

One Touch 4.5
April 2010
05-0796-000



DocuMate 3115

User's Guide



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Changes are periodically made to this document. Changes, technical inaccuracies, and typographic errors will be corrected in subsequent editions.

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Welcome

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- [Provided Documentation](#) on page viii
- [System Requirements](#) on page ix
- [The DocuMate 3115 Scanner](#) on page x

Congratulations on purchasing your Xerox DocuMate 3115. With this scanner you can quickly scan stacks of single-sided or double-sided pages and place their electronic images on your computer.

Welcome

What's in the Box

Before starting the software installation, please check the contents of the box to make sure that all parts are included. If any items are missing or damaged, contact the dealer where you purchased the scanner.



DocuMate 3115 Scanner



Docking Station
(Optional)



Replacement
ADF Pad



Power Cord



Power Supply



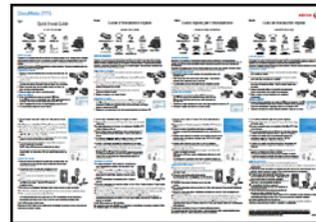
USB Cable



USB Power Cord



Installation Disc



Quick Install Guide



Technical
Support Card

Provided Documentation

The following documentation is provided with your scanner:

- Quick Install Guide—Abbreviated installation instructions.
- Scanner User's Guide—On the Installation Disc; contains detailed installation, scanning, configuration, and maintenance information.
- Readme—Contains the latest information about your scanner and software installation.
- PaperPort User's Guide—On the Installation Disc; contains detailed instructions on using the PaperPort software.
- OmniPage User's Guide—On the Installation Disc; contains detailed feature and configuration information for the OmniPage software.
- Presto! BizCard User's Guide—On the Installation Disc; contains detailed instructions for using the software.
- Online Help—For the scanner configuration, TWAIN and WIA interfaces.

System Requirements

IBM-compatible Pentium 4 PC, or AMD equivalent with:

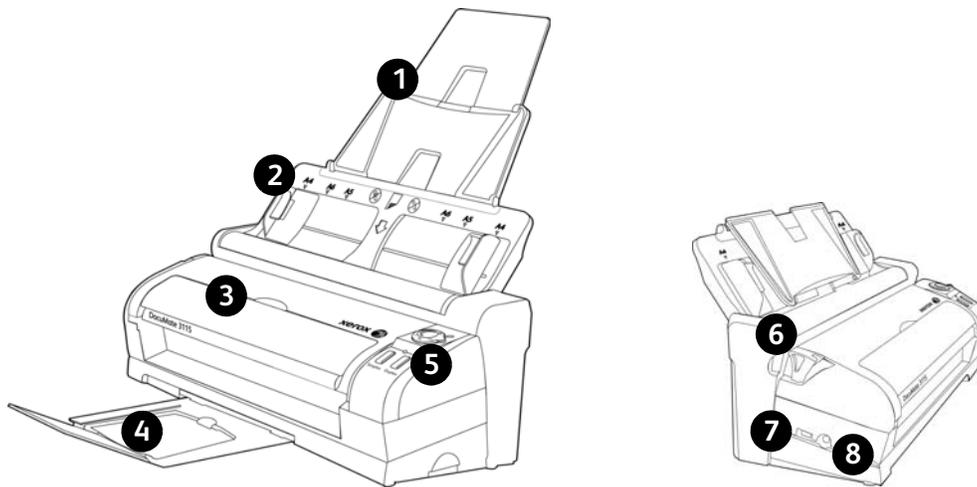
- A DVD-ROM drive
- An available Universal Serial Bus (USB) port
- Microsoft® Windows® operating system: Windows 2000 (Service Pack 4), 32-bit Windows XP (Service Pack 2), 32-bit or 64-bit Windows Vista, and 32-bit or 64-bit Windows 7
The scanner is compatible with Service Pack 3 for Windows XP and Service Pack 1 for Windows Vista.
- *Windows 2000 and XP*: Minimum of 512 megabytes (MB) of internal memory (RAM)
Windows Vista and 7: Minimum of 1 gigabyte (GB) of internal memory (RAM)
- 350 MB minimum of free hard disk space

A VGA or SVGA Monitor

The recommended settings for your monitor are:

- Color quality of 16-bit or 32-bit
- Resolution set to at least 800 x 600 pixels
Refer to your Windows documentation for instructions on setting the color quality and resolution for the monitor.

The DocuMate 3115 Scanner



1

Input Tray

2

Paper Guides

3

Front Feed Tray

4

Output Tray

5

Control Panel

6

Cover Release

7

USB Port

8

Power Jack

Input Tray—Holds a stack of documents in the scanner. Unfolds to support various paper lengths.

Paper guides—Adjust to support various document widths.

Front Feed tray—Open to feed items through the front of the scanner.

Output tray—Holds documents after being scanned.

Control panel—One Touch scanning controls.

Power Switch & Scan Settings Dial—Turn the dial to the right to turn on the scanner power. Numbers 1-6 represent the 6 One Touch scan settings.

Status Light—Shows the scanner's current status.

One Touch Scanner Buttons—Press the Simplex or Duplex button to initiate scanning using the scan settings for the current dial number.

Cover release—Opens the scanner cover.

Universal Serial Bus (USB) port—Connects the scanner to the computer.

Power jack—Connects the power cord to the scanner.

Welcome

Scanner Setup

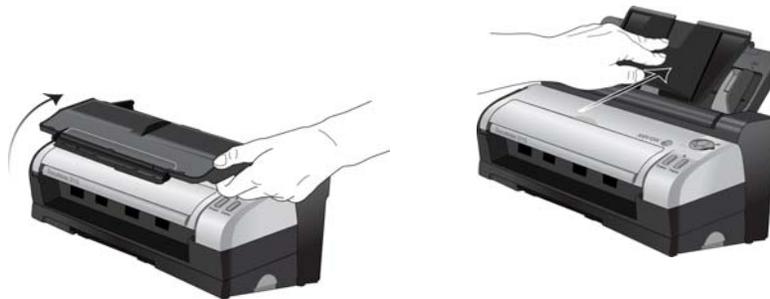
1

This chapter includes:

- [Unpack and Assemble the Scanner](#) on page 2
- [Connect the Scanner Power Cord](#) on page 4
- [Detach or Attach the DocuMate 3115](#) on page 6

Unpack and Assemble the Scanner

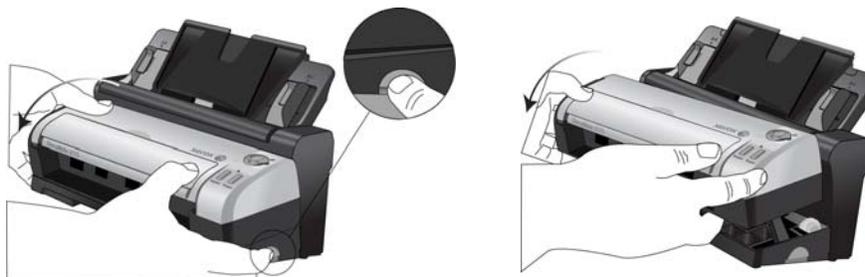
1. Remove the scanner from its protective foam and plastic bag.
2. Remove the tape and protective foam strips from the scanner body and input tray.
3. Lift the paper guide up from the scanner body. Push the tray back until it clicks in place.
If the tray isn't fully seated in position, paper feeding from the input tray may jam in the scanner.



4. Pull the scanner cover release to open the scanner. Remove the foam strip from the inside of the scanner. Close the cover when you are done.



5. Detach the scanner body from the docking station and remove the foam strip from the docking station.
 1. Press and hold the release button on the side of the docking station.
 2. Tilt the scanner body towards the front and lift the scanner out of the Docking Station.

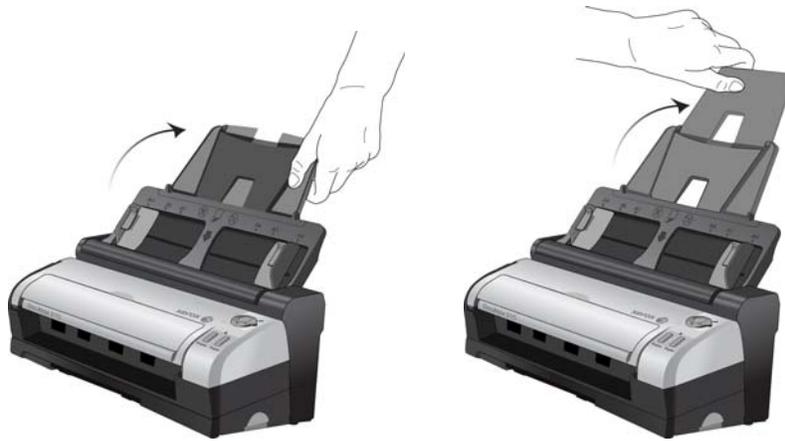


3. Remove the tape and foam strip from the docking station.

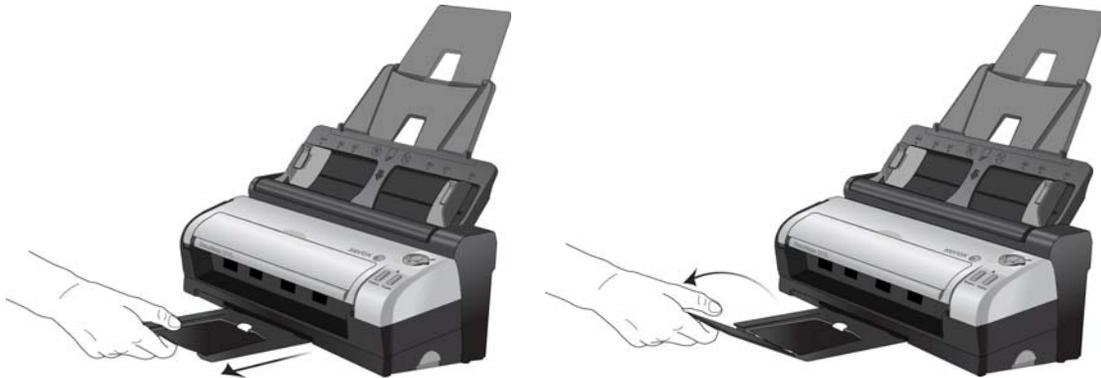
4. Place the scanner body back on the docking station.

Detailed instructions for detaching and attaching the scanner are on page 6.

6. Unfold the Input Tray and Extension from the paper guide.



7. Pull the output tray away from the bottom of the Docking Station, then flip open the output tray extension.



Connect the Scanner Power Cord

You can power the scanner through the standard power cord to a wall outlet, or use the USB power cord to power the scanner through a USB port on the computer.

Connect the Scanner Power to the Wall

1. Plug the power supply into the power port on the scanner.



NOTE: Only use the power supply (either HEG42-240100-7L made by HiTron or DA-24C24 made by ADP) included with your scanner. Connecting any other type of power supply may damage your scanner, and will void its warranty.

2. Plug the power cord into the power supply and into a wall outlet.



Connect the Scanner Power to the Computer

1. Plug the round end of the USB power cord into the power jack on the scanner.
2. Plug the flat end of the USB power cord into an available USB port on the back of the computer.
We do not recommend using a USB hub to power the scanner.



NOTE: Only use the USB power cable included with your scanner. Connecting any other type of USB power cable may damage your scanner, and will void its warranty. If you do not have your USB power cable, you can order a new one by contacting our Customer Service department. Please refer to the Technical Support Card, included with your scanner, for our company contact information, or visit the Parts & Accessories page for your scanner at www.xeroxscanners.com.

Detach or Attach the DocuMate 3115

The DocuMate 3115 scanner body can be removed from the Docking Station to be used as a mobile scanner.

Detach the Scanner Body from the Docking Station

1. Press and hold the release button on the side of the Docking Station.



2. Tilt the scanner body towards the front of the Docking Station to release the scanner from the arms in the Docking Station.

You can release the button on the Docking Station.

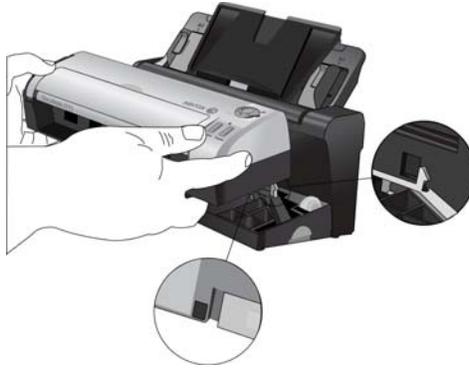


3. Set the scanner body on the desk.



Attach the Scanner Body to the Docking Station

1. Place the front of the scanner body in the front of the Docking Station.



2. Tilt the scanner body into the Docking Station and press on the back of the scanner to lock it into the Docking Station.



Installation

2

This chapter includes:

- [Before You Begin](#) on page 10
- [Install the Software and Connect the Scanner](#) on page 11
- [Register Your Scanner](#) on page 20
- [Installing Additional Applications](#) on page 21
- [View the User Guides](#) on page 22

Before You Begin

Please make sure of the following before you begin installation:

- The information in this guide may cover software not provided with the scanner you purchased. Please disregard any information about the software not applicable to your scanner. Visit our web site at www.xeroxscanners.com for the latest software updates for your Xerox scanner.
- If your computer has AntiVirus or AntiSpyware software running, you may encounter alerts or messages during installation asking you to allow the installation to proceed. Although the messages will differ based on the software your computer is running, in each case you should allow the installation to proceed if that option is available. Alternatively, you can turn off the AntiVirus or AntiSpyware software before installing your scanner, but if you do, make sure to turn it back on again when installation is finished.
- If you already have a scanner connected to your computer, it is recommended that you remove that scanner's driver program prior to installing your Xerox scanner. You can remove these programs from the Windows Control Panel. Please refer to the user manual provided with your other scanner hardware for instructions about removing the driver and software for that unit.
- If your computer is running Windows Vista, you may see the Vista User Account Control screen asking you to confirm system changes. Click the Continue button to allow the installation to proceed.

Install the Software and Connect the Scanner

The installation disc contains the necessary driver, and scanning software, to use your Xerox DocuMate 3115.

To install the software:

1. Start Microsoft Windows and make sure that no other applications are running.
2. Insert the installation disc into your computer's DVD-ROM drive.
The disc automatically starts.



3. The Select Language window opens. Click the drop-down menu arrow and select the language to use. Click **OK**.
4. The disc's Main Menu window opens.

NOTE: If the disc does not start, check the following:

- Make sure the disc drive's door is completely shut.
- Make sure the disc was inserted in the drive in the proper direction (label side up).

To launch the disc manually:

- Open the Windows options for your computer's disc drives.
- Double-click the icon for your DVD-ROM drive.
- The Installation menu for the disc should now open.

If the menu does not open:

- From the list of files on the disc, double-click the file named START32.EXE.

NOTE: The **Scanner Readme** file has late-breaking news about your scanner. The readme file is in HTML format and will open in any standard browser.

5. On the Main Menu, select **Install Products**.



6. Make sure the boxes for **Scanner Driver** and **Visioneer One Touch** are selected.



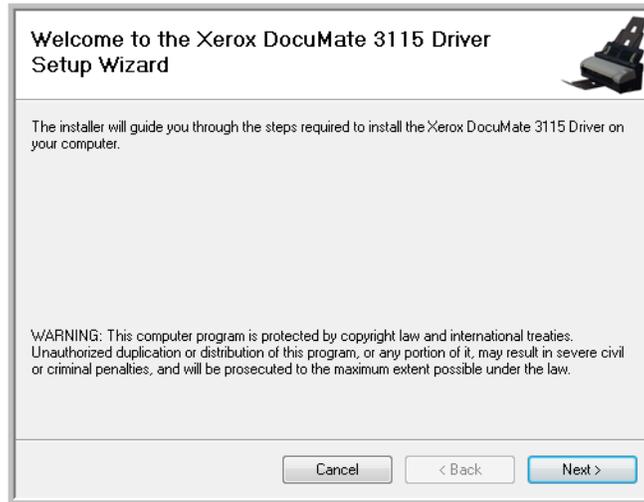
NOTE: The software provided with your scanner may differ slightly from the list shown in the window.

7. Click **Install Now**.

Installing the Scanner Driver

The scanner driver installation will start first.

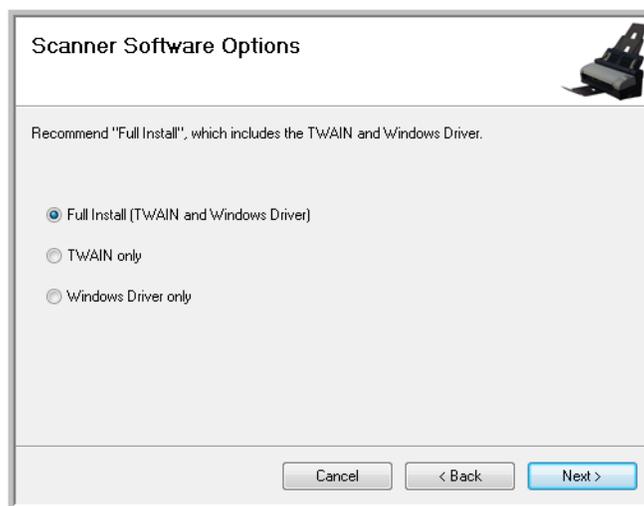
1. The Welcome to the Xerox DocuMate 3115 Setup Wizard opens.



2. Click **Next**.
3. On the Xerox License Agreement window, read the license agreement. If you accept the terms, select **I Agree** then click **Next**.

If you choose not to accept the license agreement, the installation will terminate and the scanner driver will not be installed.

4. The next window lists the choices of the drivers that you can install for your scanner.

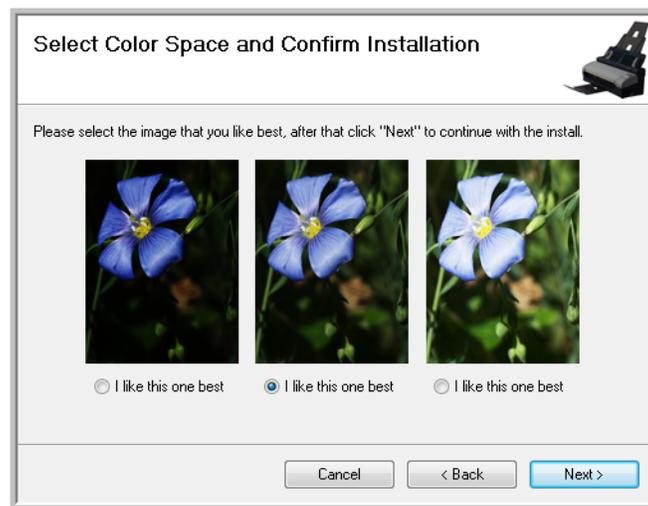


5. Select the option that you want then click on **Next**.
 - **Full Install (TWAIN, ISIS and Windows Driver)**—This is the recommended installation. It installs all of the scanner drivers.

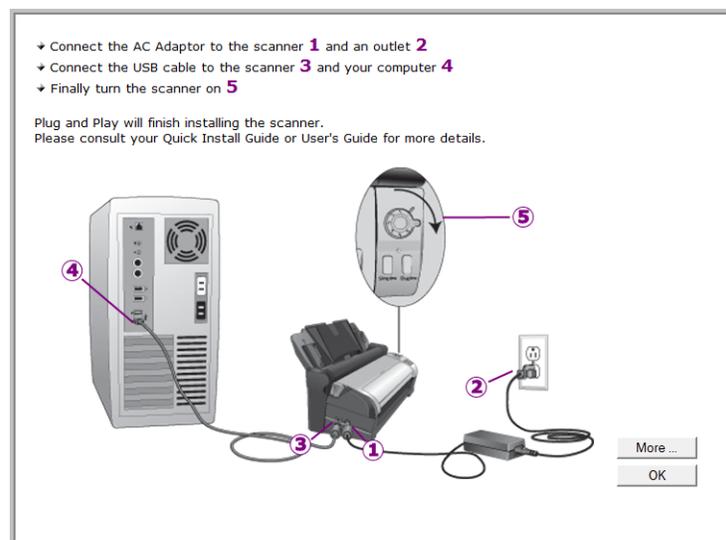
- **TWAIN only**—The TWAIN driver is installed and you can scan from TWAIN scanning applications, and from One Touch when the application is installed.
- **Windows Driver Only**—The Windows Driver is installed and you can scan from One Touch only when the application is installed.

NOTE: If you are using Windows version XP or later, the Microsoft Windows Image Acquisition (WIA) driver is always installed regardless of your selection in this window, and you can scan using the WIA interface from scanning applications that access this driver.

6. A window opens with image quality samples asking you to select an image for your Color Space setting. Select the option that looks best to you and click **Next**.



7. **STOP** when you see the “Complete the installation by connecting your hardware” window. Do **NOT** click **OK** yet. Leave the window open and proceed to the next section.



NOTE: If you do not see this on-screen diagram for connecting the scanner, stop and follow the instructions below.

Connect the USB Cable and Turn on the Power

1. Remove any tape from the USB cable.
2. Plug the USB cable into the USB port on the scanner then into a USB port on the computer.



If the plug does not attach easily, make sure that you are plugging it in correctly. Do not force the plug into either connection.

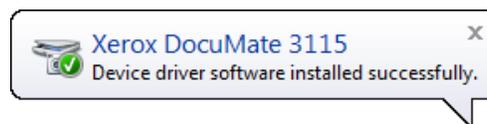
3. Turn the control dial to the right to turn on the scanner.



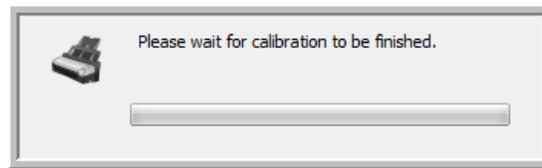
The status light comes on and flashes indicating that the scanner is receiving power.

Your computer recognizes that a scanner has been plugged into the USB port and automatically loads the appropriate software to run the scanner.

If your computer is running Windows version XP or later, you will see a message similar to the one below.

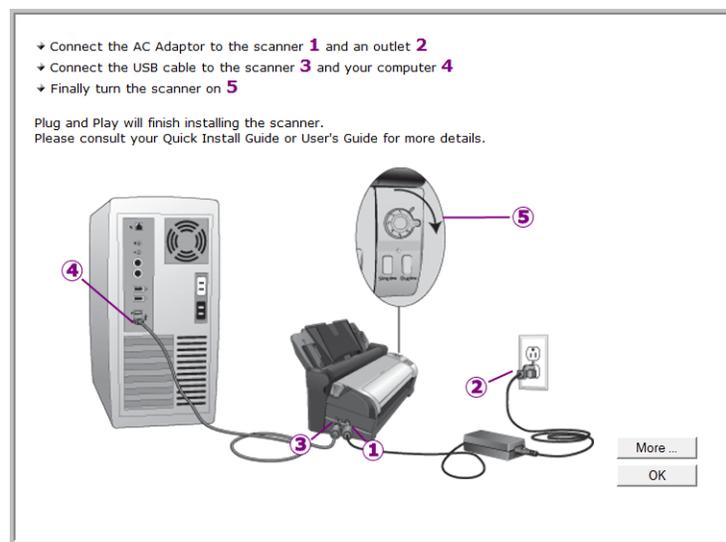


4. A Calibration window opens on-screen after Windows finishes detecting the scanner. The scanner calibrates automatically, and the window will close when calibration is complete.



Depending on the version of Windows you are using, you may be prompted to click **Next** to proceed with calibration, and click **Finish** when calibration is complete. Follow the instructions if you see these on-screen prompts.

