

Color Image Scanner ScanSnap

Safety Precautions

Thank you for purchasing the color image scanner ScanSnap iX100 (hereinafter referred to as "the ScanSnap").

This document contains the general information for safety that must be read before using the ScanSnap.

Read this document thoroughly and take care to use the ScanSnap correctly.

Make sure that all these documents are kept in a safe place so that they can be referred to whenever using the ScanSnap.

June 2023

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.







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ScanSnap, the ScanSnap logo, and ScanSnap Home are registered trademarks or trademarks of PFU Limited in Japan.

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

Warning Indications Used in This Document


The following indications are used in this document to prevent any chance of accident or damage to you and/or the ScanSnap.







Warning Indication	Description
 DANGER	This indication alerts operators of an operation that, if not strictly observed, will result in imminent hazards of severe injury or death.
 WARNING	This indication alerts operators of an operation that, if not strictly observed, may result in severe injury or death.
 CAUTION	This indication alerts operators of an operation that, if not strictly observed, may result in safety hazards to personnel or damage to the product.
	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 actions which users should not perform. It may also have a drawing inside which shows the specific action that is not allowed.
	A white exclamation mark on black background show instructions users should follow. It may also include the drawing that shows the specific instruction.

For Safe Use








The following describes important warnings for using the ScanSnap. For the safe use of the ScanSnap, make sure to follow the following descriptions.



	Do not get the ScanSnap wet with water, seawater, beverages, or any other liquids. Doing so may cause the battery to heat up, explode, or ignite.
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	Do not use, charge, store, or leave the ScanSnap in any location subject to high temperature (such as in a place located by a fire or a heater, in direct sunlight, or inside a car under the blazing sunlight). Doing so may cause the battery to leak, heat up, explode or ignite.
	Be sure to use the USB cable provided with the ScanSnap and charge it using a computer or an optional USB power adapter. Not following the charging procedure specified by PFU may cause the battery to leak, heat up, explode or ignite.
	Do not burn the ScanSnap or do not throw the ScanSnap into fire for any reason. Doing so may cause the battery to heat up, explode, or ignite.
	Do not strike a nail into the ScanSnap, hit it with a hammer, step on it, or treat it badly causing high levels of impact. Doing so may cause the battery to heat up, explode, or ignite.
	For any reason, do not place the ScanSnap in a cooking appliance (such as a microwave oven), in a high-pressure container, or on an electromagnetic cooker (such as an induction heating cooker). Doing so may cause the battery to heat up, explode, or ignite.
	If battery leakage occurs, keep the liquid away from your face or hands. Not doing so may cause blindness or skin damage. If the liquid gets into your eyes or mouth, or gets on to your skin or clothes, rinse with clean water immediately. Also, in the case that the liquid gets into your eyes or mouth, go to the hospital.

 **WARNING**

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|  | <p>In any one of the following situations, close the feed guide to turn off the ScanSnap, and disconnect the USB cable from the ScanSnap. Also, disconnect the USB cable from the computer or the optional USB power adapter. Not doing so may cause a fire, burns, or an electric shock.</p> <ul style="list-style-type: none">● The ScanSnap is damaged for any reason.● Smoke or heat coming from the ScanSnap is detected.● Abnormal noise or smell is detected.● Foreign objects (water, liquids, small metal objects, etc.) get inside the ScanSnap.● Other problems which indicate a ScanSnap failure are detected.● Damages such as cracks occur on the AC adapter. |
|  | <p>If battery leakage occurs or an abnormal smell is detected, stop using the ScanSnap. If it is placed near a fire, move it away from the fire. Not doing so may cause the battery to explode or ignite.</p> |
|  | <p>Do not take apart or modify the ScanSnap. In addition, do not remove the battery by yourself. Doing so may cause a fire, burns, or an electric shock.</p> |
|  | <p>Firmly insert the USB cable into the ScanSnap, and the computer or the optional USB power adapter. Not doing so may cause a fire or the ScanSnap to malfunction.</p> |
|  | <p>Use the ScanSnap only at the indicated power voltage and current. Do not connect to multiple-power strips. Improper power voltage or current might cause a fire or electric shock.</p> |
|  | <p>Do not use the USB cable provided with the ScanSnap or the optional USB power adapter for other devices, since this may cause problems such as an equipment failure, or an electric shock.</p> |
|  | <p>Do not place things such as chemicals, air fresheners, deodorizers, cosmetics, and detergents around the ScanSnap and the AC adapter. If they get on the plastic part of the ScanSnap or the AC adapter, the part may be deteriorated or cracked, which may cause an electric shock. If this does happen, wipe them off immediately.</p> |



Do not place, use, charge, or store the ScanSnap in locations which are subject to high temperature, humidity, poor ventilation, or dust. If placed in an area subject to high temperature, the cover may become overheated and deformed, resulting in an electrical leakage or fire.

