VIISAN OfficeCam

USER MANUAL

For Mac V1.5

COPYRIGHT © BEIJING VIISAN TECHNOLOGY CO., LTD. ALL RIGHTS RESERVED. WWW.VIISAN.COM

Index

Copyright 2
Trademarks 2
Disclaimer 2
Introduction 3
System Requirements 4
Getting Started 5
Uninstalling VIISAN OfficeCam 6
To remove VIISAN OfficeCam from your macOS: 6
Getting Started 7
    Exploring the interface 8
Changing the user interface language 15
Scan Mode Description 16
    Document Mode 16
    Book Mode 18
    Barcode Mode 19
    ID Document Mode 20
    Video Mode 22
Scanning Using Document Mode 23
Scanning by Using Book mode 25
The Special Features of Book Mode 28
    Finger Removal Function 28
    Auto Scan Function 33
    Setting Front and Back Cover Images 34
Usage Example 35
    How to Scan a Color Document Well? 35
    To scan a color document well, you can follow the below steps. 35
    How to Scan a document and saving it as a PDF file? 36
    How to scan Multiple-Page Document into a PDF file? 37
    How to Scan Multiple Images at the Same Time? 39
    How to scan an MRZ code and save the result in an EXCEL file? 40
    How to combine an ID Document scan with a photo of the person? 41
    How to marge both-side card images into a single side file? 42
    How to Scan Multi-Page Document into a Word File? 43
    How to scan barcodes and save the result in an EXCEL file? 44
    How to record a video with FaceTime camera? 45
    How to add a Watermark in scanned document file? 46
Supported OCR Languages 47
Known limitations 49
Troubleshooting 51

Copyright

All rights reserved by Beijing VIISAN Technology Co., Ltd. No part of the materials shall be reproduced in any form or by any means without prior written permission.

Trademarks

- The VIISAN OfficeCam is a trademark of Beijing VIISAN Technology Co., Ltd. registered in the U.S. and other countries.
- Mac and macOS are trademarks of Apple Inc., registered in the U.S. and other countries.
- All other trademarks are the property of their respective owners.

Disclaimer

The screenshots in this user's manual were made with macOS® Big Sur. If you are using other macOS®, your screen will look somewhat different but still function the same.
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. User may refer to the actual software itself for more accurate detail. Any misprints, translation errors, or inconsistencies with existing software, will be updated as soon as possible.

Introduction

The VIISAN OfficeCam is powerful scanning software dedicated to working together with a USB-based camera scanner on macOS. This software allows you to capture photos, documents, books, ID cards, recognize the barcodes, and record videos. All of your scanned images can be export into searchable PDF or editable Word/Excel files with the embedded OCR function. Along with these great features, you can use the VIISAN OfficeCam scanning software with your camera scanner to get great results while scanning books. For example, it can automatically flatten curved pages, erases fingers from the scanned photos, repairs the damaged edges of documents, rotates pages based on text orientation, and automatically splits both-side book page into separate images.

WARNING:
This software is ONLY work with VIISAN camera scanner of a specific model number. If you are using 3rd party products this software may NOT work.

System Requirements

To ensure the performance of this camera scanner, the following hardware system requirement is needed:

CPU	Intel® Core™ i5 or Apple® M1 Chip Macs
RAM	8GB RAM minimum, 16GB RAM recommended.
GPU	Mac computers that support Metal
Hard Disk	The installation and operation of the program requires 1G disk space. You can scan more images if the disk space is bigger. The recommended storage is 20G.
Operating System	macOS 10.15 or later *Earlier versions of the macOS operating system are not supported.
USB	USB port

NOTE: The system requirements and compatibility can change over time, depending on the operating system and updates from macOS®.

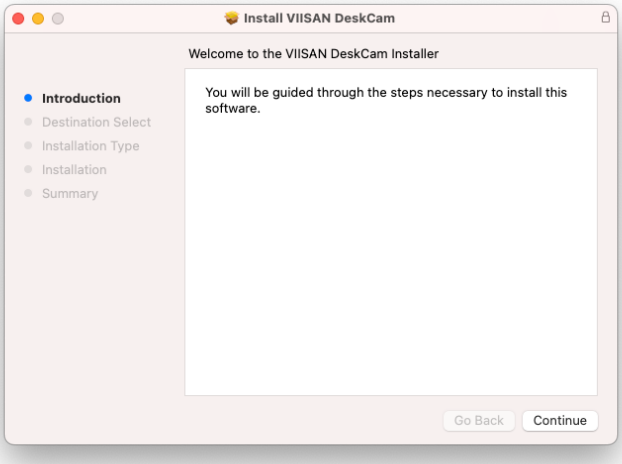
Getting Started

Go to the https://www.viisan.com/en/download/index.html to download the VIISAN OfficeCam app.

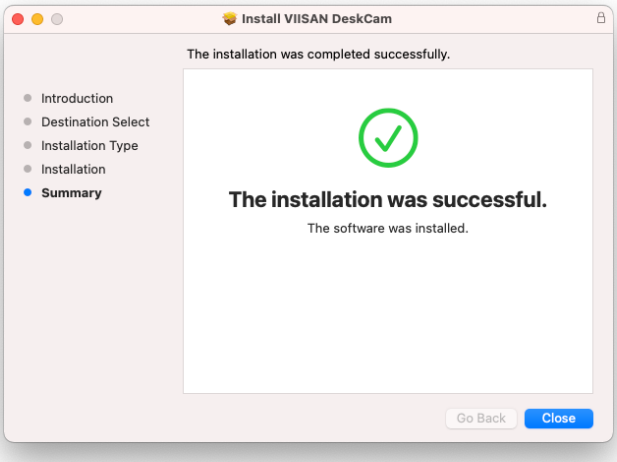
1. Double click the **VIISAN OfficeCam.pkg** file to install the app.



2. Follow the onscreen instructions to complete the installation.



3. Click **[Close]** to exit the program when the installation completed successfully.



Uninstalling VIISAN OfficeCam

To remove VIISAN OfficeCam from your macOS:

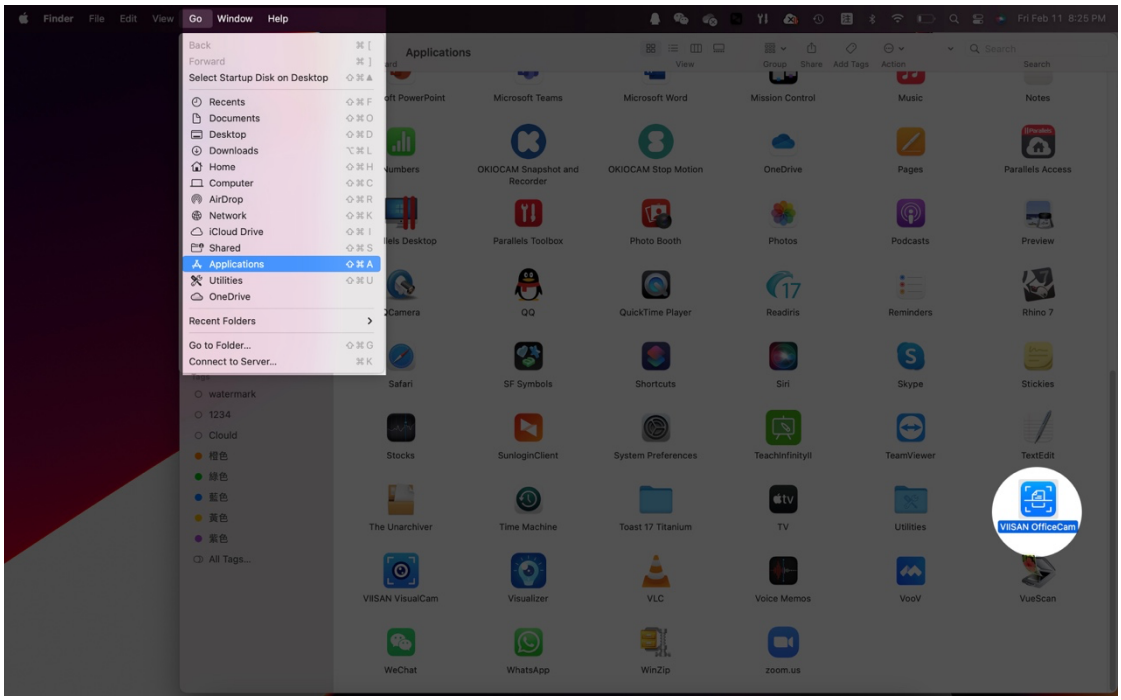
• Click Finder and open the Applications folder.
• Drag VIISAN OfficeCam to the Trash and then the OfficeCam will be removed from your macOS.

Note: the VIISAN OfficeCam preferences are not removed by dragging VIISAN OfficeCam to the trash can, in case you should want to re-install the software later on.

To remove the preferences:
In the Finder's Go menu, press and hold Alt.
Click Library > Library > Application Support.
Drag the VIISAN OfficeCam folder to the trash.

Getting Started

To launch the VIISAN OfficeCam app, go **Applications** folder and click on the VIISAN OfficeCam app.

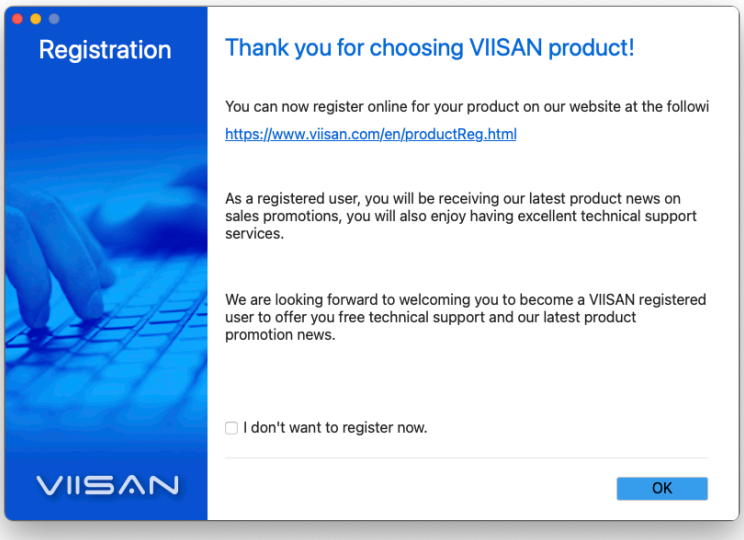


To make it easier to launch the VIISAN OfficeCam app, you can pin the app to macOS Dock.

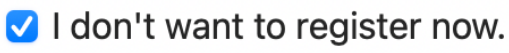


Exploring the interface

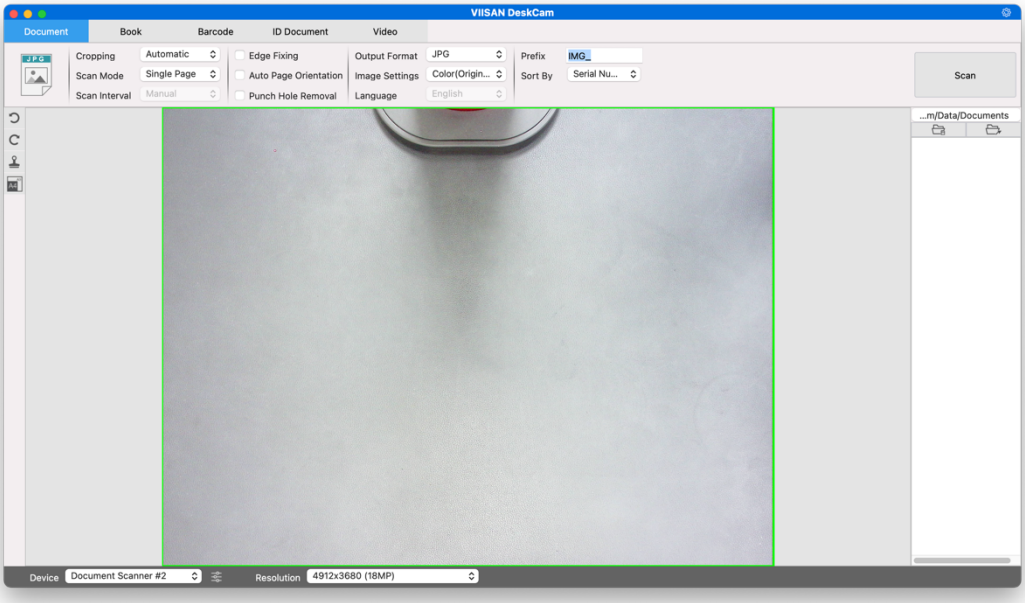
When the VIISAN OfficeCam app is launched the first time, you should see a registration menu appears and you can click the URL https://www.viisan.com/en/productReg.html to register your product or click ‘OK’ to enter the app.



NOTE: If you don't want to see the registration window every time you launch the app, you can click below checkbox.



In the middle of the main window, you should be able to see the real-time preview video from the camera device.

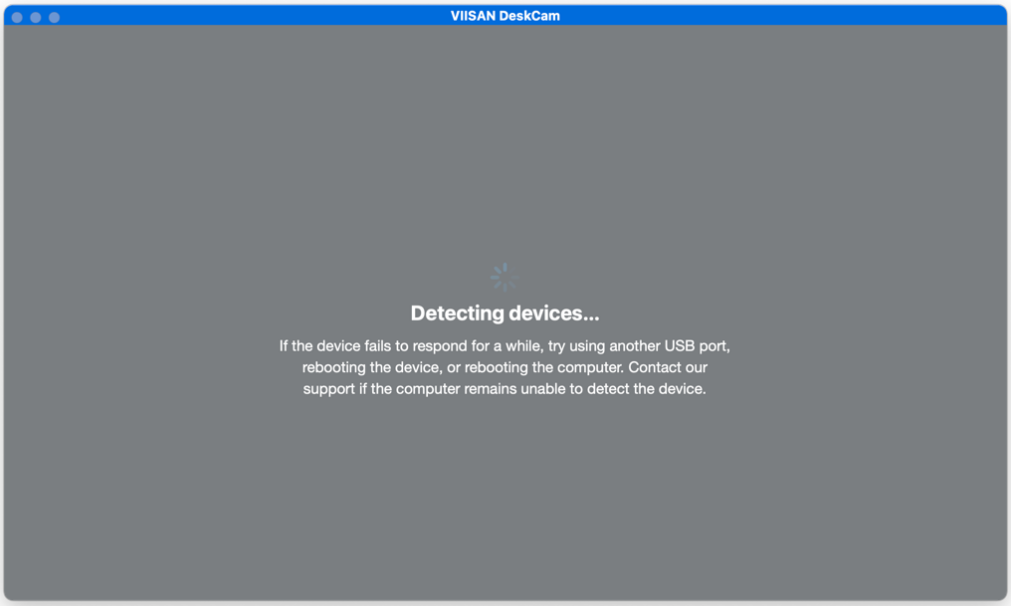


NOTE: If you don't see the real-time preview video from the camera device and a [**Detecting devices…**] message is displayed in the middle of the main window as below, please double check the following items sequentially.

Please make sure your hardware device is correctly connected to your PC via a USB cable.

