900gt Series User Guide

Contents

Overview

AmbirScan ADF-gt software provides an easy way to scan documents and link the scanned image to your designated destinations or software application with a touch of a button. Nine different destinations can be assigned to complete your frequently performed tasks.

Searchable PDFs: Documents can be searched by content for indexing, faster document retrieval and reuse of text.

Uploading your scanned image to a cloud or network: AmbirScan ADF-gt allows you to scan and upload the scanned image to various network file servers such as FTP, Google Drive, Microsoft Office SharePoint, Evernote, Dropbox, OneDrive, or another specified computer in the network.

Scan to email: Scan your documents directly into email messages (only available for POP accounts).

Scan to Excel: Quickly scan spreadsheets into Excel, saving you time and paper. Great for use with tax forms, schedules, and much more.

Displaying scanner's TWAIN user interface: For more advanced scan settings, AmbirScan ADF-gt allows you to scan through the scanner's TWAIN user interface and customize your scan configurations to fit into your application needs.

Before you Install

⚠️ **Users must have full administrative rights to install the driver and AmbirScan ADF-gt AmbirScan ADF-gt software. If you are unsure of your permission level, please contact your local IT support.**

- System Requirements: Windows 7/8/10

Scanning from the Buttons

With a single press of the Scan button on your scanner, your document will be scanned, converted, processed, and sent to the designated application based on the button configuration. The following are the default configurations for the 9 available buttons:

1. Searchable PDF
2. Word
3. Printer
4. Email
5. Google Drive
6. Evernote
7. Dropbox
8. OneDrive
9. Excel

Starting AmbirScan ADF-gt Software

The AmbirScan ADF-gt software runs from the System Tray (located in the lower right corner of your screen). After AmbirScan ADF-gt and the scanner driver are properly installed, the AmbirScan ADF-gt software will start and the icon will be displayed.

Left-click the icon to prompt the Button Panel.

Default AmbirScan ADF-gt Functions

Your scanner comes with nine pre-configured button settings for frequent tasks, such as searchable PDF, scan to cloud, or scan to print. The following table shows these default settings. *(Note: These settings can be changed at any time within the AmbirScan ADF-gt software.)*

Important

- **Installation:** You must have full administrative privileges and an internet connection to install the necessary software applications installing AmbirScan ADF-gt.

- **Security:** You must have access privileges to send your scanned images to a network server such as FTP, Microsoft SharePoint, or Google Drive.

- **Microsoft .NET Framework:** To send your scanned images to a network server, Microsoft .NET Framework 2.0 or higher is required. (Check the program and the version via Add or Remove Programs. A list of programs will be displayed. If you have installed Microsoft .NET Framework, the program and the version will be shown in the list.)

- **Cloud Scanning:** You must have an account(s) and access to the cloud location prior to using these functions.

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Note: These are the default button profiles for the DS940gt and DS960gt.

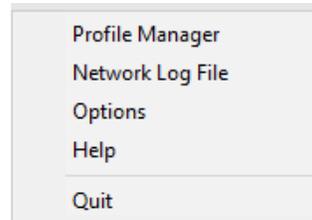| Button Number	Name	Destination/ Application	Preset Scan Settings
0	Archive	Saves locally to C:\Users\Public\Documents \Ambir\AmbirScan ADF Docs\Archive	Auto Color Detection, 200 dpi, Simplex, JPEG, Auto Crop & Deskew
1	Searchable PDF	Scan documents and create searchable PDFs for easy indexing and retrieval.	Auto Color Detection, 300 dpi, Duplex, Multi-page sPDF, Auto Crop, Blank Page Removal
2	Word Document	Scan documents and insert the editable text after OCR (Optical Character Recognition) to your Word application.	Auto Color Detection, 300 dpi, Simplex, .DOC (Multi-page), Auto Crop & Deskew, Blank Page Removal
3	Print	Scan documents and send the image to your default printer.	Auto Color Detection, 300 dpi, Duplex, BMP, Auto Crop & Deskew, Blank Page Removal
4	E-Mail	Scan documents and send the image from your specified e-mail software to an e-mail recipient as an attachment. (Note: this option only works with email clients installed on your PC.)	Color, 300 dpi, Duplex, Multi-page sPDF, Auto Crop & Deskew, Blank Page Removal
5	Google Drive	Google Drive	Auto Color Detection, 300 dpi, Duplex, Multi-page sPDF, Auto Crop & Deskew, Blank Page Removal
6	Evernote	Evernote	Auto Color Detection, 300 dpi, Duplex, Multi-page sPDF, Auto Crop & Deskew, Blank Page Removal
7	Dropbox	Dropbox	Auto Color Detection, 300 dpi, Duplex, Multi-page sPDF, Auto Crop & Deskew, Blank Page Removal
8	OneDrive	OneDrive	Auto Color Detection, 300 dpi, Duplexx, Multi-page sPDF, Auto Crop & Deskew, Blank Page Removal
9	Excel	Microsoft Excel	Auto Color Detection, 300 dpi, Duplex, .XLX (Multi-Page), Auto Crop & Deskew, Blank Page Removal

Profile Manager

AmbirScan ADF-gt provides nine preset profiles for your various applications. You can add new profiles for your application needs. A profile is useful for quickly loading particular settings that you need for certain documents.
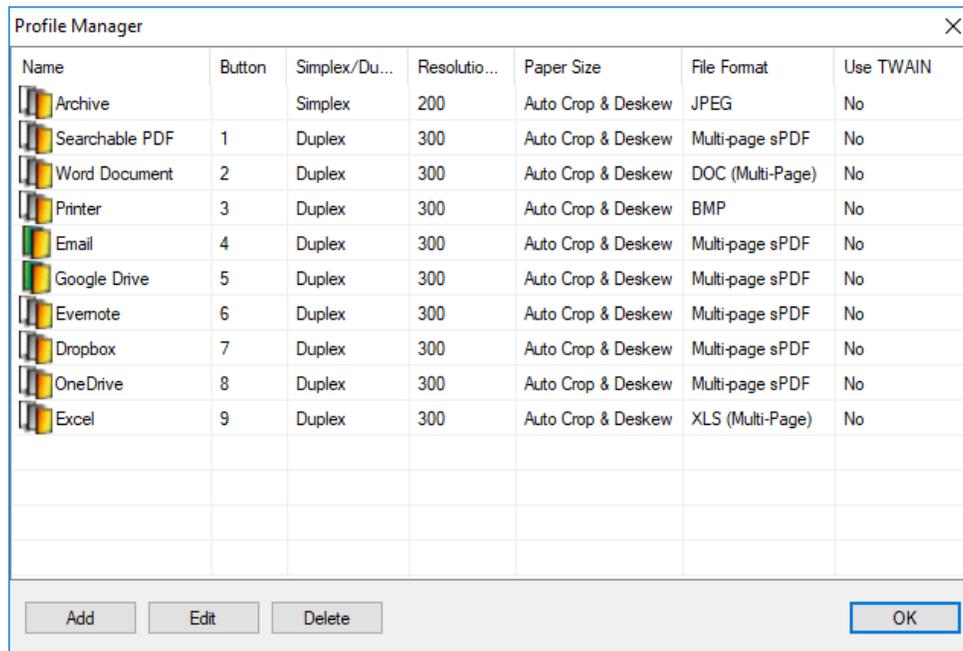
While the AmbirScan ADF-gt software comes with default profiles, you may add other profiles to the scan buttons as needed.

To add a new profile, follow these steps:

1. **Right-click** the AmbirScan ADF-gt icon in your System Tray. The following pop-up menu will be displayed.

2. Choose **Profile Manager** to prompt the following **Profile Manager** dialog box.

Name	Button	Simplex/Du...	Resolutio...	Paper Size	File Format	Use TWAIN
Archive		Simplex	200	Auto Crop & Deskew	JPEG	No
Searchable PDF	1	Duplex	300	Auto Crop & Deskew	Multi-page sPDF	No
Word Document	2	Duplex	300	Auto Crop & Deskew	DOC (Multi-Page)	No
Printer	3	Duplex	300	Auto Crop & Deskew	BMP	No
Email	4	Duplex	300	Auto Crop & Deskew	Multi-page sPDF	No
Google Drive	5	Duplex	300	Auto Crop & Deskew	Multi-page sPDF	No
Evernote	6	Duplex	300	Auto Crop & Deskew	Multi-page sPDF	No
Dropbox	7	Duplex	300	Auto Crop & Deskew	Multi-page sPDF	No
OneDrive	8	Duplex	300	Auto Crop & Deskew	Multi-page sPDF	No
Excel	9	Duplex	300	Auto Crop & Deskew	XLS (Multi-Page)	No

3. Choose any of the preset 9 profiles and click the **Add** button. A new profile will be created and displayed in the list.
   a. You may also highlight a scanning profile and assign a number from 1-9 by right clicking the button column.

4. Rename the button by typing a new name in the Name field. You may change your settings by clicking the **Edit** button to prompt the **Button Properties** dialog box for more advanced settings. Or, you may click the **Delete** button to delete a current profile.

5. Click the **OK** button to save your settings and leave this dialog box.

Configuring the Buttons

AmbirScan ADF-gt allows you to customize the buttons, including scan profiles, destination applications, and how files are stored and named.

Button Properties Dialog Box

For each of the nine buttons, you can choose a new Scan to Destination, Scan Configuration, and File Format from the Button Properties dialog box.

To start the Button Properties dialog box, follow these steps:

1. **Left-click** the AmbirScan ADF-gt icon in the System Tray at the bottom right corner of the screen. The **Button Panel** will be displayed.

2. **Right-click** the button which you want to configure. The **Button Properties** dialog box appears. See the definitions below for each section.
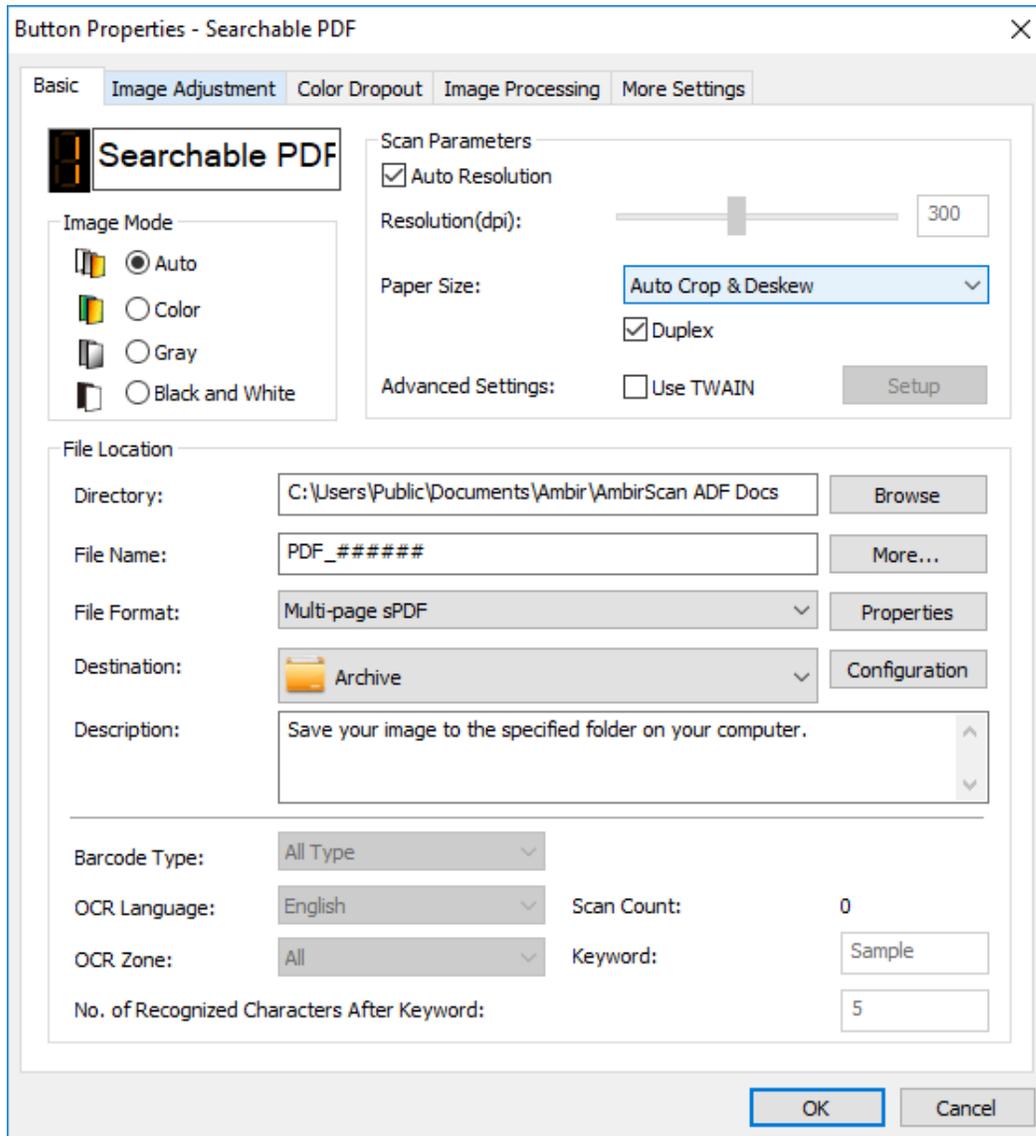
- **Basic Tab:** Select your basic scan settings including image mode, resolution, paper size, file path and file name, and your desired Scan To destination.
- **Image Adjustment Tab:** Select desired brightness and contrast value to improve your scanned image.
- **Color Dropout Tab:** Select the color channel to be removed to sharpen your text.
- **Image Processing Tab:** Choose if you wish to rotate your image or remove blank pages.
- **More Settings Tab:** Select the way you want to detect your overlapped document and how to separate multi-page documents.

3. Click **OK** to save your settings and close this window.

Basic Tab

The **Basic tab** is where most of your button configurations will be made. The Basic tab allows you to set basic settings for the button including scan settings, file format and path, and your folder destination for scanned images.

