

Color Image Scanner

ScanSnap™

fi-5110EOX2
Operator's Guide



Introduction



Thank you for purchasing the ScanSnap fi-5110EOX2 Color Image Scanner product. ScanSnap fi-5110EOX2 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 and 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 15 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.

(*2) ScanSnap fi-5110EOX2 does not support TWAIN and ISIS standards.

This document describes how to handle ScanSnap fi-5110EOX2 and basic operation methods. Before you start using ScanSnap fi-5110EOX2 be sure to thoroughly read this manual to ensure correct use.

ScanSnap fi-5110EOX2 is referred to as ScanSnap hereafter in this document.

CONTENTS



■ Regulatory Information	vi
■ Note, Liability	viii
■ Trademarks	ix
■ Safety Precautions	x
 Chapter 1 Before You Start Using Your Scanner.....	1
1.1 Checking the Contents of the Scanner Package	2
1.2 Names and Functions of Parts	3
Front Side	3
Operation Button.....	4
Rear Side	4
 Chapter 2 Connecting ScanSnap	5
2.1 Installing ScanSnap.....	6
Before Installing ScanSnap.....	6
Installing Adobe Acrobat.....	8
Installing Supplied Programs	11
2.2 Connecting ScanSnap to your PC	18
Connecting the AC Adapter	18
Connecting the USB Cable	19
 Chapter 3 Basic Scanner Operations.....	23
3.1 Flow of Operations	24
Preparation	24
Scanning documents	25
Turning the Scanner ON/OFF	28
End of Operation.....	29

3.2 Scanning Different Document Types	30
3.3 Loading Documents	33
How to load documents	33
Loading Documents with the Carrier Sheet	37
3.4 Changing Scan Settings	46
3.5 Saving Scan Settings	66
Creating Scan Settings	66
Scanning with a Saved Scan Setting	68
Renaming Scan Settings	69
Deleting Scan Settings.....	70
3.6 Changing Carrier Sheet Settings	72
3.7 Various settings according to your needs	77
Scanning only one side of a document	78
Scanning color document in black and white.....	79
Skipping blank pages.....	80
Deleting pages from a PDF file	82
Correcting skewed documents.....	83
Correcting the orientation of scanned images	84
Rotating the page view of a PDF file.....	86
Saving scanned images in multiple files	88
Saving scanned images with a high compression rate	89
Merging scanned images divided by scanning errors into one PDF file	91
Converting scanned images to searchable text with OCR.....	94
Setting Passwords for Scanned Documents.....	95
3.8 Scanning Business Cards	98
3.9 Viewing PDF File Thumbnails.....	102
Start the PDF File Thumbnail View.....	102
Displaying thumbnails of PDF files	103

3.10 Using ScanSnap Organizer	105
Starting ScanSnap Organizer	105
Operating Window	106
Connecting to ScanSnap	112
3.11 Updating ScanSnap Manager	116
Chapter 4 Uninstalling ScanSnap	119
4.1 Uninstalling Supplied Programs	120
Chapter 5 Troubleshooting	123
5.1 Clearing Document Jams.....	124
5.2 Troubleshooting Checklist	126
Chapter 6 Daily Care	133
6.1 Cleaning Materials	134
6.2 Cleaning the Scanner Exterior	135
6.3 Cleaning the Inside of the Scanner.....	136
6.4 Cleaning Carrier Sheet	139
Chapter 7 Replacing Consumables and Carrier Sheet.....	141
7.1 Replacing Consumables	142
Part Nos. and Replacement Cycle of Consumables.....	142
7.2 Replacing the Pad ASSY	144
7.3 Replacing the Pick Roller.....	147
7.4 Purchasing the Carrier Sheet	153

Appendix A Installation Specifications	155
Repairs	157
Index.....	159

■ 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 fi-5110EOX2 wird folgendes bescheinigt:

- In Übereinstimmung mit den Bestimmungen der EN45014(CE) funktentstört
- Maschinenlärminformationsverordnung 3. GPSGV, 06.01.2004: 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.

How Trademarks Are Indicated In This Manual

ScanSnap: ScanSnap fi-5110EOX2

CardMinder: CardMinder™ 2.0

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.

Manufacturer

PFU LIMITED

International Sales Dept., Imaging Business Division, Products Group
Solid Square East Tower, 580 Horikawa-cho, Saiwai-ku, Kawasaki-shi Kanagawa 212-8563, Japan
Phone : (81-44) 540-4538

All Rights Reserved, Copyright© PFU LIMITED 2005-2009.

■ 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.



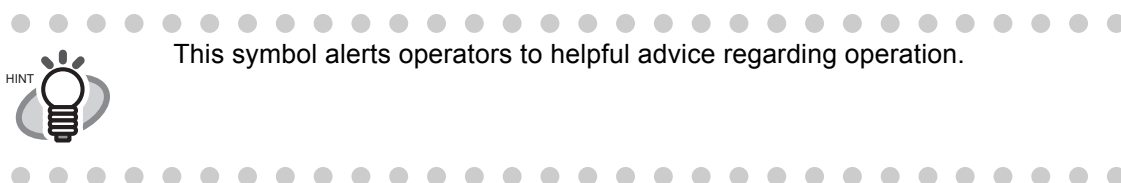
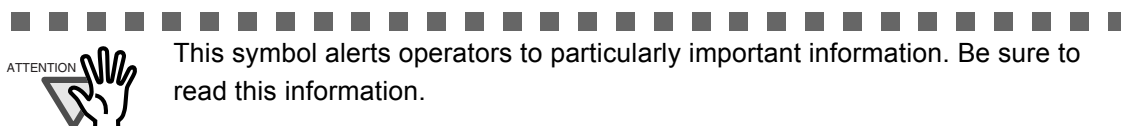
This indication alerts operators to an operation that, if not strictly observed, may result in severe injury or death.



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 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 actual displayed screen differs from the screen examples in this manual, operate by following the actual displayed screen while referring to the User's Manual of the scanner application you are using.

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 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.

Also, 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 describes important cautions described in this manual.

Do not install the scanner on unstable surfaces.



Install the scanner on a desk so that none of its parts protrude outside of the desktop. Also, 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 scanner's top surface for performing other work. Improper installation might cause injuries.

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



Do not move the scanner with the power and interface cables connected as this 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.

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



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

Do not install the scanner in the direct sunlight.



Do not install the scanner in the 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 cold 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, please be careful not to cut yourself on the paper or the Carrier Sheet.

Be aware of the pick spring.



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

Chapter 1

1

Before You Start Using Your Scanner

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.

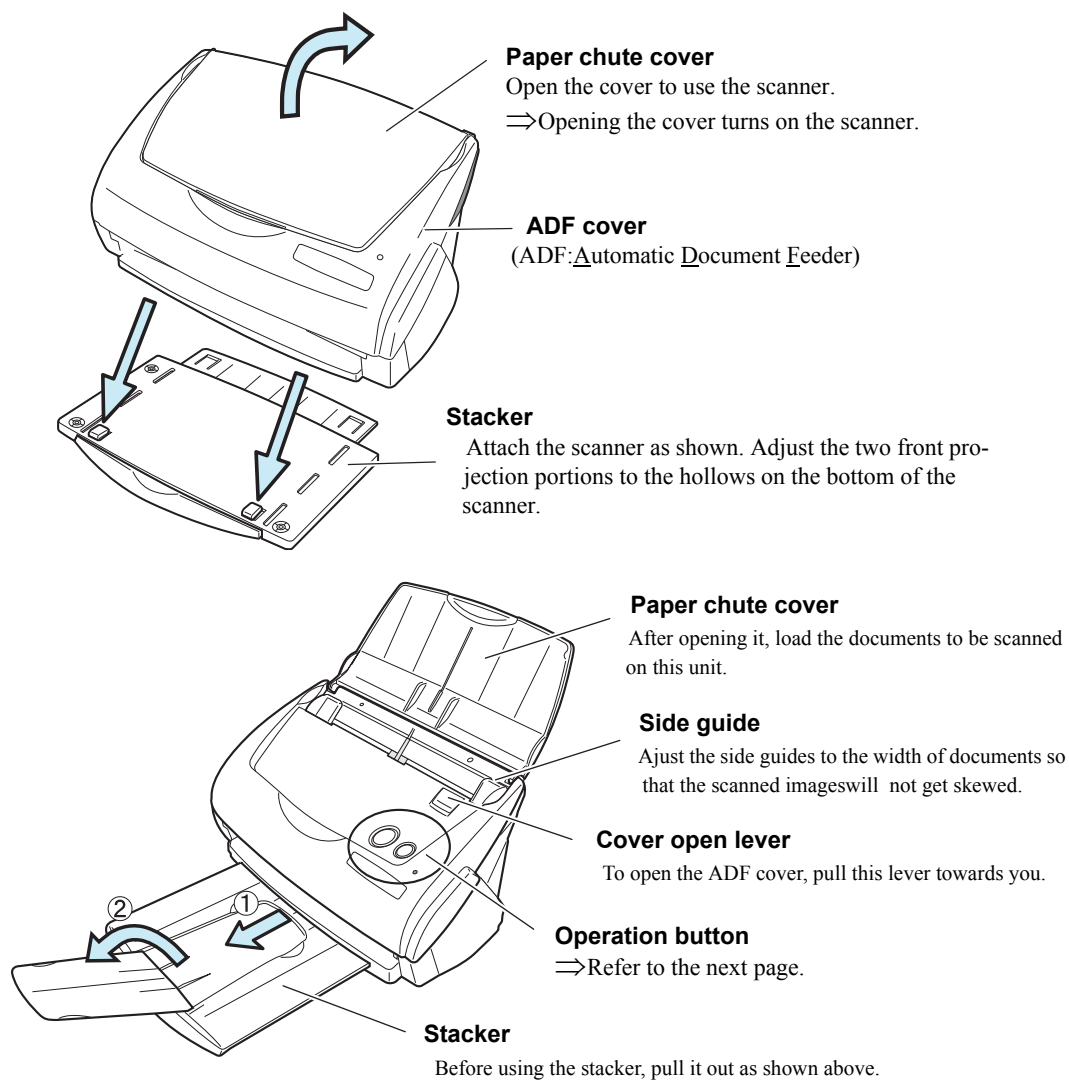
1.2 Names and Functions of Parts

This section describes the names of parts and their functions.

■ Front Side

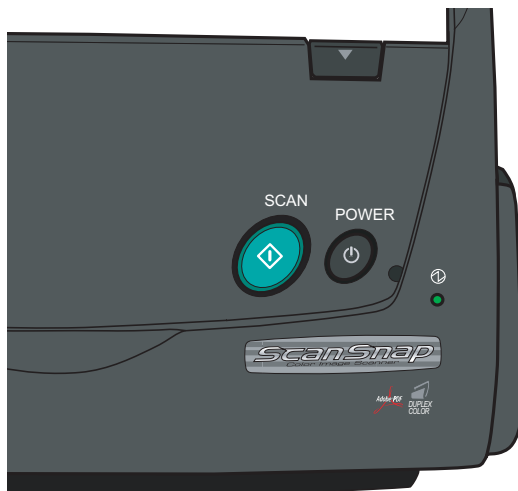
1

Before You Start Using Your Scanner



You can also use the scanner without the Stacker.

■ Operation Button



[SCAN] button

Press this button to start the scanning.

[POWER] button

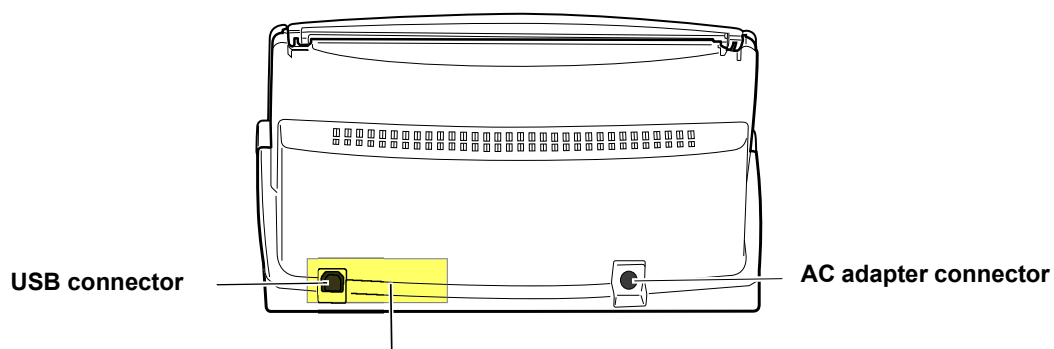
Turns on/off the power supply.

Power lamp ①

Indicates the scanner status.

Green; Lighting	:Ready
Green; Blinking	:Scanning
Orange; Lighting	:Error
Light off	:Power off

■ Rear Side



Seal (informing you that the installation of the software has to be performed first)

After installing the software, remove this seal.

Chapter 2

Connecting ScanSnap

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, CardMinder and PDF Thumbnail View) on your personal computer.



- Please install ScanSnap Manager before connecting ScanSnap scanner to your personal computer.
If you connect ScanSnap before installing the ScanSnap Mmanager, 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 OS) screen appears. If this screen is displayed, click the [Cancel] button to close the Wizard screen and install ScanSnap Manager first.
- ScanSnap fi-5110EOX2 cannot be connected to a personal computer with ScanSnap fi-4110EOX2 or another ScanSnapfi-5110EOX2.
- If any driver of the ScanSnap fi-4110EOX2 or ScanSnap fi-5110EOX has already been installed on your computer, uninstall it before starting th installation.



ScanSnap Manager includes the driver software for ScanSnap fi-4110EOX3 and ScanSnap fi-5110EOX. If you already have any of these: ScanSnap fi-5110EOX2 (this product), ScanSnap fi-4110EOX3, or ScanSnap fi-5110EOX, you can connect one of them to your PC and use it.

For details about the space required for installing the scanner, refer to the Appendix, under "Installation Specifications" (page 155).

2.1 Installing ScanSnap.....	6
------------------------------	---

2.2 Connecting ScanSnap to your PC.....	18
---	----

2.1 Installing ScanSnap

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

■ Before Installing ScanSnap

Before installing ScanSnap, please perform the following preparation.

1. Check your system.

The system requirements for ScanSnap are as follows:

■ Operating system

Either of the following OS 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	✓
PDF Thumbnail View				✓	✓

*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, please 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 be down.

■ Free disk space

- | | |
|----------------------|------------|
| • ScanSnap Manager | 50 Mbytes |
| • ScanSnap Organizer | 70 Mbytes |
| • CardMinder | 120 Mbytes |
| • Adobe Acrobat 7.0 | 360 Mbytes |
| • PDF Thumbnail View | 5 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

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

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



Adobe Acrobat is required for displaying the "ScanSnap fi-5110EOX2 Operator's Guide", "ScanSnap Organizer User's Guide", and "CardMinder User's Guide". Adobe Acrobat can also be linked to ScanSnap so that scanned images are displayed on the Acrobat window.

* There is no need to install Adobe Acrobat if it is already installed on your PC.
⇒ Proceed to "Installing Supplied Programs" (page 11).

<For Windows 98 / Windows Me>

Adobe Acrobat 7.0 is not supported by Windows 98 and Windows Me. In order to display a PDF file (e.g. instruction manual and/or a scanned image), please install Adobe® Acrobat® Reader™ following the instructions below.

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

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





Please prepare the Adobe Acrobat 7.0 CD-ROM.



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

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

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

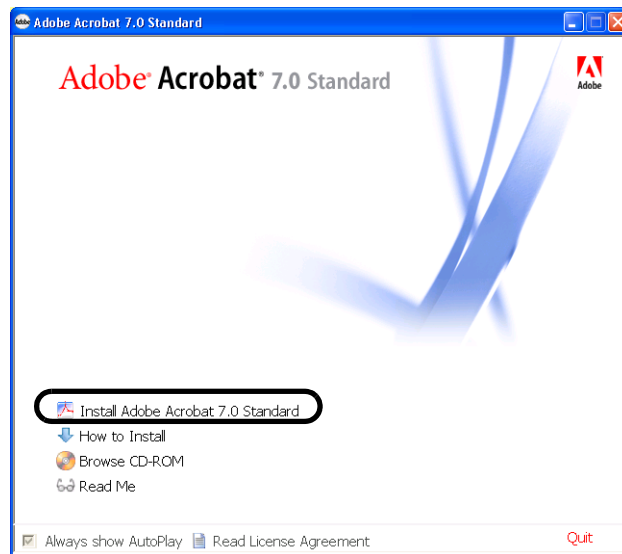


This window is not displayed automatically when the "Auto play" setting of your computer is deactivated. In this case, please run "**AutoPlay.exe**" of this CD-ROM directly using the "Explore" or "My computer".

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.

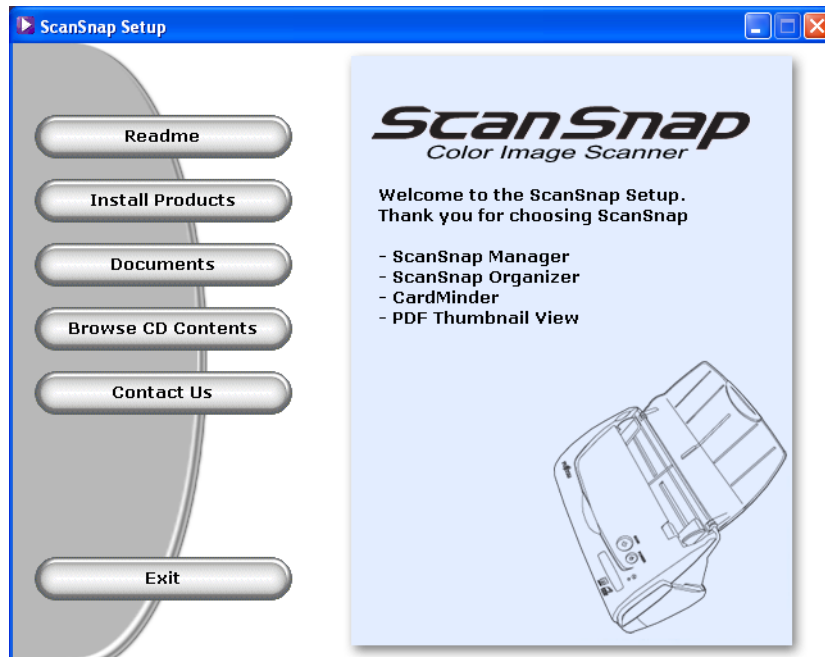
■ Installing Supplied Programs

Install the supplied programs (ScanSnap Manager, ScanSnap Organizer, CardMinder, PDF Thumbnail View) for ScanSnap from the "Setup CD-ROM" supplied with the scanner.



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

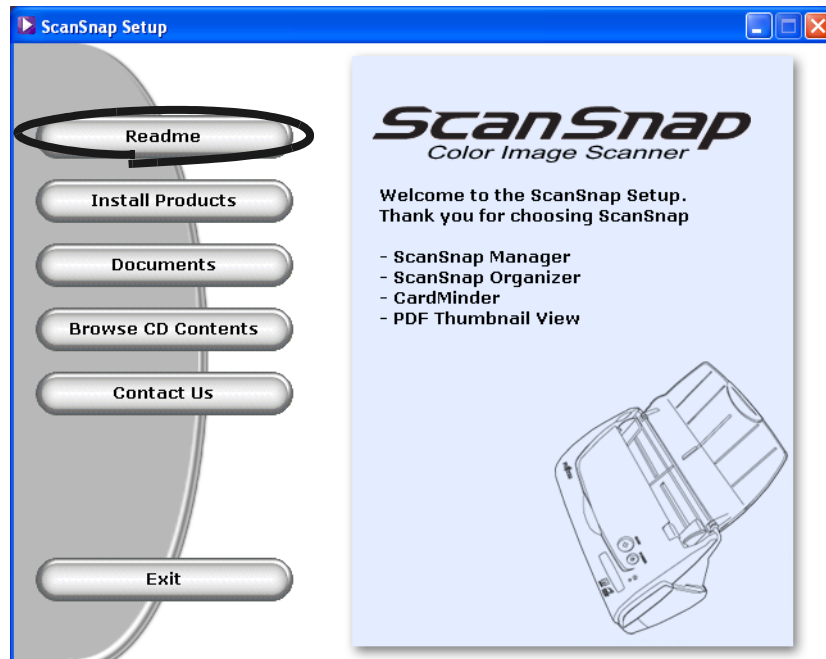
⇒ The "ScanSnap Installer" starts up and the "ScanSnap Setup" dialog box is displayed.



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

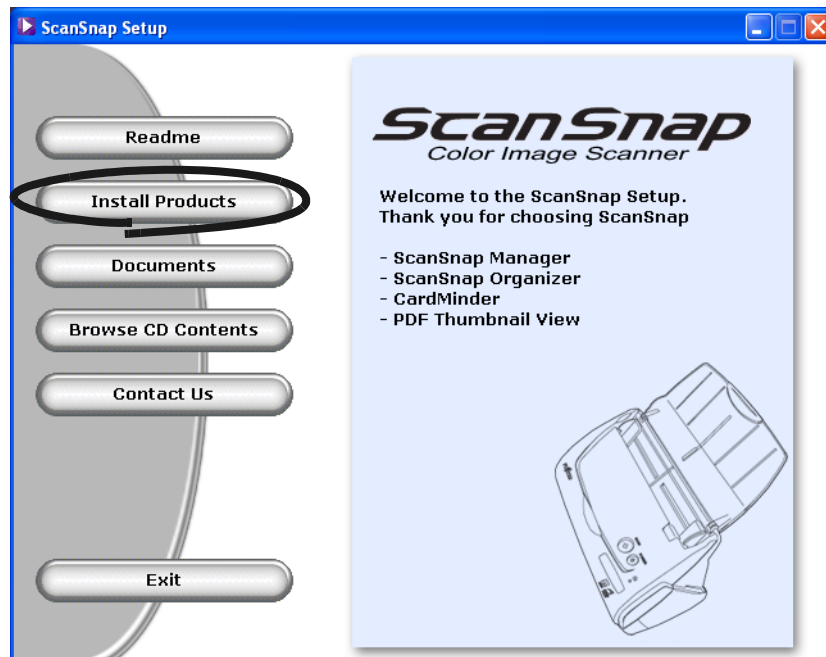
2. Click the [Readme] button in the "ScanSnap Setup" window.

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



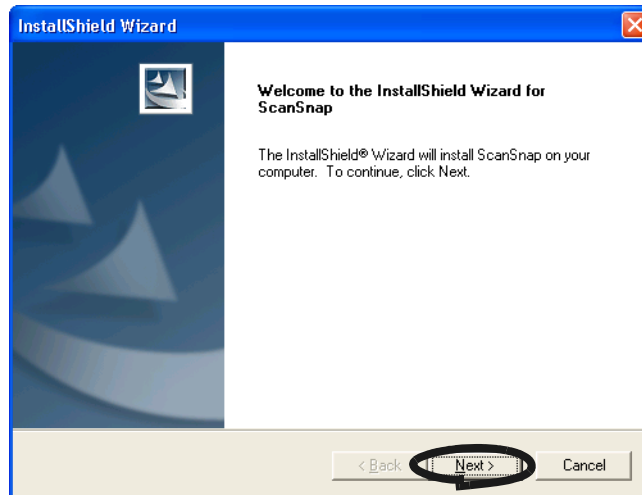
⇒ When you finished reading this description, close the screen.

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



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

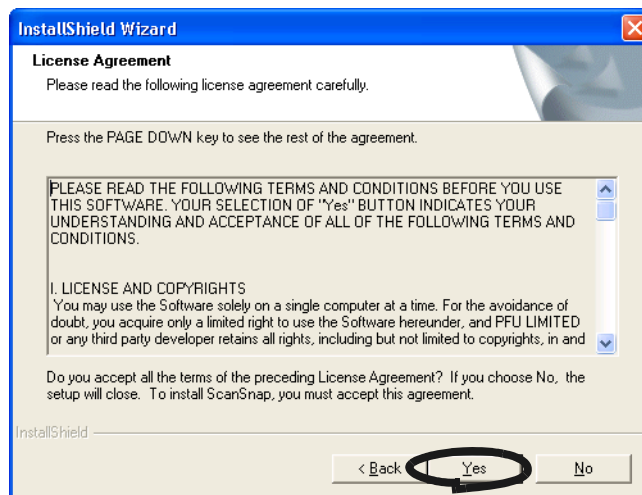
- Click the [Next] button in "Welcome to the InstallShield Wizard for the ScanSnap"



⇒ The "License Agreement" screen is displayed.

- Please 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.



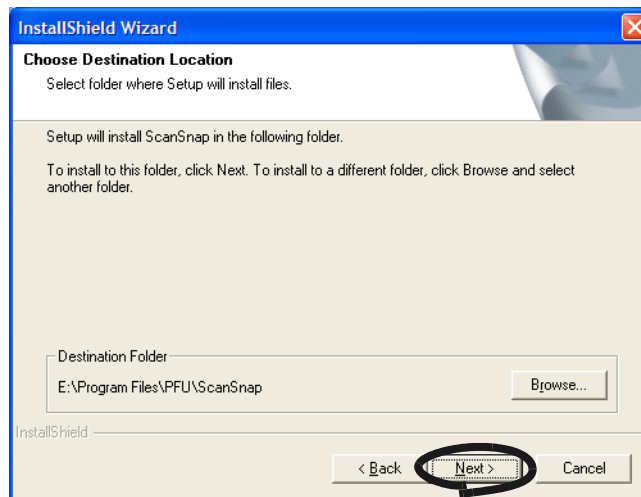
⇒ When you click the [Yes] button, the "Choose Destination Location" screen is displayed.

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

To install ScanSnap in the displayed 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.

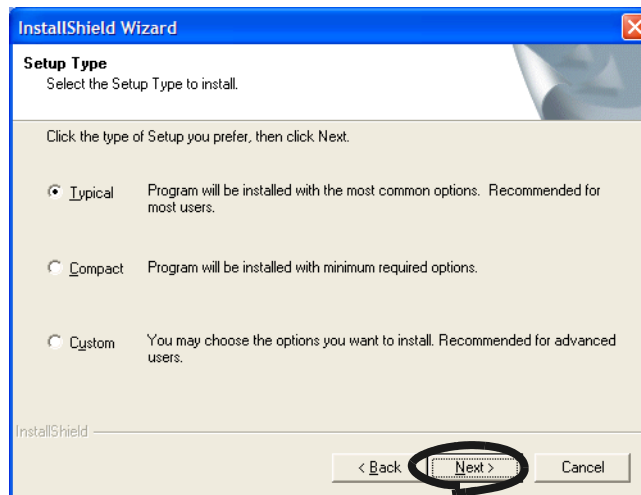
To change the installation folder for ScanSnap, click the [Browse...] button. The "Select Directory" dialog box is displayed. Select the folder to install ScanSnap to.



⇒ The "Setup Type" screen is displayed.

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

Select [Typical] for ordinary use.



⇒ This displays the "Start Copying Files" screen.



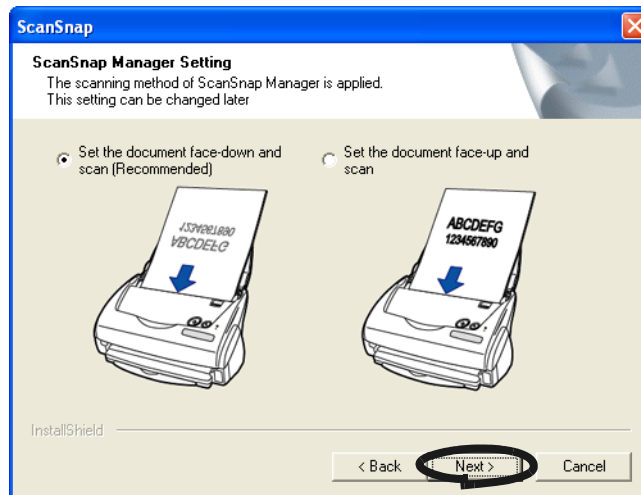
Depending on the selected item, the following programs are installed.

- Typical
ScanSnap Manager", "ScanSnap Organizer", "CardMinder" and "PDF Thumbnail View" 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" 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 and upside-up on the scanner, check the right radio button.



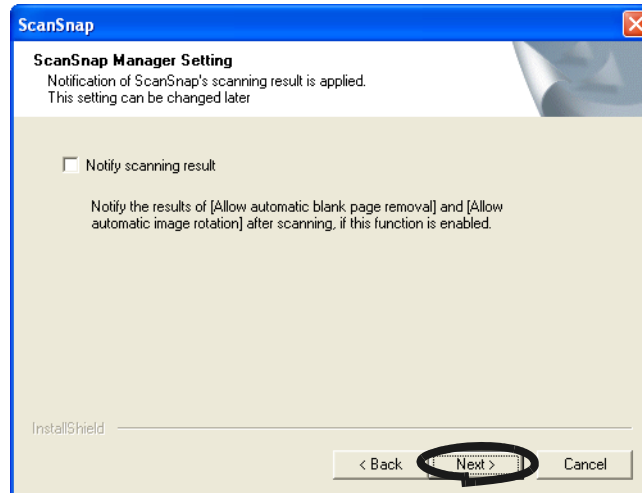
⇒ The next "ScanSnap Manager Setting" screen appears.



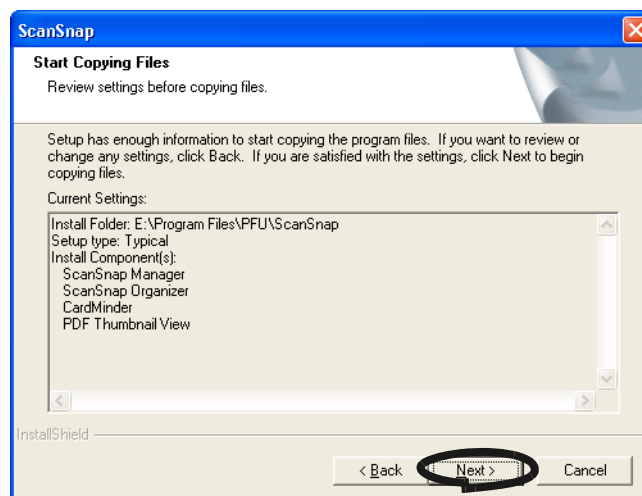
You can change this setting after installation.

Refer to "Allow documents to be scanned face up through the ADF" (page 57)" of "3.4 Changing Scan Settings" for more details.

9. In the "ScanSnap Manager Setting" screen, to execute "Notify scanning result" after scanning, select the check box, and click the [Next] button.
If the check box is selected, the notification screen showing whether or not the "Allow automatic blank page removal" and "Allow automatic image rotation" functions were carried out appears.

