



Questo manuale d'istruzione è fornito da trovaprezzi.it. Scopri tutte le offerte per [Iris IRIScan Desk 7 Business](#) o cerca il tuo prodotto tra le [migliori offerte di Stampanti e scanner](#)



IRIScan™ Desk



The Innovative Document Camera with Asymmetrical Lighting Technology

for **Windows®** and **Mac®**

Document scanner & PDF software

Contents

Introduction

About this documentation	4
Welcome	4
Purpose	4
Legend	4
About this software	5
Advantages	5
Features per Operating System	6
Hardware accessories	7
Integrated LED light	7
Scanpad	8
External capture push-button	8
External capture pedal	8
AC power adapter	8

Getting started

Step 1: Registration and Software download	9
Step 2: Software Installation	9
Step 3: Software Activation	9
Step 4: Hardware installation	9

Specifications

System Requirements	11
Scanner Specifications	12

Descriptions

Main screen	14
The General Settings	14
The Ribbon	21
The scanner toolbar	23
The preview window	25
The scanner settings bar (camera properties)	26
The output panel	27
Main functions	31
Exploring the main functions and their Settings options	31
Document	32
Book	37
Barcode	40
ID Documents	43
Video	44

Operations

How to use the integrated tools	46
--	-----------

How to scan a single page document	58
How to scan a multiple page document?	59
How to combine multiple images files into one PDF file?	61
How to open and convert an image file?	62
How to scan a book?	64
How to manually hide fingers in the book page editor?	67
How to scan barcodes and list the result in an XLSX+JPG file?	68
How to scan barcodes and use the barcode number to name the image file? ...	70
How to scan multiple ID cards into one PDF file?	71
How to combine an ID Document scan with a photo of the person?	72
How to record a video including facecam?	74
How to share files to FTP, Dropbox, or OneDrive?	75
How to present paper material in a conference call?	77
How to use the IRIScan Desk™ scanner as a UVC camera (on different OS)?	78
How to present paper material to an audience?	80
When to use the LED light?	81
When is the Scanpad optional?	82
TWAIN User Interface	83
Troubleshooting	
Known limitations	85
Undetected IRIScan™ Desk device	87
Support	
Online support	88
Support Policy	88
Legal Information	90

Introduction

About this documentation

Welcome

Welcome to the User Guide of **IRIScan Desk™**.

Purpose

The aim of this documentation is to help you get up to speed with using **IRIScan Desk™**. It covers IRIScan Desk™ installation and setup, the basic processing steps and the application's commands and working areas.

The descriptions in this documentation are based on the **Windows® 10 Operating System and the use of an IRIScan Desk™ 7 Pro camera**.

All information is subject to change without prior notice.

Legend



A **WARNING** provides critical information that you must treat seriously.



A **CAUTION** provides important information that you must treat with care.



A **NOTE** provides additional information.

Features specific to the **Windows platform** are labelled (*Windows*).

About this software

Advantages

Capture/Scan

This software is a powerful **image/video capture and processing** software designed to work with a USB camera scanner (from the **IRIScan™ Desk family**).

This software allows you to:

- capture photos
- scan documents
- scan books
- scan images into PDF files
- record videos (also [Facecam recorder](#)) - Full HD quality
- scan barcodes
- scan ID documents with built-in I.R.I.S. OCR feature to export the result into image, XLSX, or PDF formats.
- edit your Text-To-Speech (TTS) content to export the result into MP3 or WAV (Windows).

Processing

This software offers a built-in multi-language **OCR** which can support 138 different languages (**OCR technology by I.R.I.S. SA**).

It also features intelligent recognition algorithms, such as automatic image cropping, paper edge detection, automatic page orientation or **barcode recognition**.

Export Options and Supported Formats

You can export locally, share to the Cloud, or send via FTP. The software supports popular output formats to export your work: PDF, DOCX, XLSX, TXT, JPEG, TIFF, BMP, PNG, and MP3 or WAV with **editable Text-To-Speech (TTS) for Windows**.

Multithreading

Exporting is fast because several pages are processed at the same time.



Several parallel exports. The window showing multi-threading can be moved or sent to the background.

Usage

When correctly used, this software, along with a dedicated camera scanner, can work as a powerful replacement for many traditional devices used in the office or in the educational environment.

Features per Operating System

	Windows®	macOS®
138 OCR languages (<i>OCR technology by I.R.I.S.</i>)	✓	✓
Document scanning	✓	✓
Book scanning	✓	✓
Video recording (+ Facecam)	✓	✓
Barcode scanning	✓	✓
ID and Passport scanning	✓	✓
Auto-cropping technology with or without scanning mat (Scanpad)	✓	✓
Document/book editing	✓	
Image comparing	✓	
Convert to audio format with editable Text-to-Speech (TTS)	✓	
Export to Cloud (DropBox or OneDrive)	✓	
Export to FTP server	✓	
Send as email attachment	✓	

Hardware accessories

Integrated LED light

The IRIScan Desk™ features an integrated LED light with three brightness levels. This LED light reduces reflections on glossy paper and provides comfortable scanning in low-light conditions through asymmetric lighting.



Connect the power adapter to use the LED light. The LED light will not work without the power adapter.

To turn the light on or off, touch the top of the scanner (light on or off). By default, the light starts at its highest intensity.

To adjust the brightness, touch the top again. The light will cycle through three brightness levels and turn off on the fourth touch.



Led light



Short arm with asymmetric light source

Also refer to [When to use the LED light.](#)

Scanpad

A scanning mat called **Scanpad** is supplied with the product. Use of the Scanpad is **optional** because the desktop cropping technology lets you scan any document directly without an additional black scan mat. However, use of the Scanpad will depend on scanning conditions.

Also refer to [When is the Scanpad optional.](#)

External capture push-button

A physical scan button can be plugged in the IRIScan Desk™ scanner or directly in your PC thanks to the USB connector. It can replace the scan button available in the ribbon of each tab in the software.



manual capture push-button

External capture pedal

A physical scan pedal can be plugged in the IRIScan Desk™ scanner or directly in your PC thanks to the USB connector. It can replace the scan button available in the ribbon of each tab in the software.



External capture pedal

AC power adapter

You must connect the power adapter to use the LED light.

Getting started

Step 1: Registration and Software download

- 1 **Go to** the web page for your product: [PRO](#) or [BUSINESS](#).
- 2 **Register** your product. (Registration is recommended because it activates the warranty and gives you access to service and support as well as exclusive offers.)
- 3 Follow the **on-screen procedure**.
- 4 **Download** the software for your product.

Step 2: Software Installation

- 1 Go to the local folder where you downloaded the software.
- 2 Run the installation files.
- 3 Follow the on-screen instructions.



- The installation language is the same as your Operating System's.
- When prompted, we recommend you to accept the restart of your computer.

Step 3: Software Activation

IRIScan™ Desk software requires your **IRIScan™ Desk scanner** to be connected via USB C.

Step 4: Hardware installation

- 1 Place the Scanpad on your desk next to your computer, and then place the IRIScan™ Desk scanner on the far end of the Scanpad.
- 2 Connect the IRIScan™ Desk scanner to your computer via the USB C cable.
- 3 Now you are ready to open the software.
If the device is not detected correctly, the detection keeps turning and a message is displayed on the screen to help you.



This software is distributed with a dedicated scanner: the **IRIScan™ Desk**. This software can bring out its full and powerful potentials only when working with the qualified scanner hardware. If working with non-qualified scanners, some or all of the features in this software might NOT work.

Specifications

System Requirements

To ensure the performance of this software, use the following requirements:

	Windows®	macOS®
CPU	Intel® or AMD processor	Apple-ARM architecture
Operating System	Windows® 10, 11 (64-bit)	macOS® 13, 14, 15
Memory	8GB RAM	
Hard disk space	4GB of available hard disk space	
USB	USB 2.0 or above (1 available port) – USB adapter for macOS	

The system requirements shown are valid on the publication date of this manual.

More recent operating systems may require a software update.

Scanner Specifications

All specifications are subject to change without notice.



IRIScan™ Desk v4.0 software is compatible with the IRIScan™ Desk family of scanners.

	IRIScan Desk 7 PRO	IRIScan Desk 7 BUSINESS
Camera	18-Megapixel CMOS Sensor	24-Megapixel CMOS Sensor
Optical Resolution	4912(W) x 3680(H) pixels (18MP) 4K UHD available	5696(W) x 4272(H) pixels (24MP) 4K UHD available
Scanning technology	"Book Curve Flattening" technology	
Document size	≥ A3 (420x297mm / 16.5x11.7 inches)	
Built-in LED Light	High brightness LED (500 lux at central)	
Output resolution	Max. 600 DPI	
Video Recording Resolution	1920x1080 (Full HD and 4K)	
Maximum frame per second (FPS)	30 FPS UVC	
Lens focus	Fixed	
Color bit depth	24 bit	
Video stream format	MJPG, YUY2	
Built-in microphone	1 (for video recording)	
USB video class (or UVC) standard	compatible with web conferencing software	
Interface	USB 2.0 Type-C x 1 (for PC Connection) USB 2.0 Type-A x 1 (for USB Extension) DC-IN x 1	

Power	5V / 2A (DC-IN)
Dimensions (L x W x H) Net weight	118 (L) X 98 (W) X 370 (H) mm Approx. 1kg
Accessories	USB cable x 1, Scanpad x 1, external capture button x 1, foot pedal x1, power adapter x 1

Descriptions

Main screen

The General Settings

On the top right side of the screen, three control buttons are available:



User interface Language

By default, the user interface language is the same as your Operating system's.

However, you can choose your interface language among 18 languages (English, French, German, Spanish, Italian, Dutch, Portuguese, Polish, Korean, Traditional Chinese, Simplified Chinese, Arabic, Hebrew, Russian, Nepali, Danish, Czech, or Romanian).

To change the user interface language on **macOS**, go to the **OS System Preferences > Language and Region**. Select one of the 18 languages available for the software (cf. list above). Restart your computer.



Settings

Image Options

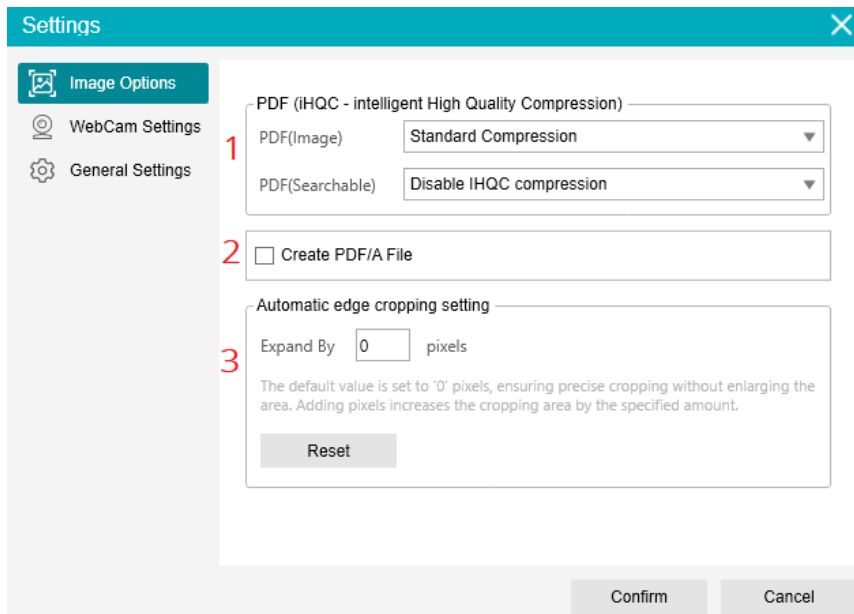
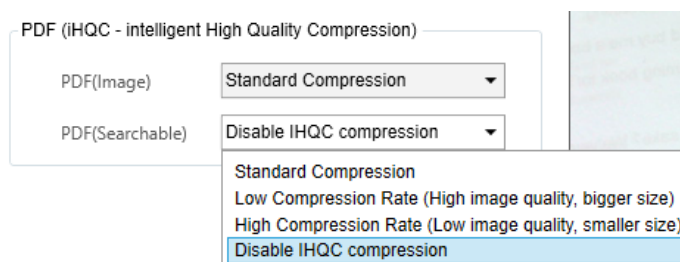


Image options

1. PDF (iHQC - intelligent High Quality Compression)

Three levels of PDF compression are available: standard, low and high. Compression level has an impact on the image size and on the image quality. The more you compress, the more the image size is small, but it reduces the image quality. The less you compress, the more the image size is big, but the image quality is respected.

- **PDF (image):** Standard compression is set per default.
- **PDF (Searchable):** I.R.I.S. offers a PDF compression technology called iHQC. This compression is disabled per default. You can choose the level of compression according to your needs. Be aware that applying compression may impact the export speed.



PDF iHQC settings

2. PDF/A checkbox

Select this option to export the document in the PDF archive format.

This option is only applicable if you choose either **PDF Searchable** or **PDF Text** as the output format, and not PDF Image. Upon opening the PDF file, you will see a notification confirming that the file complies with the PDF/A standard.

3. Automatic edge cropping setting

By default, the auto-crop area is defined precisely around the recognized element. You can add margins to this area by specifying the number of pixels to enlarge it.



With Scanpad. Automatic edge cropping set to "0" pixel (default value).

Automatic edge cropping setting

Expand By pixels

The default value is set to '0' pixels, ensuring precise cropping without enlarging the area. Adding pixels increases the cropping area by the specified amount.

Automatic edge cropping with default value of 0 pixels.



With Scanpad. Automatic edge cropping set to "50" pixels.

Automatic edge cropping setting

Expand By pixels

The default value is set to '0' pixels, ensuring precise cropping without enlarging the area. Adding pixels increases the cropping area by the specified amount.

Automatically cropped edges are enlarged by 50 pixels.

The Automatic edge cropping setting may need adjustment depending on scanning conditions. Sunlight or low contrast between document colors and the background (with or without Scanpad) can affect auto-crop detection. For example, without Scanpad, the auto-crop area may be uncertain. Enlarging the area by 15 pixels can help capture the entire item.



Without Scanpad, on a wooden table. Automatic edge cropping set to "0" pixel (default value).

Automatic edge cropping setting

Expand By pixels

The default value is set to '0' pixels, ensuring precise cropping without enlarging the area. Adding pixels increases the cropping area by the specified amount.

Reset

Automatic edge cropping with default value of 0 pixels.



Without Scanpad, on a wooden table. Automatic edge cropping set to "15" pixels.

Automatic edge cropping setting

Expand By pixels

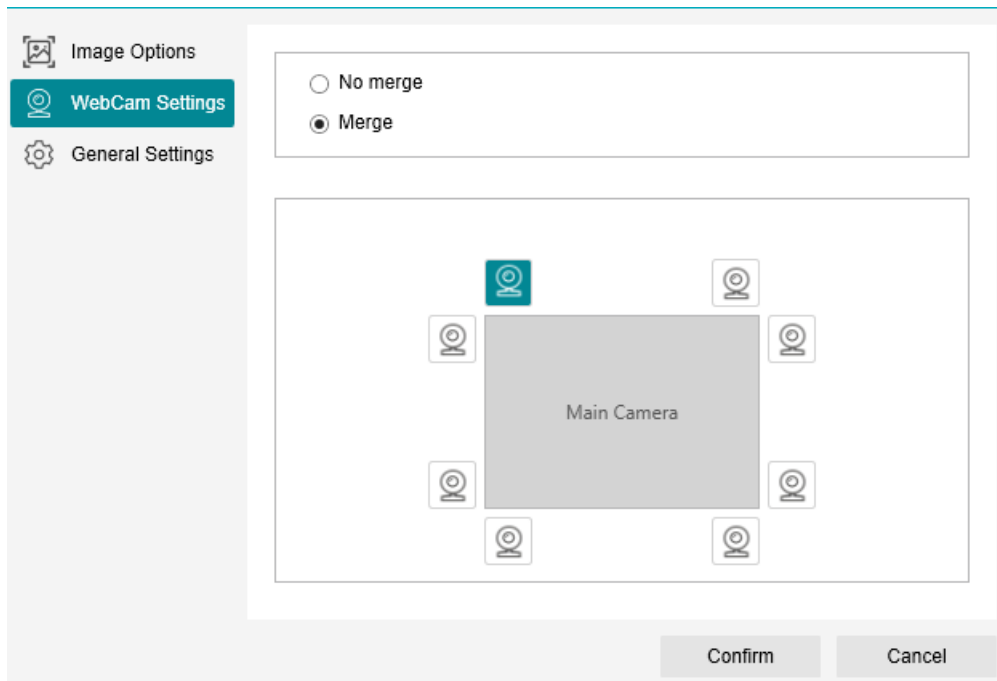
The default value is set to '0' pixels, ensuring precise cropping without enlarging the area. Adding pixels increases the cropping area by the specified amount.

Reset

Automatically cropped edges are enlarged by 15 pixels.

Webcam Settings

These settings let you integrate the webcam image into the main document after the scan is complete.

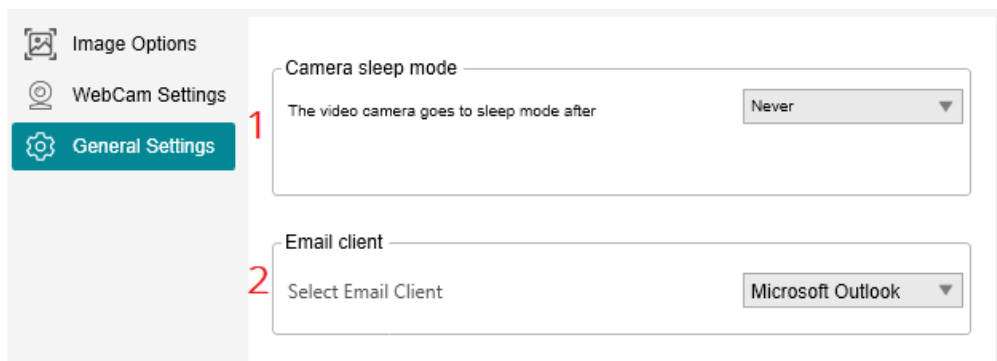


Webcam settings

- If you select **Merge**, you can set the location of the image ([webcam icon](#)) in relation to the main document.
The merge is processed after you click on the **Scan** button! You can check the result into the [preview thumbnails](#) before exporting.
- If you select **No merge** and the webcam is enabled, then the result after clicking on **Scan** creates two separate pictures, the webcam picture being not editable.

