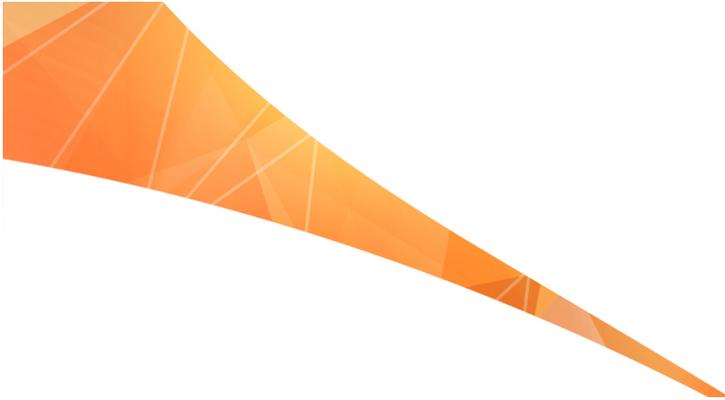


ELO

Document Management and Archiving Software



ELO QuickScan (iOS)

July 2018

ELO Digital Office GmbH

<http://www.elo.com>

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Introduction

Copyright notices

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It is illegal to copy, to reproduce, or to distribute ELO QuickScan (iOS) in whole or in part.

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Please note

We have made every effort to supply product documentation that is as accurate as possible. However, as we are continuously developing ELO QuickScan (iOS) and produce multiple versions in parallel, the status of the program changes very quickly. For this reason, there may be minor discrepancies between the descriptions and images in the manual and in the app. We ask for your understanding if this occurs.

Conventions

This manual describes a large number of interactions, program dialogs, menus, and interfaces. The following conventions apply.

Information

Important information is displayed in a gray box with an information icon. The following types of note are used in this guide:



Information: This is additional information that makes working with ELO easier.



Please note: Take this note into account to ensure the smooth operation of your program.



Warning: It is essential that you adhere to this note to avoid significant restrictions in the operation of your program.

Italics

The names of menus, options, dialog boxes, folders, references to chapters, paths, and file extensions are written in *italics*.

Example: Click *ELO > Configuration* and choose the *Display* option.

Keyboard shortcuts

Shortcuts are written in UPPER CASE. A plus sign (+) between the key descriptions means the keys should be pressed simultaneously.

Example: CTRL + C

Bold

Notes and **highlighted information** are marked in **bold** in the user manual. This also applies for the words **alternative**, **optional**, and the names of examples.

Courier

Program code, program outputs, inputs and scripts are written in Courier font.

Example: `MsgBox "Hello world!"`

Paths

This manual differentiates between three types of paths:

Navigation paths: These paths describe the order of buttons and menu items you click through to use certain functions. You can recognize navigation paths by the pointy brackets (>) and the italic font.

Example: Click the *ELO > Configuration > Display > Repository layout*.

Filing paths: These paths describe filing paths within the ELO repository. You can recognize filing paths by the pilcrow sign (¶).

Example: Save the document under ¶ Filing ¶ Year ¶ Month.

Document and filing paths: These paths describe storage locations for files within the operating system. We indicate this by using backslashes (\).

For example: Save the document under C:\Documents\Vacation.



Setup and operation

You can use the ELO QuickScan app (iOS edition), known here simply as ELO QuickScan, to take pictures (scans) of documents. You then transfer these pictures to the ELO repository as PDF files.



Information: ELO QuickScan is optimized for use with iPhone, but can also be used with iPads. All of the following information applies for use with Apple iPhone.

The following chapter describes how to set up and use the app.

Installing the app

The ELO QuickScan app is installed like any other iOS app. The following instructions will guide you through the installation process.

To install the ELO QuickScan app, you need the App Store app and an Apple ID.

Requirements

The ELO QuickScan app requires iOS 10.3 or higher. It is compatible with iPhone, iPad, and iPod Touch.

Installation via the App Store

1. Open the App Store on your iOS device.

2. Call up the search by tapping the magnifying glass icon in the action bar at the top of the screen.

3. Tap the search field.

The search field is now active.



Fig. 1: Search field in the App Store

4. Enter `elo quickscan` in the search box.



Information: The search is not case-sensitive.

A list of possible hits appears.

5. Tap the suggestion `ELO QuickScan`.

6. Tap the *Load* button.

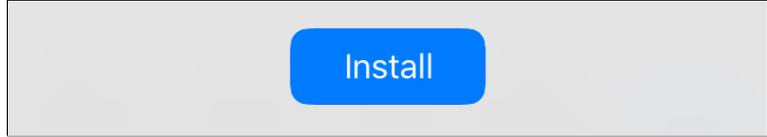


Fig. 2: 'Install' button

The *Install* button appears.

