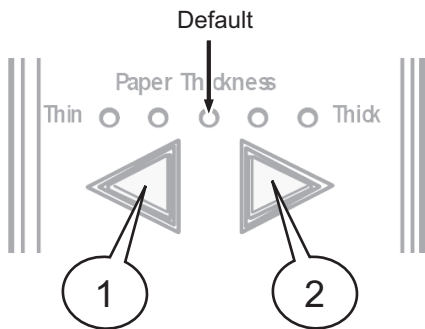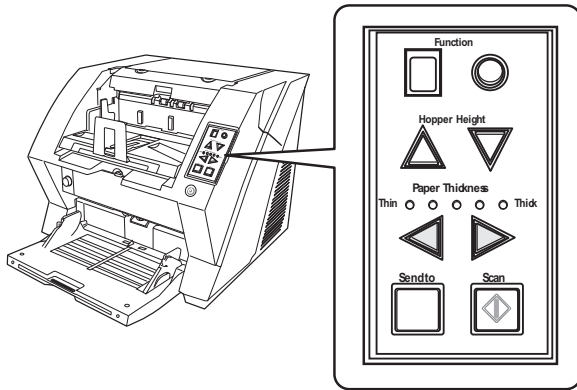# fi-5950 Convenient Operation
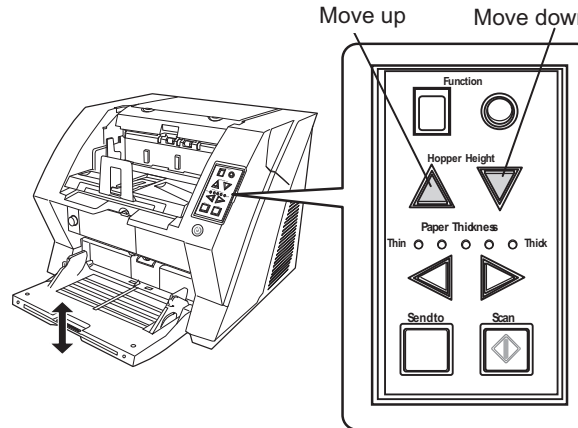
1. Setting Paper Thickness

If multifeeds, picking errors or document jams occur frequently, please adjust paper thickness by using the Paper Thickness button on the operator's panel. (Under normal circumstances, please use the default setting.)

① To prevent document jams and picking errors

② To prevent multifeeds

2. Setting Hopper Height

When the scanning load is not very heavy, setting the hopper higher will shorten the time the hopper moves to feeding position after scanning starts.

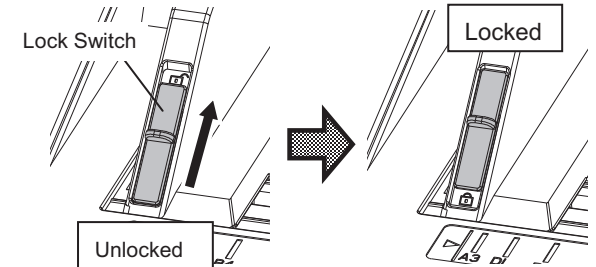There are 3 hopper heights and the corresponding capacities are as follows:

High:	Up to 100 sheets*.
Middle:	Up to 300 sheets*.
Low:	Up to 500 sheets*.

*: Estimated with paper of 80g/m^2.
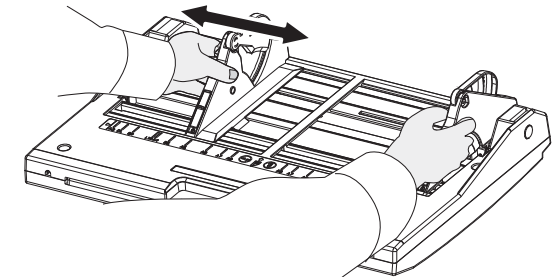
3. Fixing Hopper Guides

The two hopper side guides are initially set to move in tandem. But with one of the lock switches locked, the two side guides can be moved separately.
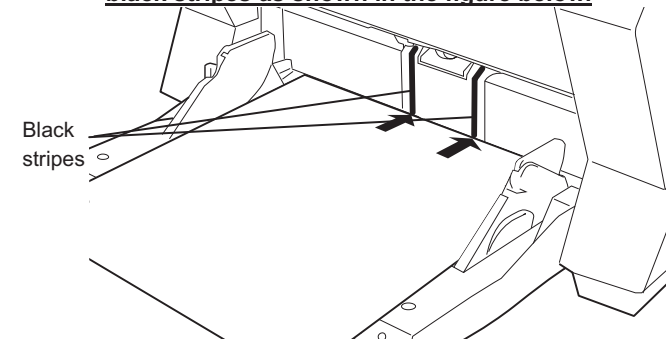
This is useful when scanning documents of mixed sizes.

