



How to change the 365id Scanner network settings

365id PORTAL

The screenshot shows the 365id PORTAL interface. The top navigation bar includes 'Dashboard', 'Export', 'Dashboard for location', and 'Network settings' (highlighted with a red box). The left sidebar contains 'Locations' (32), '365id Scanners' (599), 'Scanned documents' (8 926), 'Search documents', and 'List of documents' (1 848). The 'Locations' section is highlighted with a red box. The main content area shows a list of locations with the header 'Name ^'. The first location is '365ID', which is highlighted with a red box.

Name ^
365ID

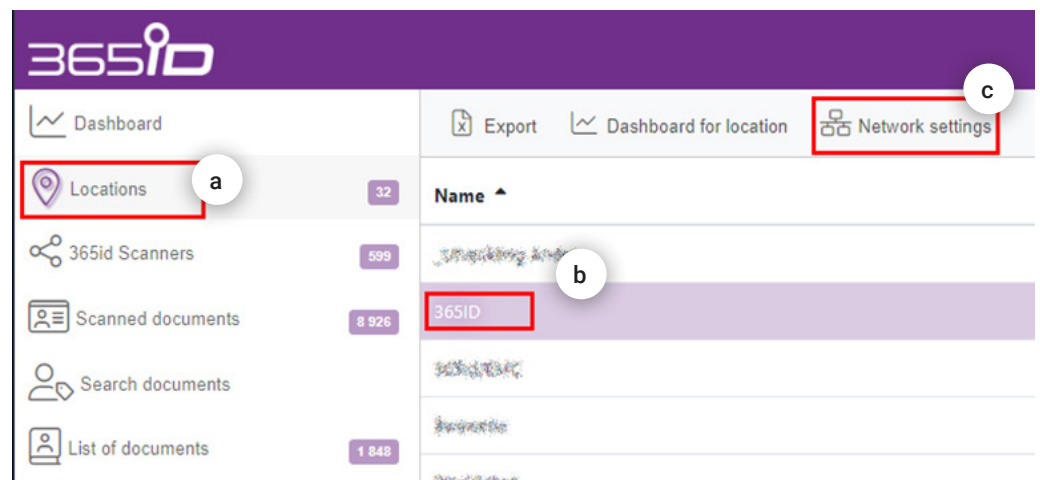
Set network parameters

Follow the step-by-step instruction to set the network parameters for one location in the 365id Portal. It also includes how to retrieve the QR code to update a 365id Scanner with the new network parameters. NOTE! Manager access in the 365id Portal is required for this functionality.

Step 1

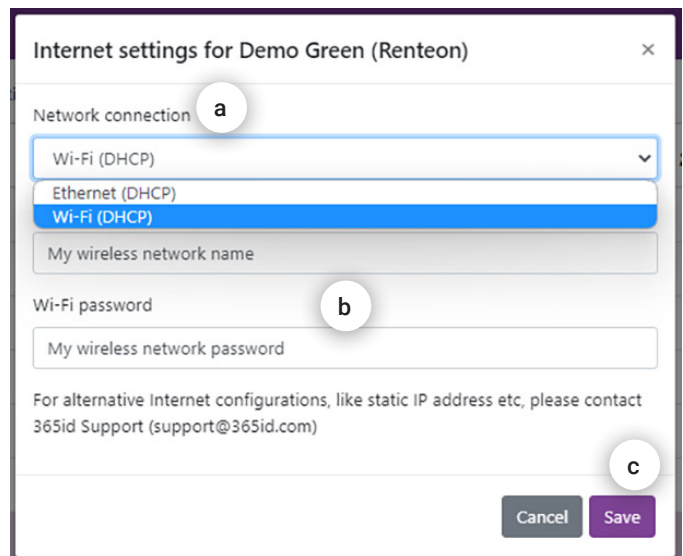
In the 365id Portal, select the location to be updated.

- a. Click "Locations"
- b. Select the location you want to update
- c. Click "Network settings"



Step 2

- a. Select the preferred network model
- b. Insert the network parameters.
NOTE: the fields are case sensitive so make sure you are exact when entering your details
- c. Click "Save"



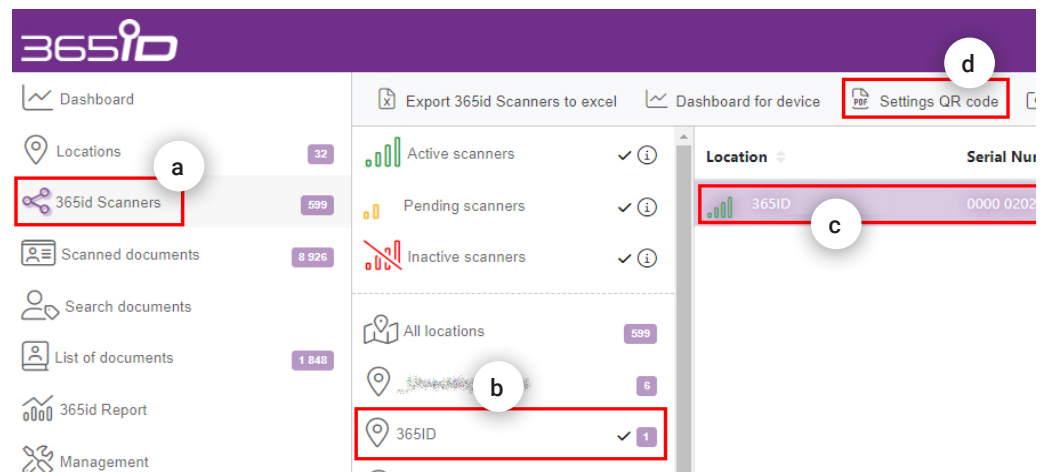
Retrieve the QR code to update the 365id Scanner

Follow the step-by-step instruction to retrieve instruction on how to transfer the network parameters to a 365id Scanner.

Step 1

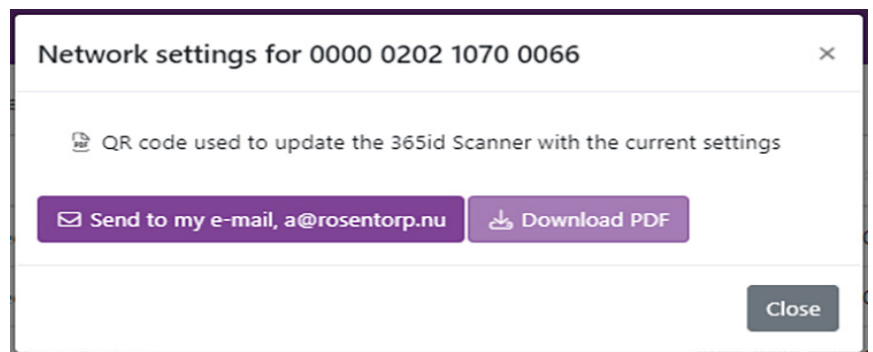
In the 365id Portal, select the scanner for which an instruction is preferred

- Click "365id Scanners"
- Select your location
- Select the scanner
- Click "Settings QR Code"



Step 2

Select how the instruction shall be delivered



Step 3

Follow the instructions in your received PDF file

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