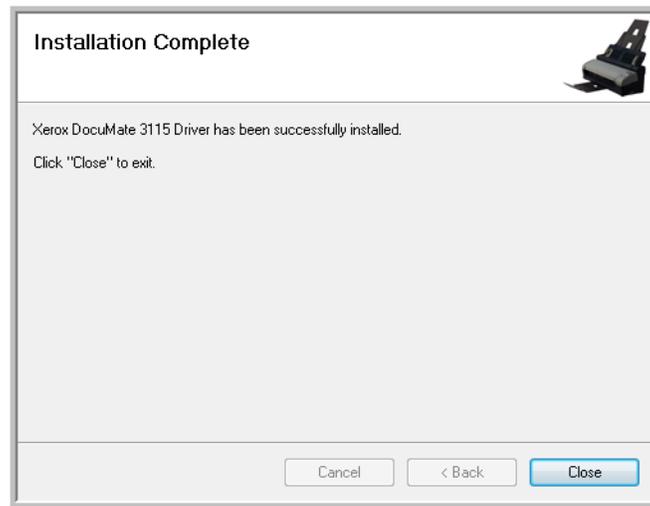
5. When you're certain that the software has completely loaded, return to the "Complete the installation by connecting your hardware" window.



To see a quick overview about accessing and navigating the One Touch Button Panel, click **More**.

6. Click **OK** to complete the installation process.

7. Click **Close** on the Installation Complete window to close and exit the driver installer.



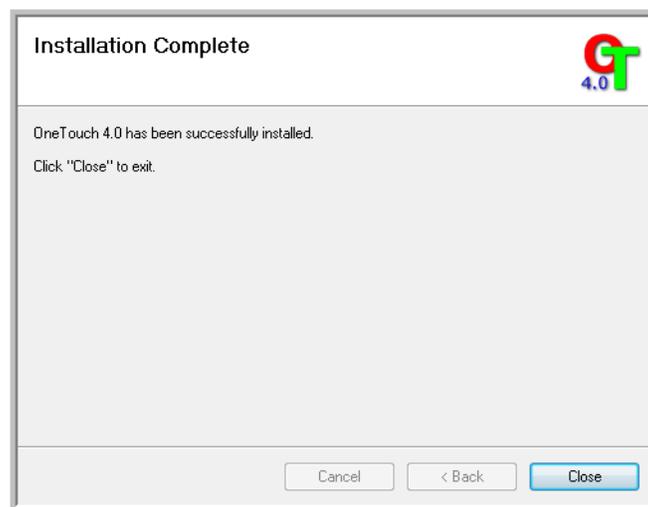
Installing One Touch

The One Touch software installation will start automatically after you click **Close** on the driver Installation Complete window. One Touch is the software needed for the buttons on the scanner to work.

1. Click **Next** on the Welcome to the One Touch 4.0 Setup Wizard.



2. On the Visioneer License Agreement window, read the license agreement. If you accept the terms, select **I Agree** then click **Next**.
If you choose not to accept the license agreement, the installation will terminate and One Touch will not be installed.
3. Click **Close** on the Installation Complete window to close and exit the software installer.



If you selected other software to install from the DVD, such as Nuance PaperPort, the installation for that software will automatically start after you click **Close** on the Installation Complete window. Follow the instructions on-screen to install each application you selected.

Register Your Scanner

Registering your scanner is important as it provides you with access to our free telephone support service. Registration also gives you free access to software updates for your scanner.

To register your scanner:

You will need an active internet connection to register your scanner. If you do not have internet access you can contact our customer service department to register the scanner. Please refer to the Technical Support Card, that you received with the scanner, for our customer service contact information.

1. Open an Internet Explorer window, or any other internet browser you have installed on your computer.
2. In the web address field type www.xeroxscanners.com.
3. Press Enter on your computer's keyboard or click the option on screen to go to the web address.
4. When the Xerox scanners web page loads click on Register Your Product.
5. Fill in the registration form, all required fields have an asterisk (*).

NOTE: A valid email address is required for registration.

6. You will be asked to enter the serial number for the scanner, it is located on the back of the scanner.

The Serial Number



7. After filling in the form, click on **Submit Your Registration** to complete the registration.

Installing Additional Applications

Your scanner includes free, additional applications as described in the table below.

1. Return to the disc's Main Menu and click **Install Products**.
2. Select the additional applications you want to install, then click **Install Now**.

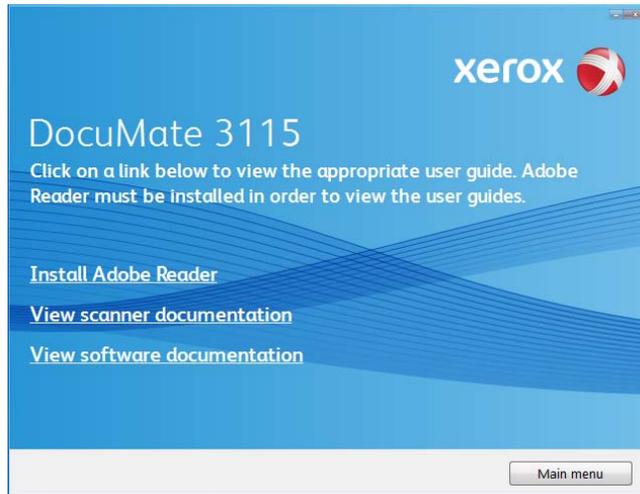


3. Follow the instructions on the screen to install each of the additional applications.

Software	About the Software
Nuance PaperPort	PaperPort is a document management software application. The PaperPort scanning features allow you to insert new pages into an existing file and name your file immediately after scanning. From within the PaperPort desktop you can sort your documents and move them between folders as you would through the Windows My Documents folder. You can reorder the pages in a PDF file, and unstack a document so all the pages are resaved as individual files. PaperPort also has some basic image editing options in the PaperPort PageView, such as; adding notes to image files, modifying image colors, and touch up the image using the erase and/or auto-correct options.
Nuance OmniPage® Pro	OmniPage Pro provides precision OCR analysis, advanced layout detection, and Logical Form Recognition™ (LFR) technology. Advanced security features quickly turn office documents and forms into over 30 different PC applications for editing, searching and sharing. Custom workflows handle large volumes of documents, and you can use its tools to print to PDF.
Adobe® Reader®	Adobe Reader is a stand-alone application that you use to open, view, search, and print PDF files. This application is located on the disc in the User Guides section.
NewSoft Presto! BizCard®	BizCard quickly and easily converts the vital contact information on business cards into a convenient, searchable, digital database that can be easily synchronized between PC's, notebooks, PDA's and PIM's.

View the User Guides

1. Return to the disc's Main Menu and click on **User Guides**.



The User Guides are in Adobe® PDF format. If you need to, click **Install Adobe Reader** to install it now. Follow the instructions on the installation windows.

If your computer already has Adobe Reader installed, please do not select it unless the version provided on the installation DVD is a newer version than the one currently installed on your computer.

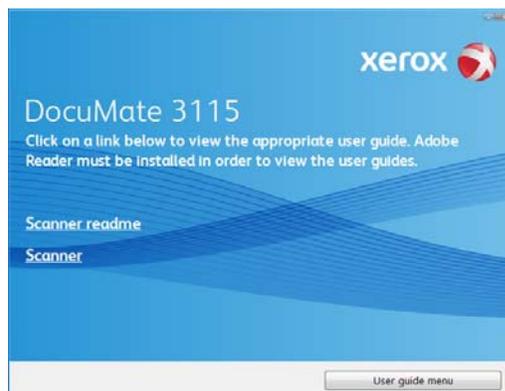
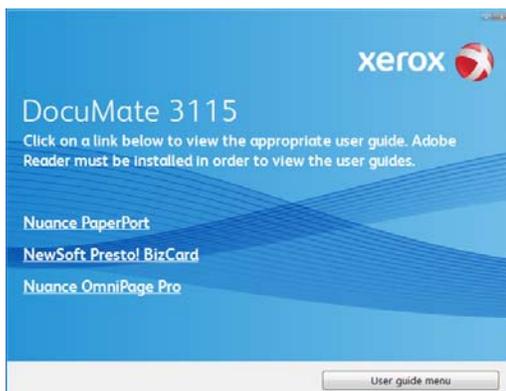
2. Click on **View scanner documentation** to access the scanner user guide and other documentation related to using the scanner's One Touch features.

Click on **View software documentation** to access the user guides for the software applications provided with the scanner. For instance, the Nuance OmniPage user guide is in this section.

From either of these user guide windows, click on the **User guide menu** button to return to the main user guide window, then select the other documentation section to view the user guides.

Scanner documentation window

Software documentation window



3. Click the name of a User Guide you want to view and it will open in Adobe Reader. Use the Adobe **Save** command to save that User Guide on your computer.
4. When you're finished, click **Main Menu** to return to the Main Menu window and click **Exit**.
5. Remove the installation disc and store it in a safe place.

That's it! Installation is finished and your Xerox DocuMate 3115 is ready to scan.

Loading Documents to Scan

This chapter includes:

- [Scan from the Input Tray](#) on page 26
- [Scan from the Front Feed Tray](#) on page 28
- [Scanning Interfaces](#) on page 33

This chapter illustrates scanning with the buttons on the scanner. After loading documents in the scanner, as described below, you can also scan using the One Touch Button Panel on screen, or using a scanning application.

NOTE: Always remove any staples or paper clips from documents before inserting them into the scanner. Staples and paper clips can jam the feed mechanism and scratch the internal components. Also remove any labels, stickers, or Post-It™ notes that may come off during the scanning process and get stuck in the scanner. Misuse as described here will void your scanner's warranty.

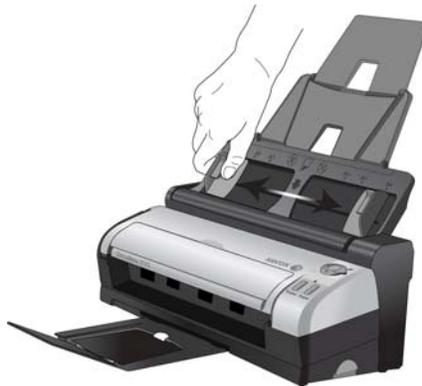


Scan from the Input Tray

First, if the front feed tray is open, close it before scanning from the input tray. The paper will jam in the scanner if the front feed tray is open while scanning from the input tray.



1. Adjust the paper guide for the width of paper, and make sure the input and output trays are fully extended.



2. Load the documents into the scanner *face down* with the tops of the page inserted into the scanner.



3. Turn the control dial to the setting you want to use to scan, align the number to the registration mark on the scanner.



4. For one-sided scanning press the **Simplex** button.
For two-sided scanning press the **Duplex** button.



Scan from the Front Feed Tray

Scan from the Front Feed tray when the scanner body is not attached to the Docking Station. When the scanner is attached to the Docking Station, you can still scan using the front feed tray for single items such as thick paper, embossed plastic cards, plastic identification cards, business cards, and other items.

NOTE: Do not attempt to load documents into the Docking Station input tray while you have an item in the scanner fed in from the front. You can only load items into the scanner from either the Front Feed tray or the input tray at each scan time. The scanner will jam if you load paper into the input tray after an item has already been fed into the front.

Scan Using AutoLaunch

When you insert an item into the front feed tray, it is automatically scanned and the image is sent to a destination location or application on your computer, or to a network drive.

1. Flip open the front feed tray from the scanner body.



- Turn the control dial to the setting you want to use to scan, align the number to the registration mark on the scanner.



- Place an item *face down*, on the front feed tray, aligned to the registration marks on the tray and insert it into the front of the scanner.



- The scanner pulls in the item, scans and ejects it out of the front.
- A scan progress window opens and the image(s) are sent to the selected application in the One Touch software for the currently selected control dial number.

Turn AutoLaunch Off/On

If you want to scan from One Touch button panel on screen, or to be able to place a page in the scanner and wait until you are ready to initiate the scan, you can turn the AutoLaunch feature off. This option is in the Device Settings for your scanner's hardware properties.

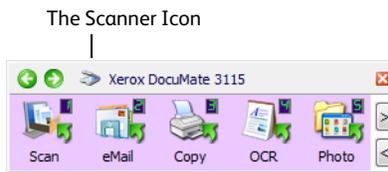
To turn AutoLaunch off or on:

- Click on the One Touch icon in the Windows notification area on the right side of the screen.

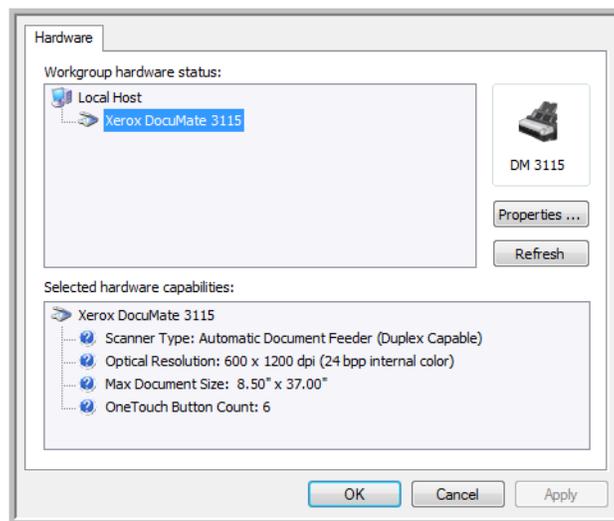
The One Touch Icon



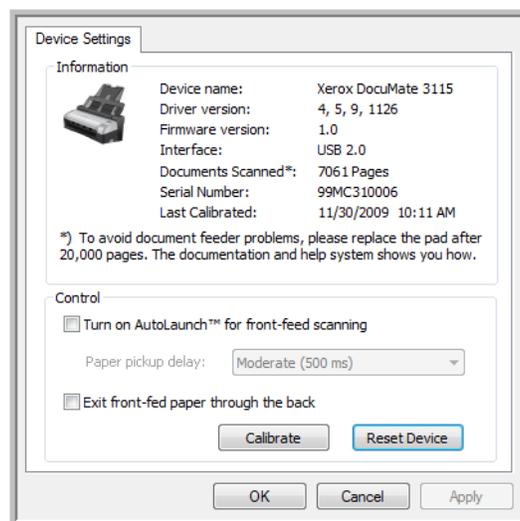
2. Click on the scanner icon to the right of the green buttons, in the title bar of the One Touch button panel.



3. Click on the Properties button in the hardware properties window.



4. In the Device Settings tab, click on **Turn on AutoLaunch for Front Feed Scanning** to deselect this option.



5. Click on **OK** to save the changes and close the window. Click on **OK** to close the Hardware Properties window.

The AutoLaunch feature is now turned off. Your scanner will not start scanning until you click on the scan button on the One Touch button panel, or on the scanning interface from the application you are using.

To turn AutoLaunch back on, follow the instructions in this section and click on the option in step 4 to select to enable the feature.

- **Paper pickup delay**—If the AutoLaunch option is enabled, the Paper pickup delay option also becomes available. The Paper pickup delay is the amount of time you want the scanner to wait until it feeds the item into the scanner to start scanning.

Scan from the One Touch Buttons

Scanning using the buttons on the scanner works like inserting a page in the scanner when AutoLaunch is turned on.

1. Turn the control dial to the setting you want to use to scan, align the number to the registration mark on the scanner.



2. Place an item *face down*, on the front feed tray, aligned to the registration marks on the tray and insert it into the front of the scanner.



3. For one-sided scanning press the **Simplex** button.
For two-sided scanning press the **Duplex** button.



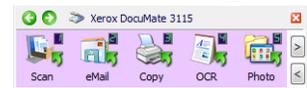
Scanning Interfaces

If you selected the recommended installation options (see page 13), then you have several different options to scan with your Xerox DocuMate 3115 scanner. Each method scans equally well, so use the one with appropriate options for the item you are scanning.

- **One Touch**—When you press either the Simplex or Duplex button, documents are scanned using the scan settings assigned to the selected number on the dial. The scanned images are then sent to a destination on your computer or network drive. See "Scanning From One Touch" on page 35.



- **One Touch Button Panel**—Use this scan option when you want to scan from the computer screen. Scanning from the on-screen One Touch Button Panel is the same as selecting a scanning option on the scanner, except you click an icon that represents the function number. See "Scan from the One Touch Button Panel" on page 37.



- **TWAIN Interface**—This option uses your scanner's TWAIN interface to scan. Select scanning options before scanning, put the document in the scanner, then click the Scan button in the TWAIN interface window. See [Scanning from TWAIN](#) on page 91.



- **Windows Image Acquisition (WIA)**—This option uses the Microsoft Windows set of choices for scanning. Select the WIA scan settings, put the document in the scanner, then click the Scan button in the WIA window. See [Scanning from WIA](#) on page 97.



Scanning From One Touch

This chapter includes:

- [Default One Touch Settings](#) on page 36
- [Scan from the One Touch Button Panel](#) on page 37
- [Features of the One Touch Button Panel](#) on page 38
- [Configuring the One Touch Buttons](#) on page 39
- [Scan and Burn to a CD](#) on page 63
- [Scanning with Event Forwarding \(STI\)](#) on page 64
- [Creating an HTML Web Page from Your Scanned Documents](#) on page 65
- [Transferring Scanned Documents to Storage](#) on page 66
- [Scanning with Optical Character Recognition \(OCR\)](#) on page 71
- [Selecting One Touch OmniPage OCR Options](#) on page 75
- [One Touch with Kofax VRS Technology](#) on page 84
- [Changing the Hardware Settings](#) on page 88

Based on the recommended full installation of the scanner driver and the Visioneer One Touch software, One Touch is your main scanning interface for using the scanner. The One Touch settings dial, on the scanner, shows which scan settings will be used for scanning.

The One Touch Button Panel, that you see on the computer screen, shows the pre-set function for each button (such as eMail) and the icon of the destination (called the Destination Application) where the images will be sent when scanning is finished. In the example below, setting 1 will scan and send the pages to PaperPort.



The One Touch button panel shows which scan setting will be used for scanning, in this case scan to PaperPort.

Default One Touch Settings

The button names, such as eMail or Copy, indicate the original factory settings for a button. You can change any of these settings. Please see [Configuring the One Touch Buttons](#) on page 39 for instructions.

For example, the eMail button is set up to scan documents then immediately attach them to a new eMail message in your default eMail program. The email application will default to the email program specified in the internet options of Internet Explorer.



A folder icon for a button means that the button is set up to archive the scanned item. The scanner sends the scanned image directly to a folder without opening the image first in a Destination Application.



A question mark for a button means your computer does not have the appropriate software or hardware for the initial factory settings. In that case, you would probably want to change the name and Destination Application to something else.



If OmniPage or One Touch OmniPage Module is not installed, then the options for sending to word processing applications such as Microsoft Word will not be available.



NOTE: The default page size in each configuration is based on your computer's Windows setup of United States or Metric Units.

- If United States is the selected measurement, the default page size in each profile will be based on the Imperial standard paper sizes such as 8.5" x 11".
- If Metric is the selected measurement, the default page size in each profile is based on the ISO 216 standard and the majority of the profiles will default to A4.

Scan from the One Touch Button Panel

Scanning from the button panel on your computer's screen works like pressing a button on the scanner. The scanner scans the item, then sends the image to the Destination Application indicated by the button's icon.

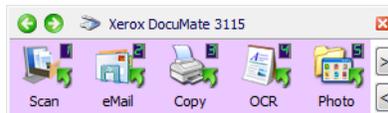
To scan from the One Touch Button panel:

1. Load the documents *face down* with the top of the pages inserted into the Automatic Document Feeder.
2. Click on the One Touch icon in the Windows notification area (at the lower right corner of the screen.)

One Touch Icon



3. The One Touch Button Panel opens and shows the first five on-screen scanning buttons.



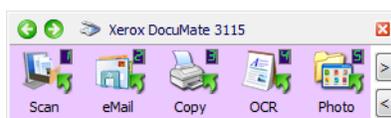
4. Click the button you want to use to scan.
5. A scan progress window opens and the image is sent to the selected application for the One Touch button.
6. You can now work with the image in the Destination Application.

Features of the One Touch Button Panel

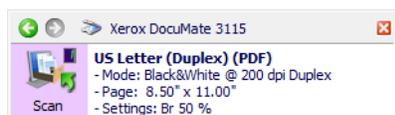
The One Touch panel is your on-screen set of controls for the scanner. From the panel you can access the hardware settings for your scanner and configure the Scan button.

Click on the One Touch icon to open the panel.

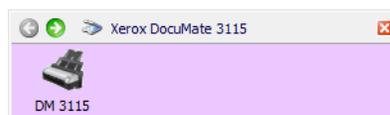
The Button View



The Detail View



The Hardware View



The Title Bar

- Green arrows—click to cycle through the panel's 3 views.
- Scanner icon—click to open the scanner's hardware properties.
- Red "X"—click to close the One Touch panel.

The Button View

- *Left-click* on a Destination Application icon to start scanning.
- *Right-click* on a Destination Application icon to open the One Touch Properties.
- *Left-click* on the arrow buttons, on the right side of the panel, to view the rest of the One Touch buttons.

The Detail View

- *Left-click* on a Destination Application icon to start scanning.
- *Right-click* on a Destination Application icon to open the One Touch Properties.
- *Single-click* on the detailed information to open the One Touch Properties.

The Hardware View

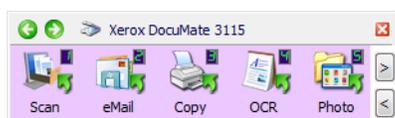
- *Left-click* on the scanner icon to return to the Button view.
- *Right-click* on the scanner icon to open the scanner's hardware properties.

Configuring the One Touch Buttons

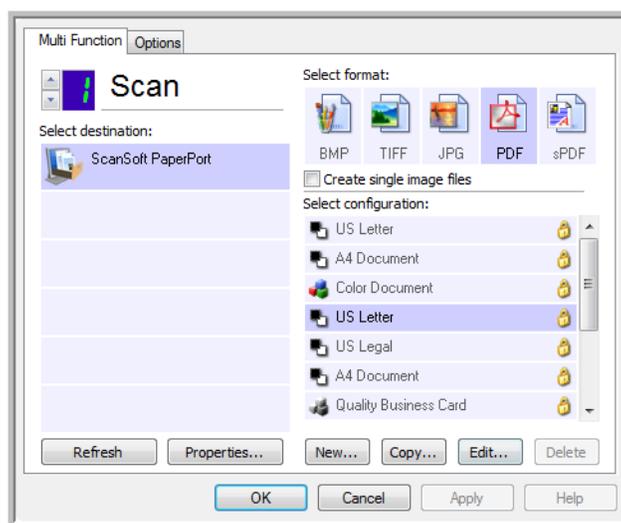
When you installed the scanner, the software configured each One Touch button with appropriate settings consisting of: a **Destination Application**, a **Scan Configuration**, and a **File Format**.

1. Click on the One Touch icon.
2. Right-click a button on the One Touch Button Panel.
3. The One Touch Properties window opens.

One Touch Icon



Right-click on a button (for example, button 1) and the Properties window opens for that button.



The One Touch Properties window will also open when you press, hold down for 3 seconds, and release the Simplex or Duplex button.

NOTE: Some of the options on the One Touch Properties Window are “grayed out” and are not available, these options are not appropriate for your scanner model.

Changing a Button setting

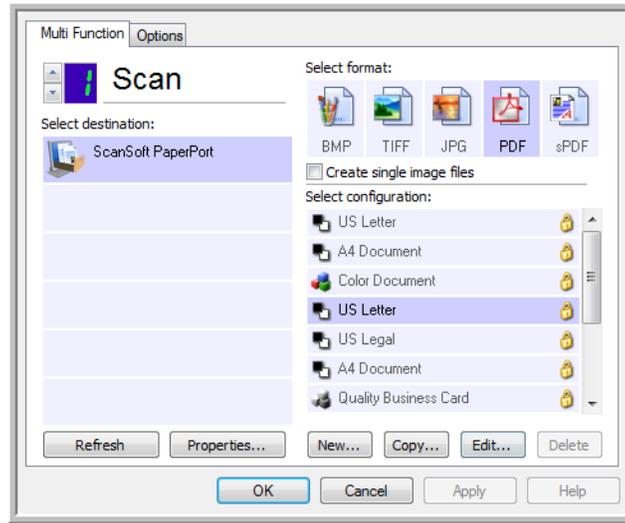
1. Click on an application name in the **Select Destination** list.
2. Select a file format in the **Select Format** panel.
3. Select a scanning configuration in the **Select Configuration** list.
4. Click on **OK** to save the changes.
5. Place a page in the scanner.
6. Click on the button that you made the changes for.
7. The scanner starts scanning and sends the image to the application, with the file format and scanning configuration you specified.