The **Basic tab** includes the following options (*Button 1 used for demonstration purposes*):
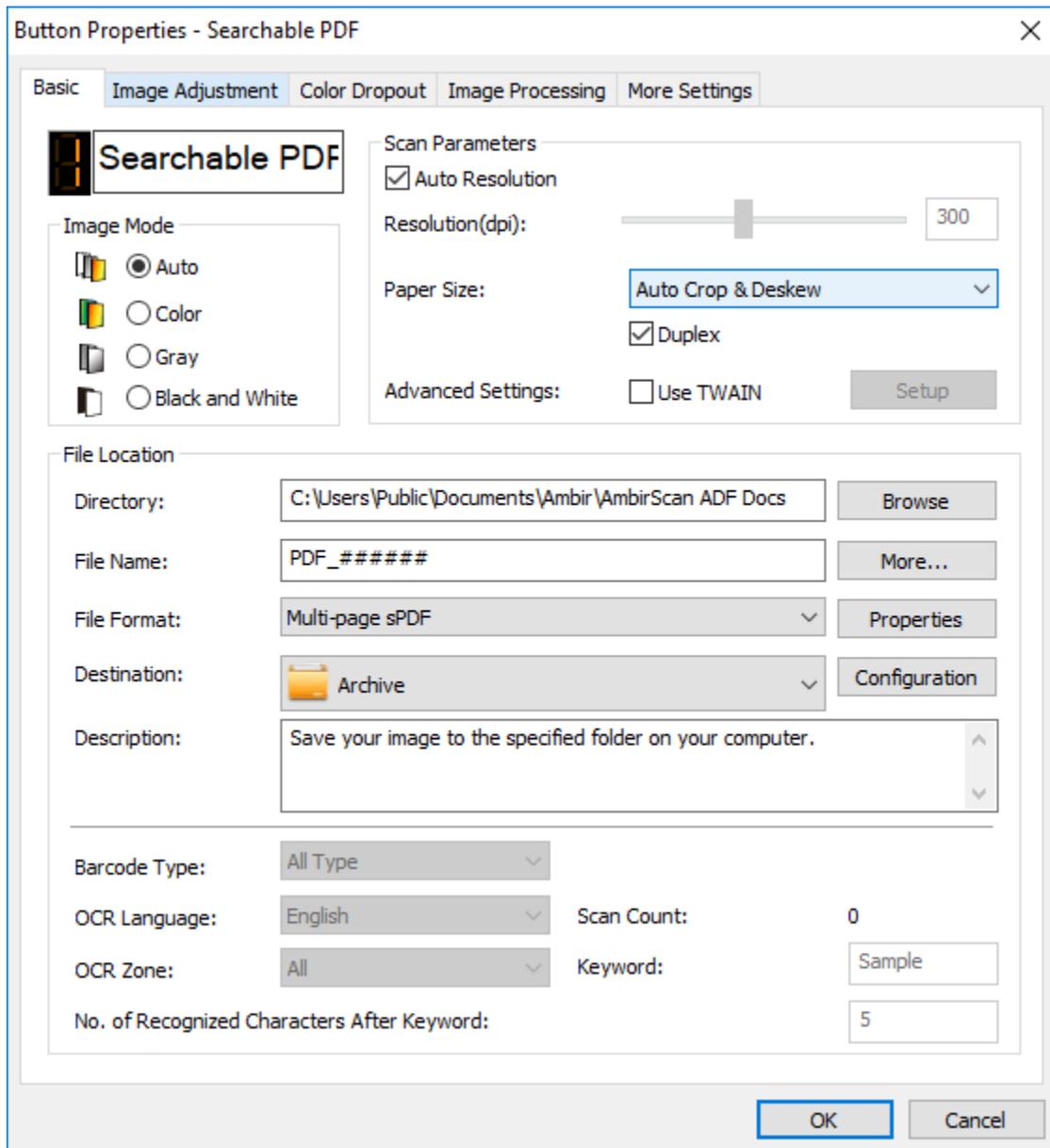
Button Name

The **Button Name** field allows you to rename the button name. You can change the name from within the AmbirScan ADF-gt software, or by right-clicking the button number from the System Tray and renaming there. The outlined image below displays the name field.

Renaming Buttons from the System Tray

1. On the Button Panel, **right-click the button number** (the number, not the name field) you wish to rename. The button name will be highlighted.

2. Type the new button name in the field and then press the **Enter** key on your keyboard. In this example, button 3 changed from Printer to My Printer.
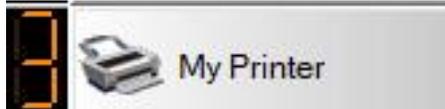
3. The revised name is changed and will be displayed in the Button Panel as shown.

Image Mode

The selections in the **Image Mode** section relate to your scan color preferences. The default setting for each button is Auto. Other options include Color, Gray (grayscale), and Black and White. For specifics on these settings, see the chart below.

Auto	Automatically detects and scans your color document in color image mode. If your document is in color, the scanner will automatically scan the document into a color image. If your document is non-color, the scanner will scan your document in Black and White mode. This option is best for scanning mixed color and non-color documents.
Color	Scan color photographs or color documents. Color scan produces the largest file size.
Gray	Scan documents containing drawings or black and white photographs. This scanning produces an image of up to 256 shades of gray.
Black and White	Scan documents containing purely text, pencil, or ink sketch. This scan mode produces the smallest file size.

Scan Parameters Options

The image below shows the options for scanning parameters. See details below for more information on each setting:
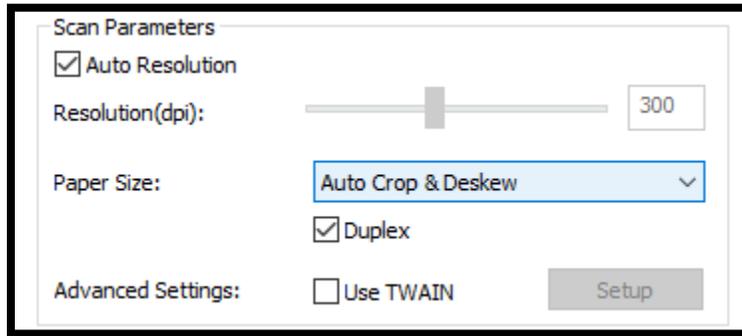
Auto Resolution (default): Resolution is measured in pixels per inch (ppi), sometimes referred to as dots per inch or dpi. Higher resolutions result in more detail in the scan, slower scanning and in general, and greater file sizes.

Paper Size: The default setting is Auto Crop & Deskew. This selection will automatically detect the length and size of the paper. You may change this setting to a specific paper size by clicking the drop down menu.

Auto Crop and Deskew: Automatically adjusts the cropping window according to different document sizes and automatically straighten a skewed image.

Duplex: Select to scan both the front and rear side of your document.

Use TWAIN: Click to scan based on the scanner's TWAIN user interface. Click **Setup** to prompt the scanner's TWAIN user interface for more advanced scan settings.

File Location Option

Below is the screenshot of the File Location section of the button properties. See the definitions below and actions to change settings.
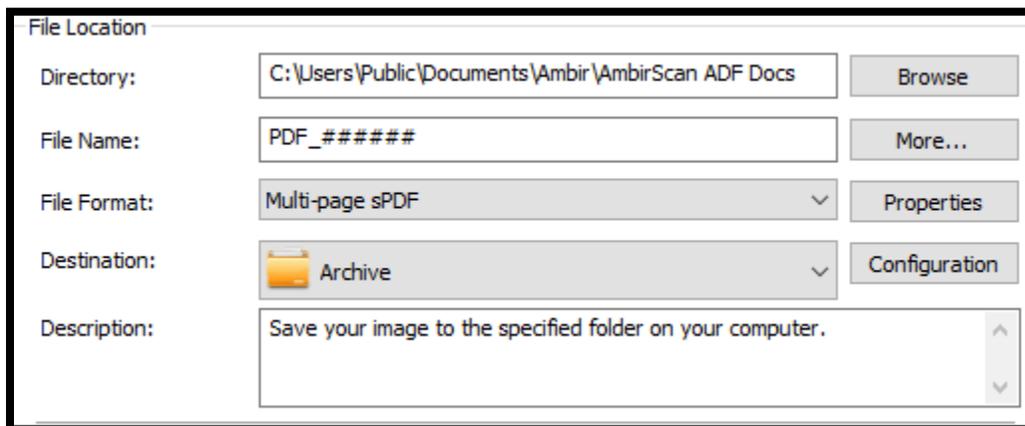
Directory: Enter the path or click **Browse** to select the path for your scanned image. The default save location is C:\Users\Public\Documents\Ambir\AmbirScan ADF Docs (*Note: C represents your system drive.)*

File Name: The default file name is the file extension type followed by ###### (ex: PDF_######). You may change this at any time. Other file naming options available by selecting the **More** option.

File Format: The file format you select determines the file format for the scanned image of your document. See the definitions below for each format.

> **BMP:** BMP (Bitmap) is the standard Windows image format on Windows-compatible computers. The BMP format supports RGB, indexed-color, grayscale, and Bitmap color modes.

> **GIF:** GIF (Graphics Interchange Format) format is used mainly for its small file sizes. GIF displays a maximum of 256 colors, which makes it unsuitable for pictures with continuous colors. Its application is best for color clip art, black-and-white line drawings, or images with large blocks of solid colors.

> **PNG:** PNG (Portable Network Graphic) is also a bitmap of indexed colors under a lossless compression, but without copyright limitations; commonly used to store graphics for Web images. PNG is superior to GIF in that it has better compression and supports millions of colors.

> **TIFF:** TIFF (The Tagged-Image File Format) is a flexible bitmap image format supported by virtually all paint, image-editing, and page-layout applications. To compress your file size, click the **Properties** button. The greater the compression level, the lower image quality.

> **Multi-TIFF:** Multi-TIFF combines all the scanned images into a **single** TIFF file.

> **JPEG:** JPEG (Joint Photographic Experts Group) compression provides the best results with continuous-tone color and the smallest file size. To compress your file size, click the **Properties** button. Move the slider to the right or to the left to increase or decrease the level of compression. *Note: the greater the compression level, the lower image quality.*

Single-Page PDF/Multi-Page PDF: PDF (Portable Document Format) is a very popular file format created by Adobe. You can view PDF files using applications such as Adobe Reader, Adobe Acrobat or Nuance Power PDF.

Multi-page SPDF: Multi-page sPDF combines all the scanned images into a single searchable PDF file.

OCR (for nScan destination only): OCR (Optical Character Recognition) is a special file format provided by AmbirScan ADF-gt. If you wish to convert your image text to editable text and insert the text directly to your application, such as Microsoft Notepad or Microsoft Word, you need to select the file format to be OCR.

RTF: RTF (Rich Text Format) is a document file format developed by Microsoft for cross-platform document interchange. Most word processors including Microsoft WordPad or Notepad can read and write RTF files.

TXT: The TXT file format, ending in ".txt", is a file format that is in plain text. Plain texts, or .txt files, are recognized by all word processors and text editors.

If you wish to convert your scanned image to editable text, you can choose the file format to be RTF. TXT, or other text file format used by Microsoft and select your OCR language to convert the scanned image to editable text.

PPT/PPTX: File extension for a presentation used by Microsoft PowerPoint.

DOC/DOCX: File extension used by Microsoft Word.

XLS/XLSX: File extension for a spreadsheet file format used by Microsoft Excel.

XPS: an XML Paper Specification File, developed by Microsoft, which serves as a PDF alternative.

HTML: is a HyperText Markup Language file format used as the basis of a web page. ***Note:*** *HTML file format is available only when you select destination as Archive.*

Destination: Choose what application to send your scanned image(s) to. Clicking on the drop-down menu displays all options available.

- **Destination Choices**:
    - **Archive**: Saves to your specified File Location Directory.
    - **nScan to App:** Scans images or text to an *open* application, such as Microsoft Word.
        - Select OCR as file type if you are inserting text into an application (ex: Word). Text will be inserted at cursor placement within an open, active file.
        - Select JPEG or other image file formats if you are inserting text into an application (ex: Word). Text will be inserted at cursor placement within an open, active file.
    - **Scan to App:** Scans are saved with the specified file format in the file directory, then opened to be viewed by the Windows application specified as the default for the file type.
    - **E-mail:** Scans to your default e-mail software.
    - **Printer**: Scans to your default printer.
    - **Shared Folder:** Scans to your specified shared folder location, if applicable.
    - **FTP:** Scans to your specified FTP site.
    - **SharePoint, Office 365, Google Drive, Evernote, Dropbox, OneDrive**.

*Note: T*here may be some destinations included in the AmbirScan ADF-gt software application not mentioned in this documentation.*

To upload images to destinations on a network or FTP, you must first setup your login name and password to the destinations.

Contact your network administrator to get a valid user name and password, or you may refer to the subsequent section *on how to setup the login name and password.*

The below image displays various settings for Barcode and OCR scanning. To enable these settings, File Naming must be changed to the corresponding scanning type.

Barcode Type: To enable these options, **File Naming** must be set to **Barcode**. Once selected, you may choose the type of barcode being used.

OCR Language (Optical Character Recognition): English (default). To enable these options, **File Naming** must be set to OCR. Once selected, you may select the area location for OCR, keywords, and Number of Recognized characters After Keyword.

Scan Count: Display your total scan count.

Image Adjustment Tab

The **Image Adjustment** tab allows you to adjust the color quality of the image to match closest to the original. *Ambir Technology does not recommend modifying these default settings unless you experience significant image quality issues.*
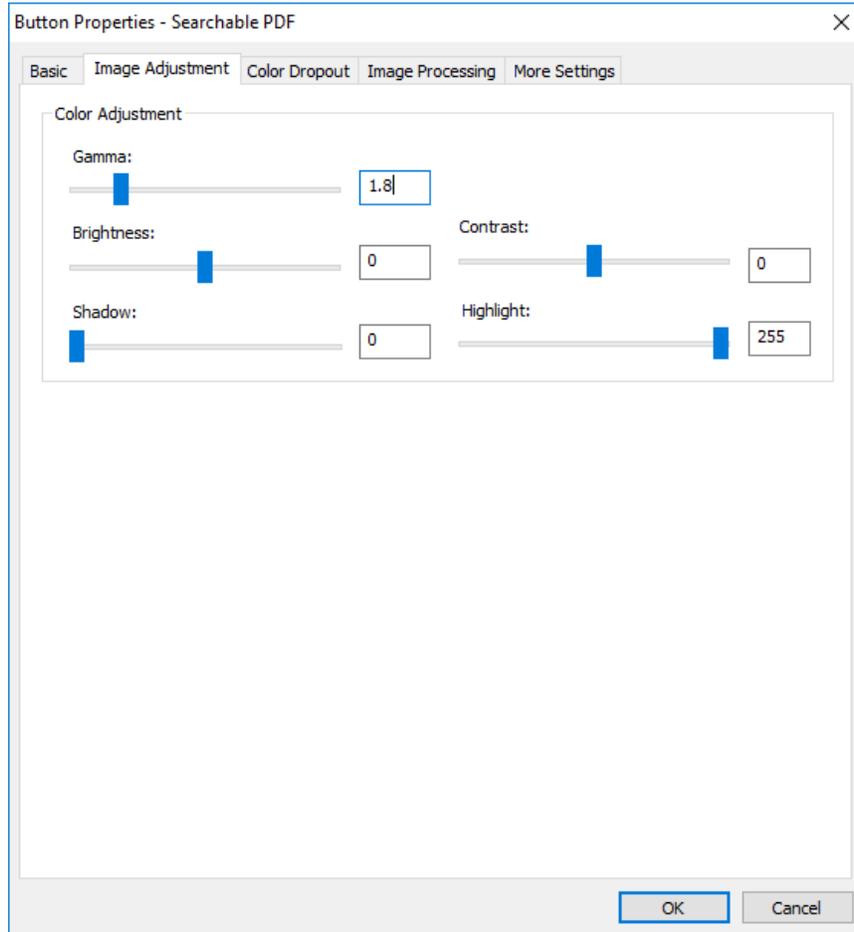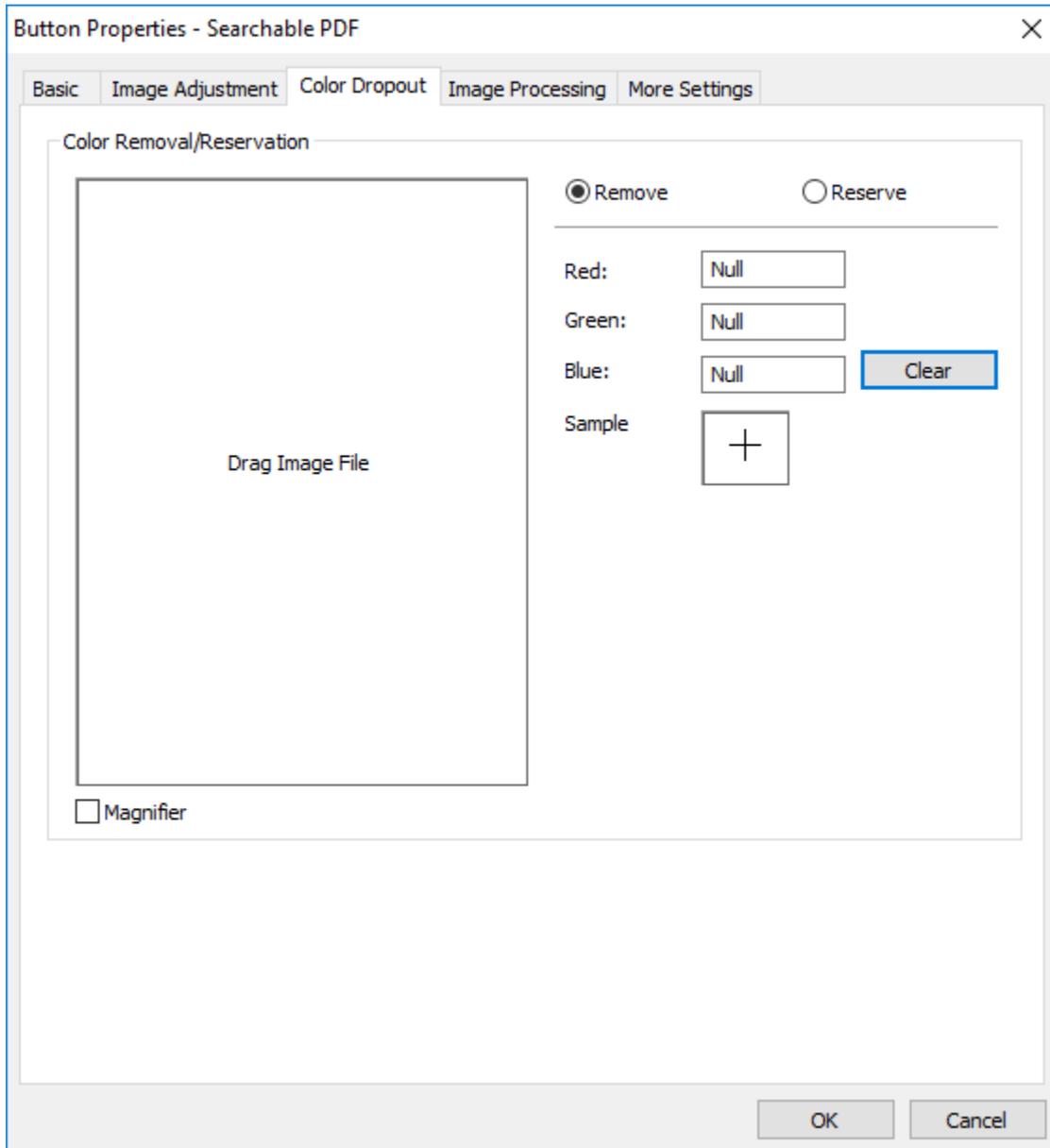

