Installing the 365id Scanner®

General

365id preconfigures all 365id Scanners before shipment for your network and environment. Included cables and accessories may therefore vary depending on your order.

365id validates documents based on best practice methods. Our goal is to stop all forged and expired documents while performing a correct validation of authentic documents. Our validation is best in class; however, you should be aware there might be cases where the result may be misleading.

The 365id Scanner® processes personal details, you are however the legal personal data controller, while 365id is the personal data processor. It is primarily your responsibility to ensure that personal data processing is performed according to applicable laws and regulation.

The responsibilities regarding the use of the 365id Scanner®, and processing of personal details is clearly defined in the agreement between you and 365id.

Placement

The 365id Scanner® should be placed in an ergonomic location appropriate to the users work environment. It should easily be within reach for those who are to use it. The 365id Scanner® is CE approved and fulfills the highest EMC requirements. It can, for example, therefore be placed near your computer screen.

Do not place your scanner where it may be exposed to direct sunlight, or under very strong lighting. Strong light sources can negatively affect the scanning process, and therefore affect the result of the scan.

Cleaning

To avoid damage and ensure safety, always disconnect the power adapter from the outlet before cleaning the 365id Scanner®. To remove dust and light dirt use a slightly moistened cloth. For more in-depth cleaning add a drop of mild soap to the slightly moistened cloth.
Never spray or pour liquids on or in the 365id Scanner®. If liquids end up in the 365id Scanner® it can cause serious damage to the sensitive electronics within.
Never use solvents when cleaning, they can damage the plastic, or components within the scanner.

What's in the box

Your 365id Scanner® is normally delivered with:

- Power adapter Deltaco PS05-30A
- Network cable RJ45, 2 meter
- Stickers, sized A6 and A7
- Manual 365id Scanner® (English)

Installing 365id Scanner® with network cable

1. Connect the network cable to a network outlet which provides an Internet connection, and to the 365id Scanner®.
2. Connect the round power connector to the 365id Scanner®.
3. Attach the network cable and power cable to the clips on the bottom of the scanner.
4. Plug in the power adapter to a wall outlet.
5. During startup, all four indicators will be lit on the scanner.
6. When the purple indicator is lit, the 365id scanner® is ready for use.

Installing 365id Scanner® using Wi-Fi – additional service

If support for a wireless internet connection was ordered with your 365id Scanner® then everything will be preconfigured by 365id before delivery, according to your IT department. When installing, or using the scanner with a wireless network a network cable should not be used.

1. Ensure that the wireless network is active.
2. Connect the round power connector into the 365id Scanner®.

   Attach the power cable to the clip on the bottom of the scanner.
3. Connect the power adapter to a wall outlet.
4. During startup, all four indicators will be lit on the 365id Scanner®.
5. When the purple indicator is lit, the 365id Scanner® is ready for use.

If you change settings for the wireless network, please contact 365id Support. Our support will supply you with new settings, and a configuration guide to update the scanners wireless settings.

The 365id Scanner® must be updated if, for example, any of the following settings for your wireless network are changed:

- network name (SSID)
- password

Installing portable 365id Scanner® - additional service

The 365id Scanner® can be used in a portable configuration, for example when there is no access to a fixed Internet connection, or where there is no power outlet. The 365id Scanner® is then delivered with a battery pack and an Internet connection is established through your phone's Internet sharing feature.

Ensure your Internet sharing is configured, this varies depending on the manufacturer of your phone. For iPhone, see page 17. For Android see page 18.

365id preconfigures the 365id Scanner® for your phone's settings according to your order of 365id Scanners. Portable 365id Scanners are normally delivered with a removable sticker illustrating the settings according of your order.

Installing portable 365id Scanner® – additional service

1. Ensure Internet sharing has been activated on your mobile phone.
   Be aware power save mode may disable Internet sharing.

