



ELO mobile apps

ELO QuickScan (iOS)



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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 a PDF file.

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.

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

Requirement

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

Installation via the App Store

You will find the ELO QuickScan app in the *App Store*.

Method

1. Tap *LOAD*.

The installation dialog box opens.

2. Tap *Install* to begin installation.

Result

The app is installed on your device automatically.

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.

Enable ELO QuickScan

Configuration dialog box, General tab. The 'Additional modules' section shows the following checked options:

- ☒ ELO Click&Find
- ☒ ELO DropZone
- ☒ ELO Print&Archive
- ☒ ELO QuickScan
- ☒ Transfer is active

The 'Storage path' is set to: C:\ProgramData\ELO Digital Office\ELOoffice\Postbox\Administrator\QuickScan

The 'Apply to' section has the following selected options:

- ☒ Intray
- ☐ Repository

First, check whether ELO QuickScan is enabled. 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.

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

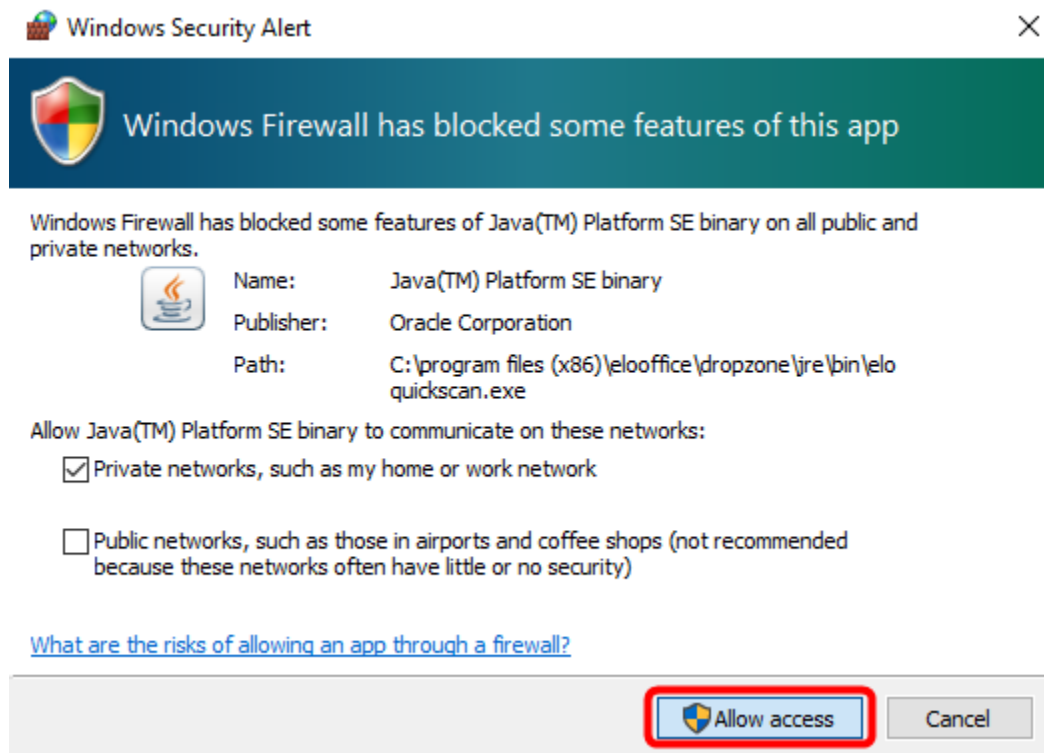
Apply to

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 *Repository* 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



