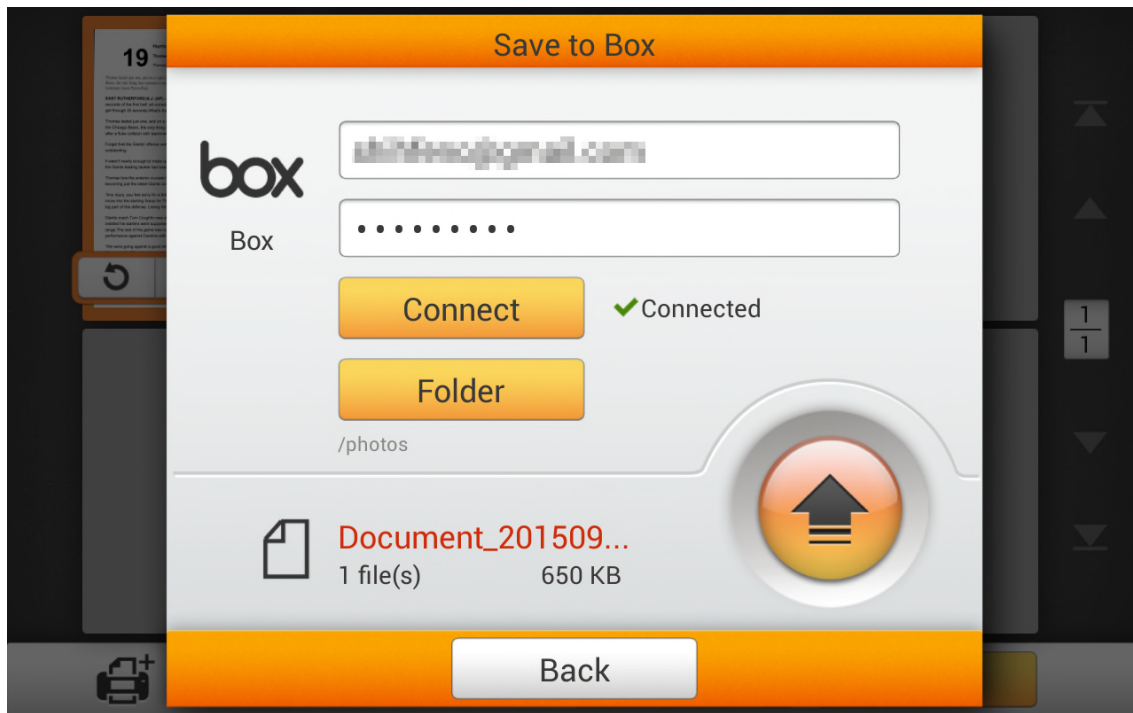


Tap **Folder** to select the target folder on the cloud server.

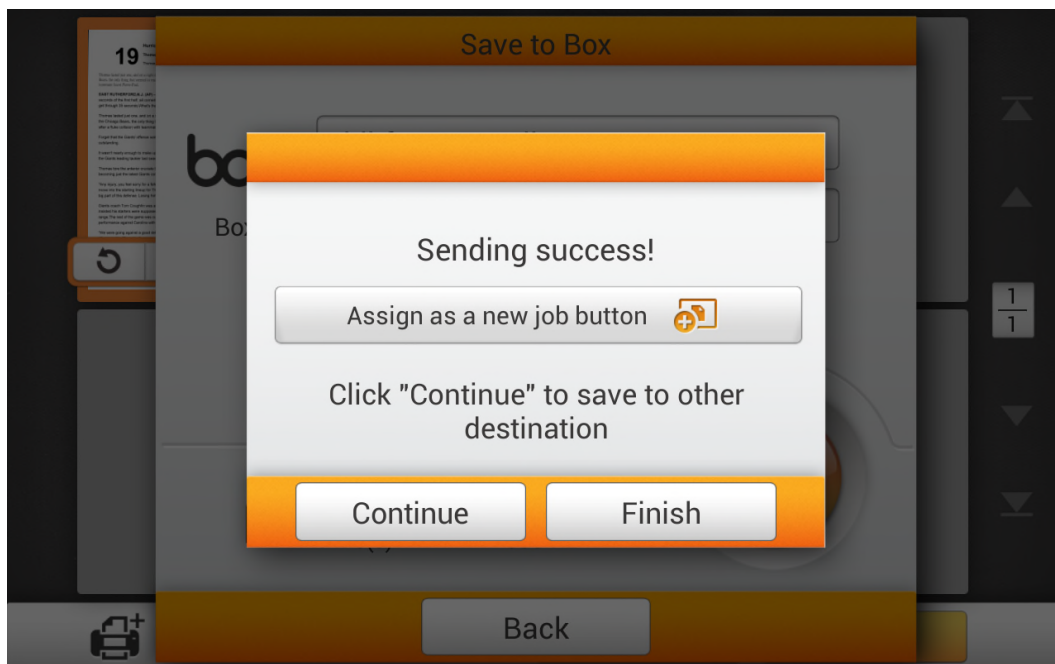





Tap to save the scanned document to the cloud server.

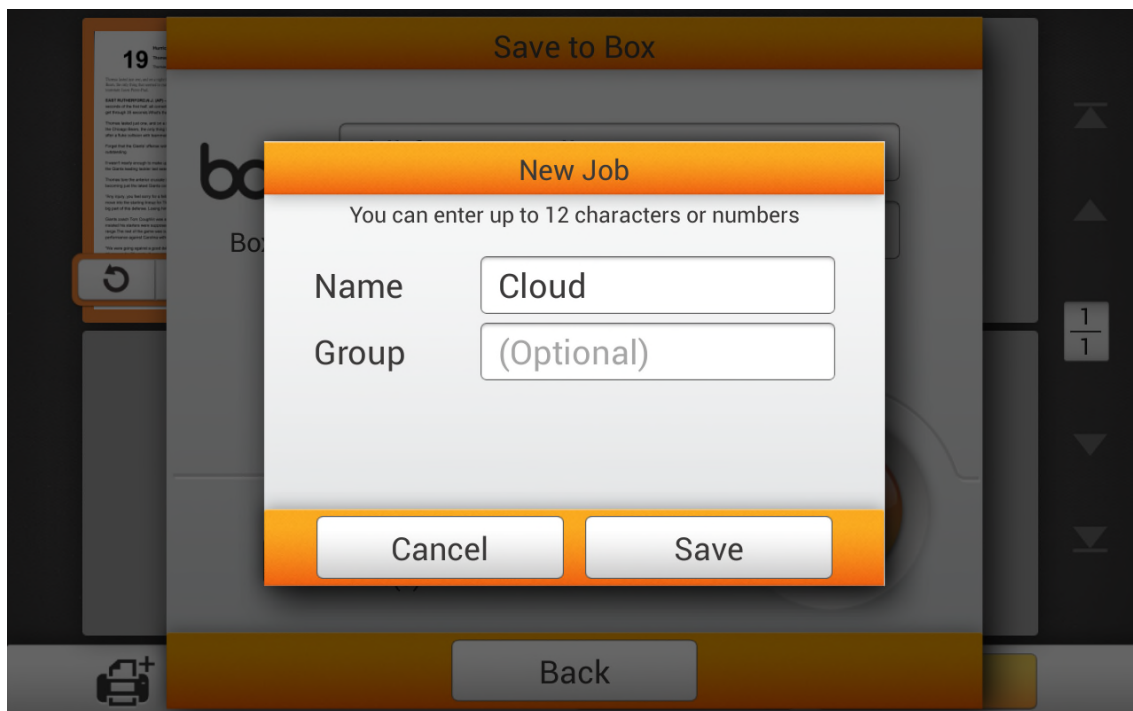


When you see the following dialog, the scanned document was sent to the Cloud server. Tap **Continue** button to save the scanned document to another destination, or tap the **Finish** button to complete the scanning procedure.



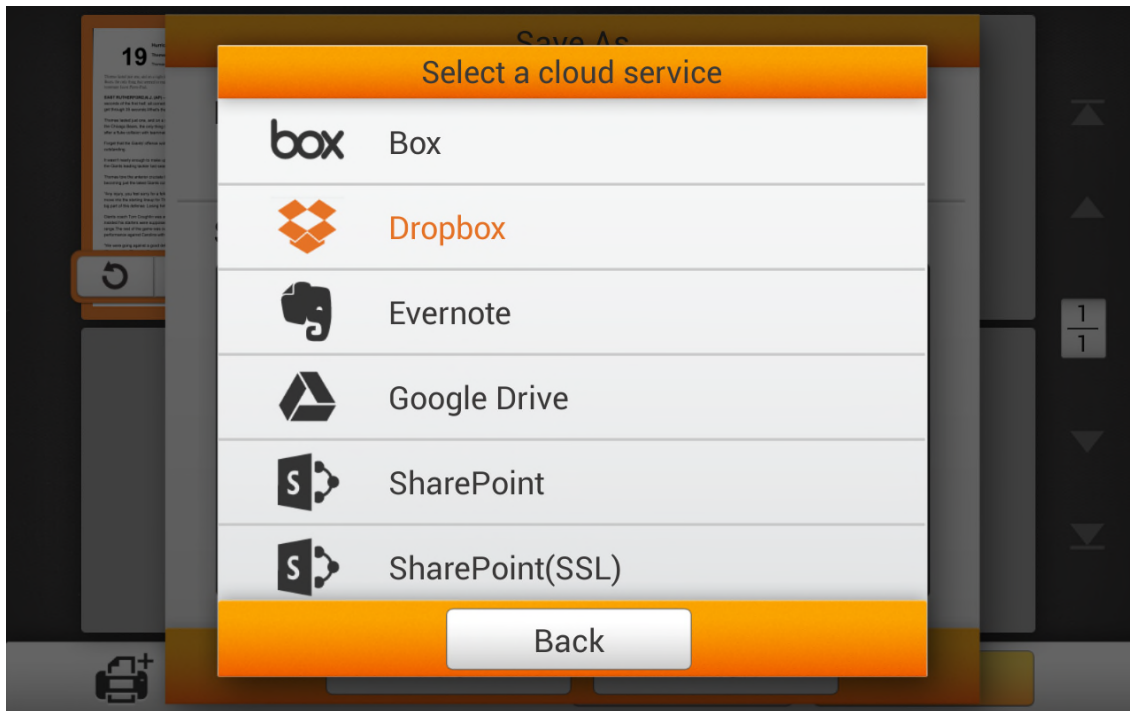
If this is a scan job that you will use frequently, you can create a single touch scan job. Tap **Assign as a new job button** and save this scan job as a single touch scan job button. Enter the **Name** and tap **Save** to save the job. Enter a **Group** name if you have more than one job button groups.


The next time you need to scan a document to this destination, tap  on the upper-right corner of the main screen, load your documents, and tap the scan job you just created.

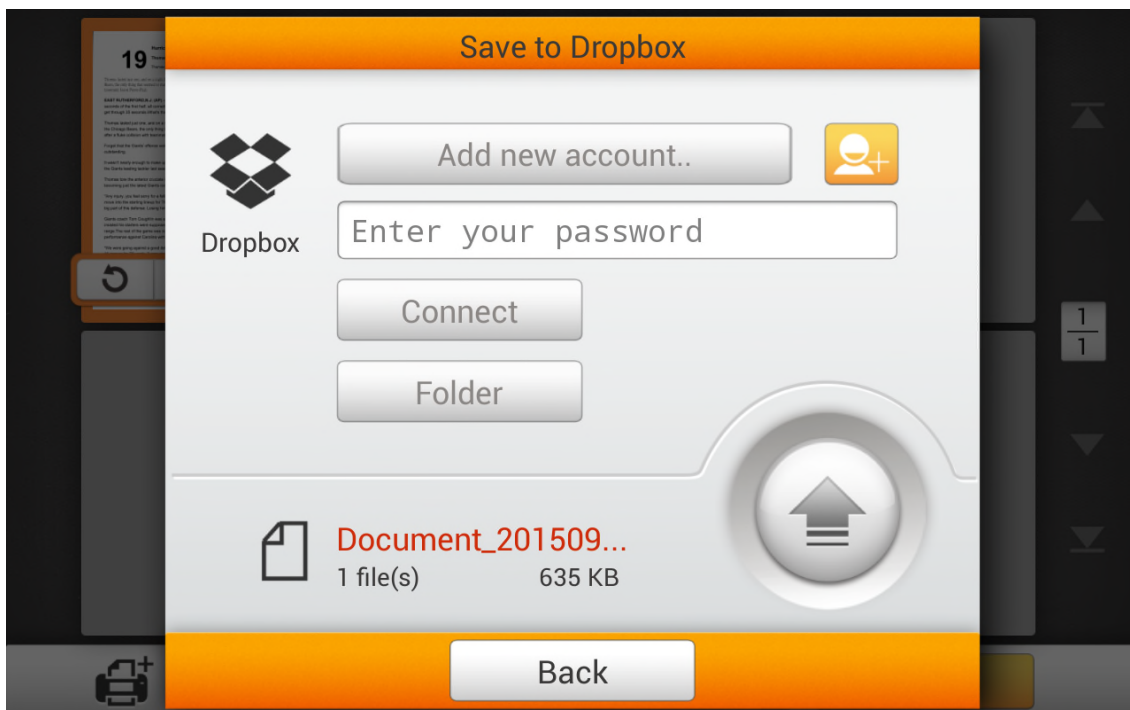


Selecting Dropbox as the cloud server

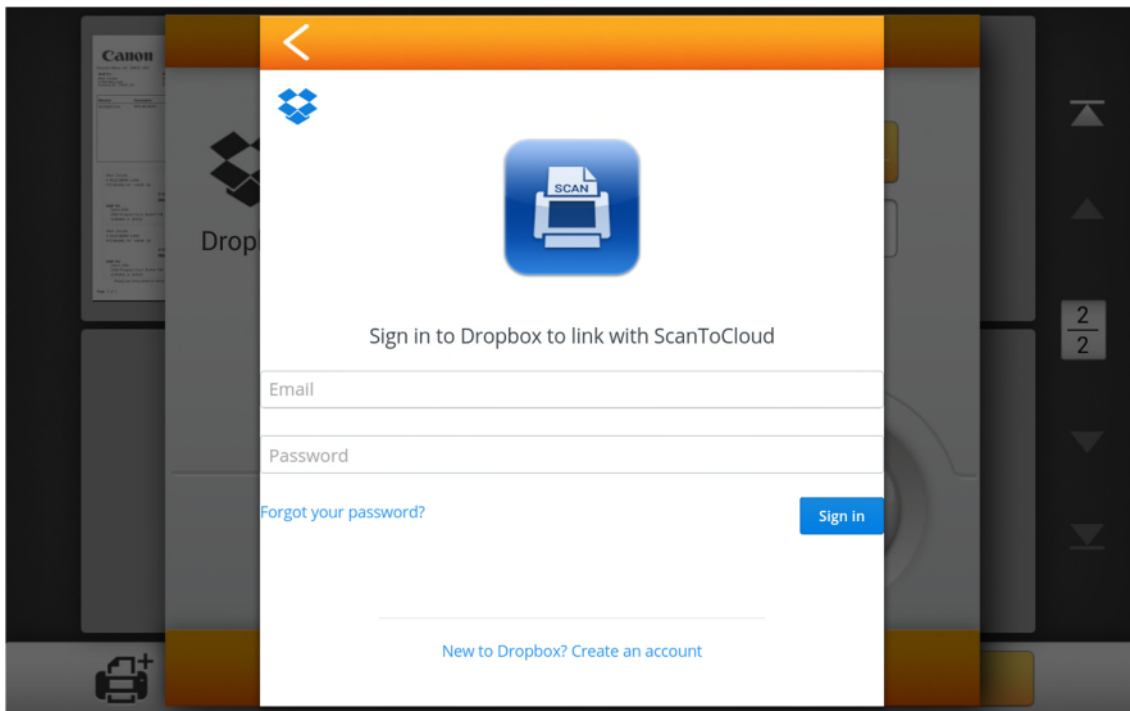
Tap **Dropbox** to select Dropbox as the cloud server.



