### **IOS & ANDROID**

### **INSTALLATION**

Search App Store / Google Play for 'Scanmarker Air' app and install on your device.

# CONNECTING YOUR SCANMARKER AIR

- Open the Scanmarker app.
- Make sure your device's Bluetooth is turned on.
- Turn your scanner on (see 'Turning Your Scanner On/Off' on page 1)
- Select 'Start' It will start searching for your Scanmarker Air.
- Tap on the name of your scanner when it appears under 'Select Scanner'.

You should then receive a message that your scanner has successfully connected.

**Note:** First time pairing requires internet connection and can take slightly longer than usual.

After the first-time connection, you will just need to open the app and turn on your scanner in order to connect.

**Troubleshooting tip:** If the blue light is steady, but isn't connecting to your device – check whether it is connecting to a different device (e.g. computer) that you paired it with previously. Close the Scanmarker application on the other device and try again.

# **QUICK SETUP**

- When starting the app for the first time, the quick setup options will show. (You can always change these setting later by selecting the corner of every screen).
- When internet connection is available, it is recommended to connect to the Cloud to facilitate faster processing of scans.

### **MAIN SCREEN**

• After practicing your scanning, you will arrive at the main screen. Following the first-time connection, this is the screen you will always be directed to whenever you start the app and reconnect your Scanmarker Air. It will show you a list here of all your saved documents. Tap the icon ('New' on iPhone) to start a new document.

The documents are saved as text files and can then be shared as you wish via email, Dropbox, Google Drive etc. Either tap 'share' in the options in your document or share multiple documents at once in the main screen.

### **INSIDE YOUR DOCUMENT**



**Tip:** In order for the next scan to start on a new line, click the scanner down at the end of your scan.

# **SCANNING TIPS**

- Hold your scanner at a 30-60 degree angle
- Place the clear tip of the scanner a little bit before the beginning of the line you wish to scan and end your scanning movement after the end of the line.
- Make sure the text you would like to scan is in the center of the tips when you start scanning (Scanmarker will continue following the line that it originally detected.)
- Scan in a fluid and quite quick motion.
- Avoid applying excessive pressure whilst scanning.
- Practice scanning in the 'Test Device' screen until you are happy with the results.
- When scanning several lines of text, there is no need to wait for the first line to appear on your screen before continuing on to scan the subsequent lines.

If you have any questions, please contact us at support@scanmarker.com
and we are always here to help!

# scanmarker

# **GETTING STARTED WITH YOUR SCANMARKER AIR**

It is recommended to charge your Scanmarker Air for 3 hours before first-time use. Charge your Scanmarker Air either using provided USB cable connected to a computer or using a wall mount charger.

## **TURNING YOUR SCANNER ON/OFF**

Note: Software has to be installed and open on your device in order to connect your Scanmarker Air (see instructions below).

# To turn on:

Press the transparent tip against a surface for three seconds. The green and blue light will turn on.



The green light is the battery indication. It will start to flash when charging is required. When charging, the green light will blink slowly and then will turn steady when it has reached a full charge.

The blue light is the Bluetooth indication. The blue light will blink when scanner is turned on and then turn steady when it has connected to your device.

# To turn off:

Click the tip three times (quickly and gently) against a surface.



After 12 minutes of inactivity (or two minutes in disconnected mode) your Scanmarker Air will auto-power off.

### **MAC & WINDOWS**

Refer to page 5 for Android & iOS instructions

## **INSTALLATION**

- 1. Download the relevant software from www.scanmarker.com/software-download
- 2. Run the downloaded setup file and follow installation instructions.

# CONNECTING YOUR SCANMARKER AIR

To connect via Bluetooth:

- Windows users: Plug in the Bluetooth dongle provided in package.
   Mac users: Dongle should not be used. Start with the following step.
- Open Scanmarker application
- Turn your Scanmarker Air on
- The blue light will blink and turn steady when connection has been established.

Alternatively, you can connect to your computer via the USB cable provided.

### **TOUR**

When you connect your Scanmarker Air for the first time the tour will appear. You will be prompted to choose your right-left hand settings and languages. You can always change these options later in the settings.

### **ACTIVATION**

The software requires activation (this step requires internet connection) to continue to use after your 30-day trial. Go to the Activation tab in the settings and fill in the code found on the warranty card included in the package.

### **SCANNING OPTIONS**

You have the choice of either scanning directly to the Scanmarker application or scanning to an external application of your choice.

- Select the \( \) icon to scan into the Scanmarker application.
- Select the local icon to scan directly into Word or other applications.

The selected scanning option will appear in white.

### **SCANNING TO DOCUMENT**

Select the 'document' icon and place your cursor where you would like the scan to appear. Scanned or translated text will be typed in to your document.

- When scanning to a document, the default setting is that it adds a space after each scan and then continues the following scan on the same line.
- For the following scan to be placed on a new line, click the scanner down at the end of the scan.
- You can change these default settings by clicking on the
   ☼ icon > Settings... > Scanning> Type-in to external program

Note: There is an additional requirement on Mac OS Mojave 10.14 to enable accessibility for the Scanmarker App in order for this function to work. There should be an automatic prompt asking for access when clicking on the document icon for the first time. If you don't see it, please check for it behind the other apps open on your screen.

[If needed, you can also allow this by opening System Preferences -> Privacy & Security -> click on the Privacy tab -> select Accessibility from the list-> Click the lock icon to make changes -> Check the box next to Scanmarker!

You can minimize here whilst scanning to document.

Uncheck this option when connecting to a new device to ensure that it connects to the correct device (or close application).



### **SCAN TYPE**

#### Text

The default setting for scanning standard lines of text.

# Single word

When scanning single words, place the scanner well in front of each word and end the scanning well after the end of the word

### Image

Use to scan handwriting, signatures and formulae and they will be inserted alongside the text in your document.

#### Numbers

When scanning numbers only. (A combination of text and numbers should be scanned using the text option.)

#### Barcode

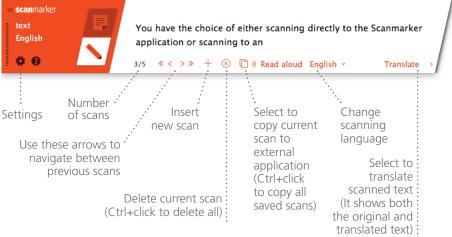
For barcode scanning. When scanning barcodes, the scanner should be held differently than usual. The tip of the scanner should be horizontal or inclined in relation to the vertical lines, not parallel to them. It should be held in an angle like this:



Please refer to the tour in the Help & Support tab that demonstrates this clearly.

### SCANNING INSIDE THE SCANMARKER WINDOW

When scanning inside the Scanmarker application (with the pencil icon selected) the text will be inserted into the white pop-out window.



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