7. Tap *Install*.

Optional: The logon dialog box for the iTunes Store may appear. Enter your Apple ID and password.

The app download starts. After the app downloads, it is automatically installed on your iOS device. You can now start ELO QuickScan.

Settings in ELOoffice

For ELO QuickScan to establish a connection to the ELO repository, the following settings have to be made in the ELOoffice *Configuration* dialog box.



Information: Normally, the required settings are made automatically when installing or updating the app.

Activate ELO QuickScan

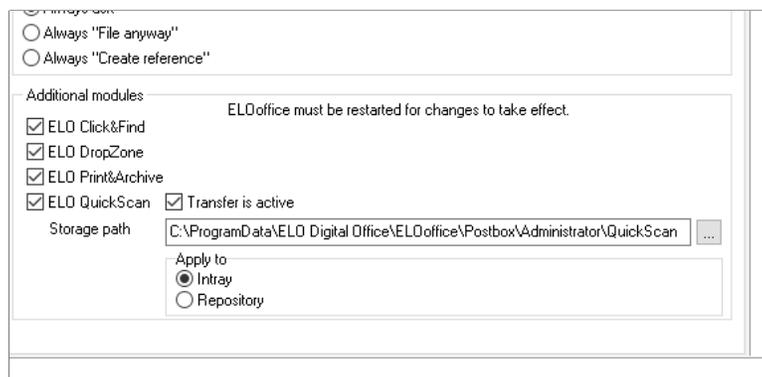


Fig. 3: 'Configuration' dialog box; 'Additional modules' area in ELOoffice

First, check whether ELO QuickScan is activated. Open the *Configuration* dialog box in ELOoffice (*ELO menu > Configuration > General*). The options *ELO QuickScan* and *Transfer is active* must be selected.

Storage path

A path to the computer must be entered to *Storage path*. The scans are stored to the folder entered here before being transferred to the ELO repository.

The ELO Intray path is selected as the storage path by default.

Use the *Browse* button (button with the three dots) to open the *Browse For Folder* dialog box. You can select an alternate storage path here.

Apply to

In the *Apply to* area, select whether you want to file the scan to the *Intray* work area or the *Repository* work area.



Information: If the option *Intray* is selected, the *File QuickScan documents* dialog box appears for every uploaded scan. Select the filing location for each scan in the *File QuickScan documents* dialog box. The scan is then filed with the *Basic Entry* keywording form.

Firewall settings

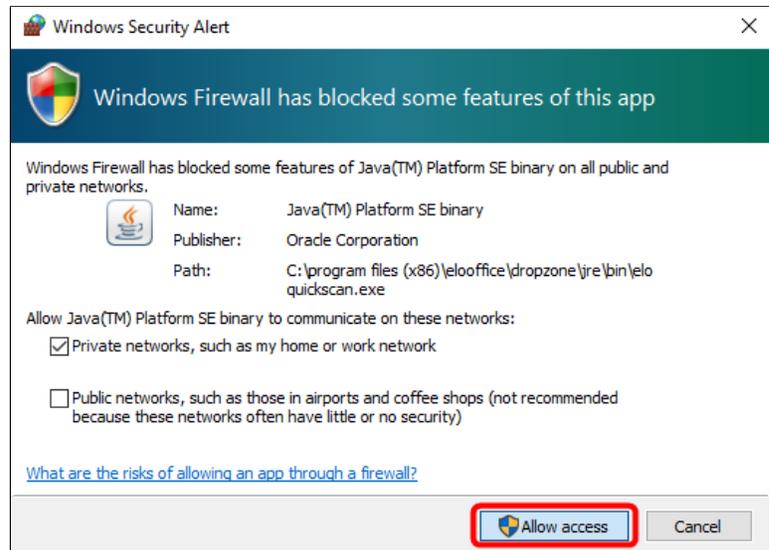


Fig. 4: 'Windows Security Alert' Windows dialog box



Warning: Confirm the *Windows Security Alert* with *Allow access*. Otherwise, ELO QuickScan cannot communicate with your computer. In case of an issue, check whether your firewall software or the antivirus program is blocking ELO QuickScan. If any connection problems occur, check whether ports UDP: 5555 and TCP: 5556 are open.

Program interface

This section briefly introduces the individual areas of ELO QuickScan.

You will find the ELO QuickScan app menu at the bottom of the start screen.