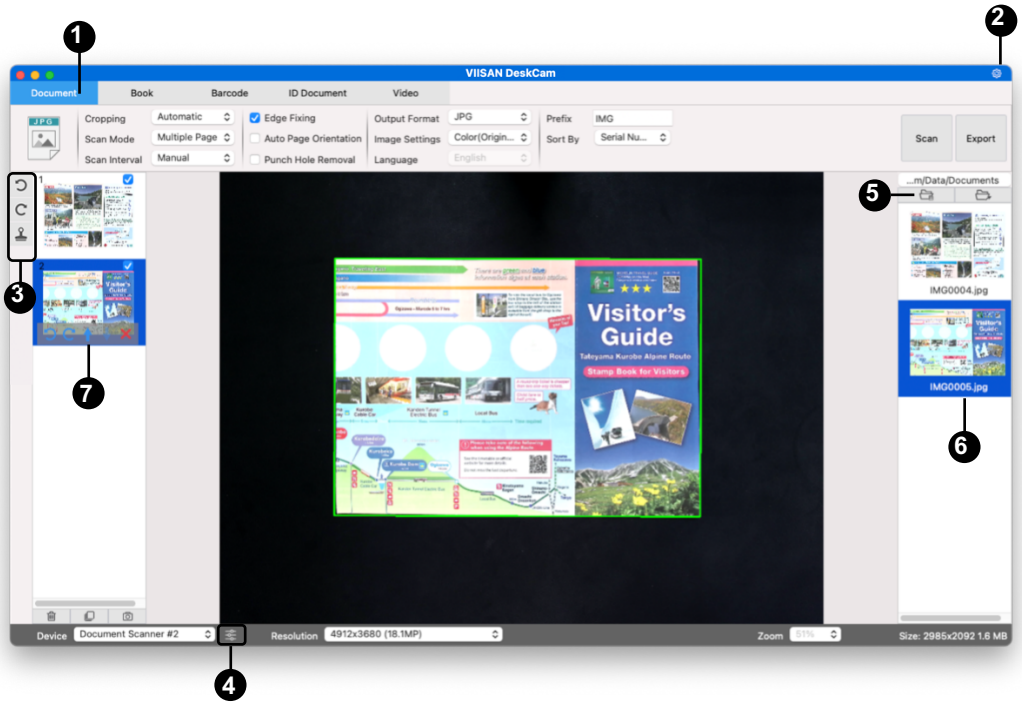
Please make sure you have lifted up the scanner's horizontal arm, which is supposed to be 90 degrees from its vertical stand. (If the camera arm is closed, then you will likely see a complete black video even if the camera is working correctly.)

Please try to connect the USB cable to another USB Port or reboot your PC.



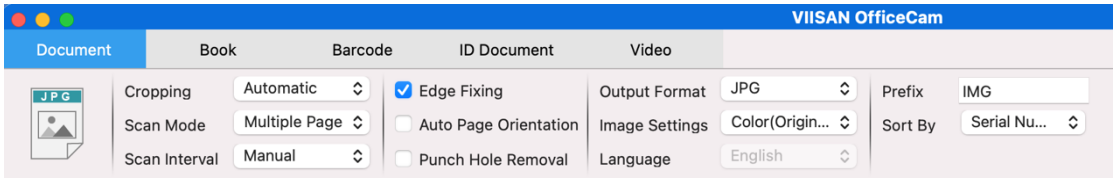
The General Settings

Here is the outlook of the VIISAN OfficeCam app control panel. You can make the change with the following settings:



(1) The Top Function Tabs

The VIISAN OfficeCam software provides the following scanning modules. You can select a function mode by clicking the menu tab.



Mode	icons	Description
Document		The Document mode is used for scan documents, business cards, ID cards or any paper sheets, this function tab embedded a powerful image processing algorithms, such as repairing the damaged edges of documents or rotating pages based on text orientation, it allows scanning to a JPEG or PDF file directly, even creating OCR and then converting scanned files into editable Word/Text/Excel formats.
Book		The book mode is used to scan books or magazines. This function embedded a powerful image processing, such as automatic scanning, such as automatically scanning, flattening curved pages, erasing finger images, purify background, and split page.

Barcode		The Barcode mode is for scanning and recognizing the barcode or QR code then saving results into JPEG/Text/Excel /PDF.
ID Document		Scan ID card or and recognizing the MRZ code, Run OCR to recognise text. Save result in a PDF (searchable) or Excel file formats.
Video		The Video function allows recording video tutorials into a MP4 or MOV format files.

NOTE:

1) Each of these Function Modes have different feature options and settings.
2) Each of these Function Modes has its own file-saving-directory.

For example: Document mode can scan images into different file directories.

(2) Advance Settings

At Upper right corner of the main window, there is control settings button available:



Menu Options:

You can select to turn on/off show or hide the tooltip.

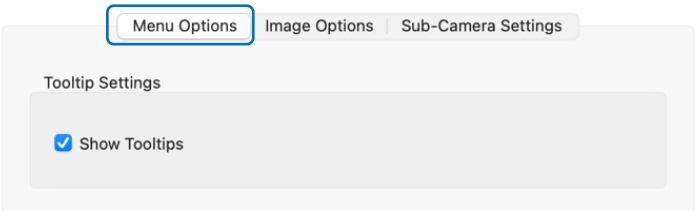
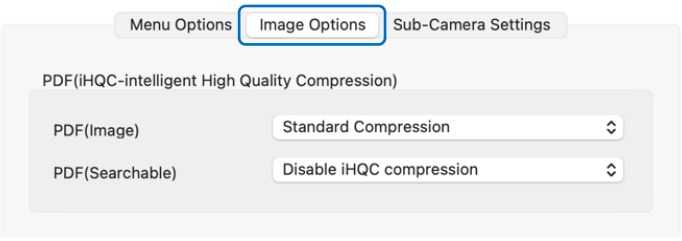


Image Options:



These are 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.

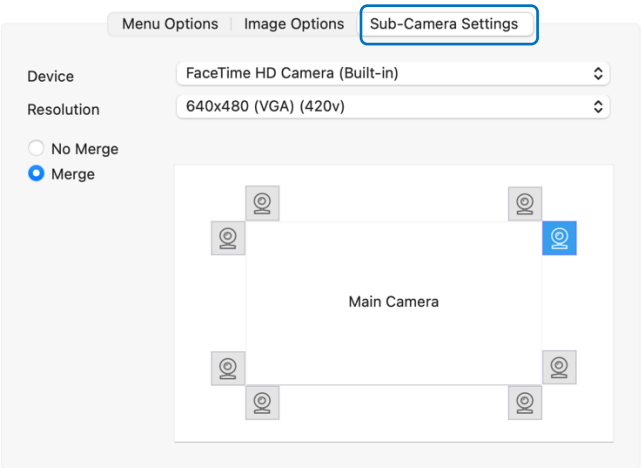
PDF (Image)

When you select this file type, this software cannot perform text recognition in your document. Your PDF file will not be text-searchable, as it only contains the image of your original document.

PDF (Searchable)

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.

Sub-Camera Settings:



This setting is available on to ID documents tab with Scan mode 'Multiple page' only!
You can choose to merge a portrait with the image of an ID document or passport and to export it. If you select Merge, you can set the location of the portrait (webcam icon) relative to the scanned document (main camera). The merge is processed after clicking on the Scan button! You can check the result into the preview thumbnails, before exporting.

(3) Toolbar

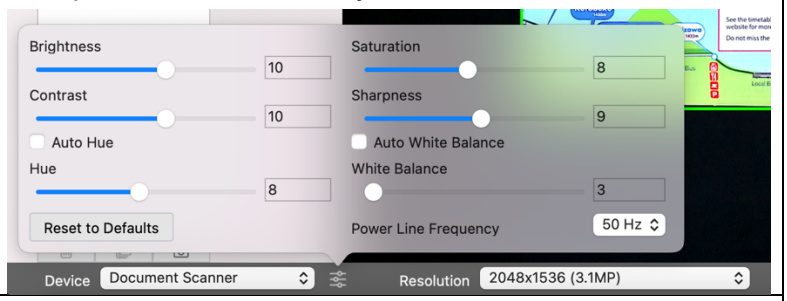
On the left side toolbar, there are many useful control tools available:

Buttons	Explanations	Note
	Rotate Left 90 Degrees	
	Rotate Right 90 Degrees	
	Watermark (Add watermark on images)	Only available for some of the Function Tabs
	Web Camera	Only available when detected a web camera is connected

	Laser Switch	Turn on / off the laser assist (Note: This feature is only enabled on the device that supports the laser assist feature)
	A3/A4 Switch	Switch the A3 and A4 lens (Note: This feature is only enabled on the device that supports the dual-lens function)

(4) Device Settings

At the bottom of the main window, there are some control settings for the camera device:

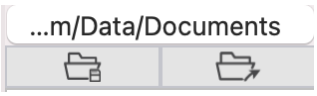
Functions	Explanations
Device	Select the camera device.
Video Settings 	This video settings allows you to adjust the Brightness, Contrast, Auto Hue, Saturation, Sharpness, and AWB of your device. 
Resolution	Select the resolution of the camera device.

NOTE:

- In the [Resolution] options, selecting higher resolutions will cause a lower video frame rate. If you are capturing a still image or scanning a document, please select the highest resolution available. If you are using this device as a visual presenter, then selecting a lower resolution may bring a smoother video experience.

(5) File Save Path Settings

On the right side of the main window, there are options for setting the directory for saving files:



Button	Explanations
 Select	Select file save destination

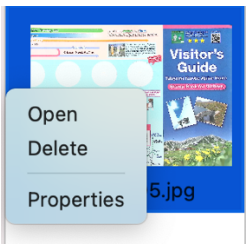
Open	Open the current file location

NOTE:

Each Function Mode has its own file save destination. For example, the user can set and change the save destination to different destination. Even though each Function Mode has its own separate file save destination, all these Function Modes have the same default file-saving-directory destination after this software is installed.

(6) File output list

Right click on the image file shown in the file fetching column on the right-side file output listing of the main window, you will see the following options:



Right Click Options	Explanations
Open	Open an image file
Delete	Delete a file
Properties	Show file information

(7) Preview Thumbnails

On the left-hand side preview thumbnails, you can use following tools that appear on each thumbnail image in order to rotate the scanned image, change the image order, or delete it. You can also double-click on the thumbnail image to enter to the Document Page Editor mode.



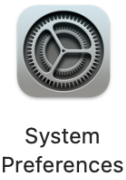
Button	Explanations
	Rotate Left 90 Degrees
	Rotate Right 90 Degrees
	Move image up
	Move image down
	Delete image

NOTE: The left side preview window is only available when the Scan Mode setting is set to “Multiple Image”.

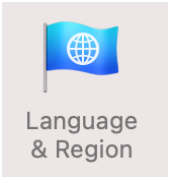
Changing the user interface language

To change the user interface language of VIISAN OfficeCam, please follow below steps.

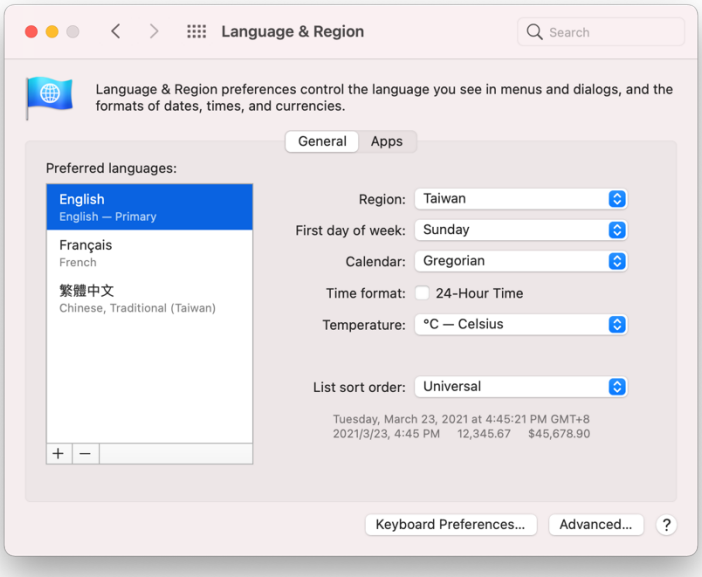
1. Click the System Preferences icon.



2. Click the Language & Region icon.



3. Add a new language and drag the language of your choice to the top of the list.



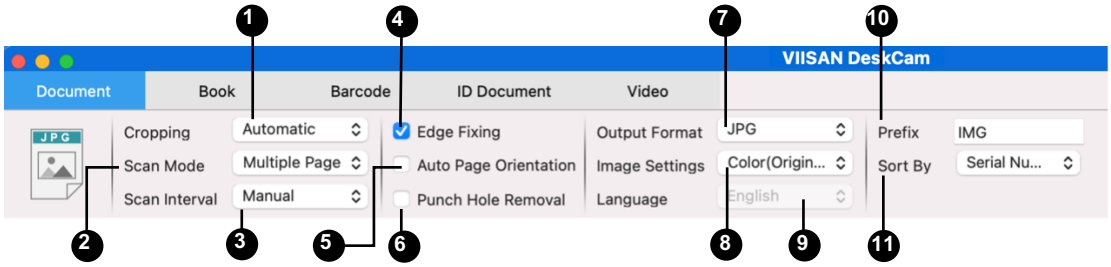
4. Close VIISAN OfficeCam and restart the computer to apply the new language settings.

NOTE: The user interface of VIISAN OfficeCam supports the following languages: English, French, German, Italian, Spanish, Dutch, Russian, Polish, Japanese, Traditional Chinese, Simplified Chinese, and Korean.

Scan Mode Description

Document Mode

In the [**Document**] tab, you can use following settings to scan your documents.

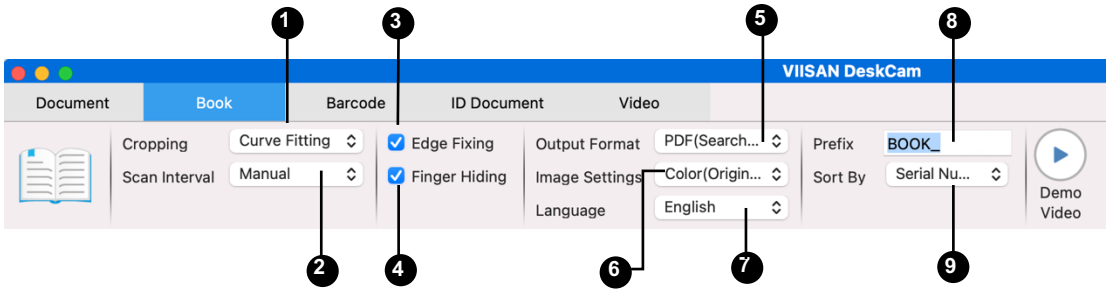


Item	Feature Settings	Setting Options	Explanations
1	Cropping	Automatic	Automatic crop for a single object
		Automatic (Multiple)	Automatic crop for multiple objects
		No Cropping	Scan without cropping
2	Scan Mode	Single Page	Scan a single page for a document
		Multiple Page	Scan multiple pages of a document using continuous scanning
		Merge Horizontally	Scan both sides of a document with left and right sides merged
		Merge Vertically	Scan both sides of a document with tops and bottoms merged
3	Scan Interval	Manual	Manual scan by clicking the [Scan] button
		Automatic	Automatically scan when the camera detects a page is turned
		Repeat (5sec)	Automatic scanning by a 5 second countdown
		Repeat (7sec)	Automatic scanning by a 7 second countdown
4	Edge Fixing		Automatically crop a document and repair the damaged edges
5	Auto Page Rotation		Automatically rotate pages based on text orientation
6	Punch Hole Removal		This function can remove the round-shaped punch holes around the edges of the originals. The punch holes around the edges are replaced with the color closest to the originals. **NOTE:** Punch holes may not be removed if the originals are fed skewed, or the punch

			holes are not along the edges of the document. **NOTE:** The shape of punch holes that is not round cannot be removed. **NOTE:** Punch holes may not be removed if the holes overlap the text, lines or graphics.
7	Output Format	JPG	Save as JPEG file
		PDF(Image)	Save as image-based PDF file
		PDF(Searchable)	Convert image into searchable PDF file
		PDF(Text)	Convert image into editable Text PDF file
		Text	Convert image into editable Text file
		Word	Convert image into editable Word file
		Excel	Convert image into editable Excel file
8	Image Settings	B&W (Document)	Output image in Black & White and whiten background
		Color (Original)	Output image in original color
		Grayscale	Output image in grayscale
9	Language	Select OCR language Note: Make sure to select the correct language of the original text from the drop-down menu to perform text recognition.	
10	Prefix	Add prefix for the file name	
11	Name By	Serial	Name by serial number
		Date & Time	Name by date and time

