

Visioneer Mobile Capture - iOS User Guide

## USER GUIDE Visioneer®Mobile Capture

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This product is covered by one or more of the following patents: 6,064,778, 6,480,304, 7,715,061, 10/ 838,364, 7,397,587.WO 02/25571, 7,617,985, 11/140,653, 10/787,912

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Please go to www.visioneer.com, select your product, and then click the "Warranty Program" link to view the warranty terms and conditions for your scanner.

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# WELCOME

Visioneer<sup>®</sup> Mobile Capture is an image files management mobile page for Xerox and Visioneer scanners that allows you to do the following:

- Capture images from scanner, camera or file
- Organize and capture pages using the software's presets.
- Insert, replace, delete, append and review pages before saving the file.
- Create multiple batches from one scan job with the split batch function.
- Easily save files to a preferred local destination.
- Export files to popular cloud services with a built-in sign in feature.

Visioneer<sup>®</sup> Mobile Capture is designed to help you manage your scans before saving them.

The user guide includes information on full setup and installation instructions on Visioneer<sup>®</sup> Mobile Capture's features.

Some of the illustrations in this guide may not look exactly as they appear on your mobile's screen. The differences are minor and do not affect the steps to use the features.

OS requirement: iOS 12.1 or later

## HOME SCREEN

The following is the home screen that you will see when scanning with Mobile Capture. This is where the batches will pageear after you scan your documents, import image files, or take a picture with the camera on your mobile device.

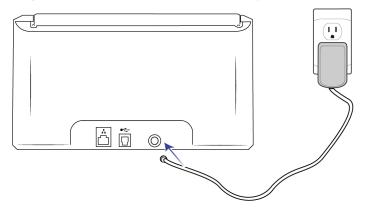
12:42 PM	Fri Nov 3			-	* 79% 🔳
			Batches		
		Tap to select Profile: Photo	3 Scan now		
			4		
		Batches	¢ <sup>®</sup>	Settings	

- 1. **Image source**—indicates where the pages will be imported from. You can tap to select whether to scan from a local scanner or a cloud scanner, or import from other sources (camera, photo library, files).
- 2. **Profile**—indicates the current scan profile, which are settings that are automatically applied to the pages when scanning. You can tap to select a standard profile or a user-defined profile. Go to User-Defined Profiles to learn how to add a user-defined profile.
- 3. **Scan now**—depending on what you selected in Image source, tapping on this button can either import image files, take a picture with the camera, or start the scanner. This essentially adds image files to the current batch or to a new batch.
- 4. **Settings**—contains the Mobile Capture settings. Tap to manage the settings.

# INSTALLATION

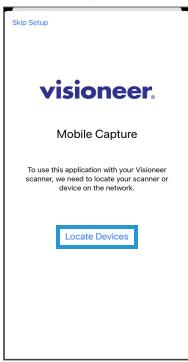
## CONNECT THE SCANNER AND INSTALL THE PAGE

- 1. Plug the LAN cable into the LAN port on the scanner and then into the LAN port of your modem or router. Some models can be connected via Wi-Fi.
- 2. Plug the power cord into the power supply and into a wall outlet, and then turn on the scanner.



3. Go to the Google Play Store page and search for the Visioneer Mobile Capture page, then install the page.

4. Launch the page. The setup wizard should appear.

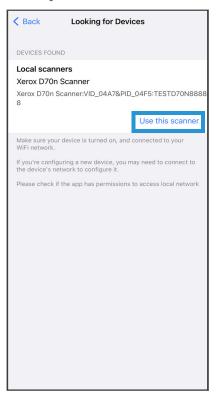


- 5. Tap on **Locate Devices**.
- 6. You have the option of selecting a scanner type (local or cloud). Select Local scanners.

You can set up a cloud scanner later on in Scanning Through a Cloud Scanner after you register your scanner to the cloud server.

Skip Setup		
	visionee	r.
	Mobile Capture	
	Select a scanner type	
To sca	Local scanners Cloud scanners Cancel	eer •r or
	Locate Devices	

7. Locate your scanner from the list and tap on Use this scanner.



#### If you do not see your scanner in the list, try any the following:

- Make sure that you have connected a LAN cable to your scanner and to the LAN port of your modem or router.
- Make sure that your mobile device is connected to Wi-Fi.
- Make sure that your scanner is powered on.
- If you still do not see your scanner, restart your scanner.

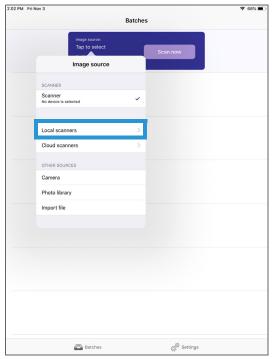
# SETTING UP A LOCAL SCANNER AFTER SKIPPING SETUP

If you tapped on Skip Setup in step 4 above and did not set up a local scanner yet, follow the following steps to set up a local scanner.

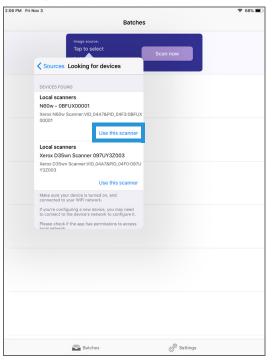
1. Tap on **Tap to select** below Image source on the home screen.

12:42 PM Fri Nov 3	Ва	tches	?9% ■)
	Image source: Tap to select Profile: Photo	Scan now	
	_	۵	
	Batches	(g) <sup>®</sup> Settings	

2. In the drop-down menu, select **Local scanners**.



3. Locate your scanner from the list and tap on Use this scanner.



#### If you do not see your scanner in the list, try any of the following:

- Make sure that you have connected a LAN cable to your scanner and to the LAN port of your modem or router.
- Make sure that your scanner is powered on.
- Make sure that your mobile device is connected to Wi-Fi.
- If you still do not see your scanner, restart your scanner.

# REGISTERING THE SCANNER TO THE CLOUD SERVER

The scanner must be registered to the cloud server before you can scan with a cloud scanner.

**Note:** If you have your scanner and mobile device on the same network or prefer to scan with a local scanner, skip to Scanning Through a Local Scanner.

