

XEROX®

6400 Scanner

Xerox 6400 **scanner** user's guide



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scanner
user's guide



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Table of Contents

Welcome

What's in the Box	1
The Xerox 6400 Scanner	2
What You Need	4
Documentation	4

Installation

Step 1: Install the Software	5
Step 2: Connect and Power On the Scanner	8
Register Your Scanner	13

Scanning

Scan Paper Documents	14
About the One Touch Buttons	16
Check the Scan Settings Before Scanning	17
Scan from the One Touch Button Panel	18
Scanning from PaperPort	19
Scanning from the Basic Interface	21
Scanning from the Advanced Interface	24
Scanning 35mm Slides and Negatives	27
Scanning with the Windows Image Acquisition	36
Configuring the One Touch Buttons	40
About the One Touch Properties Window	40
Selecting New Settings for a Button	43
Setting Up a Button to Have OCR Capabilities	44
Setting Destination Application Properties	46
Selecting Page Format Options	53
Selecting Options for a Button	57
Creating a New Scan Configuration	60
Editing or Deleting Scan Configurations	65
Configuring Before Scanning	65
Scanning with Event Forwarding	66
Scan and Burn to a CD	67
Creating an HTML Web Page from Your Scanned Documents	68
Transferring Scanned Documents to Storage	70
Checking the Hardware and Setting the Lamp Power Saving	72
Adjusting the Image on the Advanced Interface	74
Adjusting the Brightness and Contrast	77
Adjusting Gamma, Saturation, and Color Hue	78
Adjusting Input Size	78
Creating a New Advanced Interface Profile	82

Maintenance

Troubleshooting	83
Cleaning the Scanner Glass	84
Uninstalling Your Scanner	84
Step 1: Uninstalling the Scanner and One Touch Software	84
Step 2: Uninstalling the PaperPort Software	85
Xerox 6400 Scanner Specifications	87

Notices

89

It's Illegal in the USA	89
It's Illegal in Canada	90
Federal Communications Commission (FCC) for USA	91
Energy Star for the USA	92
Product Recycling and Disposal for USA	92
Notice	93

Index

95

Welcome

Congratulations on the purchase of your Xerox 6400 scanner. With this scanner you can quickly scan paper documents, color photos, 35mm slides, and negatives to place their electronic images on your computer.

What's in the Box

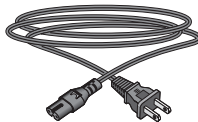
Before proceeding, check the contents of the box. If items are missing or damaged, contact the dealer where you purchased the scanner.



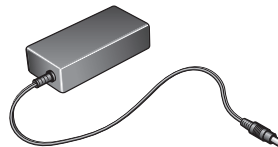
Xerox 6400 Scanner



USB Cable



Power Cord



Power Supply



Installation CD



User's
Guide

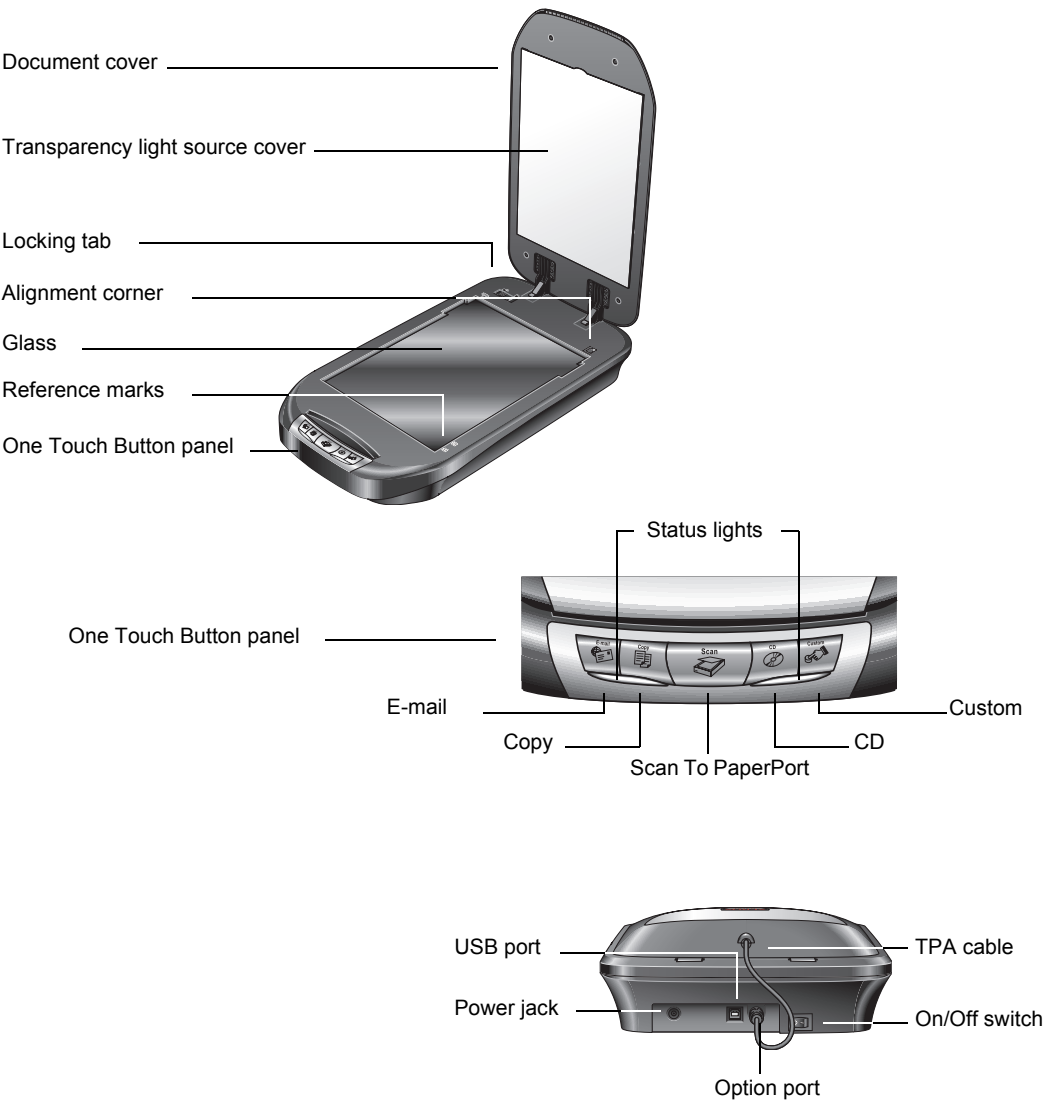


Quick Install Guide



Technical
Support Card

The Xerox 6400 Scanner



Document cover—Protects the document from light and contamination.

Transparency light source cover—Removable cover that protects the transparency light source underneath it. Leave the cover in place to scan paper items. Remove to scan transparencies. When uncovered, the light source shines light through the 35mm slide or negative transparency and then through the glass onto the scanning sensors in the body of the scanner.

Locking tab—Protects the scanner's scan head by holding it securely in position. The locking tab must be unlocked before scanning. The scanner will not scan when locked.

Alignment corner—Items are aligned at the upper-right corner.

Glass—Items are placed face down on the glass.

Reference marks—Marks on the border of the glass show where to align various paper sizes.

One Touch Button panel—Allows scanning directly from the scanner.

Status lights—Shows the scanner's status. Green light: scanner is ready to scan. Red light: scanner is busy, or an error has occurred.

USB port—Connects the scanner to the computer. Your Xerox 6400 scanner can connect to either a USB 1.1 or a USB 2.0 port.

Power jack—Connects the power cord to the scanner.

Option port—Connects the TPA cable to the scanner.

On/Off switch—Turns power to the scanner on and off.

TPA (Transparency Adapter) cable—Supplies power from the scanner body to the transparency light source.

What You Need

An IBM-compatible PC with:

- A CD-ROM drive
- An available Universal Serial Bus (USB) port; 1.1 or 2.0
- A Pentium II (or higher) processor or equivalent
- Microsoft Windows operating system: 2000 (Service Pack 4), ME, or XP (Service Pack 1 or 2)
- Available megabytes (MB) of internal memory (RAM):
 - 128 MB for Windows 2000 or ME
 - 256 MB for Windows XP
- 200 MB minimum of free hard disk space

NOTE: The new USB 2.0 ports operate at higher speeds than USB 1.1 ports. If your computer is not equipped with USB 2.0 ports, you can add them to get the higher speed, but you don't have to. Your Xerox 6400 automatically works with both USB 1.1 and USB 2.0 ports.

A VGA Monitor

Recommended settings for your monitor are as many colors as possible—High Color (16-bit), True Color (24-bit or 32-bit). Set the resolution to at least 800 by 600 pixels.

To set your monitor's colors and resolution, open the Windows Control Panel, double-click Display, and then click the Settings tab.

Documentation

Your scanner is delivered with the following documentation:

- Quick Install Guide—abbreviated installation instructions.
- Xerox 6400 Scanner User's Guide—contains detailed installation, scanning, configuration, and maintenance information; also available as a printable file on the Installation CD.
- ScanSoft PaperPort User's Guide—on the Installation CD; contains detailed feature and configuration information.
- Online Help—for the scanner configuration, Basic Interface, Advanced Interface, and PaperPort software applications.

Installation

Installation is a quick, three-step process:

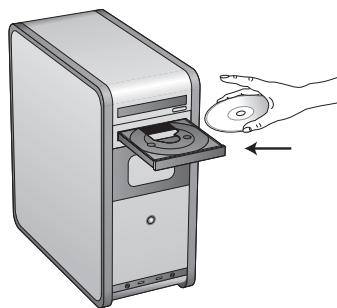
1. Install the software
2. Connect the USB cable to your computer
3. Connect and power on the scanner

Step 1: Install the Software

NOTE: You must install the PaperPort software before connecting the scanner to the computer. Otherwise the correct software to run your scanner will not be installed and it may not scan properly.

To install the software:

1. Start Microsoft Windows and make sure no other applications are running.
2. Insert the installation CD into your computer's CD-ROM drive.

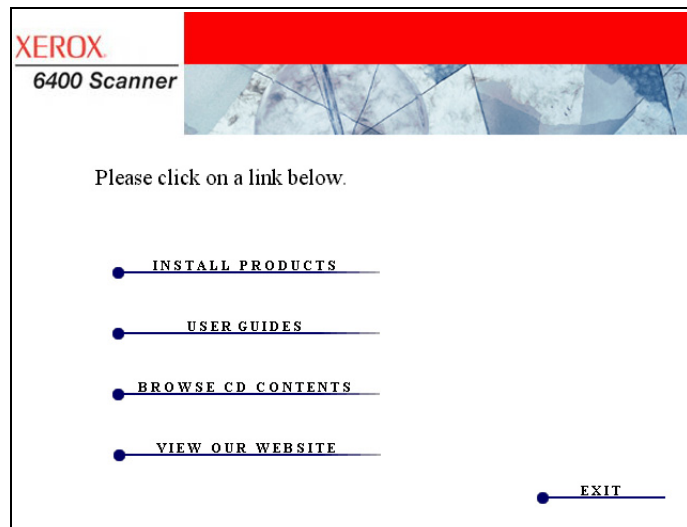


The CD automatically starts.

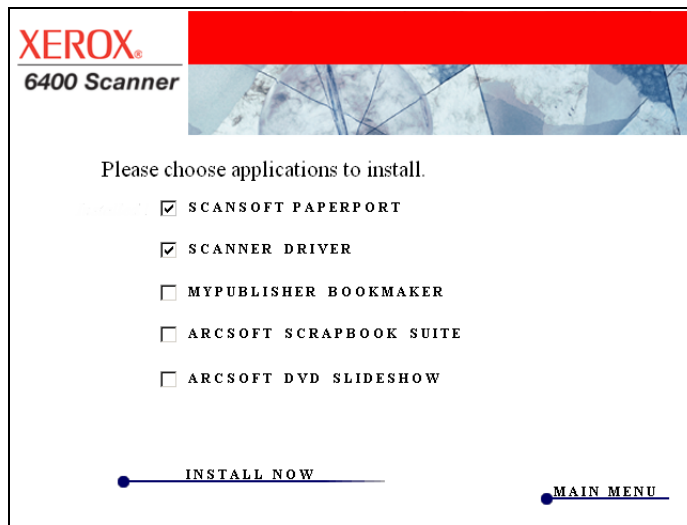
NOTE: If the CD does not start, check the following:

- Make sure the CD drive's door is completely shut.
- Open Windows Explorer and double-click the icon for your CD-ROM drive. From the list of files on the CD, double-click the file named START32.EXE.

3. On the installation menu, select **Install Products**.



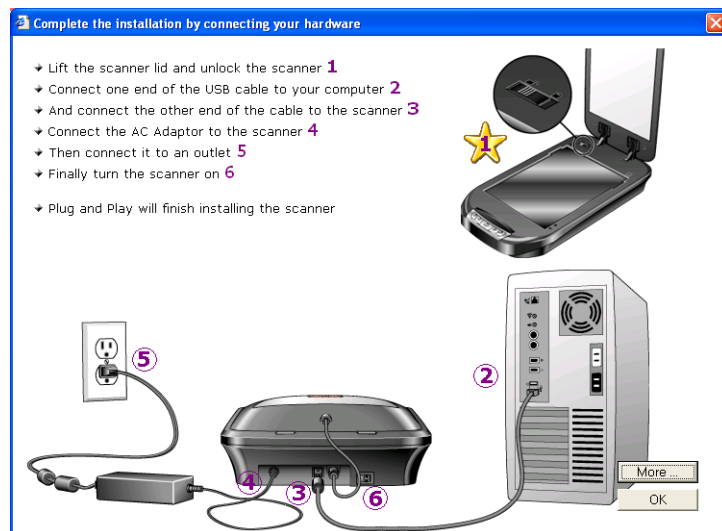
4. Click in the boxes for **Scansoft PaperPort** and **Scanner Driver**,



If you want to also install the other software, click their boxes as well.

5. Click **Install Now**.
6. On the PaperPort 9.0 Welcome window, click **Next**.
Installing PaperPort 9.0 will uninstall any previous, existing version of PaperPort and install PaperPort 9.0 while retaining all of your PaperPort files.
7. On the License Agreement window, read the ScanSoft license agreement. If you accept the terms, select **I accept the terms in the license agreement**, and then click **Next**.

8. On the Customer Information window, accept the current values or enter new information, and then click **Next**.
9. On the Setup Type window, click **Next**.
10. Click **Install** to begin the installation.
11. If a message window opens instructing you to restart your computer, click **Restart**.
12. At the Installshield Wizard Completed window, click **Finish**.
13. On the Welcome to the One Touch 4.0 Setup Wizard window, click **Next**.
14. On the Xerox License Agreement window, read the license agreement. If you accept the terms, select **I Agree**, and click **Next**.
15. On the Confirm Installation window, click **Next**.
16. When you see this “Connect Scanner” window, **STOP**. Do NOT click **OK** yet. Leave the window open and proceed to the next section, “Step 2: Connect and Power On the Scanner”.



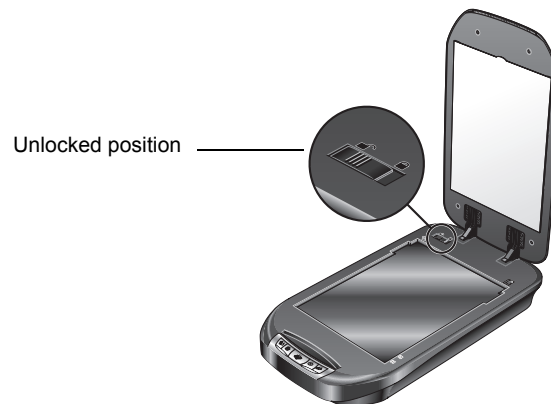
Step 2: Connect and Power On the Scanner

Your Xerox 6400 scanner connects to any available USB 1.1 or USB 2.0 port. Check your computer's user guide for port locations.

NOTE: You do not have to shut off the power to your computer when connecting the scanner to a USB port.

To connect the scanner to a USB 1.1 or USB 2.0 port:

1. Slide the locking tab on the scanner to its unlocked position.



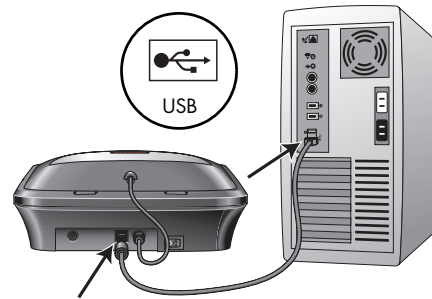
NOTE: The locking tab protects the scanner's scan head by holding it securely in position. Lock the scanner when transporting it from one location to another, but remember to unlock it before scanning. The scanner will not scan when locked.

2. Make sure that the TPA cable is securely plugged into the Option port on the back of the scanner.



3. Plug one end of the USB cable into an available USB 1.1 or USB 2.0 port on the computer.

4. Plug the other end of the USB cable into the scanner's USB port.

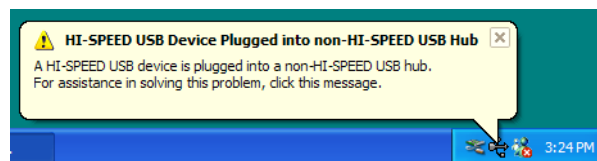


You can also connect the scanner to a USB port on the computer's keyboard if it has one, or to a USB hub. If you use a USB hub, it must have its own power supply already plugged into an electrical outlet.

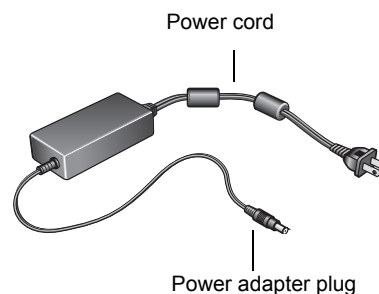
If the plug does not attach easily, make sure that you are plugging it in correctly. Do not force the plug into the connection.

NOTE: If you have not installed the software, unplug the USB cable from the computer and install the software now. When the software installation is complete, a message tells you to connect the scanner.

If you are using Windows XP and have plugged the USB cable into a USB 1.1 port, an information bubble opens explaining that "A HI-SPEED USB device is plugged into a non-HI-SPEED USB hub". Plug the USB cable into a USB 2.0 port (if available) or just disregard the message. If you leave it plugged into the USB 1.1 port, your scanner may scan a bit slower than with a USB 2.0 port.



5. Connect the power cord to the power supply.

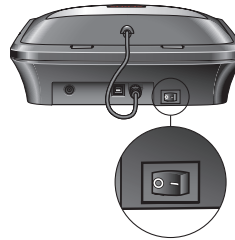


6. Plug the power adapter plug into the power jack on the back of the scanner and then plug the power supply into an AC (wall) outlet.

The following diagram shows the scanner connected to a computer.



7. Turn on the power switch on the back of your scanner.

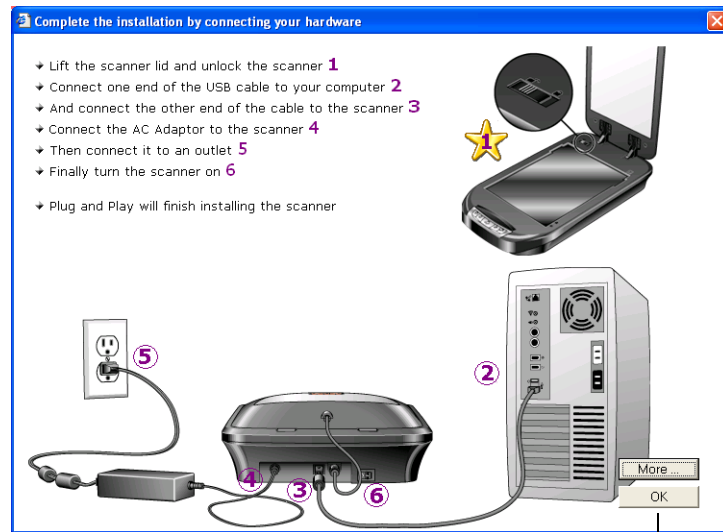


The green status light on the front of the scanner is illuminated, indicating the scanner is receiving power.



Your computer recognizes that a scanner has been plugged into the USB port and automatically loads the appropriate software from the CD to run the scanner.

8. When the software is finished loading, return to the Connect Scanner window and now click **OK**.



Now click **OK**

The scanner's status light is green when the scanner and computer are communicating properly.

After installing the scanner and software, you will see a One Touch icon on the Windows taskbar (at the bottom right corner of the computer screen). If the scanner is properly connected, the One Touch icon looks like the one pictured below.



9. Click **Close** on the Installation Complete window.
10. When installation is finished, restart your computer.
11. If you selected additional software to install from the CD, leave the CD in the CD drive and restart your computer after the additional software installation has completed.

