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Ambir ImageScan Pro 820ix High-Speed ADF Scanner Setup Guide

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Ambir ImageScan Pro 820ix High-Speed ADF Scanner

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Installation and Setup

1. **Download software and drivers**

   Visit **www.ambir.com/support/imagescan-pro-800-setup** and download the scanner software and drivers.

   Important: Ensure you download the correct drivers for your scanner model.
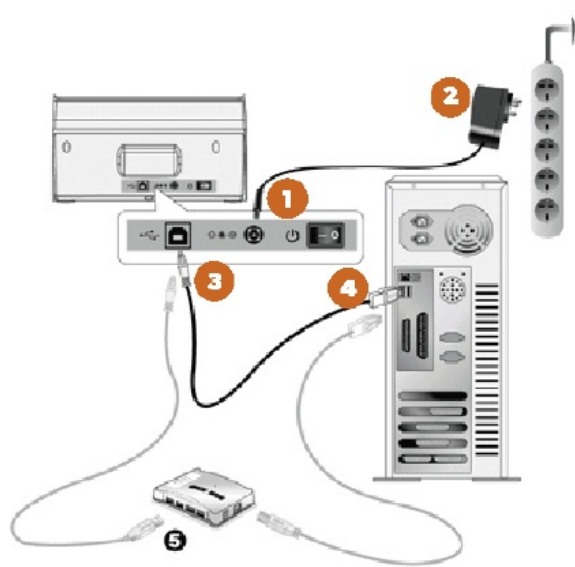
2. **Install the software and drivers**

   Install the downloaded software and drivers before you connect the scanner.

3. **Attaching the Stacker Tray**

   Open the scanner door and snap the tray guide pins into the holes in the bottom of the ADF.

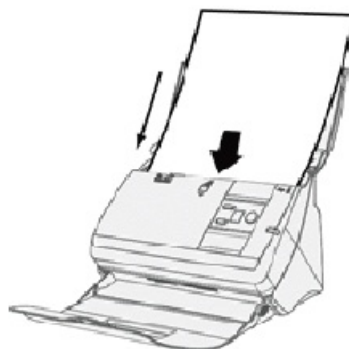4. **Connecting the scanner to the computer**

Important: Ensure that the scanner power switch is in the OFF position before connecting the scanner to AC power.

1. Plug the AC adapter into the scanner's power receptor.
2. Plug the other end of the AC adapter into a standard AC power outlet.
3. Plug the square end of the included USB cable into the USB port at the rear of the scanner.
4. Plug the rectangular end of the USB cable into an available USB port on your computer.
5. Switch the scanner ON using the scanner power switch. Wait until the number on the LED on the display changes from 0 to 1.
6. When number 1 is displayed you are ready to start scanning.

Loading Documents

1. Load documents in the center of the ADF headfirst and face down. Ensure that the documents are loaded all the way in and touch the bottom of the ADF feeder.
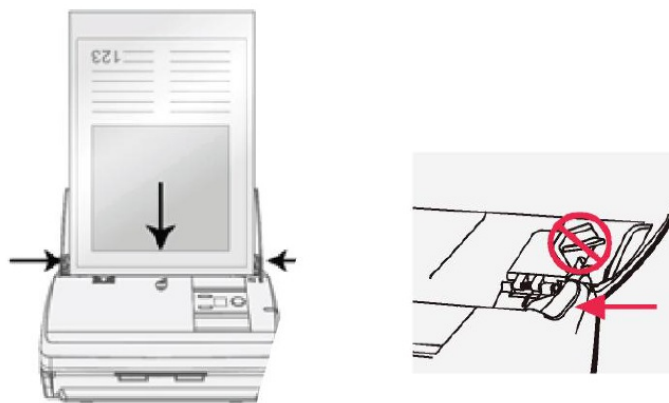

2. If needed, pull out the Paper Chute Extension and install the Stacker Tray by snapping the tray guide pins into the holes in the bottom of the ADF.

