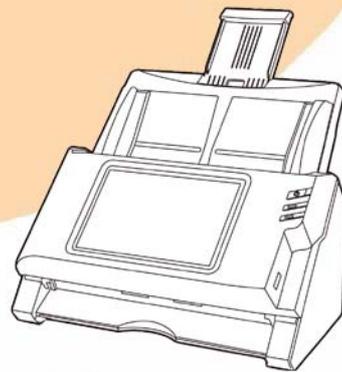


Scanner User's Guide

plustek



eScan Series

- ✓ **Installation**
- ✓ **Usage & Maintenance**

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The product packaging is recyclable.

Attention for recycling (For EU country only)

Protect your environment! This product should not be thrown into the household waste container. Please give it to the free collecting center in your community.

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INTRODUCTION

Thank you for choosing us as your scanner supplier. Your new scanner will improve the professionalism of your day-to-day computing tasks by allowing you to input images and electronic text into your computer system. You can easily scan single-sided or double-sided documents with your scanner.

Like all of our products, your new scanner is thoroughly tested and backed by our reputation for unsurpassed dependability and customer satisfaction. We hope you will continue to turn to us for additional quality products as your computing needs and interests grow.

HOW TO USE THIS GUIDE

This User's Guide provides instructions and illustrations on how to install and operate your scanner.

The Introduction section of this manual describes the box contents. Before you start installing your scanner, check the box contents to make sure all parts are included. If any items are damaged or missing, please contact the vendor where you purchased your scanner or our customer service directly.

Chapter I describes how to install and configure the scanner.

Chapter II describes how to use your scanner.

Chapter III describes how to maintain and clean your scanner.

Chapter IV contains technical support information that can help you solve simple problems.

Appendix A contains the specifications of the scanner you purchased.

Appendix B contains our customer service, the limited warranty agreement and FCC statement concerning the product.

CONVENTIONS OF THIS GUIDE

Bold —Represents commands or contents on your computer screen.

ALL CAPS —Important note or first use of an important term in a chapter.

Italic —Represents buttons on your scanner OR important notes.

A Note about Icons

This guide uses the following icons to point out information that deserves special attention.



Warning

A procedure that must be followed carefully to prevent injury, or accidents.



Attention

Instructions that are important to remember and may prevent mistakes.



Information

Optional tips for your reference.

SAFETY PRECAUTIONS

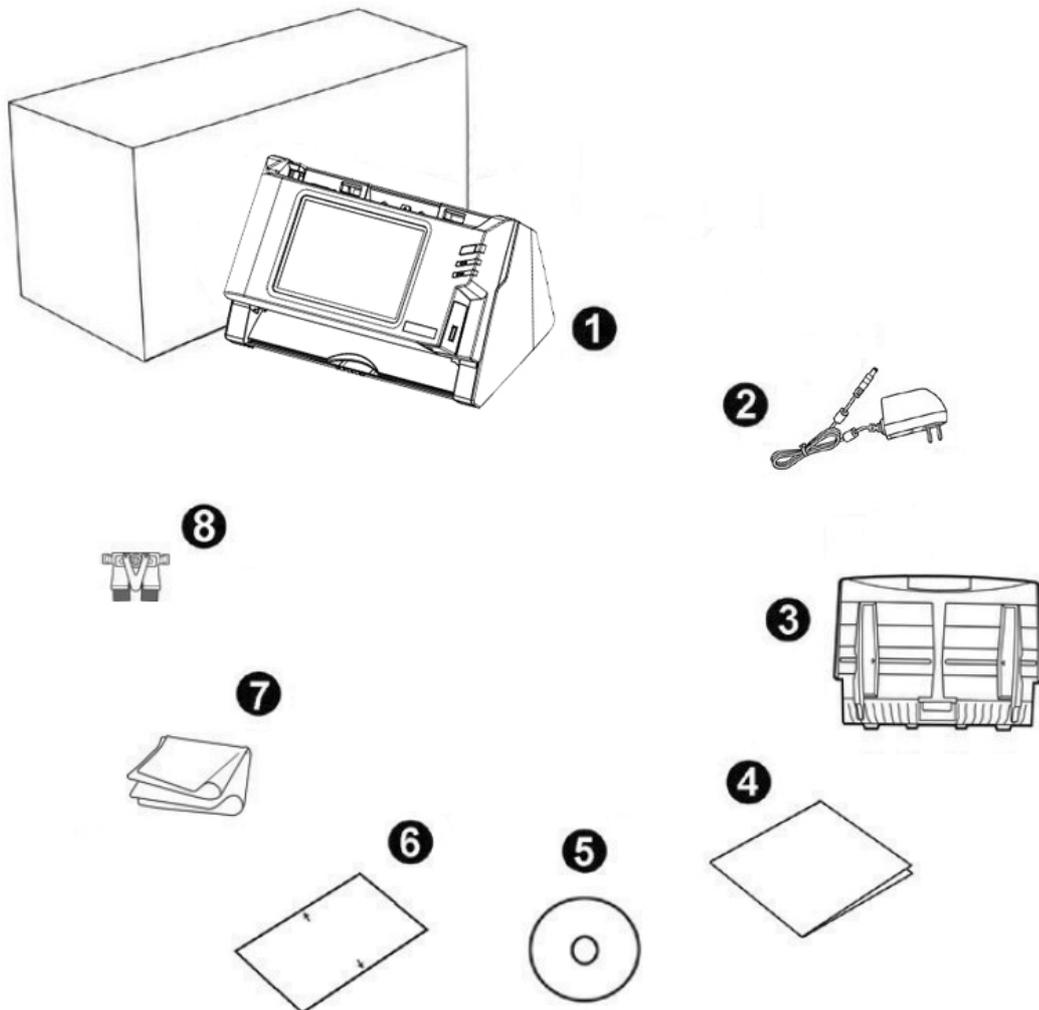


Warning

Before using this device, please read the following important information to eliminate or reduce any possibility of causing damage and personal injury.

1. Usage, the product is for indoor use in dry locations. Moisture condensation may occur inside this device and cause malfunction at these conditions:
 - when this device is moved directly from a cold to a warm location;
 - after a cold room is heated;
 - when this device is placed in a damp room.To avoid the moisture condensation, you are recommended to follow the procedure:
 - i. Seal this device in a plastic bag for it to adapt to room conditions.
 - ii. Wait for 1-2 hours before removing this device from the bag.
2. Do not use the AC adapter provided with the scanner. Use of other AC adapter may lead to malfunction.
3. Keep the space around the AC adapter clear in case you need to quickly unplug the AC adapter during emergencies.
4. Damaged wire could cause fire or electrical shock. Keep the power cord straight and without being twisted, bended, or scraped.
5. Unplug this device if you don't need to use for a certain period of time, such as, during night or long weekend, to avoid any risks of causing fire.
6. Do not attempt to disassemble the scanner. There is danger of an electrical shock and opening your scanner will void your warranty.
7. Be sure not to bump or knock the scanner glass as it is fragile and could break.
8. Do not subject the scanner to excessive vibration. It may damage the internal components.

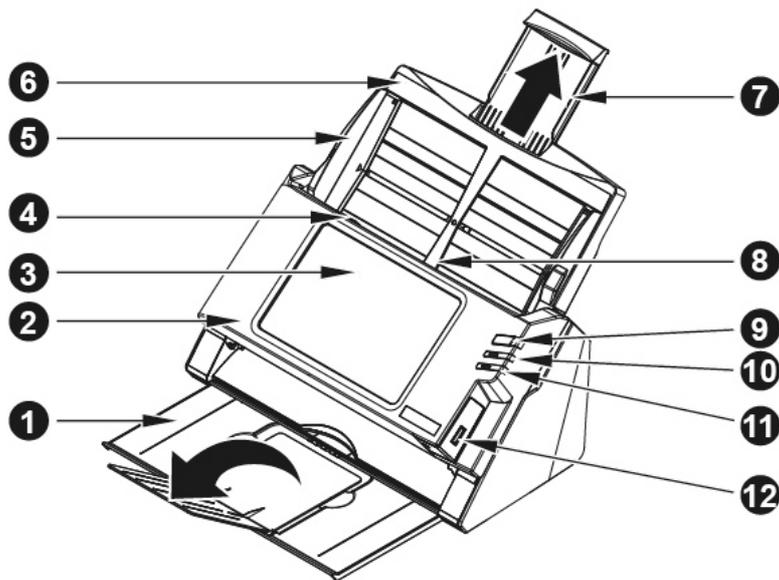
BOX CONTENTS¹



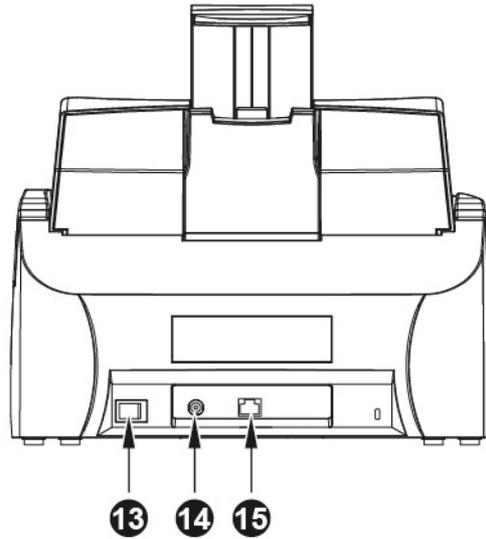
1. Scanner
2. AC Adapter
3. Paper Chute
4. Quick Guide
5. Application CD-ROM
6. Calibration Sheet
7. Cleansing Cloth
8. Pad Module

¹ Save the box and packing materials in case you need to transport this scanner in the future.

SCANNER OVERVIEW



1. STACKER—Keeps the paper in place. Extend it in case of longer paper.
2. PANEL UNIT—ADF cover with the touch panel.
3. TOUCH PANEL—Use this touch panel to operate the scanner.
4. PANEL UNIT OPEN LEVER—Opens the panel unit. Pull it to open the panel unit when you need to clear paper jam or clean the scanner.
5. PAPER WIDTH SLIDER—Adjusts the paper width slider for the paper size you are using.
6. PAPER CHUTE—Helps keep the paper in place. Install the paper chute before using the scanner.
7. PAPER CHUTE EXTENSION—Extends to hold longer paper.
8. ADF (AUTOMATIC DOCUMENT FEEDER)—Automatically feeds a stack of documents for scanning.
9. SCREEN SAVER BUTTON—Press this button to enter the panel screen saver mode and you may press this button again to wake up the touch panel from power saving.
10. LED—Indicates the scanner status.
11. LED—Indicates the scanner status.
12. USB PORT—Connect a USB flash drive or other USB device.



- 13. POWER SWITCH—Use this to turn the scanner ON or OFF.
- 14. POWER RECEPTOR—Connects the scanner to a standard AC power outlet by the included AC adapter.
- 15. ETHERNET PORT—Connects the scanner to a port on the Ethernet hub by the Ethernet cable.

CHAPTER I. INSTALLING THE SCANNER

Before installing your scanner, please verify that you have all of the proper components. A list of the package contents is provided in the “Box Contents” section of this guide.

INSTALLING AND SETTING UP THE SCANNER

Please follow the step-by-step procedures described below to install the Plustek scanner.

Choose a Proper Site First!

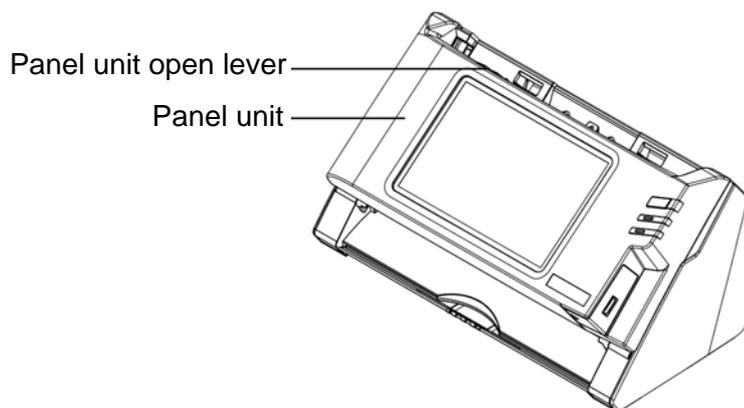
- Always place your scanner on a level, smooth and strong surface before proceeding the scanner setup or any scanning task. Tilted or uneven surface may cause paper-feeding errors, scanner damage or personal injury.
- Avoid using the scanner in a dusty environment. Dust particles and other foreign objects may damage the unit.



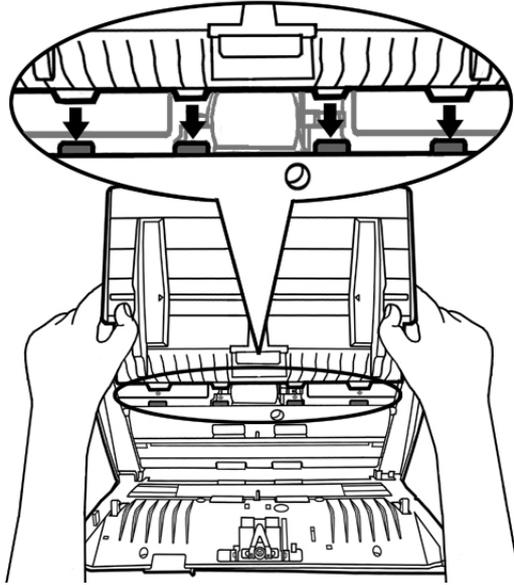
Attention

Step 1. Install the Paper Chute

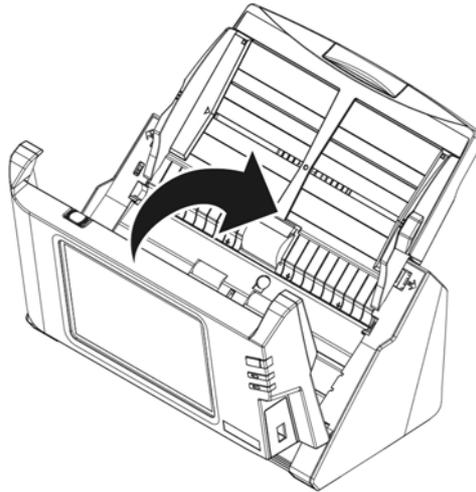
1. Open the panel unit by pulling the lever, and get the paper chute ready.



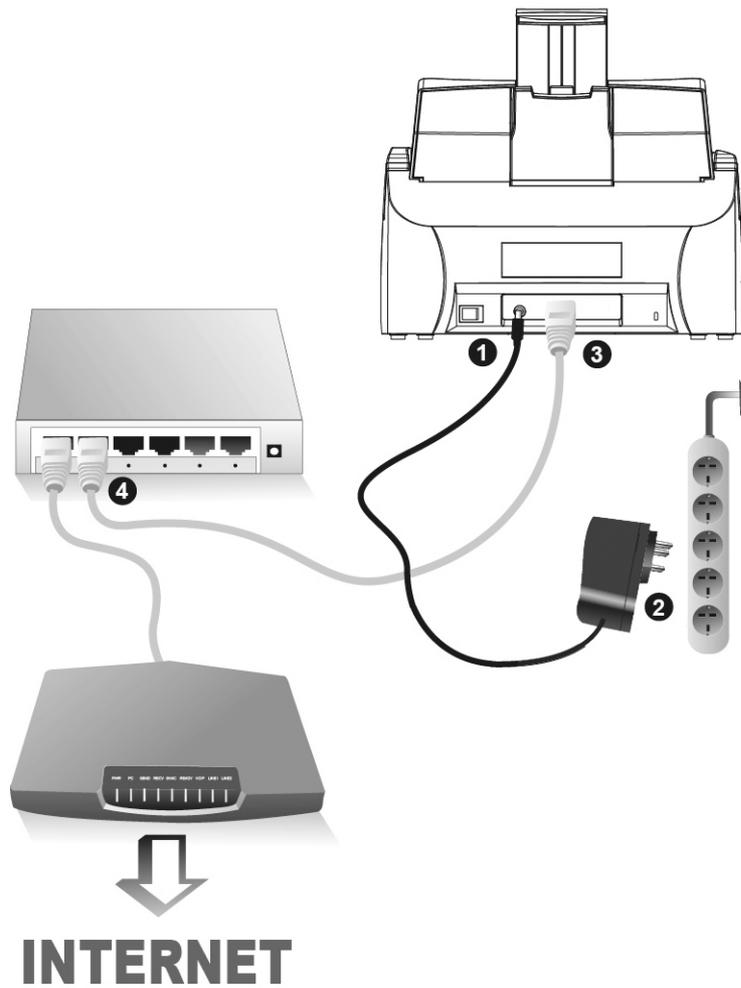
2. Install the paper chute by aligning and inserting the tabs of the paper chute into their slots on the scanner.



3. Close the panel unit by pushing it back down until it snaps back into place.



Step 2. Connecting the Scanner



Attention

Please make sure the scanner is turned OFF before you plug or unplug the scanner power adapter.

1. Plug the AC adapter into the scanner's power receptor .
2. Plug the other end of the AC adapter into a standard AC power outlet.
3. Plug the end of the Ethernet cable to the Ethernet port at the rear of the scanner.
4. Plug the other end of the Ethernet cable to an available port on the Ethernet hub².

CONFIGURING THE SYSTEM

After powering on the system, you can press the **System Setting** on the screen to enter the System Setting interface.

² The Ethernet hub is not included with the scanner.



The System Setting interface contains the following sections: **Download**, **General**, **Scan Settings** and **Sending**.

Download

Download section includes the following items: **eScan Client** and **Supports**.

eScan Client

You may download **eScan Client** application program for **Windows** and **Mac** system from this page. Please install the **eScan Client** application program on the user's PC before users try the Save to PC function. Press the  button to download the desired file to the USB flash drive.

| Download | eScan Client | |
|---|--------------|---|
| eScan Client | Windows |  |
| Supports | Mac |  |
| <hr/> <hr/> <hr/> <hr/> | | |
|     | | |
|  | | |

Supports

You may download **Plustek PDF Tool (Windows)** and **Plustek TIFF Tool (Windows)** application program from this page. Press the  button to download the desired file to the USB flash drive.

| Download | Supports | |
|---|---|---|
| eScan Client | Plustek PDF Tool(Windows) This program allows you to combine or split up PDF files. |  |
| Supports | Plustek TIFF Tool(Windows) This program allows you to combine or split up TIFF files. |  |
| <hr/> <hr/> <hr/> <hr/> | | |
|     | | |
|  | | |

General

General section includes the following items: **About**, **Wifi**, **Calibration**, **Power Saving**, **History** and **Reset**.

About

You can set the system language and update the driver version in this page.



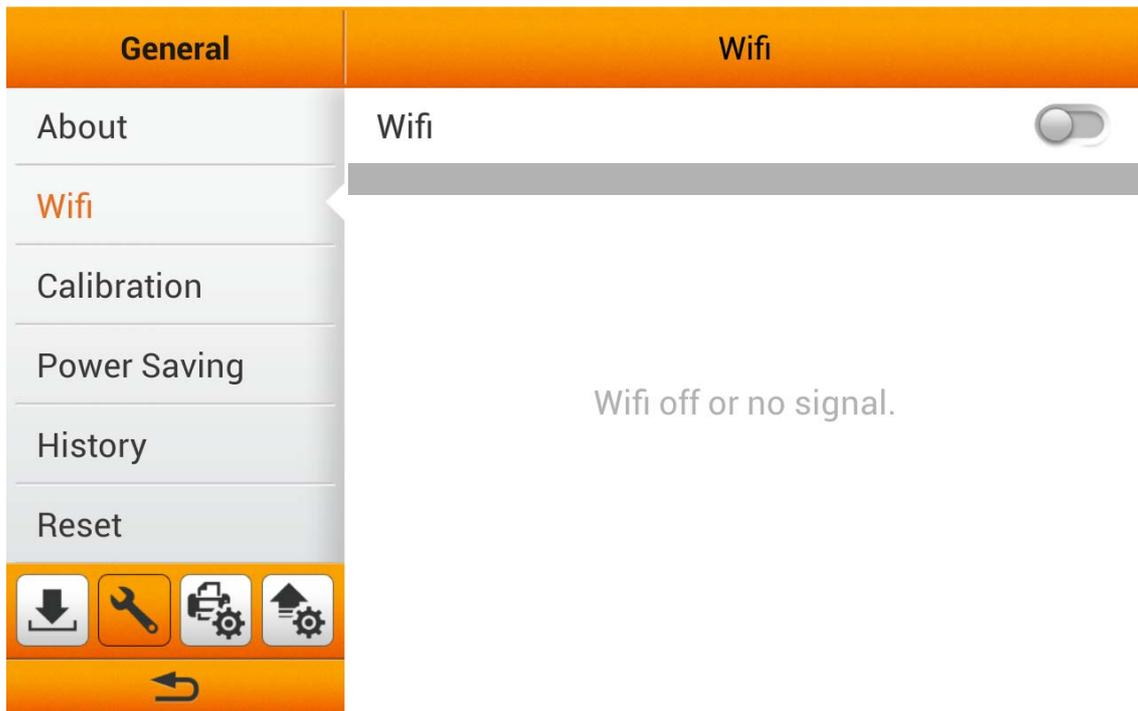
Tap on **Language** column to enter **Language** setting dialog, select the desired language then press **OK** to confirm the setting.



Tap on **Update** column to update the driver version. Please insert the USB drive containing the update file. Tap on the USB drive icon to start the update process.

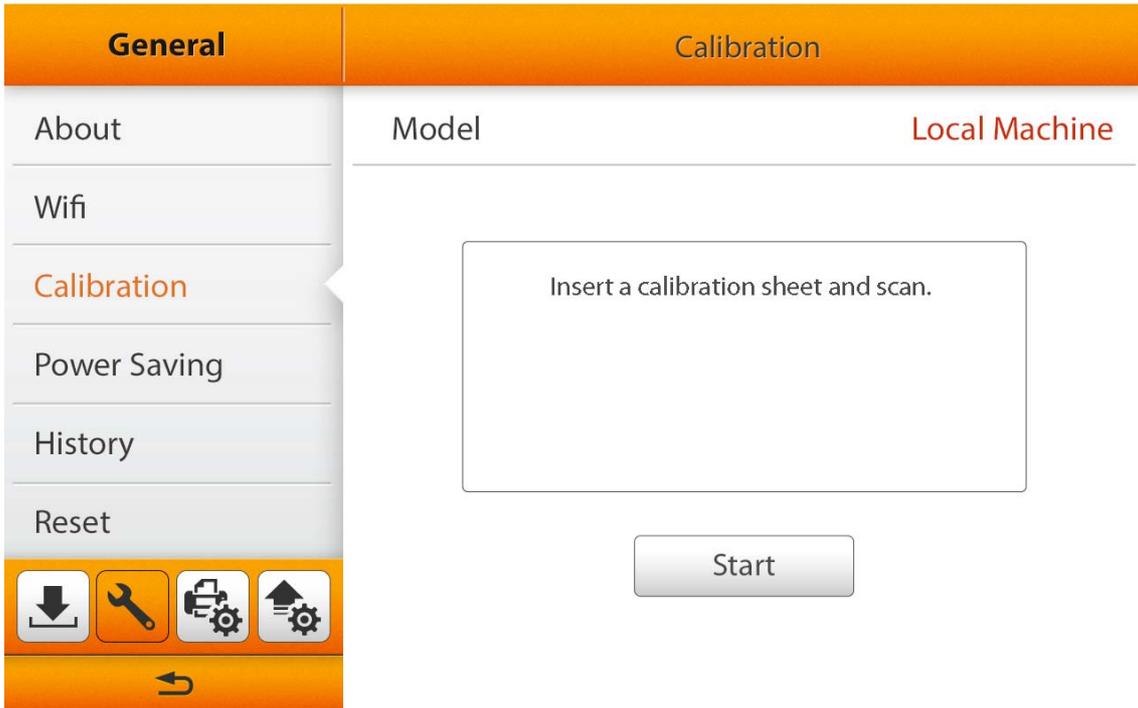
Wifi

You can activate the **Wifi** function in this page. Select the available Wifi provider and enter the password if it is necessary.



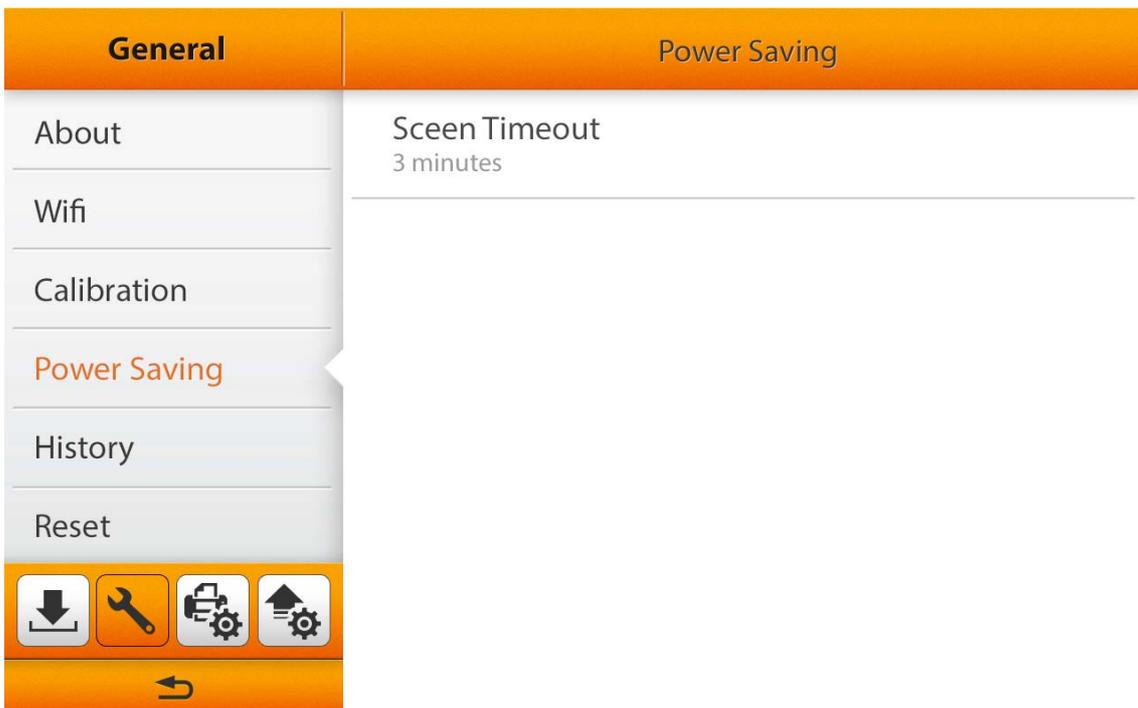
Calibration

You can perform scanner calibration in this page. Calibrate the scanner if colors appear in areas that should be white, or colors of the scanned image and the original vary a lot. This allows you to adjust and compensate for variations that can occur in the optical component over time by its nature. Insert the special calibration sheet into the ADF of the scanner, with an arrow toward the scanner buttons. Press **Start** to start the calibration process.

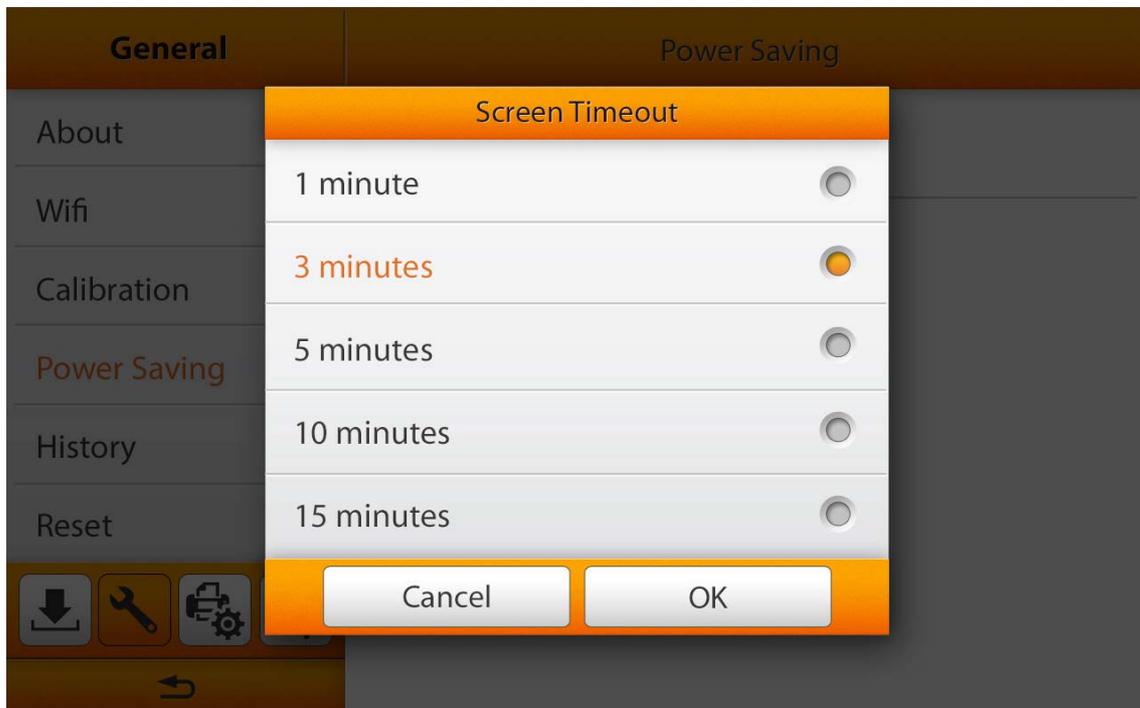


Power Saving

To save power consumption, when the scanning process is finished, the scanner light source will turn itself off and the scanner will enter a lower-power mode without delay time. You can set the **Screen Timeout** time in this page.

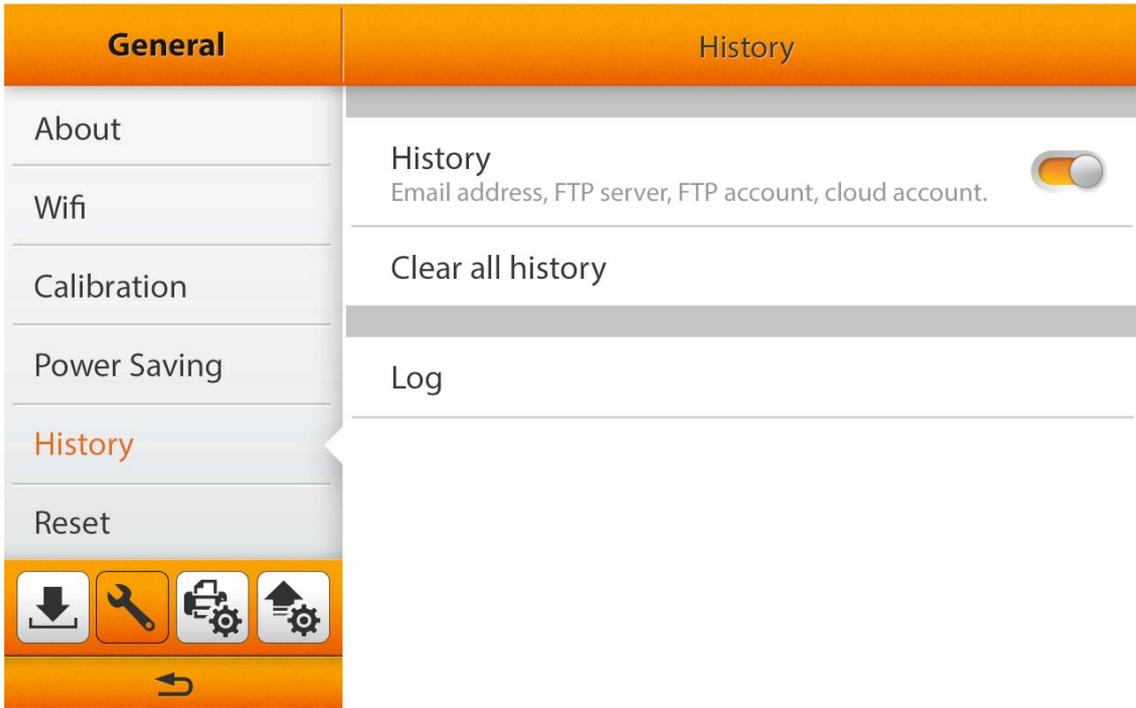


Tap on **Screen Timeout** column to enter **Screen Timeout** setting dialog, select the desired time period then press **OK** to confirm the setting.