There are four different ways to register the scanner to the cloud server:

- Registering Through Scanner and Mobile Device,
- Registering Through Scanner and WebManager,
- Registering Through Scanner and Web Page,
- Registering Through Visioneer Network Scan Service, or
- Registering Through Scanner (Only for LCD Screen Scanner)

# REGISTERING THROUGH SCANNER AND MOBILE DEVICE

Note: This section does not apply to LCD screen scanners.

1. Press and hold the **Simplex** and **Duplex** buttons on your scanner at the same time to access the settings on your scanner.

2. Select **Register** from the Menu.



A QR code should pop up on the scanner screen after a few seconds.



3. Scan the QR code using the camera on your mobile device.

You will be redirected to the Cloud Service sign in.

4. Log in with your email credentials for either a Google account or Microsoft account.



Note: When logging in, the connection is encrypted. We do not store your email credentials.

The scanner is now registered.

5. Press the **Simplex** button on your scanner to exit the settings mode.

# REGISTERING THROUGH SCANNER AND WEBMANAGER

1. Make sure that the scanner and computer are connected on the same network. Refer to the Scanner user guide.

**Note:** : Refer to the Scanner user guide.

2. Press and hold the **Simplex** and **Duplex** buttons on your scanner at the same time to access the settings on your scanner.

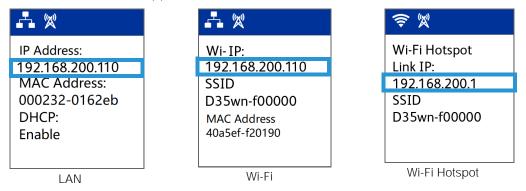
Note: For LCD screen scanner, the IP address should appear on the screen once you power on the scanner.



3. Select **Information** from the Menu, then select **LAN**, **Wi-Fi** or Wi-Fi Hotspot (based on your current connectivity).

\$ X	
Wi-Fi	On
Wi-Fi Hotspot	On
WPS	
LAN	Off
Information	

The IP address should appear on the scanner screen.



**Note:** With Wi-Fi Hotspot, the user first needs to connect to the device's network before it can use the Link IP.

- Open a browser on your computer and type the IP address in the search bar. WebManager should appear on your browser.
- 5. Click the **Login** button at the top right, then log in with the following credentials.

Login Name: admin Password: admin

6. In the WebManager Menu, select VAST Network, then select Cloud.

Xerox						
					Admin	Logout
Menu Information	VAST Network >> Cloud		Add	Delete		
VAST Network	Scanner ID	Description	Server			
Local Cloud			< < Page 1 (1 / 1)	>> >		
Advanced Security						
Device Management						
Network						
Firmware Update						
Support						

7. Click the **Add** button.

<b>Xerox</b> <sup>®</sup>					
					Admin Logout
Menu	VAST Network >> Clou	4	Add	Delete	
Information					
VAST Network	Scanner ID	Description	Server	i	
Local	Scaliner ID	Description	Server		
Cloud			<pre> &lt; Page 1 (1 / 1)</pre>	>> [>	
Advanced Security					
Device Management					
Network					
Firmware Update					
Support					

8. The scanner description will automatically appear in the Description field. If you want to change the scanner description, you can change it in the Description field now.

Xerox					
					Admin Logout
Menu	VAST Network >> Regi	ster Cloud Scanner	Register	Back	
Information					
VAST Network					
Local	Description:	Xerox Xerox Scanner	B099306106000039		
Cloud	URL:	https://vast.visioneer.co	m		
Advanced Security					
Device Management					
Network					
Host Name					

9. The VAST Network cloud service URL: https://vast.visioneer.com also automatically appear in the URL field. If you want to change the URL to any other cloud service link you wish to connect to, you can change it in the URL field now.

10. Click the **Register** button.

Xerox					
				Ad	dmin Logout
Menu	VAST Network >> Re	gister Cloud Scanner	Register	Back	
Information					
VAST Network					
Local	Description:	Xerox Xerox Scanner	B099306106000039		
Cloud	URL:	https://vast.visioneer.co	m		
Advanced Security					
Device Management					
Network					
Host Name					

11. Click the **Log in** button, then log in with your email credentials for either a Google account or Microsoft account.

			Admin	Logout
Menu	VAST Network >> Confirm scanner registration	Log in Cancel		
Information	VAST RECEIVING & COMMINI Scamer registration	- Log III - Culleon		
VAST Network				
Local	Clicking the [Log in] button will open a popup window. You hav registration on the cloud for 'Xerox N60w Scann	ve to identify yourself to confirm er 0BFUX00001'.		
Cloud	-			
Advanced Security				
Davica Managament				
• •				
VISI	oneer			
Vicionoo	r VAST Cloud			
S	erver			
<u> </u>				
Scanner	Registration			
Confirm your identity	vusing one of the buttons			
below:	using one of the buttons			
G Login with Go	ogle			
Login with Mic	rrosoft			
0.0004.1				
© 2021 Visione	er, Inc. All Rights Reserved.			

Note: When logging in, the connection is encrypted. We do not store your email credentials.

The scanner is now registered.

Xerox				
			Admin	Logout
fenu Information	VAST Network >> Cloud		Add	Delete
VAST Network				
	Scanner ID	Description	Server	
Local	30533dc6-c733-4990-bb94-153df20d234f	Xerox Scanner 097UY3Z003	https://vast.vision	eer.com/
Cloud			<pre> &lt;   &lt;&lt;   Page 1 (1 / 1)</pre>	>>   >
Advanced Security				
Device Management				
Network				

- 10. Log out of WebManager.
- 11. Press the **Simplex** button on your scanner to exit the settings mode.

## REGISTERING THROUGH SCANNER AND WEB PAGE

Note: This section does not apply to LCD screen scanners.

- 1. Press and hold the **Simplex** and **Duplex** buttons on your scanner at the same time to access the settings on your scanner.
- 2. Select **Register** from the Menu.



A QR code should pop up on the scanner screen after a few seconds.



You will need the Registration Token that is above the QR code for step 5.

3. Copy and paste the following URL into your browser: https://vast.visioneer.com 4. Log in with either your Google or Microsoft account.



