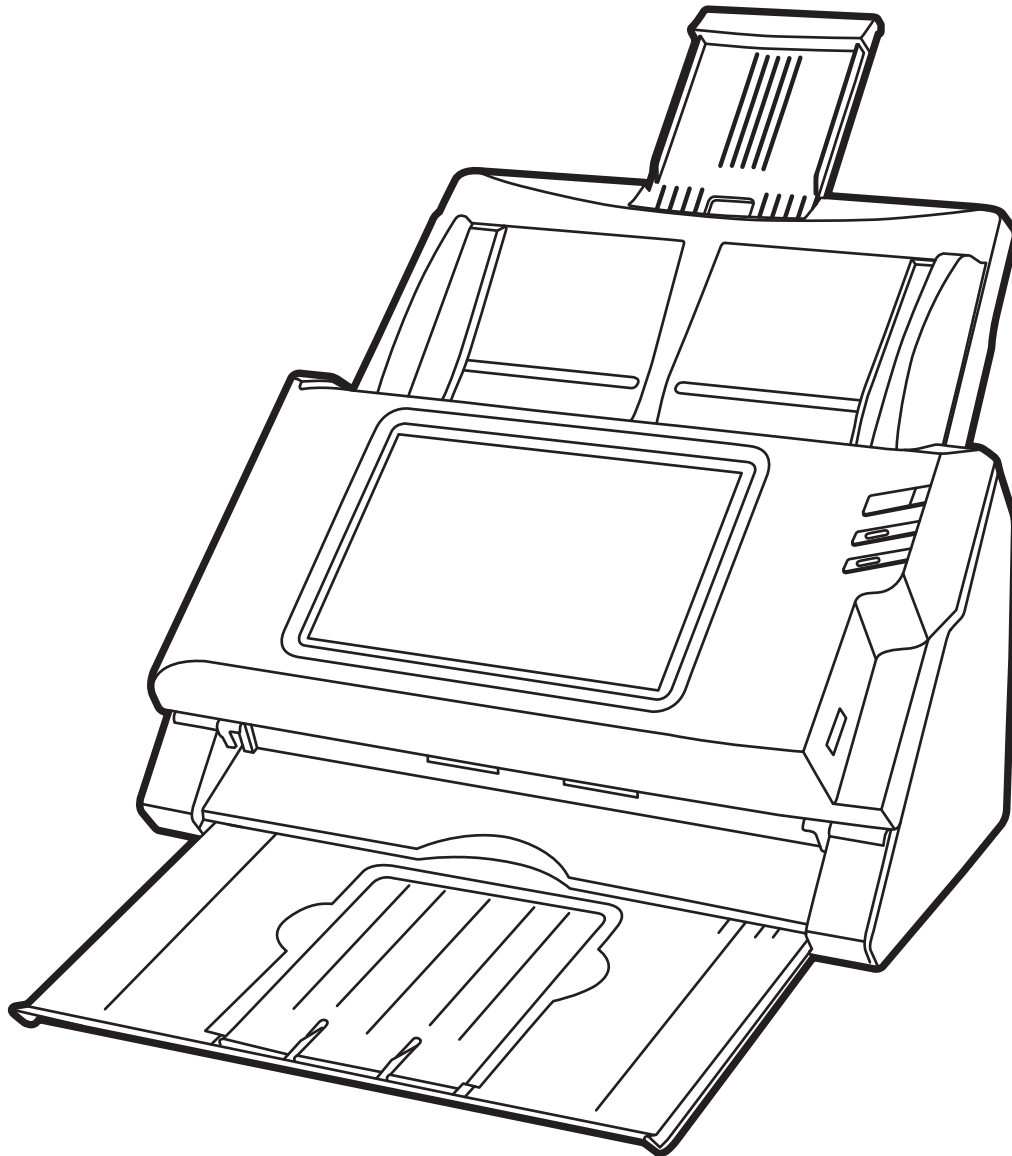


# Ambir® *nScan*™ 915i

## Installation and Setup Guide



## 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](http://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.

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

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

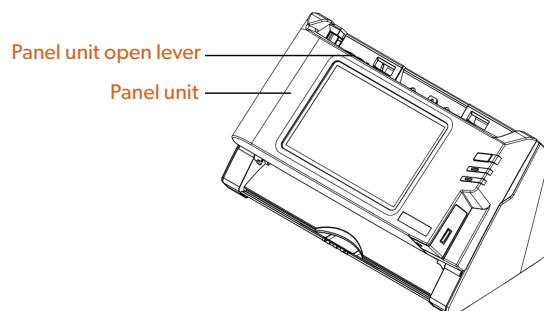
**Configuration Worksheet** – Use for recording nScan settings, external system destination information and job settings.

