

# AmbirScan Cloud



## Searchable PDF and Cloud Scanning User Guide

# AmbirScan Cloud User Guide



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## AmbirScan ADF Software

AmbirScan ADF software is the primary software to use for your ADF scanner. There are nine button settings, all of which have default settings on installation. These settings may be changed at any time. For more information on changing your settings, open the AmbirScan ADF software and click on the Help button at the bottom right hand corner.


## AmbirScan Cloud

AmbirScan Cloud is a software installed along with your driver and AmbirScan ADF capture software. The purpose of this software is to allow users to scan to several cloud services (*Box, DropBox, Google Drive, Evernote, OneDrive, and OneDrive for Business*), and provides Searchable PDF functionality within documents.

When installed, there are several default button settings created on your Ambir ADF scanner. These default settings have been established based on popular and most common usage.

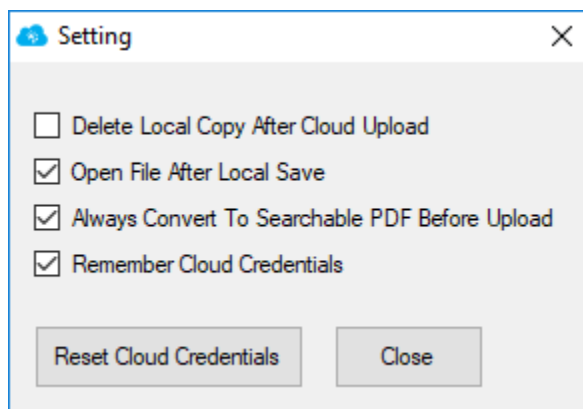
**⚠** *Buttons 1-3 have limited modification abilities. If you require changes to these button default settings, please contact [Ambir Support](#) for further assistance.*

## AmbirScan Cloud Settings

AmbirScan Cloud software runs as a background process in the Windows System Tray. The icon is a blue cloud with the Ambir symbol inside .

If you do not see the icon running in your System Tray or closed out of the application, simply scan a document again and the icon will reappear.

Below is a screenshot of the settings. These can be adjusted at any time based on user needs and preferences.

