

# ScanSnap

## S1300i



## Getting Started

Thank you for purchasing ScanSnap S1300i (hereinafter referred to as "the ScanSnap"). This manual describes the preparation required for use of the ScanSnap. Follow the preparation procedures described in this manual.

For details about ScanSnap functions and features, basic operation, daily care, and consumable replacement, refer to the Basic Operation Guide (HTML) which is available on the Setup DVD-ROM. Keep this manual in a safe place so that you can refer to it at any time when using the ScanSnap.

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ABBYY™ FineReader™ Engine © ABBYY. OCR by ABBYY

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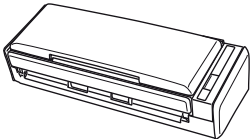


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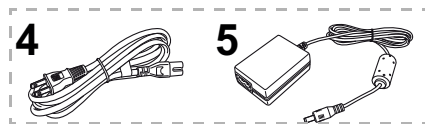
March 2016

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## Checking the Components

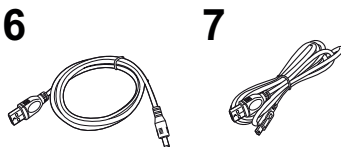
Make sure that all items shown below are included in the package.

- |          |  |          |  |          |  |  |
|----------|--|----------|--|----------|--|--|
| <b>1</b> |  | <b>2</b> |  | <b>3</b> |  | 1. ScanSnap (× 1)                      |
|          |  |          |  |          |  | 2. Safety Precautions (× 1)            |
|          |  |          |  |          |  | 3. Setup DVD-ROM (× 1)                 |
|          |  |          |  |          |  | 4. AC cable (× 1)(*1)                  |
|          |  |          |  |          |  | 5. AC adapter (× 1)                    |
|          |  |          |  |          |  | 6. USB bus power cable(× 1)            |
|          |  |          |  |          |  | 7. USB cable (USB 2.0 supported) (× 1) |



Power cable

\*1: The contents may vary depending on the country and the ScanSnap model purchased.



If any other packaging is provided, make sure to store it as well. Make sure to handle the components with care.

The box and packaging materials are required for storage and transportation of the ScanSnap. Do not throw them away.




If anything is missing or damaged, contact your FUJITSU scanner dealer or an authorized FUJITSU scanner service provider.

## Read the Safety Precautions

Before using the ScanSnap, make sure to read and understand the information provided in the "Safety Precautions" document.

## Symbols Used in This Manual

The following symbols are used in this manual.

Symbol	Description
	This indication alerts operators of an operation that, if not strictly observed, may result in safety hazards to personnel or damage to the product.
	This symbol indicates operations using Windows®.
	This symbol indicates operations using Mac OS.

## Referring to the "Basic Operation Guide"

To refer to the "Basic Operation Guide", insert the Setup DVD-ROM into the DVD-ROM drive, and follow the procedure below.



Click the [Manuals] button in the [ScanSnap Setup] dialog box, and then the [Basic Operation Guide] button.



Double-click the [Basic Operation Guide] icon in the [ScanSnap] window.

## Installing the Software

Windows® Installation (→ [page 2](#))

Mac OS Installation (→ [page 4](#))

### ATTENTION

- Do not connect the ScanSnap to your computer before installing the software.
- If you have no DVD-ROM drive, please visit the following web page:  
<http://scansnap.fujitsu.com/g-support/en/>

### HINT

When you export the data scanned by the ScanSnap to your mobile device, download ScanSnap Connect Application for mobile from an application store such as the App Store, Google Play, or Amazon Appstore.

## Windows® Installation

### ■ Software

You can install the following software.

- ScanSnap Manager (Scanner driver)
- ScanSnap Organizer (File management application)
- CardMinder (Business card management application)
- ABBYY FineReader for ScanSnap™ (OCR application)

Install other software bundled with the ScanSnap as needed.