Book Mode

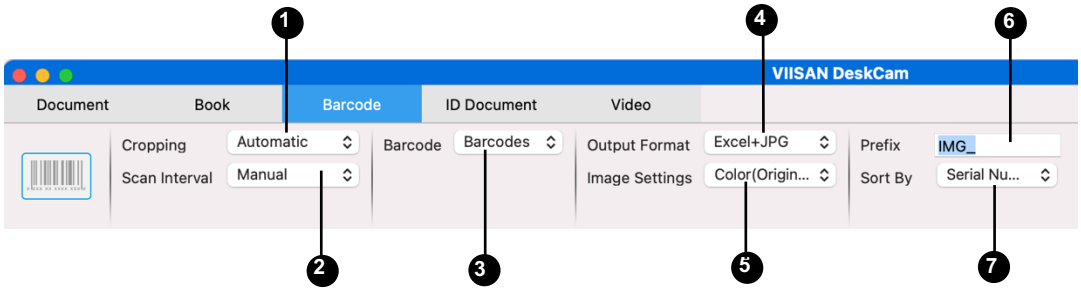
In the **[Book]** function mode, you can use following feature settings:



Item	Feature Settings	Setting Options	Explanations
1	Cropping	Curve Fitting	Automatic curved page flattening **NOTE:** This is used for scanning thicker books with curved surfaces
		Straight Fitting	Automatic straight page flattening **NOTE:** This is used for scanning thinner booklets with straight surfaces
2	Scan Interval	Manual	Manual scan by clicking [Scan] button
		Auto	Automatically scans when the camera detects a page is turned
		Repeat (5sec)	Automatic scanning by a 5 second countdown
		Repeat (7sec)	Automatic scanning by a 7 second countdown
3	Edge Fixing		Automatically crops a document and repairs the damaged edges
4	Finger Hiding		Automatically erases fingers
5	Output Format	PDF(Image)	Save as an image-based PDF file
		PDF(Searchable)	Convert image into searchable PDF file
		JPEG	Save as JPEG file
		EPUB	Convert image into an Electronic Publication E-Book file
6	Image Settings	B&W (Document)	Output image in Black & White and whiten background
		Color (Original)	Output image in original color
		Gray	Output image in grayscale
7	Language	Select OCR language Note: Make sure to select the correct language of the original text from the drop-down menu to perform text recognition.	
8	Prefix	Add prefix for the file name	
9	Name By	Serial	Name by serial number
		Date & Time	Name by date and time

Barcode Mode

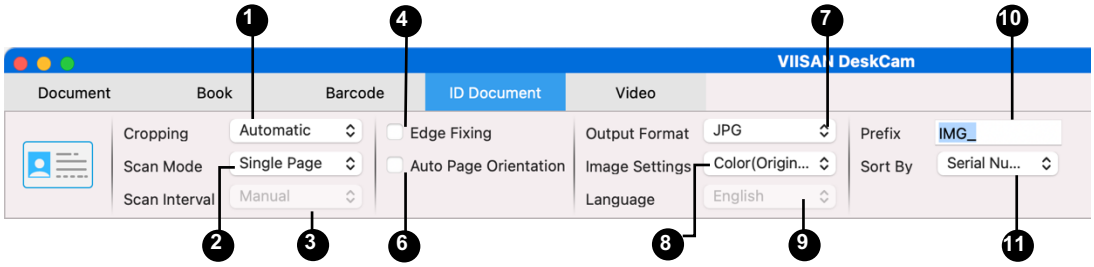
In the **[Barcode]** function mode, you can use following feature settings:



Item	Feature Settings	Setting Options	Explanations
1	Cropping	Automatic	Auto-cropping. Resulting in one single output file (even if multiple barcodes are scanned)
		Automatic (Multiple)	Auto-cropping. Resulting in multiple output files (one per barcode recognized) if the position of each barcode is well delimited on the Scan Pad. Green frames are displayed to help.
		No cropping	No cropping
2	Scan Interval	Manual	Manual scan by clicking [Scan] button
		Auto	The system automatically detects the page turning and triggers the [Scan] button
3	Barcode	Barcodes	"One dimensional" or linear barcodes (first generation).
		QR Code	Matrix codes that are a two-dimensional way of representing information
4	Output Format	JPEG	Output result to a JPEG file
		PDF(Image)	Output result to an image-based PDF file
		Excel	Output result to an Excel file
		Excel + JPEG	Output result to an Excel plus a JPEG file
		Text	Output result to a Text file
		Text + JPEG	Output result to a Text plus a JPEG file
5	Image Settings	Color (Original)	Output image in original color
		Gray	Output image in grayscale
6	Prefix	Add prefix for the file name	
7	Name By	Serial	Name by serial number
		Date & Time	Name by date and time
		Barcode	Name by barcode

ID Document Mode

In the [**ID Document**] tab, you can use following settings to scan and recognize ID documents.



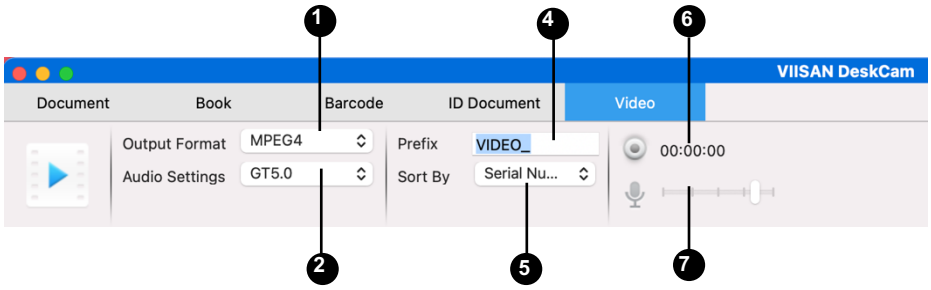
Item	Feature Settings	Setting Options	Explanations
1	Cropping	Automatic	Automatic crop for a single object
		Automatic (Multiple)	Automatic crop for multiple objects
2	Scan Mode	Single Page	Scan a single page for a document
		Multiple Page	Scan multiple pages of a document using continuous scanning
		Merge Horizontally	Scan both sides of a document with left and right sides merged
		Merge Vertically	Scan both sides of a document with tops and bottoms merged
3	Scan Interval	Manual	Manual scan by clicking the [Scan] button
		Automatic	Automatically scan when the camera detects a page is turned
		Repeat (5sec)	Automatic scanning by a 5 second countdown
		Repeat (7sec)	Automatic scanning by a 7 second countdown
4	Edge Fixing		Automatically crop a document and repair the damaged edges
5	Auto Page Rotation		Automatically rotate pages based on text orientation
7	Output Format	JPEG	Save as JPEG file
		PDF(Image)	Save as image-based PDF file
		PDF(Searchable)	Convert image into searchable PDF file
		PDF(Text)	Convert image into editable Text PDF file
		Excel	Output result to an Excel file
		Excel + JPEG	Output result to an Excel plus a JPEG file
8	Image Settings	B&W (Document)	Output image in Black & White and whiten background
		Color (Original)	Output image in original color
		Grayscale	Output image in grayscale

9	Language	Select OCR language Note: Make sure to select the correct language of the original text from the drop-down menu to perform text recognition.	
10	Prefix	Add prefix for the file name	
11	Name By	Serial	Name by serial number
		Date & Time	Name by date and time

NOTE: The portrait merge Option thanks to the Webcam icon in the camera scanner Toolbar. See also Sub-camera settings.

Video Mode

In the **[Video]** function mode, you can use following feature settings:

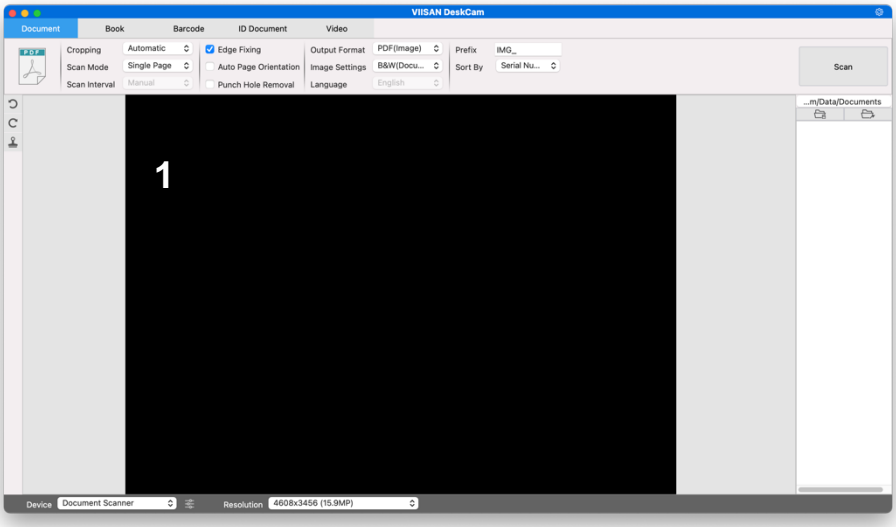


Item	Feature Settings	Setting Options	Explanations
1	Output Format	MP4 (*.mp4)	The MP4 file format is a file sharing format for the Web. MP4 file sizes are relatively small but the quality remains high even after compression. MP4 standard is also becoming popular for online video sharing.
		QuickTime Movie (*.mov)	The QuickTime Movie (*.mov) is a popular multimedia format in macOS.
2	Audio Settings	The options will depend on the audio peripherals installed on your machine. Select the appropriate one.	
3	Prefix	Add prefix for the file name	
4	Name By	Serial	Name by serial number
		Date & Time	Name by date and time
5	Timer	Display timer	
6	Volume	Adjust the volume value	

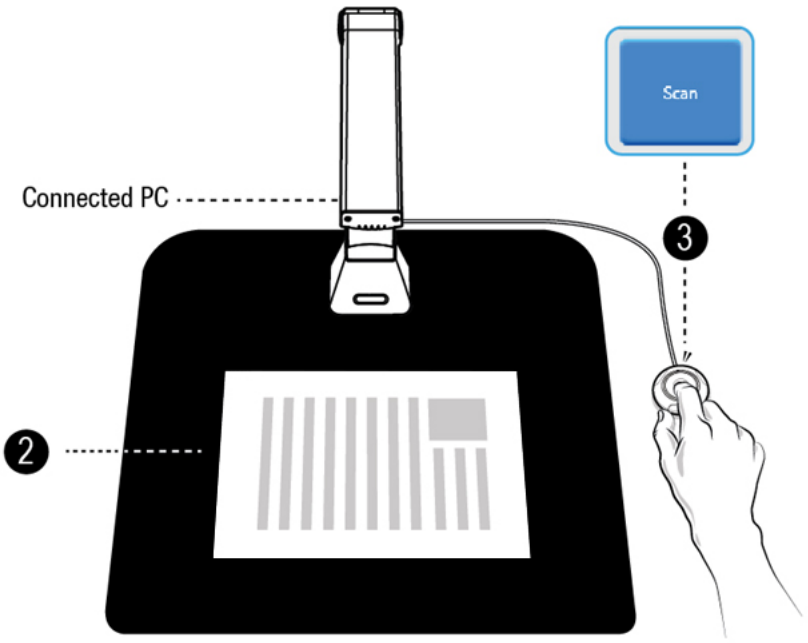
NOTE: The facecam recorder Option thanks to the Webcam icon in the camera scanner Toolbar.

Scanning Using Document Mode

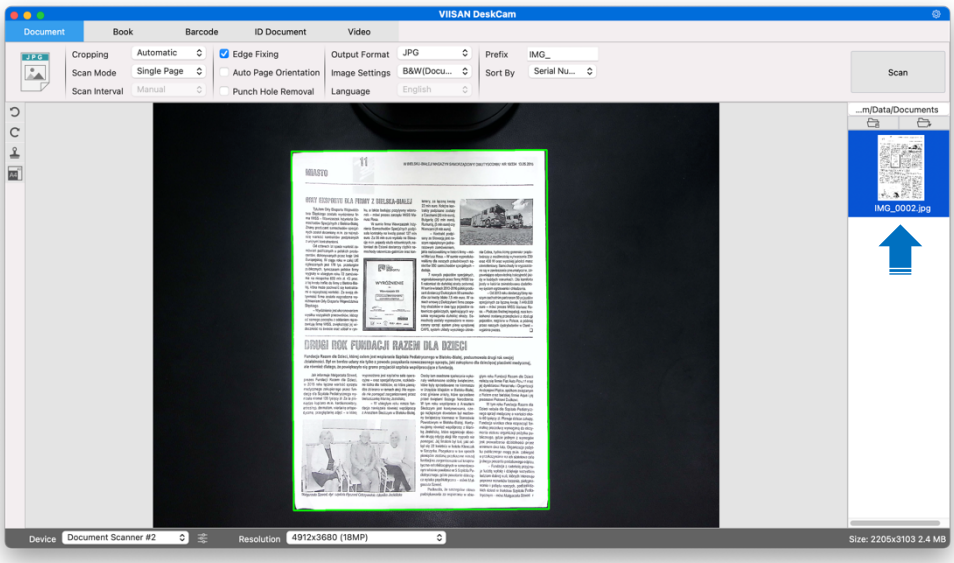
To scan document materials, please click the top function tab into [Document] mode and make settings for your original in this option menu as necessary.



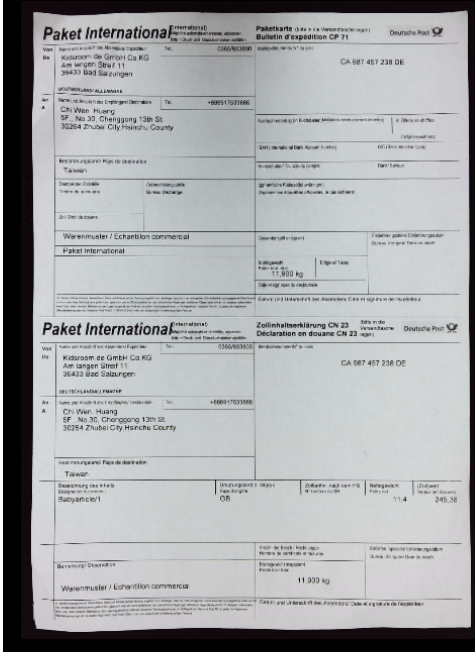
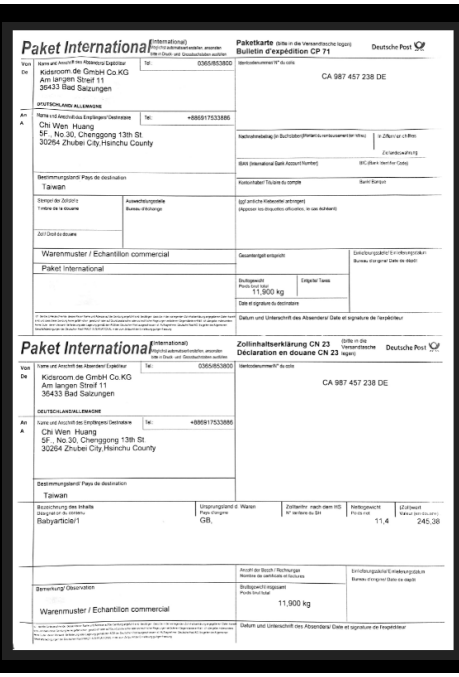
1. Place a document face up on the center of the scan mat.
2. Set the cropping to [Automatic] and click [Scan] button in the upper right corner of the scanning software in order to scan an image, additionally you may also press the external shutter button to initiate scanning.
   NOTE: To continue scanning additional pages, click [Scan] button and repeat this step to scan additional images.



3. When scanning is complete, the scanned image will appear on the right-hand side of the output window, allowing you to double-click on the thumbnail image to open the scanned result.

