AmbirScan User Guide

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 below steps:

1. **Install** AmbirScan software and follow the on-screen installation prompts.
2. Upon final installation, the **AmbirScan icon** will be installed on your desktop.
3. **Double-click** the AmbirScan icon to open the software.

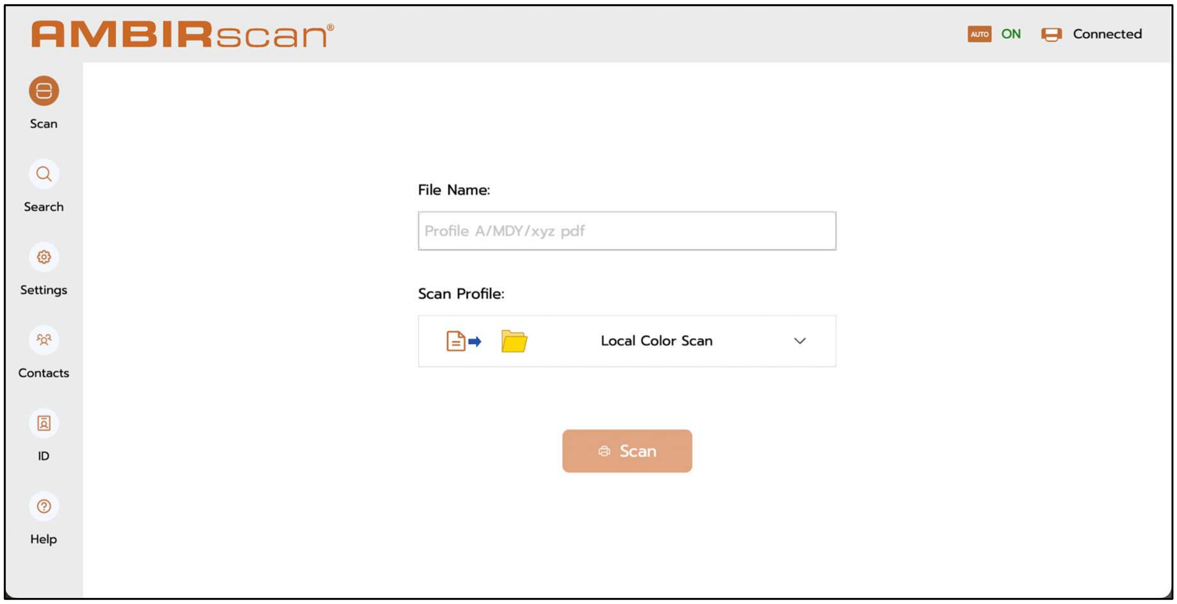
Cleaning and Calibration

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 and Calibrate your scanner, please visit our FAQ page.

AmbirScan Overview

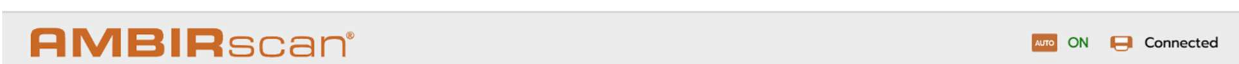
AmbirScan contains several adjustable settings which can be tailored to best suit your requirements. The sections below explain each setting and their locations and functions within the program.

Scan Interface

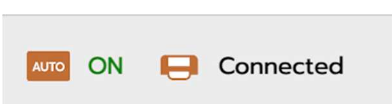


The AmbirScan application has three major sections: Global Header, Side Menu, and the Home Page

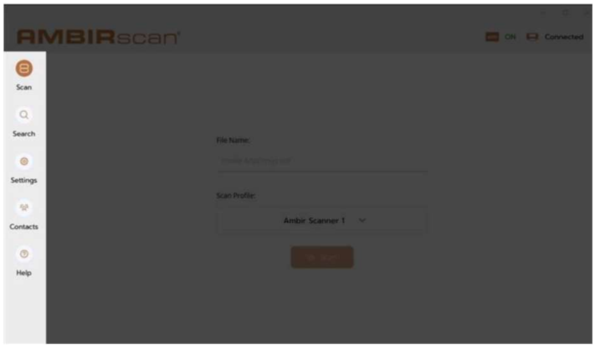
The Global Header:



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.

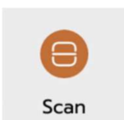


The Side Menu:



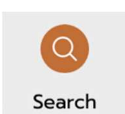
The Side Menu is located on the far left of the window. This section contains tabs available to you to access different features of the application. On default, you'll find yourself on the Scan tab (High lighted in orange to show it's selected). When clicking different tabs, the main view will change 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:



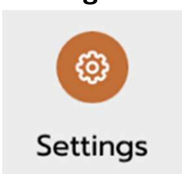
The Search page will also provide a history log of all the previous scans in a sequential order. This will make certain scans easier to locate. You can locate not only file names but specific content in documents through searchable pdfs.

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.

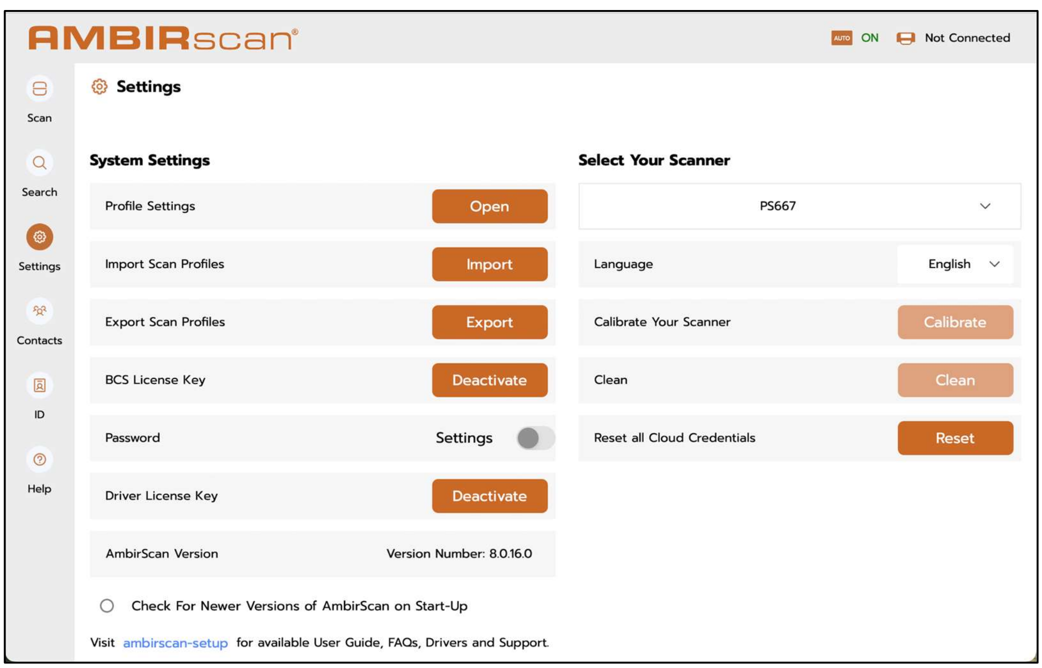
This is helpful when you are trying to find exact content in your search history. This may include Names, Numbers, Emails, and specific words.

Settings Tab:



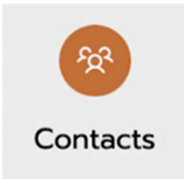
The Settings tab provides flexibility to modify system settings and scanner settings. This is where you can add or delete profiles, change the language, update the file destination, etc.

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

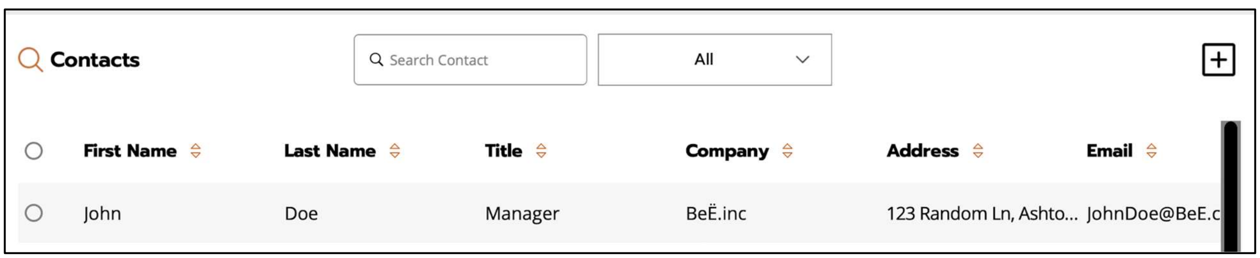


To see a more in-depth explanation of the features of the Settings page, see page 12 of this document.

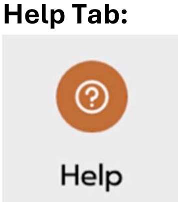
Contacts Tab:



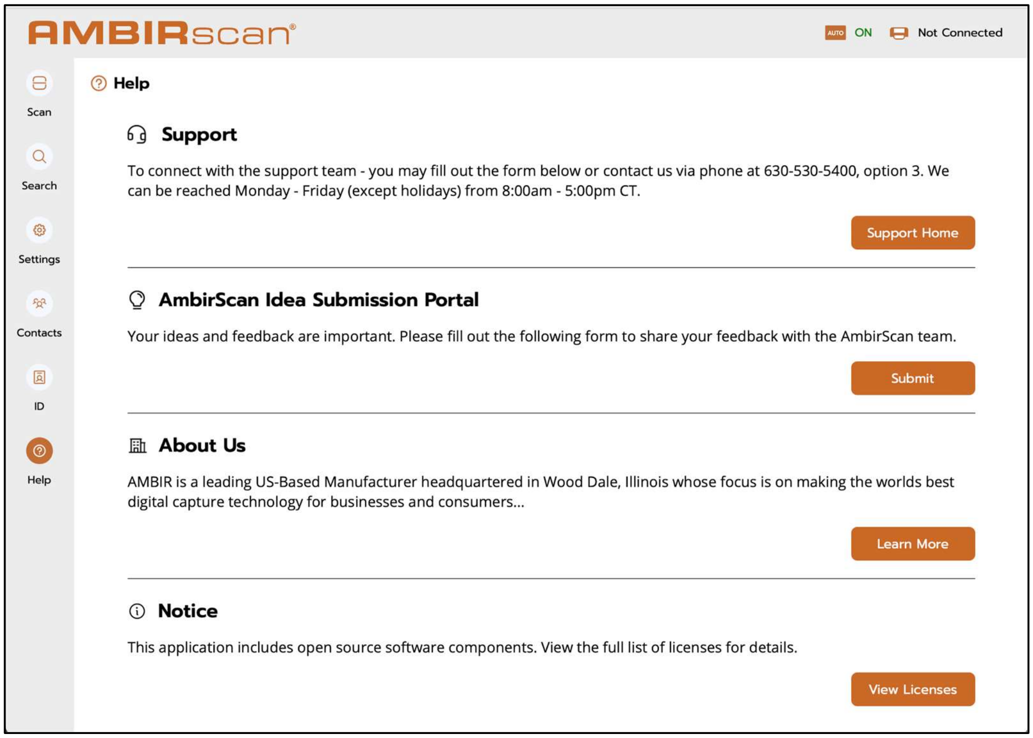
The Contacts Page is designed for business card content. The card information is organized by first name, last name, addresses, and other relevant information. In this view, you can search for specific content within the material either through the search bar or custom filters. Note: you must purchase 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.