Brightness and Contrast

Brightness	Adjusts the lightness or darkness of an image. The higher the value, the brighter the image. Drag the slider to the right or left to increase or decrease the brightness. The default value is 0.
Contrast	Adjusts the range between the darkest and the lightest shades in the image. The higher the contrast, the bigger the different grayscale. Drag the slider to the right or left to increase or decrease the contrast. The default value is 0.
Gamma:	Adjusts the mid-tones of the image without dramatically altering then lightest and the darkest areas.

Color Dropout Tab

Color Dropout tab allows you to filter out a color channel (red, green, or blue). For example, if you are scanning a document with a red watermark, you can choose to filter out the red channel, so the scanned image only displays the text and not the red watermark. Removing colors from the scan might reduce the scan file size and improve optical character recognition (OCR) result.

Button Properties - Searchable PDF ✕

| Basic | Image Adjustment | Color Dropout | Image Processing | More Settings |

Color Removal/Reservation

Drag Image File

◉ Remove   ○ Reserve

Red: Null
Green: Null
Blue: Null   Clear
Sample   +

☐ Magnifier

OK   Cancel

Note: Color dropout only applies to grayscale and black and white scans.

Entering the RGB Values

You may specify the color to be removed by entering the RGB (Red, Blue and Green) value respectively. Click the **Clear** button to reset your color.

Selecting Your Color

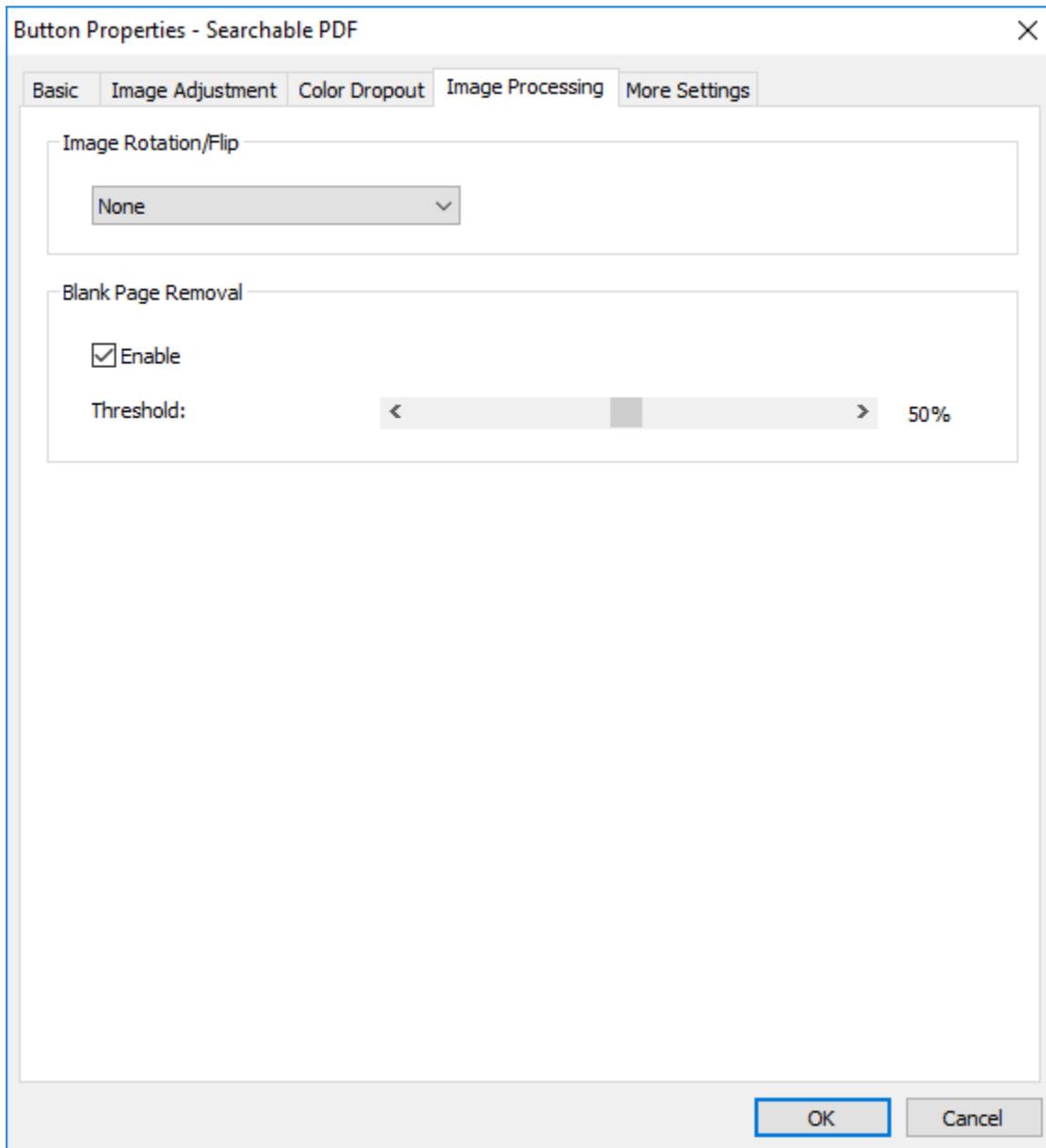You may try the following way to select your color effectively.

1. After the scan is done, with the AmbirScan ADF-gt Color Dropout window open, drag and drop your scanned image to the window in the AmbirScan ADF-gt software (see image below).
2. Check **Use a Magnifier** and choose your specific color on the scanned image. The RGB value for the color will be displayed.
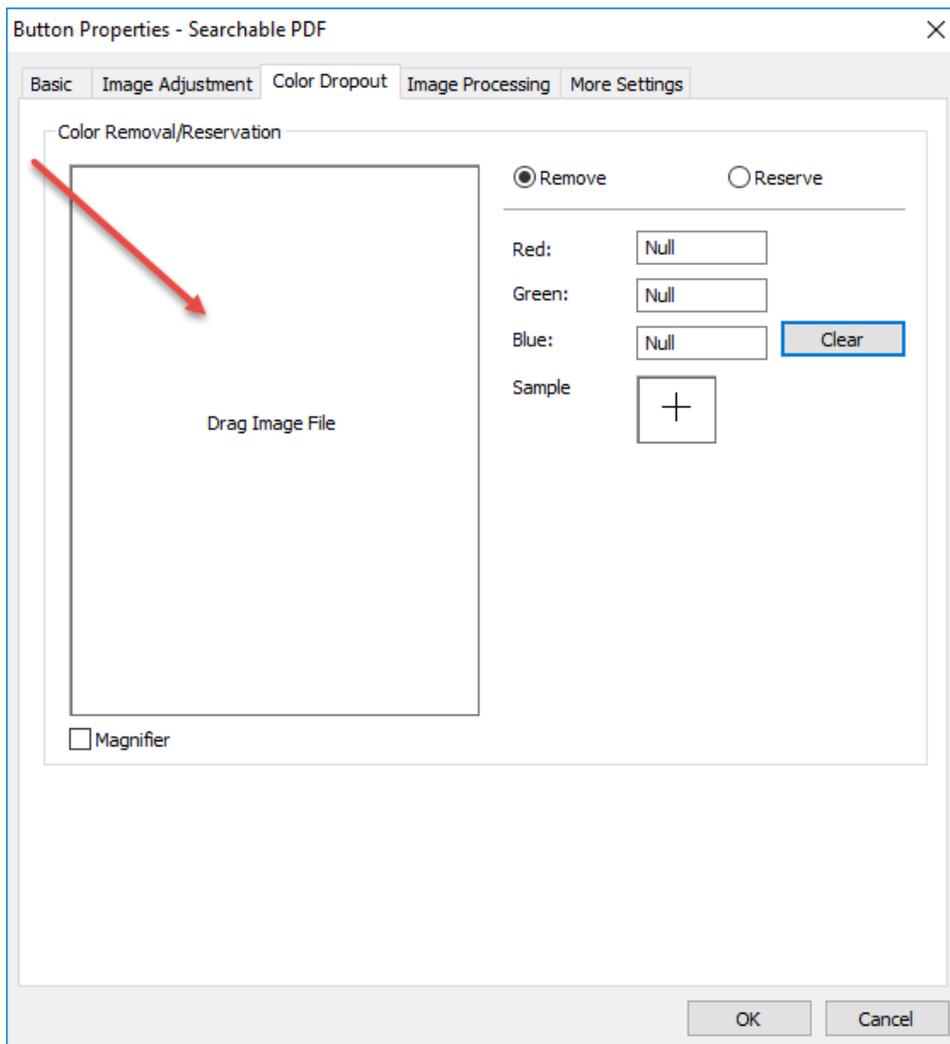
3. Click **OK** to complete.

Image Processing Tab

The **Image Processing** tab includes the following options:

Button Properties - Searchable PDF ✕

Basic | Image Adjustment | Color Dropout | Image Processing | More Settings

Image Rotation/Flip

None ▾

Blank Page Removal

☑ Enable

Threshold: ‹ ▭ › 50%

OK | Cancel

Image Rotation/Flip: Select rotation angle for your document if necessary.

Choices: None, 90 degrees left (counter clockwise), 90 degrees right (clockwise), 180 degrees around, 180 degrees flipped.

123
Original

90 degrees right

90 degrees left

180 degrees around

180 degrees flipped

Blank Page Removal (default enabled): Removes blank pages scanned. Adjust the sensitivity value to define the threshold.

More Settings Tab

The **More Settings** tab provides the following options:
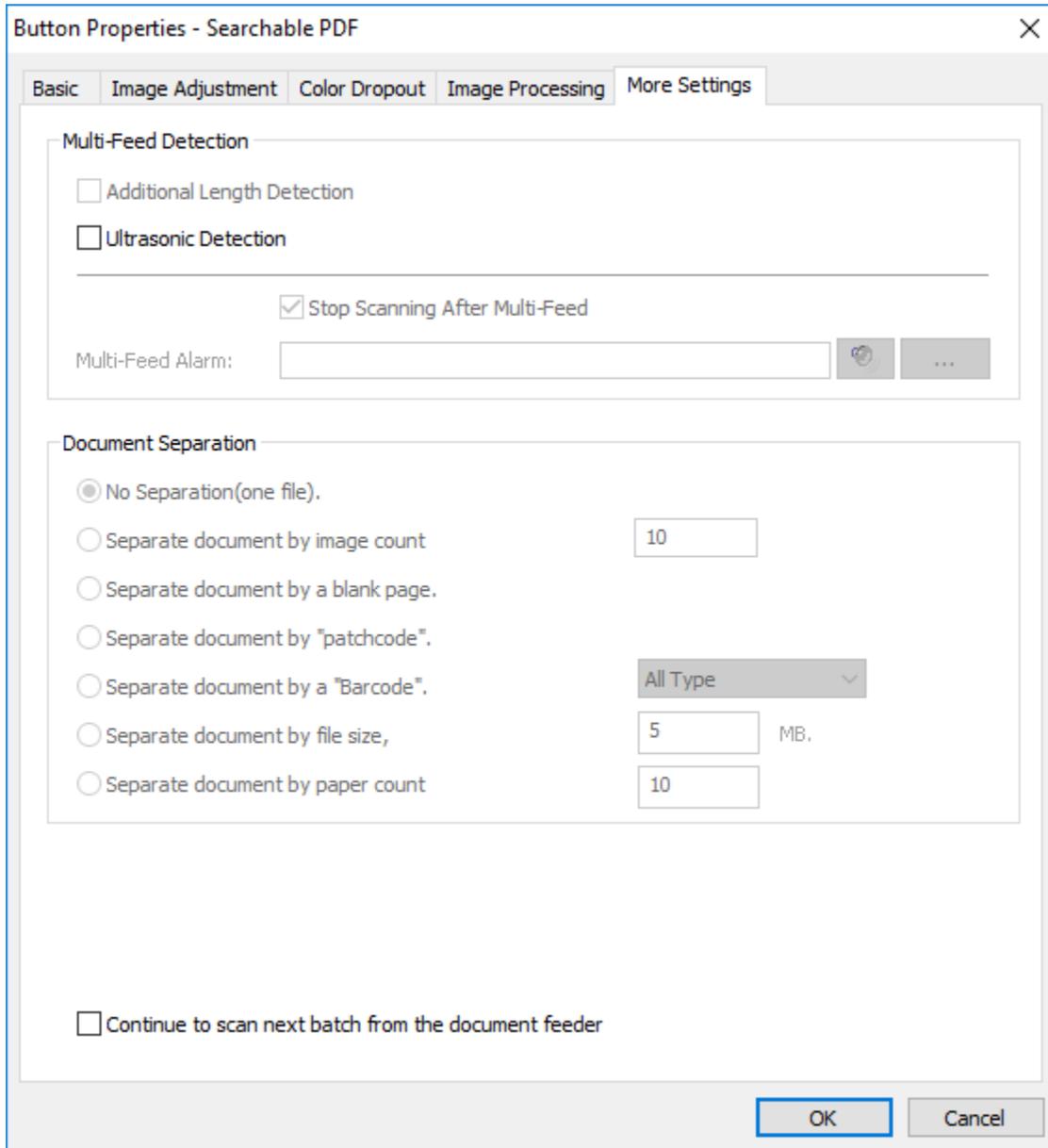
Multi-Feed Detection: Multi-Feed Detection allows you to detect an overlapped document that goes through the auto document feeder. Multi-Feed usually occurs due to stapled documents, adhesives on documents, or electro-statically charged document.