Important

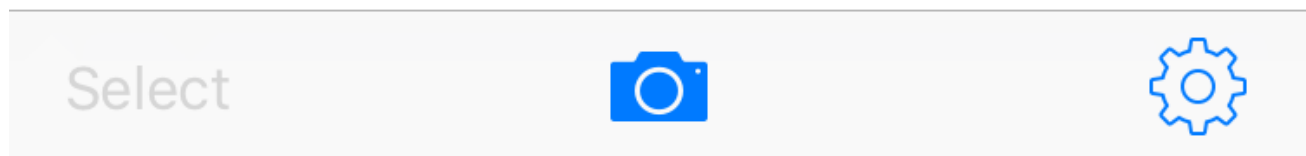
Confirm the *Windows Security Alert* with *Allow access*. Otherwise, ELO QuickScan cannot communicate with your computer. In case of an issue, check whether your firewall software or the antivirus program is blocking ELO QuickScan. If any connection problems occur, check whether ports UDP: 5555 and TCP: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



Camera



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Offer

Offer date: March 3, 2016
 Customer adviser: S. Renz
 Processed by: A. Anderson

Offer number: OFF-2016-569
 Date: March 3, 2016
 Order number: O-2016-569
 Customer number: 554906

Offer OFF-2016-569

Dear Mr Zastry,

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 (ex %)	VAT amount	Gross
1	EX10-PO-DE	EX10 brochure	1	\$2.00	\$2.00	10%	\$0.20	\$2.20
2	EX10-AUGEL-DE	EX10 ballpoint pen	50	\$5.00	\$500.00	10%	\$50.00	\$550.00
3	EX10-QUAD-01	EX10 notepad	-		\$0.00	10%	\$0.00	\$0.00
4	EX10-DVD-01	EX10 RASP 1.2	5	\$390.00	\$1,950.00	10%	\$200.00	\$1,750.00
Total amount					\$1,952		\$202	\$2,154

We look forward to receiving your order. Please do not hesitate to contact us if you have any questions.

Sincerely,

S. Renz

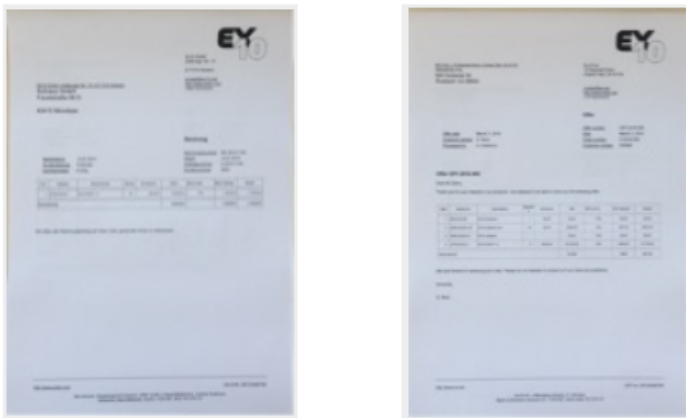
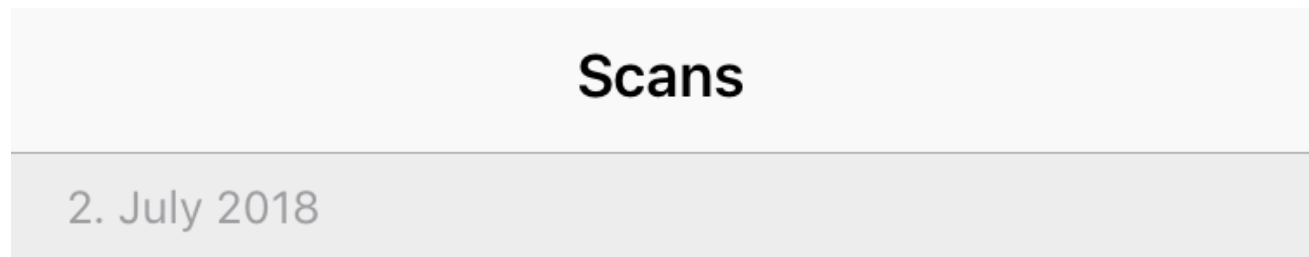
<http://www.ex10.net>

VAT no. US123456789

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 Bank of America, account no. 1 234 567, bank code 101 010 10

