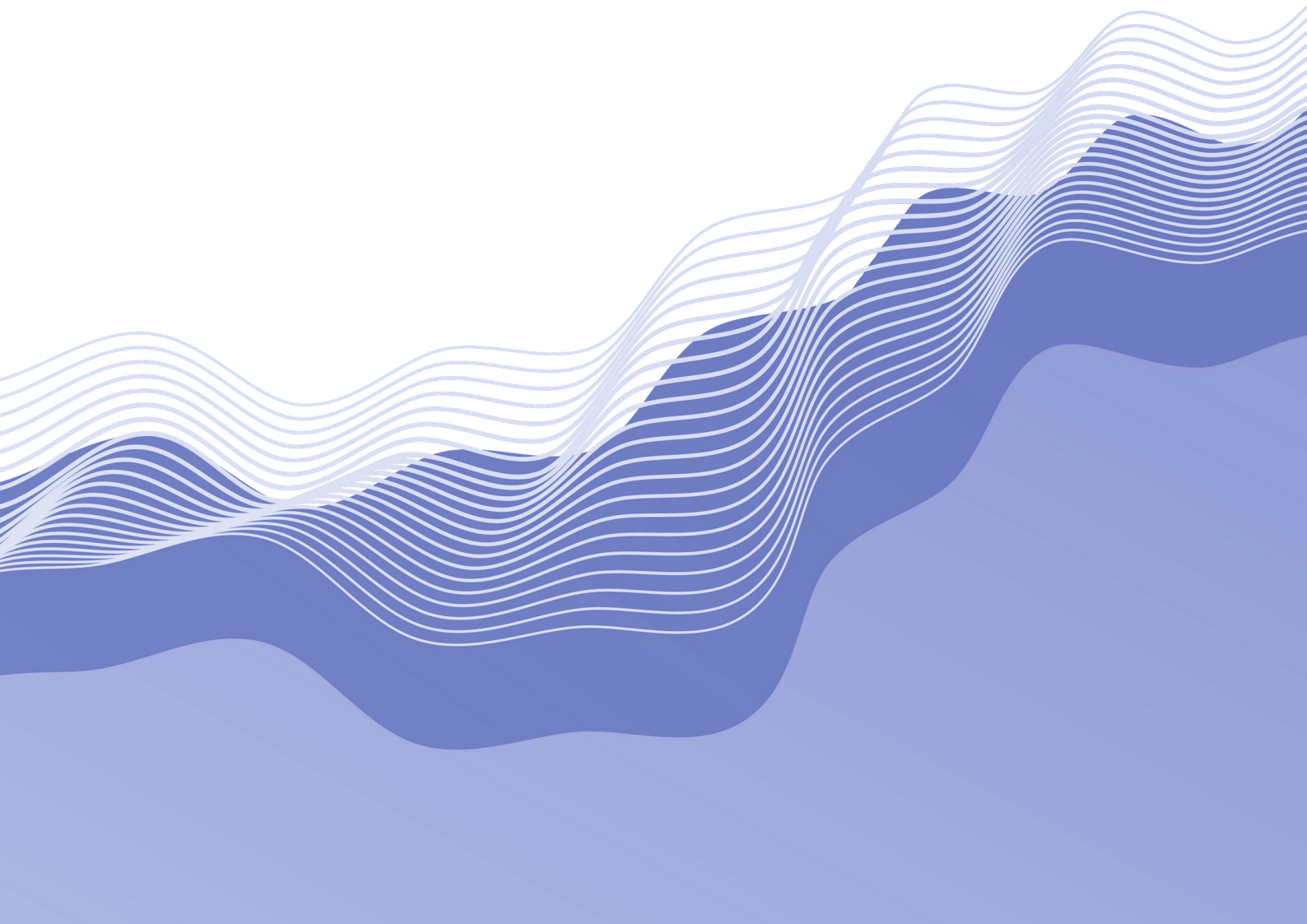




QR Code Generator

Quick Start Guide

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About this Guide

This Quick Start Guide helps you install QR Code Generator, add it to a SharePoint page and create, style and download your first QR code in about 10 minutes. The guide is designed for Microsoft 365 administrators, site owners, consultants and IT professionals.

For a complete description of all settings, see the *QR Code Generator. Administrator Guide*.

