

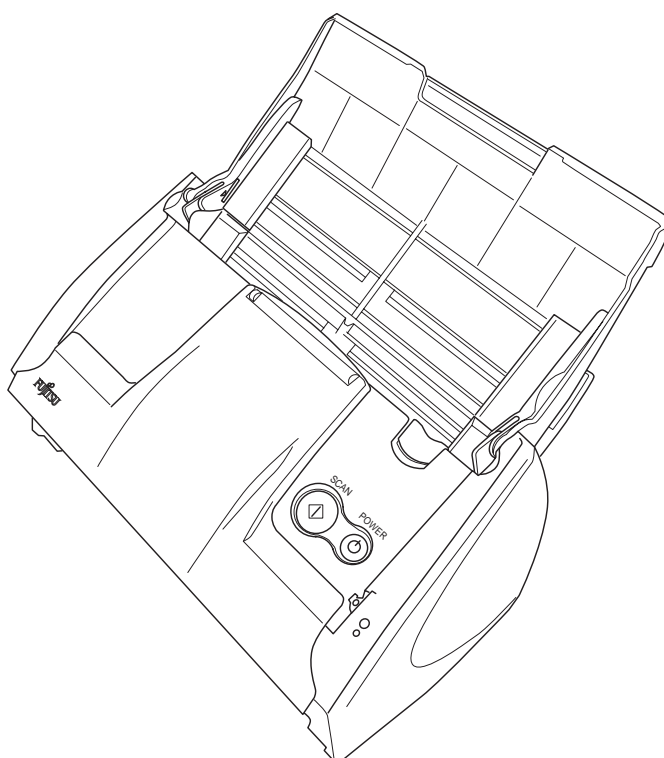
P3PC-1522-01ENZ0

Color Image Scanner

ScanSnap

S500

Operator's Guide



FUJITSU

Introduction



Thank you for purchasing the ScanSnap S500 Color Image Scanner product. ScanSnap S500 comes with a color image scanner and office applications. It is a complete Office Solution designed to improve your productivity and to solve your office scanning problems. ScanSnap product has the following features.

■ **Just pressing the Scanner button allows you to turn images on paper into PDFs!**

You can turn the documents that clutter up your desktop into PDFs, and manage and archive them on your computer. You can use the Adobe® Acrobat® software packaged with this scanner to display these PDF documents.

ScanSnap product can also automatically recognize the type of document, color or black & white, so scanned image files can be made smaller when scanning documents containing a mixture of color and black & white pages. You can also have the scanner automatically remove blank pages in documents in order to reduce the size of files even more.

■ **Effortless scanning!**

Double-sided color documents A4 or Letter in size can be scanned at a speed of about 18 sheets/minute (when Scan mode is set to Normal, Color mode is set to Auto, and Compression rate is set to 3). (*1)

■ **Small desktop footprint!**

Smaller than a sheet of A4 or letter paper in size, ScanSnap scanner can be left on your desk all the time.

■ **Business cards easily filed!**

Business cards can be easily filed and searched for using the OCR function by using the "CardMinder™" software supplied with the scanner.

(*1) -Depending on the document, scanning speed may become slower in "B&W" (Black&White) mode (due to process for converting data scanned in color to monochrome data).

Example: Scanning color brochures in "B&W" mode

-When either of "Automatic size and skew detection", or "Automatic image rotation" is enabled, scanning speed may become slower.

(*) ScanSnap S500 does not support TWAIN and ISIS standards.

This document describes how to handle ScanSnap S500 and basic operation methods. Before you start using ScanSnap S500 be sure to thoroughly read this manual to ensure correct use. ScanSnap S500 is referred to as ScanSnap hereafter in this document.

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■ 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.



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



- 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 3 meters (10 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 bruits radioélectriques dépassant les limites applicables aux appareils numériques de la classe B prescrites dans le Règlement sur le brouillage radioélectrique dicté 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 S500 wird folgendes bescheinigt:

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

International ENERGY STAR® Program

As an ENERGY STAR® Partner, PFU LIMITED has determined that this product meets the ENERGY STAR® guidelines for energy efficiency.

The International ENERGY STAR® Office Equipment Program is an international program that promotes energy saving through the penetration of energy efficient computers and other office equipment. The program backs the development and dissemination of products with functions that effectively reduce energy consumption. It is an open system in which business proprietors can participate voluntarily. The targeted products are office equipment such as computers, monitors, printers, facsimiles, copiers, scanners, and multifunction devices. Their standards and logos are uniform among participating nations.



■ Note, Liability

READ ALL OF THIS MANUAL CAREFULLY BEFORE USING THIS PRODUCT. IF THIS PRODUCT IS NOT USED CORRECTLY, UNEXPECTED INJURY MAY BE CAUSED TO USERS OR BYSTANDERS.

While all efforts have been made to ensure the accuracy of all information in this manual, PFU assumes no liability to any party for any damage caused by errors or omissions or by statements of any kind in this manual, its updates or supplements, whether such errors are omissions or statements resulting from negligence, accidents, or any other cause. PFU further assumes no liability arising from the application or use of any product or system described herein; nor any liability for incidental or consequential damages arising from the use of this manual. PFU disclaims all warranties regarding the information contained herein, whether expressed, implied, or statutory.

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.

About the use of mercury



Lamp(s) inside this product contain mercury and must be recycled or disposed of according to local, state, or federal laws.

To avoid unexpected injury, read the following carefully.

Doing the following actions may result in serious personal injuries:

- Do not put the substance in the lamp in your mouth as it contains mercury.
- Do not incinerate, crush, or shred the scanner.
- Do not breathe the chemical liquid contained in the scanner parts.

■ Trademarks

ScanSnap, ScanSnap logo, and CardMinder are the trademarks of PFU LIMITED.
Microsoft, Windows, and Windows NT are registered trademarks of Microsoft Corporation in the United States and/or other countries.
Adobe, the Adobe logo, and Acrobat are either registered trademarks of Adobe Systems Incorporated in the United States and/or other countries.
Other product names are the trademarks or registered trademarks of the respective companies.

ABBYY™ FineReader™ 7.x Engine © ABBYY Software House 2005.
OCR by ABBYY Software House. All rights reserved.
ABBYY, FineReader are trademarks of ABBYY Software House.

How Trademarks Are Indicated In This Manual

ScanSnap:	ScanSnap S500
CardMinder:	CardMinder™ 3.0

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

Windows 98:	Microsoft® Windows® 98 operating system.
Windows Me:	Microsoft® Windows® Millennium Edition operating system.
Windows 2000:	Microsoft® Windows® 2000 Professional operating system.
Windows XP:	Microsoft® Windows® XP Professional operating system, Microsoft® Windows® XP Home Edition operating system.

Where there is no distinction between the different versions of the above operating system, the general term "Windows" is used.

Adobe Acrobat 7.0: Adobe® Acrobat® 7.0 Standard.

Where there is no distinction between the different versions of the above application, the general term "Adobe Acrobat" is used.

ABBYY FineReader: ABBYY™ FineReader™ for ScanSnap.

Manufacturer

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■ Safety Precautions

This manual describes important details for ensuring the safe and correct use of this product. Thoroughly read this manual before you start to use this product. In particular, be sure to read and fully understand the Safety Precautions described in this manual before you use this product.

Also, store this manual in a safe place so that it can be easily referred to during use of this product.

Warning Indications Used In This Manual

This manual uses the following indications to ensure safe and correct use of this product, and to prevent possible danger and injury to the operator and other persons.



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



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

This manual uses the following symbols in explanations in addition to warning indications.



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



This symbol alerts operators to helpful advice regarding operation.



This symbol shows operation with your computer.



This symbol shows operation with your scanner.



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.

About the Warning Label

This product carries the following label warning.



The surrounding area where this warning label is affixed can become very hot. Please take serious caution as the heat can cause burns.



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 screen differs from the screen examples in this manual, operate by following the screen while referring to the User's Manual of the scanner.

Furthermore, the screenshots in this manual are for the ScanSnap Manager and the CardMinder application.

The screen examples in this manual are created according to Microsoft Corporation's Guideline.

About Maintenance

The user must not perform repairs on this scanner.

Contact the store where you purchased the scanner or an authorized FUJITSU Image Scanner service provider to make for repairs to this product.



The following describes important warnings described in this manual.

Do not touch the AC cable with wet hands.



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

Do not damage the AC cable.



A damaged AC cable may cause fire or electric shock.

Do not place heavy objects on AC cables, or pull, bend, twist, heat, damage or modify AC cables.

Do not use damaged AC cables or power plugs, and AC cables or power plugs when the wall socket is loose.

Use only specified AC cable, AC adapter and connector cables



Use only specified AC cables and connector cables. Failure to use the correct cables might cause electric shock and equipment failure.

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.

Also, do not connect to multiple-power strips.

Wipe any dust from the power plug.



Wipe off any dust from 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 in locations subject to 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.

Do not use the scanner if you smell 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 the smoking has stopped, and then contact the store where you bought the scanner or an authorized FUJITSU scanner service provider.

Turn the scanner OFF if it is damaged.



If the scanner is damaged for any reason, turn off the scanner and unplug the power cable before contacting the store where you purchased the scanner.

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 the store where you bought the scanner or the Maintenance Service Center.



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 fire or electric shock.



The following illustrates important cautions described in this manual.

Do not install the scanner on unstable surfaces.



Install the scanner on a flat, level surface. Make sure none of the scanner parts protrude outside the desktop. Make sure that the scanner is installed on a flat, level surface.



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.

Firmly insert the power plug.



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

Do not block the ventilation ports.



Do not block the ventilation ports. Blocking the ventilation ports generates heat inside of scanner, which may results 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 top surface of the scanner for performing other work. Improper installation might cause injuries.

Before moving the scanner, unplug the power cord from the electrical outlet.



Do not move the scanner with the power and interface cables connected as this might damage the cables, causing fire, electric shock or injuries.

Before moving the scanner, be sure to disconnect the power plug from the power outlet, and disconnect data cables. Also, make sure that the floor is free of 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 from static electricity as this might cause the scanner to malfunction.

Do not use aerosol sprays near the scanner.



Do not use aerosol sprays to clean the scanner. Aerosol sprays cause dirt and dust to enter the scanner, resulting scanner failure and malfunction.

Avoid any contact when scanner is in use.



Avoid touching any scanner mechanism when scanning as this may cause injuries.

Unplug the power cord from the electrical outlet when the scanner is not used for a long period of time.



For your safety, unplug the power cord from the electrical outlet when the scanner is not used for a long period of time.

Do not install the scanner in direct sunlight.



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

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. This may cause condensation, which might lead to scanning errors. Let the device dry about one or two hours before you use it.

Be careful not to cut yourself



When handling paper or the Carrier Sheet, be careful not to cut yourself by the paper or the Carrier Sheet.

Chapter 1

Before You Start Using Your Scanner

1

This chapter describes the necessary preparations before using ScanSnap.

1.1 Checking the Contents of the Scanner Package	2
1.2 Names and Functions of Parts	3

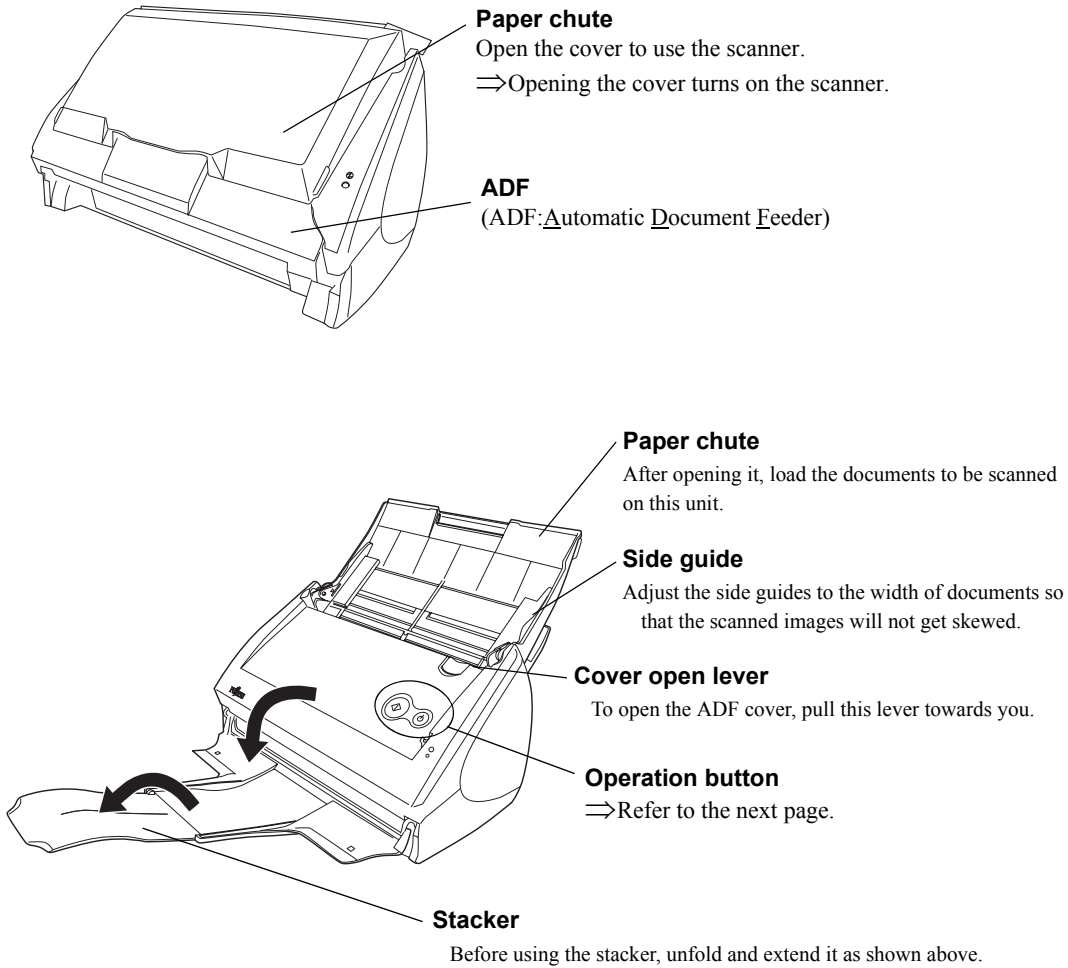
1.1 Checking the Contents of the Scanner Package

When you unpack the scanner package, make sure that the package contains all the parts on the list included in the package.

1.2 Names and Functions of Parts

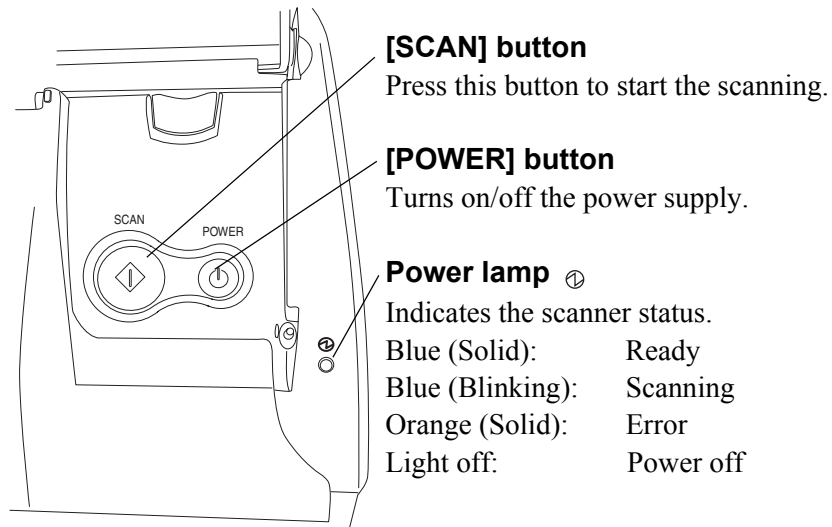
This section describes the names of parts and their functions.

■ Front Side

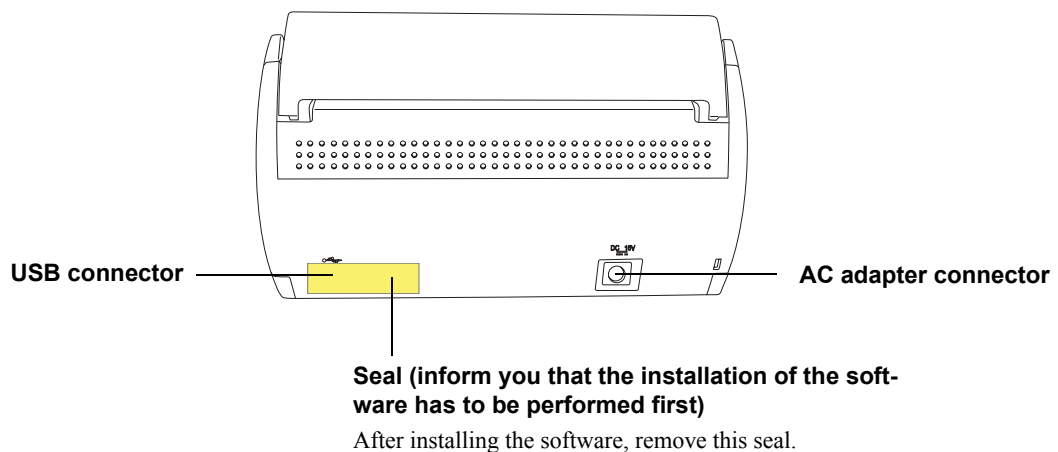


You can also use the scanner without the Stacker.

■ Operation Button



■ Rear Side



Chapter 2

Connecting ScanSnap

2

This chapter describes how to connect ScanSnap to your personal computer. Before you connect the ScanSnap scanner, install the supplied programs (Adobe Acrobat, ScanSnap Manager, ScanSnap Organizer and CardMinder) on your personal computer.



- Install ScanSnap Manager before connecting ScanSnap scanner to your personal computer.
If you connect ScanSnap before installing the ScanSnap Manager, ScanSnap will not operate correctly.
- If you have connected ScanSnap beforehand, the "Found New Hardware Wizard" (this screen might differ slightly according to the used operating system of your computer) screen appears. If this screen is displayed, click the [Cancel] button to close the Wizard screen and install ScanSnap Manager first.
- ScanSnap S500 cannot be connected to a personal computer with ScanSnap fi-4110EOX2, ScanSnap fi-5110EOX Series, or another S500.
- If any driver of the ScanSnap fi-4110EOX2 or ScanSnap fi-5110EOX Series has already been installed on your computer, uninstall it before starting the installation.



ScanSnap Manager includes the driver software for ScanSnap fi-4110EOX3 and ScanSnap fi-5110EOX Series. If you already have any of these products; ScanSnap S500 (this product), ScanSnap fi-4110EOX3, ScanSnap fi-5110EOX, or ScanSnap fi-5110EOX2, you can connect one of them to your personal computer and use it.
In addition, available functions vary depending on the model name. For further information, refer to Operator's Guide supplied with respective scanners



For details about the space required for installing the scanner, refer to the Appendix, under "Appendix C Installation Specifications" (page 171).

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2.2 Connecting ScanSnap to your PC.....	22
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2.1 Installing ScanSnap

"Installation" is the operation of copying the program files supplied with ScanSnap to the hard disk of your personal computer, and creating the environment for using ScanSnap on the personal computer installed with the ScanSnap program files.

■ Before Installing ScanSnap

Before installing ScanSnap, perform the following preparation.

1. Check your system.

The system requirements for ScanSnap are as follows:

■ Operating system

One of the following OSs is required:

- Windows 98
- Windows Me
- Windows 2000
- Windows XP (Service Pack 1 or later)

	Windows 98	Windows 98 (2nd Edition)	Windows Me	Windows 2000	Windows XP
ScanSnap Manager	✓	✓	✓	✓	✓
ScanSnap Organizer	✓	✓	✓	✓	✓
CardMinder	✓	✓	✓	✓	✓
Adobe Acrobat 7.0				✓*1	✓
ABBYY FineReader	✓	✓	✓	✓	✓

*1: Compatible with Service Pack 2

■ Personal computer

- Intel® Pentium® III 600MHz or higher (recommended: Intel® Pentium® 4 1.8GHz or higher)
- CD-ROM drive (required for installation)
- USB port (USB 2.0/1.1)

■ RAM

- 128MB or more (recommended: 256MB or more)



- ScanSnap may not function if it is connected to the USB ports for the keyboard or monitor.
- If you are using a commercially available USB hub, use a type equipped with an AC adapter.
- If you connect the scanner with USB 2.0, it is required that the USB port and the hub are compliant with USB 2.0. The scanning speed may slow down when you connect the scanner with USB 1.1. If your computer has the USB 2.0 compatible port, use it.
Refer to the following list for USB 2.0 support.
- If the CPU and the memory do not meet the required specification, the scanning speed will slow down.



■ Free disk space

- | | |
|----------------------|------------|
| • ScanSnap Manager | 160 Mbytes |
| • ScanSnap Organizer | 200 Mbytes |
| • CardMinder | 140 Mbytes |
| • Adobe Acrobat 7.0 | 450 Mbytes |
| • ABBYY FineReader | 130 Mbytes |

■ USB 2.0 support

	Windows 98	Windows 98 (2nd Edition)	Windows Me	Windows 2000	Windows XP
On-board PC interface				✓	✓
Expansion card interfaces			✓	✓	✓

* USB 2.0 driver supplied by Microsoft Corporation is required for the usage of the above.

2. Make sure that ScanSnap is disconnected from your personal computer.
3. Start up your personal computer.
When using Windows 2000 or Windows XP, log on as a user with "Administrator" privileges (computer administrator privileges when using Microsoft Windows XP Home Edition operation system)
4. Close all currently running programs.

■ Installing Adobe Acrobat

Install Adobe Acrobat using the following procedure from the "Adobe Acrobat 7.0 CD-ROM" supplied with the scanner.



"Adobe Acrobat 7.0 Standard" system requirements:

- OS: Windows 2000 (Service Pack 2 or later).
Windows XP Professional or Home Edition.

- Internet Explorer 5.5 or later

- Screen Resolution: 800 x 600 or higher

* Note: Adobe Acrobat 7.0 is not supported by Windows 98 and Windows Me. If you are using one of these OS, install Adobe® Acrobat® Reader™ following the instructions in the hint below.

* For further details, please visit Adobe Website at:
<http://www.adobe.com>



Adobe Acrobat is required for displaying the "ScanSnap S500 Operator's Guide", "ScanSnap Organizer User's Guide", and "CardMinder User's Guide." Adobe Acrobat can also be linked to ScanSnap for displaying the scanned images on the Acrobat window.

* You do not have to install Adobe Acrobat if it is already installed on your personal computer.

⇒ Proceed to "Installing Supplied Programs" (page 15).

<For Windows 98 / Windows Me>

Adobe Acrobat 7.0 is not supported by Windows 98 and Windows Me. To display a PDF file (e.g. instruction manual and/or a scanned image), install

Adobe® Acrobat® Reader™ by following the instructions.

1. Insert the Setup CD into the CD-ROM drive.
2. Right-click the Start button and select Explore.
3. Double-click the icon [ar505enu.exe] which is located under [AcroRead] in the CD.
4. Install the application by following the instructions on the Setup screen.

* Note that it is not possible to edit scanned images with Adobe® Acrobat® Reader™.





Prepare the Adobe Acrobat 7.0 CD.



Adobe Acrobat 7.0 is not supported by Windows 98 and Windows Me.

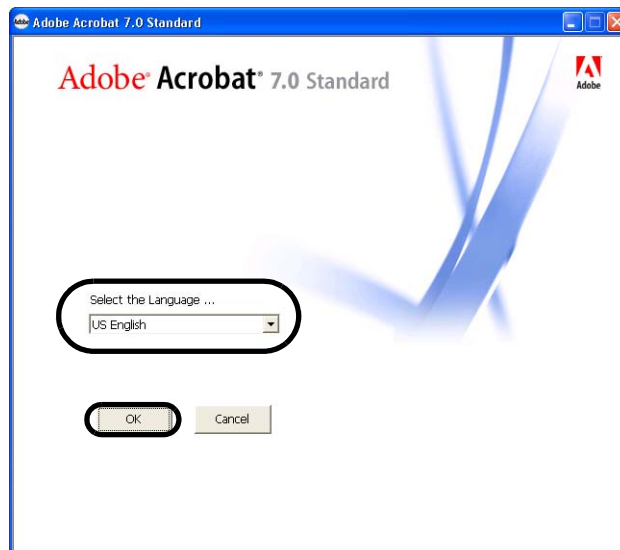
1. Insert the "Adobe Acrobat 7.0 CD" into the CD-ROM drive.

⇒ The "Adobe Acrobat 7.0 Standard - Setup" window appears.



This window is not displayed automatically when the "Auto play" setting of your computer is deactivated. In this case, run "**AutoPlay.exe**" of this CD directly using the "Explore" or "My computer."

2. Select the language and Click [OK] button.



3. Select "Install Adobe Acrobat 7.0 Standard."



4. Follow the instructions to install the software.



Select "How to install" on the "Adobe Acrobat 7.0 Standard" window to learn more about the Adobe Acrobat 7.0 installation.

Refer to "**Adobe Acrobat Help**" about how to use Adobe Acrobat 7.0.

■ Installing ABBYY FineReader

Install ABBYY FineReader by using the following procedure from the "ABBYY FineReader CD" supplied with the scanner.



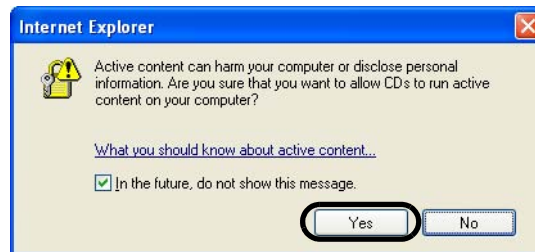
Prepare the ABBYY FineReader CD.

1. Insert the ABBYY FineReader CD into the CD-ROM drive.

⇒ The "ABBYY FineReader for ScanSnap" screen appears.

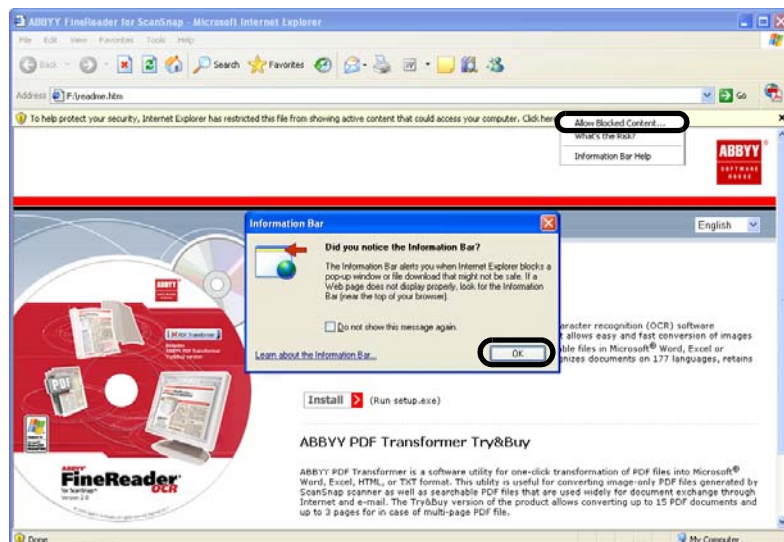


- If Windows Service Pack 2 is installed in your computer, you may see the following window when inserting the CD described above. Click the [Yes] button to show the "ABBYY FineReader for ScanSnap" screen.

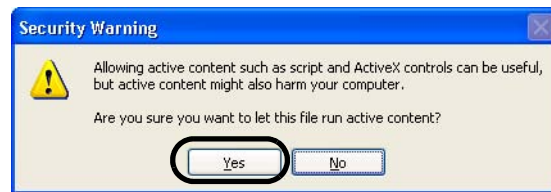


If the [In the future, do not show this message.] checkbox is marked, you will not see this window when inserting a CD that attempts to connect to Microsoft Internet Explorer in the future.

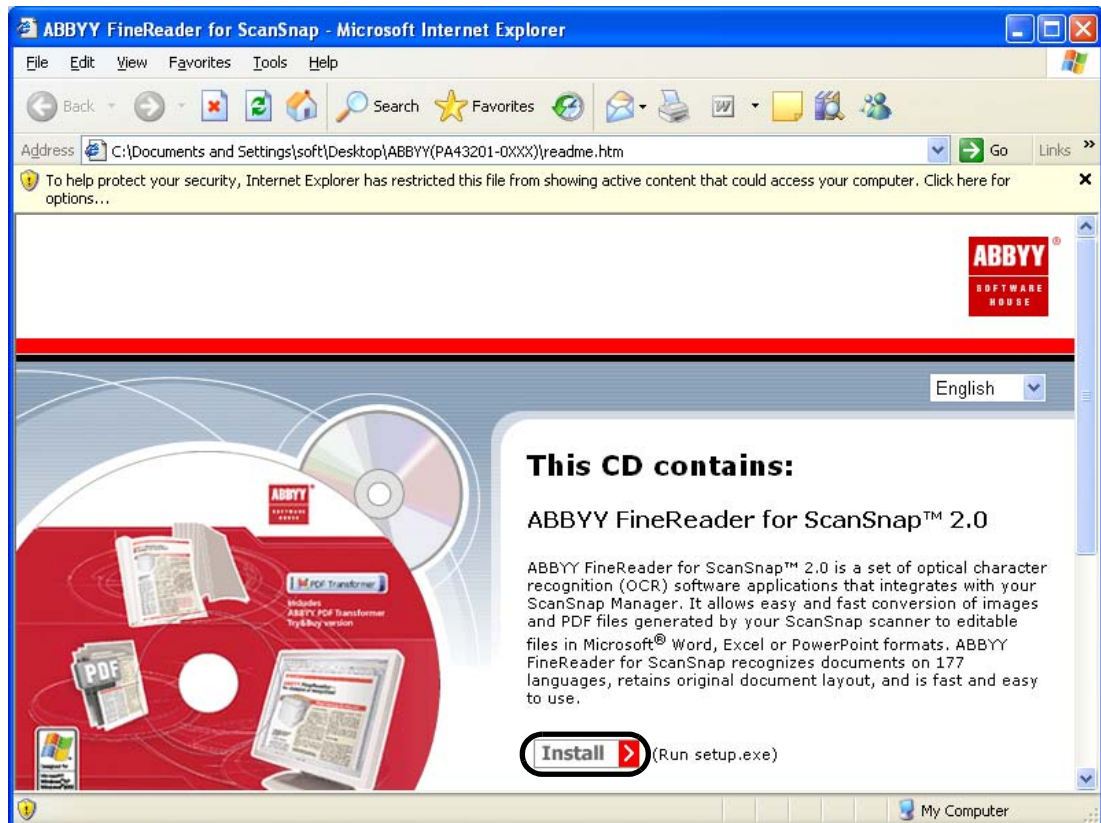
- You may see [Information Bar] instead of the one above. If so, first, click the [OK] button and then the yellow part with a warning for options. Next, select [Allow Blocked Content] from the menu.



Finally, click the [Yes] button on the [Security Warning] dialog to proceed.

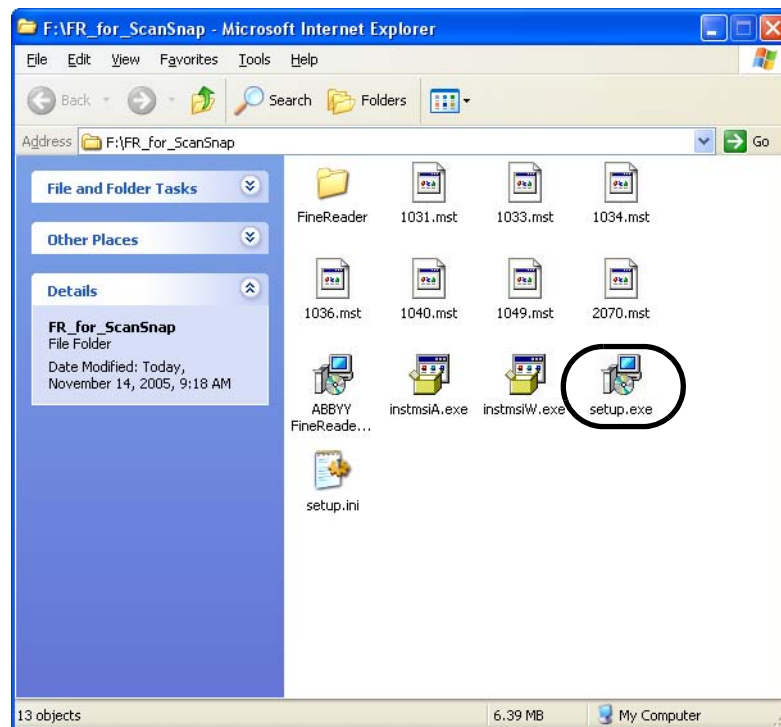


2. Click [Install>] to proceed with installation.



⇒ The file folder containing the setup.exe file appears.

3. Double-click the [Setup.exe] icon.



4. Select the language for this installation and click [OK].



⇒ The InstallShield Wizard for ABBYY FineReader for ScanSnap appears.

⇒ Follow the instructions to install the software.



Select [Start] -> [All Programs] -> [ABBYY FineReader for ScanSnap™ 2.0] -> [User's Guide] to learn more about the ABBYY FineReader installation. Refer to "**ABBYY FineReader for ScanSnap Help**" about how to use ABBYY FineReader.

■ Installing Supplied Programs

Install the supplied programs (ScanSnap Manager, ScanSnap Organizer, CardMinder) for ScanSnap from the "Setup CD" supplied with the scanner.



1. Insert the scanner Setup CD into the CD-ROM drive.

⇒ The "ScanSnap Installer" starts up and then the "ScanSnap Setup" dialog box is displayed.



If the "ScanSnap Setup" dialog box is not displayed even after inserting the Setup CD into the CD-ROM drive, double-click the "Setup.exe" icon in the folder of the used CD-ROM drive by using Explore.

2. Click the [Readme] button in the "ScanSnap Setup" window.

This item describes the precautions when installing or uninstalling ScanSnap, as well as the structure of the files on the Setup CD, and other information.



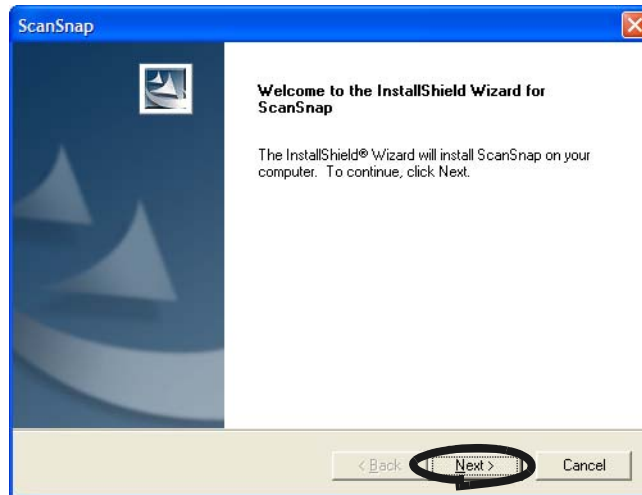
⇒ When you finished reading the Readme file, close the screen.

3. Click the [Install Products] button in the "ScanSnap Setup" dialog box.



⇒ The "Welcome to the InstallShield Wizard for ScanSnap" screen is displayed.

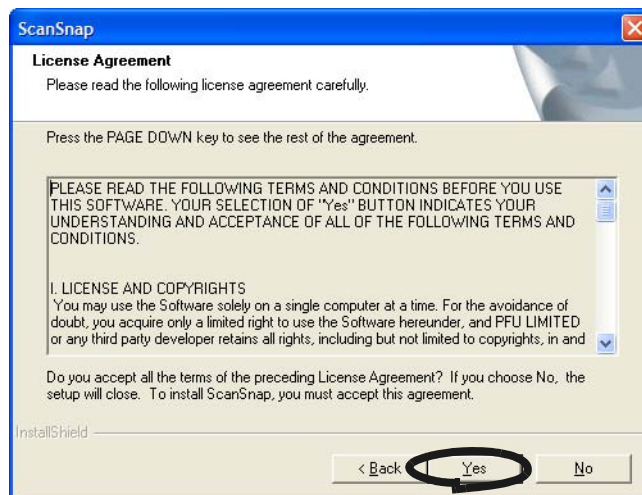
- Click the [Next] button in "Welcome to the InstallShield Wizard for the ScanSnap"



⇒ The "License Agreement" screen is displayed.

- Read the details of the "License Agreement." If you agree with them, click the [Yes] button.

If you do not accept the terms, click the [No] button. This will abort the installation.

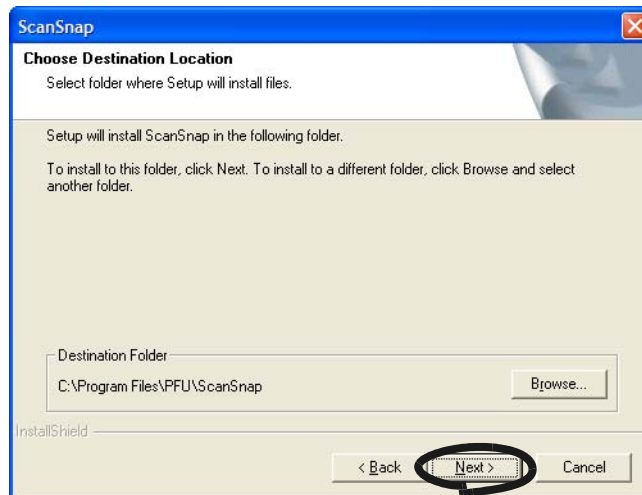


⇒ When you click the [Yes] button, the "Choose Destination Location" screen is displayed.

6. In the "Choose Destination Location" screen, choose the installation directory and click the [Next] button.

To install ScanSnap in the default folder, click the [Next] button.

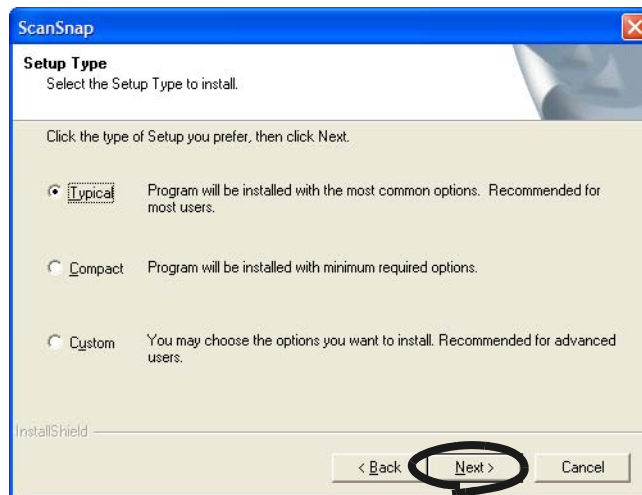
Normally, there is no need to change the folder in the installation directory. Change the installation directory if there is not enough free disk space available for the selected drive. To change the installation folder, click the [Browse] button. The "Select Directory" dialog box is displayed. Select the folder to install ScanSnap.



⇒ The "Setup Type" screen is displayed.

7. Select an installation option and click [Next] button.

Select [Typical] for ordinary use.



⇒ This displays the "ScanSnap Manager Setting 1" screen.



