

VISIONEER MOBILE CAPTURE

User Guide

VISIONEER MOBILE CAPTURE USER GUIDE

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Please go to <u>www.visioneer.com</u>, 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® Mobile Capture is an image files management mobile app for Xerox and Visioneer scanners that allows you to do the following:

- Organize and capture documents using the software's presets.
- Insert, replace, delete, append and review images 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® 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[®] 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: Android 8-11

Home Screen

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



- 1. **Image source**—indicates where the documents 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 documents 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. **Settings**—contains the Mobile Capture settings. Tap to manage the settings.
- 4. 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.

I N S T A L L A T I O N

CONNECT THE SCANNER AND INSTALL THE APP

- 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 app and search for the Visioneer Mobile Capture app, then install the app.

4. Launch the app. The installation wizard should appear.



- 5. Tap on **Locate devices**.
- 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.



7. Select your scanner from the list.



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

- Make sure that you have connected an 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 INSTALLATION

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 **Import files** beside Image source on the home screen.



2. In the dropdown menu, select **Select Scanner**.



3. Select Local scanners.

	Ва	itches		
Image source: Profile:	Import files Scanner			
	Select Scanner	-		
	Local scanners	>		
	Cloud scanners	>		
	Other sources			
	Camera	_		
	Photo library			
	Import files	~		
				•
	Batches	s	Ö Settings	
		0		

4. Select your scanner from the list.



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

- Make sure that you have connected an 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, or
- Registering through Visioneer Network Scan Service

REGISTERING THROUGH SCANNER AND MOBILE DEVICE

- 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.
- 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, then select **LAN**. The IP address should appear on the scanner screen.
- 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. In the WebManager Menu, select **VAST Network**, then select **Cloud**.

Xerox [®]	Xerox D70n Scanner	
		Admin Logout
Menu	VAST Network >> Cloud	Add Delete
Information		
VAST Network	Common ID Description	C
Local	Scanner ID Description	Server
Cloud		
Advanced Security		< << Page 1 (1 / 1) >> >
Device Management		
Network		
Host Name		
Wired		
Wireless		
Security Setup		
Support		

7. Click the **Add** button.

xerox [®]	Xerox D70r	n Scanner		
			Admin Logo	out
Menu	VAST Network >> Cloud		Add Dele	te
Information				
VAST Network	Scappor ID	Description	Conver	
Local	Stanler ID	Description	361761	
Cloud				
Advanced Security			< << Page 1 (1 / 1) >>	> >
Device Management				
Network				
Host Name				
Wired				
Wireless				
Security Setup				
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	Xerox [070n Scanner			
				Admin Log	out
Menu	VAST Network >> Reg	ister Cloud Scanner	Register	Back	
VAST Network					
Local	Description:	Xerox Xerox D70n Sca	anner B099306106000039]	
Cloud	URL:	https://vast.visioneer.com	n]	
Advanced Security					
Device Management					
Network					
Host Name					
Wired					
Wireless					
Security Setup					
Support					

9. The VAST Network cloud service URL: https//vast.visioneer.com also automatically appears 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	Xerox D	70n Scanner				
					Admin	Logout
lenu	VAST Network >> Regi	ster Cloud Scanner	Register	Back	6	
Information VAST Network					_	
Local	Description:	Xerox Xerox D70n S	canner B099306106000	1039		
Cloud	URL:	https://vast.visioneer.c	om			
Advanced Security						
Device Management						
Network						
Host Name						
Wired						
Wireless						
Security Setup						
Support						

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

Xerox [®]	Xerox D70n	Scanner			
				Admin	Logout
Menu	VAST Network >> Confirm scan	ner registration	Log in Cancel		
VAST Network					
Local	Clicking the [Log in] button will o registration on the cloud regist	pen a popup window. You ha tration for'Xerox Xerox D70n	ve to identify yourself to confi Scanner B099306106000039'	rm	
Cloud					
Advanced Security					
Network					
Host Name					
Wired					
Wireless Security Setup					
Support					
vis	sioneer.				
Visionee	r VAST Cloud				
S	Server				
Scanne	r Registration				
Confirm your identit below:	ty using one of the buttons				
G Login with Go	oogle				
Login with Mi	crosoft				
© 2021 Visione	eer, Inc. All Rights Reserved.				

