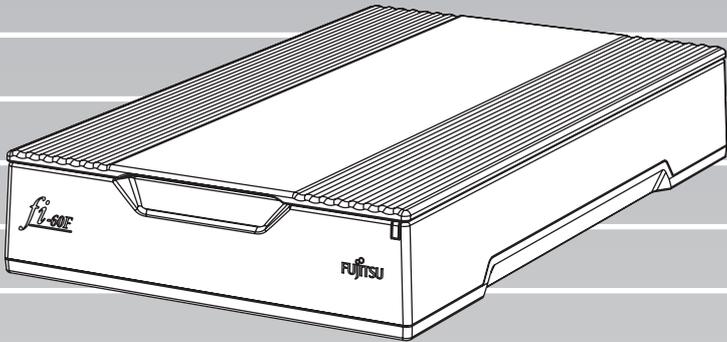


# *fi-60F Image Scanner*

## *Getting Started*



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# INTRODUCTION

Thank you for purchasing the fi-60F Scanner product. This document describes how to handle fi-60F Scanner and basic operation methods. Before you start using fi-60F Scanner be sure to thoroughly read this manual to ensure correct use.

The "Operator's Guide" is stored on the Setup Disk. The guide provides useful and detailed information on operations when you would like to use advanced features, daily maintenance of the scanner, replacement of consumables. Please also read the Operator's Guide for your reference.

## ■ Regulatory Information

### FCC Declaration

This equipment has been tested and found to comply with the limits for a Class B digital device, pursuant to Part 15 of the FCC Rules. These limits are designed to provide reasonable protection against harmful interference in a residential installation. This equipment generates, uses, and can radiate radio frequency energy and, if not installed and used in accordance with the instruction manual, may cause harmful interference to radio communications. However, there is no guarantee that interference will not occur in a particular installation. If this equipment does cause harmful interference to radio or television reception, which can be determined by turning the equipment off and on, the user is encouraged to try to correct the interference by one or more of the following measures:

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

**FCC warning:** Changes or modifications not expressly approved by the party responsible for compliance could void the user's authority to operate the equipment.



The use of a shielded interface cable is required to comply with the Class B limits of Part 15 of FCC rules.

The length of the AC cable must be 2 meters (6.6 feet) or less.



## Canadian DOC Regulations

This digital apparatus does not exceed the Class B limit for radio noise emissions from digital apparatus set out in the Radio interference Regulations of the Canadian Department of Communications.

This Class B digital apparatus complies with Canadian ICES-003.

Le présent appareil numérique n'émet pas de parasites radioélectriques dépassant les limites applicables aux appareils numériques de la classe B et prescrites dans le Règlement sur le brouillage radioélectrique dictées par le Ministère des Communications du Canada. Cet appareil numérique de la classe B est conforme à la norme NMB-003 du Canada.

## Bescheinigung des Herstellers / Importeurs

*Für den fi-60F wird folgendes bescheinigt:*

- In Übereinstimmung mit den Bestimmungen der EN45014(CE) funkentstört
- Maschinenlärminformationsverordnung 3. GPSGV: Der höchste Schalldruckpegel beträgt 70 dB (A) oder weniger, gemäß EN ISO 7779.

## 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.

Dieses Gerät wurde nicht für die Benutzung in unmittelbarer Umgebung starker Lichtquellen (z. B. Projektoren) konzipiert.

## Trademarks

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## How Trademarks Are Indicated In This Manual

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

Windows 2000	Windows <sup>®</sup> 2000 Professional operating system
Windows XP	Windows <sup>®</sup> XP Home Edition operating system, Windows <sup>®</sup> XP Professional operating system (32/64-bit)
Windows Sever 2003	Windows Server <sup>®</sup> 2003, Standard Edition (32/64-bit), Windows Server <sup>®</sup> 2003 R2, Standard Edition (32/64-bit)
Windows Vista	Windows Vista <sup>®</sup> Home Basic operating system (32/64-bit), Windows Vista <sup>®</sup> Home Premium operating system (32/64-bit), Windows Vista <sup>®</sup> Business operating system (32/64-bit), Windows Vista <sup>®</sup> Enterprise operating system (32/64-bit), Windows Vista <sup>®</sup> Ultimate operating system (32/64-bit)
Windows Sever 2008	Windows Server <sup>®</sup> 2008 Standard (32/64-bit), Windows Server <sup>®</sup> 2008 R2 Standard
Windows 7	Windows <sup>®</sup> 7 Home Premium operating system (32/64-bit), Windows <sup>®</sup> 7 Professional operating system (32/64-bit), Windows <sup>®</sup> 7 Enterprise operating system (32/64-bit), Windows <sup>®</sup> 7 Ultimate operating system (32/64-bit)

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

## Manufacturer

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## ■ Note, Liability

BEFORE USING THIS PRODUCT, PLEASE READ THIS MANUAL CAREFULLY. IF THIS PRODUCT IS NOT USED CORRECTLY, UNEXPECTED INJURY CAN OCCUR TO USERS OR BYSTANDERS.