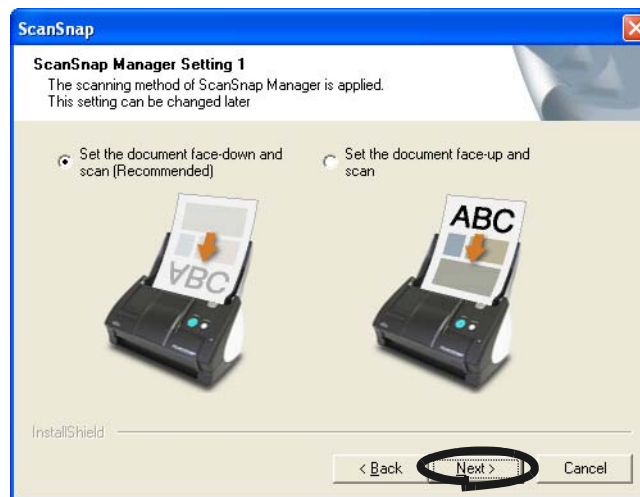
Depending on the selected item, the following programs are installed.

- Typical
"ScanSnap Manager", "ScanSnap Organizer" and "CardMinder" are installed including their manuals.
- Compact
"ScanSnap Manager" is installed including its manual.
- Custom
You can select the software and the manuals to install.

8. In the "ScanSnap Manager Setting 1" screen, specify the document loading method, and click the "Next" button.

To load the document face down and upside down on the scanner, check the left radio button.

To load the document face up on the scanner, check the right radio button.



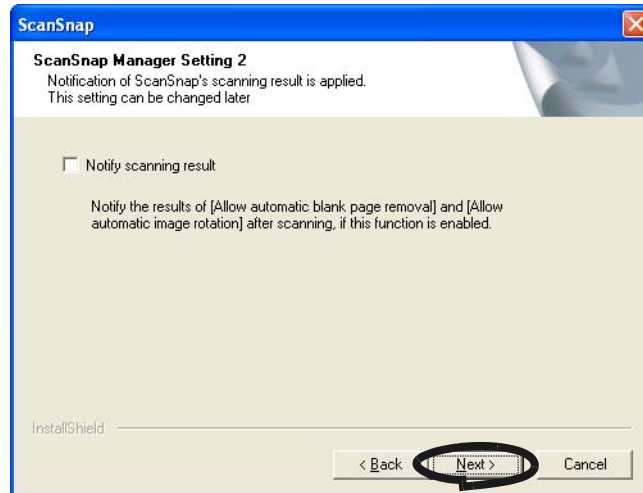
⇒ The next "ScanSnap Manager Setting 2" screen appears.




- You can change this setting after installation.
Refer to "- Set the documents with its face up" (page 67)" in the section "3.4 Changing Scan Settings" for more details.
- This screen will not appear when reinstalling the program. The settings before the reinstallation remain.

9. In the "ScanSnap Manager Setting 2" screen, mark the "Notify scanning result" checkbox to notify you of scanning results after scanning, and then click the [Next] button.

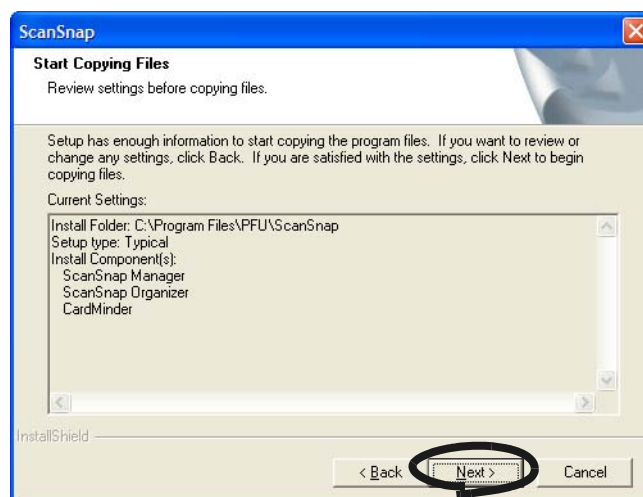
If the checkbox is marked, the notification screen showing will show the details about the status of blank page removal and image rotation.



⇒ This displays the "Start Copying Files" screen.

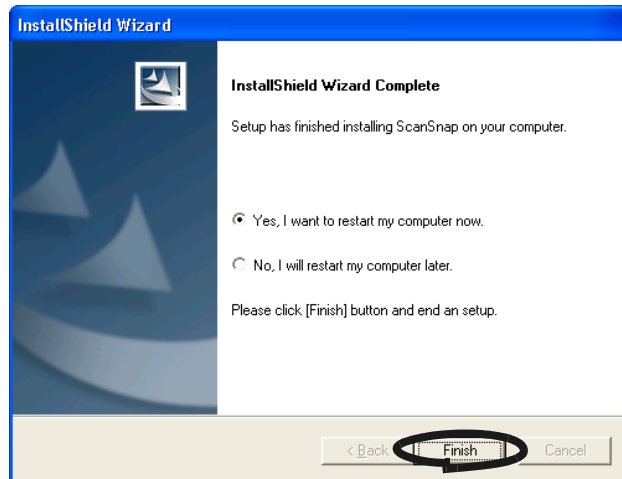
- 
- You can change this setting after installation. Refer to "3.4 Changing Scan Settings" (page. 53) for more details.
 - This screen will not appear when reinstalling the program. The settings before the reinstallation remain.

10. In the "Start Copying Files" screen, check the files that will be installed and click the [Next] button.



⇒ This starts the installation of the programs supplied with ScanSnap. After the installation is finished, the "InstallShield Wizard Complete" screen will be displayed.

11. In the "InstallShield Wizard Complete" screen, click the [Finish] button.



⇒ Select "Yes, I want to restart my computer now" to restart your personal computer.

⇒ Sselect "No, I will restart my computer later." to finish the installation. The "ScanSnap Setup" dialog box appears; click the [Exit] button to close the "ScanSnap Setup" dialog box.

(To complete the installation, you have to restart your personal computer.)




- To display the "ScanSnap S500 Operator's Guide", "ScanSnap Organizer User's Guide", and "CardMinder User's Guide, " Adobe Acrobat or Adobe® Acrobat® Reader™ is required. If this software is not installed on your personal computer, install Acrobat 7.0 from the "Adobe Acrobat 7.0 CD" supplied with the scanner.
- For uninstalling these programs, refer to "Appendix B Uninstalling ScanSnap" on page.169.

2.2 Connecting ScanSnap to your PC

Follow the procedure below to connect ScanSnap to your personal computer.

1. Connect ScanSnap to a power outlet using the AC cable.
2. Connect ScanSnap to your personal computer using the USB cable.



- Be sure to connect the AC cable first before connecting the USB cable.
- Be sure to install ScanSnap Manager to your personal computer before connecting ScanSnap to your personal computer. (For details about the installation, refer to "Installing ScanSnap" (page 6)).

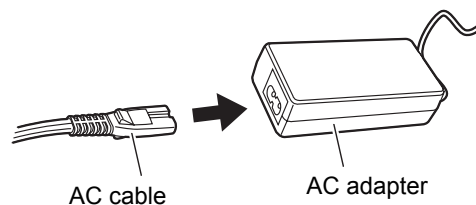
The following describes each of the above two procedures.


■ Connecting the AC Adapter

Connect the power cable as shown below.



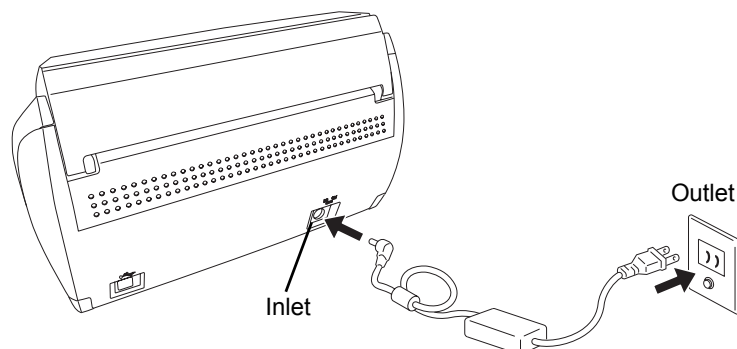
1. Connect the AC cable to the AC adapter.





Do not use cables other than the ones supplied with this product.
Use only specified AC cable and AC adapter.

2. Connect the AC adapter to the AC adapter connector on ScanSnap and to a power outlet.



■ Connecting the USB Cable

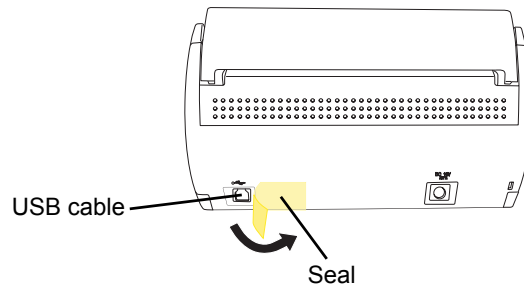
Connect the USB cable as shown below.



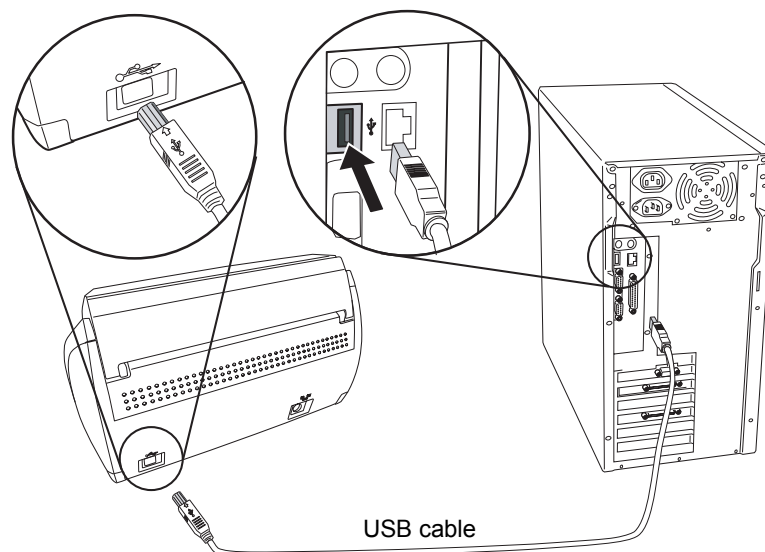
- Use only the USB cable supplied with the Scanner. The operation with a commercially available USB cable is not guaranteed.
- When connecting to a USB hub, be sure to connect the scanner to the hub nearest your personal computer (first stage). If you connect it to a USB hub from the second stage onwards, ScanSnap may not function correctly.
- If you connect the scanner with USB 2.0, it is required that the USB port and the Hub are compliant with USB 2.0. The scanning speed may slow down when you connect the scanner with USB 1.1. If your computer has the USB 2.0 compatible port, use it.



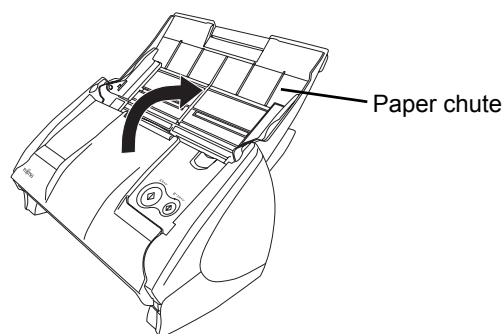
1. Remove the seal on the rear side of ScanSnap scanner.



2. Insert the USB cable into the USB connector of ScanSnap and plug the other end of the cable into the USB port on your personal computer.
Insert firmly the USB-cable as far as it can go into the connector.



3. Open the paper chute of ScanSnap.



⇒ ScanSnap is automatically turned on and detected by your personal computer.



If the scanner is not automatically turned on, push the [POWER] button on the scanner.



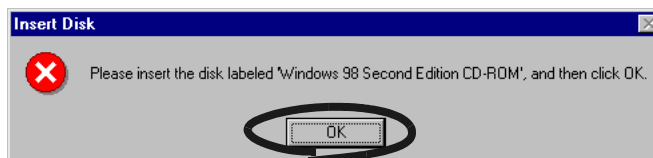
4. ScanSnap is added as new hardware.

How to add hardware varies with the OS running on your computer.

■ For Windows 98

The "Insert Disk" dialog box is displayed.

Insert the Windows 98 CD into the CD drive, and then click the [OK] button.

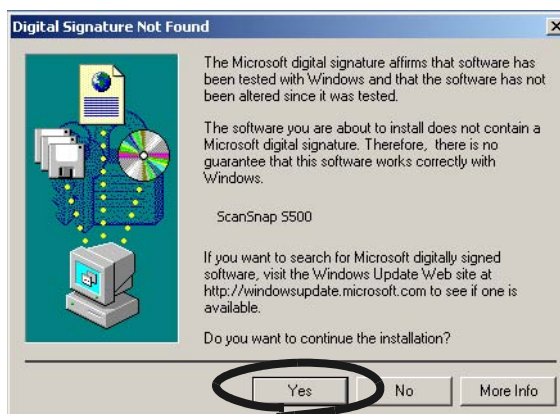


■ For Windows Me

New hardware is automatically added, and processing continues.

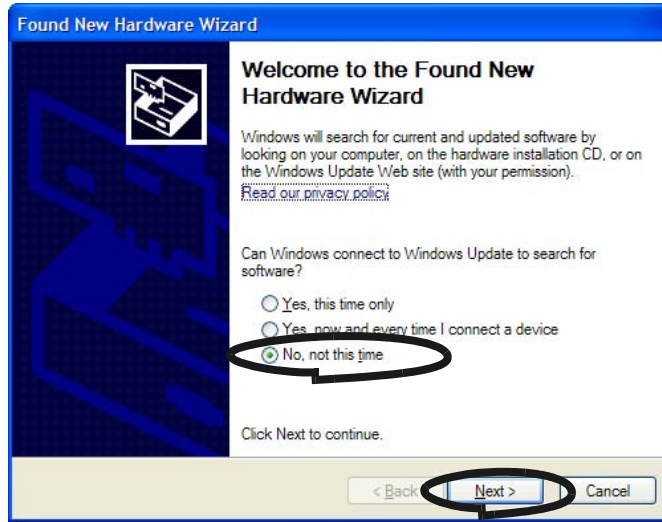
■ For Windows 2000

The "Digital Signature Not Found" dialog box is displayed. Click the [Yes] button.



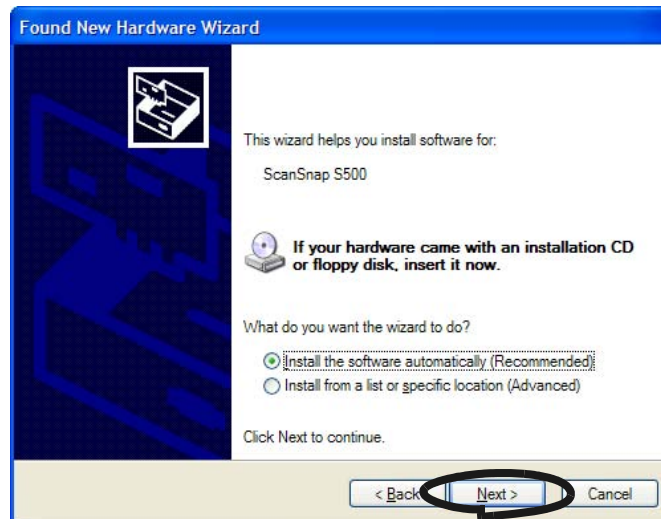
■ For Windows XP

- 1) When the "Found New Hardware Wizard" dialog box is displayed, select "No, not this time" and then click the [Next ->] button.



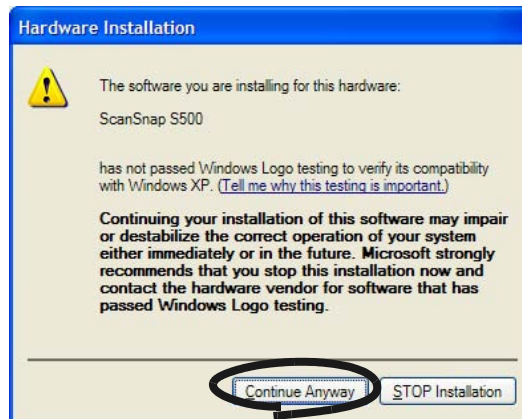
The above windows may not appear unless Windows XP Service Pack 2 is installed.

- 2) Click the [Next] button in the following window.



Although the message "If your hardware came with an installation CD or floppy disk, insert it now." is displayed, you do not need to insert the CD into the CD-ROM drive.

- 3) The "Hardware Installation" dialog box is displayed. Click the [Continue Anyway] button.



- 4) When the "Found New Hardware Wizard" dialog box informing you that the Wizard will end is displayed, click the [Finish] button.

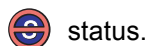


⇒ ScanSnap is added to your personal computer as new hardware.



It may take some time for the "ScanSnap Manager" icon on the taskbar to become ready **S** status.

Push the [POWER] button on the scanner when the icon appears in not-ready



status. When you turn on/off the scanner, wait for five seconds.



When you turn on/off the scanner, press the [POWER] button for longer than one second.

* To prevent unintended operation, the [POWER] button does not work unless it is pressed for longer than one second.





The power supply of this scanner is controlled by performing the following actions:

- Open/close the paper chute on the scanner.
- Turn on/off the personal computer to which the scanner is connected.
- Press the [POWER] button on the scanner (when the paper chute is opened).

Opening /closing the paper chute controls the scanner's power. For example, the scanner will not be turned on even when you have switched on your personal computer if the paper chute is closed.

Generally, you can simply turn on/off the scanner only by opening/closing the paper chute when the scanner is connected to your personal computer.

Chapter 3



Basic Scanner Operations

This chapter describes the basic operations of ScanSnap.

3.1 Flow of Operations	30
3.2 Scanning Different Document Types	36
3.3 Loading Documents	39
3.4 Changing Scan Settings.....	53
3.5 Saving Scan Settings	78
3.6 Changing Carrier Sheet Settings.....	86

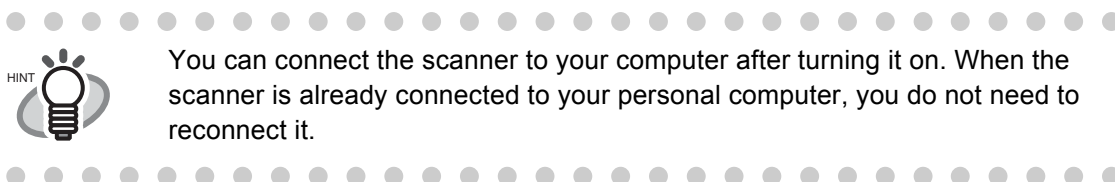
3.1 Flow of Operations

This section describes the flow of operations starting with the scanning of documents on ScanSnap to the saving of scanned images in PDF format.

■ Preparation



1. Make sure that the AC cable is connected to the scanner.
2. Make sure that the scanner is correctly connected to your personal computer.

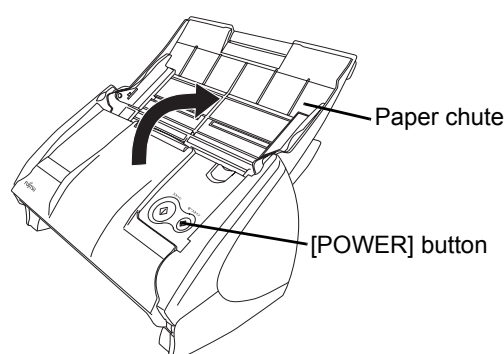




You can connect the scanner to your computer after turning it on. When the scanner is already connected to your personal computer, you do not need to reconnect it.

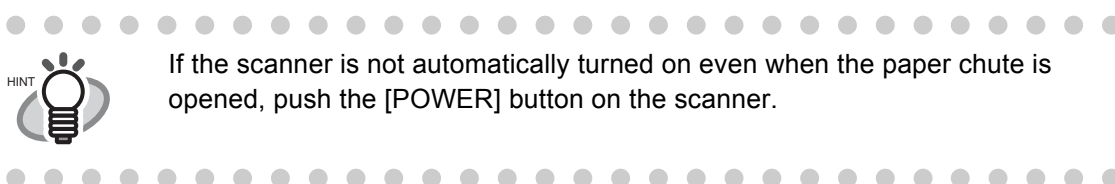
3. Turn on your personal computer.
⇒ The "ScanSnap Manager" icon appears when Windows starts.



4. Open the paper chute.



⇒ The scanner is turned on and the "ScanSnap Manager" icon will change from  to .

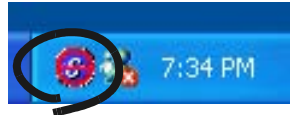


If the scanner is not automatically turned on even when the paper chute is opened, push the [POWER] button on the scanner.

■ Scanning documents



1. Make sure that the "ScanSnap Manager" icon is displayed on the taskbar.



HINT

If the "ScanSnap Manager" icon is not displayed on the taskbar, select [All Programs] -> [ScanSnap Manager] -> [ScanSnap Manager] from the [Start] menu to start up "ScanSnap Manager."

Generally, "ScanSnap Manager" is registered under "Startup" programs, so its icon is displayed on the task tray when Windows starts. If it is not registered under "Startup" programs, select [All Programs] -> [ScanSnap Manager] -> [Startup Register] from [Start] menu to register it.

2. Load the document onto the scanner.

Refer to "3.2 Scanning Different Document Types" (page 36) and "3.3 Loading Documents" (page 39) for more information.

3. Press  ([SCAN] button).

⇒ This starts the scanning.



HINT

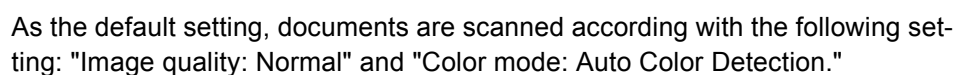
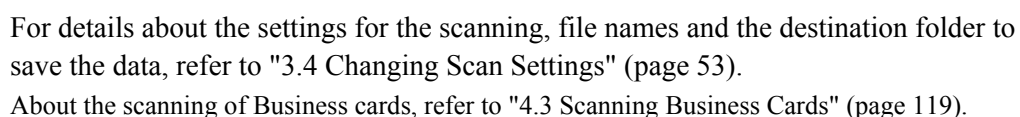
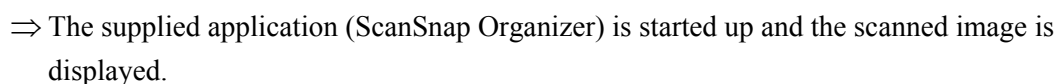
As the default setting, documents are scanned with the "Duplex" mode when you press the [SCAN] button. With "ScanSnap Manager", you can set the scanner to scan documents using "Simplex" mode when pressing the [SCAN] button.



ATTENTION

- Do not connect or disconnect other USB devices during the scanning operation.
- Do not close the paper chute or press the [POWER] button on the scanner during the scanning operation.
- Do not switch the user to log in during the scanning operation.

The following window appears to indicate the scanning status.





- Before scanning documents containing printed or handwritten text, select the "Setting for text only document" checkbox under [Option] on the [Scanning] tab in the "Scan and Save Settings" dialog box. For details, refer to "3.4 Changing Scan Settings" (on page 53).
- The application that is automatically started up after the scanning depends on the setting of the [Application] tab in the "Scan and Save Settings" dialog box. For details, refer to "3.4 Changing Scan Settings" (on page 53).
- Scanned documents can also be saved in an image format (JPEG). In this case, change the document scan settings before scanning the document. For details about changing the document scan settings, refer to "3.4 Changing Scan Settings" (on page 53). The following document scan settings can be changed:
 - Application linked to ScanSnap
 - Folder for saving scanned images
 - File name of scanned images
 - File format for scanned image (*.pdf/*.jpg)
 - Scan mode (draft, high quality, reduce noise of back side image, automatically remove blank pages, adjust skewness, change loading document direction, continue scanning)
 - Size of file for scanned image
 - The compression ratio of scanned images

The scanning scale may vary slightly.

- With Adobe Acrobat 7.0, scanned images (saved as a PDF file) can be processed with the following functions:
 - **Convert a scanned page to searchable text**
From the menu, select [Document] - [Recognize Text Using OCR] - [Start]
In case of using colored images, verify that the image has been scanned in "Better" or "Best" Image quality mode before performing this operation. (refer to page 62)
 - **Reduce PDF file size**
From the menu, select [File] - [Reduce File Size]

For details on how to use the above functions, refer to [Acrobat 7.0 Help].

■ Turning the Scanner ON/OFF

ScanSnap is automatically turned on/off by performing the following actions:

- Turn on/off the personal computer.
- Open/close the paper chute of the scanner.

In general, you do not need to turn on/off the scanner when it is connected to your personal computer.

Turn off your personal computer or close the paper chute.

The lamp on the scanner goes off and the scanner is turned off.

Turn on your personal computer or open the paper chute.

The lamp on the scanner lights up and the scanner is turned on.

To turn off the scanner when the paper chute is opened, press the [POWER] button on the scanner.



When you turn on/off the scanner, press the [POWER] button for longer than one second.

* To prevent unintended operation, the [POWER] button does not work unless it is pressed for longer than one second.



- Depending on your personal computer, the ScanSnap scanner is initialized several times while starting up the personal computer.
- It may take two to three minutes for turning off the lamp on the scanner depending on your personal computer.


* This is related to the specification of the computer, not to malfunction of the scanner.



■ End of Operation

Closing "ScanSnap Manager"



Right-click "ScanSnap Manager" icon  on the taskbar, and select "Exit" from the menu.




"ScanSnap Manager" should be started for operating ScanSnap. To start "ScanSnap Manager", select [All Programs] -> [ScanSnap Manager] -> [ScanSnap Manager].
(*Generally, there is no need to quit "ScanSnap Manager.")



Disconnecting the scanner



1. Close the paper chute to turn off the scanner.
⇒ The "ScanSnap Manager" icon in the taskbar changes from the "Active" icon to the "Inactive"  icon.
2. Disconnect the USB cable from your personal computer.
3. Disconnect the AC cable from the power outlet.



The power of the scanner is controlled by turning on/off of the personal computer or opening/closing of the paper chute. In general, you do not have to turn on/off the scanner when it is connected to your personal computer.



3.2 Scanning Different Document Types

The table below summarizes the types of documents that can be scanned with this scanner.

When scanning documents directly		
Media	Paper commonly used in offices, Post card, Business card	
Weight	52 g/m ² to 127 g/m ² (14 lb to 34 lb)	
Size	Letter (8.5 x 11 in (216 x 279.4 mm)) Legal (8.5 x 14 in (216 x 355.6 mm)) A4 (210 x 297 mm) A5 (148 x 210 mm) A6 (105 x 148 mm) B5 (JIS) (182 x 257 mm) B6 (JIS) (128 x 182 mm) Post card (100 x 148 mm) Business card (90 x 55mm, 55 x 90mm) Custom Width: 50.8 to 216 mm (2 to 8.5 in) Length: 50.8 to 360 mm (2 to 14.17 in)	

When using Carrier Sheet		
Media	Paper commonly used in offices, Post card, Business card, Photograph, Clipping	
Weight	Up to 127 g/m ² (Up to 34 lb) *Fold in two when scanning Up to 63.5 g/m ² (Up to 17 lb)	
Size	A3 (297 x 420 mm) A4 (210 x 297 mm) A5 (148 x 210 mm) A6 (105 x 148 mm) B4 (JIS) (257 x 364 mm) B5 (JIS) (182 x 257 mm) B6 (JIS) (128 x 182 mm) Post card (100 x 148 mm) Business card (90 x 55 mm, 55 x 90 mm) Letter (8.5 x 11 in (216 x 279.4 mm)) 11 x 17 (11 x 17 in (279.4 x 431.8 mm)) Custom Width: 50.8 to 216 mm (2 to 8.5 in) Length: 50.8 to 297 mm (2 to 11.69 in) *For B4, A3 and 11 x 17, fold in two when scanning	



- Documents written or filled with a pencil may be smeared during a scan. It is recommended to use Carrier Sheet. If such documents are scanned without using Carrier Sheet, the rollers get dirty and the paper may not be fed properly. In the case where you scan such documents without using Carrier Sheet, clean the rollers as often as possible. For details refer to "6.2 Cleaning the Scanner Exterior" (page 147).
- Carbonless paper contains chemical substances that may harm the Pad ASSY or rollers (e.g. Pick roller) when documents are fed. Pay attention to the following:
 - Clean the Pad ASSY or rollers as frequently as possible.
 - The service life of the scanner may be shortened compared with the case of scanning woodfree paper.



Do not use the following documents:

- Documents with paper clips or staples (they can be used after the paper clips or staples are removed)
- Documents on which the ink is still wet (they can be used after the paper is completely dry)
- Documents larger than Legal (width: 8.5 in, length: 14 in)
- Documents folded in half larger than 216 x 297 mm (W x L) (8.5 x 11.7 in)
- Materials other than paper such as fabric, metal foil, or transparencies
- Carbon paper
- Thermal paper

If you load the following documents directly on the scanner, the documents may be damaged or may not be scanned successfully.

It is recommended to insert the documents inside the Carrier Sheet to scan.

- Documents smaller than 2 (width) x 2 (length) inches
- Documents thinner than 52 g/m² (14 lb) and thicker than 127 g/m² (34 lb)
- Documents of non-uniform thickness (e.g. envelopes and paper which has another paper pasted on.)
- Wrinkled or curled documents
- Folded or torn documents
- Tracing paper
- Coated paper
- Photographs (printing paper)
- Perforated or punched documents
- Documents that are not square or rectangular
- Documents of non-uniform width
- Carbonless paper

Also, pay attention to the following when you use the Carrier Sheet.



- Use only the Carrier Sheet for ScanSnap.
- Avoid writing, coloring, staining or cutting the black and white pattern part of the Carrier Sheet. Otherwise, the scanner cannot recognize the Carrier Sheet correctly.
- Load the Carrier Sheet one by one on the scanner.
- Do not place the Carrier Sheet upside-down on the scanner. Otherwise, a paper jam may happen, or the Carrier Sheet may be damaged.
- Do not leave a document on the Carrier Sheet for a long period of time. The ink may be transferred onto the Carrier Sheet.
- Do not leave the Carrier Sheet in high-temperature places such as a place facing direct sunlight or near a heating apparatus for a long period of time. Also, do not use the Carrier Sheet under a high-temperature environment. Otherwise, it may warp.
- Do not bend, twist, or pull the Carrier Sheet forcibly.
- Do not use a damaged Carrier Sheet. Otherwise, the scanner may be damaged or malfunction.
- To avoid warping the Carrier Sheet, keep it in a horizontal place where it is not weighed down, if possible.
- Do not rub the edge of the Carrier Sheet with your finger. Otherwise, your finger may get cut.
- If you scan multiple small-size materials such as the picture and post card using Carrier Sheet at one time, a paper jam may occur. It is recommended to put such materials in Carrier Sheet one-by-one for scanning.



3.3 Loading Documents

This section describes how to load documents onto the scanner.

■ How to load documents

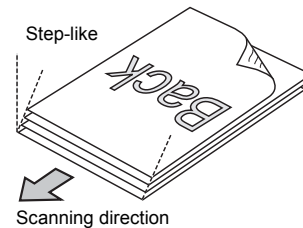
1. Align the edges of the document.

Align the edges of the document as follows:

- 1) Straighten the edges of the document.
Straighten both edges of the document stack for scanning it correctly.
- 2) Check the number of sheets in the document stack.
The maximum number of sheets that can be loaded on the scanner is as follows:
For A4-size paper or smaller, a document stack of 5 mm or less (50 sheets at 64 g/m² or at 17 lb).



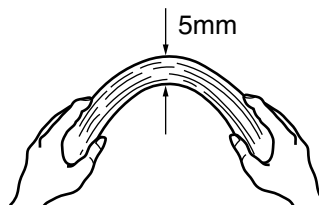
Scanning accuracy increases when the document is loaded onto the scanner so that the leading edges of the papers form a step-like pattern as shown in the figure.



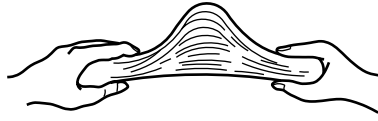
For the option of "Set the documents with its face up" in the setting of the "Scanning" tab in "ScanSnap Manager", load the document with its face up and the bottom edge down.

To prevent paper jams, fan the document as follows:

- 1) Take out the stack of documents of thickness 5 mm or less.
- 2) Hold both ends of the document with both hands, and bend the documents into an arch.



- 3) Firmly holding the document with both hands and bend back the document as follows so that the bent section rises up in the middle of the document.

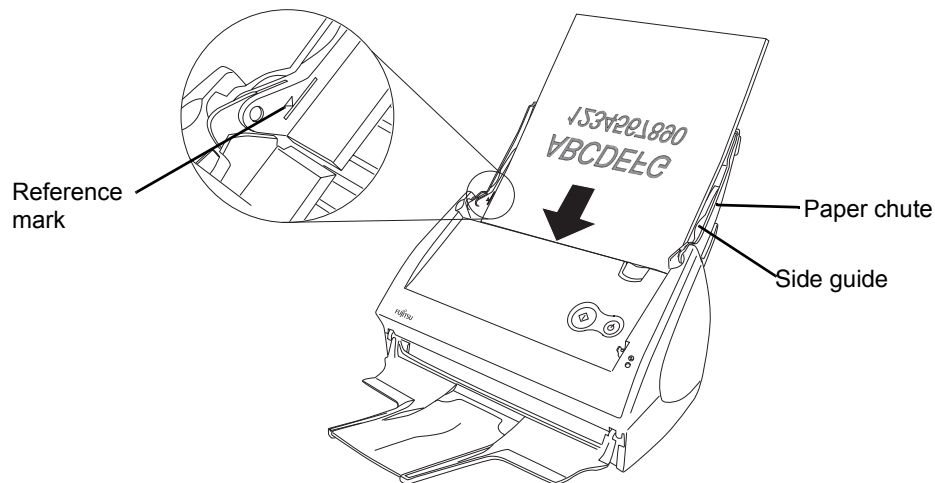


- 4) Repeat steps 1) to 3) a few times.
- 5) Turn the document staple 90 degrees, hold the other two sides of the document, and fan it again.

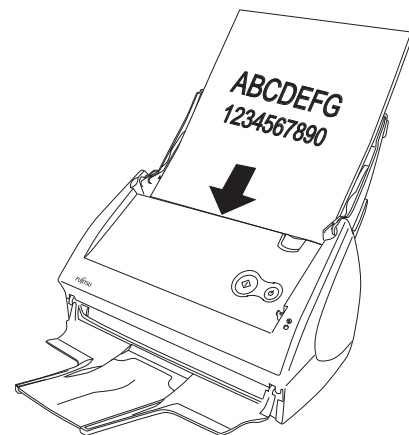
2. Load the document onto the paper chute.

Load the document so that the top side of the two-sided document (in the case of two or more document sheets, the first page) faces towards the paper chute.

Reduce the quantity of the documents, when the thickness of stack exceeds the reference marks on the side guides.

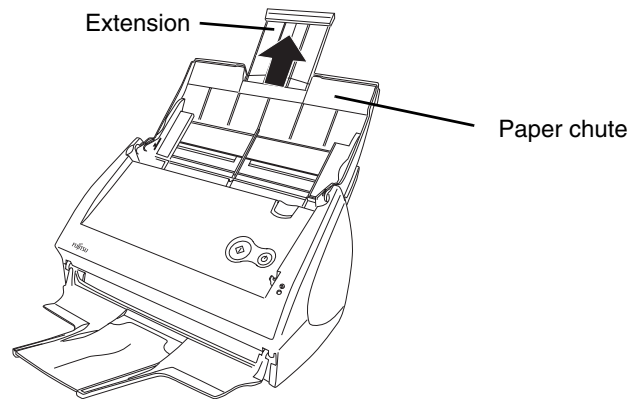


If the checkbox for [Set the documents with its face up] of [Scanning] - [Options] in the "Scan and Save Settings" window of ScanSnap Manager is selected, set the front of the document with the top edge face-up.



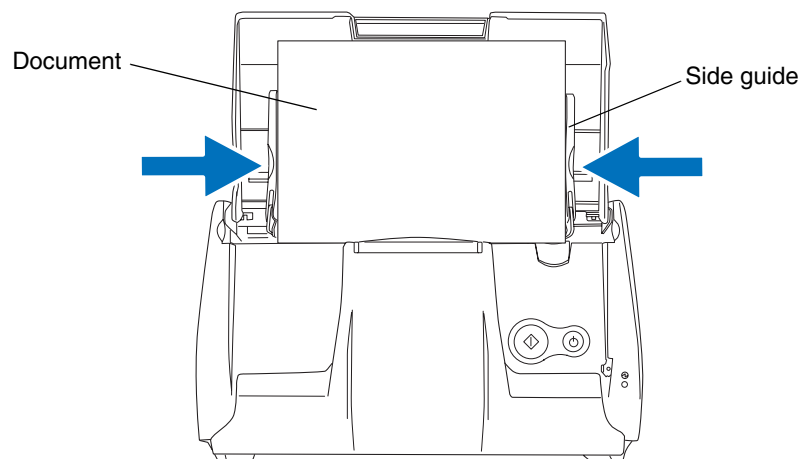


Before loading long-sized documents, first pull out the extension of the paper chute.



3. Adjust the side guides to the document width.

Move the side guides so that there is no space between the document edges and the side guides. If there is a space between the document edges and the guides, the scanned images may be skewed.

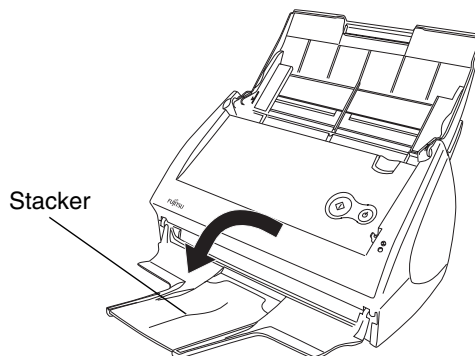




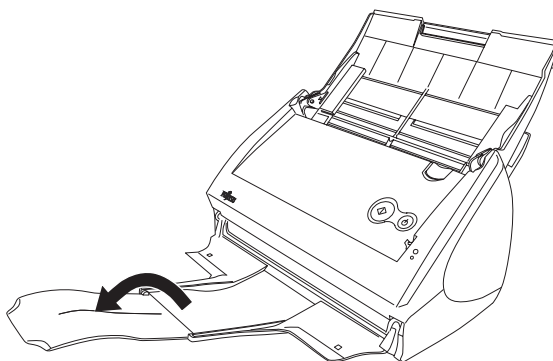
If you use the stacker, scanned document sheets will not be separated when they have passed through the scanner. For details on how to attach the stacker to the scanner, refer to "Names and Functions of Parts" on page 3.

Use the stacker as described below.

1. Pull out the stacker towards you while holding it by its handle.



2. Extend the stacker.



■ Loading Documents with the Carrier Sheet

The Carrier Sheet is a sheet for loading document specifically designed for ScanSnap S500/fi-5110EOX2 Series. It allows you to scan documents that cannot be scanned as it is. A document larger than A4 up to A3, B4 or 11 x 17 (single side) can be scanned by folding it in two, inserting it into the Carrier Sheet and scanning in duplex mode.

You can scan documents that can be easily scratched such as photographs or irregular-shaped documents that are difficult to load on the scanner such as clippings of information (e.g. magazine and newspaper).

The following explains how to insert documents into the Carrier Sheet.

There are two [Modes] which are tailored to the type of document to be scanned in the Carrier Sheet settings.

Create facing pages in one image (page 44)

Scan a document larger than A4 size such as A3/B4/11" x 17" which is folded in two in duplex mode, and then output an image arranged in two-page spread and joined together.

Create front and back images separately (page 49)

This mode is for scanning photographs which you do not want to scratch, or documents of irregular size such as clippings of information that are difficult to load and scan directly on the scanner.

Output the scanned image in specified sizes.