## Basic steps for setting up nScan

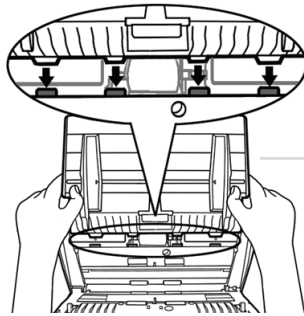
- Unbox and install Paper Feeder
- Configure WiFi or connect to Ethernet
- Enable scanning destinations
- Select default scan settings
- Scan a document
- Configure destination(s)
- Save all settings and destination information as a Job

## Install the Paper Feeder

1. Open the front panel unit by pulling the lever.



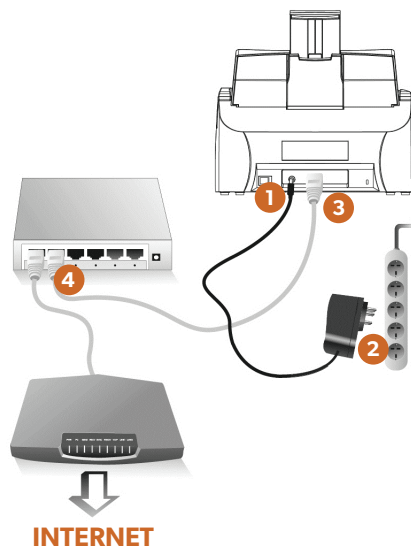
2. Install the Paper Feeder by aligning and inserting the tabs of the Paper Feeder into the slots on the scanner and pushing the feeder back until it snaps into place.



**Note: Please make sure the scanner is turned off before you plug or unplug the scanner power adapter.**

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

### Connecting the Scanner



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.

**Note: nScan can connect to the network with either an Ethernet cable or Wi-Fi. If you are using Wi-Fi, skip steps 3 and 4 and see Configuring Wi-Fi below.**

3. Plug one end of the Ethernet cable to the Ethernet port at the rear of the scanner.
4. Plug the other end of the Ethernet cable to an available port on an Ethernet hub or router.
5. Switch the scanner power on.

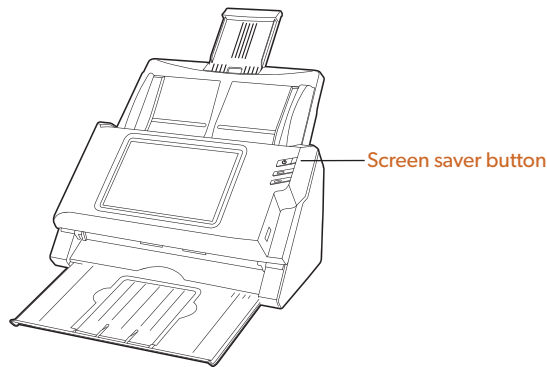
**Note: Please make sure the scanner has internet access. The scanner requires access to the Internet to retrieve the date and time.**

6. The scanner is now ready to scan and send documents. If you plan to use WiFi, see the Configuring WiFi section in this document.

**Screen Saver/Power Saving Mode**

**IMPORTANT:**

If the green power light is on and the screen is blank, press the screen saver button to wake the scanner. Press this button again to put the scanner in power saving mode. Power Saving timeout period can be set or disabled in the Advanced Settings.



**Shipping Screen Protection**

The scanner is shipped with clear plastic film on the display. Remove this film before use.

