

eScan Enterprise Quick Start Guide

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17-07-2BB1100-C



Tutorials

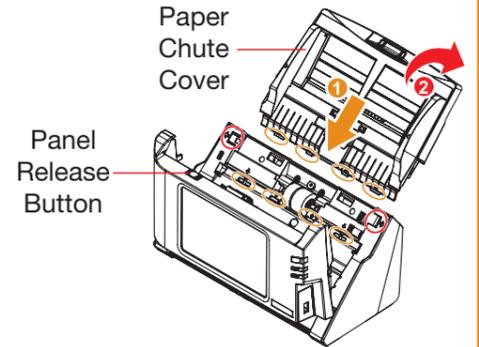
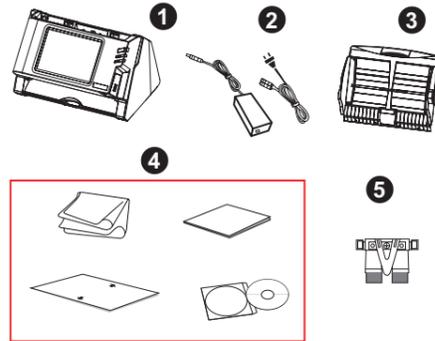


Online Guide

- Scan to watch eScan Enterprise tutorials.
- QR Code scannen und Anleitungsvideo anschauen.
- Numériser pour visionner des didacticiels d'eScan Enterprise.
- For more info, please refer to the online guide at
- Weitere Online-Informationen finden Sie hier
- Pour davantage d'informations, veuillez travers le guide en ligne

https://plustek.com/us/products/network-scanners/ecGEL_Help_eng.html

1 Unpack and Assemble

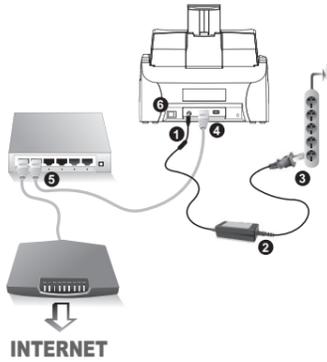


* Pad module may vary upon scanner model.

Install the paper chute by opening the upper panel unit and remove all packing materials.

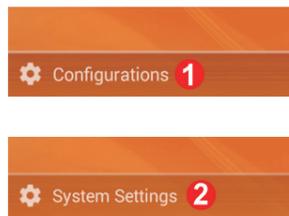
2 Connecting the eScan

Connecting with Ethernet (RJ45) cable.



When using wireless network connection, please configure Wi-Fi and Time-Zone settings under "Settings" menu

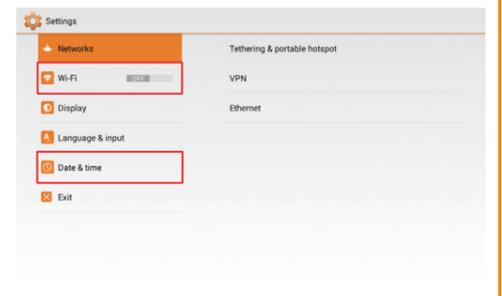
Tap **Configurations** > **System Settings**