If you removed the CD from the CD drive and want to install other software, reinsert the CD into the drive.

In addition to installing the other software from the CD, you can also view and print the User Guides.

Remove the CD from the computer when you are finished and store it in a safe place.

If the Scanner Is Not Properly Connected

If the scanner icon does not appear on the Windows taskbar, or if a scanner status light is red, the scanner is not properly connected.

Check for one of these possible problems:

- **Is a cable loose or not plugged in securely?** Inspect all cable connections. Make sure all the cables are plugged in securely.
- **Is the scanner's power light on?** If the light does not come on, plug the power adapter into another electrical outlet.
- **Is the scanner's locking tab in the locked position?** Slide the locking tab to the unlocked position. If you tried to scan with the scanner locked, you must restart your computer after unlocking the scanner.
- **Did you restart the computer after installing the software?** If you didn't restart the computer, it may not have loaded all of the software files. Try restarting your computer.

Please see the Readme file in the PaperPort directory on your computer's hard drive. The Readme file contains additional information that may help you diagnose problems connecting the scanner.

NOTE: The scanning lamp under the scanner's glass needs to warm up before you can scan. A status message lets you know when the lamp is ready. The lamp then remains ready so you don't have to wait each time you want to scan. To conserve electricity and prolong the life of the scanner you can set the length of time for the lamp to remain lit before powering down. See "Checking the Hardware and Setting the Lamp Power Saving" on page 72.

If you try the troubleshooting procedures described above and in the Readme file, and the scanner still has problems, you may have a malfunctioning scanner. See "Troubleshooting" on page 83 for more information. Also refer to the technical support card that you received with your scanner and visit our web site at www.xeroxscanners.com for additional technical information.

Register Your Scanner

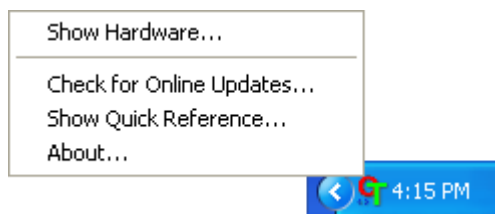
Registering your scanner is very important because it provides you with access to our free telephone support service. Registration also gives you free access to software updates for your scanner.

To register your scanner:

1. Right-click on the One Touch icon in the Windows System Tray (at the bottom right corner of the screen).



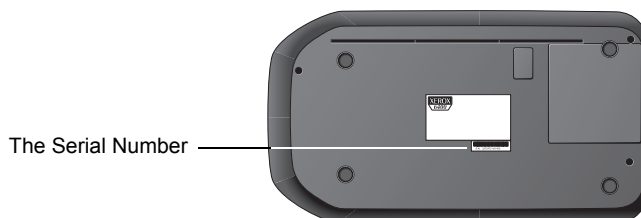
2. Choose **Check for Online Updates** from the pop-up menu.



3. Follow the instructions on the screen and register your scanner by entering your scanner's serial number and your email address.

NOTE: A valid email address is required.

The serial number is located on the underside of the scanner.



After registration is complete you will receive an email message with your RegID.

Your RegID is very important because you will need it when accessing free telephone support, or checking for online updates.

4. Write down your RegID below so you will always know where to find it.

RegID: _____

Scanning

You can use several different methods to scan from your scanner:

- Press a One Touch button on the scanner
- Click a button icon on the on-screen One Touch Button Panel
- Use the Basic Interface or Advanced Interface window from the PaperPort software

NOTE: To scan 35mm slides or negatives you must scan from PaperPort (or other TWAIN software). See “Scanning from PaperPort” on page 19 for details.

Scan Paper Documents

1. Place the item face down on the glass. Align the edge of the item with the arrow at the upper-right corner of the glass.

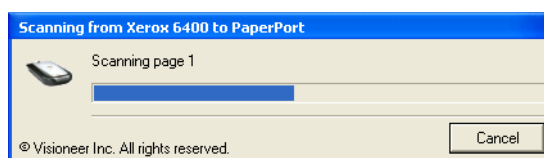


NOTE: If the documents have staples or paper clips, be careful when placing the document on the glass. Staples and paper clips can scratch the glass.

2. Close the document cover and press one of the One Touch buttons.

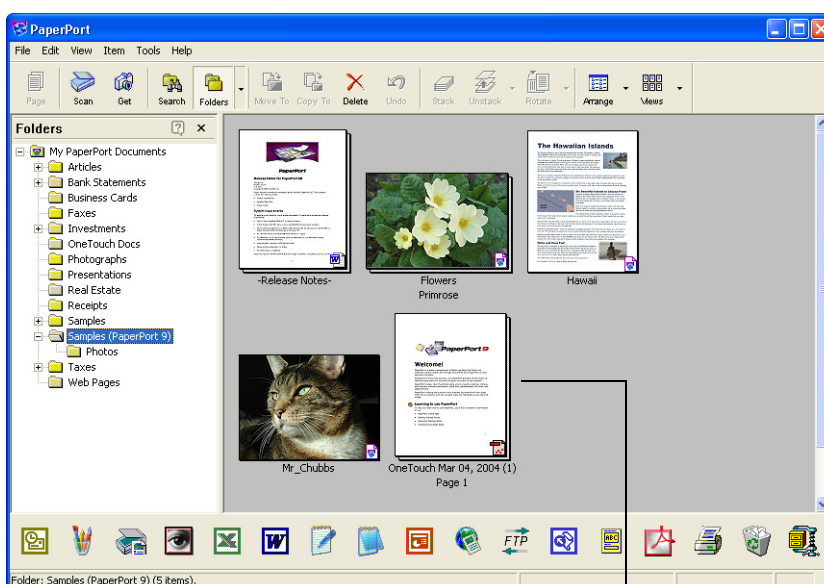


A scan progress window opens.



To Cancel scanning, click the **Cancel** button.

When scanning is finished, a thumbnail of the scanned image appears in the Destination Application. In this example, the Destination Application is the PaperPort desktop.



Thumbnail






You can now work with the image in its Destination Application. See the ScanSoft PaperPort User's Guide on the Installation CD for more information about working with the image in PaperPort.

About the One Touch Buttons

The One Touch buttons are preconfigured for typical scanning tasks. To change button settings, see “Configuring the One Touch Buttons” on page 40.



The following table describes the preconfigured button settings:

Button	Name	Preconfigured Settings
	E-mail	Scans the item as a color photo and attaches it to a new email message in your email application. Settings: Color @ 100dpi, Autocrop Brightness 50%, Contrast 50%
	Copy	Prints the scanned item in black and white on your printer/copier at the printer/copier's default resolution. Settings: Black&White @ 300dpi 8.5" x 11" page, Brightness 50%
	Scan	Scans the item as a color page and displays it in PaperPort. Settings: Color @ 200dpi, Autocrop, Brightness 50%, Contrast 50%
	CD	Prepares the item to be burned onto a CD (CD burner and Windows XP required) Black&White @ 200dpi 8.5" x 11" page Brightness 50% Contrast 50%
	Custom	Scans the item as a color photo and displays it in an image processing application. Settings: Color @ 300dpi, 8.5" x 11" page Brightness 50%, Contrast 50%

NOTE: If a button is not preconfigured, the Configuration dialog box opens when you press that button so you can configure it manually. For example, if your computer does not have email software installed, the email button is not configured during installation.

Check the Scan Settings Before Scanning

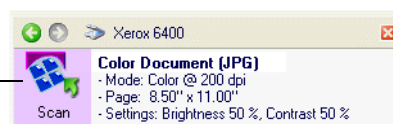
1. To check the scan setting before scanning, *press, hold down, and then release*, the button you want to use for scanning.

Press, *hold down*,
and then *release*
a button to see its
settings.



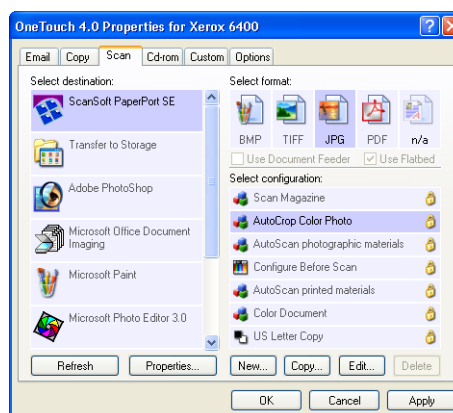
The One Touch Button Panel appears with the button's settings. This sample shows the current description of the Scan button.

The icon indicates the
Destination Application
for this button.



Your document will be scanned
with these settings.

The One Touch Properties window for that button also appears in case you want to change scan settings before scanning.



You use this window to reset the configuration, destination applications, file formats, and so forth. See "Configuring the One Touch Buttons" on page 40 to reset the settings.

2. Click the close boxes on the One Touch Button Panel and the Properties window to close them.

Scan from the One Touch Button Panel

Scanning from the One Touch Button panel on the screen works just like pressing a scanner button. The scanner scans the item, and then sends the image to the destination associated with the button. This method of scanning is especially helpful if the scanner is not located close to your computer.

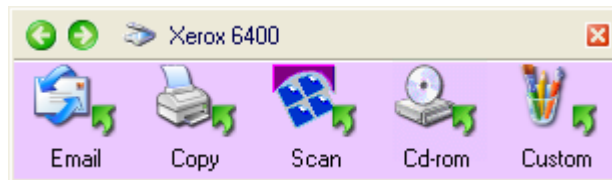
To scan from the One Touch Button panel on the screen:

1. Place an item face down on the glass. Align the edge of the item with the arrow marker at the upper-right corner of the glass.
2. Close the document cover and click on the One Touch icon in the Windows System Tray (at the bottom right corner of the screen).

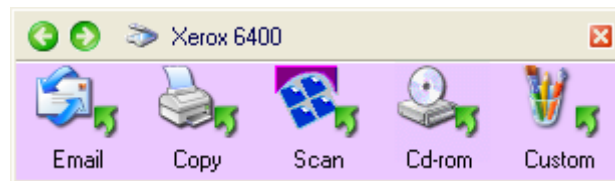
The One Touch Icon



The One Touch Button Panel appears and shows the icons representing the scanner's buttons.



3. On the screen—not on the scanner—click the button you want to use to scan.



For example, if you want to scan and have the scanned image attached to a blank Email message, click here.

Or if you want to scan and have the scanned image ready to be burned to a CD, click here.

The scanner starts scanning the item. When the scan is complete, the scanned image appears in the destination application.

About the One Touch Button Panel's Names and Icons

The button names, such as Email or CD, indicate the original factory settings for a button. For example, the Email button is set up to scan documents and then immediately attach them to a new email message in Microsoft Outlook Express. But you can change the Destination Application as well as the other aspects of the button.



A question mark for a button means your computer does not have appropriate software for the initial factory settings. For example, if your computer does not have a printer attached, the Copy button icon will have a question mark in it. In that case, you would probably want to change the button's Destination Application to something else. For instance, if you scan a lot of documents that have faint images, such as hand-drawn sketches in light pencil, you might want to change the button's Destination Application to Microsoft Paint, or some other drawing program. Then, when you click the Copy button, the scanned image is sent to Microsoft Paint as its Destination Application.



On the One Touch Properties window, one of the format options is initially labelled n/a. This format is for adding the Optical Character Recognition (OCR) capability to your scanner. See "Setting Up a Button to Have OCR Capabilities" on page 44 to add the OCR capability to the buttons on your scanner.

See "Configuring the One Touch Buttons" on page 40 to change the settings of the buttons on the One Touch Button Panel.

Scanning from PaperPort

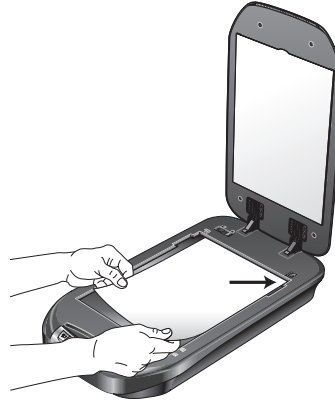
Instead of using a scanner button or the One Touch Button panel, you can scan directly from the PaperPort software. To scan a 35mm slide or negative you must scan from the Advanced Interface using PaperPort or other TWAIN-supported applications. See "Scanning 35mm Slides and Negatives" on page 27.

You can also scan directly with other software that meets the TWAIN standards for scanning, which includes many graphics and imaging applications. Refer to the user's guides you received with those applications for their specific steps to scan.

NOTE: If your computer uses the Windows XP or ME operating system, you can also scan using the Microsoft WIA software. Refer to "Scanning with the Windows Image Acquisition" on page 36 for details.

To scan from PaperPort:

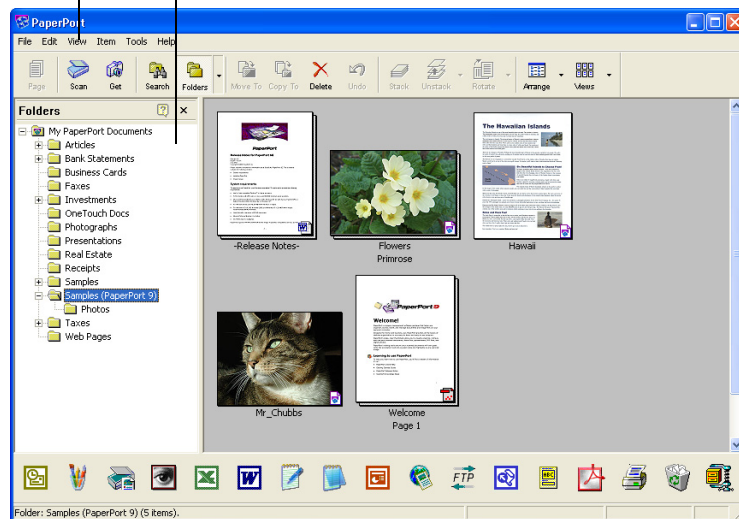
1. Open the scanner cover and place an item face down on the glass. Align the edge of the item with the arrow at the upper-right corner of the glass and then close the cover.



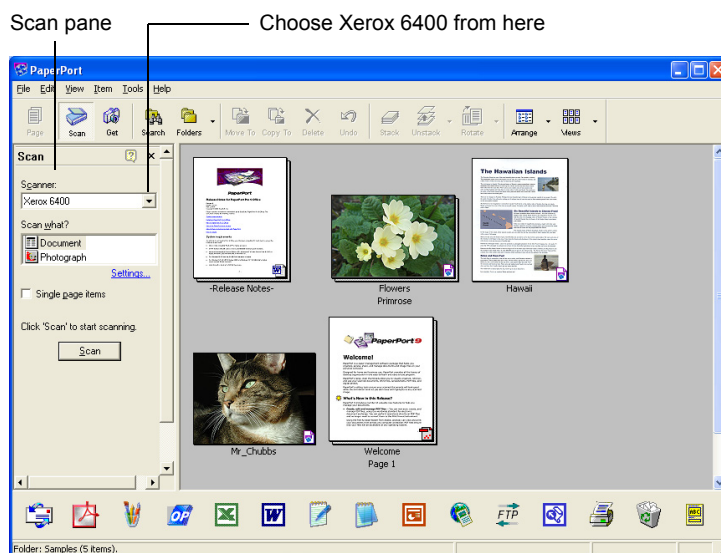
2. Start **ScanSoft PaperPort 9.0**.
The PaperPort Desktop opens.

Scan icon

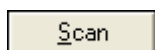
Folders Pane



3. Click the **Scan** icon on the PaperPort command bar.
The Folders pane (which shows folders for organizing your scanned images) is replaced by the Scan pane.



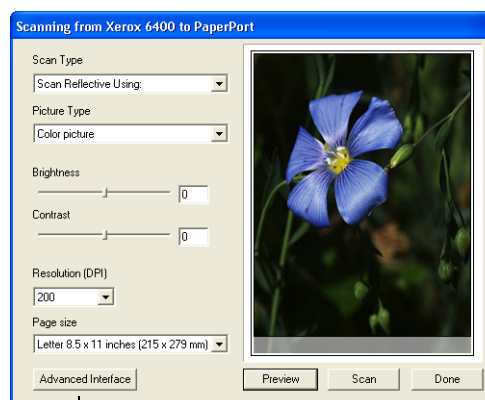
4. From the Scanner list, choose **Xerox 6400**.
5. In the “Scan what?” section, choose to scan a **Document** or **Photograph**.
6. Click the **Scan** button on the Scan pane.



The Basic Interface opens and you're ready to start scanning.

Scanning from the Basic Interface

The Basic Interface can scan a preview of the image so you can adjust its appearance before scanning the final image. After adjusting the appearance, you click the Scan button on the Basic Interface (not on the scanner) to scan the item.



Click the Advanced Interface button if you would rather scan with the Advanced Interface.

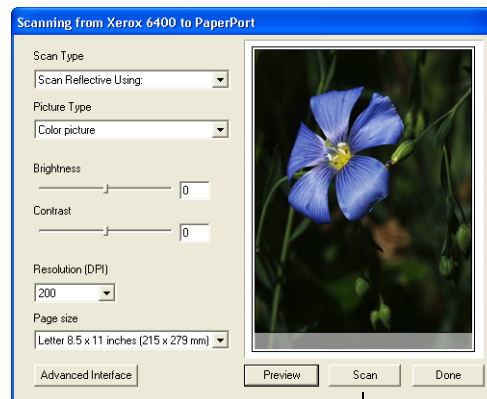
1. From the **Scan Type** menu, choose **Scan Reflective Using** to scan paper items.



2. Choose the color, grayscale, or black and white option from the **Picture Type** menu.
3. Click the **Preview** button.

The scanner scans the item and displays a preview image. You can now use the options on the Basic Interface to adjust the image.

4. To adjust the brightness and contrast, drag their sliders to the left or right.
5. To choose another resolution, use the **Resolution (DPI)** menu.
You can also change the picture type again, for example, from color to grayscale, and you can change the paper size from the **Paper Size** menu. To scan only a portion of the image see the section “Scanning Part of an Image” on page 23.
6. To preview the item with the new settings, click the **Preview** button again on the Basic Interface.
7. When you are satisfied with the preview image, click **Scan**.



Click Scan when you're satisfied with the preview image.

Click Done when you're finished scanning.

8. When you're finished scanning items, click **Done** to close the Basic Interface.

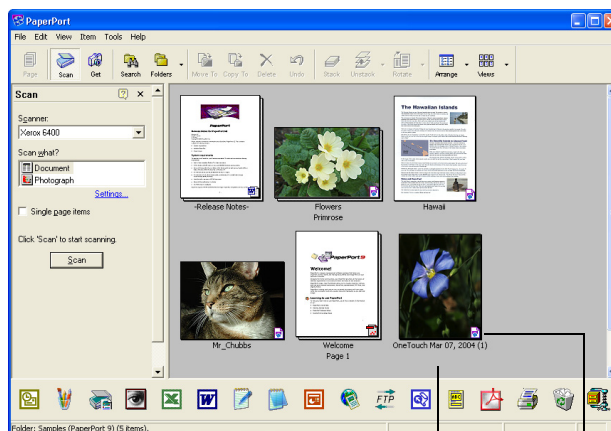
If the **Single page items** check box is selected on the PaperPort desktop, the item appears as a thumbnail on the desktop. If you're scanning multiple pages, the pages appear as PaperPort stacks.

If the **Single page items** check box is not selected, thumbnails do not appear until you indicate the scanning job is finished.

See “The Single Page Items Check Box” on page 35.

9. On the PaperPort Scan message box, click **Done**.

When scanning is complete, thumbnail images appear on the PaperPort Desktop.



A thumbnail image of the scanned item appears on the PaperPort desktop

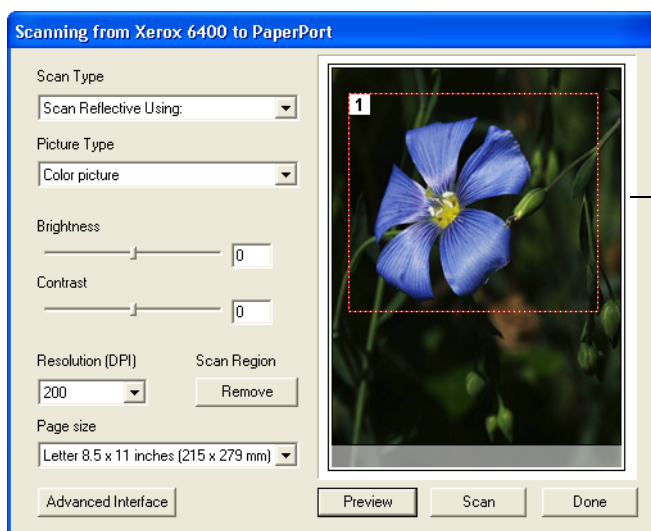
The small icon represents the file format, in this case the PaperPort format

Scanning Part of an Image

To scan part of an image, you draw a box around the part you want. The scanner then only scans that portion of the image and sends it to the PaperPort desktop.

