FUJITSU

*i*Scanner

fi-6010N Network Scanner

Getting Started

Contents

Introduction

Thank you for purchasing the fi-6010N Network Scanner.
This easy-to-operate network scanner is used to scan documents for further use.

■ Manuals

The following manuals are prepared for the scanner. Read them as needed.

Manual	Description
fi-6010N Network Scanner Getting Started (This Manual) (paper)	Provides useful and detailed information on setting up, connecting, and caring for your scanner. Read this manual first.
fi-6010N Network Scanner Operator's Guide (PDF)	Contains further information about scanner settings, scanner administration, and scanner operations, and may be used as a general reference. To read the manual, download it from the scanner. For more details about how to download the manual, refer to "Chapter 5 Downloading the Manual" (page15). In this guide, it is indicated as "Operator's Guide".
Scanner Central Admin User's Guide (PDF)	Provides information about scanner central management operations and settings. Read it as needed.

■ Regulatory Information

FCC Declaration

This equipment has been tested and found to comply with the limits for a Class B digital device, pursuant to Part 15 of the FCC Rules. These limits are designed to provide reasonable protection against harmful 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 instruction manual, 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 to 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 located.
● Consult your dealer or an experienced radio/TV technician.

FCC warning: Changes or modifications not expressly approved by the party responsible for compliance could void the user's authority to operate the equipment.

ATTENTION
The use of a shielded interface cable is required to comply with the Class B limits of Part 15 of FCC rules.
The length of the AC cable must be 2 meters (6.6 feet) or less.

Canadian DOC Regulations

This digital apparatus does not exceed the Class B limit for radio noise emissions from digital apparatus set out in the Radio interference Regulations of the Canadian Department of Communications.
This Class B digital apparatus complies with Canadian ICES-003.

Le présent appareil numérique n'émet pas de parasites radioélectriques dépassant les limites applicables aux appareils numériques de la classe B et prescrites dans le Règlement sur le brouillage radioélectrique dictées par le Ministère des Communications du Canada.
Cet appareil numérique de la classe B est conforme à la norme NMB-003 du Canada.

Bescheinigung des Herstellers / Importeurs

Für den fi-6010N wird folgendes bescheinigt:

- In Übereinstimmung mit den Bestimmungen der EN45014(CE) funkentstört
- Maschinenlärminformationsverordnung 3. GPSGV: Der höchste Schalldruckpegel beträgt 70 dB (A) oder weniger, gemäß EN ISO 7779.

■ Disclaimer of Liability

Reproducibility of the Scanned Image Data

Confirm that the image data scanned with this product meets your requirements (for example, image reproducibility in size accuracy, fidelity, content, colors).
Make sure that there are no missing parts in the scanned image data before disposing of the original document used for scanning.

Use in High-safety Applications

This product has been designed and manufactured on the assumption that it will be used in office, personal, domestic, regular industrial, and general-purpose applications. It has not been designed and manufactured for use in applications (simply called "high-safety applications" from here on) that directly involve danger to life and health when a high degree of safety is required, for example, in the control of nuclear reactions at nuclear power facilities, automatic flight control of aircraft, air traffic control, operation control in mass-transport systems, medical equipment for sustaining life, and missile firing control in weapons systems, and when provisionally the safety in question is not ensured. The user should use this product with adopting measures for ensuring safety in such high-safety applications. PFU LIMITED assumes no liability whatsoever for damages arising from use of this product by the user in high-safety applications, and for any claims or compensation for damages by the user or a third party.

Use of Mercury

Hg — Lamp(s) inside the scanner contain mercury and must be recycled or disposed of according to local, state, or federal laws.

To avoid unexpected injuries:
- Do not put the substance contained in the lamp in your mouth as it has mercury.
- Do not breathe the chemical liquid contained in the scanner lamps.
- Do not incinerate, crush, or shred the lamps or scanner parts.

LCD Peculiarities

- The LCD backlight is a fluorescent tube that contains some mercury.
- Be aware that neither of the following is considered a fault.
  - Despite the advanced technologies used to produce the devices TFT color LCD's, the large number of pixels involved means that an occasional (always-on) bright dot or (always-off) dark dot may be visible.
  - The characteristics of the LCD mean that there may be some variation in hue and intensity of colors across the screen.

Replacing Batteries

In order to retain data such as BIOS information, this product has a battery (CMOS RAM battery) on board.

⚠ WARNING
- Do not replace the battery yourself, as there is a risk of explosion if the wrong type is used. Please contact your maintenance engineer in charge when the battery runs low.
- Do not touch the battery. Never install or remove the battery by yourself. Doing so may cause electric shock or static electricity which can damage the device.

About Maintenance

The user must not perform repairs on this scanner. PFU assumes no liability to any damage caused by taking apart the scanner, as doing so is not covered under the warranty.
Contact your FUJITSU scanner dealer or an authorized FUJITSU scanner service provider for repairs to this product.
For contact information, visit the following web page to find the FUJITSU/PFU office for your country.
http://imagescanner.fujitsu.com/warranty.html
Or, refer to the contact list on the last page of this document.

■ Trademarks

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Adobe, the Adobe logo, Acrobat, and Reader are either registered trademarks or trade names of Adobe Systems Incorporated in the United States and/or other countries.
Other company names and product names are the registered trademarks or trademarks of the respective companies.

How Trademarks are Indicated in This Manual

References to operating systems (OS) and applications are indicated as follows:

Windows	Windows® operating system
Windows XP	Windows® XP Home Edition operating system
	Windows® XP Professional operating system
	Windows® XP Professional x64 Edition operating system
Windows Vista	Windows Vista® Home Basic operating system (32/64-bit)
	Windows Vista® Home Premium operating system (32/64-bit)
	Windows Vista® Business operating system (32/64-bit)
	Windows Vista® Enterprise operating system (32/64-bit)
	Windows Vista® Ultimate operating system (32/64-bit)
Windows 7	Windows® 7 Starter operating system (32-bit)
	Windows® 7 Home Premium operating system (32/64-bit)
	Windows® 7 Professional operating system (32/64-bit)
	Windows® 7 Enterprise operating system (32/64-bit)
	Windows® 7 Ultimate operating system (32/64-bit)
Windows 8	Windows® 8 operating system (32/64-bit)
	Windows® 8 Pro operating system (32/64-bit)
	Windows® 8 Enterprise operating system (32/64-bit)
Windows 2000 Server	Windows® 2000 Server Small Business Server 2000
	Windows® 2000 Advanced Server

Windows Server 2003	Windows Server® 2003, Standard Edition
	Windows Server® 2003, Enterprise Edition
	Windows Server® 2003, Datacenter Edition
	Windows Server® 2003 R2, Standard Edition
	Windows Server® 2003 R2, Standard x64 Edition
	Windows Server® 2003 R2, Enterprise Edition
	Windows Server® 2003 R2, Enterprise x64 Edition
	Windows Server® 2003 R2, Datacenter Edition
	Windows Server® 2003 R2, Datacenter x64 Edition
Windows Server 2008	Windows Server® 2008 Standard (32/64-bit)
	Windows Server® 2008 Enterprise (32/64-bit)
	Windows Server® 2008 Datacenter (32/64-bit)
	Windows Server® 2008 R2 Standard (64-bit)
	Windows Server® 2008 R2 Enterprise (64-bit)
Windows Server 2012	Windows Server® 2012 Standard (64-bit)
.NET Framework	Microsoft® .NET Framework
SharePoint	Microsoft® Office SharePoint® Server 2007
	Microsoft® SharePoint® Server 2010 (supported by 64-bit operating systems only)
Internet Explorer	Microsoft® Internet Explorer®
	Windows® Internet Explorer®
Adobe Reader	Adobe® Reader®
Admin Tool	fi Network Scanner Admin Tool
Central Admin Server	Scanner Central Admin Server iScanner Central Admin Server
Central Admin Console	Scanner Central Admin Console iScanner Central Admin Console
Network Folder	A folder that is set to save scanned data in the file server or FTP server
SharePoint Folder	A folder that is set to save scanned data in SharePoint

Manufacturer

■ Important Notes

Warning Indications Used in This Manual

!WARNING	This indication alerts operators to an operation that, if not strictly observed, may result in severe injury or death.

!CAUTION	This indication alerts operators to an operation that, if not strictly observed, may result in safety hazards to personnel or damage to equipment.

Symbols Used in This Manual

▪ ▪ ▪ ▪ ▪ ▪ ▪ ▪ ▪ ▪ ▪ ▪ ▪ ▪ ▪ ▪ ▪ ▪

ATTENTION This symbol alerts operators to particularly important information. Be sure to read this information.

▪ ▪ ▪ ▪ ▪ ▪ ▪ ▪ ▪ ▪ ▪ ▪ ▪ ▪ ▪ ▪ ▪ ▪

● ● ● ● ● ● ● ● ● ● ● ● ● ● ● ● ● ●

HINT This symbol alerts operators to helpful advice regarding operation.

● ● ● ● ● ● ● ● ● ● ● ● ● ● ● ● ● ●

△	A TRIANGLE symbol indicates that special care and attention is required. The drawing inside the triangle shows the specific caution.

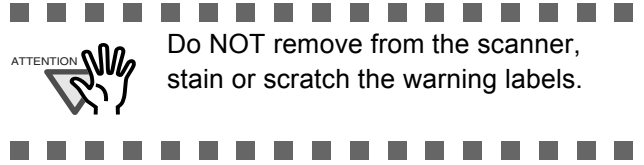| 🚫	A CIRCLE with a diagonal line inside shows action which users may not perform. The drawing inside or under the circle shows the specific action that is not allowed.

Ⓡ	Outline characters on a colored background show instructions users should follow. It may also include the drawing that shows the specific instruction.

Warning Label

⚠	The glass scanner windows inside the ADF can become hot when the scanner is used. Be careful not to touch the surface of the glass scanner windows.

▪ ▪ ▪ ▪ ▪ ▪ ▪ ▪ ▪ ▪ ▪ ▪ ▪ ▪ ▪ ▪ ▪ ▪

ATTENTION Do NOT remove from the scanner, stain or scratch the warning labels.

▪ ▪ ▪ ▪ ▪ ▪ ▪ ▪ ▪ ▪ ▪ ▪ ▪ ▪ ▪ ▪ ▪ ▪

Screen Examples in This Manual

The screen examples in this manual are subject to change without notice in the interest of product improvement. If the actual displayed screen differs from the screen examples in this manual, operate by following the actual displayed screen while referring to the User's Manual of the scanner application you are using.
The screen examples shown in this manual are of Windows Vista.

For Windows Server 2012/Windows 8 Users

To start applications for this product or display Control Panel, use the All apps screen.
The All apps screen is displayed by following the procedure below.

1. Right-click the Start screen.
2. Click [All apps] on the app bar.
   Example: Windows 8 screen

■ Safety Precautions

In the following warnings, "power cable" may refer to the AC cable connected to the AC adapter collectively.

⚠ WARNING

Do not damage the AC cable.

A damaged AC cable may cause fire or electric shock. Be careful of the following when handling the power cable:
- Do not moisten, modify, tie, bundle, or wind the cable.
- Do not place heavy objects on the cable, trap the cable in a doorway, drop or damage the cable in any other way.
- Do not pull or forcibly bend or twist the cable.
- Do not place any metal near to the plug of the power cable.

Do not use damaged AC cables or power plugs, or install any cables or power plugs to loose wall sockets.

Use only specified AC cables and connector cables.

Use only specified AC cables and connector cables. Failure to use the correct cables might cause electric shock and/or equipment failure.
Please do not use the AC cable provided with this scanner for other devices, since this might cause equipment failure and other troubles or an electric shock.

Use this scanner only at the indicated power voltage. Do not connect to multiple-power strips.

Use this scanner only at the indicated power voltage and current. Improper power voltage and current might cause fire or electric shock. Do not connect to multiple-power strips.

Do not touch the AC cable with wet hands.

Do not touch the power plug with wet hands. Doing so might cause electric shock.

Wipe any dust from the power plug.

Wipe off any dust from the power cable, metal parts on the power plug or metal fittings with a soft, dry cloth. Accumulated dust might cause fire or electric shock.

Do not install the device in locations that has oil smoke, steam, humidity, and dust.

Do not install the scanner in locations subject to oil smoke, steam, humidity, and dust. Doing so might cause a fire or electric shock.

Turn the scanner OFF if it is damaged.

If the scanner is damaged for any reason, turn the scanner off and unplug the power cable. Contact your FUJITSU scanner dealer or an authorized FUJITSU scanner service provider.

Do not put liquids inside the scanner.

Do not insert or drop metal objects in to the scanner. Do not scan wet documents or documents with paper clips or staples. Do not splash or allow the scanner to get wet.

If foreign objects (water, small metal objects, liquids, etc.) get inside the scanner, immediately turn off the scanner and disconnect the power plug from the power outlet. Then, contact your FUJITSU scanner dealer or an authorized FUJITSU scanner service provider. Pay particular attention to this warning in households where there are small children.

Do not touch the inside of the scanner unless necessary.

Do not take apart or modify the scanner. The inside of the scanner contains high-voltage components. Touching these components might cause electric shock or fire.

Do not use the scanner if you smell a strange odor.

If you detect heat coming from the device or detect other problems such as smoke, strange smells or noises, immediately turn off the scanner and then disconnect its power plug. Make sure that any smoke coming from it has stopped, before contacting your FUJITSU scanner dealer or an authorized FUJITSU scanner service provider.

Do not use aerosol sprays near the scanner.

Do not use any aerosol sprays or alcohol based sprays to clean the scanner.
Dust blown up by strong air from the spray may enter the inside of the scanner. This may cause the scanner to fail or malfunction.
Sparks, caused by static electricity, generated when blowing off dust and dirt from the outside of the scanner may cause a fire.

Do not place the scanner within the reach of small children.

To avoid injuries, do not place the scanner in an area where small children may be able to reach.

Do not touch the heated section for a long time.