Note that the location settings for the facecam recorder in **Video** is done manually. Go to [facecam recorder](#). (Windows)

General Settings



General settings

1. Camera sleep mode

You can set a timer on the camera. This is the amount of time after which the camera will go to sleep if no motion is detected. When the time has elapsed, a window will open with a countdown and a message indicating that the live window is going to sleep.

2. Email client

You can choose your **email client** that will open when sending your result as an attachment of an email. However, only **Microsoft Outlook** is supported for now.

See also [The Output panel](#), and [Known limitations](#).



About

A pop-up window gives you information about the version of this software and about your scanner device (serial number, model).

On **macOS**, go to the OS menu **IRIScan™ Desk > About IRIScan™ Desk**.



Export log

You can define a local folder to store an error log file in case an error occurs with the software.



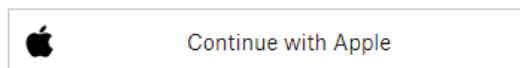
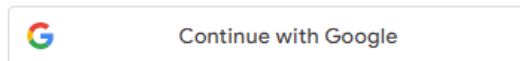
Cloud

You can send and share your files via **FTP** or to the **Dropbox** and **OneDrive** Clouds.

1. When you click on a **Cloud's settings**, the Cloud's web page is displayed so that you can log in with your account.



Log in or sign up to
Dropbox to link with IRIScan
Desk



or

Email

Sign in with your Cloud account

2. When you click on **FTP settings**, an FTP session window opens. Create a session and then click **Connect**. Click **Close** to exit the FTP window.

Note that the Share button in the Ribbon is enabled if at least one document is in the [thumbnail panel](#) on the left.

To upload a scanned document directly to the Cloud from the output panel (on the right), right-click on the document. From the context menu, select the desired action, such as '**Upload to Dropbox**'.

Refer to [How to share to FTP, DropBox or OneDrive](#) for more details.

The Ribbon

Main functions/tabs

The **Ribbon** presents you with the main functions of this software. One tab contains the settings of one function.

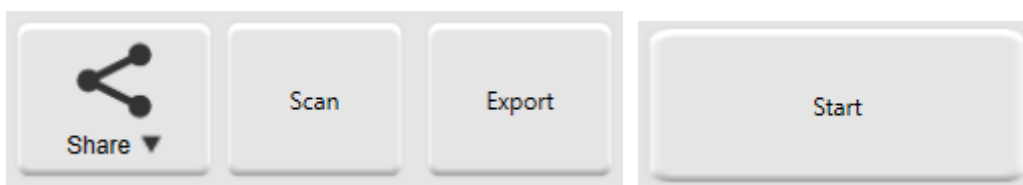
Document	Book	Barcode	ID Documents	Video	Help
Functions	Explanation				
Document	Scan documents, enhance image quality, crop, run OCR to extract text, add a webcam image... Save result in • Image formats: JPG, TIFF, BMP, PNG, and PDF image • Formats with recognized text: PDF searchable, PDF text, Text, DOCX, XLSX • Audio formats (Windows): MP3, WAV				
Book	Scan pages from books, run OCR to extract text Save result in • Image formats: JPG, TIFF, BMP, PNG, and PDF image • Formats with recognized text: PDF searchable, EPUB • Audio formats (Windows): MP3, WAV				
Barcode	Scan for barcodes Save result in • Image formats: JPG, TIFF, BMP, PNG, and PDF image • Formats with recognized text: XLSX, XLSX+JPG, Text, Text+JPG				
ID Documents	Scan ID card or passport. Run OCR to recognize text. Add a photo from webcam (facecam). Refer to How to combine an ID Document scan with a photo of the person. Save result in • Image formats: JPG, TIFF, BMP, PNG, and PDF image • Formats with recognized text: PDF searchable, XLSX, XLSX+JPG				
Video	Capture videos (using the video compression standard H.264) Save video into AVI, MP4, FLV, WMV formats Allows the option Facecam recorder.				

Functions	Explanation
Help	Links to help material such as tutorials, knowledge base, user guide, product support. Search for available updates of the software. (Windows) Give us feedback. Register your IRIScan™ Desk for free support. Purchase more I.R.I.S products.



Inside those tabs, each function contains all the [commands](#) you need to process your documents.

Main buttons



Buttons	Explanation
Scan	Select this button to start scanning images.
Share	This button is available if at least one document is in the thumbnail panel on the left. Select this button to Share/send/export the images in the thumbnail list to an FTP server, to the Cloud, or as an attachment to an email. For a use case, refer to How to share to FTP, DropBox or OneDrive.
Export	This button is available if the scan mode is set to "multiple page". Select this button to Export the images in the thumbnail list to a local directory.
Start	Select this button on the Video tab to start the recording of a video. Select the same button to stop the video after it changes to a Stop button (the button changes to a Stop button after 10 seconds)

The scanner toolbar

On the left side of the screen, **Control Buttons** related to the scanner are available:



Buttons		Explanations	Note
		Rotate Left 90 Degrees	
		Rotate Right 90 Degrees	
		Zoom In	Zoom in by stage of 10%
		Zoom Out	Zoom out by stage of 10%
		Fit Screen / 1:1 Display	1:1 Display: the zoom value is 100% Fit screen: the real zoom value is calculated and set, e.g. 32%.
		Watermark (Add watermark on images)	A pop-up window opens to define the settings of the watermark. The watermark is processed after clicking on the Scan button! Not Available for Video.  If your output format is one that runs OCR, make sure that you set the watermark outside the text. Cf. Known limitations
		Manual Cropping (Windows)	Only available if Cropping is set to 'Automatic' in the ribbon.
		Full Screen (Enter Visual (Windows))	Only available in the Video tab.

Buttons	Explanations	Note
	Presenter mode)	
	Webcam (Picture-in-picture - PiP)	Available for Document, ID Documents and Video (if your computer is equipped with a webcam). In Document, it lets you add a webcam image to your scans. In Video, it allows you to add facial expression coming along with the narration in the video (Facecam recorder). Very useful for tutorial makers. In ID Documents, it allows you to merge a portrait with the image of an ID document or passport. See also Webcam settings.

The preview window

In the middle part of the screen, you see the **Preview** from the scanner.

If you don't see the preview from the scanner, make sure that your IRIScan™ Desk is connected to your computer via a USB cable.

The Preview thumbnails

The **thumbnails** give you a **preview** of all your pages before the **Export/Share**. On each thumbnail, some actions are also possible: you can rotate 90° left, rotate 90° right, move a page up or move a page down, or delete a page.

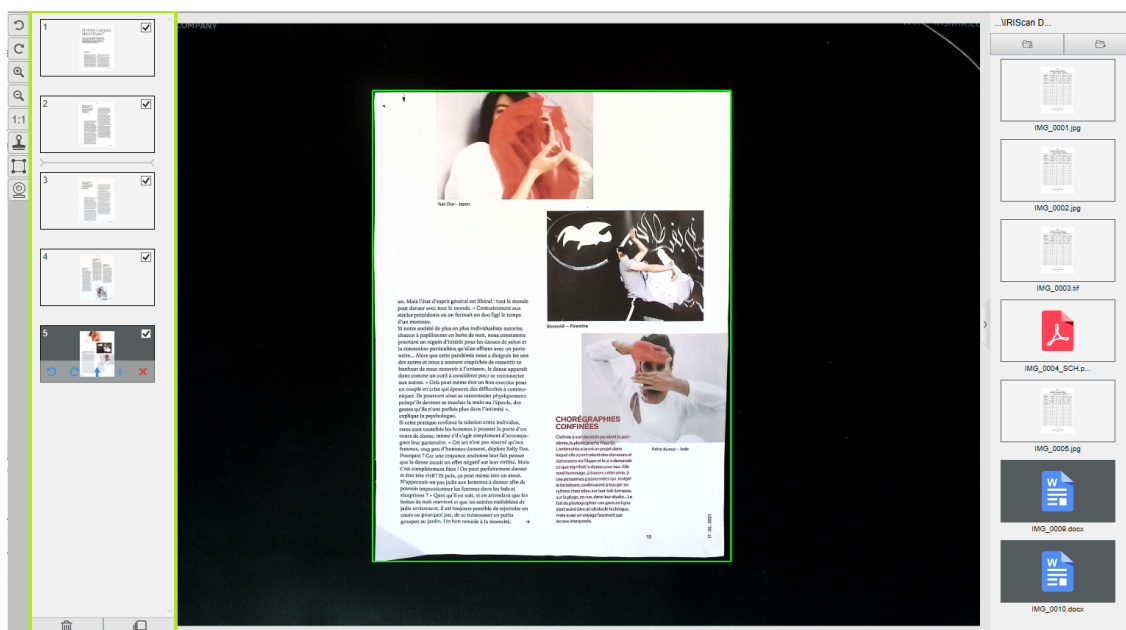
The Export button is shown



The **bin** at the bottom of the screen deletes all the thumbnails. A confirmation message is displayed.



This icon allows you to **unselect all** or **select all** the thumbnails.



Preview window and Preview thumbnails

By double-clicking on a thumbnail, the [Document Page Editor](#) opens. This Editor allows you to rework the result of your scan, page per page. (Windows)

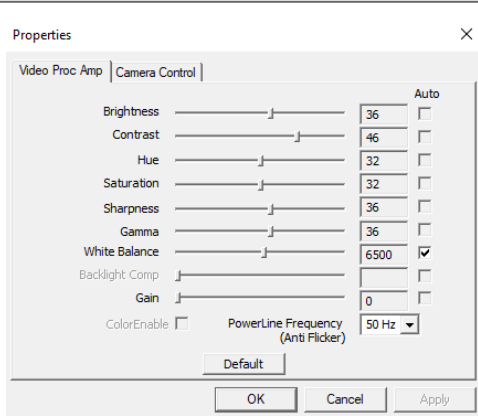
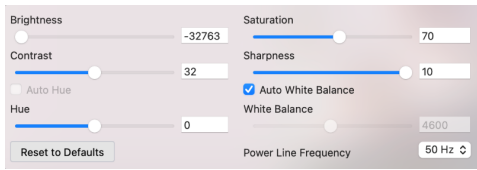


The **Share** button in the Ribbon is enabled if at least one document is in this [thumbnail panel](#).

The scanner settings bar (camera properties)

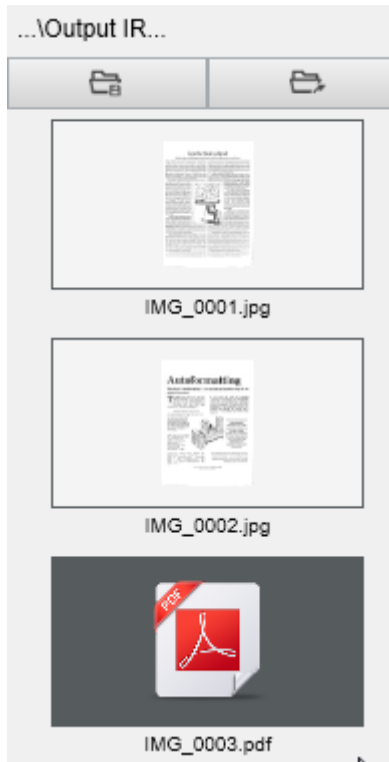
On the **bottom bar** of the screen, some control settings for the device are available:



Settings	Explanations
Device	IRIScan™ Desk Scanner
 Video Settings Important for best results!	Video or Camera Properties: define image level adjustments for best results of your scanning or video recording. Those adjustments are very useful to improve the image quality in non-friendly ambient conditions.  Windows®  macOS®
Resolution	Select the scanner or video resolution in megapixels (MP) or dots per inch (DPI) from the drop-down list. The frame per second (FPS) is also indicated. 4K UHD is available for the video. If you are scanning a document or capturing a still image, select the highest resolution available.
Zoom	Select the zoom for the preview display. This is real size of camera scanner 100%. Zoom in 1.5 times (150%), 2 times (200%) or 3 times (300%). You can also use your mouse scroll wheel to change the zoom value step by step.
Size indicator	Indicates the size of the selected file in the Output panel .

The output panel

On the right side of the screen are the setting options for **saving files**:



Output panel - Exported or saved files

Button	Explanations
Output Folder 	Opens the file Explorer. Select a folder. The chosen folder will contain the saved files.
Open Folder 	Opens the current file folder

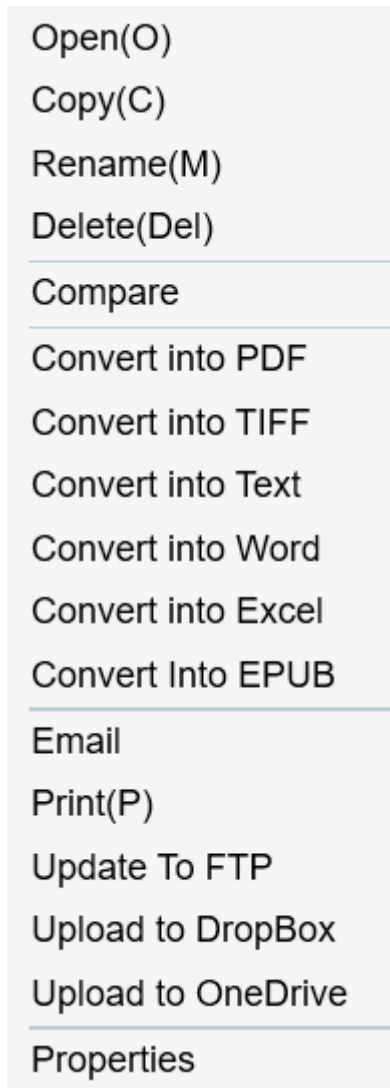


On first use, all main functions will save files to the ...**Documents folder** by default.



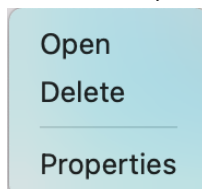
Click '**Output Folder**' in each ribbon tab to set a different save directory. This action allows you to save different types of files in separate directories.

When you **right-click** on the file images shown in the **Output Folder column**, a drop-down list menu opens with the following options:



Drop-down menu with right-click

On **macOS**, the drop-down list shows **Open, Delete and Properties**.



Right Click Options	Explanations
Open	Opens the file
Copy	Copies the file to clipboard
Rename	To Rename the file
Delete	Deletes the file. You can also press Delete on your keyboard. A confirmation is required.  Deleting files via this Output Panel also deletes the files in the Source folder (cf. File Explorer)
Compare	Opens the Compare tool to compare multiple images side by side
Convert into PDF	Convert file into a PDF file. The File Conversion Tool opens.
Convert into TIFF	Convert file into a TIF image. The File Conversion Tool opens.
Convert into Text	Convert file into Text. The File Conversion Tool opens.
Convert into Word	Convert file into Word. The File Conversion Tool opens.
Convert into Excel	Convert file into Excel. The File Conversion Tool opens.
Convert into EPUB	Convert file into EPUB. The File Conversion Tool opens.
Email	Opens Microsoft Outlook client (if it is installed) to send the file as an e-mail attachment (compressed format or PDF). You can check whether the Microsoft Outlook e-mail client is available in the General Settings.
Print(P)	Prints an output file by using a printer (a printer must be configured). (P) is the keyboard shortcut.

Right Click Options	Explanations
Upload to FTP	Upload an output file to an FTP server (an FTP connection must be configured via the Cloud settings).
Upload to DropBox	Upload an output file to DropBox (a DropBox account must be configured via the Cloud settings).
Upload to OneDrive	Upload an output file to OneDrive (a OneDrive account must be configured via the Cloud settings).
Properties	Opens the properties window of the file



The [Compare](#) function can work on one or more image files at the same time. You can press the 'shift key' or 'Ctrl key' on the keyboard to help select multiple image files.



You can hide this panel by clicking on the hide button

Main functions

Exploring the main functions and their Settings options

Each function offers **Settings** that are described and explained in this chapter.

For a fuller description of the **use cases**, refer to [How to scan a single page document](#) and the following chapters.

Document

Document	Book	Barcode	ID Documents	Video	Help
	Cropping: Automatic Scan Mode: Multiple page Scan Interval: Manual	☒ Edge Fixing ☐ Auto Page Orientation ☐ punch hole removal	Output Format: PDF(Searchable) Image Settings: Color (Enhanced) Language: English	Prefix: IMG_ Named By: Serial number ☐ Remove blank pages	 Share  Scan  Export

Feature	Settings Options	Explanations
Cropping	Automatic	Auto-cropping based on the document placed under the camera.
	Automatic (multiple)	Auto-cropping of several elements placed under the camera. This results in multiple output files (one per recognized document) if the position of each document is well delimited. Green frames are shown to help.
	Without Scanpad	Same as Automatic, but without Scanpad. Also refer to When is the Scanpad optional .
	Without Scanpad (multiple)	Same as Automatic (multiple), but without Scanpad. Also refer to When is the Scanpad optional .
	No cropping	No cropping
	Self-Defined (Windows)	Manual cropping
Scan Mode	Single page	Scan one page at a time. The export is done after each page. One image = one document.
	Multiple page	2-step procedure: first, scan multiple pages. You can see the scanned pages in the 'thumbnails Preview'. Then, export/save all at once when you are ready. The export results in one single document if the output format supports multipage. If not, it generates one file per page (e.g. JPEG output).
	Merge horizontally	Scan 2 pages: A and B. A and B are merged side by side. The 'thumbnails Preview' shows you the expected result.

