AmbirScan User Guide

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Welcome

Thank you for your purchase of an Ambir Technology scanner. AmbirScan is designed as a convenient way to scan documents and manage your scanned files, including uploading and saving scans to cloud storage services. This User Guide is an easy-to-use reference for all the features and functionality of the AmbirScan software.

Installing Your Scanner

⚠ **IMPORTANT: Users must have full administrative rights to install the drivers and software.**

If you are unsure of your user and/or installation privileges, please contact your local IT support.

Before you can scan, you must install the appropriate driver. Please visit our Drivers page for easy installation.

Installing AmbirScan

Our AmbirScan software is an easy to use application for users who are not using third party software to integrate with their scanner.

To install, follow the below steps:

1. Confirm your scanner driver is installed correctly. Your device should be listed under Imaging Devices in your Device Manager. For instructions, visit the Installations section on our FAQ page.
2. **Install** AmbirScan software and follow the installation guide
3. Upon final installation, the AmbirScan icon will be on your desktop
4. **Double-click** the icon to open the software

Calibration

All -AS model scanners require initial calibration. The -IX series scanners are factory calibrated, so initial calibration is not required.

For information on calibrating your scanner, please visit our FAQ page.

Cleaning

If you notice a deterioration in scanning quality over time, you may need to clean your scanner in addition to calibration.

For instructions on how to clean your scanner, please visit our FAQ page.

AmbirScan Interface

AmbirScan contains several adjustable settings which can be tailored to best suit your requirements. The diagram below explains each setting and its location within the program.

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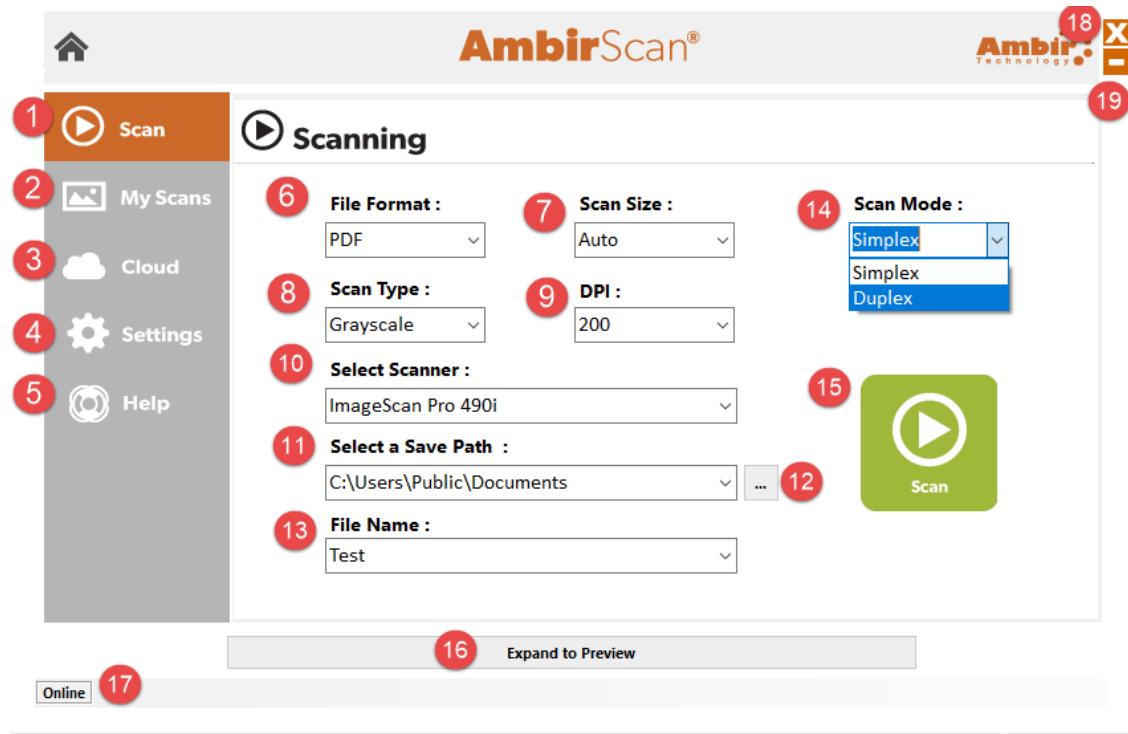
Scan Menu