NOTE: The next section contains detailed information on making changes to the One Touch Properties window.

Selecting New Settings

Click the Options tab to select options.

Select the Destination Application that will open when you are finished scanning. You use the destination application to view and work with your scanned images.



Select a file format for your scanned images.

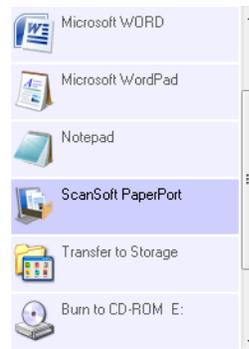
Select a configuration for scanning the item.

The settings on the One Touch Properties window are:

LED Number—Click the up or down arrow to cycle through the One Touch buttons.

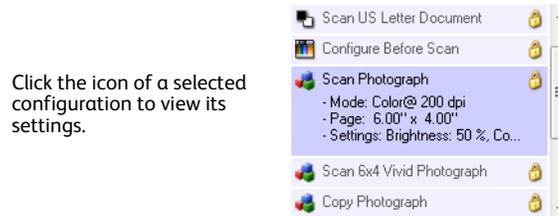
Select Destination—The list of Destination Applications that One Touch can send a scanned image to so that this application opens immediately after scanning is complete.

Select the application you want One Touch to send the scanned image to.



NOTE: If you select a word processing program such as Microsoft WordPad or Microsoft Word that can be used for OCR (such as TXT or RTF), the text in scanned images is automatically converted to word processing text.

Select Configuration—The list of available scan configurations for the selected button. The configuration’s basic settings include: scanning mode, resolution (dpi), page size, brightness (Br), and contrast (Cr). To see a selected scan configuration’s settings, click its icon. Click the icon again to close the detailed information.



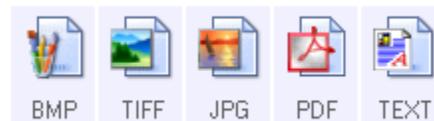
These icons next to each scan configuration indicate the scanning mode.



See the sections [Creating a New Scan Configuration](#) on page 42 and [Editing or Deleting Scan Configurations](#) on page 49.

NOTE: Use Configure Before Scan if you want to set the scanning mode manually before scanning. See [Configure Before Scan](#) on page 50.

Select Format—A set of file formats for the scanned image for the selected button. The formats are based on the type of Destination Application you select. This example shows the formats that apply to Transfer to Storage.



The icon names indicate their file types. See [Selecting Document and File Format Options](#) on page 52 for more information about the available formats.

Options tab—Displays a window for selecting options related to the selected Destination Application for the scanned image. See [Selecting Options for One Touch](#) on page 55 for instructions on configuring the list of available destinations.

Properties button—Displays a window for selecting properties for each type of Destination Application. See [Setting Destination Application Properties](#) on page 57.

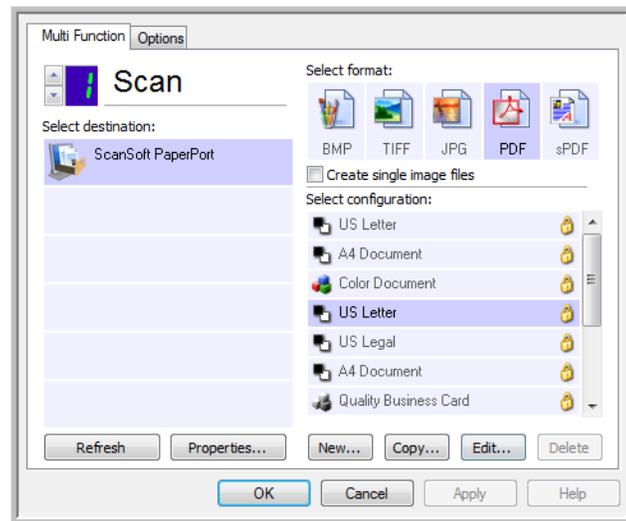
Refresh button—Updates the links between all your computer’s Destination Applications and One Touch 4.0. If you install new software that can be used as a Destination Application, click the **Refresh** button to link the new software to One Touch 4.0

New/Copy/Edit/Delete buttons—Click **New** or **Copy** to add new scan configurations to the list. Click **Edit** or **Delete** to change or remove them.

OK/Cancel/Apply buttons—**OK** accepts any changes and closes the window. **Apply** accepts any changes but leaves the window open so you can continue making additional changes. **Cancel** closes the window without accepting any changes.

Creating a New Scan Configuration

The scan configurations are where you select the scanning resolution, brightness, mode (color, black&white, or grayscale), and a number of other settings.



To create a new configuration:

1. Scroll through the applications in the Select Destination list and click the application you want for the new scan configuration.
2. Click the **New** button.
If you want to start from the settings of another configuration, select the configuration, then click the **Copy** button.
The Scan Configuration Properties dialog box opens.

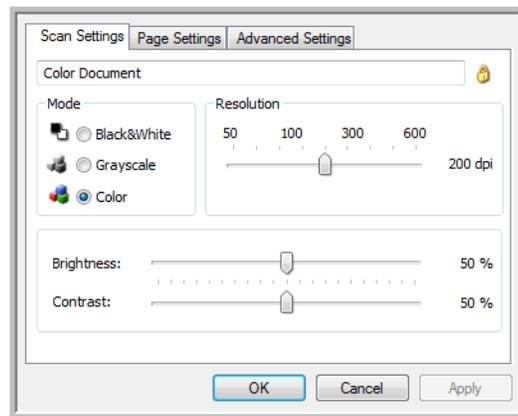
The Scan Settings Tab

1. On the Scan Configuration Properties dialog box, type a name.

Type a new name for the configuration.

Select the scan mode and drag the slider to set the resolution.

Drag the sliders to set the Brightness and Contrast.



If the configuration is locked, click the lock to unlock it. The icon becomes a key.

2. Select scan settings for the new scan configuration.

Mode—Select a scanning mode:

- **Black&White** to scan in black and white. For example, letters and memos are usually scanned in black and white.
- **Grayscale** to scan items such as documents containing drawings or black and white photographs.
- **Color** to scan color photographs and other color items. Color scans have the largest file size.

Resolution—Drag the slider to the right or left to adjust the dots per inch (dpi) of the resolution. The higher the dpi setting, the sharper and clearer the scanned image. However, higher dpi settings take longer to scan and produce larger files for the scanned images.

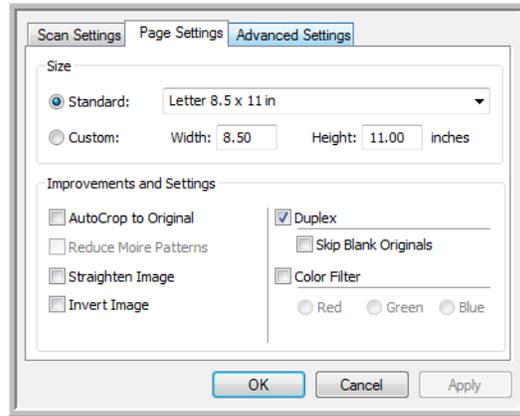
Brightness—Sometimes an image is scanned with the brightness and contrast set too light or too dark. For example, a note written with a light pencil may need to be scanned darker to improve legibility. Increasing or decreasing the brightness makes the scanned image lighter or darker.

Contrast—The difference between the lighter and darker portions of the image. Increasing the contrast emphasizes the difference between the lighter and darker portions, decreasing the contrast de-emphasizes that difference.

3. If you want to lock the configuration, click the key icon to change it from a Key to a Lock.
4. Click **OK** if you are done making changes for this configuration.

The Page Settings tab

Click the **Page Settings** tab to select options applicable to how you want the image to appear after scanning.



Click the name to toggle between inches and millimeters.

Standard—Click the menu arrow and choose a page size from the list.

Custom—Enter the horizontal and vertical page dimensions in the boxes. Click the name of the units, inches or millimeters, to toggle between them.

Improvements and Settings—Only the options that apply to the selected scanning mode on the Scan Settings tab are available.

- **AutoCrop to Original**—Select this option to let the scanner automatically determine the size of the item being scanned.
Always use the paper guides on the scanner so the page is not skewed. Skewed pages may not crop properly.
- **Reduce Moiré Patterns**—Moiré patterns are wavy, rippled lines that sometimes appear on the scanned images of photographs or illustrations, particularly newspaper and magazine illustrations. Selecting **Reduce Moiré Patterns** will limit or eliminate moiré patterns in the scanned image. This option is only available at lower resolutions.
- **Straighten Image**—Select this option to let the scanner automatically determine if a page is skewed, then straighten its image. If the page is fed through at too great of an angle, the image may not straighten correctly. In that case, re-scan the page using the paper guides to feed the paper in straight.

- **Invert Image**—Only available for Black&White Mode, this option reverses the black and whites of an image.

Original Image

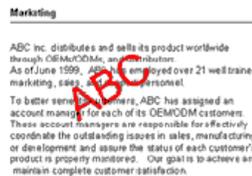


Inverted Image

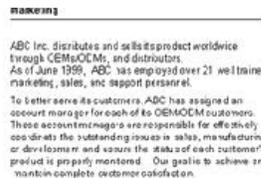


- **Duplex**—Scan both sides of the page. If this option is not selected, the scanner will scan the face-up side of the page only.
The Simplex and Duplex buttons on the scanner take precedence over the One Touch settings. In other words, if the LED number on the scanner is configured to scan as Duplex, but you press the Simplex button, the scanner scans in Simplex, and vice versa.
- **Color Filter**—Color filter is the ability of your scanner to automatically remove a color from a scanned image. For example, if you are scanning a letter with a red watermark, you can choose to filter out the red so the scanned letter just shows the text and not the red watermark. Color filter applies to Black & White or Grayscale scanning modes.

The original with a red watermark over black text.



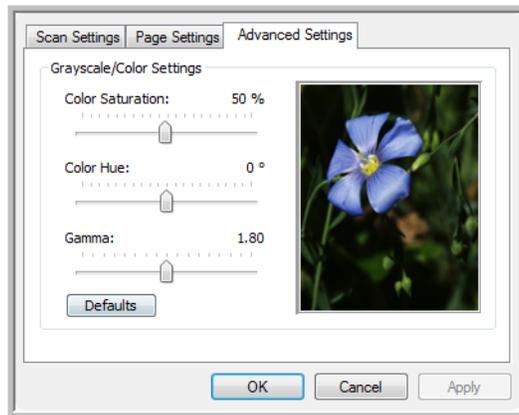
The scanned item with the red filtered out.



If you are finished making changes to the configuration, click on **OK** to save the settings and close the window.

The Advanced Settings tab

1. Click the **Advanced Settings** tab.
The options of the Advanced Settings tab are for the Color or Grayscale scanning mode.



2. Drag the sliders to the left and right to change the color settings. As you do, the image changes to show the effects of the new settings.

Saturation—the strength or purity of a color. This option is only available when the selected scan mode is Color.

Hue—the color your eyes see as reflected from the image. This option is only available when the selected scan mode is Color.

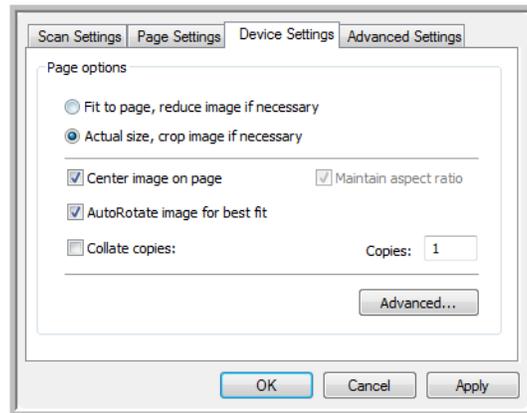
Gamma—is the tone curve and the starting point for image enhancement. As you raise or lower the Gamma value, the values at which Color Saturation, Color Hue, Brightness and Contrast affect the image are changed. It is recommended that you keep the default Gamma value or adjust this setting before adjusting the other options. This option is available for both Color and Grayscale scanning.

3. Click **OK** to save the new configuration.
It will now be in the list of Scan Configurations on the One Touch Properties window for the appropriate Destination Applications.

The Device Settings Tab

A Device Settings tab is on the Scan Configurations dialog box when your selected Destination Application sends the scanned image to a printer, fax application, or other device. You use the options on the Device Settings tab to select settings for the device.

1. Click on the **Device Settings** tab.



Fit to page, reduce image if necessary—If the scanned image is too big to be printed or faxed on a single page, the image will automatically be reduced to fit the page.

Actual size, crop image if necessary—If the scanned image is too big to be printed or faxed on a single page, the image will automatically be cropped around its edges to fit on the page.

Center image on page—The image will be printed in the center of the page instead of at the top left corner.

Maintain aspect ratio—The aspect ratio is the length-to-width relationship of the image's dimensions. Select this option so the image's relative proportions remain constant.

AutoRotate image for best fit—If the image is a Landscape format and the device is printing in the Portrait mode, or vice versa, rotate the image to fit on the page.

Collate copies—If you are printing more than one page, collate the copies. Enter the number of copies in the **Copies** box.

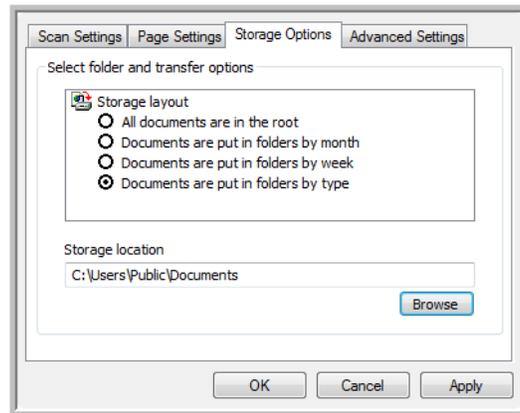
Advanced—Click to see additional settings for the device. The dialog box that opens is specific to the device. For example, if the device is your printer, the dialog box is your printer's setup settings.

2. Click **OK** or **Apply**.

The Storage Options Tab (Archive)

A Storage Options tab is on the Scan Configurations dialog box when the Destination Application is Transfer to Storage. You use the options on this tab to select where to save your scanned items for storage when scanning with that particular Scan Configuration.

1. Click on the **Storage Options** tab.



2. Click the Storage Layout options you want.

All documents are in the root—The scanned documents are saved in the root of the folder specified in the Storage Location.

Documents are put into folders by month, week, or type—Folders are created based on your selection (month, week, or file type) and the scanned documents are saved in those folders. New folders are created for each month and week so you can keep track of when you scanned the documents.

3. If you want to store your archive documents in some other location, click the **Browse** button to specify the new location.
4. Click **OK** or **Apply**.

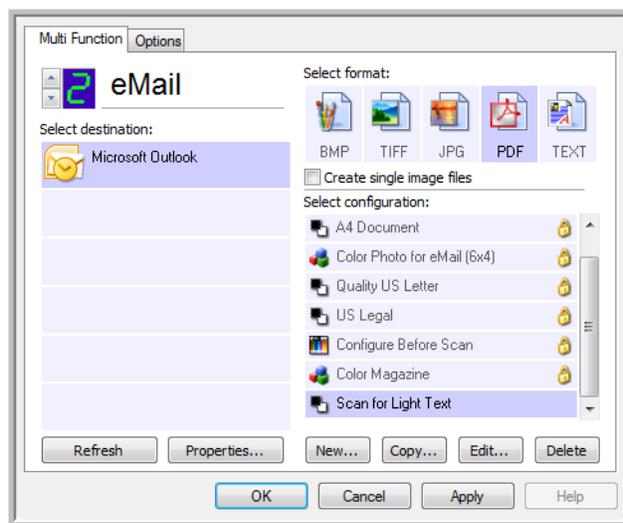
Editing or Deleting Scan Configurations

Editing and deleting is normally for the configurations you create, not for your scanner's pre-set configurations.

NOTE: Your scanner comes with a number of configurations pre-set at the factory. To ensure that your scanner will always have a set of correct scan configurations, do not delete the pre-set configurations. We also recommend that you keep those configurations locked so they are not inadvertently deleted. That way, you will always have the factory-settings available. If you do delete or edit them, and want to get the factory pre-sets back again, you will need to uninstall then re-install your scanner.

To edit or delete a scan configuration:

1. Open the One Touch Properties window.
2. Select the scan configuration you want to edit or delete.



Select the scan configuration to edit or delete. It must be unlocked, as indicated by not having a lock displayed here.

- To delete the configuration, click the **Delete** button.
 - To edit the configuration, click the **Edit** button.
Edit the settings and click **OK**.
3. Click **OK** to close the One Touch Properties window.

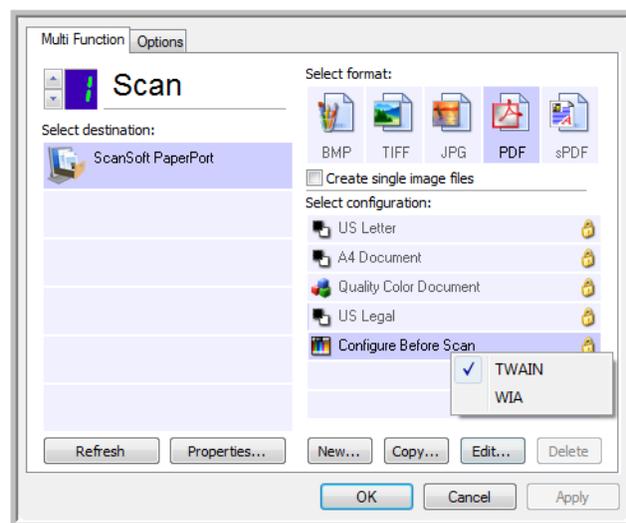
Configure Before Scan

You can set up the scanner so that, when you press a button or click it on the Button Panel, a different scanning interface opens before the scanning starts. To set up the scanner for this capability, you select **Configure Before Scan** from the scan configuration list.

Choosing **Configure Before Scan** simply opens either the TWAIN or WIA scanning interface when you press a button. You can then use the interface to change the Resolution, Scan Mode, and other settings. When you scan, the scanned image will still be sent as the file type and to the same Destination Application already selected in the One Touch Properties window for that button.

To set Configure Before Scan

1. Open the One Touch Properties window.
2. Select the scan configuration **Configure Before Scan**.



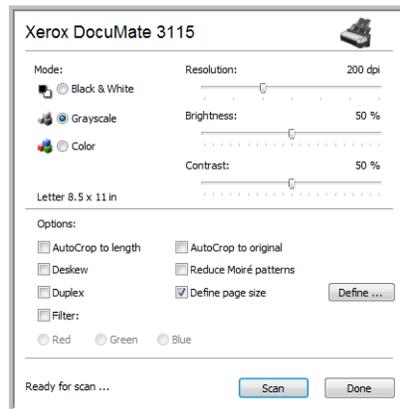
Select then right-click on **Configure Before Scan** to get the menu, and choose the interface to use for scanning.

3. Right-click on **Configure Before Scan** and choose an interface to use for configuring before scanning.
TWAIN—The TWAIN Interface opens for you to make changes prior to scanning. See [Scanning from TWAIN](#) on page 91.
WIA—The Windows Image Acquisition (WIA) Interface opens for you to make changes prior to scanning. See [Scanning from WIA](#) on page 97.
4. Click **OK** or **Apply** on the One Touch Properties window.

To Scan Using Configure Before Scan

1. Click the button you set up to use **Configure Before Scan**.
2. The TWAIN Interface opens.
3. Choose your scan settings, such as the Picture Type of Color, Grayscale or Black & White, Resolution in DPI, and Page Size.

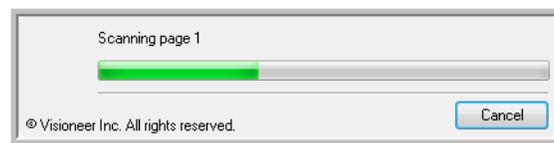
4. Click the **Scan** button on the TWAIN Interface.



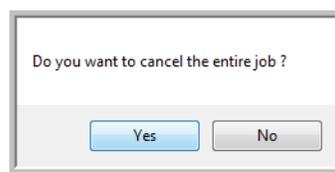
5. The item is scanned. When finished, click the **Done** button and the image will be sent to the Destination Application specified in the One Touch 4.0 Properties window. In the example shown on the previous page, the Destination Application is Paint.

Canceling a Configure Before Scan

1. Click **Cancel** in the scanning progress window.



2. The following window will open asking if you want to cancel the entire job.



- **Yes**—Scanning stops and all pages scanned in this batch, up to this point, will be deleted. The TWAIN interface will close and you can restart your scan from the beginning. Choose **Yes** if the TWAIN scan settings are incorrect for your current scanning batch. For instance, the Picture Type is Black & White but you want to scan your documents in color. Choose **Yes** to delete any scanned pages, then start over but select the correct picture type before scanning.

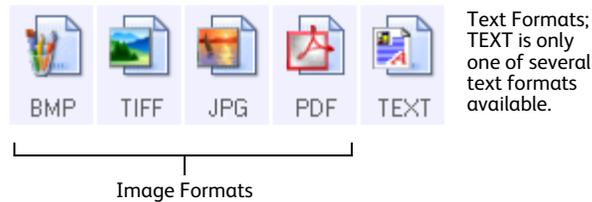
- **No**—Scanning stops, but all pages scanned in this batch, up to this point, are not deleted and the TWAIN interface remains open. You can place a new page in the scanner, adjust the TWAIN settings for it, then click the **Scan** button in the TWAIN interface to continue scanning. At the end of the scanning batch, all pages from the first portion of the scan and second will be sent to the Destination Application.

Choose this option if, for instance, you have been scanning a Black & White document but you want to insert a color page into it. Instead of having to re-scan the entire batch, you can stop the current scan, change the picture type from Black & White to Color, then restart the scanning without losing the pages already scanned.

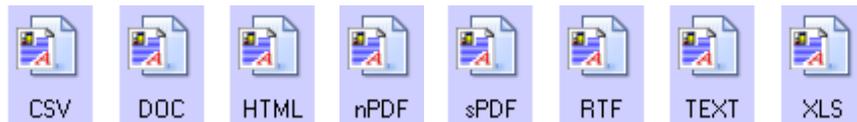
Selecting Document and File Format Options

The format option you select determines the file format of the scanned document. Appropriate format options and file types are available for the type of Destination Application selected for the button.

The available options are for images and text.



The Text Formats are for text file types. The names of the formats indicate their file types. See [Text Formats](#) on page 72 for details.



Create Single Image Files

The TIFF and PDF formats support multiple page documents. If you are scanning as a TIFF or PDF file and want one file created for each image scanned, select **Create single image files**. Note that this option is automatically selected and disabled if you have selected a format that only supports single pages, such as BMP or JPG.

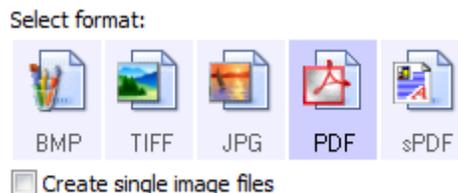


Image Formats

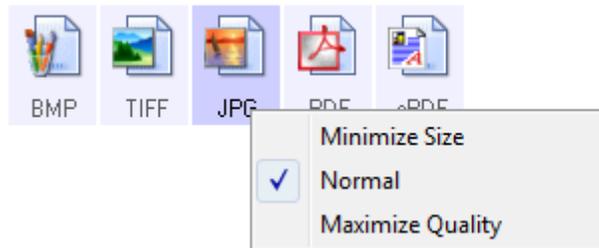
Select an image file format for photos, artwork or other documents that you want to save as images. BMP and TIFF are standard image file formats generally used if you want to do additional image processing, such as photo touch-up or color correction. Both of those file formats tend to be larger than the JPG format.

Because JPG image files can be reduced in size, the JPG format is often used for images on web pages, or if file size might be a problem when electronically sending the files. JPG files are reduced in size by lowering their image quality, and you can select the degree of quality for your scanned images from the JPG file format icon.

