FUJITSU

P3PC-2722-01ENZ0

ScanSnap
Color Image Scanner
S1300

Operator's Guide

Introduction

Thank you for purchasing FUJITSU color image scanner, ScanSnap S1300 (hereinafter referred to as "the ScanSnap").

This manual explains how to handle and operate the ScanSnap.
Be sure to read this guide, "Safety Precautions" and "Getting Started" thoroughly before using the ScanSnap to ensure correct use.

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Disclaimer

●Reproducibility of the scanned image data

Confirm that the image data scanned with the ScanSnap meets your requirements (e.g. image reproducibility in size accuracy, information amount, fidelity, content and color).

●Disposing of the original document

Check the image data using the application where you transfered the image data to make sure that there are no missing parts before disposing of the original document scanned with the ScanSnap.

It is the responsibility of the customer to store and manage the scanned image data, and dispose of the original document scanned with the ScanSnap.

Manuals

When using the ScanSnap, read the following manuals as needed:

Manual	Description	Reference Method
Safety Precautions	Read this manual for information about the safe use of the ScanSnap. Make sure to read this manual before using the ScanSnap.	Included in the package.
ScanSnap S1300 Getting Started	Read this manual for how to install and connect the ScanSnap.	Included in the package.
ScanSnap S1300 Operator's Guide (this manual)	Read this manual for information about basic operations of ScanSnap, the scanning methods, various settings, troubleshooting, and handling of the ScanSnap.	Windows Select the [Start] menu → [All Programs] → [ScanSnap Manager] → [Scan Snap Operator's Guide] Mac OS From the Finder, select [Applications] → [ScanSnap] → [Manual] → [Operator's Guide.pdf]

Manual	Description	Reference Method
Windows ScanSnap Organizer User's Guide	Read these manuals when using this product for the first time, or when you need more information on product features, windows, operating environment and functions.	Windows Select the [Start] menu → [All Programs] → [ScanSnap Organizer]→ [Manual]
Windows CardMinder User's Guide		Windows Select the [Start] menu → [All Programs] → [CardMinder] → [Manual]
Mac OS Cardiris GETTING STARTED		Mac OS From the Finder, select [Applications] → [Cardiris 3.6 for ScanSnap] → [User's Manual.pdf]
Windows ABBYY FineReader for ScanSnap User's Guide		Windows Select the [Start] menu → [All Programs] → [ABBYY FineReader for ScanSnap(TM) 4.1]→ [User's Guide]
Windows Scan to Microsoft SharePoint User Guide		Windows Select the [Start] menu → [All Programs] → [KnowledgeLake] → [Scan to Microsoft SharePoint User Guide]
ScanSnap Manager Help	Use this Help when questions or problems regarding operations (e.g when setting items) arise. This help provides an explanation for every operation, dialog box/window and message.	Refer to this help manual by either of the following methods: Windows ● Right-click the ScanSnap Manager taskbar icon or , and then select [Help] → [Help]. In Windows 7, the ScanSnap Manager icon is displayed in the menu that appears when you click in the taskbar. ● Click the Help button ( ) for ScanSnap Manager. ● Press the [F1] key on the keyboard when a dialog box is displayed. ● Click the [Help] button in each dialog box. Mac OS ● Click the ScanSnap Manager icon or in the Dock while pressing the [control] key on the keyboard, and then select [Help] → [Help]. ● Click the Help button ( ) for ScanSnap Manager. ● From the menu bar, select [Help] → [ScanSnap Manager Help].
Windows ScanSnap Organizer Help		For details about how to start up help, refer to the User's Guide for each product.
Windows CardMinder Help		
Mac OS Cardiris Help		Mac OS From the menu bar, select [Help] → [Cardiris Help].
Mac OS ABBYY FineReader for ScanSnap Help		Mac OS From the menu bar, select [Help] → [FineReader for ScanSnap Help].

■About This Manual

Structure of This Manual

This manual consists of the following:

ScanSnap Overview

This chapter explains the features, the names of parts and their functions, the system requirements, and basic operations of the ScanSnap.

Installing the Software

This chapter provides a brief summary of the bundled software and explanation on how to install them.

Using the ScanSnap (for Windows Users)/ Using the ScanSnap (for Mac OS Users)

This chapter explains how to perform a scan with the ScanSnap, change or save scan settings, and other various functions of the ScanSnap.

Troubleshooting

This chapter explains how to remove jammed documents and resolve other problems.

Daily Care

This chapter explains how to clean the ScanSnap.

Consumables

This chapter explains how to replace pad assy or pick roller.

Appendix

This appendix explains how to update ScanSnap Manager and uninstall the software, setting items, and the ScanSnap installation specifications.

Read this manual in order starting from "ScanSnap Overview" through "Using the ScanSnap" for a better understanding of ScanSnap operations.

Symbols Used in This Manual

The following indications are used in this manual to obviate any chance of accident or damage to you and people near you, and your property. Warning labels indicate the warning level and statements. The symbols indicating warning levels and their meanings are as follows:

Indication	Description
	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 the product.

Besides warning indicators, the following symbols are also used in this manual:

Symbol	Description
	This symbol alerts operators to particularly important information. Be sure to read this information.
	This symbol alerts operators to helpful advice regarding operations.
	This symbol indicates operations using Windows.
	This symbol indicates operations using Mac OS.

Arrow Symbols in This Manual

Right-arrow symbols (→) are used to connect icons or menu options you should select in succession.

Example: Select the [Start] menu → [Computer].

Screen Examples in This Manual

●Windows screen

Screenshots in this manual are used according to guidelines provided by Microsoft Corporation.

The screenshots used in this manual are of Windows Vista.

The actual windows and operations may differ depending on the operating system that you are using.

●Mac OS screen

The screenshots used in this manual are of Mac OS X v10.5.

The actual windows and operations may differ depending on the Mac OS that you are using.

The screen examples in this manual are subject to change without notice in the interest of product improvement.

If the actual screen differs from the screen examples in this manual, operate by following the actual displayed screen.

Abbreviations Used in This Manual

The following abbreviations are used in this manual:

Windows 7	:	Microsoft® Windows® 7 Starter operating system, English Version Microsoft® Windows® 7 Home Premium operating system, English Version Microsoft® Windows® 7 Professional operating system, English Version Microsoft® Windows® 7 Enterprise operating system, English Version Microsoft® Windows® 7 Ultimate operating system, English Version
Windows Vista	:	Microsoft® Windows Vista® Home Basic operating system, English Version Microsoft® Windows Vista® Home Premium operating system, English Version Microsoft® Windows Vista® Business operating system, English Version Microsoft® Windows Vista® Enterprise operating system, English Version Microsoft® Windows Vista® Ultimate operating system, English Version
Windows XP	:	Microsoft® Windows® XP Professional operating system, English Version Microsoft® Windows® XP Home Edition operating system, English Version
Windows 2000	:	Microsoft® Windows® 2000 Professional operating system, English Version
Windows	:	Windows 7, Windows Vista, Windows XP and Windows 2000
Microsoft Office	:	Microsoft® Office
Word	:	Microsoft® Office Word
Excel	:	Microsoft® Office Excel
PowerPoint	:	Microsoft® Office PowerPoint®
SharePoint	:	Microsoft® Office SharePoint® Server 2007, English Version Microsoft® SharePoint® Portal Server 2003, English Version Microsoft® Windows® SharePoint® Services 2.0/3.0, English Version
Office Live	:	Microsoft® Office Live
Internet Explorer	:	Windows® Internet Explorer® Microsoft® Internet Explorer®
Microsoft Live Mail	:	Microsoft® Live Mail
Microsoft Windows Mail	:	Microsoft® Windows® Mail
Microsoft Office Outlook	:	Microsoft® Office Outlook®
Microsoft Outlook Express	:	Microsoft® Outlook Express
.NET Framework	:	Microsoft® .NET Framework
Microsoft Entourage	:	Microsoft® Entourage®
Mac OS	:	Mac OS X v10.6 Mac OS X v10.5 Mac OS X v10.4

Adobe Acrobat	:	Adobe® Acrobat®
Adobe Reader	:	Adobe® Reader®
ABBYY FineReader for ScanSnap	:	ABBYY FineReader for ScanSnap™ All the descriptions in this manual assume the usage of ABBYY FineReader for ScanSnap bundled with this product. Unless otherwise specified, the term ABBYY FineReader for ScanSnap refers to the ABBYY FineReader for ScanSnap bundled with this product. Note that ABBYY FineReader for ScanSnap bundled with this product may be upgraded without notice. If the descriptions differ from the actual displayed screens, refer to ABBYY FineReader for ScanSnap Help.
Cardiris	:	Cardiris™ for ScanSnap
ScanSnap:	:	ScanSnap S1300

Contents

Introduction 2

About This Manual 5

ScanSnap Overview 14

Features of the ScanSnap 15

Parts and Functions 18

Front 18

Back 19

System Requirements 20

Windows 20

Mac OS 23

Turning the ScanSnap ON/OFF 25

Paper Sizes of Documents 26

How to Load Documents 28

Basic Flow of Operations 31

Installing the Software 33

Bundled Software 34

Installing Scan to Microsoft SharePoint 35

Installing Trial Version of the Software 37

Using the ScanSnap (for Windows Users) 39

ScanSnap Manager Icon and Operations 40

Right-Click Menu 41

Left-Click Menu 42

How to Perform a Scan 43

Preparation 43

Using the Quick Menu 44

Without Using the Quick Menu 49

Finishing ScanSnap Operation 52

Setting the ScanSnap 53
Changing the Scan Settings 53
Saving Scan Settings 56
Automatic Linkage with Applications 66
Showing the Scanning Progress Status 69
About the ScanSnap's Communication Status 71

About Actions 73
Saving Data in a Specified Folder 74
Attaching Files to E-Mail 82
Using the ScanSnap as a Copy Machine 92
Saving Files to Picture Folder 99
Converting into Word/Excel/PowerPoint Documents 106
Scanning Business Cards 113
Saving Data in SharePoint 120
Saving to Rack2-Filer 130

Using the ScanSnap in Various Ways 136
Scanning Only One Side of a Document 136
Scanning Color Documents in Black & White or Gray Mode 138
Scanning Color Documents in High Compression Mode 140
Removing Blank Pages from the Scanned Image Data 142
Correcting Skewed Character Strings 144
Correcting the Orientation of Scanned Images 146
Scanning Documents of Different Widths or Lenghts at the Same Time 148
Scanning Long Pages 152
Saving Scanned Images in Multiple PDF Files 154
Creating Searchable PDF Files 156
Automatically Setting Keywords to PDF Files 159
Setting Document Open Passwords for PDF Files 164

Using the ScanSnap (for Mac OS Users) 168

ScanSnap Manager Icon and Operations 169
ScanSnap Manager Menu 170
Profile Menu 171

How to Perform a Scan 172
Preparation 172
Using the Quick Menu 173
Without Using the Quick Menu 177
Finishing ScanSnap Operation 180

Setting the ScanSnap 181
Changing the Scan Settings 181

Saving Scan Settings 183
Automatic Linkage with Applications 194
Showing the Scanning Progress Status 195

About Actions 197
Saving Data in a Specified Folder 198
Attaching Files to E-Mail 205
Using the ScanSnap as a Copy Machine 213
Converting into Word/Excel Documents 219
Scanning Business Cards 226
Saving Data in iPhoto 235

Using the ScanSnap in Various Ways 240
Scanning Only One Side of a Document 240
Scanning Color Documents in Black & White or Gray Mode 242
Removing Blank Pages from the Scanned Image Data 244
Correcting Skewed Character Strings 246
Correcting the Orientation of Scanned Images 248
Scanning Documents of Different Widths or Lengths at the Same Time 250
Scanning Long Pages 254
Saving Scanned Images in Multiple PDF Files 256
Creating Searchable PDF Files 258
Automatically Setting Keywords to PDF Files 261

Troubleshooting 266

Clearing Paper Jams 267
Troubleshooting Checklist 269

Daily Care 280

Cleaning Materials 281
Cleaning the Exterior of ScanSnap 282
Cleaning the Inside of the ScanSnap 283

Consumables 286

Part Numbers and Replacement Cycle of Consumables 287
Replacing the Pad Assy 289
Replacing the Pick Roller 293

Appendix.....300

Updating ScanSnap Manager 301

Updating on a Windows OS.....301

Updating on a Mac OS.....303

Uninstalling the Software 305

Uninstalling on a Windows OS.....305

Uninstalling on a Mac OS.....307

Setting Items With/Without the Quick Menu 311

Installation Specifications 315

About Maintenance.....316

INDEX.....317

ScanSnap Overview

This chapter explains the features, part names and functions, system requirements, and basic operations of the ScanSnap.

Features of the ScanSnap 15

Parts and Functions 18

System Requirements 20

Turning the ScanSnap ON/OFF 25

Paper Sizes of Documents 26

How to Load Documents 28

Basic Flow of Operations 31

Features of the ScanSnap

The ScanSnap is a scanner that is capable of duplex (double-sided) monochrome and color scanning.
The ScanSnap has the following features:

●Turn documents into digital data by just pressing the [Scan] button!

You can turn documents cluttering up your desk into PDF or JPEG files so that you can conveniently view, edit, manage and archive them on your computer.
Digitized documents are easy to print and attach to e-mail messages.
In addition, the ScanSnap can automatically recognize the document type, whether it is a color, gray or black & white document, so that you do not have to set the color mode for each document.

●Scan documents with speed and efficiency!

Double-sided color documents of A4 or letter size can be scanned as follows:

- Power cable connection: approx. 8 sheets per minute.
- USB bus power cable connection: approx. 4 sheets per minute.

Corresponding system requirements and scan settings are as follows:

- System requirements

  Windows

  Intel® Core™ 2 Duo 2.2 GHz or higher
  Windows 7, Windows Vista and Windows XP operating systems

  Mac OS

  Intel® Core™ 2 Duo 2.4 GHz or higher
  Mac OS X v10.6, Mac OS X v10.5 and Mac OS X v10.4 operating systems

- Scan setting (*)
  When [Image quality] is set to [Normal], [Color mode] to [Auto Color Detection], [Compression rate] to [3], and other settings are in default

* : - Scanning speed may become slower in [B&W] (black & white) mode depending on the document.
Example: Scanning color brochures in [B&W] mode (converting a color image to a black & white one)
- Scanning speed may become slower when [Correct skewed character strings automatically], [Allow automatic image rotation] and/or [Convert to Searchable PDF] is enabled.

●Small size saves desktop space!

Smaller than an A4 or letter size paper, the ScanSnap does not require much desktop space.

●Compact, lightweight and portable!

The ScanSnap is compact and lightweight, allowing you to carry it around together with your laptop computer.

You also do not need to worry about finding an electrical outlet when you use the USB bus power cable provided to connect the ScanSnap to your laptop computer.

●The Quick Menu lets even first time users operate the ScanSnap with ease!

The Quick Menu is simple enough to operate even for first time users. After you press the [Scan] button to scan a document, the Quick Menu is displayed so that you can just select the action you want to perform on the Quick Menu.

●Automatically recognizes color and black & white documents! (Auto Color Detection)

The ScanSnap determines the color modes of documents, outputs color documents in color, black & white documents in black & white and black & white documents with photos or illustrations in grayscale mode, and can optimize PDF file sizes with this function.

●Scan different size documents together! (Automatic Page Size Detection)

Paper sizes are automatically recognized when a scan is performed, allowing documents with a mixture of different paper sizes to be scanned all at once.

●Resolution level is converted to match the paper size! (Automatic Resolution Function)

The documents are scanned at 300 dpi. If the paper size is 148 mm or smaller, image files are output at 300 dpi. Otherwise, image files are output at 200 dpi. You can scan high resolution image data (for example business cards) without changing any settings when the scanner is interacting with text recognition software.

●Create searchable PDF files!

You can create searchable PDF files by performing automatic text recognition for PDF files after scanning.

You can also perform text recognition only on sections defined by a highlight pen and add these as keywords for the PDF file.

●E-mail or print a scanned image directly after scanning!

You can attach the scanned image to an e-mail without needing any additional applications or print it out instead of using a copy machine.

●The ScanSnap supports both Windows and Mac OS!

You can use the ScanSnap in a manner that best suits your office environment in either Windows or Mac OS (*).

* : The following functions are not available for Mac OS:

- Color high compression
- Setting the document face-up
- Setting passwords for PDF files

●Convert paper documents into Word/Excel/PowerPoint files!

Use ABBYY FineReader for ScanSnap bundled with the ScanSnap to convert the scanned image data directly into a Word/Excel/PowerPoint file.
In Mac OS, only conversion to Word and Excel files is supported.

Windows

●Arrange and manage image data by using the ScanSnap with ScanSnap Organizer!

- Setting a keyword (Intelligent Indexing)
  You can set a keyword using the following methods:
  - Recognize a character string on a page (OCR) and set as a keyword (Zone OCR)
  - Set any character string as a keyword
  - Set a marked character string as a keyword (Marker Index)
  - Drag and drop a keyword into the keyword list (Keyword Addition by Drag&Drop)

  You can view set keywords in thumbnails. (Keyword Overlay)
- Distributing files by keyword (Automatic Keyword Sort)
  Files can also be sorted into folders according to the keyword set for files as a sorting condition.
- Search a variety of files (Search Engine Selection)
  Files can be found quickly searched by file name, keyword, text, or date.
- Cropping marked sections (Intelligent Cropping)
  Sections on a page that are marked with a highlight pen can be cut and pasted elsewhere to create scrapbooks.

●File business cards with ease!

Text recognition can be performed on business cards which then can be easily converted into digital data with the provided business card application. With CardMinder, you can create a database which facilitates data search of business cards converted into digital data.
The bundled business card management application is as follows:

Windows

CardMinder

Mac OS

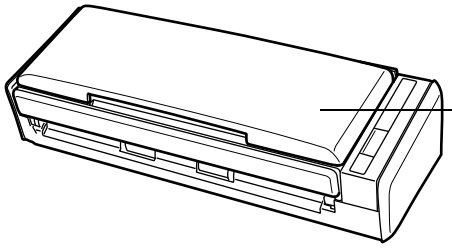
Cardiris

Note: The ScanSnap does not conform to TWAIN, ISIS and WIA standards.

Parts and Functions

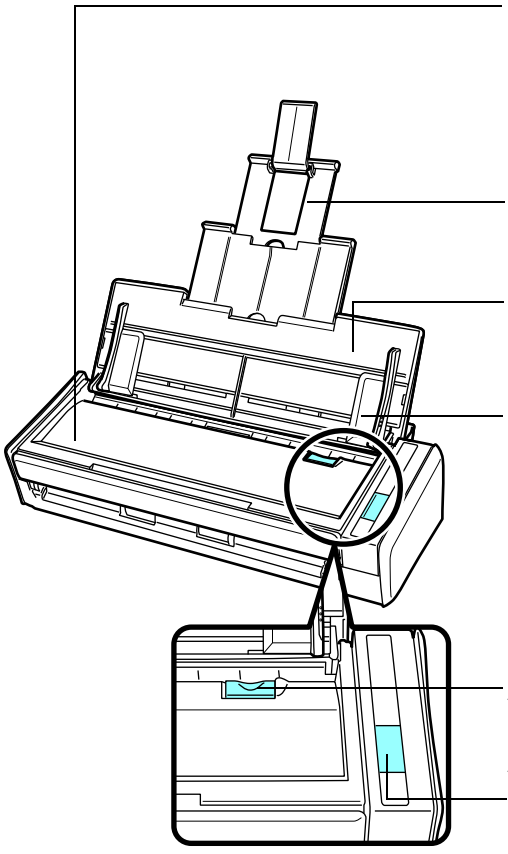
This section explains names and functions of the ScanSnap parts.

■ Front



ADF paper chute (cover)

Open the cover to use the ScanSnap.
⇨ Opening the cover turns on the ScanSnap.



ADF top section

(ADF: Automatic Document Feeder)
Open the cover to remove jammed documents, replace pad assy and pick roller, and clean the inside of the ScanSnap.

Extension

Pull this part up when scanning long documents.

ADF paper chute (cover)

You can load the documents here after opening it.

Side guide

Adjust the side guides to the width of documents to prevent scanned images from getting skewed.

ADF release tab

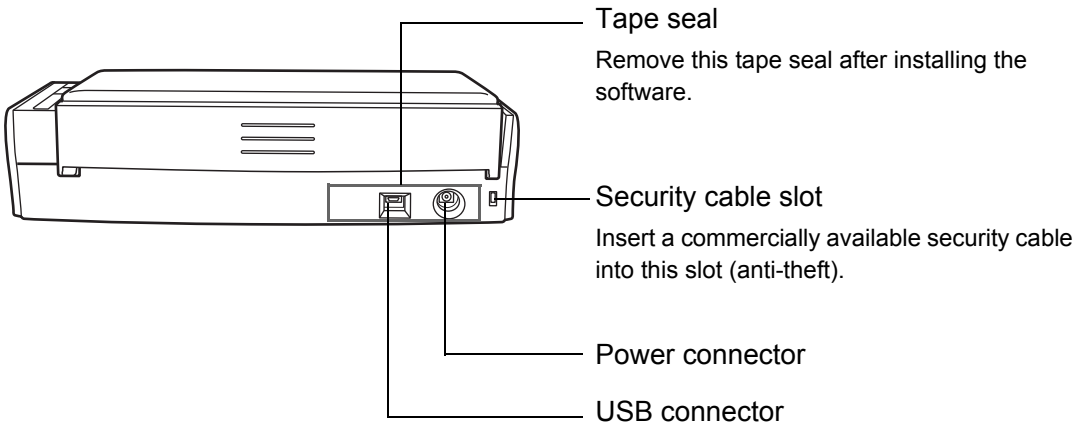
Pull the ADF release tab towards you to open the ADF top section.

[Scan] button

Press this button to start scanning.
It indicates the power status of the ScanSnap as follows:

Blue (lit)	:	Ready
Blue (flashing)	:	Scanning
Orange (flashing)	:	Error

■ Back


Tape seal
Remove this tape seal after installing the software.
Security cable slot
Insert a commercially available security cable into this slot (anti-theft).
Power connector
USB connector

System Requirements

The system requirements for the ScanSnap are as follows:

■ Windows

●Operating system

- Windows 7
- Windows Vista
- Windows XP
- Windows 2000

Bundled software	Windows 7	Windows Vista	Windows XP (*1)	Windows 2000 (*2)
ScanSnap Manager	OK	OK	OK	OK
ScanSnap Organizer	OK	OK	OK	OK
CardMinder	OK	OK	OK	OK
ABBYY FineReader for ScanSnap	OK	OK	OK	OK
Scan to Microsoft SharePoint	OK	OK	OK	OK

OK: Supported

*1 : Service Pack 2 or later required
*2 : Service Pack 4 or later required

●Computer

Recommended : Intel® Core™ 2 Duo 2.2 GHz or higher
Minimum : Intel® Pentium® 4 1.8 GHz

●Memory

- Windows 7 32 bit
  1 GB or more
- Windows 7 64 bit
  2 GB or more
- Windows Vista/Windows XP/Windows 2000
  512 MB or more (1 GB or more recommended)

●Display resolution

800 × 600 or higher is required.

When the font size is large, some screens may not be displayed properly.
In that case, use a smaller font size.

●Hard disk space

- ScanSnap Manager 480 MB
- ScanSnap Organizer 690 MB
- CardMinder 280 MB
- ABBYY FineReader for ScanSnap 600 MB
- Scan to Microsoft SharePoint 147 MB

When installing ScanSnap Organizer or Scan to Microsoft SharePoint in Windows XP/Windows 2000, the following software is also installed:

For Windows XP:
If .NET Framework 3.0 (or later) is not installed, the following software is installed at the same time when installing ScanSnap Organizer or Scan to Microsoft SharePoint:

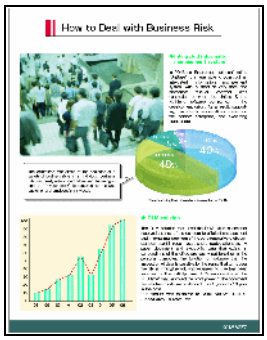
- .NET Framework 3.0 (500 MB free disk space required)

For Windows 2000:
If .NET Framework 2.0 (or later) is not installed, the following software are installed at the same time when installing Scan to Microsoft SharePoint:

- Windows Installer 3.1(15 MB free disk space required)
- .NET Framework 2.0 (280 MB free disk space required)

- Do not use the USB port on the keyboard or the monitor to connect the ScanSnap (it may not function properly).
- Use a powered hub equipped with an AC adapter if you are using a commercially available USB hub.
- It is required that the USB port and the USB hub comply with USB 2.0. to connect the ScanSnap with USB 2.0. Also, the scanning speed slows down when the ScanSnap is connected with USB 1.1. Therefore, use USB 2.0 port if your computer has one.
- If the CPU or the memory do not meet the required specifications, scanning speed will slow down.
- The actual increase in disk space after installation and the required disk space for installation may differ from each other depending on your Windows system disk management.
- A disk space approximately three times bigger than the resulting scanned file size is required when scanning documents.

The following shows the standard image data size when scanning a color document in simplex mode:

File format	Compression rate	Paper size
PDF	3	A4 (catalog) 

Estimated image data size (KB)

Color mode	Auto	Normal	Better	Best	Excellent
Color	415.4	268.7	410.6	838.4	3415.6
Gray	374.4	243.6	371.7	753.8	3015.0
B&W	172.3	115.8	173.0	347.3	2504.0
Color high compression	217.5	162.5	226.2	159.9	—

■ Mac OS

●Operating system

- Mac OS X v10.6
- Mac OS X v10.5
- Mac OS X v10.4

Bundled software	Mac OS X v10.6 (*1)	Mac OS X v10.5 (*1)	Mac OS X v10.4 (*1)
ScanSnap Manager	OK	OK	OK
Cardiris	OK (*2)	OK	OK
ABBYY FineReader for ScanSnap	OK	OK	OK

OK: Supported

*1 : It is recommended to apply the latest updates to the Mac OS.
*2 : Rosetta must be installed to use Cardiris.
You can install Rosetta from the [Optional Installs] package on the Mac OS installation disk.

●Computer

Recommended : Intel® Core™ 2 Duo 2.4 GHz or higher
Minimum : Intel® Core™ Duo 1.83 GHz
PowerPC G5 1.6 GHz

●Memory

- Mac OS X v10.6
  1 GB or more
- Mac OS X v10.5/Mac OS v10.4
  512 MB or more (1 GB or more recommended)

●Display resolution

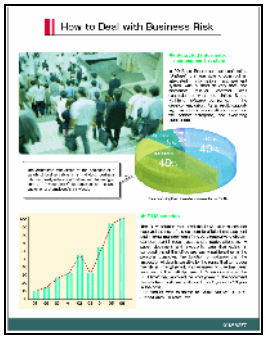
1024 × 768 or higher is required.

●Hard disk space

- ScanSnap Manager 600 MB
- Cardiris 150 MB
- ABBYY FineReader for ScanSnap 570 MB

- It is recommended to apply the latest updates to Mac OS.
- Do not use the USB port on the keyboard or the monitor to connect the ScanSnap. (it may not function properly.)
- Use a powered hub equipped with an AC adapter if you are using a commercially available USB hub.
- It is required that the USB port and the USB hub comply with USB 2.0. to connect the ScanSnap with USB 2.0. The scanning speed slows down when the ScanSnap is connected with USB 1.1. Therefore, use USB 2.0 port if your computer has one.
- If the CPU or the memory do not meet the required specifications, scanning speed will slow down.
- A disk space approximately three times bigger than the resulting scanned file size is required when scanning documents.

The following shows the standard image data size when scanning a color document in simplex mode:

File format	Compression rate	Paper size
PDF	3	A4 (catalog) 

Estimated image data size (KB)

Color mode	Auto	Normal	Better	Best	Excellent
Color	415.4	268.7	410.6	838.4	3415.6
Gray	374.4	243.6	371.7	753.8	3015.0
B&W	172.3	115.8	173.0	347.3	2504.0

Turning the ScanSnap ON/OFF

This section explains how to turn the ScanSnap ON/OFF.
The ScanSnap is turned ON/OFF in conjunction with the computer. Therefore, you do not have to worry about turning the power ON/OFF as long as the ScanSnap is connected to a computer.

●Turning the ScanSnap on

Open the ADF paper chute (cover) when the computer is turned on.

⇨ The [Scan] button lights in blue, indicating that the ScanSnap is turned on.

> With some computers, the initialization of the ScanSnap may be performed several times when the computer is started up.

●Turning the ScanSnap off

Turn off the computer or close the ADF paper chute (cover).

> - Close the ADF paper chute (cover) after storing the extension away.
> - It may take two to three minutes until the light of the [Scan] button goes out after the computer is turned off.

●ScanSnap sleep mode

When the ScanSnap has not been in operation for one minute while the power is on, it enters sleep (power saving) mode.

⇨ The ScanSnap internal lamp switches off in sleep mode.

Paper Sizes of Documents

Paper sizes of documents are as follows:

Standard office paper, postcards, business cards

Paper type	Standard office paper, postcards, business cards
Weight	64 to 104.7 g/m^2 (17 to 28 lb)
Size	Width: 50.8 to 216 mm (2 to 8.5 in.) Length: 50.8 to 360 mm (2 to 14.17 in.) Maximum long page scanning (*) 216 × 863 (mm) / 8.5 × 34 (in.)

*: Long page scanning is available only when the [Scan] button on the ScanSnap is pressed for three seconds or longer.

- Documents handwritten in pencil may be smeared during the scan. Also, dirt accumulating on the rollers may cause feeding errors. When you scan such documents, clean the rollers as often as possible.
  For details about cleaning, refer to "Cleaning the Inside of the ScanSnap" (page 283).
- Do not scan the following types of documents:
  - Documents with paper clips or staples (remove clips and staples to scan these documents)
  - Documents with wet ink (scan documents after the ink dries completely)
  - Documents larger than 216 × 863 (mm) / 8.5 × 34 (in.) (width × length)
  - Materials other than paper such as fabric, metal foil, transparencies, or plastic cards
  - Documents with photographs or sticky notes attached
- When you scan the following types of documents, they may be scanned incorrectly due to documents getting damaged or paper jam:
  - Documents smaller than 50.8 × 50.8 (mm) / 2 × 2 (in.) (width × length)
  - Documents whose paper weight is less than 64 g/m^2 (17 lb)
  - Documents of non-uniform thickness (e.g. envelopes and paper sheets with attached materials)
  - Wrinkled or curled documents
  - Folded or torn documents
  - Tracing paper
  - Coated paper
  - Photographs (photographic paper)
  - Perforated or punched documents
  - Odd shaped documents (not square or rectangular)
  - Carbon paper or thermal paper
- Carbonless paper may contain chemicals that can damage the pad assy or the rollers (such as pick roller). Make sure to clean the ScanSnap regularly to maintain the scanner performance when scanning carbonless paper. Depending on the type of carbonless paper, the life span of the scanner may become shorter compared to scanners scanning only standard office paper.

Picture postcards

You can scan picture postcards only when the ScanSnap is connected via the power cable.

Paper type	Picture postcard
Weight	64 to 326 g/m^2 (17 to 87 lb)
Size	Width: 50.8 to 100 mm (2 to 3.9 in.) Length: 50.8 to 148 mm (2 to 5.8 in.)

- Satisfy all conditions below when scanning picture postcards. Paper jams may occur if conditions are not met:
  - Power cable connection
  - Room temperature: 5 to 35 °C (41 to 95 °F) / Normal humidity: 45 to 85%
  - Place the picture postcard face-down in the ScanSnap
- Please be aware that picture side of the postcard may get damaged when you scan picture postcards.

How to Load Documents

Load the documents in the ScanSnap as follows:

1. Check the number of sheets.

The maximum number of sheets that can be loaded in the ScanSnap is as follows:

For A4-size or smaller paper: A document stack of 1 mm or less

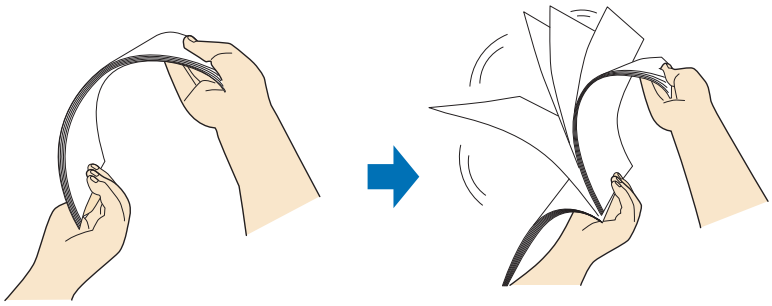
(Ten sheets at 80 g/m^2 or at 20 lb)

If you try to scan more sheets than the maximum amount that can be loaded, the following problems may occur:

- Paper jams may occur during scanning.
- Files may be improperly created due to the excessive file size.

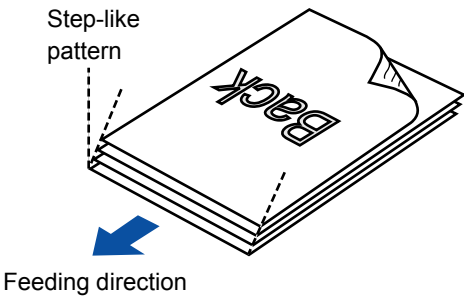
2. Fan the documents to prevent paper jam.

1. Hold the documents with both hands and fan them out two or three times as shown in the figure below.



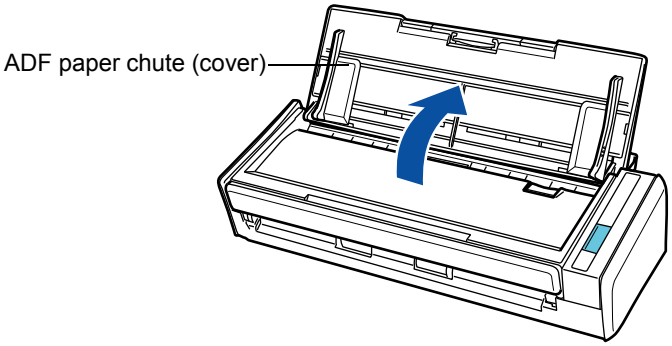
2. Rotate the documents by 90 degrees and fan them in the same manner.

3. Straighten the edges of documents, and load them in the ScanSnap so that the top edges of the papers form a step-like pattern.

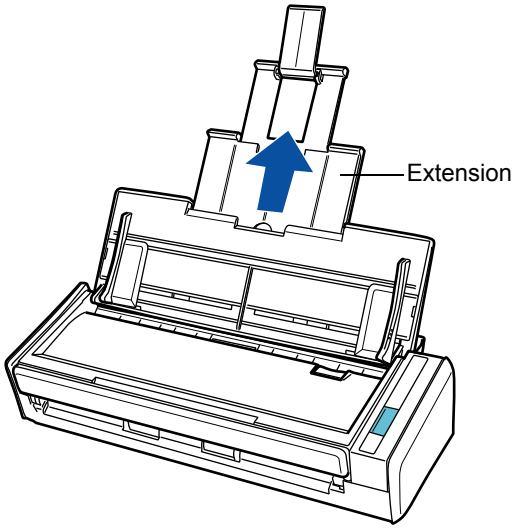


If documents are scanned without their edges aligned, they may get jammed or damaged.

4. Open the ADF paper chute (cover) of the ScanSnap.

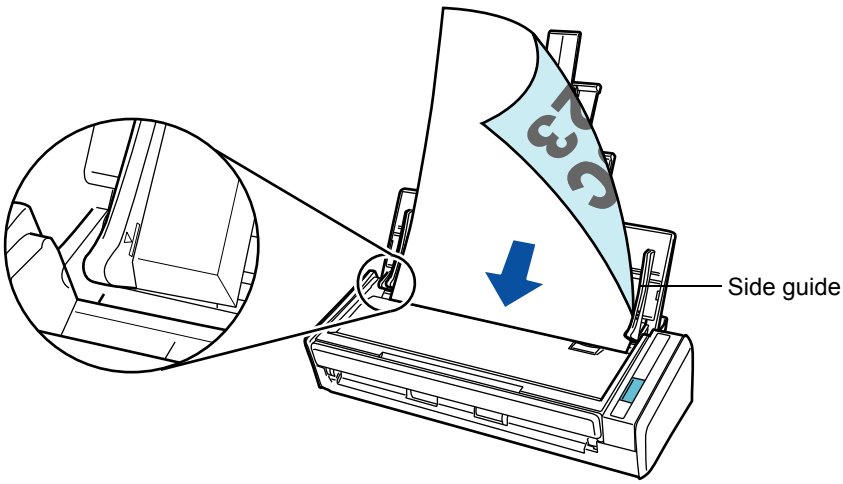


5. Pull up the extension.



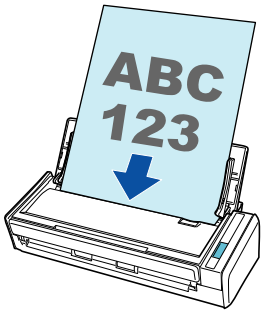
6. Load documents in the ADF paper chute (cover).

Load documents face-down (so that you have the back of the last page facing you) and top-first in the ADF paper chute (cover). Do not load documents beyond the reference marks within the side guides.



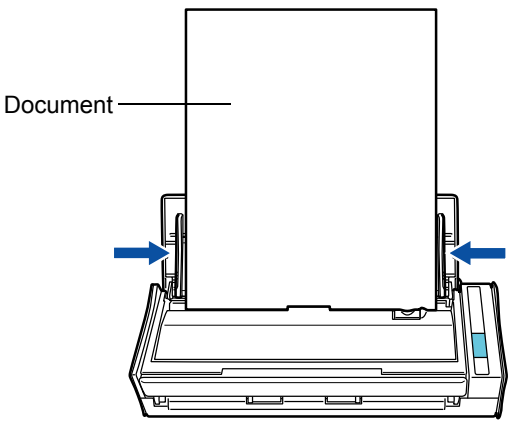
Windows

Right-click the ScanSnap Manager taskbar icon or , and select [Scan Button Settings]. In the ScanSnap setup dialog box that appears, click the [Detail] button, select the [Scanning] tab, and then click the [Option] button. In the [Read mode option] dialog box, check whether the [Set the document with its face up] check box is selected. If so, load documents face-up and bottom edge first.
In Windows 7, the ScanSnap Manager icon is displayed in the menu that appears when you click in the taskbar.



7. Adjust the side guides to the width of documents.

Move the side guides so that there is no gap between the edges of the documents and side guides on both sides.
Otherwise, documents may be scanned skewed.



Basic Flow of Operations

This section explains the flow of operations for scanning documents.
You can scan documents in two different ways. Choose either way depending on your intended use.

- **Using the Quick Menu**
  Select an action to be performed from the Quick Menu after scanning.
  For Windows (→ page 44)
  For Mac(→ page 173)

- **Without Using the Quick Menu**
  Select a profile to be executed before scanning.
  For Windows (→ page 49)
  For Mac (→ page 177)

Specify whether or not to use the Quick Menu by selecting/clearing the [Use Quick Menu] check box in the ScanSnap setup dialog box/window.
Open the ScanSnap setup dialog box/window by the following procedure:

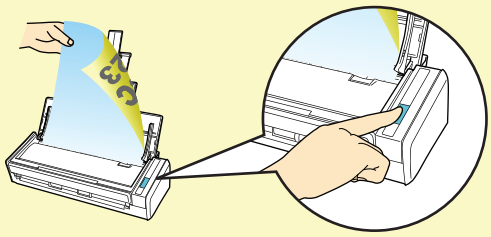
Windows
Right-click the ScanSnap Manager icon or on the taskbar, and select [Scan Button Settings].
In Windows 7, the ScanSnap Manager icon is displayed in the menu that appears when you click in the taskbar.

Mac OS
Click the ScanSnap Manager icon or in the Dock while pressing the [control] key on the keyboard, and select [Settings].

Using the Quick Menu

Without Using the Quick Menu

Select a profile



Press the [Scan] button to scan the document

Select an action to be performed from the Quick Menu

The selected item is performed. When the ScanSnap is interacting with an application, the application dialog box/window appears.

Scan to E-mail

Scan to Folder/
Scan to Picture Folder (*)

Scan to Print

* : Windows only

Installing the Software

This chapter provides a brief summary of the bundled software and explanation on how to install Scan to Microsoft SharePoint and trial version of the software.
Refer to "Getting Started" for information on how to install the other software from the ScanSnap Setup DVD-ROM.

Bundled Software 34

Installing Scan to Microsoft SharePoint 35

Installing Trial Version of the Software 37

Bundled Software

This section gives an overview of each bundled software and their functions. You can edit, manage and arrange scanned image data by using the following software:

●ScanSnap Manager Windows Mac OS

This software is required to scan documents with the ScanSnap. The scanned image data can be converted into a PDF or JPEG file to be saved.

●ScanSnap Organizer Windows

You can use this software to display image data (PDF or JPEG files) without opening them, create folders and arrange files as you like.

●CardMinder Windows

You can use this software to efficiently digitalize a large number of business cards. Text recognition can be performed on business cards and you can create a database to facilitate card data management and searches. The data in the database can be printed or used with various applications.

●Cardiris Mac OS

You can use this software to efficiently digitalize a large number of business cards by performing text recognition on them.

●ABBYY FineReader for ScanSnap Windows Mac OS

This software can perform text recognition on the scanned image data using OCR (Optical Character Recognition) and convert the data to Word, Excel or PowerPoint files that can be edited.
In Mac OS, only conversion to Word and Excel files is supported.

●Scan to Microsoft SharePoint Windows

You can easily save files in SharePoint and Office Live using the ScanSnap.

●Rack2-Filer V5.0 Trial Version Windows

This document filing software provides integrated management of digitized paper documents (electronic documents) and digital data created with computer, as if you are filing paper documents in actual binders.
For information about the languages supported in Rack2-Filer, refer to the Rack2-Filer "Readme".

Installing Scan to Microsoft SharePoint

Windows

Follow the procedure below to install Scan to Microsoft SharePoint.

> Refer to "Readme" of Scan to Microsoft SharePoint for more details about system requirements. You can display the "Readme" by clicking the [Readme] button on the [Scan to Microsoft SharePoint] dialog box.

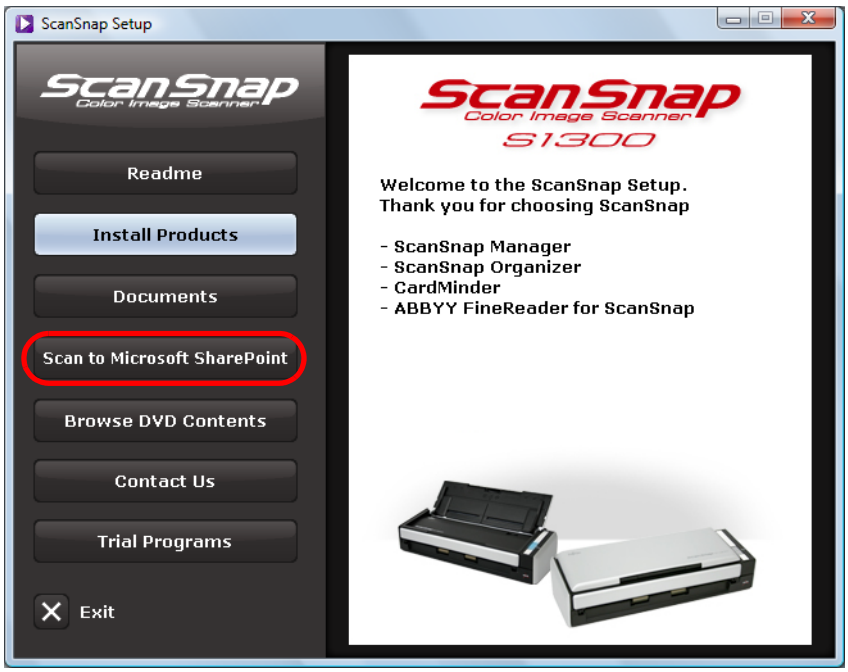
1. Turn on the computer and log on as a user with Administrator privileges.

2. Insert the Setup DVD-ROM into the DVD-ROM drive.

⇨ The [ScanSnap Setup] dialog box appears.

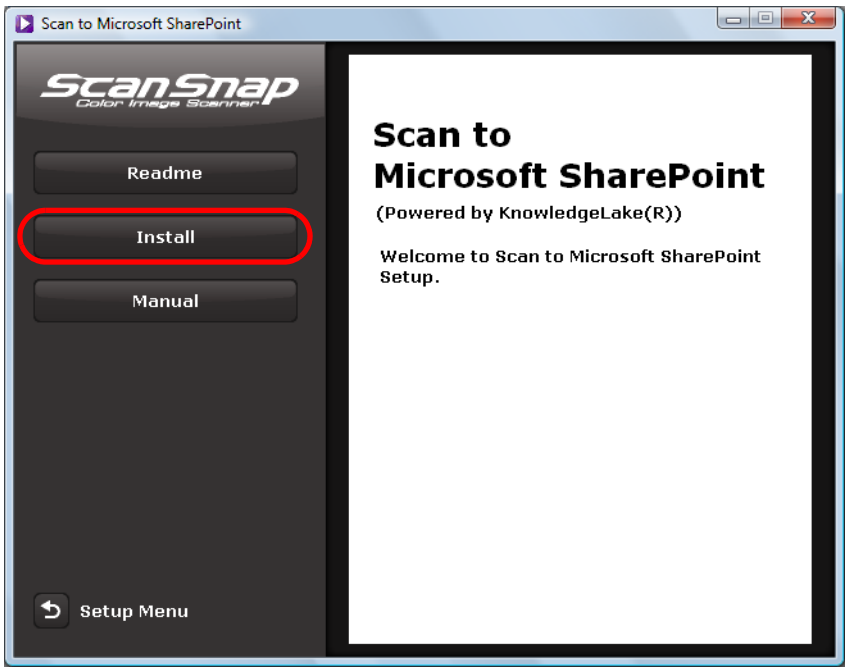
> If the [ScanSnap Setup] dialog box does not appear, double-click "ScanSnap.exe" in the DVD-ROM via [Explore] or [My Computer].

3. Click the [Scan to Microsoft SharePoint] button.



⇨ The [Scan to Microsoft SharePoint] dialog box appears.

4. Click the [Install] button.



⇨ Installation starts.

5. Follow the instructions on the screen to complete the installation.

- Refer to "Readme" of Scan to Microsoft SharePoint for more details about the installation. You can display the "Readme" by clicking the [Readme] button on the [Scan to Microsoft SharePoint] dialog box.
- For information on how to use Scan to Microsoft SharePoint, refer to the Scan to Microsoft SharePoint User Guide. You can display the Scan to Microsoft SharePoint User Guide by clicking on the [Manual] button on the [Scan to Microsoft SharePoint] dialog box.

6. Click the [Finish] button when the "InstallShield Wizard Complete" notification dialog box appears.

7. Remove the Setup DVD-ROM from the DVD-ROM drive.

Installing Trial Version of the Software

Windows

Follow the procedure below to install the trial version of the software.

Refer to "Readme" of the trial version for more details about system requirements. You can display the "Readme" by clicking the [Readme] button on the trial version setup dialog box.

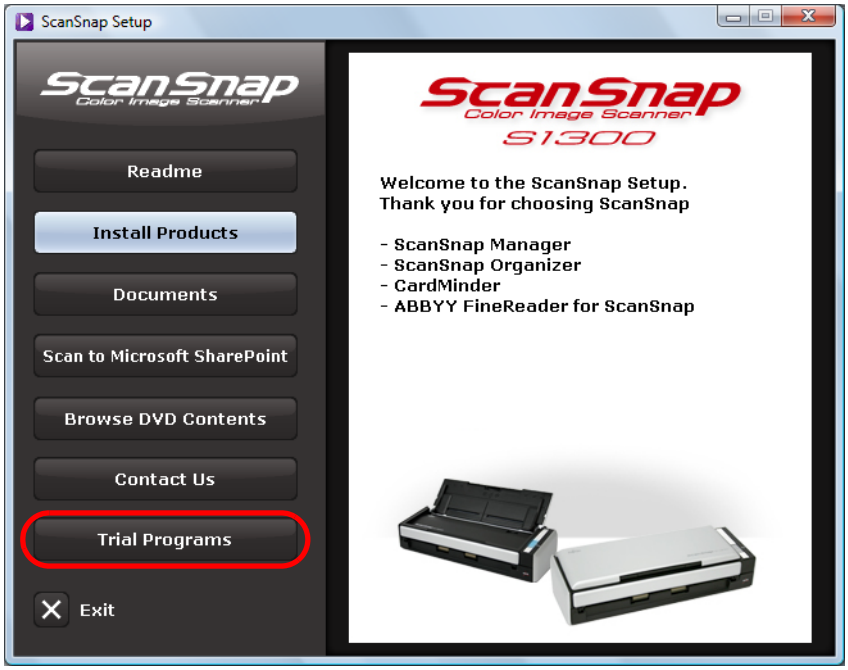
1. Turn on the computer and log on as a user with Administrator privileges.

2. Insert the Setup DVD-ROM into the DVD-ROM drive.

⇨ The [ScanSnap Setup] dialog box appears.

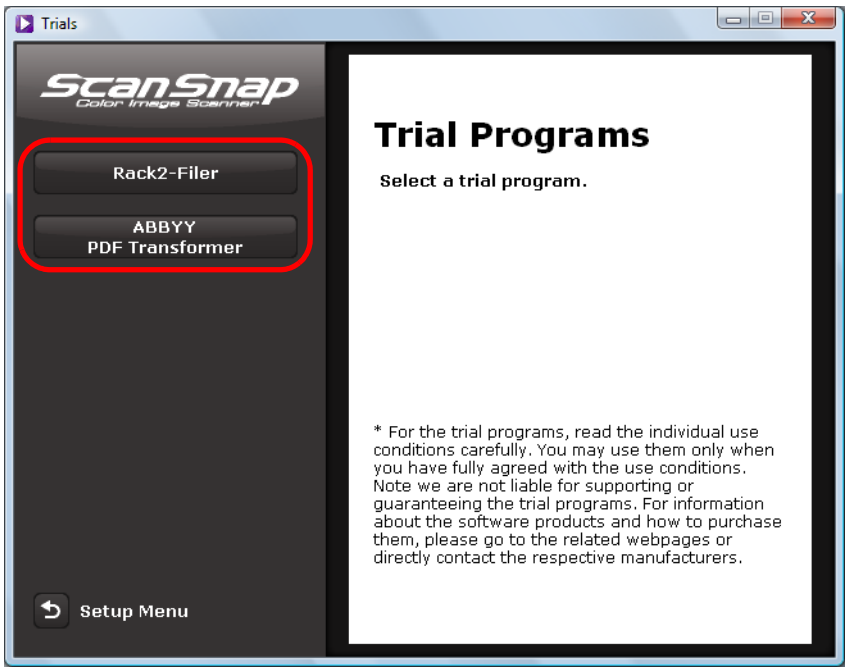
If the [ScanSnap Setup] dialog box does not appear, double-click "ScanSnap.exe" in the DVD-ROM via [Explore] or [My Computer].

3. Click the [Trial Programs] button.



⇨ The [Trials] dialog box appears.

4. Click the button of the trial program you want to install.



⇨ The Setup dialog box for the trial program that you want to install appears.

5. Click the [Install Products] button.

⇨ Installation starts.

6. Follow the instructions on the screen to complete the installation.

- Refer to "Readme" of the trial version for more details about the installation. You can display the "Readme" by clicking the [Readme] button on the trial version setup dialog box.
- For information on how to use trial versions of the software, refer to the software manual. You can display the software manuals by clicking the [Manual] button on the trial version program setup dialog box.

7. Click the [Finish] button when the "InstallShield Wizard Complete" notification dialog box appears.

8. Remove the Setup DVD-ROM from the DVD-ROM drive.

Using the ScanSnap (for Windows Users)

This chapter explains how to perform a scan with the ScanSnap, change or save scan settings, use the ScanSnap in various ways and each ScanSnap function.

ScanSnap Manager Icon and Operations 40

How to Perform a Scan 43

Setting the ScanSnap 53

About Actions 73

Using the ScanSnap in Various Ways 136

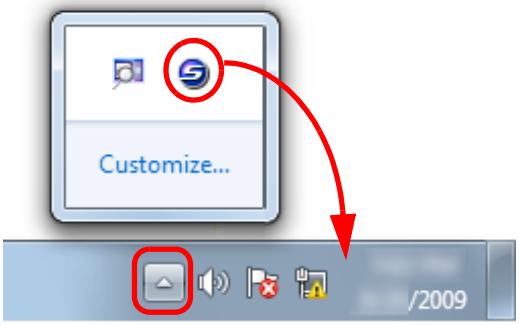
ScanSnap Manager Icon and Operations

All operations on the ScanSnap are managed in ScanSnap Manager.
Normally, the ScanSnap Manager icon is added to the taskbar in the lower right of the Windows desktop. The icon automatically appears on the taskbar when Windows is started up.
The ScanSnap Manager icon also indicates whether or not ScanSnap Manager is successfully communicating with the ScanSnap. The appearance of the icon changes according to the communication status as shown below.
This guide uses examples of power cable connection.

Status	Icon on the Taskbar
Communicating	Power cable connection: USB bus power cable connection:
Not communicating	

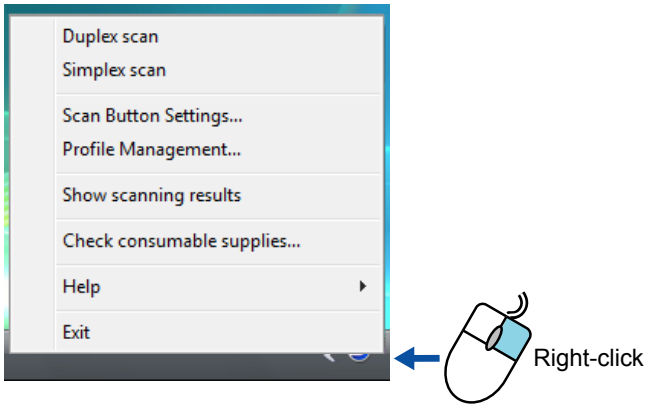
Click this icon to display the menu which you can use to start scanning, change scanning settings, and check the consumables status.

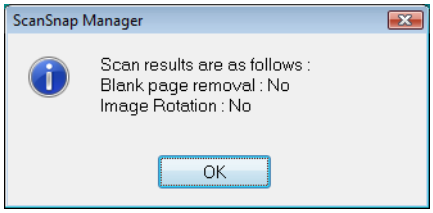
In Windows 7, the ScanSnap Manager icon is displayed in the menu that appears when you click in the taskbar.
To have the ScanSnap Manager icon always displayed in the taskbar, drag the icon and drop it onto the taskbar.



■ Right-Click Menu

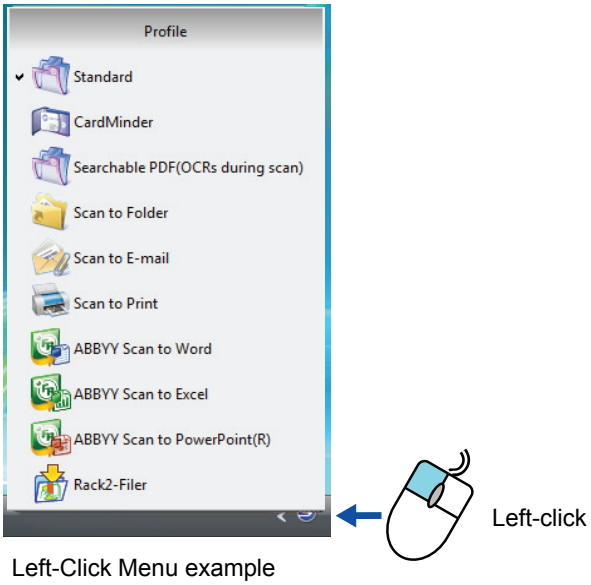
This menu appears when you right-click the ScanSnap Manager icon .



Item	Function
Duplex scan	Scans both sides of the document. Follows [Scan Button Settings] for other settings.
Simplex scan	Scans only one side of the document. Follows [Scan Button Settings] for other settings.
Scan Button Settings	Displays the ScanSnap setup dialog box. You can configure the scan settings in this dialog box when performing a scan. ⇨ "Changing the Scan Settings" (page 53)
Profile Management	Displays the [ScanSnap Manager - Profile Management] dialog box. You cannot select [Profile Management] when the [Use Quick Menu] check box is selected in the ScanSnap setup dialog box. ⇨ "Saving Scan Settings" (page 56)
Show scanning results	After scanning is completed, a message appears to inform you of scan results, whether blank pages are removed or the orientation is changed. 
Check consumable supplies	Displays the [ScanSnap Manager - Check consumable status] dialog box. You can reset the consumable counters after replacing the consumables. ⇨ "Consumables" (page 286)
Help	Displays the [Help], [Version Information], [Online Update] (page 301), and [Preferences] dialog boxes.
Exit	Exits ScanSnap Manager. ⇨ "Finishing ScanSnap Operation" (page 52)

■ Left-Click Menu

This menu appears when you click the ScanSnap Manager icon .
Currently saved profiles are displayed in a list.



Left-Click Menu example

You can switch to the previously saved scan settings by selecting a profile from the Left-Click Menu.
If you are not using the Quick Menu, you can select a profile from the Left-Click Menu.
For details about how to save and manage profiles, refer to "Saving Scan Settings" (page 56).

- Clear the [Use Quick Menu] check box in the ScanSnap setup dialog box to display the Left-Click Menu. The Left-Click Menu does not appear when this check box is selected.
- If you use ScanSnap S1300 on the same computer previously used with ScanSnap models listed below, saved profiles are carried over:
  - ScanSnap S1500/S1500M
  - ScanSnap S510
  - ScanSnap S500
  - ScanSnap S300

How to Perform a Scan

This section explains how to perform scanning with the ScanSnap.

■ Preparation

1. Make sure that the power cable is connected to the ScanSnap properly.

2. Make sure that the ScanSnap is connected to your computer properly.

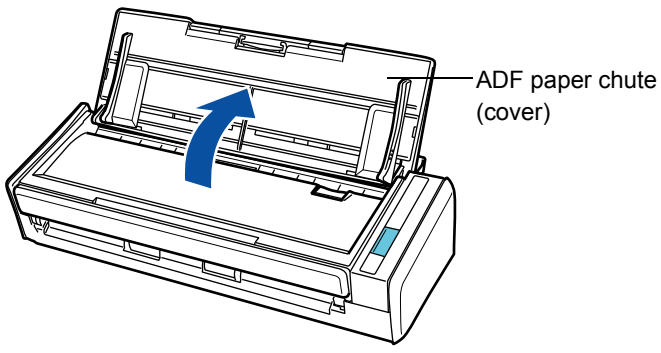
> You can turn the computer on before connecting the ScanSnap.
> There is no need to disconnect and reconnect the ScanSnap if it is already connected to your computer.

3. Turn on the computer.

⇨ The ScanSnap Manager icon appears on the taskbar when Windows starts up.

> In Windows 7, the ScanSnap Manager icon is displayed in the menu that appears when you click in the taskbar.
> For information on how to display the ScanSnap Manager icon in the taskbar, refer to "ScanSnap Manager Icon and Operations" (page 40).

4. Open the ADF paper chute (cover) of the ScanSnap.



⇨ The ScanSnap is turned on and the ScanSnap Manager icon changes from to .

> There may be a slight delay before the ScanSnap Manager icon changes to depending on your computer's performance, operating environment and load such as when there are many programs running at the same time.

■ Using the Quick Menu

The following explains the procedure for scanning by using the Quick Menu.

1. Check for the ScanSnap Manager icon on the taskbar as shown below.

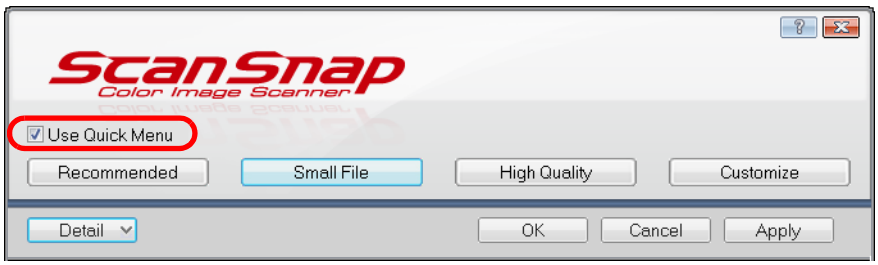
- If the ScanSnap Manager icon is not displayed, select [Start] menu → [All Programs] → [ScanSnap Manager] → [ScanSnap Manager] to start up ScanSnap Manager. Normally, ScanSnap Manager is registered under [Startup] when installed so its icon is displayed on the taskbar when Windows starts.
  When ScanSnap manager is not registered under [Startup], select [Start] menu → [All Programs] → [ScanSnap Manager] → [Startup Register] to register ScanSnap Manager.
- In Windows 7, the ScanSnap Manager icon is displayed in the menu that appears when you click in the taskbar.
  For information on how to display the ScanSnap Manager icon in the taskbar, refer to "ScanSnap Manager Icon and Operations" (page 40)

2. Select [Scan Button Settings] from the Right-Click Menu.

Refer to "Right-Click Menu" (page 41) for more information about the Right-Click Menu.

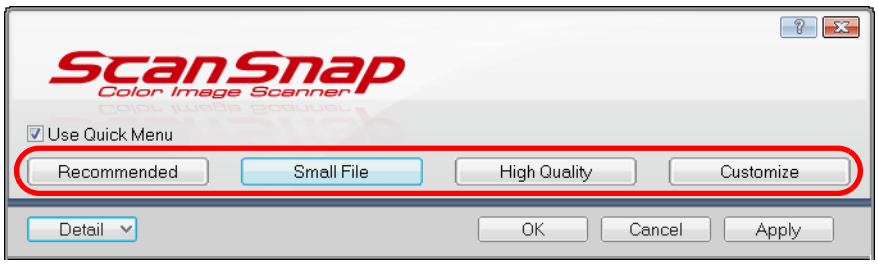
⇨ The ScanSnap setup dialog box is displayed.

3. Select the [Use Quick Menu] check box.



For details about scanning documents without using the Quick Menu, refer to "Without Using the Quick Menu" (page 49).

4. Click one of the profile buttons.



Profile Button	Description
[Recommended] button	Settings are [Auto] for [Image quality] in the [Scanning] tab in the ScanSnap setup dialog box and default for other settings. Use this button when you want to scan standard documents in high quality and business cards in higher quality for better text recognition.
[Small File] button	Settings are [Normal] (Color/Gray: 150 dpi, B&W: 300 dpi) for [Image quality] in the [Scanning] tab in the ScanSnap setup dialog box and default for other settings. It is recommended to select this button when you want to reduce the scanned file size.
[High Quality] button	Settings are [Best] (Color/Gray: 300 dpi, B&W: 600 dpi) for [Image quality] in the [Scanning] tab in the ScanSnap setup dialog box and default for other settings. Use this button when you want to scan documents in high quality.
[Customize] button	Default settings are the same as the [Recommended] settings. Settings can be changed at your choice.

- The [Small File] button is selected in default.
- You cannot change the settings for the [Recommended], [Small File], and [High Quality] buttons. If you change any of these settings, it automatically switches to the [Customize] button.
  For information on how to change scan settings, refer to "Changing the Scan Settings" (page 53).

5. Click the [OK] button to close the ScanSnap setup dialog box.

6. Load the document in the ScanSnap.

For information on how to load documents, refer to "How to Load Documents" (page 28).

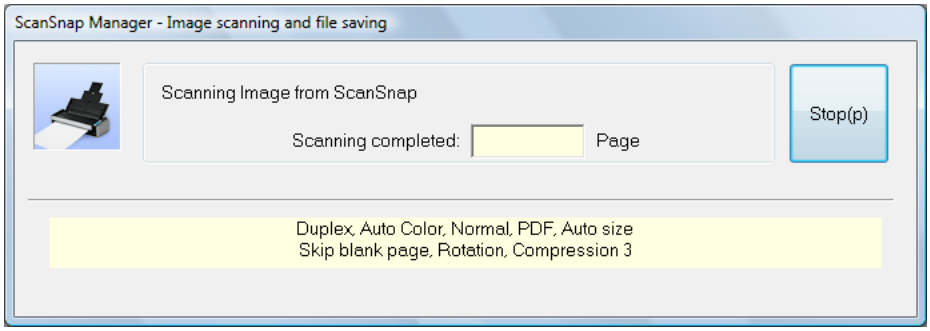
7. Press the [Scan] button on the ScanSnap.

⇨ Scanning starts.

- By default, the [Scan] button setting is set to [Duplex Scan (Double-sided)].
  Note that you can switch the [Scan] button setting to [Simplex Scan (Single-sided)] in ScanSnap Manager. For more details, refer to "Changing the Scan Settings" (page 53).
- You can start scanning from the Right-Click Menu.
  For more details, refer to "Right-Click Menu" (page 41).

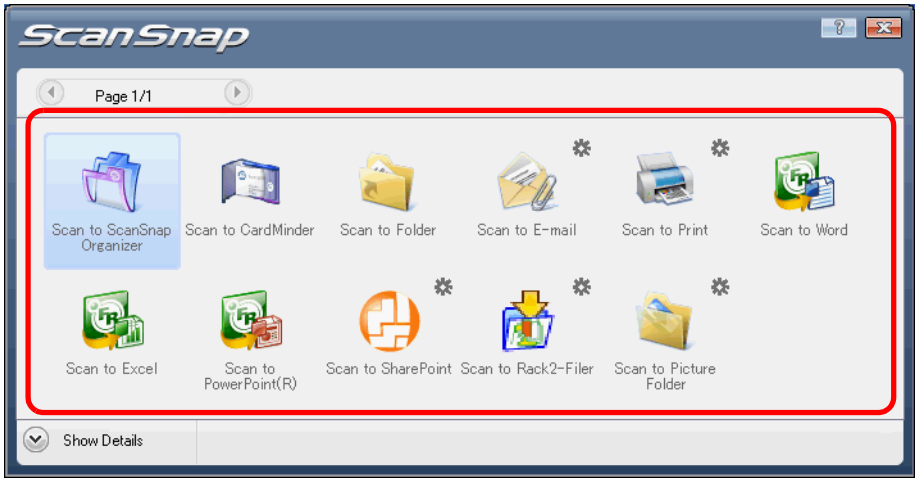
- Do not connect and disconnect the ScanSnap and other USB devices during scanning.
- Do not close the ADF paper chute (cover) during scanning.
- Do not switch users during scanning. Doing so will cancel scanning.

⇨ The [Scan] button on the ScanSnap flashes blue during scanning.
The following dialog box appears to show the scanning process.



⇨ The Quick Menu appears when scanning is completed.

8. From the Quick Menu, click an icon for the item to be performed.



⇨ The corresponding action of the selected item is performed.

Item	Description
Scan to ScanSnap Organizer (*1)	ScanSnap Organizer displays the scan result, and PDF or JPEG files are created from the scanned image data. The files are saved in a folder (on your computer) specified in ScanSnap Organizer. For details about how to operate ScanSnap Organizer, refer to the ScanSnap Organizer User's Guide.

Item	Description
Scan to CardMinder (*2)	Text recognition is performed on the scanned card image data which is then managed in the card database. For information on how to continue the process after you select this item, refer to "Scanning Business Cards" (page 113).
Scan to Folder	PDF or JPEG files are created from the scanned image data and saved in a specified folder (shared folder). For information on how to continue the process after you select this item, refer to "Saving Data in a Specified Folder" (page 74).
Scan to E-mail	PDF or JPEG files are created from the scanned image data, and an e-mail program starts with the PDF or JPEG files attached to an e-mail message. For information on how to continue the process after you select this item, refer to "Attaching Files to E-Mail" (page 82).
Scan to Print	Scanned image data is printed. For information on how to continue the process after you select this item, refer to "Using the ScanSnap as a Copy Machine" (page 92).
Scan to Word (*3)	Text recognition is performed on the scanned image data which is then converted to a Word file. For information on how to continue the process after you select this item, refer to "Converting into Word/Excel/PowerPoint Documents" (page 106).
Scan to Excel (*3)	Text recognition is performed on the scanned image data which is then converted to an Excel file. For information on how to continue the process after you select this item, refer to "Converting into Word/Excel/PowerPoint Documents" (page 106).
Scan to PowerPoint(R) (*3)	Text recognition is performed on the scanned image data which is then converted to a PowerPoint file. For information on how to continue the process after you select this item, refer to "Converting into Word/Excel/PowerPoint Documents" (page 106).
Scan to SharePoint (*4)	Scanned image data is saved in SharePoint or Office Live. For information on how to continue the process after you select this item, refer to "Saving Data in SharePoint" (page 120).
Scan to Rack2-Filer (*5)	Creates a PDF file from the scanned image data and saves the file in a Rack2-Filer binder. For information on how to continue the process after you select this item, refer to "Saving to Rack2-Filer" (page 130).
Scan to Picture Folder	Scanned image data is saved in the pictures folder. For information on how to continue the process after you select this item, refer to "Saving Files to Picture Folder" (page 99).

*1 : Only displayed when ScanSnap Organizer is installed.
*2 : Only displayed when CardMinder is installed.
*3 : Only displayed when ABBYY FineReader for ScanSnap is installed.
*4 : Only displayed when Scan to Microsoft SharePoint is installed.
*5 : Only displayed when Rack2-Filer trial version (bundled with the ScanSnap) or Rack2-Filer (V5.0 or later recommended) (bundled model or sold separately) is installed.

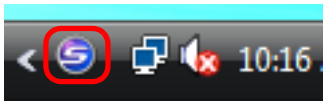
- Before scanning documents of printed or handwritten text, select the [Scanning] tab → [Option] button → [Setting for text only document] check box from the ScanSnap setup dialog box. For information on how to change scan settings, refer to "Changing the Scan Settings" (page 53).
- The output image may slightly differ from the original document in size.
- When either ScanSnap Organizer, CardMinder, Rack2-Filer trial version (bundled with the ScanSnap), or Rack2-Filer (V5.0 or later recommended) (bundled model or sold separately) starts up and becomes active, ScanSnap Manager automatically links with the active application, the settings of which are used for scanning. Automatic linkage is disabled when the application is not active or when you exit the application.
  For information on automatic linkage, refer to "Automatic Linkage with Applications" (page 66).

- Scanning cannot be performed when the Quick Menu is displayed. Either select an item from the Quick Menu and finish the process, or close the Quick Menu before you perform the next scan.
- Do not move, delete, or rename the scanned image data in other applications while the Quick Menu is displayed.

■ Without Using the Quick Menu

The following explains the procedure for scanning without using the Quick Menu.

1. Check that the ScanSnap Manager icon is on the taskbar.



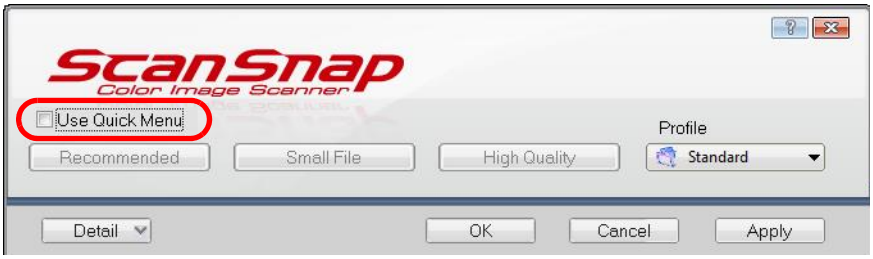
- If the ScanSnap Manager icon is not displayed, select [Start] menu → [All Programs] → [ScanSnap Manager] → [ScanSnap Manager] to start up ScanSnap Manager. Normally, ScanSnap Manager is registered under [Startup] when installed so its icon is displayed on the taskbar when Windows starts.
  If ScanSnap manager is not registered under [Startup], select [Start] menu → [All Programs] → [ScanSnap Manager] → [Startup Register] to register ScanSnap Manager.
- In Windows 7, the ScanSnap Manager icon is displayed in the menu that appears when you click in the taskbar.
  For information on how to display the ScanSnap Manager icon in the taskbar, refer to "ScanSnap Manager Icon and Operations" (page 40).

2. Select [Scan Button Settings] from the Right-Click Menu.

Refer to "Right-Click Menu" (page 41) for more information about the Right-Click Menu.

⇨ The ScanSnap setup dialog box is displayed.

3. Clear the [Use Quick Menu] check box.

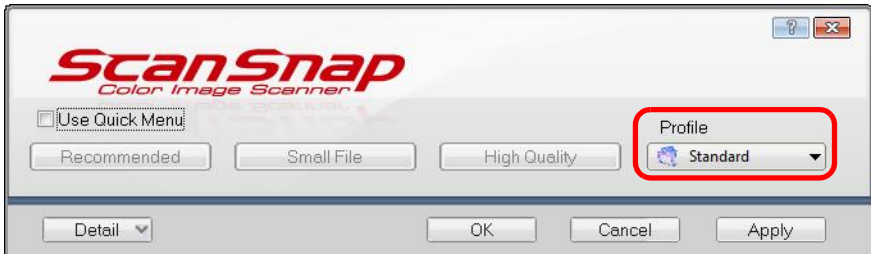


When the [Use Quick Menu] check box is selected, you cannot specify an action to be executed after scanning or an application to link with.
Refer to "Using the Quick Menu" (page 44) to select an action from the Quick Menu after documents are scanned.

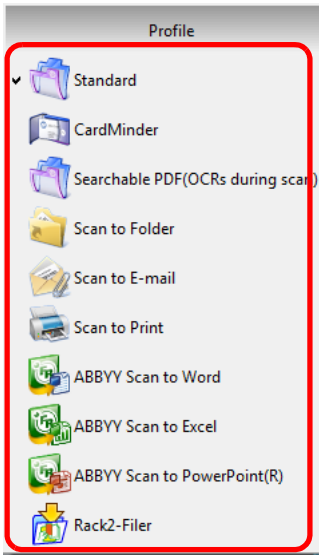
4. Select a profile to be executed after scanning.

Select a profile by either of the following:

- [Profile] drop-down list in the ScanSnap setup dialog box.



- Left-Click menu



5. Load the document in the ScanSnap.

For information on how to load documents, refer to "How to Load Documents" (page 28).

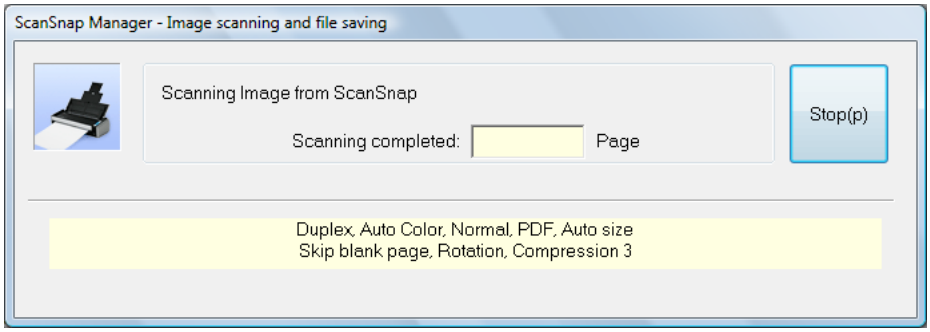
6. Press the [Scan] button on the ScanSnap.

⇨ Scanning starts.

- By default, the [Scan] button setting is set to [Duplex Scan (Double-sided)].
  Note that you can switch the [Scan] button setting to [Simplex Scan (Single-sided)] in ScanSnap Manager. For more details, refer to "Changing the Scan Settings" (page 53).
- You can alo start the scanning from the Right-Click Menu.
  For more details, refer to "Right-Click Menu" (page 41).

- Do not connect and disconnect the ScanSnap and other USB devices during scanning.
- Do not close the ADF paper chute (cover) during scanning.
- Do not switch users during scanning. Doing so will cancel scanning.

⇨ The [Scan] button on the ScanSnap flashes blue during scanning.
The following dialog box appears to show the scanning progress.



⇨ When scanning is completed, the corresponding action of the selected profile is performed.

- By default, documents are scanned with the following settings: [Image quality: Normal], [Color mode: Auto Color Detection], [Scanning side: Duplex Scan].
  For information on how to change scan settings, refer to "Changing the Scan Settings" (page 53).
- Before scanning documents of printed or handwritten text, select the [Scanning] tab → [Option] button → [Setting for text only document] check box from the ScanSnap setup dialog box.
- The application that starts after scanning varies depending on what is selected in the [Application] tab in the ScanSnap setup dialog box. For details, refer to the ScanSnap Manager Help.
- The output image may slightly differ from the original document in size.
- When either ScanSnap Organizer, CardMinder, Rack2-Filer trial version (bundled with the ScanSnap) or Rack2-Filer (V5.0 or later recommended) (bundled model or sold separately) starts up and becomes active, ScanSnap Manager automatically links with the active application, the settings of which are used for scanning. Automatic linkage is disabled when the application is not active or when you exit the application.
  For information on automatic linkage, refer to "Automatic Linkage with Applications" (page 66).

■ Finishing ScanSnap Operation

Exiting ScanSnap Manager

Select [Exit] from the Right-Click Menu.

Normally, you do not have to exit ScanSnap Manager.

You cannot use the ScanSnap after exiting ScanSnap Manager.
Select [Start] menu → [All Programs] → [ScanSnap Manager] → [ScanSnap Manager] to start up ScanSnap Manager when you want to use the ScanSnap.

Disconnecting the ScanSnap

1. Close the ADF paper chute (cover) to turn off the ScanSnap.

⇨ The ScanSnap Manager icon on the taskbar changes from to .

2. Disconnect the USB cable from your computer.

3. Disconnect the power cable or the USB bus power cable from the AC outlet or the computer.

The ScanSnap is turned on/off in conjunction with the computer or opening/closing of the ADF paper chute (cover). Therefore, you do not have to worry about turning the power on/off as long as the ScanSnap is connected to a computer.

Setting the ScanSnap

This section explains how to change and save scan settings, automatic linkage with applications, and dialog boxes displayed during scanning.

■ Changing the Scan Settings

Use the Right-Click Menu to change scan settings for ScanSnap.
The following explains how to change the settings.

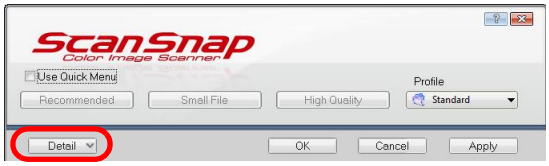
1. Open the ScanSnap setup dialog box.

Select [Scan Button Settings] from the Right-Click Menu.
Refer to "Right-Click Menu" (page 41) for more information about the Right-Click Menu.
⇨ The ScanSnap setup dialog box is displayed.

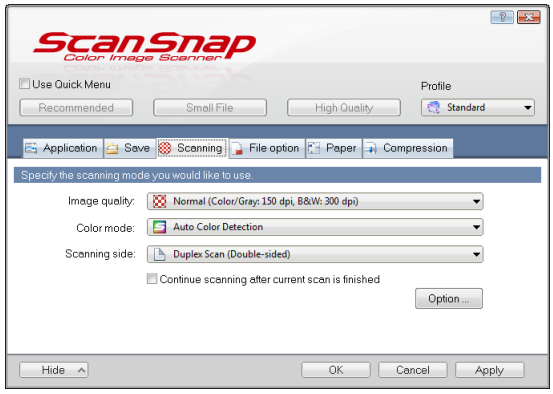
You can display ScanSnap setup dialog box by the following ways:
- Double-click the ScanSnap Manager icon .
- Press [Ctrl], [Shift], and [Space] keys simultaneously.

2. Click the [Detail] button to switch to the detail view mode.

Outline view



Detail view



The ScanSnap setup dialog box retains the display status from the last time the ScanSnap was used. For example, if it was closed in detail view mode, the dialog box is displayed in detail mode next time you open it.

3. Change the scan settings in each tab in the ScanSnap setup dialog box.

The following items can be changed in each tab:
For details, refer to the ScanSnap Manager Help.

