

PS-A620G

Standalone A4 Photo Scanner

User Manual



- Before operating this product, carefully read and follow the instructions.
- Please retain this user manual for future reference.

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SAFETY INFORMATION

- Keep away from water or moisture and dusty areas.
- Never store in hot and very cold areas.
- Only use attachments/accessories specified by the manufacturer.
- No objects filled with liquids, such as vases, shall be placed on apparatus.
- Avoid dust contamination when the scanner is not in use.
- When left unused for a long period of time, the unit should be disconnected from the power supply.
- Avoid environments where the scanner would be exposed to direct sunlight (or any other source of excessive heat) for long periods of time.
- Protect the scanner from potential liquid spills such as soda, coffee, tea, etc.
- Be carefully to keep it without dropping it or strong impact.
- Operate the scanner on a level, well-grounded work surface, free of excessive vibration.
- Position the equipment near a power outlet where it can be easily accessed when plugged in.

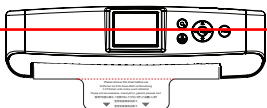
This symbol on the product or in the instructions means that your electrical and electronic equipment should be disposed at the end of its life separately from your household waste. There are separate collection systems for recycling in the EU. For more information, please contact the local authority or your retailer where you purchased the product.



Thank you for purchasing this Standalone A4 Photo Scanner. With this new standalone scan-and-view technology, scanning is easy! There is no software installation or PC needed. You can preview the scanned images instantaneously on the 2.4" display screen, and store them directly into a SD/SDHC/MMC memory card or USB flash drive.

It makes your scanning experience easier and enjoyable. You can also transfer the scanned images to your PC via mini USB port. Please read the following instructions for more details.

PACKAGE CONTENTS



Scanner with spacer sheet(*)
(*) Please remove the spacer sheet before use. Always replace it after use.



mini USB Cable



Cleaning Stick



Power Adapter



Quick Guide



User Manual



Calibration Paper



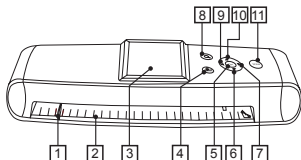
Cleaning Paper



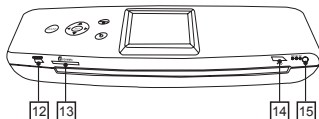
Photo Protective Sleeve









SCANNER PARTS

Top View



Rear View

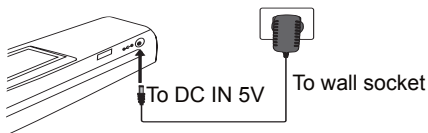


Names	Descriptions
1 Paper guide	• Used to guide the paper to be scanned to improve alignment.
2 Feeding slot	• Feeds the paper or photo for scanning.
3 2.4" LCD screen	• Views the scanned images.
4 Power() / Menu	• Long press for 3~5 seconds to turn on the scanner. Long press it again to turn off the scanner. • Press to display the setting menu.
5 OK()	• Press to make or confirm selections in the menus.
6 Down()	• Moves down to select the option.
7 Right()	• Moves right to select the option. • Moves to the next scanned image.
8 Zoom()	• Zoom the scanned image.
9 Left()	• Moves left to select the option . • Moves to the previous scanned image.
10 Up()	• Moves up to select the option.
11 Scan()	• Press to toggle between Scan and Playback mode. • Press to start scanning in the Scan mode.
12 Mini USB port	• Connects to PC to transfer files.
13 SD/MMC	• Accepts SD/SDHC/MMC memory cards.
14 USB Port	• Accommodates the USB flash drive.
15 DC-IN 5V jack	• Connects to the supplied AC power adapter.

SCANNER SETUP

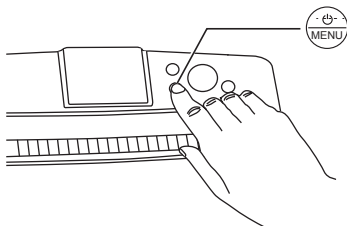
Connecting to Power

Connect one end of the AC adapter to the scanner's DC IN jack, and the other to wall socket.