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

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.

## Warning Indications Used In This Manual

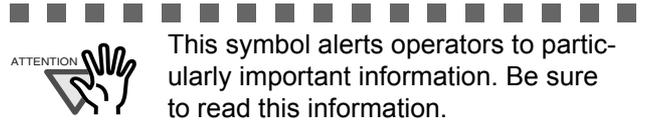


This indication alerts operators to an operation that, if not strictly observed, may result in severe injury or death.



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 symbol alerts operators to particularly important information. Be sure to read this information.



This symbol alerts operators to helpful advice regarding operation.



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.

## 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.

The screenshots in this manual were captured from TWAIN scanner driver, ScandAll PRO Lite Image Capturing Utility Software, ISIS scanner driver, QuickScan™ image capturing software and Adobe® Acrobat®.

## 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 have repairs done on this product.

## ■ Safety Precautions

In the following warnings, "power cable" may refer to the AC cable connected to the AC adapter collectively.



### Do not damage the AC cable.



A damaged AC cable may cause fire or electric shock.

Be careful of the following when handling the power cable:

- Do not moisten, modify, tie, bundle, or wind the cable.
- Do not place heavy objects on the cable, trap the cable in a doorway, drop or damage the cable in any other way.
- Do not pull or forcibly bend or twist the cable.
- Do not place any metal near to the plug of the power cable.

Do not use damaged AC cables or power plugs, or install any cables or power plugs to loose wall sockets.

### 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/or equipment failure.

Please don't use the AC cable provided with this scanner for other devices, since this might cause equipment failure and other troubles or an electric shock.

### 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. Do not connect to multiple-power strips.

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



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

### Wipe any dust from the power plug.



Wipe off any dust from the power cable, 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 the device in locations that has 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.

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



If the scanner is damaged for any reason, disconnect immediately the power plug in order to turn out the scanner. Contact 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, disconnect immediately the power plug in order to turn out the scanner. Then, contact the store where you bought the scanner or the Maintenance Service Center. Pay particular attention to this warning in households where there are small children.

### 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 electric shock or fire.

---

## Do not use the scanner if there is a strange odor.



If you detect excessive heat coming from the device or detect other problems such as smoke, strange smells or noises, disconnect immediately the power plug in order to turn out the scanner. Make sure that any smoke coming from it has stopped, before contacting the store where you bought the scanner or an authorized FUJITSU scanner service provider.

---

## Do not use aerosol sprays near the scanner.



Do not use any aerosol sprays or alcohol based sprays to clean the scanner. Dust blown up by strong air from the spray may enter the inside of the scanner. This may cause the scanner to fail or malfunction. Sparks, caused by static electricity, generated when blowing off dust and dirt from the outside of the scanner may cause a fire.



---

## Do not install the scanner on unstable surfaces.



Make sure that the scanner is installed on a flat, level surface and that none of its parts extend beyond the surface top, such as a desk or table. 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.

---

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



Do not place heavy objects on the scanner or use the scanner's surface top to perform other work. Improper installation might cause injuries and equipment failure.

---

## Firmly insert the power plug.



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

---

## 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. Condensation may occur, which might lead to scanning errors. Let the device dry about one or two hours before you use it.

---

## 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 can damage the cables, which can later cause fire, electric shock as well as injury. Before moving the scanner, be sure to disconnect the power plug from the power outlet, and all other data cables. Make sure that the floor is free of any 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 against any static electricity, which can cause the scanner to malfunction.

---

## 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 going to be used for a long period of time, be sure to disconnect the power plug from the power outlet for safety.

---

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



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

---

**Before moving the scanner, make sure the shipping lock is locked.**



When moving the scanner, be sure to lock the shipping lock in order to prevent damages to the scanner.