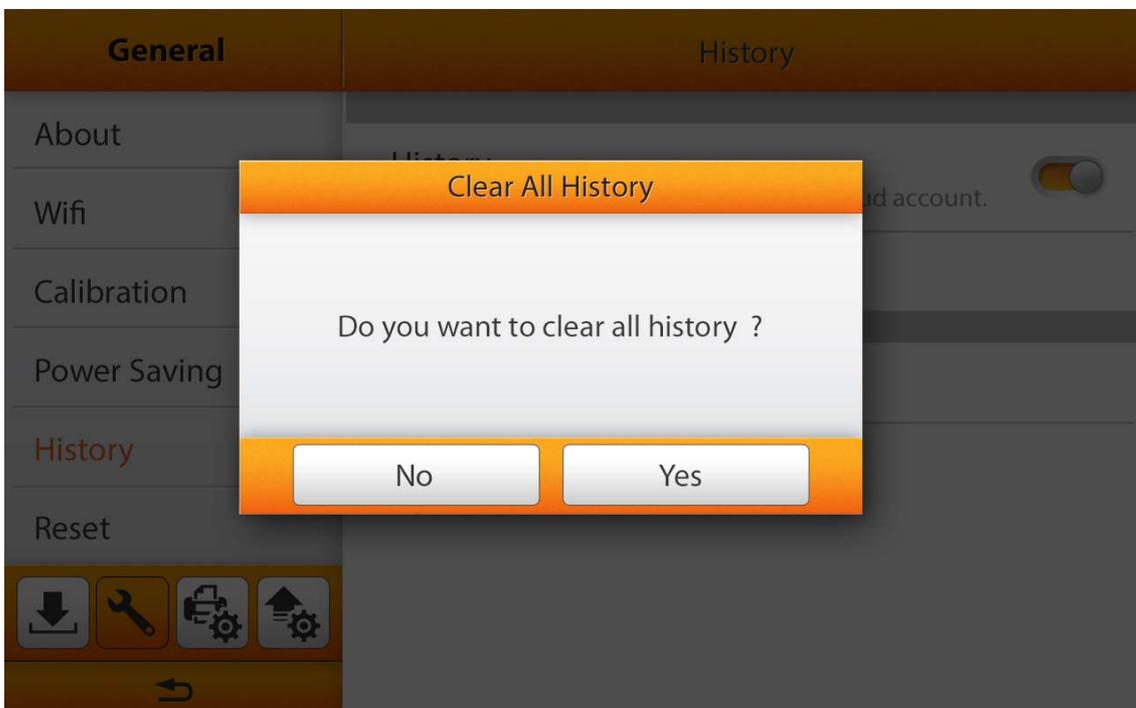


History

You can set the **History** function, **Clear all history** and export the system **Log** in this page. You may activate the **History** function to memorize the information entered by users, so that the user doesn't have to enter the entire information every time. The information includes Email addresses, FTP server addresses, FTP user accounts and cloud user accounts.



Tap on **Clear all history** column to clear all the history, the following dialog opens to confirm the setting.



Tap on **Log** column to enter the following page. The **Log** file keeps system operation records and device information. You can e-mail this log file and detail problem descriptions back to the service provider to troubleshoot the system. Press the  button to download the log file.

General
< Log

About

Wifi

Calibration

Power Saving

History

Reset






Download User Log 

| Date-Time | USB | Email | Mobile | PC | FTP | Cloud | Files | Pages |
|--------------|-----|-------|--------|----|-----|-------|-------|-------|
| Today | | | | | | | 0 | 0 |
| This Week | | | | | | | 0 | 0 |
| This Month | | | | | | | 0 | 0 |
| Three Months | | | | | | | 0 | 0 |
| Six Months | | | | | | | 0 | 0 |
| This Year | | | | | | | 0 | 0 |
| Five Years | | | | | | | 0 | 0 |
| Ten Years | | | | | | | 0 | 0 |
| All Files | | | | | | | 0 | 0 |



Reset

You can reset the system in this page.

General
Reset

About

Wifi

Calibration

Power Saving

History

Reset



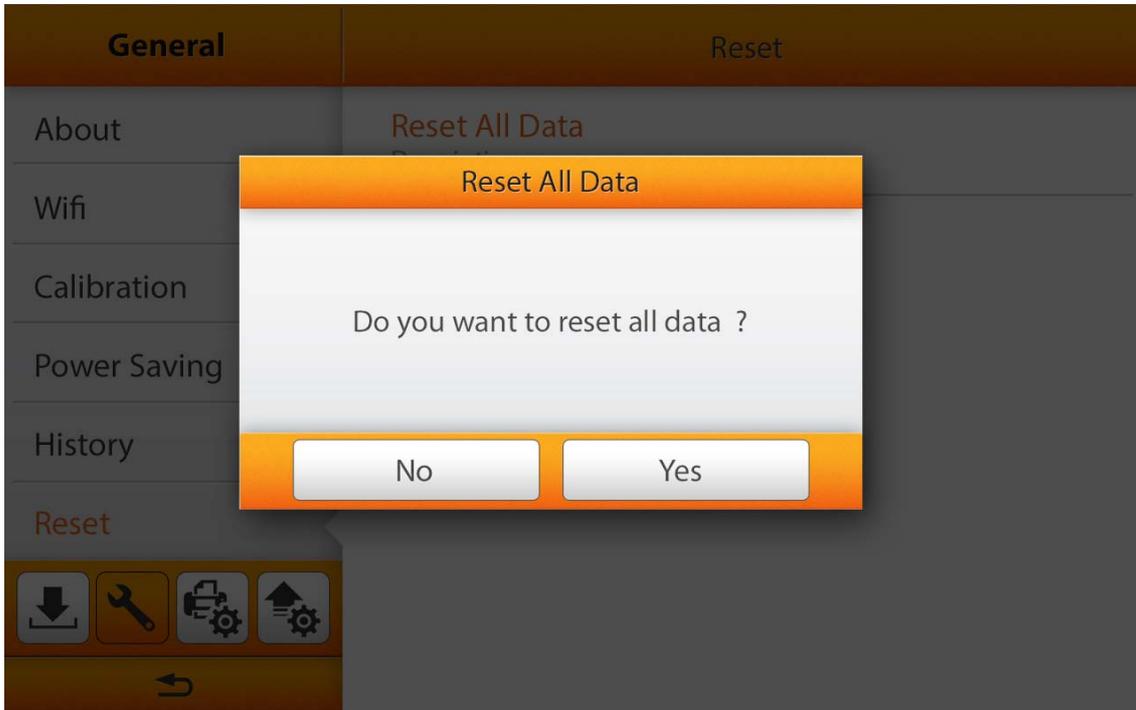



Reset All Data

Description



Tap on **Reset All Data** column to reset the system, the following dialog opens to confirm the setting.

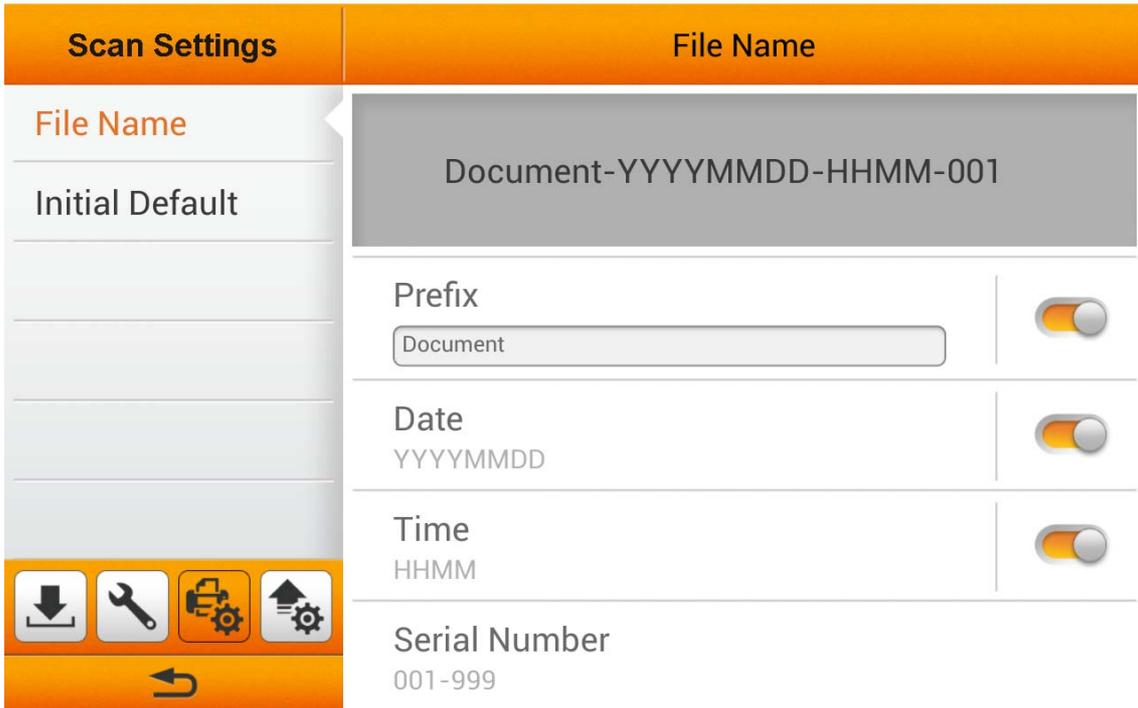


Scan Settings

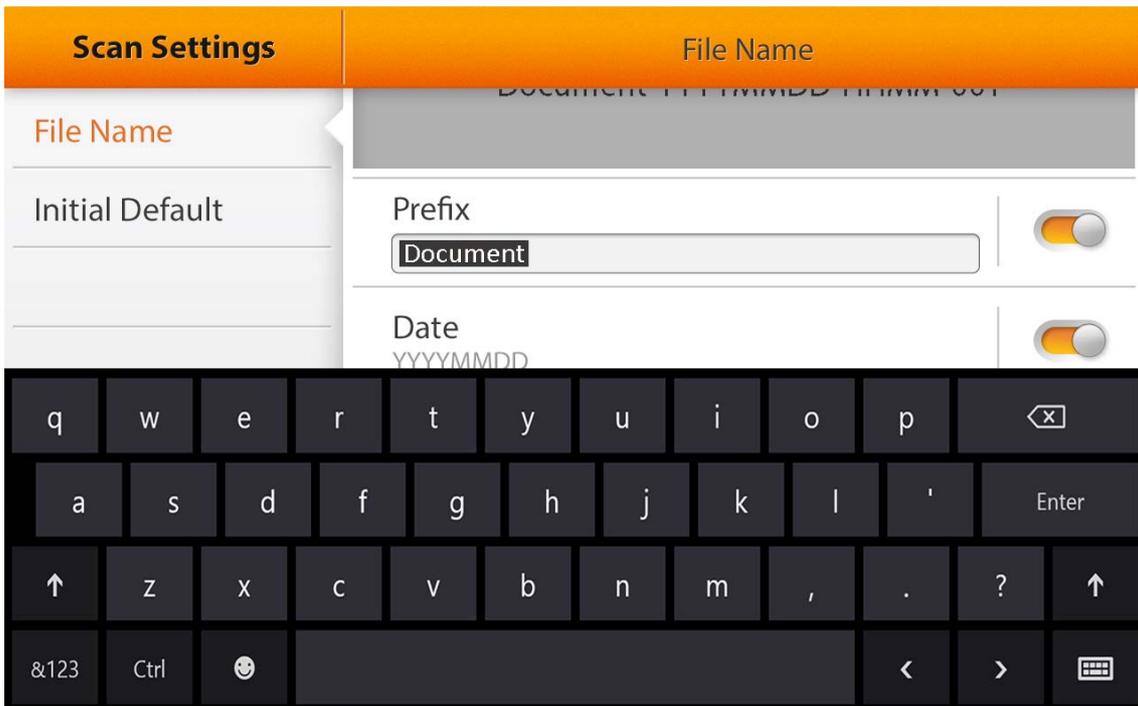
Scan Settings includes the following items: **File Name** and **Initial Default**.

File Name

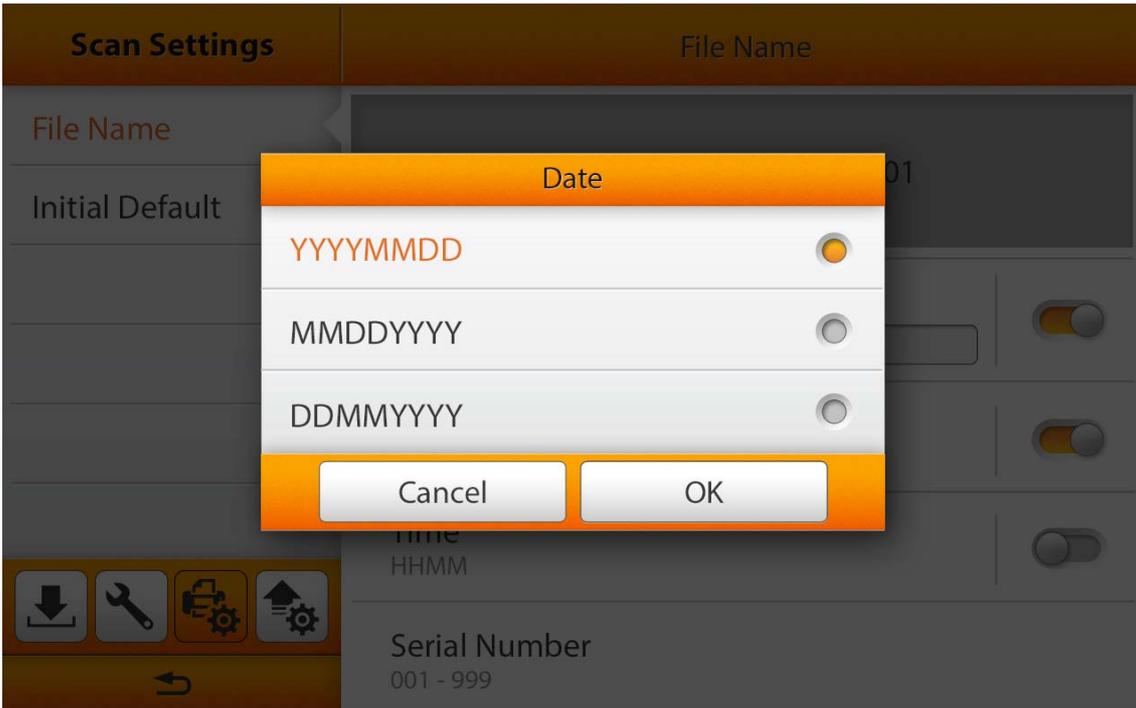
You may name the saved files in this page. You can see the file-naming example on the top of the screen immediately after you make any adjustments. The file name extension is automatically added according to the file format you set up.



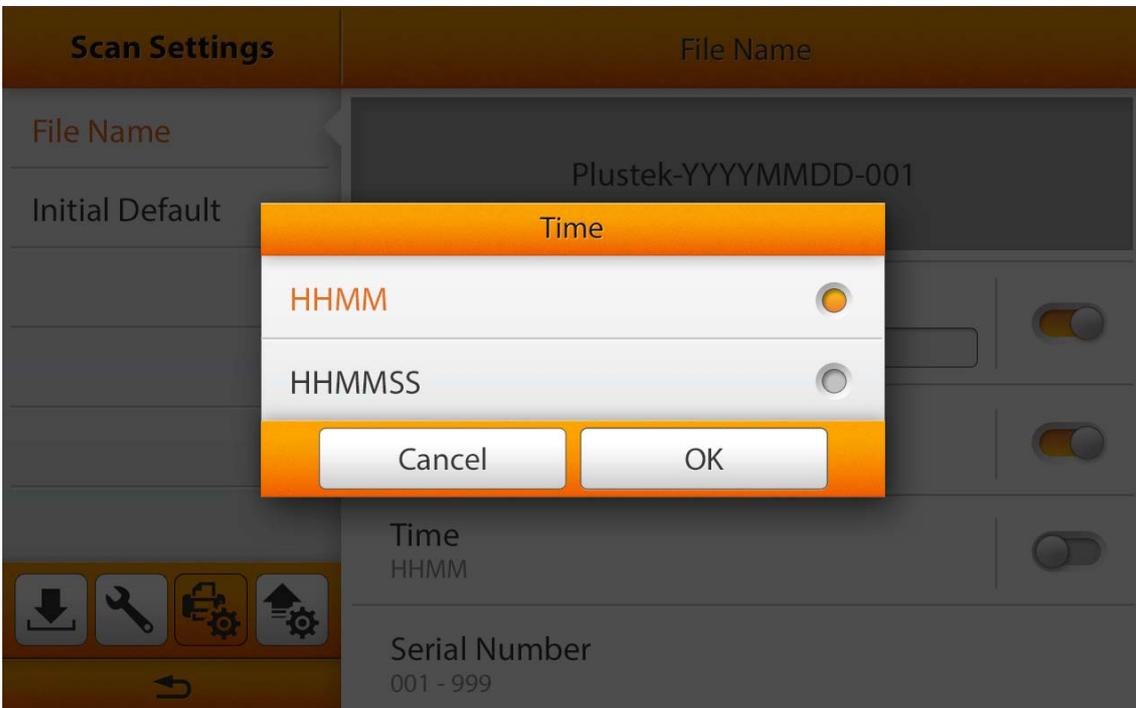
You can activate **Prefix** to display prefix in the file name. The text you enter here will become the file name prefix.



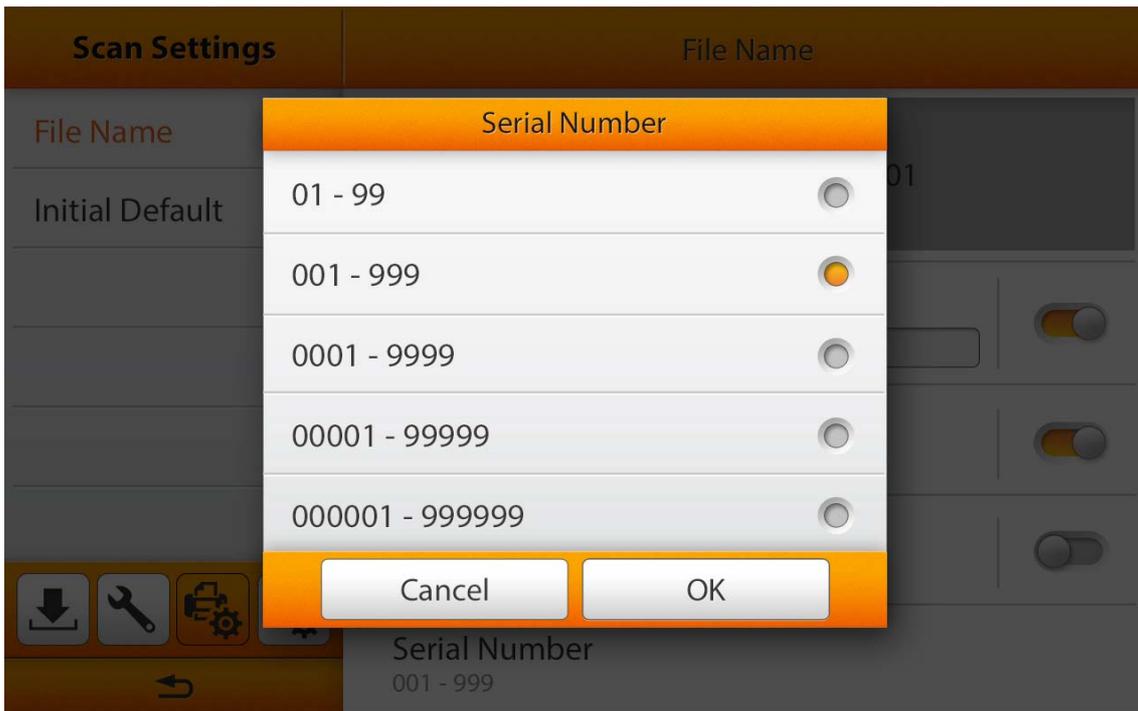
You can activate **Date** to display date in the file name. Select the desired format of **Date** in the following dialog.



You can activate **Time** to display time in the file name. Select the desired format of **Time** in the following dialog.

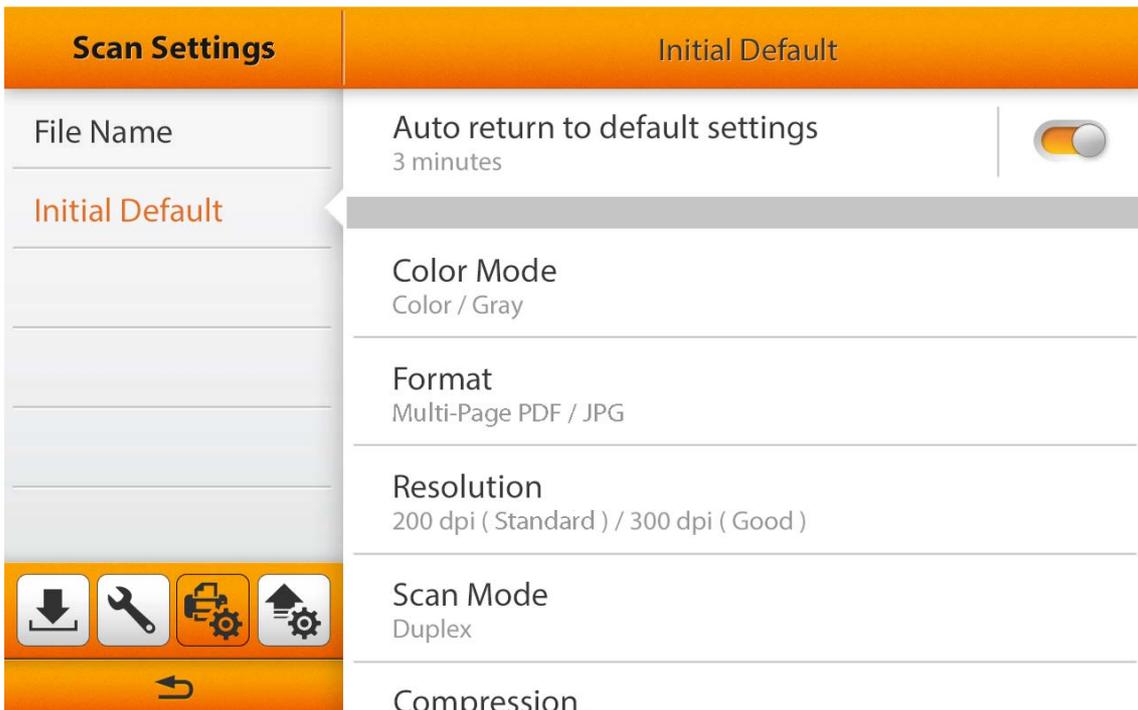


Tap on **Serial Number** column to select the desired format of **Serial Number** in the following dialog.



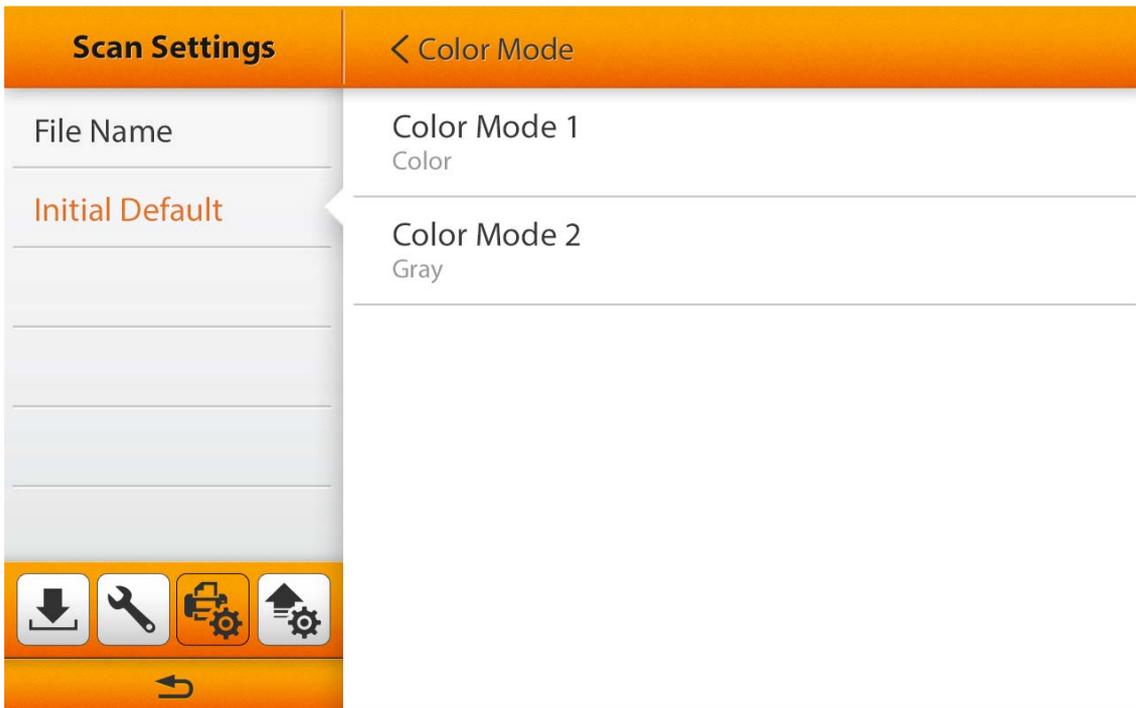
Initial Default

You can modify the desired scan settings in this page. The setting result here will be the **Initial Default** settings for the user scan interface. If you activate **Auto return to default settings** function and select the desired time period, every time the scan process is completed, the system will return to these default settings after the preset time.

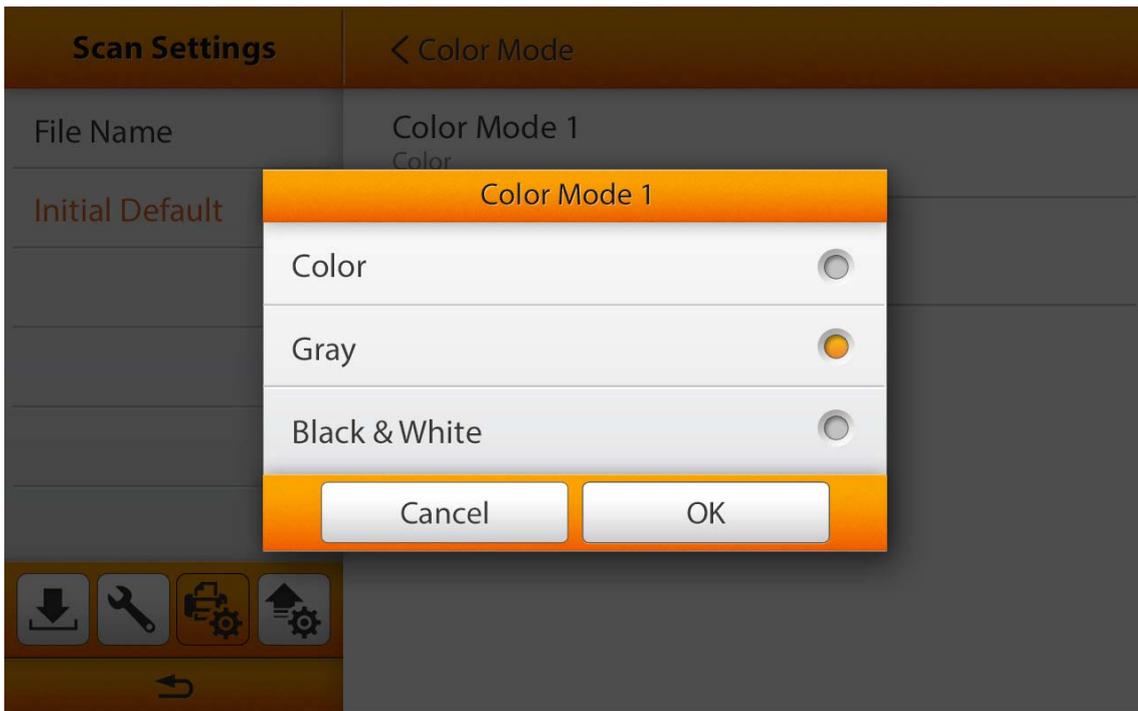


Color Mode

You can set two color modes for user to select. The selected result will be applied to  **COLOR MODE** button in the user scan interface.

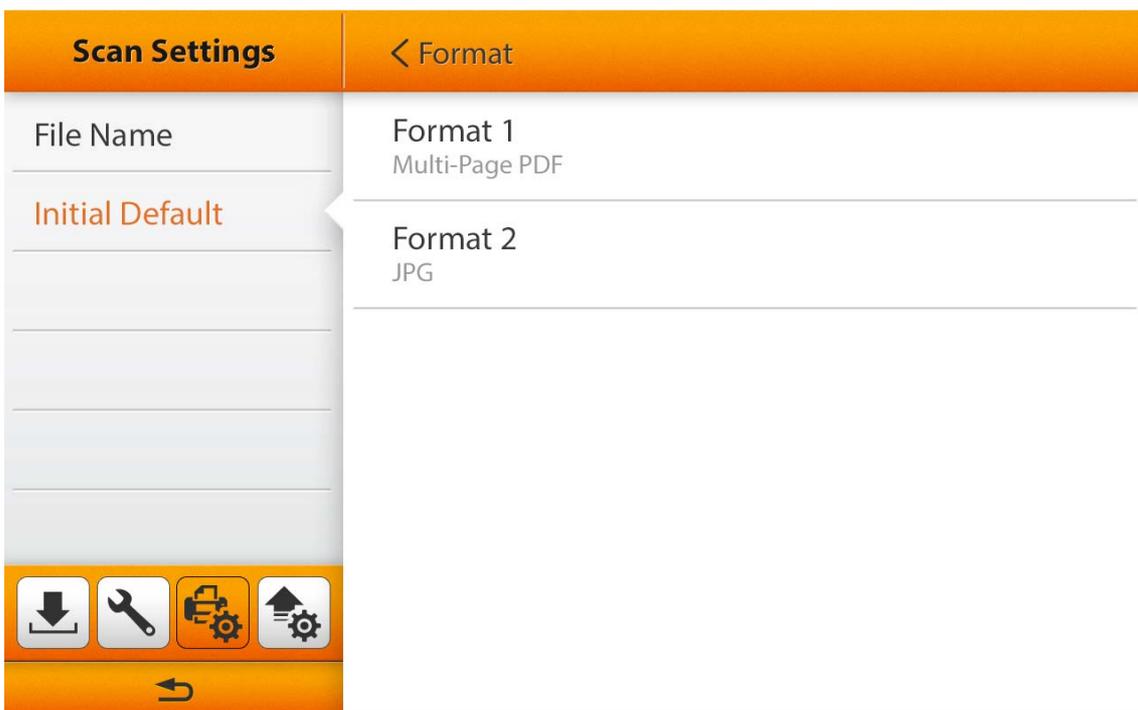


Select the desired **Color Mode** in the popup dialog. Available color modes: **Color**, **Gray** and **Black & White**. Press **OK** to confirm the settings or press **Cancel** to exit this dialog.

