

# SimpleSCAN S1

## User Guide



**SimpleSCAN**



# SimpleSCAN S1 User Guide

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# SimpleSCAN S1 User Guide

## Welcome

SimpleSCAN is designed as a convenient way to scan documents and manage your scanned files, including uploading and saving scans to cloud storage services. This User Guide is an easy-to-use reference for all the features and functionality of the SimpleSCAN software.

## Installing SimpleSCAN

Our SimpleSCAN software is an easy to use application for users who are not using third party software to integrate with their scanner.

**To install, follow the below steps:**

1. **Confirm your scanner driver and software are installed.** The scanner should be listed under **Imaging Devices** in the **Device Manager**. For instructions on how to locate your Device Manager, visit the Installations section on our [FAQ page](#).
2. **Install** SimpleSCAN software and follow the installation guide.
3. Upon final installation, the **SimpleSCAN icon** will be on your desktop.
4. **Double-click** the **SimpleSCAN** icon to open the software.

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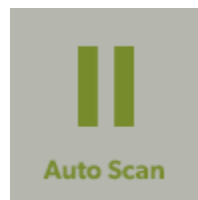
## SimpleSCAN Interface and Features

SimpleSCAN contains several customizable and easy to use settings that can be tailored to best suit your requirements. The sections below explain the features and how they work.

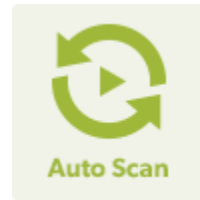
### Auto Scan

Auto Scan allows for continuous scanning without using the software interface. Auto Scan is on by default.

The Auto Scan icon will display as gray with a pause symbol in the box. When turned off, the box will display two arrows in circular formation. See below for reference:



*Auto Scan on*



*Auto Scan off*

The scanner will automatically begin scanning once a card or document is inserted and Auto Scan is on. To create a multi-page document, continue to feed your documents in to the scanner until complete.

If no paper is detected in the scanner after 8 seconds, the scan will complete and save to your specified folder location.

When the scan is completed, the file name is displayed above the Preview window.

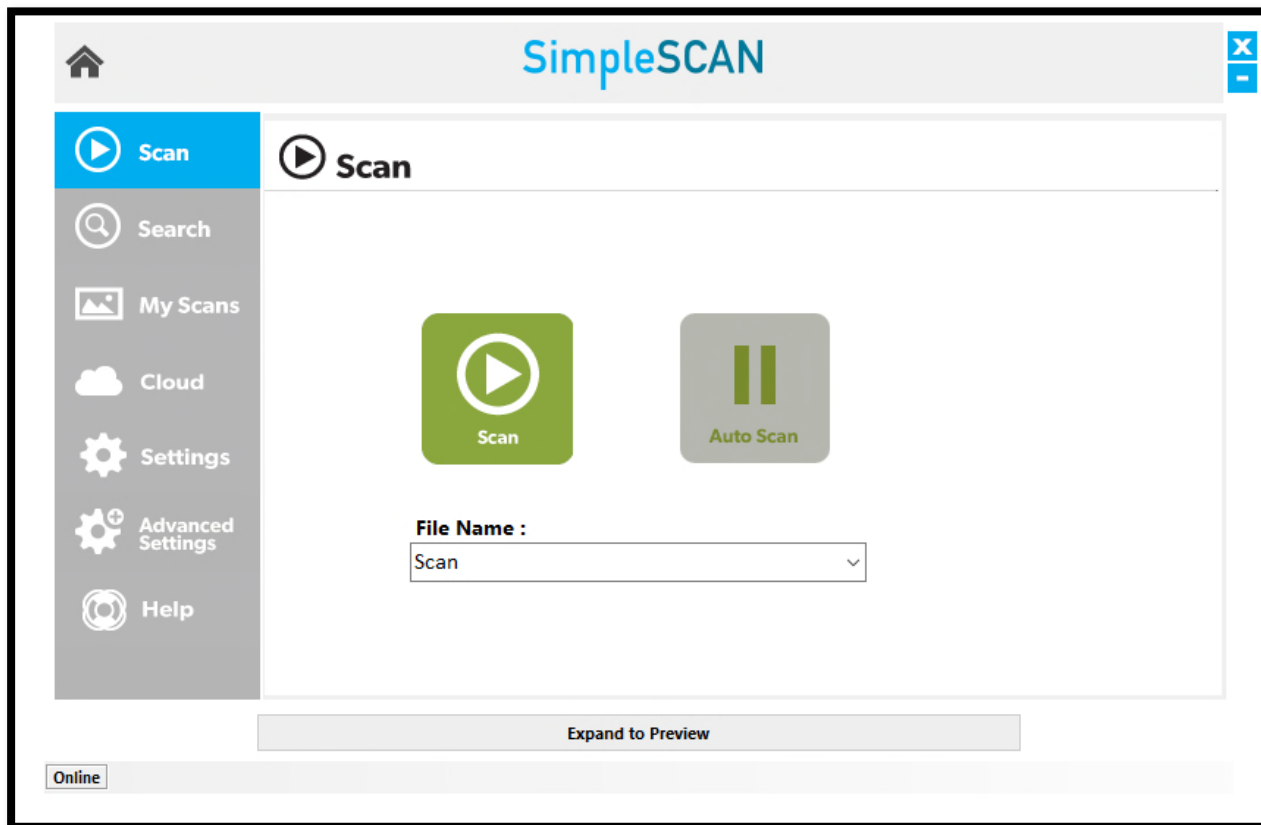
*Note: If **Auto Scan** is turned off, you must click the green **Scan** button to begin scanning.*



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## Scan Menu

Below is a screenshot of the Home screen of the SimpleSCAN interface and definitions of the features.



**Scan:** This is the home screen for the SimpleSCAN software and displays when launched.

**Auto Scan (Default On):** Allows automatic scanning when paper is detected in the scanner. [Click here](#) for more information on Auto Scan.