**Configuring the Scanner**

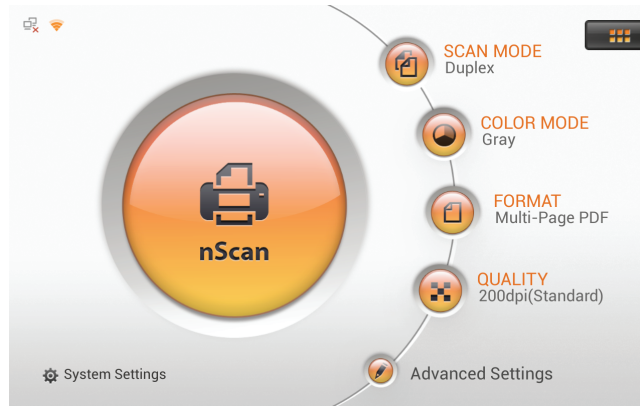
This guide provides basic information for setting up the scanner. Detailed setup and configuration are found in the following sections of the User Guide:

Scan to USB port –	Enable option, no configuration necessary
Scan to PC –	Page 78
Scan to Mobile Device –	Page 82
Scan to Mail –	Page 40
Scan to FTP –	Page 44
Scan to Cloud –	Page 45
Scan to FTP / SFTP –	Page 93
Scan to Network folder –	Page 117

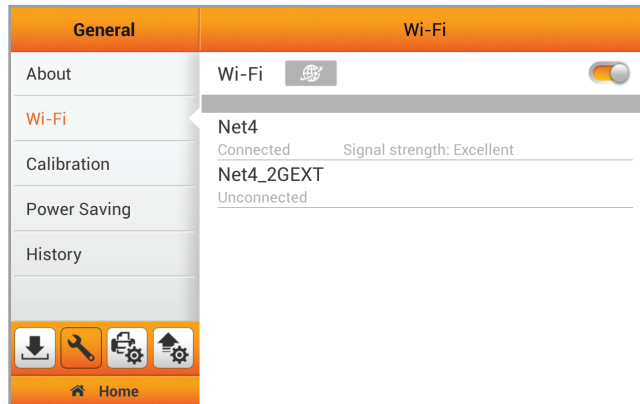


### Configuring WiFi

1. Power up the scanner and tap **System Settings**.



2. Tap the **Wrench** then tap **WiFi**.



3. Turn WiFi On by sliding the WiFi switch to the right.
4. Tap the WiFi network you will connect with.
5. Enter the WiFi password (if prompted) and tap **OK**.
6. Test your internet connection by tapping the **Globe Icon**.
7. Tap **Home**.

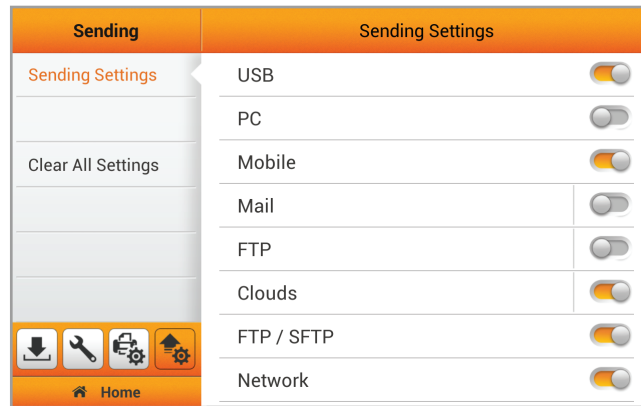
For detailed information on setting up WiFi, please refer to the User Guide.

### Configure Scan Destinations

**Note:** Only enable and configure scan destinations that you will scan to. Disable destinations that you will not use. Up to six destinations may be concurrently enabled for use.

1. Tap **System Settings** and then tap **Gear Up Arrow**.

2. Select the scan destinations to display by sliding the switch to the right.



3. If you select scan to **PC**, you must download and install the PC and/or Macintosh client software on all PCs/Macs you will scan to.

4. If you select **Mail** you must enter the SMTP address and port number of your email server along with a username and password in **System Settings**.

5. When you select **FTP** or **Clouds** you have the following choices:

a. Select a **single** Cloud, or FTP and use that as the only destination for that category (i.e. Clouds = Dropbox, FTP= ftp.yourserver.com).

i. You must enter logon credentials and destination folders in **System Settings**.

b. Enable **more than one** service or destination folder for each category. User logon credentials and destination must be entered each time you scan, or you can configure a single touch Job button.

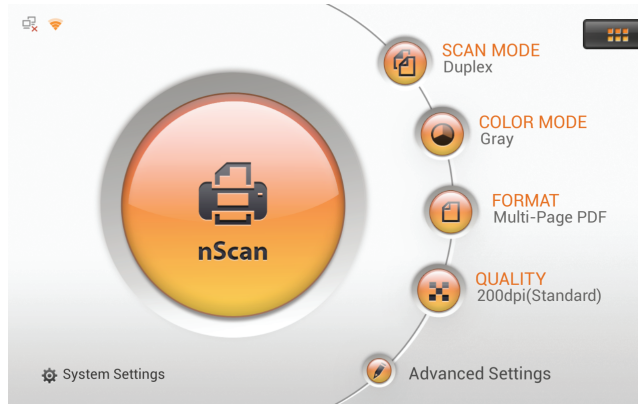
i. Enable **FTP** and/or **Clouds**.

ii. Scan a document and the user is prompted for logon credentials and destination folder.