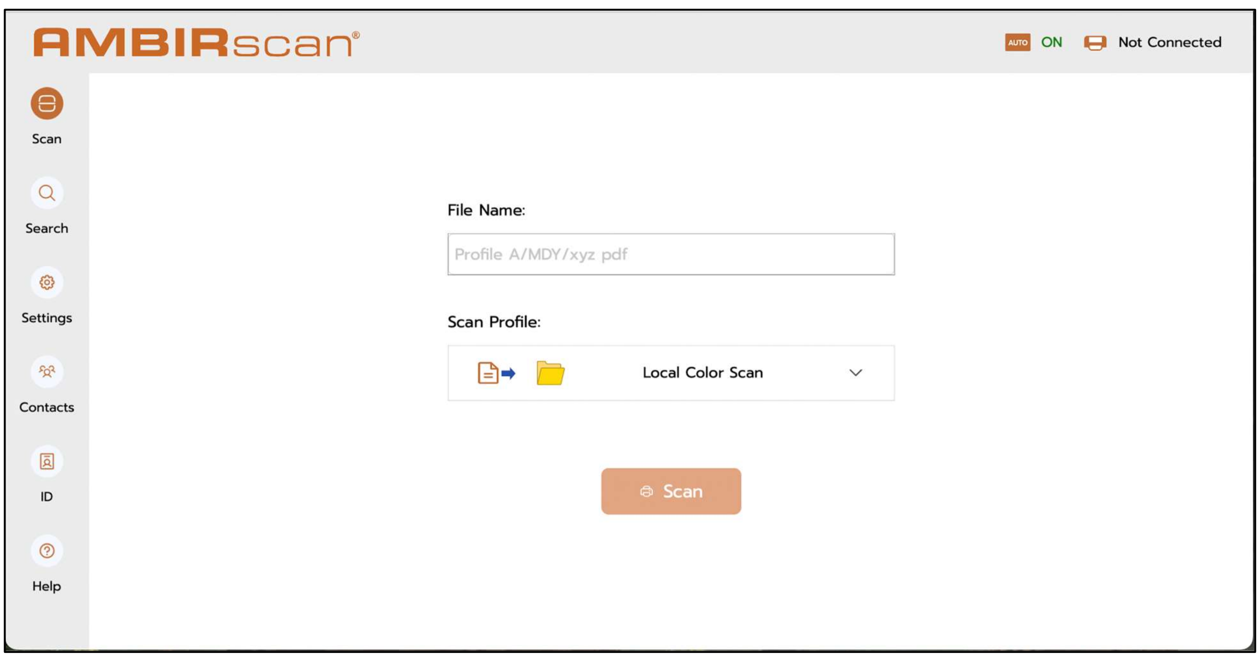
Help Tab:



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

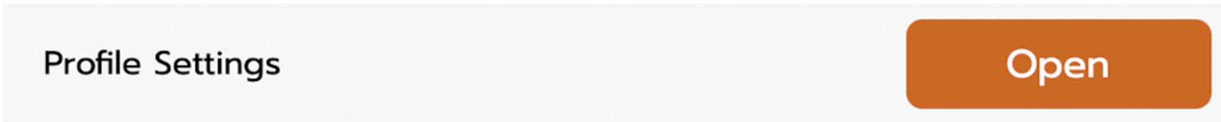


Home Page:



The image shown above is the canvas. This view is the main stage of the application, where most of the interactions will take place. This view will change, depending on the tab, selected in the side menu.

Scan Profiles

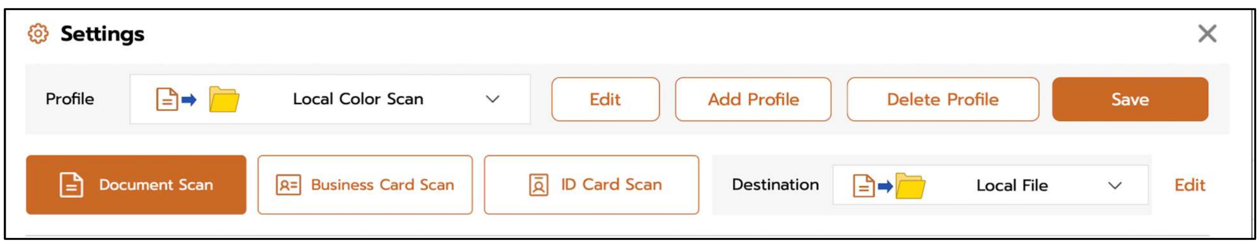


What Are Scan Profiles?

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

The basic intent is to create profiles to scan different types of documents and direct the saving of the scans to different destinations. For example, you might create a profile for “Bank Statements” that scans letter sized documents, saves the documents as a searchable PDF to a specific destination on your hard drive. Or you may have another profile that scans business cards and sends the card data to your Outlook contacts. These profiles appear in a dropdown on the Scan tab so that you can quickly and easily change the scan profile.

AmbirScan software comes with 3 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 three different scan profile types: Document, Business Card, and ID Card Scan. **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. **ID Card Scan** is for capturing and extracting key information from identification documents such as driver’s licenses. This profile is optimized to recognize fields like name, date of birth, ID number and more.

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.

Similarly, to use the ID Card Scan feature for scanning driver’s licenses and other identification documents, a separate Driver’s License Scan license key is required. This key can be purchased through our website and enables access to advanced ID data extraction capabilities.

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

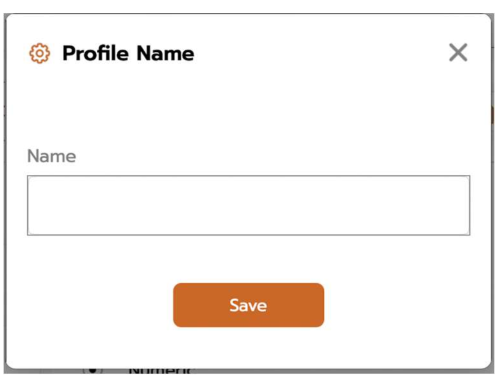
To change a profile, click the Settings tab on the left side menu. Then next to Profile Settings, click the orange "Open". Use the dropdown to select the profile you want to edit/add/delete. Then click to either Edit, Add Profile, or Delete Profile.

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.

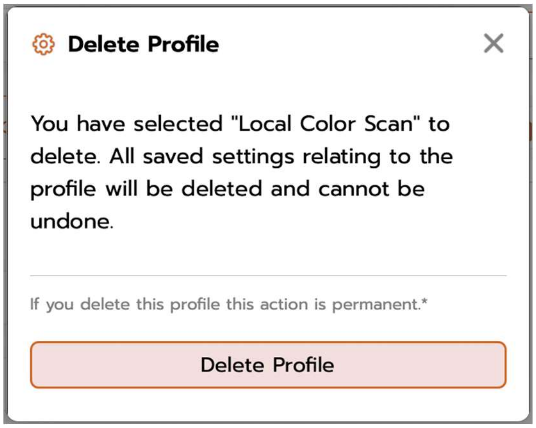
Adding Profiles

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



Deleting Profiles

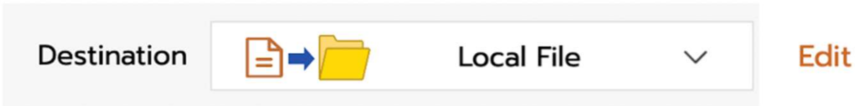
To delete an existing profile, select the profile you want to delete from the dropdown, then click "Delete Profile". A pop up will appear, asking if you are sure you want to delete that profile, as the action is permanent. Click "Delete Profile" to delete the profile or click the "X" in the upper right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



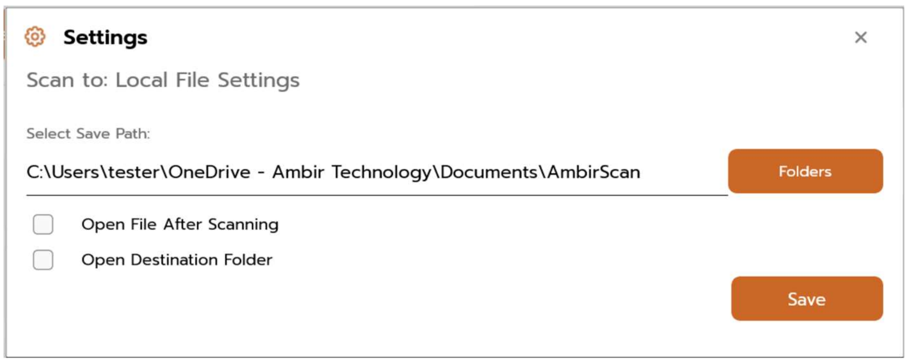
Editing a Profile

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

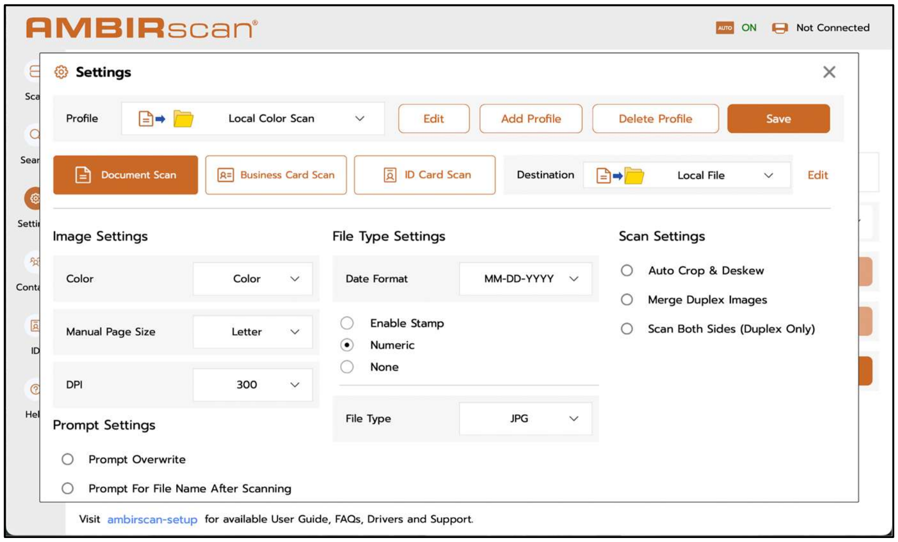


From the dropdown, choose the desired scan destination. Then choose ”Edit” to modify the properties of the ‘save to scan’ destination. You will see the box below appear where you can edit those properties:



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

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



AmbirScan Business Card

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

This feature Is an optional upgrade for you to access through the purchase of a license. This can be found on the Ambir Site, https://ambir.com/ambirscan-bcs/.