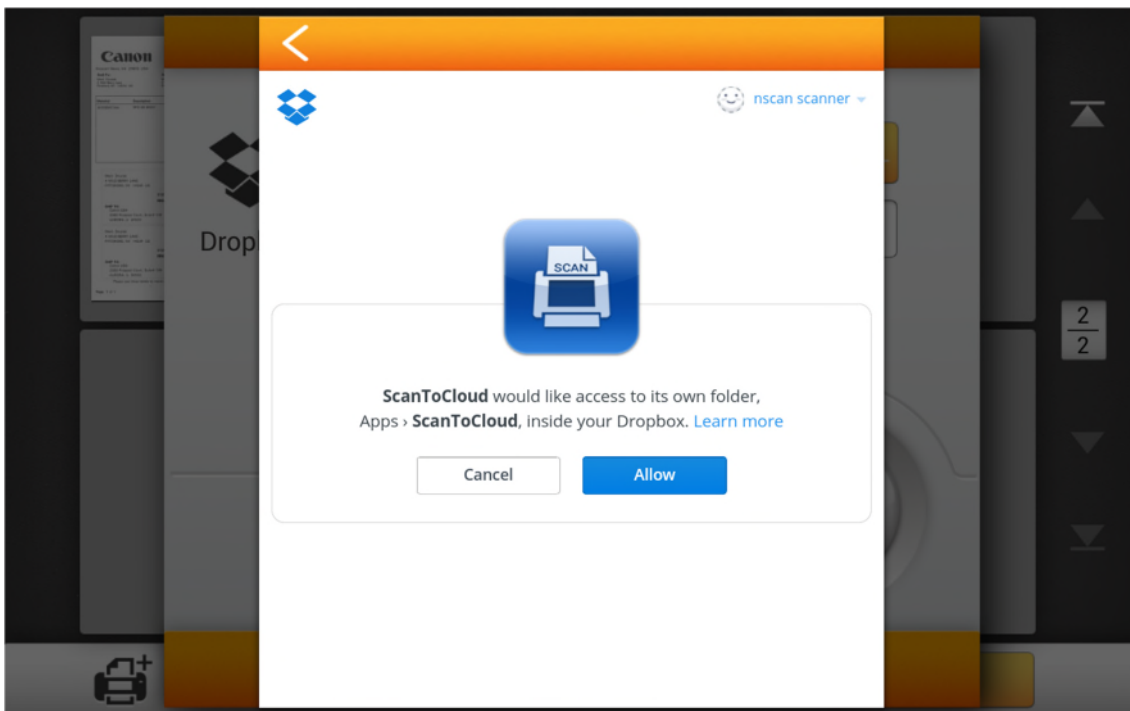
Tap  to login to Dropbox.



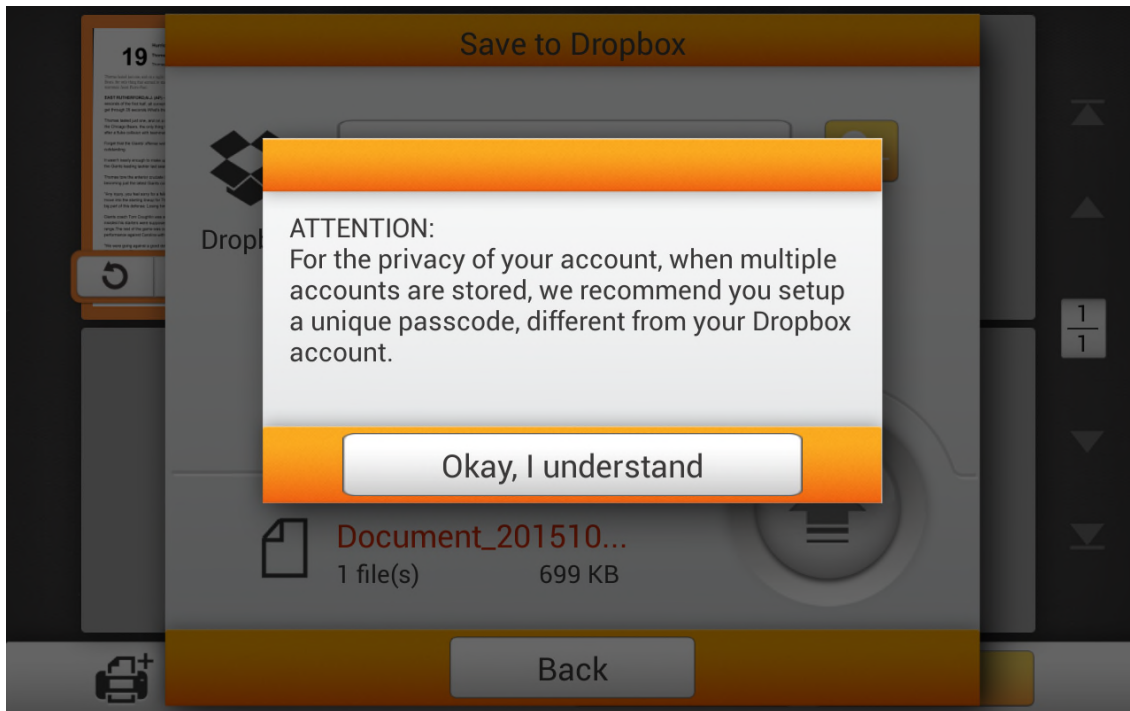
When the Dropbox login screen is displayed, enter the email address and password then tap **Sign in**.



Tap **Allow** to allow ScanToCloud to access the Dropbox account.



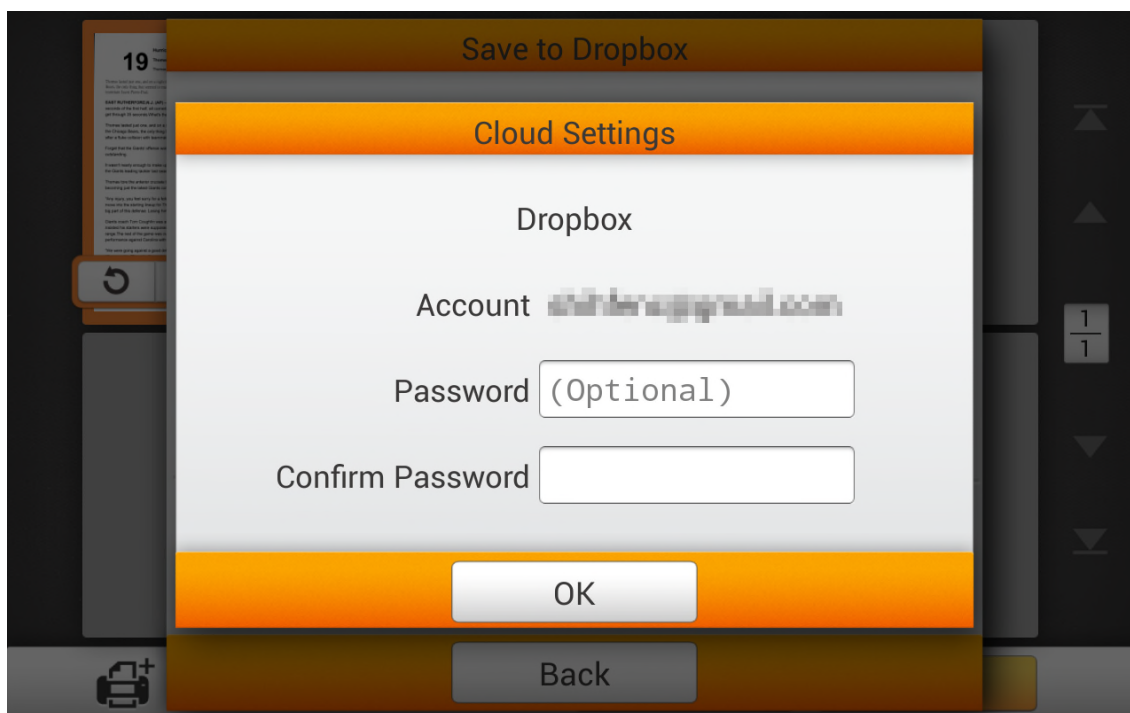
Tap **Okay, I understand** button on the privacy attention dialog.





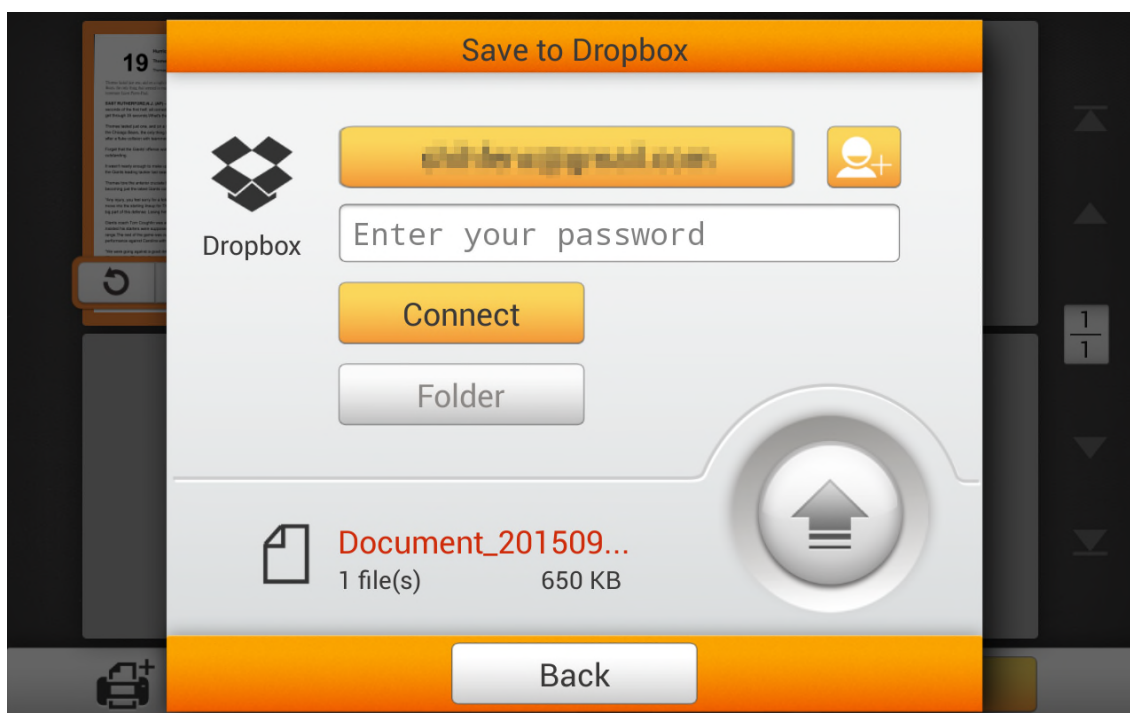
Important: nScan allows you to store multiple Dropbox accounts. If more than one person is using this nScan, we recommend that you setup a secondary password that is only used on nScan to prevent unauthorized access to your cloud storage account.


You will be prompted to create and enter this secondary password in the Cloud Settings screen. This password does not have to be the same as your cloud account password.

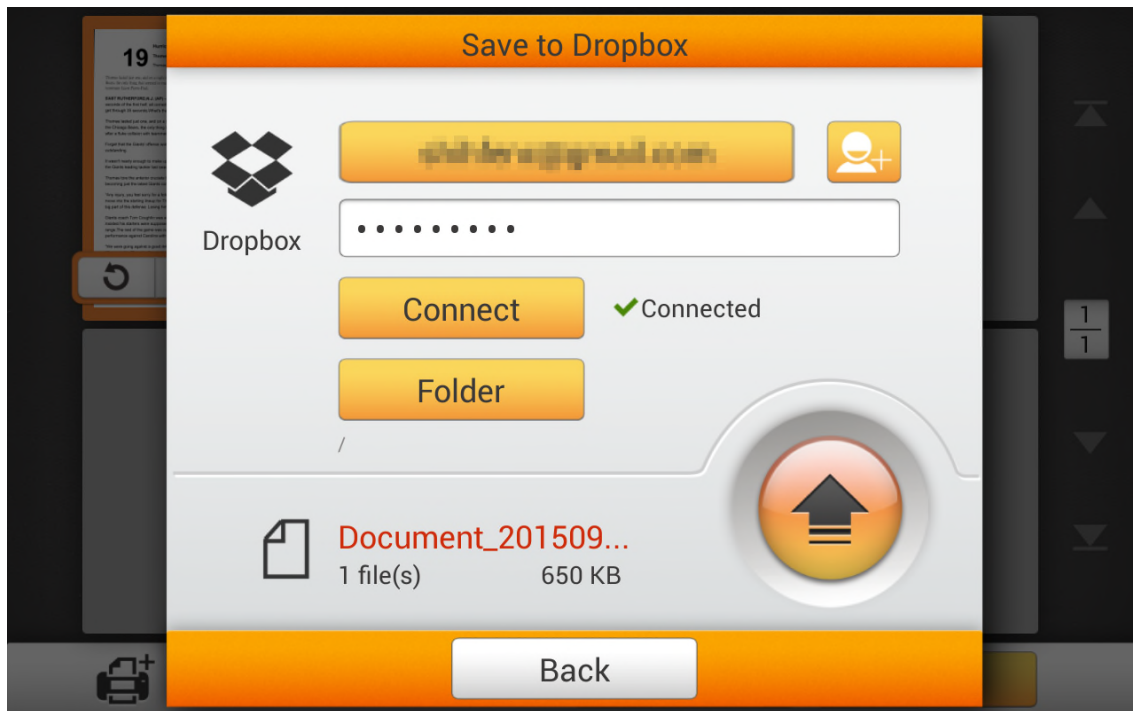
Create and enter the secondary **Password** or leave all fields blank and tap **OK** (you can setup the password at a later time).



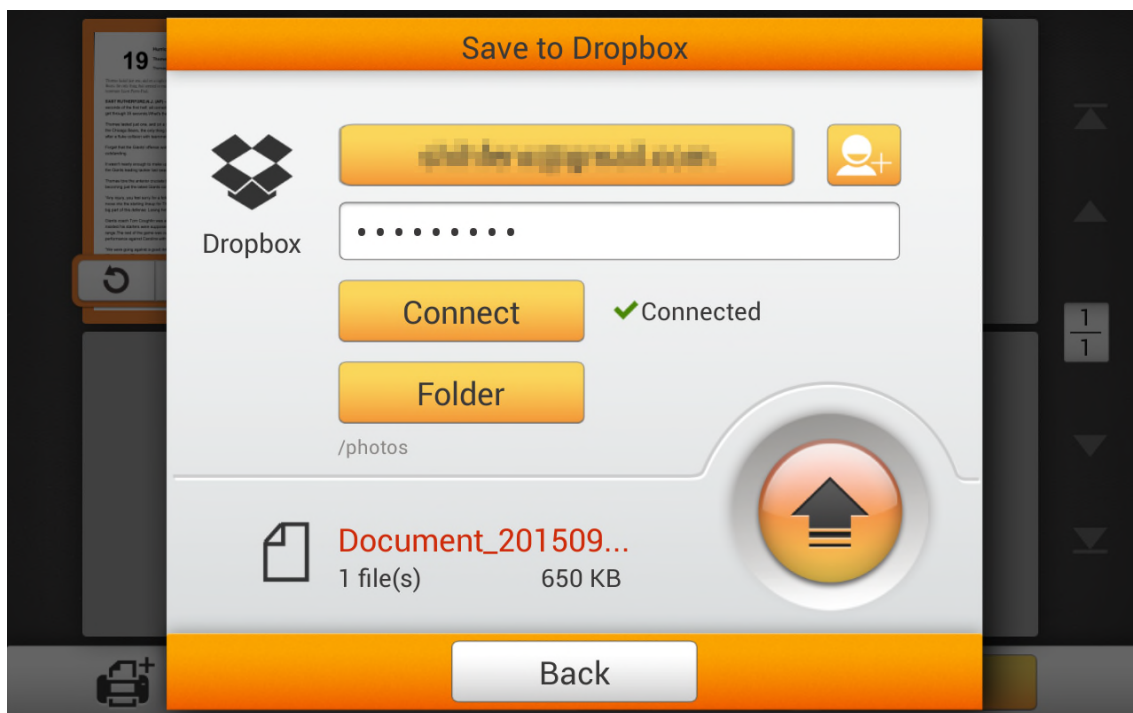
Tap  to select an account if you have already logged into Dropbox from nScan. Enter the secondary password you set in the previous dialog if necessary. Tap  to connect to Dropbox.