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

Xerox [®]	Xerox D70n S	canner	
			Admin Logout
Menu			Add Delate
Information	VAST Network >> Cloud		Mud Delete
VAST Network		D	
Local	58c3ae0a-dbca-40c2-abf1-87af0b90c061	Xerox D70n Scanner B099306106000039	https://twaindirect.visioneer.com
Cloud			
Advanced Security		< <	< Page 1 (1 / 1) >> >
Device Management			
Network			
Host Name			
Wired			
Wireless			
Security Setup			

The scanner is now registered.

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

Registering Through Scanner and Web Page

- 1. Press and hold the Simplex and Duplex buttons on your scanner at the same time to access the settings on your scanner.
- 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 number 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 number that is located above the QR code.

visioneer.	Visioneer VAST Cloud Server -	Cloud Console	🕞 Logout
Scanners			
Add Refresh Delete			
Registration token	Description	Scanner ID	
abcd1234			
Register			
To close click 'Add' button			

- 6. After entering the Registration Token number, 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 🕀 under **Cloud connections**.

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	twork Scan Service	×
Visio	neer Network Scan Service	1 AN
How wo	uld you like your scanner to be identified?	
Description	Xerox D35wn Scanner 097UY3Z001	
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.

Visioneer Network Scan Service X
Visioneer Network Scan Service Cloud sharing
Waiting for scanner cloud registration to be complete
Xerox D35wn Scanner:VID_04A7PID_04F0:097UY3Z001 https://vast.visioneer.com A request for registration is sent.
Finish Cancel

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



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**.



S CANNING YOUR D O C U M E N T S

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 app and have not yet located your scanner on the network, go to Setting up a Local Scanner After Skipping Installation to locate your local scanner before doing the following steps.

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

Tap on your scanner's name beside Image source on the home screen, then make sure that you see "Local" below your scanner's name.



2. Tap the • button. The documents should start scanning.

Batches					
Image source:	Xerox D70n Scanner:V	ID_04A7&PID	_04F5:0CKV2	10002	
Profile:	Auto Detect Document				
					+
	Batches		Settings		
	\bigtriangledown	0]	

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 beside Image source.



3. Select **Select Scanner** from the dropdown menu.



4. Select Cloud scanners.

	Ва	tches	
Image source:	Xerox D35wn Scanner:VID_	04A7&PID_04F0:097UY	3Z001
Profile:	Scanner		
	Select Scanner	•	
	Local scanners	>	
	Cloud scanners	>	
	Other sources		
	Camera		
	Photo library		
	Import files	~	
			•
	Batches	Settings	
		0 0	

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.

Server login	
Scanner cloud url	
Login with Microsoft	

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

6. Select your scanner from the list.



7. Tap the • button. The documents should start scanning.



If you do not see your scanner in the list, try 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 into 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[®] 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 documents in a particular batch to view the batch in greater detail.



To quickly delete the whole batch that you just scanned, tap on \bigcirc on the batch's preview on the Batches page.

Batches					
Image source: Profile:	Xerox D35w Auto Detect	n Scanner:VIE Document	0_04A7&PID_04F0):097UY3Z001	
Tue Aug 17 13:3	2:40 EDT 2021	ia Marina Marina Marina		All and a set of a se	

To quickly export the whole batch that you just scanned, tap on Δ on the batch's preview on the Batches page.

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

Batches					
Image source: Profile:	Xerox D35w	n Scanner:VIE Document	_04A7&PID_04F	0:097UY3Z001	
Fue Aug 17 13:3:	2:40 EDT 2021	ini Mariana Mariana		2011年1月1日 1月111日 1月111日 1月111日 1月111日 1月111日 1月111日 1月1111 1月1111 1月1111 1月1111 1月1111 1月1111 1月11111 1月11111 1月11111 1月111111	

On the Batch page, you can also tap on any of the documents 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 document you selected in the batch.

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

Delete image—selecting this will delete the image you selected.

EDITING A BATCH

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

- 1. On the Batch page, tap on 🧭.
- 2. Select the document that you want to modify, then tap on 📀 at the top right.

You can also select more than one document to modify at a time or tap \checkmark to modify all documents in the batch at once.

Batch Image Settings



Brightness—adjusts the brightness level of the document.

Contrast—adjusts the contrast level of the document.