Do not touch the heated section such as the bottom of the scanner for a long time.
Doing so may cause a low-temperature burn on your skin.

Do not cover the scanner with something during its operation.

Do not use the scanner while covered with a blanket, etc. Doing so may raise the temperature inside and cause a fire.

Do not use the scanner where it gets wet.

Do not use the scanner at a place such as a bathroom, shower room, or swimming pool where it may easily get wet. Doing so might cause electric shock or fire.

⚠ CAUTION

Do not install the scanner on unstable surfaces.

Make sure that the scanner is installed on a flat, level surface and that none of its parts extend beyond the surface top, such as a desk or table. Do not install the scanner on unstable surfaces. Install the scanner on a level surface that is free of vibration to prevent it from falling.

Install the scanner on a strong surface that will support the weight of the scanner and other devices.

Do not block the ventilation ports.

Do not block the ventilation ports. Blocking the ventilation ports generates heat inside of scanner, which may result in fire or scanner failure.

Do not place heavy objects or climb on top of the scanner.

Do not place heavy objects on the scanner or use the scanner's surface top to perform other work. Improper installation might cause injuries and equipment failure.

Firmly insert the power plug.

Firmly insert the power plug as far it can go into the power outlet.

Avoid any contact when scanner is in use.

Avoid touching any scanner mechanism during scanning since this may cause injuries.

Do not use the scanner immediately after moving it from a cold place into a warm room.

Do not use the device immediately after moving it from a cold place into a warm room. Condensation may occur, which might lead to scanning errors. Let the device dry about one or two hours before you use it.

Before moving the scanner, disconnect the power plug from the power outlet.

Do not move the scanner with the power and interface cables connected as this can damage the cables, which can later cause fire, electric shock as well as injury. Before moving the scanner, be sure to disconnect the power plug from the power outlet, and all other data cables. Make sure that the floor is free of any obstructions.

Protect the scanner from static electricity.

Install the scanner away from strong magnetic fields and other sources of electronic noise. Also, protect the scanner against any static electricity, which can cause the scanner to malfunction.

Disconnect the power plug from the power outlet when the scanner is not used for a long period of time.

When the scanner is not going to be used for a long period of time, be sure to disconnect the power plug from the power outlet for safety.

Do not install the scanner in the direct sunlight.

Do not install the scanner under direct sunlight or near heating apparatus. Doing so might cause excessive heat to build up inside the scanner, which can cause scanner trouble or even fire. Install the scanner in a well-ventilated location.

Handle documents carefully.

When handling documents, be careful not to cut your fingers with them.

Do not make the scanner wet while carrying it outside.

When carrying the scanner outside while it is raining or snowing, pay special attention so the scanner does not get wet.

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Do not place the scanner in areas, which are subject to high levels of shock or vibration.

🚫 Do not place the scanner in areas, which are subject to high levels of shock or vibration. Doing so may cause the scanner to malfunction.

Be aware of the pick spring.

❗ When you perform cleaning, make sure that the inside of the scanner is free of any foreign object, and be careful not to get your hand or the cloth caught on the pick spring (metal part) as a deformed pick spring (metal part) may cause injury.

Chapter 1   **Scanner Features**

1.1 Scanner Features

### ■ Use for scanned documents with ease

This easy-to-operate network scanner may be used to scan documents for further use:

1. Scanned document files can be sent as an e-mail attachment.
2. Scanned document files can be sent by fax.
3. Scanned document files can be printed on a network printer.
4. Scanned document files can be saved in a network folder.
5. Scanned document files can be saved in a SharePoint folder.
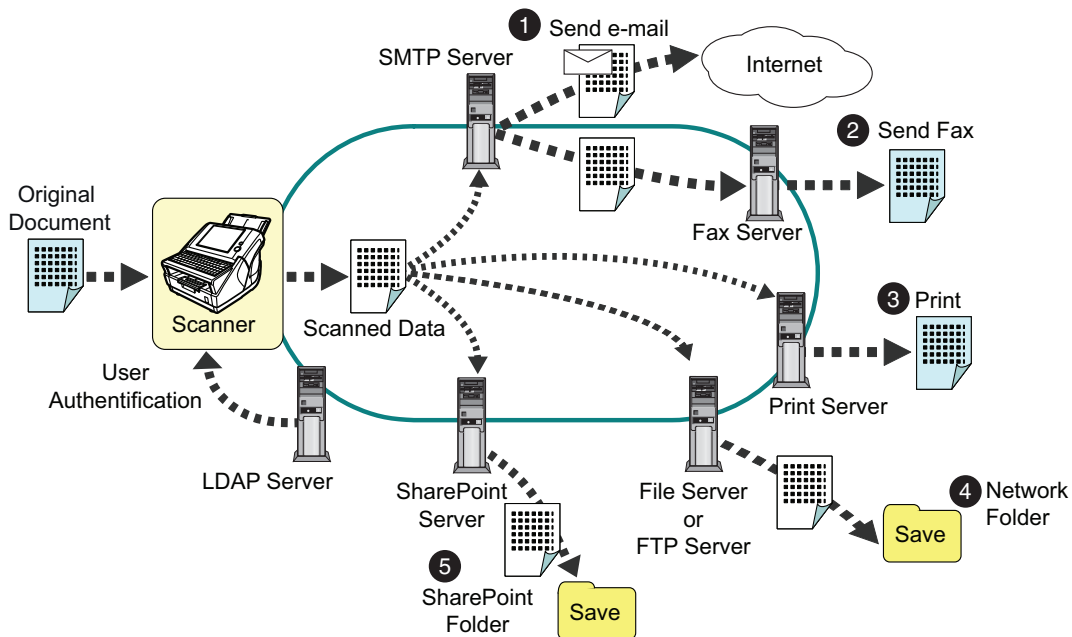
■ Configure and manage with ease

Configuration and management of the scanner can be easily performed via the LCD touch panel, or via the Admin Tool or Central Admin Console, installed on a computer. For more details how to install, refer to the "Operator's Guide".
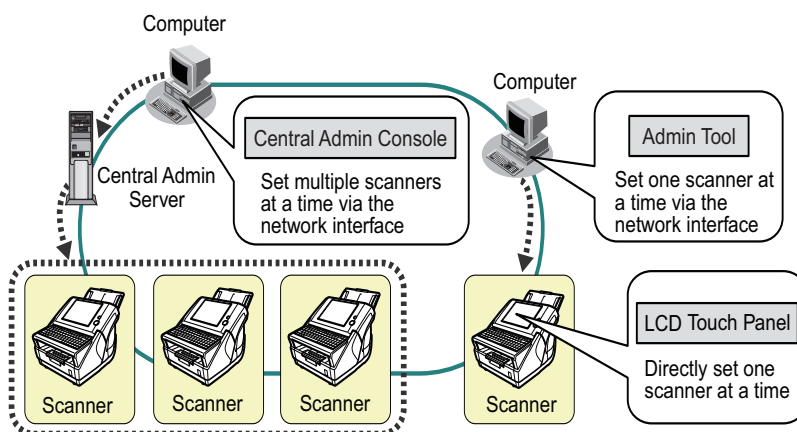
■ Advanced security measures

The following security functions are provided for the scanner.

- Login authentication can restrict user access.
- Scans can be converted to password protected PDF files.
- Scanned data is always encrypted in the scanner and deleted after it is sent as an e-mail or by fax, printed, saved in a folder.
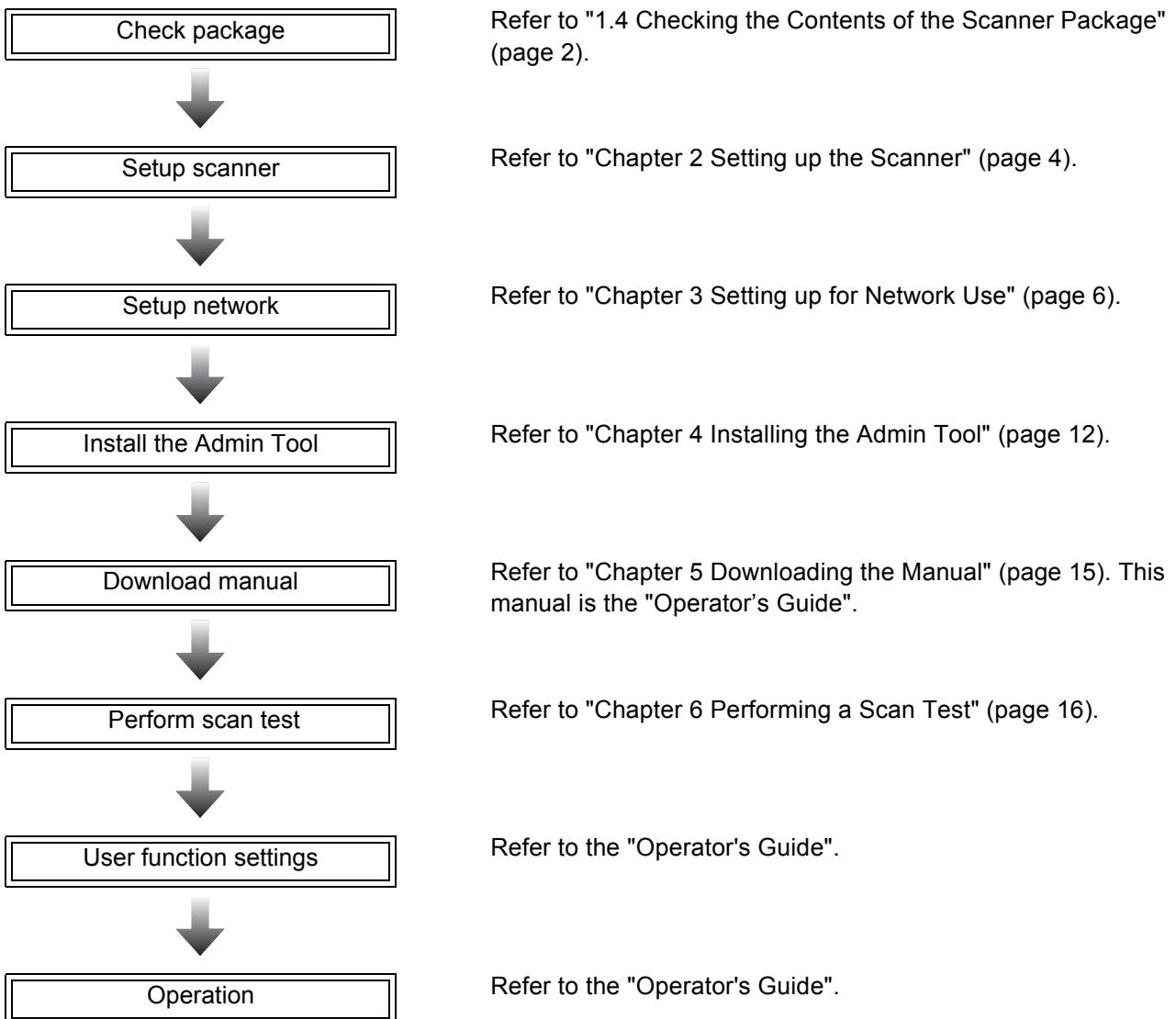
1.2 Logging In

The scanner functions available after login vary in the following ways for different types of user:

For more details, refer to the "Operator's Guide".

- Administrator
  Can setup and manage the scanner.
- Regular User
  Can scan documents and then send, print, or save the resulting data.

1.3 From Arrival through Operation

| Check package | Refer to "1.4 Checking the Contents of the Scanner Package" (page 2). |

| Setup scanner | Refer to "Chapter 2 Setting up the Scanner" (page 4). |

| Setup network | Refer to "Chapter 3 Setting up for Network Use" (page 6). |

| Install the Admin Tool | Refer to "Chapter 4 Installing the Admin Tool" (page 12). |

| Download manual | Refer to "Chapter 5 Downloading the Manual" (page 15). This manual is the "Operator's Guide". |

| Perform scan test | Refer to "Chapter 6 Performing a Scan Test" (page 16). |

| User function settings | Refer to the "Operator's Guide". |

| Operation | Refer to the "Operator's Guide". |

1.4 Checking the Contents of the Scanner Package

When you open the scanner package, please handle the main unit and its attachments carefully.
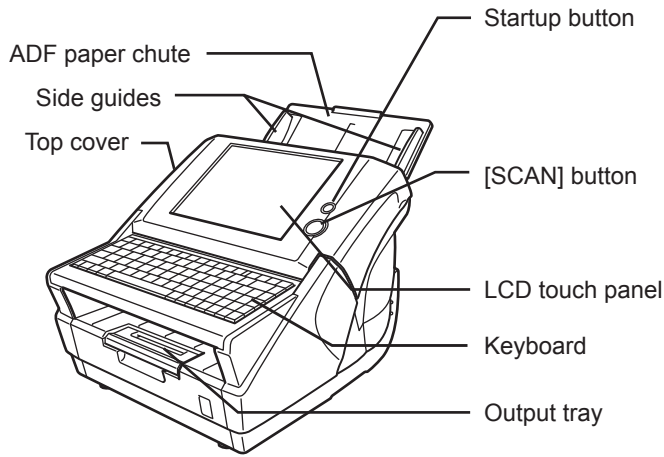
Make sure the scanner package contains all the parts listed in "Checking the Package Contents" that is included in the package box.