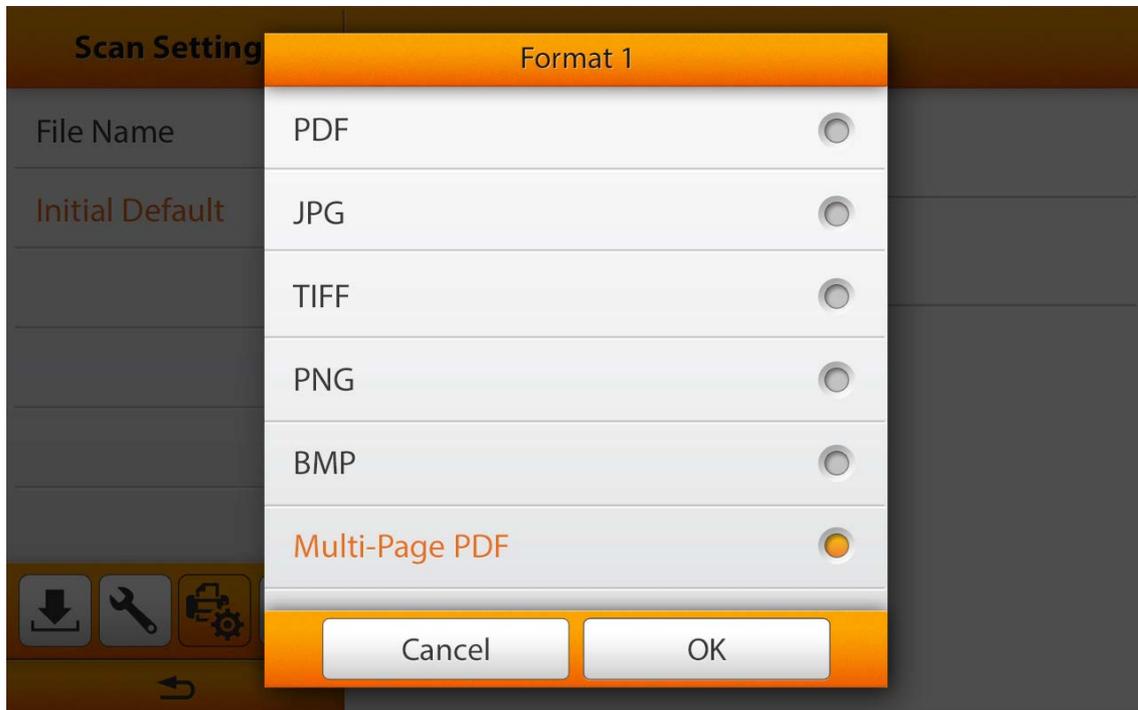


Format

You can set two formats for user to select. The selected result will be applied to  **FORMAT** button in the user scan interface.



Select the file saving format in the popup dialog. Available file formats: **PDF**, **JPG**, **TIFF**, **PNG**, **BMP**, **Multi-Page PDF** and **Multi-Page TIFF**. Press **OK** to confirm the settings or press **Cancel** to exit this dialog.

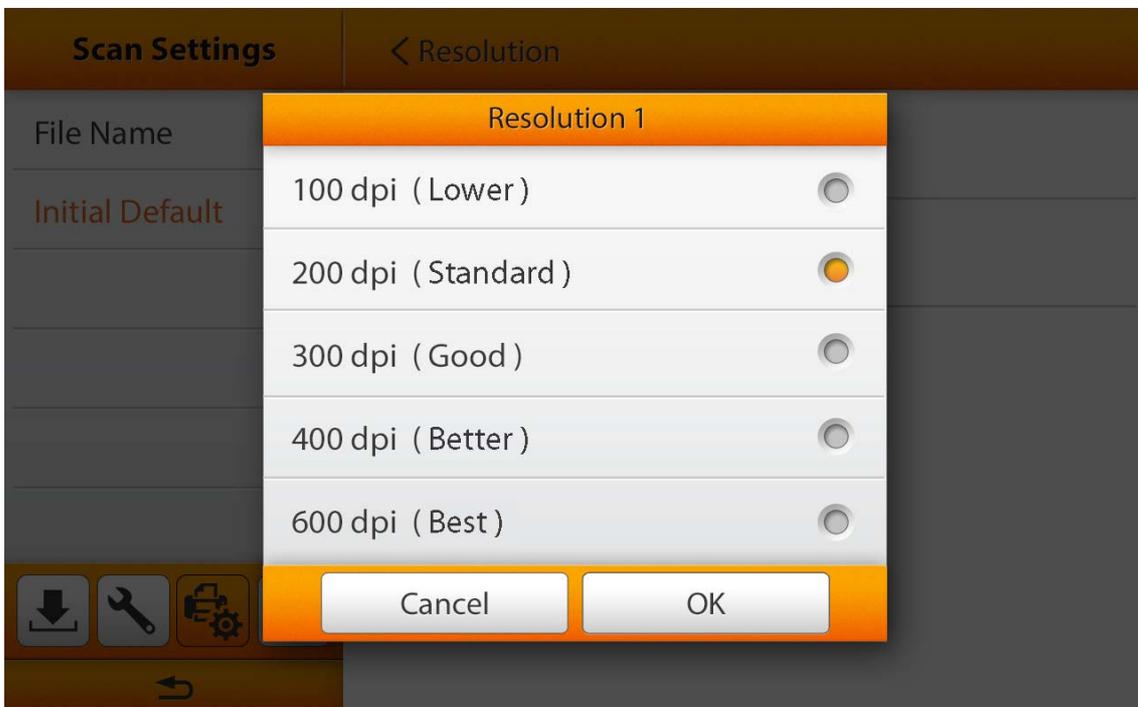


Resolution

You can set two resolutions for user to select. The selected result will be applied to  **QUALITY** button in the user scan interface.

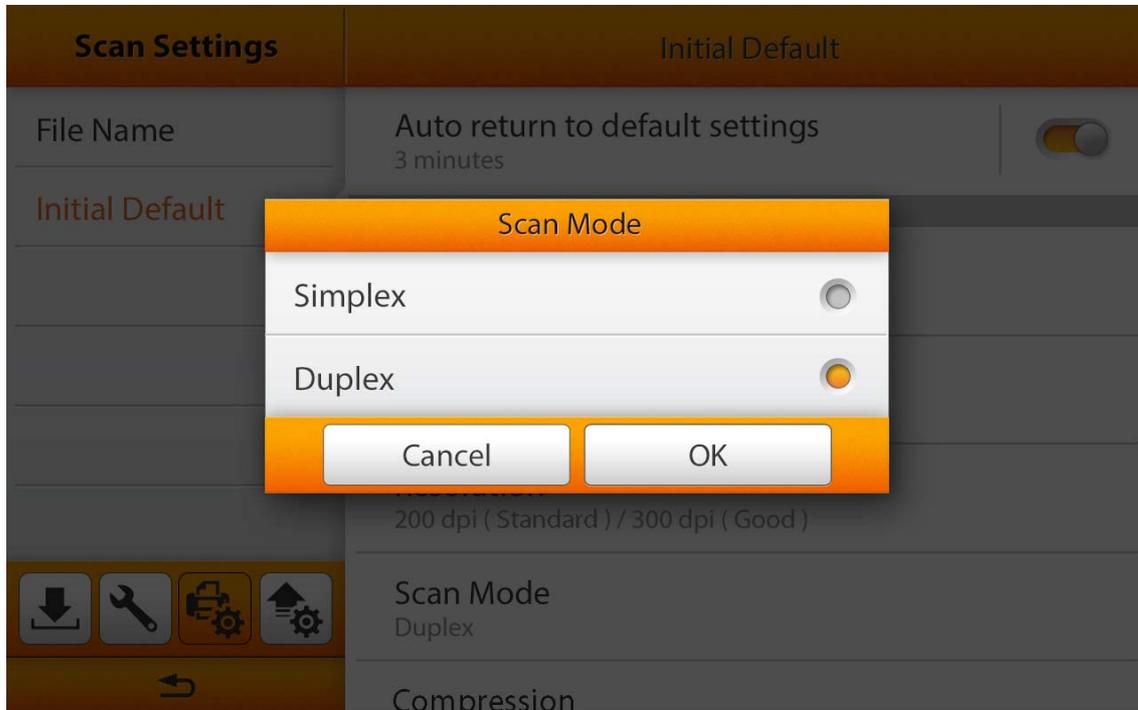


Select the desired **Resolution** in the popup dialog. Available dpi values: **100dpi (Lower)**, **200dpi (Standard)**, **300dpi (Good)**, **400dpi (Better)**, and **600dpi (Best)**. Press **OK** to confirm the settings or press **Cancel** to exit this dialog.



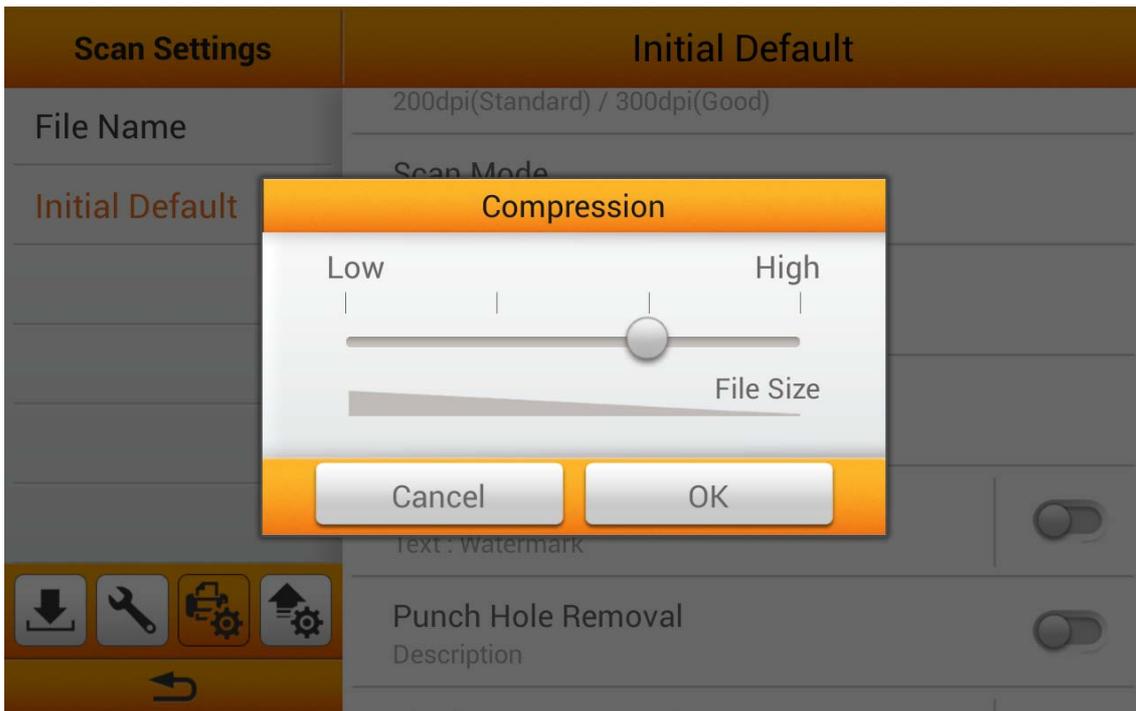
Scan Mode

Select the desired **Scan Mode** in the popup dialog. The selected result will be applied to  **SCAN MODE** button in the user scan interface. Available scan modes: **Simplex** and **Duplex**. Press **OK** to confirm the settings or press **Cancel** to exit this dialog.



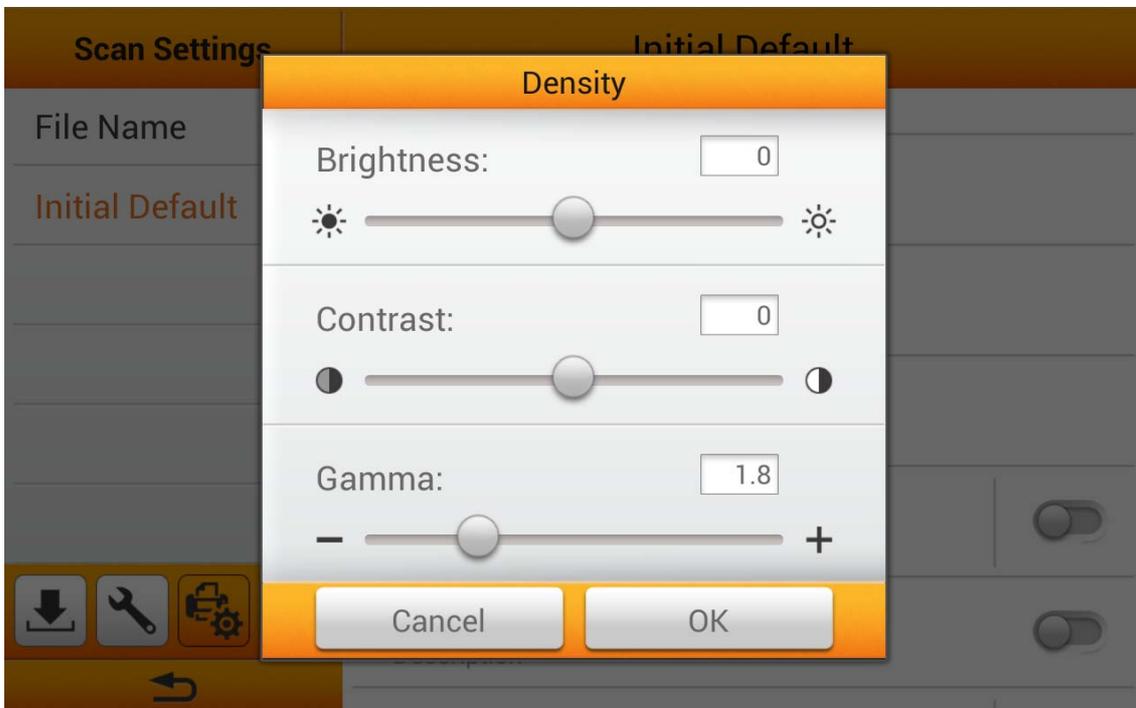
Compression

Adjust the **Compression** quality in this page.



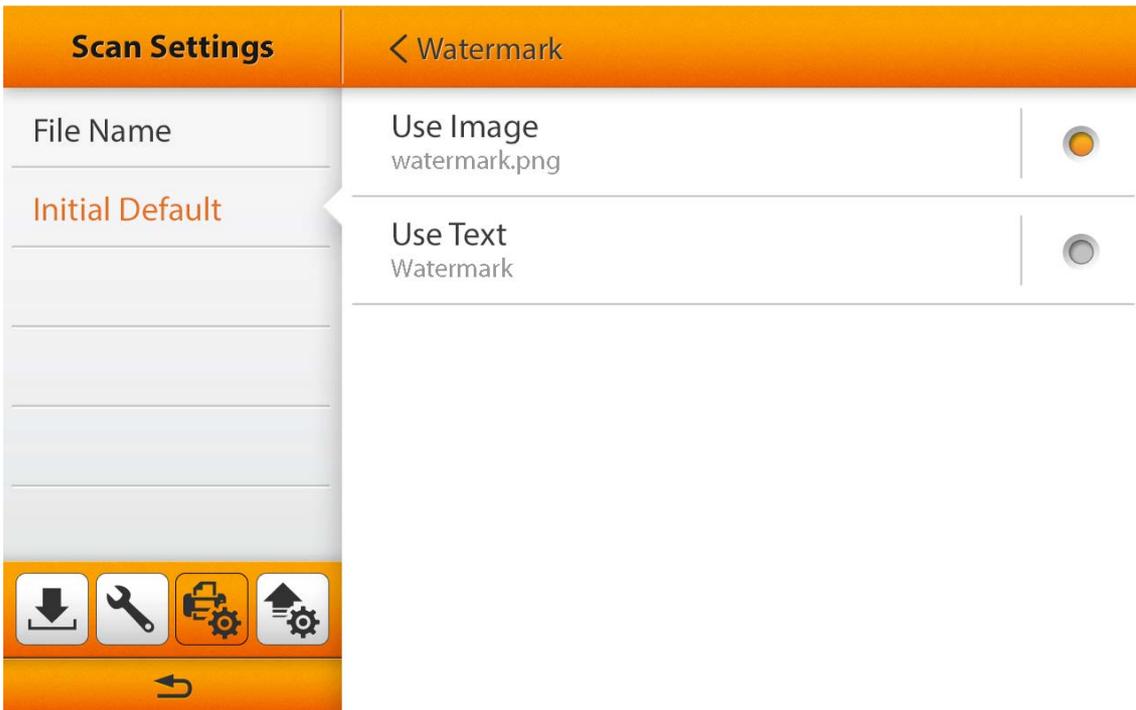
Density

Sets the brightness level, the contrast level and the gamma level of the image.

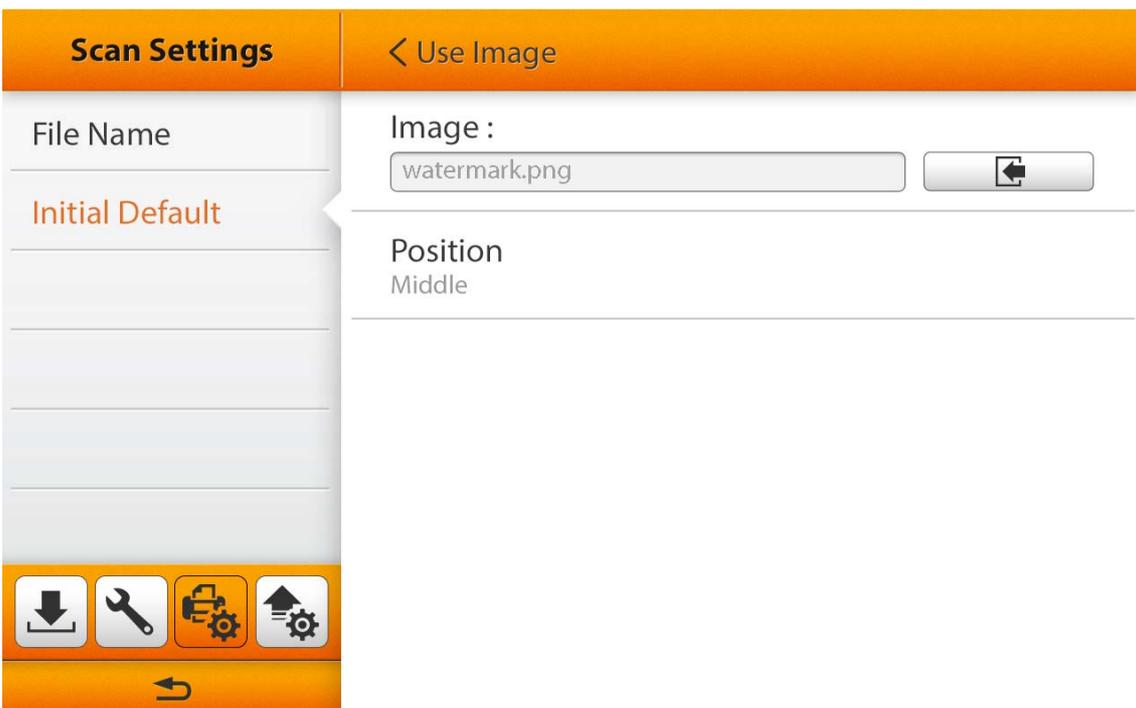


Watermark

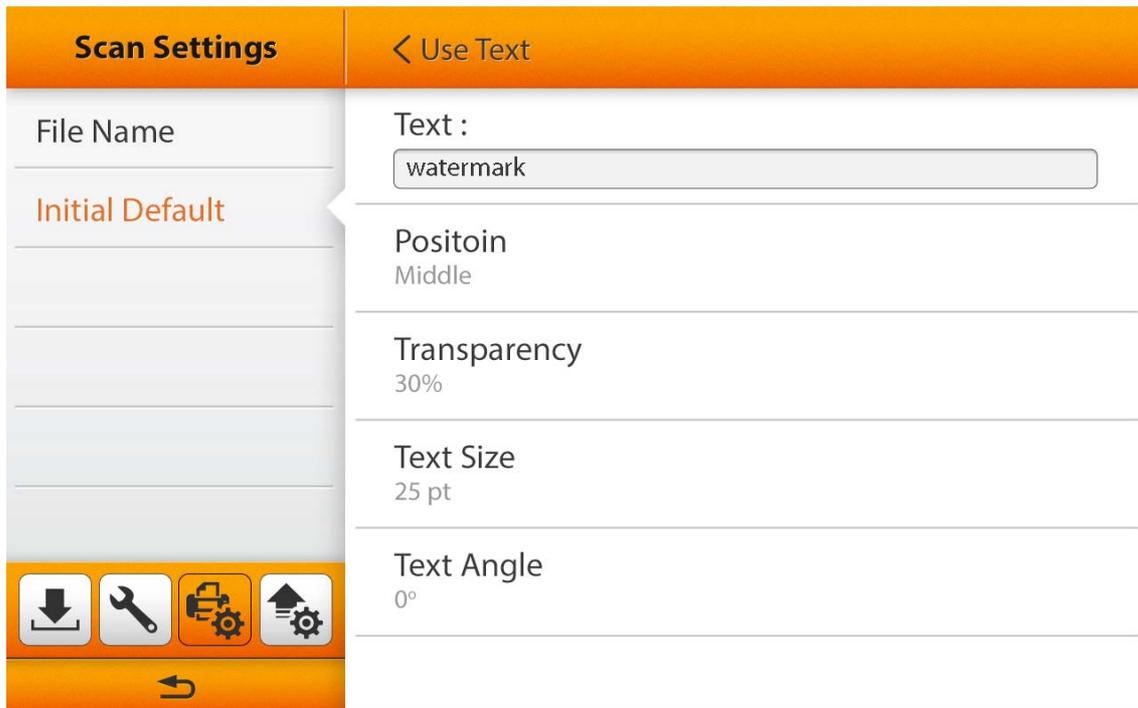
You can activate the **Watermark** function, and decide to use image or text as the **Watermark**. Switch on this function to add watermark on the scanned images.



If you select **Use Image** as the **Watermark**, you have to upload the desired image and select the desired position.

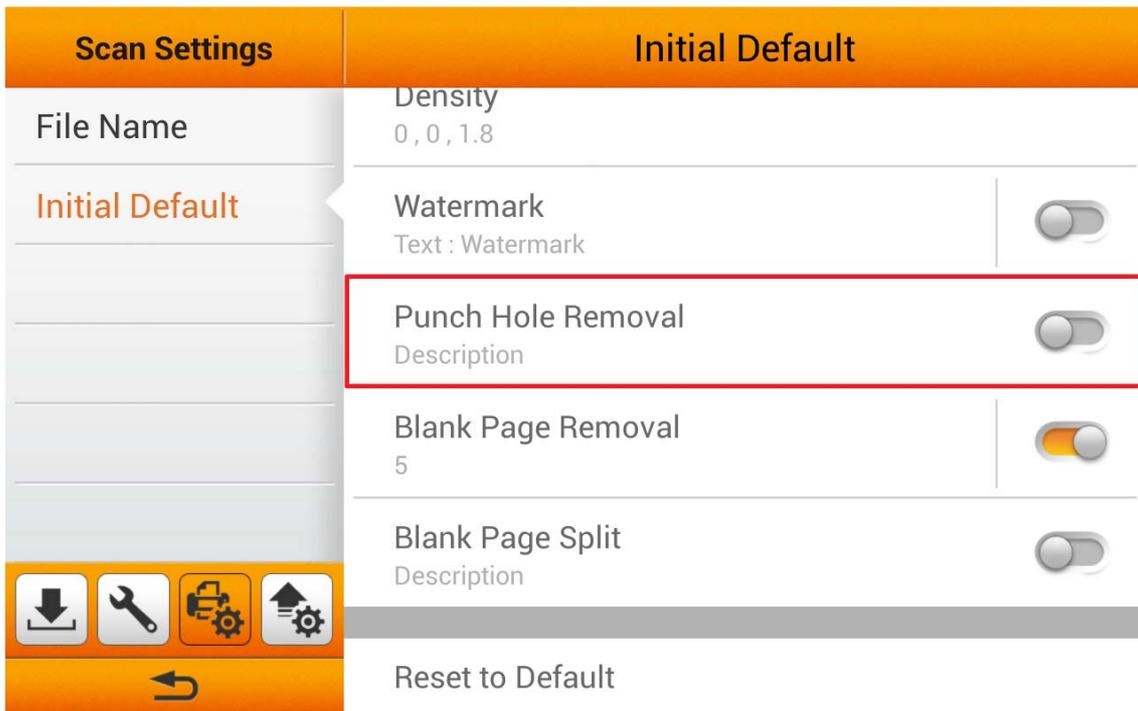


If you select **Use Text** as the **Watermark**, you have to enter the desired text, select the desired position, and adjust the **Transparency**, the **Text Size** and the **Text Angle**.



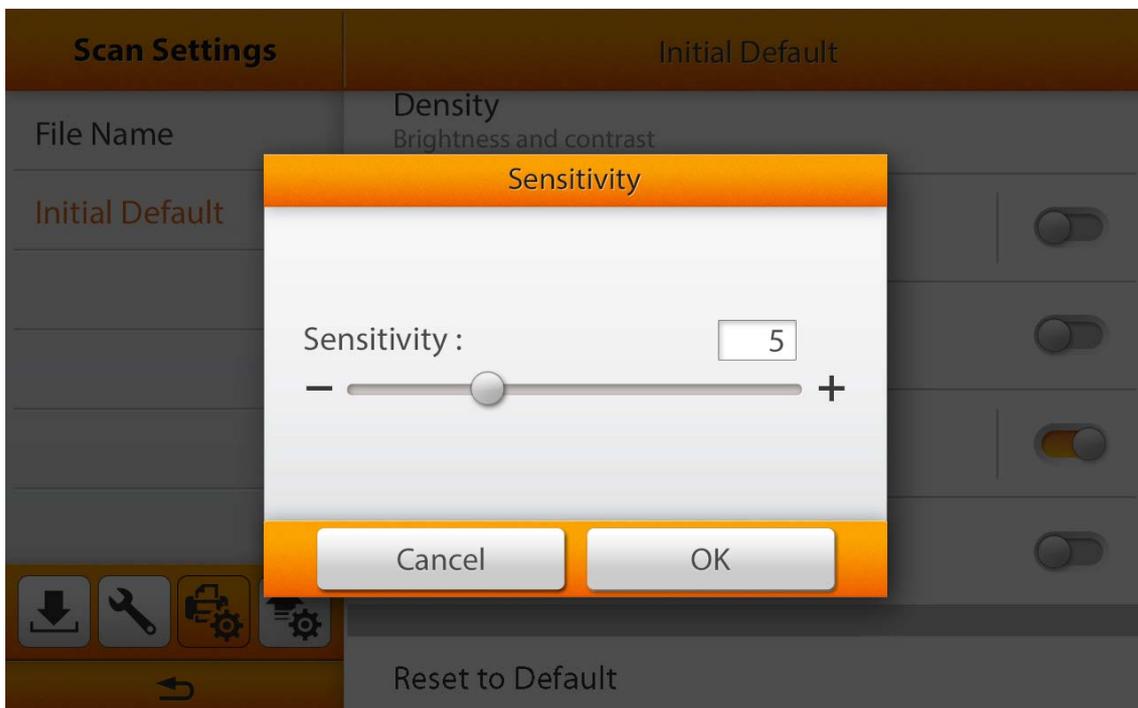
Punch Hole Removal

You can activate the **Punch Hole Removal** function. Switch on this function to remove the hole marks aligned along with the edge of the scanned document.



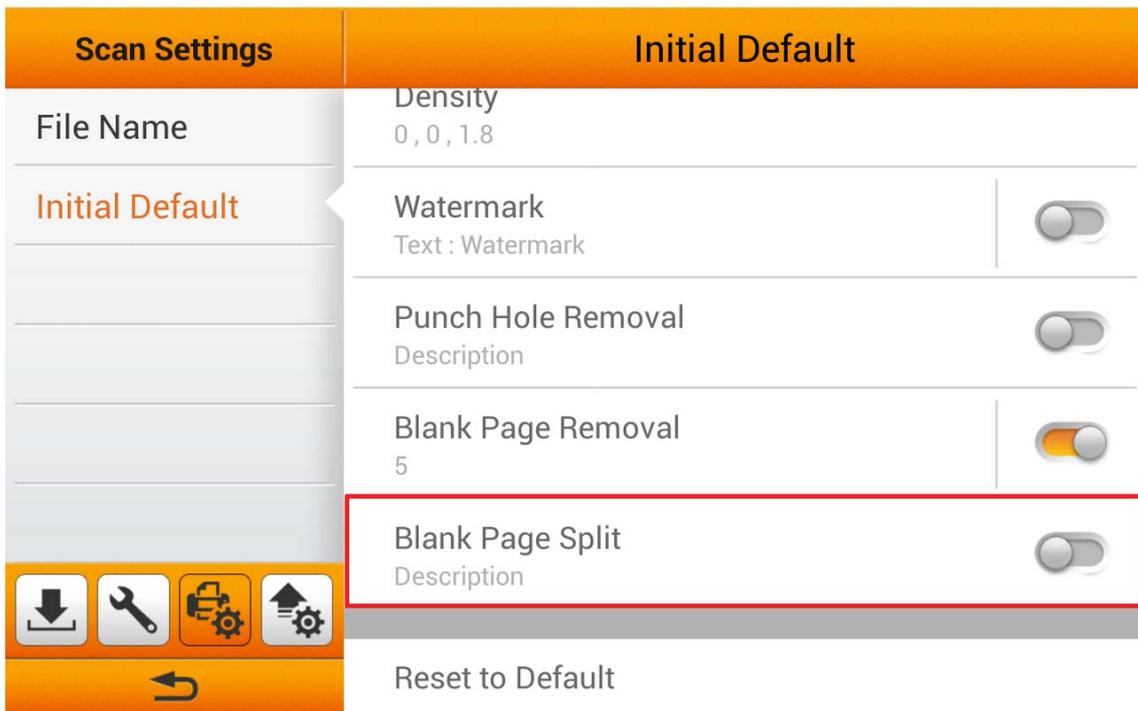
Blank Page Removal

You can activate the **Blank Page Removal** function. Switch on this function to remove blank pages after the document is scanned. Adjust the **Sensitivity** level in the following dialog. Press **OK** to confirm the settings or press **Cancel** to exit this dialog.



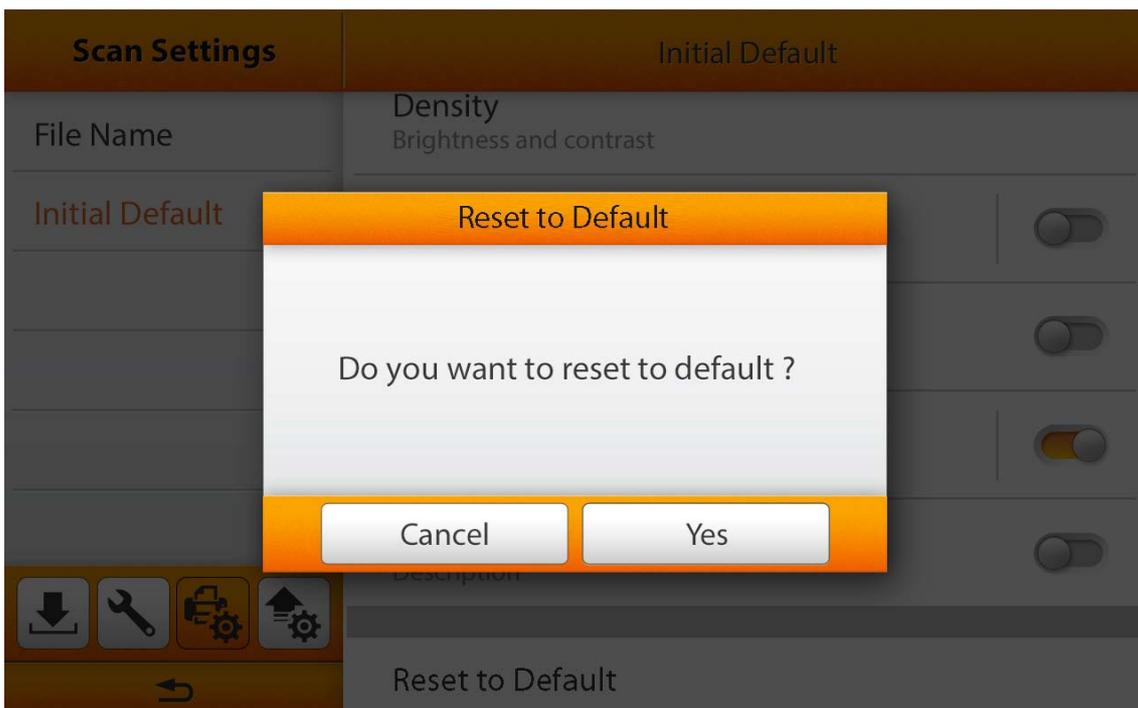
Blank Page Split

You can activate the **Blank Page Split** function. Switch on this function to split the scanned document by blank page.



