FUJITSU

P3PC-2212-01ENZ0

ScanSnap
Color Image Scanner
S300M

Operator's Guide

Introduction

Thank you for purchasing our Color Image Scanner, ScanSnap S300M (hereinafter referred to as "the ScanSnap").
The ScanSnap is a scanner that is capable of double-sided scanning in both monochrome and color.
The ScanSnap has the following advantages:

■ **You can turn images on paper into PDF files by just pressing the [SCAN] button!**

You can turn documents cluttering up your desk into PDF files, which are easy to print and attach to e-mail messages; you can view, edit, manage, and archive them on your right at your fingertips.
In addition, the ScanSnap can automatically recognize the type of documents, color or black-and-white, so that the size of the scanned image file can be reduced when documents containing both color and black-and-white pages are scanned. (Moreover, the ScanSnap can automatically remove blank pages from the document to further reduce the size of the file.)

■ **You can scan documents with speed and efficiency!**

Double-sided color documents of A4 or letter size paper can be scanned at a speed of:

- Power-cable-connected: Approx. 8 sheets/minute
- USB-bus-power-cable-connected: Approx. 4 sheets/minute

(when used with a computer with Intel® Core™ Duo 1.83 GHz and with Scan mode set to Normal, Color mode Auto, and Compression rate 3, and others set to defaults) (*)

(*) - Depending on the document, scanning speed may become slower in [B&W (Black&White)] mode (due to process for converting data scanned in color to monochrome data).
Example: Scanning color brochures in [B&W] mode
- When [Correct skewed character strings automatically] and/or [Allow automatic image rotation] is enabled, scanning speed may become slower.

■ **You can eliminate the nuisance of a bulky device!**

Smaller than a sheet of A4 or letter size paper, the ScanSnap can fit unobtrusively on your desktop all the time.

■ **Compact, light-weight, portable body design!**

Its compact, light-weight design makes it possible to hand-carry the ScanSnap together with your laptop computer. There is no need to find an electrical outlet for the ScanSnap if you use the supplied USB bus power cable to connect to your computer.

■ **The Quick menu lets even beginners to operate the ScanSnap with automatic ease!**

When the [SCAN] button is pressed, the Quick menu is displayed. What you should do is to select the action you want to perform on the Quick menu. The Quick menu is simple enough for first-time use by completely neophytes. (Quick menu mode)

■ **You can send off the scanned image by e-mail or output the scanned image to the printer immediately after scanning!**

Without starting applications, you can attach the scanned image to e-mail or make copies of the scanned image by outputting it to the printer.

Note: The ScanSnap does not conform to TWAIN and ISIS standards.

This Operator's Guide describes how to handle and operate the ScanSnap. Before using the ScanSnap, be sure to read this document thoroughly for proper operation.

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■ 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.

⚠ CAUTION

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 3 meters (10 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 S300M wid folgendes bescheinigt:

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

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

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.

■ 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.

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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Microsoft, Windows and Entourage are either registered trademarks or trademarks of Microsoft Corporation in the United States and/or other countries.
PowerPC is a trademark of International Business Machines Corporation in the United States, other countries, or both.
Cardiris is a trademark of I.R.I.S.
ScanSnap, ScanSnap logo are the trademarks of PFU LIMITED.
Other product names are the trademarks or registered trademarks of the respective companies.

How Trademarks Are Indicated in This Manual

ScanSnap: ScanSnap S300M
References to operating systems (OSes) are indicated as follows:
Mac OS X v10.1: Mac operating system version 10.1
Mac OS X v10.2: Mac operating system version 10.2
Mac OS X v10.3: Mac operating system version 10.3
Mac OS X v10.4: Mac operating system version 10.4
Mac OS X v10.5: Mac operating system version 10.5
Where there is no distinction between the different versions of the above operating system, the general term "Mac OS X" is used.
Adobe Acrobat: Adobe® Acrobat®
Where there is no distinction between the different versions of the above application, the general term "Adobe Acrobat" is used.
Adobe Reader: Adobe® Reader®
Where there is no distinction between the different versions of the above application, the general term "Adobe Reader" is used.
Adobe Acrobat Reader:Adobe® Acrobat® Reader®

The screenshots used in this manual are of Mac OS X v10.4.
Depending on the operating systems you are using, the screen examples and operations may differ from the actual ones

About Mouse Operations

In this manual, mouse operations are defined as follows:

Click: refers to clicking on the mouse button one time.