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

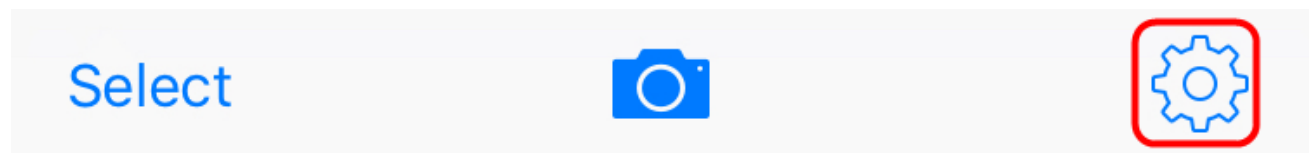


All available scans are in the *Scans* area. Here, you can edit or delete scans, or send them to the target device. Refer to the chapter *Uploading scans* for more information.

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.



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



Settings

ELO QuickScan

Version 11.0.2

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RECIPIENT

Win10EN

192.168.198.133



IMAGE QUALITY

High



LOG

Enable logging



Send log file



ABOUT

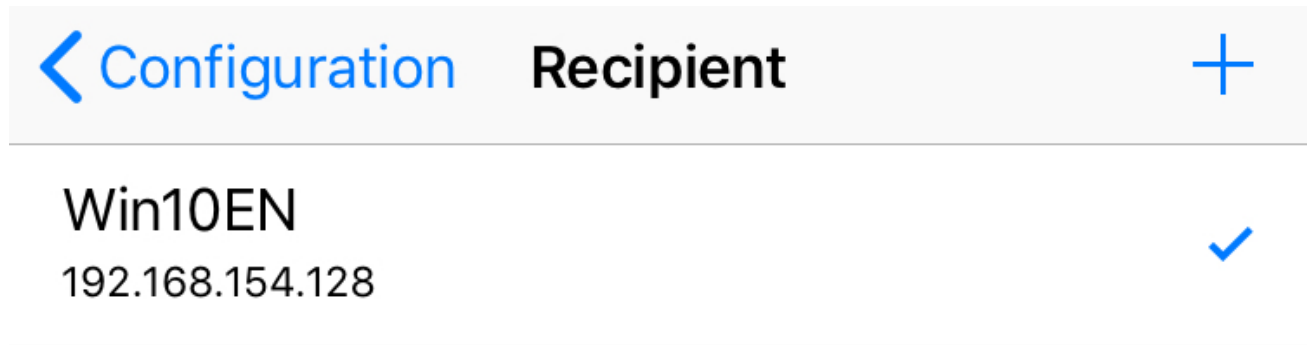
Legal Notice



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

Recipient

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



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.

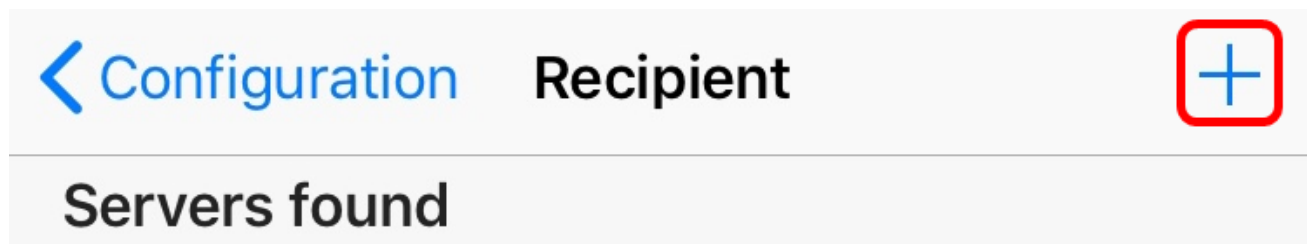
Please note

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).