Product Overview

QR Code Generator is a web part for SharePoint Online and Microsoft Teams that creates QR codes from the entered data. The code is generated in the browser, so links, contacts and passwords are not typed into public websites.

Key features of QR Code Generator:

- Nine data types: URL, Text, vCard, Wi-Fi, Email, SMS, Phone, Location and Event
- Dot shapes, colors, gradient and corner markers in the corporate style
- Company logo in the center of the code
- Error correction levels and image size from 300 to 4000 pixels
- Download as PNG, JPEG, SVG or WebP, or copy to the clipboard
- Prepared codes saved with the page
- Microsoft Teams personal app and channel tabs

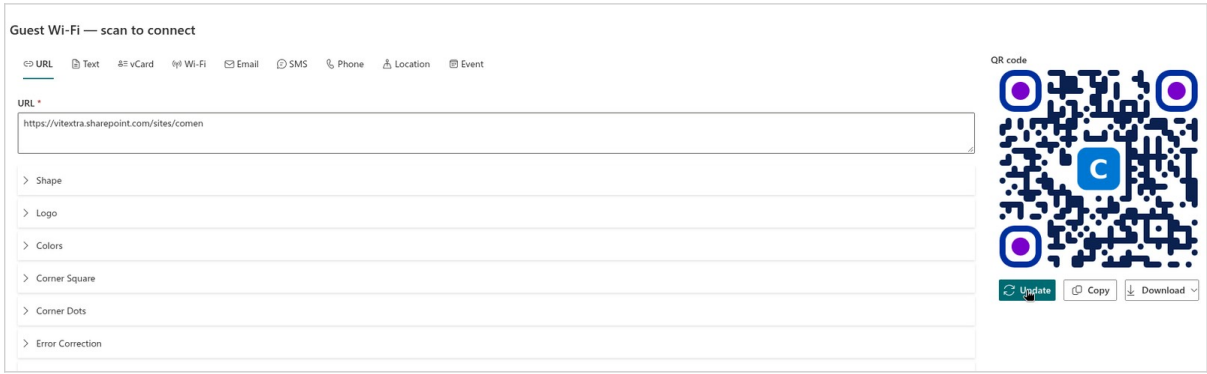


Figure 1. QR Code Generator on a SharePoint page

Installation

Software Requirements

SharePoint Online (Microsoft 365) with an app catalog. The web part works on modern pages and in Microsoft Teams.

Important

QR Code Generator cannot be installed on SharePoint Server.

Supported browsers: the latest versions of Microsoft Edge, Google Chrome, Mozilla Firefox and Apple Safari, and the Microsoft Teams apps.

Required Permissions

To install the package, you need the **SharePoint Administrator** role or ownership of the App Catalog site. To add the web part to a page, you need edit permission on the page.

Note

QR Code Generator requests no API permissions. Nothing has to be approved in the SharePoint admin center.

Installation Package

Download the package from the Vitextra Download Center (<https://vitextra.com/en/downloads>) or Microsoft AppSource.

Tip

The Download Center provides updates and new features as soon as they are ready. Publication in AppSource can take up to two weeks because of the Microsoft verification process.

Extract the downloaded ZIP archive. It contains the file `vitextra.qr-code-generator.sppkg`.

Installation Procedure

1. Open the SharePoint admin center and go to **More features** → **Apps** → **Open**.
2. Click **Upload** and select `vitextra.qr-code-generator.sppkg`.
3. Select **Enable this app and add it to all sites** and click **Enable app**.

The web part is now available on every site of the tenant. For step-by-step instructions, see [KB10263. How to Add QR Code Generator to a Page and Create Your First QR Code](#).

Activation

A trial period with full functionality starts automatically after installation. To continue using the product after the trial, purchase a subscription and assign the license to your tenant.

Your tenant ID is shown in the **About** group of the web part properties. For details about subscriptions and license assignment, see [KB10206. Vitextra Licensing and Account: How to Buy and Activate a License](#).

Creating Your First QR Code

Adding the Web Part to a Page

1. Open a modern page and click **Edit**.
2. Click + in a section and type **QR** in the toolbox search box.
3. Select the **QR Code Generator** web part.