**Note:** When logging in, the connection is encrypted. We do not store your email credentials.

5. Click **Add**, then enter the Registration Token that is located above the QR code in step 2.

visioneer.	Visioneer VAST Cloud Server - Cloud Console	🕩 Logout
Scanners		
Add Add Refresh De	lete	
abcd1234	Description Scanner ID	
Register		
To close click 'Add' button		

- 6. After entering the Registration Token, click the **Register** button.
- 7. Press the **Simplex** button on your scanner to exit the settings mode.

## REGISTERING THROUGH VISIONEER NETWORK SCAN SERVICE

If you have a Visioneer Network Scan Service supported USB scanner and would like to register your scanner to the cloud via Visioneer Network Scan Service, follow the steps below.

1. Make sure your scanner is connected to the internet.

2. In Visioneer Network Scan Service Manager, click the **Add** icon ( ) under **Cloud connections**.

Visioner Netv	ork Scan Service Manager	x X
Not con	nected	Jo Co
Scanner Xer	ox Scanner 0BFUX00001	~
Shared on Description Listening of	n port	ľ
Server ⊕		Description
		Advanced Security

3. Modify your scanner name in the **Description** field if you want to change how your scanner is identified by other users on your network. Click **Next**.

Visioneer Net	work Scan Service X
Visio	neer Network Scan Service
How wo	uld you like your scanner to be identified?
Description	Xerox Scanner 0BFUX00001
URL	https://vast.visioneer.com
	Next Cancel

4. Wait for the scanner registration window to open in your Internet Explorer browser.

Make sure your scanner is powered on.



5. The scanner registration window should appear in your Internet Explorer browser. Log in with either your Google or Microsoft account.

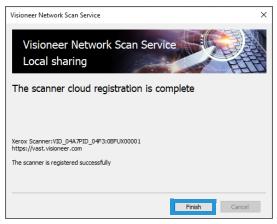
Register Xerox Scanner:VID_04A7&PID_04F3:08FUX00001	×
visioneer.	
Visioneer VAST Cloud Server	
Scanner Registration	
Confirm your identity using one of the buttons below:	
G Login with Google	
Login with Microsoft	
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Note: When logging in, the connection is encrypted. We do not store your email credentials.

6. After logging in, the scanner registration window should now indicate that the scanner has been successfully registered.



7. Click Finish.



8. The scanner is now registered.

Visioner Network Scan Service Mar	nager X
Not connected	
Scanner Xerox Scanner 0BFUX0000	1 ~
Shared on the local area network Description Listening on port Cloud connections	
Server	Description
https://vast.visioneer.com	Xerox Scanner 0BFUX00001
	Advanced Security

# REGISTERING THROUGH SCANNER (ONLY FOR LCD SCREEN SCANNER)

1. Select Setting.



2. Log in with the following credentials.

#### Login Name: admn Password: admin

			IP: 192.1	58.155.224	2023/10/31 09:22
Hotspot	"	Login Login Name Password		ŧK	
Settings More Apps	N	Cancel	ОК		<u></u>

3. Select Network.



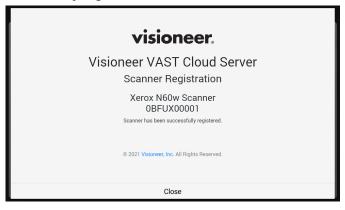
#### 4. Select VAST Cloud Registration.



5. The scanner registration window should appear in the screen. Log in with either your Google or Microsoft account.

visioneer.	
Visioneer VAST Cloud Server Scanner Registration	
Confirm your identity using one of the buttons below: G Login with Google	
Login with Microsoft	
© 2021 Visioneer, Inc. All Rights Reserved.	
Close	

6. After logging in, the scanner registration window should now indicate that the scanner has been successfully registered.



## SCANNING YOUR DOCUMENTS

There are two ways you can initiate a scan with Mobile Capture: with a local scanner or a cloud scanner.

## SCANNING THROUGH A LOCAL SCANNER

Before you can start scanning with your local scanner, it is important that you have located your scanner on the network. If you have skipped the setup when you first installed the page and have not yet located your scanner on the network, go to Setting up a Local Scanner After Skipping Setup to locate your local scanner before doing the following steps.

1. Make sure that you have selected a local scanner before scanning.

12:43 PM Fri Nov 3			ę	79% 🔳
	Batcl	hes		
	Image source: N60w - 0BFUX00001 Photo	Scan now		
Today at 10:58:15 AM				
				>
PDF 190 KB 2+0 pages			Ô Ĉ	]
Yesterday at 2:24:05 PM				
				>
PDF 124 KB 1+1 page			Í (Î	]
Yesterday at 2:23:04 PM				
				>
PDF 118 KB 1+1 page			Ô Ć	]
	Batches	© <sup>©</sup> Settings		

2. Tap on the **Scan Now** button. The documents should start scanning.

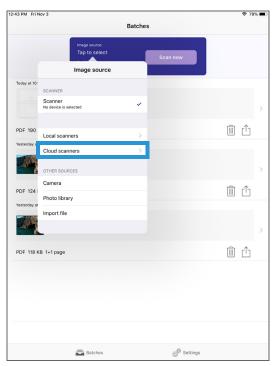
:43 PM Fri Nov 3	Ba	atches		হ 79	% 🔳
	Image source: N60w - 0BFUX00001 Profile: Photo	Scan nov			
Today at 10:58:15 AM					
					>
PDF 190 KB 2+0 pages				ث 🗊	
Yesterday at 2:24:05 PM					
					>
PDF 124 KB 1+1 page				1	
Yesterday at 2:23:04 PM					
					>
PDF 118 KB 1+1 page				ث	
	Batches		© <sup>©</sup> Settings		

## SCANNING THROUGH A CLOUD SCANNER

 Make sure that your scanner is registered on the cloud server before scanning. Go to Registering the Scanner to the Cloud Server if you have not yet registered the scanner to the cloud server before doing the following steps. 2. Tap on your scanner's name or **Tap to select** below Image source on the home screen.