Double-click: refers to clicking twice in rapid succession on the mouse button down.

Manufacturer

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■ Safety Precautions

This manual describes important details for users to use this product safely and correctly.
Read this manual thoroughly before you start using this product.
Be sure to read and fully understand the Safety Precautions in this manual, in particular.
In addition, keep this manual handy during use of this product, so that you can refer to it quickly when necessary.

Warning Indications Used in This Manual

In this manual, the following signs are used to indicate a risk of physical injury and damage, so that safe and correct use of this product can be ensured and possible danger and injury to the operator and other persons can be avoided.

This sign warns the operator that improper use, indicated with this sign, may cause death or severe injury of the operator or people in the vicinity, if not followed.

This sign warns the operator that improper use, indicated with this sign, may cause minor injury of the operator, or damage to equipment or property, if not followed.

Symbols Used in This Manual

In this manual, the following symbols are used to describe operations as well as indicate warnings.

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

This symbol alerts operators to helpful advice regarding operations.

This symbol indicates the section where you can get information on related matters such as operation methods.

This symbol shows operations to perform on your computer.

This symbol shows operations to perform 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.

Screen Examples in This Manual

The screen examples in this manual are subject to change without notice in the interest of product improvement.
If actual screens differ from those used as examples in this manual, operate by following the actual ones referring to the User's Manual of the scanner.
The screenshots used in this manual are for the ScanSnap Manager and the Cardiris applications.

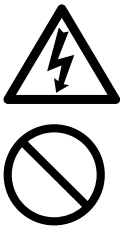
About Maintenance

Repairs should be done by properly trained repair technicians.
When this product needs servicing, please contact the store where you purchased it or any authorized FUJITSU Image Scanner service provider.

⚠WARNING

The following describes important warnings described in this manual.

Do not touch the Power cables with wet hands.



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

Do not damage the Power cables.

A damaged power cable or USB bus power cable may cause fire or electric shock.
Do not place heavy objects on the power or USB bus power cable, or pull, bend, twist, heat, damage or modify the cable.
Do not use damaged power or USB bus power cables or power plugs. Do not use the power cable when the wall socket is loose.

Use only specified Power and interface cables.

Use only the specified Power, USB bus power, and interface 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 or USB bus power cable.

Wipe off any dust from the metal part and its surrounding section on the power plug and those the USB bus power cable 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.

Do not operate the scanner while touching its heat-generating section for a long time.

To avoid low-temperature burn, do not operate the scanner while keeping touching the heat-generating section such as the bottom of the scanner or the AC adapter for a long time.

Do not cover the scanner or AC adapter with a cloth or blanket.

Do not cover the scanner or AC adapter with a cloth or blanket while the power is being supplied to the scanner. This can help excessive heat generation, and may cause fire.

Do not use the scanner where it gets wet or moistured.

Do not use the scanner at a place such as a bathroom, shower room, or swimming pool where it may easily get wet or moistured. Doing so might cause electric shock or fire.

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 from the power outlet, or unplug the USB bus power cable from the computer.
Make sure that the smoking has stopped, and then contact the store where you bought the scanner or an authorized FUJITSU scanner service provider.

Firmly insert the power plug.

Firmly insert the power plug and into the power outlet, or the USB bus power cable into the USB port on the computer as far it can go. Not doing so might cause electric shock or fire.

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

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

Unplug the power cord from the power outlet when the scanner is not used for an extended period of time.

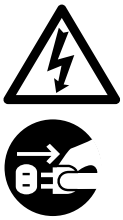
When the scanner is not used for a long period, be sure to disconnect the power plug from the power outlet, or disconnect the USB bus power cable from the computer for safety. Not doing so might cause electric shock or fire.

Disconnect the Power cable if the scanner is damaged.

In case you have dropped the scanner and any of its parts (e.g., cover) is broken, disconnect the power plug from the power outlet, or disconnect the USB bus power cable from the computer. Then, contact the store where you bought the scanner or an authorized FUJITSU scanner service provider.

Do not put foreign objects inside the scanner.

- Do not insert or drop metal or flammable foreign 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, or the USB bus power cable from the computer, and disconnect the interface cable from the computer. Then, contact the store where you bought the scanner or an authorized FUJITSU scanner service provider. 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 fire or electric shock.

Do not place the scanner within the reach of small children.