The PDF format is often used to create images of text pages. You may want to select PDF as the format when scanning text pages that do not require OCR processing or other processing. The PDF format is also used to put multi-page documents on web sites as pdf-readable files. As with the JPG option, the PDF format can be reduced in size or quality.

To select a JPEG or PDF file size:

1. Select **JPG** or **PDF** as the page format.
2. Right-click on the **JPG** or **PDF** icon.
A menu opens.



3. Choose the file size/image quality option for your scanned images.

Minimize Size—Smallest file size, lowest image quality.

Normal—Medium file size, some loss of image quality.

Maximize Quality—Largest file size, no loss of image quality.

Your selection pertains only to the button currently selected on the One Touch Properties window. Other buttons that have JPG or PDF selected as the Page Format are not affected, so you can set the JPG or PDF file size/image quality independently for each button.

4. Click **OK** or **Apply** on the One Touch Properties window.

Text Formats

Selecting the text format option also selects OCR processing as an automatic step for scanning. Therefore, when you scan a document with the text format selected, the text portions of the document are automatically converted to editable text.

Select a text format for documents with text or numbers, such as a business letter, report, or spreadsheet. The text format icon has several file formats available, depending on the Destination Application you select.

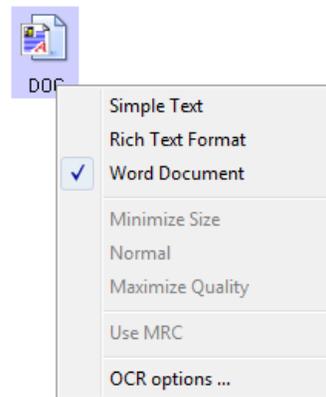
Detailed information about these text file formats, and instructions for setting up the OCR options, are in the section [Scanning with Optical Character Recognition \(OCR\)](#) on page 71.

To select a file type for the text format:

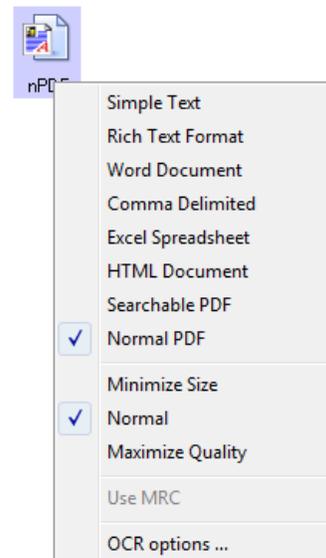
1. Select the Destination Application.
2. Right-click on the text format icon.

The menu options depend on the type of Destination Application you select.

Example menu for the Text format when the selected application is Microsoft's Word.



Example menu for the Text format when the selected application is Transfer to Storage.



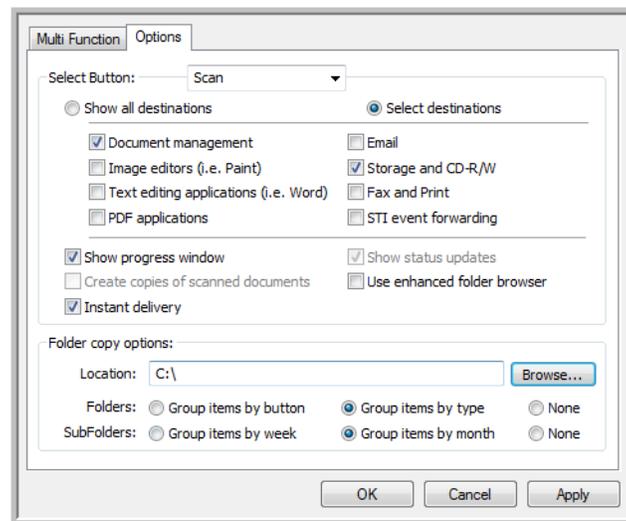
3. Choose the file type that you want for the text format.
4. Click **OK** or **Apply** on the One Touch Properties window.

Selecting Options for One Touch

The One Touch Options determine the types of Destination Applications available for scanning, as well as additional options for scanning.

Destination Options

1. Open the One Touch Properties window and click the **Options** tab.



2. Select options as described below.

Show All Destinations—This option selects all the Destination Application categories. The list of Destination Applications available for the selected button will include all the applications on your computer that fall into these categories.

Select Destinations—Select this option to individually choose the types of applications to include in the list of Destination Applications. Check the boxes for the type of application to include.

- **Document Management** includes Nuance PaperPort and other applications for processing and keeping track of your scanned documents.
- **Image Editors** include Microsoft Paint and other drawing and graphics applications.
- **Text Editors** include Microsoft Word and WordPad, Microsoft Excel, and other word processing and spreadsheet applications. Select this option if you want OCR processing to convert your scanned documents to text that you can edit.
- **PDF applications** are for documents scanned to PDF format.
- **Email** includes Microsoft Outlook and other email applications.
- **Storage and CD-R/W** is for either storing scanned documents in a folder, or sending them to a CD burner to create a CD containing the scanned documents.
- **Fax and Print** is for sending your scanned documents directly to your printer or fax software for faxing.

- **Sti event forwarding** is for using another application's interface for scanning. The One Touch Event Forwarding dialog box opens so you can select which application to use to continue scanning.
3. Click **Apply**, then click on the Multi Function tab to see the new settings.

Global Options

- **Show Progress Window**—Select this option to display the progress window of the document(s) during scanning.
- **Use enhanced folder browser**—Select this option if you want to save your scans to a network location that is not a mapped drive on your computer.
- **Instant Delivery**—Enables image transfer to the destination while scanning is in progress, provided that “Create Single Image Files” is also selected. If Create Single Image Files is not selected, image transfer occurs after all pages have been scanned.
- **Create copies of scanned documents**—Sometimes the image of a scanned document is only saved as a temporary file until its Destination Application is finished using it. In those cases you may want an additional, permanent copy saved on your hard drive. The copies will be saved in the folder specified in the **Folder Copy Options** section.

This option is not available if either **Document Management** or **Storage and CD-R/W** are selected, because, by default, file copies for those types of Destination Applications are already automatically saved in the folder for copies.

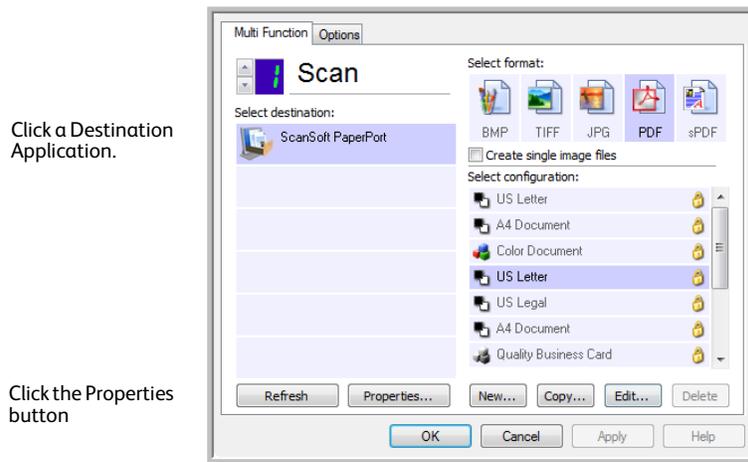
- **Folder Copy Options**—This section of the dialog box sets the location for copies of your scanned documents and how you want to group them.

Click the **Browse** button and select the folder for saving the copies. Select the grouping option for the documents. The Group by button option groups the documents under the name of the One Touch button. Group by type arranges the scanned documents by the type of file, such as .rtf or .jpg. If you also want to group them by date you can choose the week and month options.

Setting Destination Application Properties

The different types of Destination Applications have various properties that you can select.

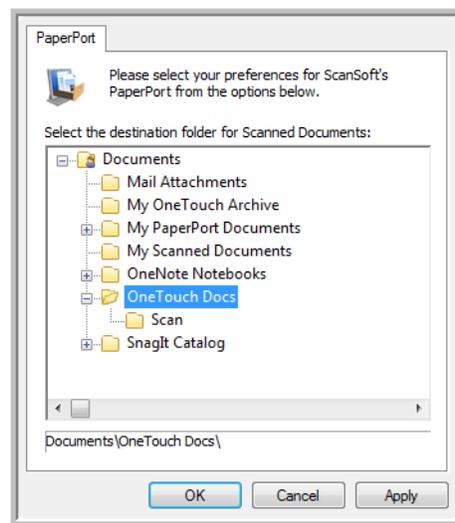
1. On the One Touch Properties window, click a Destination Application.
2. Click the **Properties** button.



A One Touch 4.0 Link Properties dialog box opens for the type of Destination Application you selected, and the available options are for that type of application.

PaperPort Properties

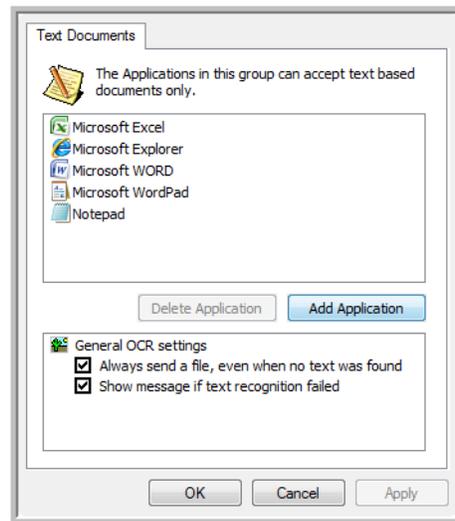
These properties apply to designating the PaperPort folder to receive your scanned items.



1. Select the folder where you want the file to be located. Click **OK**.
2. Click **OK** or **Apply** on the One Touch Properties window.

Text Documents Properties

These properties apply to Microsoft Word, Microsoft Excel[®], and the other applications indicated by their icons in the list. The properties apply to the Optical Character Recognition (OCR) settings for the applications.

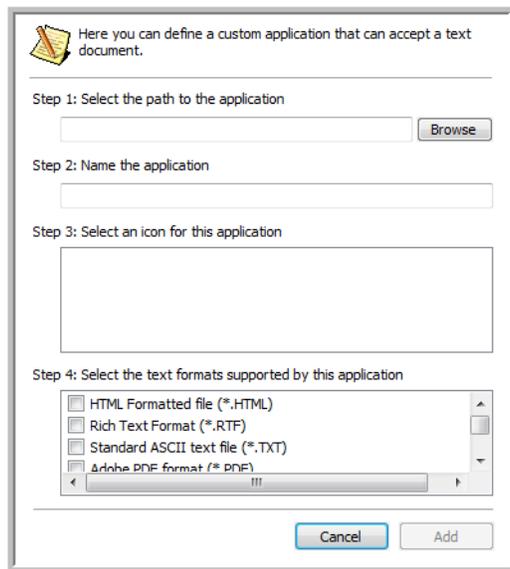


1. Click in the OCR settings boxes for the options you want.
The options will apply to all the applications in the group.

Always send a file, even when no text was found—The scanned file is sent to the application even if the image does not appear to contain text. This could occur if you scanned a photograph with a scanner button set for text applications.

Show message if text recognition failed—A message will open on the screen if the OCR reader does not detect text in the image.

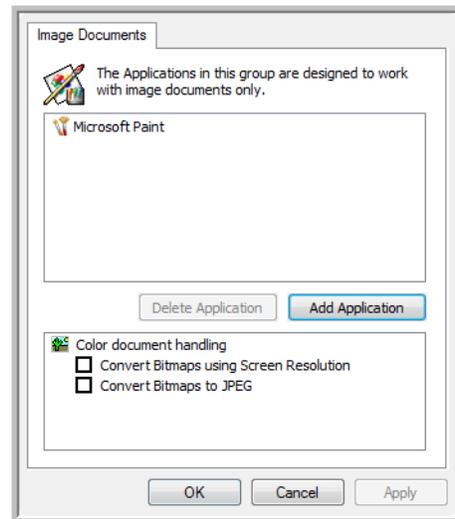
2. To add another application to the list, click the **Add Application** button. The Add Text Based Link dialog box opens.



3. Click **Browse** to find the application you want to add to the list.
When you select the application using the Browse button, steps 1 and 2 on the dialog box are automatically filled in, and the application icon appears in step 3.
4. Select the icon in Step 3 of the dialog box. That is the icon that will appear in the One Touch Destination List.
5. In step 4 of the dialog box, select the file formats that the application will accept.
Refer to the documentation you received with the application to see which text formats the application accepts.
The options you select at step 4 determine the page format icons in the One Touch Properties window for that group of applications.
6. Click the **Add** button.
7. Click **OK** on the Link Properties window.
8. Click **Refresh** on the One Touch Properties window and the new application should now be available.

Image Documents Properties

These properties apply to Microsoft Paint and other image processing applications.



1. Click in the Color document handling settings boxes for the options you want.

These options will apply to all the applications in the group.

Convert Bitmaps using Screen Resolution—Use this option to ensure that an image will fit on the computer's screen. When a computer screen is set to a lower resolution, bitmap images with a higher resolution may be too big to fit on the screen. Converting the bitmap image to match the screen resolution ensures that the image fits on the screen.

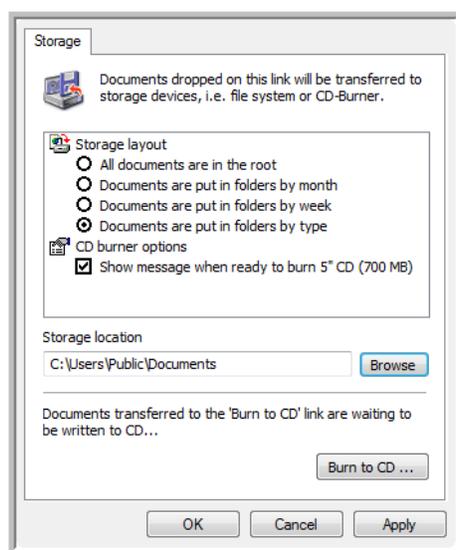
Convert Bitmaps to JPEG—JPEG files can be compressed to produce smaller file sizes and, therefore, shorter transmission times. Use this option to provide that compression capability to image files.

2. To add another application to the list, click the **Add Application** button.
See the steps on page 59 to add an application to the list.
3. Click **OK**.

Storage Properties

These properties apply to the Destination Application named Transfer to Storage. If a CD burner is attached to your computer, and your computer is running Windows XP or Windows Vista, you also use this dialog box to start the Burn to CD process. See the section [Scan and Burn to a CD](#) on page 63.

You can also set up multiple configurations to store scanned items in separate locations. See [Transferring Scanned Documents to Storage](#) on page 66.



1. Click the Storage Layout options you want.

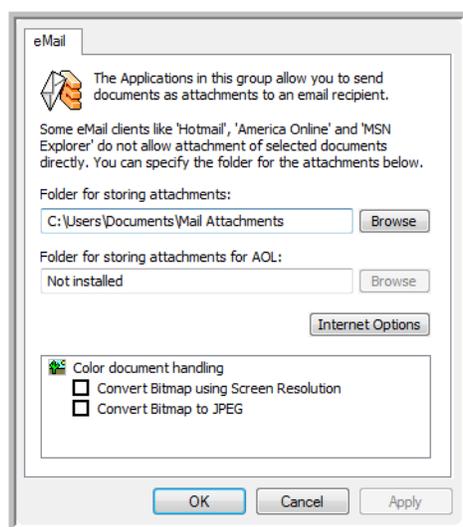
All documents are in the root—The scanned documents are saved in the root of the folder specified in the Storage Location.

Documents are put into folders by month, week, or type—Folders are created based on your selection (month, week, or type) and the scanned documents are saved in those folders. New folders are created for each month and week so you can keep track of when you scanned the documents.

2. Click the **Browse** button to specify the location to store the scanned documents.
3. If you have a CD burner attached to your computer, the option **Show message when ready to burn 5" CD (700 MB)**, should also be selected so you will see a message when it's time to click the **Burn to CD** button.
4. Click **OK** on the Link Properties window.

eMail Properties

These properties apply to email applications so you can specify the folder for documents that you will attach to an email message. Microsoft Outlook[®] will accept direct attachment of documents to a blank email message as soon as scanning is finished, but other email applications may not. If you're using one of those applications, such as America Online[®] (AOL), you need to know which folder contains the scanned documents so you can manually attach them to your email messages.



1. Click the **Browse** button for **Folder for storing attachments** and choose a folder for your email attachments.
2. If you are using AOL on your computer, and the folder name for AOL is incorrect, click the **Browse** button and find the correct AOL folder.

Please contact AOL for more information about the folder location in which AOL stores attachments.

3. If you need to change your email client, or any other internet options, click the **Internet Options** button.

The Windows Internet Options Control Panel opens. Click the Programs tab and choose a new email client from the Email list. These are the standard Windows Internet options. Please see your Windows documentation for more information about Internet options. If you are using AOL, please see the AOL user manual for making changes to the Internet options applicable to AOL.

4. Select the options for color document handling.

Convert Bitmaps using Screen Resolution—Use this option to ensure that an image will fit on the computer's screen.

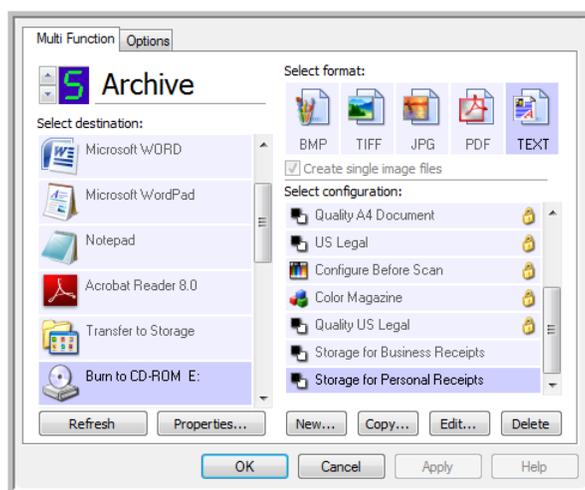
Convert Bitmaps to JPEG—JPEG files can be compressed to produce smaller files sizes and, therefore, shorter transmission times when you email the file or upload it to the internet.

5. Click **OK**.

Scan and Burn to a CD

If you have a CD burner attached to your computer, you can scan directly from your scanner onto a CD. This feature is available only on computers running Windows version XP or later.

1. Open the One Touch Properties window.
2. Select **Burn to CD** as the Destination Application.



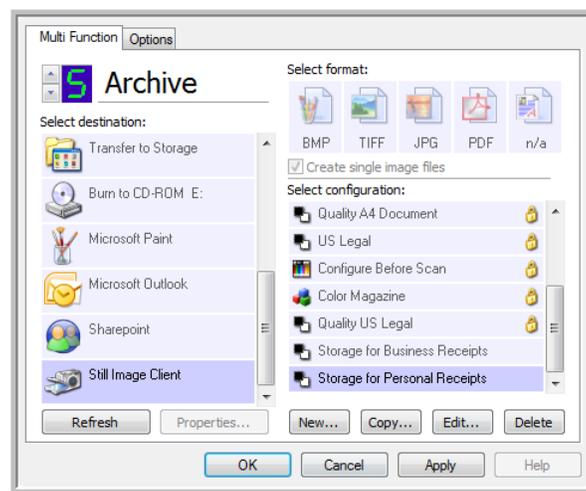
3. Choose a File Format and a Scan Configuration.
4. Click **OK**.
5. Now start scanning using the scanning number you set to scan and burn to a CD.
The scanner will start scanning. When finished the file will be saved to the Windows location for CD files. An information bubble will appear in the Windows notification area telling you that there are files waiting to be burned to CD.
6. Open the One Touch Properties window, select **Burn to CD** and click the **Properties** button.
7. Make sure a blank CD is in the CD burner.
8. Click the **Burn to CD** button. The CD burner begins and your scanned documents are written to the CD.
If other files are also waiting in this location, they will get written with the One Touch files on the CD.

Scanning with Event Forwarding (STI)

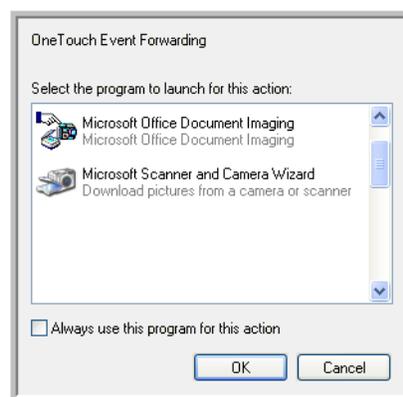
If you want to specify an application to use for scanning at the start of the process, you can use event forwarding.

1. Open the One Touch Properties window.
2. Select **Still Image Client** as the Destination Application.

You cannot choose a page format for this option because the actual Destination Application is not selected until after you press the scanner button.



3. Choose a Scan Configuration and click **OK**.
4. Start scanning using the button you selected for event forwarding.
A dialog box opens for you to select the application to use for scanning.

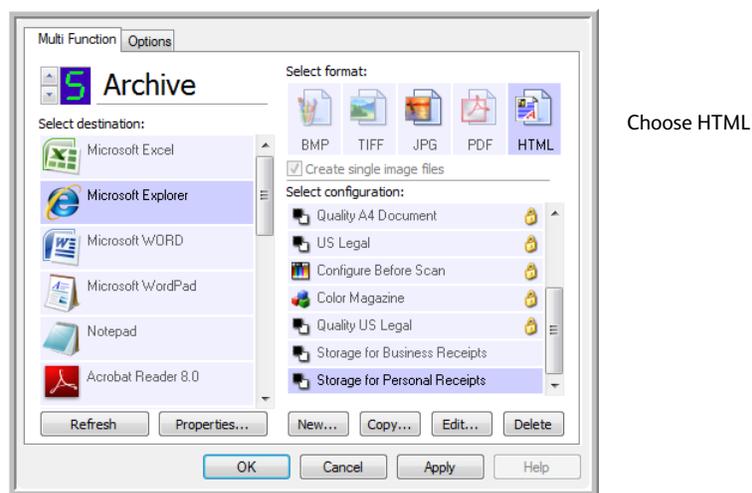


5. Select the application you want in the box and click **OK**.
Now the application you selected opens and you can continue scanning using the application's interface.

Creating an HTML Web Page from Your Scanned Documents

You can convert scanned pages to HTML format for posting directly to your web site.

1. Open the One Touch Properties window.
2. Select **Microsoft Explorer** as the Destination Application.
3. Choose **HTML** as the Format.

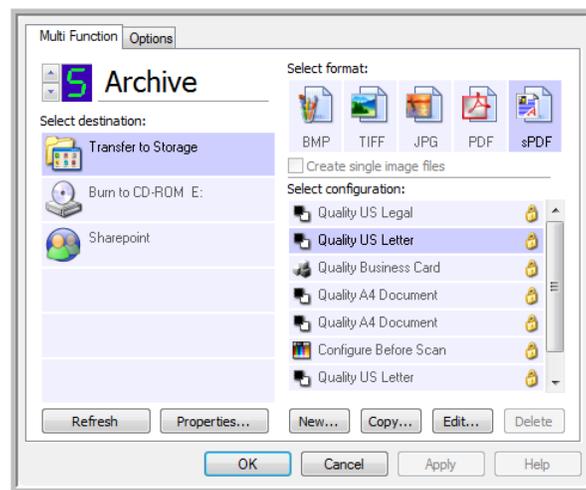


4. Choose a Scan Configuration that has the settings for the image on the HTML page.
5. Click **OK**.
6. Start scanning using the button you selected for scanning with the HTML format.
When scanning is finished, the document is first converted to editable text using the OCR process, then is converted into an HTML format. Microsoft Internet Explorer then opens showing your converted page.
7. Choose **Save As** from the Internet Explorer **File** menu, give the page a name, and save it in the location you use for your web page files.
8. You can now use Microsoft Internet Explorer or other application to post the document to your web page as you would any other HTML page.