1. Put the pointer on the image and drag a box around the section of the image that you want to scan.

A dotted outline shows the selected area in the image.



This is the image that appears on the PaperPort desktop when scanning is finished.

The selected scan area.

Note that the selected area in the example has the number "1" in its upper left corner indicating it is your first selected area. You can select up to six separate areas on an image at a time.

You can now move or resize the outline to select the specific area you want to scan.

2. To move the dotted outline, put the pointer in the selected area and drag the mouse.
3. To resize the selected area, put the pointer on a dotted line and drag it.
4. If the dotted line is not exactly where you want it, put the pointer on the line and drag the mouse.
5. If you want to remove the selected area and start over, click **Remove**.
6. Click **Scan** when you're ready to scan the portion of the image.

Scanning from the Advanced Interface

The Advanced Interface has more options for scanning than the Basic Interface.

1. Open the Basic Interface as described in the section “Scanning from the Basic Interface” on page 21.
2. Click the **Advanced Interface** button on the Basic Interface.

Advanced Interface

The Advanced Interface appears.

Choose the type of scanning from this menu.

Click an icon to select a configuration—Color, Grey Scale, or Black&White. Clicking the “+” sign shows details of the scan settings.

Click a setting in the list to change it. The setting's options appear on the right side of the Advanced Interface where you can make changes if necessary.

Check the Scan Info to make sure your computer has sufficient space for the image. Warning icons on this box appear if your computer does not have enough space for the scanned image's file.

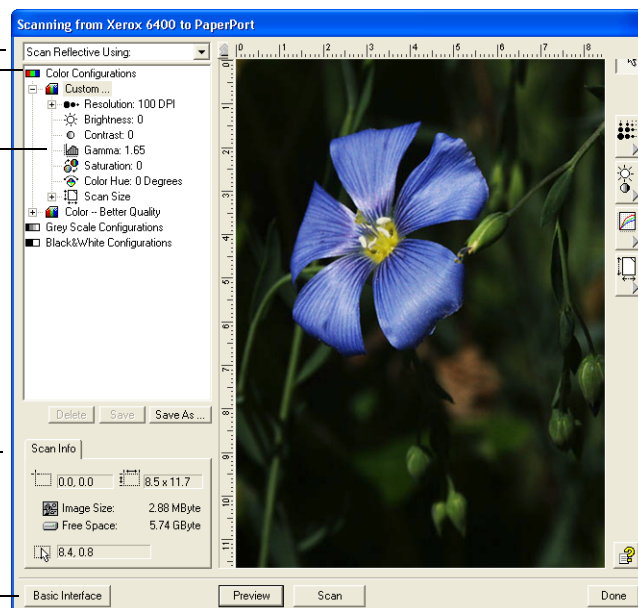
If you don't need all the features of the Advanced Interface, click Basic Interface to return to it.

Click Preview to view the image in the window.

When you are satisfied with the scan settings, click Scan.

Use these buttons to manually select settings. See “Adjusting the Image on the Advanced Interface” on page 74 for details.

Click Done to close the Advanced Interface.



3. From the menu at the top left panel, select the type of scanning. Choose **Scan Reflective Using** to scan paper items. The other options are for scanning 35mm slides and negatives.
4. Click one of the icons to select a configuration.

For example, select Color Configurations and then select Custom to scan a color item with the preset Custom scan settings.

The configuration settings appear as a list. Click the + (plus) sign to see the full list. Click the - (minus) sign to collapse the list.

- **Black&White** is for letters, memos, pen and ink drawings, and other black and white material. This setting produces the smallest file size for scanned items.
- **GrayScale** scans the image using up to 256 true shades of gray. Use this setting to scan black and white photographs and other higher quality black and white images. You can also scan a color photo with this setting to turn its colors into gray shades. The file size is about one third the size of a color scan.
- **Color** scans the image in full color. Use this setting to scan color photographs and other color images. The file size is the largest of the image type options.

5. Click the **Preview** button to view the image before scanning.
6. Review the image to determine if adjustments are needed.
7. To adjust a setting, click the setting in the list on the left below the selected configuration.

A panel opens on the right side of the Advanced Interface for the selected setting. Select new options on that panel. See “Adjusting the Image on the Advanced Interface” on page 74 for details on changing scan settings.

8. (optional) To preview the image again, click the **Preview** button again. Readjust the settings if necessary.
9. When you're satisfied with the image, click the **Scan** button.
10. When you're finished scanning items, click **Done** to close the Advanced Interface.

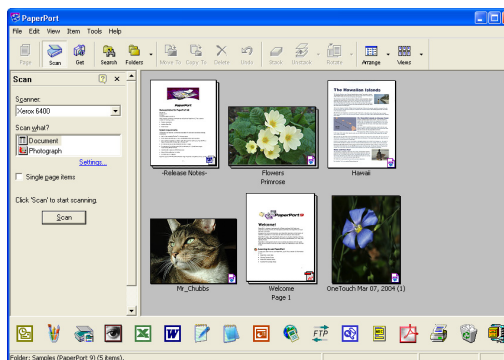
If the **Single page items** check box is selected on the PaperPort desktop, the item appears as a thumbnail on the desktop.

If the **Single page items** check box is not selected, thumbnails do not appear until you indicate the scanning job is finished.

See “The Single Page Items Check Box” on page 35.

11. On the PaperPort Scan message box, click **Done**.

When scanning is finished, a thumbnail of the scanned image(s) appears on the PaperPort desktop.



To Cancel scanning while it's in progress, click the **Cancel** button on the progress window.

12. Use the PaperPort software to work with the image.

Scanning 35mm Slides and Negatives

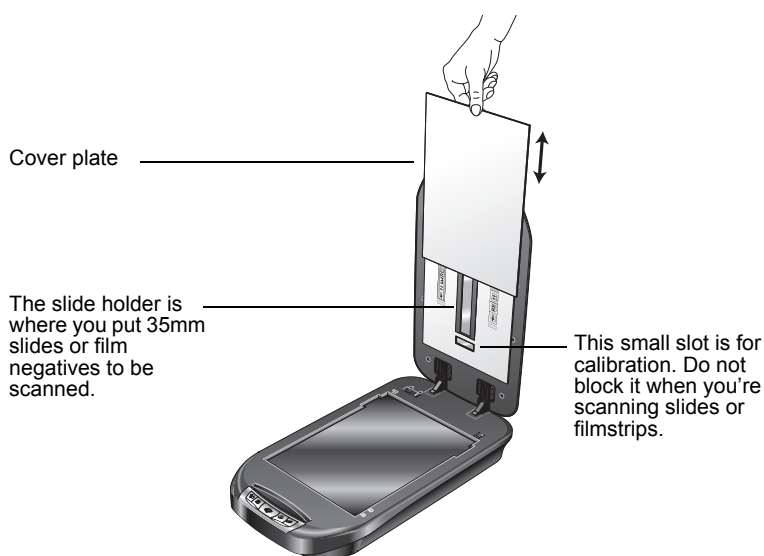
Your Xerox 6400 scanner is specially designed to scan 35mm slides and negatives. You can scan both positive and negative film images.

A Brief Explanation

Your scanner has sensors that capture the image of the item being scanned. Those sensors are located in the body of the scanner. When you scan a paper item, the light in the bottom of the scanner shines up on the paper and reflects the paper's image down onto the scanning sensors. If a 35mm slide or negative is on the glass, however, the light from the bottom of the scanner would shine up through the transparent 35mm slide or negative and would not reflect its image onto the sensors. That is why your scanner has a light in its document cover. When you scan a 35mm slide or negative, the light in the bottom of the scanner turns off, and the light in the cover shines down through the film onto the sensors to capture the film's image.

To prepare to scan a 35mm slide or negative:

Open the scanner's document cover and carefully remove the white cover plate.



The slide holder underneath the cover plate is where you insert 35mm slides or negative filmstrips to scan them.

Notice that the cover has a small slot at the bottom of the slide holder. That slot is for calibration to assure that you get the best possible scan results. Do not place items in the calibration slot.

- **To scan a 35mm slide**

1. Remove the plastic filmstrip holder from the slide holder and put it aside. You do not use it for 35mm slides.



2. Insert up to three 35mm slides into the slide holder with the border text on their cardboard frames facing up so you can read the text.



The slide holder can hold up to three 35mm slides at a time.

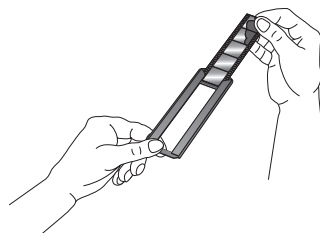
3. Close the cover. You then use PaperPort to start the scanning. See "To scan a 35mm slide or negative:" on page 30.

- **To scan a negative**

1. Remove the plastic filmstrip holder from the slide holder.



2. Insert the filmstrip into the filmstrip holder. The filmstrip holder can hold up to four frames of 35mm film.



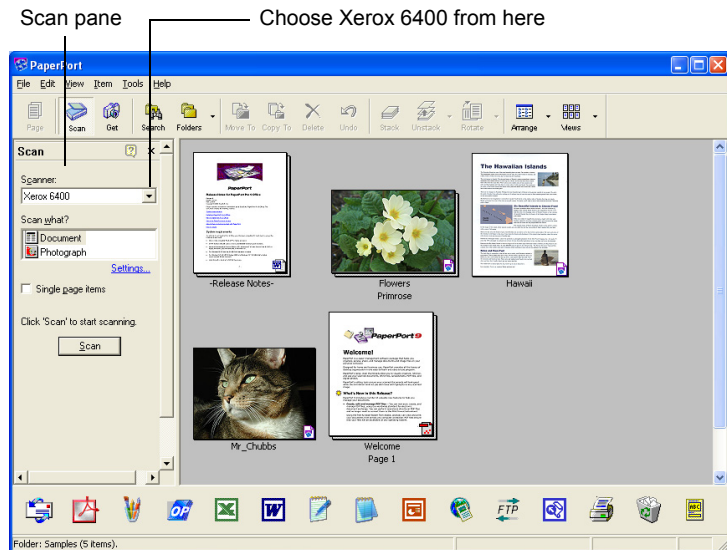
3. Replace the filmstrip holder in the slide holder.



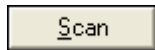
4. Close the cover. You then use PaperPort to start the scanning. See "To scan a 35mm slide or negative:" below.

To scan a 35mm slide or negative:

1. Start the PaperPort software.
2. Click the **Scan** icon on the PaperPort command bar.
The Folders pane is replaced by the Scan pane.



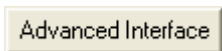
3. From the Scanner list, choose **Xerox 6400**.
4. In the "Scan what?" section, choose **Photograph**.
5. Click the **Scan** button on the Scan pane.



The Basic Interface or Advanced Interface opens, depending on which one you used last. That is, if you used the Advanced Interface the last time you scanned from PaperPort, then it will open.

You can scan transparencies only from the Advanced Interface.

6. If the Basic Interface appears, click the **Advanced Interface** button.

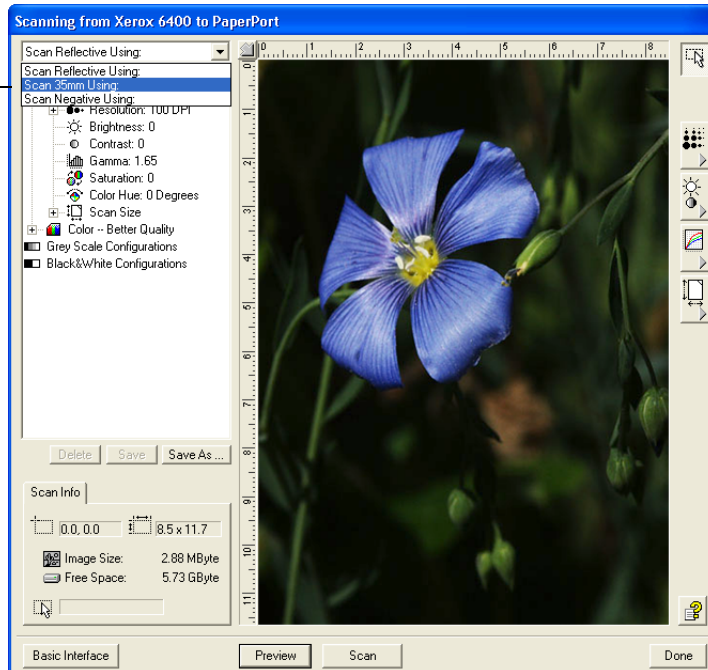


- Click the drop-down menu at the top of the window and choose the type of transparency to scan.

Scan 35mm Using:—for a 35mm slide

Scan Negative Using:—for a 35mm negative

Choose a transparency scanning option:
Scan 35mm Using:
 for 35mm slides
Scan Negative Using:
 for negatives



The image on the Advanced Interface then indicates the type of transparency you're scanning.



35mm Slide Preview images



Negative Preview images

- Click **Preview** to preview the image and adjust the settings.

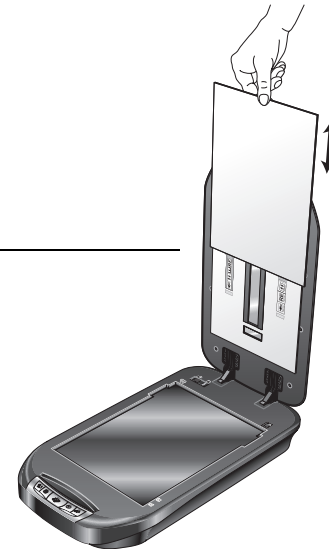
NOTE: Set the resolution to 1200 dpi or better. Xerox recommends using a resolution of 1600 dpi for 35mm slides and negatives.

- Click **Scan** when you are satisfied with the image.
- Click **Done** to close the Advanced Interface.

When You're Finished Scanning Transparencies

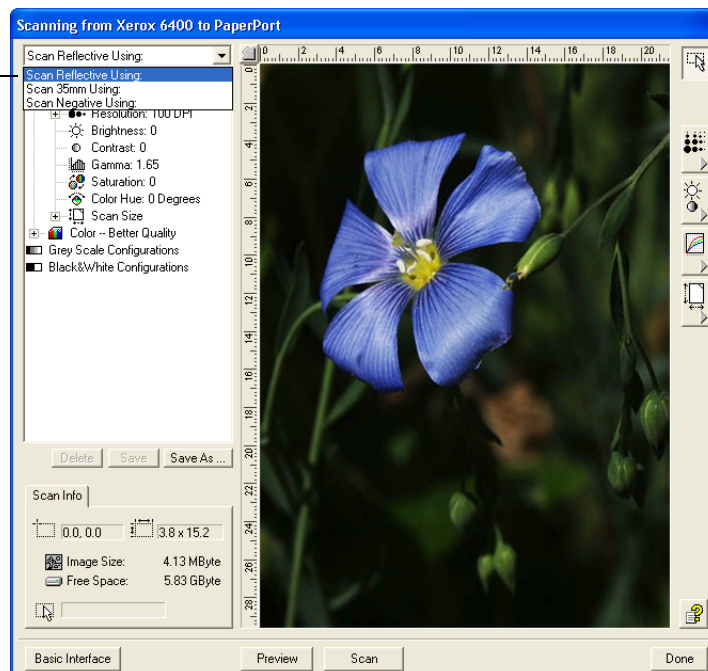
1. Remove any slides or filmstrips from the slide holder.
2. Replace the empty filmstrip holder into the slide holder.
3. Replace the white cover plate.

Replace the empty filmstrip holder in the slide holder, then replace the cover plate.



4. Later, when you re-open the Advanced Interface, make sure to choose **Scan Reflective Using** to reset PaperPort for scanning paper items.

Choose **Scan Reflective Using** to reset for scanning paper items.



If you adjusted the resolution and other settings for the slides or negatives, reset those settings for scanning paper items.

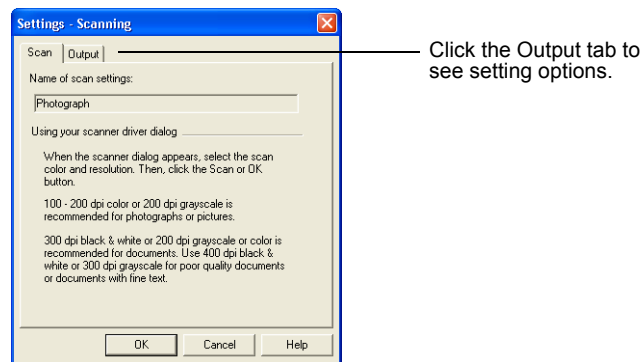
Selecting PaperPort Settings

Clicking the Settings option on the PaperPort Scan panel displays the Settings dialog box where you can change the naming of scanned items and their file type.

To select Settings:

1. Click **Settings** on the Scan Pane before clicking the Scan button.

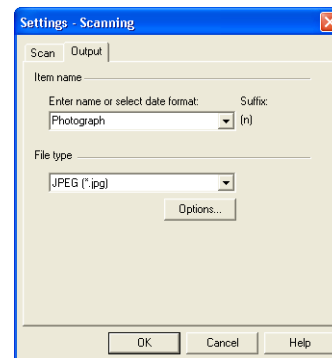
The Settings dialog box appears.



When the Scan tab is selected, as shown above, the dialog box shows information about the scan.

2. Click the **Output** tab.

The Settings dialog box now has options for setting the name of scanned items, and their file type.



- **Enter name or select date format**—You have two basic options for the naming of scanned items: a text name, or a date.

To give scanned items a text name, type the name in the box. For example, to name your scanned items *Photograph*, type the word *Photograph* in the box. From then on, each scanned item is named *Photograph* and is numbered sequentially, *Photograph (1)*, *Photograph (2)*, and so on.

To name each item by the date when it is scanned, click the menu arrow and choose one of the date formats, such as *March 4, 2001*. From then on each scanned item is named on the date when it is scanned, and numbered sequentially, *May 23, 2003 (1)*, *May 23, 2003 (2)*, and so on.

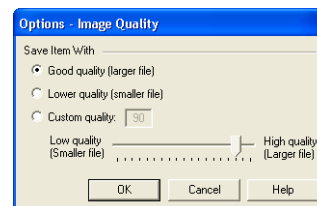
- **File type**—click the menu arrow and choose the file type for your scanned items, such as .jpg, .txt, or .bmp. Your scanned items are then converted to that file type and placed on the PaperPort Desktop. The small icon on the bottom right corner of the PaperPort thumbnails indicates the file type you selected.



This icon indicates the PaperPort format.

Depending on the file type you select, you may also be able to select image quality options.

Click the **Options** button to set options for the file type.



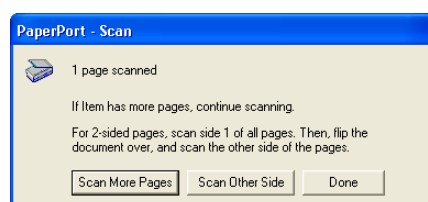
These options offer choices for the balance between image quality and file size. The higher the quality of the image, the larger the file size, and the lower the quality the smaller the size. For example, for images on your web site, you may accept less image quality and a smaller file size so images load faster on your web pages. The **Good Quality** and **Lower Quality** options produce reasonably good images. To select your own option, click **Custom** and drag the slider. Click **OK**.

On the PaperPort desktop

- Unless you changed it with the Settings option, the name of the scanned image is the day, date, and number of scanned items that day. For example, the second item scanned on a day is followed by a (2), the third by a (3) and so on. To change a name, click it to select its text and type a new name.
- The thumbnail images of the stack of documents has “go to page arrows” at their top right corners so you can click to flip through the pages in the stack. The page counter underneath the thumbnail name shows which page you’re viewing.
- The small icon at the bottom right corner of the thumbnail image indicates the file format of the scanned item.

The Single Page Items Check Box

The Single page items check box (on the PaperPort Desktop Scan Pane) provides the option to add additional items to a scanning job. If the check box is selected, scanned items immediately appear on the PaperPort desktop. If the check box is not selected (this is the default), the following message box appears when you close the Basic or Advanced Interface.



- Click **Scan More Pages** to scan additional pages and add them to the stack of items placed on the PaperPort desktop.
- Click **Scan Other Side** to scan the other side of previously scanned pages. This option is only available once.
- Click **Done** if you are finished scanning. The scanned items are placed on the PaperPort desktop.

To learn more about the PaperPort software please see the *ScanSoft PaperPort User's Guide* on the Installation CD.

Getting Help with the PaperPort Software

The PaperPort software includes a complete set of help topics that answer questions about each feature of the software. To open the Help Topics window, press the **F1** key or choose **PaperPort Help** from the **Help** menu.

You can also refer also to the *PaperPort Getting Started Guide* and *PaperPort User's Guide* on the CD.