12:42 PM Fri Nov 3	🗢 79% 🔳	12:43 PM Fri Nov 3	🗢 79% 🔳
Batches		Batches	
Tap to select Proteit Photo	now	Image source: NSOW - OBFLXX00001 Protee Photo	
		Today at 10:58:15 AM	
			>
		PDF 190 KB 2+0 pages	۵
		Yesterday at 2:24:05 PM	
			>
		PDF 124 KB 1+1 page	1
		Yesterday at 2:23:04 PM	
			>
		PDF 118 KB 1+1 page	ث
Batches	ල් <sup>ම</sup> Settings	Batches of Setting	ngs

3. Select **Cloud scanners** from the drop-down menu.



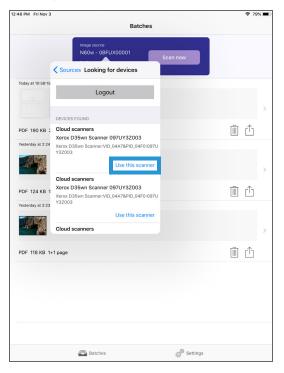
4. Log in with either your Microsoft account or Google account.

Make sure to use the same email you used to register your scanner on the cloud server.

12:43 PM Fri Nov 3			
	Batches		
	Image source: NGOW - OBFUX00001 Sc	an now	
Today at 10:58:15 PDF 190 KB 2 Yesterday at 2:24	Cloud scanner login https://vast.visioneer.com/api Microsoft Sign-In C Coogle Sign-In Proder to see the scanners, login to the same account that you have linked the scanners with	Ê	) ( <u>)</u> >
PDF 124 KB 1 Yesterday at 2:23 PDF 118 KB 1+	1 page	<u> </u>	
	Batches	© <sup>®</sup> Settings	

Note: When logging in, the connection is encrypted. We do not store your email credentials.

5. Locate your scanner from the list and tap on **Use this scanner**.



6. Tap on the **Scan now** button. The documents should start scanning.

12:43 PM Fri Nov 3			🗢 79% 🔳
	Ba	tches	
	Image source: N60w - 0BFUX00001 Profile: Photo	Scan now	
Today at 10:58:15 AM			
			>
PDF 190 KB 2+0 pages			<u>í</u>
Yesterday at 2:24:05 PM			
			>
PDF 124 KB 1+1 page			ث
Yesterday at 2:23:04 PM			
			>
PDF 118 KB 1+1 page			<u>ث</u> (
	Batches	ر Settings	

#### If you do not see your scanner in the list, try any of the following:

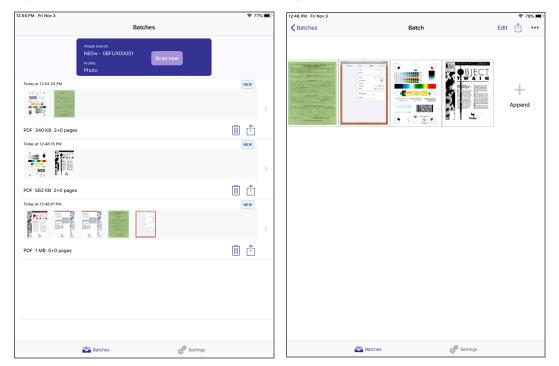
- Make sure that you have registered your scanner to the cloud. Go to Registering the Scanner to the Cloud Server to register your scanner to the cloud.
- Make sure that your scanner is powered on.
- Make sure that your mobile device is connected to Wi-Fi.
- Make sure that when you logged in to the server in step 5 that you used the same email as when you registered your scanner to the cloud server in Registering the Scanner to the Cloud Server.
- If you still do not see your scanner in the list, restart your scanner.

# WORKING WITH BATCHES

A batch is created when any document is scanned or imported. Visioneer<sup>®</sup> Mobile Capture automatically sorts and identifies a new batch each time a document is scanned or imported from file.

## OPENING A BATCH

The documents you scan will automatically appear as a preview under Batches. You can tap on any of the pages in a particular batch to view the batch in greater detail.



### Quick Delete

To quickly delete the whole batch that you just scanned, tap on the **Delete** icon (1) on the Batches screen.



### Quick Export

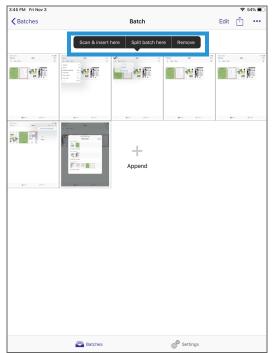
To quickly export the whole batch that you just scanned, tap on the **Release** icon ( $\triangle$ ) on the Batches screen.

**Note:** If exporting for the first time, you may need to first grant permission for the page to export, and then export again.



### Page Options

On the Batch screen, you can also tap on any of the pages in the batch and hold the tap for several seconds to bring up the following options:



**Scan and insert here**—selecting this will immediately scan pages and insert them before the page you selected in the batch.

**Split batch here**—selecting this will split the batch starting at the page you selected. The page(s) split from the current batch will become a separate batch.

**Remove**—selecting this will delete the page you selected.

### EDITING A BATCH

Once you are on the Batch screen for a particular batch, you can modify the image settings of any of the pages.

- 1. On the Batch screen, tap on Edit.
- 2. Tap on the page(s) that you want to modify, then tap on **Adjust** at the top.

You can also select more than one page to modify at a time by tapping on **All** to modify all pages in the batch at once.

### Batch Image Settings

12:51 PM Fri Nov 3			🕈 78% 🔳
< Batches		Batch	Done
All Adjust Move			1
All Adjust Move Brightness Contrast Background processing Rotate image Clean up edges Output mode Reset	0 None Color + Profile		
4	Batches	© <sup>©</sup> Settings	

Brightness—adjusts the brightness level of the page.

Contrast—adjusts the contrast level of the page.

**Background processing**—smooths the background or removes the background. Select **None** if you do not want to apply background processing.

**Rotate image**—rotates the page by 90°, 180°, or 270°. Select **None** if you do not want to apply rotation. Select **Automatic** to allow the page to apply the right image rotation whenever you scan.

**Clean up edges**—removes any thin lines from around the edges of the final scan. This option will fill the margins of the image with the detected edge color.