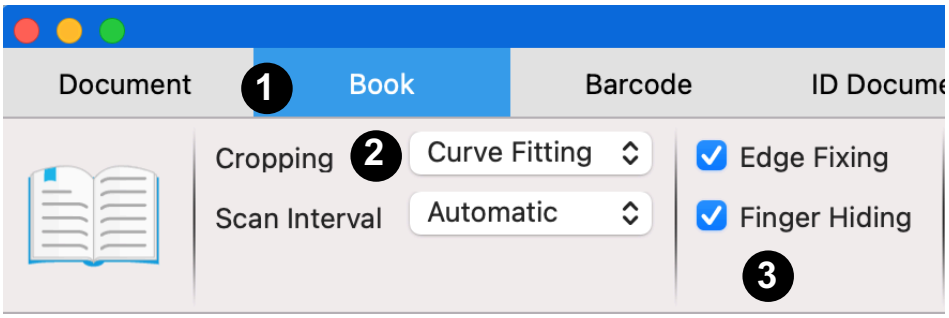


4. The following is an example for a scan in the B&W (Document) mode.

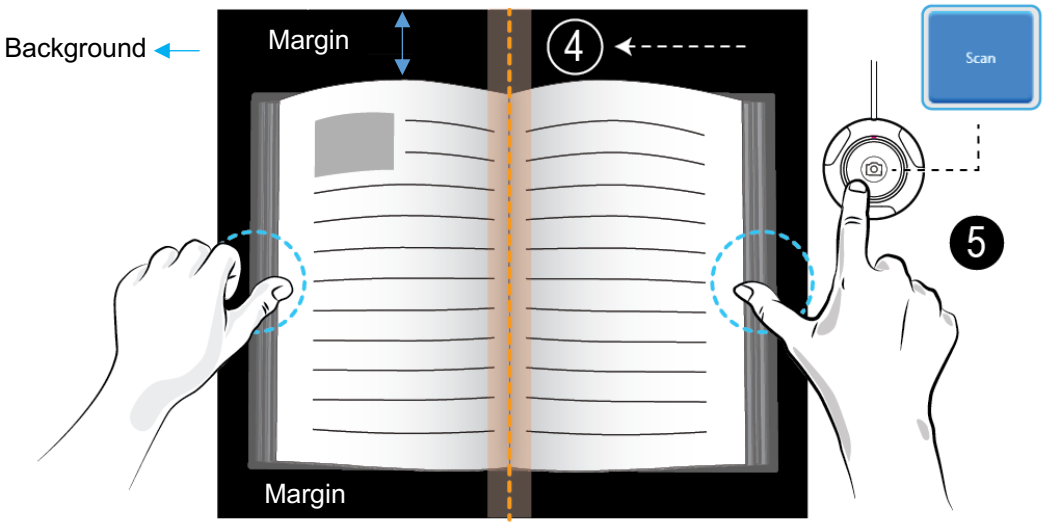
Original	Output Result
	

Scanning by Using Book mode

1. To scan a book or booklet, set the top function tab to [Book] mode.
2. According to the thickness of the book, select scanning with “Curve Fitting” or “Straight Fitting” from the drop-down menu of Cropping and then set the Scan Interval to “Manual”.
3. Check the “Finger Hiding” feature. (If necessary)



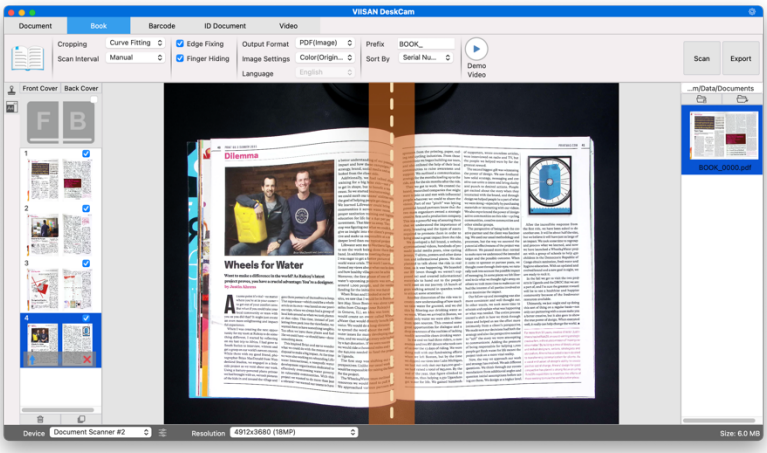
4. Place an opened book face up on the black scan mat and then align the center of the opened book with the vertical orange line on the screen.
5. Press your fingers against on the both-side of the opened book and then press the [Scan] button to perform a scan as show below.



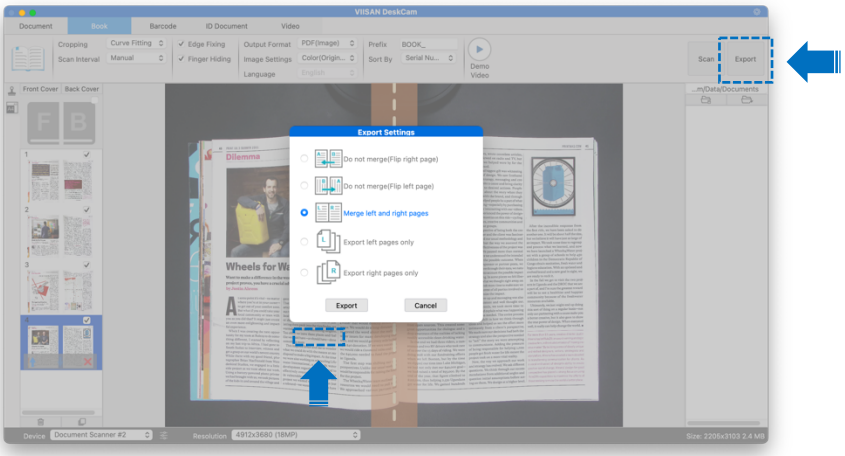
NOTE:

1. The book must be placed within the scanning area with enough margin space on the top and bottom of the background, because very narrow background margin will affect the page flattening algorithm performance.
2. The book scan mode is only enabled when detected the external shutter button is connected.

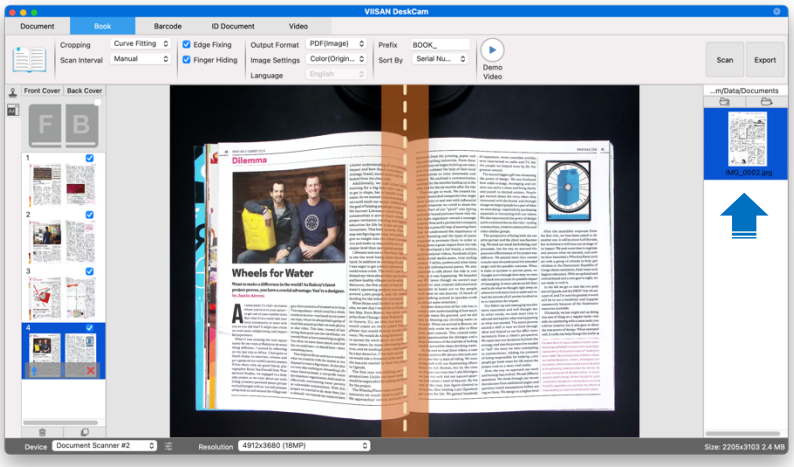
1. After scanning, the software will automatically flatten curved page and split them into two separate images, then display in the left-hand side preview window.



2. To export the scanned images, press the [Export] button in the upper right corner to open the Export Settings menu.
3. Select a format and then click [Export] button to output your scanned images.



4. After exporting, the file will be shown in the right-hand side output window, there you can double-click on the file icon to open the scanned result.

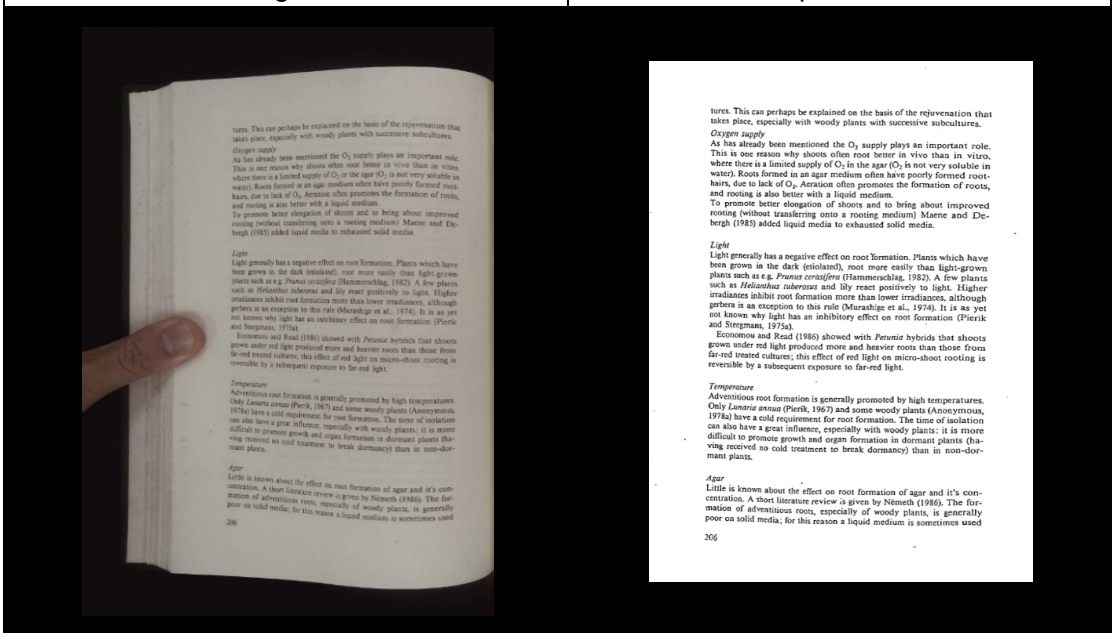


Export Settings:

Here are some options for exporting the scanned page.

Page Export Settings	Descriptions
	Export without merging. This is for flip-right style books
	Export without merging. This is for flip-left style books
	Export with merged left and right pages.
	Export left pages only.
	Export right pages only.

NOTE: Export Settings are only available for the Book scan mode; the following is an example of automatic curved page flattening and finger erasing in [Book] scan mode.

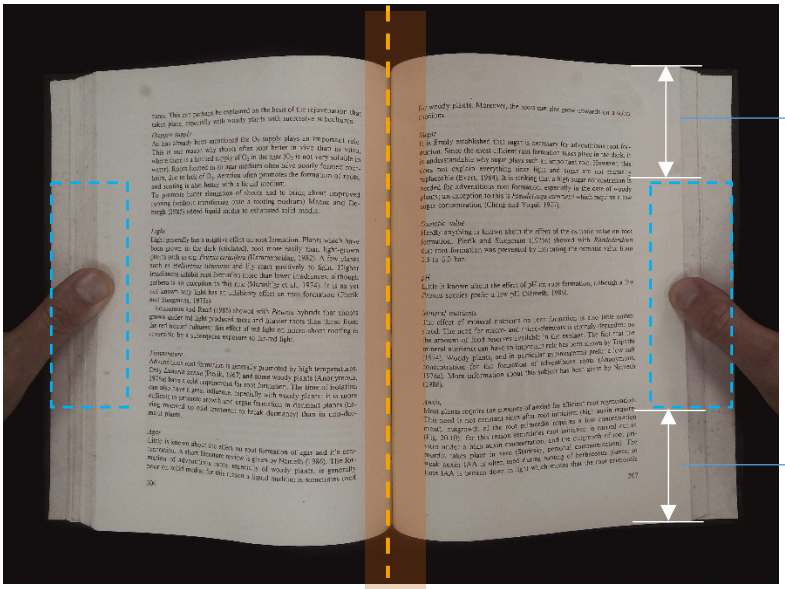
Original	Output Result
	

The Special Features of Book Mode

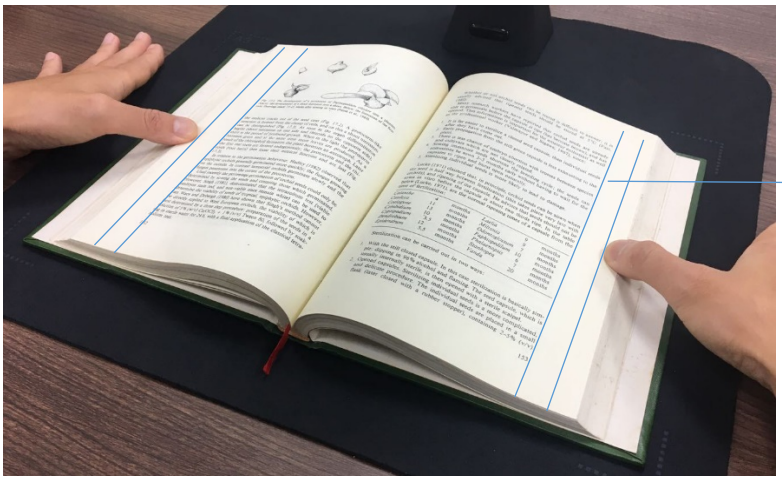
Finger Removal Function

The VIISAN OfficeCam offers a very useful function which detects fingers at the margin of books and erases them from the scanned image. The following requirements must be fulfilled before using the “Finger removal” function properly.

1. Ensure that you have selected the [Finger Hiding] function in the software.
2. Place an opened book face up on the black scan mat.
3. The center of the book must be aligned with the vertical orange line on the screen.
4. The fingers should be placed in the middle of the edges of the opened book.



5. The fingers should be positioned with a similar distance to the text elements in the book as the following picture shows.



NOTE: If the distance is too small, the finger removal function may not correctly remove the fingers from the scanned image.

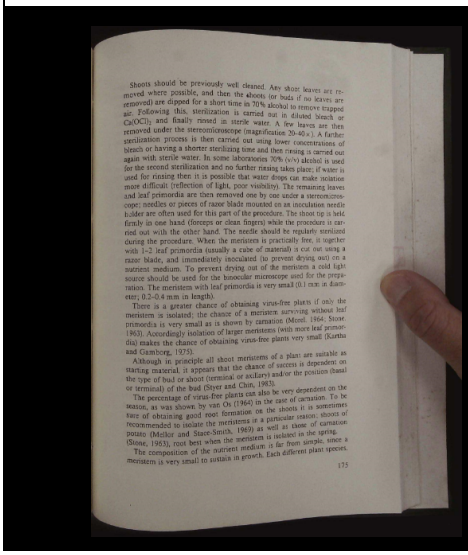
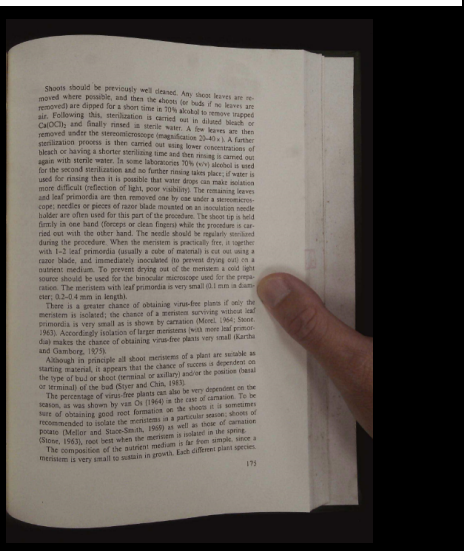
Correct Finger Position

There are some finger positions that can cause a malfunction of the "Finger Removal" function.

The following are a few examples of correct and incorrect finger positions.