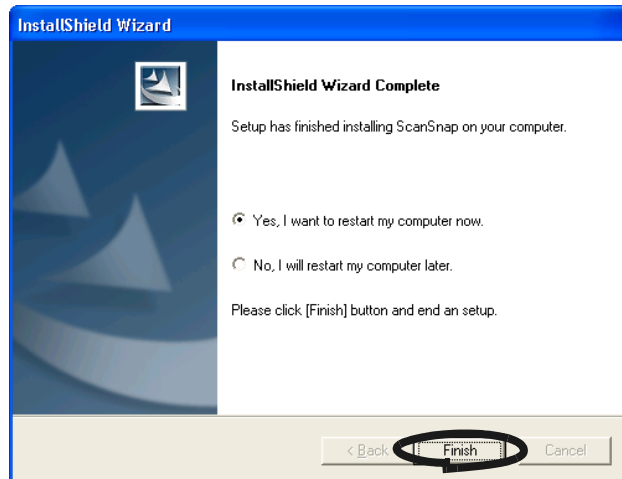


10. In the "Start Copying Files" screen, check the files that will be installed and click the [Next] button.




⇒ 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.



⇒ If you selected "Yes, I want to restart my computer now", your PC will be restarted.

⇒ If you selected "No, I will restart my computer later.", the "ScanSnap Setup" dialog box will be displayed. Click the [Exit] button to close the "ScanSnap Setup" dialog box. (To complete the installation, you have to restart your PC.)

HINT  To display the "ScanSnap fi-5110EOX2 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 PC, install Acrobat 7.0 from the "Adobe Acrobat 7.0 CD-ROM" supplied with the scanner.

2.2 Connecting ScanSnap to your PC

Follow the procedure below to connect ScanSnap to your PC.

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



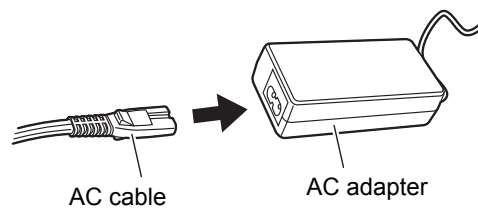
- Be sure to connect the AC cable first before connecting the USB cable.
- Be sure to install ScanSnap Manager to your PC before connecting ScanSnap to your PC. (For details about the installation, refer to "Installing ScanSnap" (page 6)).

The following describes each of the above two procedures.

■ Connecting the AC Adapter

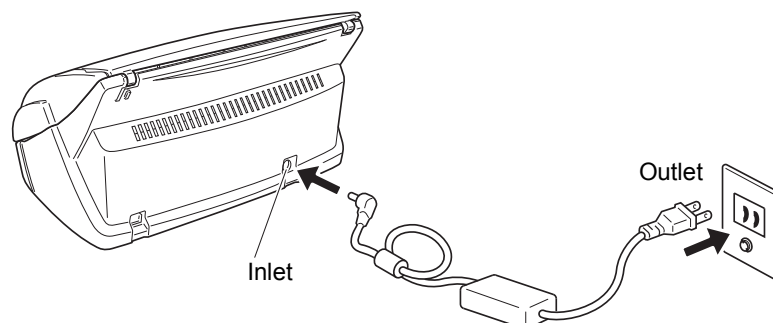
Connect the power cable as shown below.

1. Connect the AC cable to the AC adapter.

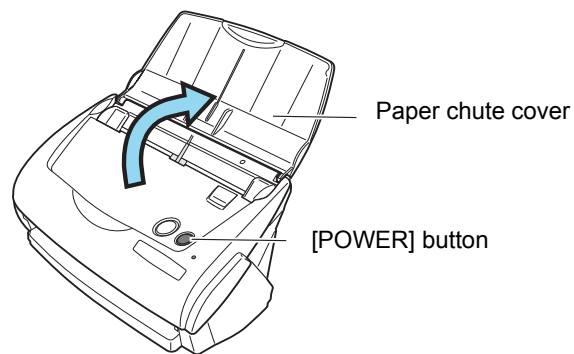


Do not use cables other than the ones supplied with this product.
Use only specified AC cable and AC adapter.

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



3. Open the paper chute cover of ScanSnap.



⇒ ScanSnap is automatically turned on and detected by your PC.

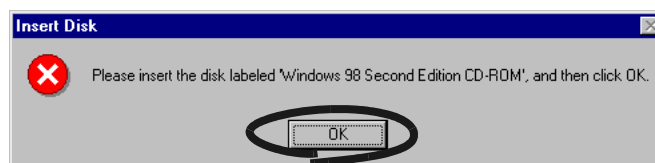


If the scanner is not automatically turned on, push the [POWER] button on the scanner.

■ For Windows 98

The "Insert Disk" request is displayed.

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

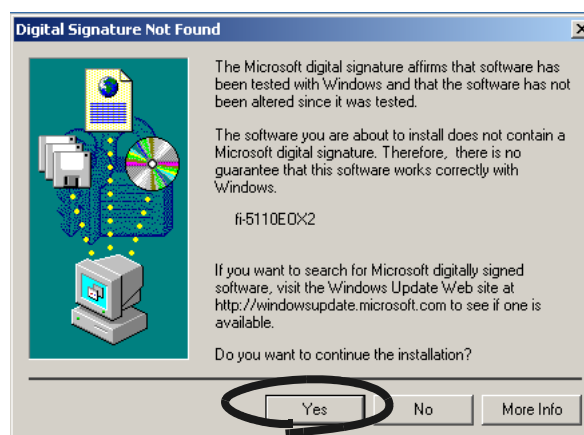


■ For Windows Me

New hardware is automatically added, and processing is continued.

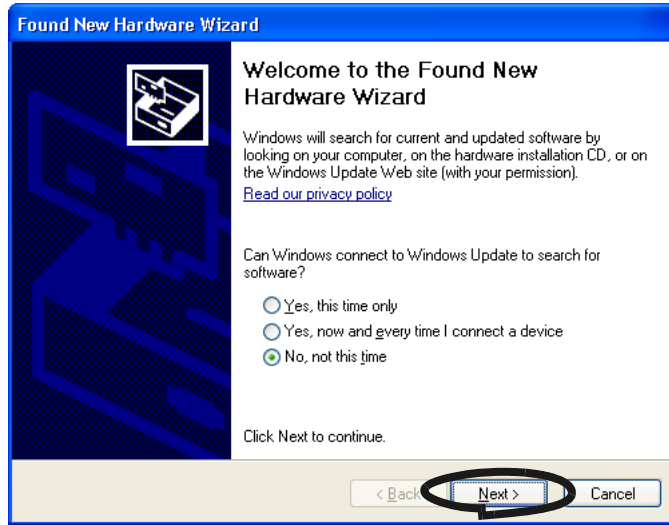
■ For Windows 2000

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



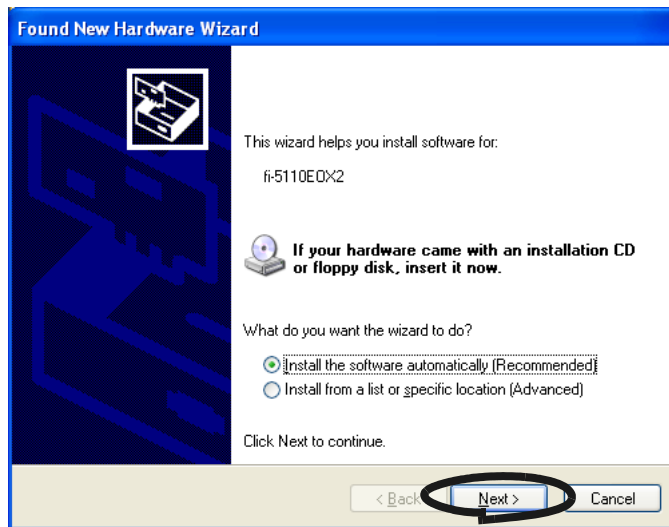
■ For Windows XP

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



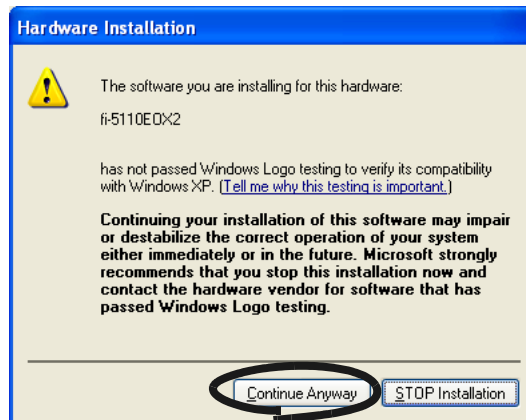
(The above windows may not appear unless Windows XP Service Pack 2 is installed)

- 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.


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




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 PC as new hardware.



It may take some time for the "ScanSnap Manager" icon on the task bar to be displayed as .

Push the [POWER] button on the scanner when the icon remains as . When you turn off/on the scanner, allow a lapse of 5 seconds.



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

*For preventing mis-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:

- Opening/closing the paper chute cover on the scanner,
- Turning on/off the PC to which the scanner is connected,
- Pushing the [POWER] button on the scanner (when the paper chute cover is opened).

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

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

Chapter 3

Basic Scanner Operations

This chapter describes the basic operations of ScanSnap.

3

3.1 Flow of Operations	24
3.2 Scanning Different Document Types	30
3.3 Loading Documents	33
3.4 Changing Scan Settings.....	46
3.5 Saving Scan Settings	66
3.6 Changing Carrier Sheet Settings.....	72
3.7 Various settings according to your needs	77
3.8 Scanning Business Cards.....	98
3.9 Viewing PDF File Thumbnails.....	102
3.10 Using ScanSnap Organizer.....	105
3.11 Updating ScanSnap Manager	116

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

Operation

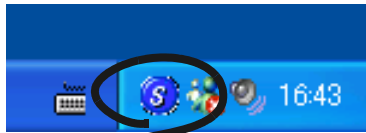


1. Make sure that the AC cable is connected to the scanner.
2. Make sure that the scanner is correctly connected to your PC.

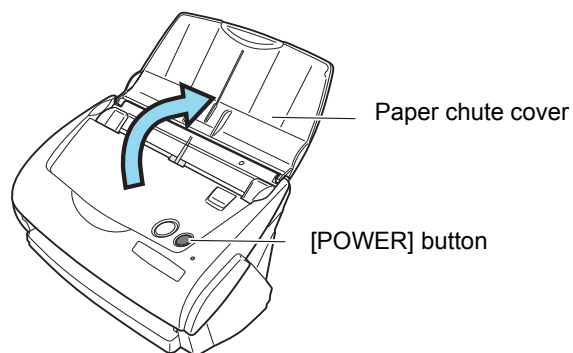


You can connect the scanner to your computer after turning it on. When the scanner is already connected to your PC, you do not need to reconnect it.

3. Turn on your PC.
⇒ The "ScanSnap Manager" icon appears when Windows is started up.



4. Open the paper chute cover.



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



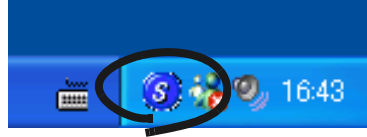
If the scanner is not automatically turned on even when the paper chute cover is opened, push the [POWER] button on the scanner.

■ Scanning documents

Operation



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



If the "ScanSnap Manager" icon is not displayed on the task bar, select [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 tasktray when Windows is started up. If it is not registered under "Startup" programs, select [All Programs] - [ScanSnap Manager] - [Startup Register] from [Start] menu in order to register it.

2. Load the document onto the scanner.

Refer to "3.2 Scanning Different Document Types" (page 30) and "3.3 Loading Documents" (page 33).

3. Press  ([SCAN] button).

⇒ This starts the scanning.



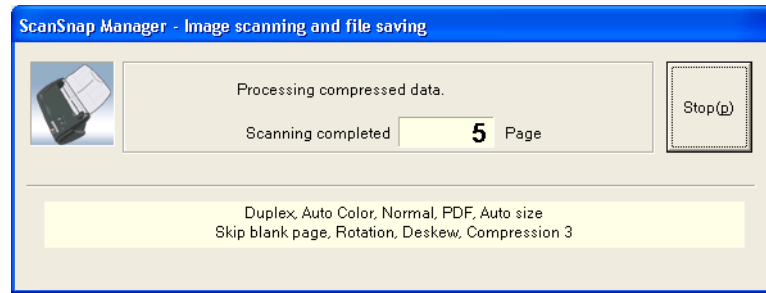
As the default setting, documents are scanned with the "Duplex" mode when you press the [SCAN] button. With "ScanSnap Manager", you can set the scanner to scan documents using "Simplex" mode by pressing the [SCAN] button.



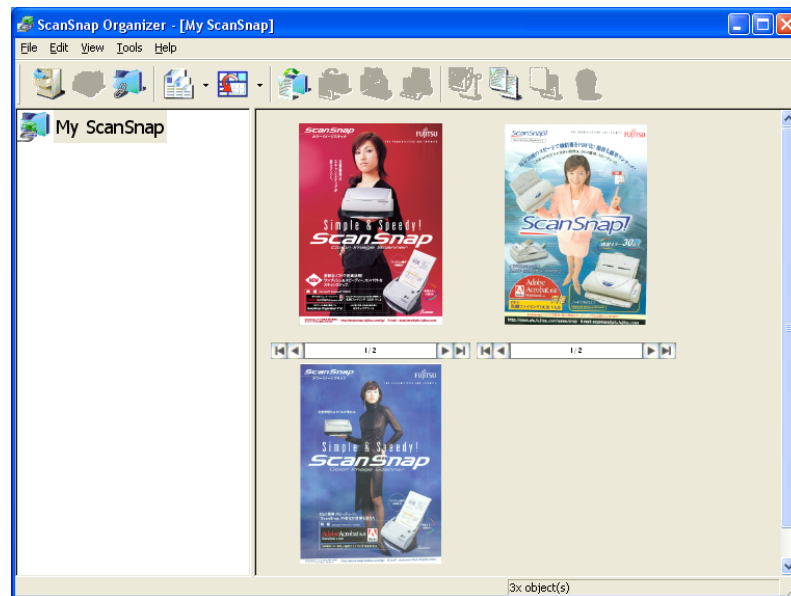
- Do not connect or disconnect other USB devices during the scanning operation.
- Do not close the paper chute cover or press the [POWER] button on the scanner during the scanning operation.

⇒ The lamp on the scanner lights green during the scanning operation.

The following window appears to indicate the scanning status.



⇒ The supplied application (ScanSnap Organizer, etc.) is started up and the scanned image is displayed.



For details about the settings for the scanning, file names and the destination folder to save the data, etc., refer to "3.4 Changing Scan Settings" (page 46).

About the scanning of Business cards, refer to "3.8 Scanning Business Cards" (page 98).

HINT

As the default setting, documents are scanned according to the following setting: "Scanning quality: Normal" and "Color mode: Auto Color Detection".



- Before scanning documents containing printed or handwritten text, select the "Setting for text only document" check box 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 46).
- 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 46).
- 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 46). The following document scan settings can be changed:
 - Application linked to ScanSnap
 - Folder to save scanned images to
 - Name of file to save scanned images to
 - 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" scanning quality mode before performing this operation. (refer to page 54)
 - **Reduce PDF file size**
From the menu, select [File] - [Reduce File Size]

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

■ Turning the Scanner ON/OFF

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

- Turning on/off the PC,
- Opening/closing the paper chute cover of the scanner.

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

Turning off your PC or closing the paper chute cover....

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

Turning on your PC or opening the paper chute cover....

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

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



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

*For preventing mis-operation, the [POWER] button does not work unless it is pressed for longer than one second.




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

* This is due 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 task bar, and select "Exit" from the menu.




"ScanSnap Manager" is necessary for operating ScanSnap. When you start "ScanSnap Manager", select [All Programs] - [ScanSnap Manager] - [ScanSnap Manager].
(*Generally, there is no need to quit "ScanSnap Manager".)

Disconnecting the scanner

Operation



1. Close the paper chute cover to turn off the scanner.
⇒ The "ScanSnap Manager" icon in the task bar changes from the "activated" symbol to the "deactivated"  one.
2. Disconnect the USB cable from your PC.
3. Disconnect the AC cable from the power outlet.



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

3.2 Scanning Different Document Types

The table below summarizes the types of documents that can be scanned on 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	



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 thoroughly dried)
- 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

Also, 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 and then scan the documents inside the Carrier Sheet:

- 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, paper which has another paper pasted on, etc.)
- 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



- To prevent the rollers from getting dirty, avoid scanning documents containing large areas written or filled with pencil. If the scanning of such documents is inevitable, clean the rollers more frequently. For details refer to "6.2 Cleaning the Scanner Exterior" (page 135).
- 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.

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.



3.3 Loading Documents

This section describes how to load documents onto the scanner.

■ How to load documents

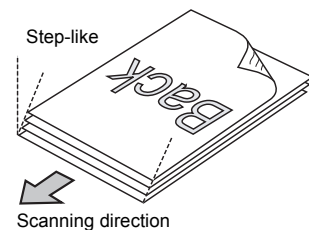
1. Align the edges of the document.

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 the sheets in the document stack.
The standard 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).



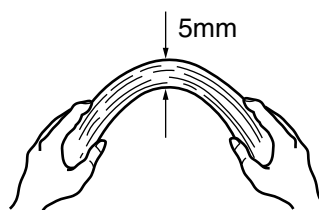
Scanning accuracy increases when the document is loaded onto the scanner so that the leading edges of the papers form a step-like pattern as shown in the figure.



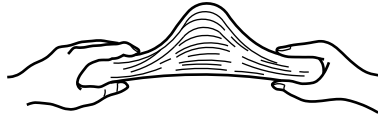
For the picture on the top-right, if the check box is selected on "Allow documents to be scanned face up through the ADF" of "Option" of the "Scanning" tab on "Scan and Save Settings", the document faces up and scanning the bottom edge becomes the scanning direction.

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.



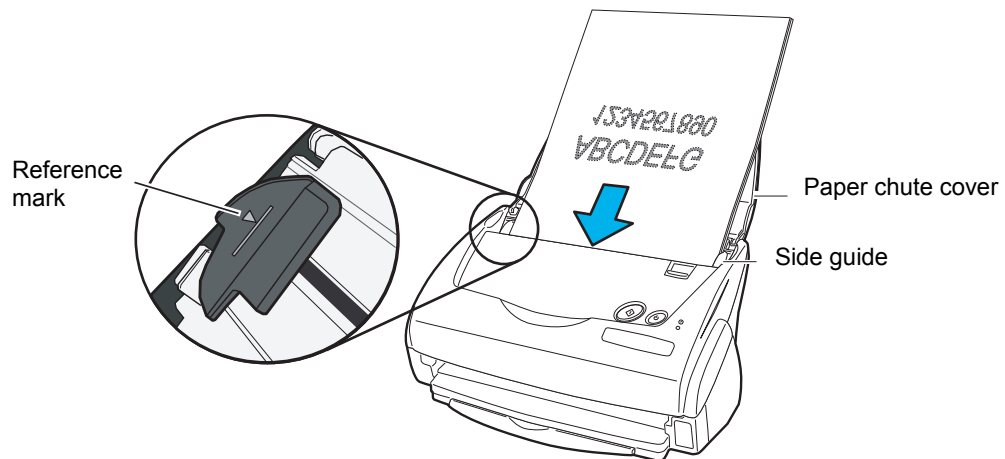
- 3) Firmly holding the document with both hands and bend back the document as follows so that the bent section rises up in the middle of the document.



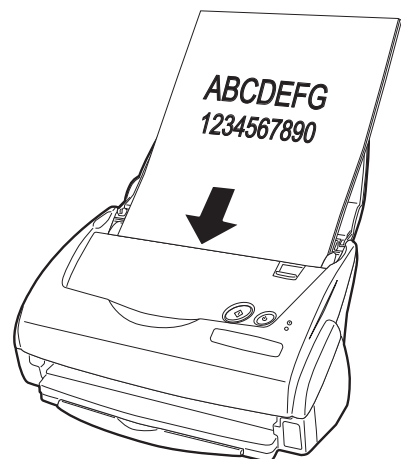
- 4) Repeat steps 1) to 3) a few times.
- 5) Turn the document staple 90 degrees, hold the other two sides of the document, and fan it again.

2. Load the document onto the paper chute cover.

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

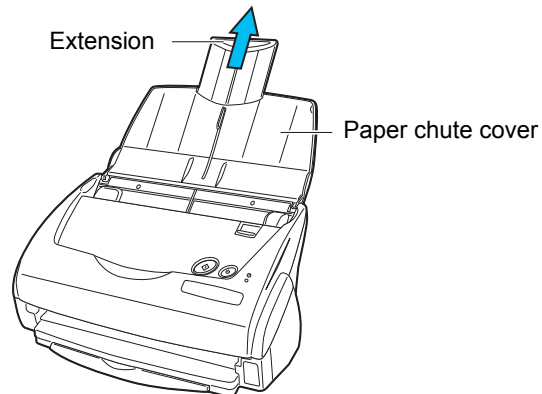


If the check box for [Allow documents to be scanned face up through the ADF] of [Scanning] - [Options] in the "Scan and Save Settings" window of ScanSnap Manager is selected, set the front of the document with the top edge face-up.



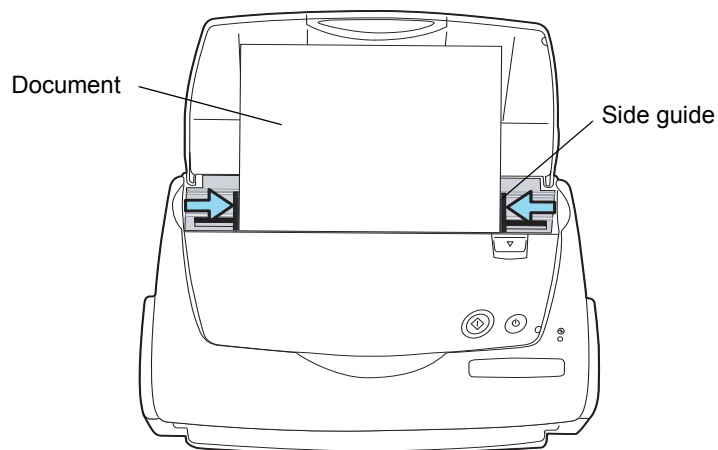


Before loading long-sized documents, first pull out the extension of the paper chute cover.



3. Adjust the side guides to the document width.

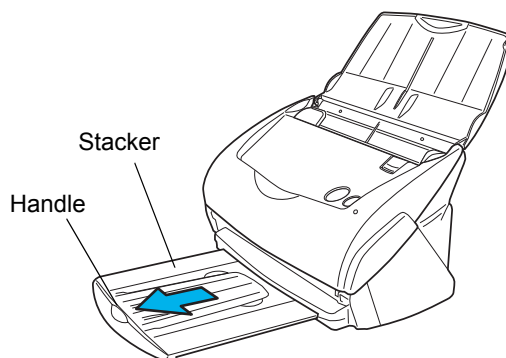
Move the side guides so that there is no space between the document edges and the side guides. If there is a space between the document edges and the guides, the scanned images may be skewed.



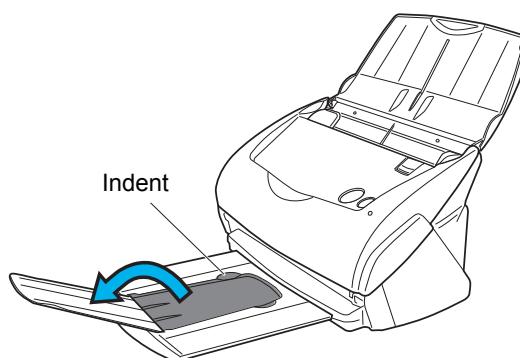


If you use the stacker, scanned document sheets will not be separated when they have passed through the scanner. For details on how to attach the stacker to the scanner, refer to "Names and Functions of Parts" on page 3. Use the stacker as follows.

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



2. Insert your finger into the indent and lift up the stacker extension to clap it out.



■ Loading Documents with the Carrier Sheet

The Carrier Sheet is a sheet for loading document specifically designed for ScanSnap fi-5110EOX2.

The Carrier Sheet 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.

Also, using the Carrier Sheet, 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 (magazine, newspaper, etc.).

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

There are 2 [Modes], tailored to the type of document to be scanned, in the Carrier Sheet settings.

Create facing pages in one image

Scans a document larger than A4 size such as A3/B4/11 x 17, folded in two, in duplex mode, and outputs an image arranged in two-page spread and joined together.

Create front and back images separately

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. Outputs the scanned image in specified sizes.



- When you use the Carrier Sheet, select [**Automatic Detection**] on the setting of the [Paper size] tab in "ScanSnap Manager". Also, if scanning is done using "Create facing pages in one image", select "Duplex Scan" on the setting of [Scanning] tab in "ScanSnap Manager". If you select "Simplex Scan", it produces the same result as using "Create front and back images separately" to scan in simplex. Refer to [3.6 Changing the Carrier Sheet Settings] (page 74) 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.



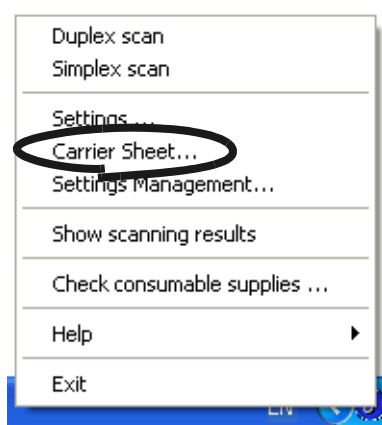
For "Create facing pages in one image"

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

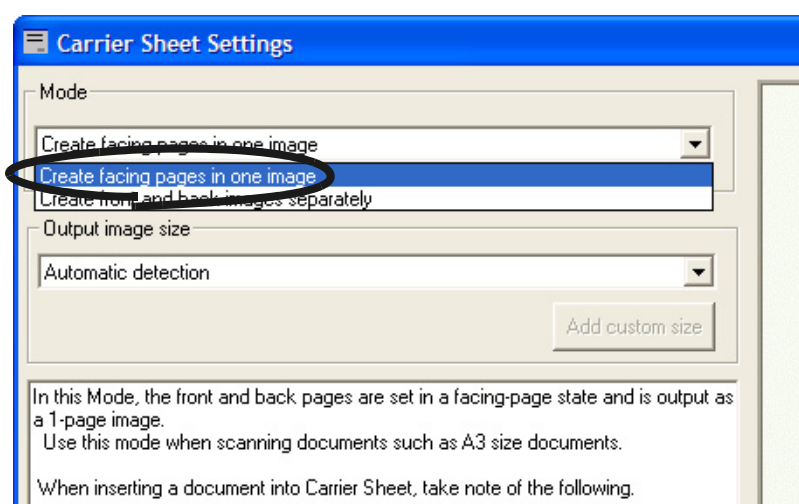
Fold a document in two, scan in duplex and an image joined together is generated. (If a document smaller than A4 printed on both sides is scanned, it is possible to output a two-page spread image.)



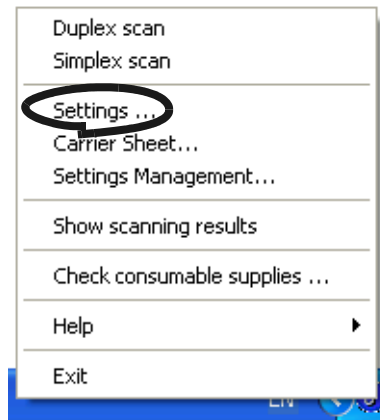
1. Right-click "ScanSnap Manager" icon  on the task bar, and select "Carrier Sheet...".



2. On the "Carrier Sheet Settings" screen select "Create facing pages in one image" on [Mode] and click [OK].

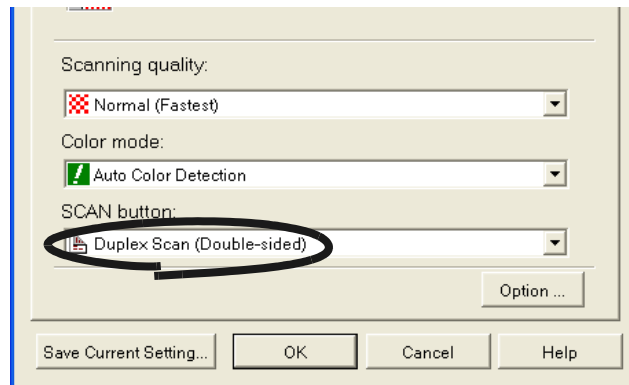


- Right-click "ScanSnap Manager" icon **S** on the task bar, and select "Settings...".

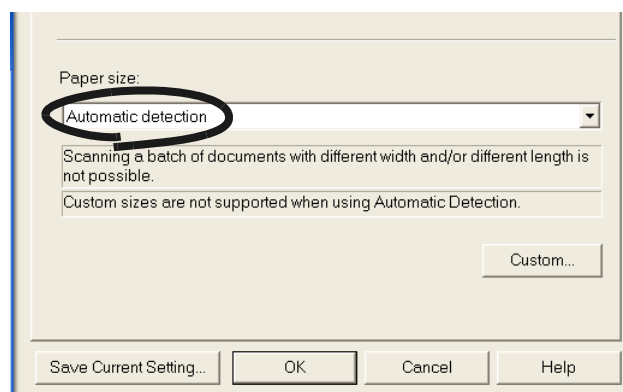


⇒The [Scan and Save Settings] window appears.

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



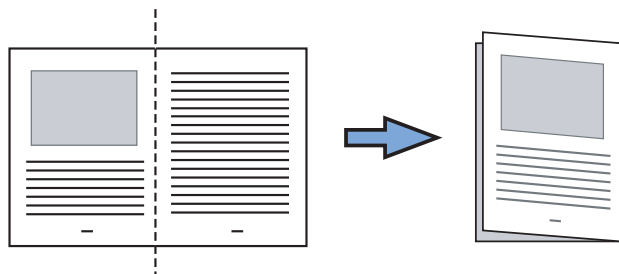
- Select "Automatic Detection" in "Paper size:" on the [Paper size] tab, and click the [OK] button.



Operation

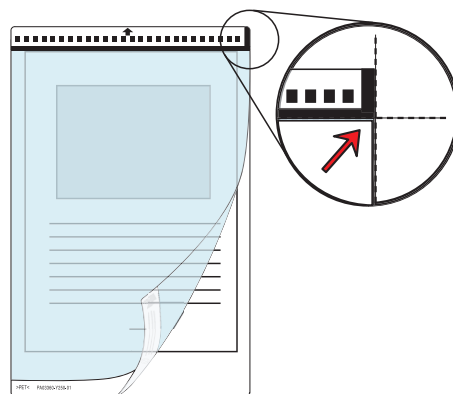


6. Spread the page to be scanned facing outwards and fold it in half from the center.
Fold it neatly so that the folded portion does not appear puffed. If the folded portion is not folded neatly, it may cause skewing.



