

P3PC-1412-03ENZ0

Color Image Scanner

*ScanSnap*<sup>TM</sup>

fi-5110EOXM for Macintosh  
Operator's Guide



FUJITSU

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# Introduction



Thank you for purchasing the ScanSnap fi-5110EOXM Color Image Scanner. ScanSnap fi-5110EOXM is a color image scanner and office applications. It is a complete office solution designed to improve your productivity and to solve your office scanning problems. The ScanSnap product has the following features.

## ■ Converting paper documents into PDFs by pressing a single button!

You can turn the documents that clutter up your desktop into PDFs, and manage and archive them on your computer.

The ScanSnap fi-5110EOXM can also automatically recognize the content of document, color or black & white, so scanned image files can be made smaller when scanning documents containing a mixture of color and black & white pages. You can also have the scanner automatically remove blank pages in documents in order to further reduce the size of files.

## ■ Effortless scanning!

The ScanSnap fi-5110EOXM can scan double-sided color documents of A4 or Letter size at a speed of 15 sheets/minute (when Scanning quality is set to Normal (Fastest), Color mode is set to Auto Color Detection, and Compression rate is set to 3). (\*1)

## ■ Small desktop footprint!

Having a footprint smaller than the size of A4 or Letter paper, the ScanSnap scanner can be left on your desk all the time.

(\*1) - Depending on the document, the scanning speed may become slower in "B&W" (Black&White) mode (due to the conversion of data scanned in color to monochrome data).

Example: Scanning color brochures in "B&W" mode. Scanning quality: Normal (Fastest), Compression rate: 3, about 12 sheets/minute.

- When "Allow automatic blank page removal" or "Allow automatic image deskew" is enabled, scanning speed may become slower.

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

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

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

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- Maschinenlärminformationsverordnung 3. GPSGV, 06.01.2004: Der höchste Schalldruckpegel beträgt 70 dB (A) oder weniger, gemäß EN ISO 7779.

## International ENERGY STAR® Program

As an ENERGY STAR® Partner, PFU LIMITED has determined that this product meets the ENERGY STAR® guidelines for energy efficiency.



The International ENERGY STAR® Office Equipment Program is an international program that promotes energy saving through the penetration of energy efficient computers and other office equipment. The program backs the development and dissemination of products with functions that effectively reduce energy consumption. It is an open system in which business proprietors can participate voluntarily. The targeted products are office equipment such as computers, monitors, printers, facsimiles, copiers, scanners, and multifunction devices. Their standards and logos (  ) are uniform among participating nations.

## Use in High-safety Applications

This product has been designed and manufactured on the assumption that it will be used in office, personal, domestic, regular industrial, and general-purpose applications. It has not been designed and manufactured for use in applications (simply called "high-safety applications" from here on) that directly involve danger to life and health when a high degree of safety is required, for example, in the control of nuclear reactions at nuclear power facilities, automatic flight control of aircraft, air traffic control, operation control in mass-transport systems, medical equipment for sustaining life, and missile firing control in weapons systems, and when provisionally the safety in question is not ensured. The user should use this product with adopting measures for ensuring safety in such high-safety applications. PFU LIMITED assumes no liability whatsoever for damages arising from use of this product by the user in high-safety applications, and for any claims or compensation for damages by the user or a third party.

## About the use of mercury



Lamp(s) inside this product contain mercury and must be recycled or disposed of according to local, state, or federal laws.

The scanner lamp contains mercury.

To avoid unexpected injury, read the following carefully.

Failure to complying with the following may result in serious personal injuries:

- Do not put the substance in the lamp in your mouth as it contains mercury.
- Do not incinerate, crush, or shred the scanner.
- Do not inhale or drink the chemical liquid contained in the scanner parts.

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Other product names are the trademarks or registered trademarks of the respective companies.

## How Trademarks Are Indicated In This Manual

References to operating systems (OS) are indicated as follows:

Mac OS X v10.1:Macintosh operating system version 10.1

Mac OS X v10.2:Macintosh operating system version 10.2

Mac OS X v10.3:Macintosh operating system version 10.3

Mac OS X v10.4:Macintosh operating system version 10.4

Where there is no distinction between the different versions of the above operating system, the general term "Mac OS" is used.

Adobe Acrobat 7.0:Adobe® Acrobat® 7.0 Standard.

Where there is no distinction between the different versions of the above application, the general term "Adobe Acrobat" is used.

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## ■ Note, Liability

READ ALL OF THIS MANUAL CAREFULLY BEFORE USING THIS PRODUCT. IF THIS PRODUCT IS NOT USED CORRECTLY, UNEXPECTED INJURY MAY BE CAUSED TO USERS OR BYSTANDERS.

While all efforts have been made to ensure the accuracy of all information in this manual, PFU assumes no liability to any party for any damage caused by errors or omissions or by statements of any kind in this manual, its updates or supplements, whether such errors are omissions or statements resulting from negligence, accidents, or any other cause. PFU further assumes no liability arising from the application or use of any product or system described herein; nor any liability for incidental or consequential damages arising from the use of this manual. PFU disclaims all warranties regarding the information contained herein, whether expressed, implied, or statutory.

## ■ Preface

### Safety Precautions

This manual describes important details for ensuring the safe and correct use of this product. Thoroughly read this manual before you start to use this product. In particular, be sure to read and fully understand the Safety Precautions described in this manual before you use this product.

Also, store this manual in a safe place so that it can be easily referred to during use of this product.

### Warning Indications Used In This Manual

This manual uses the following indications to ensure safe and correct use of this product, and to prevent possible danger and injury to the operator and other persons.



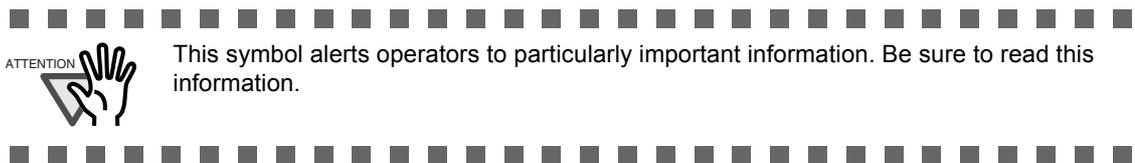
This indication alerts operators to an operation that, if not strictly observed, may result in severe injury or death.



This indication alerts operators to an operation that, if not strictly observed, may result in safety hazards to personnel or damage to equipment.

### Symbols Used In This Manual

This manual uses the following symbols in explanations in addition to warning indications.





This symbol alerts operators to helpful advice regarding operation.



This symbol shows operation with your computer.



This symbol shows operation with your scanner.



A TRIANGLE symbol indicates that special care and attention is required. The drawing inside the triangle shows the specific caution.



A CIRCLE with a diagonal line inside shows action which users may not perform. The drawing inside or under the circle shows the specific action that is not allowed.



Outline characters on a colored background show instructions users should follow. It may also include the drawing that shows the specific instruction.

## About the Warning Label

This product carries the following label warning.



The surrounding area where this warning label is affixed can become very hot. Please take serious caution as the heat can cause burns.



Do NOT remove from the scanner, stain or scratch the warning labels.

---

## Screen Examples In This Manual

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

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

Furthermore, the screenshots in this manual are for ScanSnap Manager.

## About Maintenance

The user must not perform repairs on this scanner.

Contact the store where you purchased the scanner or an authorized FUJITSU Image Scanner service provider to make repairs to this product.

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## ■ Safety Precautions



The following describes important warnings described in this manual.

---

### Do not touch the AC cable with wet hands.



Do not touch the power plug with wet hands. Doing so might cause electric shock.

---

### Do not damage the AC cable.



A damaged AC cable may cause fire or electric shock.

Do not place heavy objects on AC cables, or pull, bend, twist, heat, damage or modify AC cables.

Also, do not use damaged AC cables or power plugs, and AC cables or power plugs when the wall socket is loose.

---

### Use only specified AC cables and connector cables



Use only specified AC cables and connector cables. Failure to use the correct cables might cause electric shock and equipment failure.

---

### Use this scanner only at the indicated power voltage. Do not connect to multiple-power strips.



Use this scanner only at the indicated power voltage and current. Improper power voltage and current might cause fire or electric shock.

Also, do not connect to multiple-power strips.

---

### Wipe any dust from the power plug.



Wipe off any dust from metal parts on the power plug or metal fittings with a soft, dry cloth. Accumulated dust might cause fire or electric shock.

---

### Do not install in locations subject to oil smoke, steam, humidity, and dust.



Do not install the scanner in locations subject to oil smoke, steam, humidity, and dust. Doing so might cause a fire or electric shock.

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### Do not use the scanner if you smell strange odor.



If you detect heat coming from the device or detect other problems such as smoke, strange smells or noises, immediately turn off the scanner and then disconnect its power plug.

Make sure that the smoking has stopped, and then contact the store where you purchased the scanner or an authorized FUJITSU scanner service provider.

---

### Turn the scanner OFF if it is damaged.



If the scanner is damaged for any reason, turn off the scanner and unplug the power cable before contacting the store where you purchased the scanner.

---

### Do not put liquids inside the scanner.



- Do not insert or drop metal objects in to the scanner.
- Do not scan wet documents or documents with paper clips or staples.
- Do not splash or allow the scanner to get wet.



If foreign objects (water, small metal objects, liquids, etc.) get inside the scanner, immediately turn off the scanner and disconnect the power plug from the power outlet, then contact the store where you purchased the scanner or the Maintenance Service Center. Pay particular attention to this warning in households where there are small children.



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### Do not touch the inside of the scanner unless necessary.



Do not take apart or modify the scanner. The inside of the scanner contains high-voltage components. Touching these components might cause fire or electric shock.



The following describes important cautions described in this manual.

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### **Do not install the scanner on unstable surfaces.**



Install the scanner on a desk so that none of its parts protrude outside of the desktop. Also, make sure that the scanner is installed on a flat, level surface.

Do not install the scanner on unstable surfaces. Install the scanner on a level surface that is free of vibration to prevent it from falling.



Install the scanner on a strong surface that will support the weight of the scanner and other devices.

---

### **Firmly insert the power plug.**



Firmly insert the power plug into the power outlet as far as it can go.

---

### **Do not block the ventilation ports.**



Do not block the ventilation ports. Blocking the ventilation ports generates heat inside of scanner, which may result in fire or scanner failure.

---

### **Do not place heavy objects or climb on top of the scanner.**



Do not place heavy objects on the scanner or use the scanner's top surface for performing other work. Improper installation might cause injuries.

---

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



Do not move the scanner with the power and interface cables connected as this might damage the cables, causing fire, electric shock or injuries.

Before moving the scanner, be sure to disconnect the power plug from the power outlet, and disconnect data cables. Also, make sure that the floor is free of obstructions.

---

**Protect the scanner from static electricity.**



Install the scanner away from strong magnetic fields and other sources of electronic noise. Also, protect the scanner from static electricity as this might cause the scanner to malfunction.

---

**Do not use aerosol sprays near the scanner.**



Do not use aerosol sprays to clean the scanner. Aerosol sprays cause dirt and dust to enter the scanner, which will result in scanner failure and malfunction.

---

**Avoid any contact when scanner is in use.**



Avoid touching any scanner mechanism when scanning as this may cause injuries.

---

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



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

---

**Do not install the scanner in the direct sunlight.**



Do not install the scanner in the direct sunlight or near heating apparatus. Doing so might cause excessive heat to build up inside the scanner, causing fire or scanner trouble. Install the scanner in a well-ventilated location.

---

**Do not use the scanner immediately after moving it from a cold place into a warm room.**



Do not use the device immediately after moving it from a cold place into a warm room. This may cause condensation, which might lead to scanning errors. Let the device dry about one or two hours before you use it.

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**Be aware of the pick spring.**

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



# Chapter 1



## Before You Start Using Your Scanner

This chapter describes the necessary preparations before using ScanSnap.

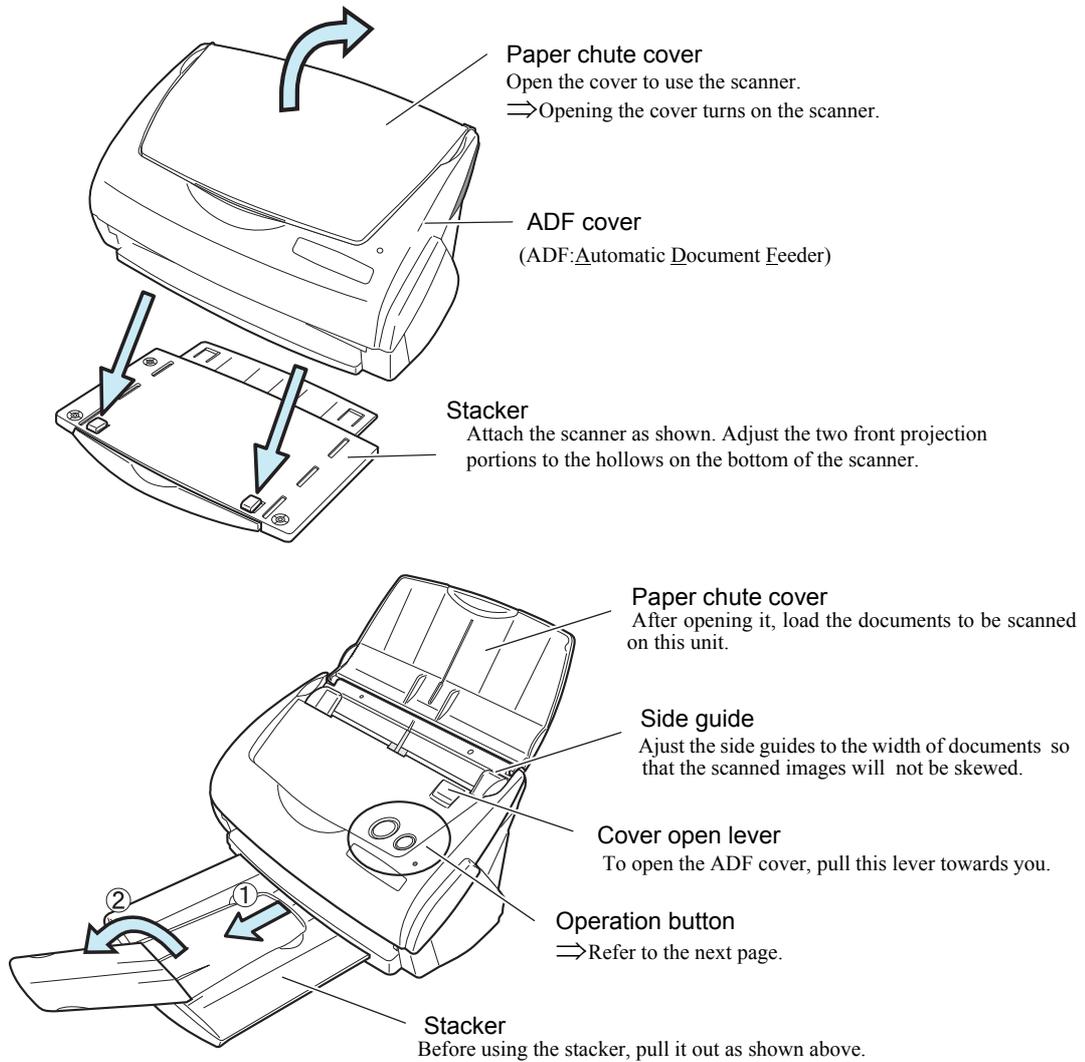
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<b>1.1 Names and Functions of Parts .....</b>	<b>2</b>
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# 1.1 Names and Functions of Parts

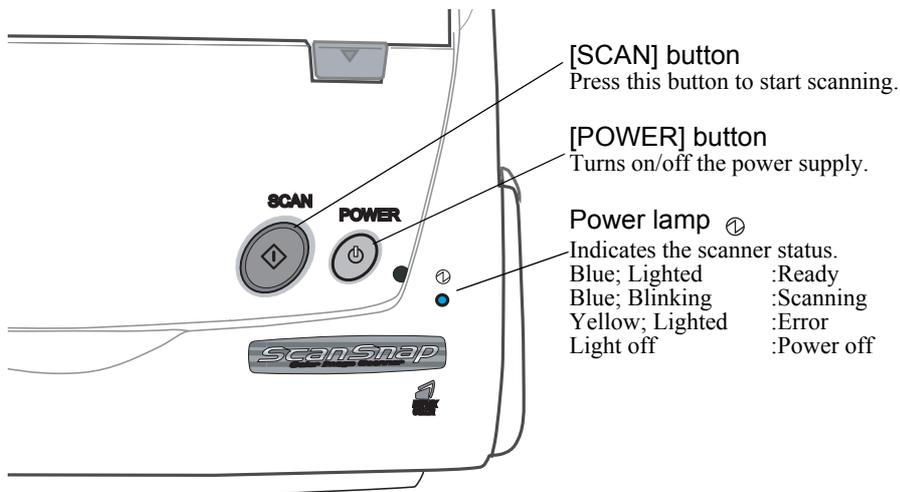
This section describes the names of parts and their functions.