Profile Options

The Document Scan type has the following options:

Document Settings:

Setting Name:	Action:
Color	Color, Greyscale , Black and White
Manual Page Size	Letter , A4
DPI	100, 200, 300, 600
Show Twain Interface	On /Off

Scan Both Sides (Duplex)	On /Off
Destination	Local, Google drive, OneDrive, DropBox, Sharepoint
Auto Crop	On /Off
Auto Deskew	On /Off
Auto Rotate	On /Off
Merge Duplex Images	On /Off
Blank Page Removal	On /Off

Document File Type / Name Settings:

Setting Name:	Action:
Date Format	Different Date Configurations with either Enable Stamp, Numeric, or None.
Enable Tagging	On /Off
Prompt Overwrite	On /Off
Prompt For File Name After Scanning	On /Off
File Type	PDF, JPEG, Tiff, BMP / Multi Page or Single Page

Here is what each setting can do in the application.

Document Settings:

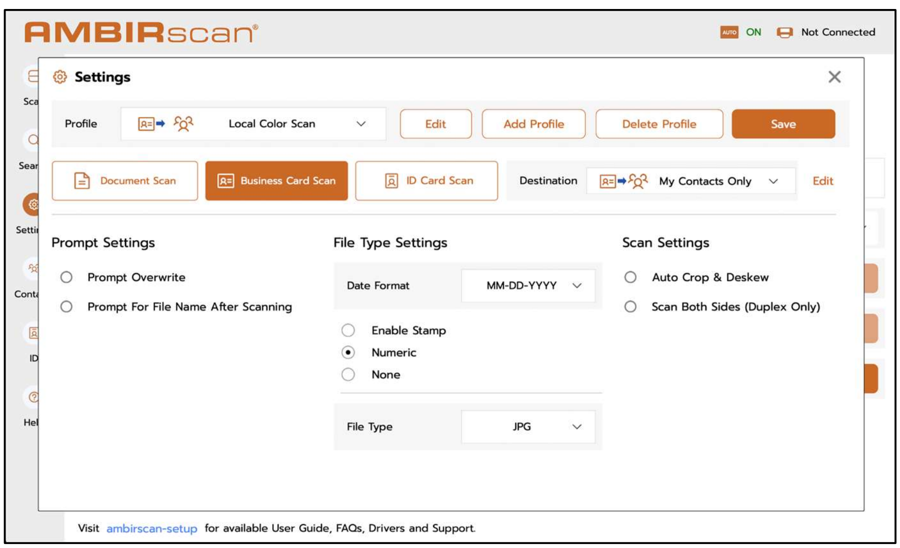
Setting Name:	Action:
Color	Color, Grayscale or B&W
Manual Page Size	Set the size of the scan.
DPI	Sets the resolution of the scan, with higher numbers indicating better image quality. Note that higher DPI results in larger file sizes. And business card and searchable PDF scanning requires 300DPI or 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 that your scanner must be a duplex scanner in order to scan both sides.
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 angle that occurs during scanning.

Auto Rotate	Reads the text in an image and then automatically rotates the document so that the text is in the correct orientation.
Merge Duplex Images	Takes the front and back images and merges them top over bottom, both images into one image file.
Blank Page Removal	Removes any/all pages that does not have content on them.

Document File Type / Name Settings:

Setting Name:	Action:
Date Format	Append filenames with date options. 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 the filename on each scan. If Off, the automatic settings will determine the filename
File Type	PDF, JPEG, Tiff, BMP / Multi Page or Single Page

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



There is Business Card Settings option will provide the following:

Business Card Settings:

Setting Name:	Action:

Destination	My Contacts Only, Outlook, CSV/Excel, Salesforce, Microsoft, Google.
Show TWAIN Interface	On /Off
Scan Both Sides (Duplex)	On /Off
Auto Crop	On /Off
Auto Deskew	On /Off
Auto Rotate	On /Off
Merge Duplex Images	On /Off
Blank Page Removal	On /Off

Business Card File Type and Name Settings:

Setting Name:	Action:
Date Format	Append filenames with date options. Options are Enable Stamp, Numeric, or None.
Prompt Overwrite	On /Off
Prompt For File Name After Scanning	On /Off
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 (Duplex)	If checked, scans both sides of the page. Note that your scanner must be a duplex scanner in order to scan both sides.
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 then automatically rotates the document so that the text is in the correct orientation.
Merge Duplex Images	Takes the front and back images and merges them top over bottom, both images into one image file.

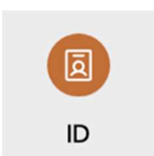
Blank Page Removal	On /Off

Business Card File Type and Name Settings

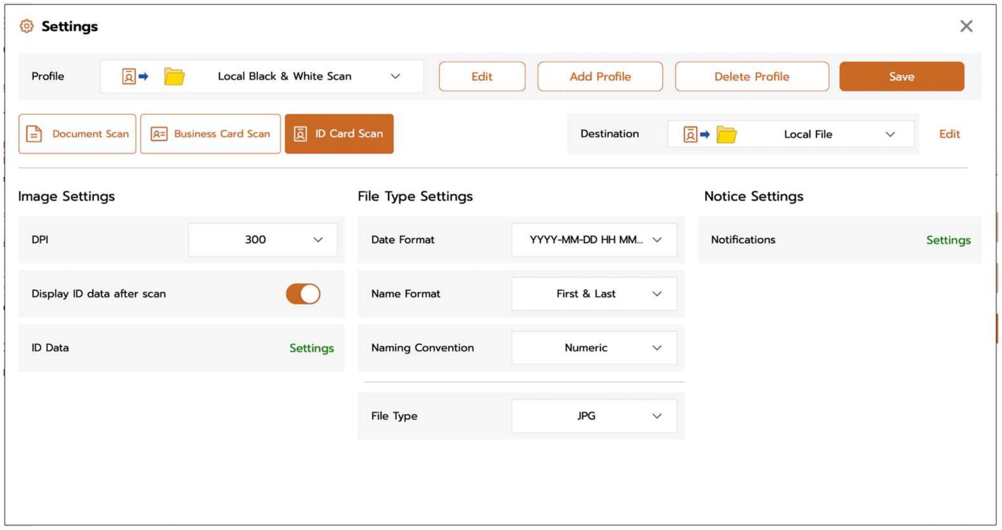
Setting Name:	Action:
Date Format	Append filenames with date options. Options are Enable Stamp, Numeric, or None.
Enable Tagging	Tagging allows for quick searching and organization of saved media. For more information on using tags, click here.
Prompt Overwrite	Prompts you for a new name if the filename already exists.
Prompt For File Name After Scanning	If On, you will be prompted to enter the filename on each scan. If Off, the automatic settings will determine the filename
File Type	PDF, JPEG, Tiff, BMP / Multi Page or Single Page

These settings allow you to consciously manipulate the overall function of the application of specific settings. You can continuously change the settings even after clicking save.

AmbirScan ID Card Scan



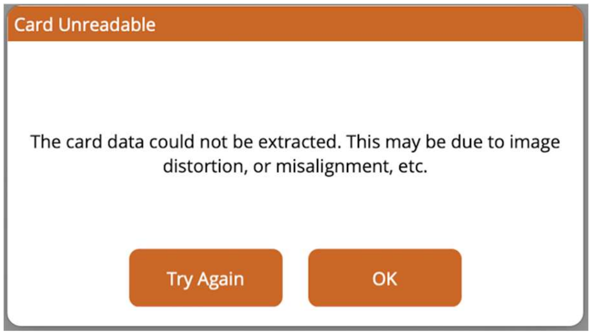
The ID Card Scan tab and profile provides a comprehensive set of tools for capturing, managing, and responding to data extracted from identification cards such as driver's licenses. This feature is accessible via the ID tab in the side menu and requires a Driver's License Scan license key, which can be purchased separately through our website.



Card Data Capture

When scanning a driver's license, the system automatically extracts key information such as Name, State, License Number, Eye Color, Hair Color, and other relevant fields.

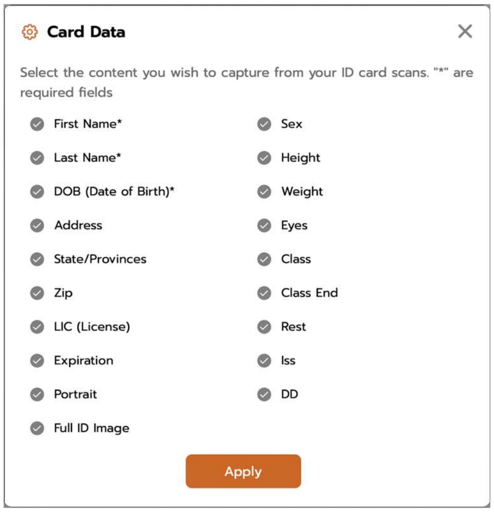
If a card is not readable a pop up will appear.



Users can manually enter and edit the information. This manually entered data is then saved directly to the spreadsheet located in the ID tab, ensuring that records remain complete and accessible.

Customizable Display Settings

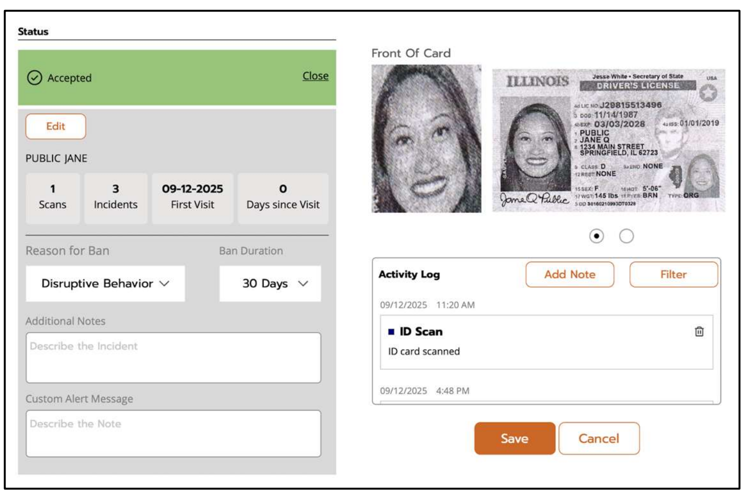
Users can control how much information is displayed from a scanned card using the ID Card Scan Profile Settings. This allows for flexible customization, whether you need a full data set for verification or a minimal view for privacy compliance. You can choose to show as many or as few fields as needed based on your workflow.



This setting can be found in the ID Card Profile setting under "ID Data".