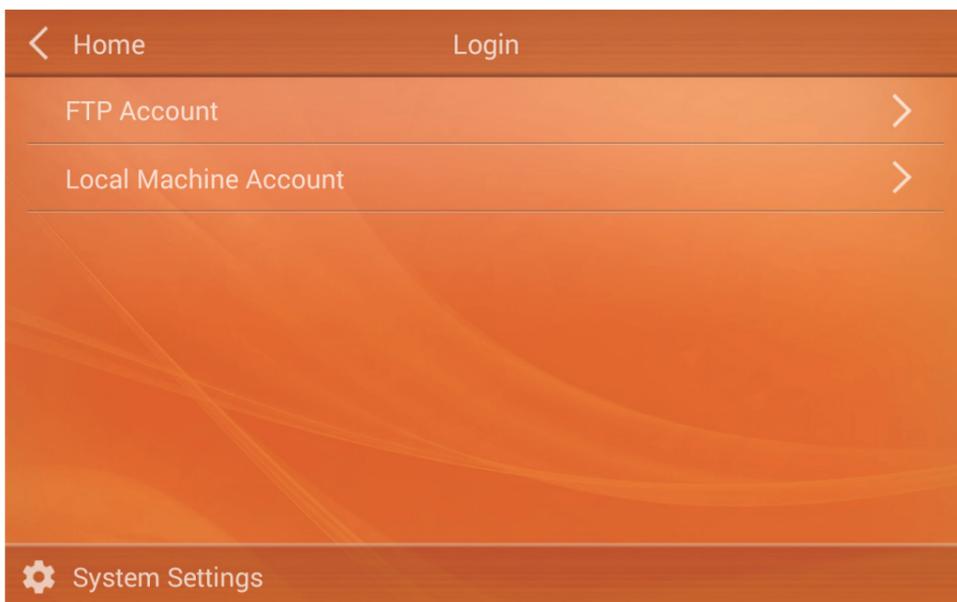
Tap **More Settings...**



Adjust **Wi-Fi** and **Date & time** settings



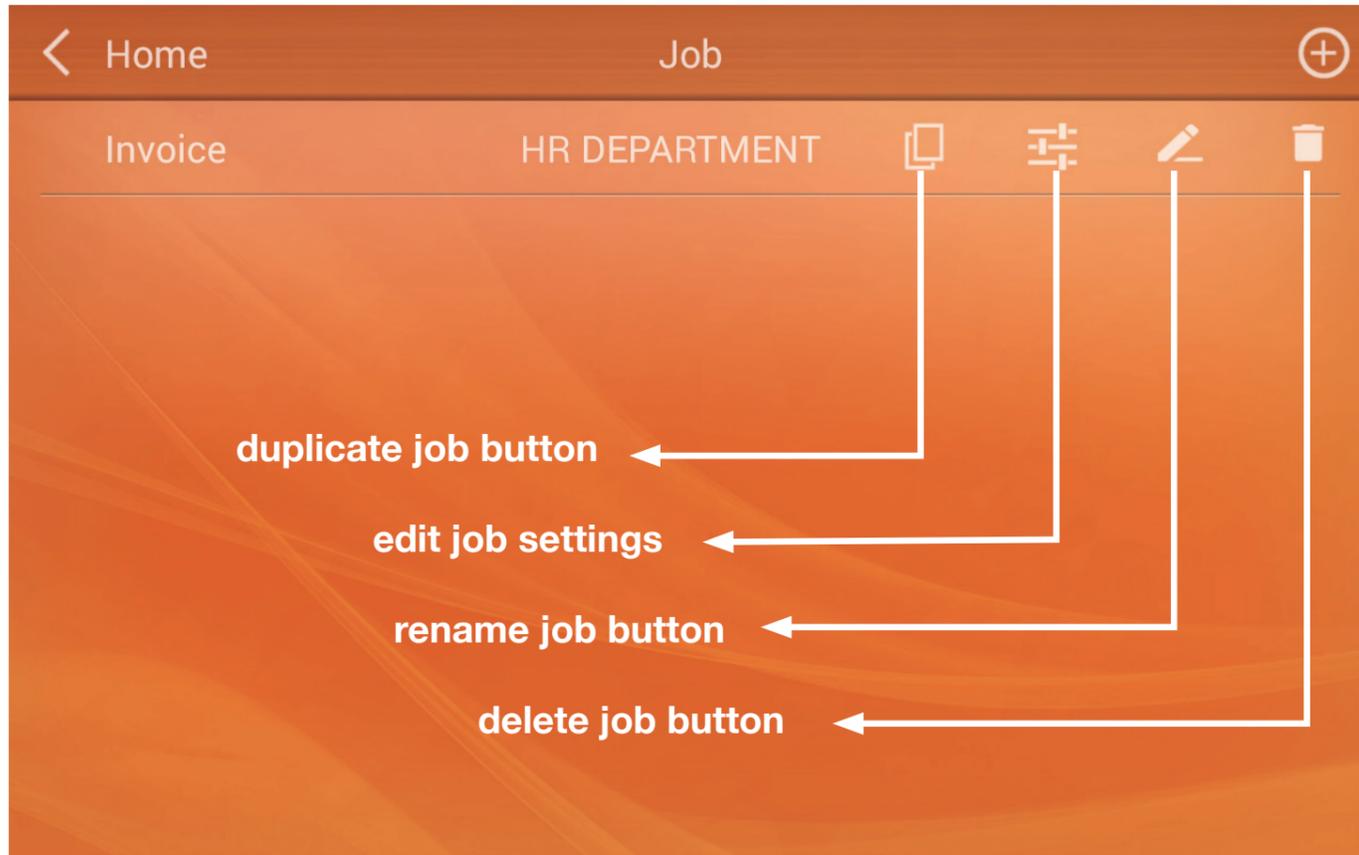
3 Creating Scan Buttons



Tap on 'Configurations' > Choose an account type > Create a new account. Follow the screen instruction to setup. (Please refer to the online guide for more info)

Enable desired saving destination and tap to configure. Tap on **Scan Settings** to configure scan settings.