1. ***Scan Menu:*** This button accesses the main scanning menu shown in the screen capture above.
   Note the side Menu bar will display the current selection in orange.
2. ***My Scans:*** This section displays all saved files in the selected save path (item 11)
3. ***Cloud:*** Displays files stored in the folder selected in the save path and facilitates transfer to cloud services (refer to "Cloud Menu" illustration for more)
4. ***Settings:*** Advanced scanner settings, including calibration, image processing and file naming
5. ***Help:*** Connect with Ambir support experts, access FAQs and more
6. ***File Format:*** Select the file type for the scan output; options are PDF (*Default setting)*, Searchable PDF, TIFF and JPEG. **Note: Searchable PDF only available for A4 scanners.**
7. ***Scan Size:*** Select the output format size; options include Auto (*Default setting)***,** Business Card, A6, Letter, A4, more
8. ***Scan Type:*** Select to scan the image in Color, Grayscale and Black & White.
9. ***DPI:*** DPI refers to image resolution. Lower DPI results in faster scanning and smaller files, but lower-quality images. Higher DPI results in slower scanning and large files, but higher-quality images. We recommend 200-300 DPI for average scanning.
10. ***Select Scanner:*** Scanner source selection menu. If multiple scanner drivers are installed on the computer, then several scanners will be available for selection.
11. ***Select a Save Path:*** Select the file path to which the saved images are stored. C:\Users\Public\Documents is the default path.
12. ***....*** Clicking this box displays options to save to another file path
13. ***File Name:*** Allows the designation of a file name prefix for scanned images
14. ***Scan Mode:*** Simplex (*Default setting)* and Duplex. For double-sided (duplex) scanners, use this dropdown to toggle between double-sided or single-sided scanning. Simplex scanners will only display the Simplex option.
15. ***Scan button:*** After making all settings adjustments, use this to initiate a scan
16. ***Preview Pane:*** Shows a preview of the image to be scanned
17. ***Status Indicator:*** Indicates if the computer is connected to the internet. If status is shown as "Online" cloud uploads are possible; if status is "Offline" cloud uploads are not possible
18. ***Close button:*** This button closes AmbirScan

19. Minimize: This button minimizes AmbirScan to the task pane

My Scans Menu

This selection shows you all items scanned into your pre-defined scan folder location. You can rename or delete these files from the My Scans window by right clicking and selecting the action.
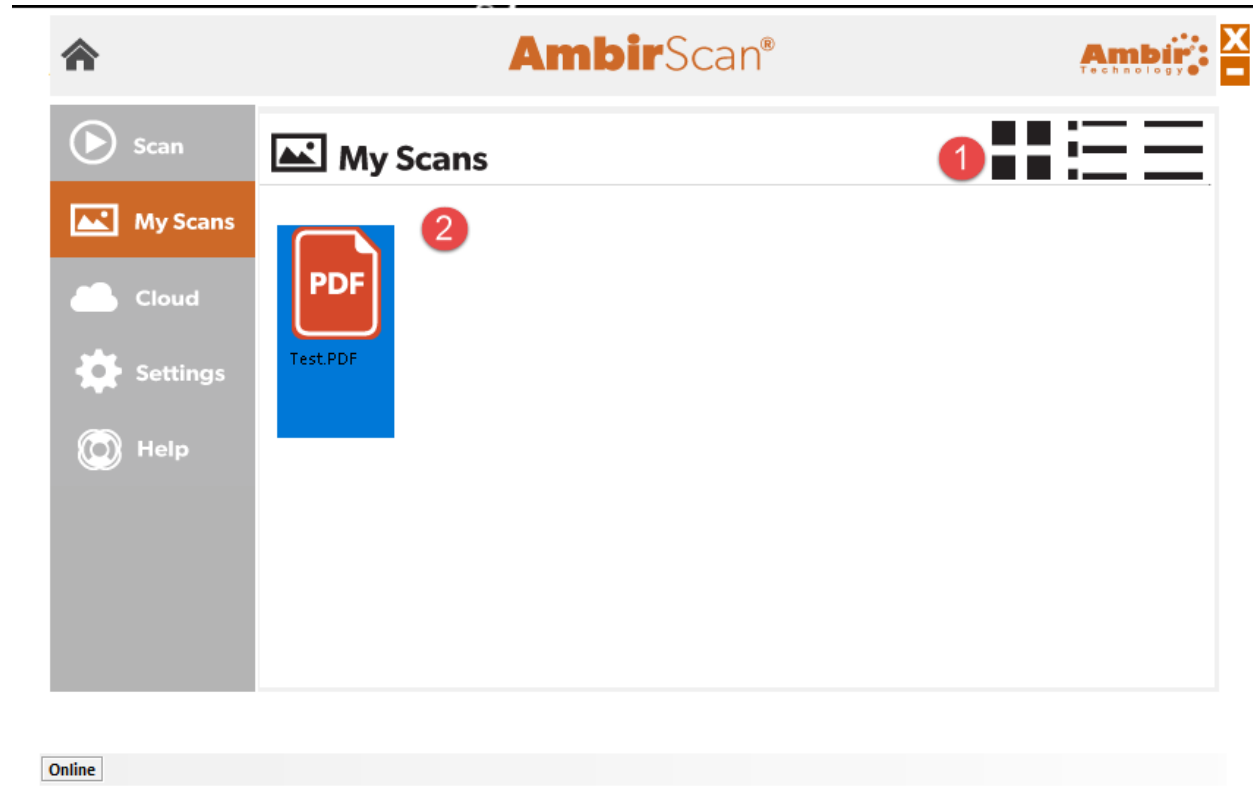