- When you use the Carrier Sheet, select **[Automatic Detection]** in the setting of the [Paper size] tab in "ScanSnap Manager."
If scanning is done using "Create facing pages in one image", select "Duplex Scan" in the setting of [Scanning] tab in "ScanSnap Manager." If you select "Simplex Scan", it will produce the same result as using "Create front and back images separately" to scan in simplex.
Refer to "3.6 Changing Carrier Sheet Settings" (page 86) for details on changing the "Carrier Sheet" Settings.
- If you are using the Carrier Sheet for scanning, it is not possible to scan multiple sheets continuously. Load the sheets one by one and scan.



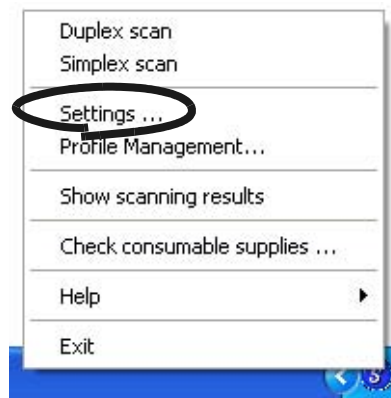
For "Create facing pages in one image"

This mode is for scanning documents larger than A4 size, such as A3/B4/11" x 17."

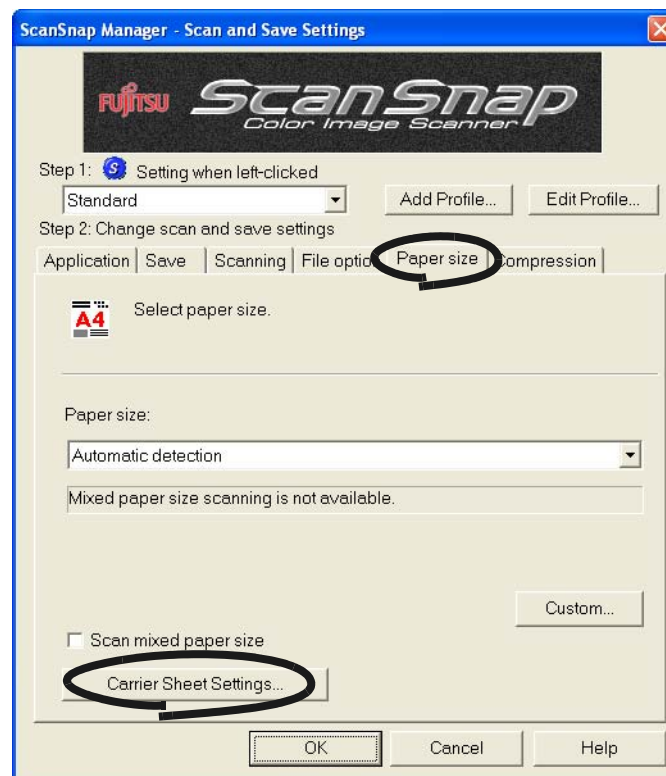
Fold a document in two, scan in duplex and an image joined together is generated. (If a document smaller than A4 printed on both sides is scanned, it is possible to output a two-page spread image.)



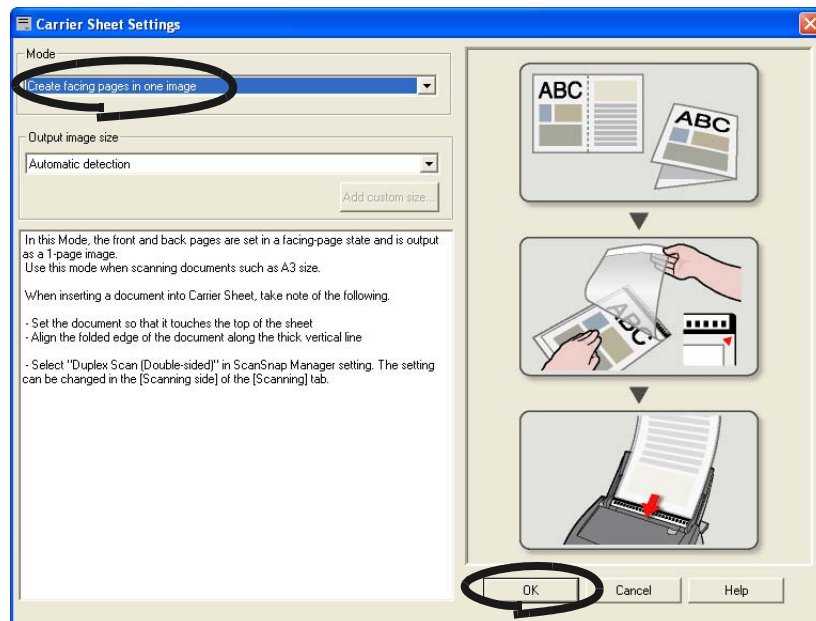
1. Right-click "ScanSnap Manager" icon  on the taskbar, and select "Settings."



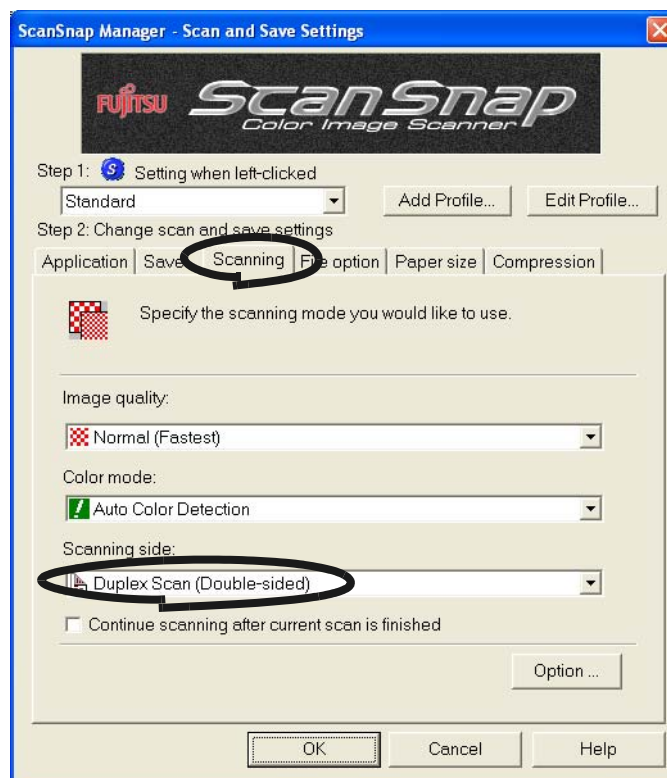
2. On the [Paper Size] tab, click the "Carrier Sheet Settings" button.



- On the "Carrier Sheet Settings" window, change "Mode" to "Create facing pages in one image" and click [OK].



- Select "Duplex Scan" in "Scanning side" on the [Scanning] tab.

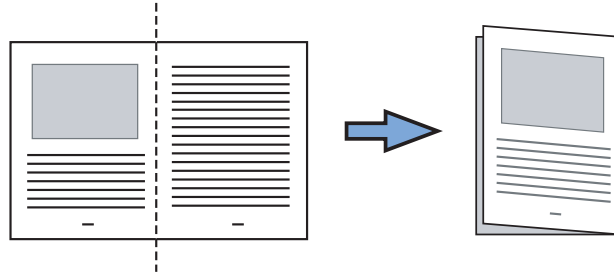


5. Select "Automatic Detection" in "Paper size" on the [Paper size] tab, and click the [OK] button.



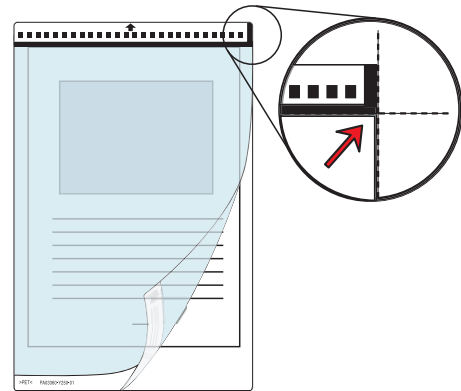


6. Spread the page to be scanned facing outwards and fold it in half from the center. Fold it neatly so that the folded portion does not appear puffed. If the folded portion is not folded neatly, it may cause skewing.

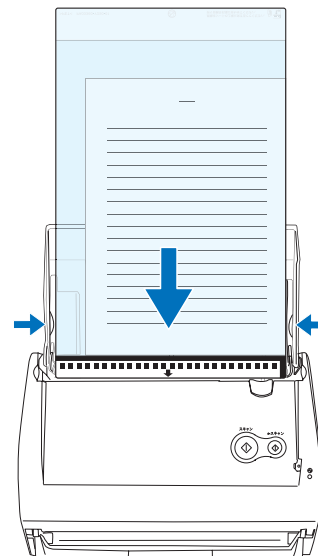


7. Open the Carrier Sheet and place the document inside.

Align the top of the document to the top of the Carrier Sheet, and the folded portion to the top-right corner closely.

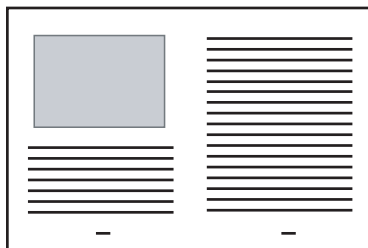


8. Load the Carrier Sheet onto the scanner.
 - Place the top of the sheet with the black & white printed pattern downwards and load it in the direction of the arrow.
 - When you load the Carrier Sheet, adjust the side guides so that it will not skew.
 - If you are using the Carrier Sheet for scanning, it is not possible to scan multiple sheets continuously. Load the sheets one by one and scan.



-
9. Press the [SCAN]  button.

⇒ The front and back image data are set in a facing-page state and generated side by side.



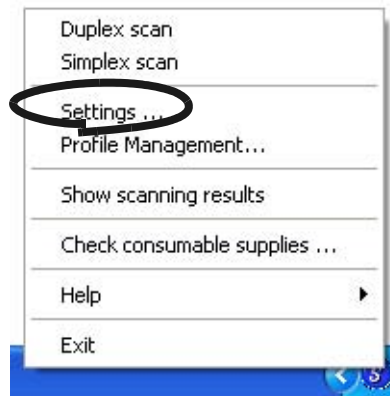
- There may be a gap in the joined portion, or a line may appear in the output image.
If you are scanning a thick document, the image has a tendency to skew in such a way that the upper portions tilt towards each other at the joined area.
In these situations, the skew is caused by the way in which the document is folded, or the loading method.
Do the following. The situation may be improved.
 - Is the document neatly folded? If not, fold it neatly.
 - Is the edge of the document aligned closely to the edge of the Carrier Sheet? If not, align them.
 - Load the Carrier Sheet by turning the front side back.
- In the "Carrier Sheet Settings" window, when "Automatic Detection" in "Output image size" is selected, the generated image size may be smaller than the document.
(The smallest size to include all the data on the document is selected from among A3, B4 and 11" x 17")
Example: If the document printed as A4 size in the center of an A3 document is scanned,
⇒ it is generated in B4 size.
To output an image that is the same size as the document size, set the document size in [Output image size].
- If a paper jam occurs frequently, feed about 50 sheets of PPC paper or recycled paper, and then scan the document by using Carrier Sheet.
* You can use either unused or used PPC/recycled paper.

For "Create front and back images separately"

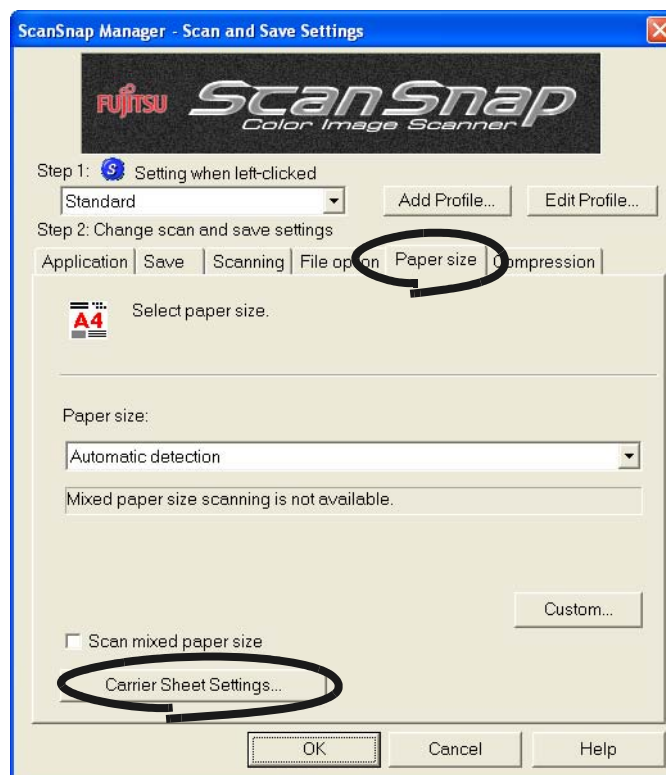
This mode is for scanning documents such as photographs which you do not want to scratch, or clippings of information that are difficult to be fed.



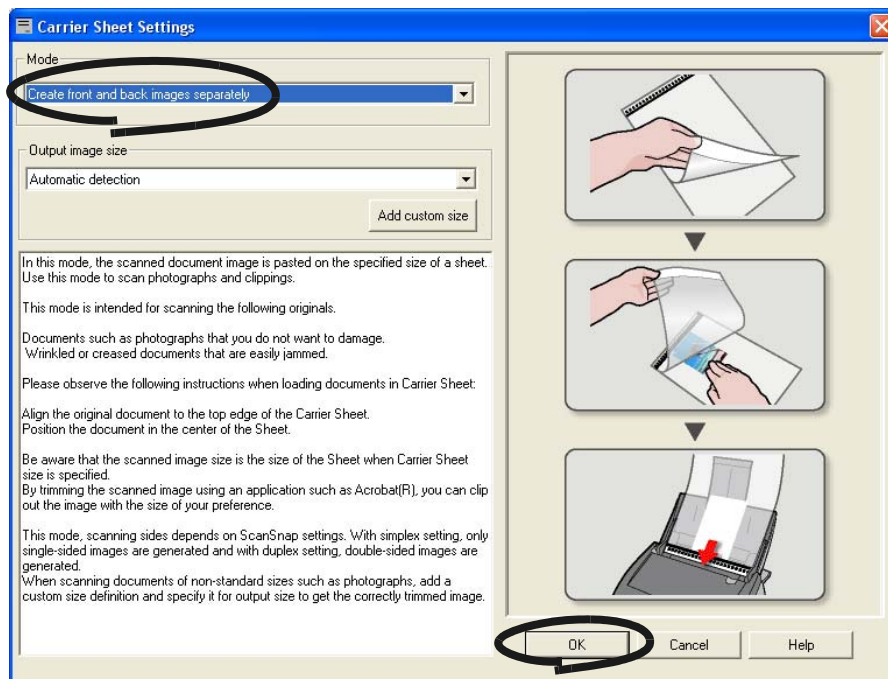
1. Right-click "ScanSnap Manager" icon **S** on the taskbar, and select "Settings."



2. On the [Paper Size] tab, click the "Carrier Sheet Settings" button.



3. On the "Carrier Sheet Settings" window, change "Mode" to "Create front and back images separately" and click [OK].



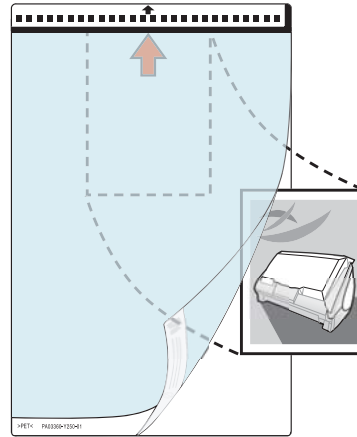
4. Select "Automatic detection" in "Paper size" on the [Paper size] tab.





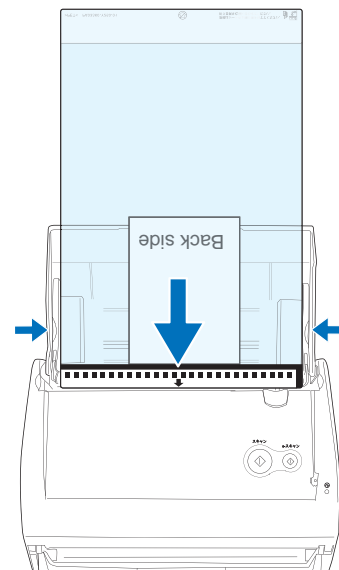
5. Open the Carrier Sheet and place the document inside.

Align the top of the document so that it touches the top of the Carrier Sheet.
Place the document on its width in the center, in order not to protrude out of the Carrier Sheet.



6. Load the Carrier Sheet onto the scanner.

- Place the top of the sheet with the black & white printed pattern downwards and load it in the direction of the arrow.
- When you load the Carrier Sheet, adjust the side guides so that the document will not skew.
- If you are using the Carrier Sheet for scanning, it is not possible to scan multiple sheets continuously. Load the sheets one by one and scan.



ATTENTION

If the checkbox for "Set the documents with its face up" of [Scanning] - [Options] in the "Scan and Save Settings" window of ScanSnap Manager is selected, set the front of the document with the top edge face-up.

7. Press the [SCAN]  button.

⇒ Scanning starts, and the image data is generated in the specified size.

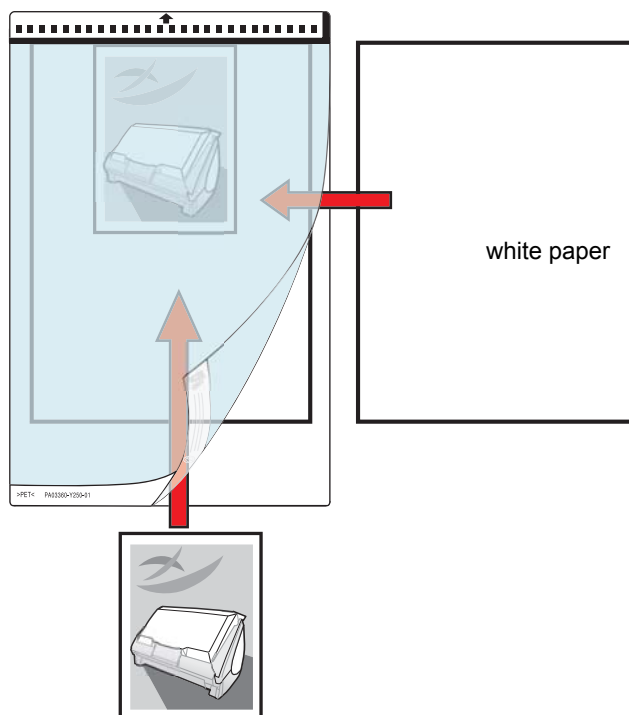


- The output image is generated with the scanned document image placed in the center of the specified size.
In the "Carrier Sheet Settings" window, when "Automatic Detection" in "Output image size" is selected, an ideal size among the standard sizes is selected automatically (refer to "3.6 Changing Carrier Sheet Settings" (page 86)).
- In the "Carrier Sheet Settings" window, when "Automatic Detection" in "Output image size" is selected, the generated image size may be smaller than the document.
Example: If A5 size image is printed in the center of an A4 document
⇒ it is generated in A5.
To output an image that is the same size as the document size, set the document size in "Output image size."




If the following symptoms are observed, place a piece of white paper behind the document.

- The scanned document cannot be generated in a suitable size (in [Automatic Detection])
- A shadow appears on the edges of the document
- Black lines appear around the document that is cut into an unusual shape

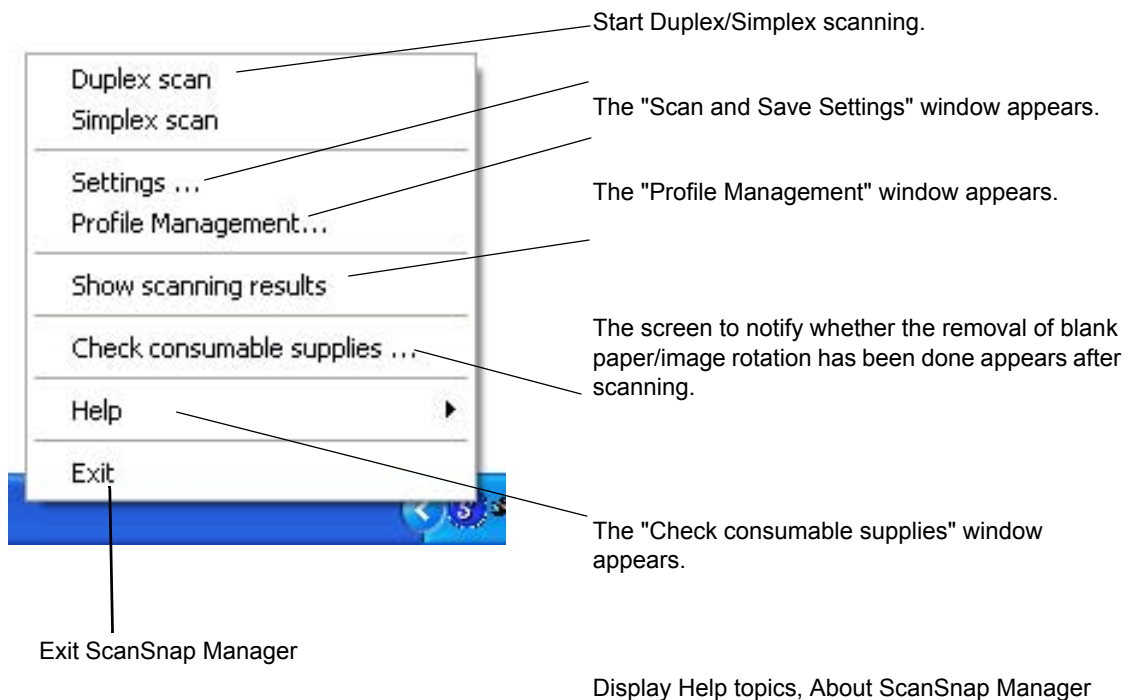


3.4 Changing Scan Settings

All the operations of ScanSnap are controlled by the "ScanSnap Manager."

Generally, ScanSnap Manager is registered on the taskbar and displayed as the icon .

Right-click this icon to show the following menu. With this menu, you can start scanning, configure settings for scanning, or check consumables.



This section describes the settings on the "Scan and Save Settings" window.

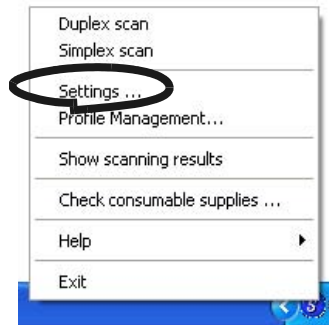
The following settings can be changed:

- Application that starts automatically and interacts with ScanSnap ⇨ [Application]
- Destination to save scanned images ⇨ [Save]
- Scan mode (high speed scan, high quality scan, scan in color mode, scan in B&W mode, reduce noise of back side image, automatically remove blank pages, automatically correct document skewness/direction, method of loading documents, continue scanning) ⇨ [Scanning]
- File format for the scanned image ⇨ [File option]
(file option, specification of pages per PDF file, and password for PDF files)
- Document scan size ⇨ [Paper size]
- Size of the file when saving scanned images ⇨ [Compression]

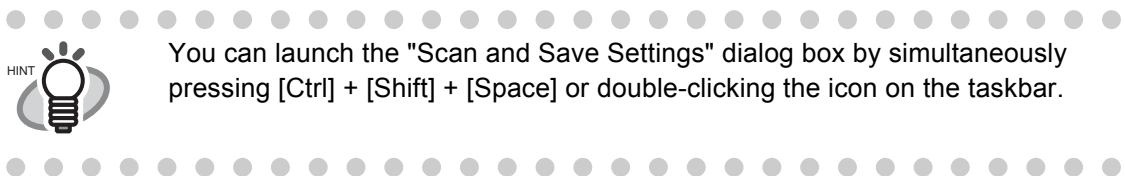
The following describes how to change the settings.



1. Right-click the "ScanSnap Manager" icon on the taskbar and select "Settings" from the displayed menu.



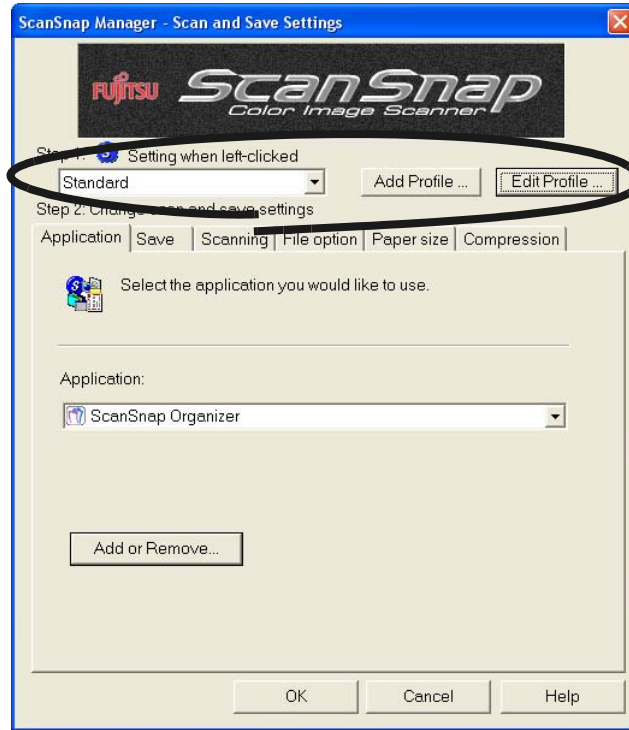
⇒ The "Scan and Save Settings" dialog box is displayed.



2. Change the scan settings on the "Scan and Save Settings" window.
3. Click the [OK] button.
⇒ The Scan and Save settings are changed.

The following describes each setting on the "Scan and Save settings" window.

[Setting when left-clicked]



Select a scan setting profile.

- Standard
- CardMinder
- Searchable PDF (OCRs during scan)



You can register scan setting profiles.

Registered setting profiles are added to the "Setting when left-clicked" drop-down menu.

For details on how to register a profile, refer to "3.5 Saving Scan Settings" (page 78).

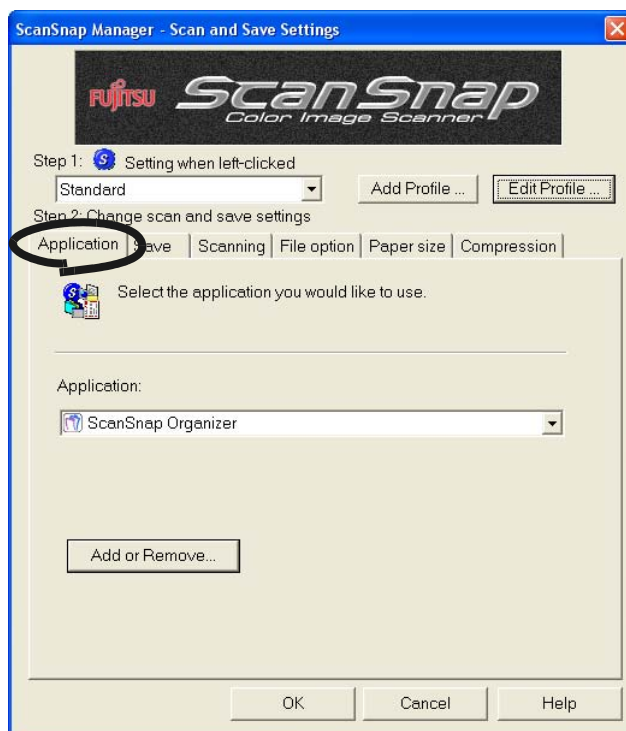
■ The [Add Profile] button

You can add new profile settings selectable to the "Setting when left-clicked" menu for selection.


■ The [Edit Profile] button

You can change profile names or delete them from the "Setting when left-clicked" menu excepting "Standard" profile.

[Application] tab



■ Application:

Specify the application to be executed and linked to ScanSnap. The specified program is started up after the document is scanned on ScanSnap. Click the drop-down arrow  to select the application.

You can select one of the following applications.

- Scan to File (image data will be simply saved as files)
- Adobe® Acrobat®
- Adobe® Acrobat® Reader™ or Adobe® Reader®
- CardMinder
- ScanSnap Organizer
- ABBYY Scan2Excell
- ABBYY Scan2Power Point
- ABBYY Scan2Word

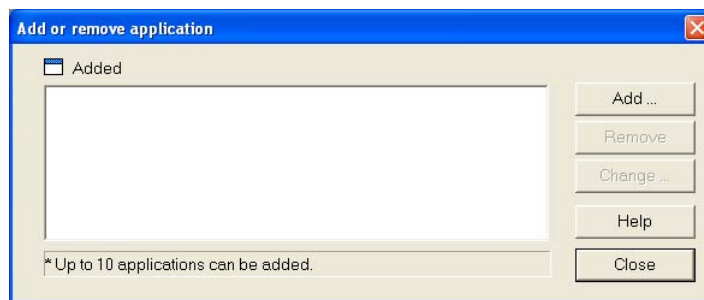


- The above applications automatically become available when they are installed. If they are uninstalled, they are no longer displayed among the selection items.
- If you select "Scan to File (only saves image data as files)", the scanned image is saved to file after the scanning is completed. The scanning result is not displayed on screen. This setting is ideal when the scanning result needs not be confirmed each time a document is scanned.
- If you select "CardMinder" at "Application" on the [Application] tab, the [Save], [File option], [Paper size] and [Compression] tabs are not displayed.
- When the CardMinder is activated, the application in "Application" on the [Application] tab automatically enters the mode specified by "CardMinder." When you exit CardMinder, the originally specified mode will be restored.

■ [Add or Remove] button

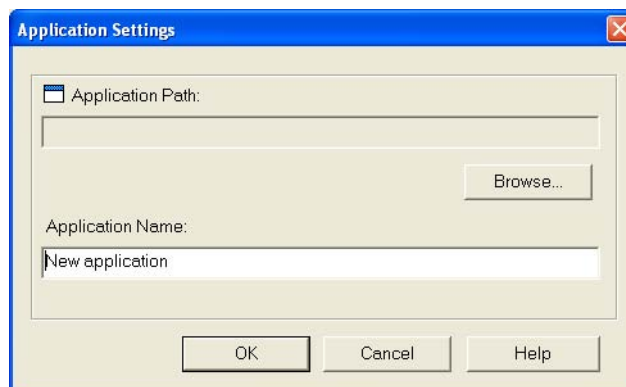
Applications can be added or removed at "Application."

When you click the [Add or Remove] button, the following screen is displayed.
(Up to 10 applications can be registered.)



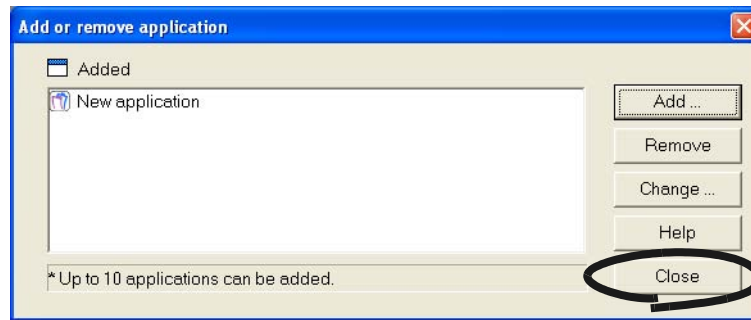
<To add an application>

- 1) Click the [Add] button.
- 2) The following screen is displayed.



- Click the [Browse] button. Select either the shortcut file (.lnk) of the application to register or the executable file (.exe).
⇒ The folder of the selected application is displayed in the "Path" field.
 - Enter a name for the new application.
⇒ The application name is displayed in the "Application" drop-down list.
- 3) When you have finished the setting, click the [OK] button.

- 4) The following screen is displayed and the new application is added. Click the [Close] button to close the screen.



When you add an application, select an application that is able to process files of the following formats.

JPEG (*.jpg), PDF (*.pdf)

Scanned images cannot be displayed properly unless these file formats are supported.

Depending on applications, password-protected PDF files may not be opened. This can be confirmed by the following method:

<Example: To confirm if the selected application is able to process files of JPEG format>

1. Create a shortcut for the application you wish to add.
2. Drag-and-drop any file in JPEG format (*.jpg) onto the shortcut.
⇒ If the application starts up and the file is opened, the application supports JPEG format files.

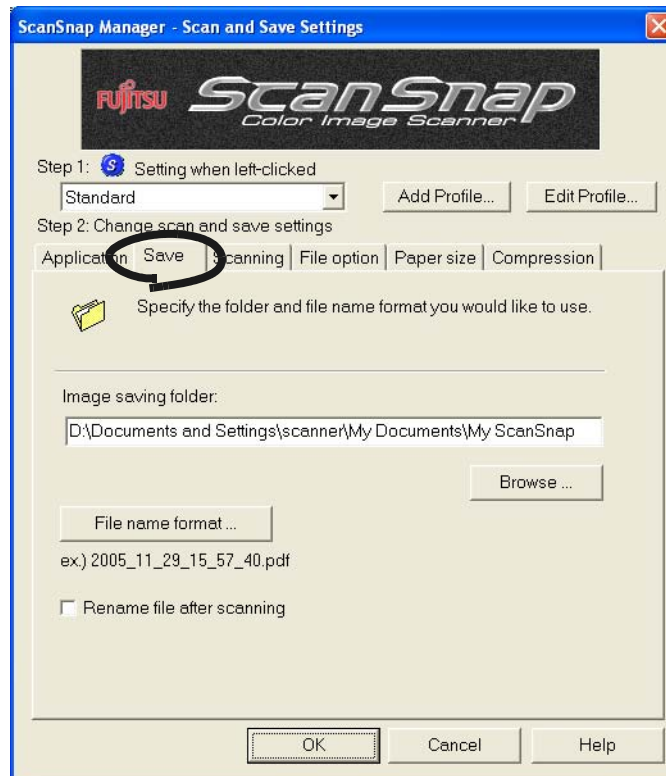
However, certain applications that satisfy the above requirements may not work properly. In that case, start up the application first and then open the files created by ScanSnap.

<To remove an application>

- 1) Select the application you want to remove in the "Add or remove application" screen, and click the [Remove] button.
- 2) The confirmation screen will be displayed. Click the [Yes] button in this screen to remove the application.
- 3) Confirm that the application has been removed, and then click the [Close] button.

<To change settings>

- 1) Select the application to change in the "Add or remove application" screen, and click the [Change] button.
- 2) The "Setting of additional application" screen is displayed. Change the desired items.
- 3) When you have finished the setting, click the [OK] button.
- 4) The "Add or remove application" screen is displayed, and the settings are changed. Click the [Close] button to close the screen.

[Save] tab

■ **Folder path to save an image:**

Specify the folder to save the scanned image.

When you click the [Browse] button, the "Browse for Folder" screen is displayed.

Select the folder to save the scanned image and then click the [OK] button.



ATTENTION

The function "Make New Folder" is not provided for Windows 98.

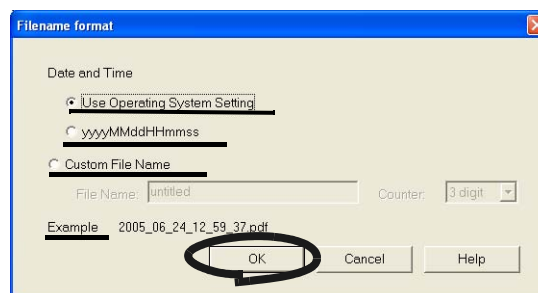


When "ScanSnap Organizer" is selected at [Application], the [Image saving folder:] and the [Browse] button are grayed out, and you cannot specify the folder to save images from this window. In this case, scanned images are saved in the "My ScanSnap Folder" specified by ScanSnap Organizer (page 122).

■ [Filename format] button

Set the name of the file to save the scanned image.

When you click the [File name format] button, the following screen is displayed.



The following three settings can be specified.

- 1 "Date and time (depending on the setting of your operating system)"
Files are named according to the settings of the operating system of your personal computer.
When there is any character inappropriate for file names, like (/;+,*>"<|), such character will be replaced by "-" (hyphen).
- 2 "Date and time (yyyyMMddHHmmss)"
Set the date and time for the file name when saving a scanned image to a file.
Example: If the file is saved in PDF at 19:00:50 on December 27, 2003, the file name will be 20031227190050.pdf
- 3 "Custom File Name"
A file is named combining the text string entered at "File Name" and the number with the digits specified at "Counter."
(An example of a file name is displayed on the bottom of the screen when you select the format.)



About "Counter"

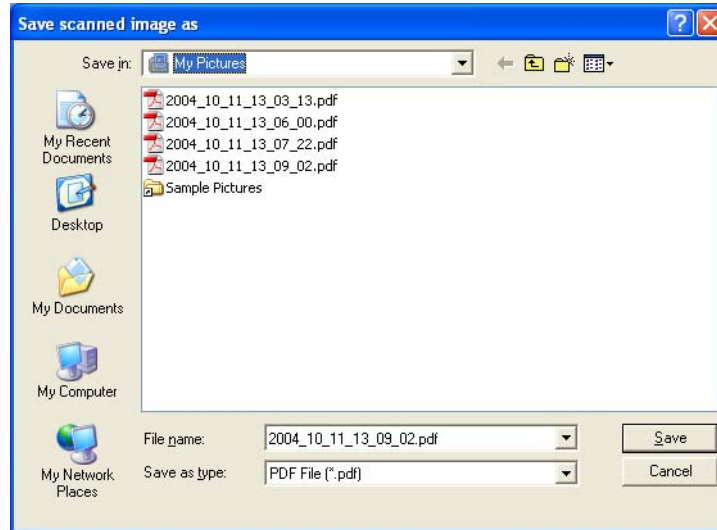
- When there is no other file with the same name as the one specified at "File Name" in the save destination folder (specified on the [Save] tab), the counter becomes 1 (001 in the case of three digits). From then on, the counter is incremented by one upon saving a new file.
- When there is a file having the same name in the save destination folder, the counter becomes the smallest unused number.
Example: When files Scan01.pdf, Scan03.pdf, Scan04.pdf exist in the folder, and the scanned images are saved to files having the same "file name" (i.e. "scan") prefix, Scan02.pdf, Scan05.pdf, Scan06.pdf, Scan07.pdf and so forth.
- When the specified number of digits is exceeded (for example, when saving the 100th file with two digits are specified.), the number of digits is incremented by one.

Clicking the [OK] button enables the settings.

(An example of the file name that you set is displayed under the [Filename format] button.)

■ Rename file after scanning

If the checkbox is selected, the [Save scanned image as] window appears after scanning.

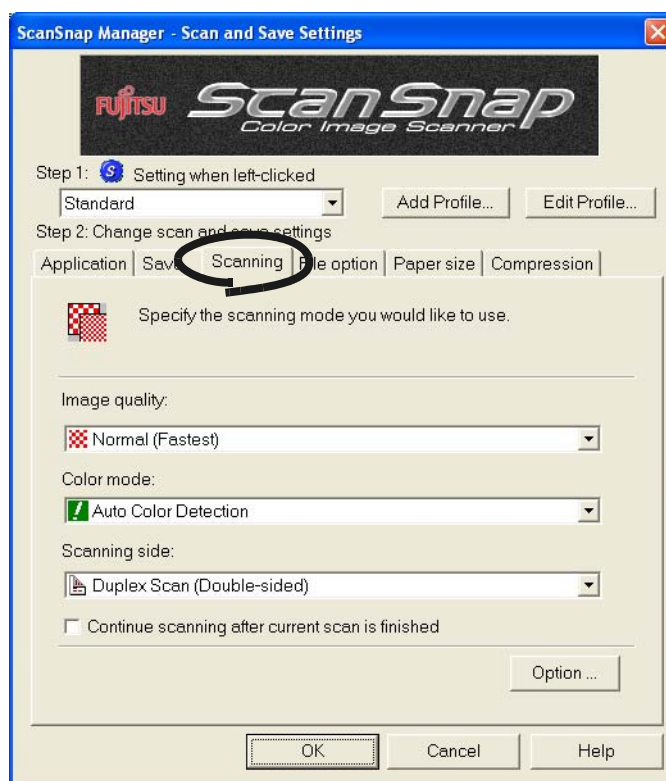


You can change the folder to save the scanned files, or rename files in this screen.