## ■ Front Side

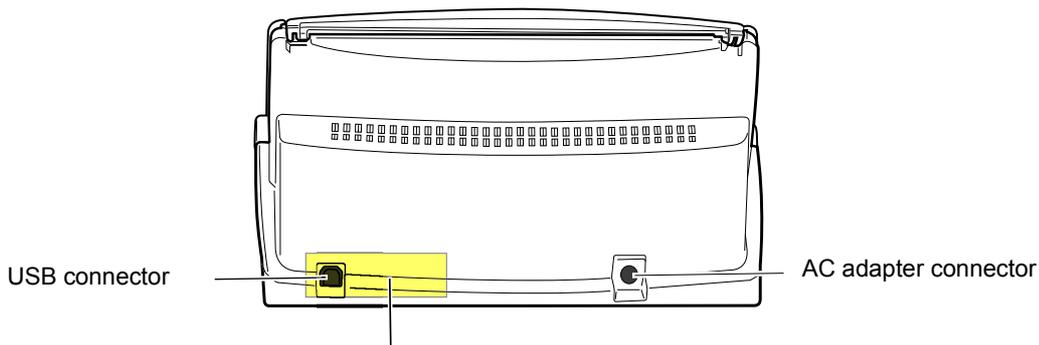


You can also use the scanner without the Stacker.

■ Operation Button



■ Rear Side



Seal (informing you that the installation of the software has to be performed first)  
After installing the software, remove this seal.



# Chapter 2



## Connecting ScanSnap

This chapter describes how to connect ScanSnap to your computer.  
Before you connect the ScanSnap scanner, install ScanSnap Manager on your computer.



You cannot connect more than 2 ScanSnap scanners to one computer.



For details about the specifications such as space for installing the scanner, refer to the Appendix, under "Installation Specifications" (page 99).

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## 2.1 Installing ScanSnap

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

### ■ Before Installing ScanSnap

1. Before installing ScanSnap, please perform the following preparation.

#### ■ Operating system

The following OS is required:

- Mac OS X v10.2, v10.3, v10.4

	Mac OS X v10.1	Mac OS X v10.2	Mac OS X v10.3	Mac OS X v10.4
ScanSnap Manager	✗	✓	✓	✓
Adobe Acrobat 7.0	✗	✓*	✓	✗

\* For Mac OS X v.10.2.8

#### ■ Computer

- Power PC® G4 Processor 800MHz or higher (recommended: Power PC® G5 Processor 1.6GHz or higher)
- USB port (USB 2.0/1.1)

#### ■ RAM

- 128MB or more (recommended: 256MB or more)



- ScanSnap may not function if it is connected to the USB ports for the keyboard or monitor.
- If you are using a commercially available USB hub, use the type equipped with an AC adapter.
- If you connect the scanner using USB 2.0, it is required that the USB port and the Hub are compliant with USB 2.0. The scanning speed may slow down when you connect the scanner using USB 1.1. If there is a USB 2.0 port on your computer, please use it.
- If the CPU and the memory do not meet the required specifications, the scanning speed will be slow.

#### ■ Free disk space

- ScanSnap Manager 10 Mbytes
- Adobe Acrobat 7.0 450 Mbytes





- To open the CD tray or to eject a CD, press the  button on the keyboard. If the keyboard does not have the  button, press instead [F12] and hold it.
- In case the "Acrobat 7.0 Standard" window is not displayed automatically, copy the [Adobe Acrobat 7.0 Standard] folder in the [Applications] folder at Finder.

2. Click the Finder icon in the Dock menu.

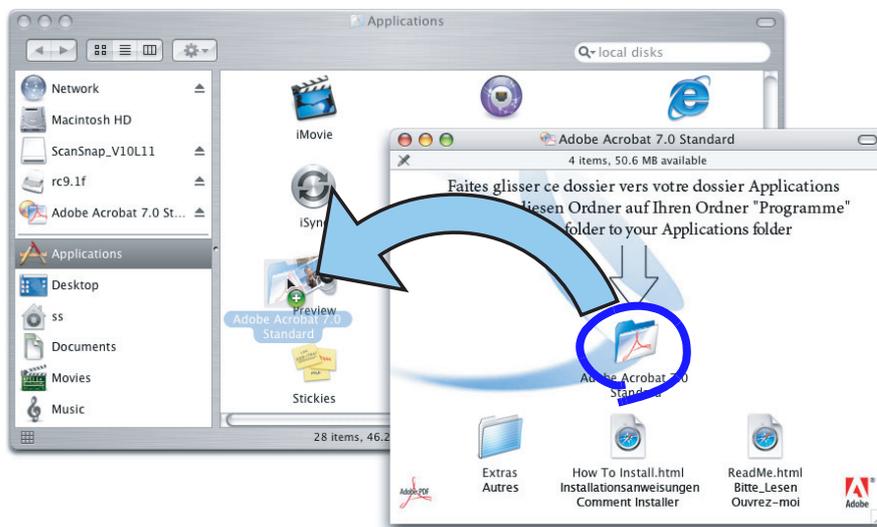


⇒ The Finder screen appears.

3. Select the [Applications] folder at Finder.



4. Select the icon pointed by the arrow and drag the [Adobe Acrobat 7.0 Standard] folder to the [Applications] folder in which the software is installed.





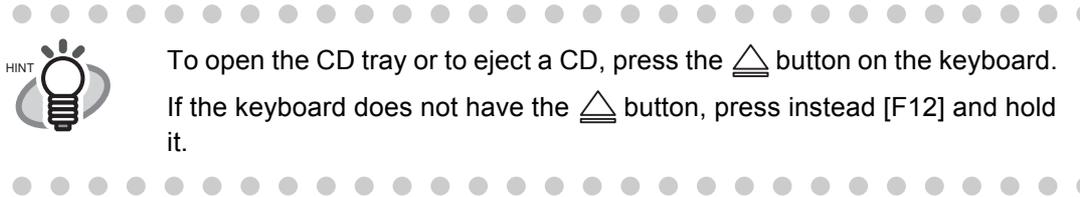
## ■ Installing ScanSnap Manager

Install ScanSnap Manager with the following procedure.



1. Insert the "ScanSnap Setup CD-ROM" into the CD-ROM drive.

⇒ The "ScanSnap" window appears.



To open the CD tray or to eject a CD, press the  button on the keyboard. If the keyboard does not have the  button, press instead [F12] and hold it.

2. Double click ScanSnap icon .

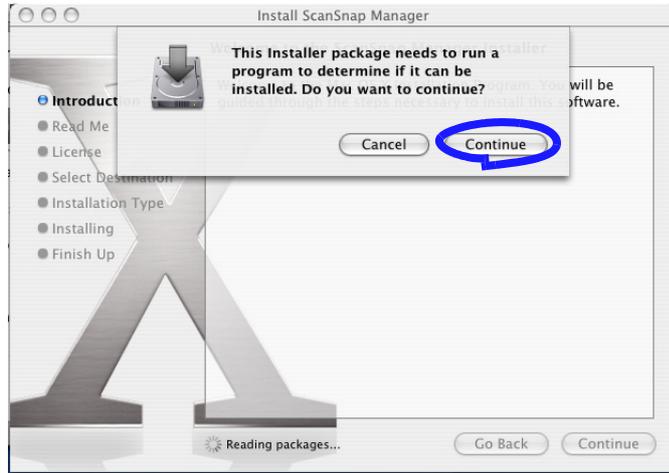


- 1) For Mac OS X v10.2

⇒ The "Welcome to ScanSnap Manager Installer" appears.

- 2) For Mac OS X v10.3 or v10.4

⇒ The "This Installer package needs to run a program to determine if it can be installed. Do you want to continue?" dialog appears.



⇒ Click the [Continue] button.

3. At the "Welcome to the ScanSnap Manager Installer" screen, click the [Continue] button.



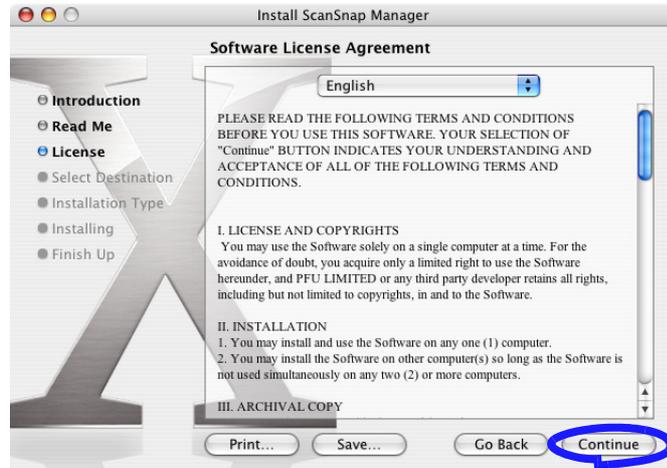
⇒ The "Important Information" screen appears.



When you have finished reading, click the [Continue] button.

⇒ The "Software License Agreement" screen appears.

4. Check the contents of the "Software License Agreement", and click the [Continue] button.



When you have finished reading, click the [Continue] button.

⇒ The confirmation of agreement screen appears.



If you accept the agreement, click the [Agree] button. If you click the [Disagree] button, the installation would be aborted, and the "Software License Agreement" screen returns.

⇒ If you click the [Agree] button, the "Select a Destination" screen appears.

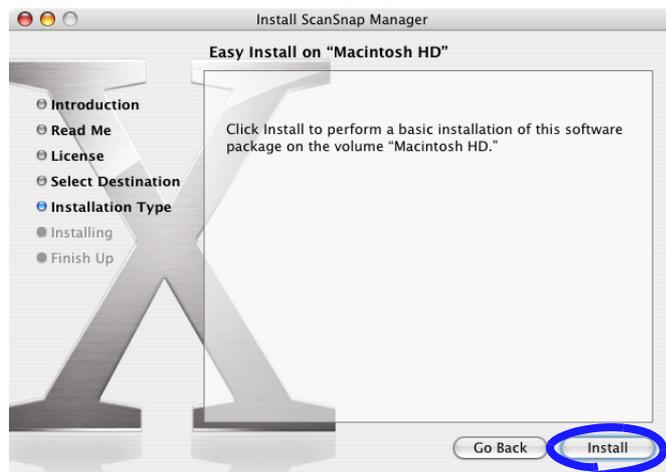
- On the "Select a Destination" screen, specify the installation directory, and click the [Continue] button.

Click the volume to be installed, and click the [Continue] button to install in the displayed folder.



⇒ The "Easy Install on "<selected destination name>" screen appears.

- On the "Easy Install on "<selected destination name>" screen, click the [Install] button.



⇒ The message "Installing this software requires you to restart your computer when the installation is done. Are you sure you want to install the software now?" appears. Click the "Continue Installation" button.



ScanSnap Manager and its manual will be installed.

⇒ The "Install Software" screen appears.



⇒ Before the installation is completed, the "Startup item registration" screen appears.



⇒ When you click the OK button on the "Startup item registration" screen, the screen closes. Even if you do nothing, the screen closes automatically in 10 seconds.

7. At the "Finish Up" screen, click the [Restart] button.



⇒ When you click the [Restart] button, your computer will resis restart. The ScanSnap Manager starts, and the ScanSnap Manager icon appears on the Dock menu.



- For the user other than the one who is installed to use ScanSnap, it is necessary to register the ScanSnap Manager to the Startup Items manually.
  1. Log in as the user that you want to configure.
  2. On Mac OS X v10.2, from the "System Preferences" item, you can register by choosing "Login Items" - "Add" - "ScanSnap Manager".  
On Mac OS X v10.3 or v10.4, from the "System Preferences" item, you can register by choosing "Accounts" - "My Account" - "Login Items (Mac OS X v10.4) / Startup Items (Mac OS X v10.3)" - "+" - "ScanSnap Manager".



### ■ Connecting the USB Cable

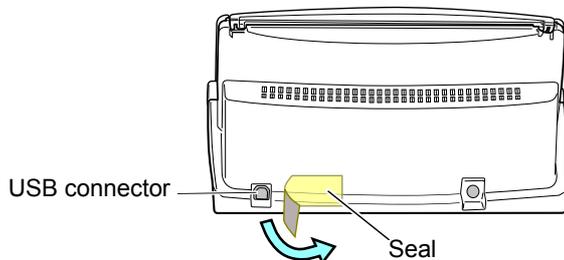
Connect the USB cable as shown below.



- Use only the USB cable supplied with the scanner. Operation with a commercially available USB cable is not guaranteed.
- When connecting to a USB hub, be sure to connect the scanner to the hub nearest to your computer (first stage). If you connect to a USB hub from the second stage onwards, ScanSnap may not function correctly.
- If you connect the scanner using USB 2.0, please make a sure that both the USB port and the Hub are compliant with USB 2.0. The scanning speed may slow down when you connect the scanner using USB 1.1. If your computer has USB 2.0 port, please use it.

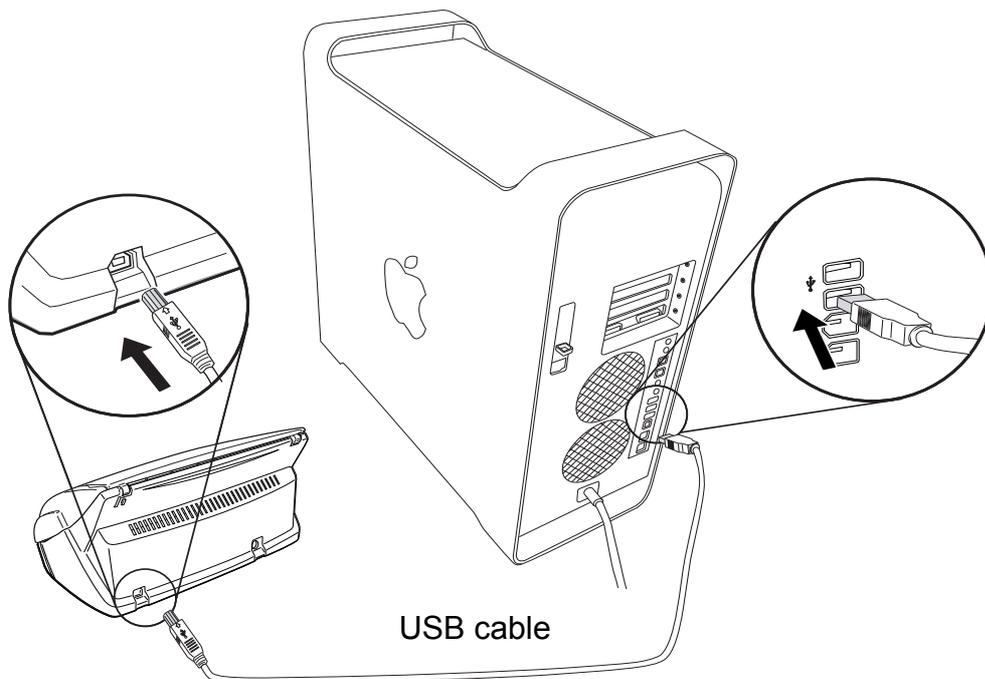


1. Remove the seal on the rear side of the ScanSnap scanner.

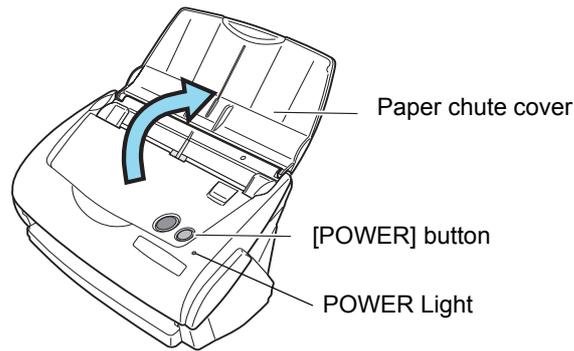


2. Insert the USB cable into the USB connector of ScanSnap and plug the other end of the cable into the USB port of your computer.

Insert the USB cable firmly as far as it can go into the connector.



3. Open the paper chute cover of ScanSnap.



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



If the scanner is not automatically turned on (Blue Power Light is ON), push the [POWER] button on the scanner.



It may take some time for the "ScanSnap Manager" icon in the Dock to become



If you have waited for some time, and it still remains as , turn off the power using the [POWER] button and turn on the power again.



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

\*To prevent a mis - operation, the [POWER] button does not work unless it is pressed for longer than one second.



The scanner can be turned on/off by performing the following actions:

- Opening/closing the paper chute cover on the scanner,
- Turning on/off the computer,
- Pressing the [POWER] button on the scanner (when the paper chute cover is opened).

Opening/closing the paper chute cover takes precedence. For example, the scanner will not be turned on even when you have switched on your computer if the paper chute cover is closed.

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



# Chapter 3



## Basic Scanner Operations

This chapter describes the basic operations of ScanSnap.

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## 3.1 Flow of Operations

This section describes the flow of operations starting with the scanning of documents on ScanSnap to the saving of scanned images in PDF format.

### ■ Preparation

#### Operation



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

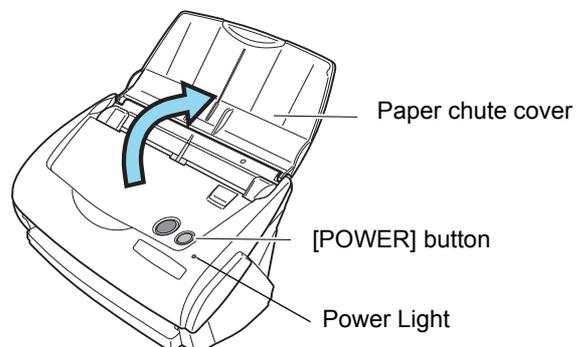


You can connect the scanner to your computer after it is turned on. When the scanner is already connected to your computer, you do not need to reconnect it.