# Chapter 1 PREPARING THE SCANNER

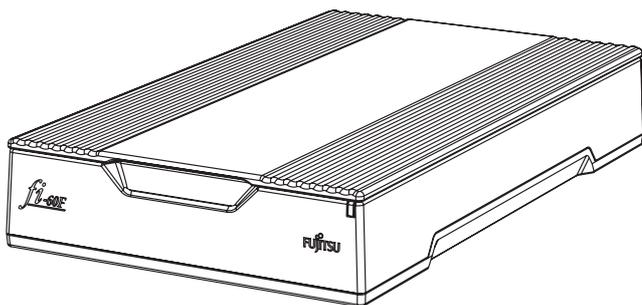
## 1.1 Checking the Contents of the Scanner Package

When you open the scanner package, please handle the main unit and its attachments carefully. Make sure it contains all the parts listed in the package contents list that is included in the package box. If any parts are missing or defective, contact your sales representative. Handle the scanner and accessories with care.

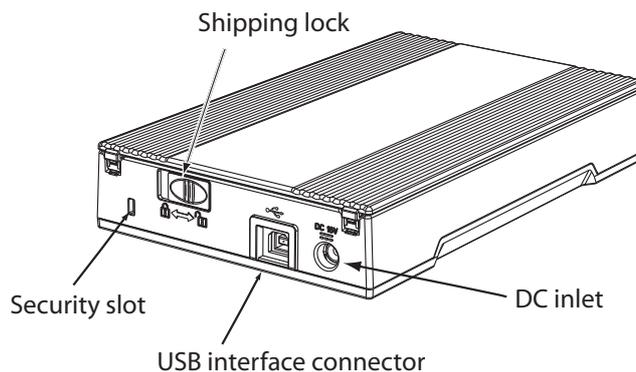
## 1.2 Names and Functions of Parts

This section describes the scanner parts and their functions.

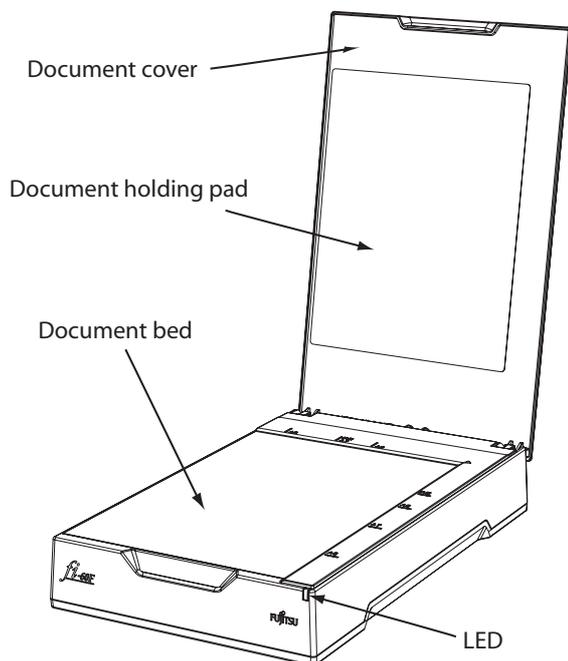
### ■ Front



### ■ Rear



### ■ Inside



# Chapter 2 INSTALLATION OF THE SCANNER

## 2.1 Installing the Scanner Application

Both the scanner driver and image capturing application software (called "application" hereafter) must be installed on your PC.

Two types of drivers are available for this scanner, a TWAIN Scanner Driver and a ISIS Scanner Driver, as well as two software applications, ScandAll PRO Lite and QuickScan Pro™ (Trial), are provided with this product. The following sections describe how to install each driver and application.

 Please install the scanner driver before connecting the scanner to your PC. If you connect the scanner before installing the scanner driver, the scanner will not operate correctly. If you have connected the scanner beforehand, the "Found New Hardware Wizard" screen appears (this screen might differ slightly according to the used OS) . On this screen, click the [Cancel] button to close the Wizard screen and install the scanner driver first.

### For TWAIN Scanner Driver

#### ■ Preparation

Confirm the following items before installing the application.

- Remove the Setup DVD-ROM from its package, but do not insert the Setup DVD-ROM into the DVD driver yet.
- Uninstall any older versions of TWAIN driver if already installed.

 Uninstall [Scanner Utility for Microsoft Windows] from [Add/Remove Programs] of the control panel.

