

AmbirScan User Guide

AMBIRscan®

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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 scanning business cards to different destinations, and 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. Ambir Technology Support cannot change or edit your permission levels.

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.

⚠ *Before installing the software, be sure that your scanner driver is installed. To install your driver, please visit the [Drivers page](#) on www.ambir.com.*

To install AmbirScan, follow the steps below:

1. **Install** AmbirScan software and follow the on-screen installation prompts.
2. Once prompted to **Register**, complete the AmbirScan Registration.
3. To launch software at a later date, type AmbirScan in the search bar.

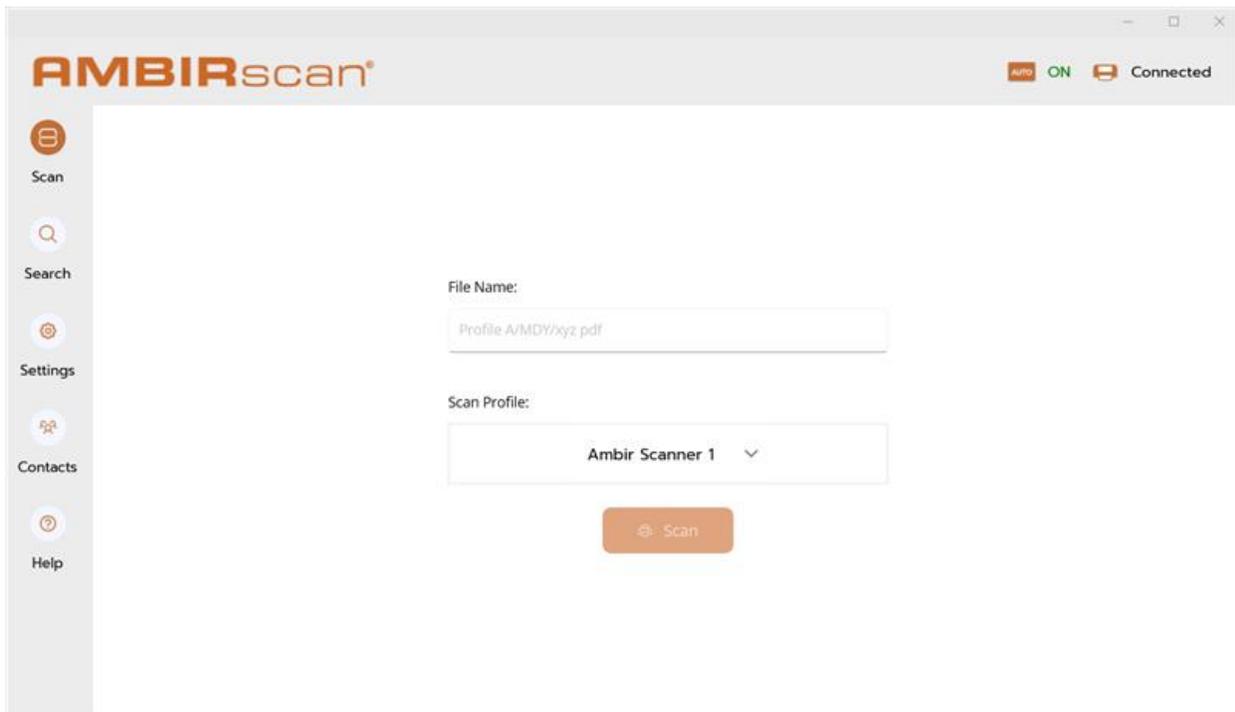
Cleaning and Calibration

If you notice deterioration in the scanning quality over time, you may need to clean your scanner in addition to calibration. For instructions on how to Clean and Calibrate your scanner, please visit our [FAQ page](#).

AmbirScan Overview

AmbirScan contains several adjustable settings which can be tailored to best suit your needs. The sections below explain each setting, including their location and function within the program.

Scan Interface

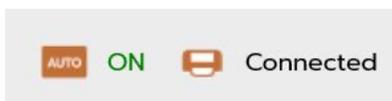


The AmbirScan application has three major sections: Global Header, Side Menu, and the Home Page

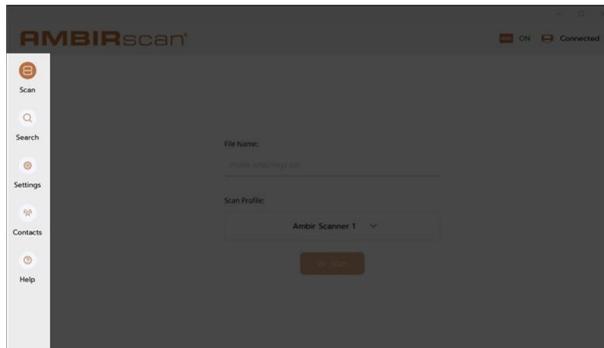
The Global Header:



The global header displays the state of the scanner and the scanning mode. “Connected” indicates the scanner is connected and ready for scanning. “AUTO” indicates the status of auto scanning. “ON” indicates that the scanner is in auto scan mode. “OFF” indicates that the scanner is in manual scan mode. Auto Scan mode simplifies the scanning process by initiating the scan upon inserting a document into the scanner. Off or manual mode allows the user to initiate the scanning process by clicking on the orange Scan button once the document has been inserted into the scanner.