**Output mode**—adjusts the color mode of the page to black & white, gray, or color. Select **Automatic** to apply auto color detection.

Reset—removes all the changes you have made to the image settings.

+ **Profile**—changes the image settings to have the image settings of the profile you select.

### Reordering a Batch

You can reorder the pages in a batch, which will also change the order in the final exported file.

1. On the Batch screen, tap on **Edit**.

12:59 PM Fri Nov 3		🗢 77% 🔳
Batches	Batch	Edit 🗂 🚥
Batches		tdt • • • • • • • • • • • • • • • • • •
	Batches 6	Settings

2. Drag and drop the pages to the order you desire.

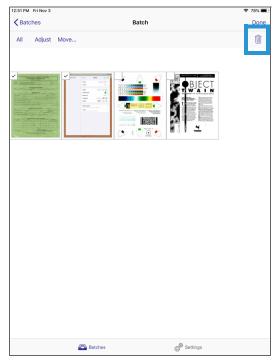
2:51 PM Fri Nov 3		🗢 78% 🔳
Batches	Batch	Done
All Adjust	Move	Ŵ
	🚔 Batches 🔊 Settings	

### Deleting Page(s) From a Batch

Deleting page(s) from a batch will delete them completely from the batch and page. If you want to simply exclude the page(s) from the exported file instead, go to Including/Excluding Pages.

1. Select the batch from the Main User Interface (UI).

- 2. On the Batch screen, tap on **Edit**.
- Select the page(s) that you want to delete.
   You can also tap on All to select all.
- 4. Tap on 🛄 .



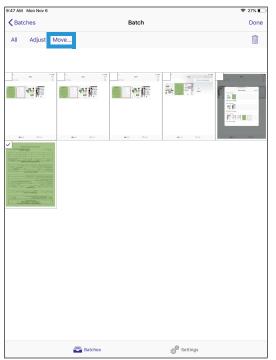
## Moving the Page(s) To a New Batch

You can move your page(s) from the batch to a new batch.

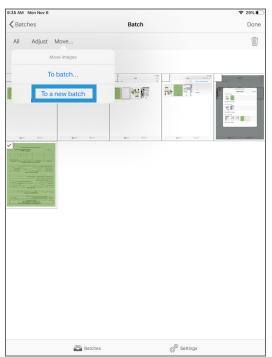
- 1. Select the batch from the Main UI.
- 2. On the Batch screen, tap on **Edit**.
- 3. Select the page(s) that you want to move.

You can also tap on **All** if you want to select all the pages in the batch.

4. Tap on Move.



5. Select **To a new batch**.



6. The page(s) that you moved should now appear in a new separate batch.

35 AM Mon Nov 6			🗢 29% 🔳
	Batches		
	Image source: Photo library Profile: Photo	ort now	
Today at 9:35:31 AM			NEW
PDF 194 KB 1+0 page		ĺ	Ì 🛈
Today at 9:35:10 AM			NEW
			>
PDF 748 KB 5+1 pages		Ū	1 🗅
Today at 9:33:53 AM			NEW
			>
PDF 148 KB 1+0 page		[	Ì 🛈
	Batches	⊚ <sup>®</sup> Settings	

### Moving the Page(s) To an Existing Batch

You can move your page(s) from the batch to an existing batch.

- 1. Select the batch from the Main UI.
- 2. On the Batch screen, tap on **Edit**.
- 3. Select the page(s) that you want to move.

You can also tap on **All** if you want to select all the pages in the batch.

4. Tap on Move.

5. Select **To batch...** 



6. Tap on the batch that you would like to move the page(s) to.



### Including/Excluding Pages

You can choose whether to include or exclude certain pages from the batch to be included or excluded in the final exported file. Excluding the page(s) will not delete the page(s) from the page or the batch. Go to Deleting Page(s) From a Batch if you want to delete the page(s) completely from the page or batch.

- 1. Select the batch from the Main UI.
- 2. Tap on the **three dots** (•••)at the top right.
- 3. Tap on **Review removed pages**.

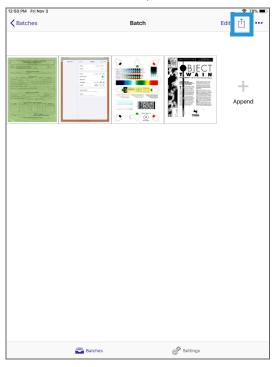
Batches	Batch			
			Edit 门	•••
		Review remo	ved pages	
		+ Append		
		ල <sup>ම්</sup> Settings		

4. You can now see all the pages from the batch with the Included or Excluded button below them. If there's a page that you want to include in the exported file, tap on the Excluded button below the page to change it to Included. To exclude, tap on the Included button to change it to Excluded.



## **EXPORTING A BATCH**

- 1. Select the batch from the Main UI.
- 2. On the Batch screen, tap on  $\square$ .



59 PM Fri Nov 3		Batch	중 77% ■ Edit [ <sup>↑</sup> ] •••
			Select format
38 √			PDF
			Single TIFF file
	COULD TO THE TAXABLE STATES		TIFF
		± 1	Images
			Add to photo library

3. Select a format for your exported file.

**PDF**—Exports the batch as a **.pdf** file format. This file format is often used for posting multiple page files to websites, sending via email, and permanent storage.

**Single TIFF file**—Exports a single page in the **.tif** file format. This file format is often used for photo editing. When scanning in color, it produces a file of similar quality and size to a BMP file. However, when scanning in black & white, the TIFF compression produces the smallest file size of all the image types without losing image quality. TIFF also supports multi-page image files.

**TIFF**—Exports the batch as a **.tif** file format. This file format is often used for photo editing. When scanning in color, it produces a file of similar quality and size to a BMP file. However, when scanning in black & white, the TIFF compression produces the smallest file size of all the image types without losing image quality. TIFF also supports multi-page image files.

**Images**—Exports the batch as a **.jpg** file format. This file format is a common image format for transferring pictures electronically, such as posting to a website or sending via email since JPG image files are smaller than BMP and TIFF files.