#### ■ Installing the TWAIN Scanner Driver

 Windows XP screenshots are used in this section as examples. The windows and operations may slightly vary depending on your OS.

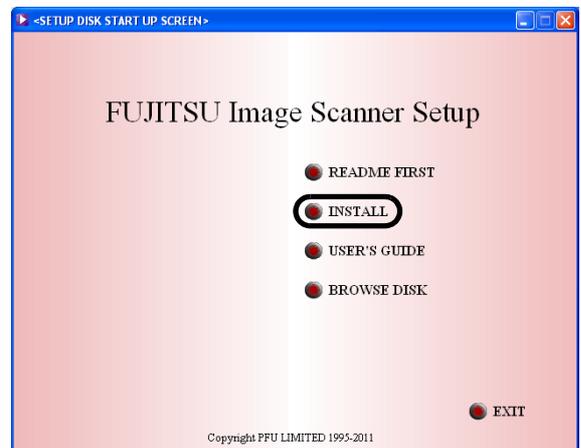
1. Turn on your PC and log on to Windows.

 Log on as a user with "Administrator" privileges (privileges of the administrator of your PC).

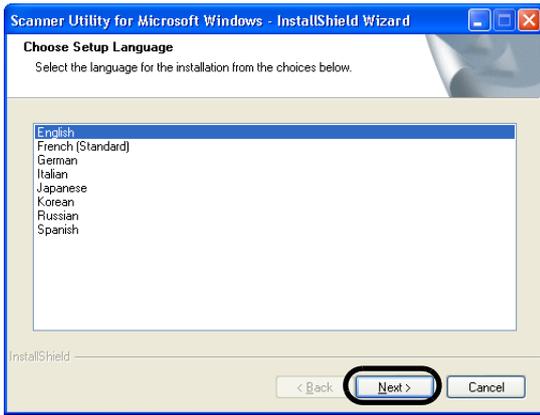
2. Insert the Setup DVD-ROM into the DVD drive.  
⇒ <SETUP DISK START UP SCREEN> appears.

 This screen may not appear when the "Autoplay" setting of your PC is OFF. In this case, run "AutoPlayer.exe" in this DVD-ROM directly from the "Explorer" or "My Computer".

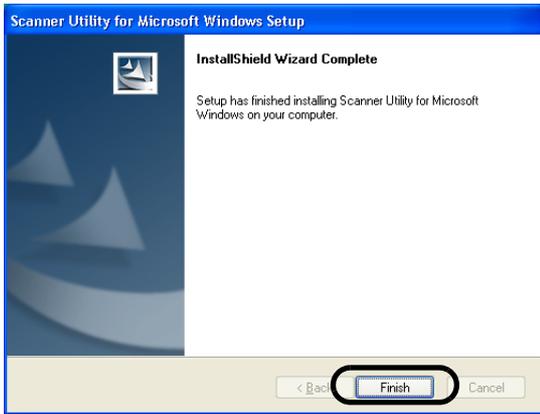
3. Click [INSTALL], and then click [TWAIN Driver].



- Select a language used for installation on [Choose Setup Language] window and click [Next].



- Follow the instructions on the window to install the application.
- When the [InstallShield Wizard Complete] window appears, click [Finish].



**ATTENTION**  Depending on the state of the operating system, the computer may shut down and restart. In this case, the computer detects the scanner when it starts up. Do not remove the Setup DVD-ROM from the DVD drive until the computer completely starts up again.

Installation of the scanner driver is completed.

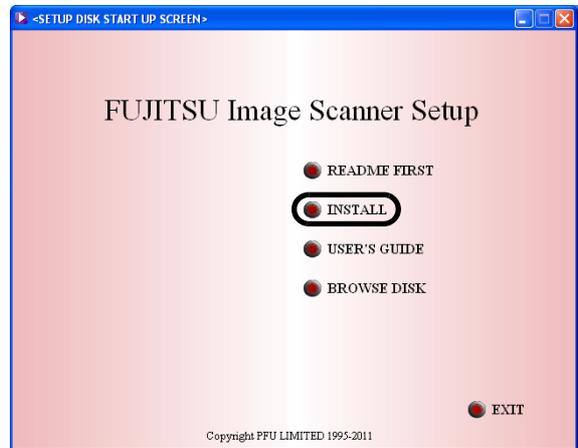
**ATTENTION**  To confirm whether the installation was successful, perform a scanning operation with an application that complies with the TWAIN regulations such as ScandAll PRO Lite.