Reset to Default

Tap on **Reset to Default** column to reset the scan settings to default factory settings. The following dialog opens to confirm the setting.



Sending

Sending section includes the following item: **Sending Settings**.

Sending Settings

You can activate the desired sending destinations. Available options are: **USB**, **PC**, **Mobile**, **Mail**, **FTP**, and **Clouds**.



USB

Switch on the **USB** function to enable sending the scanned file to the USB flash drive.

PC

Switch on the **PC** function to enable sending the scanned file to the desired PC.

Mobile

Switch on the **Mobile** function to enable sending the scanned file to the desired mobile device.

Mail

Switch on the **Mail** function to enable sending the scanned file to the desired e-mail addresses. Press the button to set the mail server. Enter **Server**, **Port**, **Account** and **Password** then press **OK** to test the mail server setting. If the connection is success, the mail server information will display on the top of the page. Enter **Sender**, **Sender address** and **Attachment Size(MB)** to complete the settings.

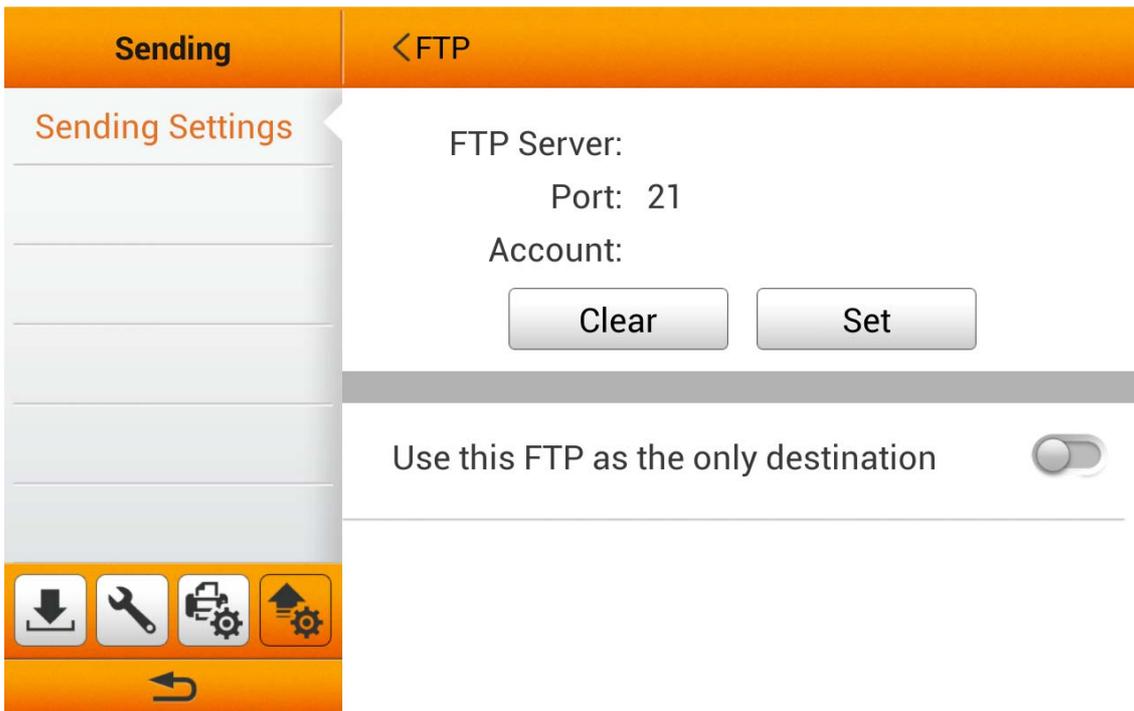
The screenshot shows the 'Sending Settings' screen. The top bar is orange with 'Sending' on the left and '< Mail' on the right. Below the top bar, the left side has a vertical list of settings, with 'Sending Settings' highlighted. The right side is the configuration area for the mail server. It includes the following fields and controls:

- Email Server:** (empty text field)
- Account:** (empty text field) with and buttons below it.
- Sender:** (text field with placeholder 'Enter a sender.')
- Sender address:** (text field with placeholder 'Enter a sender address.')
- Attachment Size(MB):** (text field with value '5')

The bottom of the screen has an orange navigation bar with four icons: a download arrow, a wrench, a printer with a gear, and a gear with an upward arrow. Below these icons is a back arrow icon.

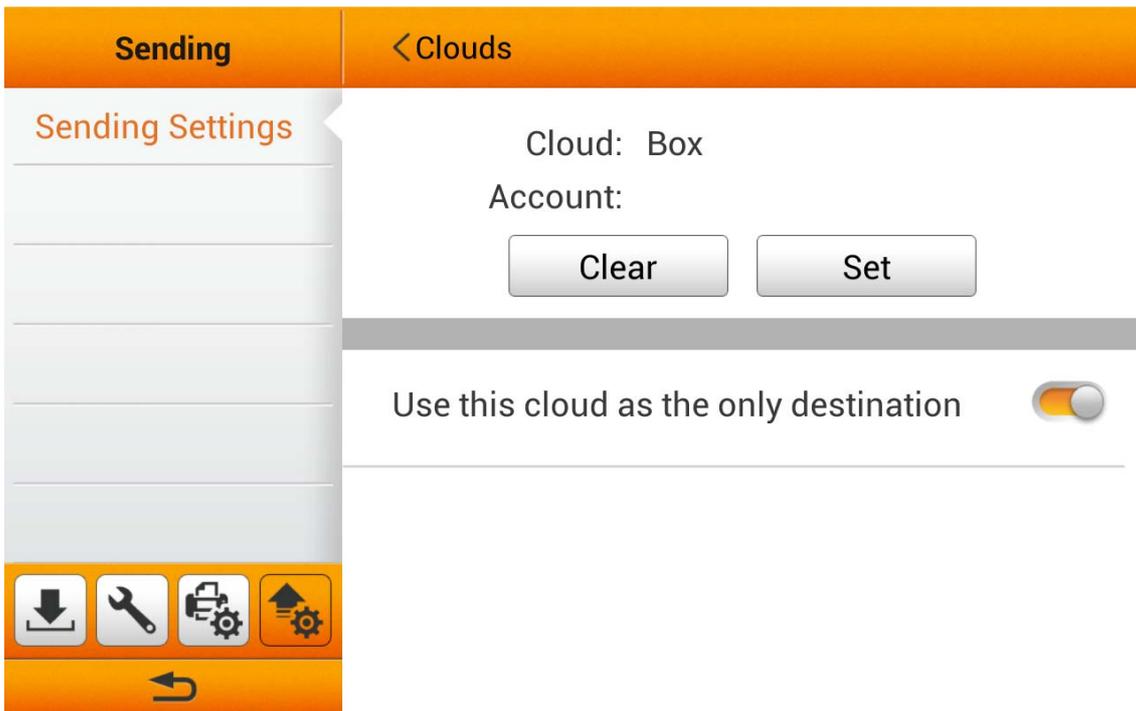
FTP

Switch on the **FTP** function to enable sending the scanned file to the desired FTP server. Press the button to set the FTP server. Enter **Server**, **Port**, **Account** and **Password** then press **OK** to test the FTP server setting. If the connection is success, the FTP server information will display on the top of the page. If the preset FTP server is the only destination, you can activate **Use this FTP as the only destination** function.

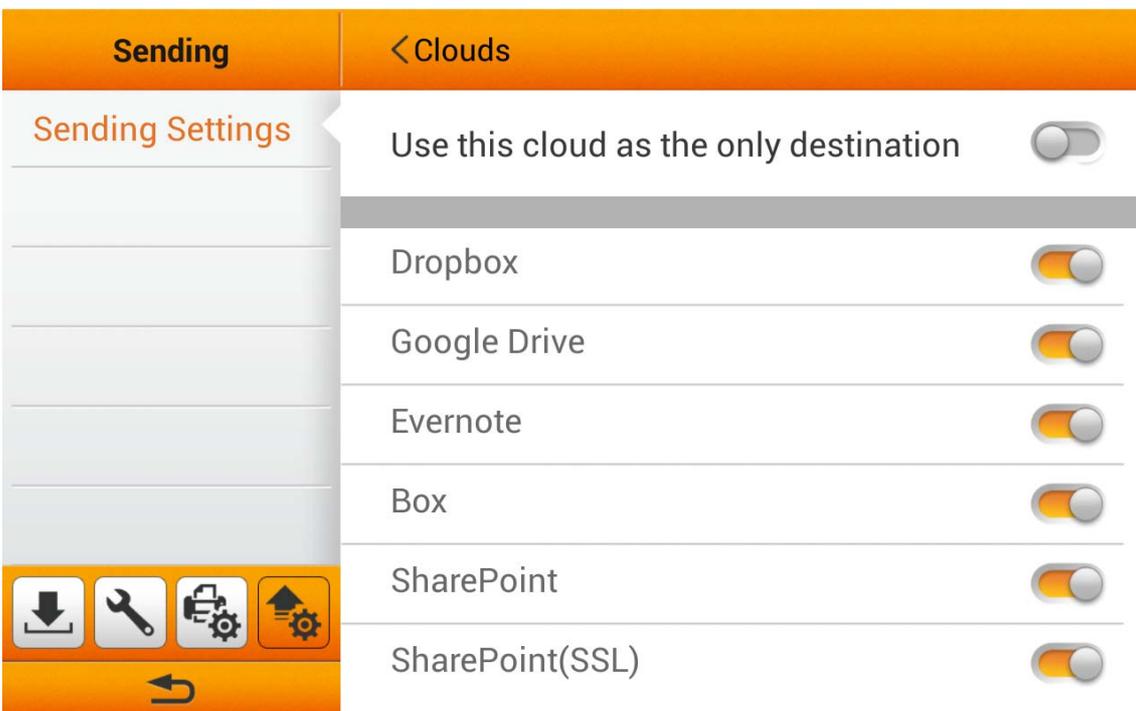


Clouds

Switch on the **Clouds** function to enable sending the scanned file to the desired cloud server. Press the button to set the cloud server. In the **Cloud Settings** dialog, press the button to select the desired cloud server. Enter **Account** and **Password** then press **OK** to test the cloud server setting. If the connection is success, the cloud server information will display on the top of the page. If the preset cloud server is the only destination, you can activate **Use this cloud as the only destination** function.



If you switch off **Use this cloud as the only destination** function, you can switch on the desired cloud servers to enable the cloud server option in the user scan interface. The available options are: **Dropbox**, **Google Drive**, **Evernote**, **Box**, **SharePoint** and **SharePoint (SSL)**.



CHAPTER II. SCANNING

PREPARING DOCUMENTS

Proper document preparation prior to the scan can prevent paper feed errors and damages to the scanner.

- Checking Document Conditions
- Loosening Documents

Checking Document Conditions

Make sure the size and ream weight of your documents are acceptable by the scanner. Refer to “Appendix A: Specifications” of this guide for more information.

To scan multiple documents in a batch from the ADF can increase your work efficiency and make large scanning tasks easier. The ADF of this scanner accepts a variety of paper and stationery you may use in your daily work or personal life, such as:

- Normal paper whose size and ream weight meet the requirements stated in “Appendix A: Specifications” of this guide.
- Notched paper
- Coated paper (e.g., brochure)



Attention

To prevent paper feeding errors and damages to the ADF unit, strictly follow the instructions below:

- Remove all small objects e.g., paper clips, pins, staples or any other fasteners attached, before loading the paper into the ADF.
- Make sure the paper is completely flat with no creased or curled corners.
- Avoid scanning documents with pencil lead and newspaper clippings as they will make the ADF exposure glass and the inner ADF dirty. If you have to scan such paper, clean the scanner frequently (refer to “Chapter III. Care and Maintenance” of this guide for more information).
- The paper for each batch scanned by ADF can be of the same or different weights. However, make sure the length of each scan batch is the same.

However, don't use the ADF to scan documents if they meet any of the following conditions:

- Paper lighter than 40 g/m² (10 lb.) or heavier than 220 g/m² (58 lb.)
- Paper with clips or staples attached
- Paper with inconsistent thickness, e.g., envelopes
- Paper with wrinkles, curls, folds, or tears
- Paper with an odd (non-rectangular) shape
- Tracing paper
- Carbon paper, pressure sensitive paper, carbonless paper
- Items other than paper, e.g., cloth, metal foil.



Attention

- DO NOT use the ADF to scan photographic sheets or particularly valuable document originals; wrinkles or other damages can happen in case of paper feeding errors.
- DO NOT place paper with wet ink or correction fluid into the ADF. Wait few minutes for it to get dry.

Loosening Documents

Before loading documents into the ADF, loosen them as follows:

1. Fan the documents so that no two pages are sticking together.
2. Hold the documents upside down with both hands, and then gently push them onto a flat surface to align the edges of all documents.



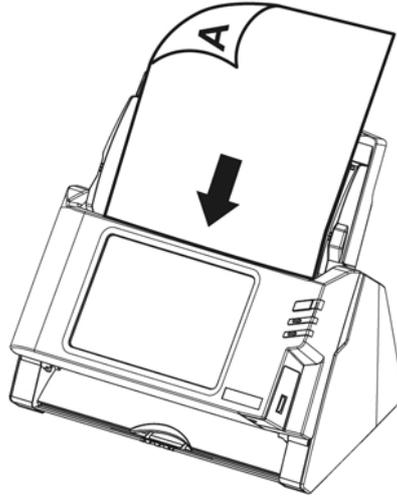
This will allow documents being fed into the ADF one at a time and prevent paper-feeding errors.

PLACING DOCUMENTS

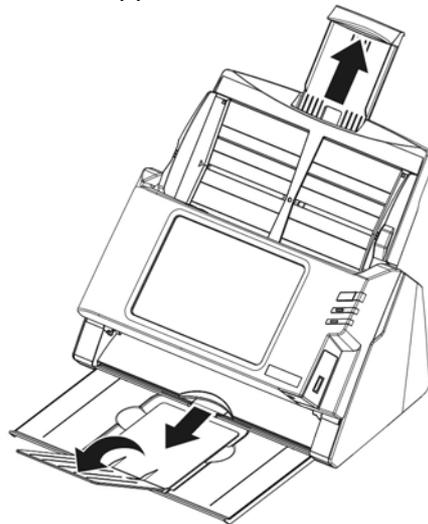
1. Load the documents, headfirst and face down, toward the center of the ADF paper chute and all the way into the ADF until touching the bottom.

For single-sided scans, load the documents face down so that the side to be scanned faces towards the paper chute.

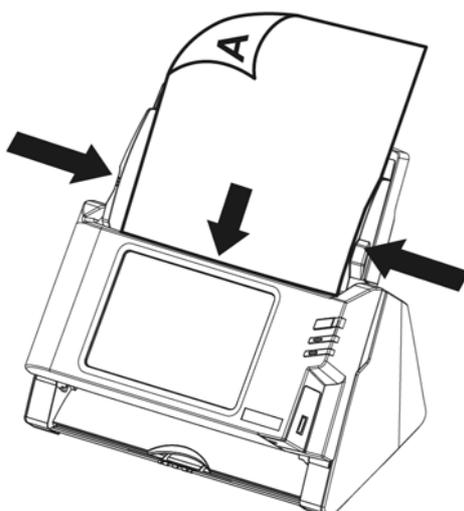
For double-sided scans, load the desired page order of documents face down so that the side to be scanned faces towards the paper chute.



2. If you need to scan longer documents, pull out the paper chute extension and stacker to provide further support for the documents.



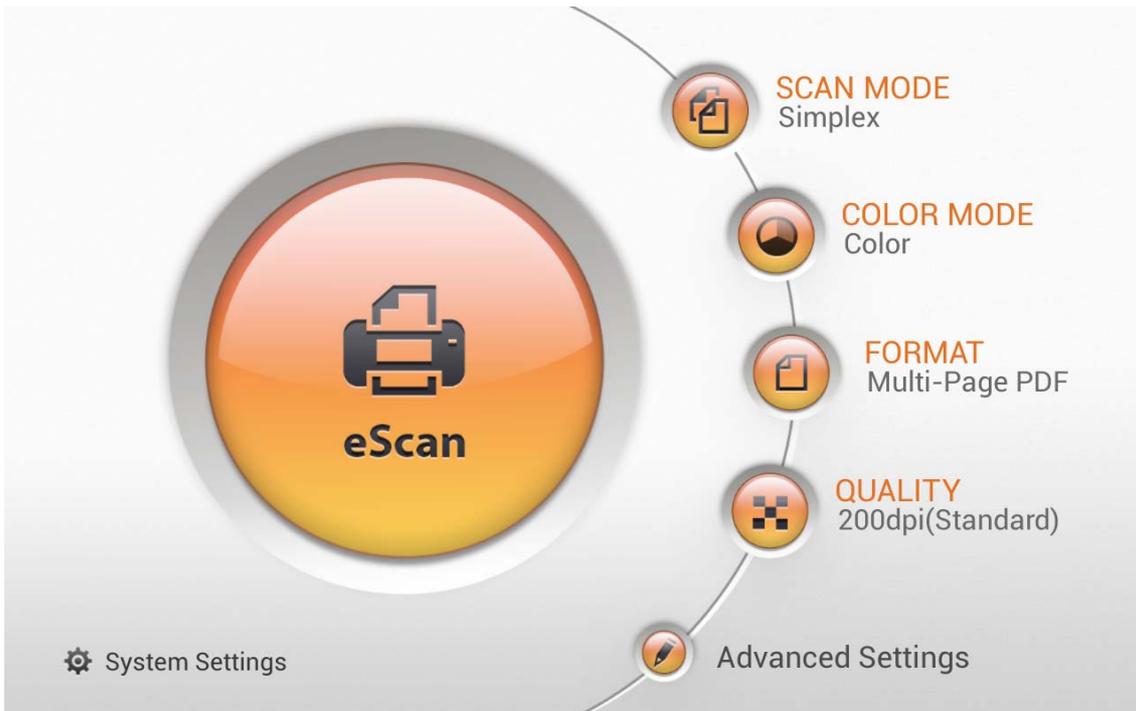
3. Adjust the paper width slider for the paper size you are using. The paper width slider should be gently touching both sides of the documents.



Attention

- DO NOT load more than 50 sheets of paper (70 g/m², 18 lb.) to the ADF.
- Paper scanned from the ADF must be a minimum of 5.08 x 5.08 cm (2" x 2", W x L).
- Make sure there are no gaps between the document stack and the paper-width slider; otherwise, the scanned images can be skewed.
- Although the documents should be loaded firmly in place ensuring optimum scanning accuracy, they should never be wedged in so tightly that the process of feeding them through the scanner is strained.
- Do not load additional paper into the ADF while the unit is feeding and scanning.

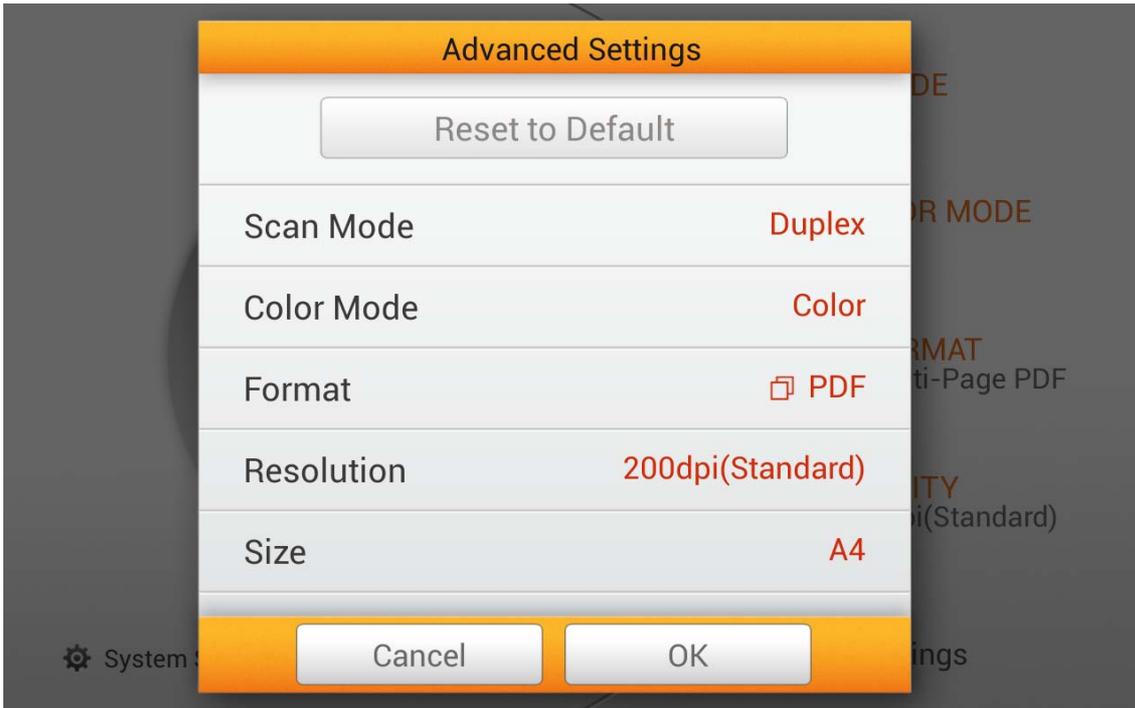
SCANNING DOCUMENTS



1. Tap on  to select **SCAN MODE**.
2. Tap on  to select **COLOR MODE**.
3. Tap on  to select scan **FORMAT**.
4. Tap on  to select scan **QUALITY**.
5. If it is necessary, you may tap on  to adjust **Advanced Settings**.
6. When you are satisfied with all the scan settings, tap on  to scan the desired document.

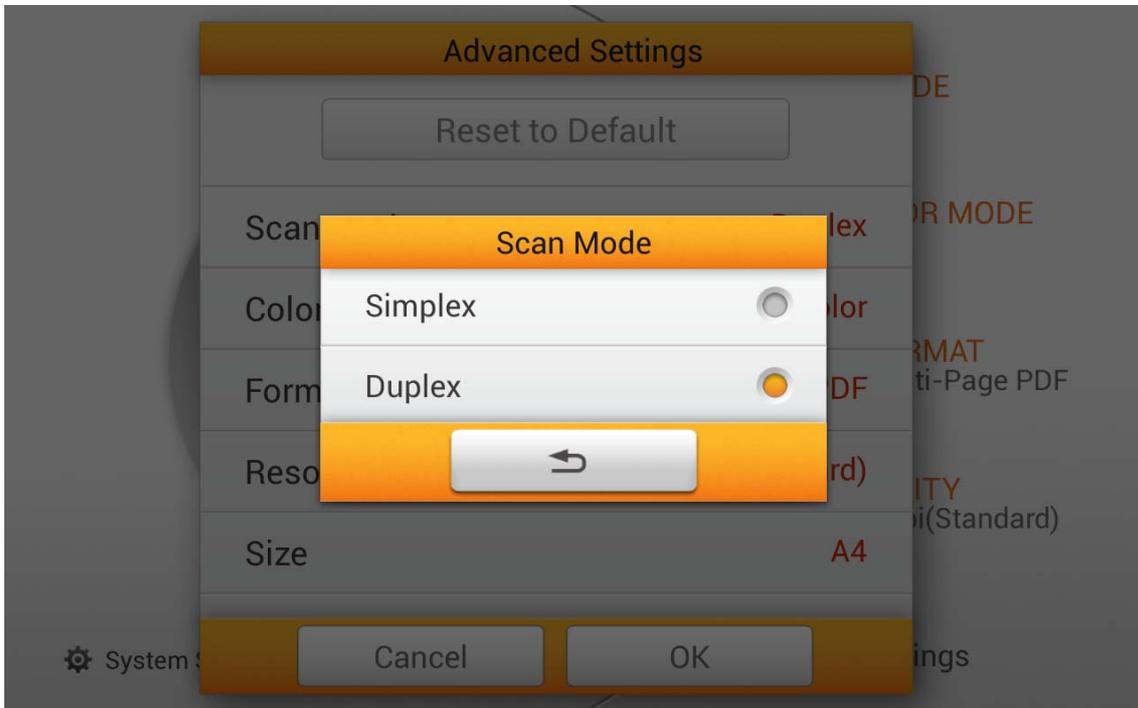
Advanced Settings

If it is necessary, you may adjust all the scan settings in this **Advanced Settings** page.



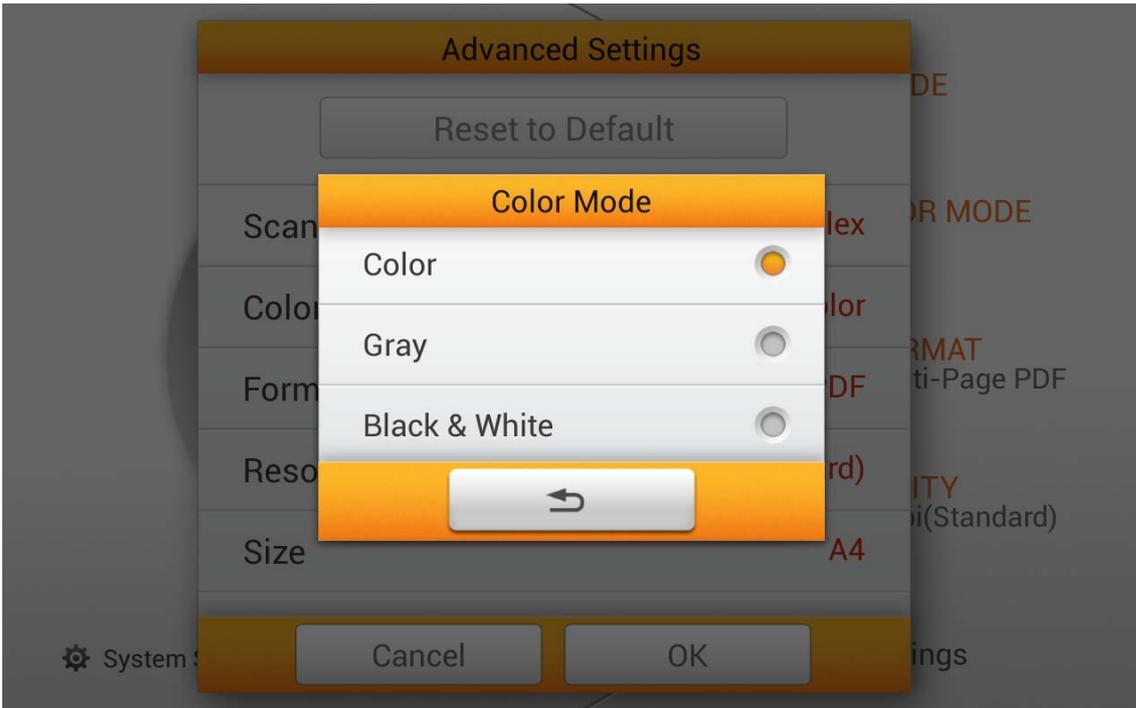
Scan Mode

Select the desired **Scan Mode** in the popup dialog. Available scan modes: **Simplex** and **Duplex**.



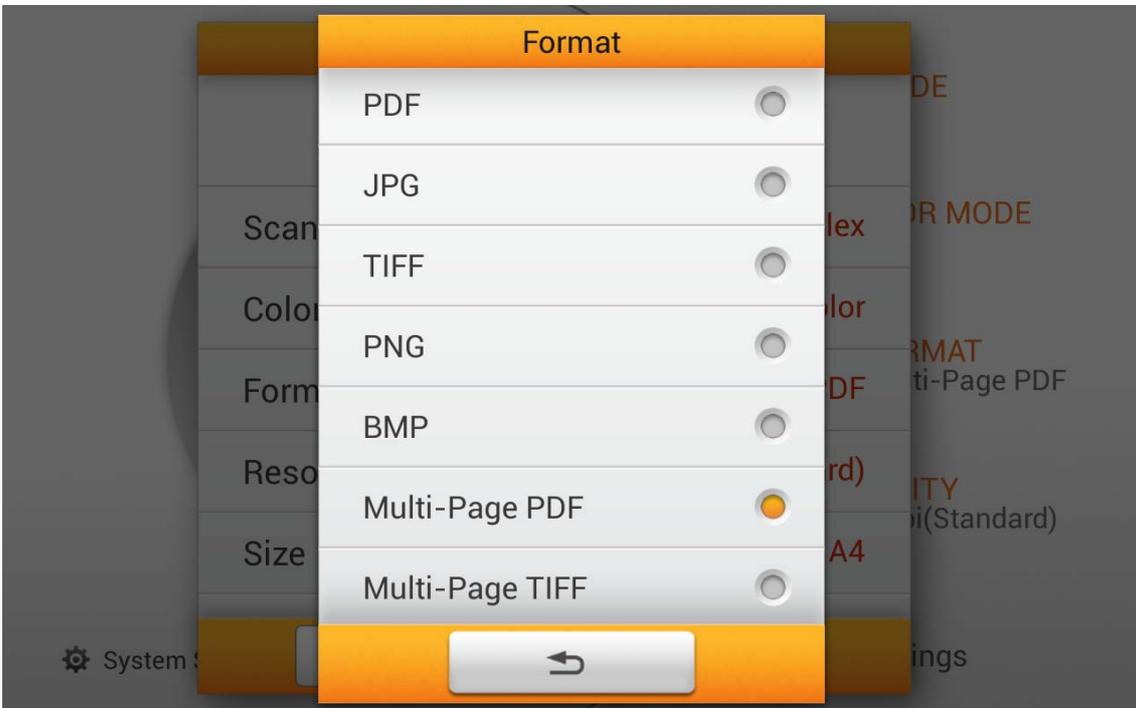
Color Mode

Select the desired **Color Mode** in the popup dialog. Available color modes: **Color**, **Gray** and **Black & White**.



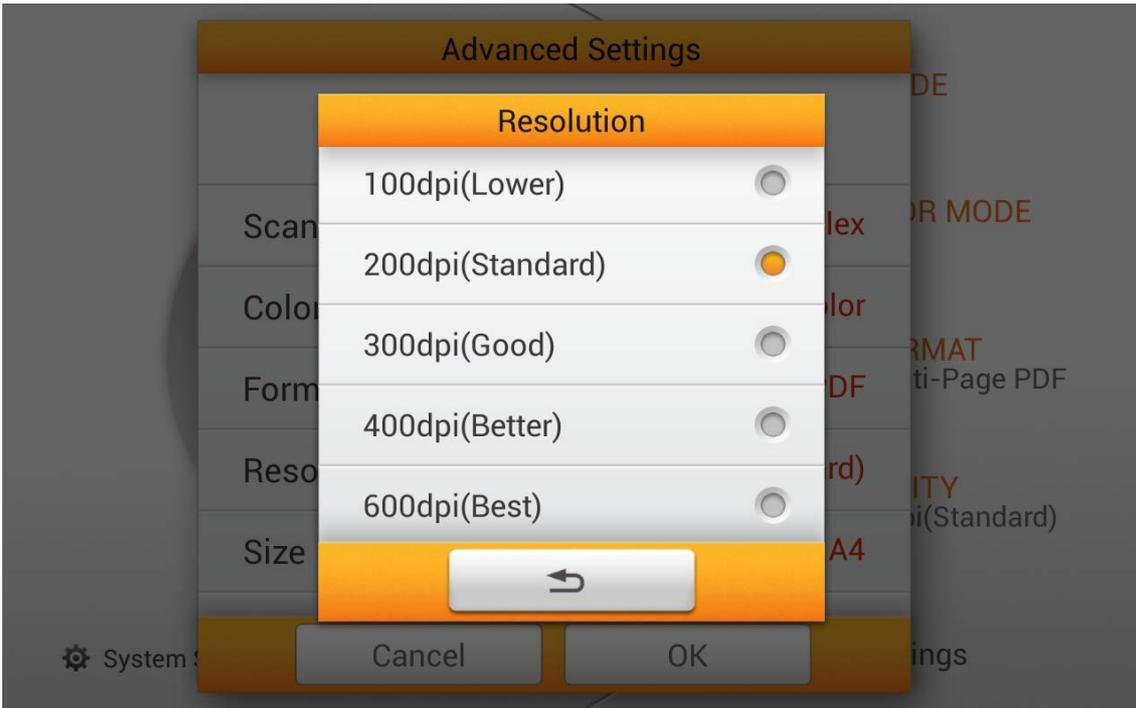
Format

Select the file saving format in the popup dialog. Available file formats: **PDF**, **JPG**, **TIFF**, **PNG**, **BMP**, **Multi-Page PDF** and **Multi-Page TIFF**.



