FUJITSU

ScanSnap
Color Image Scanner
S1500/S1500M

Operator's Guide

Introduction

Thank you for purchasing our Color Image Scanner, ScanSnap S1500/S1500M (hereinafter referred to as "the ScanSnap").

This Operator's Guide describes how to handle and operate the ScanSnap.
Before using the ScanSnap, be sure to read this manual, "Safety Precautions" and "Getting Started" thoroughly for proper operation.

If you are using a Microsoft® Windows® operating system, either Adobe® Acrobat® (7.0 or later) or Adobe® Reader® (7.0 or later) is required to display or print this manual.

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 transferred 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.

Description of Each Manual

When using the ScanSnap, read the following manuals as required.

Manual	Description	Reference Method
Safety Precautions	This manual contains important information about the safe use of the ScanSnap. Make sure to read this manual before using the ScanSnap.	Included in the package.
ScanSnap S1500/S1500M Getting Started	This manual describes how to install and connect the Scan-Snap.	Included in the package.
ScanSnap S1500/S1500M Operator's Guide (this manual)	This manual describes basic operations of ScanSnap, the scanning methods, various settings, troubleshooting, and handling of the ScanSnap.	**Windows** Select [Operator's Guide] from the [Start] menu → [All Programs] → [ScanSnap Manager]. **MacOS** With Finder, select [Operator's Guide.pdf] from [Applications] → [ScanSnap] → [Manual].
Windows ScanSnap Organizer User's Guide (*1)	Read this manual when using this product for the first time, or when details about the product features, windows, operating environment and functions are required.	**Windows** Select [User's Guide] from the [Start] menu → [All Programs] → [ScanSnap Organizer].
Windows CardMinder User's Guide (*1)		**Windows** Select [User's Guide] from the [Start] menu → [All Programs] → [CardMinder].
MacOS Cardiris GETTING STARTED (*2)		**MacOS** With Finder, select [User's Manual.pdf] from [Applications] → [Cardiris 3.6 for ScanSnap].

Manual	Description	Reference Method
Windows ABBYY FineReader for ScanSnap User's Guide (*1)	Read this manual when using this product for the first time, or when details about the product features, windows, operating environment and functions are required.	**Windows** Select [User's Guide] from the [Start] menu, select [All Programs] → [ABBYY FineReader for ScanSnap(TM) 4.1]→ [User's Guide].
Windows Scan to Microsoft SharePoint User Guide (*1)		**Windows** Select [Scan to Microsoft SharePoint User Guide] from the [Start] menu → [All Programs] → [KnowledgeLake].
ScanSnap Manager Help	Use this Help when questions or problems regarding operations (e.g. when setting items) arise. This provides an explanation of every operation, dialog box/window, and message.	Refer to this by either of the following methods: **Windows** • Right-click the [ScanSnap Manager] taskbar icon 🔵, 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 while a dialog box is displayed. • Click the [Help] button on each dialog box. **Mac OS** • Click the ScanSnap Manager icon 🔵 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 (*1)		For details about how to start up help, refer to the User's Guide for each product.
Windows CardMinder Help (*1)		
Mac OS Cardiris Help (*2)		**Mac OS** From the menu bar, select [Help] → [Cardiris Help].
Mac OS ABBYY FineReader for ScanSnap Help (*2)		**Mac OS** From the menu bar, select [Help] → [FineReader for ScanSnap Help].
Adobe Acrobat Help		From the menu bar, select [Help] → [Acrobat Help].

*1: Supplied with S1500.
*2: Supplied with S1500M.

■ About This Manual

Structure of This Manual

This manual consists of the following:

ScanSnap Overview

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

Installing the Software

This chapter gives an overview and describes the installation procedure of the software supplied with the ScanSnap.

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

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

Troubleshooting

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

Daily Care

This chapter describes how to clean the ScanSnap.

Consumables

This chapter describes how to replace consumables such as pad assy and pick roller.

Appendix

This appendix describes how to update ScanSnap Manager, how to uninstall software, scan settings, and ScanSnap installation conditions.

For details about ScanSnap operations, read this manual in order from "ScanSnap Overview" through "Using the ScanSnap".

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 indications consist of the indicating warning level and warning statements. The following table shows signs indicating warning levels and their meanings.

Warning Indication	Description
⚠️WARNING	This indication alerts operators to an operation that, if not strictly observed, may result in severe injury or death.
⚠️CAUTION	This indication alerts operators to an operation that, if not strictly observed, may result in safety hazards to personnel or damage to the product.

In this manual, the following symbols are used to describe operations as well as indicate warnings.

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

Description of Successive Operations

In the procedures described in this manual, successive operations are connected with → in-between.

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

6

Screen Examples in This Manual

- **Windows screen**

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

    The screenshots used in this manual are of Windows Vista.

    Depending on the operating systems you are using, the screen examples and operations may differ from the actual ones.

- **Mac OS screen**

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

    Depending on the Mac OS you are using, the screen examples and operations may differ from the actual ones.

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

If the screen examples in this manual differ from actual ones, operate according to the actual screen displayed.

Abbreviations Used in This Manual

The following abbreviated terms used in this manual are described.

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
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 Reader	:	Adobe® Reader®
Adobe Acrobat	:	Adobe® Acrobat® In this manual, explanations are given on the precondition that Adobe Acrobat provided with this product is installed on the computer to be used. Unless otherwise specified, the term Adobe Acrobat refers to Adobe Acrobat provided with this product. Note that Adobe Acrobat, provided with this product, is subject to update without notice. If there are any discrepancies between those descriptions provided in this manual and the actual screen, refer to the Help for Adobe Acrobat.
ABBYY FineReader for ScanSnap	:	ABBYY FineReader for ScanSnap™ In this manual, explanations are given on the precondition that ABBYY FineReader for ScanSnap provided with this product is installed on the computer to be used. Unless otherwise specified, the term ABBYY FineReader for ScanSnap refers to the ABBYY FineReader for ScanSnap provided with this product. Note that ABBYY FineReader for ScanSnap, provided with this product, is subject to update without notice. If there are any discrepancies between those descriptions provided in this manual and the actual screen, refer to the Help for ABBYY FineReader for ScanSnap.
Cardiris	:	Cardiris™ for ScanSnap
S1500	:	Color Image Scanner ScanSnap S1500
S1500M	:	Color Image Scanner ScanSnap S1500M
ScanSnap	:	S1500 and S1500M

Contents

ScanSnap Overview

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

Features of the ScanSnap

The ScanSnap is a scanner that is capable of double-sided scanning in both monochrome and color.

The ScanSnap contains the following features:

- **You can turn documents into data by just pressing the [Scan] button!**

  You can turn documents cluttering up your desk into PDF or JPEG files so that you can view, edit, manage, and archive them on your computer in a convenient manner.

  Digitized documents are easy to print and attach to e-mail messages.

  In addition, the ScanSnap can automatically recognize the type of documents, color, gray or black-and-white, so that you do not have to set the color mode for each document to be scanned.

- **You can scan documents with speed and efficiency!**
  (Automatic Resolution Function and Intelligent Auto Color Detection)

  Double-sided color documents of A4 or letter size paper can be scanned at a speed of about 20 sheets per minute. (When [Image quality] is set to [Auto] (*1), [Color mode] to [Auto Color Detection], [Compression rate] to [3], and other settings to defaults) (*2)

  *1 : 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 image data with a high resolution without changing settings, when interacting with text recognition software (for example, for business cards).

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

- **You can scan different sized documents together!**
  (Mixed Size Scanning + Carrier Sheet Scanning)

  Paper sizes are automatically recognized at scan time, allowing documents containing a mixture of different paper sizes to be scanned in one go.

  Documents containing photographs, irregular-shaped and delicate papers, and paper sizes larger than the normal A4/Letter size may also be scanned using the Carrier Sheet provided. Multiple Carrier Sheets can be scanned together, either with or without regular paper sheets.

- **The small size saves desktop space!**

  Smaller than a sheet of A4 or letter size paper, the ScanSnap never requires much desktop space.

- **The Quick Menu lets even beginners to operate the ScanSnap with automatic ease!**

  The Quick Menu is simple enough for first-time use by complete beginners. When the [Scan] button is pressed 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.

- **You can create searchable PDF files!**

  You can create searchable PDF files by automatically performing text recognition for scanned PDF files.

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

- **You can e-mail a scanned image or output the scanned image to a printer immediately after scanning!**

  You can attach the scanned image to an e-mail or print out the scanned image without having to start applications.

- **You can convert paper documents into Word/Excel/PowerPoint files!**

  Use ABBYY FineReader for ScanSnap supplied with the ScanSnap to convert the scanned image data directly into the Word/Excel/PowerPoint file.

  For Mac OS, you can convert only into Word/Excel files.

Windows

- **You can arrange and manage image data by using 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 process) and set as a keyword (Zone OCR)

    – Set a character string as a keyword

    – Set a marked character string as a keyword (Marker Index)

    – Drag and drop a keyword onto the keyword list (Keyword Addition by Drag&Drop)

    You can view set keywords on thumbnails. (Keyword Overlay)

  - Distributing files by keyword (Automatic Keyword Sort)

    Files can also be distributed into a folder according to the keyword set for files as a distribution condition.

  - Search a variety of files (Search Engine Selection)

    Files can be found quickly by searching 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.

- **You can file business cards with ease!**

  With the provided business card application, business cards can be easily converted into data using the text recognition function.

  With CardMinder, you can recognize characters on a business card, and create a database to facilitate card data management and searches.

  The provided business card application is as follows.

  Windows

  CardMinder (can only be used if S1500 is purchased)

  Mac OS

  Cardiris (can only be used if S1500M is purchased)

- **Multifeed can be automatically detected!**

  If a multifeed (*) should occur while a document is scanned, an ultrasonic sensor automatically detects the multifeed. With the recovery function, you can easily check the location of a multifeed and restore the data.

  > * : Multifeed is an error that occurs when two or more sheets are fed into the ScanSnap simultaneously.

- **The ScanSnap is available both for Windows and Mac OS!**

  The ScanSnap is supplied with both Windows and Mac OS (*) versions. For either OS, you can use the ScanSnap in a manner that best suits your office environment.

  > * : The following functions are not available for Mac OS.
  > - Color high compression
  > - Set the document with its face up
  > - Set a password for PDF file

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

Names and Functions of Components

This section describes the names of parts and their functions.

■ Front View

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 clear document jams, replace the pad assy and the pick roller, and clean the inside of the ScanSnap.

Extension

When scanning long-size documents, pull up this part.

ADF paper chute (cover)

After opening it, load the documents to be scanned on this part.

Side guide

Adjust the side guides to the width of documents so that the scanned images will not be skewed.

ADF release catch

To open the ADF top section, pull the ADF release catch toward you.

[Scan] button

Press this button to start the scanning. You can press the button even when the stacker is closed. The power status of the ScanSnap is indicated as follows:

Blue (Lit up continuously):	Ready
Blue (Blinking):	Scanning
Orange (Blinking):	Error

Stacker

Open and use the stacker.

⇒ The documents are ejected onto the stacker.

19

■ Rear View

Ventilation ports

These openings ventilate the interior of the ScanSnap.

Power connector

Security cable slot

Insert a commercially available security cable into this slot (anti-theft).

Tape seal

After installing the software, remove this tape seal.

USB connector

System Requirements

The system requirements for the ScanSnap are as follows:

■ Windows

- **Operating system**
  - – Windows 7
  - – Windows Vista
  - – Windows XP
  - – Windows 2000

Supplied 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
Adobe Acrobat 9 Standard	— (*3)	OK	OK	—

OK: Supported   —: Not supported

*1 : Service Pack 2 or later must be applied
*2 : Service Pack 4 or later must be applied
*3 : To use Windows 7, the version of Adobe Acrobat needs to be compliant with Windows 7.
    Otherwise, the search function of Adobe Acrobat is not guaranteed.
    For more information, refer to the Adobe Systems Incorporated Web site.

- **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: 40 MB
- Adobe Acrobat 9 Standard: 830 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)

> - The ScanSnap may not function if it is connected to the USB port on the keyboard or the monitor.
> - Use a powered hub equipped with an AC adapter if you are using a commercially available USB hub.
> - To connect the ScanSnap with USB 2.0, it is required that the USB port and the USB hub be compliant with USB 2.0. The scanning speed might be reduced if the ScanSnap is connected with USB 1.1. Therefore, use the USB 2.0 compatible one if your computer has the USB 2.0 compatible port.
> - If the CPU and memory do not meet the required specifications, scanning speed will be reduced.
> - According to your Windows system disk management, the actual increase in used disk space after installation may differ from the required disk space.
> - Disk space approximately three times as large as the resulting scanned file is required when scanning documents.

22

The following shows the image data size criteria when scanning a one-sheet color document in simplex mode.

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

Image data size criteria (KB)

Color mode	Auto	Normal	Better	Best	Excellent
Color	438.4	295.1	442.4	859.3	2921.4
Gray	393.4	264.3	390.0	753.1	2500.4
B&W	175.8	112.0	183.5	352.1	1630.2
Color high compression	209.8	164.2	222.5	156.8	—

■ Mac OS

● **Operating system**

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

Supplied 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
Adobe Acrobat 8 Professional	— (*3)	OK (*4)	OK (*5)

OK: Supported   —: Not supported

*1 : It is recommended to apply the latest updates to 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.
*3 : To use Mac OS X v10.6, the version of Adobe Acrobat needs to be compliant with Mac OS X v10.6.
    For more information, refer to the Adobe System Incorporated Web site.
*4 : When the provided Adobe Acrobat 8 Professional has been updated
*5 : Mac OS X v10.4.3 or later is required

● **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
  – Adobe Acrobat 8 Professional: 1,120 MB

> - It is recommended to apply the latest updates to the Mac OS.
> - The ScanSnap may not function if it is connected to the USB port on the keyboard or the monitor.
> - Use a powered hub equipped with an AC adapter if you are using a commercially available USB hub.
> - To connect the ScanSnap with USB 2.0, it is required that the USB port and the USB hub be compliant with USB 2.0. The scanning speed might be reduced if the ScanSnap is connected with USB 1.1. Therefore, use the USB 2.0 compatible one if your computer has the USB 2.0 compatible port.
> - If the CPU and memory do not meet the required specifications, scanning speed will be reduced.
> - Disk space approximately three times as large as the resulting scanned file is required when scanning documents.

The following shows the image data size criteria when scanning a one-sheet color document in simplex mode.

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

Image data size criteria (KB)

Color mode	Auto	Normal	Better	Best	Excellent
Color	438.4	295.1	442.4	859.3	2921.4
Gray	393.4	264.3	390.0	753.1	2500.4
B&W	175.8	112.0	183.5	352.1	1630.2

Turning the ScanSnap On/Off

This section describes how to turn the ScanSnap on/off.

The ScanSnap is turned on/off in conjunction with the computer. Ordinarily, you do not need to manually turn the ScanSnap on/off if it is connected to a computer.

● **Turning the ScanSnap on**

With the computer power on, open the ADF paper chute (cover).

⇒ The [Scan] button blinks blue, indicating the ScanSnap is turning on.

> The ScanSnap might perform initialization several times during startup.

● **Turning the ScanSnap off**

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

> - After putting the Extension away, close the ADF paper chute (cover).
> - When stowing away the stacker, make sure that it does not become lose. If the ADF paper chute (cover) is closed when the stacker is lose, the ScanSnap will not be turned off.
> - It may take 2 to 3 minutes until the [Scan] button goes off after the computer is turned off.

● **ScanSnap Sleep state**

When the ScanSnap is left open, it enters a "sleep" mode after 15 minutes without use.

⇒ In the sleep state, the ScanSnap internal lamps blink slowly.

Paper Sizes of Documents to Be Scanned

Paper sizes of documents to be scanned are as follows:

Without Using the Carrier Sheet

Paper type	Standard office paper, post cards, business cards
Weight	52 to 127 g/m^2 (14 to 21 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 of long page scanning (*1) 216 × 863 [mm] (8.5 × 34 [in])

*1 : Long page scanning is available only when the [Scan] button on the ScanSnap is pressed for 3 seconds.

- Documents hand-written with a pencil may be smeared during a scan. It is recommended that you use the Carrier Sheet. If you scan such documents without using the Carrier Sheet, clean the rollers as often as possible. If not, the rollers of the ScanSnap get dirty and multi-feeding may be caused.
  For details about how to clean rollers, refer to "Cleaning the Inside of the ScanSnap" (page 333).
- 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)
  - Documents larger than 216 × 863 mm (width: 8.5 [in] length: 34 [in])
  - Materials other than paper such as the fabric, metal foil, transparency, or plastic card
- Scanning the following types of documents without using the Carrier Sheet can result in the documents being damaged or scanned incorrectly: It is recommended that you use the Carrier Sheet.
  - Documents smaller than 50.8 × 50.8 mm (width: 2 [in] Length: 2 [in])
  - Documents thinner than 52 g/m^2 (14 lb)
  - Documents of nonuniform thickness (e.g. envelopes and paper sheets with other paper sheets attached)
  - Wrinkled or curled documents
  - Folded or torn documents
  - Tracing paper
  - Coated paper
  - Photographs (printing paper)
  - Perforated or punched documents
  - Documents of odd shape (not square or rectangular)
  - Documents of different widths
  - Carbon paper or thermal paper
  - Documents with photographs or sticky notes attached
- Carbonless paper may contain chemicals that can damage the pad assy or rollers.
  For best use of your ScanSnap, when scanning carbonless paper, note the following.
  - It is recommended to scan with a Carrier Sheet
  - Multiple sheets of carbonless paper can be directly scanned. However, to preserve the efficiency of the scanner, make sure to clean it regularly. According to the type of carbonless paper, the life span of the scanner may become shorter when compared to scanners used to scan only general office paper.

With the Carrier Sheet

Paper type	Standard office paper, post cards, business cards, photograph, clipping
Weight	Up to 127 g/m^2 (Up to 34 lb) Up to 63.5 g/m^2 (Up to 17 lb) (*)

Size	Carrier Sheet Size (216 × 297 mm)
	 Letter (8.5 × 11 in (216 × 279.4 mm))
	 11 × 17 in (279.4 × 431.8 mm) (*)
	 A3 (297 × 420 mm) (*)
	 A4 (210 × 297 mm)
	 A5 (148 × 210 mm)
	 A6 (105 × 148 mm)
	 B4 (JIS) (257 × 364 mm) (*)
	 B5 (JIS) (182 × 257 mm)
	 B6 (JIS) (128 × 182 mm)
	 Post card (100 × 148 mm)
	 Business card (90 × 55 mm, 55 × 90 mm)
	 Custom
	     Width: 50.8 to 216 mm (2 to 8.5 in)
	     Length: 50.8 to 297 mm (2 to 11.69 in)

*: Fold in half when scanning.

- Do not write on, color, stain, or cut the portion striped in black and white on the Carrier Sheet. Doing so may prevent the document from being correctly scanned with the Carrier Sheet.
- Do not place the Carrier Sheet upside-down on the ScanSnap. Doing so can cause a paper jam, or damage the Carrier Sheet.
- Do not leave a document on the Carrier Sheet for an extended period of time. The ink on the document might be transferred onto the Carrier Sheet.
- Do not leave the Carrier Sheet in locations that are exposed to elevated temperatures; for example, locations exposed to direct sunlight or near a heating apparatus, for an extended period of time. Do not use the Carrier Sheet under high-temperature conditions. If used under such a condition, it may be deformed.
- Do not bend or forcefully pull the Carrier Sheet.
- Do not use a damaged Carrier Sheet. Doing so can damage the ScanSnap or cause a malfunction.
- To avoid deformation of the Carrier Sheet, do not put anything heavy on it and keep it on a level surface when not in use.
- Be careful not to cut your fingers when touching the edge of the Carrier Sheet.
- Do not insert more than one small-size material such as pictures and post cards in the Carrier Sheet per scan. Doing so can cause a paper jam. It is recommended to scan small-size materials one at a time.
- If a paper jam occurs frequently, feed about 50 sheets of Plain Paper Copier (PPC) or recycled paper, and then scan the document by using the Carrier Sheet.
 You can use either unused or used PPC/recycled paper.

Loading Documents

Load documents onto the ScanSnap as follows:

1. Check the number of sheets in the document stack.

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

For A4-size paper or smaller: A document stack of 5 mm or less
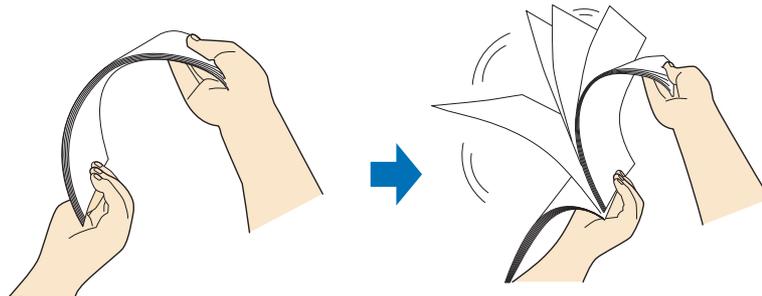
(50 sheets at 80 g/m^2 or at 20 lb)

> ⚠ If you try to scan more sheets that can be loaded, the following problems may occur.
> - A file may be improperly created due to an excessive file size.
> - A paper jam or other irregular feeding may occur.

2. To prevent paper jams, fan the document.

1. Hold the document with both hands and fan it out as shown in the figure below.

2. Turn the document by 90 degrees, and then fan it in the different orientation again.

3. Straighten the edges of the document, and load it onto the ScanSnap so that the top edges of the paper form a step-like pattern.

Step-like

Scanning direction
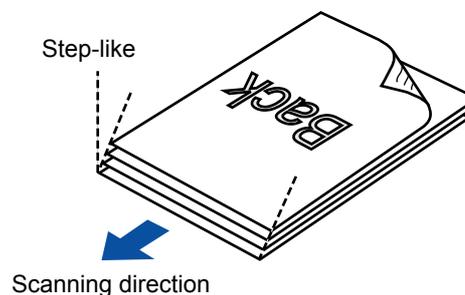
> ⚠ If the document is scanned with its both edges not straightened, the document might be jammed or be damaged.

29

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

ADF paper chute (cover)
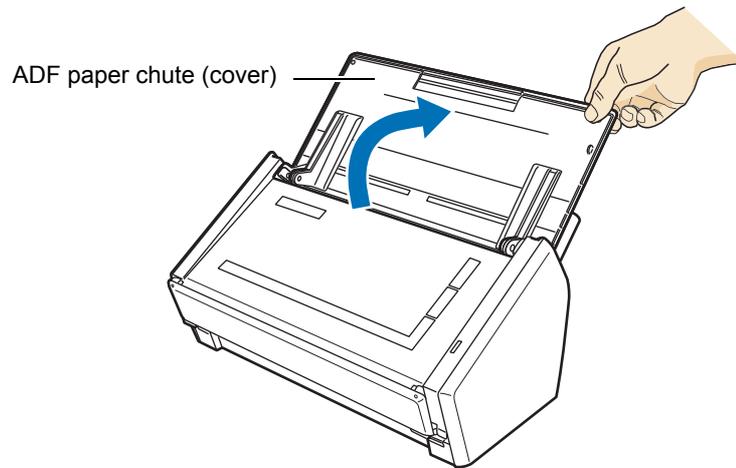
5. **Pull the stacker on the ADF top section towards you.**
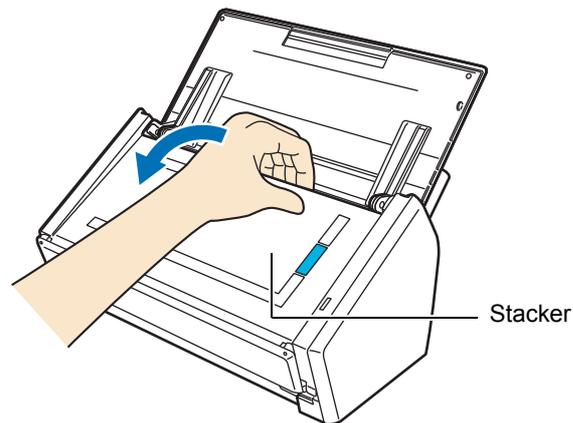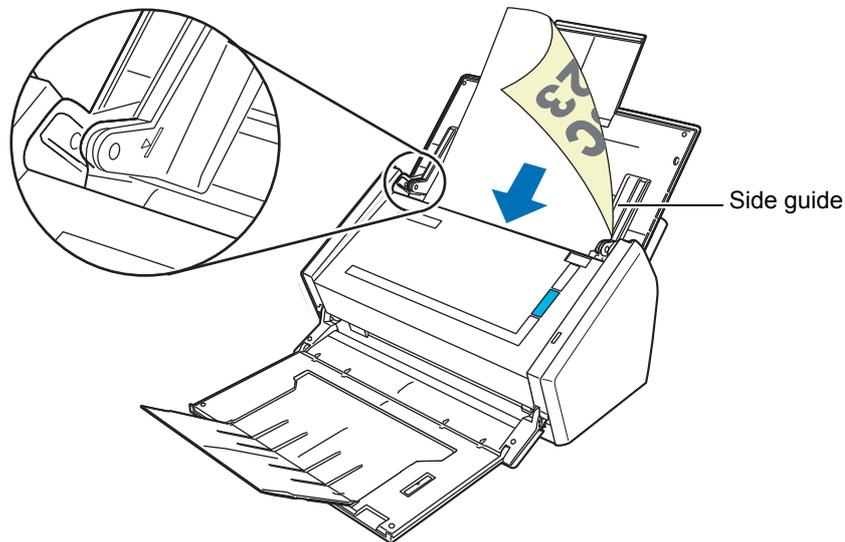
Stacker

6. **Pull out the extension of the ADF paper chute (cover), and open the stacker.**

Extension

Stacker
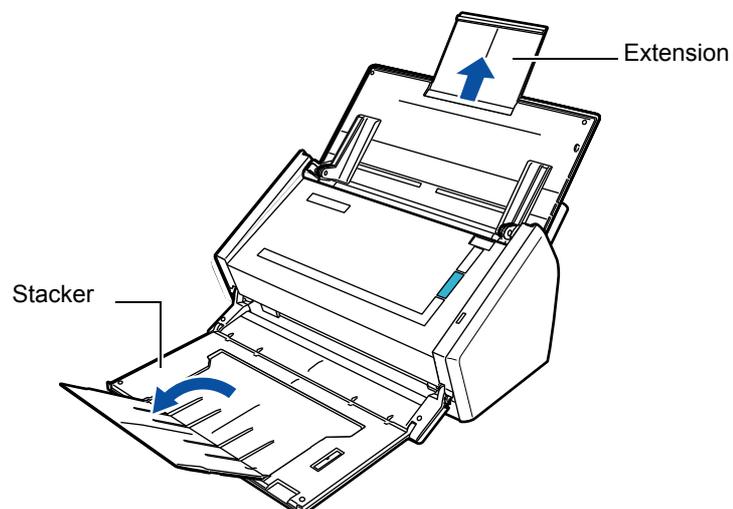
7. Load the document onto the ADF paper chute (cover).

Load the document face-down (so that you are looking at the back of the last page) and top-first onto the ADF paper chute (cover). Do not load the document beyond the reference marks on the side guide.

Side guide

- Do not load the documents of more than 50 sheets (80 g/m^2 or 20 lb).

  Windows

- Right-click the ScanSnap Manager taskbar icon

  , 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 selected, load the documents face-up and bottom-first.

  In Windows 7, the ScanSnap Manager icon is displayed in the menu that appears when you click ▲ in the taskbar.
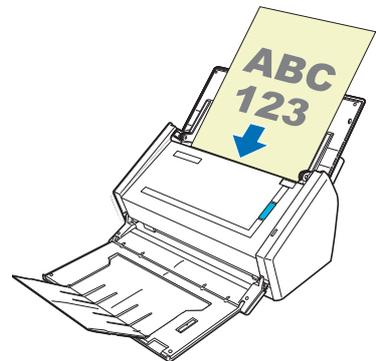
8. Adjust the side guides to the document width.

Move the side guides so that there is no gap between the document edge and side guide on both sides.
Doing so reduces skewing of the document during scanning.

Paper
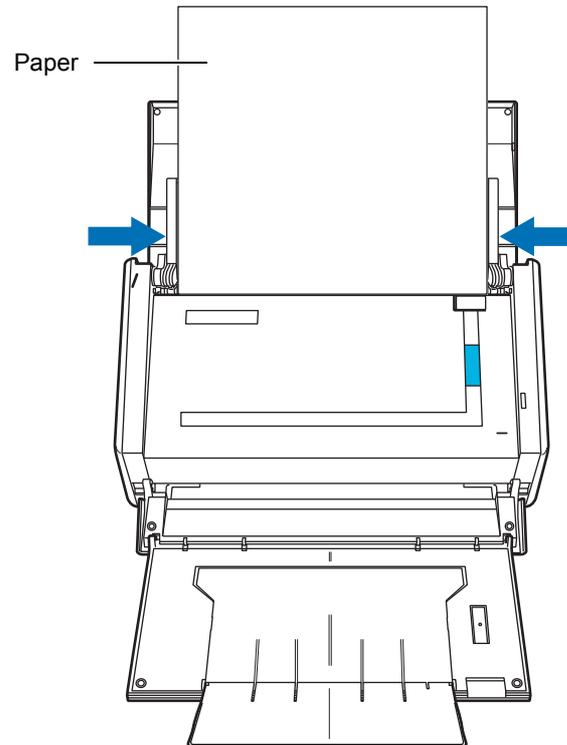
Basic Flow of Operations

This section describes the flow of operations for scanning documents.

You can scan documents in two different ways. Use either way according to your preference.

- Using the Quick Menu

  After the scanning of a document is complete, select an action to be performed from the Quick Menu.

  Beginners can use the Quick Menu to easily operate the ScanSnap.

- Without using the Quick Menu

  Before scanning a document, select the desired profile.

> You can specify whether to use the Quick Menu to scan documents, by using the [Use Quick Menu] check box, on the ScanSnap setup dialog box/window.
> Open the ScanSnap setup dialog box/window by the following procedure:
>
> **Windows**
>
> Right-click the [ScanSnap Manager] icon ⑤ 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 ⑤ 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 action is performed. If interacting with an application, the application dialog box/window appears.
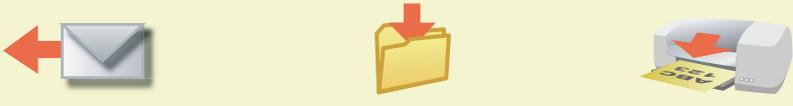
Scan to E-mail

Scan to Folder/
Scan to Picture Folder (*)

Scan to Print

*: Windows only

Installing the Software

This chapter describes the outline of the software supplied with the ScanSnap, the installation procedure of Adobe Acrobat, Scan to Microsoft SharePoint and trial programs, and the installation procedure of ScanSnap Manager for S1500 used on Mac OS and S1500M used on Windows.

For details about how to install the software on the ScanSnap Setup DVD-ROM, refer to "Getting Started".

For S1500

This section describes the case for S1500.

■ Supplied Software

The following describes the overview and functions of each software application. Using these software applications, you can edit, manage, and organize the image data scanned.

- **ScanSnap Manager**

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

- **ScanSnap Organizer** **Windows**

    This software can be used to display image data (PDF and JPEG files) without opening them and to sort the files in the folders created according to the purpose.

- **CardMinder** **Windows**

    This software can be used to efficiently digitalize a large number of business cards. You can recognize characters on a business card, and create a database to facilitate card data management and searches.
    The data in the database can be printed or used with various applications.

- **Rack2-Filer V5.0 Trial Version** **Windows**

    This is a document filing software that can provide integrated management of digitalized paper documents (electronic documents) and digital data created with computer. You can use these functions with ease as if you file paper documents in actual binders.
    For Rack2-Filer supported languages, refer to the Rack2-Filer "Readme".

- **ABBYY FineReader for ScanSnap** **Windows**

    This software can be used to text-recognize the image data scanned using OCR (Optical Character Recognition) and to covert the data to Word, Excel, or PowerPoint files that can be edited.

- **Scan to Microsoft SharePoint** **Windows**

    You can save files in SharePoint and Office Live using the ScanSnap with simple steps.

- **Adobe Acrobat 9 Standard** **Windows**

    This is an industry standard application to create, edit, manage, and utilize electronic documents in PDF format.

■ Installing Adobe Acrobat

Follow the procedure to install Adobe Acrobat from the Setup DVD-ROM supplied with the ScanSnap.

> You can use Adobe Acrobat on the following operating systems:
> - Windows Vista
> - Windows XP (Service Pack 2 or later must be applied)
>
> Additional requirements are as follows:
> - Internet Explorer 6.0 or later
> - 1024 × 768 or higher resolution

> In Adobe Acrobat, you can view the scanned image data with the ScanSnap. You do not have to install Adobe Acrobat if the latest version is already installed on your computer.

Prepare the Adobe Acrobat DVD-ROM.

1. Insert the Adobe Acrobat DVD-ROM into the DVD-ROM drive.

⇒ The [AutoPlay] window appears.

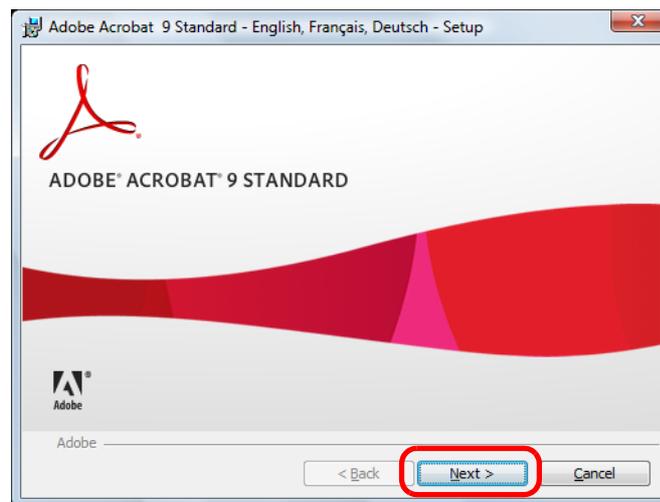## 2. Select [US English] in the [Select The Language] pop-up menu and click the [OK] button.
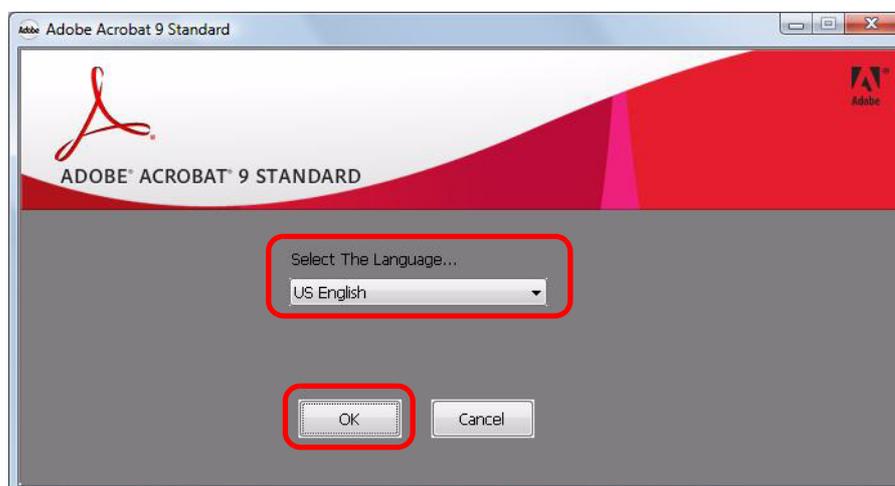
3. Click the [Install Adobe® Acrobat® 9] button.
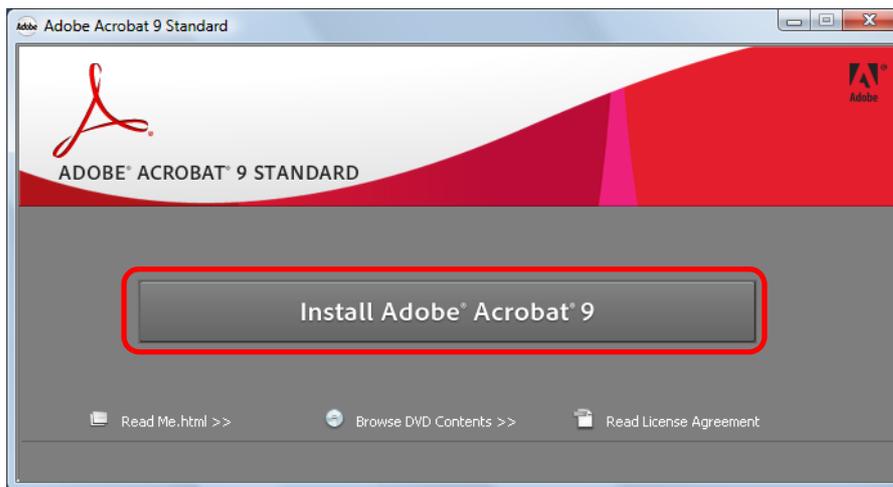
$\Rightarrow$ The [Adobe Acrobat 9 Standard - English, Français, Deutsch - Setup] window appears.

4. Click the [Next] button.

5. Follow the instructions on the screen to install.

- For more details about installing Adobe Acrobat, click [Read Me.html] on the [Adobe Acrobat 9 Standard] dialog box in Step 3. to read its procedure.
- For details about using Adobe Acrobat, refer to Adobe Acrobat Help.

■ Installing Scan to Microsoft SharePoint

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.

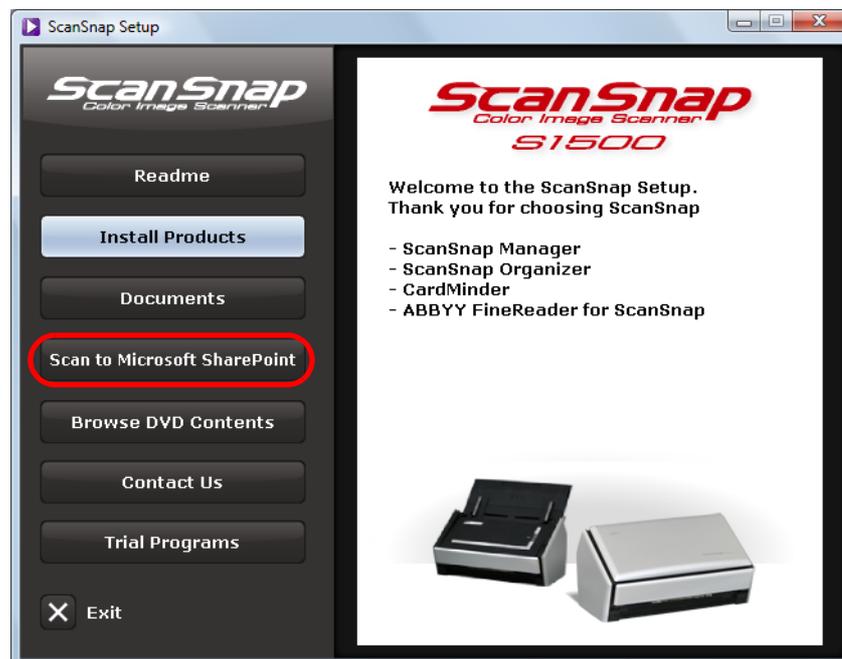## 1. Turn on the computer and log on as a user with Administrator privileges.

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

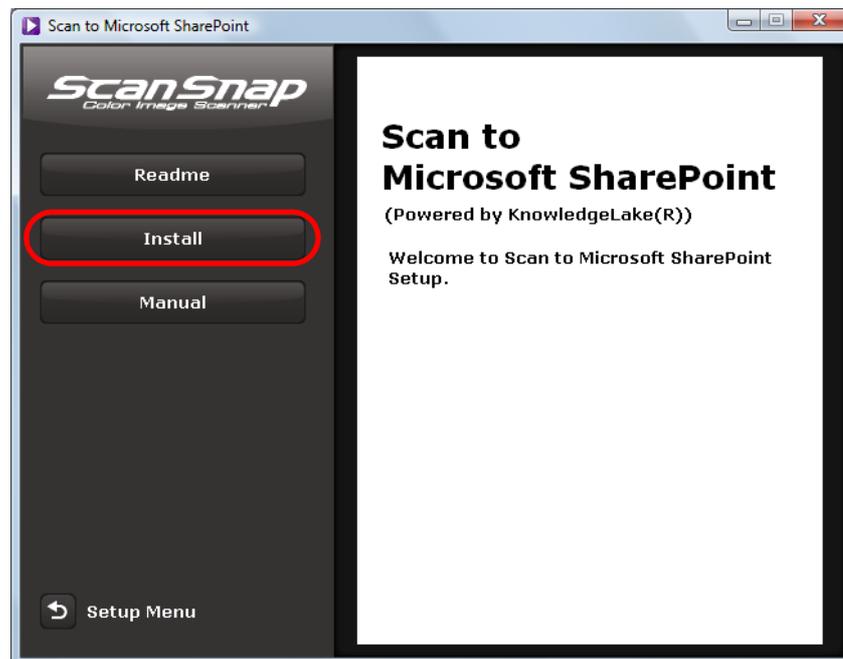⇒ The [ScanSnap Setup] dialog box appears.

> ☑ 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 ScanSnap Manager on Mac OS

Follow the procedure to install ScanSnap Manager from the Setup DVD-ROM supplied with the ScanSnap. For details about system requirements, refer to "System Requirements" (page 21).

> - After installing ScanSnap Manager, connect the ScanSnap to the computer. If you connect the ScanSnap to your computer before installing ScanSnap Manager, ScanSnap Manager may not running properly.
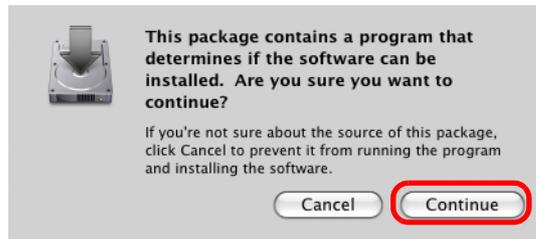> - Only one ScanSnap can be connected to a computer at a time.

1. Check that the ScanSnap is not connected to your computer.

2. Turn your computer on, and log in with an account that has admin rights.

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

⇒ The [ScanSnap] window appears.

4. Double-click the [ScanSnap Manager] icon.

5. Click the [Continue] button.

⇒ The [Welcome to the ScanSnap Installer] window appears.
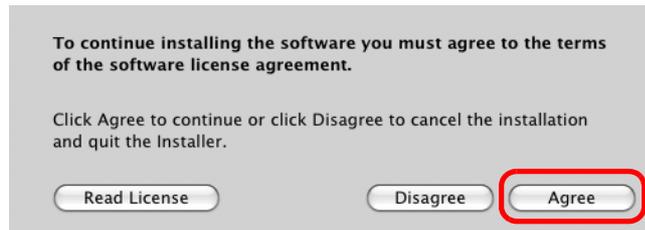
6. Click the [Continue] button.

⇒ The [Important Information] window appears.

7. Read the "Important Information", then click the [Continue] button.

⇒ The [Software License Agreement] window appears.

8. Read the "Software License Agreement", then click the [Continue] button.

42

9. To accept the agreement, click the [Agree] button.

⟹ The [Standard Install on "(*volume_name*)"] window appears.

10.Click the [Install] button.
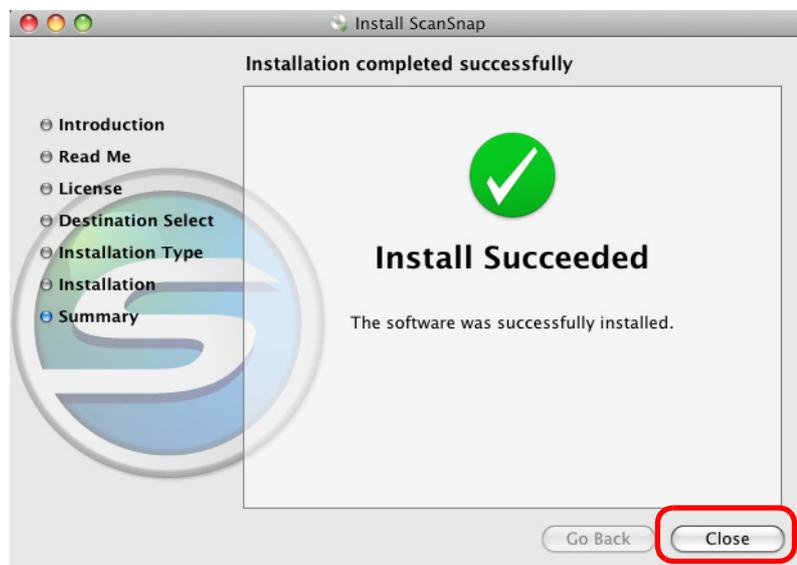

⟹ The installation is started.

The [Startup item registration] window appears.

11.Click the [OK] button.

⟹ When the installation is complete, the [Installation completed successfully] window appears.

12.Click the [Close] button.

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

■ Installing Trial Version Software

The following describes how to install trial version software.

> ✓ For details about the required operating environment, refer to the trial version software "Readme". The "Readme" can be displayed by clicking the [Readme] button on the trial version program setup dialog box.

1. Turn your computer on, and log on as a user with "Administrators" privileges.

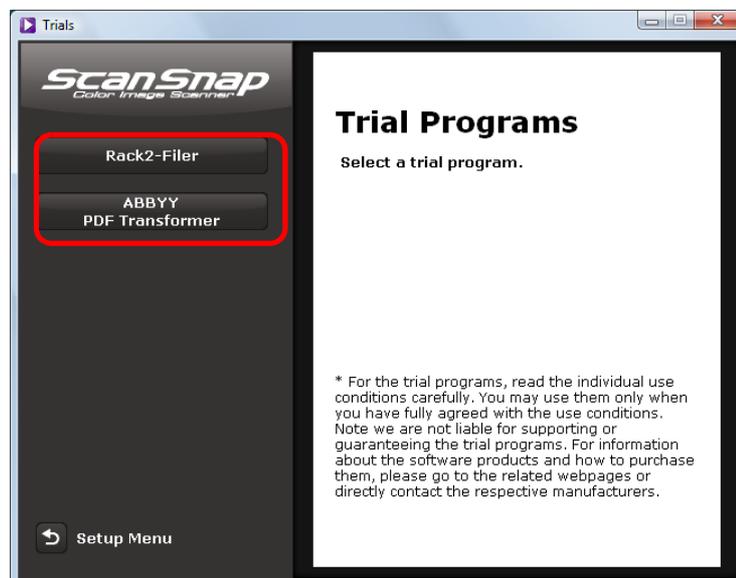## 2. Insert the Setup DVD-ROM into the DVD-ROM drive.

⇒ The [ScanSnap Setup] dialog box appears.

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

3. Click the [Trial Programs] button.

⇒ The [Trials] dialog box appears.

4. Click the button of the trial version software that you want to install.

⇒ The trial version program setup dialog box appears.

5. Click the [Install Products] button.

⇒ The installation starts.

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

> ☑
> - For more details about installation, refer to the trial version software "Readme".
>   The "Readme" can be displayed by clicking the [Readme] button on the trial version program setup dialog box.
> - For details about how to use the trial version software, refer to the software manual.
>   The software manual can be displayed by clicking the [Manual] button on the trial version program setup dialog box.

7. When the "InstallShield Wizard Complete" notification dialog box appears, click the [Finish] button.

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

For S1500M

This section describes the case for S1500M.

■ Supplied Software

The following describes the overview and functions of each software application. Using these software applications, you can edit, manage, and organize the image data.

- **ScanSnap Manager**

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

- **Cardiris** `MacOS`

  This software can be used to efficiently digitalize a large number of business cards by performing text recognition on them.

- **ABBYY FineReader for ScanSnap** `MacOS`

  This software can be used to text-recognize the image data scanned with the ScanSnap using OCR (Optical Character Recognition) and to covert the data to Word or Excel files that can be edited.

- **Adobe Acrobat 8 Professional** `MacOS`

  This is an industry standard application to create, edit, manage, and utilize electronic documents in PDF format.

■ Installing Adobe Acrobat

Follow the procedure to install Adobe Acrobat from the Setup DVD-ROM supplied with the ScanSnap.

> You can use Adobe Acrobat on the following operating systems:
> - Mac OS X v10.5
> - Mac OS X v10.4.3 or later
> Additional requirements are as follows:
> - 1024 × 768 or higher resolution

> In Adobe Acrobat, you can view the scanned image data with the ScanSnap. You do not have to install Adobe Acrobat if the latest version is already installed on your computer.

Prepare the Adobe Acrobat DVD-ROM.

1. Insert the Adobe Acrobat DVD-ROM into the DVD-ROM drive.

⇒ The DVD-ROM is detected automatically, the [Adobe Acrobat 8 Professional] window is displayed.

> - To remove the DVD-ROM, press the [⏏] button or [F12] key on the keyboard.
> - If the [Adobe Acrobat 8 Professional] window is not displayed, double-click the [Adobe Acrobat 8 Professional] icon in the desktop.

2. Drag and drop the [Adobe Acrobat 8 Professional] icon to the [Applications] icon.

⇒ [Adobe Acrobat 8 Professional] is copied to the [Applications] folder.

3. **When the copying is complete, follow the procedure to install Adobe Acrobat.**

1. Double-click the [Applications] icon.
2. Double-click [Adobe Acrobat 8 Professional] in the [Applications] folder.
3. Double-click the [Adobe Acrobat Professional] icon and follow the instructions on the screen to install.

- For more details about installing Adobe Acrobat, click [Read Me] on the [Adobe Acrobat 8 Professional] window in Step 2. to read its procedure.
- For details about using Adobe Acrobat, refer to Adobe Acrobat Help.

4. **When the installation is complete, remove the Adobe Acrobat DVD-ROM from the DVD-ROM drive.**

■ Installing ScanSnap Manager on Windows

Follow the procedure to install ScanSnap Manager from the Setup DVD-ROM supplied with the ScanSnap. For details about system requirements, refer to "System Requirements" (page 21).

> ❗ • After installing ScanSnap Manager, connect the ScanSnap to the computer. If you connect the ScanSnap to your computer before installing ScanSnap Manager, ScanSnap Manager may not running properly.
> • Only one ScanSnap can be connected to a computer at a time.

1. Check that the ScanSnap is not connected to your computer.

2. Turn your computer on, and log on as a user with "Administrators" privileges.

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

⇒ The [ScanSnap Setup] dialog box appears.

> ✔ If the [ScanSnap Setup] dialog box is not displayed, find "ScanSnap.exe" in the DVD-ROM drive by using "Explore" or "My Computer", and then double-click "ScanSnap.exe".

4. Click the [Install Products] button.
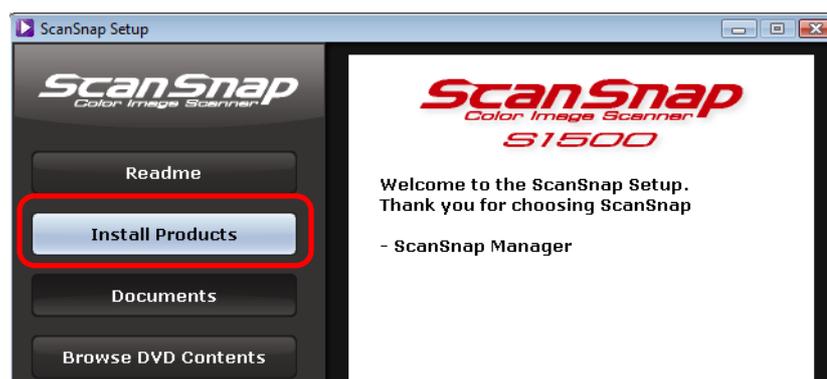
⇒ The [Welcome to the InstallShield Wizard for ScanSnap] dialog box appears.

5. Click the [Next] button.

⇒ The [ScanSnap Setup] dialog box appears.

6. **Check the contents of the message regarding anti-virus software, and click the [OK] button.**
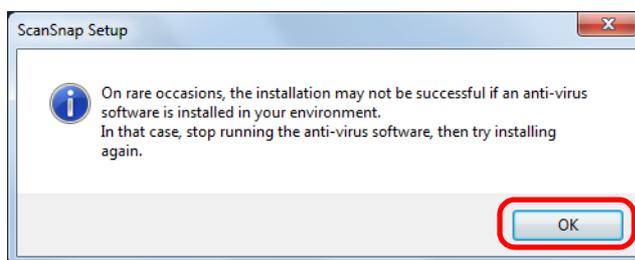
⇒ The [Select Features] dialog box appears.

7. **Click the [Next] button.**
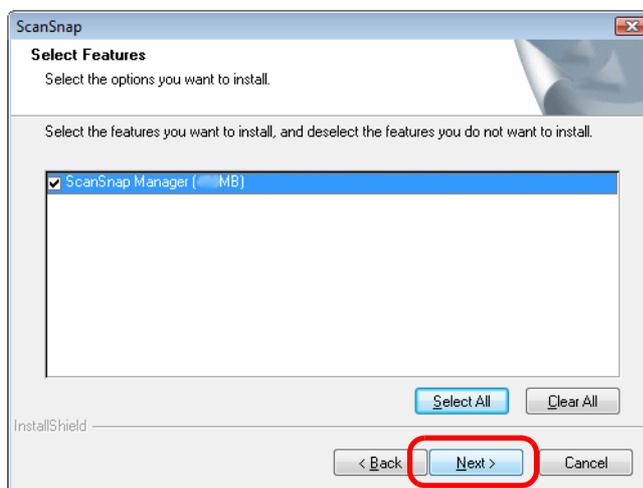
⇒ The [Choose Destination Location] dialog box appears.

8. **Check the destination folder and click the [Next] button.**

⇒ The [ScanSnap License Agreement] dialog box appears.

9. **Read the full text of the [ScanSnap License Agreement]. If you agree to the terms of this license, select [I accept the terms of the license agreement] and click the [Next] button.**

⇒ The [Start Copying Files] dialog box appears.

10. **Check the settings contents, and click the [Next] button.**

⇒ The installation is started.
When the installation is complete, the [InstallShield Wizard Complete] dialog box appears.

51

11.Click the [Finish] button.
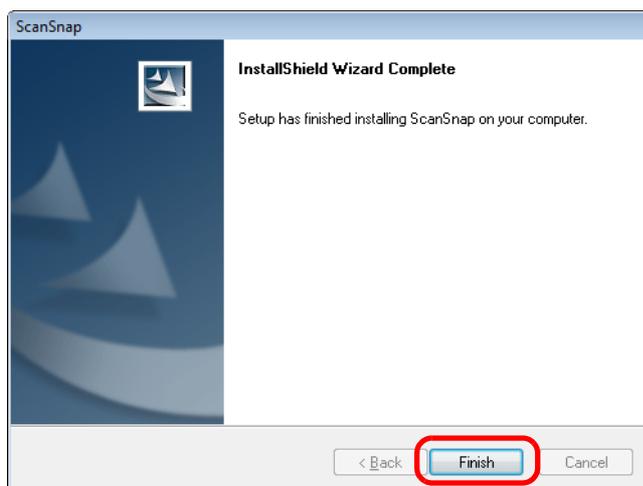
⇒ The [ScanSnap Setup] dialog box appears.

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

Using the ScanSnap (for Windows Users)

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

ScanSnap Manager Icon and Operations

All operations on the ScanSnap are managed in ScanSnap Manager.

Ordinarily, the [ScanSnap Manager] icon 🔵 is added to the taskbar at the lower right on the Windows desktop. The icon appears automatically on the taskbar when Windows starts.
The icon also indicates whether ScanSnap Manager is successfully communicating with the ScanSnap or not. The appearance of the icon changes according to the status of communication, as shown below.

Communication Status	Icon on the Taskbar
Communication is active	
Communication is not active	

Clicking this icon shows menus which you can use to start scanning, change scanning settings, and check the status of consumables.

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.
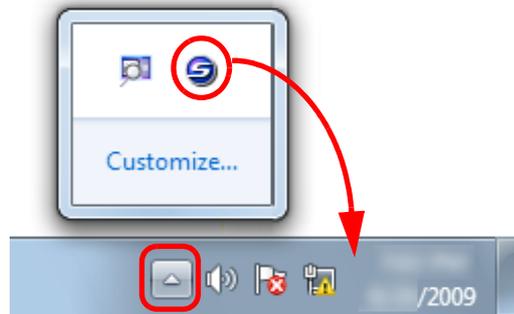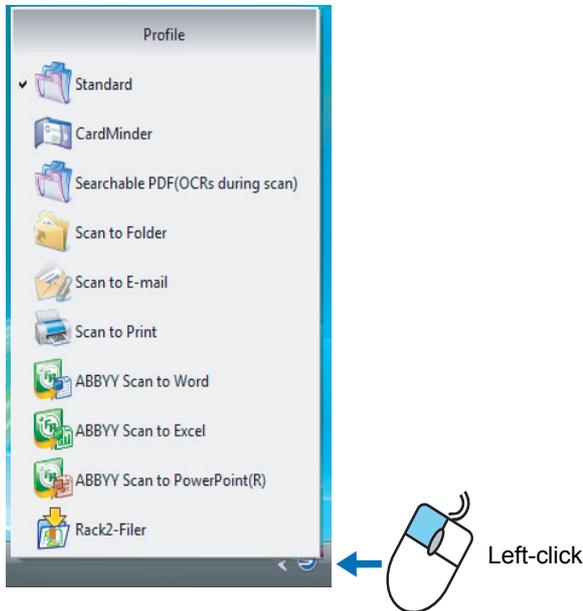
■ Right-Click Menu

This menu appears when you right-click the [ScanSnap Manager] icon ⑤ .

```
Duplex scan
Simplex scan

Scan Button Settings...
Profile Management...

Show scanning results

Check consumable supplies...

Help                          ▶

Exit
```

← Right-click

Item	Function
Duplex scan	Both the front and back of the document are scanned at the same time. Scanning is performed according to the settings configured in [Scan Button Settings].
Simplex scan	Only one side of the document is scanned at one time. Scanning is performed according to the settings configured in [Scan Button Settings].
Scan Button Settings	The ScanSnap setup dialog box appears. Scanning settings are configured in this dialog box. ⟹ "Changing Scanning Settings" (page 68)
Profile Management	The [ScanSnap Manager - Profile Management] dialog box appears. ⟹ "Saving Scanning Settings" (page 71)
Show scanning results	A message appears after scanning to inform you of the scanning results, whether blank pages were removed, and whether the orientation was changed. ScanSnap Manager Scan results are as follows : Blank page removal : No Image Rotation : No OK
Check consumable supplies	The [ScanSnap Manager - Check consumable status] dialog box appears. Reset consumable counters to 0 after you replace consumables. ⟹ "Consumables" (page 337)
Help	You can view the Help topics, the version information of ScanSnap Manager, and the [Online Update] (page 355) and [Preferences] dialog boxes.
Exit	You can exit ScanSnap Manager. ⟹ "Finishing ScanSnap Operation" (page 67)

■ Left-Click Menu

This menu appears when you left-click the [ScanSnap Manager] icon .

Selectable profiles are listed on the Left-Click Menu.

Left-click

By selecting a profile on the Left-Click Menu, you can switch to the previously saved scanning settings.

When 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 Scanning Settings" (page 71).

> To show the Left-Click Menu, clear the [Use Quick Menu] check box on the ScanSnap setup dialog box. The Left-Click Menu does not appear when this check box is selected.

How to Perform a Scan

This section describes 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.
> When the ScanSnap is already connected to your computer, you do not have to disconnect and reconnect.

3. Turn your computer on.

⇒ 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 54).

57

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

ADF paper chute (cover)

⇒ 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 the computer load, performance, and operating environment, such as when there are many programs running on the computer.

58

■ Using the Quick Menu

The scanning method described below is for the case when you use the Quick Menu.

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

- When the [ScanSnap Manager] icon 🅢 is not displayed, select the [Start] menu → [All Programs] → [ScanSnap Manager] → [ScanSnap Manager] to start up ScanSnap Manager. Generally, ScanSnap Manager is registered under [Startup] when installed, so that its icon is displayed on the taskbar when Windows starts.
  When it is not registered under [Startup], select the [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 54)

2. From the Right-Click Menu, select [Scan Button Settings].

⇒ The ScanSnap setup dialog box appears.

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 64).

59

4. Click one of the profile buttons.

Profile Buttons	Description
[Recommended] button	The settings are [Auto] for image quality and default for other settings. It is recommended to select this button when you want a high-quality scan of standard documents, and a higher quality scan of business cards, requiring a high level of text recognition.
[Small File] button	The settings are [Normal] (color/gray: 150 dpi, black and white: 300 dpi) for image quality and default for other settings. It is recommended to select this button when you wish to reduce the scanned file size.
[High Quality] button	The settings are [Best] (color/gray: 300 dpi, black and white: 600 dpi) for image quality and default for other settings. It is recommended to select this button when you want a high-quality scan.
[Customize] button	The default settings are same as the [Recommended] settings. Settings can be changed at your choice.

- By default, the [Recommended] button is selected.
- You cannot change the settings for the [Recommended], [Small File], and [High Quality] buttons. When you change the scanning settings, the button automatically switches to the [Customize] button.
  For details about how to change the scanning settings, file names, or save destinations, refer to "Changing Scanning Settings" (page 68).

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

6. Load the document into the ScanSnap.

For details about how to load a document into the ScanSnap, refer to "Loading Documents" (page 29).

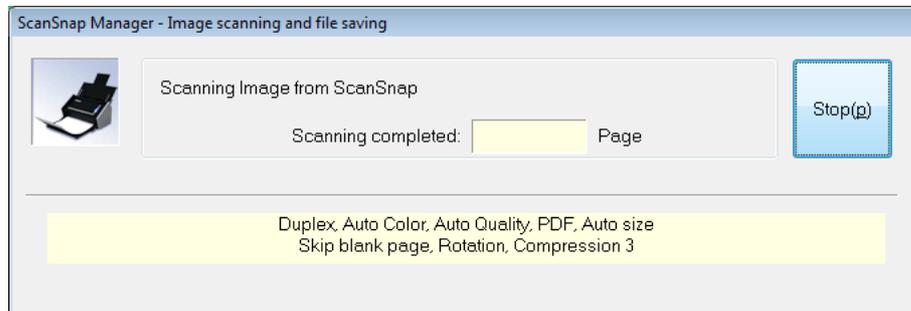## 7. Press the [Scan] button on the ScanSnap.

⇒ Scanning is started.

	• By default, the [Scan] button settings are set to [Duplex Scan (Double-sided)]. With ScanSnap Manager, you can switch the [Scan] button settings to [Simplex Scan (Single-sided)] mode. For details, refer to "Changing Scanning Settings" (page 68).
	• You can start scanning from the Right-Click Menu. For details, refer to "Right-Click Menu" (page 55).

	• Do not connect or disconnect the ScanSnap and other USB devices during the scanning operation.
	• Do not close the ADF paper chute (cover) during the scanning operation.
	• Do not switch users during the scanning operation. Doing so cancels scanning.

⇒ The [Scan] button on the ScanSnap blinks blue during the scanning operation.

The following dialog box appears to indicate the scanning status.

ScanSnap Manager - Image scanning and file saving

Scanning Image from ScanSnap

Scanning completed: _____ Page

Stop(p)

Duplex, Auto Color, Auto Quality, PDF, Auto size
Skip blank page, Rotation, Compression 3

⇒ When the scanning is complete, the Quick Menu appears.

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 Orga-nizer (*1)	PDF or JPEG files are created from the scanned image data, and ScanSnap Organizer is started to display the scanned images. Those 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.
Scan to CardMinder (*2)	Scanned card image data are text-recognized and managed in the card database. For details about how to operate after this button is selected, refer to "Scanning Business Cards" (page 132).
Scan to Folder	PDF or JPEG files are created from the scanned image data and saved in a specified folder (shared folder). For details about how to operate after this button is selected, refer to "Saving Data in the Specified Folder" (page 93).
Scan to E-mail	PDF or JPEG files are created from the scanned image data, and an e-mail program is started with the PDF or JPEG files attached to an e-mail message. For details about how to operate after this button is selected, refer to "Sending Files by E-Mail" (page 101).
Scan to Print	Scanned image data are printed with the printer. For details about how to operate after this button is selected, refer to "Using the ScanSnap as a Copy Machine" (page 111).
Scan to Word (*3)	Scanned image data are text-recognized and converted into Word files. For details about how to operate after this button is selected, refer to "Converting into Word/Excel/PowerPoint Documents" (page 125).

62

Item	Description
Scan to Excel (*3)	Scanned image data are text-recognized and converted into Excel files. For details about how to operate after this button is selected, refer to "Converting into Word/Excel/PowerPoint Documents" (page 125).
Scan to PowerPoint(R) (*3)	Scanned image data are text-recognized and converted into PowerPoint files. For details about how to operate after this button is selected, refer to "Converting into Word/Excel/PowerPoint Documents" (page 125).
Scan to SharePoint (*4)	Scanned image data are saved in SharePoint or Office Live. For details about how to operate after this button is selected, refer to "Saving Data in SharePoint" (page 138).
Scan to Rack2-Filer (*5)	PDF files are created from the scanned image data and saved in a binder in Rack2-Filer. For details about how to operate after this button is selected, refer to "Saving to Rack2-Filer" (page 148).
Scan to Picture Folder	Scanned image data are saved in the pictures folder. For details about how to operate after this button is selected, refer to "Saving Files to Picture Folder" (page 118).

*1 : The icon for this item is displayed only when ScanSnap Organizer is installed.

*2 : The icon for this item is displayed only when CardMinder is installed.

*3 : The icon for this item is displayed only when ABBYY FineReader for ScanSnap is installed.

*4 : The icon for this item is displayed only when Scan to Microsoft SharePoint is installed.

*5 : The icon for this item is displayed only when Rack2-Filer trial version (supplied with the Scan-Snap) or Rack2-Filer (v5.0 recommended) (bundled or sold separately) is installed.

- Before scanning documents of printed or handwritten text, on the ScanSnap setup dialog box, select the [Scanning] tab → the [Option] button → the [Setting for text only document] check box. For details on how to change scanning settings, refer to "Changing Scanning Settings" (page 68).
- The scaling factor of the scanned image data may vary slightly from the document size.
- When either ScanSnap Organizer, CardMinder, Rack2-Filer trial version supplied with the ScanSnap, or Rack2-Filer (V5.0 recommended) (bundled or sold separately) is started and becomes active, the ScanSnap automatically interacts with the active application, and the settings for the application are used for scanning. Automatic linkage is disabled when the application is not active or exited. For details about automatic linkage, refer to "Automatic Linkage with Applications" (page 85).
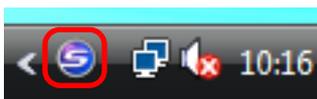
- When the Quick Menu is displayed, scanning cannot be performed with the ScanSnap. Before scanning another document, you have to select the action from the Quick Menu and complete it, complete an interaction with an application, or close the Quick Menu.
- Do not move, delete, or rename the scanned image data in other applications while the Quick Menu is displayed.

63
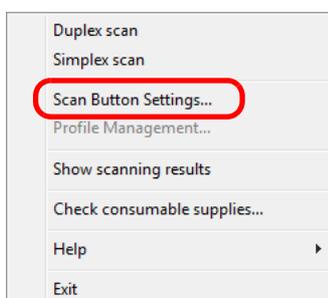
■ Without Using the Quick Menu

The scanning method described below is for the case when you are not using the Quick Menu.

1. Check for the [ScanSnap Manager] icon ⑤ on the taskbar as shown below.


> ☑
> - When the [ScanSnap Manager] icon ⑤ is not displayed, select the [Start] menu → [All Programs] → [ScanSnap Manager] → [ScanSnap Manager] to start up ScanSnap Manager. Generally, ScanSnap Manager is registered under [Startup] when installed, so that its icon is displayed on the taskbar when Windows starts.
>   When it is not registered under [Startup], select the [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 54)

2. From the Right-Click Menu, select [Scan Button Settings].

⇒ The ScanSnap setup dialog box appears.

3. Clear the [Use Quick Menu] check box.
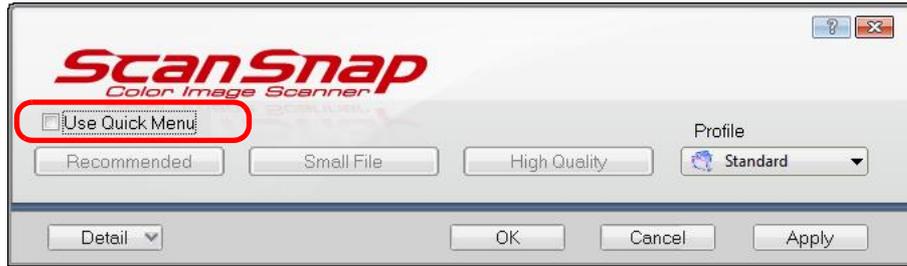
> ☑ When the [Use Quick Menu] check box is selected, an action to be executed after scanning and an interacting application cannot be specified.
> Refer to "Using the Quick Menu" (page 59) to select an action from the Quick Menu after documents are scanned.

4. Select a profile to be executed after scanning.

Select a profile using either of the following:

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

- Left-Click menu

5. Load the document into the ScanSnap.

For details about how to load the document into the ScanSnap, refer to "Loading Documents" (page 29).

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

⇒ Scanning is started.

- By default, the [Scan] button settings are set to [Duplex Scan (Double-sided)].
  With ScanSnap Manager, you can switch the [Scan] button settings to [Simplex Scan (Single-sided)] mode. For details, refer to "Changing Scanning Settings" (page 68).
- You can start scanning from the Right-Click Menu.
  For details, refer to "Right-Click Menu" (page 55).

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

⇒ The [Scan] button on the ScanSnap blinks blue during the scanning operation.
  The following dialog box appears to indicate the scanning status.

⇒ When scanning is complete, a selected action or interaction with another application starts.

- By default, documents are scanned on the following settings: [Image quality: Auto], [Color mode: Auto Color Detection], [Scanning side: Duplex Scan].
  For details about how to change the settings of scanning, refer to "Changing Scanning Settings" (page 68).
- Before scanning documents of printed or handwritten text, on the ScanSnap setup dialog box, select the [Scanning] tab → the [Option] button → the [Setting for text only document] check box.
- Application that starts after scanning varies depending on which option is selected on the [Application] tab in the ScanSnap setup dialog box. For more information, refer to the ScanSnap Manager Help.
- The scaling factor of the scanned image data may vary slightly from the document size.
- When either ScanSnap Organizer, CardMinder, or Rack2-Filer (bundled or sold separately) is started and becomes active, the ScanSnap automatically interacts with the active application, and the settings for the application are used for scanning. Automatic linkage is disabled when the application is not active or exited.
  For details about automatic linkage, refer to "Automatic Linkage with Applications" (page 85).

■ Finishing ScanSnap Operation

Exiting ScanSnap Manager

Select [Exit] from the Right-Click Menu.

In most cases, ScanSnap Manager does not need to be exited.

> ✓ You can no longer use the ScanSnap after exiting ScanSnap Manager.
> Select the [Start] menu → [All Programs] → [ScanSnap Manager] → [ScanSnap Manager] to start up ScanSnap Manager.

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 from the AC outlet.**

> ✓ The ScanSnap is turned on/off in conjunction with the computer or opening/closing of the ADF paper chute (cover). Ordinarily, you can forget about turning on/off the ScanSnap being connected to the computer.

Setting the ScanSnap

This section describes how to change and save scanning settings, automatically interact with applications, and about dialog boxes displayed during scanning.

■ Changing Scanning Settings

To change scanning settings for the ScanSnap, use the Right-Click Menu.
The following describes how to change the settings.

1. Open the ScanSnap setup dialog box.

Select [Scan Button Settings] from the Right-Click Menu.
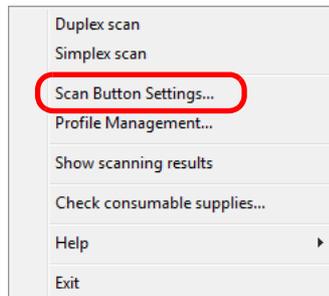
⇒ The ScanSnap setup dialog box appears.

> You can also display the ScanSnap setup dialog box by double-clicking the [ScanSnap Manager] icon 🅢 or simultaneously pressing the [Ctrl], [Shift] and [Space] keys on the keyboard.

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

Outline view
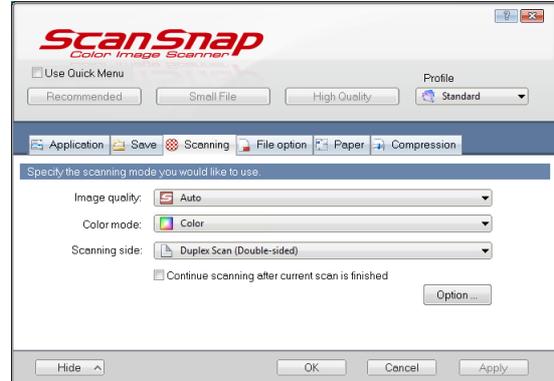
Detail view

> The display status of the ScanSnap setup dialog box when previously opened is saved. For example, if it was closed in detail view mode, the dialog box is displayed in detail mode the next time you open it.

3. **Change scanning settings on each tab on the ScanSnap setup dialog box.**

The following items can be changed on each tab:

For details, refer to ScanSnap Manager Help.

- [Application] tab
  - Application to be used with the ScanSnap
- [Save] tab
  - Folder in which scanned image data are saved
  - File name used for saving scanned image data
- [Scanning] tab
  - Scan mode

    (Which image quality to scan with, color, gray or black-and-white, simplex or duplex, 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].)

69

- [File option] tab
  - File format of a scanned image data (*.pdf, *.jpg).
  - Whether to text recognize a marked character string on the scanned image data and set the character string as a keyword for the PDF file.
    (Whether to text recognize only the first marked section or all marked sections to be added as keywords, and in which language to text recognize.)
  - Whether to text recognize character strings in the scanned image data to convert the PDF file to a searchable PDF file.
    (Whether to convert all pages or the first page only, and in which language to text recognize.)
  - Whether to include all scanned image data in a single PDF file, or create PDF files, each of which includes a preset number of pages.
  - Whether to password-protect the created PDF files.
- [Paper] tab
  - Paper size of the document to be scanned.
    ([Paper size] and [Carrier Sheet Settings])
  - Whether to detect multifeed.
- [Compression] tab
  - File size of scanned image data (compression rate).

> Settings for scanning vary depending on the scanning method.
> For details about items that can be set, refer to "Setting Items With/Without Quick Menu" (page 365).

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

⇒ Scanning settings are changed.

> If the [Scan] button on the ScanSnap is pressed while the ScanSnap setup dialog box is displayed, the dialog box is closed and scanning is started. In this case the contents being set are saved, and used for scanning.
> However, if the [Scan] button on the ScanSnap is pressed while dialog boxes other than the ScanSnap setup dialog box are displayed, scanning will not start.

■ Saving Scanning Settings

You can define up to 20 sets of preferences called profiles for scanning in the Left-Click Menu.

Only by clicking the [ScanSnap Manager] icon 🔵, you can easily retrieve and use the saved profiles.
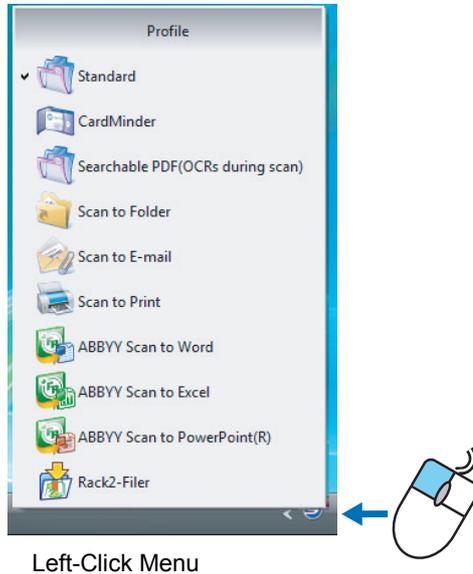
Left-Click Menu

Once the frequently used scanning settings are saved as profiles, you do not have to open the ScanSnap setup dialog box to change settings every time you scan documents. You can switch to an appropriate profile with simple point and click operations.

> The descriptions below apply to scanning operations <u>when the Quick Menu is not used</u>.
> Only a single profile can be saved for the case when the Quick Menu is used for scanning. For details about how to change profiles, refer to "Changing Scanning Settings" (page 68).

The following explains the operations.

Saving Profiles

1. **From the Right-Click Menu, select [Scan Button Settings].**
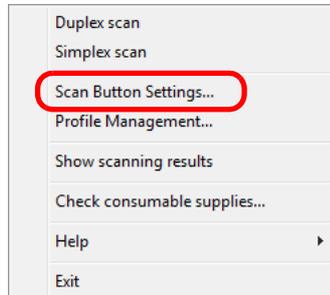
> Duplex scan
> Simplex scan
>
> Scan Button Settings...
> Profile Management...
>
> Show scanning results
>
> Check consumable supplies...
>
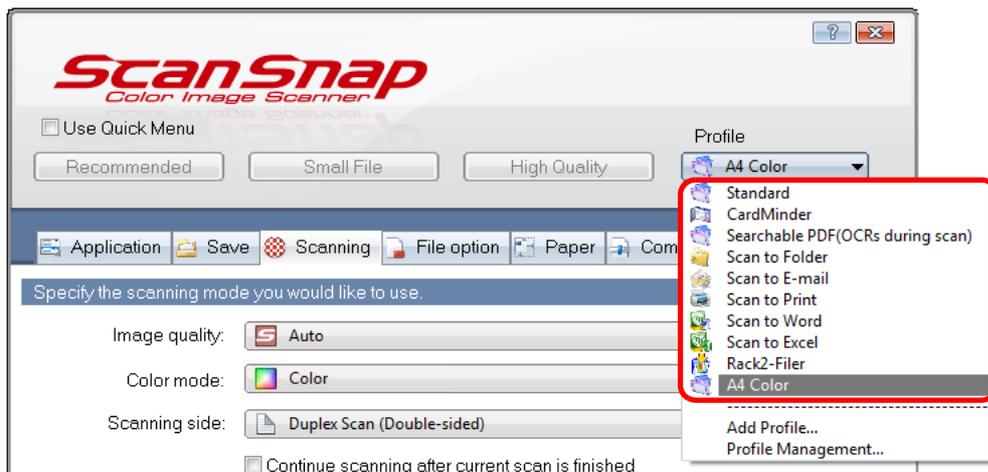> Help   ▶
>
> Exit

⇒ The ScanSnap setup dialog box appears.