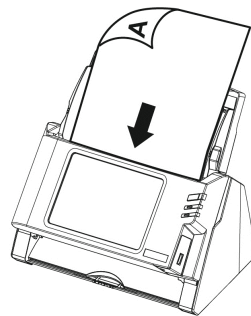
iii. Tap **Assign as a new job** if this destination is used repeatedly.

6. Tap **Home** when you are finished configuring scan destinations.

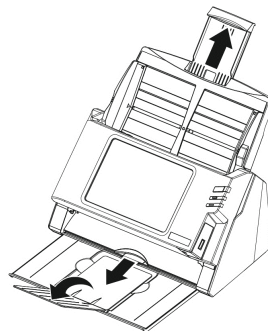
### Scanning Documents



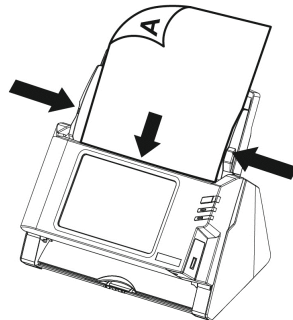
1. Load the documents, headfirst and face down, in the center of the ADF paper feeder. Make sure documents are all the way into the ADF and touch the bottom.







2. If you need to scan long documents, pull out the paper feeder extension and stacker to support scanned 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.

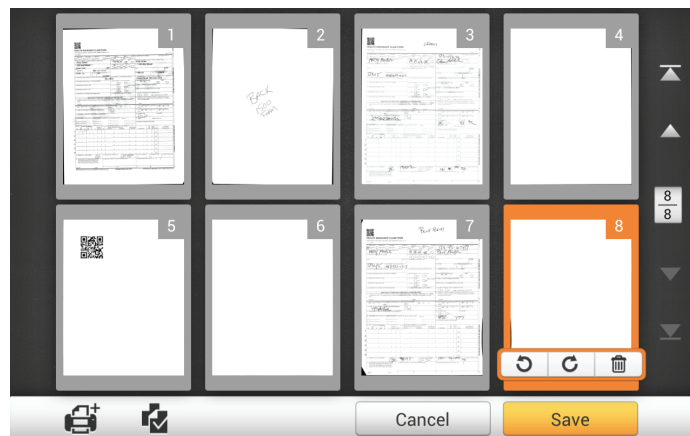


4. Change the Scan Mode, Color Mode, Format and Quality as needed.

- a. Tap  to toggle the **SCAN MODE**.
- b. Tap  to toggle the **COLOR MODE**.
- c. Tap  to toggle the **FORMAT**.
- d. Tap  to toggle the **QUALITY**.
- e. For more settings and options, tap **Advanced Settings**.

5. When you are satisfied with the scan settings, tap the nScan button to scan the document.

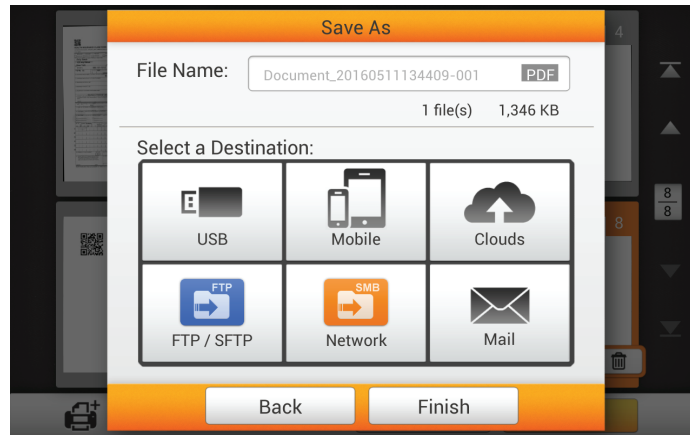
6. After the feeder is empty, review and/or edit the scanned images, tap  then tap  to add additional pages or **Save** to save the scanned images. Please refer to Editing Scanned Documents in the User Guide for details on the editing screen.