* The load-bearing capacity of Lock Switch is limited. To slide the pair of Side Guides separately, secure one of the pair by hand while moving another.

Example: when the right side is locked

Attention: Set the document so that it contacts the two black stripes as shown in the figure below.
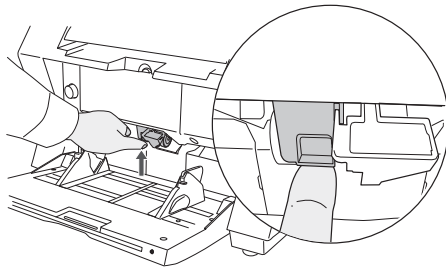
4. Scanning by Manual Feed（Single）

Only one sheet is manually fed and scanned.
This is suitable for

- thick paper, envelopes and folded paper and other types of documents that are difficult to scan using Automatic Feed Mode.
- reducing the load on the hopper.
- making sure a certain page is scanned.

1) Lift up the pick roller unit.

→ The pick roller unit will be locked in place with a clicking sound.

→ The hopper will move up to the manual feed position.

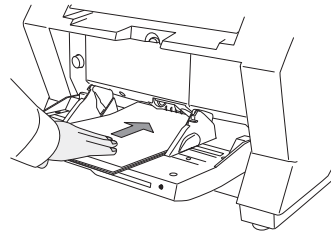2) Set the document on the hopper face up.

* For the time being, don't set the leading edge of the document against the inner side of the hopper, instead set them a bit apart.

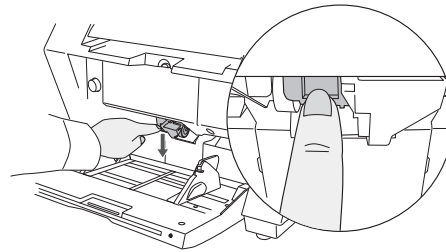3) Launch your scanning application, and start scanning.

4) Set the document towards the back of the hopper.

Even when scanning more than one sheet, please set them one by one.

→ The document will be picked up, scanned and ejected into the stacker.

* To disable manual feed (single feed) mode, return the pick roller unit to its original position.

5. Scanning by Manual Feed（Continuous）

Multiple sheets of document are manually fed one at a time and continuously scanned.
This is suitable for

- manual feed, even if multiple sheets are mistakenly fed, the scanner will scan one at a time.
- selectively scanning a stack of document.
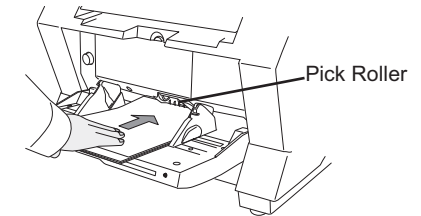- making sure certain pages are scanned.

1) Open the hopper if it's closed.

2) Press down the Hopper Height △ button for about 3 seconds.

→ The hopper will move up to the manual feed position.
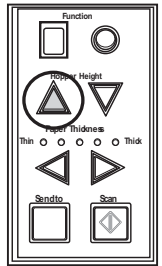
3) Launch your scanning application, and start scanning.

4) Feed the document to the pick roller one sheet at a time.

Pick Roller

→ The document will be picked up, scanned and ejected into the stacker.

* If the hopper is empty for a while, the manual feed mode will be disabled automatically and the hopper lowered from manual feed position.

* To disable manual feed (continuous) mode in the middle of operation, press the Hopper Height ▽ button for about 3 seconds.

For details, please refer to the "**Operator's Guide"** on the **SETUP DVD-ROM** bundled with the scanner.