1. **File Viewer:** The default view is Tile view (first option). This displays your scans as thumbnail images in a tile layout, displaying the file type icon. The second (middle) is Line option and displays icons and names as line items. The last (right) is File option will display the scanned file names only.
2. **Scanned Files:** Displays files scanned in your pre-defined scan folder location. Clicking on the file will open a preview window below.

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Cloud Menu

AmbirScan allows users to conveniently scan to their local computer as well as into several popular cloud-based applications. Simply drag and drop your file(s) into the appropriate cloud service.

The screenshot below displays the integrated cloud services available:
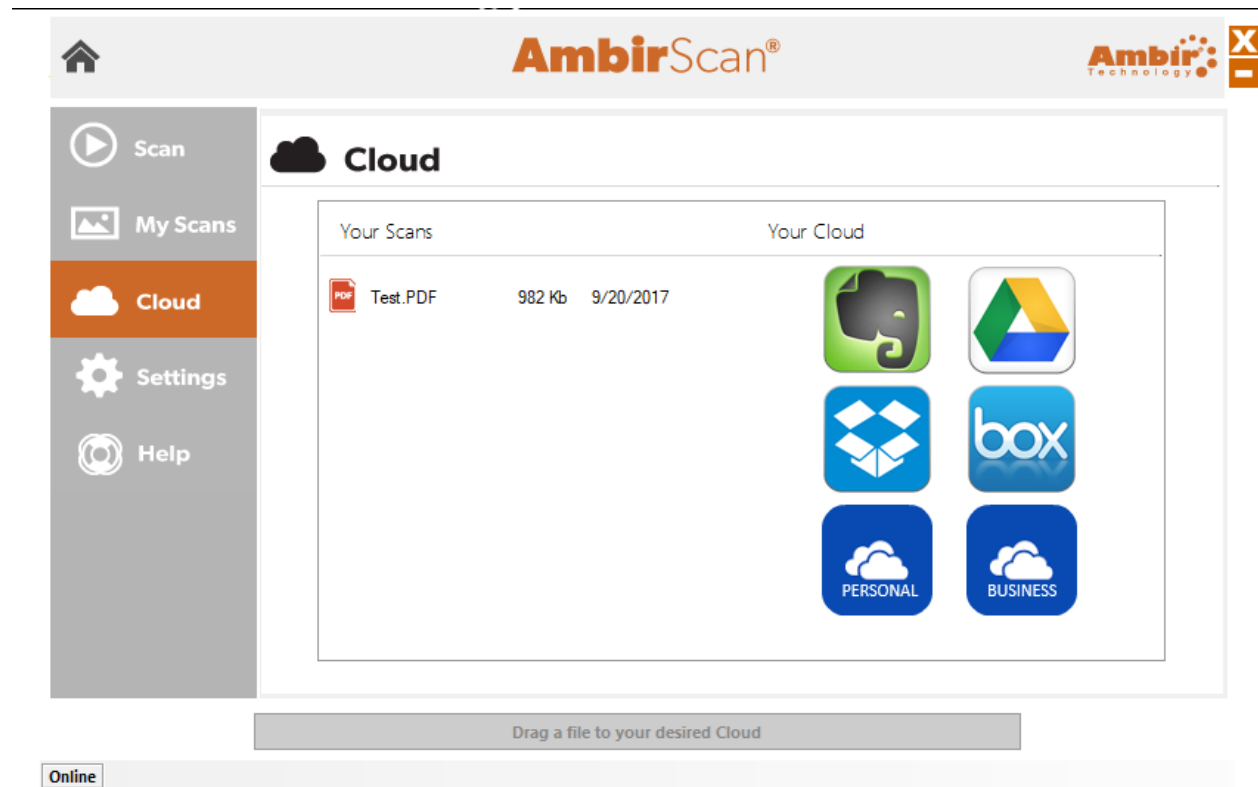
All cloud services require a user login to begin dropping files.