Ultrasonic Detection: Ultrasonic Detection allows you to set overlapped document by detecting paper thickness between documents.

Stop Scanning after Multi-Feed (default enabled): When enabled, the scanner will stop the feeder and a Warning dialog box will be displayed if multi-feed is detected.

Additional Length Detection: To use this function, you must change the paper size on the General tab from Auto Crop & Deskew to a specific page size from the drop-down menu.

Multi-Feed Alarm: If a wave sound file is added, the scanner will make a sound alarm if multi-feed is detected, but no Warning dialog box will be displayed.

How to Add the Sound Alarm:

1. Click the **Browse** button on the right side of the speaker icon. The **Open** dialog box appears.
2. Choose your .WAV (wave) file.
3. Click the **Open** button. The .WAV (wave) file is added.

Stop Scanning after Multi-Feed (default enabled): When enabled, the scanner will stop the feeder. When not selected, the scanner will continue to scan till the end of your document.

- **Stop Scanning after Multi-Feed Enabled:** follow the action described in the preceding section to complete your job.
- **Stop Scanning after Multi-Feed Disabled:** rescan the pages where multi-feed is detected.

Document Separation: AmbirScan ADF-gt provides you the following options to separate your multi-page document. There are three types of file formats that support multi-page document. Be sure to select your file format to be any of the Multi-TIF, Multi-PDF files.

- **No separation (one file):** This is the normal mode – Every load of paper will generate one output file, as long as the file format supports it.
- **Separate document by page number:** With this mode, output files are split according to a specified page number.
- **Separate document by a blank page:** With this mode, output files are split whenever a blank page is detected.
- **Separate document by patch code:** With this mode, output files are split whenever a patch code is detected. A patch code is a pattern of parallel, alternating black bars and spaces (i.e. a barcode) that is printed on a document. Patch code sheet is most commonly used as a document separator in a stack of document.

  You can find various sizes of patch codes (PDF) in the following folder location:
  C:\ProgramData\Microsoft\Windows\Start Menu\Programs\Ambir nScan 940gt Scanner.

  C:\ProgramData\Microsoft\Windows\Start Menu\Programs\Ambir nScan 960gt Scanner.

  Simply print the PDF file to produce the patch code sheet. Insert the patch code sheets to wherever you want the file to separate.

- **Separate document by barcode**: With this mode, output files are split whenever a barcode is detected.
- **Separate document by file size:** With this mode, output files are split according to a specified file size.
- **Continue to scan next batch from the document feeder:** Check to allow continue scan from the document feeder with the same scan settings. After scanning, a dialog box will be prompted to ask if you wish to perform continue scan. Place your next batch into the document feeder and then click "Continue" to scan your next batch with the same scan settings or "Stop" to end your scan.

Send to Printer

AmbirScan ADF-gt allows you to scan documents and send the scanned documents to a specified printer. What's best, if desired, you can print two images in one side of a sheet.

To setup AmbirScan ADF-gt to upload images to a specified printer:

1. **Left-click** the AmbirScan ADF-gt icon in your **System Tray** to prompt the Button panel.
2. **Right-click** button #3 to prompt the **Button Properties** dialog box as shown in below.
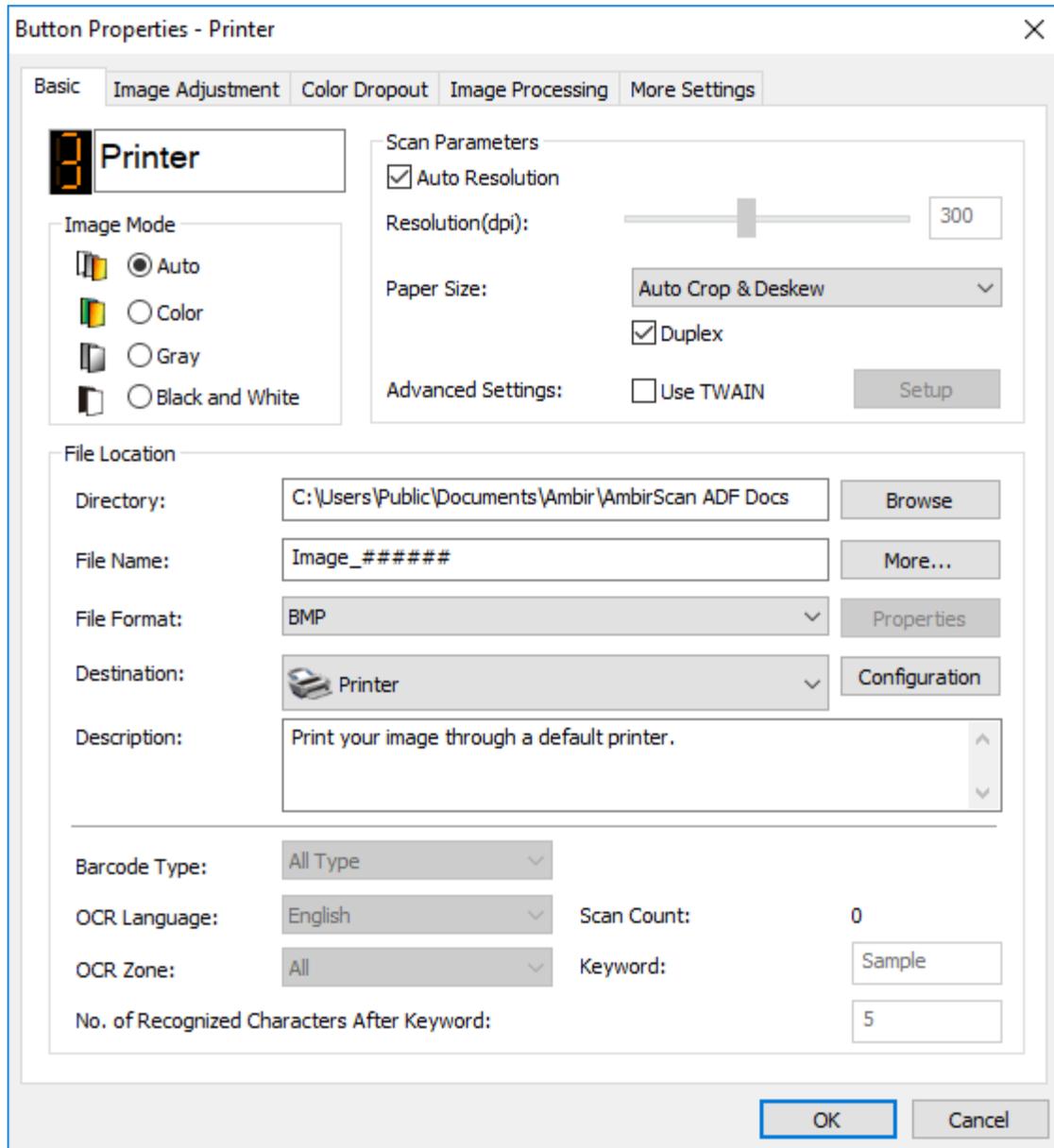
3.   Click **Configuration** on the **Destination** option. The **Printer Configuration** dialog box appears.
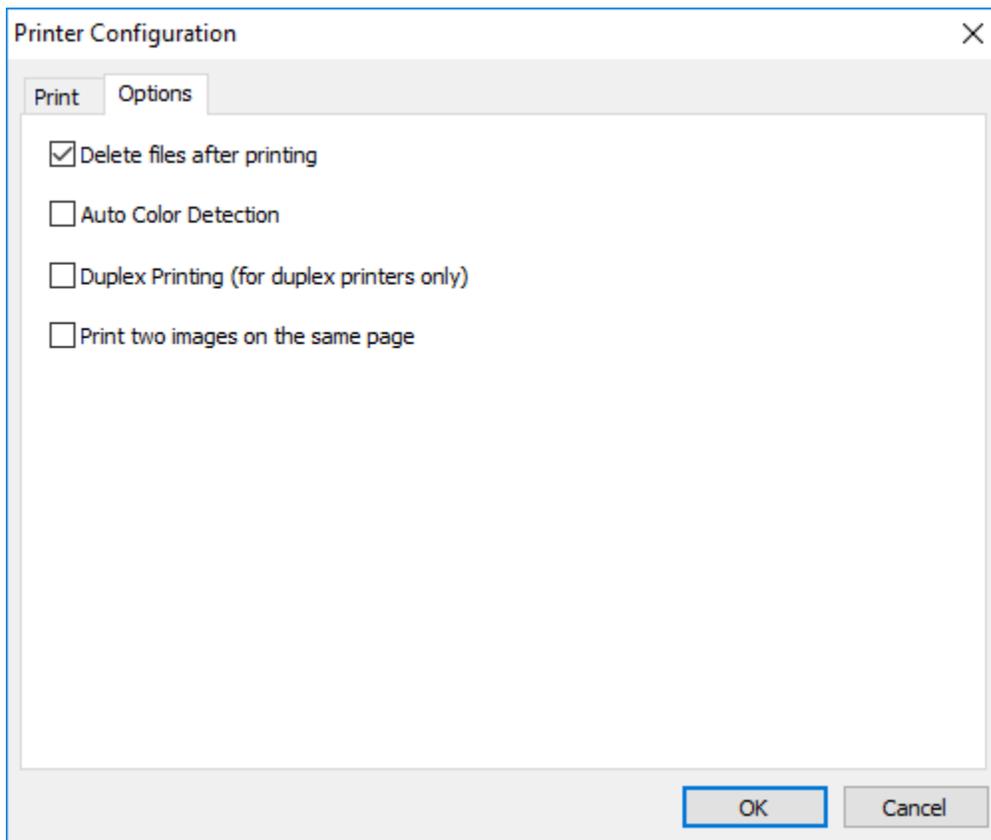
If you are printing images not from a default printer, select your desired printer from the list. Click **Properties** to prompt the **Properties** dialog box to change your desired print settings and click **OK** to complete and close the dialog box.

Printer Configuration Options

Auto Color Detection: Automatically detect the image type of the scanned image and print the images according to the image type. For example, if the scanned image is color, the image will be printed in color if the specified printer is a color printer; if the scanned image is black and white, the image will be printed in black and white.

Duplex Printing (for duplex printers): Choose to print the scanned images in both the front and rear side of a page. This option will be available only if the specified printer supports duplex (double-sided) printing.

Print two images on the same page (for duplex scanner only): Choose to print two images on the same side of a sheet. This option is useful when you wish to print the front and rear side of your original such as ID card or driver license on the same page. If you have purchased a duplex scanner, use this option to print two sides of your original in one side of a sheet.

Scan to Email (Microsoft Outlook)

AmbirScan ADF-gt software button 4 is configured to scan your documents and send them to a specified Microsoft Outlook as an attachment. By typing your recipient and subject in advance, the scanned image can be directly sent to the recipient with a single click.

⚠️ If you are not using Microsoft Outlook client email, you can change the button configuration to **Easy Mail** in the **Destination drop down menu (see below instructions).** Contact your System Administrator to get the IP address of your mail server.

Configuring New Email Client (non-Outlook)

To setup AmbirScan ADF-gt to upload images to an E-mail client other than Outlook, follow these steps:

1. Click the **AmbirScan ADF-gt icon** in your System Tray to prompt the Button panel. Right-click button #4 to prompt the **Button Properties** dialog box as shown in below.
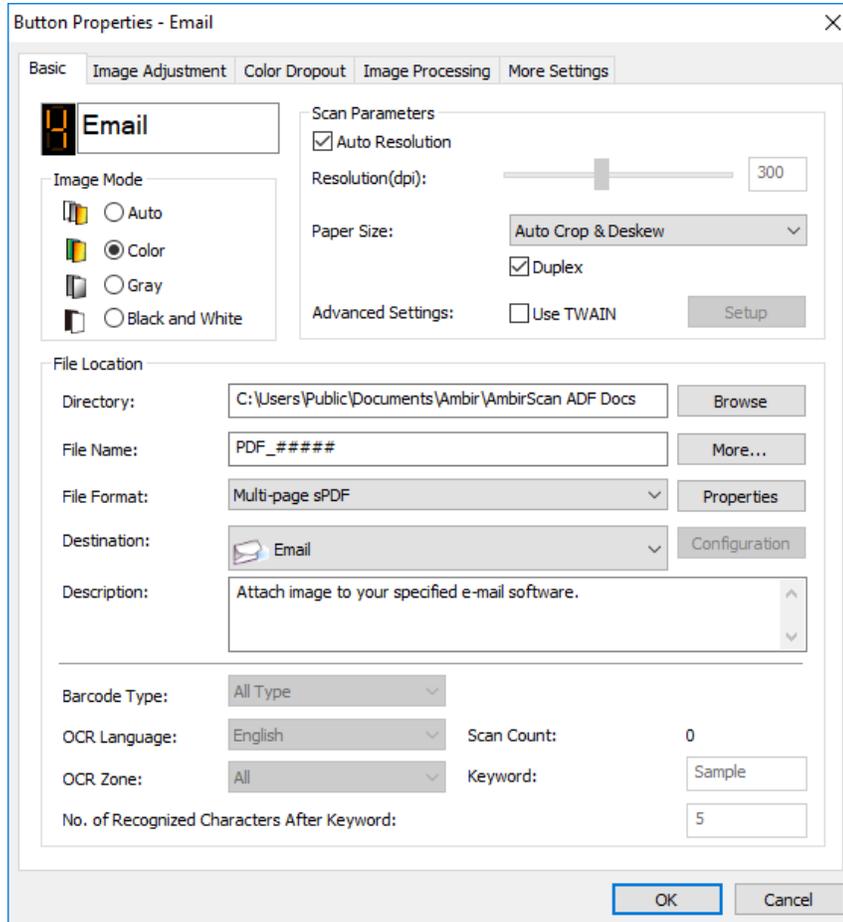
2. Click the drop down in the **Destination** option and select **Easy Mail**.

   ⚠ Please note **JPEG** becomes the default file format when you change this setting. You can change the file type to another format using the **File Format** drop down.

3. Click the **Configuration** button. The below dialog box appears:
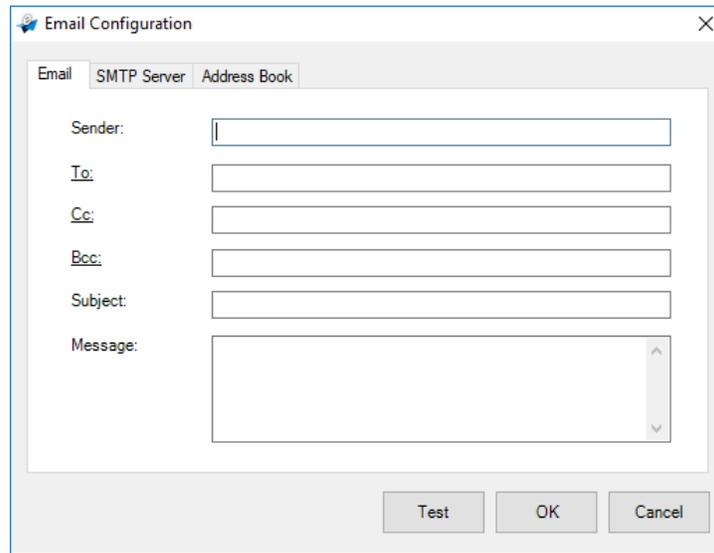
- Enter the e-mail address of the sender and recipient.
- Type your subject and message on the Subject field and Message field.
- If desired, enter the e-mail address of the CC and BCC field.