If any parts are missing or defective, contact your FUJITSU scanner dealer or an authorized FUJITSU scanner service provider.
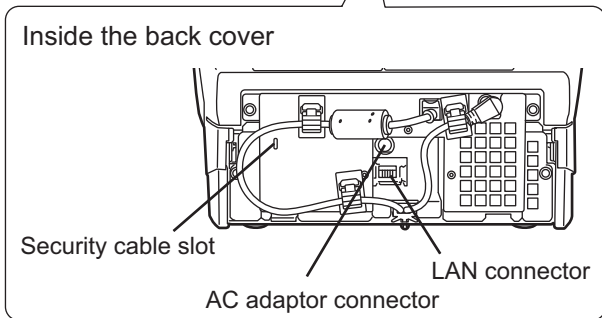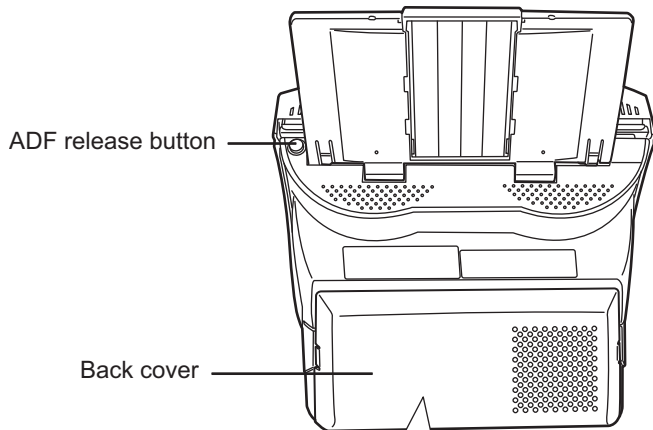
1.5 Names and Functions of Parts

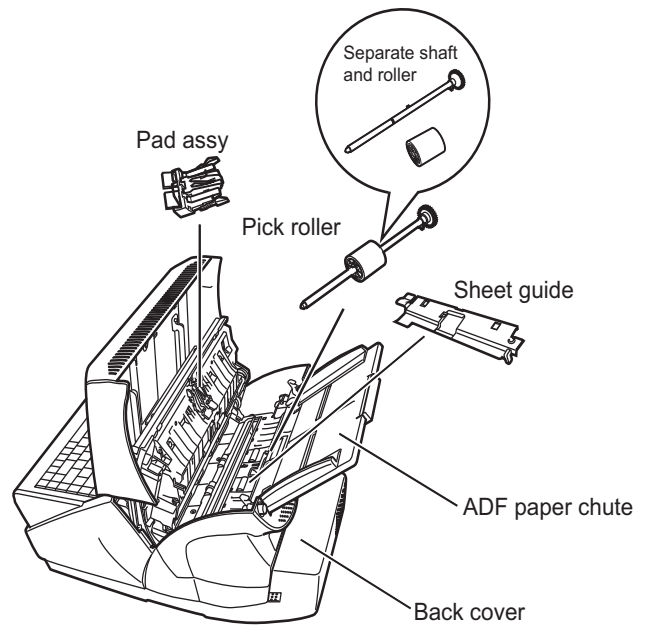This section describes the scanner parts and their functions.

■ Front

- ADF paper chute
- Side guides
- Top cover
- Startup button
- [SCAN] button
- LCD touch panel
- Keyboard
- Output tray

■ Rear

- ADF release button
- Back cover

Inside the back cover

- Security cable slot
- AC adaptor connector
- LAN connector

■ Removable Parts

Parts that can be removed from the scanner are displayed below.

- Separate shaft and roller
- Pad assy
- Pick roller
- Sheet guide
- ADF paper chute
- Back cover

ATTENTION

To remove the back cover of the scanner, press the tabs on the cover to unlock it, and pull out. Make sure to pull the cover out straight, to prevent the it from being damaged.

Press the tabs on the right and left of the cover and pull out.

3
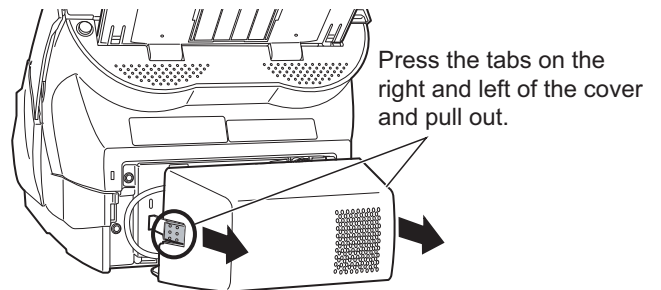
Chapter 2   **Setting up the Scanner**

2.1   Space Requirements

The following space is required to set up the scanner:
>Depth: 700 mm (28 in.)
>Width: 400 mm (16 in.)
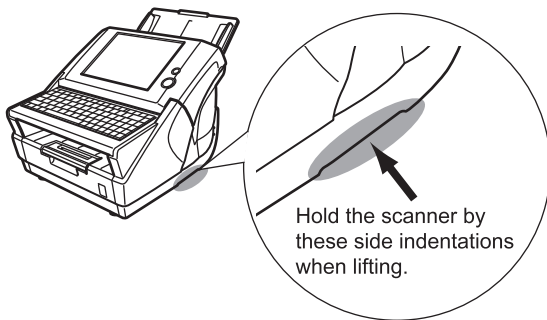>Height: 500 mm (20 in.)

2.2   Installing the Scanner

⚠️**WARNING**   When lifting the scanner, always hold it by the indentations on the bottom of each side to ensure a stable grip.

Holding the scanner in any other way may cause it to be dropped or damaged.

Hold the scanner by these side indentations when lifting.

1. Place the scanner at its installation site.
2. Attach the ADF paper chute.

   Hold the ADF paper chute and insert its tabs into the corresponding slots in the scanner as shown in the following figure.
   The side guides of the ADF paper chute should face up.
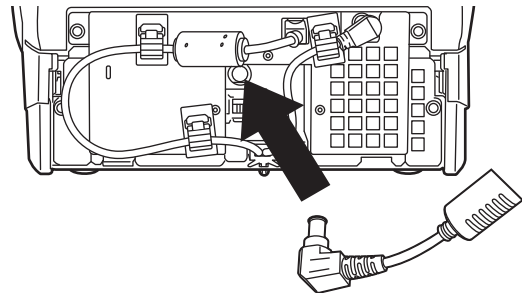
   Tab
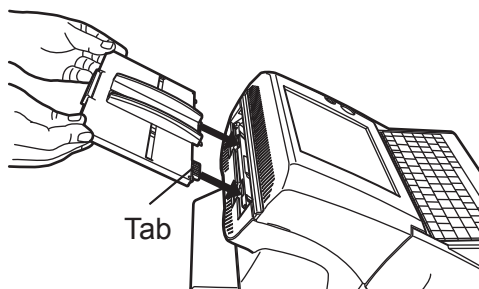
2.3   Connecting the Cables

1. Connect the AC cable to the AC adapter.
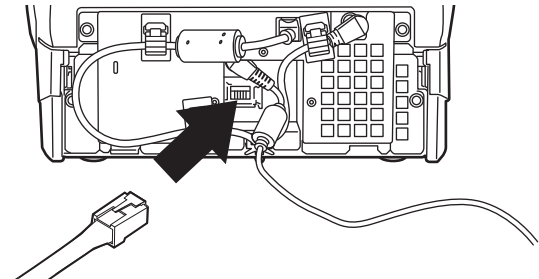
   ATTENTION   Use only the AC adapter provided by the manufacturer.
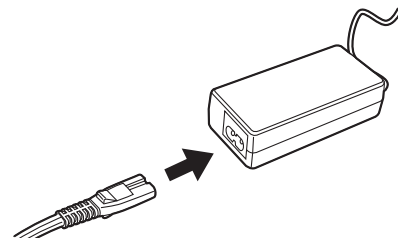
2. Connect the AC adapter connector to the scanner's DC inlet.
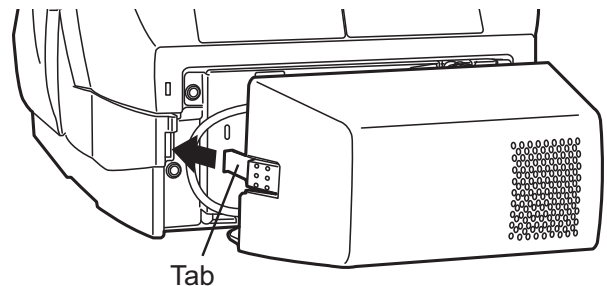
3. Connect the LAN cable to the LAN connector.

4. Attach the back cover.

   Attach the cover with the connected AC cable and LAN cable protruding out of the lower part of the cover.

   Tab

   To make sure the cover is properly attached, insert the right and left tabs at the same time.

5. Connect the other end of the LAN cable to the network hub.

6. Insert the AC cable into a power outlet.

   ⇨ The power is connected but the scanner is not yet ready for operation.

2.4 Attaching the Keyboard Cover

The layout of the keyboard may differ according to the language selected for the operating environment. The layout of each keyboard cover is prepared according to language requirements. Take the keyboard cover for the selected language out of its packaging, and attach it to the scanner. This scanner is set up for use with an English (US) keyboard. Therefore, if the scanner is to be used with an English (US) keyboard attaching a keyboard cover is not required.

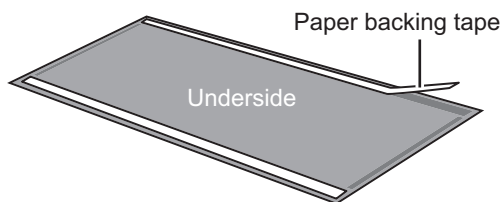ATTENTION █ Check that the power is turned off before attaching the keyboard cover.
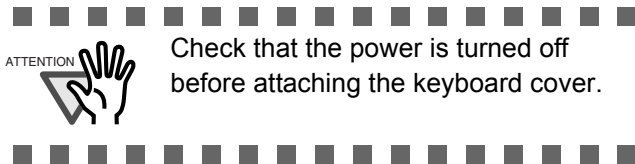
1. Clean the surface of the keyboard.

Pay particular attention to these areas
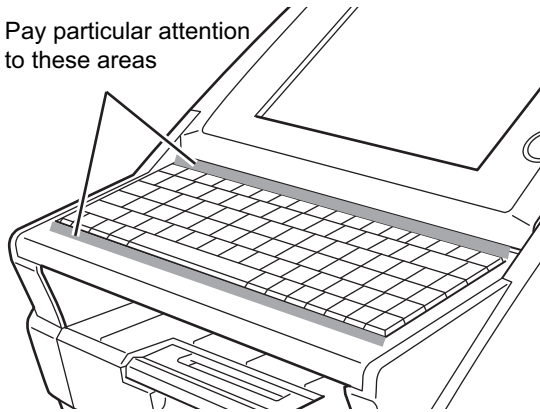
2. Turn the keyboard cover over and remove the paper backing from the top strip of double-sided tape.

Paper backing tape

Underside

3. Align the top edge of the keyboard cover with the protruding guides, and firmly smooth the double-sided tape down.

Align and attach the top-left corner first, then the center, and last the top-right corner.

Top-left guide

Top-center guide

Top-right guide

Top attachment area

① ② ③
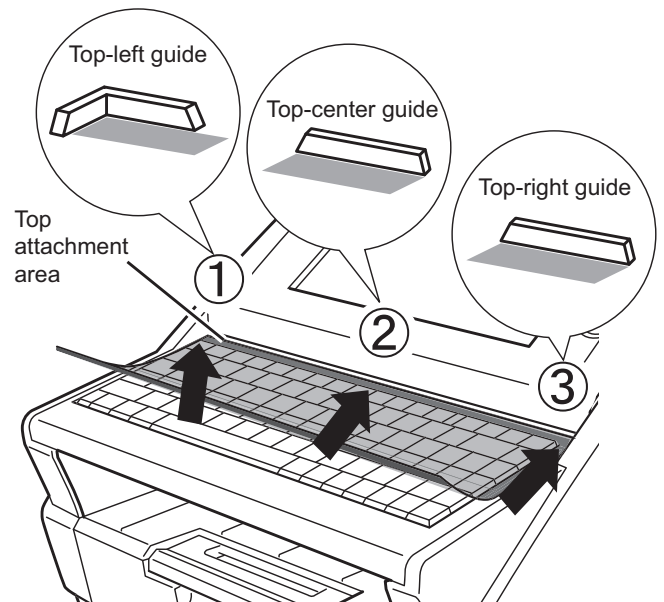
4. Flip up the keyboard cover and remove the paper backing from the bottom strip of double-sided tape.

Paper backing tape

Flip up the keyboard cover
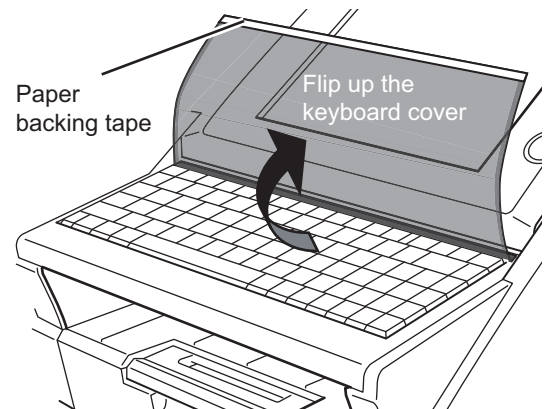
5. Gently stretch the keyboard cover forward and smooth the double-sided tape down.

Bottom attachment area
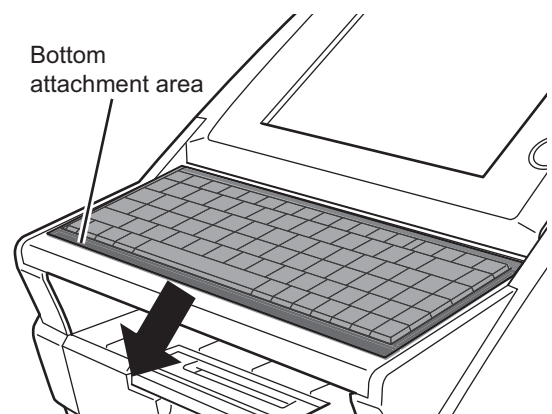
Continue setting up the network.

5

Chapter 3   **Setting up for Network Use**

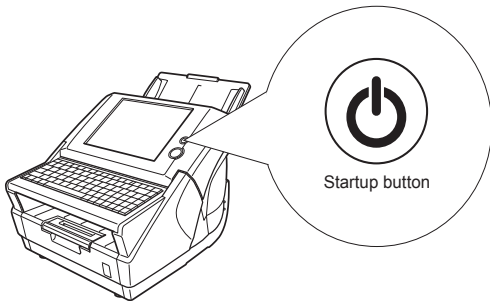## 3.1   Logging in

⚠ CAUTION 🚫	Do not move or shake the scanner when it is turned on. This can damage the rotating hard disk drive and cause data to be lost.