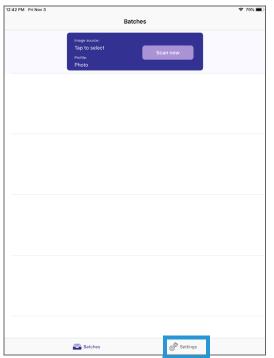
Add to photo gallery—Exports the batch to the photo gallery on your mobile device.

# USER-DEFINED PROFILES

When scanning pages, there are various settings that automatically apply to your scanned page when scanned. A scan profile is the agglomeration of these settings and are traditional scanning standards. However, user-defined profiles are scan profiles that have settings customized by you. The user-defined profiles are also easily accessible on the main UI with the standard scan profiles.

## ADDING A USER-DEFINED PROFILE

#### 1. Go to Settings.



### 2. Tap on **User-defined profiles**.

2:59 PM Fri Nov 3	🗢 77% 🔳
Settings	
SCANNER	
Select scanner N60w - 0BFUX00001	>
User-defined profiles	>
Lock the scanner before scan	$\bigcirc$
APP LANGUAGE	
English	>
BATCH AUTO DELETE	
Never	~
After release (print, email, etc.)	
Prompt	
When enabled, batches will be marked for deletion after you release them.	
SHOW PAGE NUMBERS	
Off	~
Sequential Use batch position as page number	
From original document Sheet number for scanned pages	
Help	>
About	>
📇 Batches 🔗 Settings	

### 3. Tap on +.

00 PM Fri Nov 3		701
Settings	User-defined profiles	+
No user-defined profiles. Ta	up the + button when adjusting image settings to save those settings a	s a new profile.
æ	Batches 🔗 Settings	

4. Select a starting point for your profile.

:00 PM Fri Nov 3		🗢 76% 🔳
Profiles	New custom profile	Next
Choose a starting point for you	ur profile. The initial settings will be copied from the profi	le you select.
STANDARD PROFILES		
Auto detect document		
Black & white document		
Grayscale document		
Color document		
Photo		
	Batches Settings	

### 5. Tap on Next.

1:00 PM Fri Nov 3			
Profiles	New	custom profile	Next
Choose a starting point	for your profile. The initi	al settings will be copied from the pro	file you select.
STANDARD PROFILES			
Auto detect document			
Black & white documen	t		
Grayscale document			
Color document			~
Photo			
	Batches	🕫 Settings	

6. Select and/or modify the settings for your profile.

Go to Profile Settings to learn about each setting.

Back	Profile settings	76%      ■     Save
buok		Jave
SCANNER SETTINGS		
Detect double feeds		
Stop scanning when double feed o	detected.	
Color correction		
Remove blank pages		
Document size		Automatic
These settings are only used wh	nen scanning from a scanner that supports them.	
MAGE SETTINGS		
Brightness		0
Contrast		0
Background processing		Smooth
Clean up edges		
Rotation		Automatic
Dutput mode		Color

7. Tap on **Save** when you are done selecting your settings.

SCANNER SETTINGS SCANNER SETTING SCANNER SETTING SCANNER SETTING Color correction Color cor		Des files a station of	0
Detect double feeds       Image seaming when double feed detected.         Color correction       Image seaming when double feed detected.         Course takes a seaming when double feed detected.       Image seaming when double feed detected.         Course takes a seaming when double feed detected.       Image seaming when double feed detected.         Course takes a seaming from a scanner that supports them.       Image seaming from a scanner that supports them.         MADE SETTROS       Image seaming from a scanner that supports them.         Sardground processing       Image seamont seaming from a scanner that supports them.         Courtrast       Image seaming seaming from a scanner that supports them.         Sackground processing       Image seamont seaming from a scanner that supports them.         Courtrast       Image seamont seaming from a scanner that supports them.         Sackground processing       Image seamont		Profile settings	Save
Document size         Automatic           These settings are only used when scanning from a scanner that supports them.         Image: Contrast         Ima	SCANNER SETTINGS		
Document size         Automatic           These settings are only used when scanning from a scanner that supports them.         Image: Contrast         Ima	Detect double feeds Stop scanning when double feed de	tected.	
Document size         Automatic           These settings are only used when scanning from a scanner that supports them.         Image: Contrast         Ima	Color correction		
Document size         Automatic           These settings are only used when scanning from a scanner that supports them.         Image: Contrast         Ima	Remove blank pages		$\sim$
MAGE SETTINOS 3rightness 0 Contrast 0 Background processing Smootl Clean up edges C Rotation Automatic	Document size		Automatic
3rightness     0       Contrast     0       Background processing     Smoott       Clean up edges     Image: Clean up edges       Station     Automatic	These settings are only used whe	en scanning from a scanner that supports them.	
Contrast 0 Contrast 0 Contrast 2 Contrast 0 Contrast 0	MAGE SETTINGS		
Background processing     Smooth       Clean up edges     Image: Clean up edges       Rotation     Automatic	Brightness		0
Dean up edges Contraction Automatic	Contrast		0
Rotation Automatic	Background processing		Smooth
	Clean up edges		
Dutput mode Color	Rotation		Automatic
	Output mode		Color

8. Create a profile name for your new custom profile, then tap on **OK**.

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<b>&lt;</b> Back	Profile	settings			Save
SCANNER SETTINGS					
Detect double feeds					
Stop scanning when double feed detected.					
Color correction					
Remove blank pages					
Document size	Save	profile		A	utomatic
These settings are only used when sca		ttings as a new n profile			
IMAGE SETTINGS	Profile 1				
Brightness			-		0
Contrast	Cancel	ОК			0
Background processing					Smooth
Clean up edges					
Rotation				A	utomatic
Output mode					Color
5 C D					
1 2 3 4	5 (	6 7	8 9	0	$\propto$
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#+= %   ~ +			> ! : ,	?	#+=
авс 🌐 🖉			undo	ABC	Ť

Your profile should now appear in the list of user-defined profiles in Settings.

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Settings	User-defined profiles	+
Profile 1		>
Swipe left to delete or rename		
Æ	Batches 👩	Settings

Your profile is also easily accessible on the Main UI when you select a profile before scanning your pages.