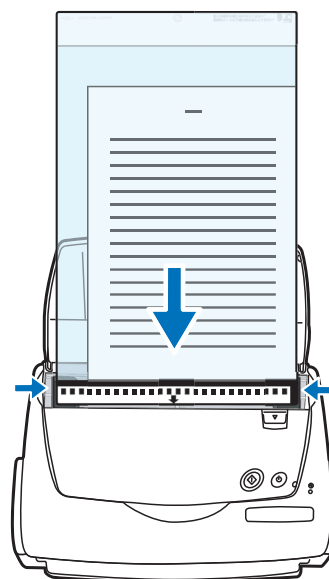
7. Open the Carrier Sheet and place the document inside.

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



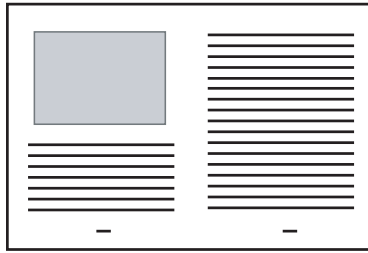
8. Load the Carrier Sheet onto the scanner.

- 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.

Also, 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 how the document is folded, or the loading method.

In this case, check the following. The situation may be improved.

- Is the document neatly folded?
- Is the edge of the document aligned closely to the edge of the Carrier Sheet?
- 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 big enough to include all the data on the document is selected from among A3, B4 and 11 x 17)

Example: If content printed as A4 size in the center of an A3 document is scanned,

⇒ it is generated in B4 size.

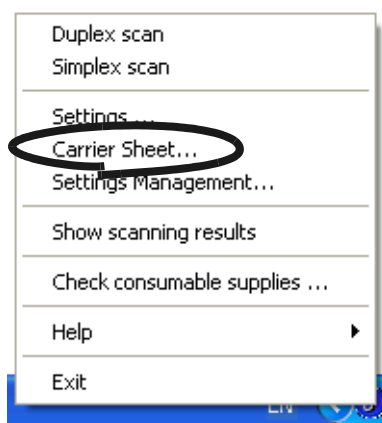
To output an image that is the same size as the document size, set the document size in [Output image size].

For "Create front and back images separately"

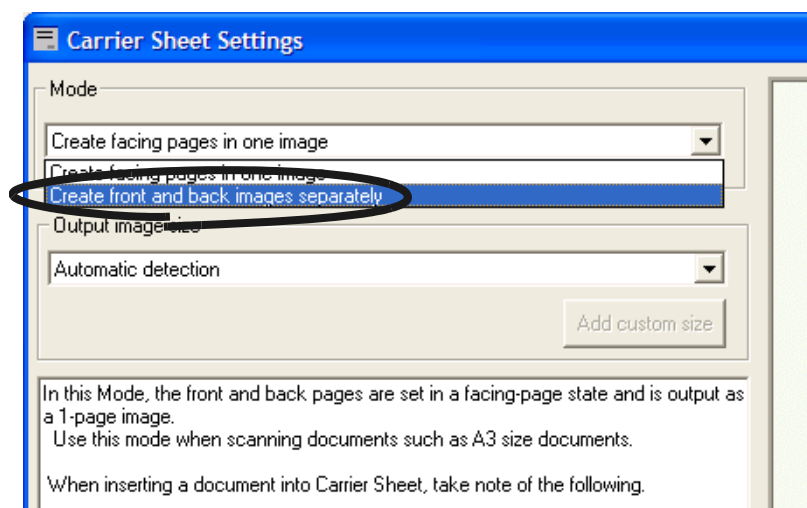
This mode is for scanning documents such as photographs which you do not want to scratch, or clippings of information that are difficult to be fed.



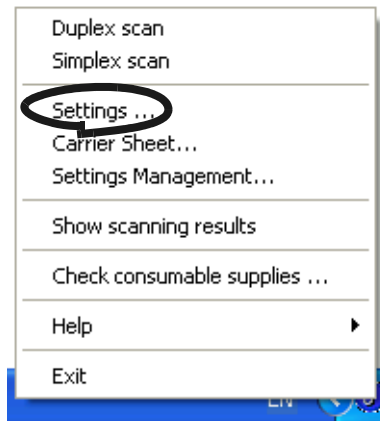
1. Right-click "ScanSnap Manager" icon  on the task bar, and select "Carrier Sheet...".



2. On the "Carrier Sheet Settings" window, select "Create front and back images separately" on "Mode" and click the [OK] button.

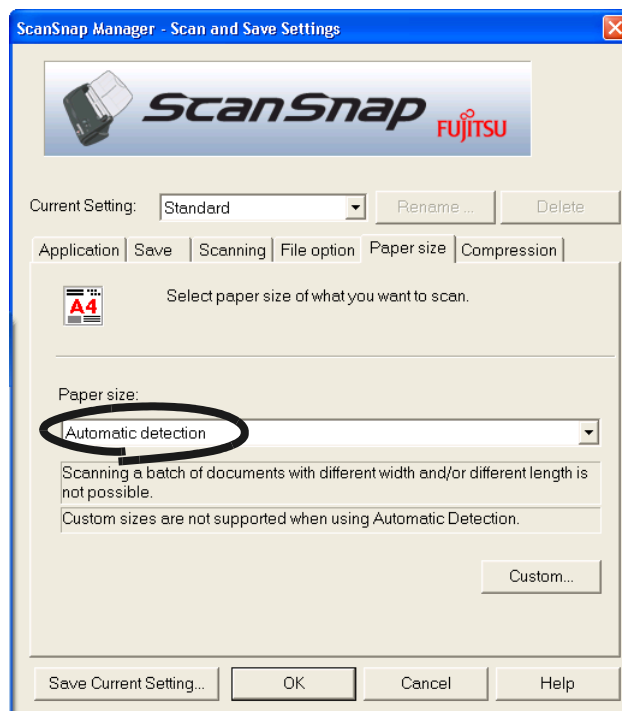


3. Right-click "ScanSnap Manager" icon **S** on the task bar, and select "Settings...".



⇒The [Scan and Save Settings] window appears.

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

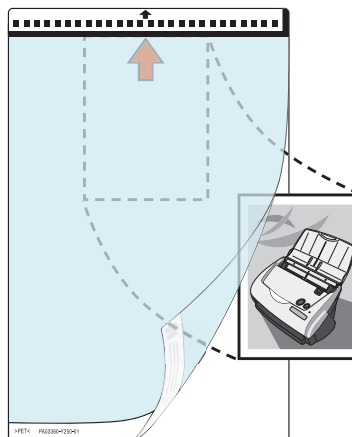


Operation



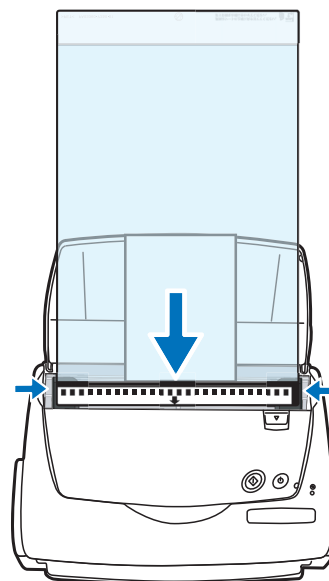
5. Open the Carrier Sheet and place the document inside.

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 inside 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.



If the check box for "Allow documents to be scanned face up through the ADF" 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.

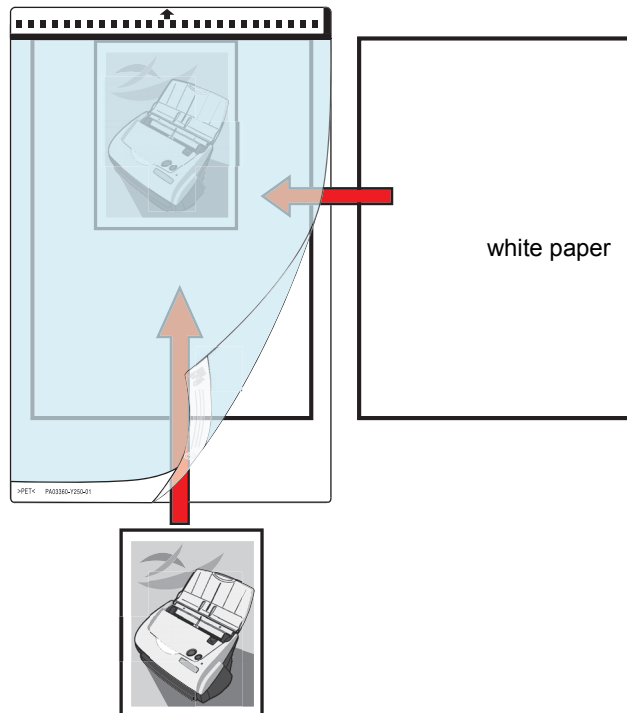


- The output image is generated with the scanned document image placed in the center of the specified size of the output image. In the "Carrier Sheet Settings" window, when "Automatic Detection" in "Output image size" is selected, an ideal size among the standard sizes is selected automatically (refer "3.6 Changing Carrier Sheet Settings" (page 72)).
- 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

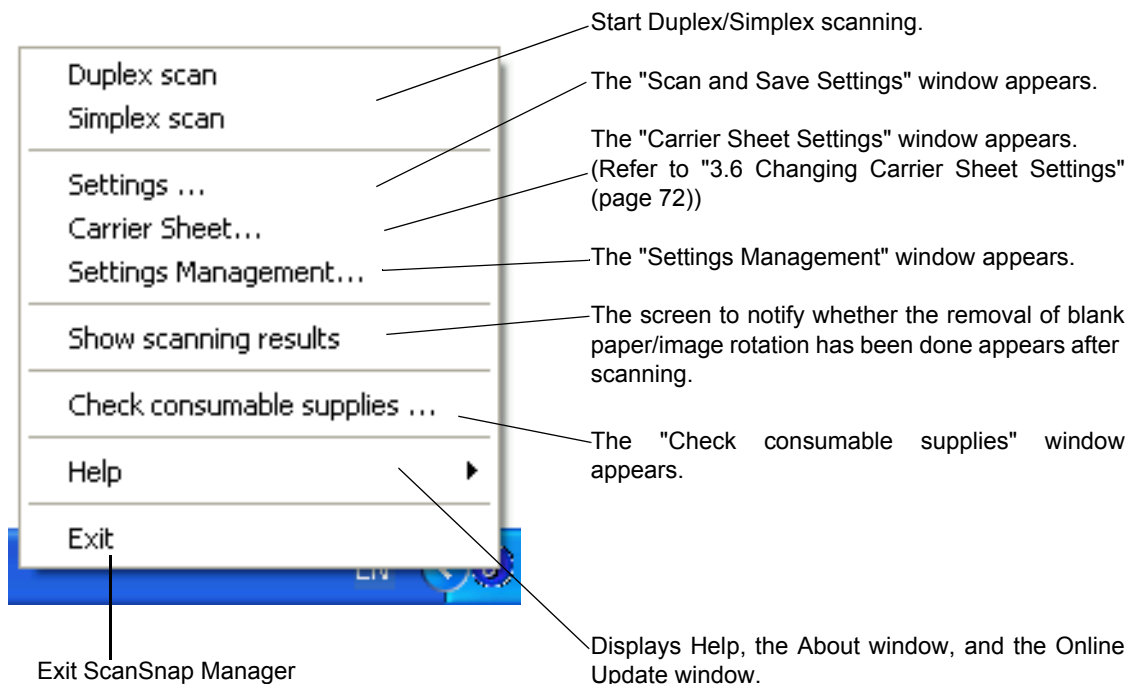


3.4 Changing Scan Settings

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

Generally, ScanSnap Manager is registered on the task bar and displayed as .

Right-clicking this icon, the following menu appears. With this menu you can start the scanning, configure settings for scanning, or checking consumables.



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

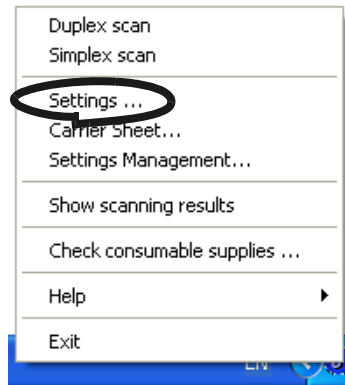
The following settings can be changed:

- Application that is automatically started up after scanning on ScanSnap → [Application]
- Destination to save scanned images to → [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 documents' skewness/direction, method of loading documents, continue scanning) → [Scanning]
- File format for the scanned image → [File option]
(file option, specification of pages of PDF files, 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 task bar and select [Setting...] from the displayed menu.

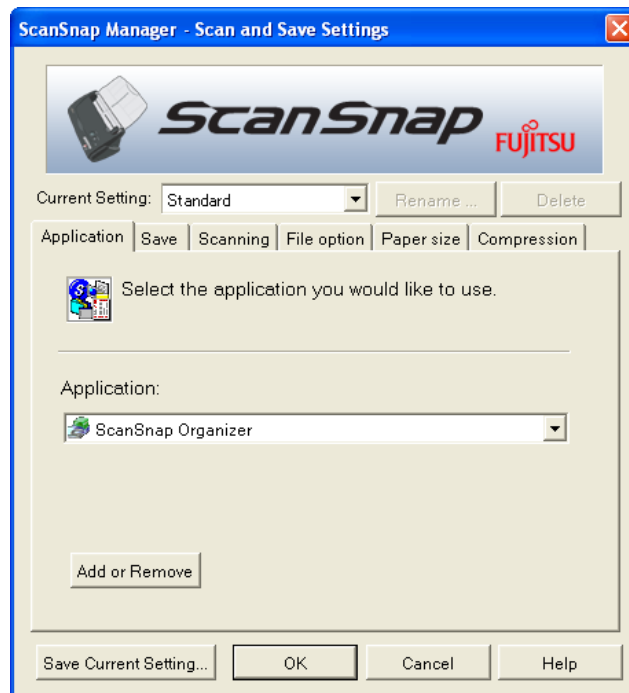


⇒ The "Scan and Save Settings" dialog box is displayed.



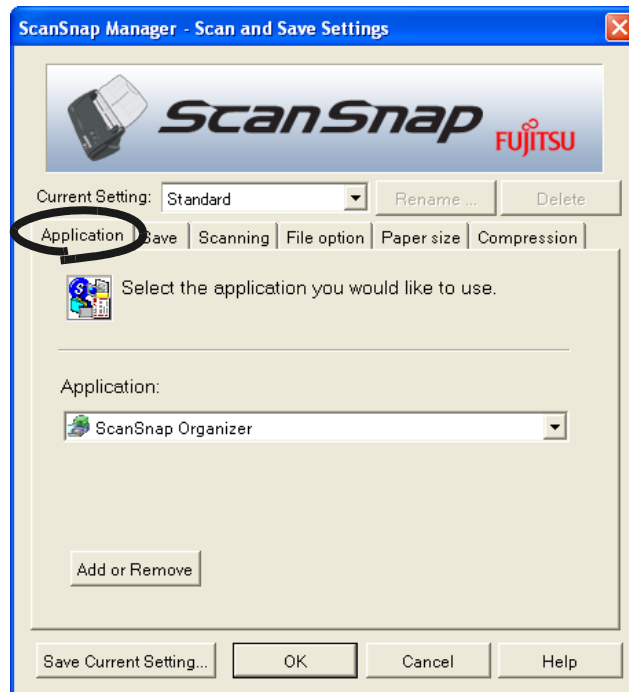
You can launch "Scan and Save Settings" dialog box by simultaneously pressing [Ctrl] + [Shift] + [Space] or double clicking the icon on the task bar.

2. Change the scan settings on the "Scan and Save Settings" window.




The following describes the setting items of each of the tabs.

[Application] tab



■ Application:

Specifies the application to be executed and linked to ScanSnap. The specified program is started up after the document is scanned on ScanSnap. Click  to select the application.

You can select one from 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



- The above applications automatically become selectable when they are currently installed. If they have been uninstalled, they are automatically 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 [File option], [Paper size] and [Compression] tabs are not displayed.
- When the CardMinder is started up, the application at "Application:" on the [Application] tab automatically enters the mode specified by "CardMinder". When you exit CardMinder, the original specified mode will be restored.



In the situation that [Adobe® Acrobat® Reader™, or Adobe® Reader®] and [Adobe® Acrobat®] are installed concurrently, and [PDF Thumbnail View] is enabled, even if you select [Adobe® Acrobat® Reader™, or Adobe® Reader®] at [Application:], [Adobe® Acrobat®] is started after scanning.

In this case, disable [PDF Thumbnail View], or use [Adobe® Acrobat®] as it is.

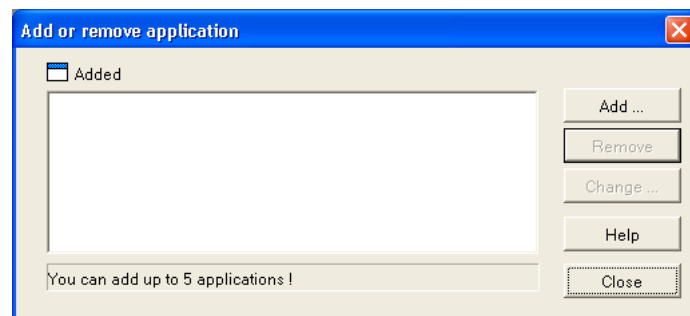
*Refer to "3.9 Viewing PDF File Thumbnails" (page 102) for more details on the settings of [PDF Thumbnail View].

■ [Add or Remove] button

Applications can be added or removed at "Application".

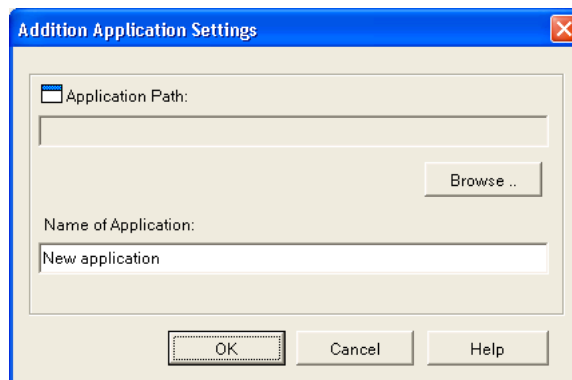
When you click the [Add or Remove] button, the following screen is displayed.

(Up to five applications can be registered.)



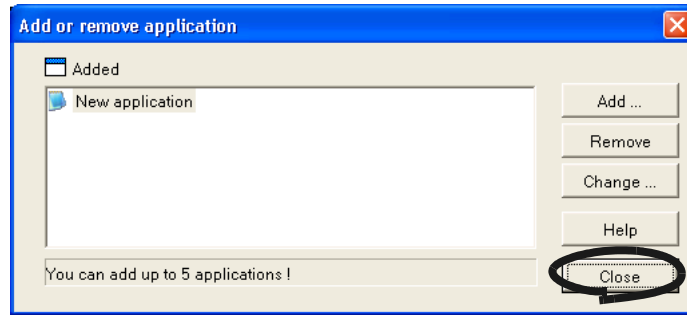
<To add an application>

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



- Click the [Browse...] button, and select either the shortcut file (.lnk) of the application to register or select the execution file (.exe).
⇒ The folder of the selected application is displayed at "Path".
 - Enter the name to be displayed at "Name".
⇒ The name you entered is displayed at "Application:".
- 3 When you have finished the above 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 opens, the application supports JPEG format files.

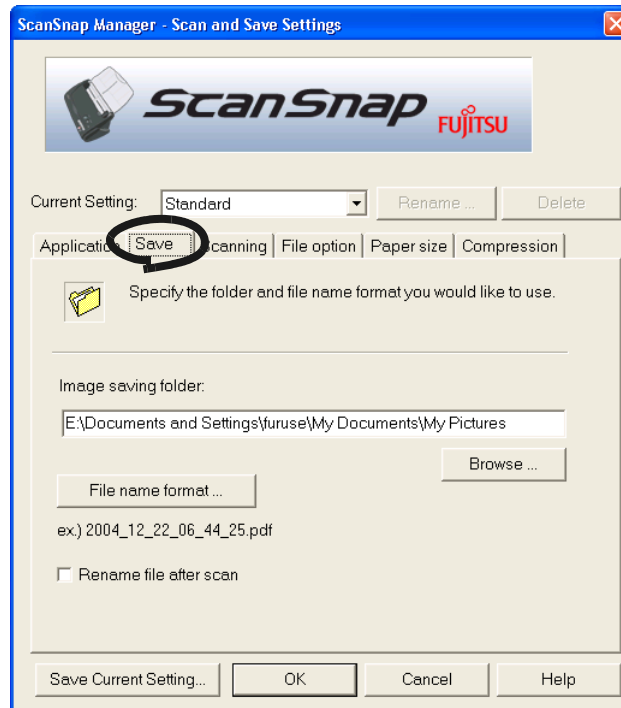
However, certain applications that satisfy the above requirements may not work properly. In that case, start up the application first and then open the files created by ScanSnap.

<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.
- 3 Confirm that the application has been removed, and then click the [Close] button.

<To change settings>

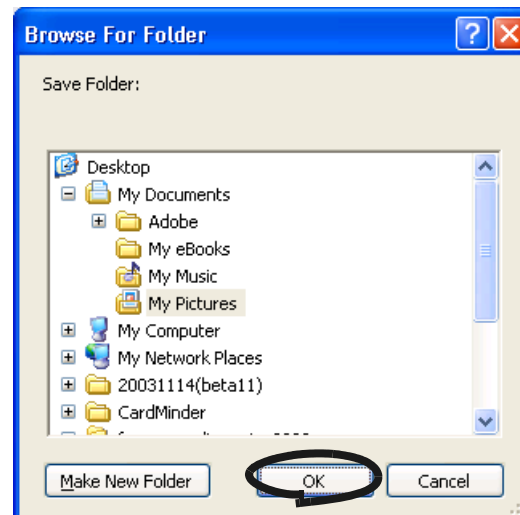
- 1 Select the application whose settings you wish to change in the "Add or remove application" screen, and click the [Change...] button.
- 2 The "Setting of additional application" screen is displayed. Change the desired items.
- 3 When you have finished the above setting, click the [OK] button.
- 4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

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

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



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

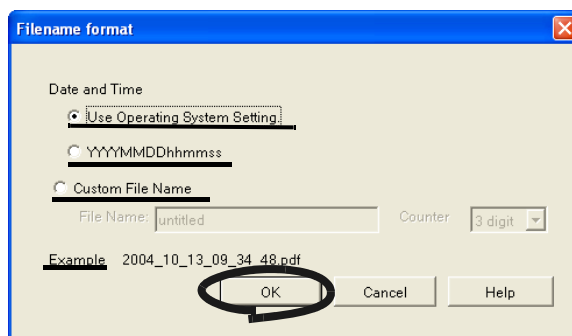


When "ScanSnap Organizer" is selected at [Application], the [Image saving folder:] and the [Browse] button are grayed out, and you cannot specify the folder to save images to from this window.
In this case, scanned images are saved in the "My ScanSnap Folder" specified by ScanSnap Organizer (page 108).

■ [Filename format...] button

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

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 PC.
When there is any character not appropriate 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) When the file is saved in PDF format at 19:00:50 on December, 27, 2003, the file name will become: 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.)



About "Counter:"

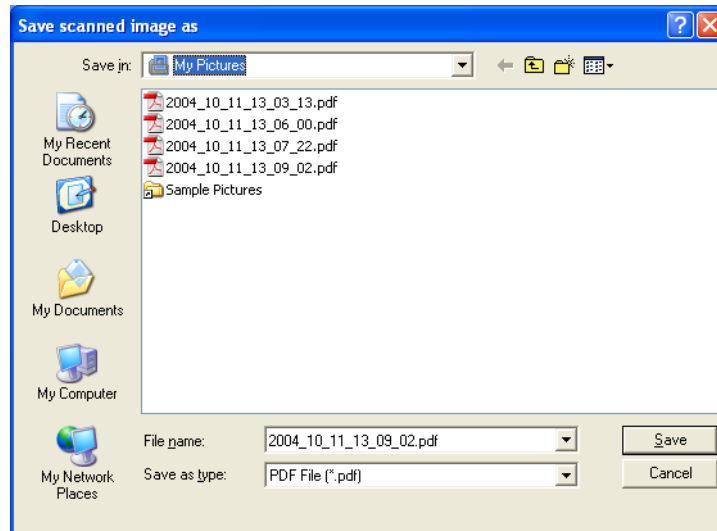
- When there is no other file with the same name as the one specified at "File Name:" in the save destination folder (specified on the [Save] tab), the counter becomes 1 (001 in the case of three digits). From then on, the counter is incremented by one upon saving a new file.
- When there is a file having 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 100 th file when 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 check box is selected, the [Save scanned image as] window appears after scanning.



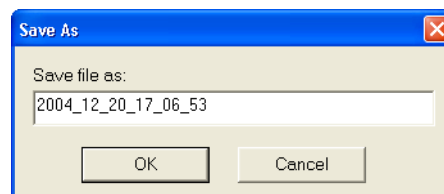
You can change the folder to save the scanned files to, or rename files in this screen.



- 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.

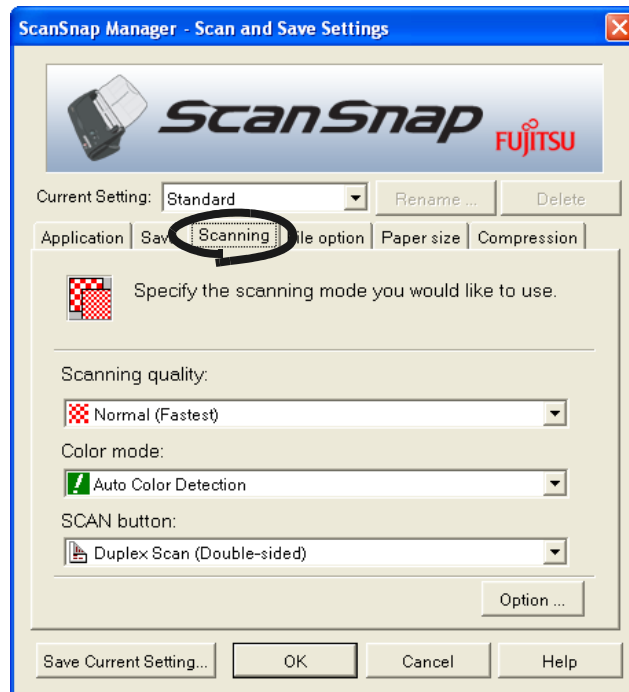


When you select "ScanSnap Organizer" at "Application", the following window appears after scanning.



In this case, you cannot change the folder to save images to.

[Scanning] tab



■ Scanning 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 of 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 scanning 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 in 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.



Normally, set this setting item to "Auto Color Detection".

If this setting is specified, there is no need to change the color mode each time you scan a document.

Take note that the color of the followings may be judged as black and white:

- Faintly-toned paper
- Document which have a colored portion

To scan such documents in color, select "Color" at "Color mode".

■ SCAN button:

Specifies the scanning mode that for is launched when pressing the [SCAN] button



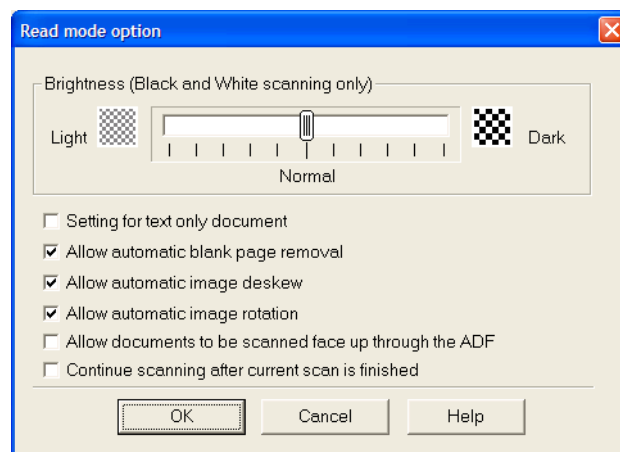
on the scanner.

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

■ [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 item becomes available when "B&W" is currently selected at "Color mode:" or when "Auto" is selected at "Color mode:" and black-and-white documents are automatically recognized.

■ Setting for text only document.

Select the check box as follows according to the type of your document.

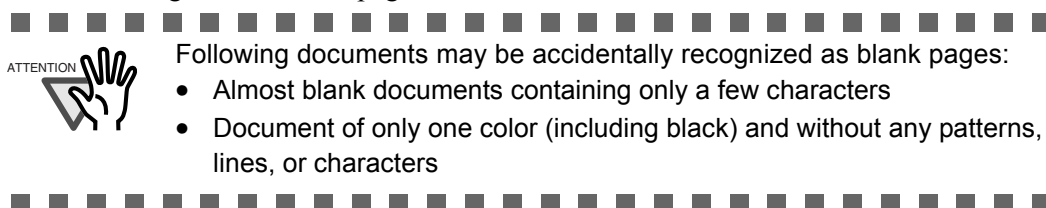
- Select this check box when scanning documents containing printed or handwritten text.
- Clear this check box when scanning documents containing photographs.
- * This setting item becomes available when "Color" is currently selected at "Color mode:" or when "Auto" is selected at "Color mode:" and color documents are automatically recognized.

■ Allow automatic blank page removal.

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

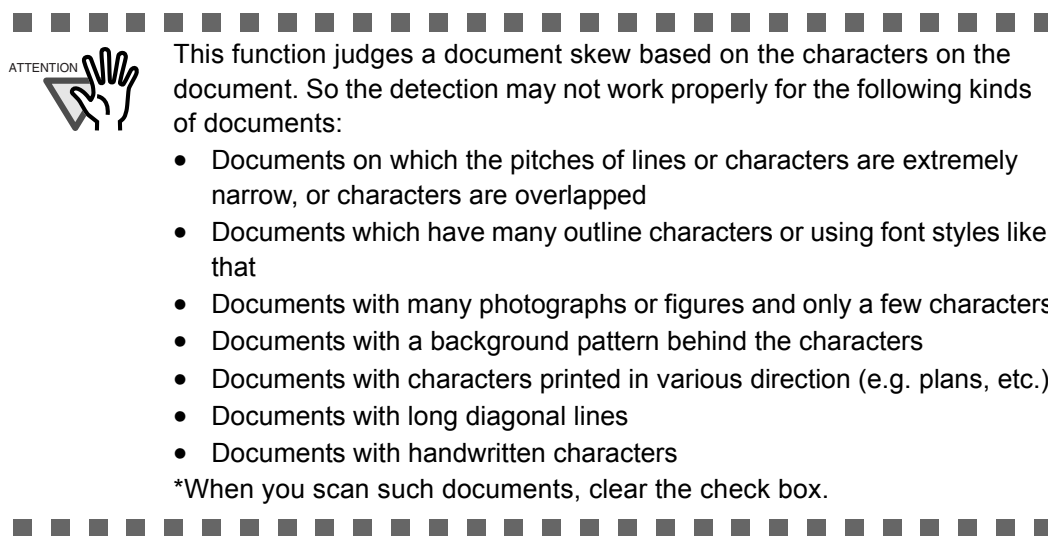
For example, when a stack of documents containing both two-sided and one-sided documents is scanned in Duplex mode, this feature removes only the back sides (i.e. blank pages) of one-sided documents from the output images.