2. **Clear the [Use Quick Menu] check box.**
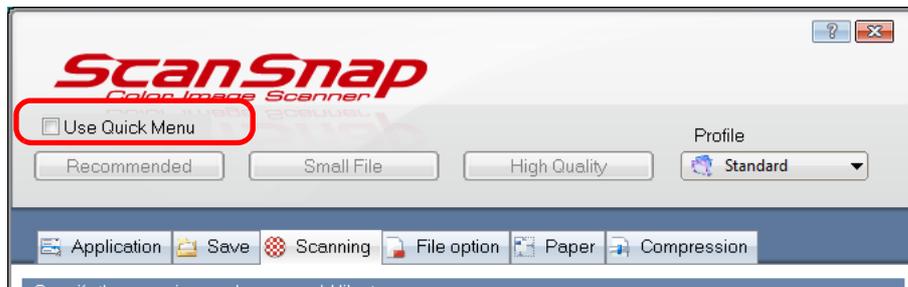
| ✓ | This function is not available when the [Use Quick Menu] check box is selected. |

3. Change scanning settings on each tab on the ScanSnap setup dialog box.

For details about each tab, refer to ScanSnap Manager Help.
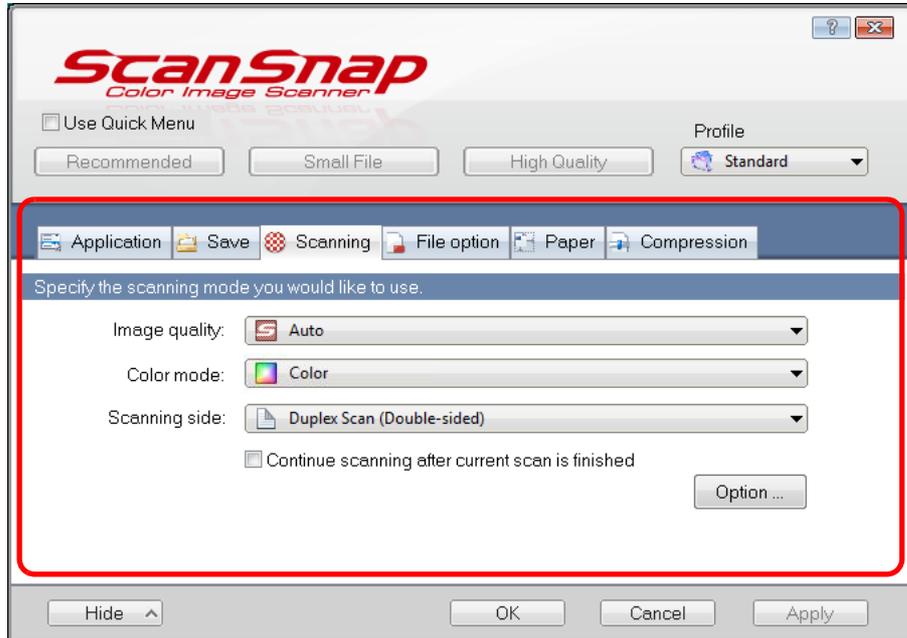
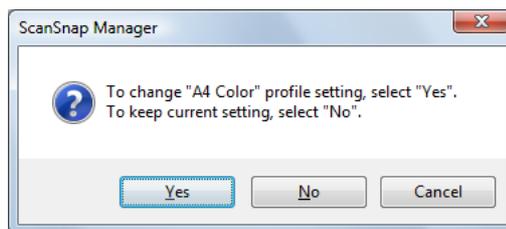**4.** Select [Add Profile] from the [Profile] drop-down list.
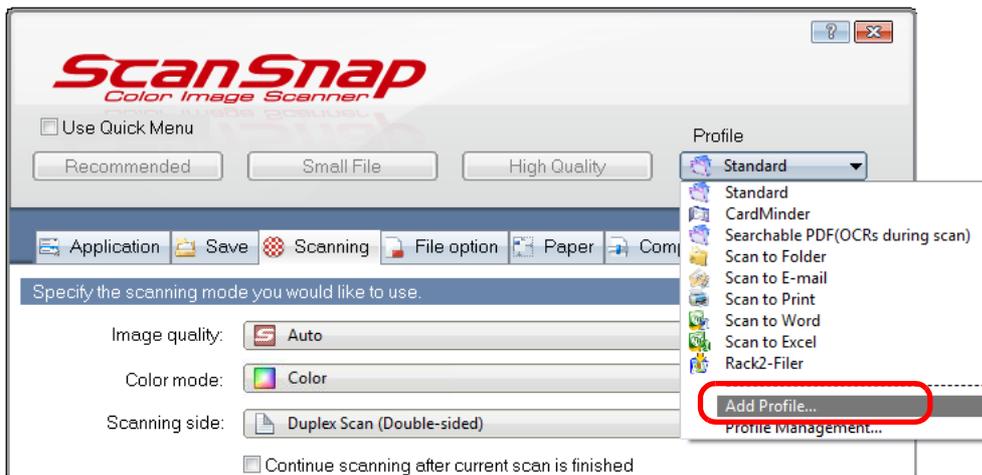
⇒ The [Add new profile] dialog box appears.

73

5. Type in a profile name, and then click the [OK] button.
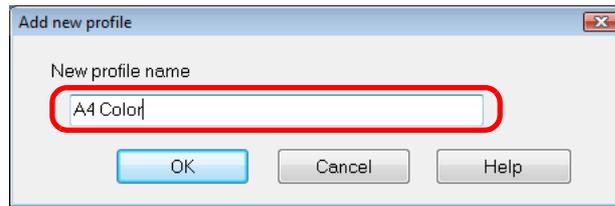
⇒ The new profile name appears in the [Profile] drop-down list.

74
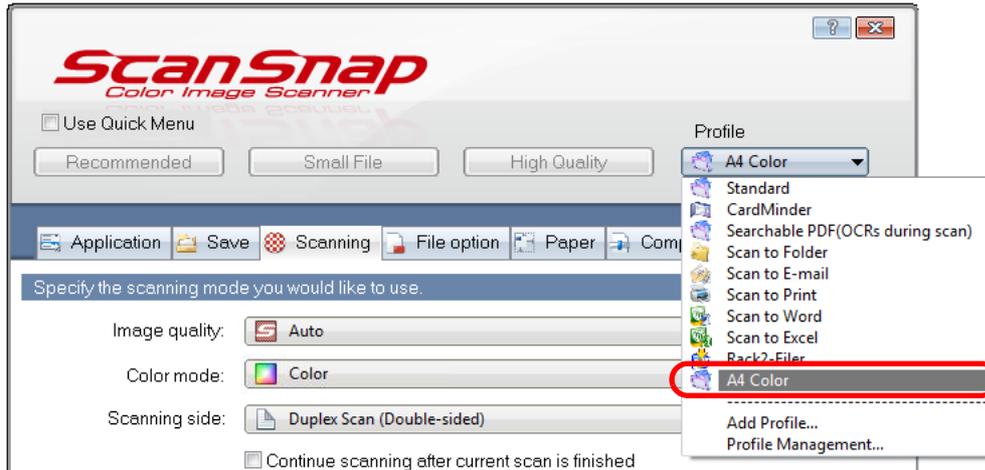
6. Click the [OK] button to close the ScanSnap setup dialog box.

⇒ Now, you have finished saving a new profile.

> ✓ • You can save up to 20 profiles, including the [Standard] profile.
> • You can change the displayed sequence 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 sequence.
>   3. Click the [Up] or [Down] button to move the profile up or down.
>
>
>
>   4. Click the [Close] button.
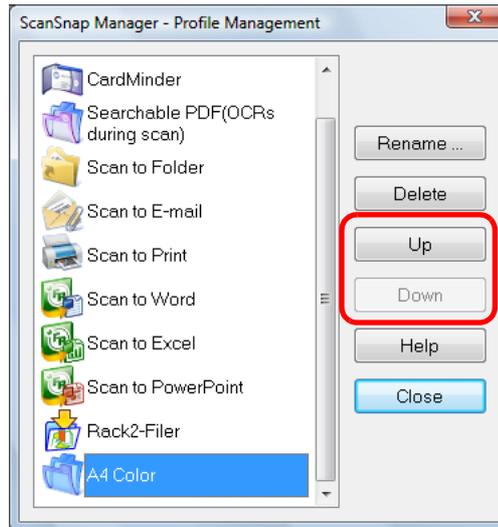
Changing Settings for Saved Profiles

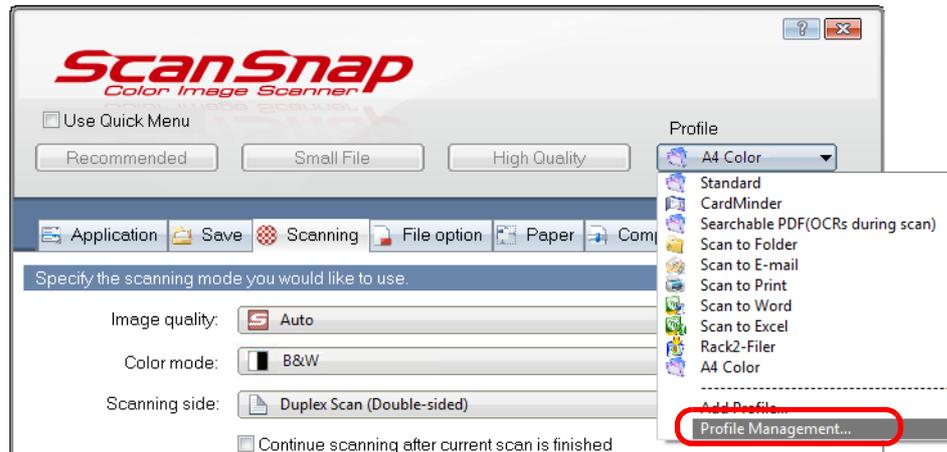### 1. From the Right-Click Menu, select [Scan Button Settings].
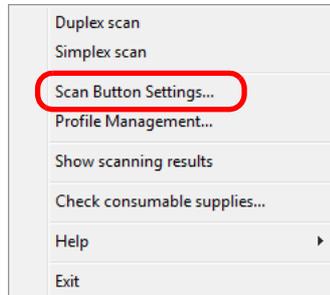
⇒ The ScanSnap setup dialog box appears.
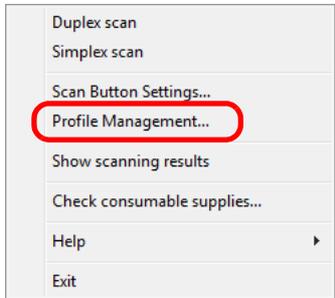
2. Clear the [Use Quick Menu] check box.
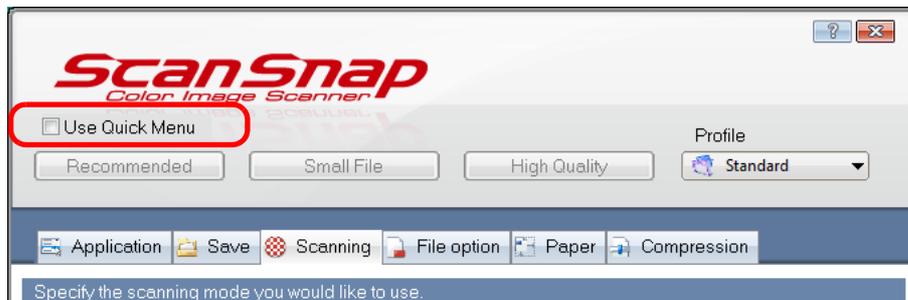
✓ This function is not available when the [Use Quick Menu] check box is selected.

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

4. **Change scanning settings on each tab on the ScanSnap setup dialog box.**

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

5. **When you finish changing the settings for the selected profile, click the [OK] button.**
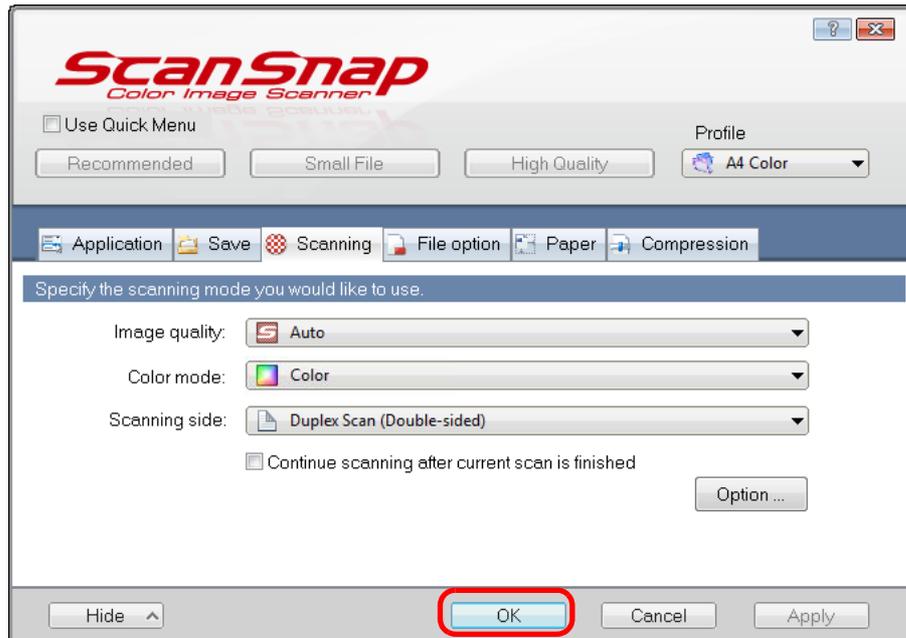
⇒ A confirmation message appears to ask whether you want to overwrite the profile with the new settings.

> ✓ If you select another profile from the [Profile] drop-down list before clicking the [OK] button, the following message appears.
>
>
>
> When the [Yes] button is clicked, the new settings made to the profile take effect, and the profile is switched to another one.
> When the [No] button is clicked, the modified settings are canceled, and the profile is switched to another one.

77

6. **To overwrite the profile, select the [Yes] button. When the [No] button is clicked, changes are saved to the [Standard] profile.**

ScanSnap Manager

The settings of the profile "A4 Color" have been changed.
Select [Yes] to save the new settings,
and select [No] to save settings as "Standard".

[Yes]   [No]   [Cancel]
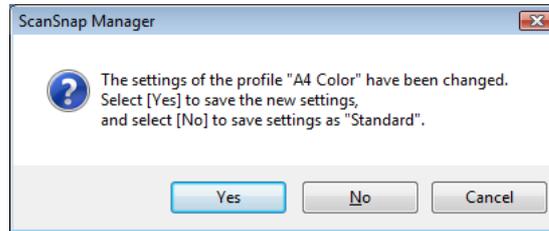
> When you have selected the [Standard] profile in Step 3., the confirmation message does not appear.
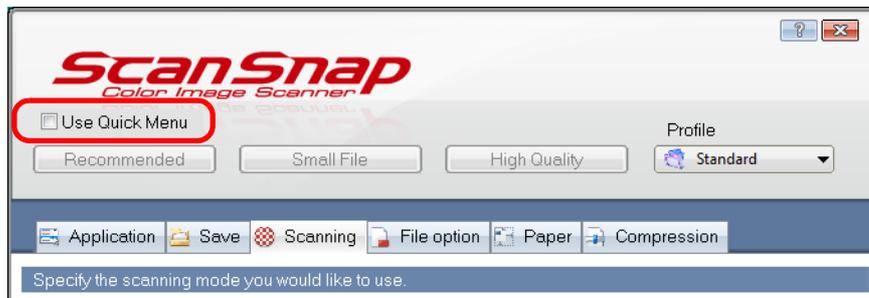
78

Renaming Profiles

1. **From the Right-Click Menu, select [Scan Button Settings].**
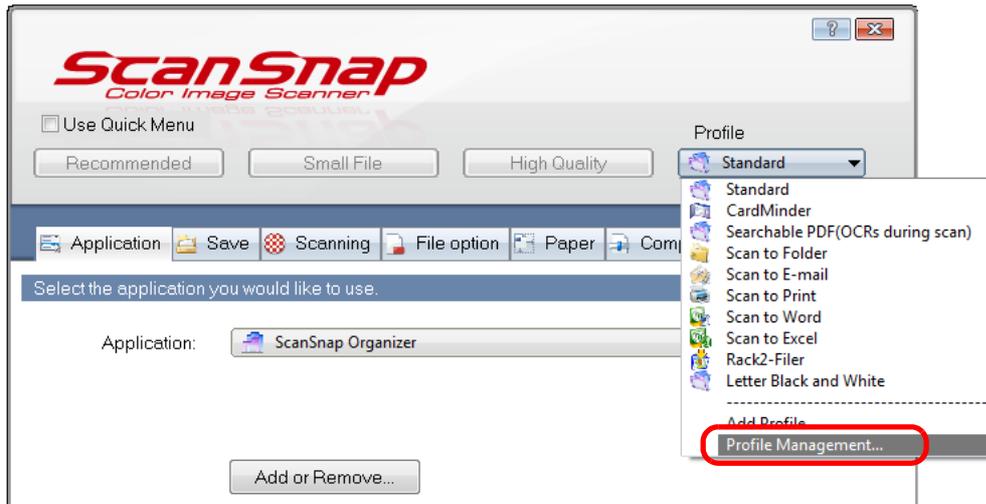

⇒ The ScanSnap setup dialog box appears.

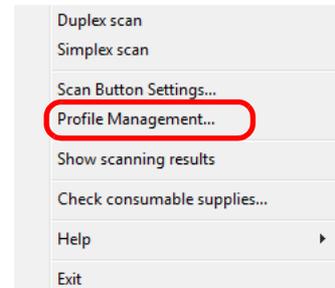**2.** **Clear the [Use Quick Menu] check box.**

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

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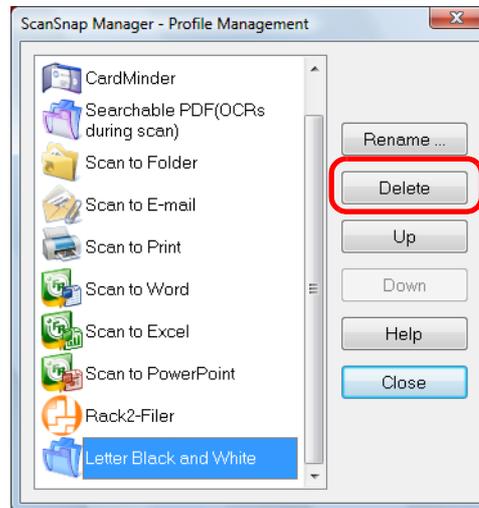

> You can also select [Profile Management] from the Right-Click Menu to open the [ScanSnap Manager - Profile Management] dialog box.

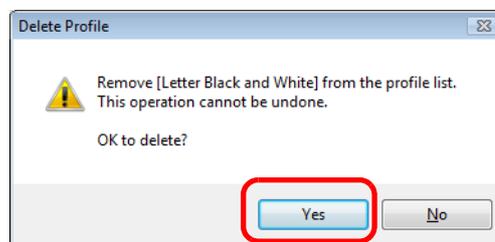⇒ The [ScanSnap Manager - Profile Management] dialog box appears.

4. **Select the profile you want to rename, and then click the [Rename] button.**
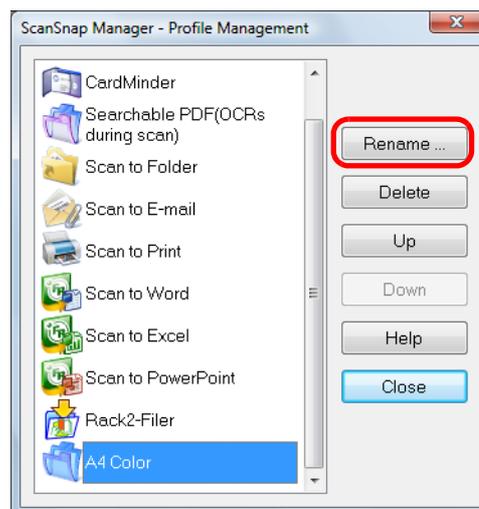
⇒ The [Rename] dialog box appears.

80

5. **Type in a new name, and then click the [OK] button.**
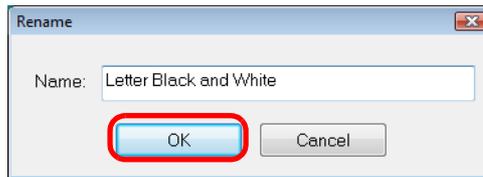
⇒ The selected profile is renamed.
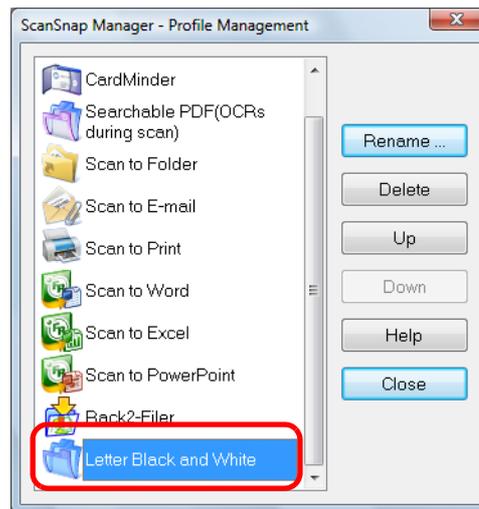
6. **Click the [Close] button to close the [ScanSnap Manager - Profile Management] dialog box.**

Deleting Profiles
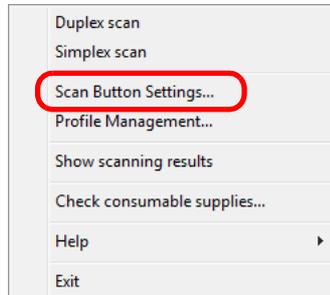
1. **From the Right-Click Menu, select [Scan Button Settings].**

⇒ 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 select [Profile Management] from the Right-Click Menu to open the [ScanSnap Manager - Profile Management] dialog box.

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

4. **Select the profile you want to delete from the list, and then 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.**

84

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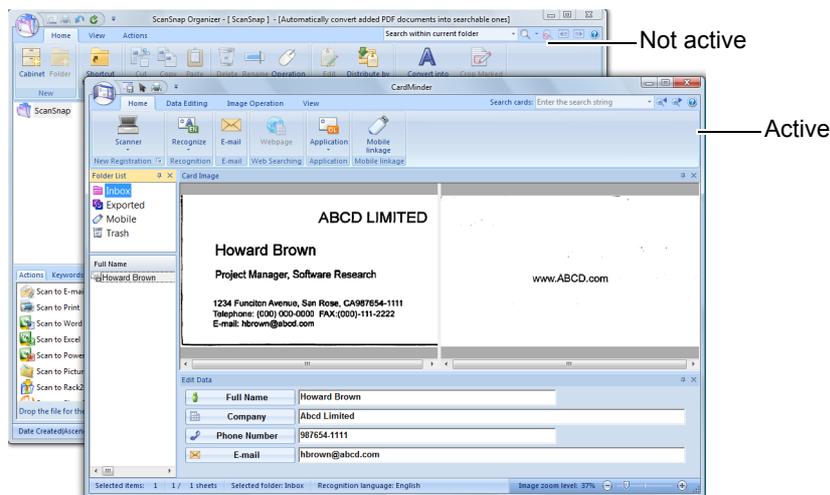
   The example above shows ScanSnap Manager automatically linking with CardMinder when CardMinder dialog box is in front (active).

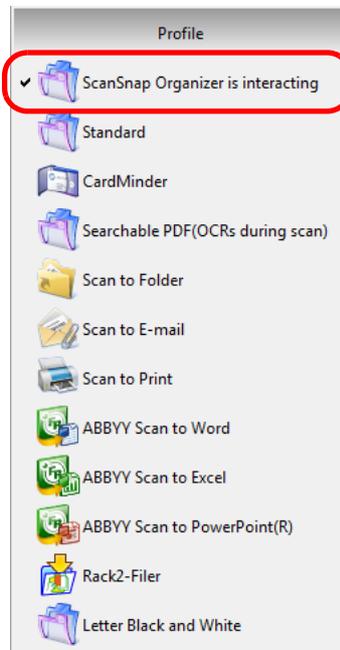● **Always link when one of the above applications is running**

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".
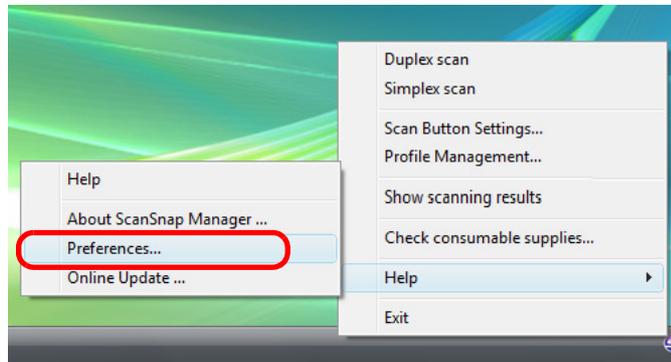

When ScanSnap Organizer is automatically interacting with ScanSnap Manager
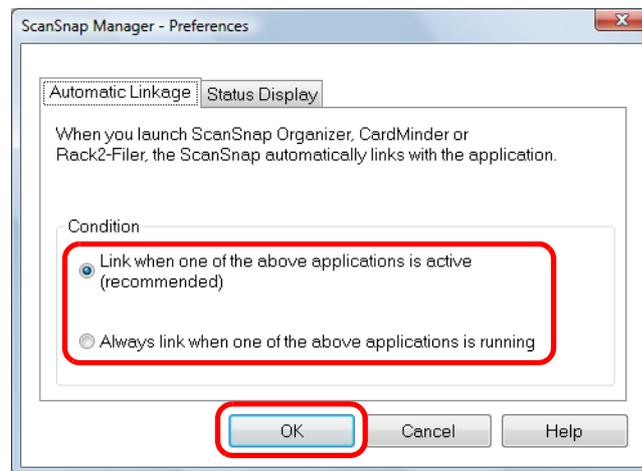
Changing Automatic Linkage Mode

Follow the procedure below to change automatic linkage mode options.

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

⇒ 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 Scan 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 of the file that have been saved, and overview of the current settings for scanning. You can also stop scanning with the ScanSnap by clicking the [Stop] button.
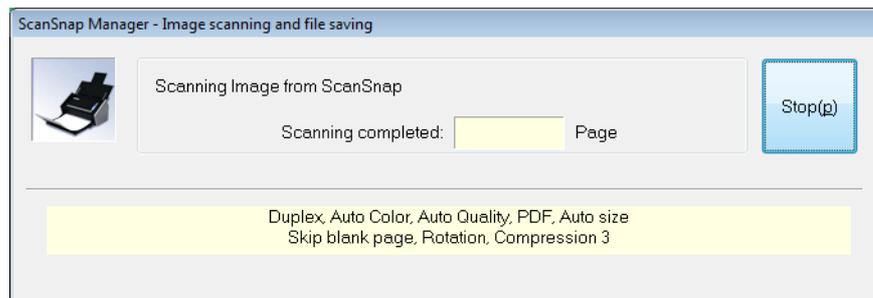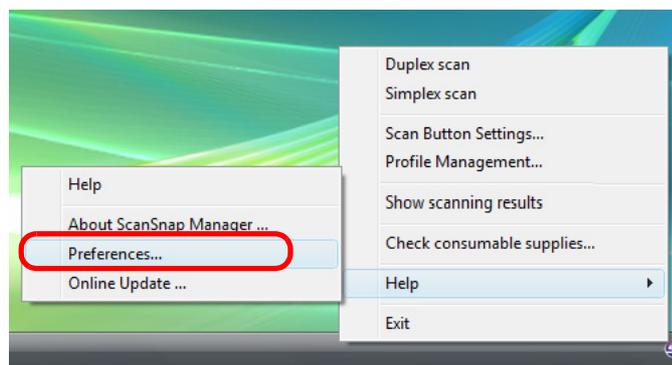

After the image data of the document scanned last is saved, the [ScanSnap Manager - Image scanning and file saving] dialog box automatically closes.

Hiding the Scan Progress Status

You can hide the [ScanSnap Manager - Image scanning and file saving] dialog box. Perform this setting as follows.

1. **From the Right-Click Menu, select [Help] → [Preferences].**

⇒ 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.**
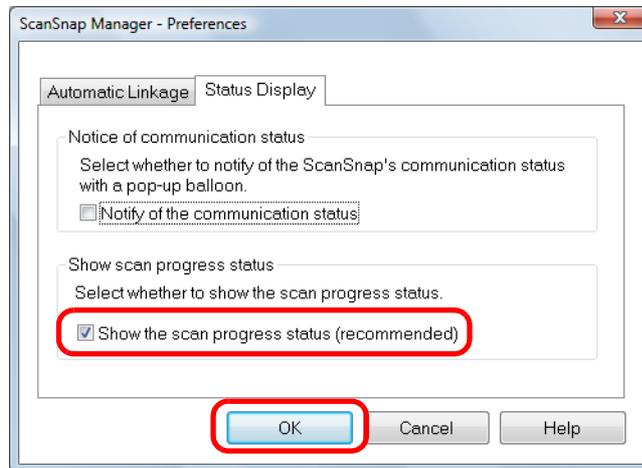
⟹ The [ScanSnap Manager - Image scanning and file saving] dialog box is hidden from the next scanning.
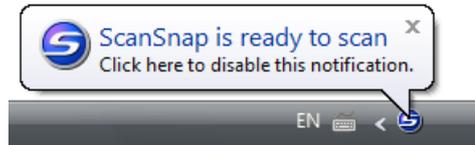
When the scanning progress status dialog box is hidden, the ScanSnap Manager icon alternates between and .
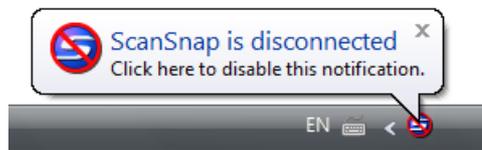
■ About the ScanSnap's Communication Status

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**


● **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 90). 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.
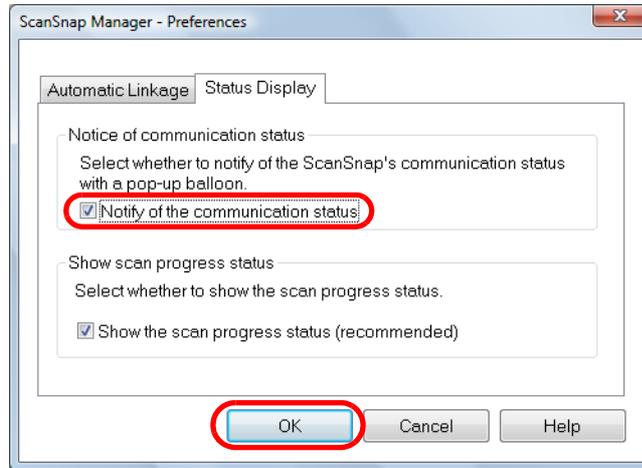Configure the setting following the procedure below.

1. From the Right-Click Menu, select [Help] → [Preferences].
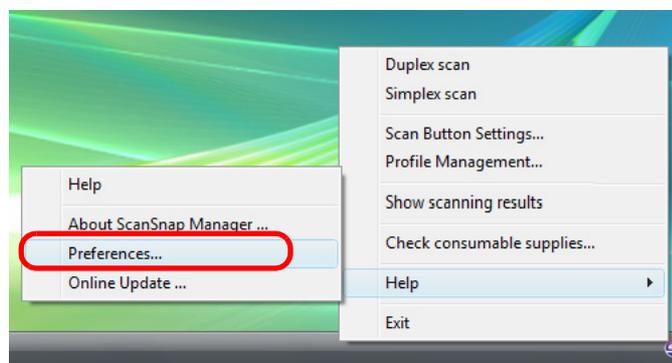
⇒ The [ScanSnap Manager - Preferences] dialog box appears.

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 has frequently-used functions at the ready as Actions to help you make efficient use of your time at your office.

Actions are helpful when:

- **you want to share the scanned document files with other members.**

    ⇒ You can save document files directly in a shared folder on a network upon scanning. In addition, all members are informed of the destination folder path by an e-mail message automatically created with the path stated.

- **you want to send document files used in a meeting about to start to all persons concerned.**

    ⇒ Simply press the [Scan] button, and you can quickly send an e-mail message with document files attached.

- **you want to use a printer, rather than a copy machine, to make copies of documents.**

    ⇒ Simply press the [Scan] button, and you can print documents with a printer.

- **you want to 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.

- **you want to use text in your paper documents but do not want to type it manually.**

    ⇒ Simply press the [Scan] button, and you can get the scanned image data text recognized and converted into a Word, Excel, or PowerPoint document.

- **you want to file and organize a large number of business cards.**

    ⇒ Simply press the [Scan] button, and you can manage business card information with CardMinder.

- **you want to 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.

- **you want to turn your paper documents into digital data to conveniently manage and organize the documents.**

    ⇒ Simply press the [Scan] button, and you can save the scanned data directly to Rack2-Filer to manage and organize the data.

    The following are explanations on how to use Actions.

■ Saving Data in the Specified Folder

This section describes how to save the scanned image data in a shared folder. By using this action, you can save the scanned image data in a networked folder to share information among group members. In addition, all members are informed of the destination folder path by an e-mail message automatically created with the path stated.

93
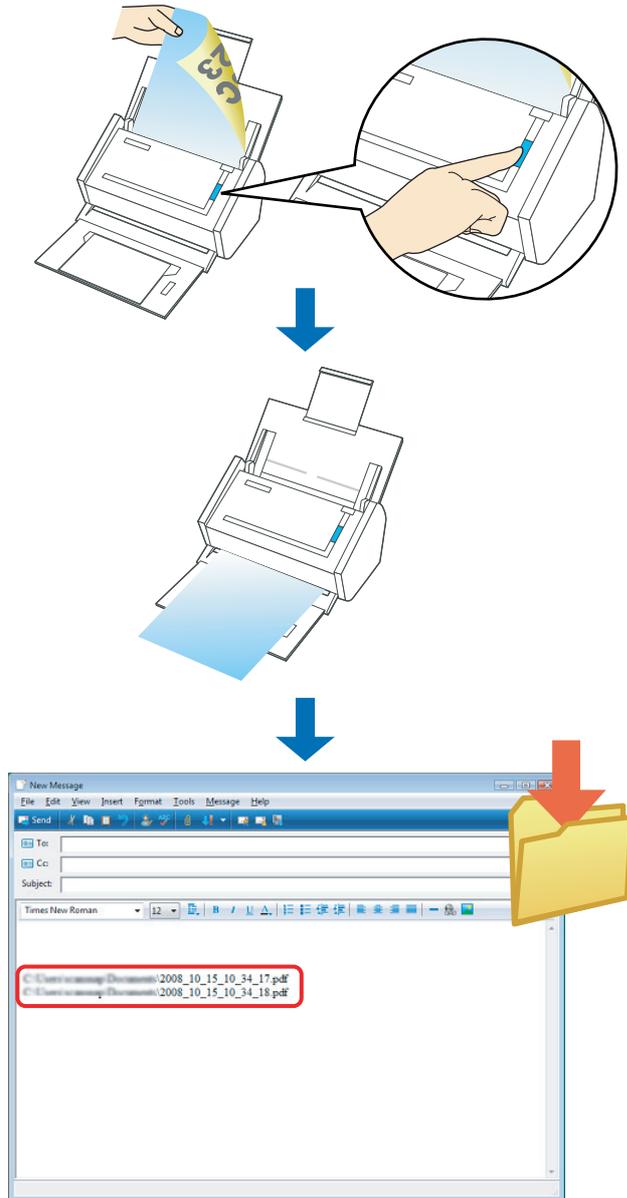
For an e-mail program, an application set in Internet Explorer is used.

Even if you use an e-mail program selected in Internet Explorer, the e-mail program may not interact with the ScanSnap properly. In this case, contact the manufacturer of that e-mail program.

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. From [Programs], select an e-mail program you want to use.
3. Select [Set this program as default] and click the [OK] button.

Windows XP/Windows 2000
An e-mail program selected in the Internet Explorer [Tools] menu → [Internet Options] → [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.

E-mail programs that have been verified:
- Windows Live Mail (Windows XP or later)
- Microsoft Windows Mail (for Windows Vista)
- Microsoft Office Outlook 2003 / 2007
- Microsoft Outlook Express V6.0
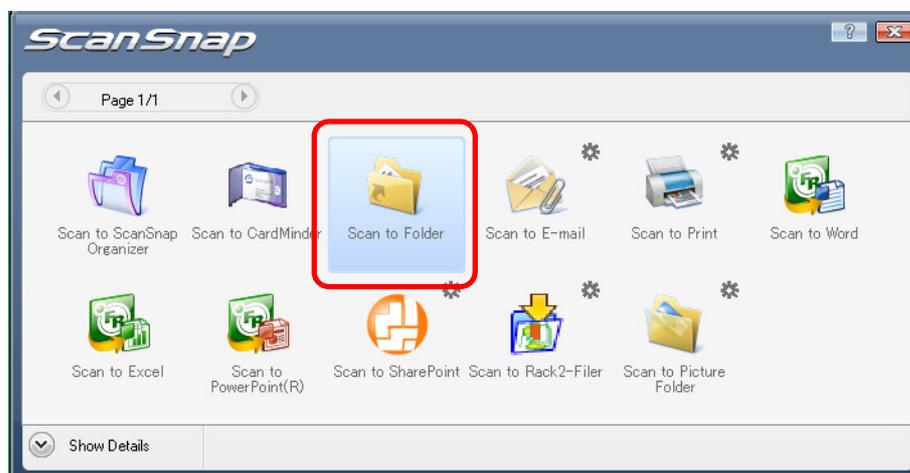- Thunderbird version 2.0.0.16

Using the Quick Menu

1. Load the document into the ScanSnap.

For details, refer to "Paper Sizes of Documents to Be Scanned" (page 27) and "Loading Documents" (page 29).

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

⇒ Scanning is started.

⇒ When scanning is complete, the Quick Menu appears.
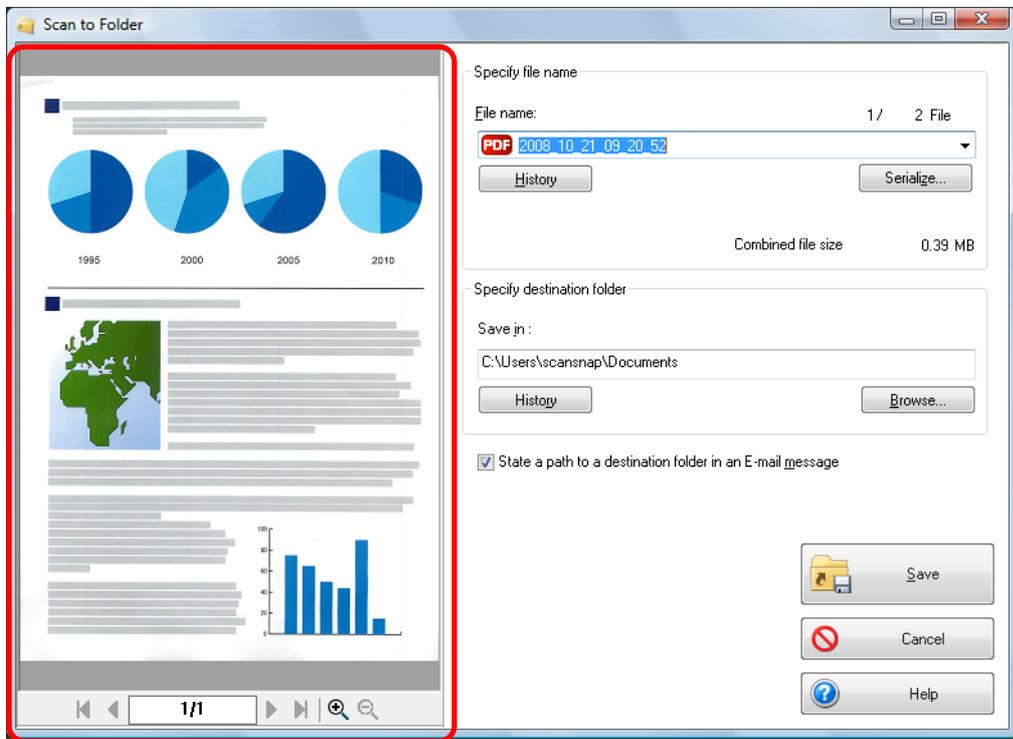
3. Click the [Scan to Folder] icon.

⇒ 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 and destination folders and specify whether to state a path to a destination folder in an e-mail message to notify other members.
For details about the [Scan to Folder] dialog box, refer to ScanSnap Manager Help.

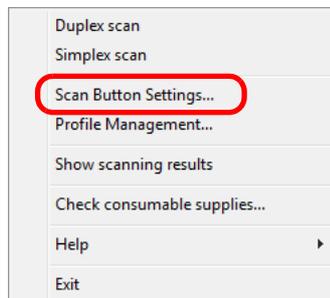Preview area

96

5. Click the [Save] button.

⇒ The scanned image data is saved in a 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 with the path to the destination folder automatically stated.

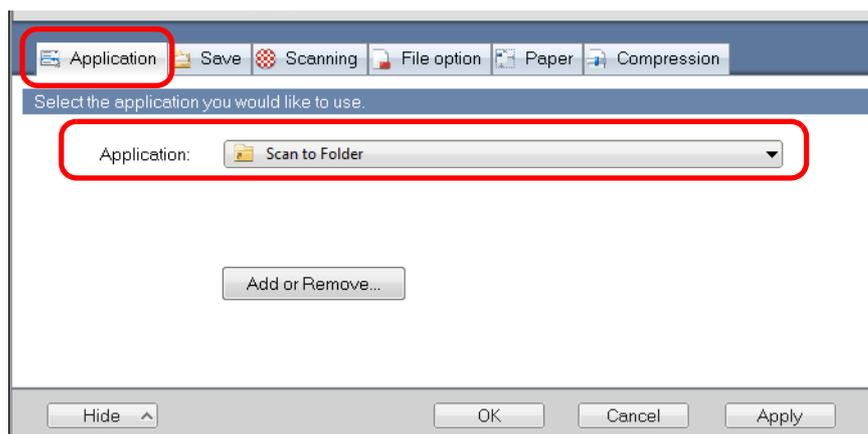| ⚠	• When the Quick Menu is displayed, the ScanSnap does not perform a scan even if you press the [Scan] button, unless the [Scan to Folder] dialog box is closed. Close the [Scan to Folder] dialog box before scanning another document.
	• Do not move, delete, or rename scanned image data in other applications after the Quick Menu is displayed and before the [Scan to Folder] dialog box is closed.

97

Without using the Quick Menu

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

Duplex scan
Simplex scan

Scan Button Settings...
Profile Management...

Show scanning results

Check consumable supplies...

Help   ▶

Exit

⇒ The ScanSnap setup dialog box appears.

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

| Application | Save | Scanning | File option | Paper | Compression |

Select the application you would like to use.

Application: Scan to Folder   ▼

Add or Remove...

Hide ∧   OK   Cancel   Apply

> ✓ • You can set a desired settings profile by selecting [Save to Folder] from the [Profiles] drop-down list, or [Profile] menu.
> • Finishing the procedure above, you can save desired settings as profiles. The profiles can be selected in the Left-Click Menu from the next time you scan documents.
> For details about how to save scanning settings, refer to "Saving Scanning Settings" (page 71).

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

> ✓ Even if the [Scan] button on the ScanSnap is pressed, the ScanSnap setup dialog box closes.

4. **Load the document into the ScanSnap.**

For details, refer to "Paper Sizes of Documents to Be Scanned" (page 27) and "Loading Documents" (page 29).

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

⇒ Scanning is started.
⇒ When scanning is complete, 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 and destination folders and specify whether to state a path to a destination folder in an e-mail message to notify other members.
For details about the [Scan to Folder] dialog box, refer to ScanSnap Manager Help.

Preview area

99
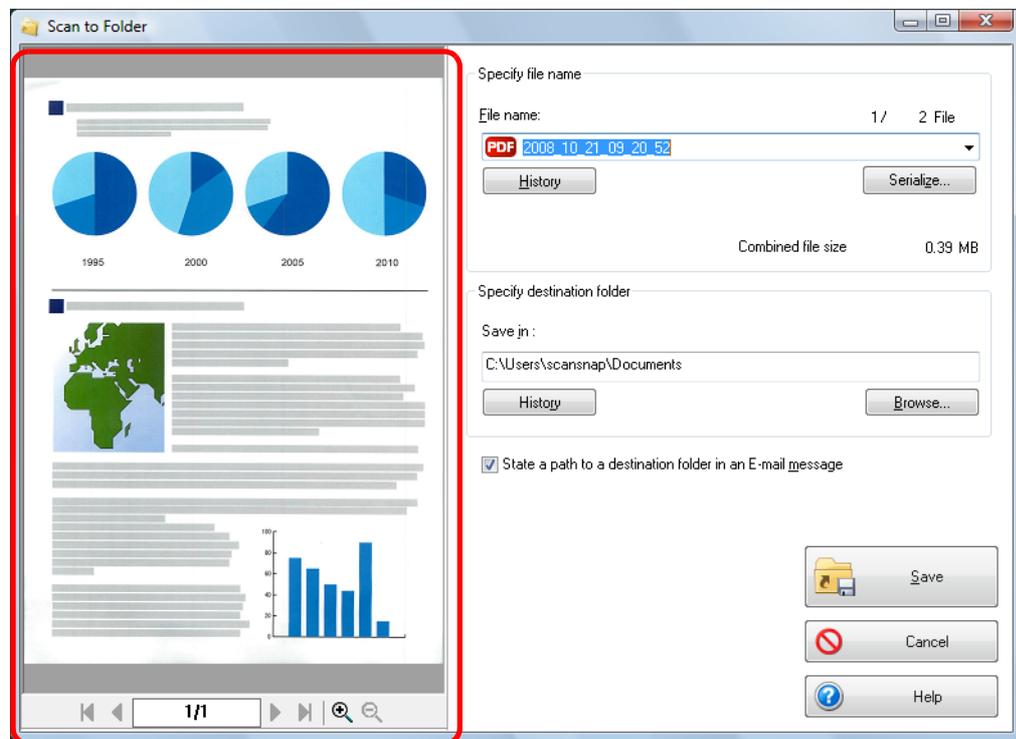
7. Click the [Save] button.

⇒ The scanned image data is saved in a 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 with the path to the destination folder stated.
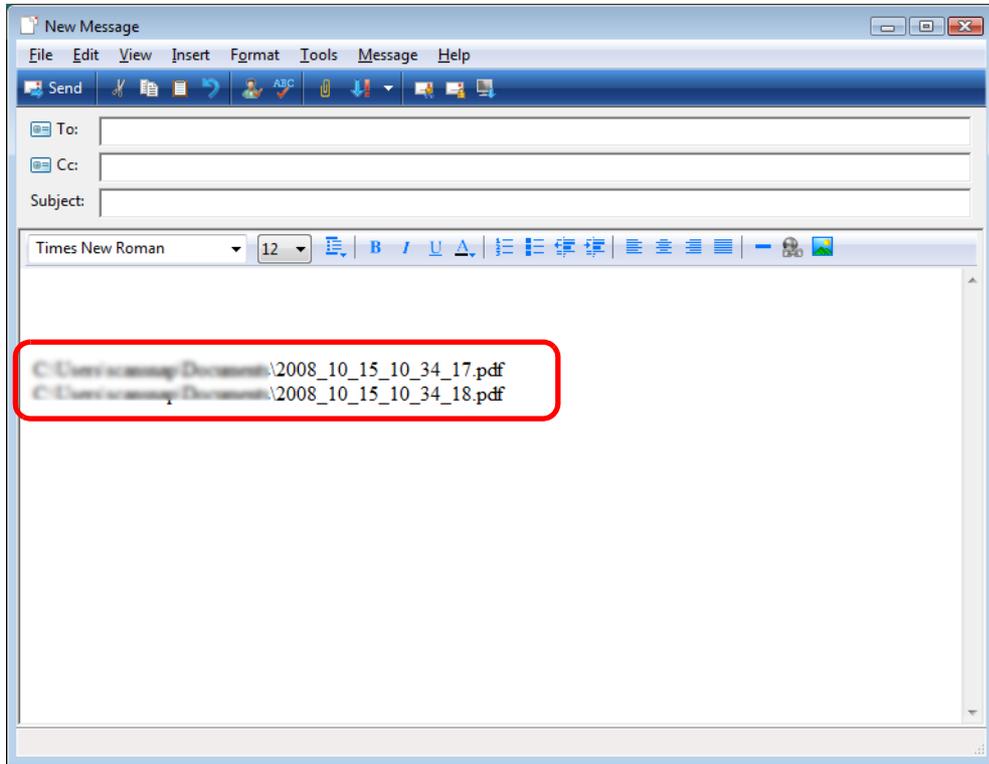
> ⚠️ • When the [Scan to Folder] dialog box is displayed, scanning cannot be performed with the ScanSnap. Close the [Scan to Folder] dialog box before scanning another document.
> • Do not move, delete, or rename the scanned image data in other applications when the [Scan to Folder] dialog box is displayed.

■ Sending Files by E-Mail

This section describes how to send the scanned image data by e-mail.
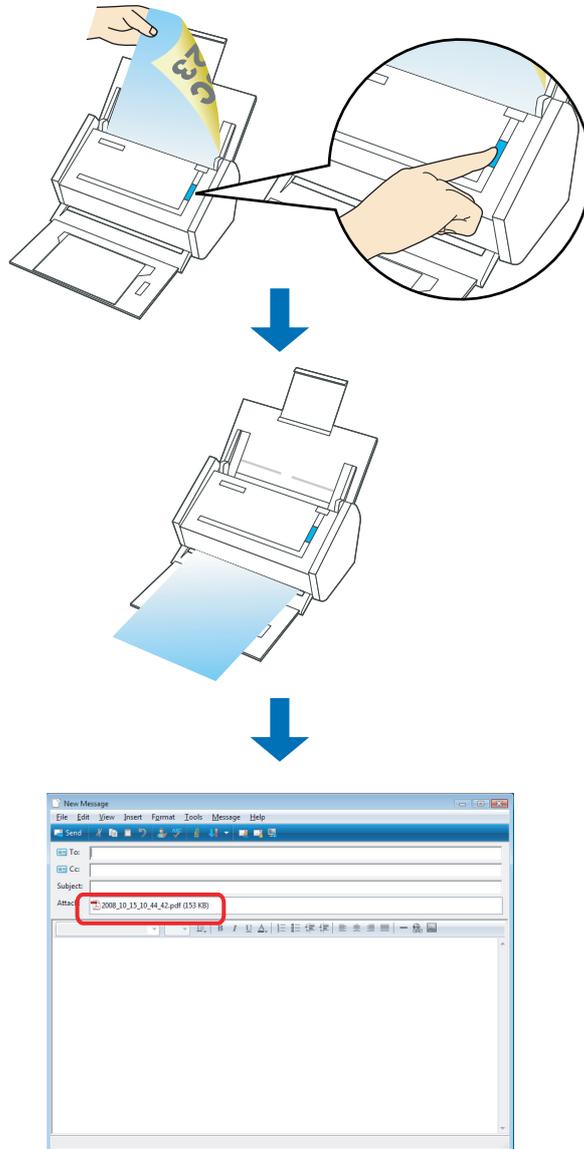
For an e-mail program, the application set in Internet Explorer is used.

Even if you use an e-mail program selected in Internet Explorer, the e-mail program may not interact with the ScanSnap properly. In this case, contact the manufacturer of that e-mail program.

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. From [Programs], select an e-mail program you want to use.
3. Select [Set this program as default] and click the [OK] button.

Windows XP/Windows 2000

An e-mail program selected in the Internet Explorer [Tools] menu → [Internet Options] → [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.

E-mail programs that have been verified:
- 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

1. Load the document into the ScanSnap.

For details, refer to "Paper Sizes of Documents to Be Scanned" (page 27) and "Loading Documents" (page 29).

> ⚠ Up to ten files can be sent by e-mail.
> Scanning multiple sheets of documents with the scanning settings shown below creates multiple files. Pay attention to the number of sheets of the loaded document.
> - File format: JPEG(*.jpg)
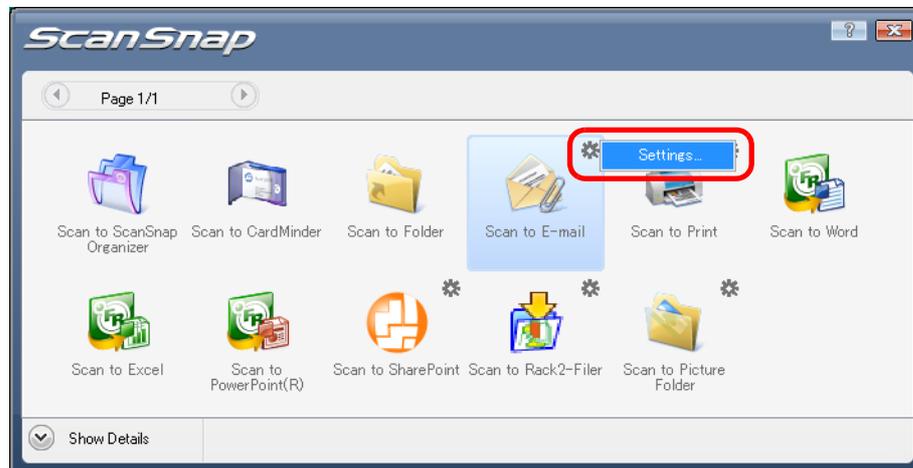> - [Generate one PDF file per (*n*) page(s)] check box is selected

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

⇒ Scanning is started.

⇒ When scanning is complete, the Quick Menu appears.

3. Change settings for the [Scan to E-mail] action (If you do not want to change 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 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.
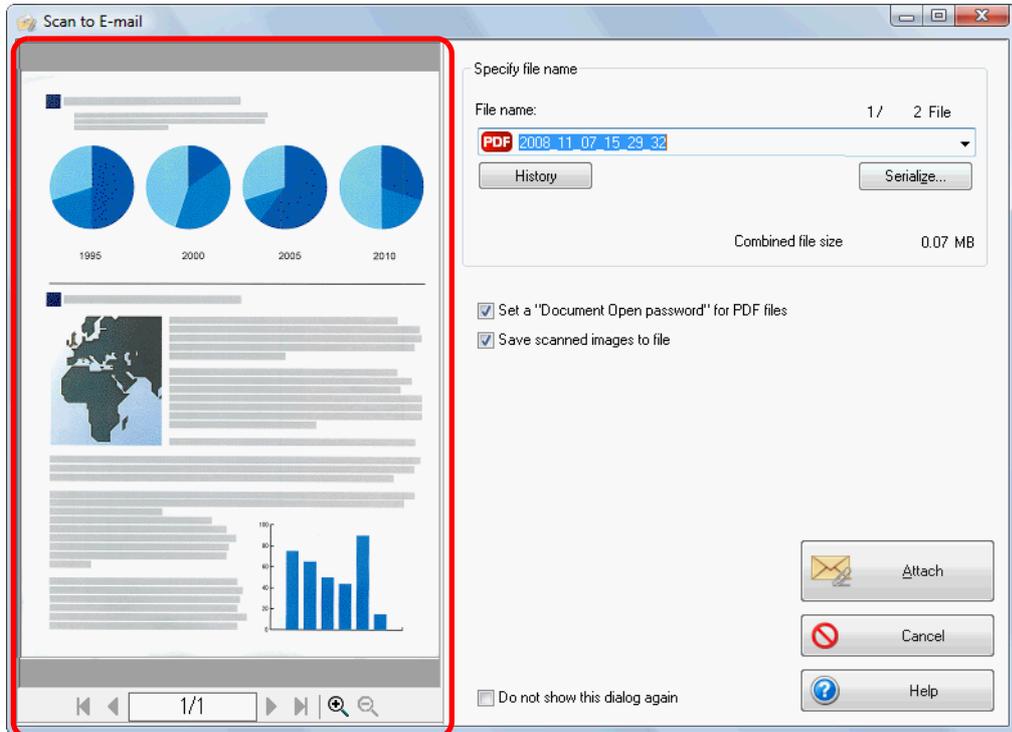
4. Click the [Scan to E-mail] icon.

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

When you have cleared the [Show preview] check box in Step 3., an e-mail program starts, and the files are attached to an e-mail message.

104

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

You can also change file names, specify whether to set a "Document Open Password", and specify whether to save scanned files attached to an e-mail message after scanning.

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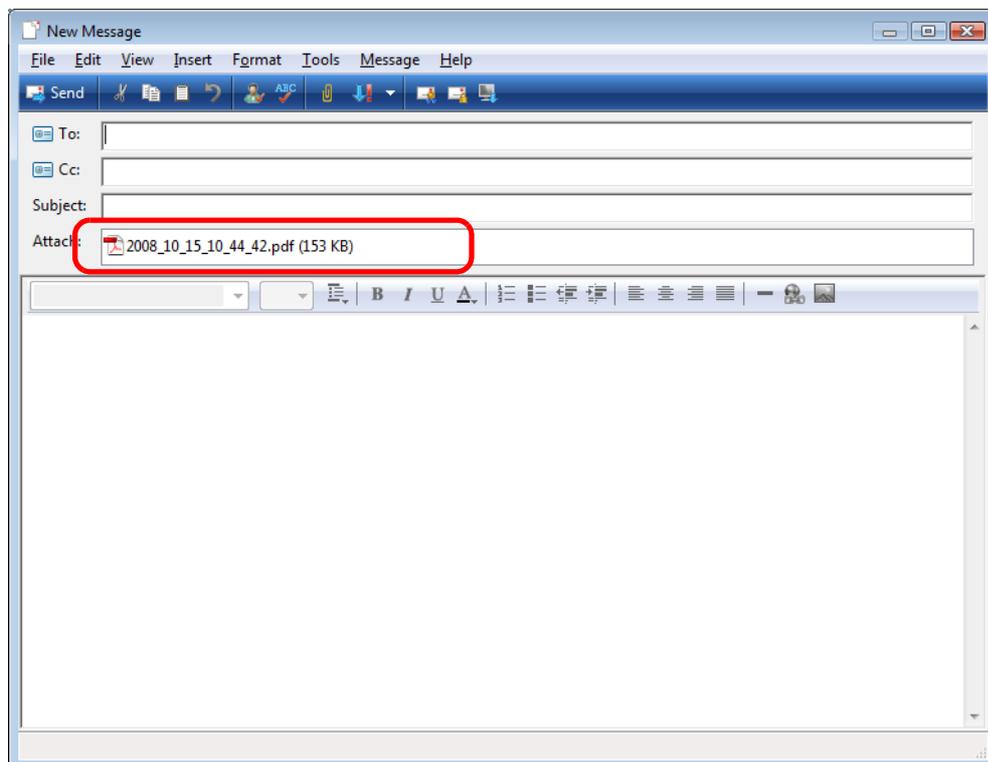

Preview area

105

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 [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 with the selected files being attached to an e-mail message.

- When the Quick Menu is displayed, the ScanSnap does not perform a scan even if you press the [Scan] button, unless the [Scan to E-mail] dialog box is closed. Close the [Scan to E-mail] dialog box before scanning another document.
- Do not move, delete, or rename the scanned image data in other applications after the Quick Menu is displayed and before the [Scan to E-mail] dialog box is closed.
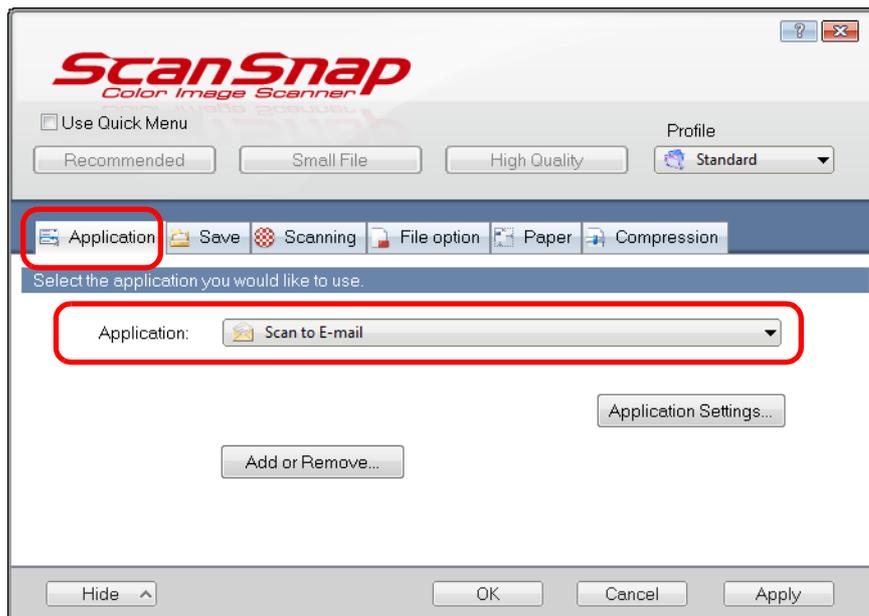
106

Without using the Quick Menu

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

Duplex scan
Simplex scan

Scan Button Settings...
Profile Management...

Show scanning results

Check consumable supplies...

Help ▶

Exit

⇒ The ScanSnap setup dialog box appears.

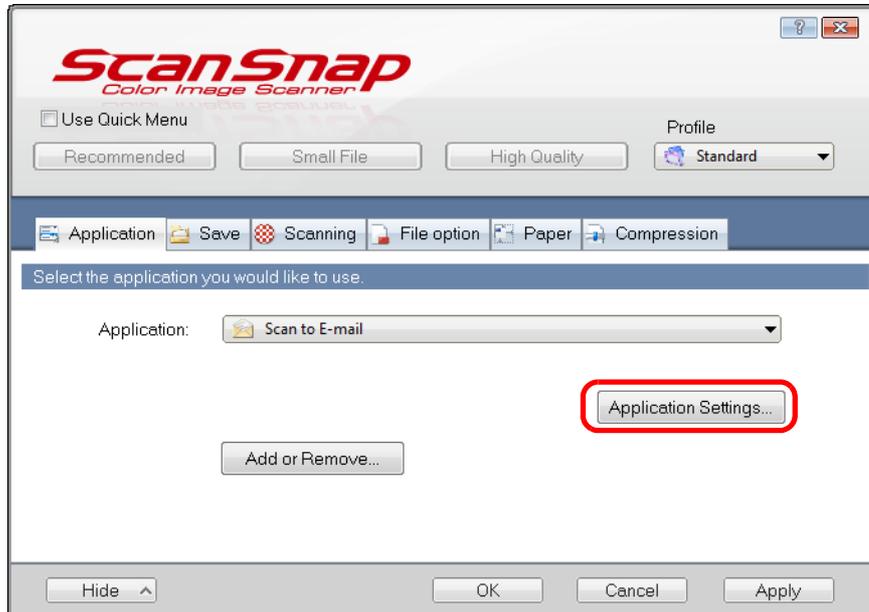**2.** **In the [Application] drop-down list on the [Application] tab, select [Scan to E-mail].**

ScanSnap
Color Image Scanner

☐ Use Quick Menu

Profile

Recommended   Small File   High Quality   Standard ▼

Application   Save   Scanning   File option   Paper   Compression

Select the application you would like to use.

Application: Scan to E-mail ▼

Application Settings...

Add or Remove...

Hide ∧   OK   Cancel   Apply

✓
- The profiles can also be set by selecting [Scan to E-mail] from the [Profile] drop-down list or from the Left-Click Menu.
- Finishing the procedure above, you can save desired settings as profiles. The profiles can be selected in the Left-Click Menu from the next time you scan documents.
  For details about how to save scanning settings, refer to "Saving Scanning Settings" (page 71).

3. **Change settings for the [Scan to E-mail] action (If you do not want to change settings, go to Step 4.).**
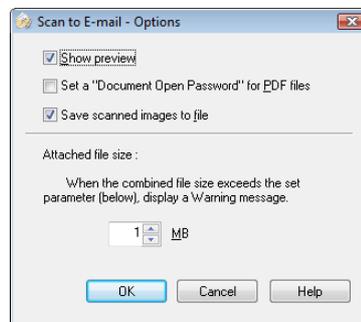
1. Click the [Application Settings] button.

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

2. Change 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.**

Even if the [Scan] button on the ScanSnap is pressed, the ScanSnap setup dialog box closes.

5. **Load the document into the ScanSnap.**

For details, refer to "Paper Sizes of Documents to Be Scanned" (page 27) and "Loading Documents" (page 29).

> ⚠ Up to ten files can be sent by e-mail.
> Scanning multiple sheets of documents with the scanning settings shown below creates multiple files. Pay attention to the number of sheets of the loaded document.
> - 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 is started.

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

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

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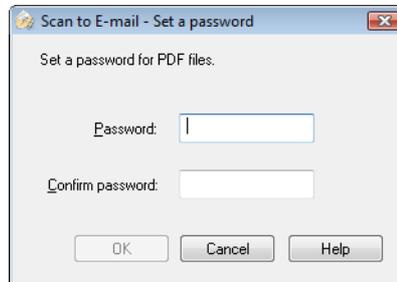For details about the [Scan to E-mail] dialog box, refer to ScanSnap Manager Help.
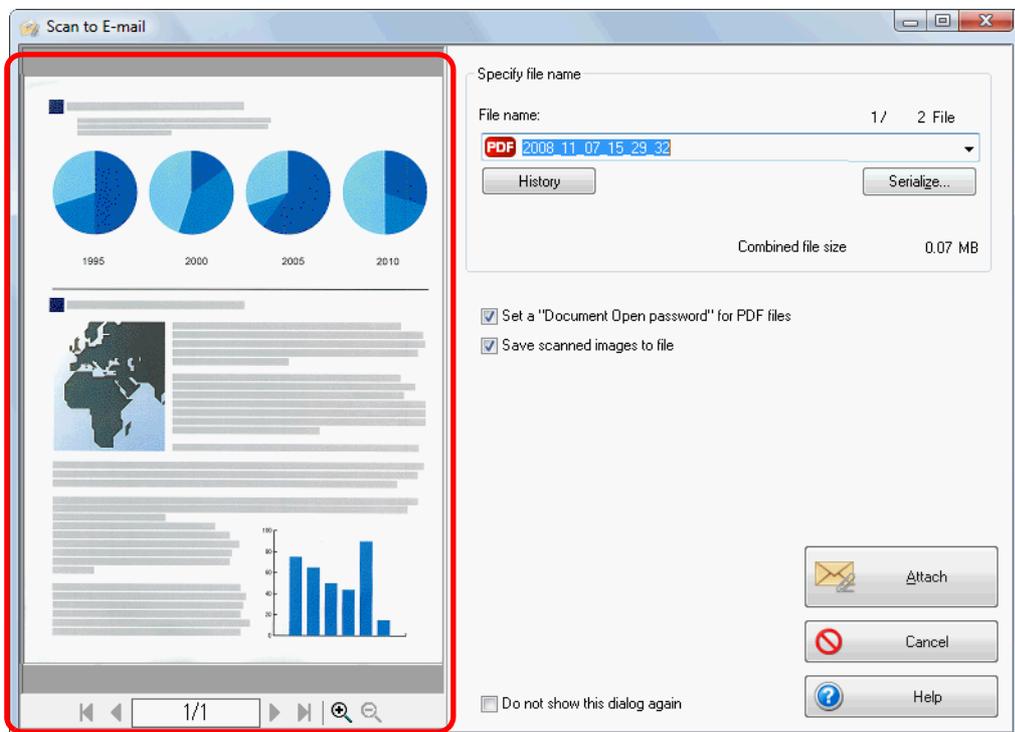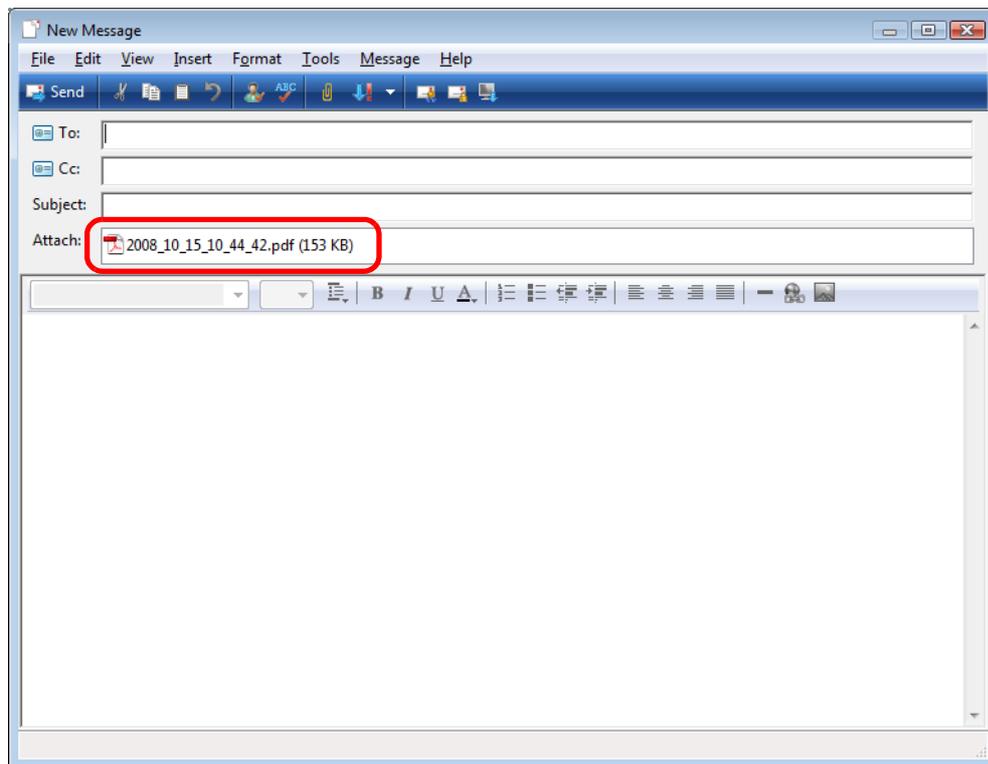

Preview area

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 [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.

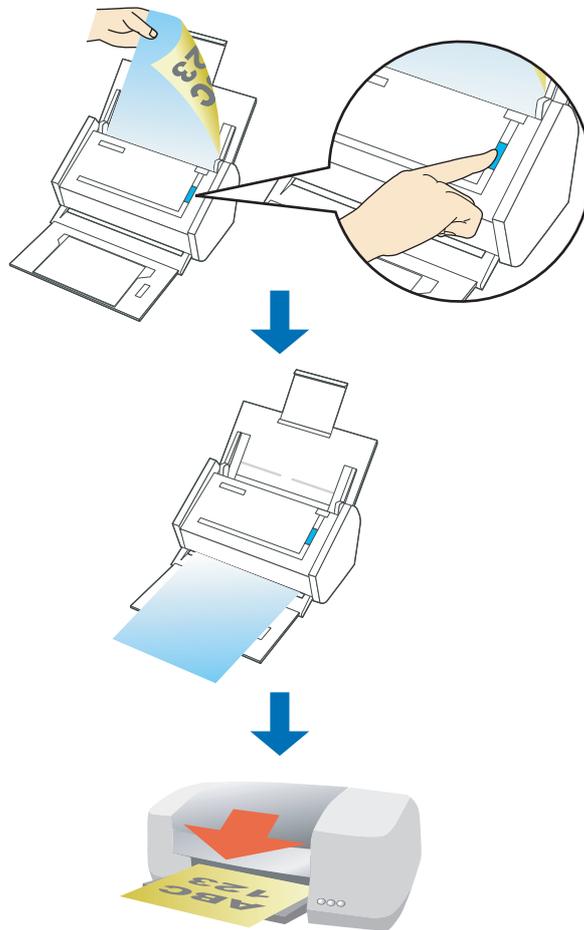⇒ An e-mail program is started with the selected files being attached to an e-mail message.

> ⚠ • 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 another 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 describes how to print scanned image data with a printer.

By printing scanned image data directly from the ScanSnap, you can use the ScanSnap as a copy machine.

> - By default, a printer that is [Set as Default Printer] in Windows Control Panel is used. You may also change settings so that a printer can be changed after scanning.
> - Depending on the document conditions and scanning settings, the printed image data may contain shadows (which appear as lines) on its edges.

Using the Quick Menu

1. Load the document into the ScanSnap.

For details, refer to "Paper Sizes of Documents to Be Scanned" (page 27) and "Loading Documents" (page 29).

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

⇒ Scanning is started.

⇒ When scanning is complete, the Quick Menu appears.

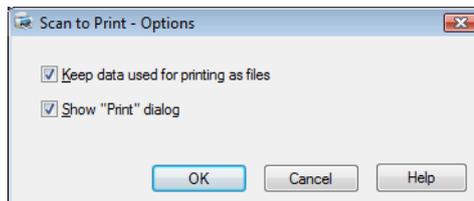# 3. Change settings for the [Scan to Print] action (If you do not want to change settings, go to Step 4.).

1. Move the mouse pointer to the ✿ mark on the [Scan to Print] icon, and then select the [Settings] menu.
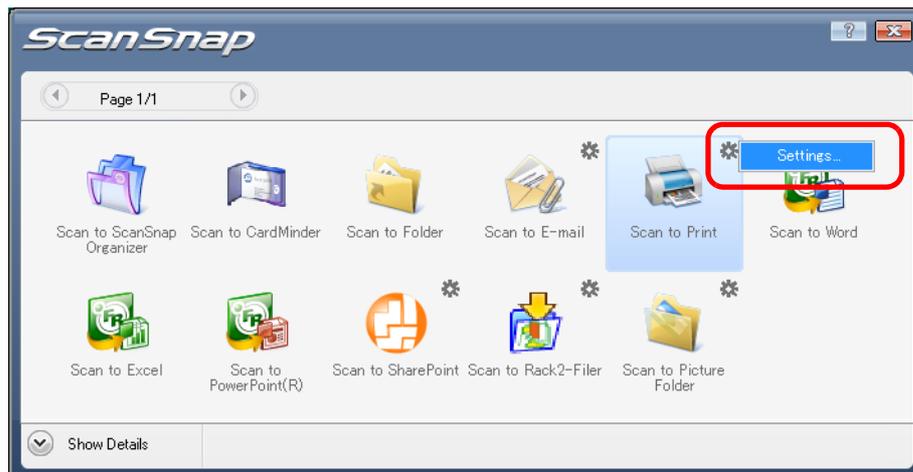
⇒The [Scan to Print - Options] dialog box appears.

2. Change 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.
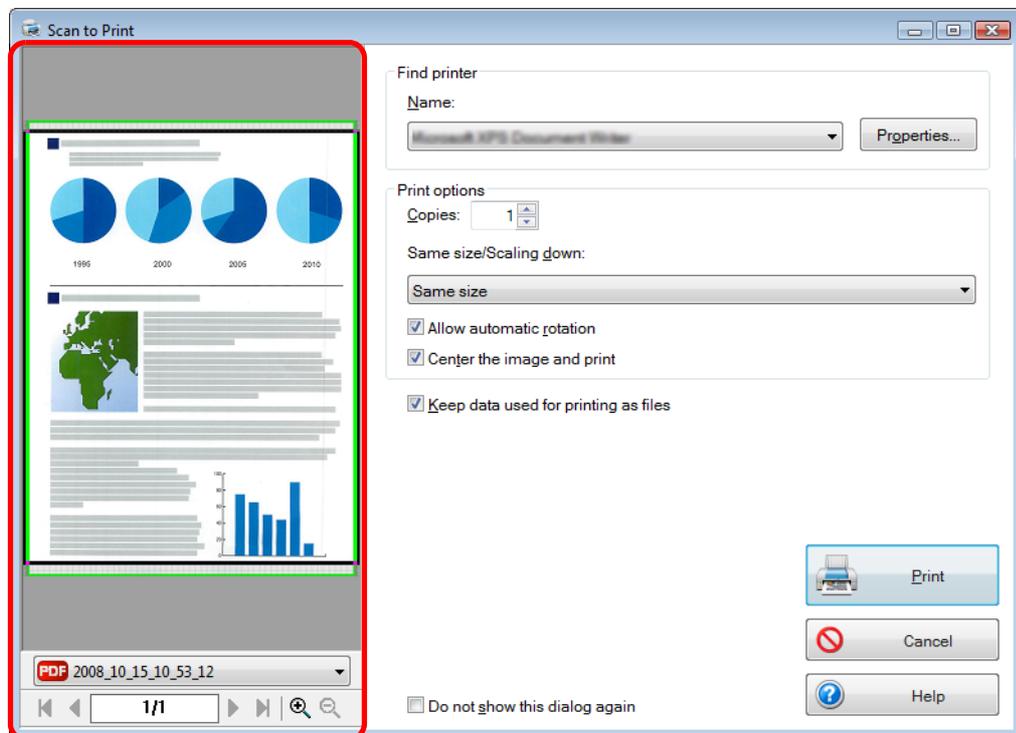
4. **Click the [Scan to Print] icon.**
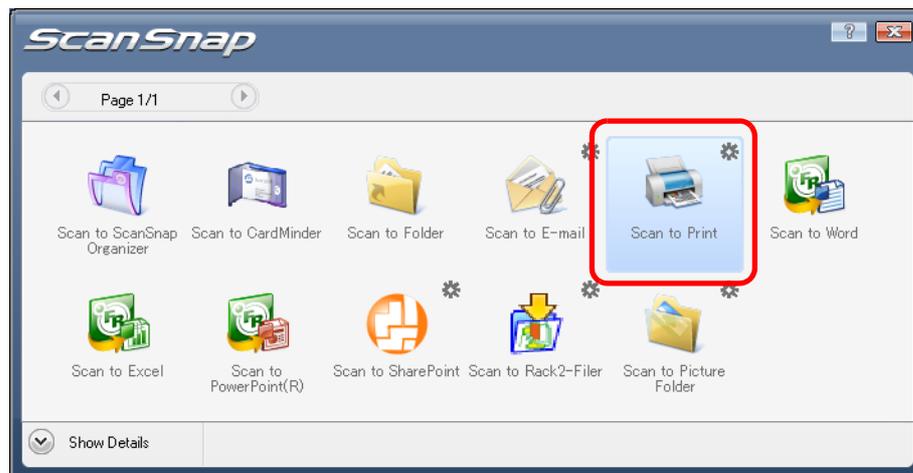
⇒ The [Scan to Print] dialog box appears.