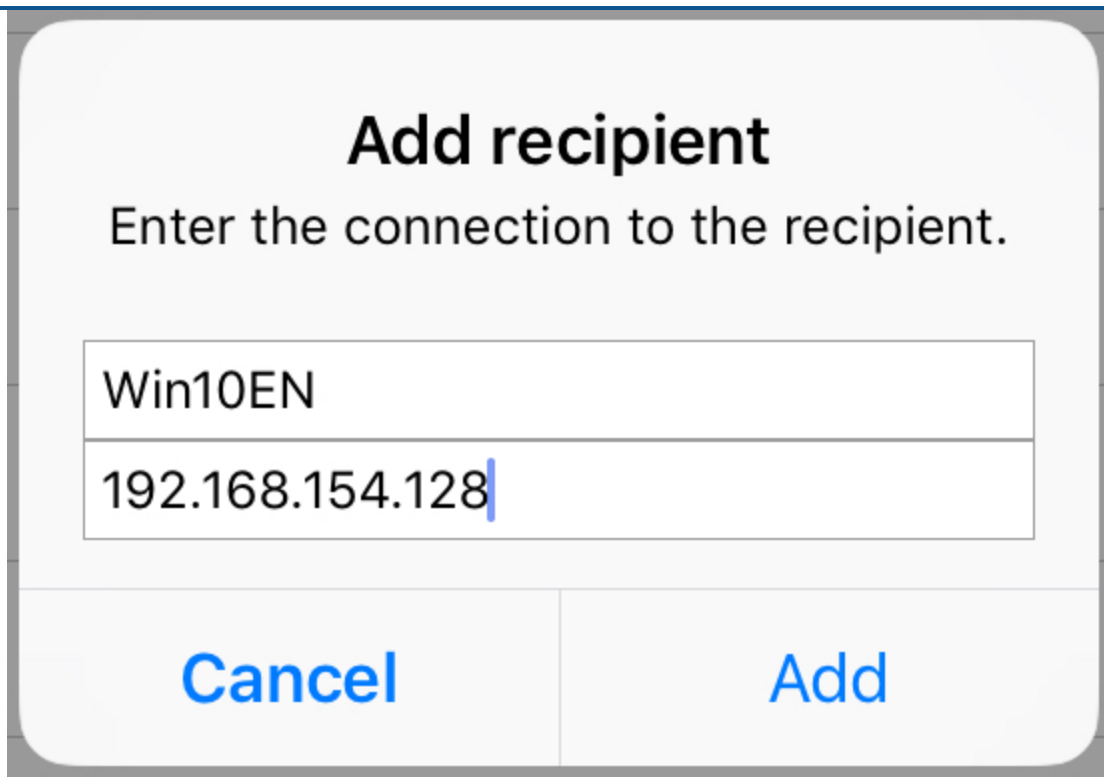
Adding recipients

In ELO QuickScan, you can also add recipients manually.

Method



1. Tap the plus icon in the header.



Add recipient

Enter the connection to the recipient.

Win10EN

192.168.154.128

Cancel **Add**

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 with the *Add* button.

Result

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*.



Image Quality

Low

Middle

High



Information

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*.

LOG

Enable logging



Creating scans

This section describes how to create scans.

Method

Select



1.

In the app menu, tap the camera icon.



1

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Offer

Offer number: OFF-2016-569
Date: March 3, 2016
Order number: O-2016-569
Customer number: 554906

Offer date: March 3, 2016
Customer address: S. Ranz
Processed by: A. Anderson

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	3010-PO-DE	EX10 brochure	1	\$2.00	\$2.00	10%	\$0.20	\$2.20
2	3000-KUGEL-W	EX10 subpoint pen	90	\$1.00	\$90.00	10%	\$9.00	\$99.00
3	3000-QUAD-01	EX10 notepad	-	-	\$0.00	10%	\$0.00	\$0.00
4	3100-DVD-01	EX10 KUGEL 1.2	5	\$380.00	\$1,900.00	10%	\$190.00	\$2,090.00
Total amount					\$1,902		\$190	\$2,092

We look forward to receiving your order. Please do not hesitate to contact us if you have any questions.