Turning on/off the Scanner

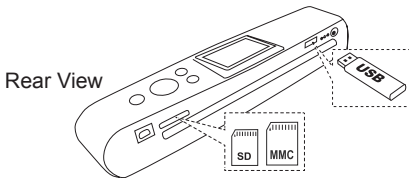
Long press **Power**() button to turn on or off the scanner.



Inserting a Flash Memory Device


Insert a SD/SDHC/MMC card or USB flash drive into the appropriate slot.

Note: The scanner can detect only one device at a time. If SD/SDHC/MMC card and USB flash drive are both inserted, the scanner can detect either one of these 2 devices only. Please remove one device for use.




SCAN AND PLAYBACK

Setting Scan/Playback mode











Press **Scan**() button to toggle between Scan and Playback mode.

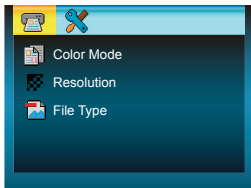
Note: The scanner is defaulted to the Playback Mode when turned on. If the SD/SDHC/MMC card or USB flash drive inserted is empty, "No File" will appear on the screen.

Press **Scan** () button to enter the Scan Mode. "Please insert paper." message will appear.














Scan Mode Settings

1. In the Scan Mode, press **MENU**() button to enter the Scan Mode setting menu.
2. Press **LEFT**() / **RIGHT**() button to select **Scan**() or **Setup**() .
3. Use **UP**() / **DOWN**() / **LEFT**() / **RIGHT**() button to select a submenu, and option, then always confirm with **OK**() button.



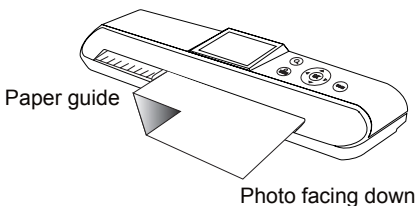
Note: Press **MENU**() button to exit the Scan Mode setting menu.

Menus	Sub-menus	Descriptions
Scan ()	Color Mode()	Select a scan mode: Color() , Gray() .
	Resolution()	Select a resolution: 300 dpi , 600 dpi
	File Type()	Select a file format: JPG, PDF, Multipage PDF
Setup ()	Language()	Select a preferred on-screen display language.
	Format()	Select to delete all the data stored in the SD/SDHC/MMC memory card or USB flash drive.
	Calibration()	Select to calibrate the scanner.
	Factory Default ()	Select to restore the scanner settings to the default settings.

Inserting a Photo/Document

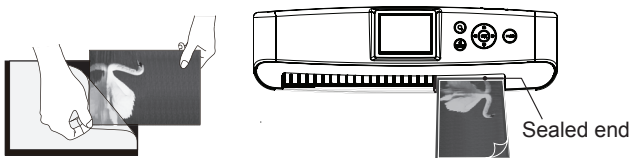
Insert the photo, or document facing **DOWN** into the feed slot, adjust the paper guide against the edges of the photo if necessary.

Note: To avoid the paper jams, align the photo, or document against the right side of the feed slot if it is smaller than A4 size.



Using the Photo Protective Sleeve




It is recommended to use the supplied photo protective sleeve for photo scanning. Please place the photo inside the protective sleeve. Make sure the sealed end goes first into the feed slot for scanning.



Note: Do not use the sleeve for laminated photos.

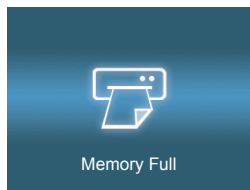
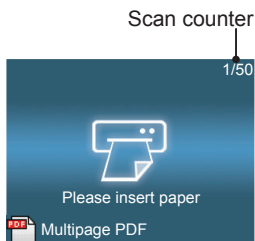
Scanning JPEG, single-page PDF, and Multipage PDF file

By default, the scanner is set to save as JPG format. Please select a preferred File Type (JPG/PDF/Multipage PDF) in the Scan Mode Settings prior to scanning. Multipage PDF can save up to 50 pages in one file.