- The filename is set in the [Filename format] screen in advance. If there is no need to rename, click the [Save] button.
- If multiple files are generated with one scan, counters are appended after the file name. (⇒ File name + counter.extension)
 Example 1: In [PDF File Option] (page 57), select [Generate PDF file after xx pages]. If a document with pages exceeding the specified pages is scanned, they become:
 ⇒ Scan001.pdf, Scan002.pdf, Scan003.pdf...
 Example 2: If saving in JPEG, they become:
 ⇒ Scan001.jpg, Scan002.jpg, Scan003.jpg...
 *The examples are the results of using "Scan" as the file name for all files.
 *The digit number follows the settings of the [Filename format] screen.

[Scanning] tab



■ Image quality:

Specify whether to scan documents quickly or at higher quality.

Select one of the following modes:

- **Normal (Fastest)**
Select this mode when you wish to scan documents quickly.
- **Better (Faster)**
Select this mode when you wish to scan documents at higher quality.
- **Best (Slow)**
Select this mode when you wish to scan documents at even higher quality.
- **Excellent (Slower)**
Select this mode when you wish to scan documents at the highest quality



Normal is equivalent to 150 dpi for color and 300 dpi for B&W, Fine is equivalent to 200 dpi for color and 400 dpi for B&W, Best is equivalent to 300 dpi for color and 600 dpi for B&W, and Excellent is equivalent to 600 dpi for color and 1200 dpi for B&W.

Generally, the higher the required image quality is specified, the longer it takes to scan documents and the larger the file size becomes.

■ Color mode:

Specify whether to scan documents in color or black-and-white.

Select one of the following modes:

- **Auto Color Detection (Automatically recognize each document color)**
ScanSnap automatically recognizes whether the document to scan is colored or black-and-white and switches the scan mode accordingly.
- **Color**
Scans the document in the color mode.
This setting is ideal for scanning colored documents.
- **B&W**
Scans the document in the B&W mode.
This setting is ideal for scanning black-and-white documents containing mostly text. File sizes can also be kept smaller at the B&W setting compared to the color mode.
- **Color high compression**
Saves colored documents as a highly compressed file.



- Normally, set this setting to "Auto Color Detection."
If this setting is specified, there is no need to change the color mode each time you scan a document.
Note that colors may be regarded as black and white in the following kinds of documents.
 - Faintly toned paper
 - Partially colored documents
 To scan such documents in color mode, select "Color" as "Color mode."
- In "Color high compression" mode, characters and backgrounds on the document are compressed separately, and thus, the file size of the document that mostly consists of text characters becomes smaller while keeping the quality of the characters as they are.
However, this mode is not appropriate for scanning photographs or figures because these graphical materials are recognized as background and compressed as such, causing degradation in images.
If this setting is specified, the contrast of the image may become higher.
- Depending on the kinds of documents, file size may increase if you use color high compression mode than if you do not. The file size of the following kinds of documents may become larger.
 - Documents that contain many pictures and/or graphics but fewer characters written in black
 - Documents of complex layout (e.g. multiple columns)
 - Documents with patterned background

■ Scanning side:

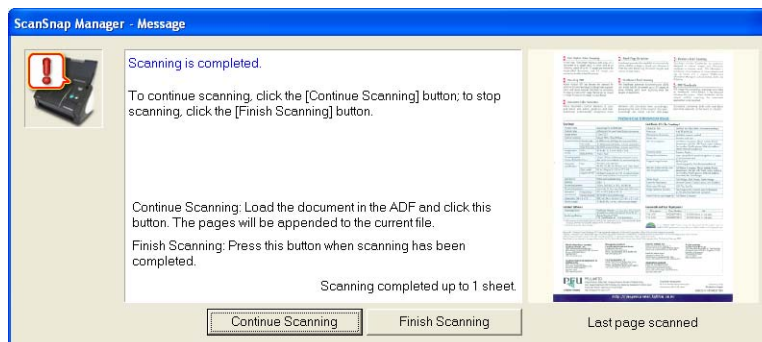
You can select the type of scanning (single-sided or double-sided) when pressing the

[SCAN] button  on the scanner.

Select [Duplex Scan] or [Simplex Scan] from the menu.

■ Continue scanning after current scan is finished

If the checkbox is marked, the following message appears after scanning.



To continue scanning, load a document onto the scanner, and then click the [Continue Scanning] button.

To finish scanning, click the [Finish Scanning] button.

After the [Finish Scanning] button is clicked, the scanned images are generated in one file.

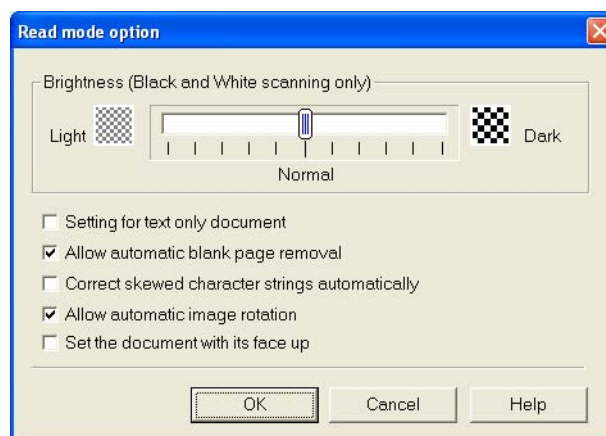
*It is possible to continue scanning up to 1000 pages.

*The maximum PDF file size is 1G byte. Although it is possible to generate a file larger than 1G byte, when viewing it with Adobe Acrobat, a message may appear to tell that the file is corrupted and being fixed.

■ [Option] button

With this item you can configure other scanning related settings.

Clicking the [Option] button displays the following screen.



- Brightness (Black and White scanning only)

Sets the density for scanning black-and-white images.

Moving the slider control to the left will lighten the scanned image, while moving the slider control to the right results in a darker scanned image.

- * This setting becomes available when "B&W" is selected at "Color mode" or when "Auto Color Detection" is selected in the "Color mode" drop-down list and black-and-white documents are automatically recognized.

- Setting for text only document.

Select the checkbox as follows according to the type of your document.

- Select this checkbox when scanning documents contain printed or handwritten text.
- Clear this checkbox when scanning documents contain photographs.
 - * This setting becomes available when "Color" or "Auto Color Detection" is selected in the "Color mode" drop-down list and color documents are automatically recognized.

- Allow automatic blank page removal.

This setting automatically detects blank pages in the document stack and removes them from the output.

For example, when a stack of documents containing both two-sided and one-sided documents is scanned in Duplex mode, this feature removes only the back side (i.e. blank page) of one-sided documents from the output images.

- * No scanned images are output if all of the sheets in the document stack are recognized as blank pages.



The following types of documents may be accidentally recognized as blank pages.

- Almost blank documents contain only a few characters
- Document of only one color (including black) and without any patterns, lines, or characters.

Before discarding the scanned documents, check for pages accidentally removed from the output image. If any, you need to re-scan the document.

- Correct skewed character strings automatically.

This setting automatically detects skewed documents and corrects them for the output data. Up to ± 5 degrees of skews can be corrected.



This function judges a document skew based on the characters on the document. So the detection may not work properly for the following kinds of documents:

- Documents on which the pitches of lines or characters are extremely narrow, or characters are overlapped
- Documents which have many outline characters or using font styles like that
- Documents with many photographs or figures and only a few characters
- Documents with a background pattern behind the characters
- Documents with characters printed in various direction (e.g. plans)
- Documents with long diagonal lines
- Documents with handwritten characters

*When you scan such documents, clear the checkbox.



- Allow automatic image rotation.

This setting automatically judges the orientation of a text on the document, and changes the orientation of the image.



This function judges the orientation based on characters on the document, so it does not work properly for the following document:

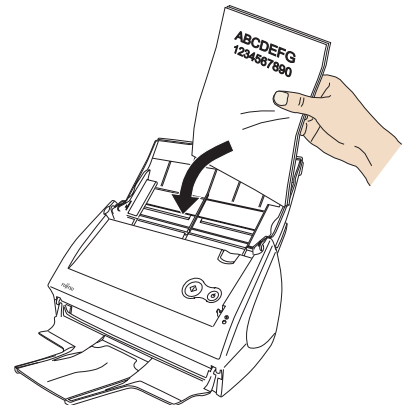
- Documents which have many extremely large/small characters
- Documents on which pitches of lines or characters are extremely narrow, or characters are overlapped
- Documents which have many characters that contact underlines or ruled lines
- Documents which have many photographs or figures and a few characters
- Documents which have a background pattern behind characters
- Documents which have characters printed in various directions (e.g. plans, etc.)
- Documents which have only capital letters
- Documents with handwritten characters
- Unclear or smeared characters

*When you scan such documents, clear the checkbox.

- Set the documents with its face up

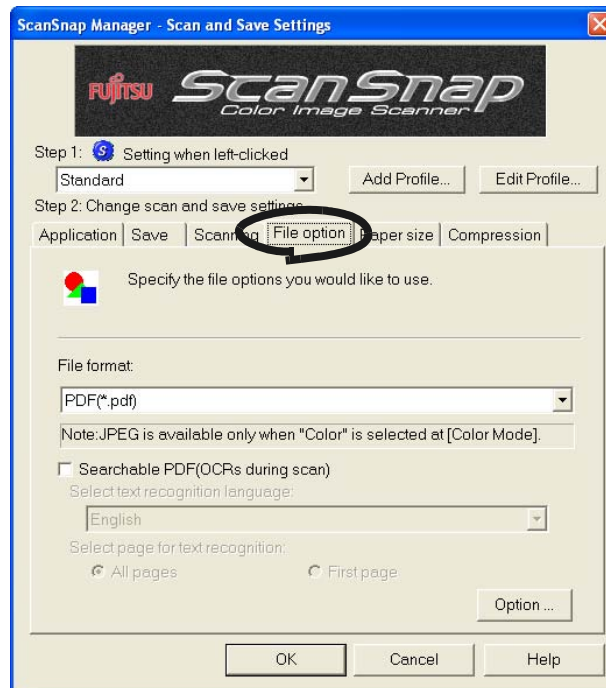
Select the checkbox if you want to scan the document in your hand as shown in the picture.

Scanning starts from the last page. After all the documents are scanned, the data is sorted in order from the first page onwards and output to a file.



The scanning speed is slower due to the process of sorting the data after scanning.

[File option] tab



■ Selecting the file option

Specify the type of file for the scanned image.

Click the drop-down arrow ▼ to select the file format. You can select one of the following.

- PDF (*.pdf)
- JPEG (*.jpg)



"JPEG" setting is not available when "Auto Color Detection," "B&W," or "Color high compression" is selected in the [Color mode] drop-down list on the [Scanning] tab, or when "ScanSnap Organizer" is selected in the [Application] drop-down list.

The file format is automatically changed to "PDF" when you select "Auto Color Detection" or "B&W."

■ Searchable PDF (OCRs during scan)

You can use this function only when PDF is selected in the [File format:] drop-down list. By marking the checkbox, you can create a searchable PDF file.

■ Select text recognition language:

You can select a language for conversion to recognize text.

■ Select page for text recognition:

- All pages
All pages are recognized as text when a PDF file is created.
- First page

Only the first page is recognized as text when a PDF file is created.



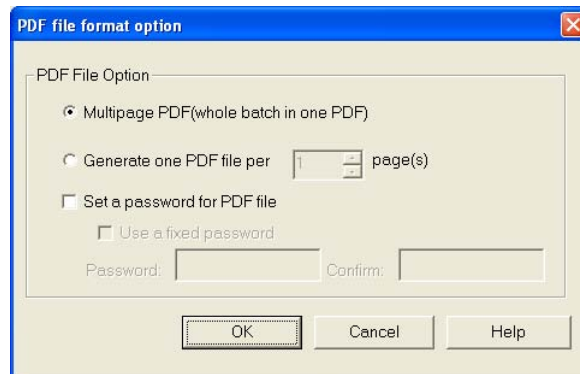
- Available only for Windows 2000 and Windows XP.
- Marking this checkbox may require an extended period of processing depending on your personal computer environment.
- ScanSnap may fail to correctly recognize the following kinds of documents (characters) as text. However, by changing Color mode and/or improving Image quality for scanning, such a document may be successfully text-recognized.
 - Handwritten documents
 - Documents including smaller characters and scanned in low quality
 - Skewed documents
 - Documents written in languages other than the specified language for text recognition
 - Documents including texts written in Italic characters
 - Superscript/subscript letters and complex mathematical formulas
 - Characters are written against an unevenly-colored or patterned background
 - Characters to which effects (Shadow, Outline, and the like) are applied
 - Shaded characters
 - Documents of complex layout as well as documents including unreadable characters (due to print-through and smudges)

(It may take an extended period of time to scan documents described above.)




■ [Option] button

This function is used for configuring detailed settings of PDF files. This button is enabled when "PDF(*.pdf)" is specified at [File format:]. Click [Option] button to display the following dialog box.



- "Multipage PDF (whole batch in one PDF)"
Creates a merged PDF file of all the scanned images.
- "Generate one PDF file per xx pages"
Create a new PDF file at each set page. For example, when "2" pages are set in this option, scanning 6 pages of documents creates 3 files.



If you select Adobe Acrobat and Adobe Reader (or Acrobat Reader) at "Application", only the first file is displayed on the screen when two or more files are created by one scanning. (If you select other applications, follow the specifications of the application to find out how the files are displayed.)

■ Set a password for PDF file

You can set a password for a PDF file created after scanning. It becomes impossible to open a password-protected file if you do not enter the password for that file. The "Enter password" screen appears whenever the scanning finishes. Enter a password two times (one is for confirmation), and then click the [OK] button.



*If you click the [Cancel] button, the file is saved as a normal PDF file without a password.

Use a fixed password

You can set a fixed password in advance for all the PDF files so that the "Enter password" screen will not appear when you scan.

If you select the checkbox, the [Password] and the [Confirm] fields become enabled. Enter the same password in these two fields.

☒ Set a password for PDF file

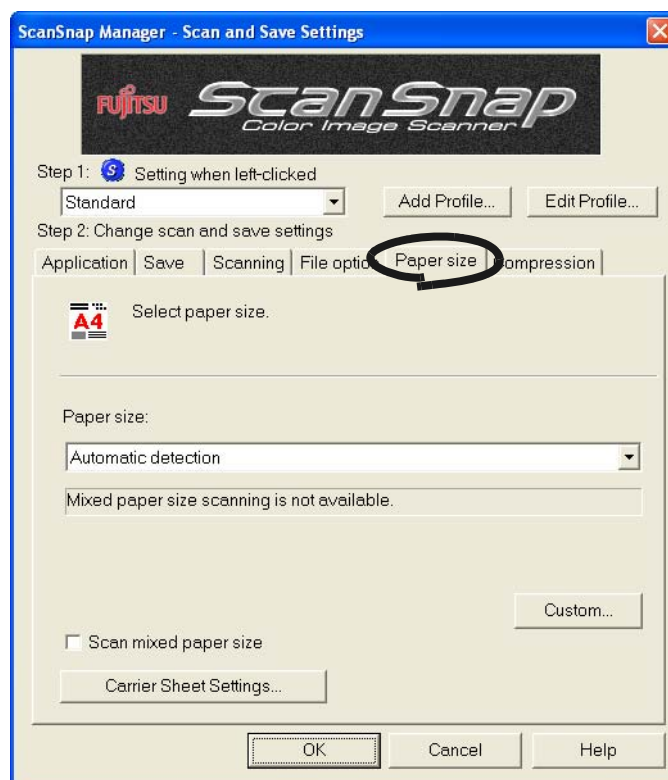
☒ Use a fixed password

Password: Confirm:




- You can set a password using the following:
Maximum number of characters: 16
Characters: A-Z, a-z, 0-9
Symbols: ! " # \$ % & ' () * + , - . / : ; < = > ? @ [\] ^ _ ` { | } ~
 - If the operating system you are using is Window 98 or Window Me, this function is enabled only if Adobe Acrobat is installed on your computer.
- * Note: If you forget your password, the PDF file cannot be opened.

[Paper size] tab



■ Paper size:

Specify the size of the document to be loaded on the scanner.

Click the drop-down arrow  to select the size. The following paper sizes (W x L) can be selected.

- Automatic detection
- Letter (8.5 x 11 in (216 x 279.4 mm))
- Legal (8.5 x 14 in (216 x 355.6 mm))
- A4 (210 x 297 mm)
- A5 (148 x 210 mm)
- A6 (105 x 148 mm)
- B5 (JIS) (182 x 257 mm)
- B6 (JIS) (128 x 182 mm)
- Post card (100 x 148 mm)
- Business card (90 x 55 mm, 55 x 90 mm)
- Custom (up to 10 settings can be registered)



To use the Carrier Sheet, "Automatic detection" must be selected.

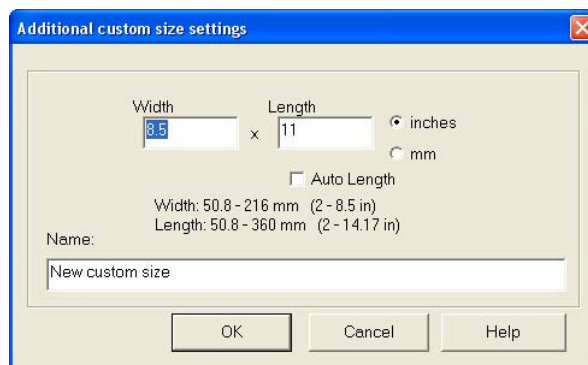
■ [Custom] button

You can use this function to register up to 10 customized document sizes at the [Paper size] menu. Clicking this button displays the following setting window:



<When adding a customized document size>

- 1) Click the [Add] button.
- 2) The following screen appears.



- Enter the document size within the range given below.
Width: 50.8 - 216 mm (2 - 8.5 in)
Length: 50.8 - 360 mm (2 - 14.17 in)
- Enter a name in the [Name] field.
⇒ The name is displayed in the [Paper size] field.

- 3) To complete the setting, click the [OK] button.
 - 4) The customized document size will be registered.
- Click the [Close] button to exit the "Add or Remove Custom sizes" window.

<When deleting a customized document size>

- 1) In the "Add or Remove Custom sizes" window, select the document size to be deleted and click the [Remove] button.
- 2) The confirmation message appears. Click the [Yes] button to delete the customized size.
- 3) Make sure that the selected size is deleted from the list. Click the [Close] button to exit the "Add or Remove Custom sizes" window.

<When changing the settings>

- 1) In the "Add or Remove Custom sizes" window, select the document size to be changed and click the [Change] button.
- 2) Change the settings in the "Additional custom size settings" window.
- 3) To complete the setting, click the [OK] button.
- 4) The screen returns to the "Add or Remove Custom sizes" window and the changes are saved. Click the [Close] button to exit the "Add or Remove Custom sizes" window.



- Do not load documents with different sizes simultaneously onto the scanner.
- When you select Business card (90 mm x 55, 55 mm x 90 mm) and scan:
From the scanned length, the horizontal or vertical position is automatically recognized and scanned.
For length (loading direction), it is the actual scanned length of the card.
For width, it is fixed at 90 mm (horizontal position), or 55 mm (vertical position).



■ **"Scan mixed paper size"**

By marking the checkbox, you can scan the documents of different widths or sizes at a time.

■ **[Carrier Sheet Settings] button**

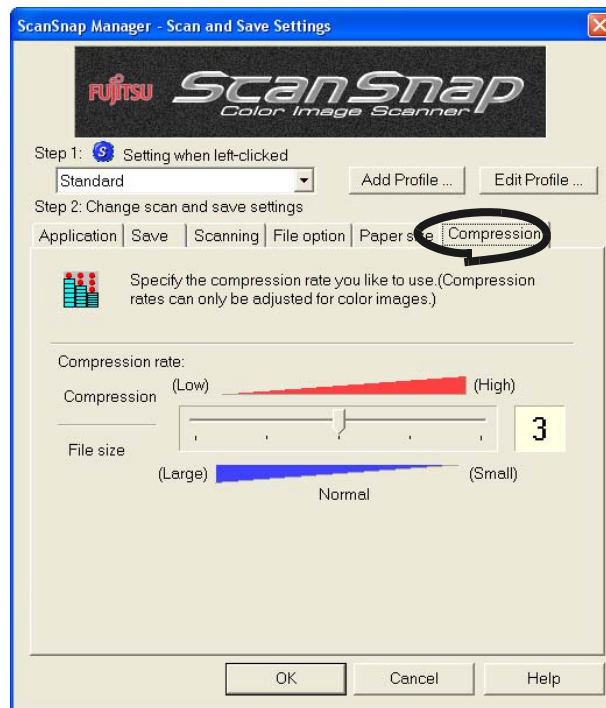
You can set or change settings to scan with the carrier sheet.



For information about how to set the Carrier Sheet Settings, refer to "3.6 Changing Carrier Sheet Settings" (page 86).



[Compression] tab



■ Compression rate:

Control the compression rate to specify the size of the file for the scanned image.

The compression rate is changed by moving the slider.

The larger the compression rate number is specified, the higher the compression rate is set and the smaller the file size becomes.



When the compression rate is increased, the quality of scanned images deteriorates.



If you select "Color high compression" mode on the [Scanning] tab, the file size becomes far more smaller by increasing the compression rate.



- In "Color high compression" mode, characters and backgrounds on the document are compressed separately, and thus, the file size of the document that mostly consists of text characters becomes smaller while keeping the quality of the characters as they are. However, this mode is not appropriate for scanning photographs or figures because these graphical materials are recognized as background and compressed as such, causing degradation in images. If this setting is specified, the contrast of the image may become higher.
- Depending on the kinds of documents, file size may increase if you use color high compression mode than if you do not. The file size of the following kinds of documents may become larger.
 - Documents that contain many pictures and/or graphics but fewer characters written in black
 - Documents of complex layout (e.g. multiple columns)
 - Documents with patterned background



About the size of image data

The following table shows a rough guideline for calculating the size of images when a single color document is scanned in the Simplex mode.

File type: PDF

Paper size: A4 (Brochure)

Color mode: Color

Scan mode	Compression rate				
	1	2	3	4	5
Normal quality	743	312	256	178	100
Better quality	1169	548	395	300	186
Best quality	2503	1018	790	575	352
Excellent quality	10210	4084	2884	1981	1793

Color mode: Color high compression

Scan mode	Compression rate				
	1	2	3	4	5
Normal quality	524	329	270	180	159
Better quality	787	459	393	137	97
Best quality	1107	572	238	176	147
Excellent quality	1560	724	574	475	380

Color mode: B&W

Scan mode	Compression rate
Normal quality	135
Better quality	221
Best quality	485
Excellent quality	1681

(unit: Kbytes)

* "Color high compression" is effective in "Best quality" or "Excellent quality" mode.

* For more efficient use, adjust Compression rate and/or select "Color high compression" mode as follows:

- Setting Compression rate (1 to 5) reduces the file size when scanning documents such as photographs or figures.
- Selecting "Color high compression" reduces the file size even more when scanning documents including many characters (at Best/Excellent).

3.5 Saving Scan Settings

You can save and assign names to the current settings in ScanSnap Manager.

With just a click of the ScanSnap icon, you can retrieve and use the saved settings easily.

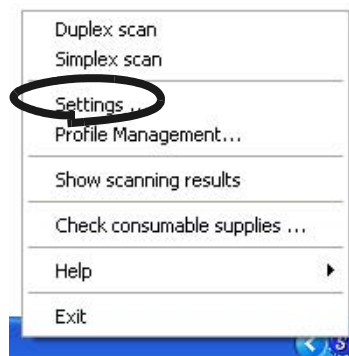
You can create different types of frequently used scanning conditions in advance, and when you open the Settings screen during scanning, it is easy to scan without changing the settings one by one.

The following explains the operation procedure.

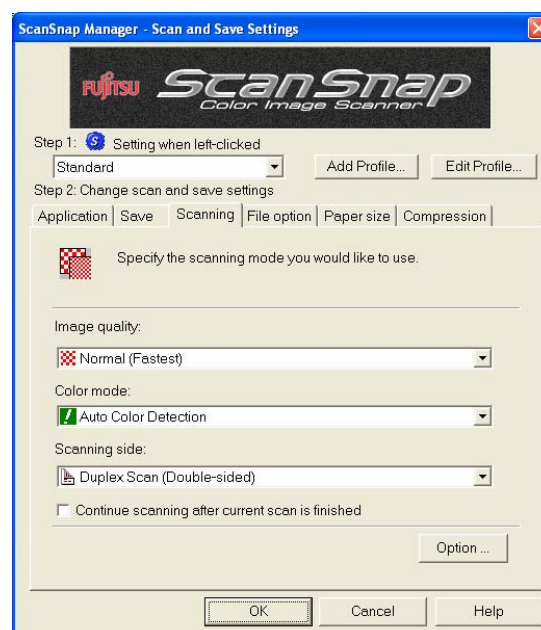
■ Creating Scan Settings



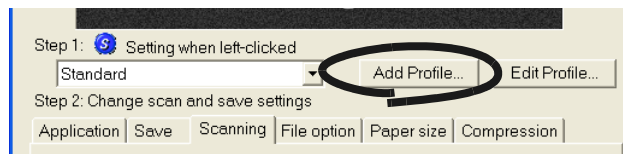
1. Right-click "ScanSnap Manager" icon , and select "Setting."



2. On the "Scan and Save Settings" window, change the scan settings.

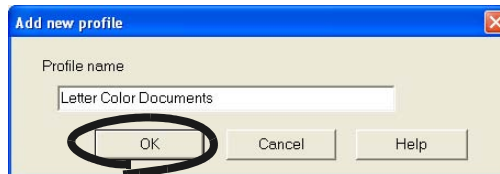


3. When you have finished changing the settings, click the [Add Profile] button.

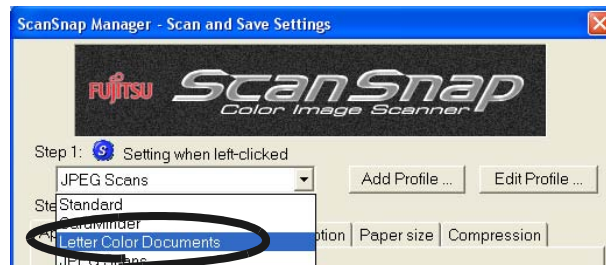


⇒ The "Left-click menu" window appears.

4. Enter a profile, and click the [OK] button.



⇒ The new profile becomes available for selection from the "Setting when left-clicked" drop-down menu.

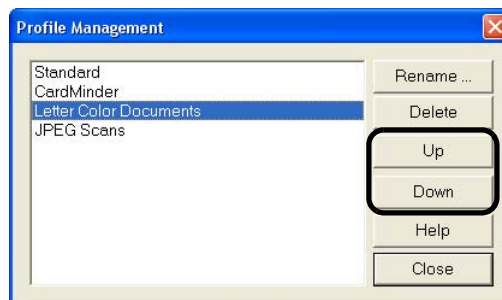


5. Click the [OK] button, and the "Scan and Save Settings" window closes.

⇒ A new profile is created.



- You can create a maximum of 10 scan profiles, including the "Standard" profile. (You cannot delete the "Standard" profile.)
- You can change the sequence of the profiles except for the "Standard" profile.
 1. Right-click the "ScanSnap Manager" icon and select "Profile Management" to open the "Profile Management" window.
 2. Select a profile name from the list to change the display order.
 3. Click the [Up] or [Down] button to move the profile name up or down.

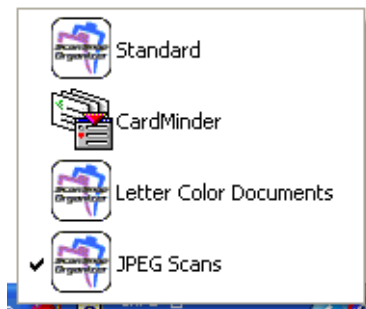


4. Click the [Close] button.

■ Scanning with a Saved Scan Setting



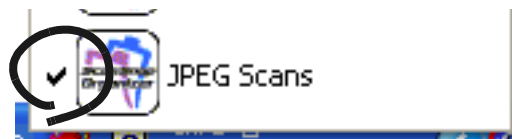
1. Left-click the ScanSnap icon .



⇒ A list of saved profiles appears.
(The icon of the application on the left of the profile name.)

2. Select the scan setting to use.

⇒ A check mark appears on the selected profile.



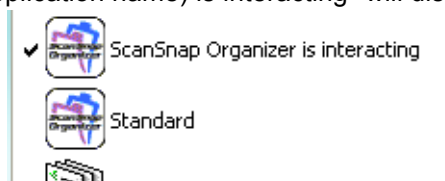
3. Load the document on the scanner.

4. Press the [SCAN] button .

⇒ Scanning is carried out with the selected scan profile.




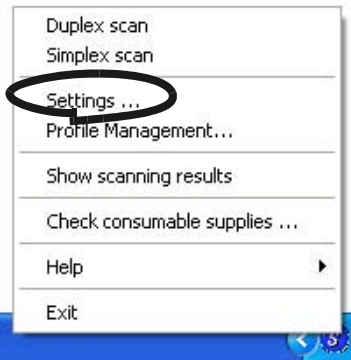
"Application" shown on the [Application] tab will be CardMinder when CardMinder is activated and it will be changed to ScanSnap Organizer when ScanSnap Organizer is activated. (When both of them are active, CardMinder has priority.) In such case, "ScanSnap Organizer is interacting" appears with a check on the Left-click menu. When CardMinder and ScanSnap Organizer are deactivated or other profiles are selected, "ScanSnap Organizer (or another application name) is interacting" will disappear.



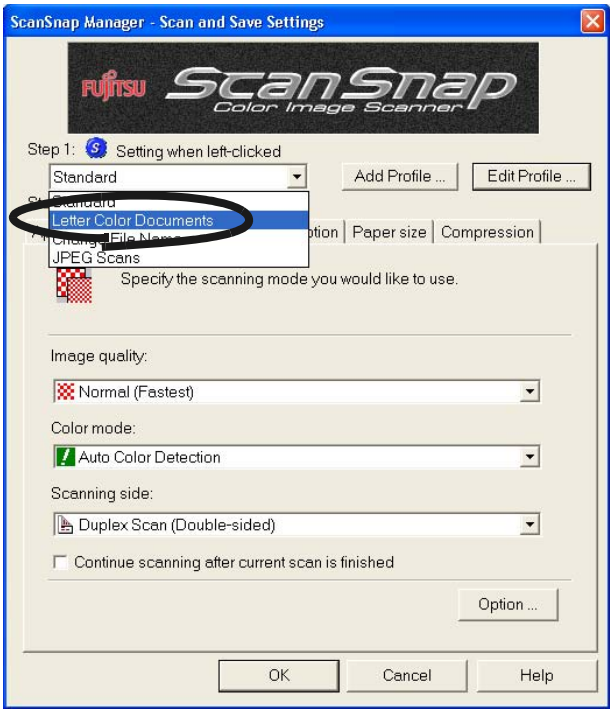
■ Changing the configurations of a Scan Setting



1. Right-click the ScanSnap icon , and select "Setting."

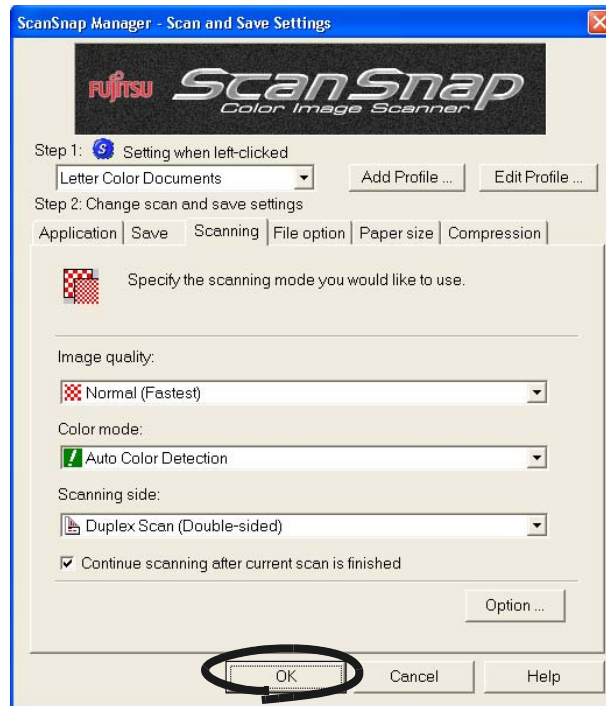


2. From the "Setting when left-clicked" drop-down list on the "Scan and Save Settings" window, select a profile you want to change.



3. Change the configurations on the selected profile.
For detailed information on how to configure the scan settings on a profile, refer to ".3.4 Changing Scan Settings" (page 53)

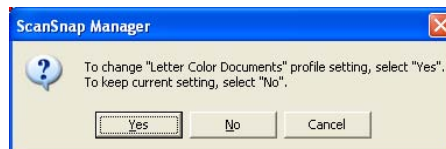
4. After changing the configurations on the selected profile, click the [OK] button.



⇒ A file overwrite confirmation message appears.



If you select another profile from the "Setting when left-clicked" drop-down list before clicking the [OK] button, the following message will appear.



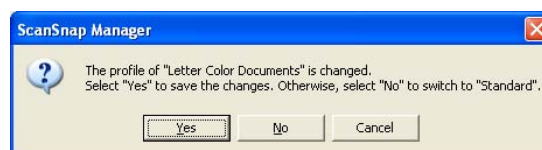
Clicking the [Yes] button will change the configurations on the current profile, and switch to another profile.

Clicking the [No] button will cancel the changes for the current profile and switch to another profile.

Clicking the [Cancel] button will return you to the "Scan and Save Settings" window.

5. To overwrite the configurations select the [Yes] button. If you do not want to change the configurations, then click the [No] button.


Clicking the [Cancel] button will return you to the "Scan and Save Settings" window.

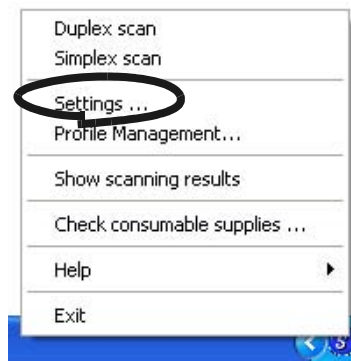


(When you change the configuration of the "Standard" profile, the confirmation message will not appear.)

■ Renaming Scan Settings

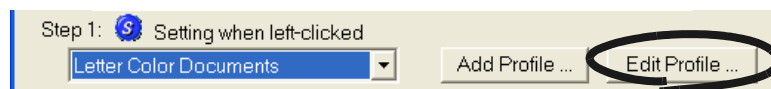


1. Right-click the ScanSnap icon , and select "Setting."



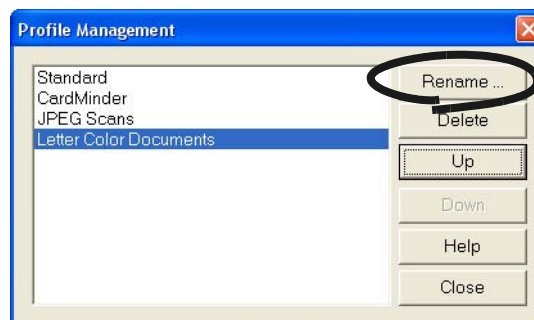
⇒The "Scan and Save Settings" screen appears.

2. Click the [Edit Profile] button.

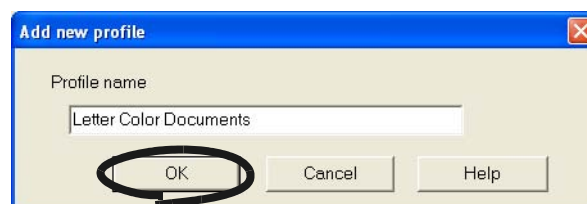


⇒The "Profile Management" screen appears.

3. Select the profile name from the list, and click the [Rename] button.

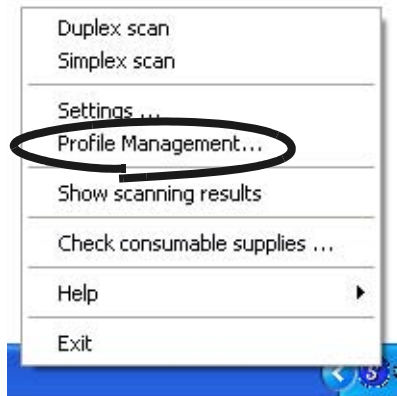


4. On the "Rename" window, type a new name and click the [OK] button.





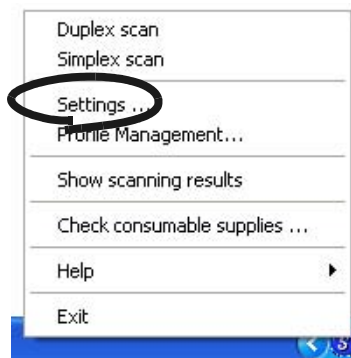
You can also invoke the "Profile Management" screen by right-clicking Scan-Snap icon **S**. The "Profile Management" screen appears when selected on the Right-click menu. Follow the same procedures described in the previous page to change the profile name. Select a profile from the list and then click the [Rename] button.



■ Deleting Scan Settings

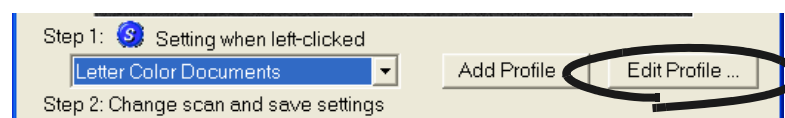


1. Right-click the ScanSnap icon **S**, and select "Setting."



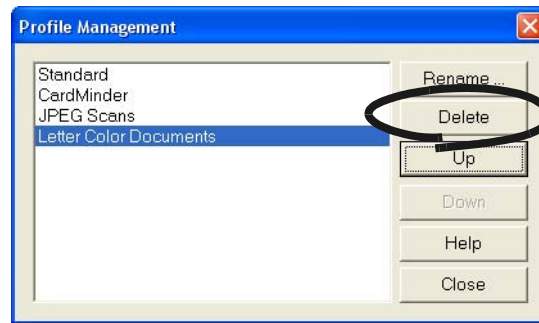
⇒ The "Scan and Save Settings" screen appears.

2. Click the [Edit Profile] button.

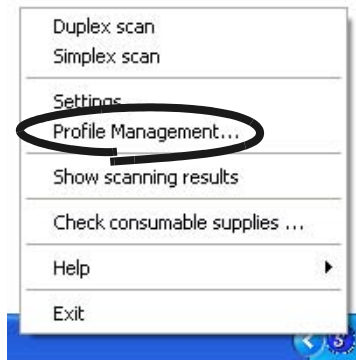


⇒ The "Profile Management" screen appears.

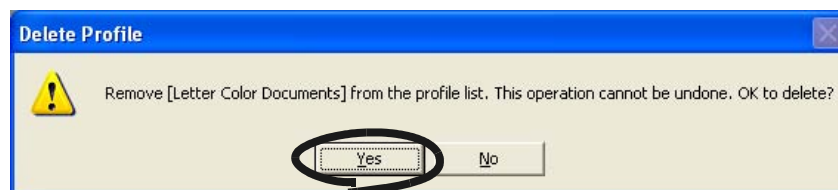
3. Select a profile name from the list, and then click the [Delete] button.