Feature	Settings Options	Explanations
		If needed, you can use the Rotate option on the thumbnail.
	Merge vertically	Scan 2 pages: A and B. A and B are merged one above the other. The 'thumbnails Preview' shows you the expected result. If needed, you can use the Rotate option on the thumbnail.
Scan interval	Manual	You manually trigger the capture by pressing Scan .
	Automatic	The system automatically detects the page turning and triggers the Scan button after a countdown: the countdown starts only when the camera detects a page and the movement is over.
	Repeat (5sec)	Automatic capturing by countdown of 5 seconds.
	Repeat (7sec)	Automatic capturing by countdown of 7 seconds.
Edge Fixing	Yes or No	Automatic correction of the document edges if the paper edges are damaged. For example, if a paper's corner is ripped off due to a staple, then this edge-fixing feature will produce a fake corner for this paper (it fills in the missing parts with white)  Side effect: Edge Fixing may also hide some parts of a picture in the document because the black color is also detected as a zone to be hidden. Cf. Known limitations
Auto Page Orientation	Yes or No	Automatic orientation of the page. This automation setting occurs before scanning only. If you wish to correct the orientation between scanning and exporting, you can use the thumbnails preview actions.
Punch hole removal	Yes or No	Remove punch holes from images by filling them with white. To be applied before scanning!

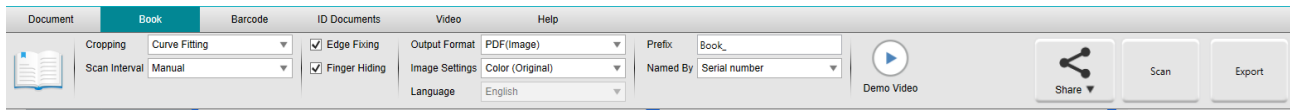
Feature	Settings Options	Explanations
Output Format <i>(OCR technology by I.R.I.S when OCR applicable)</i>	JPG	Save to JPEG format. It will export one JPG file per page.
	BMP	Save to BMP format. It will export one BMP file per page.
	PNG	Save to PNG format. It will export one PNG file per page.
	TIFF	Save to TIFF format. It will export one TIFF file per page.
	PDF (Image)	Save to PDF format (as an image). No text recognition (OCR) is executed on your document. Your PDF file will not be text-searchable, it only contains the image of your original document. By default, Standard Compression is applied when exporting to this format. See iHQC preferences in the General Settings.
	PDF (Searchable)	Scan Image, run OCR to extract text, save result in PDF searchable format. This file type is most commonly used. It contains two layers: the recognized text, and the original image on top of the text. This way, you have both access to the recognized text and you still see the original image.  Since the image covers the text, any recognition mistakes will not be visible. By default, no compression is applied when exporting to this format. See iHQC preferences in the General Settings. By checking the PDF/A box in the General Settings, you can export the document as a PDF archive.  When exporting to this format, the suffix 'SCH' is added to the file name.
	PDF (Text)	Run OCR to extract text, save result in PDF searchable format. This file type contains the recognized text, but does not contain the original image of your document. Any images in the original document are included as graphics in the PDF file.

Feature	Settings Options	Explanations
		By checking the PDF/A box in the General Settings, you can export the document as a PDF archive.  When exporting to this format, the suffix 'TXT' is added to the file name.
	Text	Run OCR to extract text, save result in Text format (.txt)
	Word/DOCX	Run OCR to extract text, save result in DOCX format
	Excel/XLSX	Run OCR to extract text, save result in XLSX format
	MP3 (TTS) (Windows)	Run OCR to extract text, save result in the compressed audio format MP3 (.mp3) if you wish the text to be read to you (Text-To-Speech feature). You can edit the content before exporting thanks to the Text-To-Speech (TTS) Editor .
	WAV (TTS) (Windows)	Run OCR to extract text, save result in the non-compressed audio format WAV (.wav) if you wish the text to be read to you (Text-To-Speech feature). You can edit the content before exporting thanks to the Text-To-Speech (TTS) Editor .
Image Settings	B&W (Document)	Output image in Black & White
	Color (Original)	Output image in original color style
	GrayScale	Output image in gray style
Language	List of many languages	Available languages for OCR (<i>Optical character recognition technology by I.R.I.S.</i>). Selection is enabled depending on the chosen output format.
Prefix	IMG_ (by default)	Edit a prefix for the file name
Named by	Serial number	Name and Sort the saved file by serial number

Feature	Settings Options	Explanations
	Date & Time	Name and Sort the saved file by date and time
Remove blank pages	Yes or No	Remove blank pages or blank images from the document during export. This box should be checked before Exporting or Sharing .

For a more detailed description of how to scan a document, you can refer to the [How to](#) chapter.

Book



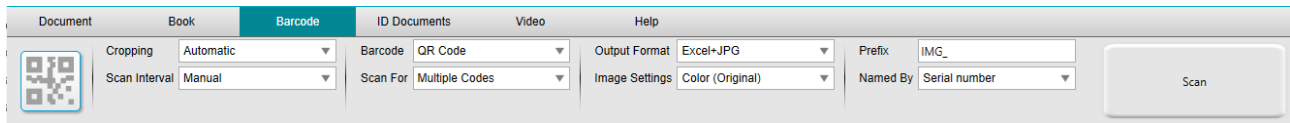
Feature	Settings Options	Explanations
Cropping	Curve fitting	Automatic cropping considering the curves of the pages. (Book mode)
	Straight fitting	Automatic cropping based on straight lines as if the pages were flat. (Magazine mode)
Scan interval	Manual	You manually trigger the capture by pressing Scan .
	Automatic	The system automatically detects the page turning and triggers the Scan button.
	Repeat (5sec)	Automatic capturing by countdown of 5 seconds.
	Repeat (7sec)	Automatic capturing by countdown of 7 seconds.
Edge Fixing	Yes or No	Automatic correction of the document edges if the paper edges are damaged. For example, if a paper's corner is ripped off due to a staple, then this edge-fixing feature will produce a fake corner for this paper (it fills in the missing parts with white).  Side effect: Edge Fixing may also hide some parts of a picture in the document because the black color is also detected as a zone to be hidden. Cf. Known limitations
Finger hiding	Yes or No	Hiding fingers in the specified area. cf. Demo video button

Feature	Settings Options	Explanations
		For better results, make sure that: - you keep black edges around the book. - you keep up and down edges symmetrical. - the document has a margin in which your fingers can fit.  Cf. Known limitations
Output Format	JPEG	Save to JPEG format. This format will generate one JPG file per page!
	EPUB	EPUB is a free and open e-book standard by the International Digital Publishing Forum (IDPF). EPUB is designed for reflowable content, meaning that the presentation of the content automatically adapts itself to the device on which it is opened. EPUB also supports fixed-layout content.  IRIScan™ Desk only creates body text (line wrap) in EPUB files. Images are not included!  EPUB (.epub) files can be read by the Microsoft® Edge browser.
	PDF (Image)	Save to PDF format (as an image). See Document for more info.
	PDF (Searchable)	Scan Image, run OCR to extract text, save result in PDF searchable format. See Document for more info.
	MP3 (TTS) (Windows)	Save to MP3 format (audio, compressed). See Document for more info.
	WAV (TTS) (Windows)	Save to WAV format (audio, non-compressed). See Document for more info.
Image Settings	B&W (Document)	Output image in Black & White

Feature	Settings Options	Explanations
	Color (Original)	Output image in original color style
	GrayScale	Output image in gray style
Language	list of many languages	Available languages for OCR. Selection is enabled if the output format is PDF searchable.
Prefix	Book_ (by default)	Edit a prefix for the file name
Named by	Serial number	Name the saved file by serial number
	Date & Time	Name the saved file by date and time

For a more detailed description of how to scan a book, you can refer to the [How to](#) chapter.

Barcode

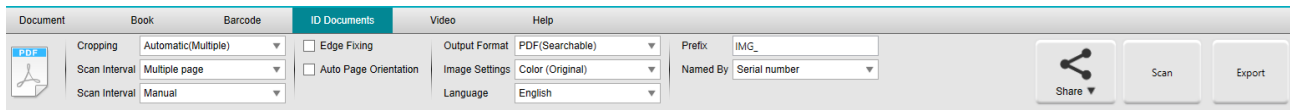


Feature	Settings Options	Explanations
Cropping	Automatic	Auto-cropping. Resulting in one single output file (even if multiple barcodes are scanned).
	Automatic (Multiple)	Auto-cropping of several barcode placed under the camera. This results in multiple output files (one per recognized barcode) if the position of each barcode is well delimited on the Scanpad. Green frames are shown to help.
	Without Scanpad	Same as Automatic, but without Scanpad. Also refer to When is the Scanpad optional .
	Without Scanpad (multiple)	Same as Automatic (multiple), but without Scanpad. Also refer to When is the Scanpad optional .
	No cropping	No cropping
	Self-Defined (Windows)	Manual cropping/selecting
Scan interval	Manual	You manually trigger the capture by pressing Scan .
	Automatic	The system automatically detects the page turning and triggers the Scan button
Barcode	Barcodes	"One dimensional" or linear barcodes (first generation). (i.e. EAN-13, EAN8, MSI Plessey, MSI Pharma, UPC-A, UPC-E, Codabar, Interleaved 2 of 5, Code 39, Code 39 extended, Code 39 HIBC, Code 9, Code 128, Postnet, Postnet 32, Postnet 52, Postnet 6, Patchcode, UCC 128)

Feature	Settings Options	Explanations
	QR	Matrix codes that are a two-dimensional way of representing information. (i.e. QR codes, PDF417, DataMatrix)
Scan For (enabled when Cropping is Automatic, No Cropping or Self-Defined)	Multiple codes	This allows you to scan and recognize multiple barcodes at once (of same type).
	Single code	This allows you to select one single barcode among several ones. If used with Cropping Self-Defined , the JPG output is limited to the selected barcode.
Output Format	Excel/XLSX+JPG	2 or more files are generated: - One JPG file per barcode image (if Cropping is set on Automatic (multiple), otherwise one image file only) - One spreadsheet file that lists the recognized barcodes together with a link to the scanned image(s)
	Text+JPG	2 or more files are generated: - One JPG file per barcode image (if Cropping is set on Automatic (multiple), otherwise one image file only) - One Text file that lists the recognized barcodes. It does not include a link to the scanned image(s)
	Excel/XLSX	Save result as a list in XLSX format only, no image.
	Text	Save result as a list in Text format only, no image.
	JPG	Save result as image file(s) only
	PDF (Image)	Save result as an image in PDF format. See Document for more info.
Image Settings	Color (Original)	Output image in original color style

Feature	Settings Options	Explanations
	B&W (Document)	Output image in Black & White
	GrayScale	Output image in gray style
Prefix	IMG_ (by default)	Edit a prefix for the file name
Named by	Barcode	Name and sort the saved file by barcode value (recognized from the scan)
	Serial number	Name and sort the saved file by serial number
	Date & Time	Name and sort the saved file by date and time

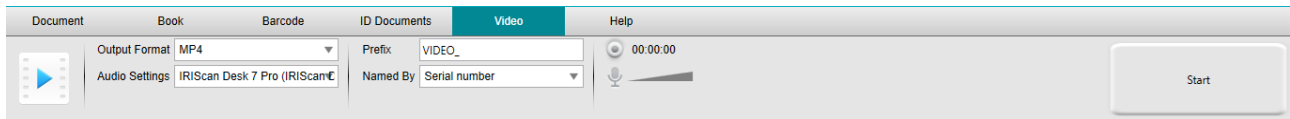
ID Documents



You can refer to the parameters of the [Document](#) tab and the [Barcode](#) tab .

Note the **portrait merge** Option thanks to the [Webcam icon](#) in the camera scanner Toolbar.
See also [Webcam settings](#).

Video



Feature	Settings Options	Explanations
Output Format	Windows: AVI, MP4, FLV or WMV	AVI Old Microsoft® video format. AVI files are able to run on a number of different systems like Windows, Macintosh, Linux; and is also supported by popular web browsers. Offers minimal compression. MP4 The MP4 file format is a file sharing format for the Web. MP4 file sizes are relatively small but the quality remains high even after compression. MP4 standard is also becoming popular for online video sharing, as it compatible with both online and mobile browsers and also supported by the new HTML5. MP4 files are an open standard that everyone can use. FLV The Flash video format is very fashionable for streaming video on websites corresponding to YouTube and Google Video. FLV files are generally tiny and may be downloaded quite promptly. WMV Microsoft® video format. WMV files are the tiniest video files over the Web, as their file size decreases significantly after compression, which results in poorer quality. However, one advantage of this small file size is that it allows you to upload and share your videos through the e-mail system. QuickTimeMovie (MOV) MOV is a proprietary Apple file format for QuickTime. MOV files are often high in quality and large in size.
	macOS: MP4 or MOV	
Audio Settings	...	The options will depend on the audio peripherals installed on your machine. Select the appropriate one.

Feature	Settings Options	Explanations
		In the Pro edition, you can choose the built-in microphone of the scanner.
Prefix	VIDEO_ (by default)	Edit a prefix for the file name
Named by	Serial number	Name and sort the saved file by serial number
	Date & Time	Name and sort the saved file by date and time

Note the **facecam recorder** Option thanks to the [Webcam icon](#) in the camera scanner Toolbar. cf. [How to record a video including facecam](#).

You can manually set the location of the facecam on the screen of the video by dragging it with your mouse. (*Windows*)

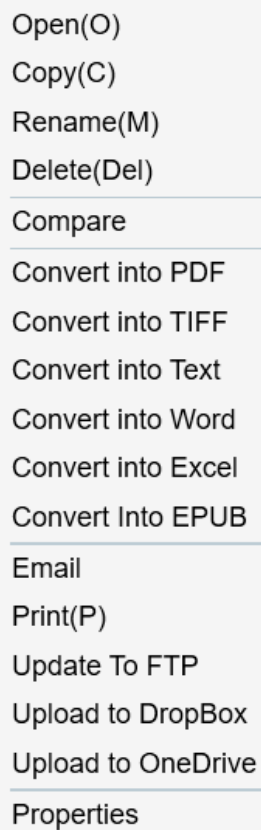
Operations

How to use the integrated tools

The Compare Tool

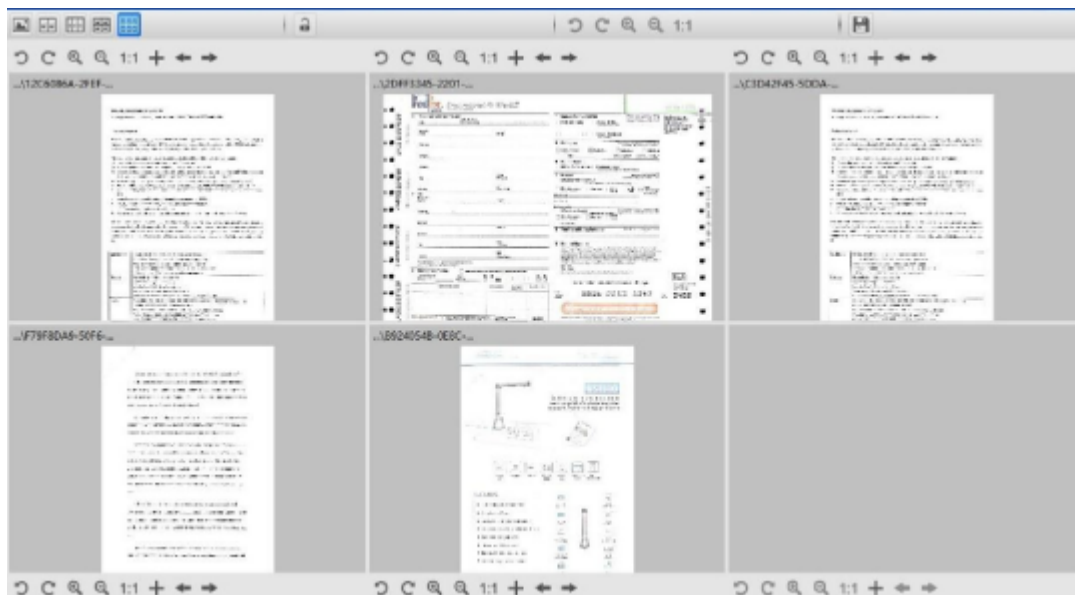
(Windows)

- 1 Right-click on **an image file (JPG)** shown in the [Output Folder panel](#). The drop-down menu opens.
- 2 Select the option '**Compare**'. The **Compare Tool** opens.



Open(O)
Copy(C)
Rename(M)
Delete(Del)
Compare
Convert into PDF
Convert into TIFF
Convert into Text
Convert into Word
Convert into Excel
Convert Into EPUB
Email
Print(P)
Update To FTP
Upload to DropBox
Upload to OneDrive
Properties

Right-Click drop down menu: Compare



Compare tool interface

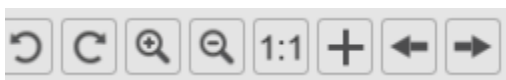
Comparing images

The tool interface allows you to compare up to 6 images side by side.



Image Comparison buttons

When the **padlock is unlocked** , you can act *independently* on each image preview thanks to the control buttons bar above or below each preview square.



Control Buttons Bar with padlock unlocked

Buttons	Explanations
	Rotate Left 90 Degrees
	Rotate Right 90 Degrees

Buttons		Explanations
		Zoom In
		Zoom Out
		Fit Screen / 1:1 Display
		Add an image. The file browser window opens, allowing you to select a local image in a different folder.
		Previous and Next arrows browse images in the defined current folder!