App menu



Fig. 5: 'App menu' area

Camera

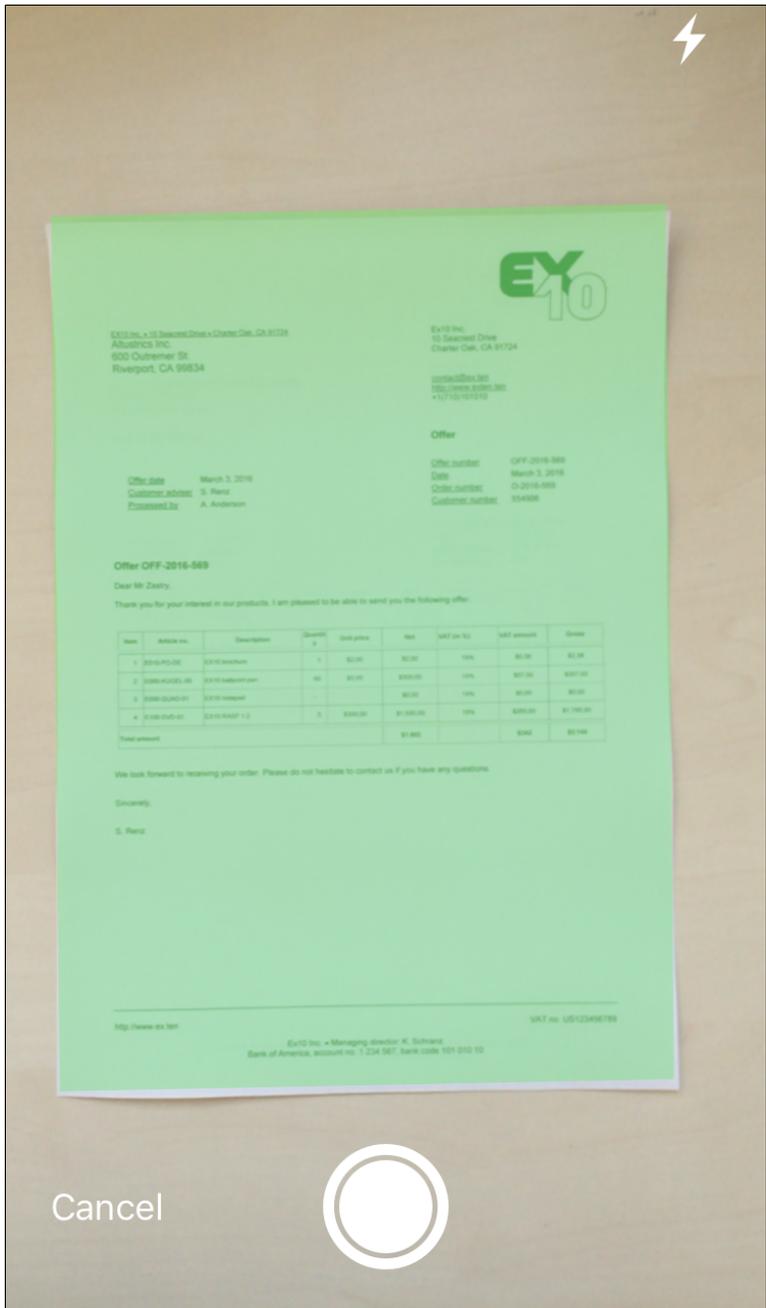


Fig. 6: "Camera with scan" area

You create the scans that you can then upload to the ELO repository in the *Camera* area. Refer to the chapter *Creating scans* for more information.

Scans

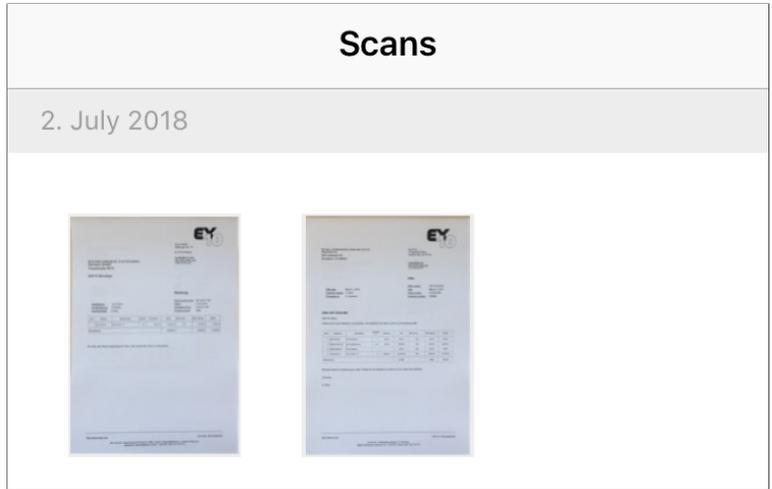


Fig. 7: 'Scans' area

All available scans are in the *Scans* area. Here, you can edit or delete scans, or send them to the target device. Refer to the chapter *Uploading scans* for more information.