You can also invoke the "Profile Management" screen by right-clicking Scan-Snap icon **S**. The "Profile Management" screen appears when selected on the Right-click menu. Follow the same procedures described in the previous page to delete the profile name. Select a name from the list and then click the [Delete] button.




4. The "Delete Profile" window appears with the confirmation message. Click the [Yes] button to delete the profile.

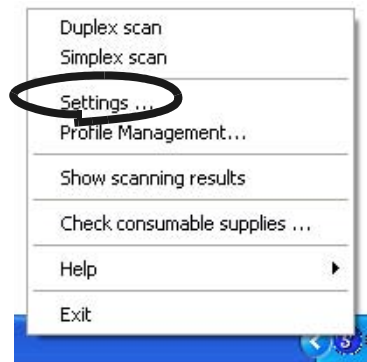


3.6 Changing Carrier Sheet Settings

Carrier Sheet settings are changed on the "Carrier Sheet Settings" screen.

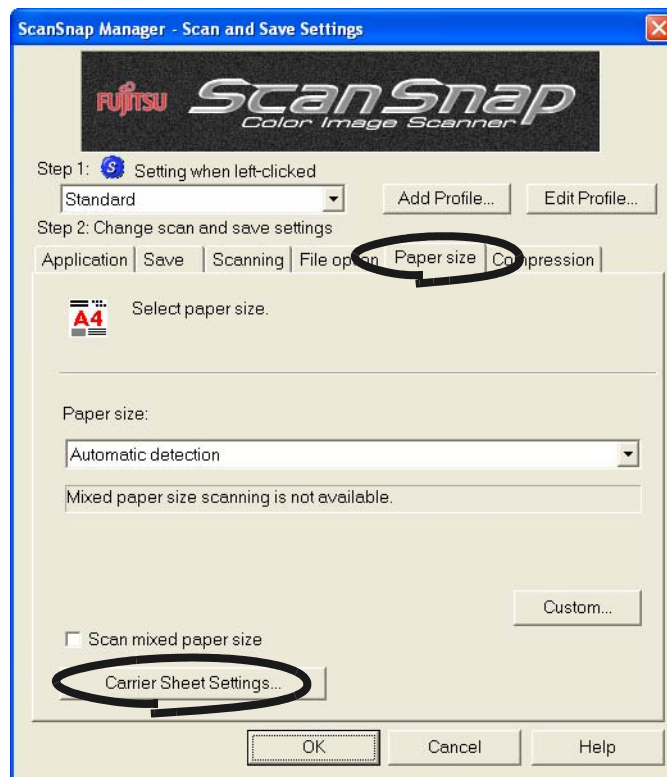
The "Carrier Sheet Settings" screen appears when the [Carrier Sheet Settings] button on the [Paper size] tab is clicked.

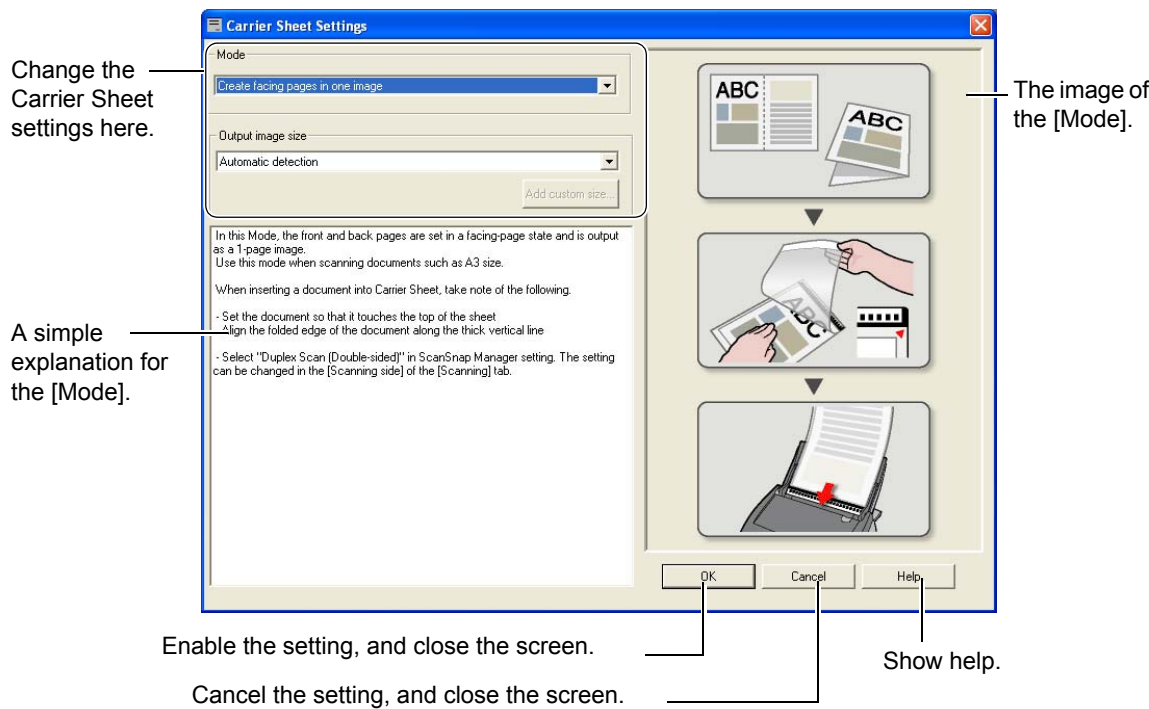
Right-click the "ScanSnap Manager icon"  on the taskbar, and select "Settings" from the menu.



⇒ The "Scan and Save Settings" screen appears.

Click the [Carrier Sheet Setting] button on the [Paper size] tab to display "Carrier Sheet Settings" screen.





The following explains the settings that can be changed on the "Carrier Sheet Settings."

Mode

Specifies the scanning method for using the Carrier Sheet.

The following are two modes.

- **Create facing pages in one image**
Scan a document folded in two half, in duplex mode and output an image of facing pages joining the front and back images together. This mode is for scanning a document larger than A4 size, such as A3/B4/11" x 17."
- **Create front and back images separately**
Outputs a cropped image which fits the size of the scanned document. This mode is for inserting and scanning documents such as photographs which you do not want to scratch, or documents of irregular size such as clippings of information that are difficult to load and scan directly on the scanner, in the Carrier Sheet.
If both sides are scanned, the front and back images are generated separately.



- When scanning in [Create facing pages in one image] mode, select [Duplex Scan] on the [Scanning] settings of [ScanSnap Manager].
- The method of loading documents differs with the mode. Refer to "Loading Documents with the Carrier Sheet" (page 37) for more details.

Output Image Size

Specifies an image size when generating a scanned image.

You can select it from the following document sizes.

Mode: Create facing pages in one image	Mode: Create front and back images separately
Automatic Detection	Automatic Detection
A3 (297 x 420 mm)	-
-	Carrier Sheet size (216 x 297mm)
-	A4 (210 x 297mm)
-	A5 (148 x 210mm)
-	A6 (105 x 148mm)
-	Post Card (100 x 148mm)
B4 (JIS) (257 x 364 mm)	-
-	B5 (JIS) (182 x 257mm)
-	B6 (JIS) (128 x 182mm)
-	Letter (8.5 x 11in, 216 x 279.4 mm)
11 x 17 (11 x 17 in, 279.4 x 431.8 mm)	-
-	Business Card Portrait (55 x 90mm)
-	Business Card Landscape (90 x 55mm)
-	Custom (Can create up to 10)



- If you specify [Automatic Detection] on [Output image size], the size of the scanned document is automatically determined among the standard sizes (other than Custom and Carrier Sheet Size) described in the above table. There is no need to re-specify an [Output image size] to fit the loaded document for that reason.
- If you specify [Carrier Sheet size] on [Output image size], the scanned image is generated in the Carrier Sheet size. After scanning, you can trim the image to your preferred size with applications such as Adobe Acrobat 7.0.
To trim the image using Adobe Acrobat 7.0, from the menu bar, select [Tools] -> [Advanced Editing] -> [Crop tool], and double-click the selected area for the necessary image portion.



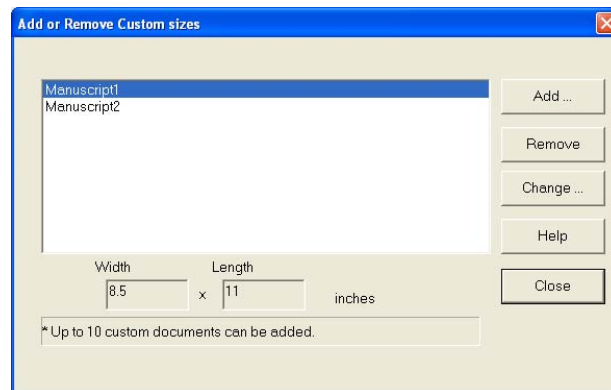
- If you specify [Automatic Detection] on [Output image size] to scan a document which size is not among the possible scan sizes on the above table, the scanned image is bigger than the document size as well as nearest to the fixed size. If you want to scan a document in its size, create a document size at the [Custom] button, and select that size on [Output image size].
- If you specify [Automatic Detection] on [Output image size], the generated size may be bigger than that of the scanned document. In this case, carry out the following operation.
 - Insert the document into the Carrier Sheet straight.
 - When you load the Carrier Sheet onto the scanner, use the side guides to secure the Carrier Sheet.

If the situation does not improve with the above methods, specify the size of the document on [Output image size].

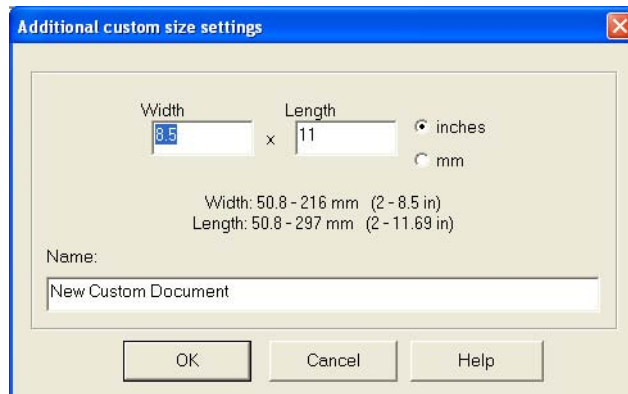
[Add custom size] button

You can create up to 10 custom sizes.

When you click the button, the following settings screen appears.

**To add custom size documents**

- 1) Click the [Add] button.
- 2) The following screen appears.



- Enter the document sizes.
You can set within these range:
Width: 50.8 - 216 mm (2 - 8.5 in)
Length: 50.8 - 297 mm (3 - 11.69 in)
 - Enter a name you want to display in [Name:].
⇒ The entered name is displayed on [Add or Remove Custom sizes].
- 3) When you complete the settings, click the [OK] button.
 - 4) A new custom document size is created.
Click the [Close] button, and the "Add or Remove custom sizes" screen closes.

To delete custom size documents

- 1) On the "Add or Remove custom sizes" screen, select the document size you want to delete, and click the [Delete] button.
- 2) When the confirmation screen appears, click the [Yes] button.
- 3) On the [Add or Remove custom sizes] screen, check that the document size is deleted, and click the [Close] button.

To change settings

- 1) On the [Add or Remove custom sizes] screen, select the setting of the document size you want to change, and click the [Change] button.
- 2) The [Additional custom sizes settings] screen appears. Change the items you want to change.
- 3) When you have completed the settings, click the [OK] button.
- 4) The "Add or Remove custom sizes" screen appears, and the settings have changed. Click the [Close] button, and the screen closes.

Chapter 4

Various settings according to your needs


This chapter describes the basic operations of ScanSnap.

4

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4.1 Using ScanSnap Manager

When you use ScanSnap with the default settings, you do not have to change any configuration.

All you need to do is simply pressing the [SCAN] button  to scan the documents, save images with the optimized settings and display the scanned images on the screen without any complicated operation.

However, you can also manually configure the settings as you need.

This section describes how to scan documents for specific purposes or how to edit scanned images, etc.




The default settings of ScanSnap are as follows:

- Application: ScanSnap Organizer
- Image saving folder: [My ScanSnap] folder
- Filename format: Date and time (Use operating system setting: yyyyMMddH-Hmmss (Year, Month, Day, hour, minute, second))
- Rename file after scanning: Disabled
- Image quality: Normal (Fastest)
- Color mode: Auto Color Detection (automatically determines whether the document is "color" or "black and white")
- Scanning side: Duplex Scan
- Continue scanning after current scan is finished: Disabled
- Scanning Option:
 - Brightness: Normal
 - Setting for text only document (in Color mode only): Disabled
 - Allow automatic blank page removal: Enabled
 - Correct skewed character strings automatically: disabled
 - Allow automatic image rotation: Enabled
 - Set the documents with its face up: Disabled
- File format: PDF (*.pdf)
- File format Option
 - PDF File Option: Multipage PDF (whole batch in one PDF)
 - Generate one PDF file per xx page: Disabled
 - Set a password for PDF file: Disabled
 - Use a fixed password: Disabled
- Paper size: Automatic detection
- Scan mixed paper size: Disabled
- Carrier Sheet settings:
 - Mode: Create facing pages in one image
 - Output image size: Automatic detection
- Compression
 - Compression rate: 3


These settings can be changed with ScanSnap Manager.

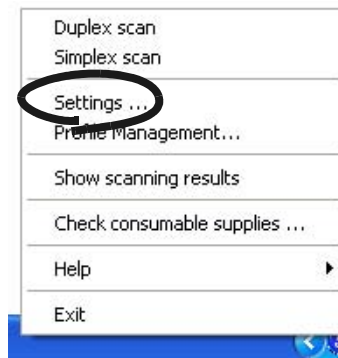
For details, refer to the "3.4 Changing Scan Settings" (page 53).

■ Scanning only one side of a document

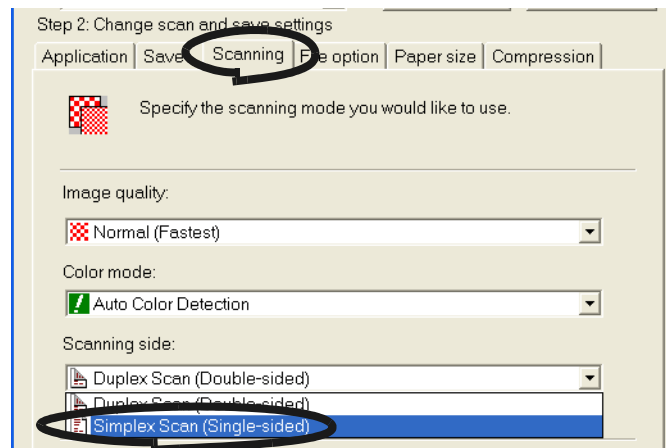
As the default setting, pressing the [SCAN] button  on ScanSnap scanner starts scanning documents in "Duplex" mode. If you wish to use "Simplex" scanning by pressing the [SCAN] button, change the settings by following the procedure below.




1. Right-click the "ScanSnap Manager" icon  on the task bar and select "Settings" from the menu.



2. Click the [Scanning] tab and select "Simplex scan" from the "Scanning side" drop-down menu.



3. Click the [OK] button to save changes and close the window.
4. Load the document onto the scanner.
5. Press the [SCAN] button .

⇒ The document is scanned in the "Simplex" mode.



To return the setting to the "Duplex" mode, select [Duplex scan] in Step 2. The selected setting is applied to further scans unless it is changed again.

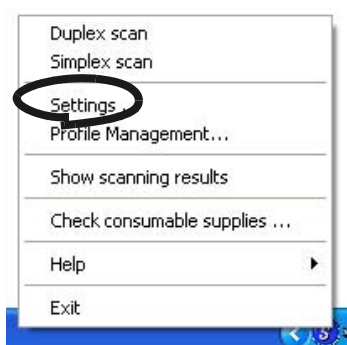
■ Scanning color document in black and white

As the default, ScanSnap automatically recognizes whether a document is black & white or colored. Accordingly colored documents are scanned in the color mode, while black & white documents are scanned monochrome.

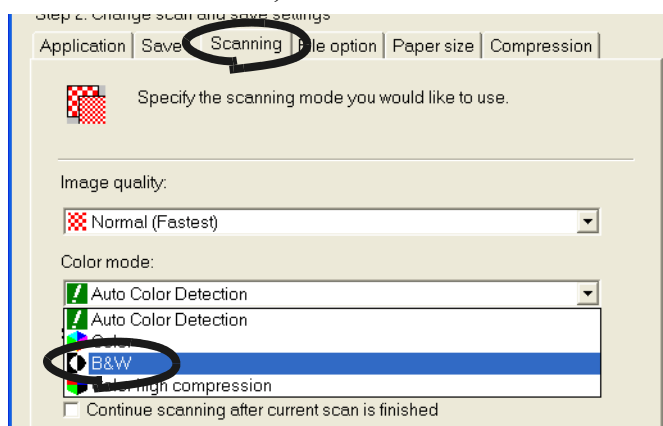
If you wish to scan colored document in black & white, change the settings by following the procedure below.




1. Right-click the "ScanSnap Manager" icon **S** on the task bar and select "Settings" from the menu.



2. Click [Scanning] tab and select "B&W" at "Color mode."
If you scan color documents in color, select "Color."



3. Click the [OK] button to close the dialog box.
4. Load the document onto the scanner.
5. Press the [SCAN] button .
 - ⇒ Scanned images will be output in black and white.

■ Scanning color documents in high compression mode


With ScanSnap, you can scan and save color documents in "Color high compression" mode so that the file size of data can be reduced.

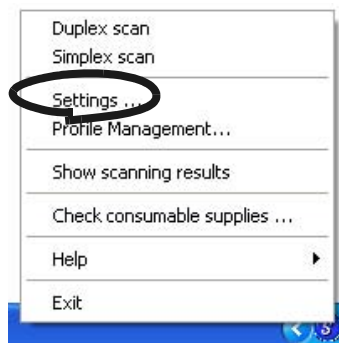
If you scan the enormous quantity of documents in the "Color high compression" mode, for example, you can store colored documents as a space-saving PDF file.

In addition, you can increase the compression rate further by dragging the slider to the right on the [Compression] tab.

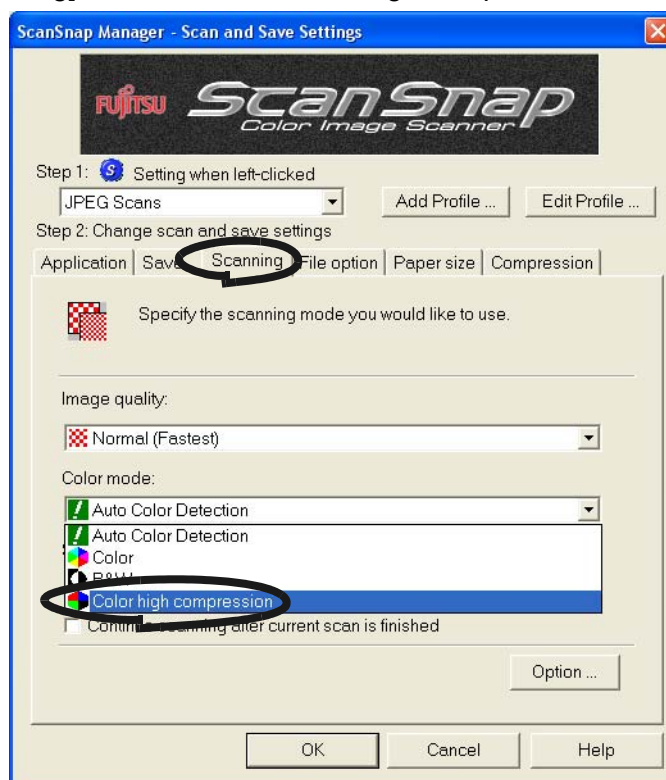
To scan color documents in high compression mode, perform the following steps to change settings.



1. Right-click the "ScanSnap Manager" icon  on the task bar and select "Settings" from the menu.



2. Click the [Scanning] tab and select "Color high compression" at "Color mode."



3. Click the [OK] button to close the dialog box.

4. Load the document onto the scanner.

5. Press the [SCAN] button .

⇒ Scanned documents will be output as highly compressed color images.



In "Color high compression" mode, characters and backgrounds on the document are compressed separately, and thus, the file size of the document that mostly consists of text characters becomes smaller while keeping the quality of the characters as they are. However, this mode is not appropriate for scanning photographs or figures because these graphical materials are recognized as background and compressed as such, causing degradation in images. If this setting is specified, the contrast of the image may become higher.

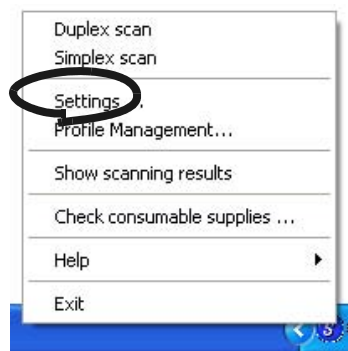
■ Skipping blank pages

ScanSnap is able to recognize blank pages and remove them from the output data. When scanning documents in "Duplex" mode, both sides of the documents are scanned regardless if their back-sides are printed or not. Though the empty back sides are scanned, they are recognized as "blank" and automatically removed, so they will not appear on the output data.

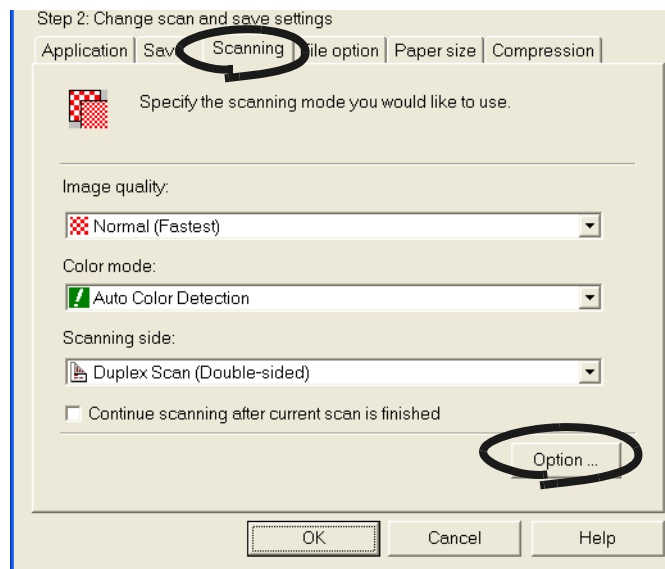
To change the setting, follow the procedure below.



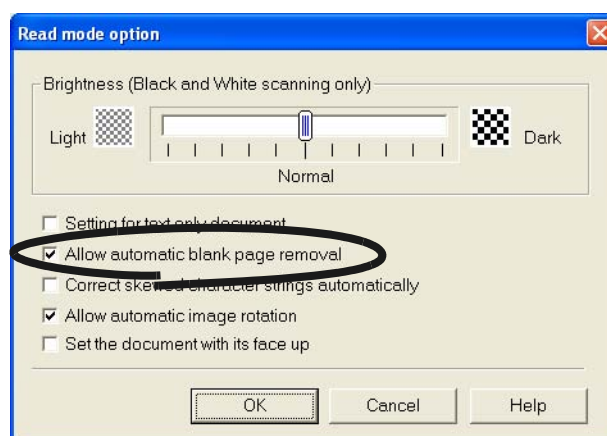
1. Right-click the "ScanSnap Manager" icon **S** on the task bar and select "Settings" from the menu.



2. Select the [Scanning] tab and click the [Option] button.



3. Select the "Allow automatic blank page removal" checkbox.



4. Click the [OK] button to close the window.
⇒ The setting is enabled from next scanning.



The following types of documents may be accidentally recognized as blank pages:


- Almost blank documents containing only a few characters
- Documents of only one color (including black) and without any patterns, lines, or characters

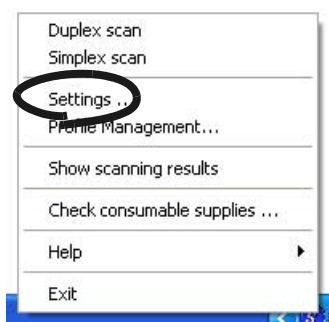
*When you scan such documents, clear the checkbox.

■ Correcting skewed documents

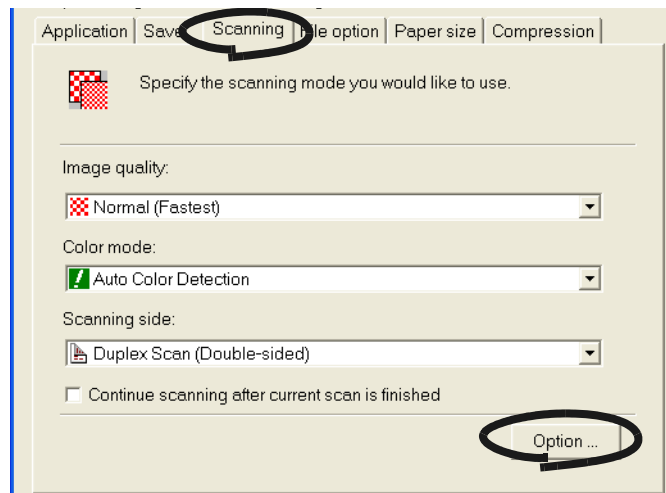
ScanSnap is able to automatically correct document skews. To change the setting, follow the procedure below.



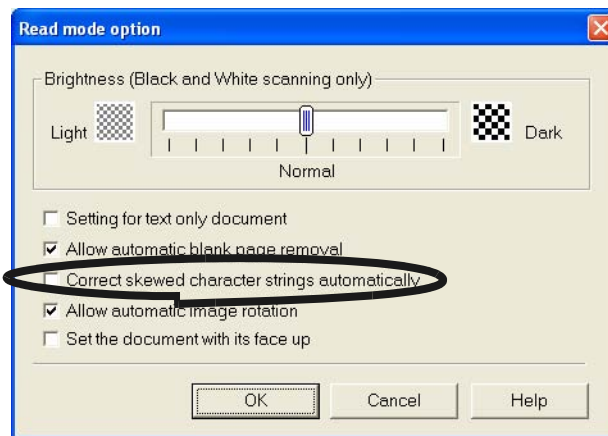
1. Right-click the "ScanSnap Manager" icon  on the task bar and select "Settings" from the menu.



2. Select the [Scanning] tab and click the [Option] button.



3. Select the "Correct skewed character strings automatically" checkbox.



4. Click the [OK] button to close the window.
⇒ The setting is enabled from next scanning.



Up to +/-5 degrees of skews can be corrected.

This function determines a document skew based on the characters printed on the document, so it may not work properly for the following document:

- Documents on which the pitches of lines or characters are extremely narrow, or characters are overlapped
- Documents with many outline characters or using font styles like this
- Documents with many photographs or figures and only a few characters
- Documents with a background pattern behind characters
- Documents on which characters are printed in various direction (e.g. plans)
- Documents with long diagonal lines
- Documents with handwritten characters

*When you scan such documents, clear the checkbox.

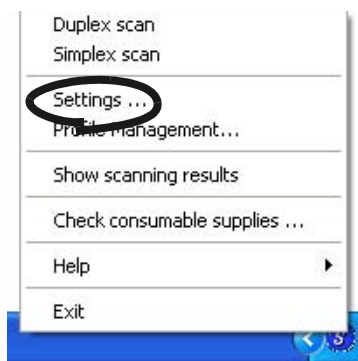
■ Correcting the orientation of scanned images

When there are different types of page orientation in a document, ScanSnap is able to automatically correct the orientation of the scanned images for the document. For example, it is often seen that a document has portrait pages for text contents and landscape pages for tables. For the case of double-sided documents in calendar style, their rear sides are printed upside down.

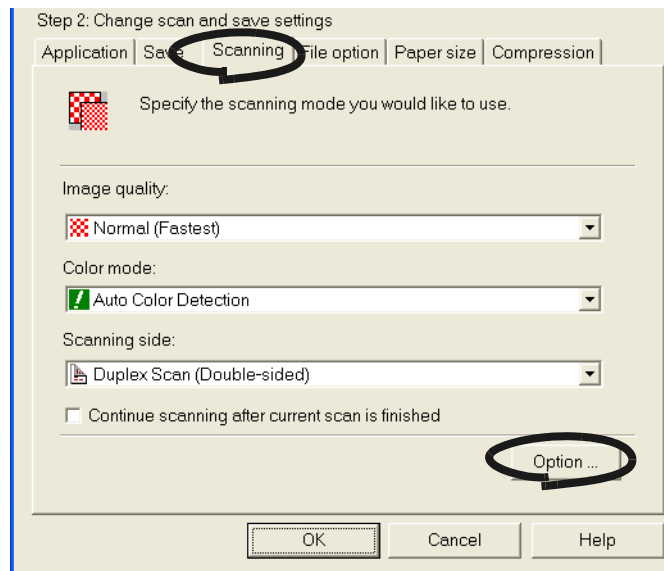
To change the setting, follow the procedure below.



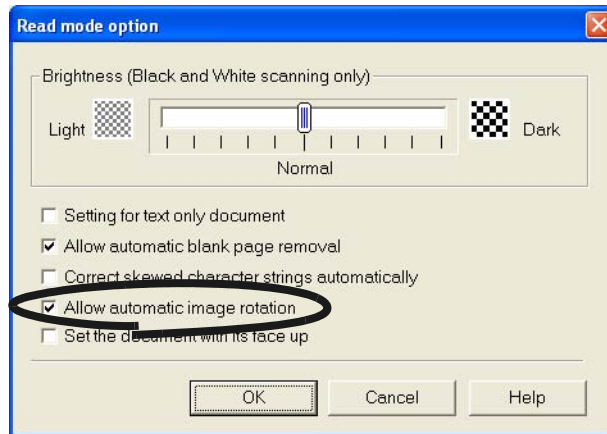
1. Right-click the "ScanSnap Manager" icon **S** on the task bar and select "Settings" from the menu.



2. Select the [Scanning] tab and click the [Option] button.



3. Select the "Allow automatic image rotation" checkbox.



4. Click the [OK] button to close the window.
⇒ The setting is enabled from next scanning.



This function determines a document orientation based on the characters printed on the document. So it may not work properly for the following kinds of documents:

- Documents with many extremely large/small characters
- Documents on which the pitches of lines or characters are extremely narrow, or characters are overlapped
- Documents with many characters that contact underlines or ruled lines
- Documents with many photographs or figures and only a few characters
- Documents with a background pattern behind characters
- Documents on which characters are printed in various directions (e.g. plans)
- Documents with only capital letters
- Documents with handwritten characters


*When you scan such documents, clear the checkbox.

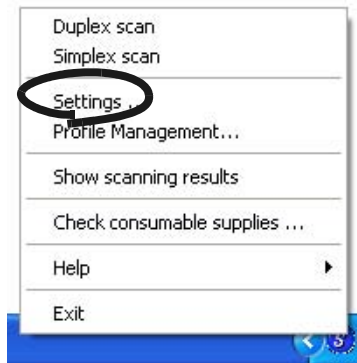
■ Scanning documents of different widths or sizes at a time

By marking the "Scan mixed paper size" checkbox, you can scan documents of different widths or sizes in one batch.

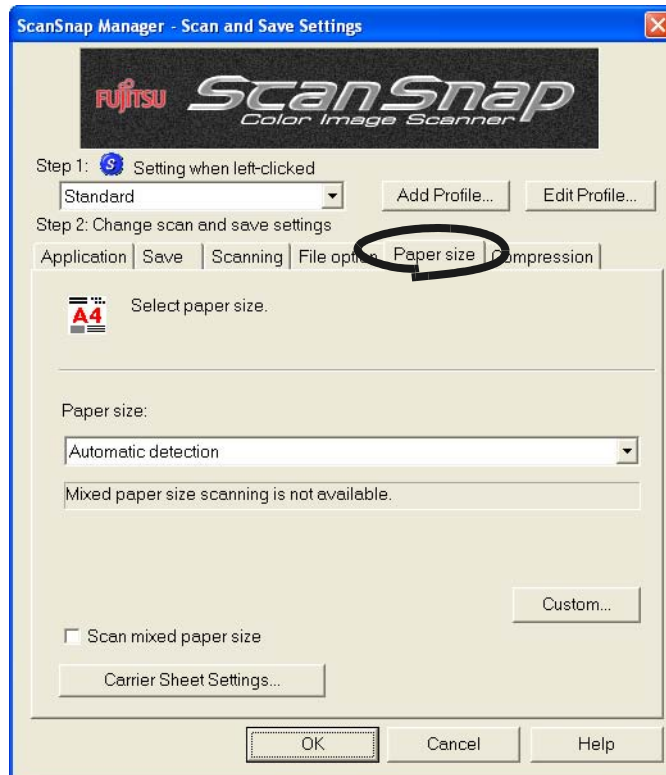
To scan documents of various sizes, do the following.



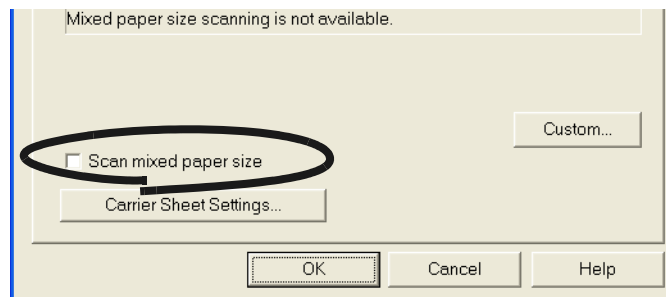
1. Right-click the "ScanSnap Manager" icon  on the task bar and select "Settings" from the menu.



2. Select the [Paper size] tab.



3. Mark the "Scan mixed paper size" checkbox.

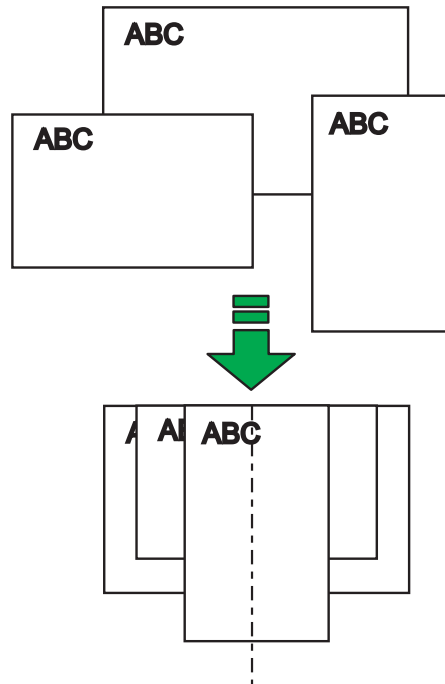


- Click the [OK] button to close all the windows opened.

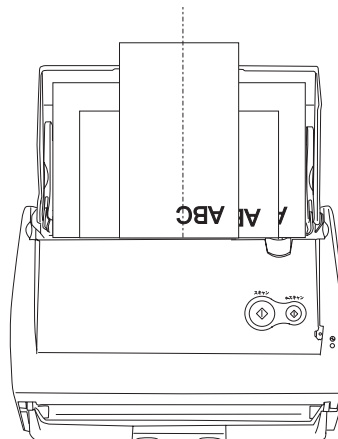


This function is available only when "Automatic detection" is selected from the "Paper size" drop-down menu.

- Align the edge of all documents.

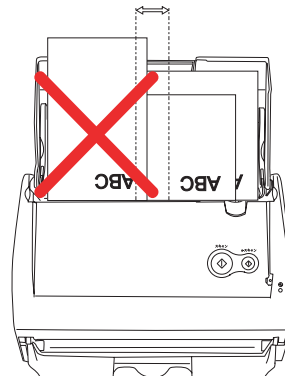


- Load documents onto the paper chute.





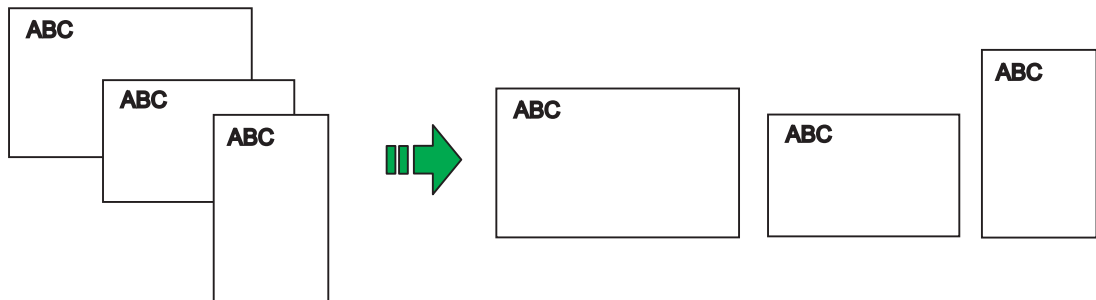
- Place all documents in the center under the pick roller.
(Documents that are not under the pick roller cannot be fed.)



- Adjust the side guide to the widest document.
- Carefully load the smaller documents, which cannot contact the side guide, so that they can be fed straight. If the documents are skewed during a scan, the quality of scanned images may be degraded (chipped images/slant lines produced) or scanned images may be output in different size from the original. If you have difficulties feeding documents straight, it is recommended to scan documents in several batches; scan documents of about the same size in one batch.
Note that smaller documents that cannot be guided by the side guide may cause a jam.

7. Press the [SCAN] button  .


⇒ The size of all images output conforms to the respective documents.

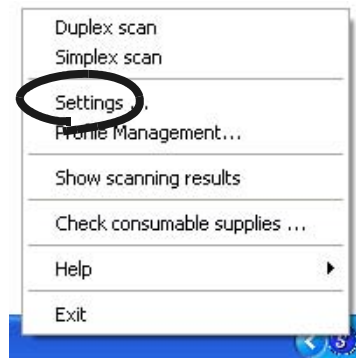


■ Saving scanned images in multiple files

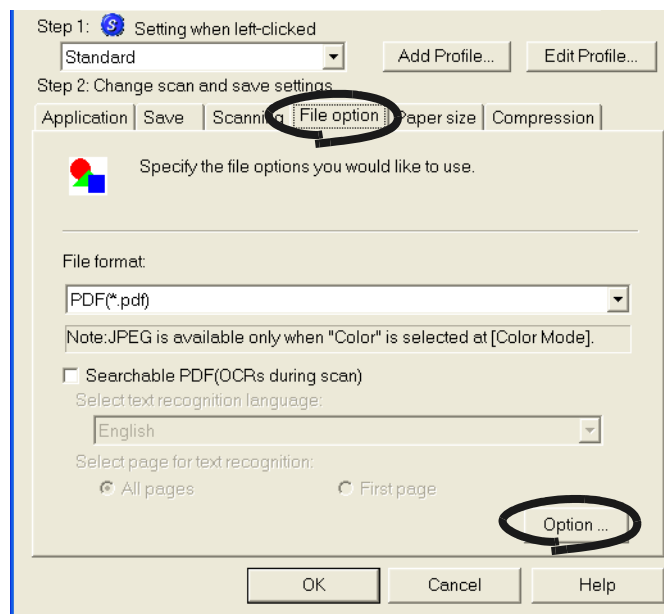
ScanSnap can save scanned images in multiple files based on the specified number of pages. For example, you can scan a batch of documents and create files for every single page. To change the setting, follow the procedure below.