- To scan JPG and single-page PDF, press **Scan**() button to start scanning, the image will appear on the screen and saved to the inserted memory device.
- To scan multipage PDF, press **Scan**() button to start scanning. When it finishes scanning, "Please insert paper." message will appear again to guide you to scan the next page. The Scan Counter on the screen will appear the number of scans you have completed. To end the multipage scanning, press **OK**() button.

Note 1: When the external memory device is full, a "**Memory Full**" warning will appear.

Note 2: When scanning images with a dark background, the scanner may not be able to detect the images, or may crop the images in an undesirable way.



Playing back the Scanned Images

The scanner will enter the Playback mode after scan. Press **LEFT** (◀) / **RIGHT** (▶) button to browse backward or forward the scanned images.

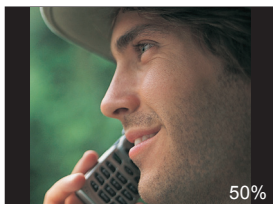
Note: The scanner only shows the first page of the multipage PDF file.













Zoom

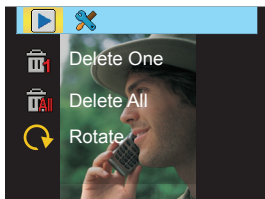
1. Press **ZOOM** (⊕) button to zoom in an image. Each time of the button is pressed, the image will be enlarged in the sequence of 25%, 33%, 50%, and 100%.
2. Press **UP** (▲) / **DOWN** (▼) / **LEFT** (◀) / **RIGHT** (▶) button to move the pointer to view the zoom-in image at the pointed area.

Note: This function only works in the Zoom-in view.
















Playback Settings

1. Press **MENU**() button to enter the playback setting menu when at playback mode.
2. Press **LEFT**() / **RIGHT**() button to select **Playback**() or **Setup**().
3. Use **UP**() / **DOWN**() / **LEFT**() / **RIGHT**() button to select a submenu, and option, then always confirm with **OK**() button.

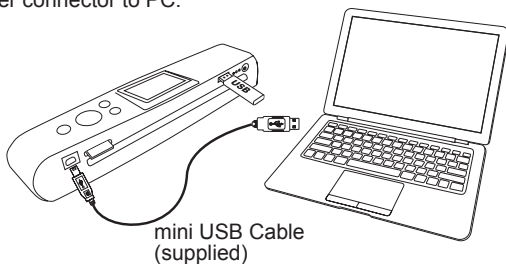




Note : Press **MENU**() button to exit the Playback menu.

Menus	Sub-menus	Descriptions
Playback ()	Delete One()	Select to delete the current scanned file.
	Delete All()	Select to delete all the scanned files.
	Rotate()	Rotate the scanned image(s): 0° (), 90° (), 180° (), or 270° (). Note 1: The images orientation remain unchanged on your computer although the setting is changed. Note 2: Rotate function does not work on the multipage PDF.
Setup ()	Language()	Select a preferred on-screen display language.
	Format()	Select to delete all the data stored in the SD/SDHC/MMC memory card or USB flash drive.
	Calibration()	Select to calibrate the scanner.
	Factory Default ()	Select to restore the scanner settings to the default settings.

TRANSFERRING THE SCANNED FILES TO PC

1. Connect the mini USB connector to the scanner with the SD/SDHC/ MMC card or USB flash drive connected, only one at a time, and the other connector to PC.



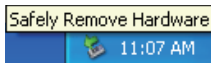
2. Press **Power** () button to turn on the scanner.
3. Once the connection is established, "  " icon will appear on the scanner. And a "Removable Disk" window will appear on the PC.
4. Enter the Removable Disk in the PC and use the drag and drop method to copy files between the Scanner and the PC.

Note 1: The Removable Disk on the PC shows the files stored in the SD/SDHC/MMC card or USB flash drive which is connected to the scanner.

Note 2: You can not scan images when the scanner is connecting to PC. Please connect the AC adapter and remove the mini USB cable for scanning.

Disconnecting the Scanner from PC

1. Double click the Safely Remove Hardware icon on the task bar in Windows.
2. Select the USB Mass Storage Device, then click OK to disconnect the scanner from the PC.