- [Application] tab
  - Application to be used with the ScanSnap
- [Save] tab
  - Folder in which scanned image data is saved
  - File name used for saving the scanned image data
- [Scanning] tab
  - Scanning
    (Which image quality to scan with, use color, gray or black & white, simplex or duplex modes for scanning, enable or disable [Setting for text only document], [Allow automatic blank page removal], [Correct skewed character strings automatically], [Allow automatic image rotation], [Set the document with its face up], and [Continue scanning after current scan is finished].)
- [File option] tab
  - File format of the scanned image data (*.pdf, *.jpg)
  - Whether to perform text recognition on a marked character string in the scanned image data and set the character string as a keyword for the PDF file
    (Whether to perform text recognition only on the first marked section or all marked sections to be added as keywords, and in which language to perform text recognition.)
  - Whether to perform text recognition on character strings in the scanned image data to convert the file to a searchable PDF file
    (Whether to convert all pages or the first page only, and in which language to perform text recognition.)
  - Whether to include all scanned image data in a single PDF file, or create PDF files, each of which including a preset number of pages
  - Whether to password-protect the created PDF files
- [Paper] tab
  - Paper size of documents
    (paper size selection)
  - Whether to detect multifeed
- [Compression] tab
  - File size of the scanned image data (compression rate)

Scan settings vary depending on the scanning method.
For information on items that can be set, refer to "Setting Items With/Without the Quick Menu" (page 311).

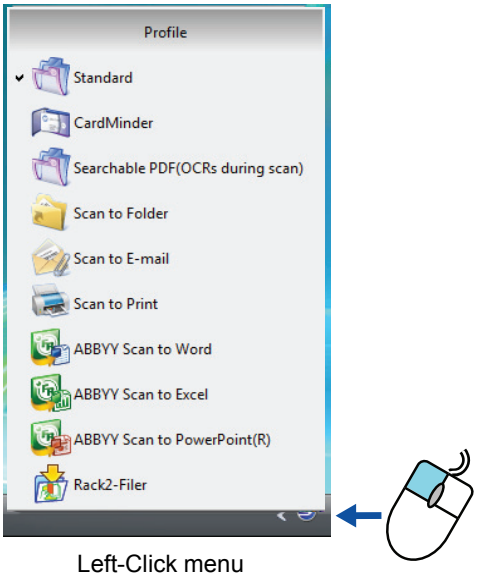
4. Click the [OK] or [Apply] button.

⇨ Scan settings are changed.

If you press the [Scan] button on the ScanSnap while the ScanSnap setup dialog box is displayed, the ScanSnap setup dialog box closes and scanning starts. Changes made up to this point are saved and documents are scanned by these settings.
Note that when other dialog boxes are open, scanning does not start even if you press the [Scan] button on the ScanSnap.

■ Saving Scan Settings

You can save up to 20 sets of pre-defined settings called profiles in the Left-Click Menu. You can easily retrieve and use the saved profiles by simply clicking the ScanSnap Manager icon .



Left-Click menu

Once the frequently used scan settings are saved as profiles, you do not have to open the ScanSnap setup dialog box to change settings every time you perform scanning. You can easily switch to an appropriate profile you want by just clicking on it.

The description here applies only when the Quick Menu is not used.
Only one profile can be saved when scanning with the Quick Menu. For information on how to change scan settings, refer to "Changing the Scan Settings" (page 53).

The procedure is as follows:

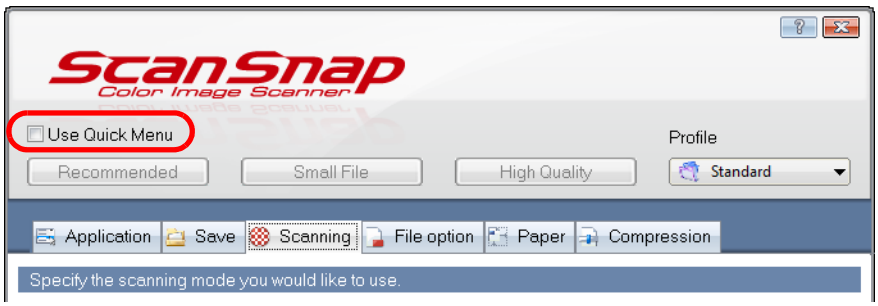
Saving Profiles

1. Select [Scan Button Settings] from the Right-Click Menu.

Refer to "Right-Click Menu" (page 41) for more information about the Right-Click Menu.

⇨ The ScanSnap setup dialog box appears.

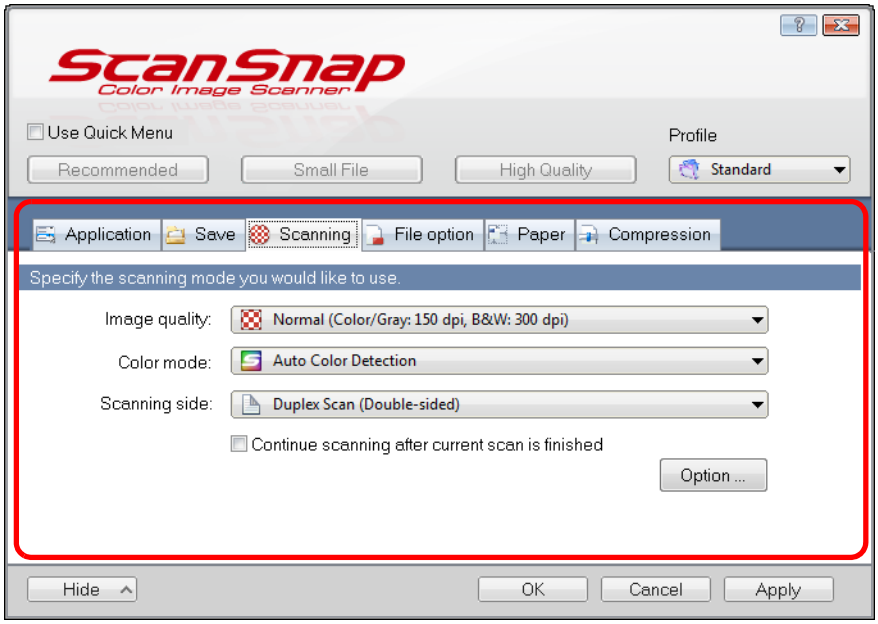
2. Clear the [Use Quick Menu] check box.



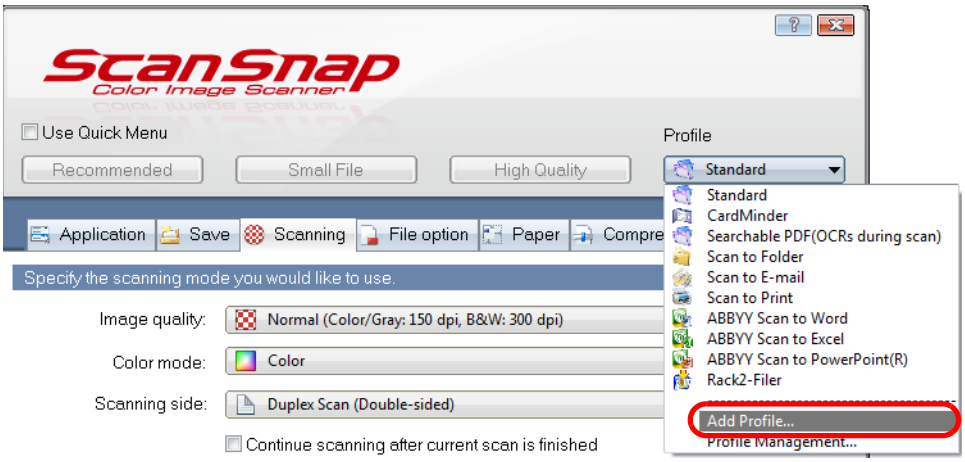
This function is not available when the [Use Quick Menu] check box is selected.

3. Change the scan settings in each tab in the ScanSnap setup dialog box.

For details about each tab, refer to the ScanSnap Manager Help.

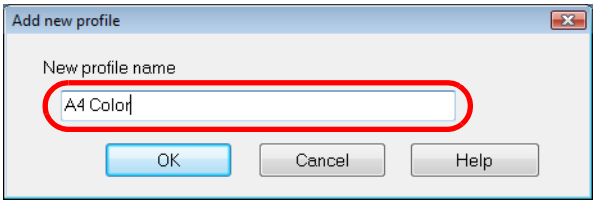


4. Select [Add Profile] from the [Profile] drop-down list.

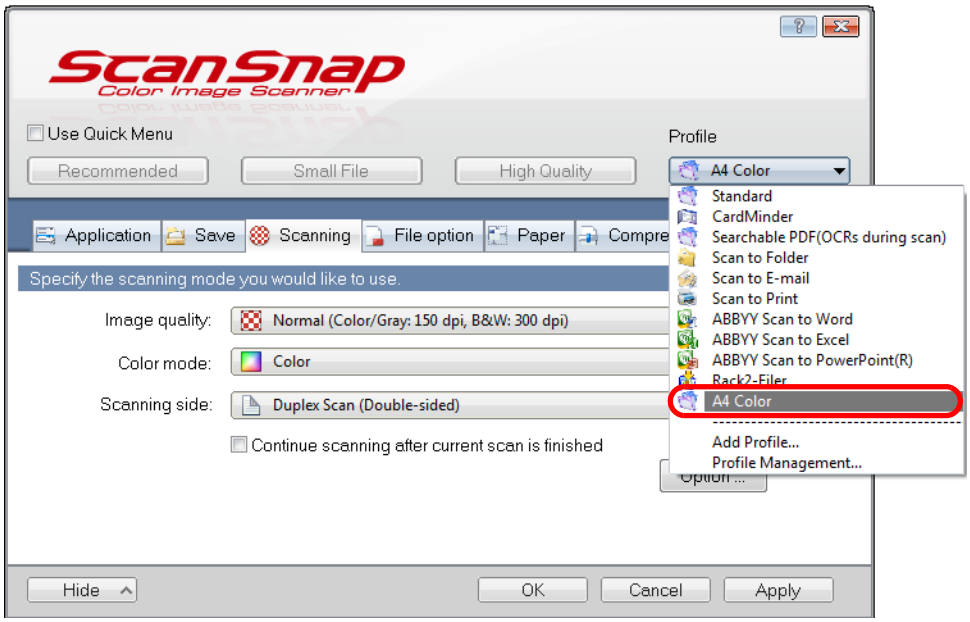


⇨ The [Add new profile] dialog box appears.

5. Type in a new profile name and click the [OK] button.



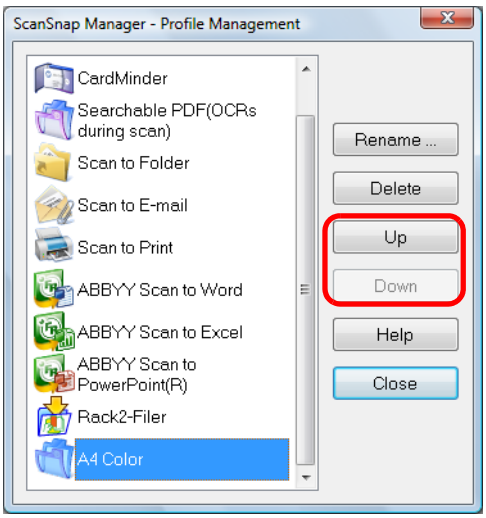
⇨ The new profile name appears in the [Profile] drop-down list.



6. Click the [OK] button to close the ScanSnap setup dialog box.

⇨ The new profile is saved.

- Up to 20 profiles can be saved including the [Standard] profile.
- You can change the displayed order of profiles except for the [Standard] profile.
  1. Select [Profile Management] from the [Profile] drop-down list in the ScanSnap setup dialog box or from the Right-Click Menu.
     ⇨ The [ScanSnap Manager-Profile Management] dialog box appears.
  2. Select a profile from the list to arrange profiles in a different order.
  3. Click the [Up] or [Down] button to move the profile.



  4. Click the [Close] button.

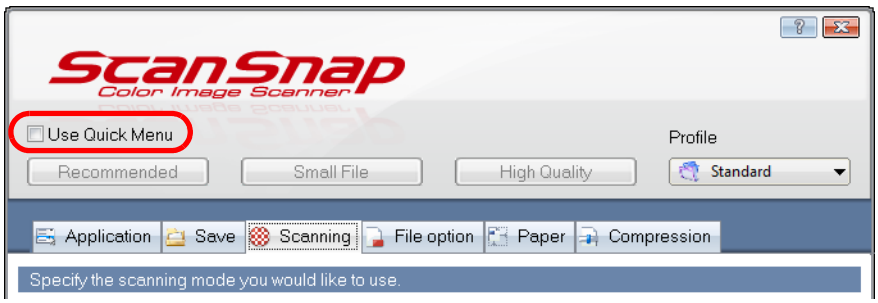
Changing Settings for Saved Profiles

1. Select [Scan Button Settings] from the Right-Click Menu.

Refer to "Right-Click Menu" (page 41) for more information about the Right-Click Menu.

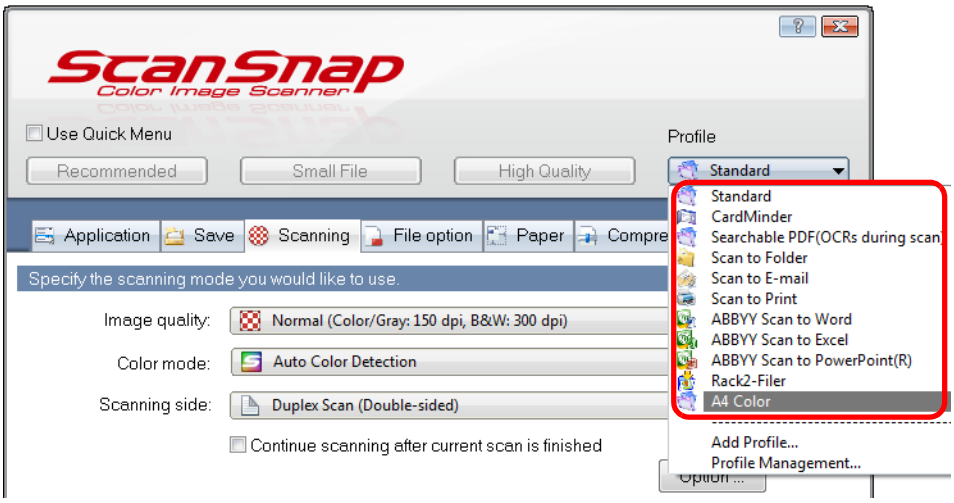
⇨ The ScanSnap setup dialog box appears.

2. Clear the [Use Quick Menu] check box.



This function is not available when the [Use Quick Menu] check box is selected.

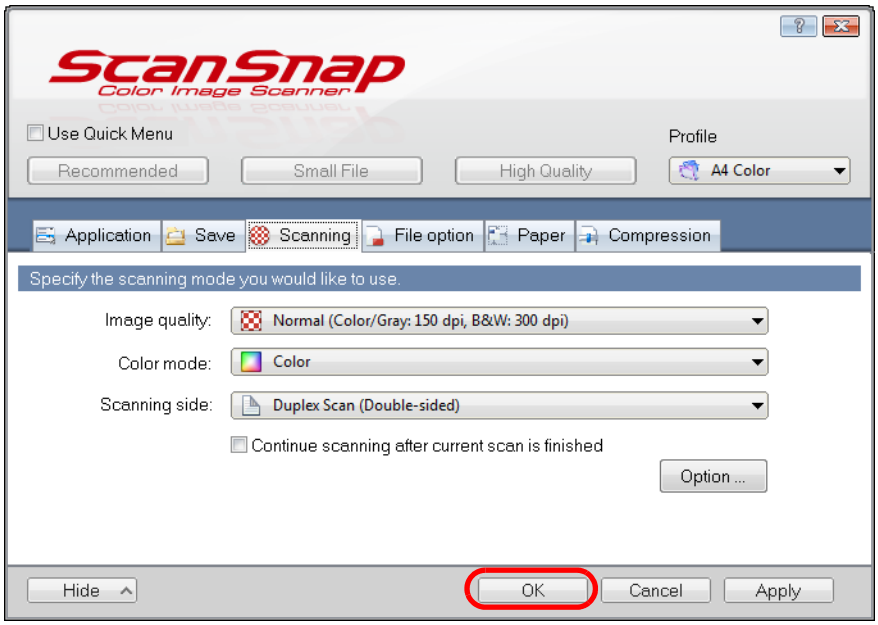
3. Select the profile you want to change from the [Profile] drop-down list.



4. Change the scan settings in each tab in the ScanSnap setup dialog box.

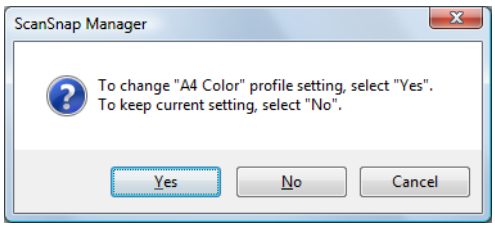
For details about each tab, refer to the ScanSnap Manager Help.

5. When you finish changing the settings for the selected profile, click the [OK] button.



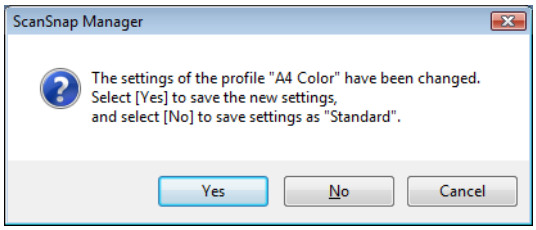
⇨ A confirmation message appears asking if you want to overwrite the current profile settings.

If you select another profile from the [Profile] drop-down list before clicking the [OK] button, the following message appears.



When you click the [Yes] button, the modified settings are overwritten and the profile switches to the one you selected from the [Profile] drop-down list.
When you click the [No] button, the modified settings are canceled and the profile switches to the one you selected from the [Profile] drop-down list.

6. To overwrite the profile, click the [Yes] button. To save the settings as "Standard", click the [No] button.



The confirmation message does not appear when the [Standard] profile is selected in Step 3.

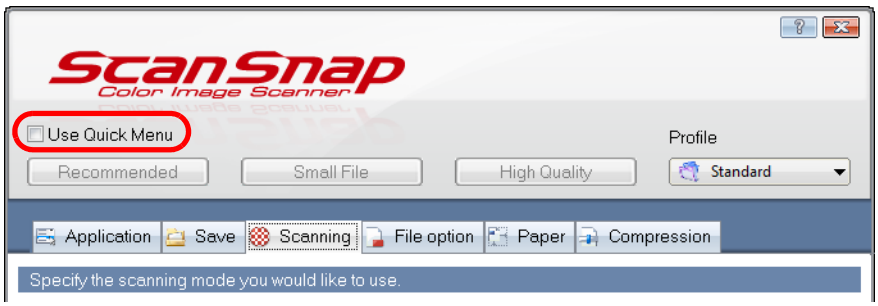
Renaming Profiles

1. Select [Scan Button Settings] from the Right-Click Menu.

Refer to "Right-Click Menu" (page 41) for more information about the Right-Click Menu.

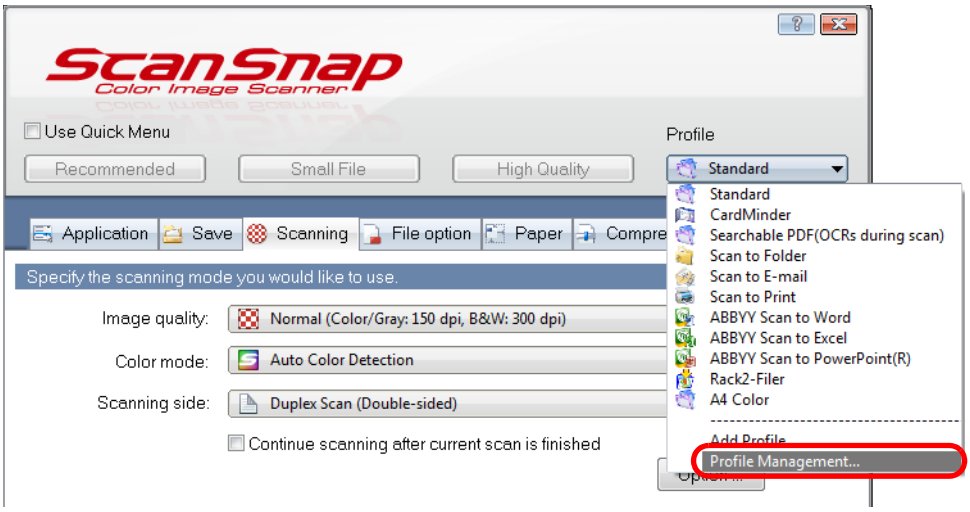
⇨ The ScanSnap setup dialog box appears.

2. Clear the [Use Quick Menu] check box.



This function is not available when the [Use Quick Menu] check box is selected.

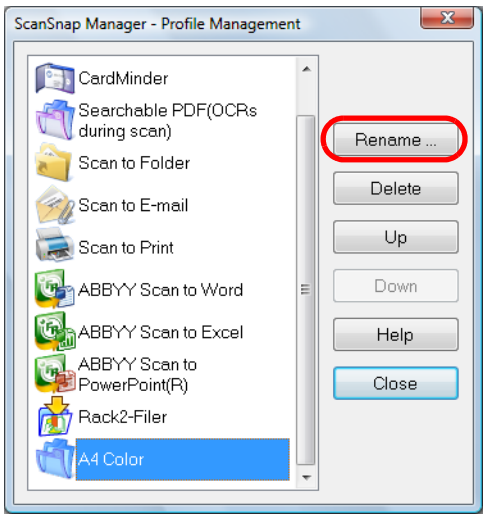
3. Select [Profile Management] from the [Profile] drop-down list.



⇨ The [ScanSnap Manager - Profile Management] dialog box appears.

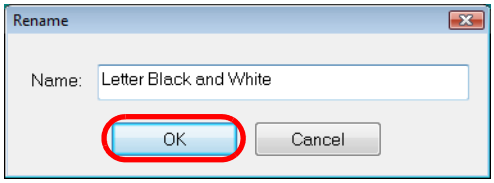
You can also display the [ScanSnap Manager - Profile Management] dialog box by selecting [Profile Management] from the Right-Click Menu.
Refer to "Right-Click Menu" (page 41) for more information about the Right-Click Menu.

4. Select the profile you want to rename, and click the [Rename] button.

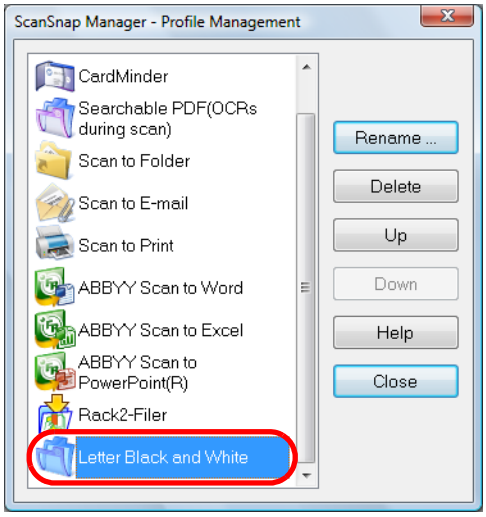


⇨ The [Rename] dialog box appears.

5. Type in a new name, and click the [OK] button.



⇨ The profile is renamed.



6. Click the [Close] button to close the [ScanSnap Manager- Profile Management] dialog box.

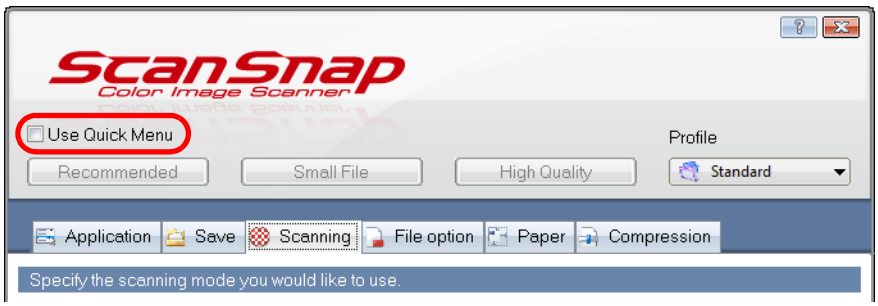
Deleting Profiles

1. Select [Scan Button Settings] from the Right-Click Menu.

Refer to "Right-Click Menu" (page 41) for more information about the Right-Click Menu.

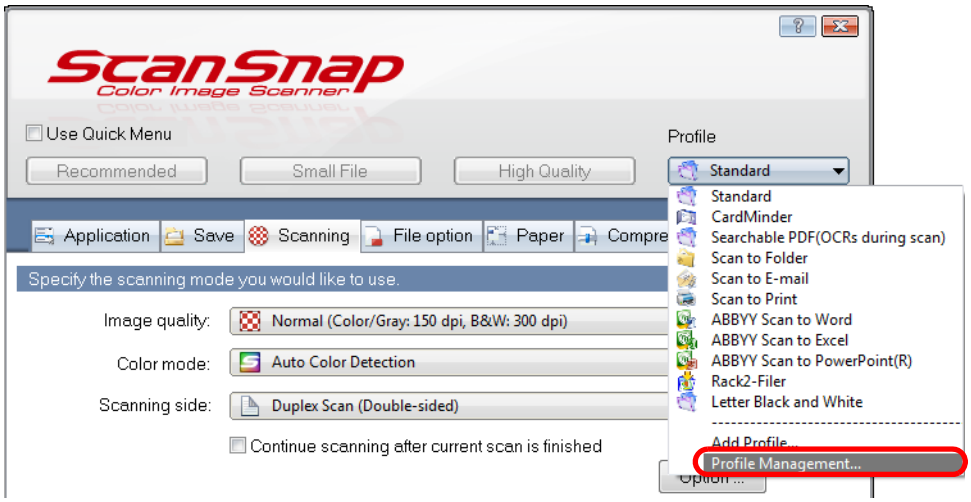
⇨ The ScanSnap setup dialog box appears.

2. Clear the [Use Quick Menu] check box.



This function is not available when the [Use Quick Menu] check box is selected.

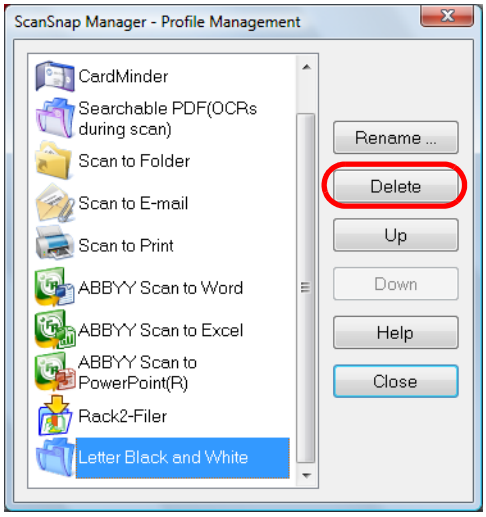
3. Select [Profile Management] from the [Profile] drop-down list.



You can also display the [ScanSnap Manager - Profile Management] dialog box by selecting [Profile Management] from the Right-Click Menu.
Refer to "Right-Click Menu" (page 41) for more information about the Right-Click Menu.

⇨ The [ScanSnap Manager - Profile Management] dialog box appears.

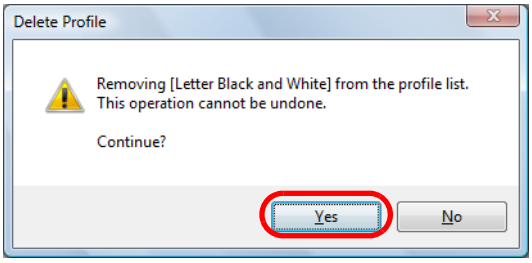
4. Select the profile you want to delete from the list and click the [Delete] button.



The [Standard] profile cannot be deleted.

⇨ The [Delete Profile] dialog box appears.

5. Click the [Yes] button.



⇨ The selected profile is deleted.

6. Click the [Close] button to close the [ScanSnap Manager- Profile Management] dialog box.

■ Automatic Linkage with Applications

ScanSnap Organizer, CardMinder, Rack2-Filer trial version (bundled with the ScanSnap), and Rack2-Filer (V5.0 or later recommended) (bundled model or sold separately) automatically link with the ScanSnap upon startup.

Automatic Linkage Mode

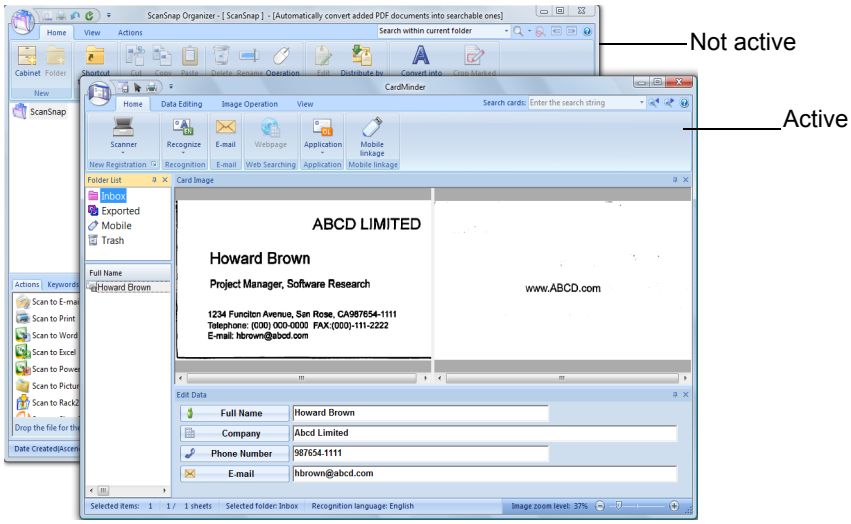
There are two modes for automatic linkage.

- **Link when one of the above applications is active (recommended)**

  When ScanSnap Organizer, CardMinder or Rack2-Filer becomes active (with the application's dialog box brought to front and selected in taskbar), performing a scan by pressing the [Scan] button automatically starts the linkage between ScanSnap Manager and the active application in which the scan result is displayed.

  Even when the ScanSnap is in Quick Menu mode, ScanSnap Manager automatically links with the active application in which the scan result is displayed without the Quick Menu appearing after scanning.

  The interaction between the application and ScanSnap Manager ends once the application is no longer active.



The example above shows ScanSnap Manager automatically linking with CardMinder when CardMinder dialog box is in front (active).

●Always link when one of the above applications is running

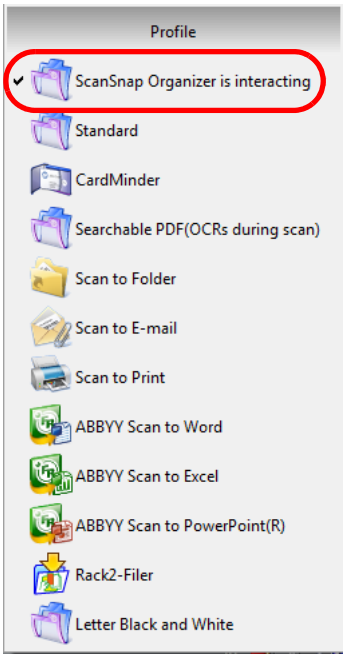
When ScanSnap Organizer, CardMinder, or Rack2-Filer is started, the application specified for [Application] in the ScanSnap dialog box automatically switches to the running application. In this case, when you perform a scan by pressing the [Scan] button, ScanSnap Manager automatically links with the active application in which the scan result is displayed.

Even when the ScanSnap is in Quick Menu mode, ScanSnap Manager automatically links with the active application in which the scan result is displayed without the Quick Menu appearing after scanning.

The interaction continues until you exit the application.

When more than one application is running at the same time, priority will be given in the following order: CardMinder, ScanSnap Organizer, and Rack2-Filer.

When the Quick Menu is disabled, the name of the interacting application on the Left-Click Menu is followed by "is interacting".



When ScanSnap Organizer is automatically interacting with ScanSnap Manager

Changing Automatic Linkage Mode

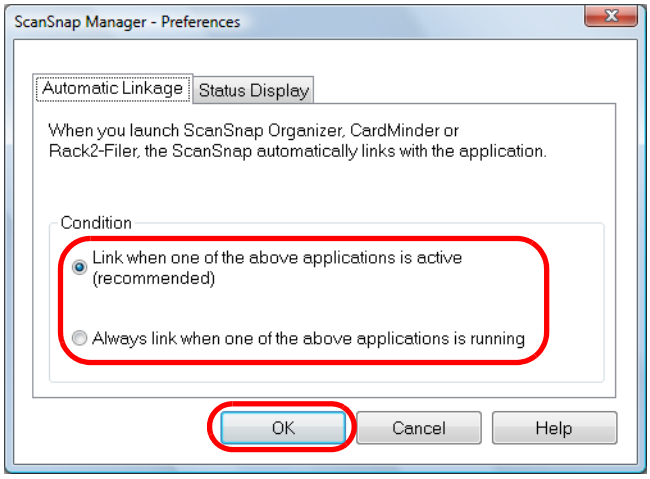
Follow the procedure below to change automatic linkage mode options.

1. Select [Help] → [Preferences] from the Right-Click Menu.

Refer to "Right-Click Menu" (page 41) for more information about the Right-Click Menu.

⇨ The [ScanSnap Manager - Preferences] dialog box appears.

2. In the [Automatic Linkage] tab, select the automatic linkage mode and click the [OK] button.



●Link when one of the above applications is active (recommended)

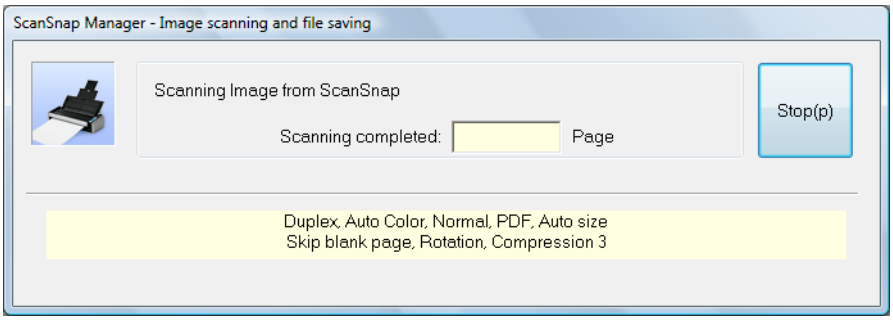
When ScanSnap Organizer, CardMinder, or Rack2-Filer becomes active, with the application's dialog box brought to front and selected in taskbar, the active application automatically starts interacting with ScanSnap Manager.

●Always link when one of the above applications is running

When ScanSnap Organizer, CardMinder, or Rack2-Filer is running, the application specified for [Application] in the ScanSnap dialog box automatically switches to the running application.

■ Showing the Scanning Progress Status

When scanning starts, the [ScanSnap Manager - Image scanning and file saving] dialog box appears on the computer screen.
This dialog box shows the current processing status, the number of pages that has been saved to file, and summary of the current settings for scanning. Also, you can stop scanning by clicking the [Stop] button.



The [ScanSnap Manager - Image scanning and file saving] dialog box automatically closes after saving the image data of the last page scanned.

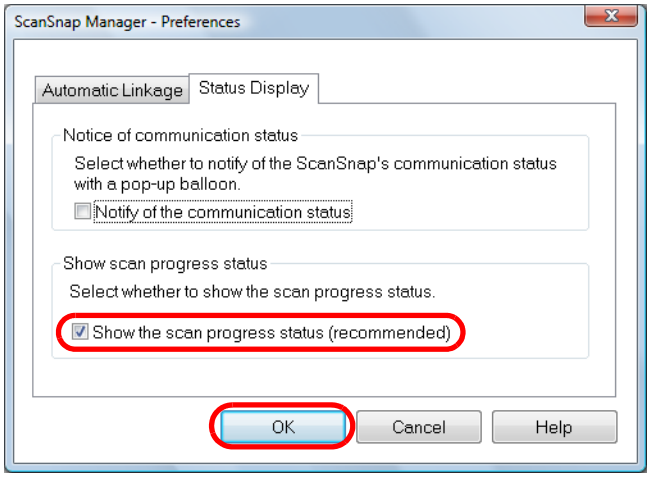
Hiding the Scanning Progress Status

You can change the settings to hide the [ScanSnap Manager - Image scanning and file saving] dialog box by following the procedure below.

1. Select [Help] → [Preferences] from the Right-Click Menu.

Refer to "Right-Click Menu" (page 41) for more information about the Right-Click Menu.
⇨ The [ScanSnap Manager - Preferences] dialog box appears.

2. In the [Status Display] tab, clear the [Show the scan progress status (recommended)] check box and click the [OK] button.



⇨ The [ScanSnap Manager - Image scanning and file saving] dialog box is hidden from next scanning on.

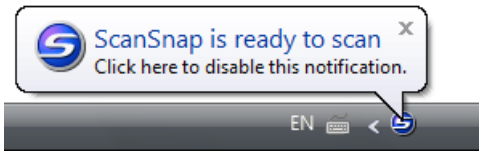
When the scanning progress status dialog box is hidden, the ScanSnap Manager icon alternates between (for USB bus powered connection) and .

■ About the ScanSnap's Communication Status

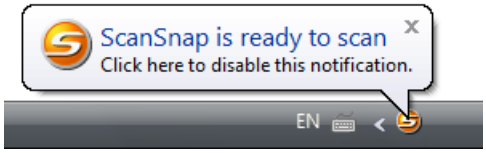
If you turn the ScanSnap ON/OFF when ScanSnap Manager is running, the pop-up balloon appearing from the taskbar icon notifies you of the communication status of the ScanSnap.

●When the ScanSnap is on

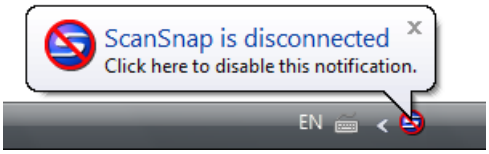
Power cable connection



USB bus power cable connection



●When the ScanSnap is turned off



You can disable notifications of the ScanSnap's communication status by clicking the pop-up balloon. For more information on how to disable the notifications, refer to Step 2. of "Receiving or hiding the ScanSnap's communication status notifications" (page 71).
In Windows 2000, you cannot disable this notification by clicking the pop-up balloon.

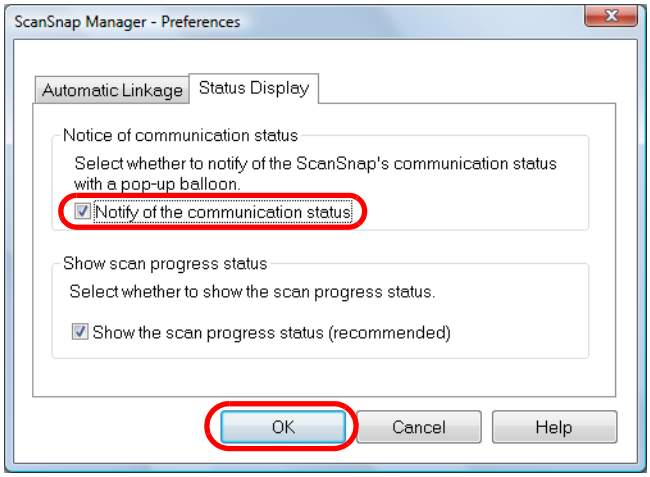
Receiving or hiding the ScanSnap's communication status notifications

You can specify whether or not to receive notifications of the ScanSnap's communication status with a pop-up balloon.
Configure the setting following the procedure below.

1. Select [Help] → [Preferences] from the Right-Click Menu.

Refer to "Right-Click Menu" (page 41) for more information about the Right-Click Menu.
⇨ The [ScanSnap Manager - Preferences] dialog box appears.

2. In the [Status Display] tab, either select or clear the [Notify of the communication status] check box and click the [OK] button.



⇨ When you select the [Notify of the communication status] check box, you will be notified of the communication status in conjunction with the ScanSnap being turned ON/OFF.

⇨ When you clear the [Notify of the communication status] check box, you will not be notified of the communication status.

About Actions

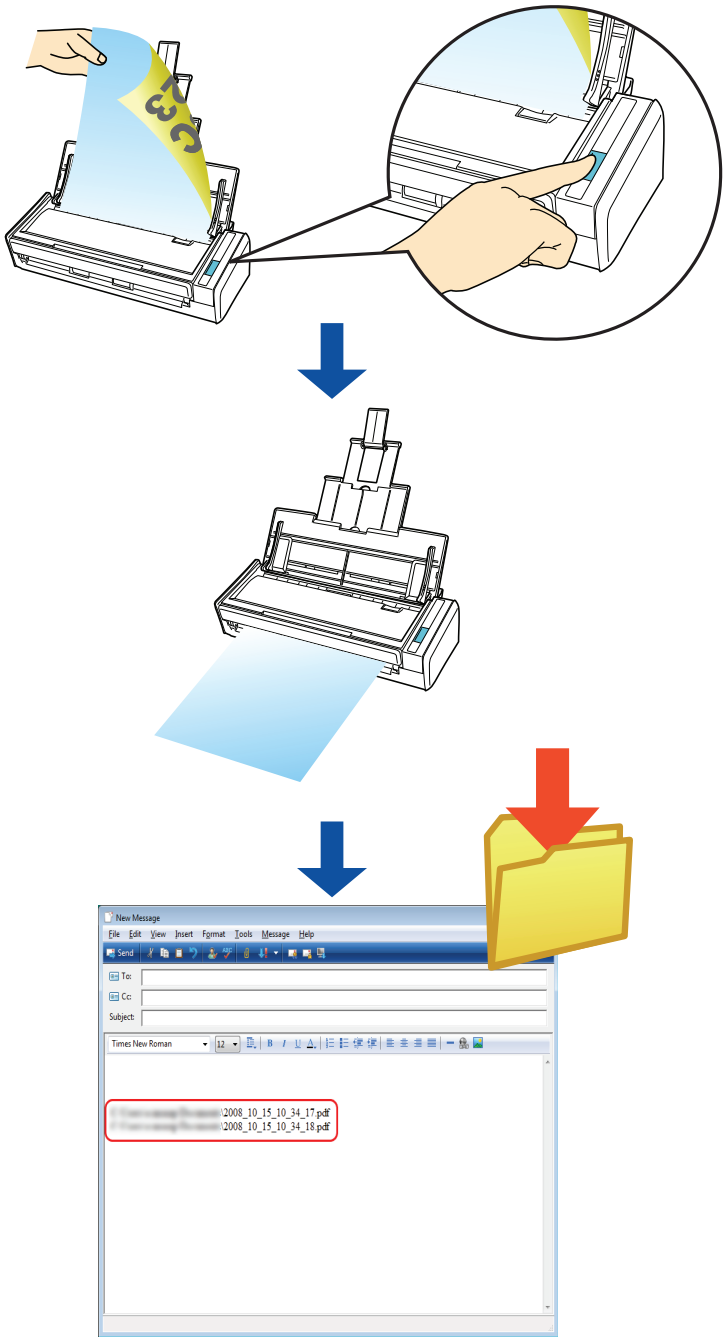
The ScanSnap keeps the frequently-used functions available as Actions to help with your office work.
Actions allow you to:

- **Share the scanned document files with others.**
  You can save scanned image data directly in a shared folder on a network upon scanning. In addition, you can inform others of the destination folder path by an e-mail message automatically created with the path stated.
- **Send document files to participants of a meeting via e-mail.**
  Simply press the [Scan] button to quickly send an e-mail message with the document files attached.
- **Use a printer rather than a copy machine to make copies of documents.**
  Simply press the [Scan] button to print the documents with a printer.
- **Convert catalogs and pamphlets into digital data and save them.**
  Simply press the [Scan] button to save the catalogs and pamphlets converted into digital data directly in pictures folder.
- **Quote text from your paper documents when you do not want to type it.**
  Simply press the [Scan] button, and you can get the scanned image data text recognized and converted into a Word, Excel, or PowerPoint document.
- **File and organize a large number of business cards.**
  Simply press the [Scan] button, and you can manage business cards with CardMinder.
- **Share the scanned document files through linkage with SharePoint.**
  Simply press the [Scan] button, and you can save the scanned image data in SharePoint and Office Live.
- **Convert your paper documents into digital data to conveniently manage and organize them.**
  Simply press the [Scan] button, and you can save the scanned data directly in Rack2-Filer to manage and organize it.

The following are explanations on how to use Actions.

■ Saving Data in a Specified Folder

This section explains how to save the scanned image data in a shared folder. By using this action, you can save the scanned image data in a folder on the network to share information among others. In addition, you can inform others of the destination folder path by an e-mail message automatically created with the path stated.



The application configured in Internet Explorer is used as the e-mail program.
The e-mail program may not properly link to the ScanSnap even it is the e-mail program set in Internet Explorer. In this case, contact the manufacturer of the e-mail software.

Windows 7/Windows Vista

1. In Internet Explorer, select the [Tools] menu → [Internet Options] → the [Programs] tab → the [Set programs] button → [Set your default programs].
   ⇨ The [Set default programs] dialog box appears.
2. Select an e-mail program you want to use from [Programs].
3. Select [Set this program as default] and click the [OK] button.

Windows XP/Windows 2000

An e-mail program selected in Internet Explorer [Tools] menu → [Internet Options] → the [Programs] tab → [E-mail] drop-down list is used.
If no e-mail program is selected, select an e-mail program you want to use in the [E-mail] drop-down list. E-mail programs that cannot be selected here cannot be used.

Confirmed e-mail programs

- Windows Live Mail (Windows XP or later)
- Microsoft Windows Mail (for Windows Vista)
- Microsoft Office Outlook 2003 / 2007
- Microsoft Outlook Express V6.0
- Thunderbird version 2.0.0.16

Using the Quick Menu

To use the Quick Menu, you need to select the [Use Quick Menu] check box in the ScanSnap setup dialog box.
Refer to "Using the Quick Menu" (page 44) for more details about how to perform scanning by using the Quick Menu.

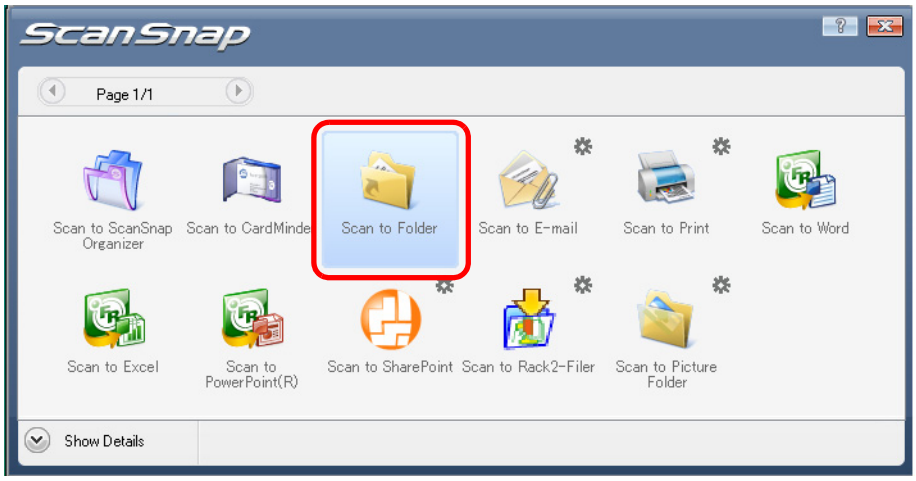
1. Load the document in the ScanSnap.

For details, refer to "Paper Sizes of Documents" (page 26) and "How to Load Documents" (page 28).

2. Press the [Scan] button on the ScanSnap.

⇨ Scanning starts.
⇨ When scanning is completed, the Quick Menu appears.

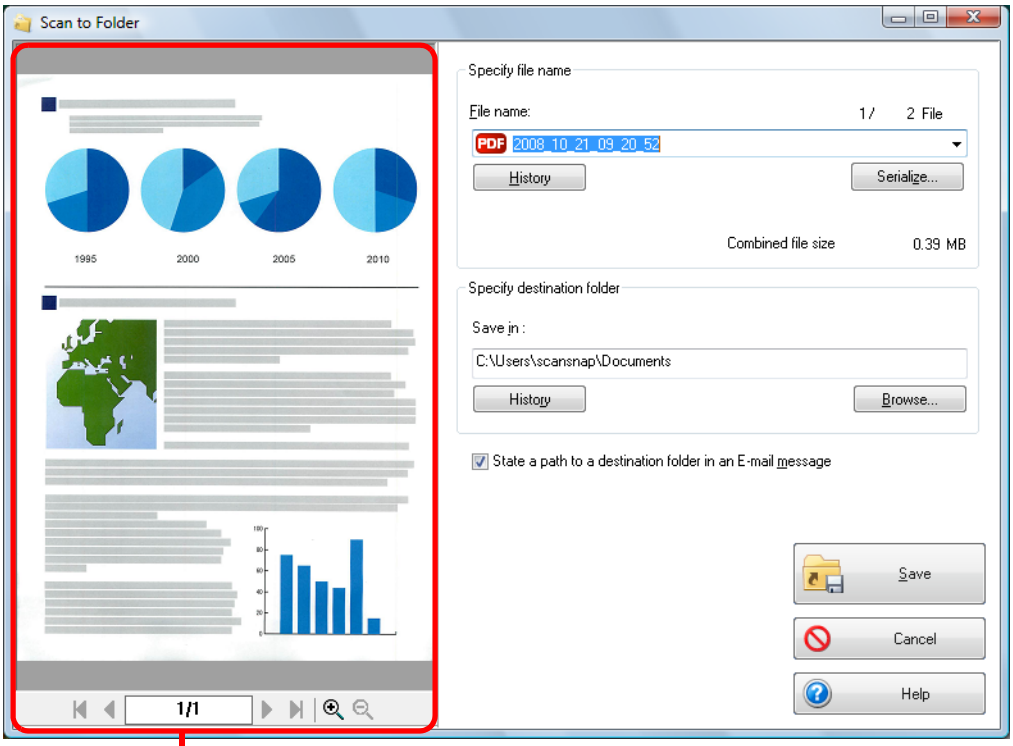
3. Click the [Scan to Folder] icon.



⇨ The [Scan to Folder] dialog box appears.

4. Check the scanned image in the [Scan to Folder] dialog box.

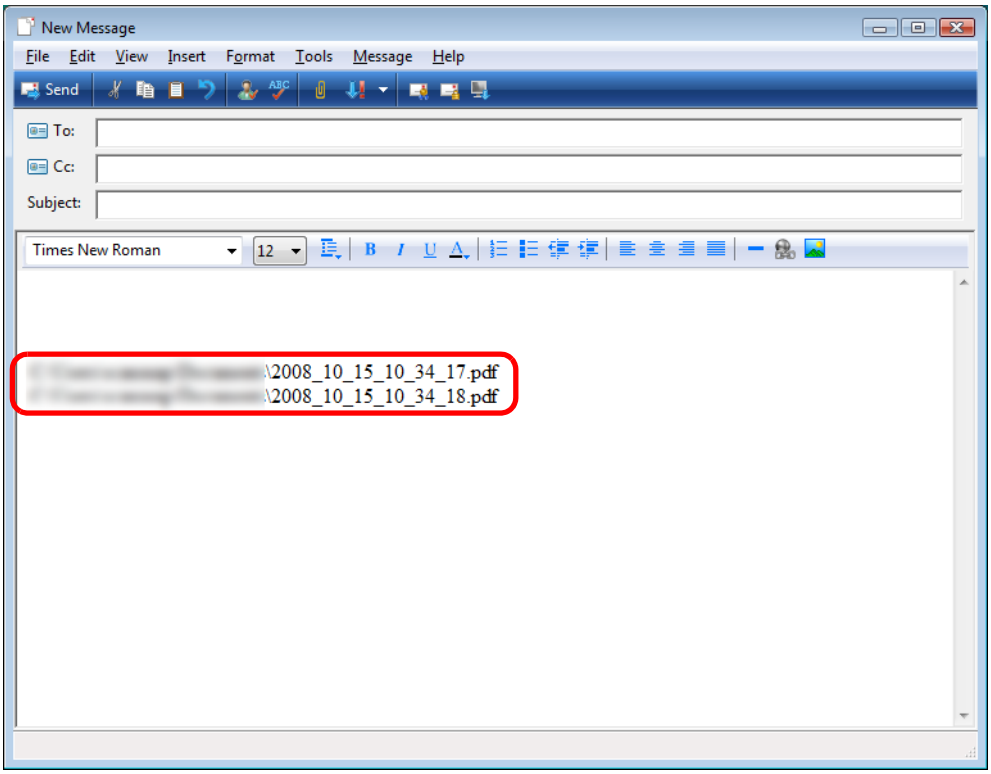
You can also change file names, destination folders, and specify whether to state a path to a destination folder in an e-mail message to notify others.
For details about the [Scan to Folder] dialog box, refer to ScanSnap Manager Help.



5. Click the [Save] button.

⇨ The scanned image data is saved in the specified folder.

⇨ When you select the [State a path to a destination folder in an E-mail message] check box in the [Scan to Folder] dialog box, an e-mail program starts, and an e-mail message is created listing the destination folder path where the file is saved.



- After the Quick Menu is displayed and before the [Scan to Folder] dialog box is closed, you cannot perform a scan with the ScanSnap even if you press the [Scan] button. Close the [Scan to Folder] dialog box before scanning the next document.
- Do not move, delete, or rename scanned image data in other applications after the Quick Menu is displayed and before the [Scan to Folder] dialog box is closed.

Without using the Quick Menu

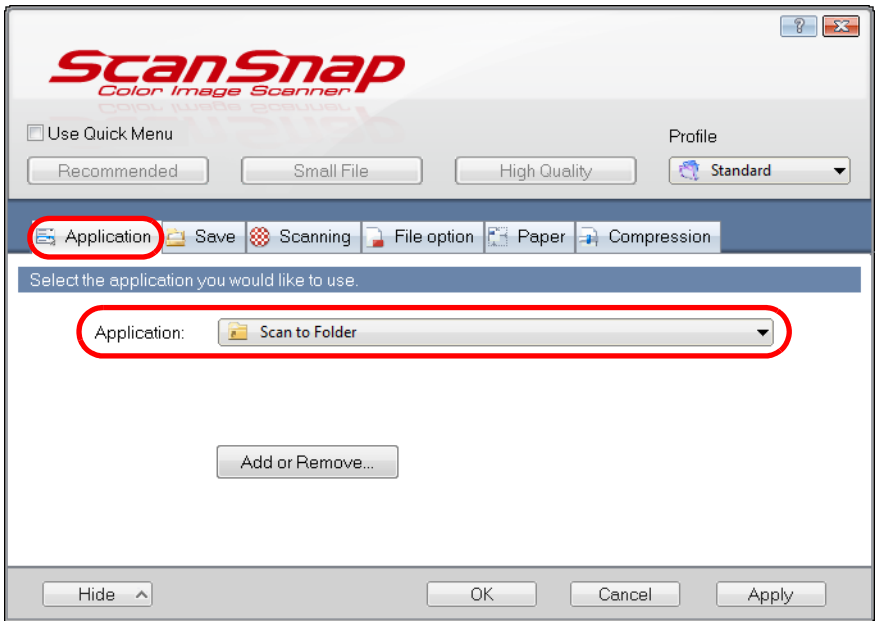
To disable the Quick Menu, you need to clear the [Use Quick Menu] check box in the ScanSnap setup dialog box.
Refer to "Without Using the Quick Menu" (page 49) for more details about how to perform scanning without using the Quick Menu.

1. Select [Scan Button Settings] from the Right-Click Menu.

Refer to "Right-Click Menu" (page 41) for more information about the Right-Click Menu.

⇨ The ScanSnap setup dialog box appears.

2. In the [Application] drop-down list in the [Application] tab, select [Scan to Folder].



- You can also configure the profile by selecting [Scan to Folder] from the [Profile] drop-down list or from the Left-Click Menu.
- When you save the desired settings as profiles, they can be selected from the Left-Click Menu next time you perform a scan.
  For more details about how to save scan settings, refer to "Saving Scan Settings" (page 56).

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

The ScanSnap setup dialog box also closes when you press the [Scan] button on the ScanSnap.

4. Load the document in the ScanSnap.

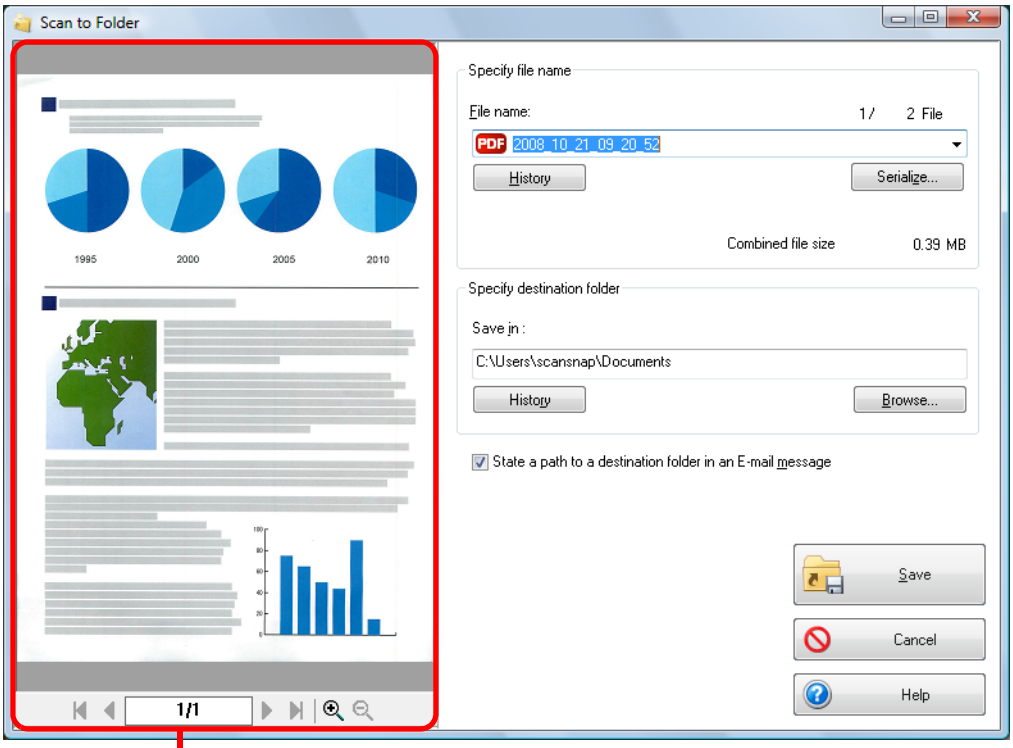
For details, refer to "Paper Sizes of Documents" (page 26) and "How to Load Documents" (page 28).

5. Press the [Scan] button on the ScanSnap.

⇨ Scanning starts.
⇨ When scanning is completed, the [Scan to Folder] dialog box appears.

6. Check the scanned image in the [Scan to Folder] dialog box.

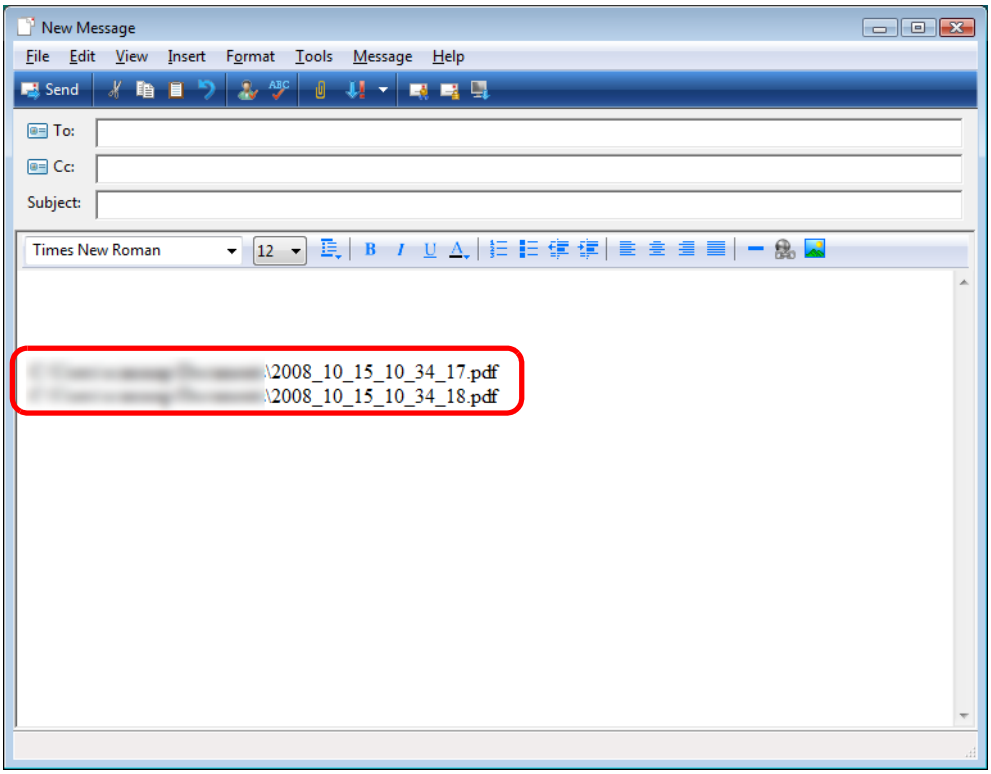
You can also change file names, destination folders, and specify whether to state a path to the destination folder in an e-mail message to notify others.
For details about the [Scan to Folder] dialog box, refer to ScanSnap Manager Help.



7. Click the [Save] button.

⇨ The scanned image data is saved in the specified folder.

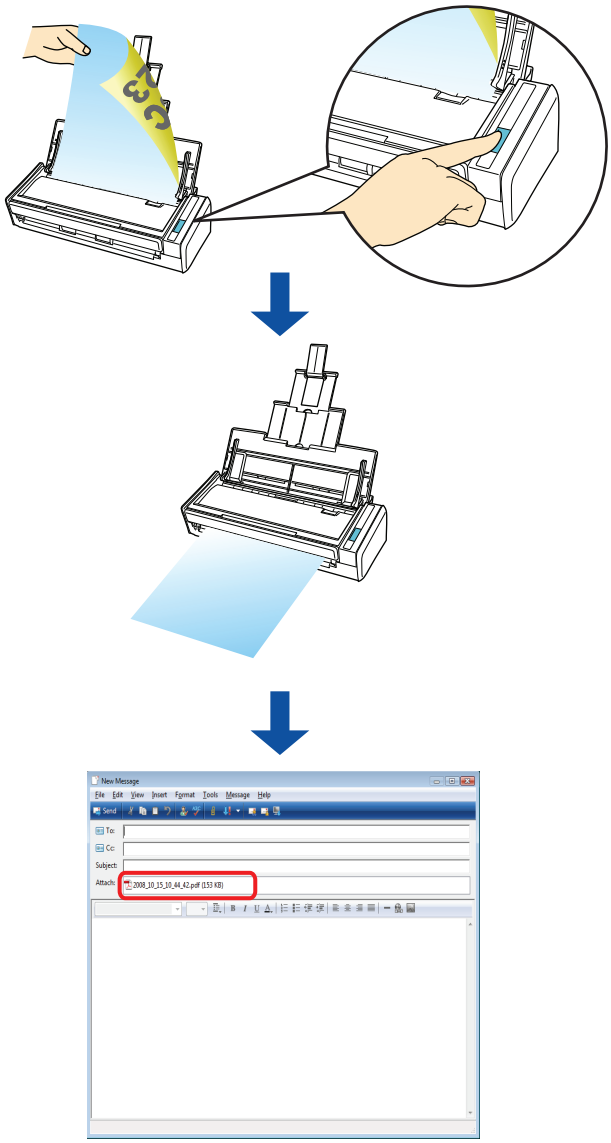
⇨ When you select the [State a path to a destination folder in an E-mail message] check box in the [Scan to Folder] dialog box, an e-mail program starts, and an e-mail message is created listing the destination folder path where the file is saved.



- When the [Scan to Folder] dialog box is displayed, you cannot perform a scan with the ScanSnap. Close the [Scan to Folder] dialog box before scanning the next document.
- Do not move, delete or rename the scanned image data in other applications when the [Scan to Folder] dialog box is displayed.

■ Attaching Files to E-Mail

This section explains how to send the scanned image data by e-mail.



The application configured in Internet Explorer is used as the e-mail program.
The e-mail program may not properly link with the ScanSnap even it is the e-mail program set in Internet Explorer. In this case, contact the manufacturer of the e-mail software.

Windows 7/Windows Vista

1. In Internet Explorer, select the [Tools] menu → [Internet Options] → the [Programs] tab → the [Set programs] button → [Set your default programs].
   ⇨ The [Set default programs] dialog box appears.
2. Select an e-mail program you want to use from [Programs].
3. Select [Set this program as default] and click the [OK] button.

Windows XP/Windows 2000

The e-mail program selected in Internet Explorer [Tools] menu → [Internet Options] → the [Programs] tab → [E-mail] drop-down list is used.
If no e-mail program is selected, select an e-mail program you want to use in the [E-mail] drop-down list. E-mail programs that cannot be selected here cannot be used.

Confirmed e-mail programs

- Windows Live Mail (Windows XP or later)
- Microsoft Windows Mail (for Windows Vista)
- Microsoft Office Outlook 2003 / 2007
- Microsoft Outlook Express V6.0
- Thunderbird version 2.0.0.16

Using the Quick Menu

To use the Quick Menu, you need to select the [Use Quick Menu] check box in the ScanSnap setup dialog box.
Refer to "Using the Quick Menu" (page 44) for more details about how to perform scanning by using the Quick Menu.

1. Load the document in the ScanSnap.

For details, refer to "Paper Sizes of Documents" (page 26) and "How to Load Documents" (page 28).

Up to ten files can be attached to an e-mail message.
When you scan multiple sheets with the scanning settings shown below, multiple files are created. Pay attention to the number sheets loaded:

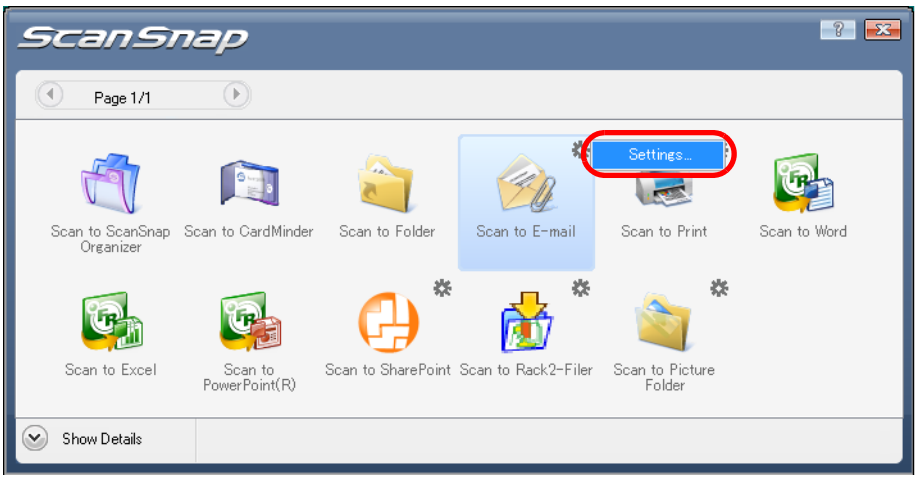
- File format: JPEG (*.jpg)
- [Generate one PDF file per (n) page(s)] check box is selected

2. Press the [Scan] button on the ScanSnap.

⇨ Scanning starts.
⇨ When scanning is completed, the Quick Menu appears.

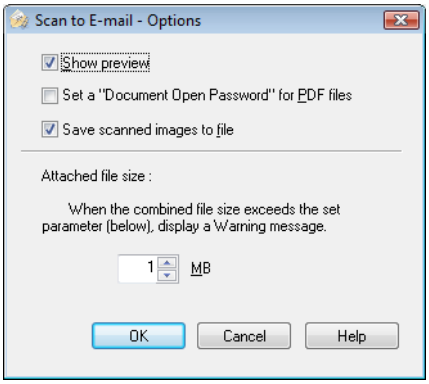
3. Change settings for the [Scan to E-mail] (If you do not want to change any settings, go to Step 4.).

1. Move the mouse pointer to the ⚙ mark on the [Scan to E-mail] icon, and then select the [Settings] menu.



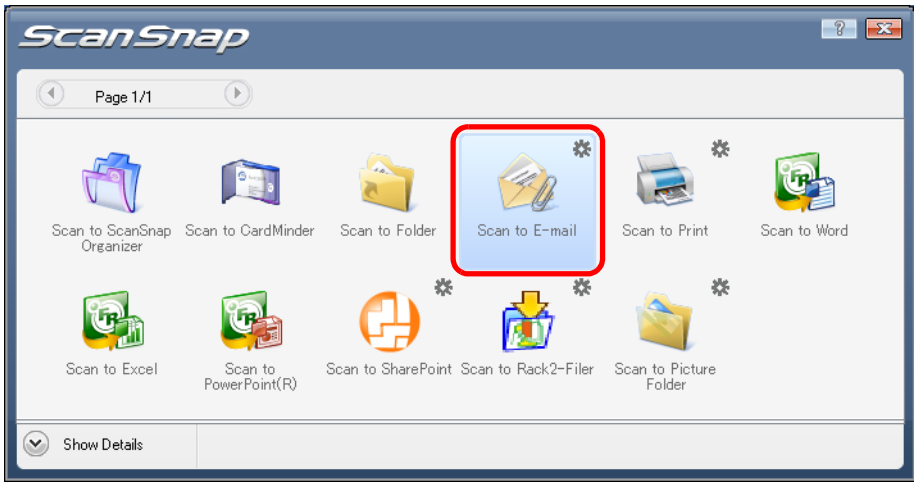
⇨The [Scan to E-mail - Options] dialog box appears.

2. Change the settings.
   For details about the [Scan to E-mail - Options] dialog box, refer to ScanSnap Manager Help.



3. Click the [OK] button to close the [Scan to E-mail - Options] dialog box.

4. Click the [Scan to E-mail] icon.

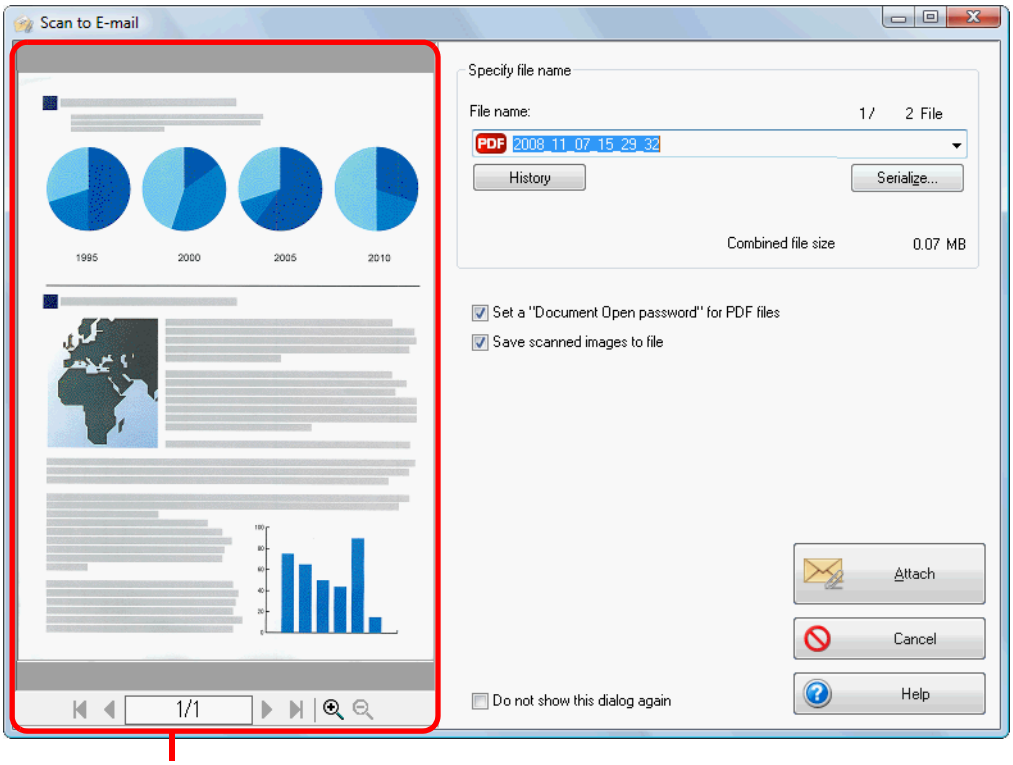


⇨ The [Scan to E-mail] dialog box appears.
   If you clear the [Show preview] check box in Step 3., an e-mail program starts, and the files are directly attached to an e-mail message.

5. Check the scanned image in the [Scan to E-mail] dialog box.

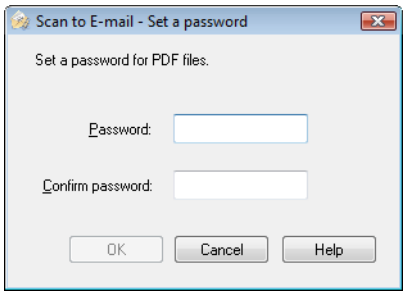
You can also change file names, specify whether to set a "Document Open Password" and save scanned files after sending them by e-mail.

For details about the [Scan to E-mail] dialog box, refer to ScanSnap Manager Help.



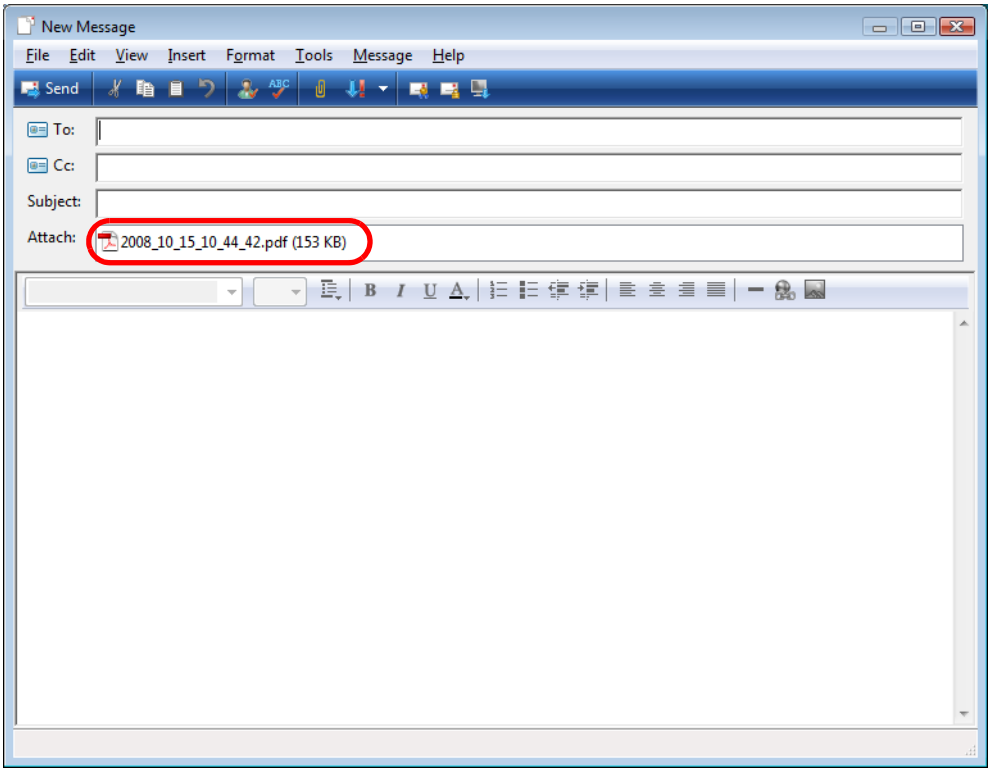
6. Click the [Attach] button.

⇨ When the [Set a "Document Open password" for PDF files] check box is selected in the [Scan to E-mail - Options] dialog box or the [Scan to E-mail] dialog box, the [Scan to E-mail - Set a password] dialog box appears.



Enter a password, and then click the [OK] button.

⇨ An e-mail program is started and the file is attached to an e-mail message.



- After the Quick Menu is displayed and before the [Scan to E-mail] dialog box is closed, you cannot perform a scan with the ScanSnap. Close the [Scan to E-mail] dialog box before scanning the next document.
- Do not move, delete, or rename scanned image data in other applications after the Quick Menu is displayed and before the [Scan to E-mail] dialog box is closed.

Without using the Quick Menu

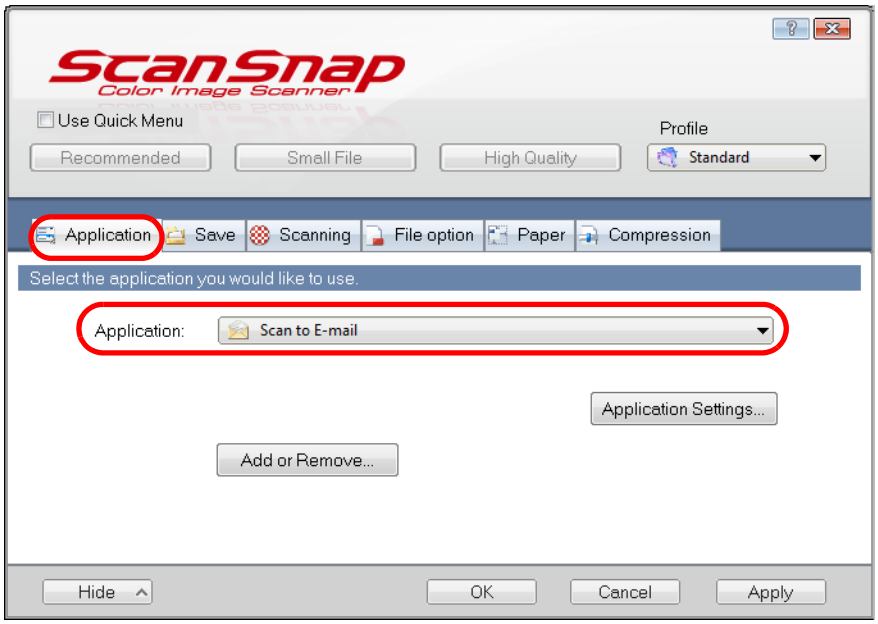
To disable the Quick Menu, you need to clear the [Use Quick Menu] check box in the ScanSnap setup dialog box.
Refer to "Without Using the Quick Menu" (page 49) for more details about how to perform scanning without using the Quick Menu.

1. Select [Scan Button Settings] from the Right-Click Menu.

Refer to "Right-Click Menu" (page 41) for more information about the Right-Click Menu.

⇨ The ScanSnap setup dialog box appears.

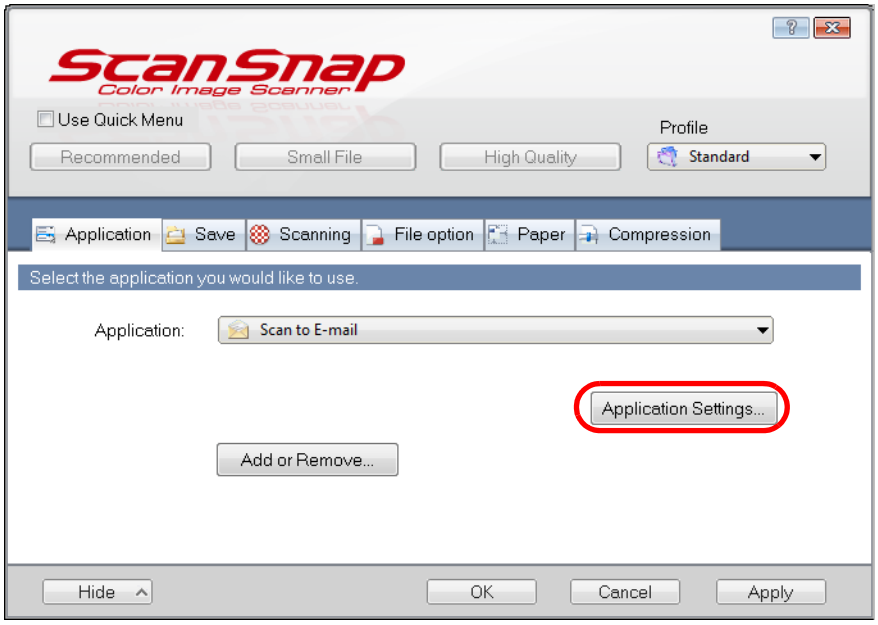
2. In the [Application] drop-down list in the [Application] tab, select [Scan to E-mail].



- You can also configure the profile by selecting [Scan to E-mail] from the [Profile] drop-down list or from the Left-Click Menu.
- When you save the desired settings as profiles, they can be selected from the Left-Click Menu next time you perform a scan.
  For more details about how to save scan settings, refer to "Saving Scan Settings" (page 56).