## ■ System Requirements

For the latest information on requirements, please visit the ScanSnap Support Site at:

<http://scansnap.fujitsu.com/g-support/en/>

Operating system	Windows® 10 (32-bit/64-bit) (*1) Windows® 8.1 (32-bit/64-bit) (*2) Windows® 8 (32-bit/64-bit) (*2) Windows® 7 (32-bit/64-bit) Windows Vista® (32-bit/64-bit) (*3) Windows® XP (32-bit) (*4)
CPU	Intel® Core™ i5 2.5 GHz or higher
Memory	4 GB or more
Display resolution (*5)	Windows® 10/Windows® 8.1/ Windows® 8: 1024 × 768 pixels or higher Windows® 7/Windows Vista®/ Windows® XP: 800 × 600 pixels or higher
Hard disk space (*6) (*7)	2330 MB or more of free hard disk space
USB port	USB3.0(*8)/USB2.0/USB1.1

\*1 : The software bundled with the ScanSnap operates in Desktop mode.

\*2: The software bundled with the ScanSnap operates as a desktop application.

\*3: Service Pack 2 or later is required.

\*4: Service Pack 3 or later is required.

\*5: When the font size is large, some screens may not be displayed properly.

In that case, use a smaller font size.

\*6: For Windows® 7, Windows Vista®, or Windows® XP, when the following software programs are installed, .NET Framework 4 or an in-place update for .NET Framework 4 (which requires 2GB of free disk space at most) may be installed:

- ScanSnap Manager
- ScanSnap Organizer

After installing .NET Framework, apply the updates in Windows Update.

\*7: For Windows® 10, Windows® 8.1, Windows® 8, Windows Vista®, and Windows® XP, if Microsoft® .NET Framework 3.5 SP1 is not installed, a maximum of 500 MB of additional free hard disk space is required.

\*8: When using a USB 3.0 port, data is transferred at the same speed as USB 2.0.

## ATTENTION

- If the system requirements above are not satisfied, the ScanSnap may not operate.
- Scanning speed will slow down in the following cases:
  - The CPU or the memory does not meet the required specifications
  - The USB port or the USB hub is version 1.1
- The actual increase in used disk space after installation and the required disk space for installation may differ from each other depending on your Windows® system disk management.

## ■ Installation

### ATTENTION

To install the latest software via the Internet, an Internet connection is required.

### HINT

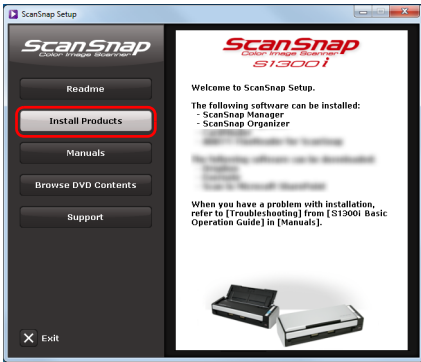
When the installation is complete, a pop-up balloon which indicates that the latest updates are available on the download server may appear. For details, refer to the ScanSnap Online Update Help.

1. Turn on the computer and log on as a user with Administrator privileges.
2. Insert the Setup DVD-ROM into the DVD-ROM drive.
  - ⇒ The [ScanSnap Setup] dialog box appears.

### HINT

If the [ScanSnap Setup] dialog box does not appear, double-click "ScanSnap.exe" in the DVD-ROM via Windows Explorer.

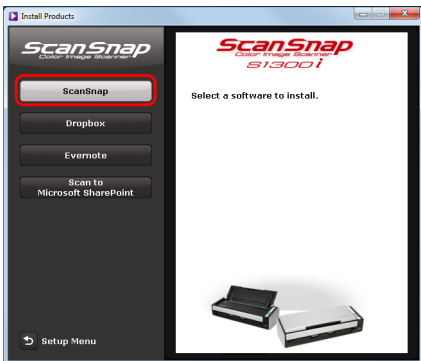
**3.** Click the [Install Products] button.



⇒ The [Install Products] dialog box appears.

**4.** Click the [ScanSnap] button.

Follow the instructions on the screen to continue with the installation.



If installation is not completed successfully, click the [Manuals] button in the [ScanSnap Setup] dialog box, and then the [Basic Operation Guide] button, and refer to the Basic Operation Guide.

## Mac OS Installation

### ■ Software

You can install the following software.

- ScanSnap Manager (Scanner driver)
- ScanSnap Organizer (File management application)
- CardMinder (Business card management application)
- ABBYY FineReader for ScanSnap™ (OCR application)

Install other software bundled with the ScanSnap as needed.