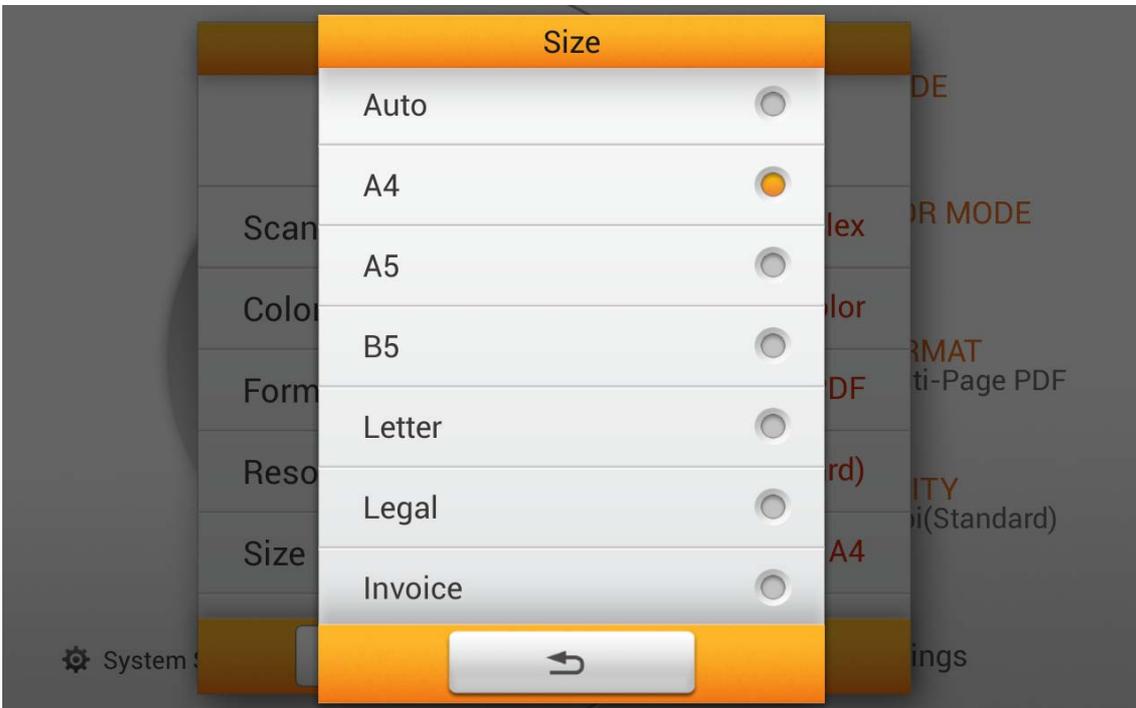
Resolution

Select the desired **Resolution** in the popup dialog. Available dpi values: **100dpi (Lower)**, **200dpi (Standard)**, **300dpi (Good)**, **400dpi (Better)**, and **600dpi (Best)**.



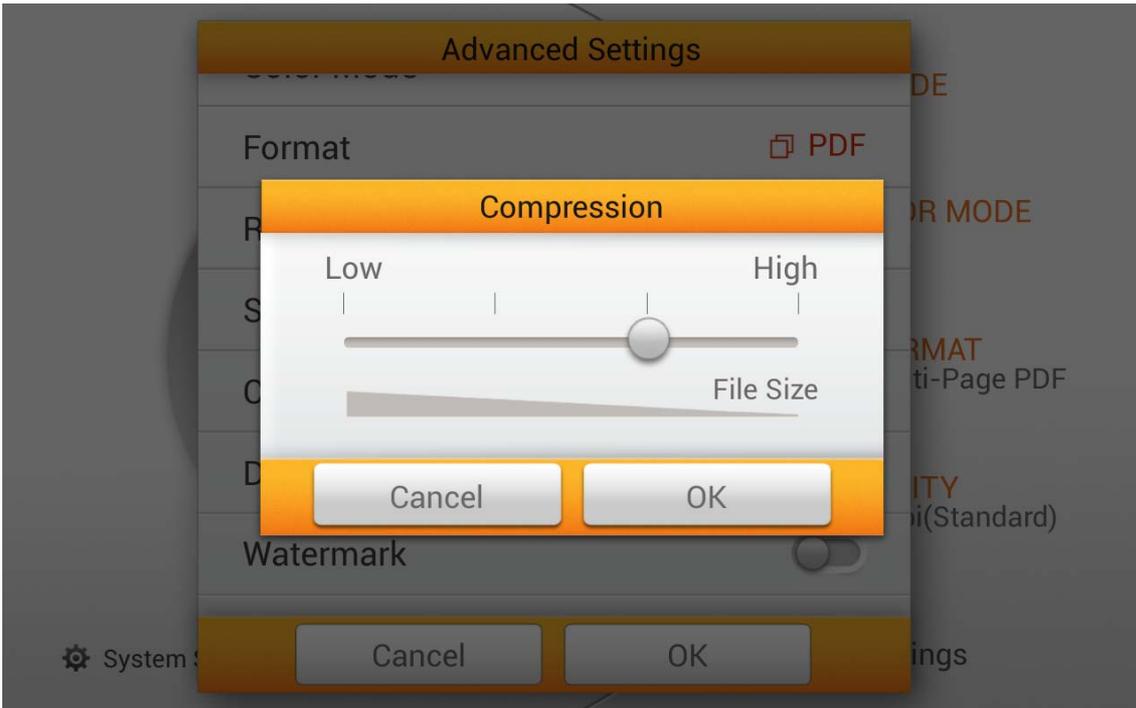
Size

Select the desired paper **Size** in the popup dialog. Available paper sizes: **Auto**, **A4**, **A5**, **B5**, **Letter**, **Legal** and **Invoice**.



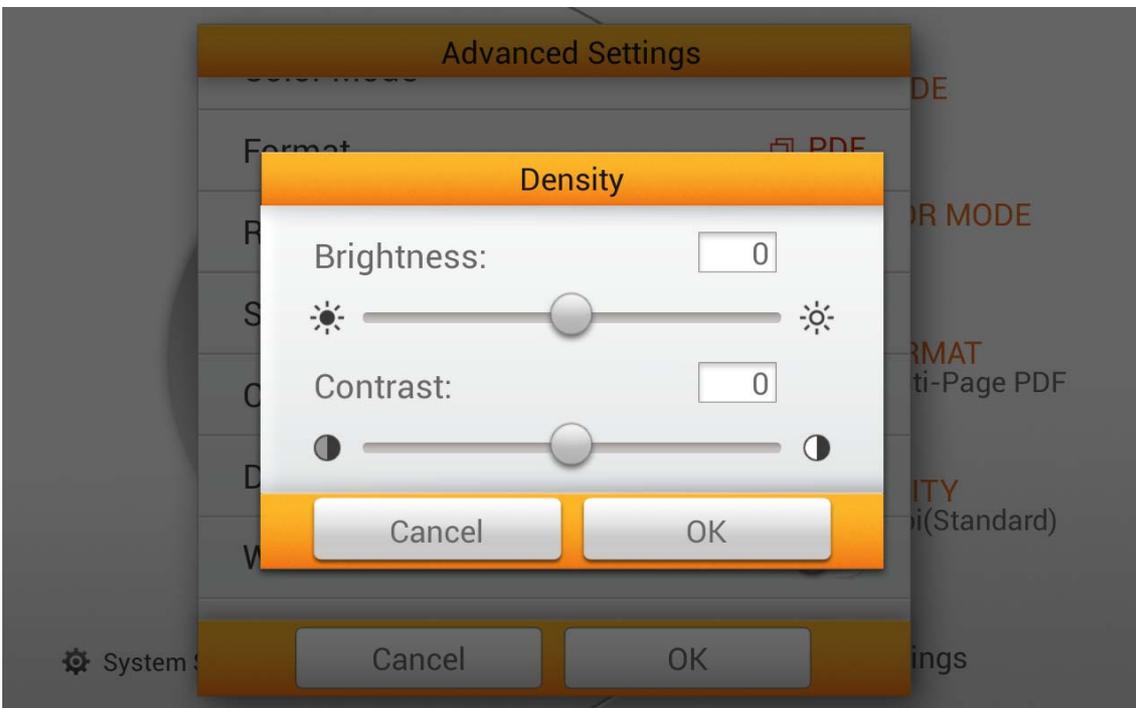
Compression

Adjust the **Compression** quality in the popup dialog. Press **OK** to confirm the settings or press **Cancel** to exit this dialog.



Density

Sets the brightness level and the contrast level of the image. Press **OK** to confirm the settings or press **Cancel** to exit this dialog.



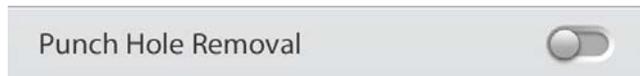
Watermark

Switch on or off the **Watermark** function. Switch on this function to add watermark on the scanned images.



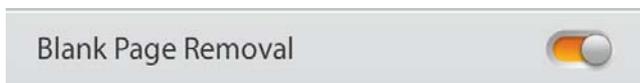
Punch Hole Removal

Switch on or off the **Punch Hole Removal** function. Switch on this function to remove the hole marks aligned along with the edge of the scanned document.



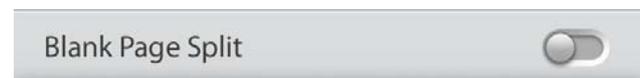
Blank Page Removal

Switch on or off the **Blank Page Removal** function. Switch on this function to remove blank pages after the document is scanned.



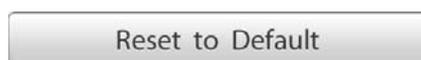
Blank Page Split

Switch on or off the **Blank Page Split** function. Switch on this function to split the scanned document by blank page.



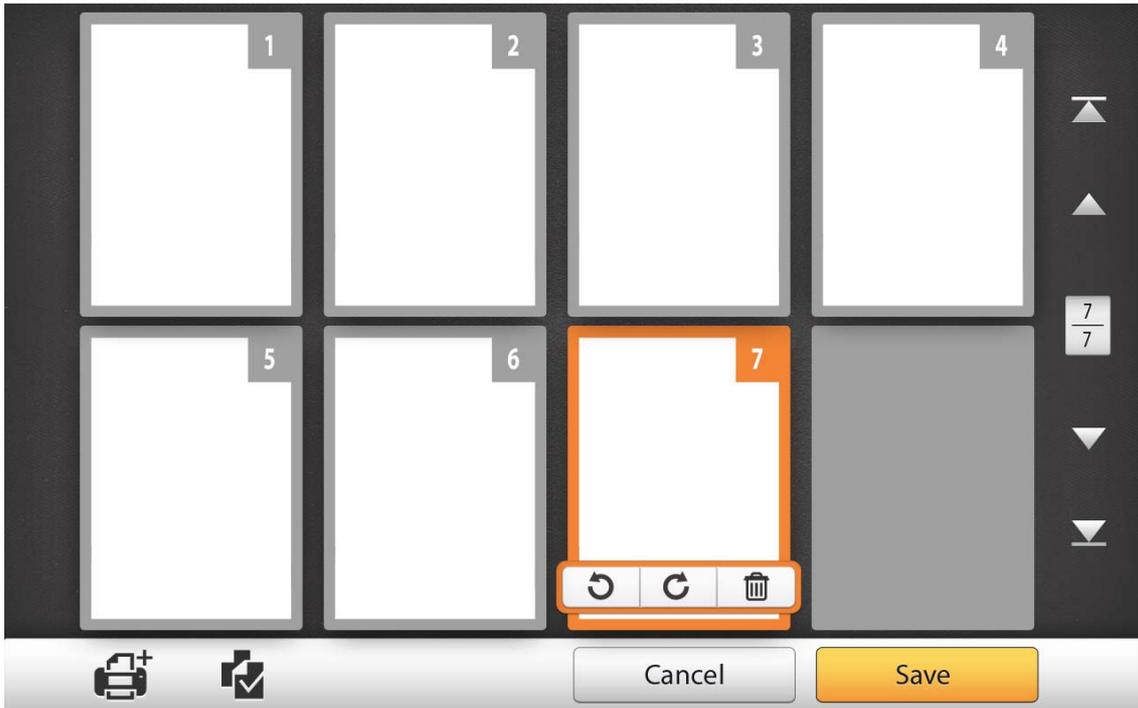
Reset to Default

Tap on this button to reset the scan settings to default factory settings.

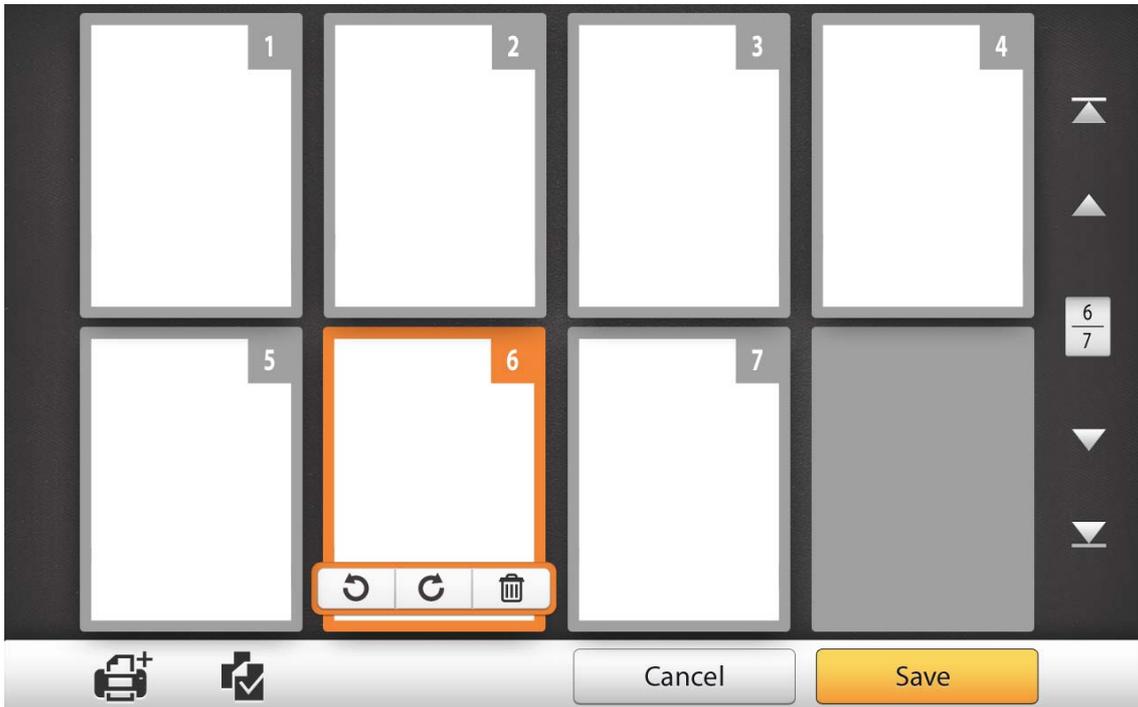


EDITING THE SCANNED DOCUMENTS

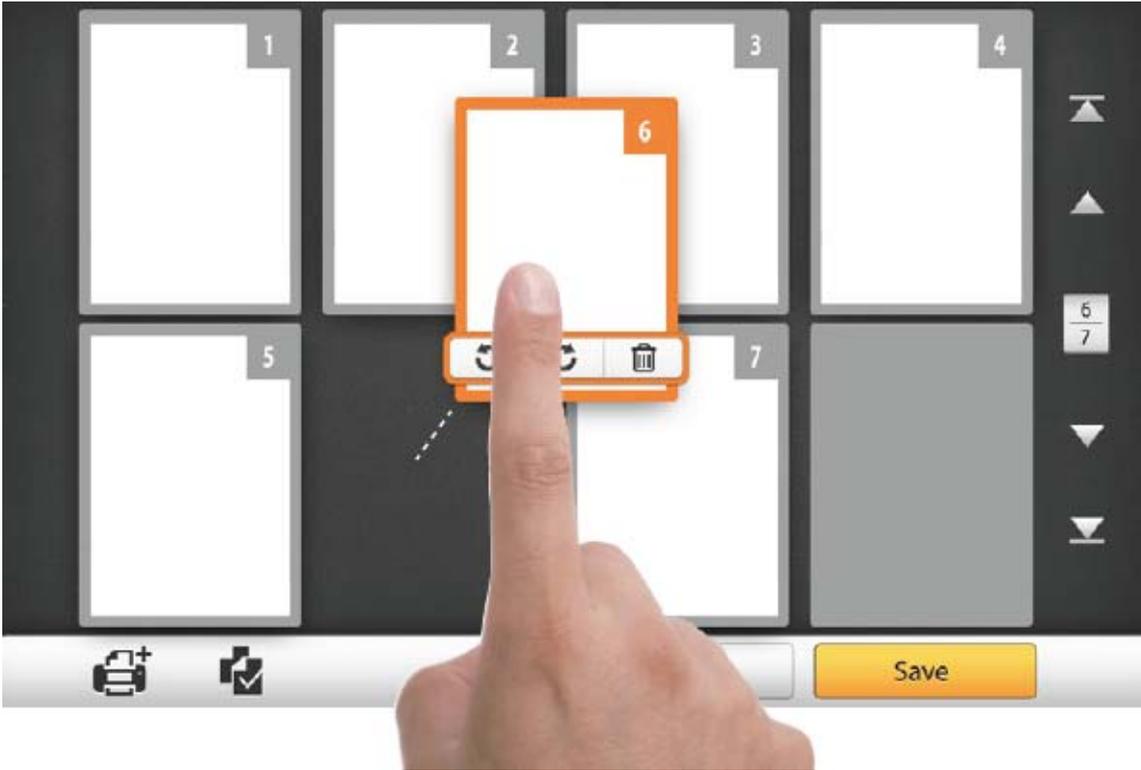
The scanned image will be displayed on the screen. All scanned images are displayed on the screen as thumbnails; you may view up to 8 miniatures of the scanned images at the same time. The number displayed on the upper-right corner of each image is the sequential number given to every image according to the scanning order. This mode is especially useful when you want to search a particular image, or check the images roughly to decide if rescanning certain pages is necessary.



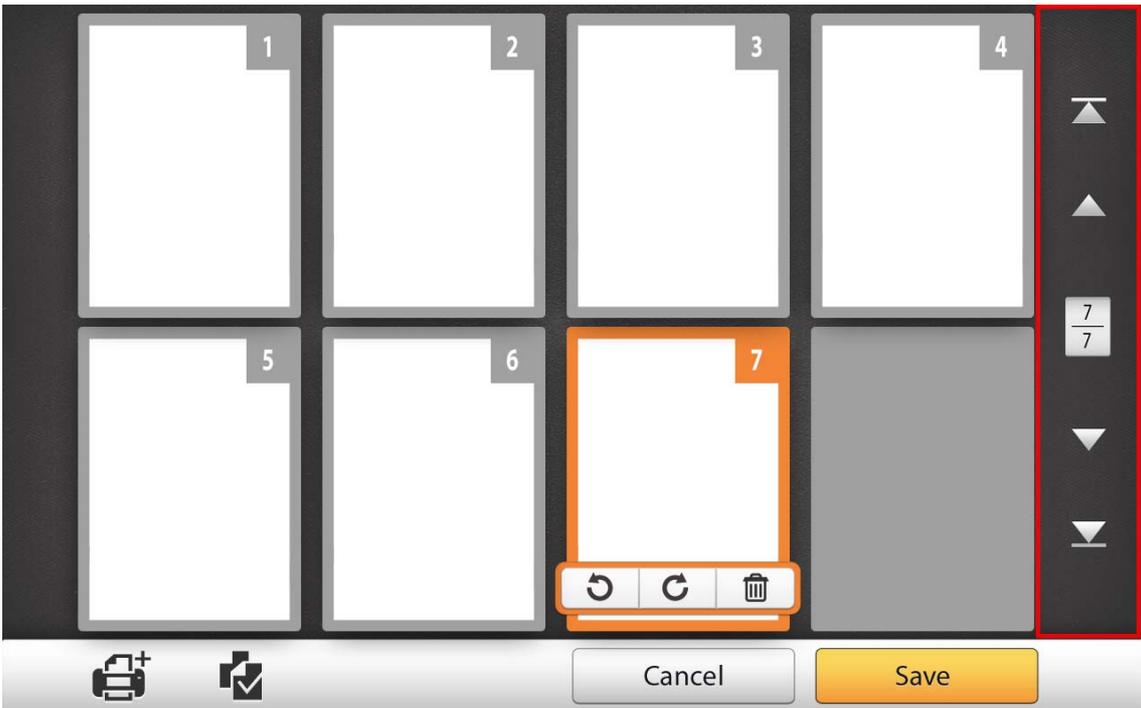
When you select a desired scanned image on the screen, a dialog will popup for you to delete or rotate the selected image.



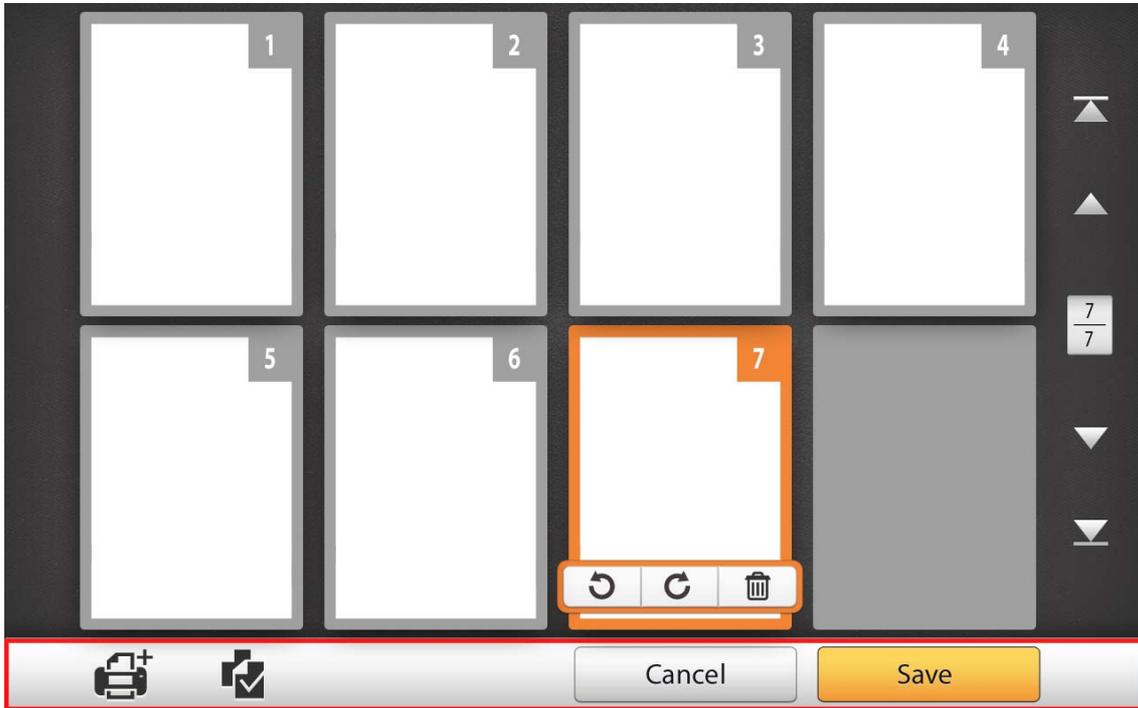
In this display mode, you can select the desired scanned image from the miniatures to re-arrange the image order. You can manually transpose the selected image within the same scan task by drag-and-drop operation. Select a single image on the screen by pointing on that thumbnail. Drag the selected image to the desired place. The selected image is moved to the new place and automatically renumbered.



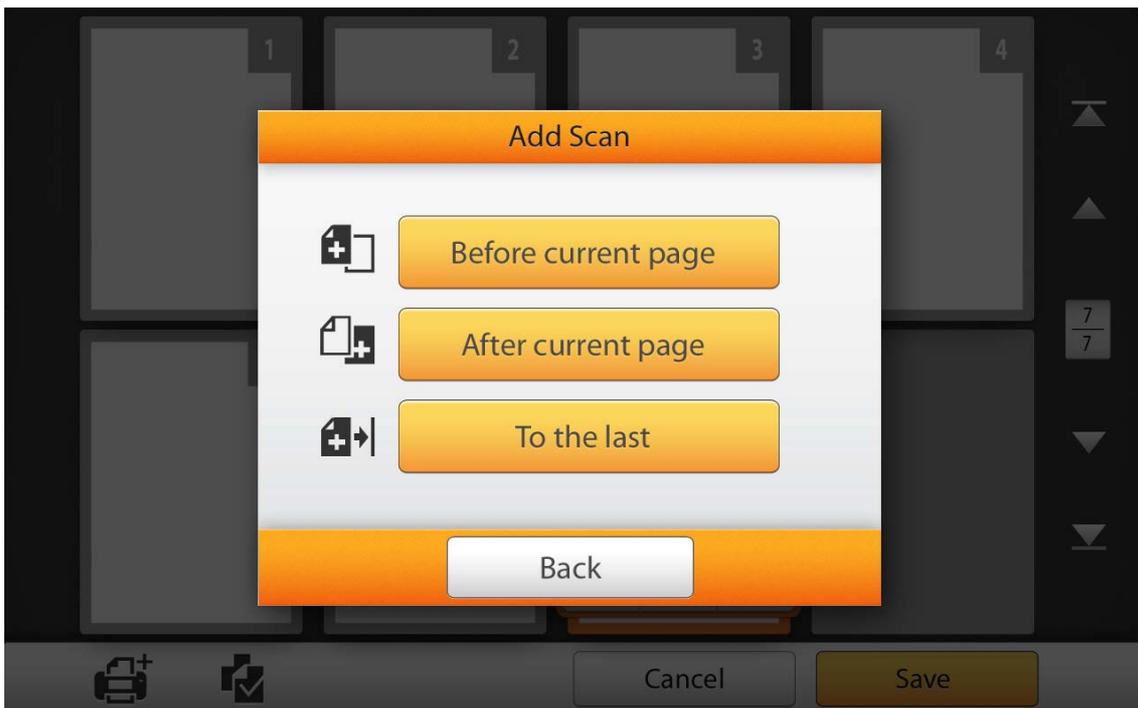
On the right side of the screen, press the  mark to go to the first page, press the  mark to go to the upper page (For example: from page 7 to page 3), press the  mark to go to the lower page (For example: from page 2 to page 6) and press the  mark to go to the last page. The upper number of  indicates current page, and the lower number indicates total pages.



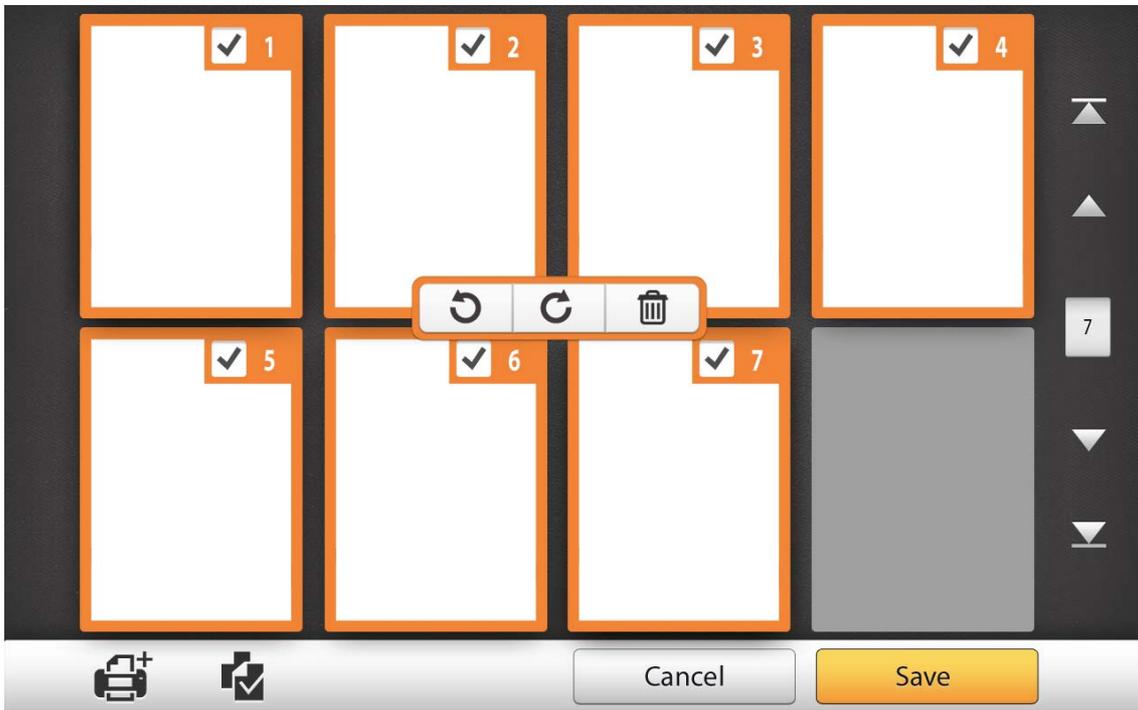
On the bottom of the screen, there are 4 buttons for you to perform the specific functions. Press **Save** to save the scanned image, press **Cancel** to cancel the scan images.



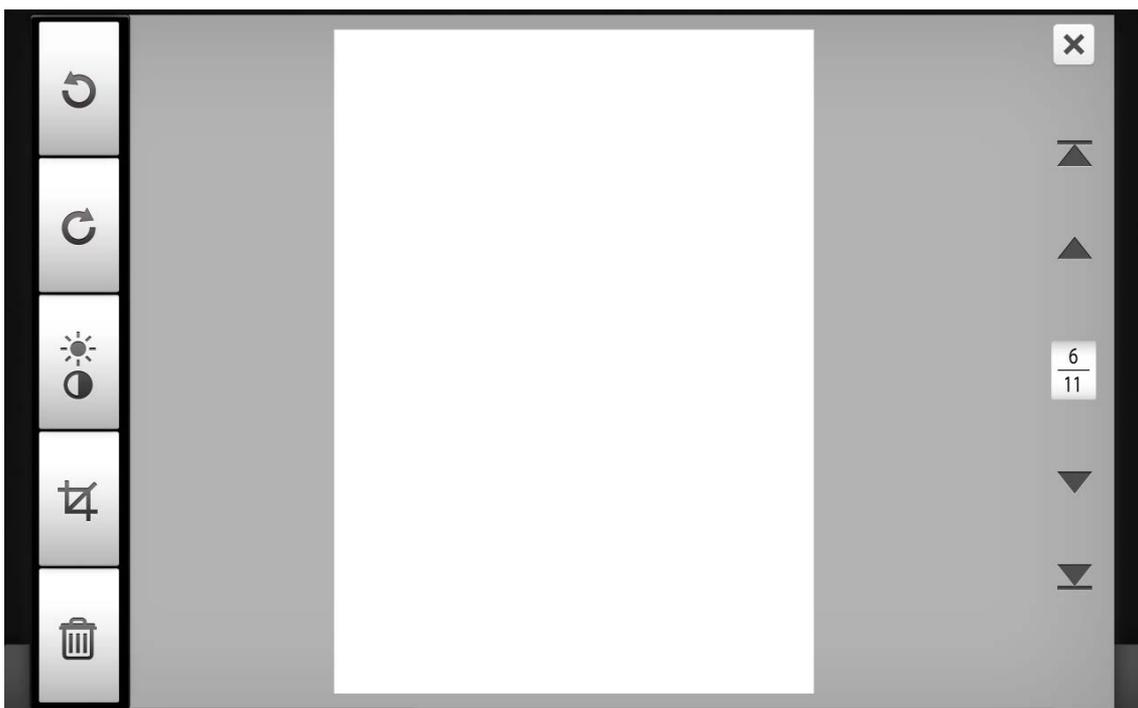
If you want to insert scan documents, just select the desired scanned image on the screen. Press  button to start scanning, the following dialog will appear to confirm the location.



