Portable Handy Scanner

with built-in rechargeable battery

Application CD

· Pouch

Instruction Guide

- **Package Contents** Mini USB Cable
- Scanner Calibration Sheet
- Cleaning Cloth

Important Safety Instruction

· Keep away from water or moisture and dusty areas.

- Never store in hot and very cold areas.
- . The battery and inside of the scanner become hot during large volume scanning operation. Allow few minutes of cool-down before operating the unit again

Instruction Guide

- Ambient temperature ranges from 0°C to +40°C.
- · Only use attachments/accessories specified by the manufacturer Avoid using the scanner in a dusty environment. Dust particles and other foreign objects may damage the unit. Place the scanner in the pouch if not in use.
- · Operate the scanner on a level, well-grounded work surface, free of excessive vibration
- Do not attempt to disassemble the scanner. There is danger of an electrical shock
 The battery is not user-replaceable. Do not attempt to remove battery by yourself.
- Batteries must never be short-circuited.
- Never throw the scanner into a fire as it will cause the danger of explosion.
 Do not dispose of the scanner with household waste. Dispose of them in accordance with the local equilations
- Do not use the battery under high temperature or near heat sources.
- The lifetime of the battery pack is limited. Power is slowly drained when not in use. • The battery used in this scanner may present a risk of fire or chemical burn if mistreated.
- This symbol on the product or in the instructions means that your electrical and electronic equipment should be disposed at the end of its life separately from your household waste. There are separate should be disposed at the end of its life separately from your household waste. There are separate collection systems for recycling in the EU. For more information, please contact the local authority or your retailer where you purchased the product.
- **Product Overview**



1 Charge Indicator	Lights in RED when charging.	
2 Battery indicator		
3 LCD Screen		
4 I∢ Left button	Moves left in the menu.	
	 Moves to the previous scanned image. 	
5 🗏 Menu button	Moves up in the menu.	
	Brings up the Mode menu.	
6 OK/Zoom button	• Press to make or confirm the selections in the menu.	
	 Zoom the scanned image. (Not available for 	
	Multipage PDF)	
	 Press to end the multiplepage PDF file scanning. 	
7 🌨 button	 Press and hold to turn the power on/off. 	
	 Press slightly to start the image scan. 	
	 Press slightly to stop the image scan for JPG and 	
	PDF file formats.	
	Press slightly to pause the image scan for multipage	
	PDF file format.	
8 Battery cover	Non-removable battery cover. Open is not allowed.	
Playback	 Select to view the scanned images. 	
🔟 🗘 Setting	 Select to make the Scan and System Setting. 	
1 📷 Delete button	Brings up the Delete menu.	
	Moves down in the menus.	
Right button	 Moves right in the menus. 	
	 Moves to the next scanned image. 	
18 MicroSD card slot	 Accommodates a microSD card up to 32GB. 	
🔃 Mini USB port	 Connects to PC for file transfer. 	
Alignment guides	 Place your document between the guides. 	

Charging

- . The battery is partially charged at shipment. Charge the battery to full for the first time use when the low battery indicator appears on the screen.
- It takes about 2.5 hours to charge fully (depends on the USB bus power condition)
- The scanner scans approximately 550 color documents in A4 size at 300dpi when the battery is fully charged.



- 1. Turn **OFF** the scanner and connect the mini USB cable to the scanner and a USB port on your desktop or laptop.
- 2. The red charge indicator will light up indicating that the scanner battery is now charging
- 3. When the charge indicator is off, the battery is fully charged. Unplug the USB cable

Inserting a microSD Card

 Insert a microSD card into the card slot with the gold contacts facing up to scan and store the images.

Note: The microSD card must be formatted by the scanner for the first time use. Go to **O SETTING > SYSTEM** >FORMAT , then select Yes to proceed.

Turning on/off the Power

- Press and hold (button for a few
- seconds to turn ON/OFF.
- Note: 🔝 message appears on the screen if no card is inserted while powering-on.