In the *Configuration* area, you can adjust settings for the module. For detailed information, refer to the *Configuration* chapter.

Configuration

The following explains which settings you can make within the ELO QuickScan app.



Fig. 8: "Configuration" area

To configure ELO QuickScan, tap the gear icon on the start screen.

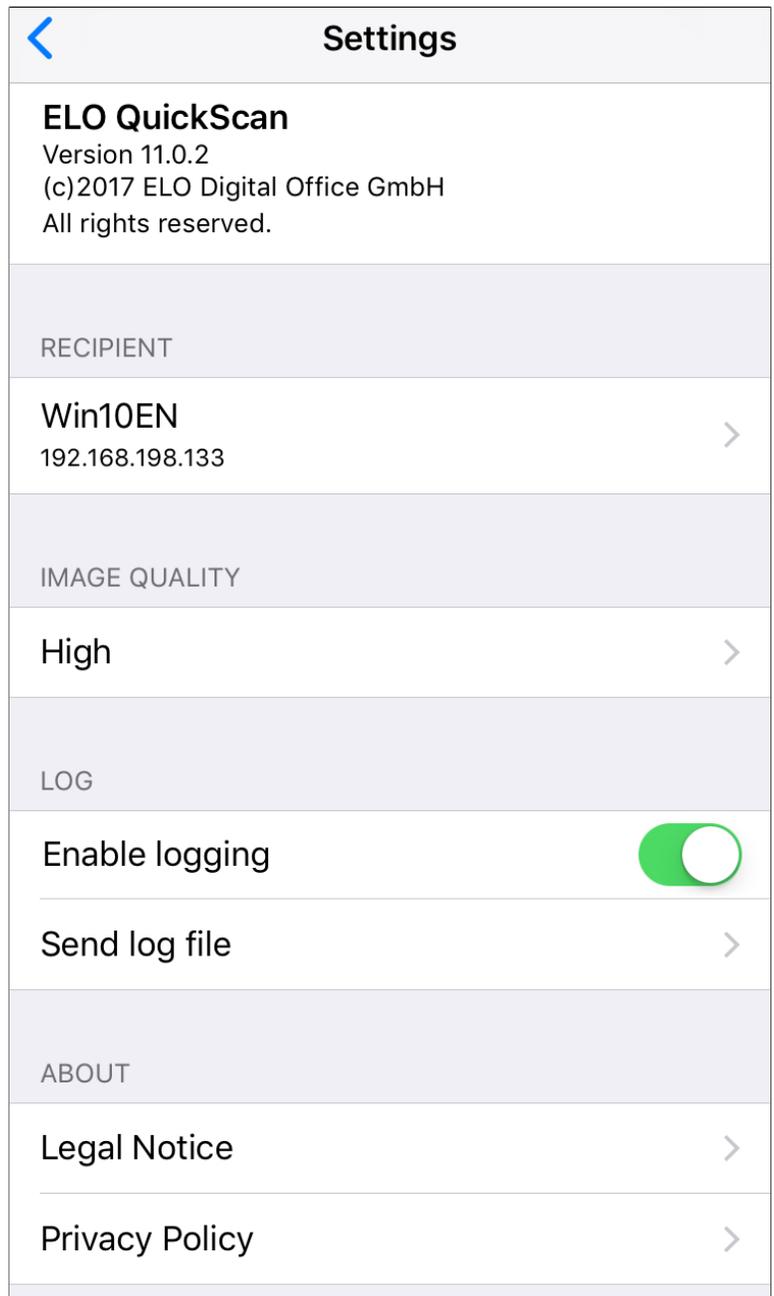


Fig. 9: "Configuration" area

Recipient

The *Configuration* dialog box appears. There are four categories in the *Configuration* area that will be explained briefly.

In the *Recipient* category, you can specify the target device for your scanned files. To open the *Recipient* menu, tap *No recipient selected*.

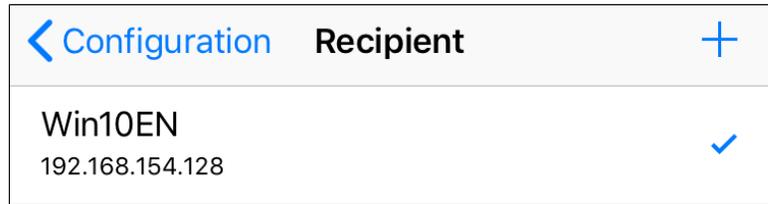


Fig. 10: 'Recipient' area

In the *Recipient* submenu, you see all available devices to which you can upload files.

The blue check mark indicates which device is currently selected as the target device.