Press  button to select all the scanned images, a dialog will popup for you to delete or rotate the entire file at the same time.



Double-click on the desired scanned image to enter image-editing window. You can enlarge the scanned image by moving your two fingers away on the screen, or zoom out the scanned image by pinching your two fingers together on the screen. Click  on the upper-right corner to exit the image-editing window.

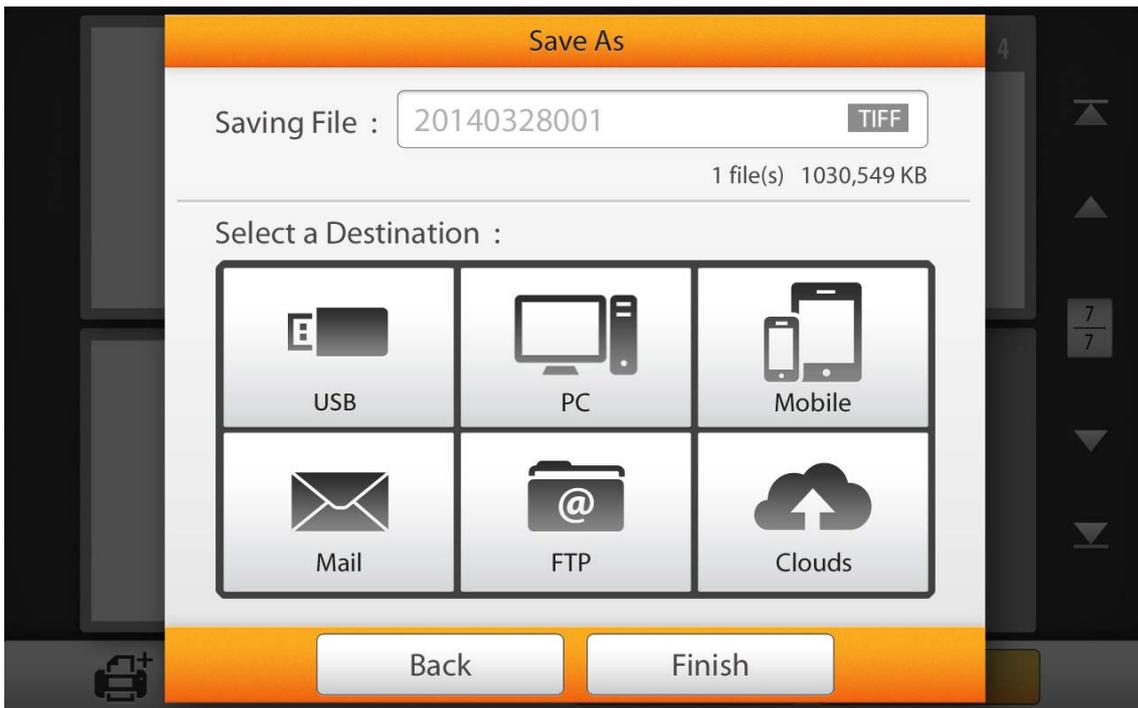


If it is necessary, you may adjust the scanned image by pressing the buttons on the left side of the screen.

| Button | Function |
|---|--|
|  | Turns the image counterclockwise by 90°. |
|  | Turns the image clockwise by 90°. |
|  | Sets the brightness level and the contrast level of the image. |
|  | Removes the unwanted borders of your image. You may adjust the selected rectangle area for applying this function. |
|  | Deletes the selected scanned image. |

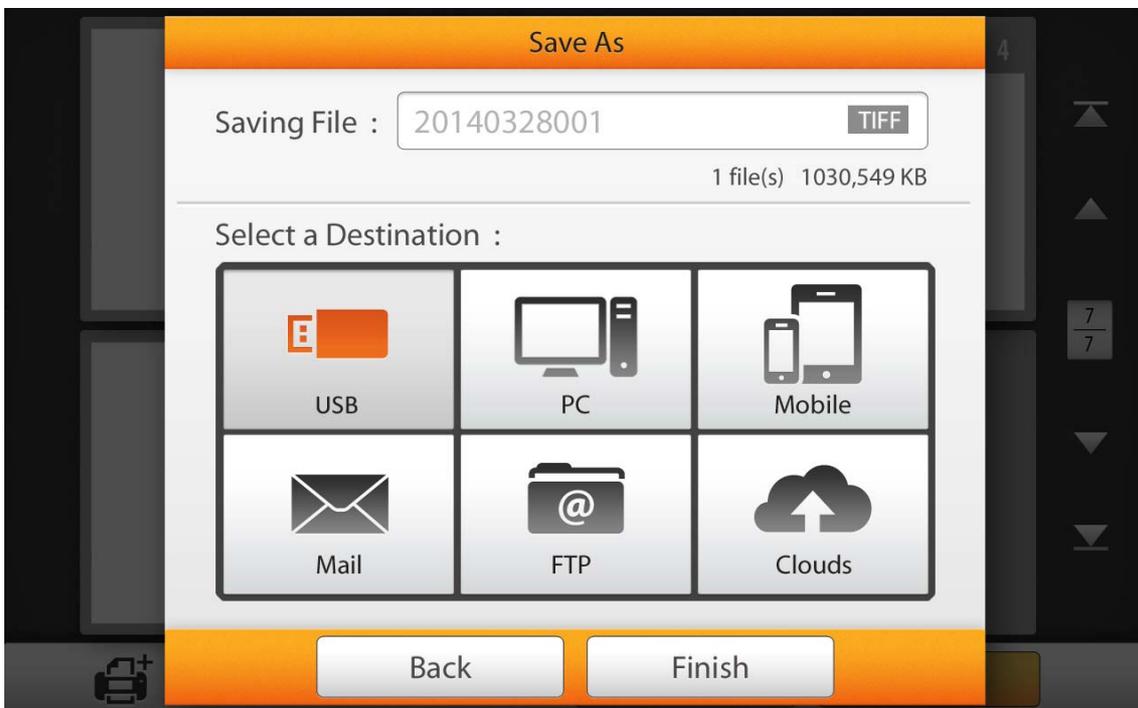
SAVING THE SCANNED DOCUMENTS

In the **Save As** dialog, you may rename the scanned document in **Saving File** column, and select the desired saving destination in **Select a Destination** section. Available options are: **USB, PC, Mobile, Mail, FTP**, and **Clouds**. Press **Back** button to return to the previous stage, and press **Finish** button to quit the scanning procedure.

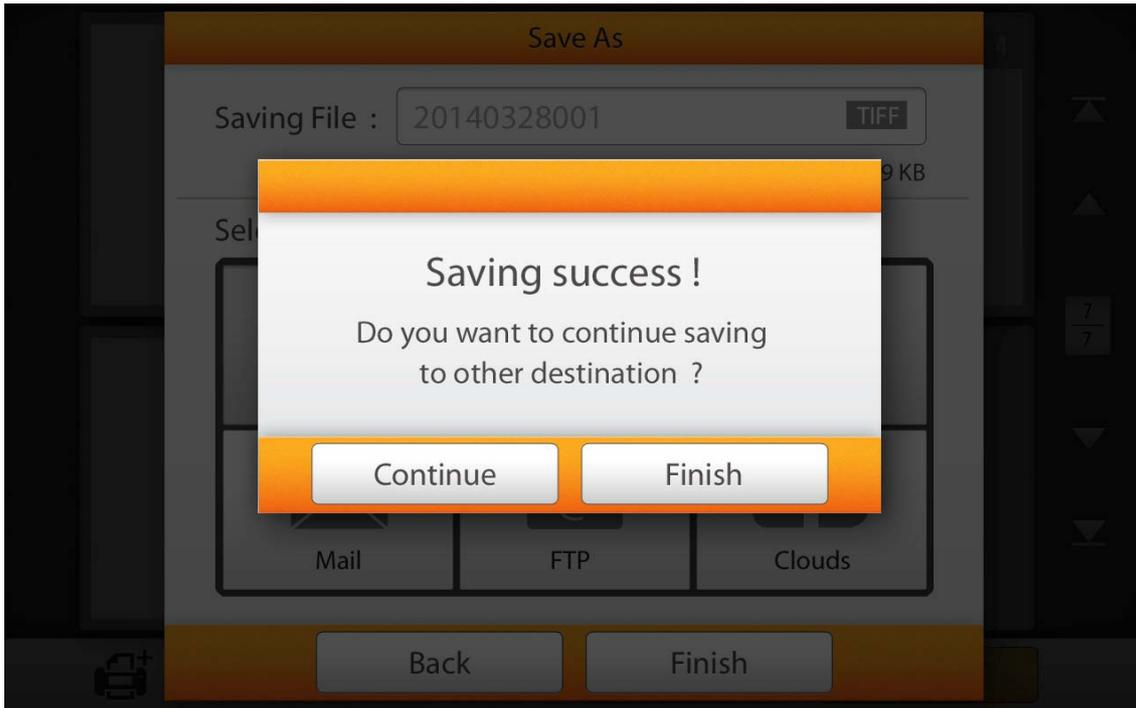


Save to USB

Tap on **USB** button to save the scanned document to the USB flash drive.



If you see the following dialog, the scanned document is successfully saved to the USB flash drive. You may press **Continue** to save the scanned document to other destination, or press **Finish** to complete the scanning procedure.



Save to PC

Download the **eScan Client** software from **System Settings > Download > eScan Client** page. Please install the **eScan Client** software on the user's PC before users try the Save to PC function. In the **eScan Client** interface, you can modify the **User Name**, select the desired file **Location** and determine the action after the file is downloading. Please make sure the **eScan Client** software is executed before you try the Save to PC function.



Attention

- For Windows

User Name:

Files are stored in the target location below.

Location:

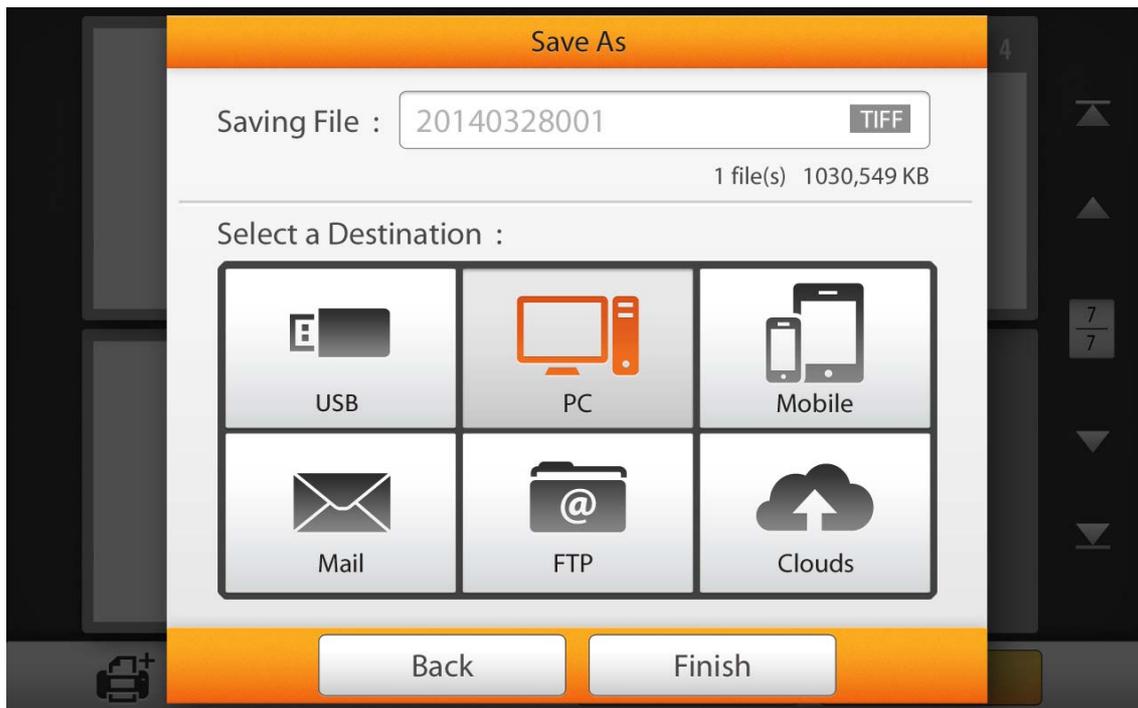
When the file is finished downloading or the file has been OCR'ed and saved, eScan will directly open the folder.

Only download (and save) the file to the target location.

- For Mac



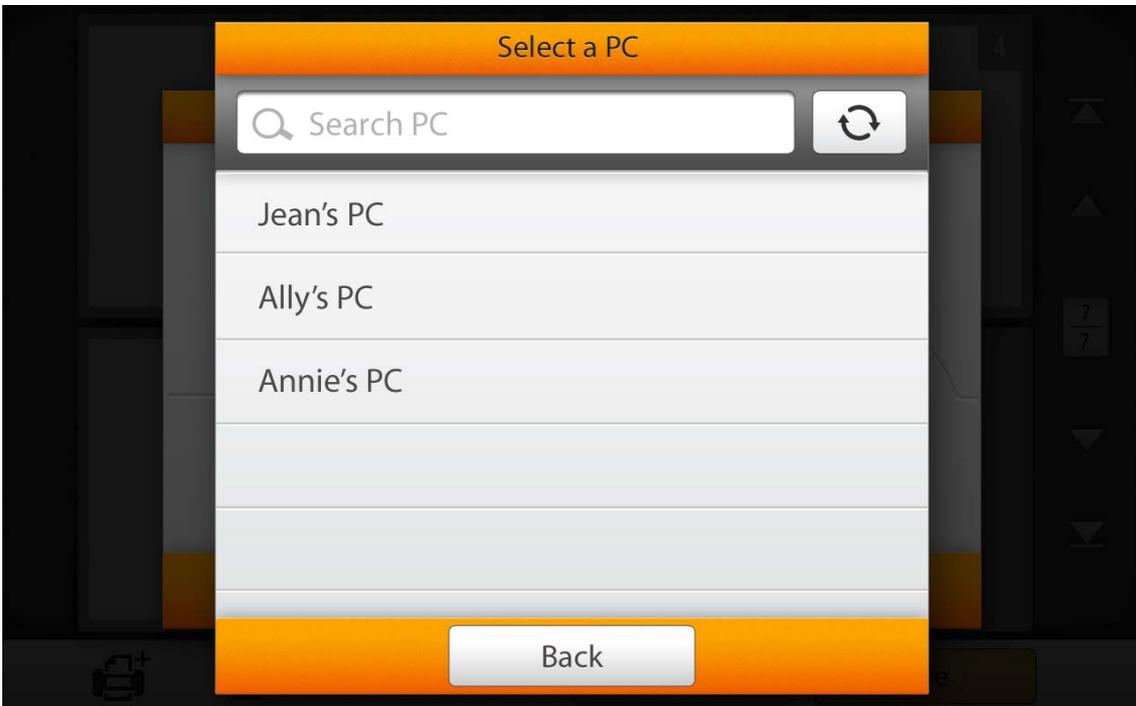
Tap on **PC** button to save the scanned document to the desired PC on the list.



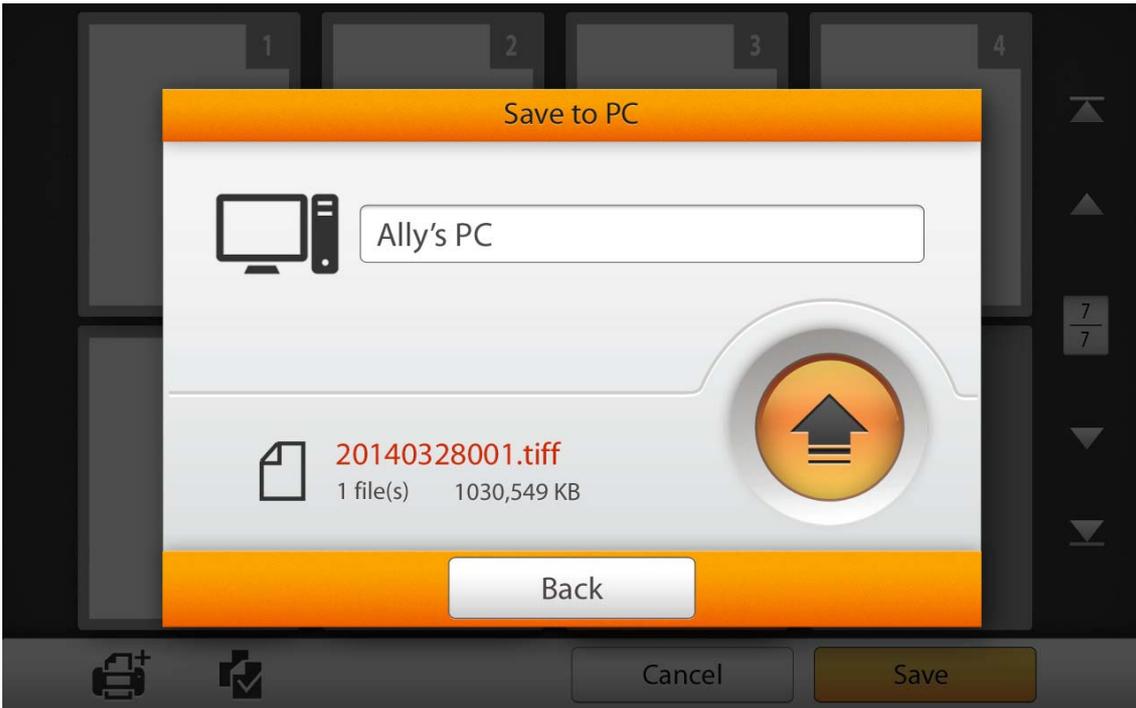
The following **Save to PC** dialog opens, tap on **Select a PC** column to select the desired PC from the list.



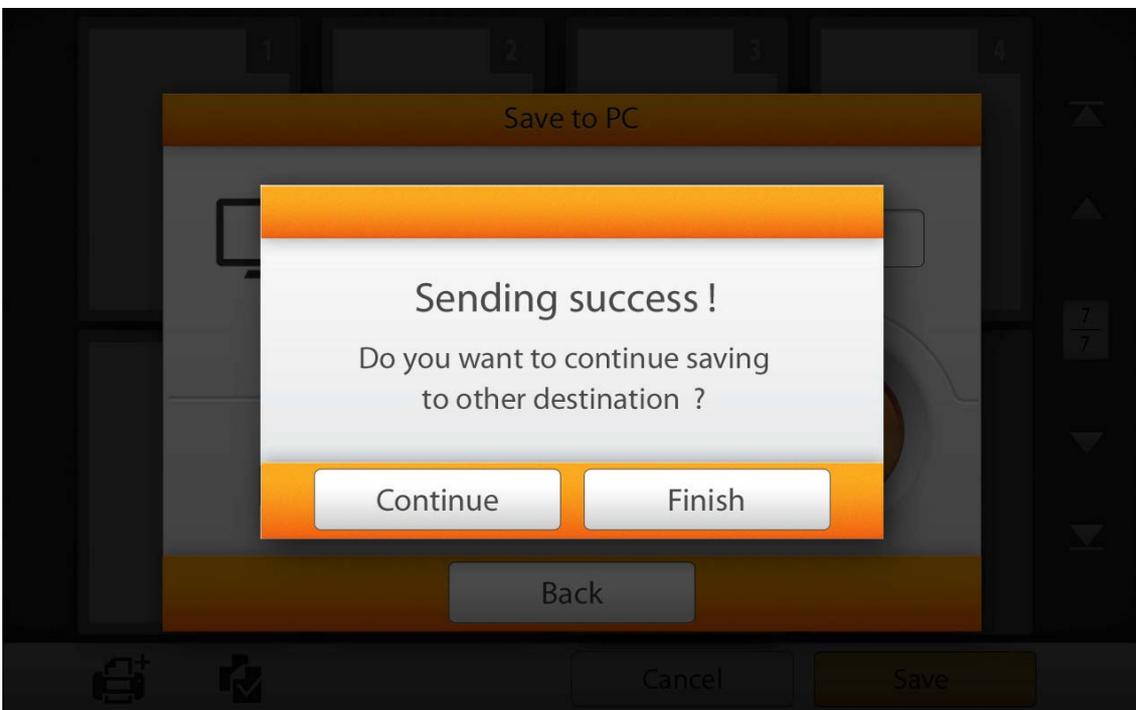
In the **Select a PC** dialog, you can find a list of the connected PC. If the desired PC is not on the list, please tap on  to refresh the list or use the **Search PC** column to search for the desired PC.



After selecting the desired PC, press the  button to save the scanned document to the selected PC.

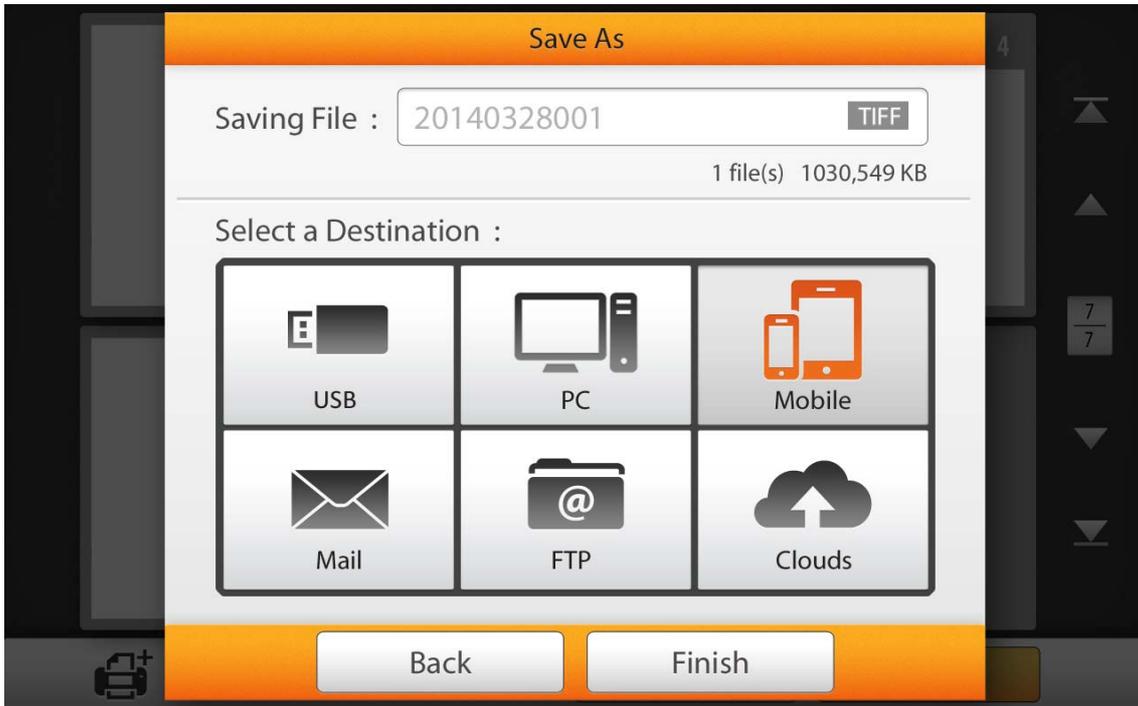


If you see the following dialog, the scanned document is successfully saved to the selected PC. You may press **Continue** to save the scanned document to other destination, or press **Finish** to complete the scanning procedure.

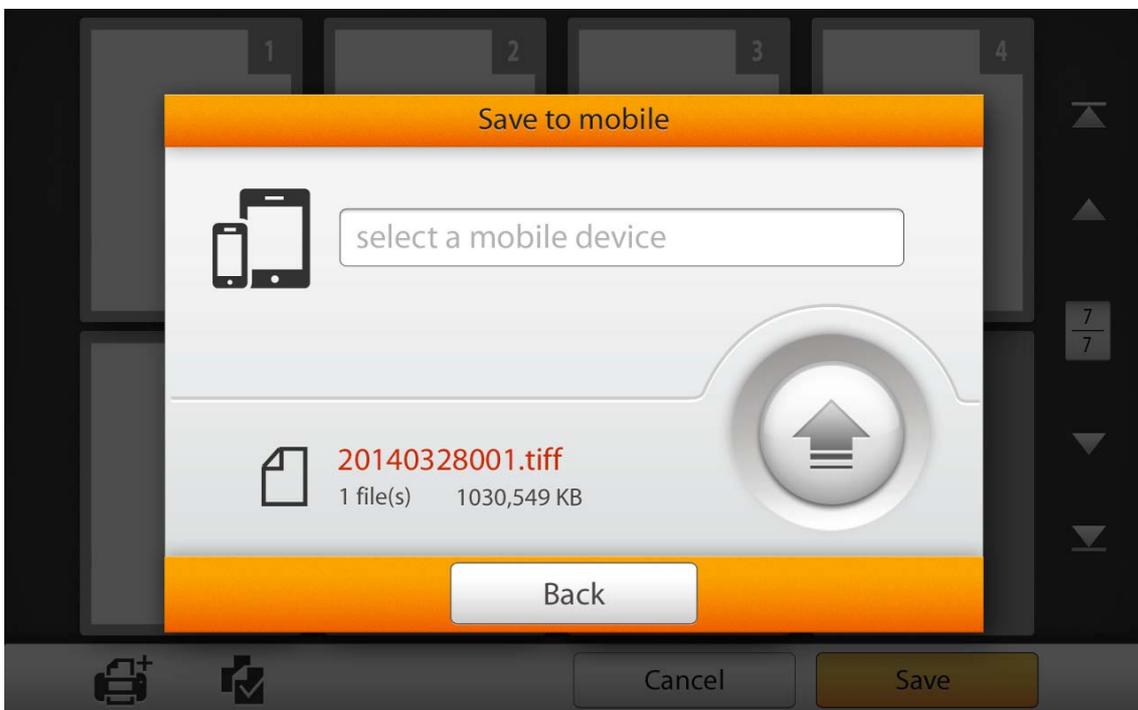


Save to Mobile

Tap on **Mobile** button to save the scanned document to the desired mobile device on the list.

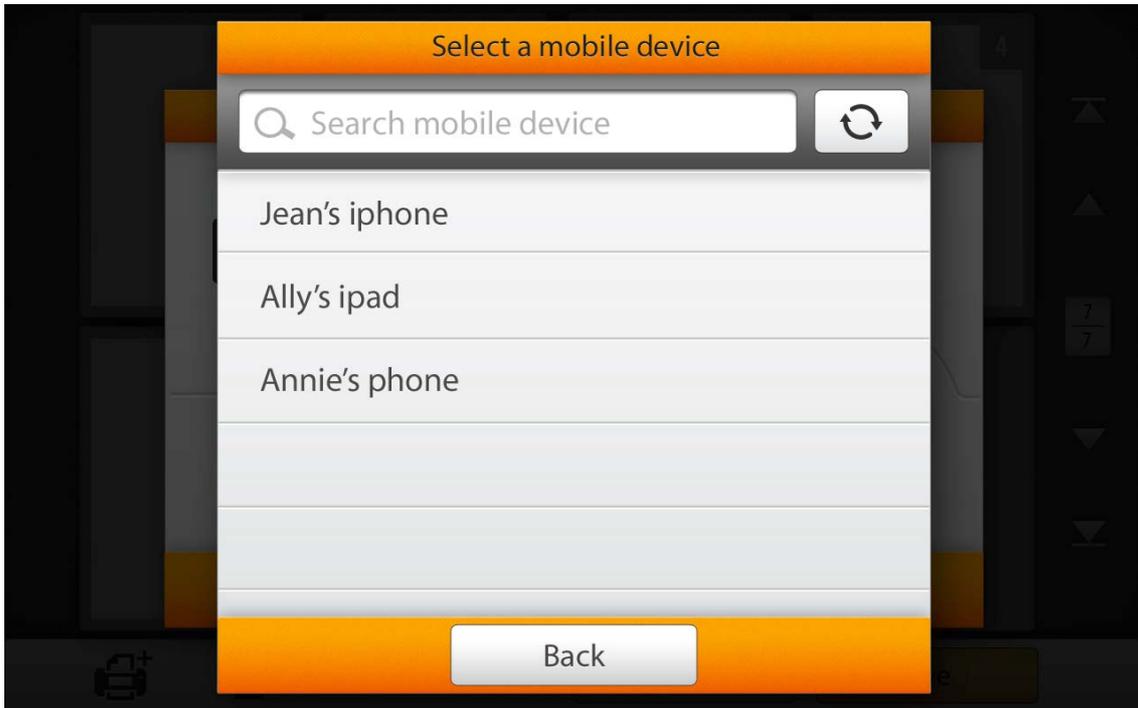


The following **Save to mobile** dialog opens, tap on **Select a mobile device** column to select the desired mobile device from the list.