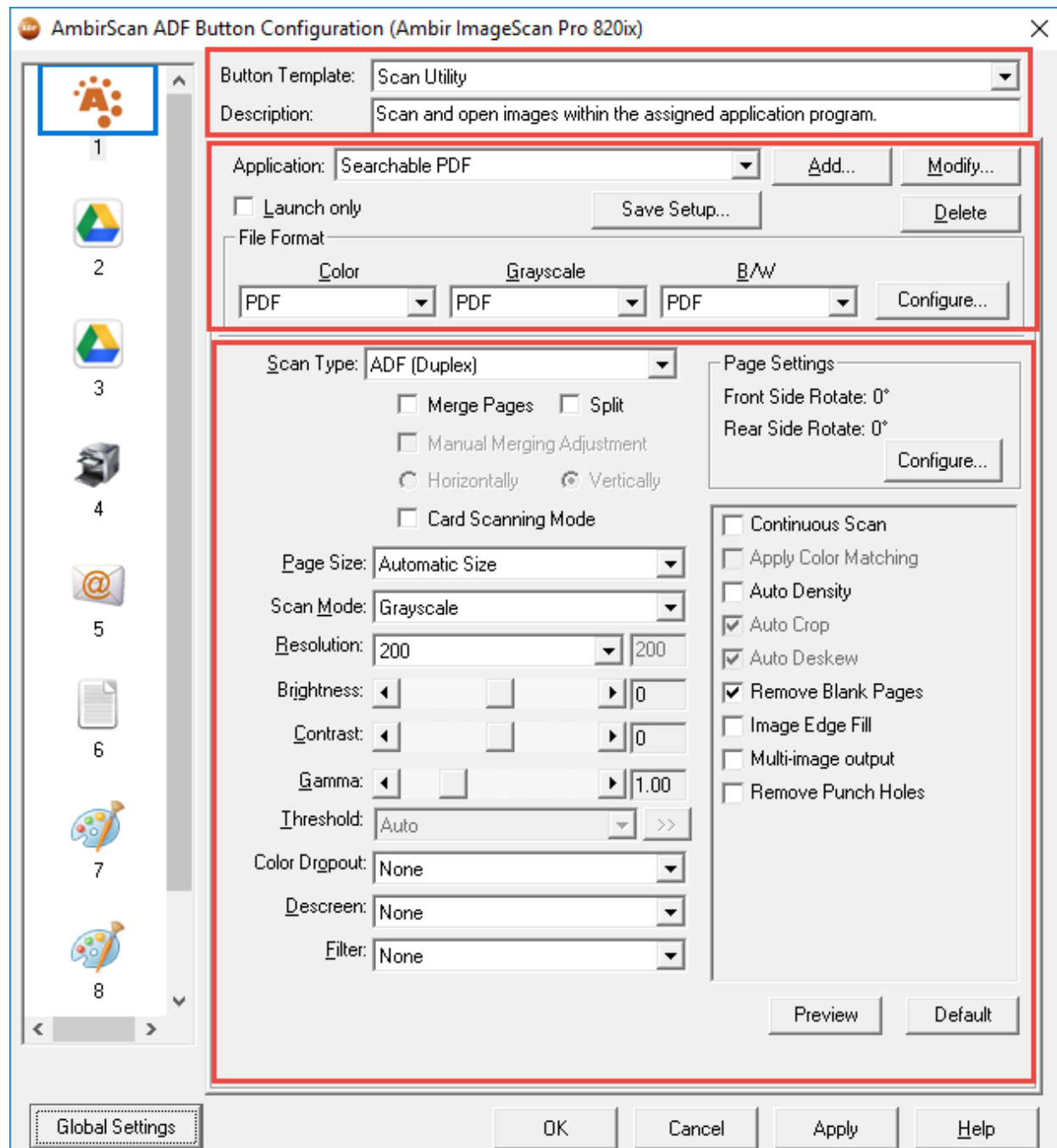


**⚠** *Reset Cloud Credentials will delete any saved Cloud service logins.*



## Button 1: Searchable PDF

The screenshot below shows the default installation configurations for AmbirScan ADF software. Please see the definitions below for information on the most common functionalities.



**Button Template - Scan Utility:** (default) Allows users to scan and open images within the assigned application program. For Searchable PDF, the scanned document will open in your designated PDF viewer application.

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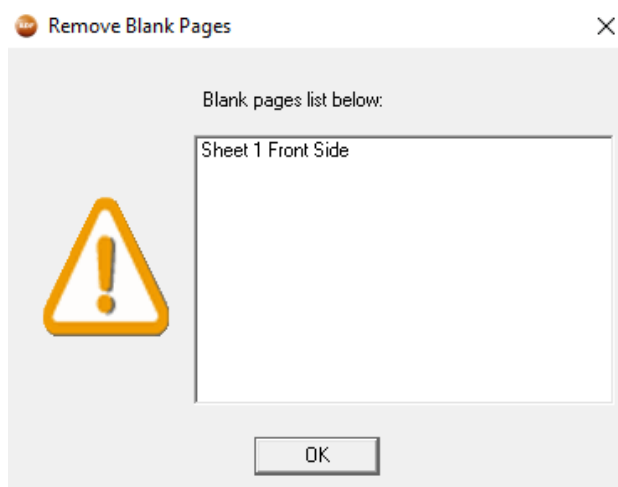
**Application:** (*default*) Searchable PDF.

- **Save Setup:** The default save location for documents is C:\Users\Public\Documents\ScanDoc. If you want to change the save location, click the 'Save Setup' button and select a new folder location.

**Scan Type – Duplex:** (*default*) Scans both sides of the document. *Note: blank page removal is turned on and will remove any pages which have no text/images.*

**Scan Mode – Grayscale:** (*default*) Color setting for optimized scanning. Other selections in the dropdown are Black & White and Color. *Note: changing the Scan Mode may affect the quality of the scan and settings may need to be readjusted.*

**Remove Blank Pages:** Detects blank pages on scan. If a blank page is detected, a popup window will display at the end of your scanning advising which pages were detected. Click OK to exit out of the window.