3. Adjust the Paper Width Sliders so they are gently touching both sides of the document in the feeder.

Important: Do not adjust the Paper Width Sliders by pushing the spring-loaded paper guides. You must adjust the Paper Width Sliders by pushing the lower portion of the guides as shown below.

Note: Load business cards, ID Cards, Driver Licenses, and Plastic cards horizontally (landscape orientation) in the center of the ADF and adjust the Paper Width Sliders so they gently touch both sides of the cards.

Important

- Remove all paper clips, staples, and other fasteners from the paper before loading the ADF.
- Ensure the paper is flat with no curled corners.
- Do not scan paper with ripped or torn edges.
- Do not load more than 50 sheets of 18 lb. paper at one time.
- Do not scan paper smaller than 2.5"x 2".
- Do not load more than 20 business cards at one time.

Scanning with a PC

There are three different ways to operate the scanner on a PC:

1. Using the TWAIN interface and any TWAIN-compliant scanning application.
2. Using the buttons on the scanner front panel and AmbirScan ADF.
3. Scanning from AmbirScan ADF's Execute menu.

Scanning using TWAIN

The procedure for your scanning program may be slightly different but similar to the steps listed below.

1. Select the correct scan source by going to File> Select Source and selecting the Ambir ImageScan Pro scanner from the list of sources.
2. Load paper into the ADF.
3. Start a scan by clicking on the Scan button in your application or select File> Acquire.

Note: Contact your scanning software vendor (or Ambir Technical Support if you cannot contact your scanning software vendor) for assistance if necessary.

Scanning using the scanner buttons and AmbirScan ADF

Completing scanning projects using the scanner buttons is easy and convenient. Simply load the documents into the ADF, select a task number, and press Scan on the scanner.

AmbirScan ADF offers you quick access to the most frequently used scanning functions. It is especially useful when you need to repeatedly scan with the same settings and send scans to the same destination.

The scan buttons can be used for the following tasks:

- Scan to folder or network share
- Scan to email
- Scan to printer
- Scan to FTP
- Create PDF, JPG, TIF, BMP, and PNG files
- Setting different imaging parameters (color mode, resolution, page size, etc.)

Scanning using the buttons on the scanner:

1. Load the documents or cards into the scanner (refer to the Loading Documents section above for document and card loading instructions).
2. Check current button settings by viewing the sticker on the scanner or the AmbirScan Button Configuration screen. You can modify settings to meet your requirements (refer to Configuring Button Settings below for more information).
3. Press the UP or DOWN button to select the desired task.
4. Press the Scan button.

The documents are scanned and saved as specified by the button configuration.

Scanning from the AmbirScan ADF Execute Menu

You can also use AmbirScan ADF's Execute menu to perform the same scanning tasks as the scanner buttons.
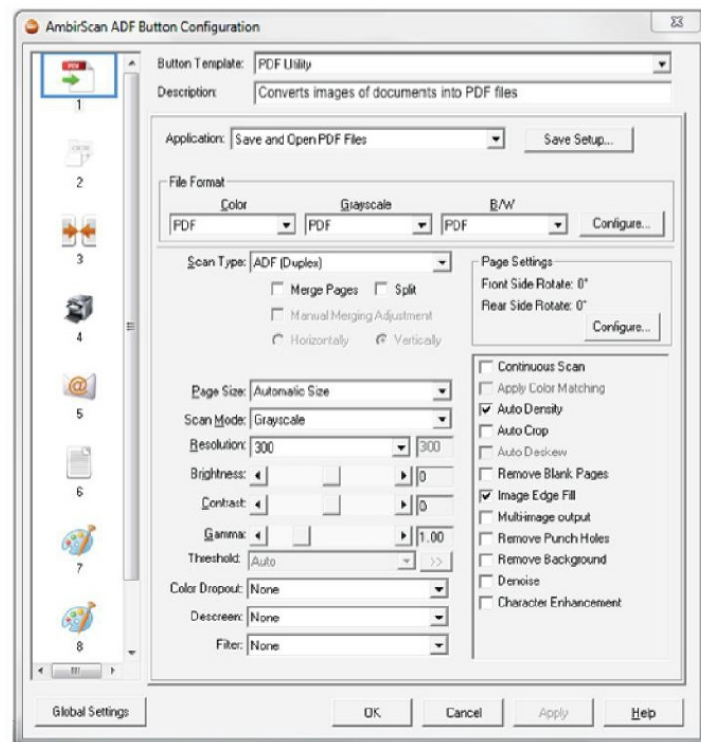
1. Load the documents or cards into the scanner.
2. Check current button settings by viewing the memo sticker or the AmbirScan ADF Button Configuration screen. You can modify the settings to meet your requirements.
3. Right-click the icon in the Windows system tray, and then choose Execute.