Transferring Scanned Documents to Storage

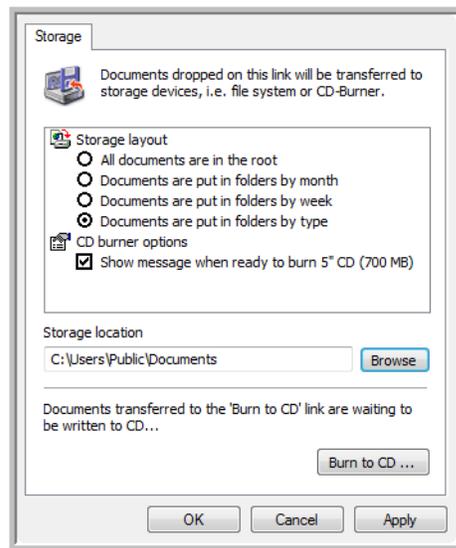
With Transfer to Storage scanning, you can scan documents and save them in a folder in one step. The process is ideal for archiving documents without having to manually save or process them. If you choose a text format for the file format, the images are automatically converted by the OCR process into editable text and numbers before being saved.

1. Open the One Touch properties window.
2. Select **Transfer to Storage** as the Destination Application.



3. Choose a scan configuration and file format for your document.
4. Click **OK**.
5. Now scan the documents using the button you set up with the Destination application as Transfer to Storage.

6. Scanning begins and your scanned pages are stored in the location that you specified on the One Touch 4.0 Link Properties window.



Your scanned documents will be stored at the location you specified on the One Touch 4.0 Link Properties window.

When selecting the storage location for scanned documents, you can select a local folder, or a folder on a server or mapped drive.

Scanning to Multiple Archive Folders

When archiving documents with Transfer to Storage option, you can scan the documents to different folders. For example, one folder might be for “Business Receipts,” a second folder might be for “Personal Receipts,” and a third folder might be for “Annual Receipts.”

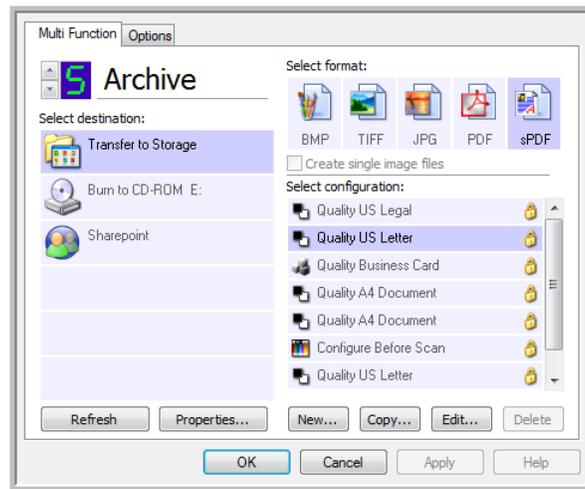
To scan to multiple folders, you create multiple configurations, each with a different storage location for the scanned documents. Scan one set of documents using the scan configuration with the appropriate storage location for that set. Then switch to another scan configuration and scan the next set of documents to store them in their folder.

NOTE: The selections you make using the Storage Options tab override the storage location that is set in the Storage Link Properties.

Setting up multiple folders for transfer to storage

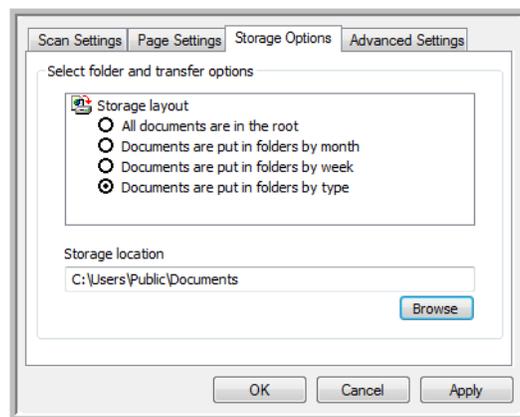
1. Using Microsoft Windows, create the folders that you want to use for storing scanned items.
2. Open the One Touch Properties window.
3. Select **Transfer to Storage** as the Destination Application.

4. Click the **New** button.



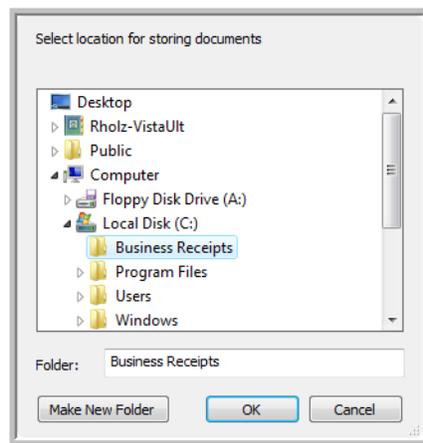
The Scan Configuration Properties dialog box opens.

5. To help you remember which folder it is, give the new configuration a name that indicates the folder name, such as “Business Receipts.”
6. Click the **Scan Settings**, **Page Settings**, and **Advanced Settings** tabs, and select the settings you want.
7. Click the **Storage Options** tab.

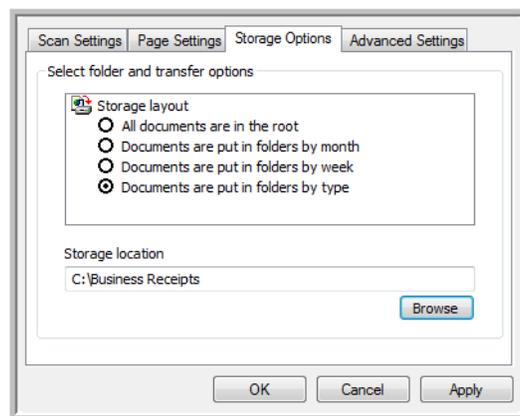


8. Click the **Browse** button.

9. Select the folder you created for storing the scanned documents.

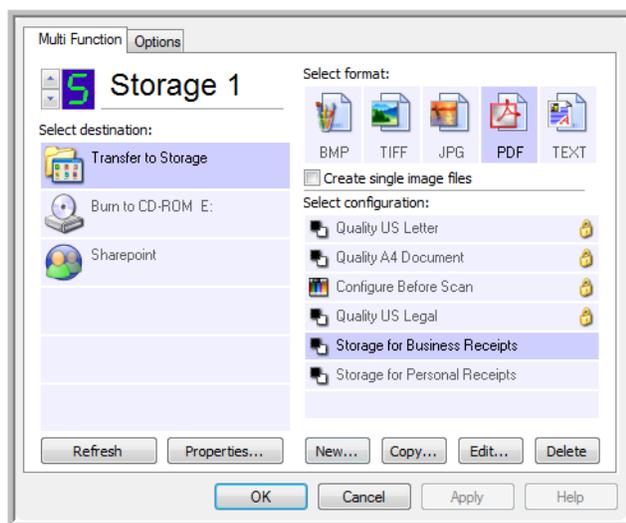


10. Click **OK**. The selected folder will now be set as the Storage Location, such as “Business Receipts.”



11. Click **OK**. The new configuration is now listed as a Transfer to Storage configuration.
12. Repeat the process to create additional new configurations, such as one named “Personal Receipts.”
Make sure to designate separate folders as the Storage Locations for the new configurations.

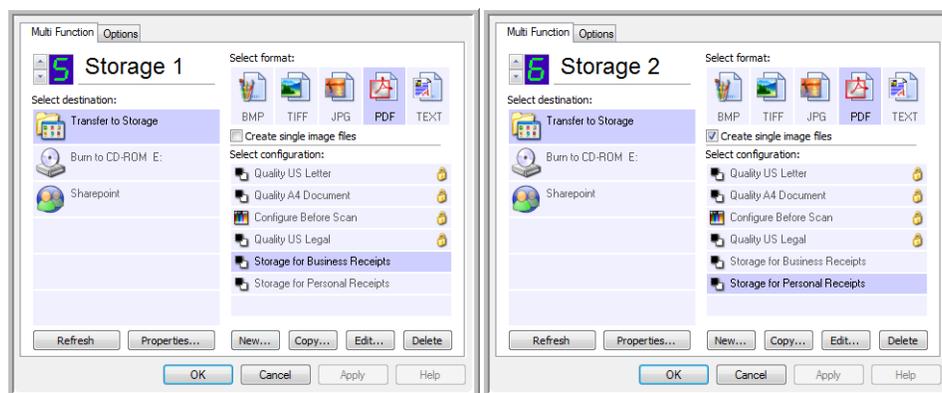
- You will now have multiple configurations set up for the Transfer to Storage destination, and each configuration scans documents to separate folders.



The new configurations apply to the Transfer to Storage Destination Application.

- Now click the arrow buttons to select a scanner button for each new configuration. Click **Apply** to set that button for that configuration.

The following examples show that buttons 5 and 6 have been set to scan to each of the new configurations.



Scan to multiple storage folders:

- Insert the document you want to scan to storage.
 - Press the Function button on the scanner to get to one of the buttons set up for scanning to storage.
 - Press the **Simplex** or **Duplex** button to scan the documents.
 - When scanning is finished, insert the next document and press the Function button to get to the next button you have set up for scanning.
 - Press the **Simplex** or **Duplex** button to scan the documents.
- When scanning is finished, the documents are stored in the two separate folders.

Scanning with Optical Character Recognition (OCR)

Optical Character Recognition (OCR) converts text and numbers on a scanned page into editable text and numbers. You can then work with the text and numbers to edit, spell check, change font or type size, sort, calculate, and so forth.

NOTE: Xerox recommends that all OCR processing use the original factory settings for OCR scanning that came with your scanner. When scanning with other settings, use at least 300 dpi for the resolution. If the original documents are of poor quality or have a small type font, 400 dpi can be used as the maximum resolution.

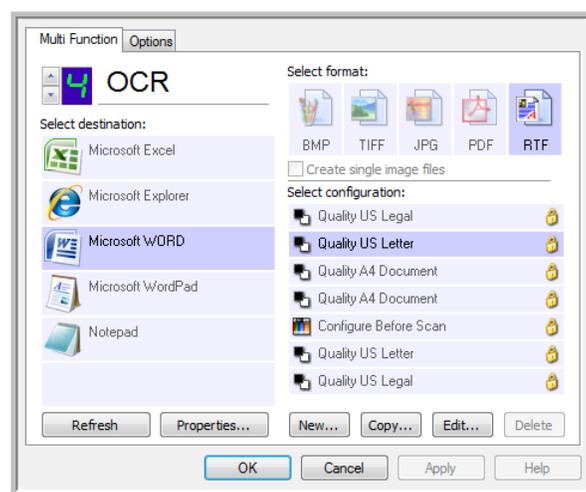
The One Touch OmniPage Module or the OmniPage Pro software must be installed on your computer in order to use the OCR options with the One Touch software and your DocuMate 3115. The One Touch OmniPage Module was automatically installed when you installed your driver from the installation disc.

NOTE: Some of the illustrations in this section may not look exactly as they appear on your computer's screen. The differences are minor and do not affect the steps to use the new features.

To scan with OCR:

1. Open the One Touch Properties window.
2. Select a text editing program in the Select Destination list, then select a text file format in the Select Format panel.

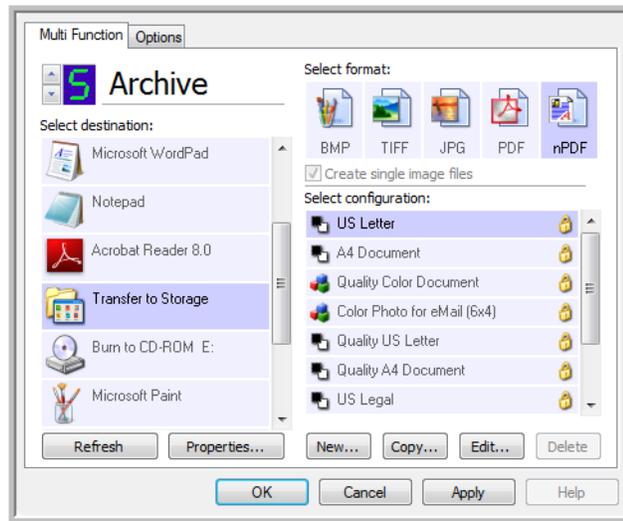
For example, if you want to edit your document in Microsoft's Word, select that application then choose a file format such as TEXT, RTF or DOC.



3. Click on **OK** to save the changes and close the One Touch Properties window.
4. Press or click the One Touch button you set to scan with OCR.
Your scanned pages appear in the Destination Application with the text ready for editing and other text processing.

Text Formats

You select the text format option by clicking on the text icon on the One Touch Properties window.

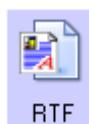


This is the text format icon.
This example of the text format icon is nPDF.

Selecting the text format option also selects OCR processing as an automatic step for scanning. Therefore, when you scan a document with the text format selected, the text portions of the document are automatically converted to editable text.

As you select Destination Applications that are text applications, the text format icon changes to match the file type of the application. In some cases, the Destination Application supports several file types, and you can right-click on the icon to choose the particular file type for that application.

The specific file format is the file name extension on the text format icon.

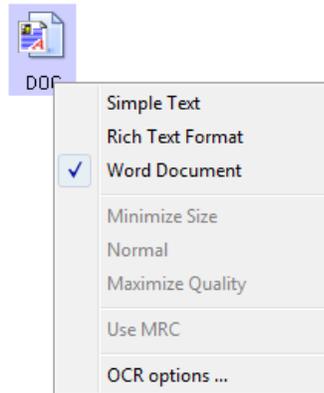


The specific text format; this example is for Rich Text Format (.rtf).

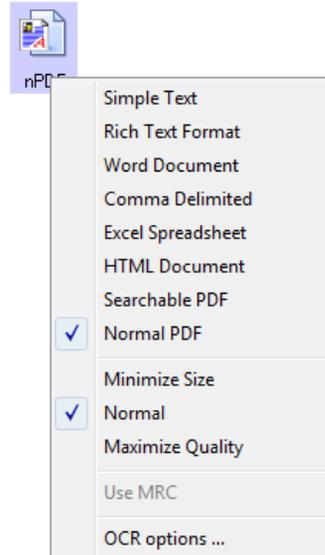
To select a file type for the text format:

1. Select the Destination Application.
2. Right-click on the text format icon.

Example menu for the TEXT format when the Destination Application is Microsoft Word.



Example menu for the TEXT format when the Destination Application is a Storage location.



3. Choose the file type that you want for the text format.

Your selection of a file type pertains only to the Destination Application currently selected on the One Touch Properties window. Other Destination Applications that have a text option selected as the Page Format are not affected.



Simple Text—The .txt file format. Text with no formatting; used by the standard Microsoft Notepad application.



Rich Text Format—The .rtf file format. Text that retains formatting when converted. Available with Microsoft WordPad and Word.



Word Document—The .doc file format used by Microsoft Word.



Comma Delimited—The .csv file format; used for database or spreadsheet data with fields, when the document is converted into editable text the fields are maintained.



Excel Spreadsheet—The .xls file format used by Microsoft Excel.



HTML Document—The .htm file format used to create web pages.



Searchable PDF—The .pdf file format used by Adobe Acrobat. This format converts scanned text into PDF with an invisible text layer for searching.



Normal PDF—The .pdf file format used by Adobe Acrobat. This format converts scanned text into a PDF with the text ready for editing in a PDF editing program.

Additional options are available on the menu for the sPDF and nPDF text formats. The three image quality settings are:

Minimize Size—Smallest file size, lowest image quality.

Normal—Medium file size, some loss of image quality.

Maximize Quality—Largest file size, no loss of image quality.

NOTE: Documents scanned with nPDF and sPDF automatically include OCR processing. If the processing does not recognize a large number of the text characters in the document, change the image quality setting and re-scan the document. For example, change from Minimize Size to Normal to see if the text recognition improves.

The **Use MRC** option is a special processing procedure for documents scanned with the PDF format.

Use MRC—MRC stands for Mixed Raster Content. MRC is an advanced technique for optimizing the image quality of scanned documents. Without MRC, the scanned image is produced using a single process to capture and display the image on the computer screen, even if the document contains both text and graphics. With MRC, the image is produced using separate processes for text, graphics, and other elements on the document page. The result is clearer graphics and sharper text characters. Scans with Use MRC selected may take slightly longer to complete the processing. Select Use MRC for documents with harder-to-read text or lower-quality graphics to get the best possible scan output image. The Use MRC option is available for sPDF and PDF.

Selecting One Touch OmniPage OCR Options

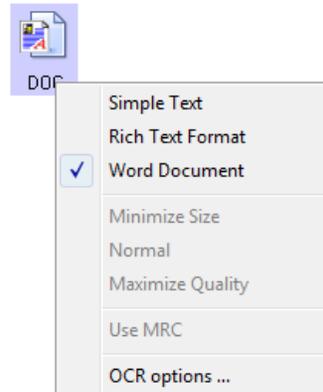
The software you installed for your scanner includes a set of advanced OCR options integrated with One Touch 4.0.

NOTE: The OCR options apply globally to all the One Touch Destination Applications that perform OCR. For example, if you select the OCR options for Adobe Acrobat, they also apply to WordPad.

NOTE: The OmniPage application that you received with your scanner also have OCR capabilities. See their user's guides for more information about their OCR features.

To select OCR options available from One Touch 4.0:

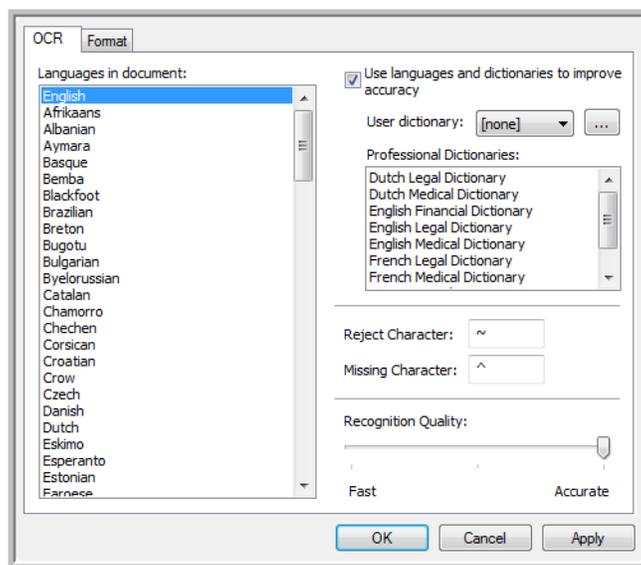
1. Open the One Touch Properties window.
2. Select a Destination Application that has one of the text format file types as the page format, such as Microsoft Word or WordPad.
3. Right-click on the page format icon to see the menu.
4. Choose **OCR Options** from the menu.



The OCR Properties window opens with the **OCR** tab selected.

The OCR Tab

The options shown on the OCR tab window are for spellchecking scanned text, replacing missing or unrecognized characters, and setting the speed and quality levels of the OCR processing.



1. Choose the options you want from the OCR window.

Languages in Document—Click on the language(s) in list that correspond to the languages in the documents to be scanned. You can click on multiple languages. These are the languages that will be recognized during the OCR process. For faster and more reliable language recognition, select only the languages in the documents.

The languages are in alphabetical order. Type the first letter of a language's name to jump to its section in the list.

Use languages and dictionaries to improve accuracy—Select this option to automatically check the validity of the recognized words. An OCR engine looks at each letter or symbol on the page individually, then "guesses" what the letter or symbol is based on the shape. Therefore, the OCR engine may have more than one guess for a particular letter or symbol, a "best guess", a "second-best guess", and so on. This option tells the OCR engine to look through the dictionary to validate its best guess for the letters in that word; if its best guess is not in the dictionary, it checks for the second-best guess, and so on.

For example, if the word "house" appears in the original document but the OCR engine is 75 % sure that the "o" is actually an "a", the finished document would have the word "hause". Turning this option on tells the OCR engine to look at the other letters in the word, check to see which version of the word is in the dictionary, and output the correct word "house" in the final document. The OCR engine does not automatically correct misspelled words that were present in the original document.

When dictionaries are selected, the terms in those dictionaries are used to check the spelling. If this is option is not selected, User Dictionaries and Professional Dictionaries cannot be selected.

User Dictionary—A user dictionary is your personal dictionary with words that you want the OCR engine to reference for better accuracy when converting the document into editable text. For example, if you scan documents with highly technical terms or acronyms not found in typical dictionaries, you can add them to your personal dictionary. You can also add names that you expect to be in the documents too. This way, as the OCR process recognizes each letter or symbol, there is a higher chance that the technical term or name will be correctly spelled in the final document. You can create multiple user dictionaries. See the section [Creating Your Own Dictionaries](#) on page 78.

Click the menu arrow and select a user dictionary from the list.

If you select **[none]** as the user dictionary, the text will be validated using the terms in the dictionaries for the selected languages, as well as any professional dictionaries if they are selected.

The label **[current]** is next to the currently-select user dictionary.

Professional Dictionaries—These are legal and medical dictionaries containing highly specialized words and phrases. The options are: Dutch Legal, Dutch Medical, English Financial, English Legal, English Medical, French Legal, French Medical, German Legal, and German Medical. Select the appropriate dictionary for the OCR engine to use to validate the scanned text.

Reject Character—This is the character that the OCR process inserts for an unrecognizable text character. For example, if the OCR process cannot recognize the J in REJECT, and ~ is the reject character, the word would appear as RE~ECT in your document. The ~ is the default reject character.

Type the character you want to use in the Reject Character box. Try to choose a character that will not appear in your documents.

Missing Character—This is the character that the OCR process inserts for a missing text character. A missing text character is one that the OCR process recognizes, but cannot represent because that character is not available for the selected language. For example, if the document contains the text symbol “Ç” but the OCR process cannot represent that character, then every place “Ç” appears, the OCR process substitutes the missing character symbol. The caret (^) is the default symbol for the missing character.

Type the character you want to use in the Missing Character box. Try to choose a character that will not appear in your documents.

Recognition Quality—Drag the slider to the left or right to set the degree of accuracy for the OCR process. The higher the accuracy, the longer the OCR process requires to complete. For clean, highly-legible documents, you can set the recognition quality to a lower level to produce results more quickly.

2. Click **OK** or **Apply**.

These options will now apply to the OCR processing when you select any text format as the page format.

Creating Your Own Dictionaries

You can create multiple dictionaries for your personal use. For example, you might have different dictionaries for separate work projects, especially if each project uses different acronyms and terminology.

To create a personal dictionary:

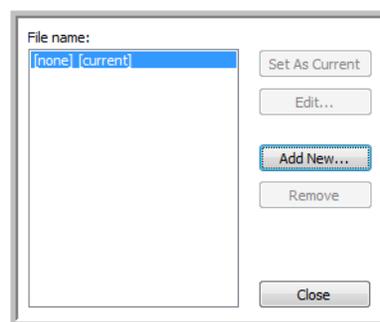
1. Open any word processing program, such as Microsoft Word, WordPad, or Notepad.
2. Create a new document in the word processing program.
3. Type each word you want in your new dictionary, followed by a carriage return. Make sure to spell the words correctly as they will be used for spellchecking.

Here is an example of what the text file might look like:

```
Xerox  
One Touch  
OmniPage  
wysiwyg  
jpeg  
bmp  
sPDF  
nPDF
```

Note: The file does not have to include every word you want in the dictionary. You will be able to edit the list later. In fact, the file does not have to contain any text at all, and you could add the words using the editing options. However, if the list of words is long, it's usually faster to type them in the word processing program. Note also that the words do not need to be alphabetized.