2 PM Fri	Nov 3 Batc	hes	<b>२</b> 76	1% 🔳
	Image source: N60w - 0BFUX00001 Profile: Photo	Scan now		
Today a	Profiles		NEW	
HERE .	STANDARD PROFILES			,
	Auto detect document			
PDF 5	Black & white document		≞ ≙	
Today a	Grayscale document		NEW	
	Color document			,
	Photo 🗸			1
PDF 5	USER-DEFINED PROFILES		≞ ≙	
Today i	Profile 1		NEW	
	You can create and manage user-defined profiles in Settings.			>
PDF 81	1 KB 4+0 pages		<u>ث</u> ا	
	Batches	尚 <sup>節</sup> Settings		

# PROFILE SETTINGS

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Profiles	Profile settings	
CANNER SETTINGS		
Detect double feeds		
top scanning when double feed detect	ted.	
Color correction		C
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hese settings are only used when s	canning from a scanner that supports them.	
MAGE SETTINGS		
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Contrast		c
lackground processing		Smoot
Clean up edges		
Rotation		Automati
Dutput mode		Colo

## Scanner Settings

The following settings are only used when scanning from a scanner that supports them.

**Detect double feeds**—detects when two or more pages are fed through the scanner at the same time.

**Color correction**—uses the scanner's default Gamma table, which has been calibrated to produce the best quality color results for your scanner.

**Remove blank pages**—marks blank pages as "excluded" and excludes them from showing in your batch and from your final exported file.

**Document size**—lets the scanner automatically resize the page size.

### Image Settings

Brightness—adjusts the brightness level of the page.

**Contrast**—adjusts the contrast level of the page.

**Background processing**—smooths the background or removes the background. Select **None** if you do not want to apply background processing.

**Clean up edges**—removes any thin lines from around the edges of the final scan. This option will fill the margins of the image with the detected edge color.

**Rotation**—rotates the page by 90°, 180°, or 270°. Select **None** if you do not want to apply rotation. Select **Automatic** to allow the page to apply the right image rotation whenever you scan.

**Output mode**—adjusts the color mode of the page to black & white, gray, or color. Select **Automatic** to apply auto color detection.

## MODIFYING AN EXISTING USER-DEFINED PROFILE

You can make changes to a user-defined profile that you created.

- 1. Go to Settings.
- 2. Select User-defined profiles.

3. Tap on the profile that you want to modify.

1 1		5		5
01 PM Fri Nov 3				<b>?</b> 76% 🔳
Settings	Us	er-defined profiles		+
Profile 1				>
Swipe left to delete or rename				
	Batches		o <sup>O</sup> Settings	
			¥	

4. Make your changes to the profile settings.

Your changes will automatically save.

3 PM Fri Nov 3		🗢 76% 🔳
Profiles	Profile settings	
SCANNER SETTINGS		
Detect double feeds		
Stop scanning when double feed detected	1.	
Color correction		
Remove blank pages		
Document size		Automatic
These settings are only used when sca	nning from a scanner that supports them.	
IMAGE SETTINGS		
Brightness		0
Contrast		0
Background processing		Smooth
Clean up edges		
Rotation		Automatic
Output mode		Color
	latches 🔗 Settings	

## DELETING AN EXISTING USER-DEFINED PROFILE

1. Go to Settings.

- 2. Select User-defined profiles.
- 3. Swipe left on the profile that you want to delete. Tap on the **Delete** button.

04 PM Fri Nov 3			🕈 76% 🔳
Settings	User-defined profiles		+
		> Renan	n Delete
Swipe left to delete or rename			-
		0	
🚑 В	atches	o <sup>O</sup> Settings	

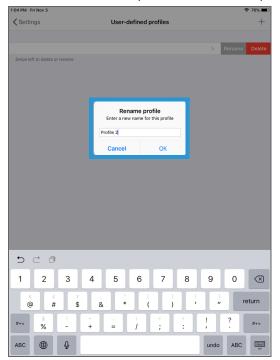
## RENAMING AN EXISTING USER-DEFINED PROFILE

- 1. Go to Settings.
- 2. Select User-defined profiles.

3. Swipe left on the profile that you want to rename. Tap on the **Rename** button.

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Settings	User-defined profiles	+
		> Rename Delete
Swipe left to delete or rename		
Batche:	s 😚 Settings	

4. Create a new custom-profile name, then tap on **OK**.



Your renamed custom-profile should now appear in the list of user-defined profiles and on the home screen.

# SETTINGS

# MOBILE CAPTURE SETTINGS

You can manage your settings for Mobile Capture at any time by tapping on Settings in the home screen.

12:59 PM Fri Nov 3		🗢 77% 🔳
	Settings	
SCANNER		
Select scanner N60w - 0BFUX00001		>
User-defined profiles		>
Lock the scanner before scan		$\bigcirc$
APP LANGUAGE		
English		>
BATCH AUTO DELETE		
Never		~
After release (print, email, etc.)		
Prompt		
When enabled, batches will be marked for deletion after	you release them.	
SHOW PAGE NUMBERS		
Off		~
Sequential Use batch position as page number		
From original document Sheet number for scanned pages		
Help		>
About		>
📇 Batches	G <sup>O</sup> Settings	

### Scanner

**Select Scanner**—allows you to set the scanner (local or cloud) that will launch automatically when you initiate a scan.

**User-Defined Profiles**—allows you to add user-defined profiles or modify your existing user-defined profiles. See User-Defined Profiles to learn more.

**Lock the scanner before scan**—allows you to lock the scanner before scan so that no one else can scan to your scanner at the same time, avoiding others from interfering with your scanning process.

### Page Language

This setting allows you to set the language of the page. Tap to select a language from the dropdown menu.

## Batch Auto Delete

These settings allow you to set whether your batches automatically delete every time you export them.

Never—sets the page to never delete your batches after exporting them.

After release (Print, Email, Etc.)—sets to automatically delete your batches after they are exported, regardless of the format you select.

**Note:** When enabling this setting, batches will automatically delete if you cancel the export to the following destinations: pdf, single tiff, tiff, and image.

**Prompt**—sets a message to prompt you, after the batch is exported, to confirm whether to delete the batch.

### Show Page Number

These settings allow you to set how you want to view page numbers on your batch when looking on the page.

Off-sets the page numbers to not be shown on your batches.