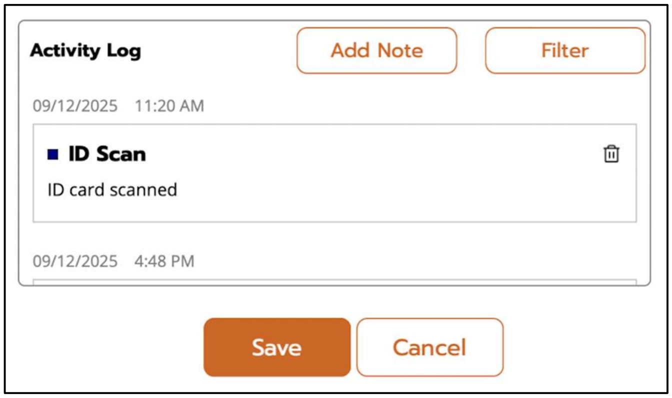
Watch Lists & Banned Lists

Scanned cards can be added to Watch Lists or Ban Lists, helping organizations manage access and monitor individuals. Each entry can include custom notes, and the system tracks activity logs that record the last time the card was scanned. This is especially useful for security, compliance, or customer service workflows.



Activity Log & Ban Duration Management

The Activity Log is a central feature within the ID Card Scan Profile that provides a detailed history of all interactions associated with a scanned card. It serves as a running timeline, helping users monitor and manage card-related activity with precision.

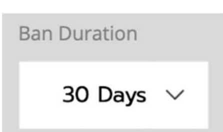


Each time a card is scanned, the log records the event, including the date and time of the scan. Beyond basic scan tracking, the log also captures:

- Status changes, such as when a card is added to a Watch List or Ban List
- Notes added or updated on the card's profile, allowing users to document context, concerns, or instructions
- Manual edits to card data, especially useful when a card is unreadable and information is entered manually

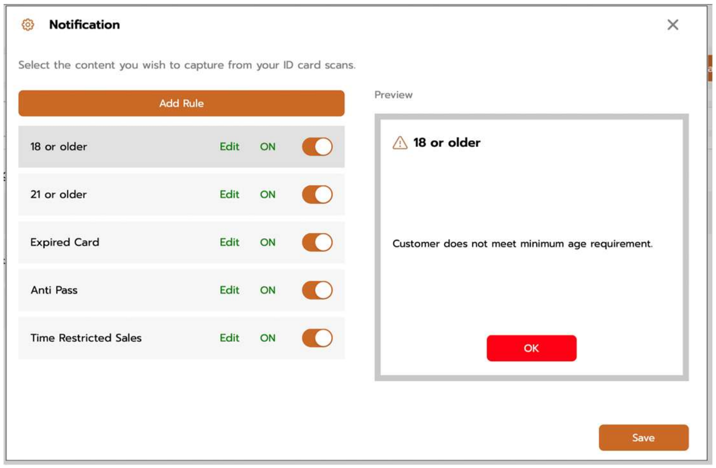
This historical view ensures transparency and accountability, making it easier to audit interactions or investigate patterns of use.

Additionally, the system allows users to set ban durations for cards placed on the Ban List. This means a card can be restricted for a specific period like 24 hours, 7 days, or custom timeframes. This feature is ideal for managing temporary access restrictions without requiring manual follow-up.



Default Notification Rules

The ID Card Scan Profile includes a set of default notification rules that trigger pop-up alerts during the scanning process. These rules help users make informed decisions based on the data extracted from driver's licenses and other ID cards. Notifications can be enabled or customized in the Notification Settings section of the profile. This setting can be found in the ID Card Profile setting under "Notifications"



18 or Older
Displays a notification when the scanned ID confirms the individual is 18 years of age or older. Useful for verifying eligibility for age-restricted services or products.

21 or Older
Triggers a notification when the scanned ID confirms the individual is 21 years of age or older. Commonly used for alcohol sales, event entry, or other 21+ restricted activities.

Expired Card
Alerts the user if the scanned ID is past its expiration date, helping prevent acceptance of outdated or invalid identification documents.

Anti-Pass
Displays a pop-up if a card is rescanned within a specific time frame that the user sets. This helps prevent duplicate entries or monitor suspicious activity, such as someone attempting to re-enter a location too quickly.

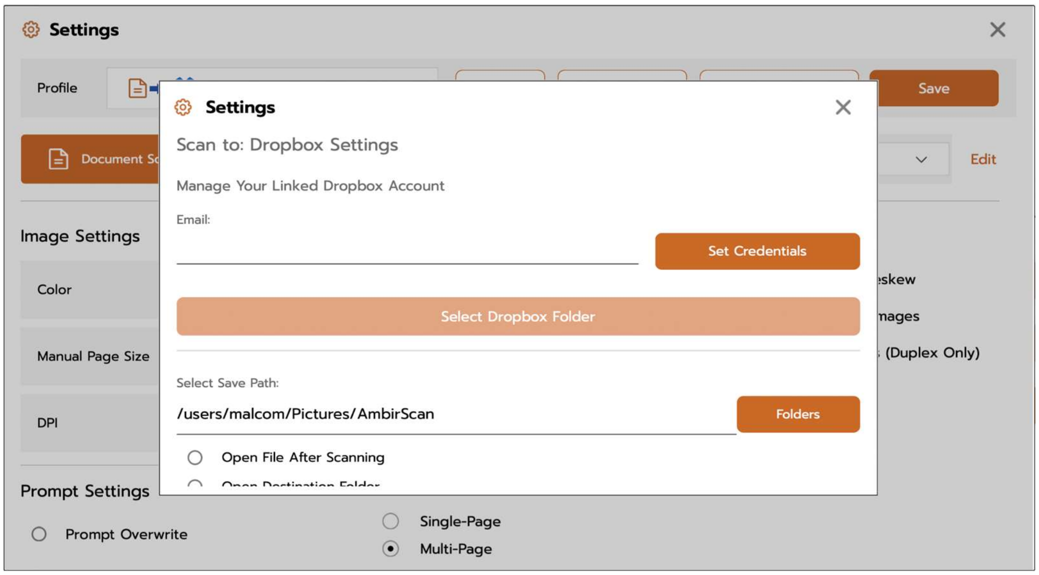
Time Restricted Sales
Triggers a notification when a card is scanned within a defined time window, set between two specific time periods. Ideal for enforcing time-based restrictions on sales or access, such as limiting purchases during certain hours.

Password Protection Settings
To enhance privacy and security, the application includes password protection settings located in the General Settings Section. When enabled, this feature allows users to hide the contents of the ID tab in the side menu. A password must be entered to view sensitive information or to edit/change any settings related to ID card scanning. This ensures that only authorized personnel can access or modify ID-related data.

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.



Zapier Webhook Integration

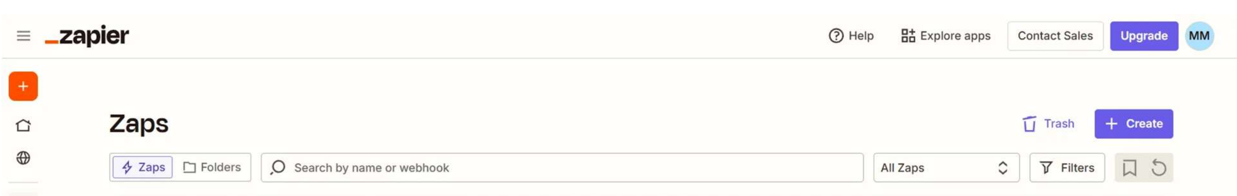
AmbirScan supports integration with Zapier through webhooks, allowing you to automate workflows by triggering actions in over 6,000 connected apps whenever you scan a document, business card, or ID. This powerful feature enables you to automatically send scan data to your favorite applications like Google Drive, Slack, Salesforce, and many more.

Setting Up Zapier Webhook

Follow these steps to configure Zapier webhook integration with AmbirScan:

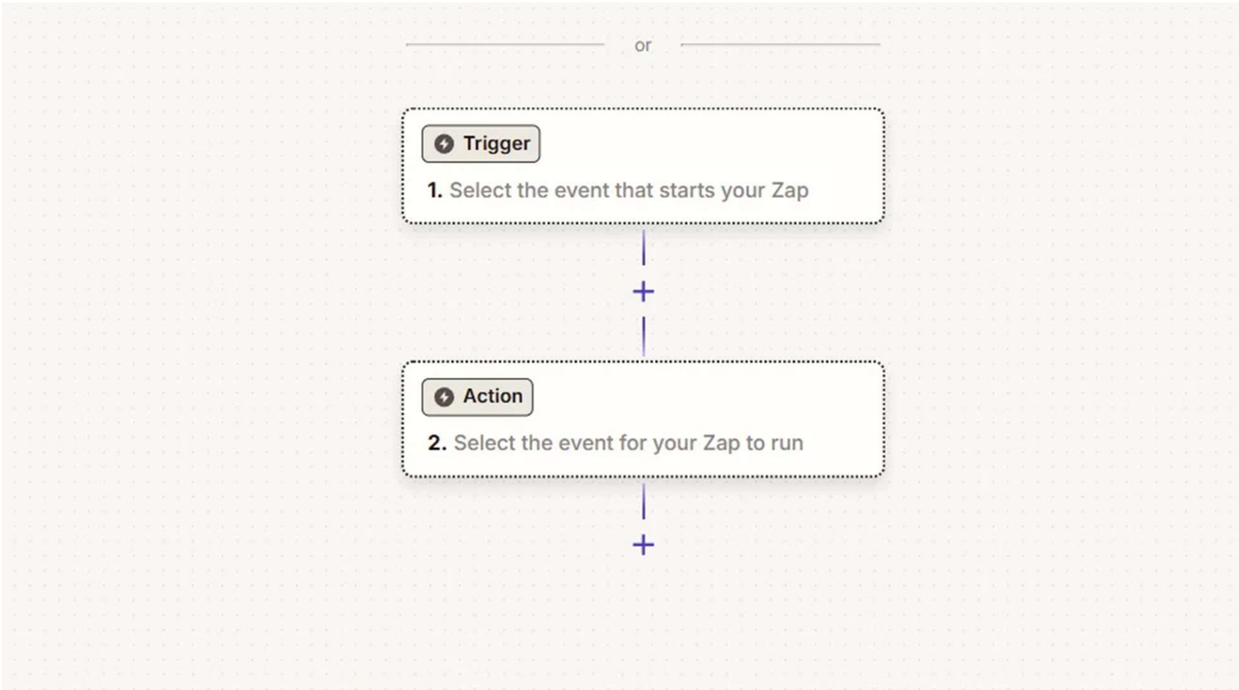
1. **Step 1: Create a New Zap**

   Log in to your Zapier account at zapier.com and click "Create Zap" to start a new automation workflow.



2. **Step 2: Choose Webhooks by Zapier as Trigger**

   In the trigger section, search for and select "Webhooks by Zapier" as your trigger app.