To set up the network connection, you must login as the administrator. The user name and initial password for the administrator are as follows:
- User Name: admin
- Password: password

1. Press the startup button.

Startup button

  ⇨ After the system starts up, the "Language / Keyboard Selection" screen appears.

ATTENTION 🖐	After turning the power off, wait for at least 10 seconds before turning the power back on again.

HINT 💡	If LCD touch panel responses seem out of alignment with the positions of objects on the LCD screen, calibrate the screen. For details, refer to "Appendix A Calibrating the LCD Touch Panel" (page 19).

2. Select a language.

Select the desired language for the operating environment. The default language is "English (US Keyboard)".

Language/Keyboard Selection

- English (US Keyboard)
- Français (Canada)
- Português (América do Sul)
- Português
- English (UK Keyboard)

1/ 3

Show this message at next start up?   No   Yes
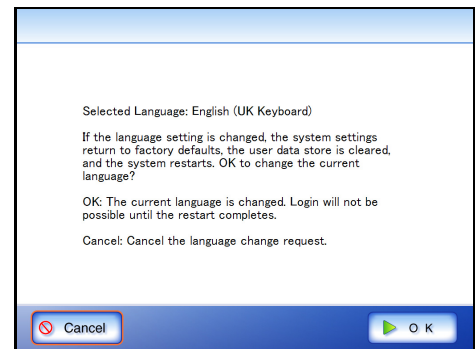
⏻ Shutdown   ▶ O K

HINT 💡	You can select whether or not to display this screen again at the next start up. To display the screen again, for "Show this message at next start up?", press the [Yes] button. To not display this screen at next start up, press the [No] button. To change the setting back to displaying this screen at the next start up, login as the administrator and for "Show the "Language/Keyboard Selection" screen at next start up?", press the [Yes] button on the "Language/Keyboard Selection" screen.

3. Press the [OK] button.

  ⇨ The "Login" screen appears.

ATTENTION 🖐	If the language is changed in Step 2, the following screen appears. The message is displayed in the selected language.

Selected Language: English (UK Keyboard)

If the language setting is changed, the system settings return to factory defaults, the user data store is cleared, and the system restarts. OK to change the current language?

OK: The current language is changed. Login will not be possible until the restart completes.

Cancel: Cancel the language change request.

🚫 Cancel   ▶ O K

Pressing the [OK] button restarts the scanner, and the "Login" screen.

4. Enter the user name.

User name is case sensitive. Enter "admin" here.

5. Enter the password.

   Password is case sensitive.
   Enter "password" here.

6. Press the [Login] button.

   ⇨ If the administrator name and password are valid, the "System Settings" screen appears.

3.2 Changing the Administrator Password

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ATTENTION

If you change the password, save the new password in a safe location. If you lose the password, contact your FUJITSU scanner dealer or an authorized FUJITSU scanner service provider. This may incur a cost to reset the scanner.

The administrator password can be changed.

1. Select the [System Settings] tab on the top menu.

2. Press the [▽] button on the left side menu.

   ⇨ Scroll the left side menu down until the [Admin Password] tab appears.

3. Select the [Admin Password] tab on the left side menu.
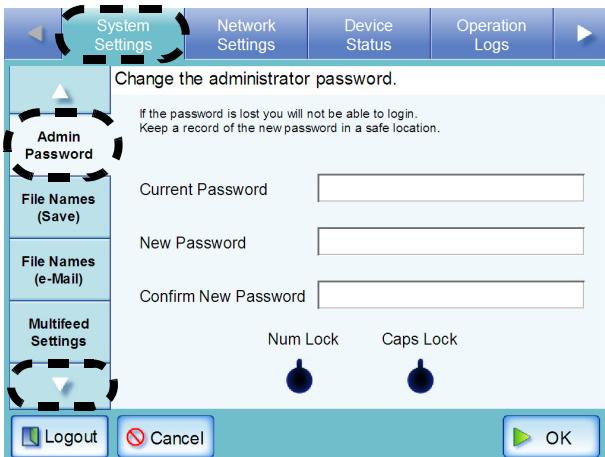
   ⇨ The "Admin Password" screen appears.

4. Enter the "Current Password", "New Password", and "Confirm New Password".

   Passwords must be between 7 and 127 characters long.
   Alphanumeric characters (case sensitive) and symbols may be entered.

5. Press the [OK] button.

   ⇨ The new admin password is set.
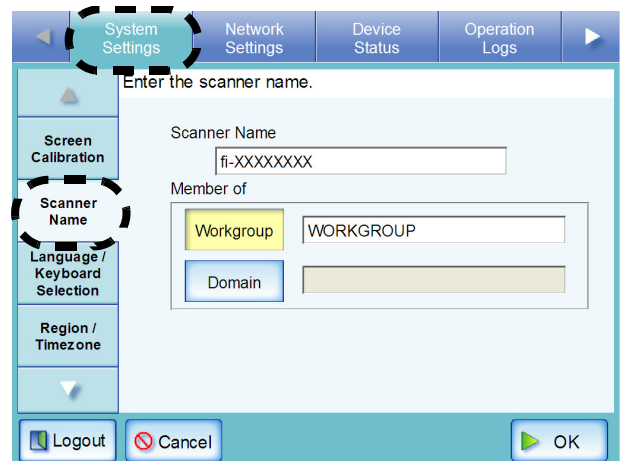
3.3 Setting the Scanner Name

A scanner name may be set to provide a network alias for the device.

ATTENTION

Do not use a name that is already being used in the network. Name duplication will cause a network connection error.

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1. Select the [System Settings] tab on the top menu.

2. Select the [Scanner Name] tab on the left side menu.

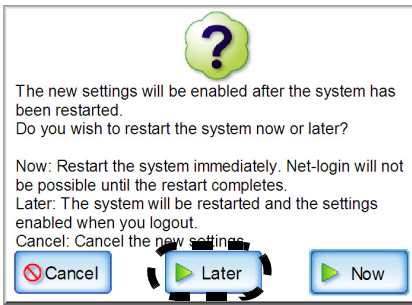
   ⇨ The "Scanner Name" screen appears.

3. Enter a scanner name.

   Scanner names may be up to 15 characters long.
   Use only alphanumeric characters (case sensitive) and hyphens.
   Scanner names cannot consist of numerical characters only.
   A hyphen cannot be used as the first character of a scanner name.

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HINT

The scanner can be setup to be a workgroup or domain member.

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4. Press the [OK] button.

⇨ The restart confirmation screen appears.

5. Press the [Later] button.

The new settings will be enabled after the system has been restarted.
Do you wish to restart the system now or later?

Now: Restart the system immediately. Net-login will not be possible until the restart completes.
Later: The system will be restarted and the settings enabled when you logout.
Cancel: Cancel the new settings.

Cancel   Later   Now

⇨ The current scanner name, or changed scanner name after next restart, is displayed.

HINT

If the scanner name is the same as one already in use, network communication problems will occur. In this case, try the following steps:

1. Disconnect the LAN cable, press the [Shutdown] button on the LCD touch panel, and turn the scanner off.
2. Reboot the scanner with the LAN cable disconnected, and enter a non-duplicate scanner name.
3. Reboot the scanner again.
4. Re-connect the LAN cable to the scanner.

Restart may be performed after all necessary settings have been completed.

Continue with the Region/Timezone settings.

3.4   Setting the Region/Timezone

1. Select the [System Settings] tab on the top menu.

2. Select the [Region/Timezone] tab on the left side menu.
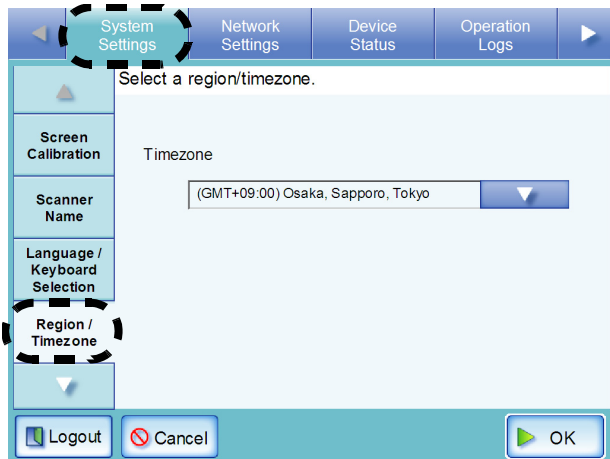
⇨ The "Region/Timezone" screen appears.

3. Press the [List] button for the "Timezone" input field.

The default timezone is "(GMT+09:00) Osaka, Sapporo, Tokyo".

⇨ A list of timezones appears.

4. Select a timezone.

(GMT+08:00) Taipei
(GMT+09:00) Osaka, Sapporo, Tokyo
(GMT+09:00) Seoul
(GMT+09:00) Yakutsk
(GMT+09:30) Adelaide

Cancel

5. Select whether "Daylight Savings Time" should be on or off.

This option is not shown for timezones where daylight savings time is not used.

6. Press the [OK] button.

⇨ The Region/Timezone is set.
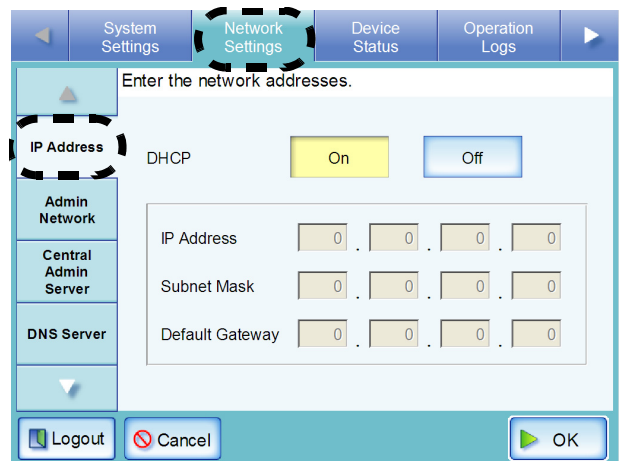
Continue with IP address/DHCP settings.

3.5   Setting the IP Address/DHCP

An IP address must be set in order to connect the scanner to a network.

ATTENTION

Do not use an IP address that already exists in the network.
IP address duplication will cause an error during setup.

1. Select the [Network Settings] tab on the top menu.

2. Select the [IP Address] tab on the left side menu.

⇨ The IP address/DHCP screen appears.

3. Set the scanner's IP address. This may be done automatically, by pressing the DHCP [On] button.
The IP address may also be set manually, by pressing the DHCP [Off] button and entering the following numerical addresses:

- IP Address
- Subnet Mask
- Default Gateway

4. Press the [OK] button.

⇨ The information entered is set.

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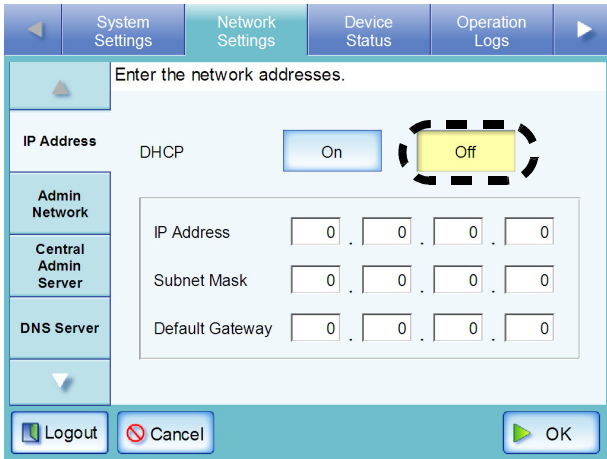
HINT

If the IP address is the same as one already in use, network communication problems will occur. In this case, try the following steps:
1. Disconnect the LAN cable, press the [Shutdown] button on the LCD touch panel, and turn the scanner off.
2. Reboot the scanner with the LAN cable still disconnected, and enter a non-duplicate IP address.
3. Re-connect the LAN cable to the scanner.
When DHCP is set to "On", the following settings are assigned by the DHCP:
- IP Address
- Subnet Mask
- Default Gateway
- DNS Server
- WINS Server
- Domain Suffix
Even if DNS or WINS server is set, priority is given to the scanner settings over the DHCP settings.

● ●

Continue with the connection settings.

3.6 Setting the Admin Network

Set the network settings for connecting to a scanner from the Admin Tool or Central Admin Server.

1. Select the [Network Settings] tab on the top menu.

2. Select the [Admin Network] tab on the left side menu.
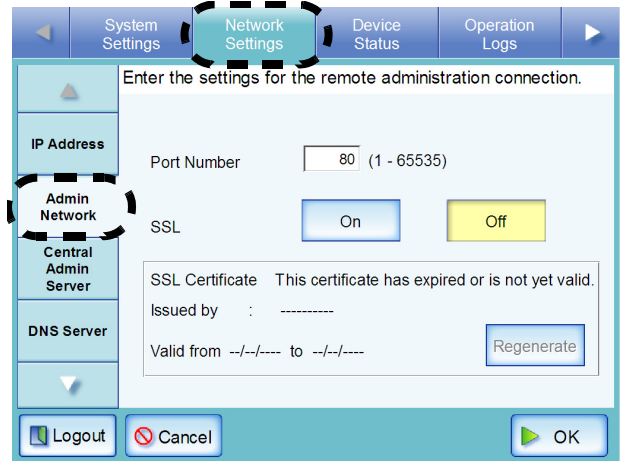
⇨ The "Admin Network" screen appears.

3. Enter a port number from 1 to 65535, to be used by the scanner to communicate with the Admin Tool or Central Admin Server.

The default setting is 80.