If you **lock the padlock** , you can act *collectively* on all the images thanks to the control buttons bar at the top of the screen (the independent toolbars are disabled)



Control Buttons Bar with padlock locked

Save Result

You can save a screenshot of your compared images as one new image file.

- 1 Click **Save** . The **Save As** window opens.
- 2 Enter a **File name**. Click **Save**.
- 3 A new image file has been created in the [Output Folder Panel](#).

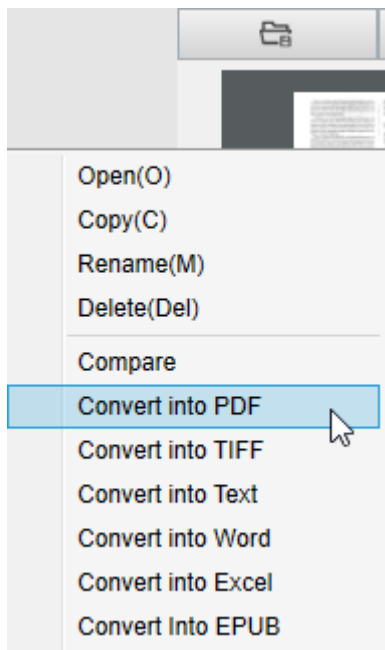
The File Conversion Tool

(Windows)

- 1 Right-click on an **image file (JPG)** shown in the [Output Folder panel](#). The drop-down menu opens.
- 2 Select an option '**Convert to...**'. The **File Conversion Tool** opens.

The converting option is enabled for the **image files** that are not yet converted into an editable format or into a PDF. Moreover, you can also convert a JPG image to the TIFF format.

-  Not only does the tool convert the images into another format, but it also exports them into **one single document (Append)**.



Right-Click drop down menu: Convert into...

The tool interface presents the following areas:

The Image File List

File Conversion Tool

NO.	Image File List
1	D:\Output IRISmart Desk\IMG_20181106_135051.jpg
2	D:\Output IRISmart Desk\IMG_0005.jpg

Thanks to the buttons **Add**, **Up**, **Down**, **Top**, **Bottom** and **Delete**, you can easily feed and organize your list of files to convert.

The Output Options

You can confirm your **Output settings** before the Export: the [Output Format](#), the [OCR language](#), the saving path for the **Output Folder** and the **File name**.

If your chosen Output format is a **PDF**, then you can also select a size for it, which may have an impact on the quality of the image: **small** (lower quality), **middle** (medium quality), **large** (higher quality)

Output Format
PDF(Searchable)

Language
English

Save Path
D:\Output IRISmart Desk
Select

File Name
D:\Output IRISmart Desk\IMG_20181008_111009_009_SCH.pdf

PDF Size

Small

Middle

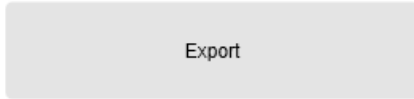
Large

The Picture Preview

The **Picture preview** displays the selected document in the **Image File List**.

The Export Button

Eventually, you export your list of files by clicking **Export**.



It does export all from the list into one single document (**Append**).



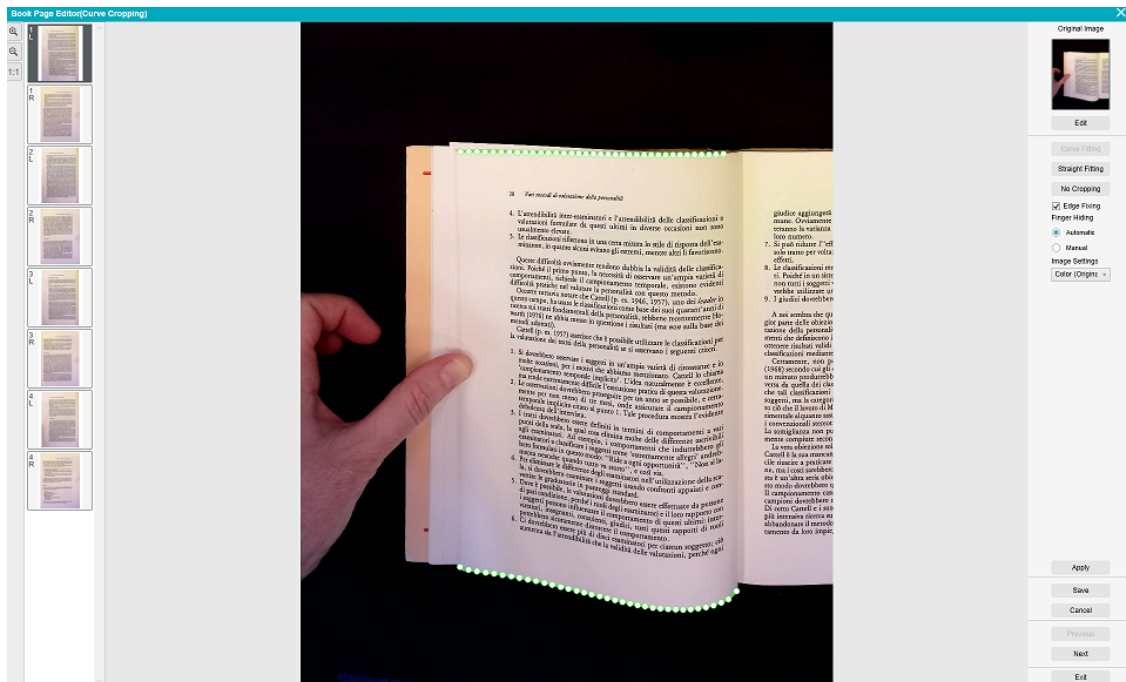
You can also [open and convert](#) a local image file.

The Document/Book Page Editor Tool

(Windows)

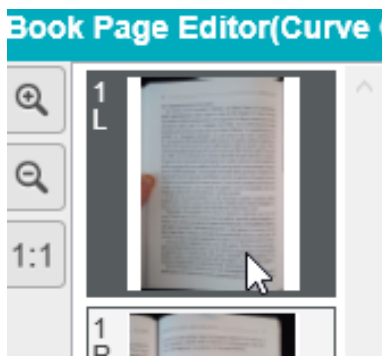
This Editor opens when double clicking on a thumbnail from the [preview thumbnails panel](#). It allows you to rework the result of your scan, **page per page**.

The **settings** available are similar to those present in tabs Document or Book, but here you can review them and apply those you want **page per page**.



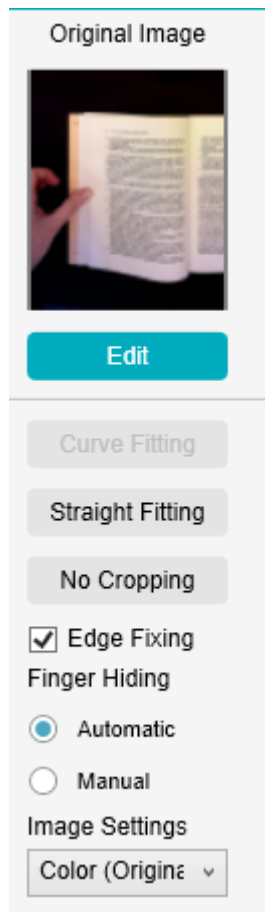
Book page Editor: full view

- 1 Select a page in the preview thumbnails panel.



Select a page - Indication of L (Left) or R (Right) appears

- 2 Click **Edit** in the right-hand side panel.



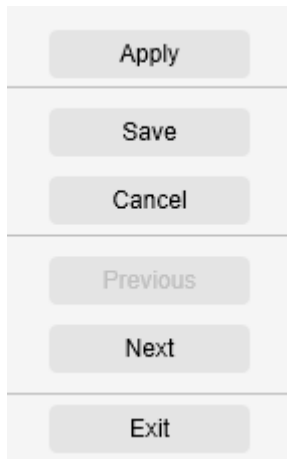
Click **Edit** to edit settings (**per page**)

- 3 Select the **settings** you want to apply.

Available **settings** parameter:

Book	Document
◦ Curve fitting ◦ Straight fitting ◦ No Cropping ◦ Edge fixing ◦ Finger hiding ▪ Automatic ▪ Manual: see How to manually hide fingers in the book page editor ◦ Image settings	◦ Automatic Cropping ◦ No Cropping ◦ Edge fixing ◦ Image settings

- 4 In the right-hand side panel, click **Apply** to see the result.



Right-hand side panel: actions

- 5 Click **Save** if you wish to keep your changes or Click **Cancel** if you want to reject your changes.
- 6 Click **Next** to jump to the next page. Or click on a new page in the thumbnails to proceed to a different page.
- 7 Click **Exit** to return to the main screen when you are done with your edition.

The Text-To-Speech (TTS) Editor

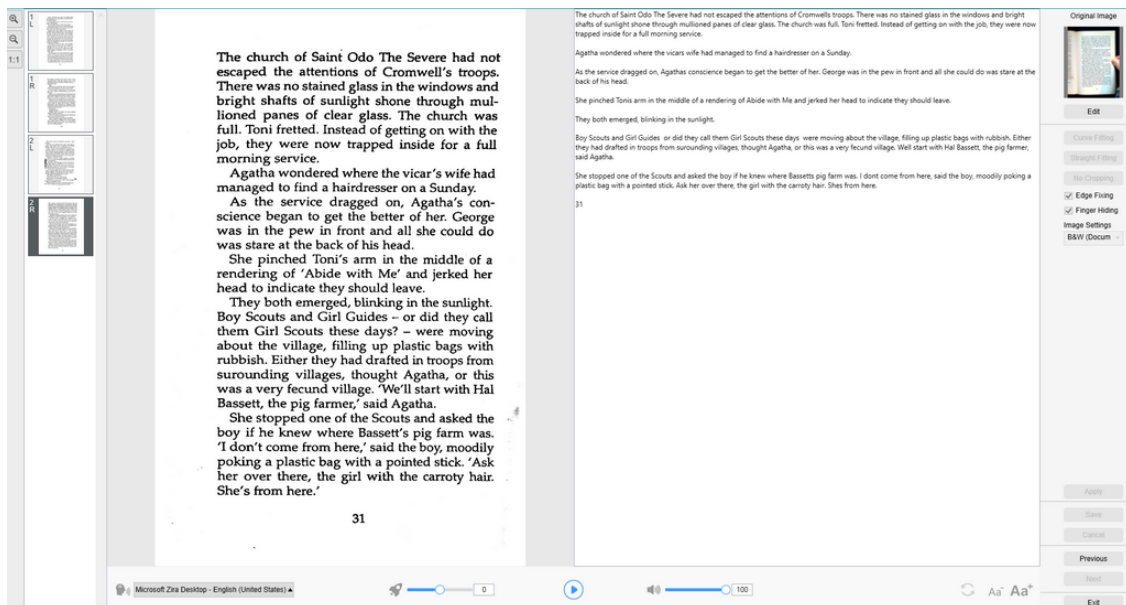
(Windows)

This Editor opens when double clicking on a thumbnail from the [preview thumbnails panel](#) if your selected **output format is MP3 or WAV**. It allows you to rework the result of your scan (page per page) to audio formats MP3 or WAV formats.

What can you do in this Editor?

You can:

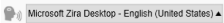
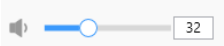
- **play** the full TTS content
- **play a selection** of the TTS content
- **edit the target content**: add text or remove text, restore to the original content
- **crop** the original document



Text-To-Speech Editor: full view

Open the TTS Editor

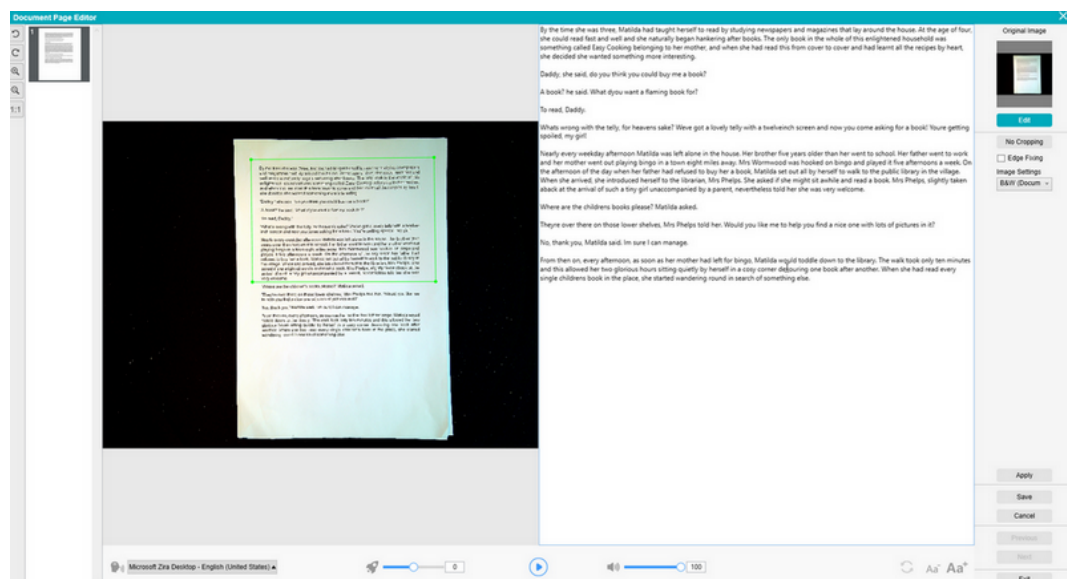
- 1 Select a page in the **preview thumbnails panel**.
- 2 The **double view** shows you the original image on the left and the TTS content on the right.
- 3 The **bottom bar** allows you to set a few parameters to the TTS content.

Icon	Explanations
	Drop down list with available voices . By default, IRIScan Desk™ is using the voice that corresponds to the language of your Operating System. However, you can add a different voice by referring to the instructions of your Operating System. E.g: Search on 'how to download text to speech languages for Windows-10 .
	Reading speed (scale from -10 to 10). Default is 0.
	Play button . You can play the full TTS content or only a selection by selecting the text with your mouse and then press Play.
	Voice volume (scale from 0 to 100).
	Restore the TTS content as in the original image (as-is before edition).
 	Decrease the font size or Increase the font size.

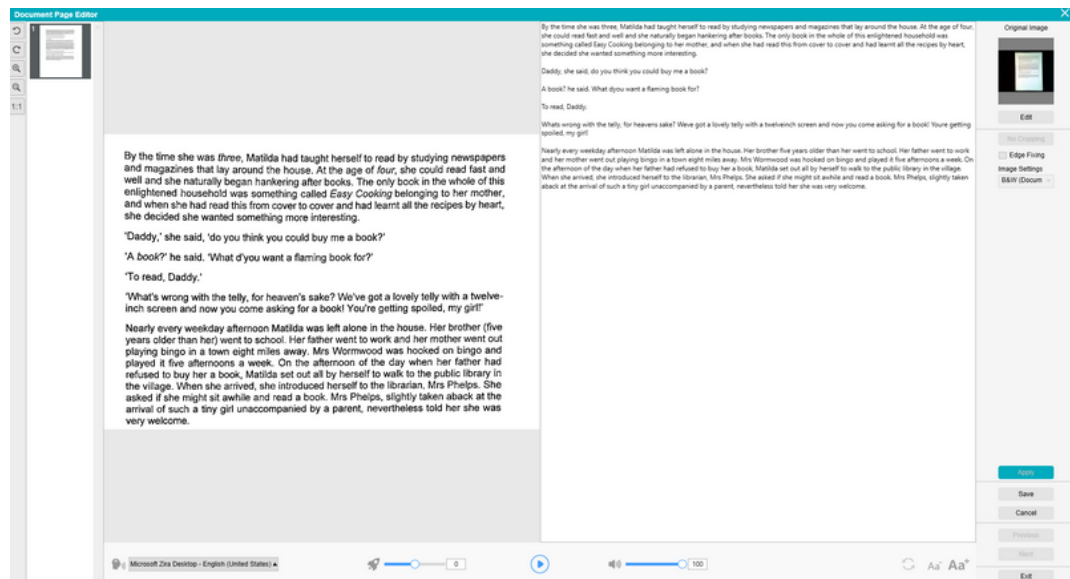
Crop the original document

The right-hand side panel is still dedicated to the **Original Image**.

- 1 If you click **Edit**, you can make a **manual cropping** of the original image (on the left) thanks to the green color frame.



- 2 Click **Save** or **Apply**; The TTS content is updating (right-hand side).



- 3 Then click **Exit** and say yes to save the changes you made to the original image. You are back on the main screen.
- 4 If you want to **reverse the cropping**:
 - Double-click on the thumbnail to open the TTS Editor again.
 - Click **Edit** the original image and select '**no cropping**'.
 - Click **Save** or **Apply**; the TTS content is updating.