### ■ System Requirements

For the latest information on requirements, please visit the ScanSnap Support Site at:

<http://scansnap.fujitsu.com/g-support/en/>

Operating system (*1)	OS X v10.11 OS X v10.10 OS X v10.9 (Recommended: 10.9.5 or later) OS X v10.8 (Recommended: 10.8.5 or later) Mac OS X v10.7 (Recommended: 10.7.5 or later) Mac OS X v10.6 (Recommended: 10.6.8) (*2)
CPU	Intel® Core™ i5 2.5 GHz or higher
Memory	4 GB or more
Display resolution	1024 × 768 pixels or higher
Hard disk space	2035 MB or more of free hard disk space
USB port	USB3.0(*3)/USB2.0/USB1.1

\*1: It is recommended to apply the latest updates to Mac OS.

\*2: ScanSnap Organizer and Google Drive™ are not supported.

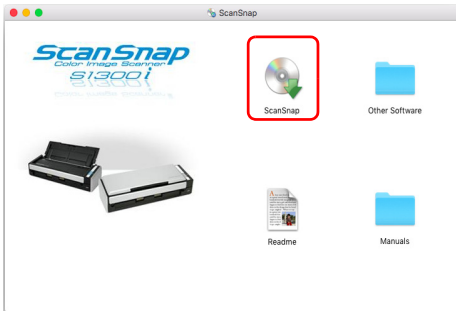
\*3: When using a USB 3.0 port, data is transferred at the same speed as USB 2.0.

## ATTENTION

- If the system requirements above are not satisfied, the ScanSnap may not operate.
- Scanning speed will slow down in the following cases:
  - The CPU or the memory does not meet the required specifications
  - The USB port or the USB hub is version 1.1

## ■ Installation

1. Turn on the computer and log on as a user with Administrator privileges.
2. Insert the Setup DVD-ROM into the DVD-ROM drive.  
⇒ The [ScanSnap] window appears.
3. Double-click the [ScanSnap] icon.  
Follow the instructions on the screen to continue with the installation.



## Connecting the ScanSnap

### ATTENTION

- Only one ScanSnap can be used by a computer at a time.
- Use only the cables bundled with the ScanSnap.

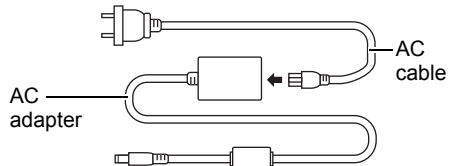


To prevent damage to the ScanSnap, use only the AC adapter bundled with the ScanSnap.  
Manufacturer: LEI  
Model No.: NU13-1072166-I3

1. Select a power cable depending on where you want to use the ScanSnap.

- To use the ScanSnap at a fixed location:  
Use the power cable to connect to an AC outlet.

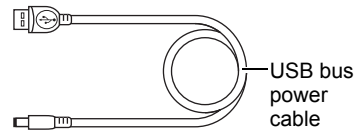
For details about connection, refer to "[Using the Power Cable](#)" (page 6) in Step 3.



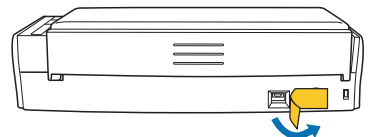
- To use the ScanSnap outside with your laptop computer, or in a place where there are no AC outlets nearby:

Use the USB bus power cable to connect to your computer.

For details about connection, refer to "[Using the USB Bus Power Cable](#)" (page 6) in Step 3.



2. Remove the tape seal covering the USB connector and power connector of the ScanSnap.



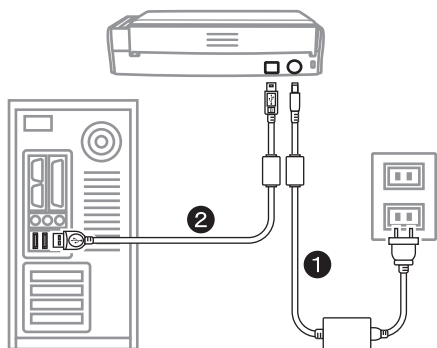
### 3. Connect the cables to the ScanSnap.