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

5. **Check the scanned image on 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.
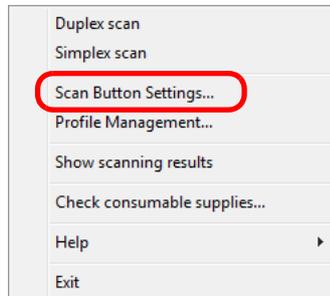

Preview area

113

6. Click the [Print] button.

⇒ Printing is performed.

> - When the Quick Menu is displayed, the ScanSnap does not perform a scan even if you press the [Scan] button, unless the [Scan to Print] dialog box is closed. Close the [Scan to Print] dialog box before scanning another document.
> - Do not move, delete, or rename the scanned image data in other applications after the Quick Menu is displayed and before the [Scan to Print] dialog box is closed.
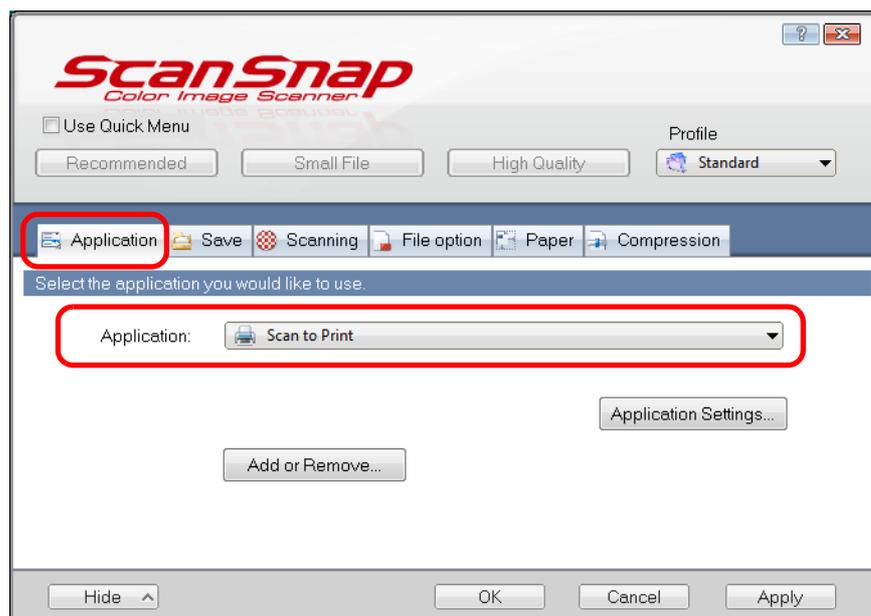
Without using the Quick Menu

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

⇒ The ScanSnap setup dialog box appears.

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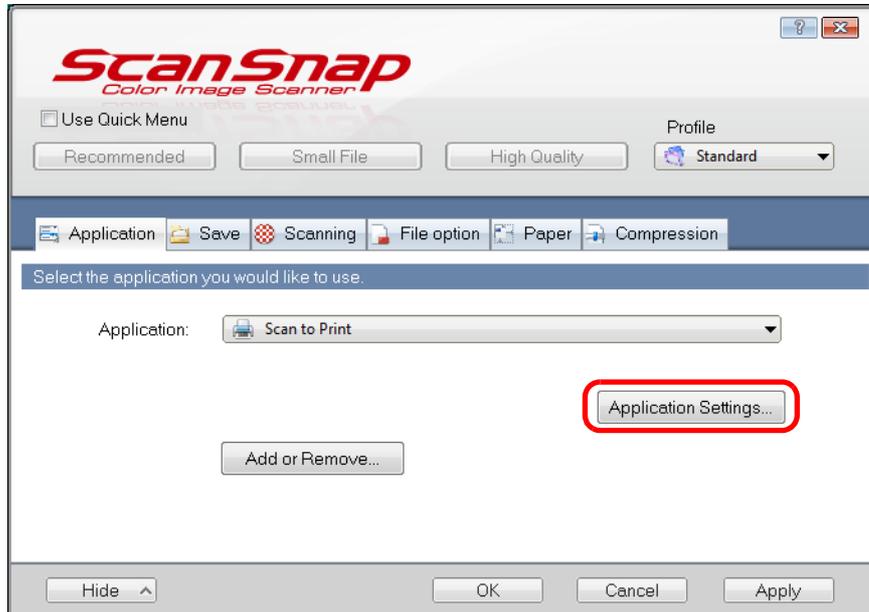

> ✓
> - The profiles can also be set by selecting [Scan to Print] from the [Profile] drop-down list or from the Left-Click Menu.
> - Finishing the procedure above, you can save desired settings as profiles. The profiles can be selected in the Left-Click Menu from the next time you scan documents.
>   For details about how to save scanning settings, refer to "Saving Scanning Settings" (page 71).

3. **Change settings for the [Scan to Print] action (If you do not want to change settings, go to Step 4.).**
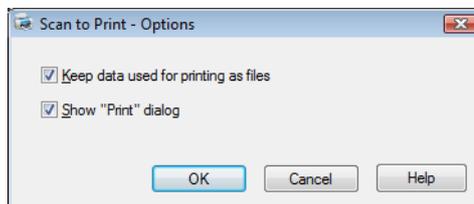
1. Click the [Application Settings] button.

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

2. Change 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.**

> ✓ Even if the [Scan] button on the ScanSnap is pressed, the ScanSnap setup dialog box closes.

5. **Load the document into the ScanSnap.**

For details, refer to "Paper Sizes of Documents to Be Scanned" (page 27) and "Loading Documents" (page 29).

116

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

⇒ Scanning is started.

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

7. Check the scanned image on 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.
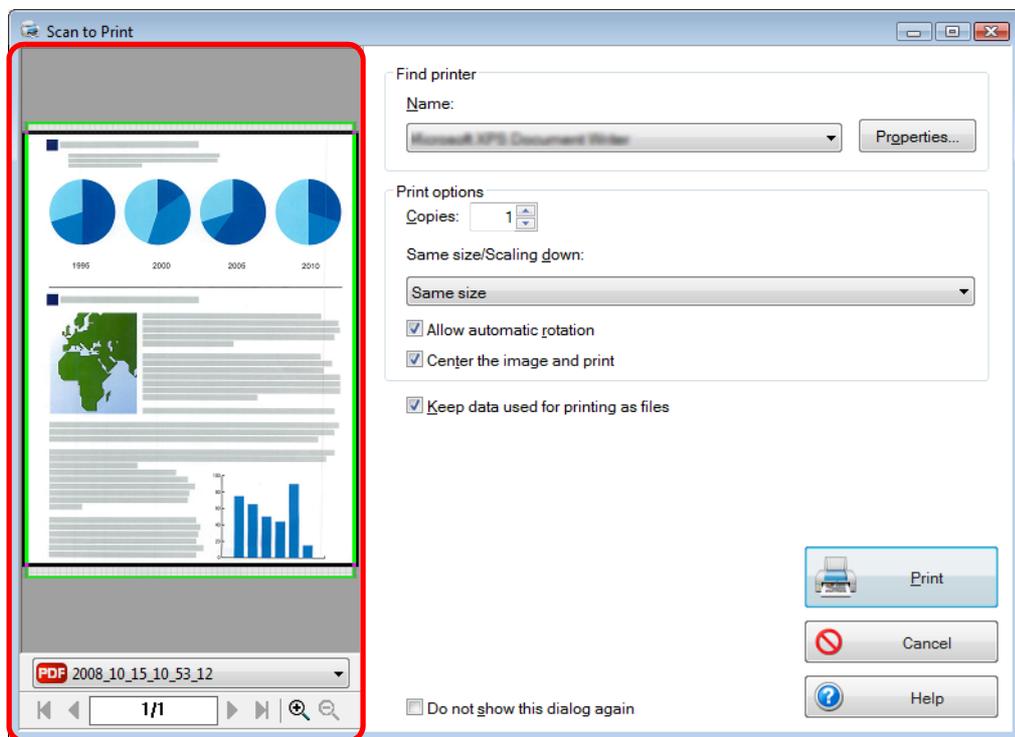

Preview area

8. Click the [Print] button.

⇒ Printing is performed.

- When the [Scan to Print] dialog box is displayed, scanning cannot be performed with the ScanSnap. Close the [Scan to Print] dialog box before scanning another 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 describes how to save scanned image data in the pictures folder.
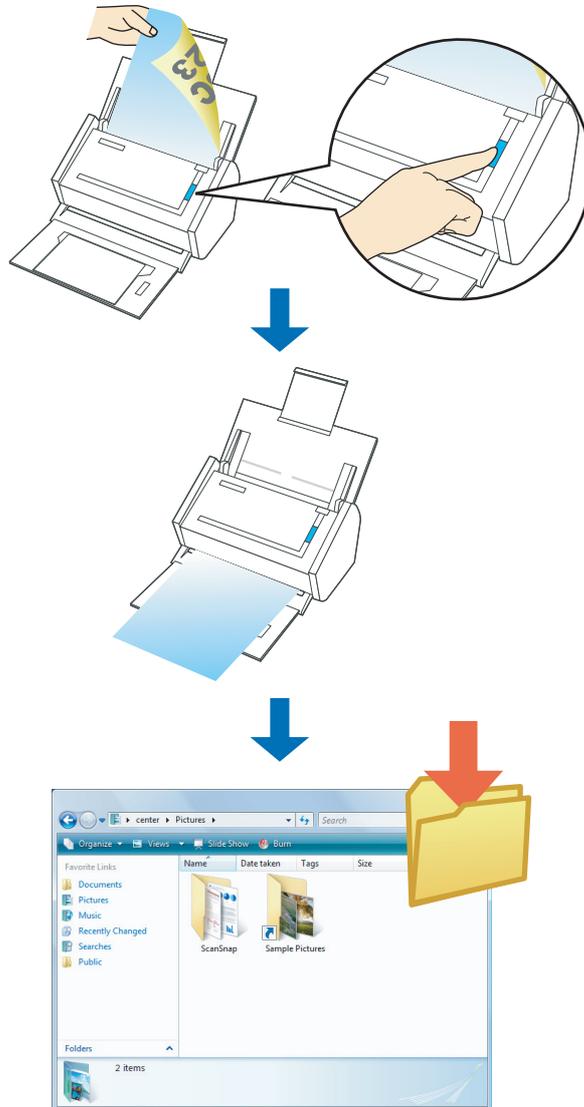
> By default, the following folder is set as the "Pictures folder".
> - Windows 7/Windows Vista
>   Drive name (such as C):\Users\(*User_name*)\Pictures\ScanSnap
> - Windows XP/Windows 2000
>   Drive name (such as C):\Documents and Settings\(*User_name*)\My Documents\
>   My Pictures\ScanSnap

Using the Quick Menu

1. Load the document into the ScanSnap.

For details, refer to "Paper Sizes of Documents to Be Scanned" (page 27) and "Loading Documents" (page 29).
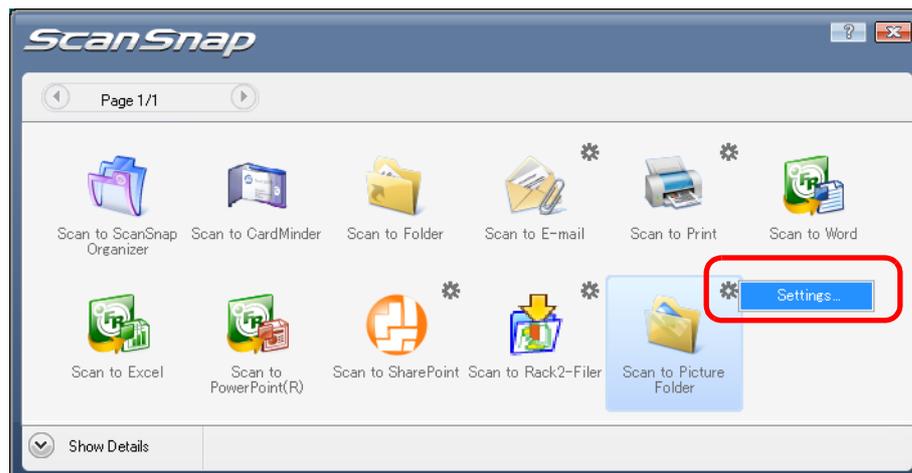
2. Press the [Scan] button on the ScanSnap.

⇒ Scanning is started.

⇒ When scanning is complete, the Quick Menu appears.

3. Change settings for the [Scan to Picture Folder] action (If you do not want to change settings, go to Step 4.).
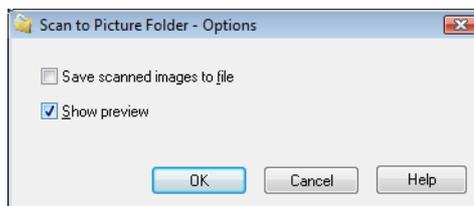
1. Move the mouse pointer to the ✳ mark on the [Scan to Picture Folder] icon, and then select the [Settings] menu.

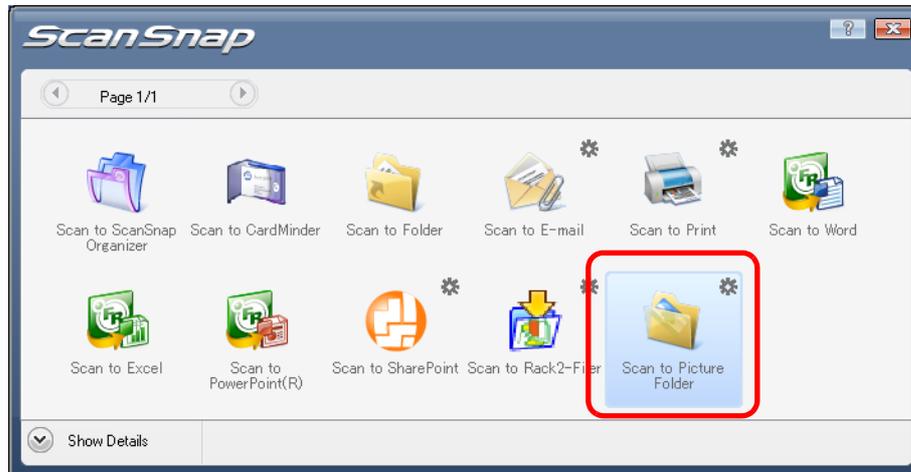⇒The [Scan to Picture Folder - Options] dialog box appears.

2. Change 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.

When you have cleared the [Show preview] check box in Step 3., the scanned image data is saved in the pictures folder.

120

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

You can rename files.

For details about the [Scan to Picture Folder] dialog box, refer to ScanSnap Manager Help.
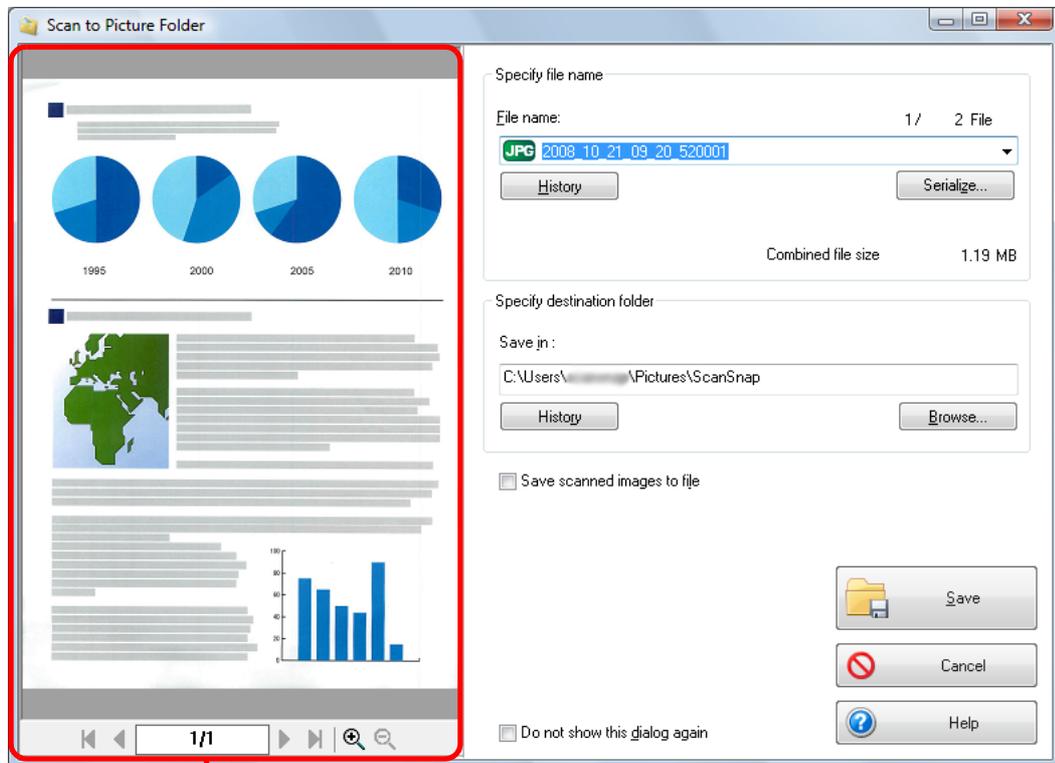
Preview area

> ✓ 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.

> ⚠ • When the Quick Menu is displayed, the ScanSnap does not perform a scan even if you press the [Scan] button, unless the [Scan to Picture Folder] dialog box is closed. Close the [Scan to Picture Folder] dialog box before scanning another document.
> • Do not move, delete, or rename the scanned image data in other applications after the Quick Menu is displayed and before the [Scan to Picture Folder] dialog box is closed.
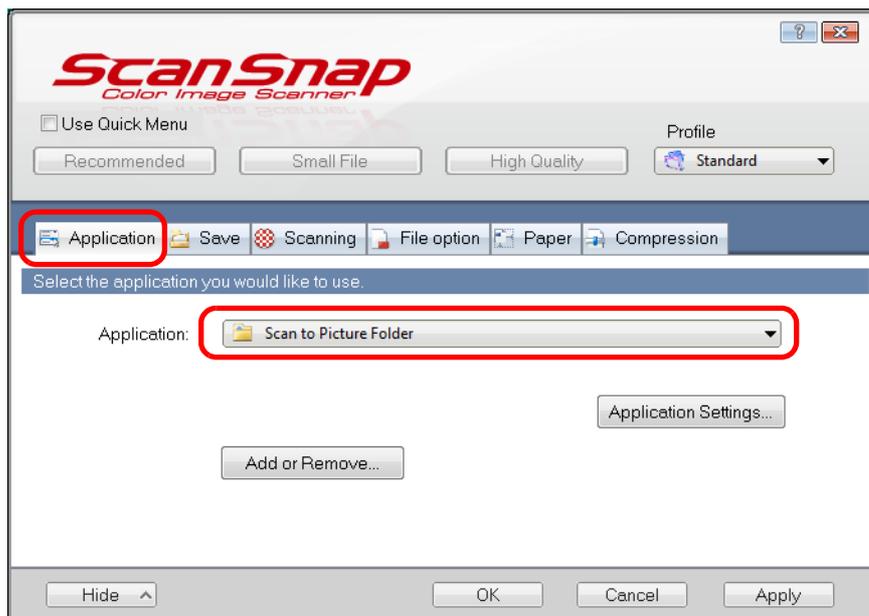
Without using the Quick Menu

1. **Select [Scan Button Settings] from the Right-Click Menu.**
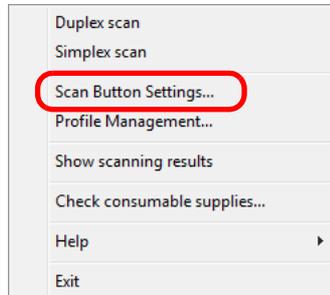
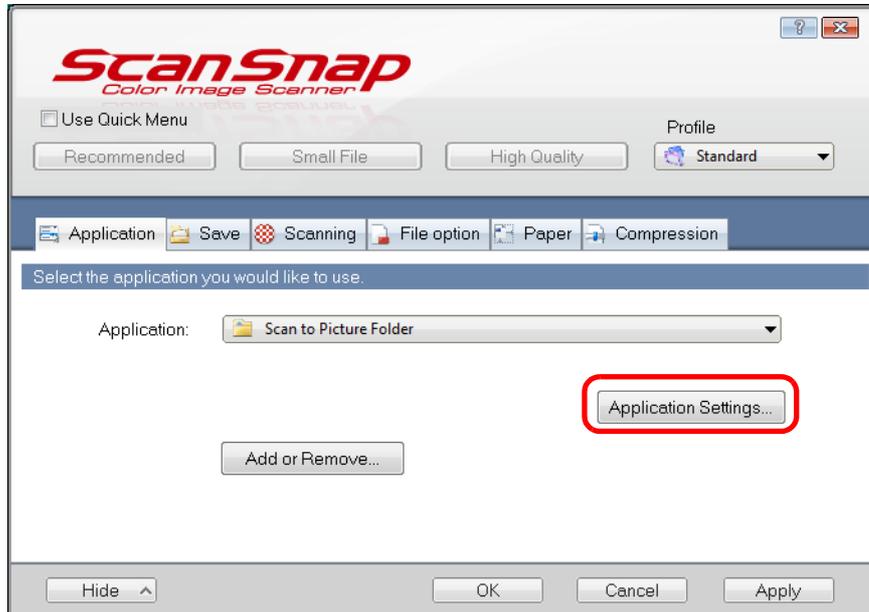⇒ The ScanSnap setup dialog box appears.

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

> ✓ Finishing the procedure above, you can save desired settings as profiles. The profiles can be selected in the Left-Click Menu from the next time you scan documents.
> For details about how to save scanning settings, refer to "Saving Scanning Settings" (page 71).

122

3. **Change settings for the [Scan to Picture Folder] action (If you do not want to change settings, go to Step 4.).**
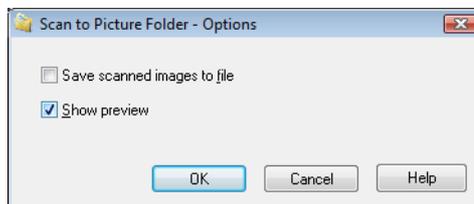
1. Click the [Application Settings] button.

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

2. Change 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.**

> Even if the [Scan] button on the ScanSnap is pressed, the ScanSnap setup dialog box closes.

5. **Load the document into the ScanSnap.**

For details, refer to "Paper Sizes of Documents to Be Scanned" (page 27) and "Loading Documents" (page 29).

123

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

⇒ Scanning is started.

⇒ When scanning is complete, the [Scan to Picture Folder] dialog box appears.
When you have cleared the [Show preview] check box in Step 3., the scanned image data is saved in the pictures folder.

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

You can rename the file.

For details about the [Scan to Picture Folder] dialog box, refer to ScanSnap Manager Help.
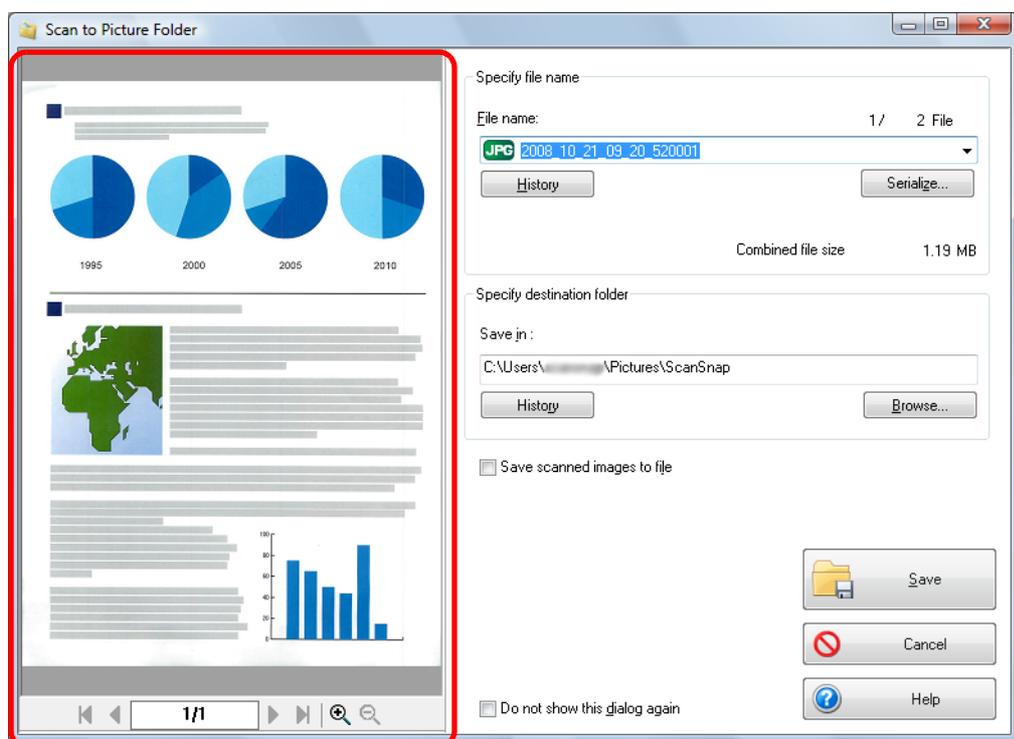
Preview area

> ✓ 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, scanning cannot be performed with the ScanSnap. Close the [Scan to Picture Folder] dialog box before scanning another document.
> • Do not move, delete, or rename the scanned image data in other applications when the [Scan to Picture Folder] dialog box is displayed.

124

■ Converting into Word/Excel/PowerPoint Documents

This section describes how to convert the scanned image data into Word/Excel/PowerPoint files through ABBYY FineReader for ScanSnap, which is supplied with the ScanSnap.
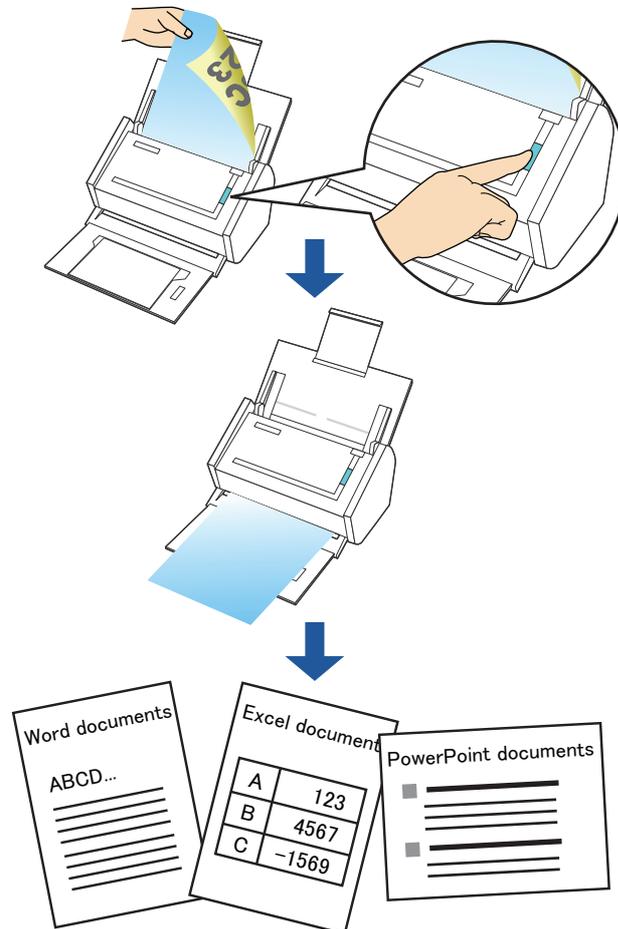
- ABBYY FineReader for ScanSnap must be installed in your computer in order to perform text-recognition.
- Use this function in a computer environment where Word, Excel and PowerPoint are installed. You cannot view the documents converted into Word, Excel, or PowerPoint files unless Word, Excel, or PowerPoint is installed or you have completed user registration to use these applications. Install those applications and complete 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 scan Word/Excel/PowerPoint files while you are working on Word, Excel or PowerPoint. In addition, do not operate Word, Excel, or PowerPoint while this function is executing. A message such as "Call is rejected by callee" may appear and the resulting document may not be displayed.

About the OCR (Optical Character Recognition) function of ABBYY FineReader for ScanSnap

- ABBYY FineReader for ScanSnap is an application used exclusively with the ScanSnap. This program can text-recognize only PDF files that are created by using the ScanSnap. It cannot text-recognize PDF files created by using Adobe Acrobat or other applications.
- Some types of documents are occasionally misrecognized. Before recognition, check whether the documents you want to convert are suitable for conversion according to the following guidelines.

  Scan to Word
  - Documents suitable for conversion
    Documents created by using simple page layout with one or two columns
  - Documents not suitable for conversion
    Documents created by using complex page layout comprised of diagrams, tables, and letters, such as a brochure, magazine, and newspaper
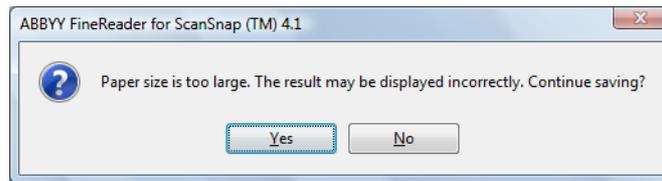
  Scan to Excel
  - Documents suitable for conversion
    Simple tables in which every border line connects to the outside borders
  - Documents not suitable for conversion
    Documents containing tables without borders, complex tables with too many borders, convoluted tables containing sub-tables, diagrams, graphs and charts, photographs, and characters written in vertical direction
    (Diagrams, graphs and charts, photographs, and characters written in vertical direction are not converted.)

  Scan to PowerPoint(R)
  - Documents suitable for conversion
    Documents consisting of only characters and simple graphs or tables with the white or light monocolor background
  - Documents not suitable for conversion
    Documents with complex page layout comprised of characters, diagrams, and illustrations, documents that have characters on the photograph or patterned background, and documents that have lightly colored characters on the deeper colored background.

- The following parameters may not be inherited from the originals during conversion. It is recommended that the converted documents be opened with Word, Excel, or PowerPoint to correct or edit misrecognized letters.
  - Font and size of characters
  - Character spacing and line spacing
  - Underline, bold, and Italic
  - Superscript/subscript

- The following types of documents may be misrecognized.
  In such a case, recognition may be corrected by changing the [Color mode] to [Color] and/or improving the resolution (Image quality).
  - Documents containing handwritten characters
  - Text including small characters (smaller than 10 points)
  - Skewed documents
  - Documents written in languages other than the specified language for text recognition
  - 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 layout as well as documents including unreadable characters
    (It may take an extended period of time to convert 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.

> **ABBYY FineReader for ScanSnap (TM) 4.1**
>
> ? Paper size is too large. The result may be displayed incorrectly. Continue saving?
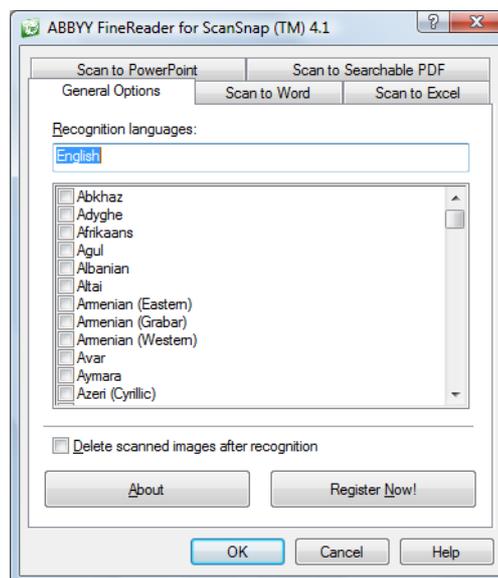>
> [Yes]   [No]

- A converted Excel worksheet can contain up to 65,536 rows.
- When converting to Excel files, information for the layout of the entire document, diagrams, and height/width of graphs and tables is not reproduced. Only tables and character strings are reproduced.
- A converted PowerPoint document will not contain 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 (), or load documents face down in portrait orientation.
- On the ScanSnap setup dialog box, even if the [Generate one PDF file per *(n)* page(s)] check box is selected on the [File option] tab → [Option], the conversion result will be saved as one file.

You can change the scanning 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 show the following dialog box.

> **ABBYY FineReader for ScanSnap (TM) 4.1**
>
> Scan to PowerPoint | Scan to Searchable PDF
> General Options | Scan to Word | Scan to Excel
>
> Recognition languages:
>
> English
>
> ☐ Abkhaz
> ☐ Adyghe
> ☐ Afrikaans
> ☐ Agul
> ☐ Albanian
> ☐ Altai
> ☐ Armenian (Eastern)
> ☐ Armenian (Grabar)
> ☐ Armenian (Western)
> ☐ Avar
> ☐ Aymara
> ☐ Azeri (Cyrillic)
>
> ☐ Delete scanned images after recognition
>
> [About]   [Register Now!]
>
> [OK]   [Cancel]   [Help]

For details about how to set, refer to the ABBYY FineReader for ScanSnap User's Guide.
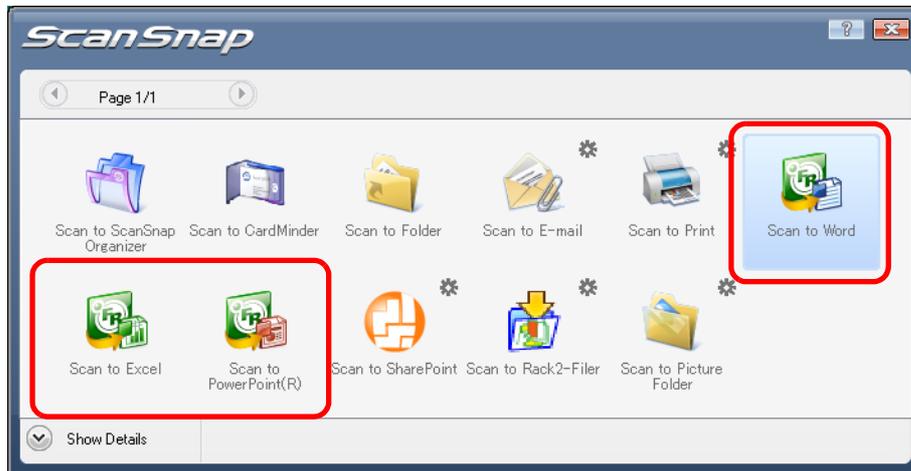
127

Using the Quick Menu

1. Load the document into the ScanSnap.

For details, refer to "Paper Sizes of Documents to Be Scanned" (page 27) and "Loading Documents" (page 29).
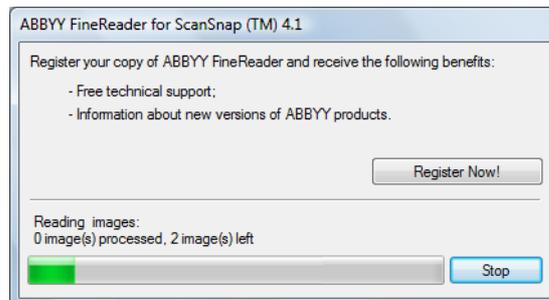
2. Press the [Scan] button on the ScanSnap.

⇒ Scanning is started.

⇒ When scanning is complete, the Quick Menu appears.

3. 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 on the ScanSnap setup dialog box, the [Scan to Word], [Scan to Excel], and [Scan to PowerPoint(R)] icons are grayed out and cannot be selected.

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

$\Rightarrow$ When the conversion is complete, 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 on the ScanSnap setup dialog box.
- Word documents are saved in RTF format (.rtf), Excel documents, in XLS format (.xls), and PowerPoint documents, in PPT format (.ppt).

- When the Quick Menu is displayed, scanning cannot be performed with the ScanSnap. Complete the action 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

1. **Select [Scan Button Settings] from the Right-Click Menu.**
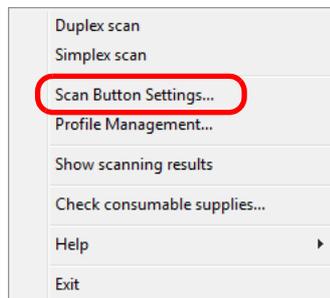
⇒ The ScanSnap setup dialog box appears.

2. **In the [Application] drop-down list on the [Application] tab, select [ABBYY Scan to Word], [ABBYY Scan to Excel], or [ABBYY Scan to PowerPoint(R)].**
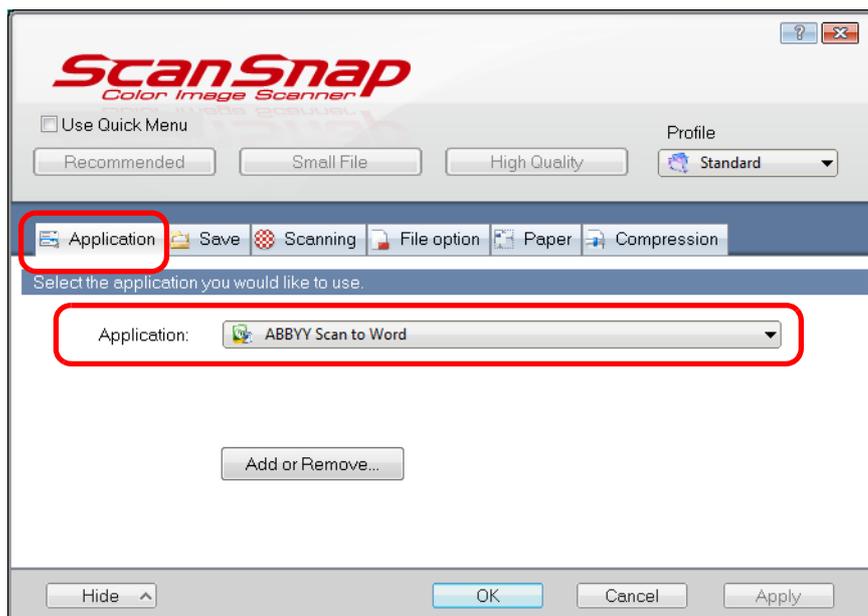
> ✓
> - The profiles can also be set by selecting [ABBYY Scan to Word], [ABBYY Scan to Excel], or [ABBYY Scan to PowerPoint(R)] from the [Profile] drop-down list or from the Left-Click Menu.
> - Finishing the procedure above, you can save desired settings as profiles. The profiles can be selected in the Left-Click Menu from the next time you scan documents.
> For details about how to save scanning settings, refer to "Saving Scanning Settings" (page 71).

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

> ✓ Even if the [Scan] button on the ScanSnap is pressed, the ScanSnap setup dialog box closes.

4. Load the document into the ScanSnap.

For details, refer to "Paper Sizes of Documents to Be Scanned" (page 27) and "Loading Documents" (page 29).

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

⇒ Scanning is started.

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

ABBYY FineReader for ScanSnap (TM) 4.1

Register your copy of ABBYY FineReader and receive the following benefits:

- Free technical support;
- Information about new versions of ABBYY products.

Register Now!

Reading images:
0 image(s) processed, 2 image(s) left

Stop

⇒ When the conversion is complete, 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 on the ScanSnap setup dialog box.
> - Word documents are saved in RTF format (.rtf), Excel documents, in XLS format (.xls), and PowerPoint documents, in PPT format (.ppt).

■ Scanning Business Cards

This section describes how to use scanned image data of business cards in CardMinder.
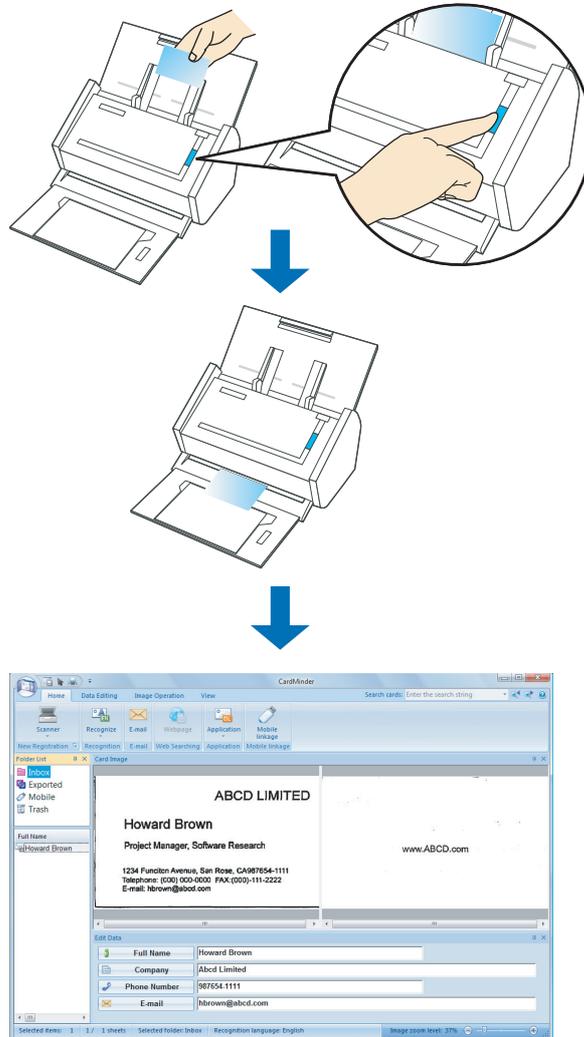

> ⚠ • When interacting with CardMinder, blank pages are not removed, regardless of the [Allow automatic blank page removal] setting.
> • Up to 500 sheets (1,000 pages), including blank pages, can be exported to CardMinder at once.

Using the Quick Menu

1. Load the business card into the ScanSnap.

- Load the business card so that the front side of the two-sided business card 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 business cards edge and the side guide on both sides.
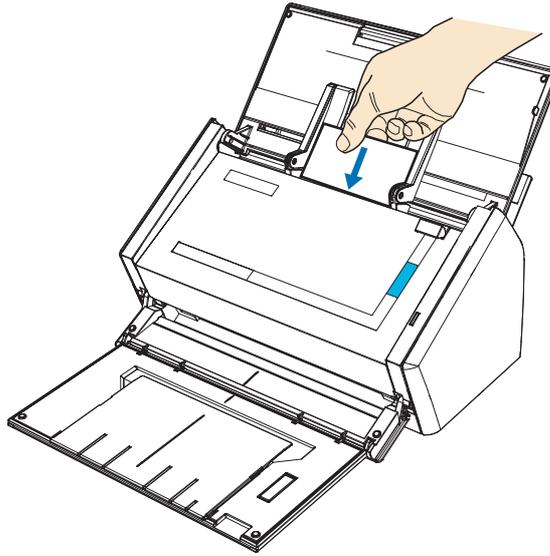
2. Press the [Scan] button on the ScanSnap.

⇒ Scanning is started.

⇒ When scanning is complete, the Quick Menu appears.

> ⚠ 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 [Scan to CardMinder] icon.
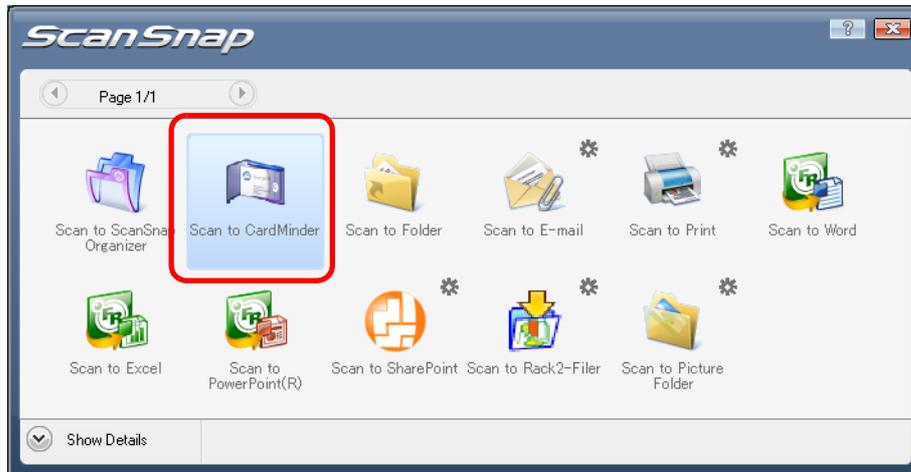
⇒ CardMinder starts up.

> ⚠ • When the Quick Menu is displayed, scanning cannot be performed with the ScanSnap. Complete the interaction with CardMinder before scanning another document.
> • Do not move, delete, or rename the scanned image data in other applications while the Quick Menu is displayed.
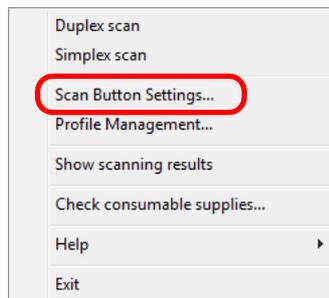
4. Check the scanned card image and text recognition result.
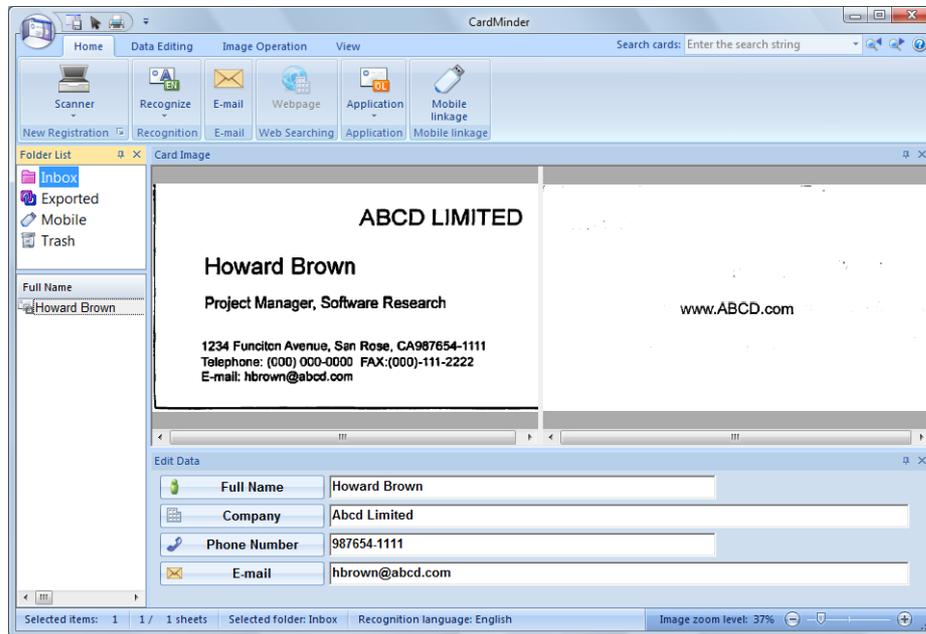
> ✓ For details about the functions of and how to use CardMinder, refer to CardMinder User's Guide and CardMinder Help.

134

Without using the Quick Menu

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

⇒ The ScanSnap setup dialog box appears.

2. **In the [Application] drop-down list on the [Application] tab, select [Card-Minder].**
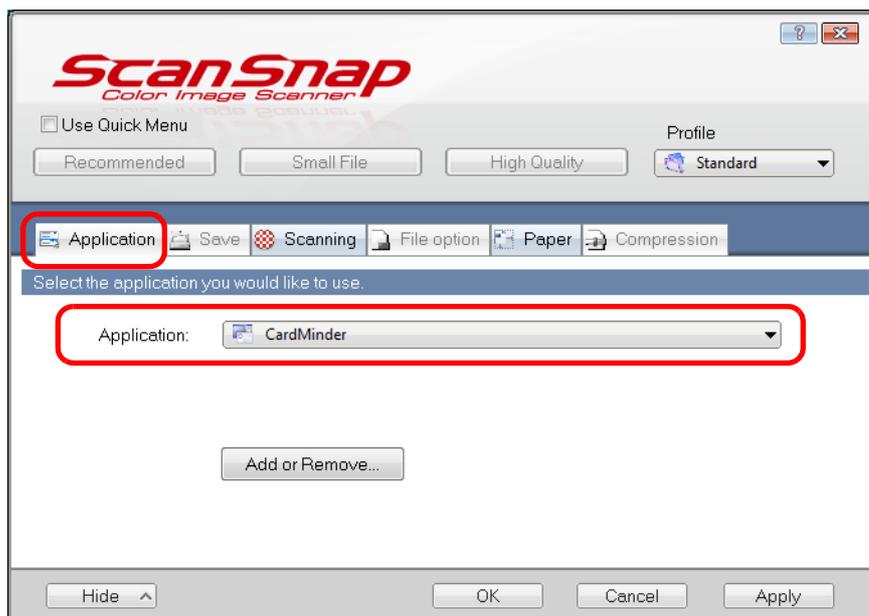
> ⚠ It is recommended to select [Auto] or [Best] for [Image quality] in the [Scanning] tab in the ScanSnap setup dialog box when you scan business cards. The ScanSnap cannot link with CardMinder when [Image quality] is set to [Excellent].

> ☑ • 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 Scanning Settings" (page 71).

135

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

> ✅ Even if the [Scan] button on the ScanSnap is pressed, the ScanSnap setup dialog box closes.

4. Load the business card into the ScanSnap.

- Load the business card so that the front side of the two-sided business card 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 business cards edge and the side guide on both sides.
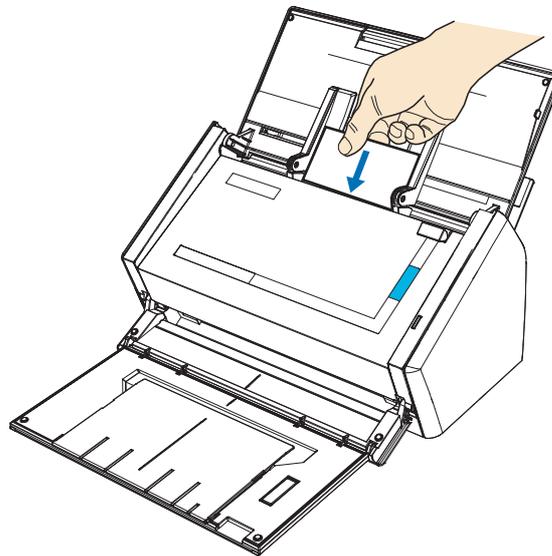
5. Press the [Scan] button on the ScanSnap.

⇒ Scanning is started.

⇒ When scanning is complete, CardMinder starts up.

6. **Check the scanned card image and text recognition result.**
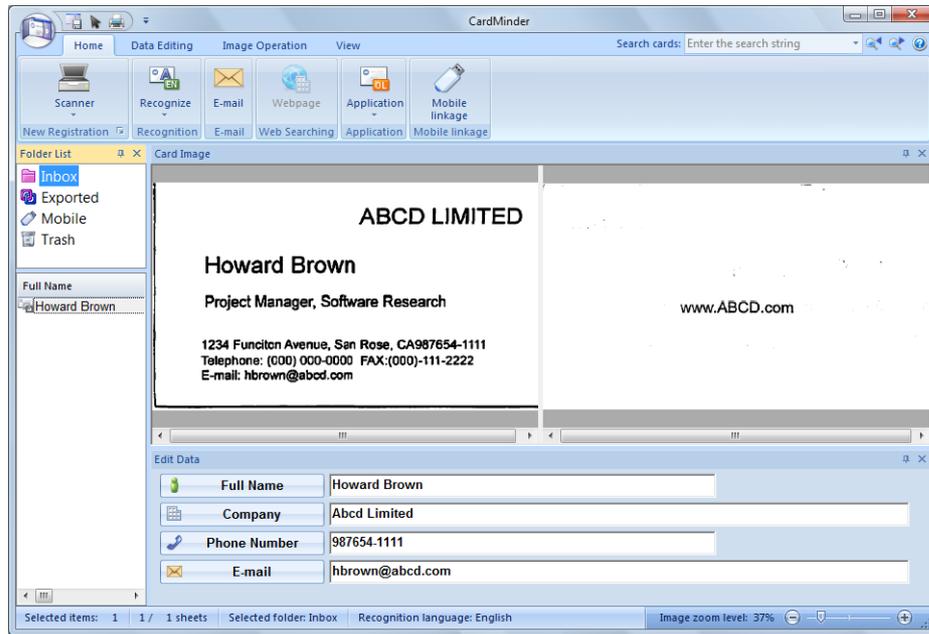
	For details about the functions of and how to use CardMinder, refer to CardMinder User's Guide and CardMinder Help.

137

■ Saving Data in SharePoint

You can easily save the scanned image data in SharePoint and Office Live.
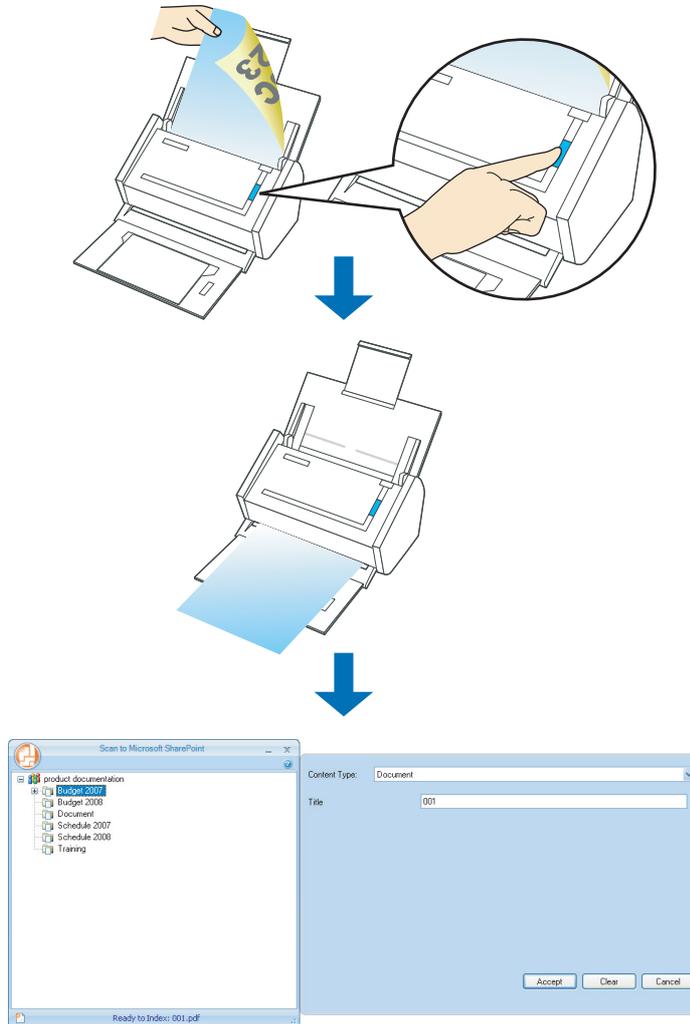
## Using the Quick Menu

1. Load the document into the ScanSnap.

For details, refer to "Paper Sizes of Documents to Be Scanned" (page 27) and "Loading Documents" (page 29).

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

⇒ Scanning is started.

⇒ When scanning is complete, the Quick Menu appears.

3. Change settings for the [Scan to SharePoint] action (If you do not want to change 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.
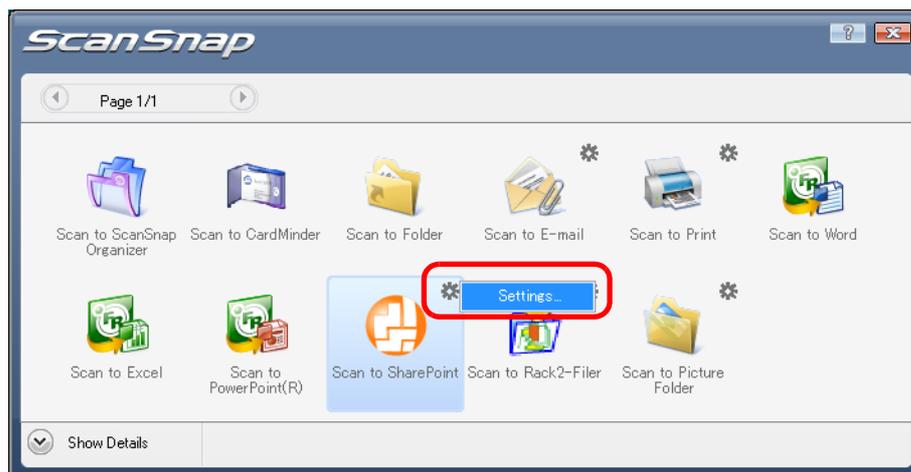
⇒The [Scan to SharePoint - Options] dialog box appears.

2. Select the [Save scanned images to file] check box.
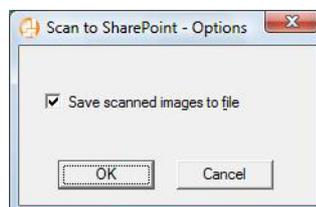
3. Click the [OK] button to close the [Scan to SharePoint - Options] dialog box.

4. Click the [Scan to SharePoint] icon.
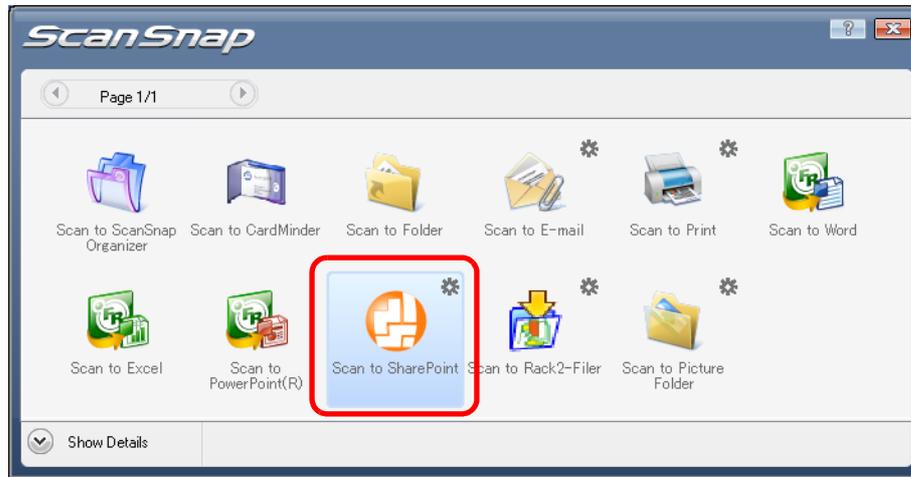
⟹ Scan to Microsoft SharePoint starts up.

> ⚠ • When the Quick Menu is displayed, scanning cannot be performed with the ScanSnap. 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.
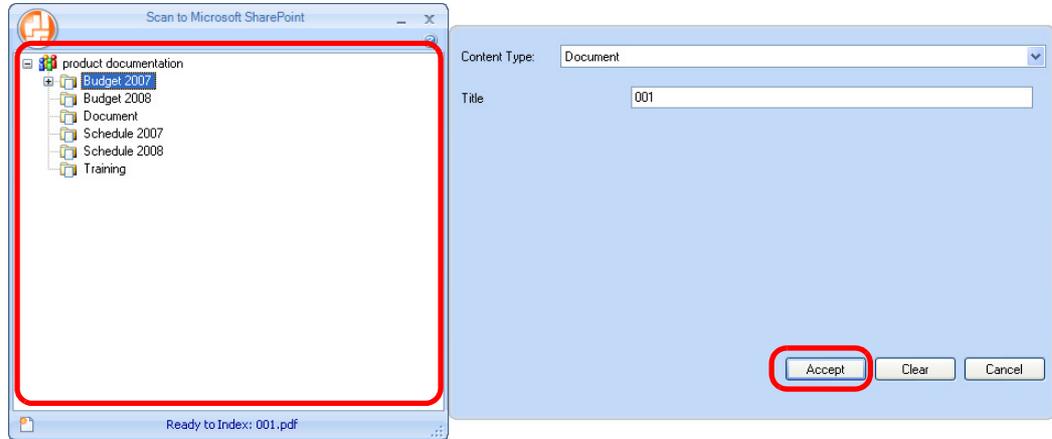
5. Save the scanned image data.

> ✓ • You can save up to 100 files (the maximum size of a file is 150 MB) in Scan to Microsoft SharePoint.
> Select [Delete file from cache after upload] in the Cache Options, and then upload your file(s) as needed.
> • You need to save a SharePoint site at the initial startup of Scan to Microsoft SharePoint. Once you save a SharePoint site, the ScanSnap is automatically connected with Scan to Microsoft SharePoint from the next startup.
> For details about Scan to Microsoft SharePoint, 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. Enter necessary information such as a title in the Index pane of Scan to Microsoft SharePoint, and click the [Accept] button.
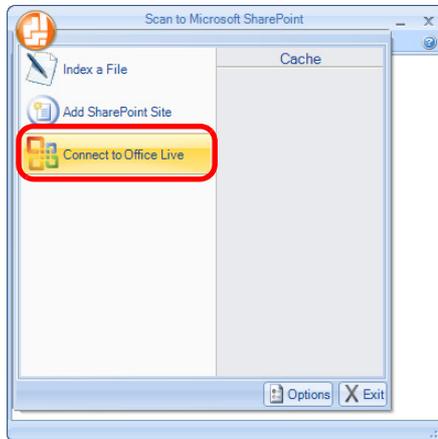

  ⇒ The scanned image data is saved in the specified folder.
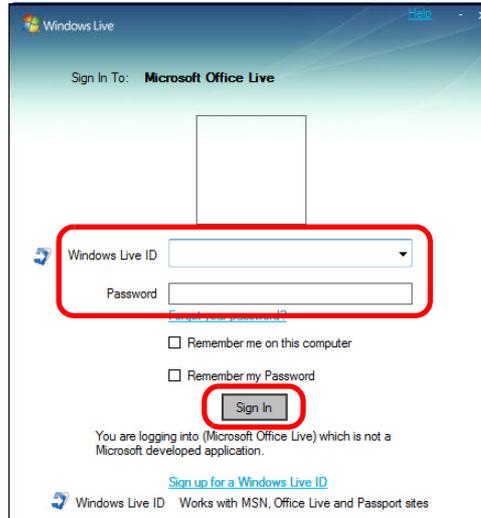
- **Connecting to Office Live**

  > Support for Office Live varies according to country. For more details, refer to the Office Live Web site.
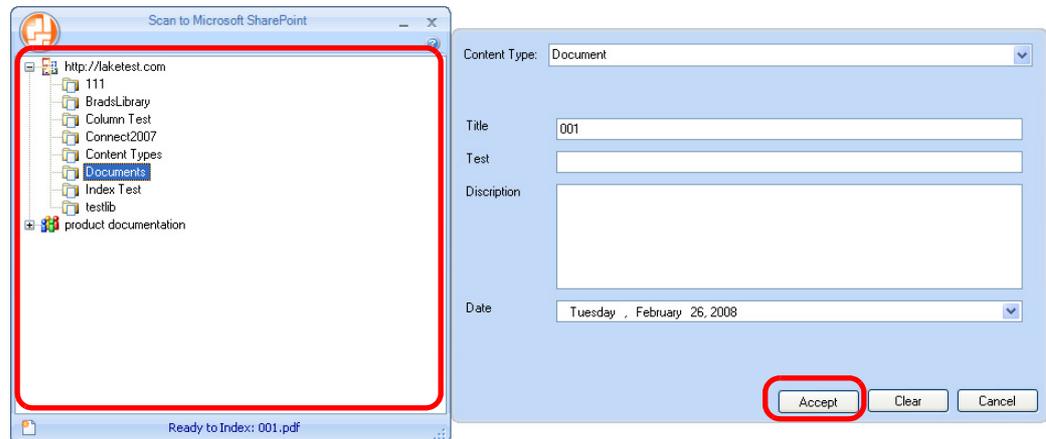
  1. Select [Connect to Office Live] from the menu.

  ⇒The Office Live logon dialog box appears.

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

⇒ After the ScanSnap is connected with Office Live, the [Scan to Microsoft SharePoint] dialog box appears.

3. Select a folder in which you want to save the scanned image data.
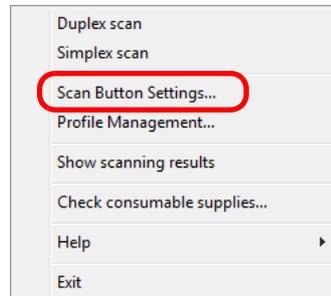4. Enter necessary information such as a title in the Index pane, and click the [Accept] button.

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

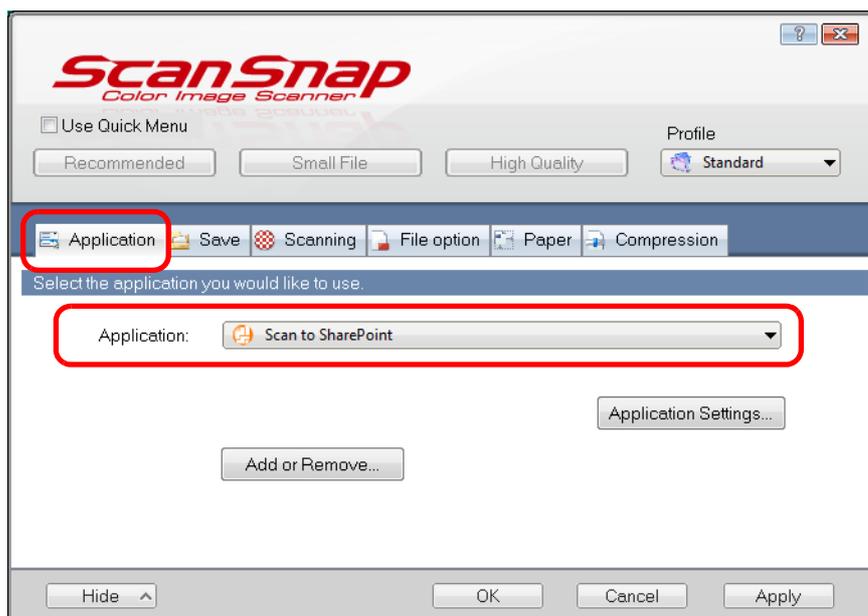> For details, refer to the Scan to Microsoft SharePoint User Guide.

142

Without using the Quick Menu

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

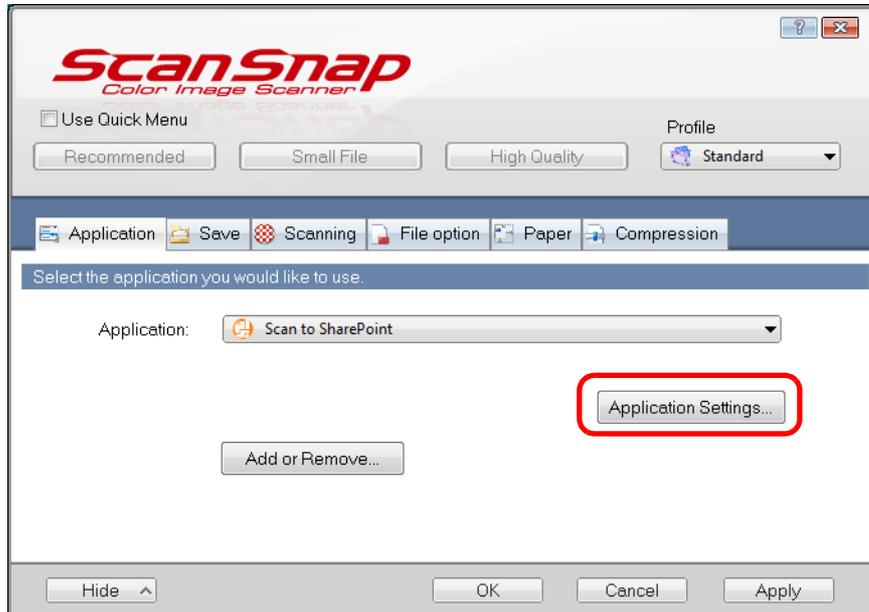⇒ The ScanSnap setup dialog box appears.

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

> ☑ Finishing the procedure above, you can save desired settings as profiles. The profiles can be selected in the Left-Click Menu from the next time you scan documents.
> For details about how to save scanning settings, refer to "Saving Scanning Settings" (page 71).
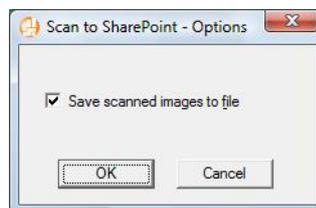
3. **Change settings for the [Scan to SharePoint] action (If you do not want to change settings, go to Step 4.).**

1. Click the [Application Settings] button.

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

2. Select the [Save scanned images to file] check box.

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.**

> ✓ Even if the [Scan] button on the ScanSnap is pressed, the ScanSnap setup dialog box closes.

5. **Load the document into the ScanSnap.**

For details, refer to "Paper Sizes of Documents to Be Scanned" (page 27) and "Loading Documents" (page 29).

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

⇒ Scanning is started.
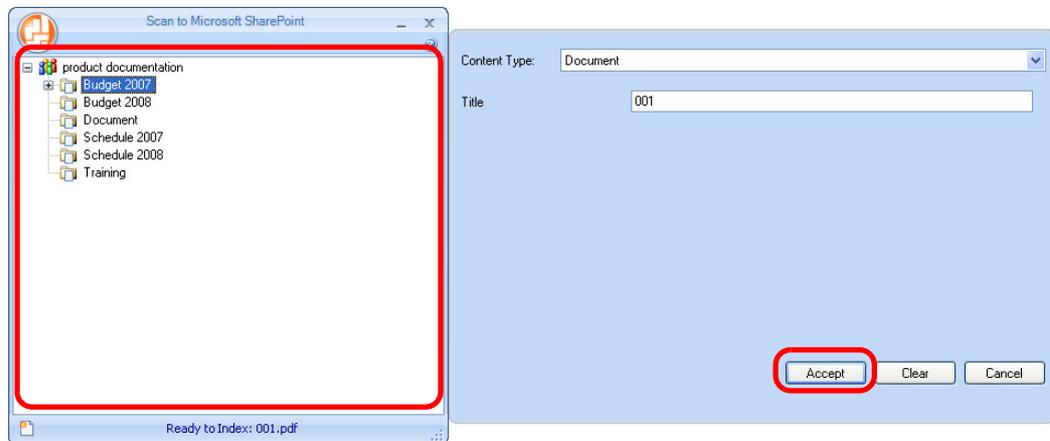⇒ When scanning is complete, Scan to Microsoft SharePoint starts up.

7. Save the scanned image data.

> - You can save up to 100 files (the maximum size of a file is 150 MB) in Scan to Microsoft SharePoint.
>   Select [Delete file from cache after upload] in the Cache Options, and then upload your file(s) as needed.
> - You need to save a SharePoint site at the initial startup of Scan to Microsoft SharePoint. Once you save a SharePoint site, the ScanSnap is automatically connected with Scan to Microsoft SharePoint from the next startup.
>   For details about Scan to Microsoft SharePoint, 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. Enter necessary information such as a title in the Index pane of Scan to Microsoft SharePoint, and click the [Accept] button.
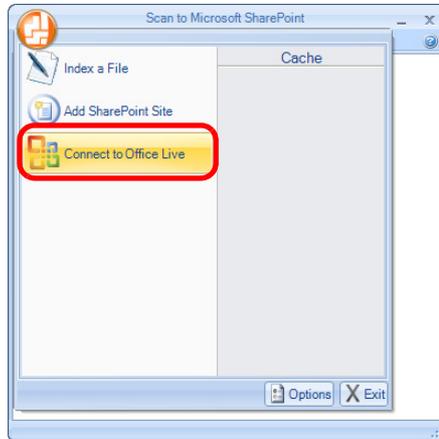
⇒ The scanned image data is saved in the specified folder.
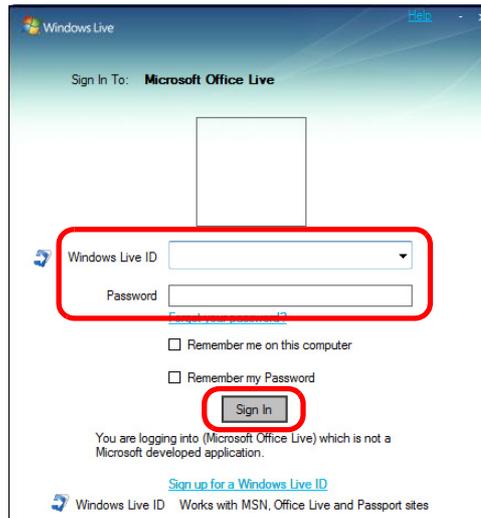
- **Connecting to Office Live**

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

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

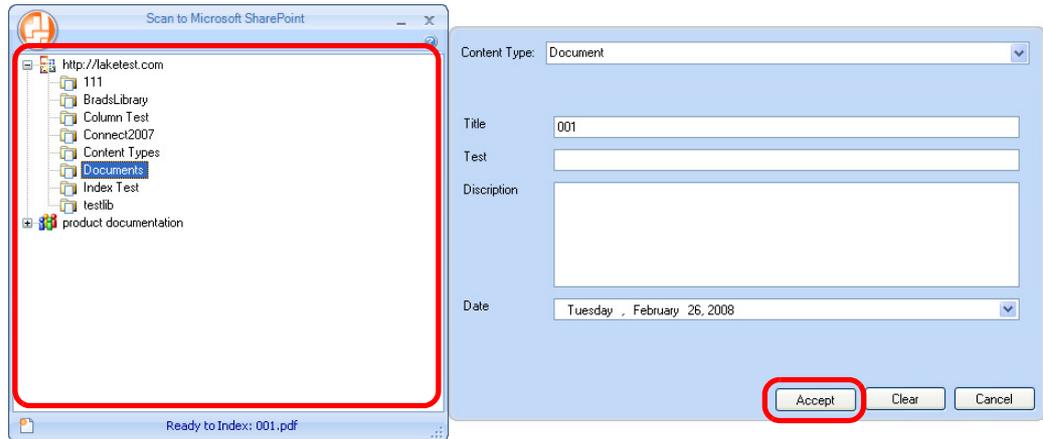⇒The Office Live logon dialog box appears.

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

⇒After the ScanSnap is connected with Office Live, the [Scan to Microsoft SharePoint] dialog box appears.

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

4. Enter necessary information such as a title in the Index pane, 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 describes how to save PDF files created with the ScanSnap, in Rack2-Filer Trial Version supplied with the ScanSnap or Rack2-Filer (V5.0 recommended) (bundled or sold separately).
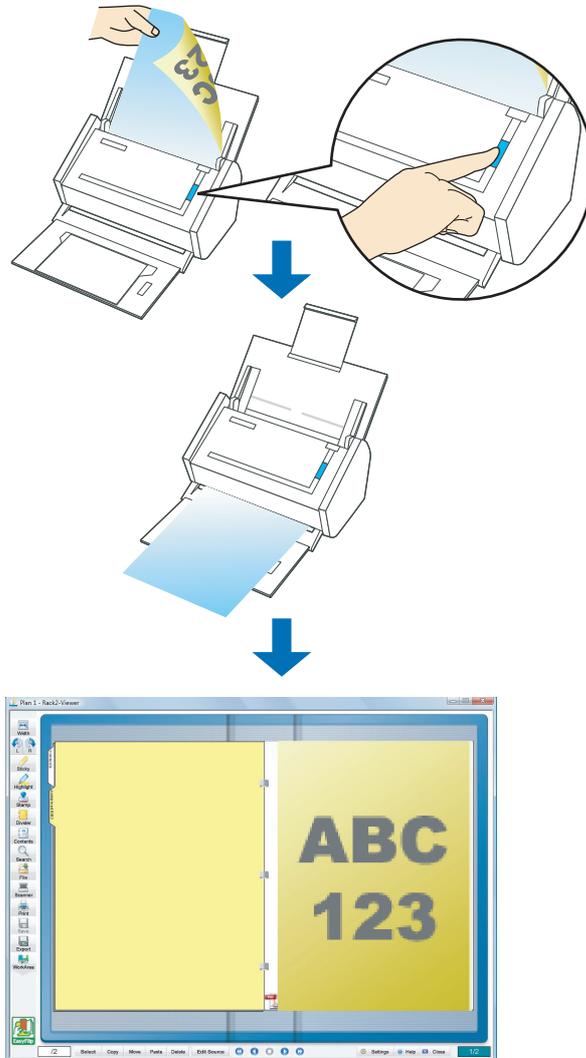
> ⚠
> - Rack2-Filer trial version supplied with the ScanSnap or Rack2-Filer (V5.0 recommended) (bundled or sold separately) is required to use this function.
>   Rack2-Filer is a software program that converts paper documents and electronic documents into PDF files and manages them in a computer. You can manage documents in such a manner that you just bind your paper documents in binders and store them on a cabinet shelf and can browse documents as if you flip through a book.
> - The following settings are disabled when the scanned image data is saved to Rack2-Filer.
>   - Rename file after scanning
>   - Color high compression
> - For details about how to use Rack2-Filer, refer to the Rack2-Filer User's Guide.

Using the Quick Menu

1. **Load the document into the ScanSnap.**

For details, refer to "Paper Sizes of Documents to Be Scanned" (page 27) and "Loading Documents" (page 29).

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

⇒ Scanning is started.

⇒ When scanning is complete, the Quick Menu appears.