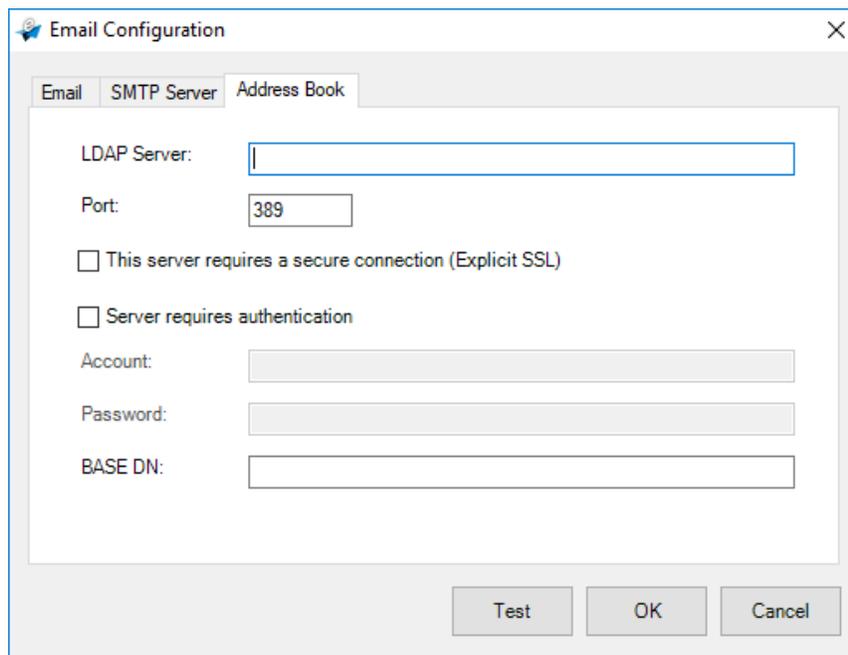4. Click the **SMTP** tab to display the SMTP dialog box:
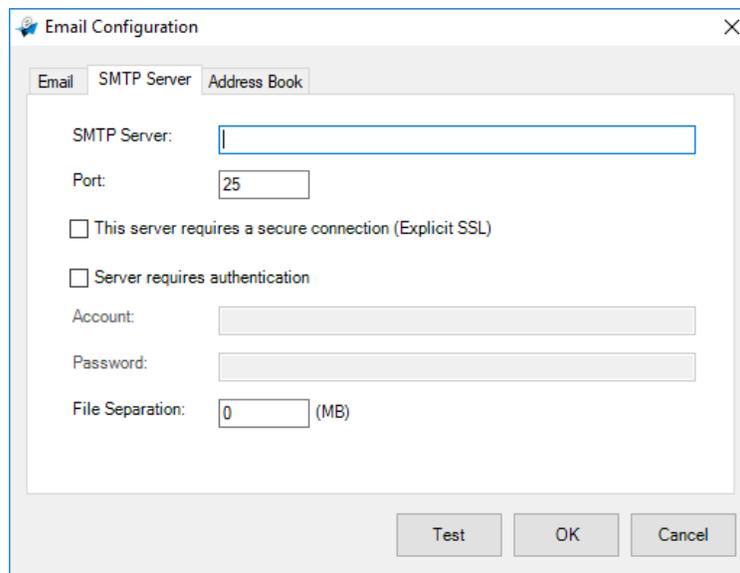
- **SMTP Server**: Enter the IP address of your SMTP server.
  - o If the SMTP server requires authentication, check **Server requires authentication** and then enter your account name and password.
- **Port:** Enter the port number of your SMTP server. Default: 25
  - o If there is a file size limitation, enter the limited value on the **File Separation** field.

5. You may search your e-mail address of "**To**", "**CC**", and "**BCC**" field from the LDAP server by clicking the "**Address Book**" tab to display the **LDAP** dialog box.

- **LDAP Server:** Enter the IP address of your LDAP server.
  - o If the LDAP server requires a secure connection, check **This server requires a secure connection**. Contact your System Administrator for the details.
  - o If the LDAP server requires authentication, check **Server requires authentication** and then enter your account name and password.
  - o To test if your setting of LDAP server is OK, click the E-mail tab.
- **Port:** Enter the port number of your LDAP server. *Default: 389*
- **BASE DN:** Enter your base DN. Base DN (distinguished name) identifies the starting point of a search. A 'DN' indicates what record to view in an LDAP tree. The top level of the LDAP directory tree is the base, referred to as the "base DN". For example, you could indicate a base of dc=com, dc=net for a search that starts at the top and proceeds downward. Contact your System Administrator for the details.

Note:

- LDAP: Stands for Lightweight Directory Access Protocol. LDAP enables users to access directories and address books directly from external networked devices to simplify document distribution.
- SSL (Secure Sockets Layer) is a standard security technology for establishing an encrypted link between a server and a client—typically a web server (website) and a browser; or a mail server and a mail client (e.g., Outlook).
- You must enter your Sender address, or the scanned image cannot be forwarded to the recipient.

- **Test the Settings**
  - Click "To", "CC" or "Bcc", a **Search** dialog box appears.
  - Enter the keyword to search on the **Searching** field. The search result containing your keyword will be displayed.
  - Select your desired e-mail address and click "To", "CC", or "Bcc" which you need to set the e-mail address. The e-mail address will be pasted on your selected field.
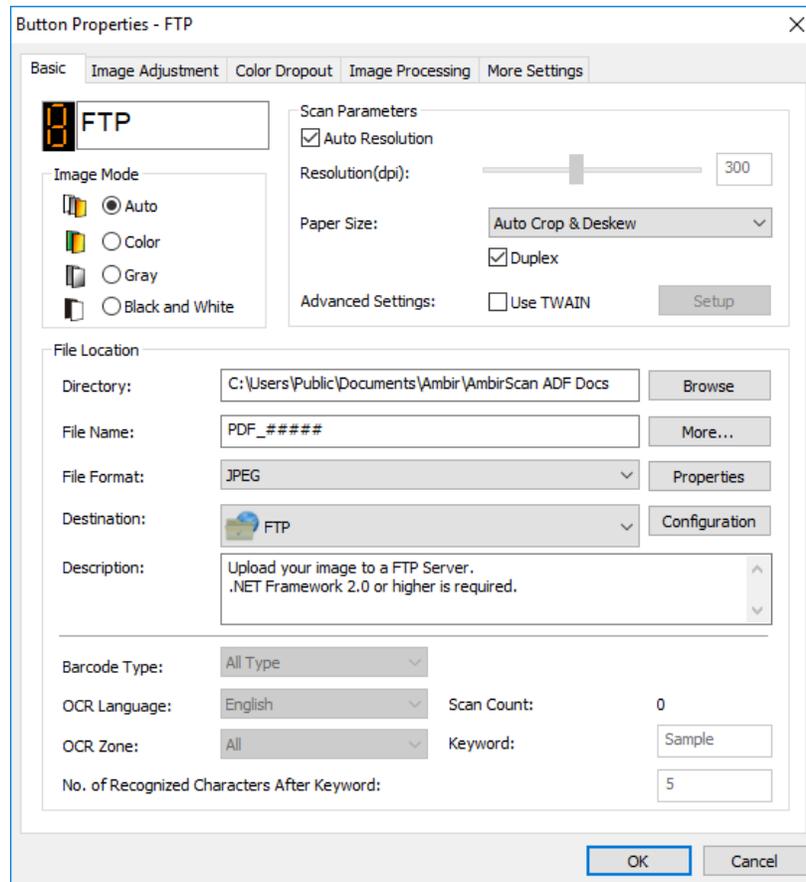
7. Click "**OK**" to complete.

FTP Server

AmbirScan ADF-gt provides a way to scan documents that you want to share and send to an FTP server. Once the electronic file is uploaded to an FTP server, the scanned document can be shared by users who have the access of the server.
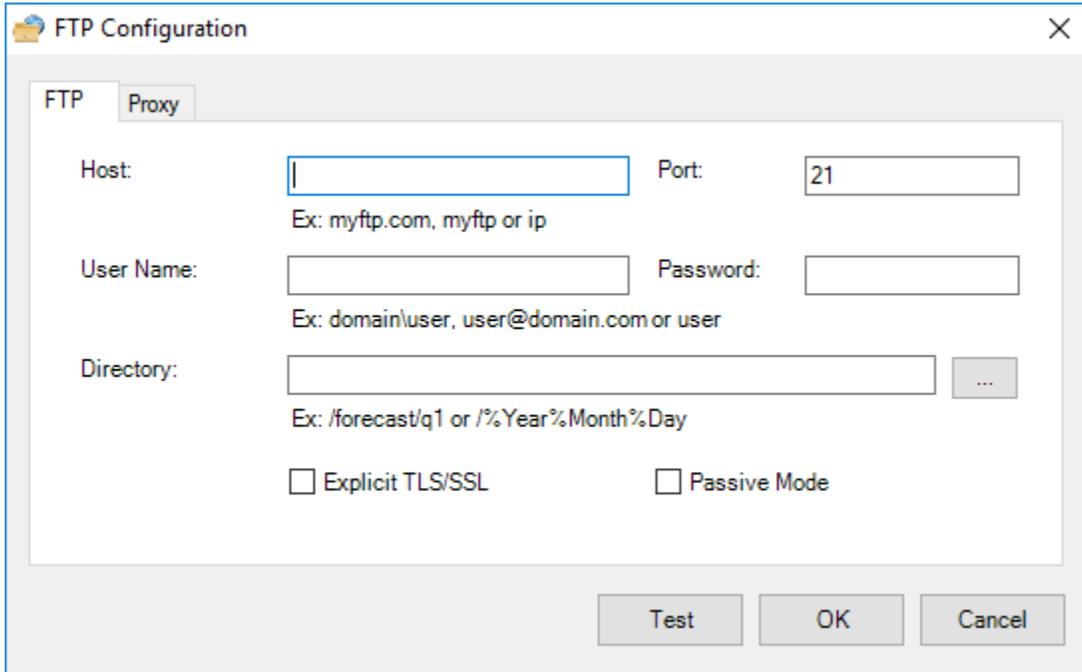
⚠ **Contact your System Administrator to get the correct URL for the FTP server. Your System Administrator will also give you access to the FTP server and a valid user login and password.**

To setup AmbirScan ADF-gt to upload images to an FTP server, follow these steps:

1. **Left-click** the AmbirScan ADF-gt icon in your **System Tray** to prompt the Button panel.
2. **Right-click** on the button you wish to reconfigure.
3. **Rename** the button in the area next to the button number.
4. Click the down arrow in the **Destination** menu and select **FTP.**

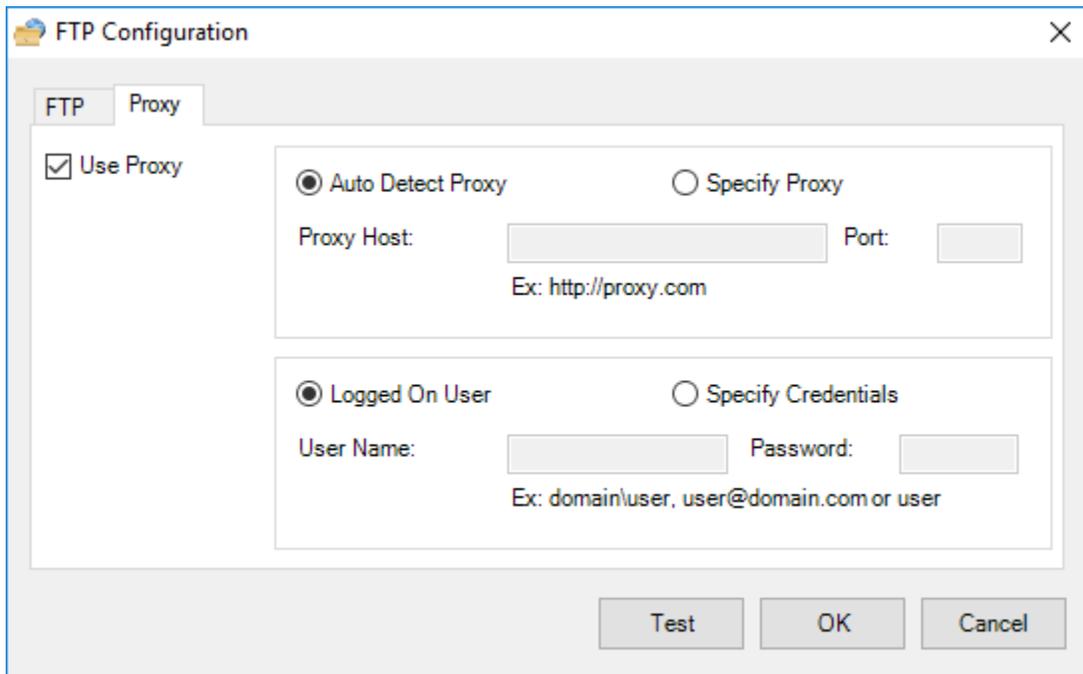5. Click **Configuration**. The **FTP Configuration** dialog box appears.

6. Enter a **Host Name** URL. The format of the URL is ftp://yourhostname/yoursite. This consists of the following:

- **Scheme:** ftp
- **Host:** the name of the server.
- **Port:** the port number

Enter your login name and password. ***Contact your System Administrator for authorization to send documents to the site.***

The User login name may include a domain name. If a domain name is included, the format that is required by the user would be: **domain\username** (domain name followed by a backslash then the user login name).

Enter or **Browse** for a folder Name.

7. Click the **Proxy** tab to display the following **Proxy** dialog box.

8. Select your Proxy server to be **Auto Detect** or **Specify Proxy**. If **Specify Proxy**" is selected, enter your IP address and port number of your Proxy server. Enter user name and password if required. You can check with your network administrator for the details.

9. Click "**OK**" to complete. You may click "**Test**" to try if the account works.

900gt Series User Guide

Cloud Scanning

AmbirScan ADF-gt software allows users to scan directly into several popular cloud services.

Google Drive

To upload your image to the Google Drive cloud server, sign into your Google Drive account, then setup AmbirScan ADF-gt. Follow the steps below:

1. **Left-click** the AmbirScan ADF-gt icon in the **System Tray** to prompt the Button panel.
2. **Right-click** button #5 to prompt the **Button Properties** dialog box as shown in below.
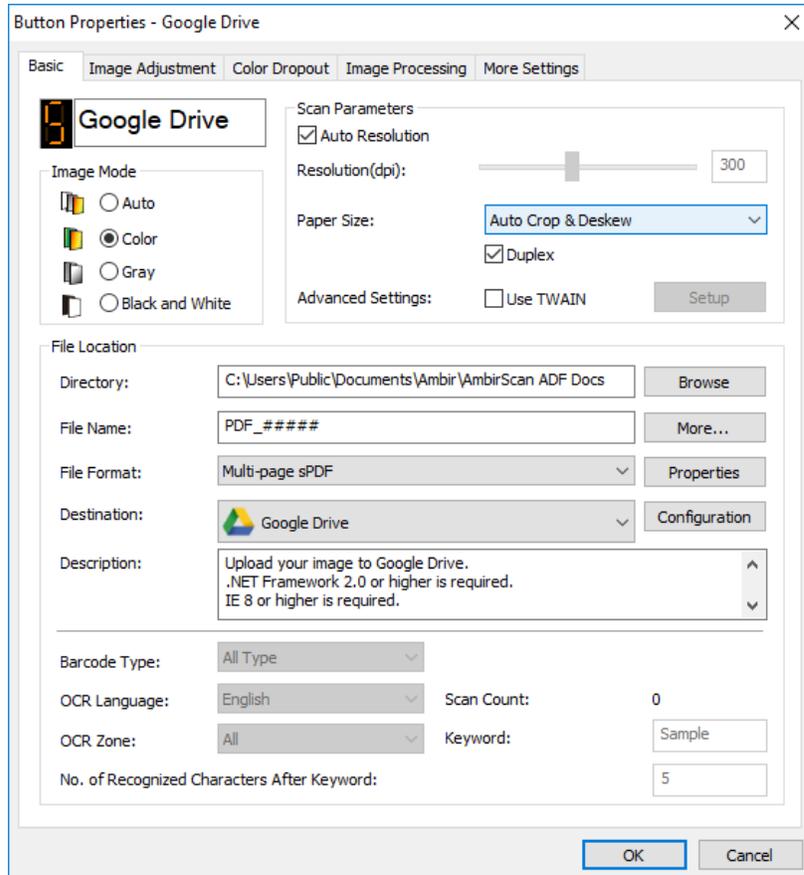
3. Click **Configuration**. The **Google Drive Configuration** dialog box appears.
4. Type your account, password and folder information.