Setting Up Date and Time

- The scanner incorporates a built-in real time clock enabling each scan to be saved with a date and time information. You can keep track of the date and time of every scanned file on your computer.
- 1. Select **O SETTING**, and press **OK/ZOOM** button.
- 2. Press A Left / Right button to select SYSTEM and press OK/ZOOM button
- 3. Press I Left / I Right button to select DATE and press OK/ZOOM button.
- 4. Press **Left** / **Right** button to set up **Year/Month/Day** and press **OK**/ **ZOOM** button to confirm
- 5. Press **I** Left / **I** Right button to set up Time and press **OK/ZOOM** button.
- 6. Press **I** Left / **I** Right button to set up Hour/Minute and press OK/ZOOM button to confirm.

To return to the 💭 SETTING mode, press 📰 MENU button.

Scanning

- Place the scanner flat against the document with the scanning lens facing down. Make sure the area you want to scan is between the Alignment guides.
- The default scan direction is DOWN. To select UP, go to O SETTING > SCAN > DIRECTION > UP
- The default file type is JPG. To select PDF or Multipage PDF, go to O SETTING > SCAN >FILE TYPE > PDF / Multipage PDF.

Basic Scan for JPG/(single-page) PDF File Format

- 1. Press button to activate the **Scan**. A respective icon
- appears (depends on the scan direction and file type setting).
- 2. Follow the arrow indication on the LCD screen to gently slide up or down the scanner over the document and keep your hand stable to get the best quality.
- 3. Press (button again to stop scanning. The scanned
- image will show on the screen and be saved to the memory card automatically.
- To start a new scan, repeat the steps above.

Advanced Scan for Multipage PDF File Format

- · Multipage PDF can save up to 50 pages in one file.
- 1. Follow the above steps 1~2.
- 2. Press () button to pause scanning and save the current scanned document as the first page of the multipage PDF.
- 3. Slide up or down again to continue for the next pages until all the pages are scanned.
- 4. To stop and end the scanning, press OK/ZOOM button. The first page of the scanned document will show on the screen and the file will be saved to the memory card automatically

Scanning Progress Indicator



Playback

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· The files saved in Multipage PDF file format displays only the first page during playback.

Viewing the images

- 1. Select (Playback), and then press OK/ZOOM button.
- 2. Press **Left** or **Right** button to view the previous or next images.
- 3. Press OK/ZOOM button repeatedly to zoom in the image until the desired size is displayed.
- 4. Press the directional buttons (Up/ Down/ Left / Right) to move around the image.
- 5. To exit the ZOOM mode, press OK/ZOOM button repeatedly until the zoom cycle is cancelled
- Note: To return to the main menu, press B MENU button.

Delete

- 1. Select the image you want to delete in the (Playback) mode.
- 2. Press **DELETE** button to bring up the **DELETE** menu.
- 3. Press | < Left / > Right button to select DELETE ONE or DELETE ALL, and then press OK/ZOOM button
- 4. Select Yes, and then press OK/ZOOM button to delete.
- 5. To exit the DELETE menu, press B MENU button.

Settings

- 1. Select **Q** SETTING, and then press OK/ZOOM button
- 2. Press I Left / I Right button to select either 🐣 or 🧘 and then press OK/ **ZOOM** button
- Press I< Left / FI Right button to select the option you wish to make change and then press OK/ZOOM button.
- 4. Press I Left / N Right button to make the setting and then press OK/ZOOM button to activate
- Note: To return to the SETTING mode for more tasks, press **MENU** button

MENU	SUB-MENU	DESCRIPTIONS
SCAN	COLOR MODE	Select COLOR or GRAY mode for the scanning.
	RESOLUTION	Select 300 dpi or 600 dpi for the scanning.
	DIRECTION	Sets the scanning direction to Down or Up .
	FILE TYPE	Select JPG or PDF or Multipage PDF file format for
		the scanning.
	CALIBRATION	Calibrates the scanner. Refer to Calibrating the
		scanner for details.
SYSTEM	LANGUAGE	Select a screen display language.
	FORMAT	Formats all the data stored in the memory card.
	DATE	Date/Time setting applies to the time/date shown
	ТІМЕ	in the file property when you upload the scanned documents to a PC.
	FACTORY DEFAULT	Restores the current settings to the factory presets.