Sincerely,

S. Ranz

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2

Cancel



3

Camera

The *Camera* area appears. The following control elements are available:

- (1) Flash: Press *Flash* 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 *Trigger* to create a scan.
2. Select the desired section of the screen.
 3. Press the trigger.


Result

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

Information

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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Offer

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

Offer OFF-2016-569

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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	90	\$5.00	\$300.00	19%	\$57.00	\$357.00
3	E000-QUAD-01	EX10 notepad	-		\$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

We look forward to receiving your order. Please do not hesitate to contact us if you have any questions.

Sincerely,

S. Renz

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Cancel



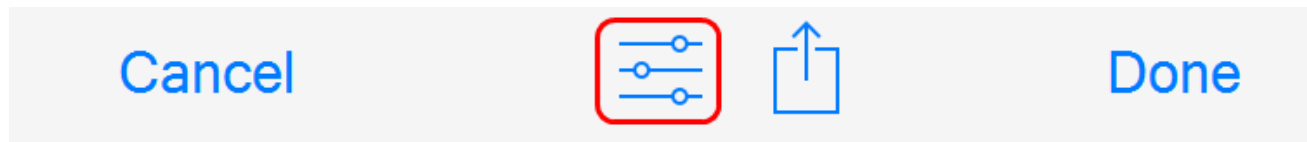
Done

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.

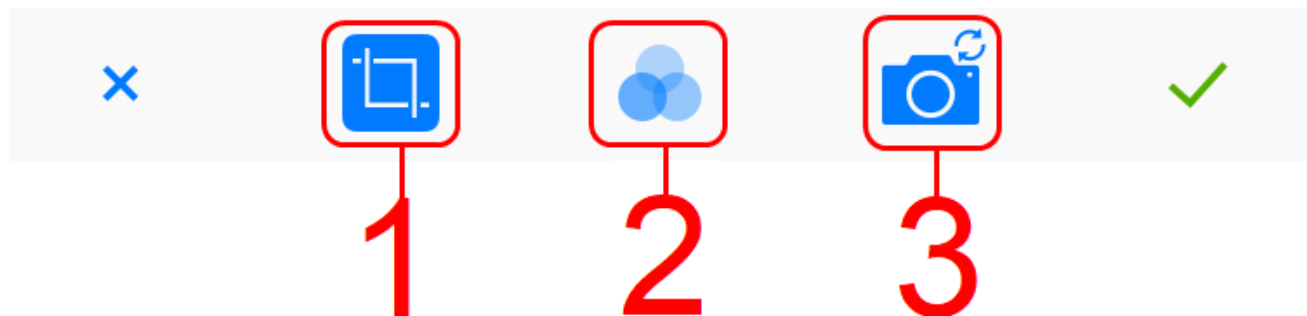
Information

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

Edit mode for a single-page scan



Tap the slider icon to open edit mode.



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.



To save your settings, tap the check mark icon.

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

Edit mode for a multi-page scan

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



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.

Information

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.

Method



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

Information

Multiple selection is possible.