Exit the TTS Editor

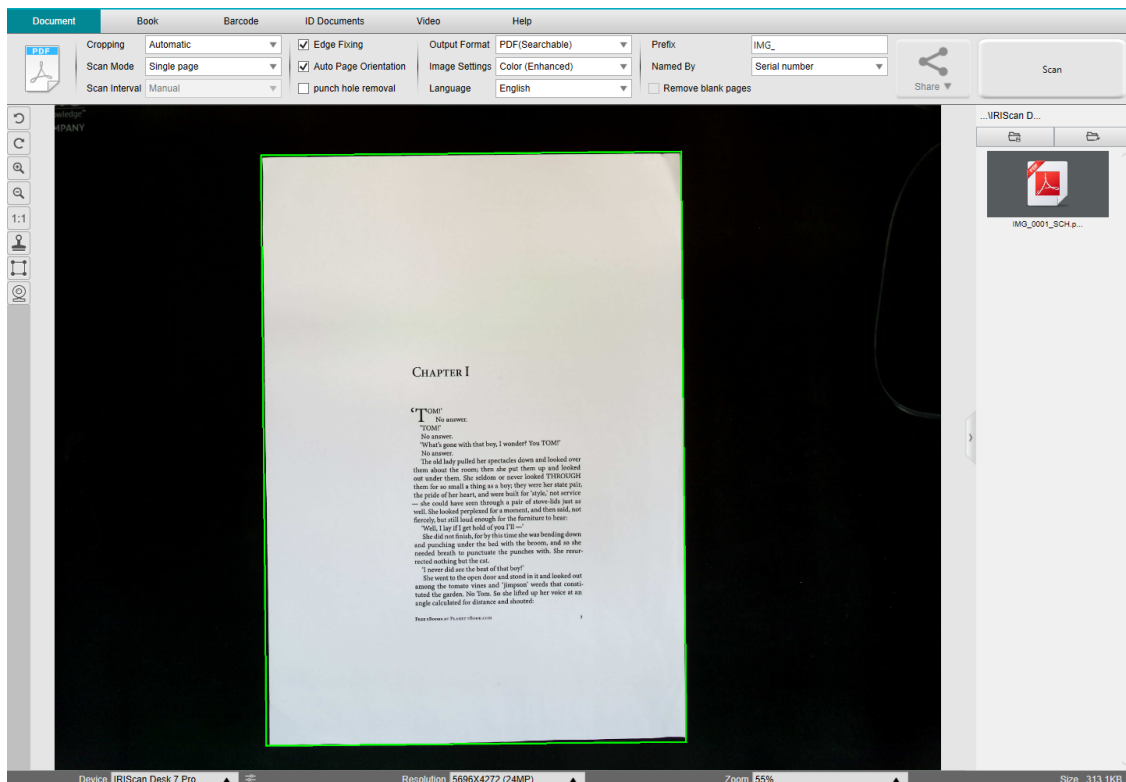
Click **Exit** to return to the main screen when you are done with your edition.

The changes you made to the target content are saved (cf. warning message).

At **Export**, only your saved changes are exported.

How to scan a single page document

- 1 Click on the **Document** tab in the Ribbon
- 2 Set the **Cropping** to '**Automatic**'.
This instructs the software to search for a single meaningful document in the preview and crop out a good image. Once a meaningful object is detected, you see a green color frame drawn around the document in the preview window, as illustrated in the diagram below. The software will also automatically repair the image edge and remove some undesired shadows
- 3 Set the **Scan Mode** to '**Single Page**'. This instructs the software to only capture one page of the document and the Export is executed immediately after scanning.
- 4 Set the **Output Format** to the [output format of your choice](#).
- 5 Set the **Image Settings** to '**Color (Original)**'.
- 6 If you selected an output format with text recognition (PDF searchable, DOCX, XLSX, Text), then do select the right **Language** for **OCR**.
- 7 Set the **Sort By** to '**Serial**' or '**Date & Time**'.
- 8 Click on **Scan** in the Ribbon. The output file has been exported directly to the **Output Folder** panel.



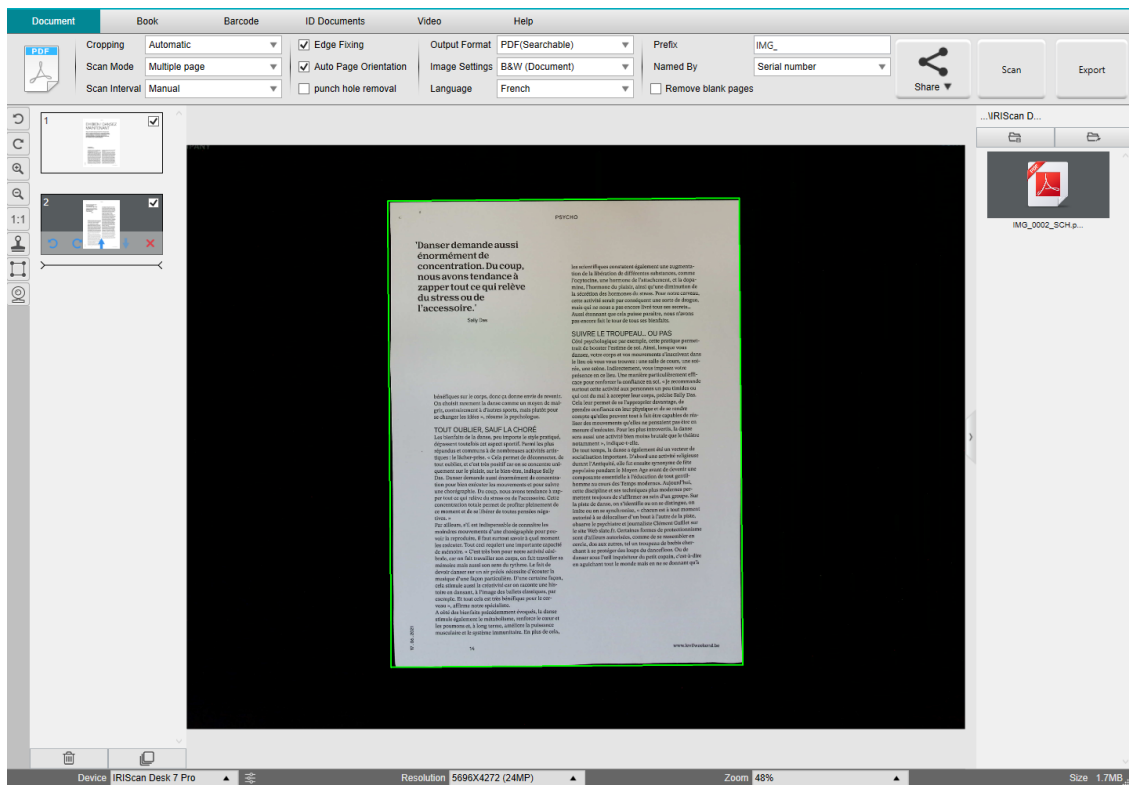
Scan a single page document

How to scan a multiple page document?

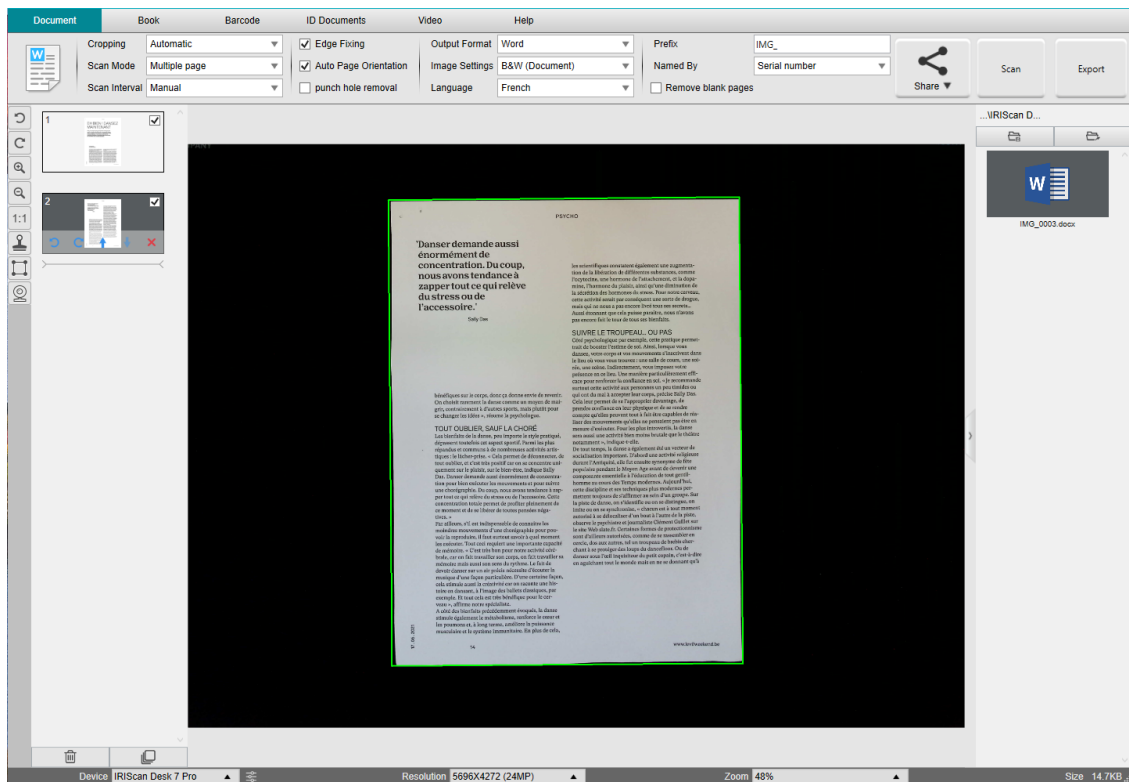
- 1 Click on the **Document** tab in the Ribbon.
- 2 Set the **Cropping** feature option to 'Automatic'.
- 3 Set the **Scan Mode** to 'Multiple page'. This instructs the software to capture multiple pages of the document.
- 4 Set the **Scan Interval** to 'Manual'.
This instructs the software to wait for the user to click **Scan** before each capture .
(You can also select the 'Automatic' option to let the software self-detect the page turning process, or use 'Repeat (5/7 sec)' options to let the software repeatedly capture images after 5 or 7 seconds.)
- 5 Set the **Output Format** to the [output format of your choice](#).
- 6 Set the **Image Settings** to 'Color (Original)'.
- 7 If you selected an output format with text recognition (PDF searchable, DOCX, XLSX, Text), then do select the right **Language** for **OCR**.
- 8 Set the **Named By** option to 'Serial' or 'Date & Time'.
- 9 Click **Scan** to capture one page. A new page is added in the **Preview thumbnails**. Repeat.
- 10 After all pages have been captured, click **Export**. A new file has been exported in the **Output Folder** panel.
Or click **Share** to export to the Cloud or send as attachment by email.



- During the image capture process, you can manipulate the temporary images in the **Preview thumbnails**, such as rotate the image, move an image up or down the list, delete the image, or insert a new image. You can also click on the **Clear** button (bin) to delete all images when you are done.
- By double-clicking on a thumbnail, the Document Page Editor opens. This **Editor** allows you to rework the result of your scan, page per page (*Windows*).



Scan multiple page document into a PDF searchable file (OCR)



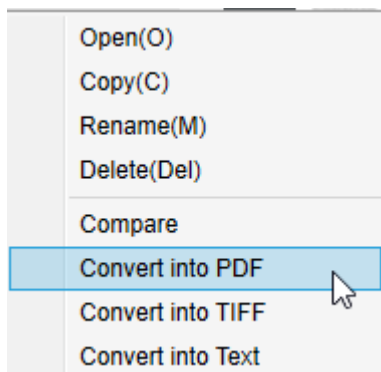
Scan and export to a DOCX file (OCR)

How to combine multiple images files into one PDF file?

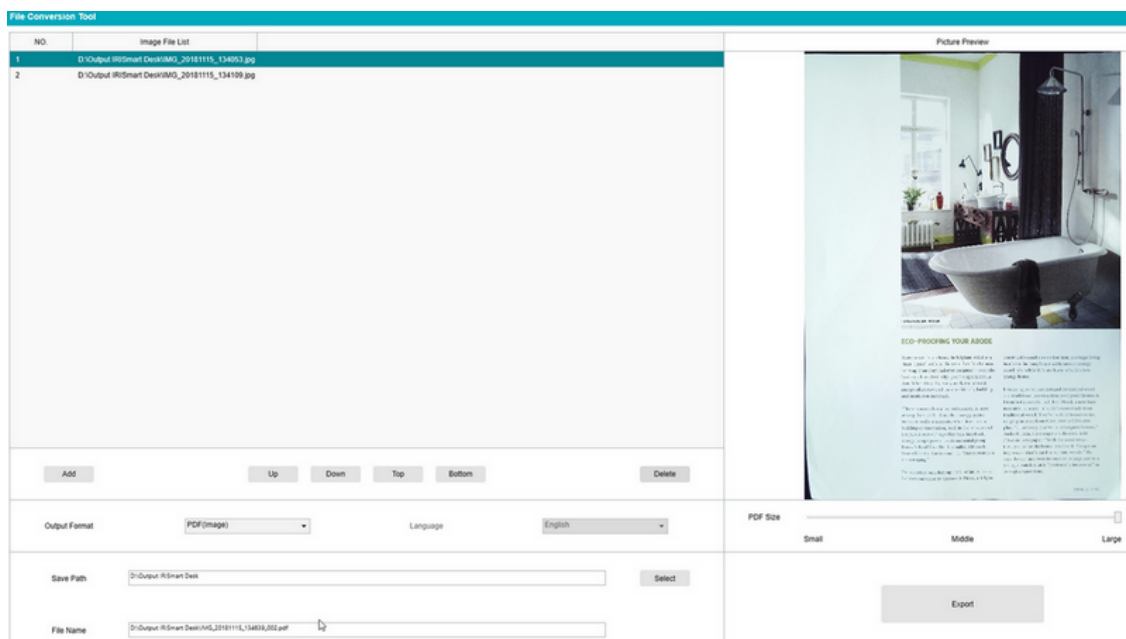
(Windows)

If you have captured multiple images in your file directory, you can easily append them into one PDF file:

- 1 In the [Output Folder panel](#), press and hold the 'Shift' key or the 'Ctrl' key while you use your mouse to click and select multiple JPEG image files.
- 2 Right click on these selected image files. The drop-down menu opens.
- 3 Select the option '**Convert to PDF**'. The [File Conversion Tool](#) opens.



- 4 There you can Add, Delete, Move Up, or Move Down an image, or you can adjust PDF file size, or you can also name the File Name for the targeted output PDF file.
- 5 When you are ready, click **Export** to create one single PDF (image) file.



Combine multiple images files into one PDF file

How to open and convert an image file?

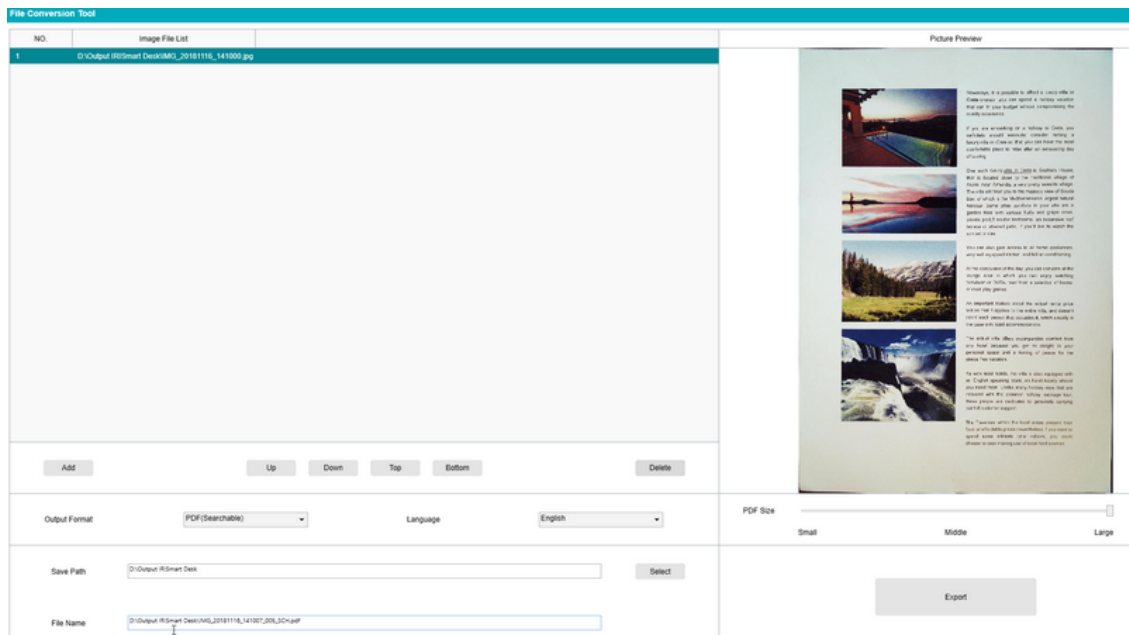
(Windows)

To open an **image file** and convert it, follow these steps:

(You can choose your favorite steps 1 and 2)

1 Click on Output Folder in the Output Folder panel. The file Browser of Windows™ opens. 2 Browse and select the folder on your local machine that contains the image files you want to convert. Click OK.	1 Click on Open Folder in the Output Folder panel. The file Browser of Windows™ opens. 2 Browse and select the image files you want to convert. Copy them into the chosen output folder you configured.
---	--

- 1 The files are now available in the Output Folder panel. Right-click on the image file of your choice. The drop-down menu opens.
- 2 Select the option '**Convert to PDF**'. The [File Conversion Tool](#) opens.
- 3 Click **Add** to browse and select another file to convert. Add as many files as you want. Use the **Up**, **Down**, **Top** or **Bottom** buttons to organize your files list. Be aware that the export of your files results in one single document (Append action).
- 4 Set the **Output Format** to PDF (Searchable) for example.
- 5 Select the **Language** of your document for OCR.
- 6 Select the **Save path** where to save your output/export.
- 7 Edit the **File Name** if needed.
- 8 Select the PDF size. By default, Standard compression applies. See **iHQC preferences** in the [General Settings](#).
- 9 Click **Export**. A new PDF (Searchable) file has been created.



Open and Convert a file thanks to the File conversion tool

How to scan a book?

First, watch the **Demo Video** that shows you how to hold the book for a proper scan. You can watch it at any time: simply click **Demo Video** in the **Ribbon** (tab **Book**).