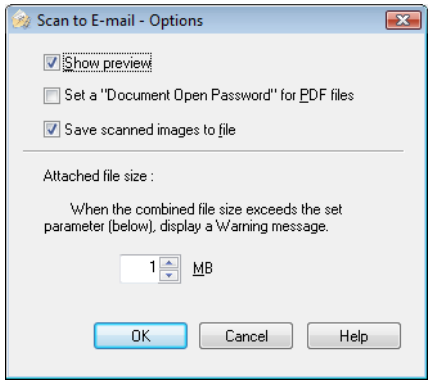
3. Change settings for the [Scan to E-mail] (If you do not want to change any settings, go to Step 4.).

1. Click the [Application Settings] button.



⇨The [Scan to E-mail - Options] dialog box appears.

2. Change the settings.
   For details about the [Scan to E-mail - Options] dialog box, refer to ScanSnap Manager Help.



3. Click the [OK] button to close the [Scan to E-mail - Options] dialog box.

4. Click the [OK] button to close the ScanSnap setup dialog box.

The ScanSnap setup dialog box also closes when you press the [Scan] button on the ScanSnap.

5. Load the document in the ScanSnap.

For details, refer to "Paper Sizes of Documents" (page 26) and "How to Load Documents" (page 28).

> Up to ten files can be attached to an e-mail.
> When you scan multiple sheets with the scan settings shown below, multiple files are created. Pay attention to the number of document sheets loaded:
> - File format: JPEG (*.jpg)
> - [Generate one PDF file per (n) page(s)] check box is selected

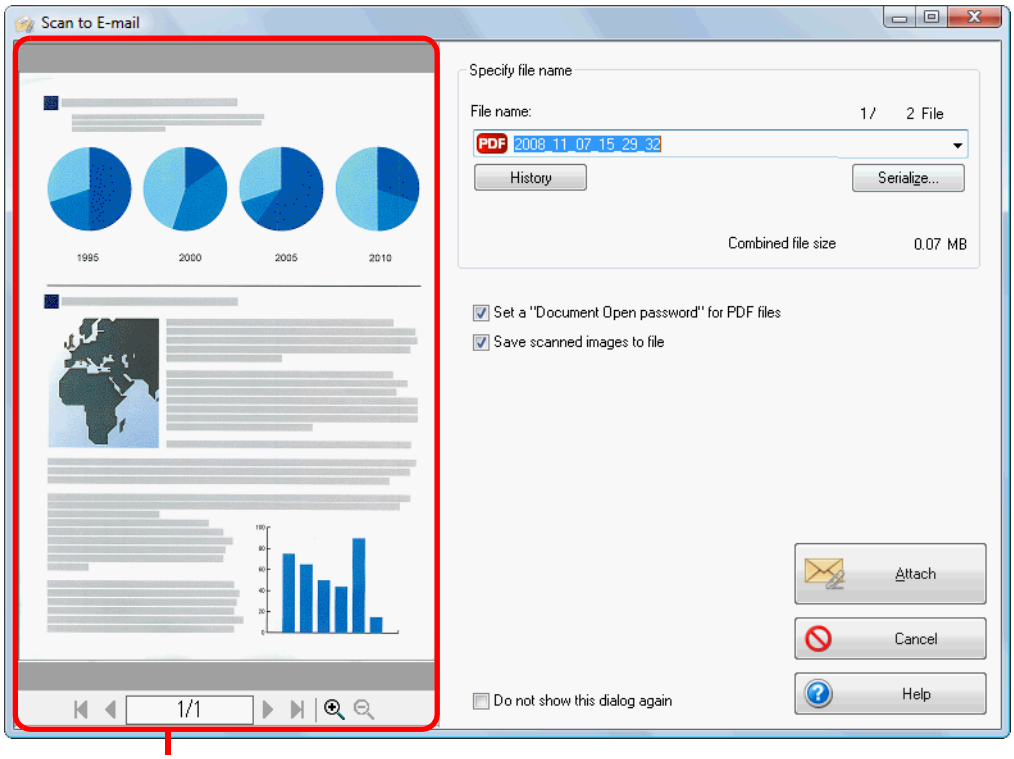
6. Press the [Scan] button on the ScanSnap.

⇨ Scanning starts.

⇨ When scanning is completed, the [Scan to E-mail] dialog box appears.
When you clear the [Show preview] check box in Step 3., an e-mail program starts, and the files are directly attached to an e-mail message.

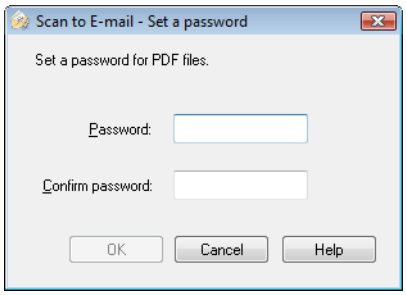
7. Check the scanned image in the [Scan to E-mail] dialog box.

You can also change file names, specify whether to set a "Document Open Password" and whether to save scanned files after sending them by e-mail.
For details about the [Scan to E-mail] dialog box, refer to ScanSnap Manager Help.



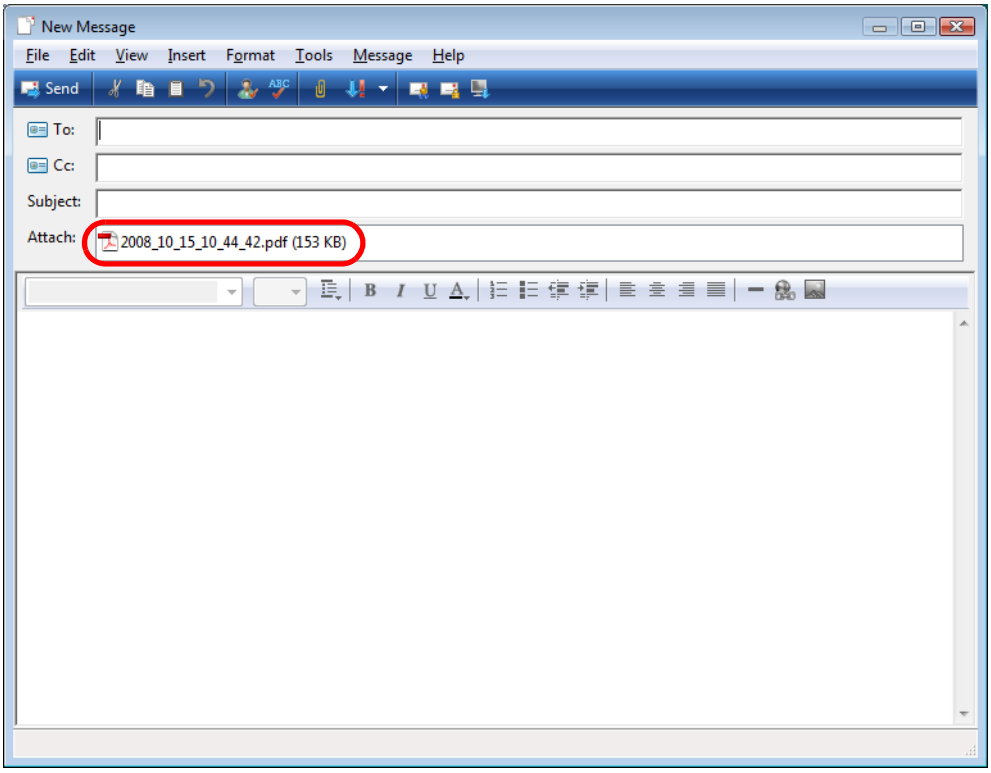
8. Click the [Attach] button.

⇨ When the [Set a "Document Open password" for PDF files] check box is selected in the [Scan to E-mail - Options] dialog box or the [Scan to E-mail] dialog box, the [Scan to E-mail - Set a password] dialog box appears.



Enter a password, and then click the [OK] button.

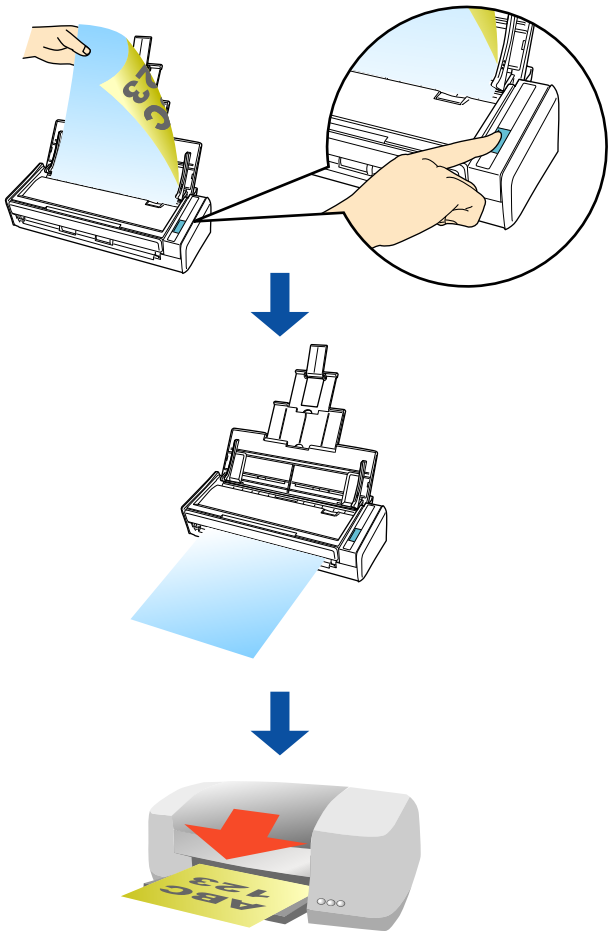
⇨ An e-mail program is started and the file is attached to an e-mail message.



- When the [Scan to E-mail] dialog box is displayed, scanning cannot be performed with the ScanSnap. Close the [Scan to E-mail] dialog box before scanning the next document.
- Do not move, delete, or rename the scanned image data in other applications when the [Scan to E-mail] dialog box is displayed.

■ Using the ScanSnap as a Copy Machine

This section explains how to print scanned image data with a printer.
You can use the ScanSnap as a copy machine by printing scanned image data directly with a printer.



- By default, the printer set in [Set as Default Printer] in Windows Control Panel is used. You may change the settings and select another printer after scanning.
- Depending on the document condition and scanning method, the scanned image to be printed may have shadows (appearing as lines) on its edges.

Using the Quick Menu

To use the Quick Menu, you need to select the [Use Quick Menu] check box in the ScanSnap setup dialog box.
Refer to "Using the Quick Menu" (page 44) for more details about how to perform scanning using the Quick Menu.

1. Load the document in the ScanSnap.

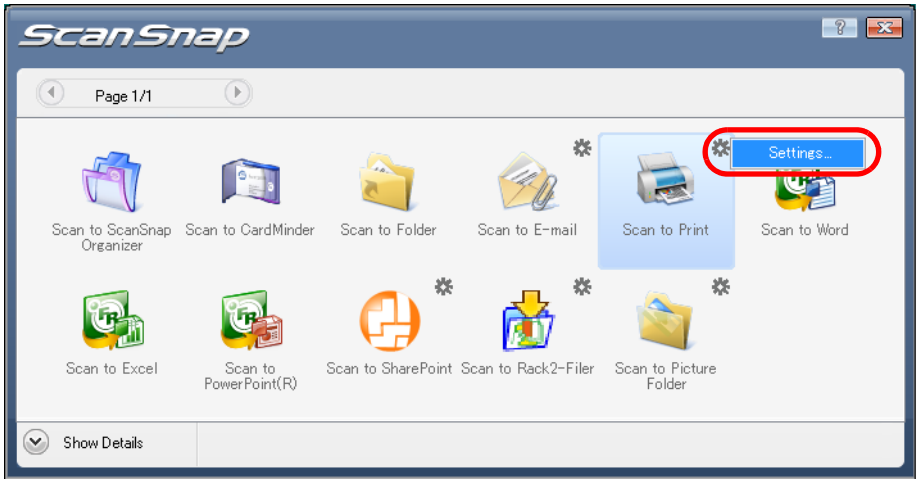
For details, refer to "Paper Sizes of Documents" (page 26) and "How to Load Documents" (page 28).

2. Press the [Scan] button on the ScanSnap.

⇨ Scanning starts.
⇨ When scanning is completed, the Quick Menu appears.

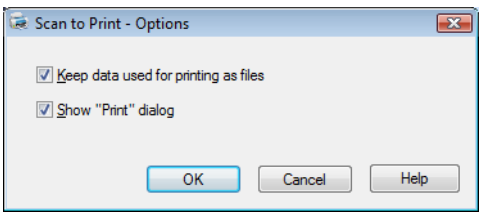
3. Change settings for the [Scan to Print] (If you do not want to change any settings, go to Step 4.).

1. Move the mouse pointer to the ⚙ mark on the [Scan to Print] icon, and then select the [Settings] menu.



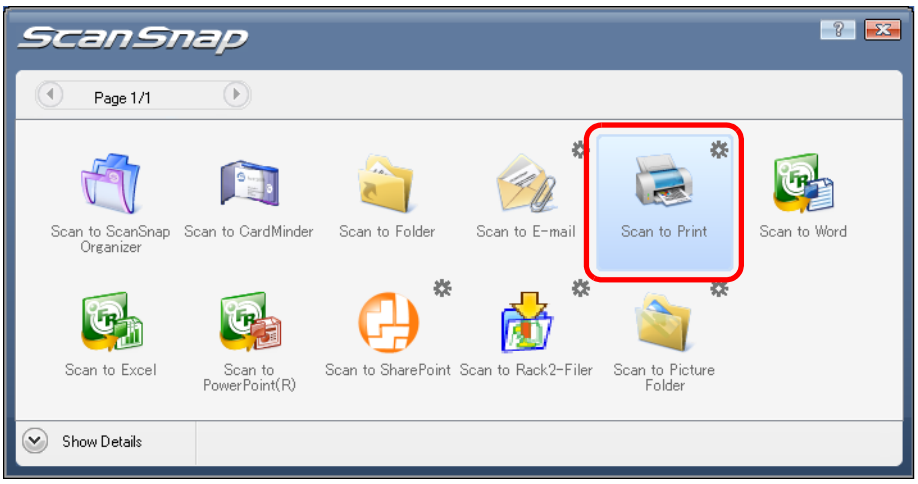
⇨The [Scan to Print - Options] dialog box appears.

2. Change the settings.
For details about the [Scan to Print - Options] dialog box, refer to ScanSnap Manager Help.



3. Click the [OK] button to close the [Scan to Print - Options] dialog box.

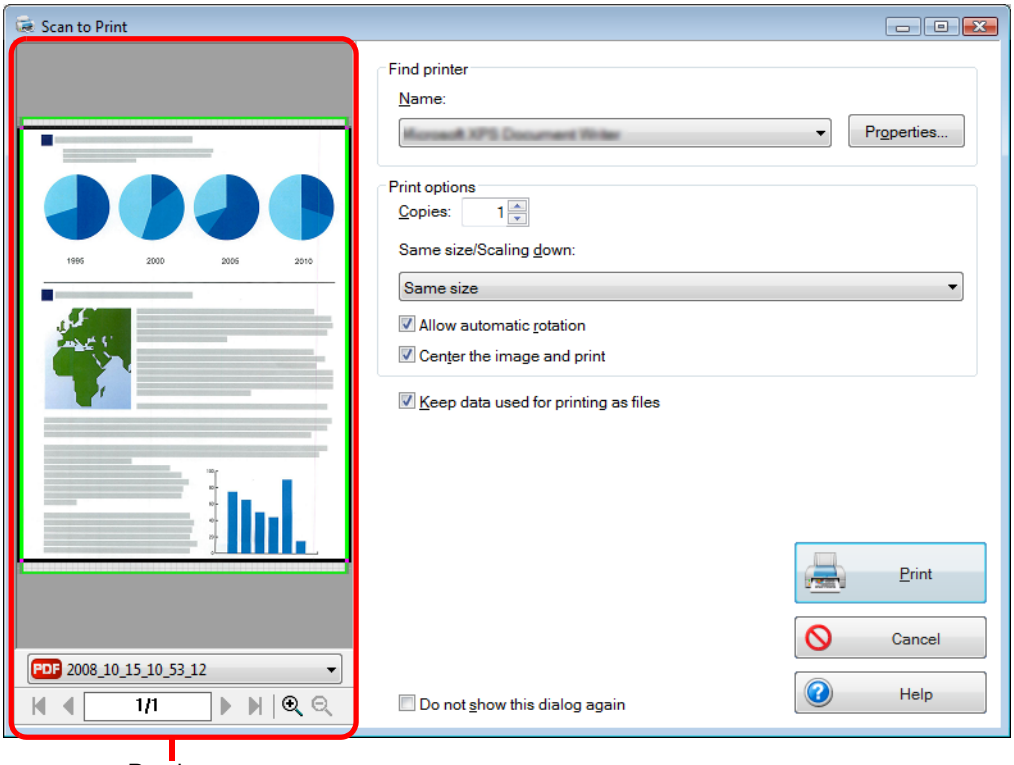
4. Click the [Scan to Print] icon.



⇨ The [Scan to Print] dialog box appears.
If the [Show "Print" dialog] check box is cleared in Step 3., printing is immediately performed.

5. Check the scanned image in the [Scan to Print] dialog box.

You can select the printer to be used and specify the number of copies and size of the scanned image data to be printed.
For details about the [Scan to Print] dialog box, refer to ScanSnap Manager Help.



6. Click the [Print] button.

⇨ Printing is performed.

- After the Quick Menu is displayed and before the [Scan to Print] dialog box is closed, you cannot perform a scan with the ScanSnap. Close the [Scan to Print] dialog box before scanning the next document.
- Do not move, delete, or rename scanned image data in other applications after the Quick Menu is displayed and before the [Scan to Print] dialog box is closed.

Without using the Quick Menu

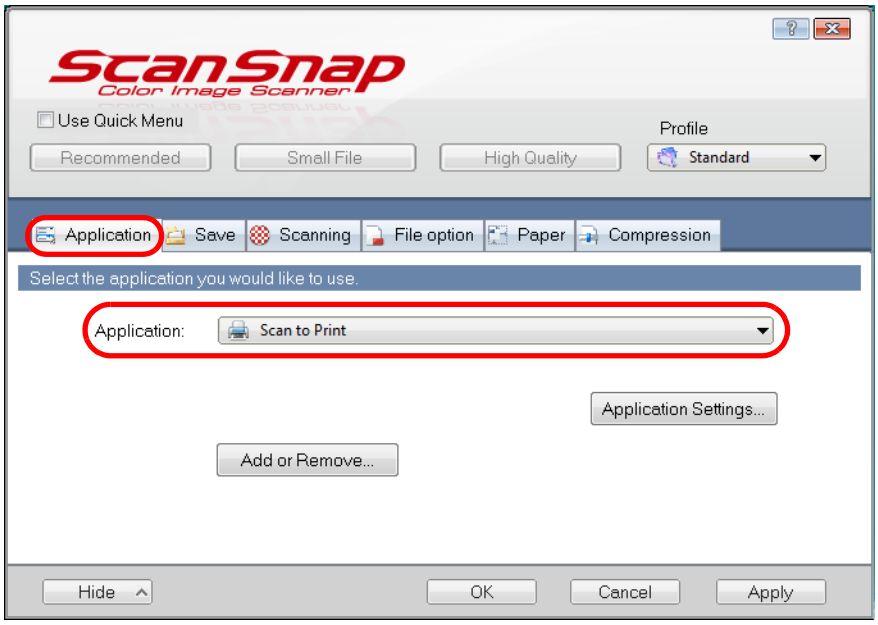
To disable the Quick Menu, you need to clear the [Use Quick Menu] check box in the ScanSnap setup dialog box.
Refer to "Without Using the Quick Menu" (page 49) for more details about how to perform scanning without using the Quick Menu.

1. Select [Scan Button Settings] from the Right-Click Menu.

Refer to "Right-Click Menu" (page 41) for more information about the Right-Click Menu.

⇨ The ScanSnap setup dialog box appears.

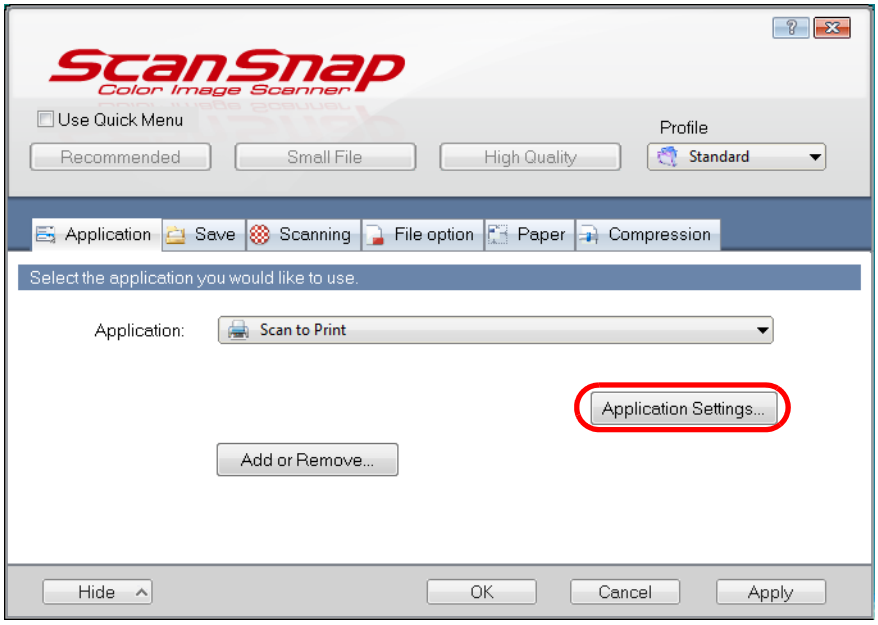
2. In the [Application] drop-down list in the [Application] tab, select [Scan to Print].



- You can also configure the profile by selecting [Scan to Print] from the [Profile] drop-down list or from the Left-Click Menu.
- When you save the desired settings as profiles, they can be selected from the Left-Click Menu next time you perform a scan.
  For more details about how to save scan settings, refer to "Saving Scan Settings" (page 56).

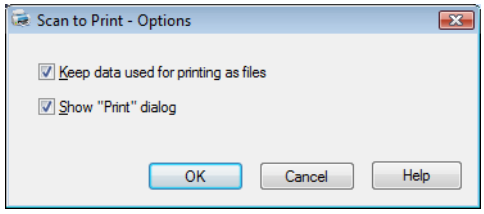
3. Change settings for the [Scan to Print] (If you do not want to change any settings, go to Step 4.).

1. Click the [Application Settings] button.



➪The [Scan to Print - Options] dialog box appears.

2. Change the settings.
   For details about the [Scan to Print - Options] dialog box, refer to ScanSnap Manager Help.



3. Click the [OK] button to close the [Scan to Print - Options] dialog box.

4. Click the [OK] button to close the ScanSnap setup dialog box.

The ScanSnap setup dialog box also closes when you press the [Scan] button on the ScanSnap.

5. Load the document in the ScanSnap.

For details, refer to "Paper Sizes of Documents" (page 26) and "How to Load Documents" (page 28).

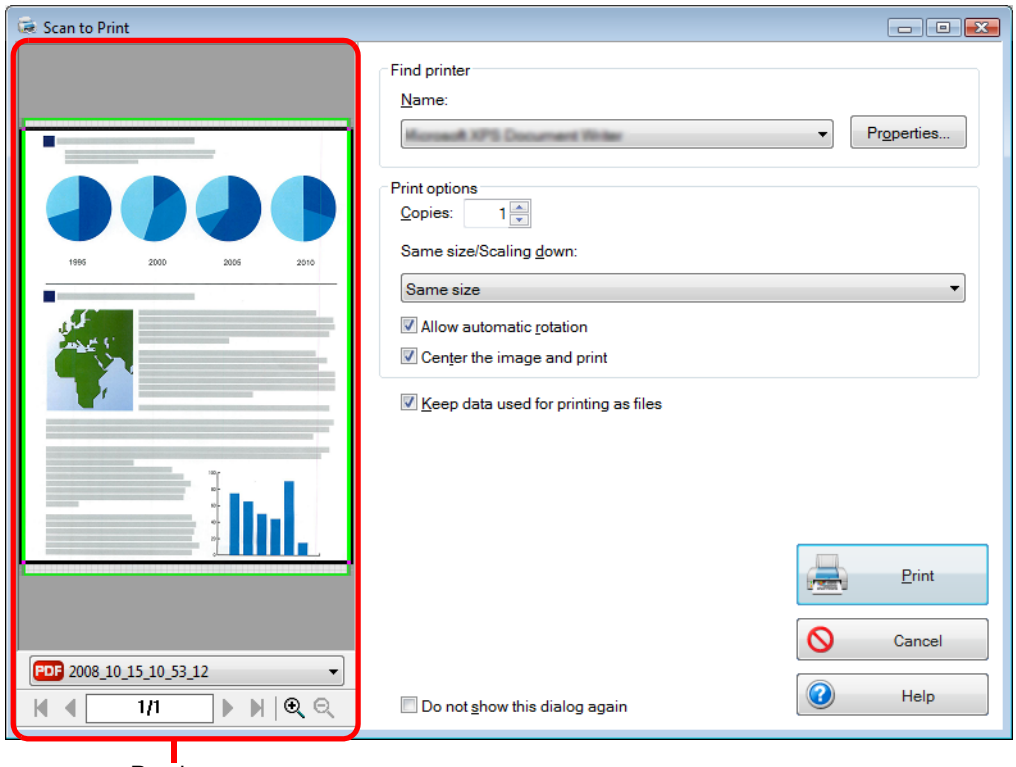
6. Press the [Scan] button on the ScanSnap.

⇨ Scanning starts.

⇨ When scanning is completed, the [Scan to Print] dialog box appears.
If the [Show "Print" dialog] check box is cleared in Step 3., printing is immediately perfomed.

7. Check the scanned image in the [Scan to Print] dialog box.

You can select the printer to be used and specify the number of copies and size of the scanned image data to be printed.
For details about the [Scan to Print] dialog box, refer to ScanSnap Manager Help.



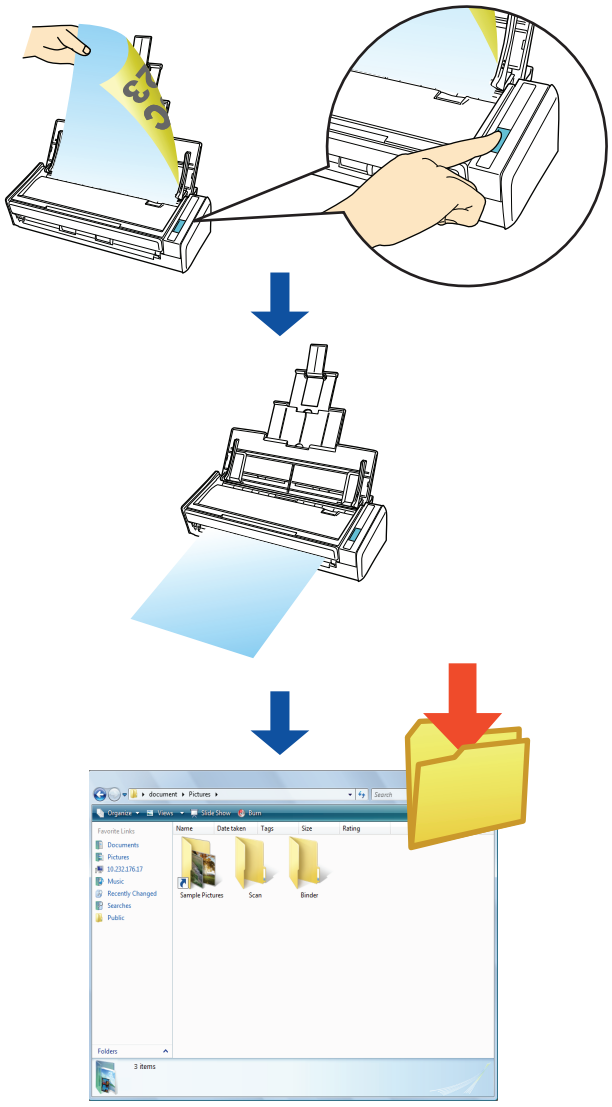
8. Click the [Print] button.

⇨ Printing is performed.

- Scanning cannot be performed when the [Scan to Print] dialog box is displayed. Close the [Scan to Print] dialog box before scanning the next document.
- Do not move, delete, or rename the scanned image data in other applications when the [Scan to Print] dialog box is displayed.

■ Saving Files to Picture Folder

This section explains how to save scanned image data in the pictures folder.



The following folder is set as the "Pictures folder" by default:

- Windows 7/Windows Vista
  Drive name (such as C):\Users\<*user name*>\Pictures\ScanSnap
- Windows XP/Windows 2000
  Drive name (such as C):\Documents and Settings\<*user name*>\My Documents\My Pictures\ScanSnap

Using the Quick Menu

To use the Quick Menu, you need to select the [Use Quick Menu] check box in the ScanSnap setup dialog box.
Refer to "Using the Quick Menu" (page 44) for more details about how to perform scanning by using the Quick Menu.

1. Load the document in the ScanSnap.

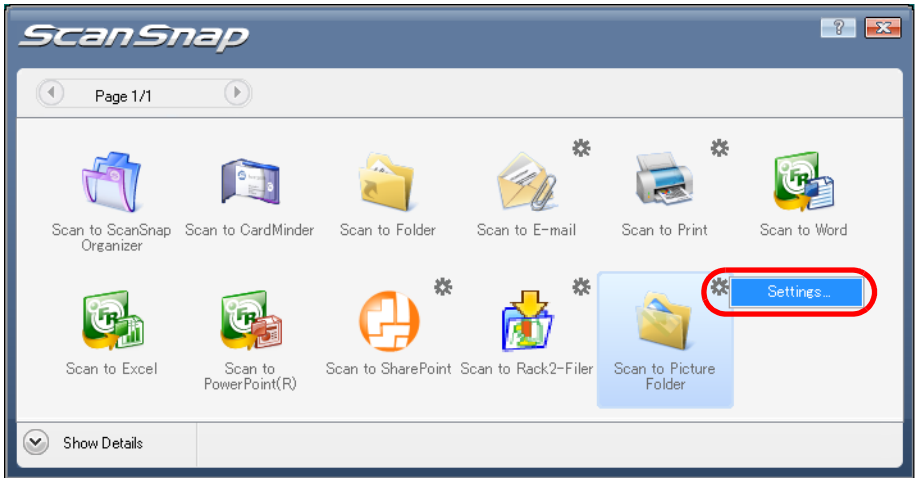
For details, refer to "Paper Sizes of Documents" (page 26) and "How to Load Documents" (page 28).

2. Press the [Scan] button on the ScanSnap.

⇨ Scanning starts.
⇨ When scanning is completed, the Quick Menu appears.

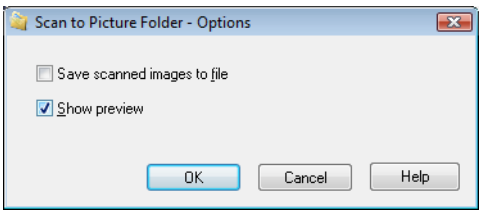
3. Change settings for the [Scan to Picture Folder] (If you do not want to change settings, go to Step 4.).

1. Move the mouse pointer to the ⚙ mark on the [Scan to Picture Folder] icon, and then select the [Settings] menu.



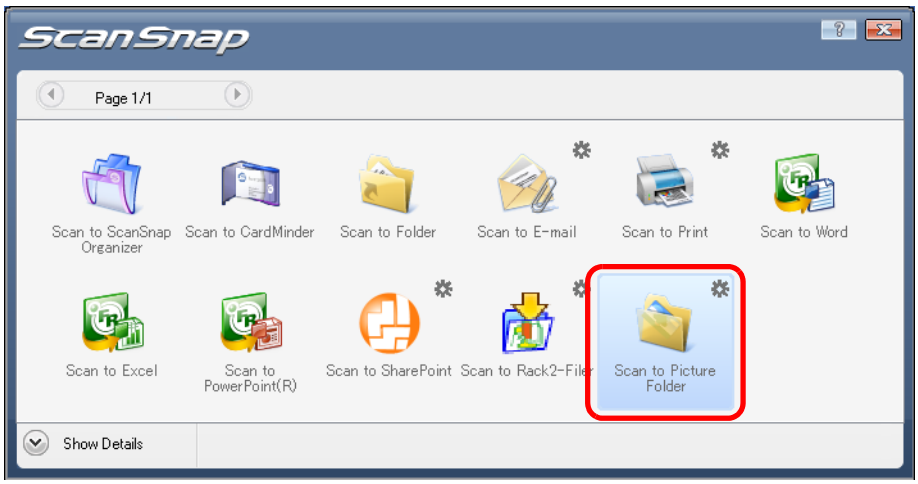
⇨The [Scan to Picture Folder - Options] dialog box appears.

2. Change the settings.
   For details about the [Scan to Picture Folder - Options] dialog box, refer to ScanSnap Manager Help.



3. Click the [OK] button to close the [Scan to Picture Folder - Options] dialog box.

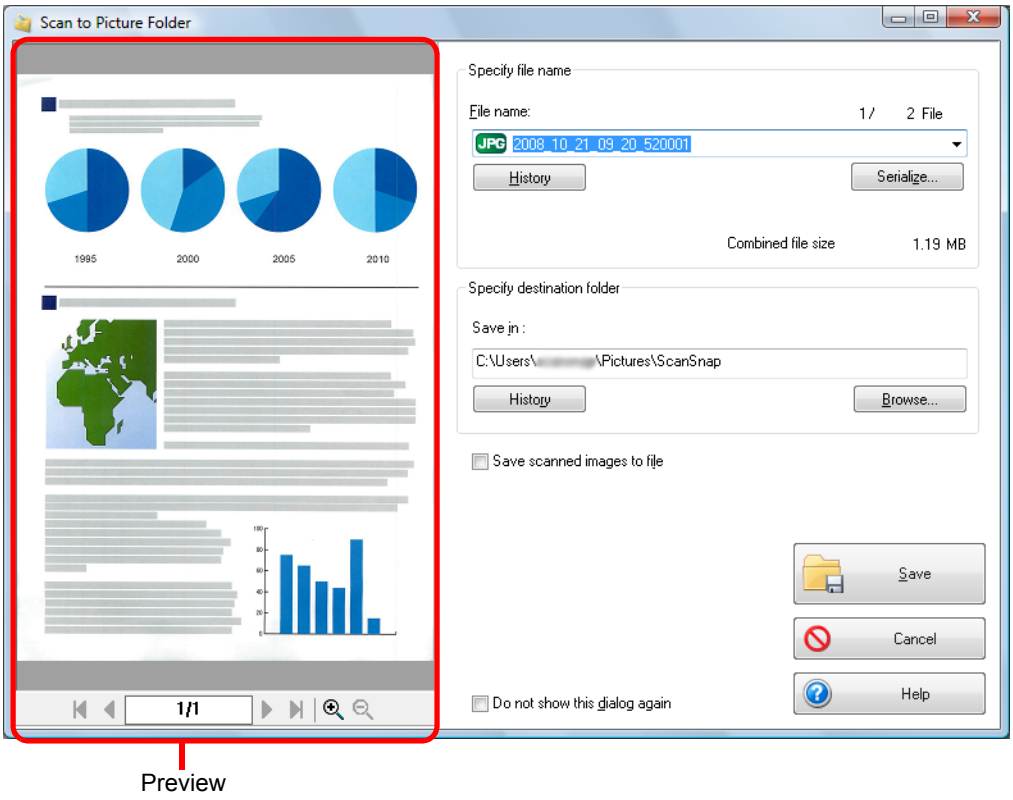
4. Click the [Scan to Picture Folder] icon.



⇨ The [Scan to Picture Folder] dialog box appears.
If you clear the [Show preview] check box in Step 3., the scanned image data is directly saved in the pictures folder.

5. Check the scanned image in the [Scan to Picture Folder] dialog box.

You can rename the file in this dialog box.
For details about the [Scan to Picture Folder] dialog box, refer to ScanSnap Manager Help.



In [Specify destination folder], you can change the destination folder to a folder other than the pictures folder.

6. Click the [Save] button.

⇨ The scanned image data is saved in the pictures folder.

- After the Quick Menu is displayed and before the [Scan to Picture Folder] dialog box is closed, you cannot perform a scan with the ScanSnap. Close the [Scan to Picture Folder] dialog box before scanning the next document.
- Do not move, delete, or rename scanned image data in other applications after the Quick Menu is displayed and before the [Scan to Picture Folder] dialog box is closed.

Without using the Quick Menu

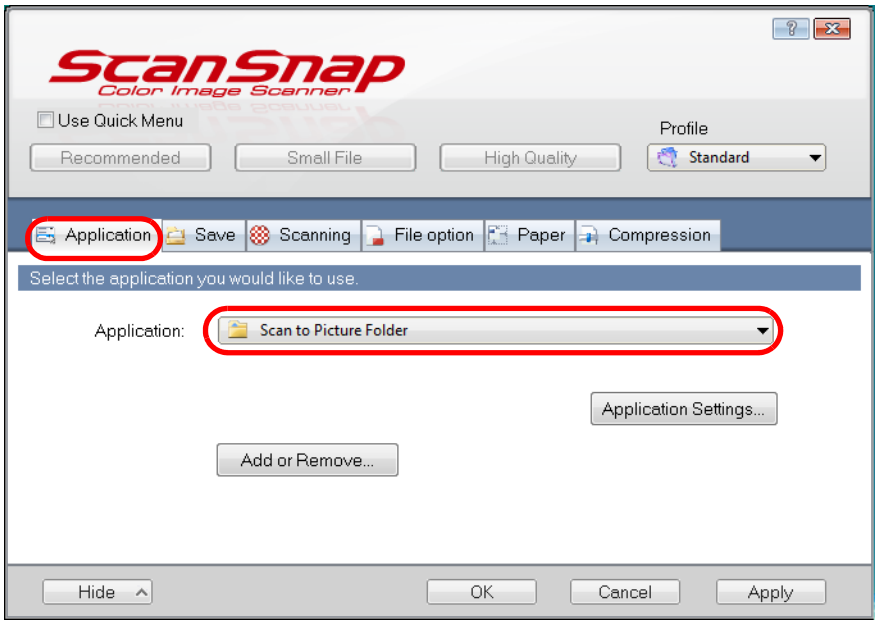
To disable the Quick Menu, you need to clear the [Use Quick Menu] check box in the ScanSnap setup dialog box.
Refer to "Without Using the Quick Menu" (page 49) for more details about how to perform scanning without using the Quick Menu.

1. Select [Scan Button Settings] from the Right-Click Menu.

Refer to "Right-Click Menu" (page 41) for more information about the Right-Click Menu.

⇨ The ScanSnap setup dialog box appears.

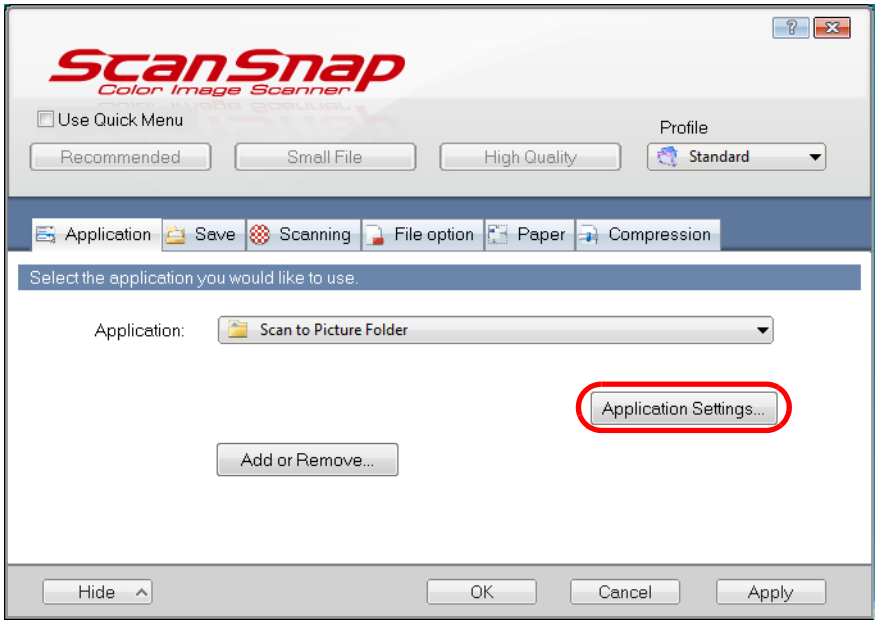
2. In the [Application] drop-down list in the [Application] tab, select [Scan to Picture Folder].



When you save the desired settings as profiles, they can be selected from the Left-Click Menu next time you perform a scan.
For information on how to save scan settings, refer to "Saving Scan Settings" (page 56).

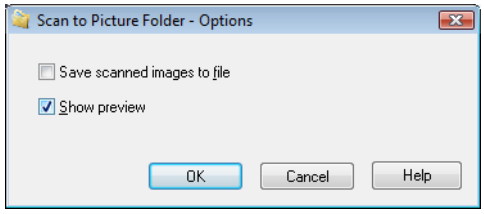
3. Change settings for the [Scan to Picture Folder] (If you do not want to change settings, go to Step 4.).

1. Click the [Application Settings] button.



⇨The [Scan to Picture Folder - Options] dialog box appears.

2. Change the settings.
   For details about the [Scan to Picture Folder - Options] dialog box, refer to ScanSnap Manager Help.



3. Click the [OK] button to close the [Scan to Picture Folder - Options] dialog box.

4. Click the [OK] button to close the ScanSnap setup dialog box.

The ScanSnap setup dialog box also closes when you press the [Scan] button on the ScanSnap.

5. Load the document in the ScanSnap.

For details, refer to "Paper Sizes of Documents" (page 26) and "How to Load Documents" (page 28).

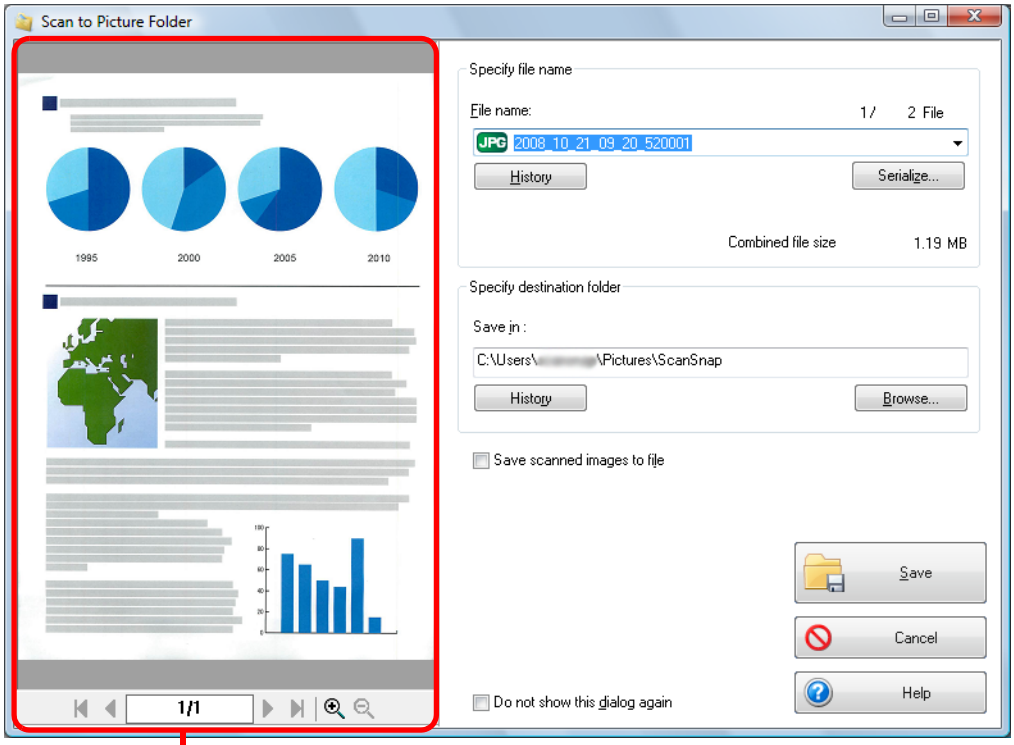
6. Press the [Scan] button on the ScanSnap.

⇨ Scanning starts.

⇨ When scanning is completed, the [Scan to Picture Folder] dialog box appears.
If you clear the [Show preview] check box in Step 3., the scanned image data is directly saved in the pictures folder.

7. Check the scanned image in the [Scan to Picture Folder] dialog box.

You can rename the file in this dialog box.
For details about the [Scan to Picture Folder] dialog box, refer to ScanSnap Manager Help.



In [Specify destination folder], you can change the destination folder to a folder other than the pictures folder.

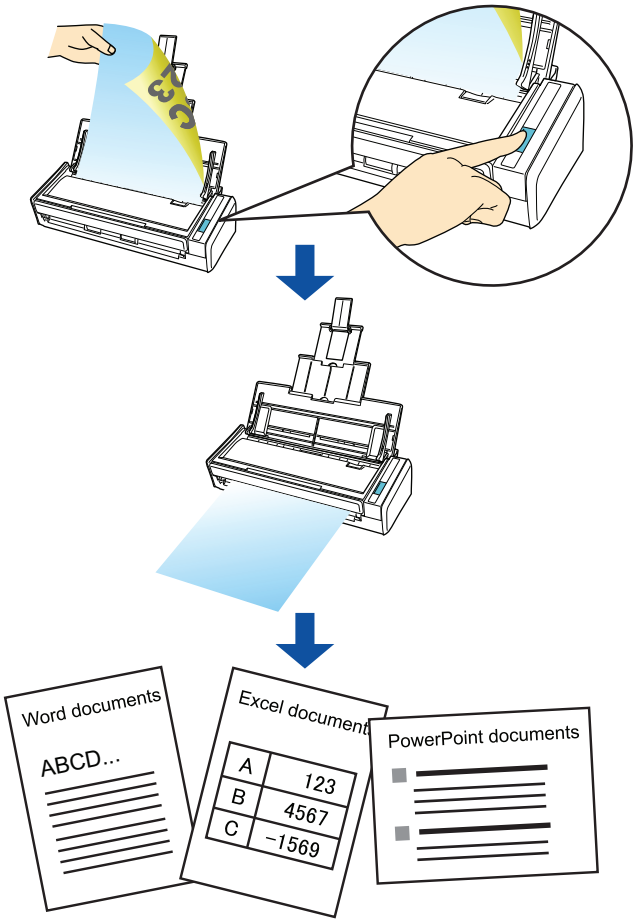
8. Click the [Save] button.

⇨ The scanned image data is saved in the pictures folder.

- When the [Scan to Picture Folder] dialog box is displayed, you cannot perform a scan. Close the [Scan to Picture Folder] dialog box before scanning the next document.
- Do not move, delete or rename the scanned image data in other applications when the [Scan to Picture Folder] dialog box is displayed.

■ Converting into Word/Excel/PowerPoint Documents

This section explains how to convert the scanned image data into Word/Excel/PowerPoint files using ABBYY FineReader for ScanSnap bundled with the ScanSnap.



- ABBYY FineReader for ScanSnap must be installed in your computer in order to perform text-recognition.
- Use this function in a computer environment where Word, Excel and PowerPoint are installed. You cannot view the documents converted into Word, Excel or PowerPoint files unless these programs are installed and you completed the user registration to use these programs. Install these programs and complete the user registration to view the converted documents on your computer.
  Other than Word, Excel and PowerPoint, Visual Basic for Applications of Office Shared Features is required (Visual Basic for Applications of Office Shared Features is installed at the same time when you perform a standard installation of Microsoft Office.).
- ABBYY FineReader for ScanSnap can be used with the following versions of Word, Excel and PowerPoint:
  - Word: 2000/2002/2003/2007
  - Excel: 2000/2002/2003/2007
  - PowerPoint: 2002/2003/2007
- Do not use this function while you are working in Word, Excel or PowerPoint. In addition, do not use Word, Excel or PowerPoint while this function is being executed. Otherwise, a message such as "Call is rejected by callee" may appear and the conversion result may not be displayed.

About the OCR function of ABBYY FineReader for ScanSnap

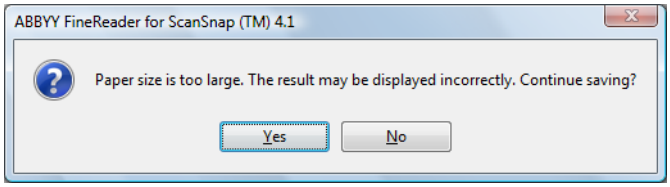
- ABBYY FineReader for ScanSnap is an application used exclusively with the ScanSnap. This program can perform text recognition only for PDF files created by using the ScanSnap. It cannot perform text recognition for PDF files created using Adobe Acrobat or other applications.
- The optical character recognition has the following features. Before performing text recognition, check whether the documents you want to convert are suitable for conversion according to the following guidelines:

  Scan to Word
  - Suitable for conversion
    Documents created by using simple page layout with one or two columns.
  - Not suitable for conversion
    Documents created by using complex page layout comprised of diagrams, tables and letters, such as brochures, magazines or newspapers.

  Scan to Excel
  - Suitable for conversion
    Simple tables in which every border connects to the outer frame.
  - Not suitable for conversion
    Documents with tables without borders, complex tables with too many borders, nested tables containing sub-tables, diagrams, graphs and charts, photographs and characters written vertically.
    (Diagrams, graphs and charts, photographs and characters written vertically are not reproduced.)

  Scan to PowerPoint(R)
  - Suitable for conversion
    Documents consisting of only characters and simple graphs or tables with white or light monocolor background.
  - Not suitable for conversion
    Documents with complex page layouts comprised of characters, diagrams and illustrations, documents with characters on photographs or patterned background, and documents with light colored characters on a deep colored background.
- The following parameters may not be reproduced as they are in the original document. It is recommended that you check the conversion result in Word, Excel or PowerPoint and edit the data if necessary:
  - Character font and size
  - Character and line spacing
  - Underlined, bold and italic characters
  - Superscript/subscript
- The following types of documents (characters) may not be recognized correctly.
  Better results in text recognition may be achieved by changing the color mode or increasing the resolution:
  - Documents including handwritten characters
  - Documents containing small characters (smaller than 10 points)
  - Skewed documents
  - Documents written in languages other than the specified language
  - Documents with characters on an unevenly colored background
    e.g. Shaded characters
  - Documents with many decorated characters
    e.g. Decorated characters (embossed/outlined)
  - Documents with characters on a patterned background
    e.g. Characters overlapping illustrations and diagrams
  - Documents with many characters contacting underlines or borders
  - Documents with a complex layout and documents with image noise
    (It may take extra time to process text recognition for these documents.)

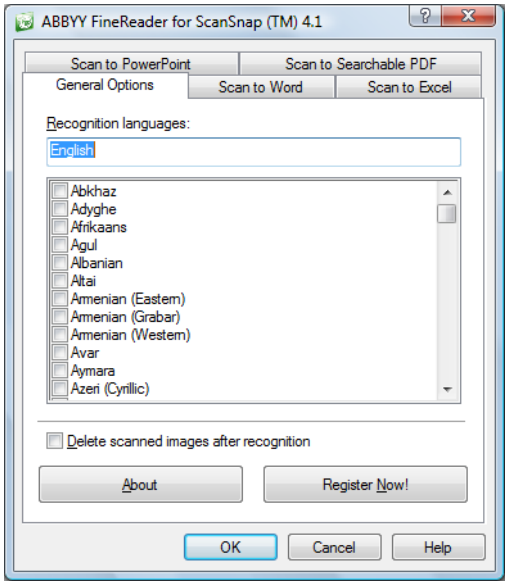
- The following message appears when you convert a long page document into a Word file, and the conversion result may be divided into more than one page.



- When converting to Excel files, if the recognition result exceeds 65,536 lines, no more results are output.
- When converting to Excel files, information about the layout of the entire document, diagrams, and length/width of graphs and tables is not duplicated. Only tables and character strings are reproduced.
- A converted PowerPoint document will not have the original background color and patterns.
- Documents upside down or in landscape orientation cannot be recognized properly. Select the [Allow automatic image rotation] check box (page 147), or load documents face down in portrait orientation.
- In the ScanSnap setup dialog box, even if the [Generate one PDF file per (n) page (s)] check box is selected in the [File option] tab →[Option], the conversion result is saved as one file.

You can change the settings applied during conversion to Word, Excel or PowerPoint documents in the ABBYY FineReader for ScanSnap setup dialog box.

Select the [Start] menu → [All Programs] → [ABBYY FineReader for ScanSnap (TM) 4.1]→ [ABBYY FineReader for ScanSnap (TM) 4.1] to display the following dialog box.



For details about how to configure settings, refer to ABBYY FineReader for ScanSnap User's Guide.

Using the Quick Menu

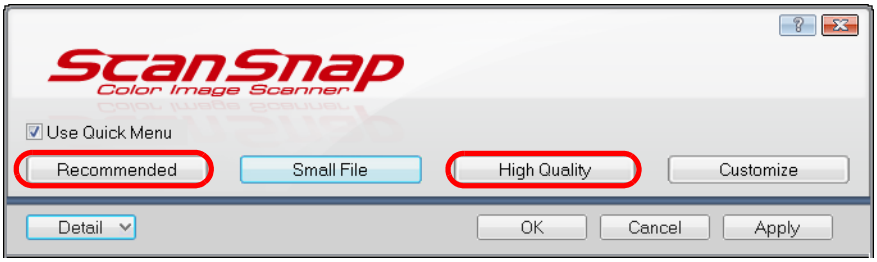
To use the Quick Menu, you need to select the [Use Quick Menu] check box in the ScanSnap setup dialog box.
Refer to "Using the Quick Menu" (page 44) for more details about how to perform scanning by using the Quick Menu.

1. Select [Scan Button Settings] from the Right-Click Menu.

Refer to "Right-Click Menu" (page 41) for more information about the Right-Click Menu.

⇨ The ScanSnap setup dialog box appears.

2. Select either [Recommended] or [High Quality] button.



It is recommended to select [Auto] or [Best] for [Image quality] in the [Scanning] tab in the ScanSnap setup dialog box when you convert documents into Word, Excel or PowerPoint files.

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

The ScanSnap setup dialog box also closes when you press the [Scan] button on the ScanSnap.

4. Load the document in the ScanSnap.

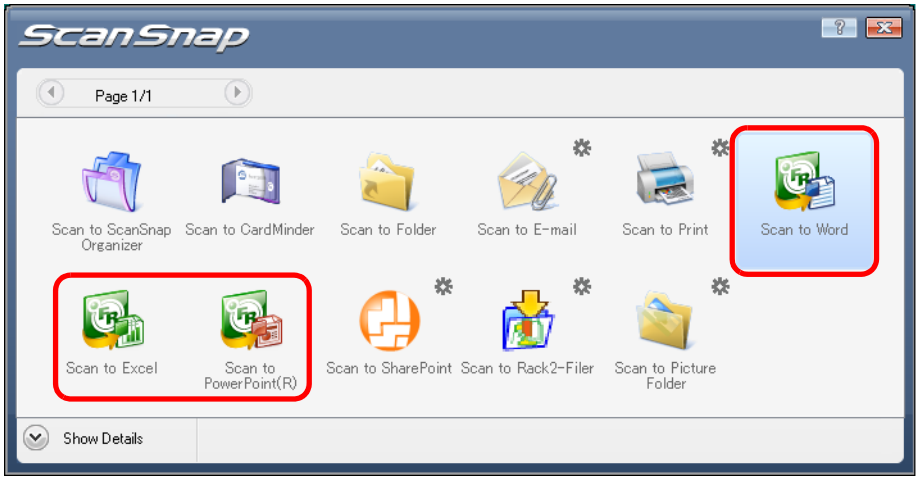
For details, refer to "Paper Sizes of Documents" (page 26) and "How to Load Documents" (page 28).

5. Press the [Scan] button on the ScanSnap.

⇨ Scanning starts.

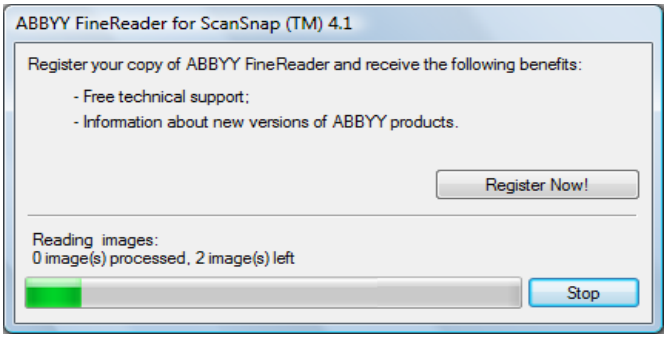
⇨ When scanning is completed, the Quick Menu appears.

6. Click the [Scan to Word], [Scan to Excel] or [Scan to PowerPoint(R)] icon.



When [JPEG(*.jpg)] is selected for [File format] in the [File option] tab in the ScanSnap setup dialog box, scanned data cannot be converted into a Word, Excel or PowerPoint file.

⇨ The following dialog box appears, and the image data conversion to Word, Excel or PowerPoint files starts.



⇨ When the conversion is completed, Word, Excel or PowerPoint starts up and the conversion result is displayed.

- It is recommended to select [Better (Color/Gray: 200 dpi, B&W: 400 dpi)] or higher resolution for [Image quality] in the [Scanning] tab in the ScanSnap setup dialog box.
- Word documents are saved in DOC format (.doc), Excel documents in XLS format (.xls) and PowerPoint documents in PPT format (.ppt).

- You cannot perform a scan when the Quick Menu is displayed. Wait until the conversion is over to scan another document.
- Do not move, delete, or rename the scanned image data in other applications while the Quick Menu is displayed.

Without using the Quick Menu

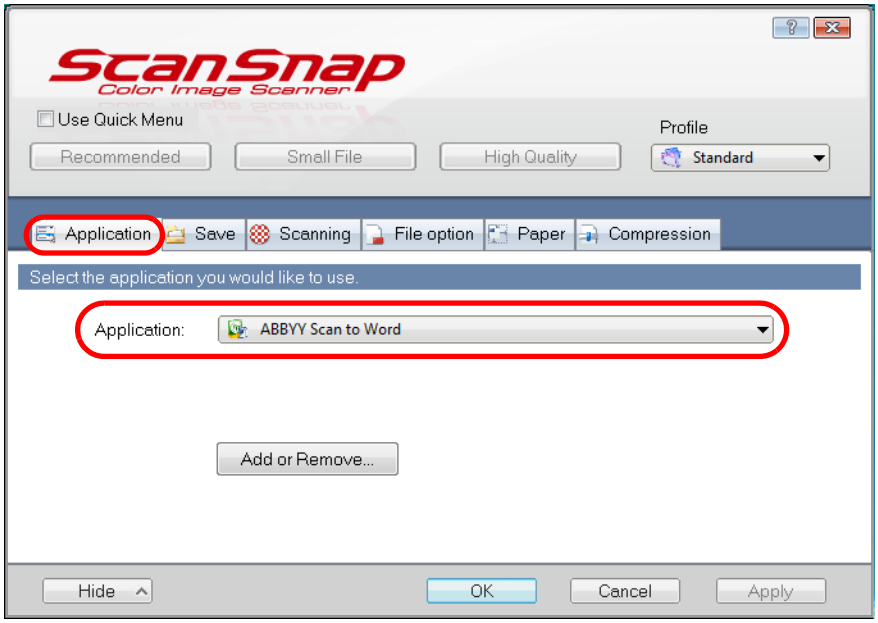
To disable the Quick Menu, you need to clear the [Use Quick Menu] check box in the ScanSnap setup dialog box.
Refer to "Without Using the Quick Menu" (page 49) for more details about how to perform scanning without using the Quick Menu.

1. Select [Scan Button Settings] from the Right-Click Menu.

Refer to "Right-Click Menu" (page 41) for more information about the Right-Click Menu.

⇨ The ScanSnap setup dialog box appears.

2. In the [Application] drop-down list in the [Application] tab, select [ABBYY Scan to Word], [ABBYY Scan to Excel], or [ABBYY Scan to PowerPoint(R)].



- It is recommended to select [Auto] or [Best] for [Image quality] in the [Scanning] tab in the ScanSnap setup dialog box when you convert documents into Word, Excel or PowerPoint files.
- You can also configure the profile by selecting [ABBYY Scan to Word], [ABBYY Scan to Excel], or [ABBYY Scan to PowerPoint(R)] from the [Profile] drop-down list or from the Left-Click Menu.
- When you save the desired settings as profiles, they can be selected from the Left-Click Menu next time you perform a scan.
  For more details about how to save scan settings, refer to "Saving Scan Settings" (page 56).

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

The ScanSnap setup dialog box also closes when you press the [Scan] button on the ScanSnap.

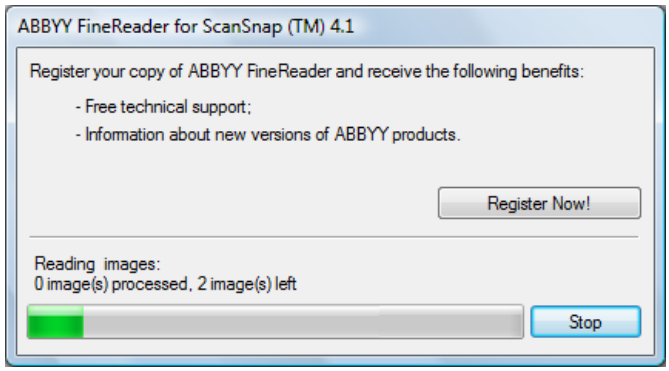
4. Load the document in the ScanSnap.

For details, refer to "Paper Sizes of Documents" (page 26) and "How to Load Documents" (page 28).

5. Press the [Scan] button on the ScanSnap.

⇨ Scanning starts.

⇨ After the scanning is completed, the following dialog box appears, and the image data conversion to Word, Excel or PowerPoint files starts.

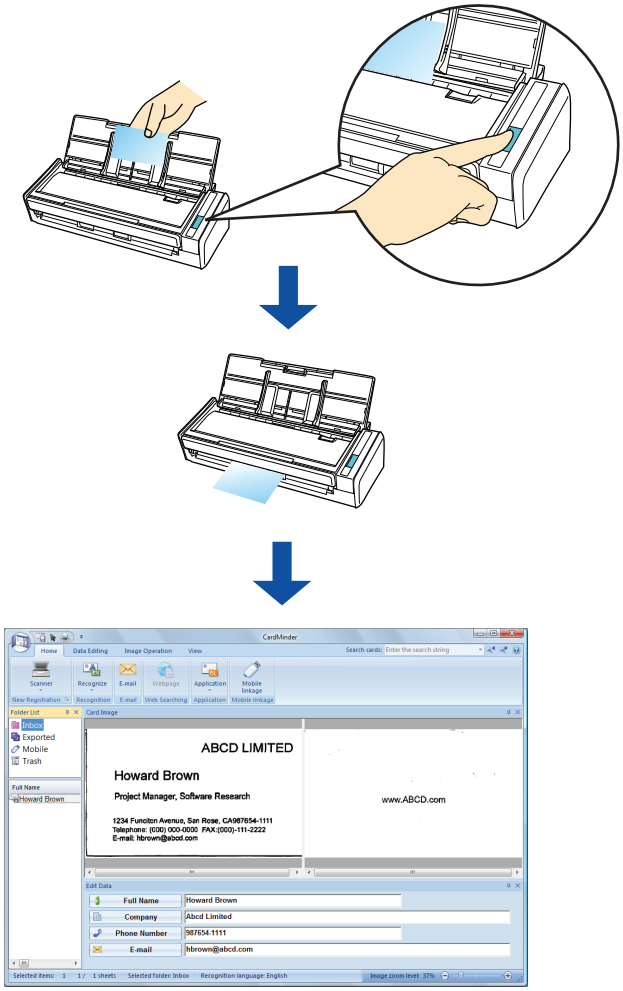


⇨ When the conversion is completed, Word, Excel or PowerPoint starts up and the conversion result is displayed.

- It is recommended to select [Better (Color/Gray: 200 dpi, B&W: 400 dpi)] or higher resolution for [Image quality] in the [Scanning] tab in the ScanSnap setup dialog box.
- Word documents are saved in DOC format (.doc), Excel documents in XLS format (.xls) and PowerPoint documents in PPT format (.ppt).

■ Scanning Business Cards

This section explains how to manage image data of scanned business cards in CardMinder.



- Blank pages are not removed even if the [Allow automatic blank page removal] is selected when the ScanSnap is interacting with CardMinder.
- Data of up to 500 sheets (1,000 pages), including blank pages, can be exported to CardMinder at once.

Using the Quick Menu

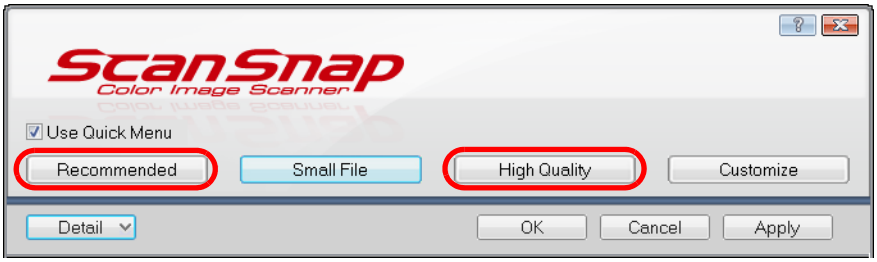
To use the Quick Menu, you need to select the [Use Quick Menu] check box in the ScanSnap setup dialog box.
Refer to "Using the Quick Menu" (page 44) for more details about how to perform scanning by using the Quick Menu.

1. Select [Scan Button Settings] from the Right-Click Menu.

Refer to "Right-Click Menu" (page 41) for more information about the Right-Click Menu.

⇨ The ScanSnap setup dialog box appears.

2. Select either [Recommended] or [High Quality] button.



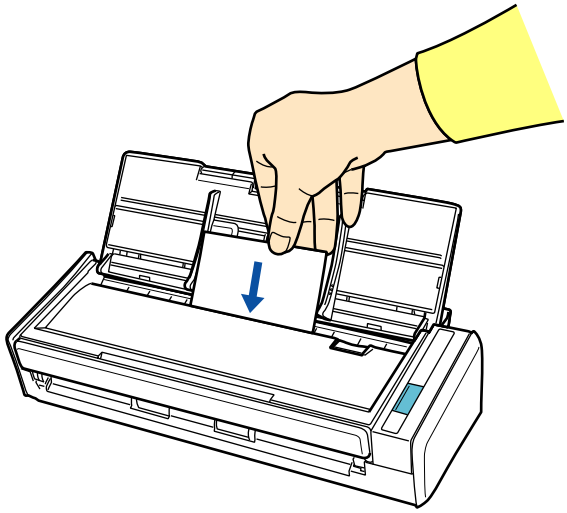
It is recommended to select [Auto] or [Best] for [Image quality] in the [Scanning] tab in the ScanSnap setup dialog box when you scan business cards. The ScanSnap cannot link with CardMinder when [Image quality] is set to [Excellent].

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

The ScanSnap setup dialog box also closes when you press the [Scan] button on the ScanSnap.

4. Load a business card in the ScanSnap.

- Load the business card so that the front side faces the ADF paper chute (cover).
- To scan multiple business cards, load business cards in a pile.
- Move the side guides so that there is no gap between the edge of the business card and the side guides on both sides.

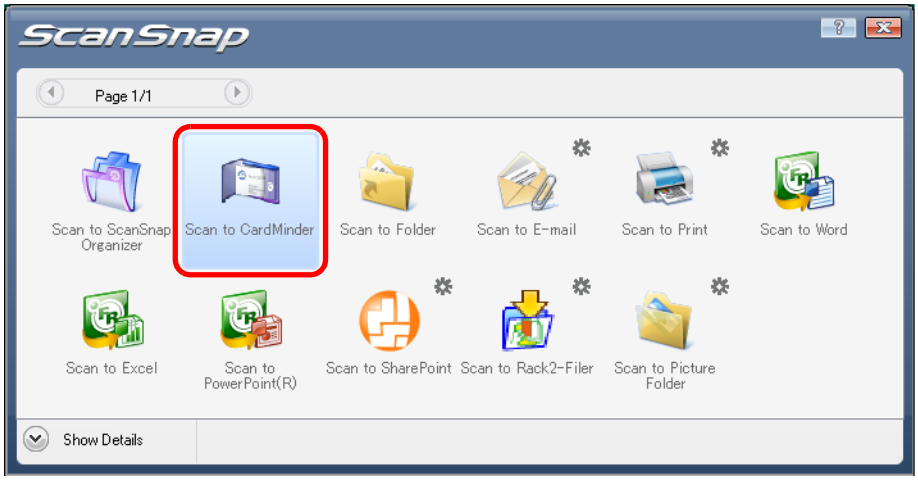


5. Press the [Scan] button on the ScanSnap.

⇨ Scanning of the business card starts.

⇨ When scanning is completed, the Quick Menu appears.

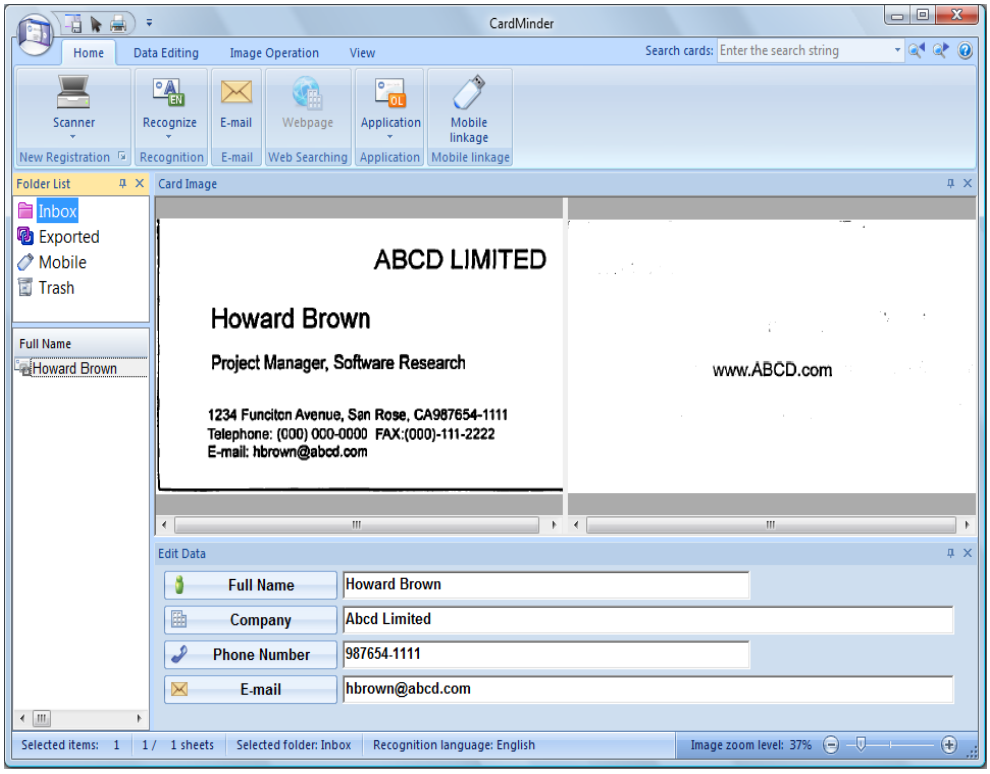
6. Click the [Scan to CardMinder] icon.



⇨ CardMinder starts up.

- You cannot perform a scan when the Quick Menu is displayed. Complete the interaction with CardMinder before scanning another document.
- Do not move, delete, or rename the scanned image data in other applications when the Quick Menu is displayed.

7. Check the scanned card image and the text recognition result.



For details about the functions of CardMinder and how to use it, refer to CardMinder User's Guide and CardMinder Help.

Without using the Quick Menu

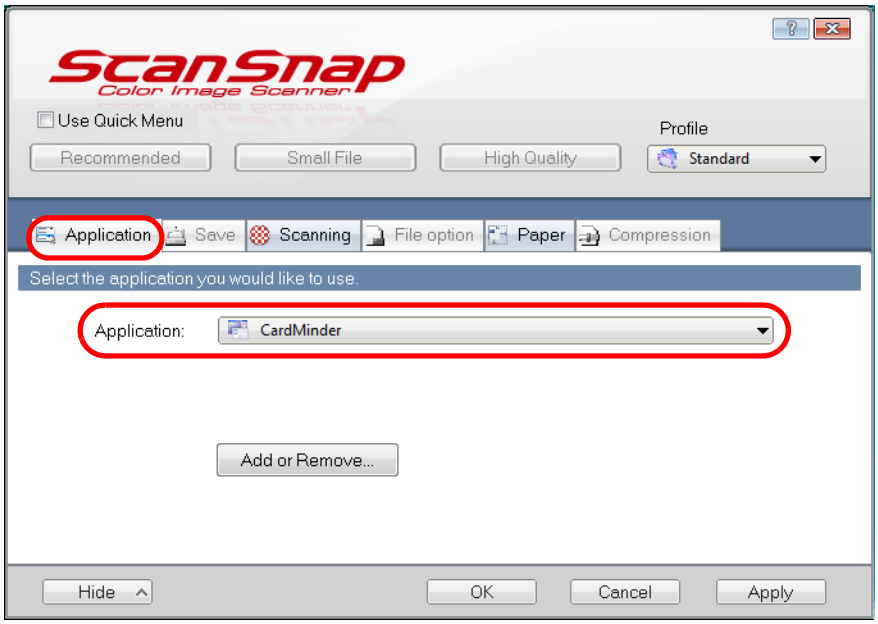
To disable the Quick Menu, you need to clear the [Use Quick Menu] check box in the ScanSnap setup dialog box.
Refer to "Without Using the Quick Menu" (page 49) for more details about how to perform scanning without using the Quick Menu.

1. Select [Scan Button Settings] from the Right-Click Menu.

Refer to "Right-Click Menu" (page 41) for more information about the Right-Click Menu.

⇨ The ScanSnap setup dialog box appears.

2. In the [Application] drop-down list in the [Application] tab, select [CardMinder].



It is recommended to select [Auto] or [Best] for [Image quality] in the [Scanning] tab in the ScanSnap setup dialog box when you scan business cards. The ScanSnap cannot link with CardMinder when [Image quality] is set to [Excellent].

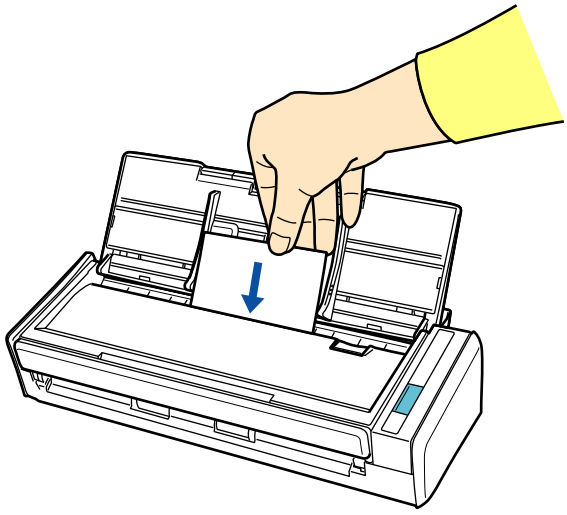
- You can also configure the profile by selecting [CardMinder] from the [Profile] drop-down list or from the Left-Click Menu.
- When you save the desired settings as profiles, they can be selected from the Left-Click Menu next time you perform a scan.
  For more details about how to save scan settings, refer to "Saving Scan Settings" (page 56).

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

> The ScanSnap setup dialog box also closes when you press the [Scan] button on the ScanSnap.

4. Load a business card in the ScanSnap.

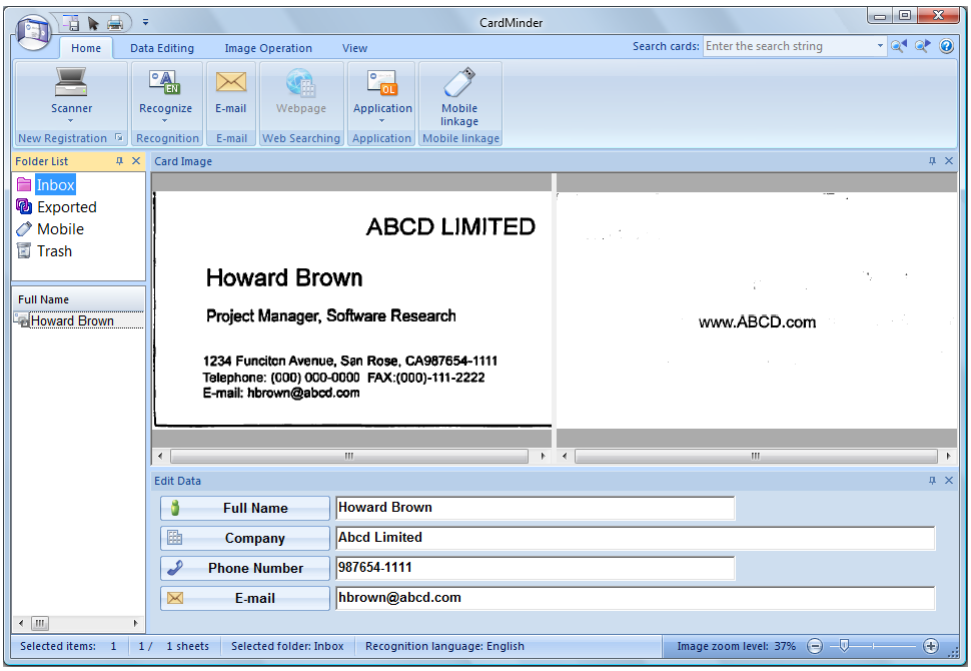
- Load the business card so that the front side faces the ADF paper chute (cover).
- To scan multiple business cards, load business cards in a pile.
- Move the side guides so that there is no gap between the edge of the business card and the side guides on both sides.



5. Press the [Scan] button on the ScanSnap.

⇨ Scanning of the business card starts.
⇨ When scanning is completed, CardMinder starts up.

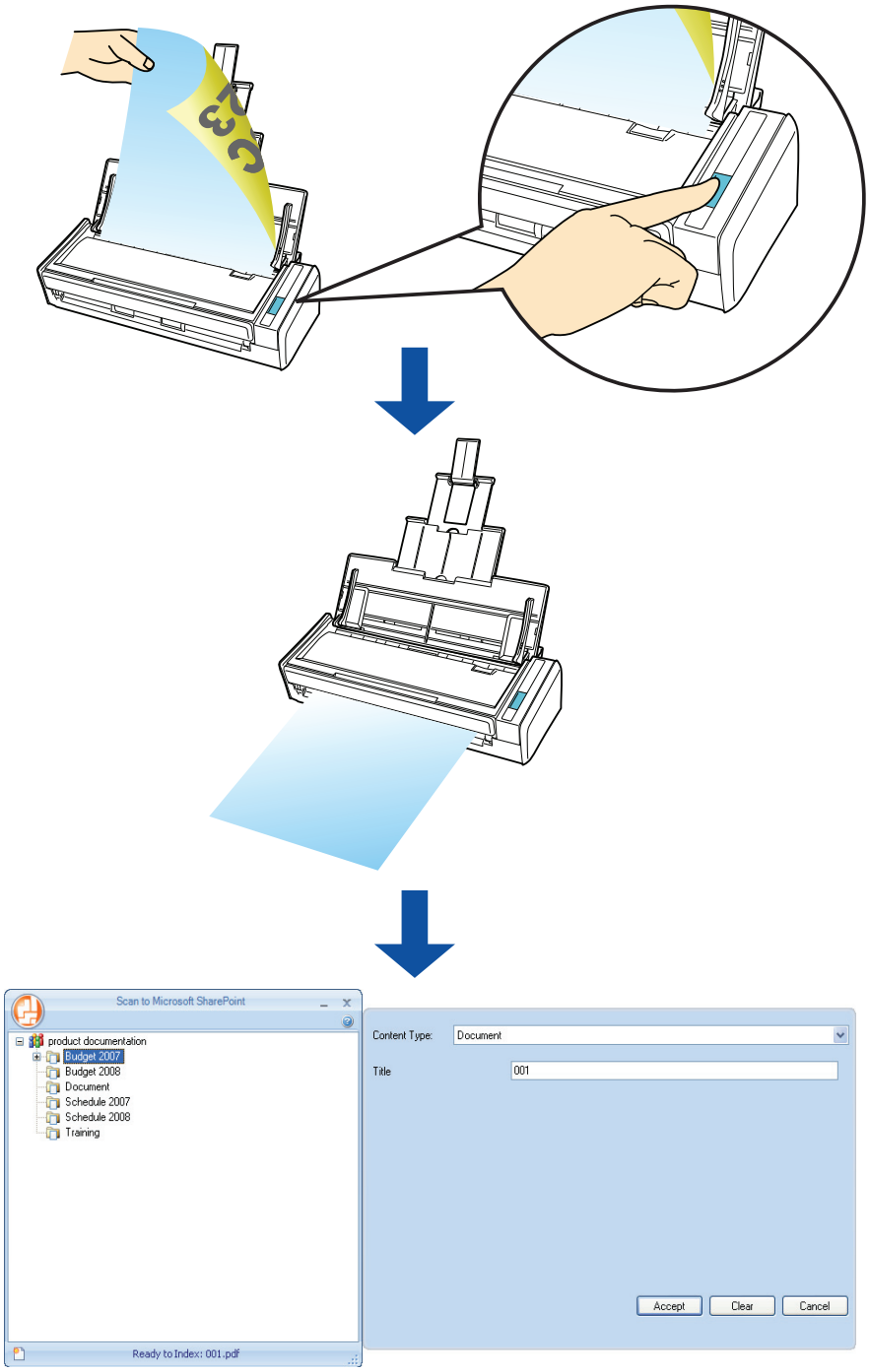
6. Check the scanned card image and the text recognition result.