Scans

2. July 2018

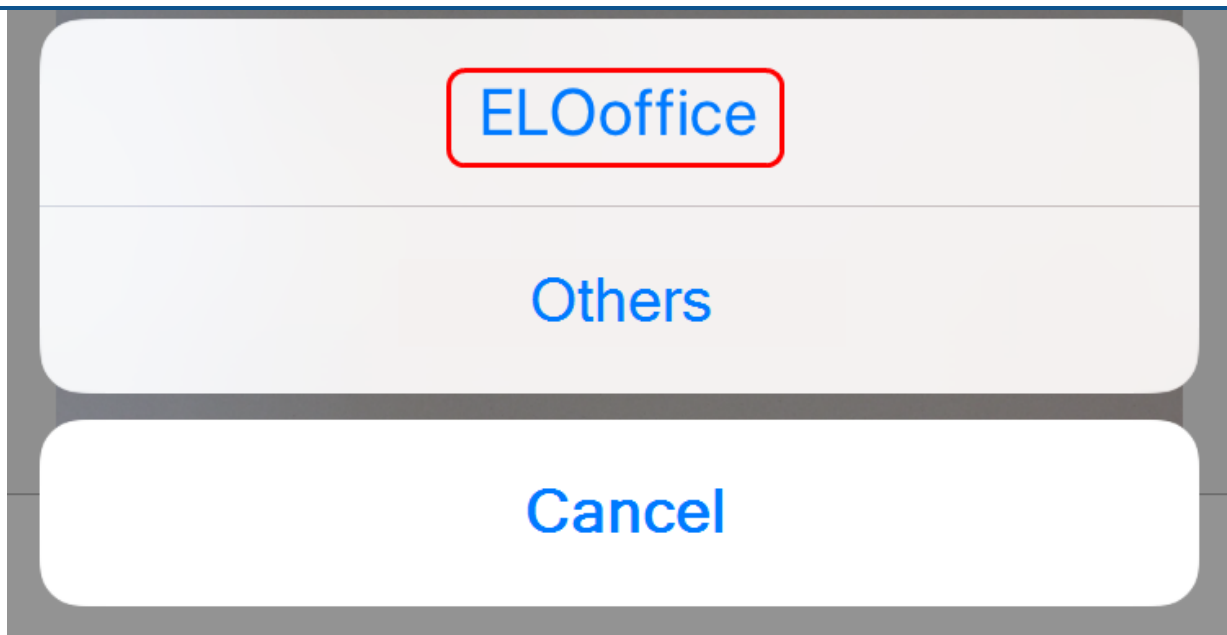


The selected scan is marked with a blue check mark.

Cancel



3. Tap *Upload* (square icon with arrow).



A selection dialog box opens.

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

Result

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

Preview mode for captured scans

Preview mode offers additional functions for scans already captured in ELO QuickScan.

Information

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.