Use the ScanSnap in a well-ventilated environment.

For example, do not place the ScanSnap in the following locations:

- A place near flammable items such as curtains or volatile inflammable materials.
- A place such as kitchen where oil smoke may be formed.
- A place such as a bathroom, shower room, or swimming pool where it may easily get wet.
- A place where heat can not get out, such as when you cover the ScanSnap with clothes or a blanket.
- A place such as a gas station where flammable gas is produced.



To avoid injuries, do not place the ScanSnap in an area where small children may be able to reach. Keep plastic bags, stickers, and plastic ties from the packaging out of the reach of small children, as inappropriate use may cause injury or suffocation.



Before moving the ScanSnap, be sure to disconnect the USB cable that connects the ScanSnap, and the computer or the optional USB power adapter.

Make sure that the floor is free of any obstructions.

Moving the ScanSnap with the cable connected to the computer may damage the cable, in turn causing fire, electric shock or injuries.



Do not touch the USB cable with wet hands. Doing so may cause an electric shock.

When disconnecting the power cable from the AC outlet or the USB bus power cable from the computer, make sure to hold the power plug and not the cable.

Pulling the cable may damage it, which may cause a fire or electric shock.



Do not use the USB cable if it is damaged or if the shape of the USB cable plug was once deformed. Also, do not insert the USB cable into a USB port that is loose on the computer or the optional USB power adapter. Doing so may cause a fire or electric shock. Be careful of the following when handling the USB cable:

- Do not get water, beverages, sweat, or any other liquids on the cable as well as modify, tie, bundle, or wind the cable.
- Do not place heavy objects on the cable, or trap the cable in a doorway.
- Do not pull or forcibly bend or twist the cable.
- Foreign objects (such as dust or small metal objects) get on the plugs of the USB cable and the USB connector which is on the ScanSnap.
- Do not insert the USB cable plug into the USB connector at a wrong angle.



Do not use or charge the ScanSnap while driving a car. Doing so may prevent you from driving carefully, which can cause an accident.



Do not touch the heated sections (the bottom of the ScanSnap and the optional USB power adapter) for a while. Doing so may cause a low-temperature burn on your skin.



If you are not going to use the ScanSnap for a long period of time or before you clean the ScanSnap, you must turn it off and disconnect the power cable from the AC outlet or the USB bus power cable from the computer. Not doing so may cause a fire or electric shock.



















In areas (e.g., hospitals) where the use of radio waves is restricted, turn off the Wi-Fi switch according to the instructions in the area. There is a possibility that the radio waves may affect electronic devices, medical devices, and implanted medical devices (e.g., cardiac pacemakers). This is a general characteristic of all devices that use radio waves, and is not specific to the ScanSnap.



Do not put foreign objects (water, liquids, small metal objects, etc.) on the plug pins of the optional USB power adapter. Doing so may cause a fire or electric shock.

 CAUTION

	When installing the ScanSnap on a table, make sure that the work surface is flat and stable, and that none of the ScanSnap's parts extend over the table edge, otherwise it may fall over or be pulled off the table and cause injuries or damage.
	Do not leave the ScanSnap on the floor. It may be stepped or stumbled on, resulting in damage or injuries.
	Install the ScanSnap away from strong magnetic fields and other sources of electronic noise. Protect the ScanSnap against any static electricity and choose a static-free place to install the ScanSnap. Static electricity can cause the ScanSnap to malfunction.
	It is recommended to install the ScanSnap and wireless access points, routers, computers, or mobile devices in an open space if possible. If there are obstacles (e.g., walls, metal plates) that block the radio waves, data transmission may not be possible, or the transmission speed may slow down.
	If lightning occurs, close the feed guide to turn off the ScanSnap, and disconnect the USB cable from the ScanSnap. Also, disconnect the USB cable from the computer or the optional USB power adapter. Not doing so may destroy the ScanSnap, which may damage your properties.
	When using the optional USB power adapter, do not connect to an AC outlet where devices requiring a lot of power such as copying machines or paper shredders are connected. The ScanSnap may break down or malfunction depending on the amount of power supply noise generated from an AC outlet.
	Do not swing around, drop, or throw the ScanSnap. It may hit an object or person, resulting in injuries or an equipment failure.
	To avoid injuries, be careful not to get your accessories (e.g., ties, necklaces) or hair caught inside the ScanSnap.
	Do not place heavy objects on the ScanSnap or perform other work on top of the ScanSnap. Make sure not to sit down with the ScanSnap in your pocket, or put heavy objects on top of the ScanSnap if carrying it in a bag. If these instructions are not followed, the ScanSnap may become damaged or an equipment failure may occur due to heavy impact to the ScanSnap.