2. Ensure the 365id sticker is facing upwards before opening the case.

3. Ensure the battery pack's USB cable is connected on the bottom of the 365id Scanner®.

4. Connect the USB cable to the battery pack.

5. During startup, all for indicators will be lit on the scanner.

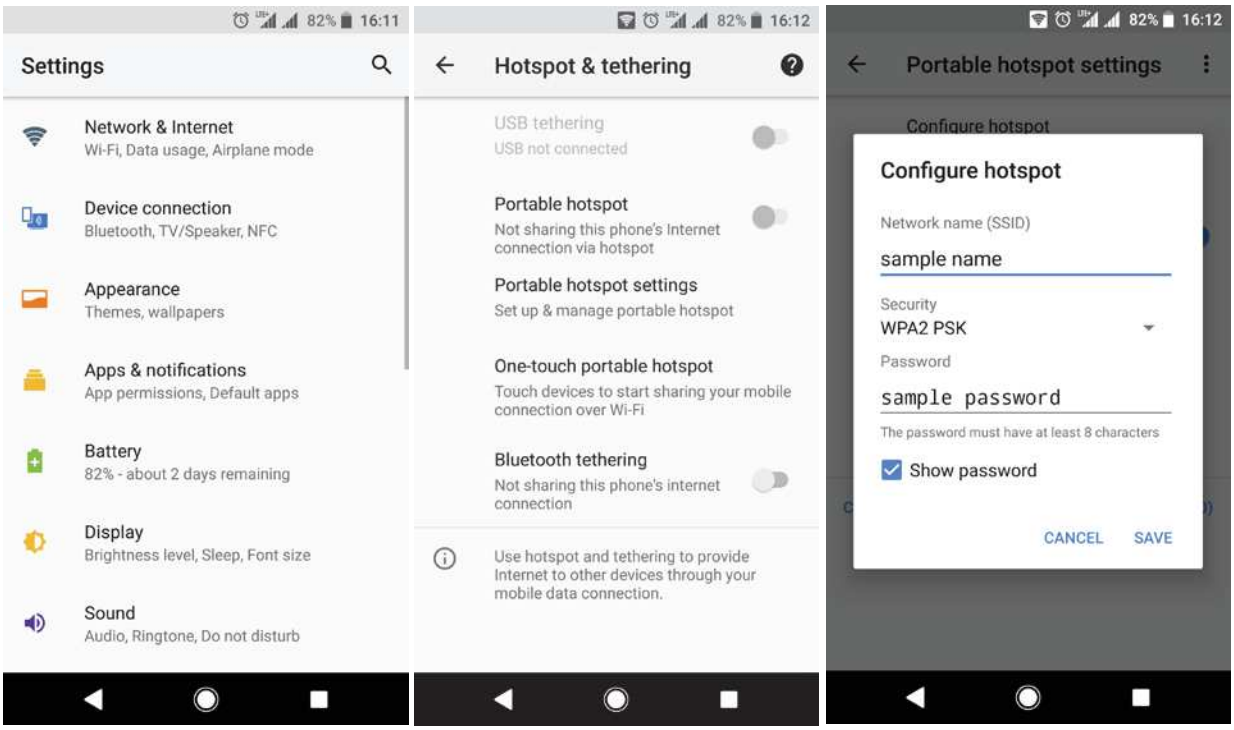
6. The 365id Scanner® is ready to use when the purple indicator is lit.

7. After usage, disconnect the USB cable from the battery pack.
   Charge the battery pack when necessary.

Internet sharing via Android phones

If you have an Android phone your menus may differ from the images below, but the procedure is alike for all Android phones.
If you are unsure, please consult the user manual for your phone.

1. Open the settings menu.
2. Select Network and Internet, then select Hotspot & tethering.
3. Select Portable hotspot settings.
4. Select configure hotspot, here you can change the name of the network, and its password so that it matches the order for your 365id Scanner®. In the examples shown below the network name is “sample name” and the password is “sample password”.