For details about the functions of CardMinder and how to use it, refer to CardMinder User's Guide and CardMinder Help.

■ Saving Data in SharePoint

This section explains how to easily save the scanned image data in SharePoint and Office Live.



Using the Quick Menu

To use the Quick Menu, you need to select the [Use Quick Menu] check box in the ScanSnap setup dialog box.
Refer to "Using the Quick Menu" (page 44) for more details about how to perform scanning by using the Quick Menu.

1. Load the document in the ScanSnap.

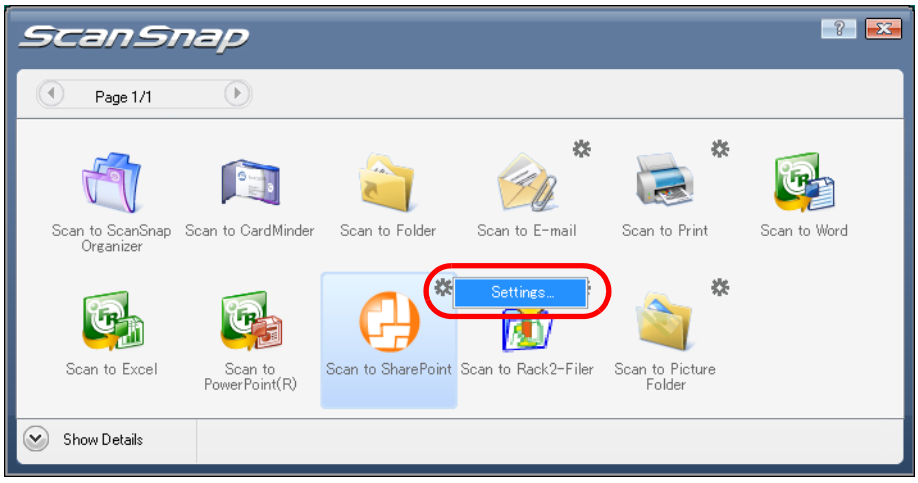
For details, refer to "Paper Sizes of Documents" (page 26) and "How to Load Documents" (page 28).

2. Press the [Scan] button on the ScanSnap.

⇨ Scanning starts.
⇨ When scanning is completed, the Quick Menu appears.

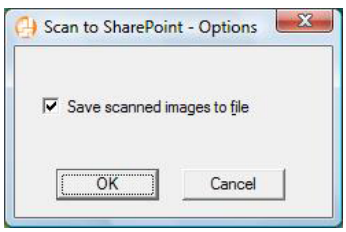
3. Change settings for the [Scan to SharePoint] (If you do not want to change the settings, go to Step 4.).

1. Move the mouse pointer to the ⚙ mark on the [Scan to SharePoint] icon, and then select the [Settings] menu.



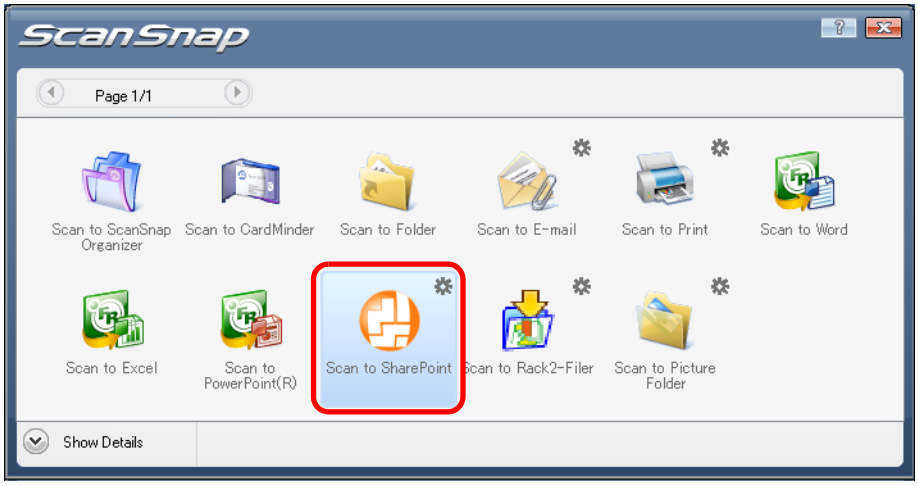
⇨The [Scan to SharePoint - Options] dialog box appears.

2. Change the setting.
For details about the [Scan to SharePoint - Options] dialog box, refer to ScanSnap Manager help.



3. Click the [OK] button to close the [Scan to SharePoint - Options] dialog box.

4. Click the [Scan to SharePoint] icon.



⇨ Scan to Microsoft SharePoint starts up.

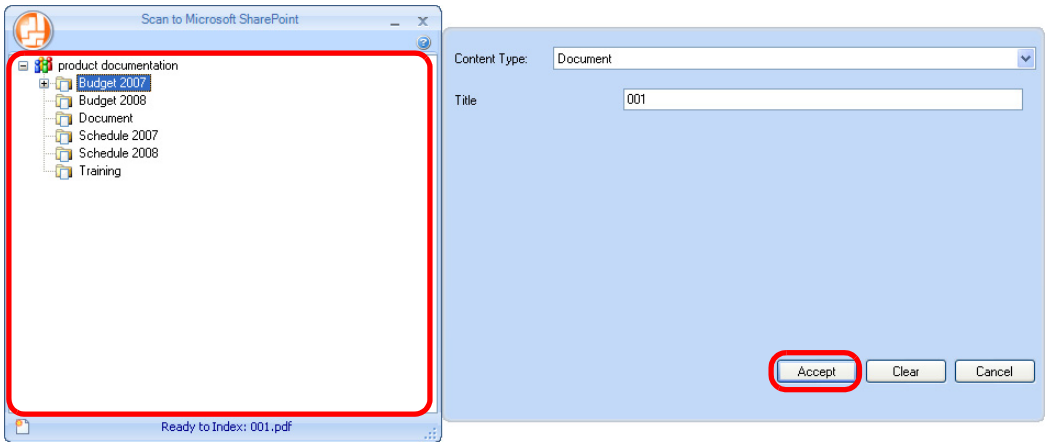
- You cannot perform a scan when the Quick Menu is displayed. Complete the interaction with Scan to Microsoft SharePoint before scanning another document.
- Do not move, delete, or rename the scanned image data in other applications while the Quick Menu is displayed.

5. Save the scanned image data.

- To save a large file to SharePoint or Office Live, you may need to have the system administrator change the SharePoint or Office Live setting.
- When you start up Scan to Microsoft SharePoint for the first time, you need to register a SharePoint site. Once you register the SharePoint site, ScanSnap Manager automatically connects to that site from the next startup.
  For more details, refer to the Scan to Microsoft SharePoint User Guide.

●Connecting to SharePoint

1. Select a folder in which you want to save the scanned image data.
2. In the Scan to Microsoft SharePoint Index Pane, enter information, such as the title, and click the [Accept] button.

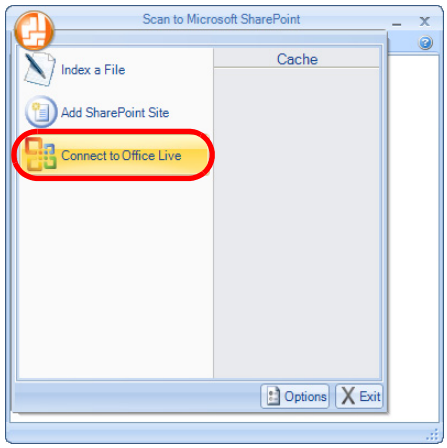


⇨The scanned image data is saved in the specified folder.

●Connecting to Office Live

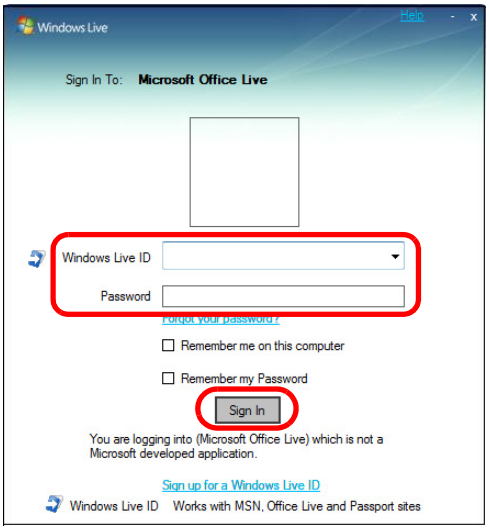
Support for Office Live varies depending on the country. For more details, refer to the Office Live Web site.

1. Select [Connect to Office Live] from the menu.



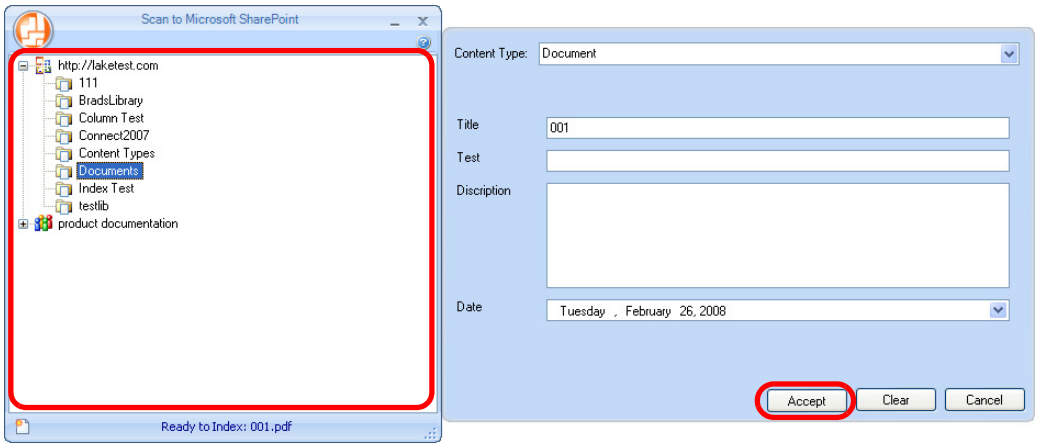
⇨The Office Live logon dialog box appears.

2. Enter the ID and the password in the Office Live logon dialog box, and then click the [Sign In] button.



⇨ The [Scan to Microsoft SharePoint] dialog box appears after the ScanSnap is connected to Office Live.

3. Select a folder in which you want to save the scanned image data.
4. In the Scan to Microsoft SharePoint Index Pane, enter information, such as the title, and click the [Accept] button.



⇨The scanned image data is saved in the specified folder.

For details, refer to the Scan to Microsoft SharePoint User Guide.

Without using the Quick Menu

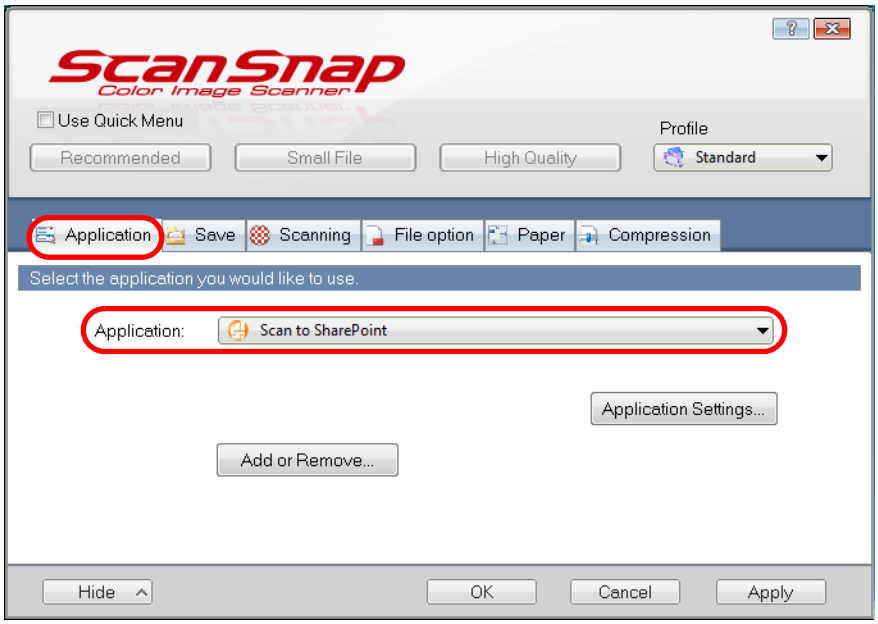
To disable the Quick Menu, you need to clear the [Use Quick Menu] check box in the ScanSnap setup dialog box.
Refer to "Without Using the Quick Menu" (page 49) for more details about how to perform scanning without using the Quick Menu.

1. Select [Scan Button Settings] from the Right-Click Menu.

Refer to "Right-Click Menu" (page 41) for more information about the Right-Click Menu.

⇨ The ScanSnap setup dialog box appears.

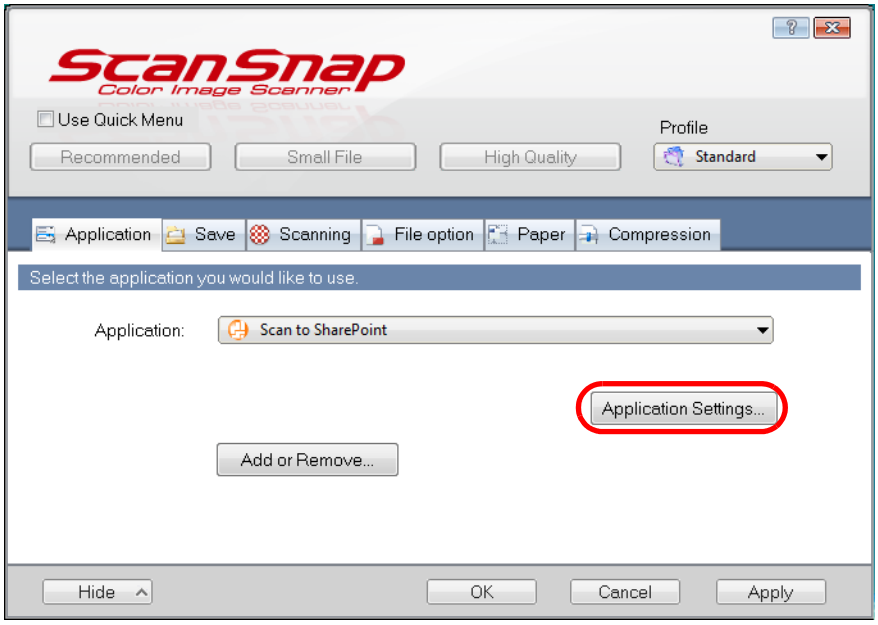
2. In the [Application] drop-down list in the [Application] tab, select [Scan to SharePoint].



When you save the desired settings as profiles, they can be selected from the Left-Click Menu next time you perform a scan.
For more details about how to save scan settings, refer to "Saving Scan Settings" (page 56).

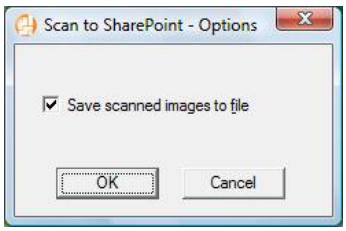
3. Change settings for the [Scan to SharePoint] (If you do not want to change the settings, go to Step 4.).

1. Click the [Application Settings] button.



➪The [Scan to SharePoint - Options] dialog box appears.

2. Change the setting.
   For details about the [Scan to SharePoint - Options] dialog box, refer to ScanSnap Manager help.



3. Click the [OK] button to close the [Scan to SharePoint - Options] dialog box.

4. Click the [OK] button to close the ScanSnap setup dialog box.

The ScanSnap setup dialog box also closes when you press the [Scan] button on the ScanSnap.

5. Load the document in the ScanSnap.

For details, refer to "Paper Sizes of Documents" (page 26) and "How to Load Documents" (page 28).

6. Press the [Scan] button on the ScanSnap.

⇨ Scanning starts.

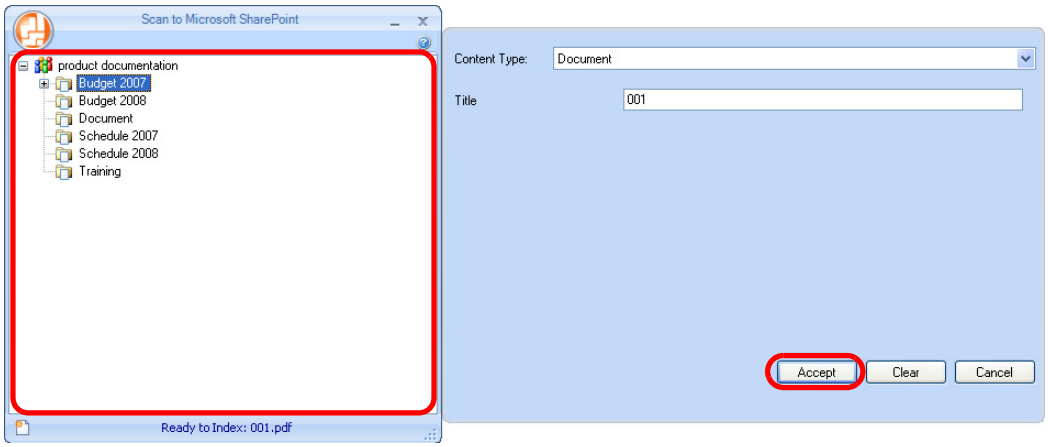
⇨ When scanning is completed, Scan to Microsoft SharePoint starts up.

7. Save the scanned image data.

- To save a large file to SharePoint or Office Live, you may need to have the system administrator change the SharePoint or Office Live setting.
- When you start up Scan to Microsoft SharePoint for the first time, you need to register a SharePoint site. Once you register the SharePoint site,ScanSnap Manager automatically connects to that site from the next startup.
  For more details, refer to the Scan to Microsoft SharePoint User Guide.

●Connecting to SharePoint

1. Select a folder in which you want to save the scanned image data.
2. In the Scan to Microsoft SharePoint Index Pane, enter information, such as the title, and click the [Accept] button.

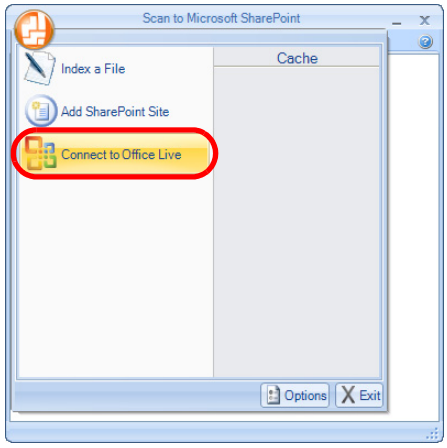


⇨ The scanned image data is saved in the specified folder.

●Connecting to Office Live

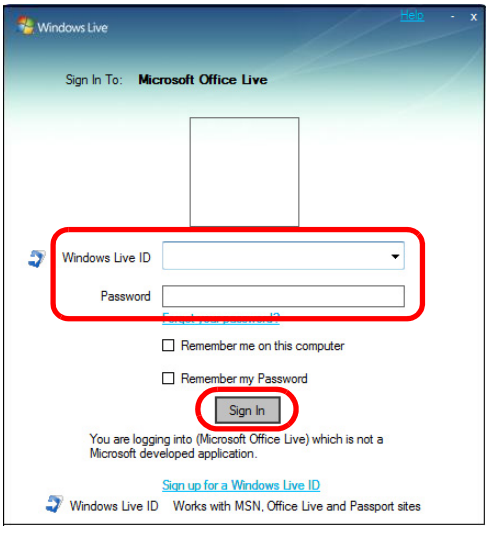
> Support for Office Live varies depending on the country. For more details, refer to the Office Live Web site.

1. Select [Connect to Office Live] from the menu.



➪The Office Live logon dialog box appears.

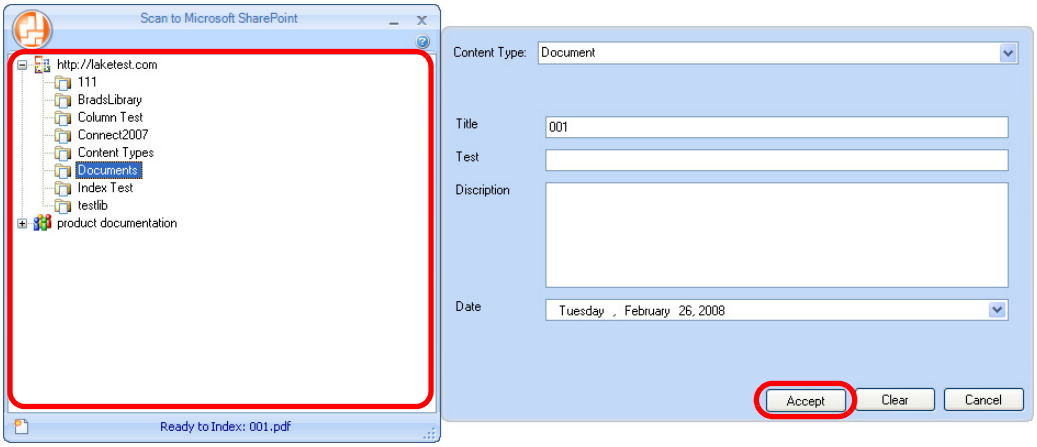
2. Enter the ID and the password in the Office Live logon dialog box, and then click the [Sign In] button.



➪The [Scan to Microsoft SharePoint] dialog box appears after the ScanSnap is connected to Office Live.

3. Select a folder in which you want to save the scanned image data.

4. In the Scan to Microsoft sharePoint Index Pane, enter information, such as the title, and click the [Accept] button.

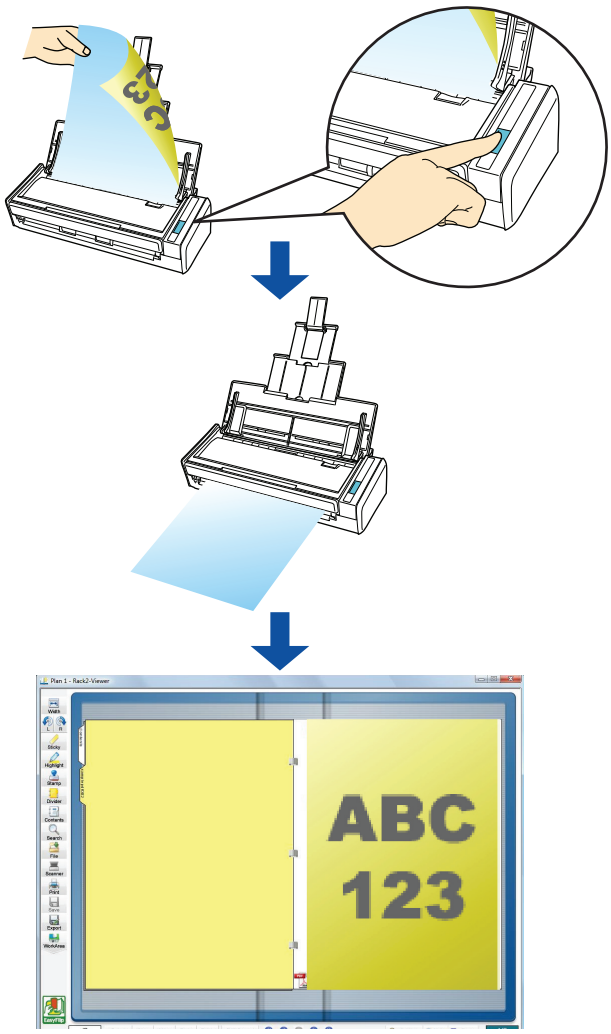


⇨The scanned image data is saved in the specified folder.

For details, refer to the Scan to Microsoft SharePoint User Guide.

■ Saving to Rack2-Filer

This section explains how to save PDF files created with the ScanSnap in Rack2-Filer trial version (bundled with the ScanSnap) or Rack2-Filer (V5.0 or later recommended) (bundled model or sold separately).



- Rack2-Filer trial version (bundled with the ScanSnap) or Rack2-Filer (V5.0 or later recommended) (bundled model or sold separately) is required to use this function. Rack2-Filer is a software program that converts paper documents and electronic documents into PDF files and manages them in a computer. You can manage the documents as if you bind them, store them on a cabinet shelf, and browse them as if you flip through a book.
- The following settings in ScanSnap Manager are disabled when the scanned image data is saved to Rack2-Filer:
  - Rename file after scanning
  - Color high compression
- For information on how to use Rack2-Filer, refer to the Rack2-Filer User's Guide.

Using the Quick Menu

To use the Quick Menu, you need to select the [Use Quick Menu] check box in the ScanSnap setup dialog box.
Refer to "Using the Quick Menu" (page 44) for more details about how to perform scanning by using the Quick Menu.

1. Load the document in the ScanSnap.

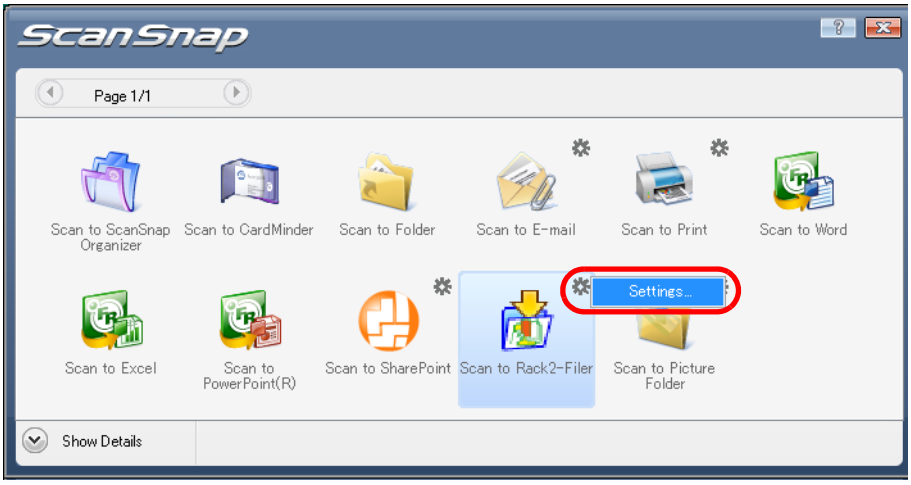
For details, refer to "Paper Sizes of Documents" (page 26) and "How to Load Documents" (page 28).

2. Press the [Scan] button on the ScanSnap.

⇨ Scanning starts.
⇨ When scanning is completed, the Quick Menu appears.

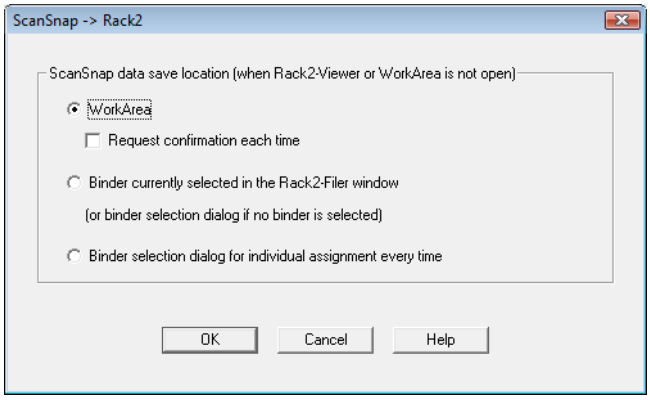
3. Change settings for the [Scan to Rack2-Filer] (If you do not want to change the settings, go to Step 4.).

1. Move the mouse pointer to the ⚙ mark on the [Scan to Rack2-Filer] icon, and then select the [Settings] menu.



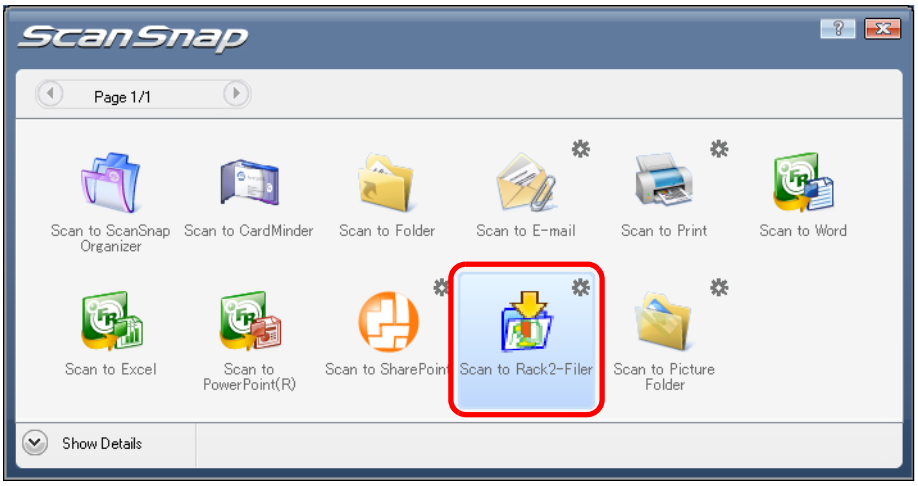
⇨The [ScanSnap Manager -> Rack2] dialog box appears.

2. Change the settings.
   In this dialog box, specify the destination to save the scanned image data.
   For details about the [ScanSnap -> Rack2] dialog box, refer to Rack2-Filer Help.
   Click the [Help] button in the [ScanSnap -> Rack2] dialog box to display Rack2-Filer Help.



3. Click the [OK] button to close the [ScanSnap -> Rack2] dialog box.

4. Click the [Scan to Rack2-Filer] icon.



⇨ Rack2-Filer starts up, and the PDF file created by the ScanSnap is saved in Rack2-Filer in accordance with the settings specified in Step 3.

- When [JPEG(*.jpg)] is selected for [File format] in the [File option] tab in the ScanSnap setup dialog box, you cannot save the image in Rack2-Filer.
- You cannot perform a scan when the Quick Menu is displayed. Complete the interaction with Rack2-Filer before scanning another document.
- Do not move, delete, or rename the scanned image data in other applications while the Quick Menu is displayed.

Without using the Quick Menu

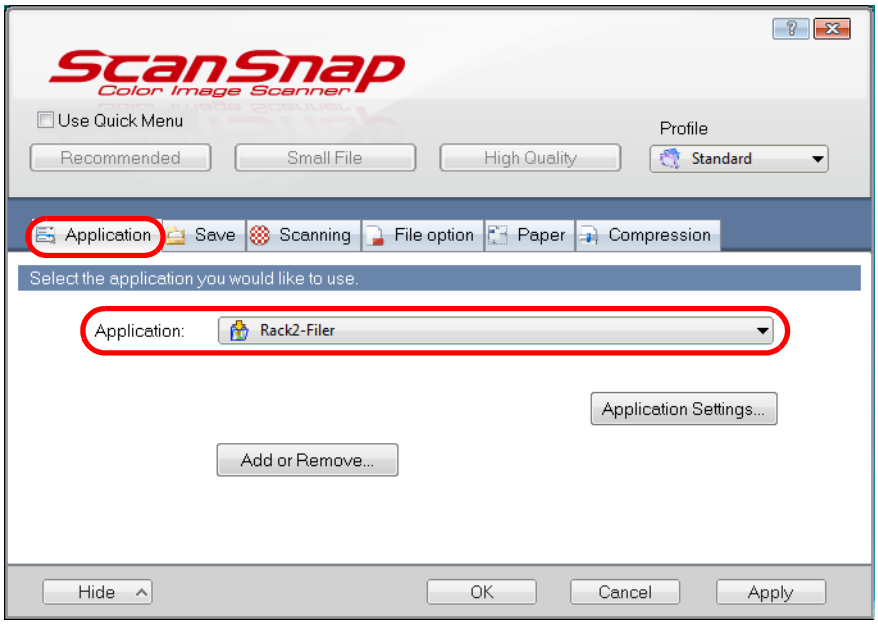
To disable the Quick Menu, you need to clear the [Use Quick Menu] check box in the ScanSnap setup dialog box.
Refer to "Without Using the Quick Menu" (page 49) for more details about how to perform scanning without using the Quick Menu.

1. Select [Scan Button Settings] from the Right-Click Menu.

Refer to "Right-Click Menu" (page 41) for more information about the Right-Click Menu.

⇨ The ScanSnap setup dialog box appears.

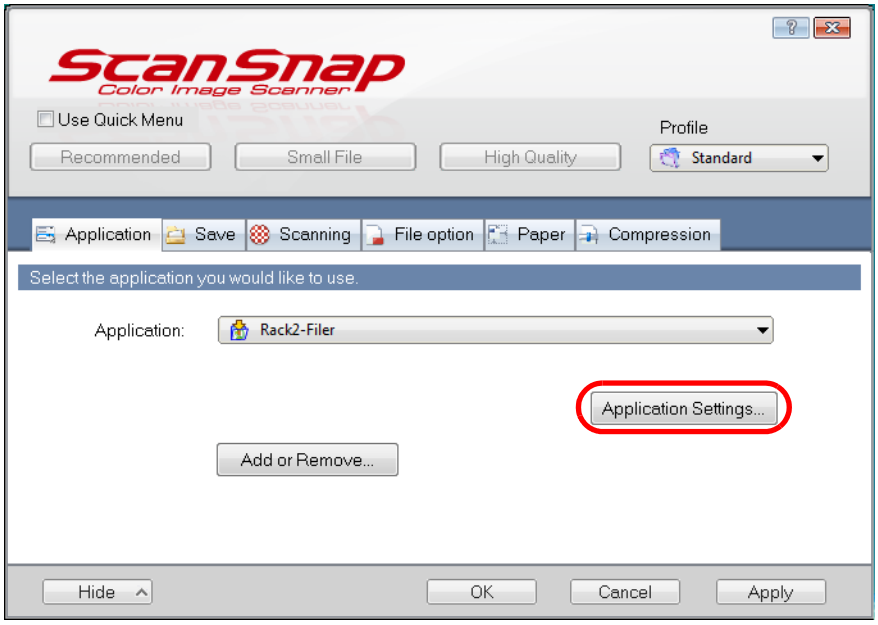
2. In the [Application] drop-down list in the [Application] tab, select [Rack2-Filer].



- You can also configure the profile by selecting Rack2-Filer from the [Profile] drop-down list or from the Left-Click Menu.
- When you save the desired settings as profiles, they can be selected from the Left-Click Menu next time you perform a scan.
  For more details about how to save scan settings, refer to "Saving Scan Settings" (page 56).

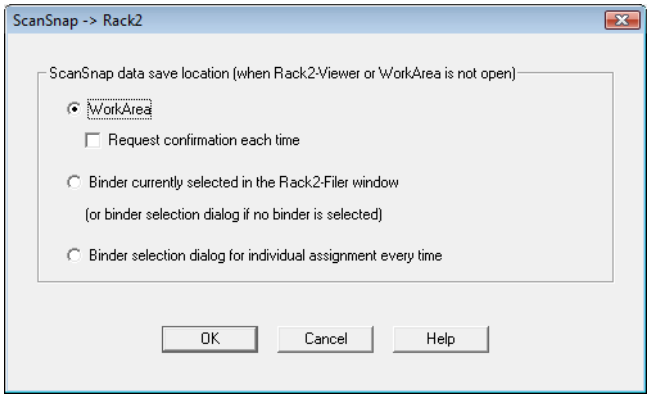
3. Change settings for the [Rack2-Filer] (If you do not want to change the settings, go to Step 4.).

1. Click the [Application Settings] button.



➪The [ScanSnap -> Rack2] dialog box appears.

2. Change the settings.
   In this dialog box, specify the destination to save the scanned image data.
   For details about the [ScanSnap -> Rack2] dialog box, refer to Rack2-Filer Help.
   Click the [Help] button in the [ScanSnap -> Rack2] dialog box to display Rack2-Filer Help.



3. Click the [OK] button to close the [ScanSnap -> Rack2] dialog box.

4. Click the [OK] button to close the ScanSnap setup dialog box.

The ScanSnap setup dialog box also closes when you press the [Scan] button on the ScanSnap.

5. Load the document in the ScanSnap.

For details, refer to "Paper Sizes of Documents" (page 26) and "How to Load Documents" (page 28).

6. Press the [Scan] button on the ScanSnap.

⇨ Scanning starts.

⇨ Rack2-Filer starts up, and the PDF file created by the ScanSnap is saved in Rack2-Filer in accordance with the settings specified in Step 3.

Using the ScanSnap in Various Ways

This section explains how to use the ScanSnap in various ways.

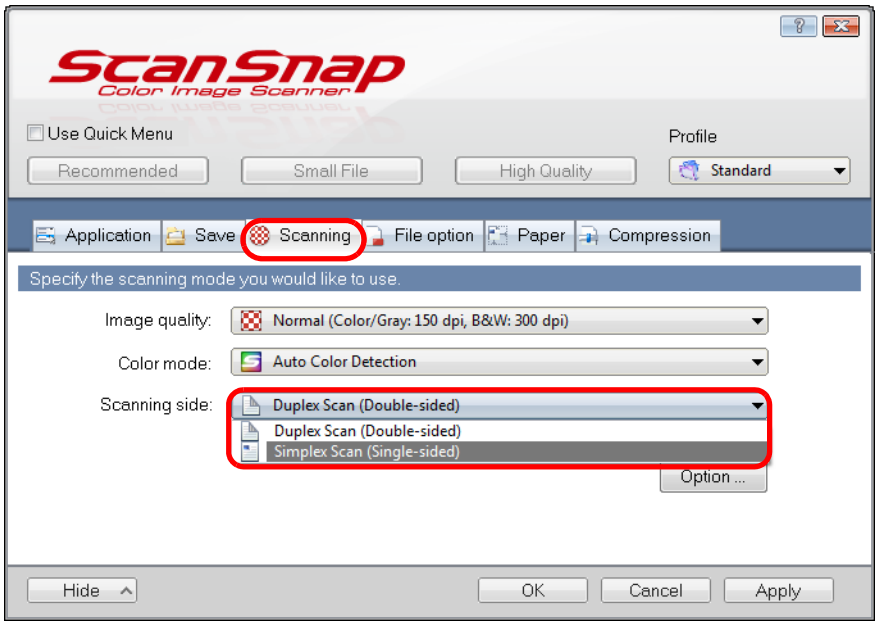
■ Scanning Only One Side of a Document

By default, pressing the [Scan] button performs scanning in Duplex mode.
When you want to scan in Simplex mode, change the settings by following the procedure below.

1. Select [Scan Button Settings] from the Right-Click Menu.

Refer to "Right-Click Menu" (page 41) for more information about the Right-Click Menu.
⇨ The ScanSnap setup dialog box appears.

2. Select [Simplex Scan (Single-sided)] from the [Scanning side] drop-down list in the [Scanning] tab.



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

4. Load the document in the ScanSnap.

For details, refer to "Paper Sizes of Documents" (page 26) and "How to Load Documents" (page 28).

5. Press the [Scan] button on the ScanSnap.

When you select [Simplex scan] from the Right-Click Menu, the scan is performed in Simplex mode even if [Duplex Scan (Double-sided) is set in [Scanning side] in the [Scanning] tab.

⇨ The document is scanned in Simplex mode.

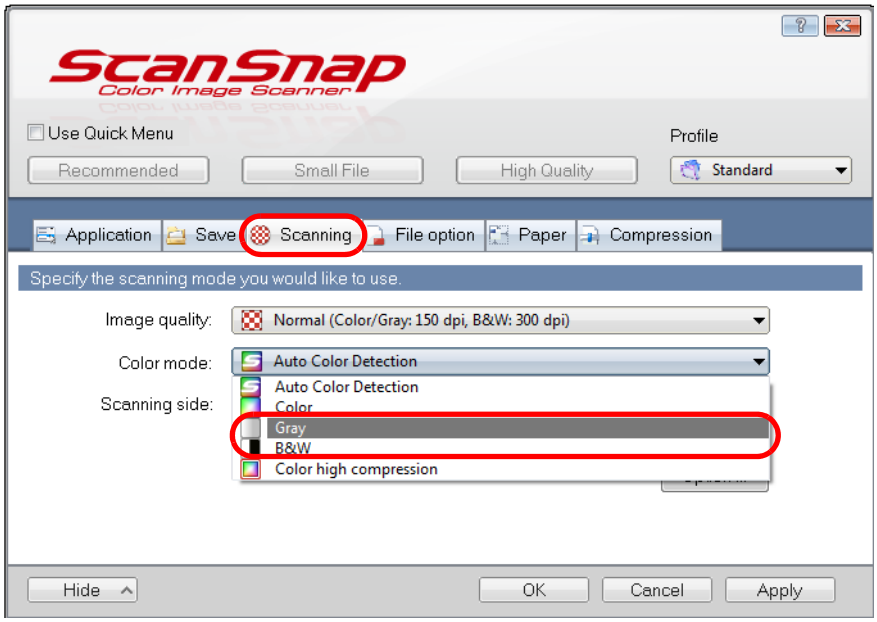
■ Scanning Color Documents in Black & White or Gray Mode

By default, the ScanSnap automatically recognizes whether scanned documents are color, gray or black & white, and outputs color documents in color mode, gray documents in gray mode, and black & white documents in black & white mode.
If you want to scan color documents in gray or black & white mode, change the settings by following the procedure below.

1. Select [Scan Button Settings] from the Right-Click Menu.

Refer to "Right-Click Menu" (page 41) for more information about the Right-Click Menu.
⇨ The ScanSnap setup dialog box appears.

2. From the [Color mode] drop-down list in the [Scanning] tab, select [Gray] or [B&W].



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

4. Load the document in the ScanSnap.

For details, refer to "Paper Sizes of Documents" (page 26) and "How to Load Documents" (page 28).

5. Press the [Scan] button on the ScanSnap.

⇨ Scanned image data is output in gray or black & white.

■ Scanning Color Documents in High Compression Mode

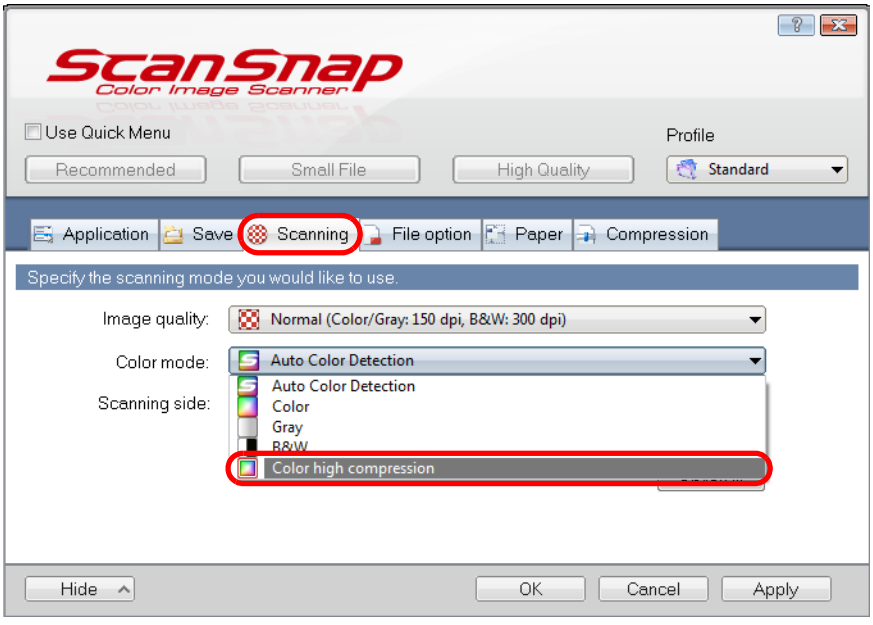
The ScanSnap can save image data of scanned color documents in high compression mode. You can scan large quantities of documents in high compression mode and save them as a compact PDF file.
To scan color documents in high compression mode, perform the following steps to change the setting.

> In [Color high compression] mode, different compression rates are applied to characters and backgrounds. Therefore, the file size of a document with mostly text characters is reduced, while the quality of the characters is kept high. However, high compression is applied to photographs and figures since they are regarded as backgrounds, resulting in deteriorated image data. For this reason, this mode is not appropriate for scanning photographs,images and such.

1. Select [Scan Button Settings] from the Right-Click Menu.

Refer to "Right-Click Menu" (page 41) for more information about the Right-Click Menu.
⇨ The ScanSnap setup dialog box appears.

2. In the [Color mode] drop-down list in the [Scanning] tab, select [Color high compression].



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

4. Load the document in the ScanSnap.

For details, refer to "Paper Sizes of Documents" (page 26) and "How to Load Documents" (page 28).

5. Press the [Scan] button on the ScanSnap.

⇨ The scanned document is output as highly compressed color image data.

■ Removing Blank Pages from the Scanned Image Data

The ScanSnap is able to recognize and remove blank pages automatically from the scanned image data. When you scan documents in Duplex mode with this function enabled, both sides of the documents are scanned regardless of whether anything is printed on the back side or not. When a blank side is scanned, it is recognized as "blank" and the image data is automatically removed.
To remove blank pages, change the settings by following the procedure below.

- The following types of documents may be recognized as blank pages:
  - Almost blank documents with only a few characters
  - Documents of only one color (including black) and without any patterns, lines, or characters

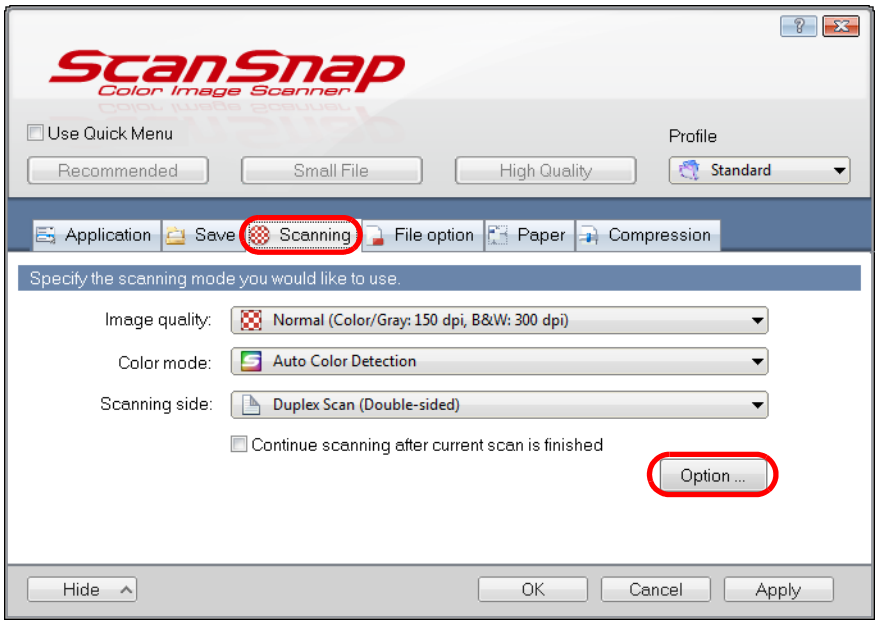
  When you scan such documents, clear the [Allow automatic blank page removal] check box. Also make sure to check the image data for accidentally removed pages when discarding the scanned document.
- Blank pages are not removed when CardMinder is used.

1. Select [Scan Button Settings] from the Right-Click Menu.

Refer to "Right-Click Menu" (page 41) for more information about the Right-Click Menu.

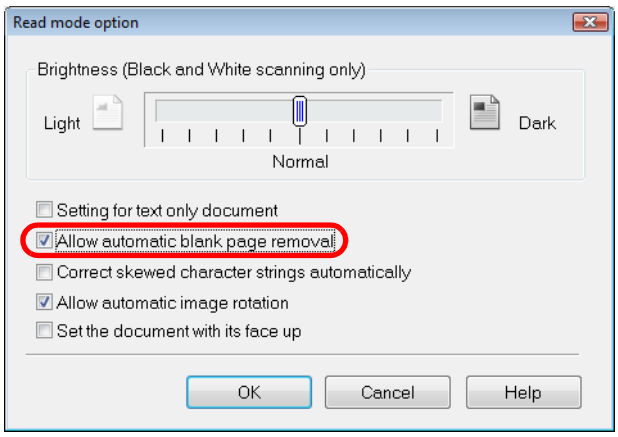
⇨ The ScanSnap setup dialog box appears.

2. Click the [Option] button in the [Scanning] tab.



⇨ The [Read mode option] dialog box appears.

3. Select the [Allow automatic blank page removal] check box.



4. Click the [OK] button to close all open dialog boxes.

5. Load the document in the ScanSnap.

For details, refer to "Paper Sizes of Documents" (page 26) and "How to Load Documents" (page 28).

6. Press the [Scan] button on the ScanSnap.

⇨ Image data is output without any blank pages.

■ Correcting Skewed Character Strings

When documents with skewed character strings are scanned, the ScanSnap is able to detect the skewed character strings and correct them.
To correct skewed character strings, change the settings by following the procedure below.

Up to +/-5 degrees of skew can be corrected.
This function corrects a skew based on the character string printed on the document, so the following types of documents may get corrected by mistake even though they do not have any skewed character strings:

- Documents on which pitches between lines or characters are extremely narrow, or characters are overlapped
- Documents with many outlined or decorated characters
- Documents with many photographs or figures and few characters
- Documents with characters on a patterned background
  e.g. Characters overlapping illustrations and diagrams
- Documents with characters printed in various directions such as drawings
- Documents with long diagonal lines
- Documents including handwritten characters

When you scan such documents, clear the [Correct skewed character strings automatically] check box.

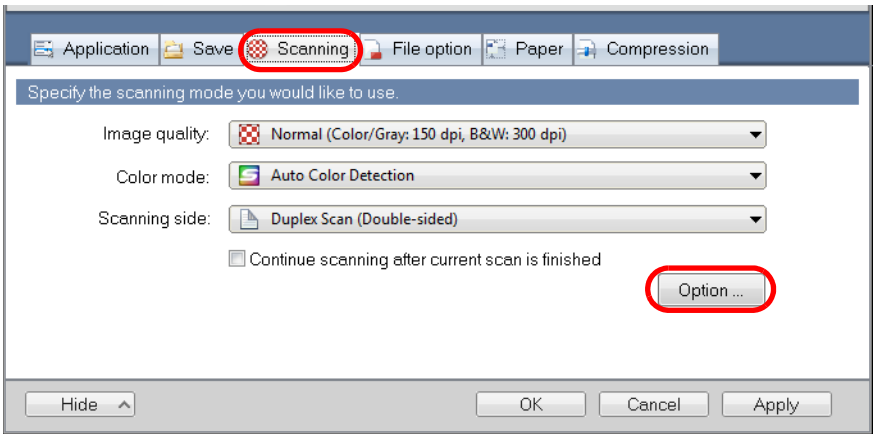
For documents skewed while being scanned, you do not have to enable [Correct skewed character strings automatically] because the skewed image is always corrected in such cases.

1. Select [Scan Button Settings] from the Right-Click Menu.

Refer to "Right-Click Menu" (page 41) for more information about the Right-Click Menu.

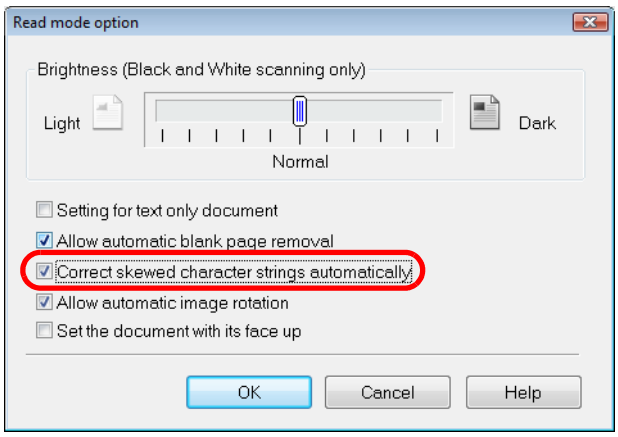
⇨ The ScanSnap setup dialog box appears.

2. Click the [Option] button in the [Scanning] tab.



⇨ The [Read mode option] dialog box appears.

3. Select the [Correct skewed character strings automatically] check box.



4. Click the [OK] button to close all open dialog boxes.

5. Load the document in the ScanSnap.

For details, refer to "Paper Sizes of Documents" (page 26) and "How to Load Documents" (page 28).

6. Press the [Scan] button on the ScanSnap.

⇨ Image data is output with skewed character strings corrected.

■ Correcting the Orientation of Scanned Images

In an office environment, it is often the case that a single batch contains same size documents of different page orientations. Moreover, the reverse sides of double-sided documents in calendar style are printed upside down.
The ScanSnap is able to automatically rotate each page to its correct orientation for such document batches.
To rotate document pages to their correct orientations, change the settings by following the procedure below.

This function determines document orientation based on the characters printed on the document so it may not work properly for the following document types:

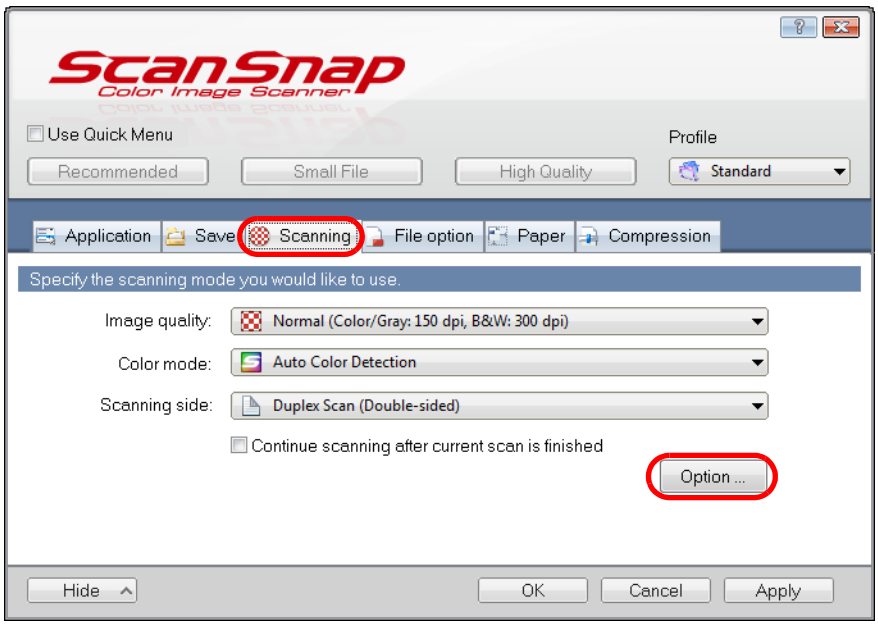
- Documents with many extremely large or small characters
- Documents on which pitches between lines or characters are extremely narrow, or characters are overlapped
- Documents with many characters contacting underlines or borders
- Documents with many photographs or figures and few characters
- Documents with characters on an unevenly colored background
  e.g. Shaded characters
- Documents with many decorated characters
  e.g. Decorated characters (embossed/outlined)
- Documents with characters on a patterned background
  e.g. Characters overlapping illustrations and diagrams
- Documents with characters printed in various directions such as drawings
- Documents written using only capital characters
- Documents including handwritten characters
- Skewed documents
- Documents written in an unsupported language (Language other than Japanese/English/French/German/Italian/Spanish/Chinese (simplified)/Chinese (traditional)/Korean/Russian/Portuguese)
- Documents with complex layouts
- Documents with a large amount of image noise
- Documents with faint characters
- Documents with faded characters

When you scan such documents, clear the [Allow automatic image rotation] check box.

1. Select [Scan Button Settings] from the Right-Click Menu.

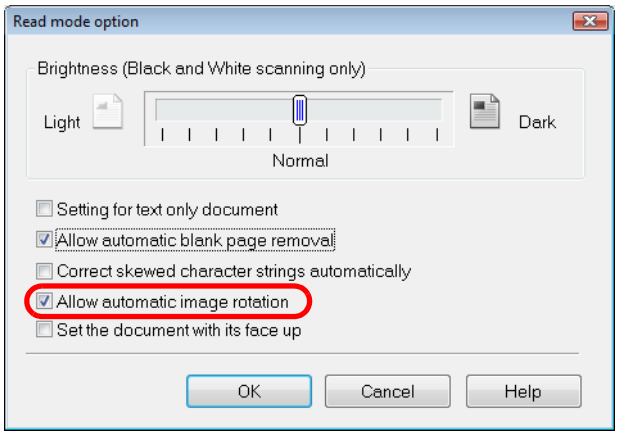
Refer to "Right-Click Menu" (page 41) for more information about the Right-Click Menu.
⇨ The ScanSnap setup dialog box appears.

2. Click the [Option] button in the [Scanning] tab.



⇨ The [Read mode option] dialog box appears.

3. Select the [Allow automatic image rotation] check box.



4. Click the [OK] button to close all open dialog boxes.

5. Load the document in the ScanSnap.

For details, refer to "Paper Sizes of Documents" (page 26) and "How to Load Documents" (page 28).

6. Press the [Scan] button on the ScanSnap.

⇨ Image data is output in the correct orientation.

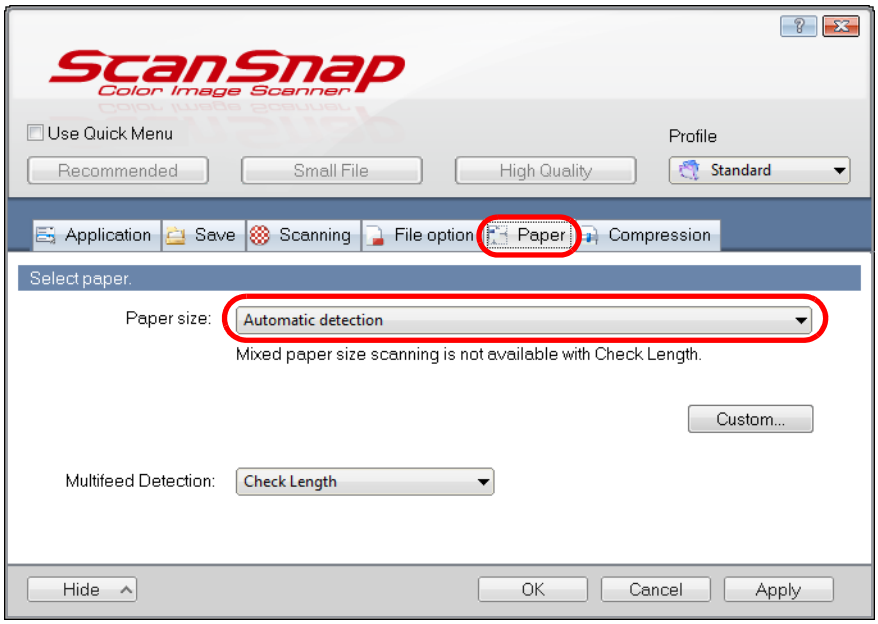
■ Scanning Documents of Different Widths or Lenghts at the Same Time

The ScanSnap is able to scan documents of different widths or lenghts in one batch.
To scan documents of different widths or lenghts in one batch, change the settings by following the procedure below.

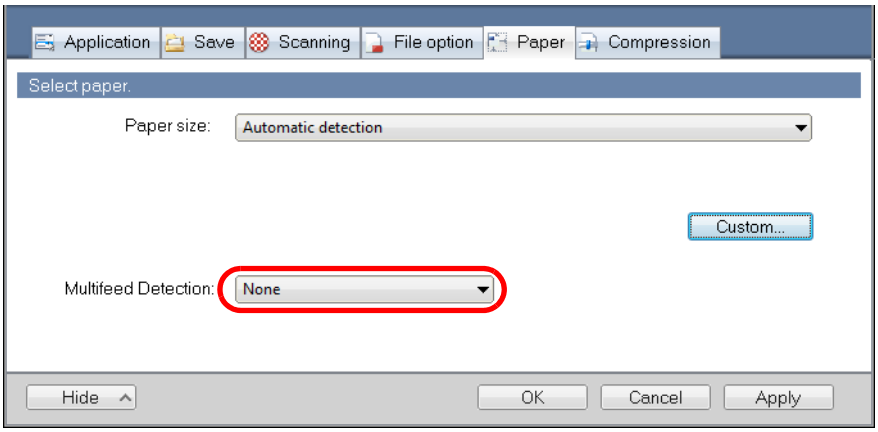
1. Select [Scan Button Settings] from the Right-Click Menu.

Refer to "Right-Click Menu" (page 41) for more information about the Right-Click Menu.
⇨ The ScanSnap setup dialog box appears.

2. In the [Paper] tab, select [Automatic detection] in [Paper size].



3. Select [None] in [Multifeed Detection].

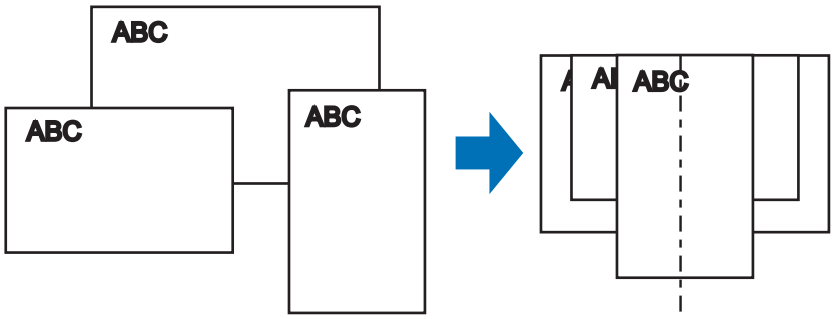


Scanning documents of different widths or lenghts at the same time with [Check Length] selected results in scan failure due to detection of these documents as multifeeds. Note that scanning Letter and A4 size documents together at the same time does not result in multifeed detection.

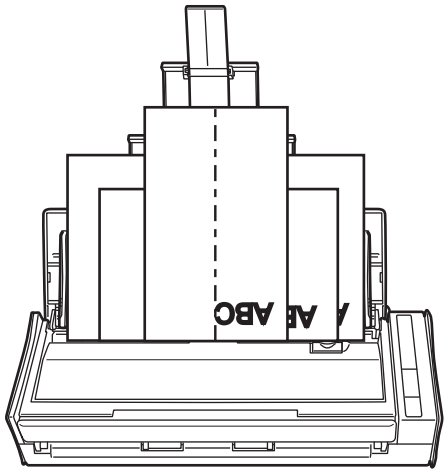
4. Click the [OK] button to close the ScanSnap setup dialog box.

5. Load documents in the ScanSnap.

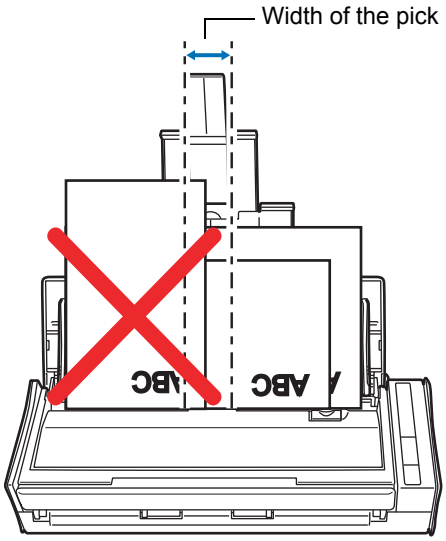
1. Align the edges of the documents.



2. Place the documents at the center of the ADF paper chute (cover).



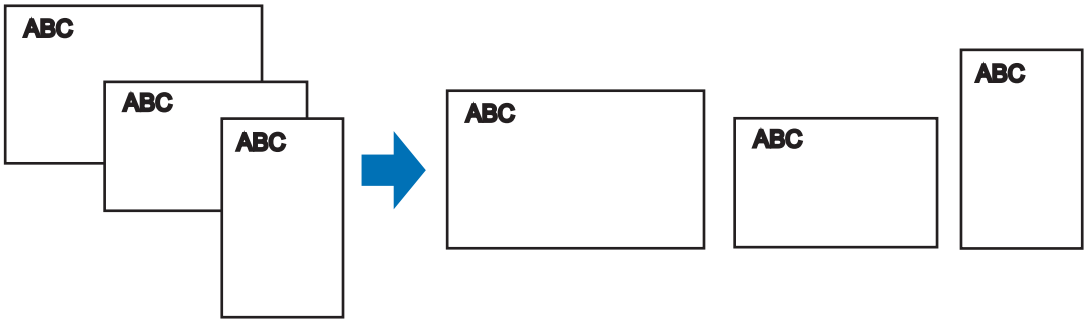
- Place all documents over one another above the pick roller (center). Documents that are not placed above the pick roller cannot be fed.



- Adjust the side guides to the widest document to be scanned.
- Carefully load small documents that cannot reach the side guide straight into the ADF paper chute (cover). If the documents are skewed during scanning, the quality of scanned image data may be degraded (partly lost image data/slant lines produced) or scanned image data may be output in a different size than the original. If you have difficulties in scanning the documents straight, it is recommended to scan documents in several batches, documents of the same width being in the same batch, and enable continuous scanning.
- Note that documents that cannot be guided by the side guide may cause paper jams.

6. Press the [Scan] button on the ScanSnap.

⇨ The size of all output image conforms to the respective document sizes.



If the document is scanned skewed, the output image may be a different size than the original document.

■ Scanning Long Pages

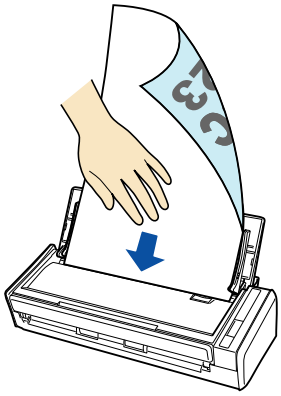
Documents up to 863 mm (34 in.) in length can be scanned.
The following explains how to scan long pages.

1. Load the document in the ScanSnap.

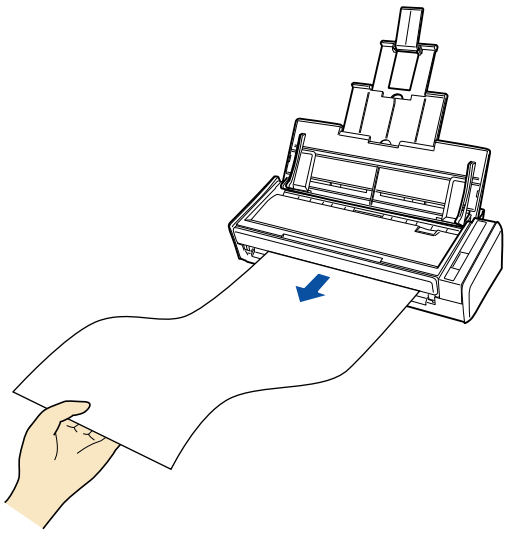
For details about document types that can be loaded, refer to "Paper Sizes of Documents" (page 26).

- Long page documents should be loaded one sheet at a time in the ADF paper chute (cover).
- Take note of the following when scanning long page documents:

Loading
Hold the sheet with your hands to prevent it from falling off the ADF paper chute (cover).



Removing
Make sure that there is enough space where the sheet exits the ScanSnap, and pick up the ejected sheet with your hands so that it does not fall off the unit where you placed the ScanSnap.

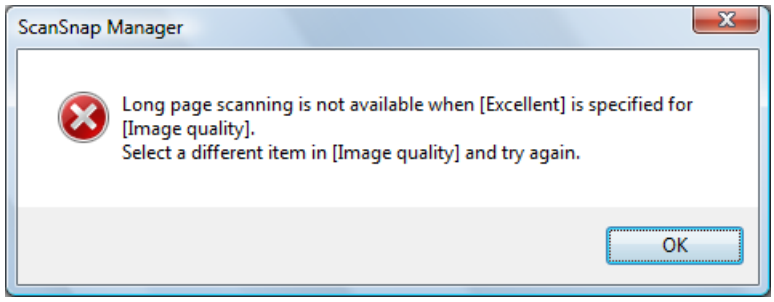


2. Press the [Scan] button on the ScanSnap for three seconds or longer until it flashes in blue.

⇨ Scanning starts.

When you scan the first page as a long page and continue scanning, the rest of the pages is also scanned as long pages.

- When [Image quality: Excellent] is specified in the [Scanning] tab, the error message shown below appears, indicating that Long page scanning cannot be performed.



- The current settings are ignored and the following settings are used when you perform a long page scan:
  - Multifeed Detection: None
  - Paper size: Automatic detection

■ Saving Scanned Images in Multiple PDF Files

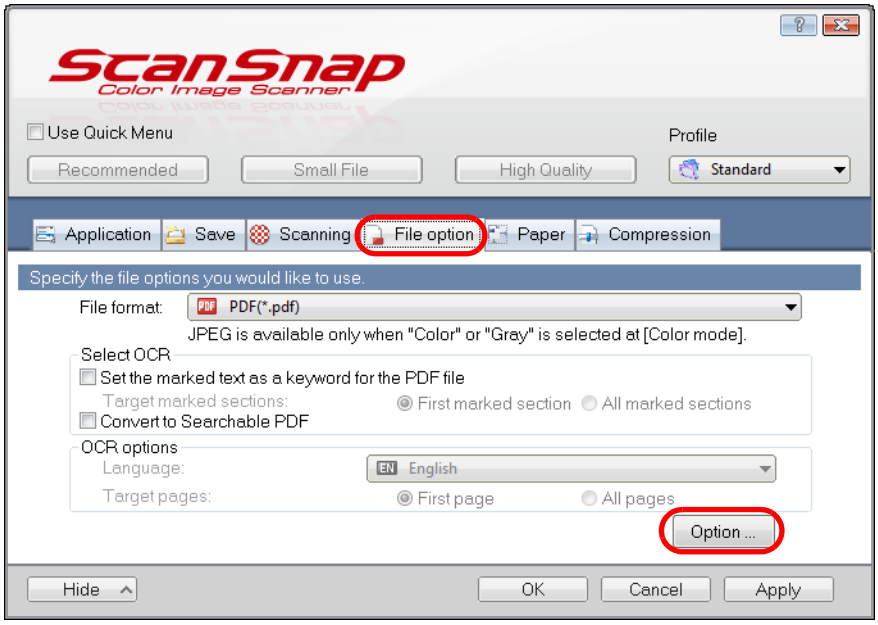
The ScanSnap is able to save scanned image data in separate PDF files based on the specified number of pages. For example, you can scan a batch of slips, and save each slip as a PDF file.
To save image data in multiple PDF files, change the settings by following the procedure below.

1. Select [Scan Button Settings] from the Right-Click Menu.

Refer to "Right-Click Menu" (page 41) for more information about the Right-Click Menu.

⇨ The ScanSnap setup dialog box appears.

2. Click the [Option] button in the [File option] tab.

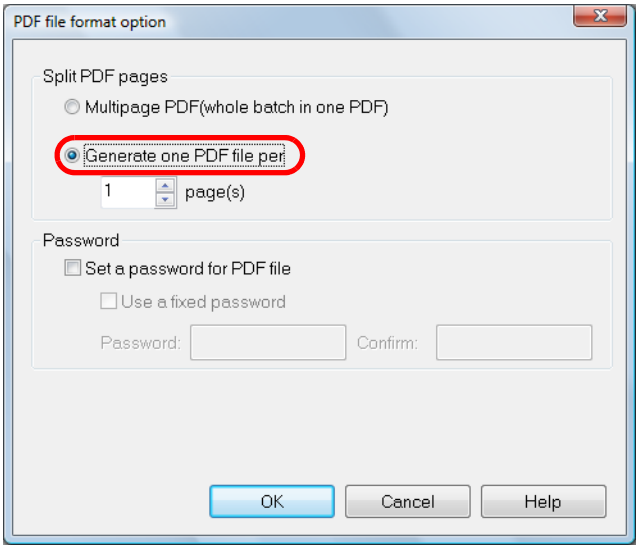


⇨ The [PDF file format option] dialog box appears.

Check that [PDF (*.pdf)] is selected in the [File format] drop-down list.

3. Select [Generate one PDF file per (*n*) page(s)] and enter a number.

One PDF file is created every time the number of pages specified here has been scanned.



In Duplex mode, two pages (front/back) are created per document sheet.
When you select the [Allow automatic blank page removal] check box in the [Read mode option] dialog box displayed by clicking the [Scanning] tab → [Option] button, blank pages are removed from documents with blank pages so the number of pages of the original documents and the scanned image data does not match. Clear this check box when you want to keep the original page number order.

4. Click the [OK] button to close all open dialog boxes.

5. Load the document in the ScanSnap.

For details, refer to "Paper Sizes of Documents" (page 26) and "How to Load Documents" (page 28).

6. Press the [Scan] button on the ScanSnap.

⇨ One PDF file is created every time the number of pages specified in Step 3. has been scanned.

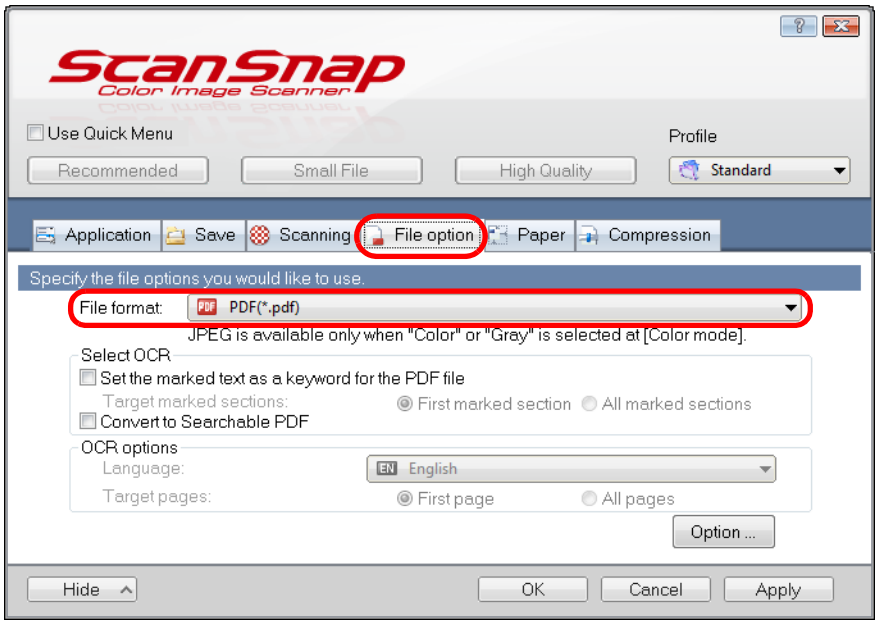
■ Creating Searchable PDF Files

The ScanSnap is able to perform text recognition on a scanned image data automatically and create a searchable PDF file.
To create searchable PDF files, change the settings by following the procedure below.

1. Select [Scan Button Settings] from the Right-Click Menu.

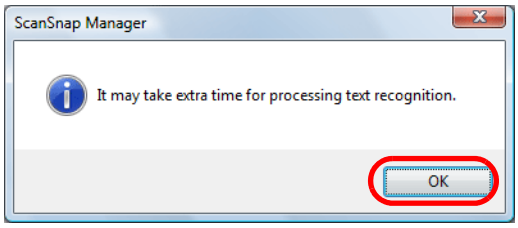
Refer to "Right-Click Menu" (page 41) for more information about the Right-Click Menu.
⇨ The ScanSnap setup dialog box appears.

2. In the [File format] drop-down list in the [File option] tab, select [PDF (*.pdf)].



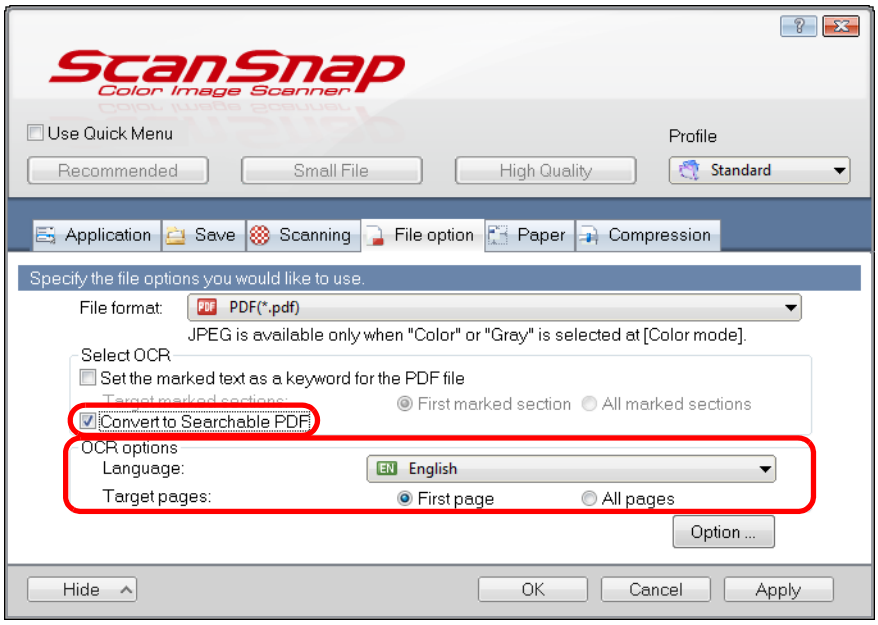
3. Select the [Convert to Searchable PDF] check box.

⇨ The following message appears.



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

- Language
  Select the language. Japanese, English, French, German, Italian, Spanish, Chinese (simplified), Chinese (traditional), Korean, Russian, and Portuguese can be selected.
- Target pages
  Select [All pages] to perform text recognition for all pages and [First page] for just the first page.



4. Click the [OK] button to close the ScanSnap setup dialog box.

5. Load the document in the ScanSnap.

For details, refer to "Paper Sizes of Documents" (page 26) and "How to Load Documents" (page 28).

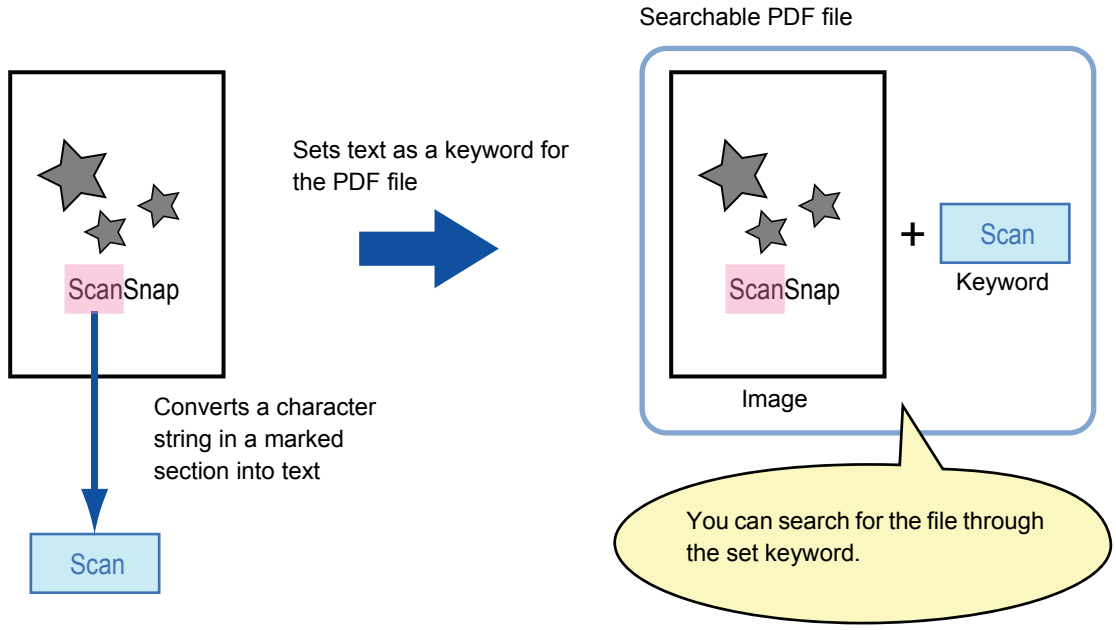
6. Press the [Scan] button on the ScanSnap.