1. Right-click the "ScanSnap Manager" icon  on the task bar and select "Settings" from the menu.



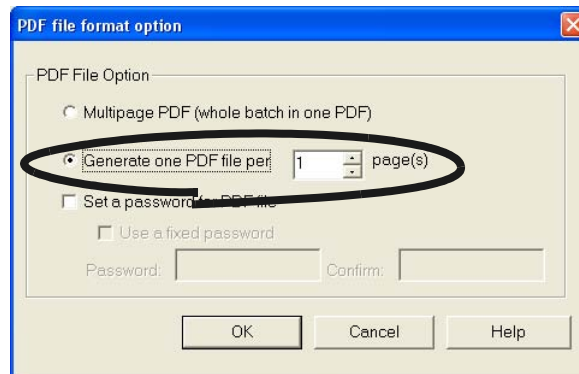
2. Select the [File option] tab and click the [Option] button.



Make sure that "PDF(*.pdf)" is selected at "File format."

3. In the "PDF File Option" window, select "Generate one PDF file per x page(s)" and enter a number.

One PDF file is created every time when the specified number of pages have been scanned.

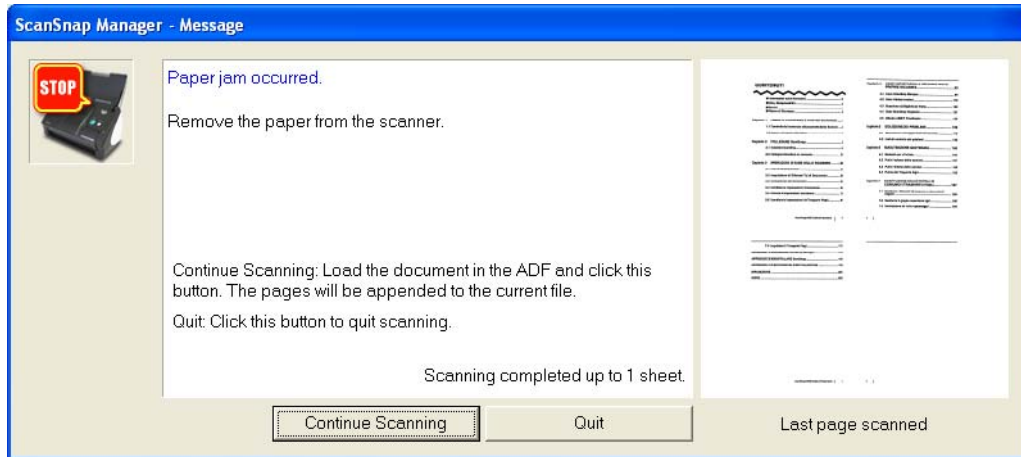


In "Duplex" mode, two pages (front/back) are created per document sheet. It is recommended that you clear "Allow automatic blank page removal"; select the [Scanning] tab -> [Option] button to open the window. If this function is enabled, there may be a discrepancy between the page numbers of the original document and the resulting document in which blank pages may be deleted.

4. Click the [OK] button to close the window.
⇒ The setting is enabled from next scanning.

■ Merging scanned images divided by scanning errors into one PDF file

When you are scanning documents and saving them in PDF format, the following window appears if the scanning is interrupted by a paper jam or error.



You can resume or abort the scanning by the following procedure.



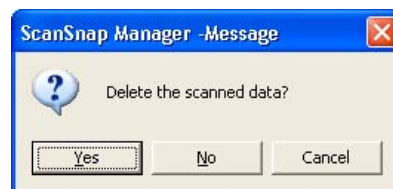
To resume scanning:

1. Check the last page scanned on the "Message" window.
2. Load the unscanned pages back onto ADF.
3. Click the [Continue Scanning] button to restart the scanning.

To quit scanning:

1. Click the [Quit] button.

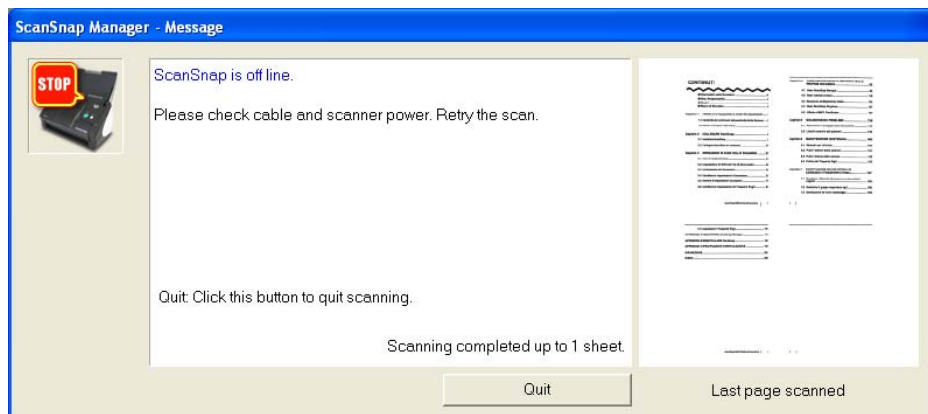
⇒ The following window appears.



2. Click [Yes] to delete the data that were scanned up to the interruption. Otherwise, click [No] to save the data that were scanned up to the interruption. (*Click [Cancel] not to quit but to return to the previous window.

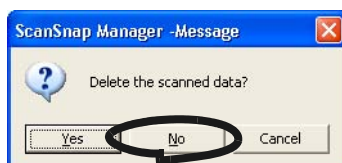


The [Continue Scanning] button may not be displayed on the window and an error message like the example below may appear. In this case, it is not possible to resume scanning. You will use Adobe Acrobat if you want to merge two divided image files. (This operation is only available for files of PDF format.)

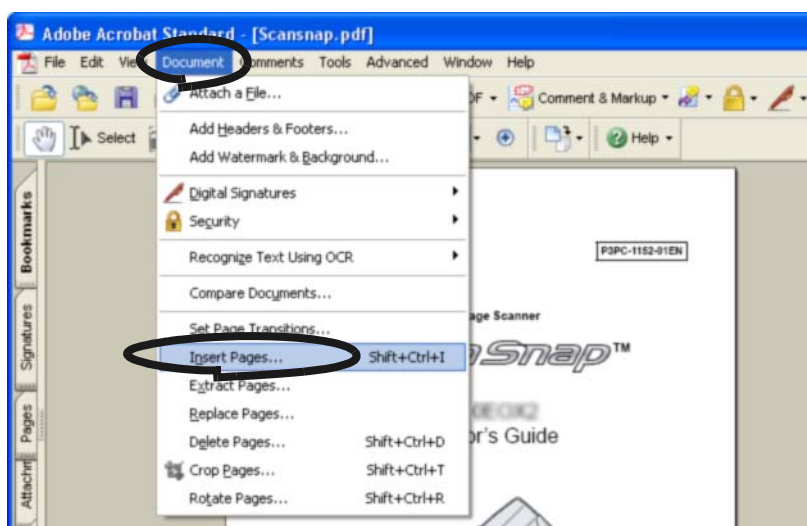


The following shows the procedures for this operation:

1. Confirm the last page scanned on the "Message" window.
2. Click the [Quit] button, then the following window appears.

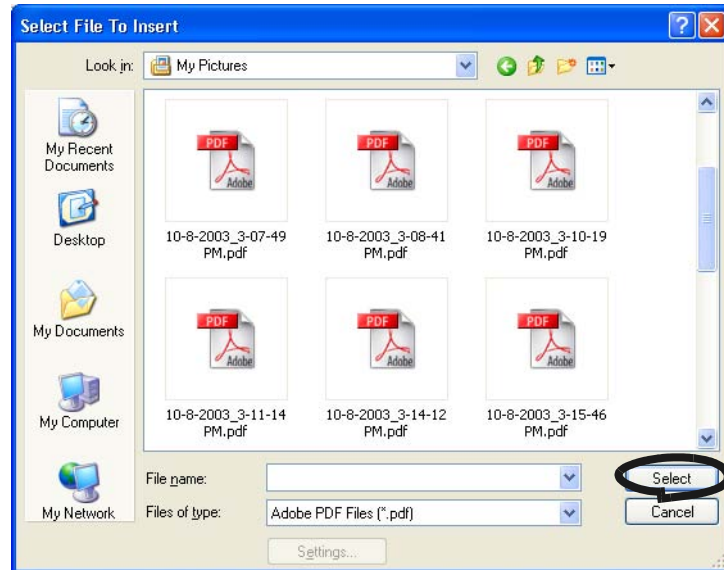


3. Click the [No] button to save the image (PDF file) scanned before the interruption (this file is called "File A").
4. Scan the remaining documents (this part is called "File B").
5. Open "File A" with Adobe Acrobat.
6. From the menu bar, select [Document] - [Insert Pages].

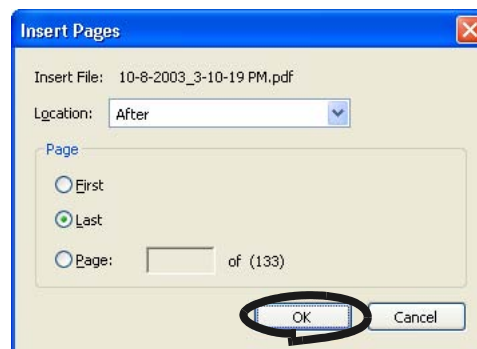




7. Select "File B" in the "Select File to Insert" screen and click the [Select] button.



⇒ The "Insert Pages" window will appear.



8. Select "After" from the Location menu and "Last" from Page radio buttons, then click [OK].




■ Setting Passwords for Scanned Documents

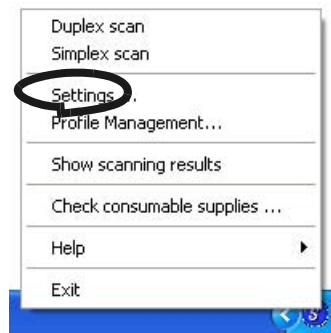
You can set passwords for files scanned with ScanSnap and saved in PDF format.

No one can read the content of a password-protected PDF file unless he/she enters the password to open the file.

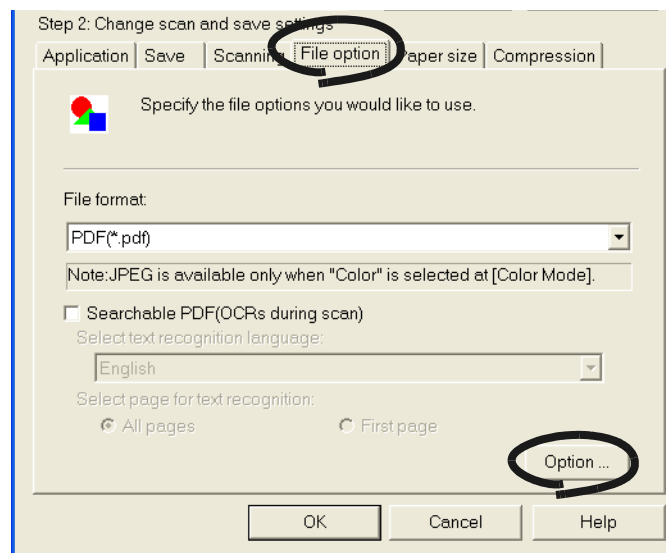
Thus, if you save confidential or important documents with passwords after scanning, you can prevent such information from being leaked.



1. Right-click the ScanSnap icon , and select "Settings."

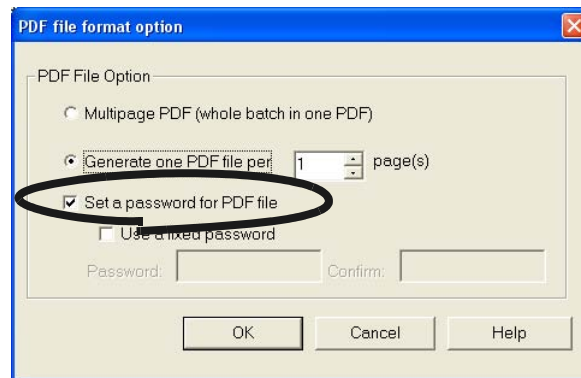


2. Click the [File Option] tab, and then click the [Option] button.



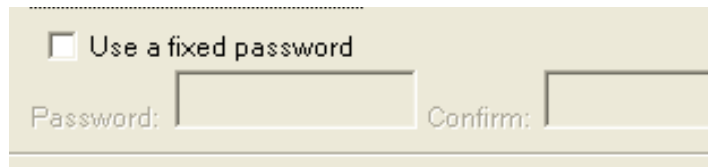
Check that "PDF (*.pdf)" is selected in "File Format."

3. Select the checkbox for "Set a password for PDF file" on "PDF File Option."



To enter a password for every scan

Clear the checkbox for "Use a fixed password."



⇒ You can enter a different password for every scan.

To use a fixed password decided in advance

- 1) Select the checkbox for "Use a fixed password."



⇒ The same password is used for all PDF files.

There is no need to enter a password for every scan.

- 2) Enter the same password for "Password" and "Confirm."



You can use the following characters to set your password.

Maximum number of characters: 16

Characters: A-Z, a-z, 0-9

Symbols: ! " # \$ % & ' () * + , - . / : ; < = > ? @ [\] ^ _ ` { | } ~

4. Click the [OK] button to close all the screens.
5. Load the document onto the scanner.

6. Press the [SCAN] button .

⇒ Scanning starts.

⇒ In step 3, if the checkbox for "Use a fixed password" is cleared, the following screen appears.



In the "Password" and "Confirm" fields, enter the same password, and click the [OK] button.



- You can use the following characters to set your password.
Maximum number of characters: 16
Characters: A-Z, a-z, 0-9
Symbols: ! " # \$ % & ' () * + , - . / : ; < = > ? @ [\] ^ _ ` { | } ~
- If you click the [Cancel] button, the PDF file is saved without a password.

⇒ The scanned document is saved as a password-protected PDF file.




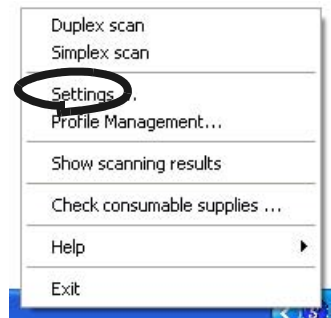
- Note: If you forget your password, the PDF file cannot be opened.
- If the operating system you are using is Window 98 or Window Me, this function is enabled only if Adobe Acrobat is installed on your computer.

■ Performing text recognition when scanning documents

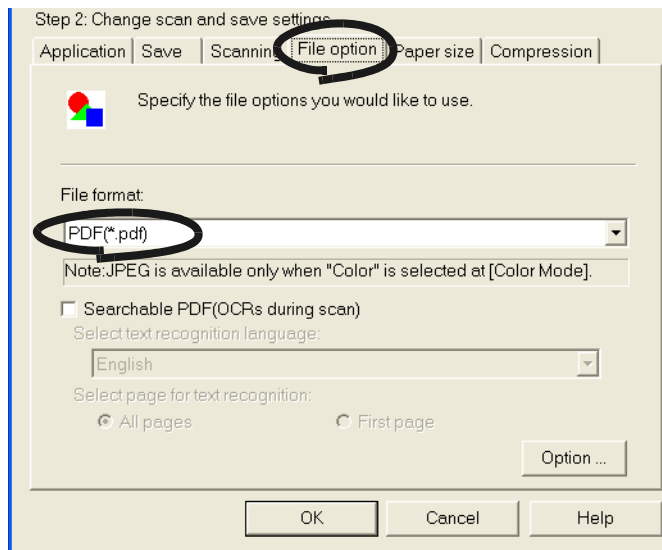
You can perform text recognition when scanning documents. Doing so can make a searchable PDF file (OCRs during scan).



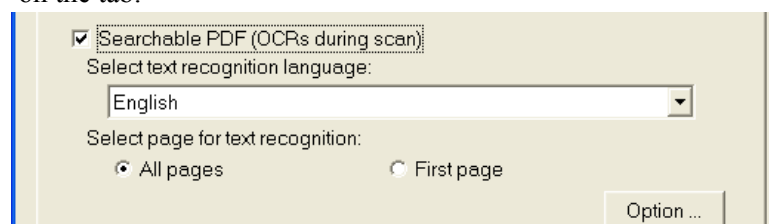
1. Right-click the ScanSnap icon , and select "Settings."



2. Click the [File Option] tab, and then select "PDF" from the "File format" drop-down list.



3. Mark the checkbox in order to "Searchable PDF (OCRs during scan)."
When performing text recognition for all pages, select "All pages" or for the first page, select "First page" on the tab.



4. Click the [OK] button to close all the screens.

5. Load the document onto the scanner.

6. Press the [SCAN] button .

⇒ Scanning starts.

The document scanned is saved as a searchable PDF file, which has been recognized as text.



- Marking this checkbox may require an extended period of processing depending on your personal computer environment.
 - ScanSnap may fail to correctly recognize the following kinds of documents (characters) as text. However, by changing Color mode and/or improving Image quality for scanning, such a document may be successfully text-recognized.
 - Handwritten documents
 - Documents scanned in low quality, including smaller characters.
 - Skewed documents
 - Documents written in languages other than the specified language for text recognition
 - Documents including texts written in Italic characters
 - Superscript/subscript letters and complex mathematical formulas
 - Characters are written against an unevenly-colored or patterned background
 - Characters to which effects (Shadow, Outline, and the like) are applied
 - Shaded characters
 - Documents of complex layout as well as documents including unreadable characters (due to print-through and smudges)
- (It may take an extended period of time to scan documents described above.)



4.2 Using Adobe Acrobat

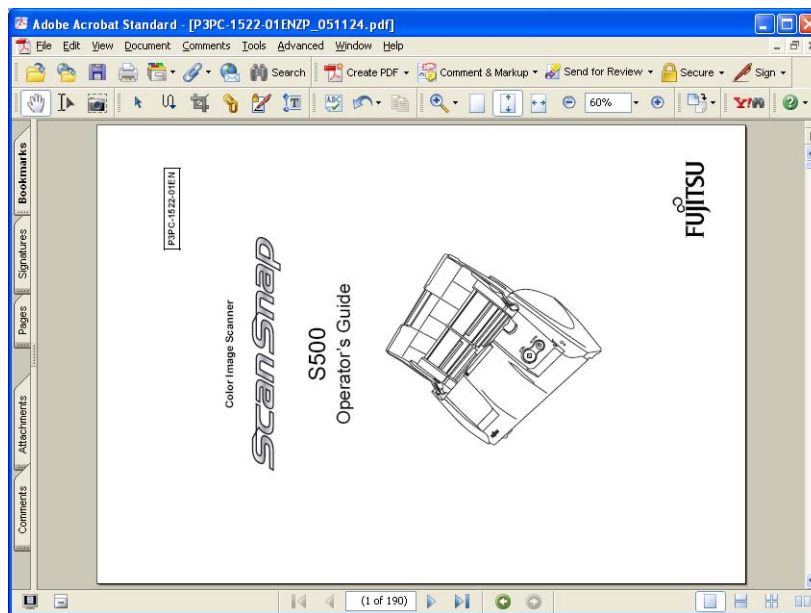
■ Rotating the page view of a PDF file

Even after scanning a document and saving it as a PDF file, you can change the page view orientation of this PDF file with Adobe Acrobat.

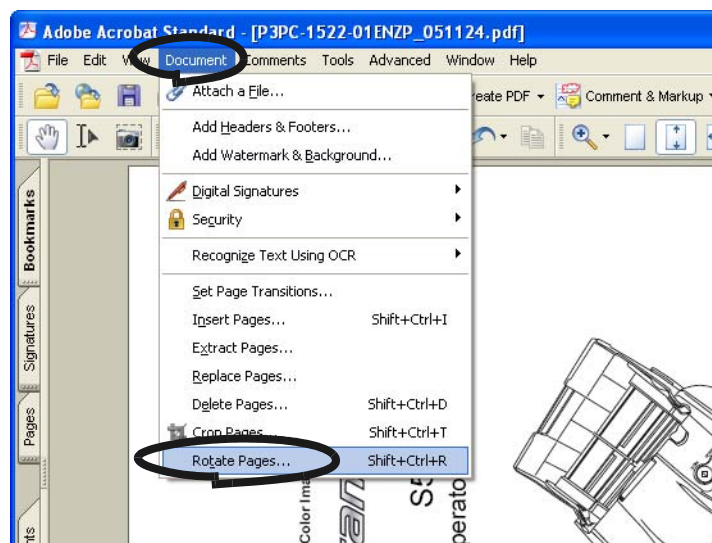
When the [Allow automatic image rotation] function (page 100) fails to correct the orientation of a page view, or you want to change the orientation of other pages, follow the procedure below.



1. With Adobe Acrobat, open the PDF file.



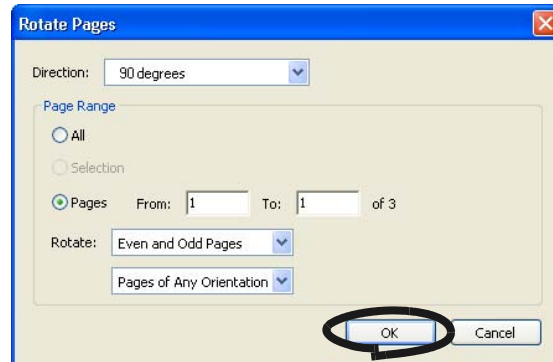
2. From the menu bar, select [Document] -> [Rotate Pages].



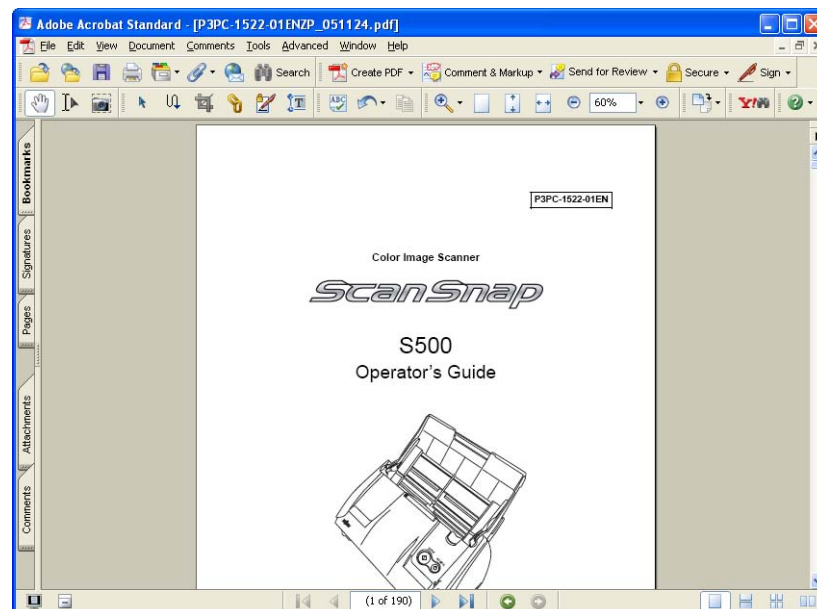
3. Specify the page in which you want to change the orientation and click the [OK] button.

Direction: Specify the angle and the direction of the rotation.

Page range: Specify the page number of the pages you want to rotate.



⇒ The orientation of the specified page(s) is (are) changed.



For details of this function, refer to "Adobe Acrobat Help."

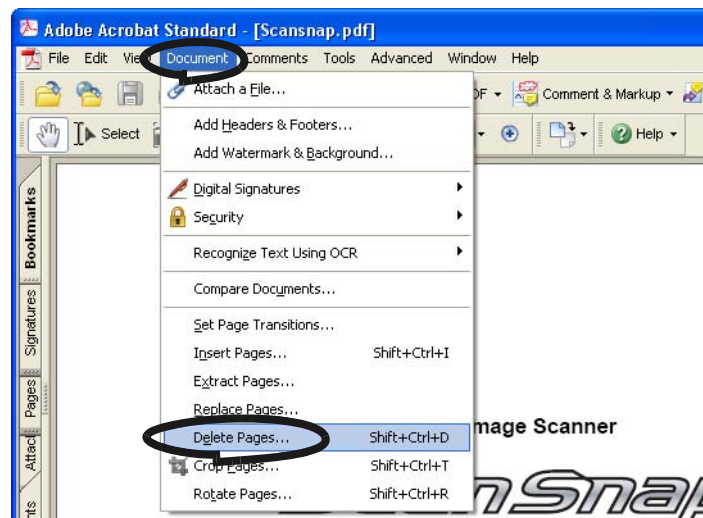
■ Deleting pages from a PDF file

Unnecessary pages of a document which has been scanned and saved as a PDF file can be deleted with Adobe Acrobat 7.0.

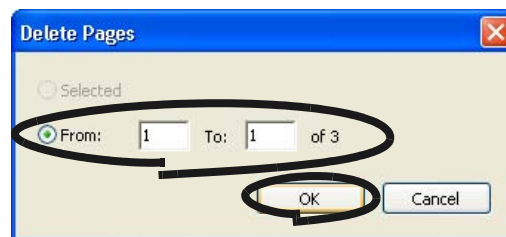
When a blank page could not be skipped with [Allow automatic blank page removal] function (page 97), or you want to delete another unnecessary page, follow the procedure below.



1. With Adobe Acrobat, open the PDF file targeted for deletion.
2. From the menu bar, select [Document] -> [Delete Pages].



3. Specify the page number of the page(s) you want to delete and click the [OK] button.



⇒ The specified page is deleted.



For details of this function, refer to "Adobe Acrobat Help."

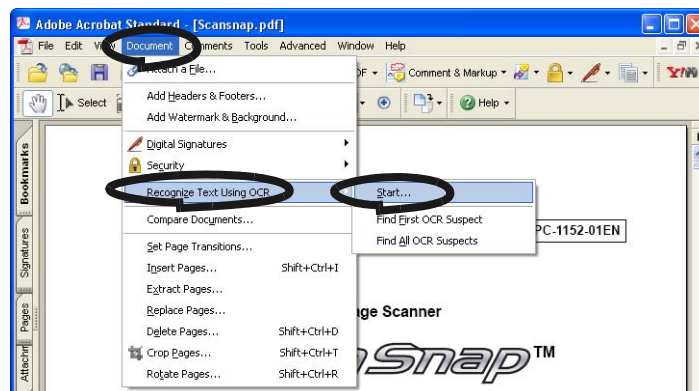
■ Converting scanned images to searchable text with OCR

When you scan a document, you will get a whole image of the document including signs, letters and numbers. However, the system cannot recognize the image data as text. This means that you are not able to search the content of your document without using OCR (Optical Character Recognition).

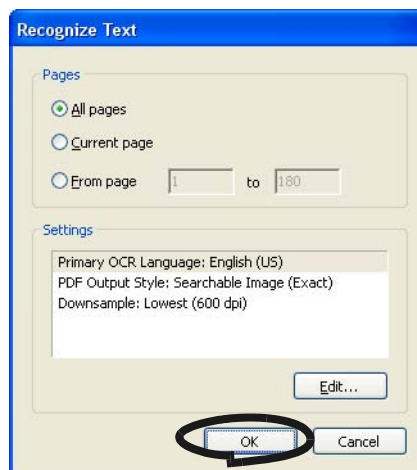
You can convert such image data into searchable text data by using OCR processing ("Recognize Text" function) of Adobe Acrobat 7.0.



1. With Adobe Acrobat, open the PDF file for conversion.
2. Select [Document] -> [Recognize Text Using OCR] -> [Start] from the menu bar.



3. In the following window, configure the necessary settings, then click the [OK] button.



⇒ The text information is added to the image data by the "Recognize Text" function.



For color documents, in the "ScanSnap Manager - Scan and Save Settings" dialog box, select [Scanning] tab -> "Image quality" -> "Better (Faster)" or "Best (Slow)" and scan.

For details of this function, refer to "Adobe Acrobat 7.0 Help."

4.3 Scanning Business Cards

A ScanSnap product comes with "CardMinder", an application software for managing business card data.

Using CardMinder, you can convert business cards into image data, and create a database of business cards by recognizing their image data using the OCR (Optical Character Recognition) technology.


The following describes how to start CardMinder and how to scan business cards with it.



- For further details, refer to the **"CardMinder User's Guide."** If CardMinder is already installed on your personal computer, you can browse the User's Guide by selecting [Start] -> [All Programs] -> [CardMinder] -> [Manual]. (You can also browse the User's Guide from the "Setup CD-ROM" startup screen supplied with this scanner.)
- When "CardMinder" is selected from the [Application:] drop-down list on the [Application] tab, the [Save], [File option], [Paper size], and [Compression] tabs will not be shown.
- If ScanSnap Manager is activated after CardMinder is activated, "CardMinder" is automatically selected from the [Application] drop-down list on the [Application] tab. If ScanSnap Manager is activated after CardMinder is deactivated, the selected application will be reset to previous one.

■ Starting CardMinder

The following describes how to create scanned images of business cards on ScanSnap.

In this example, the [SCAN] button  on the scanner is used to scan business cards.

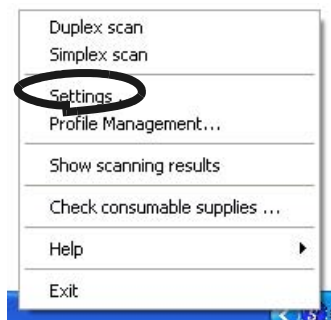


Business cards can also be scanned by starting up CardMinder and clicking the [Scan] button at the upper left of the window.
For details, refer to the "**CardMinder User's Guide.**"

<Preparations>

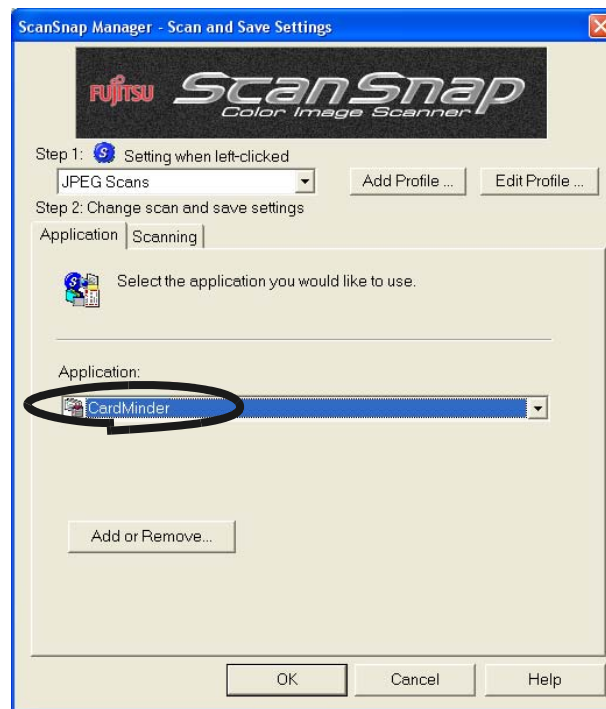


1. Right-click the "ScanSnap Manager" icon  on the task bar, and select the [Settings] from the menu that is displayed.



⇒ The "Scan and Save Settings" dialog box is displayed.

2. Select "CardMinder" from the "Application" drop-down list on the [Application] tab.



⇒ Two tabs, the [Application] and [Scanning] tabs, will be displayed.



"Image quality" and "Color mode" can be changed on the [Scanning] tab. (Refer to "[Scanning] tab" on page 62.)

The defaults are "Best" and "Color" for the scan mode. (In this section, business cards are scanned using these default settings.)

When CardMinder is selected from the [Application:] drop-down list, the option "Excellent" in the [Image quality] field on the [Scanning] tab is not available.

3. Click the [OK] button.

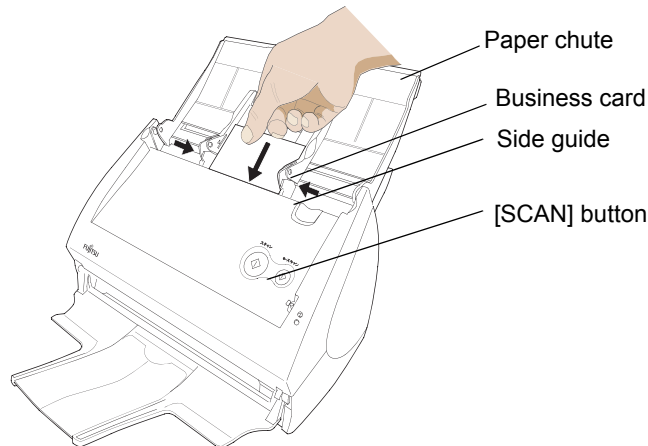
⇒ This closes the "Scan and Save Settings" screen.

<Scanning procedure>



1. Load the business cards onto the scanner.

- Load the business cards face down.
- When you scan two or more business card, set them in piles.
- Adjust the side guides so that they contact both sides of the business cards. If there is a space between the business cards and the side guides, place the cards along the left side guide.




2. Press the [SCAN] button on the scanner.

⇒ Scanning will be started. After the scanning has finished, the "CardMinder" screen is displayed.



- Do not connect or disconnect other USB devices during the scanning operation.
- Do not close the paper chute or press the [POWER] button on the scanner during the scanning operation.
- Do not switch the user to log in during the scanning operation.

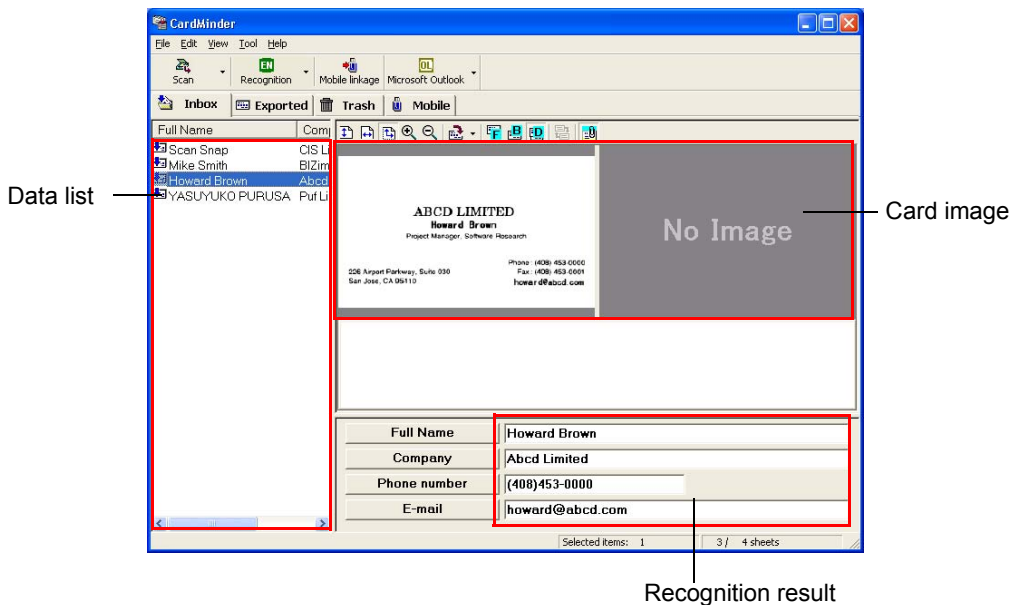


- As the default setting, documents are scanned at "Duplex" mode when you press the [SCAN] button. Using "ScanSnap Manager", you can set the scanner to scan documents in "Simplex" mode by pressing [SCAN] button.
- You can also start scanning with the "ScanSnap Manager" icon  on the task bar.

*For details, refer to "3.4 Changing Scan Settings" (on page 53).



3. Confirm the image data of the scanned business cards on the [CardMinder] main window.



The image data of scanned business cards are displayed on the right.
A list of already saved business cards is displayed on the left.
Under the image data, the recognized characters are displayed.

4. Should there be any mistake of the recognition, correct the data manually.
Correct the recognized characters, if they are different from image data.



For details on correcting recognized characters, refer to the **"CardMinder User's Guide."**

5. Select [Exit] from the [File] menu to quit CardMinder.



For further details, refer to the **"CardMinder User's Guide."** If CardMinder is already installed on your personal computer, you can browse the User's Guide by selecting [Start] -> [Programs] -> [CardMinder] -> [Manual]. (You can also browse the User's Guide from the "Setup CD-ROM" startup screen supplied with this scanner.)

4.4 Using ScanSnap Organizer

ScanSnap Organizer is a software application for displaying and sorting image files such as the PDF and JPEG files.

Images scanned by ScanSnap can be displayed without opening, folders can be created for different purposes, and files can also be sorted.

This following explains how to use ScanSnap Organizer.



For details, refer to "ScanSnap Organizer User's Guide" .

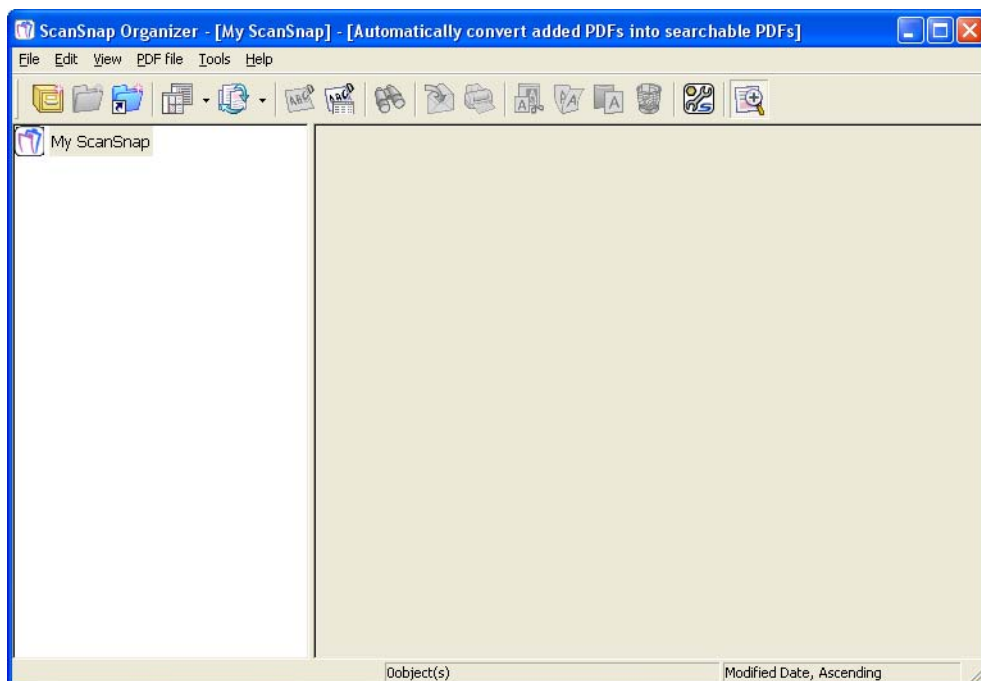
If ScanSnap Organizer has already been installed, you can refer to it by selecting [Start] -> [All programs] -> [ScanSnap Organizer] -> [User's Guide]. (You can also access the manual from the initial screen of the provided software on the ScanSnap Setup CD ROM.

■ Starting ScanSnap Organizer





1. From the [Start] menu, select [All Programs] -> [ScanSnap Organizer] -> [ScanSnap Organizer].

⇒ The ScanSnap Organizer window appears.





- You can also double-click the ScanSnap Organizer icon  on the desktop.
- Password-protected PDF files are not thumbnailed because of security reasons.* These files are displayed in the form of the Adobe Acrobat icon along with the lock symbol  on the bottom left-hand corner.
* However, PDF files with the same password as the "fixed password" set on the "PDF file format option" window using ScanSnap Manager can be thumbnailed.
For details on how to set the fixed password, refer to "Set a password for PDF file" on page 70.
- If ScanSnap Manager is activated after ScanSanp Organizer is activated, [Application:] on the [Application] tab will automatically be switched to "ScanSnap Organizer", and if ScanSnap Manager is activated after ScanSnap Organizer is deactivated, [Application:] on the [Application] tab will be switched to the previously-selected application.

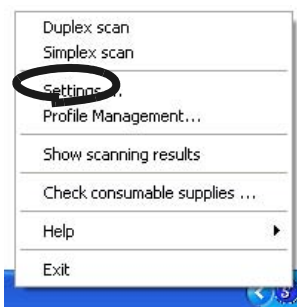
■ Connecting to ScanSnap

Scanning with ScanSnap, and how "ScanSnap Organizer" displays the scanned images is explained.