The Side Menu:



The Side Menu is located on the far left of the window. This section contains tabs available to you to access different features of the application. On default, you'll find yourself on the Scan tab (Highlighted in orange to show it's selected). When clicking different tabs, the main view will change. Below is a list of each tab, and what each is responsible for.

Scan Tab:



When loading the application, the Scan tab will be open on default. In this view, you can scan documents or cards.

On this page, you will see three main components: File Name, Scan Profile with a profile drop-down option, and an orange Scan button. The Scan Profile drop-down menu allows you to select from a list of existing or created profiles. Each profile is associated with the settings you choose, including your selected destination for your scan. These profiles can be edited in the settings tab on the side menu.

In the drop-down menu, you can instantly switch between profiles and scan to different destinations.

Search Tab:



The Search tab is a log of all previously scanned items and documents. You can search for a document by name, date, destination or file size. This tab allows you to organize and locate specific content in the program, as well as provide a history of your previous scans.

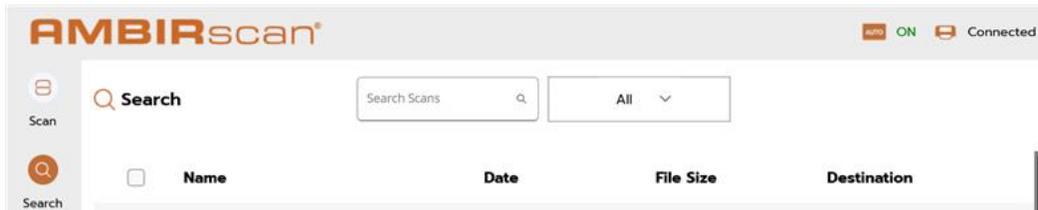


The Search page will also provide a history log of all previous scans in a sequential order, making scans easier to locate. You can locate by file name, or by the content within a document through searchable pdfs.

Search PDFs

AmbirScan allows you to search for words, keywords and tags within a scanned document. To locate a scanned document by keyword, simply type the word in the search box and click the magnifying glass search icon. Use commas to separate a multiple keyword search.

This is helpful when you are trying to find exact content in your search history. This may include Names, Numbers, Emails, and specific words.



Settings Tab:



The Settings tab provides flexibility to modify system settings and scanner settings. This is where you can add or delete profiles, change the language, update the file destination, etc.

This page will help you adjust scan and system specific settings.

Settings

System Settings

Profile Settings	Open
Import Scan Profiles	Import
Export Scan Profiles	Export
BCS License Key Inactive	Activate
AmbirScan Version	Version Number: 8.0.7.0

Check For Newer Versions of AmbirScan on Start-Up

Visit [ambirscan-setup](#) for available User Guide, FAQs, Drivers and Support.

Select Your Scanner

PS667	▼
Language	English ▼
Calibrate Your Scanner	Calibrate
Clean	Clean
Reset all Cloud Credentials	Reset

To see a more in-depth explanation of the features of the Settings page, see page 12 of this document.

Contacts Tab:



The Contacts Page is designed for business card content. The card information is organized by first name, last name, addresses, and other relevant information. In this view, you can search for specific content within the material either through the search bar or custom filters. Note: you must purchase a license for business card scanning in order to use these features. You can locate the purchase of this license under the software tab on our website. Once purchased digitally, the license will be emailed to you.

First Name	Last Name	Title	Company	Address	Email	Office Phone
Alpha	Alpha	Alpha	Alpha	Alpha	Alpha@gmail.com	1234567890
Beta	Beta	Beta	Beta	Beta	Beta@gmail.com	1234567890
Delta	Delta	Delta	Delta	Delta	Delta@gmail.com	123457890
Gamma	Gamma	Gamma	Gamma	Gamma	Gamma@gmail.com	1234567890
Phi	Phi	Phi	Phi	Phi	Phi@gmail.com	1234567890

Help Tab:



The Help Tab offers support and assistance from the Ambir Team, as well as an area to submit your ideas and suggestions for new features you would find useful. There is also an area where you can Learn more About Us.

Help

Support

To connect with the support team - you may fill out the form below or contact us via phone at 630-530-5400, option 3. We can be reached Monday - Friday (except holidays) from 8:00am - 5:00pm CT.

[Support Home](#)

AmbirScan Idea Submission Portal

Your ideas and feedback are important. Please fill out the following form to share your feedback with the AmbirScan team.