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ATTENTION

- Port numbers 135, 139, 445, and numbers from 1025 to 1124, cannot be specified as they are already reserved in the scanner.
- If port numbers other than HTTP:80, HTTPS:443 are to be specified, it is recommended that numbers over 5000 are used. If a port number lower than 5000 is specified, verify the Admin Tool connectivity with the port number first.

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4. Select whether or not to enable SSL.

Select the [On] button enables SSL. If SSL is enabled, press the [Regenerate] button to create another SSL Certificate. When a new SSL Certificate is created, the contents of the certificate are changed. The contents of the SSL Certificate are as follows.

- Issued by
  Displays the SSL Certificate issuer.
- Valid from
  Displays the SSL Certificate expiration date. The expiration date is five years from the date on which the certificate was created. This is shown in date form.

Selecting the [Off] button disables SSL.

5. Press the [OK] button.

  ⇨ The communication settings are set.

ATTENTION

The following settings combinations are not possible.
- Port Number "80" and SSL "On"
- Port Number "443" and SSL "Off"

Continue with the DNS settings.

3.7 Setting the DNS Server

A primary DNS and secondary DNS can be set.

1. Select the [Network Settings] tab on the top menu.

2. Select the [DNS Server] tab on the left side menu.
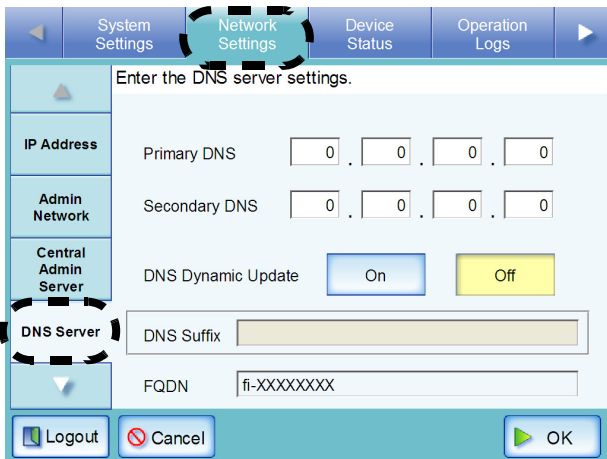
  ⇨ The "DNS Server" screen appears.

3. Enter the following numerical addresses:
- Primary DNS
- Secondary DNS
  If a DNS server setting is not required, enter "0.0.0.0".

ATTENTION

A Secondary DNS cannot be set without a Primary DNS.

HINT

DNS Dynamic Update and DNS Suffix can also be set.
The current FQDN is shown for the FQDN. However, if the scanner is not connected to the network, the FQDN may not be displayed correctly.
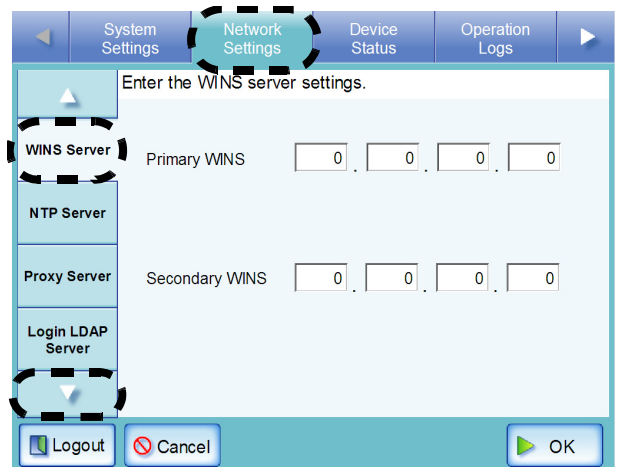
4. Press the [OK] button.

  ⇨ The information entered is set.

Continue with the WINS settings.

3.8 Setting the WINS Server

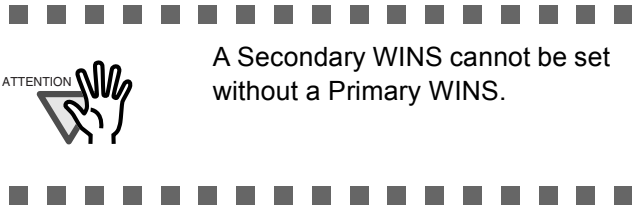A primary WINS and secondary WINS can be set.

1. Select the [Network Settings] tab on the top menu.

2. Press the [▽] button on the left side menu.

  ⇨ Scroll the left side menu down until the [WINS Sever] tab appears.

3. Select the [WINS Server] tab on the left side menu.

  ⇨ The "WINS Server" screen appears.

4. Enter the following numerical addresses:
   - Primary WINS
   - Secondary WINS
     If a WINS server setting is not required, enter "0.0.0.0".

ATTENTION

A Secondary WINS cannot be set without a Primary WINS.

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5. Press the [OK] button.

   ⇨ The information entered is set.

Next, check the network connection.

3.9 Checking the Network Connection

The network connection may be checked by performing a ping test.

1. Select the [Network Settings] tab on the top menu.

2. Press the [▽] button on the left side menu.

   ⇨ Scroll the left side menu down until the [Ping] tab appears.

3. Select the [Ping] tab on the left side menu.
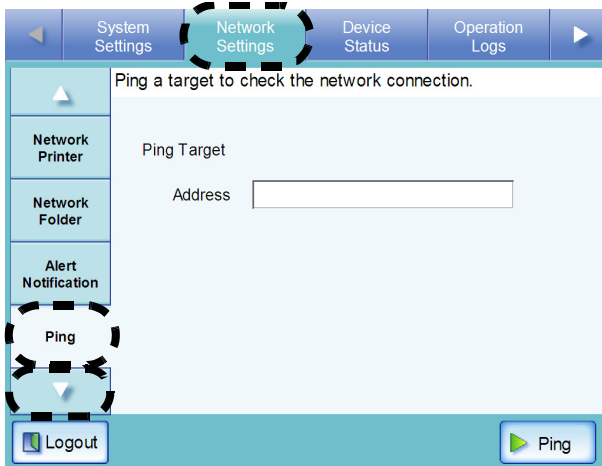
   ⇨ The "Ping" screen appears.

4. Enter the IP address, host name, or FQDN for the server to be used to check the network connection.

   - For an IP address
     The following format should be used
     xxx.xxx.xxx.xxx (xxx is a value from 0 to 255).
   - For a host name or FQDN
   Up to 255 characters may be used.

5. Press the [Ping] button.

   ⇨ A ping test is performed and the results are displayed. If the result shows "Lost=0 (0% loss)", the network connection is functioning normally. For any other result, refer to "Checking Basic Network Operation with a Ping Test" (page 24).
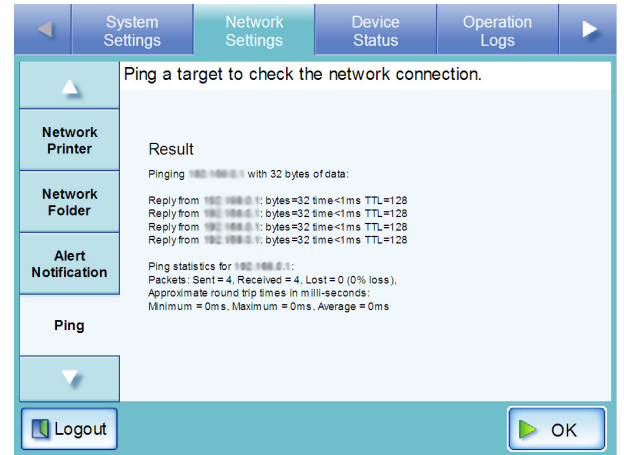
After performing all settings, restart the system.

3.10 Restarting the System

1. Press the [Logout] button.

   ⇨ The restart confirmation screen appears.

2. Press the [Restart] button.
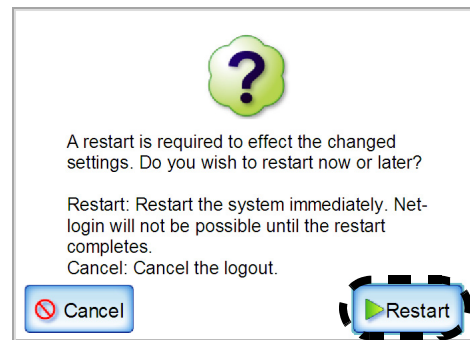
   ⇨ The scanner restarts, and the "Login" screen appears.

Next, install the Admin Tool.

11

As well as operating via the LCD touch panel, the administrator can configure scanner settings via the network interface. In order to do this, the Admin Tool, or Central Admin Console, must first be installed on a computer connected to the network.

The Admin Tool can set one scanner at a time. The Central Admin Console can set multiple scanners at a time. For more details about the Central Admin Console, refer to the "Operator's Guide".

This chapter provides a description of the Admin Tool. The information and procedure for installing the Admin Tool are as follows.

- Software (English versions)
    - Operating system
        - Windows XP (Service Pack 3 or later)
        - Windows Vista (Service Pack 1 or later)
        - Windows 7
        - Windows 8
        - Windows Server 2003 (Service Pack 2 or later)
        - Windows Server 2008
        - Windows Server 2012
    - .NET Framework
      Which .NET Framework is used differs depending on the operating system.

Operating system	.NET Framework (*1)
Windows XP Windows Vista Windows 7 Windows Server 2003 Windows Server 2008	.NET Framework 2.0 (Service Pack 2 or later) .NET Framework 3.0 (Service Pack 2 or later) .NET Framework 3.5 (Service Pack 1 or later)
Windows 8 Windows Server 2012	.NET Framework 4.5

   - Web browser
       - Internet Explorer 6.0 (Service Pack 2 or later) (*2)
- Hardware
    - 32 MB or more of free memory space
    - 64 MB or more of free disk space
    - Any computer which runs the supported software
    - XGA monitor or better
    - LAN cable
    - Pointing device (e.g. mouse)

*1: If .NET Framework is not installed, it will be notified. Download .NET Framework from the Microsoft Web site and install it into the computer.
When installing .NET Framework, check free disk space in advance. For .NET Framework 2.0, approximately 500 MB of free disk space is required.

*2: Confirm that the latest security patch has been applied. If the latest patch has not been applied, downloading operations (such as manual download) may not be possible. For Windows XP, "KB933566" must be applied to Internet Explorer.
If download operations are not possible, clear the [Do not save encrypted pages to disk] check box on [Advanced] of [Internet Options] in Internet Explorer, and then try downloading again.
If the Web browser is Internet Explorer 10, configure [Compatibility View settings] so that the specified URL is displayed in compatibility view

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ATTENTION   Make sure that the language settings for the computer where the Admin Tool is installed are the same as the language settings for the scanner.

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1. Specify the scanner name as a URL in the Web browser's location bar.

    According to the settings from "3.6 Setting the Admin Network" (page 9), the specified URL is as follows:
    - SSL is [Off], no port number change
      http://scanner_name or IP_address/
    - SSL is [Off], port number change
      http://scanner_name or IP_address:port_number/
      For port_number, number enter the changed port number
    - SSL is [On], no port number change
      https://scanner_name or IP_address/
    - SSL is [On], port number change
      https://scanner_name or IP_address:port_number/
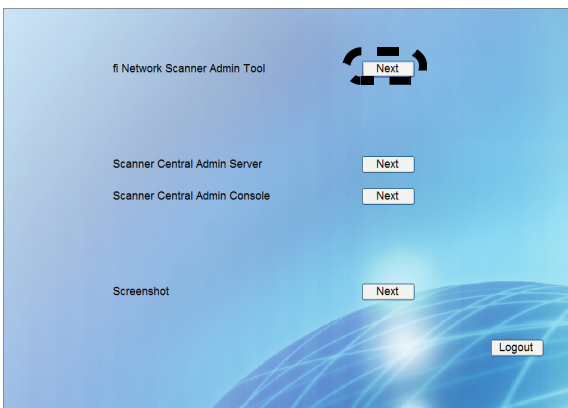   For port_number, enter the changed port number
    For SSL, the "Security Alert" window is displayed when connecting. Press the [Yes] button on the "Security Alert" window.
    ⇨ The "Login" screen appears.

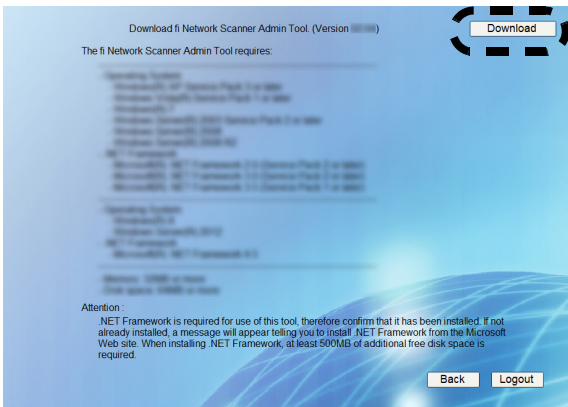2. Enter a "User Name" and "Password", and press the [Login] button.
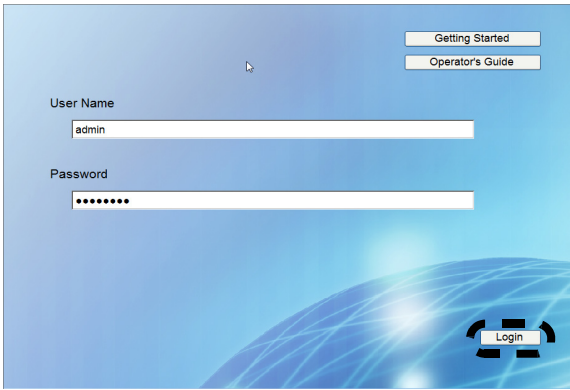
⇨ The "Download" screen appears.

3. Press the [Next] button for [fi Network Scanner Admin Tool].

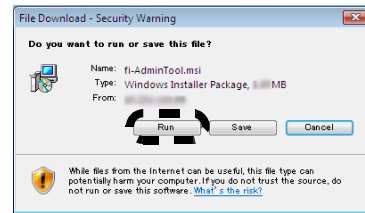⇨ The Admin Tool download screen appears.