<Preparation>

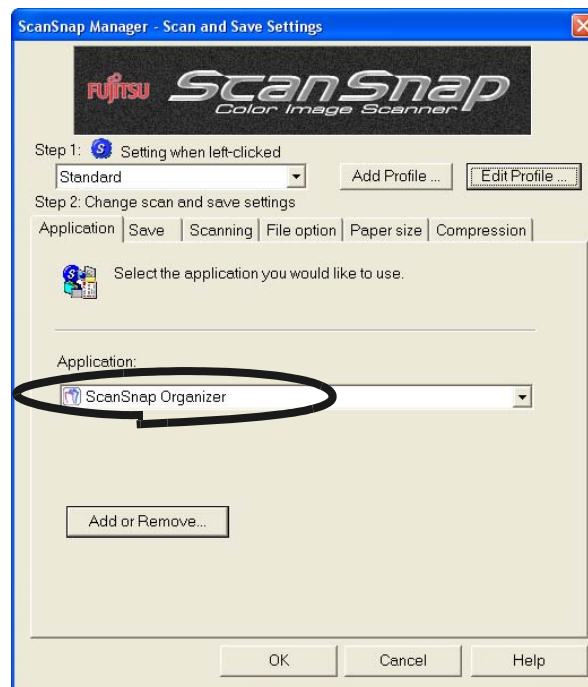


- Right-click the "ScanSnap Manager" icon  on the task bar and select "Settings" from the menu.



⇒ The "Scan and Save Settings" screen appears.

2. Select "ScanSnap Organizer" from the "Application" drop-down list on the [Application] tab.



3. Click the [OK] button.
⇒ The "Scan and Save Settings" screen closes.

<Scanning>

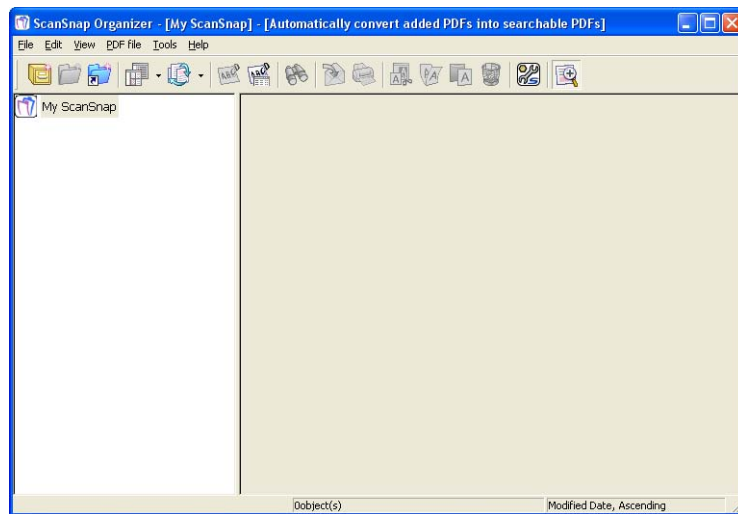


1. Load the document onto the scanner.

2. Press the [SCAN] button .

⇒ Scanning is started.

When scanning is complete, "ScanSnap Organizer" starts and displays the scanned image as a thumbnail.



The scanned image is saved in the folder specified in [My ScanSnap Folder] on the [Option Settings] window. (Refer to page 124)

*The initial setting is the [My ScanSnap] folder under [My Documents].

<Sorting Files>

How to create a new Cabinet and folder and how to move scanned files to the Cabinet and folder are explained here.



The idea is similar to arranging a big pile of documents (files) in the room ([My ScanSnap] folder), purchasing a new shelf (Cabinet) and a new document tray (folder), and classifying them according to subject to sort out the documents.



1. On the [File] menu, select [New] -> [Cabinet].

⇒ Under [My ScanSnap] folder in Folder View, [New Cabinet] is created.



2. Enter a name for the Cabinet.

Enter the name “Investigation Report” here.

3. Select the Cabinet created in Step 1.



4. On the [File] menu, select [New] -> [Folder].

⇒ Under the Cabinet created in **Step 1**, [New Folder] is created.



5. Enter a Folder name.
6. Repeat Steps 4, 5 to create folders as needed.
As an example, create two folders named [July 2005] and [August 2005].

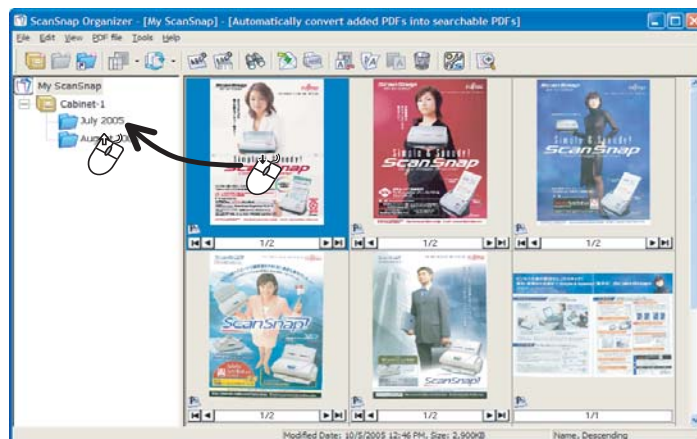


7. Select the file.



You can select several files at one time when you press down and hold the [Ctrl] key.

8. Drag-and-drop the selected file to the destination folder.



9. Repeat Steps 7, 8 to store files in the destination folders.

4.5 Using ABBYY FineReader

Documents scanned with ScanSnap are very much like the original text, but they are essentially images and are not editable in Microsoft Word, Excel, and so on.

You can convert such texts into files in Microsoft® Word, Microsoft® Excel, Microsoft® Power-Point, or PDF formats by using ABBYY FineReader.

ABBYY FineReader recognizes the scanned pages and immediately exports them into the application of your choice.

The following section briefly explains how to use ABBYY FineReader.




For details, refer to "**ABBYY FineReader for ScanSnap Help.**"

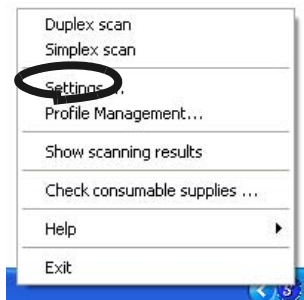
Select [Start] -> [All Programs] -> [ABBYY FineReader for ScanSnap™ 2.0] -> [User's Guide].

■ Linking ABBYY FineReader

<Preparation>



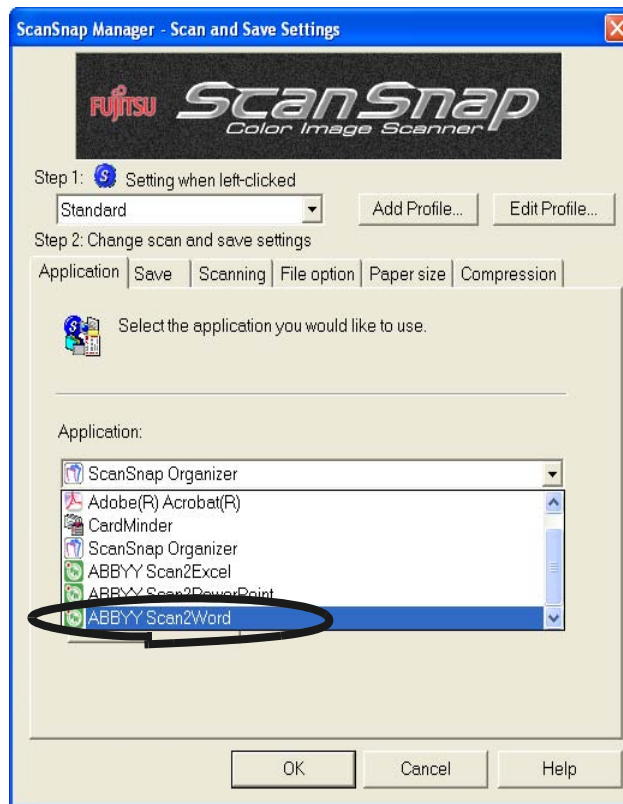
1. Right-click the "ScanSnap Manager" icon  on the task bar and select "Settings" from the menu.



⇒ The "Scan and Save Settings" screen appears.

- On the [Application] tab, select an application into which the document you scan is exported from the "Application" drop-down list.

For example, select ABBYY Scan2Word.



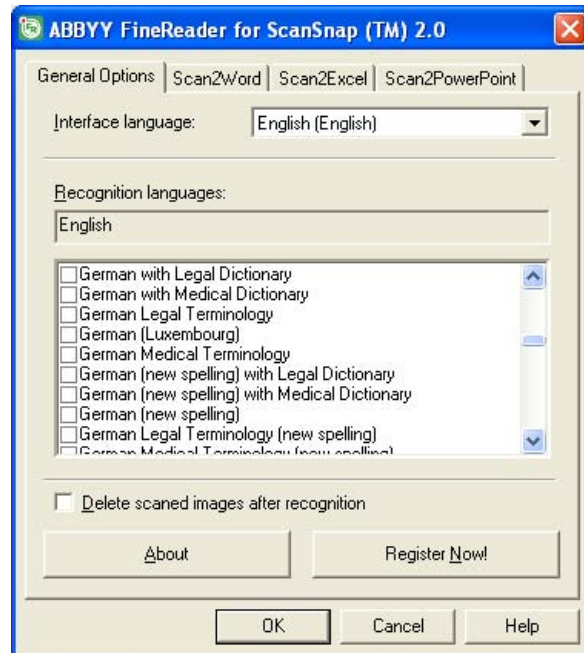
- Click the [OK] button.
⇒ The "Scan and Save Settings" screen closes.



- Make sure that ABBYY FineReader for ScanSanp is installed in your computer.



- ABBYY FineReader comprises four utilities: Scan2Word, Scan2Excel, and Scan2PowerPoint.
- You can also select the text recognition language and configure various settings on the "ABBYY FineReader for ScanSnap (TM) 2.0" window.
To open the "ABBYY FineReader for ScanSnap" window, select [Start] -> [All Programs] -> [ABBYY FineReader for ScanSnap (TM) 2.0] -> [ABBYY FineReader for ScanSnap (TM) 2.0].



<Scanning and Recognizing Documents>

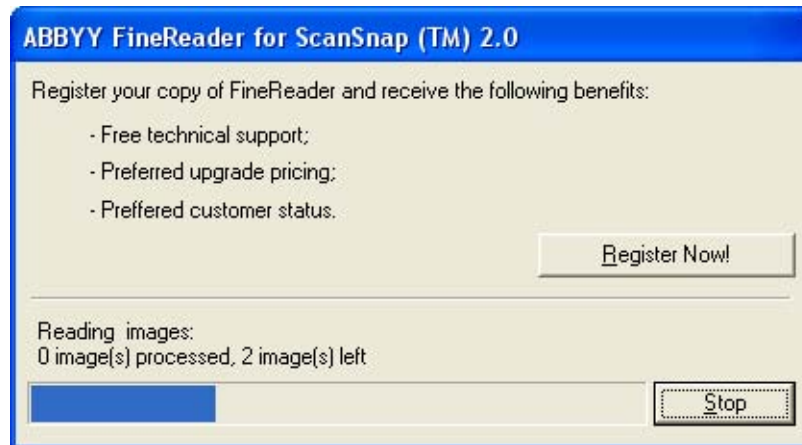


1. Load the document onto the scanner.

2. Press the [SCAN] button .

⇒ Scanning is started.

When scanning is complete, ABBYY FineReader automatically starts reading images.



⇒ The scanned document is opened with Microsoft® Word.




To get the document in a different format, select the application on the [Application] tab and scan the document again.

⇒ Select ABBYY Scan2Excel if you wish recognized text to be exported into Microsoft® Excel.

⇒ Select ABBYY Scan2PowerPoint if you wish recognized text to be exported into Microsoft® PowerPoint.

Chapter 5



Troubleshooting

This chapter describes how to remove jammed documents and resolve other issues.

5.1 Clearing Document Jams	136
5.2 Troubleshooting Checklist.....	138

5.1 Clearing Document Jams

If a paper jam occurs during scanning, follow the procedure below to remove the jammed document.



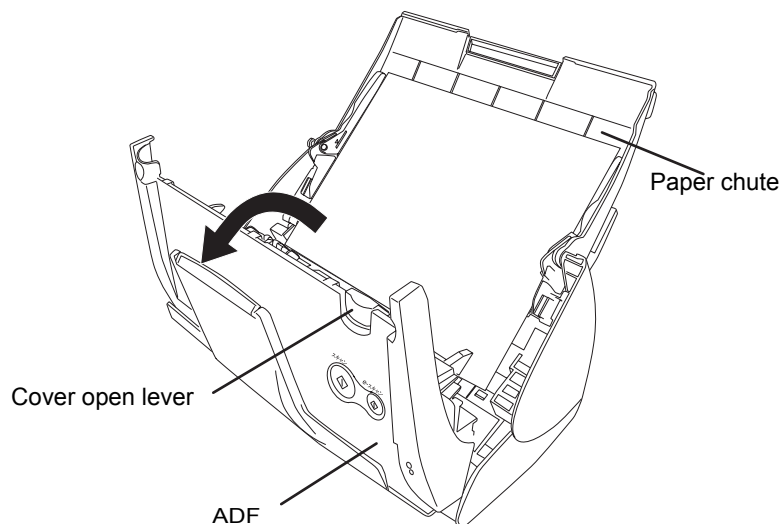
- Open the ADF before removing the jammed document.
- Be careful when removing the jammed document.
- When removing the jammed document, be careful not to get neckties or necklaces entangled in the scanner.
- The surface of the ADF glass becomes hot during operation. Take care not to get burned.



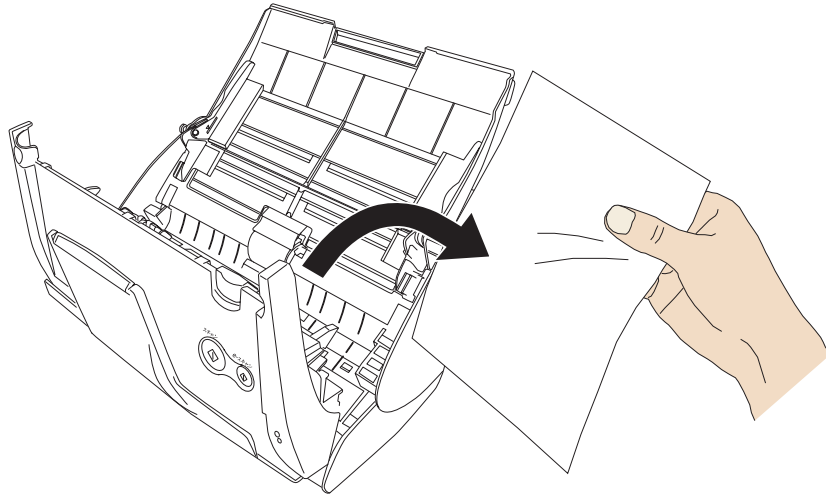
Clean the ADF by following the guidelines in "6.3 Cleaning the Inside of the Scanner" (page 148).



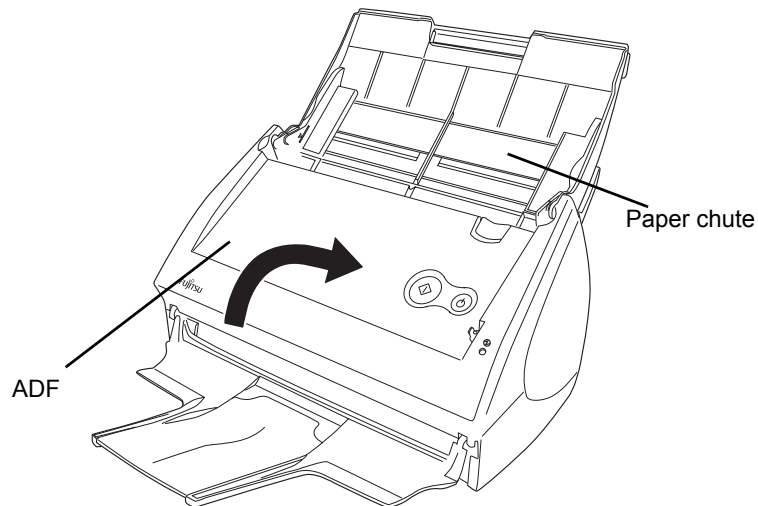
1. Remove the document on the paper chute.
2. Open the ADF while pulling the cover open lever.



3. Remove the jammed document.



4. Close the ADF.



⇒ You should hear the ADF click when it returns to its original position.



Make sure that the ADF is completely closed. Otherwise, paper jams or other feeding errors may occur.




5.2 Troubleshooting Checklist

This section describes common problems that may occur during the usage of ScanSnap and how to resolve them.

Before you request repair service, check the following list.

If you cannot solve the problem after checking the following list, contact an authorized FUJITSU scanner service provider.

Symptom	Check This Item	Resolution
The scanner cannot be turned on.	Is the AC/USB cable and the AC adapter connected correctly?	Correctly connect the AC/USB cable and AC adapter.
		Disconnect and then re-connect the AC cable and AC adapter. (* Wait at least 5 seconds before reconnecting the AC cable)
	Is the paper chute closed? (The scanner's power is controlled by closing/opening the paper chute.)	Open the paper chute.
	Is Windows normally started up? (This scanner's power is controlled by turning on/off the computer.)	Wait until Windows has started up completely. ① LED will turn off when Windows is starting up or in the sleeping mode.
	Did you push the [POWER] button to turn off the scanner? (The scanner can be turned off by pressing [POWER] button when the paper chute is opened.)	Press the [POWER] button.

Symptom	Check This Item	Resolution
Scanning does not start.	Is the USB cable connected correctly?	Connect the USB cable correctly. (When a hub is used, check the hub's power supply.)
	Does the  LED light blink repeatedly?	Disconnect and then re-connect the AC cable and AC adapter. (* Wait at least 5 seconds before reconnecting the AC or USB cable)
	Is ScanSnap Manager started? (If ScanSnap Manager is started up successfully, the "ScanSnap Manager" icon  appears on the task bar.)	If the "ScanSnap Manager" icon is not displayed, select [Start] -> [All Programs] -> [ScanSnap Manager] -> [ScanSnap Manager] to start ScanSnap Manager.
	Is ScanSnap Manager running normally? (If ScanSnap Manager is not running normally, the "ScanSnap Manager" icon in the task bar is displayed as  .)	Do the following: <ol style="list-style-type: none"> 1. Perform "Scan for hardware changes" or "Refresh" from Device Manager.(*1) If the situation does not improve, perform step 2. 2. Disconnect and re-connect the AC cable and AC adapter (Wait at least 5 seconds before turning on the power again). If this does not improve the situation, perform step 3. 3. If a USB hub is in use, directly connect ScanSnap to your PC. If this does not improve the situation, perform step 4. 4. If your PC has multiple USB ports, connect ScanSnap with another port. If this does not improve the situation, perform step 5. 5. Restart your PC. If none of the above operations resolves the problem, uninstall and re-install ScanSnap Manager by following the procedure given at (*2).
	Is the "Scan and Save Settings" window still displayed?	Close the "Scan and Save Settings" window, and scan the document.
Vertical lines appear in the scanned image.	Is the inside of the ADF dirty?	Clean the inside of the ADF following the instructions in Chapter "6 Daily Care" (page 145).

Symptom	Check This Item	Resolution
The scanned image shifts or is distorted.	Is the document loaded correctly?	Load the document correctly following the instruction in "3.3 Loading Documents" (page 39)
The image scanned is too light or too dark.	Is the "Brightness (Black and White scanning only)" setting on [Option] of the [Scanning] tab set to extremely Light or Dark?	Adjust "Brightness" at [Scanning] - [Option] in the "Scan and Save Settings" window.
Lines on the document are blurred. (Example: Ruled lines on a table cannot be seen.)	Are you scanning in color mode, documents including handwritten or typed text, tables or frames with ruled lines?	The color mode is used for capturing colored images like photos in high quality. For other documents including textual content, select the checkbox for [Setting for text only document] at [Scanning] – [Option] in the "Scan and Save Settings" window. If it does not improve even after you have tried this method, change "Image quality" setting.
The scanning speed is very slow.	Does your PC meet the recommended system requirements?	Confirm the system requirements in "Before Installing ScanSnap" (page 6). Scanning speed will be slower whenever the recommended CPU and memory requirements are not met. If this is the case, at [Scanning] - [Option] in the "Scan and Save Settings" window, clear the checkboxes of the following to increase the scanning speed. <ul style="list-style-type: none"> • Correct skewed character strings automatically • Allow automatic image rotation
	Is the USB 1.1 connected? Note: When using an USB1.1 interface, the data transfer rate may be slower due to large data sizes.	If your PC has an USB 2.0 port, connect the scanner to this port. (If using a USB hub, it must also support USB 2.0 interfaces.) (*3)
Multi-feeds (*4) occur frequently.	Is the Pad ASSY dirty?	Clean the pad by following the instructions in "6.3 Cleaning the Inside of the Scanner" (page 148).
	Is the Pad ASSY worn?	Clean the Pad ASSY by following the instructions in "7.2 Replacing the Pad ASSY" (page 156).
	Is the document stack thicker than 5mm?	Reduce the number of sheets in the document stack to 5 mm thickness or less.

Symptom	Check This Item	Resolution
Paper is not fed (stops midway).	Is the Pick roller dirty?	Clean the Pick roller by following the instructions in "6.3 Cleaning the Inside of the Scanner" (page 148).
	Is the Pick roller worn out?	Clean the Pick roller by following the instructions in "7.3 Replacing the Pick Roller" (page 159).
	Are there any debris on the document feeding path?	Remove any debris from the document feeding path. (Refer to "5.1 Clearing Document Jams" (page 136).
	Do the loaded documents satisfy the conditions described in section "3.2 Scanning Different Document Types" (page 36)? If not, they might not pass smoothly through the ADF.	Try the following: <ul style="list-style-type: none"> Slightly push through with your finger the first sheet of the documents at the start of scanning. Change the insertion direction of the document.
The scanner is not recognized even if ScanSnap Manager is installed.	Did you connect the scanner to your PC before installing ScanSnap Manager? Is the scanner registered as "Other device" in the "Device Manager"?	On the [Start] menu, select [Control panel] -> [System] -> [Hardware] -> [Device Manager]. Delete the device name such as USB device (differs with the OS) under "Other Device" selection in the [Device Manager] and restart your PC.
The file size of a scanned black & white image is the same as for a color document.	Is the B&W document scanned in the color mode?	Select "B&W" from the [Color mode] drop-down list on the [Scanning] tab in the "Scan and Save Settings" window.
Images on the back of pages, which are printed-through, are overlaid on the scanned image when scanning a two-sided document. (This is called "noise" of the back side image.)	Is the "Setting for text only document" checkbox cleared in the [Read mode option] window ([Option] on the [Scanning] tab of the "Scan and Save Settings" window)?	Mark the "Setting for text only document" checkbox. (Available only in color mode) Marking it makes characters, lines, and contrasts sharper and clearer, and removes the noise of the back side image. Note that you can also use this mode for documents including photos and illustrations. Even if this mode is used, the contrasts and colors might be affected.
Scanned images are not displayed on the screen (when "Allow automatic blank page removal" is enabled).	When "Allow automatic blank page removal" is enabled, almost blank documents with only a few characters may be accidentally recognized as blank pages and removed from scanned image data.	Right-click "ScanSnap Manager" icon on the task bar, select [Setting] -> [Scanning] tab and click the [Option] button. Then clear the "Allow automatic blank page removal" checkbox.

Symptom	Check This Item	Resolution
Scanned images are skewed.	Are the documents fed into the ADF with a skew of more than +/-5 degrees?	The "Correct skewed character strings automatically" function can correct skewed images up to +/-5 degrees. Load the document onto the scanner so that the document skew does not exceed this limit.
	Depending on the contents of document, the automatic image deskew may not work properly.	Refer to "Correct skewed character strings automatically." (page 65)
The orientation of scanned images is not displayed correctly (when "Allow automatic image rotation" is enabled).	Depending on the contents of document, the automatic image rotation may not work properly.	Refer to "Allow automatic image rotation." (page 67)
The scanned images cannot be read.	Have you scanned documents written in small letters?	When small letters are squashed, right click "ScanSnap Manager" icon on the task bar and select Excellent in the [Scanning] tab and scan them again.
A part of the document does not appear in the scanned image.	Is the "Allow automatic blank page removal" enabled?	Clear the check box for "Allow automatic blank page removal" on [Option] of the [Scanning] tab of [Scan and Save Settings]
The document is not fed properly or gets jammed.	1. Is the inside of the scanner dirty? 2. Are you scanning one of the following? Thin paper Torn paper Folded paper	1. Clean the dirty locations. 2. Use the Carrier Sheet for each page if you have difficulties feeding the document.
When the document is scanned with Carrier Sheet, a message, "Document size incorrect", appears.	Did you put multiple small-size materials (pictures/post cards) in Carrier Sheet for scanning?	Put only one small-size material (pictures/post cards) in Carrier Sheet per scanning.
When the document is scanned with Carrier Sheet, a paper jam occurs frequently.	----	Feed about 50 sheets of PPC paper or recycled paper, and then scan the document by using Carrier Sheet. * You can use either unused or used PPC/recycled paper.
Black lines are produced on the scanned document.	Is the scanned documents written with a pencil?	It is recommended to use Carrier Sheet for scanning. If you are not using Carrier Sheet for scanning such documents, clean rollers as often as possible. For information about how to clean rollers, refer to "6.2 Cleaning the Scanner Exterior" (page 147).

Symptom	Check This Item	Resolution
The scanned image is chipped/Slant lines are produced on the scanned image/The output image is wider than the original.	With "Automatic detection" being selected in the "Paper size" drop-down list, was the document skewed during a scan?	Neatly align the edges of paper sheets with Side Guide. * If you are scanning documents of mixed paper sizes, marking the "Scan mixed paper size" checkbox (page 101), carefully load smaller documents so that they can be fed straight. If those documents cannot be fed straight, it is recommended to scan only documents of about the same size at a time.

(*1) For Windows XP, in the "Device Manager" window, right-click on the computer name and perform "Scan for hardware changes."

- (*2) - Make sure the personal computer and ScanSnap are powered on and connected properly.
- In the "Device Manager" window, check if ScanSnap is recognized as unknown device. If so, go to [Control Panel] -> [System] and delete it.
 - Close ScanSnap Manager
 - Go to [Control Panel], select [Add or Remove Programs], and uninstall ScanSnap Manager and ScanSnap Organizer. Refer to "Appendix B - Uninstalling Supplied Programs (page 169)."
 - Before restarting the personal computer, remove the following folders:



After the uninstallation of ScanSnap Manager, delete the following folders and files before restarting your computer.

Pay extra attention not to remove any other folders or files, since this will affect your system environment.

For Windows 2000, Windows XP:

Delete the folder **ScanSnap** under:

⇒ c:\Documents and Settings\<User name>\Application Data\PFU\

Delete the folder **Driver** under:

⇒ c:\Program Files\PFU\ScanSnap\

For Windows 98, Windows ME:

Delete the folder **Driver** under:

⇒ c:\Program Files\PFU\ScanSnap\

After you have removed the folders, check if the files

-
- fi5110e.inf
 - fi5110e.PNF

in the folder **C:\Windows\Inf** have been deleted. If the files still exist, remove these two files.



Note: The folder **C:\Windows\Inf** may be hidden. To check these two files and remove them, select [Explorer] -> [Tools] -> [Folder Options]. In the [View] tab, check if the checkbox of [Show hidden files and folders] under [Hidden files and folders] is marked. After this checkbox is marked and the setting is applied, the hidden **C:\Windows\Inf** folder becomes visible. Check if the **fi5110e.inf** and **fi5110e.PNF** files exist. If they do, remove them.

- After the folders and files are removed, restart your computer with ScanSnap disconnected.
- Reinstall ScanSnap Manager and restart.

(*3): To confirm whether the scanner is connected with USB1.1 or USB2.0, right-click ScanSnap icon on the task. Select [Help] -> [About ScanSnap Manager], and then click [Detail] button on [Version Information] window. [USB type] is displayed.

(*4): "Multi-feed" is a phenomenon where two or more sheets are fed into the scanner together.

* Useful information will be provided on the FAQ Corner. For further information, please visit our website at: <http://scansnap.fujitsu.com>

Chapter 6

Daily Care

This chapter describes how to clean ScanSnap.




Fire/Electric Shock



Before you clean the scanner, turn off the scanner and disconnect the AC adapter from the power outlet.

6.1 Cleaning Materials	146
6.2 Cleaning the Scanner Exterior.....	147
6.3 Cleaning the Inside of the Scanner	148
6.4 Cleaning Carrier Sheet	151

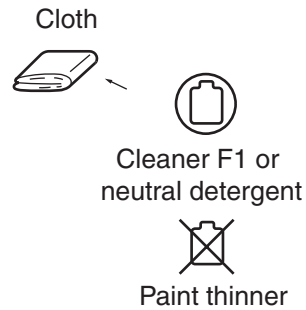
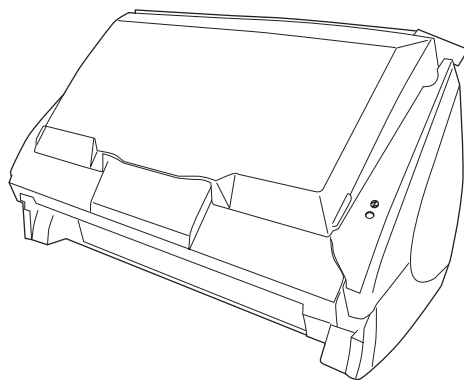
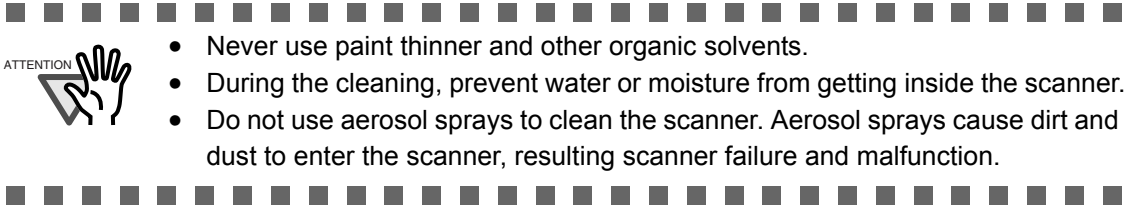
6.1 Cleaning Materials

Cleaning Materials	Parts No.	Remarks
Cleaner F1 	CA99501-0013	1 bottle (100ml) Moisten a cloth with this fluid and wipe the scanner clean. (*1)
Lint-free dry cloth	Commercially available. (*2)	

*1) To purchase cleaning materials, contact the FUJITSU scanner dealer where you purchased the scanner.

*2) Any lint-free cloth can be used.

Clean the scanner exterior and the ADF paper chute with a cloth moistened with a small amount of Cleaner F1 or any neutral detergent.



6.3 Cleaning the Inside of the Scanner

Clean inside of the scanner with a cloth moistened with Cleaner F1.

In an alternating succession of scanning documents, the accumulated paper-powder and dust inside the scanner causes a scanning error.

As a guideline, clean the ADF every 1,000 scans. Note that this guideline varies according to the type of the documents you are scanning. For example, the ADF must be cleaned more frequently when scanning documents on that the toner has not been sufficiently fixed on.

Clean the ADF according to the following procedure and refer to the illustrations on the following page.



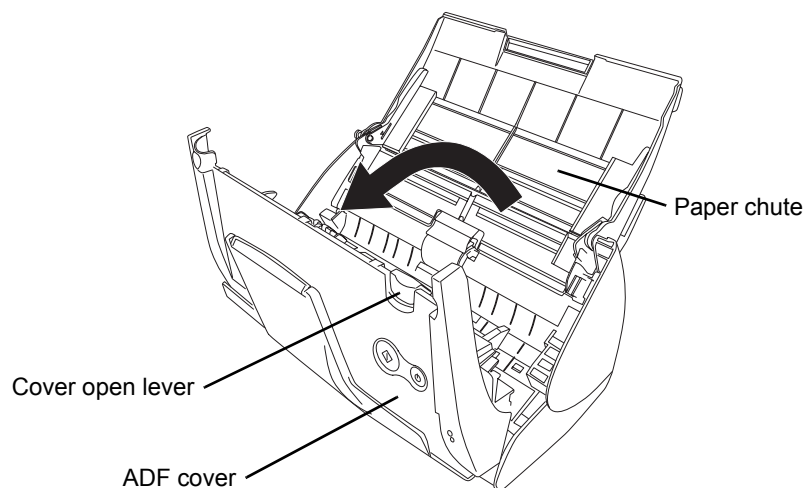
The glass surface inside the ADF becomes hot during the scanner operation.

Before you start to clean the inside of the scanner, disconnect the AC adapter from the outlet and wait at least 15 minutes to let the scanner cool down.

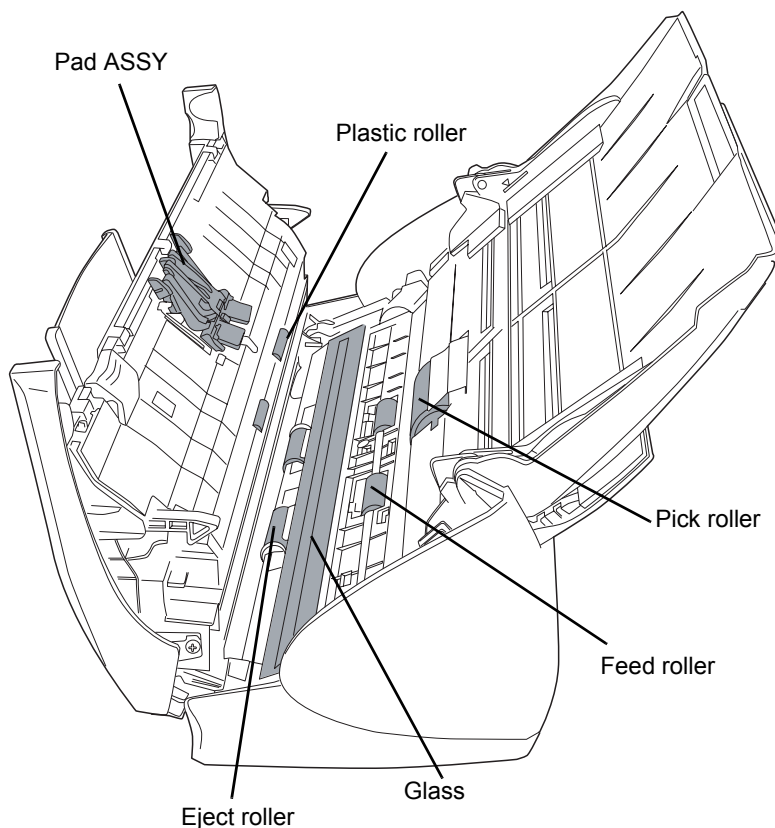


- Do not use water or neutral detergent to clean the inside of the scanner.
- Do not use aerosol sprays to clean the scanner. Aerosol sprays cause dirt and dust to enter the scanner, resulting scanner failure and malfunction.

1. Open the ADF while pulling the cover open lever.



2. Clean the following locations with a cloth moistened with cleaner F1.



Turn off the scanner before cleaning the following locations.

- **Pad ASSY (x 1)**
Wipe the Pad ASSY downwards. When cleaning the Pad ASSY, take care to prevent the cloth from catching on the metal parts.
- **ADF glass surfaces (x 2 located on the ADF cover and the opposite side)**
Clean lightly.
- **Pick roller (x 1)**
Clean lightly taking care not to scratch the surface of the roller. Take particular care in cleaning the Pick roller since black debris on the roller adversely affect the pickup performance.
- **Plastic rollers (x4 on the ADF cover)**
Clean them lightly while rotating the rollers with your finger. Be careful not to roughen the surface of the rollers. Take particular care in cleaning the plastic rollers since black debris on the rollers adversely affect the pickup performance.

Turn on the scanner before cleaning the following locations, and clean the following rollers while rotating them.

- Feed rollers (x 2)

Clean lightly taking care not to roughen the surface of the rollers. Take particular care in cleaning the feed rollers since black debris on the rollers adversely affect the pickup performance.

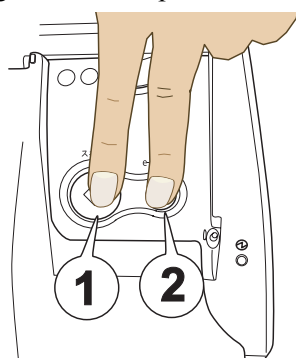
- Eject rollers (x 2)

Clean lightly taking care not to roughen the surface of the rollers.

Take particular care in cleaning the eject rollers since black debris on the rollers adversely affect the pickup performance.

To rotate the feed rollers and the eject rollers, press the [POWER] button while holding down the [SCAN] button.

As a guideline, six presses of the [POWER] button make the rollers to rotate one full turn.



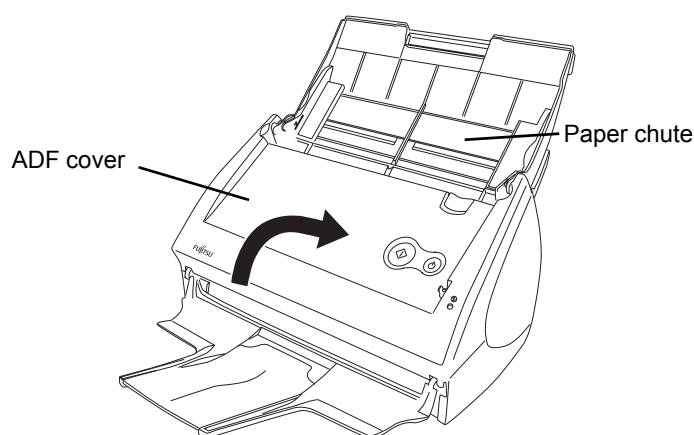
1. Hold down the [SCAN] button.
2. Press the [POWER] button while holding down the [SCAN] button.

⇒ The rollers rotate.



Connect the AC adapter and AC cable only when cleaning the feed rollers and eject rollers.

3. Close the ADF.



After closing the ADF, make sure that it is completely closed. Otherwise, paper jams or other feeding errors may occur.

6.4 Cleaning Carrier Sheet

If the Carrier Sheet is used extensively, dirt and dust may stick onto the surface or the interior and cause scanning errors. Clean it regularly to avoid errors.

Cleaning method

Use dry, soft cloth, or soft cloth slightly moistened with Cleaner F1 (sold separately) or a mild detergent to lightly clean off the dirt and dust from the surface and the interior of the Carrier Sheet.



- Never use paint thinner or other organic solvents.
- Do not rub the Carrier Sheet too hard. Otherwise, it may be scratched or be deformed.
- After cleaning the interior of the Carrier Sheet with Cleaner F1 or mild detergent, dry the Carrier Sheet completely before closing it.
- As a guideline, it is recommended to replace the Carrier Sheet with new one every 500 scans.
Refer to "7.4 Purchasing Carrier Sheet" (page. 166) for details on the purchase of an Carrier Sheet.



Chapter 7

7

Replacing Consumables and Carrier Sheet

This chapter describes how to replace consumables.



Fire/Electric Shock



Before you replace the consumables, turn off the scanner and disconnect the AC adapter from the power outlet.

7.1 Replacing Consumables	154
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7.2 Replacing the Pad ASSY	156
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7.3 Replacing the Pick Roller	159
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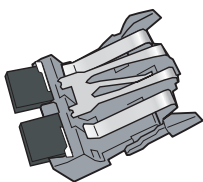
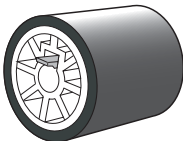
7.4 Purchasing the Carrier Sheet	166
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7.1 Replacing Consumables

This section describes how to replace consumables.