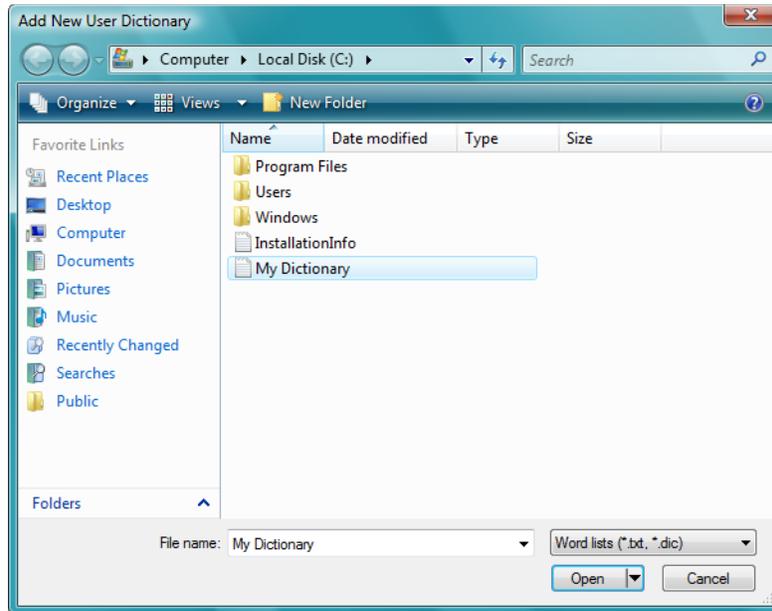
4. Save the document in the .txt format and give the file the name that you want for the dictionary. For example, give it the name USERDIC1.
5. Now open the OCR Options window.
6. On the OCR Options window, click the button next to the menu arrow.
7. The User Dictionary Files window opens and shows the available dictionaries.



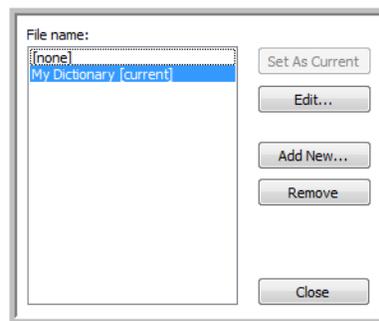
MyDictionary is an example of a user dictionary.

8. Click **Add New**.

The Add New User Dictionary window opens.



9. Click the drop-down arrow for Files of type and choose **Text Files (.txt)**.
10. Select the file you just created for your user dictionary and click **Open**.
In the example above, the file is named USERDIC1.
11. The text file now appears on the list of user dictionaries that you can use for spellchecking.



12. Select a dictionary and click **Set As Current** to set it as the current dictionary for spellchecking. The label **[current]** is added to the name.
If you don't want to use any user dictionaries for spellchecking, click **[none]** at the top of the list. To remove a dictionary from the list, select it and click **Remove**. This only removes the dictionary from the list. It does not affect the original text file you created with the list of words.

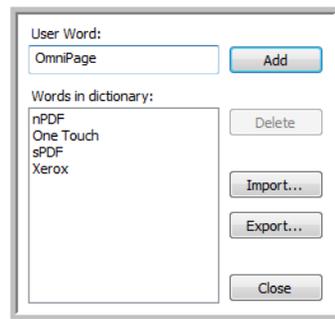
Editing User Dictionaries

Once a dictionary has been added to the list of user dictionaries, its list of words can be edited.

To edit a user dictionary:

1. On the Add New window, select the dictionary to edit and click **Edit**.

The Edit User Dictionary window opens. It lists the words currently in the dictionary. The following example shows the words OmniPage and One Touch are in the user dictionary named MyDictionary.



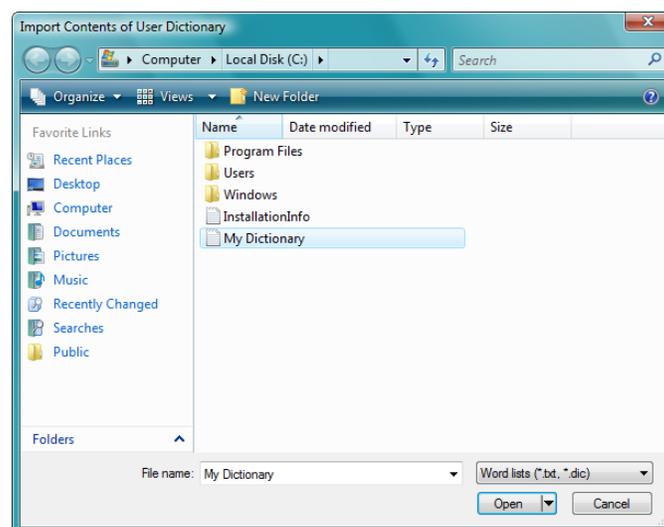
2. To add a new word to the list, type it in the box for User Word and click **Add**. If the word includes any spaces before or after it, those spaces are removed and the word is added to the list.

To delete a word from the list, select it and click **Delete**.

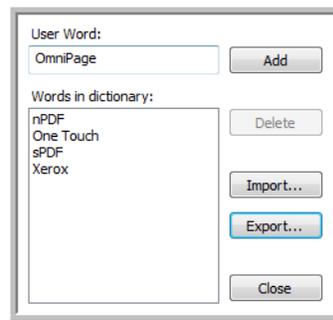
If a word in the list is misspelled, delete it, then re-type the word correctly in the User Word box and click **Add**.

3. To import a list of words from another text file, click **Import**.

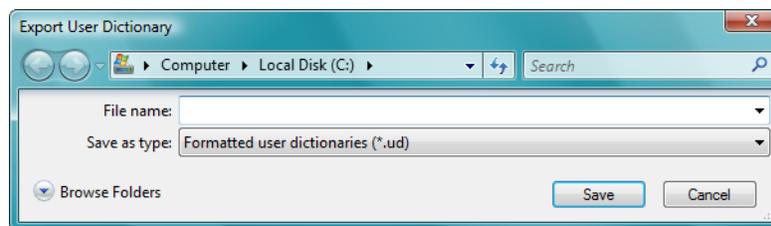
The Import Contents of User Dictionary window opens.



4. Select the file that has the words you want to add to your user dictionary. Importing will add the entire list of words in a file to the user dictionary.
5. Click **Import**. The file's words will be added to your user dictionary list.
6. To export a user dictionary so it can be used by another program, select the dictionary on the User Dictionary Files list and click **Export**.



The Export User Dictionary window opens.

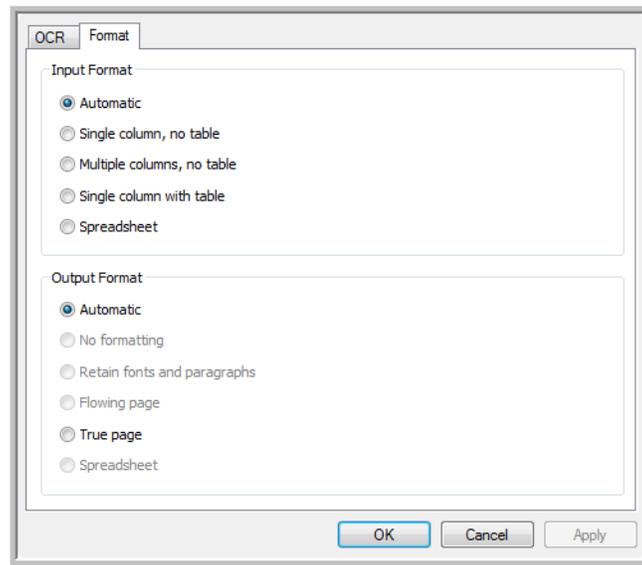


7. Select the dictionary file to export and click **Save**.
The file is exported as a formatted dictionary with the .ud filename extension so it can be opened by other programs.

The Format Tab

The options on the Format tab window are for setting the input and output formats for the scanned documents.

1. Click the **Format** tab and choose the options you want for both the input and output formats.



Input Format Options

- **Automatic**—Choose this option to let the OCR process determine the format of the pages. Typically you select this option when the document has different or unknown types of layouts, pages with multiple columns and a table, or pages containing more than one table. The OCR process will then determine if text is in columns, an item is a graphic or text, and tables are present.
- **Single Column no Table**—Choose this option if the document contains only one column of text and no tables. Business letters are normally in this form. You can also use this option for documents with words or numbers in columns if you do not want them placed in a table or decolumnized or treated as separate columns.
- **Multiple Columns, no Table**—Choose this option if some document pages contain text in columns and you want it kept in separate columns, similar to the original layout. If table-like data is encountered, it is placed in columns, not in a gridded table.
- **Single Column with Table**—Choose this option if your document contains only one column of text and a table. The table will be placed in a grid in the Destination Application you have selected. You can later specify whether to export it in a grid or as tab-separated text columns.
- **Spreadsheet**—Choose this option if the entire document consists of a table that you want to export to a spreadsheet program, or have treated as a table. No flowing text or graphics will be detected.

Output Format Options

- **Automatic**—The document will be formatted as close to its original as possible. The One Touch software will adjust its settings to the most appropriate for the document being scanned in order to match your selected output format. The output quality will be maximized and the processing time minimized.
 - **No Formatting (NF)**—The document will be plain text, one column, left-aligned in a single font and font size. You can then export the plain text to nearly all file types and target applications.
 - **Retain Fonts and Paragraphs (RFP)**—This output format retains the font and paragraph styling, including graphics and tables without columnized text, but does not retain layout formatting. If the document is being scanned as an Excel spreadsheet, each detected table or spreadsheet becomes a separate worksheet, while other content is placed on the last worksheet.
 - **Flowing Page (FP)**—This format preserves the original layout of the pages, including columns. This is done wherever possible with column and indent settings, but not with text boxes or frames. Text will then flow from one column to the other, which does not happen when text boxes are present.
 - **True Page (TP)**—This output format uses absolute positioning on the page to keep the original layout of the pages, including columns. This is done with text, picture and table boxes and frames. True Page is the only choice for documents scanned with the PDF format. It is not available for the TXT, RTF, CSV, or XLS formats.
 - **Spreadsheet**—This output format produces results in a tabular form with each page becoming a separate worksheet. The worksheets can then be opened in a spreadsheet application. The Spreadsheet output option is only available for documents scanned with the XLS format.
2. Click **OK** or **Apply**.

These options will now apply to the OCR processing when you select any text format as the page format.

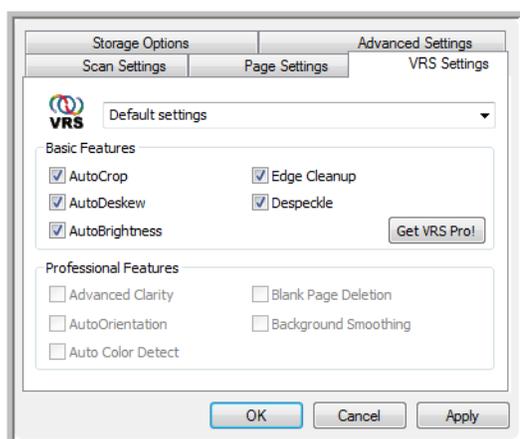
One Touch with Kofax VRS Technology

The One Touch 4.0 software you received with your Xerox scanner now includes the Kofax® Virtual ReScan® (VRS™) technology. This application has a set of features for improving and enhancing the quality of scanned documents, especially documents that would usually produce poorer quality images. For example, the AutoBrightness option analyzes the document to determine if it's too light or dark to produce a clear, legible image, or if the background and highlighted areas of the image are indistinct. AutoBrightness then automatically adjusts the brightness. Scan configurations with VRS options work with One Touch scan settings to produce the best quality images.

This section explains how to use the Kofax VRS features when choosing new scan settings for your scanner.

The VRS options appear on the Scan Configuration Properties window that you use to create a new scan configuration for your scanner.

Click the VRS Settings tab to see the new VRS options available for your scanner.



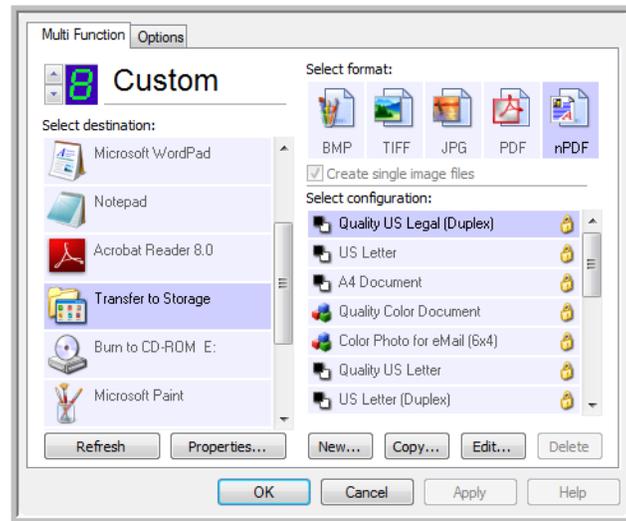
When you first install the software, the Basic Features will be available and a button, **Get VRS Pro**, will also be on the window.

If you would like to purchase VRS Professional to be able to use the Professional Features of VRS, click the **Get VRS Pro** button.

NOTE: Some of the illustrations in this section may not look exactly as they appear on your computer's screen. The differences are minor and do not affect the steps to use the features.

The Kofax VRS Settings

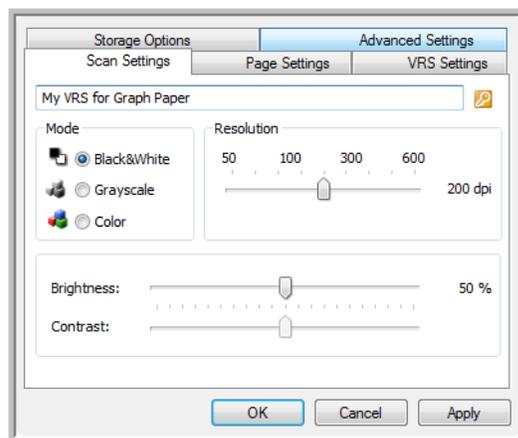
You select the Kofax VRS settings when creating or editing a scan configuration on the One Touch 4.0 Properties window.



To select the Kofax VRS settings:

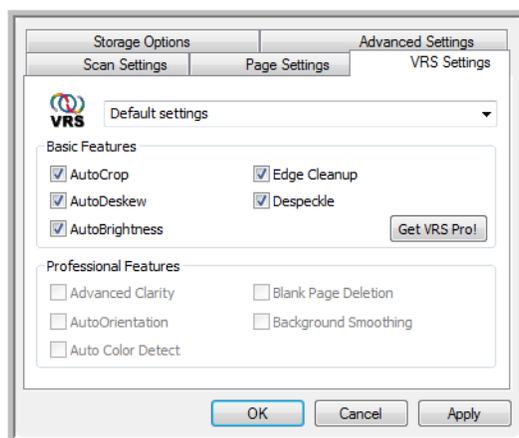
1. Open the One Touch 4.0 Properties window.
2. Click the **New** button to create a new configuration, or select one of your custom configurations you created earlier and click the **Edit** button.

The Scan Configuration Properties window opens.



Click the VRS Settings tab.

3. Click the VRS Settings tab to see the new VRS settings.



4. Choose the Kofax VRS options for the scan configuration.
5. Click the drop-down arrow to choose the type of VRS settings to use for the new scan configuration. The options are:
 - **Do not use VRS processing**—Scanning will not use the VRS processing.
 - **Default settings**—Automatically selects the options your scanner can use with any scan mode (Black&White, Grayscale, and Color).

The Basic Features are:

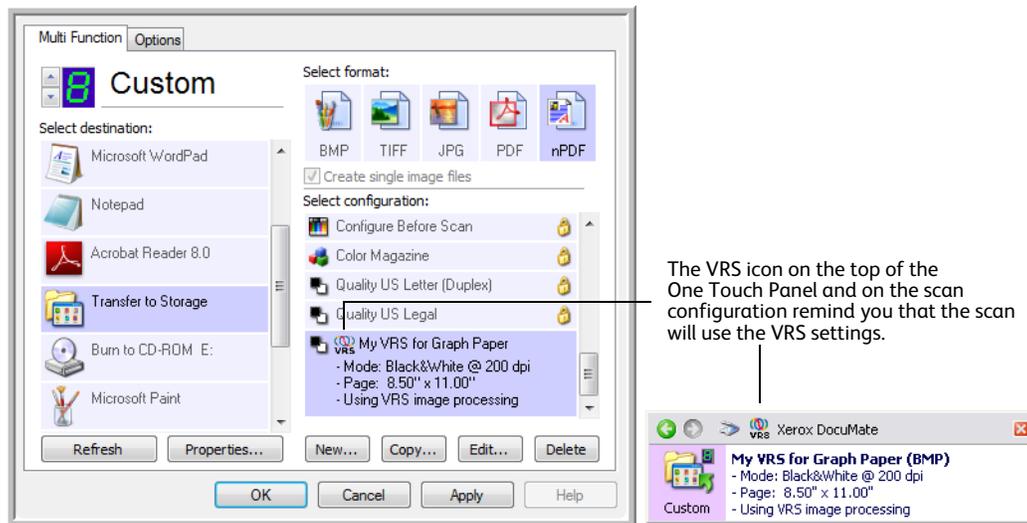
- **AutoCrop**—Determines the size of the item being scanned and produces an image of the same size. For example, if you scan a postcard-sized document, the resulting image will be the size of the postcard. This option overrides the page size setting.
- **AutoDeskew**—Detects the edges of a document and determines if they are straight or skewed. If the page is skewed, the image will be adjusted so it is straightened. However, if the page is fed through the scanner at too great an angle, the image may not straighten correctly. In that case, re-scan the page using the paper guides to feed the paper in straight.
- **AutoBrightness**—Sets the brightness to achieve the best balance between the document’s background, foreground, and highlighted areas. For grayscale images, lighter areas become whiter and darker areas become blacker. AutoBrightness is not available for Color scan configurations.
- **Edge Cleanup**—Sometimes a scan image will have a thin black outline around its edges. This VRS option replaces those black outlines with white. Edge Cleanup only applies if AutoCrop and AutoDeskew are selected so the software can determine where the edges are located. Therefore, selecting Edge Cleanup will also select AutoCrop and AutoDeskew. Edge Cleanup is only available for Black&White scan configurations.
- **DeSpeckle**—Speckles are small spots on an image that the scanner interpreted as a valid part of the document. For example, an irregularity in the paper, or a small wrinkle, or the holes where a staple was removed may show up as speckles on the scanned image. The DeSpeckle option identifies these spots and removes them. DeSpeckle is only available for Black&White scan configurations.

If you upgrade your scanner’s VRS software to the VRS Professional version, the Professional Features shown at the bottom of the window become active.

The Professional Features are:

- **Advanced Clarity**—Produces a clear, legible image even for documents that have complex or textured backgrounds, such as graph paper, blueprints, and security paper. The Advanced Clarity option identifies the text and drawings in the foreground and produces a scan image that keeps the background from obscuring them. Advanced Clarity is only available for Black&White scan configurations.
 - **AutoOrientation**—Recognizes text on the page and rotates the image 90, 180, or 270 degrees so the text is right side up. The AutoDeskew option must also be selected with the AutoOrientation option.
 - **Auto Color Detect**—Determines if a document contains color or not and produces the appropriate scanned image. Typically, Auto Color Detect is used when you have a stack of pages to scan, some color and others not. Instead of you having to change the scan settings from Color to Black&White and back again, the scanner can choose the correct settings automatically.
 - **Blank Page Deletion**—Recognizes when a page is blank and removes its image. For instance, if you are scanning a stack of pages that includes a blank page, its image will not be included with the other images from the stack.
 - **Background Smoothing**—Sometimes a document with a background color on the page will produce a scanned image that has small imperfections in the color. This option recognizes a document’s background color and makes sure it is a smooth, solid color. Background Smoothing is not available for Black&White scan configurations.
6. Click **OK** or **Apply** to add the VRS options to your scan configuration.

When a scan configuration includes VRS options, the One Touch Panel and the One Touch Properties window both show the VRS icon as a reminder.

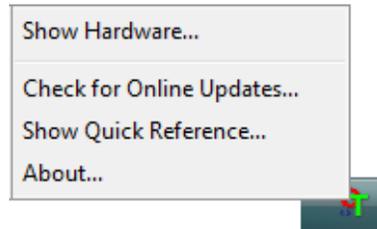


The VRS icon on the top of the One Touch Panel and on the scan configuration remind you that the scan will use the VRS settings.

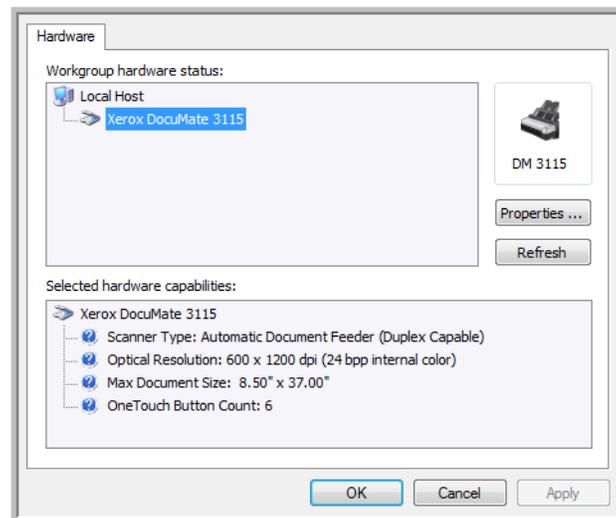
The summary of the scan settings also indicates VRS settings.

Changing the Hardware Settings

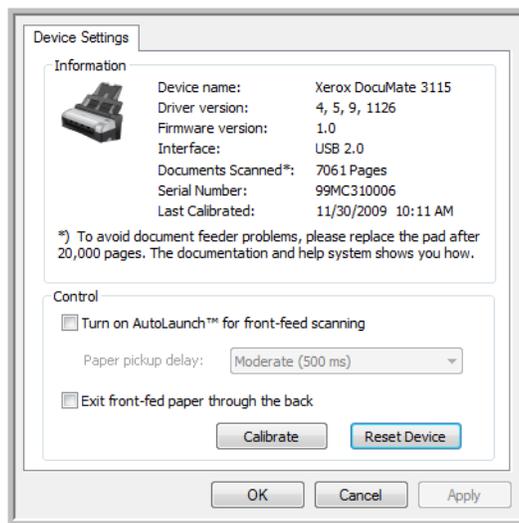
1. Right-click on the One Touch icon and choose **Show Hardware** from the pop-up menu.



2. The Hardware Properties dialog box opens and shows information about your DocuMate 3115.



3. Click the **Properties** button.



- **Turn on AutoLaunch™ for front-feed scanning**—Select this option to have the scanner automatically start scanning when an item is inserted in the front of the scanner.
- **Paper pickup delay**—If the AutoLaunch option is enabled, the Paper pickup delay option also becomes available. The Paper pickup delay is the amount of time you want the scanner to wait until it feeds the item into the scanner to start scanning.

To set the Paper pickup delay, click the drop-down arrow and choose from the list of 5 options. The settings are in milliseconds, so 1250 ms is 1.25 seconds.

- **Exit front-fed paper through the back**—When selected, front-fed pages will exit from the back of the scanner. When unselected, front-fed paper will exit from the front of the scanner.
- **Calibrate**—Click the Calibrate button to start the scanner calibration wizard. The scanner self-calibrates when you click the Calibrate button. The calibration window on-screen will close automatically when calibration is finished. If it doesn't close automatically, click the Finish button.

4. Click OK to save the changes and close the dialog box.

Scanning from TWAIN

5

This chapter includes:

- [Accessing the TWAIN Interface](#) on page 92
- [Scanning with the TWAIN Interface](#) on page 93
- [The Options in the TWAIN Interface](#) on page 94

You can scan from any TWAIN scanning application instead of scanning from the One Touch buttons on your scanner or the One Touch button panel.

A Note About Your Scanner and the TWAIN standard: TWAIN is a widely recognized standard that computers use to receive images from scanners, digital cameras, and other digital devices. The TWAIN scanning interface can be accessed from any TWAIN scanning application you have installed on the computer. Applications such as Nuance PaperPort and OmniPage, which were provided with your scanner, and many other applications, can use the TWAIN interface for scanning.

The TWAIN interface, described in this section, is the one provided with your scanner and you will see it when scanning from PaperPort or OmniPage. Other TWAIN compliant scanning applications may also access this interface. However, there are some applications that have their own TWAIN interface. If you are scanning from a software application, and see the interface shown in this section, you can use these instructions to scan with the TWAIN interface. If you do not see this TWAIN interface, please refer to your scanning application's user guide for instructions.