**File Name:** Enter the name you wish to save the file as after scanning. A Date/Time value will be added as a suffix to the File Name. To remove the Date/Time insertion or to use an incremental Numeric value, adjust on the **Settings** menu.

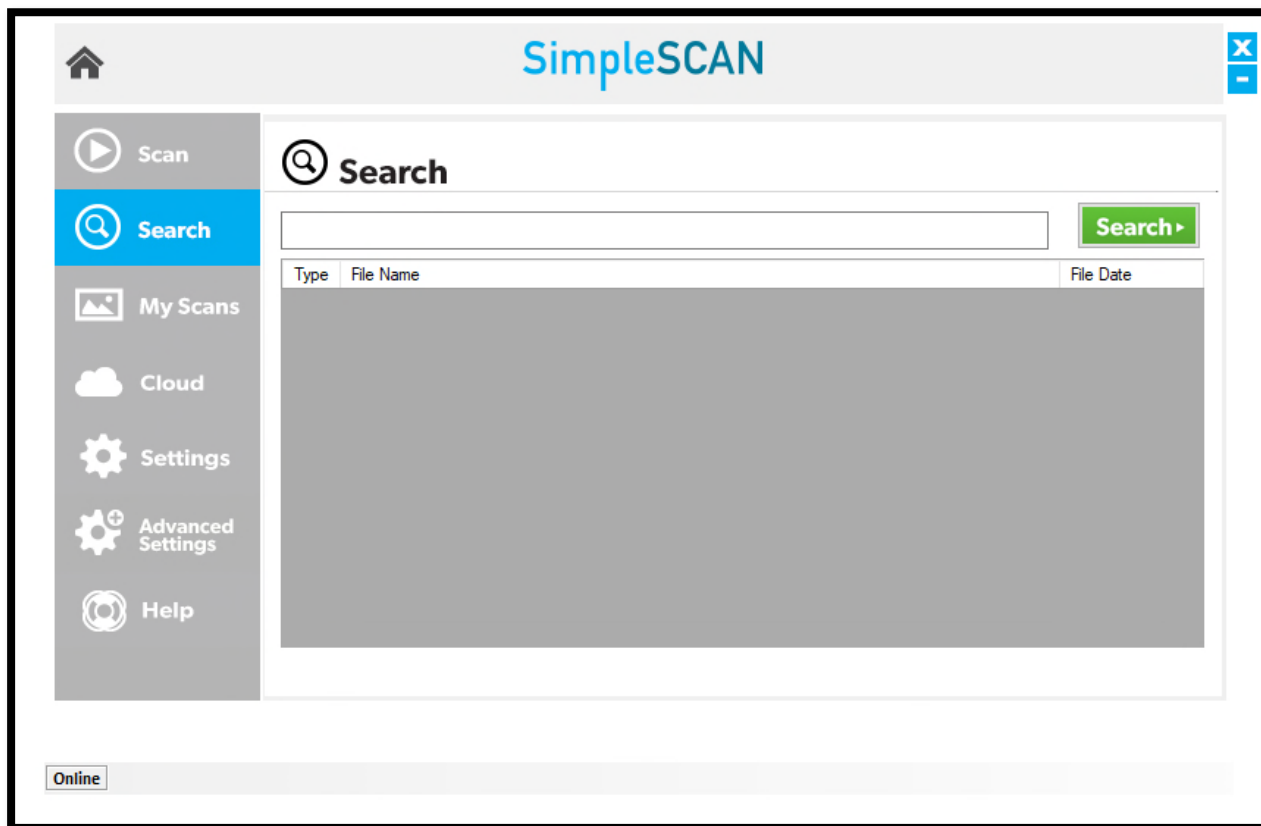


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## Search

The **Search** function finds words within Searchable PDF (sPDF), Word or Excel file types within the Save path folder selected in the Settings menu, or any other folders included in the Indexed Folders window of the Advanced Settings menu. This feature also finds tag(s) associated with these file types.

For example, if you scanned a document that had the word 'Invoice' in the searchable PDF, you would enter Invoice in the search bar. The file location of any documents including 'Invoice' saved to your specified output folder will display in the window below the search bar.



**Note:** Search function does not search on file names, only tags and words contained in documents located in indexed folders. When searching for a file tag, it must be the exact tag name.

To search for multiple words, use a comma to separate. For wildcard searches, use an asterisk.



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## My Scans

The **My Scans** section of the software displays all of the scanned documents you have in your folder location (the location you have selected as a Save Path on the Settings tab). The default layout for is **Detail** mode (screenshot below). You may select **Thumbnail**, or **List with Thumbnail** view via the options in the top right corner of the screen.