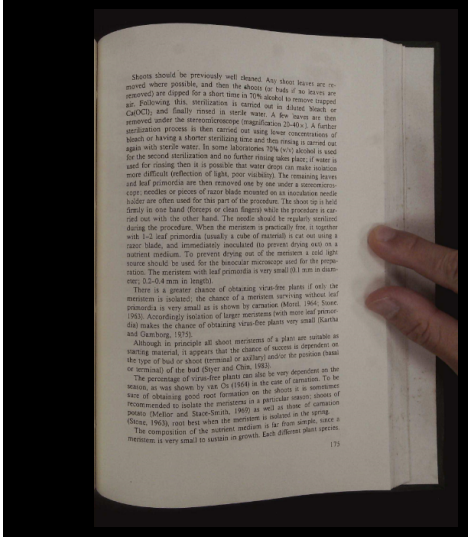
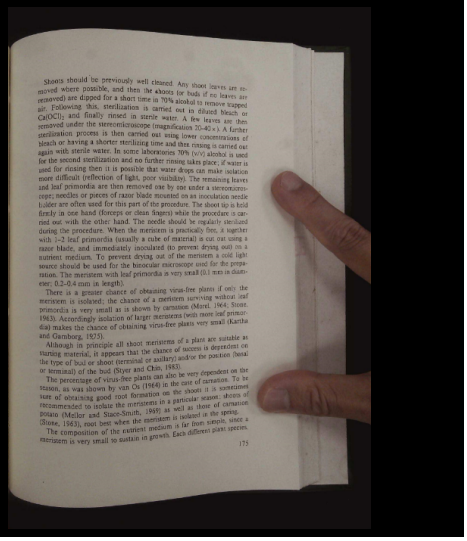
Distance too small

The fingers should be positioned at a distance to the text elements in the book as shown in the picture example. Do not place fingers too close to the text of the book.

Correct	Incorrect
	

Multiple fingers hold the book

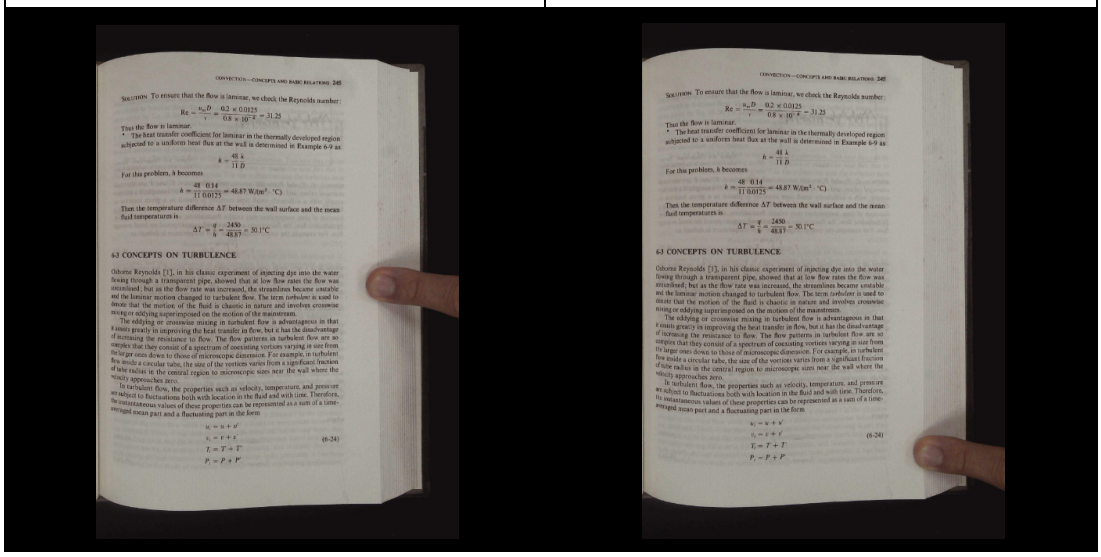
When using multiple fingers to hold down the book, place your fingers together in the middle of the edge of the book. Do not spread your fingers too far apart.

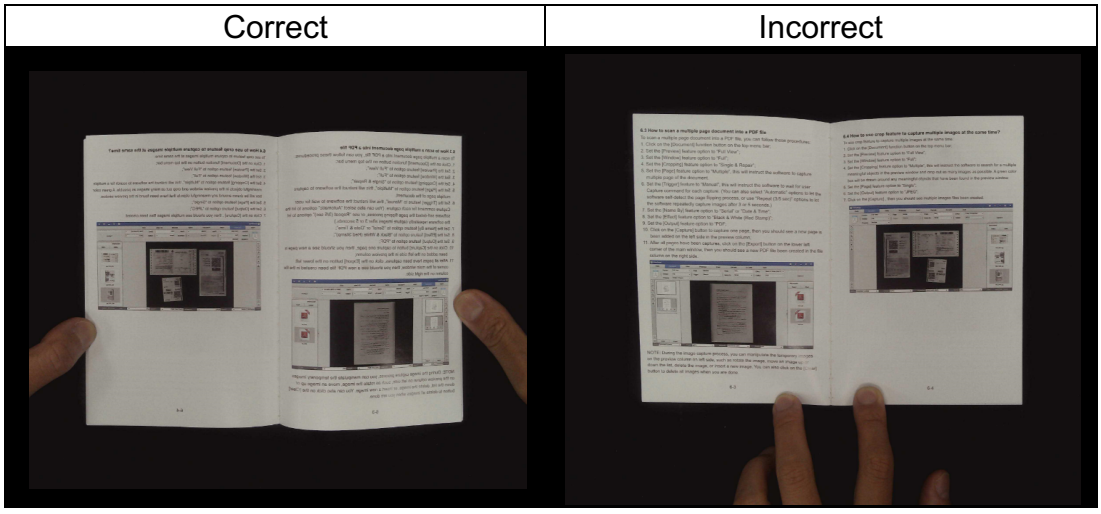
Correct	Incorrect
	

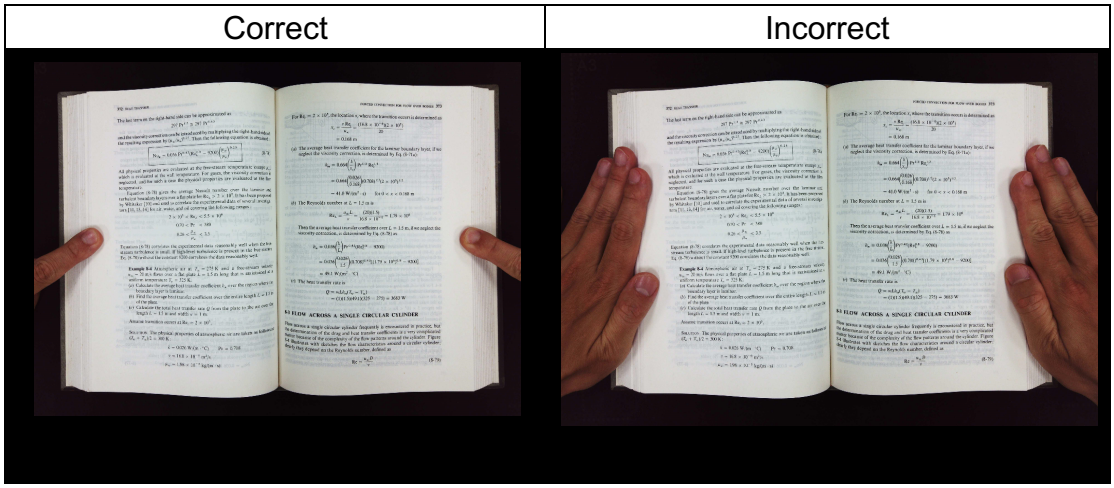
Single Finger Position

Always keep your finger straight and placed on the middle section of the opened book.

Do not place your finger on the top or bottom of the opened book.

Correct	Incorrect
	

Correct	Incorrect
	

Correct	Incorrect
	

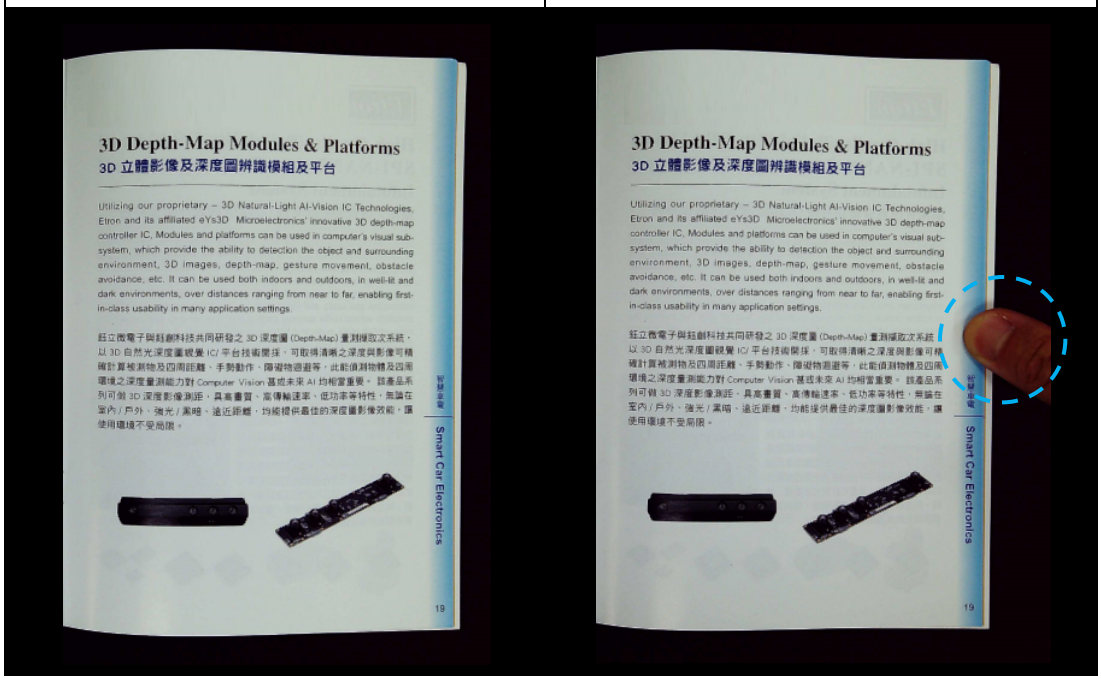
Mixed Patterns and Colors

To scan a flat, color magazine or catalog, we recommend turning-off the “Finger Hiding” function in the scan settings, as the finger removal function may cause malfunction, the reason being that the analyzing algorithm will detect an area of mixed patterns and colors at the border of the image.

Do not place your finger on the book’s edge if mixed patterns are present.

Correct	Incorrect
	

Do not place your finger on a book edge with color printing.

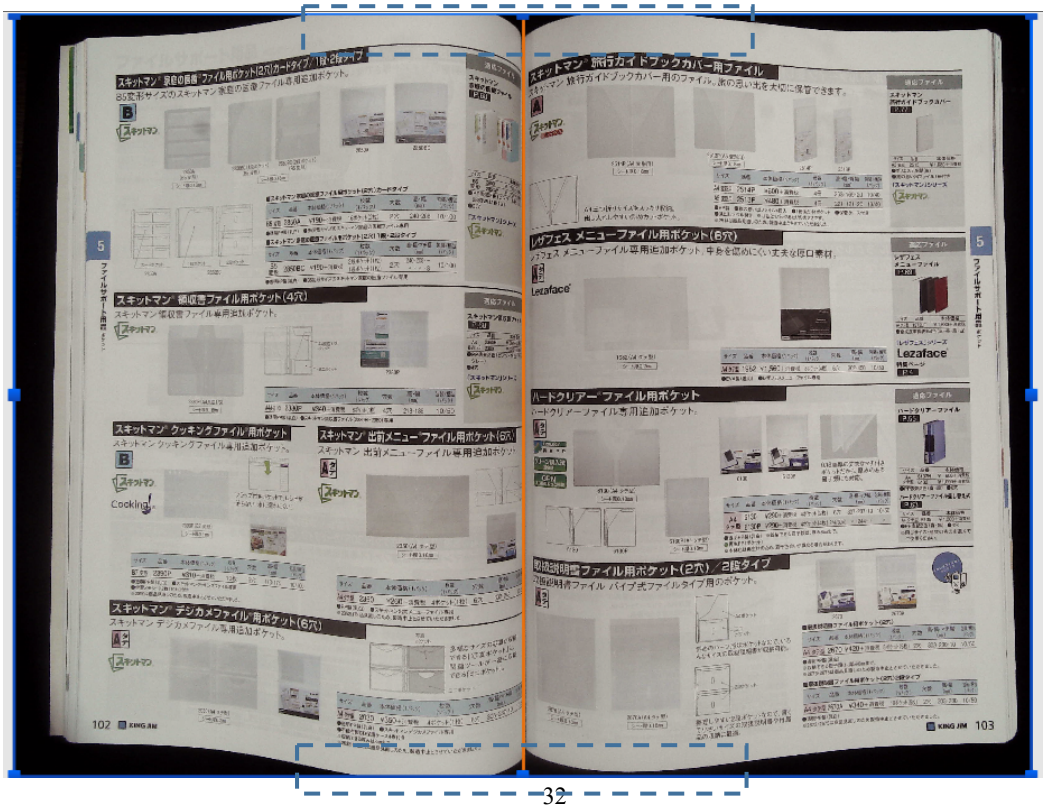
Correct	Incorrect
	

Scan Size Limitations

An opened book can’t occupy less than one-half the width of the scanning area.
If scanning with a book that is too small, the finger removal function may not correctly remove the fingers from the scanned image.

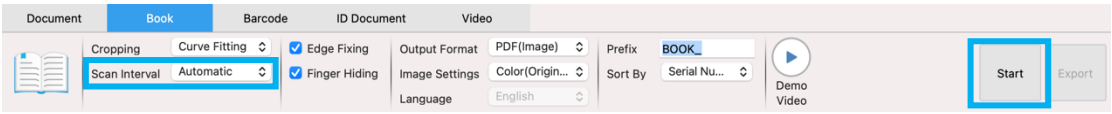


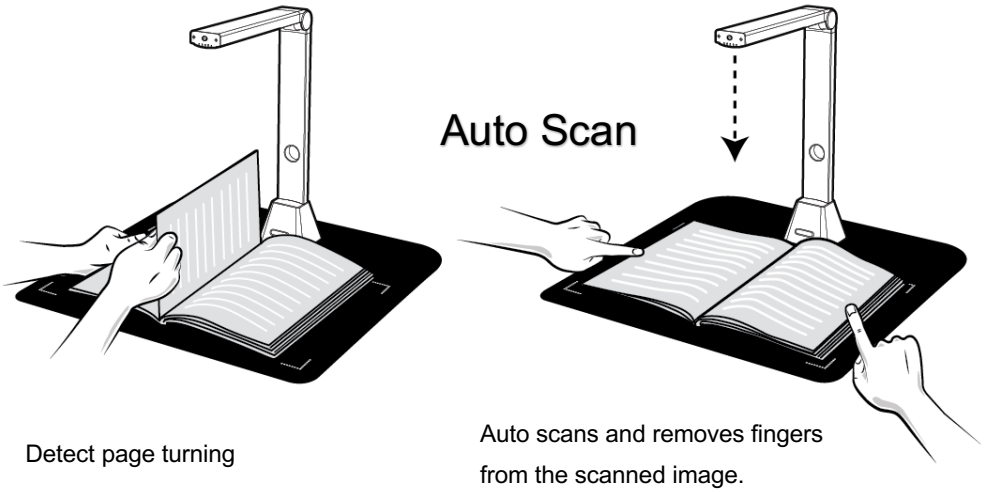
Do not place the book outside the scanning area.



Auto Scan Function

This VIISAN OfficeCam scanner software offers a very useful automatic scan function. When the scanner device detects a page is turned, the software will automatically start continuous scanning. To use the Auto Scan function, please set the Scan Interval to "**Automatic**" from the top setting panel and then press "**Start**" button to start auto scanning, to stop scanning, press the "Stop" button.