■ Part Nos. and Replacement Cycle of Consumables

The following tables list the part numbers of consumables and rough guidelines for replacing these parts.

No.	Description	P/N	Standard Replacement Cycle
1	Pad ASSY 	PA03360-0002	50,000 sheets or one year
2	Pick roller 	PA03360-0001	100,000 sheets or one year

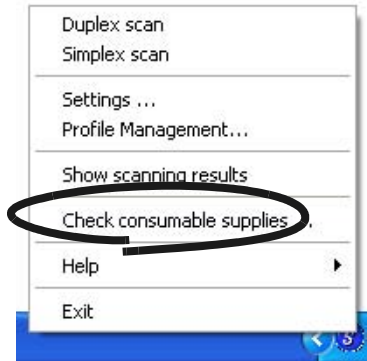
These replacement cycles are rough guidelines for the case of using A4/Letter wood-free paper 64 g/m² (17 lb). So it may differ according to the paper being used.

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

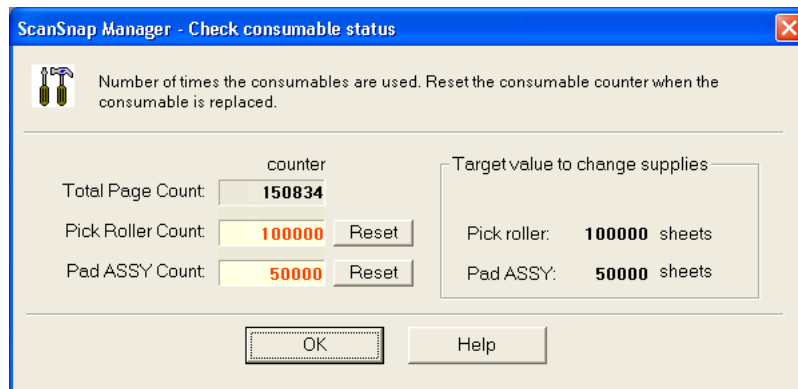


By the following procedure, you can create a rough guideline for replacing consumables and for estimating how many sheets have been already scanned.

1. Right-click the "ScanSnap Manager" icon on the task bar.
2. Click [Check consumable supplies] at the menu.



⇒ The screen ("Check consumable status" screen) is displayed. This screen indicates how many times consumables have been used.



Replace consumables referring to "Target value to change supplies" as a rough guideline.

For details about purchasing consumables, visit the following website or contact the Fujitsu scanner dealer where you purchased your scanner.

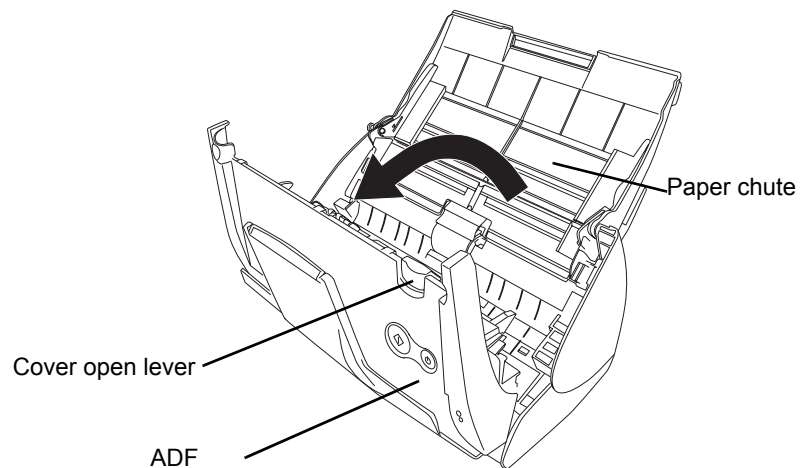
[Website] <http://scansnap.fujitsu.com/>

7.2 Replacing the Pad ASSY

Replace the Pad ASSY following the procedure below.

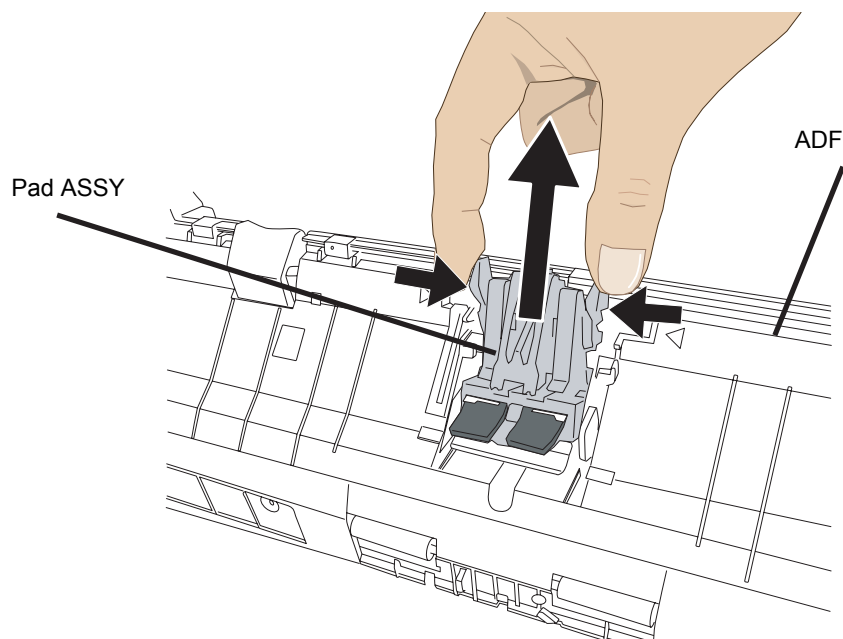


1. Remove the documents on the paper chute.
2. Open the ADF while pulling the cover open lever.

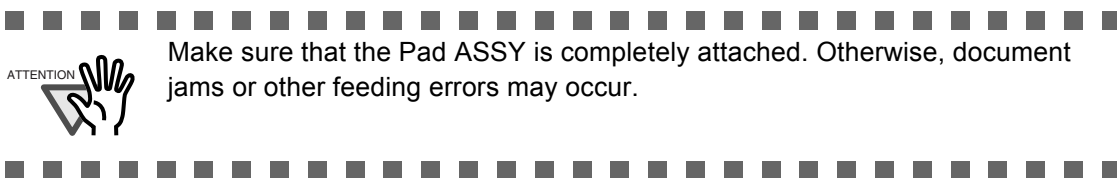
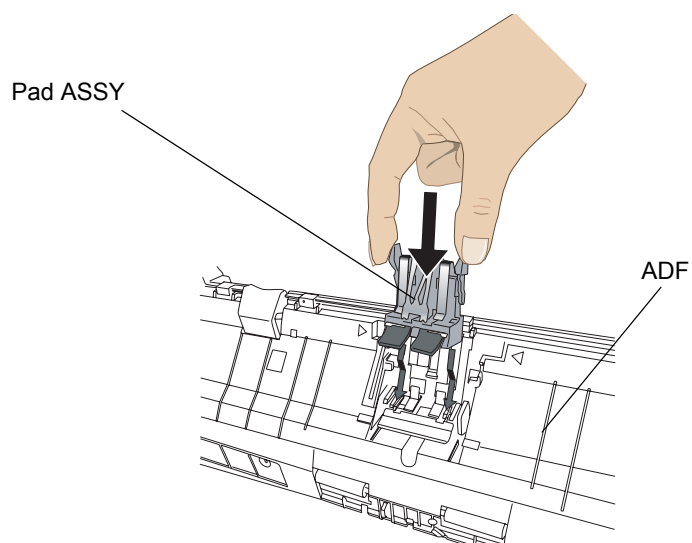


3. Remove the Pad ASSY.

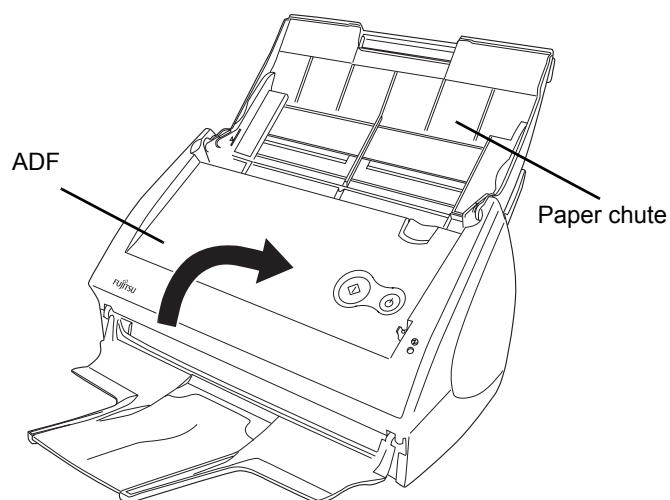
Pull out the Pad ASSY in the direction of the arrow while pinching both ends of the Pad ASSY.



4. Attach the new Pad ASSY.

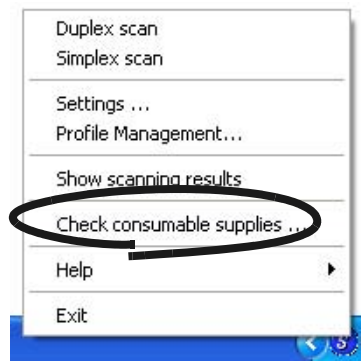


5. Close the ADF.



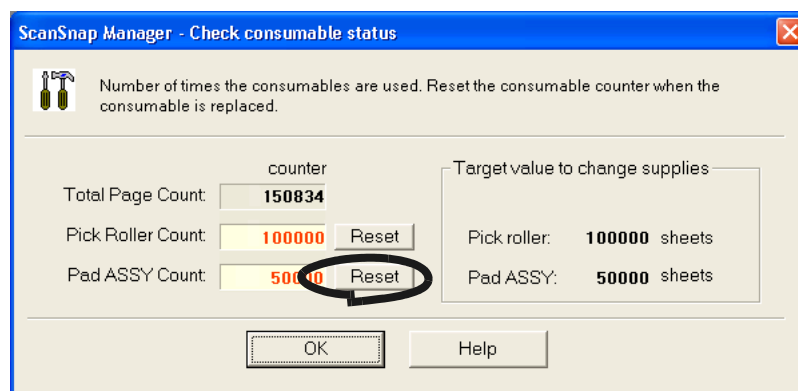
⇒ You should hear the ADF click when it returns to its original position.

6. Turn on the scanner.
7. Right-click the "ScanSnap Manager" icon on the task bar, and select [Check consumable supplies] from the menu.

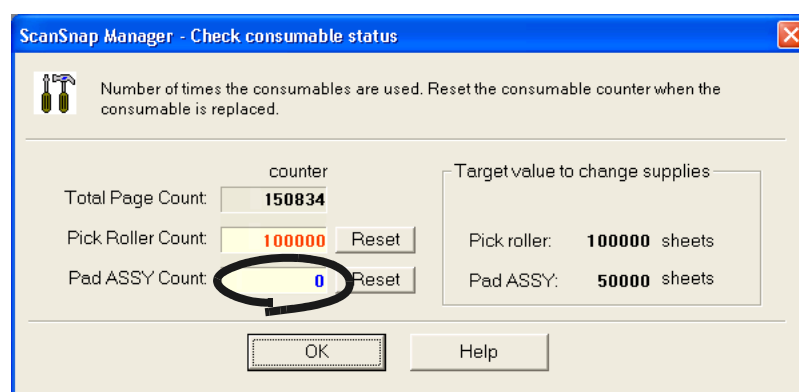


⇒ This displays the "Check consumable status" window.

8. In the "Check consumable status" window, click the [Reset] button of Pad ASSY Count.



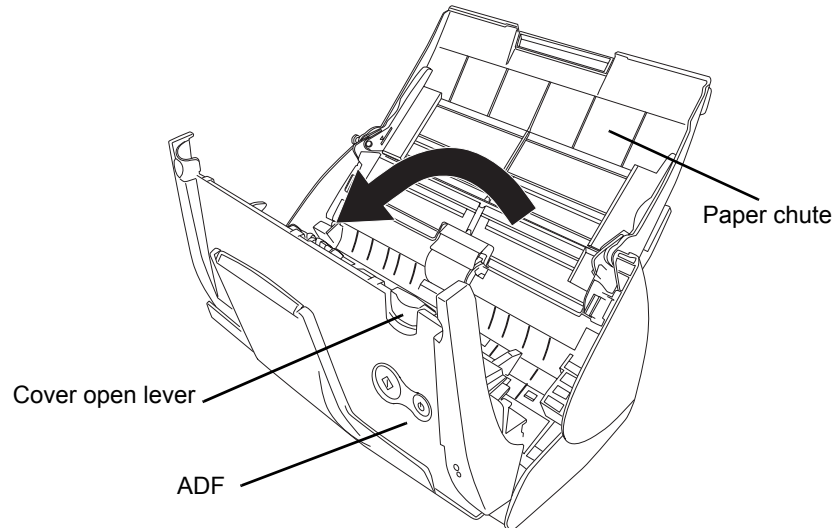
⇒ The counter is reset to "0."



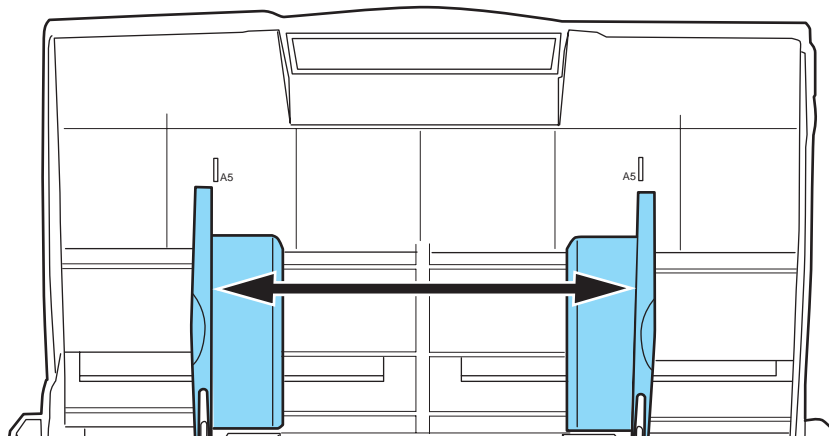
7.3 Replacing the Pick Roller

Replace the Pick roller following the procedure below.

1. Remove the documents on the paper chute.
2. Open the ADF while pulling the cover open lever.

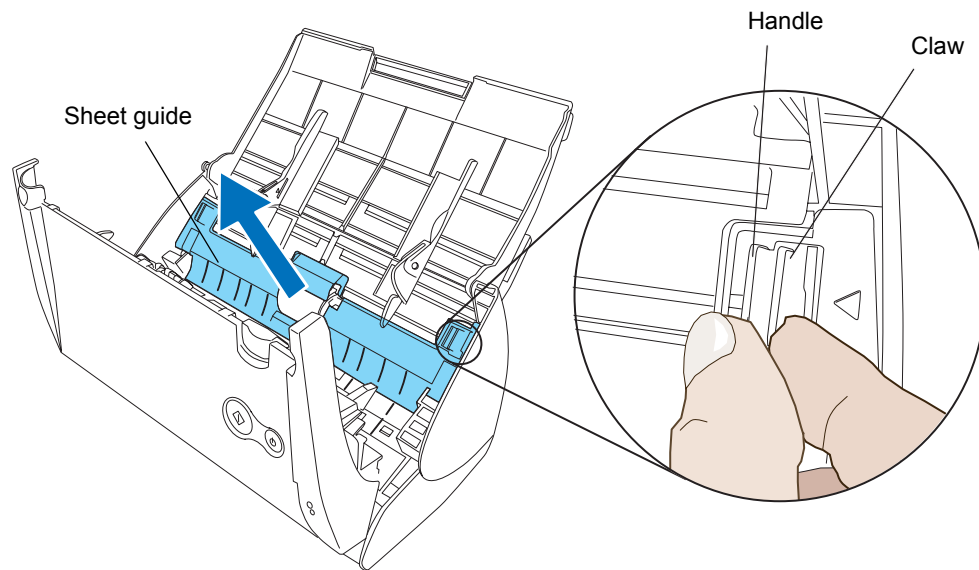


3. Adjust the Side guide to the "A5" size.

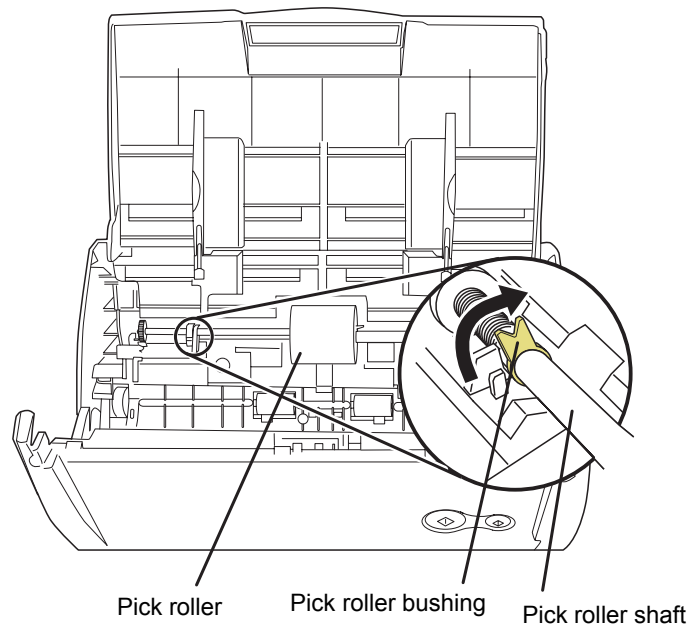


4. Remove the sheet guide.

Pinch the knobs on the sheet guide and pull the sheet guide to remove it.

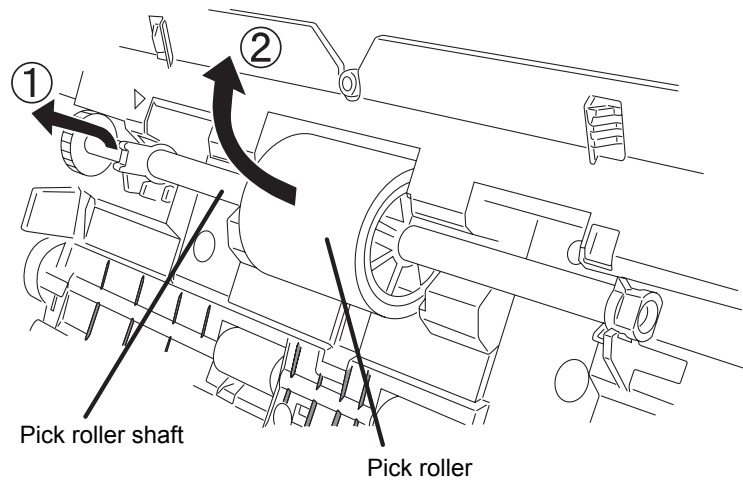


5. Rotate the pick roller bushing (left).



6. Remove the pick roller with its shaft.

Slightly pull up the left part of the Pick roller shaft (about 5mm), move it towards the left side, and then raise it to remove from the scanner.

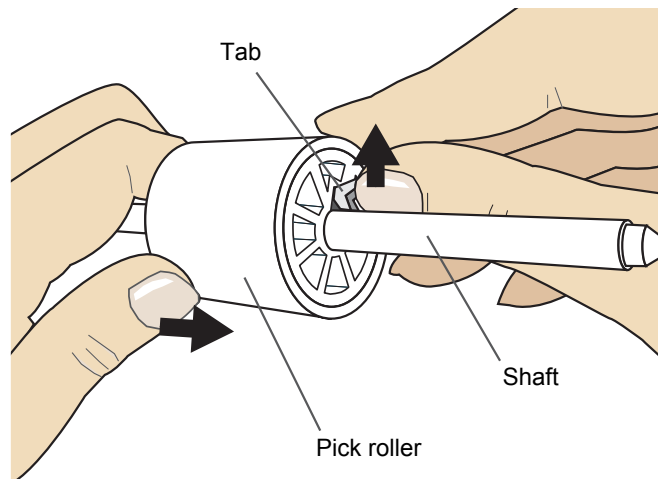


If the around the pick roller is dirty by paper-powder, it may cause a scanning error. Remove the dirt using a dry cloth with dollop of Cleaner F1.

* Don't use water, mild detergent or air-spray.

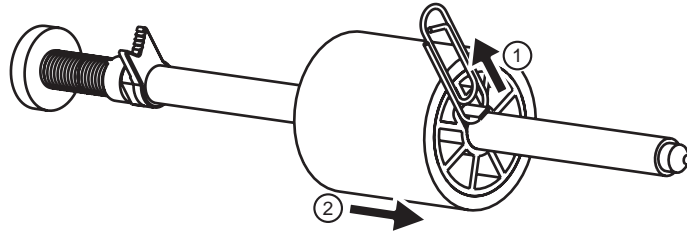
7. Remove the pick roller from its shaft.

Pull out the shaft from the pick roller while lifting up its tab.



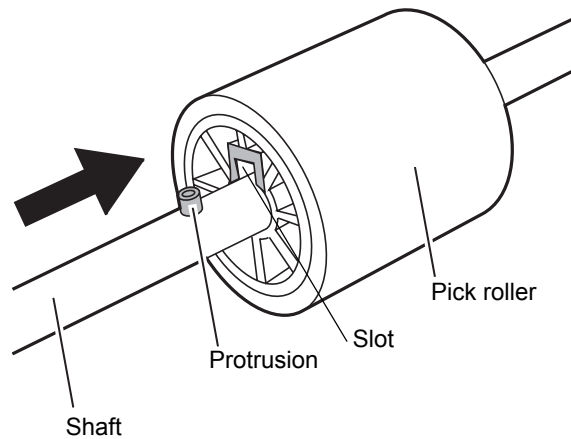


If you push up the pick roller tab using your fingernail, your fingernail may be hurt or get chipped. If you cannot push it up successfully with your fingernail, use a paper clip to push up the pick roller tab.



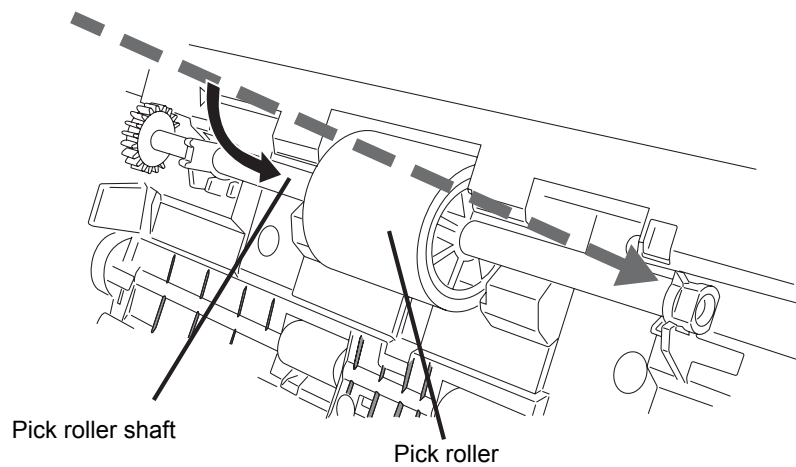
8. Attach the new pick roller to the shaft.

Insert the shaft aligning the protrusion with the slot on the new pick roller.

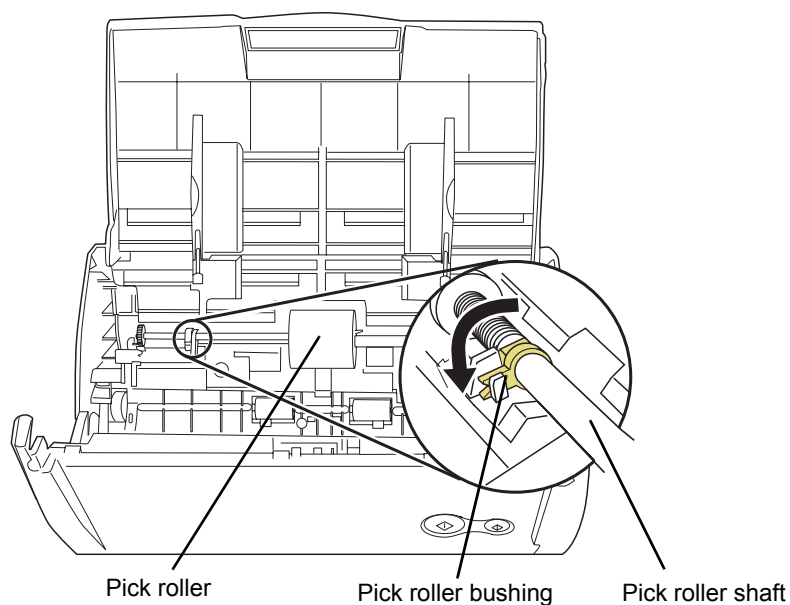


9. Install the pick roller with its shaft to the scanner.

Insert the right end of the shaft to the roller bushing (right), and set the shaft to the slot while lowering it.



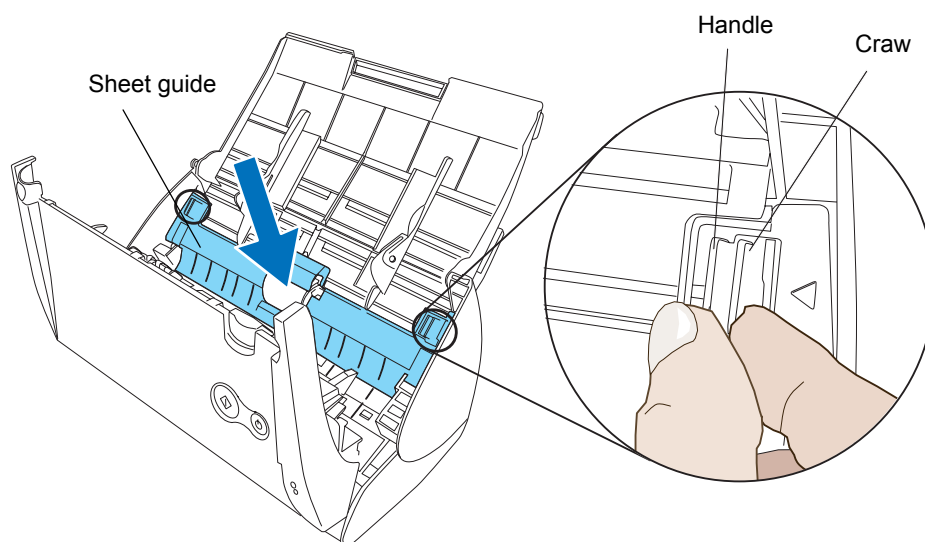
10. Rotate the roller bushing (left) by rotating it in the direction of the arrow.



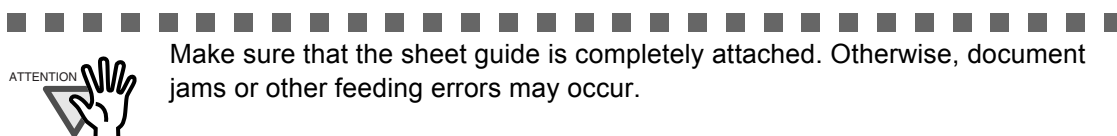
Make sure that the Pick roller is completely attached. Otherwise, document jams or other feeding errors may occur.

11. Attach the sheet guide to the scanner.

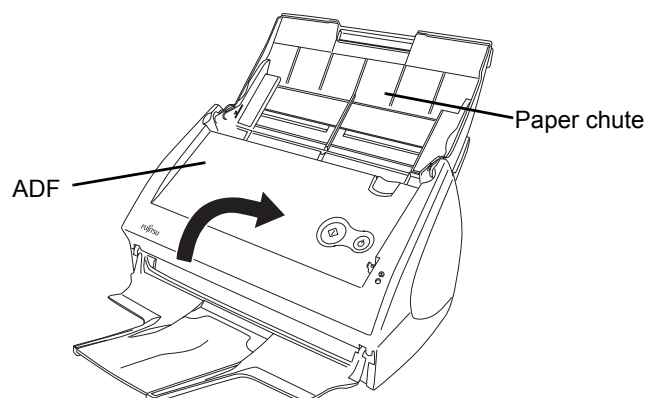
Pinch the knobs on the sheet guide and attach it to the scanner.



⇒ The sheet guide makes a clicking sound when the knobs fix into position.



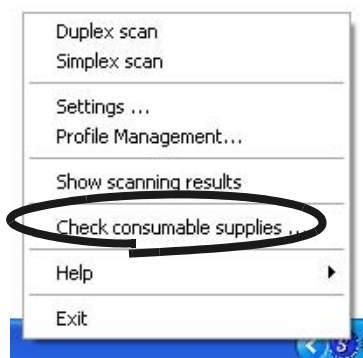
12. Close the ADF.



⇒ You should hear the ADF click when it returns to its original position.

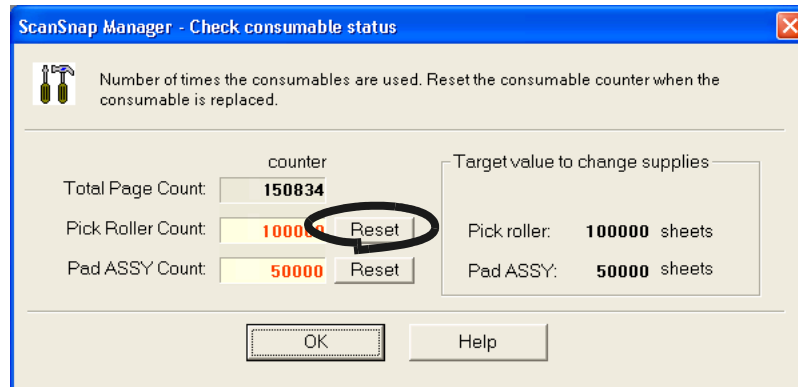
13. Turn on the scanner.

14. Right-click the "ScanSnap Manager" icon in the task bar, and select [Check consumable supplies] from the menu.

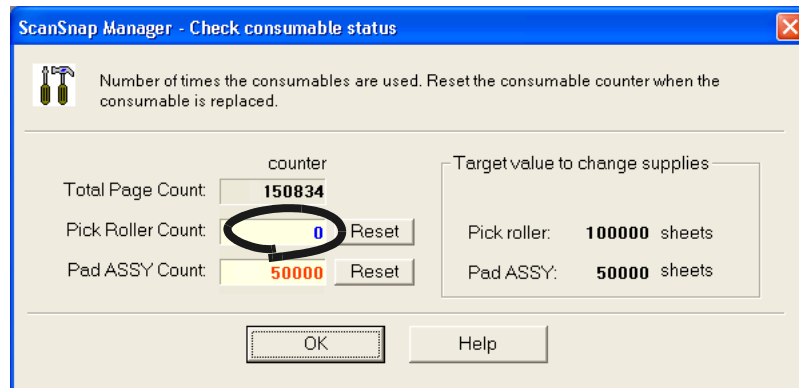


⇒ This displays the "Check consumable status" window.

15. In the "Check consumable status" window, click the [Reset] button of the consumable you replaced.



⇒ The counter is reset to "0."



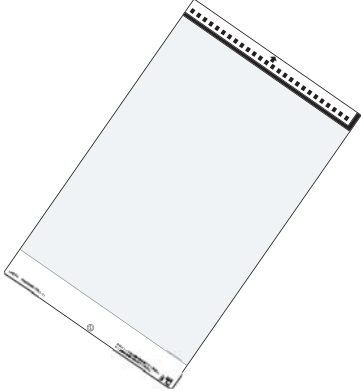
7.4 Purchasing the Carrier Sheet

If the “Carrier Sheet” bundled in this product cannot be used for scanning due to damage or wear-and-tear, you can purchase just the Carrier Sheet separately.

As a guideline, it is recommended to replace the Carrier Sheet every 500 scans.

However, it differs according to usage. If scratches and dirt are conspicuous, replace the Carrier Sheet accordingly.

The description of the Carrier Sheet (also sold separately) and part number are as follows:

Description	Qty	P/N
ScanSnap Carrier Sheet 	5 pcs	FI-511ES-WW

Appendix A

A

Updating ScanSnap Manager

In an effort to improve the usability and functionality of ScanSnap Manager, program updates are carried out timely.

ScanSnap Manager can automatically detect whether the latest program (Update Pack) is available and update the program.



Update Packs are made available without notice. We recommend that you update your program regularly.

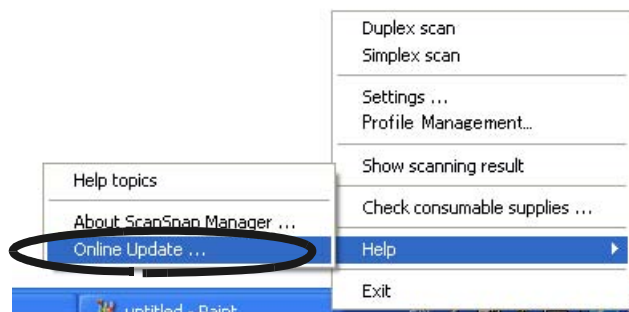
When updating ScanSnap Manager, follow the instructions below.



- When updating, it is essential that Internet Explorer is installed in a system which can access the Internet.
- For Windows XP or Windows 2000, you must log on as an administrator.

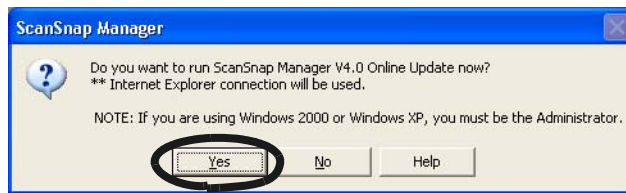


1. Right-click the "ScanSnap Manager" icon  and select [Help] - [Online Update].



⇒ A confirmation message appears for the update.

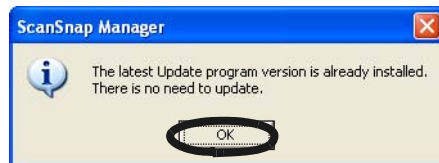
2. Click the [Yes] button.



⇒ If the latest Update program is available, a message appears for the confirmation of the download and installation of the program.



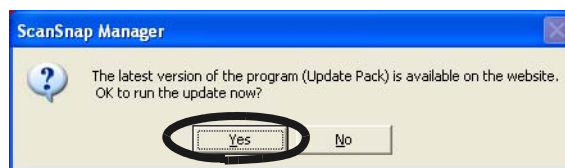
If the latest update is already installed, an informational message appears.



Click the [OK] button to close the message.

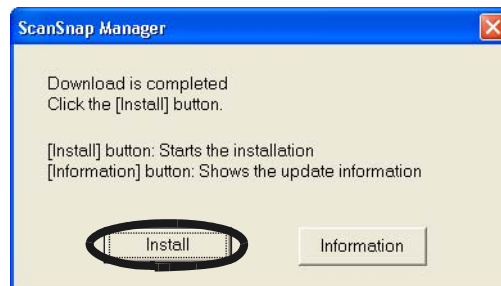


3. Click the [Yes] button.



⇒ The program is downloaded, and a confirmation message to start installation appears.

4. Click the [Install] button.



When you click the [Info] button, Internet Explorer opens and information about the latest update for ScanSnap Manager appears.



⇒ Installation starts, and the “Welcome to InstallShield Wizard for ScanSnap Manager” window appears.

Follow the instructions on the screen to install.

Appendix B

Uninstalling ScanSnap

"Uninstallation" removes the ScanSnap program files that were copied during the installation from the hard disk and restores the system environment to its original state.

This chapter describes how to uninstall ScanSnap.

■ Uninstalling Supplied Programs

Follow the procedure below to uninstall programs (ScanSnap Manager, CardMinder, and ScanSnap Organizer) supplied with ScanSnap.

1. Start up your PC.

When using Windows 2000 or Windows XP, log in as a user with "Administrator" privileges (computer administrator privileges in the case of Microsoft Windows XP Home Edition operation system).

2. Exit all currently running programs.

3. Select [Control Panel] -> [Add or Remove Programs] from the [Start] menu.

⇒ The "Add or Remove Programs" screen appears with a list of the currently installed applications.

4. Select the application to uninstall.

(1) When uninstalling ScanSnap Manager

Select "ScanSnap Manager."

(2) When uninstalling CardMinder

Select "CardMinder V3.0."

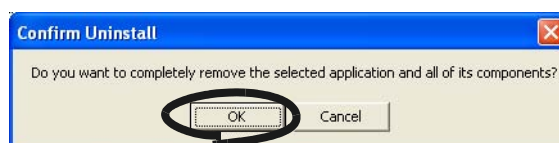
(3) When uninstalling ScanSnap Organizer

Select "ScanSnap Organizer."

5. Click the [Change/Remove] button.

⇒ The "Confirm Uninstall" window appears.

6. Click the [OK] button.



⇒ This executes the uninstallation.

7. After the uninstallation is completed, select "Yes, I want to restart my computer now!" and click the [Finish] button.



Screen displays may vary slightly depending on the operating system (OS) of your personal computer. Follow the on-screen instructions of the OS.

Example: When the OS is Windows 2000

- "Add or Remove Programs" → "Add/Remove Applications"
- [Change/Remove] button → [Add/Remove] button



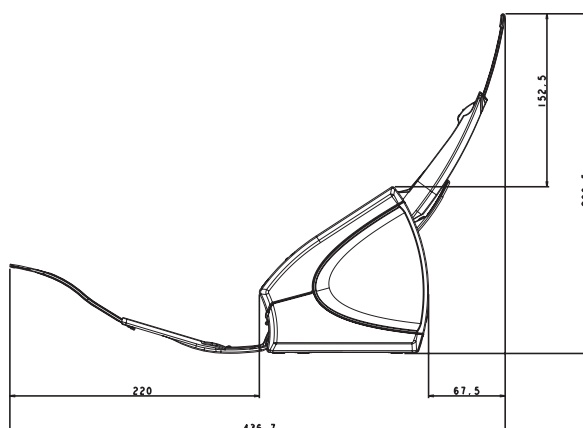
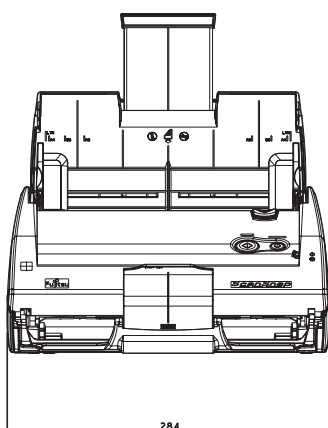
Appendix C

Installation Specifications

The following table summarizes the installation specifications of this scanner.

Item		Specifications		
Dimensions (Note)		Width	Depth	Height
	Minimum	284 mm 11.18 in.	159.2 mm 6.27 in.	147 mm 5.79 in.
	Maximum	284 mm 11.18 in.	436.7 mm 17.19 in.	299.5 mm 11.79 in.
Weight		2.7 kg (approximately 5.95 lb)		
Input power supply	Voltage	100 - 240 V		
	Number of phases	Single-phase		
	Frequency	50/60 Hz		
Power consumption	During operation	28 W or less		
	During standby	6 W or less		
Temperature/ Humidity Allowable Ranges	Scanner state	During operation	During standby	During storage/ transportation
	Temperature	5 to 35 (°C) 41 to 95 (°F)	-20 to 60(°C) -4 to 140 (°F)	-20 to 60(°C) -4 to 140 (°F)
	Humidity (%)	20-80	8-95	8-95

Note) Dimensions



Repairs



Contact the store where you purchased your ScanSnap or an authorized service provider for performing repairs on this product.

- The user must not perform any repairs on the scanner.

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