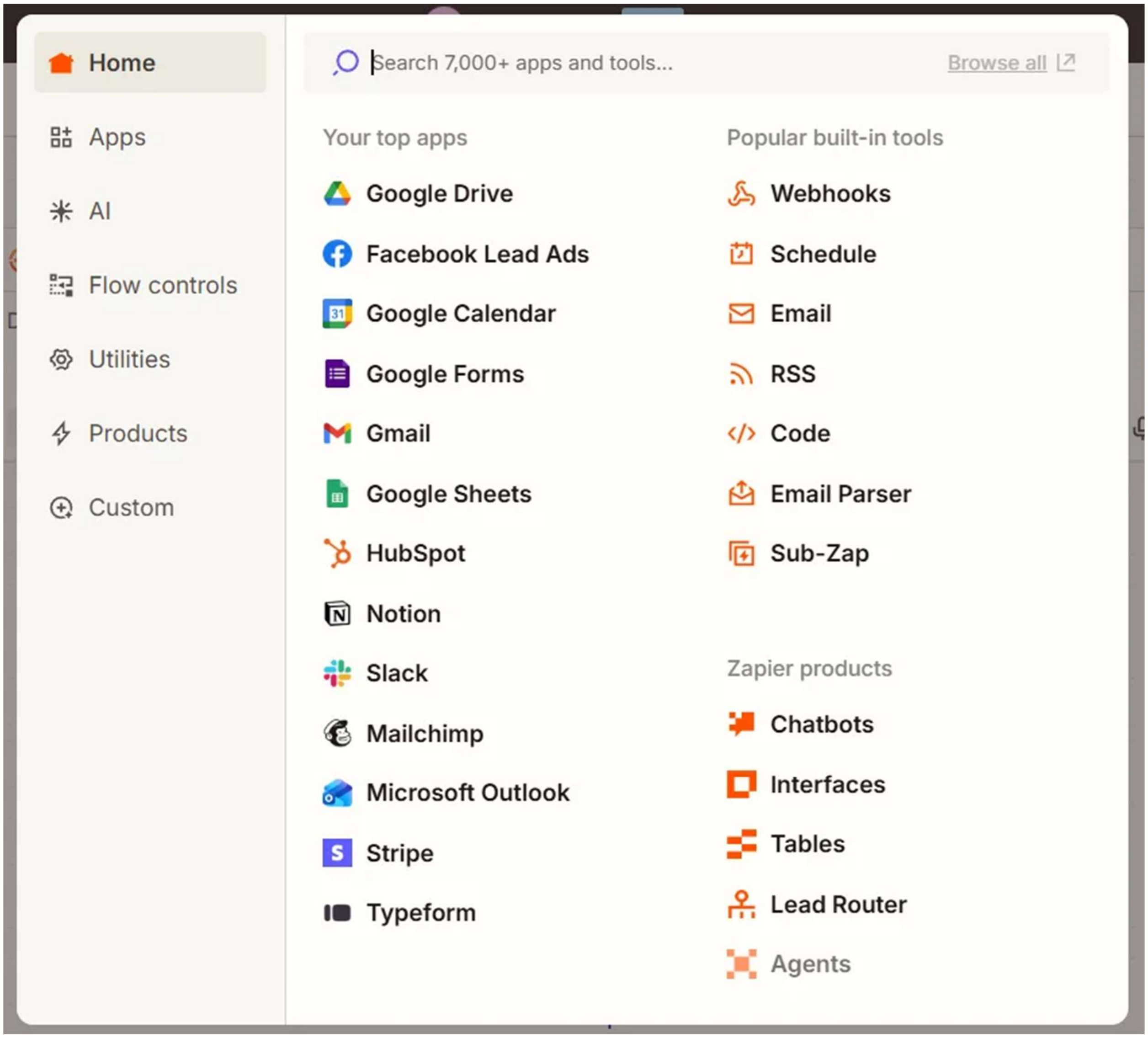


3. **Step 3: Select "Catch Hook" Event**

   Choose "Catch Hook" as the trigger event. This will allow Zapier to receive data from AmbirScan.

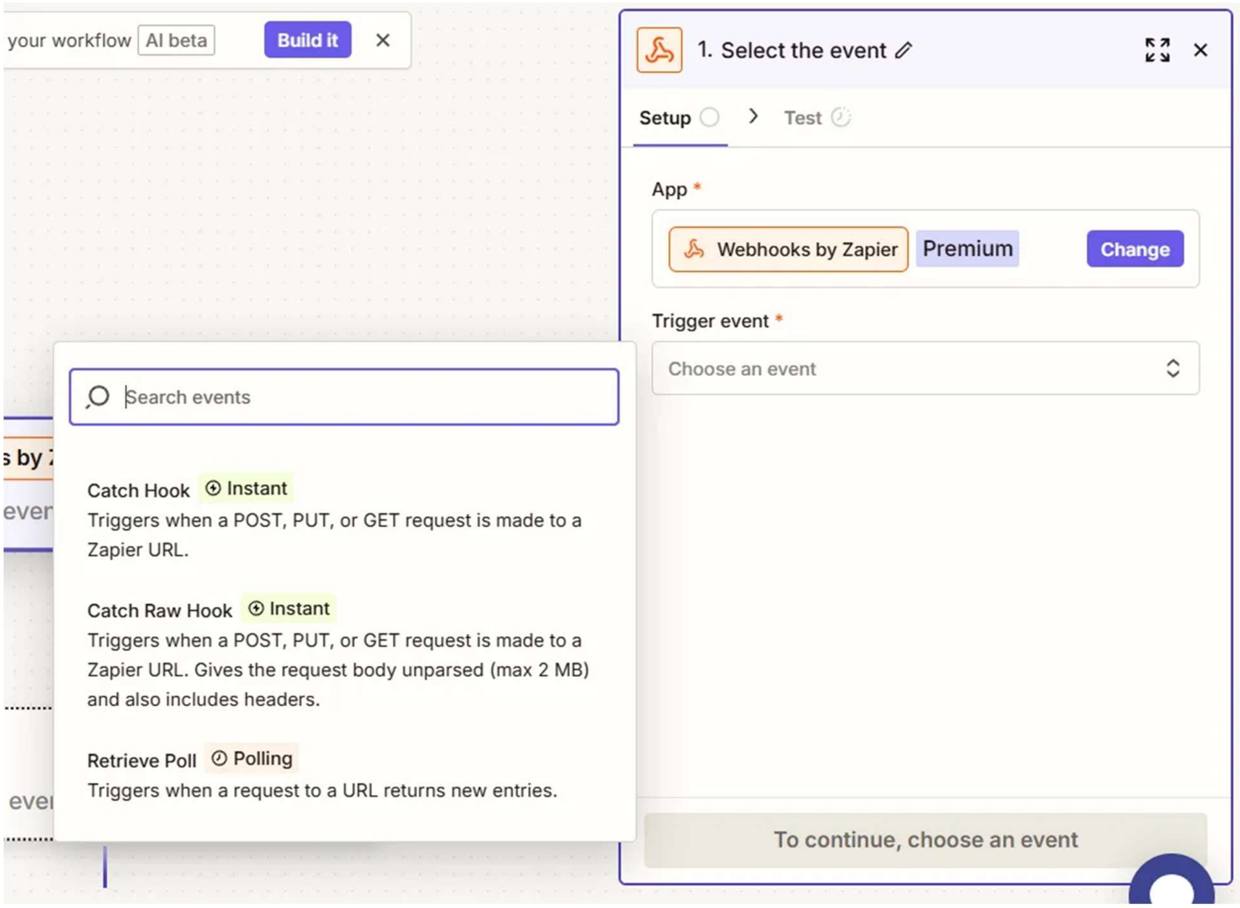
4. **Step 4: Copy the Webhook URL**

   Zapier will generate a unique webhook URL. Click the copy button to copy this URL to your clipboard. You'll need this URL in AmbirScan.



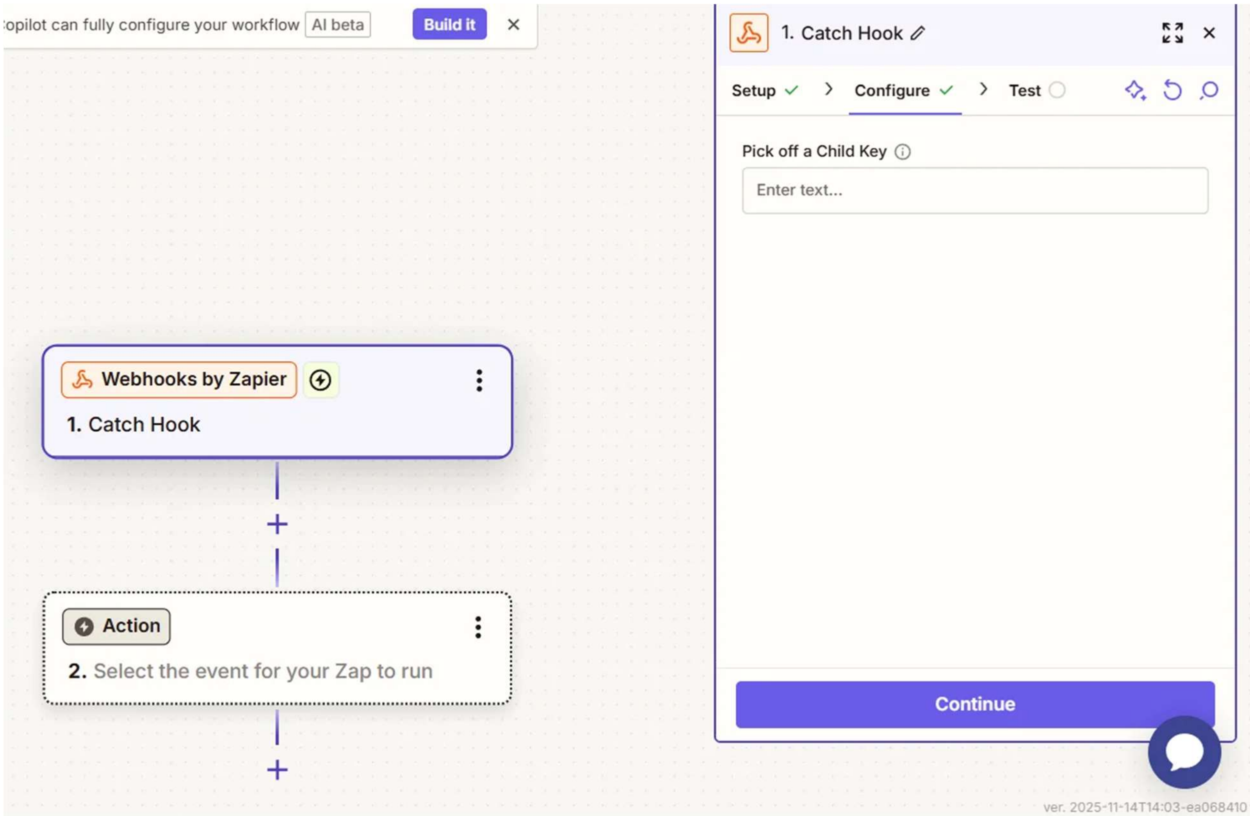
5. **Step 5: Open AmbirScan Profile Settings**

   In AmbirScan, navigate to your scan profile settings and locate the Webhook URL configuration section.