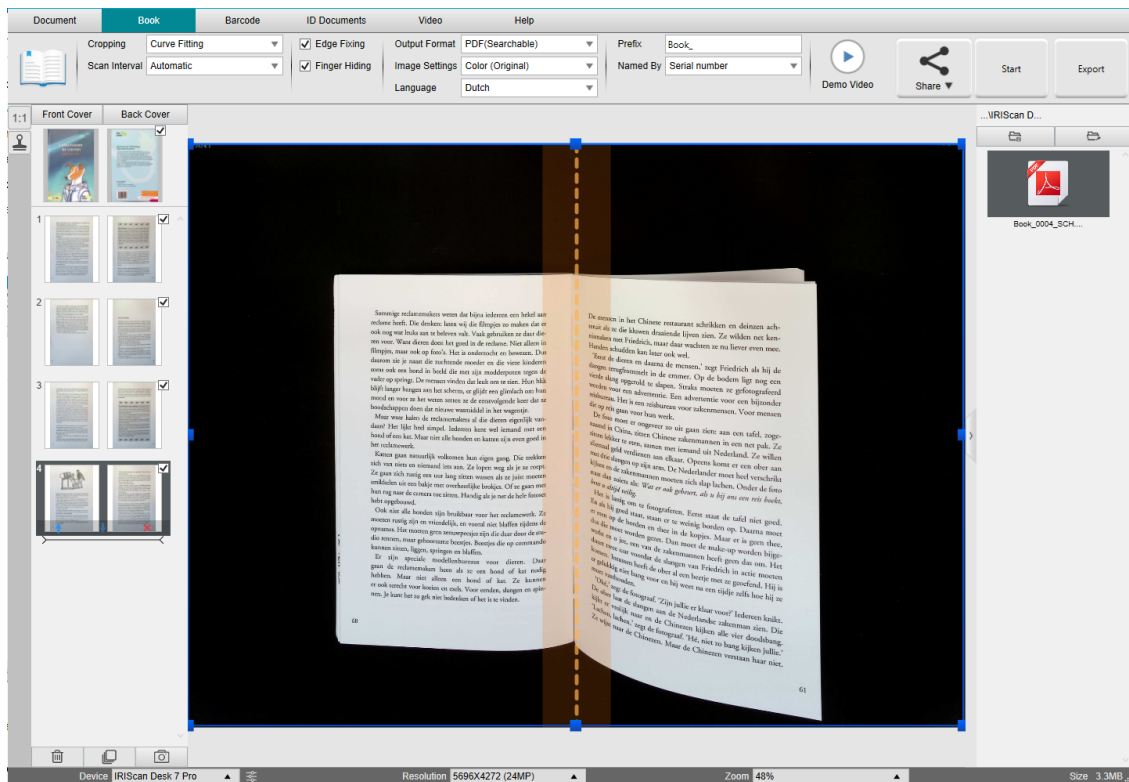
With the option **Finger hiding** checked, your fingers that are positioned as in the demo video are hidden.

To scan a **Book** into one PDF file, follow these steps:

- 1 Click on the **Book** tab in the Ribbon.
- 2 Set the **Scan Interval** to 'Automatic'. This instructs the software to self-detect the page flipping process. You can also use the 'Repeat (5/7 sec)' options to let the software repeatedly capture images after 5 or 7 seconds.)

The book mode offers you to capture a **Front Cover** and a **Back Cover**. Click **Front Cover** in the [Preview thumbnails](#), then **Scan**. Click **Back Cover**, then **Scan**. Selecting those covers disable some parameters in the ribbon. Simply unselect to enable the access to those parameters again.
- 3 Check the [Finger hiding](#) box.
- 4 Set the **Image Settings** feature option to 'Color (Original)'.
- 5 Set the **Output format** to 'PDF (Searchable)'.
- 6 Set the Sort by 'Serial' or 'Date & Time'.
- 7 Click **Scan** to capture one double page, then you should see a new double page has been added on the left side in the **Preview thumbnails**; Click **Stop** if you have chosen **Scan Interval** 'Automatic' or 'Repeat' and you want to stop the scanning.
- 8 After all pages have been captured, click **Export**. The [Export Settings](#) Window opens.
- 9 Select **Merge left and right pages** (default selection).
- 10 Click **Export**. A new PDF file has been created in the **Output** column (right).

During the image capture process, you can manipulate the temporary images on the [Preview thumbnails](#) column, such as move an image up or down the list, or delete the image. You also have access to the buttons **Clear all** or **unselect/select all** thumbnails.

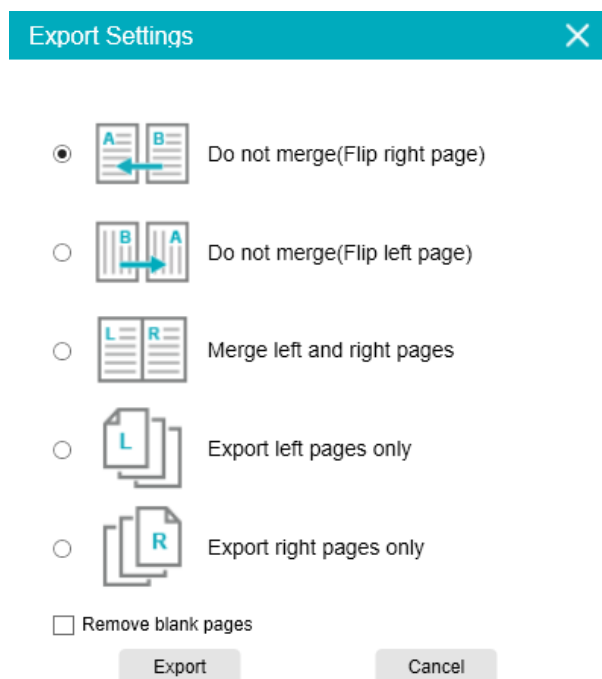


Scan a book

By double-clicking on a thumbnail, the [Book Page Editor](#) opens. This **Editor** allows you to rework the result of your scan, page per page (especially the cropping). (*Windows*)

Export Settings Window

- When ready, click **Export**. The **Export Settings window** opens.



Export Settings for Book

2 Select your option of export.

Option	Explanations
Do not merge (Flip right page)	One book page gives one single page as a result. Left page comes first, then right page. (Reading left to right)
Do not merge (Flip left page)	One book page gives one single page as a result. Right page comes first, then left page. (Reading right to left)
Merge left and right pages	One double page (left and right) appears on one single page as output.
Export left pages only	One book page gives one single page as output, but left pages only.
Export right pages only	One book page gives one single page as output, but right pages only.
Remove blank pages	When this box is checked, the export removes any blank pages detected.

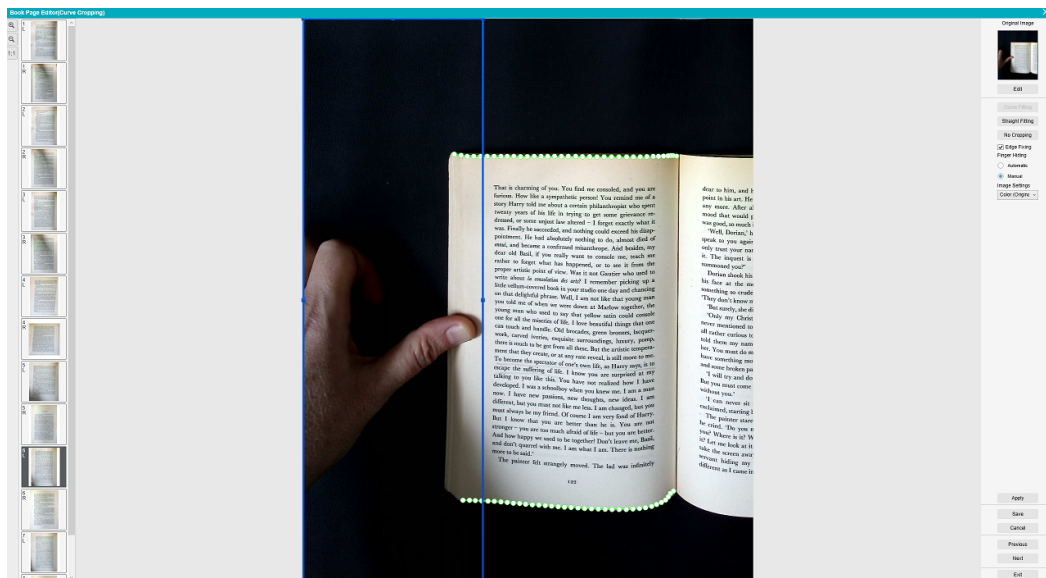
3 Click **Export**.

How to manually hide fingers in the book page editor?

Pre-steps:

- Scan multiple pages of the book. See [How to scan a book.](#)
- Open the **Book Page Editor** from the thumbnail list to edit the pages. See [The Book Page Editor Tool.](#)

- 1 In the **Book Page Editor**, edit the page where automatic finger hiding failed. Click on **Edit**.
- 2 Select '**Manual**' in the **Finger Hiding settings** on the right panel.



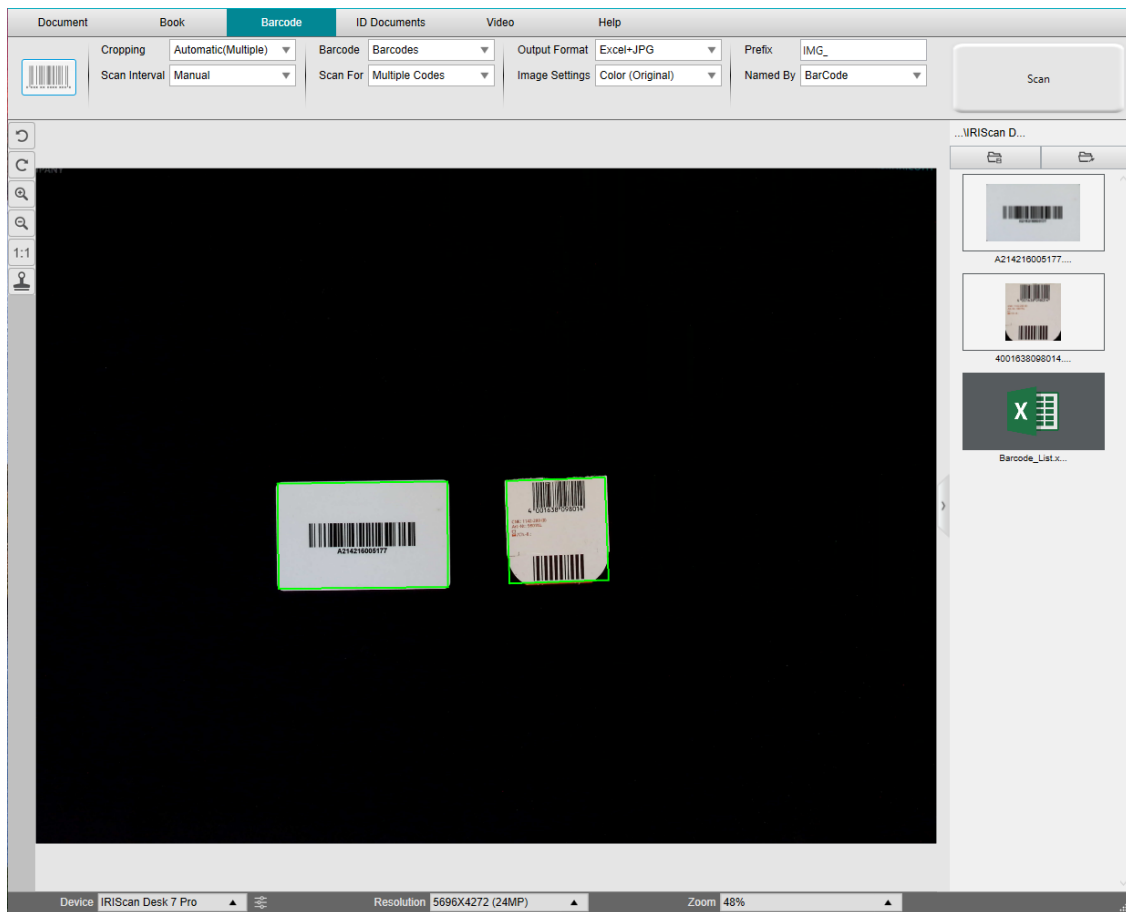
Hide fingers manually in the book page editor

- 3 Move the **blue frame** to enclose the finger area.
- 4 In the right-hand side panel, click **Apply** to see the result.
- 5 Click **Save** if you wish to keep your changes or Click **Cancel** if you want to reject your changes.
- 6 Click **Next** to jump to the next page. Or click on a new page in the thumbnails to proceed to a different page.
- 7 Click **Exit** to return to the main screen when you are done with your edition.

How to scan barcodes and list the result in an XLSX+JPG file?

To scan barcodes and list the result in an **Excel/XLSX+JPG** file, follow these steps:

- 1 Click on the **Barcode** tab in the Ribbon.
- 2 Set the **Cropping** to 'Automatic (multiple)' for generating one single output file per barcode object. ('Automatic' takes one picture of the grouped barcodes and generates one output file).
- 3 Set the **Scan Interval** to 'Manual'.
- 4 Set the **Barcode** to 'Barcodes' or 'QR code' depending on the code type.
- 5 Set the **Scan for** parameter to 'multiple codes'.
- 6 Set the **Output Format** to 'XLSX+JPG'. This instructs the software to export the scanned barcode in a spreadsheet file, but also to keep an image file (you can also select 'Text' options to output the scan result into a text file). A hyperlink to the image file appears in the spreadsheet file.
- 7 Set the **Image Settings** to 'Color (Original)'.
- 8 Set the **Sort by** to 'Barcode', 'Serial number', or 'Date & Time'.
- 9 Click **Scan** in the Ribbon. Multiple images files have been created (one per barcode) in the Output Folder panel, plus a **spreadsheet** file that stores the scanned barcode values.

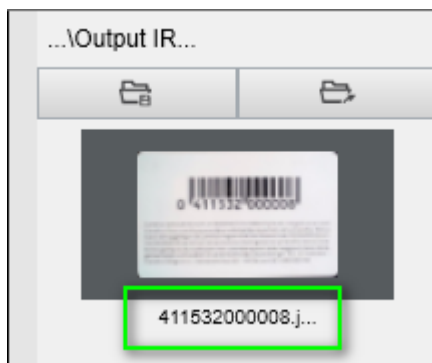


Scan barcodes and list the result in a spreadsheet file

How to scan barcodes and use the barcode number to name the image file?

To scan barcodes and use the barcode number to name the image file, follow these steps:

- 1 Click on the **Barcode** tab in the Ribbon.
- 2 Set the **Cropping** to 'Automatic (multiple)'.- 3 Set the **Sort by** to 'Barcode'. This instructs the software to save the image file and name it with the barcode value scanned from this image.
- 4 Set the **Image Settings** to 'Color (Original)'.- 5 Set the **Output Format** to 'JPEG'. This instructs the software to save the image file in JPEG format.
- 6 Set the **Barcode** to 'Barcodes'. This instructs the software to scan for 1 dimension barcode.
- 7 Click **Scan** in the Ribbon. A JPEG file is created in the **Output Folder** panel and with its name shown as the barcode number.

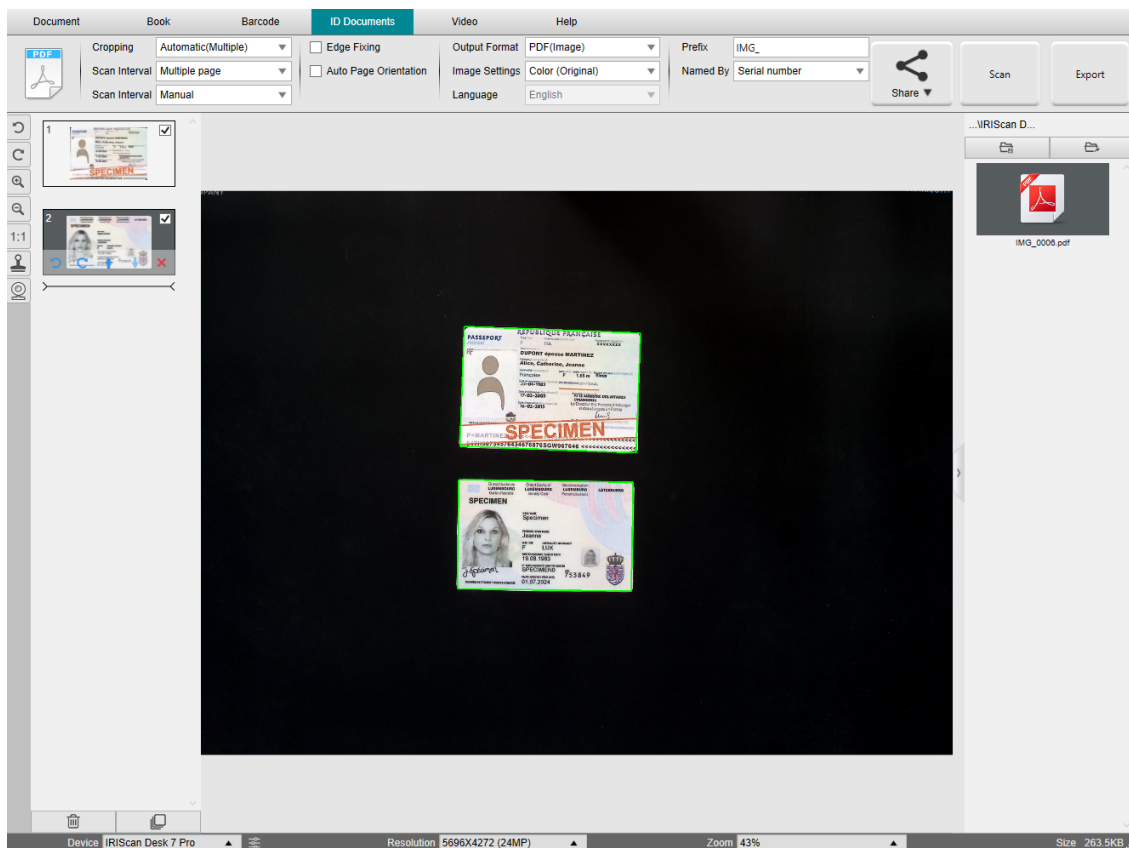


Result: Barcode value used for File name

How to scan multiple ID cards into one PDF file?

