

nScan™ 915i Installation Planning Guide

Setting up the nScan 915i is easy as long as you have a plan for how you will use the scanner and scanning destinations are configured before you use the scanner. This guide will provide an overview of the setup process and assist you in developing an implementation plan.

This document contains:

- nScan 915i Documentation Overview
- Pre-Installation Planning
- Determining how you will use nScan and which destinations you will scan to
- Guidelines for Job Based Scanning
- Basic Setup Steps
- Setup Tips

nScan 915i Documentation

Installation Planning Guide – An overview of how to setup and use the nScan 915i (this document).

Installation and Setup Guide – Detailed information for setting up the nScan 915i and making your first scan. Useful if you have limited experience setting up scanners and network devices. This guide was printed and included in the box with the nScan 915i scanner.

User Guide – Comprehensive reference guide for settings and functionality. This guide contains detailed information on all nScan 915i functionality and configuration.

Administrators Guide – Advanced configuration and security procedures for system administrators.

Configuration Worksheet – Use for recording nScan settings, external system destination information and job settings.

nScan 915i FAQs – Frequently asked questions and answers about all aspects of the nScan 915i.

Pre Installation Planning

- Determine if you will connect nScan 915i to your network using an Ethernet cable or WiFi. The nScan 915i must be connected to your network. There is no USB port to connect with a PC.
- Determine how you will use your nScan 915i.
 - Will you be scanning jobs that are always the same (same saved file format, same destination, same email address etc.) or will you be scanning to many different destinations?
 - If you are repeatedly scanning the same jobs, you can save these jobs as single touch jobs. With single touch jobs, you load your paper and press a single touch job button. The document is scanned and automatically sent to the final destination.
- Specify and setup scanning destinations on SMB (network share) servers, FTP sites, Cloud storage, PCs, Macs, and/or email systems. These destinations must be setup to accept documents from nScan before you scan to them.
- Record destination addresses, logon information, email server address and port numbers on the configuration worksheet.

- If you are scanning to wireless devices, PCs or Macs, download and install appropriate applications.
- Note on scanning to PCs or Macs: You can either setup an SMB network share on the computer or you can download and install the nScan client application from the nScan (System Settings> Downloads> Client Application) or Ambir website that facilitates scanning to a folder or printer on the computer without any network or folder setup. If you are not familiar with setting up SMB network shares, install the PC or Mac client software to scan to your computer. This method does not require any networking knowledge.

Determine scanning destinations and how you will use the nScan 915i

1. Establish how you will use your nScan 915i.
 - a. **Ad Hoc Scanning** is when you scan documents to destinations that are different each time you scan. For example, scanning and emailing loan documents to borrowers. With this type of scanning, scan your document, select the destination and then enter the required log on information each time you scan. No pre-configuration of nScan 915i is needed. You only need to make sure that the category (USB, PC, Mail, Mobile, Network, Clouds or FTP) is enabled in System Settings> Sending before you scan.
 - b. **Job Based Scanning** is scanning documents to set locations with the same settings each time. For example, scanning invoices to a folder on your server or FTP site. You can setup and configure scan jobs the first time you use them. With this type of scanning, scan your document, select the destination and then enter the required logon and folder information. After the document is saved, tap the Assign as a new job button. If you are ONLY using scanning jobs, you can disable the main scanning screen and only show the Job screen. See the Administrator guide for instructions on disabling the main screen.
 - c. **Combination of Ad Hoc and Job Based Scanning.** In this case, users will switch between the main screen and the Jobs screen by tapping the button in the upper right corner of the display.
2. Determine which destinations you will scan to. Only enable the destinations you will use in System Settings>Sending. This will simplify operation for scanner users. You can enable a maximum of 6 of the following:
 - a. USB port
 - b. Email
 - c. Mobile device
 - d. Network share
 - e. FTP/SFTP
 - f. Folder on PC or Mac
 - g. Cloud storage

Basic steps for setting up the nScan 915i

nScan 915i operation is self-guided so you can configure the nScan 915i when you do your first scan, or scan to a new destination.

- Set up WiFi or plug an Ethernet cable into the nScan 915i
- Select scanning destinations that you will use
- Select default scan settings
- Scan a document, select destination, enter log on credentials, select folder, etc.
- Save the previous scan as a Job (if desired)

General guidelines for Ad Hoc Scanning

1. Scan a document
2. Select destination
3. Enter logon or other required information (Configuration Worksheet)
4. Upload/save to the destination
5. Tap Finish

General guidelines for Job Based Scanning

Note: To create a scan job, you must first scan a document to the desired destination. After the document is saved to the destination, you then select “Assign as a new job button” to save the job. The steps below as well as the **Installation and Setup Guide** and also the **User Guide** will step you through the process.

1. Scan a document
2. Select the destination
3. Enter logon or other required information
4. Upload/save to the destination
5. Tap “Assign as a new job button”
6. Name the Job (12 characters max)
7. Tap Finish
8. Repeat steps 1-7 to set up additional jobs
9. If you are only using preprogrammed scanning jobs, you can set the job screen as the default screen; refer to the **Administrator Guide** for details
10. To switch between Job and ad hoc scanning, tap the Home or Job icon in the upper right corner.

Setup Tips

Destinations:

- Some scanning destinations must be configured to allow the nScan 915i access before documents may be saved to that destination. Configure these destinations before you configure the nScan 915i. For example, if you are scanning to a network shared folder, create the share and ensure that the nScan 915i has proper access privileges. If you are scanning to Google Docs, you must set Authentication to Allow Less Secure Apps or set Two Step Authentication and create a unique App Password before configuring the nScan 915i.
- Sending to a PC or Mac. Using Send to PC and installing the nScan PC or Mac application is a good way to scan documents to PC or Macs and bypass the complexity of setting up SMB or FTP shares.
- Only enable and configure the destinations you will use in System Settings> Sending. This will simplify the installation and configuration process and make the nScan 915i easier to use.

Jobs:

- If you are repeatedly saving to the same folders on your FTP, Cloud or Sharepoint site, you should set up a unique Job for each folder. This will eliminate the need to enter user log on and destination information with each scan.
- If you are only using Jobs. The main screen can be replaced with the Job screen. See the Administrator guide for details.

Scanning to email:

- The nScan 915i can only send from one email address. If the scanner will be shared by many people, we recommend setting up a unique email address on your mail server for the nScan 915i. For example: ScannedDocumentsFromYourCompany@domain.com

Scanning to Google Drive or using a Gmail account with Send to Email:

- Use 2 step authentication and generate an app specific password or change your Drive security settings to Allow Less Secure apps. See the following Google resources for additional information:
 - <https://support.google.com/accounts/answer/6010255?hl=en>
 - <https://www.google.com/landing/2step/>
 - <https://support.google.com/accounts/answer/185833?hl=en>
- If each user will scan to their own Google Drive account, users should set up a secondary password on nScan to prevent unauthorized access to their Google Drive. This password is a locally stored password that is associated with a specific Google user ID. Users are prompted to enter and confirm a secondary password the first time they scan to their Google Drive. If they leave the password fields blank, no password will be used on their account. If this password is set up, the user will be prompted to enter this secondary password before a scan is sent to Google Drive.