

## 365id Scan Notifier

MANUAL



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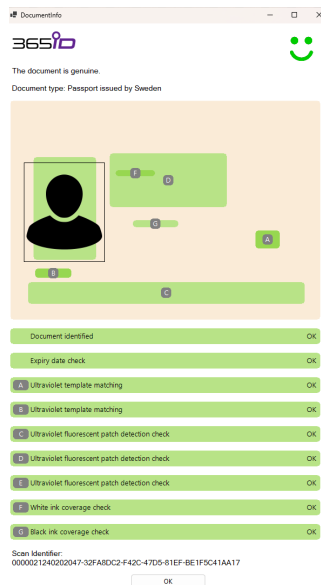
## Introduction

The 365id Scan Notifier is an application that shows the result of the last scan, in the notification field on your computer. The information includes (1) a textual description of the result including option to view (2) more details about the scan result.

1.



2.



## **Application**

The 365id Scan Notifier is an application that can be installed on local Windows computers. The application present the result of the latest scans in the notification field on your screen.

## **Requirements**

To use the 365id Scan Notifier, the following requirements must be fulfilled:

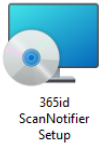
- 365id Scanner, 365id Flatbed Scanner or the 365id App
- Windows 10 or higher with the latest service pack installed

## 1. Download software

Download the installation program by clicking [here](#) then proceed with the steps below

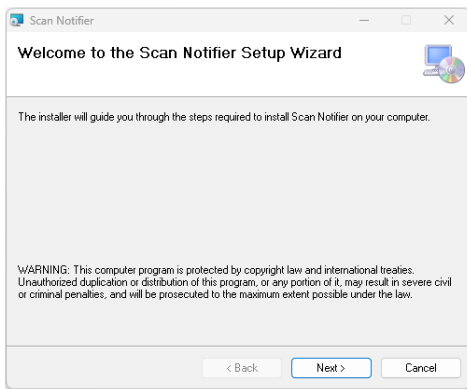
## 2. Run installation program

Run the installation program (by double-clicking on the downloaded file)

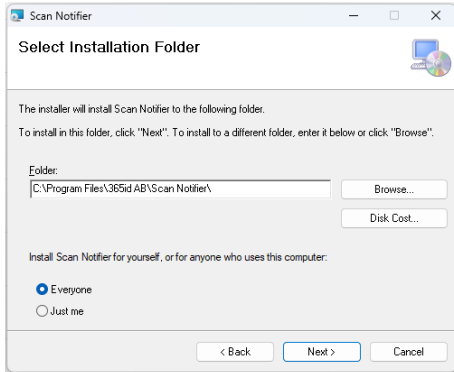


## 3. Install software

3.1 Click **“Next”** on the welcome page

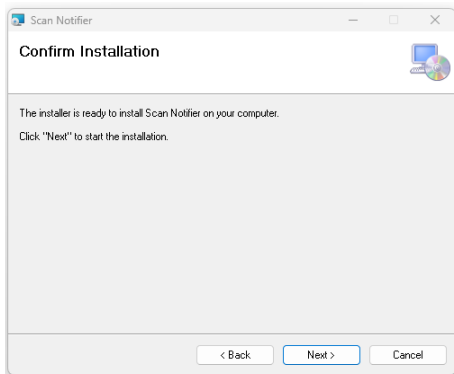



3.2 Check the settings (compare with the picture below), then click **“Next”**



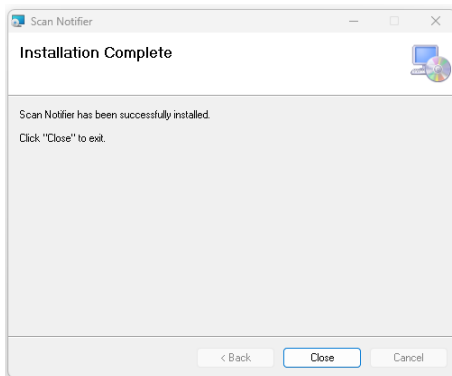
## 4. Confirm installation

4.1 Click **“Next”** to confirm the installation



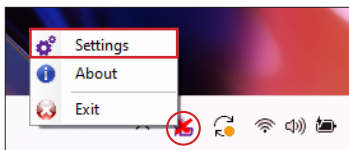
4.2 If a Windows pop-up asks for permission to proceed, please allow the installation. Look for  in the activity field of your screen if it doesn't appear automatically

4.3 Complete the installation by clicking **“Close”**



## 5. Connect to 365id Scan Notifier

5.1 Right click on the crossed  icon in the notification field of your computer, and press **“Settings”**

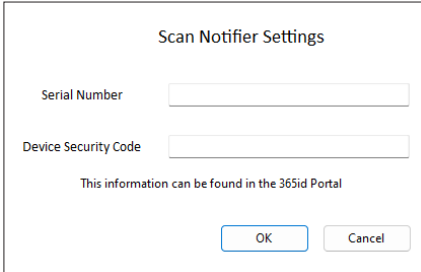


5.2 Fill in the **Serial Number (S/N)**, that can be found on your scanning device or in the start screen of the 365id App

5.3 Fill in the **Device Security Code** of your scanning device. The Device Security Code can be found in the 365id Portal

If you need access to the 365id Portal, please see instructions on [page 10](#)

To find the Device Security Code in the 365id Portal, please see instructions on [page 13](#)