Scanning with the Windows Image Acquisition

Microsoft Windows includes its own set of options for acquiring images from scanners, digital cameras, and other digital devices. Windows Image Acquisition (WIA) options as described below.

NOTE: Scanning with the Windows Image Acquisition (WIA) is only available if your computer is running Windows ME or XP.

To scan an item:

1. On the Windows taskbar, click **Start**, point to **Programs**, point to **ScanSoft PaperPort 9.0**, and then click **PaperPort**.

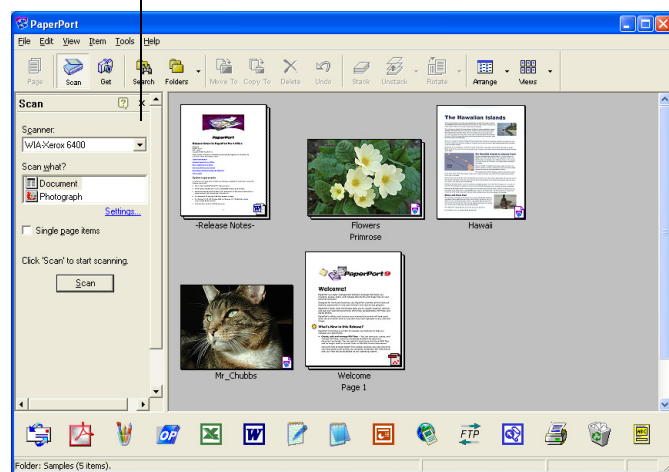
The PaperPort desktop opens.



2. Click the **Scan** icon on the PaperPort command bar.

The Folders pane is replaced by the Scan pane.

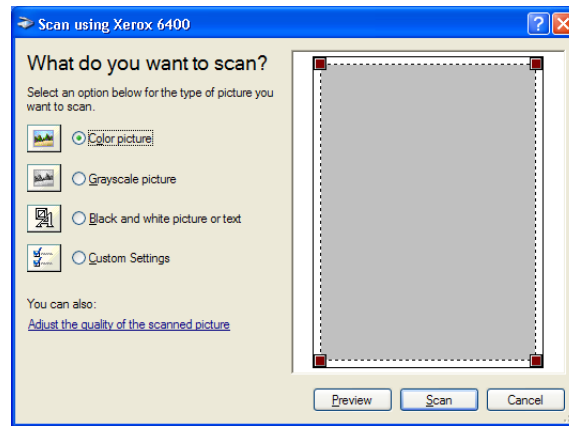
Scan pane



3. From the Scanner list, select **WIA-XEROX 6400**.
4. In the "Scan what?" section, choose to scan a **Document** or **Photograph**.
5. Click **Settings** to view and change the format for the scanned item's file name and the file type. The default file type for documents is .pdf and for photographs is .jpg.
6. Use the **Single page items** check box as follows:
 - When the check box is selected, all scanned items are placed as single pages on the PaperPort desktop.
 - When the check box is not selected, the scanned items are not placed on the PaperPort desktop until you indicate the scanning job is finished.

7. Click the **Scan** button in the Scan pane.

The scan window opens. Use this window to select scanning options and start the scanner.



8. Click the button most appropriate for the item you're scanning.
9. Select a paper size from the Page Size list.
10. Click **Preview** to preview the image before scanning.

The image is displayed on the right side of the window.

11. Adjust settings of the previewed image as desired:
 - Change the button selection for the type of image.
 - Adjust the custom settings; refer to the next section, "Fine Tuning Your Scans".
 - Change the size of the scanned image. To do this, click and hold the mouse pointer over one of the four sizing-boxes on the corners of the previewed image. Then drag the box to increase or decrease the size of the image.
12. Preview the image again. When you are satisfied with the image, click the **Scan** button.

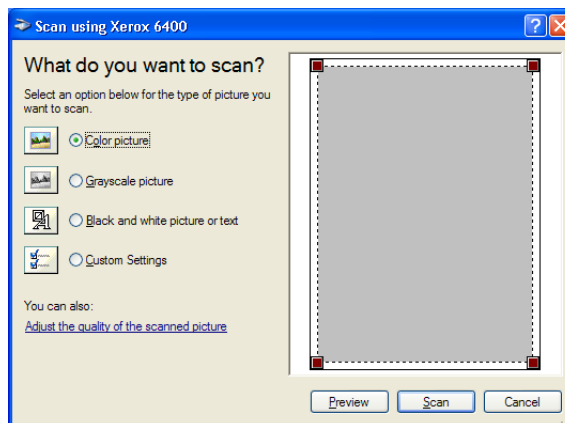
If the **Single page items** check box is selected on the Scan pane, the scanned item appears as a thumbnail on the PaperPort desktop.
13. If the **Single page items** check box is not selected, thumbnails do not appear until you indicate the scanning job is finished.
14. On the PaperPort - Scan message box, click **Done**.

NOTE: Refer to "The Single Page Items Check Box" on page 35.

Fine Tuning Your Scans

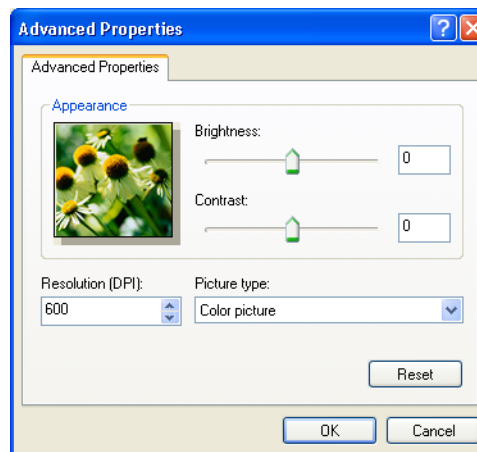
You can select new settings before you scan an item to fine tune exactly how you want to scan a particular item.

To select the scanner settings before you scan:



1. On the scan window, click **Adjust the quality of the scanned picture**.

The Advanced Properties dialog box opens.



2. Select the options for scanning.

Brightness and Contrast—Drag the sliders to the right or left to adjust the brightness and contrast of the scanned image. The Contrast setting does not apply to the setting **Black and White picture or text**.

Resolution (DPI)—Click the menu arrow and choose the dots per inch (dpi) of the resolution. The maximum resolution is 600 dpi; the minimum is 50 dpi for Windows XP, and 75 dpi for Windows ME. The higher the dpi setting, the sharper and clearer the scanned image. However, higher dpi settings take longer to scan and produce larger files for the scanned images.

Picture type—Click the menu arrow and choose the most appropriate type for the item you're scanning.

3. Click **OK**.

The Custom Settings button is now set to scan with the options you selected.

If you want to reset the settings and start over, click **Reset**.

Configuring the One Touch Buttons

Each One Touch button configuration consists of a **Destination Application**, a **Scan Configuration**, and a **Document Format**. The One Touch Properties window is where you select these three elements for a button.

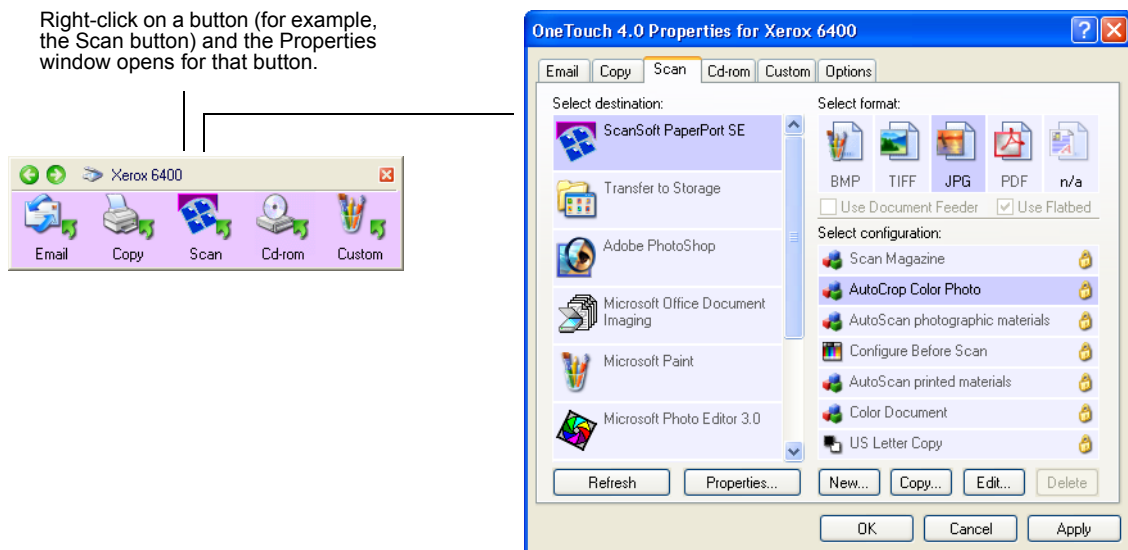
To open the One Touch Properties window:



1. Click the One Touch icon. It is located in the Windows System Tray at the bottom right corner of the screen.
2. Right-click a button on the One Touch Button Panel.

REMINDER: Remember that left-clicking a button on the One Touch Button Panel starts the scanner scanning. *Right-clicking* opens the One Touch Properties window.

The One Touch Properties window opens for that button.



The One Touch Properties window also opens when you press, hold down, and release a button on the scanner.

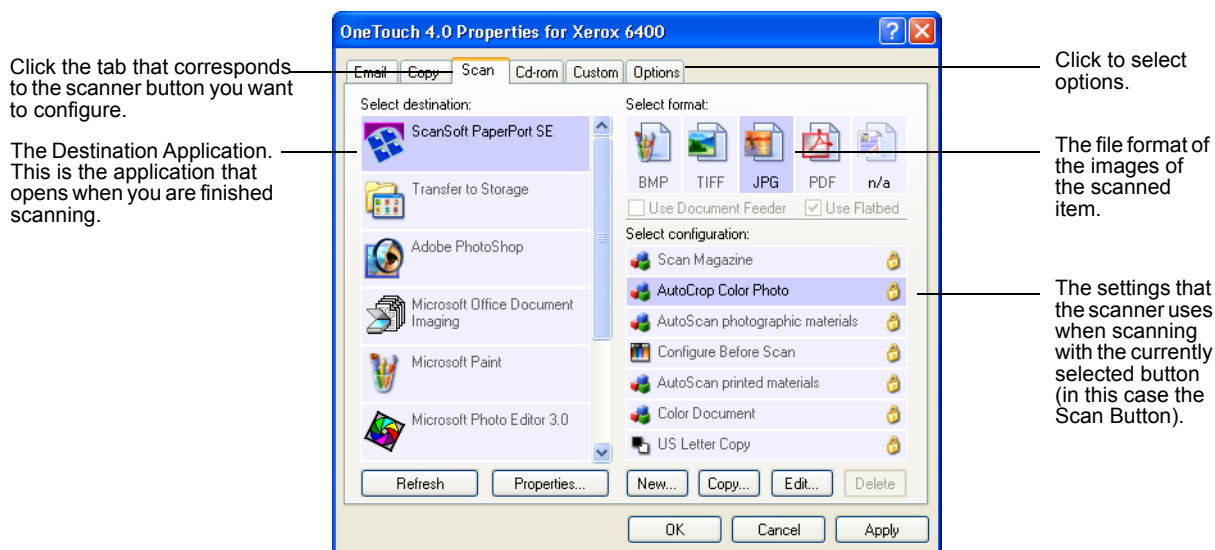
About the One Touch Properties Window

The One Touch Properties window is where you can select new settings for the buttons. The tabs across the top of the window correspond to the buttons on the scanner.

The One Touch Properties window has special scanning features such as scanning to a CD, scanning and converting text directly into an HTML web page, and scanning with optical character recognition (OCR) that turns a scanned image into text that you can edit.

NOTE: Some of the options on the One Touch Properties Window (and other One Touch windows and dialog boxes) are “grayed out” and are not available. Grayed out options are not appropriate for your Xerox 6400 scanner. If you use the One Touch application with other Xerox scanners, grayed out options become active, if appropriate.

The following example of the One Touch window shows the settings for Scan Button. The button is set to scan with the scan configuration named Color Document and then open ScanSoft PaperPort to display the scanned image. The Format and Page(s) option is set to scan in the JPG image format.



The settings on the Properties window are:

Select Destination—the list of applications that can open to display the scanned image for the selected button. To configure the list of available applications, click the Options tab at the top of the dialog box and select the desired options. See “Selecting Options for a Button” on page 57 for more information.

Select Configuration—the list of available scan configurations for the selected button. The configuration settings include: scanning mode, resolution (dpi), page size, brightness, color saturation, hue, and gamma. To see a selected scan configuration's settings, click its icon. Click the icon again to close the detailed information.

Click the icon of a selected configuration to view its settings.



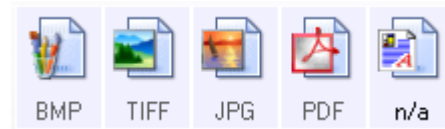
The icons next to each scan configuration indicate the scanning mode.



NOTE: Use Configure Before Scan if you want to set the scanning mode manually before scanning. See “Configuring Before Scanning” on page 65.

You can also click the **Edit** button or double click the configuration to see more detailed information about the selected configuration.

Select Format—a set of file formats for the scanned image for the selected button. The formats are based on the type of destination application you select. The n/a format is for setting your scanner’s automatic OCR capability. See “Setting Up a Button to Have OCR Capabilities” on page 44.

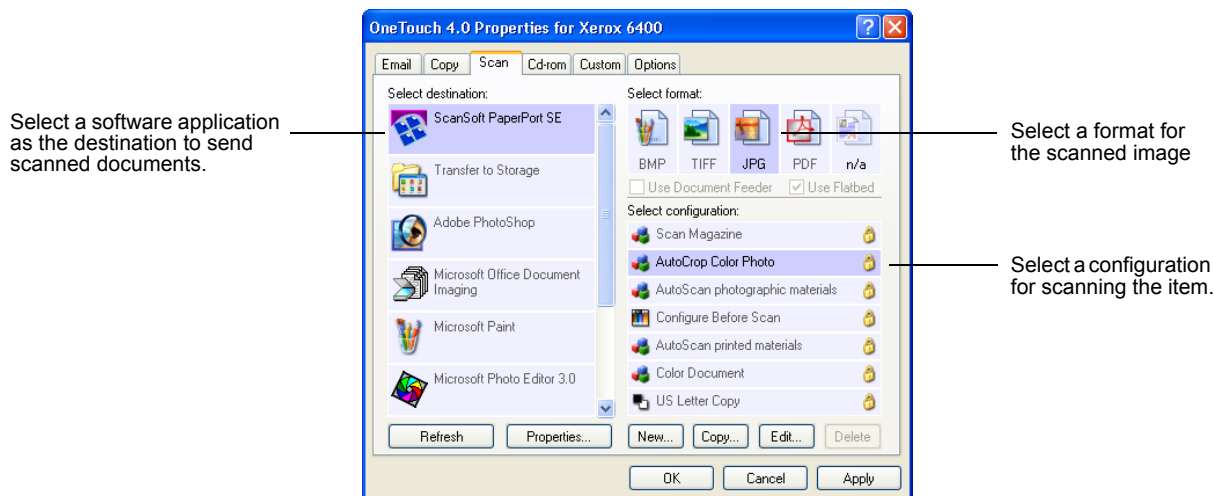


The button names indicate their file types. See “Selecting Page Format Options” on page 53 for more about the formats.

Options tab—displays a window for selecting options related to the selected destination application for the scanned image.

Selecting New Settings for a Button

For each of the five One Touch buttons, you can select a new **Destination Application**, **Scan Configuration**, and **Document Format**.



To select new settings for the Scanner Button:

1. Click the tab of the button you want to change.
Each button has its own settings. So, as you click the tabs, the available settings on the window change to show them for each button.
2. From the **Select Destination** list, select the application where you want documents sent when scanning is finished.
See “Selecting Options for a Button” on page 57 to display a full list of the Destination Applications that you can use with the scanner.

NOTE: If you select a word processing program such as Microsoft WordPad or Microsoft Word and a page format that can be used for OCR (such as Text or RTF), the text in scanned images is automatically converted to word processing text.

From the **Select Configuration** list, select a scan configuration.



To scan in color, select one of the configurations indicated by the small color icon, such as the Color Document configuration.

The scan configuration list is preset for the application you select in the Select Destination list. If you select a different application, the configurations are for that application. However, you can create your own scan configurations as well.

3. Select a **Format** option.

The available options apply to the Destination Application you select. For example, if you select Microsoft Word as the Destination Application, the available formats are for text, such as .txt and .rtf. But if you select Microsoft Paint as the Destination Application, then the available formats are for graphics, such as .bmp and .jpg.

4. Click **OK**, or if you want to keep the window open and work with other features, click **Apply**.

Now when you press or click a scanner button, the document is scanned using the new settings for that button.

Setting Up a Button to Have OCR Capabilities

Your scanner includes Optical Character Recognition (OCR) capabilities to automatically convert text on scanned images into text that can be edited with a word processing application, such as Microsoft Word.

You can set up each button to have the OCR capability. The following steps show how to set up the Custom button.

To set up the Custom Button for OCR:

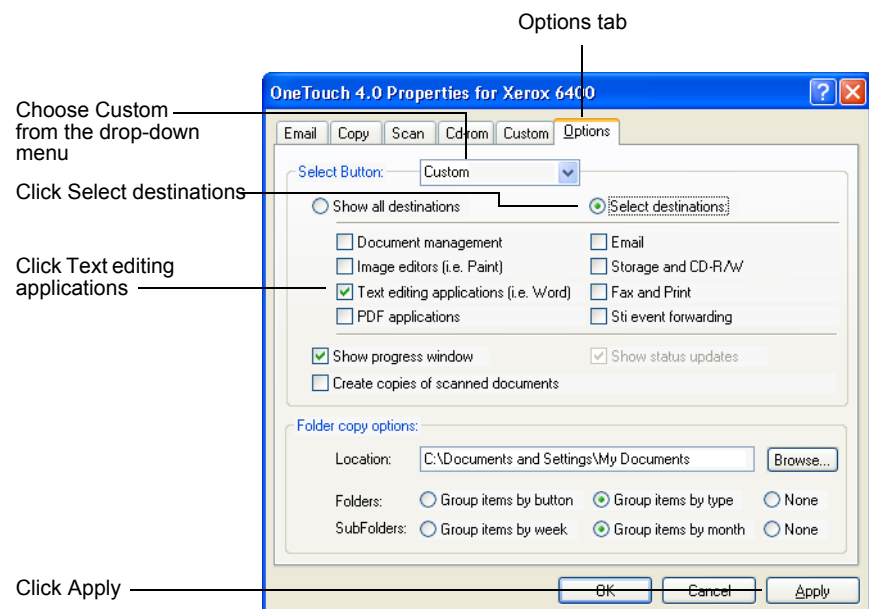


1. Click the One Touch icon in the Windows System Tray at the bottom right corner of the screen.

2. Right-click a button on the One Touch Button Panel.

The One Touch Properties window opens for that button.

3. Click the **Options** tab.



4. Click the menu arrow and choose the **Custom** button.
5. Click **Select destinations**.

Select this option to individually choose the types of applications to include in the list of Destination Applications for the Custom Button. The other option, Show all destinations, selects all the types of applications.

6. Click **Text editing applications (i.e. Word)**.

You can choose other types of applications as well, in case you want be able to select other types of applications with the Custom Button. See “Selecting Options for a Button” on page 57 for details about the Options.

7. Click **Apply**.

8. Now click the **Custom** tab at the top of the window.

The One Touch Properties window now shows text editing applications as Destination Applications for the Custom Button.

9. Select one of the text editing applications from the list of Destination Applications.

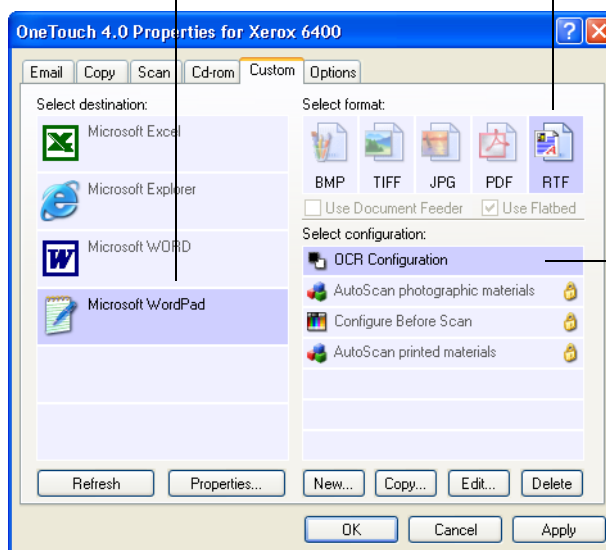
The format is set to the appropriate format for the Destination Application, in this case .rtf for Microsoft WordPad.