3. **Change settings for the [Scan to Rack2-Filer] action (If you do not want to change 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.
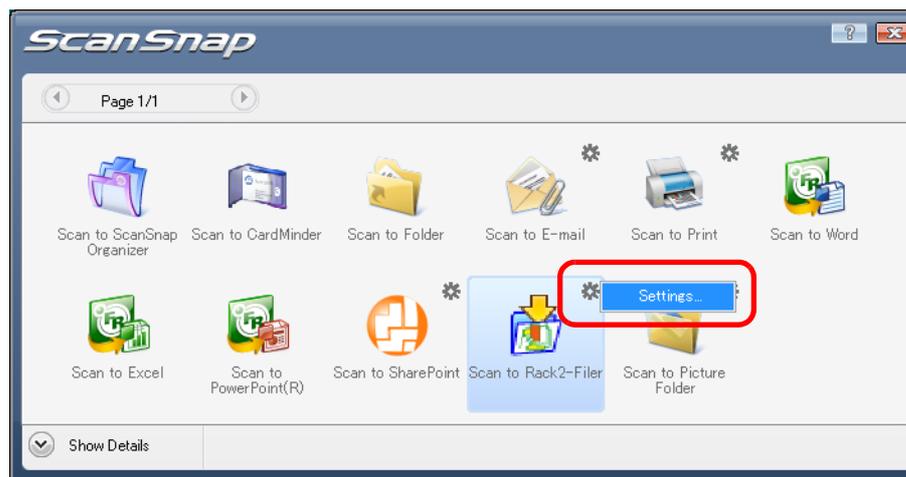
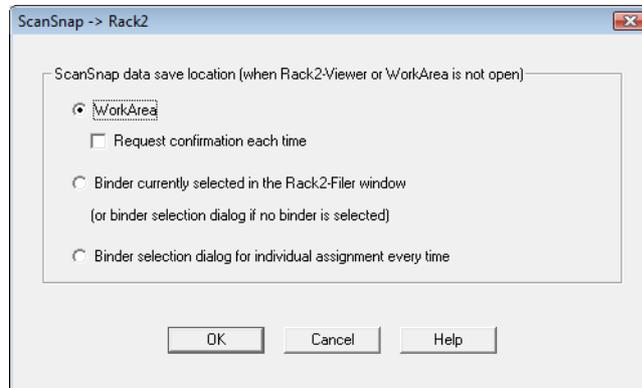⇒The [ScanSnap -> Rack2] dialog box appears.

> ⚠ When [JPEG(*.jpg)] is selected for [File format] in the [File option] tab on the ScanSnap setup dialog box, the [Scan to Rack2-Filer] icon is grayed out and cannot be selected.

149

2. Change settings.

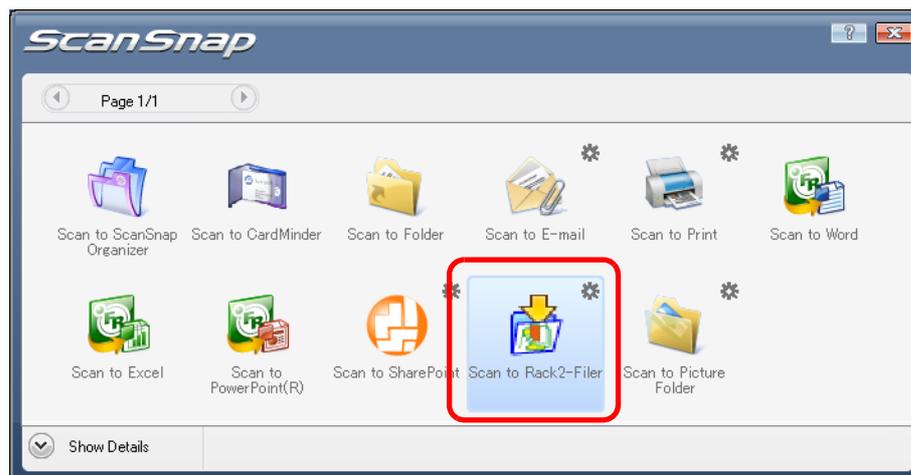In this dialog box, specify the destination to save the scanned image data.

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 to Rack2-Filer according to the settings specified in Step 3..

- When [JPEG(*.jpg)] is selected for [File format] in the [File option] tab on the ScanSnap setup dialog box, the [Scan to Rack2-Filer] icon is grayed out and cannot be selected.
- When the Quick Menu is displayed, scanning cannot be performed with the ScanSnap. 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.
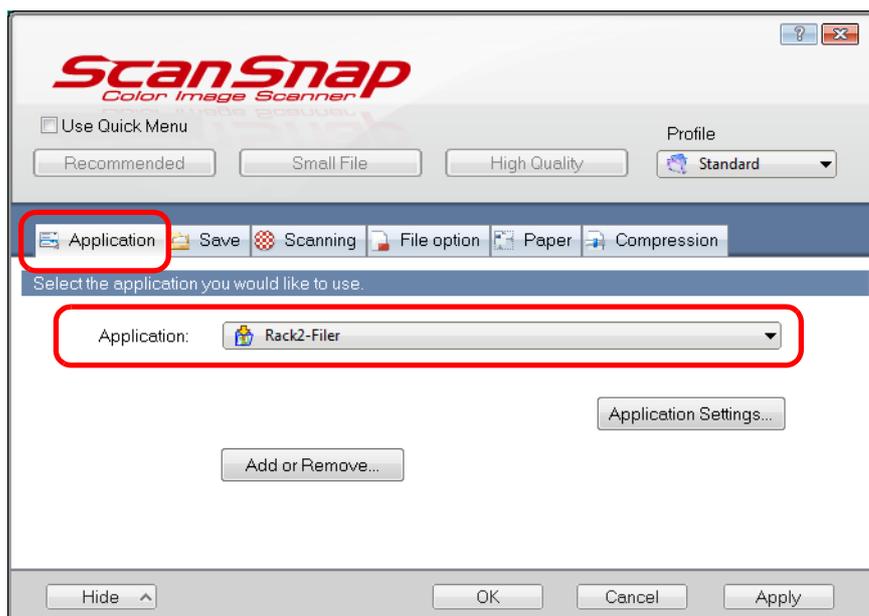
150

Without using the Quick Menu

1. Select [Scan Button Settings] from the Right-Click Menu.
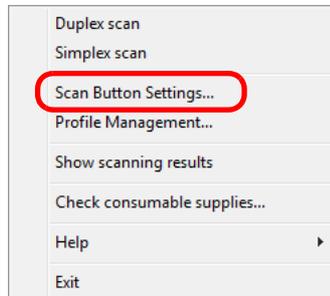
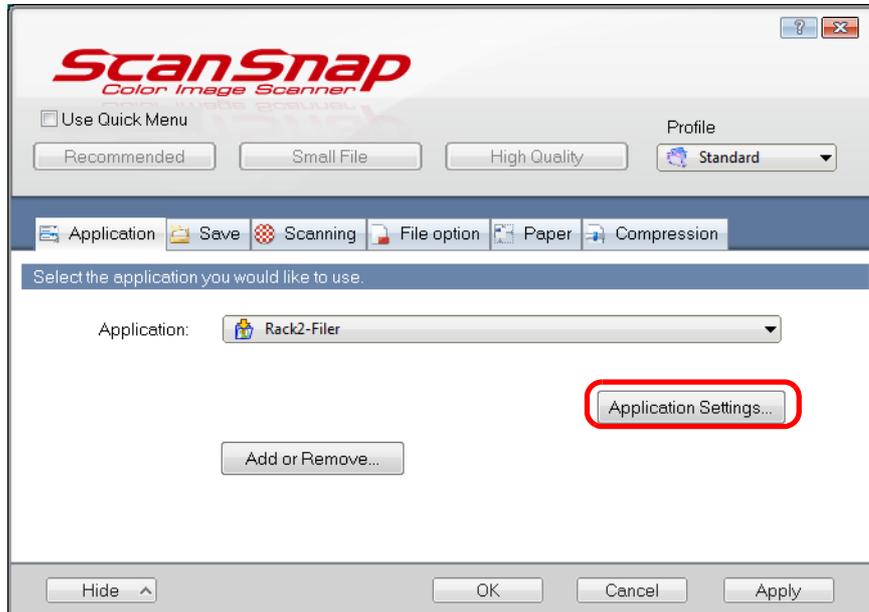⇒ The ScanSnap setup dialog box appears.

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

> • You can set the profile by selecting Rack2-Filer from the [Profile] drop-down list or [Profile] menu.
> • Finishing the procedure above, you can save desired settings as profiles. The profiles can be selected in the Left-Click Menu from the next time you scan documents.
> For details about how to save scanning settings, refer to "Saving Scanning Settings" (page 71).

151

3. **Change settings for the [Rack2-Filer] action (If you do not want to change settings, go to Step 4.).**
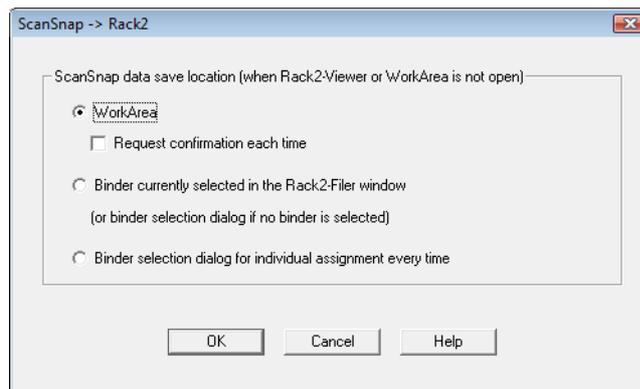
1. Click the [Application Settings] button.

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

2. Change 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.**

> ✓ Even if the [Scan] button on the ScanSnap is pressed, the ScanSnap setup dialog box closes.

5. Load the document into the ScanSnap.

For details, refer to "Paper Sizes of Documents to Be Scanned" (page 27) and "Loading Documents" (page 29).

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

⇒ Scanning is started.

⇒ When scanning is complete, Rack2-Filer starts up, and the PDF file created by the ScanSnap is saved to Rack2-Filer according to the settings specified in Step 3.
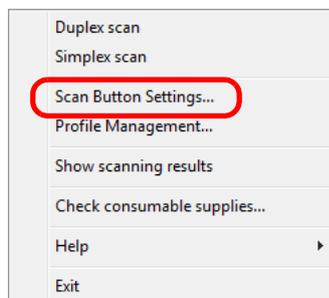
Using the ScanSnap in Various Ways

This section describes a variety of ways you can use the ScanSnap.

■ Scanning Only One Side of a Document

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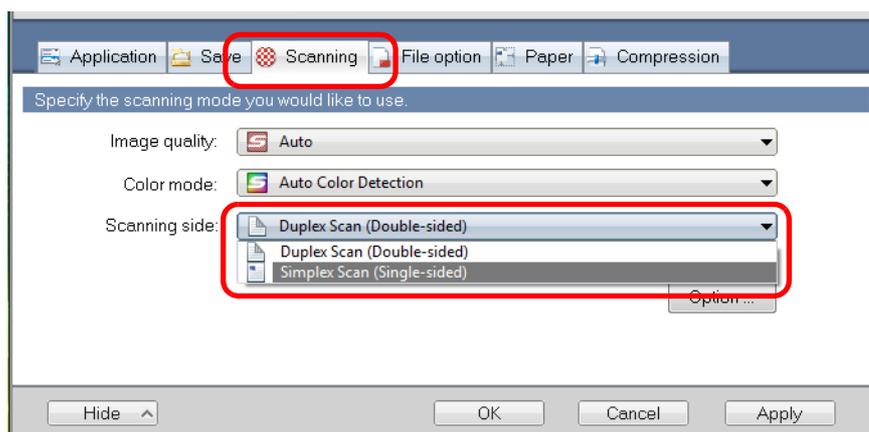When you wish to scan in Simplex mode, change the settings by following the procedure below.

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

⇒ The ScanSnap setup dialog box appears.

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

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

154

4. Load the document into the ScanSnap.

For details, refer to "Paper Sizes of Documents to Be Scanned" (page 27) and "Loading Documents" (page 29).

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

> If you select [Simplex scan] from the Right-Click Menu, even if [Duplex Scan (Double-sided)] is set in [Scanning side] on the [Scanning] tab, the scan will be performed in Simplex mode.
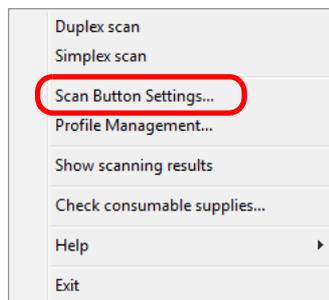
$\Rightarrow$ The document is scanned in Simplex mode.

■ Scanning Color Documents in Black and White or Gray Mode

By default, the ScanSnap automatically recognizes whether scanned documents are color, gray or black-and-white, and outputs color documents in color mode, gray documents in gray mode, and black-and-white documents in black-and-white mode.
If you wish to scan color documents in gray or black-and-white mode, change the settings by following the procedure below.
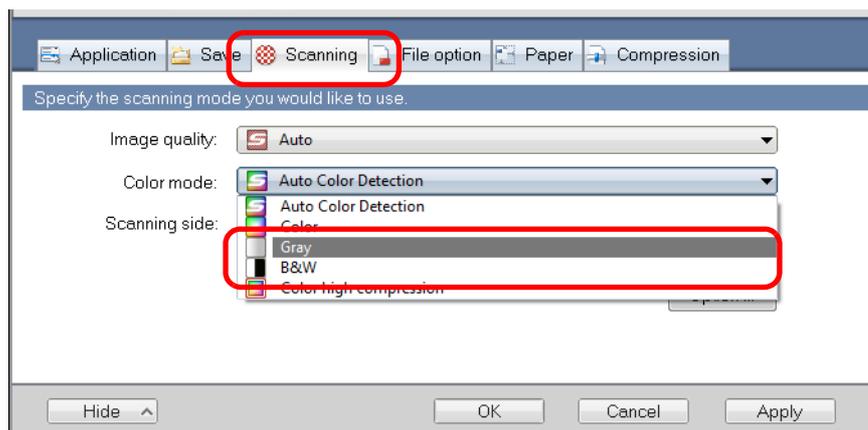
1. **Select [Scan Button Settings] from the Right-Click Menu.**

⇒ The ScanSnap setup dialog box appears.

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

To scan color documents in color, select [Color].

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

4. **Load the document into the ScanSnap.**

For details, refer to "Paper Sizes of Documents to Be Scanned" (page 27) and "Loading Documents" (page 29).

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

⇒ Scanned image data is output in gray or in black-and-white.

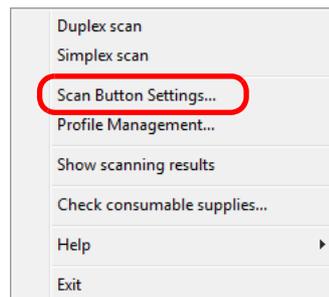# ■ Scanning Color Documents in High Compression Mode

The ScanSnap can save image data of scanned color documents in high compression mode. You can scan an large quantity of documents in high compression mode and save them as a space-saving PDF file.

To scan color documents in high compression mode, perform the following steps to change the setting.
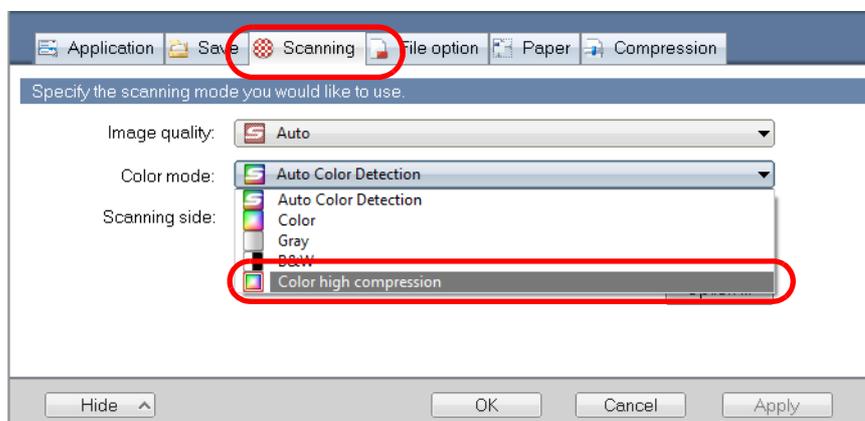
> In [Color high compression] mode, characters and background on the document are compressed separately, and thus, the file size of the document that mostly contains text characters becomes smaller, while the quality of the characters is kept high. On the other hand, photographs and figures are highly compressed because they are regarded as a background, so the image data deteriorates. Therefore, this mode is not appropriate for scanning photographs and images.

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

⇒ The ScanSnap setup dialog box appears.

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

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

158

4. **Load the document into the ScanSnap.**

For details, refer to "Paper Sizes of Documents to Be Scanned" (page 27) and "Loading Documents" (page 29).

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, both sides of the documents are scanned regardless if the back is printed or not. If a blank side is scanned, it is recognized as "blank" and the image data is automatically removed.

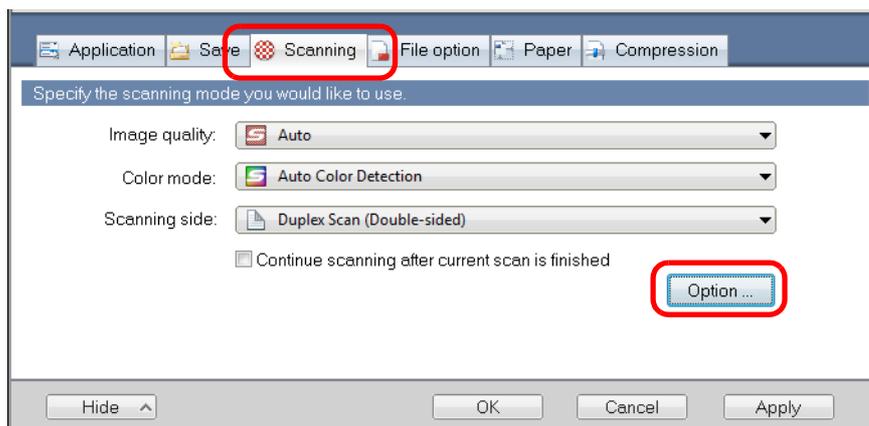To remove blank pages, change the settings by following the procedure below.

> - The following types of documents may be recognized as blank pages:
>   - Almost blank documents containing only a few characters
>   - Documents of only one color (including black) and without any patterns, lines, or characters
>
>   When you scan such documents, clear the [Allow automatic blank page removal] check box. When discarding the scanned image data, check the image data for pages accidentally removed.
> - When the ScanSnap is used with CardMinder, blank pages are not removed.

1. Select [Scan Button Settings] from the Right-Click Menu.
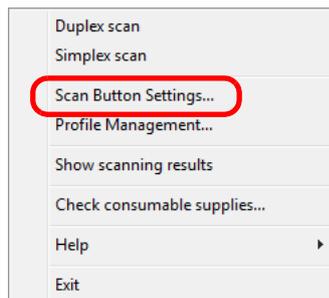
⇒ The ScanSnap setup dialog box appears.

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

⇒ The [Read mode option] dialog box appears.

3. Select the [Allow automatic blank page removal] check box.
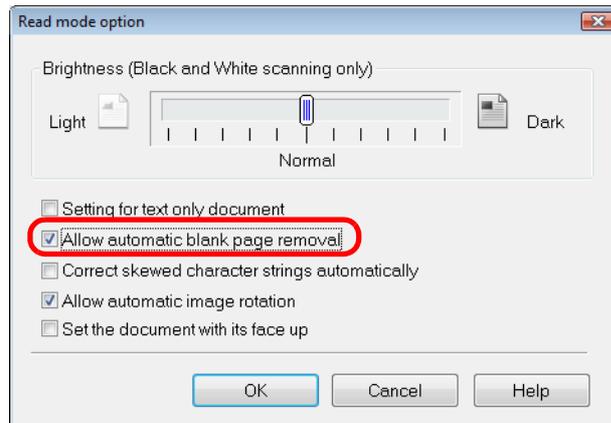
4. Click the [OK] button to close all the open dialog boxes.

5. Load the document into the ScanSnap.

For details, refer to "Paper Sizes of Documents to Be Scanned" (page 27) and "Loading Documents" (page 29).

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

⇒ Image data without blank pages is output.

■ Correcting Skewed Character Strings

The ScanSnap is able to detect skewed character strings on the document and correct the skew. This function is available when characters printed on the document are skewed.

To correct skewed character strings, change the settings by following the procedure below.

> ⚠ • Up to +/-5 degrees of skews can be corrected.
> This function determines a document skew based on the character strings printed on the document, so it may not work properly for the following image data:
> - Documents on which pitches of lines or characters are extremely narrow, or characters are overlapped
> - Documents that have many outlined or decorated characters
> - Documents that have many photographs or figures but only a few characters
> - Documents that have characters on patterned background
>   e.g. Characters overlapping illustrations and diagrams
> - Documents that have characters printed in various directions (e.g. drawings)
> - Documents that have long diagonal lines
> - Documents with handwritten characters
> When you scan such documents, clear the [Correct skewed character strings automatically] check box.
> • When scanning with the Carrier Sheet, skewed character strings are not corrected.

> ✓ For documents skewed while being scanned, the skew is always corrected regardless of whether [Correct skewed character strings automatically] is enabled or not.

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

```
Duplex scan
Simplex scan

Scan Button Settings...
Profile Management...

Show scanning results

Check consumable supplies...

Help                          ▶

Exit
```
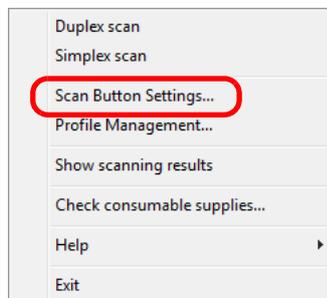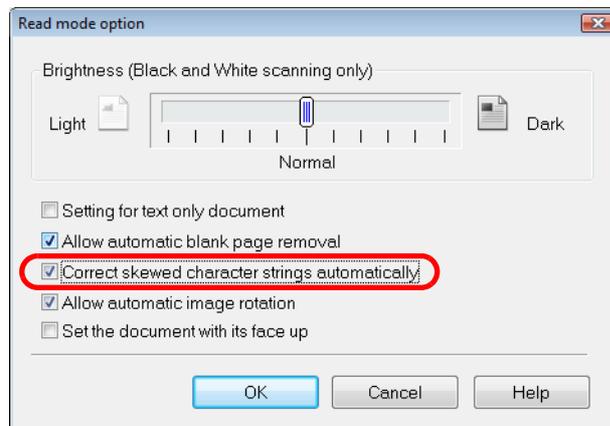
⇒ The ScanSnap setup dialog box appears.

2. **Click the [Option] button on 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 the open dialog boxes.**

5. **Load the document into the ScanSnap.**

For details, refer to "Paper Sizes of Documents to Be Scanned" (page 27) and "Loading Documents" (page 29).

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

⇒ All image data are 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 documents of different page orientations, even if the paper sizes are the same.

For the case of double-sided documents in calendar style, the reverse sides are printed upside down.

The ScanSnap is able to automatically correct the orientation of scanned images for such sets of pages.

To correct the orientation of scanned documents, change the settings by following the procedure below.
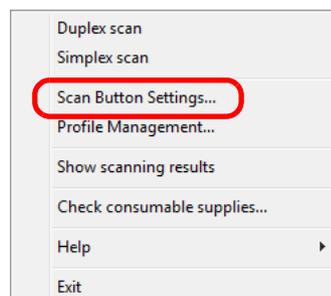
> This function determines a document orientation based on the characters printed on the document. It may not work properly for the following kinds of documents:
> - Documents with many extremely large or small characters
> - Documents on which pitches of lines or characters are extremely narrow, or characters are overlapped
> - 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 many characters contacting underlines or borders
> - Documents that have characters printed in various directions (e.g. drawings)
> - Documents that have only capital letters
> - Documents with handwritten characters
> - Skewed documents
> - Documents with characters of 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 lot of noise
> - Documents with pale characters
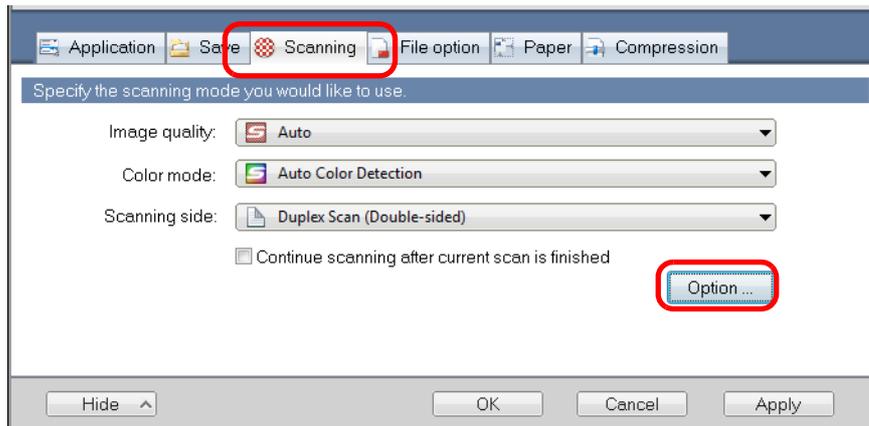> - Documents with faded characters
>
> When you scan such documents, clear the [Allow automatic image rotation] check box.

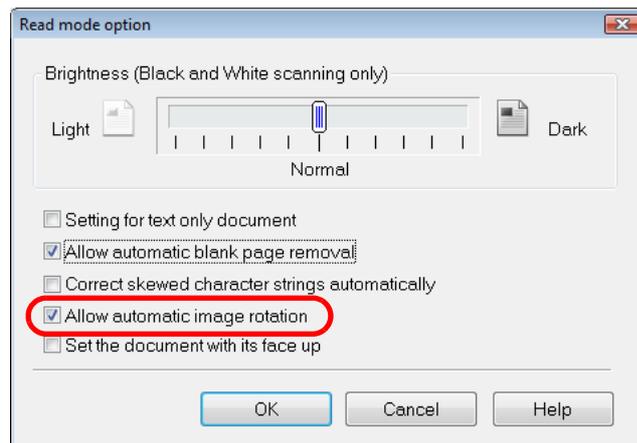## 1. Select [Scan Button Settings] from the Right-Click Menu.

⇒ The ScanSnap setup dialog box appears.

2. **Click the [Option] button on 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 the open dialog boxes.**

5. **Load the document into the ScanSnap.**

For details, refer to "Paper Sizes of Documents to Be Scanned" (page 27) and "Loading Documents" (page 29).

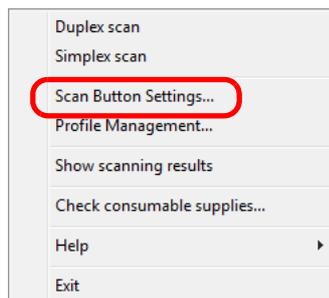**6.** **Press the [Scan] button on the ScanSnap.**

⇒ All image data are output in the same orientation.

■ Scanning Documents of Differing Widths or Sizes at the Same Time

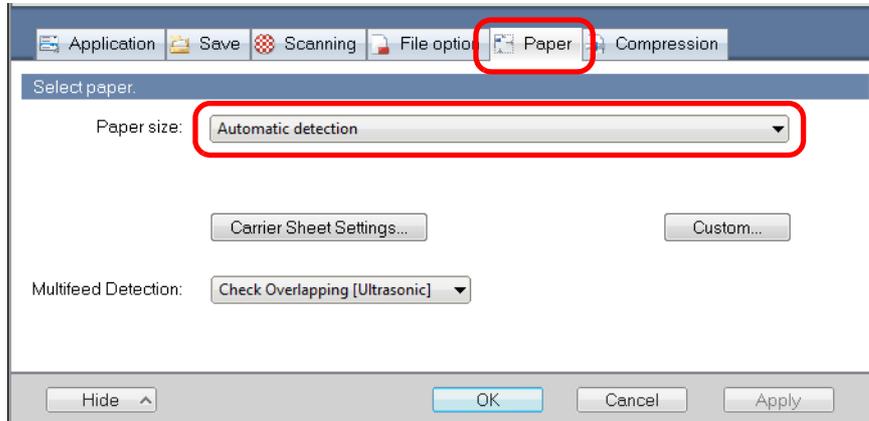The ScanSnap is able to scan documents of different widths or sizes in one batch.

To scan documents of different widths or sizes in one batch, change the settings by following the procedure below.

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

Duplex scan
Simplex scan

Scan Button Settings...
Profile Management...

Show scanning results

Check consumable supplies...

Help ▶

Exit

⇒ The ScanSnap setup dialog box appears.

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

Application Save Scanning File option Paper Compression

Select paper.

Paper size: Automatic detection

Carrier Sheet Settings... Custom...

Multifeed Detection: Check Overlapping [Ultrasonic]

Hide ∧ OK Cancel Apply

166

3. **Select an option other than [Check Length] in [Multifeed Detection].**
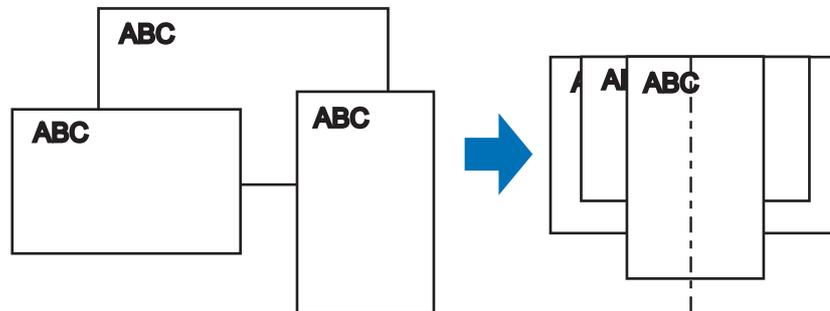

> ⚠️ Scanning documents of different widths or sizes at the same time with [Check Length] selected, results in a scanning failure due to a multifeed error detection.
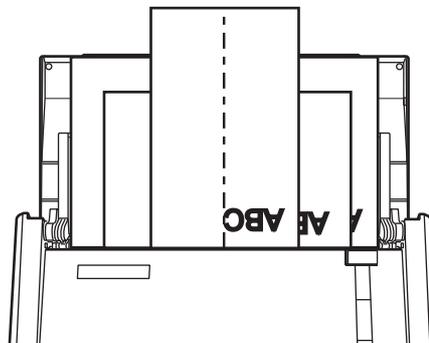
4. **Click the [OK] button to close the ScanSnap setup dialog box.**

5. **Load the document into the ScanSnap.**

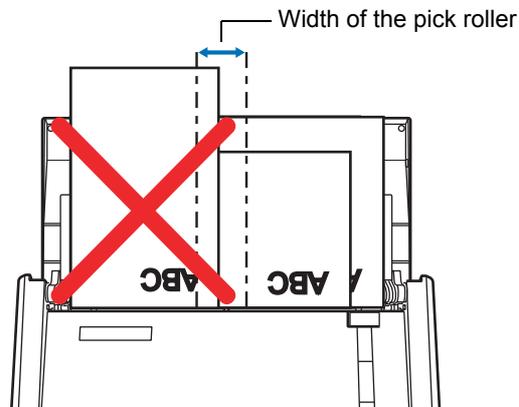1. Align the edge of all documents.

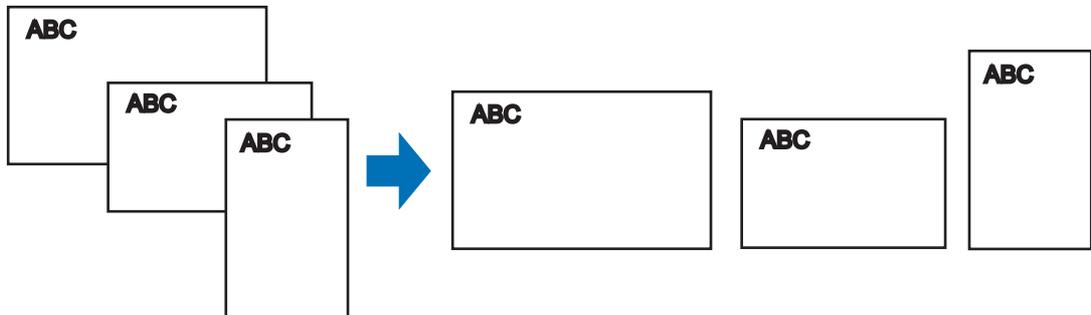2. Place the document on the center of the ADF paper chute (cover).

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

Width of the pick roller

- Adjust the side guides to the widest document to be scanned.
- For smaller documents which cannot contact the side guide, carefully load them 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 different size from the original. If you have difficulties in feeding documents straight, it is recommended to scan documents in several batches and enable continuous scanning; scan documents of about the same width in one batch.
  Note that smaller documents that cannot be guided by the side guide may cause a jam.

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

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

If a document is scanned at an angle, an image may be output that does not match the document size.

168

# ■ Scanning Documents Larger Than A4/Letter Size

The ScanSnap is able to scan documents larger than A4/Letter size, such as A3, Double Letter, and B4 sizes, using the Carrier Sheet. Fold the document in half, scan it in Duplex mode, and then merge both front and back images to make a double-page spread image data. You can also scan and merge both front and back images of a document smaller than A4/Letter size to output a double-page spread image data.

To scan documents larger than A4/Letter size, change the settings by following the procedure below.

> • When you scan documents using a Carrier Sheet, a detection error may occur in the folded portion, and some parts of the image data may be lost. Therefore, it is not recommended for scanning where accuracy is crucial.
> • The [Correct skewed character strings automatically] check box in the [Read mode option] dialog box displayed by pressing the [Option] button on the [Scanning] tab, is disabled.

1. From the Right-Click Menu, select [Scan Button Settings].
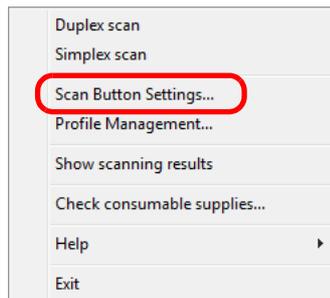
⇒ The ScanSnap setup dialog box appears.

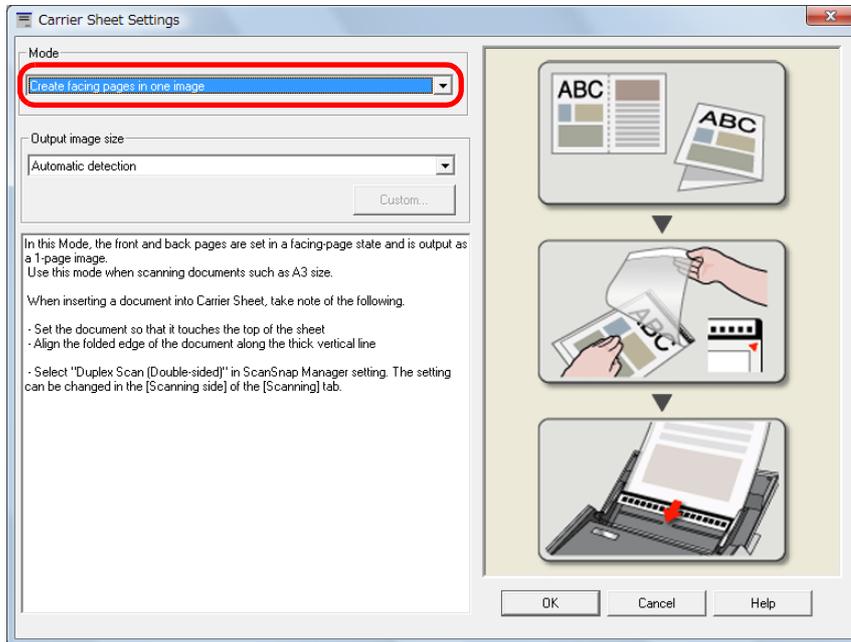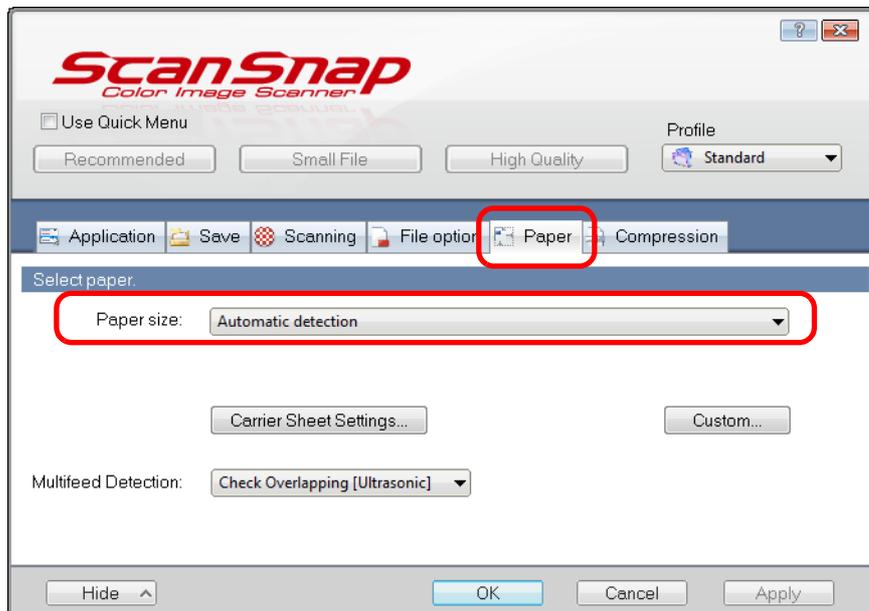## 2. Click the [Carrier Sheet Settings] button on the [Paper] tab.

⇒ The [Carrier Sheet Settings] dialog box appears.

169
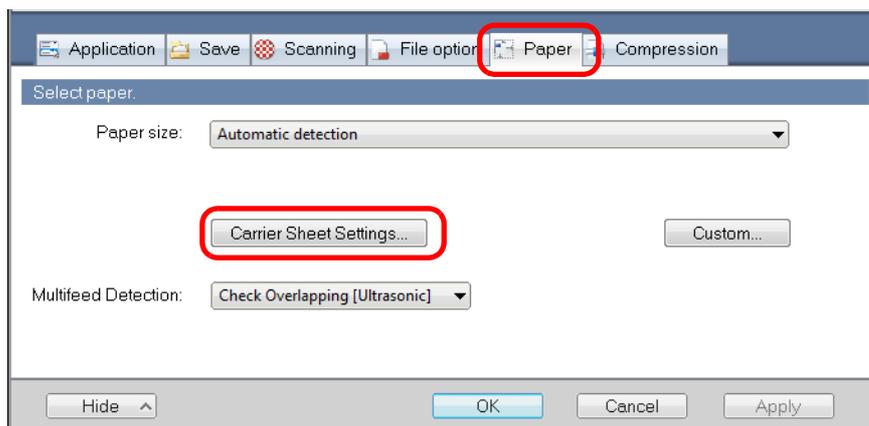
3. **Select [Create facing pages in one image] in the [Mode] drop-down list, and then click the [OK] button.**
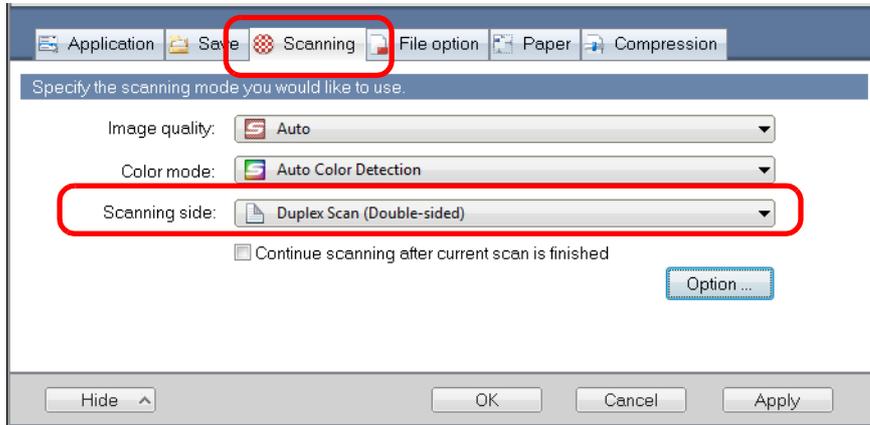
For details about Carrier Sheet settings, refer to the ScanSnap Manager Help.

4. **Select [Automatic detection] in the [Paper size] drop-down list on the [Paper] tab.**

170

5. **Select [Duplex Scan (Double-sided)] in the [Scanning side] drop-down list on the [Scanning] tab.**

> ⚠ Selecting [Simplex Scan (Single-sided)] results in the same output as selecting [Create front and back images separately].

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

7. **Load the document into the ScanSnap.**

1. Fold the document in half so that the side to be scanned is on the external side. Fold the sheet tightly and smooth out the crease. Otherwise, the sheet may be skewed during scanning.

2. Open the Carrier Sheet and insert the document. Align the fold with the right edge of the Carrier Sheet so that the document fits into the Carrier Sheet at the upper corner.

3. Load the Carrier Sheet into the ScanSnap.

   – Load the Carrier Sheet with the portion striped in black and white as the top edge.

   – Place the document so that the back is face up.

   – Adjust the side guides to the width of the Carrier Sheet to avoid skewing.

   – When scanning the Carrier Sheet mixed with regular size and shape documents, select an option other than [Check Length] in the [Multifeed Detection] drop-down list on the [Paper] tab in the ScanSnap setup dialog box.

     For details on how to set, refer to "Scanning Documents of Differing Widths or Sizes at the Same Time" (page 166).
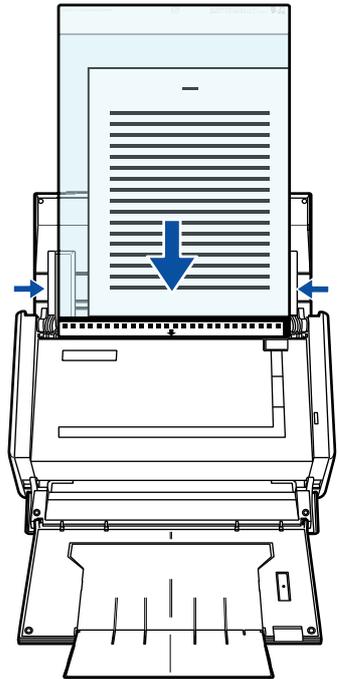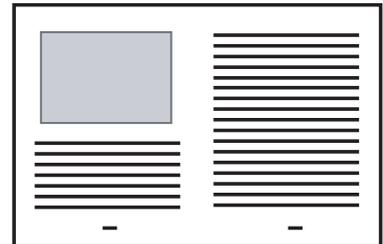
8. **Press the [Scan] button on the ScanSnap.**

⇒ When a duplex scan is performed, image data on the front and back sides are merged into a double-page spread image.

⚠ • There may be a gap, misalignment, or a line between the front and back images on the output image data.
  When a sheet of thick paper is scanned, image data on both the right and left sides may be skewed to a trapezoidal shape.
  The degree of skewing varies depending on the condition of the document (how it is folded or loaded).
  Troubleshoot the problem as follows, and the situation may be improved.
  - Is the document neatly folded? If not, fold it neatly.
  - Is the edge of the document aligned with the edge of the Carrier Sheet? If not, align the document with the Carrier Sheet edge.
  - Try scanning the document with the back and front sides reversed.

  • When [Automatic detection] is selected from the [Output image size] drop-down list on the [Carrier Sheet Settings] dialog box, the size of the produced image data may be smaller than the original, or parts may be lost.
  (The image is output in A3, B4, or 11 × 17 inches size, whichever the smallest, so that all elements on the image are included.)
    Example: When you scan the A4 size image printed at the center of an A3 size paper, B4 size image is output.
  To output image data in the original size, specify the document size in the [Output image size] drop-down list.

  • A detection error in the folded portion may cause some parts of the image data to be lost. In this case, set the document so its edge will be about 1 mm inside of the Carrier Sheet frame.

■ Scanning Photographs and Irregular-shaped Documents

When you do not want to get scratches on a photograph, or want to scan an irregular-shaped document such as a clipping of an article that is difficult to scan as it is, you can use the Carrier Sheet to scan with the ScanSnap.

To scan photographs and irregular-shaped documents, change the settings by following the procedure below.

> The [Correct skewed character strings automatically] check box in the [Read mode option] dialog box displayed by pressing the [Option] button on the [Scanning] tab, is disabled.

1. Select [Scan Button Settings] from the Right-Click Menu.
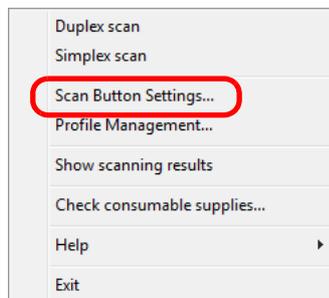
```
Duplex scan
Simplex scan
Scan Button Settings...
Profile Management...
Show scanning results
Check consumable supplies...
Help                              ▶
Exit
```

⇒ The ScanSnap setup dialog box appears.

2. Click the [Carrier Sheet Settings] button on the [Paper] tab.
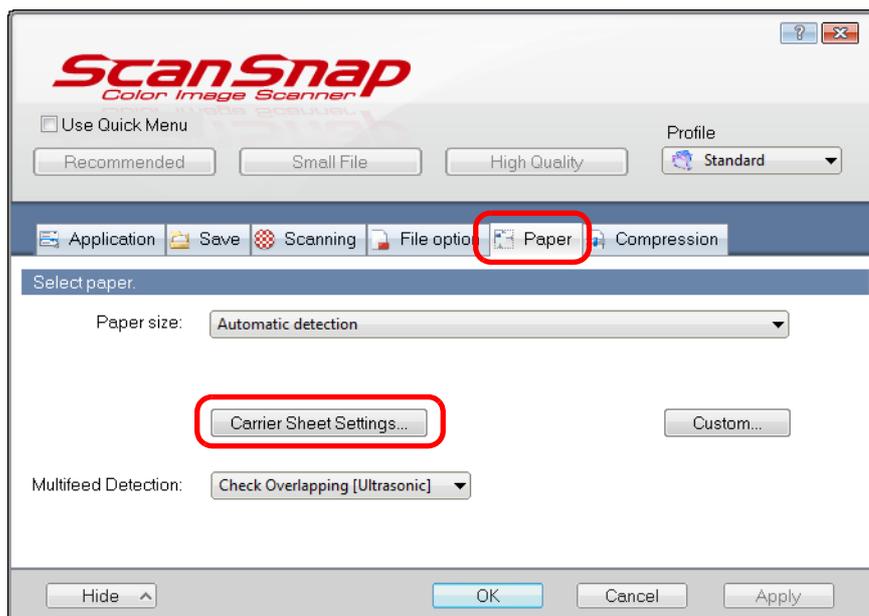
⇒ The [Carrier Sheet Settings] dialog box appears.

3. **Select [Create front and back images separately] in the [Mode] drop-down list, and then click the [OK] button.**

For details about Carrier Sheet settings, refer to the ScanSnap Manager Help.

4. **Select [Automatic detection] in the [Paper size] drop-down list on the [Paper] tab.**

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

174

6. Load the document into the ScanSnap.

1. Open the Carrier Sheet and insert the document.
   Neatly align the top of the document with the top of the Carrier Sheet.
   Center the material so that it is entirely contained in the Carrier Sheet.

2. Load the Carrier Sheet into the ScanSnap.
   - Load the Carrier Sheet with the portion striped in black and white as the top edge.
   - Place the document so that the back of it faces up.
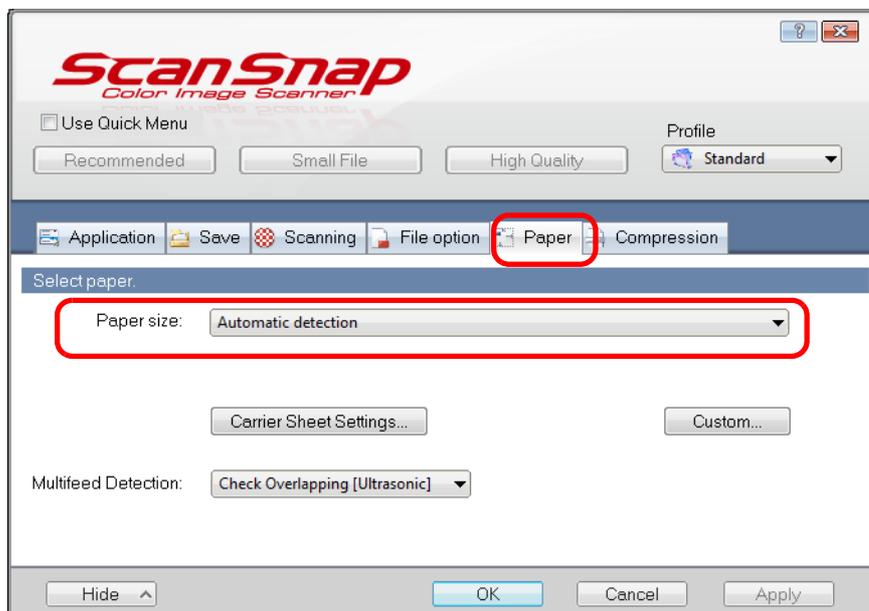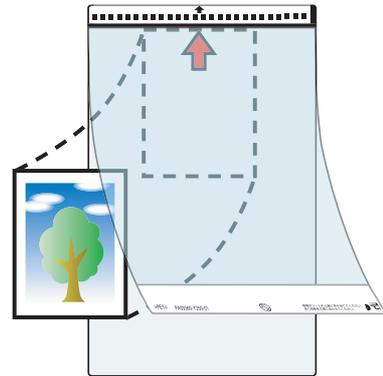   - Adjust the side guides to the width of the Carrier Sheet to avoid skewing.
   - When scanning the Carrier Sheet mixed with regular size and shape documents, select an option other than [Check Length] in the [Multifeed Detection] drop-down list on the [Paper] tab in the ScanSnap setup dialog box.
   For details on how to set, refer to .

> ⚠ From the Right-Click Menu, select [Scan Button Settings] → the [Scanning] tab → the [Option] button. When the [Set the document with its face up] check box is selected in the [Read mode option] dialog box, load the document in the Carrier Sheet so that its front side faces up in the correct orientation.

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

$\Rightarrow$ Scanning is started and the image data is output.

> • The image data scanned by using the [Scan] button is centered and output in the size specified in [Output image size].
> When [Automatic detection] is selected from the [Output image size] drop-down list on the [Carrier Sheet Settings] dialog box, an optimal size is selected automatically from the available standard sizes.
> • When [Automatic detection] is selected from the [Output image size] drop-down list on the [Carrier Sheet Settings] dialog box, the size of the produced image data may be smaller than the original, or parts may be lost.
> > Example: When you scan the A5 size image printed at the center of an A4 size paper, A5 size image is output.
> To output image data in the original size, specify the document size in the [Output image size] drop-down list.

If the following symptoms are observed, lay the material over a piece of white paper to scan.

- The output image data is not in a suitable size (when [Automatic detection] is selected).
- The outline of the document is shaded.
- Black lines appear around the document cut out in an indefinite shape.

Blank Page

176

■ Scanning Long Pages

Up to 863-mm-long (34 inches) documents can be scanned.

The following describes how to scan long pages.

1. Load the document into the ScanSnap.

For details about document types that can be loaded, refer to "Paper Sizes of Documents to Be Scanned" (page 27).

> ⚠ • 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:
>
> <u>When loading</u>
> Hold the document with your hands to prevent it
> from falling off the ADF paper chute (cover).
>
> <u>When removing</u>
> Make sure there is enough space on the
> stacker side and guide the scanned
> document with your hands so that it
> does not fall off the stacker.

2. Press the [Scan] button on the ScanSnap until it blinks blue for 3 seconds or longer.

⇒ Scanning is started.

> If the first sheet scanned is scanned a long page, and scanning is continued, subsequent sheets will also be scanned as long pages.

> - When [Image quality: Excellent] is specified, the error message as shown below appears indicating that long document scanning is not available.
>
>   ScanSnap Manager
>
>   ❌ Long page scanning is not available when [Excellent] is specified for [Image quality].
>   Select a different item in [Image quality] and try again.
>
>   OK
>
> - Long document scanning is performed not on the current settings, but on the following settings:
>   - Multifeed Detection: None
>   - Paper size: Automatic detection

■ Saving Scanned Images in Multiple PDF Files

The ScanSnap is able to save scanned image data in multiple PDF files based on the selected 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.

Duplex scan
Simplex scan

Scan Button Settings...
Profile Management...

Show scanning results

Check consumable supplies...

Help   ▶

Exit

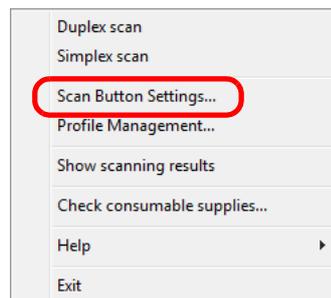⇒ The ScanSnap setup dialog box appears.

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

🖹 Application   🗁 Save   ⊛ Scanning   📄 File option   📄 Paper   🗎 Compression

Specify the file options you would like to use.

File format: 📕 PDF(*.pdf)   ▼
JPEG is available only when "Color" or "Gray" is selected at [Color mode].

Select OCR
☐ Set the marked text as a keyword for the PDF file
Target marked sections: ● First marked section   ○ All marked sections
☐ Convert to Searchable PDF

OCR options
Language: EN English   ▼
Target pages: ● First page   ○ All pages

Option ...

Hide ∧   OK   Cancel   Apply

⇒ 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 have been scanned.
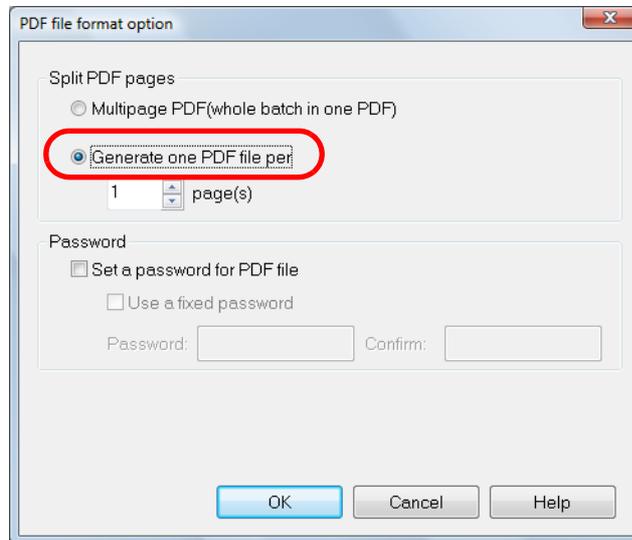
> ✓ In Duplex mode, two pages (front/back) are created per document sheet.
> It is recommended that you clear the [Allow automatic blank page removal] check box on the [Read mode option] dialog box, which is displayed when you select the [Scanning] tab → [Option] button. If this check box is selected, there may be a discrepancy between the page numbers of the original document and the scanned document in which blank pages may be deleted.

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

5. Load the document into the ScanSnap.

For details, refer to "Paper Sizes of Documents to Be Scanned" (page 27) and "Loading Documents" (page 29).

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

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

180

■ Creating Searchable PDF Files

The ScanSnap is able to text-recognize the scanned image data automatically and create a searchable PDF file.

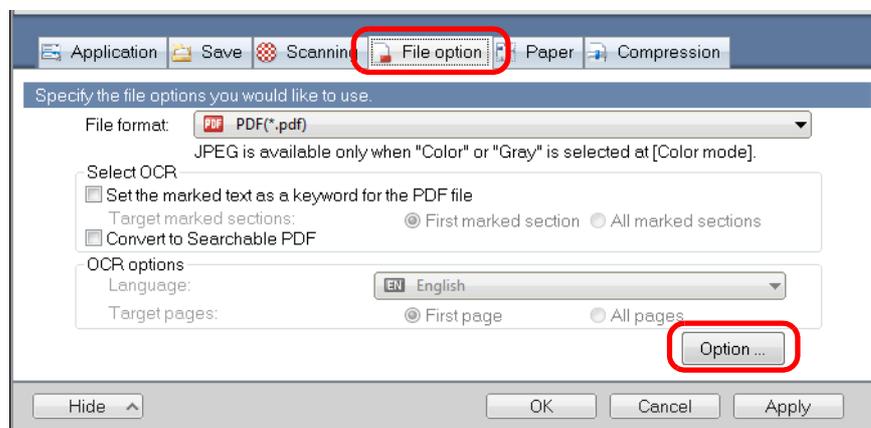To create searchable PDF files, change the settings by following the procedure below.

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

⇒ The ScanSnap setup dialog box appears.

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

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

⇒ The following message appears:

⇒ Click the [Yes] 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
  To perform text recognition for the first page, select [First page]; for all pages, select [All pages].

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

5. Load the document into the ScanSnap.

For details, refer to "Paper Sizes of Documents to Be Scanned" (page 27) and "Loading Documents" (page 29).
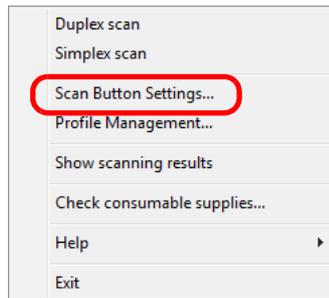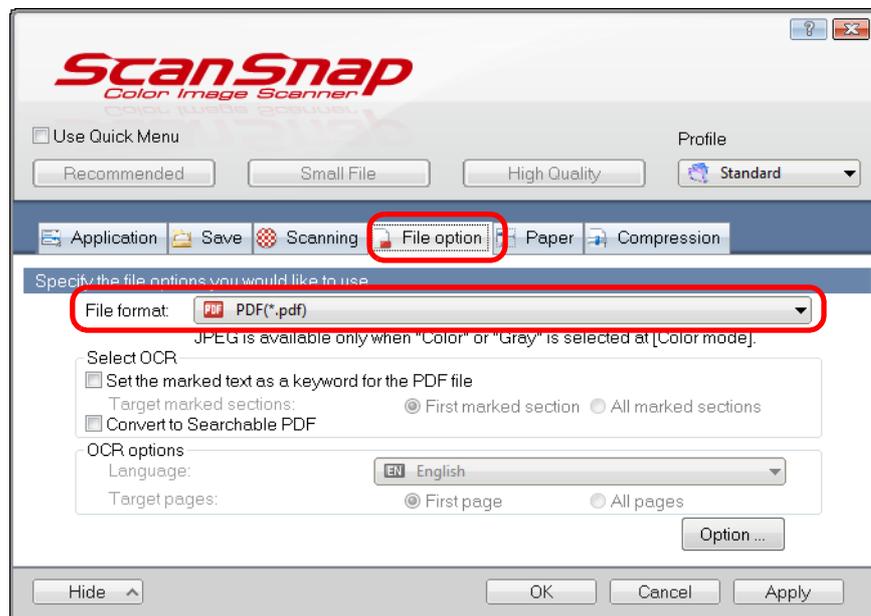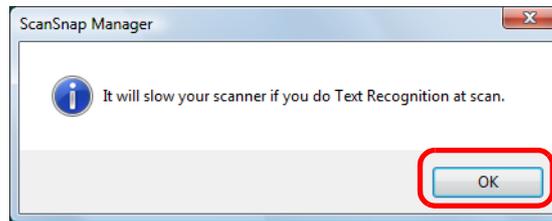
6. Press the [Scan] button on the ScanSnap.

⇒ Scanning is started.
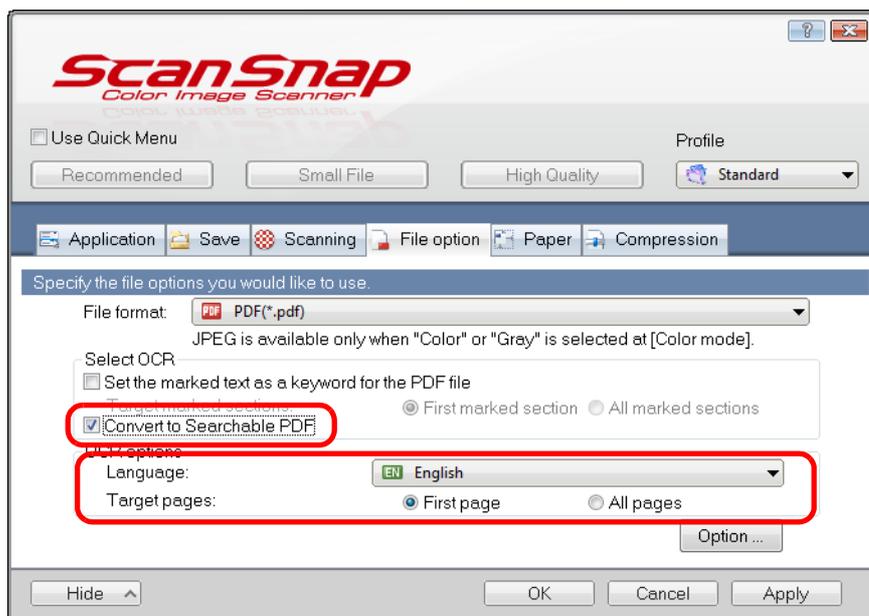
The image data is text-recognized, and a searchable PDF file is created from the scanned document and saved in a folder.
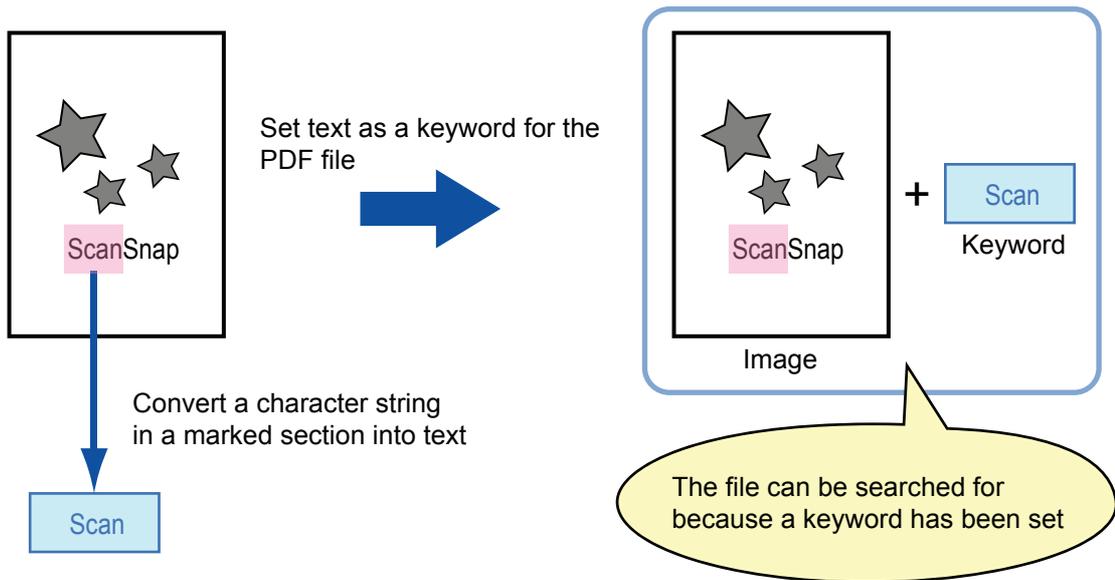
> - Enabling this setting may require an extended period of processing depending on your computer operating environment.
> - The ScanSnap may fail to correctly text recognize the following types of documents (characters) as text. However, by changing [Color mode] and/or increasing [Image quality] for scanning, such documents may be successfully text-recognized.
>   - Documents with handwritten characters
>   - Documents scanned in low quality, including smaller characters
>   - Skewed documents
>   - Documents written in languages other than the specified language for text recognition
>   - Documents including texts written in Italic characters
>   - Superscript/subscript letters and complex mathematical formulas
>   - 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 an extended period of time to scan documents with complex layouts, or smudged documents where characters are unreadable.

■ Automatically Setting Keywords to PDF Files

Character strings such as those in titles in black-and-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-and-white documents in the following way.

- Any regular highlight pen can be used.
  The recommended highlight pen colors are shown below.

Pink	Yellow	Blue	Green
ScanSnap	ScanSnap	ScanSnap	ScanSnap

- Mark a line straightly.
- The supported range of marked sections is as follows.
  Minimum: 10 mm (width) $\times$ 3 mm (length)
  Maximum: 150 mm (width) $\times$ 20 mm (length)
- Use only one color for marking a page.

184

- Mark a character string to be set as a keyword so that the entire string is covered. Mark sections so that the entire section is the same color.

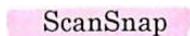| Good example	Bad example 1 (entire section is not covered)	Bad example 2 (color is uneven)
ScanSnap	ScanSnap	ScanSnap

- Mark up to ten sections on a page.

- For the following types of documents, 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 containing too many marked sections
- The following types of marked character strings cannot be set as keywords.
  - The size of marked sections is outside the supported range
  - Character strings framed by highlight pen

    ScanSnap

  - The marking is irregular (for example, skewed)
  - Multiple marked sections are too close to each other
  - The color of the highlight pen is too pale or the color has faded
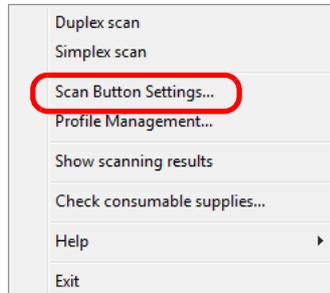
    ScanSnap

- 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 cases, character strings surrounding marked sections may be set as keywords.
  - Lines of marked sections cross
- 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.
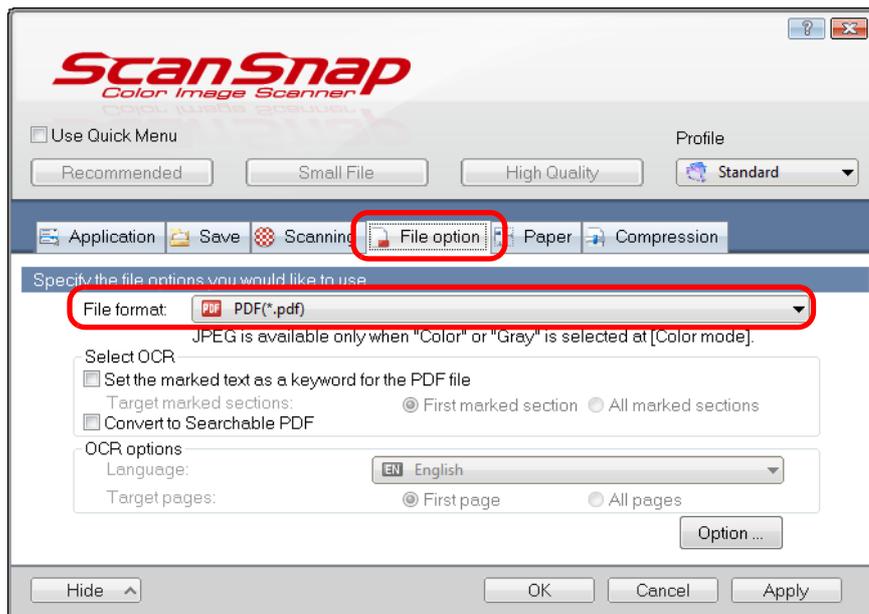
To automatically set keywords to PDF files, change the settings by following the procedure below.

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

⇒ The ScanSnap setup dialog box appears.

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

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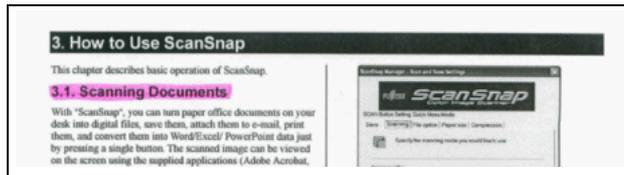
- Target marked sections

  Select [First marked section] to recognize only the first marked section, and select [All marked sections] to text-recognize all marked sections.
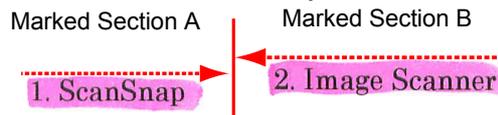
  > The following description is for [First marked section].
  >
  > - Select this button to set a character string such as a title of a document as a keyword for the PDF file.
  >   Example: When only a title of a document is marked, the marked character string is set as a keyword for the PDF file, and 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.
  >
  >   Marked Section A   Marked Section B
  >
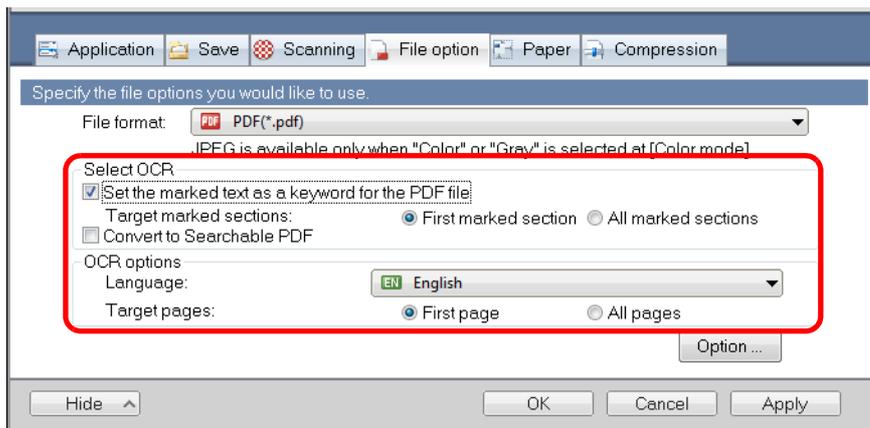 >   1. ScanSnap   2. Image Scanner

- Language

  Select the language. Japanese, English, French, German, Italian, Spanish, Chinese (simplified), Chinese (traditional), Korean, Russian, and Portuguese can be selected.

- Target pages

  To perform text recognition for all pages, select [All pages]; for the first page, select [First page].

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

5. Load the document into the ScanSnap.

For details, refer to "Paper Sizes of Documents to Be Scanned" (page 27) and "Loading Documents" (page 29).

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

⇒ Scanning is started.

Marked character strings are text-recognized and the PDF file with keywords is saved.

> - Enabling this setting may require an extended period of processing depending on your computer operating environment.
> - The ScanSnap may fail to correctly text recognize the following types of documents (characters) as text. However, by increasing [Image quality] for scanning, such documents may be successfully text-recognized.
>   - Documents with handwritten characters
>   - Documents scanned in low quality, including smaller characters
>   - Skewed documents
>   - Documents written in languages other than the specified language for text recognition
>   - Documents including texts written in Italic characters
>   - Superscript/subscript letters and complex mathematical formulas
>   - 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 an extended period of time to scan documents with complex layouts, or smudged documents where characters are unreadable.
> - If the same character string is marked several times in a document, it will be set as the same keyword several times for the PDF file.
> - Up to 255 characters can be set for keywords to be added, including punctuation marks in between keywords.
> - Quotation marks (") may sometimes be shown before and after the added keywords when you check keywords using Adobe Acrobat or Adobe Reader.

■ Setting Document Open Passwords for PDF Files

When saving the scanned image data as PDF files, you can set Document Open passwords for the PDF files.

The password-protected PDF files cannot be opened unless a Document Open password is entered. If you set a password for private documents or confidential documents, adequate security of information can be provided.

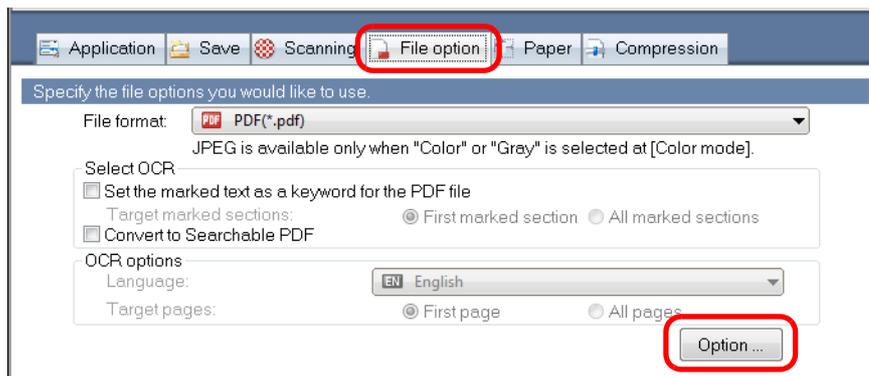To set passwords to PDF files, change the settings by following the procedure below.

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

1. Select [Scan Button Settings] from the Right-Click Menu.
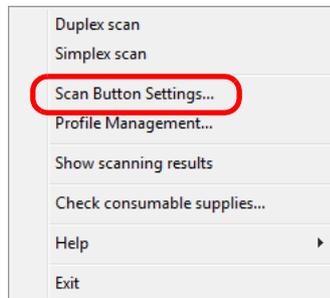
⇒ The ScanSnap setup dialog box appears.

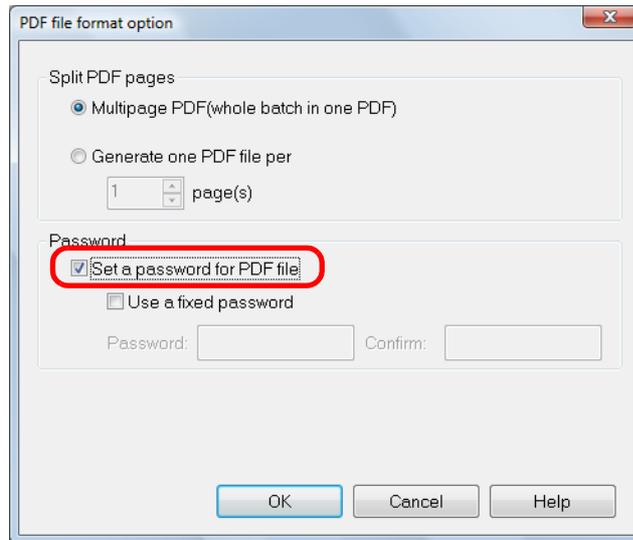## 2. Click the [Option] button on the [File option] tab.

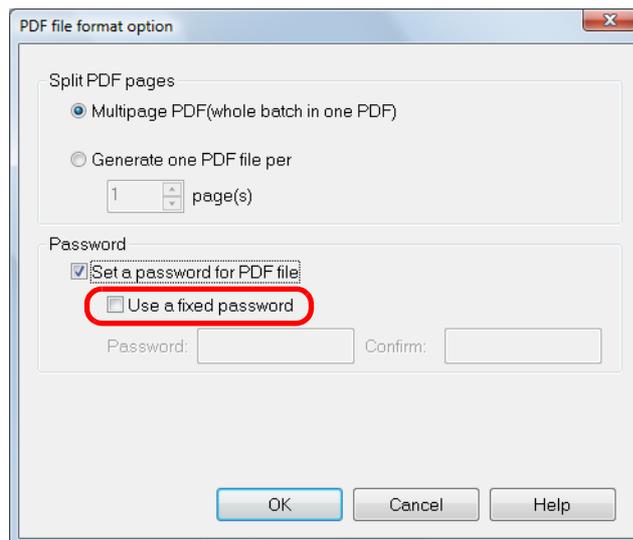⇒ The [PDF file format option] dialog box appears.

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

189

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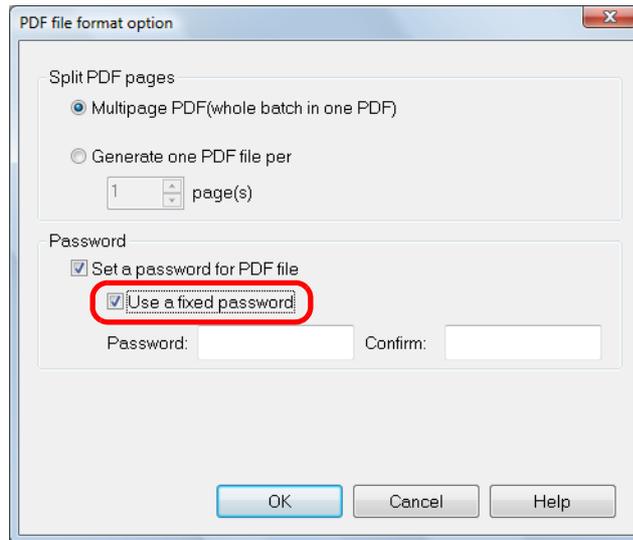

- **To set a different password per scan**

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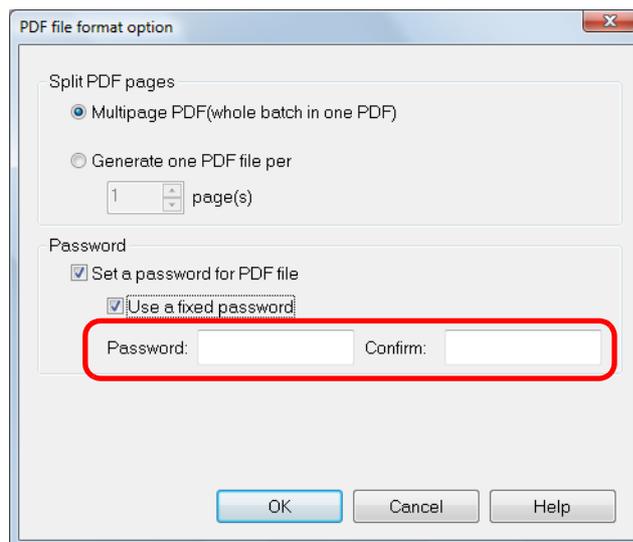
> The following characters can be used to set passwords:
>   Up to 16 characters
>   Alphanumeric characters: A-Z, a-z, 0-9
>   Symbols: ! " # $ % & ' ( ) * + , - . / : ; < = > ? @ [\ ] ^ _ ` { | } ~

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

5. Load the document into the ScanSnap.

For details, refer to "Paper Sizes of Documents to Be Scanned" (page 27) and "Loading Documents" (page 29).

191

6. Press the [Scan] button on the ScanSnap.
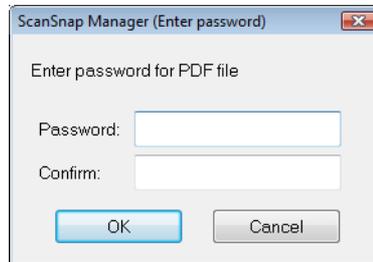
⇒ Scanning is started.

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

ScanSnap Manager (Enter password)

Enter password for PDF file

Password:

Confirm:

OK   Cancel

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 a password, there is no way to open the PDF file. It is a good idea to store passwords in another secure location in case you forget them.