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



- **Allow automatic image deskew.**

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



■ Allow automatic image rotation.

This setting item automatically judges the orientation of a text on the document, and automatically 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

*When you scan such documents, clear the check box.



■ Allow documents to be scanned face up through the ADF

Select the check box 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.

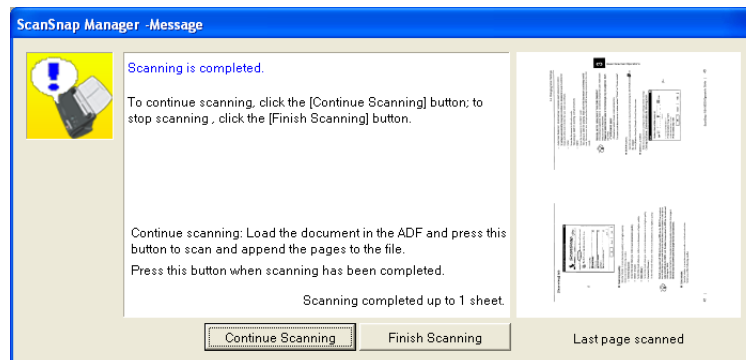


The scanning speed is slower than normal due to the process of sorting the data after scanning.



■ Continue scanning after current scan is finished

After scanning, a message confirming whether to continue scanning appears.



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

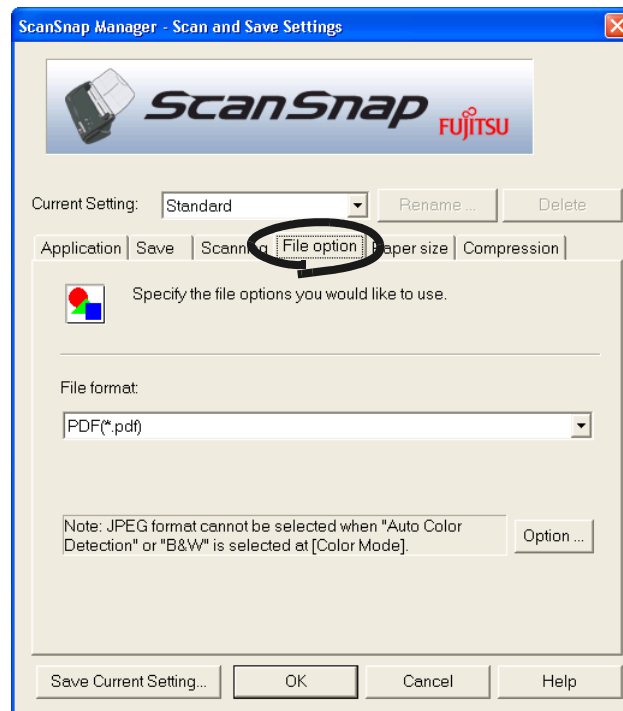
To finish scanning, click the [Finish Scanning] button.

At the point where scanning ended, the scanned images up till then are consolidated into one file and generated.

*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 longer than 1G byte, viewing it with Adobe Acrobat may show a message that the file is corrupted and being fixed.

[File option] tab



■ Selecting the file option

Specify the type of file for the scanned image.

Click  to select the file format. You can select one from the following file formats:

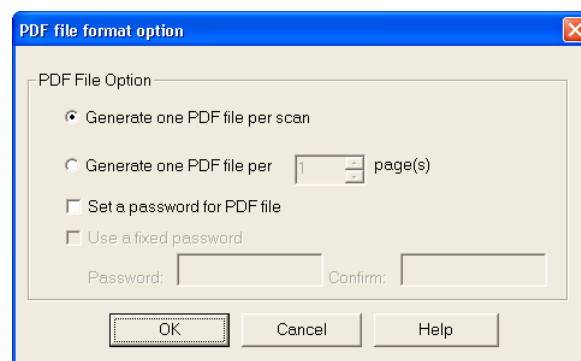
- PDF (*.pdf)
- JPEG (*.jpg)



"JPEG" setting is not available when "Auto Color Detection" or "B&W" is selected at [Color mode:] under [Scanning] tab, or when "ScanSnap Organizer" is selected at [Application].
File format is automatically changed to "PDF" when you select "Auto Color Detection" or "B&W" while "JPEG" setting is selected.

■ [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.

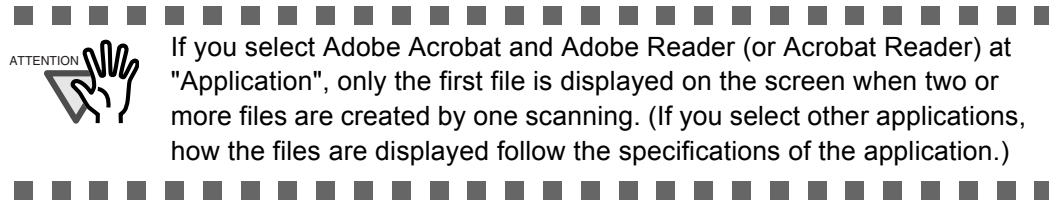


- "Generate one PDF file per scan"

Creates a merged PDF file of all the scanned images.

- "Generate one PDF file per xx pages"

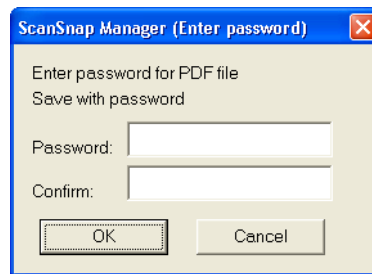
Creates a new PDF file at each set page. For example, when "2" pages are set in this option, scanning 6 pages of documents creates 3 files.



■ 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 in 2 places (one place is for confirmation), and 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.

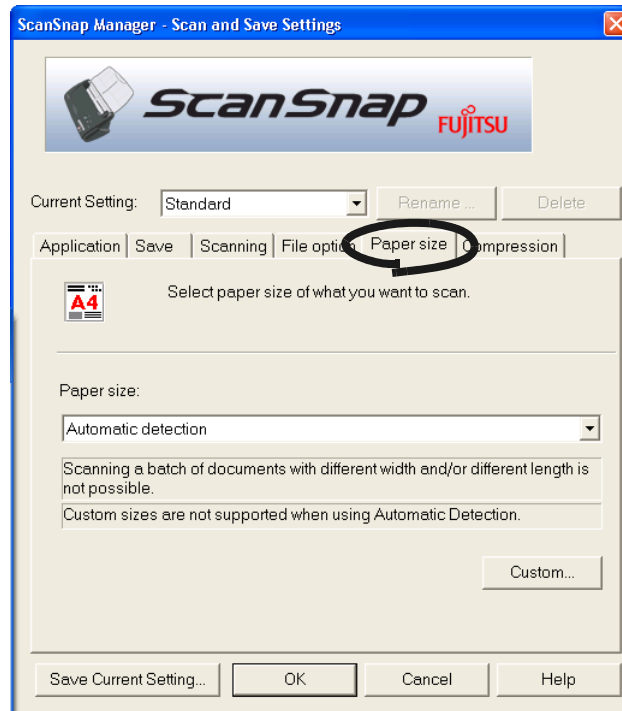
If you select the check box, the [Password:] and the [Confirm:] boxes become enabled. Enter the same password into the two places.



- You can use the following characters to set your password.
Maximum number of characters: 16
Characters: A-Z, a-z, 0-9
Symbols: ! " # \$ % & ' () * + , - . / : ; < = > ? @ [\] ^ _ ` { | } ~
- This function is enabled only if Adobe Acrobat 7.0 is installed on your computer.
- Take note that If you forget your password, the PDF file cannot be opened.



[Paper size] tab

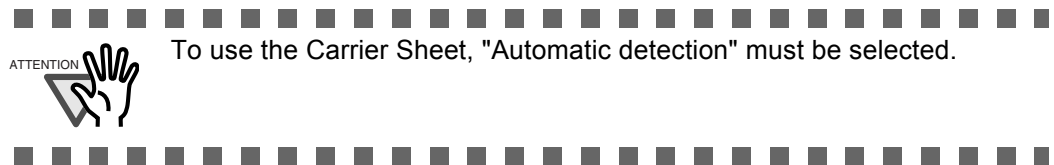


■ Paper size:

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

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

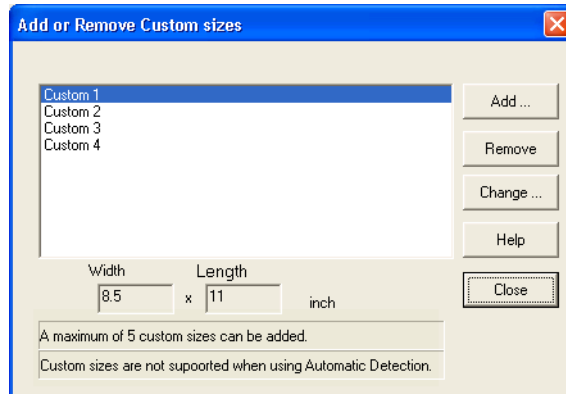
- Automatic detection
- Letter (8.5 x 11 in (216 x 279.4 mm))
- Legal (8.5 x 14 in (216 x 355.6 mm))
- A4 (210 x 297 mm)
- A5 (148 x 210 mm)
- A6 (105 x 148 mm)
- B5 (JIS) (182 x 257 mm)
- B6 (JIS) (128 x 182 mm)
- Post card (100 x 148 mm)
- Business card (90 x 55 mm, 55 x 90 mm)
- Custom (up to 5 settings can be registered)



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

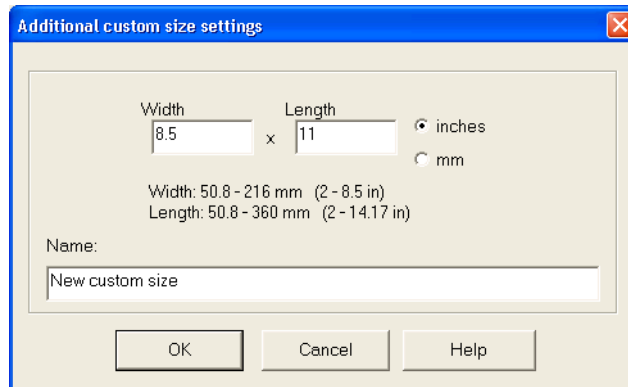
■ [Custom...] button

With this function, you can register up to 5 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 the name in [Name:].
⇒ The entered name is displayed in [Paper size:].

- 3) To complete the setting, click the [OK] button.
- 4) The customized document size will be registered.
Click [Close] to exit from 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 twice. Click [Yes] button in either case.
- 3) In the "Add or Remove Custom sizes" window, confirm that the selected document size is deleted. Click [Close] to exit from 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 [Additional custom size settings].
- 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 [Close] to exit from the "Add or Remove Custom sizes" window.



When "Automatic detection" is specified, the scanner automatically detects the document size and select an appropriate document size from the standard sizes (except for customized document sizes) described in the previous page. So there is no need to specify "Paper size" again to match the size of the loaded document, which makes ScanSnap easier to use.



- When you select "Automatic detection" and load an A6 size document onto the scanner, the document is scanned as "Post card" size.
- Do not load documents with different sizes simultaneously onto the scanner.
- When "Automatic detection" is selected, documents of non standard sizes are regarded as documents of a standard size (Letter, Legal, A4, B5, A5, B6, A6, or Business card), that is closest to their actual length.

For length, scanned using the length of the document.

For width, it is scanned using the standard size closest to the document length and the width of the standard size is used..

Example: For a document of 150 mm x 200 mm

Length: Output in 200 mm as it is

Width: A5 is selected from the length of 200 mm

-> output at a width of A5 (148 mm)

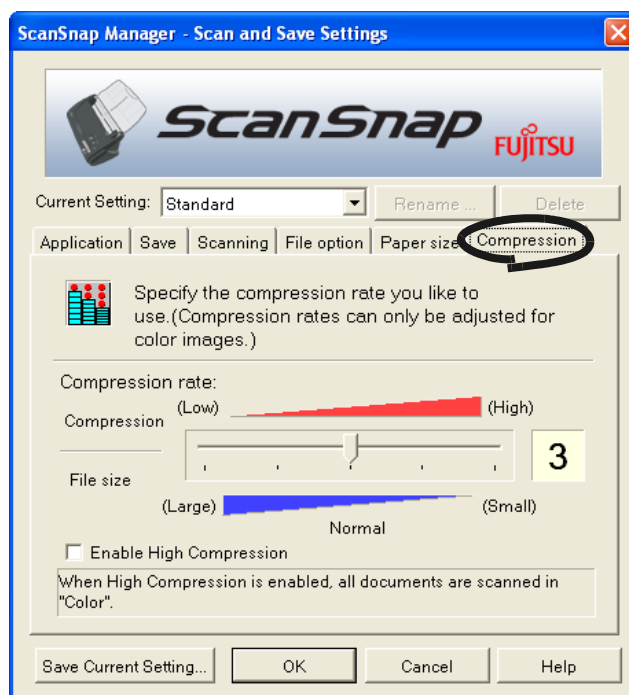
To scan these kinds of documents just in their sizes, select "Custom" in "Paper size:" and then specify the document size in the dialog box that appears when you click the [Custom...] button.

- 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).

[Compression] tab

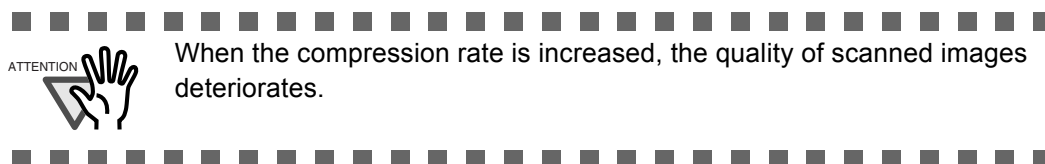


■ Compression rate:

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

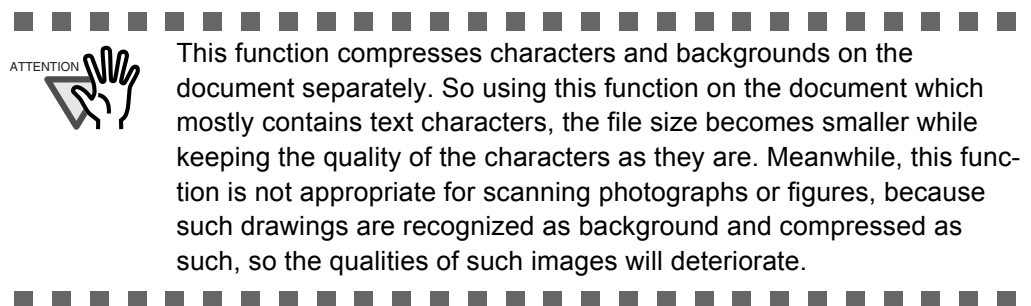
The compression rate is controlled by moving the slider.

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



■ Enable High Compression:

When this check box is selected, the compression rate increases compared to the ordinary compression method and the file sizes becomes even smaller.





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	High Compression
Normal quality	784	379	293	219	117	217
Better quality	1721	771	560	394	186	214
Best quality	3775	1670	1167	782	352	221
Excellent quality	17501	8090	5937	4272	1793	521

Color mode: B&W

Scan mode	Compression rate
Normal quality	54
Better quality	130
Best quality	336
Excellent quality	1934

(unit: Kbytes)

- * "High Compression" is effective in "Best quality" or "Excellent quality" mode
- * For efficient use, set Compression/High Compression functions as follows:
 - Setting Compression rate (1 to 5) reduces the file size when reading documents such as photographs or figures.
 - Enabling High Compression reduces the file size even more when reading documents with many characters in "Color" mode (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.

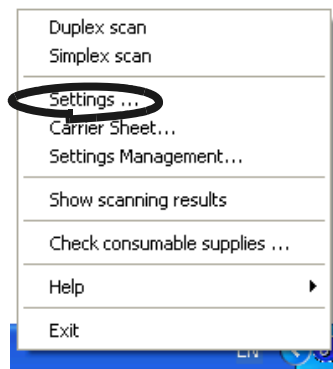
You can create different types of frequently used scanning conditions in advance, and when you open the Settings screen during scanning, it is easy to scan without changing the settings one by one.

The following explains the operation procedure.

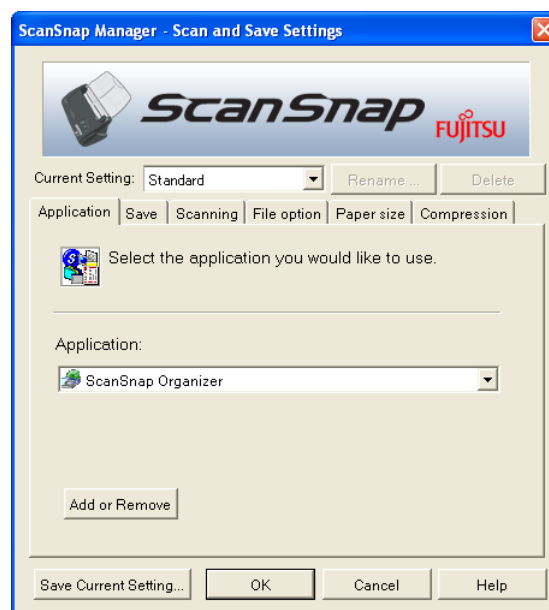
■ Creating Scan Settings



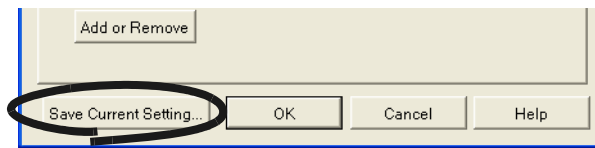
1. Right-click "ScanSnap Manager" icon , and select "Settings...".



2. On the [Scan and Save Settings], change the scan settings.

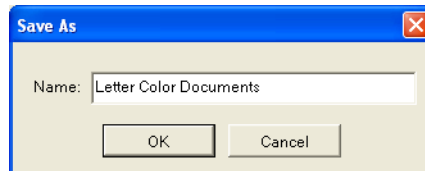


3. When you have finished the settings, click the [Save Current Setting] button.

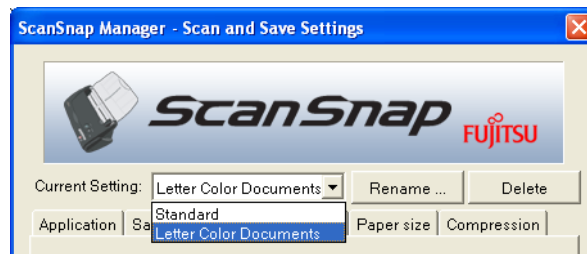


⇒The "Save as" window appears.

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



⇒The current settings and the entered name is created in "Current Setting".



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

⇒A scan setting is created,

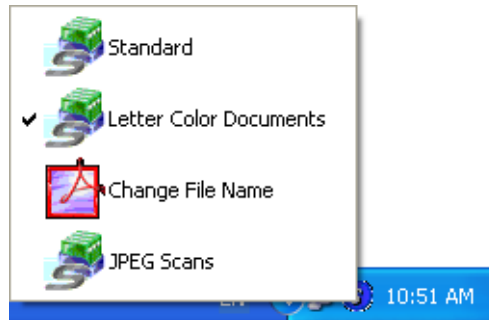


You can create a maximum of 9 scan settings.

■ Scanning with a Saved Scan Setting



1. Click the ScanSnap icon .



⇒The list of saved settings appears.
(The icon of the program that starts after scanning appears on the left of the settings names.)

2. Select the scan setting to use.
⇒A check mark appears on the selected setting.



3. Load the document on the scanner.

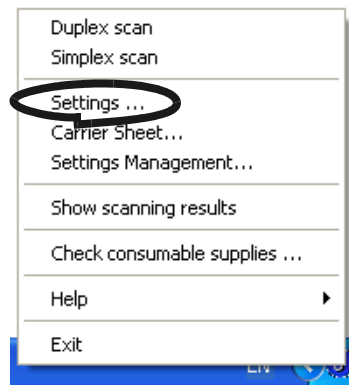
4. Click the [SCAN] button .

⇒Scanning is carried out with the selected scan setting.

■ Renaming Scan Settings

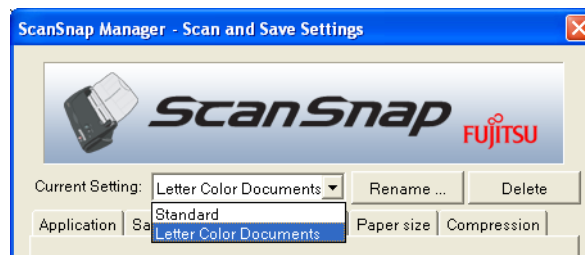


1. Right-click the ScanSnap icon **S**, and select "Settings...".



⇒The "Scan and Save Settings" screen appears.

2. On "Current Setting:", select the name of the setting you want to change.

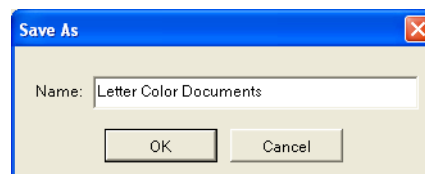


3. Click the [Rename] button.



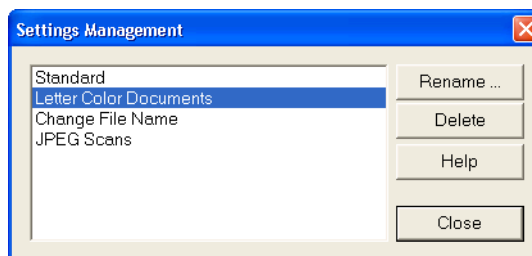
⇒The "Save As" screen appears.

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





You can also rename the setting from the "Settings Management" screen.

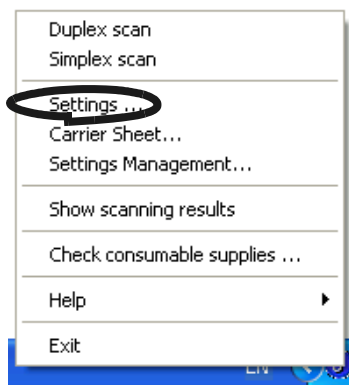


Right-click the ScanSnap icon **S**, and the "Settings Management" screen appears when you select it. Select the name you want to change, and click the [Rename] button.

■ Deleting Scan Settings

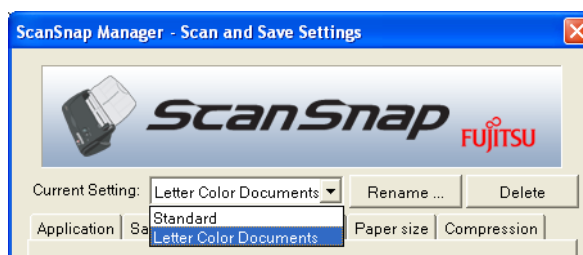


1. Right-click the ScanSnap icon **S**, and select "Settings...".



⇒The "Scan and Save Settings" screen appears.

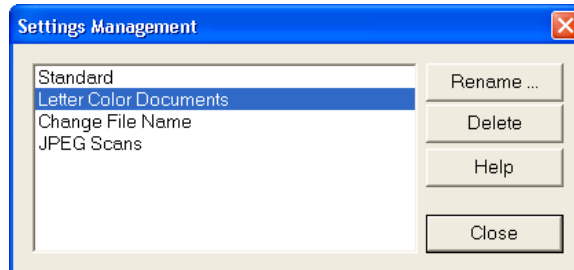
2. On [Current Setting], select the name of the setting you want to delete.




3. Click the [Delete] button.



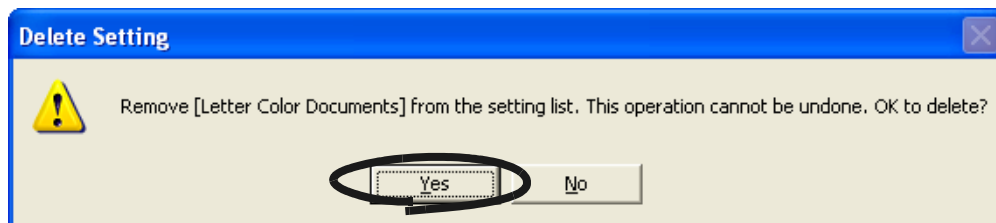
You can also delete the setting from the "Settings Management" screen.



Right-click the ScanSnap icon , and the "Settings Management" screen appears when you select it. Select the name you want to delete, and click the [Delete] button.



4. The confirmation dialog box appears. Click the [Yes] button.

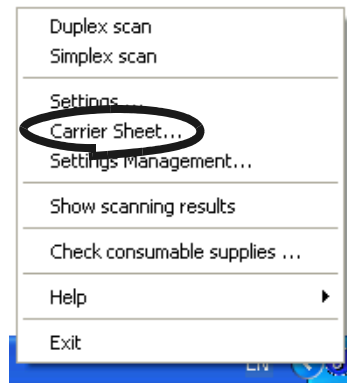


3.6 Changing Carrier Sheet Settings

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

The "Carrier Sheet Settings" screen is found in the menu of the "ScanSnap Manager icon" **S** on the task bar.

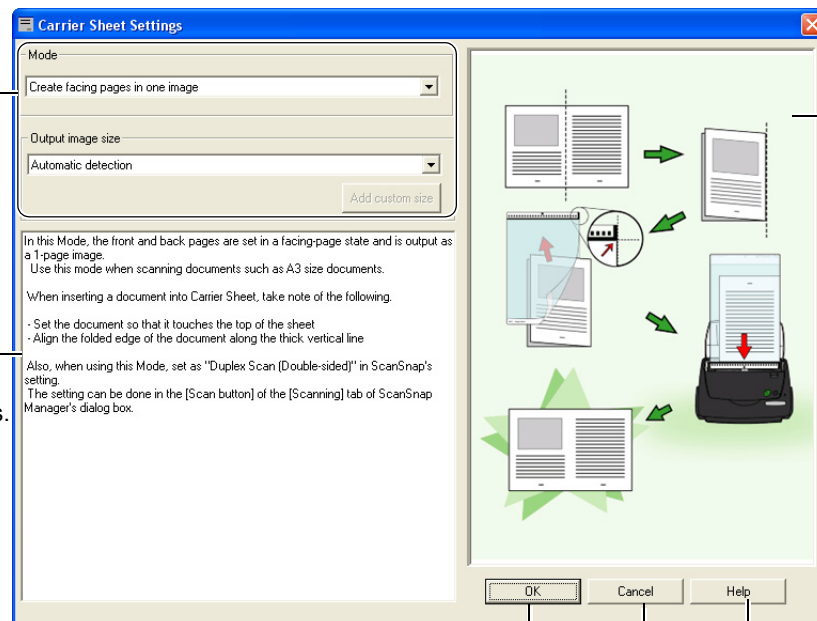
Right-click the icon, and when the menu appears, select "Carrier Sheet...".



⇒The "Carrier Sheet Settings" screen appears.

Change the Carrier Sheet settings here.

A simple explanation for [Mode] appears.



The image of the [Mode] appears.

Enables the setting, and closes the screen.

Cancels the setting, and closes the screen.

Shows help.

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

Mode

Specifies the scanning method when you use the Carrier Sheet for scanning. These are the following two modes.

- **Create facing pages in one image**

Scans a document folded in two, in duplex mode and outputs 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)	-

Mode: Create facing pages in one image	Mode: Create front and back images separately
-	Business Card Portrait (55 x 90mm)
-	Business Card Landscape (90 x 55mm)
-	Custom (Can create up to 5)



- 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 respecify 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

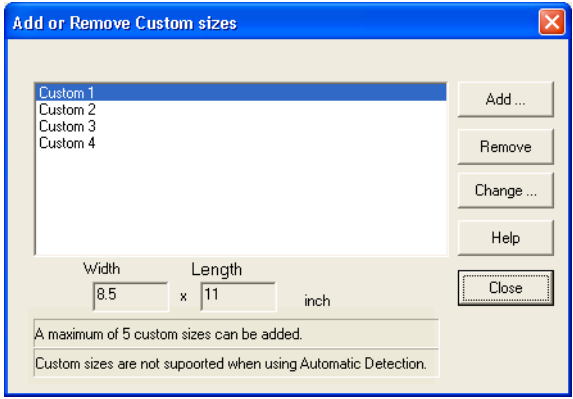
If you want to scan a document in its size, create a document size at the [Custom] button, and select that size on [Output image size].

- 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].

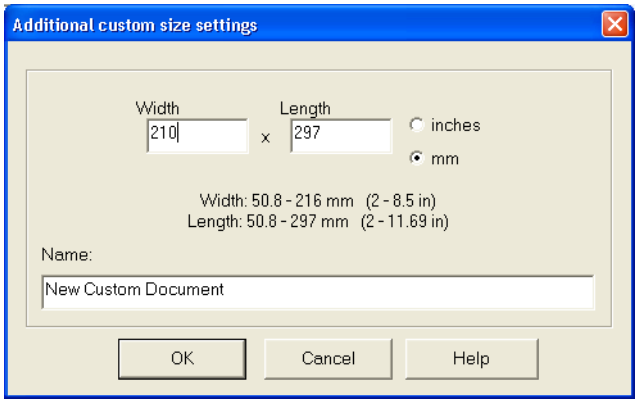
[Add custom size] button

You can create up to 5 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.

3.7 Various settings according to your needs

When you use ScanSnap with the default settings, there is no need to configure the settings by yourself. 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.

Picking up typical examples, this section describes how to scan documents for specific purposes, 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: YYYYMMDD-Dhhmmss (Year, Month, Day, hour, minute, second))
- Rename file after scanning: Disabled
- Scanning quality: Normal (Fastest)
- Color mode: Auto Color Detection (automatically judges whether the document is "color" or "black and white")
- SCAN button: Duplex Scan
- Scanning Option:
 - Brightness: Normal
 - Setting for text only document (in Color mode only): Disabled
 - Allow automatic blank page removal: Enabled
 - Allow automatic image deskew: Enabled
 - Allow automatic image rotation: Enabled
 - Allow documents to be scanned face up through the ADF: Disabled
 - Continue scanning after current scan is finished: Disabled
- File format: PDF (*.pdf)
- File format Option
 - PDF File Option: Generate one PDF file per scan
 - Generate one PDF file per xx page: Disabled
 - Set a password for PDF file: Disabled
 - Use a fixed password: Disabled
- Paper size: Automatic detection
- Compression
 - Compression rate: 3
 - Enable High Compression: OFF
- Carrier Sheet settings:
 - Mode: Create facing pages in one image
 - Output image size: Automatic detection


The settings above can be changed with ScanSnap Manager.

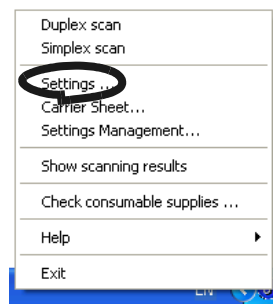
For details, refer to the section "Changing Scan Settings" on page 46.