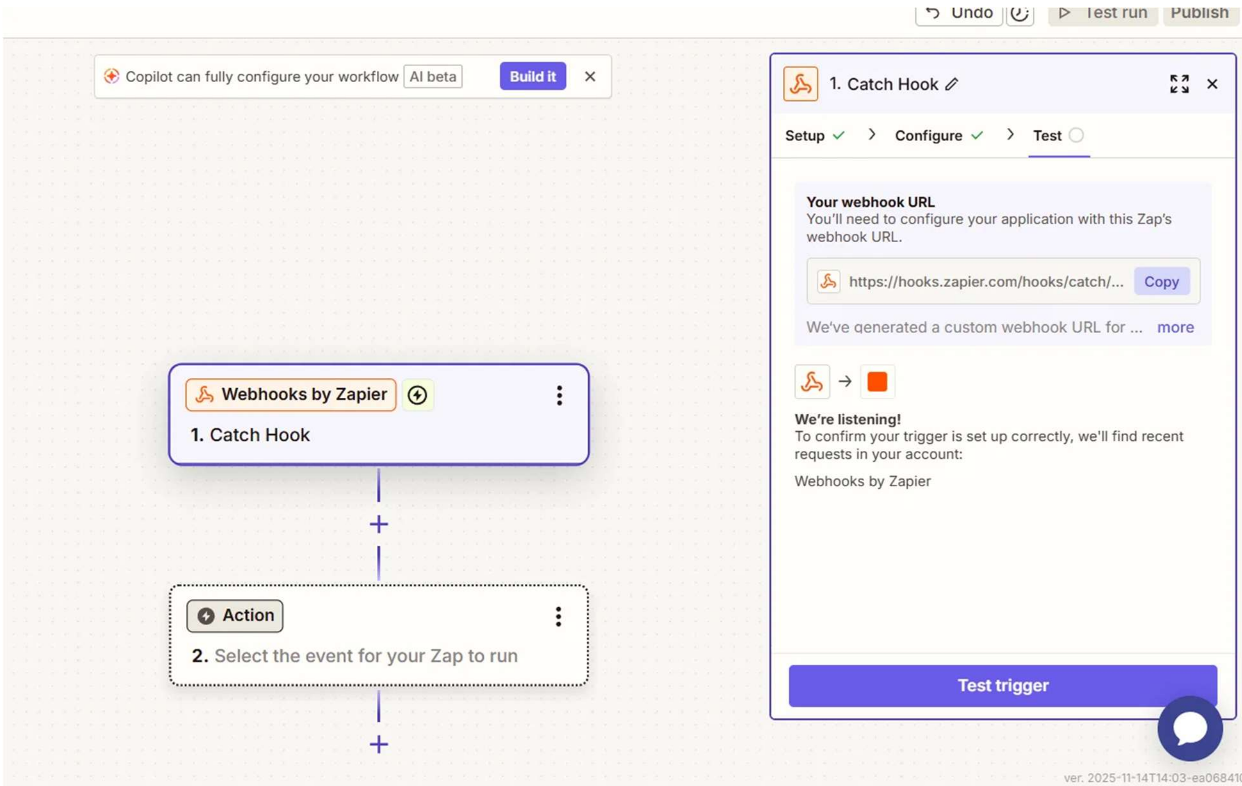
6. **Step 6: Paste Webhook URL**

   Paste the webhook URL from Zapier into the Webhook URL field in AmbirScan's profile settings.



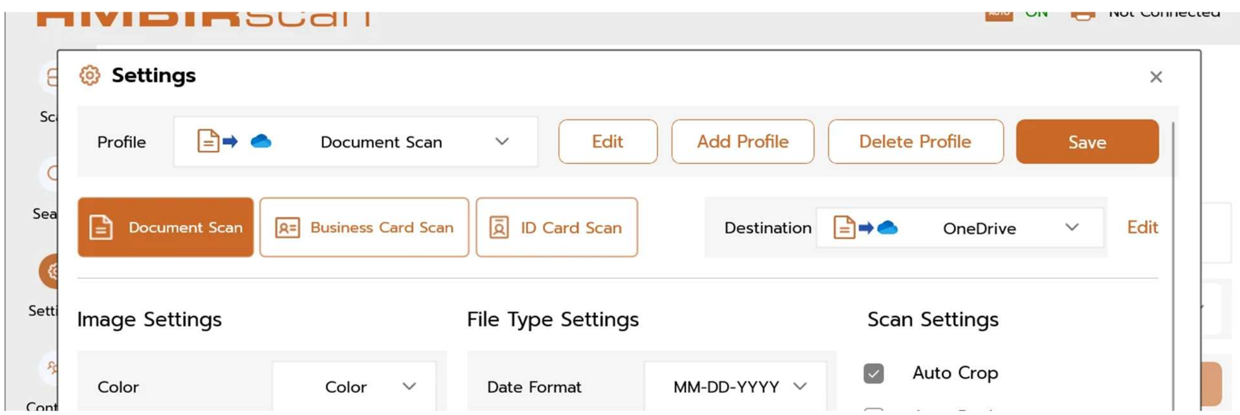
7. **Step 7: Test the Connection**

   Return to Zapier and click "Test trigger" to verify the webhook connection.



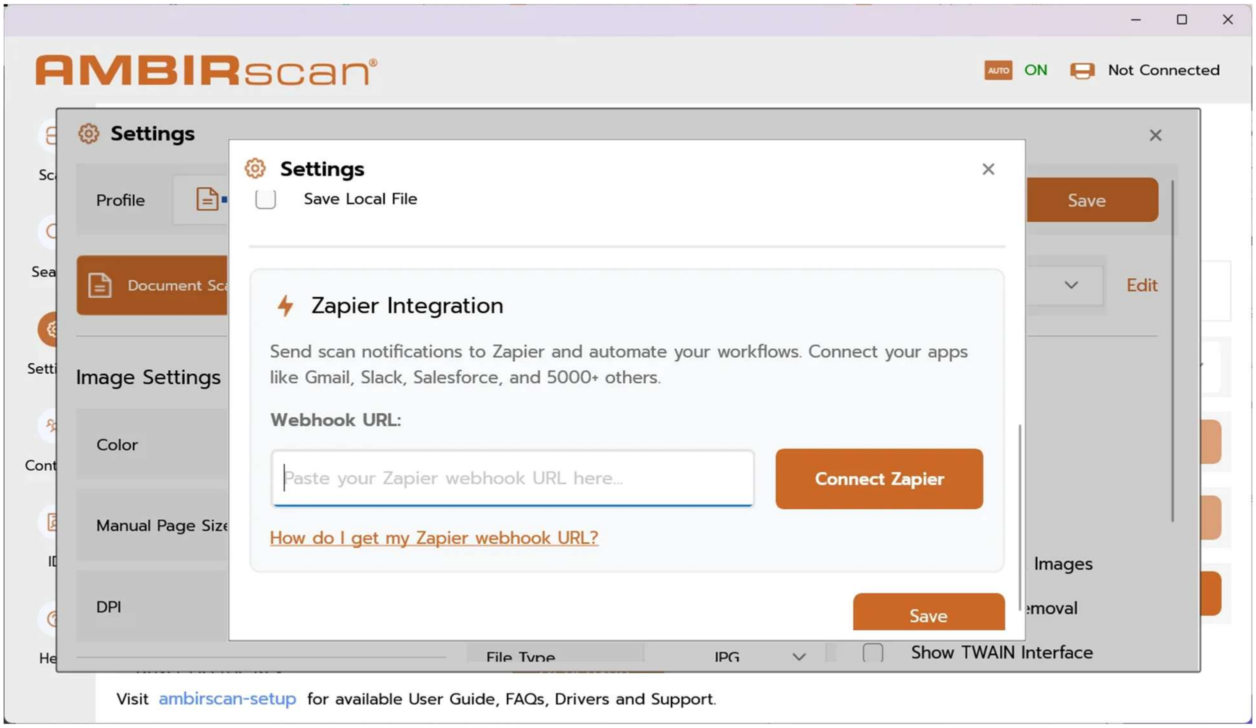
8. **Step 8: Perform a Test Scan**

   In AmbirScan, perform a test scan to send sample data to Zapier.



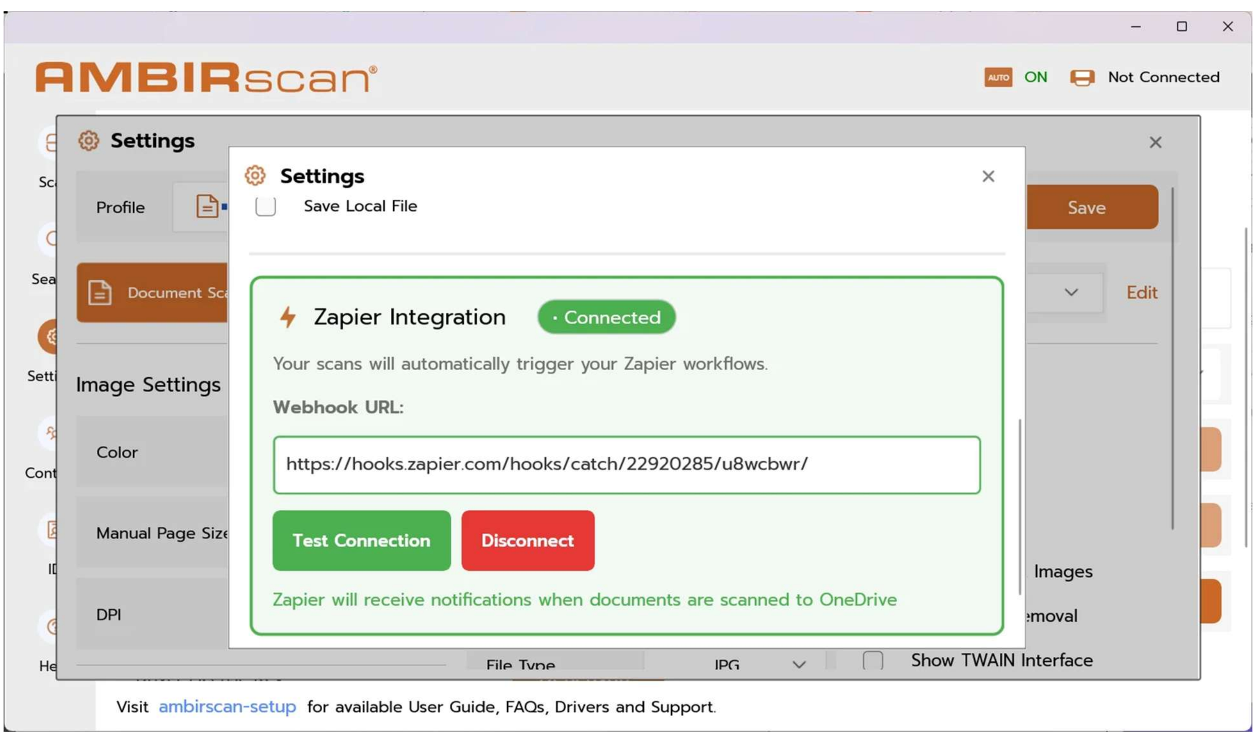
9. **Step 9: Review Scan Data**

   Zapier will display the scan data it received from AmbirScan, including file information, scan type, and metadata.