## ■ Installing ScandAll PRO Lite

"ScandAll PRO Lite" is an image capturing software that complies with the TWAIN standard. The TWAIN scanner driver enables you to capture images with a FUJITSU image scanner fi-series product.

**ATTENTION**  Log on as a user with "Administrator" privileges (privileges of the administrator of your PC).

- Insert the Setup DVD-ROM into the DVD drive.  
⇒ <SETUP DISK START UP SCREEN> appears.
- Click [INSTALL], and then click [ScandAll PRO Lite].

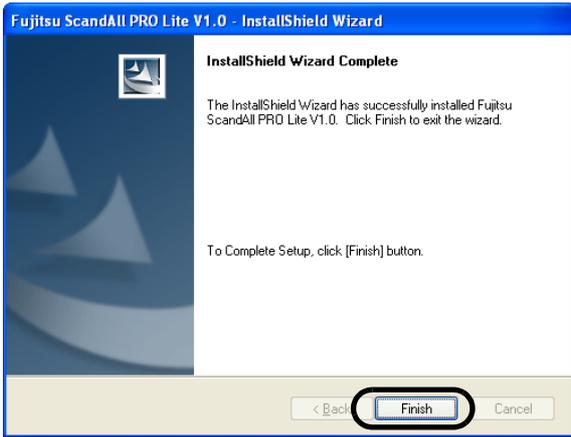


- Select a language used for installation on [Choose Setup Language] window and click [OK].



- Install the application following the instructions on the window.

- When the [InstallShield Wizard Complete] window appears, click [Finish].



To finish the installation, it may be necessary to restart your computer. Follow the instructions on the window.

## For ISIS Scanner Driver

### ■ Preparation

Confirm the following items before installing the driver application.

- Remove the Setup DVD-ROM from its package, but do not insert the Setup DVD-ROM into the DVD driver yet.

### ■ Installing the ISIS Scanner Driver



Windows XP screenshots are used in this section as examples. The windows and operations may vary slightly depending on your OS.

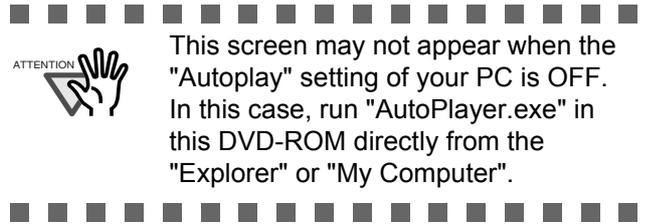
- Turn your PC on and log on to Windows.



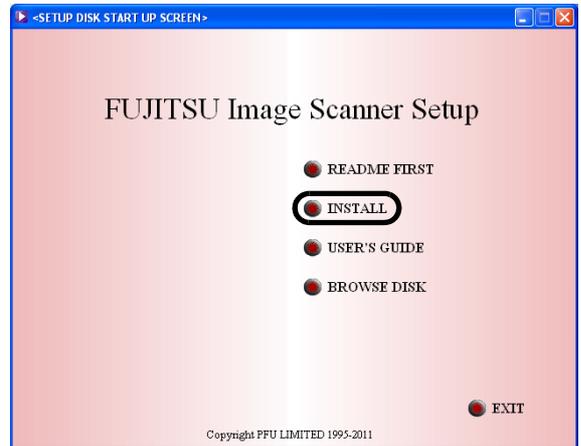
Log on as a user with "Administrator" privileges (privileges of the administrator of your PC).

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

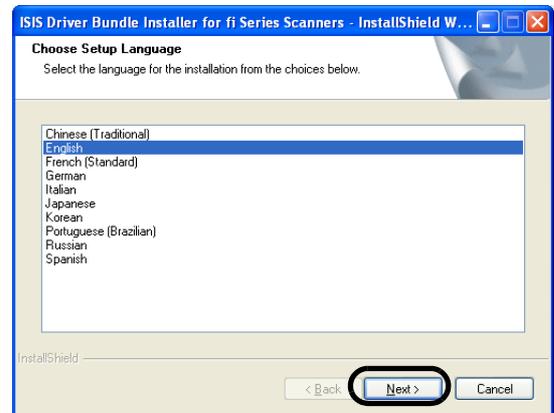
⇒ <SETUP DISK START UP SCREEN> appears.



- Click [INSTALL], and then click [ISIS Driver].



- Select a language used for installation on [Choose Setup Language] window and click [Next].