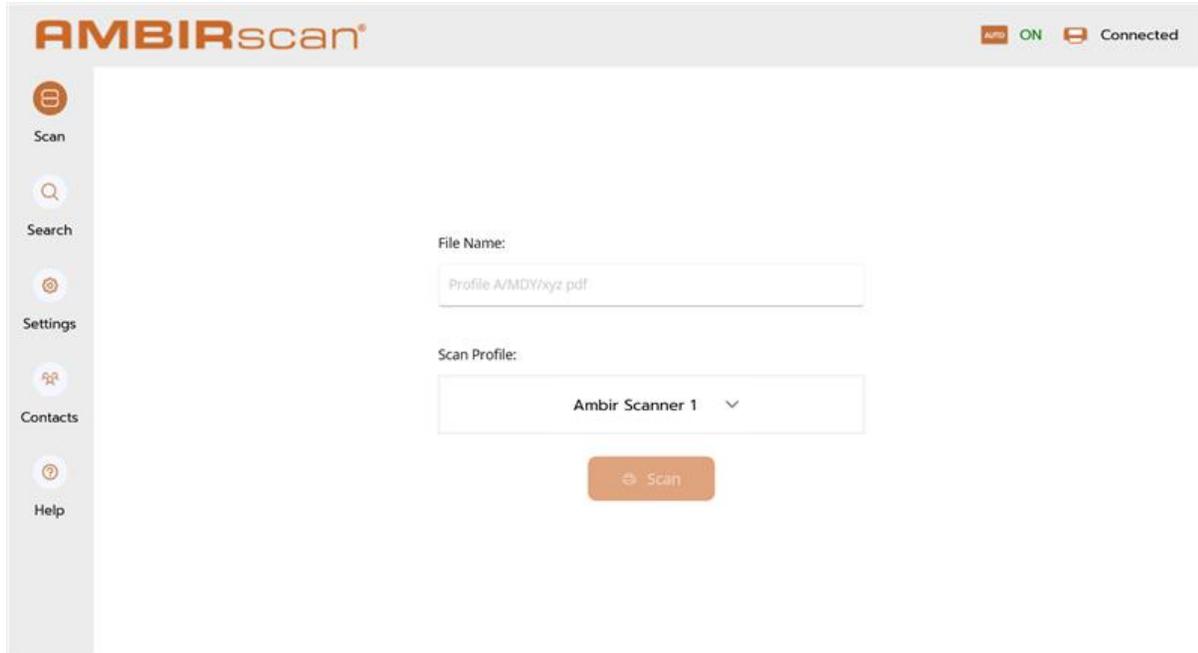
[Submit](#)

About Us

AMBIR is a leading US-Based Manufacturer headquartered in Wood Dale, Illinois whose focus is on making the worlds best digital capture technology for businesses and consumers...

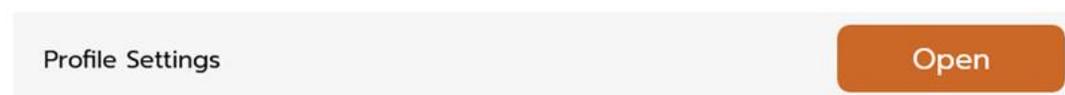
[Learn More](#)

Home Page:



The image shown above is referred to as the Home Page. This view is the main area of the application. This is where most of the interactions will take place. This view will change, as you select different tabs along the side menu.

Scan Profiles



What Are Scan Profiles?

Scan Profiles are selected settings that adjust the scan properties and scan destination.

The basic intent is to create profiles that are specific to the different document scan types. You can also direct the destination for these scans. This way they will be grouped together for later use. For example, you might create a profile for “Bank Statements.” This profile would scan letter sized documents, then save the documents as a searchable PDF, and lastly send them to a specific destination on your hard drive. Or you might create a profile for “Business Cards.” This profile would scan the business cards and send the card data to your Outlook contacts. Once created, the profiles appear in a dropdown on the Scan tab. From there, you can quickly and easily change the scan profile as needed.

AmbirScan software comes with 2 default scanning profiles with commonly used settings. You may edit or delete these profiles, as well as create new ones for your specific needs.



Scan Types

There are two different scan profile types: Document and Business Card. Document Scan is for scanning documents such as bank statements or invoices. **Business Card Scan** is for scanning and exporting contact information to various destinations.

With the purchase of an Ambir Business Card Scanner, a license card will come in the box, providing access to use **Business Card Scan**. If a “Non-Business Card Scanner” was purchased, you have the option to purchase a license for the **Business Card Scan** functionality through our website. You can locate the purchase of this license under the products > software tab on our website. Once purchased digitally, the license will be emailed to you. Our support team is happy to help with any questions along the way.

Changing Profile Settings

To change a profile, click the Settings tab on the left side menu. Then next to Profile Settings, click the orange “Open”. Use the dropdown to select the profile you want to edit/add/delete. Then click to either Edit, Add Profile, or Delete Profile.

Editing Profile Names

Select the profile name you want to edit and then click Edit. A white box will appear where you can edit the profile name. Make your edit and then click save. If you decide you do not want to edit the name, simply click the “X” button in the upper right corner.