10. Select one of the configurations for scanning text items.

You can also create a new configuration just for the OCR process, such as a configuration set for black and white and 300 dpi. See “Creating a New Scan Configuration” on page 60 for the steps to create a new configuration.

Select a text editing application from the list.

The format for the text editing application is the appropriate format for the application you selected.



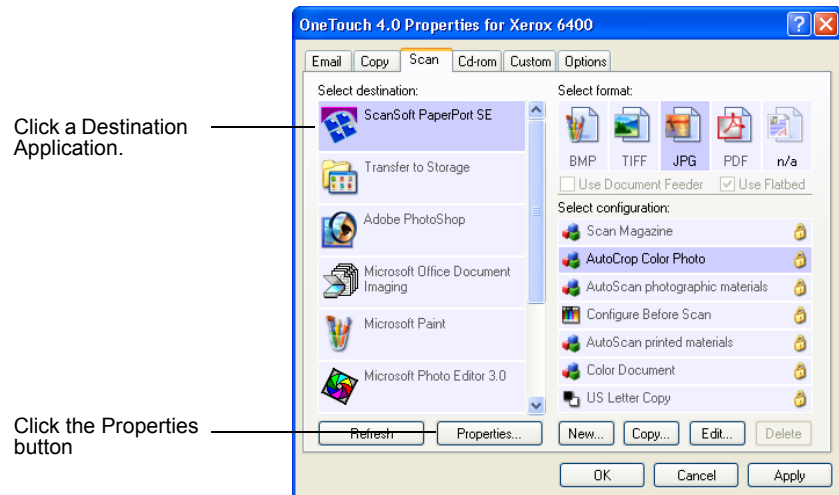
If you create a special configuration just for the OCR, such as this example named OCR Configuration, you can select it for scanning your text items. See “Creating a New Scan Configuration” on page 60 to create a new configuration.

Now when you scan with the Custom Button, the text is converted to word processing text, and it opens in WordPad in the .rtf format.

Setting Destination Application Properties

The different types of Destination Applications have various properties that you can select.

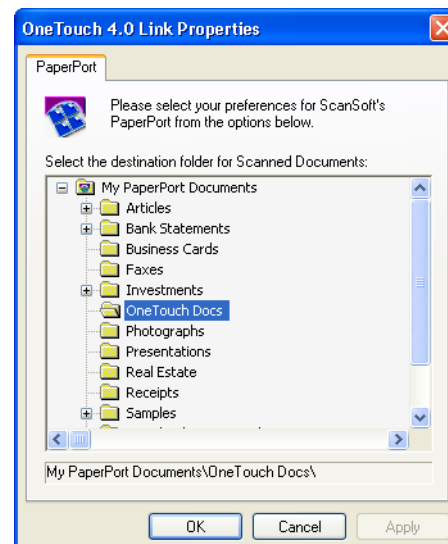
1. On the One Touch Properties window, click a Destination Application.
2. Click the **Properties** button.



A One Touch 4.0 Link Properties dialog box appears for the type of Destination Application you selected, and the available options are for that type of application.

PaperPort Properties

These properties apply to PaperPort, and are for designating the folder to receive your scanned items.

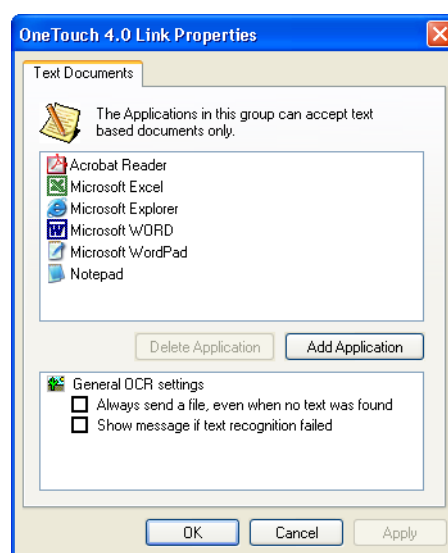


1. Select the PaperPort folder where you want the file of the scanned image to be located.
2. Click **OK**.
3. Click **OK** or **Apply** on the One Touch Properties window.

When PaperPort opens after you finish scanning, the thumbnails of your scanned documents are on the Desktop in that folder.

Text Documents Properties

These properties apply to Microsoft Word, Excel, Adobe Reader, and the other applications indicated by their icons in the list. The properties apply to the OCR settings for the applications.



1. Click in the OCR settings boxes for the options you want.

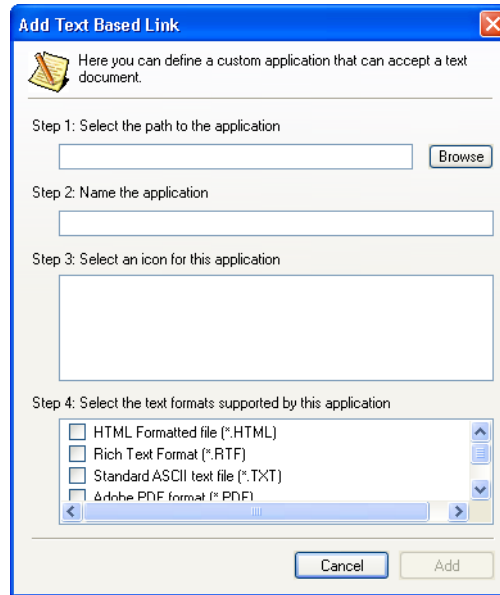
The options will apply to all the applications in the group.

Always send a file, even when no text was found—The scanned file is sent to the OCR reader even if the image does not appear to contain text. This could occur if you scanned a photograph with a One Touch button set for text applications.

Show message if text recognition failed—A message will appear on the screen if the OCR reader does not detect text in the image.

2. To add another application to the list, click the **Add Application** button.

The Add Text Based Link dialog box appears.



3. Click **Browse** to find the application you want to add to the list.

When you select the application using the Browse button, steps 1 and 2 on the dialog box are automatically filled in, and the application icon appears in step 3.

4. Select the icon in Step 3.

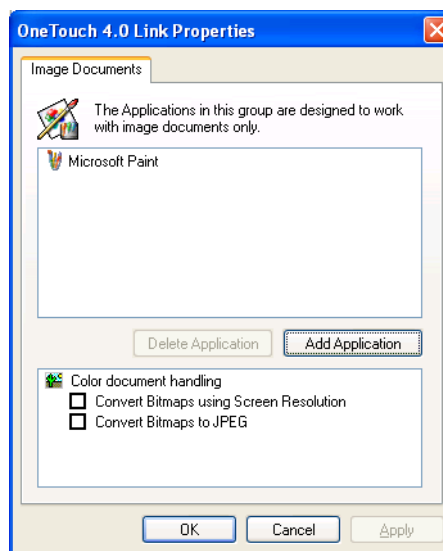
To select the options in step 4 on the dialog box, refer to the documentation that you received with the application to see which text formats it supports.

The boxes you select here determine the Page Format icons that appear on the One Touch Properties window for that group of applications.

5. Click the **Add** button.
6. Click **OK** or **Apply** on the One Touch Properties window.

Image Documents Properties

These properties apply to Microsoft Paint and other image processing applications.



1. Click in the color document handling settings boxes for the options you want.

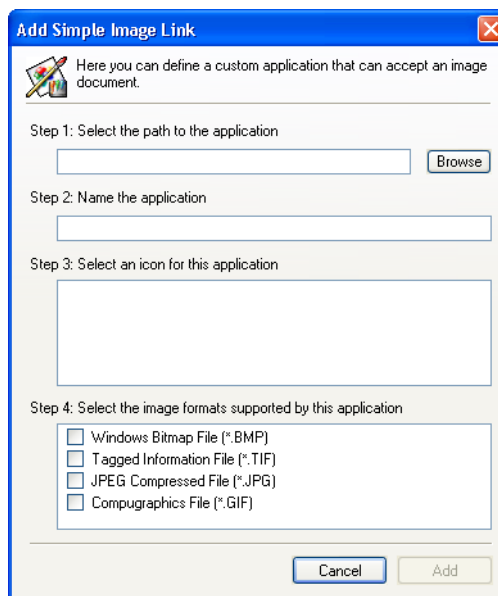
The options will apply to all the applications in the group.

Convert Bitmaps using Screen resolution—Use this option to ensure that an image will fit on the computer's screen. When a computer screen is set to a lower resolution, bitmap images with a higher resolution may be too big to fit on the screen. Converting the bitmap image to match the screen resolution ensures that the image fits on the screen.

Convert Bitmaps to JPEG—JPEG files can be compressed to produce smaller file sizes and, therefore, shorter transmission times. Use this option to provide that compression capability to image files.

2. To add another application to the list, click the **Add Application** button.

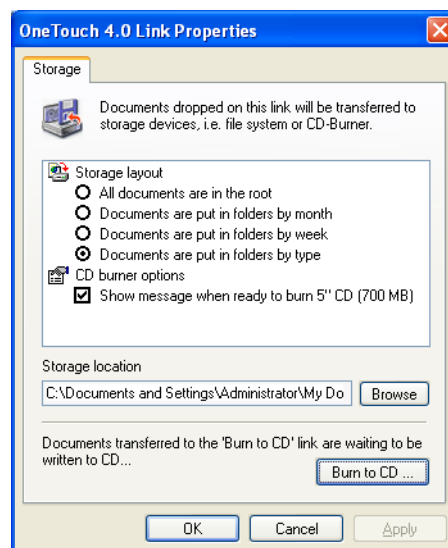
The Add Simple Image Link dialog box appears.



3. Click **Browse** to find the application you want to add to the list.
When you select the application using the Browse button, steps 1 and 2 on the dialog box are automatically filled in, and the application icon appears in step 3.
4. Select the icon in Step 3.
To select the options in step 4 on the dialog box, refer to the documentation that you received with the application to see which formats it supports.
The boxes you select here determine the Page Format icons that appear on the One Touch Properties window for that group of applications.
5. Click the **Add** button.
6. Click **OK** or **Apply** on the One Touch Properties window.

Storage Properties

These properties apply to the Destination Application named Transfer to Storage. If your computer is running Windows XP and has a CD burner attached to it, you also use this dialog box to start the Burn to CD process.



NOTE: If you do not have a CD burner attached to your computer, the CD options are not shown on the dialog box.

1. Click the Storage Layout options you want.

All documents are in the root—The scanned documents are saved in the root of the folder specified in the Storage Location.

Documents are put into folders by month, week, or type—Folders are created based on your selection (month, week, or type) and the scanned documents are saved in those folders. New folders are created for each month and week so you can keep track of when you scanned the documents.

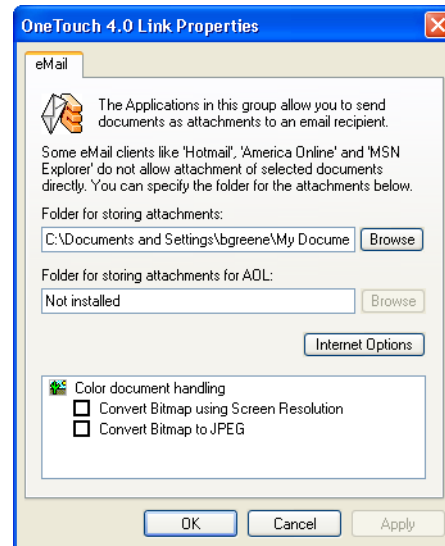
2. Click the **Browse** button to specify the location to store the scanned documents, or type a location directly into the box.
3. If you have a CD burner attached to your computer, the option **Show message when ready to burn 5" CD (700MB)**, should be selected.

You'll see a message when it's time to click the **Burn CD** button.

4. Click **OK**.
5. Click **OK** or **Apply** on the One Touch Properties window.

Email Properties

These properties apply to email applications so you can specify the folder for documents that you will attach to an email message. Microsoft Outlook and AOL Version 9 accept direct attachment of documents to a blank email message as soon as scanning is finished, but other email applications do not. If you're using one of those applications, you need to know which folder contains the scanned documents so you can manually attach them to your email messages.



1. Click the **Browse** button for **Folder for storing attachments** and choose a folder for your email attachments.
2. Click the **Browse** button to specify the location to store them, or type a location directly into the box.

See the steps on page 50 to add an application.

3. If you are using America Online (AOL) on your computer, and the folder name for AOL is incorrect, click the **Browse** button and find the correct AOL folder.

Normally the folder that AOL uses to store attachments will be listed in the box. For AOL versions prior to version 9.0, the folder has to be the specific folder AOL uses to find attachments. AOL 9.0, however, can attach documents automatically after scanning is finished.

4. If you need to set or change any internet options for AOL click the **Internet Options** button.

The Windows Internet Options Control Panel appears. See your Windows documentation and AOL user manual for the settings on the Windows Control Panel

5. Select the options for color document handling.

Convert Bitmaps using Screen resolution—Use this option to ensure that an image will fit on the computer's screen. When a computer screen is set to a lower resolution, bitmap images with a higher resolution may be too big to fit on the screen. Converting the bitmap image to match the screen resolution ensures that the image fits on the screen.

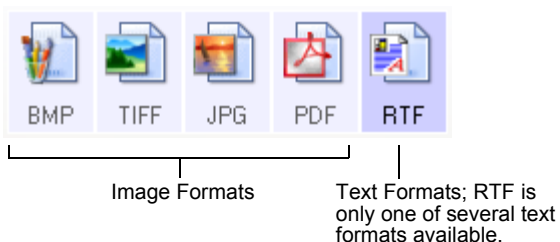
Convert Bitmaps to JPEG—JPEG files can be compressed to produce smaller file sizes and, therefore, shorter transmission times. Use this option to provide that compression capability to image files.

6. Click **OK**.
7. Click **OK** or **Apply** on the One Touch Properties window.

Selecting Page Format Options

The Page Format options that you select determines the file format of the scanned document. Appropriate page format options and file types are available for the type of Destination Application selected for the button.

The available options are for images and text.



The Text Formats are for text file types. The names of the formats indicate their file types. See "Text Formats" on page 55 for details.

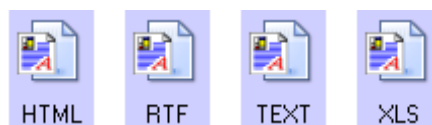


Image Formats

Select an image file format for photos, artwork or other documents that you want to save as images. BMP and TIFF are standard image file formats generally used if you want to do additional image processing, such as photo touch-up or color correction. Both of those file formats tend to be larger than the JPG format.

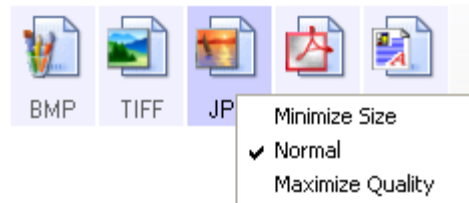
Because JPG image files can be reduced in size, the JPG format is often used for images on web pages, or if file size might be a problem when electronically sending the files. JPG files are reduced in size by lowering their image quality, and you can select the degree of quality for your scanned images from the JPG page format icon.

The PDF format is often used to create images of text pages. You may want to select PDF as the page format when scanning text pages that do not require OCR processing or other processing. The PDF format is also used to put multi-page documents on web sites as pdf-readable files. As with the JPG option, the PDF format can be reduced in size or quality.

NOTE: The Adobe Acrobat Reader application must be installed on your computer before you can use the PDF format.

To select a JPG or PDF file size:

1. Select **JPG** or **PDF** as the page format.
2. Right-click on the **JPG** or **PDF** icon.
A menu appears.



3. Choose the file size/image quality option for your scanned images.

Minimize Size—Smallest file size, lowest image quality.

Normal—Medium file size, some loss of image quality.

Maximum Quality—Largest file size, no loss of image quality.

Your selection pertains only to the button currently selected on the One Touch Properties window. Other buttons that have JPG or PDF selected as the Page Format are not affected, so you can set the JPG or PDF file size/image quality independently for each button.

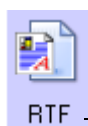
4. Click **OK** or **Apply** on the One Touch Properties window.

Text Formats

Selecting the text format option also selects OCR processing as an automatic step for scanning. Therefore, when you scan a document with the text format selected, the text portions of the document are automatically converted to editable text.

Select a text format for documents with text or numbers, such as a business letter, report, or spreadsheet. The text format icon has several file formats available, depending on the Destination Application you select.

The specific file format is the file name extension on the icon.



— The text format; this example is for Microsoft Word or WordPad format (.rtf).

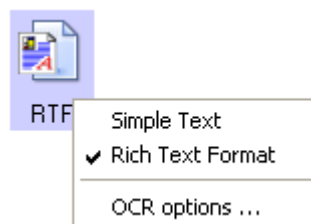
As you select Destination Applications that are text applications, the text format icon changes to match the file type of the application. In some cases, the Destination Application supports several file types, and you can right-click on the icon to choose the particular file type for that application.

To select a file type for the text format:

1. Select the Destination Application.
2. Right-click on the text format icon.

A menu appears. The following figure shows samples for different formats.

Example menu for the RTF text format.



3. Choose the file type that you want for the text format.

Your selection of a file type pertains only to the button currently selected on the One Touch Properties window. Other buttons with a text option selected as the Page Format are not affected, so you can set the text file type independently for each button.



Simple Text—The .txt file format. Text with no formatting; used by the standard Microsoft Notepad application.



Rich Text Format—The .rtf file format. Text that retains formatting when converted. Available with Microsoft Wordpad and Word.



HTML Document—The .htm file format used to create web pages.



Excel Spreadsheet—The .xls file format used by Microsoft Excel.

4. Click **OK** or **Apply** on the One Touch Properties window.

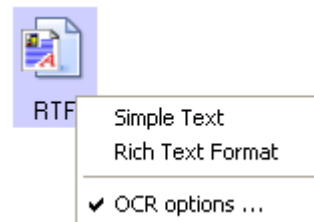
Selecting OCR Options

The OCR Options are only available for text formats.

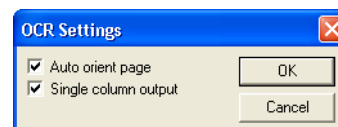
NOTE: OCR options apply globally to all the One Touch buttons set to a text format. For example, if you set the Custom button to HTML and select OCR options for it, those same options apply to other buttons with a text format selected.

To select OCR options:

1. Open the One Touch Properties window.
2. Click the tab of the button that has Destination Applications that use the text format as their file type.
3. Select the Destination Application to get one of the text format file types as the page format.
4. Right-click on the page format icon to see the menu.
5. Choose **OCR Options** from the menu.



The OCR Settings window opens.



- Choose the options you want.

Auto orient page—Select this option to check the page orientation and automatically rotate an improperly oriented page image so the text is recognizable by the OCR process.

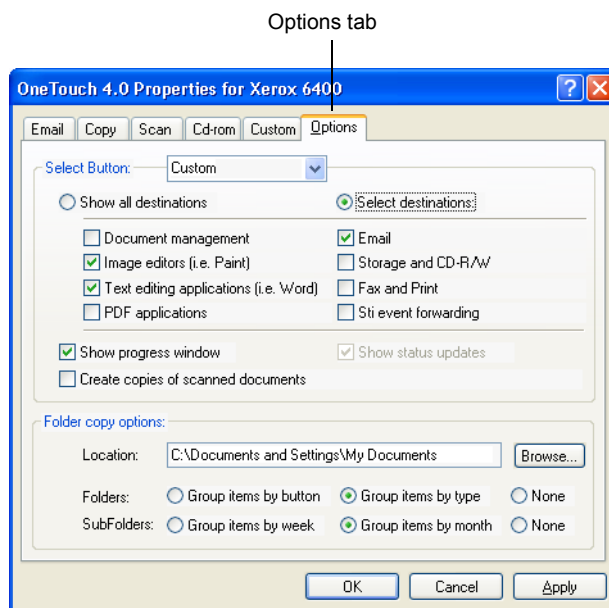
Single column output—Select this option to produce a single column of text in the Destination Application, even if the original image had multiple columns of text.

Selecting Options for a Button

The One Touch Options determine the types of Destination Applications available for a button, as well as the location of the files of your scanned items.

To select options:

- Open the One Touch Properties window and click the **Options** tab.



- Click the Select Button menu arrow and choose the button for new options.

3. Select button options as described below.

Show All Destinations—This option selects all the Destination Application categories. The list of Destination Applications available for the selected button will include all the applications on your computer that fall into these categories. The list also includes printers and other devices connected to your computer so, for example, you can scan an item and have it printed immediately.

Select Destinations—Select this option to individually choose the types of applications to include in the list of Destination Applications. Check the boxes for the type of application to include.