192

Using the ScanSnap (for Mac OS Users)

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

ScanSnap Manager Icon and Operations

All operations on the ScanSnap are managed in ScanSnap Manager.

Ordinarily, the [ScanSnap Manager] icon is added to the Dock. The icon appears auto-matically in the Dock when Mac OS starts.

The icon also indicates whether ScanSnap Manager is successfully communicating with the ScanSnap or not. The appearance of the icon changes according to the status of communication, as shown below.

Communication Status	Icon in the Dock
Communication is active	
Communication is not active	

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.

194

■ ScanSnap Manager Menu

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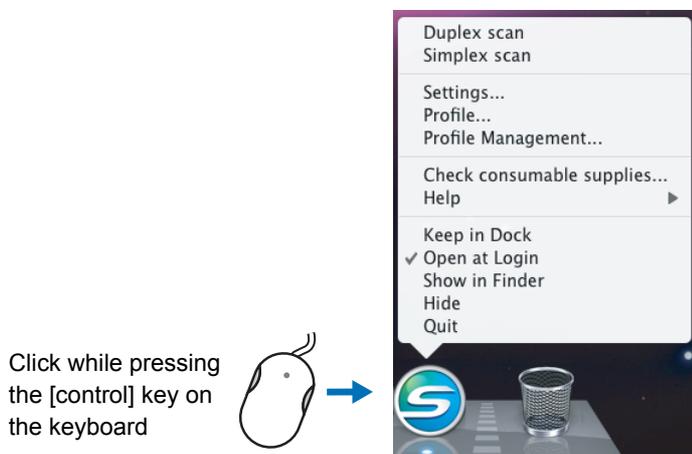
Click while pressing the [control] key on the keyboard

Item	Function
Duplex scan	Both the front and back of the document are scanned at the same time. Scanning is performed according to the settings configured in [Settings].
Simplex scan	Only one side of the document is scanned at a time. Scanning is performed according to the settings configured in [Settings].
Settings	The ScanSnap setup window appears. Scanning settings are configured on this window. ⇒ "Changing Scanning Settings" (page 208)
Profile	The [Profile] menu appears. ⇒ "[Profile] Menu" (page 196)
Profile Management	The [ScanSnap Manager - Profile Management] window appears. ⇒ "Saving Scanning Settings" (page 211)
Check consumable supplies	The [ScanSnap Manager - Check consumable status] window appears. Reset consumable counters to 0 after you replace consumables. ⇒ "Consumables" (page 337)
Help	You can view the Help topics, the version information of ScanSnap Manager, and the [Online Update] (page 357) and [Preferences] window.
Keep in Dock (*)	You can add the [ScanSnap Manager] icon to the Dock.
Open at Login (*)	You can set ScanSnap Manager to automatically start up when Mac OS is started up.
Show in Finder (*)	You can view the contents of the [ScanSnap] folder using Finder.
Hide/Show	You can hide and re-show all ScanSnap Manager windows on the desktop.
Quit	You can exit ScanSnap Manager. ⇒ "Finishing ScanSnap Operation" (page 207)

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

■ [Profile] Menu

This window appears when the [ScanSnap Manager] icon ⑤ is clicked.

The currently saved profiles are shown as a list.

By selecting a profile on the [Profile] menu, you can switch to the previously saved scanning settings.

When 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 Scanning Settings" (page 211).

- To show the [Profile] menu, clear the [Use Quick Menu] checkbox on the ScanSnap setup window. The [Profile] menu does not appear when this checkbox is selected.
- You can also show the Profile menu by selecting [Profile] from the ScanSnap Manager menu.

How to Perform a Scan

This section describes 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.**
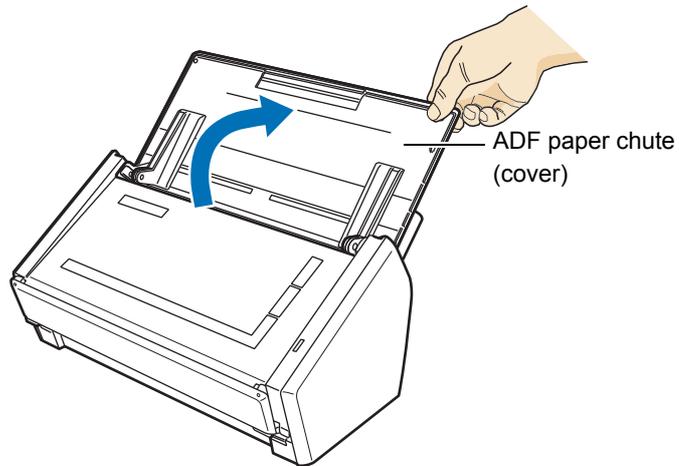
> You can turn the computer on before connecting the ScanSnap.
> When the ScanSnap is already connected to your computer, you do not have to disconnect and reconnect.

3. **Turn your computer on.**

⇒ The [ScanSnap Manager] icon ⑤ appears in the Dock when Mac OS starts up.

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

ADF paper chute (cover)

⇒ 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 the computer load, performance, and operating environment, such as when there are many programs running on the computer.
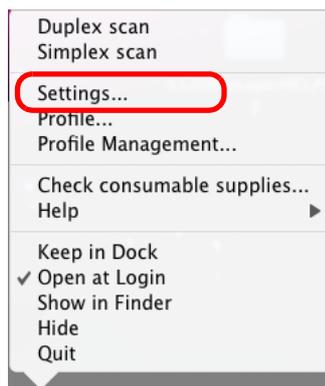
198

■ Using the Quick Menu

The scanning method described below is for the case when you use the Quick Menu.

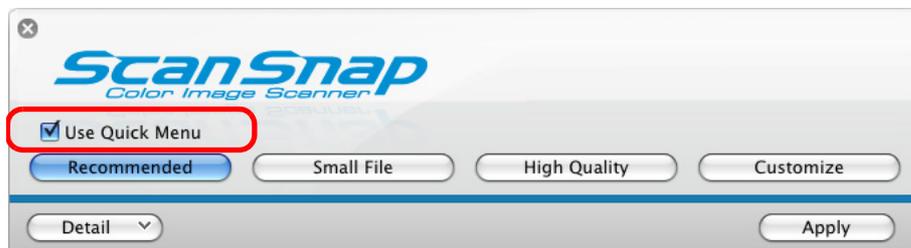## 1. Check for the [ScanSnap Manager] icon 🅢 in the Dock as shown below.

> ✓ When the [ScanSnap Manager] icon 🅢 is not displayed, from the Finder, select [Applications] → [ScanSnap] → [ScanSnap Manager] to start up ScanSnap Manager.
> If the [ScanSnap Manager] is not shown in the Dock when Mac OS starts up, from the [System Preferences] window, select [Accounts] → [My Account] → [Login Items] → [+] → [ScanSnap Manager] to register ScanSnap Manager.

2. From the ScanSnap Manager menu, select [Settings].

⇒ 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 204).

199

4. **Click one of the profile buttons.**

Profile Buttons	Description
[Recommended] button	The settings are [Auto] for image quality and default for other settings. It is recommended to select this button when you want a high-quality scan of standard documents, and a higher quality scan of business cards, requiring a high level of text recognition.
[Small File] button	The settings are [Normal] (Color/Gray: 150 dpi, B&W: 300 dpi) for image quality, and default for other settings. It is recommended to select this button when you wish to reduce the scanned file size.
[High Quality] button	The settings are [Best] (Color/Gray: 300 dpi, B&W: 600 dpi) for image quality, and default for other settings. It is recommended to select this button when you want a high-quality scan.
[Customize] button	The default settings are same as the [Recommended] settings. Settings can be changed at your choice.

> - By default, the [Recommended] button is selected.
> - You cannot change the settings for the [Recommended], [Small File], and [High Quality] buttons. When you change the scanning settings, the button automatically switches to the [Customize] button.
>   For details about how to change the scanning settings, refer to "Changing Scanning Settings" (page 208).

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

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

7. **Load the document into the ScanSnap.**

For details about how to load the document into the ScanSnap, refer to "Loading Documents" (page 29).

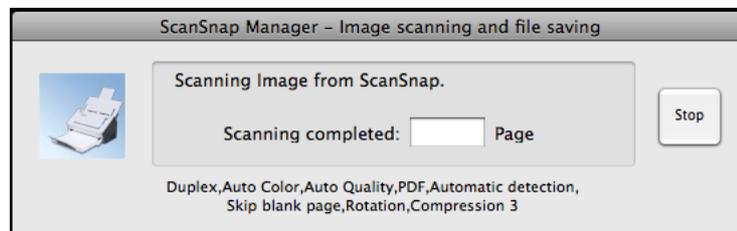## 8. Press the [Scan] button on the ScanSnap.

⇒ Scanning is started.

> - By default, the [Scan] button settings are set to [Duplex Scan (Double-sided)].
>   With ScanSnap Manager, you can switch the [Scan] button settings to [Simplex Scan (Single-sided)] mode. For details, refer to "Changing Scanning Settings" (page 208).
> - Scanning can also be started from the ScanSnap Manager menu.
>   For details, refer to "ScanSnap Manager Menu" (page 195).

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

⇒ The [Scan] button on the ScanSnap blinks blue during the scanning operation.

The following window appears to indicate the scanning status.

ScanSnap Manager – Image scanning and file saving

Scanning Image from ScanSnap.

Scanning completed: ____ Page

Stop

Duplex,Auto Color,Auto Quality,PDF,Automatic detection,
Skip blank page,Rotation,Compression 3

⇒ When the scanning is complete, the Quick Menu appears.

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 details about how to operate after this button is selected, refer to "Saving Data in the Specified Folder" (page 227).
Scan to E-mail	PDF or JPEG files are created from the scanned image data, and an e-mail program is started with the PDF or JPEG files attached to an e-mail message. For details about how to operate after this button is selected, refer to "Sending Files by E-Mail" (page 234).
Scan to Print	Scanned image data are printed with the printer. For details about how to operate after this button is selected, refer to "Using the ScanSnap as a Copy Machine" (page 242).
Scan to Word (*1)	Scanned image data are text-recognized and converted into Word files. For details about how to operate after this button is selected, refer to "Converting into Word/Excel Documents" (page 248).
Scan to Excel (*1)	Scanned image data are text-recognized and converted into Excel files. For details about how to operate after this button is selected, refer to "Converting into Word/Excel Documents" (page 248).
Cardiris (*2)	Scanned card image data are text-recognized and saved in Cardiris. For details about how to operate after this button is selected, refer to "Scanning Business Cards" (page 254).
iPhoto (*3)	Scanned image is saved in iPhoto. For details about how to operate after this button is selected, refer to "Saving Data in iPhoto" (page 262).

*1: The icon for this item is displayed only when ABBYY FineReader for ScanSnap is installed.
*2: The icon for this item is displayed only when Cardiris is installed.
*3: The icon for this item is displayed only when iPhoto 5 or later is installed.

- Before scanning documents of printed or handwritten text, on the ScanSnap setup window, select the [Scanning] tab → the [Option] button → the [Setting for text only document] checkbox. For details on how to change scanning settings, refer to "Changing Scanning Settings" (page 208).
- The scaling factor of the scanned image data may vary slightly from the document size.
- When Cardiris is started and becomes active (when the menu is Cardiris), the ScanSnap automatically interacts with the active application, and the settings for the application are used for scanning. Automatic linkage is disabled when the application is not active.
  For details about automatic linkage, refer to "Automatic Linkage with Applications" (page 223).

- When the Quick Menu is displayed, scanning cannot be performed with the ScanSnap. Close the Quick Menu, or select an action from the Quick Menu and complete the action before scanning another document.
- Do not move, delete, or rename scanned image data in other applications while the Quick Menu is displayed.
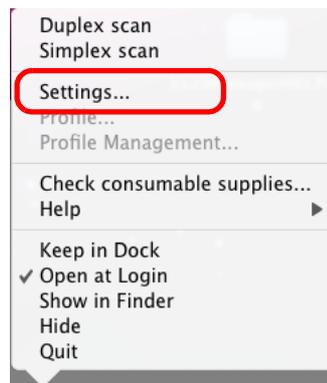
■ Without Using the Quick Menu

The scanning method described below is for the case when you are not using the Quick Menu.

1. Check for the [ScanSnap Manager] icon in the Dock as shown below.


> When the [ScanSnap Manager] icon is not displayed, from the Finder, select [Applications] → [ScanSnap] → [ScanSnap Manager] to start up ScanSnap Manager.
> If the [ScanSnap Manager] is not shown in the Dock when Mac OS starts up, from the [System Preferences] window, select [Accounts] → [My Account] → [Login Items] → [+] → [ScanSnap Manager] to register ScanSnap Manager.

2. From the ScanSnap Manager menu, select [Settings].

⇒ The ScanSnap setup window appears.

## 3. Clear the [Use Quick Menu] checkbox.
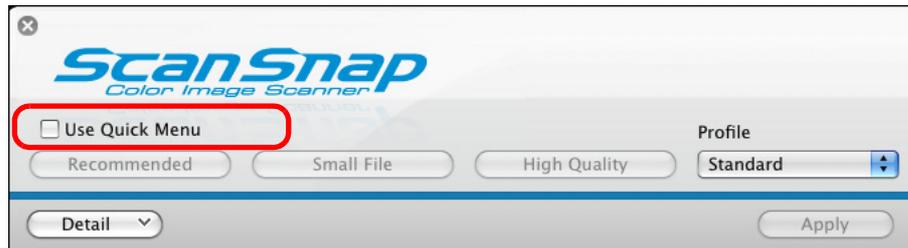
> When the [Use Quick Menu] checkbox is selected, an action to be executed after scanning and an interacting application cannot be specified.
> Refer to "Using the Quick Menu" (page 199) to select an action from the Quick Menu after documents are scanned.
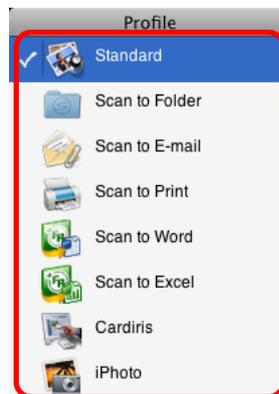
4. Select a profile to be executed after scanning.

Select a profile using either of the following:

- [Profile] pop-up menu in the ScanSnap setup window
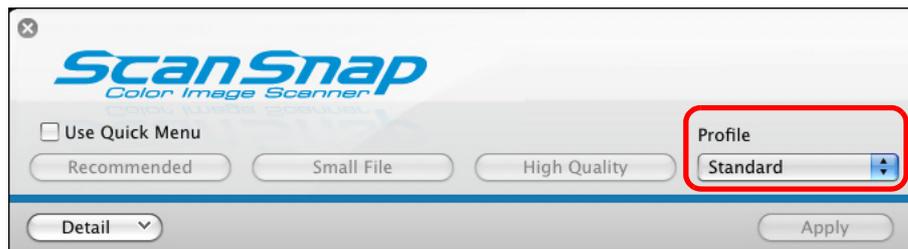
- [Profile] menu

5. Load the document into the ScanSnap.

For details about how to load a document into the ScanSnap, refer to "Loading Documents" (page 29).

6. Press the [Scan] button on the ScanSnap.
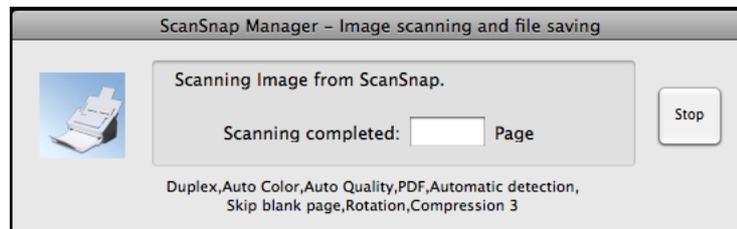
⇒ Scanning is started.

> - By default, the [Scan] button settings are set to [Duplex Scan (Double-sided)].
>   With ScanSnap Manager, you can switch the [Scan] button settings to [Simplex Scan (Single-sided)] mode. For details, refer to "Changing Scanning Settings" (page 208).
> - Scanning can also be started from the ScanSnap Manager menu.
>   For details, refer to "ScanSnap Manager Menu" (page 195).

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

⇒ The [Scan] button on the ScanSnap blinks blue during the scanning operation.
   The following window appears to indicate the scanning status.

ScanSnap Manager – Image scanning and file saving

Scanning Image from ScanSnap.

Scanning completed: ____ Page   Stop

Duplex,Auto Color,Auto Quality,PDF,Automatic detection,
Skip blank page,Rotation,Compression 3

⇒ When scanning is complete, a selected action or interaction with another application starts.

> - By default, documents are scanned on the following settings: [Image quality: Auto], [Color mode: Auto Color Detection], [Scanning side: Duplex Scan].
>   For details about how to change settings, refer to "Changing Scanning Settings" (page 208).
> - Before scanning documents of printed or handwritten text, on the ScanSnap setup window, select the [Scanning] tab → the [Option] button → the [Setting for text only document] checkbox.
> - The application that starts after scanning varies depending on which option is selected on the [Application] tab in the ScanSnap setup window. For more information, refer to the ScanSnap Manager Help.
> - The scaling factor of the scanned image data may vary slightly.
> - When Cardiris is started and becomes active (when the menu is Cardiris), the ScanSnap automatically interacts with the active application, and the settings for the application are used for scanning. Automatic linkage is disabled when the application is not active.
>   For details about automatic linkage, refer to "Automatic Linkage with Applications" (page 223).

206

■ Finishing ScanSnap Operation

Exiting ScanSnap Manager

From the ScanSnap Manager menu, select [Quit].

In most cases, ScanSnap Manager does not need to be exited.

> You can no longer use the ScanSnap after exiting ScanSnap Manager.
> To start up ScanSnap Manager, from the Finder, select [Applications] → [ScanSnap] → [ScanSnap Manager].

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 from the AC outlet.

> The ScanSnap is turned on/off in conjunction with the computer or opening/closing of the ADF paper chute (cover). Ordinarily, you can forget about turning on/off the ScanSnap being connected to the computer.

Setting the ScanSnap

This section describes how to change and save scanning settings, automatically interact with applications, and about windows displayed during scanning.

■ Changing Scanning Settings

To change scanning settings for the ScanSnap, use the ScanSnap Manager menu.
The following describes how to change the settings.

### 1. From the ScanSnap Manager menu, select [Settings].

Duplex scan
Simplex scan
Settings...
Profile...
Profile Management...
Check consumable supplies...
Help ▶
Keep in Dock
✓ Open at Login
Show in Finder
Hide
Quit
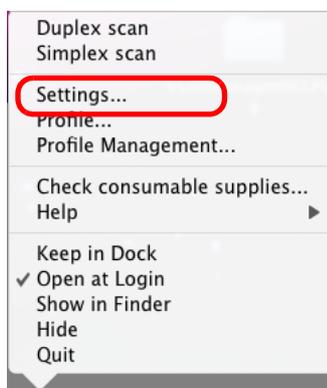
⇒ The ScanSnap setup window appears.

> You can also open the ScanSnap setup window by simultaneously pressing the [command (⌘)] key and [S] key on the keyboard. This can be used only when ScanSnap Manager is active (when the menu is ScanSnap Manager).

208

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

Outline view   Detail view
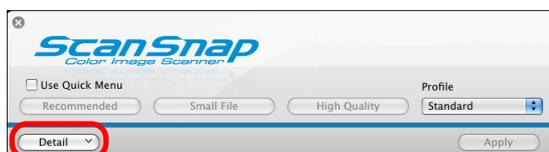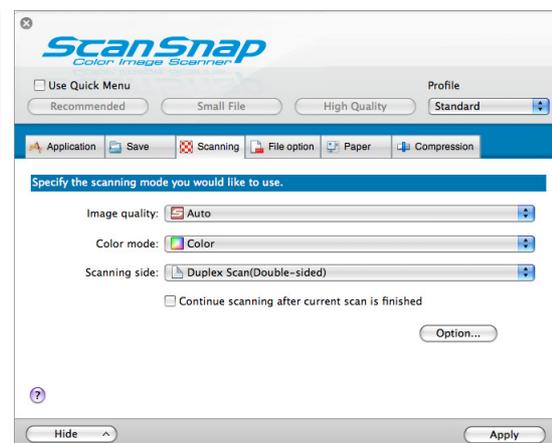
> The display status of the ScanSnap setup window when previously opened is saved. For example, if it was closed in detail view mode, the window is displayed in detail mode the next time you open it.

3. **Change scanning settings on each tab on the ScanSnap setup window.**

The following items can be changed on each tab:

For details, refer to ScanSnap Manager Help.

- [Application] tab
  - Application to be used with the ScanSnap
- [Save] tab
  - Folder in which scanned image data are saved
  - File name used for saving scanned image data
- [Scanning] tab
  - Scan mode
    (Which image quality to scan with, color, gray or black-and-white, simplex or duplex, 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 a scanned image data (*.pdf, *.jpg)
  - Whether to text recognize a marked character string on the scanned image data and set the character string as a keyword for the PDF file
    (Whether to text recognize only the first marked section or all marked sections to be added as keywords, and in which language to text recognize)
  - Whether to text recognize character strings in the scanned image data to convert the PDF file to a searchable PDF file
    (Whether to convert all pages or the first page only, and in which language to text recognize)

- Whether to include all scanned image data in a single PDF file, or create PDF files, each of which includes a preset number of pages
- [Paper] tab
  - Size of a document to be scanned
    ([Paper size] and [Carrier Sheet Settings])
  - Whether to detect multifeed
- [Compression] tab
  - File size of scanned image data (compression rate)

> Settings for scanning vary depending on the scanning method
> For details about items that can be set, refer to "Setting Items With/Without Quick Menu" (page 365).

4. Click the [Apply] button.

⇒ Scanning settings are changed.

> If the [Scan] button on the ScanSnap is pressed while the ScanSnap setup window is displayed, the window is closed and scanning is started. In this case the contents being set are saved, and used for scanning.
> However, if the [Scan] button on the ScanSnap is pressed while windows other than the ScanSnap setup window are displayed, scanning will not start.

■ Saving Scanning Settings

You can define up to 20 sets of preferences called profiles for scanning in the [Profile] menu.

Only by clicking the [ScanSnap Manager] icon ⑤ , you can easily retrieve and use the saved profiles.

[Profile] menu
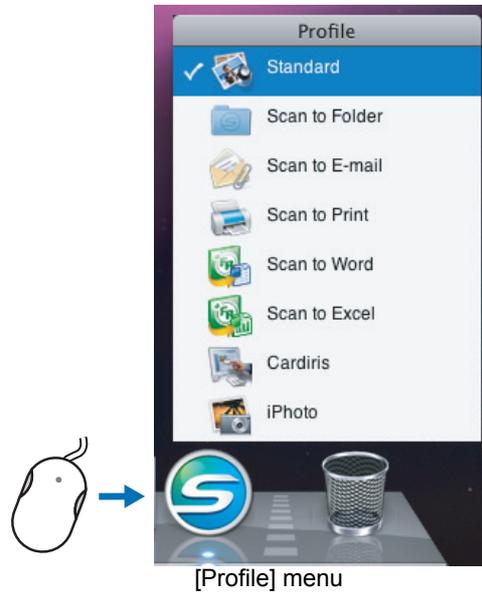
Once the frequently used scanning settings are saved as profiles you do not have to open the ScanSnap Manager window to change settings every time you scan documents. You can switch to an appropriate profile with simple point and click operations.

> The descriptions below apply only when the Quick Menu is not used.
> Only a single profile can be saved for the case when the Quick Menu is used for scanning. For details about how to change profiles, refer to "Changing Scanning Settings" (page 208).

The following explains the operations.

211

Saving Profiles

1. From the ScanSnap Manager menu, select [Settings].

```
Duplex scan
Simplex scan

Settings...
Profile...
Profile Management...

Check consumable supplies...
Help                              ▶

Keep in Dock
✓ Open at Login
Show in Finder
Hide
Quit
```

⇒ The ScanSnap setup window appears.

2. Clear the [Use Quick Menu] checkbox.

ScanSnap
Color Image Scanner

☐ Use Quick Menu   Profile
(Recommended)   (Small File)   (High Quality)   [Standard   ▾]

[🅐 Application] [📁 Save] [🎲 Scanning] [📄 File option] [🖼 Paper] [🗜 Compression]

Specify the scanning mode you would like to use.
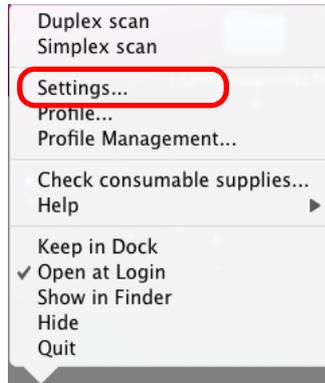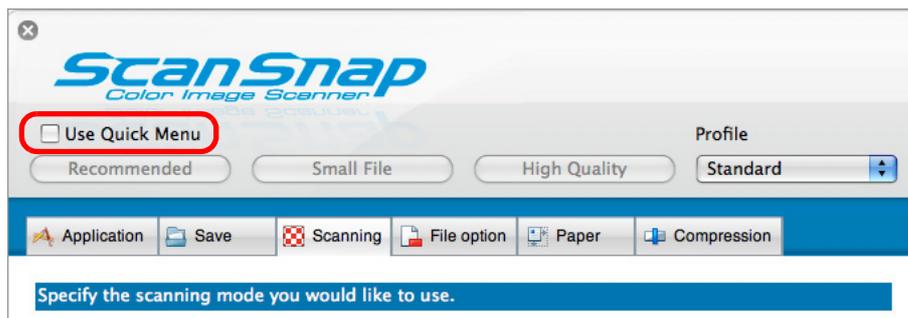
✓ This function is not available when the [Use Quick Menu] checkbox is selected.

3. Change scanning setting on each tab on the ScanSnap setup window.

For details about each tab, refer to ScanSnap Manager Help.
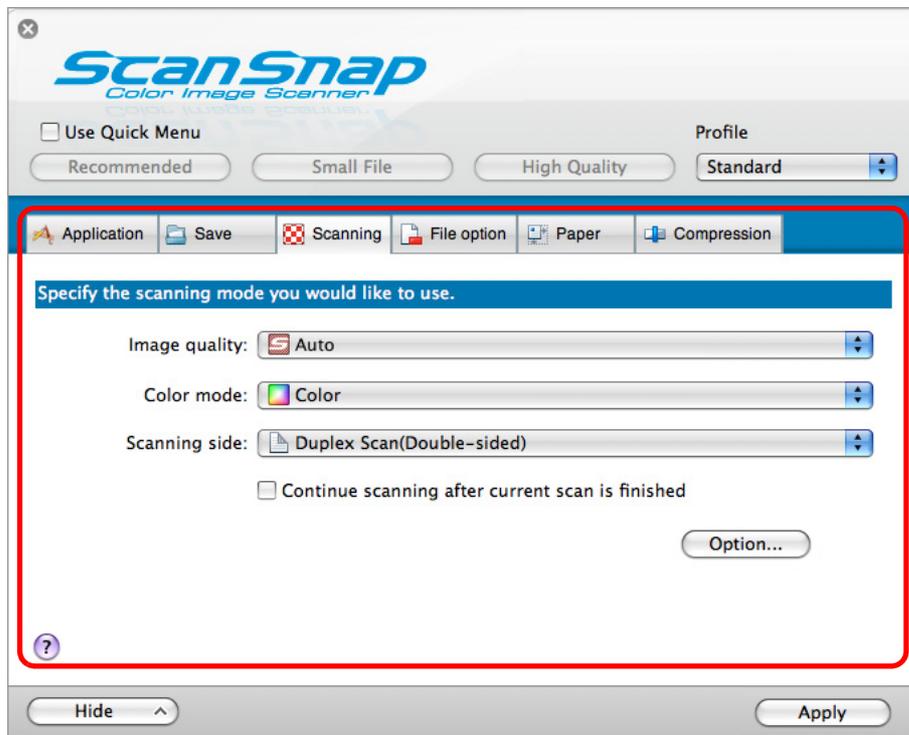
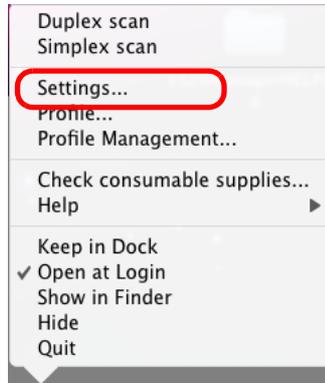## 4. Select [Add Profile] from the [Profile] pop-up menu.

⇒ The [Add new profile] window appears.

213

5. **Type in a profile name, and then click the [OK] button.**

$\Rightarrow$ The new profile appears in the [Profile] pop-up menu.
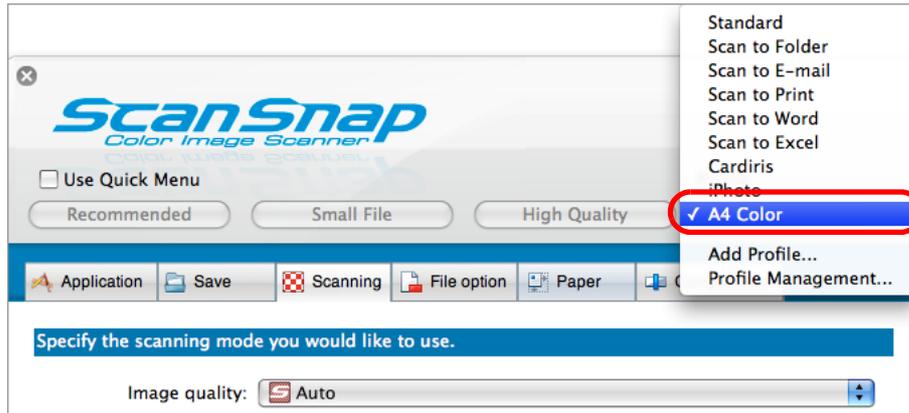
6. **Click the [Apply] button.**

$\Rightarrow$ Now, you have finished saving a new profile.

- You can save up to 20 profiles, including the [Standard] profile.
- You can change the displayed sequence 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.
     $\Rightarrow$ The [ScanSnap Manager - Profile Management] window appears.
  2. Drag the profile you want to move to arrange profiles in a different sequence.
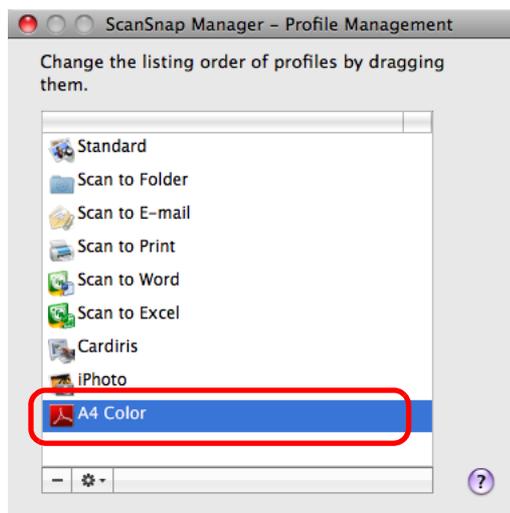
  3. Click the [ ] button in the upper left corner of the window or press the [esc] key to close the [ScanSnap Manager - Profile Management] window.

Changing Settings for Saved Profiles
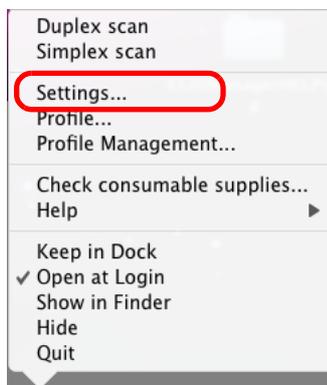
1. **From the ScanSnap Manager menu, select [Settings].**

```
Duplex scan
Simplex scan

Settings...
Profile...
Profile Management...

Check consumable supplies...
Help                              ▶

Keep in Dock
✓ Open at Login
Show in Finder
Hide
Quit
```
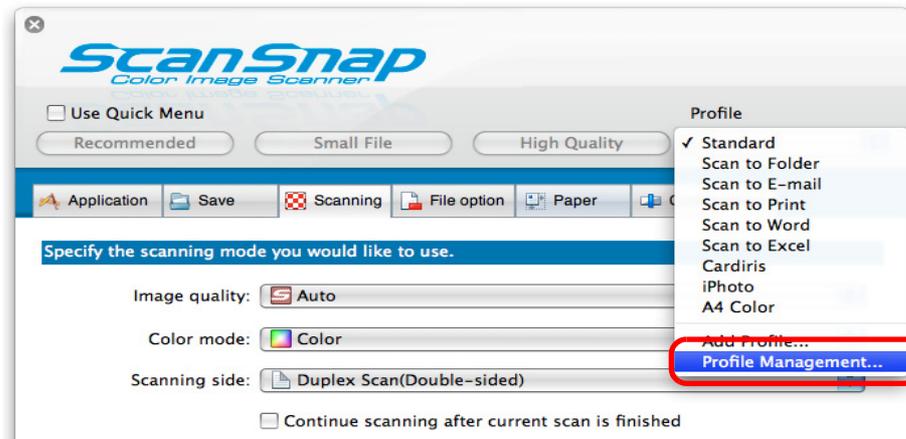
⇒ The ScanSnap setup window appears.

2. **Clear the [Use Quick Menu] checkbox.**
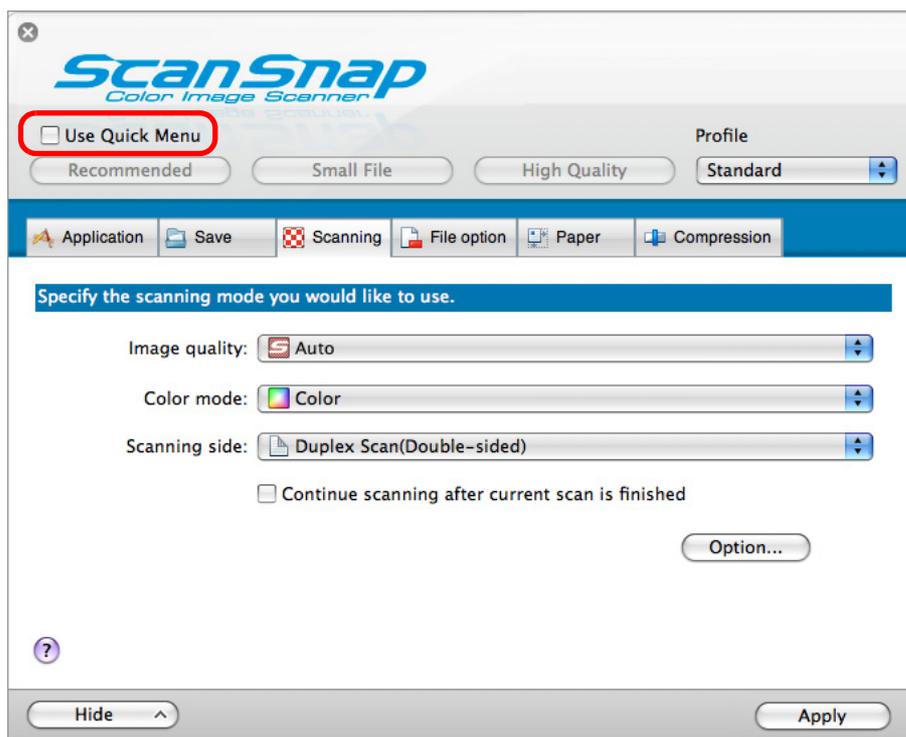
This function is not available when the [Use Quick Menu] checkbox is selected.

3. **Select the profile you want to change from the [Profile] pop-up menu.**
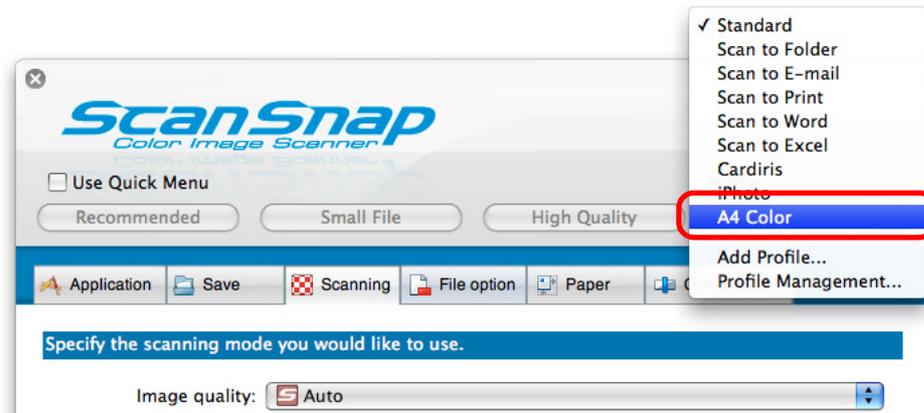
4. **Change scanning settings on each tab on the ScanSnap setup window.**

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

5. **When you finish changing the settings for the selected profile, click the [Apply] button.**
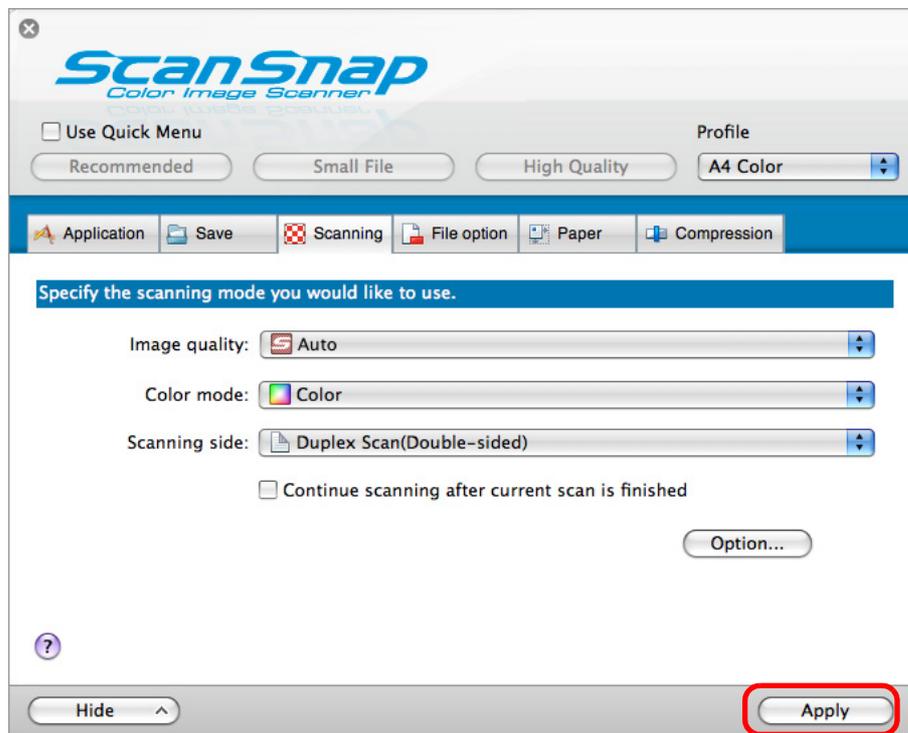
⇒ Now, you have finished changing the scanning settings.

Renaming Profiles

1. From the ScanSnap Manager menu, select [Settings].

⇒ 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.

217
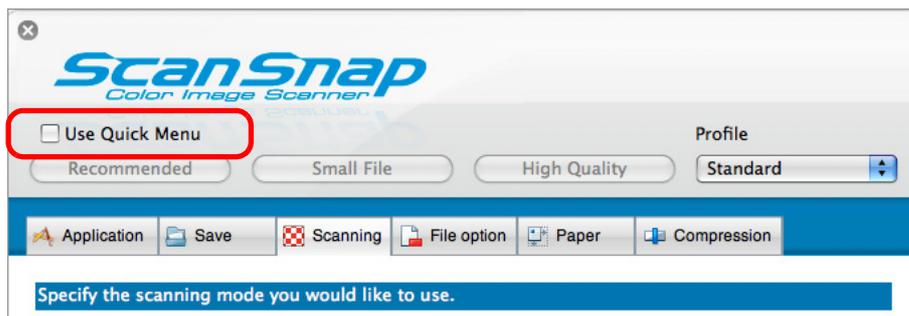
3. Select [Profile Management] from the [Profile] pop-up menu.

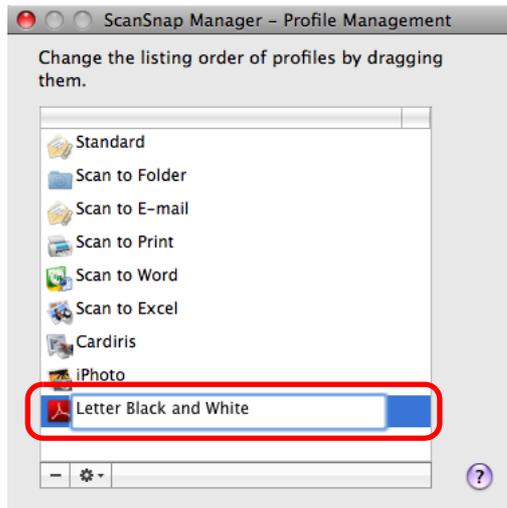|	You can also select [Profile Management] from the ScanSnap Manager menu to open the [ScanSnap Manager - Profile Management] window.	
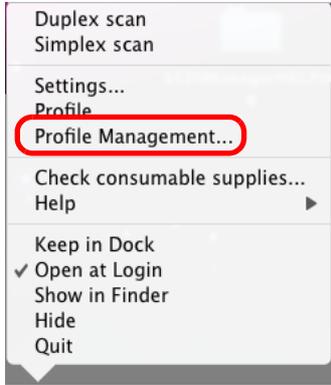
⇒ The [ScanSnap Manager - Profile Management] window appears.

4. Select the profile you want to rename, click the [⚙▾] button in the lower left corner of the window, and select [Rename].
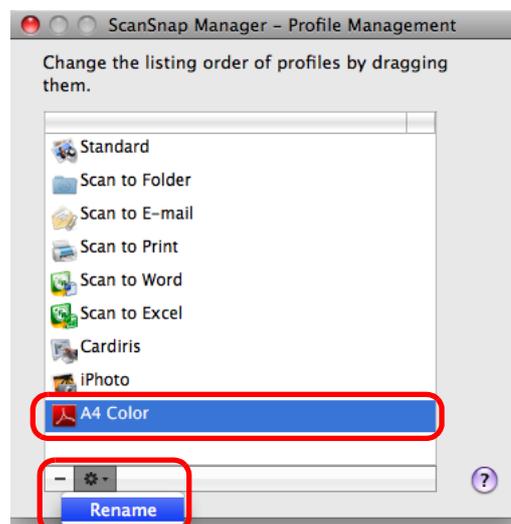
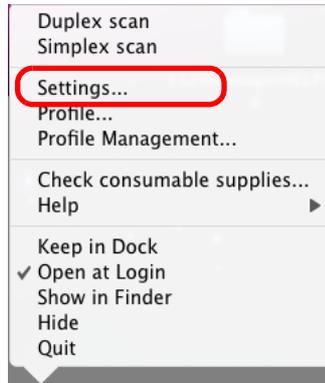⇒ The name field of the profile becomes editable.

5. Type in a new name.

⟹ The selected profile is renamed.
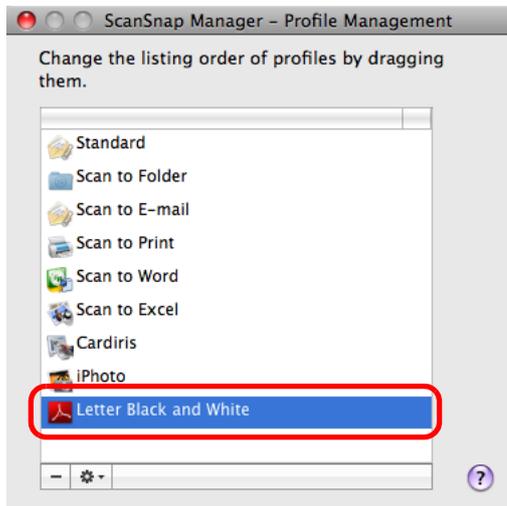
6. Click the [⬤] button in the upper left corner of the window or press the [esc] key to close the [ScanSnap Manager - Profile Management] window.
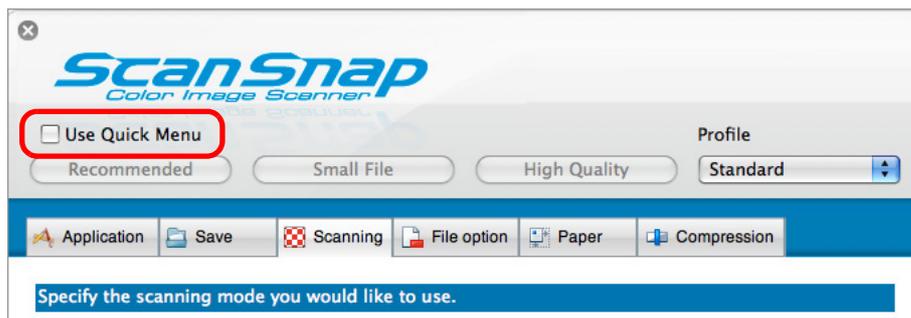
Deleting Profiles

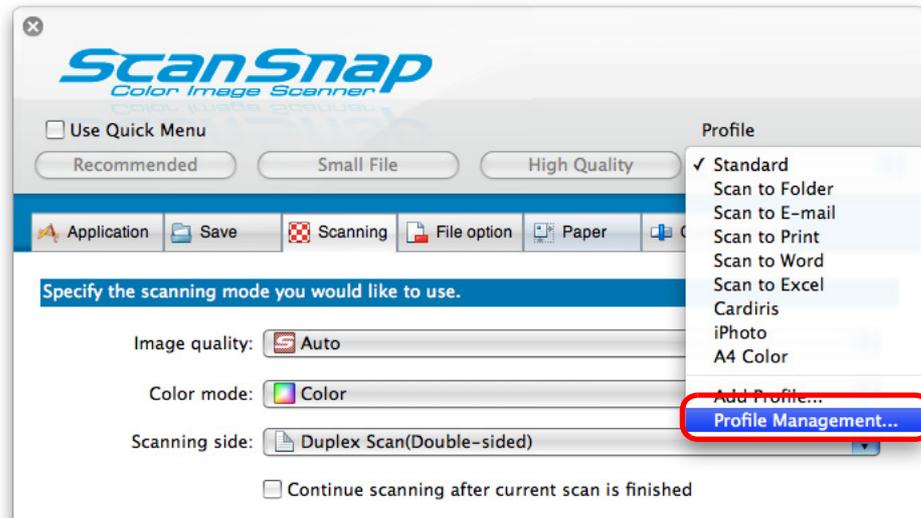**1.** **From the ScanSnap Manager menu, select [Settings].**

⇒ The ScanSnap setup window appears.

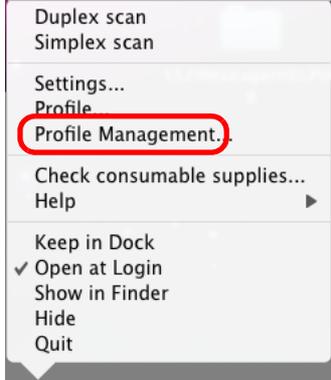**2.** **Clear the [Use Quick Menu] checkbox.**

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

220

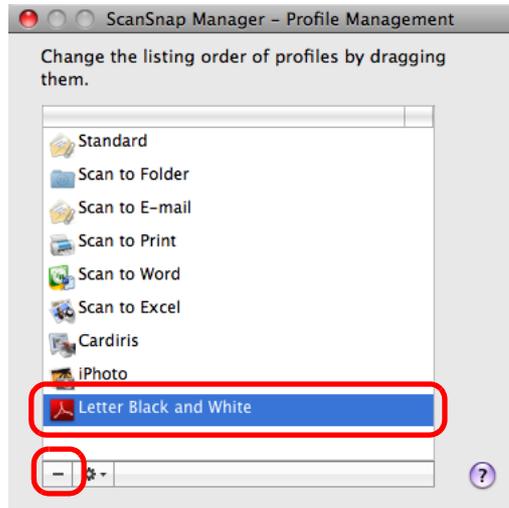## 3. Select [Profile Management] from the [Profile] pop-up menu.

	You can also select [Profile Management] from the ScanSnap Manager menu to open the [ScanSnap Manager - Profile Management] window.	

⇒ The [ScanSnap Manager - Profile Management] window appears.

221

4. **Select the profile you want to delete from the list, and then click the [−] button.**

⚠ The [Standard] profile cannot be deleted.

⇒ The selected profile is deleted.

5. **Click the [⬤] button in the upper left corner of the window or press the [esc] key to close the [ScanSnap Manager - Profile Management] window.**

222

■ 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.
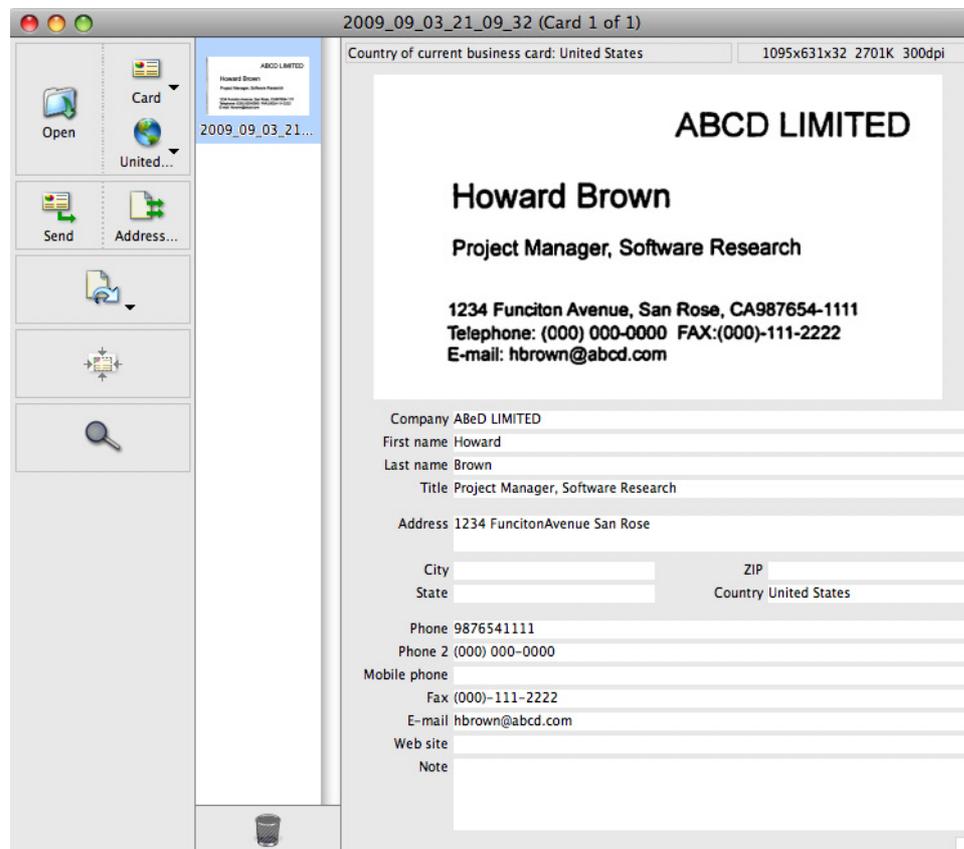

> Business cards are scanned with the current scan settings except when the following is set in the [Scanning] tab:
> - Image quality: Auto

■ Showing the Scan 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 of the file that have been saved, and overview of the current settings for scanning. You can also stop scanning with the ScanSnap by clicking the [Stop] button.
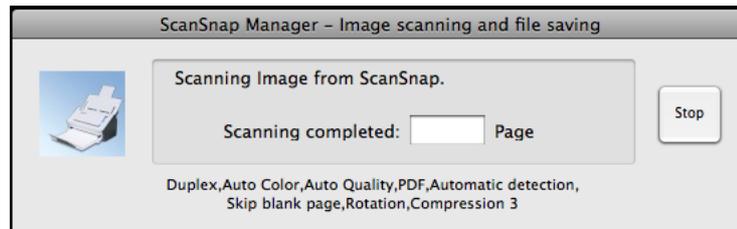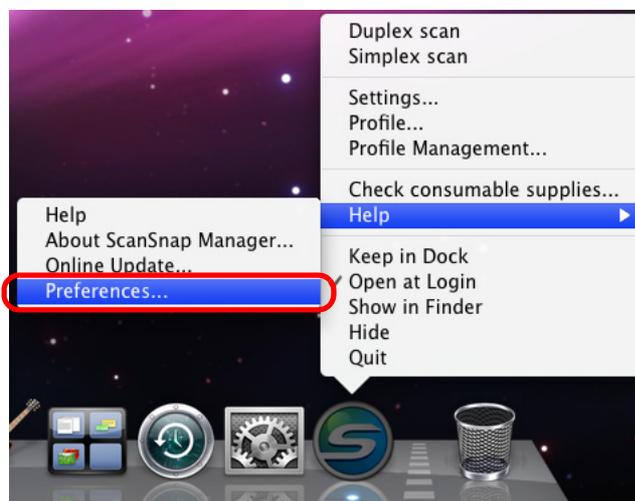
After the image data of the document scanned last is saved, the [ScanSnap Manager - Image scanning and file saving] window automatically closes.
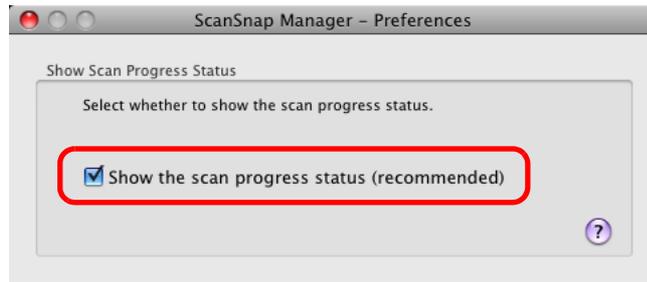
Hiding the Scan Progress Status

You can hide the [ScanSnap Manager - Image scanning and file saving] window.
Perform this setting as follows.

1. From the ScanSnap Manager menu, select [Help] → [Preferences].

⇒ 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 of the window or press the [esc] key to close the [ScanSnap Manager - Preferences] window.**

⇒ The [ScanSnap Manager - Image scanning and file saving] window is hidden from the next scanning.

When the scanning progress status window is not displayed, the current number of pages saved is indicated on the ScanSnap Manager icon 🟢 in the Dock.

About Actions

The ScanSnap has frequently-used functions at the ready as Actions to help you make efficient use of your time at your office.
Actions are helpful when:

- **you want to share the scanned document files with other members.**

  ⇒ You can save the scanned image data directly in a shared folder on a network upon scanning. In addition, all members are informed of the destination folder path by an e-mail message automatically created with the path stated.

- **you want to send document files used in a meeting about to start to all persons concerned.**

  ⇒ Simply press the [Scan] button, and you can quickly send an e-mail message with document files attached.

- **you want to use a printer, rather than a copy machine, to make copies of documents.**

  ⇒ Simply press the [Scan] button, and you can print documents with a printer.

- **you want to use text in your paper documents but do not want to type it manually.**

  ⇒ Simply press the [Scan] button, and you can get the scanned image data text recognized and converted into a Word or Excel document.

- **you want to scan, edit, and save a large number of business cards.**

  ⇒ Simply press the [Scan] button, and you can add business card information to your Address Book.
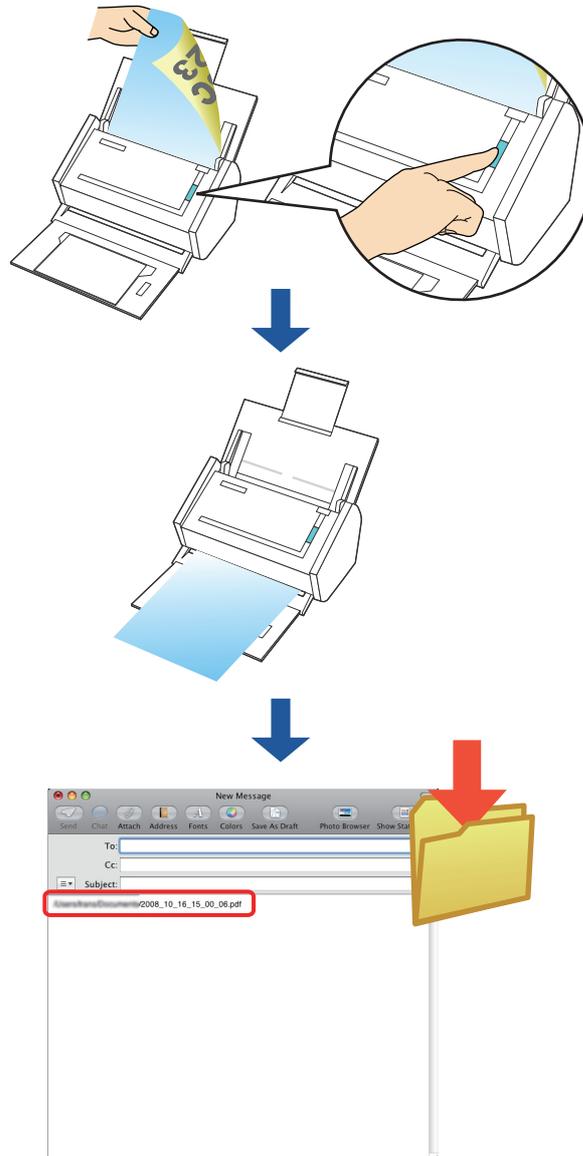
- **you want to convert catalogs and pamphlets into digital data and save them.**

  ⇒ 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 the Specified Folder

This section describes how to save the scanned image data in a shared folder. By using this action, you can save the scanned image data in a networked folder to share information among group members. In addition, all members are informed of the destination folder path by an e-mail message automatically created with the path stated.

The e-mail program used for this action is the application specified in [Default email reader] in the [General] pane, which is displayed by starting up [Mail] and selecting the [Mail] menu → [Preferences].
Only the following e-mail programs are supported:

- Mail
- Microsoft Entourage 2004 for Mac
- Microsoft Entourage 2008 for Mac

227

Using the Quick Menu

1. Load the document into the ScanSnap.

For details, refer to "Paper Sizes of Documents to Be Scanned" (page 27) and "Loading Documents" (page 29).

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

⇒ Scanning is started.

⇒ When scanning is complete, the Quick Menu appears.
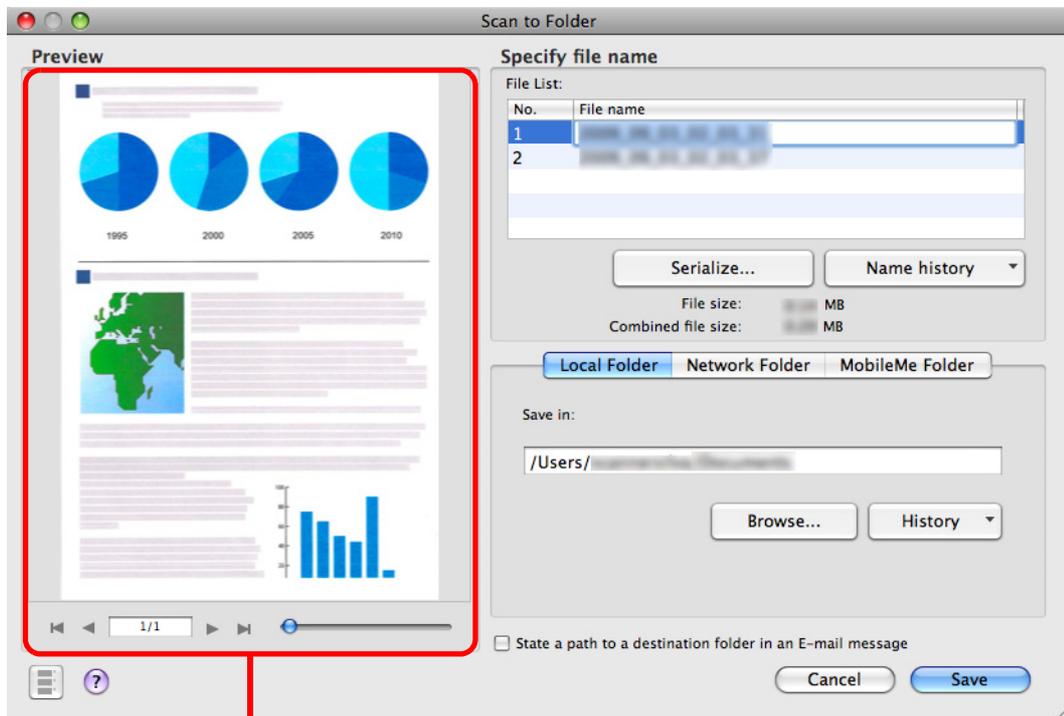
3. Click the [Scan to Folder] icon.

⇒ The [Scan to Folder] window appears.

228

4. **Check the scanned image in the [Scan to Folder] window.**

You can also change file names and destination folders and specify whether to state a path to a destination folder in an e-mail message to notify other members.

For details about the [Scan to Folder] window, refer to ScanSnap Manager Help.
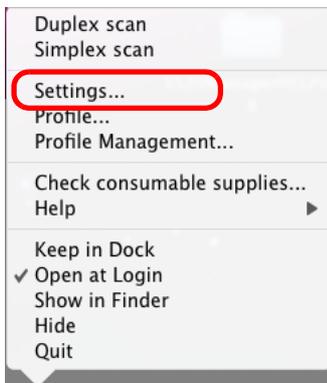
Preview area

5. Click the [Save] button.

⇒ The scanned image data is saved in a specified folder.

⇒ When you select the [State a path to a destination folder in an E-mail message] checkbox on the [Scan to Folder] window, an e-mail program starts, and an e-mail message is created with the path to the destination folder automatically stated.
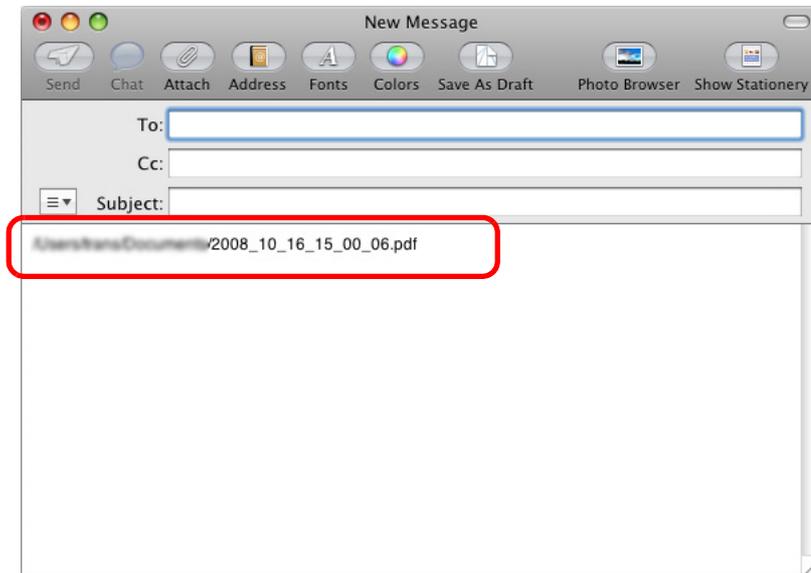
> ⚠
> - When the Quick Menu is displayed, the ScanSnap does not perform a scan even if you press the [Scan] button, unless the [Scan to Folder] window is closed. Close the [Scan to Folder] window before scanning another document.
> - Do not move, delete, or rename the scanned image data in other applications after the Quick Menu is displayed and before the [Scan to Folder] window is closed.
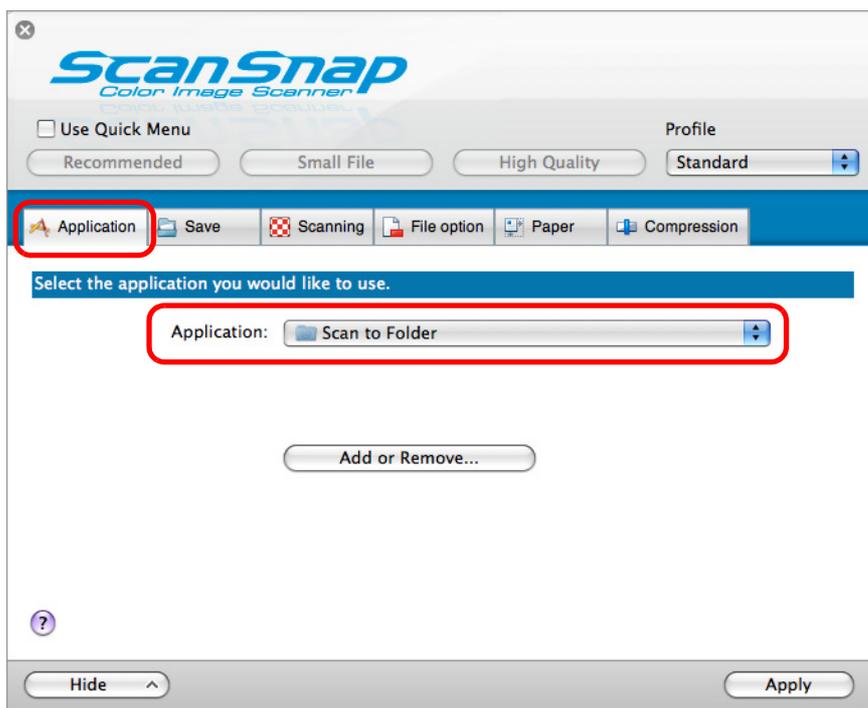
Without using the Quick Menu

1. **From the ScanSnap Manager menu, select [Settings].**

⇒ The ScanSnap setup window appears.

2. **In the [Application] pop-up menu on the [Application] tab, select [Scan to Folder].**

> ☑
> - The profiles can also be set by selecting [Scan to Folder] from the [Profile] pop-up menu or the [Profile] menu.
> - Finishing the procedure above, you can save desired settings as profiles. The profiles can be selected in the [Profile] menu from the next time you scan documents.
>   For details about how to save scanning settings, refer to "Saving Scanning Settings" (page 211).

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

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

> ✓ Even if the [Scan] button on the ScanSnap is pressed, the ScanSnap setup window closes.

5. Load the document into the ScanSnap.

For details, refer to "Paper Sizes of Documents to Be Scanned" (page 27) and "Loading Documents" (page 29).

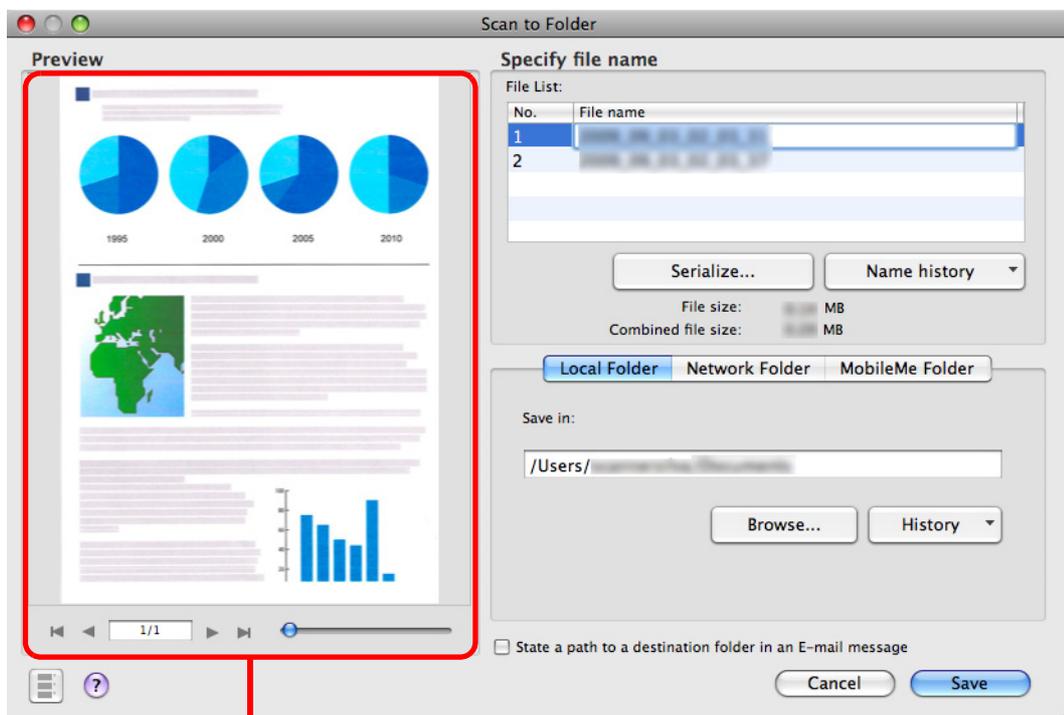**6.** Press the [Scan] button on the ScanSnap.

⟹ Scanning is started.
⟹ When scanning is complete, the [Scan to Folder] window appears.

7. Check the scanned image on the [Scan to Folder] window.

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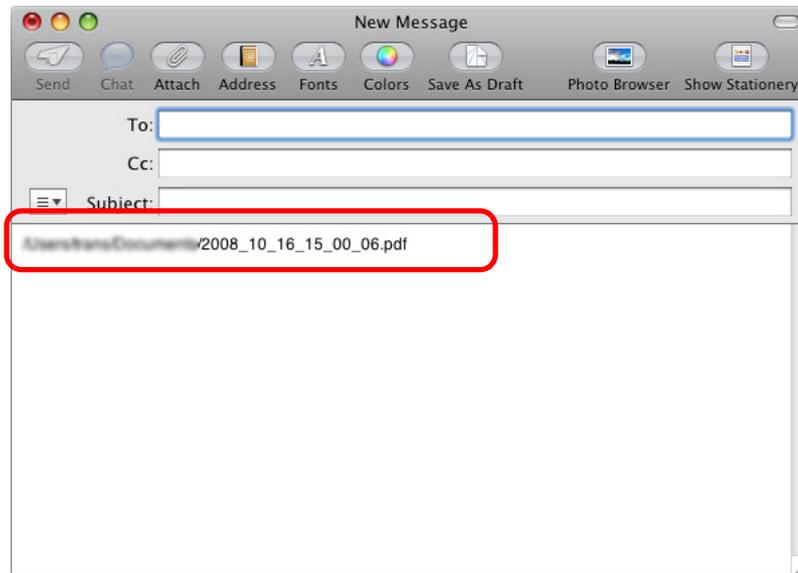For details about the [Scan to Folder] window, refer to ScanSnap Manager Help.

Preview area

8. Click the [Save] button.

⇒ The scanned image data is saved in a specified folder.

⇒ When you select the [State a path to a destination folder in an E-mail message] checkbox on the [Scan to Folder] window, an e-mail program starts, and an e-mail message is created with the path to the destination folder stated.

> • When the [Scan to Folder] window is displayed, scanning cannot be performed with the ScanSnap. Close the [Scan to Folder] window before scanning another document.
> • Do not move, delete, or rename the scanned image data in other applications when the [Scan to Folder] window is displayed.

233

■ Sending Files by E-Mail

This section describes how to send scanned image data by e-mail.
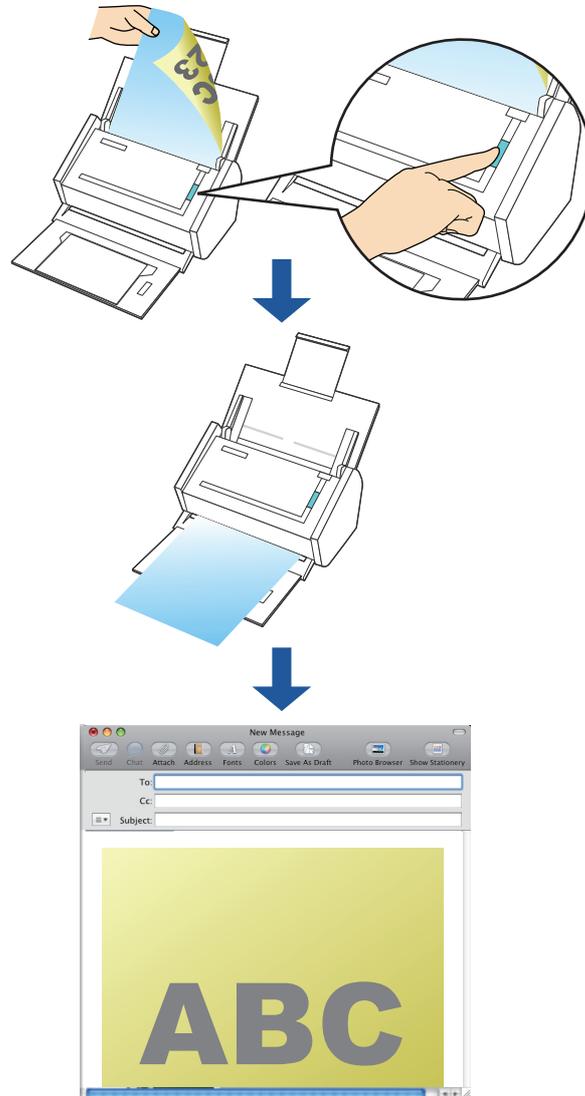
> ✓ The e-mail program used for this action is the application specified in [Default email reader] in the [General] pane, which is displayed by starting up [Mail] and selecting the [Mail] menu → [Preferences].
>
> Only the following e-mail programs are supported:
> - Mail
> - Microsoft Entourage 2004 for Mac
> - Microsoft Entourage 2008 for Mac

Using the Quick Menu

1. Load the document into the ScanSnap.

For details, refer to "Paper Sizes of Documents to Be Scanned" (page 27) and "Loading Documents" (page 29).

> ⚠ Up to ten files can be sent by e-mail.
> Scanning multiple sheets of documents with the scanning settings shown below creates multiple files. Pay attention to the number of sheets of the loaded document.
> - File format: JPEG(*.jpg)
> - [Generate one PDF file per (n) page(s)] checkbox is selected

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

⇒ Scanning is started.

⇒ When scanning is complete, the Quick Menu appears.

3. Change settings for the [Scan to E-mail] action (If you do not want to change settings, go to Step 4.).
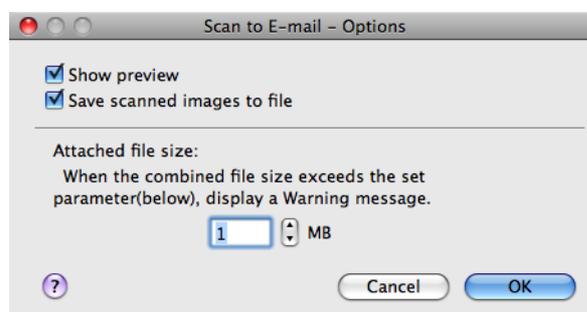
1. Click [Settings] under the [Scan to E-mail] icon.

⇒The [Scan to E-mail - Options] window appears.

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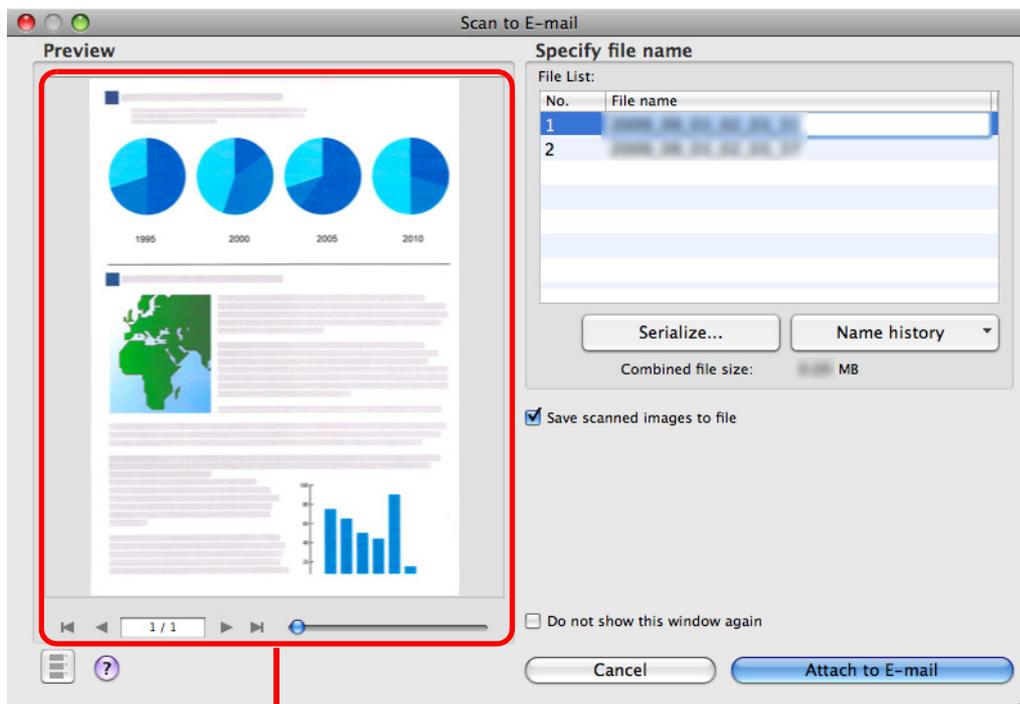
4. **Click the [Scan to E-mail] icon.**

⇒ The [Scan to E-mail] window appears.