■ Scanning only one side of a document

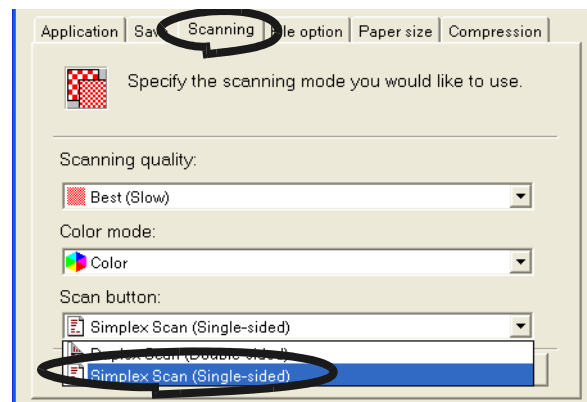
As the default setting, pushing [SCAN] button  on ScanSnap product starts scanning documents in "Duplex" mode. If you wish to start "Simplex" scanning by pressing the [SCAN] button, change the settings following the procedure below.




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




2. Click [Scanning] tab and select "Simplex scan" at "SCAN button:"s.



3. Click [OK] button to 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 above. The selected setting is applied to further scans unless it will be changed again.

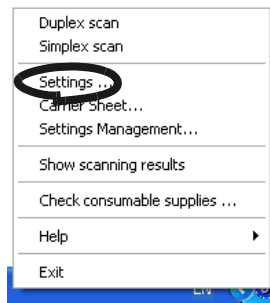
■ Scanning color document in black and white

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.

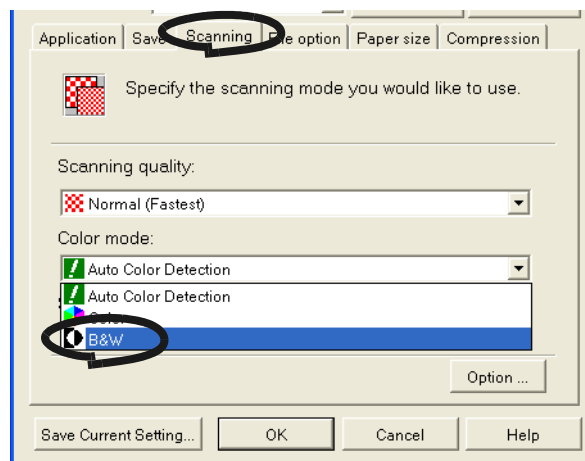
If you wish to scan colored document in black & white, change the settings following the procedure below.




1. Right click the "ScanSnap Manager" icon  on the task bar and select "Setting..." 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.

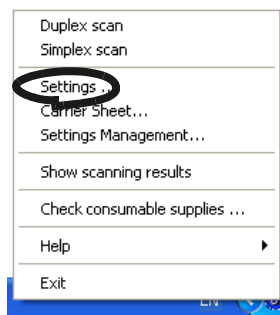
■ Skipping blank pages

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.

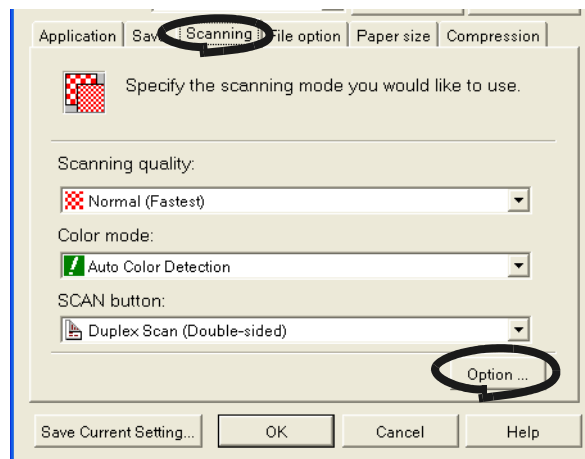
To change the setting, follow the procedure below.



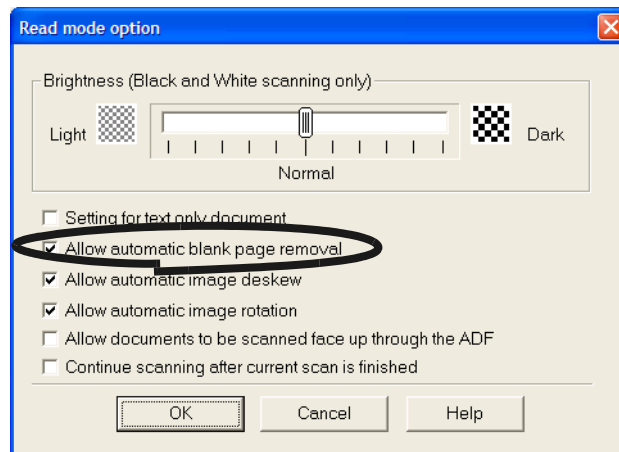
1. Right click the "ScanSnap Manager" icon  on the task bar and select "Setting..." from the menu.



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



3. Select the "Allow automatic blank page removal" check box.



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



Following kinds 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 check box.

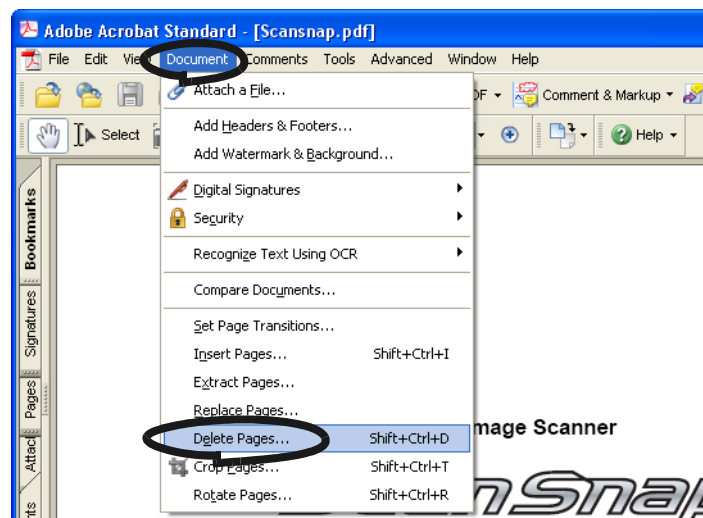
■ Deleting pages from a PDF file

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

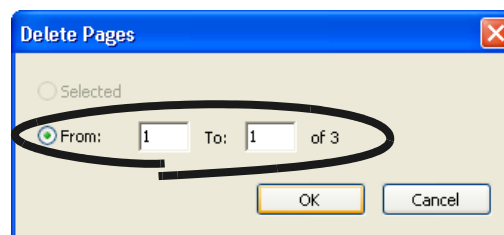
When a blank page could not be skipped with [Allow automatic blank page removal] function (page 80), or you want to delete another unnecessary page, follow the procedure below.



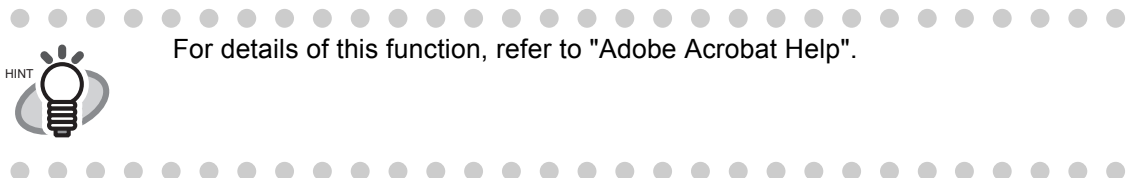
1. With Adobe Acrobat, open the PDF file targeted for this operation.
2. From the menu bar, select [Document] - [Delete Pages...].



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



⇒ The specified page is deleted.

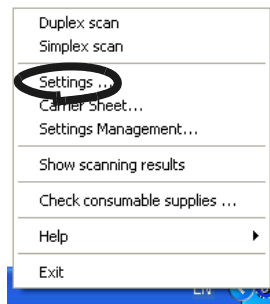


■ Correcting skewed documents

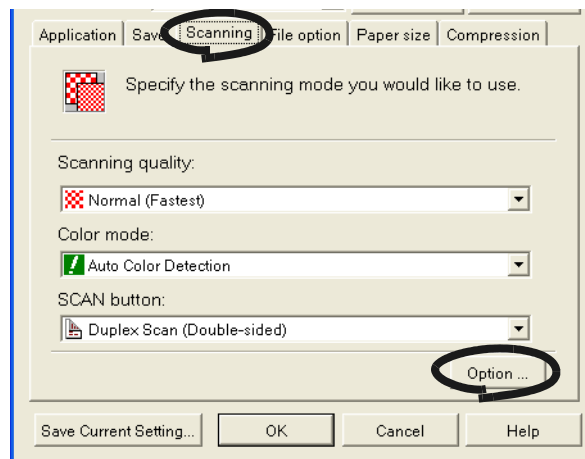
ScanSnap is able to automatically correct document skews. To change the setting, follow the procedure below.



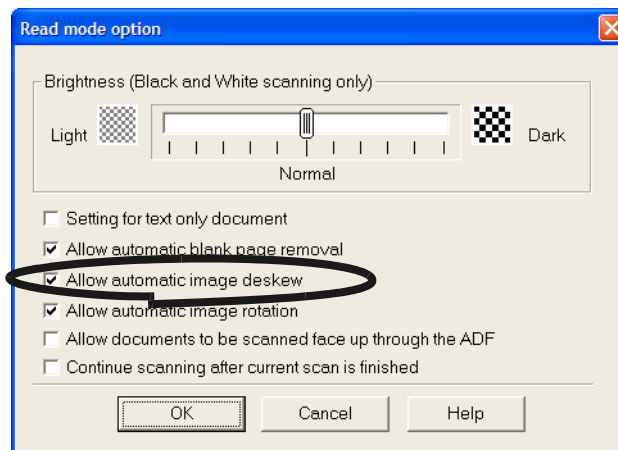
1. Right click the "ScanSnap Manager" icon **S** on the task bar and select "Setting..." from the menu.



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



3. Select the "Allow automatic image deskew" check box.



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 judges 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, etc.)
- Documents with long diagonal lines
- Documents with handwritten characters

*When you scan such documents, clear the check box.




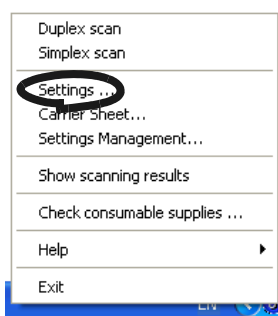
■ Correcting the orientation of scanned images

Depending on the documents, there may exist some pages of an orientation differing from the others. 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.

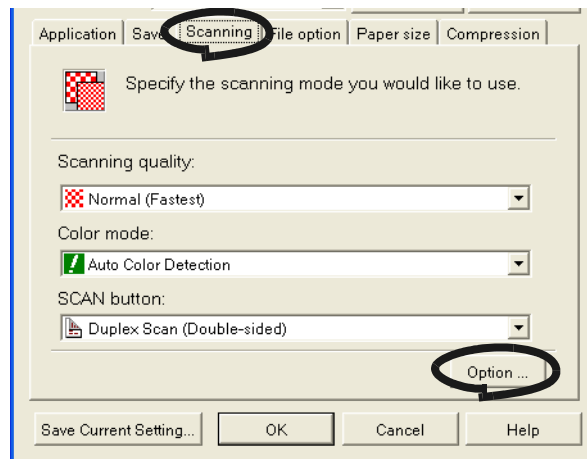
ScanSnap is able to automatically correct the orientation of scanned images for such a document. To change the setting, follow the procedure below.



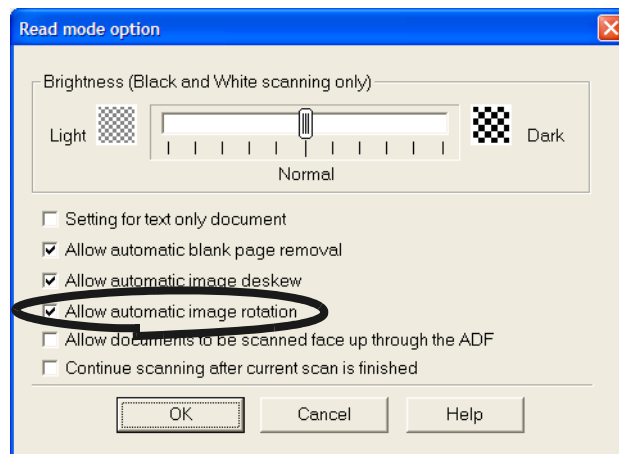
1. Right click the "ScanSnap Manager" icon  on the task bar and select "Setting..." from the menu.



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



3. Select the "Allow automatic image rotation" check box.



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



This function judges 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 have 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, etc.)
- Documents with only capital letters
- Documents with handwritten characters

*When you scan such documents, clear the check box.



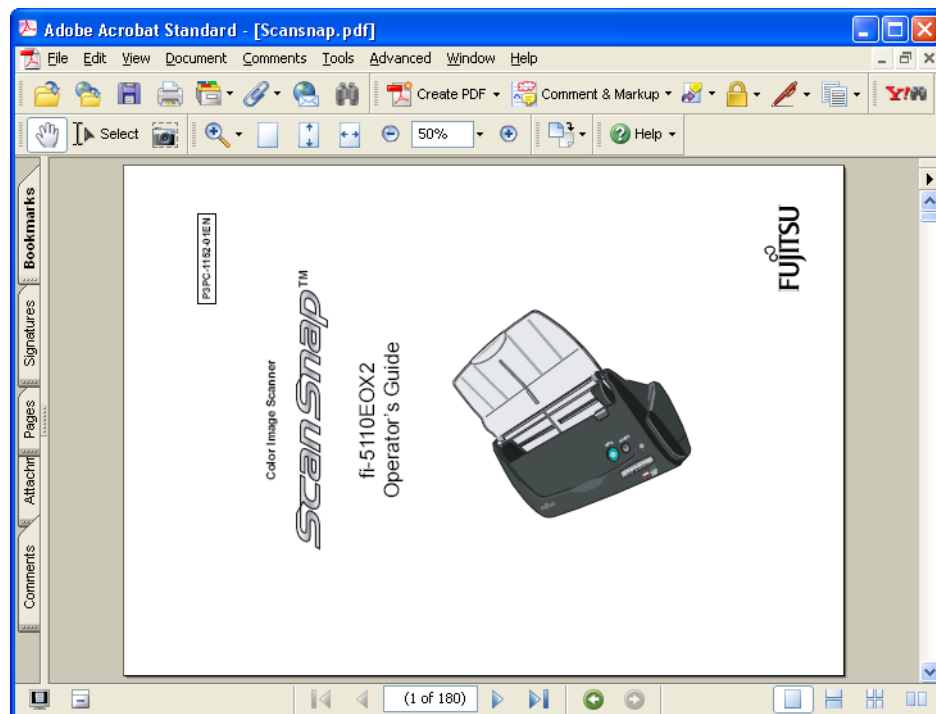
■ Rotating the page view of a PDF file

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.

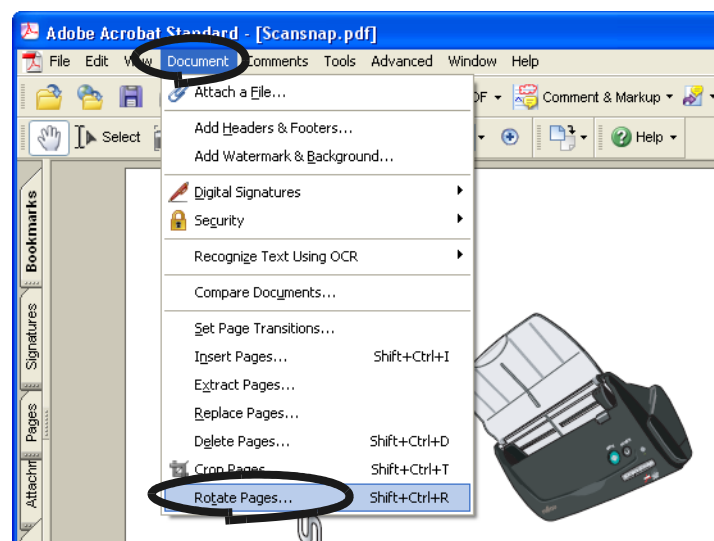
When the [Allow automatic image rotation] function (page 84) fails to correct the orientation of a page view, or you want change the orientation of any other page, follow the procedure below.



1. With Adobe Acrobat, open the PDF file targeted for this operation.



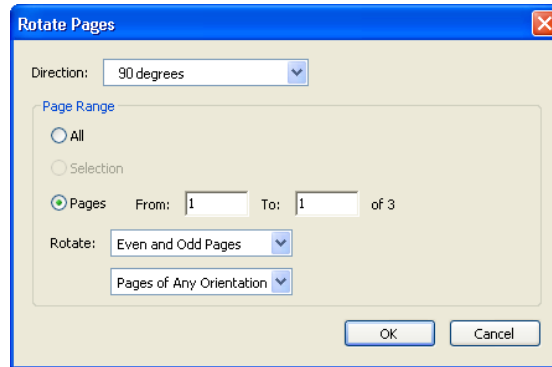
2. From the menu bar, select [Document] - [Rotate Pages...].



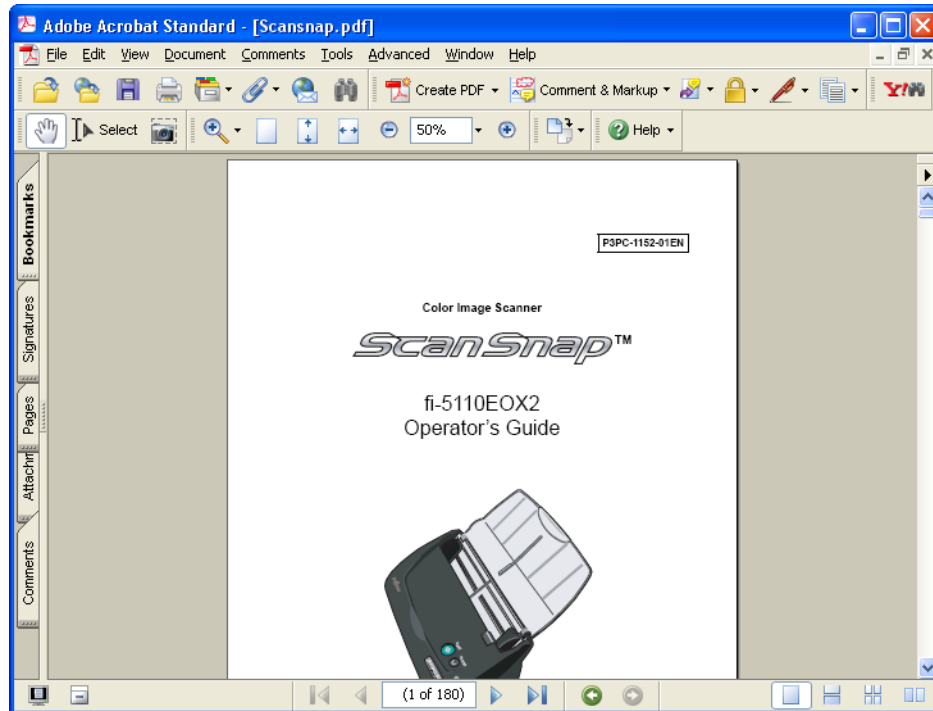
- Specify the page in which you want to change the orientation and clic the [OK] button.

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

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



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



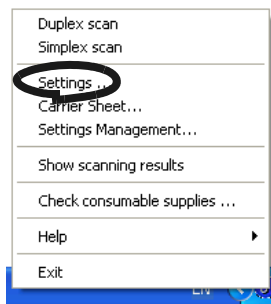
For details of this function, refer to "Adobe Acrobat Help".

■ Saving scanned images in multiple files

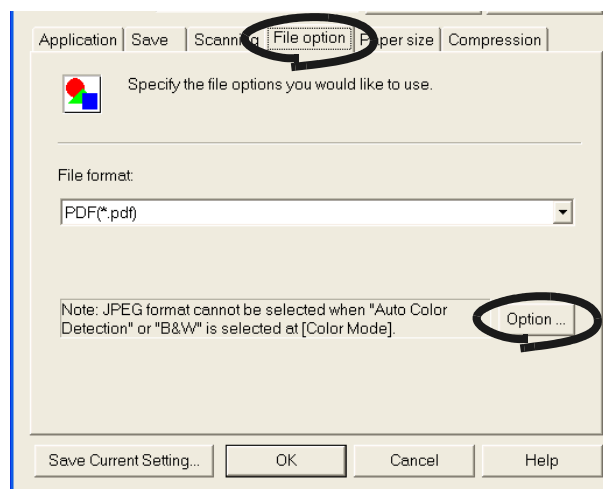
ScanSnap can save scanned images in multiple files based on the number of pages being set. For example, you can scan a batch of documents and create files for every single page. To change the setting, follow the procedure below.



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



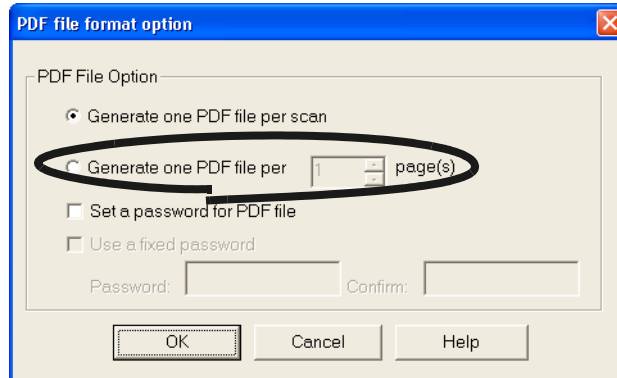
2. Select the [File option] tab and click the [Option...] button.



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

- At "PDF File Option, select "Generate one PDF file per x page(s)" and enter a number.

One PDF file is created at each set of number pages.



In "Duplex" mode, two pages (front/back) are created per document sheet. It is recommended that you select the [Scanning] tab - [Option] button to clear "Allow automatic blank page removal". If this function is enabled, there may be page numbers differences when the document has blank pages.

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

■ Saving scanned images with a high compression rate

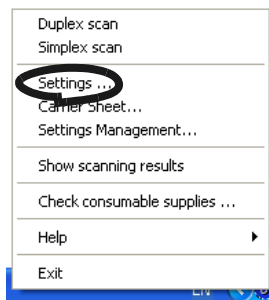
In addition to the ordinary compression function, ScanSnap features the "High Compression" function for reducing the size of scanned images. This function is designed for ordinary text documents used in offices.

For example, piles of paper documents can be compacted into PDF files by scanning them with this function.

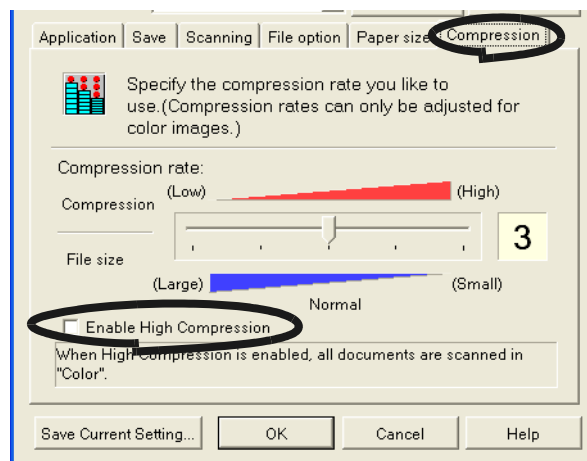
To change the setting, follow the procedure below.



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



2. Select the [Compression] tab and select the "Enable High Compression" check box.



This function is available only for saving images in PDF format. Make sure that "PDF(*.pdf)" is selected at [File format:].

- Click the [OK] button to close the window.

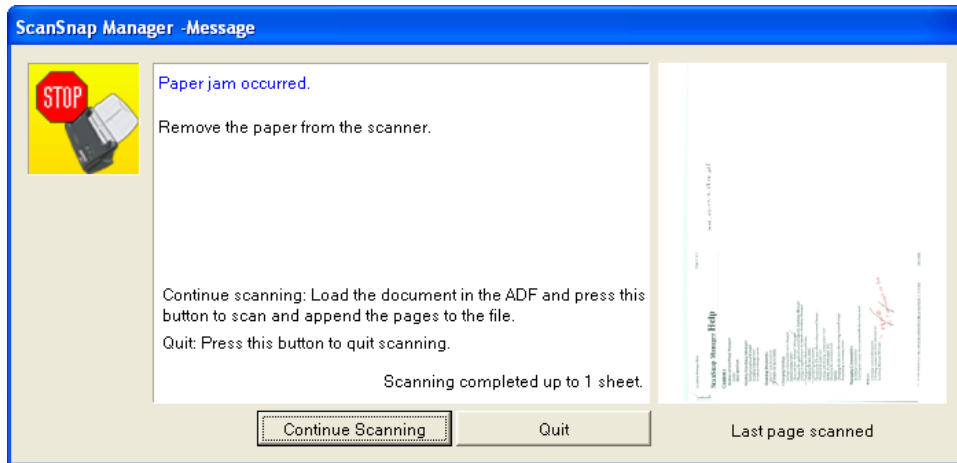
⇒ The setting is enabled from next scanning



- This function compresses characters and backgrounds on the document separately. So using this function on documents containing mostly text characters, the file size becomes smaller while leaving the characters quality as they are. Meanwhile, this function is not appropriate for scanning photographs or figures, because such drawings are recognized as background and compressed as such, so the qualities of such images will deteriorate.
- When this function is enabled, "Compression rate:" setting under [Compression] tab is disabled.

■ 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 another error.



In that case you can resume or abort the scanning by the following procedure.

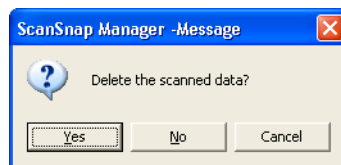


To resume scanning:

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

To quit scanning:

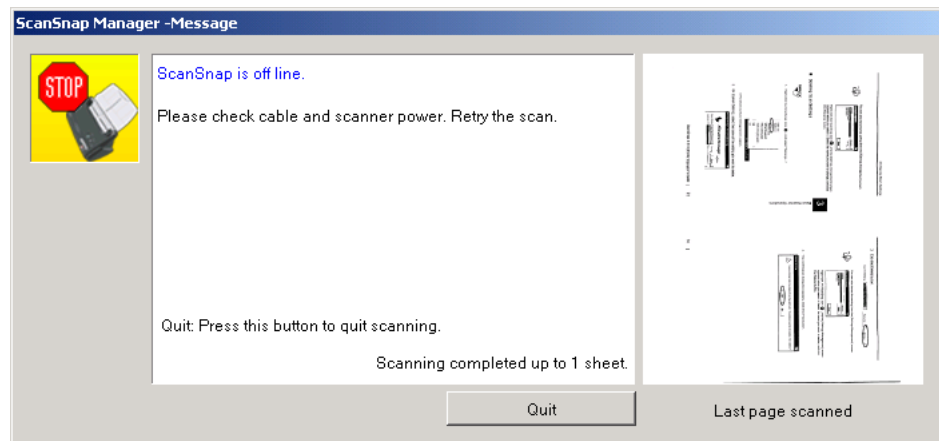
1. Click the [Quit] button.
⇒ The following window appears.



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.

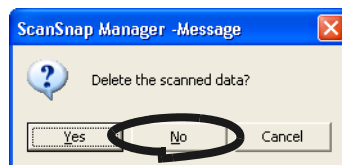


The [Continue Scanning] button may not be displayed on the window and an error message like the example below may appear. In this case, it is not possible to resume scanning. So use Adobe Acrobat if you want to merge two divided image files. (This operation is only available for files of PDF format.)

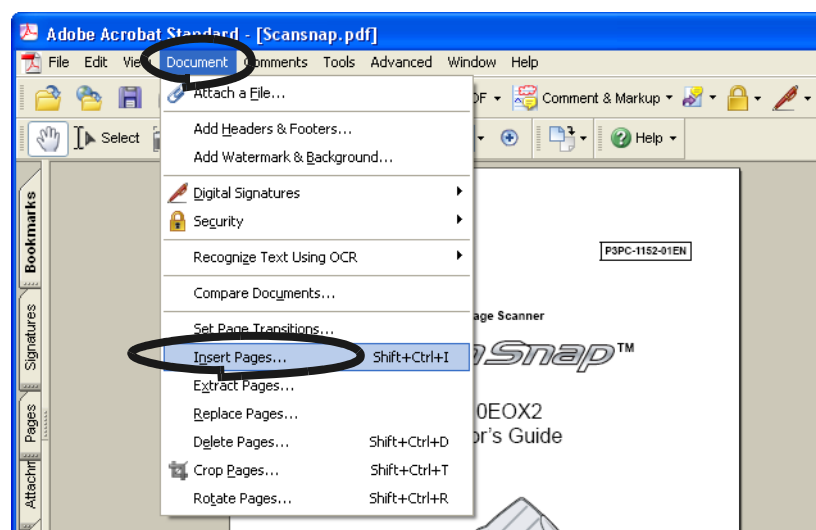


The following shows the procedures for this operation:

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

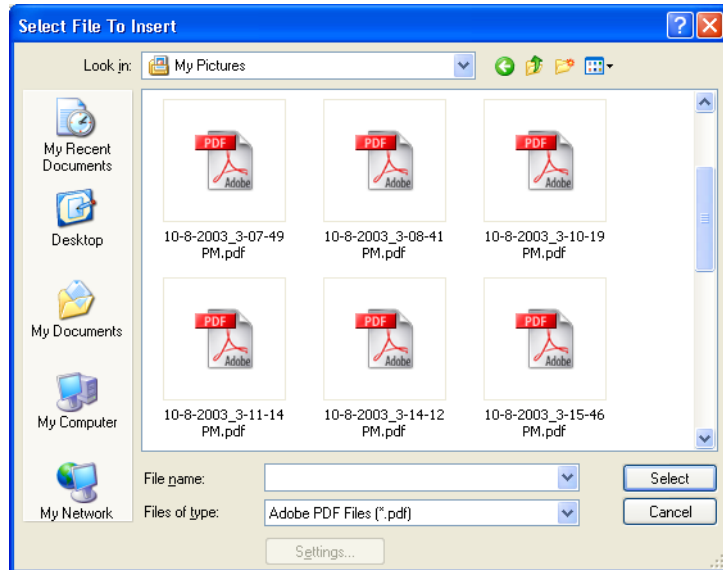


3. Click the [No] button to completely save the image (PDF file) scanned before the interruption (this file is called "File A").
4. Scan the remaining documents that need to be scanned (this part is called "File B").
5. Open "File A" with Adobe Acrobat.
6. From the menu bar, select [Document] - [Insert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

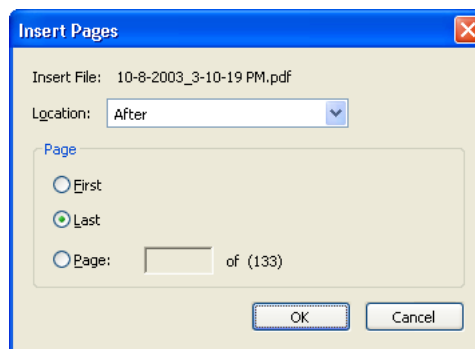




7. Select "File B" in the "Select File to Insert" screen and click the [Select] button.



⇒ The "Insert Pages" window will appear.