4. Press the [Download] button.

ATTENTION
- Downloading is not possible while an administrator or user operation is being processed.
- Do not close the Web browser or logout until installation is complete.

⇨ The "File Download - Security Warning" screen appears.

5. Press the [Run] button.

⇨ The fi Network Scanner Admin Tool Setup Wizard appears.

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HINT
If .NET Framework is not installed, it will be notified. Download .NET Framework from the Microsoft Web site and install it into the computer. After installing the package, try again from Step 1.

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6. Press the [Next] button.
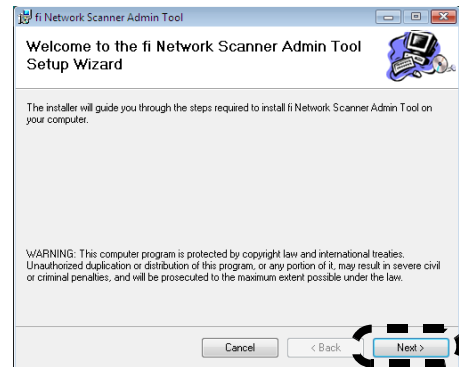
⇨ The "Select Installation Folder" window appears.

7. Specify an installation folder for the Admin Tool.

To select a different folder, press the [Browse] button.
To check the free space available for the currently selected folder, press the [Disk Cost] button.
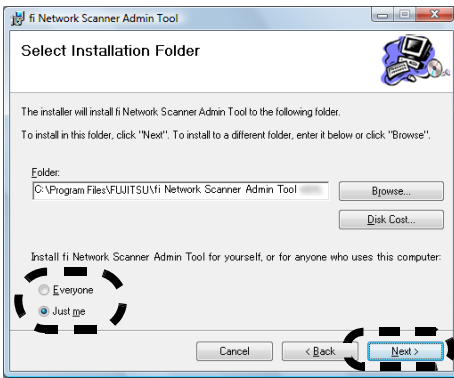

ATTENTION
Installation will fail if the length of any installation path (folder path plus installation file name) exceeds 259 characters. Select an installation folder that respects this limit.

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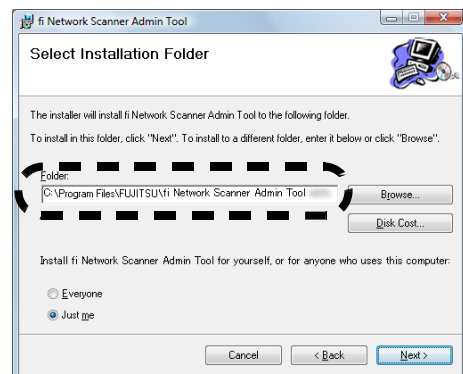
8. Select the target user(s), and press the [Next] button.

⇨ Follow the prompts of the install wizard windows until a "fi Network Scanner Admin Tool has been successfully installed" message indicates that the installation has completed. Press the [Close] button.

⇨ When the installation is completed, logout of the scanner, and close the Web browser.

⇨ The Admin Tool should now be usable. Click the [Start] button, select the [All Programs] - [fi-scanner V2] sub-menu, and then click [fi Network Scanner Admin Tool].

For more details about configuring settings with, or uninstalling the Admin Tool, refer to the "Operator's Guide".

Next, download the "Operator's Guide".

In addition to this "Getting Started" guide, a "Operator's Guide" is also available.

The "Operator's Guide" contains information about scanner settings, scanner administration, and scanner operations.

Consult this manual when using the scanner.

The "Operator's Guide" is a PDF file, and can be viewed with Adobe Reader (*).

* Adobe Reader can be downloaded from the following site.

    http://www.adobe.com/

Login as the administrator via the network interface to download the "Operator's Guide".

The download procedure is as follows:

1. From the [Start] menu, point to [All Programs] - [fi-scanner V2], and then click [fi Network Scanner Admin Tool].

    ⇨ The Admin Tool is started.

2. Specify the "Connect to" (of the scanner).

    Enter the IP address, scanner name, or FQDN name for the scanner to be setup or managed.

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ATTENTION
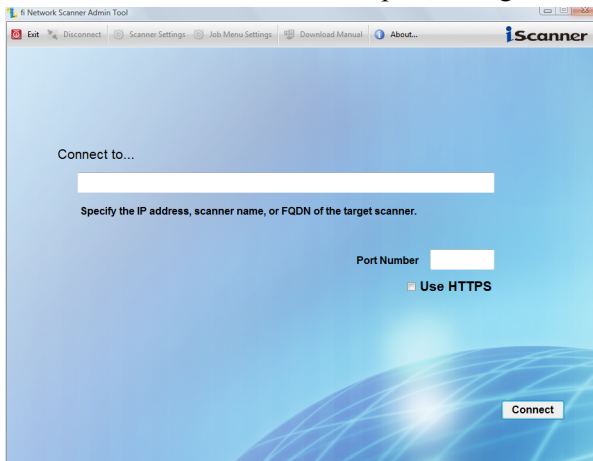
- If the port number was changed in "3.6 Setting the Admin Network" (page 9) enter the changed port number for "Port Number".
- When trying to connect with a port number other than the specified number, it will take up to 20 seconds before a connection error occurs.
- To use SSL, select the [Use HTTPS] checkbox.
- If the Admin Tool is started while there is insufficient free memory, a script error may occur. Try again after ensuring that there is enough free memory.
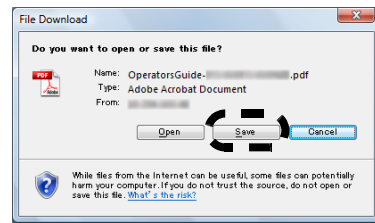
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3. Press the [Connect] button.

    ⇨ The "Login" screen appears.

4. Press the [Download Manual] button.

    ⇨ The "File Download" dialog box appears.
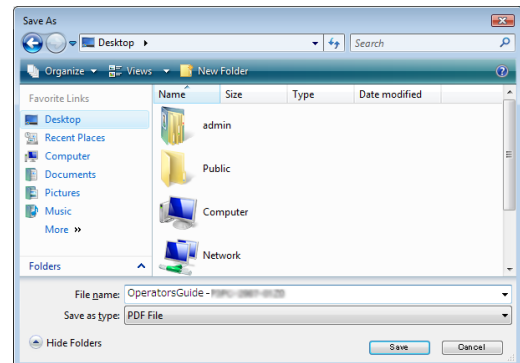
5. Press the [Save] button.

    ⇨ The "Save As" dialog box appears.

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ATTENTION

When the [Download Manual] button is pressed, if Adobe Reader has not been installed, and the [Open] button on the "File Download" dialog box is pressed, a "Connection error" will occur.

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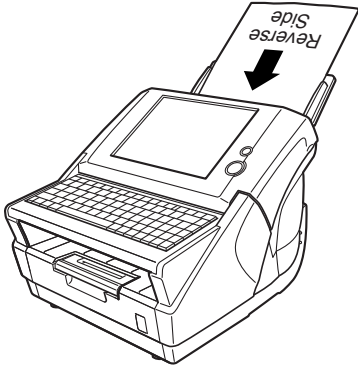6. Select a folder and enter a file name.

7. Press the [Save] button.

    ⇨ The file is saved.

Next, perform a scan test.

Chapter 6   **Performing a Scan Test**

Perform a scan test to determine if the scanner is working properly. Login as a regular user to perform the scan test.

1. Load the documents to be test scanned.

   ⇨ The "Login" screen appears.

   However, if the scanner is setup for automatic login, the "Login" screen is not shown. Proceed to Step 4.

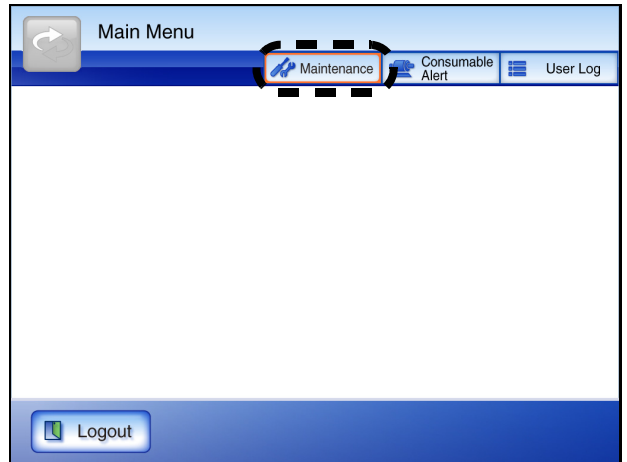2. On the "Login" screen, enter a "User Name" and "Password".

   Enter "guest" for the User Name and Password fields.
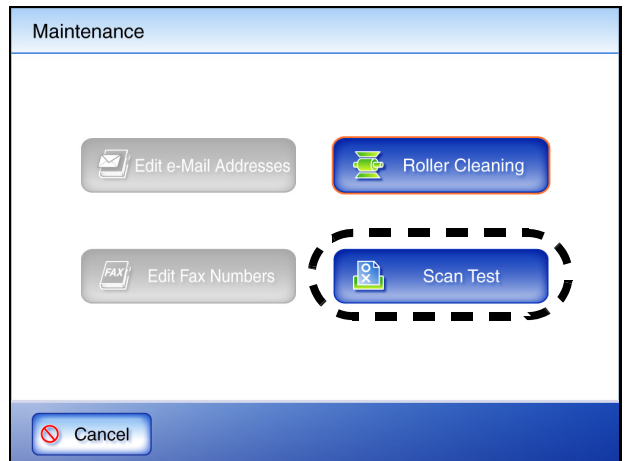

3. Press the [Login] button.

   ⇨ If the user name and password are valid, the "Main Menu" screen appears.

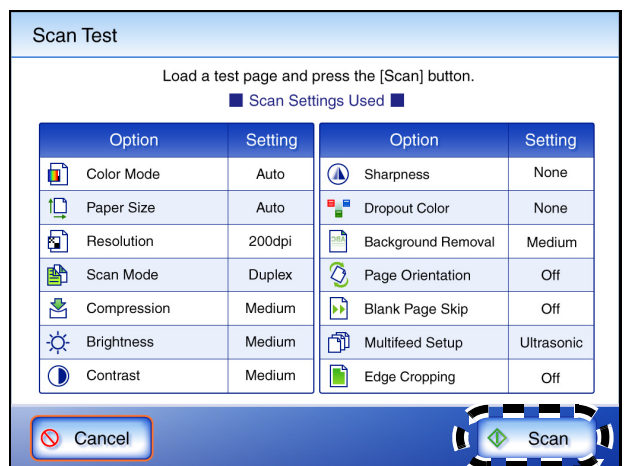4. Select the [Maintenance] button on the "Main Menu" screen.

   ⇨ The "Maintenance" screen appears.

5. Press the [Scan Test] button.

   ⇨ The scan settings information for the scan test is displayed.

6. Press the [Scan] button.

   ⇨ Scanning starts. When the scan has completed, the "Scan Viewer" screen opens.

7. Check the scanned data.

8. Press the [OK] button.
   ⇨ The "Maintenance" screen is shown again.

■ If Scanning Completes Successfully

Continue with the setting procedures described in Chapter 1 of the "Operator's Guide".

ATTENTION

To disable login with a guest account, select [Off] for "Guest Account" in the [System Settings] screen on the [Login Settings] tab.

HINT

System settings or user data can be backed up from the [User Data Store] or [System Settings File] screen on the [Maintenance] tab. This can only be performed via the network interface. Backup should be performed regularly. This can only be performed via the network interface using the Admin Tool or Central Admin Console.

For more details, refer to the "Operator's Guide".

■ If Scanning does not Complete Successfully

If the top cover is open
   ● Message
   Top cover may be open. Close the top cover, reload the documents and try again.
   ● Action
   Close the top cover, and try the scan test again.

If no document is loaded
   ● Message
   Document not found. Load a document into the ADF, making sure the side guides are adjusted correctly and try again.
   ● Action
   Load a document, and try the scan test again.

If a multifeed is detected
   ● Message
   Feed Error: Document(s) may not match the set paper size, ADF may have grabbed more than one sheet, or documents may not be suitable for scanning. Remove the documents from the ADF, check them and try again. If problem persists, consult the manual.
   ● Action
   Remove the document for which multifeed was detected, and try the scan test again.

If a paper jam occurs
   ● Message
   Paper jam has occurred. Remove the documents from the ADF and try again.
   ● Action
   If the "Scan Viewer" screen appears with partially scanned data, just click the [OK] button. Remove any unscanned documents from the ADF. Open the scanner's top cover, remove the jammed document from the scanner, and close the scanner's top cover. From the "Maintenance" screen, try the test scan again.

If a problem is detected with the scanner
   ● Message
   Scanner initialization has failed. Try turning the power off and back on again. The administrator should contact the FUJITSU scanner dealer or an authorized FUJITSU scanner service provider for help.
   ● Action
   Try the following:
   ● If the scanner does not restart automatically, press the [Shutdown] button on the "Login" screen to turn the power off, and turn the power back on again to restart the scanner.
   ● If the error status persists after the scanner is restarted, press the [Shutdown] button on the "Login" screen, disconnect the AC cable from the scanner to turn the power off, wait for at least 10 seconds, then reconnect the AC cable and try turning the power back on again. If the error status persists, contact your FUJITSU scanner dealer or an authorized FUJITSU scanner service provider.

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If some other error occurs

- Message
  An error has occurred. Try turning the power off and back on again. If the problem reoccurs after restarting, try disconnecting the scanner power cord, reattaching it, and restarting again. If the problem still persists, the administrator should contact the FUJITSU scanner dealer or an authorized FUJITSU scanner service provider for help. [alphanumeric eight digits]
- Action
  Try the following:
  - If the scanner does not restart automatically, press the [Shutdown] button on the "Login" screen to turn the power off, and turn the power back on again to restart the scanner.
  - If the error status persists after the scanner is restarted, press the [Shutdown] button on the "Login" screen, disconnect the AC cable from the scanner to turn the power off, wait for at least 10 seconds, then reconnect the AC cable and try turning the power back on again. If the error status persists, contact your FUJITSU scanner dealer or an authorized FUJITSU scanner service provider.