3. Turn on your computer.  
⇒ The "ScanSnap Manager" icon appears in the Dock menu when Mac OS is started up.



4. Open the paper chute cover.



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



If the scanner is not automatically turned on (Blue Power Light is ON), even when the paper chute cover is opened, press the [POWER] button on the scanner.

## ■ Scanning documents

### Operation



1. Make sure that the "ScanSnap Manager" icon is displayed on the Dock menu.



If the "ScanSnap Manager" icon is not displayed, from the Finder, select the installed destination of ScanSnap (generally, "Applications" - "ScanSnap") - "ScanSnap Manager" to start up "ScanSnap Manager".

Generally, as the icon is registered as a Startup Item in the Mac system during installation, it appears in the Dock menu when the Mac OS starts.

If "ScanSnap Manager" is not registered as a Startup Item in [System Preferences], follow the method below to configure it.

1. On Mac OS X v10.2, from the "System Preferences" item, you can register again by choosing "Login Options" - "Add" - "ScanSnap Manager".
2. On Mac OS X v10.3 or v10.4, from the "System Preferences" item, you can register again by choosing "Accounts" - "My Account" - "Login Items (Mac OS X v10.4) / Startup Items (Mac OS X v10.3)" - "+" - "ScanSnap Manager".

2. Load the document onto the scanner.

Refer to "3.2 Scanning Different Document Types" (page 27) and "3.3 Loading Documents" (page 29).

3. Press  ([SCAN] button).

⇒ This starts the scanning.



- By default documents are scanned with the "Duplex" mode when you press the [SCAN] button. With "ScanSnap Manager", you can change that to "Simplex" mode.

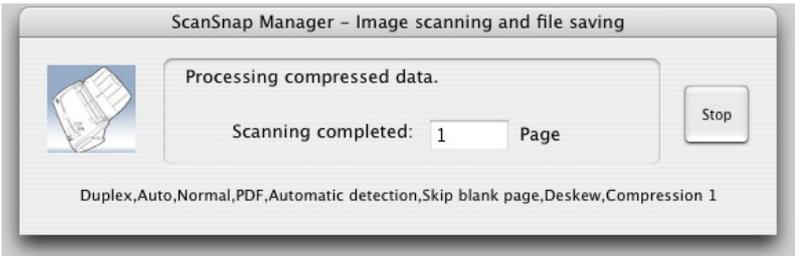
- You can also start the scanning from the ScanSnap Manager icon  on the Dock menu.

Refer to "3.4 Changing Scan Settings" (page 32) for more details.

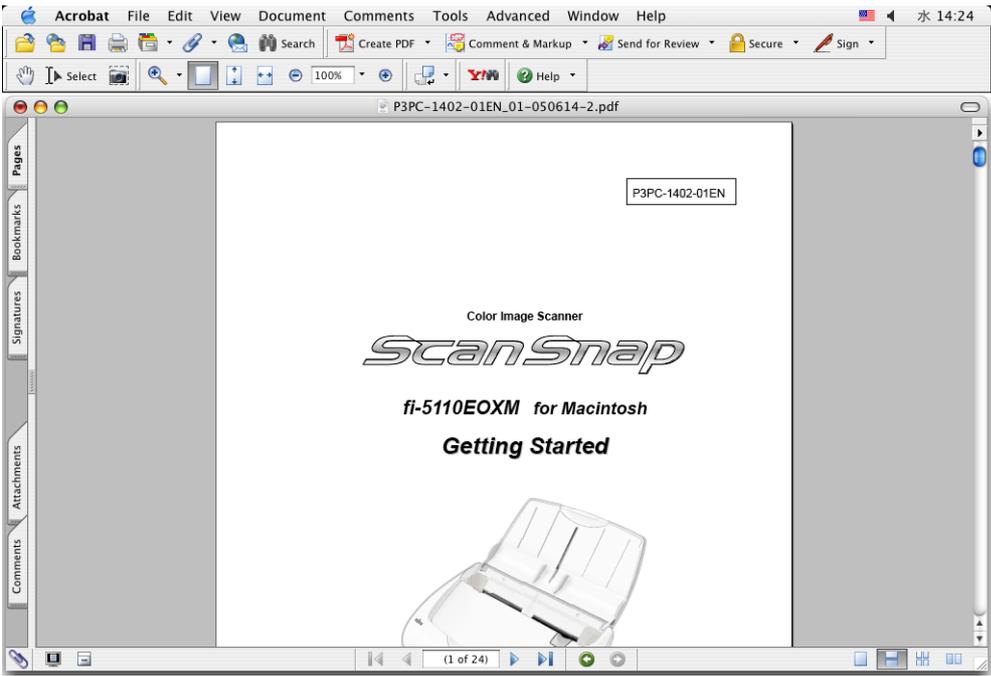


- Do not connect to the computer or disconnect from it other USB devices during the scanning operation.
- Do not close the paper chute cover nor press the [POWER] button on the scanner during the scanning operation.

⇒ The lamp on the scanner blinks blue during the scanning operation.  
The following window appears to indicate the scanning status.



⇒ The selected application (Adobe Acrobat, Preview, etc.) is started up and the scanned image is displayed.



For details about the settings for the scanning, file names and the destination folder to save the data, etc., refer to "3.4 Changing Scan Settings" (page 32).



- By default documents are scanned according to the following settings: "Duplex scan", "Scan mode: Normal (Fastest)" and "Color mode: Auto Color Detection".
- Before scanning documents containing printed or handwritten text, select the "Setting for text only document" checkbox under [Option...] on the [Scanning] tab in the "Scan and Save Settings" dialog. For details, refer to "3.4 Changing Scan Settings" (on page 32).
- The application that is automatically started up after the scanning depends on the setting of the [Application] tab in the "Scan and Save Settings" dialog. For details, refer to "3.4 Changing Scan Settings" (on page 32).
- Scanned documents can also be saved in an image format (JPEG). In this case, change the document scan settings before scanning the document. For details about changing the document scan settings, refer to "3.4 Changing Scan Settings" (on page 32). The following settings can be changed:
  - Application linked to ScanSnap
  - Image saving folder
  - Filename format
  - File format (\*.pdf/\*.jpg)
  - Paper size
  - Scan mode (draft, high quality, setting for text only document, automatically remove blank pages, deskew images)
  - File size for scanned image (the compression ration)
- The scanning scale may vary slightly.

## ■ Turning the Scanner ON/OFF

ScanSnap can be turned on/off by performing the following actions:

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

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

### Turning off your computer or closing the paper chute cover....

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

### Turning on your computer or opening the paper chute cover....

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

To turn off the scanner when the paper chute cover is opened, and while the computer is being started, press the [POWER] button on the scanner.

 **HINT**

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

\*To prevent a mis - operation, the [POWER] button does not work unless it is pressed for longer than one second.

 **ATTENTION**

- Depending on your computer, the ScanSnap scanner might be initialized several times while the computer is starting up.
- Depending on your computer, it may take two to three minutes for the lamp on the scanner to be turned off after you turn off the computer.

\* This is due to the design of the computer, and not a scanner malfunction.

---

## ■ End of Operation

### Exiting "ScanSnap Manager"



Click and hold the "ScanSnap Manager" icon  on the Dock menu, and select "Quit" from the menu.



"ScanSnap Manager" is necessary for operating ScanSnap. To start "ScanSnap Manager", from the Finder, select the installed destination of ScanSnap (generally, "Applications" - "ScanSnap") - "ScanSnap Manager". (\*Generally, there is no need to exit "ScanSnap Manager".)

### Disconnecting the scanner



1. Close the paper chute cover to turn off the scanner.

⇒ The "ScanSnap Manager" icon changes to . The power lamp goes out.

2. Disconnect the USB cable from your computer.
3. Disconnect the AC cable from the power outlet.



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

## 3.2 Scanning Different Document Types

The table below summarizes the types of documents that can be scanned by ScanSnap.

<b>Media</b>	Paper commonly used in offices, Post card, Business card	
<b>Weight</b>	52 g/m <sup>2</sup> to 127 g/m <sup>2</sup> (14 lb to 28 lb)	
<b>Size</b>	Letter	(8.5 in. × 11 in.)
	Legal	(8.5 in. × 14 in.)
	A4	(210 mm × 297 mm)
	A5	(148 mm × 210 mm)
	A6	(105 mm × 148 mm)
	B5	(182 mm × 257 mm)
	B6	(128 mm × 182 mm)
	Post card	(100 mm × 148 mm)
	Business card	(90 mm × 55 mm, 55 mm × 90 mm)
	Custom	Width: 50.8 to 216 mm (2 to 8.5 in.) Length: 50.8 to 360 mm (2 to 14.17 in.)



Do not scan the following documents:

- Documents with paper clips or staples
- Documents on which the ink is still wet
- Documents larger than Legal (width: 8.5 in., length: 14 in.)
- Documents smaller than 2 (width) × 2 (length) in.
- Materials other than paper such as fabric, metal foil, or transparencies
- Documents thinner than 52 g/m<sup>2</sup> (14 lb) and thicker than 127 g/m<sup>2</sup> (28 lb)
- Carbon paper
- Photosensitive paper

The following documents may not be scanned successfully:

- Documents of uneven thickness (e.g. envelopes, etc.)
- Severely wrinkled or curled documents
- Folded or torn documents
- Tracing paper
- Coated paper
- Photo (Photo printing paper)
- Perforated or punched documents
- Documents that are not square or rectangular
- Documents of uneven width
- Carbonless paper



- To prevent the rollers from becoming dirty, avoid scanning documents mostly written in pencil. If you scan such documents, clean the rollers as frequently as possible. For details please refer to "6.2 Cleaning the Scanner Exterior & Stacker" (page 79).
- Carbonless paper contains chemical substances that may damage the Pad ASSY or rollers (e.g. Pick roller). When scanning pay attention to the following:
  - Clean the Pad ASSY and rollers as frequently as possible.
  - Compared with scanning common office documents, the scanner's service life may be shorter.
- When scanning photos, the photo surfaces may become scratched.

## 3.3 Loading Documents

This section describes how to load documents onto the scanner.

### ■ How to load documents

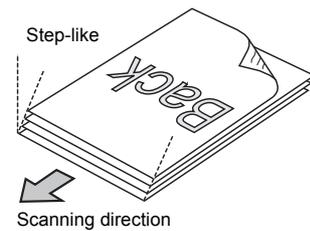
#### 1. Align the edges of the document.

Align the edges of the document as follows:

- 1) Align the edges of the document.  
Align both edges of the document stack so it can be scanned correctly.
- 2) Check the number of sheets in the document stack.  
As a guideline the maximum number of sheets that can be loaded on the scanner is as follows:
  - A4-size paper or smaller that makes a document stack of 0.2" (5 mm) or less (50 sheets at 64 g/m<sup>2</sup> or 17 lb)



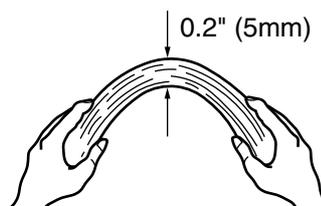
Scanning accuracy increases when the document is loaded onto the scanner so that the leading edges of the papers form a step-like pattern as shown in the figure.



Do not scan more than 50 sheets continuously. The file may not be created due to the file size becoming too large.

Before loading a stack of document onto the scanner, fan it as follows:

- 1) Separate the documents into stacks of 5 mm thick or less.
- 2) Hold both ends of the document stack, and bend the document stack into an arch.



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

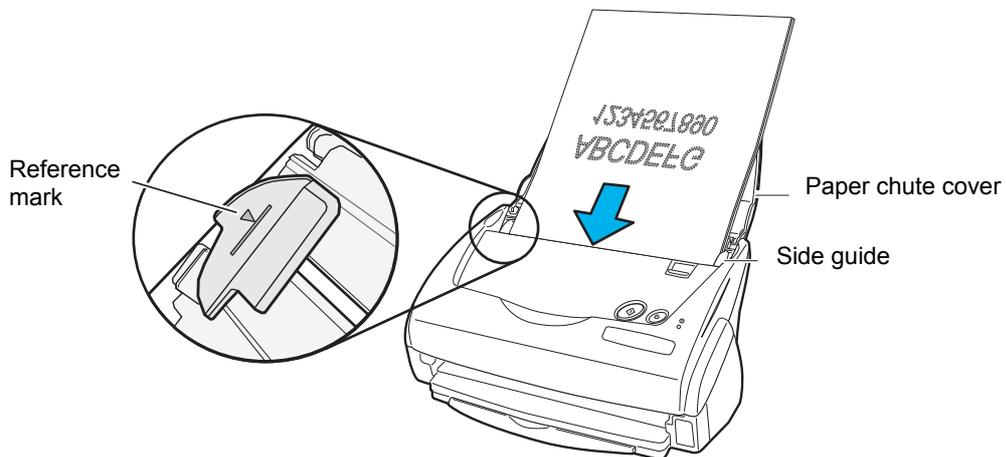


- 4) Repeat steps 1 to 3 a few times.
- 5) Turn the document stack 90 degrees, hold the other two sides of the document, and fan it again.

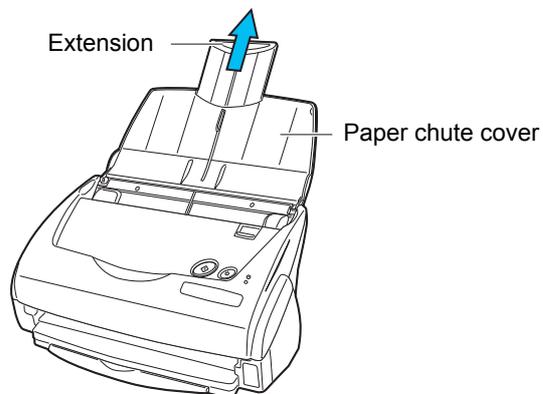
2. Load the document onto the paper chute cover.

Load the document so that the top side of the two-sided document (in the case of two or more document sheets, the first page) faces the paper chute cover.

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

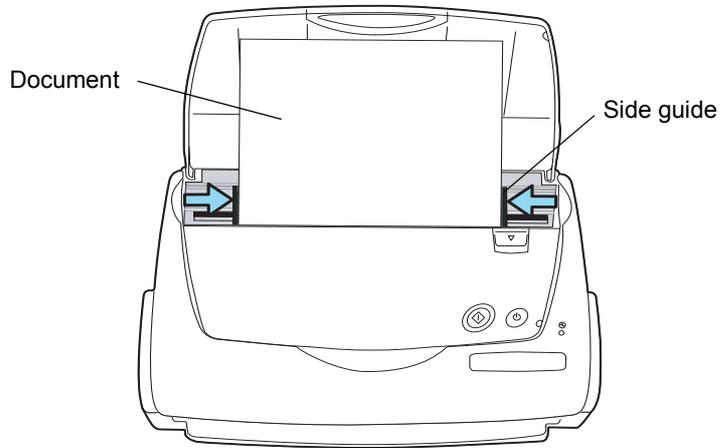


Before loading long documents, first pull out the paper chute cover extension.



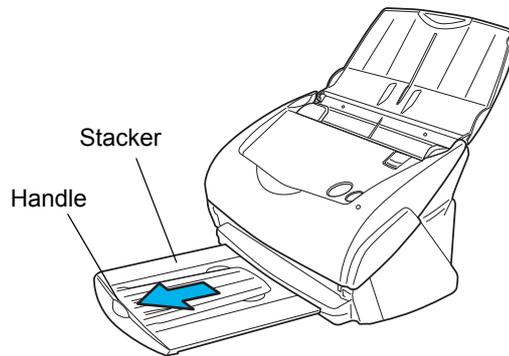
3. Adjust the side guides to the document width.

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

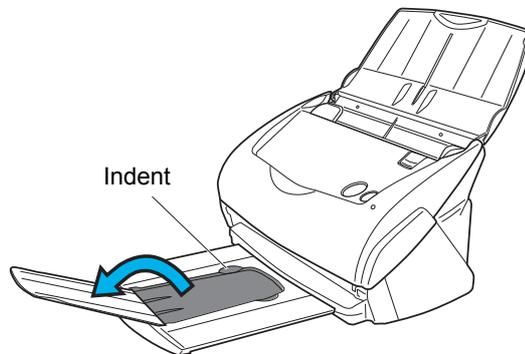


If you use the stacker, scanned document sheets will not be scattered when they have passed through the scanner. For details on how to attach the stacker to the scanner, refer to "Names and Functions of Parts" on page 2. Use the stacker as follows.