To scan multiple ID Documents into one same PDF file, follow these steps:

- 1 Click on the **ID Documents** tab in the Ribbon.
- 2 Set the **Cropping** to 'Automatic (multiple)' for generating one single output file per ID object.
- 3 Set the **Scan mode** to 'Multiple page'. With this value, you can manipulate the temporary images in the [Preview thumbnails](#).
- 4 Set the **Scan Interval** to your favorite choice.
- 5 Set the **Output Format** to 'PDF (image)'. If you choose PDF (searchable), do not forget to also set the Language of the OCR to the right one.
- 6 Set the **Image Settings** to 'Color (Original)'.
- 7 Place your ID cards in the center of the Scanpad.
- 8 Click **Scan** in the Ribbon. A new page is added in the **Preview thumbnails**. Repeat if necessary.
- 9 When finished, click **Export**. A PDF file is created in the **Output Folder** panel.



Scan multiple ID documents into one PDF file

How to combine an ID Document scan with a photo of the person?

To combine an ID Document scan with a photo of the person into one same PDF file, follow these steps:

- 1 Click on the **ID Documents** tab in the Ribbon.
- 2 Set the **Scan Mode** to 'Single page'.
- 3 Set the **Output Format** to 'PDF (searchable)'. This format allows you to search for content.
- 4 Set the **Image Settings** to 'Color (Original)'.
- 5 Set the **Language** of the OCR to the right one to make the search in the PDF work properly.
- 6 Place your ID card in the center of the Scanpad.
- 7 Click on the [Webcam icon](#)  in the camera scanner toolbar to open a webcam window (your computer must be equipped with a webcam).
- 8 Drag & drop the webcam window beside the ID card (not compulsory).
- 9 Place yourself or the person in front of the webcam.
- 10 Click Scan in the Ribbon. A PDF file is created in the **Output Folder** panel. The first page contains your ID scan, the second page contains the webcam picture.



If you select **JPG** as the Output Format, then scanning generates two **separate** files: one with your ID scan, the other with your photo.

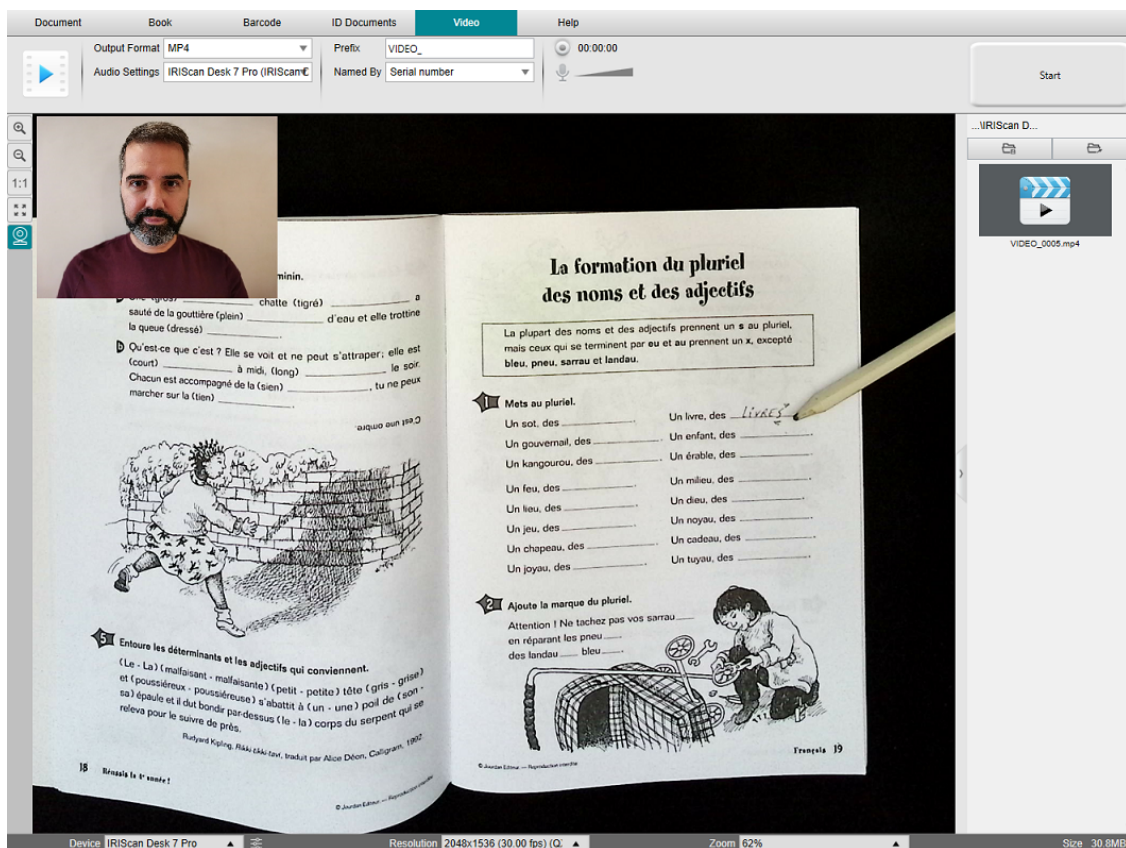
ID card and photo

You can also use the **portrait merge** Option by setting it into the [General settings > Sub-camera settings](#). In this case, the **Scan Mode** parameter must be set to 'Multiple page'.

How to record a video including facecam?

To record a video including the facecam option, follow these steps:

- 1 Click on the **Video** tab in the Ribbon.
- 2 Set the desired parameters.
- 3 Place whatever material you want to demonstrate under the scanner.
- 4 Click on the [Webcam icon](#)  in the camera scanner toolbar to open a webcam window (your computer must be equipped with a webcam).
- 5 Drag & drop the webcam window on your screen where desired.
- 6 Place yourself or the person that will give explanations in front of the webcam.
- 7 Click **Record** in the Ribbon. Demonstrate and explain.
- 8 Click **Stop** when finished. A video file is created in the **Output Folder** panel.

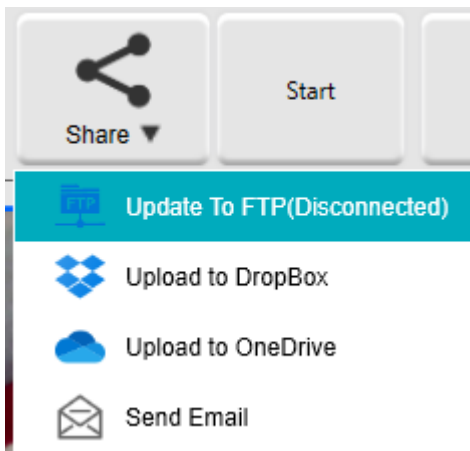


Facecam Recorder

How to share files to FTP, Dropbox, or OneDrive?

Pre-requisite: Make sure that your accounts are configured in the Cloud settings. To do so, go to the [Cloud settings](#).

- 1 Make sure that at least one document is in the [thumbnail panel](#) on the left. The **Share** button in the Ribbon  will be enabled.
- 2 Apply the initial steps as in "How to scan a multiple document" or "How to scan a book". Instead of clicking **Export** (last step), **click Share** . The destination options are shown.



- 3 Select your destination:
 - **FTP:** the document is exported, and an FTP connection session opens. Establish the connection and follow the on-screen instructions.
 - **Dropbox:** the document is exported, and the Dropbox connection session opens. Establish the connection and follow the on-screen instructions.
 - **OneDrive:** the document is exported, and the OneDrive connection session opens. Establish the connection and follow the on-screen instructions.
 - **Email:** the email client opens with the exported document zipped as an attachment. Write and send email.

Alternative Method (if Share button in the Ribbon is not available):

If the Share button in the Ribbon is not available, you can share your document after the export, from the Output panel:

- 1 **Export** the document.
- 2 Go to the **Output panel** (panel on the right).
- 3 **Right-click** the document you want to share.

- 4 Select the desired option (for example: Upload to Dropbox).
A connection window opens.
- 5 Use the destination interface.

How to present paper material in a conference call?

To present paper material during a virtual call, follow these steps:

Prerequisites:

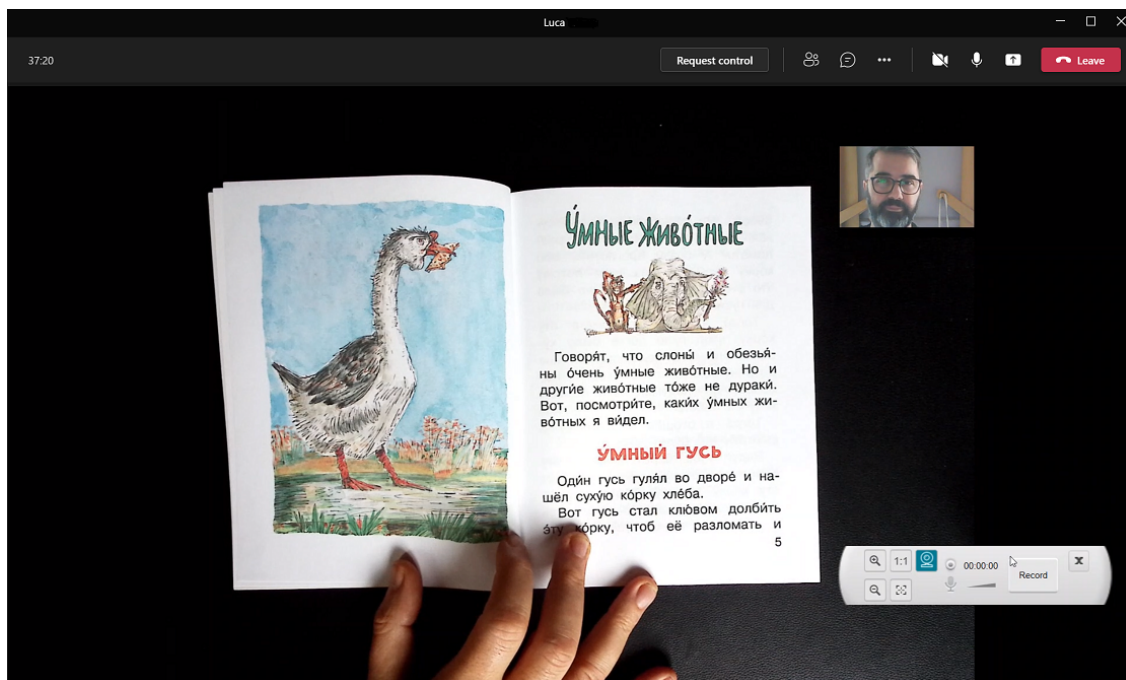
- You are in a virtual call (using a web conferencing software, e.g. Microsoft Teams)
- You share your screen

In the IRIScan™ Desk software:

- 1 Go to the **Video** tab in the Ribbon.
- 2 Place whatever material you want to demonstrate under the scanner.
- 3 Click on the [Webcam](#) icon  in the camera scanner toolbar to open a webcam window (your computer must be equipped with a webcam).
- 4 Drag & drop the webcam window on your screen where desired.
- 5 Click on the [Full screen icon](#)  in the camera scanner toolbar. A quick toolbar from IRIScan™ Desk is displayed offering quick options. You can drag & drop the toolbar on your screen where desired.

You are ready to present.

When finished, you can stop sharing your screen (in the web conferencing software)



Presenting paper material in a virtual call

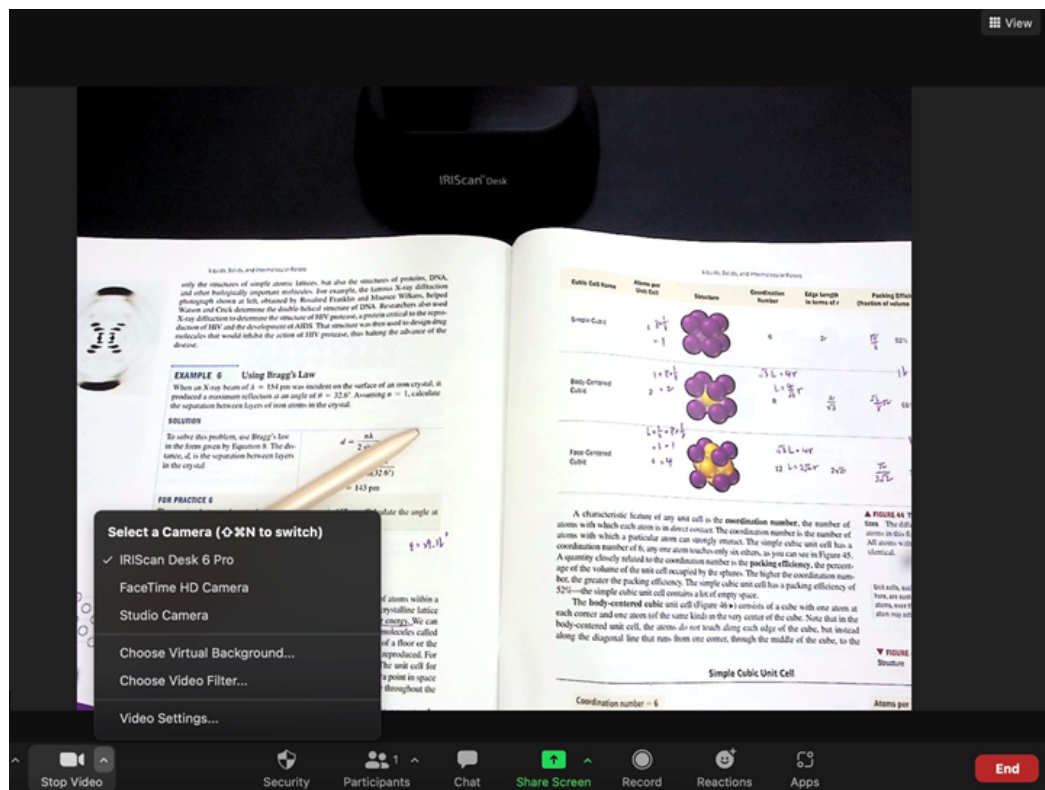
How to use the IRIScan Desk™ scanner as a UVC camera (on different OS)?

UVC (USB video class) compatibility means that our IRIScan™ Desk scanner/camera can be used as an external webcam on different video call platforms regardless of the operating system (for example, it could be Chrome OS), provided that these platforms recognize the video source of a UVC camera.

This means that you can use the IRIScan™ Desk camera with video calling platforms like Zoom, Microsoft Teams, Skype, Google Meet or Google Classroom for distance teaching or learning (this list is not exhaustive).

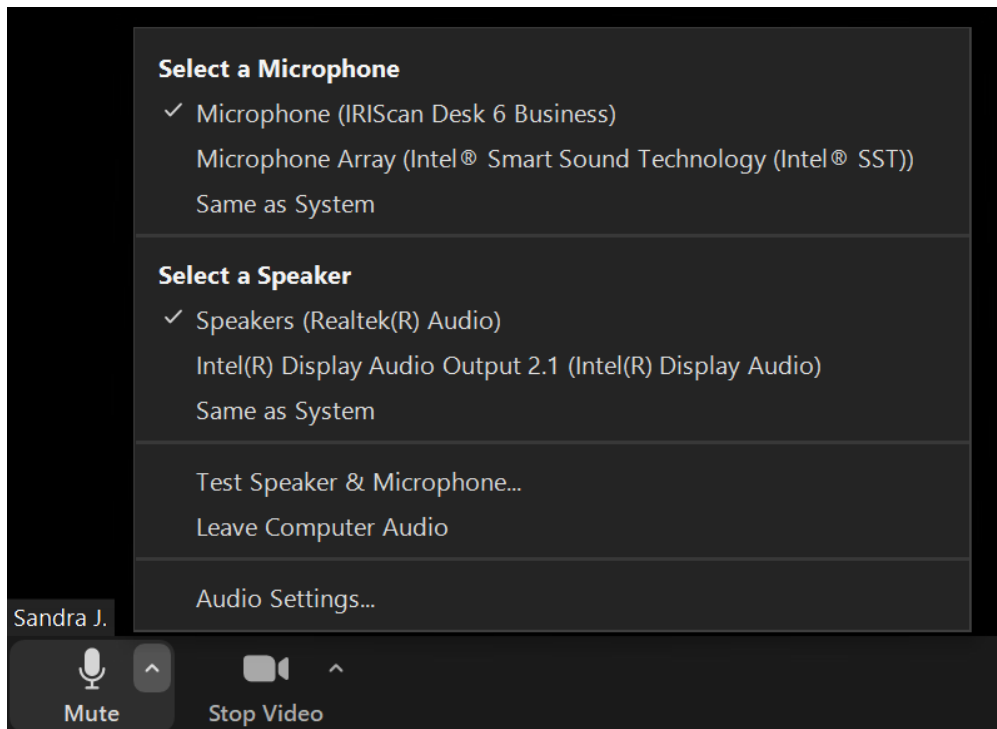
To do so:

- 1 Log into your third-party video calling account (in this example it is Zoom).
- 2 Go to '**Select a camera**'.
- 3 Select the IRIScan™ Desk device (no driver is required, it is a Plug & Play system).
Make sure that no background or filter is applied.



Select a Camera

- 4 If needed, go to 'Select a microphone'.
- 5 Select the IRIScan™ Desk microphone.



Select a Microphone

How to present paper material to an audience?

To present paper material to an audience, follow these steps:

Prerequisites:

- Your IRIScan™ Desk scanner is connected to your PC
- Your PC is connected to a beamer projector

- 1 Go to the **Video** tab in the Ribbon.
- 2 Place whatever material you want to demonstrate under the scanner.
- 3 Click on the **Full screen** icon  in the camera scanner toolbar. A quick toolbar from IRIScan™ Desk is displayed.