Please note: To select a target device for uploading, this device must be on the same network as the Apple device you want to upload data from. ELOoffice must also be open on the target device. Check whether ELO QuickScan is activated in ELOoffice (see *Settings in ELOoffice* section).

Adding recipients

In ELO QuickScan, you can also add recipients manually.

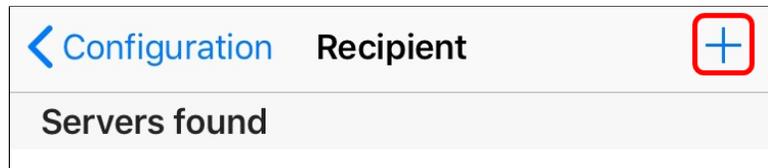


Fig. 11: 'Add recipient' area

1. Tap the plus icon in the header.

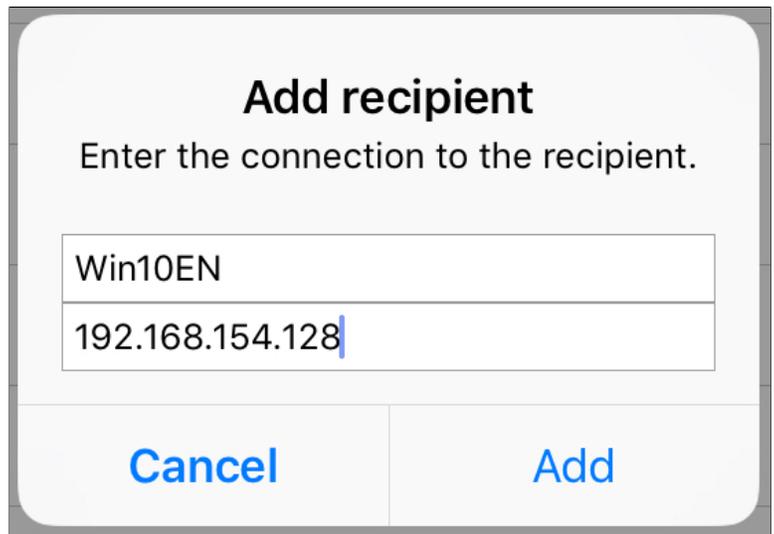


Fig. 12: 'Add recipient' dialog box

The *Add recipient* dialog box opens.

2. Enter the name of the target device as well as the associated IP address. You can specify the host or computer name in place of the IP address.

3. Confirm your entries by clicking *Add*.

The connection data for the target device appears in the *Recipient* submenu.

Image quality

With this setting, you can determine the scan image quality. This allows you to control the file size of the individual scans. You can choose between *Low*, *Medium*, and *High*.

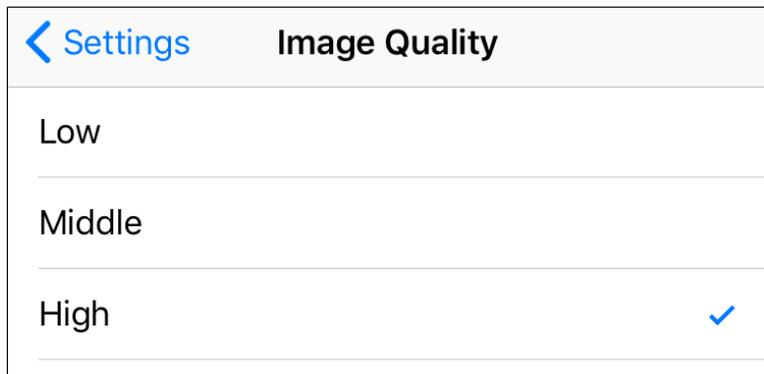


Fig. 13: 'Image quality' area



The image quality for scans in ELO QuickScan is set to *High* by default.

Log

ELO QuickScan can output a log file when transferring scanned documents to the target device. Enable logging using the slider next to *Enable logging*.

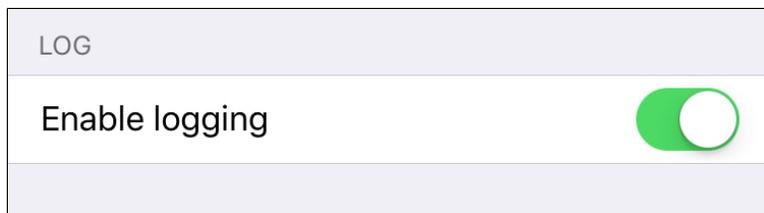


Fig. 14: 'Enable logging' function

Creating scans

This section describes how to create scans.



Fig. 15: 'Select camera' area

1. In the app menu, tap the camera icon.

(1) Flash: Press the *Flash* button to turn the flash on your device on or off.