NOTE: You can access the TWAIN interface when you're scanning from the One Touch software. If the One Touch configuration you are using is set to **Configure Before Scan**, and the selected option is TWAIN, the TWAIN interface opens right away when pressing the button on your scanner without opening any other TWAIN-compliant software first.

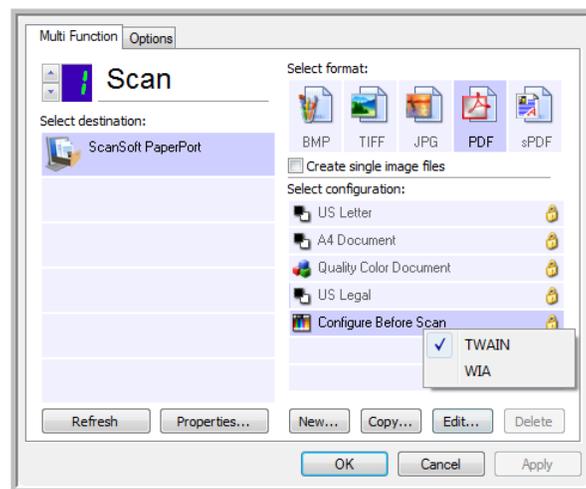
The PaperPort and OmniPage user guides are located on the installation disc you received with the scanner.

The PaperPort software includes a complete set of help topics that answer questions about each feature of the software. To open the Help Topics window, press the **F1** key on your keyboard or choose **PaperPort help** from the Help menu.

Accessing the TWAIN Interface

Every TWAIN scanning application will access the scanner using a different method. Below is a brief list of common applications and how to initiate a scan from within that application, including some of the applications which may have been provided with your scanner.

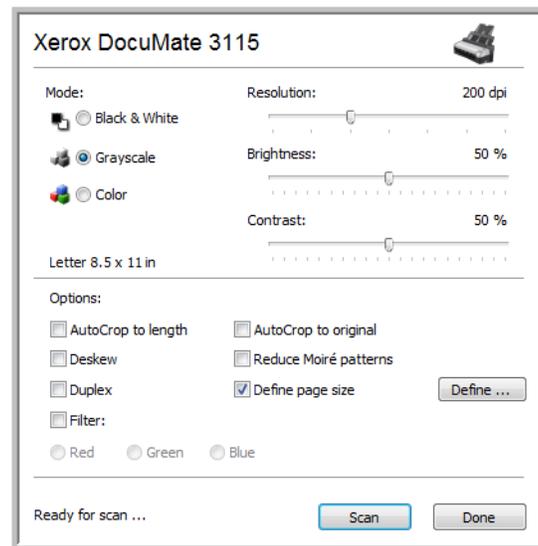
- **One Touch:** Open the One Touch Properties window and under the Configuration List select “Configure Before Scan”. Click on OK to save the changes, the next time you scan using that button the TWAIN interface will open immediately.



- **PaperPort:** On the Toolbar click on the Scanner icon to open the Scan Pane on the left side of the PaperPort desktop. Select your scanner in the Scan Pane then click on the “Scan” button in the Scan Pane. If you get a message that the scanner is not in the PaperPort database, follow the instruction so screen to run the Scanner Setup Wizard.
- **OmniPage:** Go to File, then Get Page, then click on Scan. If you get a message that the scanner is not in the OmniPage database, follow the instruction so screen to run the Scanner Setup Wizard.
- **ArcSoft:** Click on the Scanner icon from the main menu.
- **Corel Paint Shop Pro:** From the File menu select the Import option to select your scanner model, then from the file menu select the Import function and choose TWAIN Acquire.
- **Adobe Software:** Depending on the application you can “Create a file” then select the scanner as your creation source, or “Import a Picture” and select the scanner as your import from source.
- **Microsoft Software:** Depending on the application you can go to “Insert Picture... from Scanner or Camera”, “File... Scanner or Camera”, or “Insert Picture to Clip Organizer from Scanner or Camera”.

Scanning with the TWAIN Interface

The TWAIN interface lists the scanning options available with your Xerox DocuMate 742 scanner.



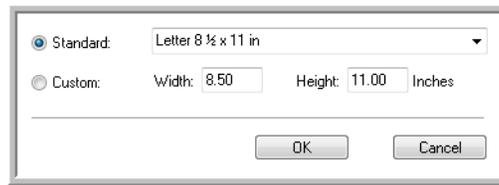
1. Load the documents *face down* with the top of the pages inserted into the Automatic Document Feeder.
2. Adjust the settings in the TWAIN interface for the item you are scanning.
3. Click on the Scan button in the TWAIN interface.
4. When scanning is complete, click Done to close the TWAIN interface.
5. The scanned images are now in the TWAIN application.

The Options in the TWAIN Interface

- **Mode**—Select a scanning mode:
 - Black&White** to scan in black and white. For example, letters and memos are usually scanned in black and white.
 - Grayscale** to scan items such as documents containing drawings or black and white photographs.
 - Color** to scan color photographs and other color items. Color scans have the largest file size.
- **Resolution**—Drag the slider to the right or left to adjust the dots per inch (dpi) of the resolution. The higher the dpi setting, the sharper and clearer the scanned image. However, higher dpi settings take longer to scan and produce larger files for the scanned images.
- **Brightness**—Sometimes an image is scanned with the brightness and contrast set too light or too dark. For example, a note written with a light pencil may need to be scanned darker to improve legibility. Increasing or decreasing the brightness makes the scanned image lighter or darker.
- **Contrast**—The difference between the lighter and darker portions of the image. Increasing the contrast emphasizes the difference between the lighter and darker portions, decreasing the contrast de-emphasizes that difference.
- **Deskew**—Select this option to let the scanner automatically determine if a page is skewed, then straighten its image. If the page is fed through at too great of an angle, the image may not straighten correctly. In that case, re-scan the page using the paper guides to feed the paper in straight.
- **Duplex**—Scan both sides of the page. If this option is not selected, the scanner will scan the face-down side of the page only.
- **Color Filter**—Color filter is the ability of your scanner to automatically remove a color from a scanned image. For example, if you are scanning a letter with a red watermark, you can choose to filter out the red so the scanned letter just shows the text and not the red watermark. Color filter applies to Black & White or Grayscale scanning modes.
- **AutoCrop to original**—Select this option to let the scanner automatically determine the size of the item being scanned.

Always use the paper guides on the scanner so the page is not skewed. Skewed pages may not crop properly.
- **Reduce Moiré Patterns**—Moiré patterns are wavy, rippled lines that sometimes appear on the scanned images of photographs or illustrations, particularly newspaper and magazine illustrations. Selecting **Reduce Moiré Patterns** will limit or eliminate moiré patterns in the scanned image. This option is only available at lower resolutions.

- **Define page size**—Click this option to activate the Define button. Then click the Define button to see the Define page size dialog box for selecting a specific page size.



Standard—Click the menu arrow and choose a page size from the list.

Custom—Enter the horizontal and vertical page dimensions in the boxes. Click the name of the units, inches or mm (millimeters), to toggle between them.

Click **OK**.

The currently selected page size appears in the middle of the TWAIN interface on the left-hand side.

Scanning from WIA

6

This chapter includes:

- [Scan using WIA from Microsoft Paint](#) on page 98
- [Fine Tuning Your Scans](#) on page 100

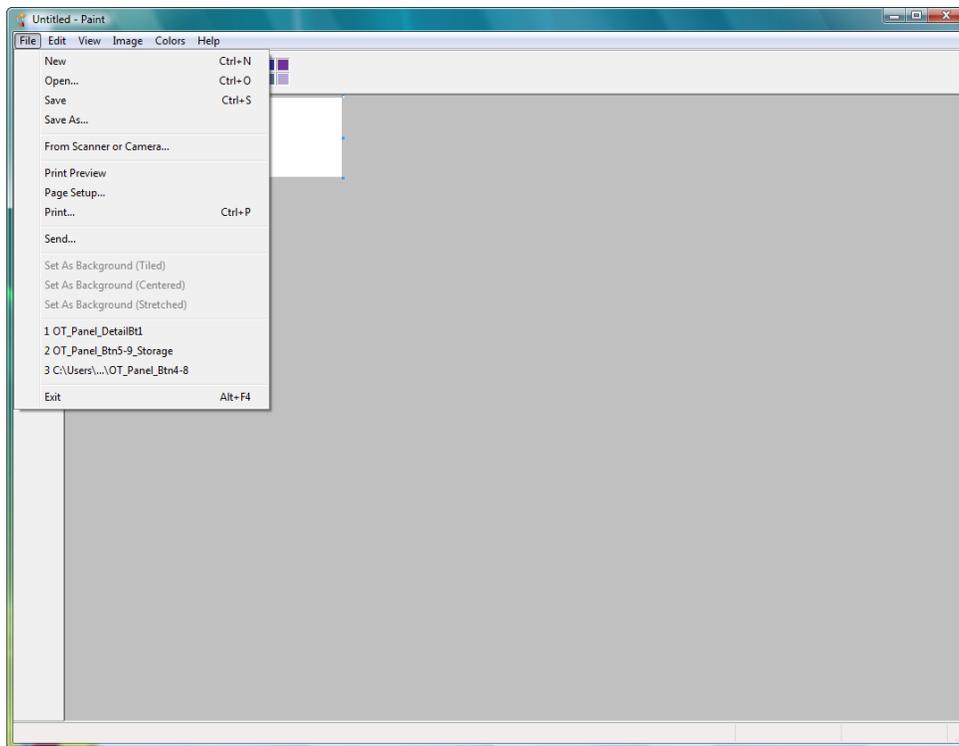
Microsoft Windows version XP and later include their own scanning interface—known as Windows Image Acquisition (WIA)—for acquiring images from scanners, digital cameras, and other digital devices.

This section shows how to use Microsoft Paint to scan using the WIA interface, but you can use other Windows applications as well.

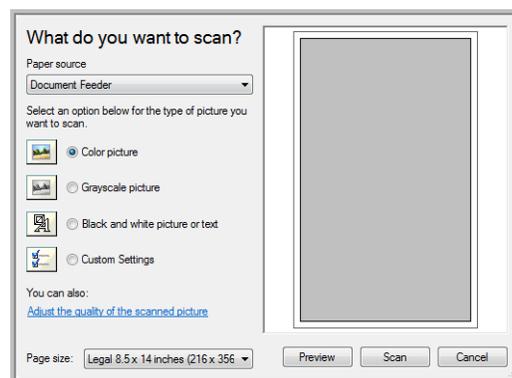
NOTE: Windows Vista and Windows 7 have advanced options available for scanning with the WIA interface. Scanning from Microsoft's Paint application uses the interface described in this section. Other applications may access the advanced WIA interface available with Windows Vista and Windows 7. Please refer to the Windows help for instructions on using WIA.

Scan using WIA from Microsoft Paint

1. On the Windows taskbar, click **Start**, point to **Programs**, point to **Accessories**, and then click **Paint**.
2. From the **File** menu choose **From Scanner or Camera**.

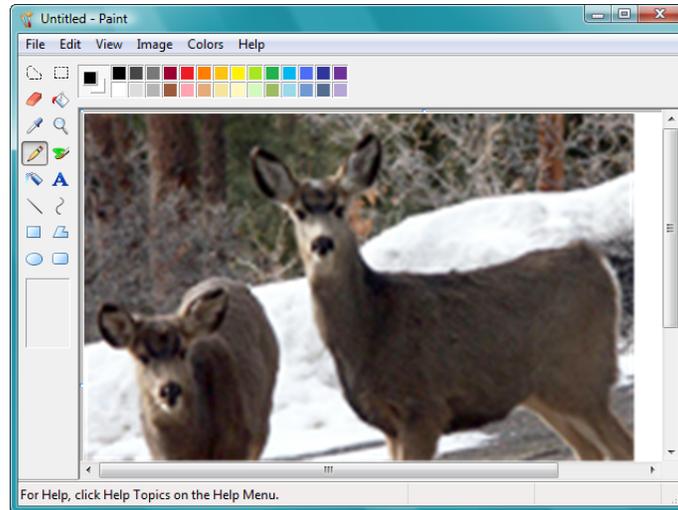


3. The scan window opens. Use this window to select scanning options and start the scan process.



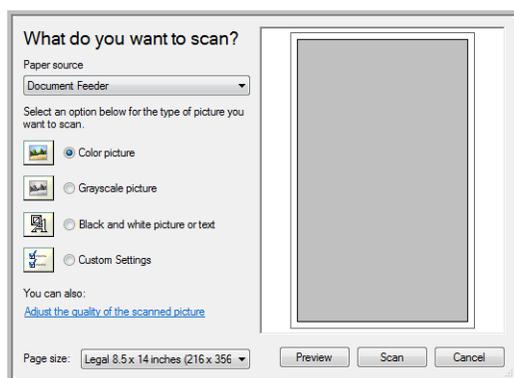
4. Click on the color mode appropriate for the item you are scanning.
5. Place a document in the scanner.

6. Click on the **Scan** button in the WIA interface.
The scanner starts scanning.
7. The scanned image will appear in Microsoft Paint (or other WIA application you're using).

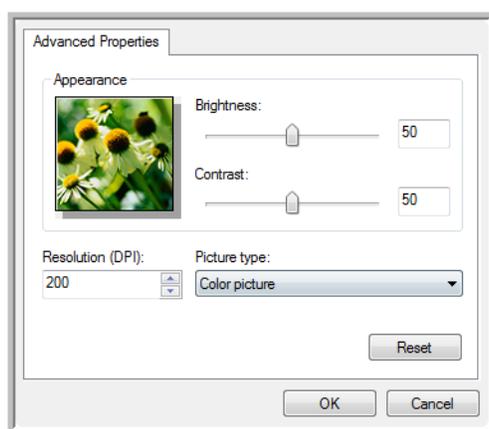


Fine Tuning Your Scans

You can select new settings before you scan an item to fine tune exactly how you want to scan it.



1. On the scan window, click **Adjust the quality of the scanned picture**.



2. Select the options for scanning.
Brightness and **Contrast**—Drag the sliders to the right or left to adjust the brightness and contrast of the scanned image.
Resolution (DPI)—Click the up or down arrow to scroll through the dots per inch (dpi) of the resolution. Higher dpi settings take longer to scan and produce larger files for the scanned images.
Picture type—Click the menu arrow and choose the most appropriate type for the item you're scanning.
3. Click **OK**.
The Custom Settings button is now set to scan with the options you selected.

Maintenance

7

This chapter includes:

- [Safety Precautions](#) on page 102
- [Clearing Paper Jams](#) on page 103
- [Cleaning the Scanner](#) on page 104
- [Replace the ADF Pad Assembly](#) on page 107
- [Replacing the Roller Assembly](#) on page 109
- [Troubleshooting](#) on page 111
- [Uninstalling Your Scanner](#) on page 114
- [The DocuMate 3115 Scanner Specifications](#) on page 115
- [The DocuMate 3115 Parts List](#) on page 117

This section contains information about maintenance, troubleshooting, uninstalling, scanner specifications, and spare parts.

Safety Precautions

When servicing the scanner you should take the following precautions to ensure your safety and prevent damage to the scanner.

Do These

- Wear protective gloves when cleaning the scanner with Isopropyl rubbing alcohol. Rubbing alcohol may irritate sensitive skin.
- Only perform scanner maintenance as described in this chapter.
- Keep the scanner and cleaning supplies away from any open flame or heat source as any form of alcohol is flammable.
- Always read the instructions in each section carefully, the instructions are specific to the part you are installing or servicing.
- Move the scanner to an area that has adequate room for opening the scanner.
- If your scanner has a power cord and/or power switch, always turn off the scanner and unplug the power cord before performing maintenance, unless the maintenance instructions below specifically state to leave the scanner plugged in and powered on.
- Always unplug the USB cable from the scanner before performing maintenance, unless the maintenance instructions below specifically state to leave the scanner plugged in.
- Wear an anti-static strap to prevent electrostatic discharge when touching metal components.
- Keep all cleaning supplies, scanner parts and accessories out of the reach of children.

Do Not Do These

- Never attempt installation of any part not described in this manual.
- Never service the scanner near a radiator or any other heat source.
- Never use aerosol sprays or compressed air, or attempt to lubricate parts with an oil or silicon spray.
- Never service the scanner in an area where there are open liquid containers.
- Never pour or spill liquid on the scanner or any of its components.

Clearing Paper Jams

If your scanner stops scanning due to a paper jam in the Automatic Document Feeder, a warning dialog box opens after a few moments.

1. Pull the ADF cover release on the top of the scanner body to open the Automatic Document Feeder cover.



2. Remove the jammed paper and close the cover.



To reduce the number of paper jams, smooth and straighten the paper before scanning and adjust the guides to the paper size, and insert the paper evenly into the ADF.

Cleaning the Scanner

Cleaning the inside of the scanner helps to keep your scanner operating at optimum performance. You should clean the inside of the scanner at least once a week or after 5,000 pages have been scanned. If you are getting frequent paper jams, multiple pages feeding at the same time, or if you're seeing lines in the scanned image, it is time to clean the scanner.

Cleaning the Scanner Body

1. Wet a soft cloth with some isopropyl rubbing alcohol (95 %).
2. Pull the ADF cover release on the top of the scanner body to open the Automatic Document Feeder cover.



3. Wipe the scanner glass and plastic surfaces on the inside of the scanner. Make sure you clean the glass located in the scanner body and on the underside of the scanner lid. Be careful not to snag the cloth on any of the surfaces inside the scanner.



4. Wipe clean all of the rollers in the scanner. Be careful not to snag the cloth on the paper sensor.



5. Close the cover when you're finished.

Cleaning the Docking Station

Cleaning the Input Tray:

1. Wet a soft cloth with some isopropyl rubbing alcohol (95 %).
2. Wipe down the input tray with the cloth.

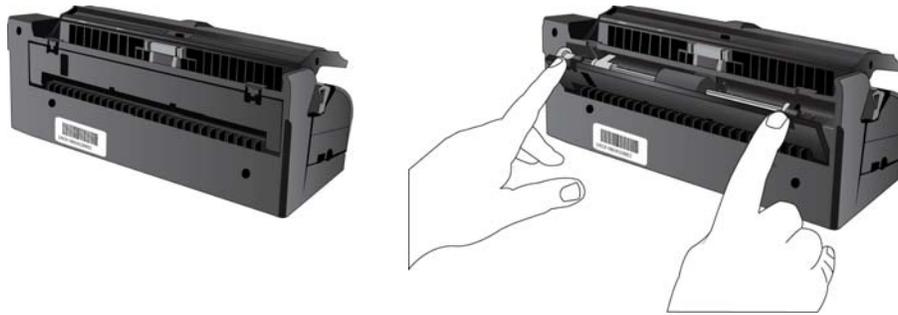


Cleaning the Roller and Pad Assembly:

1. Wet a soft cloth with some isopropyl rubbing alcohol (95 %).
2. From the back of the scanner, lower the input tray.



3. Press down on the two latches on the back of the docking station and lower the rear cover.



4. Wipe the feed roller from side to side. Rotate the roller to clean its entire surface.
5. Wipe the ADF pad from top to bottom. Be careful not to snag the cloth on the springs on either side of the pad.



6. Wipe clean all plastic surfaces, then close the rear cover.



Replace the ADF Pad Assembly

The ADF pad will wear out and is designed to be a user-replaceable part. Problems with documents feeding into the ADF is an indication that the pad is wearing thin.

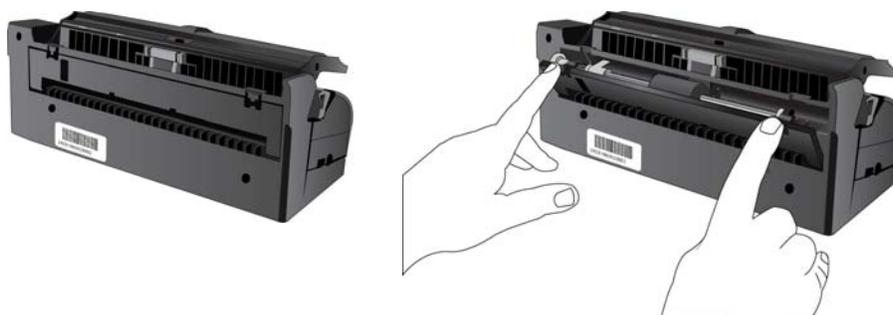


You received a replacement pad in the original scanner box, and you can also order a new one. See the [The DocuMate 3115 Parts List](#) on page 117 for ordering information.

1. From the back of the scanner, lower the input tray.

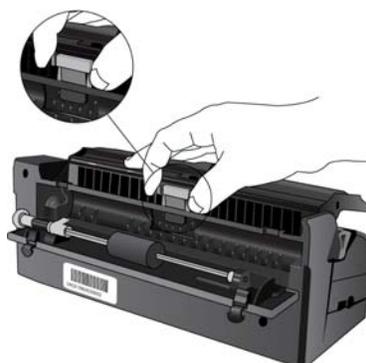


2. Press down on the two latches on the back of the docking station and lower the rear cover.

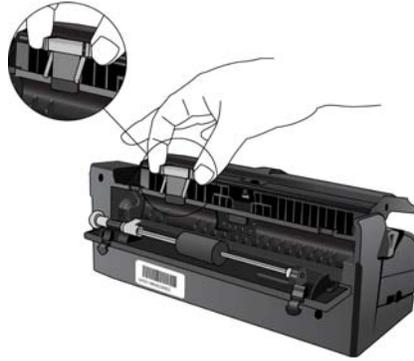


The ADF pad is located behind the input tray.

3. Squeeze the plastic clamps that hold the pad assembly in place and lift the pad up and out.



- Reverse the procedure to replace the new pad into its slots.



- Close the rear cover when you're finished.



Replacing the Roller Assembly

After extended use, the roller may wear out and may need to be replaced. It is a user-replaceable part and can be reordered.

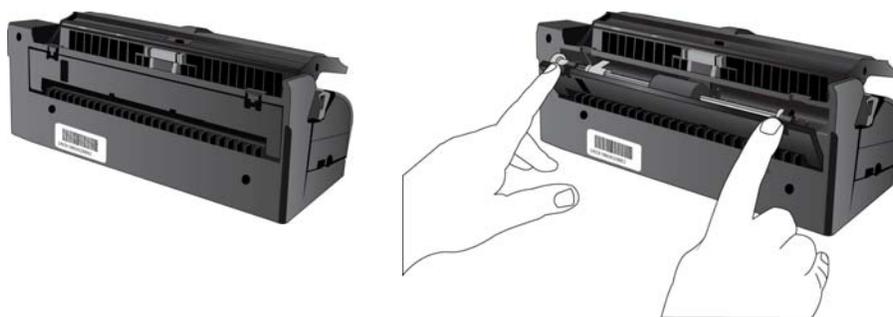


Frequent paper jams are a symptom of a worn roller assembly. A worn roller can cause documents to feed in skewed at an angle, or multiple pages to feed at the same time. A worn roller should be replaced to avoid damage to the scanner's internal parts. Before replacing the roller you should clean it as excessive dust on the roller will make it appear worn and smooth. You cannot properly diagnose a worn roller until you have cleaned it.

1. From the back of the scanner, lower the input tray.



2. Press down on the two latches on the back of the docking station and lower the rear cover.

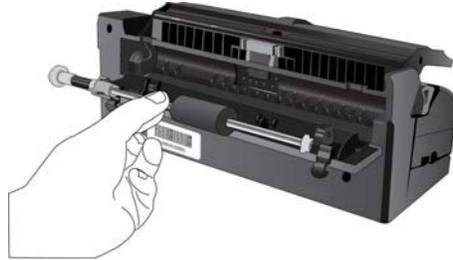


3. The roller is held in place with a lock tab that rotates to lock and unlock it. To unlock the tab, rotate it upward until the small lock flange is completely free.



4. When the roller is unlocked, it can be removed from its mounting sockets.

5. Discard the worn roller. It cannot be repaired.
6. Before installing the new roller, clean any dust that may have gotten on it during shipping.
7. Insert the right end of the roller into its housing socket in the scanner.