Convert files to the corresponding Google Drive formats:

- This option is unchecked in default since Google Drive will convert your scanned images which are not in PDF file format to the corresponding Google Drive formats.
- TIFF or Multi-TIFF cannot be converted to the corresponding Google Drive format. TIFF files will be saved to Google Drive as their original formats.
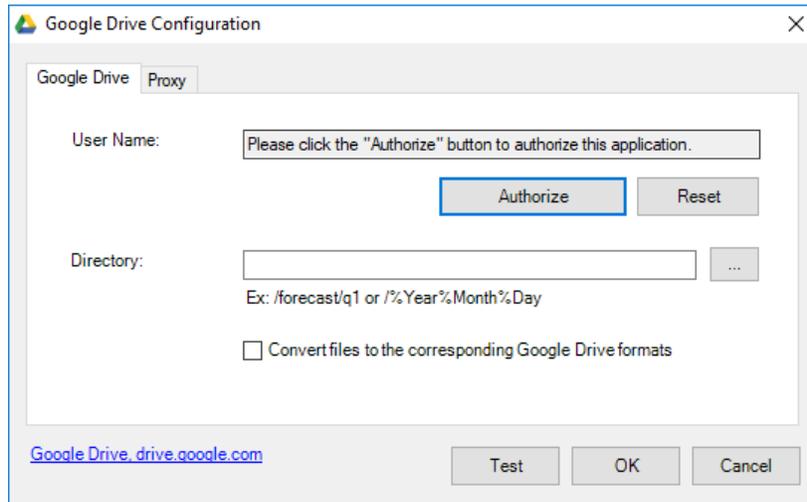
1. Click the **Proxy** tab to display the following Proxy dialog box.
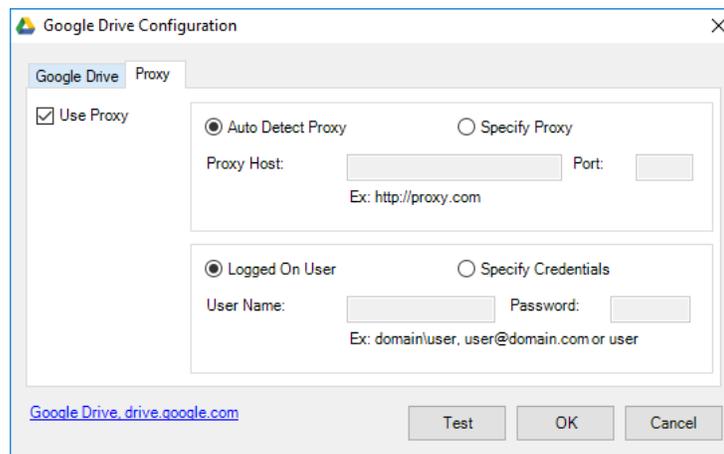
2. Select your Proxy server to be **Auto Detect** or **Specify Proxy**. If **Specify Proxy** is selected, enter your IP address and port number of your Proxy server. Enter user name and password if required. Check with your network administrator for the details.

3. Click "**OK**" to complete. You may click "**Test**" to try if the account works.

> **Note:** After scanning and uploading your documents to Google Drive, the Google web site will not automatically display on your computer screen.

Evernote

To upload your image to the Evernote cloud server, you need to first sign in an account in Evernote and then setup your AmbirScan ADF-gt.

1. **Left-click** the AmbirScan ADF-gt icon in the **System Tray** to prompt the Button panel.
2. **Right-click** button #6 to prompt the **Button Properties** dialog box as shown in below.
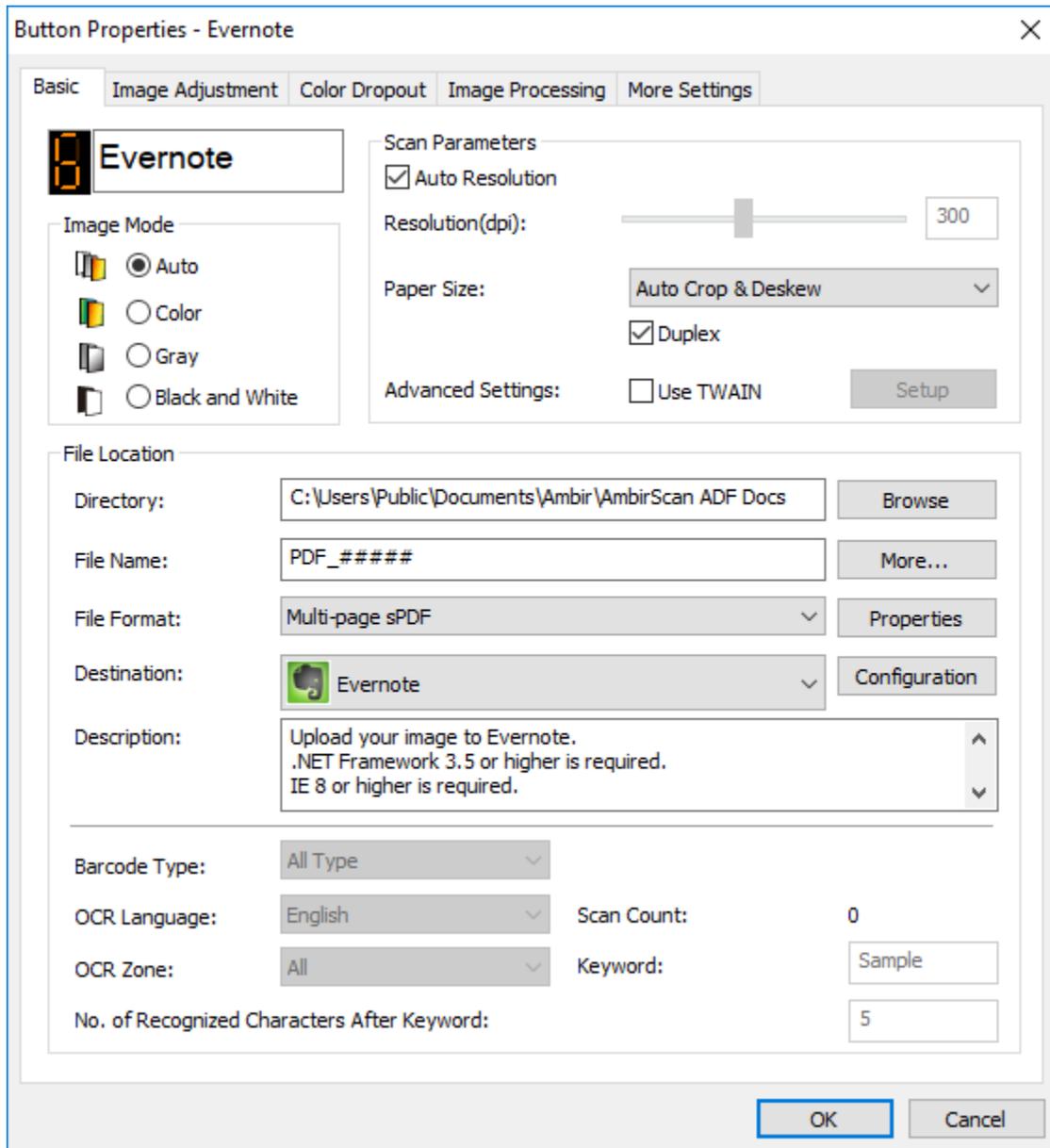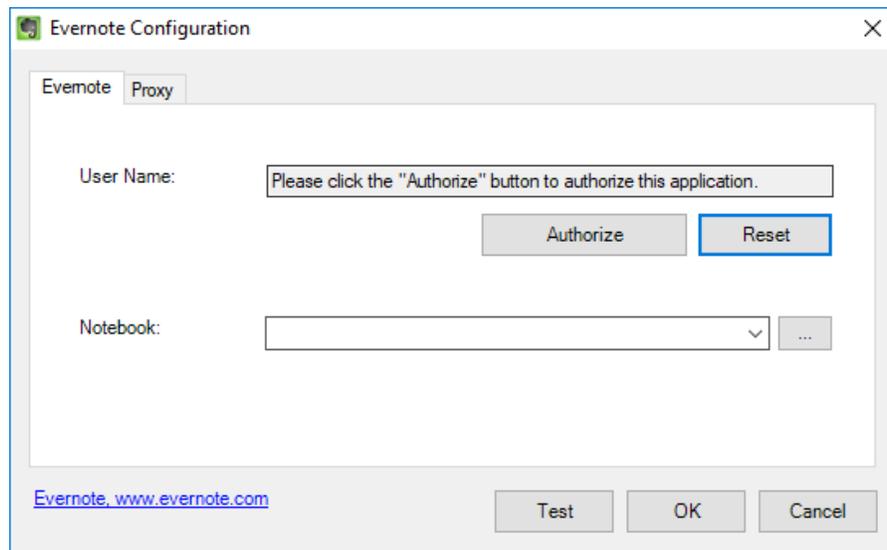
3. Click the **Authorize** button to open the Evernote web site and then complete the Login and authorization. If successful, your Evernote account will be displayed in the **User Name** field as shown.

4. Specify your notebook in the **Notebook** field or click [...] (Browse) to search for your notebook.

5. Click the **Proxy** tab. If your Evernote account has been displayed in the **User Name** field, normally, the proxy server in the Proxy tab will be automatically set to **Auto detect**. You may enter your Proxy server information if desired. For more information, check with your Network Administrator.

6. Click **OK** to save your settings and exit.

7. Click **Test** to test your settings and verify that the account is active.

8. Click **Cancel** to close this screen without saving changes.

9. The Evernote configuration is completed.

Dropbox

To upload your image to the Dropbox cloud server, you need to first sign in an account in Dropbox and then setup your AmbirScan ADF-gt.

1. **Left-click** the AmbirScan ADF-gt icon in the **System Tray** to prompt the Button panel.
2. **Right-click** button #7 to prompt the **Button Properties** dialog box as shown in below.
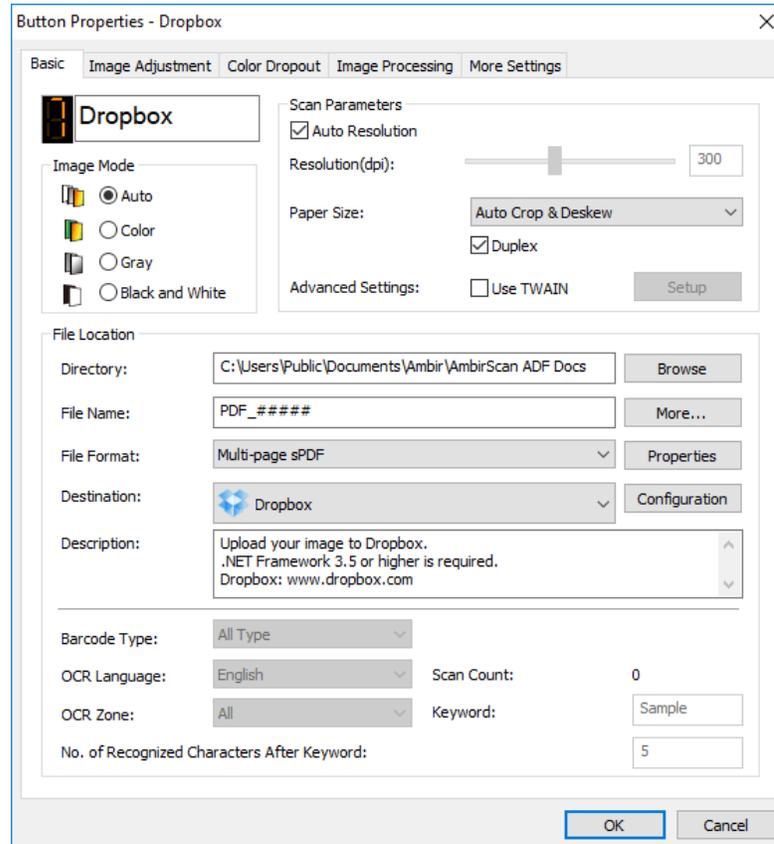
3. Click **Configuration** and the **Dropbox Configuration** dialog box will appear.

4. Click the **Authorize** button first to open the **Dropbox** web site and then complete the Login and authorization. Then click the **Get Account** button to get your Dropbox account. If successful, your Dropbox account will be displayed in the **User Name** field as shown.
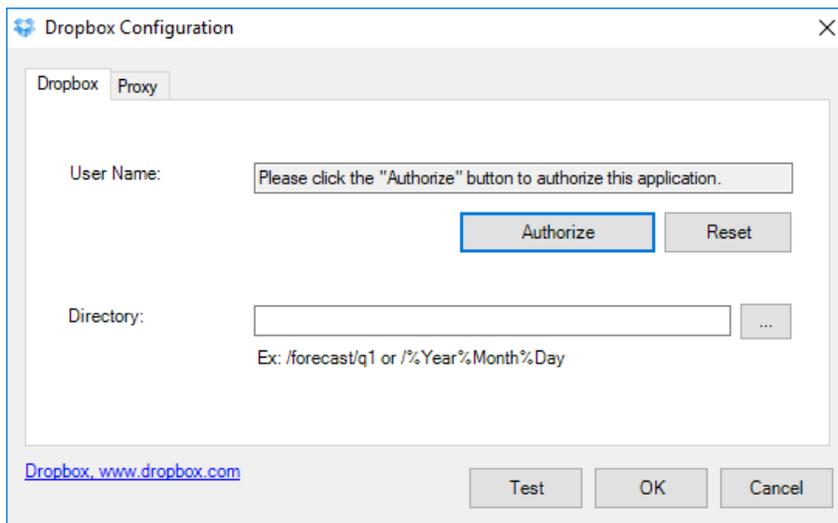
5. In the **Directory** field, type a name or click [...] (Browse) to search for a specific folder. If you are typing a folder name, you can use special attributes for naming folders to help segregate files.

6. Click the **Proxy** tab. If your Dropbox account has been displayed in the **User Name** field, normally, the proxy server in the Proxy tab will be automatically set to "**Auto detect**". You may enter your Proxy server information if desired. For more information, see your Network Administrator.

7. Click **OK** to save your settings and exit.

8. Click **Test** to send a test image to your account to verify if the account is active.

9. Click **Cancel** to close this screen without saving changes.

10. The Dropbox configuration is completed.

OneDrive

To upload your image to the OneDrive cloud server, you need to first sign in an account in OneDrive and then setup your AmbirScan ADF-gt.