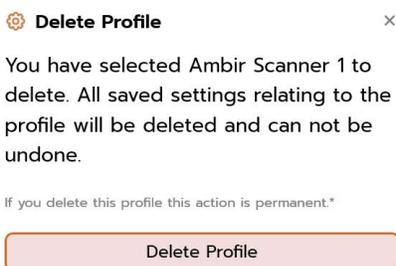


Adding Profiles

To add a new profile, click “Add Profile”. A white box will pop up where you can give a name to the new profile, then hit Save.

Deleting Profiles

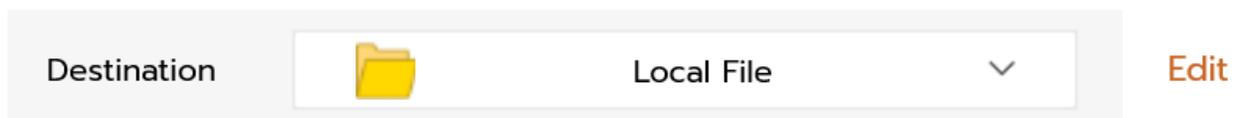
To delete an existing profile, select the profile you want to delete from the dropdown, then click “Delete Profile”. A pop up will appear, asking if you are sure you want to delete that profile, as the action is permanent. Click “Delete Profile” to delete the profile or click the “X” in the upper right corner if you want to cancel the delete action.



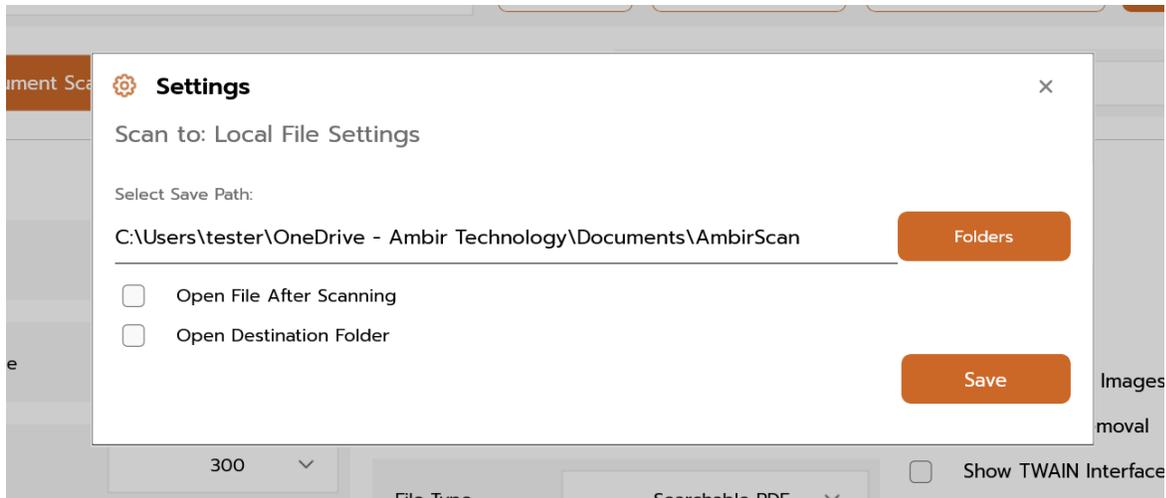
Editing a Profile

Select the profile you want to edit. All of the settings associated with the selected profile will be shown on the screen. You may edit the properties of the scan and set the scan destination.

Editing the Scan Destination of the Profile



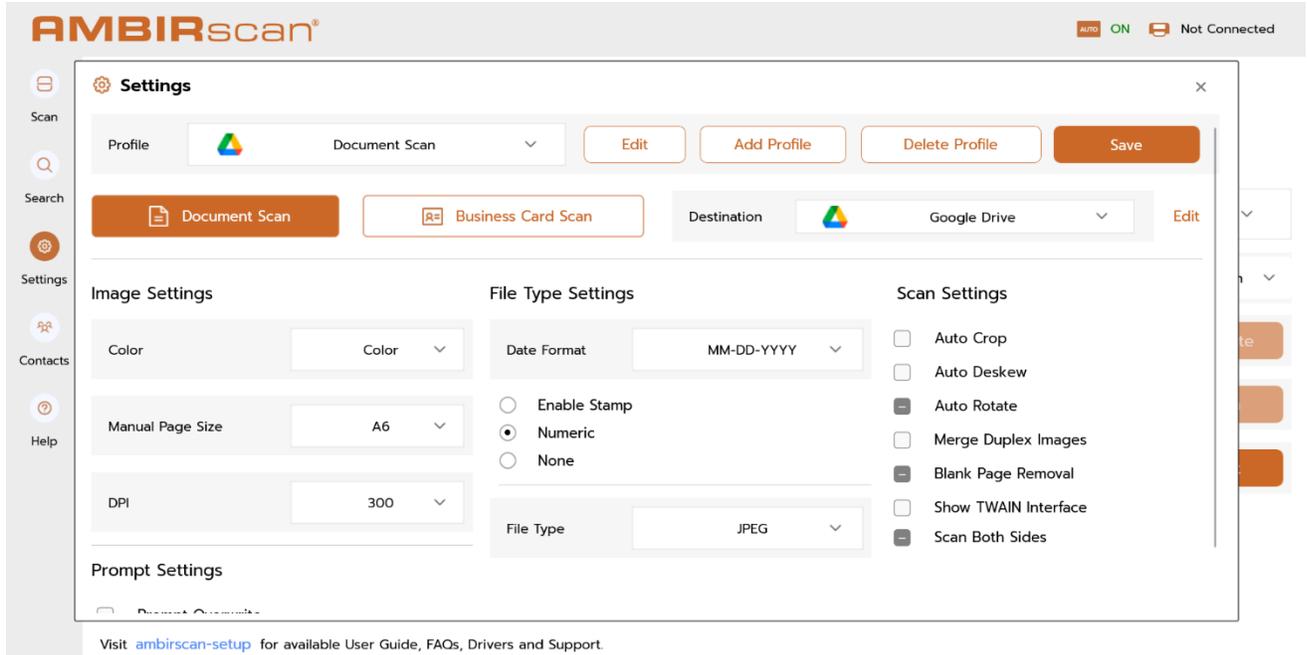
From the dropdown, choose the desired scan destination. Then choose edit to modify the properties of the ‘save to scan’ destination. You will see the box below appear where you can edit those properties:



Depending on the profile type; Document or Business Card Scan, you will have different destination options.



1. Document Scan
 - a. Local File
 - b. Google Drive
 - c. One Drive
 - d. Dropbox
 - e. Sharepoint
 - f. Email
2. Business Card
 - a. My Contacts Only
 - b. Outlook Classic
 - c. CSV/Excel
 - d. Salesforce
 - e. Microsoft/New Outlook
 - f. Google/GMail



AmbirScan Business Card

This type of profile allows users to scan business cards and extract important data from the card using Optical Character Recognition (OCR). The data on the card is read and can be exported to your Outlook Program or other destinations.

Business Card Scan is an optional upgrade for you to access through the purchase of a license. Information can be found on the Ambir website, <https://ambir.com/ambirscan-bcs/>.

Profile Options

The Document Scan type has the following options:

Document Settings:

Setting Name:	Action:
Color	Color, Grayscale, Black and White
Manual Page Size	Letter, Legal, A4, B5, A5, A6, Business Card
DPI	100, 200, 300, 600
Show TWAIN Interface	On /Off
Scan Both Sides	On /Off
Destination	Local, Google drive, OneDrive, DropBox, Sharepoint, Email

Auto Crop	On /Off
Auto Deskew	On /Off
Auto Rotate	On /Off
Merge Duplex Images	On /Off
Blank Page Removal	On /Off

Prompt Settings:

Prompt Overwrite	On /Off
Prompt For File Name After Scanning	On /Off

Document File Type / Name Settings:

Setting Name:	Action:
Date Format	Different Date Configurations with either Enable Stamp, Numeric, or None
File Type	PDF, Searchable PDF, JPEG, Tiff, BMP / Multi Page or Single Page

Here is what each setting can do in the application.

Document Settings:

Setting Name:	Action:
Color	Color, Grayscale or B&W
Manual Page Size	Set the size of the scan.
DPI	Sets the resolution of the scan, with higher numbers indicating better image quality. Note that higher DPI results in larger file sizes. Business card and searchable PDF scanning requires 300DPI or higher
Show Twain Interface	If this option is selected, the TWAIN UI is shown to allow you to adjust the parameters at scan time
Scan Both Sides (Duplex)	If checked, scans both sides of the page. Note: scanner must be a duplex model for 2-side simultaneous scanning
Destination	Local, Google Drive, OneDrive, DropBox, Sharepoint
Auto Crop	Crops the scanned image to the exact size of the document
Auto Deskew	Corrects for any skew/slant that occurs during scanning
Auto Rotate	Reads the text in an image and auto rotates the document so the text is in correct orientation

Merge Duplex Images	Takes the front and back images, merges them top over bottom, converting both images into one image file
Blank Page Removal	Removes any/all pages that don't have content on them

Prompt Settings:

Prompt Overwrite	Prompts you for a new filename if the filename already exists
Prompt For File Name After Scanning	If On, you will be prompted to enter a filename for each scan. If Off, the automatic settings will determine the filename

Document File Type / Name Settings:

Setting Name:	Action:
Date Format	Add date stamp to file names. Options are Enable Stamp, Numeric, or None
File Type	PDF, Searchable PDF, JPEG, Tiff, BMP / Multi Page or Single Page

When clicking the Business Card Scan setting, you can see the different settings this button provides for profiles.

The Business Card type has the following options:

Business Card Settings:

Setting Name:	Action:
Destination	My Contacts Only, Outlook Classic, CSV/Excel, Salesforce, Microsoft, Google
Show TWAIN Interface	On /Off
Scan Both Sides	On /Off
Auto Crop	On /Off
Auto Deskew	On /Off
Auto Rotate	On /Off
Blank Page Removal	On /Off

Prompt Settings:

Prompt Overwrite	On /Off
Prompt For File Name After Scanning	On /Off

Business Card File Type and Name Settings:

Setting Name:	Action:
Date Format	Different Date Configurations with either Enable Stamp, Numeric, or None
File Type	PDF, JPEG, Tiff, BMP / Multi Page or Single Page

Here is what each setting can do in the application.