Software Installation

- The software contained in this CD is compatible with Windows XP/Vista/7.
- 1. Insert the application CD into your CD/DVD drive. The CD will auto-run.
- 2. Choose ezScanPal V2.0 from the screen. The installation starts. 3. Follow the on-screen instructions to complete the installation.

Note: You must install ABBYY FineReader and Adobe Acrobat Reader to enable the functions associated with ezScanPal V2.0.

Connecting to a PC

Transferring the Scanned Images to PC

scanned images displayed on its main screen

1. Connect the mini USB cable to the Scanner and then to a USB port on your desktop or laptop which already has ezScanPal V2.0 installed.

3. Click "Open ezScanPal V2.0". Then ezScanPal V2.0 will launch with your

2. A message prompts asking if you want to open ezScanPal V2.0 (along with a removable disk message)

Note: In the above step 2, your PC will also recognize the scanner as a removable disk, you may click "Open folder to view files" instead and use the drag and drop method to transfer the scanned images.

Disconnect the scanner from a PC

• Double click the "Safely Remove Hardware" icon in Windows to remove the scanner

Note: The above steps may vary in different Windows versions

A glance at ezScanPal V2.0

ezScanPal V2.0 is an easy-to-use image processing application which enables the direct communication between the scanner and the PC.



Note: ezScanPal V2.0 does not support PDF display. For detailed information on how to use each function, please refer to its ?Help

Cleaning and Calibrating

• To get high image quality and good recognition results, please perform the steps below from time to time.

Make sure the cleaning cloth and calibration paper are clean and free of dust before use

Cleaning the scanner

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• Wipe the scanner lens lightly using the supplied cleaning cloth.

· Do not use any solvent to clean the scanner

· Do not use rough material such as nylon scouring pad to wipe the scanner.

Calibrating the scanner

1. Place the calibration paper on a flat surface with the white side facing up. 2. Turn on the scanner

3. Select CALIBRATION by following the steps below: SETTING > SCAN > CALIBRATION> Yes

4. Hold the calibration paper firmly by one hand with the other hand slide forward/backward the scanner slowly against the paper. The calibration

5. When the calibration is done, a message "Complete" appears and the scanner will shut down automatically.

Helpful Hints

Cannot turn on the scanner

Low battery.

Cannot save images after scanned

• The microSD card was not formatted properly, or the memory is full.

Image is blur

· Clean the lens of the scanner.

My computer cannot charge the battery

· Ensure the scanner is powered off when charging the battery.

• Ensure the USB cable is firmly plugged into the computer's USB port.

The removable device window did not launch when connecting to a PC

. Go to "My Computer" and find the device under removable disk.

• Ensure the scanner is powered on and the microSD card is inserted.

Cannot turn off the scanner during USB connection

• Unplug the USB cable, then press the power button to turn off.

Specifications

Scanner Type: A4 CIS Hand-held Scanner		
Display:1" Color STN LCD (96 x 64 pixels)		
Scan Length:		
JPG: 50" at 300 dpi ; 20" at 600 dpi		
Single page PDF: 11.69"		
Multipage PDF: 11.69" per page, up to 50 pages per file		
Scan Mode: Color / Gray		
Scan Resolution: 300 / 600 dpi		
Scan Speed: 5 seconds for a A4 color at 300dpi ;10 seconds for a A4 color at 600dpi		
Auto Power Off: 2 minutes		
Memory Card Slot: MicroSD (Up to 32G)		
I/O Ports: USB mini-B (for USB power charging and mass storage)		
Power Supply: Lithium Polymer Battery (800mAH @3.7V)		
File Format: JPG/PDF/Multipage PDF		
Dimensions: 258 x 32.9 x 30.7 mm ; 10.2" x 1.3" x 1.2"		
Weight: 176g/0.38lbs		

Supported OS for Mass Storage: Windows XP / Vista / 7 ; Mac OS X (10.4 ~ 10.7)