Straighten image—straightens the image if it is skewed.

Auto crop—automatically crops the document.

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 document by 90°, 180°, or 270°. Select **NONE** if you do not want to apply rotation. Select **AUTOMATIC** to allow the app to apply the right image rotation whenever you scan.

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

Reordering a Batch

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



1. On the Batch page, tap on 🧭

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



Deleting Document(s) from a Batch

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

- 1. Select the batch from the main UI.
- 2. On the Batch page, tap on 🧭
- 3. Select the document(s) that you want to delete.

You can also tap on 🛩 to select all.

4. Tap on 🗊.



5. When the dialog box pops up asking you to confirm the deletion, select **YES**.



Moving the Document(s) to a New Batch

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

- 1. Select the batch from the main UI.
- 2. On the Batch page, tap on 🖍.
- 3. Select the document(s) that you want to move.

You can also tap on 🗹 if you want to select all the documents in the batch.

- 4. Tap on i at the top right.
- 5. Tap on **Move Selected**.

← 1 selected 20210824-134659	Move Selected
	Include/Exclude Pages

6. Tap on **To a new batch**.



7. Tap on **YES** when the dialog box pops up asking you to confirm if you want to move the image(s).



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



Moving the Document(s) to an Existing Batch

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

- 1. Select the batch from the main UI.
- 2. On the Batch page, tap on 🗾.
- 3. Select the document(s) that you want to move.

You can also tap on 🗹 if you want to select all the documents in the batch.

- 4. Tap on i at the top right.
- 5. Tap on Move Selected.

← 1 selected		Move Selected
		Include/Exclude Pages
	< 0	

6. Tap on **To existing batch**.

← 1 selected	Move Sele	cted
	To a new	batch
	To existin	ig batch
	<u> </u>	

7. Select the batch that you want to move the document(s) to by tapping on the **MOVE HERE** button. The document(s) will appear in that batch.

Select a batch		
Tue Aug 24 14:08:38 EDT 2021		
Tue Aug 24 13:40:59 EDT 2021		NEV MOVE HERE
Tue Aug 24 13:40:37 EDT 2021		
\bigtriangledown	0	

Including/Excluding Pages

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

- 1. Select the batch from the main Ul.
- 2. On the Batch page, tap on 🧖
- 3. Tap on i at the top right.
- 4. You can now see all the pages from the batch with the Included or Excluded button below them. If there's a document that you want to include in the exported file, tap on the Excluded button below the document 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 page, tap on 1



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 document 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 documents, there are various settings that automatically apply to your scanned document 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.

Settings	
SCANNER	
Select a scanner	
User-defined profiles	
Lock the scanner before scan	•
APP LANGUAGE	
English	
BATCH AUTO DELETE	
Never	~
After release (print, email, etc)	4
Prompt	~
SHOW PAGE NUMBER	
Off	~
Sequential Use batch position as page number	~
From original document Sheet number for scanned pages	~
Help	
Batches Settings	

3. Tap on the +.



4. Select a starting point for your profile.



5. Create a profile name for your profile.

Profile settings		SAVE
Þrofile name		
SCANNER SETTINGS		
Detect double feeds Stop scanning double feed detected.		۰
Color correction		۰
Remove blank pages		۰
These settings are only used when scannin	g from a scanner that sup	ports them.
IMAGE SETTINGS		
Brightness		
-128	0	127
Contrast		
-128	0	127
Straighten image		۲
Auto crop		
Background processing	RE	MOVE BACKGROUND
Clean up edges		۲
\bigtriangledown	0	

6. Select and/or modify the settings for your profile. Go to Profile Settings to learn about each setting.

Profile settings		SAVE
Profile name 1		
SCANNER SETTINGS		
Detect double feeds Stop scanning double feed detect	ied.	
Color correction		•
Remove blank pages		۲
These settings are only used whe	n scanning from a scanner that	supports them.
IMAGE SETTINGS		
Brightness		
-128	0	127
Contrast		
-128	0	127
Straighten image		۲
Auto crop		۰
Background processing		REMOVE BACKGROUND
Clean up edges		۲
4	0	Π

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

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

User-defined profiles		+
Profile name 1		× 1
Sample profile		× =
	0	

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

Select a profile
STANDARD PROFILES
Auto detect document
Black & white document
Grayscale document
Color document
Photo
USER-DEFINED PROFILES
Profile Name 1
Sample profile
You can create and manage user-defined profiles in <u>Settings</u> .