10. Step 10: Configure Your Action

Now you can set up what happens with your scan data. Choose from thousands of apps like Google Drive, Slack, Salesforce, or any other supported service to automatically process your scans.



What Data is Sent?

When you scan a document with webhook integration enabled, AmbirScan sends structured JSON data to Zapier containing:

1. **Document Scans:** Filename, file size, page count, storage provider, file URL, and timestamp
2. **Business Card Scans:** Parsed contact information including name, title, company, address, email, phone numbers, and website (requires Business Card License)
3. **ID Scans:** Extracted identity data from State IDs and driver's licenses including name, date of birth, address, license number, expiration date, and physical characteristics (requires ID Scanning License)

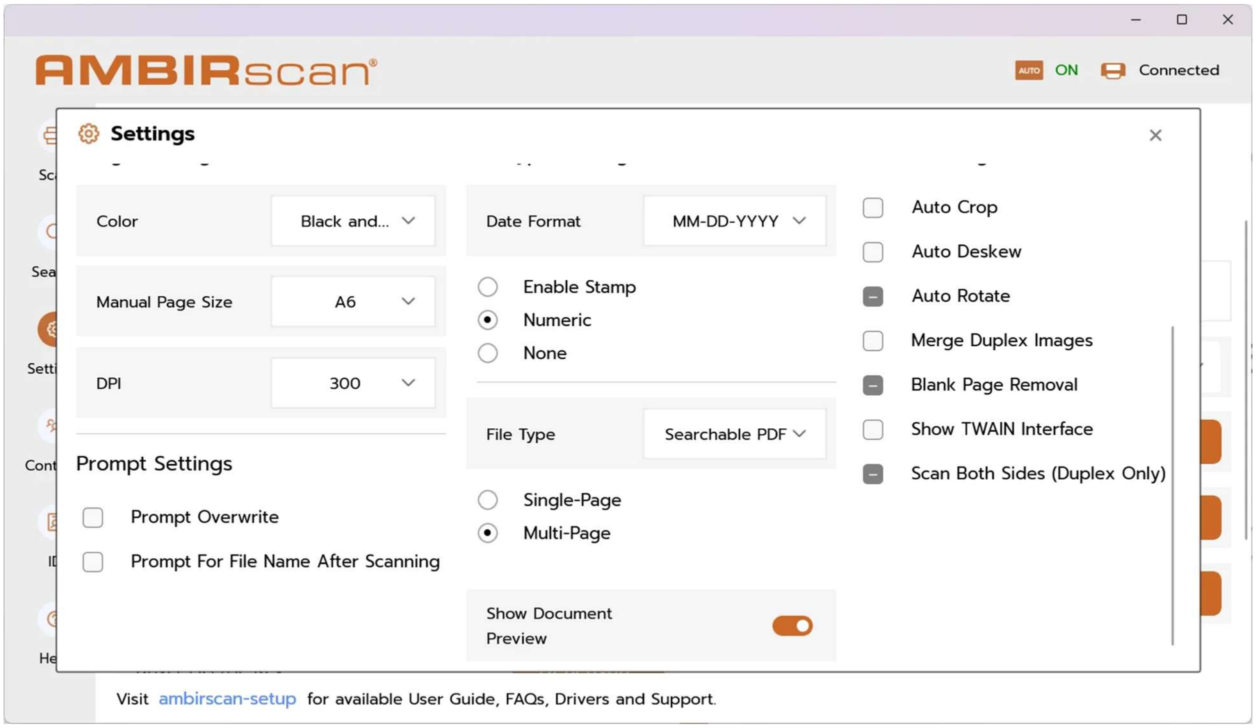
Note: The webhook sends metadata and file URLs, not the actual document files. Your documents remain stored in your configured cloud service (Google Drive, Dropbox, OneDrive, etc.).

Document Preview

When scanning documents to PDF or Searchable PDF, AmbirScan provides a powerful Document Preview feature that allows you to review, edit, and manage your scanned pages before saving. This feature gives you complete control over your scanned documents, ensuring they are exactly how you want them before finalizing.

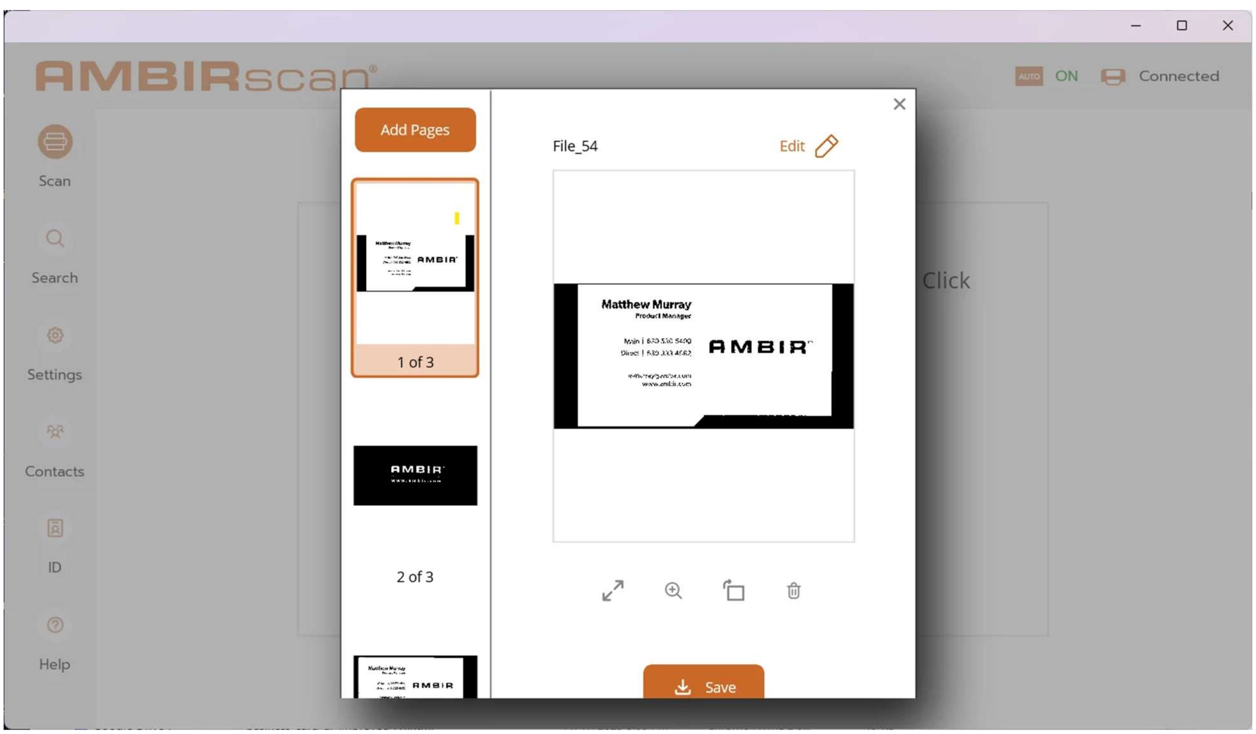
Enabling Document Preview

To enable Document Preview, navigate to Settings and toggle the "Show Document Preview" option to ON. This feature is available when your File Type is set to either PDF or Searchable PDF.



Using Document Preview

Once enabled, the Document Preview window will appear automatically after each scan. This window provides a comprehensive set of tools to manage your scanned document:



Document Preview Features

- **Add Pages:** Click the orange "Add Pages" button at the top of the window to scan additional pages and add them to your current document. This is perfect for multi-page documents that need to be scanned in batches.
- **Rearrange Pages:** Simply drag and drop page thumbnails in the left panel to reorder them. This is especially useful when pages were scanned out of sequence.
- **Rotate Pages:** Use the rotate icon in the toolbar below the preview to rotate individual pages clockwise or counterclockwise. Perfect for correcting orientation issues.
- **Delete Pages:** Click the delete (trash can) icon to remove unwanted pages from your document. This helps eliminate blank pages or pages that were accidentally scanned.
- **Rename File:** Click the "Edit" button (pencil icon) next to the filename at the top to rename your document before saving. Give your document a meaningful name for easy identification later.
- **Zoom In/Out:** Use the magnifying glass icons in the toolbar to zoom in for a detailed view of your scanned pages or zoom out to see the full page. This helps verify text clarity and image quality.
- **Duplicate Pages:** Use the duplicate (copy) icon to create copies of pages when you need multiple instances of the same page in your document.

Once you have reviewed and organized your document to your satisfaction, click the orange "Save" button at the bottom right to save the document to your configured storage location. Your document will be saved with all the changes you made in the preview.

Benefits of Document Preview

Document Preview significantly improves your scanning workflow by:

1. Ensuring accuracy before finalizing documents
2. Reducing the need to rescan documents
3. Saving time by combining multiple scans into a single document
4. Providing complete control over document organization and presentation
5. Improving overall document quality through immediate review and correction

Note: Document Preview is only available when scanning to PDF or Searchable PDF file types. It is not available for image formats (JPEG, PNG, TIFF) or when using business card or ID scanning profiles.

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

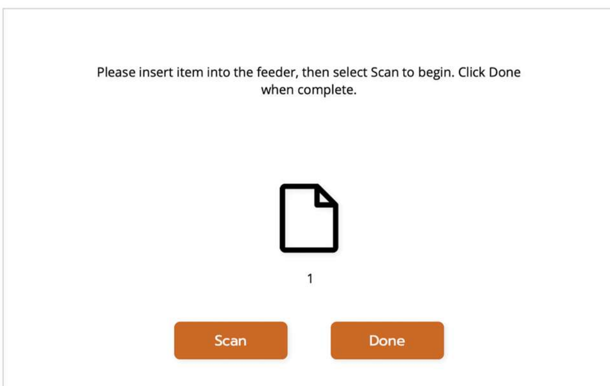
5. Continue to scan multiple documents as needed by either inserting additional documents (in Auto Scan mode) or by clicking the Scan button. When you have scanned all desired documents hit Done.