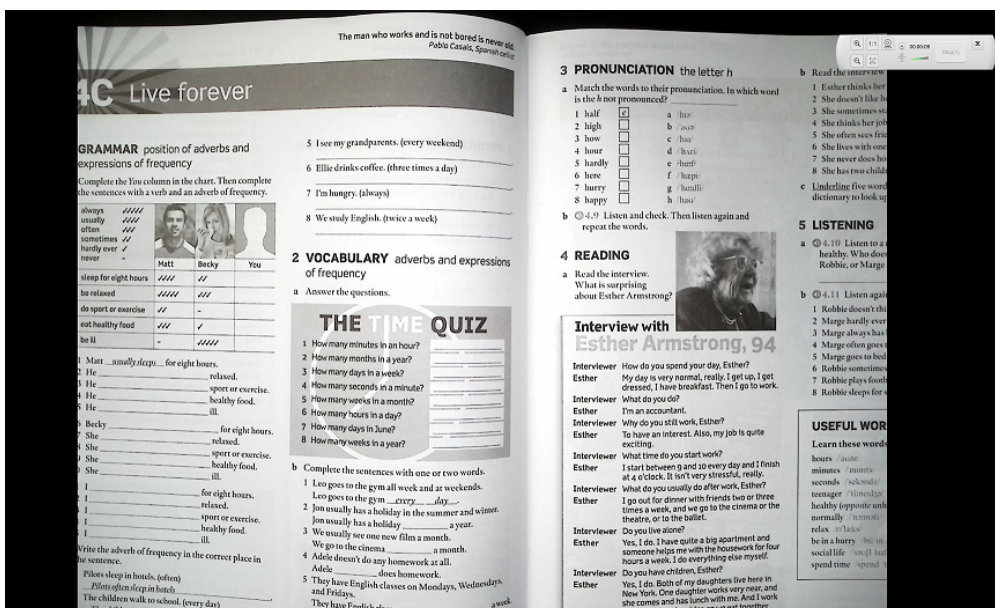
If you want, you can record your session to create a video file (cf. the **Output Folder** panel at the end of the session). You can drag & drop the toolbar on your screen where desired.

You are ready to present.

When finished, you can stop the recording if applied.



Presenting to an audience



Video mode – full screen

When to use the LED light?

Using the LED light is very useful in the following situations:

- when working in low-light environments
- when working with direct bright sunlight on the document
- when working with glossy paper

In these cases, the LED light acts as a powerful **anti-reflective** source.



The asymmetrical light source reduces paper reflection.



Reflection on paper - Without LED light



No reflection on paper - With LED light

When is the Scanpad optional?

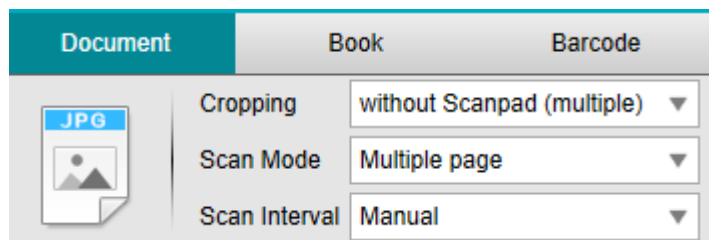
The use of the Scanpad depends on your **scanning conditions**.

You may want to consider not using the Scanpad in these situations:

- When your desk space is limited.
- When the document to scan lacks contrast with the Scanpad (e.g., dark document on black Scanpad), which you can notice because the auto-cropping function does not detect the items properly.

In these cases:

- 1 **Go to cropping mode** in the Document, Barcode, or ID Document tabs.
- 2 **Select** "without Scanpad" or "without Scanpad (multiple)".



"Without Scanpad" cropping mode

- 3 **Proceed** as described in other use cases in the [Operations](#) section.

 Another useful feature is the [automatic edge cropping setting](#).

TWAIN User Interface

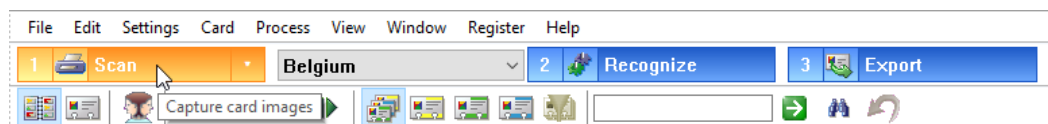
(Windows)

You can use the IRIScan Desk™ scanner with any **TWAIN-compatible software**.

To do this, make sure that you install the **TWAIN Driver** (available with your product: [Product Selection](#)).

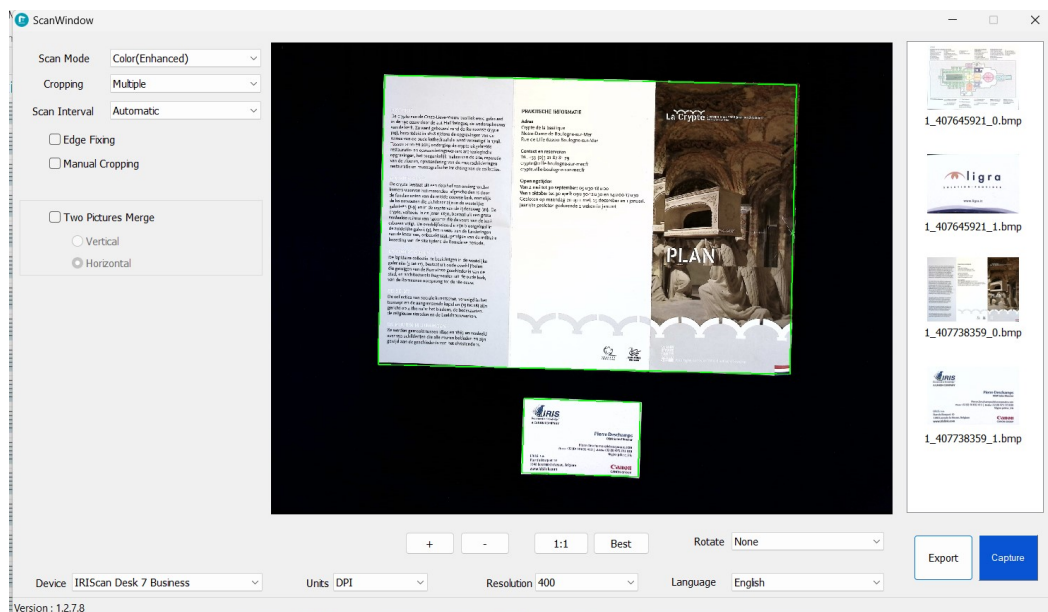
Here is an **example of use** with our **Cardiris™** software.

- 1 Make sure that the [TWAIN Driver](#) is installed.
- 2 Make sure that IRIScan Desk™ scanner is connected.
- 3 Open **Cardiris™**.
- 4 Within the ribbon, click **Scan**.



Scan button in Cardiris™

- 5 The **TWAIN user interface** opens.



TWAIN User Interface

- 6 Place your business cards on the Scanpad.

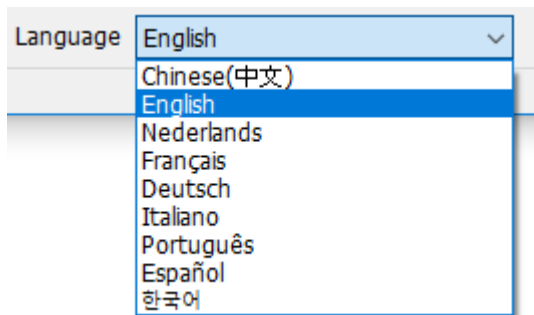


For good OCR quality, we recommend using the default settings.

- 7 Click **Capture**. The result of the capture is displayed in the right-hand side panel.
- 8 Click **OK** to import the result in Cardiris™.
- 9 For help on how to use Cardiris™, go to the **Help** menu in Cardiris™.

The **Settings** in the TWAIN User Interface being similar to those in IRIScan™ Desk, you can refer to the previous chapters of this manual for help.

Note that this interface is available in several languages.



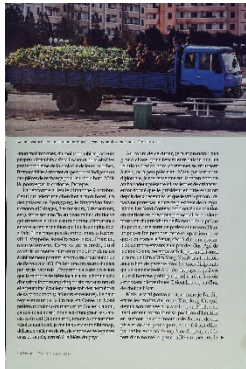
Language selection of the TWAIN user interface

Troubleshooting



If IRIScan™ Desk stops and closes unexpectedly, you can restore the last scanned pages at relaunch. A pop-up window prompts you.

Known limitations

Domain	Explanations
Edge fixing	Edge fixing may affect pictures in the document. Indeed, the black color can also be detected as a zone to be hidden.  Edge fixing is OFF  Edge fixing is ON
Finger hiding (Book mode)	For better results, make sure that • you keep black edges around the book. • you keep up and down edges symmetrical.  Finger hiding: Up and down edges are symmetrical

Domain	Explanations
	- the document has a margin in which your fingers can fit. Indeed, without margin, the result of the option 'Finger hiding' cannot be guaranteed, because the fingers that overlap text or image are not detected. - to avoid pages with colored drawings.  Finger hiding: avoid pages with colored drawings
Video recording	Zoom in or Zoom out is not registered if applied during video recording.
Barcodes	Only one type of Barcode can be recognized on the same page. A combination of the two types (bars and QR) may give a partial result.
Watermark	For optimal results of OCR, make sure you set the watermark outside the text (applicable to output formats PDF searchable, PDF Txt, DOCX, Text, XLSX).
Font size/ Font style	Font size under 8 and/or font style 'light' may give lower image quality and OCR accuracy.
Email client (for sharing)	IRIScan™ Desk is only compatible with the Microsoft Outlook e-mail client.

Undetected IRIScan™ Desk device

(Windows)

If the device keeps being undetected, follow these steps:

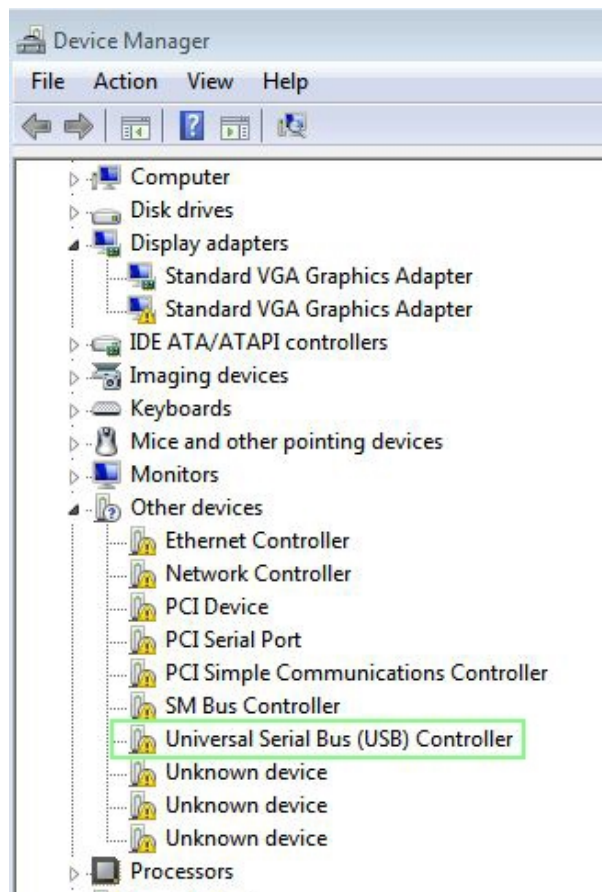
- 1 On your desktop, go to the task bar and select **Search Windows**.



- 2 Type in **Device Manager**.

- 3 **Open** the Device Manager.

- 4 Make sure that no exclamation mark appears besides one component, especially the **Universal Serial Bus (USB) controller** configuration.



Windows® device manager

- 5 If some exclamation mark appears, it means you need to update your Windows® OS. To do so, see the Windows® instructions. Also see the [System requirements](#) for minimum Windows® version.
- 6 If your Windows® seems up-to-date, visit our [website](#) for further assistance.

Support

Online support

To find tutorial videos, go to the [product selection page](#).

To find the FAQ, knowledge base, and contact information, go to the [support page](#).

Support Policy

Refer to the I.R.I.S. [support policy](#) on our website.

Scanpad

The Scanpad is the scanning mat supplied with the product.

Legal Information

IRIScan™ Desk User's Guide

The information contained in this document is the property of I.R.I.S. The software described in this document is furnished under a license agreement which states the terms of use of this product. The software may be used or copied only in accordance with the terms of that agreement. No part of this publication may be reproduced, transmitted, stored in a retrieval system, or translated into another language without the prior written consent of I.R.I.S.

Copyright

© 2024 I.R.I.S. S.A — All Rights Reserved.

I.R.I.S. owns the copyrights to the IRIScan™ Desk software and to this publication.

Documentation version 3.8 (December 2024) - Software version 4.0 - IRIScan™ Desk 7 family of scanners

Specifications of this software and contents of this user manual are subject to change without notice. Any modification, error correction, or feature updates made in the actual software may have not been timely updated in this user manual. You may refer to the software itself for more accurate details. Any misprints, translation error, or inconsistent with existing software, will be updated timely.

This documentation uses fictitious names as examples; references to actual persons, companies or organizations are strictly coincidental.

Trademarks

The IRIScan™ Desk is a trademark of Image Recognition Integrated Systems S.A.
OCR technology by I.R.I.S.

AutoFormat and Linguistic technology by I.R.I.S.

iHQC compression technology by I.R.I.S.

Microsoft® is a U.S. registered trademark of Microsoft Corporation.

Windows® and Windows® 10 are either registered trademarks or trademarks of Microsoft Corporation in the United States and/or other countries.

Mac® and macOS® are trademarks of Apple Inc., registered in the U.S. and other countries and regions.

All other products mentioned in this documentation are trademarks or registered trademarks of their respective owners.

Warranty

I.R.I.S. makes no warranty of any kind with regard to this material, including, but not limited to, the implied warranties of fitness for a particular purpose.

I.R.I.S. shall not be liable for errors contained herein or for incidental or consequential damages in connection with the furnishing, performance, or use of this material.

Safety Instructions

Follow these safety instructions when setting up and using the scanner:

- Read all these instructions, and follow all warnings and instructions given in this document.
- Place the scanner close enough to the computer for the interface cable to reach it easily.
- Never handle the scanner with damp or wet hands, in nomadic mode, or when used as a fixed unit.
- When connecting this product to a computer or other device with a cable, ensure the correct orientation of the connectors. Each connector has only one correct orientation. Inserting a connector in the wrong orientation may damage both devices connected by the cable.
- Do not insert objects into any opening as they may touch dangerous voltage points or short out parts and lead to a risk of electrocution.
- Place the product and Scanpad on a flat, stable surface large enough to safely hold the product and the document to be scanned.
- Never disassemble the scanner.
- If the product overheats or produces smoke or an unusual odor, discolors or becomes deformed in an abnormal way, immediately turn off the scanner, remove the batteries where applicable, and disconnect the cables. Stop using the scanner and contact your dealer or IRIS customer support to receive instructions on the procedure to follow.
- Take care not to drop the scanner or expose it to physical impacts.
- Do not place or store the scanner outdoors, in a car, near heat sources, in locations that are dusty, damp or exposed to impact, vibration, condensation, high temperatures, sunlight, strong light, or rapid changes in temperature or humidity.
- Never attempt to disassemble, modify, or repair the scanner or any of its components yourself.

FCC Regulations

This equipment has been tested and found to comply with the limits for a Class B digital device, pursuant to Part 15 of the FCC Rules. These limits are designed to provide reasonable protection against harmful interference in a residential installation. This equipment generates, uses, and can radiate radio frequency energy and, if not installed and used in accordance with the instruction manual that may cause harmful interference to radio communications.

However, there is no guarantee that interference will not occur in a particular installation. If this equipment does cause harmful interference to radio or television reception, which can be determined by turning the equipment off and on, the user is encouraged to try to correct the interference by one or more of the following measures:

- Increase the separation between the equipment and receiver.
- Connect the equipment into an outlet on a circuit different from that to which the receiver is connected.
- Consult the dealer or an experienced radio/TV technician for help.

This device complies with Part 15 of the FCC Rules. Operation is subject to the following two conditions: (1) This device may not cause harmful interference, and (2) this device must accept any interference received, including interference that may cause undesired operation. Changes and modifications to this equipment not specifically approved by IRIS may void the user's authority to operate this equipment. Shielded cables must be used with this equipment to maintain compliance with FCC regulations.



European Union Regulatory Notice

Products bearing the EU marking comply with the following EU Directives:

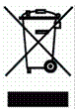
- Low Voltage Directive 2014/35/EU
- EMC Directive 2014/30/EU
- Restriction of the use of certain hazardous substances (RoHS) Directive 2011/65/EU
- RED (Radio Equipment Directive) (2014/53/EU)

EU compliance of this product is valid if powered with the correct EU-marked AC adapter provided by I.R.I.S. s.a.

This product satisfies the Class B limits of EN55022, EN55024, safety requirements of EN 60950 and ROHS requirements of EN50581.

Disposal of Waste Equipment by Users in Private Households in the European Union

This symbol on the product or on its packaging indicates that the product cannot be disposed of with your other household waste. Instead it should be sent to appropriate facilities for recovery and recycling in an effort to protect human health and the environment. For more information about where you can drop off your waste equipment for recycling, please contact your local city office, your household waste disposal service or the shop where you purchased the product.



I.R.I.S. SA/NV

rue du Bosquet 10, B-1348 Louvain-la-Neuve

+32 (0) 10 45 13 64 - www.iriscorporate.com