PROFILE SETTINGS

Profile settings		SAVE
Profile name		
SCANNER SETTINGS		
Detect double feeds Stop scanning double feed detected		۰
Color correction		۰
Remove blank pages		۲
These settings are only used when s	canning from a scann	er that supports them.
IMAGE SETTINGS		
Brightness		
-128	0	127
Contrast		
-128	0	127
Straighten image		۰
Auto crop		۲
Background processing		REMOVE BACKGROUND
Clean up edges		•
\bigtriangledown	0	

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. To show blank pages in your batch and to include them in your final exported file, go to Including/Excluding Pages.

Image Settings

Brightness—adjusts the brightness level of the document.

Contrast—adjusts the contrast level of the document.

Straighten image—lets the scanner automatically determine if a page is skewed, then straightens its image.

Auto crop—lets the scanner automatically determine the size of the item being scanned.

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 document by 90°, 180°, or 270°. Select **NONE** if you do not want to apply rotation. Select **AUTOMATIC** to allow the app to apply the right image rotation whenever you scan.

Output mode—adjusts the color mode of the document 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 🧭 beside the profile that you want to modify.
- 4. Make your changes to the profile settings.
- 5. Tap on SAVE when you are done.

DELETING AN EXISTING USER-DEFINED PROFILE

- 1. Go to Settings.
- 2. Select User-defined profiles.
- 3. Tap on **beside the profile that you want to delete.**

S ETTINGS

MOBILE CAPTURE SETTINGS

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

Settings	
SCANNER	
Select a scanner	
User-defined profiles	
Lock the scanner before scan	
APP LANGUAGE	
English	
BATCH AUTO DELETE	
Never	~
After release (print, email, etc)	~
Prompt	
SHOW PAGE NUMBER	
Off	~
Sequential	
Use batch position as page number	
From original document Sheet number for scanned pages	~
Help	
9 🗘	
Batches Settin	gs

Scanner

Select a 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.

App Language

This setting allows you to set the language of the app. 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 app 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 even 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 app.

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. Access the settings on your scanner.
- 3. Select **Information** from the Menu, then select **LAN**. The IP address should appear on the scanner screen.
- 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**.

Menu					
Information	I WAIN Direct >> Sca	IWAIN Direct >> Scanner Description			
VAST Network					
Local	Scanner Description:	Xerox D70n Scanner B099	30610600003		
Cloud					
Advanced Security					
Device Management					
Network					
Host Name					
Wired					
Wireless					
Security Setup					
Support					

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.

Advanced Security

These settings allow you to:

- Add a digital signature
- Delete a digital signature
- Add a password encryption
- Delete a password encryption
- Add a public key encryption profile
- Delete a public key encryption profile

Add a digital signature

Menu	VAST Network >> Advanced Security
Information	
VAST Network	Digital Signatures Password Encryption Public Key Encryption
Local	
Cloud	Action: New Delete
Advanced Security	Default Name
Device Management	Scanner Signature
Network	< << Page 1 (1 / 1) >> >
Host Name	
Wired	
Wireless	
Security Setup	
Support	

- 1. From the menu go to the **VAST Network** tab.
- 2. Then from its sub menu, go to the **Advanced Security** tab.
- 3. Go to the **Digital Signatures** tab.
- 4. Click New.
- 5. Enter a signature name, this is how it will be displayed in the **Digital Signature** window.

Menu		Insturo	Unload	Back
Information	VAST Network >> Digital Sig	Juature	opiodd	Duck
VAST Network				
Local	Name:			
Cloud	Signature (PKS #12) File:	Choose File No file c	hosen	
Advanced Security	Password:			
Device Management				
vetwork				
Host Name				
Wired				
Wireless				
Security Setup				
Support				

- 6. Select a PKS #12 file from your PC.
- 7. Enter a password to protect your digital signature.
- 8. Click Upload. If successful your new digital signature will be displayed in the Digital Signatures window.