(2) Capture area: Everything inside the capture area will be included in the scan and marked in green. The selected section can be corrected later on in edit mode.

(3) Trigger: Press the *Trigger* button to create a scan.

2. Select the desired section of the screen.

3. Press the Trigger.

The camera captures the image. This may take a few moments. Hold the device as stable as possible.



If you capture multiple scans one after another, ELO QuickScan combines all scans into a single file numbered serially.

Preview mode for single-page scans



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Customer adviser	S. Renz	Date	March 3, 2016
Processed by	A. Anderson	Order number	O-2016-569
		Customer number	554906

Offer OFF-2016-569

Dear Mr Zastny,

Thank you for your interest in our products. I am pleased to be able to send you the following offer.

Item	Article no.	Description	Quantity	Unit price	Net	VAT (in %)	VAT amount	Gross
1	E010-PO-DE	EX10 brochure	1	\$2.00	\$2.00	19%	\$0.38	\$2.38
2	E000-KUGEL-00	EX10 ballpoint pen	80	\$5.00	\$300.00	19%	\$57.00	\$357.00
3	E000-QUAD-01	EX10 notebook	-		\$0.00	19%	\$0.00	\$0.00
4	E100-DVD-01	EX10 RASP 1.2	5	\$300.00	\$1,500.00	19%	\$285.00	\$1,785.00
Total amount					\$1,802		\$342	\$2,144

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Cancel


Done

Fig. 17: 'Preview mode' area

As soon as the image has been captured successfully, the app switches to preview mode. In preview mode, you can edit the section or upload it straight to the target device.



Edit mode for a single-page scan

Preview mode offers additional functions for scans already captured in ELO QuickScan. Refer to the chapter *Preview mode for captured scans* for more information.

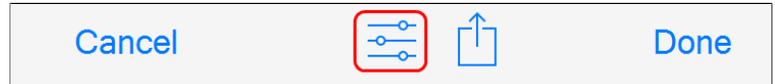


Fig. 18: 'Select edit mode' area

Tap the slider icon to open edit mode.

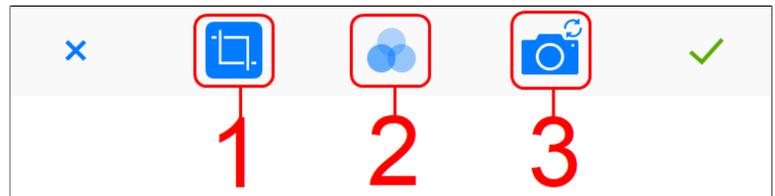


Fig. 19: 'Edit mode' area

Edit mode opens.

(1) Crop : ELO QuickScan crops the image.

(2) Filter: Here, you can apply different filters to the scanned document. Besides the original, you can choose between black/white, grid, and contrast.

(3) Camera: With this function, you can replace the existing scan with a new one.



Fig. 20: 'Check mark' area

To save your settings, tap the check mark icon.

Edit mode for a multi-page scan

The scan is saved. ELO QuickScan switches to edit mode.

Preview mode offers an additional function for scans with multiple pages.



Fig. 21: 'Edit mode for a multi-page scan' area

The Recycle bin function allows you to delete individual pages. See the *Delete scans* chapter for more information on this option.

Uploading scans

This section describes how to upload scans from ELO QuickScan to the ELO repository. In this example, we use ELOoffice as the recipient on the target device.



Scans can be uploaded to the target device directly after scanning or at a later point in time. The following steps show how to upload scans that have already been captured in ELO QuickScan.



Fig. 22: 'Select' button

1. In the app menu, tap the *Select* button.
2. Tap the scan you want to send to the target device.



Information: Multiple selection is possible.

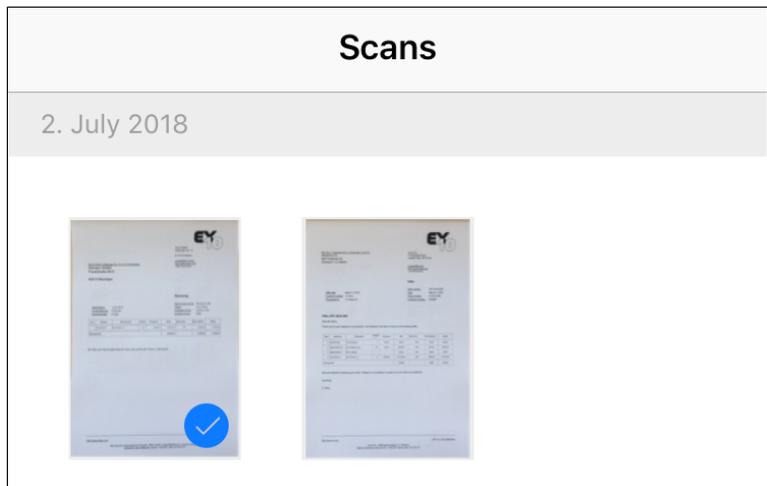


Fig. 23: Marked scan in the 'App menu' area

The selected scan is marked with a blue check mark.