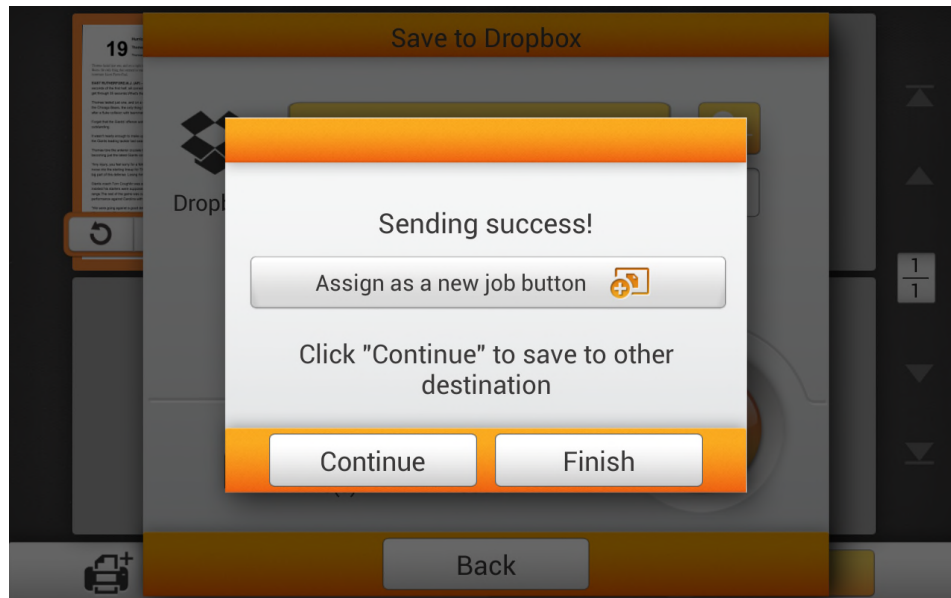
Tap  to select the destination folder.




Tap to save the scanned document to the specified folder on Dropbox.

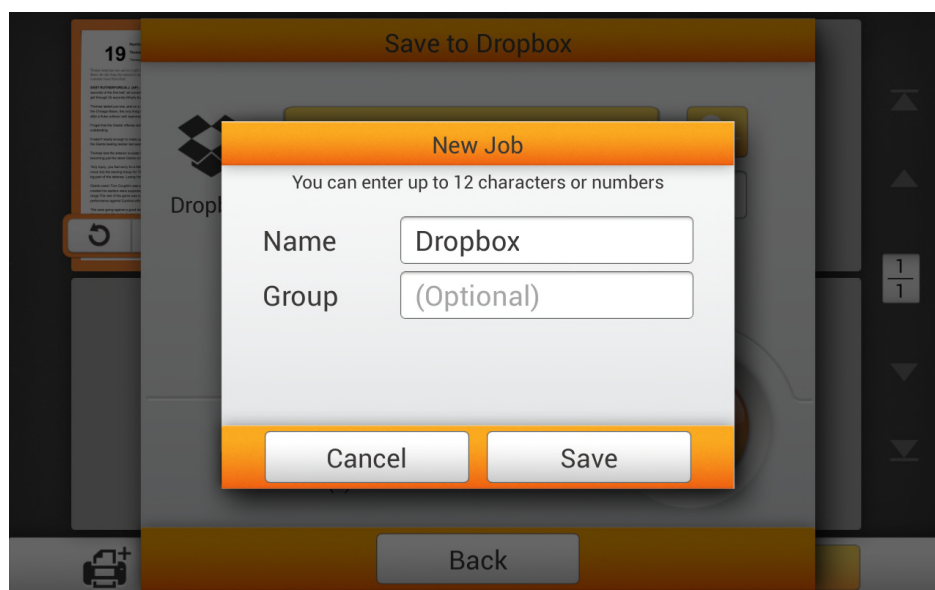


When you see the following dialog, the scanned document was sent to Dropbox. Tap **Continue** button to save the scanned document to another destination, or tap the **Finish** button to complete the scanning procedure.



If this is a scan job that you will use frequently, you can create a single touch scan job. Tap **Assign as a new job button** and save this scan job as a single touch scan job button. Enter the **Name** and tap **Save** to save the job. Enter a **Group** name if you have more than one job button groups.

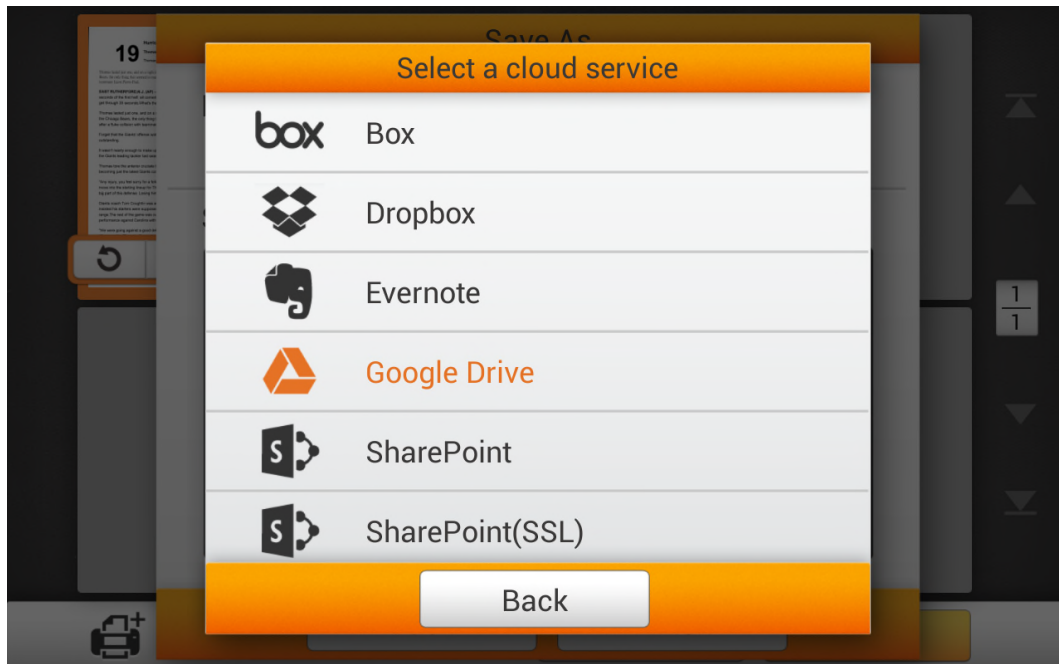
The next time you need to scan a document to this destination, tap  on the upper-right corner of the main screen, load your documents, and tap the scan job you just created.



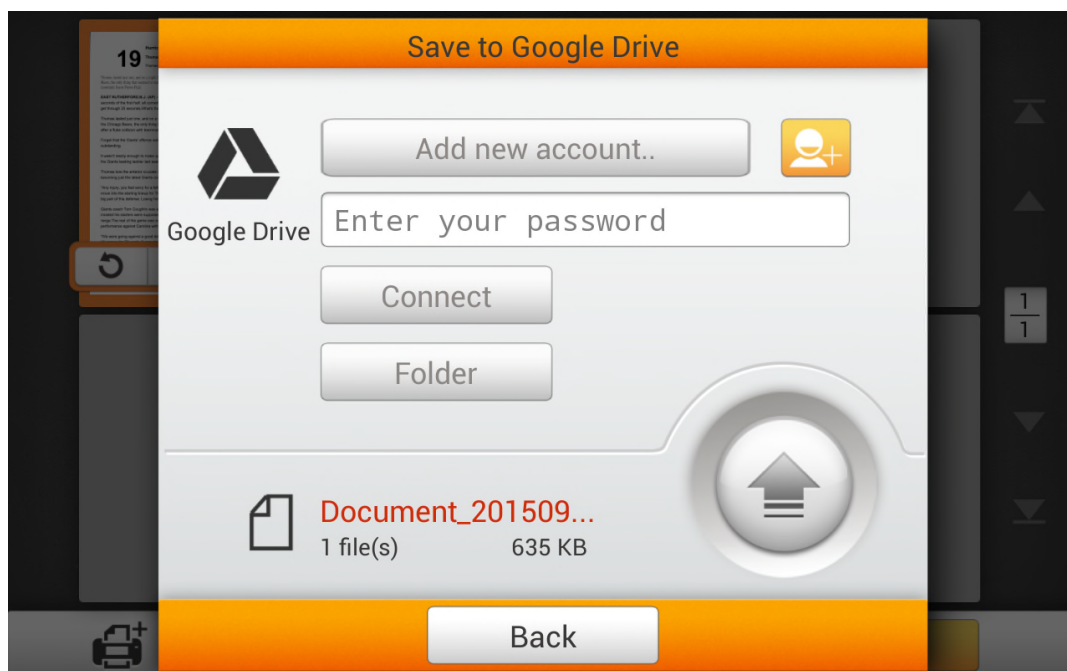
Selecting Google Drive as the cloud server

You must enable **2-Step Verification** or **Allow Less Secure Apps** in your Google account **Sign-in & Security** settings before you setup Google Drive. See: <https://myaccount.google.com/security> for details.

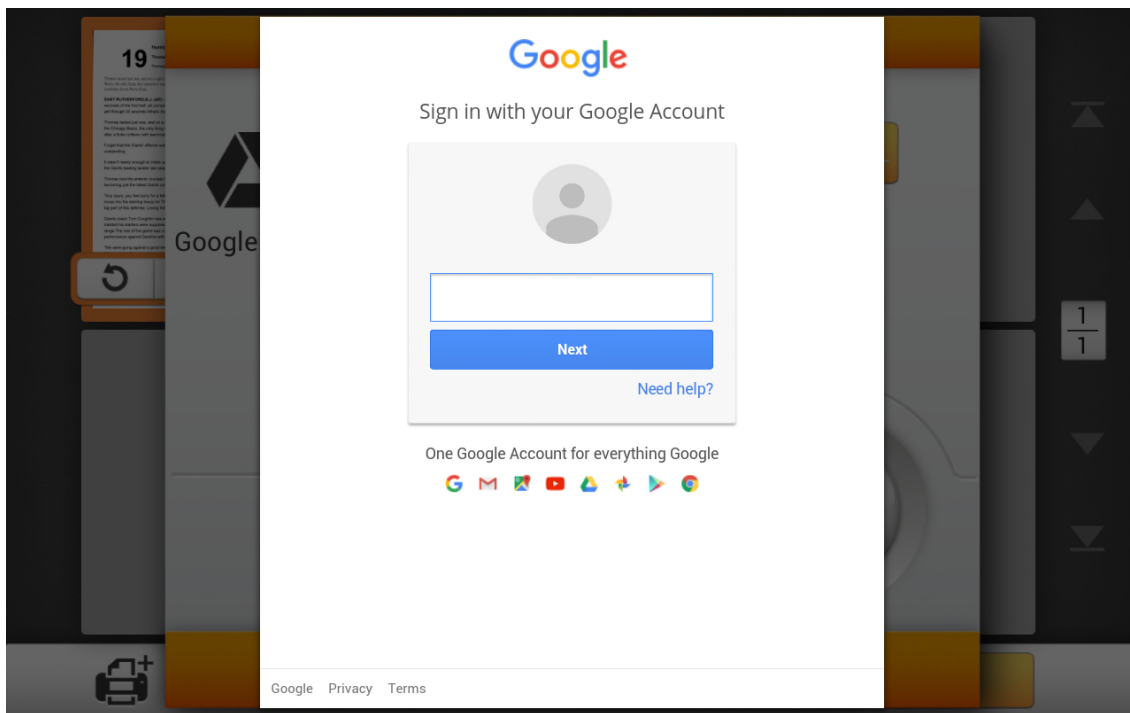
Tap the **Google Drive** to select Google Drive as the cloud server.



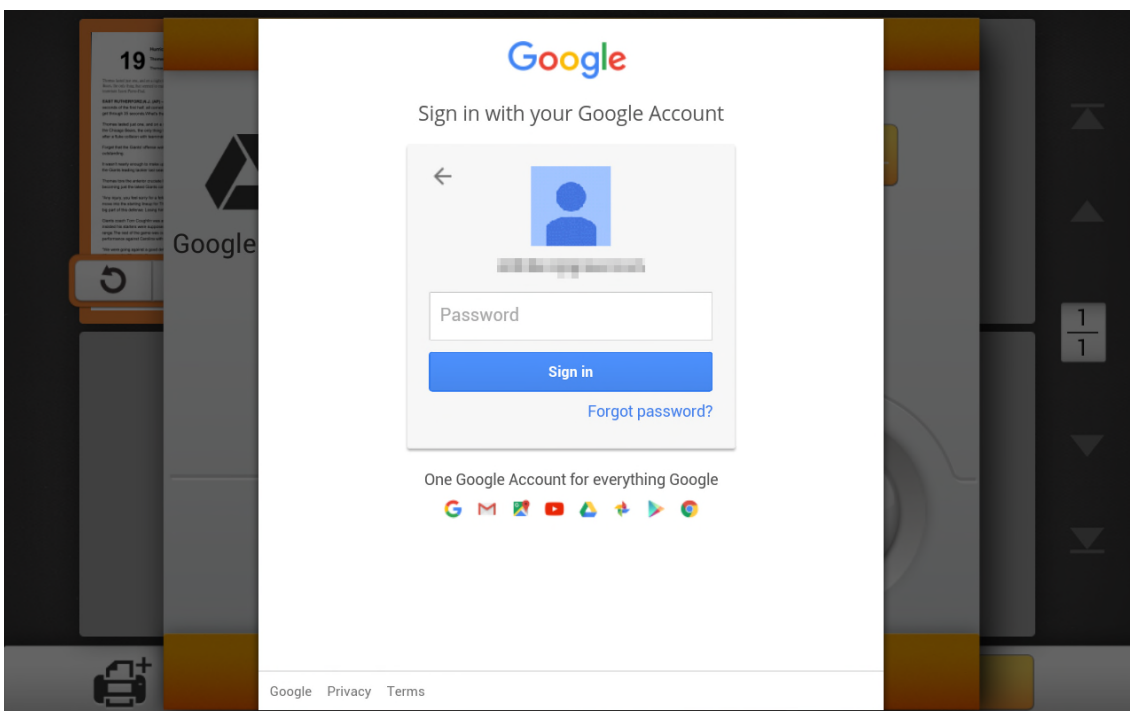
Tap the  button to login to the Google Drive for the first time by using the nScan.