When you have cleared 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 on the [Scan to E-mail] window.**

You can also change file names, specify whether to save scanned files after sending them by e-mail.
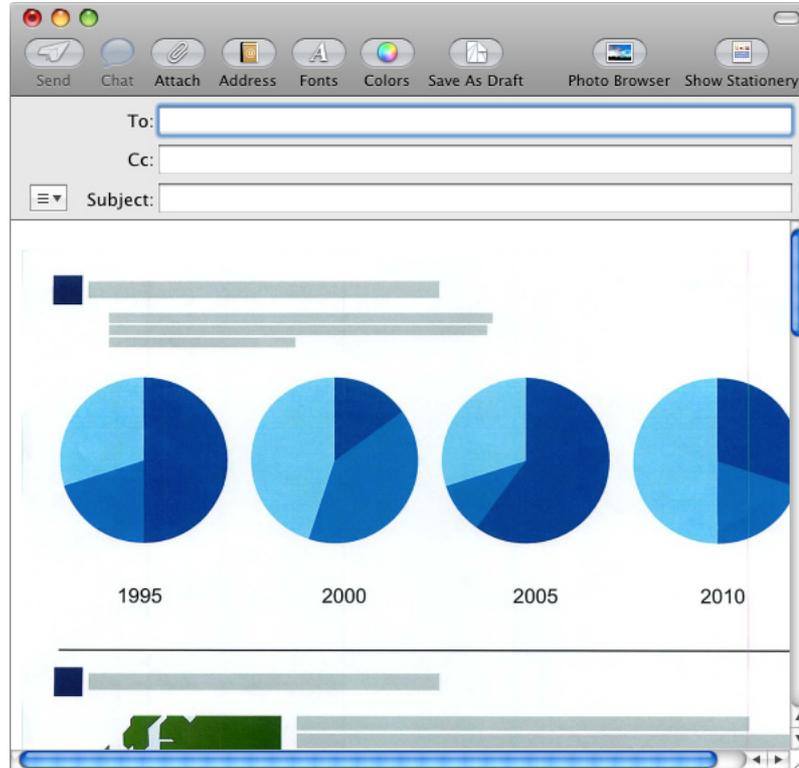
For details about the [Scan to E-mail] window, refer to ScanSnap Manager Help.

Preview area
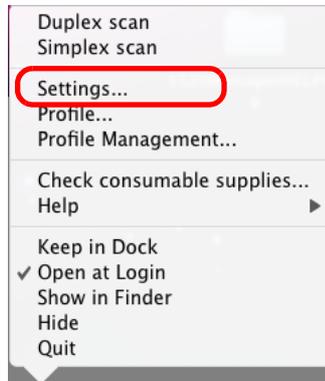
236

6. Click the [Attach to E-mail] button.

⇒ An e-mail program is started with the selected files being attached to an e-mail message.

> ⚠ • When the Quick Menu is displayed, the ScanSnap does not perform a scan even if you press the [Scan] button, unless the [Scan to E-mail] window is closed. Close the [Scan to E-mail] window before scanning another document.
> • Do not move, delete, or rename the scanned image data in other applications after the Quick Menu is displayed and before the [Scan to E-mail] window is closed.
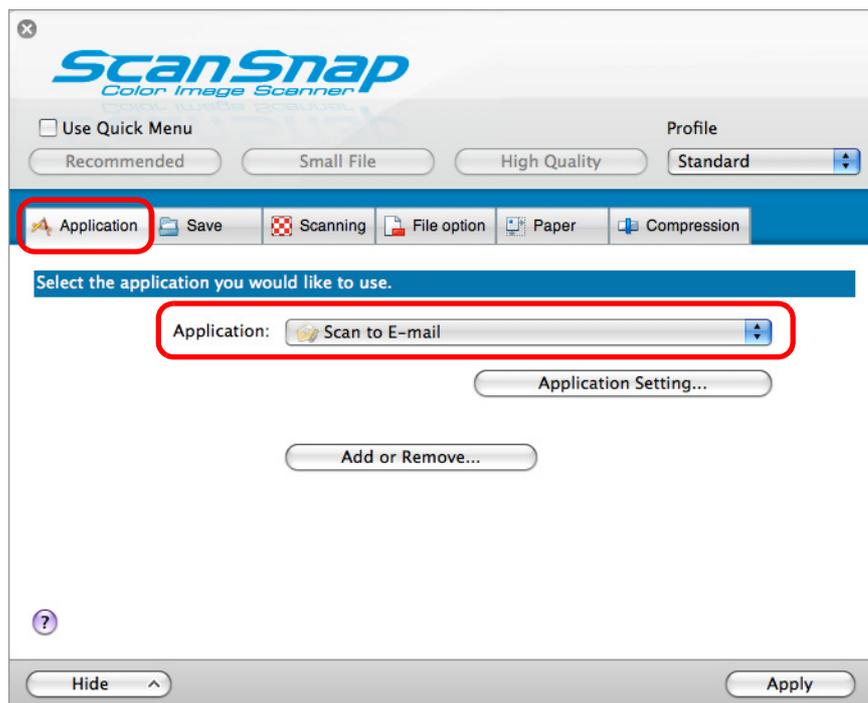
237