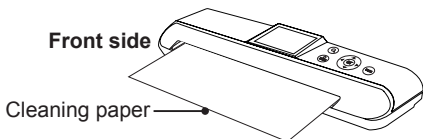
Note: Remove the mini USB cable from the scanner when you have finished file transfers.

CLEANING AND CALIBRATING THE SCANNER

- To get high image quality and good recognition results, please perform **step 1, 2, 3** in that order prior to use if necessary.
- Make sure the cleaning and calibration paper, and cleaning stick are clean without any dust before use.
- Do not use any solvent to clean the sensor.

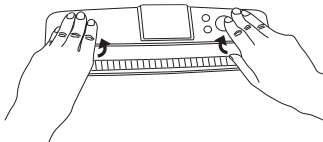
Step 1: Using the cleaning paper

Insert the supplied cleaning paper into the feed slot of the scanner, then press **SCAN** (SCAN) button to rolled through and scanned.

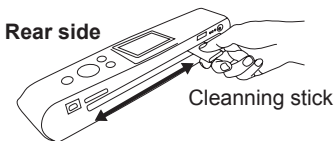


Step 2: Using the cleaning stick

1. Put your thumbs in the feed slot and pull the feed slot cover upwards to remove it from the scanner.

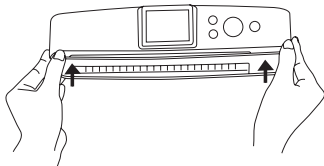


2. Insert the thin end of the cleaning stick into the slot of the scanner at the rear side. Move the stick from one side to the other slightly a few times, then remove it.



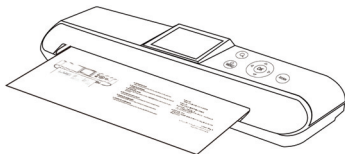
Note: Do not insert the cleaning stick into the feed slot at the front side of the scanner as this may damage the internal component.







- Align the feed slot cover. Assembly the edge's two latching tabs with the mounting holes on the scanner. Push the cover back in until it clicks in place.

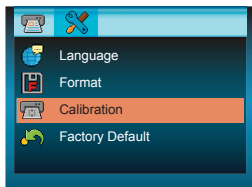






Step 3: Using the calibration paper

1. Insert the calibration paper with the white side **DOWN** into the feed slot.



2. Press **MENU**() button to bring up the **System Menu**.
3. Press **LEFT**() / **RIGHT**() button to select **Setup**() then press **UP**() / **DOWN**() button to select "Calibration".



4. Select **OK**() to bring the "Calibration?" window.
5. Press **LEFT**() / **RIGHT**() button to select "Yes" then press **OK**() to begin the calibration.

Note: The process will take few minutes to finish, and then shut down automatically. Please turn the power back on again.

SPECIFICATION

Scan Sensor	A4 CIS
Scan Feed Type	Sheet-fed
Display	2.36" TFT LCD (480(RGB) x 234 pixels)
Scan Size	Up to A4 size
Scan Mode	Color
Scan Resolution	300 / 600 dpi
Scan Speed(A4 size)	10 sec at gray 300dpi 15 sec at color 300dpi
Scan File Format	JPG / PDF (single page PDF) / Multipage PDF (max. 50 pages)
Memory Card Slot	MMC / SD / SDHC
I/O Ports	USB type-A / USB mini-B / DC-in
Power Supply	5V / 1A
Buttons	Power/Menu, Scan, Zoom, OK, Up, Down, Left, Right
Dimensions	300 x 86 x 56.2 mm (11.8" x 3.4" x 2.2")
Weight	555 g (1.2 lbs)
Supported OS for Mass storage	Windows XP / Vista / 7 Mac OS X (10.4 / 10.5 / 10.6)

HELPFUL HINTS

- Check to make sure the mini USB cable is firmly plugged into the scanner.
- Please clean and calibrate the scanner if the scan result is poor quality.
- Make sure the paper/photo is gripped and slightly pulled into the feed slot prior to scanning.
- Insert either SD/SDHC/MMC card or USB flash drive only one at a time for use.