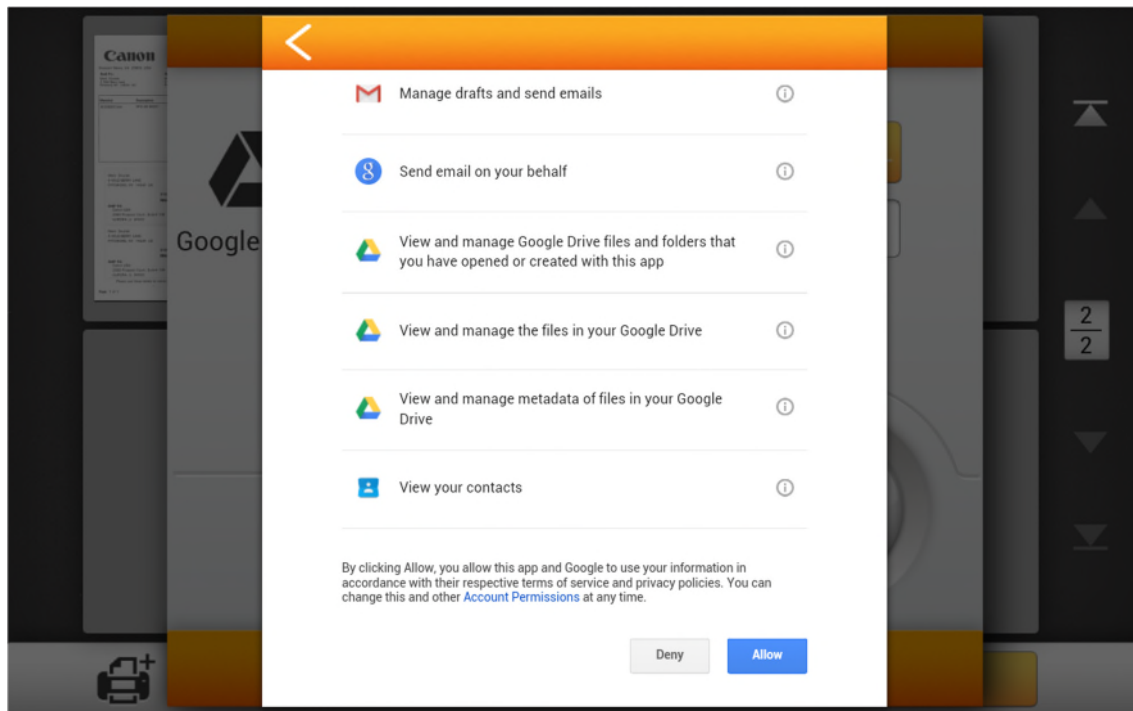
The Google login dialog appears. Enter your account then Tap **Next**.



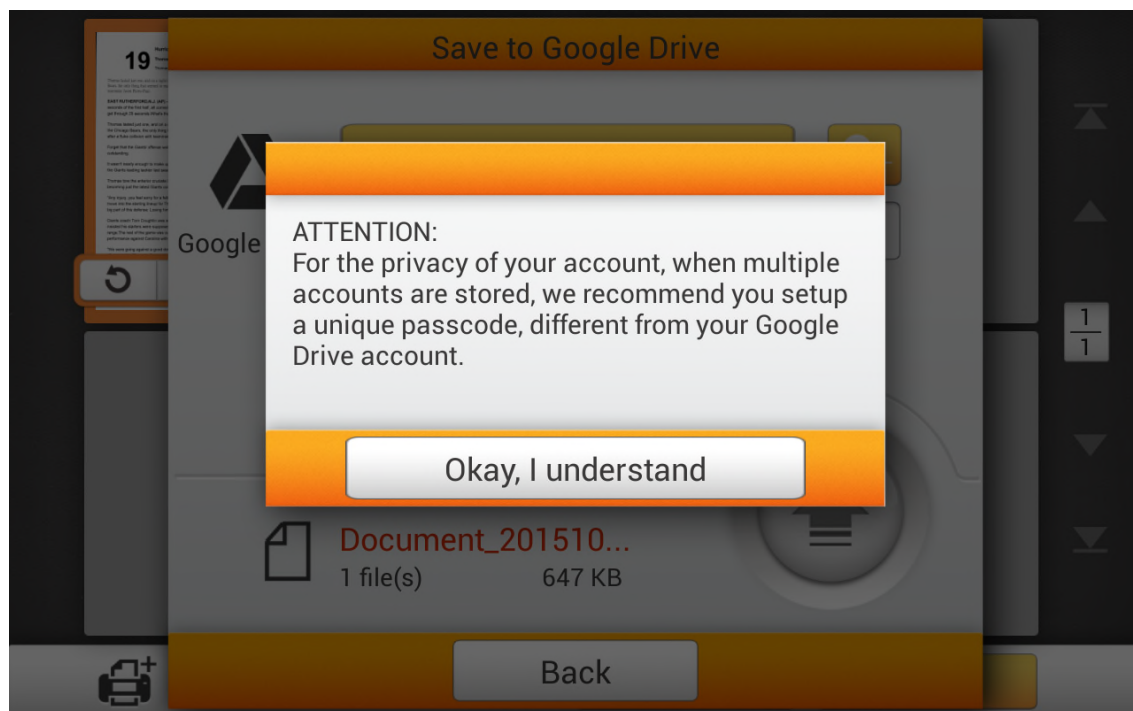
Enter your password then Tap **Sign in**.



Tap the screen, hold and scroll to the bottom, then tap **Allow** to enable communications between nScan and Google Drive.



Tap **Okay, I understand** button for the privacy attention dialog.



Important: nScan allows you to store multiple Google Drive accounts. If more than one person is using this nScan, we recommend that you setup a secondary password that is only used on nScan to prevent unauthorized access to your cloud storage account.

You will be prompted to create and enter this secondary password in the Cloud Settings screen. This password does not have to be the same as your cloud account password.

Create and enter the secondary **Password** or leave all fields blank and tap **OK**. (You can setup the password at a later time)

Save to Google Drive

Cloud Settings

Google Drive


Account


Password

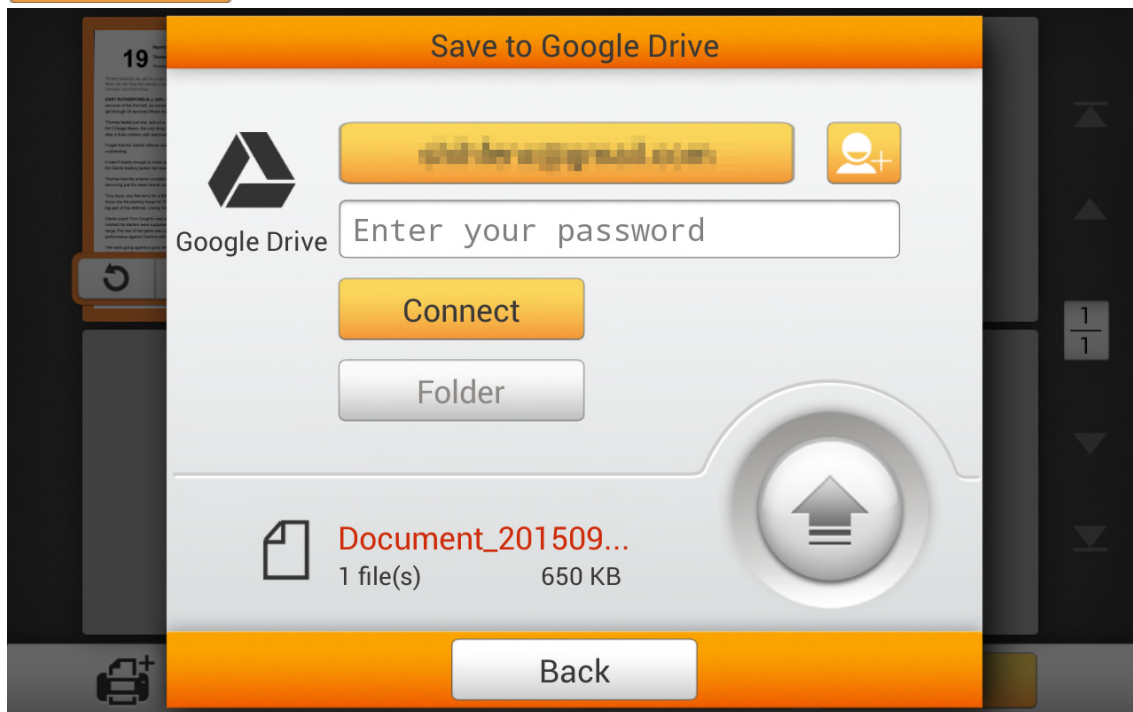
Confirm Password


OK

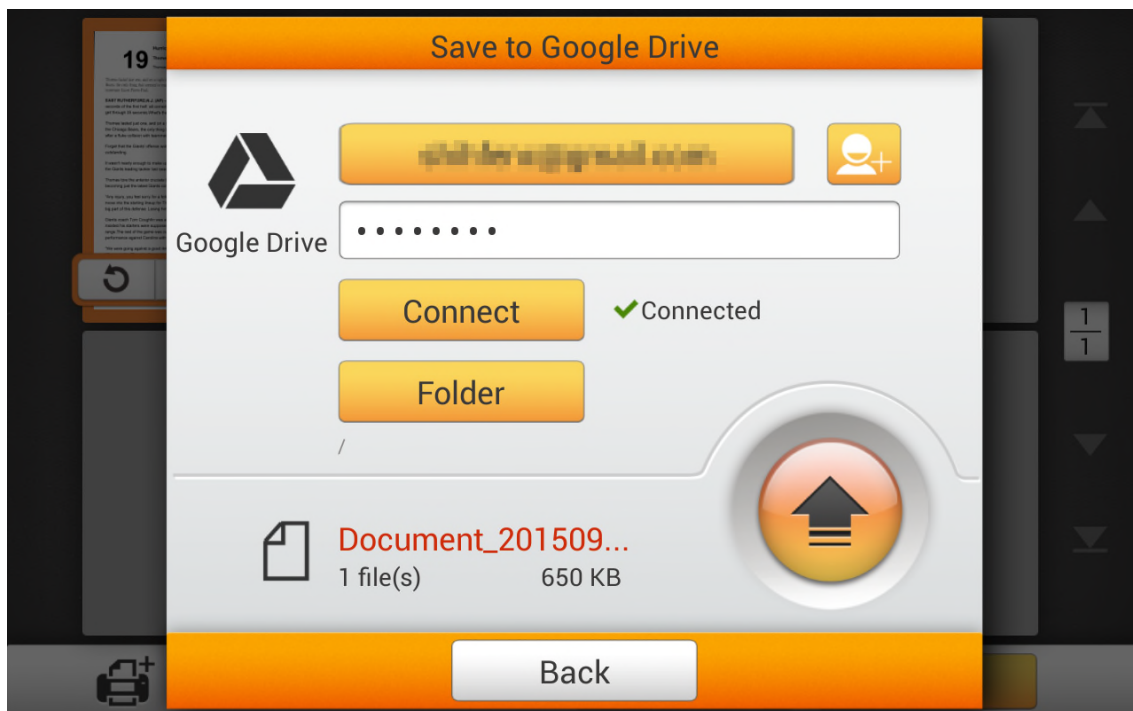
Back


Tap  to select an account if you have already logged into Google Drive from nScan. Enter the secondary password you set in the previous dialog if necessary.

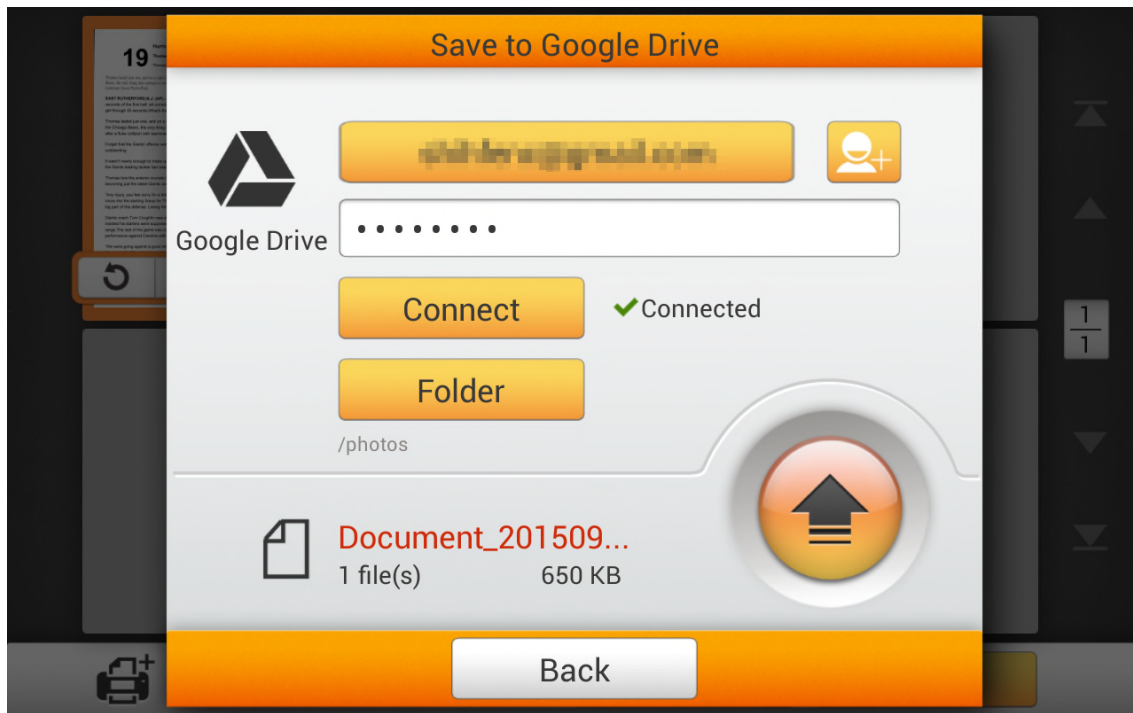
Tap  to connect to Google Drive.



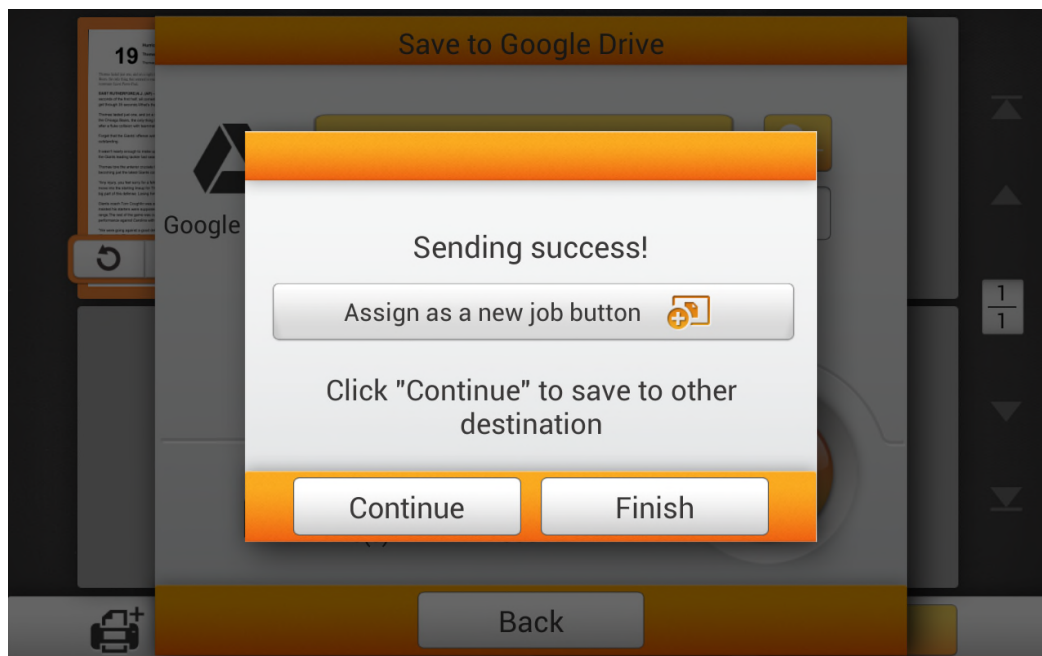
Tap  to select the target folder on Google Drive.