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



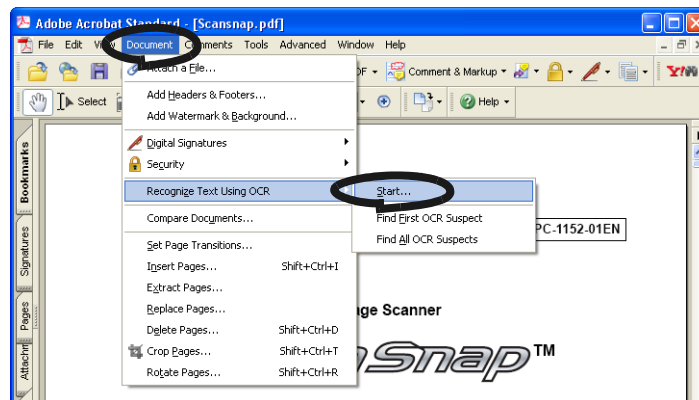
■ Converting scanned images to searchable text with OCR

If you scan a text document, you will get an image of the document, containing also all the signs, letters and numbers. 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).

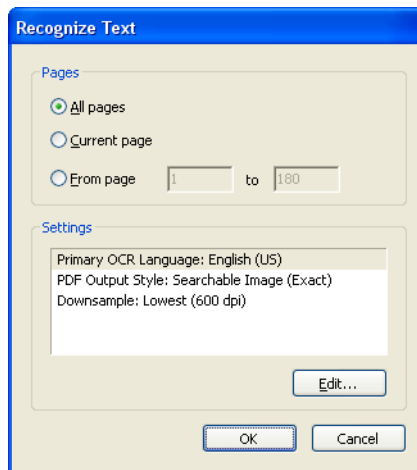
You can convert such image data into searchable text data by using OCR processing ("Recognize Text" function) of Adobe Acrobat 7.0.



1. With Adobe Acrobat, open the PDF file you wish to convert.
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 - "Scanning quality" - "Better (Faster)" or "Best (Slow)" and scan.

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


■ Setting Passwords for Scanned Documents

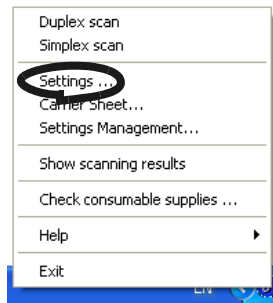
If you save scanned documents as PDF files in ScanSnap, you can set passwords for these PDF files.

You cannot read the contents of a password-protected PDF file if you do not enter a password when you open the file.

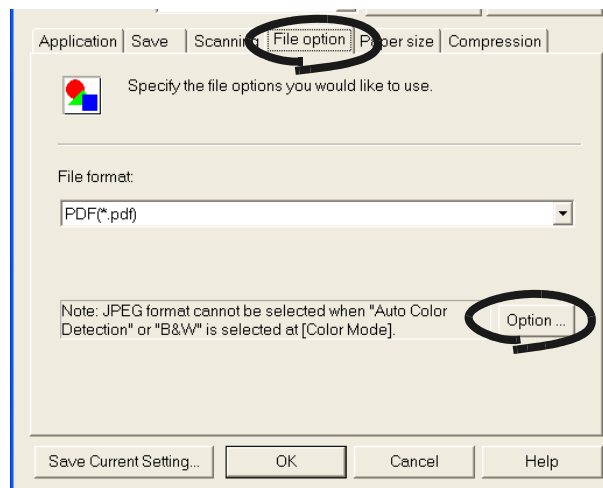
When scanning confidential documents or important internal documents, you can prevent important information from being leaked if you save these documents with passwords.



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

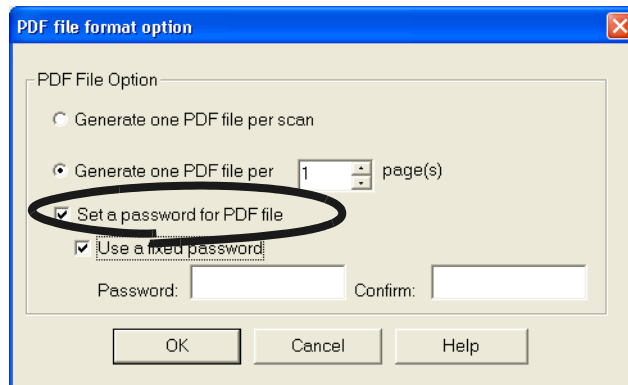


2. Click the [File Option] tab, and then click the [Option] button.



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

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



To enter a password for every scan

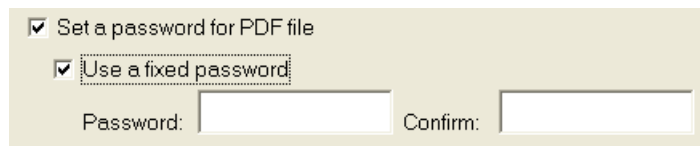
Clear the check box for "Use a fixed password".



⇒ You can enter a different password for every scan.

To use a fixed password decided in advance

- 1) Select the check box 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.

Maxium number of characters: 16

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

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

4. Click the [OK] button. All the screens close.

5. Load the document onto the scanner.

6. Press the [SCAN] button .

⇒ Scanning starts.

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



- ATTENTION 

ScanSnap fi-5110EOX2 Operator's Guide | 97

3.8 Scanning Business Cards

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 PC, you can browse the User's Guide by selecting [Programs] - [CardMinder] - [CardMinder User's Guide] from the Start menu. (You can also browse the User's Guide from the "Setup CD-ROM" startup screen supplied with this scanner.)
- When "CardMinder" is selected at [Application:] under [Application] tab, the [File option], [Paper size], [Scanning], and [Compression] tabs will not be displayed.
- When starting up CardMinder, "CardMinder" is selected at [Application:] under [Application] tab. When CardMinder is closed, the setting will be reset to previous one.

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.

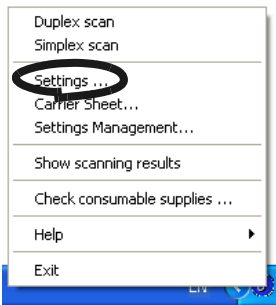


Business cards can also be scanned by starting up CardMinder and clicking the [Scan] button at the upper left of the window.
For details, refer to the "**CardMinder User's Guide**."

<Preparations>

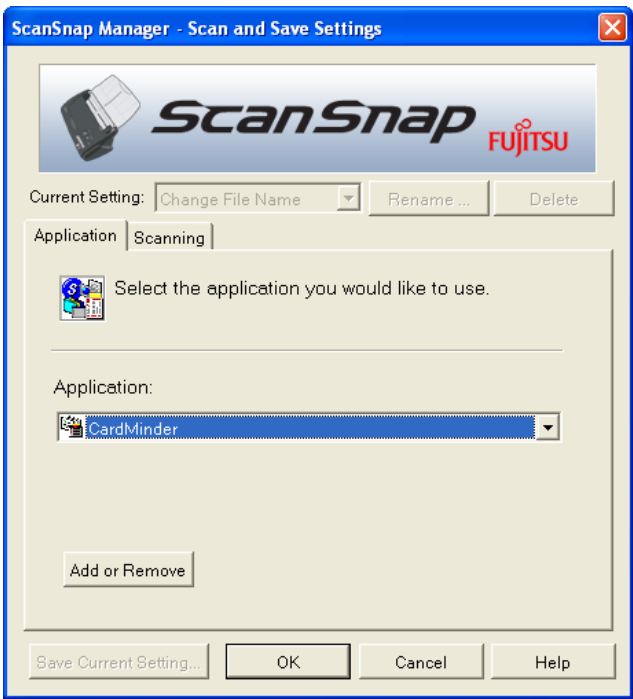


1. Right click the "ScanSnap Manager" icon **S** on the task bar, and select the [Setting...]



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

2. Select "CardMinder" at "Application:" under the [Application] tab.



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

"Scanning quality" and "Color mode" can be changed on the [Scanning] tab. (Refer to "[Scanning] tab" on page 54.)

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 as [Application:], the option "Excellent" on the [Scanning] tab is not available.

3. Click the [OK] button.

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

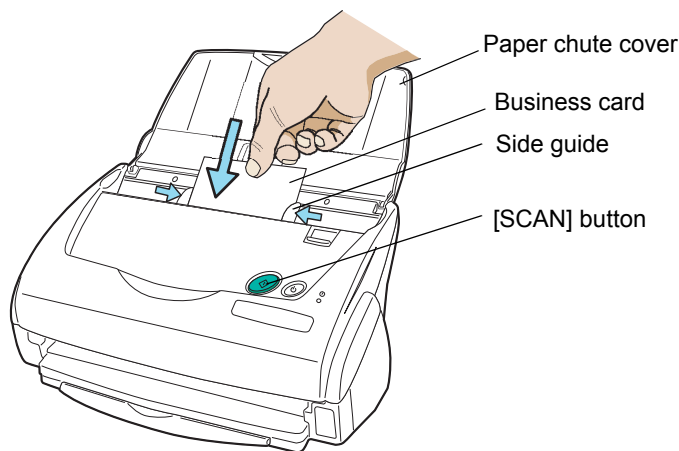
<Scanning procedure>

Operation




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.



- 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 46).



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

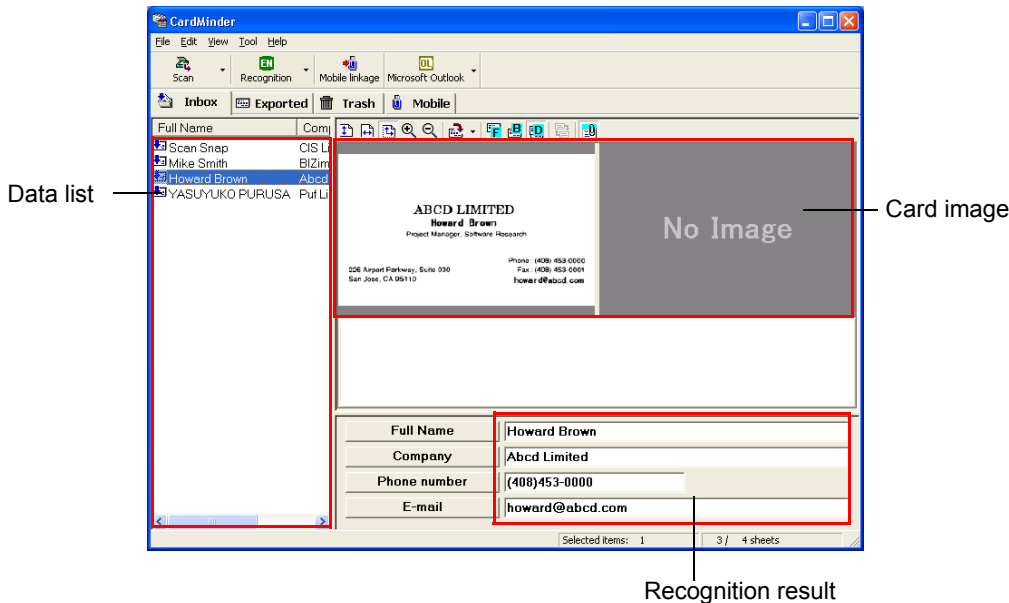


- Do not connect or disconnect other USB devices during the scanning operation.
- Do not close the paper chute cover or push [POWER] button on the scanner during the scanning operation.





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 scanned 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 PC, you can browse the User's Guide by selecting [Programs] - [CardMinder] - [CardMinder User's Guide] from the Start menu. (You can also browse the User's Guide from the "Setup CD-ROM" startup screen supplied with this scanner.)

3.9 Viewing PDF File Thumbnails

ScanSnap comes with the plug-in application “PDF Thumbnail View” which allows you to use the Explorer for viewing thumbnails of the PDF data of scanned documents.

The following describes how to use the PDF Thumbnail View.



- In order to use “PDF Thumbnail View”, Adobe Acrobat 7.0 must be installed on your PC beforehand.
- Acrobat Reader does not support the “PDF Thumbnail View”.
- “PDF Thumbnail View” will be installed automatically after installing “Scan-Snap Manager”. (“PDF Thumbnail View” will not be installed if your OS is Windows 98 and Windows 98 Second Edition. Furthermore, the “PDF Thumbnail View” cannot be used on Windows Me, since this OS does not support Adobe Acrobat 7.0). For details, refer to section “Before Installing ScanSnap” (page. 6).



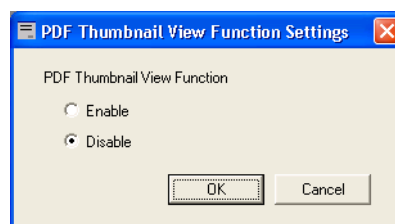
■ Start the PDF File Thumbnail View

PDF File Thumbnail View is disabled as a default. First, enable this function following the procedure below.

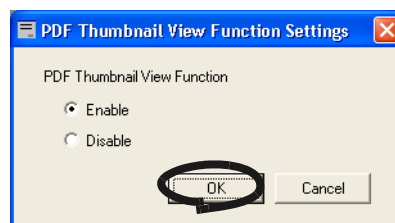


1. Click on the Start menu and select [Programs] - [PDF Thumbnail View] and then [Configuration Tool].

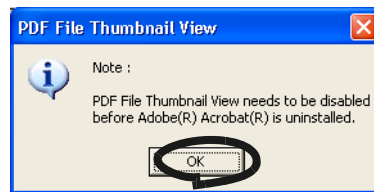
⇒ The [PDF Thumbnail View Function Settings] screen is displayed.



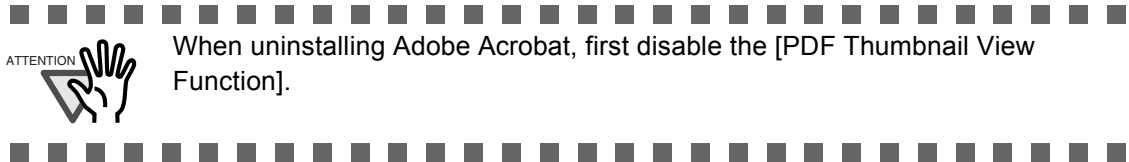
2. Select the [Enable] check box to enable the function, and Click [OK] button.



- Click the [OK] button.



⇒ “PDF Thumbnail View Function Settings” is enabled.



■ Displaying thumbnails of PDF files

To view thumbnails (miniature) of PDF files, follow the procedure below.

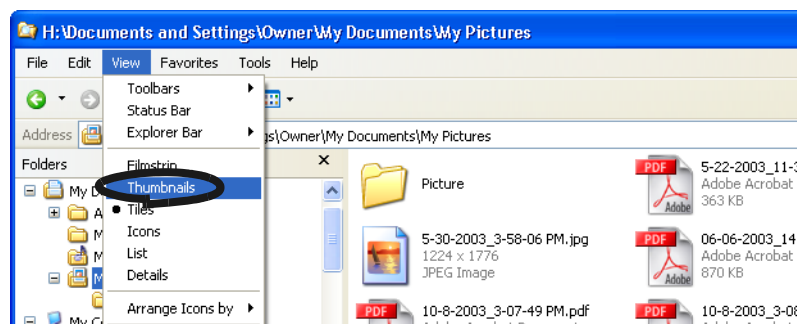
- Start the Explorer.

Right click the [Start] menu and select the [Explore].

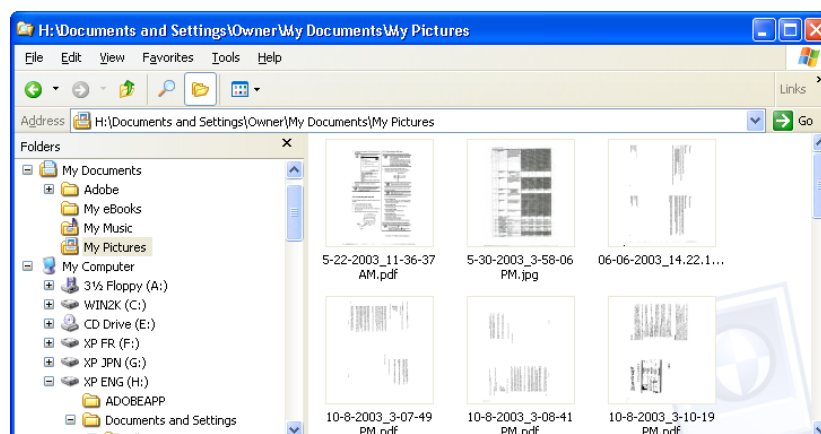
- Select a folder where PDF files of scanned images are stored.


Usually, PDF files created by ScanSnap are saved in the folder specified in [Image saving folder:] under the [Save] tab of "ScanSnap Manager". (page 51)

- Select [Thumbnails] from the [View] menu.



⇒ The thumbnails of the PDF files are displayed.





ATTENTION

- The thumbnails of PDF files are refreshed every time the folder is opened.
- Images of the PDF files are temporarily displayed on the upper left side of the screen when refreshing the thumbnails.
- When there is a large quantity of PDF files saved in one folder, it may take some time to display the thumbnails.
- The first page of a PDF file document is displayed as a thumbnail.
- The thumbnail of a PDF is not displayed when Adobe Acrobat is currently running.

3.10 Using ScanSnap Organizer

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

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.



When starting up ScanSnap Organizer, "ScanSnap Organizer" is selected at [Application:] under [Application] tab of ScanSnap Manager.

In this case, the scanned images are saved in "My ScanSnap Folder" specified by ScanSnap Organizer (Refer to page 108).

When ScanSnap Organizer is closed, the setting will be reset to previous one.

3

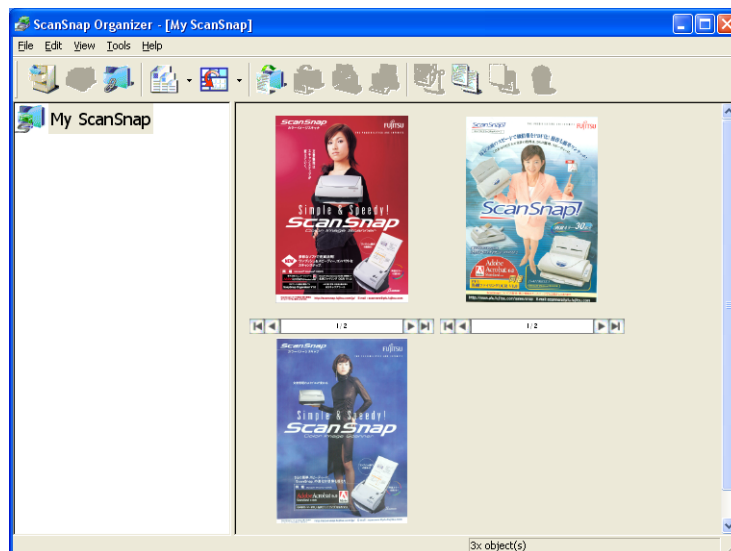
Basic Scanner Operations


■ 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.

■ Operating Window

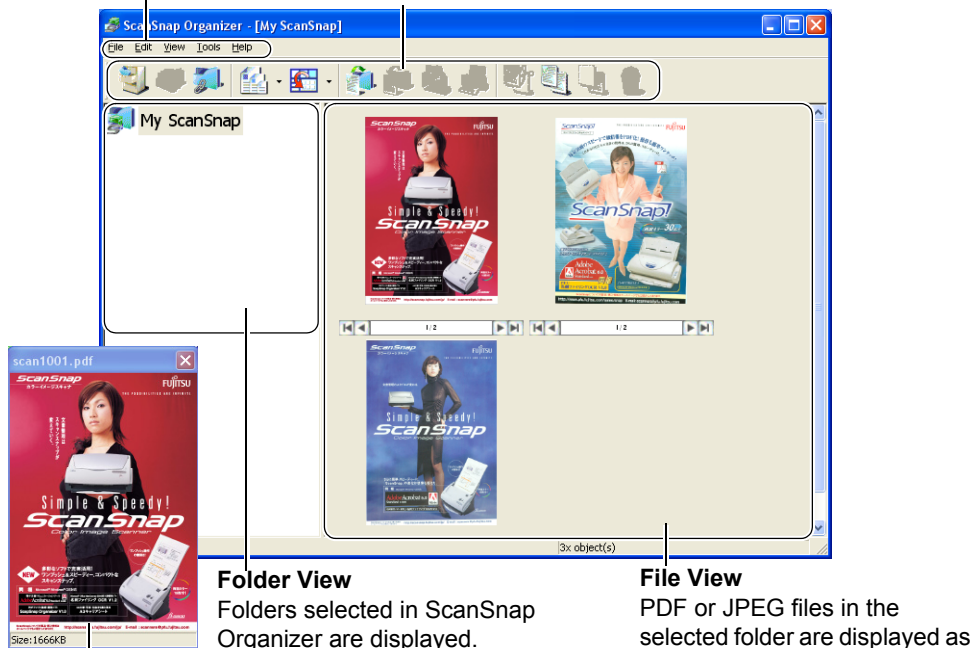
ScanSnap Organizer uses the following window.

Menu Bar

Displays the menu used in ScanSnap Organizer.

Toolbar

Frequently-used functions are indicated by icons.



Folder View

Folders selected in ScanSnap Organizer are displayed.

File View

PDF or JPEG files in the selected folder are displayed as thumbnails.

Pop-up Thumbnail Window



The selected page is displayed in a pop-up window.

Menu Bar

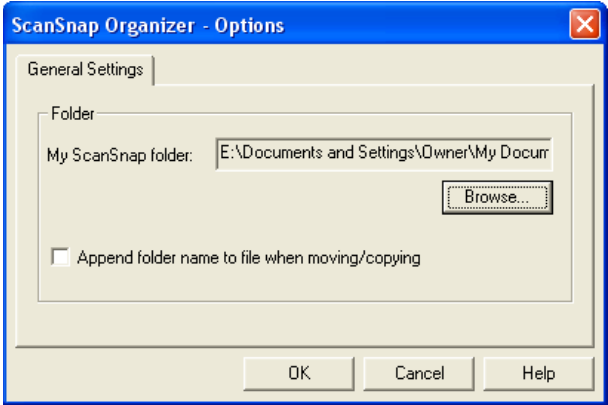
File	
Open	Starts the associated application and opens the selected file. (Example: For a PDF file, [Adobe Acrobat] is started.)
New	<p>Cabinet: Creates a new Cabinet directly under [My ScanSnap] folder. Folders or files can be stored inside it.</p> <p>Folder: Creates a new Folder under the selected Cabinet. Files can be stored inside of it. Folders cannot be created under [My ScanSnap] folder. Also, if a new folder is created directly under [My ScanSnap] folder in other programs such as Windows Explorer, it is shown as [Cabinet] in ScanSnap Organizer.</p> <p>Folder Link: Creates a Folder Link to any existing folder in Folder view. Files selected in the linked folder can be previewed in ScanSnap Organizer. *[My ScanSnap] folder cannot be designated as a Folder Link.</p>

Delete	Deletes the selected file, folder, or Cabinet. *The linked folder is not deleted even if the Folder Link is deleted.
Rename	Renames the selected file, folder, or Cabinet.
Properties	Shows information about the selected Folder Link. This item is available only when Folder Link is selected.
Import	Copies PDF or JPEG files in other folders to the selected folder.
Export	Copies the selected PDF or JPEG files to other folders. *Files cannot be exported to [My ScanSnap] folder.
Print	Prints the selected PDF or JPEG file. When printing, the printer set as the default printer in Windows is used. If you want to print using another printer, double-click the displayed thumbnail, and then change to the desired printer in the associated application's Print command.
Attach to E-mail	Opens your e-mail program with the selected PDF or JPEG file attached.
Exit	Exits ScanSnap Organizer.

Edit	
Undo	Undoes the most recent action.
Cut	Cuts the selected file or folder.
Copy	Copies the selected file or folder.
Paste	Pastes the cut or copied file or folder. *If [folder] is pasted directly under [My ScanSnap] folder, it is changed to [Cabinet] in ScanSnap Organizer.
Select All	Selects all files displayed in File View.











View	
File Name	Shows the file name under the displayed thumbnail when the check box is selected. 
Pop-up Thumbnail	Shows the thumbnail when you select the file. 




Format	Changes the display of File View to either Big, Medium, Small, or Top Thumbnail view. Big Thumbnail: 196 X 196 (Pixels) Medium Thumbnail: 128 X 128 (Pixels) Small Thumbnail: 96 X 96 (Pixels) Thumbnail Top: Shows the upper part of the file
Sort Folder	Sorts the folders displayed in Folder view in ascending or descending order according to folder names.
Sort File	By Namer You can sort the display of File View in ascending order (A -> Z) according to the name. By Size You can sort the display of File View in ascending order (Small -> Big) according to the size. By Date You can sort the display of File View in descending order (New -> Old) according to the date.
Refresh	Refreshes the display of Folder View and File View to the latest information.

Tools	
Options	 <p>[General Settings] tab My ScanSnap folder: Specifies the location of My ScanSnap folder when ScanSnap Organizer is started. The specified folder and the sub-folders can be displayed by ScanSnap Organizer. Append folder name to file when moving/copying When moving or copying a file, the destination folder's name is appended in front of the file name. Eg: When moving/copying a file named Snap001.pdf to a folder named Scan. File name after moving/copying: Scan_Snap001.pdf</p>

Help	
Search Topics	Displays ScanSnap Organizer's help.
About ScanSnap Organizer	Displays ScanSnap Organizer's version information.
Online Update	Updates ScanSnap Organizer to the latest version. *It is essential that Internet Explorer is installed in a system which can access the Internet.

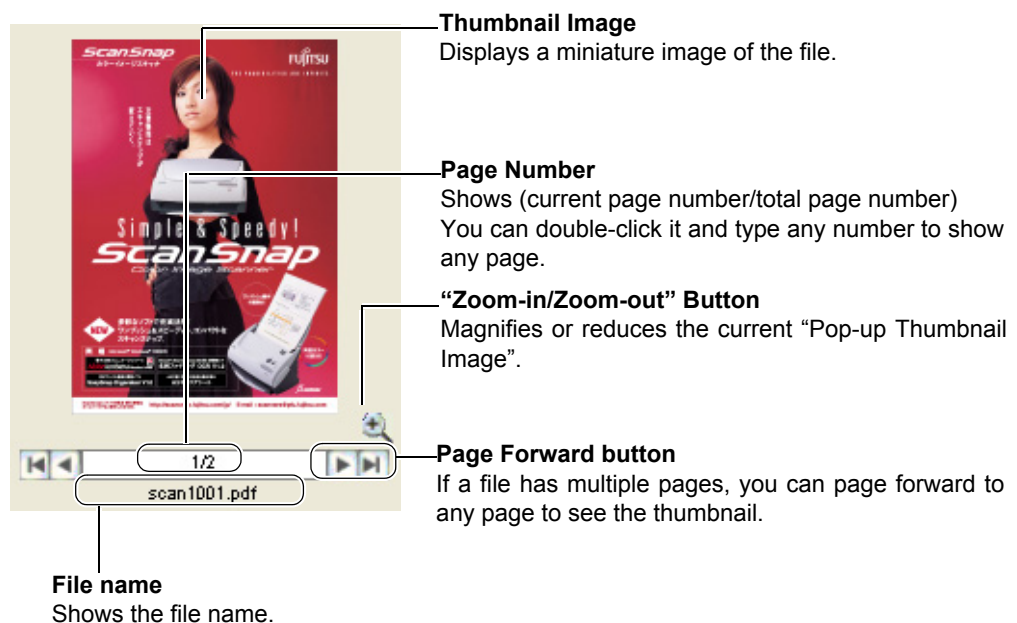
Toolbar

	New Cabinet: Creates a Cabinet in Folder view.
	New Folder: Creates a Folder in Folder view. *Folders cannot be created under [My ScanSnap] folder. Also, if a new folder is created directly under [My ScanSnap] folder in other programs such as Windows Explorer, it is shown as [Cabinet] in ScanSnap Organizer.
	New Folder Link: Creates an optional Folder Link (Shortcut).
	Display: Changes the display of File View to either Big, Medium, Small, or Top Thumbnail view. Big Thumbnail: 196 X 196 (Pixels) Medium Thumbnail: 128 X 128 (Pixels) Small Thumbnail: 96 X 96 (Pixels) Thumbnail Top: Shows the upper part of the file
	Sort: Sorts files displayed in File View according to name, size, or date.
	Import: Copies PDF or JPEG files in other folders to the selected folder.
	Export: Copies the selected PDF or JPEG files to other folders.
	Attach to e-mail: Opens your e-mail program with the selected PDF or JPEG file attached.
	Print: Prints the selected PDF or JPEG file.
	Cut: Cuts the selected file or folder.

	Copy: Copies the selected file or folder.
	Paste: Pastes the cut or copied file/folder. *If [folder] is pasted directly under [My ScanSnap] folder, it is changed to [Cabinet] in ScanSnap Organizer.
	Delete: Deletes the selected file, folder, or Cabinet. *The linked folder is not deleted even if the Folder Link is deleted.

Thumbnail View

(Thumbnail Big/Medium/Small)



PDF and JPEG files are displayed as thumbnails in the File view.

Other files are displayed as icons associated with their applications

Thumbnails of password-protected PDF files cannot be displayed due to security restrictions*. In this case, the Adobe Acrobat icon is displayed, and a lock icon is displayed on the lower right-hand corner.
* However, if [Fixed Password] is set in ScanSnap Manager's [PDF File Options], thumbnails of PDF files with the same password can be displayed.

Refer to “Using a Fixed Password” (page 61) for more information on setting a fixed password.



Thumbnail Top



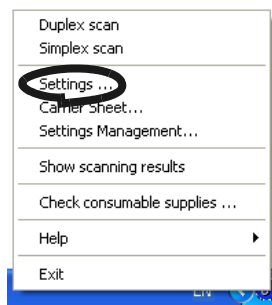
■ Connecting to ScanSnap

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

Preparation

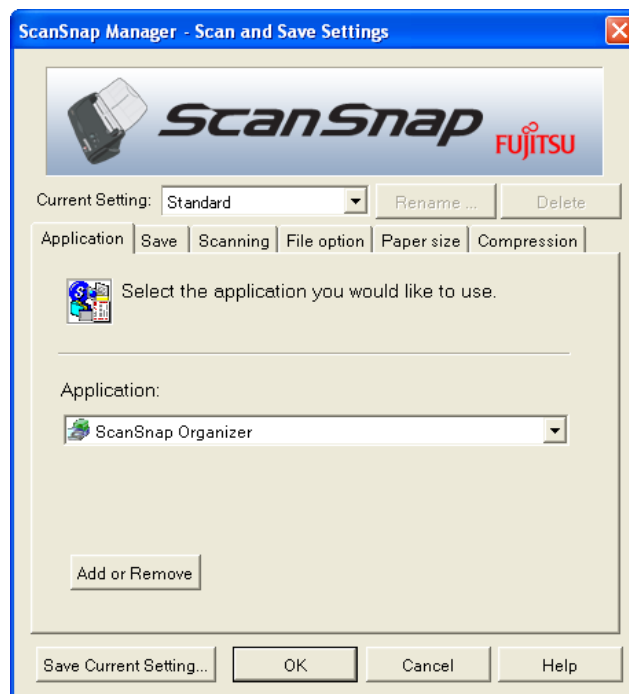


1. Right-click the "ScanSnap Manager" icon  on the task bar and select "Setting..." from the menu.



⇒ The "Scan and Save Settings" screen appears.