8. Align the lock tab, on the orange lock flange, with the slot in the scanner.
9. Rotate the lock tab into the slot on the scanner.
10. Press down on the lever to lock the roller in place.
The lock will “click” into place when it is secure. However, if it does not rotate easily into the housing, make sure the flange is properly seating in its latch.



11. Close the rear cover when you're finished.



Troubleshooting

In addition to the troubleshooting information contained in this section, please see the Readme file on your installation disc. The Readme file contains additional information that may help you diagnose problems with the scanner.

If you try the troubleshooting procedures described in this section and in the Readme file, and the scanner still has problems, visit our web site at www.xeroxscanners.com for additional technical information.

Problem: The scanner won't scan. What's wrong?

Check for one of these possible causes:

- **Are the cables loose or not plugged in securely?** Inspect the cable connections. Make sure the cables are plugged in securely.
- **Is the scanner's status light on?** Turn on the scanner's power. If the status light doesn't come on, plug the power supply into another electrical outlet.
- **Did you restart the computer after installing the software?** If you didn't restart the computer, it may not have loaded all of the software files. Try restarting your computer.
- **Did you plug the scanner into a USB hub?** If you're using a USB hub to connect the scanner, the hub must have its own power supply. If the hub does not have its own power supply, plug the scanner into a USB port on the computer.
- **Did you select another TWAIN source for acquiring images?** If you use multiple TWAIN devices with your computer, you may have selected another source for images. Start the PaperPort software and click the **Scan** icon, then make sure **DocuMate 3115** is selected as the scanner.

Problem: The installation will not complete successfully. If installation finishes, the scanner's One Touch 4.0 options do not seem to work properly.

A likely cause is that some driver programs are already installed on your computer for another scanner. Or you previously had another Visioneer scanner and that driver program is still on your computer. They are interfering with the installation and One Touch options, and you need to remove those other drivers and re-install your DocuMate 3115 scanner. Please see the documentation that you received with the other scanner for the steps to remove its driver programs.

Problem: My computer keeps giving me out of hard drive space error messages.

The minimum requirement of 350MB free hard drive space is for the installation of the software and basic, low resolution, scanning. High resolution scans result in files that can be over 1 gigabyte in size. Free up some space on your hard drive for the software to be able to save the scanned images.

Problem: With AutoCrop to Original selected, sometimes I get blank pages, or pages with lines.

The pages were probably scanned in crooked, or skewed. To use AutoCrop to Original, the pages must be scanned in straight. Adjust the paper guides on the scanner so pages feed in straight.

Problem: The paper jams the ADF.

To reduce the number of paper jams, smooth and straighten the paper before scanning, and adjust the guides to the paper size. Paper fed into the ADF at an angle can cause the feed mechanism to jam. If paper jams are occurring more frequently, try cleaning the roller with a soft cloth dampened with Isopropyl rubbing alcohol. Excessive dust on the roller can make it appear worn and will cause issues feeding paper. See [Cleaning the Scanner](#) on page 104 for cleaning instructions.

Problem: The ADF won't feed pages properly.

A dirty or worn ADF pad assembly or dirt on the roller can cause documents to feed in skewed at an angle, or multiple pages to feed at the same time. Try cleaning the roller first. See [Cleaning the Scanner](#) on page 104. If that doesn't solve the problem, the pad assembly may need to be replaced. It is user-replaceable. See [Replace the ADF Pad Assembly](#) on page 107 for the steps to replace the pad.

Problem: If the USB cable is disconnected during a scan, the scanner does not reconnect when the USB cable is plugged back in.

Unplug the power cable from the scanner, and then plug it back in.

If the scanner does not reconnect:

1. Unplug the power cable from the scanner.
2. Restart your computer.
3. After the restart is complete, plug the power cable back in.

Problem: Paper jams when it begins scanning from the input tray.

Make sure the front feed tray is closed, and that an item isn't already in the scanner fed in from the front.

Problem: The scans from the input tray are always crooked.

Make sure to align the paper guides to the edges of the paper. If you are scanning small items that are smaller than the paper guides' minimum adjustment, scan these items from the front feed tray instead.

Error Light Troubleshooting Codes

The status light indicates the current state of the scanner. Descriptions of the most common patterns are listed below. Contact Xerox Technical Support if you experience a different blinking pattern.

Normal Operation

- **Steady green:** indicates the scanner is ready to scan.
- **Steady red:** the scanner is busy or it is not connected to the computer. If a calibration has been initiated, the scanner is busy calibrating.
- **Blinking red:** the scanner is reporting an error.

Error Codes

If your scanner experiences hardware problems, the status light turns red and will blink a specific number of times, then pause for 2 to 3 seconds, then repeat the same number of blinks. The number of blinks between pauses indicates the type of error code.

In all cases, you should turn off the scanner and check the scanner setup. Make sure the USB cable is plugged into the scanner and computer. Make sure the power cord is plugged into the scanner and into a wall outlet or USB port.

Error Code	Problem Description	Solution
Red	Scanner is not connected to the computer. (The LED does not flash and the status light remains red.)	A cable may be loose. Check that the scanner's cables are correctly attached to the computer. If the scanner still does not connect, re-boot the computer.
4	Paper jam	Open the ADF and remove the jammed page.
5	Multi-feed error	More than one page is in the scanner. Make sure that an item hasn't been inserted in the front of the scanner when trying to scan from the input tray.
6	Cover open	The top of the scanner is not fully closed. Close the scanner lid.
All Other Codes	An internal part in the scanner may have malfunctioned.	Turn off the scanner, re-boot your computer, then turn the scanner back on. If the problem persists, contact Xerox Technical Support.

Uninstalling Your Scanner

To uninstall the Xerox DocuMate 3115 scanner, remove the scanner software and any other scanning software provided with the scanner.

Uninstalling the Scanner and One Touch Software

1. On the Windows taskbar, click **Start**, point to **Settings**, then click **Control Panel**.
2. *Windows 2000 and Windows XP:* Double-click the **Add/Remove Programs** icon.
Windows Vista and Windows 7: Double-click the **Programs and Features** icon.
3. From the list of programs, select **Xerox DocuMate 3115 Driver**.
Click the **Change/Remove** or **Uninstall** button.
4. Click **Yes** when asked to confirm that you want to remove these software programs.
5. Follow these same steps to select and remove the **One Touch 4.0** software, the **Kofax VirtualReScan** and the **One Touch 4.0 ScanSoft OmniPage OCR** modules from the installed programs list.
6. The scanner driver and One Touch 4.0 software is removed from your computer.
7. Unplug the USB cable from the scanner.
8. Close all open windows and restart your computer.

Uninstalling the PaperPort and OmniPage Software

1. On the Windows taskbar, click **Start**, point to **Settings**, then click **Control Panel**.
2. *Windows 2000 and XP:* Double-click the **Add or Remove Programs** icon.
Windows Vista and Windows 7: Double-click the **Programs and Features** icon.
3. Select **PaperPort** or **OmniPage** and click **Remove**.
4. A message window opens, asking if you are sure you want to remove PaperPort or OmniPage from your computer. Click **Yes**.
5. Close all open windows and restart your computer.

The DocuMate 3115 Scanner Specifications

Optical resolution	600 dpi
Bit depth	24-bit color, 8-bit grayscale, 1-bit bitonal (black & white)
Maximum item size	8.5" x 38"
Minimum item size	3.5" x 2"
Scan method	Duplex Automatic Document Feeder (Docking Station) Duplex Single Sheet Fed (Front Feed Tray)
Scanning specifications	
Scanning Speed (Input Tray)	AC Power: 15 pages per minute / 30 images per minute @ 200 dpi USB Power: 6 pages per minute / 12 images per minute @ 200 dpi
Scanning Speed (Front Feed)	AC Power: 4 seconds per page @ 200 dpi USB Power: 10 seconds per page @ 200 dpi
Capacity	20 pages of 20lb printer paper (75 g/m ²)
Paper Thickness	16 - 28 lbs. (0.002" - 0.006") (60 - 105 g/m ²)
Image Sensor	Dual Contact Image Sensor
Light source	3-color RGB-LED
Interface	Hi-Speed USB 2.0
Scanner body dimensions	
Width	11.7 inches (297 mm)
Depth	3.1 inches (80 mm)
Height	2.4 inches (60 mm)
Docking Station dimensions	
Width	11.7 inches (297 mm)
Depth	6.2 inches (158 mm)
Height	9.3 inches (235 mm)
Weight (Scanner body only)	2.2 pounds (1 kg)
Weight (With Docking Station)	3.9 pounds (1.76 kg)
Operating temperature	50°~104° F (10°~35° C without condensation)
Relative humidity	10%~85% (@35° C without condensation)
Power supply	DC Jack, 24Vdc/1.0A (24W), 100-240Vac, (Model: HEG42-240100-7L made by HiTron) or (Model: DA-24C24 made by ADP), ENERGY STAR and RoHS compliant
AC Power cord	US—3P, 7A/125V, 500mm, 3C x 18AWG, RoHS UK—3P, 2.5A/250V, 500mm, 3C x 0.75mm ² , RoHS EUR—2P, 2.5A/250V, 500mm, 3C x 0.75mm ² , RoHS
USB Power Cord	A-Type DC Jack, 4P, 1800mm, 26AWG, 19G-0299, -20~80, RoHS
Scanner Rating	External Power: 24Vdc, 1.0A USB Power: 5Vdc, 1.0A
Power consumption	< 12 Watts (during operation) < 5 Watts (on standby)
USB cable	Mini-USB connector, 1850 mm, 28AWG, with core, RoHS compliant
Safety and agency certifications	UL, C-UL, FCC Class B, CE, RoHS, ENERGY STAR

Supported Operating Systems

- Microsoft Windows
- 2000 (Service Pack 4)
- 32-bit XP (Service Pack 2 or 3)
- 32-bit or 64-bit Vista (with or without Service Pack 1 or 2)
- 32-bit or 64-bit 7

Scanner Drivers

TWAIN, WIA

Bundled Software

- Visioneer One Touch
- Nuance PaperPort®
- Nuance OmniPage®
- Adobe® Reader®
- NewSoft Presto! BizCard®
- Kofax Virtual ReScan® (VRS™) Module

The DocuMate 3115 Parts List

Please use the following part names and numbers when ordering replacements for your Xerox DocuMate 3115 scanner.

Part Name	Part Number	
Docking Station	85-0533-000	
ADF Pad	57-0130-000	
Roller Assembly	57-0113-000	
USB Cable	35-0225-000	
USB Power Cord	35-0229-000	
AC Power Cord	35-0226-000 (US) 35-0227-000 (EUR) 35-0228-000 (UK)	
Power Supply	37-0088-000	

Appendix



This chapter includes:

- [Safety Introduction](#) on page 120
- [EMC](#) on page 121
- [Operational Safety Information](#) on page 122
- [Electrical Information](#) on page 123
- [Emergency Power Off](#) on page 124
- [Maintenance Information](#) on page 125
- [Product Safety Certification](#) on page 126
- [Regulatory Information](#) on page 127
- [Compliance Information](#) on page 128
- [Illegal Copies](#) on page 130
- [EH&S Contact Information](#) on page 133

Safety Introduction

Notices and Safety

Please read the following instructions carefully before operating the machine and refer to them as needed to ensure the continued safe operation of your machine.

Your Xerox product and supplies have been designed and tested to meet strict safety requirements. These include safety agency evaluation and certification, and compliance with electromagnetic regulations and established environmental standards.

The safety and environment testing and performance of this product have been verified using Xerox materials only.

WARNING: Unauthorized alterations, which may include the addition of new functions or connection of external devices, may impact the product certification. Please contact your Xerox representative for more information.

EMC

This equipment has been tested and found to comply with the limits for a Class B digital device, pursuant to Part 15 of the FCC Rules. These limits are designed to provide reasonable protection against harmful interference when the equipment is operated in a commercial environment. This equipment generates, uses, and can radiate radio frequency energy and, if not installed and used in accordance with the instruction manual, may cause harmful interference to radio communications.

However, there is no guarantee that interference will not occur in a particular installation. If this equipment does cause harmful interference to radio or television reception, which can be determined by turning the equipment off and on, the user is encouraged to try to correct the interference by one or more of the following measures:

- Reorient or relocate the receiving antenna.
- Increase the separation between the equipment and receiver.
- Connect the equipment into an outlet on a circuit different from that to which the receiver is connected.
- Consult the dealer or an experienced radio/TV technician for help.

This device complies with Part 15 of the FCC Rules. Operation is subject to the following two conditions: (1) This device may not cause harmful interference, and (2) this device must accept any interference received, including interference that may cause undesired operation.

Changes and modifications to this equipment not specifically approved by Xerox may void the user's authority to operate this equipment.

Operational Safety Information

Your Xerox equipment and supplies have been designed and tested to meet strict safety requirements. These include safety agency examination, approval, and compliance with established environmental standards.

To ensure the continued safe operation of your Xerox equipment, follow these safety guidelines at all times:

Do These

- Always follow all warnings and instructions that are marked on or supplied with the equipment.
- Before cleaning this product, unplug the product from the USB port. Always use materials specifically designated for this product, the use of other materials may result in poor performance and create a hazardous situation. Do not use aerosol cleaners, they may be explosive and flammable under certain conditions.
- Always exercise care when moving or relocating equipment.
- Always locate the machine on a solid support surface that has adequate strength to support the weight of the machine.
- Always locate the machine in an area that has adequate ventilation and room for servicing.
- Always unplug this equipment from the electrical outlet before cleaning.

NOTE: Your Xerox machine is equipped with an energy saving device to conserve power when the machine is not in use. The machine may be left on continuously.

Do Not Do These

- Never use a ground adapter plug to connect the equipment to a power outlet that lacks a ground connection terminal.
- Never attempt any maintenance function that is not specifically described in this documentation.
- Never remove covers or guards that are fastened with screws. There are no operator serviceable areas within these covers.
- Never locate the machine near a radiator or any other heat source.
- Never override or “cheat” any of the electrical or mechanical interlock devices.
- Never place this equipment where people might step on or trip on the power cord.

Electrical Information

Warning - Electrical Safety Information

1. The power receptacle for the machine must meet the requirements stated on the data plate on the rear of the machine. If you are not sure that your electrical supply meets the requirements, please consult your local power company or an electrician for advice.
2. The socket outlet shall be installed near the equipment and shall be easily accessible.
3. Use the power cable that is supplied with your machine. Do not use an extension cord or remove or modify the power cord plug.
4. Plug the power cable directly into a correctly grounded electrical outlet. If you are not sure whether or not an outlet is correctly grounded, consult an electrician.
5. Do not use an adapter to connect any Xerox equipment to an electrical outlet that lacks a ground connection terminal.
6. Do not place this equipment where people might step or trip on the power cable.
7. Do not place objects on the power cable.
8. Do not override or disable electrical or mechanical interlock devices.
9. Do not push objects into slots or openings on the machine. Electrical shock or fire may result.

Electrical Supply

1. This product shall be operated from the type of electrical supply indicated on the product's data plate label. If you are not sure that your electrical supply meets the requirements, please consult your local power company for advice.
2. **WARNING:** This equipment must be connected to a protective earth circuit. This equipment is supplied with a plug that has a protective earth pin. This plug will only fit into an earthed electrical outlet. This is a safety feature. If you are unable to insert the plug into the outlet, contact your electrician to replace the outlet.
3. Always connect equipment to a correctly grounded power outlet. If in doubt, have the outlet checked by a qualified electrician.



Disconnect Device

The power cable is the disconnect device for this equipment. It is attached to the back of the machine as a plug-in device. To remove all electrical power from the equipment, disconnect the power cable from the electrical outlet.

Emergency Power Off

If any of the following conditions occur, turn off the machine immediately and **disconnect the power cable(s) from the electrical outlet(s)**. Contact an authorized Xerox Service Representative to correct the problem:

- The equipment emits unusual odors or makes unusual noises.
- The power cable is damaged or frayed.
- A wall panel circuit breaker, fuse, or other safety device has been tripped.
- Liquid is spilled into the machine.
- The machine is exposed to water.
- Any part of the machine is damaged.

Maintenance Information

1. Any operator product maintenance procedures will be described in the user documentation supplied with the product.
2. Do not carry out any maintenance on this product which is not described in the customer documentation.
3. Do not use aerosol cleaners. The use of cleaners that are not approved may cause poor performance of the equipment, and could cause a dangerous condition.
4. Use supplies and cleaning materials only as directed in this manual.
5. Do not remove covers or guards that are fastened with screws. There are no parts behind these covers that you can maintain or service.
6. Do not perform any maintenance procedures unless you have been trained to do them by an authorized local dealer or unless a procedure is specifically described in the user manuals.

Product Safety Certification

This product is certified by the following Agency using the Safety standards listed:

Agency	Standard
Underwriters Laboratories Inc.	UL60950-1 1st (2003) First Edition (USA/ Canada)
TUV	IEC60950-1: 2001 Second Edition

Regulatory Information

Certifications in Europe

CE

The CE mark applied to this product, symbolizes Xerox's declaration of conformity with the following applicable European Union Directives, as of the dates indicated:

December 12, 2006:	Council Directive 2006/95/EC as amended. Approximation of the laws of the member states related to low voltage equipment.
December 31, 2004:	Council Directive 2004/108/EC as amended. Approximation of the laws of the member states related to electromagnetic compatibility.

A full declaration of conformity, defining the relevant directives and referenced standards, can be obtained from your Xerox Limited representative or by contacting:

Environment, Health and Safety
The Document Company Xerox
Bessemer Road
Welwyn Garden City
Herts
AL7 1HE
England, Telephone +44 (0) 1707 353434

Compliance Information

Product Recycling & Disposal: USA & Canada

If you are managing the disposal of your Xerox product, please note that the product may contain lead, mercury, Perchlorate, and other materials whose disposal may be regulated due to environmental considerations. The presence of these materials is fully consistent with global regulations applicable at the time that the product was placed on the market. For recycling and disposal information, contact your local authorities. In the United States, you may also refer to the Electronic Industries Alliance web site: <http://www.eiae.org>.

Perchlorate Material - This product may contain one or more Perchlorate-containing devices, such as batteries. Special handling may apply, please see: <http://www.dtsc.ca.gov/hazardouswaste/perchlorate/>.

European Union

RoHS and WEEE Compliance

This product is compliant with RoHS Regulations of the European Parliament and Council Directive on the Restrictions of the Use of Certain Hazardous Substances in Electrical and Electronic Equipment (2002/95/EC), and with the Waste Electrical and Electronic Equipment (WEEE) Directive (2002/96/EC).

Some equipment may be used in both a domestic/household and a professional/business application.

In compliance with Article 7 (d) We hereby certify "It is in compliance with the EEE Regulation". ("EEE yönetmeliğine uygundur")

Professional/Business Environment

Application of this symbol on your equipment is confirmation that you must dispose of this equipment in compliance with agreed national procedures. In accordance with European legislation, end of life electrical and electronic equipment subject to disposal must be managed within agreed procedures.



Energy Star for the USA

Energy Program Compliance

As an ENERGY STAR® partner, Xerox Corporation has determined that this product meets the ENERGY STAR guidelines for energy efficiency.



The ENERGY STAR and ENERGY STAR MARK are registered United States trademarks. The ENERGY STAR Imaging Equipment Program is a team effort between U.S., European Union and Japanese governments and the office equipment industry to promote energy-efficient copiers, printers, fax, multifunction machine, personal computers, and monitors. Reducing product energy consumption helps combat smog, acid rain and long-term changes to the climate by decreasing the emissions that result from generating electricity.

Xerox ENERGY STAR equipment is preset at the factory. Your machine will be delivered with the timer for switching to Power Save Mode from the last copy/print out, set at 15 minutes. A more detailed description of this feature can be found in the Machine Setup Section of this guide.

Illegal Copies

USA

Congress, by statute, has forbidden the reproduction of the following subjects under certain circumstances. Penalties of fine or imprisonment may be imposed on those guilty of making such reproductions.

1. Obligations or Securities of the United States Government, such as:

Certificates of Indebtedness	National Bank Currency
Coupons from Bonds	Federal Reserve Bank Notes
Silver Certificates	Gold Certificates
United States Bonds	Treasury Notes
Federal Reserve Notes	Fractional Notes
Certificates of Deposit	Paper Money

Bonds and Obligations of certain agencies of the government, such as FHA, etc.

Bonds. (U.S. Savings Bonds may be photographed only for publicity purposes in connection with the campaign for the sale of such bonds.)

Internal Revenue Stamps. (If it is necessary to reproduce a legal document on which there is a canceled revenue stamp, this may be done provided the reproduction of the document is performed for lawful purposes.)

Postage Stamps, canceled or uncanceled. (For philatelic purposes, Postage Stamps may be photographed, provided the reproduction is in black and white and is less than 75 % or more than 150 % of the linear dimensions of the original.)

Postal Money Orders.

Bills, Checks, or Drafts of money drawn by or upon authorized officers of the United States.

Stamps and other representatives of value, of whatever denomination, which have been or may be issued under any Act of Congress.

2. Adjusted Compensation Certificates for Veterans of the World Wars.
3. Obligations or Securities of any Foreign Government, Bank, or Corporation.
4. Copyrighted material, unless permission of the copyright owner has been obtained or the reproduction falls within the "fair use" or library reproduction rights provisions of the copyright law. Further information of these provisions may be obtained from the Copyright Office, Library of Congress, Washington, D.C. 20559. Ask for Circular R21.
5. Certificates of Citizenship or Naturalization. (Foreign Naturalization Certificates may be photographed.)
6. Passports. (Foreign Passports may be photographed.)
7. Immigration Papers.
8. Draft Registration Cards.

9. Selective Service Induction Papers that bear any of the following Registrant's information:

Earnings or Income

Dependency Status

Court Record

Previous military service

Physical or mental condition

Exception: U. S. Army and Navy discharge certificates may be photographed.

10. Badges, Identification Cards, Passes, or Insignia carried by military personnel, or by members of the various Federal Departments, such as FBI, Treasury, etc. (unless photograph is ordered by the head of such department or bureau.)

11. Reproducing the following is also prohibited in certain states: Automobile Licenses — Drivers' Licenses — Automobile Certificates of Title.

The above list is not all inclusive, and no liability is assumed for its completeness or accuracy. In case of doubt, consult your attorney.

Canada

Parliament, by statute, has forbidden the reproduction of the following subjects under certain circumstances. Penalties of fines or imprisonment may be imposed on those guilty of making such copies.

1. Current bank notes or current paper money.
2. Obligations or securities of a government or bank.
3. Exchequer bill paper or revenue paper.
4. The public seal of Canada or of a province, or the seal of a public body or authority in Canada, or of a court of law.
5. Proclamations, orders, regulations or appointments, or notices thereof (with intent to falsely cause same to purport to have been printed by the Queen's Printer for Canada, or the equivalent printer for a province).
6. Marks, brands, seals, wrappers or designs used by or on behalf of the Government of Canada or of a province, the government of a state other than Canada or a department, board, Commission or agency established by the Government of Canada or of a province or of a government of a state other than Canada.
7. Impressed or adhesive stamps used for the purpose of revenue by the Government of Canada or of a province or by the government of a state other than Canada.
8. Documents, registers or records kept by public officials charged with the duty of making or issuing certified copies thereof, where the reproduction falsely purports to be a certified copy thereof.
9. Copyrighted material or trademarks of any manner or kind without the consent of the copyright or trademark owner.

The above list is provided for your convenience and assistance, but it is not all inclusive, and no liability is assumed for its completeness or accuracy. In case of doubt, consult your solicitor.

Other Countries

Copying certain documents may be illegal in your country. Penalties of fine or imprisonment may be imposed on those found guilty of making such reproductions.

- Currency notes

- Bank notes and cheques

- Bank and government bonds and securities

- Passports and identification cards

- Copyright material or trademarks without the consent of the owner

- Postage stamps and other negotiable instruments

Note: This list is not inclusive and no liability is assumed for either its completeness or accuracy. In case of doubt, contact your legal counsel.

EH&S Contact Information

Contact Information

For more information on Environment, Health, and Safety in relation to this Xerox product and supplies, please contact the following customer help lines:

USA & Canada: 1-800-828-6571

Europe: +44 1707 353 434

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