Tap  to save the scanned document.

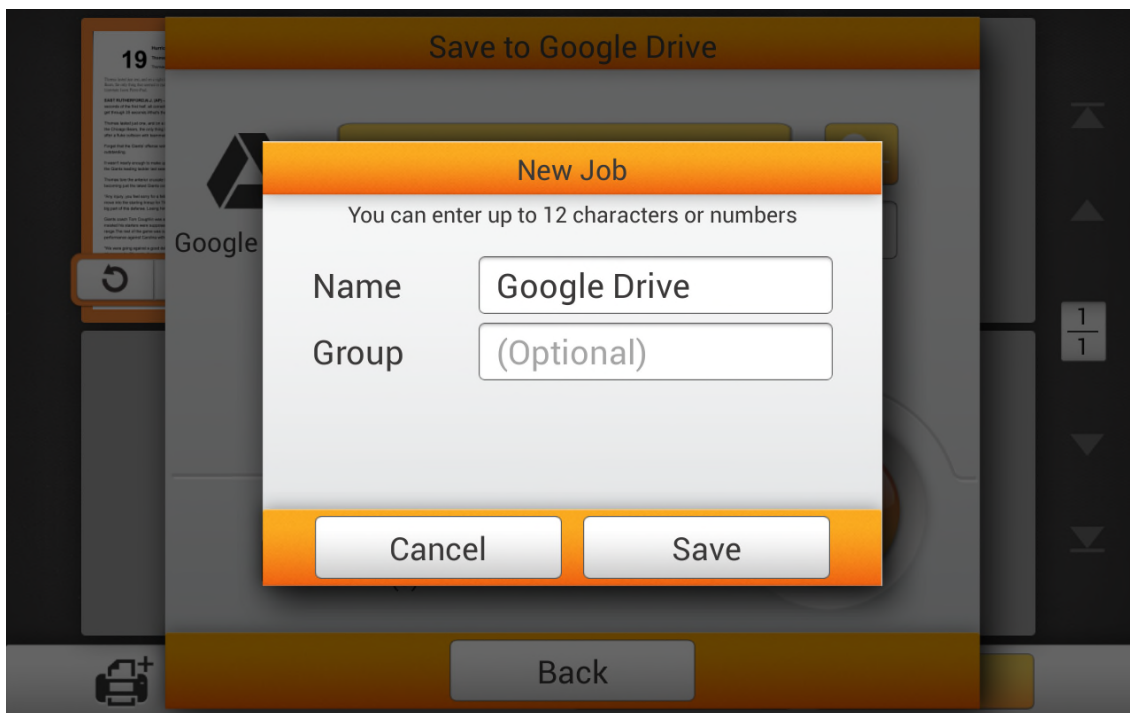


When you see the following dialog, the scanned document was sent to Google Drive. Tap **Continue** to save the scanned document to another destination, or tap **Finish** to complete the scanning procedure.



If this is a scan job that you will use frequently, you can create a single touch scan job. Tap **Assign as a new job button** and save this scan job as a single touch scan job button. Enter the **Name** and tap **Save** to save the job. Enter a **Group** name if you have more than one job button groups.

The next time you need to scan a document to this destination, tap  on the upper-right corner of the main screen, load your documents, and tap the scan job you just created.




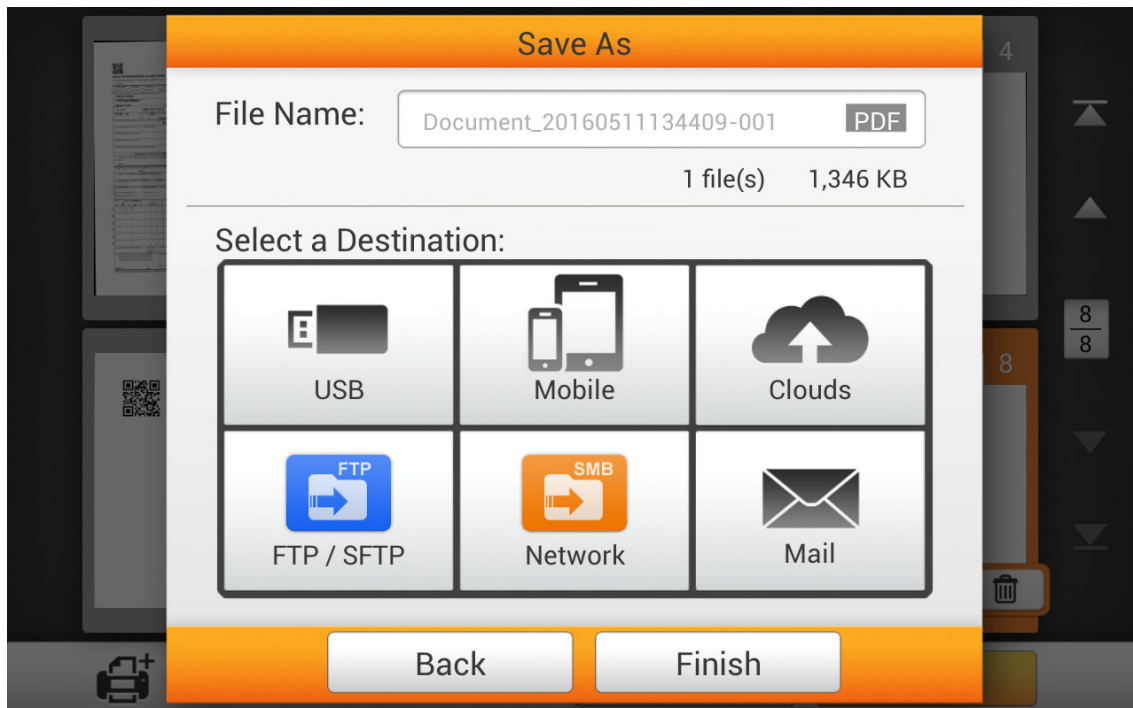
Save to Network Folder

Network saves files to SMB shared folders on Network Attached Storage devices, Windows, Apple OSX, Linux, UNIX, or any server or PC that supports the SMB protocol. This feature allows nScan to send files to a destination without loading any special software on a PC or that device.

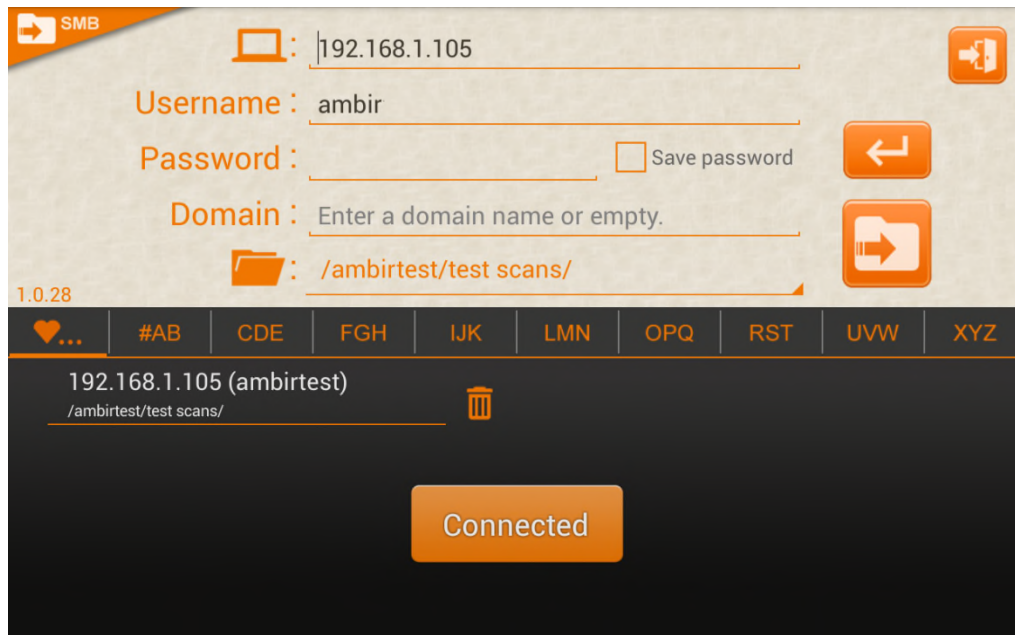
Important: Before you setup Network, configure the shared folders on the PC, Network Attached Storage devices, or server so nScan has FULL R/W privileges.

Note: The shared folder and nScan must be on the same network.

Tap  to save the scanned document to a Network folder.








Select the target device, by tapping on the device name from the alphabetical ordered list on the bottom of the screen, or enter the device's IP address.





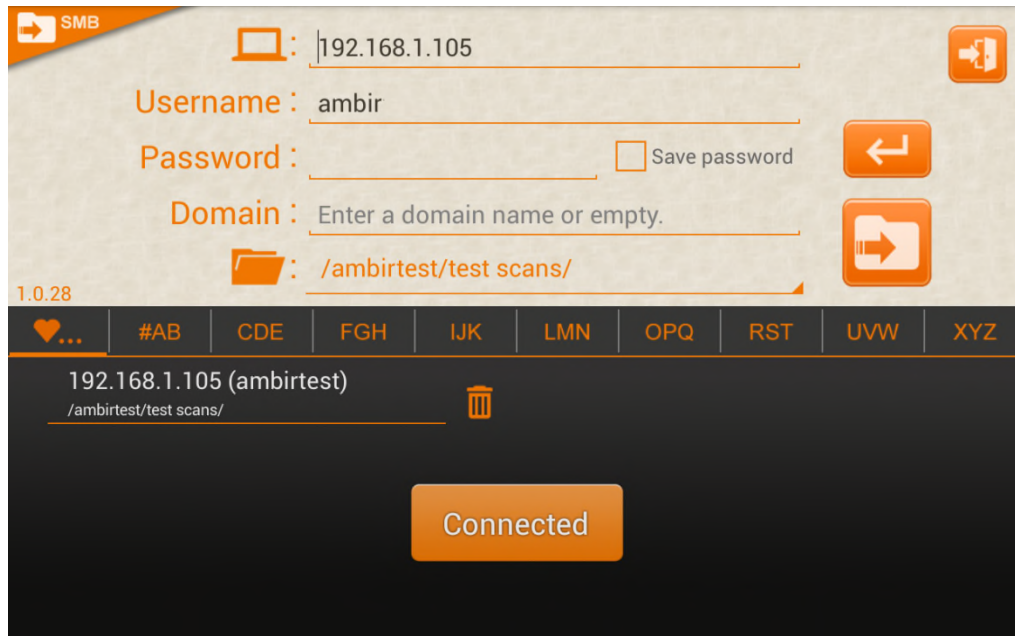
1. Enter the **Username** and **Password** for the selected device. Check **Save password** if necessary.

Important: If you will save a scan to network share as a Job, you must check **Save Password**.

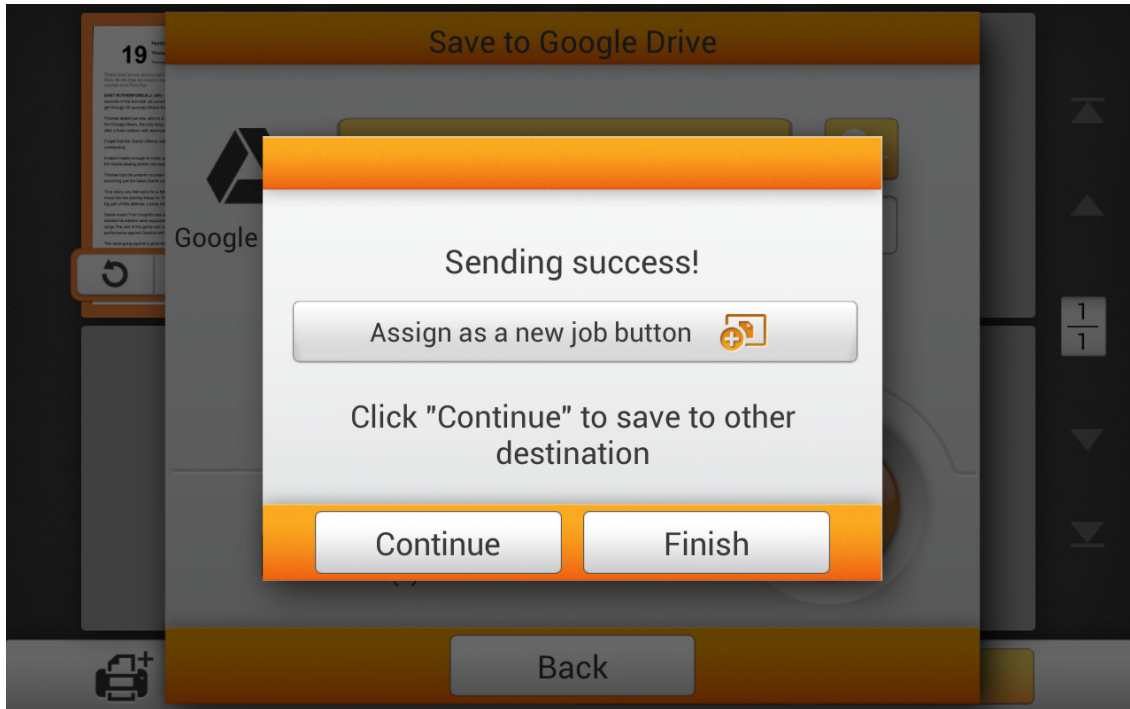
2. Tap  to connect.
3. Enter the Domain name if necessary.
4. Tap  and select the target folder.
5. Tap  to save the scanned document to the target folder.
6. Tap  to return to the previous menu.

Your server, login and folder settings are automatically saved in the favorites list .

If you would like to remove saved settings from favorites, tap  then tap  to delete the network device's name.




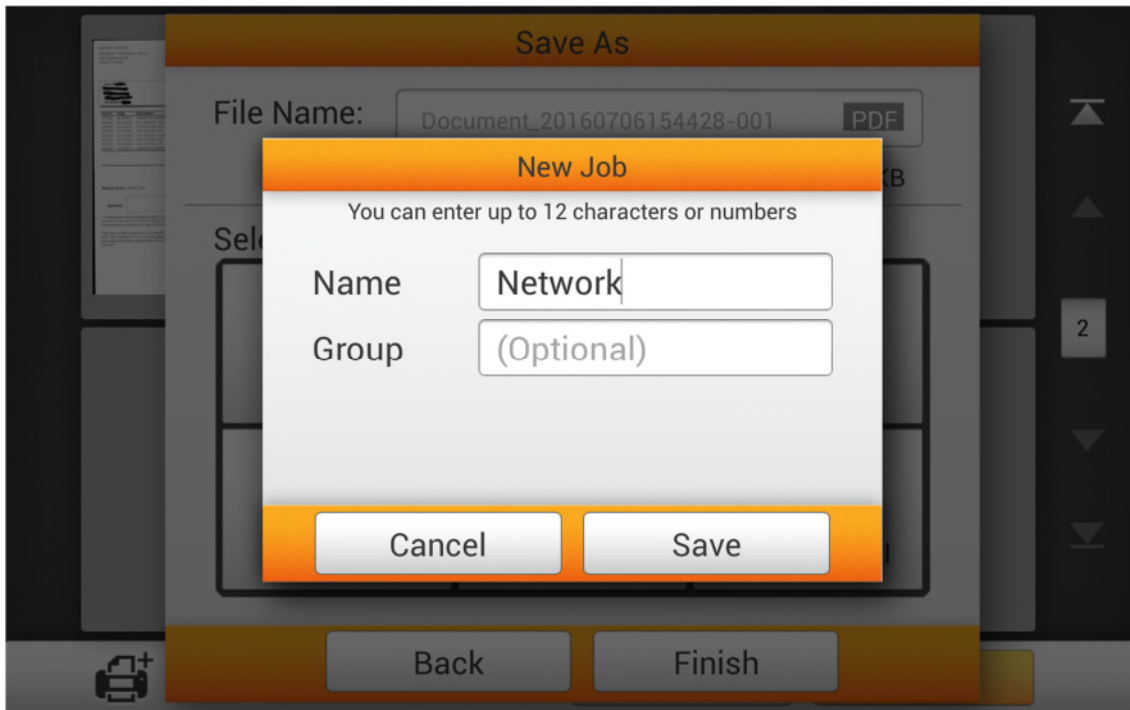
When you see the following dialog, the scanned document was sent to the network share. Tap **Continue** button to save the scanned document to another destination, or tap the **Finish** button to complete the scanning procedure.