- *Document Management* includes PaperPort and other applications for processing and keeping track of your scanned documents.
- *Image Editors* include Microsoft Paint and other drawing and graphics applications.
- *Text Editors* include Microsoft Word and WordPad, Microsoft Excel, and other word processing and spreadsheet applications. Select this option if you want OCR processing to convert your scanned documents to text that you can edit.
- *PDF* applications are for documents scanned to PDF format. The PDF format is only available if Adobe Acrobat Reader is installed on your computer.
- *Email* includes Microsoft Outlook and other email applications. If you are using Microsoft Outlook or AOL Version 9.0 (or later) your scanned documents are added to a blank email message.
- *Storage and CD-R/W* is for either storing scanned documents in a folder, or sending them to a CD burner to create a CD containing the scanned documents. See “Transferring Scanned Documents to Storage” on page 70 and “Scan and Burn to a CD” on page 67 for details.
- *Fax and Print* is for sending your scanned documents directly to your printer or fax software for faxing.
- *Sti Event Forwarding* is for using another application’s interface for scanning. The One Touch Event Forwarding dialog box appears so you can select which application to use to continue scanning. See “Scanning with Event Forwarding” on page 66 for details.

4. After selecting a new type of Destination Applications, click the **Multi Function** tab to see which ones are added to the list.

Show Progress Window—Select this option to display the progress window of the document(s) during scanning.

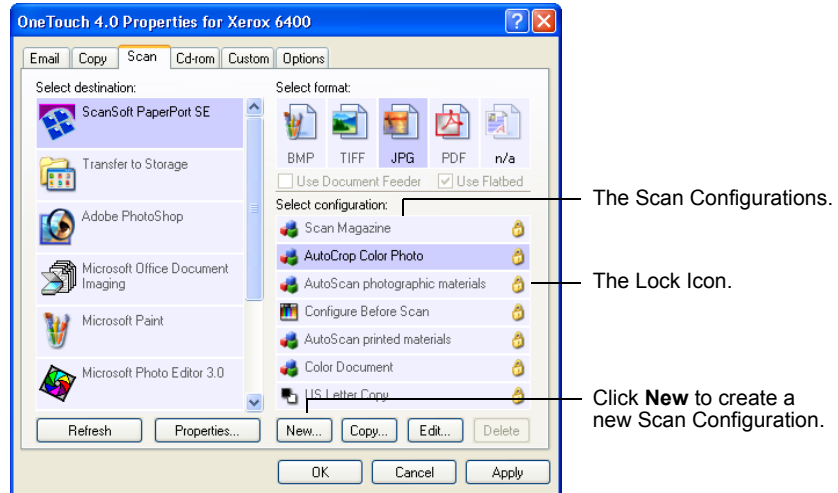
Create copies of scanned documents—Select this option if you want a copy of your scanned documents to be saved in the folder specified in the Folder Copy Options section. Note that these copies are in addition to the scanned files sent to the Destination Application. For example, if the Destination Application is Microsoft Word, two copies are saved—one in the Word folder and the other in the copy location folder. This option is not available if you have Document Management or Storage and CD-R/W selected as the Destination Application type.

Folder Copy Options—Type the name and path of the folder where you want to store copies of scanned documents, or click the **Browse** button and find the folder for the copies. Select the grouping option for the documents. Group by button groups the documents under the name of the One Touch button. For example, if the button is named Printer, the documents are grouped under the name Printer. Group by type groups the scanned documents by the type of file, such as .doc or .jpg. If you also want to group them by date you can choose the week and month options.

5. Click **OK** to save the options for the selected button.

Creating a New Scan Configuration

The scan configurations are where you select the scanning resolution, brightness, mode (color, black&white, or grayscale), and a number of other settings.



Note the lock icon on the preset configurations. Although you can unlock and edit the preset configurations, we recommend that you leave them locked, and only add new configurations. That way, you will always have the original factory-set configurations available.

To create a new configuration:

1. Open the One Touch Properties window and click the tab of the button that you want to have a new configuration.
2. Scroll through the applications in the Select Destination list and click the type of application for which you want to create a new scan configuration.

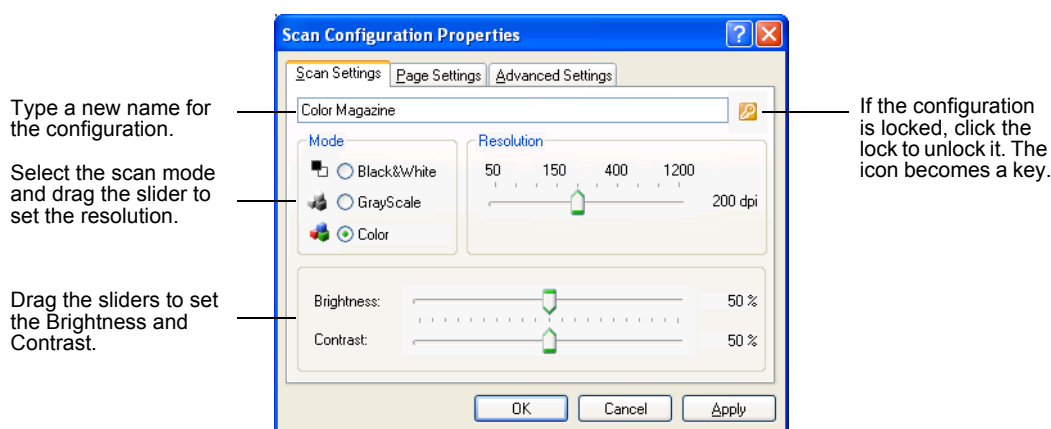
When you create a new scan configuration, it will appear for the buttons that are set for the same types of Destination Applications. For example, if you create a new configuration for a button that is set to show image editor applications, that new configuration also appears for any other buttons set for image editors, but not for buttons set for text editing applications. Thus, you can create specific sets of scan configurations for specific functions and they appear only when appropriate.

3. Click the **New** button.

If you want to start from the settings of another configuration, select the configuration, then click the **Copy** button.

If the **Scan Settings** tab is not selected, click it.

4. On the Scan Configuration Properties dialog box, type a name.

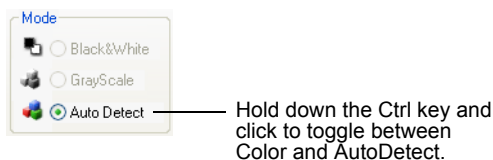


NOTE: If you select a printer or other device in the Select Destinations list, the dialog box may have an additional Device Settings tab for setting specific options for the particular device.

5. Select scan settings for the new scan configuration.

Mode—Select a scanning mode:

- **Black&White** to scan in black and white. For example, letters and memos are usually scanned in black and white. This scan mode produces the smallest file size.
- **GrayScale** to scan items such as documents containing drawings or black and white photographs. The scanning produces an image of up to 256 shades of gray.
- **Color** to scan color photographs and other color items. Color scans have the largest file size.
- **AutoDetect** to have the scanner automatically detect the mode of the image and then scan it in color, grayscale or black and white. To select AutoDetect, hold down the Ctrl key and click the Color option. Ctrl-click again to return it to Color.



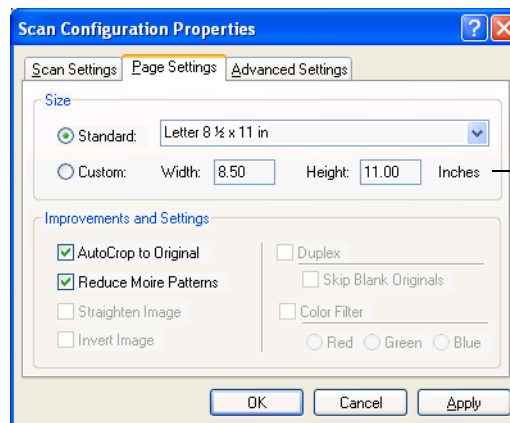
Resolution—Drag the slider to the right or left to adjust the dots per inch (dpi) of the resolution. The maximum resolution is 1200 dpi; the minimum is 50 dpi. The higher the dpi setting, the sharper and clearer the scanned image. However, higher dpi settings take longer to scan and produce larger files for the scanned images.

Brightness and Contrast—Sometimes an item is scanned with the brightness and contrast set too light or too dark. For example, a note written with a light pencil may need to be scanned darker to improve legibility.

Brightness refers to the lightness or darkness of the image. Contrast is the range between the darkest and lightest portions of the image. The greater the contrast, the more the difference between the lighter and darker shades in the image.

Drag the sliders to the right or left to adjust the brightness and contrast of the scanned image. The Contrast setting does not apply to the Black&White mode.

6. If you want to lock the configuration, click the lock icon to change it from a key to a lock.
7. Click the **Page Settings** tab to select page settings.



Click to toggle between inches and centimeters.

Size—Click **Standard**, click the menu arrow and choose a page size from the list, or click **Custom** and enter the horizontal and vertical page dimensions in the boxes. The maximum size is 8.5" by 11.73". The units of measurement can be inches or centimeters. Click the name of the units, inches or centimeters, to toggle between them.

Improvements and Settings—Only the options that apply to the selected Destination Application are available.

- **AutoCrop to Original**—Select this option to let the scanner automatically determine the size of the item being scanned. For example, if you put a photo in the middle of the glass, the scanner will determine the size of the photo.

When AutoCrop to Original is selected, the scanner makes two passes—the first to sense the item's size, and the second to scan the image. This option overrides the Page Size selection.

- **Reduce Moire Patterns**—Moire patterns are wavy, rippled lines that sometimes appear on the scanned images of photographs or illustrations, particularly newspaper and magazine illustrations. Selecting **Reduce Moire Patterns** will limit or eliminate moire patterns in the scanned image. This option is only available for the Grayscale or Color Mode at 200 dpi or less.
- **Invert Image**—Only available for Black&White Mode, this option reverses the black and whites of an image.

Original Image



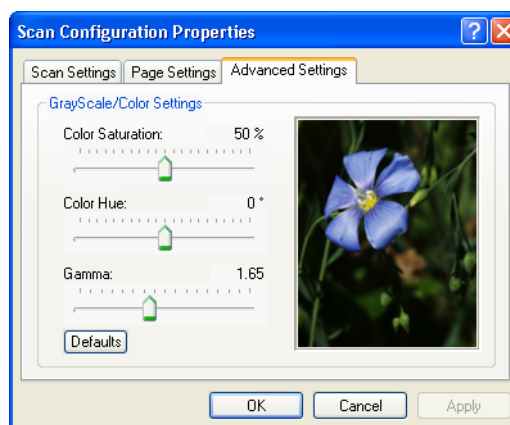
Inverted Image



8. Click the **Advanced** tab.

The options of the Advanced tab are for the Color or Grayscale scanning mode.

Saturation is the strength or purity of a color, hue is the color your eyes see as reflected from the image, and gamma controls the brightness of the midtones of the color.



9. Drag the sliders to the left and right to change the color settings. As you do, the image changes to show the effects of the new settings.

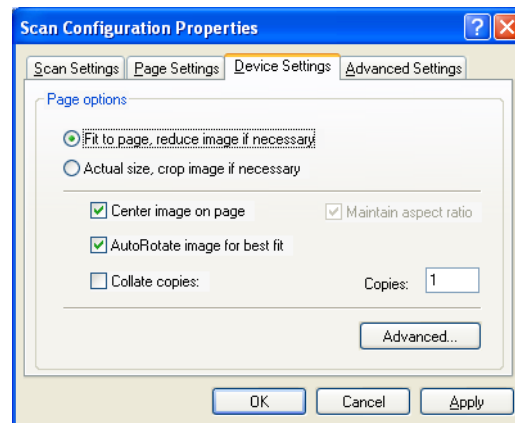
- Click **OK** to save the new configuration.

It will appear in the Scan Configurations list on the One Touch Properties window for the appropriate Destination applications.

The Device Settings Tab

A Device Settings tab appears on the Scan Configurations dialog box when your selected Destination Application sends the scanned image to a printer, fax application, or other device. You use the options on the Device Settings tab to select settings for the device.

- Click on the **Device Settings** tab.



Fit to page, reduce image if necessary—If the scanned image is too big to be printed or faxed on a single page, the image will automatically be reduced to fit the page.

Actual size, crop image if necessary—If the scanned image is too big to be printed or faxed on a single page, the image will automatically be cropped around its edges to fit on the page.

Center image on page—The image will be printed in the center of the page instead of at the top right corner.

Maintain aspect ratio—The aspect ratio is the length-to-width relationship of the image's dimensions. Select this option so the image's relative proportions remain constant.

AutoRotate image for best fit—If the image is a Landscape format and the device is printing in the Portrait mode, or vice versa, rotate the image to fit on the page.

Collate copies—If you're printing more than one page, collate the copies. Enter the number of copies in the **Copies** box.

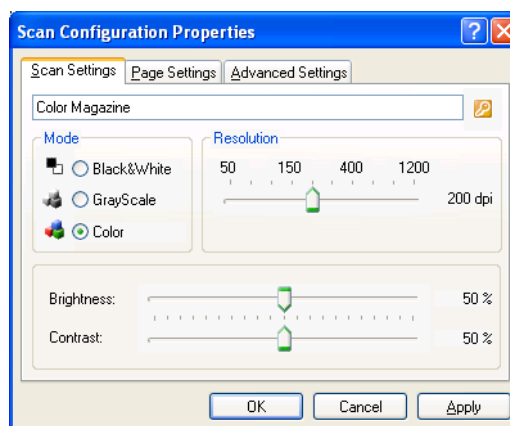
Advanced—click to see additional settings for the device. The dialog that appears is specific to the device. For example, if the device is your printer, the dialog box is your printer's setup settings.

- Click **OK** or **Apply**.

Editing or Deleting Scan Configurations

To edit or delete a scan configuration:

1. Open the One Touch Properties window.
2. Select the scan configuration you want to edit or delete.
The selection must be an unlocked configuration.
3. To delete the configuration, click the **Delete** button.
4. To edit the configuration, click the **Edit** button.
The Scan Configuration Properties dialog box opens for that configuration.



5. Edit the settings and click **OK**.
6. Click **OK** to close the dialog box.

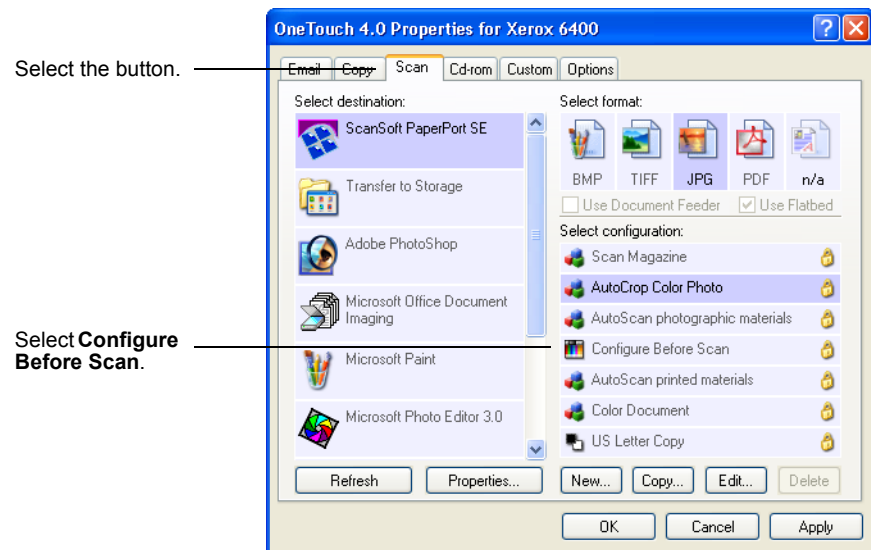
Configuring Before Scanning

Sometimes, you may want to manually configure the scan settings before beginning the scanning process. In that case, you select Configure Before Scan as the Scan Setting. When you press a scan button, one of the scanning interfaces appears for you to set the scanning options.

To configure before scanning:

1. Open the One Touch Properties window.
2. Using the arrows, choose the button that you want to set to configure before scanning.

3. Select the scan configuration **Configure Before Scan**.



4. Right-click on **Configure Before Scan** and choose an interface to use for configuring before scanning.

Twain—The Basic Interface or Advanced Interface appears for you to configure the scanning. See “Scanning from PaperPort” on page 19.

NOTE: If you scan a lot of transparencies, set up Configure Before Scan to open the Twain interface. The PaperPort software and Basic or Advanced Interface, where you select transparency scanning, then opens automatically.

WIA—The Windows Image Acquisition Interface (WIA) appears for you to configure the scanning. See “Maintenance” on page 83.

NOTE: The WIA option is available if your computer is running Microsoft Windows ME or XP.

5. Click **OK** or **Apply** on the One Touch Properties window.

Scanning with Event Forwarding

You use event forwarding to specify another application to use for scanning before you start. A typical example is if you want to use another application’s TWAIN interface to select scanning options before you start scanning. When you press the scanner button designated for event forwarding, the scanner waits to start scanning until you select the application to use. After you select the application, its interface opens and you use it to continue scanning.

To scan with event forwarding:

1. Open the One Touch Properties window.
2. Click the tab of the button you want to use for event forwarding.
3. Select **Still Image Client** as the Destination Application.
4. Choose a Scan Configuration.
5. Click **Apply** or **OK**.
6. Start scanning using the button you selected for event forwarding.

A dialog box appears for you to select the application to use for scanning.

7. Select the application in the box and click **OK**.

Now the application you selected opens and you can continue the scanning from that application's TWAIN interface.

Scan and Burn to a CD

If you have a CD burner attached to your computer, you can scan directly from your Xerox 6400 scanner onto a CD. This feature is available only on computers running Windows XP.

To scan and burn to a CD:

1. Put a blank CD into your computer's CD Drive.
2. Open the One Touch Properties window.
3. Select **Burn to CD** as the Destination Application.

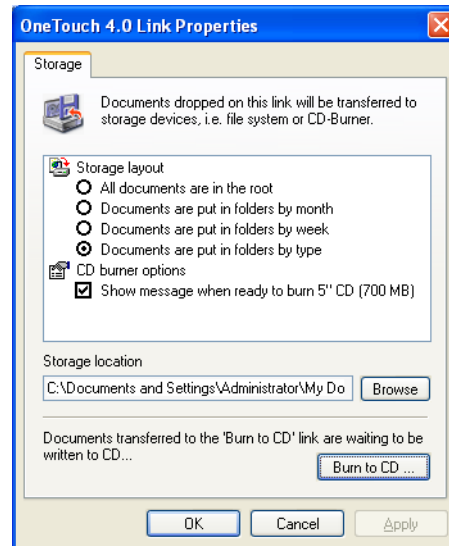
The Burn to CD Destination Application is only available if you have a CD burner attached to your computer.

4. Choose a Page Format and a Scan Configuration.
5. Click **Apply** or **OK**.
6. Now start scanning using the button you selected to use to scan and burn to CD.

When scanning is finished, a bubble message on the screen tells you that files are waiting to be burned to the CD.

7. On the One Touch window, make sure that the **Burn to CD** Destination Application is still selected and click the **Properties** button.

The One Touch 4.0 Link Properties window appears.



8. Click the **Burn to CD** button.

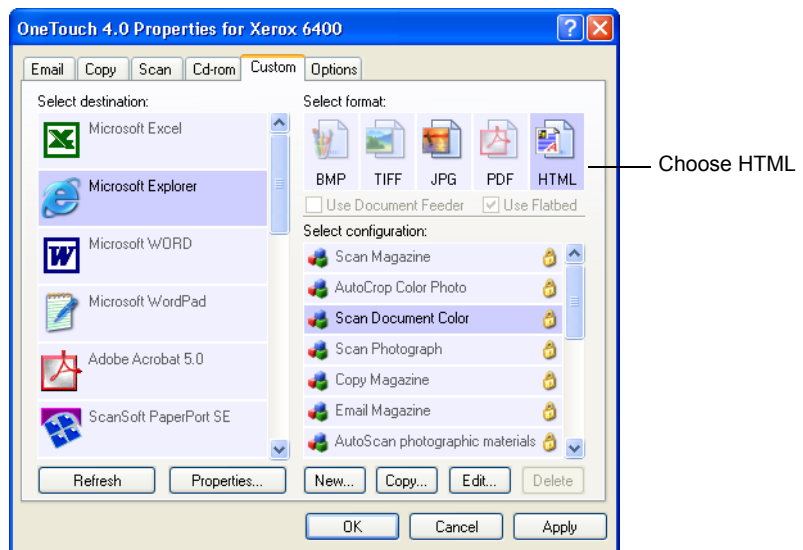
The CD burner begins and your scanned documents are written to the CD.

Creating an HTML Web Page from Your Scanned Documents

If you scan a document, whether a single page or multiple pages, you can have the pages converted directly to html formatted pages for posting directly to your web site. Those pages are then viewable by visitors to your web site without the need for any internet plug-ins or other special processing. This is, essentially, from your scanner to a web-ready format in one automatic step.