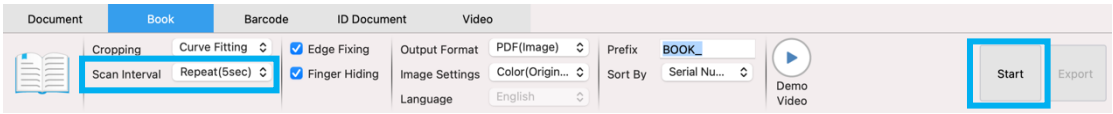


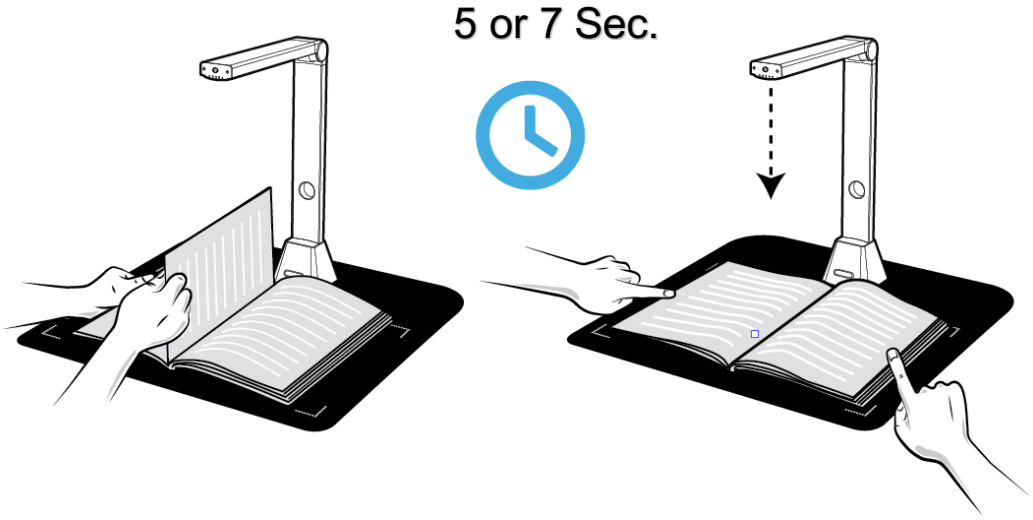
Detect page turning

Auto scans and removes fingers from the scanned image.

Scan Interval

You can also set the specified time interval to continue scanning for an extra page.





The book scanner automatically activates after the specified time-period passes.

Setting Front and Back Cover Images

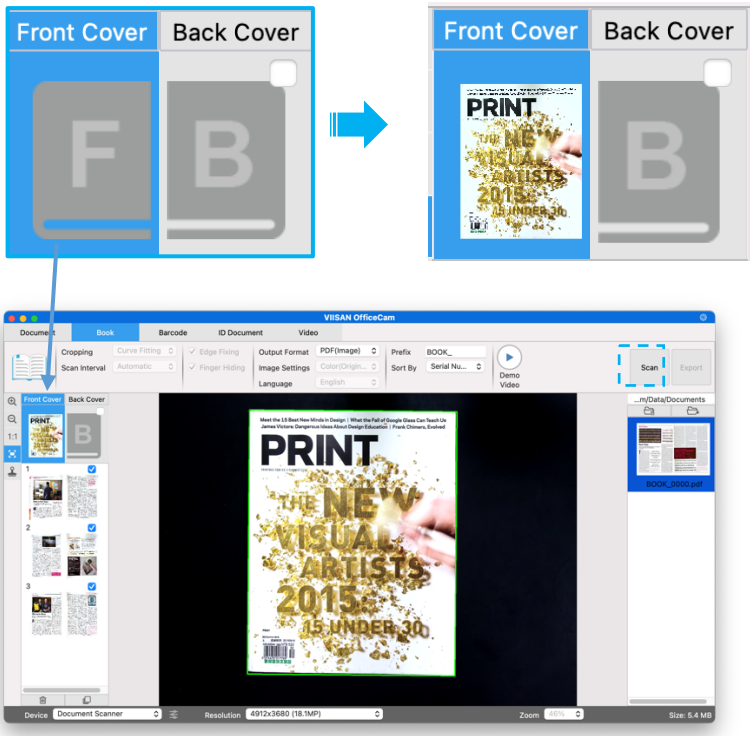
To scan the front and back cover images of your book, you can follow the below steps.

Click on the "Front Cover" button on the left-hand side.

1) Place the book front-cover (face up) at the center of the scan mat.
2) Set the [Image Settings] feature option to “Color (Original).” Highly recommended!
3) Press the [Scan] button to scan the front cover image.

NOTE: When entering the cover scan mode, the software will automatically activate the auto-cropping function.

4) After scanning, the book cover thumbnail will be automatically displayed in the left side preview window as in the example below.
5) To scan the back-cover image, click the "Back Cover" button and turn the book to the back (face up) at the center of the scan mat, then press the [Scan] button to scan the back-cover image.



NOTE: You can click “**X**” icon on the thumbnail to remove the cover image and rescan a new image if necessary.

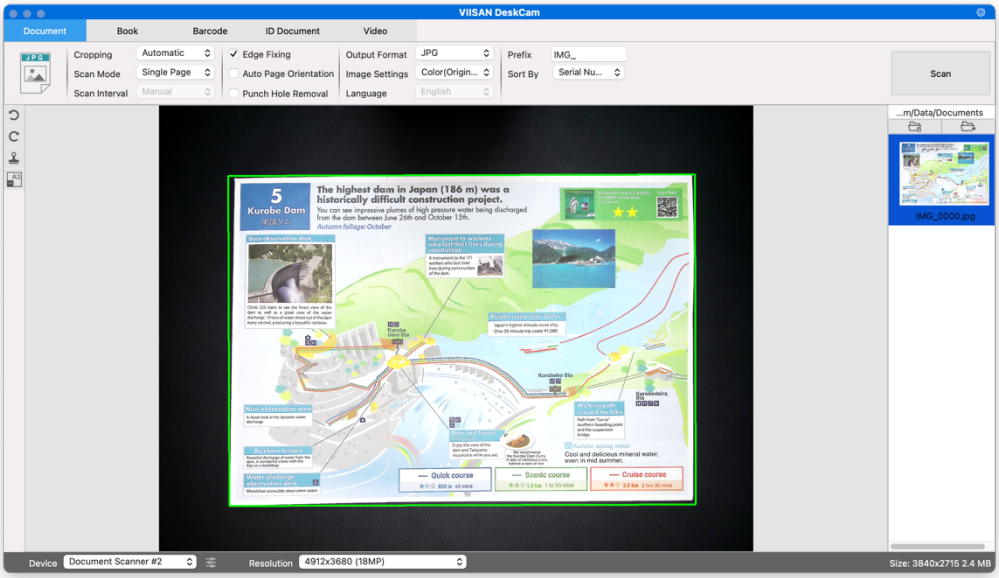
Usage Example

In this description, you can refer to following examples cases settings to create your scan jobs.

How to Scan a Color Document Well?

To scan a color document well, you can follow the below steps.

1) Click on the [Document] function in the top menu bar.
2) Set the [Cropping] feature option to “Automatic”.
3) Set the [Scan Mode] feature option to “Single Page”, this will instruct the software to only capture one side of the object. (You can also select “Merge Horizontally” to scan both sides of an object and merge them into one image. This is useful when you want to scan both sides of an object, for example business cards, and merge them into one image file.)
4) Set the [Name By] feature option to “Serial” or “Date & Time”.
5) Set the [Image Settings] feature option to “Color (Original)”, this will instruct the software to improve the color quality of the output image.
6) Set the [Output Format] feature option to “JPEG”, this will instruct the software to output the image file in the JPEG format.
7) Click on the [Scan] button in the upper right corner, then you should see in the file column on the right side that a JPEG file has been create.

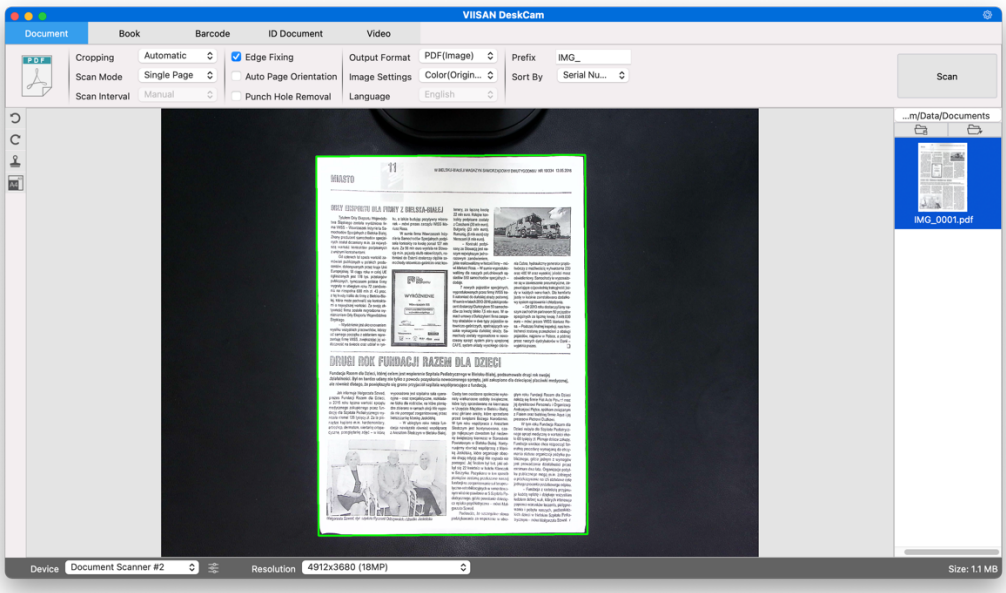


NOTE: Avoid scanning documents in places near window or other environments with strong lighting. Excessively bright ambient lighting will affect image saturation and thus affect scanning results.

How to Scan a document and saving it as a PDF file?

To scan a single page document and save it as a PDF file, you can follow the below steps.

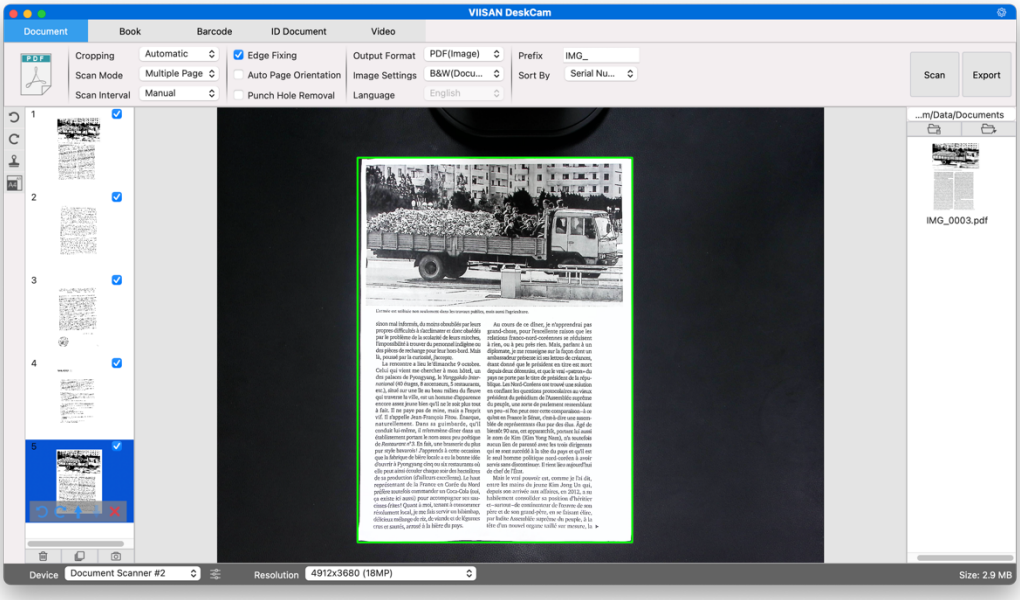
1) Click on the [Document] function in the top menu bar.
2) Set the [Cropping] feature option to “Automatic”, this will instruct the software to search for a single suitable document in the preview window and crop out a good image. Once this object is detected, you will see a green color box drawn around the object in the preview window.
3) Set the [Scan Mode] feature option to “Single page”, this will instruct the software to only capture one page of the document.
4) Set the [Scan Interval] feature option to “Manual”.
5) Check “Edge Fixing” and “Text Orientation” on the menu bar if necessary.
6) Set the [Output] feature option to “PDF (Image)”, this will instruct the software to output the image file in the PDF format.
7) Set the [Scan Settings] feature option to “B&W (Document),” this will instruct the software to output the image file in the B&W style and remove undesired shadows.
1) Click on the [Scan] button in the upper right corner, then you should see a PDF file has been created in the file column on the right side.



How to scan Multiple-Page Document into a PDF file?

To scan a multiple page document into a PDF file, you can follow the below steps.

1) Click on the [Document] function in the top menu bar.
2) Set the [Cropping] feature option to “Automatic”
3) Set the [Scan Mode] feature option to “Multiple page”, this will instruct the software to capture multiple pages of the document.
4) Set the [Scan Interval] feature to “Manual”, this will instruct the software to wait for a user capture command for each capture. (You can also select “Automatic” options to let the software self-detect the page flipping process, or use “Repeat (5/7 sec)” options to let the software repeatedly scan images after 5 or 7 seconds.)
5) Set the [Name By] feature option to “Serial” or “Date & Time”.
6) Set the [Image Settings] feature option to “B&W (Document)”.
7) Set the [Output Format] feature option to “PDF (Image)”.
8) Click on the [Scan] button to scan one page, then you should see a new page has been added on the left-hand side in the preview column.
9) After all desired pages have been scanned, click [Export] next to the [Scan] button in the upper right corner of the main window, then you should see a new PDF file has been created in the file column on the right-hand side.



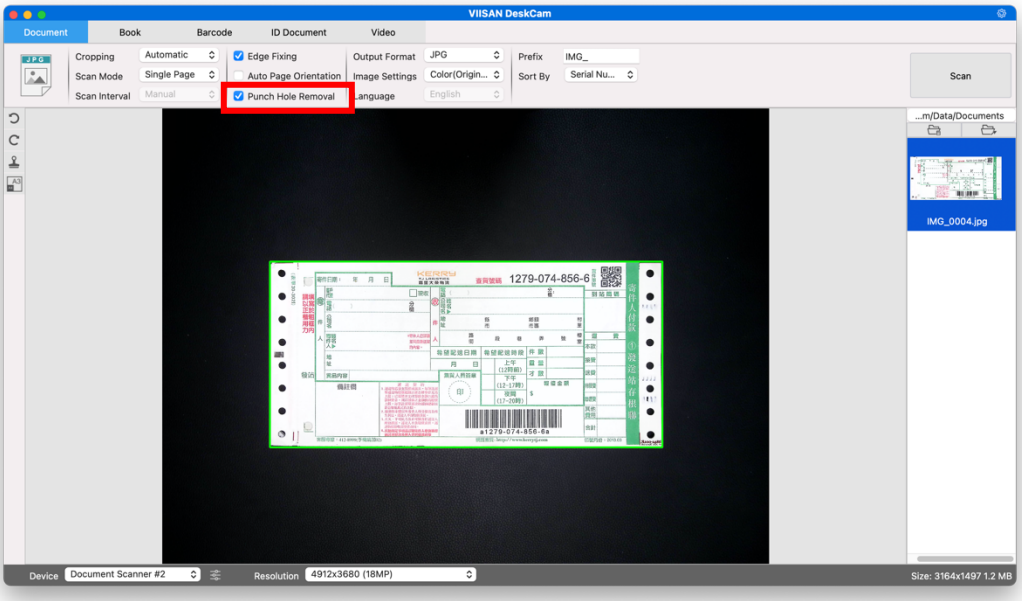
NOTE: During the image scan process, you can manipulate the temporary images in the preview column on left-hand side, such as rotating the image, moving an image up or down the list, deleting the image, or inserting a new image.

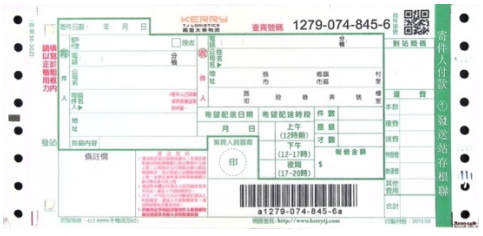
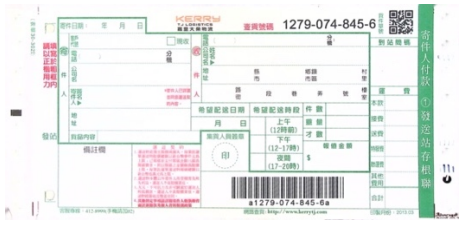
You can also click on the [Clear] button to delete all images when you are done.