If this is a scan job that you will use frequently, you can create a single touch scan job. Tap **Assign as a new job button** and save this scan job as a single touch scan job button. Enter the **Name** and tap **Save** to save the job. Enter a **Group** name if you have more than one job button groups.

Important: If you will save a scan to network share as a Job, you must check **Save Password** on the SMB Network Share screen.

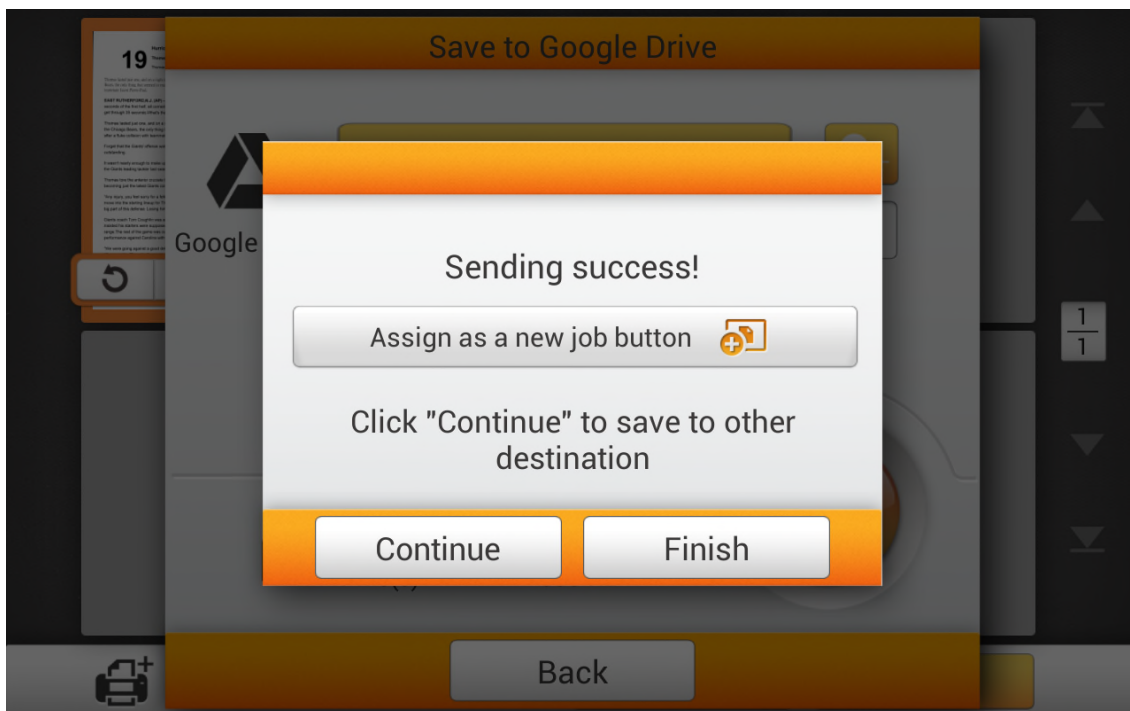
The next time you need to scan a document to this destination, tap  on the upper-right corner of the main screen, load your documents, and tap the scan job you just created.




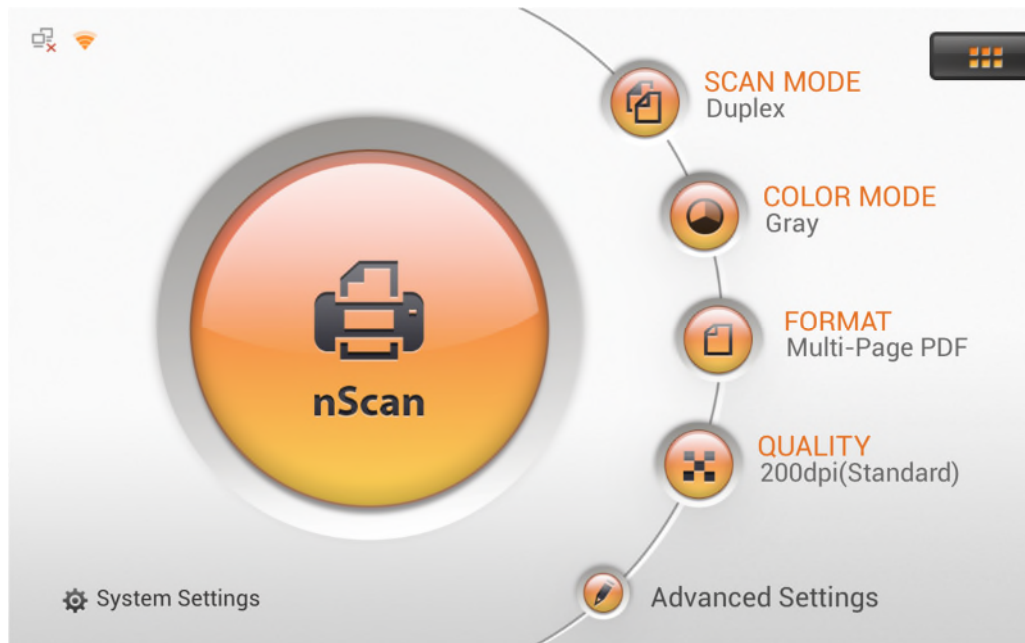
Scanning using job buttons

Job buttons are ideal for automating repeated scanning jobs. With a job button, you simply load the document in the feeder and touch one button. The document is scanned and sent to the pre-programmed destination.

You are prompted to create jobs after each scan. If you want to create a job, tap **Assign as a new job button** after a successful scan. A new job with all existing settings and destination is created.

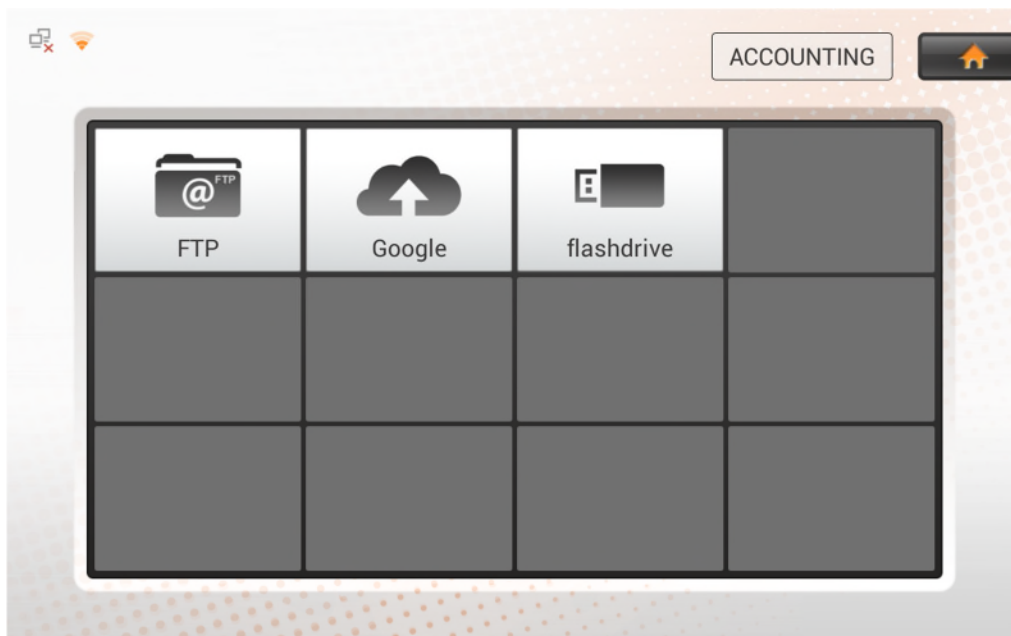



To initiate a scan job, tap  on the upper-right corner of the main screen display the scan jobs.



Load the documents in the scanner.

Tap the desired job button. The document is scanned and sent to the destination.



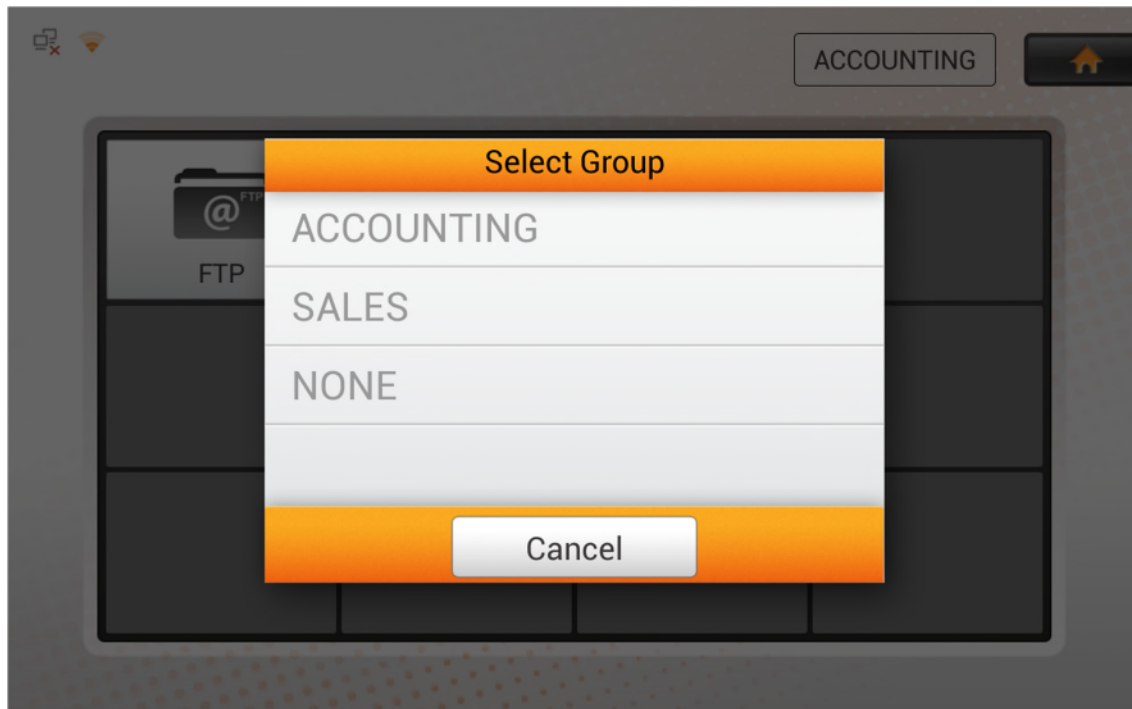
Tap the  **Home** button on the upper-right corner to return to the main screen if necessary.

Job Groups

Job groups are helpful when you have different departments using the scanner or you have more than 12 scan jobs. You can configure an unlimited number of job groups and each group can have 12 jobs.

To scan to a job in a group, load the document in the feeder.

Select a job group by tapping the Group button in the right corner of the jobs screen, in this example **Accounting**, and select a group from the list.



Load the document in the ADF and tap the desired job button to scan the document and send it to the preset destination.

Editing Jobs

Jobs cannot be edited. They must be deleted and resaved.

Deleting Jobs

To delete a job, tap and drag the Job button you want to delete to the top of the screen. Release the Job button when the Remove and Trash icon change to orange.

When all job buttons in a group are deleted, the group is automatically deleted.

CHAPTER III. CARE AND MAINTENANCE

Your scanner is designed for low maintenance. However, routine care and maintenance maximizes image quality and minimizes issues.

CLEANING THE SCANNER

Paper powder, dust, ink and toner from paper being scanned can make the ADF dirty. This leads to poor image quality or document-feeding errors. Cleaning frequency of your scanner depends on the type of paper and number of pages being scanned.

Use the following procedures to clean the scanner and ADF.



Warning

- Before cleaning the scanner, turn off the scanner and disconnect the power and Ethernet cables, and wait a few minutes for the glass and the inner ADF to cool to ambient temperature.
- Wash your hands with soap and water after cleaning the scanner.

Cleaning Materials

Have the following cleaning materials ready to clean the scanner:

- Soft, dry, lint-free cloth
- Non-abrasive cleaner—Isopropyl alcohol (95%). DO NOT use water.

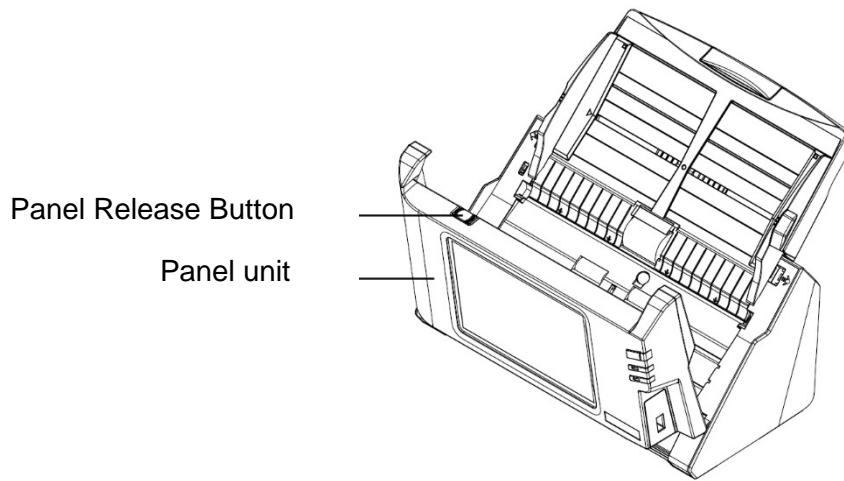


Attention

- Alternatively you can use glass cleaner or neutral detergent for windows cleaning to clean the scanner glass.
- However, DO NOT use glass cleaners to clean the ADF feed roller or pad module.
- Use of other cleaning materials may damage your scanner.

Cleaning the ADF

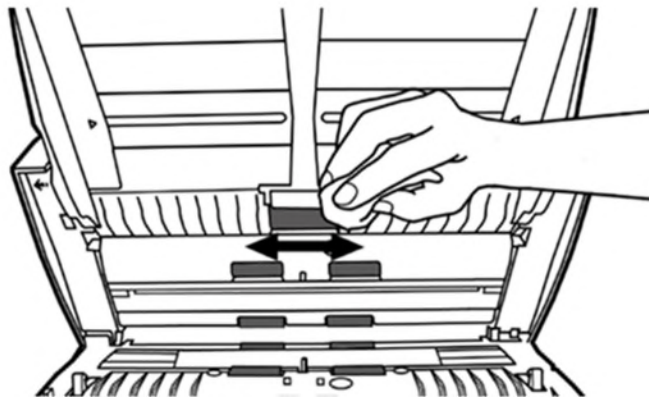
1. Open the panel unit by pushing the Panel Release Button.



2. Gently wipe the following areas with the cloth dampened with the cleaner. Be careful NOT to scratch their surfaces.

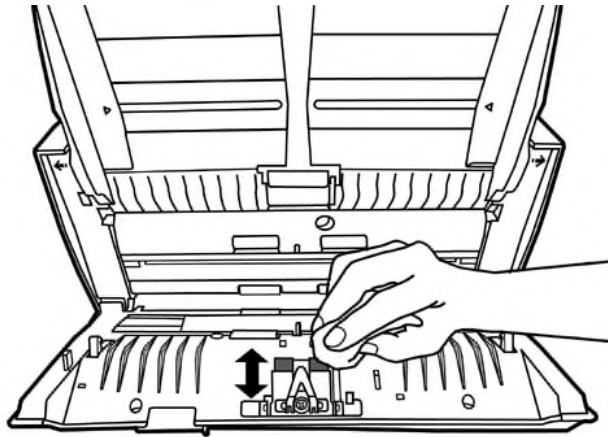
Feed Roller:

Wipe the Feed Roller from side to side and then rotate it. Repeat this until its entire surface is cleaned.