Appendix A   Calibrating the LCD Touch Panel

This should be done if and when the LCD touch panel responses seem out of alignment with the positions of objects on the LCD screen.
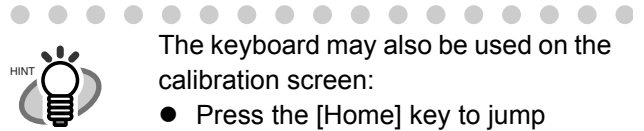
1. Login as the administrator.

   For details, refer to "3.1 Logging in" (page 6).
   ⇨ The "System Settings" screen appears.

2. Select the [System Settings] tab on the top menu.

3. Select the [Screen Calibration] tab on the left side menu.
   ⇨ The "Calibration Screen" appears.

4. Press the [Calibrate Screen] button.
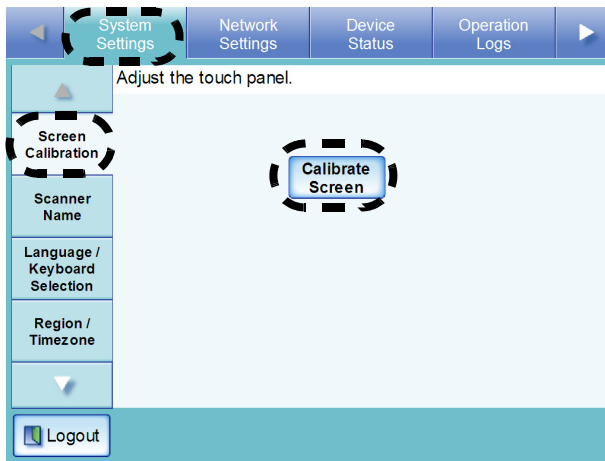
   ⇨ A blank calibration screen appears, with a red "+" (adjustment mark) in the top-left corner.
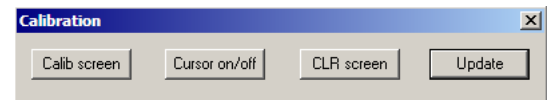
5. Touch the "+" with your fingertip.

   After being touched, the "+" will move to the next calibration position. Each time it stops, touch it again.

   Please touch the point in the screen.
   [Home]:Test Screen [Arrow Keys]:Move red '+' mark
   [Esc]:Cancel [Enter]:Next Screen

HINT

The keyboard may also be used on the calibration screen:
- Press the [Home] key to jump straight to the post-calibration test screen.
- Use the arrow keys to move the "+" to a different calibration point. This allows a bad touch to be redone.
- Press the [Esc] key to stop the calibration process and return to the "Screen Calibration" screen.
- Press the [Enter] key to close the error dialog. (Not normally needed.)

Repeat until the test screen appears, with the following "Calibration" dialog box:

6. Trace a line on the screen with your fingertip.
   ⇨ A corresponding line will appear on-screen.
   If the line does not appear correctly, press the [Calib screen] button to return to Step 5.
   If the screen becomes cluttered, press the [CLR screen] button to remove all the lines.
   The [Cursor on/off] button cannot be used.

7. When you are satisfied with the touch screen response, press the [Update] button.
   ⇨ This saves the current calibration data, completing the calibration process, and returns you to the "Screen Calibration" screen.

ATTENTION

If the calibration is not performed carefully, or the [Enter] key is pressed before all the calibration points have been touched, the following error message may appear:

Parameter Error. Please input, again

Press the [Enter] key to dismiss the error dialog, and perform the calibration again, being careful to touch each calibration point accurately.

Appendix B   Scanner Care
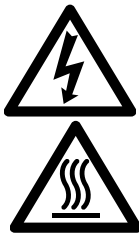
<table>
<tr><td>⚠ CAUTION</td><td>The glass scanner windows inside the ADF can become hot when the scanner is used. Before cleaning inside the scanner or replacing any parts, turn off the power, unplug the AC adapter from the outlet, and wait for at least 15 minutes. The power does not need to be turned off when cleaning the feed rollers.</td></tr>
</table>

<table>
<tr><td>⚠WARNING</td><td>Do not use any aerosol sprays or alcohol based sprays to clean the scanner. Dust blown up by strong air from the spray may enter the inside of the scanner. This may cause the scanner to fail or malfunction. Sparks, caused by static electricity, generated when blowing off dust and dirt from the outside of the scanner may cause a fire.</td></tr>
</table>

■ Cleaning Materials

Cleaning Materials	Part No.	Remarks
Cleaner F1	PA03950-0352	1 bottle Used to moisten the cloths before wiping parts clean.
Cleaning Paper	CA99501-0012	1 pack (10 sheets) For use with Cleaner F1.
Cleaning Wipe	PA03950-0419	1 pack (24 sheets) Pre-moistened with Cleaner F1, Cleaning Wipes are used instead of moistened cloths.
Soft, dry cloth	Any commercially available lint-free product	

Contact your FUJITSU scanner dealer or an authorized FUJITSU scanner service provider to obtain these products.

■ Which Parts and When

Clean all parts after every 1,000 sheets scanned.
- Pad assy
- Feed rollers
- Pick roller
- Idler rollers
- Glass scanner windows
- Ultrasonic sensor

ATTENTION	The scanner must be cleaned more frequently when the following types of documents are used: • Coated paper • Documents with large areas of printing • Chemically treated paper such as carbonless paper • Paper containing large amounts of calcium carbonate filler • Documents written in pencil • Documents with insufficiently fused toner

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■ Cleaning the ADF

⚠ CAUTION	When you perform cleaning, make sure that the inside of the scanner is free of any foreign object, and be careful not to get your hand or the cloth caught on the pick spring (metal part) as a deformed pick spring (metal part) may cause injury.

Clean the ADF with a soft cloth moistened with Cleaner F1. For details, refer to the "Operator's Guide".

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■ Cleaning the LCD Touch Panel

To prevent the LCD touch panel screen from becoming dirty, it should be regularly cleaned with a soft, dry cloth.
Take care when cleaning the LCD touch panel. It can be easily damaged, and should never be scratched or banged with hard objects.

ATTENTION
> Always use a dry (not damp) cloth to clean the screen. Do not apply Cleaner F1.
> If dust is allowed to collect and harden around the frame of the screen, it can cause the LCD touch panel to malfunction.

■ Cleaning the Keyboard/Keyboard Cover

To prevent the keyboard (and/or Keyboard cover) from becoming dirty, it should also be regularly cleaned with a soft, dry cloth.

ATTENTION
> Always use a dry (not damp) cloth to clean the keyboard (with or without cover). Do not apply Cleaner F1.
> Replace the keyboard cover if stains cannot be removed by cleaning.
> For more details, refer to the "Operator's Guide".

To obtain a keyboard cover, contact your FUJITSU dealer or an authorized FUJITSU scanner service provider.

Part Name	Part No.	Remarks
Keyboard cover	PA03544-K608	1 cover GBR: English (UK)

■ Cleaning the Carrier Sheet

If the surface or interior of the carrier sheet becomes dirty or dusty, use a soft dry cloth slightly moistened with Cleaner F1 (sold separately) or a mild detergent, to lightly wipe off the dirt and dust.

ATTENTION
> ● Never use paint thinner or other organic solvents.
> ● Do not rub too hard, as the carrier sheet may become scratched or deformed.
> ● After cleaning the interior of the carrier sheet, wait until it has completely dried before closing it.
> ● As a guideline, it is recommended to replace the carrier sheet every 500 scans.

Appendix C Replacing Parts

| ⚠ CAUTION ⚡ 🔥	The glass scanner windows inside the ADF can become hot when the scanner is used.
	Before cleaning inside the scanner or replacing any parts, turn off the power, unplug the AC adapter from the outlet, and wait for at least 15 minutes.

■ Part No. and Replacement Cycle for Consumable Parts

The usage count of consumable parts can be checked in the "Usage Status" screen on the [Device Status] tab.
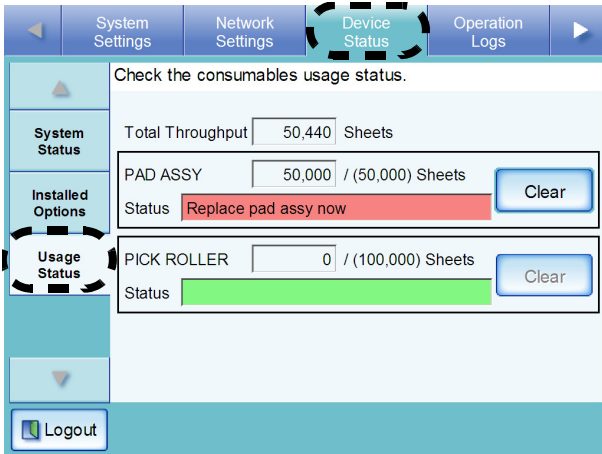
When parts need to be replaced soon, the "Status" information field becomes orange. When parts need to be replaced immediately, the "Status" information field becomes red.

The following table specifies the replacement part numbers and the standard replacement cycles.

Part Name	Replacement Cycle
PAD ASSY (PA03289-0111)	After every 50,000 sheets scanned or once a year
PICK ROLLER (PA03289-0001)	After every 100,000 sheets scanned or once a year

To obtain these parts, contact your FUJITSU dealer or an authorized FUJITSU scanner service provider.

These replacement cycles are rough guidelines when using 80 g/m^2 (20 lb) A4/Letter woodfree or wood containing paper. They may vary according to the type of documents scanned, scanner usage, and cleaning frequency.
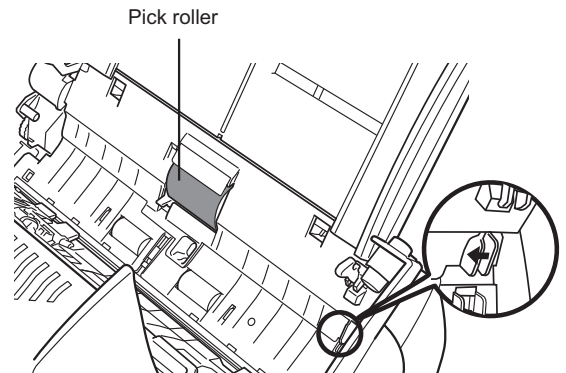
ATTENTION ✋	Use only the PFU LIMITED parts specified. Do not use consumable parts made by other manufacturers.

The following diagram shows the locations of the consumable parts in the scanner. For more details, refer to the "Operator's Guide".

■ Pad Assy
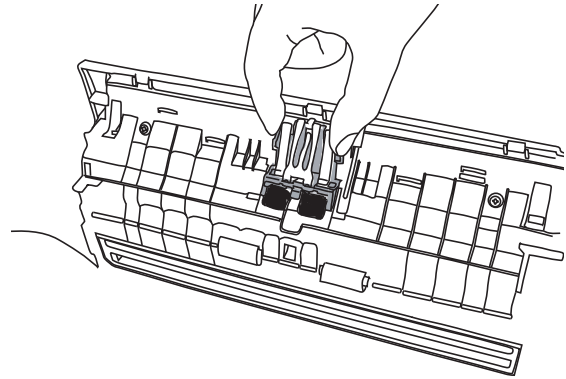
■ Pick Roller
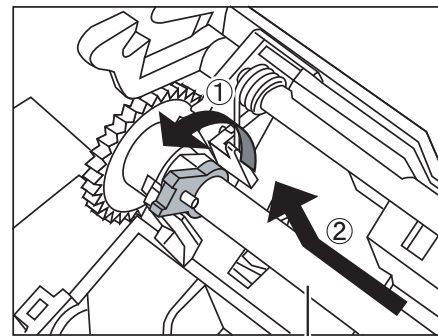
Pick roller

Pick roller's shaft

■ Part No. and Replacement Cycle for Carrier Sheet

One "Carrier Sheet" is provided with the scanner. If the "Carrier Sheet" provided with the scanner can no longer be used for scanning due to damage or wear-and-tear, you can purchase a new Carrier Sheet separately.
The following table specifies the replacement number and the standard replacement cycle for carrier sheets.

Part Name	No. of items	Replacement Cycle
Carrier Sheet (PA03360-0013)	5	After used for 500 scans

Contact your FUJITSU scanner dealer or an authorized FUJITSU scanner service provider to obtain these products.
This replacement cycle is a rough guideline. This may vary according to the type of documents scanned, scanner usage, and cleaning frequency. If parts become noticeably dirty, replace them accordingly.

ATTENTION Use only the PFU LIMITED parts specified. Do not use parts made by other manufacturers.

The following diagram shows the Carrier Sheet.
For more details, refer to the "Operator's Guide".

■ Carrier Sheet
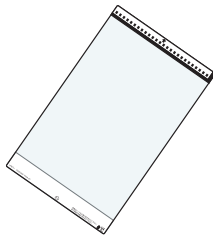
Appendix D Network Connection Troubleshooting

■ Checking Basic Network Operation with a Ping Test

If a network connection is not possible, refer to "3.9 Checking the Network Connection" (page 11) for ping results and how to deal with them.