To avoid injuries, do not place the scanner in an area where small children may be able to reach.

Do not use the scanner while driving a car.

Do not use the scanner while driving a car for safety. Accidents can happen.

Do not expose the scanner to excessive heat.

Do not leave the scanner in the direct sunlight, at high temperature such as in a car in the scorching sun, or near heating apparatus. Doing so might cause excessive heat to build up inside the scanner, causing heating, deforming, or melting of the scanner parts (e.g., cover), and raising the temperature inside the scanner, which could result in fire or scanner trouble. Install the scanner in a well-ventilated location.

Before moving the scanner, unplug the power cord 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 interface cables as well. Also, make sure that the floor is free of obstructions.

Avoid any contact when scanner is working.

Avoid getting a sleeve, necktie, or hair caught up in any scanner mechanism when scanning as this may cause injuries.

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.

⚠ CAUTION

The following illustrates important cautions described in this manual.

Do not install the scanner on unstable surfaces.

Install the scanner on a flat, lever surface. Make sure none of the scanner parts protrudes outside the desktop.
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.

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 the scanner immediately after moving it from a cold place into a warm room.

Do not use the scanner 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.

Be careful not to get wet or moistured when carrying the scanner outside.

When carrying the scanner outside while it is rainy or snowy, pay particular attention so it does not get wet or moistured.

Be careful not to cut your fingers

When handling the paper, be careful not to cut your fingers by the paper.

Chapter 1

Before You Start Using the ScanSnap

1

This chapter describes the necessary preparations for using the ScanSnap.

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1.1 Checking the Contents of the ScanSnap Package

When you unpack the ScanSnap package, find the packaging list first, and then make sure that the ScanSnap and all items in the packaging list are present.
If anything is missing or damaged, contact the store where you purchased the product.

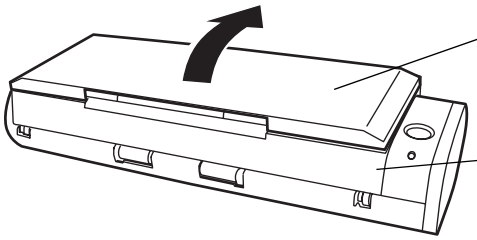
⚠WARNING

To avoid danger of suffocation, keep the packaging materials away from small children's reach and prevent them from putting the materials in their mouths or putting them on their heads.

1.2 Names and Functions of Components

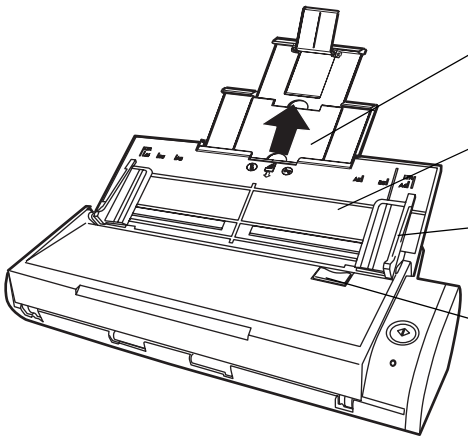
This section describes the names of parts and their functions.

■ Front view



Paper chute
Open the cover to use the ScanSnap.
⇒Opening the cover turns on the ScanSnap.

ADF
(ADF:Automatic Document Feeder)

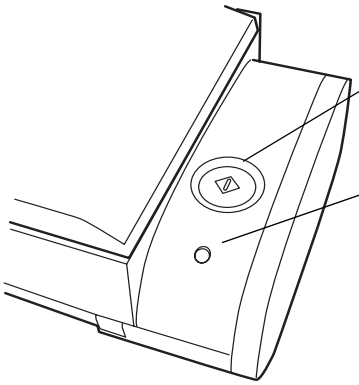


Paper chute guide
Pull out this guide to support the documents when necessary.

Paper chute
After opening it, load the documents to be scanned onto this part.

Side guide
Adjust the side guides to the width of documents so that the scanned images will not be skewed.

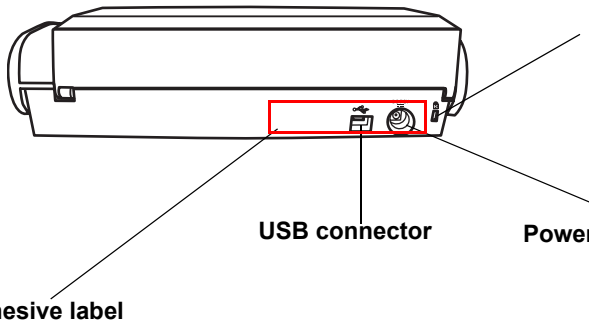
Cover open lever
To open the ADF, pull this lever toward you.