	Do not use the ScanSnap immediately after moving it from a cold place into a warm room. Condensation may occur, which might cause problems. Let the ScanSnap dry for one or two hours before you use it.
	When handling documents or an optional Carrier Sheet, be careful not to cut your fingers with them.
	Do not use a damaged optional Carrier Sheet because it may damage or cause the scanner to malfunction.
	When carrying the ScanSnap outside while it is raining or snowing, pay special attention so that the ScanSnap does not get wet. Not doing so might cause problems. If the ScanSnap gets wet, wipe it or wait until it dries.
	Do not use any aerosol sprays or alcohol based sprays to clean the ScanSnap. Dust blown up by strong air from the spray may enter the inside of the ScanSnap. This may cause the ScanSnap to fail or malfunction. Sparks, caused by static electricity, generated when blowing off dust and dirt from the outside of the ScanSnap may cause a fire.
	LED light source of this product is not exposed in normal use, and the intensity of LED light emission does not pose any risk of eye damage. Do not take apart, repair, or customize the ScanSnap. Direct exposure to the LED light source could cause problems with visual acuity.
	Check the following items once a month. Regular checks help early detection of abnormalities or failures. <ul style="list-style-type: none">● No battery leakage occurs from the battery.● The USB cable is not emitting abnormal heat, or the cable is not rusty or bent.● Dust has not accumulated on the USB cable. If so, wipe off any dust with a soft, dry cloth.● The USB cable does not have any cracks or scratches.

Precautions

■ Liability Note

READ THE DOCUMENTS SUPPLIED WITH THIS PRODUCT CAREFULLY BEFORE USING THIS SCANNER. IF THIS SCANNER IS NOT USED CORRECTLY, UNEXPECTED INJURY MAY BE CAUSED TO USERS OR BYSTANDERS.

Also, keep this document in a safe place so that it can be easily referred to during use of this scanner. While all efforts have been made to ensure the accuracy of all information in this document, PFU assumes no liability to any party for any damage caused by errors or omissions or by statements of any kind in this document, 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 scanner or system described herein; nor any liability for incidental or consequential damages arising from the use of this document. PFU disclaims all warranties regarding the information contained herein, whether expressed, implied, or statutory.

■ Charging the ScanSnap

- The ScanSnap is powered and charged through a USB port on a computer. Charge the ScanSnap by using the USB port that provides a power supply of 500 mA.
- Use the supplied USB cable or the optional USB power adapter to charge the battery.
- Charge the ScanSnap in proper air temperature conditions (5 to 35°C/41 to 95°F).
- Do not charge the battery in the following cases:
 - The shape of the USB cable plug was once deformed.
 - The USB cable is damaged.
 - Foreign objects get on the plugs of the USB cable and the USB connector which is on the ScanSnap.
- Do not charge the ScanSnap in the following environments:
 - Places which are subject to high humidity, dust, or vibration
 - Places near conventional phones, televisions, or radios
- Check that the ScanSnap does not get wet before charging.

- The ScanSnap can be charged while it is being used. Although the following symptoms may occur during a charge, it does not affect the ScanSnap in any way.
 - It takes a long time to complete a charge
 - The remaining battery power is reduced and charging is not completed
 - The ScanSnap is automatically turned off during a scan

■ Battery

- The battery is not fully charged when you purchase the ScanSnap. Charge the ScanSnap before using it.
- Even though the battery gets warm while the ScanSnap is used or charged, it is normal. You can continue to use the ScanSnap. However, if the battery becomes high in temperature and the internal temperature of the ScanSnap exceeds the allowable use or charge range, the [Scan/Stop] button flashes orange and the ScanSnap may turn off automatically. In this case, stop using or charging the ScanSnap and wait until the temperature falls into the allowable range.
- The battery life varies depending on the condition of use or the deterioration of the battery.
- The battery is a consumable part.
 - With every charge, the battery life is shortened.
 - When a fully charged battery runs out too quickly, the battery may be in a deteriorated state. In this case, contact the distributor/dealer where you purchased this product.
- When storing the ScanSnap, keep in mind the following in order to prevent the battery from deteriorating.
 - It is recommended that the remaining battery power is adjusted to the suitable level for storage (approximately 40 to 50%).
 - Storing the ScanSnap in a cool and dry place is recommended.
 - When storing away the ScanSnap for a while, charge the battery every six months to keep the remaining battery power to approximately 40 to 50%.