4. Click the desired button function in the pop-up menu to start the scan.

The documents are scanned and saved as specified by the button configuration.

Configuring Button Settings

- Each icon on the left side of the Button Configuration window represents a scanning task and the number underneath corresponds to the number displayed on the scanner front panel.
- Nine frequently used scanning tasks are pre-configured for your convenience. You can customize these settings as needed.

Follow the steps below to edit the button settings:

1. Open the Button Configuration window by using one of the following methods:
   - Double-click the ADF icon in the Windows system tray.
     Or
   - Right-click the ADF icon in the Windows system tray, and then choose Button Configuration in the pop-up menu that opens.
2. Select a task number by clicking on an icon in the left column.
3. Select the desired button function from the Button Template dropdown.
4. Modify destination and scanning settings as required and click OK.

Maintenance and Troubleshooting

Calibration with a PC

Calibrate the scanner when colors appear in areas that should be white, or colors of the scanned image and the

original vary, or degraded image quality. Calibration allows you to compensate for normal variations that can occur in the optical components over time.

Note: If you lose the calibration sheet or the calibration sheet is damaged, contact Ambir support.

1. Use the included calibration sheet to calibrate the scanner. The calibration sheet is marked with arrows on the long edges and is specifically designed for calibrating your scanner.
2. Insert the special calibration sheet into the ADF, with one of the arrows pointing into the ADF.
3. Click Start > All Programs > Ambir ImageScan Pro scanner > Calibration Wizard.
4. Click Next from the Calibration Wizard that pops up, then click Calibrate Now.
5. Click Start to begin the calibration process.
6. The scanner will feed the calibration sheet and calibrate the scanner. After the calibration is complete, click OK and then click Finish.
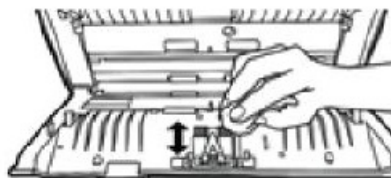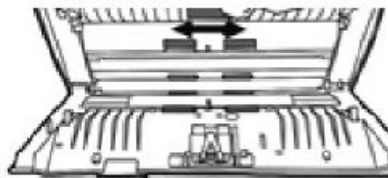
Cleaning the ADF

Use the following cleaning materials to clean the scanner:

- Soft, dry, lint-free cloth
- **Non-abrasive cleaning fluid:** Isopropyl rubbing alcohol (95%)

Important: Do not use water to clean the ADF.

- Open the ADF cover by pulling the cover lever.
- Gently wipe the following areas with the cloth dampened with cleaner. Be careful NOT to scratch their surfaces.

1. **Cleaning the Feed Roller:**
   Wipe the Feed Roller from side to side and then rotate it. Repeat until the entire roller is cleaned.
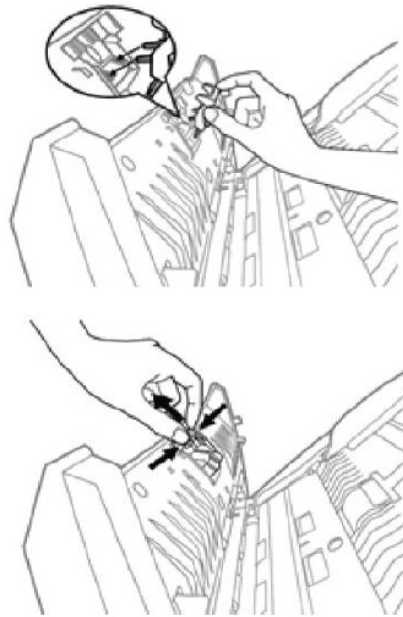2. **Cleaning the Pad Module:**
   Wipe the Pad Module from top to bottom (in the direction of the arrow shown in the below picture). Be careful not to damage the pick springs of the pad. Wait for cleaned areas to dry completely.