To scan and create an HTML web page:

1. Open the One Touch Properties window.
2. Click the tab of a button that has Microsoft Explorer as one of its Destination Applications.
3. Select **Microsoft Explorer** as the Destination Application.

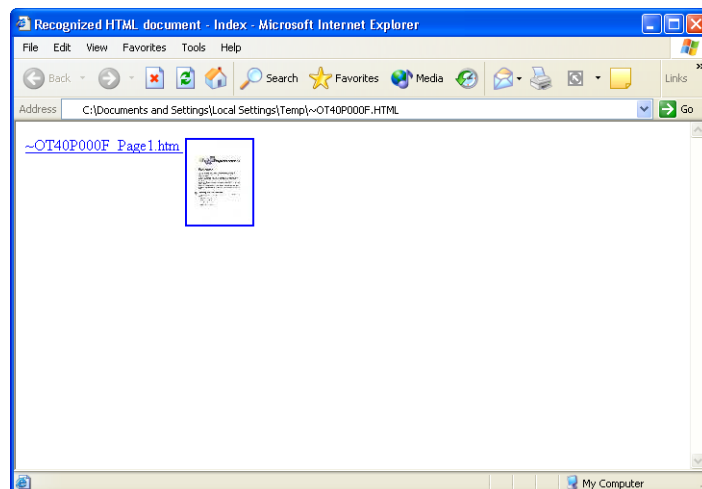
4. Choose **HTML** as the Page Format.

5. Choose a Scan Configuration.

6. Click **Apply** or **OK**.

7. Now, using the scanner button with Microsoft Explorer as the Destination Application (it's the Custom button in the example above), scan the pages that you want on your web site.

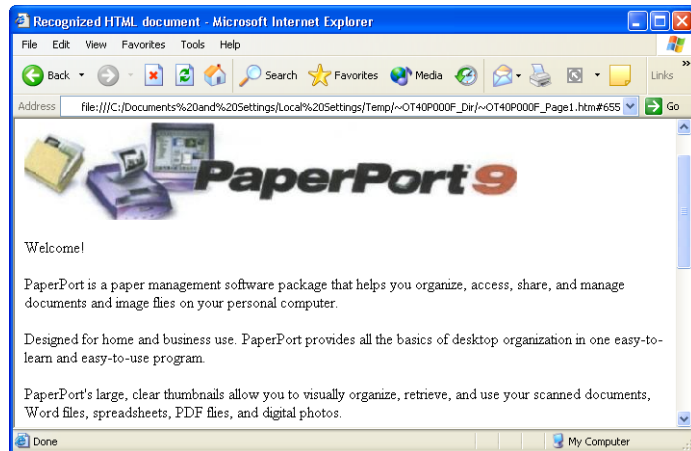
When scanning is finished, the document is first converted to editable text using the OCR process, and then is converted into an HTML format. Microsoft Internet Explorer then opens showing your converted page.



8. Choose **Save As** from the Internet Explorer **File** menu, give the page a name, and save it in the location you use for your web page files.

You may also want to write down the address shown in the Address bar to make sure you'll know where to find your new HTML page later on.

If you want to see what the page will look like on your web site, click on it.



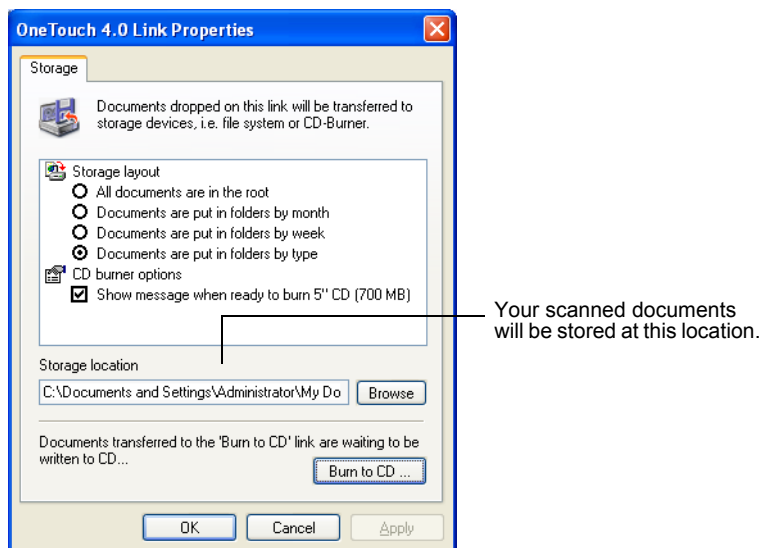
9. You can now use Internet Explorer or another application to post the document to your web page as you would any other HTML page.

Transferring Scanned Documents to Storage

With the Transfer to Storage scanning process, you can scan documents and save them in a folder in one step. The process is ideal for archiving documents without having to manually save or process them in any other way. If you choose a text format for the file format, the documents are also automatically converted by the OCR process into editable text and numbers before they are stored.

1. Press the button you've set up to transfer to storage.

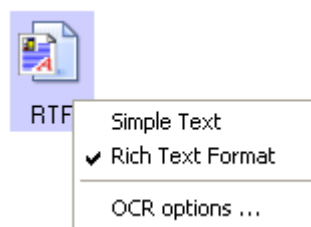
2. Scanning begins and your scanned pages are stored in the location that you specified on the One Touch 4.0 Link Properties window.



To Use OCR Before Transferring to Storage

If the documents you want to transfer to storage are text documents or spreadsheets, you can have them converted by the OCR process prior to being stored.

1. Open the One Touch Properties window.
2. Choose a text format as the file format.
3. Right-click on the text format icon and choose the file format for the scanned documents.

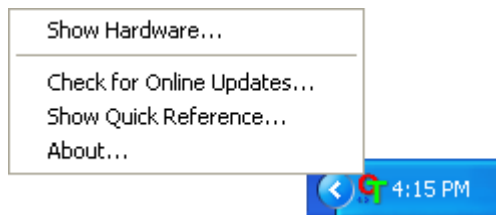


4. Choose a Scan Configuration.
5. Click **Apply** or **OK**.
6. Now start scanning using the button you set up for archiving.

When scanning is finished, the documents are saved in the text file format and in the location you specified.

Checking the Hardware and Setting the Lamp Power Saving

1. Right-click on the One Touch icon and choose **Show Hardware** from the pop-up menu.

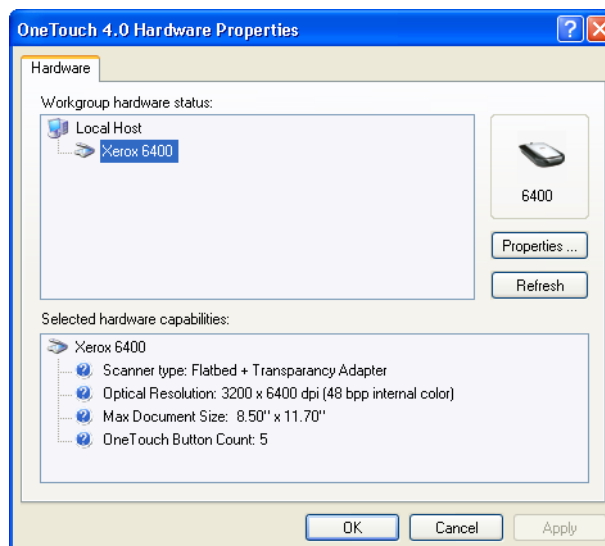


You can also click the scanner icon at the top of the One Touch Button Panel.

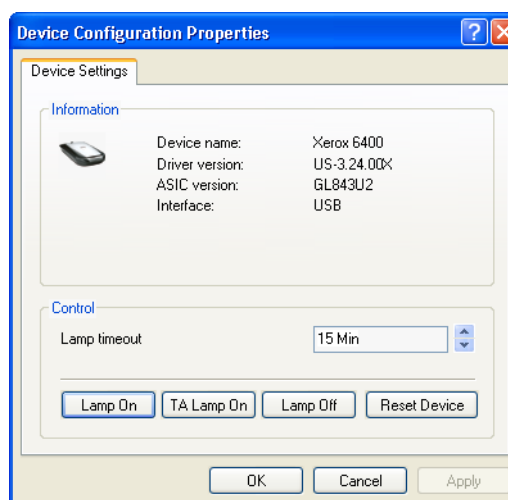


If the Hardware View of the panel is open you can also right-click on the Xerox 6400 icon.

The Hardware Properties dialog box appears and shows information about your Xerox 6400 scanner.



2. Click the **Properties** button.



Your scanner has a built-in power saving feature that is set to power down after 15 minutes of idle time. You can set the lamp timeout from 10 minutes to a maximum of 10 hours.

3. Click the arrows for the Lamp timeout setting to choose a time setting.

To turn the lamp on and off manually without turning off power to the scanner, click the **Lamp On** or **Lamp Off** buttons. To manually turn on the Transparency Adapter lamp, click **TA Lamp On**. To turn off the TA Lamp, choose **Scan Reflective Using** on the PaperPort Advanced Interface.

To return the scanner to its factory settings, click **Reset Device**.

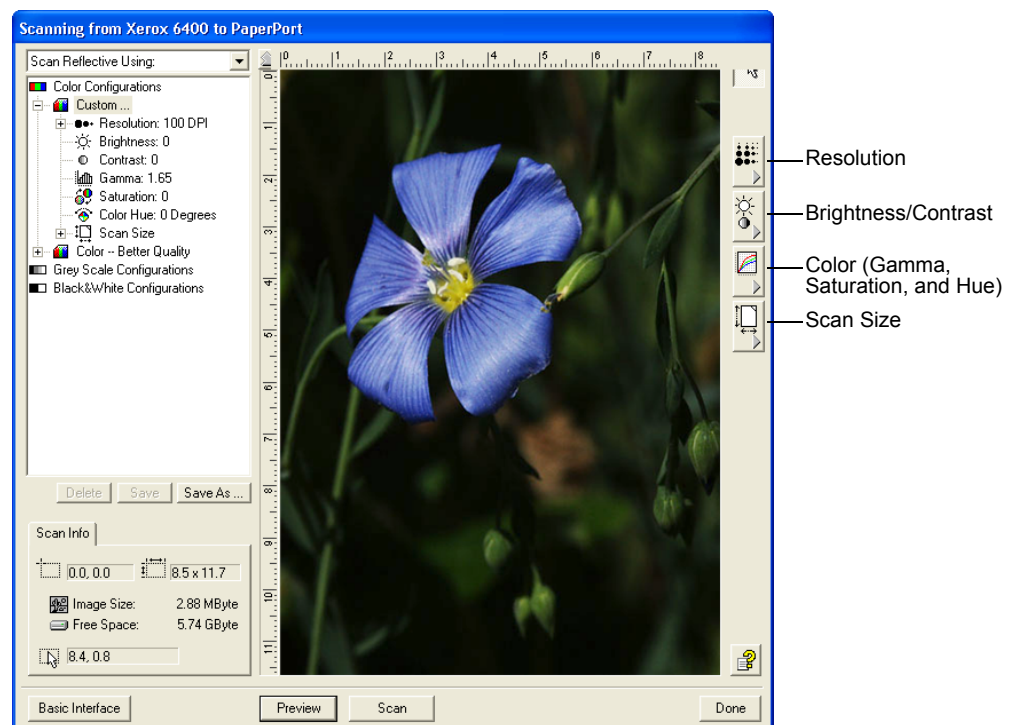
4. Click **OK** to save the changes and close the dialog box.

Adjusting the Image on the Advanced Interface

You can adjust the scan settings on the Advanced Interface to produce the best possible image for the documents you're scanning.

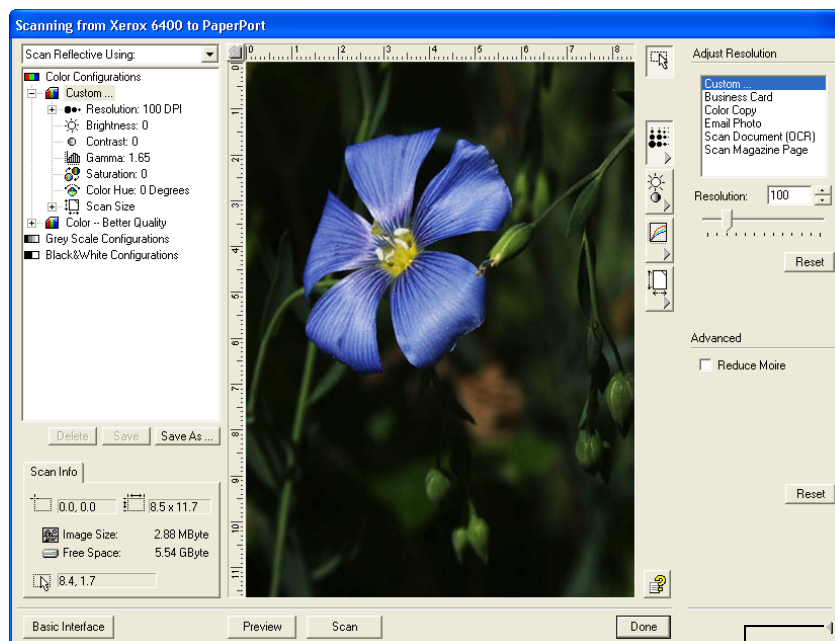
To adjust a setting:

1. On the left side of the Advanced Interface, select a configuration, for example, Color Configurations.
2. Click a setting in the list of settings, or click its corresponding button on the right side of the Advanced Interface.



NOTE: The list of scan settings for a configuration applies only to that type of configuration. For example, the Black&White Configuration does not have a setting for adjusting the Color Hue.

The following figure shows an example of the Advanced Interface if you click the Resolution setting in the list, or click the Resolution button.



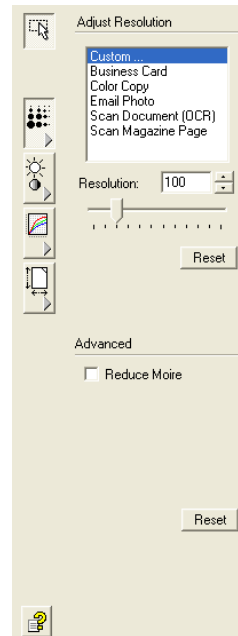
Click to close the settings panel

NOTE: The information in the scan settings list and the options you select on the various settings panels are interactive. As you change the settings on the panel, the numbers in the list on the left also change.

Adjusting the Resolution

Resolution determines the amount of detail you can see in the scanned image. The resolution setting for a scan is in dots-per-inch (dpi). The higher the resolution, the finer the details, however, higher dpi settings also take longer to scan and produce larger files sizes. Usually the higher resolution settings are used for precision work, such as photographs or fine artwork.

The following figure shows the resolution options.



NOTE: The location of various buttons on the panels may be slightly different on your Advanced Interface window. The appearance of the window depends on your monitor's screen resolution.

To adjust the resolution:

1. To use one of the preset resolutions for typical scanned items, click one of the options in the list.

For example, to set the resolution for scanning a business card, select Business Card. That setting is preset to read small print on a typical business card.

2. To set the resolution manually, drag the **Resolution** slider to the left to decrease the resolution or to the right to increase it.

You can also type a number directly into the resolution setting box, or click the up and down arrows to increase or decrease the setting. The resolution settings on your Xerox 6400 scanner range from 50 dpi to 6400 dpi in the Advanced Interface.

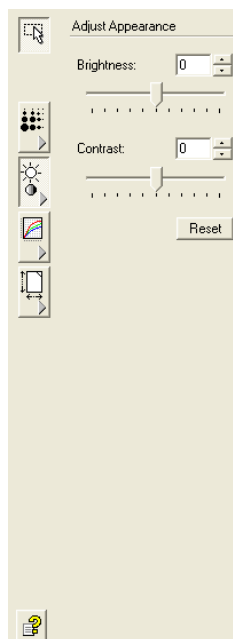
3. Click **Reset** to return the resolution to its original setting.

The resolution panel also includes an advanced setting for Moire patterns. Moire patterns are wavy, rippled lines that sometimes appear on the scanned images of photographs or illustrations, particularly newspaper and magazine illustrations. To scan the image and limit or eliminate moire patterns, select the **Reduce Moire** option.

Adjusting the Brightness and Contrast

Sometimes an item is scanned with the brightness and contrast set to be too light or too dark. For example, a note written with a light pencil may need to be scanned darker to improve legibility.

The following figure shows the brightness and contrast options. Contrast is only available for Color and Gray Scale configurations.



To adjust the brightness and contrast:

1. Drag the **Brightness** slider to the left to make the item darker or to the right to make the item lighter.
2. Drag the **Contrast** slider to the left to decrease the contrast or to the right to increase the contrast.

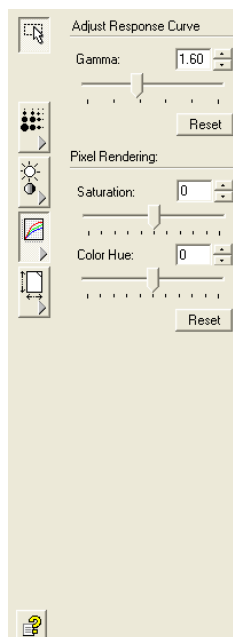
You can also type a number directly into the brightness or contrast setting boxes, or click the up and down arrows next to the box to increase or decrease the setting.

3. Click **Reset** to return the settings to their original numbers

Adjusting Gamma, Saturation, and Color Hue

If you're using the Color Configuration to scan, you can adjust a group of color settings. Gamma controls the brightness of the color midtones, saturation is the strength or purity of a color, and hue is the color your eyes see as reflected from the image.

The following figure shows the color options.



To adjust the color settings:

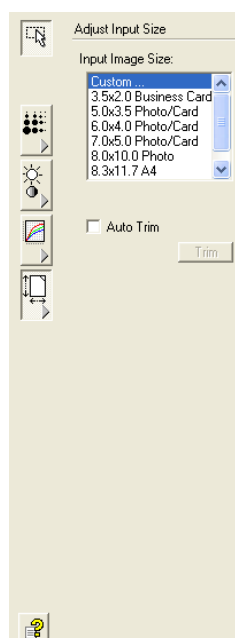
1. Drag the **Gamma**, **Saturation**, and **Color Hue** sliders to the left to decrease the settings or to the right to increase the settings.
You can also type a number directly into the setting boxes, or click the up and down arrows next to the boxes.
2. Click **Reset** to return the settings to their original numbers.

Adjusting Input Size

You can scan documents up to 8.5" by 11.73", but you can select other scan sizes, or adjust the input size to scan only specific sections of an image. For example, if you're scanning a photograph and want to focus on one section, adjusting the input size removes the rest of the photograph from the final scanned image.

You can also preview the item and use the Auto Trim option to automatically sense the edges of the page, and eliminate the sections outside of the edges.

The following figure shows the input size options.



To Auto Trim an item:

1. Select **Auto Trim**, and then click the **Preview** button.

The scanner scans the page, senses its edges, and draws a dotted line around the page. If you did not click the **Single page items** box on the PaperPort Desktop in order to scan multiple pages, that will be the scan size for all of them.

If you already previewed the page and its image is displayed on the Advanced Interface, just click the **Trim** button to see the dotted line around the edges of the trim area.

2. Check to make sure the dotted line encloses the area you want to scan.

A new Scan Info box at the lower left of the Advanced Interface shows the information for the auto trimmed area.

If the dotted line is not exactly where you want it, put the pointer on the line and drag the mouse.

For example, if you want the scan to include a border around the area, drag the line to be slightly larger than the auto trimmed area.

3. When the trimmed area is what you want, click **Scan**.

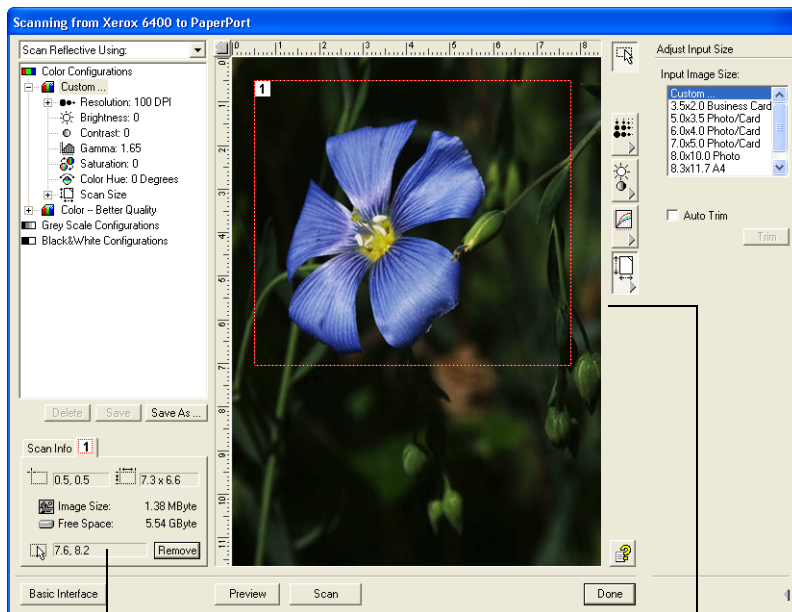
If you are scanning multiple pages, they are all scanned with the same auto trim area.