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



2. Insert your finger into the indent and lift up the stacker extension.

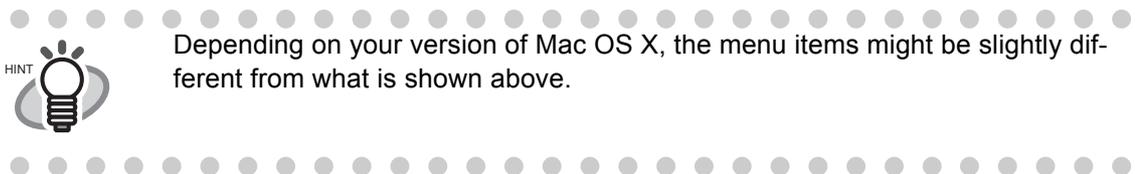
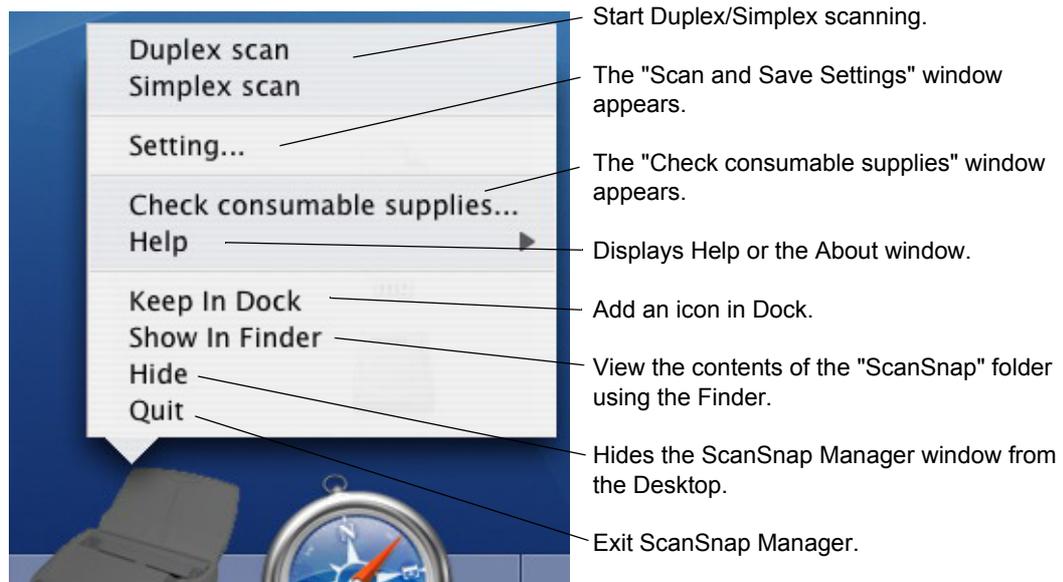


## 3.4 Changing Scan Settings

All the operations of ScanSnap can be controlled by "ScanSnap Manager".

ScanSnap Manager is generally registered as an icon  on the Dock menu which is in the middle of the bottom of the Mac OS X screen.

The following menu appears when you press and hold the mouse button on the icon. With this menu you can start scanning, configure settings for scanning, or check consumables.



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

The following settings can be changed:

- Application that is automatically started up to display the scanned image → [Application]
- Folder to save scanned images to → [Save]
- Scan mode (draft scan, high quality scan, scan in color mode, scan in B&W mode, setting for text only document, automatically remove blank pages, des skew images) → [Scanning]
- File format for the scanned image → [File option]
- Size of the document to be scanned → [Paper size]
- Size of the file when saving scanned images → [Compression]

The following describes how to change the settings.



1. Click and hold the ScanSnap icon on the Dock menu, and select "Setting" from the menu.



⇒ The "Scan and Save Settings" dialog box appears.



You can open the "Scan and Save Settings" dialog box by simultaneously pressing the [Command (  ) + S] keys on the keyboard. (This can be used only when ScanSnap Manager is active.)

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



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

## [Application] tab



### ■ Application:

Specifies the application to be run and linked to ScanSnap. The specified program is started after the document is scanned on ScanSnap. Click  to select the application. You can select from the following applications:

- Scan to File (image data will be simply saved as files)
- Adobe® Acrobat®
- Adobe® Acrobat® Reader™ or Adobe® Reader®
- Preview



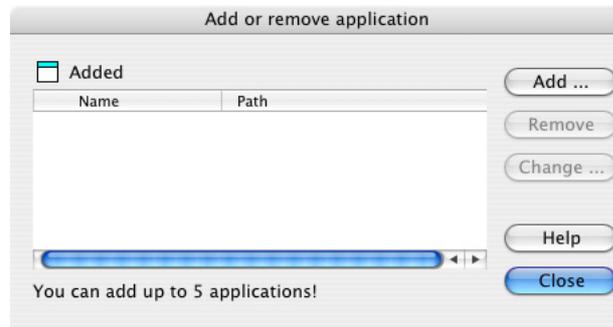
- The above applications will be added automatically into the selection list if installed. Uninstalled application will be removed from the list automatically.
- Adobe® Acrobat® (Macintosh version) is supplied with this product.
- If you select "Scan to File (only saves image data as files)", the scanned image is saved to file after scanning is completed. The scanning result is not displayed on screen. This setting is ideal when the scanning result does not need to be confirmed each time a document is scanned.

## ■ [Add or Remove] button

Applications can be added or removed at "Application".

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

(Up to five applications can be registered.)

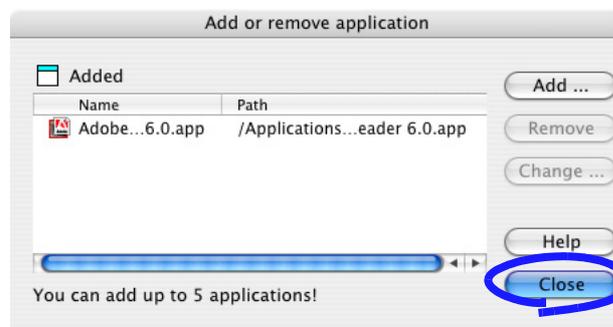


<To add an application>

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



- Click the [Browse...] button, and select either the alias file of the application to register or select the execution file (.app).  
⇒ The destination of the selected application is displayed at "Application Path".
  - Enter the name to be displayed at "Name of Application".  
⇒ The name you entered is displayed at "Application:".
- 3 When you have finished the above setting, click the [OK] button.
  - 4 The following screen is displayed and the new application is added. Click the [Close] button to close the screen.





When you add an application, please select an application that is able to process files in following formats.

JPEG (\*.jpg), PDF (\*.pdf)

Scanned images cannot be displayed properly unless these file formats are supported.

This can be confirmed by the following method:

<Example: To confirm if the selected application is able to process files in JPEG format>

1. Create an alias for the application you wish to add.
2. Drag-and-drop any file in JPEG format (\*.jpg) onto the alias.  
⇒ If the application starts up and the file opens, the application supports JPEG format files.

<To remove an application>

- 1 Select the application you want to remove in the "Add or remove application" screen, and click the [Remove] button.
- 2 The confirmation screen appears. Click the [Yes] button on this screen.
- 3 Confirm that the application has been removed, and then click the [Close] button.

<To change settings>

- 1 Select the application for which you wish to change the settings in the "Add or remove application" screen, and click the [Change...] button.
- 2 The "Additional Application Settings" screen appears. Change the desired items.
- 3 When you have finished click the [OK] button.
- 4 The "Add or remove application" screen appears, and the settings are changed. Click the [Close] button to close the screen.

## [Save] tab

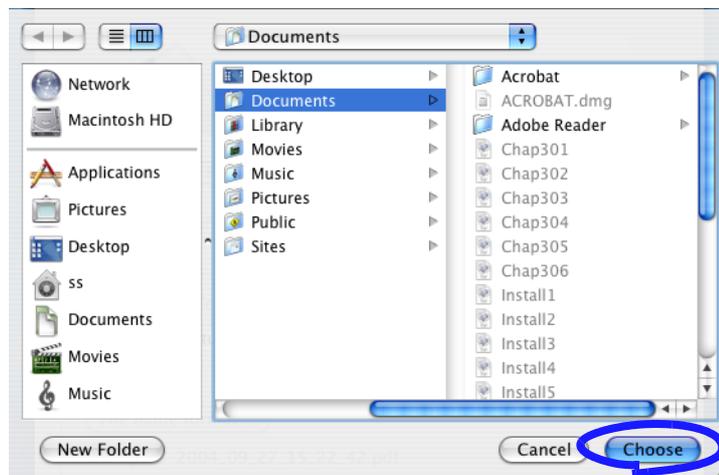


### ■ Folder path to save images:

Specify the folder to save the scanned images to.

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

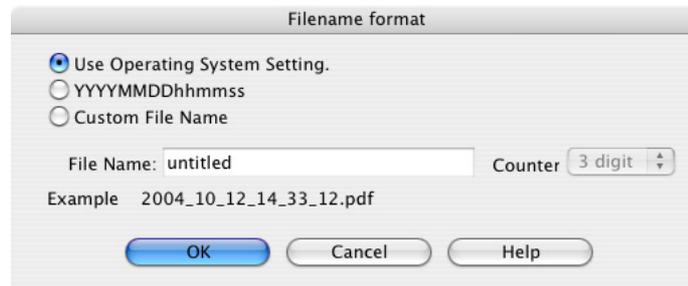
Select the folder to save the scanned images to, and click the [Choose] button.



### ■ [Filename format...] button

Set the filename format for files to save the scanned images.

When you click the [File name format...] button, the following screen appears.



The following three settings can be specified.

#### 1 "Use Operating System Setting."

Files are named according to the settings of the Operating System of your computer.

#### 2 "YYYYMMDDhhmmss"

Set the date and time for the file name when saving a scanned image to a file.

Example) When the file is saved in PDF format at 19:00:50 on July, 27, 2004, the file name will become: 20040727190050.pdf

#### 3 "Custom File Name"

A file is named combining the text string entered at "File Name:" and a number of digits specified at "Counter".

(An example of a file name is displayed at the bottom of the screen.)



#### About "Counter:"

- When there is no other file with the same name as the one specified at "File Name:" in the save destination folder (specified on the [Save] tab), the counter becomes 1 (001 in the case of three digits). From then on, the counter is incremented by one upon saving a new file.
- When there is a file with the same name in the save destination folder, the counter becomes the smallest unused number.  
Example) When the files Scan01.pdf, Scan03.pdf, Scan04.pdf exist in the folder, and the scanned image is saved to a file that has the same name from then on, the files are saved as Scan02.pdf, Scan05.pdf, Scan06.pdf, Scan07.pdf and so forth.
- When the specified number of digits is exceeded (for example, when saving the 100th file when two digits are specified.), the number of digits is incremented by one.

Clicking the [OK] button enables the settings.

(An example of the file name that you set is displayed under the [File name format...] button.)

## [Scanning] tab



### ■ Scanning quality:

Specify whether to scan documents quickly or at higher quality.

Select one of the following modes:

- **Normal (Fastest)**  
Select this mode when you wish to scan documents quickly.
- **Better (Faster)**  
Select this mode when you wish to scan documents at a higher quality.
- **Best (Slow)**  
Select this mode when you wish to scan documents at an even higher quality.
- **Excellent (Slower)**  
Select this mode when you wish to scan documents at the highest quality.



Normal is equivalent to 150 dpi for color and 300 dpi for B&W, Fine is equivalent to 200 dpi for color and 400 dpi for B&W, Best is equivalent to 300 dpi for color and 600 dpi for B&W, and Excellent is equivalent to 600 dpi for color and 1200 dpi for B&W.

Generally, the higher the required scanning quality is specified, the longer it takes to scan documents and the larger the file size becomes.

As a general rule, scan no more than 10 sheets a time in Excellent mode.



---

■ **Brightness (Black and White scanning only)**

Sets the density for scanning black-and-white images.

Moving the slider to the left will lighten the scanned image, while moving the slider to the right results in a darker scanned image.

- \* This is only available when the "Color mode:" is set as "B&W", or when "Auto Color Detection" is selected and the document is recognized as back and white.

■ **Setting for text only document.**

Select the checkbox as follows according to the type of your document.

- Select this checkbox when scanning documents containing only printed or hand-written text.
- Clear this checkbox when scanning documents containing photographs.
  - \* This is only available when the "Color mode:" is set as "Color", or when "Auto Color Detection" is selected and the document is recognized as color.

■ **Allow automatic blank page removal.**

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

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

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



The following types of documents may be accidentally recognized as blank pages:

- Almost blank documents containing only a few characters
- Documents of only one color (including black) and without any patterns, lines, or characters



■ **Allow automatic image deskew.**

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



This function judges a document's skew based on the characters on the document. So the detection may not work properly for the following kinds of documents:

- Documents on which the pitches of lines or characters are extremely narrow, or characters are overlapped
- Documents which have many outline characters or similar font styles
- Documents with only a few characters
- Documents with many photographs or figures
- Documents with a background pattern behind the characters
- Documents with characters printed in various direction (e.g. plans, etc.)
- Documents with long diagonal lines
- Documents with handwritten characters

\*When you scan such documents, clear the checkbox.



## [File option] tab



### ■ Selecting the file option

Specify the type of file for the scanned image.

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

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

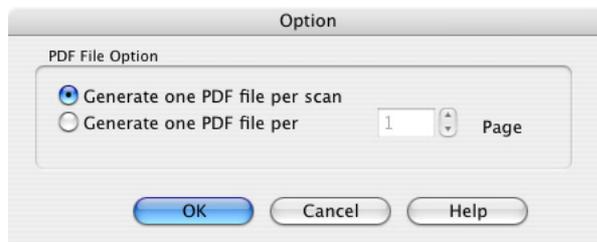


"JPEG" setting is not available when "Auto Color Detection" or "B&W" is selected at [Color mode:] under [Scanning] tab.

File format is automatically changed to "PDF" when you select "Auto Color Detection" or "B&W".

### ■ [Option] button

This function is used for configuring detailed settings of PDF files. This button is enabled when "PDF(\*.pdf) is specified at [File format:]. Click [Option] button to display the following dialog.



- "Generate one PDF file per scan"

Creates a merged PDF file of all the scanned images. For example, when "2" pages are set in this option, scanning 6 pages of documents creates 3 files.

- 
- "Generate one PDF file per x Page"

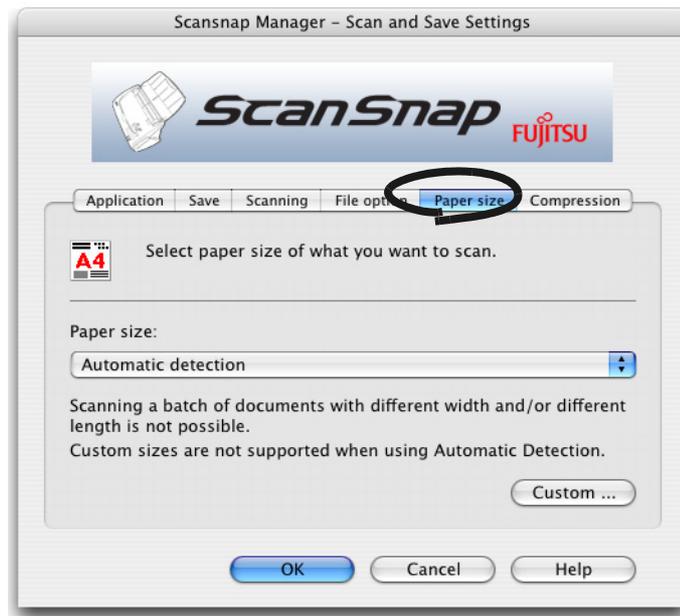
Creates a new PDF file at each set page.



When two or more files are created by one scanning, only the first file is displayed on the screen.



## [Paper size] tab



### ■ Paper size:

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

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

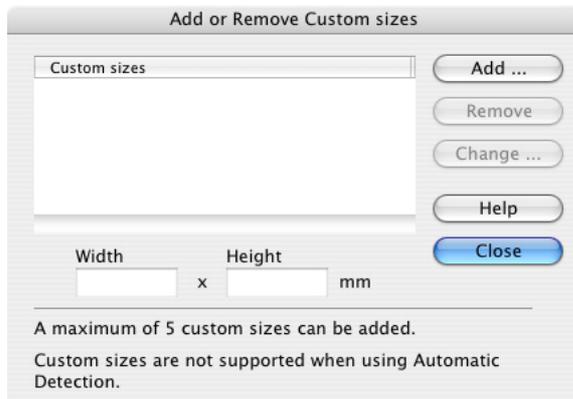
- Automatic detection
- Letter (8.5 in. x 11 in.)
- Legal (8.5 in. x 14 in.)
- A4 (210 mm x 297 mm)
- A5 (148 mm x 210 mm)
- A6 (105 mm x 148 mm)
- B5 (182 mm x 257 mm)
- B6 (128 mm x 182 mm)
- Post card (100mm x 148mm)
- Business card (90 mm x 55 mm, 55 mm x 90 mm)
- Custom size (up to 5 sizes can be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



We recommend using Automatic detection.

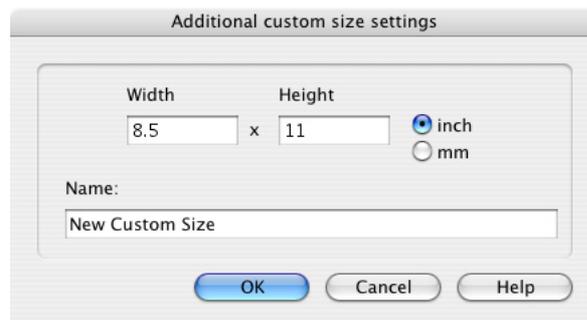
## ■ [Custom...] button

With this function, you can register up to 5 custom document sizes at the [Paper size:] menu. Clicking this button displays the following setting window:



<When adding a custom document size>

- 1) Click the [Add...] button.
- 2) The following screen appears.