### File Management: Deleting & Renaming

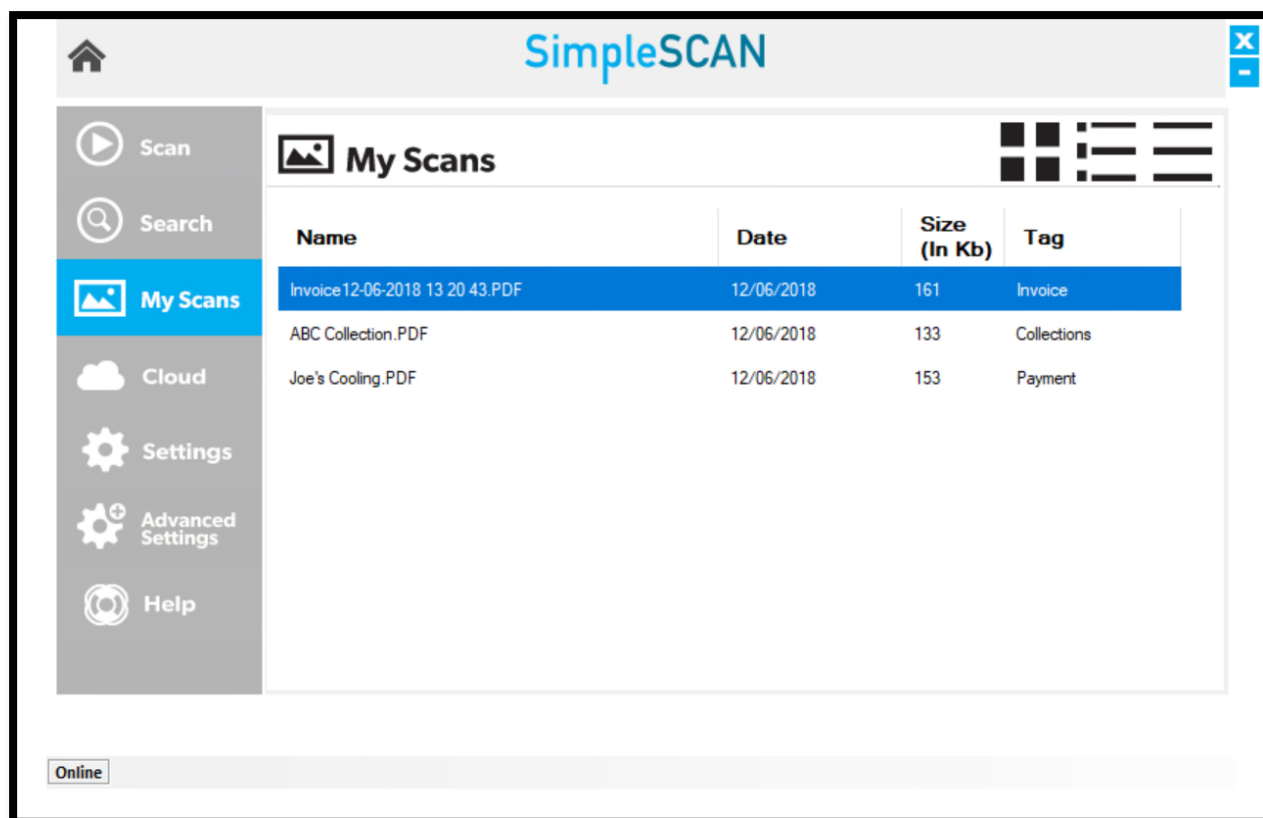
Individual files may be renamed or deleted from this display window. Highlight the file name then right click to access the **Delete** or **Rename** commands.

### Column Headers: Name, Date, Size, Tag

Clicking on a column header allows you to sort the displayed files in ascending or descending order.

### Tag

On by default. Tags added to files after scans are displayed in the Tag column. Tags may be edited or added to sPDF, Word or Excel files by highlighting the Tag field and using the cursor. When adding multiple tags to a file, separate using a comma (example: Invoice, Test).





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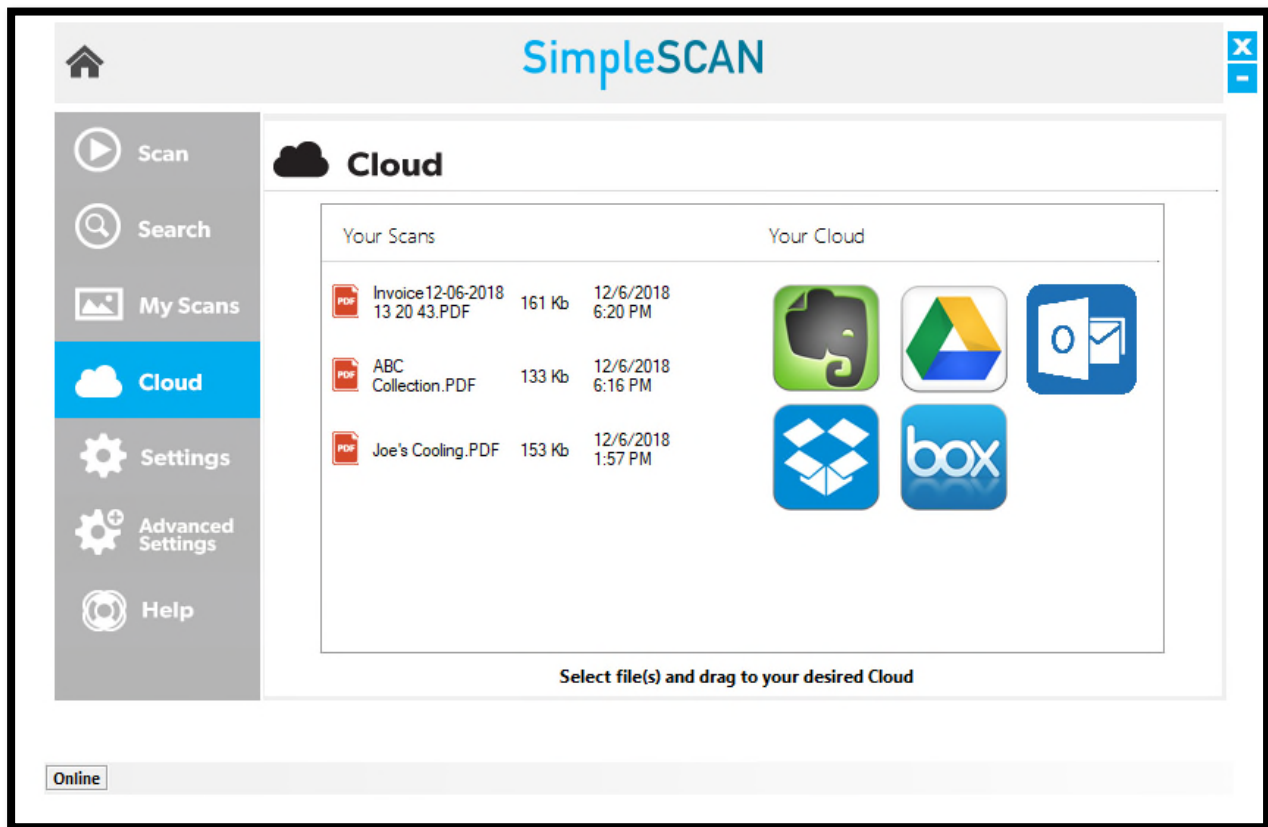
## Cloud Menu

SimpleSCAN allows users to conveniently save scans to several popular cloud services. Simply drag and drop your file(s) into the appropriate cloud service. **Note:** *The files shown in the Cloud tab are also saved locally to the computer via the saved file path selected in Settings.*

The **Your Scans** column will display the files in the Save Path folder specified on the **Settings** menu.