#### ATTENTION

- To power on the ScanSnap, the USB cable and either of the power cables (power cable or USB bus power cable) need to be connected.
- When using a USB hub, make sure to connect the ScanSnap to the USB hub which is connected to a USB port of your computer. Use a powered hub equipped with an AC adapter.
- If the USB port or the USB hub is version 1.1, scanning speed will slow down.
- Connect the USB cable with the USB mark facing up.

#### ● Using the Power Cable

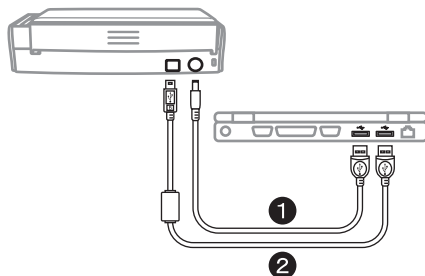
1. Connect the power cable ① to the power connector of the ScanSnap, and plug it in the AC outlet.
2. Connect the USB cable ② to the USB connector on the ScanSnap and the USB port on your computer.



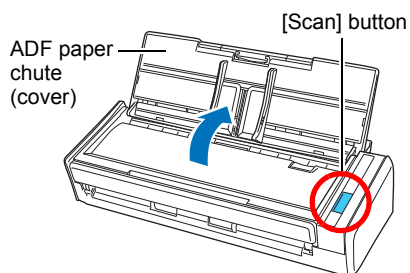
#### ● Using the USB Bus Power Cable

1. Connect the USB bus power cable ① to the power connector on the ScanSnap and the USB port on your computer.

2. Connect the USB cable ② to the USB connector on the ScanSnap and the USB port on your computer.



4. Open the ADF paper chute (cover) of the ScanSnap.





⇒ The ScanSnap is powered on and the [Scan] button lights in blue.


#### ATTENTION

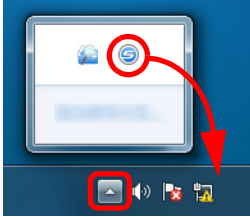
- The bottom part of the ScanSnap may become hot when the ScanSnap is being used but this does not affect ScanSnap operation or cause any physical harm. Be careful not to drop the ScanSnap when carrying it.
- When the ScanSnap is turned on and left unused for 4 hours, it will turn itself off automatically. To turn the ScanSnap back on, perform one of the following operations:
  - Press the [Scan] button
  - Close the ADF paper chute (cover) and open it againThe time until power-off can be changed. For details, refer to the Basic Operation Guide.

## 5. Check the ScanSnap Manager icon.



### Windows

⇒ The ScanSnap Manager icon  is displayed in the menu that appears when you click  on the taskbar.


To have the ScanSnap Manager icon  always displayed on the taskbar, drag the icon and drop it onto the taskbar.



### ATTENTION



If the ScanSnap Manager icon is , right-click  and select [To establish connection] to refer to "Troubleshooting".

### Mac OS

⇒ The ScanSnap Manager icon  appears in the Dock.



### ATTENTION

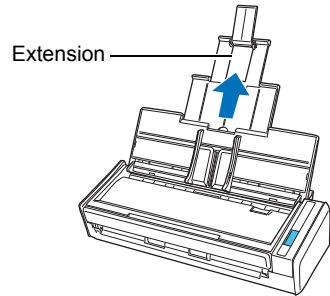
If the ScanSnap Manager icon is , while holding down the [control] key, click  and then select [To establish connection] from the menu to refer to "Troubleshooting".

## Scan Test

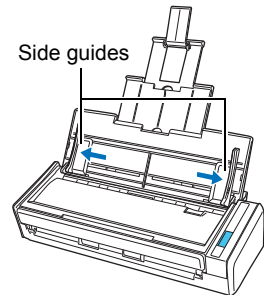
For details about the documents that can be scanned with the ScanSnap and how to load documents, refer to "ScanSnap Overview" in the Basic Operation Guide.