- Enter the document size within the range given below:  
Width: 50.8 mm to 216 mm (2 in. to 8.5 in.)  
Height: 50.8 mm to 360 mm (2 in. to 14.17 in.)
- Enter the name under [Name:].  
⇒ The entered name is displayed in [Paper size:].

- 3) To complete the setting, click the [OK] button.
- 4) The custom document size will be registered.  
Click [Close] to exit from the "Add or Remove Custom sizes" window.

<When deleting a custom document size>

- 1) In the "Add or Remove Custom sizes" window, select the document size to be deleted and click the [Remove] button.
- 2) The confirmation message appears. Click the [Yes] button.
- 3) In the "Add or Remove Custom sizes" window, confirm that the selected document size is deleted. Click [Close] to exit from the "Add or Remove Custom sizes" window.

## &lt;When changing the settings&gt;

- 1) In the "Add or Remove Custom sizes" window, select the document size to be changed and click the [Change...] button.
- 2) Change the settings in the [Additional custom size settings] window.
- 3) To complete the setting, click the [OK] button.
- 4) The "Add or Remove Custom sizes" window returns and the changes are saved. Click [Close] to exit from the "Add or Remove Custom sizes" window.



HINT

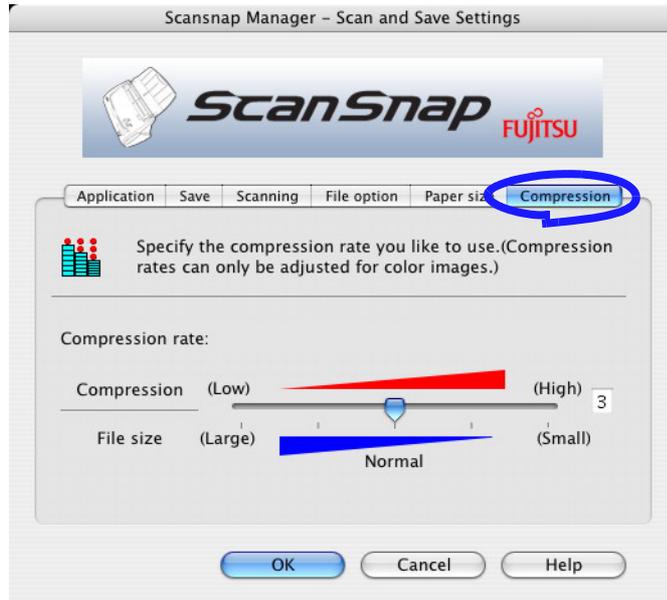
When "Automatic detection" is specified, the scanner automatically detects the document size and selects an appropriate document size from the standard sizes (except for custom document sizes) described in the previous page. Thus there is no need to specify "Paper size" again to match the size of the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



ATTENTION

- When you select "Automatic detection" and load an A6 size document onto the scanner, the document is scanned as "Post card" size.
- Do not load documents with different sizes simultaneously onto the scanner.
- When "Automatic detection" is selected, documents of non-standard sizes are also recognized and scanned as documents of a standard size (Letter, Legal, A4, B5, A5, B6, Post card, or Business card), that is closest to their actual length. To scan these types of documents in their original sizes, select "Custom" in "Paper size:" and then specify the document size in the dialog that appears when you click the [Custom...] button.

## [Compression] tab

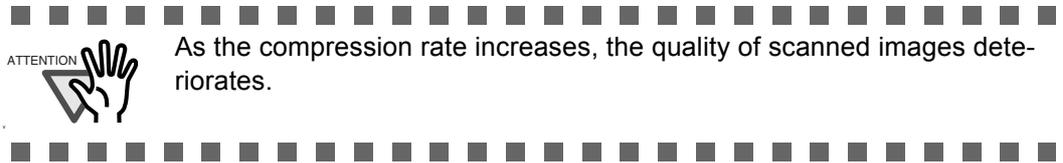


### ■ Compression rate:

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

The compression rate is controlled by moving the slider.

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





**About the size of image data**

The following table shows a rough estimate of sizes (In Kbytes) of generated images when a one-sided color document is scanned.

File type: PDF

Paper size: A4 (Brochure)

Color mode: Color

Compression rate Scan mode	1	2	3	4	5
Normal quality	1240	521	431	332	233
Better quality	2079	818	684	528	367
Best quality	4030	1485	1245	922	632
Excellent quality	11207	3776	3155	2437	1648

Color mode: B&W

Compression rate Scan mode	-
Normal quality	200
Better quality	242
Best quality	422
Excellent quality	1391

(unit: Kbytes)

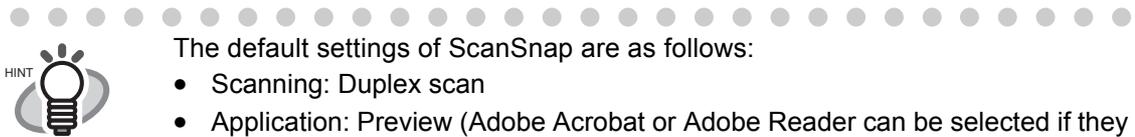
---

## 3.5 Various settings according to your needs

When you use ScanSnap with the default settings, there is no need to configure the settings by yourself. All you need to do is simply press the [SCAN] button  to scan the documents, save images with the optimized settings and display the scanned images on the screen without any complicated operations.

However, you can also manually configure the settings as needed.

Using typical examples, this section describes how to scan documents for specific purposes, how to edit scanned images, etc.



The default settings of ScanSnap are as follows:

- Scanning: Duplex scan
- Application: Preview (Adobe Acrobat or Adobe Reader can be selected if they are installed)
- Image saving folder: [Pictures] folder of [Home]
- Filename format: Use Operating System Setting
- Scanning quality: Normal (Fastest)
- Color mode: Auto Color Detection (automatically judges whether the document is "color" or "black and white")
- Scanning Option:
  - Brightness: Normal
  - Setting for text only document (in Color mode only): Disabled
  - Allow automatic blank page removal: Enabled
  - Allow automatic image deskew: Enabled
- File format: PDF (\*.pdf)
- File format Option
  - PDF File Option: Generate one PDF file per scan
- Paper size: Automatic detection
- Compression
  - Compression rate: 3

The settings above can be changed with ScanSnap Manager.

For details, refer to the section "3.4 Changing Scan Settings" (page 32).

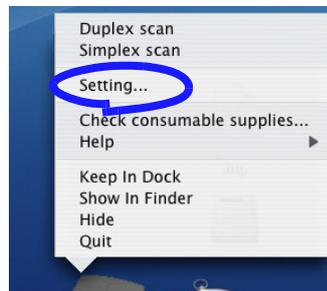


## ■ Scanning only one side of a document

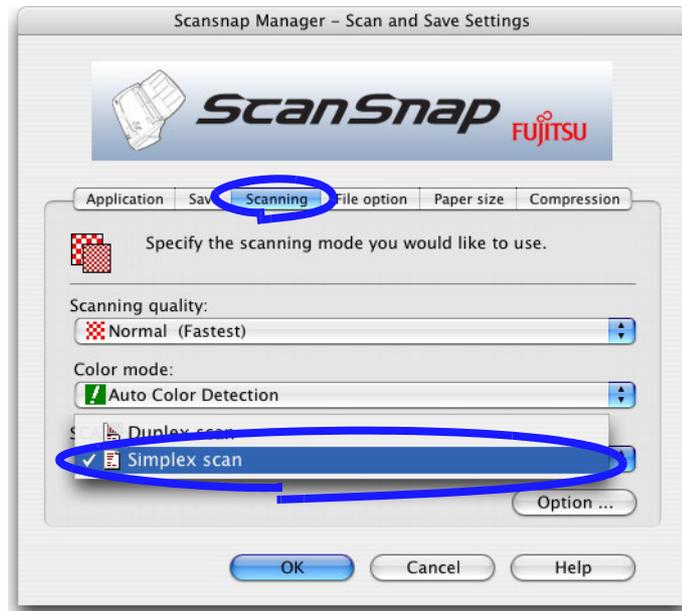
As the default setting, pressing [SCAN] button  on ScanSnap starts scanning documents in "Duplex" mode. If most of your documents are single side you can change the default scan to "Simplex" by following the procedure below.



1. Click and hold the ScanSnap icon , and select "Setting" from the menu.



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



3. Click [OK] button to close the window.
4. Load the document onto the scanner.
5. Press the [SCAN] button .

---

⇒ The document is scanned in "Simplex" mode.



To return the setting to the "Duplex" mode, select [Duplex scan] in step 2 above. The selected setting is applied to future scans until it is changed again.

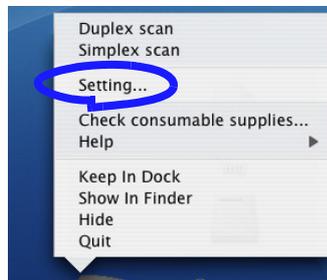
## ■ Scanning color document in black and white

By default, ScanSnap automatically recognizes whether a document is black & white or color. Color documents are scanned in the color mode, while black & white documents are scanned in monochrome.

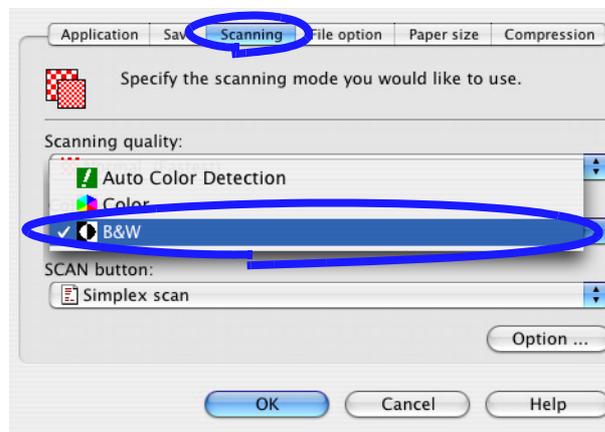
If you want to scan color documents in black & white, change the settings following the procedure below.



1. Click and hold the ScanSnap icon , and select "Setting" from the menu.



2. Click the [Scanning] tab and select "B&W" at "Color mode:".  
On the other hand, if you want to scan all documents in color, select "Color".



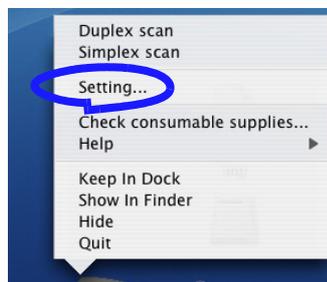
3. Click the [OK] button to close the dialog.
4. Load the document onto the scanner.
5. Press the [SCAN] button .  
⇒ The scanned images will be generated in black and white.

## ■ Skipping blank pages

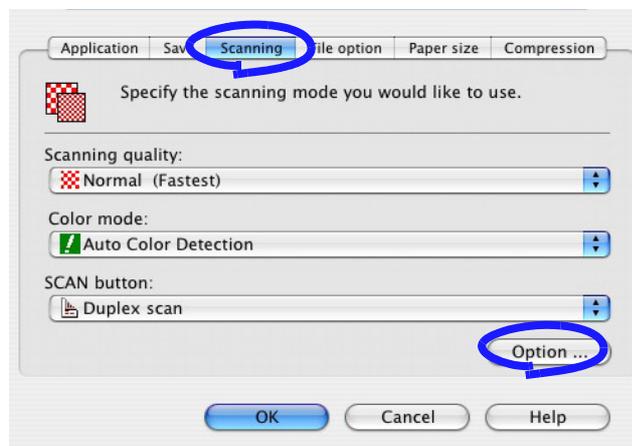
ScanSnap is able to recognize blank pages and remove them from the output data. When scanning documents in "Duplex" mode, both sides of the documents are scanned regardless of whether or not their backsides are printed. Though the backsides of one-sided documents are scanned, they are recognized as "blank" and automatically removed, so they will not appear in the output data. To change the setting, follow the procedure below.



1. Click and hold the ScanSnap icon , and select "Setting" from the menu.



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



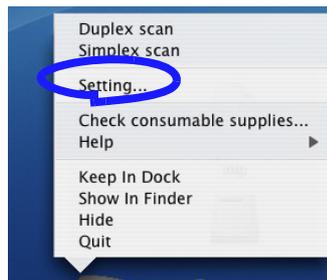


## ■ Correcting skewed documents

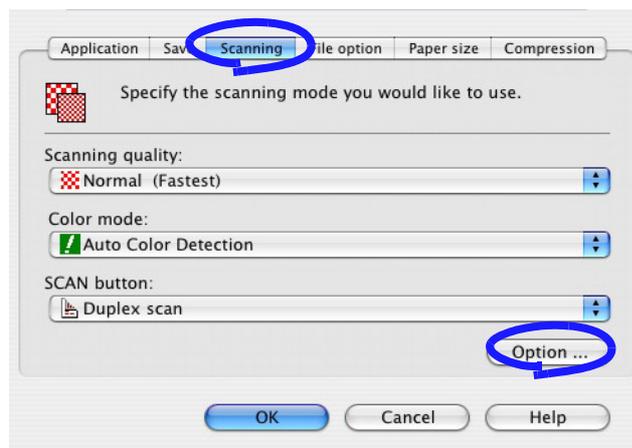
ScanSnap is able to automatically correct document skew. To change the setting, follow the procedure below.



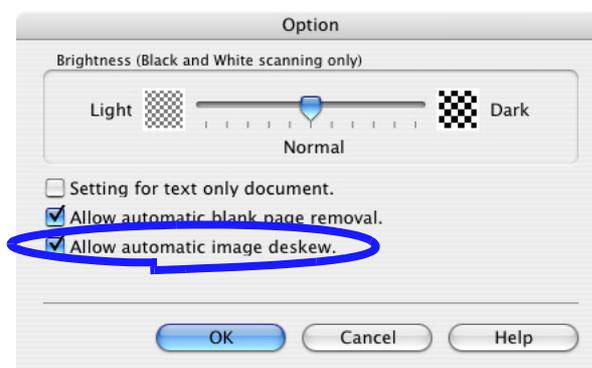
1. Click and hold the ScanSnap icon , and select "Setting" from the menu.



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



3. Click the [Allow automatic image deskew] checkbox.



4. Click the [OK] button to close all the windows.

⇒ The setting is enabled from the next scanning on.



Up to +-5 degrees of skews can be corrected.

This function judges a document skew based on the characters on the document. So the detection may not work properly for the following kinds of documents:

- Documents on which the pitches of lines or characters are extremely narrow, or characters are overlapped
- Documents which have many outline characters or fonts of similar styles
- Documents with only a few characters
- Documents with many photographs or figures
- Documents with a background pattern behind the characters
- Documents with characters printed in various direction (e.g. plans, etc.)
- Documents with long diagonal lines
- Documents with handwritten characters

\*When you scan such documents, clear the checkbox.



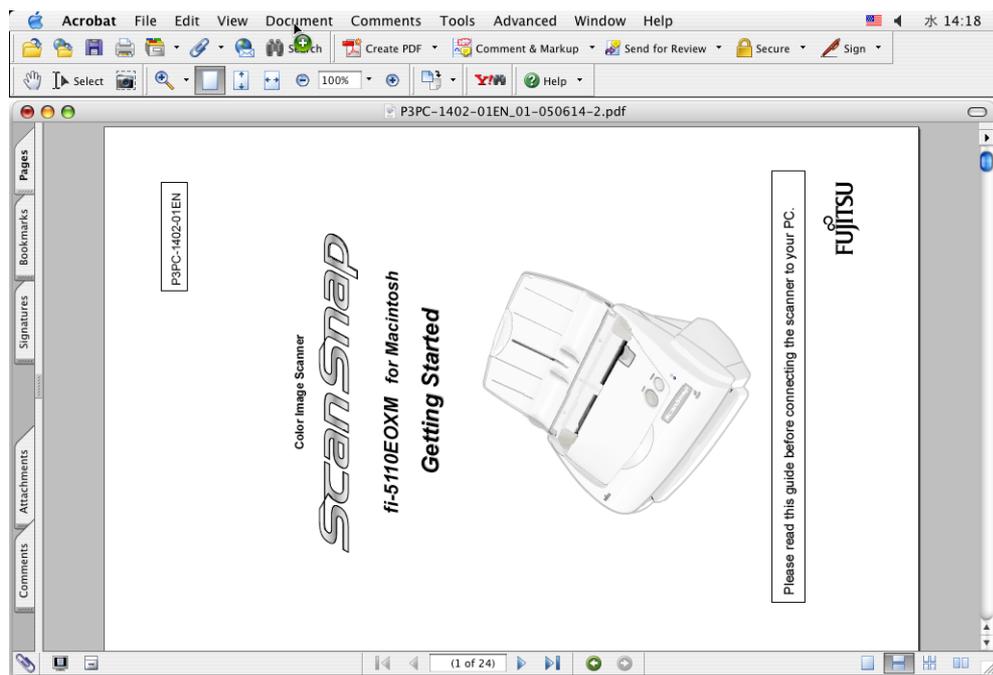
## ■ Rotating the page view of a PDF file

Even after scanning a document and saving it as a PDF file, you can change the page view orientation of this PDF file with Adobe Acrobat.

When you want change the orientation of any other page, follow the procedure below.

