

Quick installation guide Demat'Box – Azopio



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Demat'Box and Azopio

Welcome to the world of simple and efficient dematerialization. Combining the Demat'Box to Azopio services will enable you to easily dematerialize, store and manage all your electronic documents.

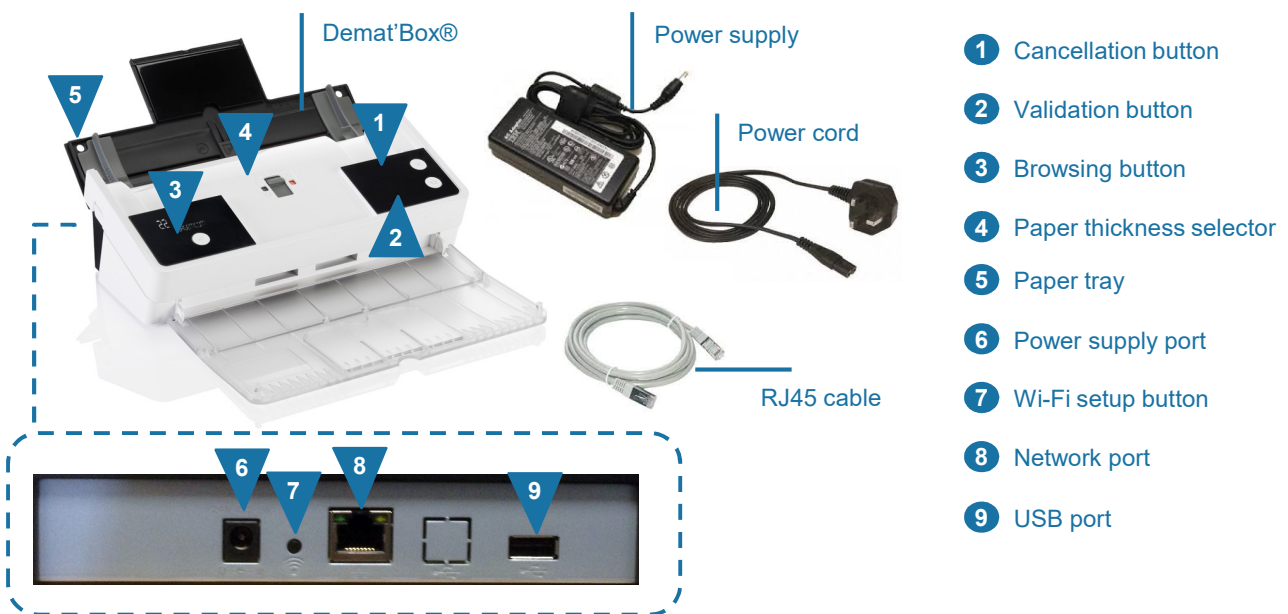
The Demat'Box® does not require a PC and scan any documents in a few seconds.

Whatever paper types (laminated, extra thin, ...) the Demat'Box® guarantees an excellent digitization for all your documents.



Your existing Demat'Box

You should have your Demat'Box® and all its associated components:



1 – Starting up

Electrical connection

- Connect the power supply and power cord



- Plug one end of the power supply to the back of the Demat'Box®.



- Plug the other end of the power supply to the electric plug.



Language selection

- By default, French is the first language displayed



- If this language suits you, click on the right flashing button. **2**



- Else, scroll down all the available languages by pressing the button below the screen. **3**
Select your choice by pressing the right flashing button. **2**





2 – Network connection

Enterprise network

If you are connecting the device through an enterprise network or a network managed by an IT manager, whether it is through a cable or a wireless connection, your network is certainly using fixed IP address or a proxy.

Please contact directly your IT Manager and follow the instructions as described in the user guide – page 15

Local network with a RJ45 cable

- Connect the RJ45 Cable in the associated Demat'Box® plug. **8**



- Connect the other end in the network plug.



Local Wi-Fi network

→ If your internet router is from 2010 or older:

Go directly to the User guide – page 15 and follow the password login process (authentication WEP or WPA)

→ If your internet router is from 2011 or is more recent. You get direct WPS connection.

- Press for a few seconds on the WPS button of your router.



- In the following minute, press the Wi-Fi setup button located at the back of your Demat'Box®. **7**



During your initial Internet connection, your device will automatically look for software updates. This process lasts around 10 minutes and does not require any intervention from your side. Your device will display « DO NOT SWITCH OFF » and will restart once the update has been done. **DO NOT UNPLUG YOUR DEVICE DURING THIS OPERATION AS IT COULD DAMAGE IT.**



3 – Pairing up

You can now connect your Demat'Box® to your Azopio account:



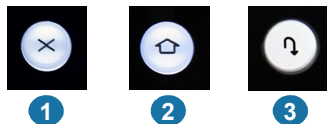
- A →** Log into your Azopio account:
<https://app.azopio.com>



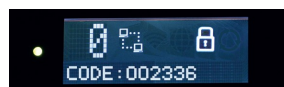
- B →** Click on “Manage your account” and then on “Add your Demat'Box”. You are then on the pairing page of your account. Click on “Activate my Demat'Box” to enter your pairing code.



- C →** To obtain your pairing code press simultaneously on the following three buttons located on your Demat'Box®:



- D →** A pairing code is displayed on the Demat'Box®
Beware, this pairing code is only valid 5 minutes after delivery



- E →** Enter your pairing code in the appropriate box on your Azopio account and press “Activate”.



4 - Scanning



- A → Place your document (one document at a time) in the paper tray and bring the paper guide around the document. **5**



- B → Press on the selection button to choose the type of document (1: Supplier invoice (A/P) – 2: Client invoice (A/R) – 3: Receipt – 4: Banking document – 5: Other document). **3**



- C → Press the validation button to start scanning. **2**



- D → Once the Demat'Box® is back to the original screen, your document has been scanned.



- E → Connect to the Azopio website (<https://app.azopio.com>) to find your document scanned and already sorted.



Depending on the type of documents you are scanning, please select on of these modes:

standard



4

or thick



4

If you have any trouble, please refer to the User Guide available on:
<https://support.azopio.com/manuals>

Or please contact the Azopio Support Team:
Email: support@azopio.com

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