Business Card Settings:

Setting Name:	Action:
Destination	My Contacts Only, Outlook, CSV/Excel, Salesforce, Microsoft, Google.
Show TWAIN Interface	If this option is selected, the TWAIN UI is shown to allow you to adjust the parameters at scan time.
Scan Both Sides	If checked, scans both sides of the page. Note: scanner must be a duplex model for 2-side simultaneous scanning

Auto Crop	Crops the scanned image to the exact size of the document
Auto Deskew	Corrects for any skew/angle that occurs during scanning
Auto Rotate	Reads the text in an image and auto rotates the document so the text is in correct orientation
Merge Duplex Images	Takes the front and back images, merges them top over bottom, converting both images into one image file
Blank Page Removal	Removes any/all pages that don't have content on them

Business Card File Type and Name Settings

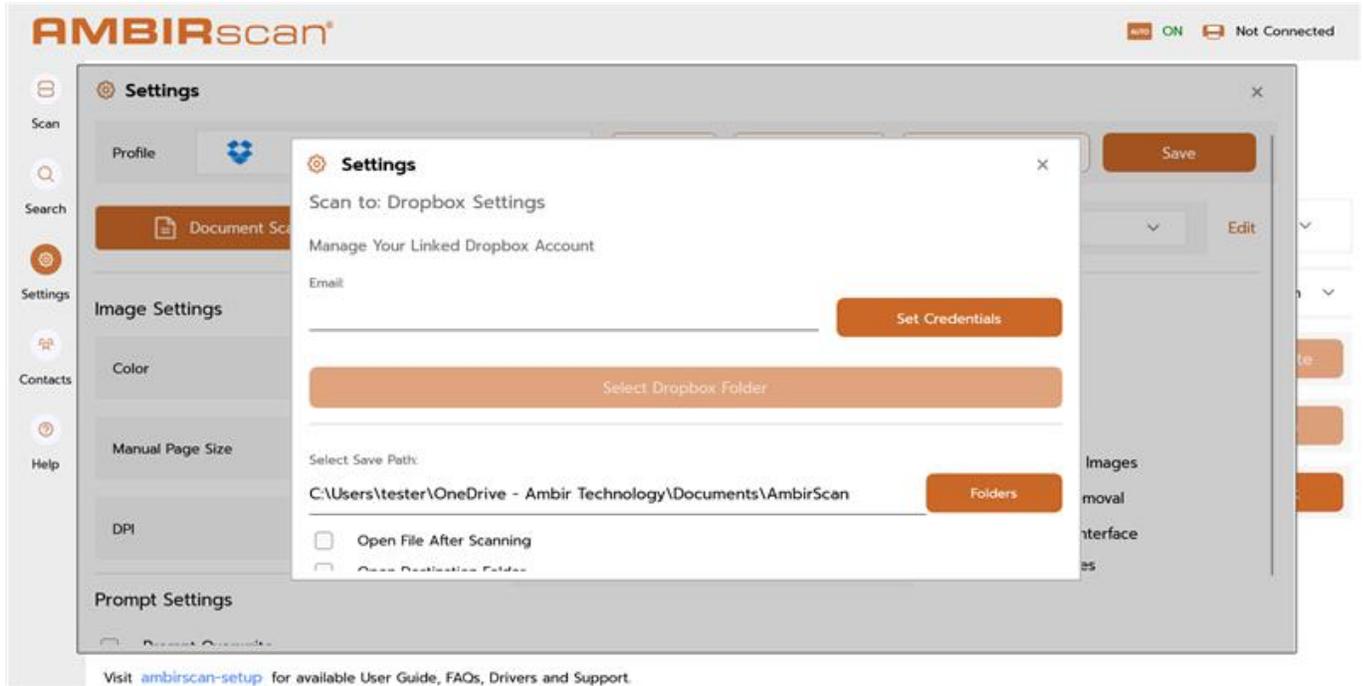
Setting Name:	Action:
Date Format	Add date stamp to file names. Options are Enable Stamp, Numeric, or None
Prompt Overwrite	Prompts you for a new name if the filename already exists
Prompt For File Name After Scanning	If On, you will be prompted to enter a filename for each scan. If Off, the automatic settings will determine the filename
File Type	JPEG, Tiff, BMP

The settings allow you to modify each option available, customizing the program to your needs. Feel free to continue to adjust the settings even after clicking save.

Cloud Services

AmbirScan allows users to conveniently save scan profiles to several popular cloud services. In the edit section of the profile settings, you can configure and switch between the listed options. These changes will be saved to your designated profile.

The white pop-up box allows you to set the credentials to the cloud service. This includes where the document will be stored on the cloud service and where to store the document locally.