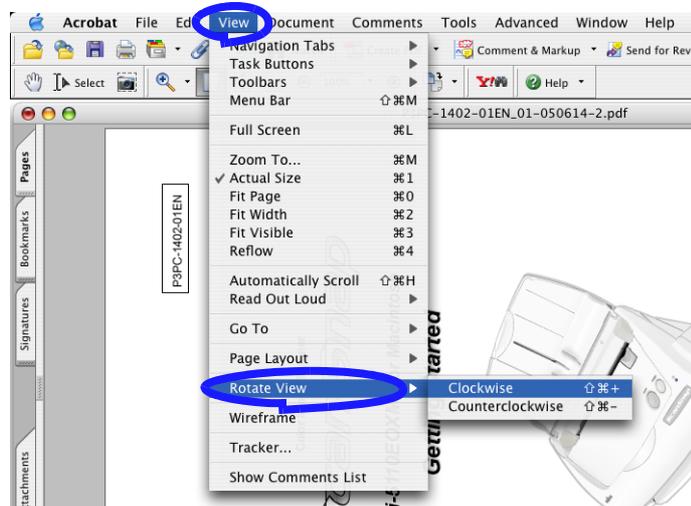


1. With Adobe Acrobat, open the PDF file targeted for this operation.

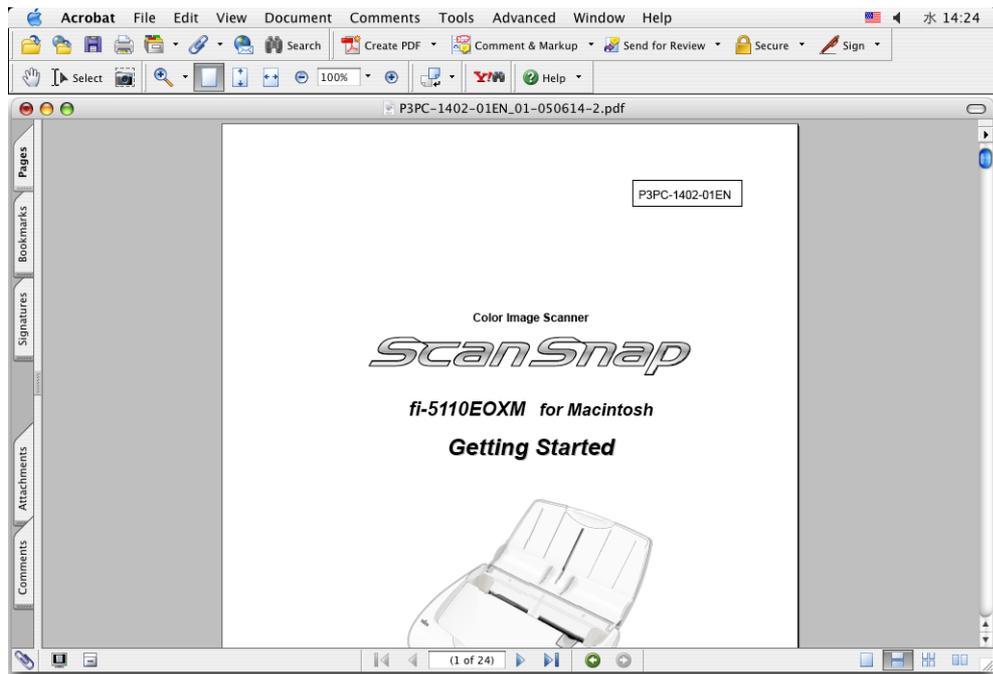


2. From the menu bar, select [View] and click [Rotate View], then specifies the direction of the rotation.

In this case, select [Clockwise] .



3. The rotated result is shown.

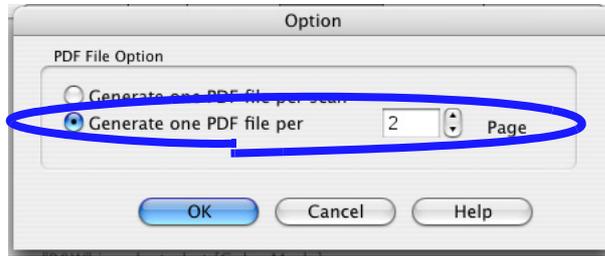


 For details of this function, please refer to "Adobe AcrobatHelp".



3. Under "PDF File Option", select "Generate one PDF file per x Page" and enter a number.

One PDF file is created at each set page number.

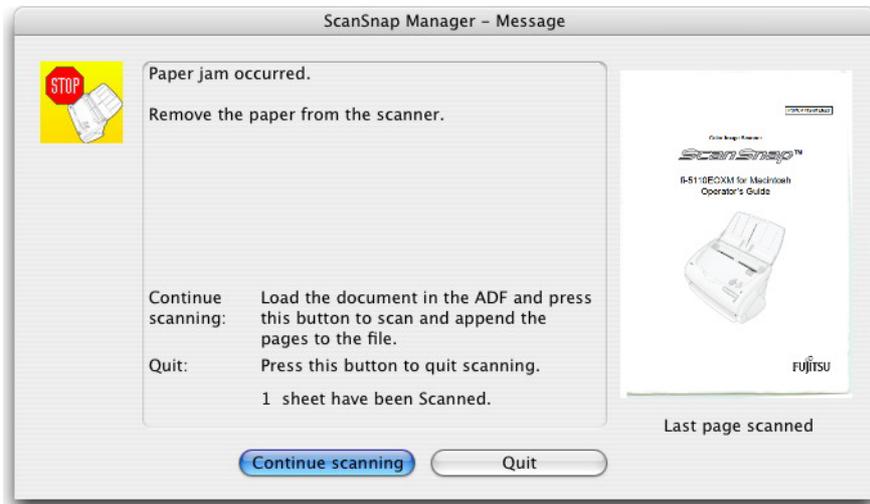


In "Duplex" mode, one sheet of a document comprises two pages (front/back). It is recommended that you select the [Scanning] tab - [Option] button to clear the [Allow automatic blank page removal] checkbox. If this function is enabled, there may be gaps between the page numbers when the document has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

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

## ■ Merging scanned images into one PDF file

When you scan more than single document, the following window will appear if the scanning is interrupted by a paper jam or other errors.



In this case, you can continue or abort the scanning using the following procedure.



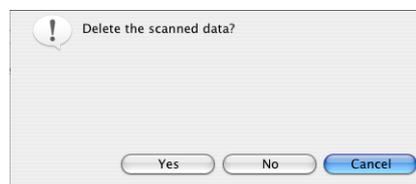
### To continue scanning:

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

### To quit scanning:

1. Click the [Quit] button.

⇒ The following window appears.



2. Click [Yes] to delete the data that were scanned up to the interruption. Otherwise, click [No] to save the data that were scanned up to the interruption. (\*Click [Cancel] to return to the previous window.)



The [Continue Scanning] button may be grayed out as in the example below.



In this case, it is not possible to continue scanning.

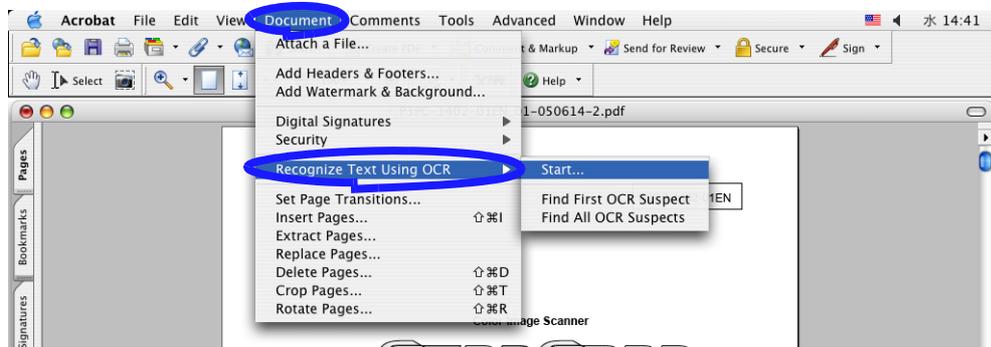
## ■ Converting scanned images to searchable text with OCR

If you scan a text document, you will get an image of the document, containing also all the signs, letters and numbers. The system cannot recognize the image data as text. This means that you are not able to search the content of your document without using OCR (Optical Character Recognition).

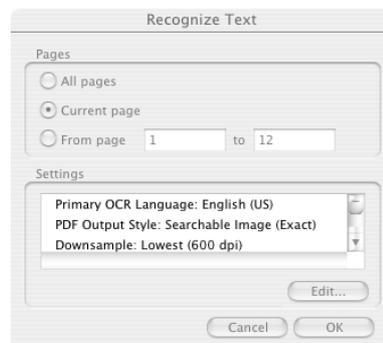
You can convert such image data into searchable text data by using OCR processing ("Recognize Text" function) of Adobe Acrobat 7.0.



1. With Adobe Acrobat, open the PDF file you wish to convert.
2. Select [Document] - [Recognize Text Using OCR] - [Start...] from the menu bar.



3. In the following window, configure the necessary settings, then click the [OK] button.



⇒ The text information is added to the image data by the "Recognize Text" function.



Error may occur when data scanned at 600dpi or over are converted using Adobe Acrobat 7.0.0. To avoid this, please do the following:

For color documents, in the "ScanSnap Manager - Scan and Save Settings" dialog box select [Scanning] tab - "Scanning quality" - "Better (Faster)" or "Best (Slow)" and scan.

For black & white documents, select "Normal(Fastest)" or "Better (Faster)" and scan.

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

# Chapter 4



## Uninstalling ScanSnap

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

This chapter describes how to uninstall ScanSnap.

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## 4.1 Uninstalling Supplied Programs

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Follow the procedure below to uninstall ScanSnap Manager.

### ■ To uninstall ScanSnap Manager in Mac OS X v10.2

1. Start your computer.
2. Quit ScanSnap Manager for all users.  
(Click and hold the ScanSnap icon , and select "Quit" from the menu.)
3. If the ScanSnap icon  still remains on the Dock menu, drag the ScanSnap icon  into the Trash.
4. From the Apple () menu, select "System Preferences".
5. Select "Login Items" from the "System Preferences" screen.  
⇒ This displays the "Login Items" screen which lists all the applications automatically opened during login.
6. Select the application to uninstall.  
To uninstall ScanSnap Manager  
Select [ScanSnap Manager].
7. Click the [Remove] button.  
⇒ [ScanSnap Manager] is uninstalled.
8. Close the "Login Items" screen.
9. Log in as the computer Administrator. From the Finder, select the installed destination of ScanSnap (generally, "Applications" - "ScanSnap") and drag it into the Trash.
10. In a multi-user environment, repeat step 3 to step 8 for every user.
11. Empty the Trash.

## ■ To uninstall ScanSnap Manager in Mac OS X v10.3/v10.4

1. Start your computer.
2. Quit ScanSnap Manager for all users.  
(Click and hold the ScanSnap icon , and select "Quit" from the menu.)
3. If the ScanSnap icon  still remains on the Dock menu, drag the ScanSnap icon  into the Trash.
4. From the Apple () menu, select "System Preferences".
5. On the "System Preferences" screen, select "Accounts".  
⇒ The [Accounts] screen appears.
6. On the "Accounts" screen, select the corresponding user on "My Account".
7. On the "Accounts" screen, click "Login Items (Mac OS X v10.4) / Startup Item (Mac OS X v10.3)".  
⇒ This displays the "Login Items (Mac OS X v10.4) / Startup Items (Mac OS X v10.3)" screen which lists all the application automatically opened during login.
8. Select the application to be deleted.  
To uninstall ScanSnap Manager  
Select [ScanSnap Manager] from the "Startup Items" list.
9. Click (-).  
⇒ [ScanSnap Manager] is uninstalled.
10. Close the "Accounts" screen.
11. Log in as the computer Administrator. From the Finder, select the installed destination of ScanSnap (generally, "Applications" - "ScanSnap") and drag it into the Trash.
12. In a multi-user environment, repeat step 3 to step 10 for every user.
13. Empty the Trash.



# Chapter 5



## Troubleshooting

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

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## 5.1 Clearing Document Jams

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When removing a document jam, please pay attention to the following:



- Don't pull out the jammed paper by force, first open the ADF cover before removing the jammed document.
- Don't touch sharp objects inside the scanner when removing a document jam or you might be injured.
- When removing the jammed document, be careful not to get your necktie or necklace entangled in the scanner.
- The surface of the ADF glass can become very hot during operation. Take care not to get burned.

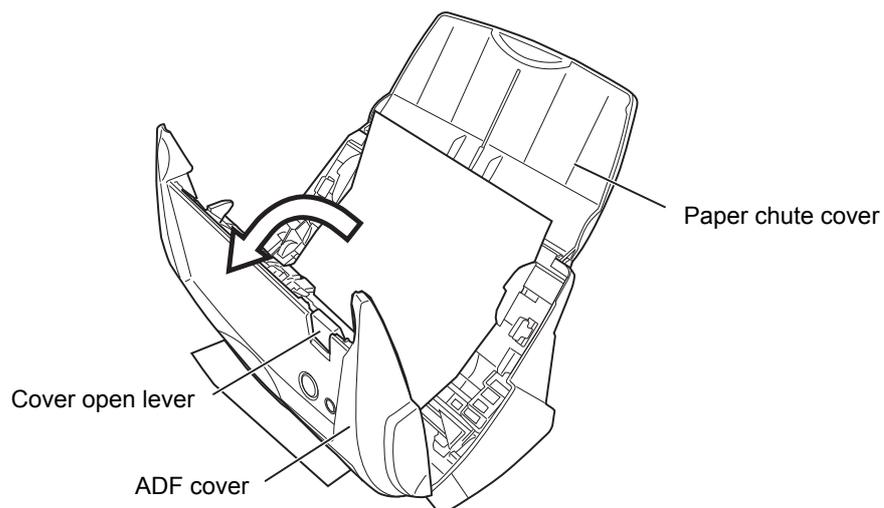


When cleaning the inside of the scanner, please follow the guidelines in "6.3 Cleaning the Inside of the Scanner" (page 80).

### Operation



1. Remove the document on the paper chute cover.
2. Pull the cover open lever to open the ADF cover.





## 5.2 Troubleshooting Checklist

This section describes common problems that may occur while using ScanSnap and how to correct them.

Please check the following items before requesting repair service.

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

Symptom	Check This Item	Remedy
The scanner cannot be turned on.	Is the AC/USB cable and the AC adapter connected correctly?	Connect the AC/USB cable and AC adapter correctly.
		Disconnect and then re-connect the AC cable and AC adapter.
	Is the paper chute cover closed? (The scanner's power is controlled by closing/opening the paper chute cover.)	Open the paper chute cover.
	Has the Mac OS fully loaded? (This scanner's power is controlled by turning on/off the computer.)	Please wait until Mac OS X has started up completely. The  LED might be off when Mac OS X is starting up or in the sleep mode.
	Did you press the [POWER] button to turn off the scanner? (The scanner can be turned off by pressing the [POWER] button when the paper chute cover is opened.)	Press the [POWER] button for more than 1 second.
Did you restart the computer from the sleep mode? The scanner's power is not compatible with the sleep mode. Due to that, when the computer goes into the sleep mode, the computer's power and the scanner's power is cut off automatically. When the computer recovers from the sleep mode, the scanner's power remains off.	Press the [POWER] button for more than 1 second, and turn on the power manually.	

Symptom	Check This Item	Remedy
Scanning does not start.	Is the USB cable connected correctly?	Connect the USB cable correctly. (When a hub is used, check the hub's power supply.)
	Does the  LED light blink?	Disconnect and then re-connect the AC cable and AC adapter.
	Is ScanSnap Manager started? (If ScanSnap Manager is started successfully, the "ScanSnap Manager" icon  and the triangle in the Dock menu appears.)	If the "ScanSnap Manager" icon is not displayed, from the Finder, select the installed destination of ScanSnap (generally, "Applications" - "ScanSnap") - "ScanSnap Manager" to start up "ScanSnap Manager".
	Is ScanSnap Manager running normally? (If ScanSnap Manager is not running normally, the "ScanSnap Manager" icon in the Dock menu becomes  .) Depending on the computer, if it goes into the sleep mode before turning off the power, the scanner may not be recognized shortly after the power is turned on back.	Perform the following: 1. Disconnect and re-connect the AC cable and AC adapter. If this does not change the state, perform step 2. 2. If a USB hub is being used, directly connect ScanSnap to your computer. If this does not change the state, perform step 3. 3. Restart your computer. If none of the above operations resolves the problem, uninstall and re-install ScanSnap Manager.
	Is the "Scan and Save Settings" window still displayed?	Close the "Scan and Save Settings" window, and restart scanning.
Vertical lines appear in the scanned image.	Is the inside of the ADF dirty?	Clean the inside of the ADF following the instructions in "6 Daily Care" (page 77).
The scanned image shifts or is distorted.	Is the document loaded correctly?	Load the document correctly.
The scanned image is too light or too dark.	In B&W scanning, is the setting "Brightness" (Black and White scanning only) set to extremely Light or Dark?	Adjust "Brightness" at [Scanning] - [Option...] in the "Scan and Save Settings" screen.