Pad Module:

Wipe the Pad Module from top to bottom (in the direction of arrow shown in below picture). Be careful not to damage the pick springs of the pad.

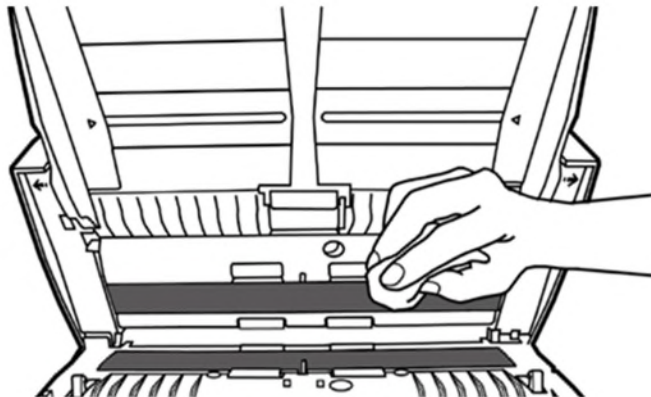


ADF Glass:



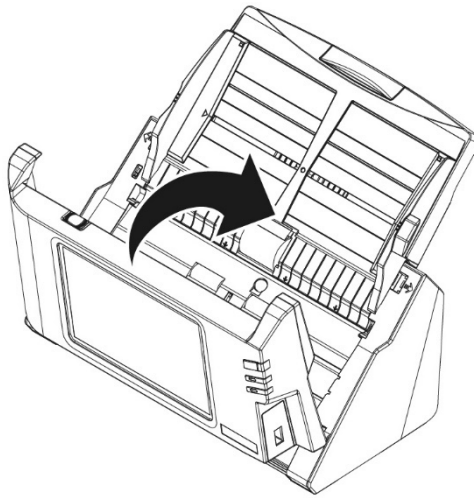
Do not spray cleaner directly onto the scanner glass. Excess liquid residue may fog or damage the scanner.

1. Dampen the cleaning cloth with cleaner.
2. Wipe both upper and lower glass areas from side to side.



3. Wait for cleaned areas to dry completely.

4. Close the panel unit by pushing it back down until it snaps back into place.

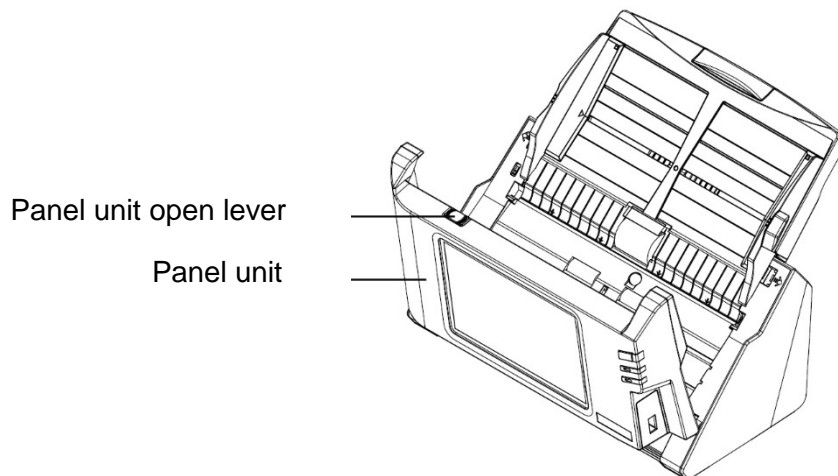


REPLACING CONSUMABLES

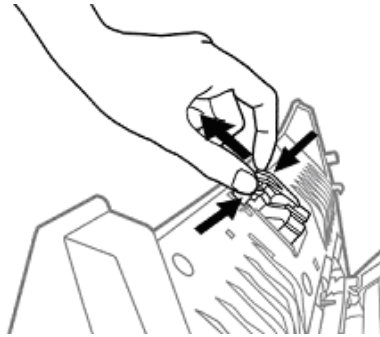
As a guideline, it is recommended to replace the pad module after 50,000 sheets of letter sized paper scans, and it is recommended to replace the feed roller after 300,000 sheets of letter sized paper scans.

Replacing the Pad Module

1. Open the panel unit by pushing the panel unit open lever in.



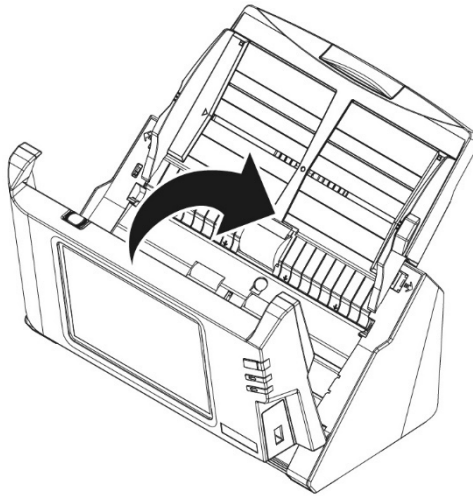
2. To remove the pad module, pinch both sides of the pad module and pull it out.



3. Install the new pad module by inserting the tabs on the module onto their slots and snapping the pad module into place.

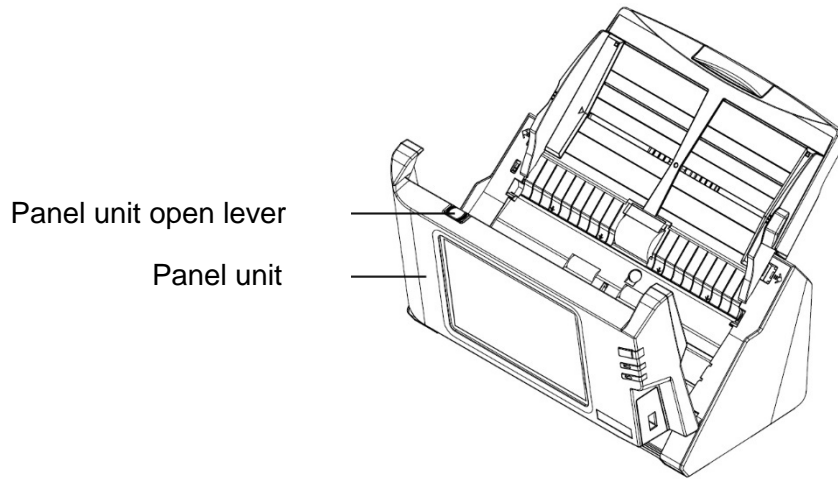


4. Close the panel unit by pushing it back down until it snaps back into place.

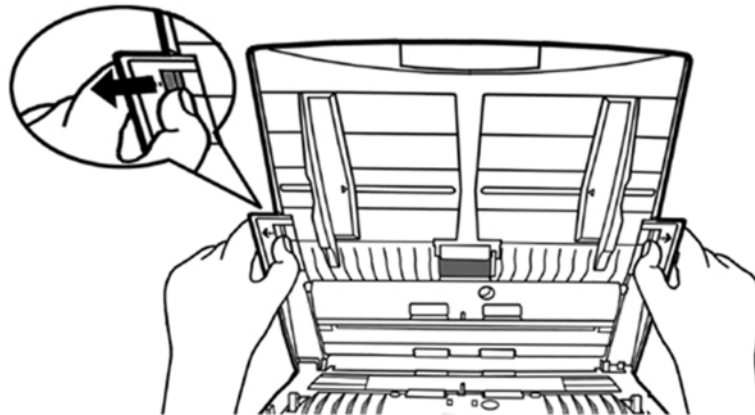


Replacing the Feed Roller

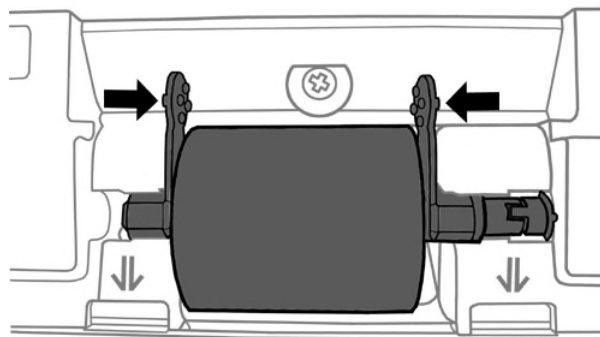
1. Open the panel unit by pushing the Panel unit open lever in.

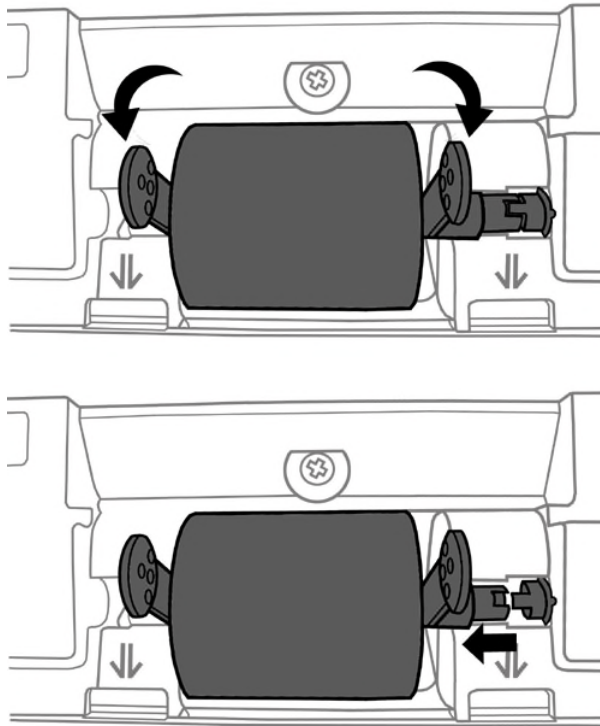


2. Remove the paper feeder by pinching both sides of the beige tabs on the sides of the paper feeder to remove it.

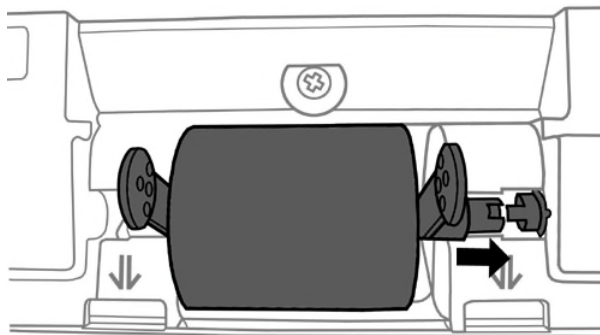


3. Remove the feed roller by pinching both tabs on the feed roller and then rotating them 90 degrees.

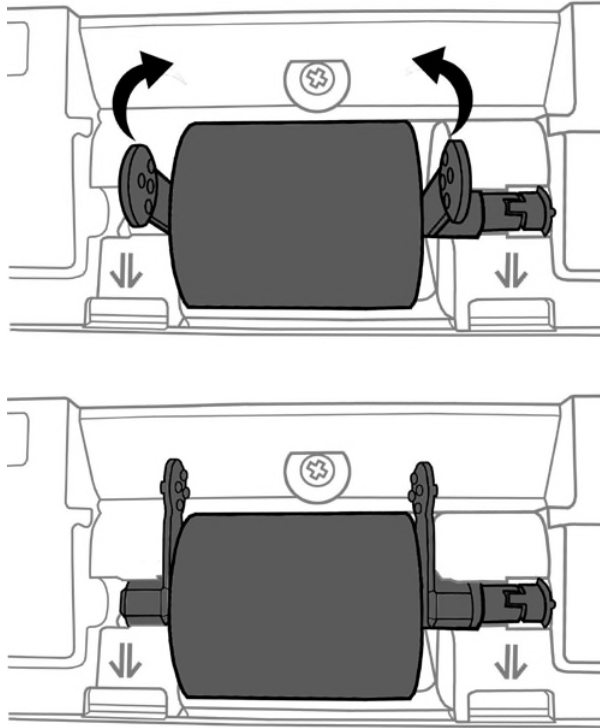




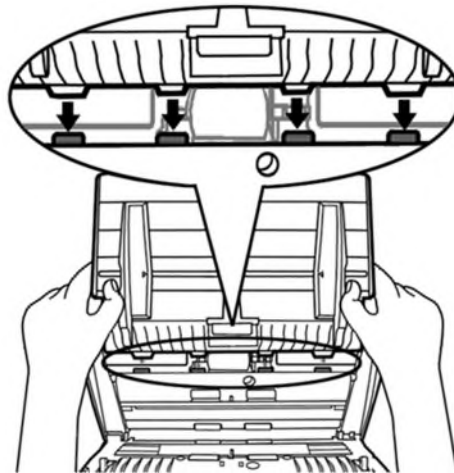
4. Remove the feed roller by pulling the tabs straight up when they are perpendicular to the transport.
5. Install the new feed roller by inserting the roller so the tab on the shaft aligns with the slot on the right side of the drive mechanism.



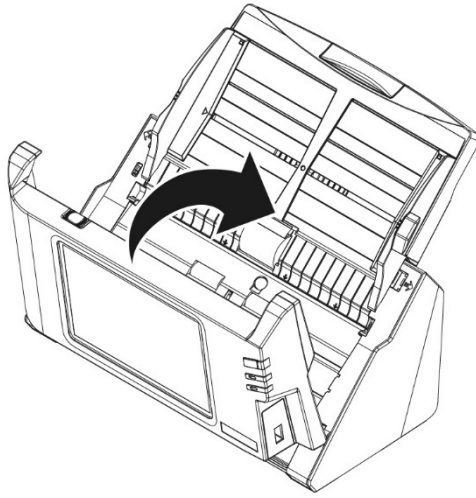
6. Rotate the tabs to the rear of the scanner until they snap into place.



7. Install the paper feeder by aligning and inserting the tabs of the paper feeder into their slots on the scanner and pushing the feeder back until it snaps into place.



8. Close the panel unit by pushing down until it snaps back into place.



CHAPTER IV. TROUBLESHOOTING

If you encounter problems with your scanner, please review the installation and scanning instructions in this guide.

CLEARING PAPER JAMS

:

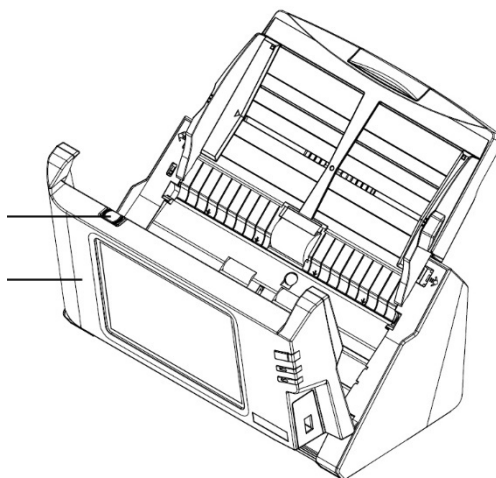
1. Remove all documents in the ADF feeder.