Without using the Quick Menu

1. **From the ScanSnap Manager menu, select [Settings].**

```
Duplex scan
Simplex scan

Settings...
Profile...
Profile Management...

Check consumable supplies...
Help                            ▶

Keep in Dock
✓ Open at Login
Show in Finder
Hide
Quit
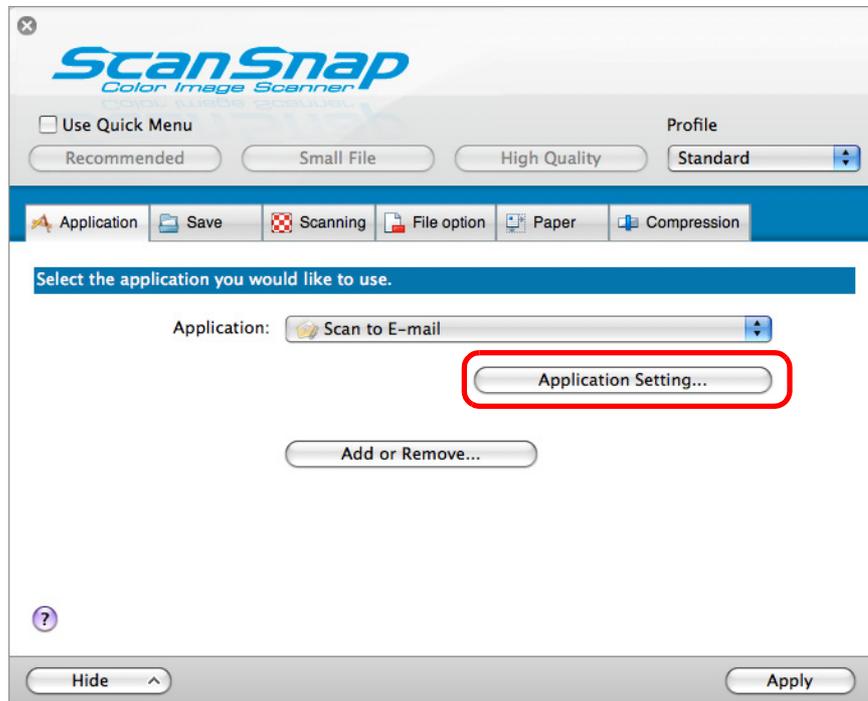```

⇒ The ScanSnap setup window appears.

**2.** **In the [Application] pop-up menu on the [Application] tab, select [Scan to E-mail].**



> • The profiles can also be set by selecting [Scan to E-mail] from the [Profile] pop-up menu or the [Profile] menu.
> • Finishing the procedure above, you can save desired settings as profiles. The profiles can be selected in the [Profile] menu from the next time you scan documents.
> For details about how to save scanning settings, refer to "Saving Scanning Settings" (page 211).

**3.** **Change settings for the [Scan to E-mail] action (If you do not want to change settings, go to Step 4.).**
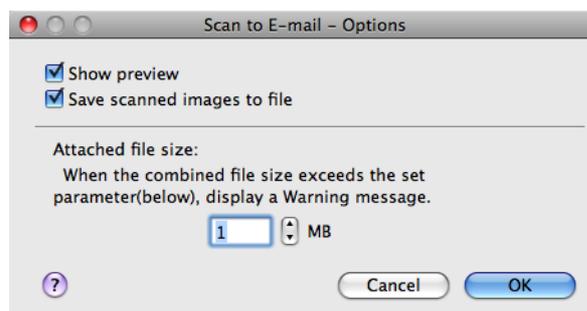
1. Click the [Application Setting] button.



⇒The [Scan to E-mail - Options] window appears.

2. Change 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 of the window or press the [esc] key to close the ScanSnap setup window.**

> ✓ Even if the [Scan] button on the ScanSnap is pressed, the ScanSnap setup window closes.

239

## 6. Load the document into the ScanSnap.

For details, refer to "Paper Sizes of Documents to Be Scanned" (page 27) and "Loading Documents" (page 29).

> Up to ten files can be sent by e-mail.
> Scanning multiple sheets of documents with the scanning settings shown below creates multiple files. Pay attention to the number of sheets of the loaded document.
> - File format: JPEG(*.jpg)
> - [Generate one PDF file per (*n*) page(s)] checkbox is selected

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

⇒ Scanning is started.

⇒ When scanning is complete, the [Scan to E-mail] window appears.
When you have cleared 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 on the [Scan to E-mail] window.

You can also change file names, specify whether to save scanned files after sending them by e-mail.
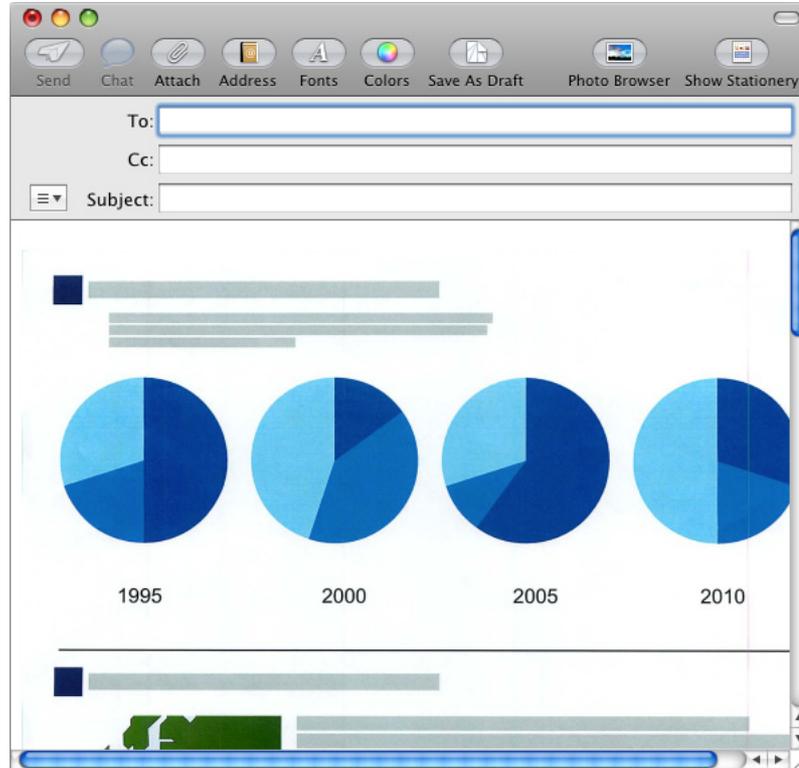For details about the [Scan to E-mail] window, refer to ScanSnap Manager Help.
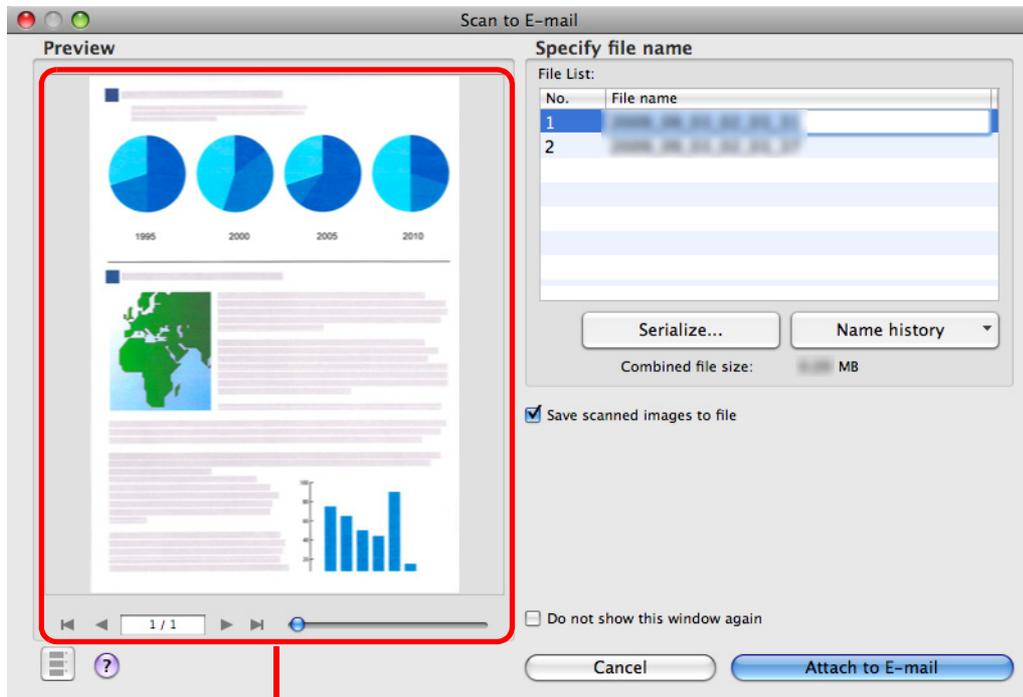


Preview area

# 9. Click the [Attach to E-mail] button.

$\Rightarrow$ An e-mail program is started with the selected files being attached to an e-mail message.



> ⚠ • When the [Scan to E-mail] window is displayed, scanning cannot be performed with the ScanSnap. Close the [Scan to E-mail] window before scanning another 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 describes how to print scanned image data with a printer.

By printing scanned image data directly from the ScanSnap, you can use the ScanSnap as a copy machine.
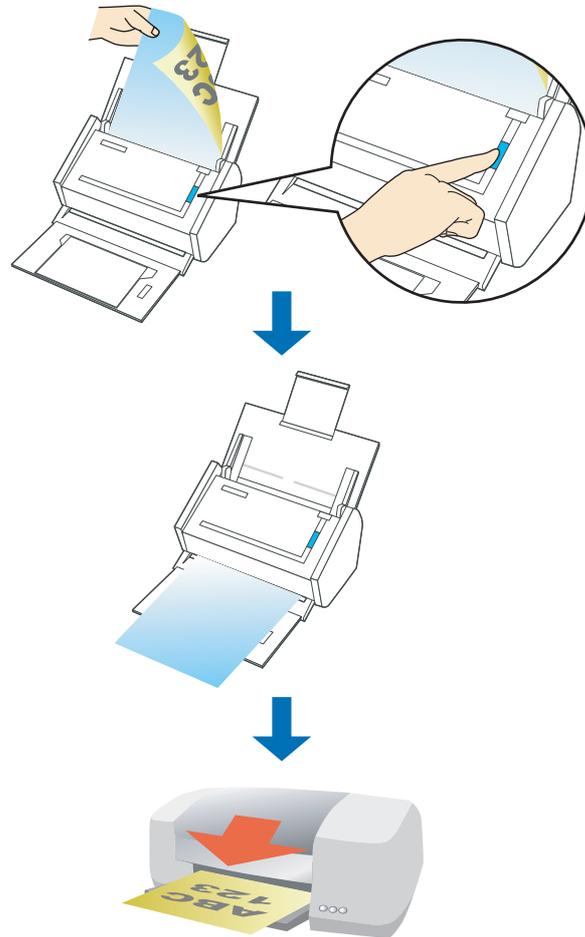


> ⚠
> - By default, a printer that is set as [Default Printer] in the Mac OS is used. After a document is scanned, you can change the printer to be used.
> - Depending on the document conditions and scanning settings, the printed image data might contain shadows (which appear as lines) on its edges.
> - To print a scanned document with data very close to the edges, save it to file first, and then print from that using Preview, Adobe Acrobat, or Adobe Reader.

242

## Using the Quick Menu

# 1. Load the document into the ScanSnap.

For details, refer to "Paper Sizes of Documents to Be Scanned" (page 27) and "Loading Documents" (page 29).

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

⇒ Scanning is started.

⇒ When scanning is complete, the Quick Menu appears.

# 3. Change settings for the [Scan to Print] action (If you do not want to change settings, go to Step 4.).
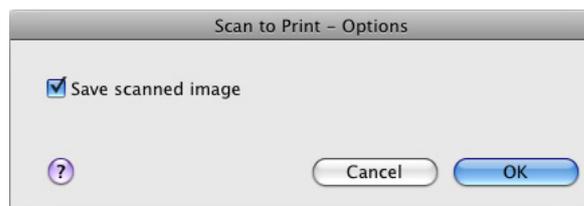
1. Click [Settings] under the [Scan to Print] icon.



⇒The [Scan to Print - Options] window appears.

2. Change 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.
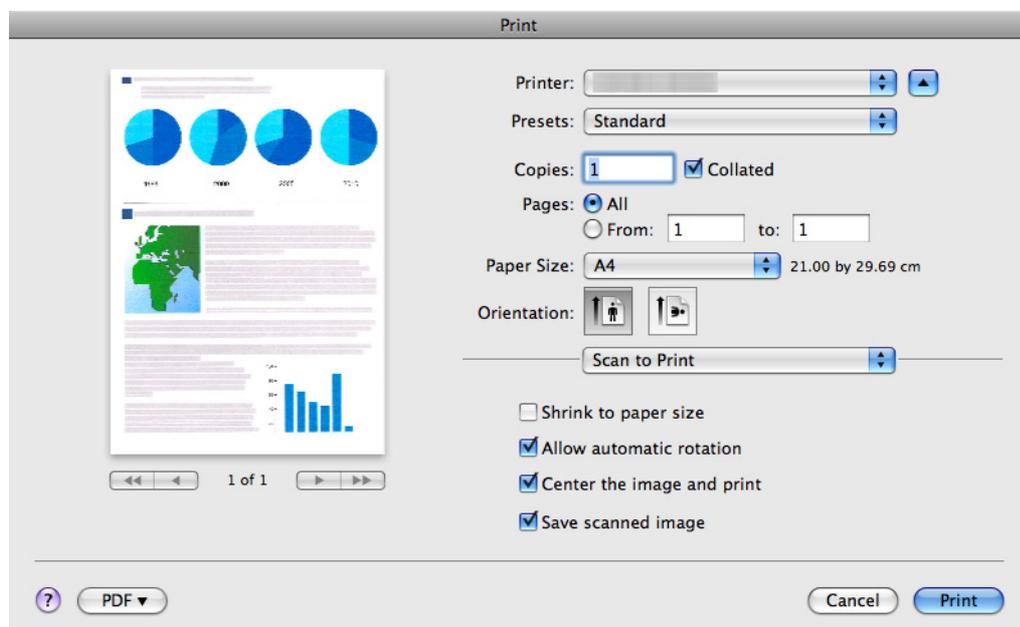
## 4. Click the [Scan to Print] icon.



⇒ 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 the [Print] window, refer to ScanSnap Manager Help.
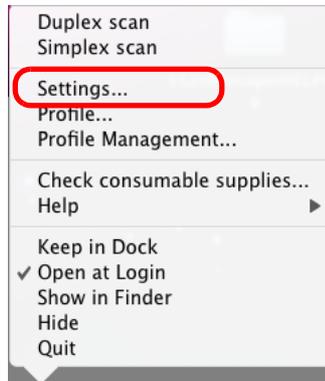


## 6. Click the [Print] button.

⇒ Printing is performed.

> ⚠ • When the Quick Menu is displayed, the ScanSnap does not perform a scan even if you press the [Scan] button, unless the [Print] window is closed. Close the [Print] window before scanning another document.
> • Do not move, delete, or rename the scanned image data in other applications after the Quick Menu is displayed and before the [Print] window is closed.
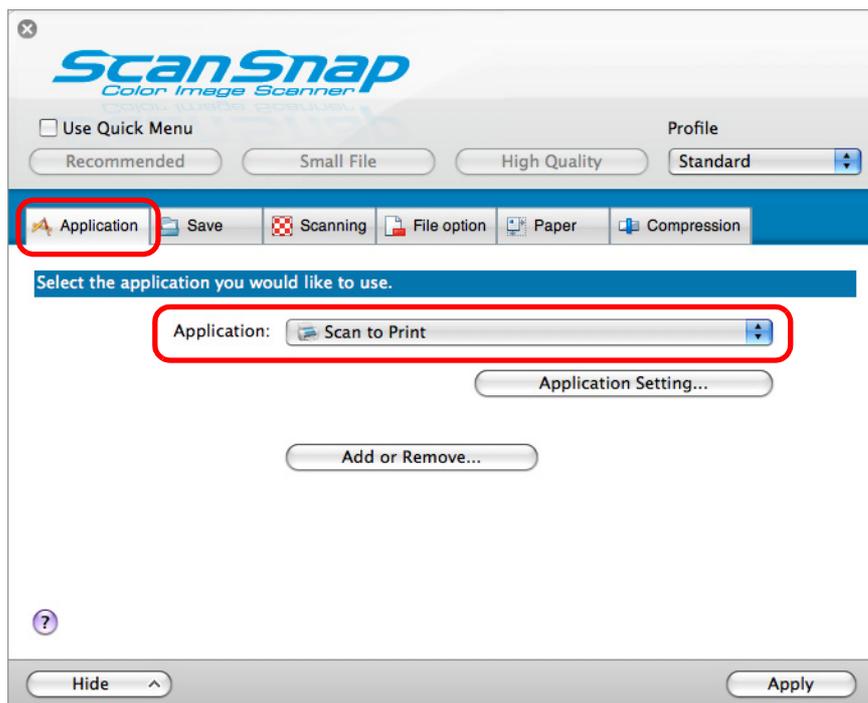
## Without using the Quick Menu

### 1. From the ScanSnap Manager menu, select [Settings].
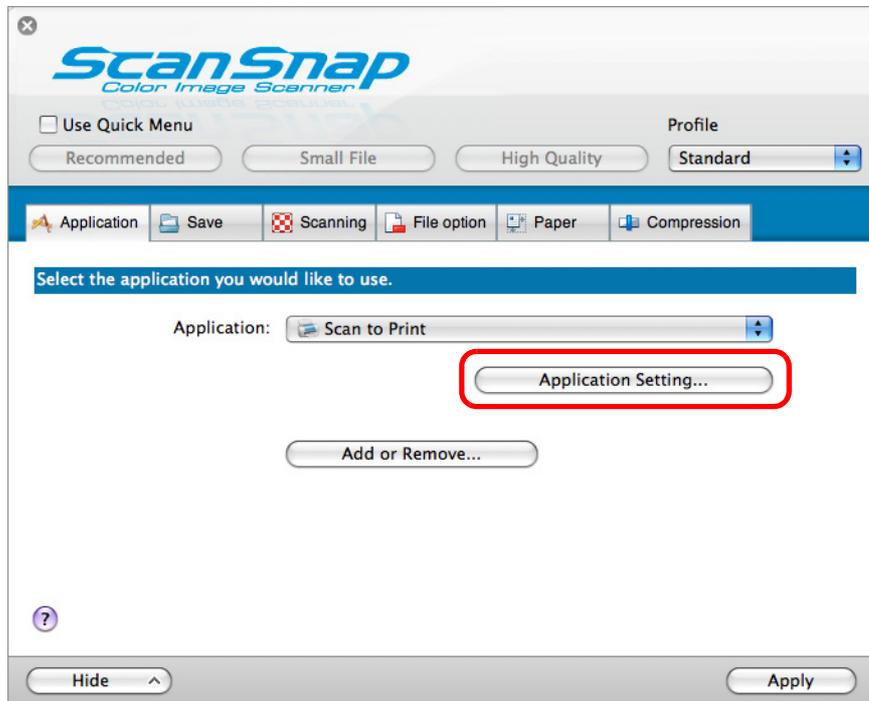


⇒ The ScanSnap setup window appears.

### 2. In the [Application] pop-up menu on the [Application] tab, select [Scan to Print].



---

> ☑
> - The profiles can also be set by selecting [Scan to Print] from the [Profile] pop-up menu or the [Profile] menu.
> - Finishing the procedure above, you can save desired settings as profiles. The profiles can be selected in the [Profile] menu from the next time you scan documents.
>   For details about how to save scanning settings, refer to "Saving Scanning Settings" (page 211).

---

**3.** **Change settings for the [Scan to Print] action (If you do not want to change settings, go to Step 4.).**
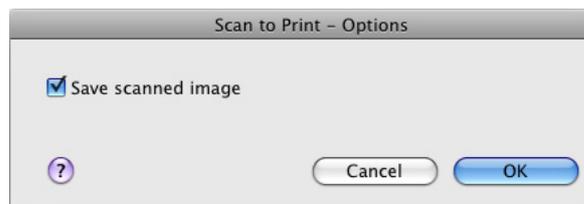
1. Click the [Application Setting] button.



⇒The [Scan to Print - Options] window appears.

2. Change 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 of the window or press the [esc] key to close the ScanSnap setup window.**

> ✓ Even if the [Scan] button on the ScanSnap is pressed, the ScanSnap setup window closes.

246

## 6. Load the document into the ScanSnap.

For details, refer to "Paper Sizes of Documents to Be Scanned" (page 27) and "Loading Documents" (page 29).
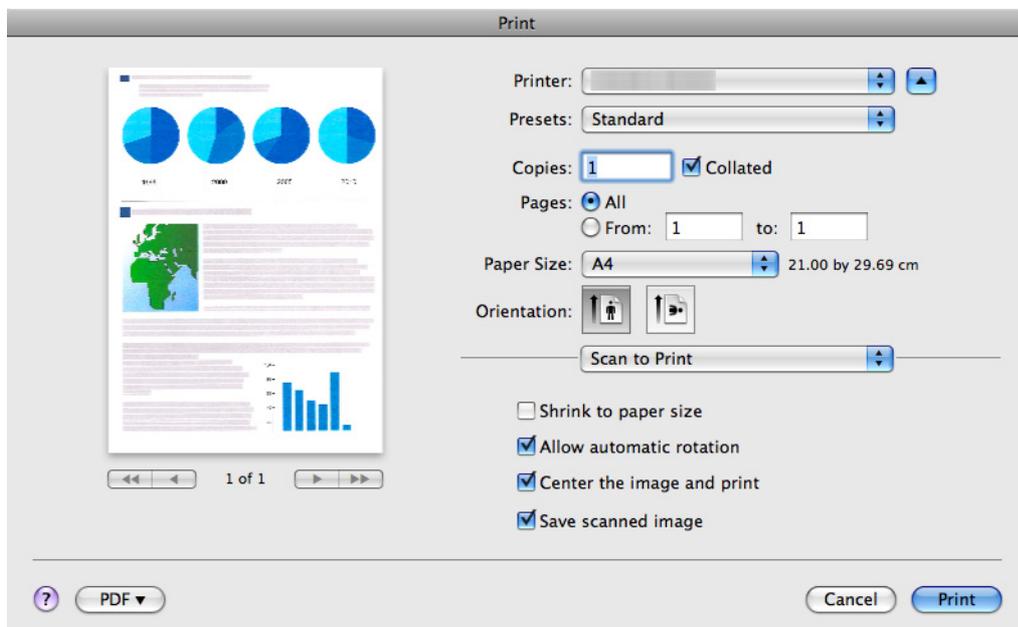
## 7. Press the [Scan] button on the ScanSnap.

⇒ Scanning is started.

⇒ When scanning is complete, 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 the [Print] window, refer to ScanSnap Manager Help.



## 9. Click the [Print] button.

⇒ Printing is performed.

> • When the [Print] window is displayed, scanning cannot be performed with the Scan-Snap. Close the [Print] window before scanning another document.
> • Do not move, delete, or rename the scanned image data in other applications when the [Print] window is displayed.

# ■ Converting into Word/Excel Documents

This section describes how to convert the documents scanned with the ScanSnap into Word/Excel files through ABBYY FineReader for ScanSnap, which is supplied with the ScanSnap.
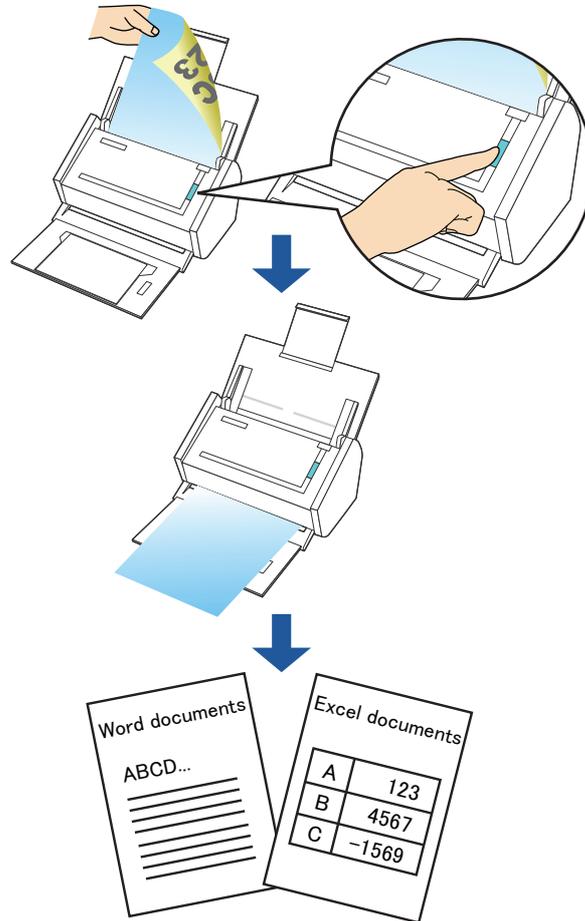


> ⚠ • ABBYY FineReader for ScanSnap must be installed in your computer in order to perform text-recognition.
> • Use this function in an environment where Word and Excel are installed.
>   If Word is not installed in the computer being used, the text-only result of documents converted to Word files are shown with TextEdit. If Excel is not installed in the computer being used, documents converted to Excel files cannot be viewed. To view and check converted documents on your computer, install these software.
> • ABBYY FineReader for ScanSnap can be used with the following versions of Word and Excel.
>   - Word: 2004 / 2008
>   - Excel: 2004 / 2008
> • Do not scan Word/Excel files while you are working on Word or Excel. In addition, do not operate Word or Excel while this function is executed. If operated at the same time, the conversion result is saved to a file, but even if the [Open file after recognition] checkbox is selected on the [FineReader for ScanSnap Preferences] window, the conversion result may not be displayed.

**About the OCR (Optical Character Recognition) function of ABBYY FineReader for ScanSnap**

- ABBYY FineReader for ScanSnap is an application used exclusively with the ScanSnap. This program can text-recognize only PDF files that are created by using the ScanSnap. It cannot text-recognize PDF files created by using Adobe Acrobat or other applications.

- Some types of documents are occasionally misrecognized. Before recognition, check whether the documents you want to convert are suitable for conversion according to the following guidelines.
  Scan to Word
  - Documents suitable for conversion
    Documents created by using simple page layout with one or two columns
  - Documents not suitable for conversion
    Documents created by using complex page layout comprised of diagrams, tables, and letters, such as a brochure, magazine, and newspaper
  Scan to Excel
  - Documents suitable for conversion
    Simple tables in which every border line connects to the outside borders
  - Documents not suitable for conversion
    Documents containing tables without borders, complex tables with too many borders, convoluted tables containing sub-tables, diagrams, graphs and charts, photographs, and characters written in vertical direction
    (Diagrams, graphs and charts, photographs, and characters written in vertical direction are not converted.)

- The following parameters may not be inherited from the originals during conversion. It is recommended that the converted documents be opened with Word or Excel to correct or edit misrecognized letters.
  - Font and size of characters
  - Character spacing and line spacing
  - Underline, bold, and Italic
  - Superscript/subscript

- The following types of documents may be misrecognized.
  In such a case, recognition may be corrected by changing the [Color mode] to [Color] and/or improving the resolution (Image quality).
  - Documents containing handwritten characters
  - Text including small characters (smaller than 10 points)
  - Skewed documents
  - Documents written in languages other than the specified language for text recognition
  - 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 layout as well as documents including unreadable characters
    (It may take an extended period of time to convert these documents.)

- A converted Excel worksheet can contain up to 65,536 rows.

- When converting to Excel files, information for the layout of the entire document, diagrams, and height/width of graphs and tables is not reproduced. 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 278), or load documents face down in portrait orientation.

- On the ScanSnap setup window, if the [Generate one PDF file per (*n*) page(s)] checkbox is selected on the [File option] tab → [Option], the conversion result for each PDF file will be saved as separate files.

You can change the scanning 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, on the menu bar, select [FineReader for ScanSnap] → [Preferences] to show the following window.
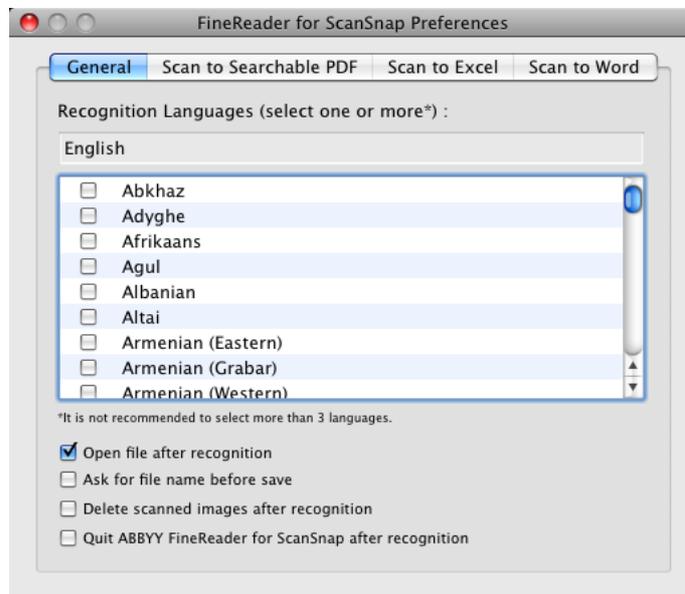


For details about how to set, refer to the ABBYY FineReader for ScanSnap Help.

## Using the Quick Menu
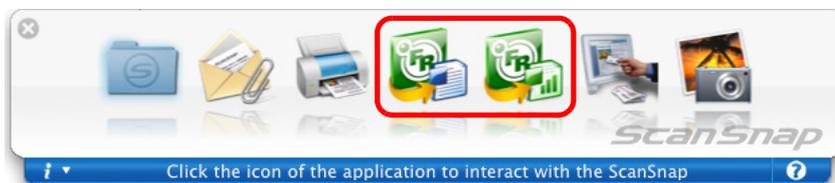
### 1. Load the document into the ScanSnap.

For details, refer to "Paper Sizes of Documents to Be Scanned" (page 27) and "Loading Documents" (page 29).

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

⇒ Scanning is started.

⇒ When scanning is complete, the Quick Menu appears.

### 3. Click the [Scan to Word] or [Scan to Excel] icon.



> ⚠ When [JPEG(*.jpg)] is selected for [File format] in the [File option] tab on the ScanSnap setup window, the [Scan to Word] and [Scan to Excel] actions cannot be used. If you click either of these icons, an error message will appear.

⇒ The following window appears and conversion is started.
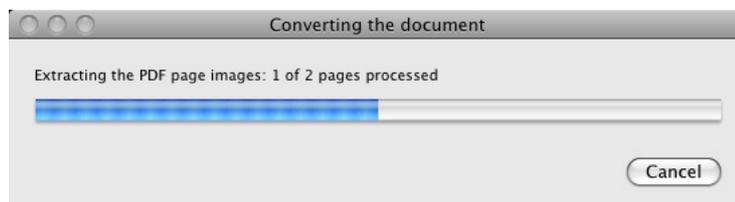


⇒ When the conversion is complete, Word or Excel starts up, displaying the converted document in the applicable format.

> ☑
> - It is recommended to select [Better (Color/Gray: 200 dpi, B&W: 400 dpi)] or higher resolution for [Image quality] in the [Scanning] tab on the ScanSnap setup window.
> - Word documents are saved in RTF format (.rtf) and Excel documents, in XLS format (.xls).

> ⚠
> - When the Quick Menu is displayed, scanning cannot be performed with the ScanSnap. Complete the action before scanning another document.
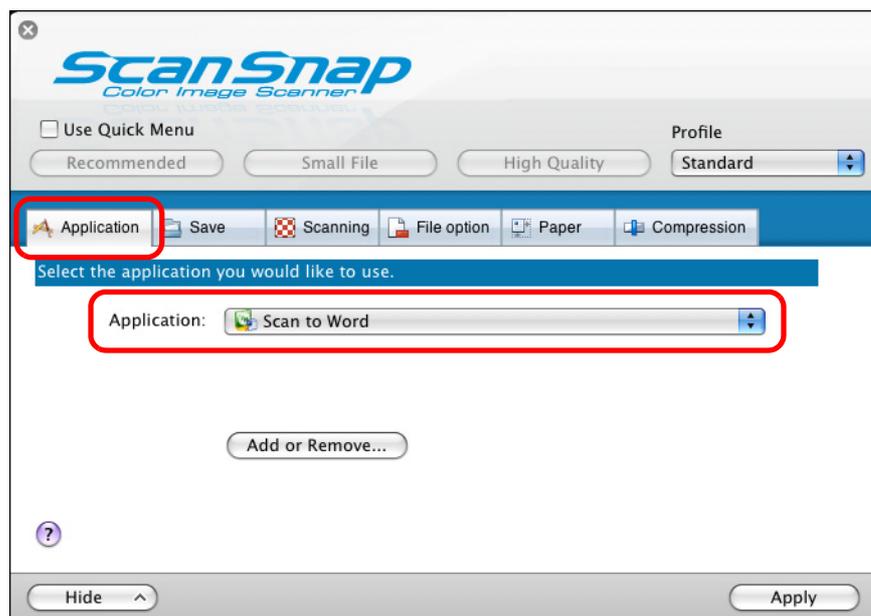> - Do not move, delete, or rename the scanned image data in other applications while the Quick Menu is displayed.

## Without using the Quick Menu

**1.** **From the ScanSnap Manager menu, select [Settings].**
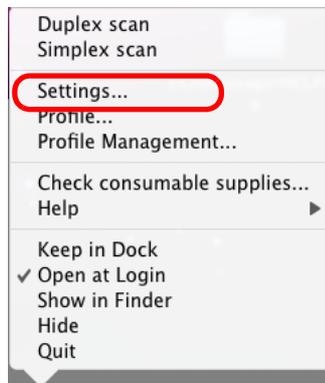


⇒ The ScanSnap setup window appears.

**2.** **In the [Application] pop-up menu on the [Application] tab, select [Scan to Word] or [Scan to Excel].**



> ✓ • The profiles can also be set by selecting [Scan to Word] or [Scan to Excel] from the [Profile] pop-up menu or from the [Profile] menu.
> • Finishing the procedure above, you can save desired settings as profiles. The profiles can be selected in the [Profile] menu from the next time you scan documents.
> For details about how to save scanning settings, refer to "Saving Scanning Settings" (page 211).

**3.** **Click the [Apply] button in the ScanSnap setup window.**

252

**4.** **Click the [ ✖ ] button in the upper left corner of the window or press the [esc] key to close the ScanSnap setup window.**

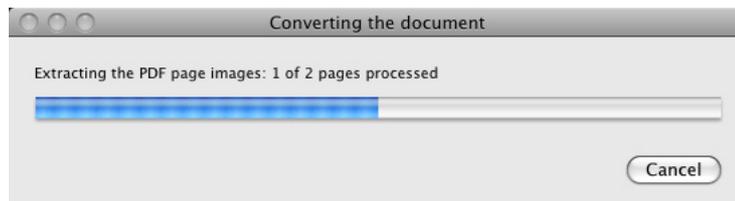> ✓ Even if the [Scan] button on the ScanSnap is pressed, the ScanSnap setup window closes.

**5.** **Load the document into the ScanSnap.**

For details, refer to "Paper Sizes of Documents to Be Scanned" (page 27) and "Loading Documents" (page 29).

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

⇒ Scanning is started.

⇒ The following window appears and conversion is started.

> Converting the document
>
> Extracting the PDF page images: 1 of 2 pages processed
>
> Cancel

⇒ When the conversion is complete, 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 on the ScanSnap setup window.
> - Word documents are saved in RTF format (.rtf) and Excel documents, in XLS format (.xls).
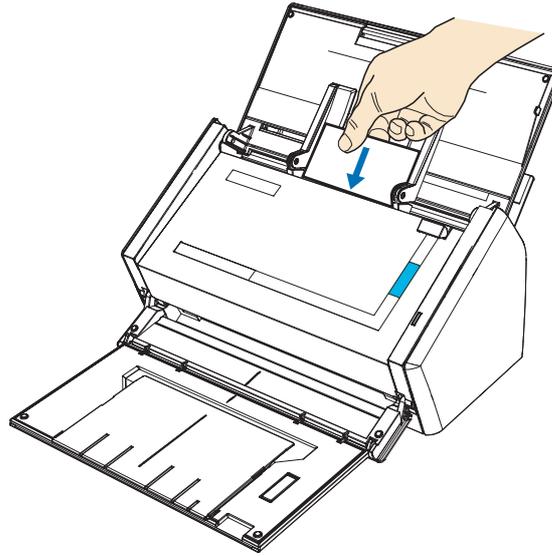
# ■ Scanning Business Cards

This section describes how to use scanned image data of business cards in Cardiris.
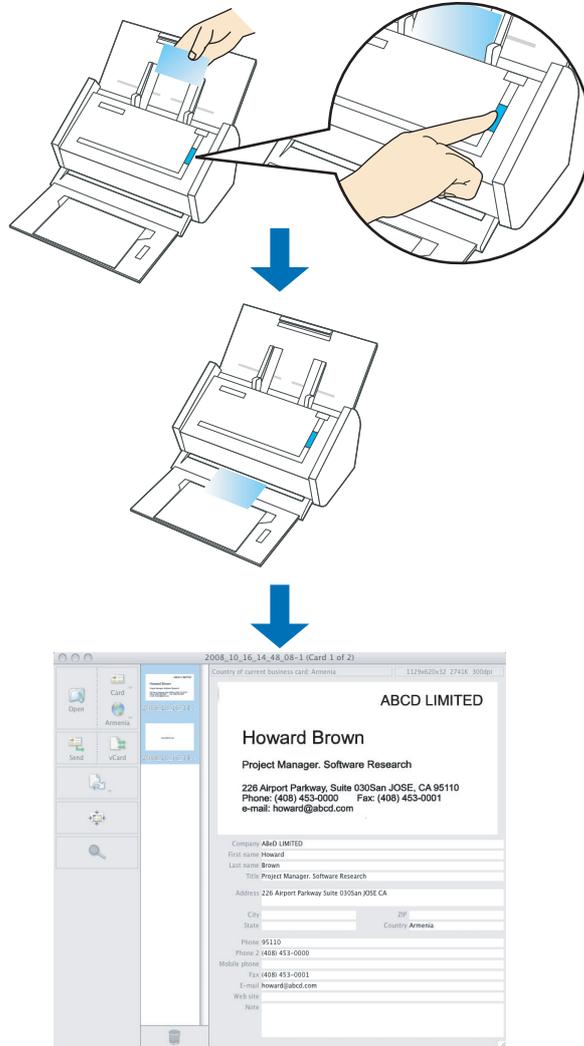
## Using the Quick Menu

### 1. Load the business card into the ScanSnap.

- Load the business card so that the front side of the two-sided business card 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 business cards edge and the side guide on both sides.



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

⇒ Scanning is started.

⇒ When scanning is complete, the Quick Menu appears.

> 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 [Cardiris] icon.



⇒ The Cardiris window appears.

> • When the Quick Menu is displayed, scanning cannot be performed with the ScanSnap. Complete the interaction with Cardiris 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 whether the scanned card image and text recognition result.
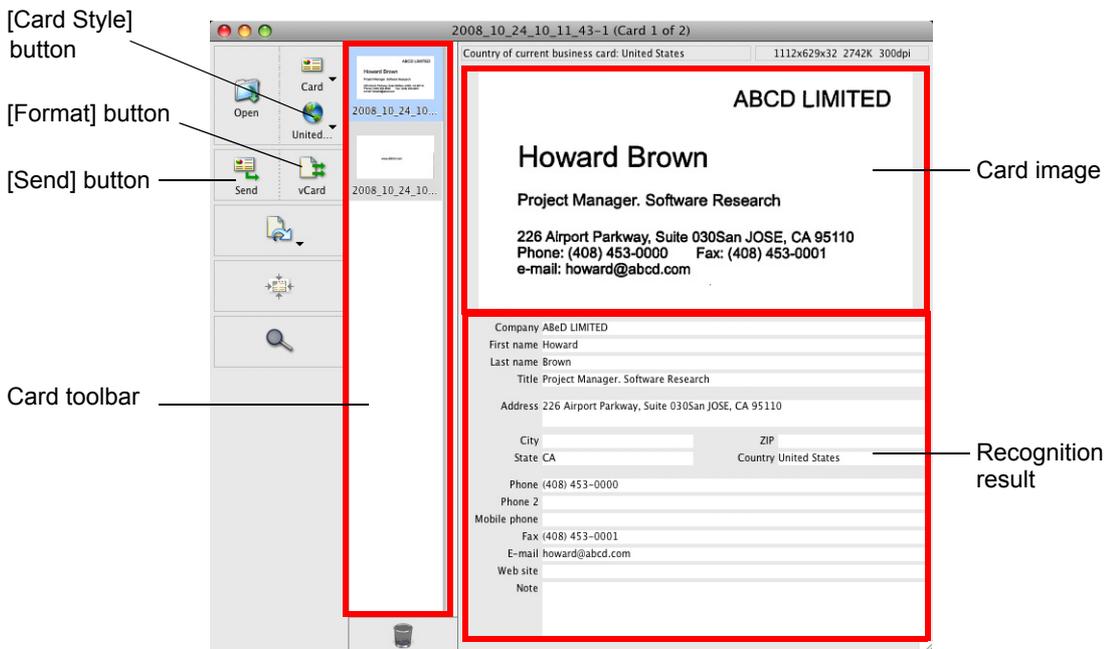


The current card image is displayed on the top-right.

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 windows are 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.
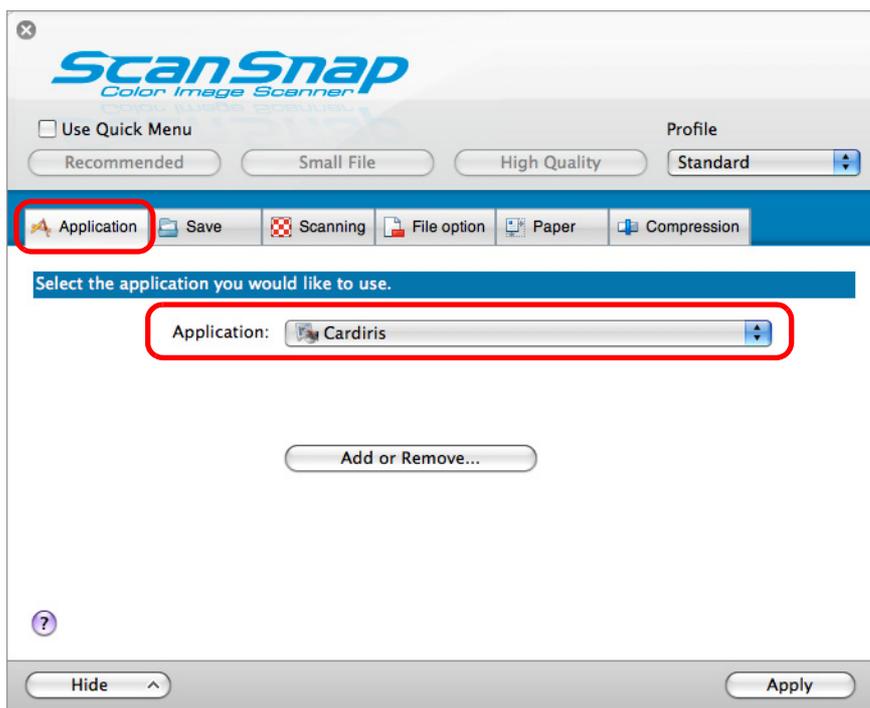> • For details about the functions of and how to use Cardiris, refer to Cardiris GETTING STARTED and Cardiris Help.

## Without using the Quick Menu
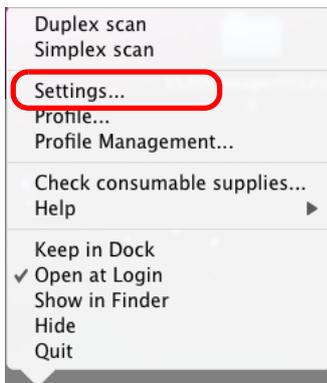
**1.** **From the ScanSnap Manager menu, select [Settings].**



⇒ The ScanSnap setup window appears.

**2.** **In the [Application] pop-up menu on 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 Scanning Settings" (page 211).

**3.** Click the [Apply] button in the ScanSnap setup window.

**4.** Click the [ ✕ ] button in the upper left corner of the window or press the [esc] key to close the ScanSnap setup window.

> ☑ Even if the [Scan] button on the ScanSnap is pressed, the ScanSnap setup window closes.

**5.** Load the business card into the ScanSnap.

- Load the business card so that the front side of the two-sided business card 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 business cards edge and the side guide on both sides.
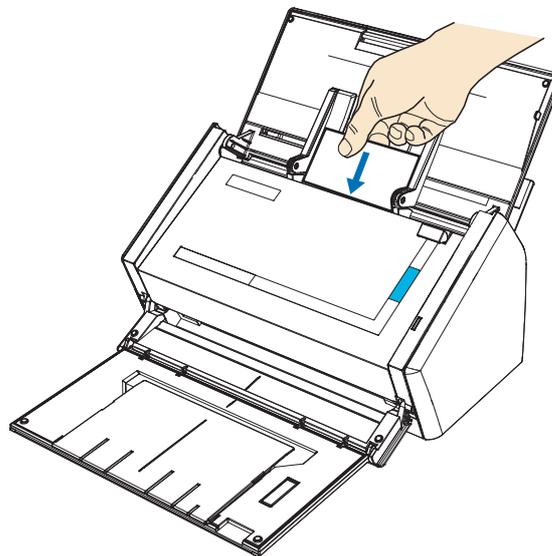
**6.** Press the [Scan] button on the ScanSnap.

⇒ Scanning is started.

⇒ When scanning is complete, the Cardiris window appears.

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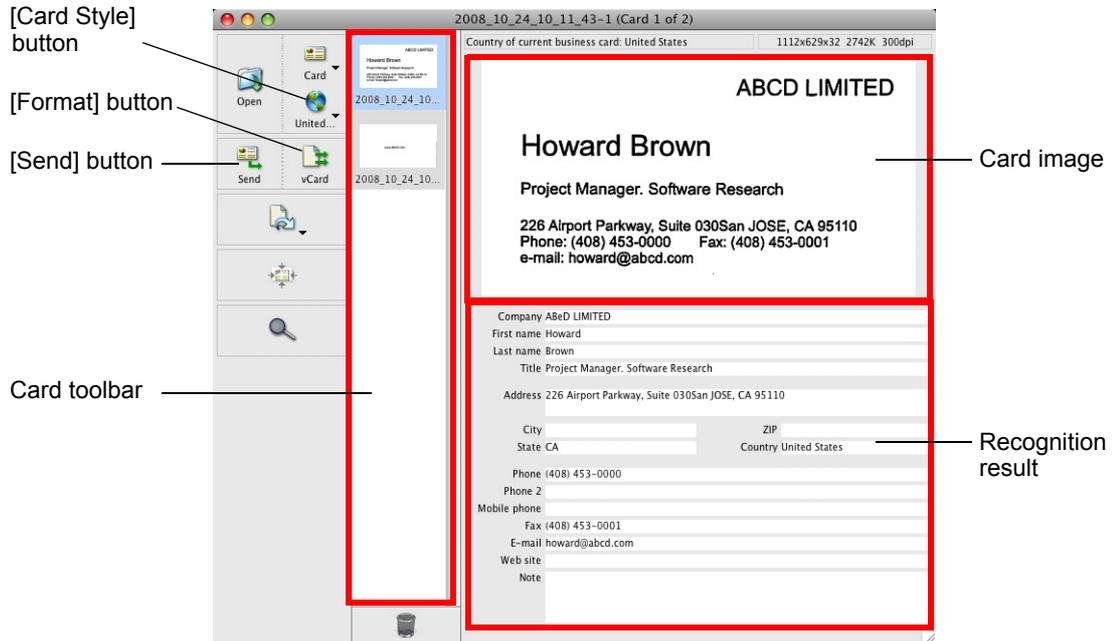


[Card Style] button

[Format] button

[Send] button

Card toolbar

Card image

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 windows are 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 and how to use Cardiris, refer to Cardiris GETTING STARTED and Cardiris Help.

## Using Cardiris and Address Book

To register the recognized characters of a scanned business cards in the Address Book, perform the following procedure.
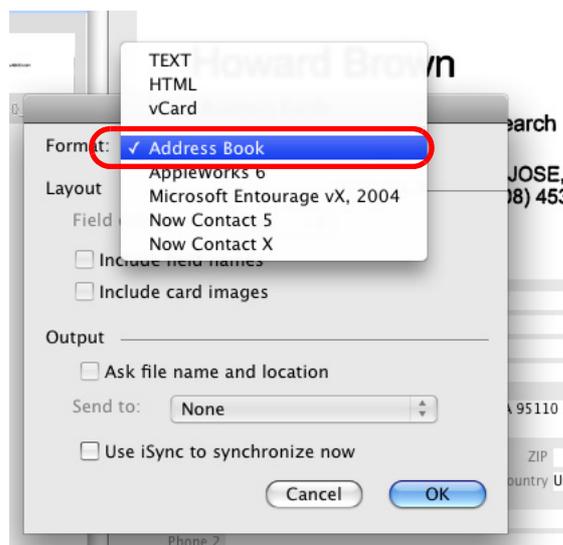
> Do not exit Cardiris while setup or message windows are open.

**1.** **Click the [Format] button or select [Settings] → [Output Format] on the menu bar.**
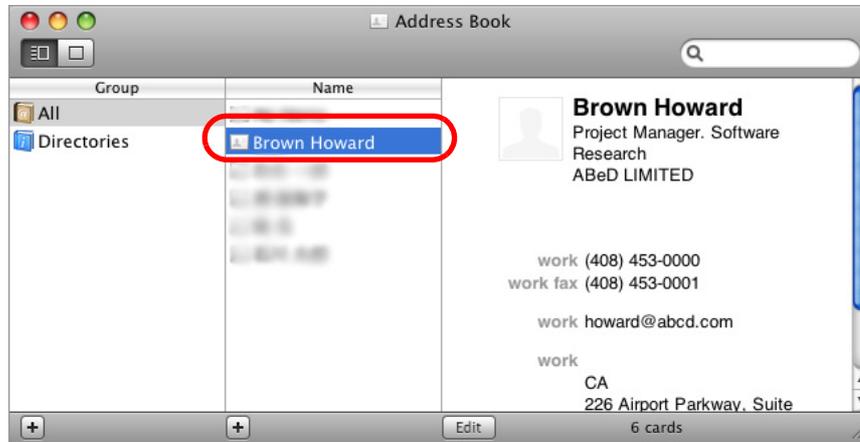
⇒ The following window appears.

**2.** **On the [Format] pop-up menu, select [Address Book].**

**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.** **On the menu bar, select [Cardiris] → [Quit Cardiris] 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.

261

# ■ Saving Data in iPhoto

This section describes how to save scanned image data in iPhoto.
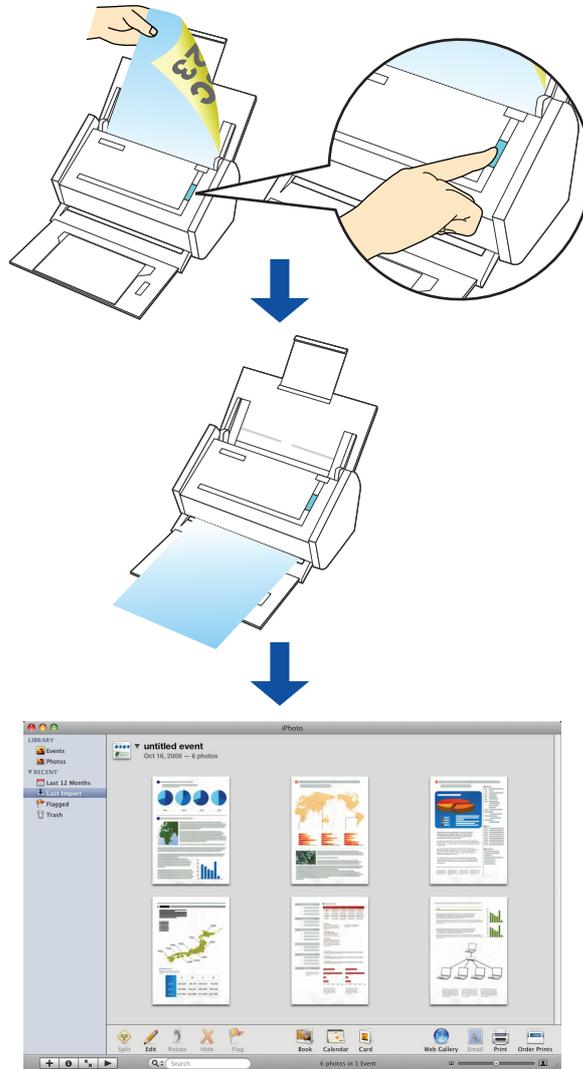
## Using the Quick Menu

# 1. Load the document into the ScanSnap.

For details, refer to "Paper Sizes of Documents to Be Scanned" (page 27) and "Loading Documents" (page 29).

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

⇒ Scanning is started.

⇒ When scanning is complete, the Quick Menu appears.
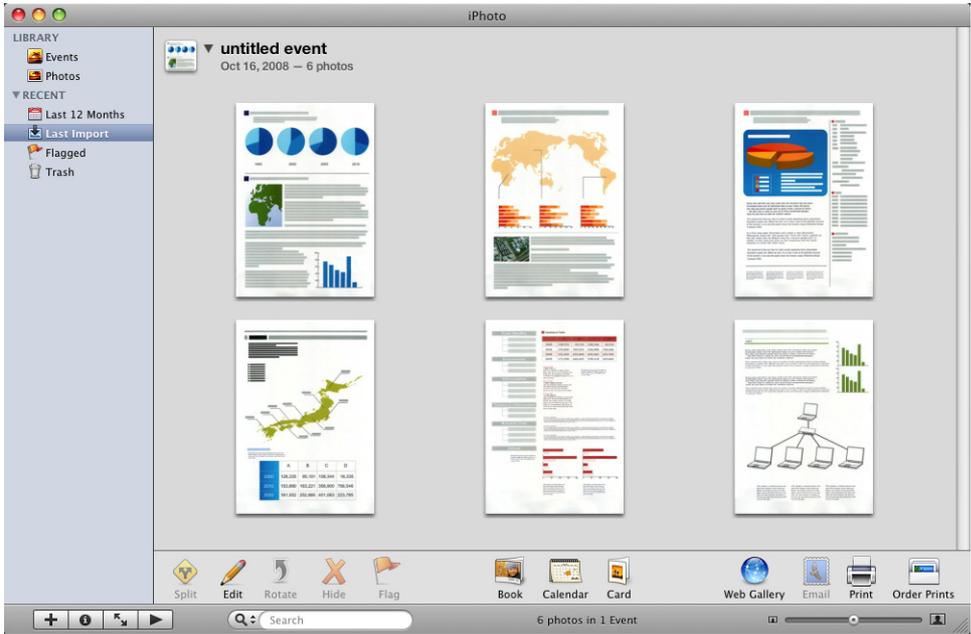
# 3. Click the [iPhoto] icon.
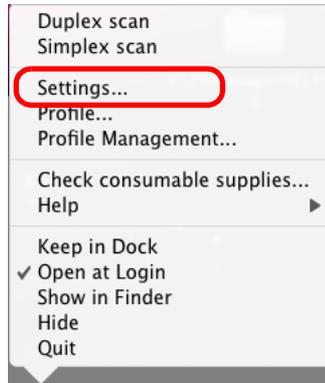


⇒ iPhoto starts up.

> - When the Quick Menu is displayed, scanning cannot be performed with the ScanSnap. Complete the action before scanning another document.
> - Do not move, delete, or rename the scanned image data in other applications while the Quick Menu is displayed.

263
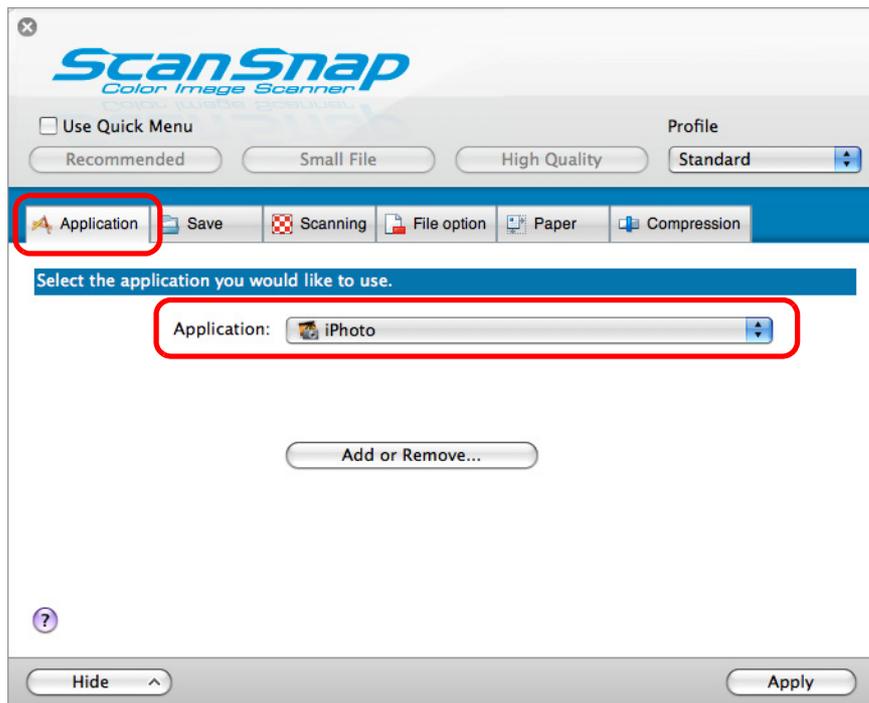
# 4. Check the scanned image data.

## Without using the Quick Menu

### 1. From the ScanSnap Manager menu, select [Settings].



⇒ The ScanSnap setup window appears.

### 2. In the [Application] pop-up menu on the [Application] tab, select [iPhoto].



☑ • The profiles can also be set by selecting [iPhoto] from the [Profile] pop-up menu or the [Profile] menu.
• Finishing the procedure above, you can save desired settings as profiles. The profiles can be selected in the [Profile] menu from the next time you scan documents.
For details about how to save scanning settings, refer to "Saving Scanning Settings" (page 211).

**3.** **Click the [Apply] button in the ScanSnap setup window.**

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

> ✓ Even if the [Scan] button on the ScanSnap is pressed, the ScanSnap setup window closes.

**5.** **Load the document into the ScanSnap.**

For details, refer to "Paper Sizes of Documents to Be Scanned" (page 27) and "Loading Documents" (page 29).

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

⇒ Scanning is started.

⇒ When scanning is complete, iPhoto starts up.

**7.** **Check the scanned image data.**

# Using the ScanSnap in Various Ways

This section describes a variety of ways you can use the ScanSnap.

## ■ Scanning Only One Side of a Document

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

**1.** **From the ScanSnap Manager menu, select [Settings].**
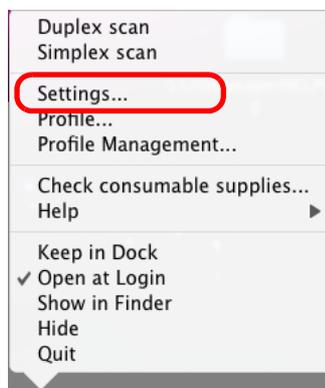


⇒ The ScanSnap setup window appears.

**2.** **Select [Simplex Scan (Single-sided)] in the [Scanning side] pop-up menu on the [Scanning] tab.**
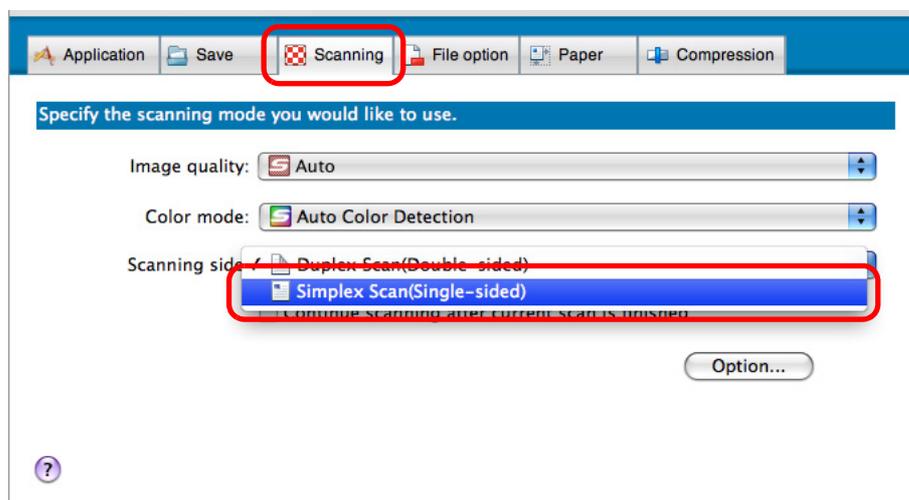
**3.** **Click the [Apply] button in the ScanSnap setup window.**

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

**5.** **Load the document into the ScanSnap.**

For details, refer to "Paper Sizes of Documents to Be Scanned" (page 27) and "Loading Documents" (page 29).

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

> If you select [Simplex scan] from the ScanSnap Manager menu, even if [Duplex Scan (Double-sided)] is set in [Scanning side] on the [Scanning] tab, the scan will be performed in Simplex mode.

⇒ The document is scanned in Simplex mode.

# ■ Scanning Color Documents in Black and White or Gray Mode

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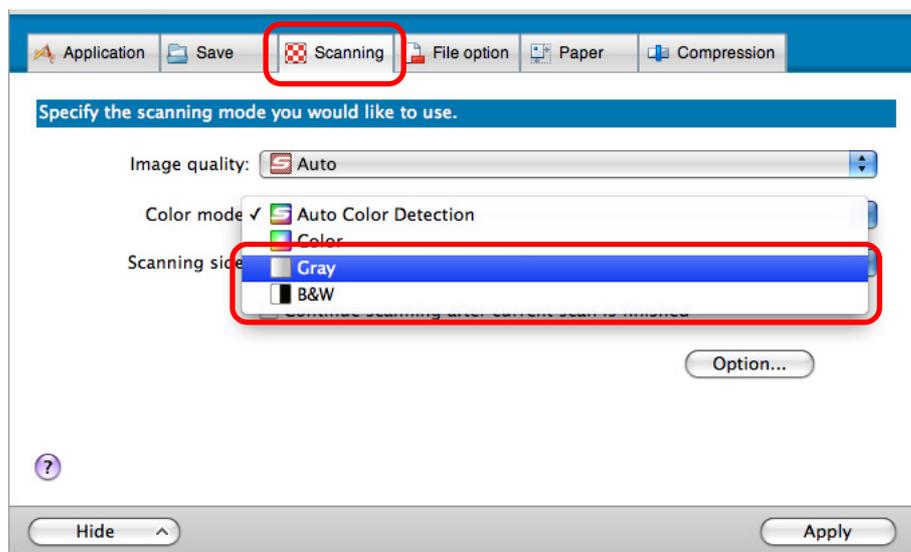If you wish to scan color documents in gray or black-and-white mode, change the settings by following the procedure below.

**1.** **From the ScanSnap Manager menu, select [Settings].**
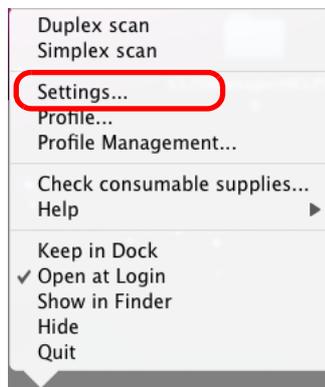


⇒ The ScanSnap setup window appears.

**2.** **In the [Color mode] pop-up menu on the [Scanning] tab, select [Gray] or [B&W].**



269

**3.** **Click the [Apply] button in the ScanSnap setup window.**

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

**5.** **Load the document into the ScanSnap.**

For details, refer to "Paper Sizes of Documents to Be Scanned" (page 27) and "Loading Documents" (page 29).

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

⇒ Scanned image data is output in gray or in black-and-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, both sides of the documents are scanned regardless if the back is printed or not. If a blank side is scanned, it is recognized as "blank" and the image data is automatically removed.

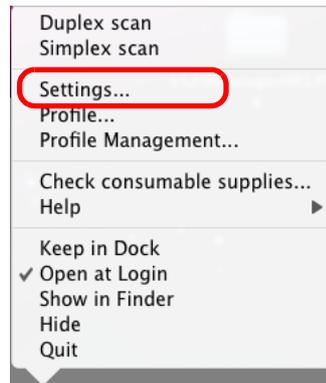To remove blank pages, change the settings by following the procedure below.

> ⚠ The following types of documents may be recognized as blank pages:
> - Almost blank documents containing only a few characters
> - Documents of only one color (including black) and without any patterns, lines, or characters
>
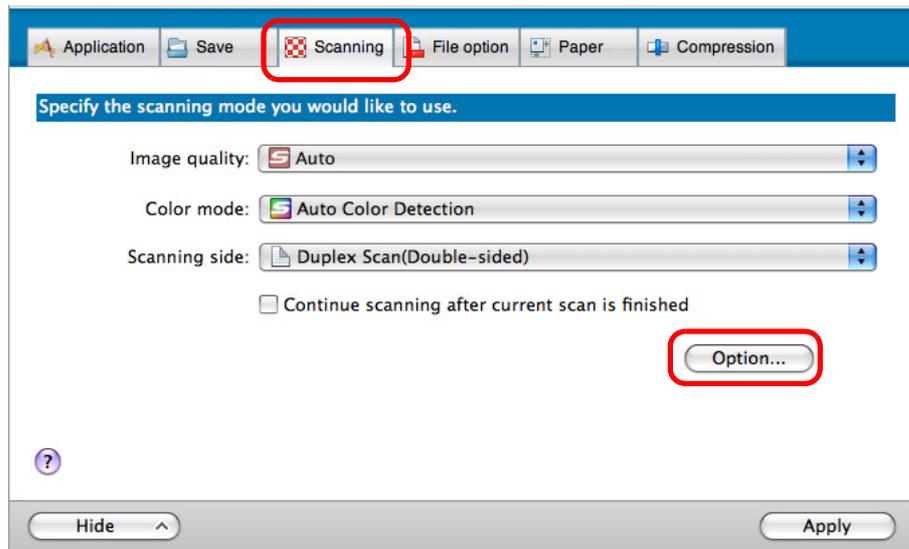> When you scan such documents, clear the [Allow automatic blank page removal] checkbox. When discarding the original documents, check the image data for pages accidentally removed.
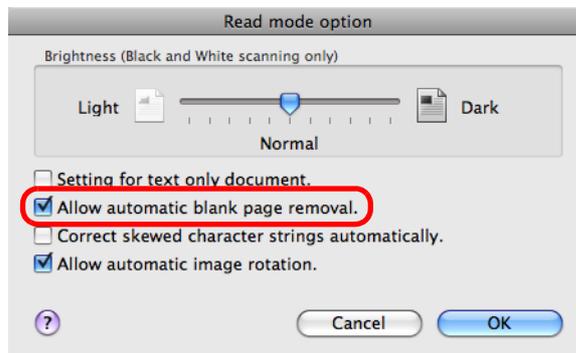
## 1. From the ScanSnap Manager menu, select [Settings].



⇒ The ScanSnap setup window appears.

**2.** **Click the [Option] button on 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 the [Read mode option] window.**

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

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

## 7. Load the document into the ScanSnap.

For details, refer to "Paper Sizes of Documents to Be Scanned" (page 27) and "Loading Documents" (page 29).

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

⇒ Image data without blank pages are output.

# ■ Correcting Skewed Character Strings

The ScanSnap is able to detect skewed character strings on the document and correct the skew. This function is available when characters printed on the document are skewed.

To correct skewed character strings, change the settings by following the procedure below.
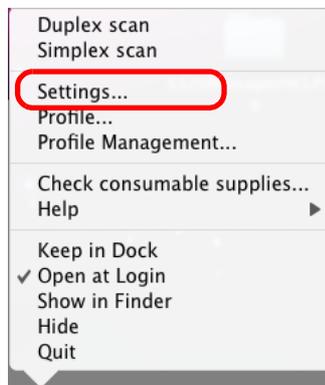
> ● Up to +/-5 degrees of skews can be corrected.
>   This function determines a document skew based on the character strings printed on the document, so it may not work properly for the following document:
>   - Documents on which pitches of lines or characters are extremely narrow, or characters are overlapped
>   - Documents that have many outlined or decorated characters
>   - Documents that have many photographs or figures but only a few characters
>   - Documents that have characters on patterned background
>     e.g. Characters overlapping illustrations and diagrams
>   - Documents that have characters printed in various directions (e.g. drawings)
>   - Documents that have long diagonal lines
>   - Documents with handwritten characters
>   When you scan such documents, clear the [Correct skewed character strings automatically] checkbox.
> ● When scanning with the Carrier Sheet, skewed character strings are not corrected.
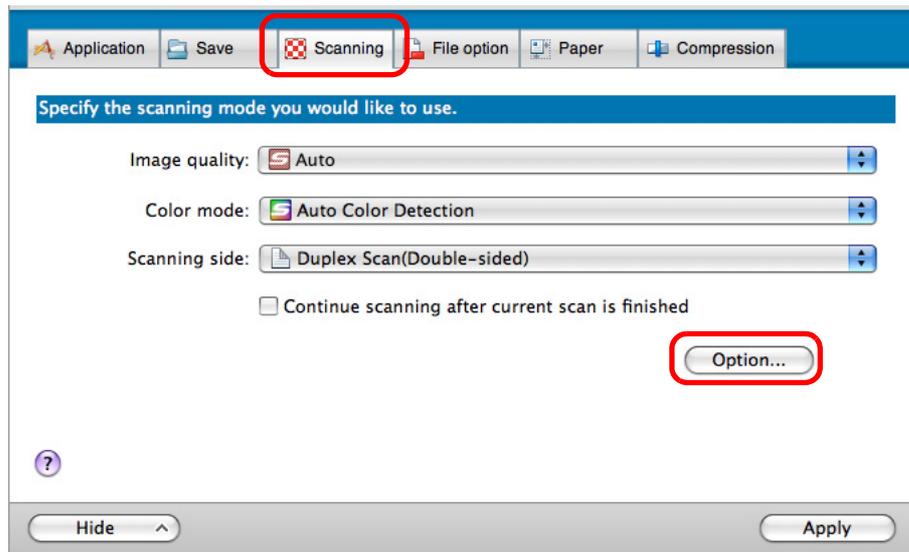
> For documents skewed while being scanned, the skew is always corrected regardless of whether [Correct skewed character strings automatically] is enabled or not.
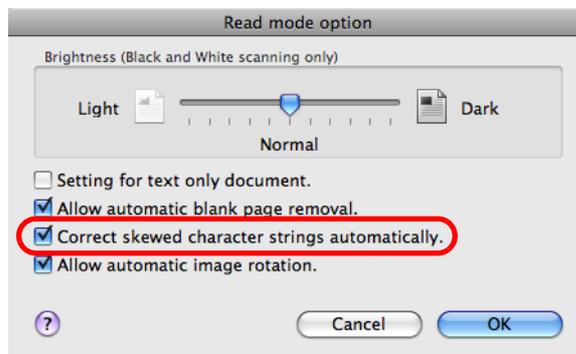
## 1. From the ScanSnap Manager menu, select [Settings].



⇒ The ScanSnap setup window appears.

**2.** **Click the [Option] button on 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 the [Read mode option] window.**

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

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

275

# 7. Load the document into the ScanSnap.

For details, refer to "Paper Sizes of Documents to Be Scanned" (page 27) and "Loading Documents" (page 29).

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

⟹ All image data are output with skewed character strings corrected.

276

# ■ Correcting the Orientation of Scanned Images

In an office environment, it is often the case that a single batch contains documents of different page orientations, even if the paper sizes are the same.

For the case of double-sided documents in calendar style, the reverse sides are printed upside down.

The ScanSnap is able to automatically correct the orientation of scanned images for such sets of pages.

To correct the orientation of scanned documents, change the settings by following the procedure below.
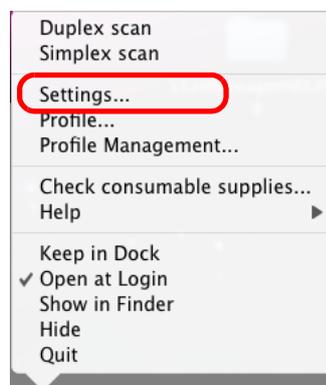
> This function determines a document orientation based on the characters printed on the document. It may not work properly for the following kinds of documents:
> - Documents with many extremely large or small characters
> - Documents on which pitches of lines or characters are extremely narrow, or characters are overlapped
> - 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 many characters contacting underlines or borders
> - Documents that have characters printed in various directions (e.g. drawings)
> - Documents that have only capital letters
> - Documents with handwritten characters
> - Skewed documents
> - Documents with characters of an unsupported language (Language other than English/French/German/Italian/Spanish/Russian/Portuguese)
> - Documents with complex layouts
> - Documents with a lot of noise
> - Documents with pale characters
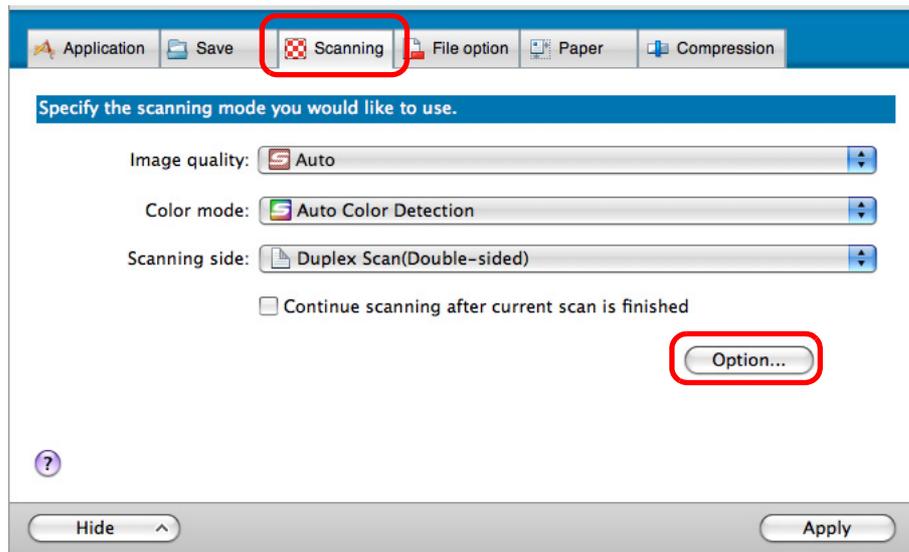> - Documents with faded characters
>
> When you scan such documents, clear the [Allow automatic image rotation] checkbox.

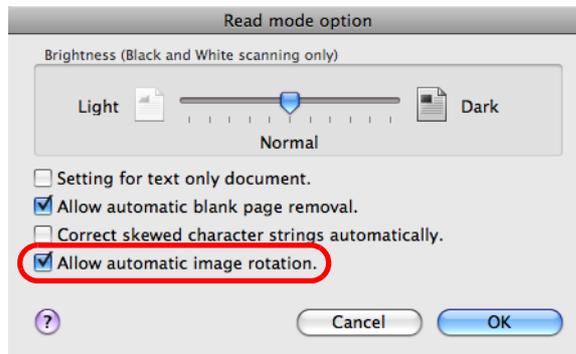**1.** **From the ScanSnap Manager menu, select [Settings].**

⇒ The ScanSnap setup window appears.

**2.** **Click the [Option] button on the [Scanning] tab.**



$\Rightarrow$ The [Read mode option] window appears.

**3.** **Select the [Allow automatic image rotation] checkbox.**



**4.** **Click the [OK] button to close the [Read mode option] window.**

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

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

278

## 7. Load the document into the ScanSnap.

For details, refer to "Paper Sizes of Documents to Be Scanned" (page 27) and "Loading Documents" (page 29).

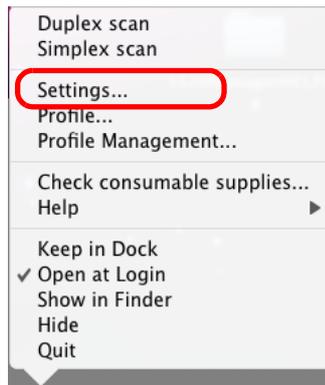## 8. Press the [Scan] button on the ScanSnap.

⇒ All image data are output in the same orientation.

# ■ Scanning Documents of Differing Widths or Sizes at the Same Time

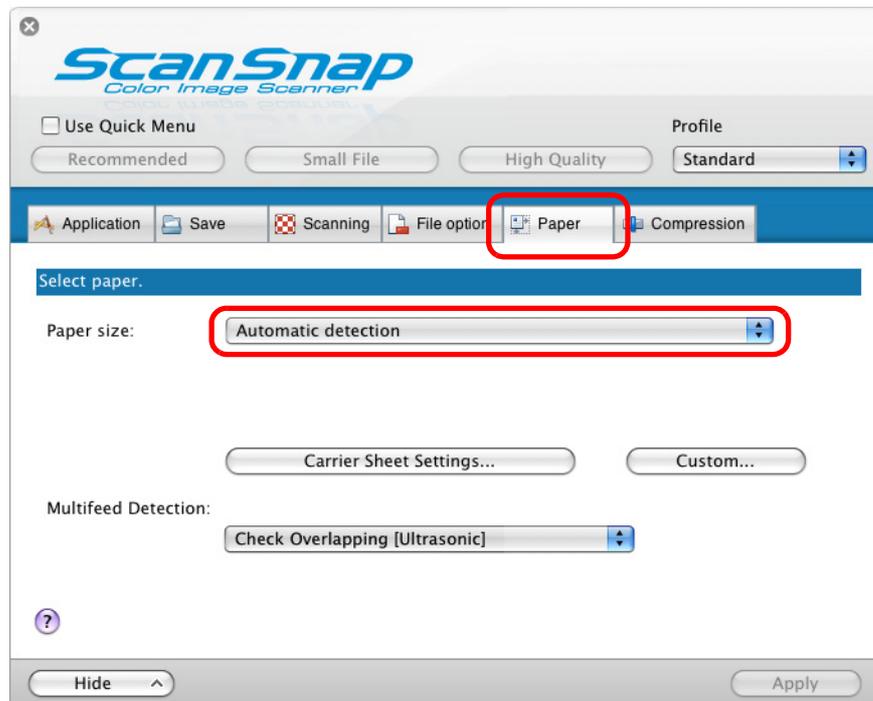The ScanSnap is able to scan documents of different widths or sizes in one batch.

To scan documents of different widths or sizes in one batch, change the settings by following the procedure below.

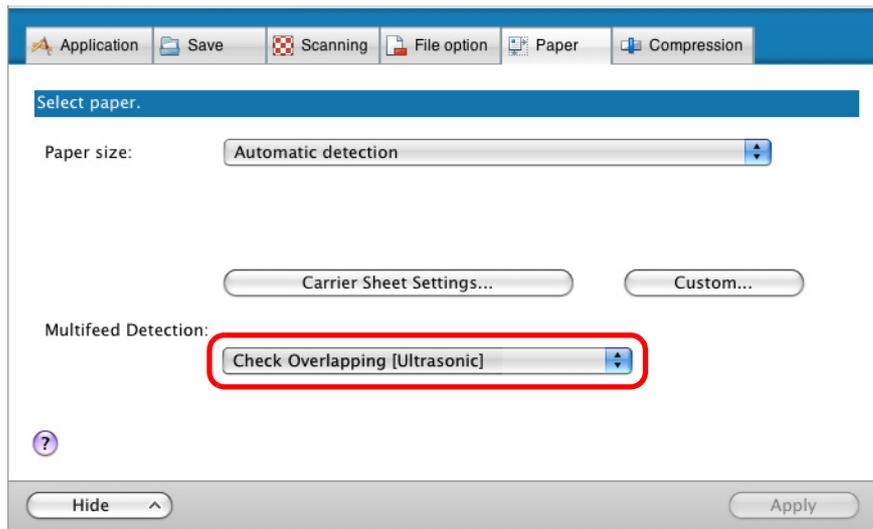## 1. From the ScanSnap Manager menu, select [Settings].



⇒ The ScanSnap setup window appears.

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

**3.** **Select a setting other than [Check Length] in [Multifeed Detection].**
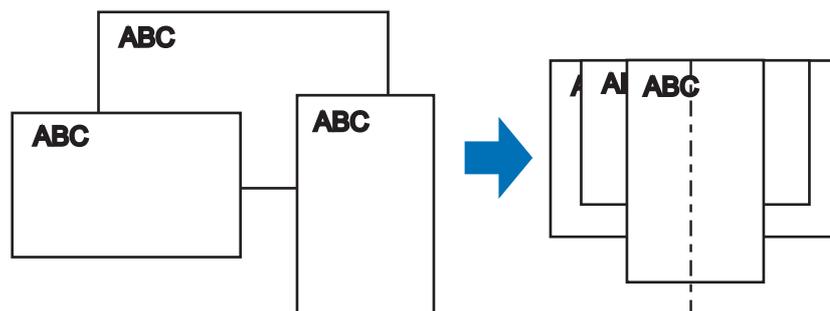


> ⚠ Scanning documents of different widths or sizes at the same time with [Check Length] selected, results in a scanning failure due to a multifeed error detection.

**4.** **Click the [Apply] button in the ScanSnap setup window.**
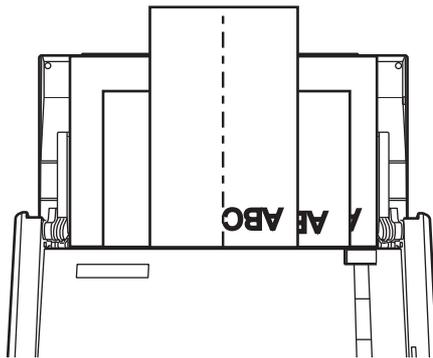
**5.** **Click the [ ✕ ] button in the upper left corner of the window or press the [esc] key to close the ScanSnap setup window.**

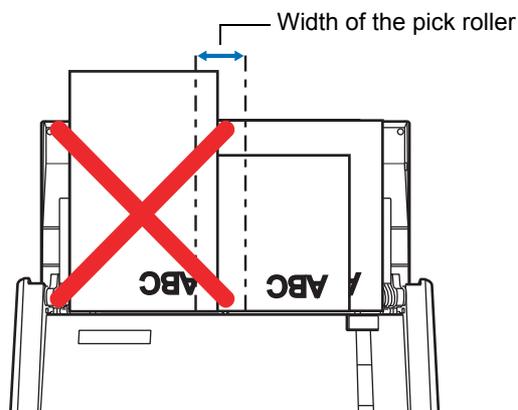**6.** **Load the document into the ScanSnap.**

1. Align the edge of all documents.

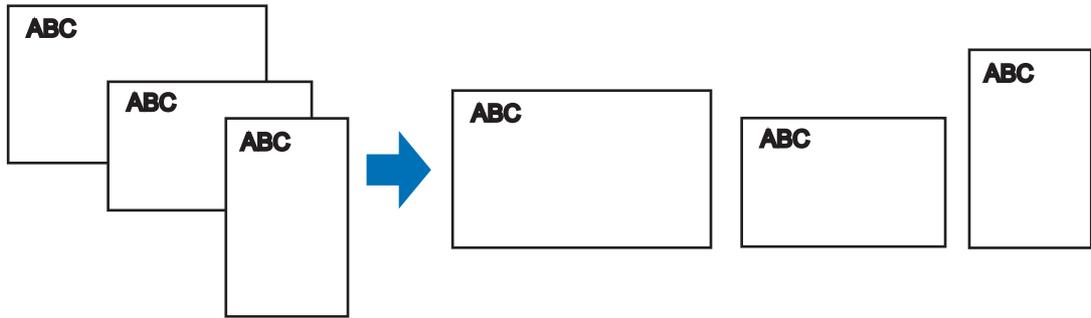2. Place the document on the center of the ADF paper chute (cover).

> ⓘ • Place all documents under the pick roller (center).
>   Documents that are not under the pick roller cannot be fed.
>
>   — Width of the pick roller
>
> • Adjust the side guides to the widest document to be scanned.
> • For smaller documents which cannot contact the side guide, carefully load them 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 different size from the original. If you have difficulties in feeding documents straight, it is recommended to scan documents in several batches and enable continuous scanning; scan documents of about the same width in one batch.
>   Note that smaller documents that cannot be guided by the side guide may cause a jam.

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

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

> ⚠️ If a document is scanned at an angle, an image may be output that does not match the document size.

283

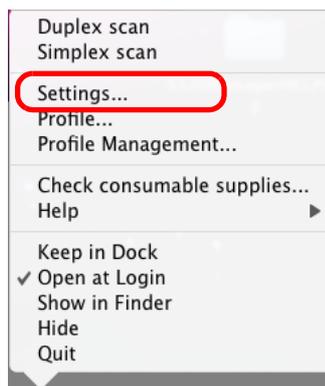# ■ Scanning Documents Larger Than A4/Letter Size

The ScanSnap is able to scan documents larger than A4/Letter size, such as A3, Double Letter, and B4 sizes, using the Carrier Sheet. Fold the document in half, scan it in Duplex mode, and then merge both front and back images to make a double-page spread image data. You can also scan and merge both front and back images of a document smaller than A4/Letter size to output a double-page spread image data.

To scan documents larger than A4/Letter size, change the settings by following the procedure below.
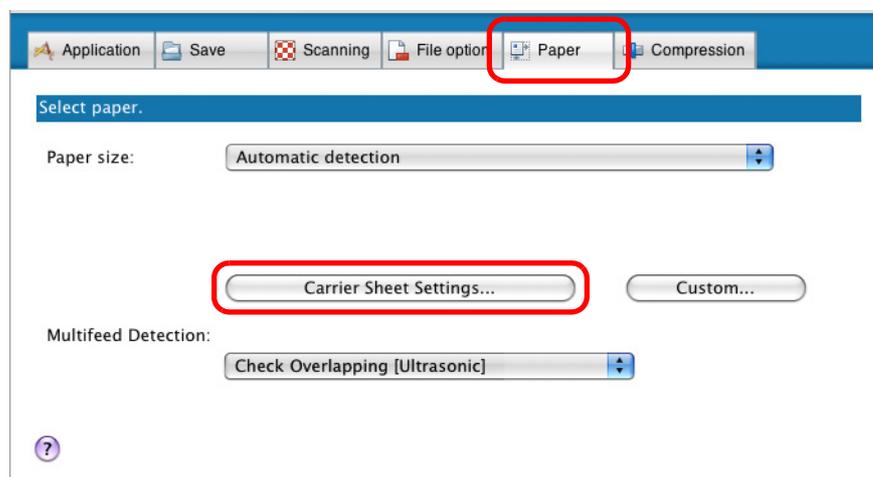
> - When you scan documents using a Carrier Sheet, a detection error may occur in the folded portion, and some parts of the image data may be lost. Therefore, it is not recommended for scanning where accuracy is crucial.
> - The [Correct skewed character strings automatically] checkbox in the [Read mode option] window displayed by pressing the [Option] button on the [Scanning] tab, is disabled.

## 1. From the ScanSnap Manager menu, select [Settings].

⇒ The ScanSnap setup window appears.

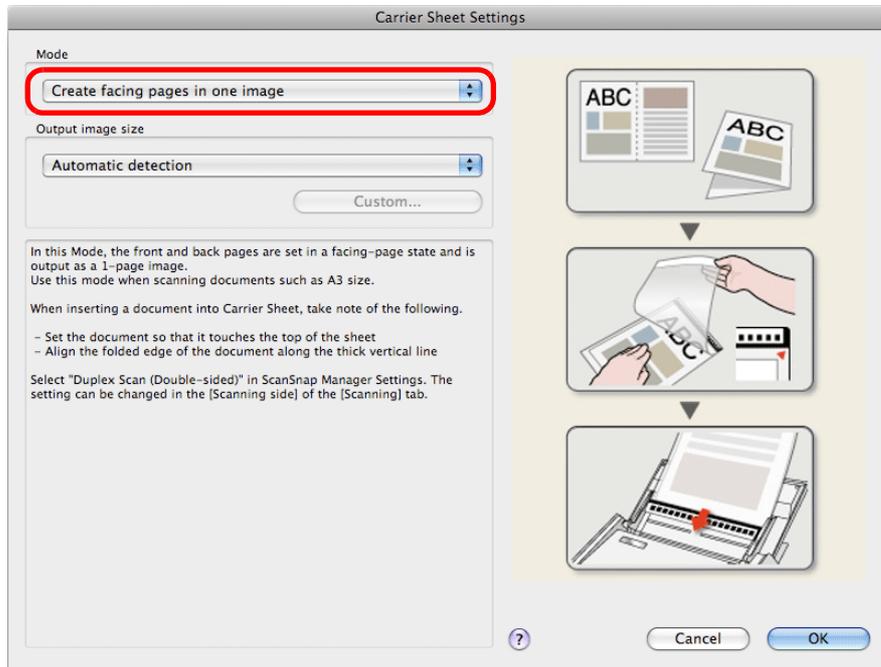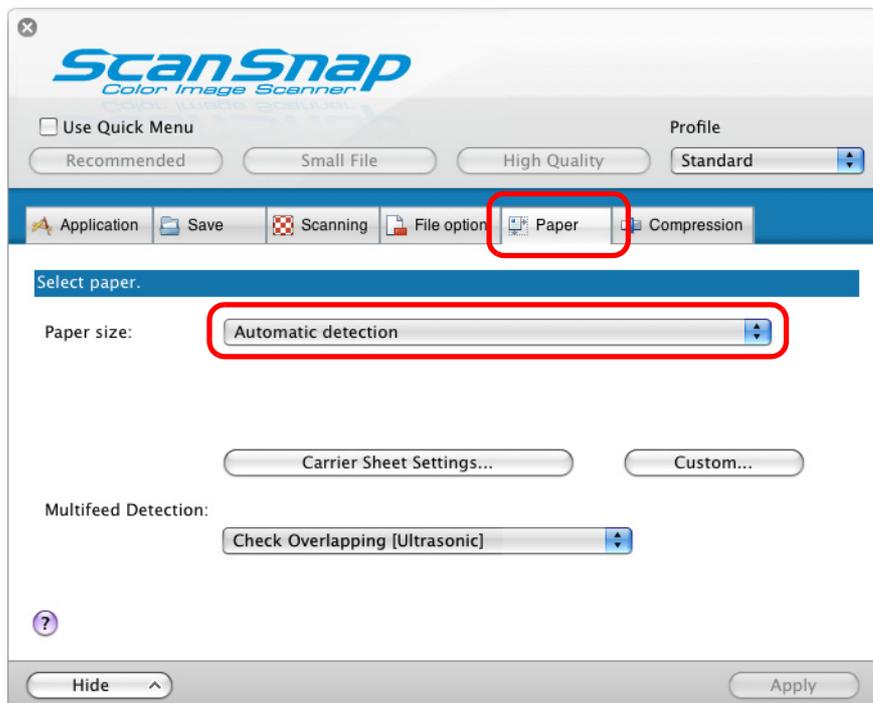## 2. Click the [Carrier Sheet Settings] button on the [Paper] tab.

⇒ The [Carrier Sheet Settings] window appears.

**3.** **Select [Create facing pages in one image] in the [Mode] pop-up menu, and then click the [OK] button.**
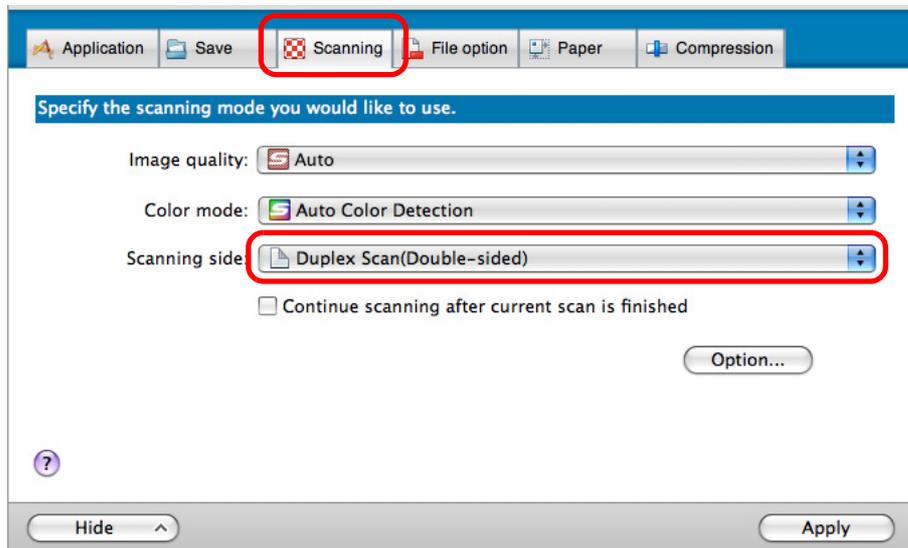
For details about the Carrier Sheet settings, refer to the ScanSnap Manager Help.



**4.** **Select [Automatic detection] in the [Paper size] pop-up menu on the [Paper] tab.**



285

**5.** **Select [Duplex Scan (Double-sided)] in the [Scanning side] pop-up menu on the [Scanning] tab.**



> Selecting [Simplex Scan (Single-sided)] results in the same output as selecting [Create front and back images separately].

**6.** **Click the [Apply] button in the ScanSnap setup window.**

**7.** **Click the [ ⊗ ] button in the upper left corner of the window or press the [esc] key to close the ScanSnap setup window.**

**8.** **Load the document into the ScanSnap.**

1. Fold the document in half so that the side to be scanned is on the external side. Fold the sheet tightly and smooth out the crease. Otherwise, the sheet may be skewed during scanning.



286

2. Open the Carrier Sheet and insert the document.
   Align the fold with the right edge of the Carrier Sheet so that the document fits into the Carrier Sheet at the upper corner.

3. Load the Carrier Sheet into the ScanSnap.
   − Load the Carrier Sheet with the portion striped in black and white as the top edge.
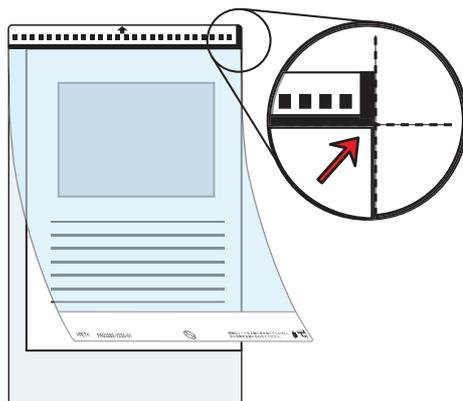   − Place the document so that the back is face up.
   − Adjust the side guides to the width of the Carrier Sheet to avoid skewing.
   − When scanning the Carrier Sheet mixed with regular size and shape documents, select an option other than [Check Length] in the [Multifeed Detection] pop-up menu on the [Paper] tab in the ScanSnap setup window.
     For details on how to set, refer to "Scanning Documents of Differing Widths or Sizes at the Same Time" (page 280).

# 9. Press the [Scan] button on the ScanSnap.

⇒ When a duplex scan is performed, image data on the front and back sides are merged into a double-page spread image.

---

- There may be a gap, misalignment, or a line between the front and back images on the output image data.
  When a sheet of thick paper is scanned, image data on both the right and left sides may be skewed to a trapezoidal shape.
  The degree of skewing varies depending on the condition of the document (how it is folded or loaded).
  Troubleshoot the problem as follows, and the situation may be improved.
  - Is the document neatly folded? If not, fold it neatly.
  - Is the edge of the document aligned with the edge of the Carrier Sheet? If not, align the document with the Carrier Sheet edge.
  - Try scanning the document with the back and front sides reversed.
- When [Automatic detection] is selected from the [Output image size] pop-up menu in the [Carrier Sheet Settings] window, the size of the produced image data may be smaller than the original, or parts may be lost.
  (The image is output in A3, B4, or $11 \times 17$ inches size, whichever the smallest, so that all elements on the image are included.)
  Example: When you scan the A4 size image printed at the center of an A3 size paper, B4 size image is output.
  To output image data in the original size, specify the document size in the [Output image size] pop-up menu.
- A detection error in the folded portion may cause some parts of the image data to be lost. In this case, set the document so its edge will be about 1 mm inside of the Carrier Sheet frame.

# ■ Scanning Photographs and Irregular-shaped Documents

When you do not want to get scratches on a photograph, or want to scan an irregular-shaped document such as a clipping of an article that is difficult to scan as it is, you can use the Carrier Sheet to scan with the ScanSnap.

To scan photographs and irregular-shaped documents, change the settings by following the procedure below.

> The [Correct skewed character strings automatically] checkbox in the [Read mode option] window displayed by pressing the [Option] button on the [Scanning] tab, is disabled.

## 1. From the ScanSnap Manager menu, select [Settings].



⇒ The ScanSnap setup window appears.

**2.** **Click the [Carrier Sheet Settings] button on the [Paper] tab.**



⇒ The [Carrier Sheet Settings] window appears.

**3.** **Select [Create front and back images separately] in the [Mode] pop-up menu, and then click the [OK] button.**

For details about Carrier Sheet settings, refer to the ScanSnap Manager Help.



290
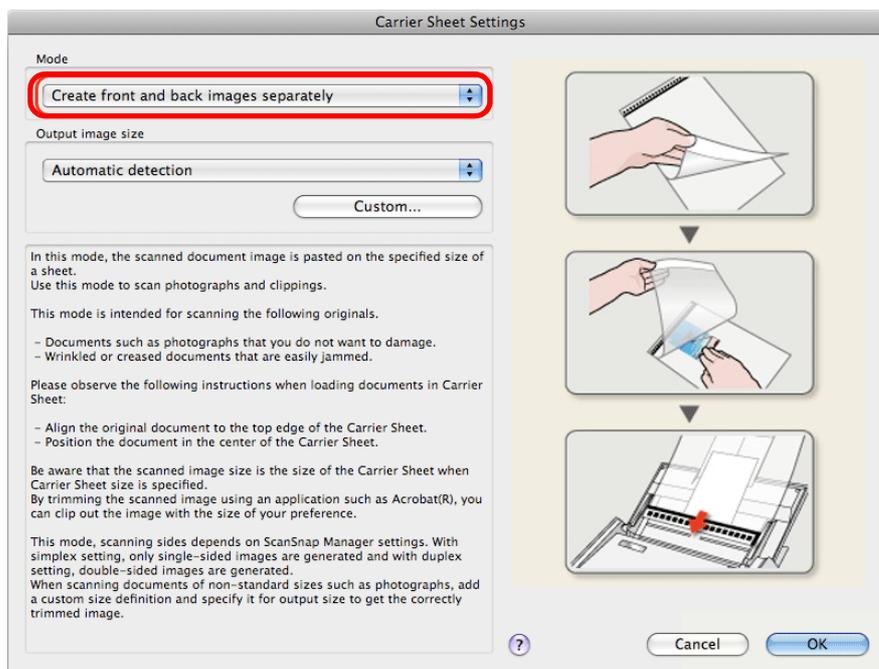
**4.** Select [Automatic detection] in the [Paper size] pop-up menu on the [Paper] tab.



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

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

## 7. Load the document into the ScanSnap.

1. Open the Carrier Sheet and insert the document.
   Neatly align the top of the document with the top of the Carrier Sheet.
   Center the material so that it is entirely contained in the Carrier Sheet.

2. Load the Carrier Sheet into the ScanSnap.
   - Load the Carrier Sheet with the portion striped in black and white as the top edge.
   - Place the document so that the back of it faces up.
   - Adjust the side guides to the width of the Carrier Sheet to avoid skewing.
   - When scanning the Carrier Sheet mixed with regular size and shape documents, select an option other than [Check Length] in the [Multifeed Detection] pop-up menu on the [Paper] tab in the ScanSnap setup window.
     For details on how to set, refer to "Scanning Documents of Differing Widths or Sizes at the Same Time" (page 280).

292

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

⇒ Scanning starts and the image data is output.

> ⚠ • The image data scanned by using the [Scan] button is centered and output in the size specified in [Output image size].
> When [Automatic detection] is selected from the [Output image size] pop-up menu on the [Carrier Sheet Settings] window, an optimal size is selected automatically from the available standard sizes.
> • When [Automatic detection] is selected from the [Output image size] pop-up menu on the [Carrier Sheet Settings] window, the size of the produced image data may be smaller than the original, or parts may be lost.
> > Example: When you scan the A5 size image printed at the center of an A4 size paper, A5 size image is output.
>
> To output image data in the original size, specify the document size in the [Output image size] pop-up menu.

> ✓ If the following symptoms are observed, lay the material over a piece of white paper to scan.
> • The output image data is not in a suitable size (when [Automatic detection] is selected).
> • The outline of the document is shaded.
> • Black lines appear around the document cut out in an indefinite shape.
>
> Blank Page

# ■ Scanning Long Pages

Up to 863-mm-long (34 inches) documents can be scanned.

The following describes how to scan long pages.

## 1. Load the document into the ScanSnap.

For details about document types that can be loaded, refer to "Paper Sizes of Documents to Be Scanned" (page 27).

> ⚠ • 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:
>
> When loading
> Hold the document with your hands to prevent it from falling off the ADF paper chute (cover).
>
> When removing
> Make sure there is enough space on the stacker side and guide the scanned document with your hands so that it does not fall off the stacker.

**2.** **Press the [Scan] button on the ScanSnap until it blinks blue for 3 seconds or longer.**

⇒ Scanning is started.

> ☑️ If the first sheet scanned is scanned a long page, and scanning is continued, subsequent sheets will also be scanned as long pages.

---

> ⚠️
> - When [Excellent] is specified for the [Image quality] in the [Scanning] tab, the error message as shown below appears indicating that long document scanning is not available.
>
>   **ScanSnap Manager**
>
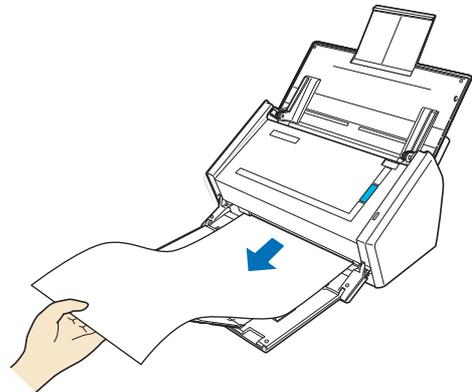>   Long document scanning (with [Long Page] specified) is not available if [Excellent] has been selected for [Image quality:]. Select an item other than [Excellent] for [Image quality:], and try again.
>
>   ( OK )
>
>   When [Image quality: Excellent] is specified
>
> - Long document scanning is performed not on the current settings, but on the following settings:
>   - Multifeed Detection: None
>   - Paper size: Automatic detection
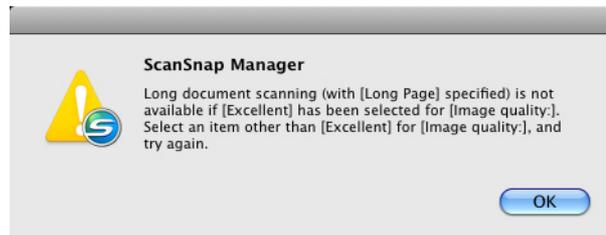
# ■ Saving Scanned Images in Multiple PDF Files

The ScanSnap is able to save scanned image data in multiple PDF files based on the selected 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.** **From the ScanSnap Manager menu, select [Settings].**



⇒ The ScanSnap setup window appears.

**2.** **Click the [Option] button on 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 have been scanned.



> In Duplex mode, two pages (front/back) are created per document sheet.
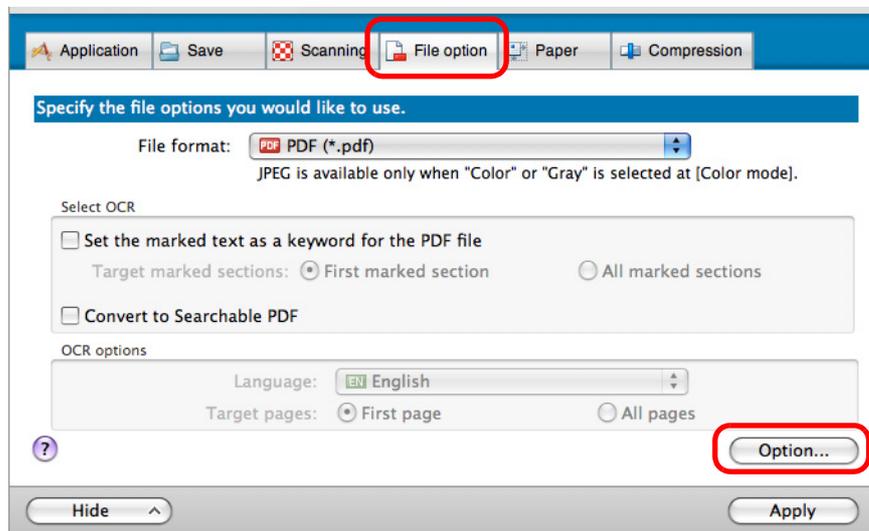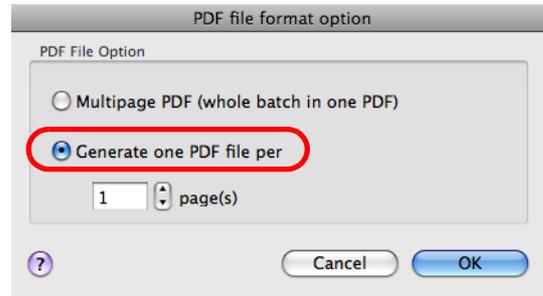> It is recommended that you clear [Allow automatic blank page removal] checkbox on the [Read mode option] window, which is displayed when you select the [Scanning] tab → [Option] button. If this checkbox is selected, there may be a discrepancy between the page numbers of the original document and the scanned document in which blank pages may be deleted.

## 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 of the window or press the [esc] key to close the ScanSnap setup window.

## 7. Load the document into the ScanSnap.

For details, refer to "Paper Sizes of Documents to Be Scanned" (page 27) and "Loading Documents" (page 29).

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

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

# ■ Creating Searchable PDF Files

The ScanSnap is able to text-recognize the scanned image data automatically and create a searchable PDF file.

To create searchable PDF files, change the settings by following the procedure below.

**1.** **From the ScanSnap Manager menu, select [Settings].**



⇒ The ScanSnap setup window appears.

**2.** **In the [File format] pop-up menu on the [File option] tab, select [PDF(*.pdf)].**

**3.** **Select the [Convert to Searchable PDF] checkbox.**

⇒ The following message appears:

> ! It may take extra time to process text recognition.
>
> OK
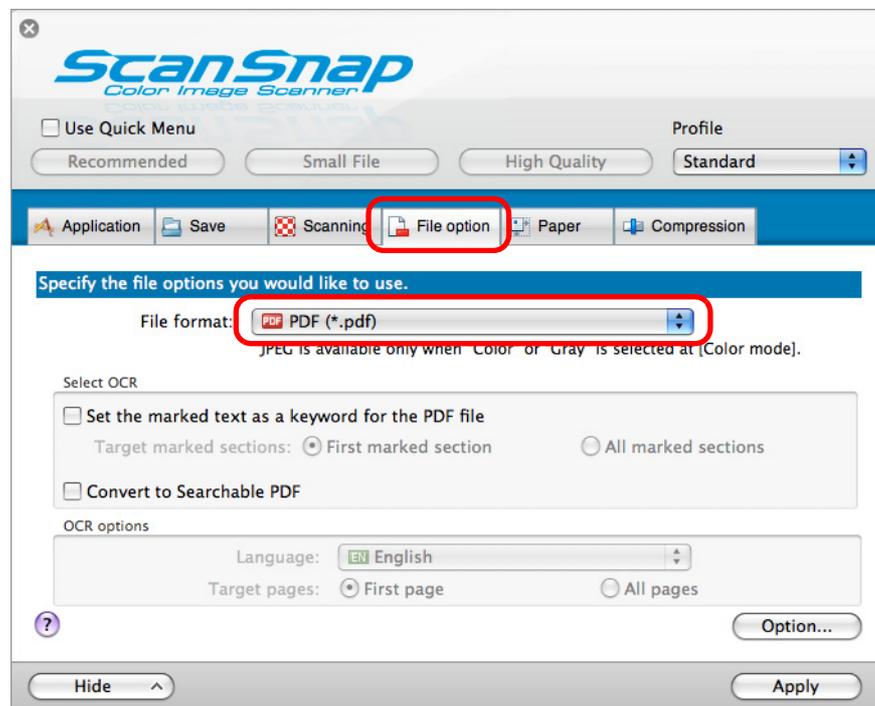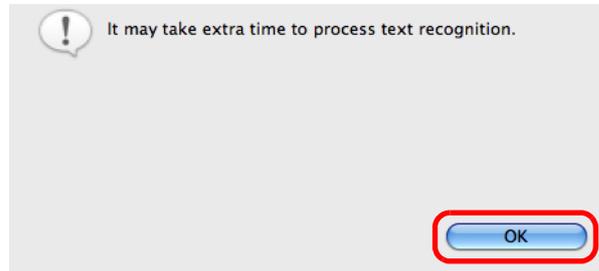
⇒ Click the [OK] button to close the window.

- Language
  Select the language. English, French, German, Italian, Spanish, Russian, and Portuguese can be selected.
- Target pages
  To perform text recognition for the first page, select [First page]; for all pages, select [All pages].



**4.** **Click the [Apply] button in the ScanSnap setup window.**

**5.** **Click the [ ⊗ ] button in the upper left corner of the window or press the [esc] key to close the ScanSnap setup window.**

## 6. Load the document into the ScanSnap.

For details, refer to "Paper Sizes of Documents to Be Scanned" (page 27) and "Loading Documents" (page 29).

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

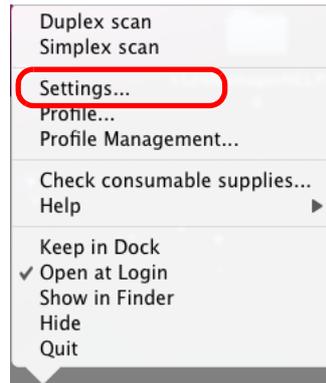⇒ Scanning is started.

The image data is text-recognized, and a searchable PDF file is created and saved in a folder.

> - Enabling this setting may require an extended period of processing depending on your computer operating environment.
> - The ScanSnap may fail to correctly text recognize the following types of documents (characters) as text. However, by changing [Color mode] and/or increasing [Image quality] for scanning, such documents may be successfully text-recognized.
>   - Documents with handwritten characters
>   - Documents scanned in low quality, including smaller characters
>   - Skewed documents
>   - Documents written in languages other than the specified language for text recognition
>   - Documents including texts written in Italic characters
>   - Superscript/subscript letters and complex mathematical formulas
>   - 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 an extended period of time to scan documents with complex layouts, or smudged documents where characters are unreadable.

# ■ Automatically Setting Keywords to PDF Files

Character strings such as those in titles in black-and-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-and-white documents in the following way.

- Any regular highlight pen can be used.
  The recommended highlight pen colors are shown below.

| Pink | Yellow | Blue | Green |
|------|--------|------|-------|
| ScanSnap | ScanSnap | ScanSnap | ScanSnap |

- Mark a line straightly.
- The supported range of marked sections is as follows.
  Minimum: 10 mm (width) $\times$ 3 mm (length)
  Maximum: 150 mm (width) $\times$ 20 mm (length)
- Use only one color for marking a page.

- Mark a character string to be set as a keyword so that the entire string is covered. Mark sections so that the entire section is the same color.

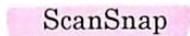| Good example | Bad example 1 (entire section is not covered) | Bad example 2 (color is uneven) |
|---|---|---|
| ScanSnap | ScanSnap | ScanSnap |

- Mark up to ten sections on a page.

---

- For the following types of documents, 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 containing too many marked sections
- The following types of marked character strings cannot be set as keywords.
  - The size of marked sections is outside the supported range
  - Character strings framed by highlight pen

  ScanSnap

  - The marking is irregular (for example, skewed)
  - Multiple marked sections are too close to each other
  - The color of the highlight pen is too pale or the color has faded
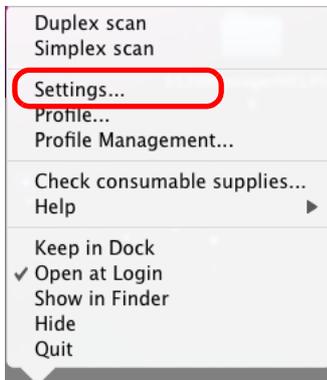
  ScanSnap

- 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 cases, character strings surrounding marked sections may be set as keywords.
  - Lines of marked sections cross
- 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].
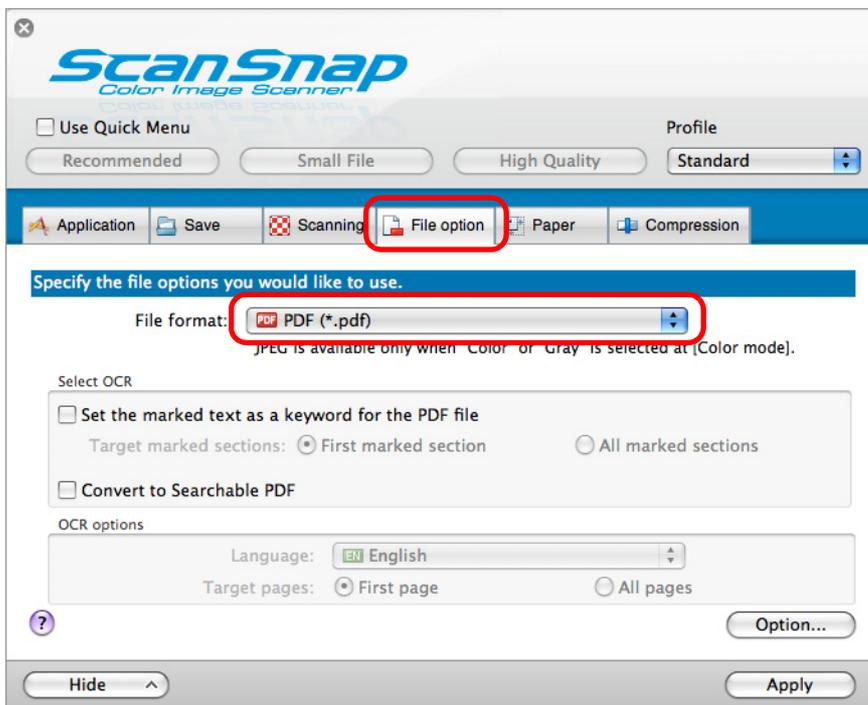
To automatically set keywords to PDF files, change the settings by following the procedure below.

# 1. From the ScanSnap Manager menu, select [Settings].



⇒ The ScanSnap setup window appears.

# 2. In the [File format] pop-up menu on the [File option] tab, select [PDF(*.pdf)].
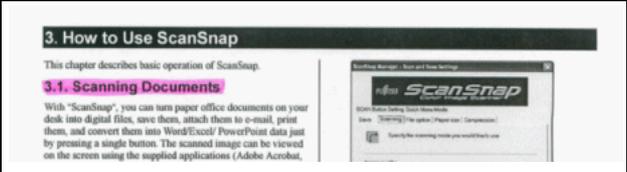
## 3. Select the [Set the marked text as a keyword for the PDF file] checkbox.

- Target marked sections

  Select [First marked section] to recognize only the first marked section, and select [All marked sections] for text-recognize all marked sections.

  The following description is for [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 a 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.

    Marked Section A        Marked Section B

    1. ScanSnap        2. Image Scanner

- Language

  Select the language. English, French, German, Italian, Spanish, Russian, and Portuguese can be selected.

- Target pages

  To perform text recognition for all pages, select [All pages]; for the first page, select [First page].

**4.** **Click the [Apply] button in the ScanSnap setup window.**

**5.** **Click the [ ⊗ ] button in the upper left corner of the window or press the [esc] key to close the ScanSnap setup window.**

**6.** **Load the document into the ScanSnap.**

For details, refer to "Paper Sizes of Documents to Be Scanned" (page 27) and "Loading Documents" (page 29).

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

⇒ Scanning is started.

Marked character strings are text-recognized and the PDF file with keywords is saved.

> - Enabling this setting may require an extended period of processing depending on your computer environment.
> - The ScanSnap may fail to correctly text recognize the following types of documents (characters) as text. However, by increasing [Image quality] for scanning, such documents may be successfully text-recognized.
>   - Documents with handwritten characters
>   - Documents scanned in low quality, including smaller characters
>   - Skewed documents
>   - Documents written in languages other than the specified language for text recognition
>   - Documents including texts written in Italic characters
>   - Superscript/subscript letters and complex mathematical formulas
>   - 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 an extended period of time to scan documents with complex layouts, or smudged documents where characters are unreadable.
> - If the same character string is marked several times in a document, it will be set as the same keyword several times for the PDF file.
> - Keywords to be added may be up to 255 characters long.
> - Quotation marks (") may sometimes be shown before and after the added keywords when you check keywords using Adobe Acrobat or Adobe Reader.
> - For Mac OS X v10.4, keywords cannot be set for PDF files that are 512 MB or larger.

# Troubleshooting

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

# Clearing Document 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 edges when removing the jammed document.
- When removing the jammed document, be careful not to get neckties, necklaces or hair entangled in the ScanSnap.
- The surface of the scan glass becomes hot during operation. Take care not to get burned.

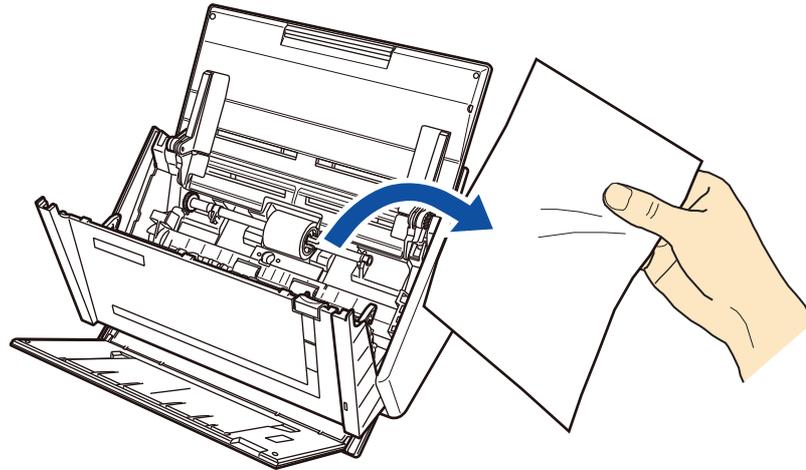> Clean the inside of the ScanSnap by following the guidelines in "Cleaning the Inside of the ScanSnap" (page 333).

**1.** **Remove the document on the ADF paper chute (cover).**

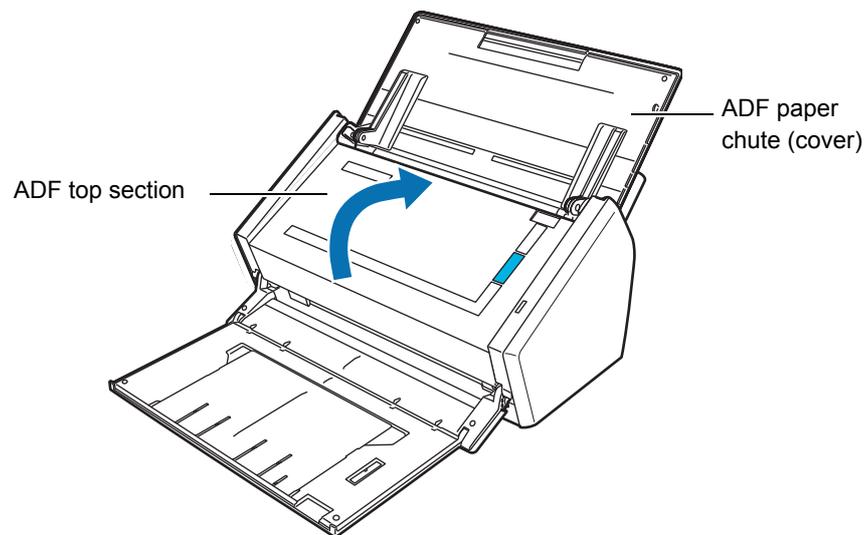**2.** **Pull the ADF release catch to open the ADF top section.**
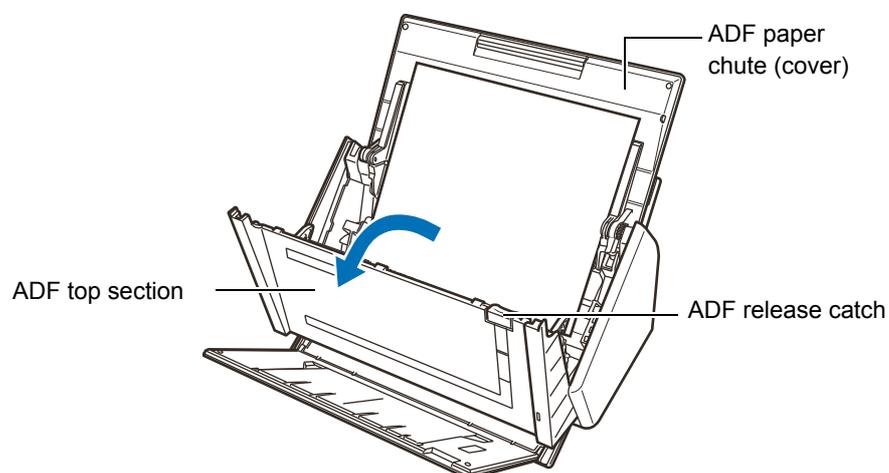
# 3. Remove the jammed document.



# 4. Close the ADF top section.



ADF top section

ADF paper
chute (cover)

⇒ 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.

308

# Troubleshooting for Multifeed

The ScanSnap can detect multifeed with an ultrasonic sensor. Multifeed is an error that occurs when two or more sheets are fed into the ScanSnap simultaneously.

When a multifeed error occurs while sheets are scanned, part of the scanned image data may be lost when saved. In such a case, the ScanSnap checks the scanned image data and restores missing pages with its recovery function.

To enable multifeed detection by ultrasonic sensor and the recovery function, select the [Paper] tab → [Multifeed Detection] → [Check Overlapping [Ultrasonic]] on the ScanSnap setup dialog box/window.
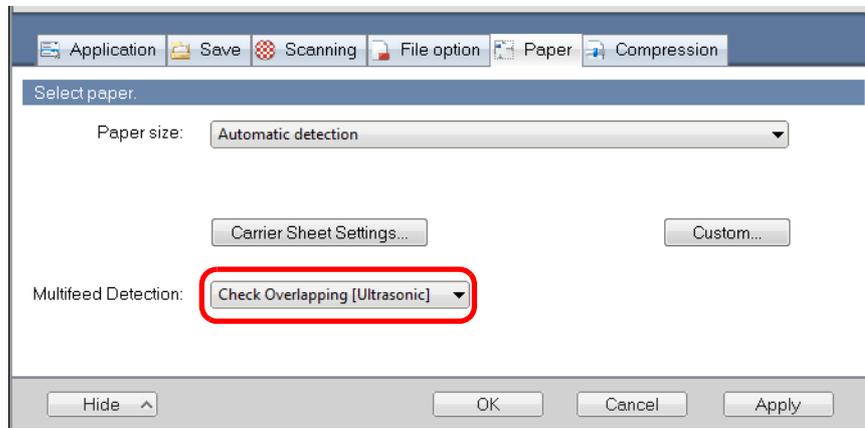
- A multifeed cannot be detected during scanning with the Carrier Sheet or long page scanning.
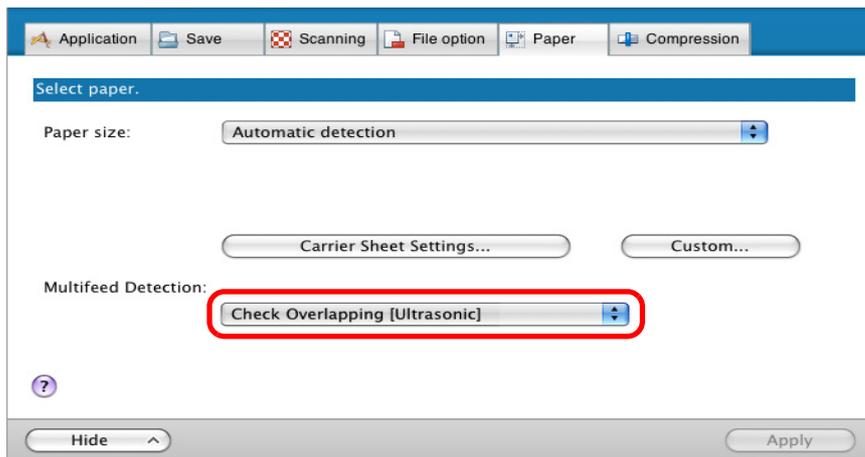- Multifeed may be detected for envelopes or documents attached with stamps, sticky notes or photographs, or already folded/doubled documents. When scanning such documents, it is recommended to set [Multifeed Detection] to [None] on the [Paper] tab of the ScanSnap setup dialog box/window.
- If multifeed is to be detected, the following conditions are required.
  - Documents set in the ScanSnap to be scanned at once must be of the same thickness.