Symptom	Check This Item	Remedy
The scanning speed is very slow.	Does your computer satisfy the recommended system requirements?	Confirm the system requirements in " Before Installing ScanSnap" (page 6). Scanning speed will be slower whenever the recommended CPU and memory requirements are not met. If this is the case, at [Scanning] - [Option...] in the "Scan and Save Settings" window, clear the checkbox of the following to increase the scanning speed. <ul style="list-style-type: none"> <li>Allow automatic image deskew</li> </ul>
	Is USB 1.1 being used?  Note: In the case USB 1.1, it can be very slow when a large amount of data is transferred.	If your PC has an USB 2.0 port, connect the scanner to this port. (If using a USB hub, it must also support USB 2.0.) (*1)
Multi-feeds (*2) occur frequently.	Is the Pad ASSY dirty?	Clean the pad following the instructions in "6.3 Cleaning the Inside of the Scanner" (page 80).
	Is the Pad ASSY worn?	Replace the Pad ASSY following the instructions in "7.2 Replacing the Pad ASSY" (page 88).
	Is the document stack thicker than 0.2" (5mm)?	Reduce the number of sheets in the document stack to no more than 0.2" (5mm) thick.
Paper is not fed (stops midway).	Is the Pick roller dirty?	Clean the Pick roller following the instructions in "6.3 Cleaning the Inside of the Scanner" (page 80).
	Is the Pick roller worn?	Replace the Pick roller following the instructions in "7.3 Replacing the Pick Roller" (page 92).
	Are there any debris on the document feed path?	Remove any debris from the document feed path. (Refer to "5.1 Clearing Document Jams" (page 70).
The file size of a scanned black & white image is the same as that of a color document.	Is the B&W document scanned in the color mode?	Select "B&W" at [Color mode:] on the [Scanning] tab in the "Scan and Save Settings" window.
The backside of the document appears in the scanned image when scanning a two-sided document (noise of the backside image).	Is the "Setting for text only document." checkbox cleared at [Option...] on the [Scanning] tab in the "Scan and Save Settings" window?	Select the "Setting for text only document." checkbox. (Available only in color mode).

Symptom	Check This Item	Remedy
Scanned images are not displayed on the screen (when "Allow automatic blank page removal" is enabled).	When "Allow automatic blank page removal" is enabled, almost blank documents with only a few characters may be accidentally recognized as blank pages and removed from the scanned image data.	Select [Setting...] - [Scanning] tab and click the [Option...] button. Then clear the "Allow automatic blank page removal" checkbox.
Scanned images are skewed (when "Allow automatic image deskew" is enabled).	Are the documents fed into the ADF with a skew of +-5 degrees?	The "Allow automatic image deskew" function can correct skewed images up to +-5 degrees. Load the document onto the scanner so that the document skew does not exceed this limit.
	Depending on the contents of the document, the automatic image deskew may not work properly.	Refer to " Allow automatic image deskew." (page 42)

(\*1): To confirm whether the scanner is connected with USB1.1 or USB2.0, click and hold the ScanSnap

icon , select [Help] - [About ScanSnap Manager], then click [Detail] button on [Version Information] window. [USB type] is displayed in [Scanner information].

(\*2): "Multi-feed" is a phenomenon where two or more sheets are fed into the scanner at the same time.

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

<http://scansnap.fujitsu.com/>



# Chapter 6



## Daily Care

This chapter describes how to clean ScanSnap.



### Fire/Electric Shock



Before you clean the scanner, turn off the scanner and disconnect the AC adapter from the power outlet.

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## 6.1 Cleaning Materials

Cleaning Materials	Parts No.	Remarks
Cleaner F1 	CA99501-0013	1 bottle (100ml) Moisten a cloth with this fluid and wipe the scanner clean. (*1)
Lint-free dry cloth	Commercially available. (*2)	

\*1) To purchase cleaning materials, contact the FUJITSU scanner dealer where you purchased the scanner.

\*2) Any lint-free cloth can be used.



## 6.3 Cleaning the Inside of the Scanner

Clean the inside of the scanner with a cloth moistened with Cleaner F1.

After the scanner has been in use for a period of time, its inside will be contaminated with paper debris and dust. The accumulation of debris and dust may cause scanning problems.

As a guideline, clean the ADF every 1,000 scans. Note that this depends on the type of the documents scanned. For example, the ADF must be cleaned more frequently if documents are scanned when the ink has not been sufficiently fixed on the paper.

Clean the ADF according to the following procedure. (Refer to the illustrations on the following page.)



The glass surface inside the ADF becomes hot during the scanner operation.

Before you start cleaning, disconnect the AC adapter from the outlet and wait at least 15 minutes for the scanner to cool down.



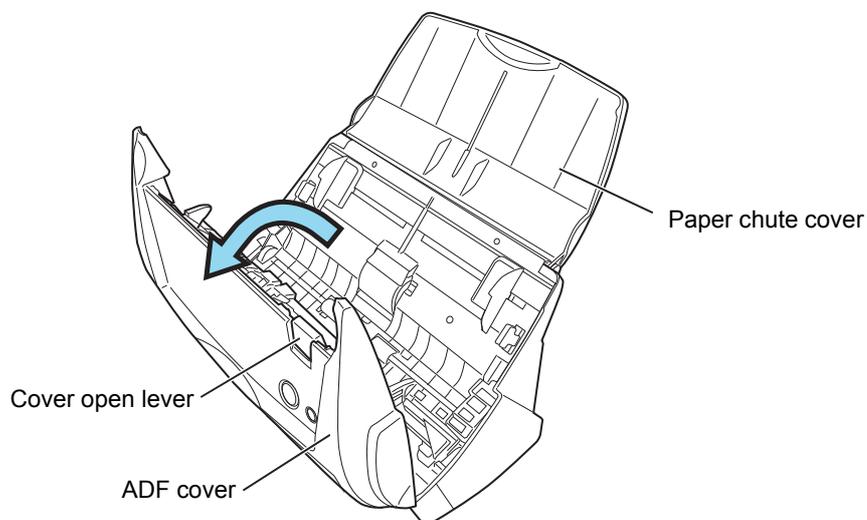
When you perform cleaning, make sure that the inside of the ScanSnap is free of any foreign object, and be careful not to get your hand or the cloth caught on the pick spring (metal part) as a deformed pick spring (metal part) may cause injury.



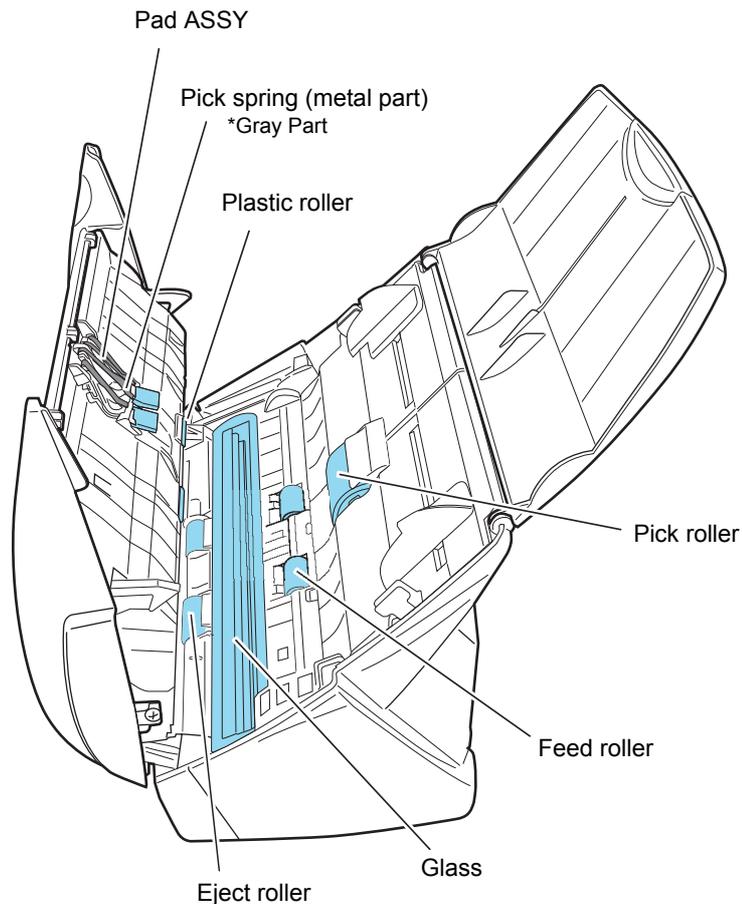
- Do not use water or neutral detergent to clean the inside of the scanner.
- Do not use compressed air to clean the scanner. Compressed air cause dirt and dust to enter the scanner, which may result in scanner failure and malfunction.



1. Pull the cover open lever to open the ADF cover.



2. Clean the following locations with a cloth moistened with cleaner F1.



Turn off the scanner before cleaning the following locations.

- **Pad ASSY (x 1)**  
Wipe the pad assy downwards. When cleaning the pad assy, be careful not to get your hand or the cloth caught on the pick spring (metal part).
- **ADF glass surfaces (x 2 located on the ADF cover and the opposite side)**  
Wipe off the dirt gently.
- **Pick roller (x 1)**  
Wipe clean the roller while turning it with your finger, be careful not to scratch the surface. Take particular care in cleaning the Pick roller since black debris on the roller adversely affect the pickup performance.
- **Plastic rollers (x 4)**  
Clean them lightly while rotating the rollers with your finger. Take care not to scratch the surface of the rollers. Take particular care in cleaning the plastic rollers since black debris on the rollers adversely affect the pickup performance.







# Chapter 7



## Replacing Consumables

This chapter describes how to replace consumables.



### Fire/Electric Shock



Before you replace the consumables, turn off the scanner and disconnect the AC adapter from the power outlet.

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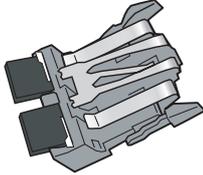
## 7.1 Replacing Consumables

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This section describes how to replace consumables.

### ■ Part Nos. and Replacement Cycles of Consumables

The following tables list the part numbers of consumables and their suggested replacement cycles.

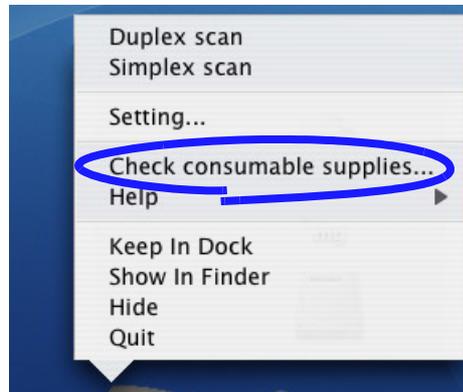
No.	Description	P/N	Suggested Replacement Cycle
1	fi-5110EOX Pad ASSY 	PA03360-0002	50,000 sheets or one year
2	fi-5110EOX Pick roller 	PA03360-0001	100,000 sheets or one year

The suggested replacement cycles are based on A4/Letter sized paper free of wood fibers 64 g/m<sup>2</sup> (17 lb). Depending on the actual paper used, the replacement cycles may vary.  
Use only the consumables specified by PFU LIMITED. Do not use consumables and parts made by other manufacturers.

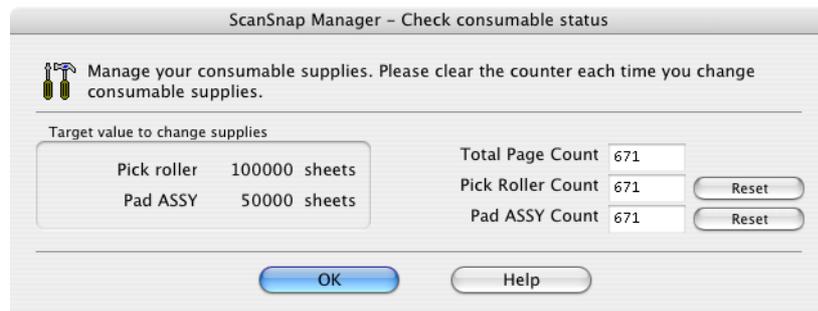


Use the following procedure to check the target values for replacement and usage information of consumables.

1. Click and hold the "ScanSnap Manager" icon  on the Dock menu.
2. Click [Check consumable supplies...] on the menu.



⇒ The "Check consumable status" screen appears. This screen indicates how many times consumables have been used.



Replace consumables using "Target value to change supplies" as guidelines.

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

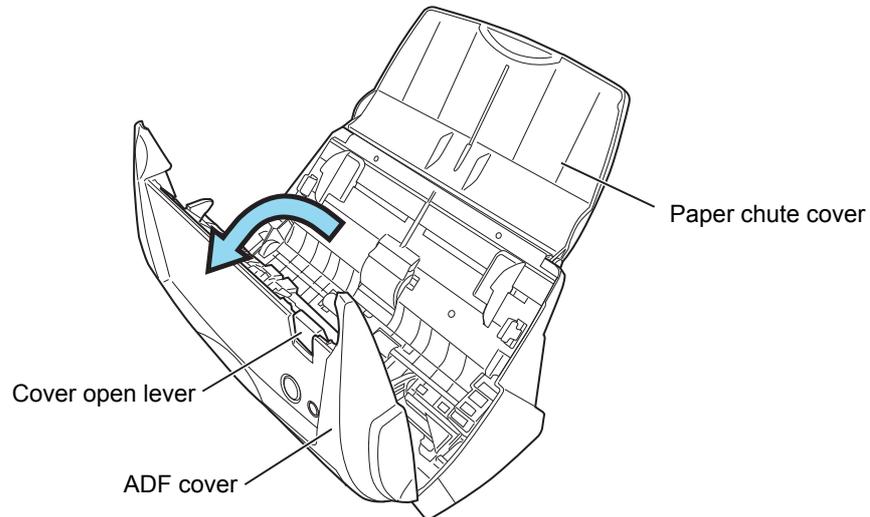
[Website] <http://scansnap.fujitsu.com/>

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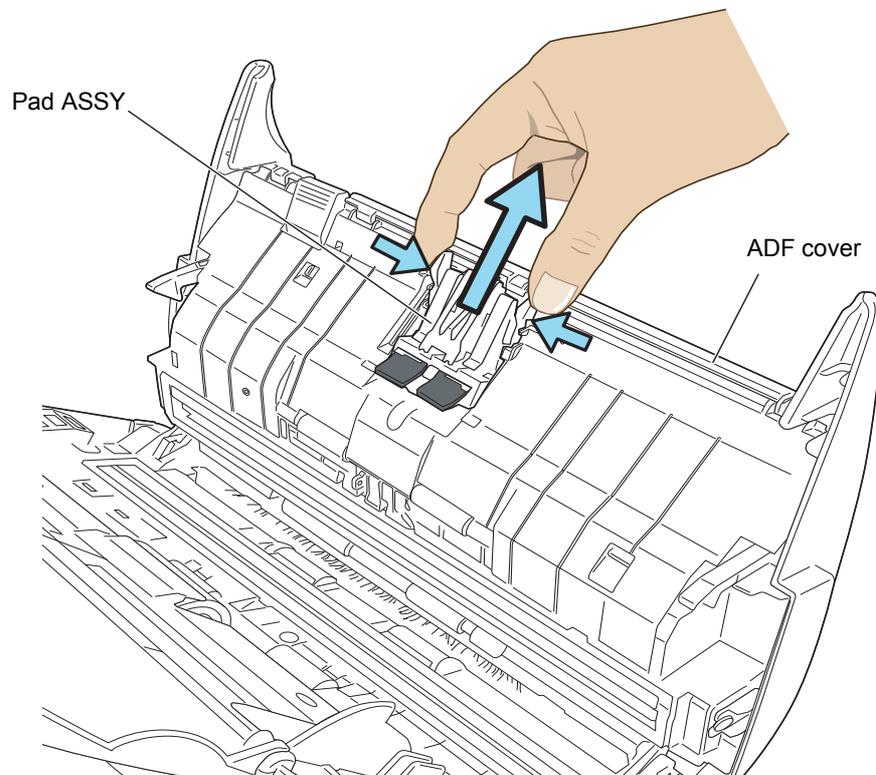
## 7.2 Replacing the Pad ASSY

Replace the Pad ASSY following the procedure below.

1. Remove the documents on the paper chute cover.
2. Pull the cover open lever to open the ADF cover.

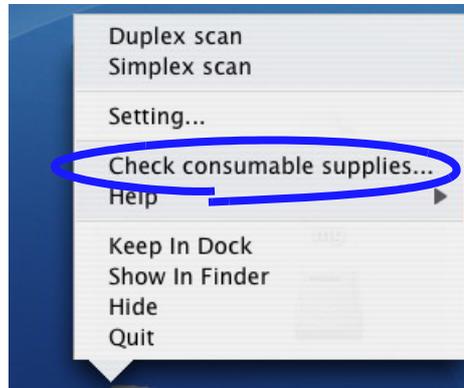


3. Remove the Pad ASSY.  
Pinch both ends of the Pad ASSY and pull it out as shown below.



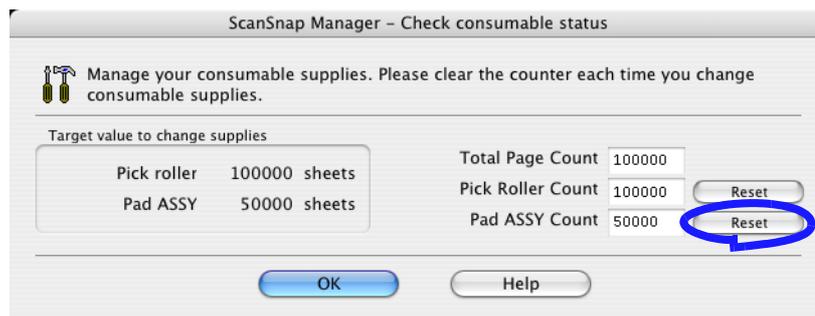


6. Turn on the scanner.
7. Click and hold the "ScanSnap Manager" icon on the Dock menu, and select [Check consumable supplies...] from the menu.