To add a file to your cloud service, simply drag and drop the file from the **Your Scans** column on to the service. To select multiple files, hold the **Ctrl** button and select the files, then drag to the cloud location.

The screenshot below displays the integrated cloud services available:



**Note:** *All cloud services require a user login to begin dropping files.*

### OneDrive Personal and OneDrive Business

Users can connect to OneDrive Personal or OneDrive Business cloud destinations by completing the following steps:

1. Select **Settings** in the left-hand menu
2. Click the “...” next to **Select Save File Path**
3. Select a save location in your **OneDrive Personal** or **OneDrive Business** folder.

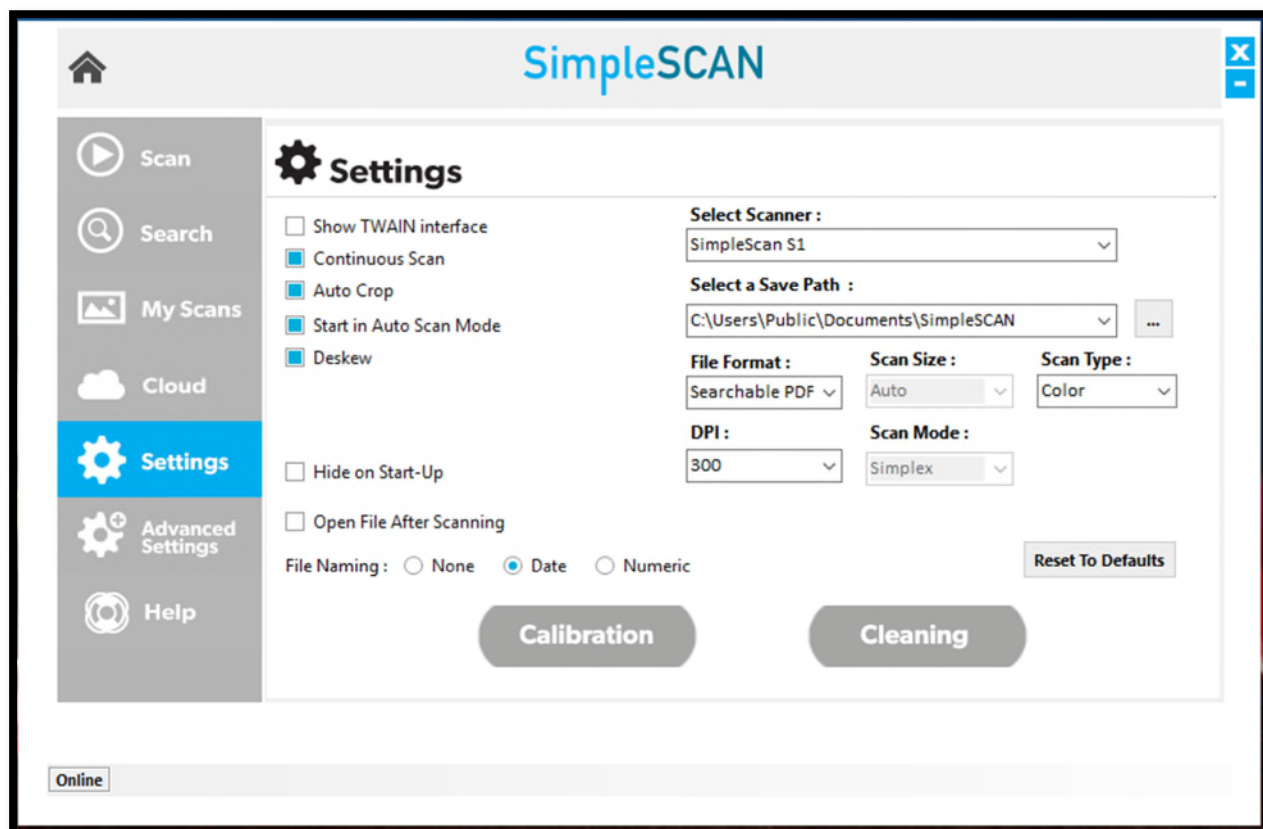




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## Settings Menu

The **Settings** menu is where most of the software settings reside. The below screenshot details each option and function.



**Show TWAIN interface:** Select this option to view more advanced TWAIN settings. You will see these additional settings once **Scan** is pressed.

**Continuous Scan (Default On):** When turned on, you may add pages to the scanner to create multi-page documents. When using this function with Auto Scan ON the SimpleSCAN software assumes you are scanning multiple pages and will wait up to 8 seconds before “completing” a scan job and creating a file. When using this function with Auto Scan OFF you will be asked if you have additional pages to scan before the SimpleSCAN software “completes” a scan job and creates a file.

**Continuous Scan (Off):** When turned off, scanned images are available for editing in the Preview window. Users can adjust brightness and/or contrast and rotation before saving. Each scanned item/page is available in the Preview window to manually select individual pages to be saved.

**Auto Crop (Default On):** When enabled, SimpleSCAN crops the image around the scanned item, eliminating empty space.

**Start in Auto Scan Mode (Default On):** Allows users to insert card or documents and scan without clicking the Scan button. If deselected, users must manually click Scan to scan cards or documents.