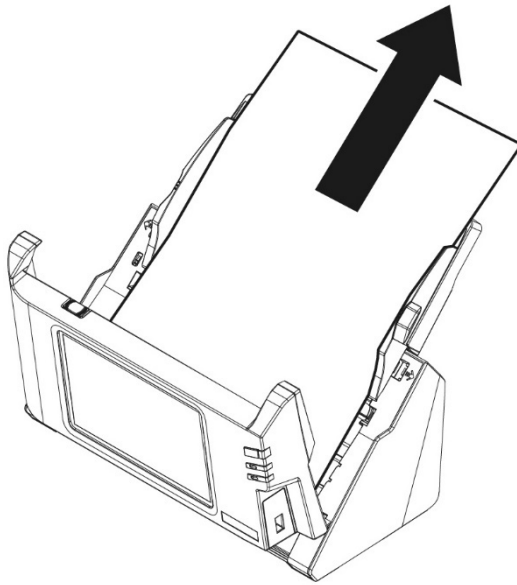
Do not try to pull jammed or half-scanned documents out of the ADF without first opening the panel unit. Doing so may permanently damage the ADF.

2. Open the panel unit by pushing the panel unit open lever in.

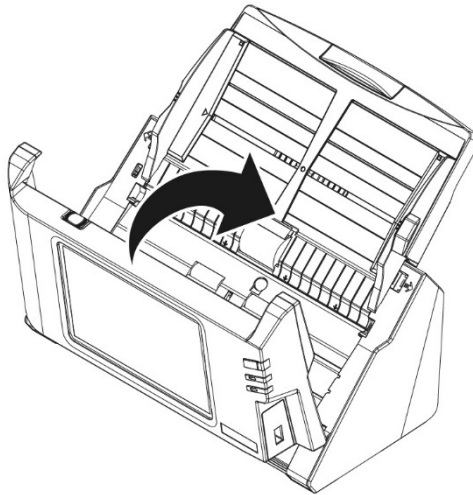
Panel unit open lever
Panel unit



3. Remove jammed documents from the ADF. Try to avoid creasing or wrinkling the documents.



4. Close the panel unit by pushing it back down until it snaps back into place.



CONNECTIVITY AND USAGE ISSUES

Resolving Google Drive and Gmail issues

Either Allow Less Secure Apps or Two Step Authentication must be enabled on the target Google account. When Two Step Authentication is enabled, you must generate a new app password for nScan.

Two Step Authentication and App Passwords:

<https://support.google.com/accounts/answer/185833?hl=en>

Allowing Less Secure Apps to access your Google account:

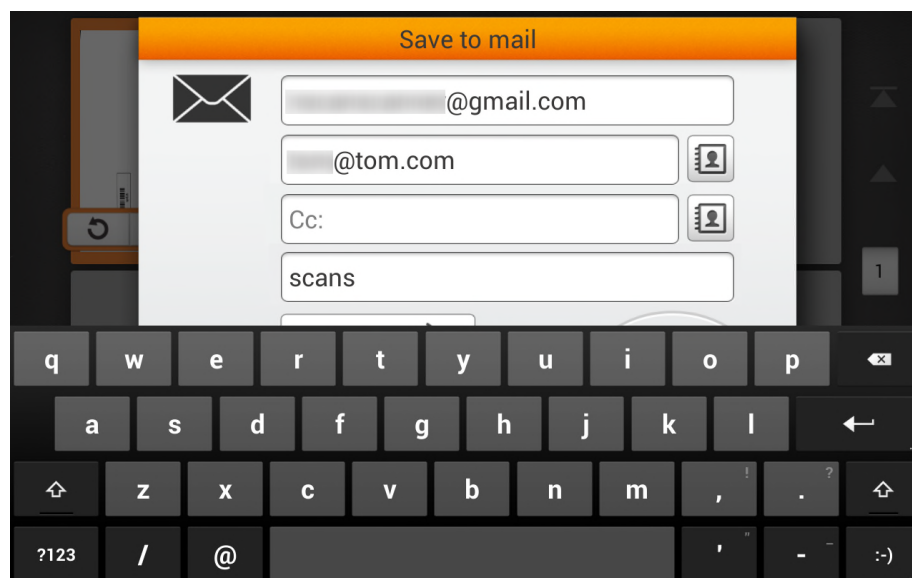
<https://support.google.com/accounts/answer/6010255?hl=en>

If you see **Failed to Connect to Server** errors when setting up Gmail or Google Drive, the most likely issue is Allow Less Secure Apps is not enabled or Two Step Authentication is enabled and you are not using the correct app password.

If you see **Passwords Don't Match** when setting up a default cloud account (Select and setup a default cloud is ON), nScan is prompting you for the secondary password and not the Google password or Google app password.

Onscreen keyboard blocks other onscreen elements

At times, the onscreen virtual keyboard may block other onscreen elements. If this occurs, tap on the active window (except the keyboard) to dismiss the keyboard. Tap in a data entry field to re-display the keyboard.



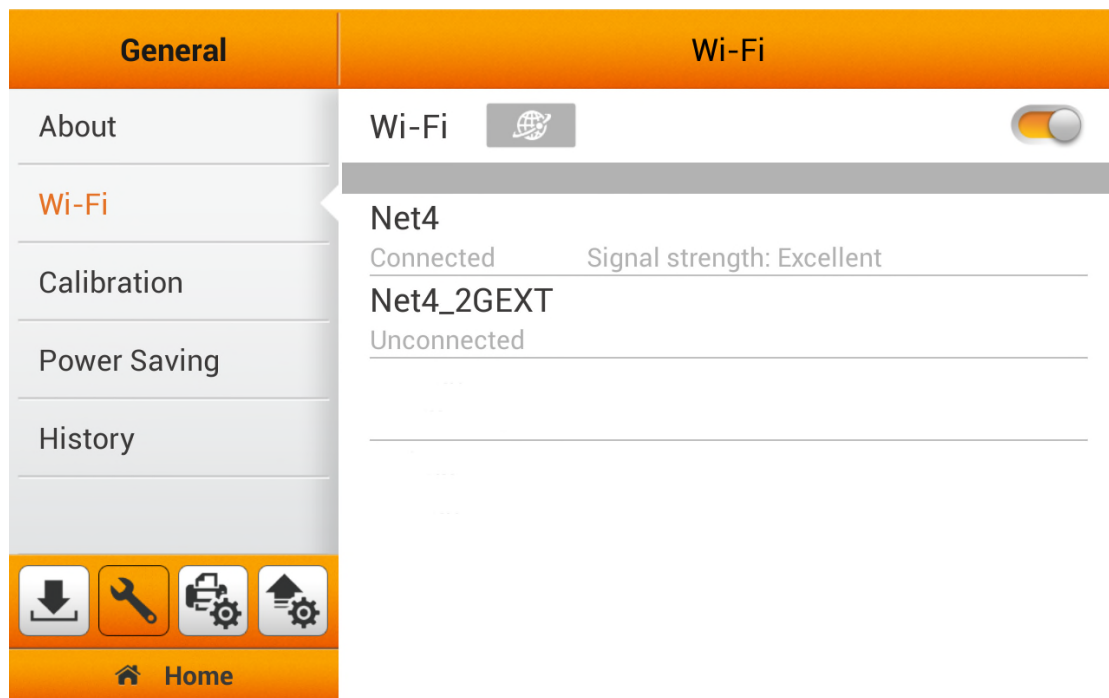
Troubleshooting Save Failed Errors

Most Save Failed errors are caused by:

- nScan not connected to the network and/or internet.
- Destination is not enabled to accept files from the nScan.

Testing network and internet connectivity

- On the **Home** screen tap **System Settings> Wrench**
- In the IP section you must see a valid IP address for Ethernet or WiFi.
- If connected to WiFi, test internet connection by tapping on **Wi-Fi** and the Globe in the WiFi section.



Troubleshooting access failures

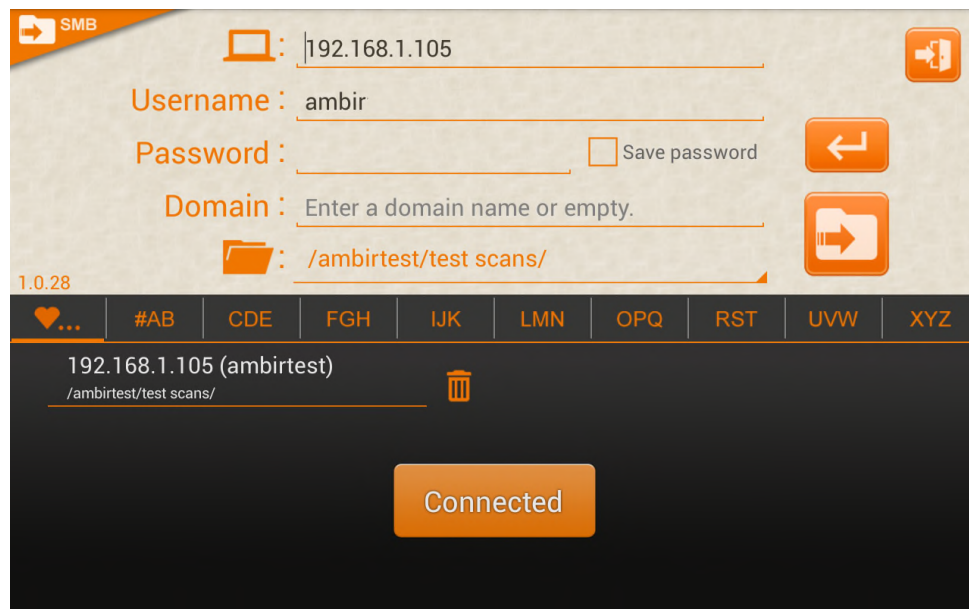
Gmail and Google Drive

- If you are having problems with Gmail or Google Drive, see the previous section Resolving Google Drive and Gmail issues.

Network Shares

- Navigate to the server by tapping on the letters of the alphabet in the lower part of the SMB screen.
- If you cannot see the server on your network, enter the IP address of the server in the **Computer** field.
- Make sure the User Name and Password have full access privileges to the destination folder.
 - Right click on the destination folder
 - Click **Sharing > Advanced Sharing**
 - Check **Share this folder**
 - Click **Permissions**
 - Click **Add..** to add a user if necessary
 - Ensure the user has Full Control
- Test the shared folder by connecting to it from another computer and saving a file to the folder.

Important: If you will save a scan to network share as a **Job**, you must check **Save Password**.



Mobile Devices

- Make sure the mobile device is connected to WiFi and on the same subnet as nScan and the nScan app is running.
- Tap **Mobile> Select Mobile Device** from the nScan **Save As** screen.
- If the mobile device is not found, enter the mobile device name in the Search Field.
- Try refreshing the device list by tapping the refresh icon next to the search field.
- Enter the IP address of the mobile device if none of the above is successful.

APPENDIX A: SPECIFICATIONS²

Image Sensor	CIS (Contact Image Sensor) x 2
Light Source	LED (Light Emitting Diode)
Optical Resolution	600 dpi
Hardware Resolution	600 x 600 dpi
ADF Capacity	50 sheets (70 g/m ² , 18 Lbs.) Note: Maximum ADF capacity varies, depending upon paper weight.
Scanning Speed	17 ppm / 34 ipm (Grayscale mode, 200 dpi, Letter, Portrait) 17 ppm / 34 ipm (B&W mode, 200 dpi, Letter, Portrait) 4 ppm / 8 ipm (Color mode, 200 dpi, Letter, Portrait)
Scanning Area (W x L)	Max. 216 x 356 mm (8.5" x 14") Min. 13.2 x 13.2 mm (0.52" x 0.52")
Acceptable Paper Sizes (W x L)	Max. 244 x 356 mm (9.6" x 14") Min. 50.8 x 50.8 mm (2" x 2")
Acceptable Paper Weight (Thickness)	40 to 157 g/m ² (12 to 40 Lbs)
Daily Duty Scan (Sheets)	2,500
Roller Lifetime (Scans)	300,000
Pad Lifetime (Scans)	50,000
Power Supply	24Vdc/1.67 A
Network Functions	Scan to Mobile Device Scan to FTP (Supports FTP/SFTP) Scan to USB Scan to PC Scan to Email Scan to Cloud Scan to Network
Interface	USB 2.0 x 1, RJ45 (network connection) x 1, Wi-Fi
Net Weight	2.8 kgs (6.17 lbs.)
Dimensions (W x D x H)	318 x 170 x 189 mm (12.53" x 6.69" x 7.45")
Operation Panel	Display: 7" 1280x800 pixels with IPS wide-view multi-touch screen
Operating Temperature	+ 41°F to +95°F (+ 5°C to +35°C)

² Hardware specifications may change without prior notice.

APPENDIX B:

CUSTOMER SERVICE AND WARRANTY

Free technical support through email & web

Visit the Ambir website at www.ambir.com/support for online access to technical support information including: installation guides, FAQs, troubleshooting tips, and driver downloads. Contact email addresses and a chat feature are also available online for your convenience in reaching us should you need further assistance.

To avoid delays, please have the following information available before calling:

- Scanner name and model number
- Scanner serial number (located at the rear of the scanner)
- A detailed description of the problem
- Your current operating system
- Name of software package(s), version or release number and manufacturer of the software
- Other USB devices installed

Technical Support by Telephone

Support is available from 7:00 a.m. – 7:00 p.m. Central Time Monday-Friday by dialing (630) 530-5400, option 3. For all Ambir scanners you can speak directly to a technical support representative or leave a message for a call back. You will be connected to a highly trained, friendly and professional support agent who will work with you to resolve your issue. For expediency when you call please be in front of your system with your software and documentation handy for troubleshooting.

*We will make every effort to respond to telephone support calls within one (1) business day. However, we strongly suggest that you make initial contact via email with an explanation of the problem you are experiencing and a call-back number should we need to speak to you directly.

Product Warranty Information

Statement of Limited Warranty for the United States

Products – Ambir nScan NS915i

Warranty Period – 2 years

Warranty for Products

Ambir Technology warrants our products against defects in materials and workmanship to the original purchaser for a period of two (2) years from the date of the original purchase. This warranty is limited to repair or replacement of the product, and the remedy provided to the purchaser for warranty service is the sole discretion of Ambir Technology.

Extent of Warranty

Any use of the product for a purpose in which it is not intended, and/or purchaser modifications, alterations, and/or repairs to the product, will constitute misuse and are not subject to the warranty. The warranty does not cover the repair or exchange of a product resulting from accident, unsuitable physical or operating environment, or failure caused by a product for which the Ambir is not responsible.

Items Not Covered by the Warranty

Host computer operating systems, application programs or hardware configurations are not covered.

For customer service or further warranty information please email or call Ambir directly. Please provide product model name and number, place and date of purchase, your name, daytime telephone number and a description of the difficulty you are experiencing. You will normally receive a written email response or call-back within one (1) business day.

Ambir Technology, Inc.
820 Sivert Drive
Wood Dale, IL 60191 USA
Main Number: (630) 530-5400
Technical Support: (630) 530-5400 option 3
www.ambir.com

FCC Radio Frequency Statement

This equipment has been tested and found to comply with the limits for a Class B digital device, pursuant to part 15 of the FCC rules. These limits are designed to provide reasonable protection against harmful interference in a residential installation.

This equipment generates uses and can radiate radio frequency energy and, if not installed and used in accordance with the instructions, may cause harmful interference to radio communications. However, there is no guarantee that interference will not occur in a particular television reception (which can be determined by turning the equipment off and on), the user is encouraged to try to correct the interference by one or more of the following measures:

- Reorient or relocate the receiving antenna.
- Increase the separation between the equipment and receiver.
- Connect the equipment to an outlet on a circuit different from that which the receiver is connected.
- Shielded interconnect cables and shielded power cord which are supplied with this equipment must be employed with this equipment to ensure compliance with the pertinent RF emission limits governing this device.
- Consult the dealer or an experienced radio/TV technician for help if the conditions persist.

Changes or modifications not expressly approved by the manufacturer or authorized service center could void the user's authority to operate this equipment.

This device complies with Part 15 of the FCC Rules. Operation is subject to the following two conditions: (1) this device may not cause harmful interference, and (2) this device must accept any interference received, including interference that may cause undesired operation.