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

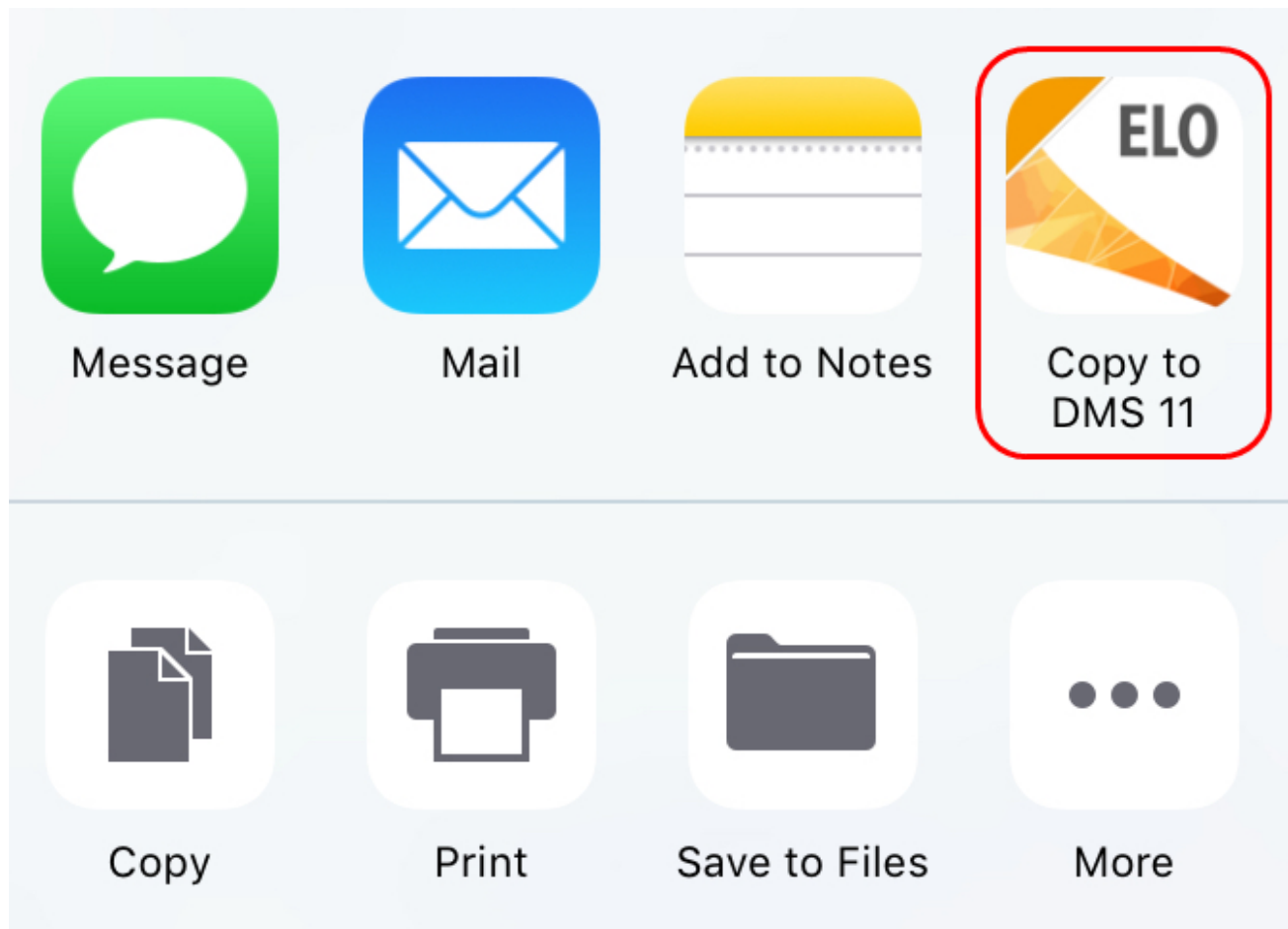
(2) Add scan: Use this function to add scans to the existing scan. Additional scans are captured page by page.

(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.

Uploading to the ELO for Mobile Devices app

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

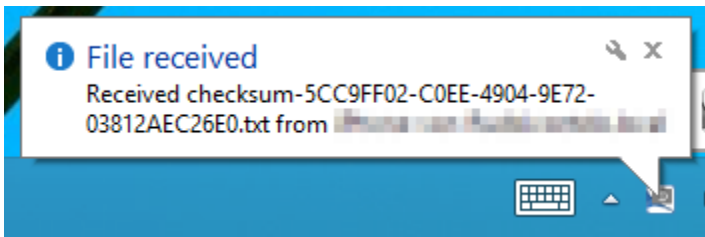


If you have installed the *ELO for Mobile Devices* app on your device, an ELO button appears. Tap this button to send the scan to ELO for Mobile Devices and file it in the ELO repository.