**Deskew (Default on):** Corrects any sideways distortion of images resulting from improper scanning.



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**Auto Rotate (Default on):** Detects improper rotation of documents and corrects. If turned off, images will not be rotated and must be manually adjusted.

**Hide on Start-Up:** When enabled, SimpleSCAN runs in the system tray, rather than displaying the user interface upon startup.

**Open File After Scanning:** When selected, the scan will open in the designated format.

**File Naming:** Options for naming your files once scans are completed.

**None:** Each scan with the same prefix will be over-written by the subsequent scan. Users must change the file name prefix if they wish to preserve new scans.

**Date (Default on):** Adds a date stamp after the file name you choose.

**Numeric:** Adds sequential numbers after the file name. **Note:** *sequential numbers are specific to the prefix (examples: Scan1, Scan2, Scan3, Scan 4, etc. Test1, Test2, Test3, Test4, etc.)*

**Select Scanner:** Displays the scanner that is in use on your PC. The scanner should be automatically detected on startup. *Note: If the correct scanner is not displayed, click the drop down and select the appropriate scanner.*

**Select a File Path:** The default folder location for saved scans.

**File Format:** Select between Searchable PDF (sPDF), Word, Excel, PDF, and TIFF.

**Scan Size:** Default setting is Auto. Other options available depending on your needs.

**Scan Type:** Color (default), Grayscale and Black & White scanning.

**DPI:** Default is 300. Note that decreasing or increasing the DPI of an image may lead to image quality deterioration and/or effect speed of scanning.

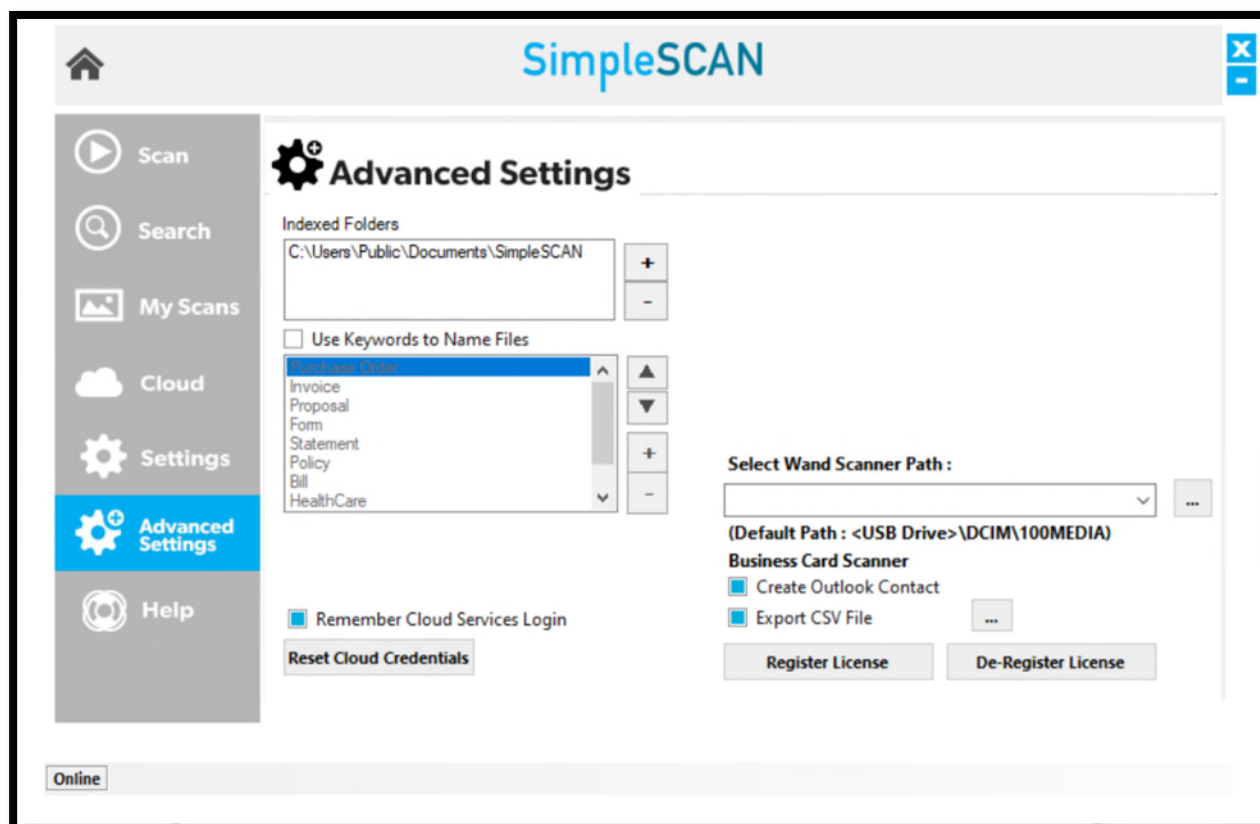
**Scan Mode:** If a single-sided scanner is in use, this field will display 'Simplex' and will be greyed out. For double-sided (duplex) scanners, the drop—down menu will allow for either Simplex or Duplex scans.



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## Advanced Settings

The **Advanced Settings** screen houses several other settings for the SimpleSCAN software. Each of these settings shown are the defaults and may be changed at any time to cater to user preference. See details below for more information on each function.



**Search (Default On):** Allows users to search for words in searchable PDF, Word or Excel files saved in the Indexed Folder locations specified. The default location is C:\Users\Public\Documents. This folder may be changed by clicking the + button and selecting a new folder for addition to the list. As new folders are being indexed the software will display an “Indexing” box in the bottom right of the status bar with moving circle as the files are scanned to be available for future Search actions. To remove a folder from indexing highlight the folder then click the – button and then confirm the action to remove the folder when prompted.

**Use Tagging (Default On):** Tagging allows for quick searching and organization of saved media. For more information on using tags, click [here](#).