  - Document thickness: 52 to 127 $g/m^2$ (0.065 to 0.15 mm)
  - Do not punch a hole within 50 mm either side of the center line of the sheet.
  - Do stick another document, for example with glue, within either side of the center line of the sheet.
- Multifeed cannot be detected within 30 mm of the top edge of the sheet.

Basic scanning point

50 mm

Front

Top edge of the sheet

Feed direction

Bottom edge of the sheet

Center line
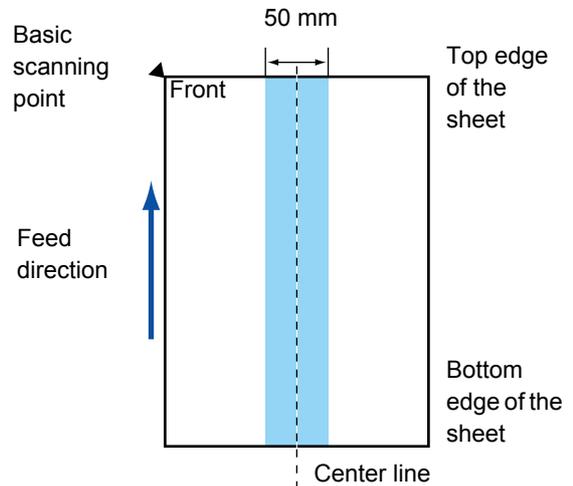
# ■ When a Multifeed Is Detected

When a multifeed is detected during scanning, scanning operation is paused and the multifeed detection window appears.

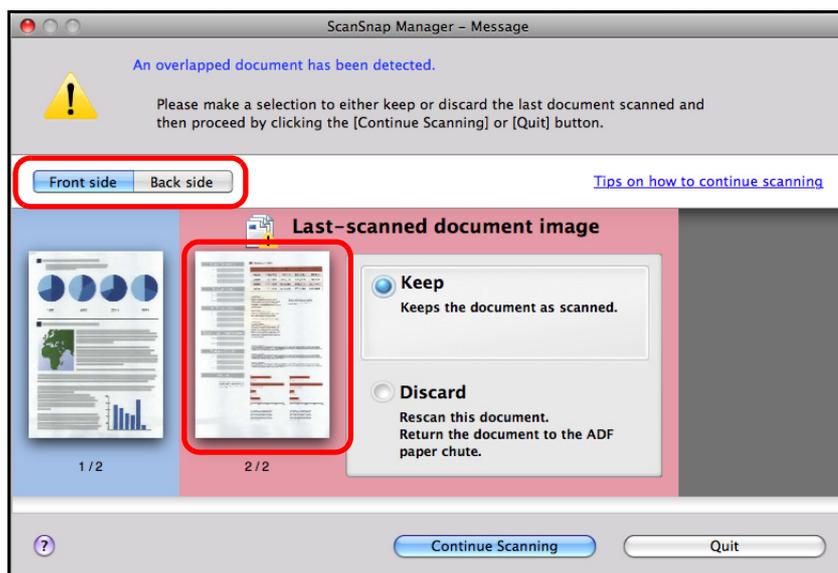The following describes the multifeed detection window operation procedure.

## 1. Check that the front and back images are scanned in the same way as the original document.

Check the front and back of a thumbnail by pressing the [Front side] and [Back side] buttons to switch between sides.





311
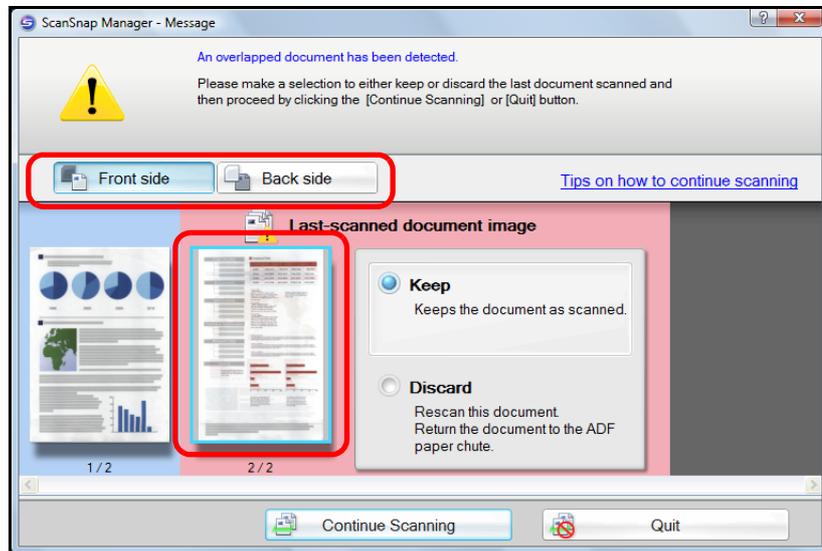
- Thumbnails displayed on the multifeed detection window appear without applying the specified scanning settings, such as color mode or blank page removal. Scanning settings are applied when the image data is saved.

  For example, even if the black-and-white scanning setting is set for a color document, the thumbnail will be displayed in color.

  Corresponding scanning settings are as follows:
  - [Auto Color Detection], [Gray], [B&W], [Color high compression] (Windows only), for [Color mode]
  - [Allow automatic blank page removal]
  - [Correct skewed character strings automatically]
  - [Allow automatic image rotation]
  - Carrier Sheet (the image of the document inserted in the Carrier Sheet is shown as a thumbnail)

  **Windows**

- If the [Set the document with its face up] check box is selected in [Option] on the [Scanning] tab of the ScanSnap setup dialog box, thumbnails are displayed in the order of the original document.

## 2. Select what to do with the thumbnails.

- **If documents are scanned in the order of the original document**

  Select [Keep], and then click the [Continue Scanning] button or press the [Scan] button on the ScanSnap.

  > For envelopes or documents attached with stamps, sticky notes or photographs, or already folded/doubled documents, select [Keep] and the click the [Continue Scanning] button.

**Windows**
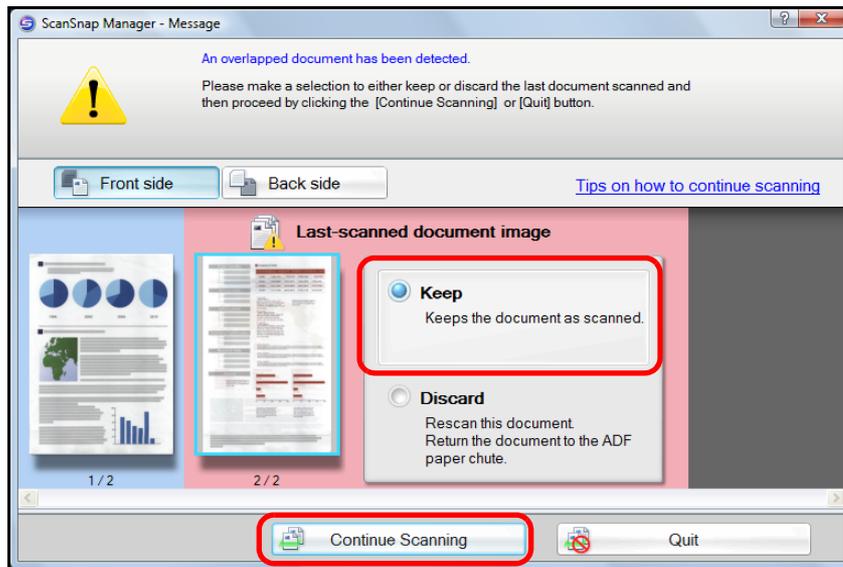


**Mac OS**



⇒Scanning is started.

⇒When scanning is complete, the image data is saved.

313
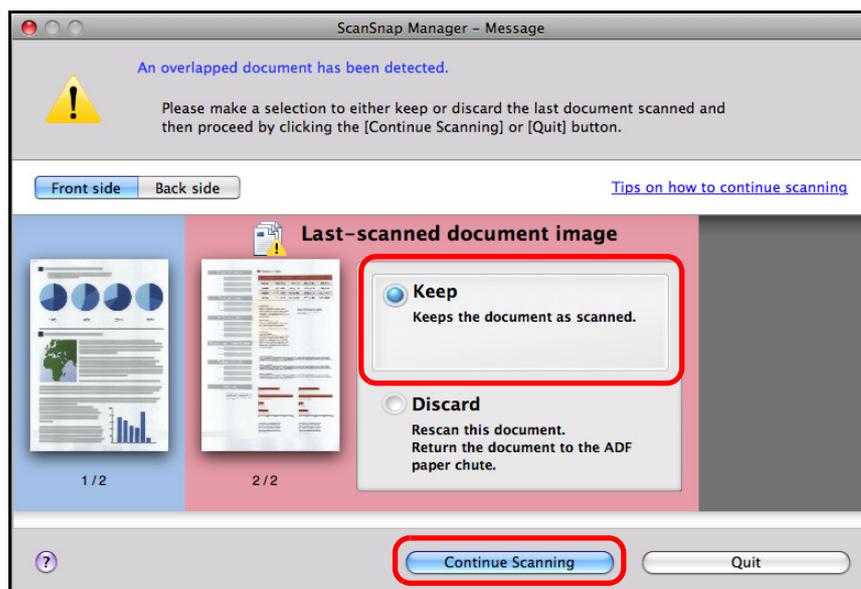
● **If documents are not scanned in the order of the original document**

1. Open the ADF top section, remove the documents (1) and realign the edges of the sheets.
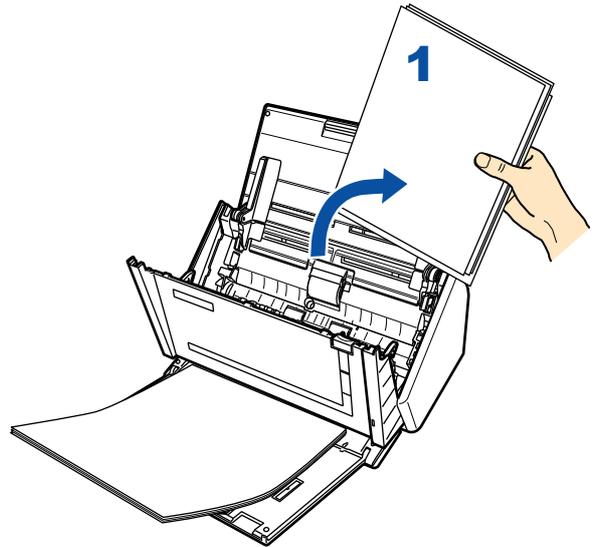
2. Remove documents to be re-scanned (2) (normally two sheets or more) from the stacker, and reload in the ADF paper chute (cover) without changing the direction in which the documents are facing.
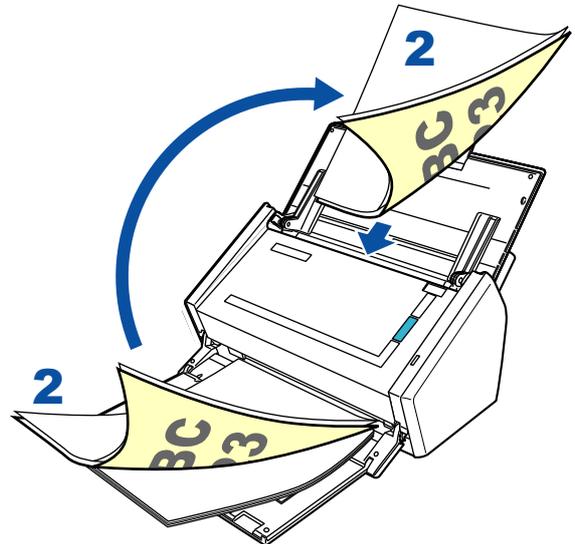
3. Load the documents (1) removed in Step 1. on top of the documents (2) in Step 2.
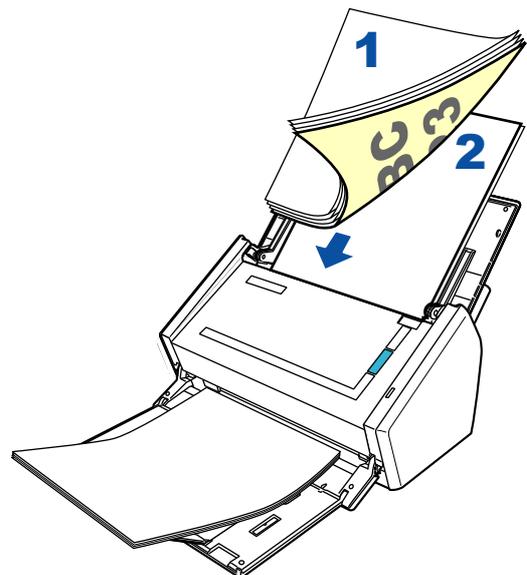
4. Select [Discard], and click the [Continue Scanning] button, or the [Scan] button on the ScanSnap.

**Windows**
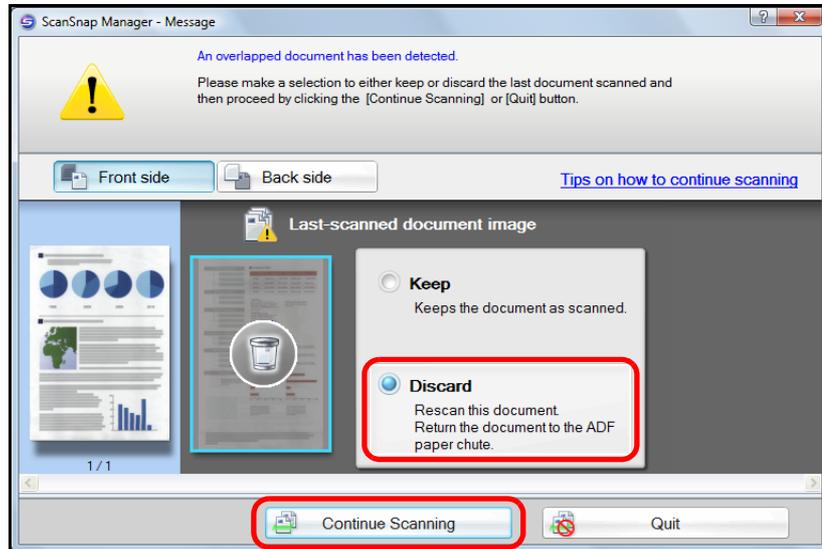


**MacOS**
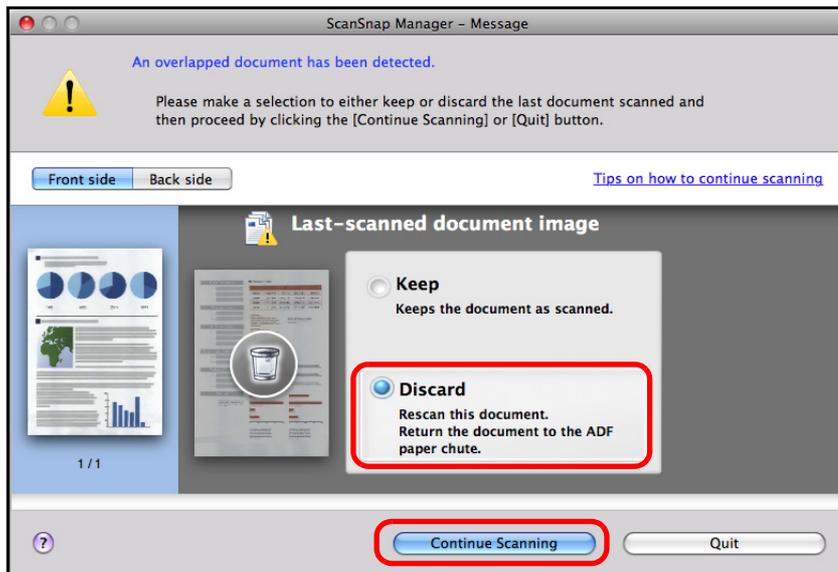
$\Rightarrow$Scanning is started.

When scanning is complete, the image data is saved.

- If it is not necessary to continue scanning, press the [Quit] button, and select [No] on the message dialog box/window that appears.
- To quit scanning and delete the image data, press the [Quit] button, and select [Yes] on the following dialog box/window that appears.

Windows

ScanSnap Manager - Message

Do you want to delete the scanned file(s)?

Yes   No   Cancel

Mac OS

Do you want to delete the files?

No   Cancel   Yes
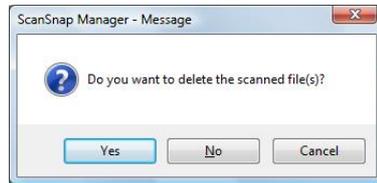
# Troubleshooting Checklist

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

Before you call a repair service, perform simple troubleshooting steps in the table below.

If performing these troubleshooting steps does not resolve your problem, contact your FUJITSU scanner dealer or an authorized FUJITSU scanner service provider.

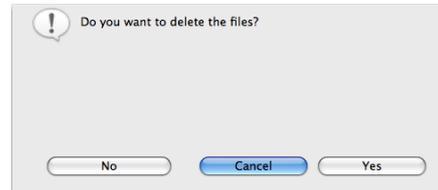| Symptom | Check This Item | Resolution |
|---|---|---|
| The ScanSnap cannot be turned on. | Are the power and the USB cables connected correctly? | Check the power and USB cables are connected correctly.<br>When using a USB hub, check the hub's power supply.<br>If a USB hub is used, it should be a powered hub equipped with an AC adapter. If you connect to a non-powered hub, the ScanSnap may not work properly. |
|  |  | Disconnect and then re-connect the power cable.<br>Wait at least 5 seconds before reconnecting the power cable. |
|  | Is the ADF paper chute (cover) closed?<br>The power of the ScanSnap is controlled by closing/opening the ADF paper chute (cover). | Open the ADF paper chute (cover). |
|  | Is the computer normally started up?<br>The power of the ScanSnap is controlled by turning the computer on/off. | Wait until the computer has started up completely.<br>The [Scan] button may turn off while the computer is starting up or it is in hibernation state. |

| Symptom | Check This Item | Resolution |
|---------|-----------------|------------|
| Scanning does not start. | Is ScanSnap Manager supplied with your ScanSnap installed in your computer? | Install ScanSnap Manager.<br>For details about how to install the software, refer to "Getting Started". |
| | Does the [Scan] button blink continuously? | Disconnect and then re-connect the power cable.<br>Wait at least 5 seconds before reconnecting the power cable. |
| | Is the USB cable connected correctly? | Check the USB cables are connected correctly.<br>When using a USB hub, check the hub's power supply.<br>If a USB hub is used, it should be a powered hub equipped with an AC adapter. If you connect to a non-powered hub, the ScanSnap may not work properly. |
| | Is ScanSnap Manager started?<br>**Windows**<br>If ScanSnap Manager is started up successfully, the [ScanSnap Manager] icon appears on the taskbar.<br>**MacOS**<br>If ScanSnap Manager is started up successfully, the [ScanSnap Manager] icon appears in the Dock. | If ScanSnap Manager is not started, do the following:<br>**Windows**<br>From the [Start] menu, select [All Programs] → [ScanSnap Manager] → [ScanSnap Manager] to start up ScanSnap Manager.<br>**MacOS**<br>From Finder, select [Applications] → [ScanSnap] → [ScanSnap Manager] to start up ScanSnap Manager. |

| Symptom | Check This Item | Resolution |
|---|---|---|
| Scanning does not start. | Is ScanSnap Manager running properly?<br>**Windows**<br>If ScanSnap Manager is not running properly, the [ScanSnap Manager] icon in the taskbar is displayed as 🚫.<br><br>**Mac OS**<br>If ScanSnap Manager is not running properly, the [ScanSnap Manager] icon in the Dock is displayed as ⓢ.<br>If the ScanSnap is in sleep mode before turning the power off, the ScanSnap may not be recognized when the power is turned on again. | Do the following:<br>**Windows**<br>1. Update the ScanSnap Manager driver. Select the [Start] menu → [Control Panel] → [System and Maintenance] → [Device Manager].<br>In the [Device Manager], select [Imaging devices], right-click [ScanSnap S1500] and select [Update Driver Software] from the menu displayed. If this does not improve the situation, perform Step 2.<br>2. Turn the ScanSnap off and on again. Wait at least 5 seconds before turning the scanner on.<br>If this does not improve the situation, perform Step 3.<br>3. When using a USB hub, directly connect the ScanSnap to your computer. If this does not improve the situation, perform Step 4.<br>4. Restart your computer.<br><br>If none of the above operations resolve the problem, uninstall and re-install ScanSnap Manager.<br>For details about how to uninstall ScanSnap Manager, refer to "Uninstalling on a Windows OS" (page 359).<br><br>**Mac OS**<br>1. Turn the ScanSnap off and on again. Wait at least 5 seconds before turning the scanner on.<br>If this does not improve the situation, perform Step 2.<br>2. If an USB hub is used, directly connect the ScanSnap to your computer. If this does not improve the situation, perform Step 3.<br>3. Restart your computer.<br><br>If none of the above operations resolve the problem, uninstall and re-install ScanSnap Manager.<br>For details about how to uninstall ScanSnap Manager, refer to "Uninstalling on a Mac OS" (page 361). |
| | **Windows**<br>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**<br>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 Item | 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? | After the other user has finished scanning, restart ScanSnap Manager. |
| | Has the ScanSnap been turned on/off or the cables been connected/disconnected repeatedly? | Wait at least 5 seconds, and turn the ScanSnap on/off or connect/disconnect the cables. |
| Vertical lines appear in the scanned image data. | Is the inside of the ScanSnap dirty? | Clean the inside of the ScanSnap if dirty. For details about how to clean the inside of the ScanSnap, refer to "Cleaning the Inside of the ScanSnap" (page 333). |
| Moire (striped pattern) stands out in the scanned image data. | Did you try 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 shifts or is distorted. | Is the document loaded correctly? | Load the document correctly. For details about how to load the document into the ScanSnap, refer to "Loading Documents" (page 29). |
| The scanned image data is too light or too dark. | In black-and-white mode, is the [Brightness (Black and White scanning only)] setting on [Option] of the [Scanning] tab set to extremely Light or Dark? | Select the [Scanning] tab → [Option] from 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 in color mode, documents including handwritten or typed text, tables or frames with ruled lines? | From the ScanSnap setup dialog box/ window, select the [Scanning] tab → [Option] and select the [Setting for text only document] check box. If the image quality does not improve even after you have tried this method, change [Image quality] setting. |

| Symptom | Check This Item | Resolution |
|---|---|---|
| The scanning speed is very slow. | Does your computer meet the recommended system requirements? | Confirm the system requirements. For details about the system requirements, refer to "System Requirements" (page 21). 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.<br>● [Scanning] tab → [Option] button<br>   - [Correct skewed character strings automatically] check box<br>   - [Allow automatic image rotation]<br>● [File option] tab<br>   - [Set the marked text as a keyword for the PDF file] check box<br>   - [Convert to Searchable PDF] check box |
| | Is the scanners connection a USB 1.1 connection? Note: When using an USB1.1 interface, the data transfer rate become slower due to large data sizes. | If your computer has an USB 2.0 port, connect the ScanSnap to this port. If using a USB hub, it must also support USB 2.0 interfaces. (*1) |
| | Are you scanning while operation of your computer is in unstable, right after computer startup or logon? | Wait for your computer to finish startup and become stable, and start scanning. |

| Symptom | Check This Item | Resolution |
|---|---|---|
| Multifeed errors occur frequently.<br><br>Note:<br>"Multifeed" error is an error that occurs when two or more sheets are fed into the scanner simultaneously.<br>The following types of documents are detected as a multifeed.<br>• Documents with a photograph attached (such as application forms and personal resumes)<br>• Documents with a receipt, slip or large stamp attached<br>• Envelopes<br>• 2 ply paper and carbon paper | Is the pad assy dirty? | Clean the pad assy.<br>For details about how to clean the pad assy, refer to "Cleaning the Inside of the ScanSnap" (page 333). |
| | Is the pad assy worn out? | Replace the pad assy.<br>For details about how to replace the pad assy, refer to "Replacing the Pad Assy" (page 341). |
| | Is the document stack thicker than 5 mm? | Keep the thickness of sheets you are loading under 5 mm. |

322

| Symptom | Check This Item | Resolution |
|---|---|---|
| Paper is not fed. It stops midway. | Is the pick roller dirty? | Clean the pick roller. For details about how to clean the pick roller, refer to "Cleaning the Inside of the ScanSnap" (page 333). |
| | Is the pick roller worn out? | Replace the pick roller. For details about how to replace the pick roller, refer to "Replacing the Pick Roller" (page 345). |
| | Are there any debris on the document feeding path? | Remove any debris from the document feeding path. For details about how to resolve such a problem, refer to "Clearing Document Jams" (page 307). |
| | Do the loaded documents (e.g. business cards or postcards) satisfy the required size conditions? If not, they might not pass smoothly through the ADF. | Try the following: <br> • Slightly push through with your finger the first sheet of the documents at the start of scanning. <br> • Change the insertion direction of the document. |
| | Are you scanning documents with a different [Paper size] setting? | Select the [Paper] tab → [Paper size] on the ScanSnap setup dialog box/window, and specify the correct paper size for scanning. |
| | Did you load any paper that is thin, torn, or bent? | When scanning a document that is hard to feed, load it sheet by sheet or use the Carrier Sheet. |
| The ScanSnap is not recognized even if 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 image is the same as that of a scanned color document image. | 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 a dark color close to black, such as dark green, may be scanned as black and white or gray. | Select the [Scanning] tab from the ScanSnap setup dialog box/window and change the setting for [Color mode] to [Color]. |

| Symptom | Check This Item | Resolution |
|---|---|---|
| Images on the back of pages, which are printed-through, are overlaid on the scanned image when scanning a two-sided document (this is called "bleed through" of the back side image). | Is the [Setting for text only document] check box cleared in [Option] on the [Scanning] tab of the ScanSnap setup dialog box/window? | Select the [Setting for text only document] check box. |
| Image data that has been scanned 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 edges of paper sheets with the side guide so that the document skew does not exceed this limit. For details about how to load the document into the ScanSnap, refer to "Loading Documents" (page 29). For details about the [Correct skewed character strings automatically] check box, refer to the ScanSnap Manager Help. |
| | Depending on the contents of document, the [correct skewed character strings automatically] function may not work properly. | For details about [Correct skewed character strings automatically], refer to the ScanSnap Manager Help. |
| The orientation of scanned image data is not displayed correctly (when [Allow automatic image rotation] is enabled). | Depending on the contents of document, the automatic image rotation may not work properly. | 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 them again. It takes longer to scan image data in [Excellent] mode as it enlarges the size of image data. |

| Symptom | Check This Item | Resolution |
|---|---|---|
| A profile cannot be created with currently configured settings. | Are you using Quick Menu for scanning? While 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 details about how to save the settings, refer to the following: **Windows** "Saving Scanning Settings" (page 71) **Mac OS** "Saving Scanning Settings" (page 211) |
| When the document is scanned with the Carrier Sheet, a message "Document size incorrect" appears or a part of the image data is lost. | Did you put multiple small-size materials (such as pictures and post cards) in the Carrier Sheet for scanning? | Put only one small-size document (such as a picture or a post card) into the Carrier Sheet per scan. |
| | — | A detection error in the folded portion may cause a part of the image data to be lost. In this case, set the document so its edge will be about 1 mm inside of the Carrier Sheet frame. |
| When the document is scanned with the Carrier Sheet, a paper jam occurs frequently. | — | Feed about 50 sheets of Plain Paper Copier (PPC) or recycled paper, and then scan the document by using the Carrier Sheet. You can use either unused or used PPC/recycled paper. |
| 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 detect the edges of the document 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 wish to scan the document again, set the predefined or custom size before scanning again. |
| | Is the inside of the ScanSnap dirty? | Clean the inside of the ScanSnap if dirty. For details about how to clean the inside of the ScanSnap, refer to "Cleaning the Inside of the ScanSnap" (page 333). |
| Black lines are produced on the scanned document. | Is the scanned document written with a pencil? | It is recommended that you use the Carrier Sheet. If you scan such documents without using the Carrier Sheet, clean the rollers and scan glass as often as possible. For details about how to clean rollers, refer to "Cleaning the Inside of the ScanSnap" (page 333). |

| Symptom | Check This Item | Resolution |
|---|---|---|
| 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. | With [Automatic detection] being selected in the [Paper size] drop-down list, was the document skewed during a scan? Was the document scanned with the edges of paper sheets aligned with the side guide? | • Neatly align the edges of paper sheets with the side guide. For details about how to load the document into the ScanSnap, refer to "Loading Documents" (page 29). <br> • If you are scanning documents of mixed paper sizes, carefully load smaller documents so that they can be fed straight. If you have difficulties in feeding documents straight, it is recommended to scan documents in several batches and enable continuous scanning; scan documents of about the same width in one batch. For details about how to load the document into the ScanSnap, refer to the following. <br> **Windows** <br> "Scanning Documents of Differing Widths or Sizes at the Same Time" (page 166) <br> **MacOS** <br> "Scanning Documents of Differing Widths or Sizes at the Same Time" (page 280) |
| The Quick Menu is hidden. | Is the [Use Quick Menu] check box cleared? | In the ScanSnap setup dialog box/window, select the [Use Quick Menu] check box. |
| | For S1500 only <br> **Windows** <br> Is ScanSnap Organizer, CardMinder, or Rack2-Filer running? <br><br> For S1500M only <br> **MacOS** <br> Is Cardiris running? | If one of these applications is active, the application automatically interacts with the ScanSnap Manager and is used for scanning. Therefore, the Quick Menu is not displayed. To display the Quick Menu, exit these applications. For details about automatic linkage, refer to the following: <br> **Windows** <br> "Automatic Linkage with Applications" (page 85) <br> **MacOS** <br> "Automatic Linkage with Applications" (page 223) |
| **Windows** <br> The Left-Click Menu is hidden. <br> **MacOS** <br> The [Profile] menu is hidden. | Are you using the Quick Menu? Is the Quick Menu displayed after scanning? | In the ScanSnap setup dialog box/window, clear the [Use Quick Menu] check box. |
| | 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, clear the [Use Quick Menu] check box in the ScanSnap setup dialog box/ window. |

| Symptom | Check This Item | Resolution |
|---|---|---|
| Saved files of scanned image data cannot be opened with a specified application.<br><br>Example: An error occurs when you try to open a PDF file. | Is a folder specified as the image saving folder on 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 (because, for example, a LAN cable came off)?<br>If such network-related errors occur, files may not be saved properly, and corrupted files may exist in the folder. | Check the location of the image saving folder, and then delete corrupted files, if any. After that, retry scanning. |
| For S1500 only<br>**Windows**<br>The text recognition accuracy decreases significantly when you execute "Scan to Word/Excel/PowerPoint(R)".<br><br>For S1500M only<br>**Mac OS**<br>The text recognition accuracy decreases significantly when you execute "Scan to Word/Excel". | Have you scanned documents written in small letters? Have you scanned low-quality documents having smeared or unclear characters?<br><br>The optimum scanning settings depend on the document type. Find the most suitable settings in "Resolution" on the right. | From the ScanSnap setup dialog box/window, select the [Scanning] tab and set [Image quality] to [Better], [Best] or [Excellent]. Then, scan the document again. It takes longer to recognize image data in [Excellent] mode as it enlarges the size of image data. |
| | | From the ScanSnap setup dialog box/window, select the [Compression] tab and slide the [Compression rate] control toward [Compression (Low)]. Then, scan the document again. |
| | | Depending on the document type, the scanned results may not be as expected, or the characters may not be correctly recognized.<br>**Windows**<br>For more information, refer to the ABBYY FineReader for ScanSnap User's Guide.<br>**Mac OS**<br>For more information, refer to the ABBYY FineReader for ScanSnap Help. |
| | Is the document to scan skewed? | The more the document is skewed, the greater the possibility of character misrecognition is.<br>Neatly align the edges of paper sheets with the side guide. |

| Symptom | Check This Item | Resolution |
|---|---|---|
| For S1500 only **Windows** The text recognition accuracy decreases significantly when you execute "Scan to Word/Excel/PowerPoint(R)". For S1500M only **MacOS** The text recognition accuracy decreases significantly when you execute "Scan to Word/Excel". | 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]. **MacOS** 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]. |
| | 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. **MacOS** 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. |

*1 : If you are not sure about the USB port to which the ScanSnap is connected (USB1.1 or USB2.0), check the information about the USB port following the procedure below.

**Windows**

On 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**

On 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 [USB type] under [Scanner Information].

Please visit our website for your reference.

Other useful information will be posted on the FAQ corner at the following website:

http://scansnap.fujitsu.com/

# Daily Care

This chapter describes how to clean the ScanSnap.

⚠ **WARNING**

- Before you clean the ScanSnap, turn off the ScanSnap and disconnect the power cable from the AC outlet. Not doing so may cause a fire or electric shock.
- To avoid injuries, do not place internal parts such as pad assy and pick roller in an area where small children may be able to reach them.
- Do not use any aerosol sprays or alcohol based sprays to clean the ScanSnap. Dust blown up by strong air from the spray may enter inside of the ScanSnap. This may cause the ScanSnap to fail, malfunction or scanning errors. Sparks, caused by static electricity, generated when blowing off dust and dirt from the outside of the scanner may cause a fire.

> ❗ Although the bottom of the ScanSnap may become hot when it is used, it does not affect ScanSnap operation, or cause any bodily harm. Be careful not to hit it to the ground when you move the ScanSnap.

# Cleaning Materials

Cleaning materials and their part numbers are as below:

| Cleaning Materials | Parts No. | Unit | Remarks |
| --- | --- | --- | --- |
| Cleaner F1 (*1) | PA03950-0352 | 1 bottle | Size: 100 ml |
| Cleaning Wipe (*2) | PA03950-0419 | 1 pack | Contains 24 sheets |
| Lint-free dry cloth (*3) | Commercially available | — | — |

*1 : It may take a long time before the cleaner vaporizes if a large quantity is used. When cleaning the ScanSnap parts, moisten a cloth with modest quantities of the cleaner. In addition, wipe off the cleaner completely with a soft lint-free cloth to leave no residue on the surface of the cleaned parts.
*2 : Pre-moistened with Cleaner F1, cleaning wipes are used instead of moistened cloths.
*3 : Any lint-free cloth can be used.

To obtain these materials, contact your FUJITSU dealer or an authorized FUJITSU scanner service provider.

# Cleaning the ScanSnap Exterior

Clean the ScanSnap exterior and the stacker with a dry cloth or cloth moistened with a small amount of Cleaner F1 or any neutral detergent.

> ⚠️
> - Never use paint thinner or other organic solvents.
> - During the cleaning, prevent water or moisture from getting inside the ScanSnap.
> - It may take a long time before the cleaner vaporizes if a large quantity is used. When cleaning the ScanSnap parts, moisten a cloth with modest quantities of the cleaner. In addition, wipe off the cleaner completely with a soft lint-free cloth to leave no residue on the surface of the cleaned parts.

Cloth

Neutral detergent or Cleaner F1

Thinner
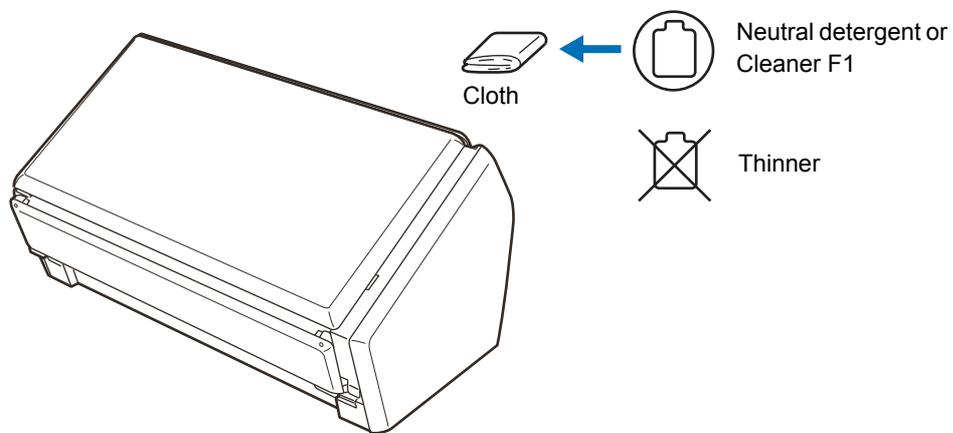
# Cleaning the Inside of the ScanSnap

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

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

As a guideline, clean the inside of the ScanSnap every 1,000 scans. Note that this guideline varies according to the type of the documents you are scanning. For example, the inside of the ScanSnap must be cleaned more frequently when scanning documents with loose toner. Clean the inside of the ScanSnap according to the following procedure.

⚠ **WARNING**

The scan glass surface inside the ADF becomes hot during ScanSnap operation.
Before you start to clean the inside of the ScanSnap, disconnect the AC adapter and power cable from the AC outlet and wait at least 15 minutes to let the ScanSnap 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 neutral detergent to clean the inside of the ScanSnap.
> ● It may take a long time before the cleaner vaporizes if a large quantity is used. When cleaning the ScanSnap parts, dampen a cloth with modest quantities of the cleaner. In addition, wipe off the cleaner completely with a soft lint-free cloth to leave no residue on the surface of the cleaned parts.

**1.** **Pull the ADF release catch to open the ADF top section.**



ADF paper chute (cover)

ADF top section

ADF release catch
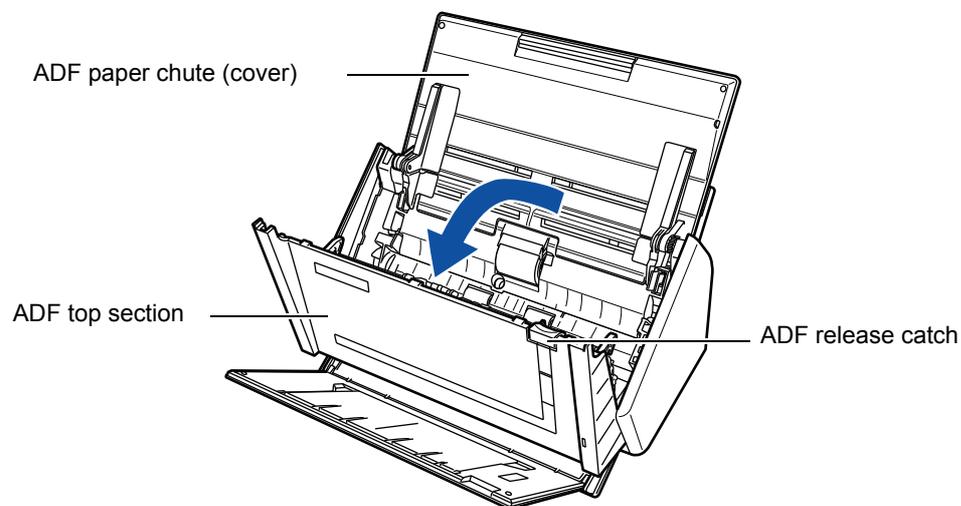
## **2.** Clean the following locations with a cloth moistened with Cleaner F1.
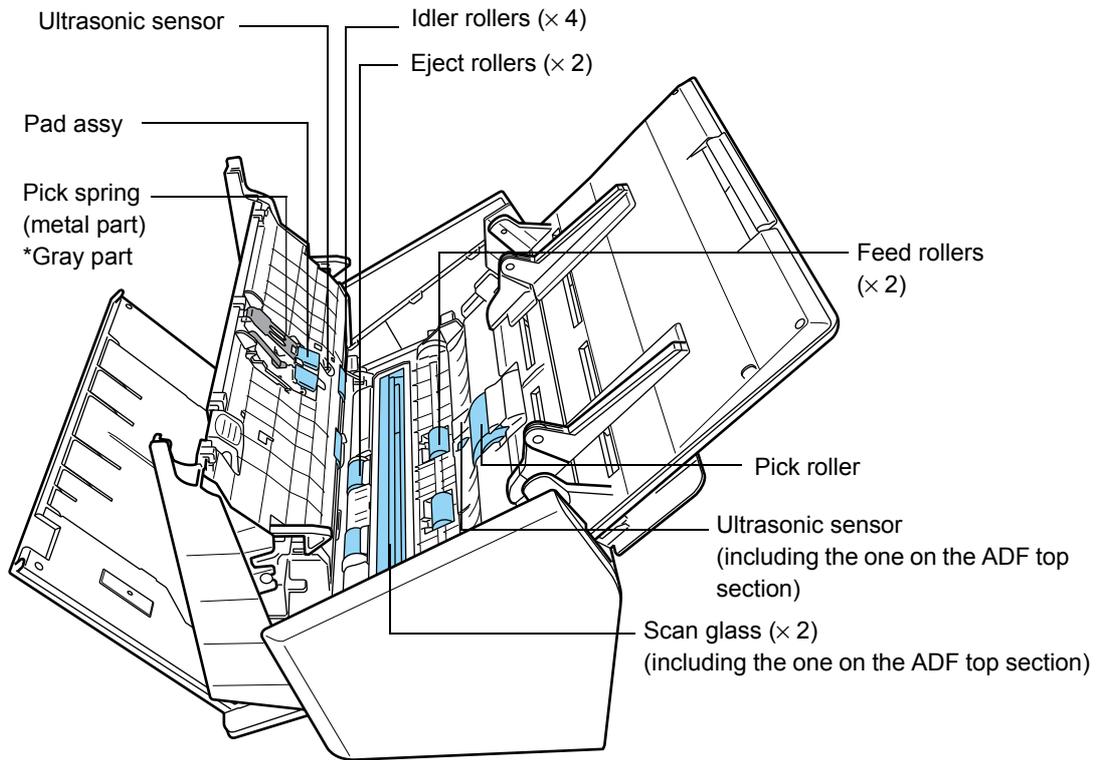
Ultrasonic sensor

Idler rollers (× 4)

Eject rollers (× 2)

Pad assy

Pick spring
(metal part)
*Gray part

Feed rollers
(× 2)

Pick roller

Ultrasonic sensor
(including the one on the ADF top section)

Scan glass (× 2)
(including the one on the ADF top section)

> It may take a long time before the cleaner vaporizes if a large quantity is used. When cleaning the ScanSnap parts, dampen a cloth with modest quantities of the cleaner. In addition, wipe off the cleaner completely with a soft lint-free cloth to leave no residue on the surface of the cleaned parts.

Turn off the ScanSnap before cleaning the following locations.

- 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).
- Scan glass (× 2, located on the ADF top section and opposite side)
  Clean lightly with a soft cloth.
- White sheets (× 2, located on the ADF top section and opposite side)
  White strips along the edge of the scan glass. Clean lightly with a soft cloth.
- Ultrasonic sensors (× 2, located on the ADF top section and opposite side)
  Clean lightly with a soft cloth.
- Pick roller (× 1)
  Clean it lightly while rotating the roller with your finger downwards. Be careful not to roughen the surface of the rollers. Take particular care in cleaning the rollers since debris left on the roller adversely affects the feed performance.
- Idler rollers (× 4, located on the ADF top section)
  Clean them lightly while rotating the rollers with your finger. Be careful not to roughen the surface of the rollers. Take particular care in cleaning the rollers since debris left on the roller adversely affects the feed performance.

334

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

- Feed rollers (× 2)
  Clean lightly taking care not to roughen the surface of the rollers. Take particular care in cleaning the rollers since debris left on the roller adversely affects the feed performance.

- Eject rollers (× 2)
  Clean lightly, taking care not to roughen the surface of the rollers. Take particular care when cleaning the eject rollers since debris on these rollers adversely affect the pickup performance.

Holding the [Scan] button down for 3 seconds while the ADF top section is open activates the cleaning mode. In this mode, every time the [Scan] button is pressed, the feed and eject rollers rotate about 1/6th of a full turn.

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

## 3. Close the ADF top section.
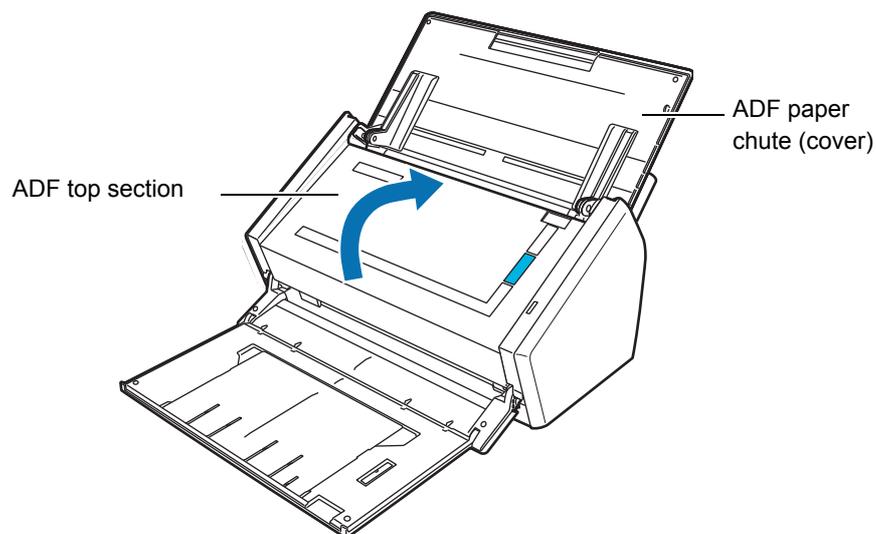


ADF paper chute (cover)

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.

# Cleaning Carrier Sheet

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

Clean it regularly to avoid errors.

## Cleaning method

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

> - Never use paint thinner or other organic solvents.
> - Do not rub the Carrier Sheet too hard. Otherwise, it may be scratched or be deformed.
> - After cleaning the interior of the Carrier Sheet with Cleaner F1 or mild detergent, dry the Carrier Sheet completely before closing it.
> - As a guideline, it is recommended to replace the Carrier Sheet with new one every 500 scans. For details about purchasing Carrier Sheet, refer to "Purchasing the Carrier Sheet" (page 353).

# Consumables

This chapter describes how to replace consumables.

**⚠ WARNING**

- Before you replace the consumables, turn off the ScanSnap and disconnect the power cable from the AC outlet. Not doing so may cause a fire or electric shock.
- To avoid injuries, do not place internal parts such as pad assy and pick roller in an area where small children may be able to reach them.

> ❗ Although the bottom of the ScanSnap may become hot when it is used, it does not affect Scan-Snap operation, or cause any bodily harm. Be careful not to hit it to the ground when you move the ScanSnap.

# Part Numbers and Replacement Cycle of Consumables

The following table lists the part numbers of consumables and rough guidelines for replacing these parts.

| No. | Part Name | Parts No. | Standard Replacement Cycle |
|-----|-----------|-----------|----------------------------|
| 1 | PAD ASSY | PA03586-0002 | 50,000 sheets or one year |
| 2 | PICK ROLLER | PA03586-0001 | 100,000 sheets or one year |
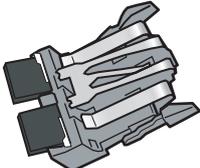
These replacement cycles are rough guidelines for the case of using A4/Letter wood-free paper 80 g/m$^2$ (20 lb). So it may differ according to the paper being used.

To obtain these parts, contact your FUJITSU dealer or an authorized FUJITSU scanner service provider.

By the following procedure, you can check how many sheets have been scanned using the consumables.

**Windows**

**1.** **Select [Check consumable supplies] from the Right-Click Menu.**
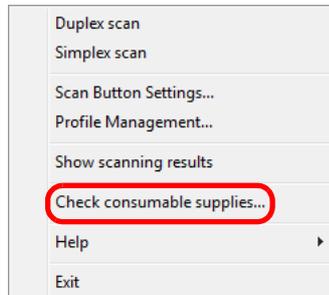


$\Rightarrow$ The [ScanSnap Manager - Check consumable status] dialog box appears.

**2.** **Check how many times consumables have been used.**
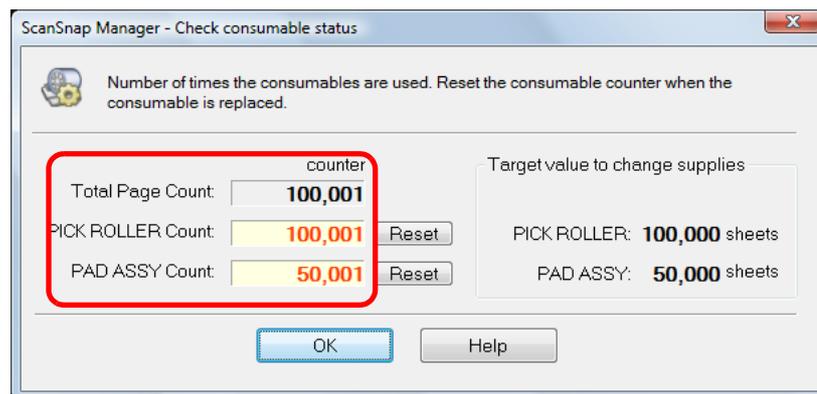


$\Rightarrow$ Replace consumables referring to [Target value to change supplies] as a rough guideline.

**Mac OS**

**1.** **Select [Check consumable supplies] from the ScanSnap Manager menu.**
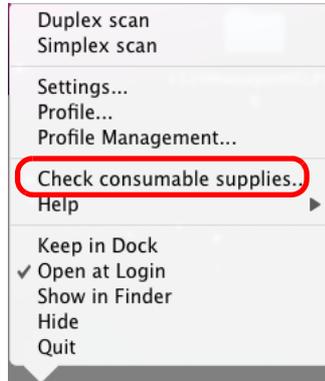
⇒ The [ScanSnap Manager - Check consumable status] window appears.

**2.** **Check how many times consumables have been used.**
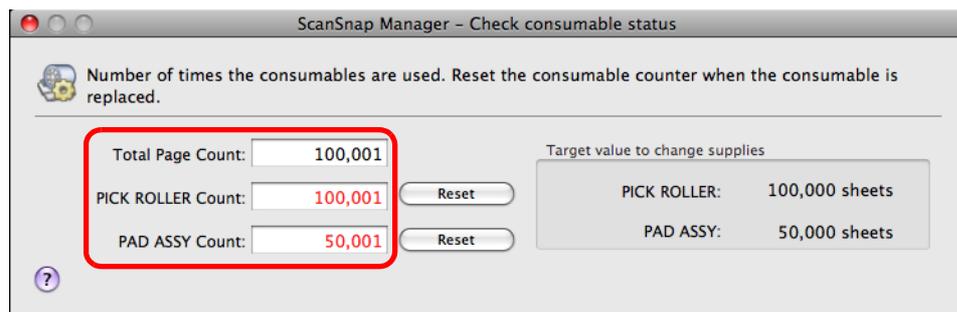
⇒ Replace consumables referring to [Target value to change supplies] as a rough guideline.

# Replacing the Pad Assy

Replace the pad assy following the procedure below.

## 1. Remove the documents on the ADF paper chute (cover).

## 2. Pull the ADF release catch to open the ADF top section.

ADF paper chute (cover)

ADF top section

ADF release catch
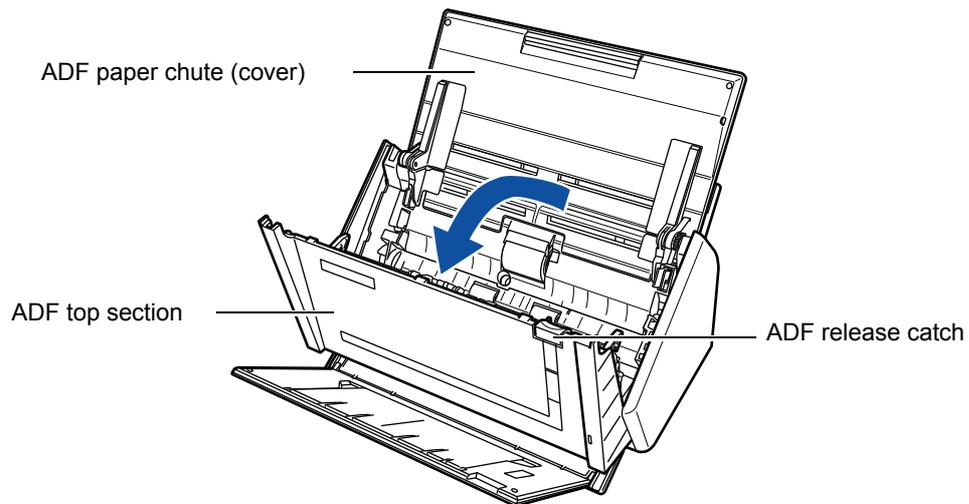
## 3. Remove the pad assy.

Pull out the pad assy in the direction of the arrow while pinching both ends of the pad assy.

Pad assy

ADF top section

341
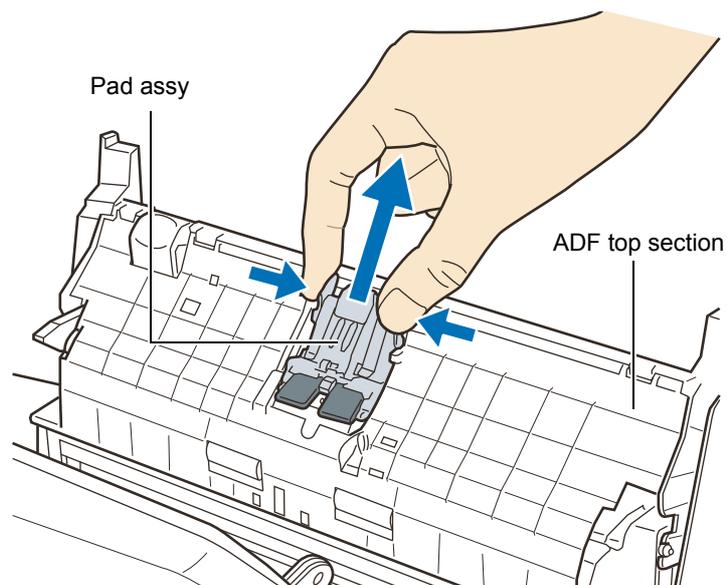
# 4. Attach the new pad assy.



ADF top section
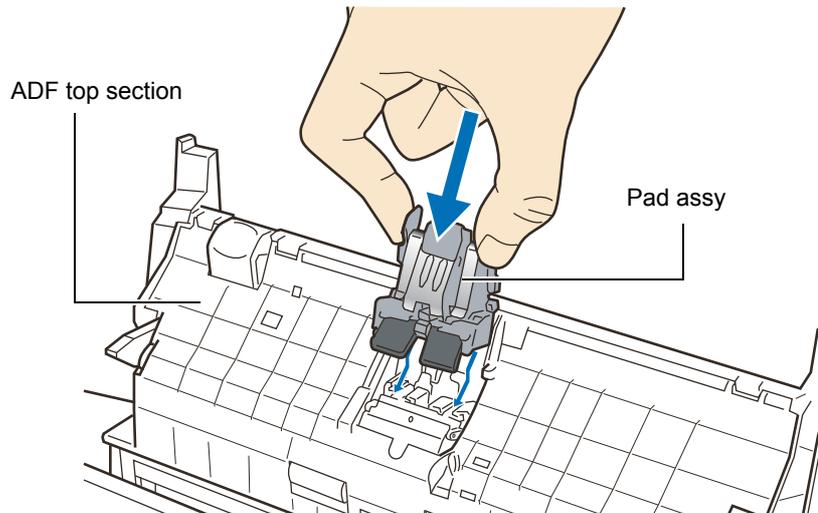
Pad assy

> ⚠ Make sure that the pad assy is completely attached. Otherwise, document jams or other feeding errors may occur.

# 5. Close the ADF top section.



ADF paper chute (cover)
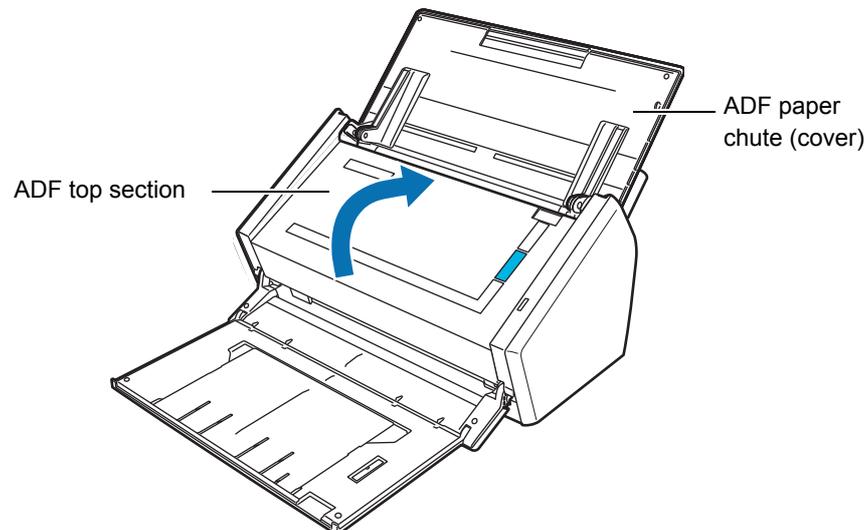
ADF top section

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

# 6. Turn on the ScanSnap.

# 7. Reset the consumable use count.

**Windows**

1. Select [Check consumable supplies] from the Right-Click Menu.

| Duplex scan |
| Simplex scan |
|  |
| Scan Button Settings... |
| Profile Management... |
|  |
| Show scanning results |
|  |
| Check consumable supplies... |
|  |
| Help ▶ |
|  |
| Exit |

⇒The [ScanSnap Manager - Check consumable status] dialog box appears.

2. Click the [Reset] button for the [PAD ASSY Count].

**ScanSnap Manager - Check consumable status**

Number of times the consumables are used. Reset the consumable counter when the consumable is replaced.

|  | counter | | Target value to change supplies |
| Total Page Count: | 100,001 | | |
| PICK ROLLER Count: | 100,001 | Reset | PICK ROLLER: 100,000 sheets |
| PAD ASSY Count: | 50,001 | Reset | PAD ASSY: 50,000 sheets |

OK    Help

⇒The confirmation message appears.

**ScanSnap Manager**

? Reset the PAD ASSY counter.
Are you sure?

Yes    No
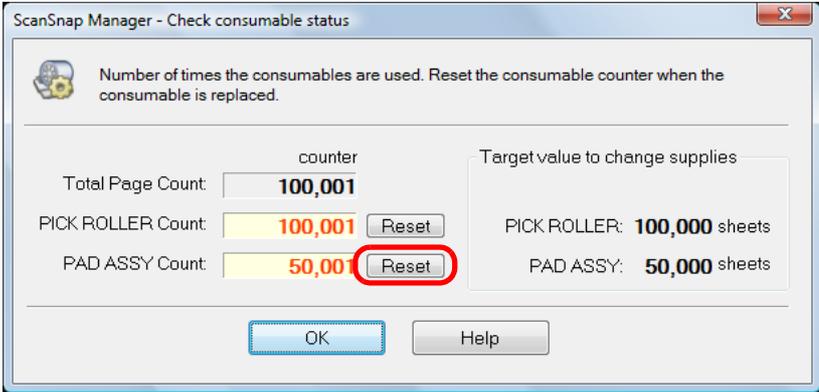
⇒Clicking the [Yes] button resets the [PAD ASSY Count] to "0".
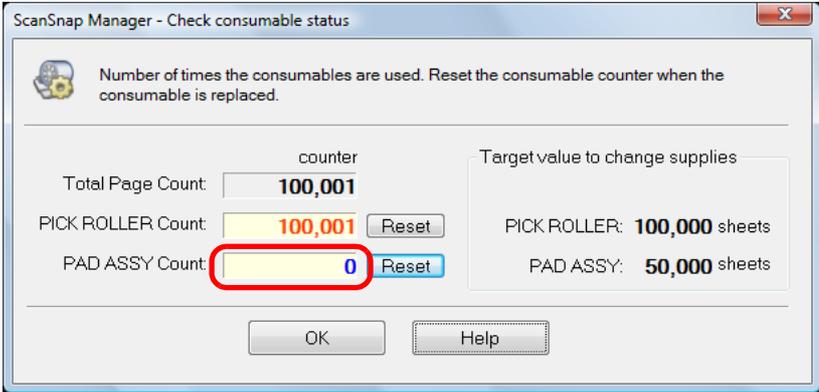
**ScanSnap Manager - Check consumable status**

Number of times the consumables are used. Reset the consumable counter when the consumable is replaced.

|  | counter | | Target value to change supplies |
| Total Page Count: | 100,001 | | |
| PICK ROLLER Count: | 100,001 | Reset | PICK ROLLER: 100,000 sheets |
| PAD ASSY Count: | 0 | Reset | PAD ASSY: 50,000 sheets |

OK    Help

343

**Mac OS**

1. Select [Check consumable supplies] from the ScanSnap Manager menu.
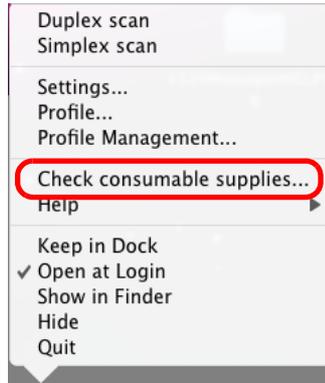


⇒The [ScanSnap Manager - Check consumable status] window appears.

2. Click the [Reset] button for the [PAD ASSY Count].
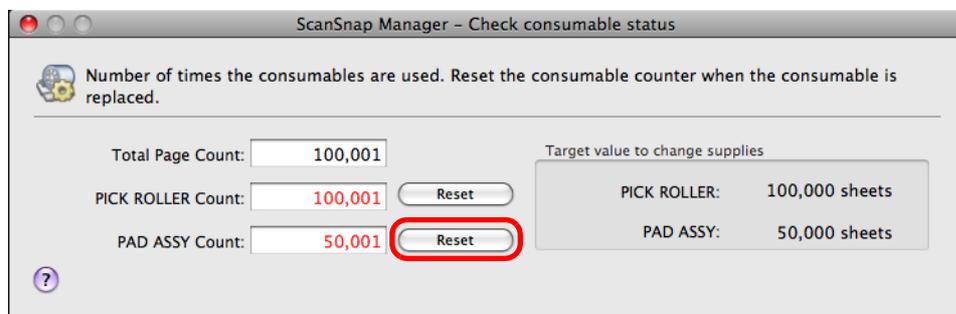


⇒The confirmation message appears.
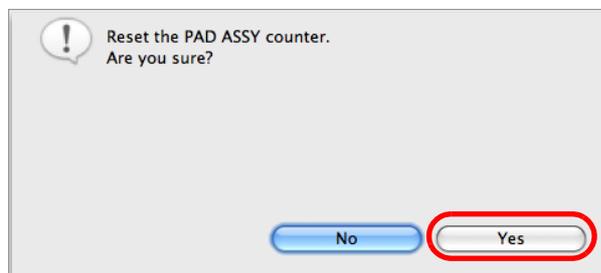


⇒Click the [Yes] button to reset the [PAD ASSY Count] to "0".



344
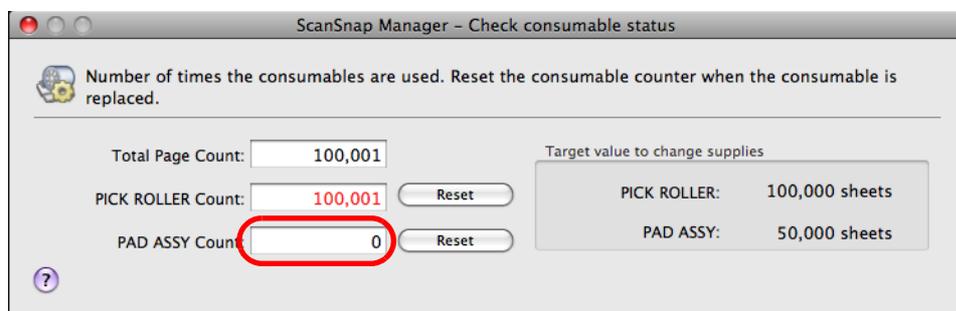
# Replacing the Pick Roller

Replace the pick roller by first removing the pick roller from the ScanSnap.
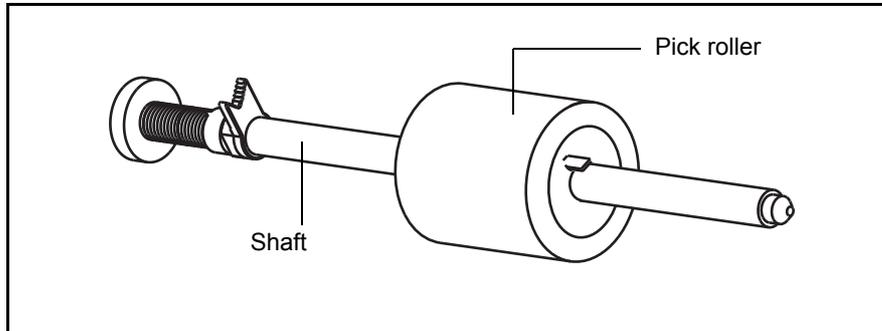


Replace the pick roller following the procedure below.

## 1. Remove the documents on the ADF paper chute (cover).

## 2. Pull the ADF release catch to open the ADF top section.
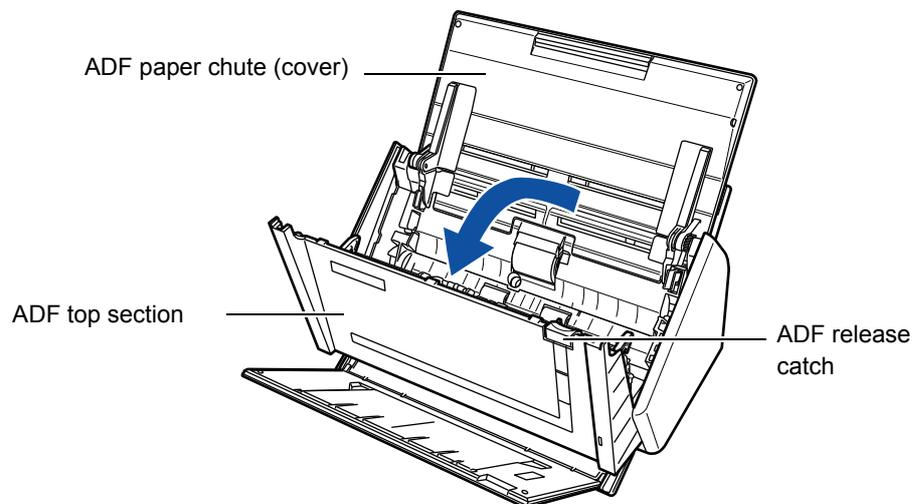
## **3.** Adjust the side guide to the "A5" size.
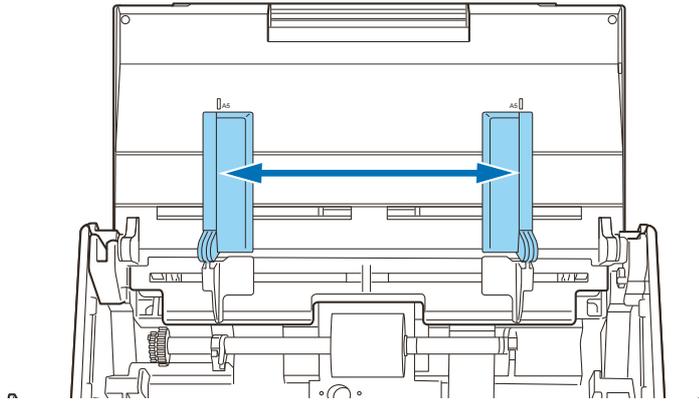
## **4.** Remove the sheet guide.

Hold the pickup tabs on the sheet guide between the thumb and index finger, and then pull up the sheet guide to remove.

Sheet guide

Pickup tab

Pickup tab
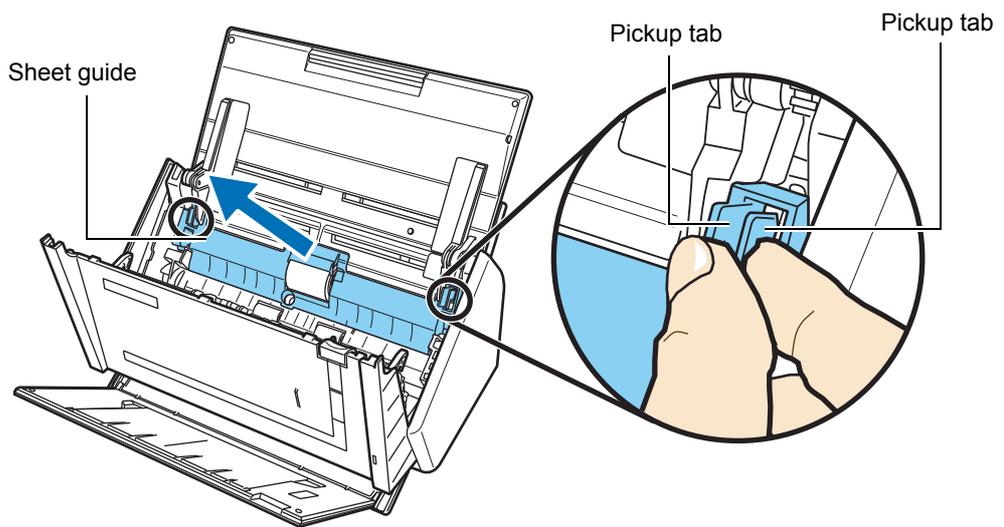
# 5. Rotate the pick roller bushing (left).



Pick roller

Bushing
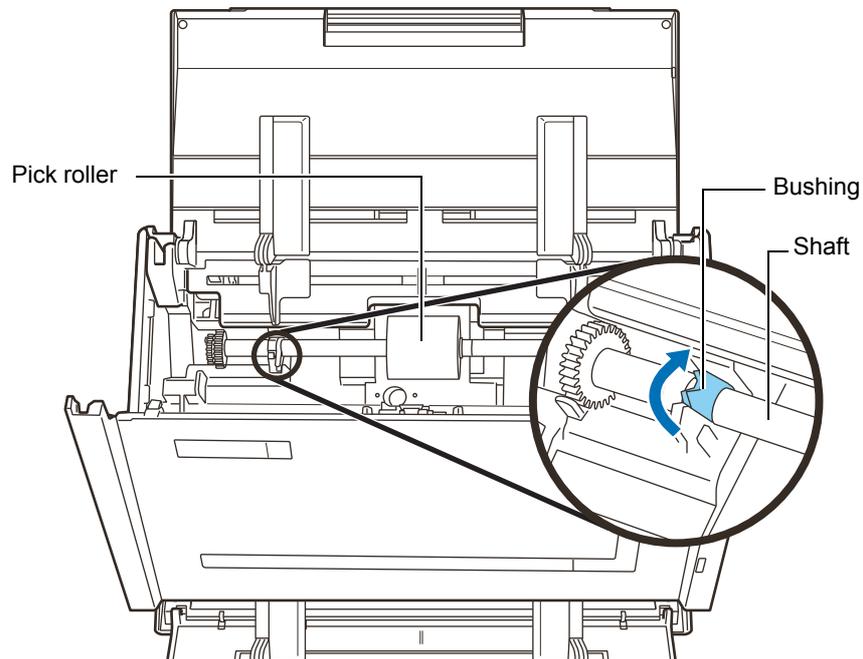
Shaft

# 6. Remove the pick roller with its shaft.

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



Shaft
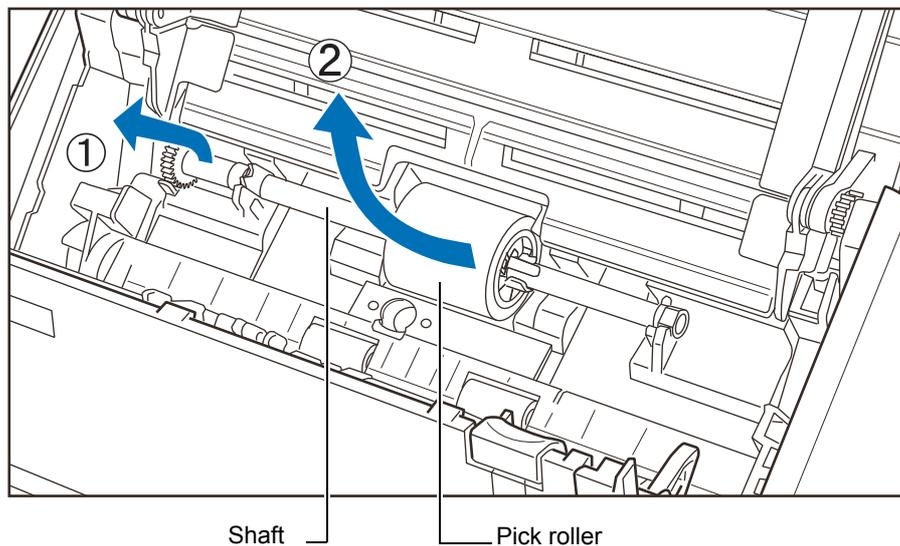
Pick roller

> If the around the pick roller is dirty by paper-powder, it may cause a scanning error.
> Remove the dirt using a dry cloth slightly moistened with Cleaner F1 in order to prevent errors.
> Do not use water, mild detergent, or air-spray.

347

## 7. Remove the pick roller from its shaft.

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

Pickup tab
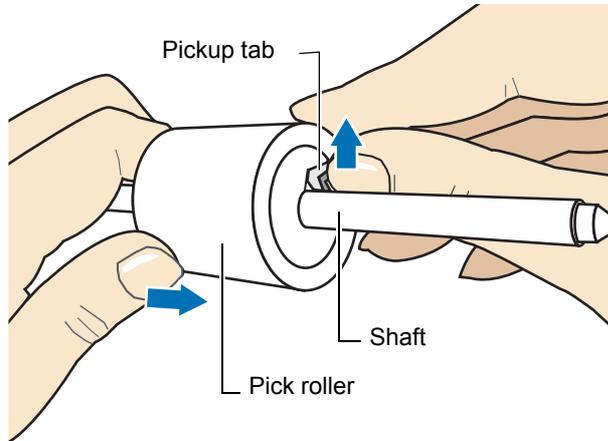
Shaft

Pick roller

> If you push up the pick roller tab using your fingernail, your fingernail may be hurt or get chipped.
> If you cannot push it up successfully with your fingernail, use a paper clip to push up the pick roller tab.
>
> ①
> ②
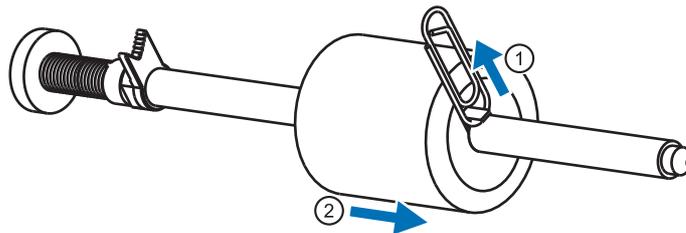
## 8. Attach the new pick roller to the shaft.

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

Pick roller

Protrusion

Shaft

348
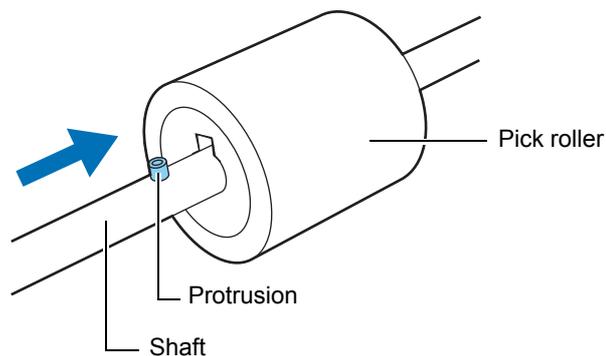
# 9. Install the pick roller with its shaft to the ScanSnap.

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



Shaft      Pick roller
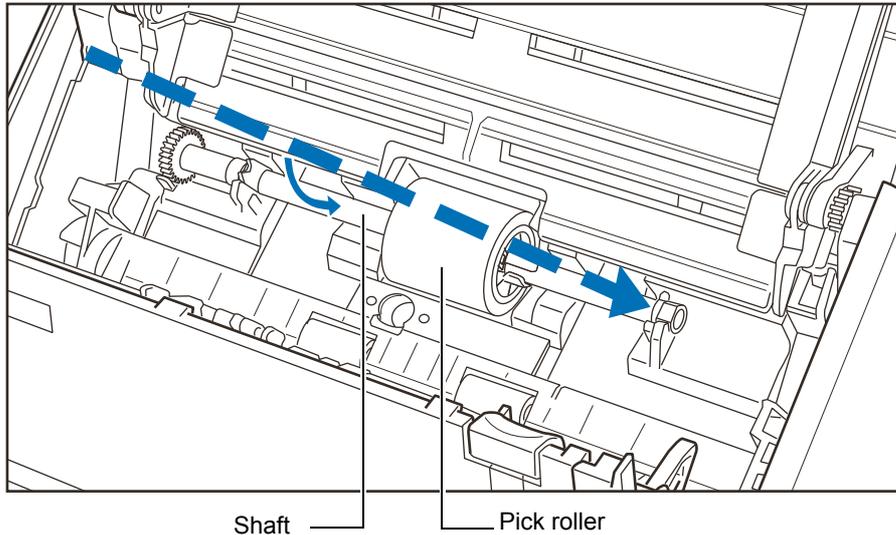
# 10. Secure the bushing (left) by rotating it in the direction of the arrow.



Pick roller

Bushing

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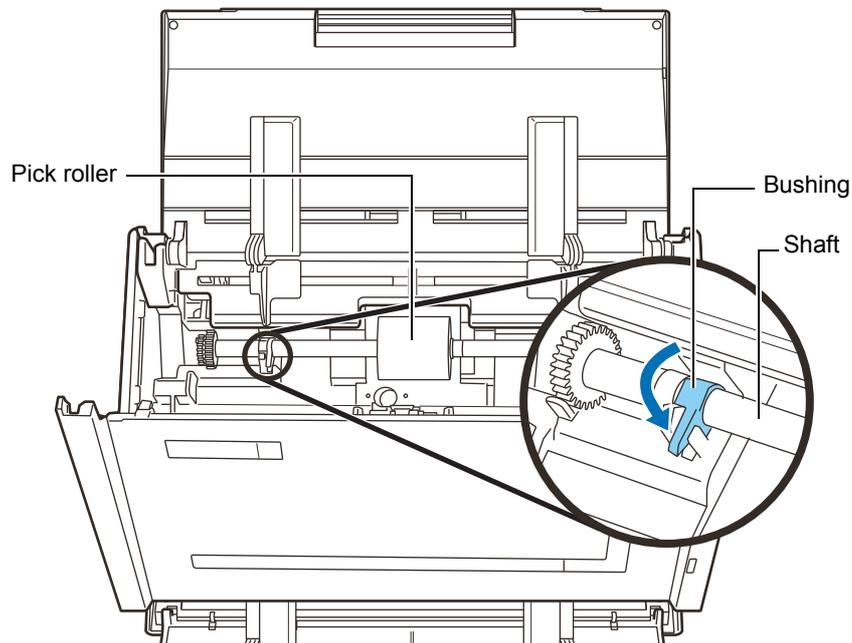
> Make sure that the pick roller is completely attached. Otherwise, document jams or other feeding errors may occur.

349

# 11.Attach the sheet guide to the ScanSnap.

Hold the pickup tabs on the sheet guide between the thumb and index finger, and then attach the sheet guide to the ScanSnap.
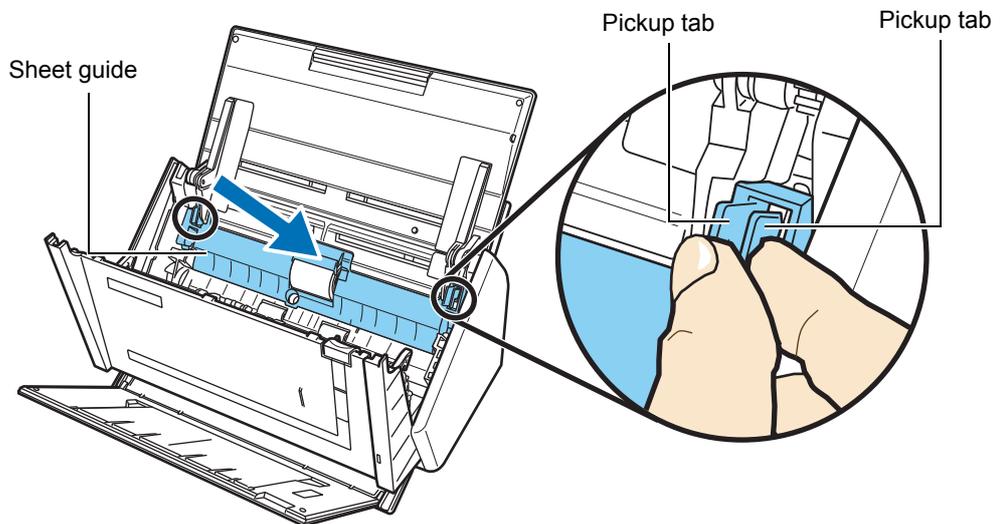


⇒ The sheet guide makes a clicking sound when the pickup tabs fix into position.

> ⚠ Make sure that the sheet guide is completely attached. Otherwise, document jams or other feeding errors may occur.

# 12.Close the ADF top section.
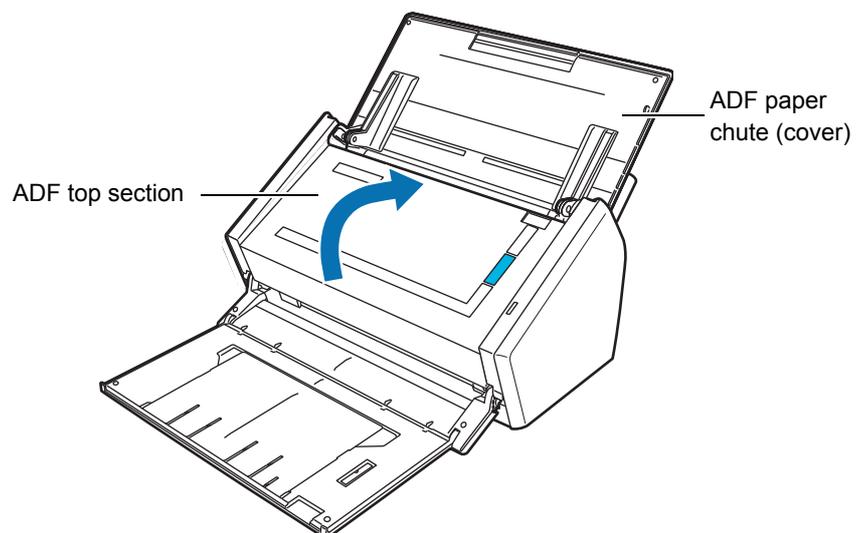


⇒ You should hear the ADF top section click when it returns to its original position.

# 13.Turn on the ScanSnap.

350

# 14. Reset the consumable use count.

**Windows**

1. Select [Check consumable supplies] from the Right-Click Menu.

| Duplex scan |
| Simplex scan |
| Scan Button Settings... |
| Profile Management... |
| Show scanning results |
| Check consumable supplies... |
| Help ▶ |
| Exit |

⇒The [ScanSnap Manager - Check consumable status] dialog box appears.

2. Click the [Reset] button for the [PICK ROLLER Count].

ScanSnap Manager - Check consumable status

Number of times the consumables are used. Reset the consumable counter when the consumable is replaced.

| | counter | Target value to change supplies |
| Total Page Count: | 100,001 | |
| PICK ROLLER Count: | 100,001 [Reset] | PICK ROLLER: **100,000** sheets |
| PAD ASSY Count: | 0 [Reset] | PAD ASSY: **50,000** sheets |

OK    Help

⇒ The confirmation message appears.

ScanSnap Manager

Reset the PICK ROLLER counter.
Are you sure?

Yes    No
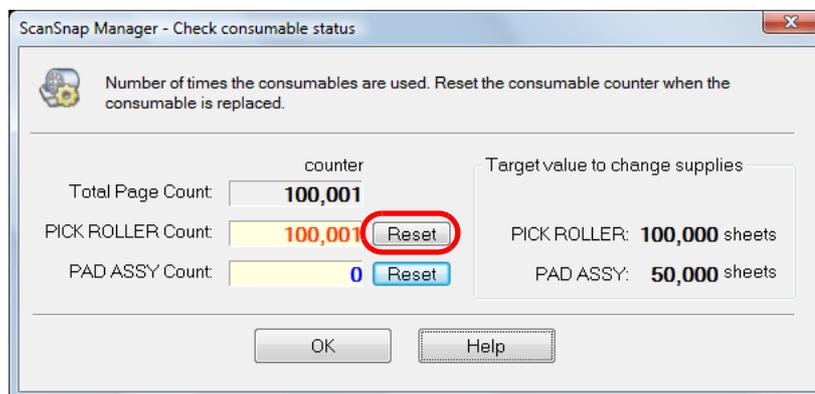
⇒ Clicking the [Yes] button resets the [PICK ROLLER Count] to "0".
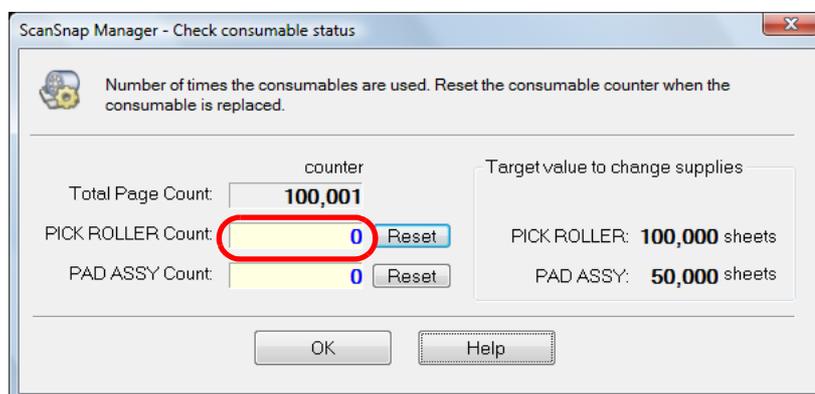
ScanSnap Manager - Check consumable status

Number of times the consumables are used. Reset the consumable counter when the consumable is replaced.

| | counter | Target value to change supplies |
| Total Page Count: | 100,001 | |
| PICK ROLLER Count: | 0 [Reset] | PICK ROLLER: **100,000** sheets |
| PAD ASSY Count: | 0 [Reset] | PAD ASSY: **50,000** sheets |

OK    Help

**Mac OS**

1. Select [Check consumable supplies] from the ScanSnap Manager menu.
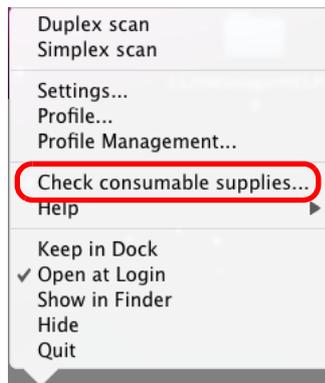


⇒The [ScanSnap Manager - Check consumable status] window appears.

2. Click the [Reset] button for the [PICK ROLLER Count].
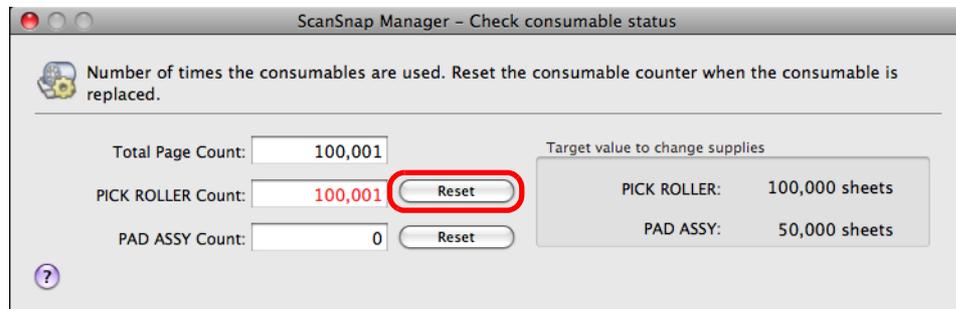


⇒ The confirmation message appears.
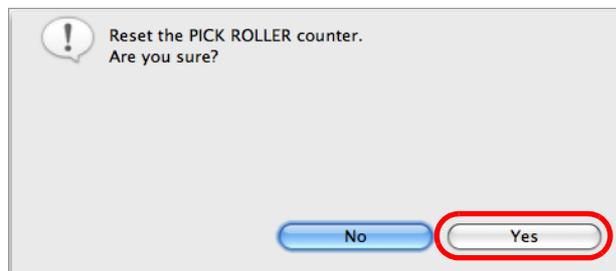


⇒ Click the [Yes] button to reset the [PICK ROLLER Count] to "0".



352
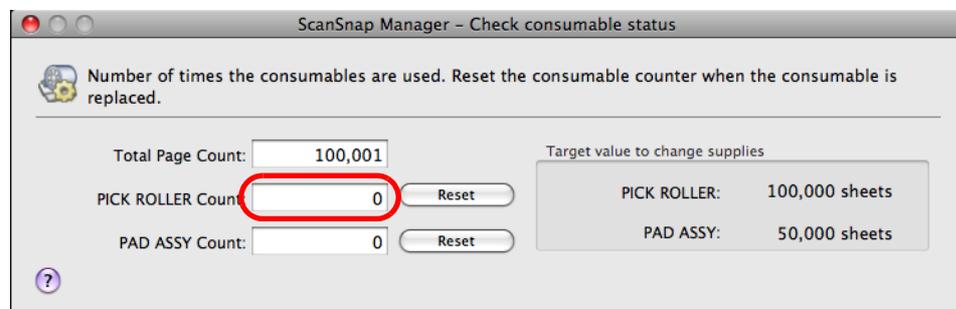
# Purchasing the Carrier Sheet

If the Carrier Sheet bundled in the ScanSnap cannot be used for scanning due to damage or wear-and-tear, you can purchase a new Carrier Sheet separately.

As a guideline, it is recommended to replace the Carrier Sheet with new one every 500 scans. If scratches and dirt are conspicuous, replace the Carrier Sheet accordingly.

The description of the Carrier Sheet and its part number are as follows:

| Description | Quantity | P/N |
|---|---|---|
| ScanSnap Carrier Sheet | 5 pcs | PA03360-0013 |
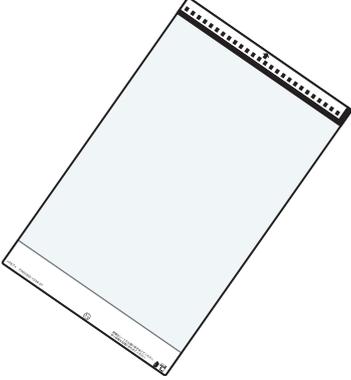
To obtain this parts, contact your FUJITSU dealer or an authorized FUJITSU scanner service provider.

# Appendix

This appendix describes how to update ScanSnap Manager, how to uninstall software, setting items, and ScanSnap installation conditions.

# Updating ScanSnap Manager

In an effort to improve the usability and functionality of ScanSnap Manager, software updates are released regularly.

This section describes 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.

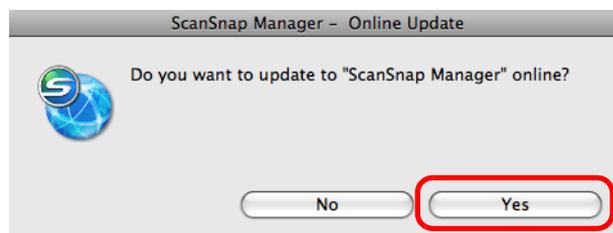When updating ScanSnap Manager, follow the instructions below.

> ⚠
> - When updating, it is essential that Internet Explorer is installed in a system which can access the Internet.
> - 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 55) for more information about the Right-Click Menu.
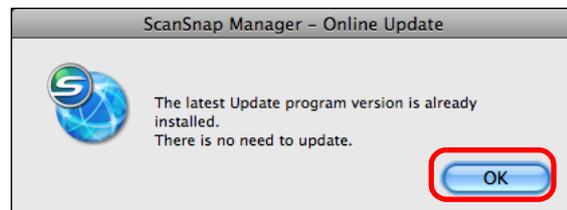
⇒ A confirmation message appears.
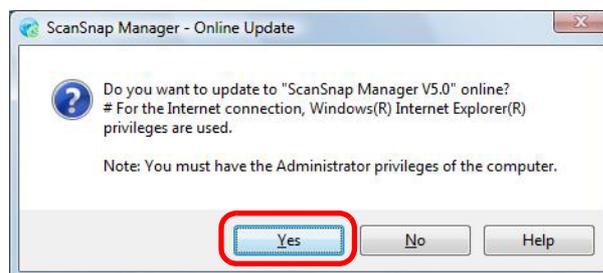
**2.** **Click the [Yes] button.**

⇒ If the latest update pack is available, a message appears for the confirmation of the download and installation of the software.
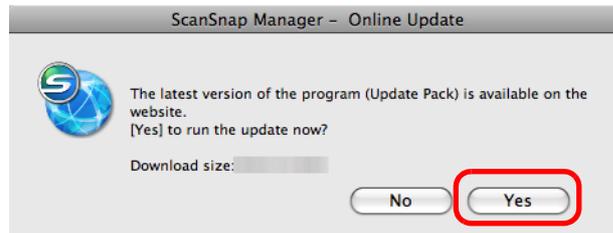
If the latest version of the software is already installed, the message below appears.
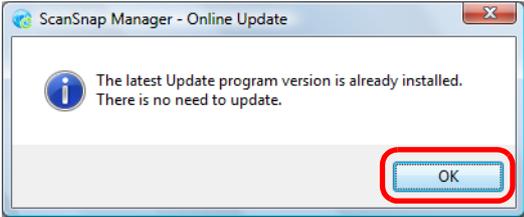
Click the [OK] button to close the message.

## 3. Click the [Yes] button.
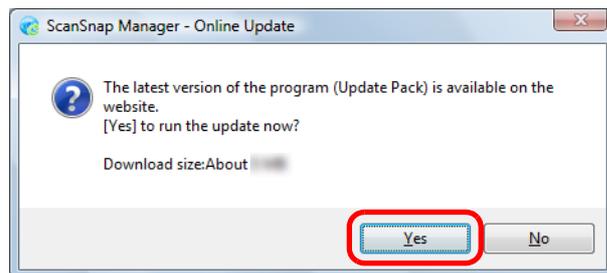
⇒ The update pack is downloaded, and a confirmation message to start installation appears.

## 4. Click the [Install] button.
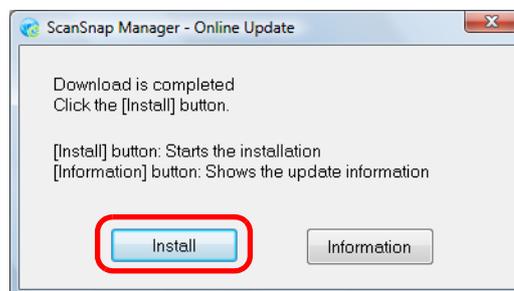
When you click the [Information] button, Internet Explorer opens and information about the latest update for ScanSnap Manager appears.

⇒ Installation starts, and the [Welcome to InstallShield Wizard for ScanSnap Manager] dialog box appears.
Follow the instructions on the screen to install.

## ■ 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.

When updating ScanSnap Manager, follow the instructions below.

> ⚠ When updating, it is essential that a browser is installed in a system which can access the Internet.

### 1. Select [Help] → [Online Update] from the ScanSnap Manager menu.

Refer to ScanSnap Manager Menu (page 195) for more information about the Scan-Snap Manager menu.

⇒ A confirmation message appears.

### 2. Click the [Yes] button.



⇒ If the latest update pack is available, a message appears for the confirmation of the download and installation of the software.

> ☑ If the latest version of the software is already installed, the message below appears..
>
> 
>
> Click the [OK] button to close the message.

357

## 3. Click the [Yes] button.



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

## 4. Exit ScanSnap Manager. (Select [Quit] from the ScanSnap Manager Menu.)

## 5. Click the [Install] button.
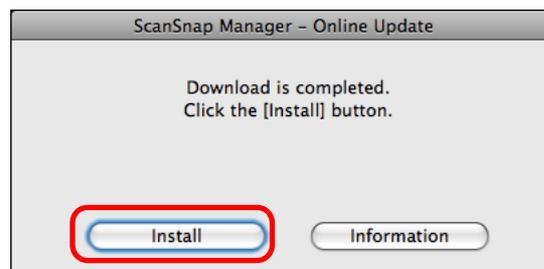


> ✅ When you click the [Information] button, the browser opens and information about the latest update for ScanSnap Manager appears.

⇒ The ScanSnap Manager installer starts.
  Follow the instructions on the screen to install.

# Uninstalling the Software

This section describes how to uninstall software supplied with the ScanSnap.

## ■ Uninstalling on a Windows OS

Follow the procedure below to uninstall software (ScanSnap Manager, ScanSnap Organizer, CardMinder, ABBYY FineReader for ScanSnap, and Scan to Microsoft SharePoint) supplied with the ScanSnap S1500.

**1. Start your computer.**

Always log on as a user with "Administrator" privileges.

**2. Exit all currently 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.**

⇒ The confirmation message appears.

# 6. Click the [Yes] button.

⇒ This executes the uninstallation.

> Screen displays may vary slightly depending on the operating system of your computer. Follow the on-screen instructions of the 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

360

# ■ Uninstalling on a Mac OS

Follow the procedure below to uninstall software supplied with the ScanSnap S1500M (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 on the Dock, drag the [ScanSnap Manager] icon 🅢 into the Trash.**

**4.** **From the Apple (🍎) menu, select [System Preferences].**

⇒ The [System Preferences] window appears.

**5.** **In the [System Preferences] window, select [Accounts].**

⇒ The [Accounts] window appears.

**6.** **In the [Accounts] window, select the currently logged in user from the [My Account] pane.**

**7.** **In the [Accounts] window, click [Login Items].**

⇒ In the [Login Items] pane, a list of all applications that automatically start at a 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 with an account that has admin rights. With Finder, select [Applications] → [ScanSnap], and drag the [ScanSnap] folder into the Trash.

**13.**With 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 with an account that has admin rights. With 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.** With 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 with an account that has admin rights.**

**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, and double-click [Cardiris 3.6 for ScanSnap].**

⇒ The [Cardiris 3.6 for ScanSnap] window appears.

**5.** **Scroll down and read the "License" to the end. Then, 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. With 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 Quick Menu

Setting items that you can configure in the ScanSnap setup dialog box/window differ according to 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 defaults, refer to the ScanSnap Manager Help.

(OK: Available, NA: Not available)

**Setting Items With/Without Quick Menu**

| Setting Items | | 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 (*3) | OK |
| | Scan to File | NA | OK |
| | **W**indows ScanSnap Organizer (*1) | NA | OK |
| | Adobe(R) Acrobat(R) | NA | OK |
| | Adobe(R) Acrobat(R) Reader(TM) or Adobe(R) Reader(R) | NA | OK |
| | Scan to E-mail | NA | OK |
| | **W**indows Scan to CardMinder (*1) | NA | OK |
| | Scan to Folder | NA | OK |
| | **W**indows Scan to Picture Folder | NA | OK |
| | Scan to Print | NA | OK |
| | **W**indows ABBYY Scan to Excel (*1) **Mac OS** Scan to Excel (*2) | NA | OK |
| | **W**indows ABBYY Scan to Word (*1) **Mac OS** Scan to Word (*2) | NA | OK |
| | **W**indows ABBYY Scan to PowerPoint(R) (*1) | NA | OK |
| | **W**indows ABBYY Scan to Searchable PDF (*1) **Mac OS** Scan to Searchable PDF (*2) | NA | OK |
| | **W**indows Rack2-Filer (*1) | NA | OK |
| | **W**indows Scan to SharePoint (*1) | NA | OK |

365

**Setting Items With/Without Quick Menu**

| Setting Items | | Using the Quick Menu | Without using the Quick Menu |
|---|---|---|---|
| Applica-tion | **MacOS** Cardiris (*2) | NA | OK |
| | **MacOS** iPhoto | NA | OK |
| Save | Image saving folder | OK | |
| | File name format | OK | |
| | **Windows** Rename file after scanning | NA | OK |
| Scan-ning | Image quality | OK | |
| | Auto | OK | |
| | Normal (Color/Gray: 150 dpi, B&W: 300 dpi) | OK | |
| | Better (Color/Gray: 200 dpi, B&W: 400 dpi) | OK | |
| | Best (Color/Gray: 300 dpi, B&W: 600 dpi) | OK | |
| | Excellent (Color/Gray: 600 dpi, B&W: 1200 dpi) | 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 | |
| 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 | |

366

**Setting Items With/Without Quick Menu**

| Setting Items | | | Using the Quick Menu | Without using the Quick Menu |
|---|---|---|:---:|:---:|
| File option | 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 | |
| | | **W**indows 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 × 257 mm) | OK | |
| | | B6 (JIS) (128 × 182 mm) | OK | |
| | | Post card (100 × 148 mm) | OK | |
| | | Business card (90 × 55 mm, 55 × 90 mm) | OK | |
| | Custom | | OK | |
| | Multifeed Detection | | OK | |
| | | None | OK | |
| | | Check Length | OK | |
| | | Check Overlapping [Ultrasonic] | OK | |
| | Carrier Sheet Settings | | OK | |
| Com-pression | Compression rate | | OK | |
| | | 1 | OK | |
| | | 2 | OK | |
| | | 3 | OK | |
| | | 4 | OK | |
| | | 5 | OK | |

*1 : Can only be used with S1500.

*2 : Can only be used with S1500M.

*3 : When using the Quick Menu, the application is associated by specifying an 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 | | Specifications |
|---|---|---|
| Dimensions (Width × Depth × Height) | | Minimum: 292 × 159 × 158 mm         (approx. 11.5 × 6.3 × 6.2 [in]) <br> Maximum: 292 × 475 × 286 mm         (approx. 11.5 × 18.7 × 11.3 [in]) |
| Weight | | 3.0 kg (approx. 6.62 lb) |
| Input power supply | Voltage | 100 to 240 V (varies regionally) |
| | Number of phases | Single-phase |
| | Frequency | 50/60 Hz |
| Power consumption | | During operation: 35 W or less <br> During standby: 4.5 W or less |
| Temperature/ humidity allowable ranges | Temperature | During operation: 5 to 35 (°C) / 41 to 95 (°F) <br> During standby: -20 to 60 (°C) / -4 to 160 (°F) <br> During storage/transportation: <br> -20 to 60 (°C) / -4 to 140 (°F) |
| | Humidity (%) | During operation: 20 to 80 <br> During standby: 8 to 95 <br> During storage/transportation: 8 to 95 |



292 mm (11.5 [in])

475 mm (18.7 [in])

286 mm (11.3 [in])
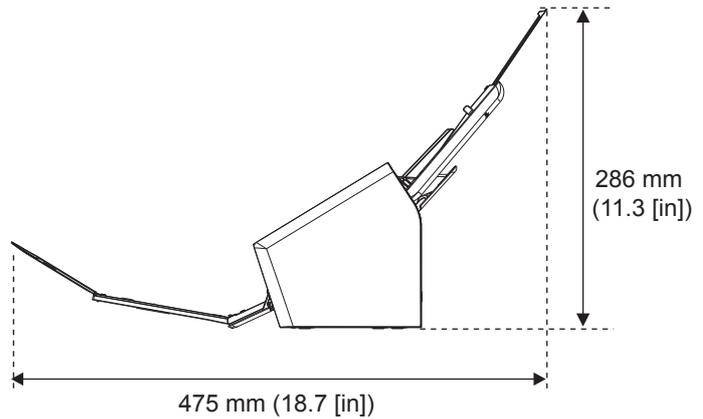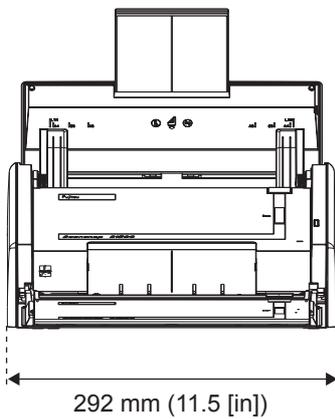
# About Maintenance

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

# ScanSnap S1500/S1500M

**Operator's Guide**

**P3PC-2432-02ENZ0**

Issue date December 2009

Issued by PFU LIMITED