⇨ Scanning starts.
Text recognition is performed on the image data which is then saved as a searchable PDF file.

- It may take extra time to process text recognition when you enable this setting depending on your computer system environment.
- The following types of documents (characters) may not be recognized correctly. Better results in text recognition may be achieved by changing the color mode or increasing the resolution:
  - Documents including handwritten characters
  - Documents with small characters scanned at a low resolution
  - Skewed documents
  - Documents written in languages other than the specified language
  - Documents including texts written in italic characters
  - Documents containing characters with superscripts/subscripts and complicated mathematical expressions
  - Documents with characters on an unevenly colored background
    e.g. Shaded characters
  - Documents with many decorated characters
    e.g. Decorated characters (embossed/outlined)
  - Documents with characters on a patterned background
    e.g. Characters overlapping illustrations and diagrams
  - Documents with many characters contacting underlines or borders
- It may take extra time to perform text recognition on documents with complex layouts or smudged documents.

■ Automatically Setting Keywords to PDF Files

Character strings such as titles of black & white documents can be set as keywords and used for a PDF file search.
Mark a character string to be set as a keyword with a water based highlight pen so that the character string is completely covered. When you perform a scan, the marked character strings are recognized and set as keywords for the PDF file.
Hereinafter, a line drawn with a water-based highlight pen is referred to as a "marked section", and a water-based highlight pen as a "highlight pen".



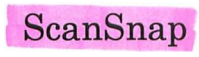
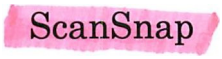
Mark black & white documents in the following way:

- Any regular highlight pen can be used.
  The following shows the colors and thickness recommended for highlight pens:

Pink	Yellow	Blue	Green
ScanSnap	ScanSnap	ScanSnap	ScanSnap

- Mark a straight line.
- The supported range of a marked section is as follows:
  Minimum: 3 mm (short side) × 10 mm (long side)
  Maximum: 20 mm (short side) × 150 mm (long side)
- Use only one color per page for marking.

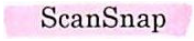
- Make sure to cover the entire character string when marking it.
  Mark sections so that the entire section is evenly colored.

Good example:	Bad example 1: (does not cover the entire section)	Bad example 2: (unevenly colored)
		

- Do not mark more than ten sections per page.

- When you use colors such as pink or yellow for marking, the marked sections may not be recognized as keywords. In that case, try using a blue or a green highlight pen.
- Use a blue highlight pen for documents with dark background colors such as newspapers. Marked sections may not be detected when a color other than blue is used.
- For the following document types, marked sections cannot be recognized and set as keywords:
  - Color documents such as catalogues or pamphlets
  - Documents in which two or more colors are used for marking
  - Documents containing colors other than for marking (pens other than highlight pens are used or the document is stained)
  - Documents with too many marked sections on a single page
- The following types of marked character strings cannot be set as keywords:
  - The size of marked section is outside the supported range
  - Character strings framed by a highlight pen

  - The marking is irregular (e.g. skewed)
  - Multiple marked sections are too close to each other
  - The color of the highlight pen is too pale or the color has faded

    
- When you mark more than one character string, make sure to leave a gap of at least 5 mm between the marked sections. Marked sections that are too close to each other may be detected as one marked section.
- In the following case, character strings surrounding marked sections may be set as keywords:
  - Marked section overlaps the line above and below
- In the following cases, unmarked character strings may be set as keywords:
  - Color documents such as catalogues or pamphlets
  - Documents with color text, diagrams, pictures, tables and lines
  - Documents containing sections framed by highlight pen
  - Stained documents

- Increase the resolution when you have trouble setting the keywords correctly.
- Keywords set for a PDF file can be checked in the ScanSnap Organizer Main Window (thumbnail view), or in [Document Properties] of Adobe Acrobat / Adobe Reader.

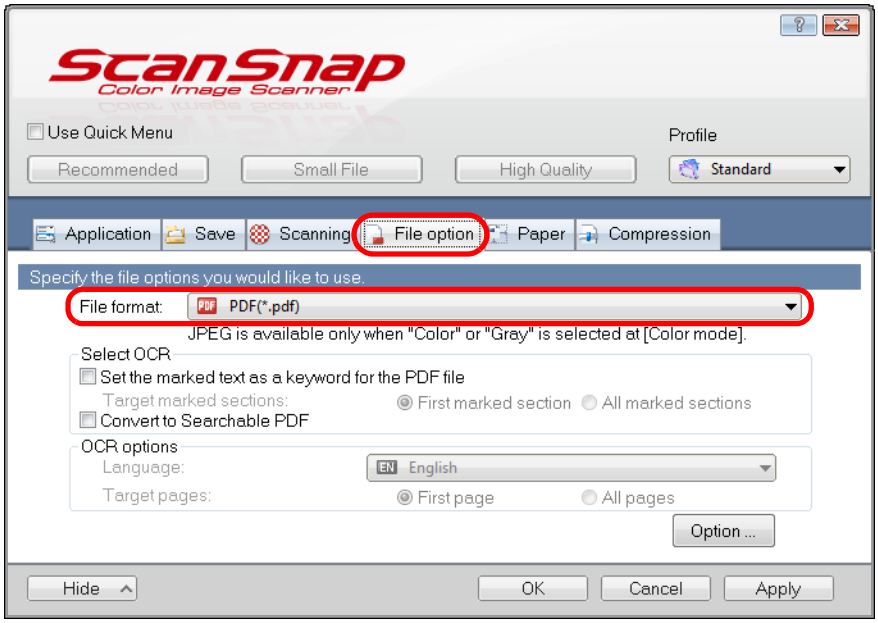
Change the settings by following the procedure below to automatically set keywords to PDF files.

1. Select [Scan Button Settings] from the Right-Click Menu.

Refer to "Right-Click Menu" (page 41) for more information about the Right-Click Menu.

⇨ The ScanSnap setup dialog box appears.

2. In the [File format] drop-down list in the [File option] tab, select [PDF (*.pdf)].



It is recommended to select [Better] or above for [Image quality] in the [Scanning] tab in the ScanSnap setup dialog box.

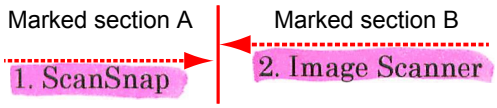
3. Select the [Set the marked text as a keyword for the PDF file] check box.

- Target marked sections
  Select [First marked section] to perform text recognition only for the first marked section and [All marked sections] for all marked sections.

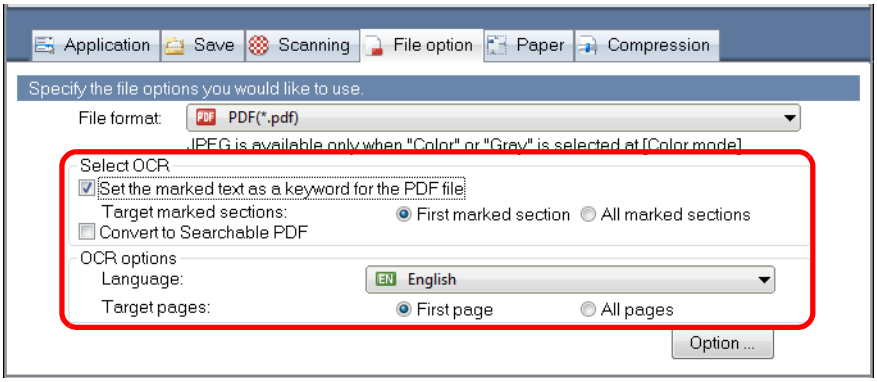
The following explanation is for when you use [First marked section]:

- Select this button to set a character string such as a title of a document as a keyword for the PDF file.
  Example: When only the title of a document is marked, the marked character string is set as a keyword for the PDF file, and the PDF file becomes searchable by the title character string.

- When multiple marked sections exist in line, the marked character string closest to the top of the document is set as a keyword.
  Example: In the following case, the character string in marked section B, which is higher than marked section A, is set as a keyword.



- Language
  Select the language. Japanese, English, French, German, Italian, Spanish, Chinese (simplified), Chinese (traditional), Korean, Russian, and Portuguese can be selected.
- Target pages
  Select [All pages] to perform text recognition for all pages and [First page] for just the first page.



4. Click the [OK] button to close the ScanSnap setup dialog box.

5. Load the document in the ScanSnap.

For details, refer to "Paper Sizes of Documents" (page 26) and "How to Load Documents" (page 28).

6. Press the [Scan] button on the ScanSnap.

⇨ Scanning starts.
Text recognition is performed on marked character strings and the image data is saved as a PDF file with keywords.

- It may take extra time to process text recognition depending on your computer system environment when you enable this setting.
- The following types of documents (characters) may not be recognized correctly. Better results in text recognition may be achieved by changing the color mode or increasing the resolution:
  - Documents including handwritten characters
  - Documents with small characters scanned at a low resolution
  - Skewed documents
  - Documents written in languages other than the specified language
  - Documents including texts written in italic characters
  - Documents with superscript/subscript characters and complicated mathematical expressions
  - Documents with characters on an unevenly colored background
    e.g. Shaded characters
  - Documents with many decorated characters
    e.g. Decorated characters (embossed/outlined)
  - Documents with characters on a patterned background
    e.g. Characters overlapping illustrations and diagrams
  - Documents with many characters contacting underlines or borders
- It may take extra time to perform text recognition on documents with complex layouts or smudged documents.
- If the same character string is marked several times in the document, the same keyword is added multiple times in the PDF file.
- Total length of all the keywords can be up to 255 characters, including punctuation marks in between keywords.
- When you check keywords in Adobe Acrobat or Adobe Reader, the added keywords may be displayed with a set of quotation marks (e.g. "ABC").

■ Setting Document Open Passwords for PDF Files

You can set Document Open passwords for the PDF files when saving the scanned image data as PDF files.
The password-protected PDF files cannot be opened unless a Document Open password is entered. You can protect important information by setting a password for private or confidential documents.
To set passwords to PDF files, change the settings by following the procedure below.

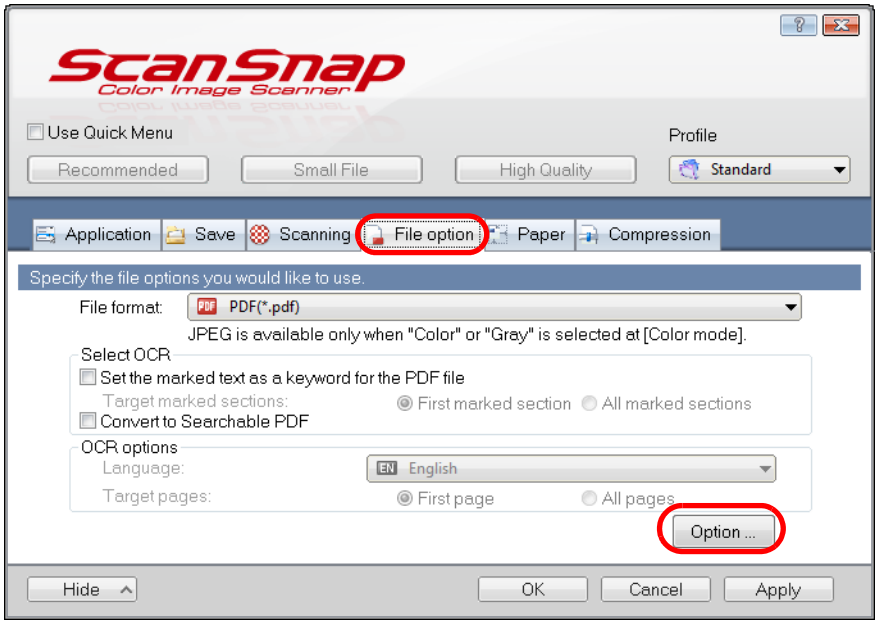
When you use the Quick Menu, you cannot set passwords to scanned documents.

1. Select [Scan Button Settings] from the Right-Click Menu.

Refer to "Right-Click Menu" (page 41) for more information about the Right-Click Menu.

⇨ The ScanSnap setup dialog box appears.

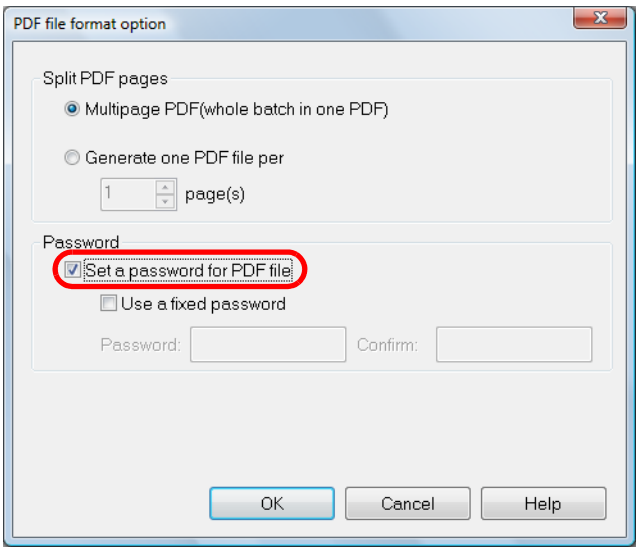
2. Click the [Option] button in the [File option] tab.



⇨ The [PDF file format option] dialog box appears.

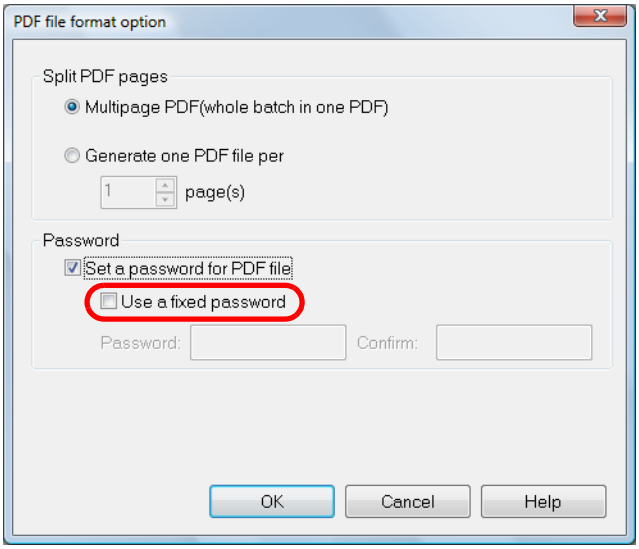
Confirm that [PDF (*.pdf)] is selected in the [File format] drop-down list.

3. Select the [Set a password for PDF file] check box.



●To set a different password per scan

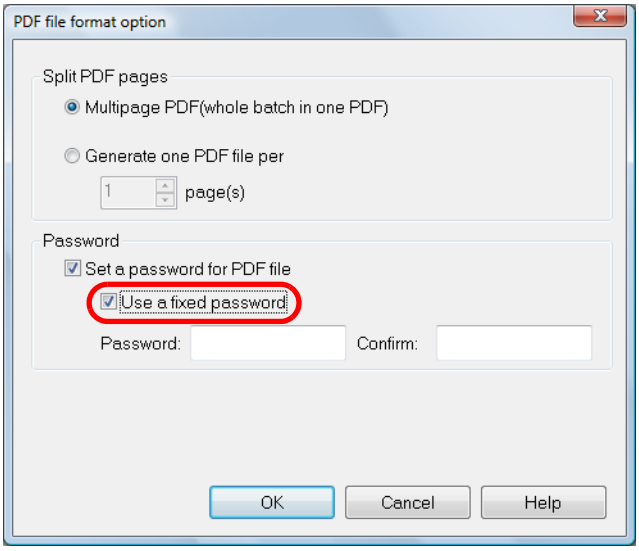
Clear the [Use a fixed password] check box.



⇨You can set a different password per scan.

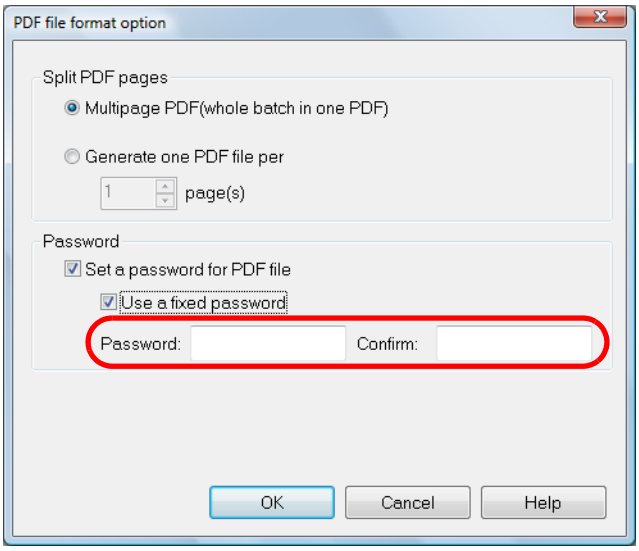
●To use a preset password

1. Select the [Use a fixed password] check box.



➪The same password is used for all PDF files.
You do not have to type in a password every time a document is scanned.

2. Type in the same password in the [Password] and [Confirm] fields.



The following characters can be used to set passwords:
Up to 16 characters
Alphanumeric characters: A-Z, a-z, 0-9
Symbols:! " # $ % & ' ( ) * + , - . / : ; < = > ? @ [\ ] ^ _ ` { | } ~

4. Click the [OK] button to close all open dialog boxes.

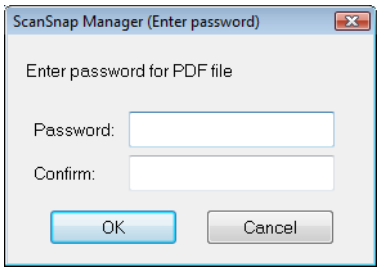
5. Load the document in the ScanSnap.

For details, refer to "Paper Sizes of Documents" (page 26) and "How to Load Documents" (page 28).

6. Press the [Scan] button on the ScanSnap.

⇨ Scanning starts.

⇨ When the [Use a fixed password] check box is cleared in Step 3., the following dialog box appears.



In the [Password] and [Confirm] fields, type in the same password, and then click the [OK] button.

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

⇨ The scanned image data is saved as a password-protected PDF file.

If you forget its password, there is no way to open the PDF file.

Using the ScanSnap (for Mac OS Users)

This chapter explains how to perform a scan with the ScanSnap, change or save scan settings, use the ScanSnap in various ways and each ScanSnap function.

ScanSnap Manager Icon and Operations 169

How to Perform a Scan 172

Setting the ScanSnap 181

About Actions 197

Using the ScanSnap in Various Ways 240

ScanSnap Manager Icon and Operations

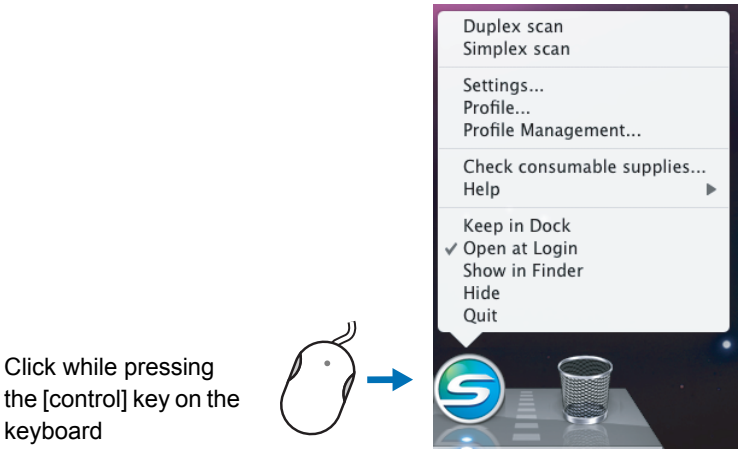
All operations on the ScanSnap are managed in ScanSnap Manager.
Normally, the ScanSnap Manager icon is added in the Dock. The icon automatically appears in the Dock when Mac OS is started up.
The ScanSnap Manager icon also indicates whether or not ScanSnap Manager is successfully communicating with the ScanSnap. The appearance of the icon changes according to the communication status as shown below.
This guide uses examples of power cable connection.

Status	Icon in Dock
Communicating	Power cable connection: USB bus power cable connection:
Not communicating	

Click this icon while pressing the [control] key on the keyboard to display the menu where you can start scanning, change the scan settings, or check the status of the consumables.

■ ScanSnap Manager Menu

This menu appears when you click the ScanSnap Manager icon while pressing the [control] key on the keyboard.



Item	Function
Duplex scan	Scans both sides of the document. Follows [Settings] for other settings.
Simplex scan	Scans only one side of the document. Follows [Settings] for other settings.
Settings	Displays the ScanSnap setup window. Scan settings are configured in this window. ⇨ "Changing the Scan Settings" (page 181)
Profile	Displays the Profile menu. ⇨ "Profile Menu" (page 171)
Profile Management	Displays the [ScanSnap Manager - Profile Management] window. You cannot select [Profile Management] when the [Use Quick Menu] checkbox is selected in the ScanSnap setup window. ⇨ "Saving Scan Settings" (page 183)
Check consumable supplies	Displays the [ScanSnap Manager - Check consumable status] window. You can reset the consumable counters after replacing the consumables. ⇨ "Consumables" (page 286)
Help	Displays the [Help], [Version Information], [Online Update] (page 303), and [Preferences] windows.
Keep in Dock (*)	Adds the ScanSnap Manager icon to the Dock.
Open at Login (*)	Automatically launches ScanSnap Manager when Mac OS is started up.
Show in the Finder (*)	Displays the contents of the [ScanSnap] folder by using the Finder.
Hide/Show	Hides or redisplays all windows of ScanSnap Manager that are being displayed.
Quit	Exits ScanSnap Manager. ⇨ "Finishing ScanSnap Operation" (page 180)

* : In Mac OS X v10.6, select the [Options] sub-menu to display these items.

■ Profile Menu

This menu appears when you click the ScanSnap Manager icon .
Currently saved profiles are displayed in a list.

Profile menu example

You can switch to the previously saved scan settings by selecting a profile from the Profile menu.
If you are not using the Quick Menu, you can select a profile from the Profile menu.
For details about how to save and manage profiles, refer to "Saving Scan Settings" (page 183).

- Clear the [Use Quick Menu] checkbox in the ScanSnap setup window to display the Profile menu. The Profile menu does not appear when this checkbox is selected.
- You can also display the Profile menu by selecting [Profile] from ScanSnap Manager menu.
- If the current ScanSnap Manager overwrote its previous version when it was installed, profiles saved in the previous version of ScanSnap Manager are carried over.

How to Perform a Scan

This section explains how to perform a scan with the ScanSnap.

■ Preparation

1. Make sure that the power cable is connected to the ScanSnap properly.

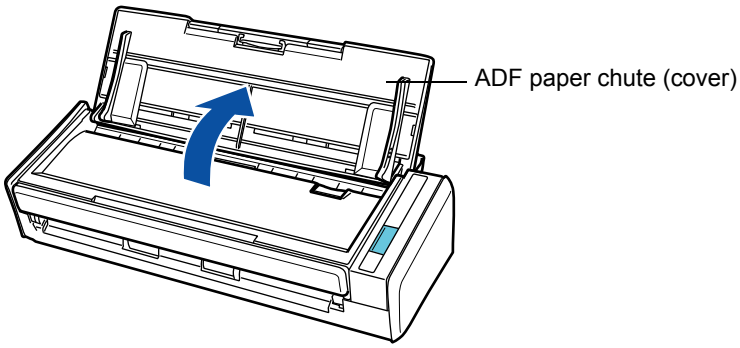
2. Make sure that the ScanSnap is connected to your computer properly.

> You can turn the computer on before connecting the ScanSnap.
> There is no need to disconnect and reconnect the ScanSnap if it is already connected to your computer.

3. Turn on the computer.

⇨ The ScanSnap Manager icon appears in the Dock when Mac OS is started up.

4. Open the ADF paper chute (cover) of the ScanSnap.



⇨ The ScanSnap is turned on and the ScanSnap Manager icon changes from to .

> There may be a slight delay before the ScanSnap Manager icon changes to depending on your computer's performance, operating environment and load such as when there are many programs running at the same time.

■ Using the Quick Menu

The following explains the procedure for scanning by using the Quick Menu.

1. Check that the ScanSnap Manager icon is displayed in the Dock.

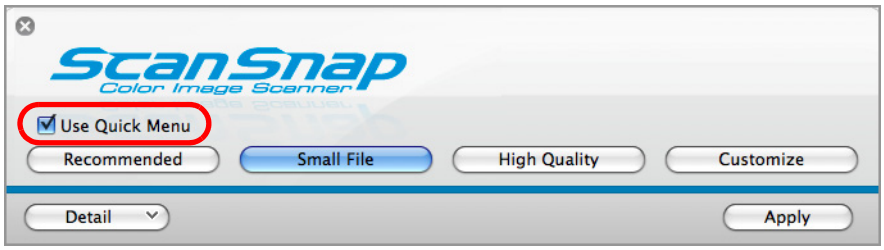
If the ScanSnap Manager icon is not displayed, from the Finder, select [Applications] and double-click [ScanSnap] → [ScanSnap Manager] to start up ScanSnap Manager.
If the ScanSnap Manager does not appear in the Dock when Mac OS is started up, select [Accounts] → [My Account] → [Login Items] → [+] → [ScanSnap Manager] in the [System Preferences] window to add ScanSnap Manager.

2. Select [Settings] from the ScanSnap Manager menu.

Refer to "ScanSnap Manager Menu" (page 170) for more information about the ScanSnap Manager menu.

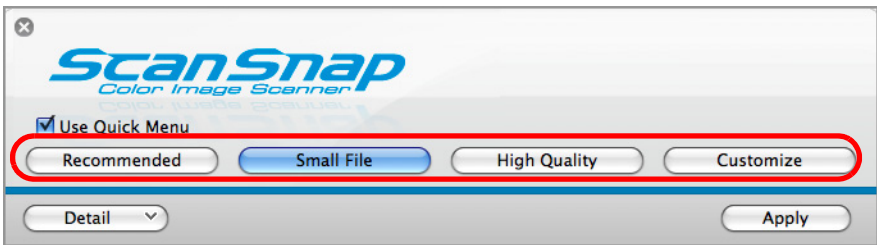
⇨ The ScanSnap setup window appears.

3. Select the [Use Quick Menu] checkbox.



For details about scanning documents without using the Quick Menu, refer to "Without Using the Quick Menu" (page 177).

4. Click one of the profile buttons.



Profile Button	Description
[Recommended] button	Settings are [Auto] for [Image quality] in the [Scanning] tab in the ScanSnap setup window and default for other settings. Use this button when you want to scan standard documents in high quality and business cards in higher quality for better text recognition.
[Small File] button	Settings are [Normal] (Color/Gray: 150 dpi, B&W: 300 dpi) for [Image quality] in the [Scanning] tab in the ScanSnap setup window and default for other settings. It is recommended to select this button when you want to reduce the scanned file size.
[High Quality] button	Settings are [Best] (Color/Gray: 300 dpi, B&W: 600 dpi) for [Image quality] in the [Scanning] tab in the ScanSnap setup window and default for other settings. Use this button when you want to scan documents in high quality.
[Customize] button	The default settings are the same as the [Recommended] settings. You can customize settings according to your preferences.

- The [Small File] button is selected in default.
- You cannot change the settings for the [Recommended], [Small File], and [High Quality] buttons. The profile automatically switches to [Customize] if you change the scan settings.
  For information on how to change scan settings, refer to "Changing the Scan Settings" (page 181).

5. Click the [Apply] button in the ScanSnap setup window.

6. Click the [ ] button in the upper left corner or press the [esc] key to close the ScanSnap setup window.

7. Load the document in the ScanSnap.

For information on how to load documents, refer to "How to Load Documents" (page 28).

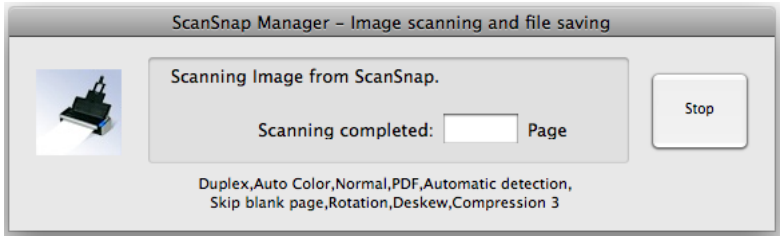
8. Press the [Scan] button on the ScanSnap.

⇨ Scanning starts.

- The [Scan] button setting is set to [Duplex Scan (Double-sided)] by default.
  Note that you can switch the [Scan] button setting to [Simplex Scan (Single-sided)] in ScanSnap Manager. For more details, refer to "Changing the Scan Settings" (page 181).
- Scanning can also be started from the ScanSnap Manager menu.
  For more details, refer to "ScanSnap Manager Menu" (page 170).

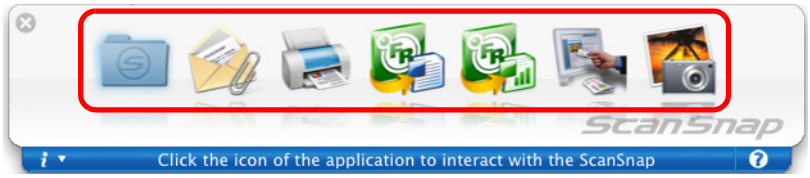
- Do not connect and disconnect the ScanSnap and other USB devices during scanning.
- Do not close the ADF paper chute (cover) during scanning.
- Do not switch users during scanning.

⇨ The [Scan] button on the ScanSnap flashes blue during scanning.
The following window appears to show the scanning progress.



⇨ The Quick Menu appears when the scanning is completed.

9. From the Quick Menu, click an icon for the item to be performed.



⇨ The corresponding action of the selected item is performed.

Item	Description
Scan to Folder	PDF or JPEG files are created from the scanned image data and saved in a specified folder. For information on how to continue the process after you select this item, refer to "Saving Data in a Specified Folder" (page 198).
Scan to E-mail	PDF or JPEG files are created from the scanned image data, and an e-mail program starts with the PDF or JPEG files attached to an e-mail message. For information on how to continue the process after you select this item, refer to "Attaching Files to E-Mail" (page 205).

Item	Description
Scan to Print	Scanned image data is printed. For information on how to continue the process after you select this item, refer to "Using the ScanSnap as a Copy Machine" (page 213).
Scan to Word (*1)	Text recognition is performed on the scanned image data which is then converted to a Word file. For information on how to continue the process after you select this item, refer to "Converting into Word/Excel Documents" (page 219)
Scan to Excel(*1)	Text recognition is performed on the scanned image data which is then converted to an Excel file. For information on how to continue the process after you select this item, refer to "Converting into Word/Excel Documents" (page 219)
Cardiris (*2)	Saves the image data of scanned business cards in Cardiris. For information on how to continue the process after you select this item, refer to "Scanning Business Cards" (page 226).
iPhoto (*3)	Saves the scanned image in iPhoto. For information on how to continue the process after you select this item, refer to "Saving Data in iPhoto" (page 235).

*1 : Only displayed when ABBYY FineReader for ScanSnap is installed.
*2 : Only displayed when Cardiris is installed.
*3 : Only displayed when iPhoto 5 or later is installed.

- Before scanning documents of printed or handwritten text, select the [Scanning] tab → [Option] button → [Setting for text only document] checkbox in the ScanSnap setup window.
  For information on how to change scan settings, refer to "Changing the Scan Settings" (page 181).
- The output image may slightly differ from the original document in size.
- When Cardiris starts up and becomes active (Cardiris selected in the menu), ScanSnap Manager automatically links with the active application, the settings of which are used for scanning. Automatic linkage is disabled when the application is not active.
  For information on automatic linkage, refer to "Automatic Linkage with Applications" (page 194).

- You cannot perform scanning when the Quick Menu is displayed. Either select an item from the Quick Menu and finish the process, or close the Quick Menu before you perform the next scan.
- Do not move, delete, or rename the scanned image data in other applications while the Quick Menu is displayed.

■ Without Using the Quick Menu

The following explains the procedure for scanning without using the Quick Menu.

1. Check that the ScanSnap Manager icon is displayed in the Dock.

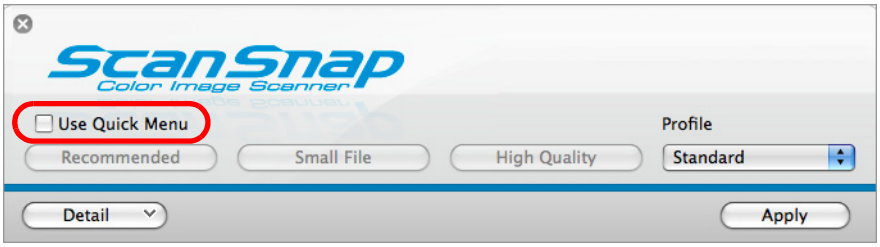
If the ScanSnap Manager icon is not displayed, from the Finder, select [Applications] and double-click [ScanSnap] → [ScanSnap Manager] to start up ScanSnap Manager.
If the ScanSnap Manager does not appear in the Dock when Mac OS is started up, select [Accounts] → [My Account] → [Login Items] → [+] → [ScanSnap Manager] in the [System Preferences] window to add ScanSnap Manager.

2. Select [Settings] from the ScanSnap Manager menu.

Refer to "ScanSnap Manager Menu" (page 170) for more information about the ScanSnap Manager menu.

⇨ The ScanSnap setup window appears.

3. Clear the [Use Quick Menu] checkbox.

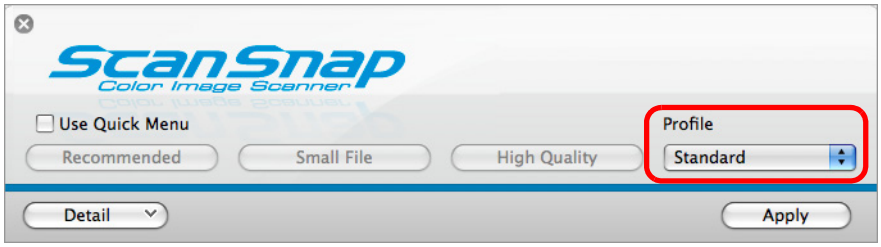


When the [Use Quick Menu] checkbox is selected, you cannot specify an action to be executed after scanning or an application to link with.
Refer to "Using the Quick Menu" (page 173) to select an action from the Quick Menu after documents are scanned.

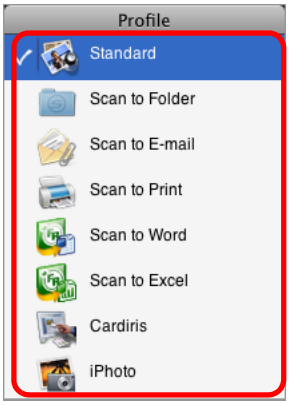
4. Select a profile to be executed after scanning is completed.

Select a profile by either of the following:

- [Profile] pop-up menu in the ScanSnap setup window



- Profile menu



5. Load the document in the ScanSnap.

For information on how to load documents, refer to "How to Load Documents" (page 28).

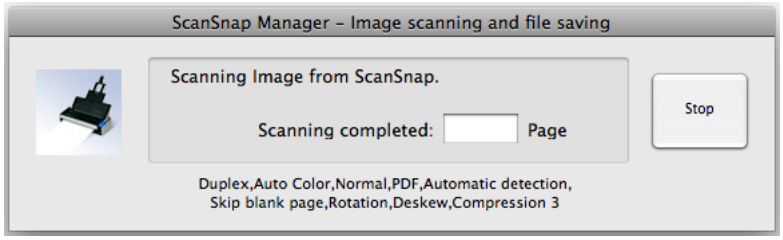
6. Press the [Scan] button on the ScanSnap.

⇨ Scanning starts.

- The [Scan] button setting is set to [Duplex Scan (Double-sided)] by default.
  Note that you can switch the [Scan] button setting to [Simplex Scan (Single-sided)] in ScanSnap Manager. For more details, refer to "Changing the Scan Settings" (page 181).
- You can also start the scanning from the ScanSnap Manager menu.
  For more details, refer to "ScanSnap Manager Menu" (page 170).

- Do not connect and disconnect the ScanSnap and other USB devices during scanning.
- Do not close the ADF paper chute (cover) during scanning.
- Do not switch users during scanning.

⇨ The [Scan] button on the ScanSnap flashes blue during scanning.
The following window appears to show the scanning progress.



⇨ When scanning is completed, the corresponding action of the selected profile is performed.

- By default, documents are scanned by the following settings: [Image quality: Normal], [Color mode: Auto Color Detection], [Scanning side: Duplex Scan].
  For information on how to change scan settings, refer to "Changing the Scan Settings" (page 181).
- Before scanning documents of printed or handwritten text, select the [Scanning] tab → [Option] button → [Setting for text only document] checkbox in the ScanSnap setup window.
- The application that starts after scanning varies depending on what is selected in the [Application] tab in the ScanSnap setup window. For details, refer to the ScanSnap Manager Help.
- The output image may slightly differ from the original document in size.
- When Cardiris is started and becomes active (Cardiris selected in the menu), ScanSnap Manager automatically links with the active application, the settings of which are used for scanning. Automatic linkage is disabled when the application is not active.
  For information on automatic linkage, refer to "Automatic Linkage with Applications" (page 194).

■ Finishing ScanSnap Operation

Exiting ScanSnap Manager

Select [Quit] from the ScanSnap Manager menu.

Normally, you do not have to exit ScanSnap Manager.

You cannot use the ScanSnap after exiting ScanSnap Manager.
Select [Applications] → [ScanSnap] → [ScanSnap Manager] from the Finder to start up ScanSnap Manager when you want to use the ScanSnap.

Disconnecting the ScanSnap

1. Close the ADF paper chute (cover) to turn off the ScanSnap.

⇨ The ScanSnap Manager icon in the Dock changes from to .

2. Disconnect the USB cable from your computer.

3. Disconnect the power cable or the USB bus power cable from the AC outlet or the computer.

The ScanSnap is turned on/off in conjunction with the computer or opening/closing of the ADF paper chute (cover). Therefore, you do not have to worry about turning the power on/off as long as the ScanSnap is connected to a computer.

Setting the ScanSnap

This section explains how to change and save scan settings, automatic linkage with applications, and windows displayed during scanning.

■ Changing the Scan Settings

Use the ScanSnap Manager menu to change scan settings for ScanSnap.
The following explains how to change the settings.

1. Select [Settings] from the ScanSnap Manager menu.

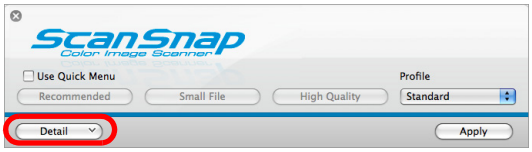
Refer to "ScanSnap Manager Menu" (page 170) for more information about the ScanSnap Manager menu.

⇨ The ScanSnap setup window appears.

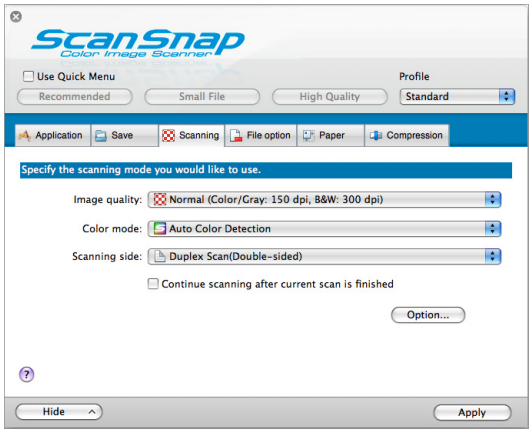
> You can also open the ScanSnap setup window by pressing simultaneously the [command (⌘)] and [S] keys on the keyboard. This operation is only enabled when ScanSnap Manager is active (when "ScanSnap Manager" is displayed in the top menu).

2. Click the [Detail] button to switch to the detail view mode.

Outline view



Detail view



> The ScanSnap setup window retains the display status from the last time the ScanSnap was used. For example, if it was closed in detail view mode, the window is displayed in detail mode the next time you open it.

3. Change the scan settings in each tab in the ScanSnap setup window.

The following items can be changed in each tab:
For details, refer to the ScanSnap Manager Help.

- [Application] tab
  - Application to be used with the ScanSnap
- [Save] tab
  - Folder in which scanned image data is saved
  - File name used for saving the scanned image data
- [Scanning] tab
  - Scanning
    (Which image quality to scan with, use color, gray or black & white, simplex or duplex modes for scanning, enable or disable [Setting for text only document], [Allow automatic blank page removal], [Correct skewed character strings automatically], [Allow automatic image rotation], and [Continue scanning after current scan is finished].)
- [File option] tab
  - File format of the scanned image data (*.pdf, *.jpg)
  - Whether to perform text recognition on a marked character string in the scanned image data and set the character string as a keyword for the PDF file
    (Whether to perform text recognition only on the first marked section or all marked sections to be added as keywords, and in which language to perform text recognition.)
  - Whether to perform text recognition on character strings in the scanned image data to convert the file to a searchable PDF file
    (Whether to convert all pages or the first page only, and in which language to perform text recognition.)
  - Whether to include all scanned image data in a single PDF file, or create PDF files, each with a preset number of pages
- [Paper] tab
  - Paper size of documents
    (paper size detection)
  - Whether to detect multifeed
- [Compression] tab
  - File size of the scanned image data (compression rate)

Scan settings vary depending on the scanning method.
For information on items that can be set, refer to "Setting Items With/Without the Quick Menu" (page 311).

4. Click the [Apply] button.

⇨ Scan settings are changed.

When you press the [Scan] button on the ScanSnap while the ScanSnap setup window is displayed, the ScanSnap setup window closes and scanning starts. Changes made up to this point are saved and documents are scanned by these settings.
Note that when other windows are open, scanning does not start even if you press the [Scan] button on the ScanSnap.

■ Saving Scan Settings

You can save up to 20 sets of pre-defined settings called profiles in the Profile Menu.
You can easily retrieve and use the saved profiles by simply clicking the ScanSnap Manager icon .

Profile menu

Once the frequently used scan settings are saved as profiles, you do not have to open the ScanSnap Manager window to change settings every time you perform a scan. You can easily switch to the profile you want by just clicking on it.

The description here applies only when the Quick Menu is not used.
Only one profile can be saved when scanning using the Quick Menu. For information on how to change scan settings, refer to "Changing the Scan Settings" (page 181).

The procedure is as follows:

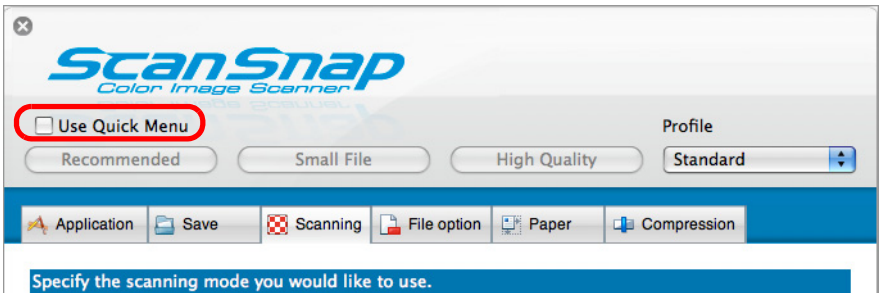
Saving Profiles

1. Select [Settings] from the ScanSnap Manager menu.

Refer to "ScanSnap Manager Menu" (page 170) for more information about the ScanSnap Manager menu.

⇨ The ScanSnap setup window appears.

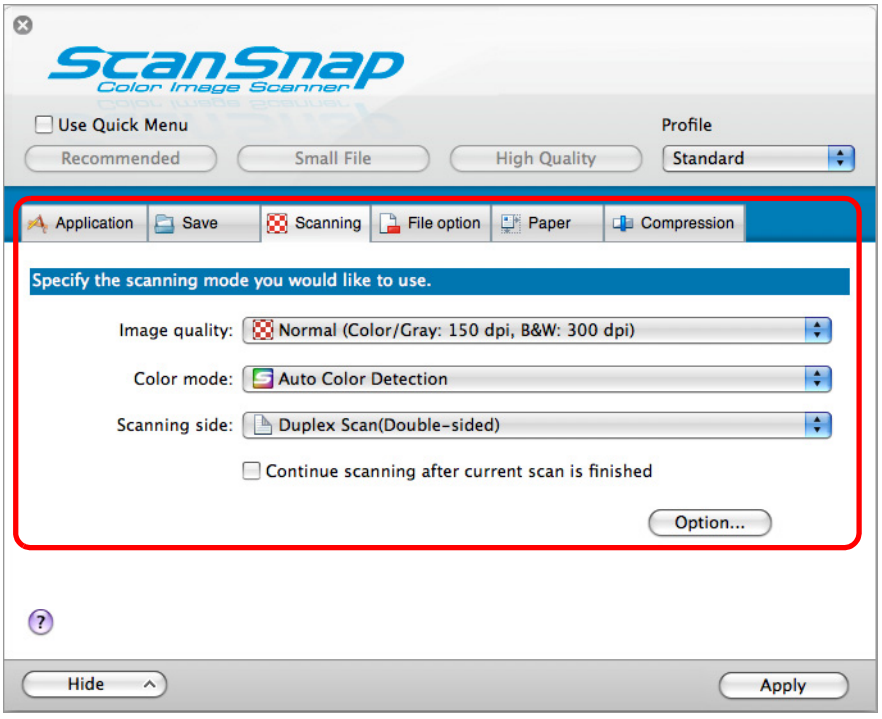
2. Clear the [Use Quick Menu] checkbox.



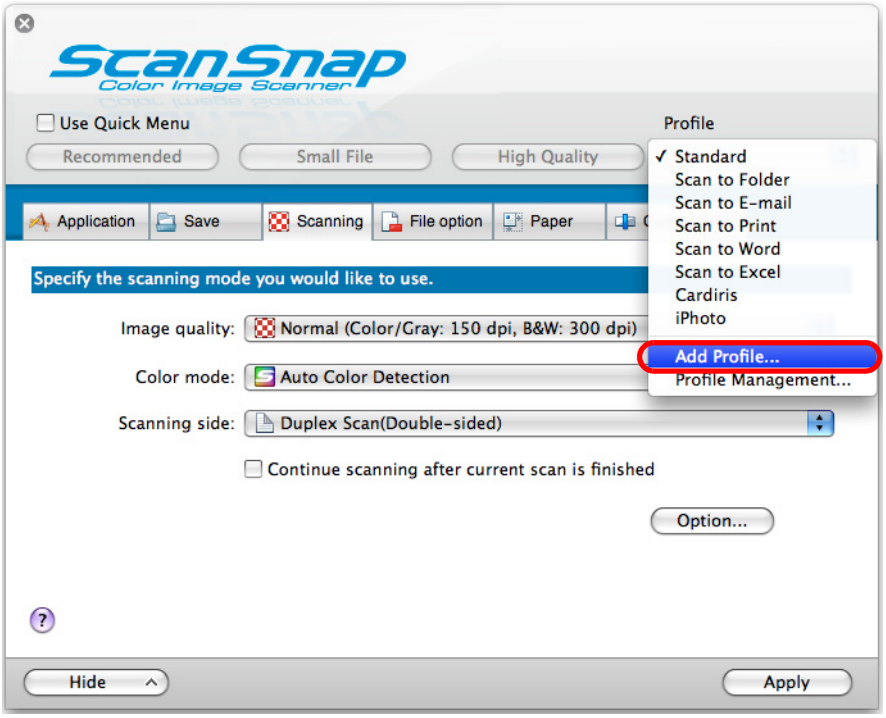
This function is not available when the [Use Quick Menu] checkbox is selected.

3. Change the scan settings in each tab in the ScanSnap setup window.

For details about each tab, refer to the ScanSnap Manager Help.

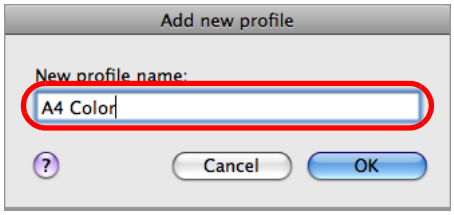


4. Select [Add Profile] from the [Profile] pop-up menu.

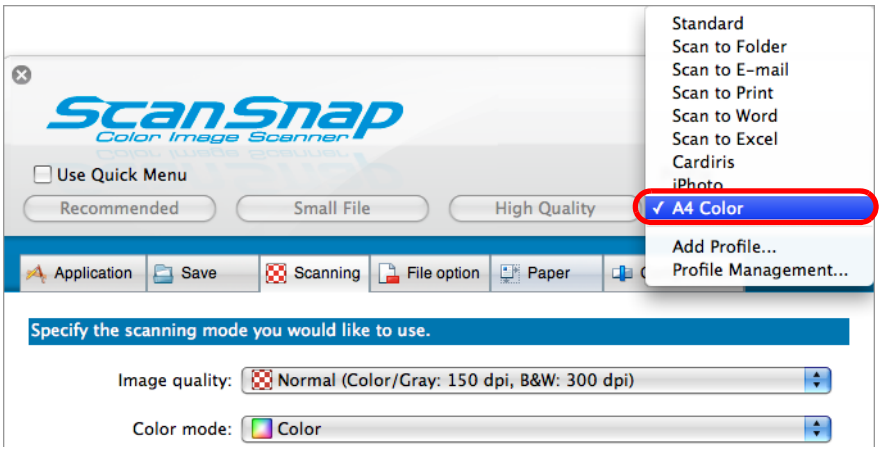


⇨ The [Add new profile] window appears.

5. Type in a new profile name and click the [OK] button.



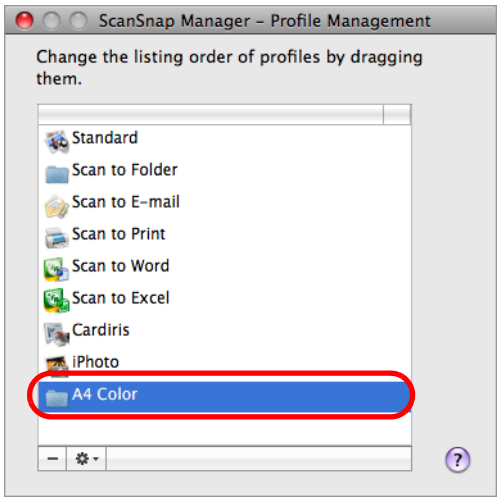
⇨ The new profile appears in the [Profile] pop-up menu.



6. Click the [Apply] button.

⇨ The new profile is saved.

- Up to 20 profiles can be saved including the [Standard] profile.
- You can change the displayed order of profiles except for the [Standard] profile.
  1. Select [Profile Management] from the [Profile] pop-up menu in the ScanSnap setup window or from the ScanSnap Manager menu.
     ⇨ The [ScanSnap Manager - Profile Management] window appears.
  2. Drag the profile you want to move to arrange profiles in a different order.



  3. Click the [ ] button in the upper left corner or press the [esc] key to close the [ScanSnap Manager - Profile Management] window.

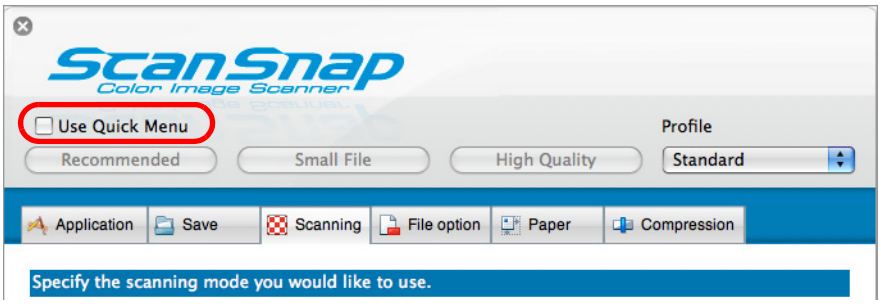
Changing Settings for Saved Profiles

1. Select [Settings] from the ScanSnap Manager menu.

Refer to "ScanSnap Manager Menu" (page 170) for more information about the ScanSnap Manager menu.

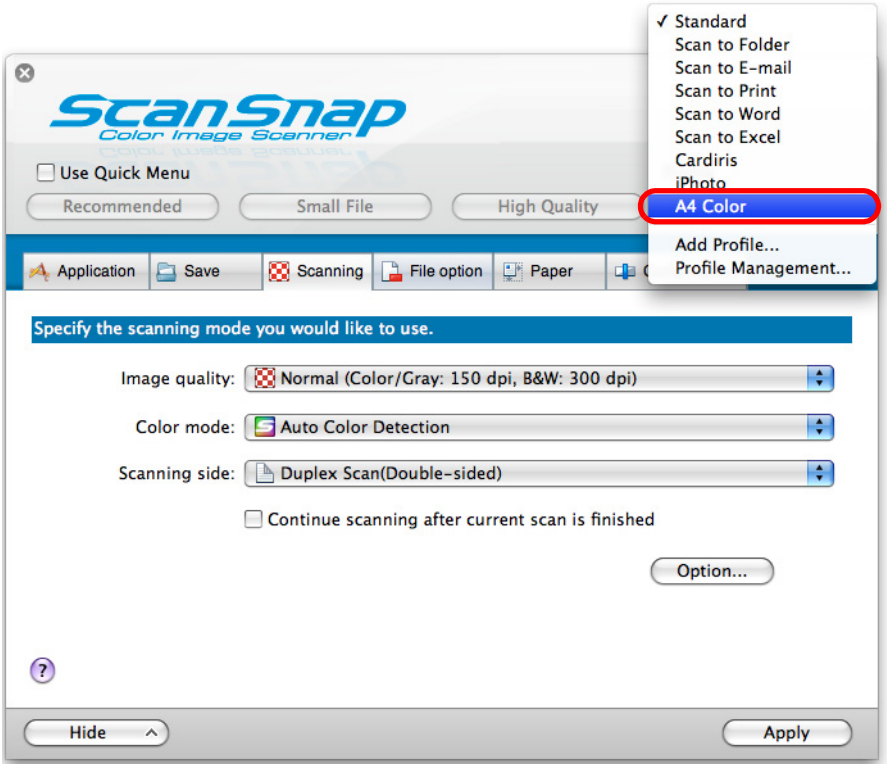
⇨ The ScanSnap setup window appears.

2. Clear the [Use Quick Menu] checkbox.



This function is not available when the [Use Quick Menu] checkbox is selected.

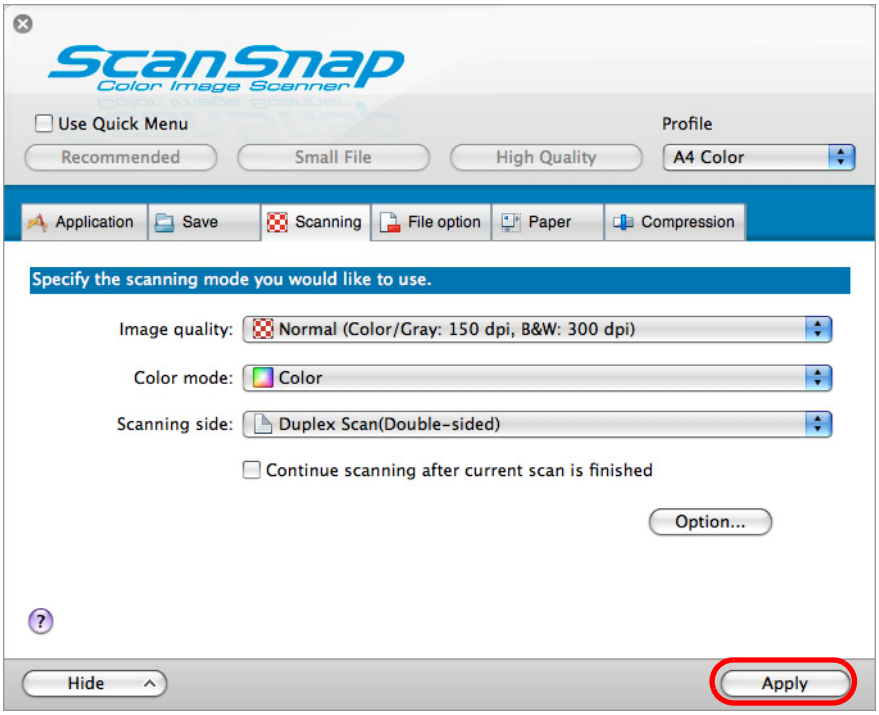
3. Select the profile you want to change from the [Profile] pop-up menu.



4. Change the scan settings in each tab in the ScanSnap setup window.

For details about each tab, refer to the ScanSnap Manager Help.

5. When you finish changing the settings for the selected profile, click the [Apply] button.



⇨ The scan settings are changed.

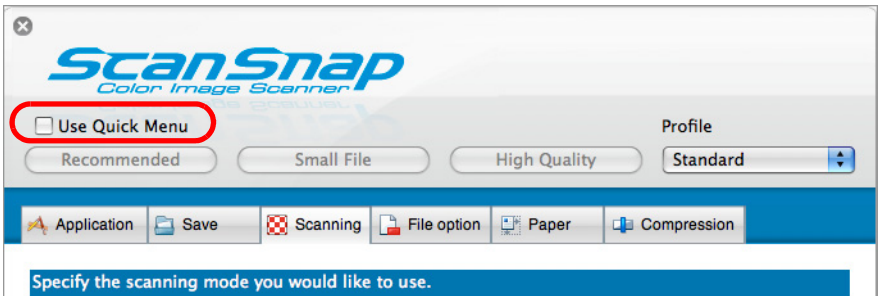
Renaming Profiles

1. Select [Settings] from the ScanSnap Manager menu.

Refer to "ScanSnap Manager Menu" (page 170) for more information about the ScanSnap Manager menu.

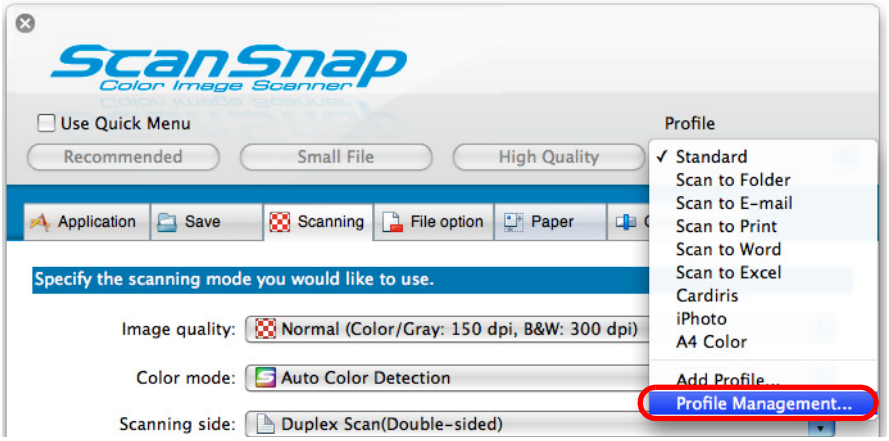
⇨ The ScanSnap setup window appears.

2. Clear the [Use Quick Menu] checkbox.



This function is not available when the [Use Quick Menu] checkbox is selected.

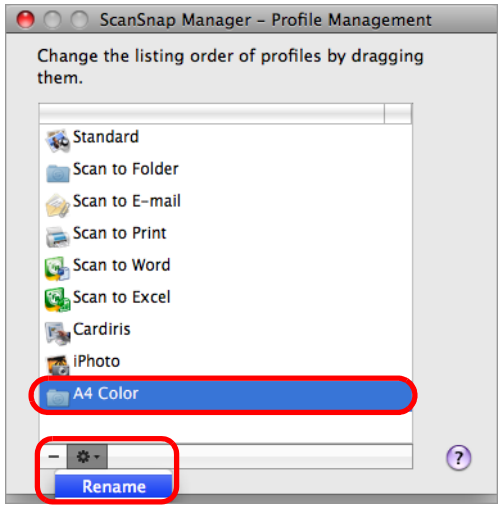
3. Select [Profile Management] from the [Profile] pop-up menu.



⇨ The [ScanSnap Manager-Profile Management] window appears.

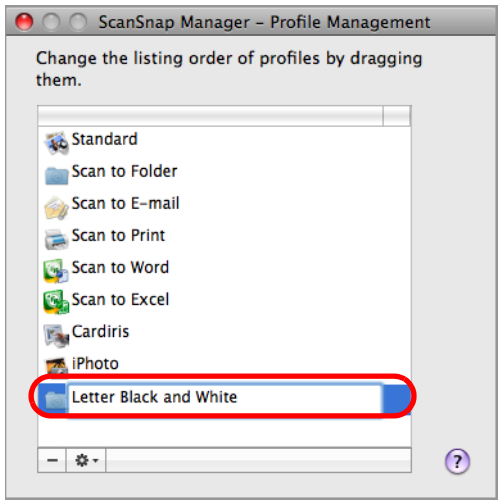
You can also display the [ScanSnap Manager - Profile Management] window by selecting [Profile Management] from the ScanSnap Manager menu.
Refer to "ScanSnap Manager Menu" (page 170) for more information about the ScanSnap Manager menu.

4. Select the profile you want to rename, click the [⚙] button in the lower left corner, and select [Rename].



⇨ The name field of the profile becomes editable.

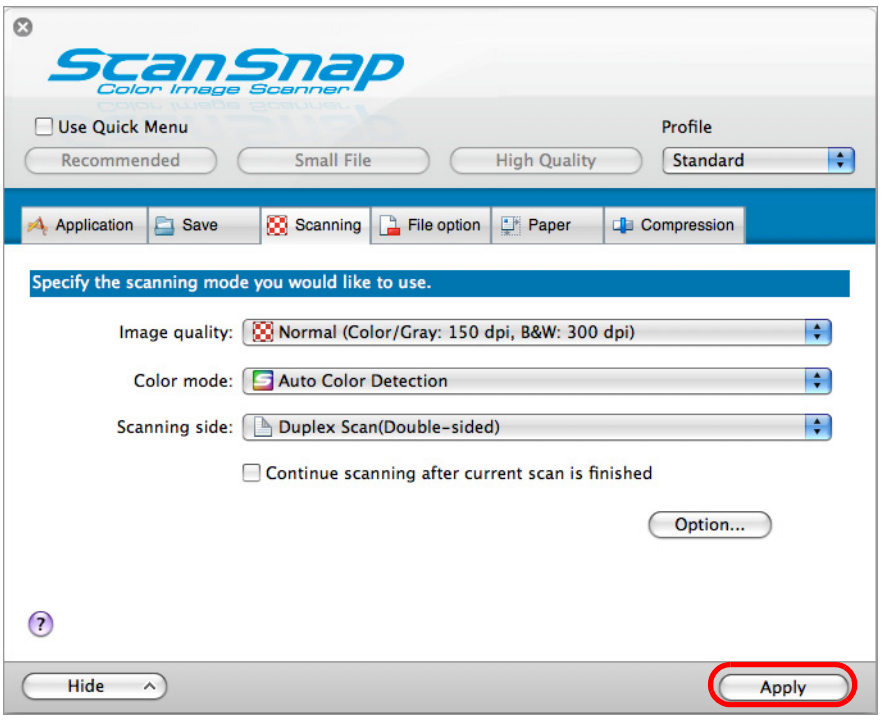
5. Type in a new name.



⇨ The profile is renamed.

6. Click the [●] button in the upper left corner or press the [esc] key to close the [ScanSnap Manager - Profile Management] window.

7. Click the [Apply] button in the ScanSnap setup window.



⇨ The process is completed.

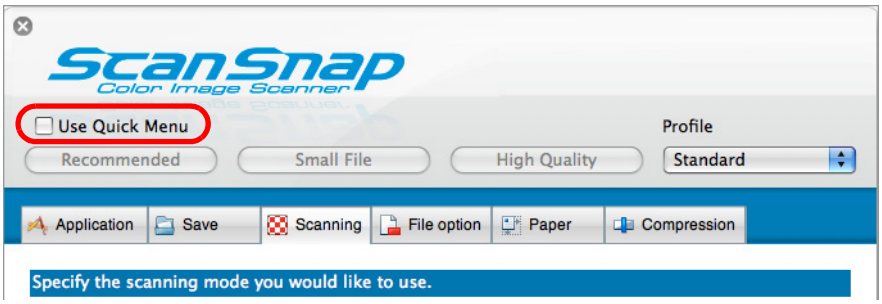
Deleting Profiles

1. Select [Settings] from the ScanSnap Manager menu.

Refer to "ScanSnap Manager Menu" (page 170) for more information about the ScanSnap Manager menu.

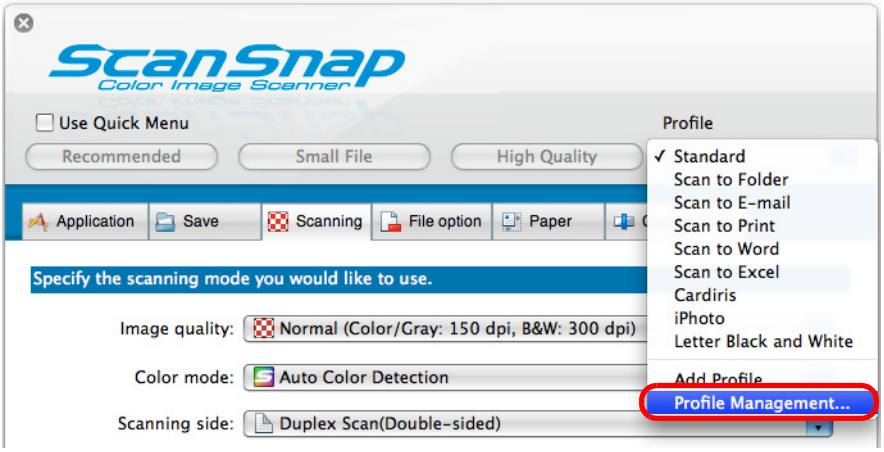
⇨ The ScanSnap setup window appears.

2. Clear the [Use Quick Menu] checkbox.



This function is not available when the [Use Quick Menu] checkbox is selected.

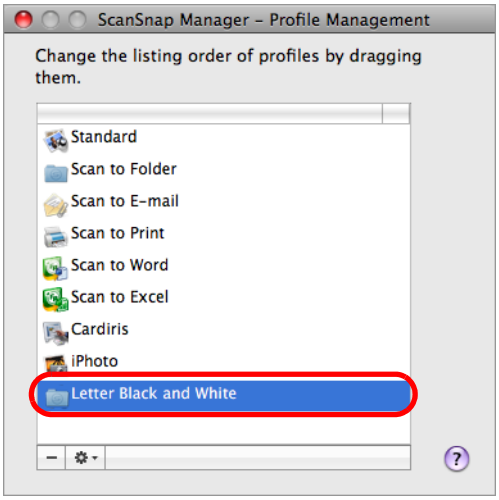
3. Select [Profile Management] from the [Profile] pop-up menu.



You can also display the [ScanSnap Manager - Profile Management] window by selecting [Profile Management] from the ScanSnap Manager menu.
Refer to "ScanSnap Manager Menu" (page 170) for more information about the ScanSnap Manager menu.

⇨ The [ScanSnap Manager - Profile Management] window appears.

4. Select the profile you want to delete from the list and click the [−] button.

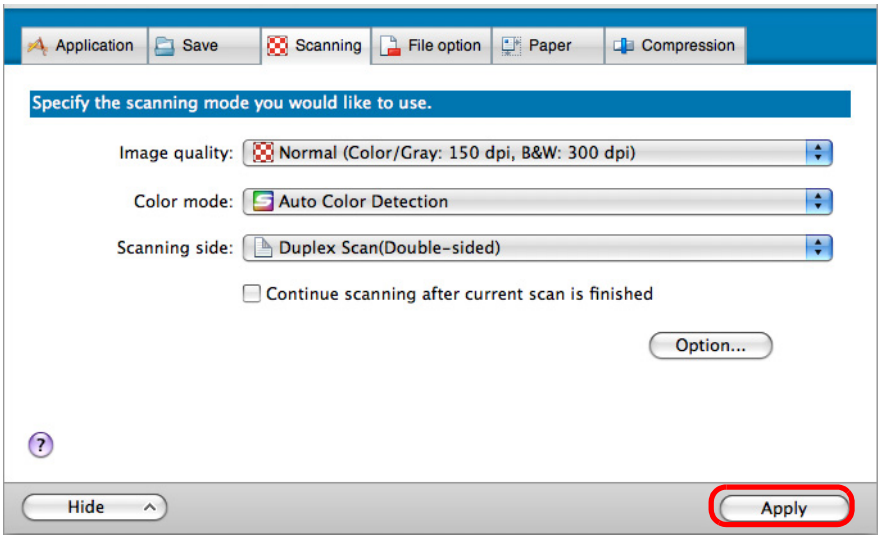


The [Standard] profile cannot be deleted.

⇨ The selected profile is deleted.

5. Click the [●] button in the upper left corner or press the [esc] key to close the [ScanSnap Manager - Profile Management] window.

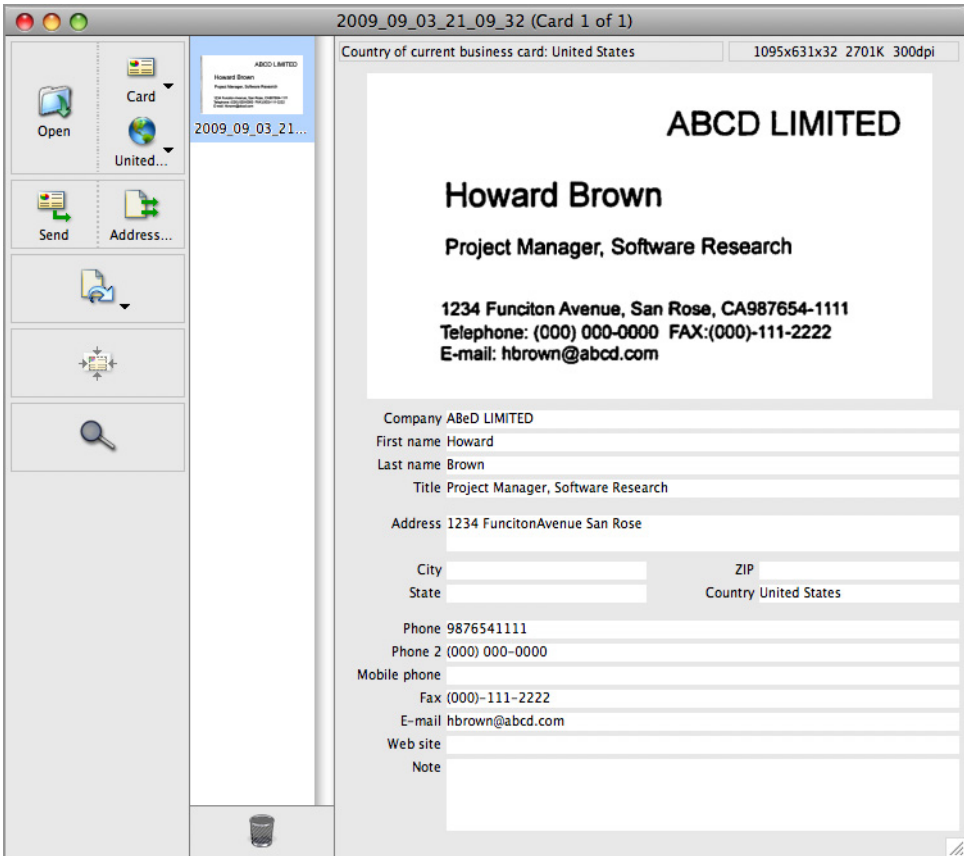
6. Click the [Apply] button in the ScanSnap setup window.



⇨ The process is completed.

■ Automatic Linkage with Applications

Cardiris automatically links with ScanSnap Manager upon startup.
When you scan business cards by pressing the [Scan] button when Cardiris is active (when the menu is Cardiris), ScanSnap Manager automatically links with Cardiris, in which the scanned card image is displayed.
Even when the ScanSnap is in Quick Menu mode, ScanSnap Manager automatically links with Cardiris in which the scanned card image is displayed without the Quick Menu appearing after scanning.
The interaction between Cardiris and ScanSnap Manager ends once Cardiris is no longer active.

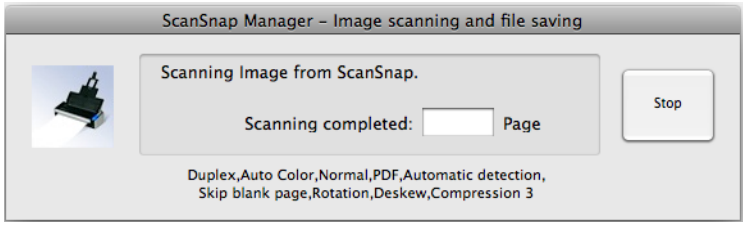


Business cards are scanned with the current scan settings except when the following is set in the [Scanning] tab:

- Image quality: Auto

■ Showing the Scanning Progress Status

When scanning starts, the [ScanSnap Manager - Image scanning and file saving] window appears on the computer screen.
This window shows the current processing status, the number of pages that has been saved to file, and summary of the current scan settings. Also, you can stop scanning by clicking the [Stop] button.



The [ScanSnap Manager - Image scanning and file saving] window automatically closes after saving the image data of the last page scanned.

Hiding the Scanning Progress Status

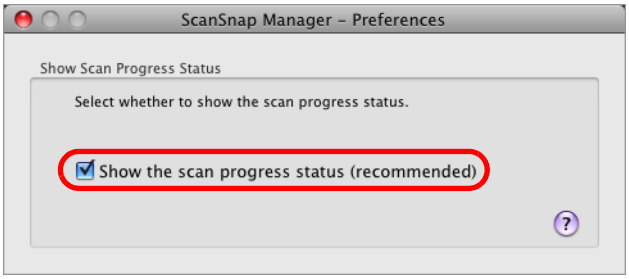
You can change the settings to hide the [ScanSnap Manager - Image scanning and file saving] window by following the procedure below.

1. Select [Help] → [Preferences] from the ScanSnap Manager menu.

Refer to "ScanSnap Manager Menu" (page 170) for more information about the ScanSnap Manager menu.

⇨ The [ScanSnap Manager - Preferences] window appears.

2. Clear the [Show the scan progress status (recommended)] checkbox.



3. Click the [●] button in the upper left corner or press the [esc] key to close the [ScanSnap Manager - Preferences] window.

⇨ The [ScanSnap Manager - Image scanning and file saving] window is hidden from next scanning on.

When the scanning progress status window is not displayed, the current number of pages saved is indicated on the ScanSnap Manager icon (for USB bus powered connection) in the Dock.

About Actions

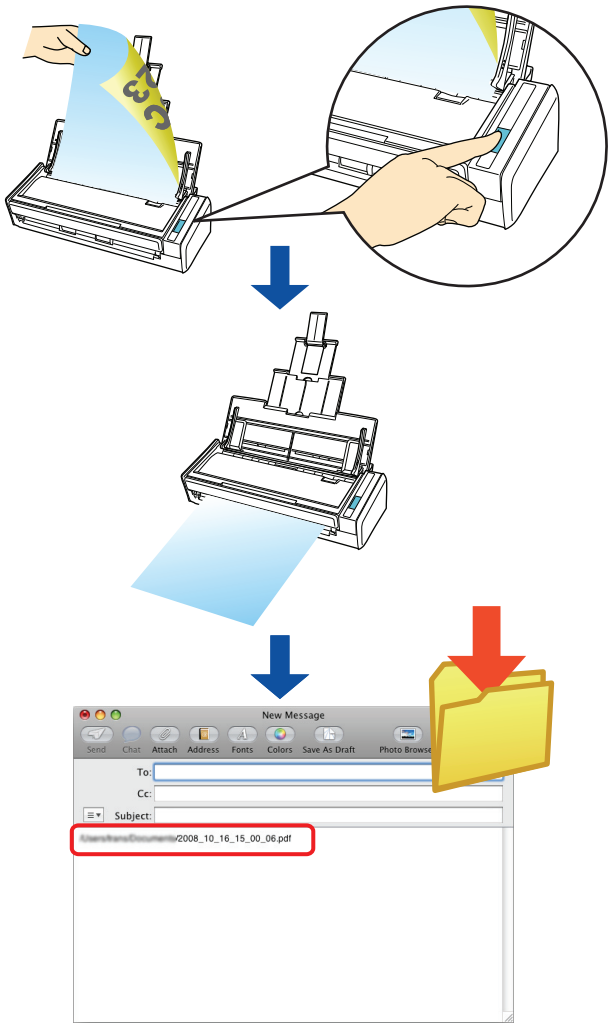
The ScanSnap keeps the frequently-used functions available as Actions to help with your office work.
Actions allow you to:

- **Share the scanned document files with others.**
  You can save scanned image files directly in a shared folder on a network upon scanning. In addition, you can inform others of the destination folder path by an e-mail message automatically created with the path stated.
- **Send document files to participants of a meeting via e-mail.**
  Simply press the [Scan] button to quickly send an e-mail message with the document files attached.
- **Use a printer rather than a copy machine to make copies of documents.**
  Simply press the [Scan] button to print the documents with a printer.
- **Quote text from your paper documents when you do not want to type it.**
  Simply press the [Scan] button, and you can get the scanned image data text recognized and converted into a Word or Excel document.
- **File and organize a large number of business cards.**
  Simply press the [Scan] button, and you can manage business cards with Cardiris.
- **Convert catalogs and pamphlets into digital data and save them.**
  Simply press the [Scan] button to save, manage and browse the catalogs and pamphlets converted into digital data directly in iPhoto.

The following are explanations on how to use Actions.

■ Saving Data in a Specified Folder

This section explains how to save the scanned image data in a shared folder. By using this action, you can save the scanned image data in a folder on the network to share information among others. In addition, you can inform others of the destination folder path by an e-mail message automatically created with the path stated.



The application configured in Mail when you start up Mail and select [Mail] menu → [Preferences] → [General] button → [Default email reader] is used as the e-mail program.
The following e-mail programs are supported:

- Mail
- Microsoft Entourage 2004 for Mac
- Microsoft Entourage 2008 for Mac

Using the Quick Menu

To use the Quick Menu, you need to select the [Use Quick Menu] checkbox in the ScanSnap setup window.
Refer to "Using the Quick Menu" (page 173) for more details about how to perform scanning by using the Quick Menu.

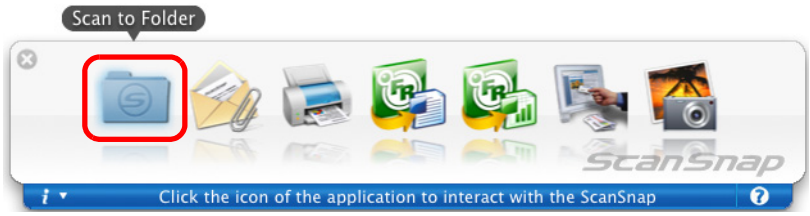
1. Load the document in the ScanSnap.

For details, refer to "Paper Sizes of Documents" (page 26) and "How to Load Documents" (page 28).

2. Press the [Scan] button on the ScanSnap.

⇨ Scanning starts.
⇨ When scanning is completed, the Quick Menu appears.