1. **Left-click** the AmbirScan ADF-gt icon in the **System Tray** to prompt the Button panel.
2. **Right-click** button #7 to prompt the **Button Properties** dialog box as shown in below.
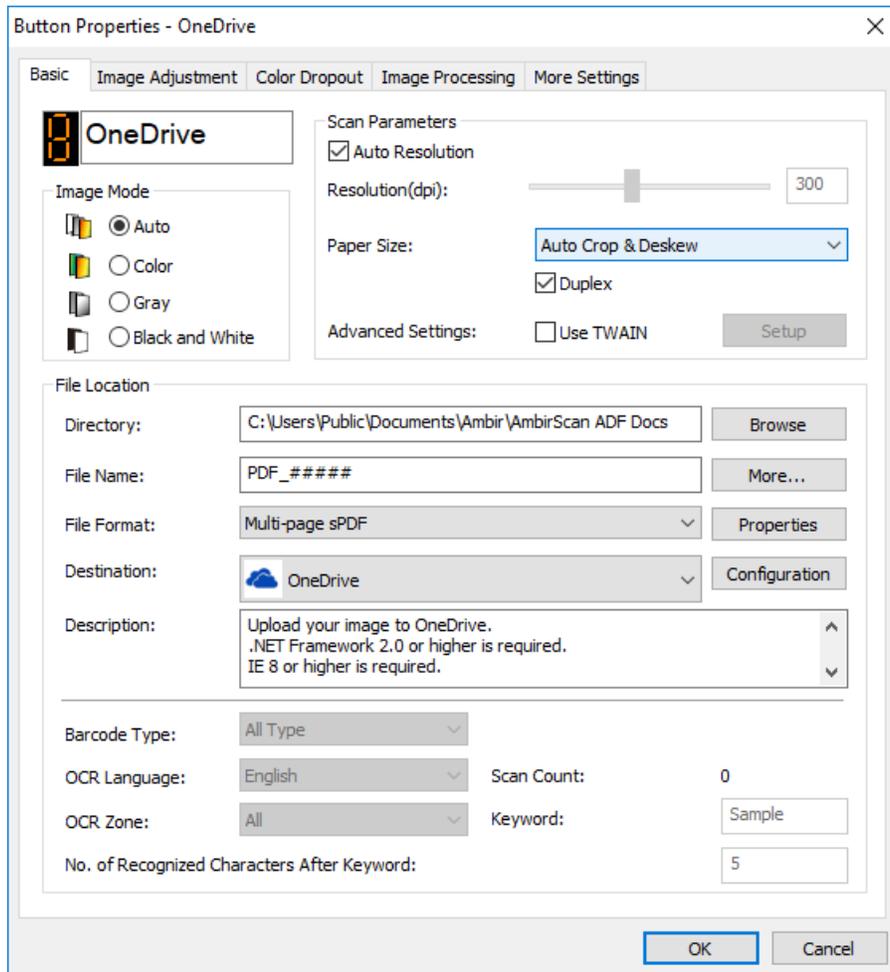
3. Click **Configuration** and the **OneDrive Configuration** dialog box will appear.
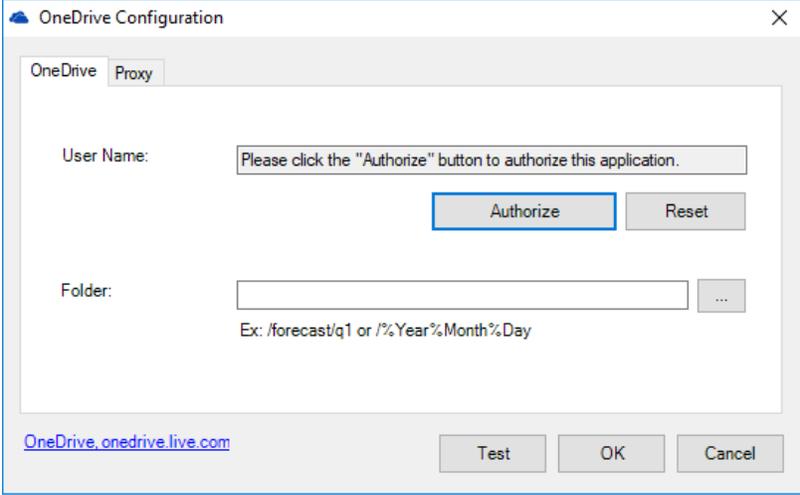
4. Click the **Authorize** button first to open the OneDrive web site and then complete the Login and authorization. If successful, your OneDrive account will be displayed in the **User Name** field.
5. Specify your folder name in the Folder name field or click [...] (Browse) to search for a specific folder.
6. Click the **Proxy** tab. If your OneDrive account has been displayed in the **User Name** field, normally, the proxy server in the Proxy tab will be automatically set to "**Auto detect**". You may enter your Proxy server information if desired. For more information, see your Network Administrator.
7. Click **OK** to save your settings and exit.
8. Click **Test** to test your settings and verify that the account is active.
9. Click **Cancel** to close this screen without saving changes.
10. The OneDrive configuration is completed.

Errors

The following conditions may occur while AmbirScan ADF-gt is uploading a file to a network file server such as FTP, SharePoint, Evernote, Dropbox, OneDrive, or Google Drive.

Error Message	Description	Possible Solutions
Invalid host.	The entry in the *Host name* field is not correctly formatted.	Make sure the syntax is correct and the required parts of the path to the network file server are provided.
User name cannot be empty.	The user name is empty.	Make sure user name has been entered.
Incorrect user name or password.	The user login may not be authorized to access the server or the incorrect password was entered.	Make sure the user login and password are correct. You may also need to contact your System Administrator to make sure you have permission to access the network file server.
Invalid proxy host URL.	Your proxy host URL may not be correct.	Check with your System Administrator to enter the correct proxy host URL.
Invalid port number.	The port number for the network server may not be correct.	Check with your System Administrator to enter the correct port number for the network server.
Unable to get proxy setting automatically. Proxy configuration is incorrect.	The proxy settings may not be correct.	Check with your System Administrator to enter the correct proxy setting.
Desired directory does not exist and unable to create it.	The subfolder may not exist.	Check with your System Administrator if you have the permission to create the subfolder.
The remote service point could not be contacted.	The remote server cannot be reached.	This may occur due to network problem. You can try again later or you may check with your System Administrator.
The connection was prematurely closed.	The network connection may be temporarily stopped.	This may occur due to network problem. You can try again later or you may check with your System Administrator.

Exceeded the specified size limit.	The image file you have uploaded to the server may be too large and exceed limit.	You may check with your System Administrator for the details.
Unable to resolve the host name.	The host name may be incorrect.	You may check with your System Administrator for the correct host name.
Unable to resolve the proxy name.	The proxy host name may be incorrect.	You may check with your System Administrator for the correct proxy host name.
Unable to receive complete response from server.	The request may not be received by the server.	This may occur due to the network connection problem. Please try again later or check with your System Administrator.
The request was cancelled.	The request may not be received by the server.	This may occur due to the network connection problem. Please try again later or check with your System Administrator.
The request was not permitted by the proxy.		You may check with your System Administrator for the details about the proxy server.
A complete request could not be sent to the remote server.		This may occur due to the network connection problem. You can try later or you may check with your System Administrator.
An error occurred while establishing a connection using SSL.	The network server may not support SSL.	You may check with your System Administrator for the details.
No response was received during the time-out.	The scanned file could not be uploaded to the server before the connection timed out.	The network connection speed may be too slow. You may try again later.
A server certificated could not be validated.		You may need to contact your System Administrator to make sure you have permission to access the network file server.
Invalid Document Library/Folder.	The library name or folder name could not be found on the server.	Make sure the library and folder names are correct.

Method not allowed.	You are not allowed to access the network file server.	You may need to contact your System Administrator to make sure you have permission to access the network file server.
Unknown error.	The document failed to upload for an undetermined reason. This may also occur if AmbirScan ADF-gt cannot establish a connection with the network server.	Check all network settings of the AmbirScan ADF-gt to make sure they are correct.

Note:

If you are having trouble uploading files, make sure you can access the network file server using an internet browser. If the network file server is not working or there is a problem with the network connection between your PC and the network file server, AmbirScan ADF-gt will not be able to upload files.

Scanning to Microsoft Word

With AmbirScan ADF-gt, you can scan to create a new Microsoft Word document. After scanning your media, Microsoft Word will open, creating a new document from the scan. The file will be saved in the specified File Directory location. *Please note you may change this save location at any time within the button properties.*

To create a new Microsoft Word document from a scan, follow these steps:

1. Insert document to your scanner.
2. Click the **AmbirScan ADF-gt Button icon** to prompt the Button panel.

3. Click **button 2**, **Word Document.**

4. Microsoft Word will open, and your data will be entered into the document.

5. Your document will be saved to the specified location, unless manually saved to another location.

Scanning to Microsoft Excel

AmbirScan ADF-gt software allows for scanning directly into Excel. Great for invoices, data sheets, the software will read the information on the document and enter it into an Excel spreadsheet. The data entered will all be entered into one sheet (does not create multiple sheets or workbooks).

Once complete, the file will be saved in the specified File Directory location. *Please note you may change this save location at any time within the button properties.*

To create a new Excel document from a scan, follow these steps:

6. Insert document to your scanner.
7. Click the **AmbirScan ADF-gt Button icon** to prompt the Button panel.
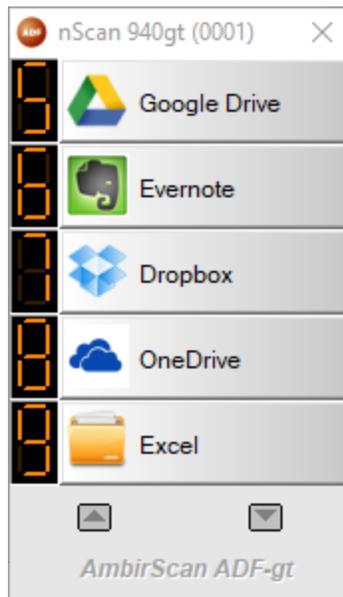
8. Click **button 9, Excel.**

9. Microsoft Excel will open, and your data will be entered into the sheet.

10. Your workbook will be saved to the specified location, unless manually saved to another location.

Naming Files Based on Recognized Characters

AmbirScan ADF-gt allows you to name your scanned file based on the recognized characters through the OCR (Optical Character Recognition) process, which converts your text image into editable text. This feature is useful when you wish to recognize and index the characters or numbers after a specific word such as purchase order, or barcode.

To name your file based on the recognized characters, follow these steps:

1. Open the AmbirScan ADF-gt Button Panel.
2. **Righ-click** on the button name you wish to configure.
3. From the Button Properties dialog box, click the **More** button to select file name as **%OCR-Text Recognized**.
4. Choose your OCR language from the **OCR Language** drop-down list box. Note: The default language is **English**.
5. Choose your OCR zone from the **OCR Zone** drop-down list box. For example, **All**.
6. Enter your keyword in the **Keyword** field. For example, **Page**.
7. Enter the recognized character count after the keyword. For example, **9**.
8. Choose **OK** to complete your settings.
9. Insert your document to the scanner and scan.
10. When the scan is done, and you will find the scanned image with the file name in recognized characters after the keyword.

Drag and Drop Files to a Specified Button

AmbirScan ADF-gt is designed with a convenient feature to let you drag and drop your file to a specified button destination.

For example, if you drag and drop an image file to Button #5, Google Drive, the image will be uploaded to Google Drive.

To drag and drop your file to a specified button, follow these steps:

1. Click AmbirScan ADF-gt icon at the right corner of your System Tray to prompt the following Button Panel.


2. **Drag and drop your file** to your desired button name. For example, Button 5, Google Drive. If successful, a white arrow and a plus sign will be displayed in the button.
3. The file will be uploaded to the specified button location.

Using the Options Menu

The **Options** menu in AmbirScan ADF-gt allows you to change more settings or view more detailed information such as changing the language of the user interface or viewing the scan count of each button.

To access the AmbirScan ADF-gt Options Menu, follow these steps:

1. **Right-click** the AmbirScan ADF-gt icon in your System Tray. The following pop-up menu will be displayed.

Profile Manager
Network Log File
Options
Help

Quit
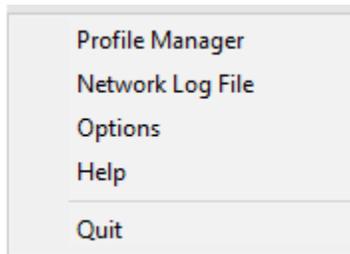
2. Choose **Options** to prompt the following **Options** dialog box.
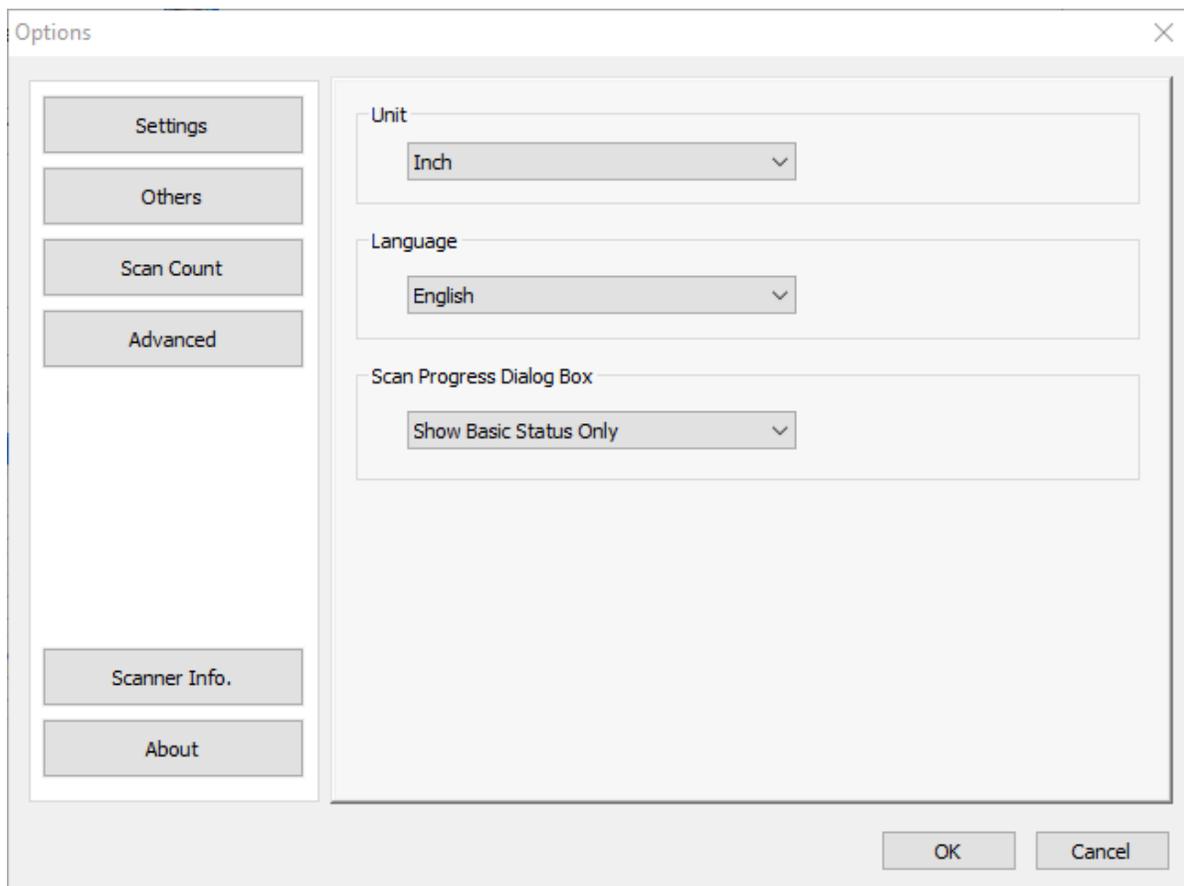
Settings Tab

The Settings Tab contains the following items:

Unit: Choose your desired measurement units. Choices are centimeter, inch, millimeter.

Language (default English): If needed, you may change the desired language shown in the user interface. After clicking the **OK** button, the specified language will be immediately displayed.

Scan Progress Dialog Box: Choose if you wish to show basic or detailed information during scan. Choices are: Show Basic Status Only (default) and Show Detailed Information.