Note: The Personal and Business icons will drop files to Microsoft OneDrive.

Settings Menu

The Settings menu is where users can make advanced adjustments to fit their needs. The below screenshot details each option and function.
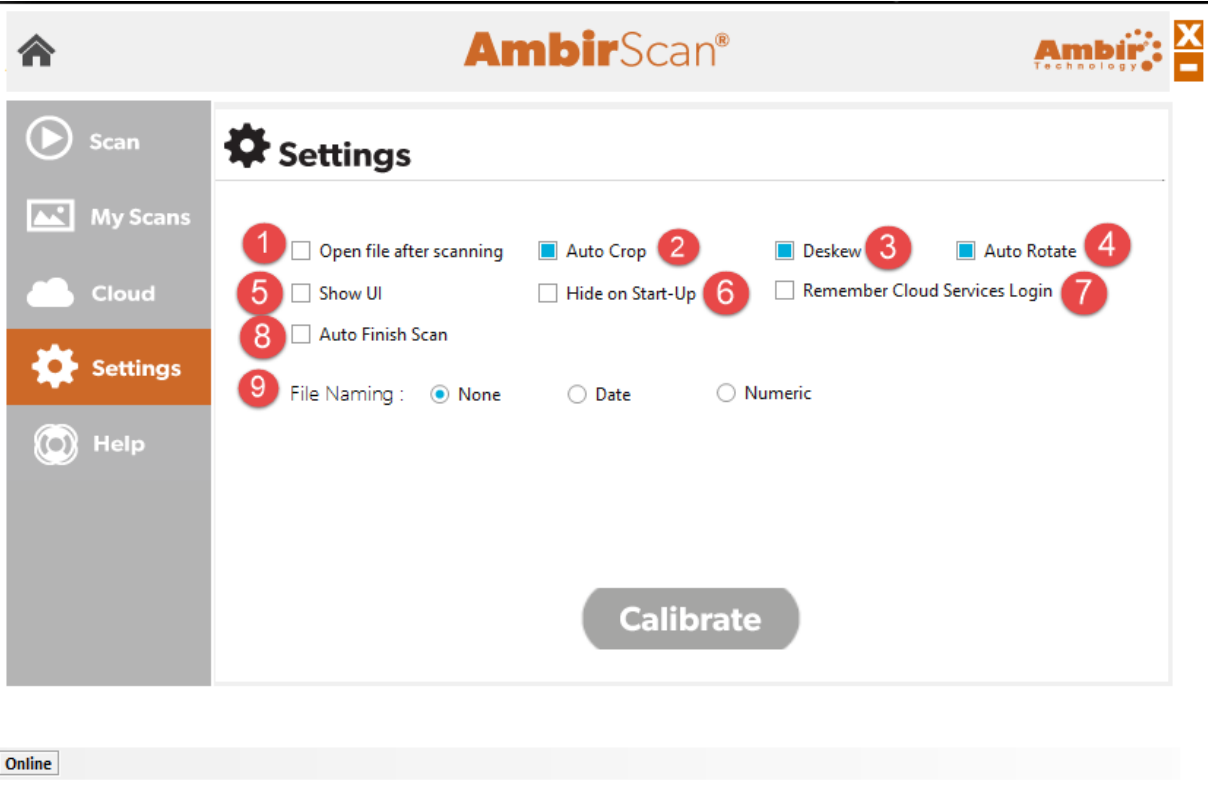