To set the image size:

1. Select the image size from the menu, or click on the image and drag a box around the area you want.

The dotted outline shows the selected area in the image.

The following figure shows an example of a manually selected area.



The Scan Info box shows the size and position of the area.

The selected scan area.



This is the image that appears on the PaperPort desktop when scanning is finished.

Note that the selected area in the example has the number “1” in its upper left corner indicating it is your first selected area. You can select up to six separate areas on an image at a time.

You can now move or resize the outline to select the specific area you want to scan.

2. To move the dotted outline, put the pointer in the selected area and drag the mouse.
3. To resize the selected area, put the pointer on a dotted line and drag it.

Note that as you drag a dotted line, the menu selection for the image size changes to **Custom** to indicate you are customizing the size.

The Scan Info box on the lower left portion of the Advanced Interface shows the information for the new area. If you selected multiple areas, tabs on the Scan Info box represent each area. Click on an area’s tab to see its Scan Info.

4. If the dotted line is not exactly where you want it, put the pointer on the line and drag the mouse.

5. If you want to remove the selected area and start over, click **Remove** on the Scan Info box.

NOTE: Clicking **Remove** re-selects the entire 8.5" by 11.73" area.

The ruler units

The ruler around the edges of the image help you precisely position a custom sized image. You can change the ruler units to suit the type of measurements you want.

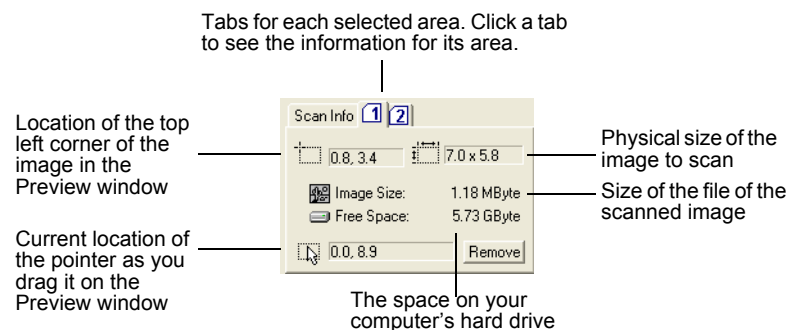
To set the ruler units:



1. Click arrow icon at the top left corner of the Preview Image on the Advanced Interface.
2. As you click the icon, the ruler units cycle among inches, centimeters, and pixels.

The Scan Info Box

The following figure shows the information on the Scan Info box:



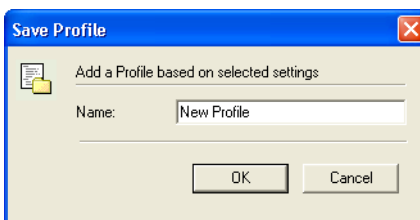
Creating a New Advanced Interface Profile

You cannot change the settings of the preset profiles in the Advanced Interface. However you can create new profiles and save them for future use.

To create a new profile:

1. On the Advanced Interface, select one of the preset profiles, for example, Black&White Configurations/Custom.
2. Adjust the settings as required and then click the **Save As** button.

The Save Profile dialog box opens.



3. Type a name for the new profile and click **OK**. The name must be at least two characters long.

Your new profile is added to the configuration list.

To change or delete a profile you created:

1. Select your profile from the configuration list.
2. Make changes to the profile as needed, and then click **Save**.
3. If you want to delete the selected profile, click **Delete**.

Maintenance

This section contains information on troubleshooting, cleaning, uninstalling, and scanner specifications.

Troubleshooting

In addition to the troubleshooting information contained in this section, please see the Readme file on your installation CD. The Readme file contains additional information that may help you diagnose problems with the scanner.

If you try the troubleshooting procedures described in this section and in the Readme file, and the scanner still has problems, you may have a malfunctioning scanner. Refer to the technical support card that you received with your scanner. Also visit our web site at www.xeroxscanners.com for additional technical information.

Problem: The scanner won't scan. What's wrong?

Check for one of these possible problems:

- **Are the cables loose or not plugged in securely?** Inspect the cable connections. Make sure the cables are plugged in securely.
- **Is the scanner's status light on?** Turn on the scanner's power. If the status light doesn't come on, plug the power supply into another electrical outlet.
- **Did you restart the computer after installing the software?** If you didn't restart the computer, it may not have loaded all of the software files. Try restarting your computer.
- **Did you plug the scanner into a USB hub?** If you're using a USB hub to connect the scanner, the hub must have its own power supply. If the hub does not have its own power supply, plug the scanner into a USB port on the computer.
- **Did you select another scanning source in the PaperPort Scan Pane?** If you use multiple devices with your computer, you may have selected another source for images. Start the PaperPort software and click the **Scan** icon, and then make sure **Xerox 6400** is selected as the scanner.

Problem: During installation I got the error message: PaperPort Installation is not complete. What do I do?

The installation procedure was not successful. You need to reinstall the PaperPort software.

Problem: I got the error message: PaperPort cannot allocate enough memory to perform internal critical operations. What do I do?

Close any other active applications so that additional memory is available. If you click Continue, PaperPort moves the file to the PaperPort data directory and renames the file with the prefix “bad”. This allows you to recover the file later.

To recover the file, you can import it into PaperPort by using the Import command in the File menu.

Problem: How do I uninstall PaperPort?

See the section “Uninstalling Your Scanner” on page 84. Uninstalling does not delete your scanned items, and they remain in the PaperPort Data folder.

Cleaning the Scanner Glass

Scanning items that have excessive amounts of dirt or dust may dirty the glass. To ensure the best quality scanned item, wipe the scanner glass with a soft clean cloth to rid the glass of dust or other debris.

Uninstalling Your Scanner

To uninstall the Xerox 6400 scanner, remove the scanner software first, and then remove PaperPort, or other scanner software.

Step 1: Uninstalling the Scanner and One Touch Software

1. On the Windows taskbar, click **Start**, point to **Settings**, and then click **Control Panel**.
2. Double-click the **Scanner/Cameras** icon.
 - For Windows 2000, click the **Devices** tab, select the **XEROX 6400** scanner, and click the **Remove** button to remove the scanner from the list. Click **OK**.

- For Windows ME or XP, right-click the **XEROX 6400** icon, and select **Delete** to delete the scanner from the list.
3. Unplug the USB cable from the scanner.
 4. Click the **Back** button in the toolbar to go back to the Control Panel.
 5. Double-click the **Add/Remove Programs** icon.
 - Windows ME: The Add/Remove Programs Properties window opens. Select the Install/Uninstall tab.
 - Windows 2000 or XP: The Add or Remove Programs window opens. Make sure the Change or Remove option is selected.
 6. From the list of programs, select **One Touch**.
 - Windows ME: Click the **Add/Remove** button.
 - Windows 2000 or XP: Click the **Change/Remove** button.
 7. On the Xerox 6400 InstallShield Wizard window, select **Remove** and then click **Next**.
 8. On the Confirm Uninstall window, click **OK**.
 9. On the Maintenance Complete window, click **Finish**.

The One Touch software is removed from your computer.
 10. Close all open windows and restart your computer.

Step 2: Uninstalling the PaperPort Software

To uninstall PaperPort 9.0 from Windows ME:

1. On the Windows taskbar, click **Start**, point to **Settings**, and then click **Control Panel**.
2. Double-click the **Add/Remove Programs** icon.
3. On the Add/Remove Programs Properties window, select the **Install/Uninstall** tab.
4. Select **PaperPort 9.0** and click **Remove**.
5. On the Welcome window, click **Next**.
6. On the Program Maintenance window, select the **Remove** option, and then click **Next**.
7. On the Remove the Program window, select the **Remove files** option, and then click **Remove**.

The PaperPort software is removed.
8. On the Uninstall Completed window, click **Finish**.
9. Close all open windows and restart your computer.

To uninstall PaperPort 9.0 from Windows 2000 or XP:

1. On the Windows taskbar, click **Start**, point to **Settings**, and then click **Control Panel**.
2. Click the **Add or Remove Programs** icon.
The Add or Remove Programs window opens.
3. Select **PaperPort 9.0** and click **Remove**.
4. A message window opens, asking if you are sure you want to remove PaperPort 9.0 from your computer. Click **Yes**.
The PaperPort software is removed.
5. Close all open windows and restart your computer.

Xerox 6400 Scanner Specifications

Optical resolution	3200 x 6400 dpi
Bit depth	48-bit color (internal), 16-Bit gray (internal), 1-Bit line art/text
Maximum item size	8.5 x 11.73 inches (21.6 x 29.8 cm)
Light source	Cold cathode fluorescent lamp
Interface	USB 2.0 High Speed
Scanner dimensions	
Height	3.75 inches (9.5 cm)
Width	11.25 inches (28.6 cm)
Length	20.25 inches (51.4 cm)
Weight	9.0 pounds (4.09 kg)
Operating temperature	50°–104° F (5°–35° C without condensation)
Relative humidity	40%–70% (@35° C without condensation)
Power supply	
Input voltage/frequency	100 Vac, 50/60 Hz (Japan) 120 Vac, 60 Hz (North America) 230 Vac, 50 Hz (Europe)
Output voltage/watt	12 V DC, 15 watt maximum
Safety and agency certifications	UL, C-UL, TUV/GS, FCC Class B, CE

Appendix A Notices

It's Illegal in the USA

Congress, by statute, has forbidden the reproduction of the following subjects under certain circumstances. Penalties of fine or imprisonment may be imposed on those guilty of making such reproductions.

1. Obligations or Securities of the United States Government, such as:

Certificates of Indebtedness	National Bank Currency
Coupons from Bonds	Federal Reserve Bank Notes
Silver Certificates	Gold Certificates
United States Bonds	Treasury Notes
Federal Reserve Notes	Fractional Notes
Certificates of Deposit	Paper Money

Bonds and Obligations of certain agencies of the government, such as FHA, etc.

Bonds. (U.S. Savings Bonds may be photographed only for publicity purposes in connection with the campaign for the sale of such bonds.)

Internal Revenue Stamps. (If it is necessary to reproduce a legal document on which there is a canceled revenue stamp, this may be done provided the reproduction of the document is performed for lawful purposes.)

Postage Stamps, canceled or uncanceled. (For philatelic purposes, Postage Stamps may be photographed, provided the reproduction is in black and white and is less than 75% or more than 150% of the linear dimensions of the original.)

Postal Money Orders.

Bills, Checks, or Drafts of money drawn by or upon authorized officers of the United States.

Stamps and other representatives of value, of whatever denomination, which have been or may be issued under any Act of Congress.

2. Adjusted Compensation Certificates for Veterans of the World Wars.
3. Obligations or Securities of any Foreign Government, Bank, or Corporation.

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4. Copyrighted material, unless permission of the copyright owner has been obtained or the reproduction falls within the “fair use” or library reproduction rights provisions of the copyright law. Further information of these provisions may be obtained from the Copyright Office, Library of Congress, Washington, D.C. 20559. Ask for Circular R21.
 5. Certificates of Citizenship or Naturalization. (Foreign Naturalization Certificates may be photographed.)
 6. Passports. (Foreign Passports may be photographed.)
 7. Immigration Papers.
 8. Draft Registration Cards.
 9. Selective Service Induction Papers that bear any of the following Registrant’s information:

Earnings or Income	Dependency Status
Court Record	Previous military service
Physical or mental condition	

Exception: U. S. Army and Navy discharge certificates may be photographed.
 10. Badges, Identification Cards, Passes, or Insignia carried by military personnel, or by members of the various Federal Departments, such as FBI, Treasury, etc. (unless photograph is ordered by the head of such department or bureau.)

Reproducing the following is also prohibited in certain states:
Automobile Licenses — Drivers’ Licenses — Automobile
Certificates of Title.

The above list is not all inclusive, and no liability is assumed for its completeness or accuracy. In case of doubt, consult your attorney.

It’s Illegal in Canada

Parliament, by statute, has forbidden the reproduction of the following subjects under certain circumstances. Penalties of fines or imprisonment may be imposed on those guilty of making such copies.

1. Current bank notes or current paper money.
2. Obligations or securities of a government or bank.
3. Exchequer bill paper or revenue paper.
4. The public seal of Canada or of a province, or the seal of a public body or authority in Canada, or of a court of law.

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5. Proclamations, orders, regulations or appointments, or notices thereof (with intent to falsely cause same to purport to have been printed by the Queen's Printer for Canada, or the equivalent printer for a province).
 6. Marks, brands, seals, wrappers or designs used by or on behalf of the Government of Canada or of a province, the government of a state other than Canada or a department, board, Commission or agency established by the Government of Canada or of a province or of a government of a state other than Canada.
 7. Impressed or adhesive stamps used for the purpose of revenue by the Government of Canada or of a province or by the government of a state other than Canada.
 8. Documents, registers or records kept by public officials charged with the duty of making or issuing certified copies thereof, where the reproduction falsely purports to be a certified copy thereof.
 9. Copyrighted material or trademarks of any manner or kind without the consent of the copyright or trademark owner.

The above list is provided for your convenience and assistance, but it is not all inclusive, and no liability is assumed for its completeness or accuracy. In case of doubt, consult your solicitor.

Federal Communications Commission (FCC) for USA

This equipment has been tested and found to comply with the limits for the class B digital device, pursuant to part 15 of the FCC Rules. These limits are designed to provide reasonable protection against interference in a residential installation. This equipment generates, uses and can radiate radio frequency energy and if not installed, and used in accordance with the instructions, may cause harmful interference to radio communications. However, there is no guarantee that interference will not occur in a particular installation. If this equipment does cause harmful interference to radio or television reception, which can be determined by turning the equipment off and on, the user is encouraged to try and correct the interference by one or more of the following measures:

Reorient or relocate the receiving antenna.

Increase the separation between the equipment and receiver.

Connect the equipment into an outlet on a circuit different from that to which the receiver is connected.

Consult the dealer or an experienced radio/TV technician for help.

This equipment has been certified to comply with the limits for a class B computing device, pursuant to FCC Rules. In order to maintain compliance with FCC regulations, shielded cables must be used with this equipment. Operation with non-approved equipment or unshielded cables is likely to result in interference to radio and TV reception. The user is cautioned that changes and modifications made to the equipment without the approval of manufacturer could void the user's authority to operate this equipment.

This device complies with part 15 of the FCC Rules. Operation is subject to the following two conditions: (1) This device may not cause harmful interference, and (2) this device must accept any interference received, including interference that may cause undesired operation.

Energy Star for the USA



As an ENERGY STAR partner, Xerox Corporation has determined that this product meets the ENERGY STAR guidelines for energy efficiency.

ENERGY STAR® is a US registered trademark.

The ENERGY STAR program is a team effort between the Environmental Protection Agency and the office equipment industry to promote energy-efficient personal computers, monitors, printers, digital presses, fax machines and copiers. Reducing the energy consumption of this equipment will help combat smog, acid rain and long-term changes to the climate by decreasing the emissions that result from generating electricity.

Product Recycling and Disposal for USA

Xerox operates a worldwide equipment takeback and reuse/recycle program. Contact your Xerox sales representative (1-800-ASK-XEROX) to determine whether this Xerox product is part of the program. For more information about Xerox environmental programs, visit: www.xerox.com/environment.

If you are managing the disposal of your Xerox product, please note that the product contains Lead, Mercury, and other materials whose disposal may be regulated due to environmental considerations. The presence of Lead is fully consistent with global regulations applicable at the time that the product was placed on the market. For recycling and disposal information, contact your local authorities. In the United States, you may also refer to the Electronic Industries Alliance web site: www.eiae.org.

Notice

The monitor screen for this unit may exhibit an undesirable horizontal disturbance if placed in close proximity to other electrical devices. This permissive loss of performance is specified by the manufacturer and will not damage the scanner or monitor. Known solutions to this type of problem are as follows.

1. Rotate the scanner 90 degrees. This will sometimes eliminate or minimize the effects of the interference.
2. Move the scanner away from the source of the Radio Frequency Interference.

Index

Numerics

35mm slide **28**
35mm slide negative **31**
35mm slide scan **27**

A

Advanced Interface **24**
 adjust settings **74**
 new profile **82**
 profile **82**
Advanced Properties **38**
AOL Version 9 **52**
aspect ratio **64**
auto orient page **57**
auto trim **79**
Autocrop to Original **62**
AutoDetect **61**
AutoRotate image **64**

B

Basic Interface **21**
bit depth **87**
Black&White **25, 61**
blurred image **76**
BMP **53**
Brightness **39, 62**
brightness **62, 77**
brightness slider **62**
Burn CD button **51**
Burn to CD **51, 67**
 Destination Application **68**
button OCR **44**
button options **57**
button settings **43**

C

calibration slot **27**
CD
 other software **11**
CD-ROM drive **4**
Color **25, 61**
color
 hue **78**
 options **78**
Color Document **43**

components **2**
computer specifications **4**
configuration, new **60**
Configure Before Scan **65**
contrast **39, 62, 77**
contrast slider **62**

D

date format **33**
Destination Application **40**
 OCR **16, 19, 31**
 text file format **55**
Device Settings **61, 64**
Document Format **40**
Document Management **58**
documentation **4**
dots-per-inch **75**
dpi **39, 75**

E

Email **58**
EMail Properties **52**
Excel Spreadsheet **56**

F

Fax and Print **58**
file format **56**
file storage location **71**
file type **34**
folder pane **20**
Format and Page(s) **44**

G

gamma **63, 78**
grayed out options **41**
GrayScale **25, 61**

H

help **4, 35**
htm file format **56**
HTML Document **56**
HTML page **70**
HTML Web Page **68**

hue **63**

I

image
 blur **76**
 preview **25**
Image Documents Properties **49**
Image Editors **58**
image file **54**
image file format **53**
image size **80**
improvements and settings **62**
input size **78**
installation **5**
Installation CD **5**
invert image **63**

J

JPG **53**
JPG file size **54**

L

Lamp timeout setting **73**
Link Properties **46**
locking tab **3, 8**

M

Microsoft Internet Explorer **69**
Microsoft Outlook **52**
Moire Patterns **63**
moire patterns **76**
monitor **4**

N

negative **29**
negative scan **27**

O

OCR **44, 55**
 storage **71**
OCR Options **56**
OCR settings **56**
One Touch
 icon **11**
One Touch Button Panel **17, 18**
 names **19**
One Touch icon **18, 40, 44**
One Touch Properties window **17, 40, 44, 46**

options **57, 60**

P

Page Format
 HTML **69**
PaperPort
 desktop **20**
 help topics **35**
 install **5**
 scan from **19**
 Scan pane **20, 30**
PaperPort desktop
 thumbnail **35**
PaperPort Properties **46**
pause scanning **15**
PDF **54, 58**
PDF file size **54**
Picture type **39**
power saving **73**
Preview button **22, 37**
preview image **25, 31**

R

Resolution **39, 62**
resolution **75**
resolution for transparencies **31**
Rich Text Format **56**
rtf file format **56**
ruler units **81**

S

saturation **63, 78**
scan
 file name **35**
 multiple pages **35**
 PaperPort desktop **35**
scan 35mm slide **28**
Scan Configuration **40**
scan configuration
 new **60**
 OCR **45**
scan file name **34**
Scan Info box **81**
scan negative **29**
scan with event forwarding **67**
scanner
 components **2**
 connecting **8**
 lamp warm-up **12**
 locking tab **3, 8**
 troubleshooting **83**
 uninstall **84**

- scanning
 - from PaperPort **19**
- Select Configuration **41, 43**
- Select Destination **41, 43**
- Select Destinations **58**
- Select Format and Page(s) **42**
- Settings on the Scan Pane **33**
- setup **5**
- Show All Destinations **58**
- Show Hardware **72**
- Simple Text **56**
- single column output **57**
- single page items check box **35, 37**
- slide scan **27**
- status light **83**
- Sti Event Forwarding **58**
- Storage and CD-R/W **58**
- Storage Properties **51**
- system requirements **4**

T

- Text Documents Properties **47**
- Text Editors **58**
- text file format **55**
- Text Formats **55**
- thumbnail **35**
- thumbnail icon **34**
- thumbnail image **15, 23**
- TIFF **53**
- Transfer to Storage **70**
- transparency scan **27–32**
- trim a page **79**
- troubleshooting **83**
- TWAIN **66, 67**
- TWAIN applications **19**

U

- uninstall **84**

W

- WIA **36, 66**
- Windows Image Acquisition **36**

X

- xls file format **56**