**Use Keywords to Name Files:** Available when creating sPDF, Word, or Excel files. If any of the keywords in this list are included in the file, the keyword will be included in the file name.

**Remember Cloud Services Login (Default On):** Remembers all cloud service credentials. Turn off if you do not wish to have this information saved.

**Reset Cloud Credentials:** Removes any saved cloud credentials input.



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**Create Outlook Contact:** When users have selected **Business Card Profile F4**, contacts will be automatically created in SimpleScan and directly imported into Outlook. To scan to a specific private or shared folder in Outlook, click on the three dots and select your desired folder.

**Export CSV File:** Contacts are automatically exported to a CSV file, either as a backup or to import into another system like Salesforce. A single CSV file is created in **C:\Users\Public\Documents\SimpleScan** by default or the folder selected as the save path in the Settings tabs. Each time a card is scanned, a new contact is added to the CSV file.



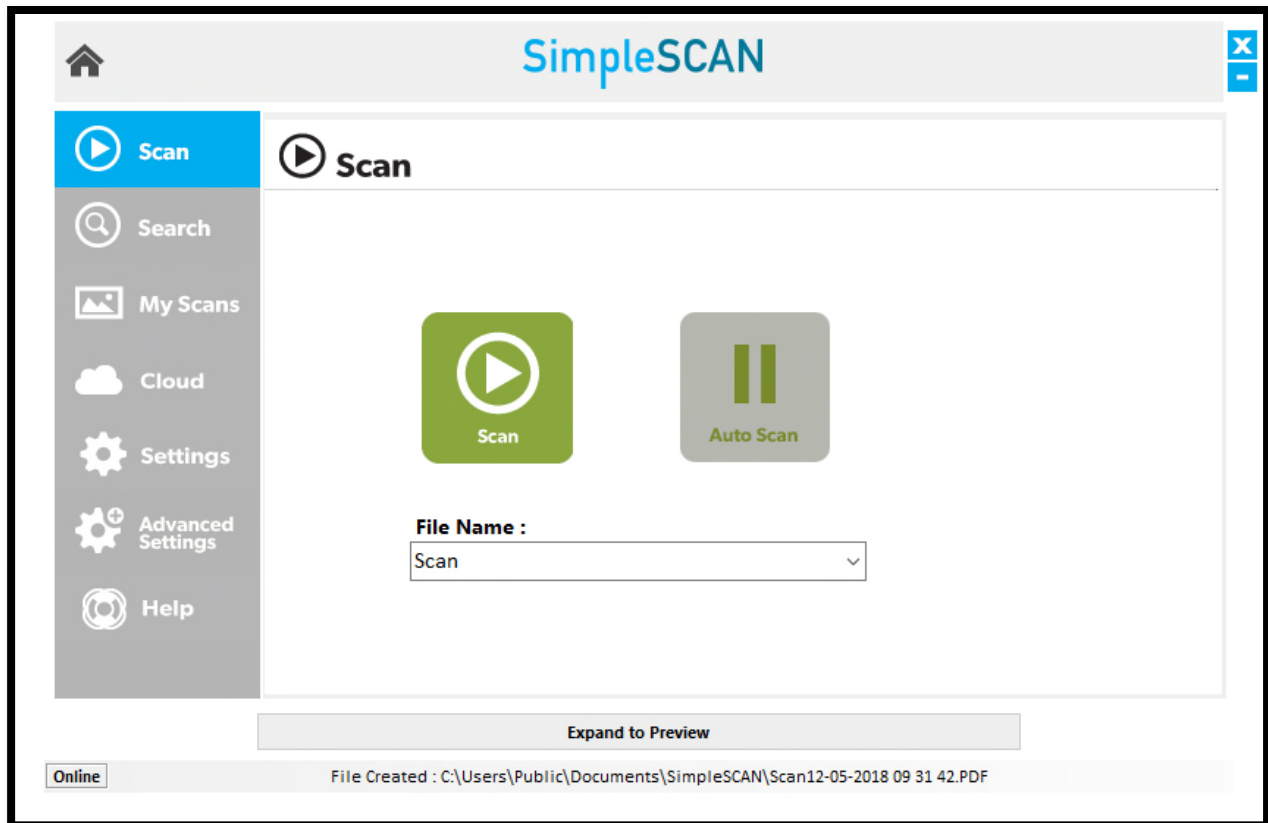
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## Scanning

### Auto Scan

**Auto Scan** allows users to simply insert a card or document and initiate scanning without having to interact with the software interface. This feature provides speed to your scanning workflow.

When a file is created, the file saved location and file name is displayed in the center bottom status bar in the software dashboard window. See image below for details.



### Continuous Scan

The **Continuous Scan** function allows users to scan multiple pages into one single file document. By enabling this feature, you can continuously add pages to scan without interruption. Once all pages are scanned, you will be prompted to either add more pages or complete the scan job and save.



The messaging prompt to add pages or finish the scan will display **only when Auto Scan is disabled**. This prompt will appear anywhere between 8-10 seconds after you have scanned your document.



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## Show Preview

The **Show Preview** window can be expanded to view a document scanned. Clicking this option will expand a window that displays your scanned image.



Only sPDF, JPEG and TIFF files can be previewed. The scanned image may display very small in the window. Use the **Zoom In** feature to enlarge the image in the window or use **Switch View** to open a new window and adjust sizing.

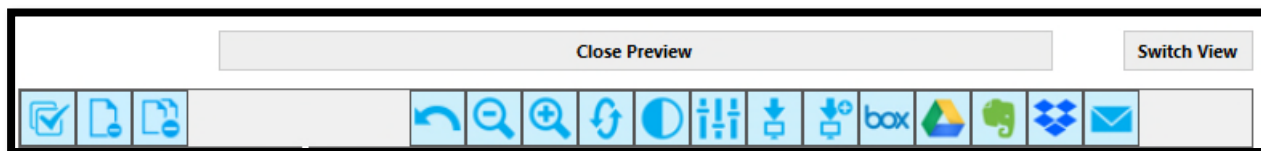
## Switch View

Located to the right of the **Show Preview** button, this will open a new window to display your scanned document for review, editing, and other functionalities.