- Follow the instructions on the window to install the application.
- When the [InstallShield Wizard Complete] window appears, click [Finish].

Your computer will be restarted. Do not remove the Setup DVD-ROM from the DVD drive until your PC has completely restarted. Now the installation of the scanner driver is completed.

### ■ Installing QuickScan Pro™

"QuickScan Pro™" is an image capturing software that complies with the ISIS standard. The ISIS scanner driver





## 2.4 Confirming the Installation

### ■ Confirming with ScandAll PRO Lite

1. Load a document on the Scanner.

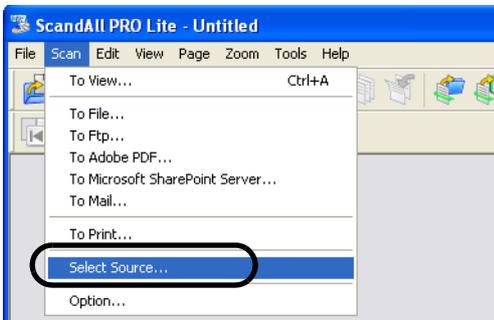
For details on how to load documents, refer to the "1.2 Loading Documents on Scanner for Scanning" in the fi-60F Operator's Guide provided in the DVD-ROM.

2. Start ScandAll PRO Lite.

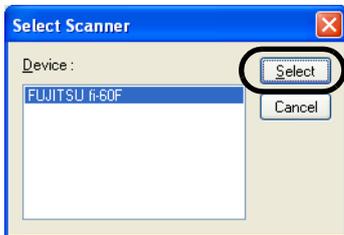
Select [Start] - [All Programs] - [Fujitsu ScandAll PRO Lite] - [Fujitsu ScandAll PRO Lite].

3. Specify the scanner (that you will use).

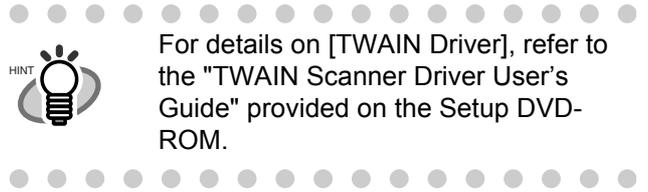
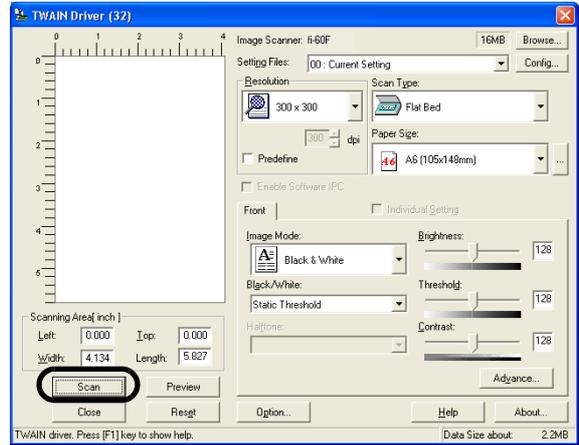
Select [Select Source...] from the [Scan] menu of ScandAll PRO Lite.



4. Select "FUJITSU fi-60" on the dialog box.

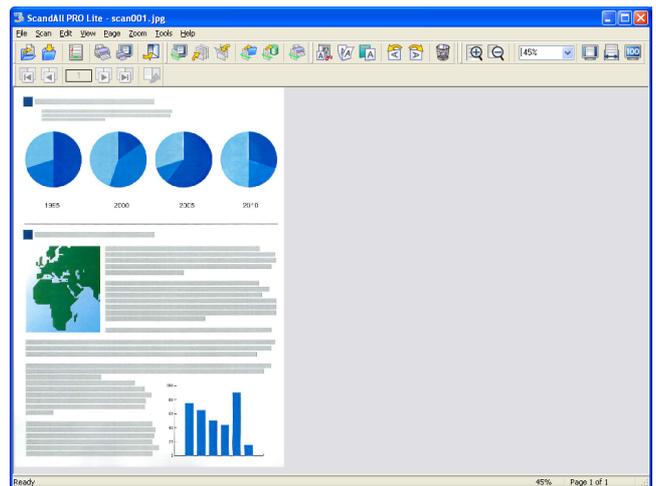


5. Select [To View...] from the [Scan] menu.
6. Set scanning resolution, document size, etc. on the [TWAIN Driver] window (for setting details of scanning) and click the [Scan] button.