Internet sharing via iPhone

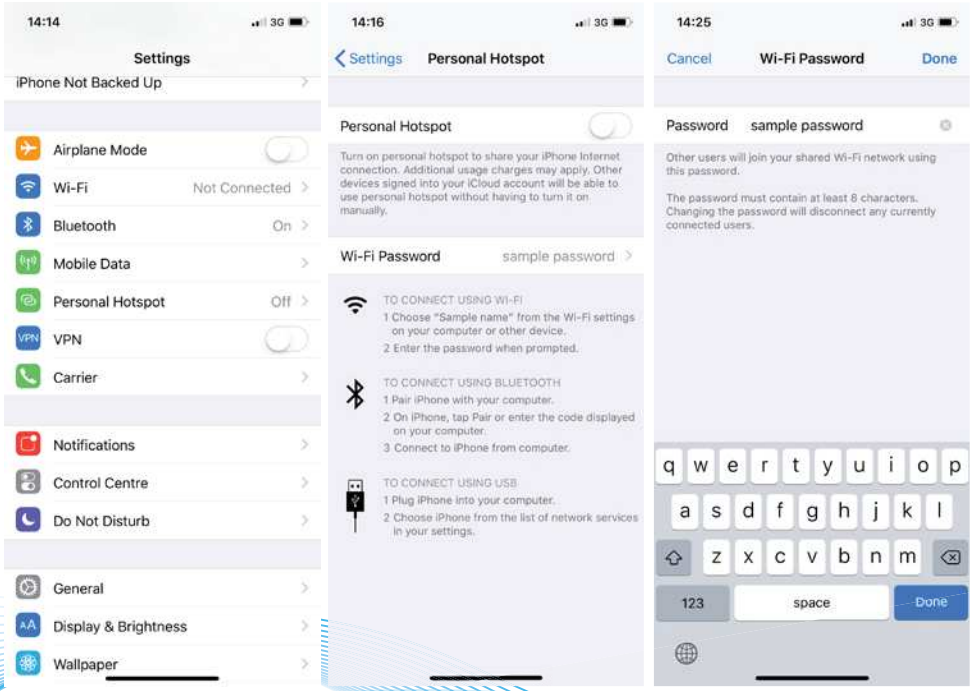
The settings can vary slightly depending on which type of iPhone you have. If you are unsure, please consult the user manual for your phone.
When a device has connected to your phone the status field will turn blue, and show how many devices that are connected.

Change the name of your iPhone

1. Open settings, navigate to General, then select About.
2. Select the first row where your phones name is shown.
3. If necessary, change the name so that it matches that with the networks name (SSID) that was chosen during your order

Change the wireless password of your iPhone

1. Open settings, navigate to Personal hotspot and ensure it has been enabled.
2. If necessary, change the wireless networks password so that it matches what was chosen during your order.



Frequently asked questions

Activity	Action
The indicators are flashing from left to right. The 365id Scanner® lacks an Internet connection.	Make sure the network cable is connected both to the 365id Scanner® and to your internet outlet Contact your Internet supplier or IT department.
No indicator is lit up. The 365id Scanner® lacks power.	Ensure your outlet works and connect the power-adaptor again. Ensure the power adaptor is properly connected on the bottom of the 365id Scanner®.
When scanning an ID document, the white indicator is lit up for more than five seconds. The 365id Scanner's Internet connection is slow.	Contact your internet supplier, or IT department.
When scanning an ID document, the white indicator is lit up for about one minute and then the 365id Scanner® restarts. The internet connection is too slow.	The 365id Scanner® requires a faster Internet connection to ensure proper functionality. Contact your internet supplier, or IT department.
The indicator light is blinking blue (the one that is normally purple). The 365id Scanner® is currently updating its software.	Do not touch the scanner and wait for it to turn back to the normal purple indication.
The 365id Scanner® is not steady and secure on the table.	Ensure the cables leave the scanner from the recessed area, and that the clips hold the cables in place.
The 365id Scanner® is beeping.	Ensure there is no forgotten document or other object in the 365id Scanner®.
The 365id Scanner® behaves abnormally.	Ensure there is no forgotten document or other object in the 365id Scanner®. Restart the 365id Scanner® by removing the power cable and inserting it again.

Technical specifications and CE approvals

365id Scanner®	Dimensions 23 x 15 x 12 cm (D x W x H) Weight 900 gram	
Power adapter	Deltaco PS05-30A In 100-250VAC, 50/60Hz, 0.4A max Out 5V, 3A max	
Operational conditions	Relative humidity 10-90% (non-condensing) IP1X protected Working temperature 15-35°C	
Sticker markings	PN - Product version, SN - Serial Number	
Patent	SE 539776	
EMC	EN 55032:2015, class B EN 61000-3-2: 2014 EN 61000-3-3: 2013 EN 62311:2008	EN 55024: 2010 + A1 EN 301 489-1 V2.1.1 EN 301 489-17 V3.1.1
LVD	EN 60950-1:2006+A11+A1+A12+A2	
RoHS	IEC 62321:2013	
ErP	EN 50563:2011+A1:2013	
RED	EN 303 328 V2.1	
EMC	*The Electromagnetic Compatibility Directive 2014/30/EU*	
LVD	*The Low Voltage Directive 2014/35/EU*	
RoHS	*The Restriction of Hazardous Substances Directive 2011/65/EU*	
ErP	*The Energy-related Products (ErP) Directive 2009/125/EC*	
RED	*The Radio Equipment Directive 2014/53/EU*	

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