Fig. 24: 'Upload scan' area

3. Tap the upload button (square icon with arrow).

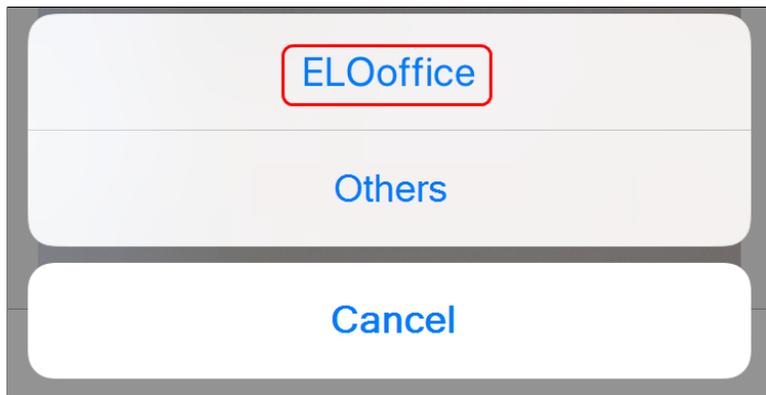


Fig. 25: 'Send to' area

A selection dialog box opens.

4. In the selection dialog box, tap *ELOoffice*.

A PDF file is created from the scan and uploaded to the ELO repository.

Preview mode for captured scans



Preview mode for captured scans opens when you tap the scan in the app menu. You do not have to mark scans with the *Select* button. However, multiple selection is not possible.

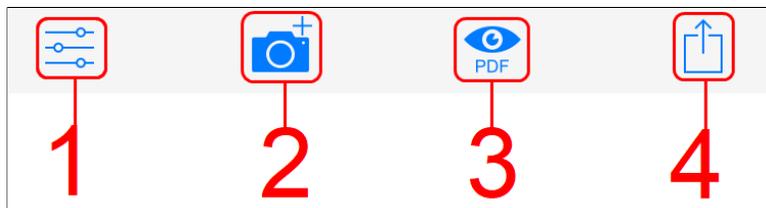


Fig. 26: 'App menu, view with selected scan' area

(1) Edit mode: Tap the slider icon to open edit mode. Refer to the chapter *Edit mode* for more information.

(2) Add scan: Use this function to add scans to the existing scan. Additional scans are captured page by page.

Uploading to the ELO for Mobile Devices app

(3) PDF preview: Creates a PDF preview of the scan.

(4) Upload scan: Tap the upload button (square icon with arrow) to upload the scan to the ELO repository on the target device.

Tapping the PDF preview icon opens another upload button (square icon with a circle) to import and file the scan.

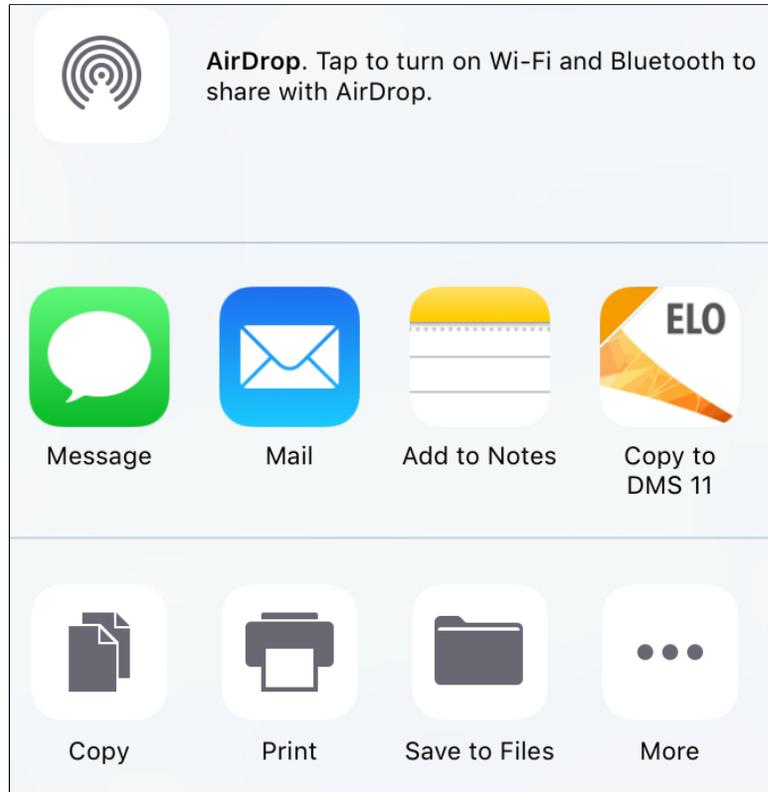


Fig. 27: 'File and import' selection menu.