For details on [TWAIN Driver], refer to the "TWAIN Scanner Driver User's Guide" provided on the Setup DVD-ROM.

7. Documents are scanned, and the scanned images are displayed on the [ScandAll PRO Lite] window.



If the scanning completes without any trouble, the installation performed successfully.

For details on various types of scanning, refer to the "fi-60F Operator's Guide" on the Setup DVD-ROM.

### ■ Confirming with QuickScan Pro™

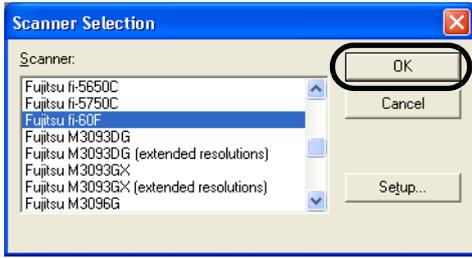
1. Load a document on the Scanner.

For details on loading documents, refer to "1.2 Loading Documents on the Scanner for Scanning" in the fi-60F Operator's Guide on the Setup DVD-ROM.

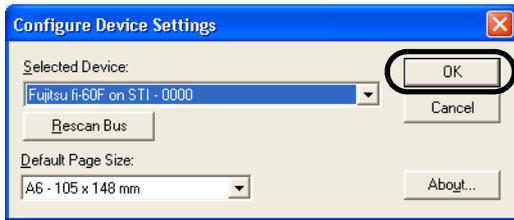
2. Start QuickScan Pro™.

From the [Start] menu select [All Programs]-[QuickScan]-[QuickScan].

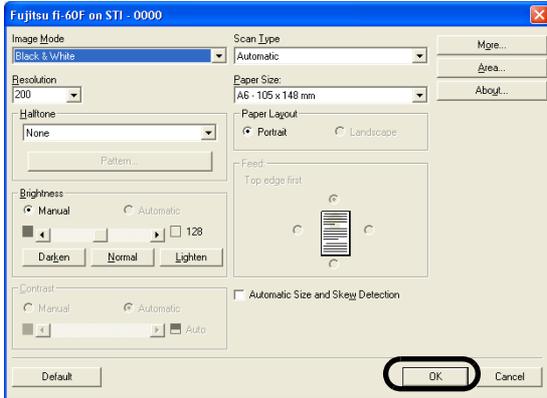
3. Select [Select Scanner...] from [Scan] menu in QuickScan Pro™.
4. Select fi-60F from the list of [Scanner:], and then click the [OK] button.



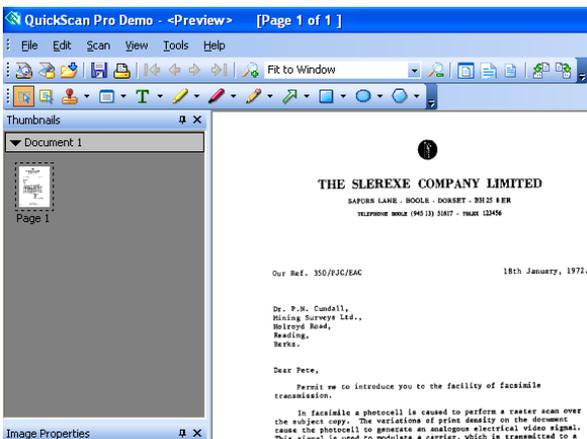
5. Click [OK] button.



6. Select [Preview Settings...] from the [Scan] menu. Set the scan resolution, paper size and other scanning requirements, and then click [OK].



7. Select [Preview Scan] from the [Scan] menu. And then the document is scanned.



If the scanning completes without any trouble, the installation performed successfully.



Refer to "QuickScan Overview" or "QuickScan Help" for information about QuickScan Pro™ functions and operations. On the [Start] menu, point to [All Programs]-[QuickScan] and click the file.

## 2.5 Installing Adobe® Reader®

To view Operator's Guide included in Setup DVD-ROM, you will need to install "Adobe® Reader®" on your PC. You can install this program from your <SETUP DISK START UP SCREEN> by clicking the "USER'S GUIDE" button and then clicking "Install Adobe(R) Reader(R)".