## Preview Window Menu Options

Below is a screenshot with descriptions of the various functionalities in the Preview and/or Switch Mode view.











**Note: These options are only available when the Continuous Scan setting is off.**



Icon	Name	Function
	Select All	Select all thumbnails in the Preview window.
	Delete Page	Delete a selected page from the Preview window.
	Delete All Pages	Delete all pages in the Preview window.
	Undo	Undo changes made to your scan.
	Zoom Out	Zoom out view.
	Zoom In	Zoom in view.



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	<b>Rotate</b>	Rotate the page in the viewer.
	<b>Brightness/Contrast</b>	Adjust the brightness and contrast of a scan.
	<b>Equalize</b>	Automatic algorithm to adjust and equalize the contrast of an image. Recommended for text only.
	<b>Save</b>	Save scanned image. A new window will display showing the file save location. The default location is C:\Users\Public\Documents\SimpleSCAN
	<b>Save As</b>	Save a scanned image. You may change the file name and save location in the new window that opens.
	<b>Box</b>	Box is a cloud storage application. If you select this option, your images will save to your Box account.  Please note you must have a Box account in order to use this function.
	<b>Google Drive</b>	Saves images to Google Drive.  Please note you must have a Google Drive account in order to use this function.
	<b>Evernote</b>	Saves images to Evernote.  Please note you must have an Evernote account in order to use this function.
	<b>Dropbox</b>	Saves images to Dropbox.  Please note you must have a Dropbox account in order to use this function.
	<b>Email</b>	Allows you to email images using Outlook. <b>Note: You must have Microsoft Outlook installed to use this function.</b>

**Note:** All files are saved locally to the PC. When using Cloud and e-mail services, a copy of the local file will be added to the Cloud.



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## Auto Scan and Continuous Scan Behaviors

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

Feature Name	Feature Enabled (Y/N)	Behavior	Best Use
Auto Scan	Y	<ul style="list-style-type: none"> <li>Automatically scans documents when inserted. Multi-page scanning available. Add pages to scan until complete.</li> <li>File automatically saves to the designated save path chosen in Settings.</li> <li><b>File Created</b> message displays above the <b>Show Preview</b> button. Scan is automatically saved.</li> <li>Prompt to add <b>Tag</b> to a file for sPDF, Word, and Excel files<sup>4</sup>. You may enter a Tag or cancel to bypass.</li> <li><b>Preview/Switch Mode window</b> does not have thumbnail view and you will only see the first page scanned in your document in the window.</li> <li>No editing options available in <b>Preview</b> window.</li> </ul>	<ul style="list-style-type: none"> <li>Scanning multi-pages.</li> <li>No manipulation of images needed.</li> <li>Automatically save scans when completed.</li> <li>Using Tags to organize scans.</li> </ul>
Continuous Scan	Y		
Auto Scan	Y	<ul style="list-style-type: none"> <li>Automatically scans documents when inserted. Multi-page scanning available. Add pages to scan until complete.</li> <li>File must be <b>manually</b> saved using the Preview or Switch View window to complete.</li> <li>Use <b>Save</b> to save to the pre-selected save path in <b>Settings</b> or <b>Save As</b> to save to a different location.</li> </ul>	<ul style="list-style-type: none"> <li>Multi-page scanning.</li> <li>Need to edit documents contrast/color/rotation.</li> <li>Manually save to another file location.</li> <li>Using Tags to organize scans.</li> </ul>
Continuous Scan	N		





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		<ul style="list-style-type: none"> <li>• Prompt to add <b>Tag</b> to a file. You may enter a Tag or cancel to bypass.</li> <li>• Thumbnails of scanned images available in Preview/Switch Mode windows and can be edited.</li> </ul>	
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Feature Name	Feature Enabled (Y/N)	Behavior	Best Use
Auto Scan	N	<ul style="list-style-type: none"> <li>• Multi-page scanning available. Add pages to scan until complete.</li> <li>• Prompt to continue scanning or finish after scanning (approximately 8-10 seconds after last scanned page).</li> <li>• If Finish is selected, file is automatically saved to save path in Settings.</li> <li>• Thumbnail view not available in Show Preview/Switch Mode.</li> <li>• Prompt to add <b>Tag</b> to a file. You may enter a Tag or cancel to bypass.</li> </ul>	<ul style="list-style-type: none"> <li>• Multi-page scanning available.</li> <li>• Manually save to another file location.</li> <li>• Using Tags to organize scans.</li> </ul>
Continuous Scan	Y		
Auto Scan	N	<ul style="list-style-type: none"> <li>• Multi-page scanning available. Add pages to scan until complete.</li> <li>• Must view document in the Show Preview or Switch View window to complete the scan.</li> <li>• File must be <b>manually</b> saved using the Preview or Switch View window to complete.</li> <li>• Prompt to add <b>Tag</b> to a file. You may enter a Tag or cancel to bypass.</li> <li>• Thumbnails of scanned images available in Preview/Switch Mode windows and can be edited.</li> </ul>	<ul style="list-style-type: none"> <li>• Manually scan and save documents.</li> <li>• Manually save to another file location.</li> <li>• Using Tags to organize scans.</li> </ul>
Continuous Scan	N		