If you have installed the *ELO for Mobile Devices* app on your device, an ELO button appears. Tap this button to send the scan to ELO for Mobile Devices and file it in the ELO repository.



To file in this way, the ELO for Mobile Devices app must be installed on your mobile device.

On the target device

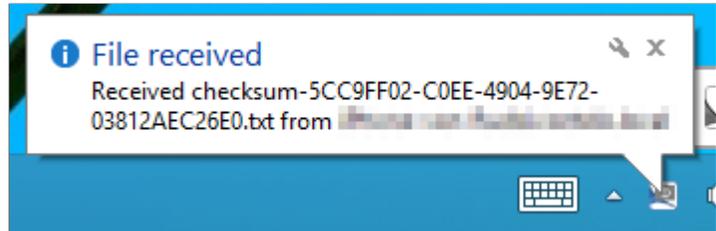


Fig. 28: 'File received' notification

On successful upload, a *File received* notification appears on the target device.

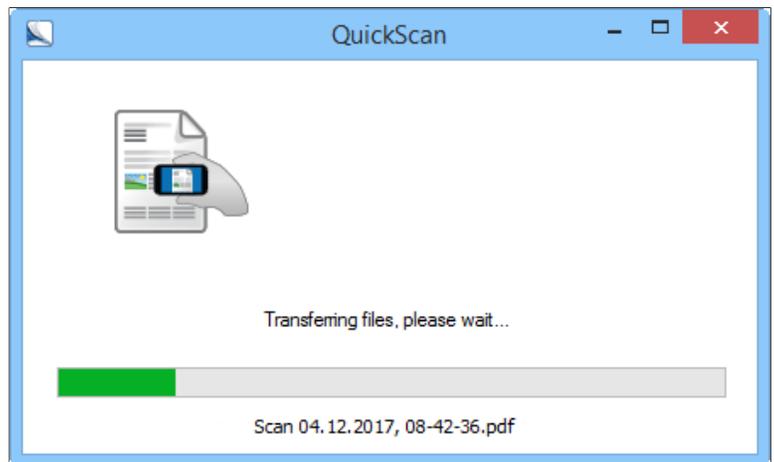


Fig. 29: QuickScan data transfer dialog box

The *QuickScan* dialog box then opens. Here, you will see the progress of the upload to the target device.



Information: If the *Intray* option is selected in the *ELOoffice Configuration*, the *File QuickScan documents* dialog box appears for every uploaded scan. Select the filing location for each scan in the *File QuickScan documents* dialog box.

Deleting scans

This section describes how to delete scans from ELO QuickScan.



Fig. 30: 'Select scan' area

1. In the app menu, tap the *Select* button.
2. Tap the scan you want to delete.



Information: Multiple selection is possible.

The selected scan is marked with a check mark.

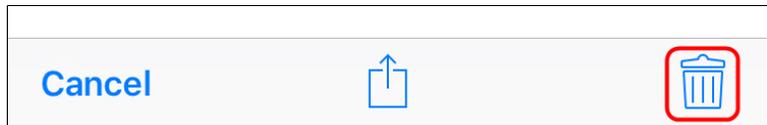


Fig. 31: 'Select Recycle bin' area

3. Tap the Recycle bin icon.

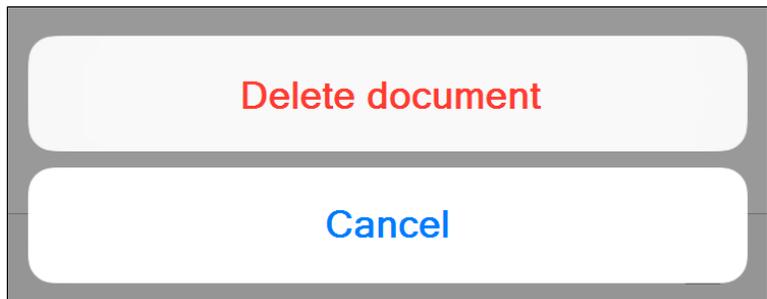


Fig. 32: 'Delete document' dialog box

A selection dialog box opens.

4. Confirm with *Delete document*.

The selected scan is deleted from ELO QuickScan.

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