2. Select "ScanSnap Organizer" on "Application:" on the [Application] tab.

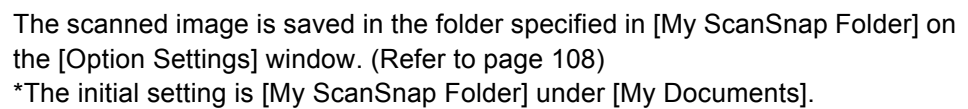


3. Click the [OK] button.
⇒ The "Scan and Save Settings" screen closes.

Operation



- ⇒ Scanning is started.



Sorting Files

The procedure to create a new Cabinet and folder, and how to move scanned files to the Cabinet and folder is explained here.

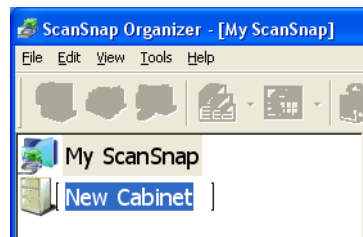


The idea is similar to arranging a big pile of documents (files) in the room ([My ScanSnap] folder), purchasing a new shelf (Cabinet) and a new document tray (folder), and classifying them according to subject to sort out the documents.



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 2004] and [August 2004].

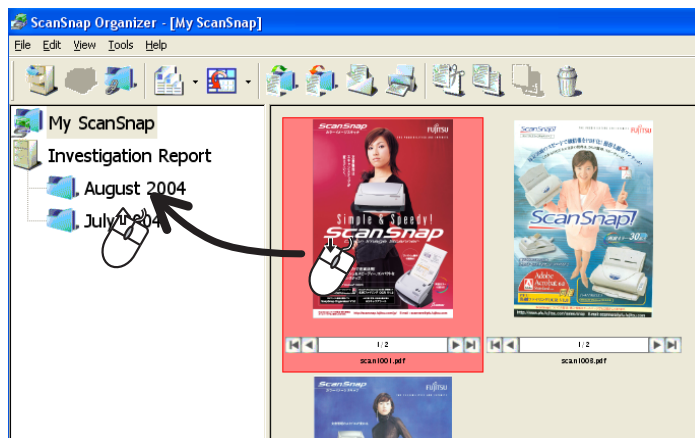


7. Select the file.
⇒ The selected file is shown in a red frame.



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.

3.11 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.

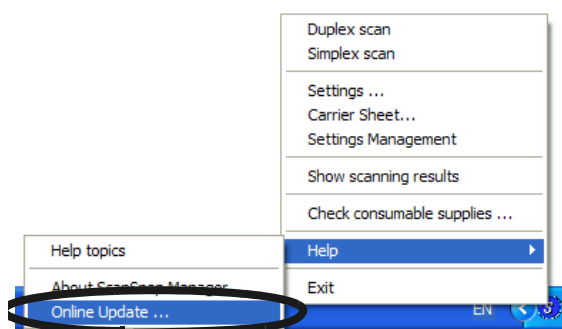
When updating ScanSnap Manager, follow the instructions below.



- 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.

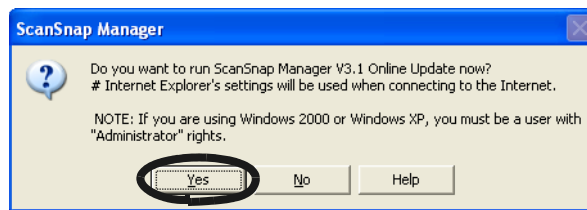


1. Right-click the "ScanSnap Manager" icon  and select [Help] - [Online Update].



⇒ A message window to confirm whether or not to update ScanSnap Manager appears.

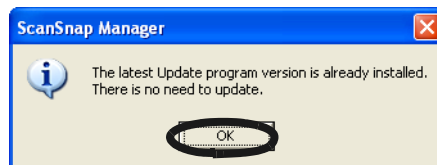
- Click the [Yes] button.



⇒ If the latest Update program is available, a message window to confirm the download and installation of the program appears.

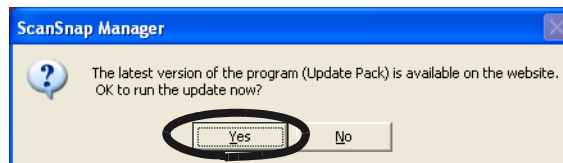


In case the latest update is already installed, the message below appears.



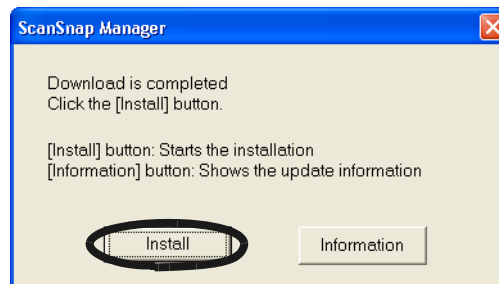
Click the [OK] button to close the message.

- Click the [Yes] button.



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

- 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.

Chapter 4



Uninstalling ScanSnap

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

This chapter describes how to uninstall ScanSnap

4

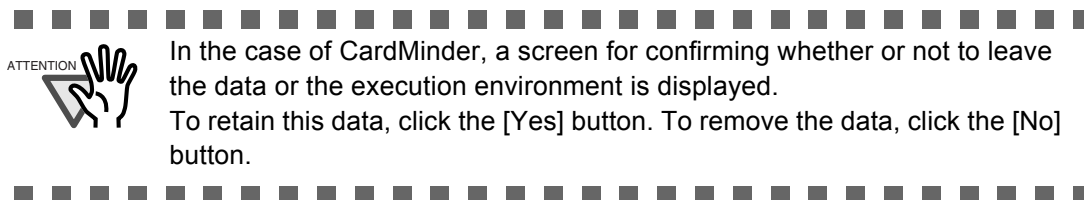
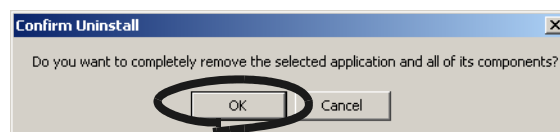
4.1 Uninstalling Supplied Programs	120
---	------------

4.1 Uninstalling Supplied Programs

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

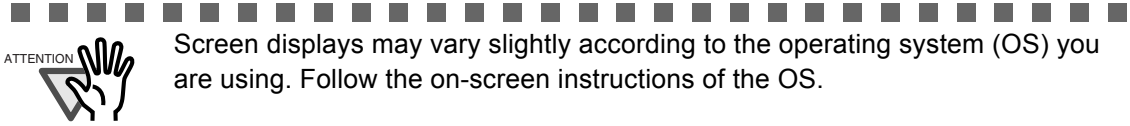
1. Start up your PC.

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.
⇒ This displays the "Add or remove Programs" screen which displays 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 V2.0".
 - (3) When uninstalling PDF Thumbnail View
Select "PDF Thumbnail View".
 - (4) 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, click the [Finish] button as follows to close the screen.
- (1) For ScanSnap Manager, CardMinder, and ScanSnap Organizer
Select **"Yes, I want to restart my computer now!"** and click the [Finish] button.
 - (2) For PDF Thumbnail View
Click the [Finish] button.




Screen displays may vary slightly according to the operating system (OS) you are using. 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

Chapter 5



Troubleshooting

This chapter describes how to remove jammed documents and remedy other troubles.

5.1 Clearing Document Jams	124
----------------------------------	-----

5.2 Troubleshooting Checklist.....	126
------------------------------------	-----

5.1 Clearing Document Jams

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



- Open the ADF cover before removing the jammed document.
- Take care not to get injured 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.

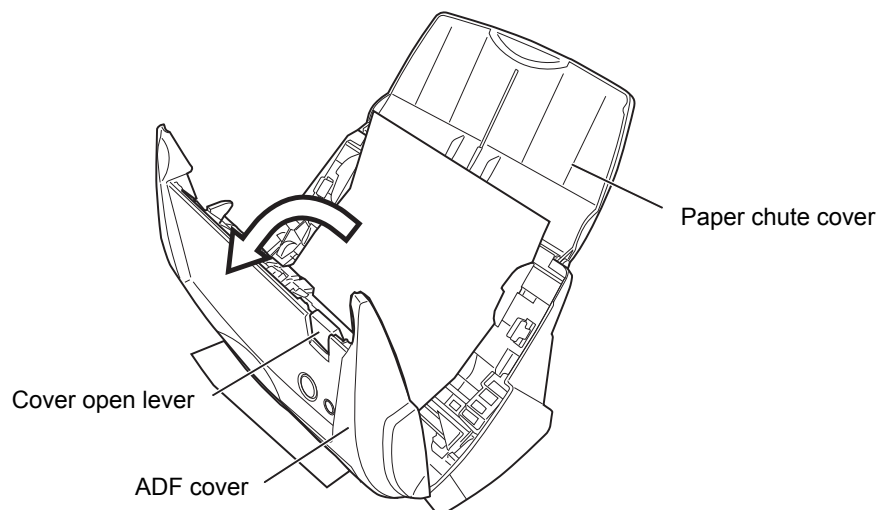


Clean the ADF referring the guidelines in "6.3 Cleaning the Inside of the Scanner" (page 136).

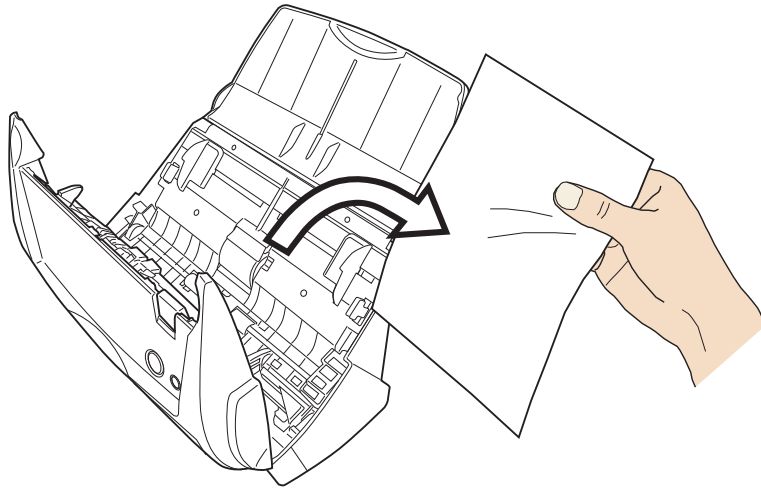
Operation



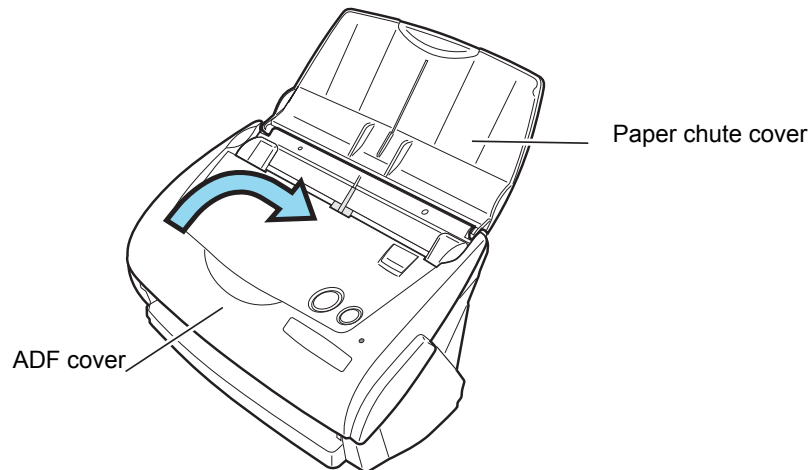
1. Remove the document on the paper chute cover.
2. Open the ADF cover while pulling the cover open lever.



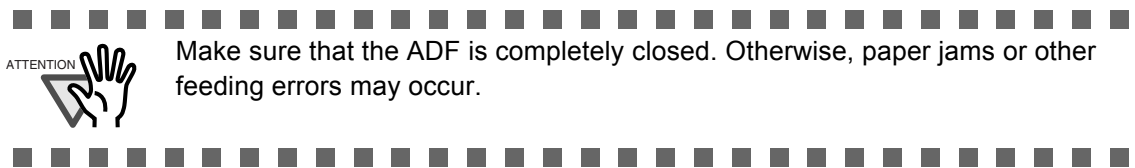
3. Remove the jammed document.



4. Close the ADF cover.



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






5.2 Troubleshooting Checklist

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

Before you ask for repair service, please check the following items.

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

Symptom	Check This Item	Remedy
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. (*Please wait at least 5 seconds before reconnecting the AC cable)
	Is the paper chute cover closed? (The scanner's power is controlled by closing/opening the paper chute cover.)	Open the paper chute cover.
	Is Windows normally started up? (This scanner's power is controlled by turning on/off the computer.)	Please 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 cover is opened.)	Press the [POWER] button.

Symptom	Check This Item	Remedy
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. (*Please wait at least 5 seconds before re-connecting 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 from the [Start] menu [Programs] - [ScanSnap Manager] - [ScanSnap Manager] to start up 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  .)	Please perform the following: 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 (Please wait at least 5 seconds before turning on the power again). If this does not change the state, perform step 3. 3. If a USB hub is being used, directly connect ScanSnap to your PC. If this does not change the state, perform step 4. 4. If your PC has multiple USB ports, connect ScanSnap with other port(s). If this does not change the state, perform step 5. 5. Restart your PC. If none of the above operations resolve the problem, uninstall and re-install ScanSnap Manager 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 "6 Daily Care" (page 133).
The scanned image shifts or is distorted.	Is the document loaded correctly?	Load the document correctly.
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.

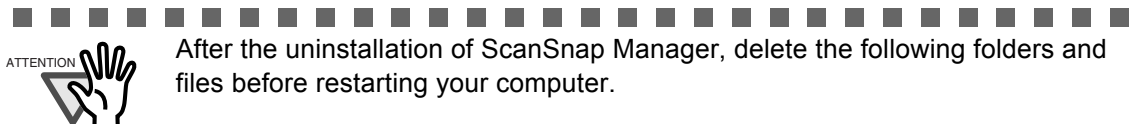
Symptom	Check This Item	Remedy
Lines on the document are blurred. (Example: Ruled lines on a table cannot be seen.)	Are you scanning in color mode, documents including handwritten or typed text, tables or frames with ruled lines?	The color mode is used for capturing colored images like photos in high quality. For other documents including textual content, select the check box for [Setting for text only document] at [Scanning] – [Option] in the “Scan and Save Settings” window.
The scanning speed is very slow.	Does your PC satisfy 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 check boxes of the following to increase the scanning speed. <ul style="list-style-type: none"> • Allow automatic image deskew • 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 following the instructions in "6.3 Cleaning the Inside of the Scanner" (page 136).
	Is the Pad ASSY worn?	Clean the Pad ASSY following the instructions in "7.2 Replacing the Pad ASSY" (page 144).
	Is the document stack thicker than 5mm?	Reduce the number of sheets in the document sheet to 5mm thickness or less.
Paper is not fed (stops midway).	Is the Pick roller dirty?	Clean the Pick roller following the instructions in "6.3 Cleaning the Inside of the Scanner" (page 136).
	Is the Pick roller worn out?	Clean the Pick roller following the instructions in "7.3 Replacing the Pick Roller" (page 147).
	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 124).
	Do the loaded documents satisfy the conditions described in section "3.2 Scanning Different Document Types" (page 30)? 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.

Symptom	Check This Item	Remedy
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" at [Color mode:] on the [Scanning] tab in the "Scan and Save Settings" window.
The rear side of the document appears in the scanned image when scanning a two-sided document (noise of the back side image).	Is the "Setting for text only document." check box cleared at [Option...] on the [Scanning] tab in the "Scan and Save Settings" window?	Select the "Setting for text only document." check box. (Available only in color mode) which makes characters, lines and contrasts appear sharp and clear, and the noise of the back side image is eliminated. Please note that you can use this mode also for documents including photos and illustrations. However 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" check box.
Scanned images are skewed (when "Allow automatic image deskew" is enabled).	Are the documents fed into the ADF with a skew of more than ± 5 degrees?	The "Allow automatic image deskew" 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. If it does not improve even after you have tried this method, clear the check box for "Allow automatic image deskew" on [Option] of the [Scanning] tab of [Scan and Save Settings].
	Depending on the contents of document, the automatic image deskew may not work properly.	Refer to "Allow automatic image deskew." (page 56)
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 57)

(*1): For Windows XP, From "Device Manager", right click on computer name and perform "Scan for hardware changes".

(*2) - Confirm PC and ScanSnap are powered on and connected properly.

- From Device Manager, check if ScanSnap is recognized as unknown device. If so, delete it from [Control Panel] - [System].
- Close ScanSnap Manager
- Go to [Control Panel] - select [Add or remove Programs] and uninstall ScanSnap Manager and ScanSnap Organizer. (Refer to "4.1 Uninstalling Supplied Programs" (page 118))
- Before restart the PC, 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 effect 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, ME:

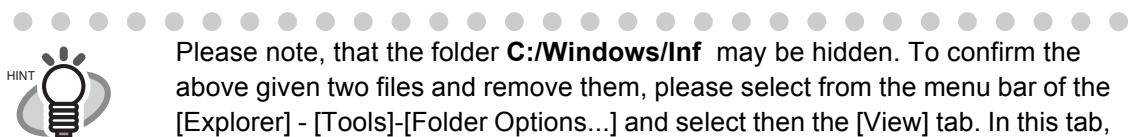
Delete the folder **Driver** under:

⇒ c:/Program Files/PFU/ScanSnap/

After you have removed the above given folders, please confirm if the files

- fi5110e.INT
- fi5110e.PNF

in the folder **C:/Windows/Inf** have been deleted. If this is not the case, please remove also these two files.



Please note, that the folder **C:/Windows/Inf** may be hidden. To confirm the above given two files and remove them, please select from the menu bar of the [Explorer] - [Tools]-[Folder Options...] and select then the [View] tab. In this tab, please check if the checkbox of [Show hidden files and folders] under [Hidden files and folders] is marked. After marking this checkbox and applying the setting, the hidden **C:/Windows/Inf** folder becomes visible and you can check if the **fi5110e.INT** and **fi5110e.PNF** files are existing. If they do, please remove them.

- After removing the above given folders (files), 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 and select [Help] - [About ScanSnap Manager], 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.

* Visit our Web site for your reference. Other useful information will be posted on the FAQ corner at the following Web site.

<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	134
6.2 Cleaning the Scanner Exterior.....	135
6.3 Cleaning the Inside of the Scanner	136
6.4 Cleaning Carrier Sheet	139

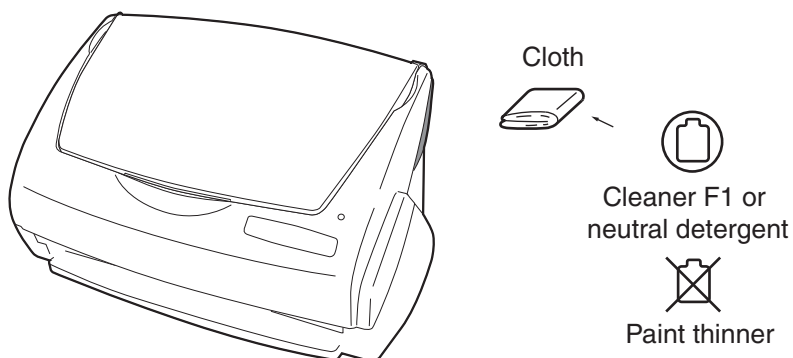
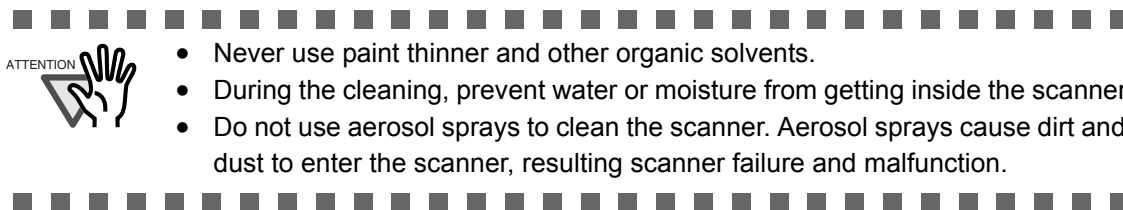
6.1 Cleaning Materials

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 cover 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 referring 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.

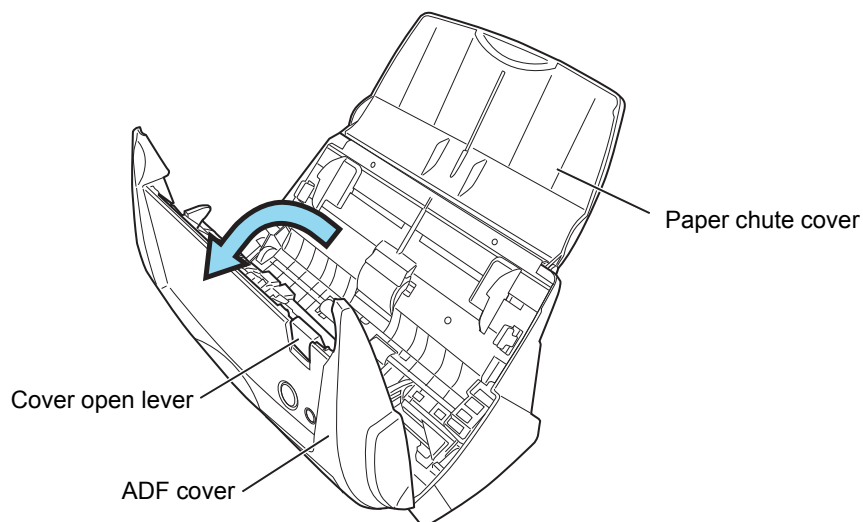


When you perform cleaning, make sure that the inside of the ScanSnap is free of any foreign object, and be careful not to get your hand or the cloth caught on the pick spring (metal part) as a deformed pick spring (metal part) may cause injury.

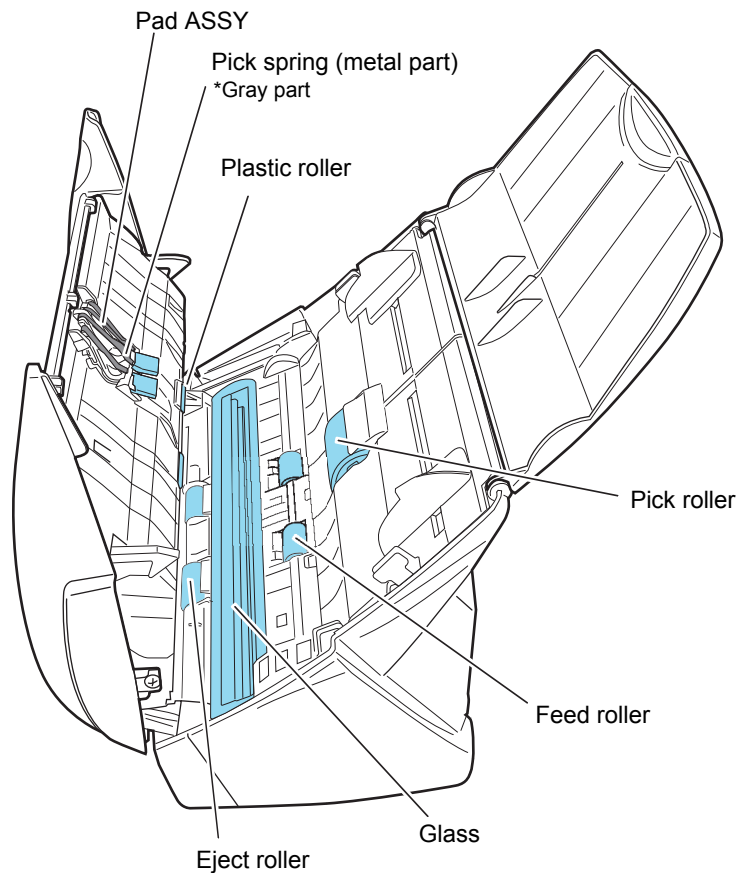
- ATTENTION

 - 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, be careful not to get your hand or the cloth caught on the pick spring (metal part).
- **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. Take care 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.

6.4 Cleaning Carrier Sheet

While using the Carrier Sheet continuously, dirt and dust may stick onto the surface or the interior.

When you use the Carrier Sheet continuously, please clean it regularly as that may be the cause of scanning error.

Cleaning method

Use a dry soft cloth or a 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 too hard. Otherwise, the Carrier Sheet may be scratched or be deformed.
- After cleaning the interior of the Carrier Sheet with Cleaner F1 or a mild detergent, close the Carrier Sheet after it has completely dried.
- As a guideline, it is recommended to replace the Carrier Sheet every 500 scans.
Refer to "7.4 Purchasing Carrier Sheet" (page 161) for details on purchasing 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.

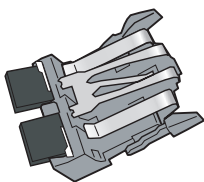
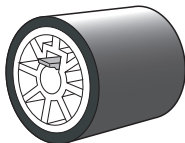
7.1 Replacing Consumables	142
7.2 Replacing the Pad ASSY	144
7.3 Replacing the Pick Roller	147
7.4 Purchasing the Carrier Sheet	153

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	fi-5110EOX Pad ASSY 	PA03360-0002	50,000 sheets or one year
2	fi-5110EOX Pick roller 	PA03360-0001	100,000 sheets or one year

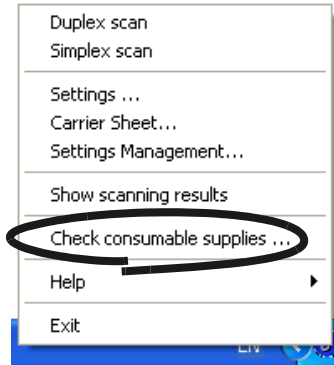
These replacement cycles are rough guidelines for the case of using A4/Letter wood-free paper 64 g/m² (17 lb). So it may differ according to the paper being used.

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

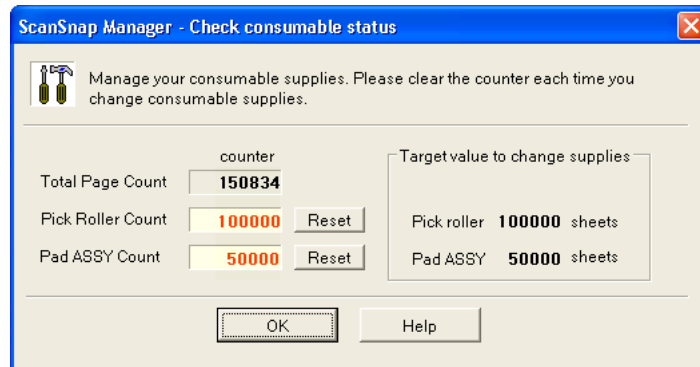


By the following procedure, you can create a rough guideline for replacing consumables and for estimating how many sheets have been already scanned.

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.

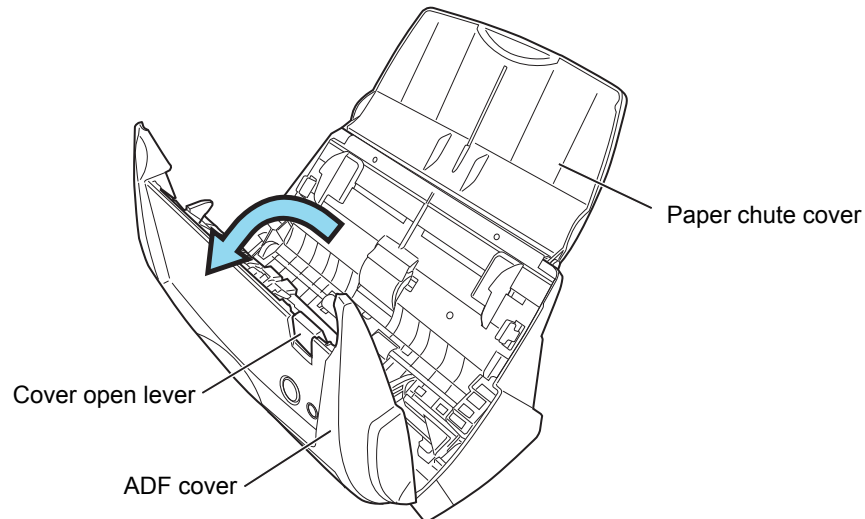
For details about purchasing consumables, visit the following website or contact the Fujitsu scanner dealer where you purchased your scanner.

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

7.2 Replacing the Pad ASSY

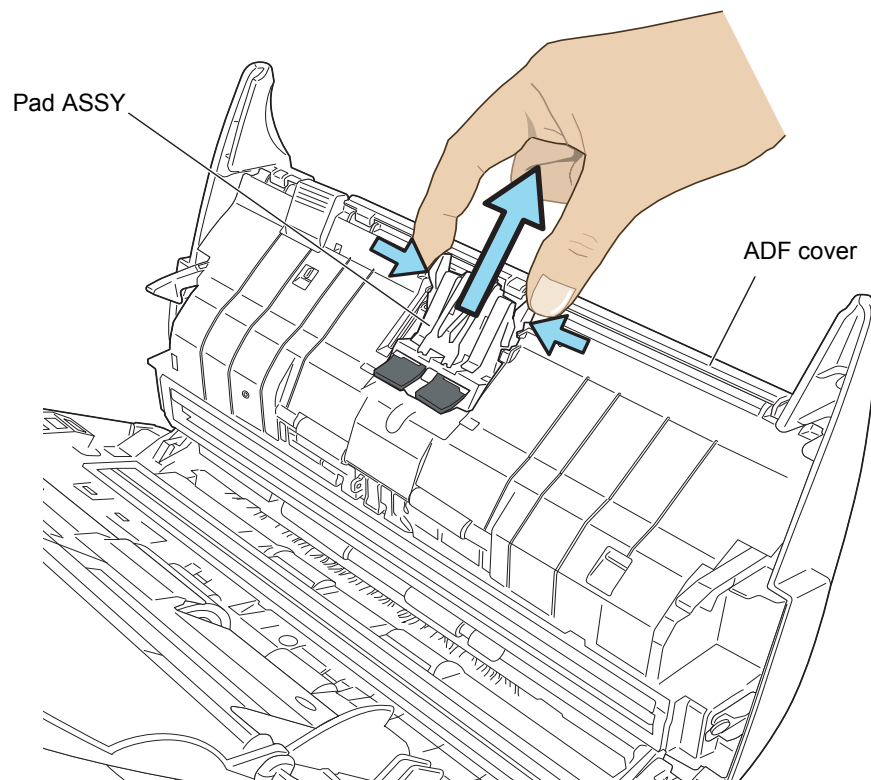
Replace the Pad ASSY following the procedure below.