Document & Card(s) Scan Flow

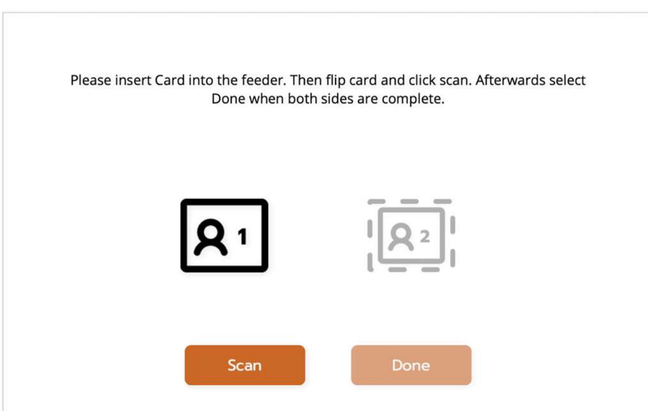
Additional steps to scan documents and organize the information:

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:

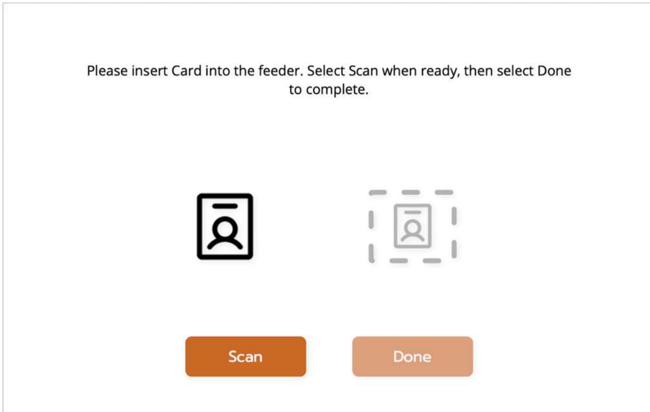
Document Scan:



Business Card Scan:



ID Card Scan:

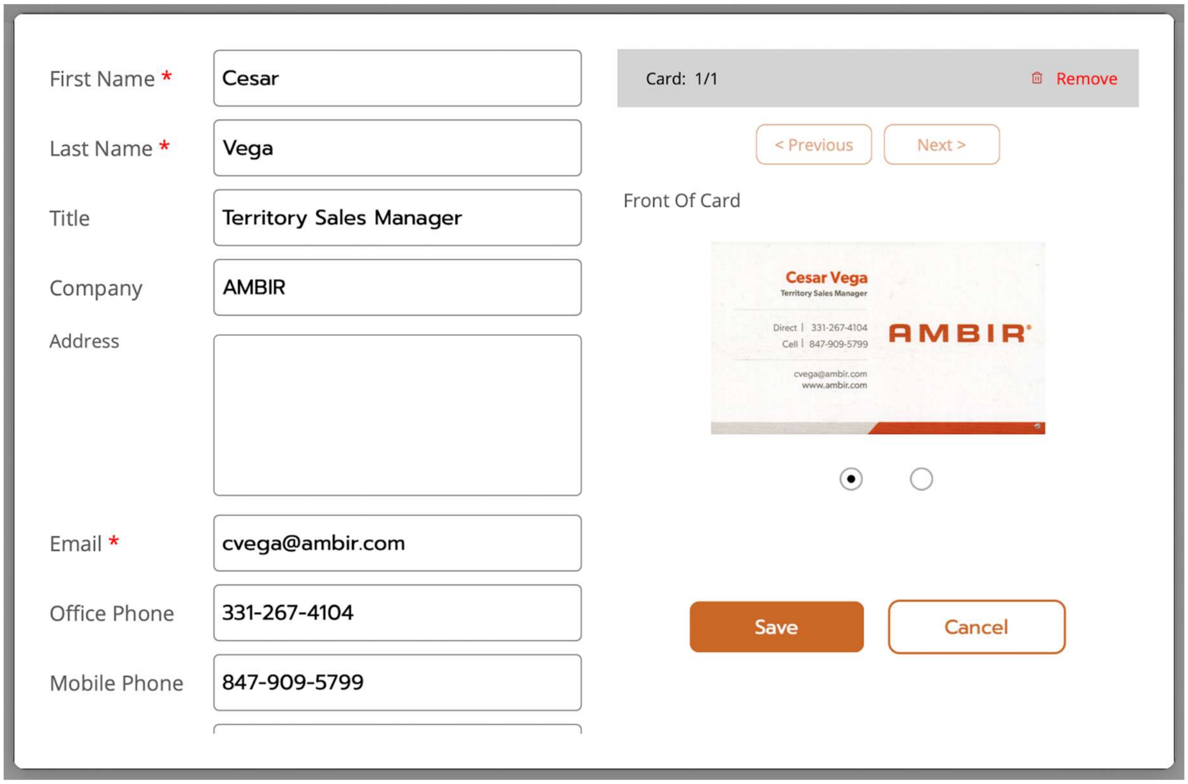


When a card or document is inserted in the scanner, the user will see the corresponding icon become active.

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.



What Is BCS?

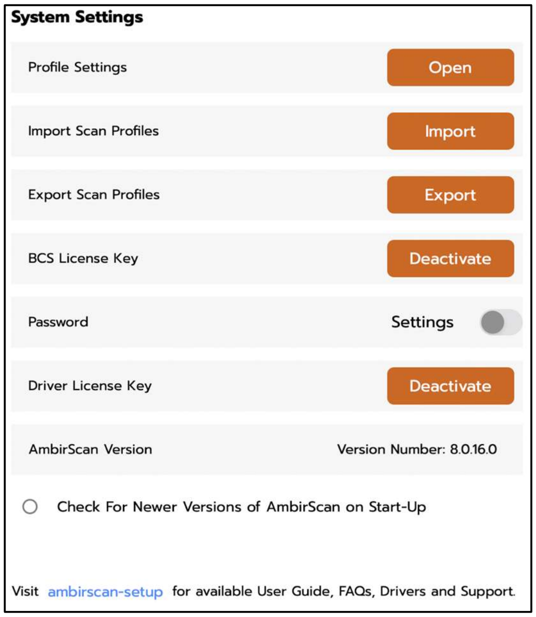
The Business Card Scanner (BCS) is a feature that allows you to scan business cards with the objective of collecting the vital information on the cards, to then organize and categorize them into contact information. This information can sync with the contact section of your AmbirScan application and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

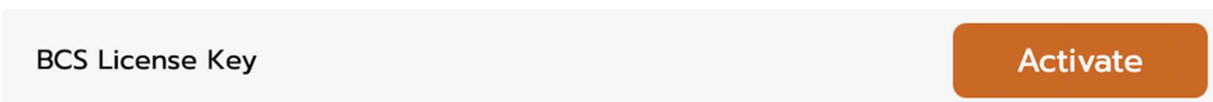
Where To Find License Key?

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.

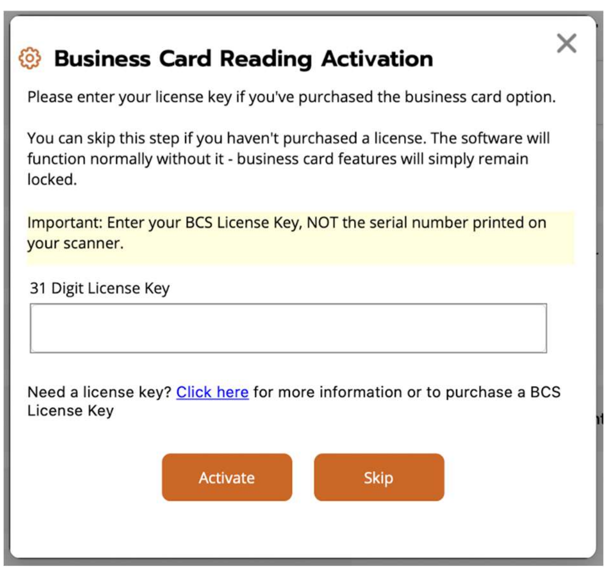
(See image below)



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

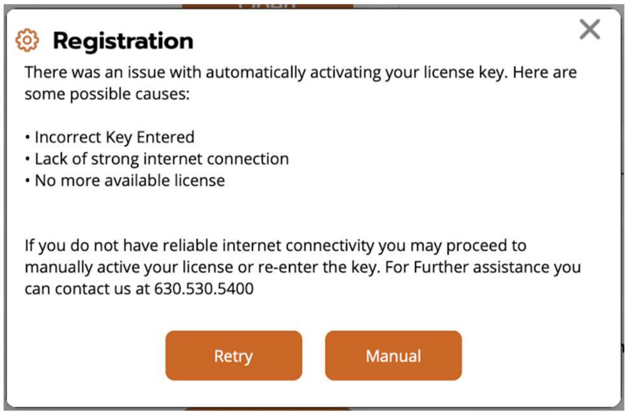


To activate the BCS features, click the orange Activate button. Next you will see a pop-up prompting you to enter your 31-digit License Key.



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. These instructions the same for the Driver License key.

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**		• Scanning multi-pages.

Continuous Scan	**Y**	• 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. • Prompt to add **Tag** to a file for sPDF, Word, and Excel files4. You may enter a Tag or cancel to bypass. • **Preview/Switch Mode window** does not have thumbnail view and you will only see the first page scanned in your document in the window. • No editing options available in **Preview** window. •	• No manipulation of images needed. • Automatically save scans when completed. • Using Tags to organize scans.
Auto Scan	**Y**	• 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. • Prompt to add **Tag** to a file. You may enter a Tag or cancel to bypass.	• 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**	• Multi-page scanning available. Add pages to scan until complete. • Prompt to continue scanning or finish after scanning (approximately 8-10 seconds after last scanned page). • If Finish is selected, file is automatically saved to save path in Settings. • Thumbnail view not available in Show Preview/Switch Mode. • Prompt to add **Tag** to a file. You may enter a Tag or cancel to bypass.	• Multi-page scanning available. • Manually save to another file location. • Using Tags to organize scans.
Continuous Scan	**Y**		
Auto Scan	**N**	• 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. • Prompt to add **Tag** to a file. You may enter a Tag or cancel to bypass. • Thumbnails of scanned images available in Preview/Switch Mode windows and can be edited.	• Manually scan and save documents. • Manually save to another file location. • Using Tags to organize scans.
Continuous Scan	**N**		

Scan to Outlook

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

11. Create/add a new Profile or select from one that already exists. Located in profile settings.
12. Select the orange Business Card setting shown in image below.
13. Next to Destination, click the down arrow to see the list of menu selections.
14. 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.

Note: *This destination is only visible on Windows software.*

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.

Analytics and Data Privacy

You'll now find a new toggle in the Help page section that lets you control anonymous analytics tracking. This feature helps us improve AmbirScan by collecting usage data without storing any personal information. If you prefer not to participate, simply switch it off at any time. The setting is located at the bottom section of the Help page.

Technical Support

For assistance with your Ambir product(s), please visit the AmbirScan Support page on our website. This site contains detailed information, along with helpful FAQs on 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.