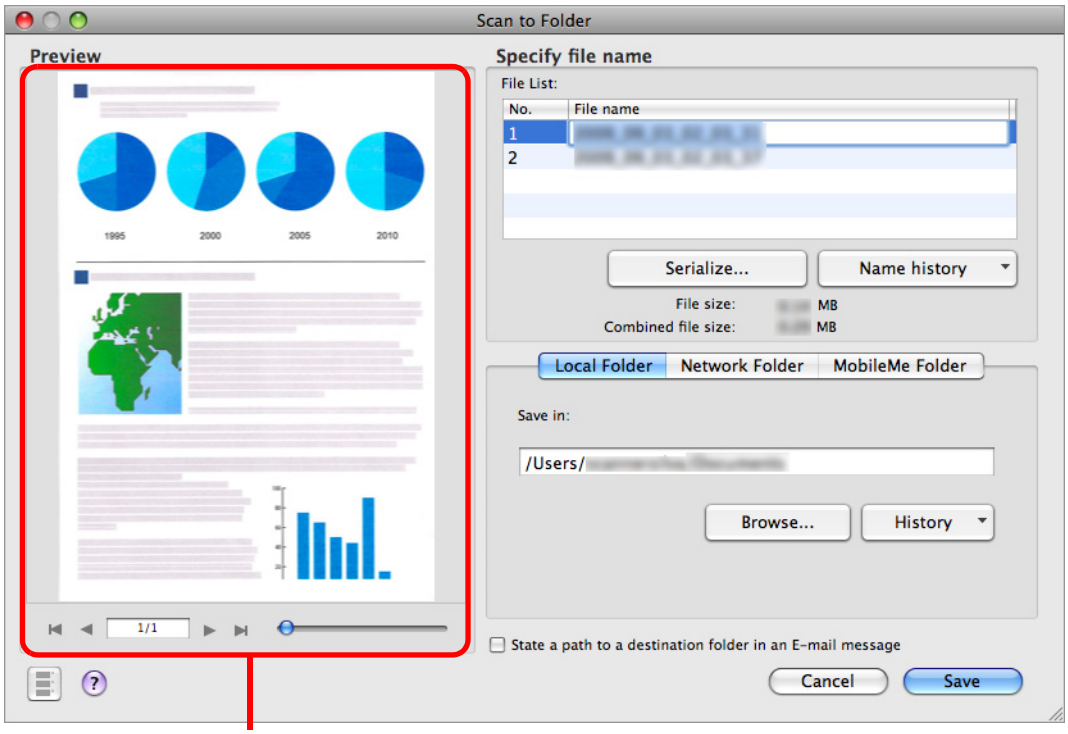
3. Click the [Scan to Folder] icon.



⇨ The [Scan to Folder] window appears.

4. Check the scanned image in the [Scan to Folder] window.

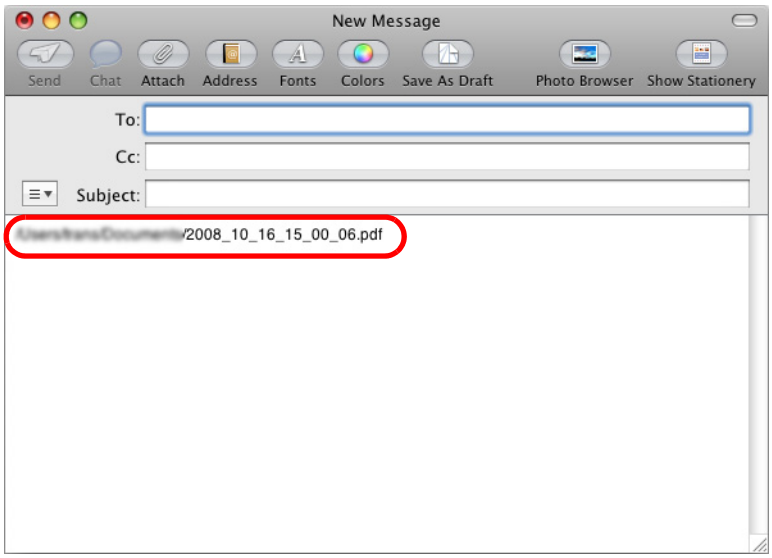
You can also change file names, destination folders, and specify whether to state a path to the destination folder in an e-mail message to notify others.
For details about the [Scan to Folder] window, refer to ScanSnap Manager Help.



5. Click the [Save] button.

⇨ The scanned image data is saved in the specified folder.

⇨ When you select the [State a path to a destination folder in an E-mail message] checkbox in the [Scan to Folder] window, an e-mail program starts, and an e-mail message is created showing the destination folder path where the file is saved.



- After the Quick Menu is displayed and before the [Scan to Folder] window is closed, you cannot perform a scan with the ScanSnap. Close the [Scan to Folder] window before scanning the next document.
- Do not move, delete, or rename scanned image data in other applications after the Quick Menu is displayed and before the [Scan to Folder] window is closed.

Without using the Quick Menu

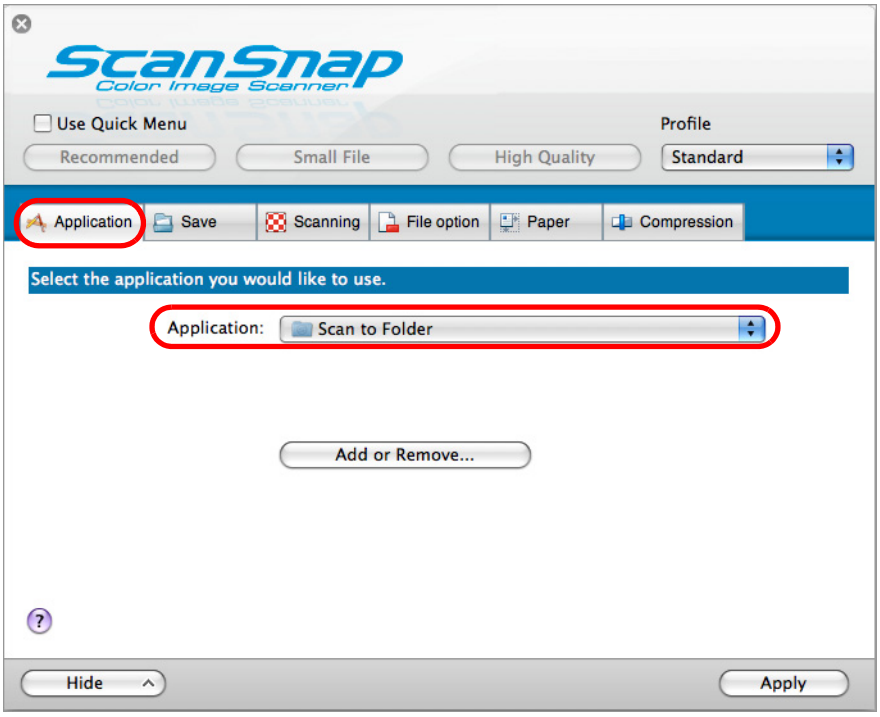
To disable the Quick Menu, you need to clear the [Use Quick Menu] checkbox in the ScanSnap setup window.
Refer to "Without Using the Quick Menu" (page 177) for more details about how to perform scanning without using the Quick Menu.

1. Select [Settings] from the ScanSnap Manager menu.

Refer to "ScanSnap Manager Menu" (page 170) for more information about the ScanSnap Manager menu.

⇨ The ScanSnap setup window appears.

2. In the [Application] pop-up menu in the [Application] tab, select [Scan to Folder].



- You can also configure the profile by selecting [Scan to Folder] from the [Profile] pop-up menu or the Profile menu.
- When you save the desired settings as profiles, they can be selected from the Profile menu next time you perform a scan.
  For more details about how to save scan settings, refer to "Saving Scan Settings" (page 183).

3. Click the [Apply] button.

4. Click the [ ] button in the upper left corner or press the [esc] key to close the ScanSnap setup window.

> The ScanSnap setup window also closes when you press the [Scan] button on the ScanSnap.

5. Load the document in the ScanSnap.

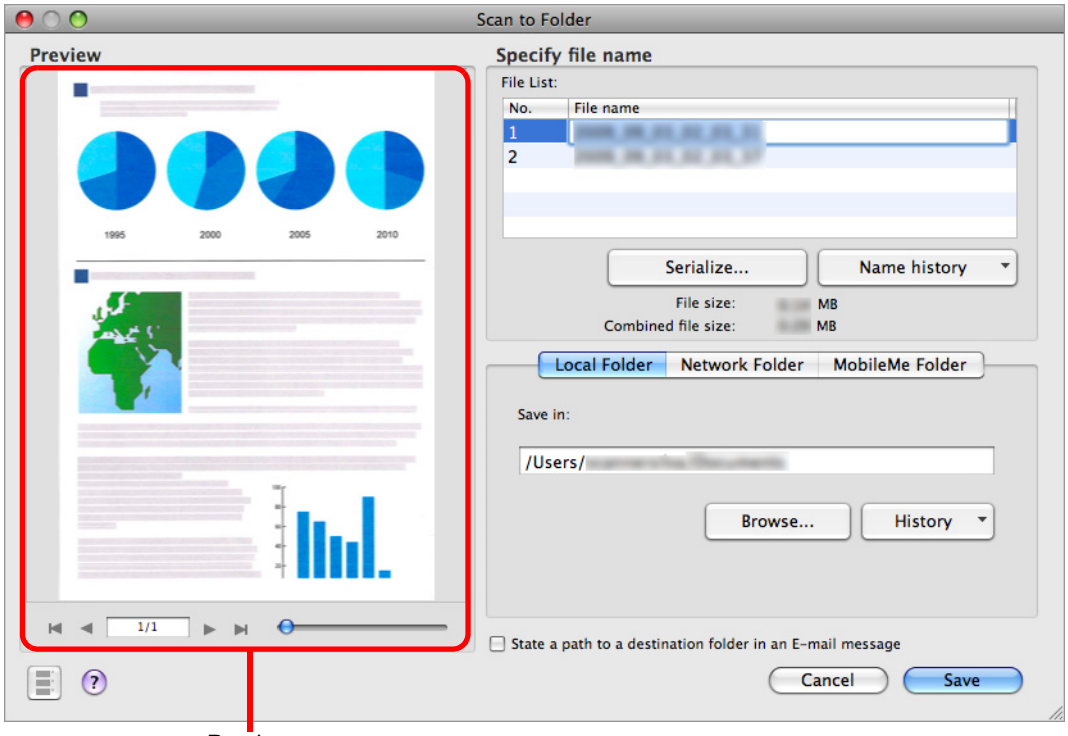
For details, refer to "Paper Sizes of Documents" (page 26) and "How to Load Documents" (page 28).

6. Press the [Scan] button on the ScanSnap.

⇨ Scanning starts.
⇨ When scanning is completed, the [Scan to Folder] window appears.

7. Check the scanned image in the [Scan to Folder] window.

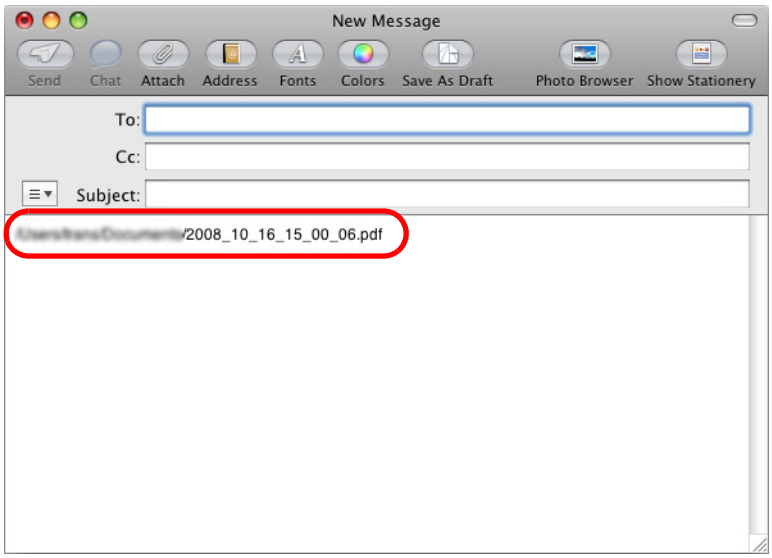
You can also change file names, destination folders, and specify whether to state a path to the destination folder in an e-mail message to notify others.
For details about the [Scan to Folder] window, refer to ScanSnap Manager Help.



8. Click the [Save] button.

⇨ The scanned image data is saved in the specified folder.

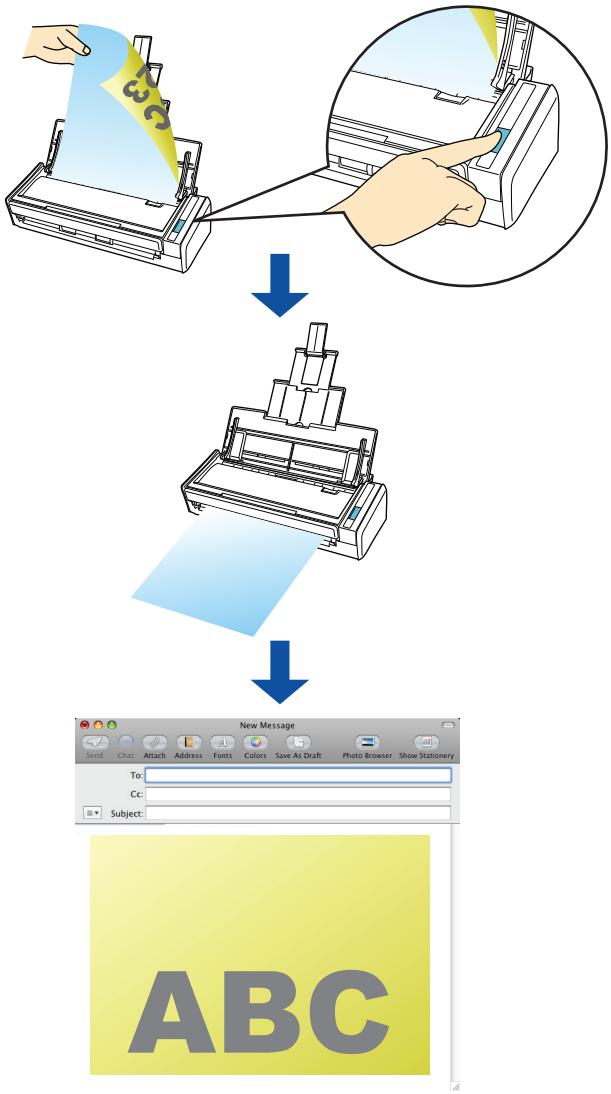
⇨ When you select the [State a path to a destination folder in an E-mail message] checkbox in the [Scan to Folder] window, an e-mail program starts, and an e-mail message is created listing the destination folder path where the file is saved.



- When the [Scan to Folder] window is displayed, you cannot perform scanning with the ScanSnap. Close the [Scan to Folder] window before scanning the next document.
- Do not move, delete or rename the scanned image data in other applications when the [Scan to Folder] window is displayed.

■ Attaching Files to E-Mail

This section explains how to send the scanned image data by e-mail.



The application configured in Mail when you start up Mail and select [Mail] menu → [Preferences] → [General] button → [Default email reader] is used as the e-mail program.
The following e-mail programs are supported:

- Mail
- Microsoft Entourage 2004 for Mac
- Microsoft Entourage 2008 for Mac

Using the Quick Menu

To use the Quick Menu, you need to select the [Use Quick Menu] checkbox in the ScanSnap setup window.
Refer to "Using the Quick Menu" (page 173) for more details about how to perform scanning by using the Quick Menu.

1. Load the document in the ScanSnap.

For details, refer to "Paper Sizes of Documents" (page 26) and "How to Load Documents" (page 28).

Up to ten files can be attached to an e-mail message.
Scanning multiple sheets with the scan settings shown below creates multiple files. Pay attention to the number of sheets loaded:

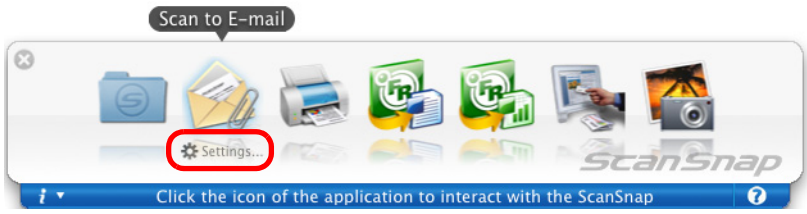
- File format: JPEG (*.jpg)
- [Generate one PDF file per (*n*) page(s)] checkbox is selected

2. Press the [Scan] button on the ScanSnap.

⇨ Scanning starts.
⇨ When scanning is completed, the Quick Menu appears.

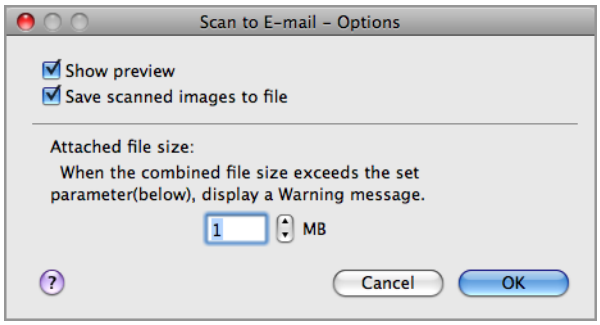
3. Change settings for [Scan to E-mail] (If you do not want to change any settings, go to Step 4.).

1. Click [Settings] under the [Scan to E-mail] icon.



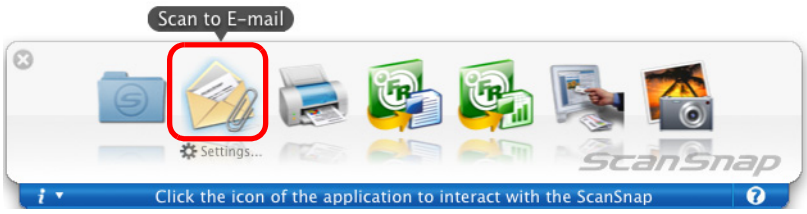
⇨The [Scan to E-mail - Options] window appears.

2. Change the settings.
For details about the [Scan to E-mail - Options] window refer to ScanSnap Manager Help.



3. Click the [OK] button to close the [Scan to E-mail - Options] window.

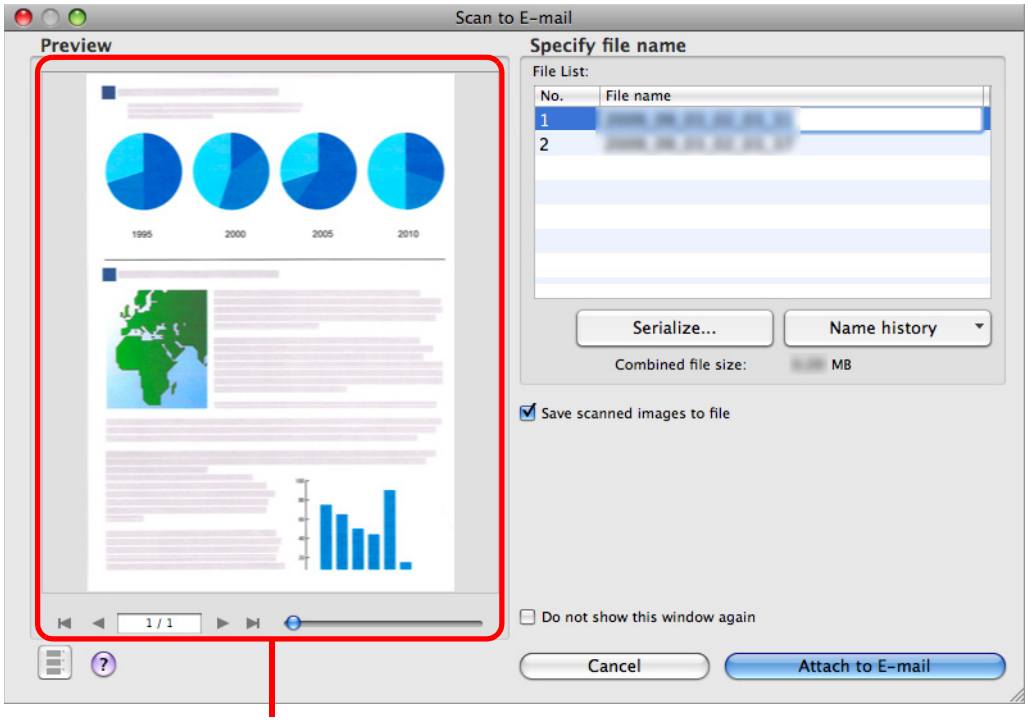
4. Click the [Scan to E-mail] icon.



⇨ The [Scan to E-mail] window appears.
If you clear the [Show preview] checkbox in Step 3., an e-mail program starts, and the files are attached to an e-mail message.

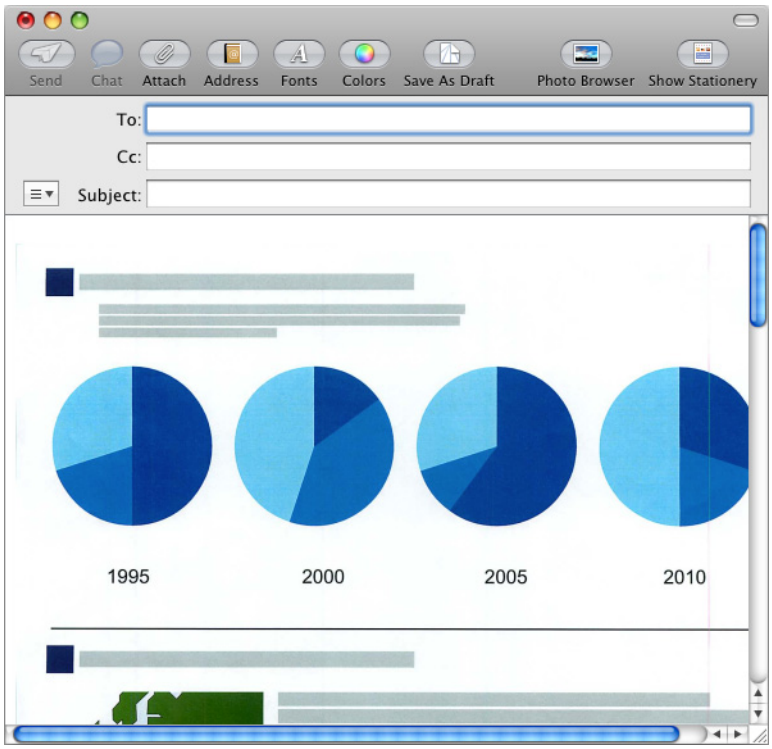
5. Check the scanned image in the [Scan to E-mail] window.

You can also change file names and specify whether to save scanned files after sending them by e-mail.
For details about the [Scan to E-mail] window, refer to ScanSnap Manager Help.



6. Click the [Attach to E-mail] button.

⇨ An e-mail program is started and the files are attached to an e-mail message.



- After the Quick Menu is displayed and before the [Scan to E-mail] window is closed, you cannot perform a scan with the ScanSnap. Close the [Scan to E-mail] window before scanning the next document.
- Do not move, delete, or rename scanned image data in other applications after the Quick Menu is displayed and before the [Scan to E-mail] window is closed.

Without using the Quick Menu

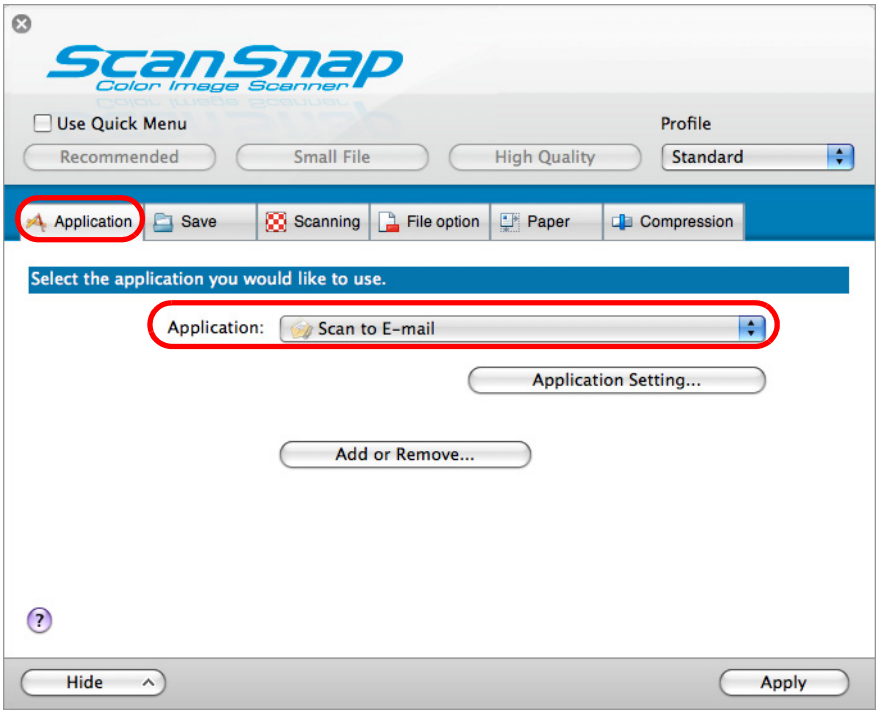
To disable the Quick Menu, you need to clear the [Use Quick Menu] checkbox in the ScanSnap setup window.
Refer to "Without Using the Quick Menu" (page 177) for more details about how to perform scanning without using the Quick Menu.

1. Select [Settings] from the ScanSnap Manager menu.

Refer to "ScanSnap Manager Menu" (page 170) for more information about the ScanSnap Manager menu.

⇨ The ScanSnap setup window appears.

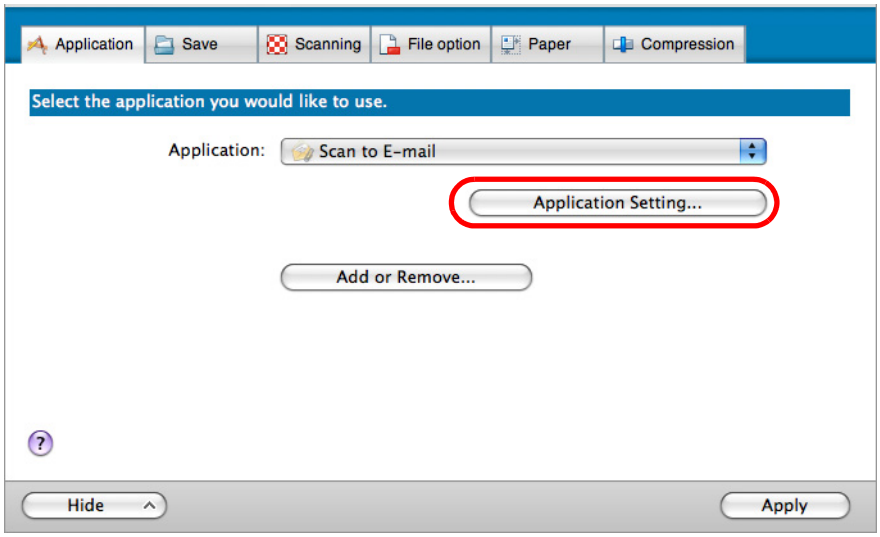
2. In the [Application] pop-up menu in the [Application] tab, select [Scan to E-mail].



- You can also configure the profile by selecting [Scan to E-mail] from the [Profile] pop-up menu or the Profile menu.
- When you save the desired settings as profiles, they can be selected from the Profile menu next time you perform a scan.
  For more details about how to save scan settings, refer to "Saving Scan Settings" (page 183).

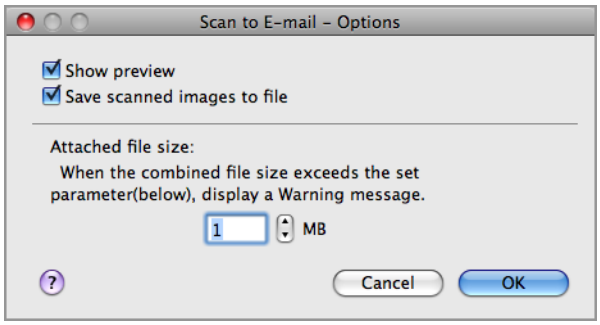
3. Change settings for the [Scan to E-mail] (If you do not want to change any settings, go to Step 4.).

1. Click the [Application Setting] button.



⇨The [Scan to E-mail - Options] window appears.

2. Change the settings.
   For details about the [Scan to E-mail - Options] window, refer to ScanSnap Manager Help.



3. Click the [OK] button to close the [Scan to E-mail - Options] window.

4. Click the [Apply] button in the ScanSnap setup window.

5. Click the [ ] button in the upper left corner or press the [esc] key to close the ScanSnap setup window.

> The ScanSnap setup window also closes when you press the [Scan] button on the ScanSnap.

6. Load the document in the ScanSnap.

For details, refer to "Paper Sizes of Documents" (page 26) and "How to Load Documents" (page 28).

Up to ten files can be attached to an e-mail.
Scanning a document with multiple sheets with the scan settings shown below creates multiple files. Pay attention to the number of document sheets loaded:

- File format: JPEG (*.jpg)
- [Generate one PDF file per (n) page(s)] checkbox is selected

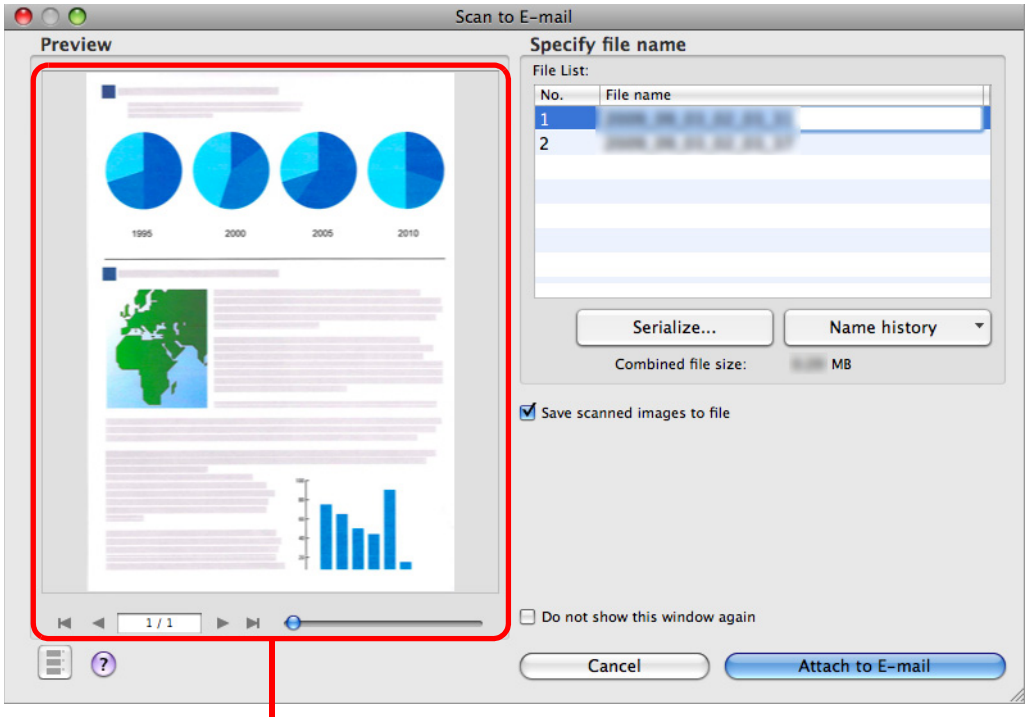
7. Press the [Scan] button on the ScanSnap.

⇨ Scanning starts.

⇨ When scanning is completed, the [Scan to E-mail] window appears.
If you clear the [Show preview] checkbox in Step 3., an e-mail program starts, and the files are attached to an e-mail message.

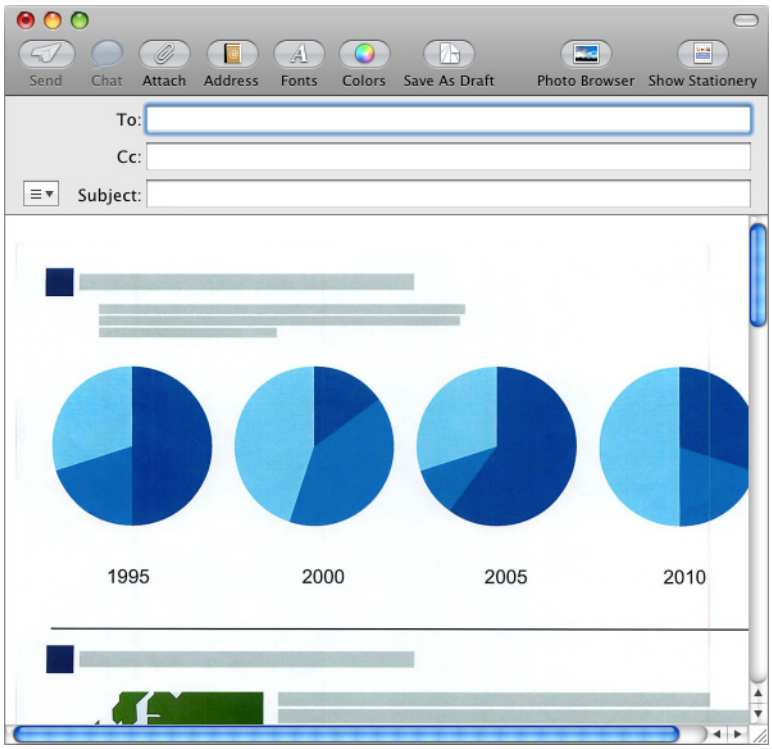
8. Check the scanned image in the [Scan to E-mail] window.

You can also change file names and specify whether to save scanned files after sending them by e-mail.
For details about the [Scan to E-mail] window, refer to ScanSnap Manager Help.



9. Click the [Attach to E-mail] button.

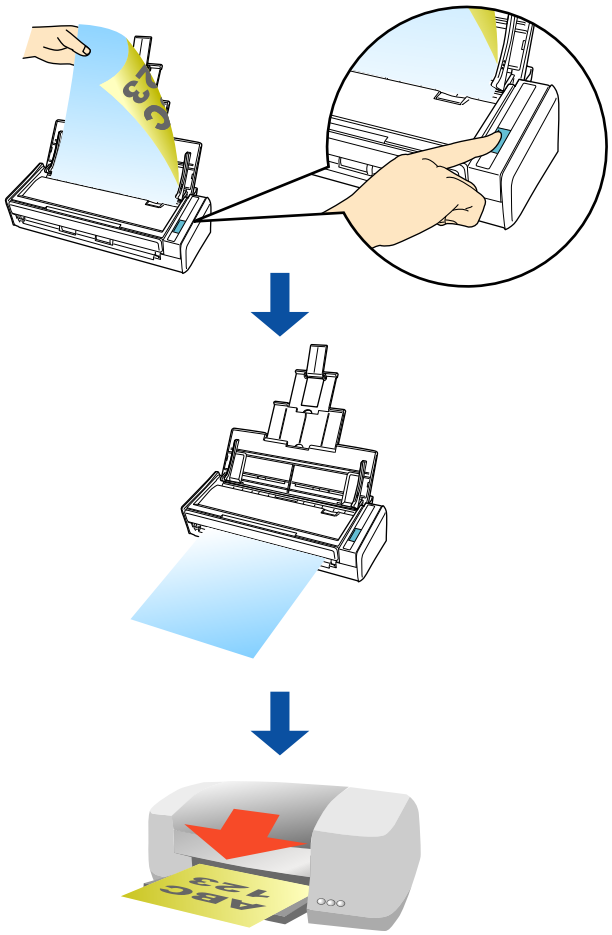
⇨ An e-mail program is started and the file is attached to an e-mail message.



- When the [Scan to E-mail] window is displayed, you cannot perform scanning with the ScanSnap. Close the [Scan to E-mail] window before scanning the next document.
- Do not move, delete, or rename the scanned image data in other applications when the [Scan to E-mail] window is displayed.

■ Using the ScanSnap as a Copy Machine

This section explains how to print scanned image data with a printer.
You can use the ScanSnap as a copy machine by printing scanned image data directly with a printer.



- By default, the printer set as [Default Printer] in the Mac OS is used. You may change the settings and select another printer after scanning.
- Depending on the document condition and scan settings, the scanned image to be printed may have shadows (appearing as lines) on its edges.
- To print out the image data of a document that has no margins, save the image data to file first, and then print it by using Preview, Adobe Acrobat or Adobe Reader.

Using the Quick Menu

To use the Quick Menu, you need to select the [Use Quick Menu] checkbox in the ScanSnap setup window.
Refer to "Using the Quick Menu" (page 173) for more details about how to perform scanning by using the Quick Menu.

1. Load the document in the ScanSnap.

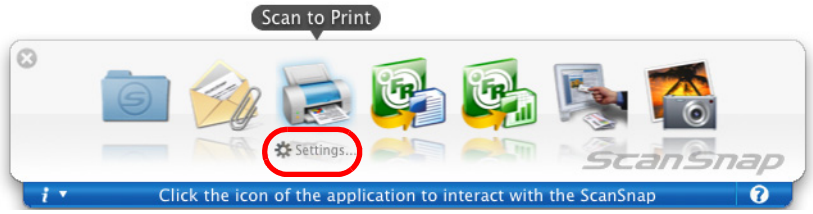
For details, refer to "Paper Sizes of Documents" (page 26) and "How to Load Documents" (page 28).

2. Press the [Scan] button on the ScanSnap.

⇨ Scanning starts.
⇨ When scanning is completed, the Quick Menu appears.

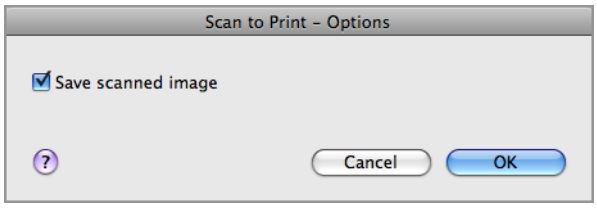
3. Change settings for the [Scan to Print] (If you do not want to change any settings, go to Step 4.).

1. Click [Settings] under the [Scan to Print] icon.



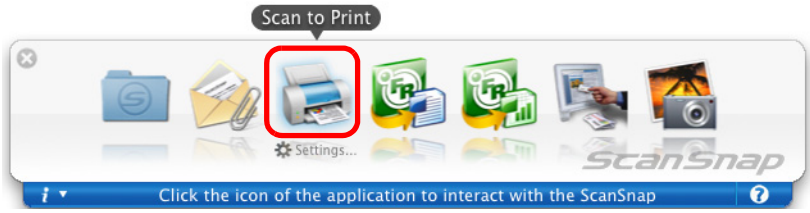
⇨The [Scan to Print - Options] window appears.

2. Change the settings.
For details about the [Scan to Print - Options] window, refer to ScanSnap Manager Help.



3. Click the [OK] button to close the [Scan to Print - Options] window.

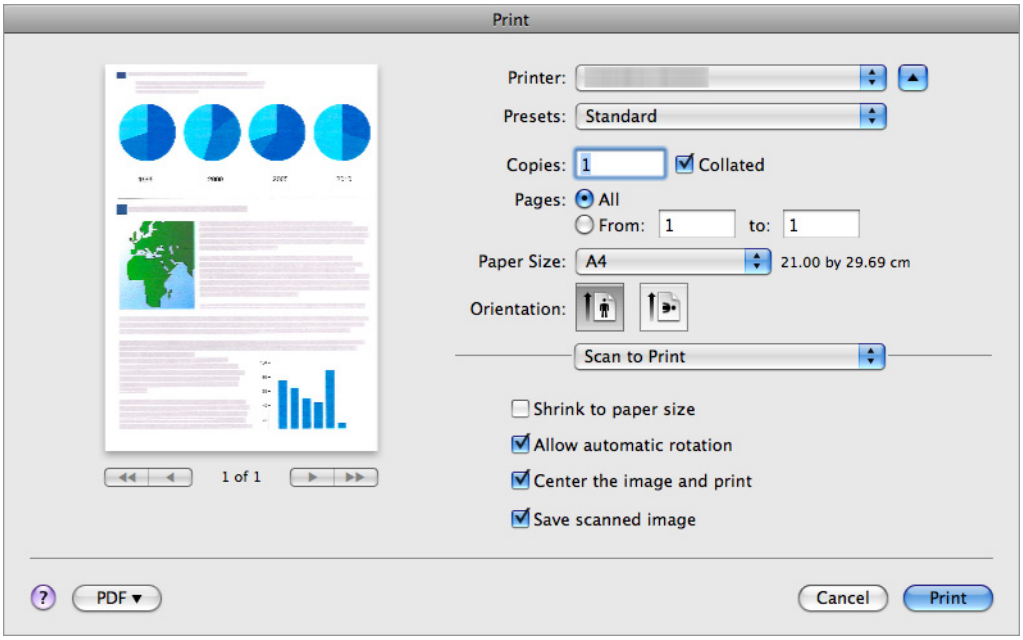
4. Click the [Scan to Print] icon.



⇨ The [Print] window appears.

5. Configure print setup options in the [Print] window.

You can select the printer to be used and specify the number of copies and size of the scanned image data to be printed.
For details about [Print] window, refer to the ScanSnap Manager Help.



6. Click the [Print] button.

⇨ Printing is performed.

- After the Quick Menu is displayed and before the [Print] window is closed, you cannot perform a scan with the ScanSnap. Close the [Print] window before scanning the next document.
- Do not move, delete, or rename scanned image data in other applications after the Quick Menu is displayed and before the [Print] window is closed.

Without using the Quick Menu

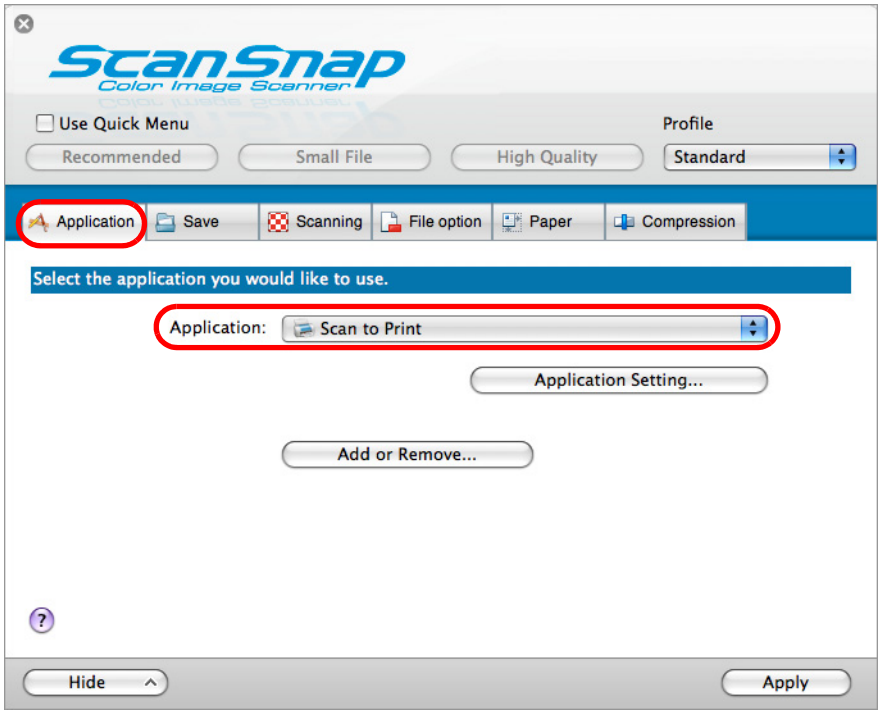
To disable the Quick Menu, you need to clear the [Use Quick Menu] checkbox in the ScanSnap setup window.
Refer to "Without Using the Quick Menu" (page 177) for more details about how to perform scanning without using the Quick Menu.

1. Select [Settings] from the ScanSnap Manager menu.

Refer to "ScanSnap Manager Menu" (page 170) for more information about the ScanSnap Manager menu.

⇨ The ScanSnap setup window appears.

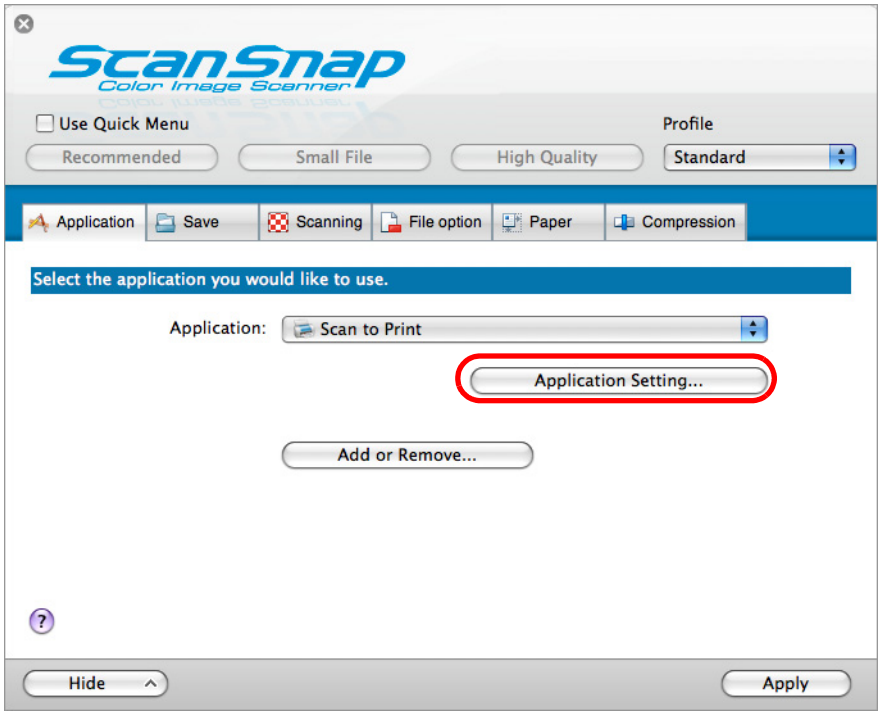
2. From the [Application] pop-up menu in the [Application] tab, select [Scan to Print].



- You can also configure the profile by selecting [Scan to Print] from the [Profile] pop-up menu or the Profile menu.
- When you save the desired settings as profiles, they can be selected from the Profile menu next time you perform a scan.
  For more details about how to save scan settings, refer to "Saving Scan Settings" (page 183).

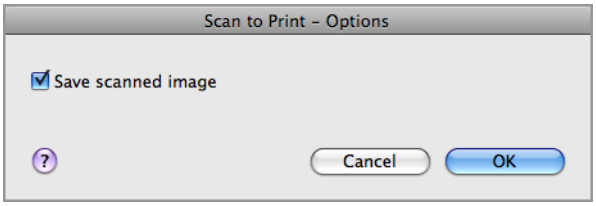
3. Change settings for the [Scan to Print] (If you do not want to change any settings, go to Step 4.).

1. Click the [Application Setting] button.



⇨The [Scan to Print - Options] window appears.

2. Change the settings.
   For details about the [Scan to Print - Options] window, refer to ScanSnap Manager Help.



3. Click the [OK] button to close the [Scan to Print - Options] window.

4. Click the [Apply] button in the ScanSnap setup window.

5. Click the [ ] button in the upper left corner or press the [esc] key to close the ScanSnap setup window.

The ScanSnap setup window also closes when you press the [Scan] button on the ScanSnap.

6. Load the document in the ScanSnap.

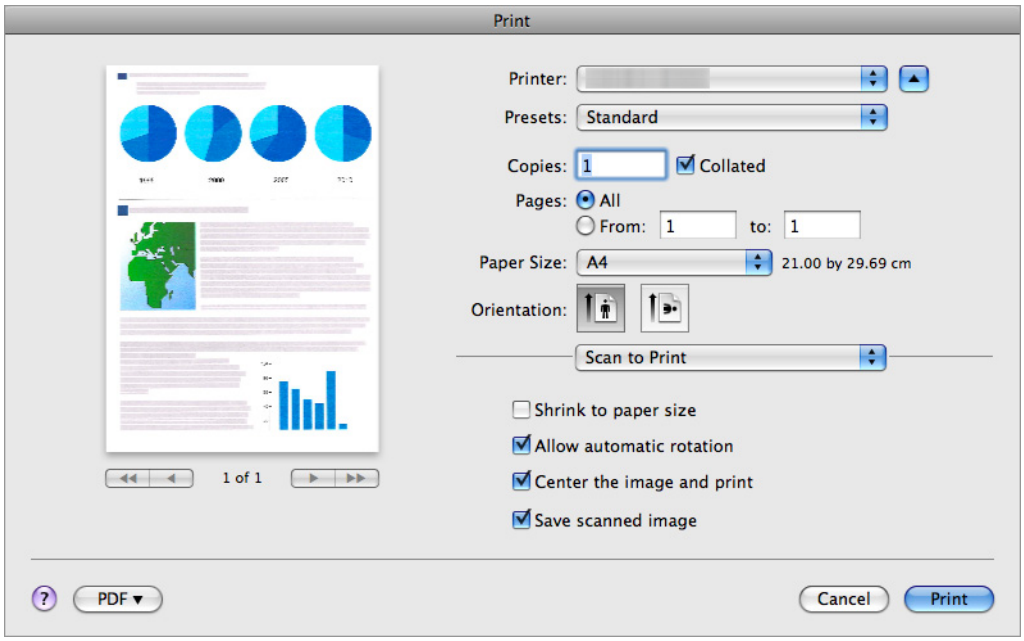
For details, refer to "Paper Sizes of Documents" (page 26) and "How to Load Documents" (page 28).

7. Press the [Scan] button on the ScanSnap.

⇨ Scanning starts.
⇨ When scanning is completed, the [Print] window appears.

8. Configure print setup options in the [Print] window.

You can select the printer to be used and specify the number of copies and size of the scanned image data to be printed.
For details about [Print] window, refer to the ScanSnap Manager Help.



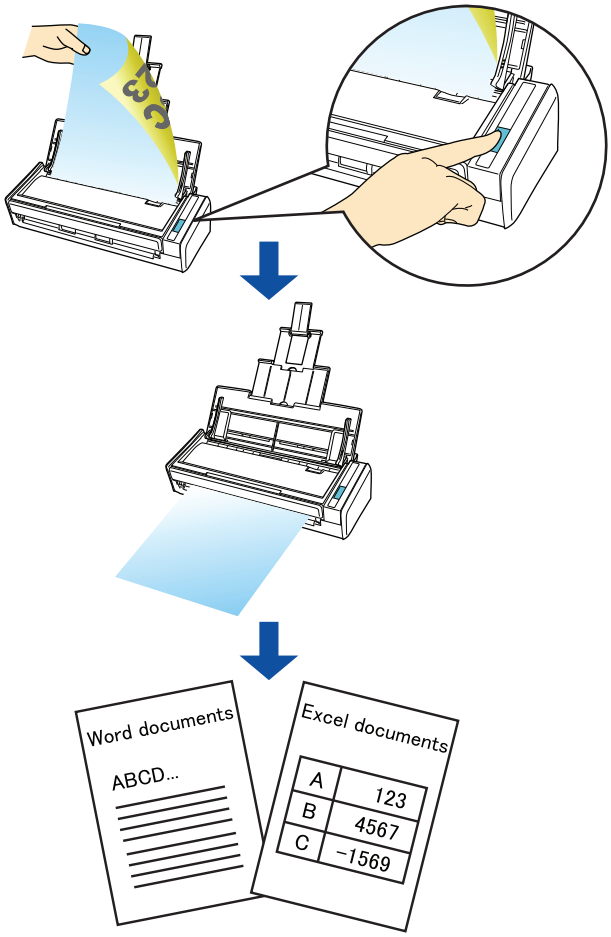
9. Click the [Print] button.

⇨ Printing is performed.

- You cannot perform scanning when the [Print] window is displayed. Close the [Print] window before scanning the next document.
- Do not move, delete, or rename the scanned image data in other applications while the [Print] window is displayed.

■ Converting into Word/Excel Documents

This section explains how to convert the scanned image data into Word/Excel files using ABBYY FineReader for ScanSnap bundled with the ScanSnap.



- ABBYY FineReader for ScanSnap must be installed in your computer in order to perform text-recognition.
- Use this function in a computer environment where Word and Excel are installed.
  If Word is not installed in your computer, text-only results of converted documents to Word will be displayed in TextEdit. If Excel is not installed in your computer, you cannot view documents converted to Excel. Install these programs to view the converted documents on your computer.
- ABBYY FineReader for ScanSnap can be used with the following versions of Word and Excel:
  - Word: 2004 / 2008
  - Excel: 2004 / 2008
- Do not use this function while you are working in Word or Excel. In addition, do not use Word or Excel while this function is being executed. If you use either Word or Excel together with this function, the conversion result is saved to a file, but the conversion result may not be displayed even if the [Open file after recognition] checkbox is selected on the [FineReader for ScanSnap Preferences] window.

About the OCR function of ABBYY FineReader for ScanSnap

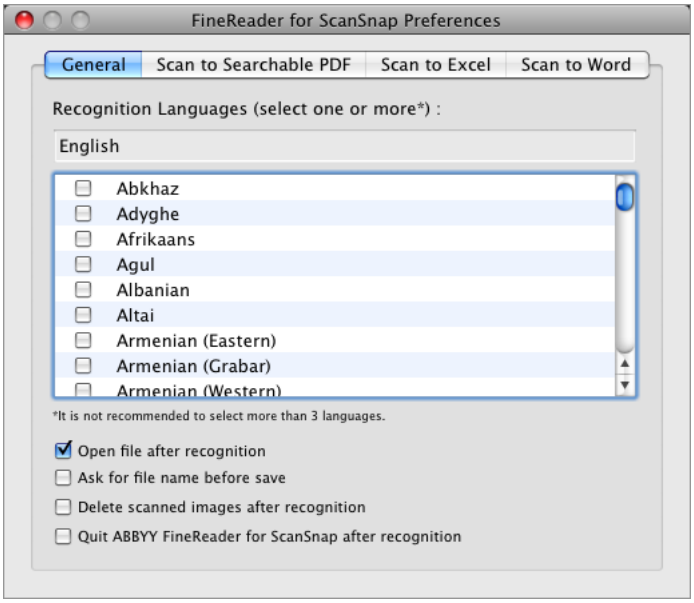
- ABBYY FineReader for ScanSnap is an application used exclusively with the ScanSnap. This program can perform text recognition only for PDF files created by using the ScanSnap. It cannot perform text recognition for files created using Adobe Acrobat or other applications.
- The optical character recognition has the following features. Before performing text recognition, check whether the documents you want to convert are suitable for conversion according to the following guidelines:

  Scan to Word
  - Suitable for conversion
    Documents created by using simple page layout with one or two columns.
  - Not suitable for conversion
    Documents created by using complex page layout comprised of diagrams, tables and letters, such as brochures, magazines or newspapers.

  Scan to Excel
  - Suitable for conversion
    Simple tables in which every border connects to the outer frame.
  - Not suitable for conversion
    Documents with table without borders, complex tables with too many borders, nested tables containing sub-tables, diagrams, graphs and charts, photographs and characters written vertically.
    (Diagrams, graphs and charts, photographs and characters written vertically are not reproduced.)
- The following parameters may not be reproduced as they are in the original document. It is recommended that the converted documents be opened with Word or Excel to correct or edit misrecognized characters:
  - Character font and size
  - Character and line spacing
  - Underlined, bold and italic characters
  - Superscript/subscript
- The following types of documents (characters) may not be recognized correctly.
  Better results in text recognition may be achieved by changing the color mode or increasing the resolution:
  - Documents including handwritten characters
  - Documents containing small characters (smaller than 10 points)
  - Skewed documents
  - Documents written in languages other than the specified language
  - Documents with characters on an unevenly colored background
    e.g. Shaded characters
  - Documents with many decorated characters
    e.g. Decorated characters (embossed/outlined)
  - Documents with characters on a patterned background
    e.g. Characters overlapping illustrations and diagrams
  - Documents with many characters contacting underlines or borders
  - Documents of complex layouts as well as documents including unreadable characters
    (It may take extra time to process text recognition for these documents.)
- When converting to Excel files, if the recognition result exceeds 65,536 lines, no more results are output.
- When converting to Excel files, information about the layout of the entire document, diagrams, and length/width of graphs and tables is not duplicated. Only tables and character strings are reproduced.
- Documents upside down or in landscape orientation cannot be recognized properly. Select the [Allow automatic image rotation] checkbox (page 249), or load documents face down in portrait orientation.
- In the ScanSnap setup window, even if the [Generate one PDF file per (n) page (s)] checkbox is selected in the [File option] tab →[Option], the conversion result is saved as separate files.

You can change the scan settings applied during conversion to Word or Excel documents in the ABBYY FineReader for ScanSnap setup window.

Select the [Applications] → [ABBYY FineReader for ScanSnap] → [FineReader for ScanSnap Preferences]. Then, select [FineReader for ScanSnap] menu → [Preferences] to display the following window.



For details about how to configure settings, refer to the ABBYY FineReader for ScanSnap Help.

Using the Quick Menu

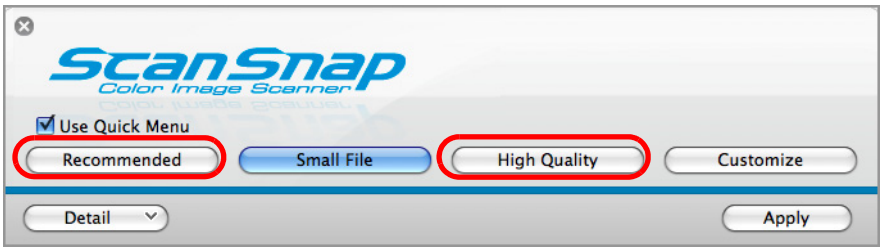
To use the Quick Menu, you need to select the [Use Quick Menu] checkbox in the ScanSnap setup window.
Refer to "Using the Quick Menu" (page 173) for more details about how to perform scanning by using the Quick Menu.

1. Select [Settings] from the ScanSnap Manager Menu.

Refer to "ScanSnap Manager Menu" (page 170) for more information about the ScanSnap Manager menu.

⇨ The ScanSnap setup dialog box appears.

2. Select either [Recommended] or [High Quality] button.



It is recommended to select [Auto] or [Best] for [Image quality] in the [Scanning] tab in the ScanSnap setup window when you convert documents into Word or Excel files.

3. Click the [Apply] button in the ScanSnap setup window.

4. Click the [ ] button in the upper left corner or press the [esc] key to close the ScanSnap setup window.

The ScanSnap setup window also closes when you press the [Scan] button on the ScanSnap.

5. Load the document into the ScanSnap.

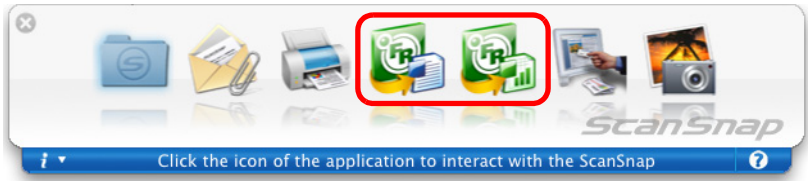
For details, refer to "Paper Sizes of Documents" (page 26) and "How to Load Documents" (page 28).

6. Press the [Scan] button on the ScanSnap.

⇨ Scanning starts.

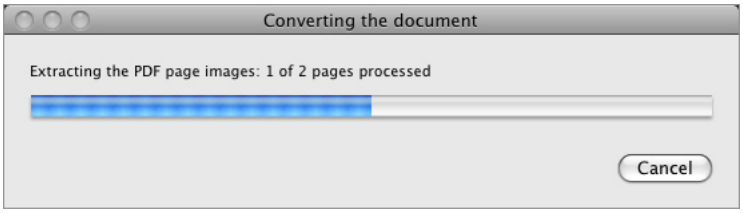
⇨ When scanning is complete, the Quick Menu appears.

7. Click the [Scan to Word] or [Scan to Excel] icon.



When [JPEG(*.jpg)] is selected for [File format] in the [File option] tab in the ScanSnap setup window, scanned data cannot be converted into a Word or Excel file. If you click either of these icons, an error message will appear.

⇨ The following window appears and conversion is started.



⇨ When the conversion is completed, Word or Excel starts up, displaying the converted document in the applicable format.

- It is recommended to select [Better (Color/Gray: 200 dpi, B&W: 400 dpi)] or higher resolution for [Image quality] in the [Scanning] tab in the ScanSnap setup window.
- Word documents are saved in RTF format (.rtf) and Excel documents, in XLS format (.xls).

- You cannot perform scanning when the Quick Menu is displayed. Wait until the conversion is over to scan another document.
- Do not move, delete, or rename the scanned image data in other applications while the Quick Menu is displayed.

Without using the Quick Menu

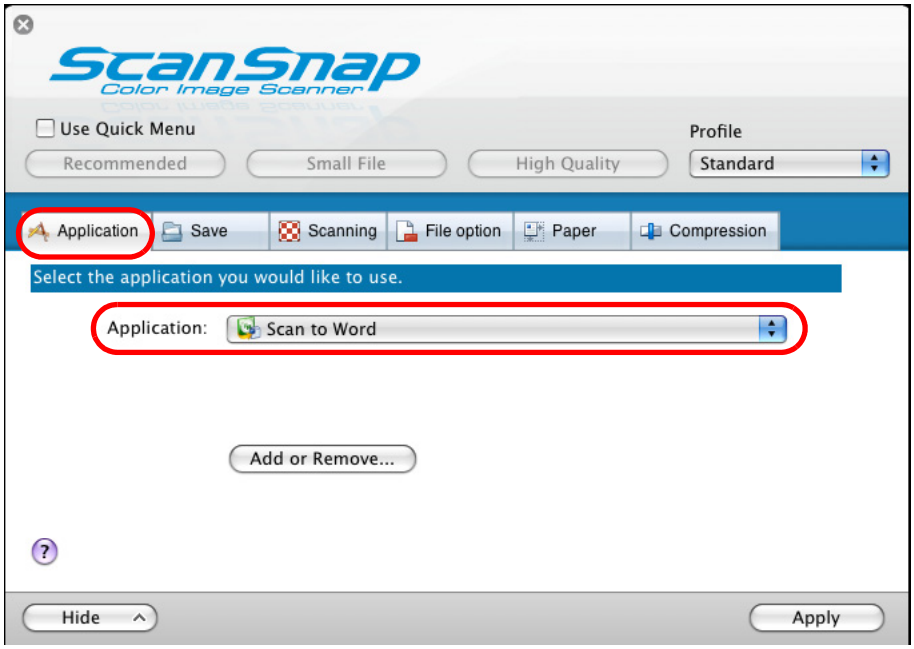
To disable the Quick Menu, you need to clear the [Use Quick Menu] checkbox in the ScanSnap setup window.
Refer to "Without Using the Quick Menu" (page 177) for more details about how to perform scanning without using the Quick Menu.

1. Select [Settings] from the ScanSnap Manager menu.

Refer to "ScanSnap Manager Menu" (page 170) for more information about the ScanSnap Manager menu.

⇨ The ScanSnap setup window appears.

2. In the [Application] pop-up menu in the [Application] tab, select [Scan to Word] or [Scan to Excel].



- It is recommended to select [Auto] or [Best] for [Image quality] in the [Scanning] tab in the ScanSnap setup window when you convert documents into Word or Excel files.
- You can also set the profile by selecting [Scan to Word] or [Scan to Excel] from the [Profile] pop-up menu or from the Profile menu.
- When you save the desired settings as profiles, they can be selected from the Profile menu next time you perform a scan.
  For more details about how to save scan settings, refer to "Saving Scan Settings" (page 183).

3. Click the [Apply] button in the ScanSnap setup window.

4. Click the [ ] button in the upper left corner or press the [esc] key to close the ScanSnap setup window.

> The ScanSnap setup window also closes when you press the [Scan] button on the ScanSnap.

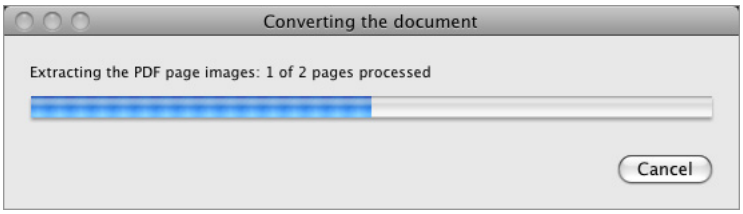
5. Load the document into the ScanSnap.

For details, refer to "Paper Sizes of Documents" (page 26) and "How to Load Documents" (page 28).

6. Press the [Scan] button on the ScanSnap.

⇨ Scanning starts.

⇨ The following window appears and conversion is started.

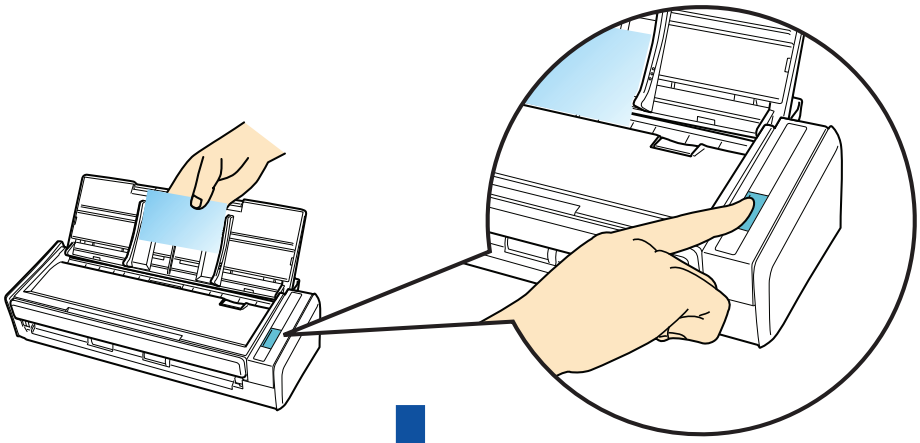


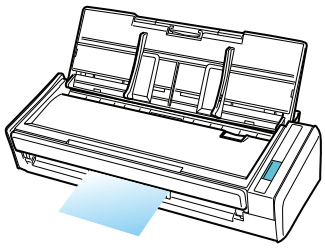
⇨ When the conversion is completed, Word or Excel starts up, displaying the converted document in the applicable format.

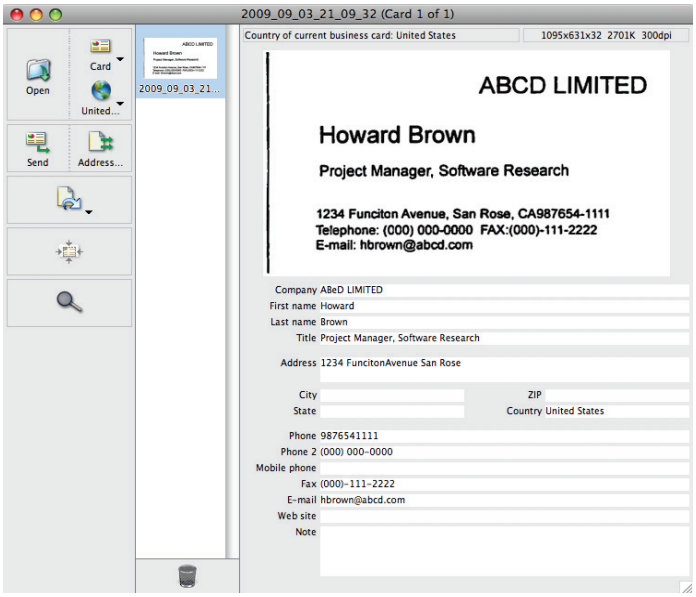
> - It is recommended to select [Better (Color/Gray: 200 dpi, B&W: 400 dpi)] or higher resolution for [Image quality] in the [Scanning] tab in the ScanSnap setup window.
> - Word documents are saved in RTF format (.rtf) and Excel documents in XLS format (.xls).

■ Scanning Business Cards

This section explains how to manage image data of scanned business cards in Cardiris.







Using the Quick Menu

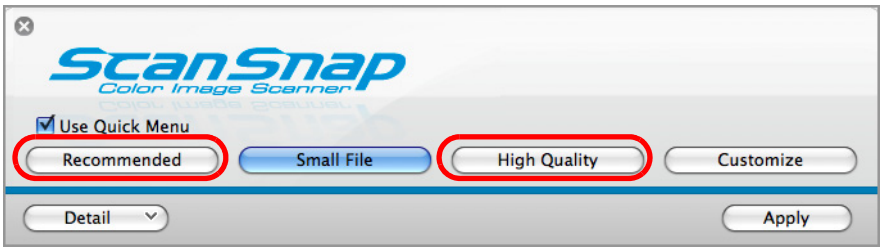
To use the Quick Menu, you need to select the [Use Quick Menu] checkbox in the ScanSnap setup window.
Refer to "Using the Quick Menu" (page 173) for more details about how to perform scanning by using the Quick Menu.

1. Select [Settings] from the ScanSnap Manager menu.

Refer to "ScanSnap Manager Menu" (page 170) for more information about the ScanSnap Manager menu.

⇨ The ScanSnap setup window appears.

2. Select either [Recommended] or [High Quality] button.



It is recommended to select [Auto] or [Best] for [Image quality] in the [Scanning] tab in the ScanSnap setup window when you scan business cards.

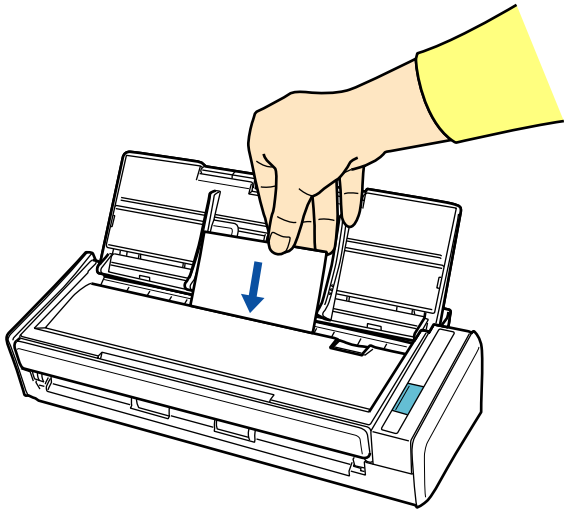
3. Click the [Apply] button in the ScanSnap setup window.

4. Click the [ ] button in the upper left corner or press the [esc] key to close the ScanSnap setup window.

The ScanSnap setup window also closes when you press the [Scan] button on the ScanSnap.

5. Load a business card in the ScanSnap.

- Load the business card so that the front side faces the ADF paper chute (cover).
- To scan multiple business cards, load business cards in a pile.
- Move the side guides so that there is no gap between the edge of the business card and the side guides on both sides.

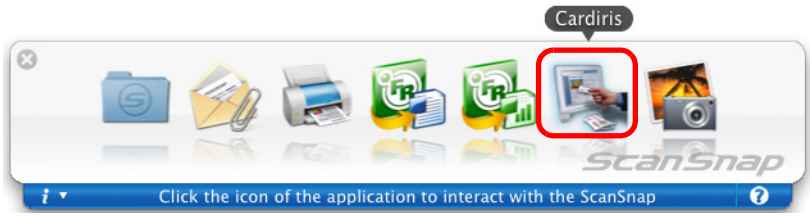


6. Press the [Scan] button on the ScanSnap.

⇨ Scanning starts.

⇨ When scanning is completed, the Quick Menu appears.

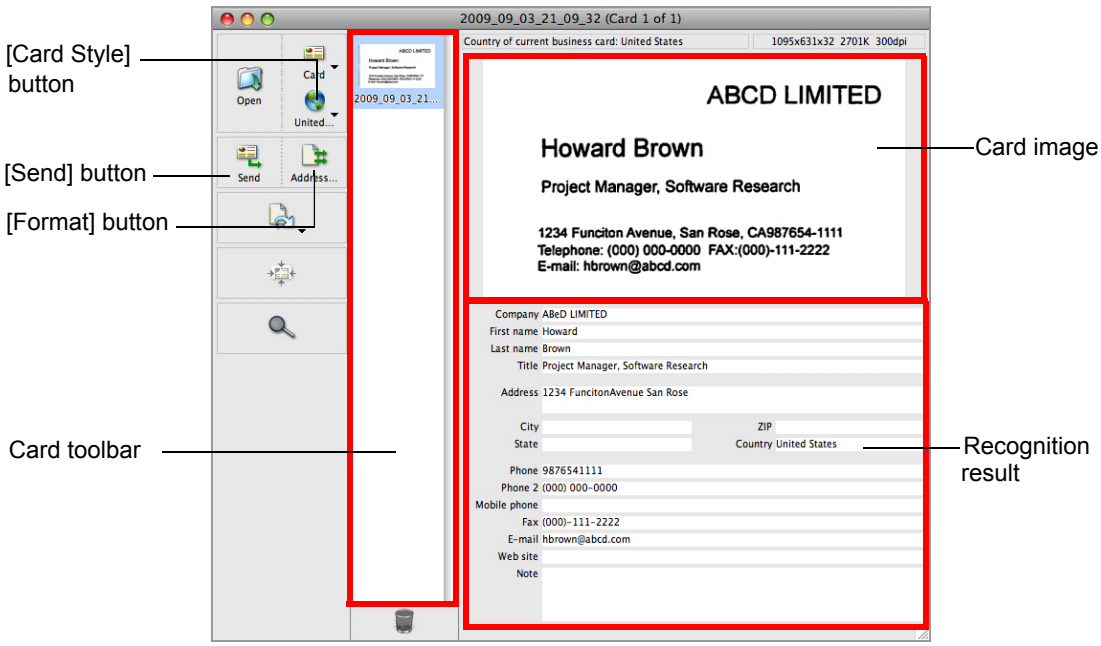
7. Click the [Cardiris] icon.



⇨ The Cardiris window appears.

- You cannot perform scanning when the Quick Menu is displayed. Complete the interaction with Cardiris before scanning another document.
- Do not move, delete, or rename the scanned image data in other applications when the Quick Menu is displayed.

8. Check the scanned card image and the text recognition result.



The current card image is displayed on the top-right.

A list of already scanned business cards is displayed in the card toolbar.

The recognition result is displayed under the card image.

Do not exit Cardiris while setup or message window is open.

- To recognize a business card of a different language from the one currently set in Cardiris, click the [Card Style] button and change the country setting.
- For details about the functions of Cardiris and how to use it, refer to Cardiris GETTING STARTED and Cardiris Help.

Without using the Quick Menu

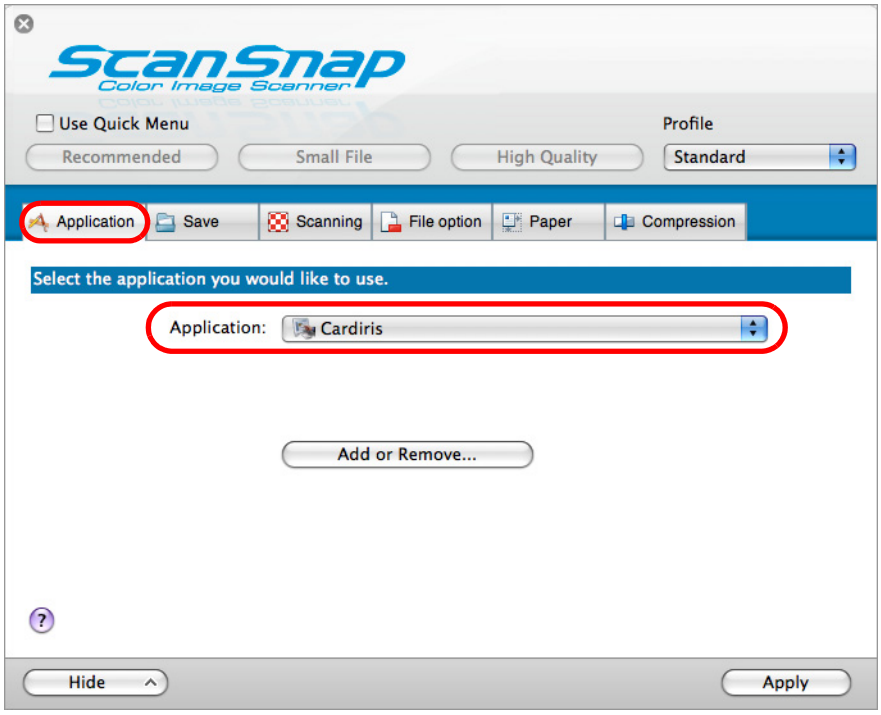
To disable the Quick Menu, you need to clear the [Use Quick Menu] checkbox in the ScanSnap setup window.
Refer to "Without Using the Quick Menu" (page 177) for more details about how to perform scanning without using the Quick Menu.

1. Select [Settings] from the ScanSnap Manager menu.

Refer to "ScanSnap Manager Menu" (page 170) for more information about the ScanSnap Manager menu.

⇨ The ScanSnap setup window appears.

2. From the [Application] pop-up menu in the [Application] tab, select [Cardiris].



It is recommended to select [Auto] or [Best] for [Image quality] in the [Scanning] tab in the ScanSnap setup window when you scan business cards.

- You can also configure the profile by selecting [Cardiris] from the [Profile] pop-up menu or the Profile menu.
- When you save the desired settings as profiles, they can be selected from the Profile menu next time you perform a scan.
  For more details about how to save scan settings, refer to "Saving Scan Settings" (page 183).

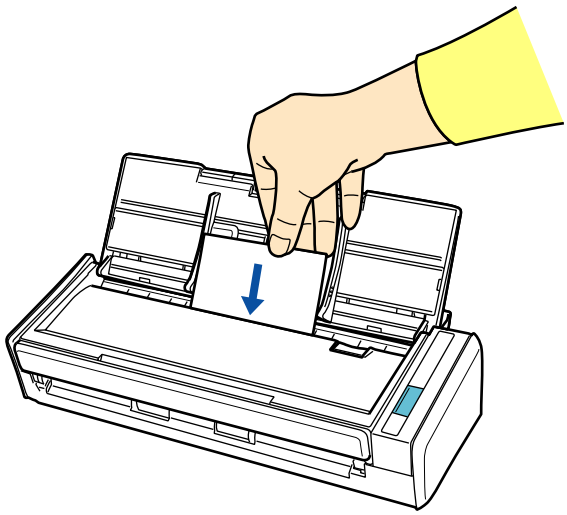
3. Click the [Apply] button in the ScanSnap setup window.

4. Click the [ ] button in the upper left corner or press the [esc] key to close the ScanSnap setup window.

> The ScanSnap setup window also closes when you press the [Scan] button on the ScanSnap.

5. Load a business card in the ScanSnap.

- Load the business card so that the front side faces the ADF paper chute (cover).
- To scan multiple business cards, load business cards in a pile.
- Move the side guides so that there is no gap between the edge of the business card and the side guides on both sides.

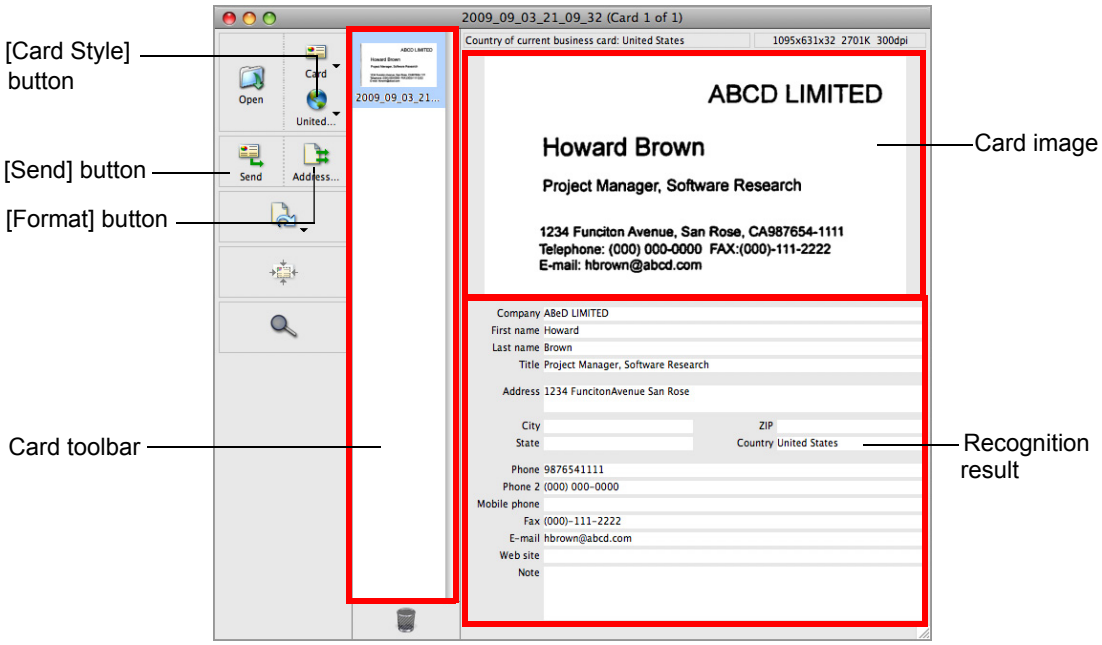


6. Press the [Scan] button on the ScanSnap.

⇨ Scanning starts.