Result	Connection status	Server name setting	Action
"Ping statistics" shows "Lost=0 (0% loss)"	OK	IP address / host name / FQDN	None
"Ping statistics" shows "Lost=4 (100% loss)"	NG	IP address / host name / FQDN	Check that the ping target IP address, host name, or FQDN is correct.
		IP Address	If the ping target IP address is correct, refer to "Failure to Connect to a Server using its IP Address" (page 25) for further solutions.
		Host name / FQDN	On the "Network Status" screen, change [Link speed / Duplex mode] from "Auto-Negotiation" to a fixed mode. This can be changed as follows: 1. Select the [Network Settings] tab on the top menu. 2. Press the [▽] button on the left side menu. 3. Select the [Network Status] tab on the left side menu. 4. On the "Network Status" screen, select [Link Speed/ Duplex Mode]. 5. Press the [OK] button.
"Ping statistics" shows "Lost=N (1 to 99% loss)"	NG	IP address / host name / FQDN	There may be a problem with the quality of the LAN cable. Replace the LAN cable and try again.
		IP address / host name / FQDN	On the "Network Status" screen, change [Link speed / Duplex mode] from "Auto-Negotiation" to a fixed mode. This can be changed as follows: 1. Select the [Network Settings] tab on the top menu. 2. Press the [▽] button on the left side menu. 3. Select the [Network Status] tab on the left side menu. 4. On the "Network Status" screen, select [Link Speed/ Duplex Mode]. 5. Press the [OK] button.
"Hardware error"	NG	IP address / host name / FQDN	The LAN cable may have become disconnected during the Ping test. Check the status of the LAN cable and try again.
"Ping request could not find host xxxxxxxxx. Please check the name and try again."	NG	Host name / FQDN	Check that the ping target host name or FQDN is correct.
			Check that the DNS server or WINS server settings are correct.
			If the ping target host name or FQDN is correct, refer to "Failure to Connect to a Server using its Host Name or FQDN" (page 26) for further solutions.

OK: Connection is operating normally. NG: Connection is faulty.

■ Failure to Connect to a Server using its IP Address

If a server cannot be connected to by using its IP address, and does not respond to a ping test, try the following steps:

No.	Problem	Action
1	Connection error between a server and the scanner, or problem with the LAN cable.	Check that the LAN cable has been attached to both the scanner and server correctly. If the server is connected using a LAN cable (straight type), in case auto-mdi (automatic selection) is not supported, a LAN cable (crossover type), switch, or router is required between the scanner and server. If this is not the case, the LAN cable may be faulty. Find a LAN cable that functions normally and try again.
2	IP address or subnet mask is invalid.	On the "IP Address" screen, check that the IP address or subnet mask settings are correct. For more details about the "IP Address" screen, refer to "3.5 Setting the IP Address/DHCP" (page 8).
3	When using DHCP, the DHCP server does not operate normally, or there is a problem with the DHCP server settings.	Check the DHCP server connection status and the details of the server settings. If using DHCP, on the "Network Status" screen, check that IP address, subnet mask, and default gateway settings are all correct. If these settings are not correct, the DHCP server may not operate normally, or the DHCP server may not assign valid IP addresses because of restricted number of leases or MAC address validation. If the DHCP server operating environment is changed, restart the scanner. The "Network Status" screen can be displayed as follows: 1. Select the [Network Settings] tab on the top menu. 2. Press the [▽] button on the left side menu. 3. Select the [Network Status] tab on the left side menu.
4	Another host or communication device is connected using the same IP address as the scanner.	If the same IP address has already been used by another host or communication device, then even if the other device has been given a different IP address the server may not recognize the scanner's "duplicate" IP address until it is rebooted. Restart the server. If a duplicate IP address connection from another host or communication device exists on a LAN, both it will be unusable. If a duplicate IP address connection from another host or communication device exists, pull out its LAN cable and restart the server.
5	Access is denied due to the establishment of a firewall between the server and the scanner.	If a firewall has been established between the server and the scanner, check that it has not been set to deny access to the network.

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No.	Problem	Action
6	The network link speed/duplex mode for the scanner and server are invalid, or Auto-Negotiation is not supported by the server.	For this scanner, the default [Link Speed/Duplex Mode] setting is "Auto-Negotiation". On the "Network Status" screen, match the scanner and server's network link speed/duplex mode settings. If the problem persists in spite of having set both the scanner and server's network link speed/duplex settings to "Auto-Negotiation", change "Auto-Negotiation" to a fixed mode and check again. On the "Network Status" screen, change [Link speed / Duplex mode] from "Auto-Negotiation" to a fixed mode. This can be changed as follows: 1. Select the [Network Settings] tab on the top menu. 2. Press the [▽] button on the left side menu. 3. Select the [Network Status] tab on the left side menu. 4. On the "Network Status" screen, select [Link Speed/Duplex Mode]. 5. Press the [OK] button.

■ Failure to Connect to a Server using its Host Name or FQDN

If a server cannot be connected to by using its host name or FQDN, and does not respond to a ping test, try the following steps:

No.	Problem	Action
1	Same as in "Failure to Connect to a Server using its IP Address" (page 25).	Check if a network connection is possible by trying the same solution for "Failure to Connect to a Server using its IP Address" (page 25).
2	The scanner's DNS server or WINS server settings are invalid.	Check that the DNS and WINS server settings are correct.
3	The DNS server or WINS server is not functioning normally, or there is an error with the DNS or WINS server network connection.	Ping the DNS and WINS servers to check they are functioning normally. If the DNS or WINS server is not functioning, request the network administrator to check its status.

■ Failure to Access the Scanner using a Web Browser, Admin Tool, or Central Admin Server

If access is not possible when attempting to connect to the scanner using a Web browser or the Admin Tool, or when attempting to connect to the Central Admin Server from the Central Admin Console, try the following steps:

No.	Problem	Action
1	Same as in "Failure to Connect to a Server using its IP Address" (page 25).	Check if a network connection is possible by trying the same solution for "Failure to Connect to a Server using its IP Address" (page 25).
2	The DNS server or WINS server is not functioning normally, or the scanner name has not been registered in the DHCP or WINS server.	Check the connectivity of the specified IP address. If it is possible to connect the scanner using the Admin Tool with a specified IP address, specify the scanner's IP address in the DNS or WINS server. Also, check the DNS or WINS server settings on the Admin Tool or Web browser.

No.	Problem	Action
3	A misconfigured firewall between the Admin Tool or Web browser and the scanner, is denying access with HTTP/HTTPS protocol.	If there is a firewall between the computer running the Admin Tool or Web browser and the scanner, check that it settings are not preventing access.
4	The URL of the target scanner is not registered as a trusted site.	Set the scanner URL as a trusted site for Internet Explorer. In Internet Explorer, set the following settings in the "Tools" menu, "Internet Options". In the [Security] tab, select [Trusted sites]. Press the [Sites] button, enter the URL of the scanner in the "Add this website to the zone" field, and press the [Add] button.
5	In Internet Explorer, in the "Tools" menu, "Internet Options", [Security] tab, the security level for the corresponding zone is set as "High", or in [Custom level], "Scripting", "Active scripting" is set to "Prompt" or "Disable".	When connecting using the scanner name, the connection will be an intranet connection. When connecting using an IP address, it will be an internet connection. In Internet Explorer, in the "Tools" menu, "Internet Options", try the following settings for the corresponding zone. ● To enable "Active scripting", set in one of the following ways: ● In the [Security] tab, set the required "Security level for this zone" to "Medium". ● In the [Security] tab, click the [Custom level] button. Then, set the "Scripting", "Active scripting" to "Enable". ● If connecting via the Internet zone, on the [Privacy] tab, set the level to below "Medium High". Delete temporary internet files in either of the following ways: ● For Internet Explorer 6.0 (Service Pack 2 or later) On the [General] tab, press the [Delete Files] button on [Temporary Internet files]. ● For Internet Explorer 7 On the [General] tab, press the [Delete] button on [Browsing history], and press the [Delete files] button on [Temporary Internet Files]. ● For Internet Explorer 8 or Internet Explorer 9 On the [General] tab, press the [Delete] button on [Browsing history], then select the [Temporary Internet files] check box and press the [Delete] button. ● For Internet Explorer 10 On the [General] tab, press the [Delete] button on [Browsing history], then select the [Temporary Internet files and website files] check box and press the [Delete] button.
6	The scanner is in standby mode.	Press the startup button to start the scanner.

No.	Problem	Action
7	A proxy server is being used.	Set the proxy server to not be used. Open the "Internet Options" in the "Tools" menu of Internet Explorer, then press the [LAN settings] button in the [Connections] tab and remove the check from the "Use a proxy server for your LAN (These settings will not apply to dial-up or VPN connections)" option.
8	There is an error with the connection protocol setting.	Check if SSL is enabled on the "Admin Network" screen. For more details, refer to "3.6 Setting the Admin Network" (page 9).
9	There is an error with the port number setting.	Check the specified port number on the "Admin Network" screen. For more details, refer to "3.6 Setting the Admin Network" (page 9).
10	In the Internet Explorer, "Tools" menu - "Internet Options" - [Advanced] tab, the [Use SSL 3.0] checkbox under "Settings" - "Security" section is not selected.	Open the "Internet Options" in the "Tools" menu of Internet Explorer, then press the [Advanced] tab, "Settings" - "Security" section, select the "Use SSL 3.0" checkbox.

Appendix E Troubleshooting

Problem	Check Item	Suggestion
Scanner cannot be turned on.	Has the Startup button been pressed?	Press the Startup button.
	Are the AC cable and AC adapter properly connected to the scanner?	Connect the AC cable and the AC adapter.
		Disconnect the AC cable from the scanner, wait at least 10 seconds, then reattach the cable and turn the power back on again. If the problem persists, contact your FUJITSU scanner dealer or an authorized FUJITSU scanner service provider.
Scanning does not start.	Has the document been loaded correctly into the ADF paper chute?	Reload the documents into the ADF paper chute.
	Is the ADF completely closed?	Close the top cover completely.
	Does the same problem occur after turning the scanner power off and back on again, and re-logging in?	Disconnect the AC cable from the scanner, wait at least 10 seconds, then reattach the cable and turn the power back on again. If the problem persists, contact your FUJITSU scanner dealer or an authorized FUJITSU scanner service provider.
Even after pressing the top cover [SCAN] button, scanning does not start.	Is the button displayed on the LCD touch panel?	The top cover [SCAN] button can only be used on the following screens. ● "Send e-Mail" screen ● "Send Fax" screen ● "Print" screen ● "Save" screen ● "Scan Viewer" screen ● "Scan Test" screen ● "Message Screen" ● "Scan Count" screen ● Confirmation screen showing the number of scanned sheets
Multifeed errors occur frequently.	Do the documents satisfy the required quality conditions?	Use documents which satisfy the quality conditions. For more details, refer to the "Operator's Guide".
	Has the document been loaded correctly into the ADF paper chute?	Riffle and realign the document stack, then load it back into the ADF paper chute.
	Is the document stack more than 5 mm thick?	Remove sheets from the stack to reduce it to a thickness of 5 mm or less.
	Is the pad assy dirty?	Clean the pad assy. For more details, refer to the "Operator's Guide".
	Is the pad assy worn out?	Replace the pad assy. For more details, refer to the "Operator's Guide".
Paper is not fed into the scanner. (Pick errors are frequent or document feed stops midway)	Do the documents satisfy the required quality conditions?	Use documents which satisfy the quality conditions. For more details, refer to the "Operator's Guide".
	Is the pick roller dirty?	Clean the pick roller. For more details, refer to the "Operator's Guide".
	Is the pick roller worn out?	Replace the pick roller. For more details, refer to the "Operator's Guide".
	Is there any foreign matter in the document feed path?	Clean the document feed path.
Scanned data is elongated.	Are the feed rollers dirty?	Clean the feed rollers. For more details, refer to the "Operator's Guide".
Shadow on the leading edge of the scanned data.	Are the feed rollers dirty?	Clean the feed rollers. For more details, refer to the "Operator's Guide".
Vertical line on the scanned data.	Are the glass scanner windows dirty?	Clean the glass scanner windows. For more details, refer to the "Operator's Guide".
Scanned data appears skewed or distorted.	Has the document been loaded correctly?	Load the document correctly.

Problem	Check Item	Suggestion
Quality of scanned data is poor.	Are the glass scanner windows dirty?	Clean the glass scanner windows.
Cannot login with administrator password.	Was the Caps Lock on when the password was entered?	Turn off the Caps Lock and try logging in again. If the password has been lost or forgotten, contact your FUJITSU scanner dealer or an authorized FUJITSU scanner service provider.
The "Keyboard error or not keyboard present" message is shown on the screen, the scanner does not startup.	After turning the scanner off, was the power turned back on again immediately?	Disconnect the AC cable from the scanner, wait at least 10 seconds, then reattach the cable and turn the power back on again. If the problem persists, contact your FUJITSU scanner dealer or an authorized FUJITSU scanner service provider.
Input field entry entered via the key-board does not appear on the screen.	Has the input field been selected?	Select the input field and try again.
		Press the [Cancel] button and try again.
		To use the LCD touch panel, touch the input field directly and try again
Saving is not possible after pressing [Save] on the "File Download" dialog box.	Does the length of the "Save As" folder path (folder path plus file name) exceed 259 characters?	Select a "Save As" folder that respects the limit.
Status screen stops at "Printing scan data to...".	Is there enough free space in the drive on which the spool folder for the print server exists.	Make sure that there is enough space in the drive.
No response from pressing tab or enter key after a file download operation has been selected via the network interface or the download process does not start.	Has the [Download], [Get CSV] or [Backup] button been selected?	Try pressing a different tab or button on the screen.
An error occurs when installing an Admin Tool.	Is an Admin Tool of another lan-guage already installed?	Uninstall the existing Admin Tool, and try again.
The login screen is not displayed when connecting via the network.	Are the SSL settings correct?	Close the screen, correct the settings, and try con-necting again.
	Was the [Yes] button selected on the "Security Warning" dialog box when connecting with HTTPS?	Close the screen and try connecting again. Select the [Yes] button on the "Security Warning" dialog box when connecting.

■ Contact for Inquires

If a solution to your problem cannot be found in the above troubleshooting list, refer to the following web page:
http://imagescanner.fujitsu.com/g-support.html
If the solution to your problem cannot be found on the above web page, refer to the contact information for your Fujitsu office on the following web page:
http://imagescanner.fujitsu.com/warranty.html

■ Contact for Purchasing the Consumable, Cleaning Materials

http://imagescanner.fujitsu.com/g-support.html

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LEADTOOLS for .NET

WinPcap

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WinDump

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Secure iNetSuite

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Getting Started

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