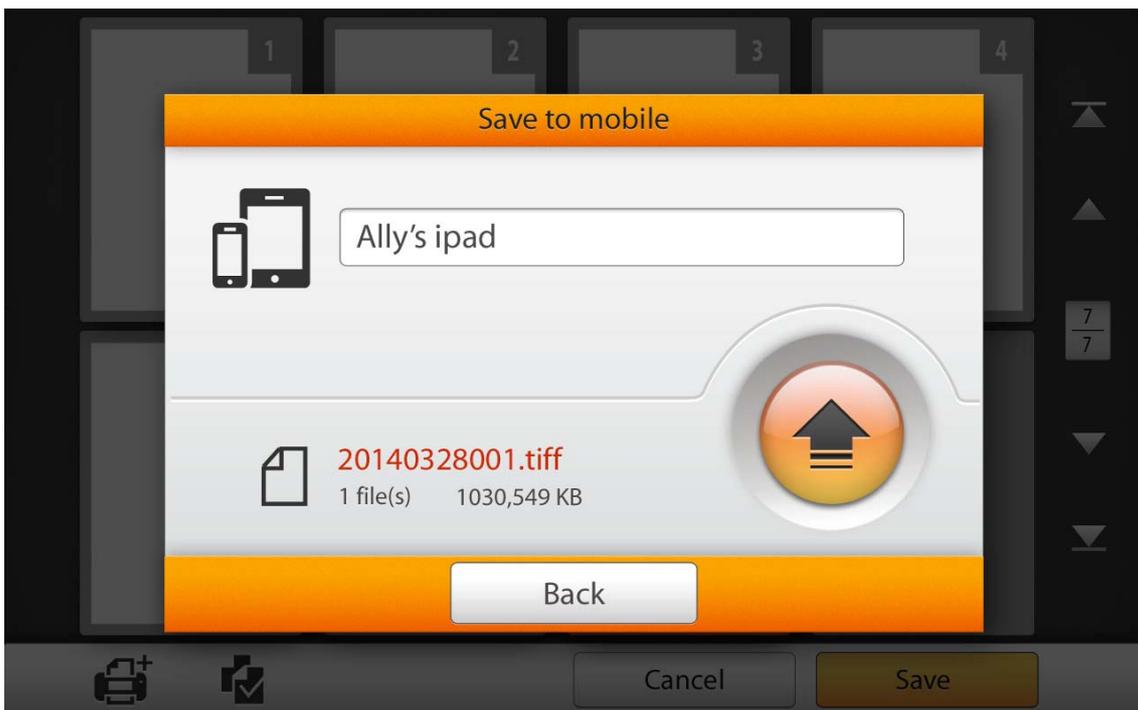


In the **Select a mobile device** dialog, you can find a list of the connected mobile device. If the desired mobile device is not on the list, please tap on  to refresh

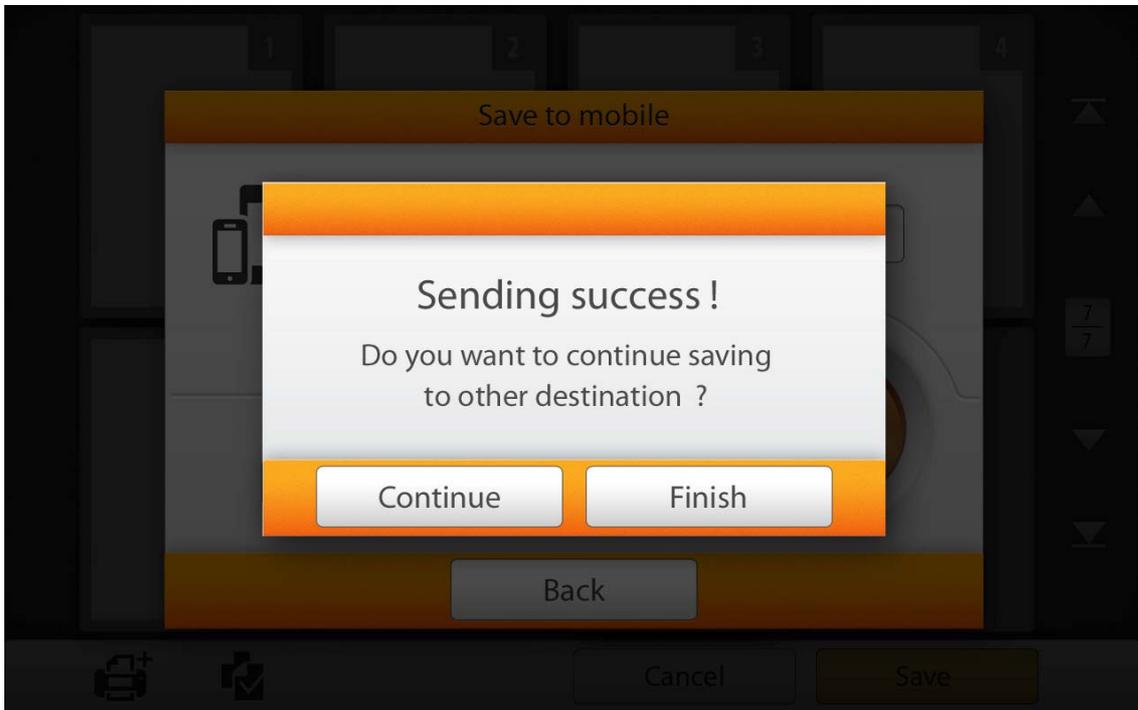
the list or use the **Search mobile device** column to search for the desired mobile device.



After selecting the desired mobile device, press the  button to save the scanned document to the selected mobile device.

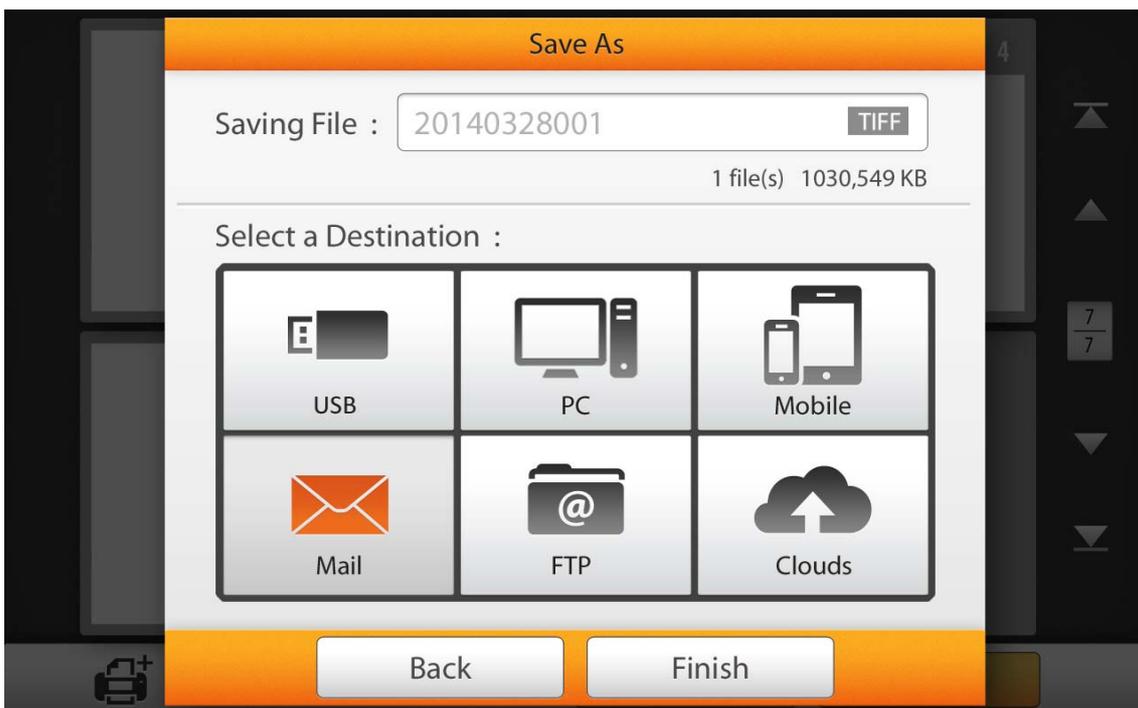


If you see the following dialog, the scanned document is successfully saved to the selected mobile device. You may press **Continue** to save the scanned document to other destination, or press **Finish** to complete the scanning procedure.



Save to Mail

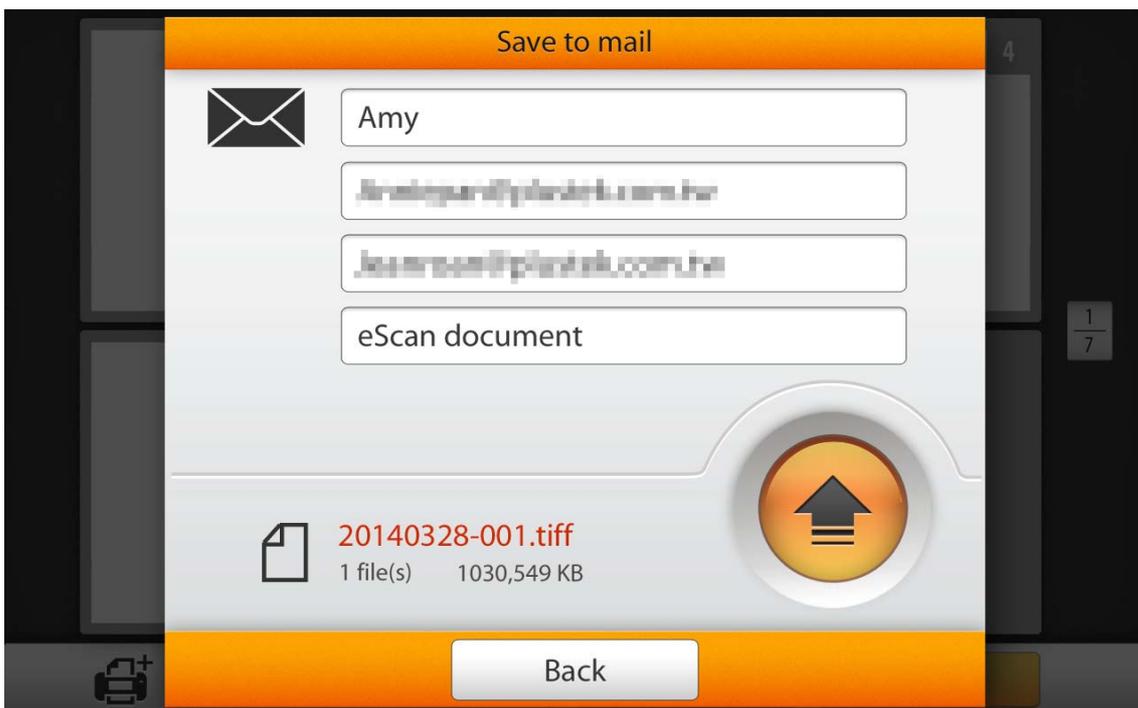
Tap on **Mail** button to send the scanned document to the desired e-mail address.



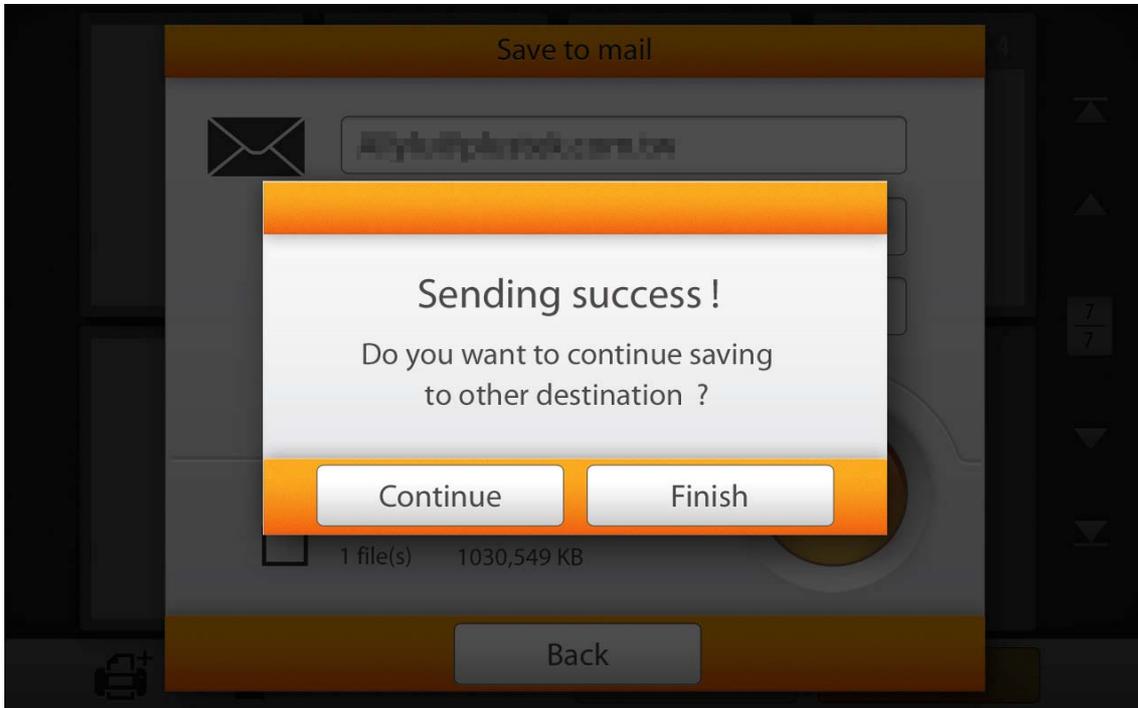
The following **Save to mail** dialog opens, enter the sender e-mail address in the **From: Enter a name** column and the receiver e-mail address in the **To: Enter an e-mail address** column. If it is necessary, you may enter desired e-mail address in the **CC: Enter an e-mail address** column, and modify the **Subject** name.



After setting the desired e-mail address, press the  button to send the scanned document to the desired e-mail address.

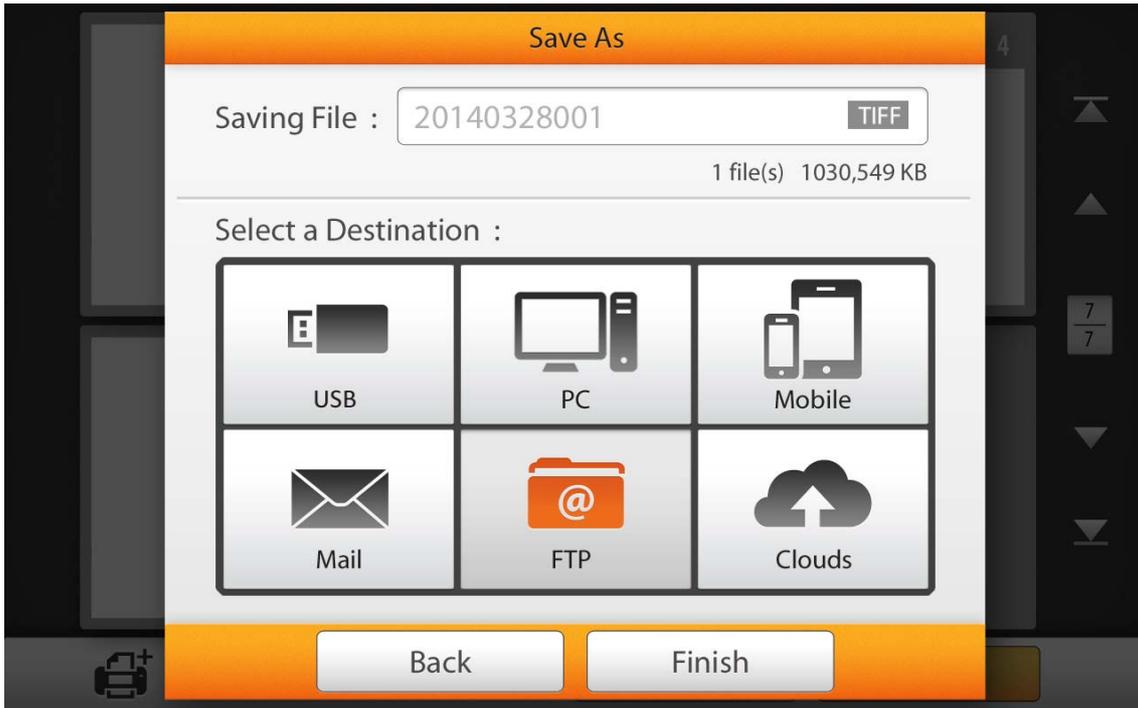


If you see the following dialog, the scanned document is successfully sent to the desired e-mail address. You may press **Continue** to save the scanned document to other destination, or press **Finish** to complete the scanning procedure.



Save to FTP

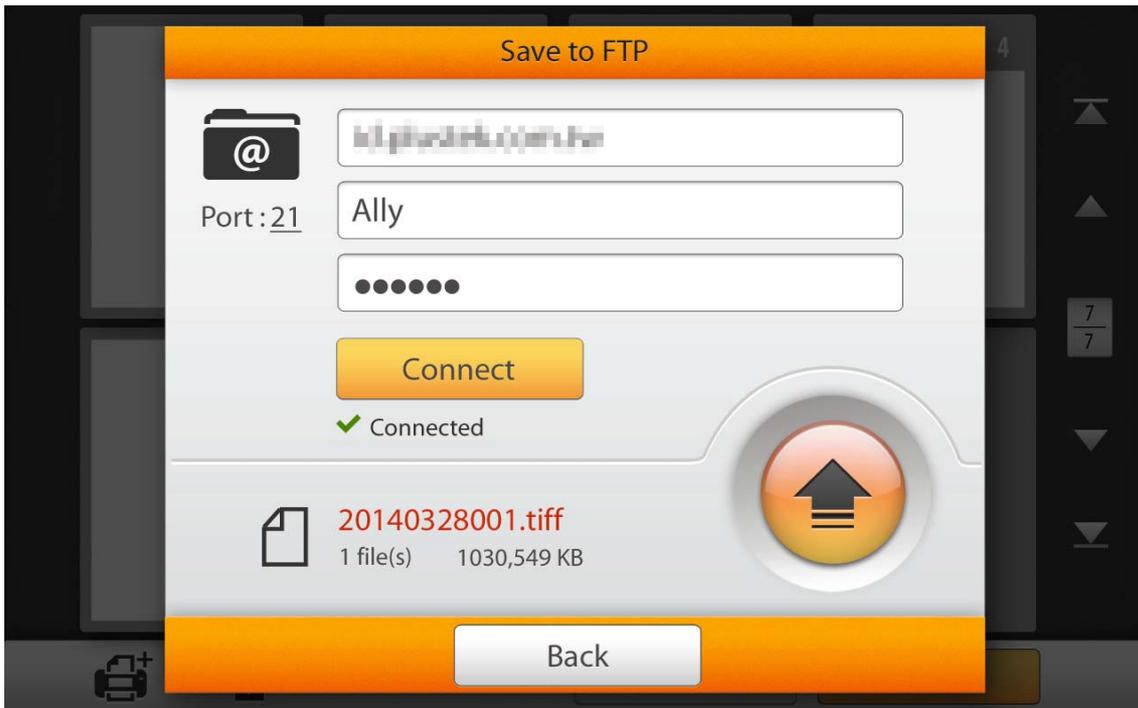
Tap on **FTP** button to save the scanned document to the FTP server. If you has already setup the FTP server in the **System Setting** page, you don't have to go through the following setting procedure. The scanned document will be saved to the preset FTP server directly.



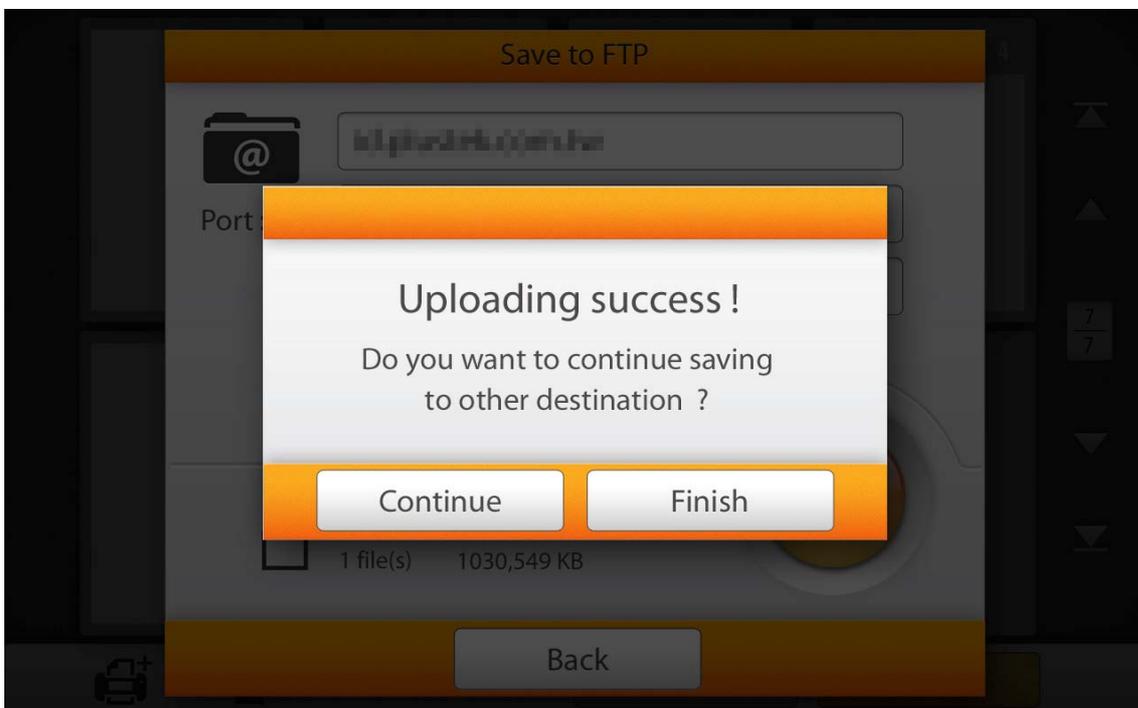
Enter the FTP address, username and password. If it is necessary, you may change the **Port** on the left side. Press the  button to connect to the FTP server.



After successfully connecting to the FTP server, press the  button to save the scanned document to the desired FTP server.

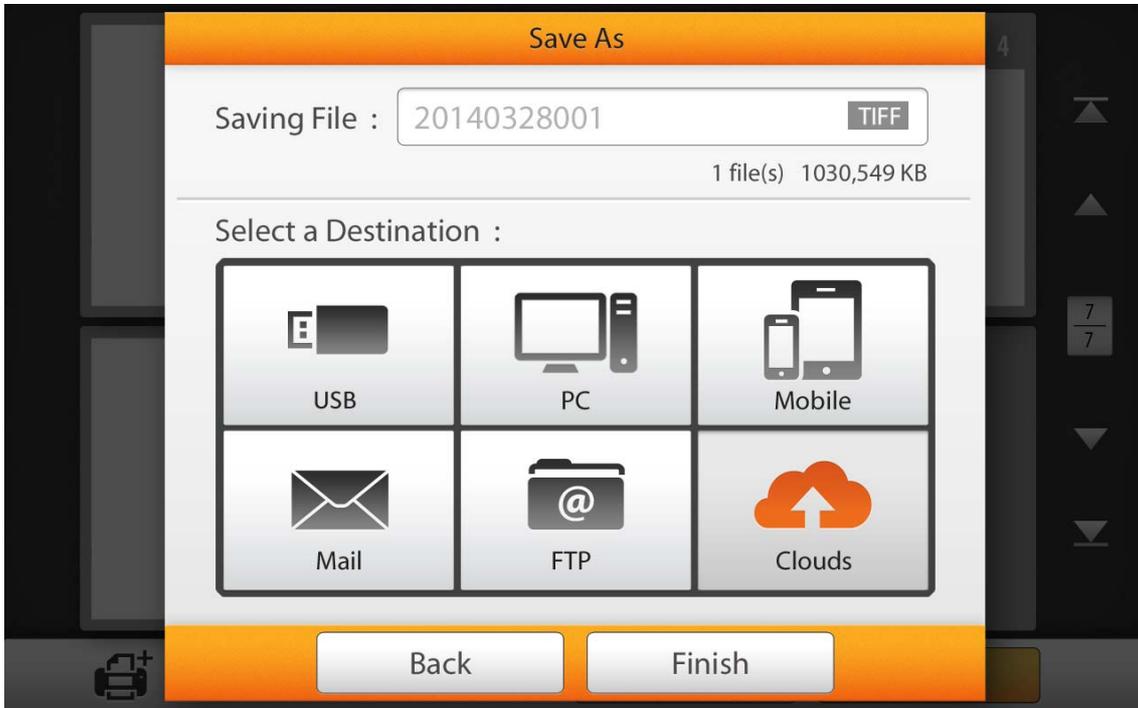


If you see the following dialog, the scanned document is successfully saved to the desired FTP server. You may press **Continue** to save the scanned document to other destination, or press **Finish** to complete the scanning procedure.



Save to Clouds

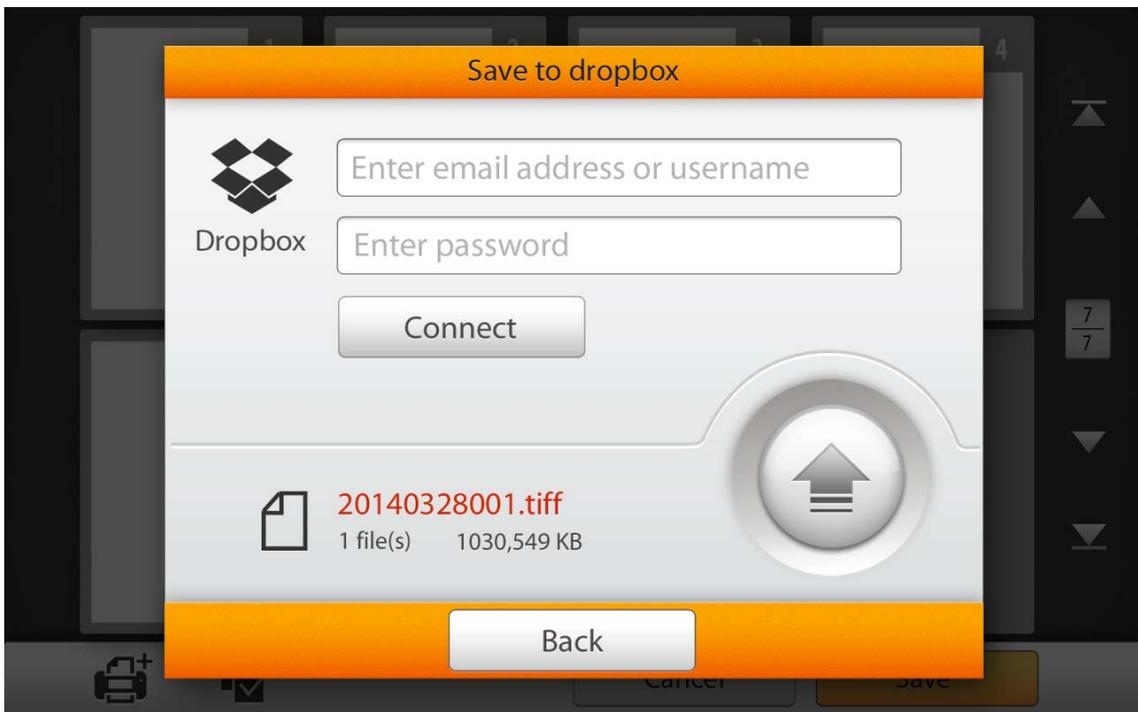
Tap on **Cloud** button to save the scanned document to the cloud server. If you has already setup the cloud server in the **System Setting** page, you don't have to go through the following setting procedure. The scanned document will be saved to the preset cloud server directly.



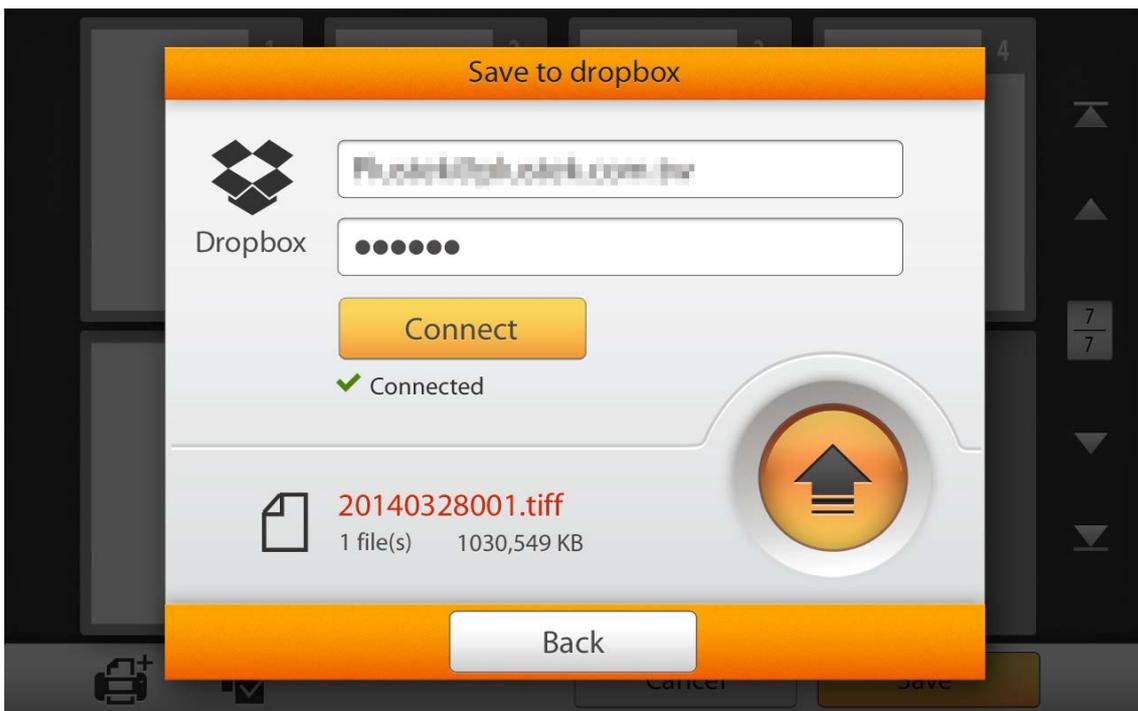
Tap on the desired cloud server.



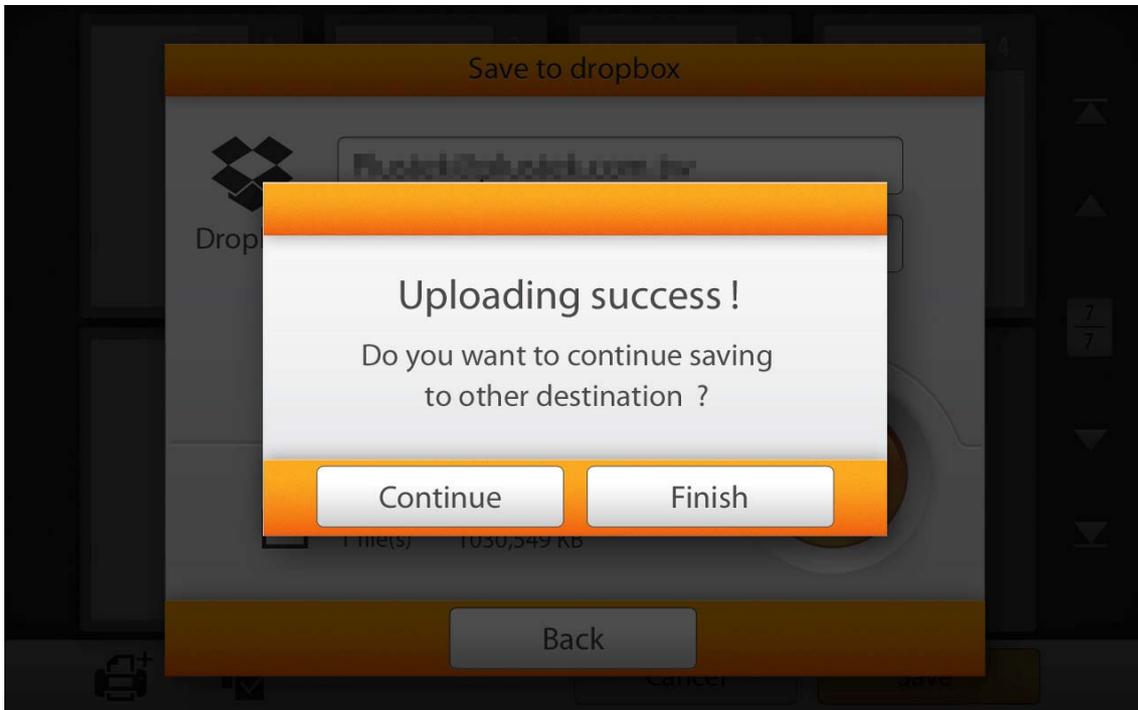
Enter the email address or username and the password for the selected cloud server. Press the  button to connect to the cloud server.



After successfully connecting to the cloud server, press the  button to save the scanned document to the desired cloud server.



If you see the following dialog, the scanned document is successfully saved to the desired cloud server. You may press **Continue** to save the scanned document to other destination, or press **Finish** to complete the scanning procedure.



CHAPTER III. CARE AND MAINTENANCE

Your scanner is designed to be maintenance-free. However, constant care and maintenance can keep your scanner working smoothly.

CLEANING THE SCANNER

Paper powder, dust, ink and toner from paper being scanned may make the inner ADF dirty, which leads to poor image quality or document-feeding errors. How often to clean your scanner depends on the type of paper and number of pages being scanned.

Perform the following procedures to clean the scanner surface and the ADF unit. Gently wipe locations described herein. Do not rub too hard.



Warning

- Before cleaning the scanner, turn off the scanner and disconnect the scanner's power cable and Ethernet cable, and then wait a few minutes for the glass and/or the inner ADF to cool to ambient temperature.
- Wash your hands with soap and water after cleaning the scanner.

Cleaning Materials

Have the following cleaning materials ready to clean the scanner:

- **soft, dry, lint-free cloth (or a cotton swab)**
- **non-abrasive cleaner**—Isopropyl alcohol (95%). **DO NOT** use water.