Others Tab

The **Others Tab** contains the following items:
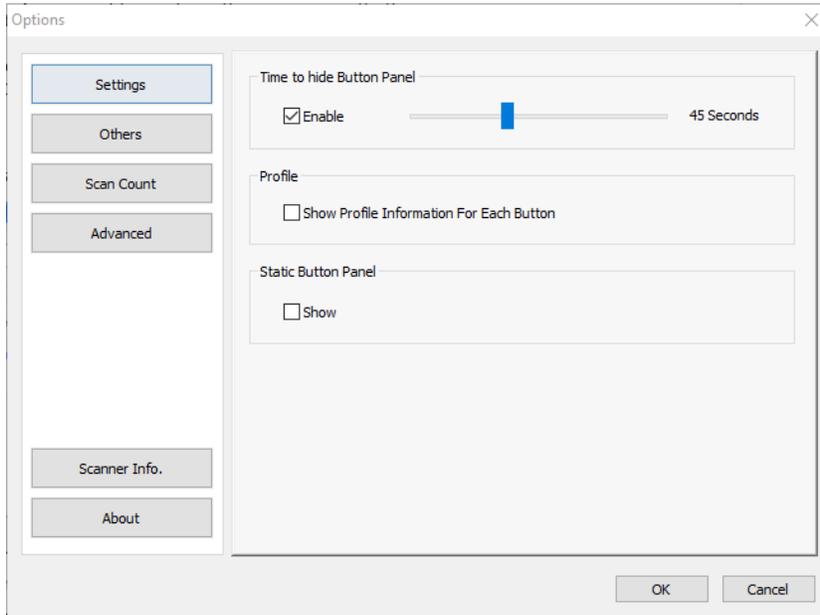
Time to hide Button Panel: Move the slide bar to set the time to hide the Button Panel. Choice: 0 – 45 seconds. To show the Button Panel after timeout, simply click the Button icon at the bottom-right corner of your taskbar.

Profile: Check if you wish to show profile information for each button. If selected, basic profile information will be displayed in the Button Panel in special color as shown below.

Static Button Panel: Check **Show** to display a static button panel as illustrated in the bottom-left corner to start scan from the **Scan** button on the scanner without starting the AmbirScan ADF-gt software application.
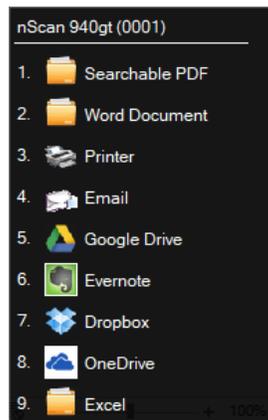
⚠️The static button panel which cannot be interactive is used to remind users nine preset button destinations and let users directly start a scan by a touch of the **Scan** button without starting the AmbirScan ADF-gt software application. This is especially convenient when you restart your computer.
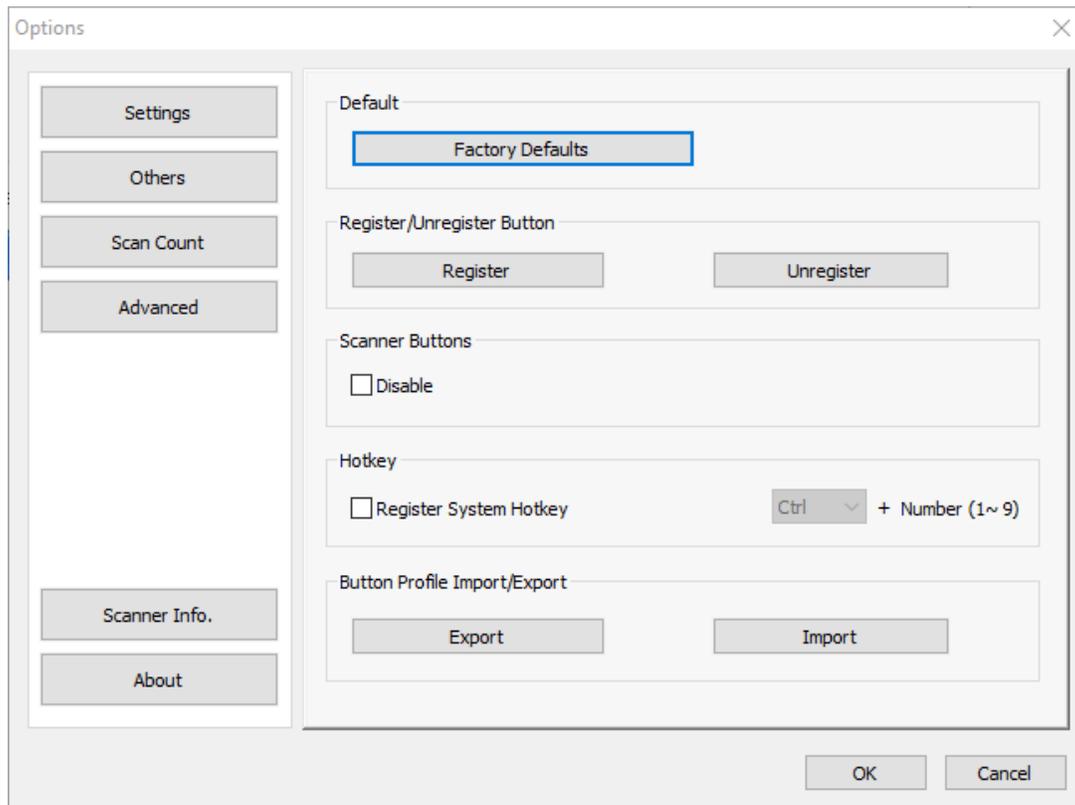
Scan Count Tab

The **Scan Count** Tab allows you view and reset current scan count for each button. You may click the **Reset All Counter** to reset the counter for all nine buttons.
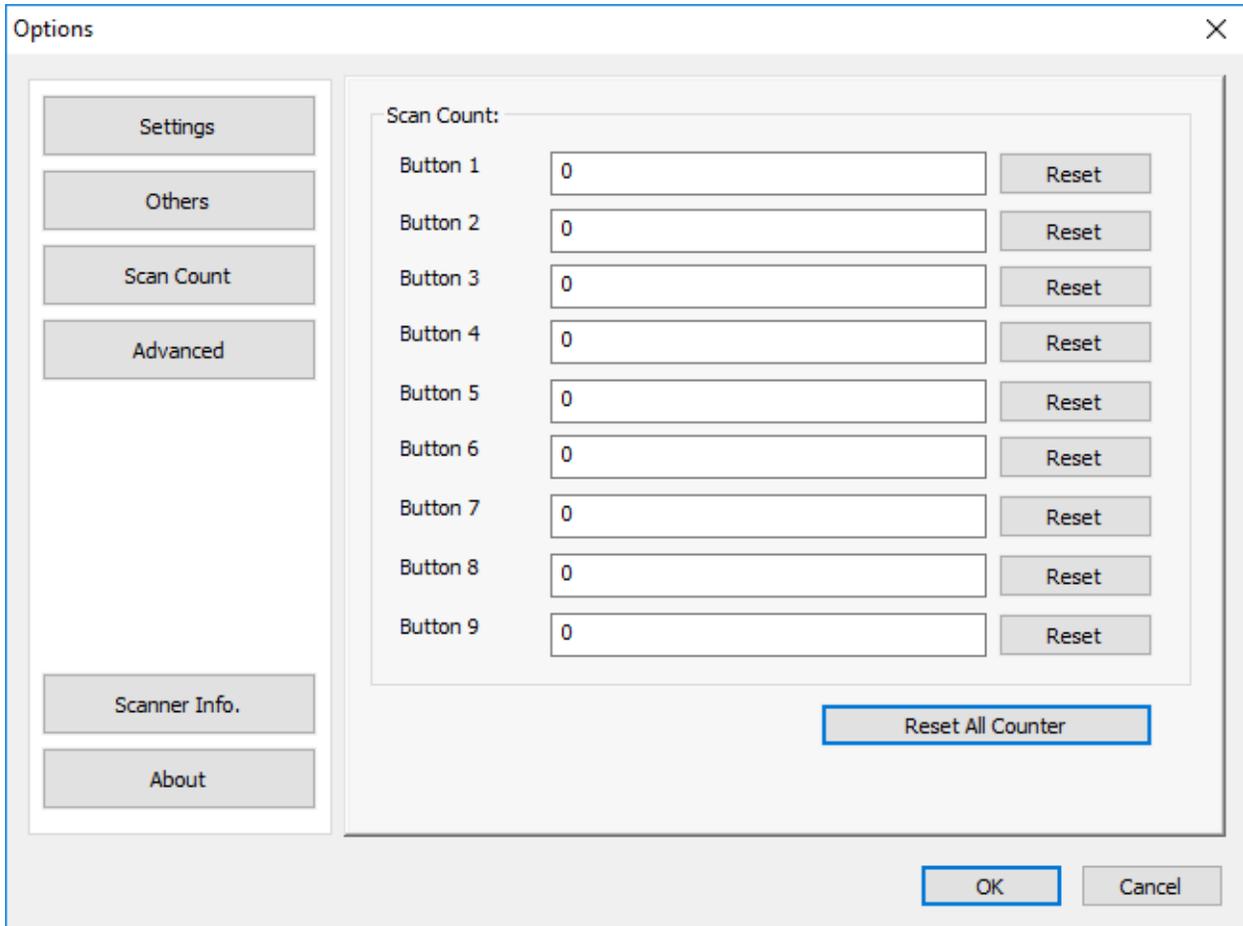
Advanced Tab

The **Advanced Tab** contains the followings options:

Default: Click the **Factory Defaults** button to set AmbirScan ADF-gt to factory default settings.

Register/Unregister: The option is recommended to be used only by the software developers instead of common users. Click the **Unregister** button to stop using AmbirScan ADF-gt and use another third-party button program.

Button Event: Click the **Stop Receiving Event** button, then the buttons on the scanner cannot work. This option is used to prevent users from touching the Scan button accidentally and start unnecessary scans.

Register/Unregister Button:

- **Register:** Select "Ctrl", "Shift" or "Alt" to define your hotkey to send your selected image to a specified destination. For example, if you check Register System Hotkey, select "Ctrl" and click "OK", then click your selected image on Window's Explorer and press the "Ctrl" key and number "9" simultaneously. The selected image will be sent to your specified destination of button 9.
- **Unregister:** Removes previous assignment.
- **Button Profile:** This option allows you to import or export button profiles including scan settings and destinations to AmbirScan ADF-gt. By clicking the Export button, you can save current profiles to a .bm file. By clicking the Import button, you can import the previously saved .bm file to AmbirScan ADF-gt.

Scanner Info Tab

The **Scanner Info Tab** allows you to view all the information about the scanner including serial number, pad count, roller count, and firmware version. These are helpful information when you report a problem to the service personnel.
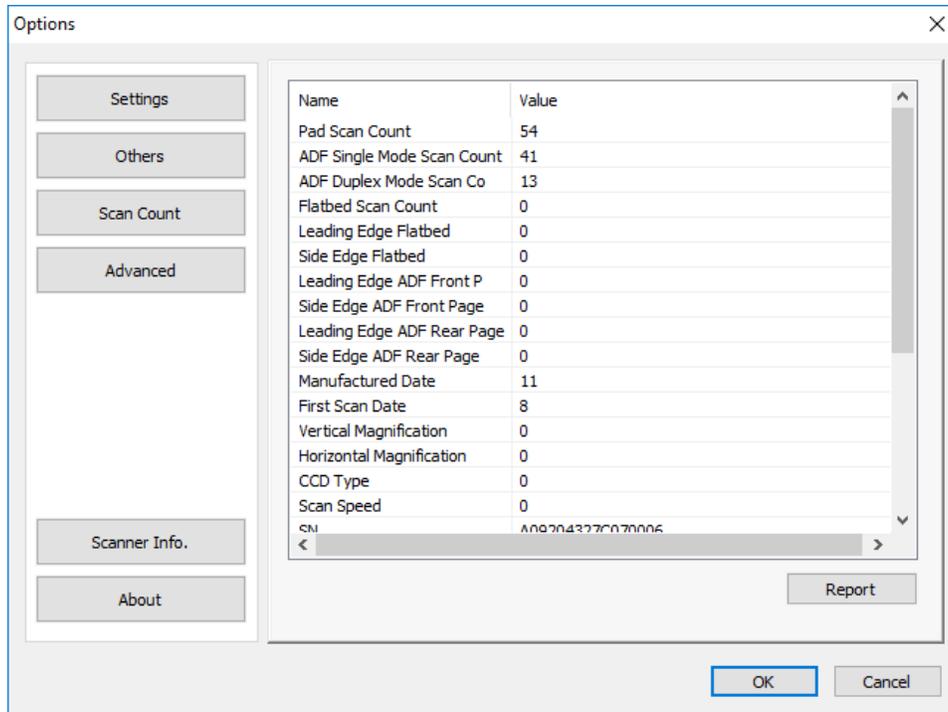
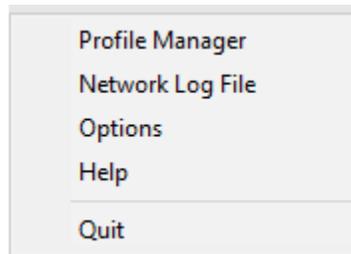The **About Tab** shows current version of the AmbirScan ADF-gt program.
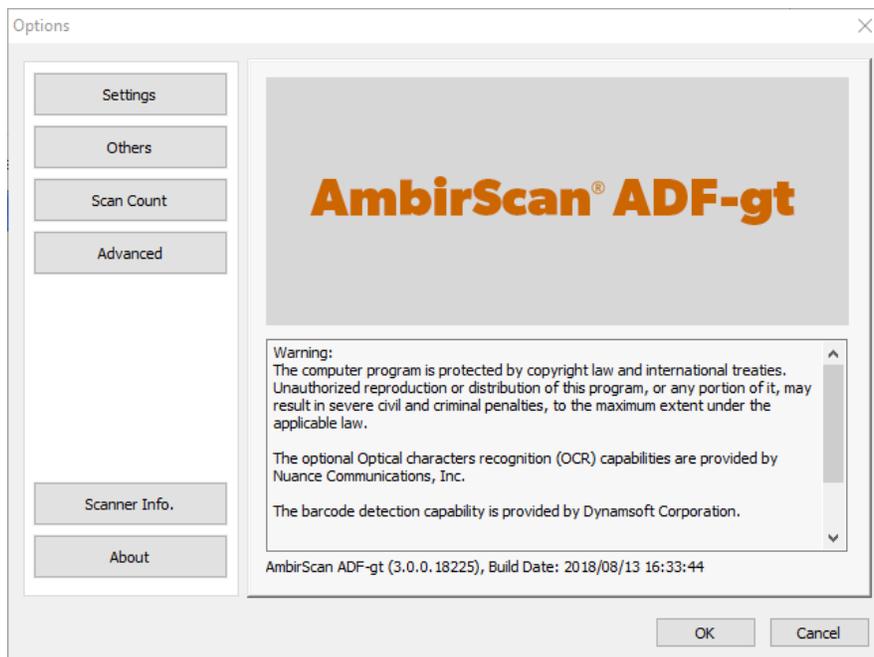
Exiting the AmbirScan ADF-gt Icon from the System Tray

To remove AmbirScan ADF-gt icon from the System Tray, follow these steps:

1. **Right-click** the AmbirScan ADF-gt icon in your System Tray. The following pop-up menu will be displayed.

> Profile Manager
> Network Log File
> Options
> Help
>
> Quit

2. Choose **Quit**. You will close AmbirScan ADF-gt and remove AmbirScan ADF-gt icon from the System Tray.

Note:

AmbirScan ADF-gt can be started from the Program group by choosing **by double clicking the icon on your desktop,** or **Start→Programs→ AmbirScan ADF-gt**

Support

If at any time you have issues with the scanner and its functions, please visit http://www.ambir.com/900gt-setup for helpful FAQs, videos, and other support.