Job Button Configurations



Scan Settings Configurations

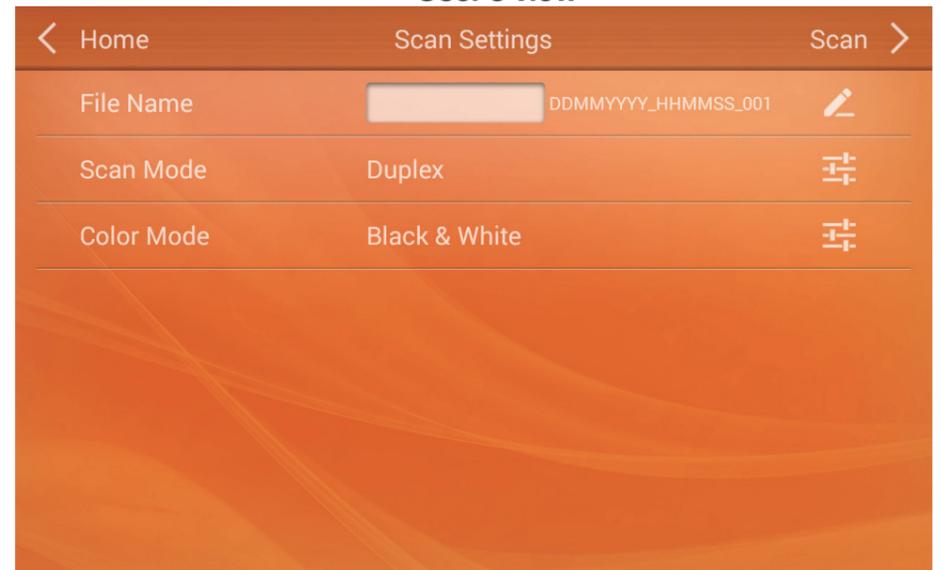
Tap the checkbox in the **Selectable** column to enable the respective settings adjustable in the user's interface.

User can then adjust scan settings in the user's interface.

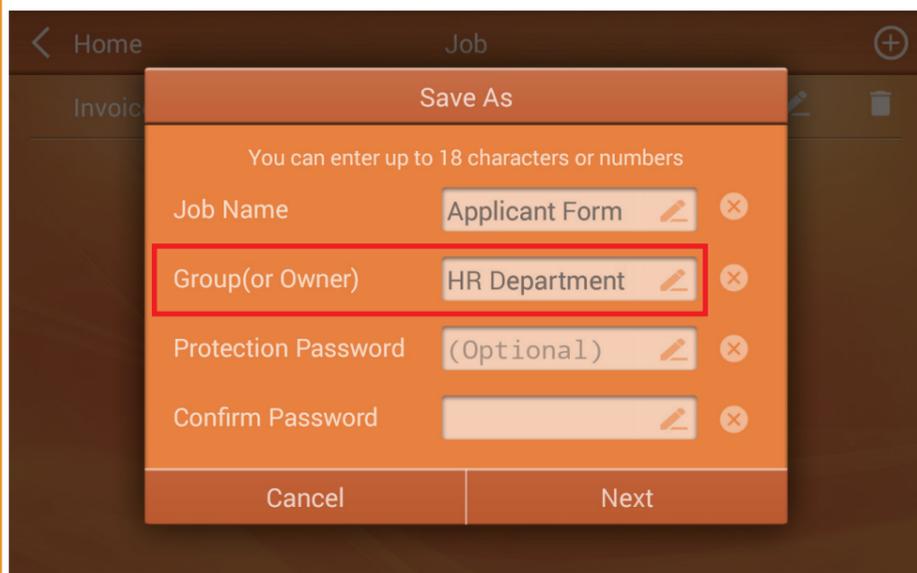
Administrator's view

	Scan Settings	Selectable
Preview	Preview and Edit Mode <input type="checkbox"/>	
File Name	DDMMYYYY_HHMMSS_001	<input checked="" type="checkbox"/>
Scan Mode	Duplex	<input checked="" type="checkbox"/>
Color Mode	Black & White	<input checked="" type="checkbox"/>
Quality	200dpi	<input type="checkbox"/>
Size	Auto (8.5"x 12.5"Max.)	<input type="checkbox"/>
Format	Multi-Page PDF	<input type="checkbox"/>
Compress-Level	70	<input type="checkbox"/>

User's view



How to organize job buttons into "Groups"



Enter a **Group** name when creating the scan job if necessary, to organize and sort job buttons (You may also edit group name, under the job menu)

Groups are displayed in the upper right corner of the menu, tap to view the full list of groups created. Each group can include up to 12 job buttons.