⇨ When scanning is completed, the Cardiris window appears.

7. Check the scanned card image and the text recognition result.



The current card image is displayed on the top-right.

A list of already scanned business cards is displayed in the card toolbar.

The recognition result is displayed under the card image .

Do not exit Cardiris while setup or message window is open.

- To recognize a business card of a different language from the one currently set in Cardiris, click the [Card Style] button and change the country setting.
- For details about functions of Cardiris and how to use it, refer to Cardiris GETTING STARTED and Cardiris Help.

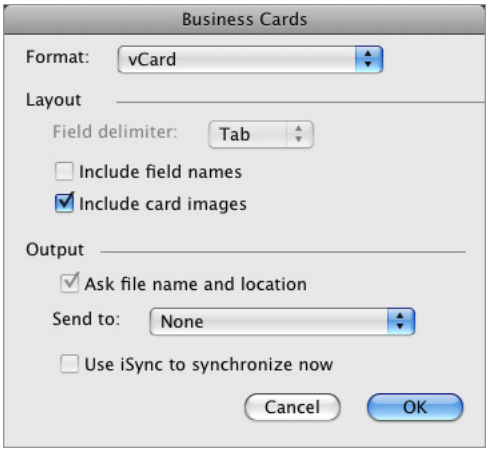
Using the Address Book in Cardiris

To register the recognized characters of a scanned business card in the Address Book, perform the following procedure.

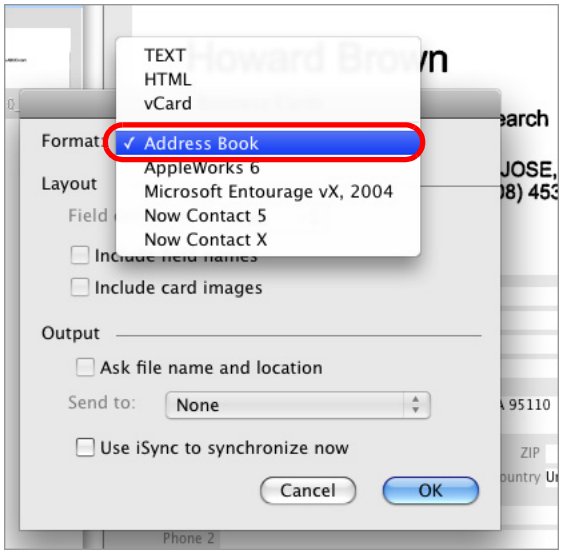
Do not exit Cardiris when setup or message window is open.

1. Click the [Format] button or select [Settings] → [Output Format] on the menu bar.

⇨ The following window appears.



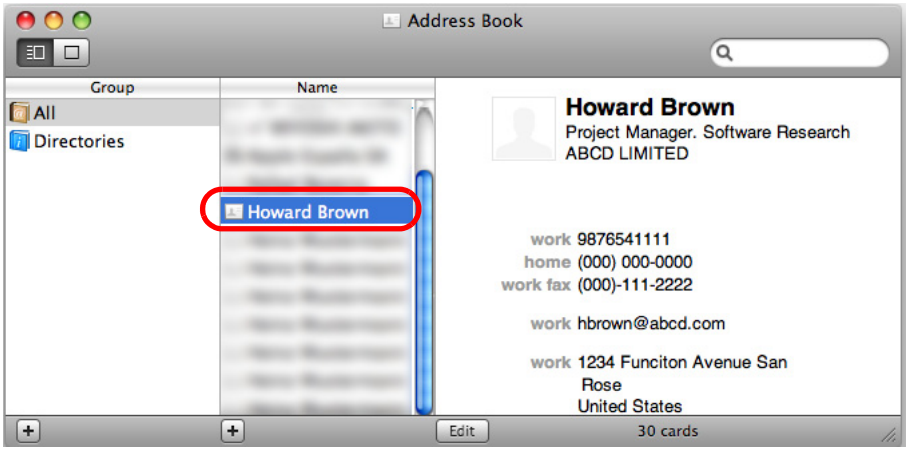
2. Select [Address Book] in the [Format] pop-up menu.



3. Click the [OK] button.

4. Click the [Send] button or select [Process] → [Send] on the menu bar.

⇨ The Address Book window appears, and the recognized characters of all scanned business cards in the card toolbar are registered in the Address Book.

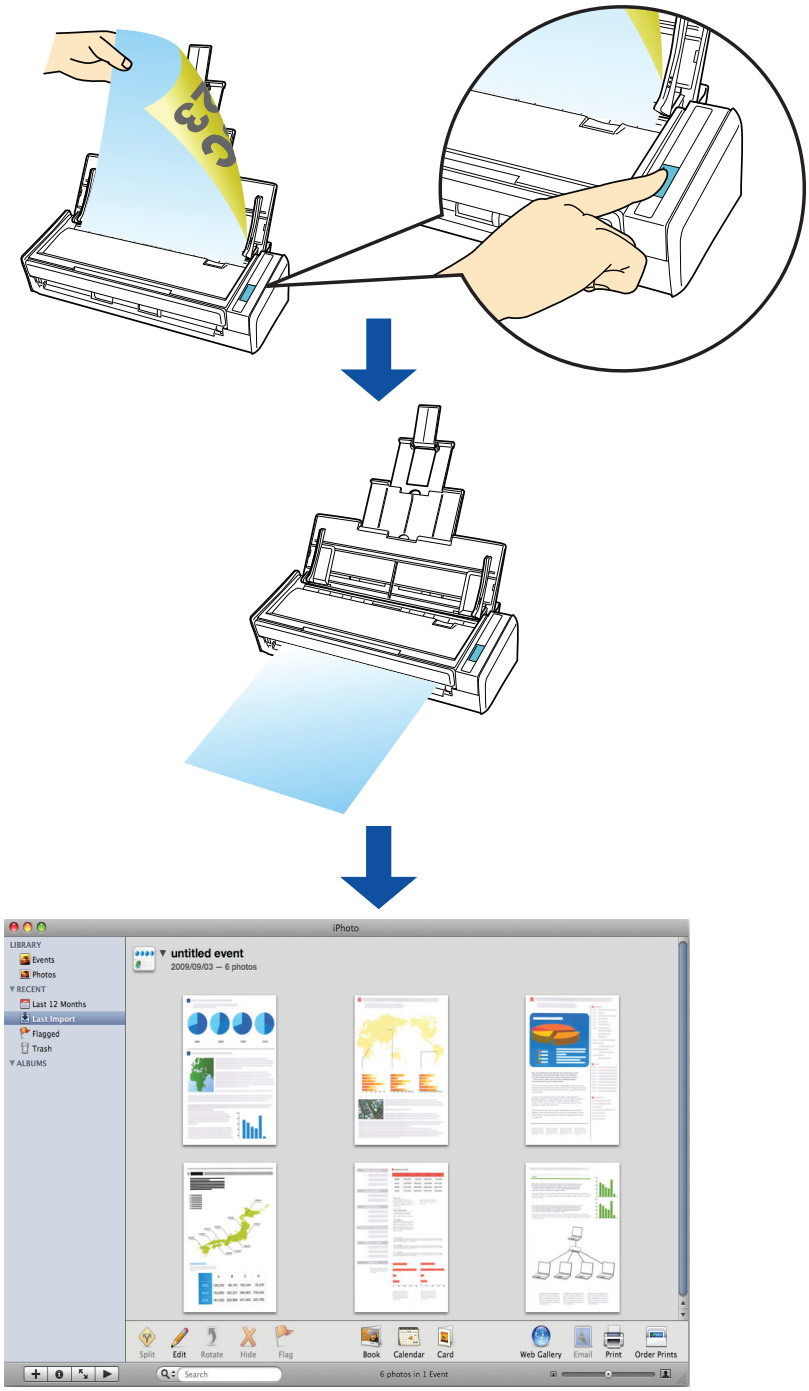


5. Select [Cardiris] → [Quit Cardiris] on the menu bar to quit Cardiris.

- The recognition result of scanned business cards can be output in text or vCard format.
- For more details, refer to Cardiris GETTING STARTED and Cardiris Help.

■ Saving Data in iPhoto

This section explains how to save scanned image data in iPhoto.



Using the Quick Menu

To use the Quick Menu, you need to select the [Use Quick Menu] checkbox in the ScanSnap setup window.
Refer to "Using the Quick Menu" (page 173) for more details about how to perform scanning by using the Quick Menu.

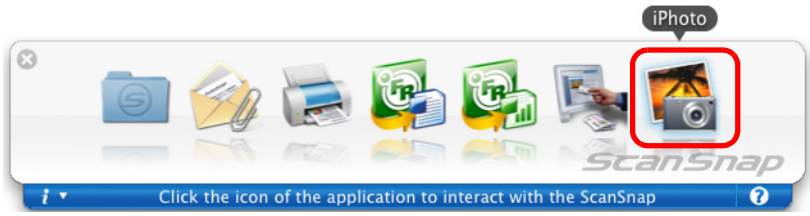
1. Load the document in the ScanSnap.

For details, refer to "Paper Sizes of Documents" (page 26) and "How to Load Documents" (page 28).

2. Press the [Scan] button on the ScanSnap.

⇨ Scanning starts.
⇨ When scanning is completed, the Quick Menu appears.

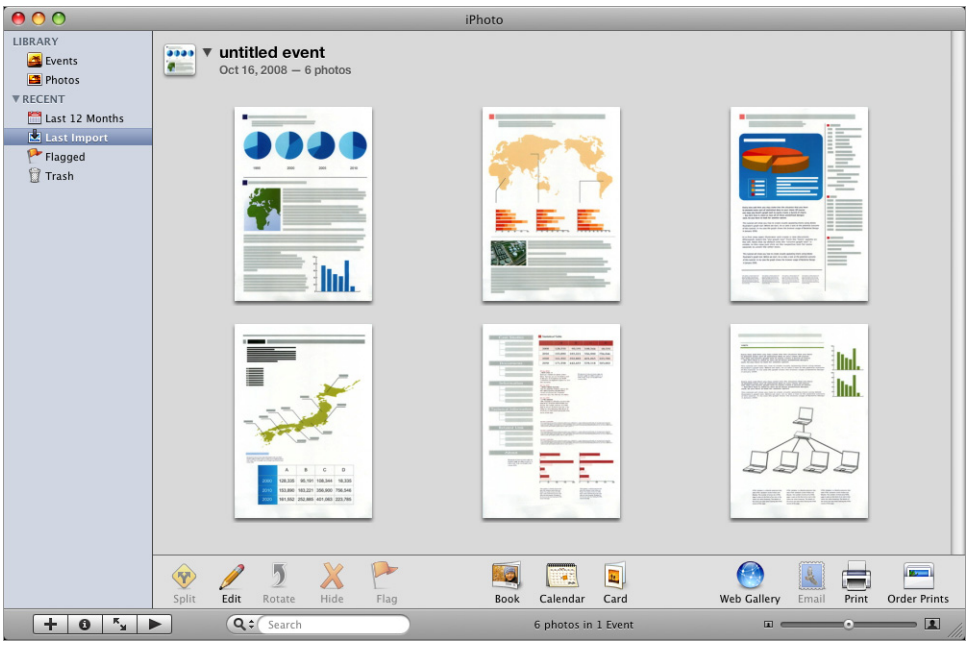
3. Click the [iPhoto] icon.



⇨ iPhoto starts up.

- You cannot perform scanning when the Quick Menu is displayed. Complete the interaction with iPhoto before scanning another document.
- Do not move, delete, or rename the scanned image data in other applications while the Quick Menu is displayed.

4. Check the scanned image data.



Without using the Quick Menu

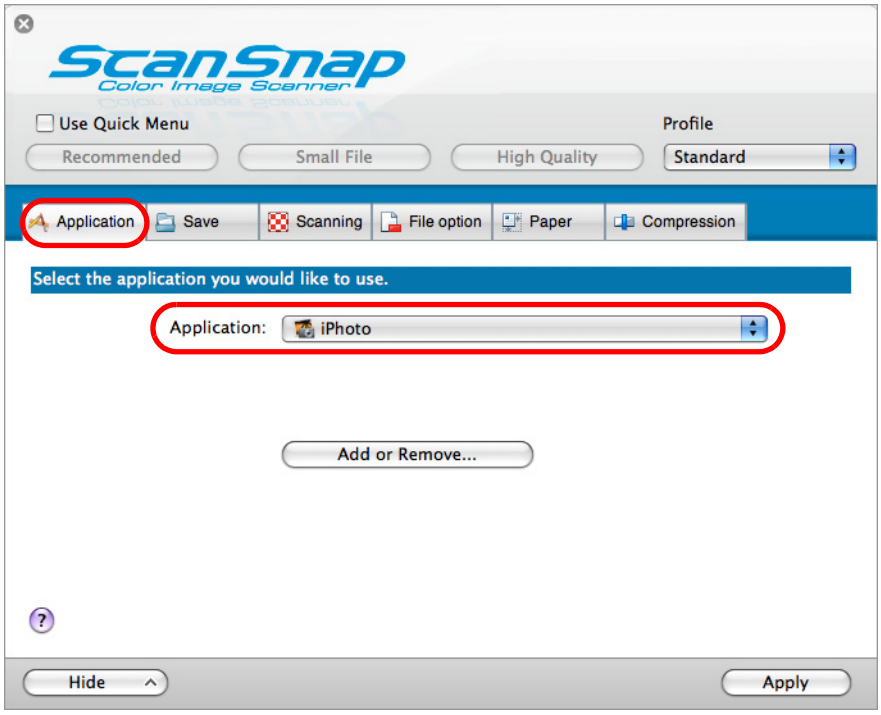
To disable the Quick Menu, you need to clear the [Use Quick Menu] checkbox in the ScanSnap setup window.
Refer to "Without Using the Quick Menu" (page 177) for more details about how to perform scanning without using the Quick Menu.

1. Select [Settings] from the ScanSnap Manager menu.

Refer to "ScanSnap Manager Menu" (page 170) for more information about the ScanSnap Manager menu.

⇨ The ScanSnap setup window appears.

2. From the [Application] pop-up menu in the [Application] tab, select [iPhoto].



- You can also configure the profile by selecting [iPhoto] from the [Profile] pop-up menu or the Profile menu.
- When you save the desired settings as profiles, they can be selected from the Profile menu next time you perform a scan.
  For more details about how to save scan settings, refer to "Saving Scan Settings" (page 183).

3. Click the [Apply] button in the ScanSnap setup window.

4. Click the [ ] button in the upper left corner or press the [esc] key to close the ScanSnap setup window.

> The ScanSnap setup window also closes when you press the [Scan] button on the ScanSnap.

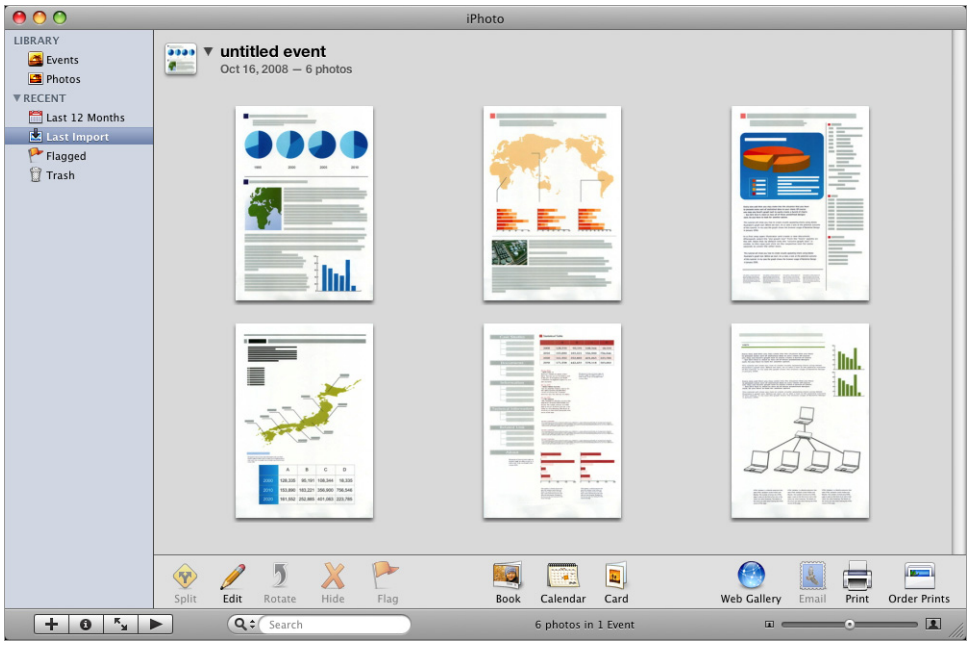
5. Load the document in the ScanSnap.

For details, refer to "Paper Sizes of Documents" (page 26) and "How to Load Documents" (page 28).

6. Press the [Scan] button on the ScanSnap.

⇨ Scanning starts.
⇨ When scanning is completed, iPhoto starts up.

7. Check the scanned image data.



Using the ScanSnap in Various Ways

This section explains how to use the ScanSnap in various ways.

■ Scanning Only One Side of a Document

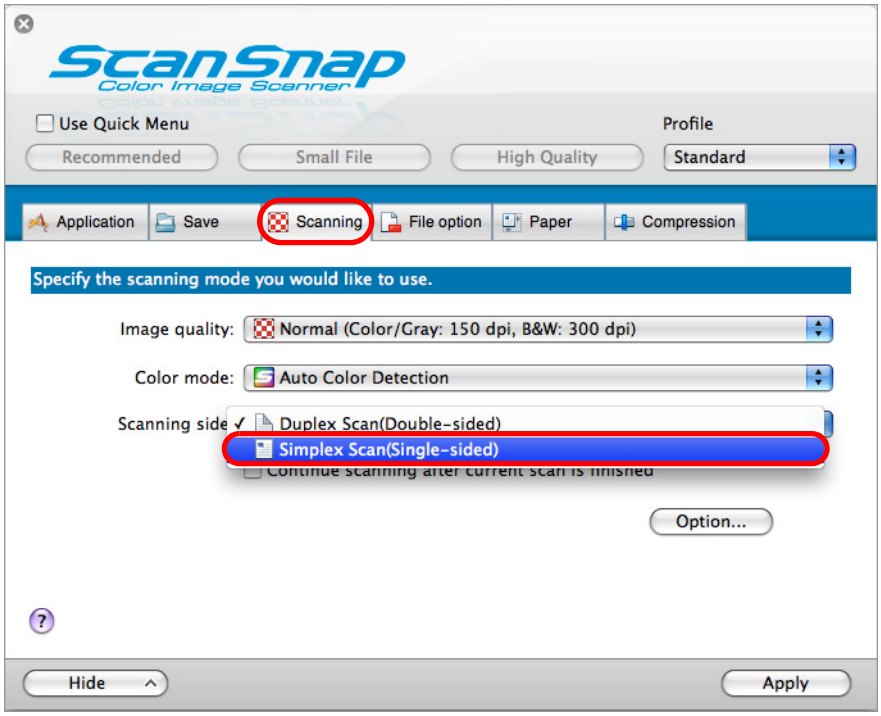
By default, pressing the [Scan] button performs scanning in Duplex mode.
When you want to scan in Simplex mode, change the settings by following the procedure below.

1. Select [Settings] from the ScanSnap Manager menu.

Refer to "ScanSnap Manager Menu" (page 170) for more information about the ScanSnap Manager menu.

⇨ The ScanSnap setup window appears.

2. Select [Simplex Scan (Single-sided)] from the [Scanning side] pop-up menu in the [Scanning] tab.



3. Click the [Apply] button in the ScanSnap setup window.

4. Click the [ ] button in the upper left corner or press the [esc] key to close the ScanSnap setup window.

5. Load the document in the ScanSnap.

For details, refer to "Paper Sizes of Documents" (page 26) and "How to Load Documents" (page 28).

6. Press the [Scan] button on the ScanSnap.

When you select [Simplex scan] from the ScanSnap Manager menu, the scan is performed in Simplex mode even if [Duplex Scan (Double-sided) is set in [Scanning side] in the [Scanning] tab.

⇨ The document is scanned in Simplex mode.

■ Scanning Color Documents in Black & White or Gray Mode

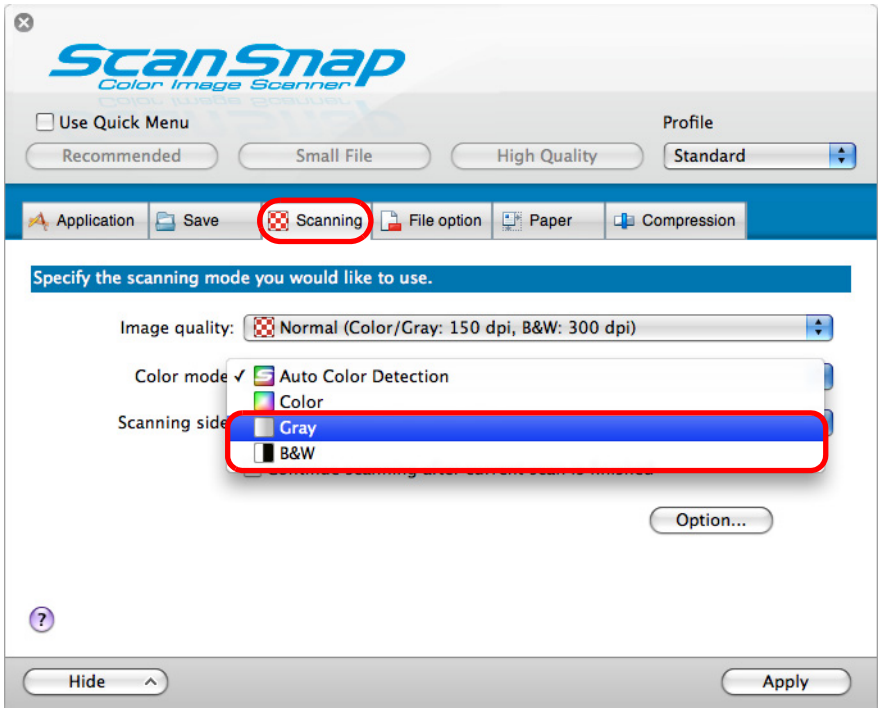
By default, the ScanSnap automatically recognizes whether scanned documents are color, gray or black & white, and outputs color documents in color mode, gray documents in gray mode, and black & white documents in black & white mode.
If you want to scan color documents in gray or black & white mode, change the settings by following the procedure below.

1. Select [Settings] from the ScanSnap Manager menu.

Refer to "ScanSnap Manager Menu" (page 170) for more information about the ScanSnap Manager menu.

⇨ The ScanSnap setup window appears.

2. From the [Color mode] pop-up menu in the [Scanning] tab, select [Gray] or [B&W].



3. Click the [Apply] button in the ScanSnap setup window.

4. Click the [ ] button in the upper left corner or press the [esc] key to close the ScanSnap setup window.

5. Load the document in the ScanSnap.

For details, refer to "Paper Sizes of Documents" (page 26) and "How to Load Documents" (page 28).

6. Press the [Scan] button on the ScanSnap.

⇨ Scanned image data is output in gray or black & white.

■ Removing Blank Pages from the Scanned Image Data

The ScanSnap is able to recognize and remove blank pages automatically from the scanned image data. When you scan documents in Duplex mode with this function enabled, both sides of the documents are scanned regardless of whether anything is printed on the back side or not. If a blank side is scanned, it is recognized as "blank" and the image data is automatically removed.
To remove blank pages, change the settings by following the procedure below.

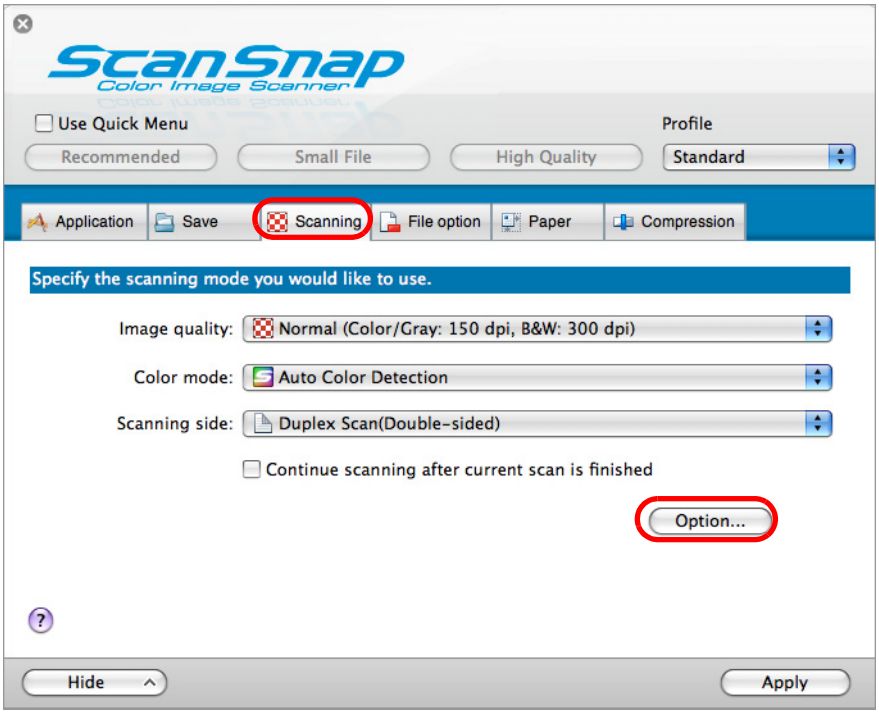
- The following types of documents may be recognized as blank pages:
  - Almost blank documents with only a few characters
  - Documents of only one color (including black) and without any patterns, lines or characters
- When you scan such documents, clear the [Allow automatic blank page removal] checkbox. Also make sure to check the image data for accidentally removed pages when discarding the scanned document.

1. Select [Settings] from the ScanSnap Manager menu.

Refer to "ScanSnap Manager Menu" (page 170) for more information about the ScanSnap Manager menu.

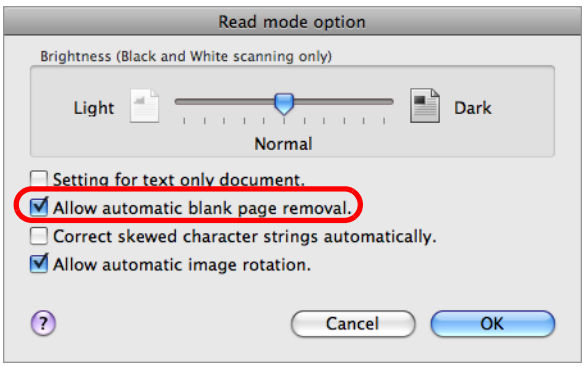
⇨ The ScanSnap setup window appears.

2. Click the [Option] button in the [Scanning] tab.



⇨ The [Read mode option] window appears.

3. Select the [Allow automatic blank page removal] checkbox.



4. Click the [OK] button to close all open windows.

5. Click the [Apply] button in the ScanSnap setup window.

6. Click the [ ] button in the upper left corner or press the [esc] key to close the ScanSnap setup window.

7. Load the document in the ScanSnap.

For details, refer to "Paper Sizes of Documents" (page 26) and "How to Load Documents" (page 28).

8. Press the [Scan] button on the ScanSnap.

⇨ Image data is output without any blank pages.

■ Correcting Skewed Character Strings

When documents with skewed character strings are scanned, the ScanSnap is able to detect the skewed character strings and correct them.
To correct skewed character strings, change the settings by following the procedure below.

Up to +/-5 degrees of skew can be corrected.
This function corrects a skew based on the character string printed on the document, so the following types of documents may get corrected by mistake even though they do not have any skewed character strings:

- Documents on which pitches between lines or characters are extremely narrow, or characters are overlapped
- Documents with many outlined or decorated characters
- Documents with many photographs or figures and few characters
- Documents with characters on a patterned background
  e.g. Characters overlapping illustrations and diagrams
- Documents with characters printed in various directions such as drawings
- Documents with long diagonal lines
- Documents including handwritten characters

When you scan such documents, clear the [Correct skewed character strings automatically] checkbox.

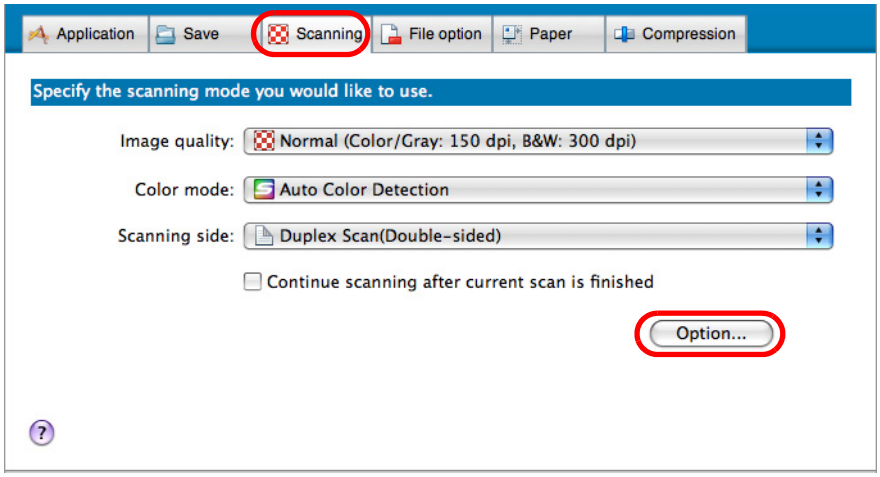
For documents skewed while being scanned, you do not have to enable [Correct skewed character strings automatically] because the skewed image is always corrected in such cases.

1. Select [Settings] from the ScanSnap Manager menu.

Refer to "ScanSnap Manager Menu" (page 170) for more information about the ScanSnap Manager menu.

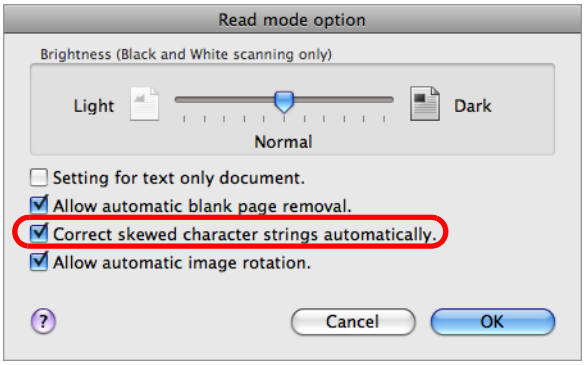
⇨ The ScanSnap setup window appears.

2. Click the [Option] button in the [Scanning] tab.



⇨ The [Read mode option] window appears.

3. Select the [Correct skewed character strings automatically] checkbox.



4. Click the [OK] button to close all open windows.

5. Click the [Apply] button in the ScanSnap setup window.

6. Click the [ ] button in the upper left corner or press the [esc] key to close the ScanSnap setup window.

7. Load the document in the ScanSnap.

For details, refer to "Paper Sizes of Documents" (page 26) and "How to Load Documents" (page 28).

8. Press the [Scan] button on the ScanSnap.

⇨ Image data is output with skewed character strings corrected.

■ Correcting the Orientation of Scanned Images

In an office environment, it is often the case that a single batch contains same size documents of different page orientations. Moreover, the reverse sides of double-sided documents in calendar style are printed upside down.
The ScanSnap is able to automatically rotate each page to its correct orientation for such document batches.
To rotate document pages to their correct orientations, change the settings by following the procedure below.

This function determines document orientation based on the characters printed on the documents so it may not work properly for the following document types:

- Documents with many extremely large or small characters
- Documents on which pitches between lines or characters are extremely narrow, or characters are overlapped
- Documents with many characters contacting underlines or borders
- Documents with many photographs or figures and few characters
- Documents with characters on an unevenly colored background
  e.g. Shaded characters
- Documents with many decorated characters
  e.g. Decorated characters (embossed/outlined)
- Documents with characters on a patterned background
  e.g. Characters overlapping illustrations and diagrams
- Documents with characters printed in various directions such as drawings
- Documents written using only capital characters
- Documents including handwritten characters
- Skewed documents
- Documents written in an unsupported language (a language other than English/French/German/Italian/Spanish/Russian/Portuguese)
- Documents with complex layouts
- Documents with a large amount of image noise
- Documents with faint characters
- Documents with faded characters

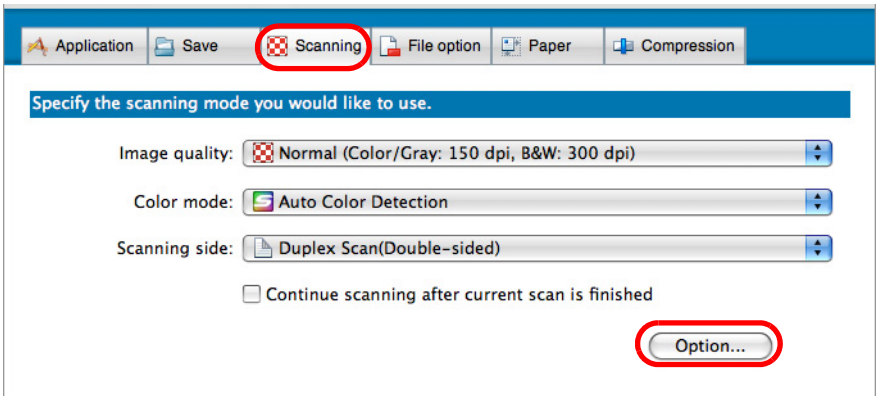
When you scan such documents, clear the [Allow automatic image rotation] checkbox.

1. Select [Settings] from the ScanSnap Manager menu.

Refer to "ScanSnap Manager Menu" (page 170) for more information about the ScanSnap Manager menu.

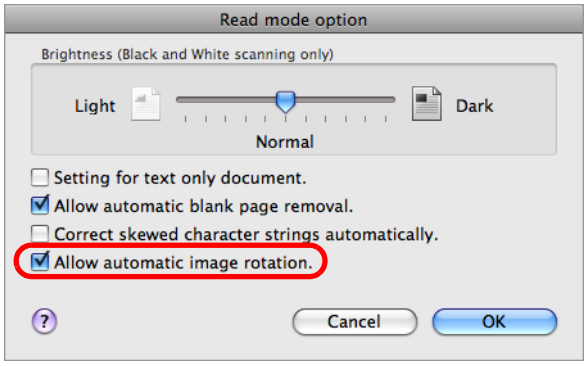
⇨ The ScanSnap setup window appears.

2. Click the [Option] button in the [Scanning] tab.



⇨ The [Read mode option] window appears.

3. Select the [Allow automatic image rotation] checkbox.



4. Click the [OK] button to close all open windows.

5. Click the [Apply] button in the ScanSnap setup window.

6. Click the [ ] button in the upper left corner or press the [esc] key to close the ScanSnap setup window.

7. Load the document in the ScanSnap.

For details, refer to "Paper Sizes of Documents" (page 26) and "How to Load Documents" (page 28).

8. Press the [Scan] button on the ScanSnap.

⇨ Image data is output in the correct orientation.

■ Scanning Documents of Different Widths or Lengths at the Same Time

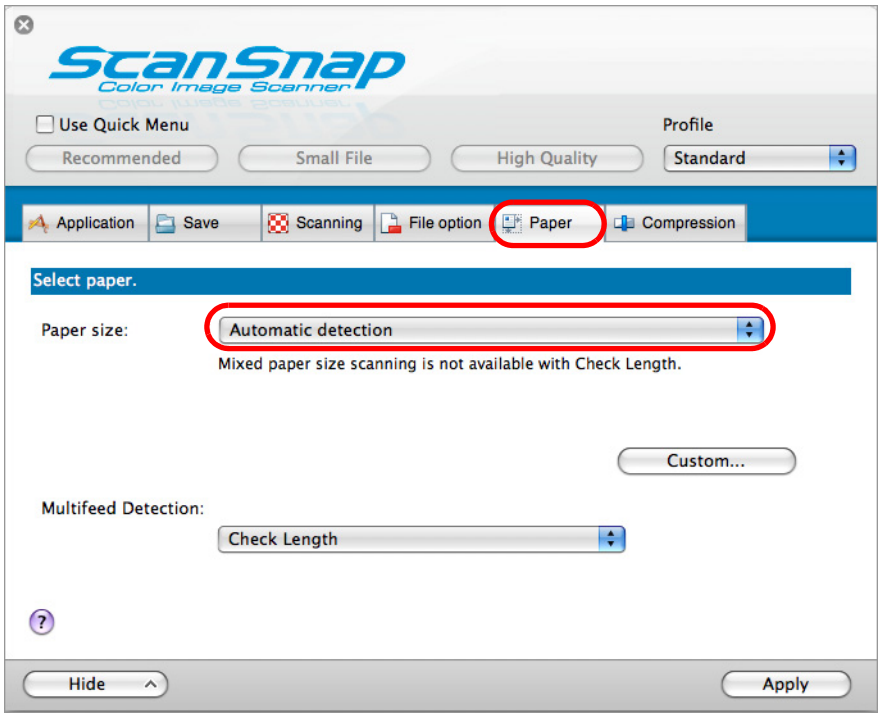
The ScanSnap is able to scan documents of different widths or lengths in one batch.
To scan documents of different widths or lenghts in one batch, change the settings by following the procedure below.

1. Select [Settings] from the ScanSnap Manager menu.

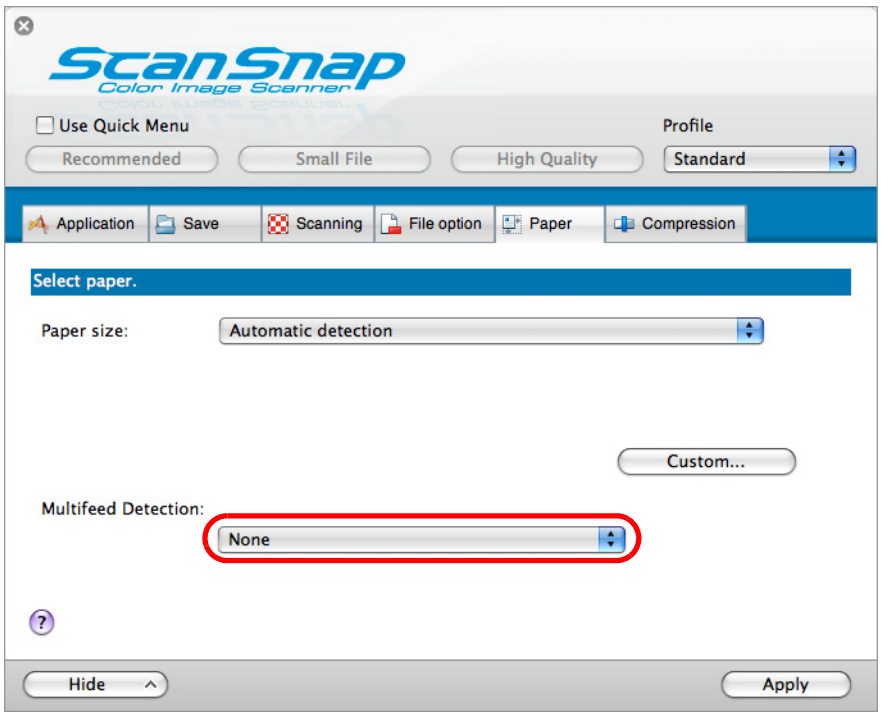
Refer to "ScanSnap Manager Menu" (page 170) for more information about the ScanSnap Manager menu.

⇨ The ScanSnap setup window appears.

2. In the [Paper] tab, select [Automatic detection] in [Paper size].



3. Select [None] in [Multifeed Detection] pop-up menu.



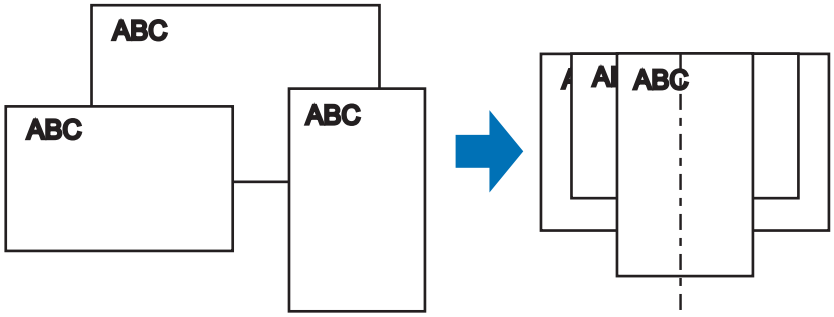
Scanning documents of different widths or lengths at the same time with [Check Length] selected results in scan failure due to detection of these documents as multifeeds. Note that scanning Letter and A4 size documents together at the same time does not result in multifeed detection.

4. Click the [Apply] button in the ScanSnap setup window.

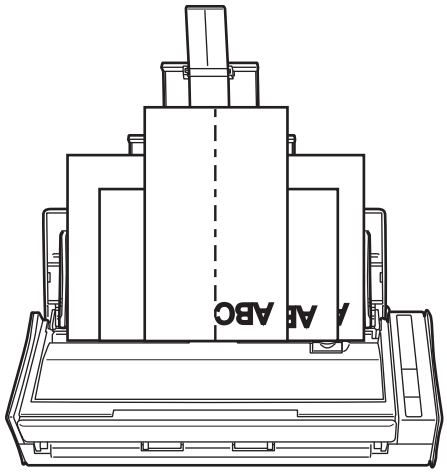
5. Click the [ ] button in the upper left corner or press the [esc] key to close the ScanSnap setup window.

6. Load documents in the ScanSnap.

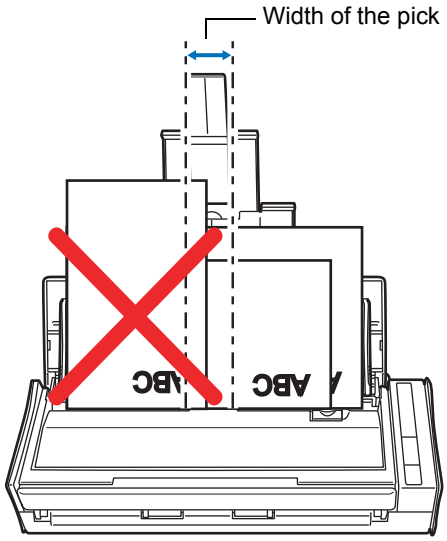
1. Align the edges of documents.



2. Place documents at the center of the ADF paper chute (cover).



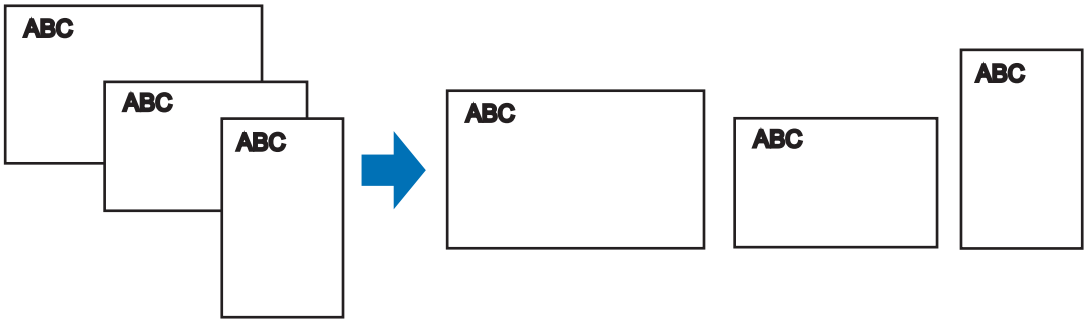
- Place all documents over one another above the pick roller (center). Documents that are not placed above the pick roller cannot be fed.



- Adjust the side guides to the widest document to be scanned.
- Carefully load small documents that cannot reach the side guide straight into the ADF paper chute (cover). If the documents are skewed during a scan, the quality of scanned image data may be degraded (partly lost image data/slant lines produced) or scanned image data may be output in a different size than the original. If you have difficulties in scanning the documents straight, it is recommended to scan documents in several batches, documents of the same width being in the same batch, and enable continuous scanning.
- Note that documents that cannot be guided by the side guide may cause paper jams.

7. Press the [Scan] button on the ScanSnap.

⇨ The size of all output image conforms to the respective document sizes.



If the document is scanned skewed, the output image data may be a different size than the original document.

■ Scanning Long Pages

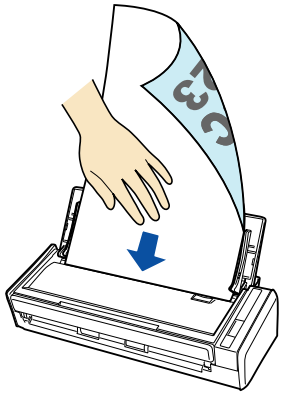
Documents up to 863 mm (34 in.) in length can be scanned.
The following explains how to scan long pages.

1. Load the document in the ScanSnap.

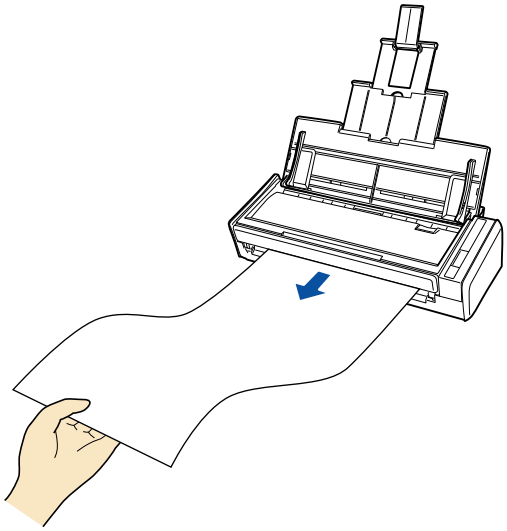
For details about document types that can be loaded, refer to "Paper Sizes of Documents" (page 26).

- Long page documents should be loaded one sheet at a time the ADF paper chute (cover).
- Take note of the following when scanning long page documents:

Loading
Hold the sheet with your hands to prevent it from falling off the ADF paper chute (cover).



Removing
Make sure that there is enough space where the sheet exits the ScanSnap, and pick up the ejected sheet with your hands so that it does not fall off the unit where you placed the ScanSnap.

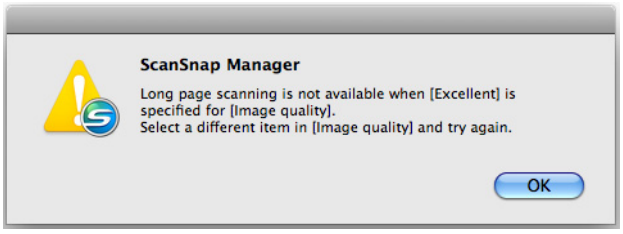


2. Press the [Scan] button on the ScanSnap for three seconds or longer until it flashes in blue.

⇨ Scanning starts.

When you scan the first page as a long page and continue scanning, the rest of the pages is also scanned as long pages.

- When [Image quality: Excellent] is specified in the [Scanning] tab, the error message shown below appears, indicating that Long page scanning cannot be performed.



- The current settings are ignored and the following settings are used when you perform a long page scanning:
  - Multifeed Detection: None
  - Paper size: Automatic detection

■ Saving Scanned Images in Multiple PDF Files

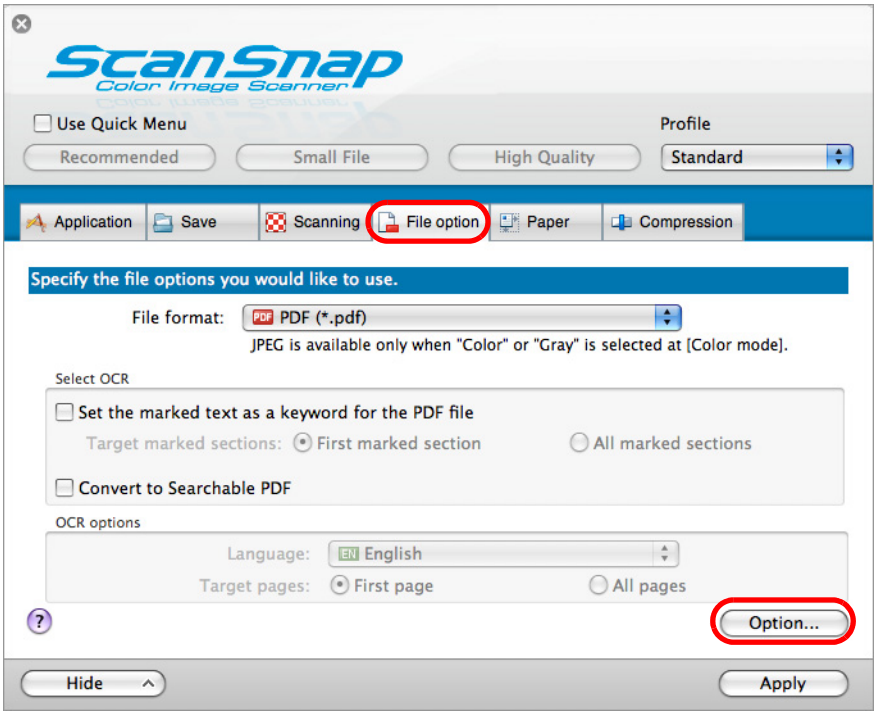
The ScanSnap is able to save scanned image data in separate PDF files based on the specified number of pages. For example, you can scan a batch of slips, and save each slip as a PDF file.
To save image data in multiple PDF files, change the settings by following the procedure below.

1. Select [Settings] from the ScanSnap Manager menu.

Refer to "ScanSnap Manager Menu" (page 170) for more information about the ScanSnap Manager menu.

⇨ The ScanSnap setup window appears.

2. Click the [Option] button in the [File option] tab.

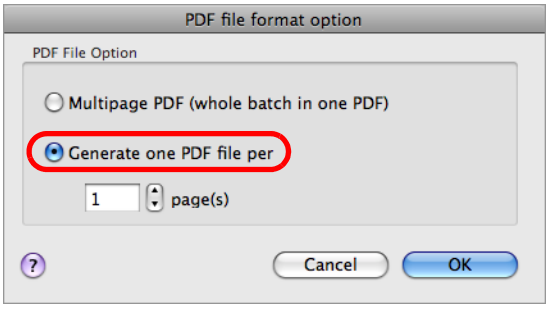


⇨ The [PDF file format option] window appears.

Check that [PDF (*.pdf)] is selected in the [File format] pop-up menu.

3. Select [Generate one PDF file per (*n*) page(s)] and enter a number.

One PDF file is created every time the number of pages specified here has been scanned.



In Duplex mode, two pages (front/back) are created per document sheet.
When you select the [Allow automatic blank page removal] checkbox in the [Read mode option] window displayed by clicking the [Scanning] tab →[Option] button, blank pages are removed from documents with blank pages so the number of pages of the original documents and the scanned image data does not match. Clear this checkbox when you want to keep the original page number order.

4. Click the [OK] button to close the [PDF file format option] window.

5. Click the [Apply] button in the ScanSnap setup window.

6. Click the [ ] button in the upper left corner or press the [esc] key to close the ScanSnap setup window.

7. Load the document in the ScanSnap.

For details, refer to "Paper Sizes of Documents" (page 26) and "How to Load Documents" (page 28).

8. Press the [Scan] button on the ScanSnap.

⇨ One PDF file is created every time the number of pages specified in Step 3. has been scanned.

■ Creating Searchable PDF Files

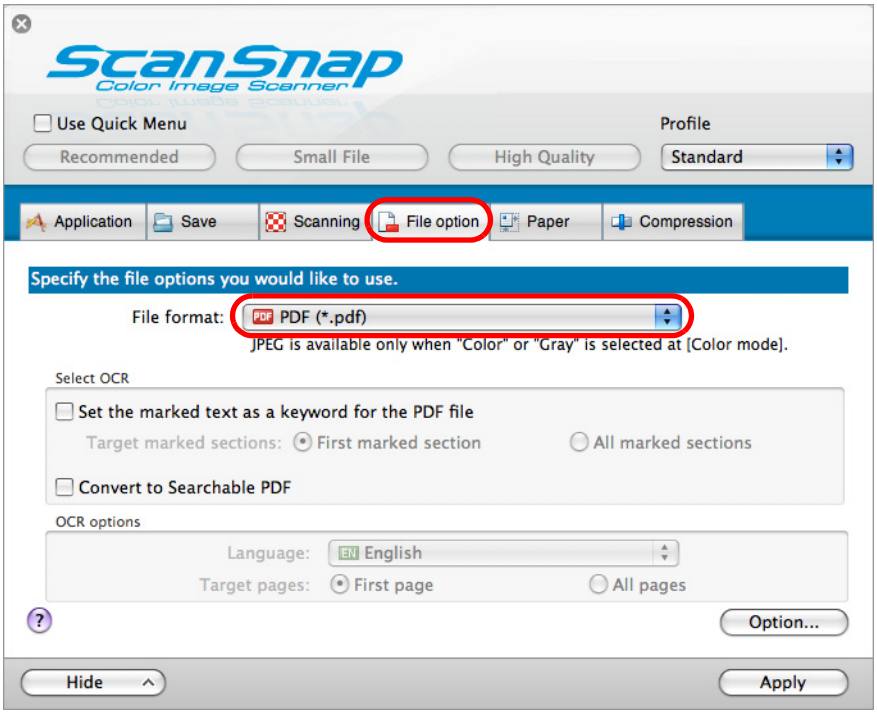
The ScanSnap is able to perform text recognition on a scanned image data automatically and create a searchable PDF file.
To create searchable PDF files, change the settings by following the procedure below.

1. Select [Settings] from the ScanSnap Manager menu.

Refer to "ScanSnap Manager Menu" (page 170) for more information about the ScanSnap Manager menu.

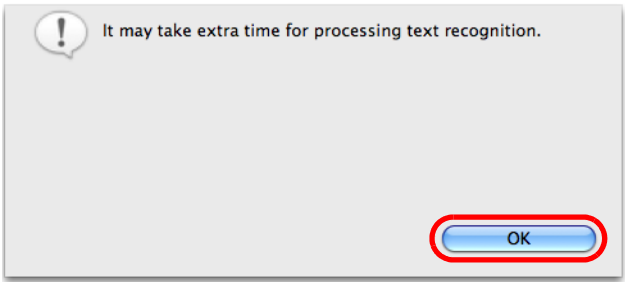
⇨ The ScanSnap setup window appears.

2. From the [File format] pop-up menu in the [File option] tab, select [PDF (*.pdf)].



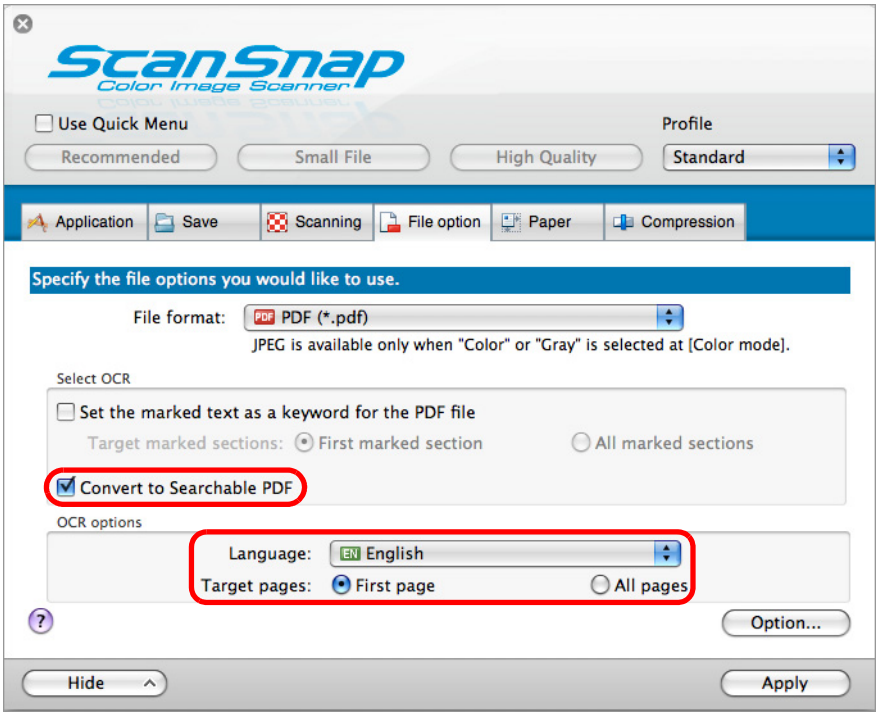
3. Select the [Convert to Searchable PDF] checkbox.

⇨ The following message appears.



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

- Language
  Select the language. English, French, German, Italian, Spanish, Russian, and Portuguese can be selected.
- Target pages
  Select [All pages] to perform text recognition for all pages and [First page] for just the first page.



4. Click the [Apply] button in the ScanSnap setup window.

5. Click the [ ] button in the upper left corner or press the [esc] key to close the ScanSnap setup window.

6. Load the document in the ScanSnap.

For details, refer to "Paper Sizes of Documents" (page 26) and "How to Load Documents" (page 28).

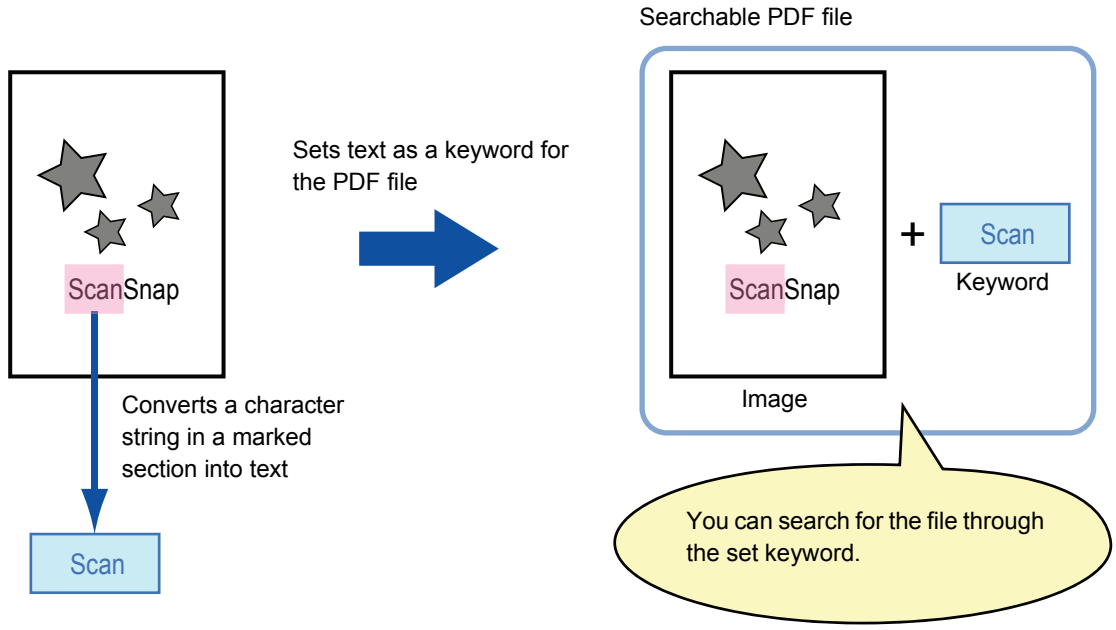
7. Press the [Scan] button on the ScanSnap.

⇨ Scanning starts.
Text recognition is performed on the image data, and the image data is saved as a searchable PDF file.

- It may take extra time to process text recognition when you enable this setting depending on your computer system environment.
- The following types of documents (characters) may not be recognized correctly. Better results in text recognition may be achieved by changing the color mode or increasing the resolution:
  - Documents including handwritten characters
  - Documents with small characters scanned at a low resolution
  - Skewed documents
  - Documents written in languages other than the specified language
  - Documents including texts written in italic characters
  - Documents containing characters with superscripts/subscripts and complicated mathematical expressions
  - Documents with characters on an unevenly colored background
    e.g. Shaded characters
  - Documents with many decorated characters
    e.g. Decorated characters (embossed/outlined)
  - Documents with characters on a patterned background
    e.g. Characters overlapping illustrations and diagrams
  - Documents with many characters contacting underlines or borders
- It may take extra time to perform text recognition on documents with complex layouts or smudged documents.

■ Automatically Setting Keywords to PDF Files

Character strings such as titles of black & white documents can be set as keywords and used for a PDF file search.
Mark a character string to be set as a keyword with a water based highlight pen so that the character string is completely covered. When you perform a scan, the marked character strings are recognized and set as keywords for the PDF file.
Hereinafter, a line drawn with a water-based highlight pen is referred to as a "marked section", and a water-based highlight pen as a "highlight pen".



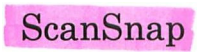
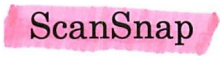
Mark black & white documents in the following way:

- Any regular highlight pen can be used.
  The following shows the colors and thickness recommended for highlight pens:

Pink	Yellow	Blue	Green
ScanSnap	ScanSnap	ScanSnap	ScanSnap

- Mark a straight line.
- The supported range of a marked section is as follows:
  Minimum: 3 mm (short side) × 10 mm (long side)
  Maximum: 20 mm (short side) × 150 mm (long side)
- Use only one color per page for marking.

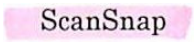
- Make sure to cover the entire character string when marking it.
  Mark sections so that the entire section is evenly colored.

Good example:	Bad example 1: (does not cover entire section)	Bad example 2: (unevenly colored)
		

- Do not mark more than ten sections per page.

- When you use colors such as pink or yellow for marking, the marked sections may not be recognized as keywords. In that case, try using a blue or a green highlight pen.
- Use a blue highlight pen for documents with dark background colors such as newspapers. Marked sections may not be detected when a color other than blue is used.
- For the following document types, marked sections cannot be recognized and set as keywords:
  - Color documents such as catalogues or pamphlets
  - Documents in which two or more colors are used for marking
  - Documents containing colors other than for marking (pens other than highlight pens are used or the document is stained)
  - Documents with too many marked sections on a single page
- The following types of marked character strings cannot be set as keywords:
  - The size of marked section is outside the supported range
  - Character strings framed by highlight pen

  - The marking is irregular (e.g. skewed)
  - Multiple marked sections are too close to each other
  - The color of the highlight pen is too pale or the color has faded

    
- When you mark more than one character string, make sure to leave a gap of at least 5 mm between the marked sections. Marked sections that are too close to each other may be detected as one marked section.
- In the following case, character strings surrounding marked sections may be set as keywords:
  - Marked section overlaps the line above and below
- In the following cases, unmarked character strings may be set as keywords:
  - Color documents such as catalogues or pamphlets
  - Documents with color text, diagrams, pictures, tables and lines
  - Documents containing sections framed by highlight pen
  - Stained documents

- Increase the resolution when you have trouble setting the keywords correctly.
- Keywords set for a PDF file can be checked in [Document Properties] of Adobe Acrobat / Adobe Reader or Preview [Inspector].

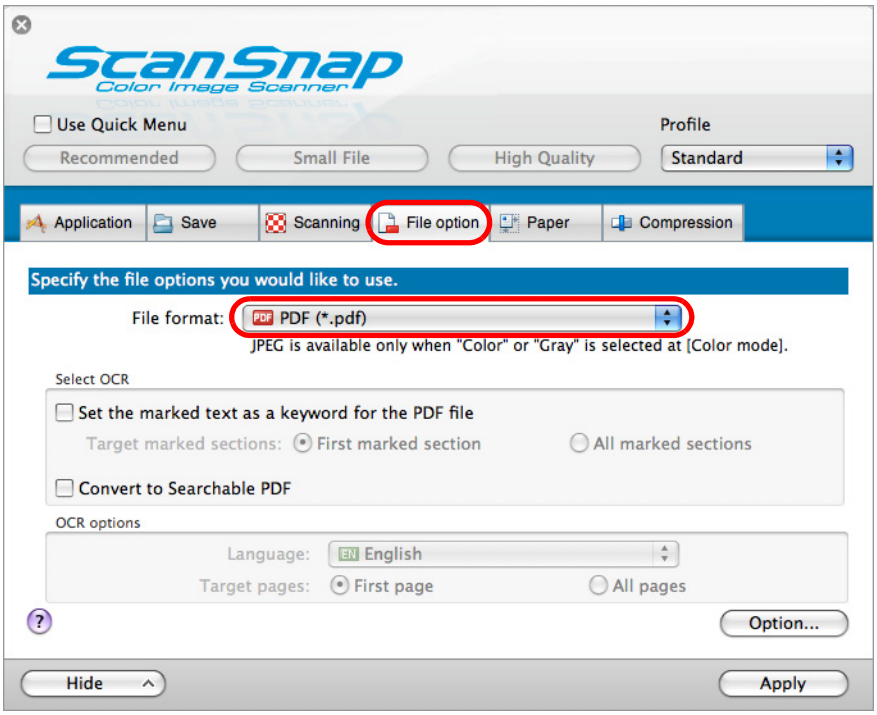
To automatically set keywords to PDF files, change the settings by following the procedure below.

1. Select [Settings] from the ScanSnap Manager menu.

Refer to "ScanSnap Manager Menu" (page 170) for more information about the ScanSnap Manager menu.

⇨ The ScanSnap setup window appears.

2. From the [File format] pop-up menu in the [File option] tab, select [PDF (*.pdf)].



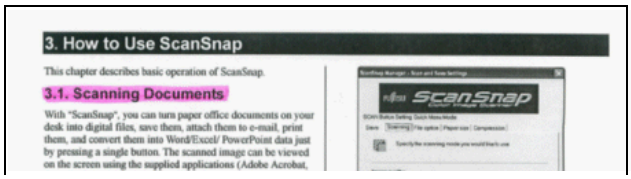
It is recommended to select [Better] or above for [Image quality] in the [Scanning] tab in the ScanSnap setup window.

3. Select the [Set the marked text as a keyword for the PDF file] checkbox.

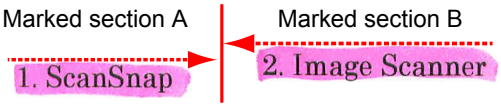
- Target marked sections
  Select [First marked section] to perform text recognition only for the first marked section and [All marked sections] for all marked sections.

The following explanation is for when you select [First marked section]:

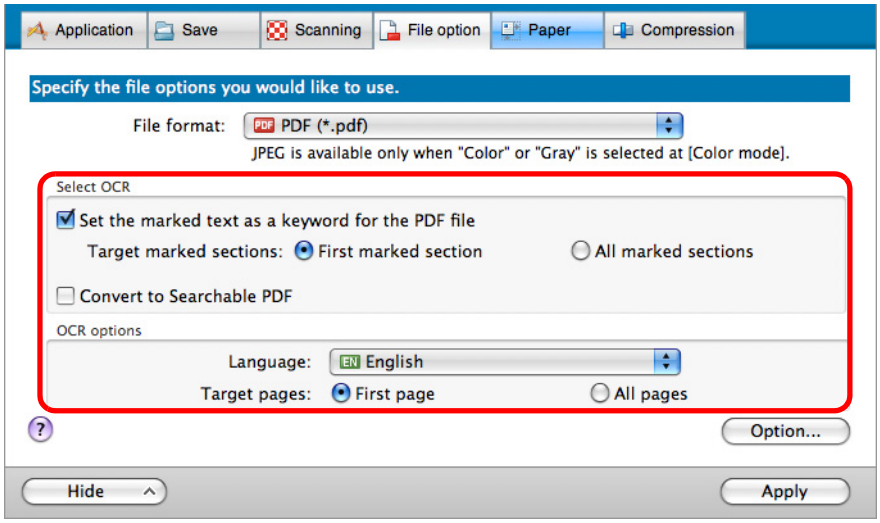
- Select this button to set a character string such as a title of a document as a keyword for the PDF file.
  Example: When only the title of a document is marked, the marked character string is set as a keyword for the PDF file, and the PDF file becomes searchable by the title character setting.



- When multiple marked sections exist in line, the marked character string closest to the top of the documents is set as a keyword.
  Example: In the following case, the character string in marked section B, which is higher than marked section A, is set as a keyword.



- Language
  Select the language. English, French, German, Italian, Spanish, Russian, and Portuguese can be selected.
- Target pages
  Select [All pages] to perform text recognition for all pages and [First page] for just the first page.



4. Click the [Apply] button in the ScanSnap setup window.

5. Click the [ ] button in the upper left corner or press the [esc] key to close the ScanSnap setup window.

6. Load the document in the ScanSnap.

For details, refer to "Paper Sizes of Documents" (page 26) and "How to Load Documents" (page 28).

7. Press the [Scan] button on the ScanSnap.

⇨ Scanning starts.
Text recognition is performed on marked character strings and the image data is saved as a PDF file with keywords.

- It may take extra time to process text recognition when you enable this setting depending on your computer system environment.
- The following types of documents (characters) may not be recognized correctly. Better results in text recognition may be achieved by changing the color mode or increasing the resolution:
  - Documents including handwritten characters
  - Documents with small characters scanned at a low resolution
  - Skewed documents
  - Documents written in languages other than the specified language
  - Documents including texts written in italic characters
  - Documents containing superscript/subscript characters and complicated mathematical expressions
  - Documents with characters on an unevenly colored background
    e.g. Shaded characters
  - Documents with many decorated characters
    e.g. Decorated characters (embossed/outlined)
  - Documents with characters on a patterned background
    e.g. Characters overlapping illustrations and diagrams
  - Documents with many characters contacting underlines or borders
- It may take extra time to perform text recognition on documents with complex layouts or smudged documents.
- If the same character string is marked several times in the document, the same keyword is added multiple times in the PDF file.
- Total length of all the keywords can be up to 255 characters.
- When you check keywords in Adobe Acrobat or Adobe Reader, the added keywords may be displayed with a set of quotation marks (e.g. "ABC").
- For Mac OS X v10.4, keywords cannot be set for PDF files that are 512 MB or larger.

Troubleshooting

This chapter explains how to remove jammed documents and resolve other problems.

Clearing Paper Jams 267

Troubleshooting Checklist 269

Clearing Paper Jams

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

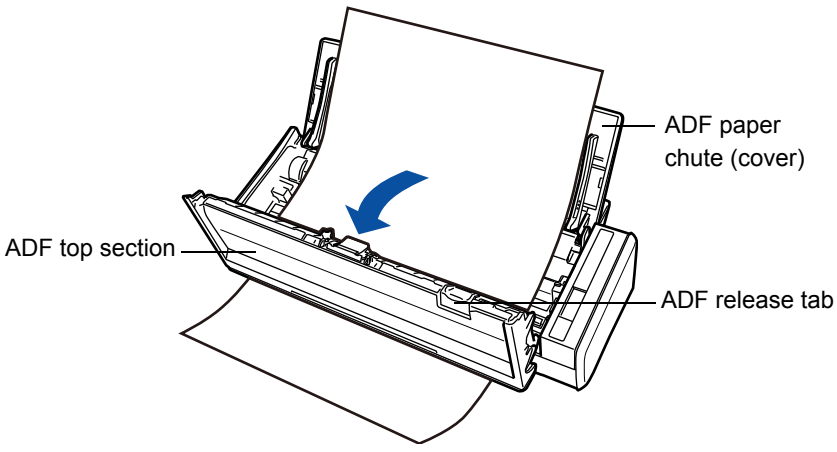
CAUTION

- Open the ADF top section and remove the jammed document smoothly.
- Be careful not to touch any sharp parts when removing the jammed document. Doing so may result in injuries.
- Be careful not to get your accessories (ties, necklaces etc.) or hair caught inside the ScanSnap when removing jammed documents.
- Be careful of burns as the surface of the scan glass gets hot when the ScanSnap is used.

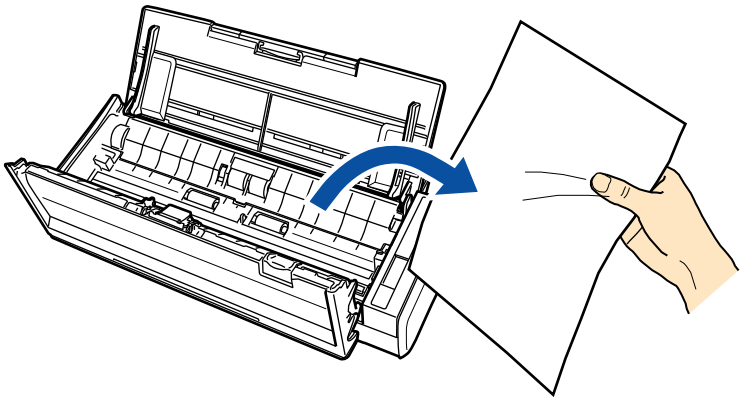
Clean the inside of the ScanSnap by following the guidelines in "Cleaning the Inside of the ScanSnap" (page 283).

1. Remove the document from the ADF paper chute (cover).

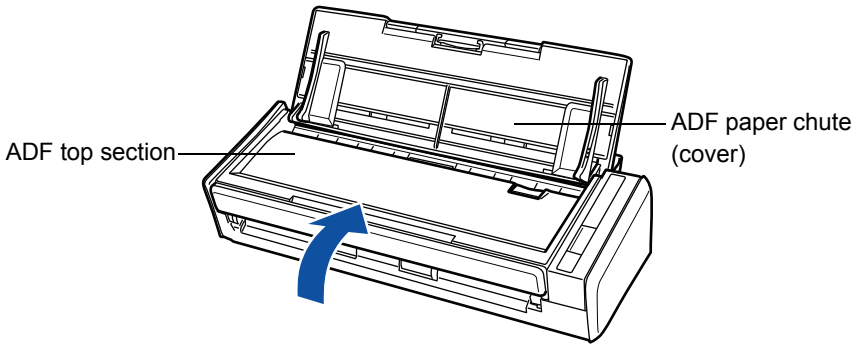
2. Pull the ADF release tab to open the ADF top section.



3. Remove the jammed document.



4. Close the ADF top section.



⇨ You should hear the ADF top section click when it returns to its original position.

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

Troubleshooting Checklist

This section explains the problems that may occur while using the scanner and how to resolve them.
Please check the following items before you request a repair.
If the problem persists after going through these items, contact the dealer where you purchased the scanner or an authorized FUJITSU scanner service provider.

Symptom	Check this	Resolution
The ScanSnap cannot be turned on.	Are the power cable/USB bus power cable and USB cable connected correctly?	Check that the power cable/USB bus power cable and USB cable are connected correctly. When using a USB hub, check the hub's power supply. When a USB bus power cable is used, use a powered hub equipped with an AC adapter. The ScanSnap does not work properly if you connect it to a non-powered USB hub.
		Disconnect and then reconnect the power cable or USB bus power cable. (Note: Wait at least five seconds before reconnecting the power cable or USB bus power cable)
	Is the ADF paper chute (cover) closed? Opening/closing of the ADF paper chute (cover) automatically turns the ScanSnap on/off.	Open the ADF paper chute (cover).
	Is the computer running? The power of the computer automatically turns the ScanSnap on/off.	Wait until the computer starts up completely. The [Scan] button may switch off when the computer is starting up or is in hibernation mode.
Scanning does not start.	Is ScanSnap Manager bundled with the ScanSnap installed in your computer?	Install ScanSnap Manager. For information on how to install the software, refer to "Getting Started".
	Does the [Scan] button flash continuously?	Disconnect and then reconnect the power cable or USB bus power cable. (Note: Wait at least five seconds before reconnecting the power cable or USB bus power cable)
	Is the USB cable connected properly?	Connect the USB cable properly. When using a USB hub, check the hub's power supply. If a USB hub is used, it should be a powered hub equipped with an AC adapter. The ScanSnap does not work properly if you connect it to a non-powered USB hub.
	Did you start up ScanSnap Manager? Windows If ScanSnap Manager is started up successfully, the ScanSnap Manager icon appears on the taskbar. Mac OS If ScanSnap Manager is started up successfully, the ScanSnap Manager icon appears in the Dock.	If ScanSnap Manager is not started, do the following: Windows Select [Start] menu → [All Programs] → [ScanSnap Manager] → [ScanSnap Manager] to start up ScanSnap Manager. Mac OS Select [Applications] → [ScanSnap] → [ScanSnap Manager] from the Finder to start up ScanSnap Manager.

Symptom	Check this	Resolution
Scanning does not start.	Is ScanSnap Manager running properly? Windows If ScanSnap Manager is not running properly, the ScanSnap Manager icon in the taskbar is displayed as . Mac OS If ScanSnap Manager is not running properly, the ScanSnap Manager icon in the Dock is displayed as . If the ScanSnap is in sleep mode before turning the power off, the ScanSnap may not be recognized by the computer when the power is turned on again.	Do the following: Windows 1. Update the ScanSnap Manager driver. Select [Start] menu → [Control Panel] → [System and Maintenance] → [Device Manager]. In the [Device Manager], select [Imaging devices], right-click [ScanSnap S1300] and select [Update Driver Software] from the displayed menu. If this does not improve the situation, perform Step 2. 2. Turn the ScanSnap off and on again. Wait at least five seconds before turning the scanner on. If this does not improve the situation, perform Step 3. 3. When using a USB hub, directly connect the ScanSnap to your computer. If this does not improve the situation, perform Step 4. 4. Restart your computer. If none of the above solutions resolves the problem, uninstall and re-install ScanSnap Manager. For information on how to uninstall ScanSnap Manager, refer to "Uninstalling on a Windows OS" (page 305). Mac OS 1. Turn the ScanSnap off and on again. Wait at least five seconds before turning the scanner on. If this does not improve the situation, perform Step 2. 2. When using a USB hub, directly connect the ScanSnap to your computer. If this does not improve the situation, perform Step 3. 3. Restart your computer. If none of the above solutions resolves the problem, uninstall and re-install ScanSnap Manager. For information on how to uninstall ScanSnap Manager, refer to "Uninstalling on a Mac OS" (page 307).
	Windows Did you resume the computer from hibernation mode?	When you want to perform a scan after resuming the computer from hibernation mode, move the mouse or press any key before performing a scan.
	Mac OS Did you resume the computer from sleep mode?	When you want to perform a scan after resuming the computer from sleep mode, move the mouse or press any key before performing a scan.

Symptom	Check this	Resolution
The following message appears: Windows ScanSnap is being used by another user or program. macOS Could not use ScanSnap. Make sure that ScanSnap is not being used by any other user or program.	Is the ScanSnap being used by another user?	Restart ScanSnap Manager after the scan by the other user is completed.
	Has the ScanSnap been turned on/off, or have the cables been connected/ disconnected repeatedly?	Make sure to leave at least five seconds between turning the power on/off or unplugging/plugging the cable.
Vertical lines appear in the scanned image data.	Is the inside of the ScanSnap dirty?	Clean the inside of the ScanSnap if dirty. For information on how to clean the inside of the ScanSnap, refer to "Cleaning the Inside of the ScanSnap" (page 283).
Moire (striped pattern) stands out in the scanned image data.	Have you tried scanning after changing the setting for [Image quality] in the [Scanning] tab in the ScanSnap setup dialog box/ window?	If moire (striped pattern) stands out, select the [Scanning] tab from the ScanSnap setup dialog box/window and change the setting for [Image quality], then retry scanning. Example: Change from [Normal] to [Best].
The scanned image data is out of alignment or distorted.	Are documents loaded correctly?	Load documents correctly. For information on how to load documents, refer to "How to Load Documents" (page 28).
The scanned image data is too light or too dark.	Is the [Brightness (Black and White scanning only)] setting in [Option] in the [Scanning] tab set to the maximum value for Light or Dark?	Select the [Scanning] tab → [Option] in the ScanSnap setup dialog box/window and adjust [Brightness (Black and White scanning only)].
Lines on the document are blurred. Example: Ruled lines on a table cannot be seen.	Are you scanning documents including handwritten or typed text, tables or frames with ruled lines in color mode?	From the ScanSnap setup dialog box/window, select the [Scanning] tab → [Option] and select the [Setting for text only document] check box. If the problem still persists, change [Image quality] setting.