7. Rename the scanned document if necessary by tapping **File Name** and entering a new name.

8. Select the scan destination. Follow the steps in the next section for the selected destination.

Enter any additional information as required and tap Finish or  to send the scan.

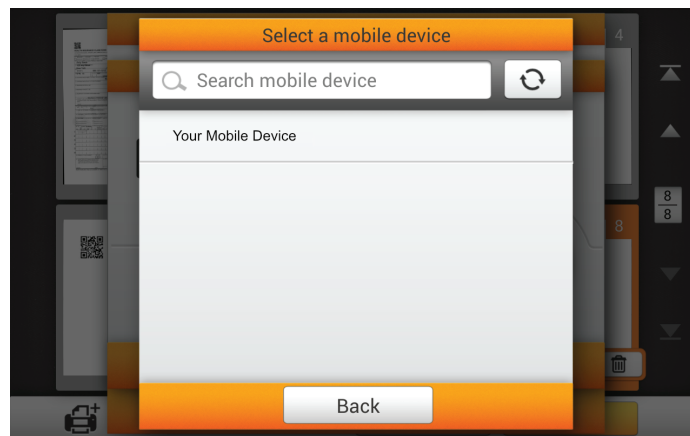


### Scanning to USB

- Select Destination – **USB**
- Tap **Assign as a new job**, or **Save to another destination** or **Finish**

### Scanning to Mobile Devices

- Download and install mobile app on your iOS or Android device:
  - Download links to iOS and Android apps are found at [www.ambir.com/nScan-setup](http://www.ambir.com/nScan-setup)
- Launch the nScan application on your mobile device
- On nScan, select destination – **Mobile**
- Tap **Select a mobile device**
- Select the target mobile device from the list
- Tap **Send** (Up Arrow)
- Tap **Assign as a new job**, or **Save to another destination** or **Finish**



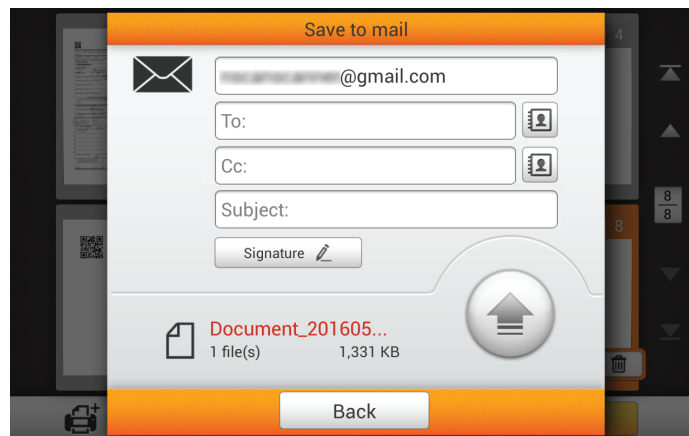
## Scanning to Email

- Enable email and configure email server
  - o Tap **System Settings** > **Up Arrow** > Switch Mail ON
  - o Tap **Set** and enter email server and account logon information on Outgoing SMTP Server Setting Screen
  - o Tap **Search**
  - o Tap **OK** to exit Outgoing SMTP Server Setting Screen
  - o Tap **Home**

**Important: For scanning to Gmail, please see these instructions to enable less secure app access to Gmail:**

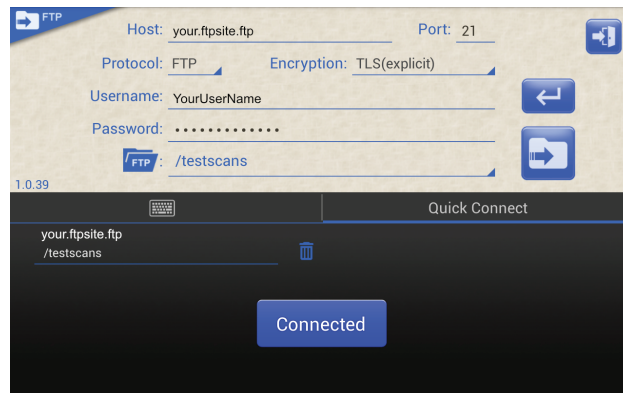
**[www.support.google.com/accounts/answer/6010255?](http://www.support.google.com/accounts/answer/6010255?)**