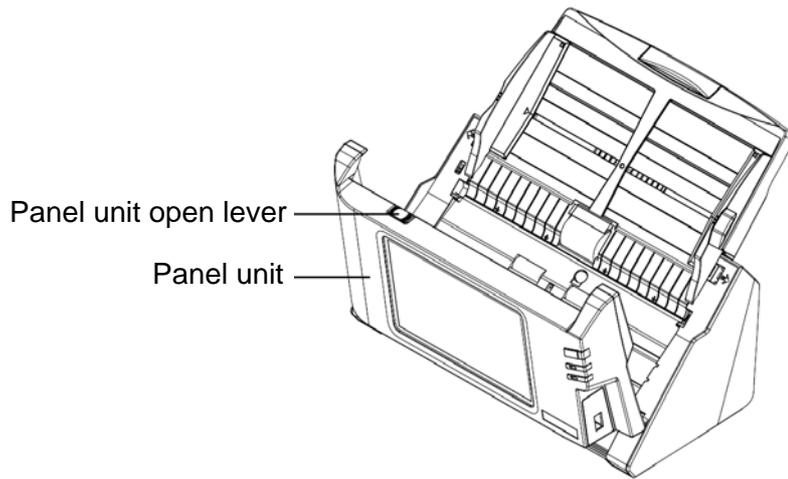


Attention

- Alternatively you can use glass cleaner or neutral detergent for windows cleaning to clean the scanner glass.
- However, **DO NOT** use either of them to clean the ADF feed roller or pad module.
- Use of other cleaning materials could damage your scanner.

Cleaning the ADF

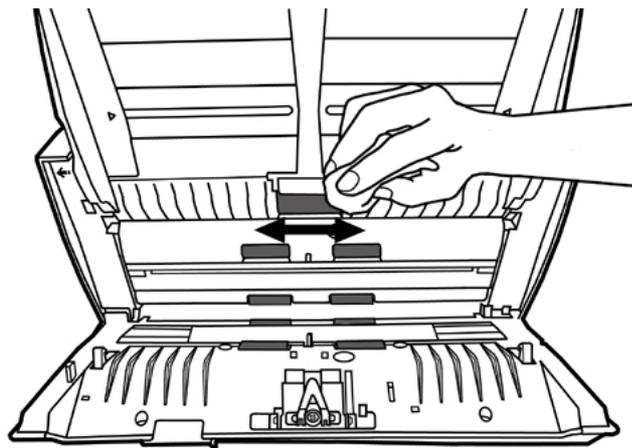
1. Open the panel unit by pulling the lever.



2. Gently wipe the following areas with the cloth dampened with the cleaner. Be careful NOT to scratch their surfaces.

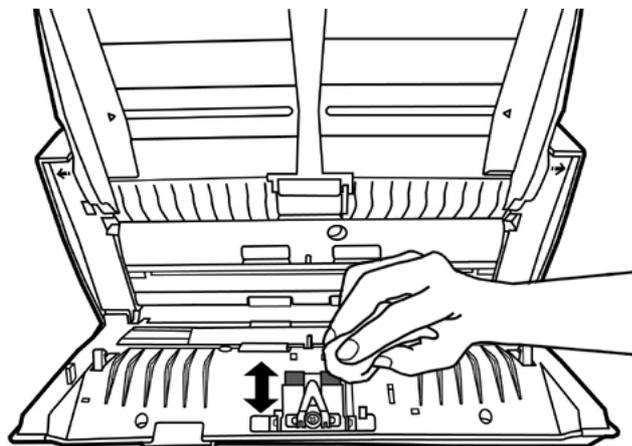
Clean Feed Roller:

Wipe the Feed Roller from side to side and then rotate it. Repeat this until its entire surface is cleaned.

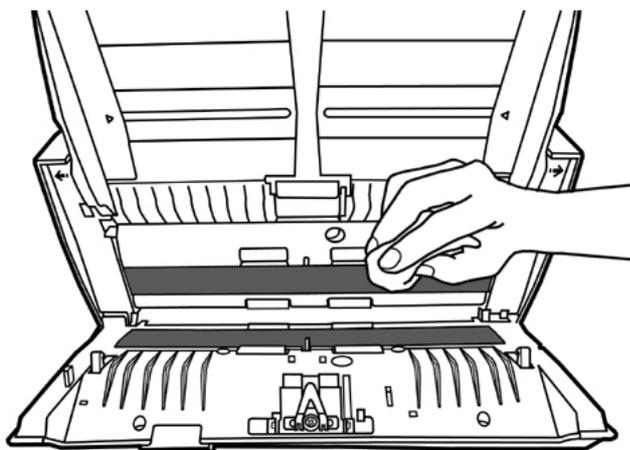


Clean Pad Module:

Wipe the Pad Module from top to bottom (in the direction of arrow shown in below picture). Be careful not to damage the pick springs of the pad.



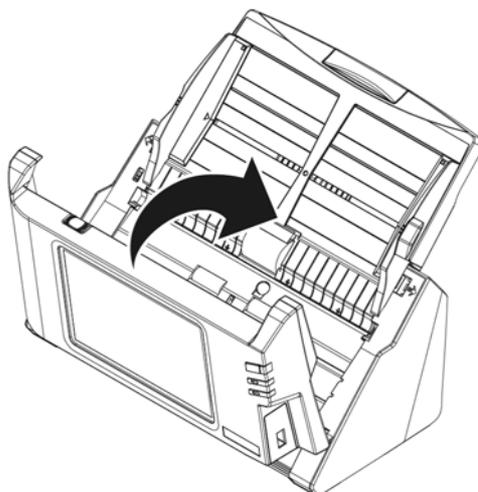
Clean ADF Glass:



Attention

Do not spray cleaner directly onto the scanner glass. Excess liquid residue may fog or damage the scanner.

3. Wait for cleaned areas to dry completely.
4. Close the panel unit by pushing it back down until it snaps back into place.

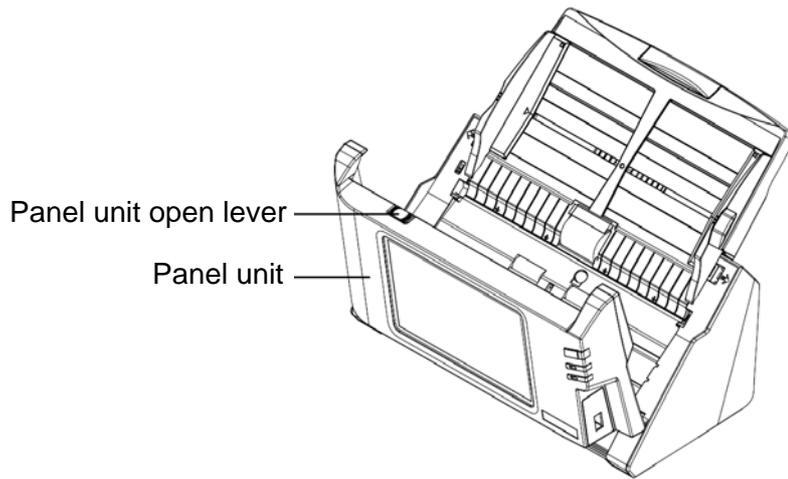


REPLACING CONSUMABLES

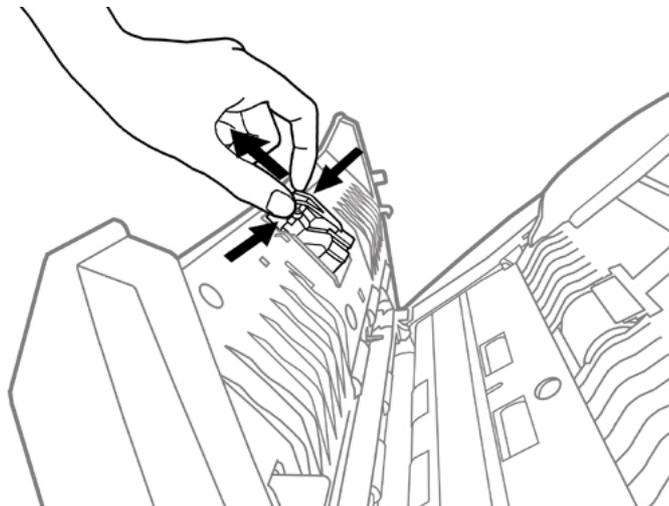
As a guideline, it is recommended to replace the pad module every 50000 sheets of scans (A4, 70 g/m² or 18 lb.), and it is recommended to replace the feed roller every 300000 sheets of scans (A4, 70 g/m² or 18 lb.).

Replacing the Pad Module

1. Open the panel unit by pulling the panel unit open lever.



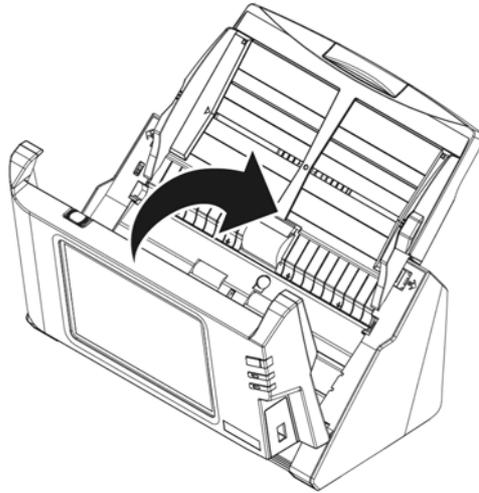
2. Remove the pad module by pinching both sides of the pad module and pull it out.



3. Install the new pad module by inserting the tabs on the module onto their slots on the scanner.

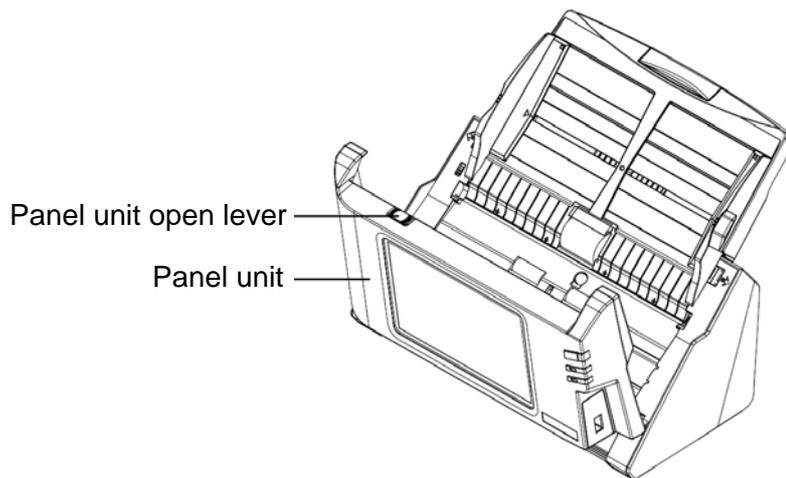


4. Close the panel unit by pushing it back down until it snaps back into place.

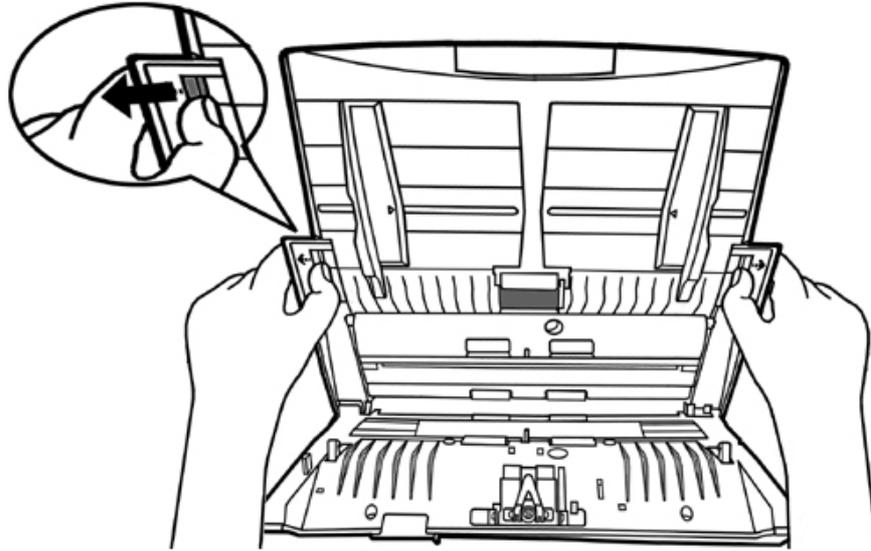


Replacing the Feed Roller

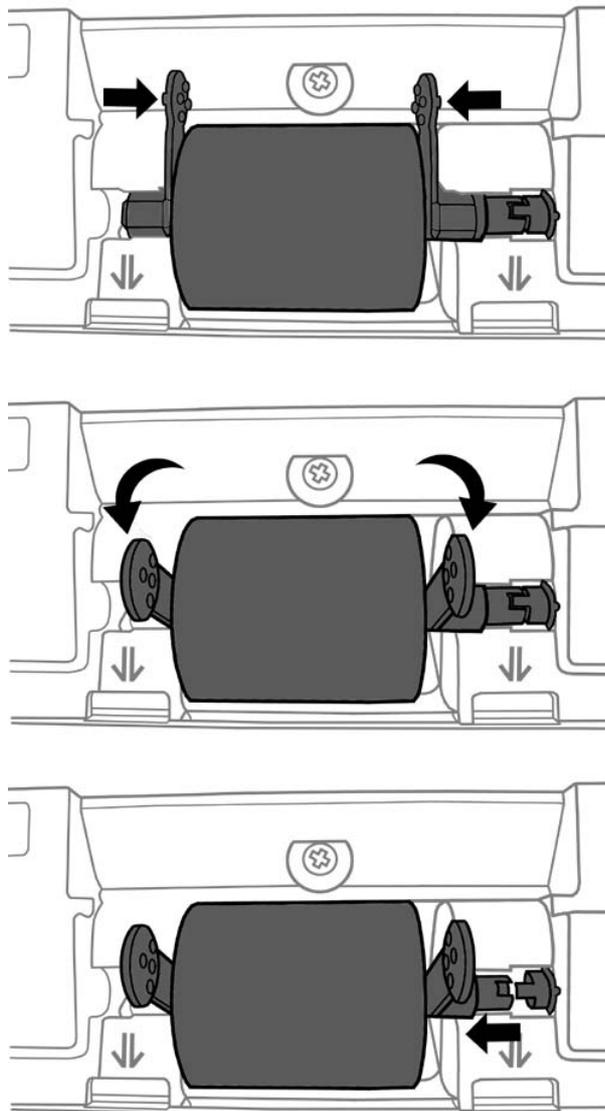
1. Open the panel unit by pulling the panel unit open lever.



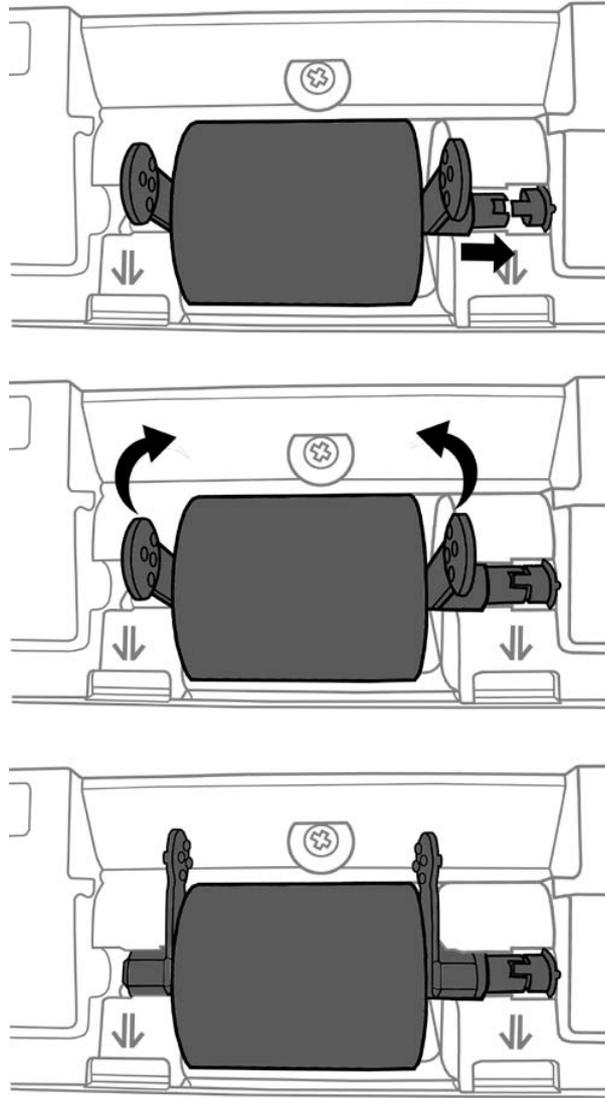
2. Remove the paper chute by pinching both sides of the handles on the paper chute to remove it.



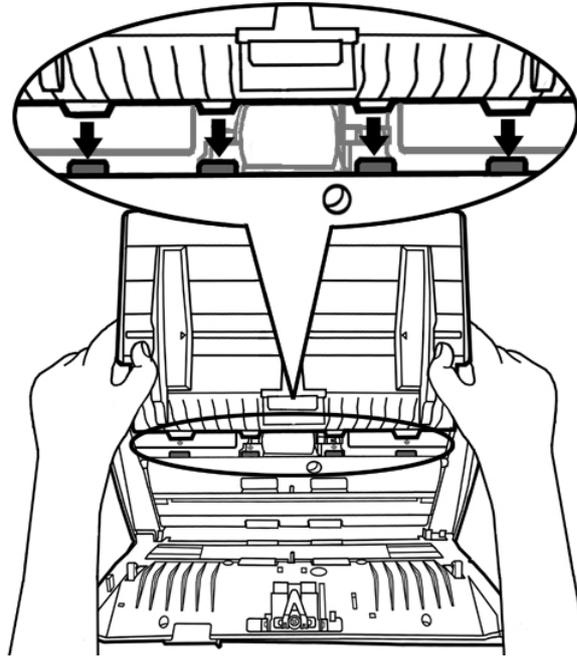
3. Remove the feed roller by pinching both sides of the feed roller and pull it out.



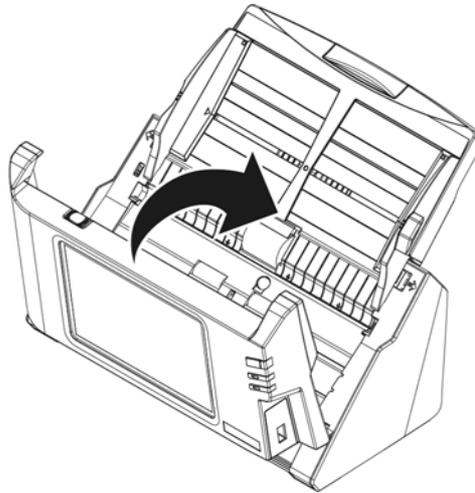
4. Install the new feed roller by aligning and inserting the feed roller onto the roller pitman on the scanner.



5. Install the paper chute by aligning and inserting the tabs of the paper chute into their slots on the scanner.



6. Close the panel unit by pushing it back down until it snaps back into place.



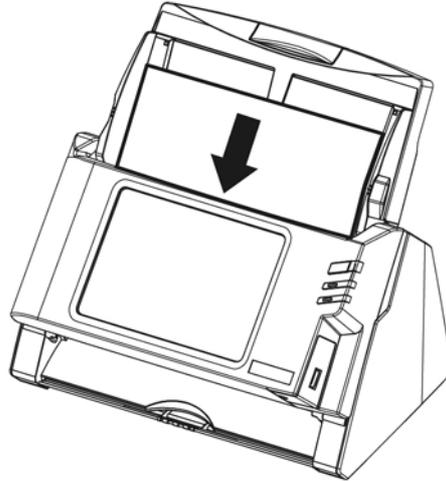
CALIBRATING THE SCANNER

Calibrate the scanner if colors appear in areas that should be white, or colors of the scanned image and the original vary a lot. This allows you to adjust and compensate for variations that can occur in the optical component over time by its nature.

The following describes how to calibrate the scanner:

1. The Calibration Sheet, marked with an arrow on either edge at both sides, is used specially for **ADF Scanning** calibration.

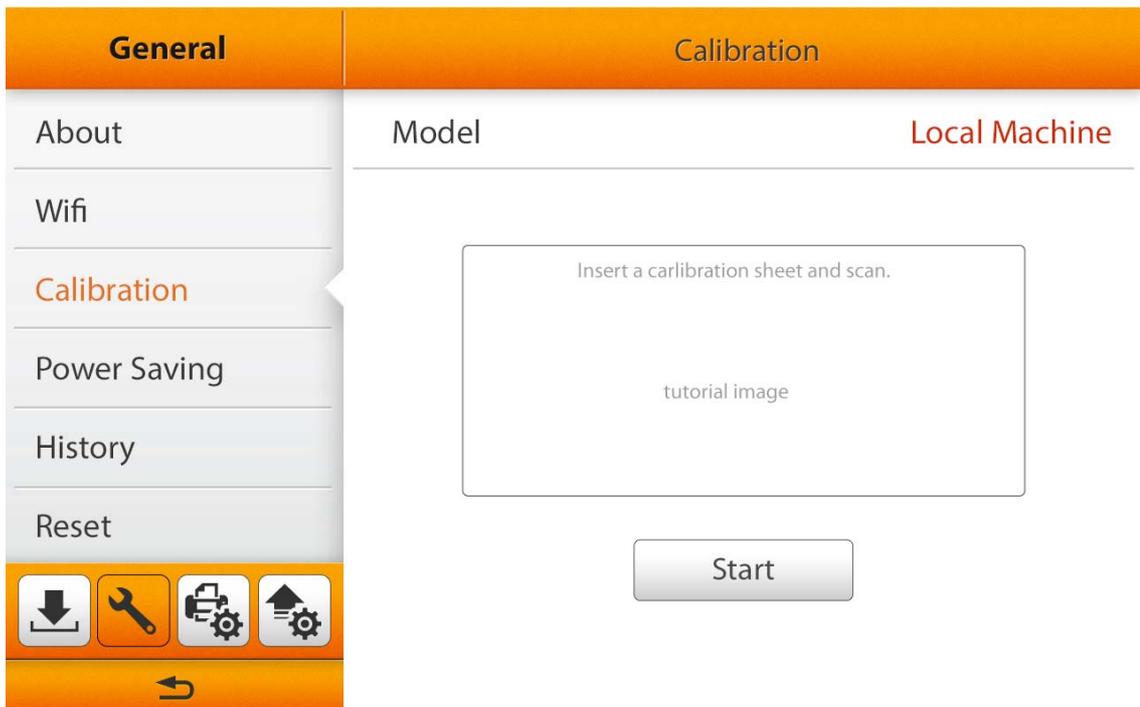
2. Insert the special calibration sheet into the ADF of the scanner, with an arrow toward the scanner buttons.



Attention

Please insert the special calibration sheet included with the scanner. Alternatively you may also use any plain white sheet of paper sized in Letter / A4 instead; however, the calibration effect may be less good than the special calibration sheet.

3. Tap on **System Settings** on the lower-left of the screen. Tap on **General** > **Calibration** to enter calibration setting page.



4. Click on the **Start** button to begin the calibration process.
5. The scanner pulls the calibration sheet through the scanner, which completes this scanner calibration.

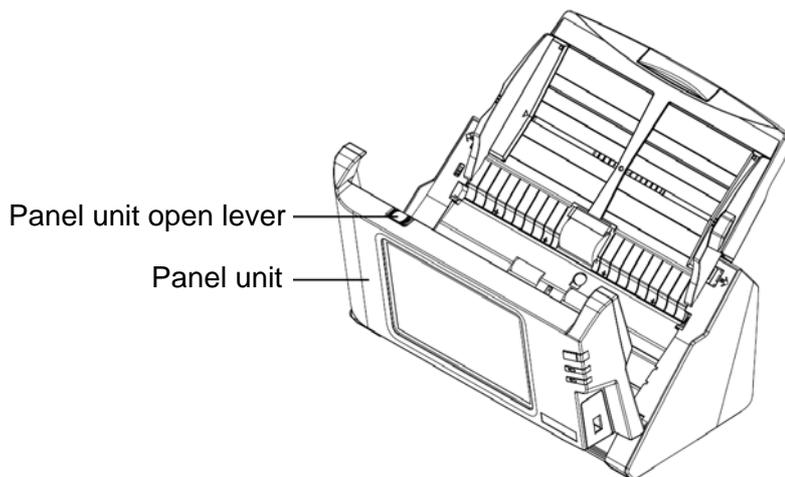
CHAPTER IV. TROUBLESHOOTING

If you encounter problems with your scanner, please review the installation and scanning instructions contained in this guide.

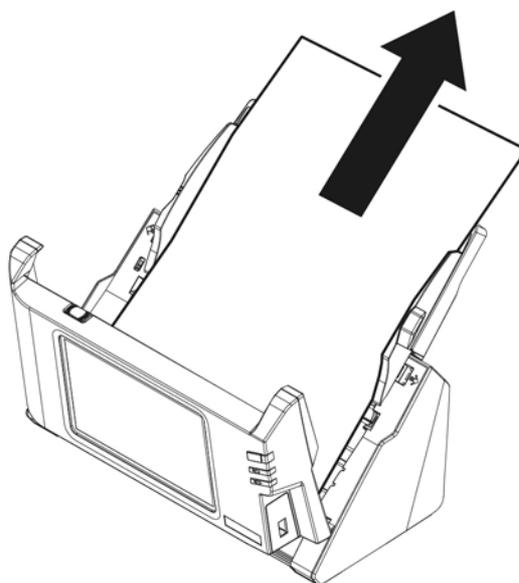
CLEARING PAPER JAMS

If a paper jam in the ADF happens, please perform the following steps:

1. Remove any unjammed documents still loaded into the ADF.
2. Open the panel unit by pulling the panel unit open lever.



3. Gently but firmly pull the jammed documents out of the ADF. Try to avoid creasing or wrinkling the documents.

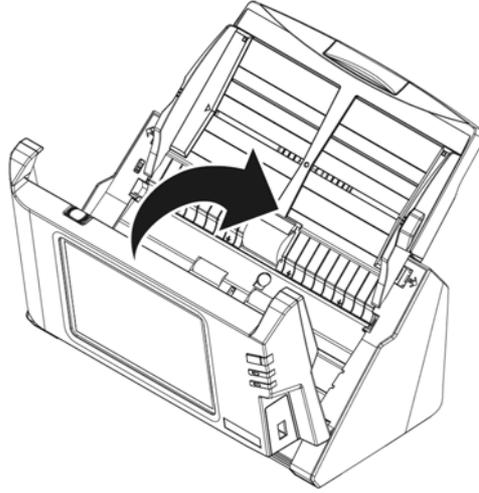




Attention

Do not try to pull jammed or half-scanned documents out of the ADF without first opening the panel unit. Doing so may permanently damage the ADF.

4. Close the panel unit by pushing it back down until it snaps back into place.



APPENDIX A: SPECIFICATIONS³

| | |
|-------------------------|--|
| Optical Resolution | 600 dpi |
| ADF Capacity | 50 sheets (70 g/m ² , 18 Lbs) |
| Scanning Speed (ADF) | 20 ppm/ 40 ipm (Grayscale mode, 200 dpi, A4 Portrait) 20 ppm/ 40 ipm (B&W mode, 200 dpi, A4 Portrait) 5 ppm/ 10 ipm (Color mode, 200 dpi, A4 Portrait) |
| Interface | USB 2.0 x 2, RJ45 (network connection) x 1, WiFi (802.11 g/n) |
| Display | 7" 1280x800 pixels with IPS wide view multi-touch screen |

³ Hardware specifications may change at any time without prior notice.

APPENDIX B: CUSTOMER SERVICE AND WARRANTY

Please visit our website www.plustek.com for more customer service information. For further assistance, visit our website or call our customer support phone number listed on the website. One of our representatives will be happy to assist you from Monday through Friday in office working hours.

To avoid delays, please have the following information available before calling:

- Scanner name and model number
- Scanner serial number (Located at the bottom of the scanner)
- Scanner CD version and part number
- A detailed description of the problem

SERVICE & SUPPORT INFORMATION

Where appropriate, the period of availability of spare parts and the possibilities of upgrading products information. Please ask local distributors and suppliers for spare parts information and product upgrade information.

Information requested by relevant Implementing Measure. Please ask local distributors and suppliers for the related information of Implementing Measure test report.

Do not dispose anything of products before you ask local distributors and suppliers to get correct information for decreases of environmental impact with right methods and procedures.

If you want to disposals the product and/or an accessory, please ask local distributors and suppliers to get the contact information of nearest disposal manufactures.

If you have any maintenance inquiry, please ask local distributors and suppliers to get the contact information of nearest maintenance center in order to extend the product usage life time.

If you want to maintain and clearance the product, please ask local distributors and suppliers to get the right information of nearest stores.

STATEMENT OF LIMITED WARRANTY

This Statement of Limited Warranty applies only to the options you originally purchase for your use, and not for resale, from an authorized reseller.

The manufacturer warranty includes all parts and labor, and is not valid without the receipt of original purchase. To obtain warranty service, you may contact the authorized dealer or distributor, or visit our website to check out the available service information, or send a request via E-mail for further help.

If you transfer this product to another user, warranty service is available to that user for the remainder of the warranty period. You should give your proof of purchase and this statement to that user.

We warrant that this machine will be in good working order and will conform to its functional descriptions in the documentation provided. Upon provision of proof of purchase, replacement parts assume the remaining warranty of the parts they replace.

Before presenting this product for warranty service, you must remove all programs, data and removable storage media. Products returned without guides and software will be replaced without guides and software.

This Limited Warranty service does not provide for carry-in exchange when the problem results from accident, disaster, vandalism, misuse, abuse, unsuitable environment, program modification, another machine or non-vendor modification for this product.

If this product is an optional feature, this Limited Warranty applies only when the feature is used in a machine for which it was designed.

If you have any questions about your Limited Warranty, contact the approved retailer from whom you bought the product or the manufacturer.

THIS LIMITED WARRANTY REPLACES ALL OTHER WARRANTIES, EXPRESS OR IMPLIED, INCLUDING, BUT NOT LIMITED TO, THE IMPLIED WARRANTIES OF MERCHANTABILITY AND FITNESS FOR A PARTICULAR PURPOSE. HOWEVER, SOME LAWS DO NOT ALLOW THE EXCLUSION OF IMPLIED WARRANTIES. IF THESE LAWS APPLY, THEN ALL EXPRESS AND IMPLIED WARRANTIES ARE LIMITED IN DURATION TO THE WARRANTY PERIOD. NO OTHER WARRANTIES APPLY AFTER THAT PERIOD.

Some jurisdictions do not allow limitations on how long an implied warranty lasts, so the above limitation may not apply.

Under no circumstances are we liable for any of the following:

1. Third party claims against you for losses or damages.
2. Loss of, or damage to, your records or data; or
3. Economic consequential damages (including lost profits or savings) or incidental damages, even if we are informed of their possibility.

Some jurisdictions do not allow the exclusion or limitations of incidental or consequential damages, so the above limitation or exclusion may not apply to you.

This Limited Warranty gives you specific legal rights, and you may also have other rights that vary from jurisdiction to jurisdiction.

FCC RADIO FREQUENCY STATEMENT

This equipment has been tested and found to comply with the limits for a Class B digital device, pursuant to part 15 of the FCC rules. These limits are designed to provide reasonable protection against harmful interference in a residential installation.

This equipment generates, uses and can radiate radio frequency energy and, if not installed and used in accordance with the instructions, may cause harmful interference to radio communications. However, there is no guarantee that interference will not occur in a particular 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 to an outlet on a circuit different from that which the receiver is connected.
- Shielded interconnect cables and shielded power cord which are supplied with this equipment must be employed with this equipment to ensure compliance with the pertinent RF emission limits governing this device.
- Consult the dealer or an experienced radio/TV technician for help if the conditions persist.
- Changes or modifications not expressly approved by the manufacturer or authorized service center could void the user's authority to operate this equipment.

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.