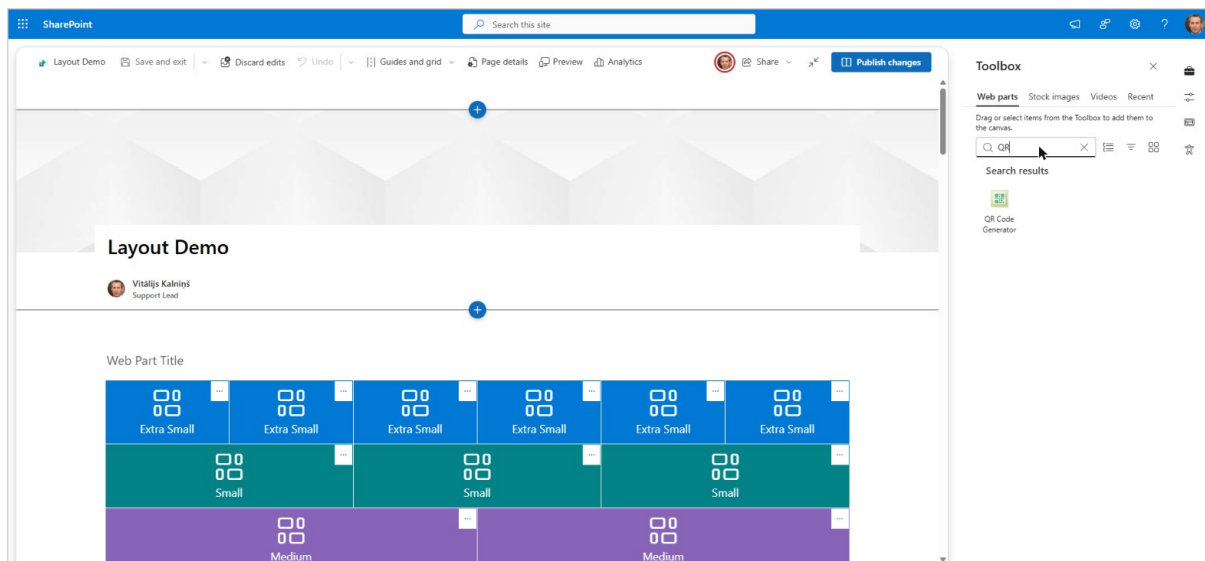
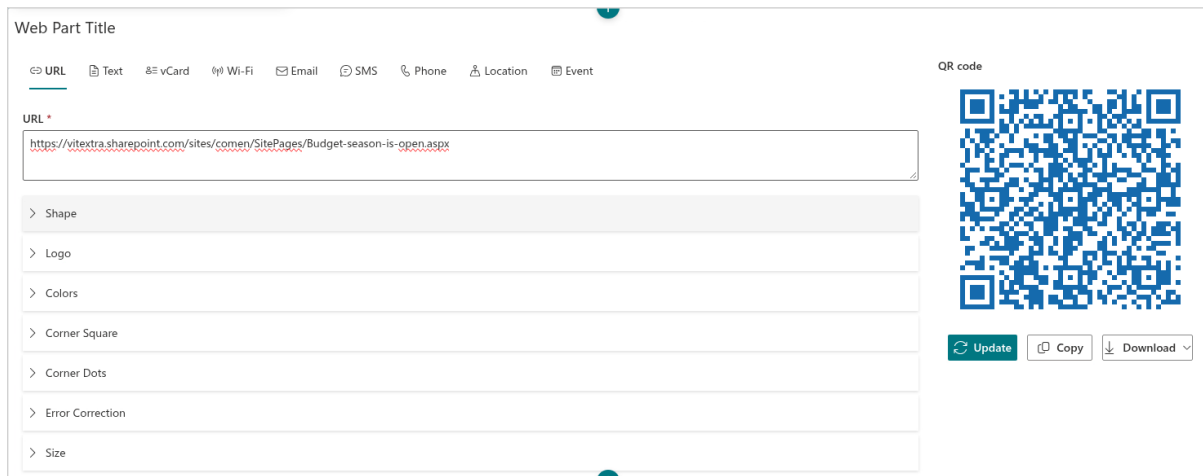


Figure 2. QR Code Generator in the web part toolbox

The web part needs no configuration: the **URL** tab is selected and the address of the current site is already entered, so a QR code is shown at once.