How to remove the punch holes from a scanned document?

To remove the punch holes from a scanned document, you can follow the below steps.

1) Click on the [Document] function in the top menu bar.
2) Set the [Cropping] feature option to “Automatic”.
3) Check the “Punch Hole Removal” feature.
4) Select the output format.
5) Click on the [Scan] button in the upper right corner to scan the punch hole document.
6) After scanning, the OffiiceCam software will automatically remove the punch holes around the edges of the document and fill the holes with the color closest to the originals.



Original	Punch holes removed
	

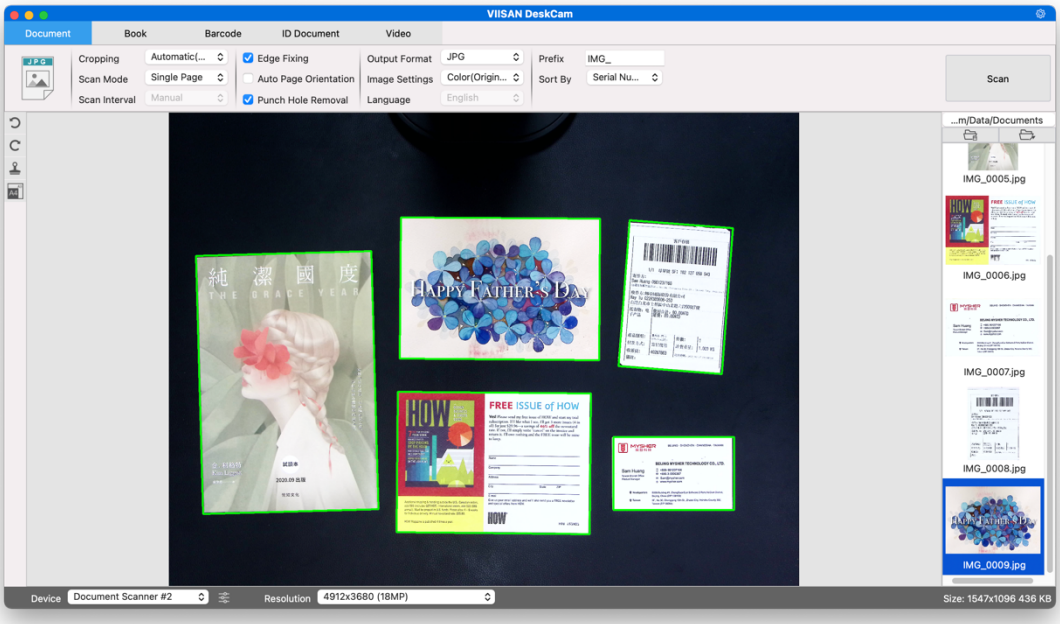
NOTE:

- Punch holes may not be removed if the originals are fed skewed, or the punch holes are not along the edges of the document.
- The shape of punch holes that is not round cannot be removed.
- Punch holes may not be removed if the holes overlap the text, lines or graphics.

How to Scan Multiple Images at the Same Time?

To use the crop feature to scan multiple images at the same time, you can follow the below steps.

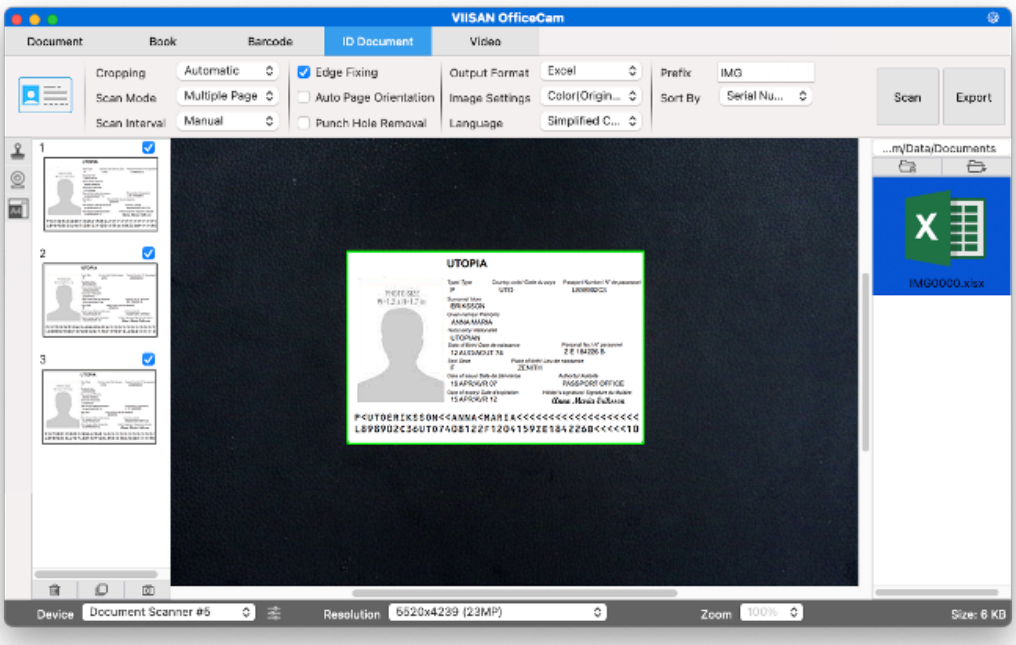
1) Click on the [Document] function in the top menu bar.
2) Set the [Cropping] feature option to “Automatic (Multiple)”, this will instruct the software to search for multiple objects in the preview window and crop out as many images as possible. A green color box will be drawn around any meaningful objects that have been found in the preview window.
3) Set the [Scan Mode] feature option to “Single Page”.
4) Set the [Scan Interval] feature to “Manual”.
5) Set the [Output] feature option to “JPEG”.
6) Click [Scan], then you should see multiple image files been created.



How to scan an MRZ code and save the result in an EXCEL file?

To scan an **MRZ code** (on an ID card or passport) and export the result in an EXCEL file, follow these steps:

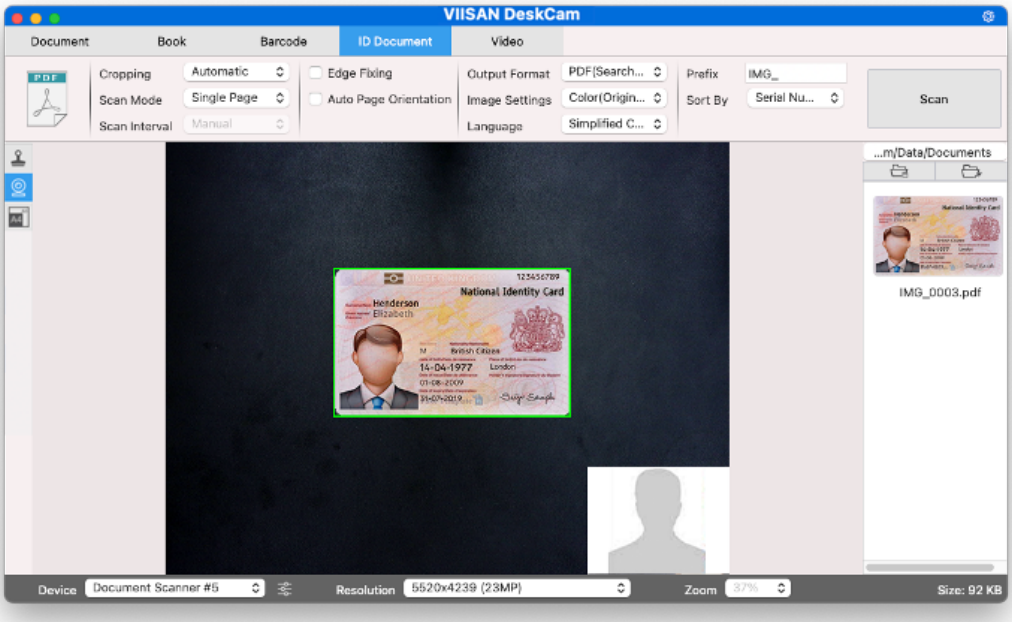
1. Click on the **ID Documents** tab in the top menu bar.
2. Set the **Cropping** to 'Automatic'.
3. Set the **Scan Mode** to 'Multiple page'. This allows you to scan for several MRZ codes before exporting.
4. Set the **Output Format** to 'Excel'. This instructs the software to export the scanned codes in an EXCEL file (without image file).
5. Set the **Image Settings** to 'Color (Original)'
6. Set the **Sort by** to 'Serial number', or 'Date & Time'
7. Click **Scan** button in the top menu bar.
8. Swap ID cards and fit the MRZ code into the cropping frame you defined manually.
9. Repeat steps 9 and 10 as many times as needed.
10. When finished, click **Export** button an then you will see an **EXCEL** file be created in the right side **Output Folder** panel.



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 top menu bar.
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 Scan Pad.
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. Place yourself or the person in front of the webcam.
9. Click **Scan,** A PDF file is created in the **Output Folder** panel. The first page contains your ID scan, the second page contains the webcam picture.

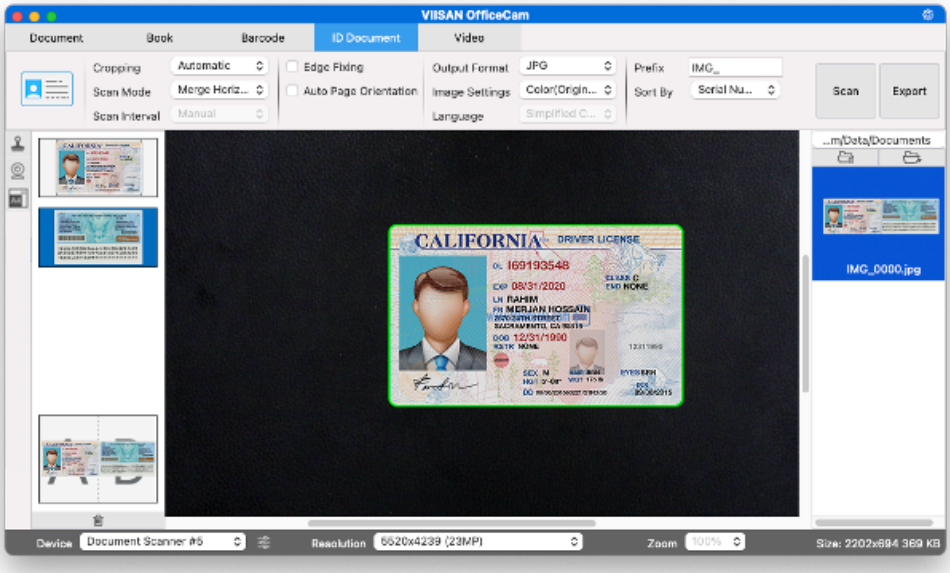


NOTE: if you select **JPG** as the Output Format, then scanning generates two **separate** files: one with your ID scan, the other with your photo.

How to marge both-side card images into a single side file?

To scan and marge both-side card images into a single side file, you can follow these steps:

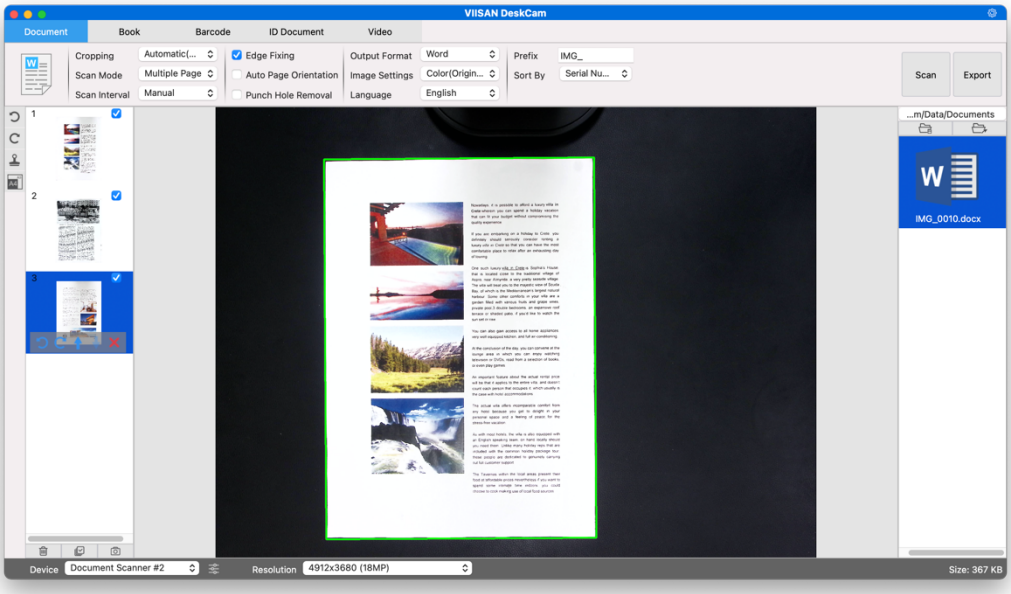
1. Click on the **ID Documents** tab in the top menu bar.
2. Set the **Cropping** to 'Automatic'.
3. Set the **Scan Mode** to “Merge Horizontally” or “Merge Vertically. This allows you continuous scan both-side images and merge them into a single-side document.
4. Set the **Output Format** to “JPEG”
5. Set the **Image Settings** to 'Color (Original)'
6. Set the **Sort by** to 'Serial number', or 'Date & Time'
7. Click Scan button to scan front side image and then flip card for scan the back side image.
8. When finished, click **Export** button an then you will see a JPEG file be created in the right side **Output Folder** pan



How to Scan Multi-Page Document into a Word File?

To scan a multi-page document and create OCR to then put into a Word file, you can follow the below steps.

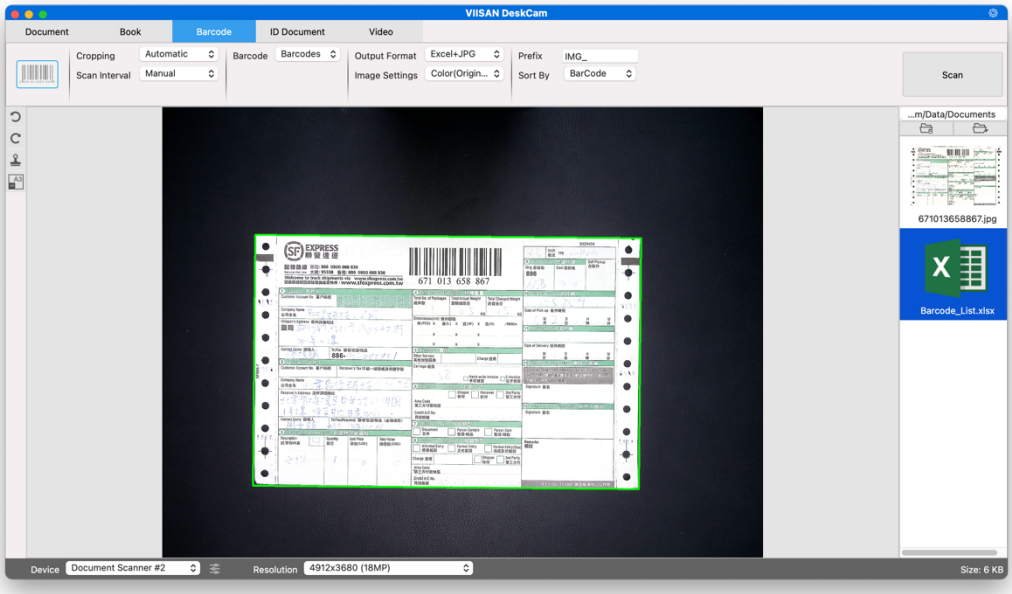
1) Click on the [Document] function in the top menu bar.
2) Set the [Cropping] feature option to “Automatic”.
3) Set the [Scan Mode] feature option to “Multiple page”.
4) Set the [Scan Interval] feature option to “Manual”.
5) Set the [Output Format] feature option to “Word”, this will instruct the software to output the scanned result in a Word file.
6) Based on the content of the document, select Recognize Language from the [Language] feature option.
7) Set the [Name By] feature option to “Serial” or “Date & Time”.
8) Click on the [Scan] button in the upper right corner to scan multiple pages.
9) After all pages have been scanned, click [Export] next to the [Scan] button in the upper right corner of the main window, then you should see a new Word file has been created in the file column on the right-hand side.