**Sequential**—sets the page numbers to be shown in sequential order even if you reorder the pages.

**From original document**—sets the page numbers to be shown based on the order you scanned them in, and will indicate whether the page is the back side of page, even if you reorder the pages.

## SCANNER SETTINGS IN WEBMANAGER

You can also manage scanner settings in WebManager.

### Change Scanner Name

1. Make sure that the scanner and computer are connected on the same network.

Refer to the Scanner user guide.

2. Press and hold the **Simplex** and **Duplex** buttons on your scanner at the same time to access the settings on your scanner.

3. Select Information from the Menu, t then select LAN or Wi-Fi (based on your current connectivity).



The IP address should appear on the scanner screen.

\$ X
Wi-Fi Hotspot
Link IP: 192,168,200,1
SSID D35wn-f00000

Note: For LCD screen scanner, the IP address should appear on the screen once you power on the scanner.

4. Open a browser on your computer and type the IP address in the search bar.

WebManager should appear on your browser.

5. Click the **Login** button at the top right, then log in with the following credentials.

Login Name: admin Password: admin

6. From the WebManager menu, select VAST Network, then Local.

Xerox				
			Admin l	Logout
Menu	VAST Network >> Lo	cal	Update	i
Information			oputto	
VAST Network				
Local	Scanner Description:	Scanner0BFUX00001		
Cloud				
Advanced Security				
Device Management				

7. Enter the new name of your scanner in the Scanner Description field.

## Connect to Cloud

These settings allow you to register your scanner to the cloud server in order to scan through the cloud.

Go to Registering Through Scanner and WebManager for steps to connect your scanner to the cloud with WebManager.

# APPENDIX A: COPY REGULATIONS

## UNITED STATES

Congress, by statute, has forbidden the reproduction of the following subjects under certain circumstances. Penalties of fine or imprisonment may be imposed on those guilty of making such reproductions.

1. Obligations or Securities of the United States Government, such as:

Certificates of Indebtedness	National Bank Currency	Coupons from Bonds
Federal Reserve Bank Notes	Silver Certificates	Gold Certificates
United States Bonds	Treasury Notes	Federal Reserve Notes
Fractional Notes	Certificates of Deposit	Paper Money

Bonds and Obligations of certain agencies of the government, such as FHA, etc.

Bonds. (U.S. Savings Bonds may be photographed only for publicity purposes in connection with the campaign for the sale of such bonds.)

Internal Revenue Stamps. (If it is necessary to reproduce a legal document on which there is a canceled revenue stamp, this may be done provided the reproduction of the document is performed for lawful purposes.)

Postage Stamps, canceled or uncanceled. (For philatelic purposes, Postage Stamps may be photographed, provided the reproduction is in black and white and is less than 75% or more than 150% of the linear dimensions of the original.)

#### Postal Money Orders.

Bills, Checks, or Drafts of money drawn by or upon authorized officers of the United States.

Stamps and other representatives of value, of whatever denomination, which have been or may be issued under any Act of Congress.

- 2. Adjusted Compensation Certificates for Veterans of the World Wars.
- 3. Obligations or Securities of any Foreign Government, Bank, or Corporation.
- Copyrighted material, unless permission of the copyright owner has been obtained or the reproduction falls within the "fair use" or library reproduction rights provisions of the copyright law. Further information of these provisions may be obtained from the Copyright Office, Library of Congress, Washington, D.C. 20559. Ask for Circular R21.
- 5. Certificates of Citizenship or Naturalization. (Foreign Naturalization Certificates may be photographed.)

- 6. Passports. (Foreign Passports may be photographed.)
- 7. Immigration Papers.
- 8. Draft Registration Cards.
- 9. Selective Service Induction Papers that bear any of the following Registrant's information:

Earnings or Income	Dependency Status	Court Record
Previous military service	Physical or mental condition	

Exception: U. S. Army and Navy discharge certificates may be photographed.

- 10. Badges, Identification Cards, Passes, or Insignia carried by military personnel, or by members of the various Federal Departments, such as FBI, Treasury, etc. (unless photograph is ordered by the head of such department or bureau.)
- 11. Reproducing the following is also prohibited in certain states: Automobile Licenses Drivers' Licenses Automobile Certificates of Title.

The above list is not all inclusive, and no liability is assumed for its completeness or accuracy. In case of doubt, consult your attorney.

## CANADA

Parliament, by statute, has forbidden the reproduction of the following subjects under certain circumstances. Penalties of fines or imprisonment may be imposed on those guilty of making such copies.

- 1. Current bank notes or current paper money.
- 2. Obligations or securities of a government or bank.
- 3. Exchequer bill paper or revenue paper.
- 4. The public seal of Canada or of a province, or the seal of a public body or authority in Canada, or of a court of law.
- 5. Proclamations, orders, regulations or appointments, or notices thereof (with intent to falsely cause same to purport to have been printed by the Queen's Printer for Canada, or the equivalent printer for a province).
- 6. Marks, brands, seals, wrappers or designs used by or on behalf of the Government of Canada or of a province, the government of a state other than Canada or a department, board, Commission or agency established by the Government of Canada or of a province or of a government of a state other than Canada.
- 7. Impressed or adhesive stamps used for the purpose of revenue by the Government of Canada or of a province or by the government of a state other than Canada.
- 8. s, registers or records kept by public officials charged with the duty of making or issuing certified copies thereof, where the reproduction falsely purports to be a certified copy thereof.
- 9. Copyrighted material or trademarks of any manner or kind without the consent of the copyright or trademark owner.

The above list is provided for your convenience and assistance, but it is not all inclusive, and no liability is assumed for its completeness or accuracy. In case of doubt, consult your solicitor.

# OTHER COUNTRIES

Copying certain s may be illegal in your country. Penalties of fine or imprisonment may be imposed on those found guilty of making such reproductions.

- Currency notes
- Bank notes and cheques
- Bank and government bonds and securities
- Passports and identification cards
- Copyright material or trademarks without the consent of the owner
- Postage stamps and other negotiable instruments

**Note:** this list is not inclusive and no liability is assumed for either its completeness or accuracy. In case of doubt, contact your legal counsel.