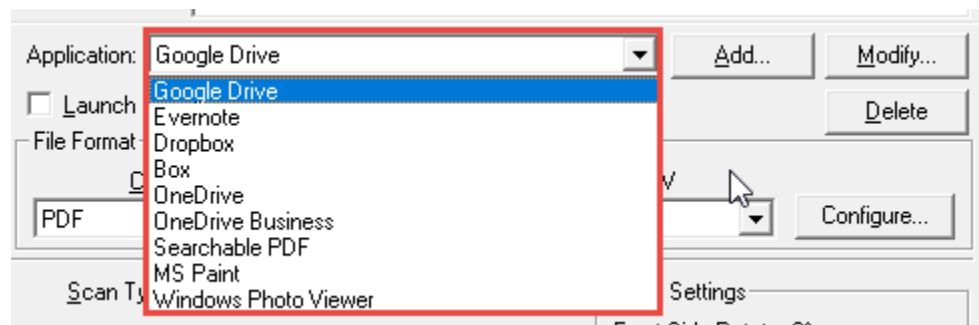




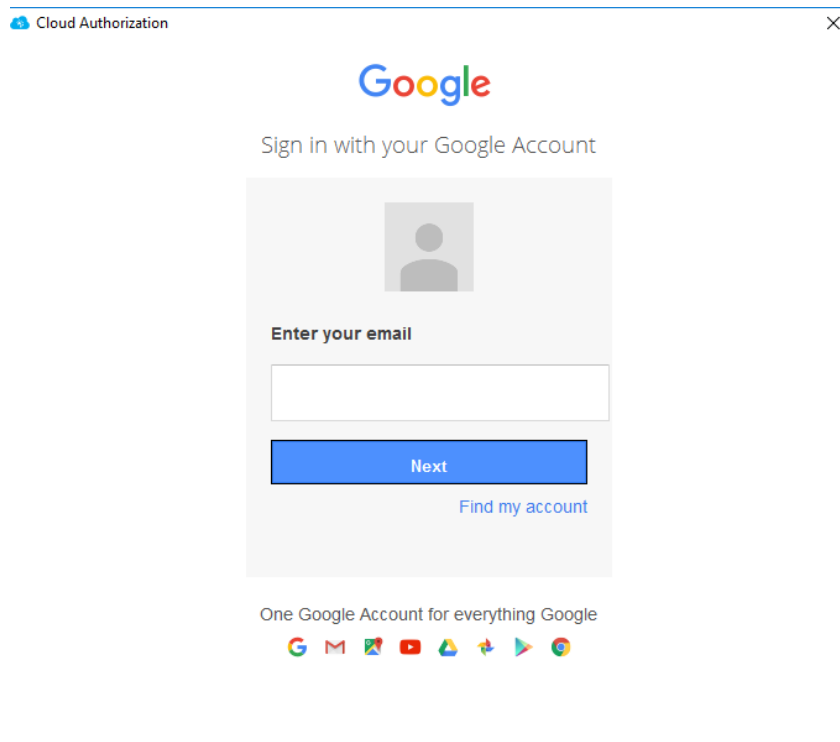
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## Buttons 2 & 3: Scan to Cloud Service

These buttons allow users to scan directly into a Cloud service. **The default Cloud destination upon for buttons 2 and 3 is Google Drive.** However, users may change the cloud service destination by clicking the down arrow in the drop down menu and select their desired service. See the screenshot below:



**⚠** Users will be prompted to login to your specified Cloud service on initial scan. After your initial scan, AmbirScan Cloud will remember your credentials. For more information, see the [AmbirScan Cloud Settings](#) section. The screenshot below is an example of the Google Drive login screen.



## Support

If you have any questions or problems with the software, contact [Ambir Support](#). We are available Monday – Friday, 8am – 5pm CT. We can be reached via phone at (630) 530-5400, option 3, or via chat at [www.ambir.com](http://www.ambir.com).