# Appendix 1 TROUBLESHOOTING

## ■ Troubleshooting checklist

Symptom	Check this item	Remedy
Scanner does not turn on.	Are the AC cable, AC adapter and the USB cable properly connected to the scanner?	Correctly connect the AC and USB cable and the AC adapter. Disconnect the AC cable, the AC adapter and the USB cable from the scanner, then connect them again. If this does not restore the power supply, contact the store where you purchased the scanner or an authorized FUJITSU scanner service provider.
	Are you using the correct AC and USB cable and AC adapter supplied with the scanner from the manufacturer?	You must use the AC adapter and AC and USB cable supplied with your scanner by the manufacturer. Please get the correct AC adapter and cable to connect to your scanner.
	Is the scanner driver installed correctly?	Install the Scanner driver correctly. Refer to "2.1 Installing the Scanner Application".
Scanning does not start.	Did you unlock the shipping lock?	Unlock the shipping lock.
	Is the USB cable connected correctly?	Connect the USB cable correctly.
	Is the connector of the USB cable broken?	Use a new USB cable and connect it correctly.
	Does the scanning start after turning on the PC again?	The scanner operation is normal.
	Is the USB cable connected to a USB hub?	Connect directly into PC USB Port
Images are distorted or blurred.	Are the document bed and the document holding pad clean?	Clean the dirty locations as instructed in the Operator's Guide "2. Daily Care".
	Is something causing the scanner to vibrate during scanning?	Do not allow anything to cause the scanner to vibrate during scanning.
	Is the scanner installed on a flat, level surface?	Install the scanner on flat, level surface.
	Is the document curled or folded?	Place the document flat and hold it down slightly with the document cover.
There is a shadow on the leading edge of the scanned image.	Have you adjusted the offset?	Adjust the [Sub-scan Setting] on [Scanners and Cameras] in the control panel.

Symptom	Check this item	Remedy
When the document is scanned in Black & White mode, the image generated becomes black.	Are the Document holding pad and the Document bed of the scanner clean?	Clean the dirty locations as instructed in the Operator's Guide "2. Daily Care".
	Have you tried to adjust the settings of the scanner driver (Threshold or Brightness)?	Adjust the Threshold and/or Brightness.
	Did you scan a document so thin that the contents of the backside can be seen through?	Place a piece of white paper behind the document and scan again. - When there are any contents such as characters on the backside of the document, they may be seen through and appear in the scanned. - When using "Automatic Size and Skew detection", place a piece of white paper of the same size as the document behind the document.
Automatic paper size detection is failed.	Are the Document holding pad and the Document bed of the scanner clean?	Clean the dirty locations as instructed in the Operator's Guide "2. Daily Care".
	Did you scan with the document cover closed?	Close the document cover and scan it again.
	Is the document rectangular or square in shape?	If the document is other than rectangular or square, the scanner may fail to detect the size correctly. Specify the area to scan in the driver setting window manually and scan it again.
	Did you scan a document with any corner folded?	If the corner is folded, unfold it.
	Did you scan a document with dark-colored edge(s)?	If the document has dark-colored edge(s), the scanner may fail to detect the size correctly. Specify the area to scan in the driver setting window manually and scan it again.

# Appendix 2 DAILY CARE



Do not use any aerosol sprays or alcohol based sprays to clean the scanner.

Dust blown up by strong air from the spray may enter the inside of the scanner. This may cause the scanner to fail or malfunction.

Sparks, caused by static electricity, generated when blowing off dust and dirt from the outside of the scanner may cause a fire.

## ■ Cleaning Materials

Cleaning Materials	Parts Number	Remarks
Cleaner F1	PA03950-0352 (*1)	1 bottle Moisten the cloth with this fluid and wipe the scanner clean. (*2)
Cleaning Wipe	PA03950-0419	1 pack (24 sheets) Pre-moistened with Cleaner F1, Cleaning Wipes are used instead of moistened cloths. (*2)
Lint-free dry cloth	Any commercially available cloth	

\*1) It may take long before the cleaner vaporizes if a large quantity is used. When cleaning the scanner parts, dampen a cloth with modest quantities of the cleaner. In addition, wipe off the cleaner completely with a soft lint-free cloth to leave no residue on the surface of the cleaned parts.

\*2) For details about cleaning materials, contact the FUJITSU scanner dealer where you purchased the scanner.

## ■ Parts to Clean

Part to clean	Remarks
Document holding pad	Clean the locations using a soft cloth moistened with cleaner F1.
Document bed	

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## **fi-60F Image Scanner Getting Started**

**P3PC-1102-07EN**

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