1. **Open file after scanning:** When selected, the scan will open in the designated format
2. **Auto Crop:** (Default setting) When enabled, AmbirScan crops the image around the scanned item, eliminating empty space
3. **Deskew:** (Default setting) When enabled, AmbirScan corrects any sideways distortion of images resulting from improper scanning
4. **Auto Rotate:** (Default setting) When enabled, AmbirScan detects improper rotation of documents and corrects
5. **Show UI:** Toggle on/off to display the TWAIN scanner interface prior to each scan
6. **Hide on Start-Up:** When enabled, AmbirScan runs in the system tray, rather than displaying the user interface upon startup.
7. **Remember Cloud Services Login:** When enabled, AmbirScan retains log-in access to your cloud services. If not selected, you will be prompted for login for each session of AmbirScan.
8. **Auto Finish Scan:** When selected, scans will run for the duration of the preset scan size. When turned off, users will be prompted to continue scanning or to complete the scan. This feature should be turned off for users who want to scan multiple images into a single file
9. **File Naming**: Options for naming your files
    a. **None:** Each scan with the same prefix will be over-written by the subsequent scan. Users must change the file name prefix if they wish to preserve new scans
    b. **Date:** (Default setting) Adds a date stamp after the file name you choose
    c. **Numeric:** Adds sequential numbers after the file name

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Scanning

To begin scanning, insert your card or document into the scanner. You should feel the scanner grab the paper into the slot.

1. Click the green **Scan** button to begin your scan
2. After the card or documents scans, an on-screen prompt asks if you would like to continue scanning:
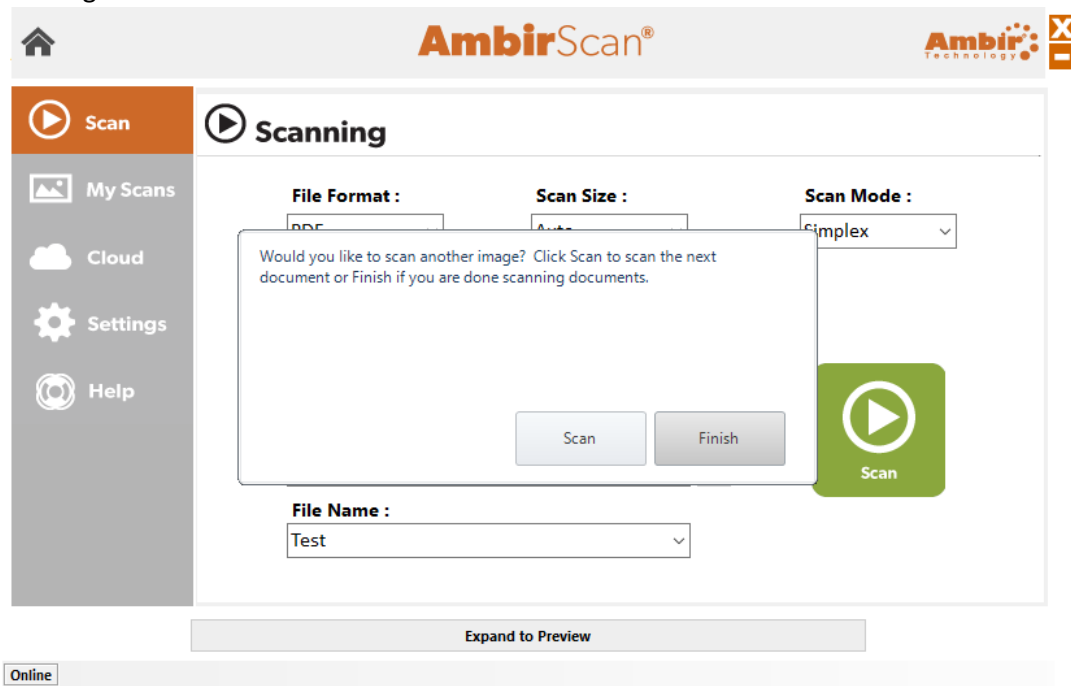
3. Click **Scan** if you want to add more pages to your file. Click **Finish** if you are done scanning.

Technical Support

For assistance with your Ambir product(s), please visit Support on our website. Ambir Technical Support is available by phone and chat, Monday – Friday, 8 a.m. – 5 p.m. Central Time.

Phone: (630) 530 – 5400, option 3