- Close the ADF cover by pushing it back down until it snaps into place.

Replace the Pad Module

The approximate use of the pad module is 20,000 scans. A replacement pad module is provided and should be saved. Additional pads are available for purchase at **www.ambir.com/support/imagescan-pro-800-setup**

1. Open the ADF cover by pulling the cover open lever.
2. Remove the pad module by pinching both sides of the pad module and pulling it out.
3. Install the new pad module by inserting the tabs on the module onto their slots on the scanner.
4. Close the ADF cover by pushing it back down until it snaps back into place.

Replace Roller

The approximate use of the roller is 100,000 scans. To replace the roller, do the following:
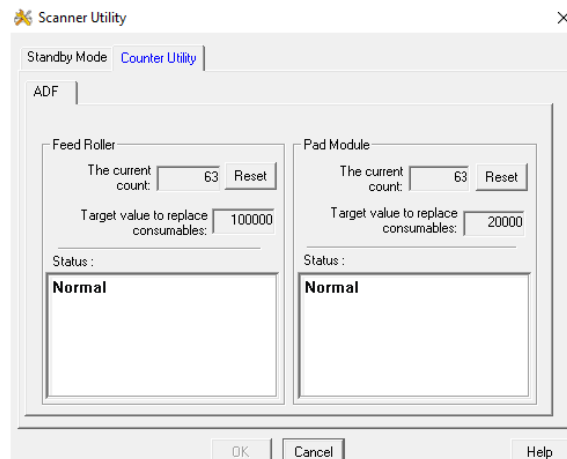
1. Open the ADF cover by pulling the cover open lever.
2. Remove the pad module by pinching both sides of the pad module and pulling it out.
3. Install the new pad module by inserting the tabs on the module onto their slots on the scanner.

4. Close the ADF cover by pushing it back down until it snaps back into place.

Checking the Roller Count Utility

To access the Roller Count Utility on the scanner, do the following:

1. Right-click on the ADF icon in the system tray
2. Click Scanner Utility
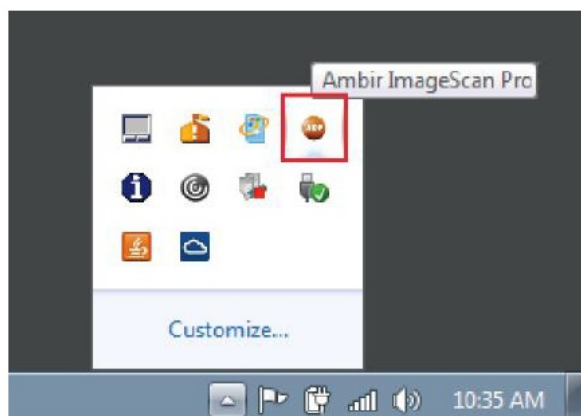3. Once open, click the Counter Utility tab

Clearing Paper Jams

If a paper jam occurs, do the following:

1. Remove any unjammed documents in the ADF.
2. Open the ADF cover by pulling the cover open lever.
3. Remove the jammed documents from the ADF. Try to avoid creasing or wrinkling the documents.
4. Close the ADF cover by pushing it back down until it snaps back into place.

Scanner Connection Status

The ADF icon, located on the Windows system tray, indicates if the scanner software is launched and the scanner and computer are communicating with each other. The LED on the scanner also provides information on the connection status.