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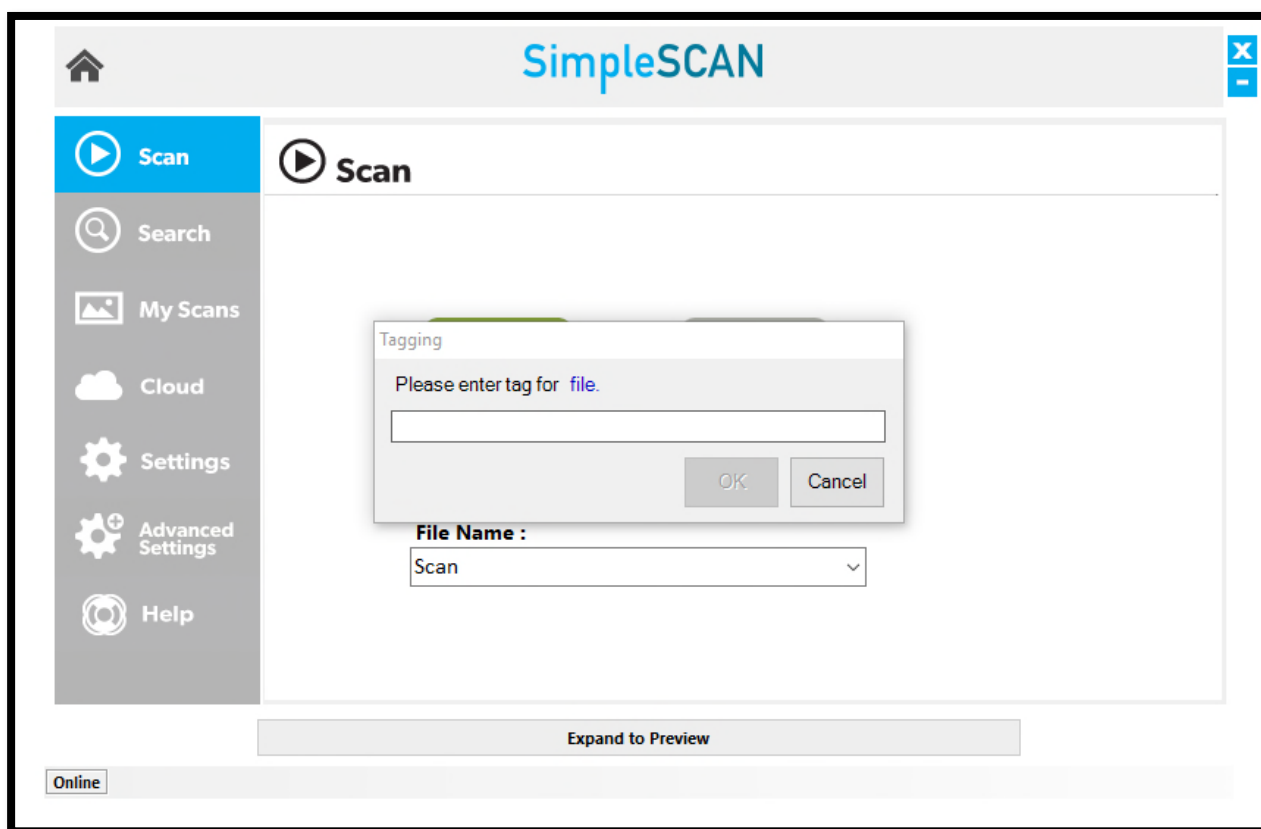
## Tagging

Tagging your scans allows for quick and easy organization using words or terms which are applicable to how you wish to locate your files. This feature is on by default and can be used for sPDF, Word, and Excel file types. After completing a scan, a new pop-up window will display after the scan is saved as a file asking you to enter a tag.

**Note:** When tagging is ON and saving to other file types (JPEG, TIFF), the pop-up window will NOT appear.

For example, if you are scanning multiple documents which are all invoices, using 'Invoice' as a tag will locate all documents with that tagged term in the Search feature.

See the screenshot below:



Enter the tag you wish to use and click **OK**. To add multiple tags to a file, separate each with a comma (example: Invoice, Test).

If you want to bypass tagging a file, click **Cancel**.

Tagging settings are located in the [Advanced Settings](#) section for the software. Tagging is set to **ON** as a default setting.



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## Scanner Care

### Calibrating the Scanner

The SimpleSCAN series scanners are factory calibrated, so initial calibration is not required. However, over time, you may notice a degradation in scan quality. If this occurs, you should calibrate the scanner.

#### Follow the steps below to calibrate your scanner:

1. **Open** SimpleSCAN.
2. **Click Auto Scan to turn off auto scan** on the Scan dashboard.
3. Click **Settings** on the left side menu.
4. **Deselect Continuous Scan.**
5. Click **Calibration.**
6. **Insert** the calibration sheet. **Note:** If you do not have the calibration sheet, use a plain white 8.5x11 sheet of paper. For card scanners, fold the paper in half lengthwise to fit in the scanner.
7. Follow the on-screen prompts to complete calibration.

#### When Calibration is Completed

1. **Enable Continuous Scan** again in the **Settings** menu. Or, click the **Reset to Defaults** button.
2. **Click Scan** at the top of the left-hand menu.
3. Click **Auto Scan** to re-enable.

### Cleaning the Scanner

If you notice a deterioration in scanning quality over time, you may need to clean your scanner in addition to calibration.

#### Follow the steps below to clean your scanner:

1. **Open** SimpleSCAN.
2. **Click Auto Scan to turn off auto scan** on the Scan dashboard.
3. Click **Settings** on the left side menu.
4. **Deselect Continuous Scan.**
5. Click **Cleaning.**
6. **Insert** the cleaning sheet. **Note:** Lightly spray the cleaning solution on the sheet before inserting. **DO NOT** saturate the sheet.
7. Follow the on-screen prompts to complete cleaning.

#### When Cleaning is Completed

1. **Enable Continuous Scan** again in the **Settings** menu. Or, click the **Reset to Defaults** button.
2. **Click Scan** at the top of the left-hand menu.
3. Click **Auto Scan** to re-enable.

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## Technical Support

Support is available by phone, Monday – Friday, 8 a.m. – 5 p.m. Central Time.

Phone: (630) 530 – 5400, option 3