### 1. Load a document in the ScanSnap.

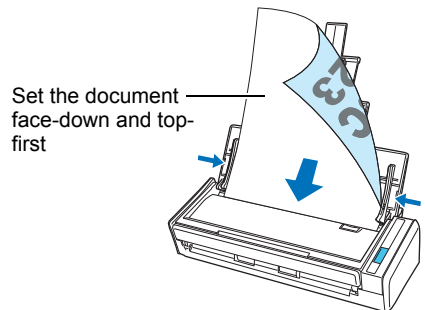
1. Pull up the extension.



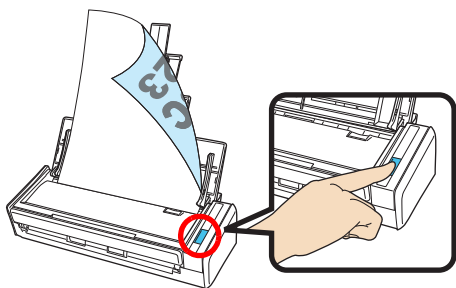
2. Slide open the side guides.



3. Load the document in the ADF paper chute (cover), and adjust the side guides to the size of the document.



## 2. Press the [Scan] button on the ScanSnap.



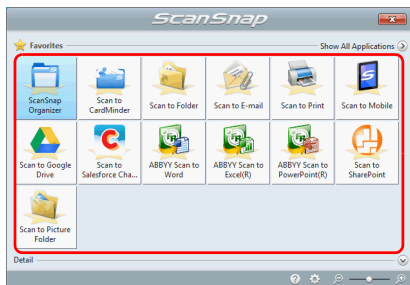
⇒ Scanning starts. The Quick Menu appears when the scanning is completed.

### ATTENTION

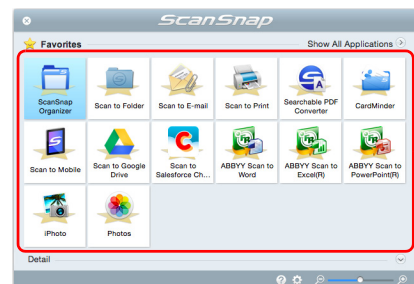
If scanning does not start, refer to "Troubleshooting" in ScanSnap Manager Help.

## 3. In the Quick Menu, click the icon of the application to link with ScanSnap Manager.

### Windows



### Mac OS



⇒ The selected application starts up.

Check that ScanSnap Manager is linked with the application that was selected in the Quick Menu.

## Contact for Inquiries

### ● ABBYY FineReader for ScanSnap™

#### Windows

#### - Windows® 10

Select [Start] menu → [All apps] → [ABBYY FineReader for ScanSnap (TM) 5.0] → [User's Guide] → [Technical Support].

#### - Windows® 8.1

Click Ⓜ on the lower left side of the Start screen, and select [User's Guide] under [ABBYY FineReader for ScanSnap (TM) 5.0] on the All apps screen → [Technical Support].

#### - Windows® 8

Right-click the Start screen, and select [All apps] on the app bar → [User's Guide] under [ABBYY FineReader for ScanSnap (TM) 5.0] → [Technical Support].

#### - Windows® 7/Windows Vista®/Windows® XP

Select [Start] menu → [All Programs] → [ABBYY FineReader for ScanSnap (TM) 5.0] → [User's Guide] → [Technical Support].

#### Mac OS

From the sidebar in Finder, select [Applications] → [ABBYY FineReader for ScanSnap] → [ABBYY FineReader for ScanSnap] → [Help] → [ABBYY FineReader for ScanSnap Help] → [Technical Support].

### ● Evernote

For inquiries regarding Evernote, refer to the following web page:

<http://www.evernote.com/about/contact/support/>

### ● Google Drive™

Refer to the Google Drive Help Center or the Google Product Forums.

To open them, select [Help] in Google Drive.

### ● Salesforce

Contact your Salesforce system administrator.



- **Dropbox**

For inquiries regarding Dropbox, refer to the following web page:

<http://www.dropbox.com/contact>

- **ScanSnap**

For other inquiries regarding the ScanSnap, refer to the following web page:

<http://scansnap.fujitsu.com/g-support/en/>

If the solution to your problem cannot be found on the above web page, refer to the contact information for your Fujitsu office on the following web page:

<http://imagescanner.fujitsu.com/warranty.html>

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## **Suppliers of Consumables/ Optional Parts**

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

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