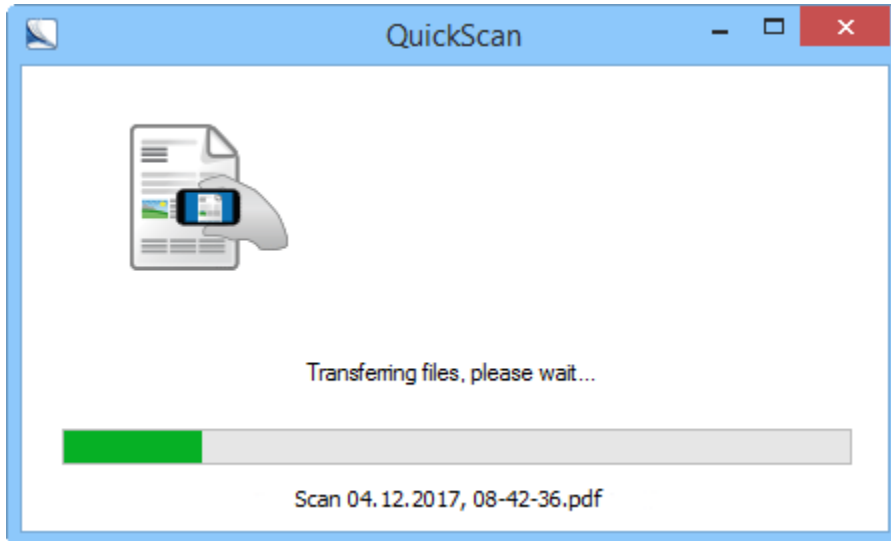
Information

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

On the target device



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



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

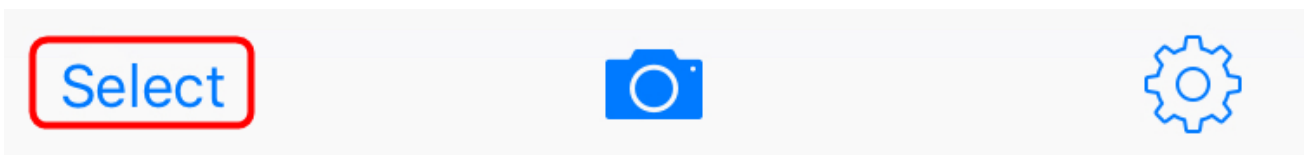
Information

If the *Repository* 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.

Method



1. In the app menu, tap *Select*.
- 2.

Tap the scan you want to delete.

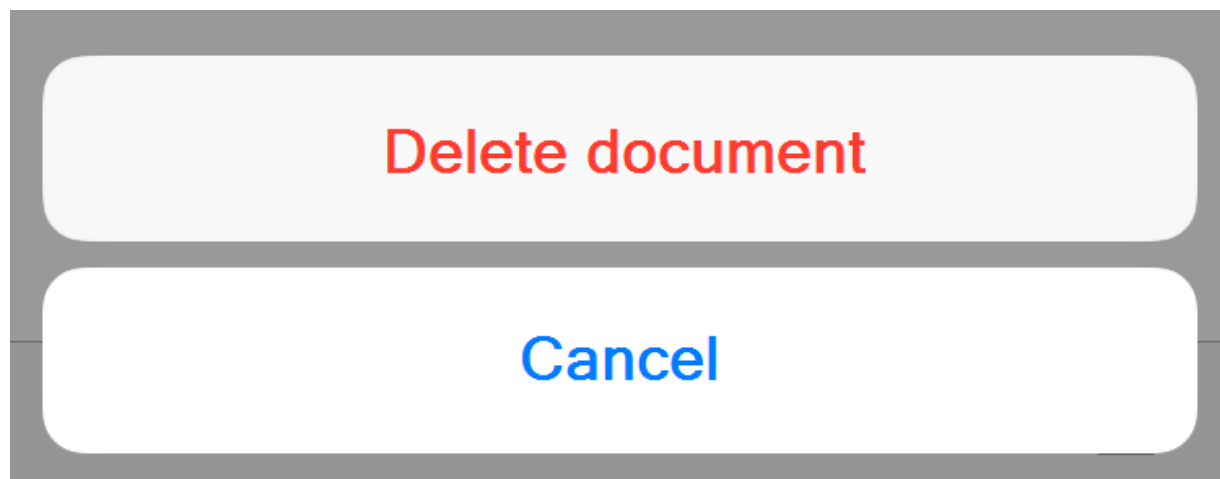
Information

Multiple selection is possible.

The selected scan is marked with a check mark.



3. Tap the button with the recycle bin icon.



A selection dialog box opens.

4. Confirm with *Delete document*.

Result

The selected scan is deleted from ELO QuickScan.