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

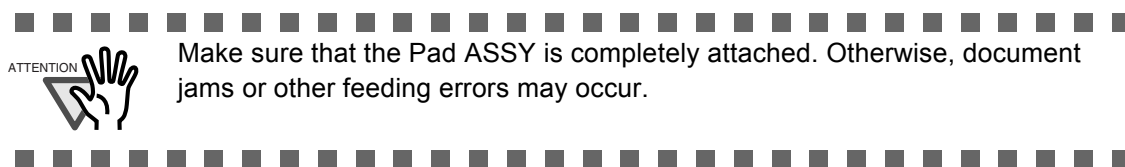
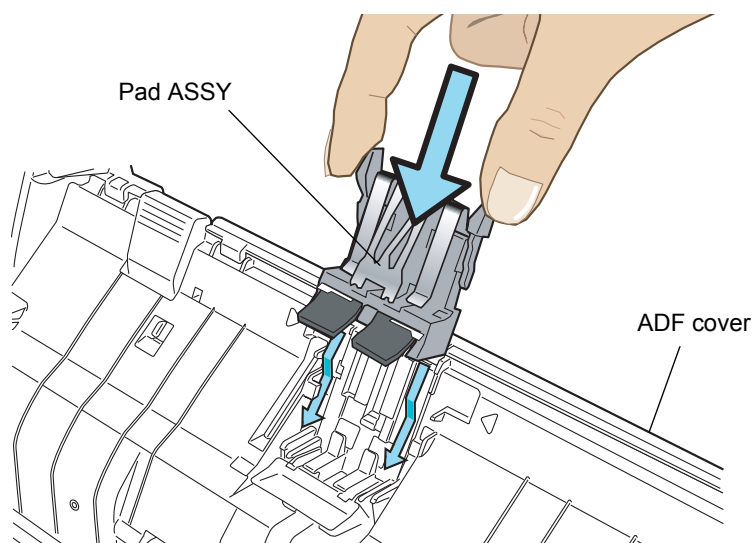


3. Remove the Pad ASSY.

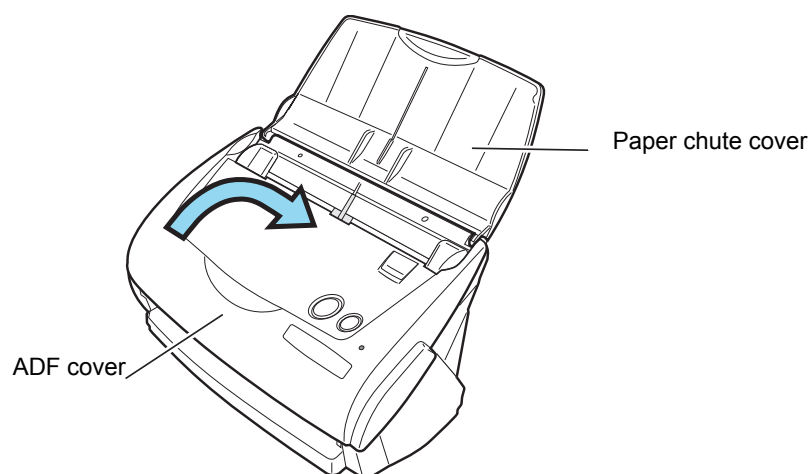
Pull out the Pad ASSY in the direction of the arrow while pinching both ends of the Pad ASSY.



4. Attach the new Pad ASSY.

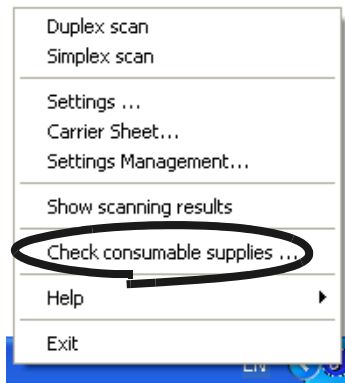


5. Close the ADF.



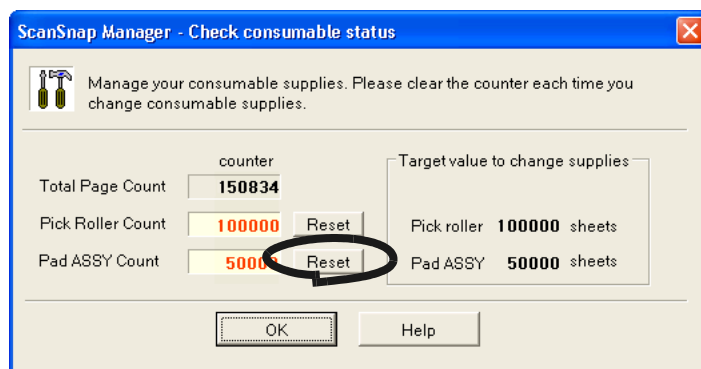
⇒ You should hear the ADF click when it returns to its original position.

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

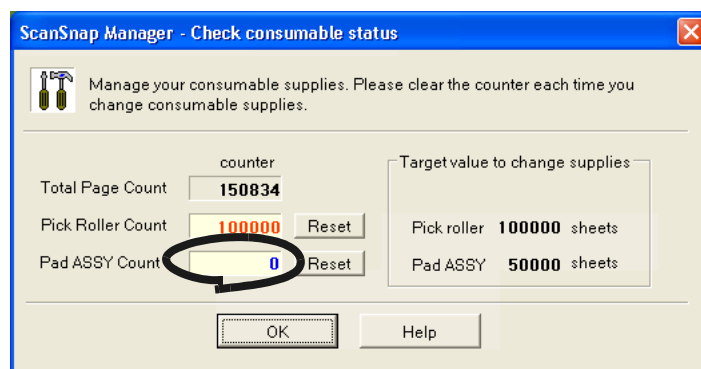


⇒ This displays the "Check consumable status" window.

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



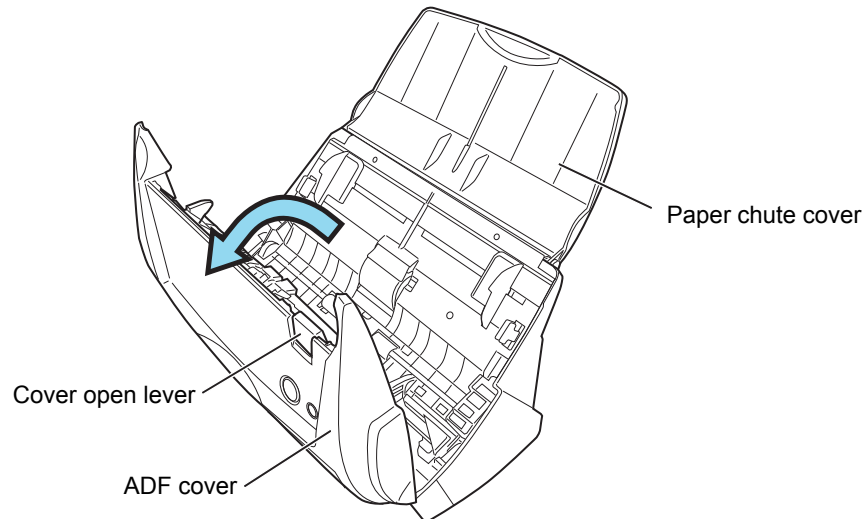
⇒ The counter is reset to "0".



7.3 Replacing the Pick Roller

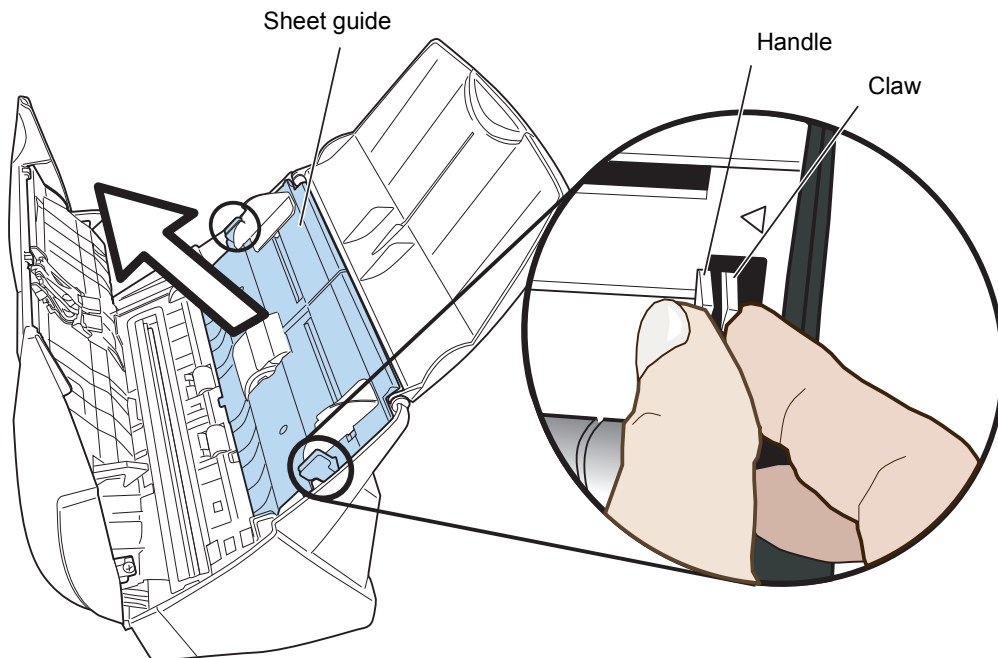
Replace the Pick roller following the procedure below.

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

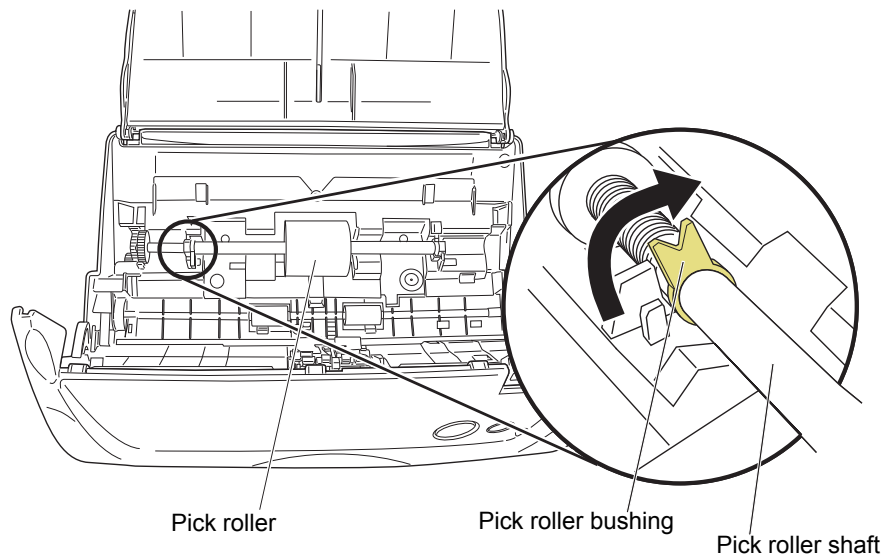


3. Remove the sheet guide.

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

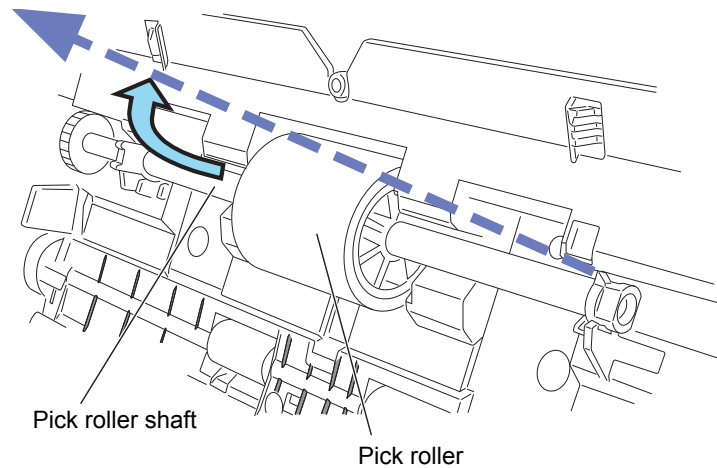


4. Rotate the pick roller bushing (left).




5. Remove the pick roller with its shaft.

Hold the left part of the shaft, and raise it to remove the shaft from the scanner while pulling the shaft to the left.



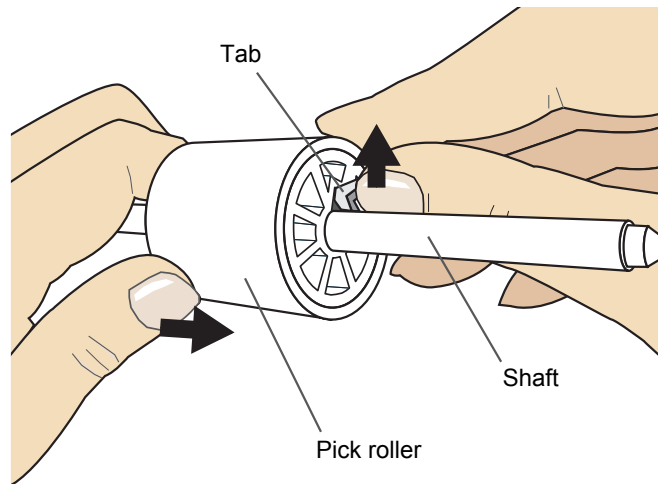
ATTENTION



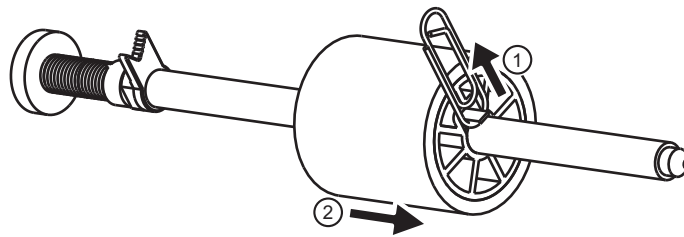
If the around the pick roller is dirty by paper-powder, it may cause a scanning error. Please remove the dirt using a dry cloth with dollop of Cleaner F1.
* Don't use water, mild detergent or air-spray.

6. Remove the pick roller from its shaft.

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

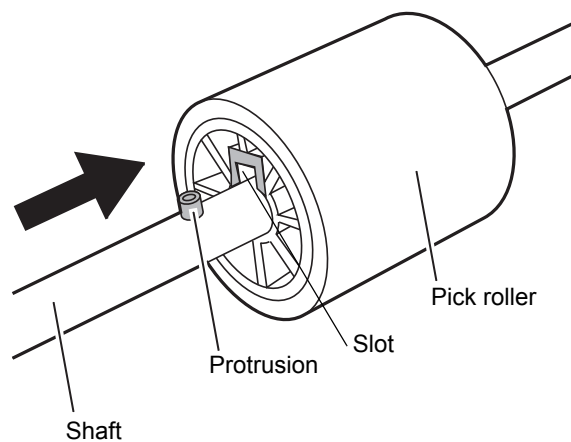


If you push up the pick roller tab using your fingernail, your fingernail may be hurt or get chipped. If you cannot push it up successfully with your fingernail, use a paper clip to push up the pick roller tab.



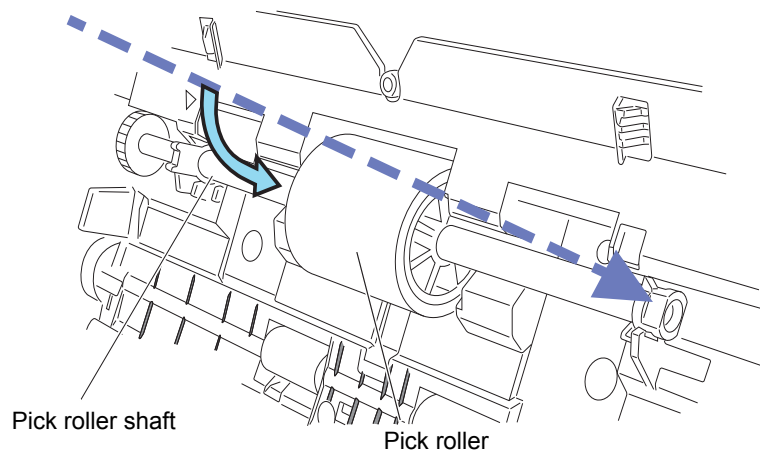
7. Attach the new pick roller to the shaft.

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

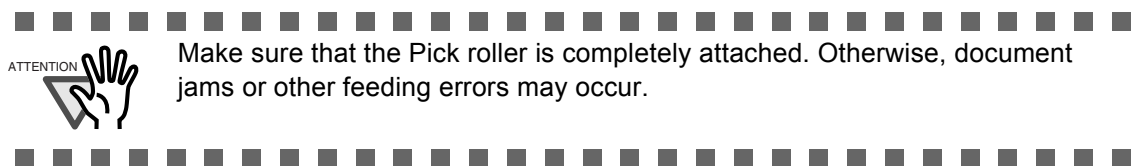
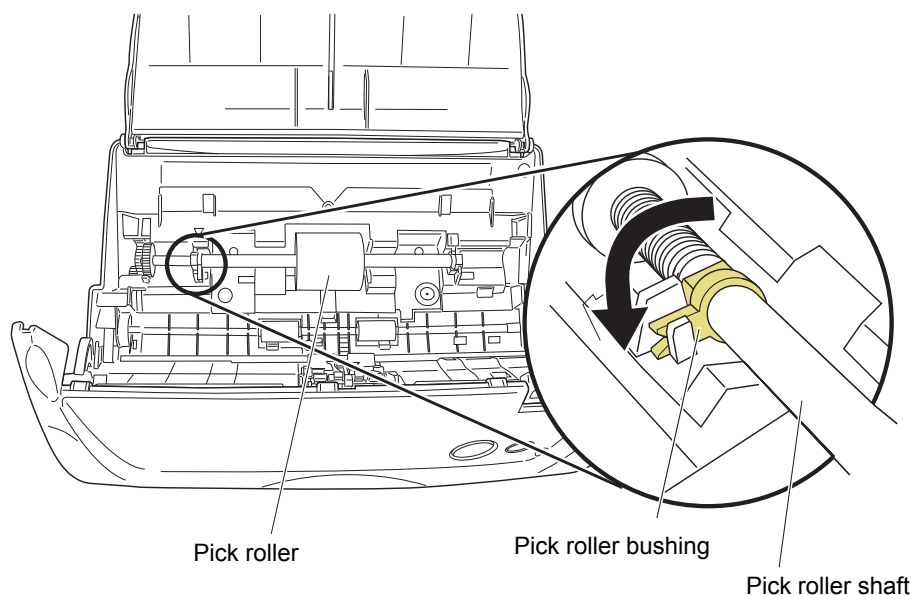


8. Install the pick roller with its shaft to the scanner.

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

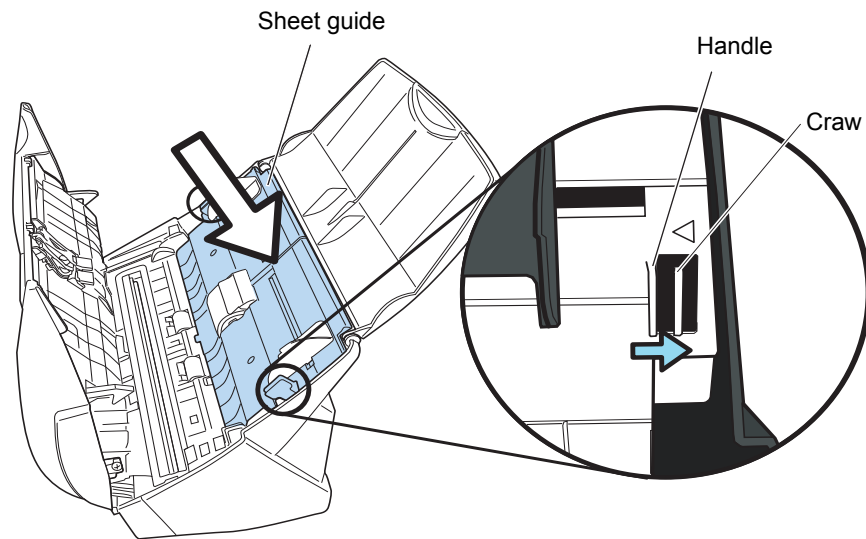


9. Rotate the roller bushing (left) by rotating it in the direction of the arrow.

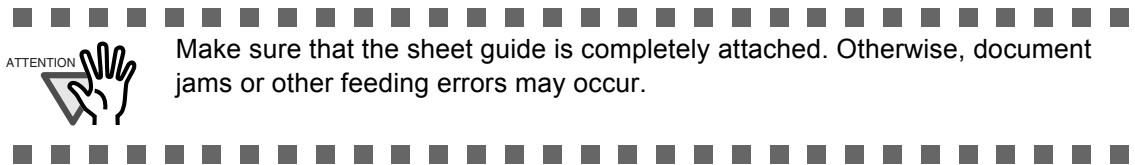


10. Attach the sheet guide to the scanner.

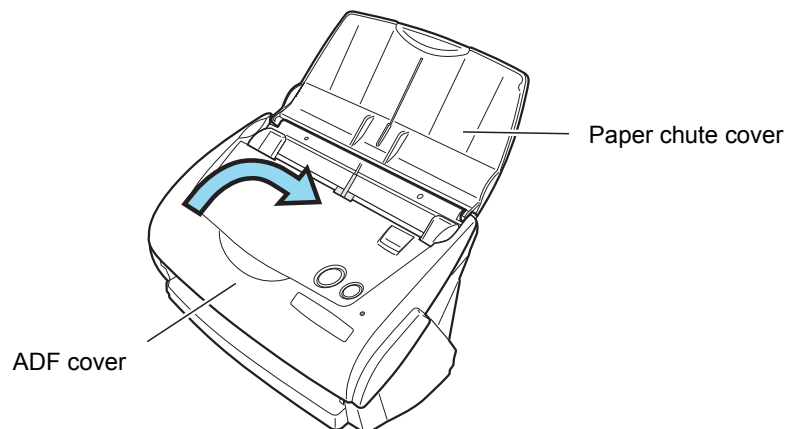
Pinch the knobs on the sheet guide and attach it to the scanner.



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



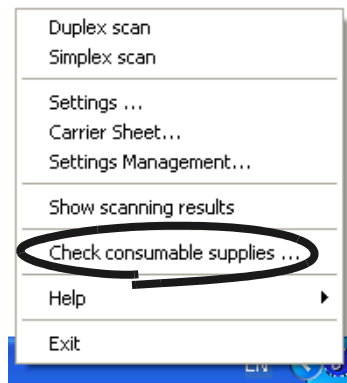
11. Close the ADF.



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

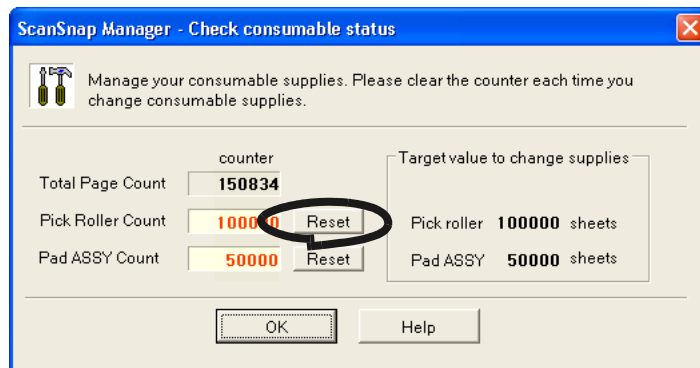
12. Turn on the scanner.

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

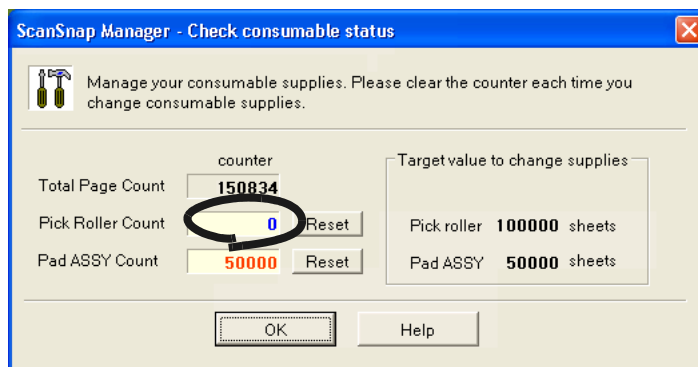


⇒ This displays the "Check consumable status" window.

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



⇒ The counter is reset to "0".

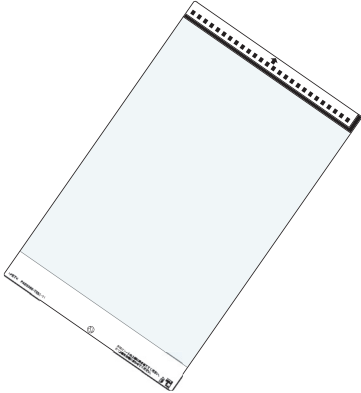


7.4 Purchasing the Carrier Sheet

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, please replace the Carrier Sheet accordingly.

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

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

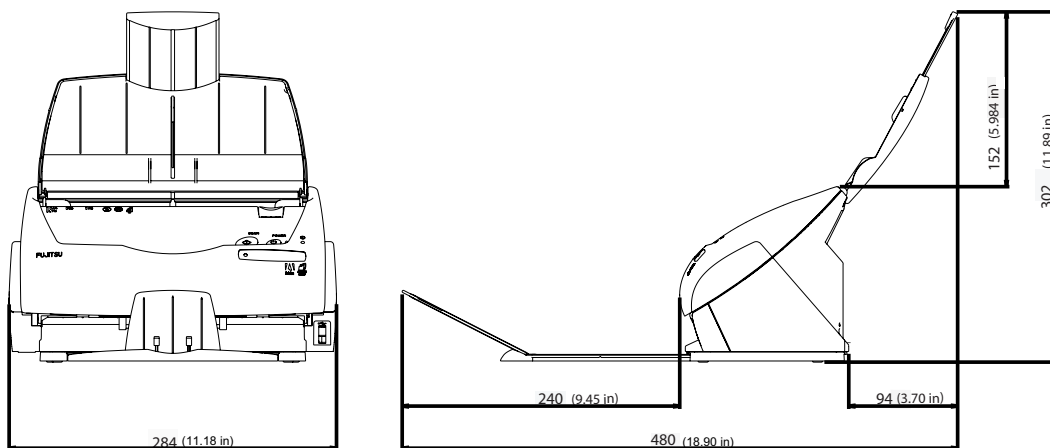
Appendix A

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.	146 mm 5.75 in.	150 mm 5.91 in.
	Maximum	284 mm 11.18 in.	480 mm 18.90 in.	302 mm 11.89 in.
Weight		2.7 kg (approxiamtely 5.95 lb)		
Input power supply	Voltage	100 - 240 V		
	Number of phases	Single-phase		
	Frequency	50/60 Hz		
Power con- sumption	During operation	27 W or less		
	During standby	8 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 to140 (°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.

Index

A	
About the size of image data	65
AC adapter connector	4
ADF cover	3
Allow automatic blank page removal	56
Allow automatic image skew	56
Allow automatic image rotation	57
Application tab	48
Auto scanning	55
Automatic detection	61
B	
B&W scanning	55
Before installing ScanSnap	6
Best quality	54
Better quality	54
Brightness	56
Business Cards	98
C	
CardMinder	99
Carrier Sheet	37
Carrier Sheet Settings	72
Changing Scan Settings	46
Cleaner F1	134
Cleaning Carrier Sheet	139
Cleaning cycle	136
Cleaning Materials	134
Cleaning the ADF	136
Clearing Document Jams	124
Color scanning	55
Compression rate	64
Compression tab	64
Connecting ScanSnap	18
Connecting the AC adapter	18
Connecting the USB Cable	19
Consumables	142
Continue scanning	58
Correcting skewed documents	83
Correcting the orientation of scanned images	84
Cover open lever	3, 4
Create facing pages in one image	73
Custom size	62
D	
DAILY CARE	133
Deleting pages from a PDF file	82
deskew	56
Document types	30
E	
Excellent quality	54
F	
File name settings	52
File option tab	59
Flow of Operations	24
Folder path to save image	51

H	
High Compression	64
high compression	89

I	
image rotation	57
Installation Specifications	155
Installing Adobe Acrobat	8
Installing CardMinder	11
Installing PDF Thumbnail View	11
Installing ScanSnap Manager	11

L	
Loading Documents	33
Loading Documents with the Carrier Sheet	37

M	
Media	30
menu	46
Merging scanned images	91

N	
Normal quality	54

O	
Operation Button	4

P	
Package	2
Pad ASSY	142
Paper chute cover	3
Paper size	30, 61
Paper size tab	61

PDF Option	59
PDF Thumbnail View	102
Pick roller	142
POWER button	4
Power lamp	4
Purchasing the Carrier Sheet	153

R	
Recognize Text	94
Regulatory Information	vi
Replacing the Pad ASSY	144
Replacing the Pick Roller	147
Rotating the page view of a PDF file	86

S	
Save Current Setting	67
Save tab	51
Saving Scan Settings	66
Saving scanned images as different files	88
Scan and Save Settings	47
SCAN button	4
Scanning color document in black and white	79
Scanning only one side of a document	78
Scanning tab	54
ScanSnap Organizer	105
ScanSnap Setup	12
Select application	48
Select color mode	55
Select scanning mode	54
Selecting the file option	59
Setting for text only document	56
Setup	12
Side guide	3
side guide	35

Skipping blank pages	80
Stacker	3, 36

T

Troubleshooting	123
Troubleshooting Checklist	126

U

Uninstalling ScanSnap	119
Uninstalling Supplied Programs	120
USB 2.0	7
USB connector	4
Use a fixed password	60

W

Weight	30
--------------	----

ScanSnap fi-5110EOX2 Operator's Guide

P3PC-1152-03EN

Date of issuance: October, 2009
Issuance responsibility: PFU LIMITED

-
- The contents of this manual are subject to change without notice.
 - PFU LIMITED assumes no liability for incidental or consequential damages arising from the use of this manual, and any claims by a third party.
 - Copying of the contents of this manual in whole or in part and copying of the scanner application is forbidden under the copyright law.