	Status
ADF	AmbirScan ADF is launched, and the scanner is connected and ready to scan images.
✗	The scanner is not connected to the computer, or the scanner power is off, or the scanner is in standby mode (press any button on the scanner or load a document in the feeder to exit standby mode.
No Display	AmbirScan ADF is not running. The scanner may or may not be connected to the computer. Start AmbirScan ADF by clicking on Start >All Programs >Ambir ImageScan Pro > AmbirScan ADF

Status LED

The front panel LED indicates the scanner status.

Light	Status
Blue	The scanner is turned on, and ready to scan images.
Orange **Appearance**	The scanner is in standby mode (sleep mode). The default timeout is 10 minutes. The timeout can be changed or disabled by clicking Start> All P**S**rota**gtu**ra**s**ms> ImageScan Pro> Scanner Utility
AmbirScan ADF I and ready to scan Off	s Tlahuencshceadn, tnheersicsanonfef,r iesitchoennr ebcetecdause the power is not turned on, or images. because the AC adapter is not properly plugged into the AC power outlet.

Warranty

The standard warranty period for this scanner is two years. A one-year warranty extension is available for purchase, thus bringing the total warranty period to three years. Visit **www.ambir.com/support/imagescan-pro-800-setup** for more information.

Need help?

We are pleased to provide comprehensive U.S.-based phone and online chat support as a resource to serve our customers.

Go to **www.ambir.com/support** to chat with us online or call us @ 630-540-5300 option 3

Ambir Technical Support is available by phone and chat, Monday – Friday, 8 a.m. – 5 p.m. Central Time, excluding holidays. Phone: (630) 530 – 5400, option 3 Please have your scanner model and serial number available when

contacting Support.

FREQUENTLY ASKED QUESTIONS

What is the Ambir ImageScan Pro 820ix High-Speed ADF Scanner?

The Ambir ImageScan Pro 820ix is a high-speed ADF (Automatic Document Feeder) scanner designed for efficient document digitization.

What types of documents can I scan with this scanner?

You can scan a variety of documents, including paper, ID cards, business cards, and other documents of different sizes and types.

What is the scanning speed of the Ambir ImageScan Pro 820ix scanner?

This scanner is capable of scanning at high speeds, typically up to 50 pages per minute (ppm) for single-sided documents.

What is the maximum scanning resolution of this scanner?

The maximum optical scanning resolution is typically 600 dpi, providing high-quality scans.

Is it compatible with both Windows and Mac computers?

Yes, the Ambir ImageScan Pro 820ix scanner is usually compatible with both Windows and Mac operating systems.

Does it support duplex scanning?

Yes, it typically supports duplex scanning, allowing you to scan both sides of a document simultaneously.

Is this scanner suitable for high-volume scanning tasks?

Yes, it's designed for high-volume scanning, making it ideal for businesses and offices with extensive scanning needs.

What types of file formats can I save scanned documents in?

You can typically save scanned documents in formats like PDF, JPEG, TIFF, and more, offering flexibility in file output.

Can I scan documents of different sizes and thicknesses?

Yes, this scanner usually supports various document sizes and thicknesses, including legal-size documents and thick cardstock.

Does it come with bundled software for document management?

Yes, it often includes software for document management, OCR (Optical Character Recognition), and scanning workflow customization.

Is there a warranty provided with the Ambir ImageScan Pro 820ix scanner?

The warrantie typically range from 1 year to 2 years.

What connectivity options does the scanner offer?

The scanner usually offers USB and network connectivity options, allowing for versatile use in various settings.

Can I scan double-sided documents without manual intervention?

Yes, with its automatic document feeder (ADF), it can often scan double-sided documents without manual flipping.

Does it support scanning to cloud services and network folders?

Yes, it typically supports scanning to cloud services and network folders, facilitating easy document sharing and storage.

Is the Ambir ImageScan Pro 820ix scanner suitable for home or office use?

It is designed primarily for office and business use, but it can also be used in a home office setting for efficient document scanning.

VIDEO – PRODUCT OVERVIEW

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