Scanning Process

How to scan:

1. Choose the desired scan profile
2. Insert your document in the scanner, with the text on the page face down
3. If Auto scan is ON, the document will immediately begin scanning
4. If Auto scan is OFF, you will see the orange Scan button, and can click Scan to start
5. Continue to scan multiple documents as needed by either inserting additional documents (in Auto Scan mode) or by clicking the Scan button

When you have scanned all desired documents hit Done.

Document & Card Scan Flow

Additional steps to scan documents and organize the information:

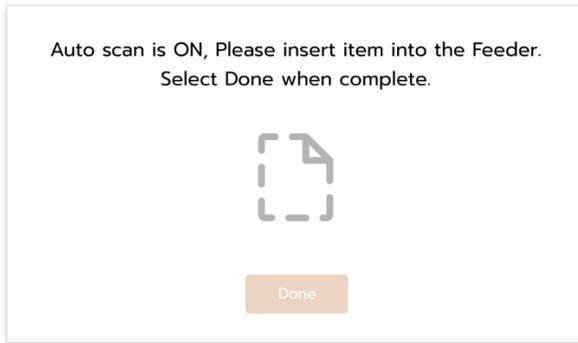
Feed your document or card into the scanner, face down.

Once inserted, the document or card will begin to scan.

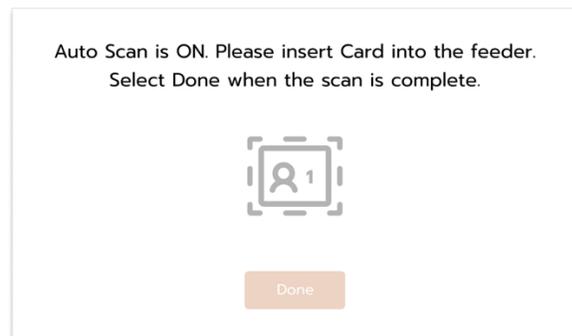
Based on the info on the scanned document or profile selected, you will see relevant options

If Auto Scan is enabled, you will see the following prompts:

Document Scan



Business Card Scan:



When a card or document is inserted in the scanner, the user will see the corresponding icon become active.

If auto scan is on, user will be prompted to continuously scan items and click “Done” when complete. If auto scan is off, the orange scan button will become active.

As you insert the items into the scanner you will receive a page total. This is referring to how many items have been scanned in one session.

Afterwards you will go into the post scanning sections of the application. On this page you can quickly edit the images and information captured during the scanning process.

First Name *

Last Name *

Title

Company

Address

Email *

Office Phone

Mobile Phone

Card: 1/3 Remove

< Previous Next >

Front Of Card

● ○

Save Cancel

What Is BCS?

The Business Card Scanner (BCS) is a feature that allows you to scan business cards with the objective of collecting the vital information on the cards, to then organize and categorize them into contact information. This information can sync with the contact section of your AmbirScan application and can connect with your Outlook contacts. This feature requires a purchase of a license key(s).

Follow the steps below to set up the Business Card Scanner (BCS) features.

Where To Find License Key?

In the AmbirScan application, click on the Settings icon on the side menu. Listed under the System Settings heading, you will see the BCS License Key.

See image below.

System Settings

Profile Settings	<input type="button" value="Open"/>
Import Scan Profiles	<input type="button" value="Import"/>
Export Scan Profiles	<input type="button" value="Export"/>
BCS License Key	Active <input type="button" value="Deactivate"/>
AmbirScan Version	Version Number: 8.0.7.0

Check For Newer Versions of AmbirScan on Start-Up

You will see “BCS License Key”, the active or inactive state, and the orange Activate/Deactivate button. This setting will be inactive on default.

To activate the BCS features, click the orange Activate button. Next you will see a pop-up prompting you to enter your 31-digit License Key.

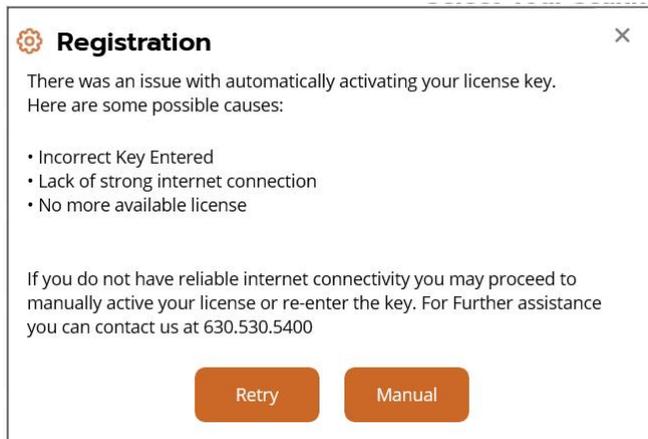
Activate License ×

Please enter your license key. This was provided to you by Ambir on a printed sheet that came with along with your software or via an email. This is not the serial number on the bottom of the scanner.
To purchase a License Key click [Here](#)

31 Digit License Key

The License key number can be found in the box that the scanner came in, or in your email if the license was purchased separately online.

If the license key is entered incorrectly or there is another issue, the following pop-up will appear to explain potential causes.