■ Notes on Using the ScanSnap in a Wi-Fi Connected Environment

Use the ScanSnap in a secured Wi-Fi connected environment, which the user is responsible for. If the ScanSnap is used in an unsecured environment, there is a possibility that important data such as personal information may be accessed by a third party. PFU Limited assumes no liability whatsoever for damages or information leakage arising in a Wi-Fi connected environment, such as if the ScanSnap is used in an unsecured environment, or if the security is broken in a special way.

Disclaimer of Liability

■ Reproducibility of the Scanned Image Data

Confirm that the image data scanned with this product meets your requirements (for example, image reproducibility in size accuracy, fidelity, content, colors).

Make sure that there are no missing parts in the scanned image data before disposing of the original document used for scanning.

- Note that when there are sections marked with a highlight pen, the color of the marked section may not be accurately reproduced depending on the color and density, or may result in a different color tone from the original.

■ Power Source

- The ScanSnap may not work properly if the remaining battery power is low.
- When the USB cable is used, the ScanSnap may not work properly if the USB port does not provide a power supply of 500 mA. Also, the ScanSnap may not work properly if the remaining battery power of the computer is low.
- When you charge the ScanSnap while there is no remaining battery power, the ScanSnap may not start up right after turning it on. In this case, charge the ScanSnap with it turned off and then turn it on.

■ USB Port Use Restriction

When connecting the USB cable of the ScanSnap to the USB port:

- The ScanSnap does not work properly if you connect it to the USB port on a non-powered USB hub.
- The ScanSnap does not work properly if you connect it to the USB port of a PC card.
- The ScanSnap may not work properly if you connect another USB-powered device to any of the USB ports of the computer.
- Depending on the USB power supply capability of the computer, other USB-powered devices connected to the computer may be affected.

■ Transmission Speed When Using the ScanSnap in a Wi-Fi Connected Environment

The transmission speed represents the speed defined in the standard, and does not represent the actual speed. The actual transmission speed varies depending on the environment in which you use the ScanSnap. In the following environments, data transmission may slow down or not be possible at all:

- The distance between the ScanSnap and a wireless access point/router device is too long.
- The distance between the ScanSnap and a computer/mobile device is too long.
- The ScanSnap is used near another device (e.g., a microwave oven) that causes interference.

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 document, 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.

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

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 Scanner 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.

Das Gerät ist nicht für die Benutzung im unmittelbaren Gesichtsfeld am Bildschirmarbeitsplatz vorgesehen. Um störende Reflexionen am Bildschirmarbeitsplatz zu vermeiden, darf dieses Produkt nicht im unmittelbaren Gesichtsfeld platziert werden.

ENERGY STAR®

PFU Limited has determined that this product meets the ENERGY STAR® guidelines for energy efficiency.

ENERGY STAR® is a registered trademark of the United States.



Radio Law

The ScanSnap is a wireless device that is designed to conform to laws and regulations in the sales regions. Do not take apart the ScanSnap or modify the inside circuit to use the ScanSnap. The user may be punished by laws or regulations in the sales regions. PFU Limited assumes no liability whatsoever for damages arising from decomposition or modification of the ScanSnap.

Rechargeable Battery Recycling Corporation (RBRC) (The United States and Canada)

PFU is very concerned with environmental protection, and has enlisted the services of the Rechargeable Battery Recycling Corporation (RBRC), a non-profit public service organization dedicated to protecting our environment by recycling old batteries at no cost to you.



Symbols on the ScanSnap



This indicates a USB connection, which is used to connect a USB device.

Failure and Repair

If repairing the ScanSnap or replacing parts is required, an abnormal change is detected, or other problems which indicate a ScanSnap failure are detected, first, refer to "Troubleshooting" in the ScanSnap Help to check that the ScanSnap is correctly connected or configured. If the problem persists, contact the distributor/dealer where you purchased this product.

Because it is dangerous to repair the ScanSnap or remove the battery by yourself, do not attempt to do so.

PFU assumes no liability for any damage caused by taking apart the ScanSnap, as doing so is not covered under the warranty.

Recycling

■ Disposing and Recycling Information

Your ScanSnap must be disposed of properly according to laws and local regulations.

Because the ScanSnap contains a battery, the battery must be recycled or disposed of separately from household waste.

For recycling options, contact your local authorities.

Contact for Inquiries

Refer to the contact list on the following web page:

<https://www.pfu.ricoh.com/r/ctl/>



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