- Scan your documents and select destination – **Mail**
- Enter destination email address, CC, subject and signature (if required)
- Tap **Send** (Up Arrow)
- Tap **Assign as a new job**, or **Save to another destination** or **Finish**



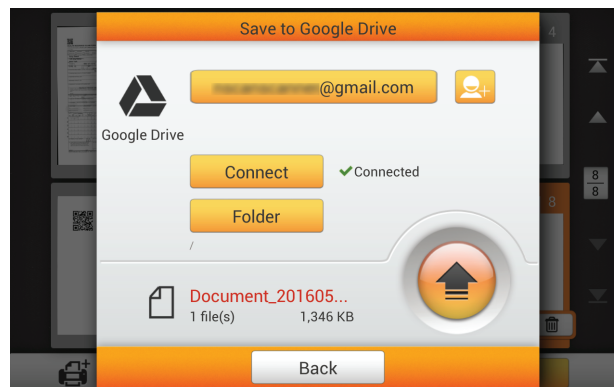
**Scanning to FTP or FTP / SFTP**

- Scan your documents and select destination – **FTP or FTP / SFTP**
- Enter server address and login information
- Tap **Enter**
- Select folder
- Tap **Send** (Right Arrow)
- Tap **Assign as a new job**, or **Save to another destination** or **Finish**



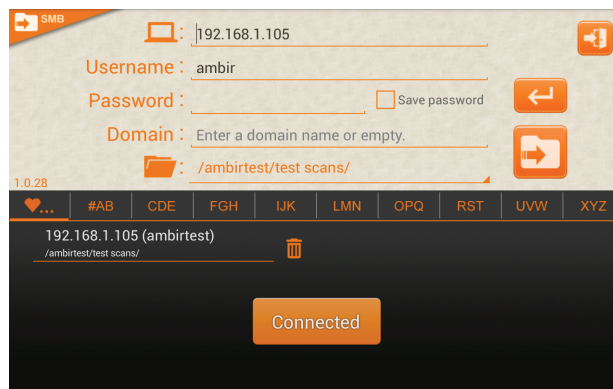
**Scanning to Clouds**

- Scan your documents and select destination – **Clouds**
- Select **Cloud Service**
- Enter account information as prompted
  - o For Google Drive and Dropbox, enter additional authentication information as prompted
  - o Important: For Google Drive you must either configure Google Drive to Allow Less Secure Apps or use Two Step Authentication and generate a unique app password for nScan. See the nScan User Manual for complete details and also: [www.support.google.com/accounts/answer/6010255?](http://www.support.google.com/accounts/answer/6010255?)
- Tap **Connect**
- Select folder
- Tap **Send** (Up Arrow)
- Tap **Assign as a new job**, or **Save to another destination** or **Finish**



### Scanning to Network Folder

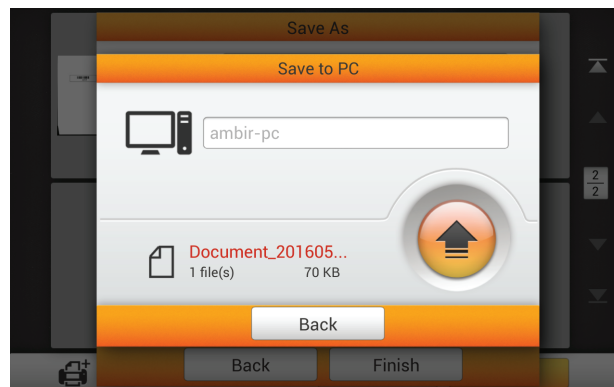
- Scan your documents and select – **Network**
- Enter computer name or IP address or select computer from the alphabetical list
- Enter Username and password, tap **Enter** (Left Arrow) button
- Tap **Folder** and select destination folder
- Tap **Send** (Folder Right Arrow)
- After Send completes, tap **Exit** button (upper right corner)
- Tap **Assign as a new job**, or **Save to another destination** or **Finish**