Scan Notifier Settings

Serial Number

Device Security Code

This information can be found in the 365id Portal

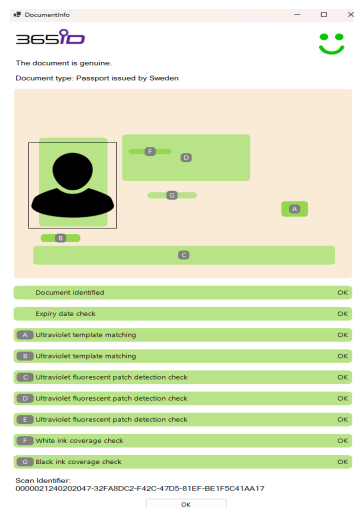
## 6. Test your 365id Scan Notifier

Scan a document and a pop-up notification will be displayed during 60 seconds in the notification field on your screen.

General information



Press "Details", to view detailed information



## 7. Icon

When there is no new result to be displayed, the 365id Scan Notifier application shows as an icon in the Windows tray. This means the program is activate and ready for the next scan.



365id Scan Notifier icon

## Access the 365id Portal

365id's main contact at your company has or can get access to the 365id Portal. Please check with your manager and if she/he has access, if not, they can contact 365id by sending an email to support@365id.com.

Persons with manager access to the 365id Portal can invite team members and give them the same or less authority that they have themselves.

## Activate your account

When you get invited to the 365id Portal you will get an email with the request to activate your account. Note, you need to activate your account within 7 days from receiving the invitation email.

### 1. Press **"Activate account"**

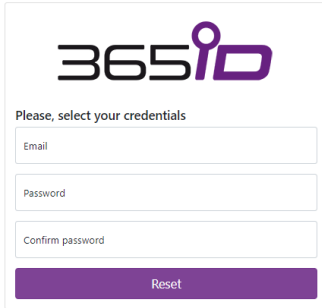
**Welcome to 365id Portal!**

**Welcome to 365id Portal!**

To get started, please activate your account. **The account must be activated within 7 days from receiving this message.**

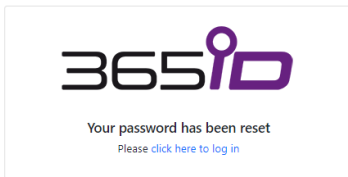
[Activate account](#)

2. Enter your email address and choose a password



The image shows a registration form for the 365id Portal. At the top is the 365id logo. Below it, the text "Please, select your credentials" is displayed. There are three input fields: "Email", "Password", and "Confirm password". At the bottom of the form is a purple button labeled "Reset".

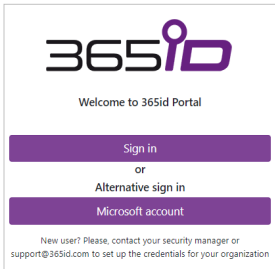
3. You can now sign in to the 365id Portal



You access the portal at: <https://portal.365id.com>

## Login to the 365id Portal

1. Select **“Sign in”**, enter your email address and password. To use Microsoft account login, you must contact 365id, by sending an email to support@365id.com



365ID

Welcome to 365id Portal

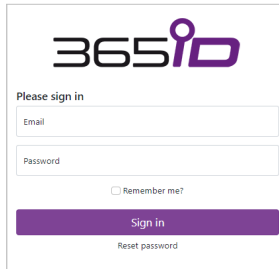
Sign in

or

Alternative sign in

Microsoft account

New user? Please, contact your security manager or support@365id.com to set up the credentials for your organization



365ID

Please sign in

Email

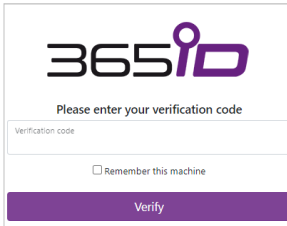
Password

Remember me?

Sign in

Reset password

2. A verification code will be sent to your phone, enter the code and press **“Verify”**



365ID

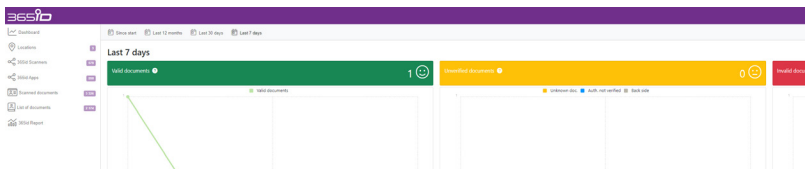
Please enter your verification code

Verification code

Remember this machine

Verify

3. You are now logged in to the 365id Portal



## Find the Device Security Code

4. Press **“365id Scanners”**, and you find the Device Security Code next to the serial number

The screenshot shows the 365id Scanners interface. On the left is a navigation menu with '365id Scanners' highlighted. The main area displays a table of scanner data. A red box highlights the 'Device Security Code' column in the table.

Location	Serial Number	Device Security Code
Utveckling	0000 0061 8040 0404	A3Z51Y
Utveckling	0000 0011 6420 0120	PKTU6B
Utveckling	0000 0081 9380 0294	Z8WC4E
Utveckling	0001 0000 0000 0025	
Utveckling	0001 0000 0000 0033	
Utveckling	0001 0000 0000 0058	

Please contact 365id support if you have any further questions:  
[support@365id.com](mailto:support@365id.com) or +46 10 122 19 99