By clicking Retry you will return to the previous screen to try again. A secondary option is to click Manual, and you will be prompted to manually register the license key by calling our Technical Support number at 630-530-5400.

Once you register the license key, you will be provided with a configuration number. Enter the configuration number and you will retrieve the Registration Number.

Once you have successfully activated the license key, you have properly activated the AmbirScan Business Card feature.



Activation Successful!



Auto Scan and Continuous Scan Behaviors

The table below illustrates how AmbirScan software will behave with certain features enabled or disabled.

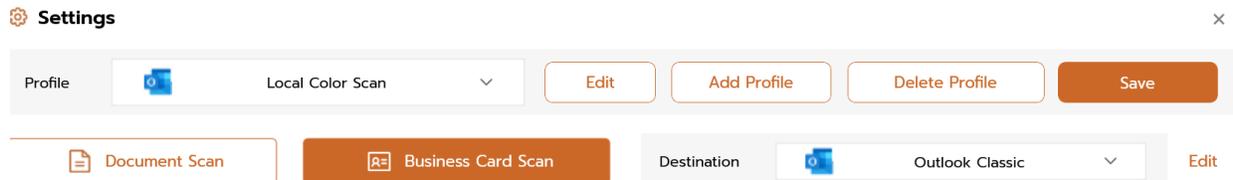
Feature Name	Feature Enabled (Y/N)	Behavior	Best Use
Auto Scan	Y	<ul style="list-style-type: none"> Automatically scans documents when inserted. Multi-page scanning available. Add pages to scan until complete. File automatically saves to the designated save path chosen in Settings. File Created message displays above the Show Preview button. Scan is automatically saved. Preview/Switch Mode window does not have thumbnail view and you will only see the first page scanned of your documents in the window. No editing options available in Preview window. 	<ul style="list-style-type: none"> Scanning multi-pages. No manipulation of images needed. Automatically save scans when completed.
Continuous Scan	Y		
Auto Scan	Y	<ul style="list-style-type: none"> Automatically scans documents when inserted. Multi-page scanning available. Add pages to scan until complete. File must be manually saved using the Preview or Switch View window to complete. Use Save to save to the pre-selected save path in Settings or Save As to save to a different location. 	<ul style="list-style-type: none"> Multi-page scanning. Need to edit documents contrast/color/rotation. Manually save to another file location. Using Tags to organize scans.
Continuous Scan	N		

Feature Name	Feature Enabled (Y/N)	Behavior	Best Use
Auto Scan	N	<ul style="list-style-type: none"> Multi-page scanning available. Add pages to scan until complete. If Finish is selected, file is automatically saved to save path in Settings. Thumbnail view not available in Show Preview/Switch Mode. 	<ul style="list-style-type: none"> Multi-page scanning available. Manually save to another file location.
Continuous Scan	Y		
Auto Scan	N	<ul style="list-style-type: none"> Multi-page scanning available. Add pages to scan until complete. Must view document in the Show Preview or Switch View window to complete the scan. File must be manually saved using the Preview or Switch View window to complete. Thumbnails of scanned images available in Preview/Switch Mode windows and can be edited. 	<ul style="list-style-type: none"> Manually scan and save documents. Manually save to another file location.
Continuous Scan	N		

Scan to Outlook

Scanning contacts into Outlook is simple and quick. Follow the steps below to complete:

1. Create/add a new Profile or select from one that already exists. Located in profile settings.
2. Select the orange Business Card setting shown in image below.
3. Next to Destination, click the down arrow to see the list of menu selections.
4. Click Outlook, then click the orange Edit button on the far right. Next link your Outlook accounts or select the Outlook folders.



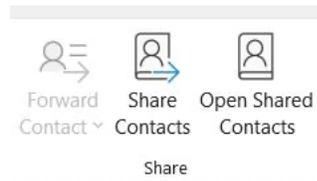
Viewing Contacts in Outlook

To view your contact information, open Outlook and navigate to your **Contacts**. Use the Search menu for quick find or scroll through your contact list.

Scanned contacts will have the contact information displayed as well as an image of the business card.

Scanning to Shared Folder in Outlook

To share contacts scanned with AmbirScan Business Card, create a shared folder in Outlook. Navigate to the Settings Tab and click the profile destinations drop-down. Then click on the three dots icon next to Create Outlook Contact. In the Select Folder window pop up, select the shared contacts folder you wish to send contacts to.



Exporting to CSV File

You can also save your business contacts to a CSV file, either as a backup or to import into another system like Salesforce. This setting is on by default and will export a Contacts file to **C:\Users\Public\Documents\AmbirScan** by default.

Technical Support

For assistance with your Ambir product(s), please visit the AmbirScan [Support](#) page on our website. Our website contains detailed information, along with helpful FAQs about your product.

Ambir Technical Support is available by phone and chat, Monday – Friday, 8 a.m. – 5 p.m. Central Time, excluding holidays. Phone: (630) 530 – 5400, option 3.

Please have your scanner model and serial number available when contacting Support.