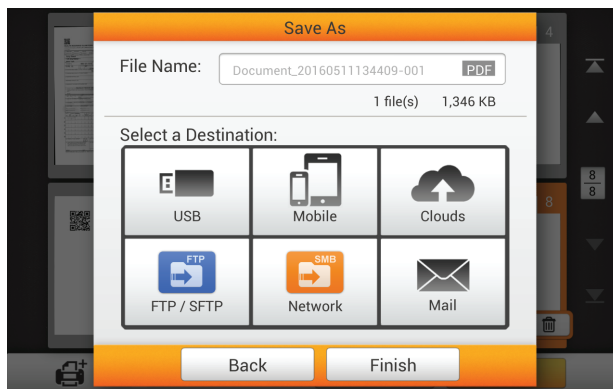
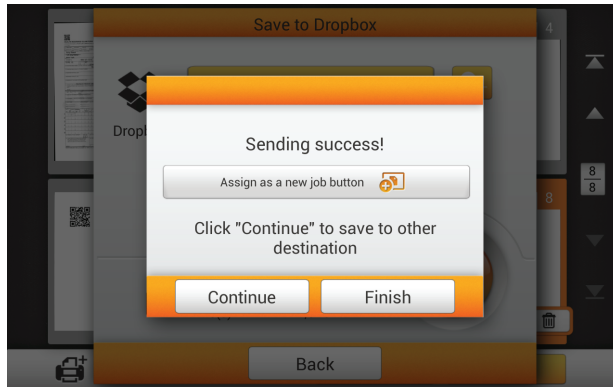
### Scan to PC or Mac

- Download and install the nScan PC and/or Mac Client software
  - o Download from **www.ambir.com/nScan-setup**
  - o Download from nScan to USB Flash Drive:
    - Insert flash drive in nScan USB port
    - Tap **System Settings > Downloads > Client Software** and download PC or Mac software to flash drive
    - Remove the flash drive from nScan when the transfer has completed
    - Insert the flash drive in the PC or Mac and double click on nScan\_Client.exe or PC or nScan\_Client.dng for Mac and follow the on-screen instructions to install the software
  - o On PC/Mac, right click on nScan Client software and select **Open**
  - o Modify **User Name** if needed (this will help identify PC/Mac on nScan) and select the folder where scans will be saved, click **Save**
- Scan your documents and select – **PC**
- Tap **Select a PC**
- Select target PC or Mac from list
- Tap **Send** (Up Arrow)
- Tap **Assign as a new job**, or **Save to another destination** or **Finish**



**Saving documents to more than one destination**

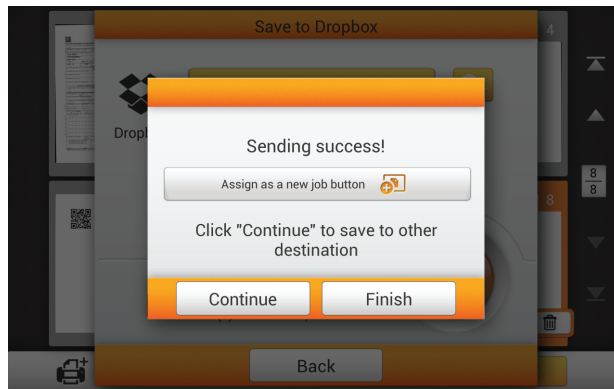
If you want to save your scan to more than one destination, tap **Continue** and then select the next destination.




### Single Touch Job Buttons

Single touch job buttons automate the scanning process. A scanned document is sent to a set destination by simply loading pages in the scanner and tapping a **Job** button. No additional interaction with the scanner is necessary.

You can create dedicated single touch job buttons by tapping **Assign as new job button** on the Sending success! screen.



Tap the  icon button in the upper right corner of the main screen to display the single touch scan jobs.

Execute a Single Touch job by loading pages in the scanner and then tapping a single touch Job button. For more details, please refer to Scanning Using Job Buttons in the User Guide.



## Need help?

We are pleased to provide comprehensive U.S. based phone and online chat support as a resource to serve our customers. Go to [www.ambir.com/support](http://www.ambir.com/support) to chat with us online or call us @ **630-530-5400 option 3**.

## Federal Communication Commission Interference Statement

NOTE: 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 installation. If this equipment does cause harmful interference to radio or 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 into an outlet on a circuit different from that to which the receiver is connected.
- Consult the dealer or an experienced radio/TV technician for help.

FCC Caution: Any changes or modifications not expressly approved by the party responsible for compliance 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.

This device and its antenna(s) must not be co-located or operating in conjunction with any other antenna or transmitter.

### IMPORTANT NOTE:

#### FCC Radiation Exposure Statement:

This equipment complies with FCC radiation exposure limits set forth for an uncontrolled environment. This equipment should be installed and operated with minimum distance 20cm between the radiator & your body.