Symptom	Check this	Resolution
The scanning speed is very slow.	Does your computer meet the recommended system requirements?	Confirm the system requirements. For details about system requirements, refer to "System Requirements" (page 20). Scanning speed will be slower whenever the recommended CPU and memory requirements are not met. If this is the case, disable the settings (clear the check boxes) of the following in the ScanSnap setup dialog box/window to increase the scanning speed: ● [Scanning] tab → [Option] button - [Correct skewed character strings automatically] check box - [Allow automatic image rotation] check box ● [File option] Tab - [Set the marked text as a keyword for the PDF file] check box - [Convert to Searchable PDF] check box
	Is the ScanSnap connected via USB 1.1 port? (Note: If USB 1.1 port is used, scanning speed may be very slow when a large amount of data is transferred)	Connect the ScanSnap to USB 2.0 port if your computer has one. USB hub must also support USB 2.0 interfaces if you are using USB hub.(*1)
	Are you trying to perform a scan right after the startup of your computer or login when the computer has not completely started up?	Wait for the computer to completely start up, and perform the scan.
Multifeed errors occur frequently. (Note: "Multifeed" error is an error that occurs when two or more sheets are fed simultaneously into the scanner)	Is the pad assy dirty?	Clean the pad assy. For information on how to clean the pad assy, refer to "Cleaning the Inside of the ScanSnap" (page 283).
	Is the pad assy worn out?	Replace the pad assy. For information on how to replace the pad assy, refer to "Replacing the Pad Assy" (page 289).
	Is the document stack thicker than 1 mm?	Keep the thickness of sheets you are loading under 1 mm.

Symptom	Check this	Resolution
Paper is not fed. It stops midway.	Is the pick roller dirty?	Clean the pick roller. For information on how to clean the pick roller, refer to "Cleaning the Inside of the ScanSnap" (page 283).
	Is the pick roller worn out?	Replace the pick roller. For information on how to replace the pick roller, refer to "Replacing the Pick Roller" (page 293).
	Is there any debris in the document feeding path?	Remove any debris from the document feeding path. For information on how to resolve such a problem, refer to "Clearing Paper Jams" (page 267).
	Are you scanning thick documents such as business cards or postcards? If so, in rare cases they may not pass smoothly through the ADF.	Do the following: ● Slightly push through the first sheet of documents with you finger at the start of scanning. ● Change the feeding direction of documents.
	Are you scanning documents of a different size than the setting configured in [Paper size]?	Select the [Paper] tab → [Paper size] in the ScanSnap setup dialog box/window, and specify the correct paper size for scanning.
	Did you load any thin, torn, or bent paper?	When scanning documents that are hard to feed, load them sheet by sheet.
The ScanSnap is not recognized even when ScanSnap Manager is installed.	Windows Did you connect the ScanSnap to your computer before installing ScanSnap Manager? Is the ScanSnap registered as [Other Device] or [Unknown Device] in [Device Manager]?	Select the [Start] menu → [Control Panel] → [System and Maintenance] → [Device Manager]. Delete the device name such as USB device (which differs depending on the operating system) under [Other Device] selection in the [Device Manager], and restart your computer.
The file size of a scanned black & white document is the same as that of a scanned color document.	Is the black & white document scanned in color or gray mode?	Select the [Scanning] tab from the ScanSnap setup dialog box/window and change the setting for [Color mode] to [B&W].
Color documents are not scanned as color.	Documents in dark colors close to black, such as dark green, may be scanned as black & white or gray.	Select the [Scanning] tab from the ScanSnap setup dialog box/window and change the setting for [Color mode] to [Color].
Images on the backside of the document overlay on the scanned image when scanning a double-sided document (bleed through).	Is the [Setting for text only document] check box cleared in [Option] in the [Scanning] tab of the ScanSnap setup dialog box/window?	Select the [Setting for text only document] check box.

Symptom	Check this	Resolution
Scanned image data is lost (when [Allow automatic blank page removal] is enabled).	When the [Allow automatic blank page removal] check box is selected, almost blank documents with only a few characters may be accidentally recognized as blank pages and removed from scanned image data.	From the ScanSnap setup dialog box/ window, select the [Scanning] tab → [Option] and clear the [Allow automatic blank page removal] check box.
Scanned image data is skewed.	Are the documents fed into the ADF with a skew of more than +/-5 degrees?	The [Correct skewed character strings automatically] function can correct skewed images up to +/-5 degrees. Neatly align the document edges with the side guides so that the document skew does not exceed this limit. For information on how to load documents, refer to "How to Load Documents" (page 28). For details about the [Correct skewed character strings automatically] check box, refer to the ScanSnap Manager Help.
	Is there a problem with the document? Depending on the contents of the document, the [Correct skewed character strings automatically] function may not work properly.	For details about [Correct skewed character strings automatically] check box, refer to the ScanSnap Manager Help.
The scanned image data is not displayed in correct orientation (when [Allow automatic image rotation] is enabled).	Is there a problem with the document? Depending on the contents of document, the automatic image rotation may not work properly.	For details about the [Allow automatic image rotation] check box, refer to the ScanSnap Manager Help.
The scanned image data cannot be read.	Have you scanned documents written in small letters?	When small letters are squashed, select [Best] or [Excellent] for [Image quality] in the [Scanning] tab, and scan again. It takes longer to scan image data in [Excellent] mode as it enlarges the size of image data.
The current settings cannot be saved as a new profile.	Are you using Quick Menu for scanning? When the Quick Menu is used, the changed settings for [Profile] cannot be saved.	To create a profile with the settings you want to use, clear [Use Quick Menu] check box in the ScanSnap setup dialog box/window. For information on how to save scan settings, refer to the following: Windows "Saving Scan Settings" (page 56) Mac OS "Saving Scan Settings" (page 183)

Symptom	Check this	Resolution
The output image data is wider than the original document.	Are you scanning documents with [Paper size] set to [Automatic detection]? In this case, the image data is trimmed and output in the same size as the original document by detecting the edges of the document. Therefore, failure to correctly detect document edges may result in output of the image with the maximum width.	● If you want to customize the size of the scanned image, use applications like ScanSnap Organizer Viewer (Windows only) and Adobe Acrobat to perform trimming and cut the scanned image data. ● If you want to rescan the document, set the predefined or custom size before scanning it again.
	Is the inside of the ScanSnap dirty?	Clean the inside of the ScanSnap if dirty. For information on how to clean the inside of the ScanSnap, refer to "Cleaning the Inside of the ScanSnap" (page 283).
There are black traces on the scanned document.	Are you scanning a document written in pencil?	When you scan documents written in pencil, there may be black traces left on them. The dirt accumulating on the rollers may also cause black traces. When you scan such documents, clean the rollers as often as possible. For information on how to clean the rollers, refer to "Cleaning the Inside of the ScanSnap" (page 283).
A part of the scanned image data is lost/ Slant lines are produced on the scanned image data/ The output image is wider than the original one.	Was the document skewed when scanned with [Automatic detection] selected in the [Paper size] drop-down list/pop-up menu? Was the document scanned with the edges of document sheets aligned with the side guides?	● Neatly align the edges of document sheets with the side guides. For information on how to load documents, refer to "How to Load Documents" (page 28). ● If you are scanning documents of mixed paper sizes, load smaller documents carefully so that they can be fed straight. If you have difficulties in feeding documents straight, it is recommended to scan documents in several batches, documents of the same width being in the same batch, and enable continuous scanning. For information on how to load documents, refer to the following: Windows "Scanning Documents of Different Widths or Lenghts at the Same Time" (page 148) Mac OS "Scanning Documents of Different Widths or Lengths at the Same Time" (page 250)

Symptom	Check this	Resolution
The Quick Menu is hidden.	Is the [Use Quick Menu] check box cleared?	Select the [Use Quick Menu] check box in the ScanSnap setup dialog box/window.
	Windows Is ScanSnap Organizer, CardMinder, or Rack2-filer running? macOS Is Cardiris running?	If one of these applications is active, the application automatically interacts with ScanSnap Manager and is used for scanning. Therefore, the Quick Menu is not displayed. Exit these applications to display the Quick Menu. For information on automatic linkage, refer to the following: Windows "Automatic Linkage with Applications" (page 66) macOS "Automatic Linkage with Applications" (page 194)
Windows The Left-Click Menu is hidden. macOS The Profile menu is hidden.	Are you using the Quick Menu? Is the Quick Menu displayed after scanning?	Clear the [Use Quick Menu] check box in the ScanSnap setup dialog box/window.
	Is ScanSnap setup dialog box/window open?	Close the ScanSnap setup dialog box/window.
Applications cannot be selected in the ScanSnap setup dialog box/window.	Are you using the Quick Menu? When using the Quick Menu, you can select an application in the Quick Menu after scanning.	If you want to select an application in advance before performing a scan, clear the [Use Quick Menu] check box in the ScanSnap setup dialog box/window.
Saved files of scanned image data cannot be opened with the target application. Example: An error occurs when you try to open a PDF file.	Is the folder specified as the image saving folder in another computer or a hard disk on the network? For those who answered [Yes] to the above question: Did an error occur while scanned image data was being saved (e.g. a LAN cable came off)? If such network-related errors occur, files may not be saved properly, and corrupted files may stay in the folder.	Check the location of the folder where you save the files, and then delete corrupted files, if any. After that, retry scanning.

Symptom	Check this	Resolution
Windows The text recognition accuracy decreases significantly when "Scan to Word/Excel/ PowerPoint(R)" is used. Mac OS The text recognition accuracy decreases significantly when "Scan to Word/Excel" is used.	Have you scanned documents written in small letters? Have you scanned low-quality documents with smeared or unclear characters? The optimum scan settings vary depending on the document type. Change the scan settings by referring to the resolution column on the right.	From the ScanSnap setup dialog box/ window, select the [Scanning] tab and set [Image quality] to [Better], [Best] or [Excellent]. Then, rescan the document. It takes longer to scan image data in [Excellent] mode as it enlarges the size of image data.
		From the ScanSnap setup dialog box/window, select the [Scanning] tab, change the setting for [Color mode] and rescan the document.
		From the ScanSnap setup dialog box/ window, select the [Compression] tab, slide the [Compression rate] control toward [Compression (Low)], and rescan the document.
		Even after trying the methods above, the scanned results may not be as expected, or the characters may not be correctly recognized depending on the document type. Windows For more information, refer to the ABBYY FineReader for ScanSnap User's Guide. Mac OS For more information, refer to the ABBYY FineReader for ScanSnap Help.
	Is the document skewed?	The more skewed the document is, the greater the possibility of character misrecognition is. Neatly align the edges of document sheets with the side guides and perform a scan again.
	Do the language of the scanned document and the recognition language set in ABBYY FineReader for ScanSnap match?	Windows From [Start] menu →[ABBYY FineReader for ScanSnap (TM) 4.1] → [ABBYY FineReader for ScanSnap (TM) 4.1], select [General Options] tab and set the same language as the scanned document in [Recognition languages]. Mac OS Select [Applications] → [ABBYY FineReader for ScanSnap] → [FineReader for ScanSnap Preferences] from the Finder, select [General] tab in the window that appears and set the same language as the scanned document in [Recognition languages].

Symptom	Check this	Resolution
Windows The text recognition accuracy decreases significantly when "Scan to Word/Excel/ PowerPoint(R)" is used. Mac OS The text recognition accuracy decreases significantly when "Scan to Word/Excel" is used.	Is the [Allow automatic image rotation] check box cleared in [Option] in the [Scanning] tab of the ScanSnap setup dialog box/ window?	Select the [Allow automatic image rotation] check box. Windows If text recognition is inaccurate even when the [Allow automatic image rotation] check box is selected, check the rotation of the scanned image data in ScanSnap Organizer. If there are still pages with the wrong page orientation, rotate pages with the wrong orientation to their correct orientation in ScanSnap Organizer Viewer, then convert the image data to a Word/Excel/PowerPoint file. For details, refer to ScanSnap Organizer User's Guide. Mac OS If text recognition is inaccurate even when the [Allow automatic image rotation] checkbox is selected, check the rotation of the scanned image data in Preview. If there are still pages with the wrong page orientation, rotate pages with the wrong orientation to their correct orientation in Preview, then convert the image data to a Word or Excel file.
Windows Computer batteries run out fast even though the computer is hibernating when the ScanSnap is powered through USB bus power cable connection.	Windows Is the [Scan] button on the ScanSnap lit even though the computer is hibernating?	Windows In some computers, power may not be cut off even in hibernation mode. When you are not using the ScanSnap, close the ADF paper chute (cover) of the ScanSnap, or unplug the USB bus power cable.
Mac OS Computer batteries run out fast even though the computer is in sleep mode when the ScanSnap is powered through USB bus power cable connection.	Mac OS Is the [Scan] button on the ScanSnap lit even though the computer is in sleep mode?	Mac OS In some computers, power may not be cut off even in sleep mode. When you are not using the ScanSnap, close the ADF paper chute (cover) of the ScanSnap, or unplug the USB bus power cable.

*1 : If you are not sure which USB port the ScanSnap is connected to (USB1.1 or USB2.0), check USB Port information following the procedure below:

Windows

From the Right-Click Menu, select [Help] → [About ScanSnap Manager]. Then, in the [ScanSnap Manager - Version Information] dialog box, click the [Detail] button to open the [ScanSnap Manager - Scanner and driver information] dialog box. Check [USB type] under [Scanner Information].

Mac OS

From the ScanSnap Manager menu, select [Help] → [About ScanSnap Manager]. Then, in the [ScanSnap Manager - Version Information] window, click the [Detail] button to open the [ScanSnap Manager - Scanner and driver information] window. Check the [USB type] under [Scanner Information].

Other useful information is posted in the FAQ section of our website.

Please visit our website (http://scansnap.fujitsu.com/) for further reference.

Daily Care

This chapter explains how to clean the ScanSnap.

WARNING

- Turn the ScanSnap off, and unplug the power cable from the AC outlet or the USB bus power cable from the computer before you clean the ScanSnap. Failure to do so may result in fire or electric shock.
- To avoid injuries, do not place internal parts of the scanner such as pad assy and pick roller anywhere within reach of small children.
- Do not use aerosol spray or spray that contains alcohol to clean the scanner. Dust blown up by strong air from the spray may enter inside of the scanner which may cause scanner failure or malfunction. Also note that sparks generated by static electricity may cause a fire.

The bottom part of the ScanSnap may become hot when the ScanSnap is used but this does not affect ScanSnap operation or cause any physical harm. Be careful not to drop the ScanSnap when carrying it.

Cleaning Materials 281

Cleaning the Exterior of ScanSnap 282

Cleaning the Inside of the ScanSnap 283

Cleaning Materials

Cleaning materials and their part numbers are as below:

Product Name	Part No.	Unit	Note
Cleaner F1	PA03950-0352	1 bottle	Size: 100 ml
Cleaning Wipe (*1)	PA03950-0419	1 pack	Contains 24 sheets
Lint-free dry cloth (*2)	Commercially available	-	-

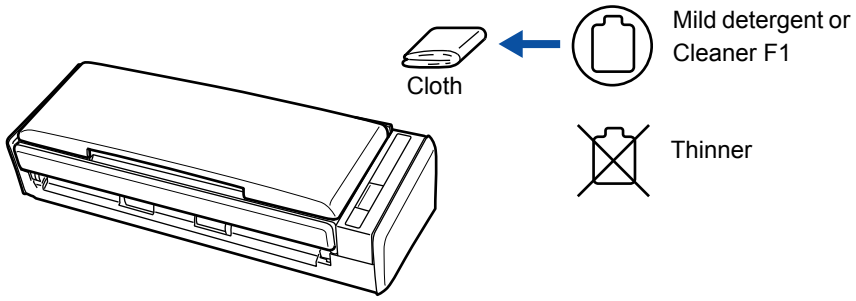
*1 : Cleaning Wipes are wet sheets pre-moistened with Cleaner F1 which can be used instead of cloths moistened with Cleaner F1.
*2 : Any lint-free cloth can be used.

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

Cleaning the Exterior of ScanSnap

Clean the exterior of the ScanSnap with a dry cloth, or a cloth moistened with a small amount of Cleaner F1 or any mild detergent.

- Never use paint thinner or any other organic solvents.
- Be careful not to get any moisture or water inside the scanner during cleaning.
- It may take a long time for Cleaner F1 to dry if an excessive amount is used. Moisten the cloth with moderate quantity. Wipe off the cleaner completely to leave no residue on the cleaned parts.



Cleaning the Inside of the ScanSnap

Clean the inside of the ScanSnap with a cloth moistened with Cleaner F1.
Scanning continuously may cause dust and paper dust to accumulate inside the ScanSnap and result in scanning error.
As a guideline, clean the inside of the ScanSnap every 200 sheets scanned. Note that this guideline varies depending on the types of documents you scan. For instance, it may be necessary to clean the scanner more frequently when you scan documents on which the toner is not sufficiently fused.
Clean the inside of the ScanSnap following the procedure below.

WARNING

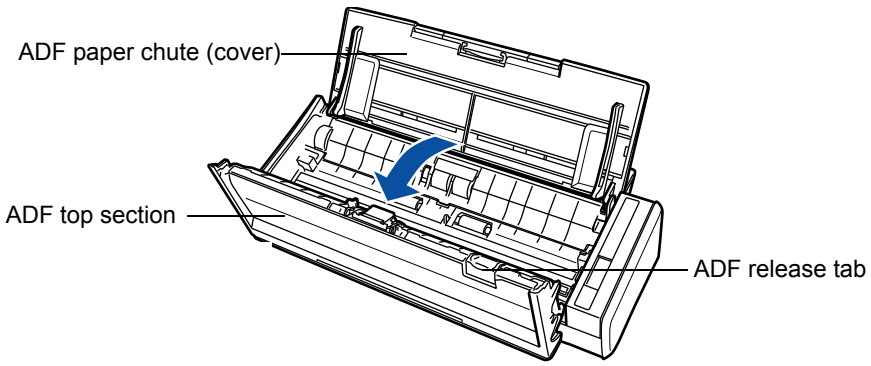
The glasses inside the scanner become very hot when the ScanSnap is used.
Before you start cleaning the inside of the scanner, make sure to turn off the power, unplug the power cable from the AC outlet or the USB bus power cable from the computer, and wait at least 15 minutes for the scanner to cool down.

CAUTION

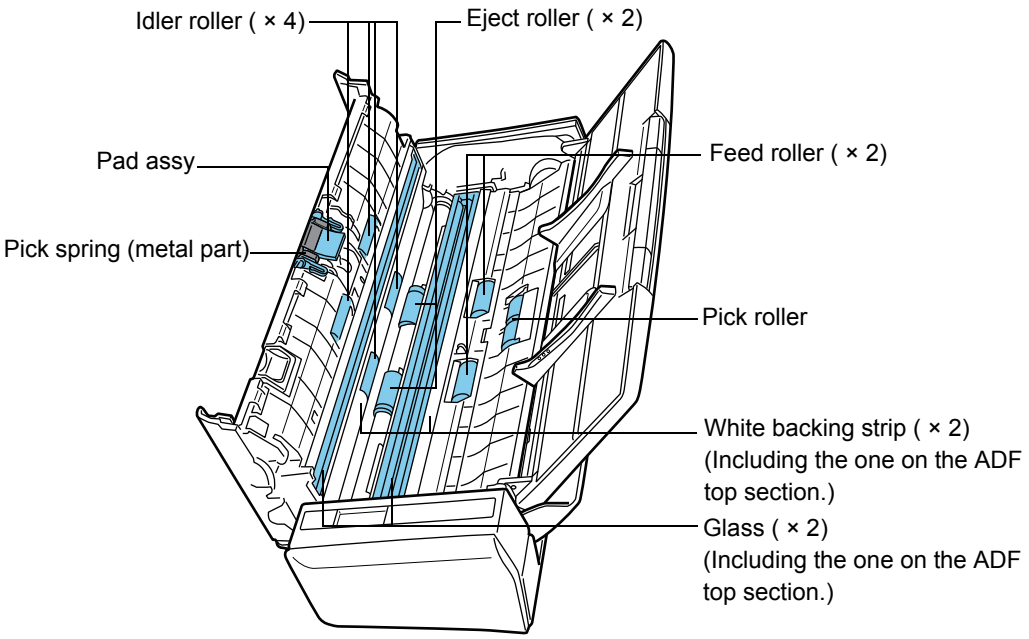
When you perform cleaning, make sure that the inside of the ScanSnap is free of any foreign object, and be careful not to get your hand or the cloth caught on the pick spring (metal part) as a deformed pick spring (metal part) may cause injury.

Do not use water or mild detergent to clean the inside of the ScanSnap.

1. Pull the ADF release tab to open the ADF top section.



2. Clean the following locations with a cloth lightly moistened with Cleaner F1.



It may take a long time for Cleaner F1 to dry if an excessive amount is used. Moisten the cloth with a moderate quantity. Make sure to wipe off the cleaner completely with a soft lint-free cloth to leave no residue on the cleaned parts.

Turn off the ScanSnap before cleaning the following parts:

- Pad assy (× 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).
- Glass (× 2, located on the ADF top section and its opposite side)
  Clean the glass surface lightly with a soft cloth.
- White backing strip (× 2, located on the ADF top section and its opposite side)
  White strips along the edge of the glass. Clean the surface lightly with a soft cloth.
- Pick roller (× 1)
  Clean the roller lightly while rotating it with your finger downwards. Be careful not to damage the surface of the rollers. Take particular care in cleaning the rollers since foreign substances left on the rollers negatively affect the feed performance.
- Idler roller (× 4, located on the ADF top section)
  Clean the rollers lightly while rotating them with your fingers. Be careful not to damage the surface of the rollers. Take particular care in cleaning the rollers since foreign substances left on the rollers negatively affect the feed performance.

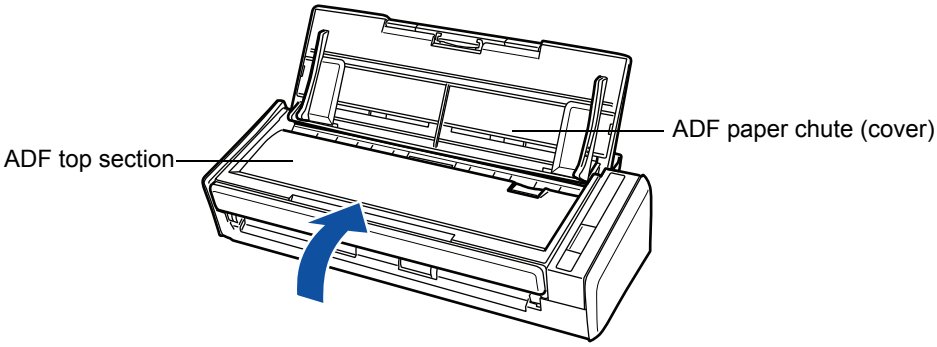
Turn on the ScanSnap before cleaning the following rollers by rotating them:

- Feed roller (× 2)
  Clean lightly taking care not to damage the surface of the rollers. Take particular care in cleaning the rollers since foreign substances left on the rollers negatively affect the feed performance.
- Eject roller (× 2)
  Clean lightly taking care not to damage the surface of the rollers. Take particular care in cleaning the rollers since foreign substances left on the rollers negatively affect the feed performance.

Press the [Scan] button for three seconds with the ADF top section open to activate the cleaning mode. In this mode, pressing the [Scan] button seven times rotate the feed and eject rollers one full turn.

Connect the power cable or USB bus power cable only when cleaning the feed rollers and eject rollers.

3. Close the ADF top section.



⇨ You should hear the ADF top section click when it returns to its original position.

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

Consumables

This chapter explains how to replace consumables.

WARNING

- Turn the ScanSnap off, and unplug the power cable from the AC outlet or the USB bus power cable from the computer before you replace any consumables. Failure to do so may result in fire or electric shock.
- To avoid injuries, do not place internal parts of the scanner such as pad assy and pick roller anywhere within reach of small children.

The bottom part of the ScanSnap may become hot when the ScanSnap is used but this does not affect ScanSnap operation or cause any physical harm. Be careful not to drop the ScanSnap when carrying it.

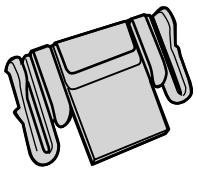
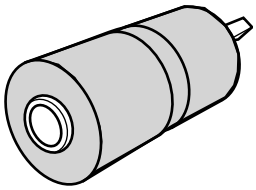
Part Numbers and Replacement Cycle of Consumables 287

Replacing the Pad Assy 289

Replacing the Pick Roller 293

Part Numbers and Replacement Cycle of Consumables

The following table lists the part numbers and the standard replacement cycle of consumables:

No.	Part Name	Part No.	Standard Replacement Cycle
1	PAD ASSY 	PA03541-0002	10,000 sheets or every year
2	PICK ROLLER 	PA03541-0001	100,000 sheets or every year

Note that the suggested replacement cycles are guidelines when using A4/Letter wood-free paper (80 g/m^2 [20.0lb]) as the cycle varies according to the paper type used.
Use only consumables specified by PFU LIMITED.

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

You can check how many times consumables have been used by following the procedure below.

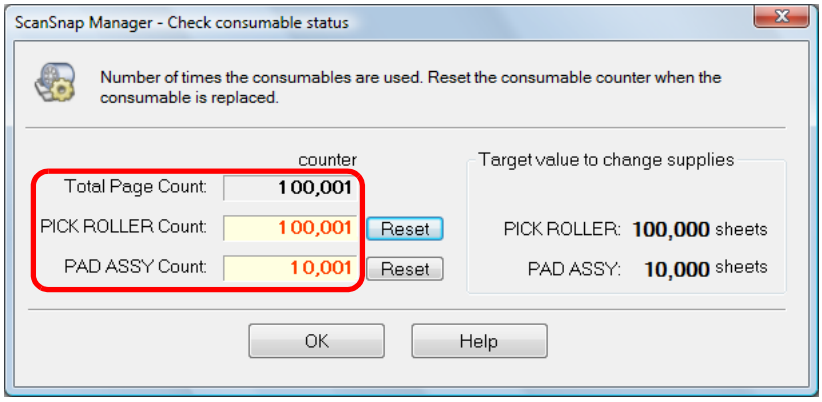
Windows

1. Select [Check consumable supplies] from the Right-Click Menu.

Refer to "Right-Click Menu" (page 41) for more information about the Right-Click Menu.

⇨ The [ScanSnap Manager - Check consumable status] dialog box appears.

2. Check how many times consumables have been used.



⇨ Replace the consumables referring to [Target value to change supplies] as a guideline.

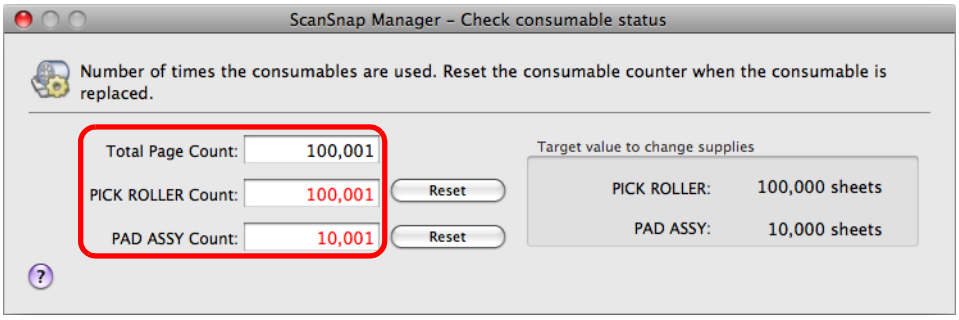
Mac OS

1. Select [Check consumable supplies] from the ScanSnap Manager menu.

Refer to "ScanSnap Manager Menu" (page 170) for more information about the ScanSnap Manager menu.

⇨ The [ScanSnap Manager - Check consumable status] window appears.

2. Check how many times consumables have been used.



⇨ Replace the consumables referring to [Target value to change supplies] as a guideline.

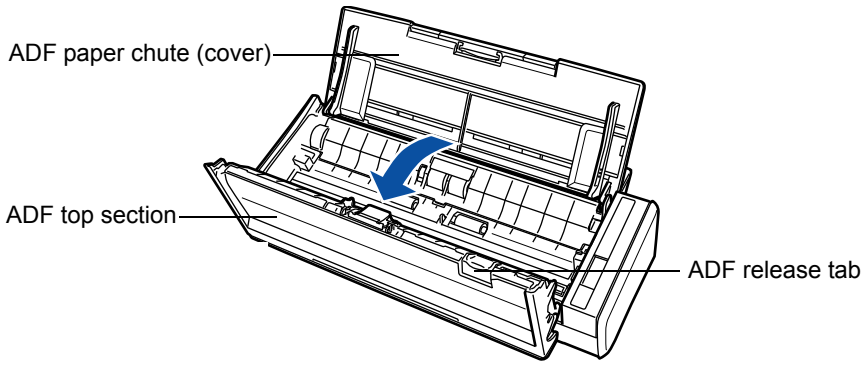
Replacing the Pad Assy

Replace the pad assy following the procedure below.

1. Turn off the ScanSnap.

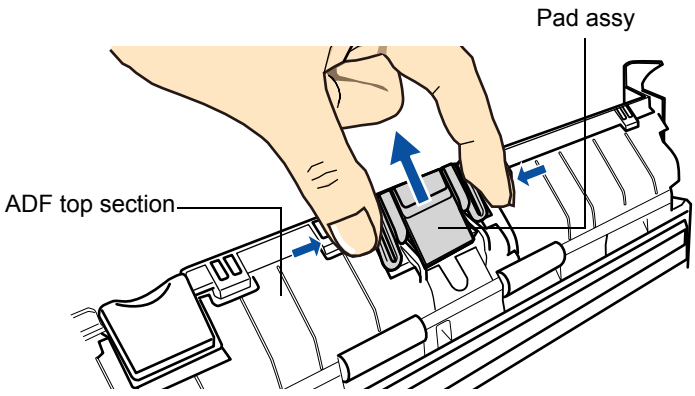
2. Remove the documents from the ADF paper chute (cover).

3. Pull the ADF release tab to open the ADF top section.

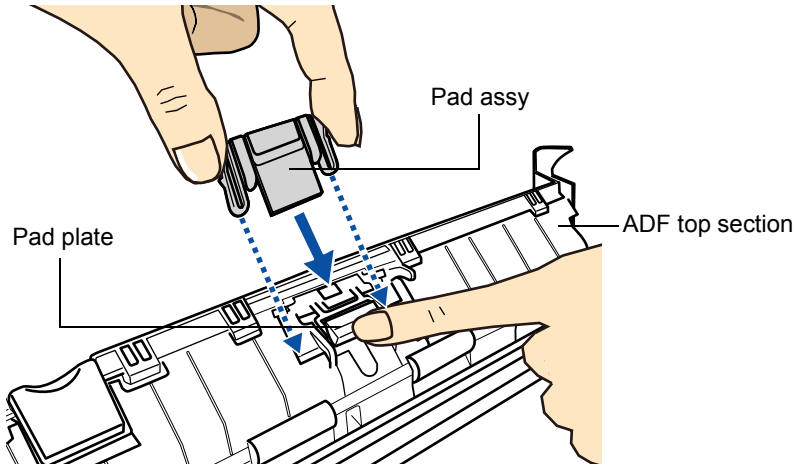


4. Remove the pad assy.

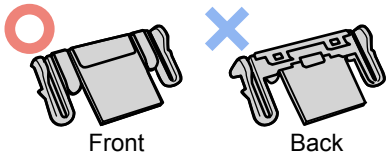
Pull out the pad assy in the direction of the arrow by pinching both ends of the pad assy.



5. Attach the new pad assy while pushing the pad plate down.



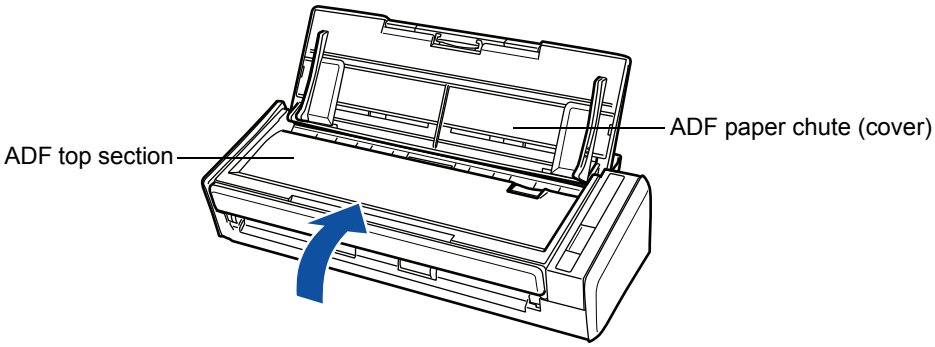
Make sure that you attach the pad assy with its front side on top. If it is attached the other way around, paper jams or other feeding errors may occur.



6. Make sure that the pad assy is completely locked into the retaining hooks.

Make sure that the pad assy is completely attached. Otherwise, paper jams or other feeding errors may occur.

7. Close the ADF top section.



⇨ You should hear the ADF top section click when it returns to its original position.

8. Turn on the ScanSnap.

9. Reset the consumable counter.

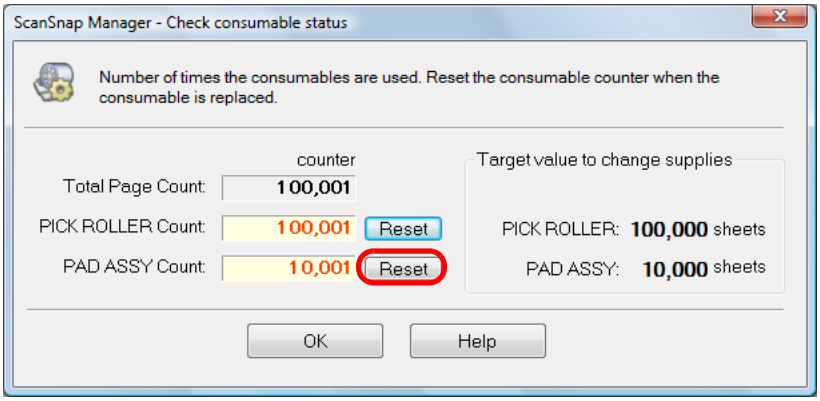
Windows

1. Select [Check consumable supplies] from the Right-Click Menu.

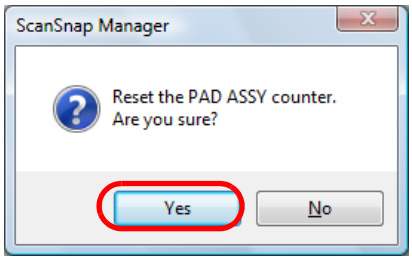
   Refer to "Right-Click Menu" (page 41) for more information about the Right-ClickMenu.

   ⇨The [ScanSnap Manager - Check consumable status] dialog box appears.

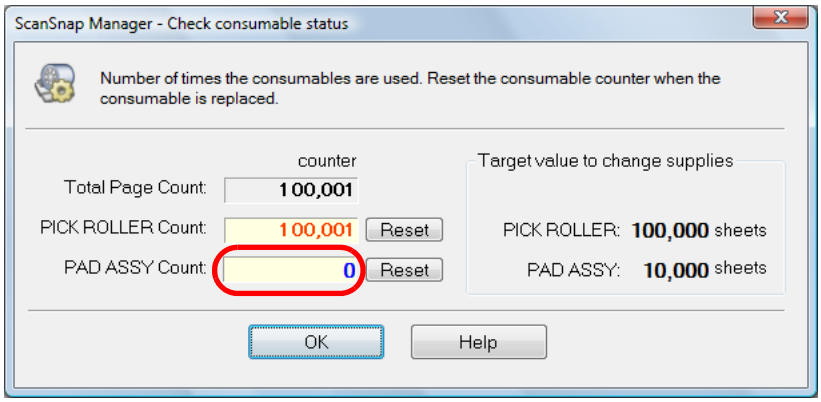
2. Click the [Reset] button for the [PAD ASSY Count].



   ⇨A confirmation message appears.



   ⇨Click the [Yes] button to reset the [PAD ASSY Count] to "0".



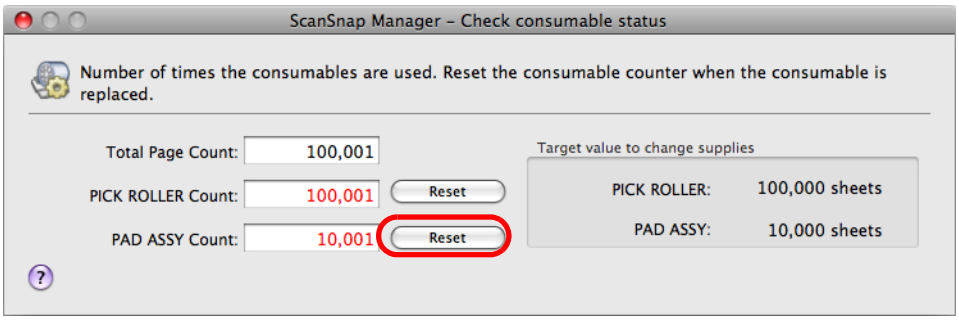
Mac OS

1. Select [Check consumable supplies] from the ScanSnap Manager menu.

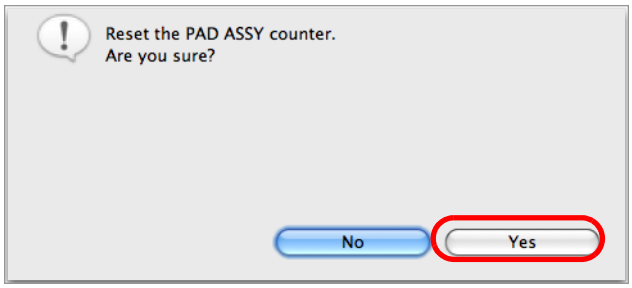
   Refer to "ScanSnap Manager Menu" (page 170) for more information about the ScanSnap Manager menu.

   ⇨The [ScanSnap Manager - Check consumable status] window appears.

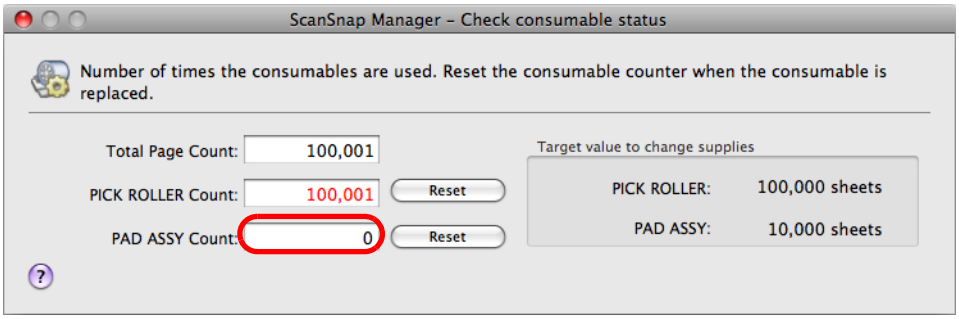
2. Click the [Reset] button for the [PAD ASSY Count].



⇨A confirmation message appears.



⇨Click the [Yes] button to reset the [PAD ASSY Count] to "0".



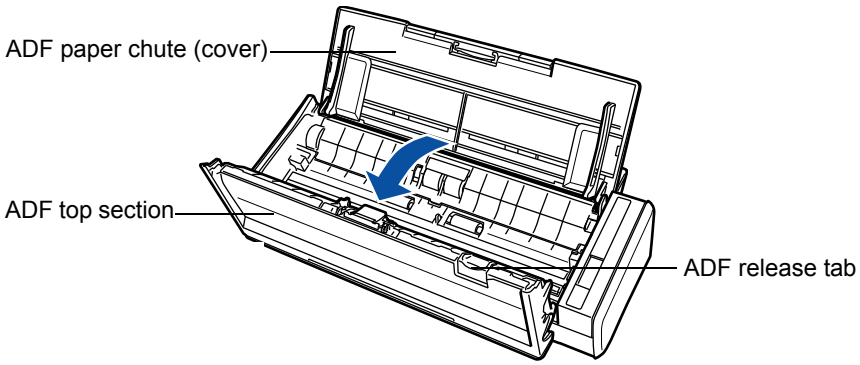
Replacing the Pick Roller

Replace the pick roller following the procedure below.

1. Turn off the ScanSnap.

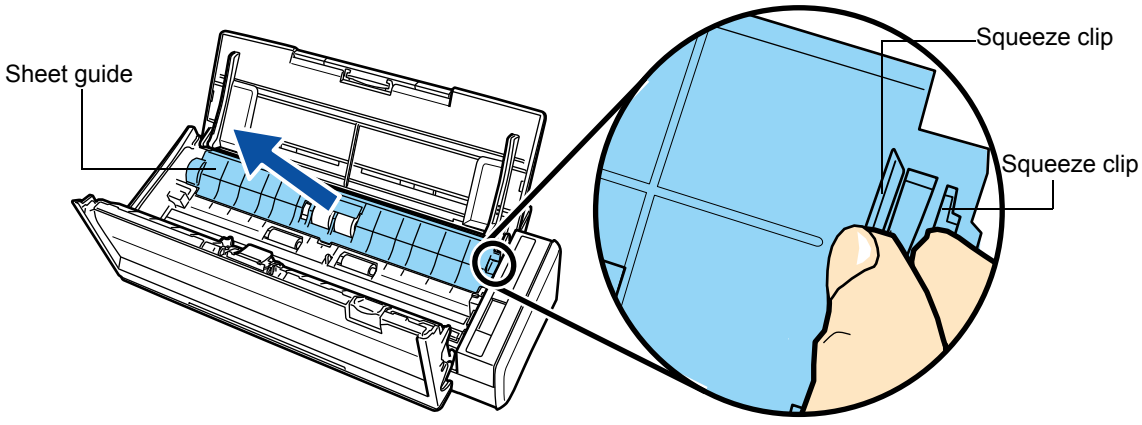
2. Remove the documents from the ADF paper chute (cover).

3. Pull the ADF release tab to open the ADF top section.

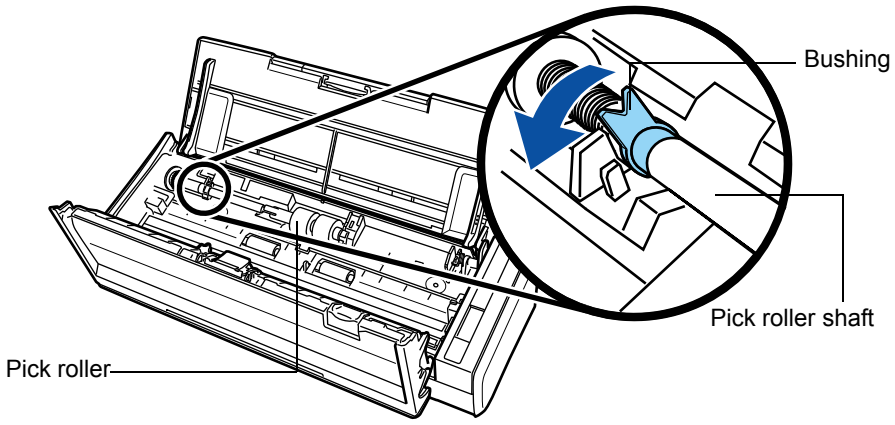


4. Remove the sheet guide.

Hold the squeeze clips on the right of the sheet guide with your fingers, and then pull the sheet guide up to remove it.

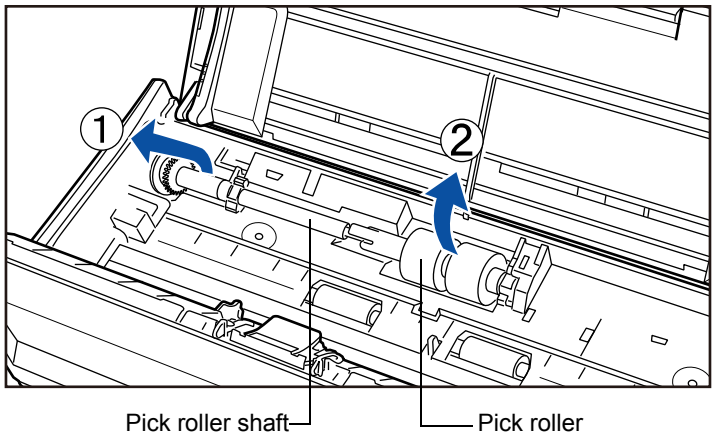


5. Rotate the bushing (left).



6. Remove the pick roller shaft.

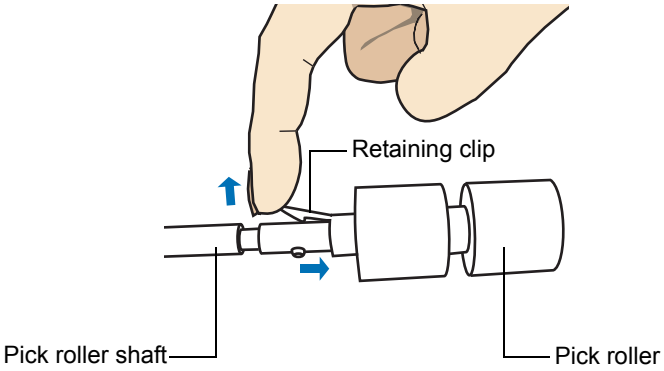
Slightly pull up the left part of the pick roller shaft (about 5 mm), move it towards the left side, and then pull it up to remove it from the ScanSnap.



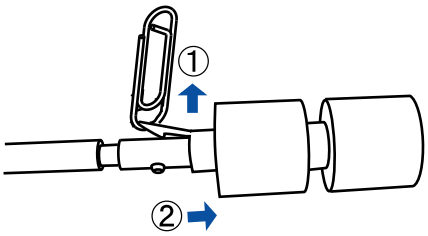
The area around the pick roller may get dirty due to paper dust, and cause scan errors. Remove the dirt using a dry cloth moistened with Cleaner F1 in order to prevent such errors.
Do not use any water, mild detergent or air spray.

7. Remove the pick roller from the pick roller shaft.

⇨ Pull out the shaft from the pick roller lifting up the retaining clip.

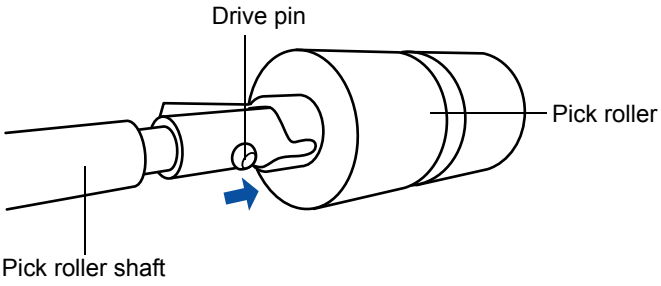


Lifting the retaining clip with your fingernail may hurt or damage your fingernail.
If you cannot lift it successfully, use a paper clip.



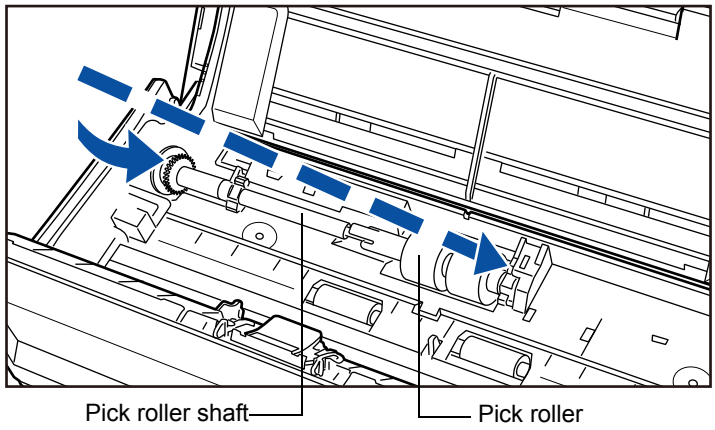
8. Attach the new pick roller to the shaft.

Insert the pick roller shaft aligning the drive pin with the groove on the new pick roller.

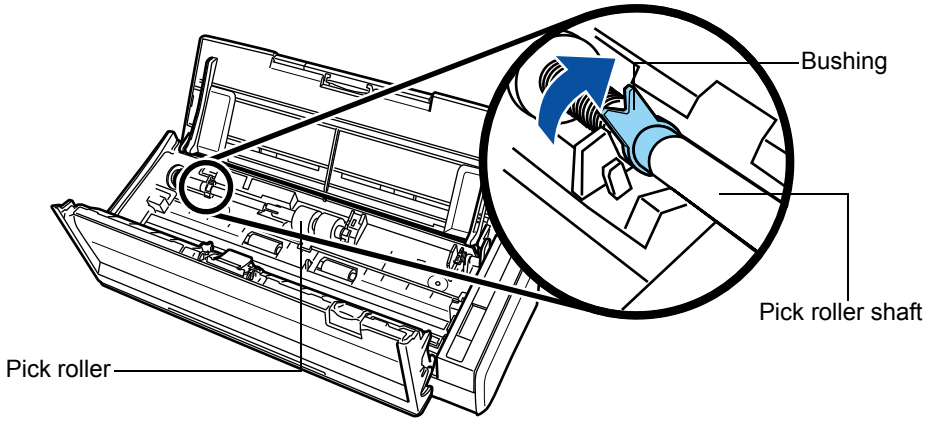


9. Install the pick roller shaft in the ScanSnap.

Insert the right end of the shaft into the bushing (right), and set the shaft into the slot gradually by lowering it.



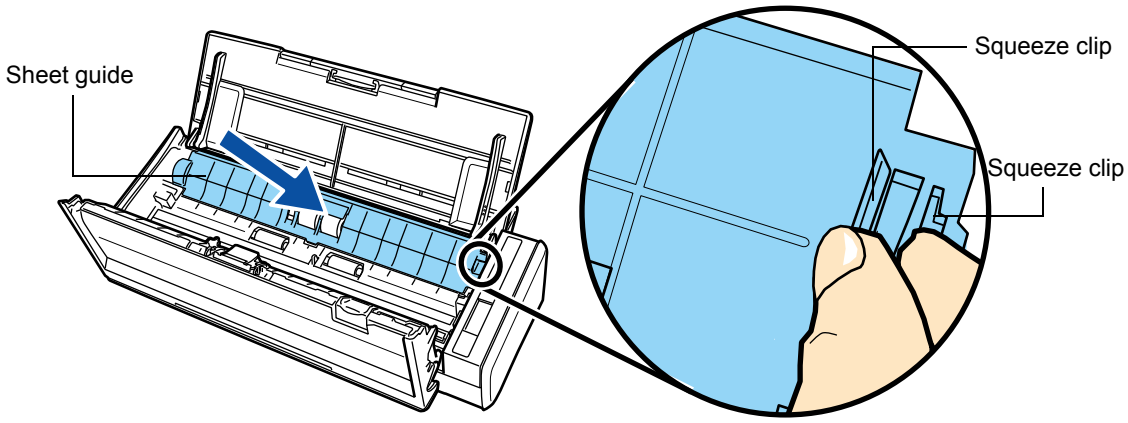
10. Secure the bushing (left) by rotating it in the direction of the arrow.



Confirm that the pick roller shaft is attached properly. Otherwise, paper jams or other feeding errors may occur.

11. Attach the sheet guide to the ScanSnap.

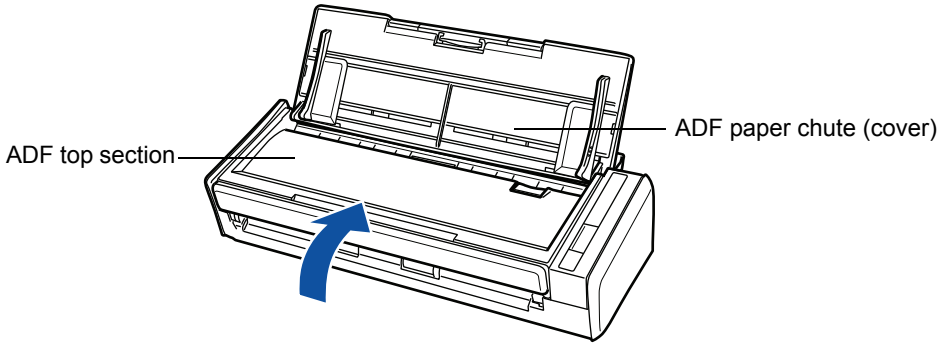
Hold the squeeze clips on the right of the sheet guide between your fingers, and attach the sheet guide.



⇨ The sheet guide makes a clicking sound when the squeeze clips fix into position.

> Make sure that the sheet guide is completely locked in. Otherwise, paper jams or other feeding errors may occur.

12. Close the ADF top section.



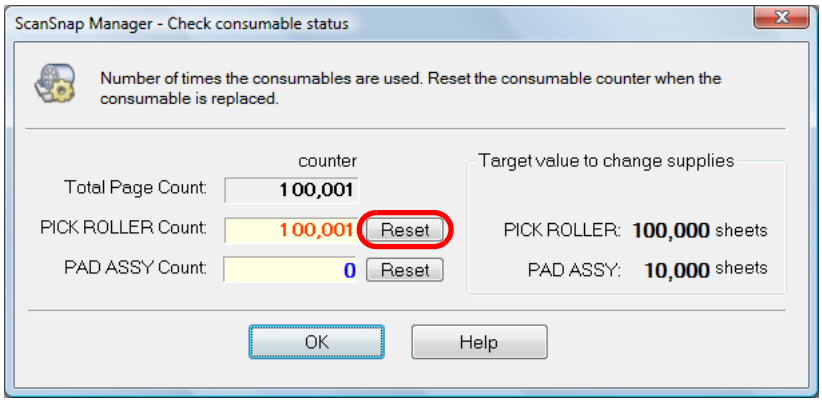
⇨ You should hear the ADF top section click when it returns to its original position.

13. Turn on the ScanSnap.

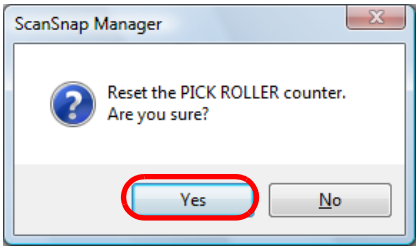
14.Reset the consumable counter.

Windows

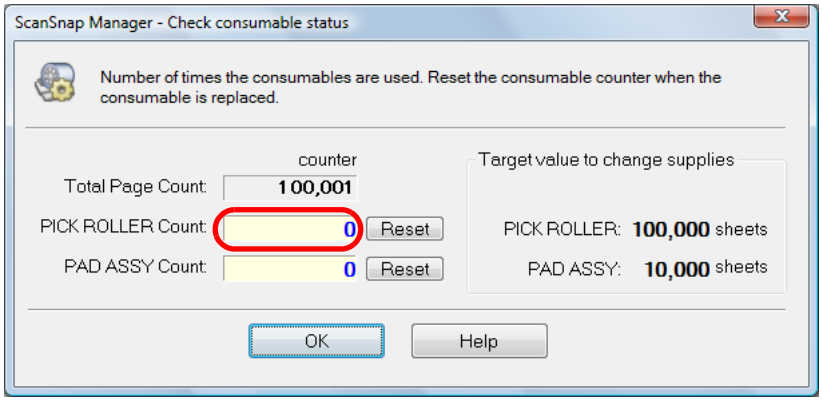
1. Select [Check consumable supplies] from the Right-Click Menu.
   Refer to "Right-Click Menu" (page 41) for more information about the Right-Click Menu.
   ⇨The [ScanSnap Manager - Check consumable status] dialog box appears.
2. Click the [Reset] button for the [PICK ROLLER Count].



⇨A confirmation message appears.

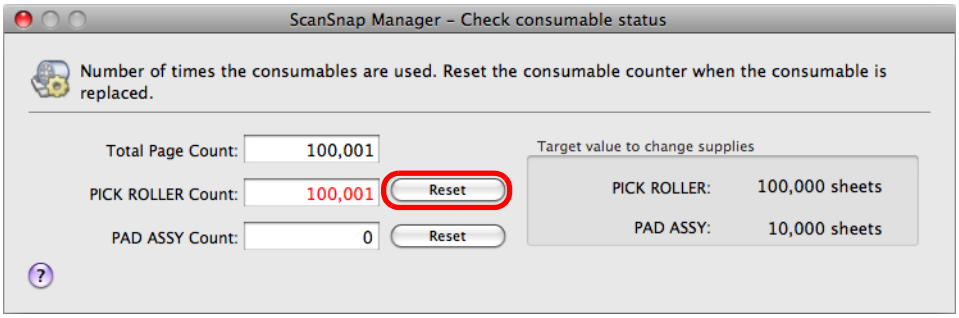


⇨Click the [Yes] button to reset the [PICK ROLLER Count] to "0".

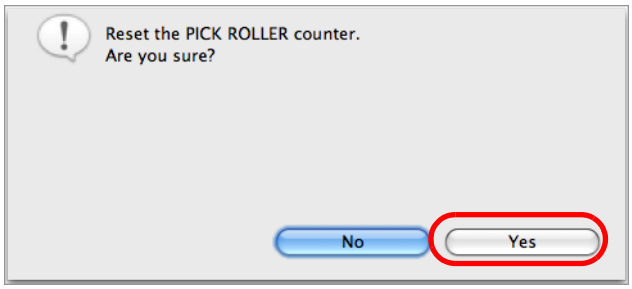


Mac OS

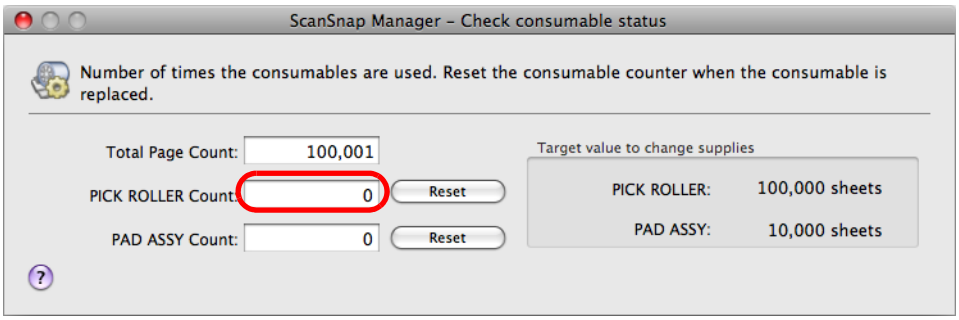
1. Select [Check consumable supplies] from the ScanSnap Manager menu.
   Refer to "ScanSnap Manager Menu" (page 170) for more information about the ScanSnap Manager menu.
   ⇨The [ScanSnap Manager - Check consumable status] window appears.
2. Click the [Reset] button for the [PICK ROLLER Count].



⇨A confirmation message appears.



⇨Click the [Yes] button to reset the [PICK ROLLER Count] to "0".



Appendix

This appendix explains how to update ScanSnap Manager and uninstall the software, the setting items and the ScanSnap installation specifications.

Updating ScanSnap Manager 301

Uninstalling the Software 305

Setting Items With/Without the Quick Menu 311

Installation Specifications 315

Updating ScanSnap Manager

Software updates are released regularly in an effort to improve the usability and functionality of ScanSnap Manager.
This section explains how to update ScanSnap Manager.

■ Updating on a Windows OS

ScanSnap Manager can check whether the latest update pack is available and update the software when you select [Help] → [Online Update] from the Right-click menu.

- You can also perform the update by selecting [Start] menu → [All programs] → [ScanSnap Manager] → [Online Update].
- Update Packs are made available without notice. We recommend that you update your program regularly.

Follow the instructions below when updating ScanSnap Manager.

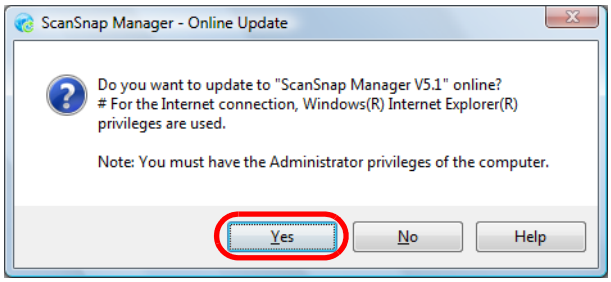
- It is necessary to have Internet Explorer installed in a computer system with Internet access.
- Always log on as a user with Administrator privileges.

1. Select [Help] → [Online Update] from the Right-Click Menu.

Refer to Right-Click Menu (page 41) for more information about the Right-Click Menu.

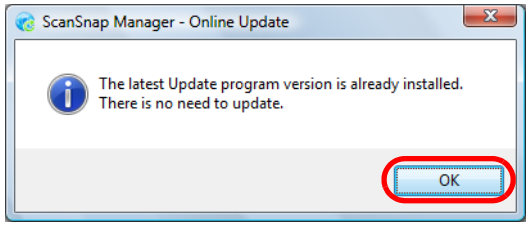
⇨ A confirmation message appears.

2. Click the [Yes] button.



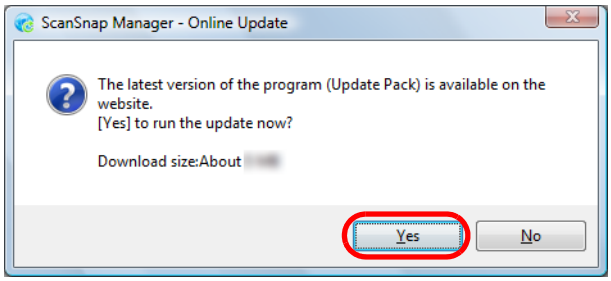
⇨ If the latest update pack is available, a message confirming the download and installation of the software appears.

If the latest version of the software is already installed, the message below appears.



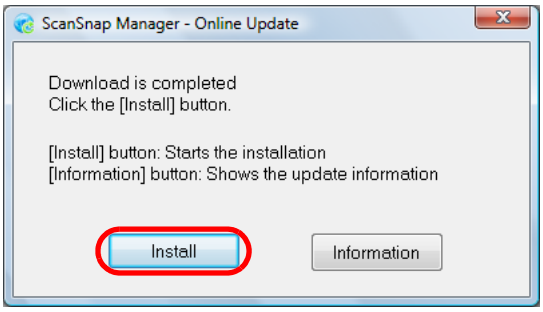
Click the [OK] button to close the message.

3. Click the [Yes] button.



⇨ The update pack is downloaded, and a confirmation message to start the installation appears.

4. Click the [Install] button.



When you click the [Information] button, Internet Explorer opens, displaying information about the latest update for ScanSnap Manager.

⇨ Installation starts, and the [Welcome to InstallShield Wizard for ScanSnap Manager] dialog box appears.
Follow the instructions on the screen to continue with installation.

■ Updating on a Mac OS

ScanSnap Manager can check whether the latest update pack is available and update the software when you select [Help] → [Online Update] from the ScanSnap Manager menu.

- You can also update by selecting:
  - [Help] → [Online Update] from the menu bar.
  - [Applications] → [ScanSnap] and double-click [Online Update] from the Finder.
- Update Packs are made available without notice. We recommend that you update your program regularly.

Follow the instructions below when updating ScanSnap Manager.

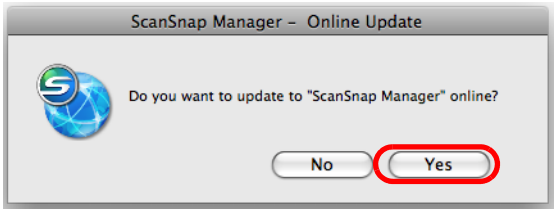
It is necessary to have a browser with Internet access to perform the update.

1. Select [Help] → [Online Update] from the ScanSnap Manager menu.

Refer to ScanSnap Manager Menu (page 170) for more information about the ScanSnap Manager menu.

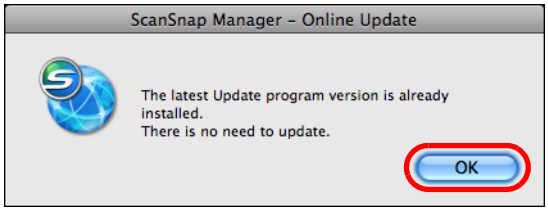
⇨ A confirmation message appears.

2. Click the [Yes] button.



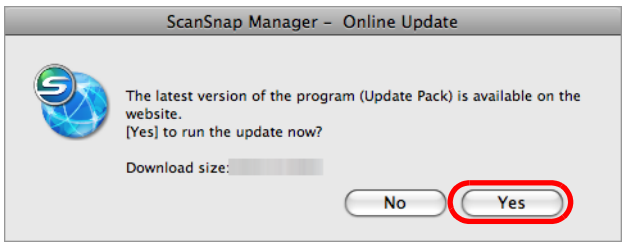
⇨ If the latest update pack is available, a message confirming the update appears.

If the latest version of the software is already installed, the message below appears.



Click the [OK] button to close the message.

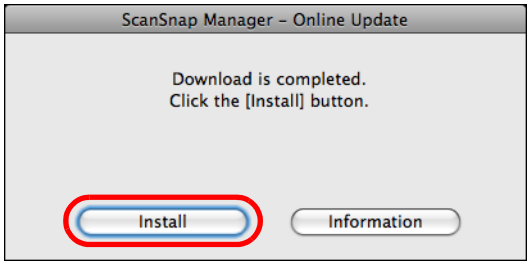
3. Click the [Yes] button.



⇨ The update pack is downloaded, and a confirmation message to start the installation appears.

4. Exit the ScanSnap Manager. (Select [Quit] from the ScanSnap Manager menu.)

5. Click the [Install] button.



When you click the [Information] button, the browser opens, displaying information about the latest update for ScanSnap Manager.

⇨ The ScanSnap Manager installer starts.
Follow the instructions on the screen to continue with installation.

Uninstalling the Software

This section explains how to uninstall the software bundled with the ScanSnap.
For information on how to install the software, refer to "Installing the Software" section in ScanSnap S1300 Getting Started.

■ Uninstalling on a Windows OS

Follow the procedure below to uninstall ScanSnap Manager, ScanSnap Organizer, CardMinder, ABBYY FineReader for ScanSnap, and Scan to Microsoft SharePoint.

1. Start your computer.

Always log on as a user with Administrator privileges.

2. Exit all running programs.

3. Select [Start] menu → [Control Panel] → [Programs] → [Programs and Features].

⇨ The [Uninstall or change a program] dialog box appears with a list of the currently installed applications.

4. Select the application to uninstall.

- When uninstalling ScanSnap Manager
  Select **[ScanSnap Manager]**.
- When uninstalling ScanSnap Organizer
  Select **[ScanSnap Organizer]**.
- When uninstalling CardMinder
  Select **[CardMinder]**.
- When uninstalling ABBYY FineReader for ScanSnap
  Select **[ABBYY FineReader for ScanSnap (TM) 4.1]**.
- When uninstalling Scan to Microsoft SharePoint
  Select **[Scan to Microsoft SharePoint]**.

5. Click the [Uninstall] button.

⇨ A confirmation message appears.

6. Click the [Yes] button.

⇨ The program is uninstalled.

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

Example:

- [Change/Remove] button
  For Windows XP: [Add or Remove Programs]
  For Windows 2000: [Add/Remove Programs]
- [Uninstall] button
  For Windows XP: [Change/Remove] button
  For Windows 2000: [Add/Remove] button

■ Uninstalling on a Mac OS

Follow the procedure below to uninstall ScanSnap Manager, ABBYY FineReader for ScanSnap and Cardiris.

When uninstalling ScanSnap Manager

1. Start your computer.

2. Exit ScanSnap Manager if it is running. (Select [Quit] from the ScanSnap Manager menu.)

3. If the ScanSnap Manager icon still remains in the Dock, drag the ScanSnap Manager icon into the Trash.

4. Select [System Preferences] from the Apple ( ) menu.

⇨ The [System Preferences] window appears.

5. Select [Accounts] in the [System Preferences] window.

⇨ The [Accounts] window appears.

6. Select the currently logged in user from the [My Account] pane in the [Accounts] window.

7. Click [Login Items] in the [Accounts] window.

⇨ In the [Login Items] pane, a list of all applications that automatically start at login is displayed.

8. Select [ScanSnap Manager] from the [Login Items] list.

9. Click the [—] button.

⇨ [ScanSnap Manager] is deleted from the [Login Items] list.

10. Close the [Accounts] window.

11.In a multi-user environment, every user must perform Steps 2 to 10.

12.Log in as a user with Administrator privileges. From the Finder, select [Applications] → [ScanSnap], and drag the [ScanSnap] folder into the Trash.

13.From the Finder, select [*volume_name*] → [Library] → [Receipts], and drag [ScanSnap Manager.pkg] into the Trash.

Skip this step in Mac OS X v10.6.

14.Empty the Trash.

⇨ ScanSnap Manager is uninstalled.

When Uninstalling ABBYY FineReader for ScanSnap

1. Start your computer.

2. Exit ABBYY FineReader for ScanSnap if it is running. (Select [Quit] from the ABBYY FineReader for ScanSnap menu.)

3. Log in as a user with Administrator privileges. From the Finder, select the folder in which ABBYY FineReader for ScanSnap is installed (generally, you can find [ABBYY FineReader for ScanSnap] in the [Applications] window), and drag it into the Trash.

4. From the Finder, select [*volume_name*] → [Library] → [Receipts], and drag [ABBYY FineReader.pkg] into the Trash.

Skip this step in Mac OS X v10.6.

5. Empty the Trash.

⇨ ABBYY FineReader for ScanSnap is uninstalled.

When uninstalling Cardiris

1. Start your computer, and log in as a user with Administrator privileges.

2. Exit Cardiris if it is running. (Select [Quit] from the Cardiris menu.)

3. Insert the Setup DVD-ROM into the DVD-ROM drive.

⇨ The [ScanSnap] window appears.

4. Scroll down and double-click the [Tool] folder, then [Cardiris 3.6 for ScanSnap].

⇨ The [Cardiris 3.6 for ScanSnap] window appears.

5. Scroll down and read the “License” all the way through and click the [Continue] button.

⇨ A confirmation message window appears.

6. Click the [Agree] button.

⇨ The [Select Destination] window appears.

7. Select the destination where “Cardiris” is installed and click the [Continue] button.

⇨ The [Installation Type] window appears.

8. Select [Uninstall] from the pop-up menu, and click the [Uninstall] button.

⇨ A confirmation message appears.

9. Click the [Continue] button.

⇨ The uninstallation is started.
⇨ The [Finish Up] window appears.

10. Click the [Quit] button.

11. Close the [ScanSnap] window.

12.From the Finder, select [*volume_name*] → [Library] → [Receipts], and drag [Cardiris.pkg] into the Trash.

Skip this step in Mac OS X v10.6.

13.Empty the Trash.

⇨ Cardiris is uninstalled.

14.Remove the Setup DVD-ROM from the DVD-ROM drive.

Setting Items With/Without the Quick Menu

Setting items that you can configure in the ScanSnap setup dialog box/window differ depending on whether you are using the Quick Menu. You can select whether or not to use the Quick Menu according to your preferences.
For details about setting items and default settings, refer to the ScanSnap Manager Help.

(OK: Available, NA: Not available)

Setting Items With/Without the Quick Menu

Setting Item			Using the Quick Menu	Without Using the Quick Menu
Profile	Select a profile		NA	OK
	Add Profile		NA	OK
	Profile Management		NA	OK
Application	Application		NA(*)	OK
		Scan to File	NA	OK
		Windows ScanSnap Organizer	NA	OK
		Adobe(R) Acrobat(R)	NA	OK
		Adobe(R) Acrobat(R) Reader(TM) Adobe(R) Reader(R)	NA	OK
		Scan to E-mail	NA	OK
		Windows Scan to CardMinder	NA	OK
		Scan to Folder	NA	OK
		Windows Scan to Picture Folder	NA	OK
		Scan to Print	NA	OK
		Windows ABBYY Scan to Excel Mac OS Scan to Excel	NA	OK
		Windows ABBYY Scan to Word Mac OS Scan to Word	NA	OK
		Windows ABBYY Scan to PowerPoint(R)	NA	OK
		Windows ABBYY Scan to Searchable PDF Mac OS Scan to Searchable PDF	NA	OK
		Windows Rack2-Filer	NA	OK

Setting Items With/Without the Quick Menu

Setting Item			Using the Quick Menu	Without Using the Quick Menu
Application		Windows Scan to SharePoint	NA	OK
		Mac OS Cardiris	NA	OK
		Mac OS iPhoto	NA	OK
Save	Image saving folder		OK	
	File name format		OK	
	Windows Rename file after scanning		NA	OK
Scanning	Image quality		OK	
		Auto	OK	
		Normal (Color/Gray: 150 dpi, B&W: 300dpi)	OK	
		Better (Color/Gray: 200 dpi, B&W: 400dpi)	OK	
		Best (Color/Gray: 300 dpi, B&W: 600dpi)	OK	
		Excellent (Color/Gray: 600 dpi, B&W: 1200dpi)	OK	
	Color mode		OK	
		Auto Color Detection	OK	
		Color	OK	
		Gray	OK	
		B&W	OK	
		Windows Color high compression	NA	OK
	Scanning side		OK	
		Duplex scan	OK	
		Simplex scan	OK	
	Continue scanning after current scan is finished		OK	
	Option		OK	
		Brightness (Black and White scanning only)	OK	
		Setting for text only document	OK	
		Allow automatic blank page removal	OK	
		Correct skewed character strings automatically	OK	
		Allow automatic image rotation	OK	
		Windows Set the document with its face up	OK	

Setting Items With/Without the Quick Menu

Setting Item			Using the Quick Menu	Without Using the Quick Menu
File option	File format		OK	
		PDF(*.pdf)	OK	
		JPEG (*.jpg)	OK	
	Set the marked text as a keyword for the PDF file		OK	
		First marked section	OK	
		All marked sections	OK	
	Convert to Searchable PDF		OK	
	Language		OK	
	Target pages		OK	
		First page	OK	
		All pages	OK	
	Option		OK	
		Multipage PDF (whole batch in one PDF)	OK	
		Generate one PDF file per (*n*) page(s)	OK	
		Windows Set a password for PDF file	NA	OK
Paper	Paper size		OK	
		Automatic detection	OK	
		Letter (8.5 × 11 in. (216 × 279.4 mm))	OK	
		Legal (8.5 × 14 in. (216 × 355.6 mm))	OK	
		A4 (210 × 297 mm)	OK	
		A5 (148 × 210 mm)	OK	
		A6 (105 × 148 mm)	OK	
		B5 (JIS) (182 × 257mm)	OK	
		B6 (JIS) (128 × 182mm)	OK	
		Post card (100 × 148 mm)	OK	
		Business card (90 × 55 mm, 55 × 90 mm)	OK	
	Custom		OK	
	Multifeed		OK	
		None	OK	
		Check Length	OK	

Setting Items With/Without the Quick Menu

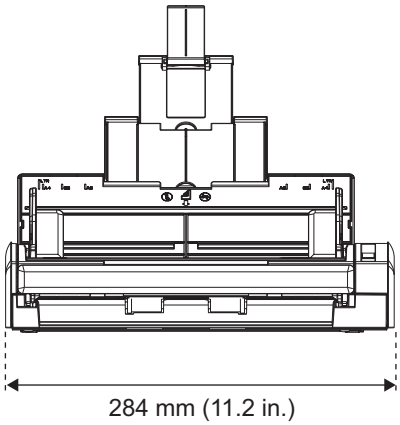
Setting Item			Using the Quick Menu	Without Using the Quick Menu
Compression	Compression rate		OK	
		1	OK	
		2	OK	
		3	OK	
		4	OK	
		5	OK	

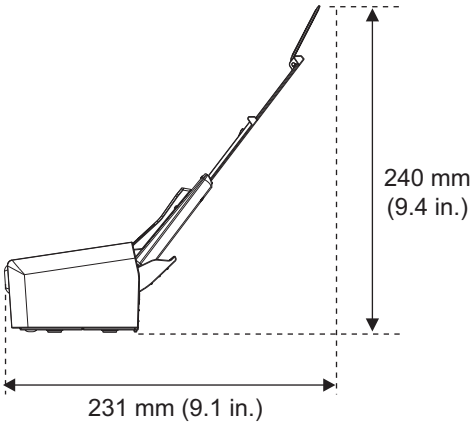
* : When using the Quick Menu, you can start an application by selecting its action from the Quick Menu after scanning. Therefore, the [Application] tab is not displayed.

Installation Specifications

The following table summarizes the installation specifications of the ScanSnap:

Item			Specification
Dimensions (Width × Depth × Height)			Minimum: 284 × 99 × 77 (mm) / 11.2 × 3.9 × 3.1 (in.) (when ADF paper chute (cover) is closed) Maximum: 284 × 231 × 240 (mm) / 11.2 × 9.1 × 9.4 (in.) (when ADF paper chute cover is open and the extension is extended)
Weight			1.4 kg (approx. 3.08 lb.)
Input power	Voltage	Power cable connection	100 - 240 V (varies regionally)
		USB bus power cable connection	5 V (the computer must have two USB ports: one for power connection and the other one for USB cable connection)
	Number of phases		Single phase
	Frequency		50/60 Hz
Power consumption		Power cable connection	During operation: 9.0 W or less During standby: 3.2 W or less
		USB bus power cable connection	During operation: 5.0 W or less During standby: 2.0 W or less
Temperature /humidity allowable ranges	Temperature		During operation: 5 to 35 °C / 41 to 95 °F During standby: -20 to 60 °C / -4 to 140 °F During storage/transportation: -20 to 60 °C / -4 to 140 °F
	Humidity		During operation: 20 to 80% During standby: 8 to 95% During storage/transportation: 8 to 95%





About Maintenance

Contact your FUJITSU scanner dealer or an authorized FUJITSU scanner service provider for repairs to this product.

Do not perform repairs on this scanner.

INDEX

A

ABBYY FineReader for ScanSnap 34
actions
Windows 73
Mac OS 197
ADF paper chute (cover) 18
ADF release tab 18
ADF top section 18
allow automatic image rotation
Windows 147
Mac OS 249
automatic linkage
Windows 66
Mac OS 194

B

basic flow of operations 31

C

Cardiris 34, 228
Address Book 233
CardMinder 34
Check 86, 90
Cleaner F1 281
Cleaning Wipe 281
clearing paper jams 267
color high compression 140
consumables 287
copy
Windows 92
Mac OS 213
correct skewed character strings automatically
Windows 145
Mac OS 247

D

daily care 280
deleting profiles
Windows 64
Mac OS 192

E

exiting ScanSnap Manager
Windows 52
Mac OS 180
extension 18

G

generate one PDF file per (n) page(s)
Windows 154
Mac OS 256

H

how to perform a scan
Windows 43
Mac OS 172

I

installing 33
iPhoto 236

L

Left-Click Menu 42
loading documents 28

M

multifeed 273

O

online update
Windows 301
Mac OS 303
operating system
Windows 20
Mac OS 23

P

PAD ASSY 287
paper sizes of documents 26
PICK ROLLER 287
power connector 19
print
Windows 92
Mac OS 213
profile
Windows 56
Mac OS 183
profile menu 171

Q

Quick Menu
Windows 46
Mac OS 175

R

Rack2-Filer 130
Rack2-Filer V5.0 trial version 34
removing blank pages
Windows 142
Mac OS 244
renaming profiles
Windows 62
Mac OS 189
replacing
pad assy 289
pick roller 293
Right-Click Menu 41

S

saving profiles
Windows 57
Mac OS 184
scan
Windows 44, 49
Mac OS 173, 177
[Scan] button 18
Scan to E-mail
Windows 84
Mac OS 207
Scan to Excel
Windows 110
Mac OS 223

Scan to Folder
Windows 76, 80
Mac OS 199, 203
Scan to Microsoft SharePoint 34
Scan to Picture Folder 101
Scan to PowerPoint(R) 110
Scan to Print
Windows 94
Mac OS 215
Scan to Rack2-Filer 132
Scan to SharePoint 122
Scan to Word
Windows 110
Mac OS 223
scanning color document in black & white or gray mode
Windows 138
Mac OS 242
ScanSnap features 15
ScanSnap Manager 34
Windows 40
Mac OS 169
ScanSnap Manager menu 170
ScanSnap Organizer 34
ScanSnap setup dialog box 53, 54
ScanSnap setup window 181
ScanSnap's communication status 71
security cable slot 19
send by e-mail
Windows 82
Mac OS 205
setting the ScanSnap
Windows 53
Mac OS 181
shared folder
Windows 74
Mac OS 198
showing the scanning progress status
Windows 69
Mac 195
side guide 18
simplex scan
Windows 136
Mac OS 240
sleep mode 25
system requirements
Windows 20
Mac OS 23

T

tape seal 19
turning ON/OFF
ScanSnap 25

U

uninstalling
Windows 305
Mac OS 307
updating
Windows 301
Mac OS 303
USB connector 19

ScanSnap S1300

Operator's Guide

P3PC-2722-01ENZ0

Issue date December 2009

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