Delete a digital signature

Menu	VAST Network >> Advanced Security
Information	
VAST Network	Digital Signatures Password Encryption Public Key Encryption
Local	
Cloud	Action: New Delete
Advanced Security	Default Name
Device Management	Scanner Signature
Network	<
Host Name	
Wired	
Wireless	
Security Setup	
Support	

- 1. From the menu go to the **VAST Network** tab.
- 2. Then from its sub menu, go to the **Advanced Security** tab.
- 3. Go to the **Digital Signatures** tab.
- 4. Click on the digital signature you wish to remove. It will be highlighted.
- 5. Click **Delete**.

Note: This cannot be undone.

Add a password encryption

Menu	VAST Network >> Advanced Security			
Information	The first fi			
VAST Network	Digital Signatures	Password Encryption	Public Key Encryption	
Local			-	
Cloud	Action: New Delete			
Advanced Security	Name			
evice Management	password			
work			< << Page 1 (1 / 1)	>> >
st Name	L			
Vired				
Wireless				
Security Setup				
ipport				

- 1. From the menu go to the **VAST Network** tab.
- 2. Then from its sub menu, go to the **Advanced Security** tab.
- 3. Go to the **Password Encryption** tab.
- 4. Click New.

5. Enter a name for the password encryption, this is how it will be displayed in the **Password Encryption** window.

_			-	
motion	VAST Network >> Passw	ord Encryption Profile	Save	Back
ST Network				
Local	Name:			
Cloud	User Password:			
Advanced Security	Owner Password:			
e Management				
ork				
ost Name				
red				
reless				
curity Setup				
ort				

- 6. Enter a User Password. This will be the password required to view the scanned files.
- 7. Enter a **Owner Password**. This will be the password required to edit the scanned files.
- 8. Click **Save**. If successful your new password encryption name will be displayed in the **Password Encryption** window.

Delete a password encryption

Menu	VAST Network >> Advanced Security			
Information				
VAST Network	Digital Signatures	Password Encryption	Public Key Encryption	
Local				
Cloud	Actional New Delete			
Advanced Security	Name			
Device Management	password			
Network			< < Page 1 (1 / 1)	>> >
Host Name				
Wired				
Wireless				
Security Setup				
Jupport				

- 1. From the menu go to the **VAST Network** tab.
- 2. Then from its sub menu, go to the Advanced Security tab.
- 3. Go to the **Password Encryption** tab.
- 4. Click on the password encryption you wish to remove. It will be highlighted.
- 5. Click **Delete**.

Note: This cannot be undone.

Add a public key encryption profile

Menu	VAST Network >> Advanced Security
Information	
VAST Network	Digital Signatures Password Encryption Public Key Encryption
Local	
Cloud	Action: New Delete I
Advanced Security	Name
evice Management	Scanner Public Key Profile
work	< << Page 1 (1 / 1) >> >
lost Name	
Vired	
Wireless	
Security Setup	
pport	

- 1. From the menu go to the VAST Network tab.
- 2. Then from its sub menu, go to the **Advanced Security** tab.
- 3. Go to the **Public Key Encryption** tab.
- 4. Click New.
- 5. Enter a name, this is how it will be displayed in the **Public Key Encryption** window.

Menu	VAST Network >> Public Key Encryption Profile Upload			Back
Information		••		
VAST Network				
Local	Name:			
Cloud	Base-64/DER encoded (.CER) File:	Choose File No file cl	hosen	
Advanced Security				
Device Management				
Network				
Host Name				
Wired				
Wireless				
Security Setup				
Support				

- 6. Select a .CER file from your PC.
- 7. Click **Upload**.
- 8. If successful, the new public key encryption profile will appear in the **Public Key Encryption** window.

Delete a public key encryption profile

au	VAST Network >> Advanced Security
formation	
ST Network	Digital Signatures Password Encryption Public Key Encryption
ocal	
oud	Action: New Delete
dvanced Security	Name
Management	Scanner Public Key Profile
	< << Page 1 (1 / 1) >> >> >>
ame	
ed	
reless	
rity Setup	
ort	

- 1. From the menu go to the **VAST Network** tab.
- 2. Then from its sub menu, go to the **Advanced Security** tab.
- 3. Go to the **Public Key Encryption** tab.
- 4. Click on the public key encryption profile you wish to remove. It will be highlighted.
- 5. Click **Delete**.

Note: This cannot be undone.

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.
- 4. 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. Documents, 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 documents 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.



INTELLIGENT SCANNING SOLUTIONS