Vscan* Activation Instructions

Thank you for becoming a Vscan owner.

Please follow the steps outlined below to complete the activation process and begin using your product. If you should have any issues or concerns, please feel free to contact your local service representative for support.

1. **Locate the “Vscan Getting Started” guide:**
   Before you begin the process of activating your Vscan device or gateway software, please locate the “Vscan Getting Started” guide. This double-sided quick reference guide can be found in a white envelop in the box that contained your Vscan product. After locating the “Vscan Getting Started Guide”, please follow the initial steps for activation.

2. **Access the Vscan portal:** Once you are instructed to visit the Vscan portal, please navigate to the following URL:

3. **Navigate to the activation form:** You may navigate to the activation form by either selecting the “Register” link from the Home screen of the Vscan portal or by selecting “Activate Device” from the Owners screen of the Vscan portal.

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4. **Complete the activation form**: Before you start filling the form, make sure you have the **serial number** of the device and the **PIN number** retrieved from the gateway software (if you want to activate the gateway software and the device at the same time).

**NOTE**: The Vscan Gateway software PIN is displayed within the Vscan gateway software on the second screen of the activation wizard. The Vscan serial number can be found on the label on the back of the device or on the key entry screen.

When you are ready to begin, select your preferred language on the top right side of the form and select the appropriate purchase type. It is important for us to know if this product was an individual or institutional purchase, so we can appropriately support you or users from your institution.

Once you have selected purchase type, enter the appropriate contact information and serial number/PIN information.

**NOTE**: The accuracy of the contact information is very important in order to contact you when a claim or repair service request is made.

Next, you will need to type in the security code you see displayed on the screen. If you have trouble reading this, you can submit the page to have another code provided.

Finally, complete the Opt-in options on the right-side of the screen. The Opt-in options allow you to receive information about service
offerings, marketing promotions and join the Vscan Users Group.

Once you have completed all the required information, click “Submit”

5. **Retrieve the Activation Keys:** Upon clicking the “Submit” button, your activation key(s) will be returned.

6. **Enter the activation key:** To complete activation and begin scanning, follow the instructions on “Vscan Getting Started” guide to enter the key into your Vscan device and the System ID into your Vscan gateway software.