⇒ The "Check consumable status" window will appear.

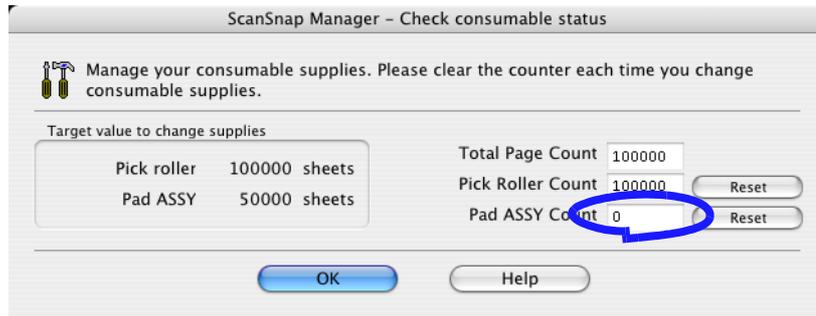
8. In the "Check consumable status" window, click the [Reset] button of the "Pad ASSY Count".



⇒ A confirmation pop-up screen appears.



⇒ When you click the [Yes] button, the counter is reset to "0".

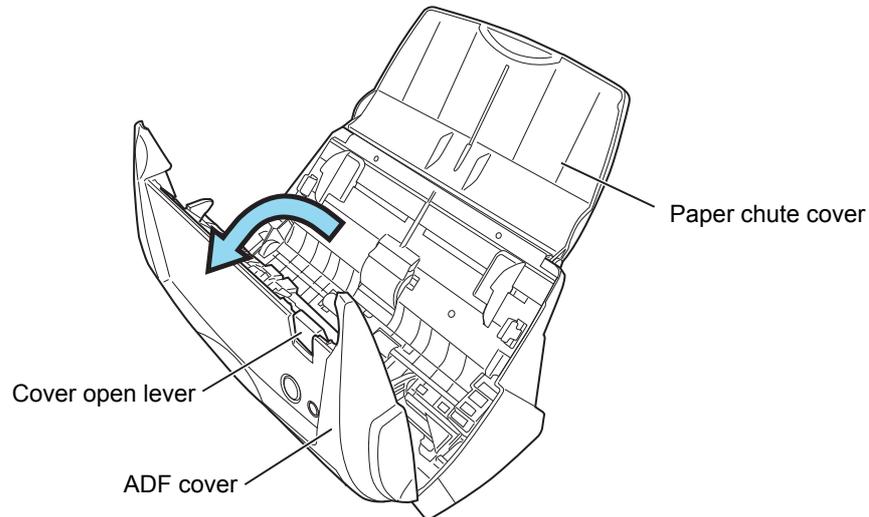


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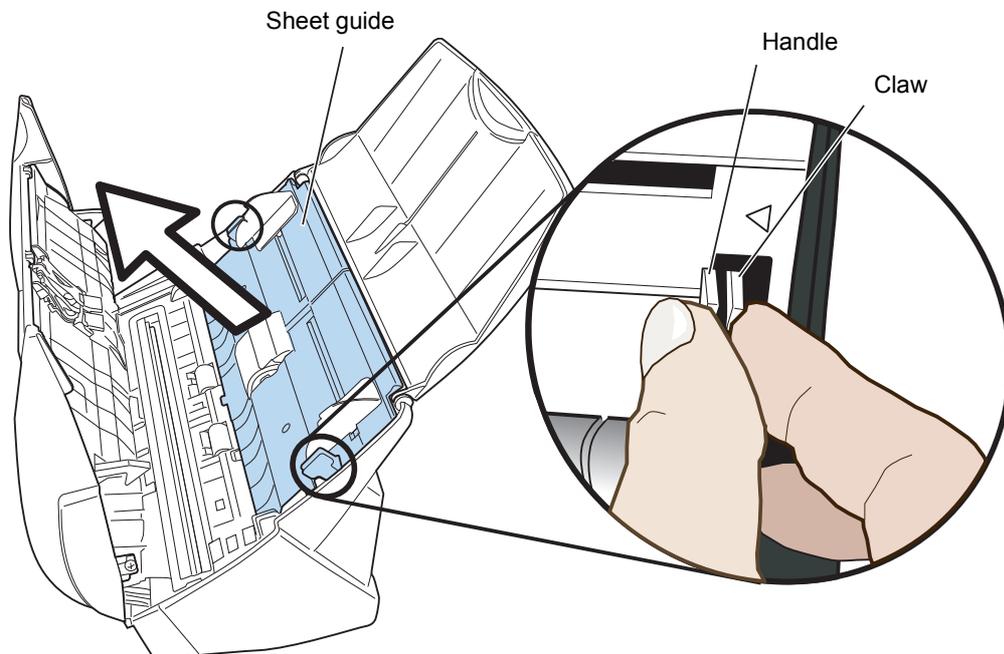
## 7.3 Replacing the Pick Roller

Replace the Pick roller following the procedure below.

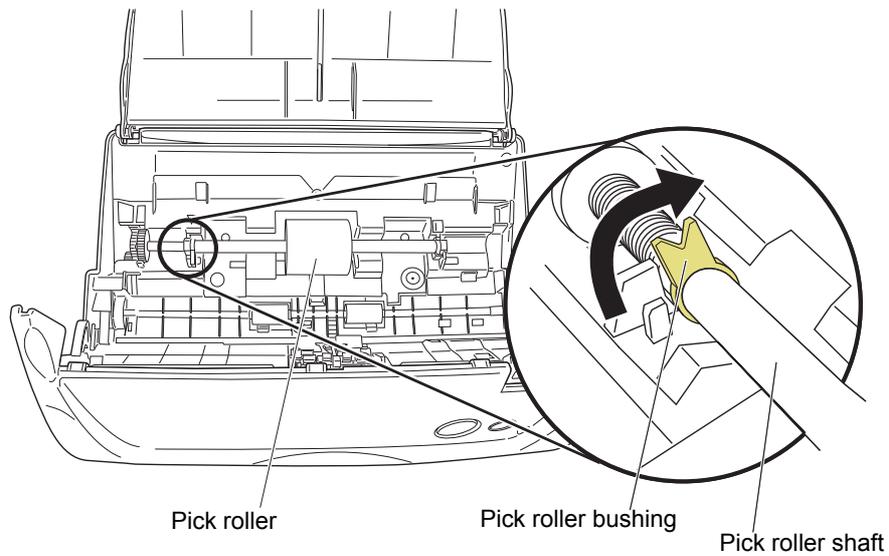
1. Remove the documents on the paper chute cover.
2. Open the ADF while pulling the cover open lever.



3. Remove the sheet guide.  
Pinch the handle and claw together on both sides of the sheet guide and take it out.

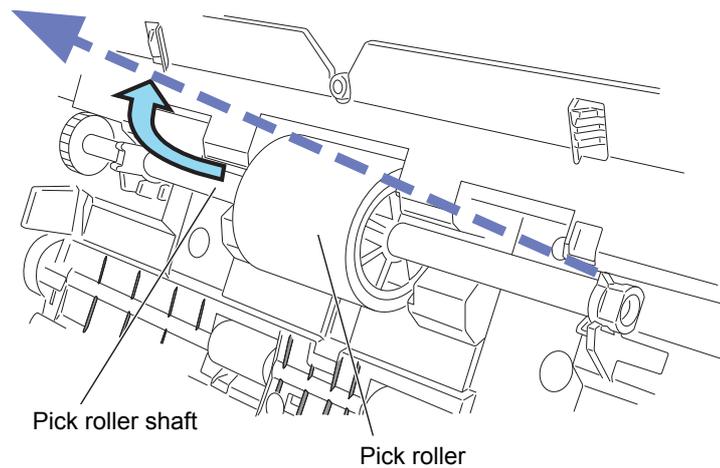


4. Rotate the Pick roller bushing (on the left side).



5. Remove the Pick roller with its shaft.

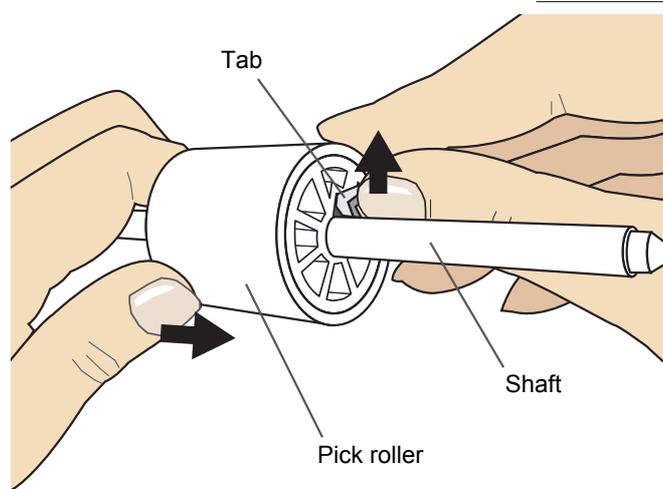
Hold the left part of the shaft, and raise it to remove the shaft from the scanner while pulling the shaft to the left.



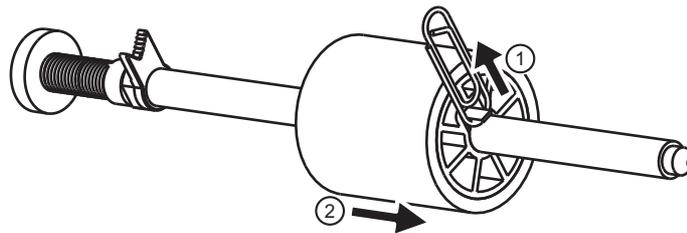
**ATTENTION**  If the area around the Pick roller is contaminated by paper debris, it may cause scanning errors. Remove the dirt using a dry cloth moistened with Cleaner F1.  
\* Do not use water, neutral detergent or aerosol spray.

6. Remove the Pick roller from its shaft.

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

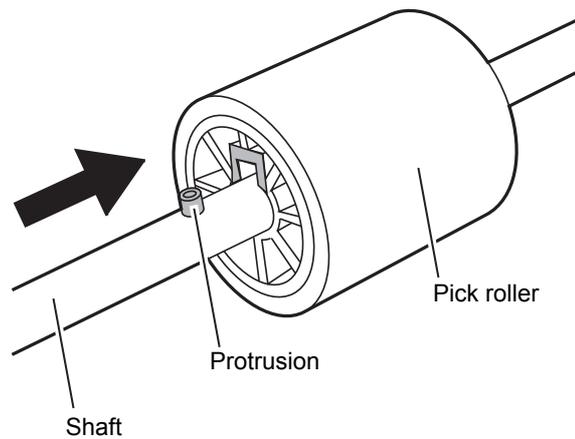


ATTENTION  If you use your fingernail to pull up the picker roller tab, your fingernail may get cracked or chipped. Instead you can use a clip to do that.



7. Attach the new Pick roller to the shaft.

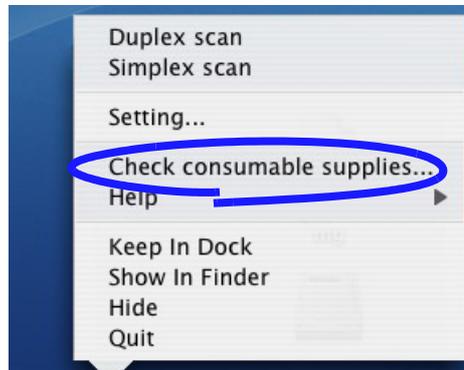
Insert the new Pick roller aligning the protrusion with the slot on the Pick roller.





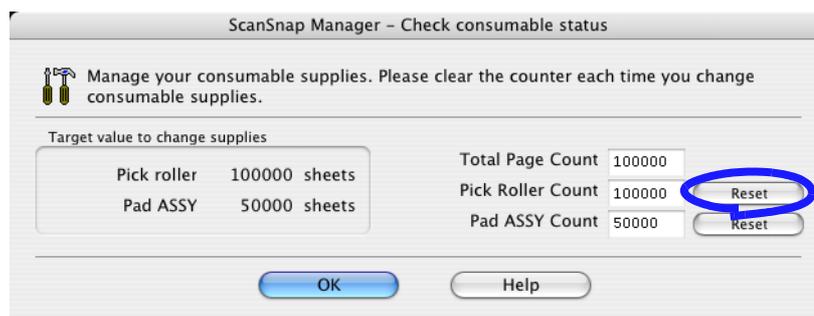


13. Click and hold the "ScanSnap Manager" icon  on the Dock menu, and select [Check consumable supplies...] from the menu.

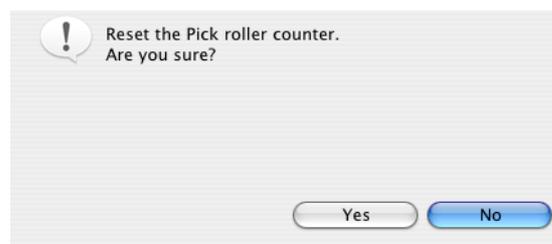


⇒ The "Check consumable status" window appears.

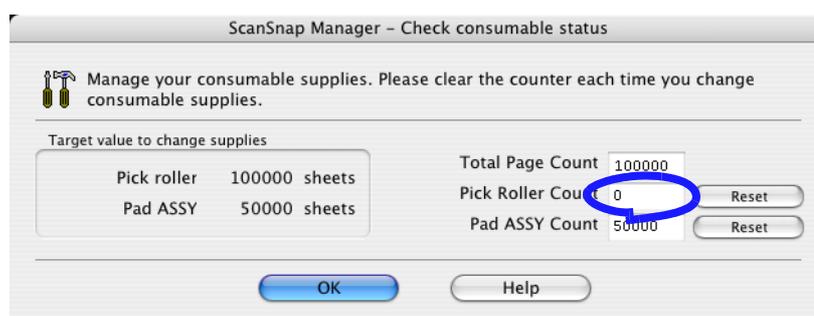
14. In the "Check consumable status" window, click the [Reset] button of the "Pick Roller Count".



⇒ A confirmation pop-up screen appears.



⇒ When you click the [Yes] button, the counter is reset to "0".





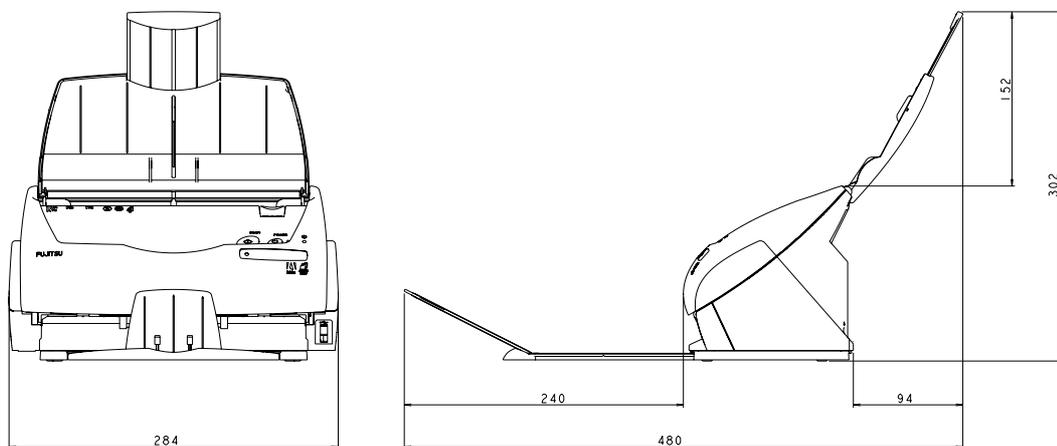
# Appendix A

## Installation Specifications

The following table summarizes the installation specifications of ScanSnap.

Item		Specifications		
Dimensions (Note)		Width	Depth	Height
	Minimum	284 mm 11.18 in.	146 mm 5.75 in.	150 mm 5.91 in.
	Maximum	284 mm 11.18 in.	480 mm 18.90 in.	302 mm 11.89 in.
Weight		2.7 kg (approximately 5.95 lb)		
Input power supply	Voltage	100 - 240 V		
	Number of phases	Single-phase		
	Frequency	50/60 Hz		
Power consumption	During operation	27 W or less		
	During standby	8 W or less		
Temperature/ Humidity Allowable Ranges	Scanner state	During operation	During standby	During storage/ transportation
	Temperature	5 to 35 (°C) 41 to 95 (°F)	-20 to 60(°C) -4 to 140 (°F)	-20 to 60(°C) -4 to 140 (°F)
	Humidity (%)	20-80	8-95	8-95

Note) Dimensions





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# *Repairs*



For repairs contact the store where you purchased your FUJITSU fi series image scanner or an authorized service provider.

- The user must not perform any repairs on the scanner.
- Repair parts for this scanner are retained for five years after discontinuation of this product.



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## **ScanSnap fi-5110EOXM Operator's Guide**

**P3PC-1412-03ENZ0**

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