Entering the Data

1. Stay on the **URL** tab and replace the address with the link that the code should open, or select another tab: **Text**, **vCard**, **Wi-Fi**, **Email**, **SMS**, **Phone**, **Location** or **Event**.
2. Fill in the required fields marked with an asterisk. The preview on the right is rebuilt after every change.
3. Point the camera of a smartphone at the preview and check the result.



The screenshot shows a web interface for generating a QR code. At the top, there's a 'Web Part Title' section with a tabbed menu. The 'URL' tab is selected, showing a text input field with the URL 'https://vitextra.sharepoint.com/sites/comeon/SitePages/Budget-season-is-open.aspx'. Below the input field are several expandable sections: Shape, Logo, Colors, Corner Square, Corner Dots, Error Correction, and Size. To the right of the input field is a large QR code. Below the QR code are three buttons: 'Update', 'Copy', and 'Download'.

Figure 3. A QR code for a link

Styling the Code

Expand the design sections below the tabs:

Table 1. Recommended settings

Section	Recommendation
Colors	A dark corporate Color and an opaque light Background Color
Logo	Upload image with a square PNG or SVG logo of at least 300×300 pixels
Error Correction	Quartile (default), or High for a large logo or a printed code
Size	1200 for documents, 3000–4000 or SVG for posters

Note

The background is transparent by default. On a dark section, in the dark theme of Teams or in a JPEG file such a code cannot be read; set an opaque light **Background Color**.

Downloading or Copying the Code

- Click **Download** and choose **PNG**, **JPEG**, **SVG** or **WebP**. The file is saved as qrcode with the extension of the format.
- Click **Copy** to put the code on the clipboard as a PNG image and paste it into an email, a document or a presentation.

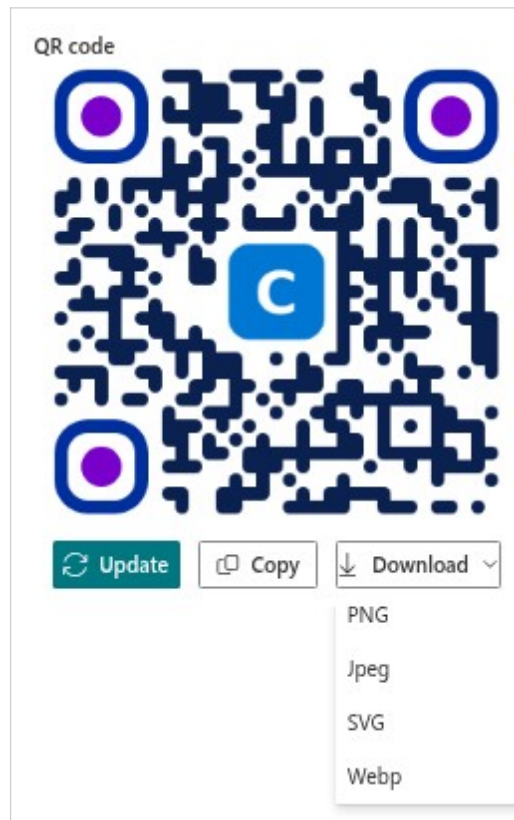


Figure 4. Download menu

Publishing the Page

Click **Publish** or **Republish**. The data and the design are saved with the page, and every visitor sees the prepared code. Visitors can also make their own codes; their changes are not saved.

! Important

Everything saved in the web part, including a Wi-Fi password, is readable by everyone who can open the page. Use the **Wi-Fi** tab for guest networks only.

Adding QR Code Generator to Microsoft Teams

1. In the App Catalog, select **Vitextra QR Code Generator** and click **Add to Teams**.
2. In Teams, open **Apps** → **Built for your org**, select **QR Code** and click **Add** to use it as a personal app.

3. To keep a prepared code for a team, click **+** in a channel, select **QR Code**, set up the code and click **Save**.

Next Steps

- Learn the fields of every data tab: [KB10264](#)
- Customize shape, colors and corners: [KB10265](#)
- Create a guest Wi-Fi code: [KB10270](#)
- Make codes reliable in print: [KB10273](#)
- Read the *QR Code Generator. Administrator Guide* for security, Teams and troubleshooting.
- Share the *QR Code Generator. User Guide* with the users of the page.