How to scan barcodes and save the result in an EXCEL file?

To scan barcodes and save the result in an EXCEL file, you can follow the below steps.

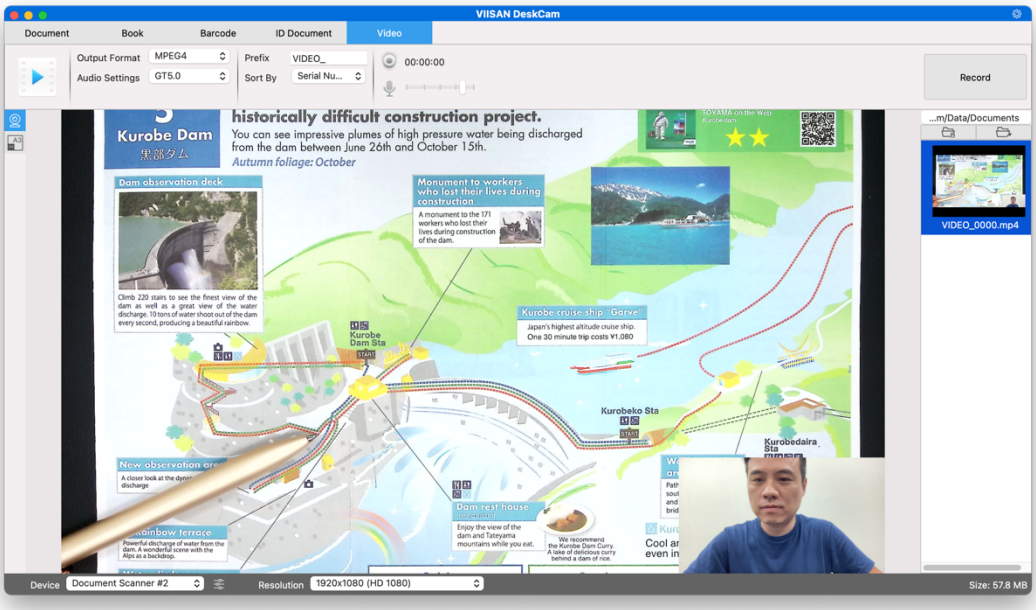
1) Click on the [Barcode] function on the top menu bar.
2) Set the [Cropping] feature option to “Automatic”.
3) Set the [Scan Interval] feature option to “Manual”.
4) Based on the barcode type to select Barcodes or QR Code from the Barcode feature option.
5) Set the [Scan Settings] feature option to “Color (Original)”.
6) Set the [Output format] feature option to “Excel + JPEG”, this will instruct the software to output scanned barcode in an EXCEL file and keep an image file, (you can also select “Text + JPEG” options to output the scan result into a text file with keep an image).
7) Set the [Name By] feature option to “Barcode”, this will instruct the software to save the image file and name it with the barcode number scanned from this image.
8) Click on the [Scan] button on the upper right corner, then you should see an EXCEL file pop out with scanned barcode value stored in it.



How to record a video with FaceTime camera?

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

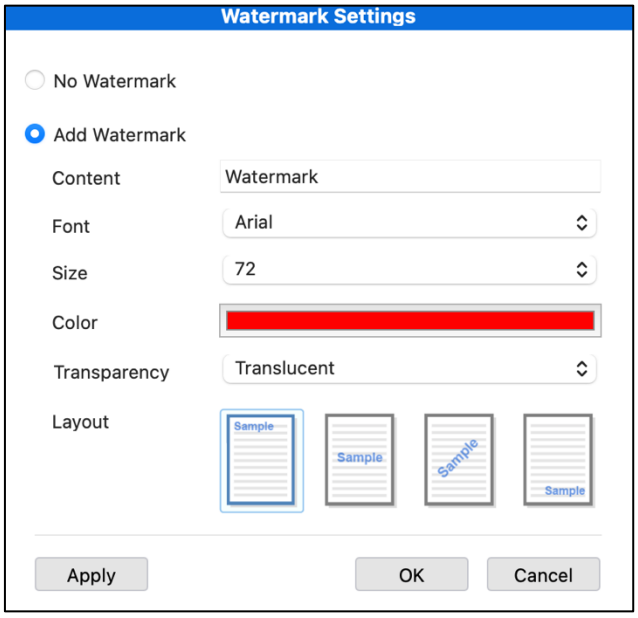
1) Click on the Video tab in the top menu bar.
2) Set the desired parameters.
3) Place whatever material you want to demonstrate under the scanner.
4) Click on the Webcam icon in the left side toolbar then your Mac FaceTime camera will be turn on automatically.
5) Place yourself or the person that will give explanations in front of the FaceTime camera.
6) Click Record in the Ribbon. Demonstrate and explain.
7) Click Stop when finished. A video file is created in the right-side output list.



How to add a Watermark in scanned document file?

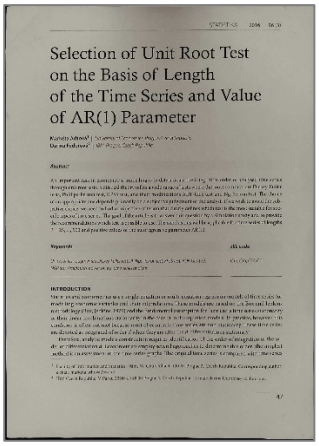
To add a common watermark such as DRAFT or CONFIDENTIAL to your scanned document, you can follow the following procedures:

1) Click on the [Document] function in the top menu bar.
2) Click on the Watermark  icon in the left-hand side toolbar to bring up the Watermark setting dialog.
3) In the Watermark setting dialog, select [**Add Watermark**].

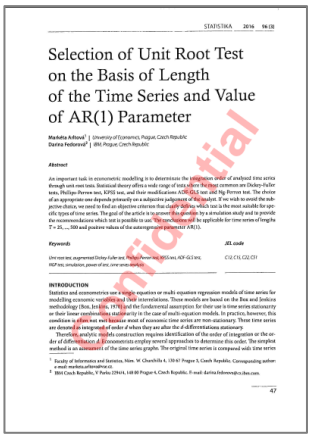


4) Type your watermark text in the **Content** box. You can try different fonts, size, colors, transparency, and choose a layout while you're at it.
5) Click [**OK**] to apply the Watermark settings to your document. Now you can try to scan a document with the added Watermark.

(Original)



(Added Watermark)



Supported OCR Languages

The VIISAN OfficeCam software is embedded with a powerful OCR engine, which allows scan documents and converts them into a searchable PDF, editable Word, Text, or Excel file. The OCR function supports the following languages.

English	German	French
Spanish	Italian	Polish
Swedish	Danish	Norwegian
Dutch	Portuguese	Brazilian
Galician	Icelandic	Greek
Czech	Hungarian	Romanian
Slovak	Croatian	Serbian
Slovenian	Luxembourgish	Finnish
Russian	Belarusian	Ukrainian
Macedonian	Bulgarian	Estonian
Lithuanian	Afrikaans	Albanian
Catalan	Irish Gaelic	Scottish Gaelic
Basque	Breton	Corsican
Frisian	Norwegian Nynorsk	Indonesian
Malay	Swahili	Tagalog
Japanese	Korean	Simplified Chinese
Traditional Chinese	Quechua	Aymara
Faroese	Friulian	Greenlandic
Haitian Creole	Rhaeto Romance	Sardinian
Kurdish	Cebuano	Bemba
Chamorro	Fijian	Ganda
Hani	Ido	Interlingua
Kikongo	Kinyarwanda	Malagasy
Ori	Mayan	Minangkabau
Nahuatl	Nyanja	Rundi
Samoan	Sotho	Sundanese
Tahitian	Tongan	Tswana
Wolof	Xhosa	Zapotec
Javanese	Nigerian Pidgin	Occitan
Manx	Tok Pisin	Bislama
Hiligaynon	Kapampangan	Balinese
Bikol	Ilocano	Madurese
Waray	Serbian Latin	Latin
Latvian	Hebrew	Numeric
Esperanto	Maltese	Zulu
Afaan Oromo	Asturian	Azeri (Latin)

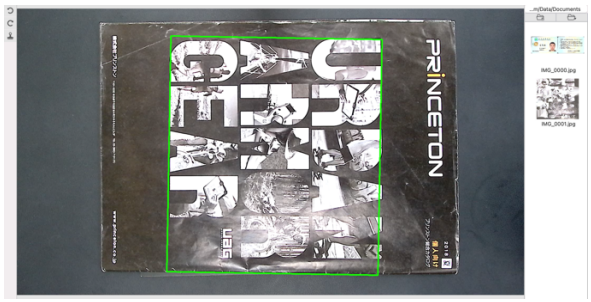
Luba	Papiamento	Tatar (Latin)
Turkmen (Latin)	Welsh	Arabic
Farsi	Mexican Spanish	Bosnian (Latin)
Bosnian (Cyrillic)	Moldovan	German (Switzerland)
Tetum	Kazakh (Cyrillic)	Mongolian (Cyrillic)
Uzbek (Latin)	Simplified Chinese+English	Traditional Chinese+English
Japanese+English	Turkey	

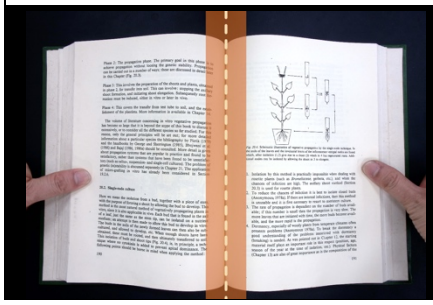
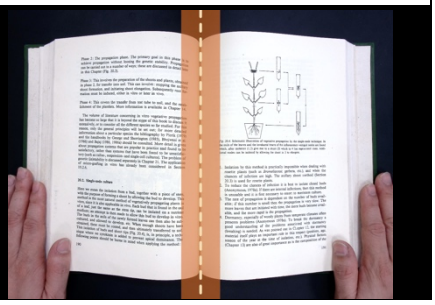
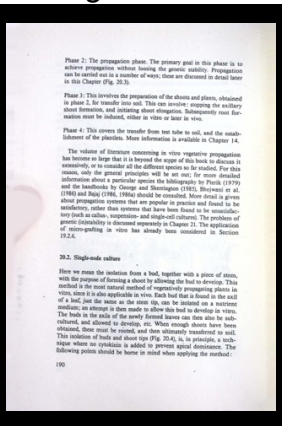
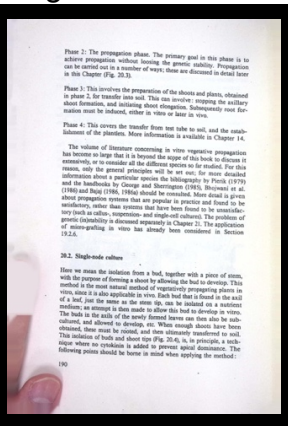
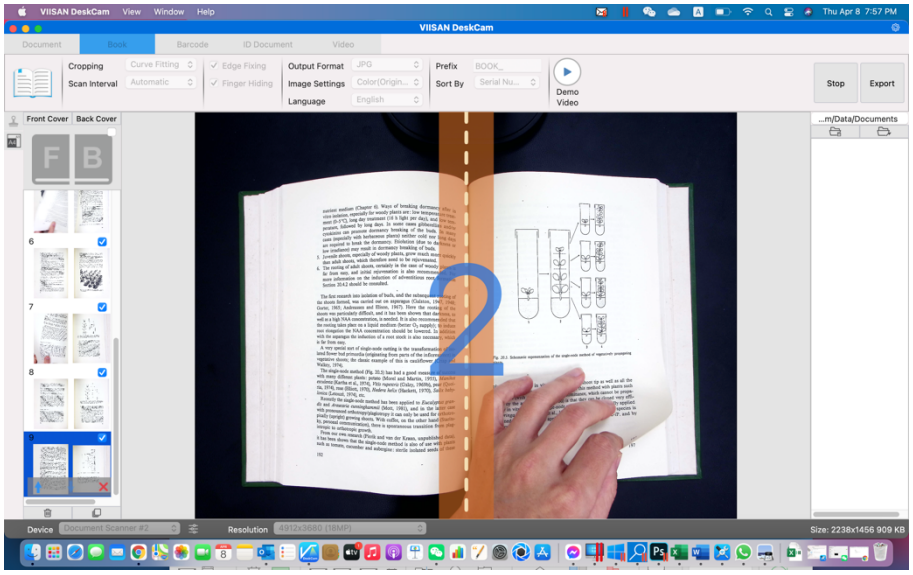
NOTE:

1) In order to correctly utilize the built-in OCR feature, when using the OCR function, please set [Image Settings] option to “B&W (Document)”, this will help to speed up the OCR recognition process.
2) If the document is placed in landscape, please check the “Auto Page Orientation” function in the top menu bar, this function will help rotate the pages based on the text orientation.

Known limitations

<table>
<tr><th>DOMAIN</th><th>EXPLANATIONS</th></tr>
<tr><td>Glossy paper</td><td>Glossy paper is NOT recommended as it gives lower quality results due to light reflections.

To avoid light reflections, please do not turn on LED light or scan under a lamp environment.</td></tr>
<tr><td>Dark image</td><td>If the document contains with a large black area, it may cause inaccurate automatic cropping.

To avoid this result, please turn off auto copping.</td></tr>
<tr><td>Edge -fixing</td><td>The Edge-fixing may affect pictures in the document when you are scan with a full border page or mixed patterns documents.
<table>
<tr><th>Edge-fixing on</th><th>Edge-fixing off</th></tr>
<tr><td></td><td></td></tr>
</table></td></tr>
</table>

<table>
<tr>
<td>Finger hiding
(Book mode)</td>
<td>Wrong finger pressing position may cause finger removal inaccurately.
To ensure a better finger erasure result, always keep your finger straight and placed it on the middle section of the opened book.
NOTE: Do not place your finger on the top or bottom of the opened book.
<table>
<tr><th>Correct</th><th>Incorrect</th></tr>
<tr><td></td><td></td></tr>
</table>
<table>
<tr><th>Finger erased</th><th>Finger is not erased</th></tr>
<tr><td></td><td></td></tr>
</table>
</td>
</tr>
<tr>
<td>Page-Turning Detection</td>
<td>If it happens to take hand images during the page-turning detection automatic scanning, please wait for a booming sound when count-down 3 sec. before turning to the next page.
</td>
</tr>
</table>

Troubleshooting

If the device cannot be detected for a long time, you can try the following.

- Make sure you are using a support model camera device.

If you are using 3rd party products this software may NOT work.

- Change the USB port

if the camera scanner is connected with other USB devices at the same time, you can disconnect other USB devices, and then restart the scanner and try again.

- Check if the camera is opened by other applications

Check the macOS program, if the camera has been occupied by other applications, please exit the application and try again.

- Turn off the virtual machine

If your mac has installed Windows virtual machine such as “Parallels Desktop”, please turn off it and connect the device again.

-Watch our video tutorial

if the problem cannot be solved with the above methods, click to view the video tutorials at https://www.viisan.com/en/video/type1.html

-Contact customer service

if you still need assistance, please contact our customer service at info@viiisan.com , We would be answered your email questions within 24 hours on business days.

-Product Support

To get further product support, visit our website at https://www.viisan.com/en/support/list.html