[SCAN] button
Starts the scanning.

Power indicator
Indicates the power status of the ScanSnap.
White (Solid) : Ready
White (Blinking): Scanning/Standby
Orange (Solid) : Error
Light off : Power off

■ Rear view



Adhesive label

Reminds you that the supplied software has to be installed first. After installing ScanSnap Manager onto your computer, remove this label to connect the ScanSnap to your computer.

Chapter 2

Connecting ScanSnap

This chapter describes how to connect the ScanSnap to your computer.
Install ScanSnap Manager on your computer before connecting the ScanSnap scanner.

- Be sure to install ScanSnap Manager before connecting the ScanSnap to your computer. If you connect the ScanSnap to your computer before installing ScanSnap Manager, the ScanSnap will not operate correctly.
- When the ScanSnap is connected to your computer, other ScanSnap models (ScanSnap fi-5110EOXM/S500M/S510M) or another S300M cannot be used on the same computer.

For details about the specifications of the ScanSnap such as the installation area, refer to " Appendix C Installation Specifications" (page 199).

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2.1 Installing ScanSnap

"Installation" is the operation to copy the supplied program file or ScanSnap Manager to the hard disk of your computer and create the environment for using the ScanSnap on the computer.

■ Before installing the supplied programs

1. Before installing the supplied programs, check the following system requirements.

■ Operating system

One of the following operating systems is required:

- Mac OS X v10.2.8, v10.3, v10.4 or v10.5

	Mac OS X v10.1	Mac OS X v10.2*1	Mac OS X v10.3	Mac OS X v10.4	Mac OS X v10.5
ScanSnap Manager	–	✓	✓	✓	✓
Cardiris	–	–	✓*2	✓	✓

(✓: Supported -: Not-supported)

*1 When the operating system you are using is Mac OS X v10.2.8.

*2 When the operating system you are using is Mac OS X v10.3.9.

■ Computer

- PowerPC® G4 processor 800MHz or higher, Intel® Core™ Solo or Duo Processor (recommended: Intel® Core™ Duo Processor 1.83GHz or higher)
- USB port (USB 2.0/1.1)

■ RAM

- 128MB or more
  (recommended: 512MB or more, or 1GB or more for Mac OS X v10.5)

ATTENTION

- We recommend applying the latest updates to the Mac OS X for better reliability.
- The ScanSnap may not function if it is connected to a USB port for the keyboard or the monitor.
- If you need to use a commercially available USB hub, use a powered one that comes with an AC adapter.
- If you want to connect the ScanSnap via USB 2.0, the USB port and Hub must be USB 2.0-compliant. The scanning speed may slow down when the ScanSnap is connected using USB 1.1. Use the USB 2.0 port, if your computer has one.
- If the CPU or the memory does not meet the requirements, the scanning speed will slow down.

■ **Free disk space**

- ScanSnap Manager 150 MB
- Cardiris 100 MB

2. Make sure that the ScanSnap is not connected to your computer yet.

3. Start up your computer.
   Login as a user with Administrator rights.

4. Close all currently running programs.

■ Installing Cardiris

Install Cardiris from the "Cardiris™ CD" supplied with the ScanSnap, by following the procedure below.

Prepare the Cardiris CD-ROM.

1. Insert the "Cardiris™ Setup CD-ROM" into the CD-ROM drive.

2. Double-click the "Cardiris 3.6 for ScanSnap" on the desktop.

3. Double-click the "Cardiris 3.6 for ScanSnap" icon.
   ⇒ A screen of Cardiris installation appears.

4. Scroll down and read License Agreement to the end. Then click the [Continue] button, and install Cardiris, by following the instructions on the screen.
   By default, Cardiris is installed on the Applications Folder.

5. After installation, Mac OS restarts, and the Cardiris icon appears on the Dock menu.

6. Check that Cardiris can be started by clicking the Cardiris icon.
   After confirming the application startup, exit Cardris.

This operation is required for ScanSnap interaction with Cardiris.
This operation must be performed before installing ScanSnap Manager.

■ Installing ScanSnap Manager

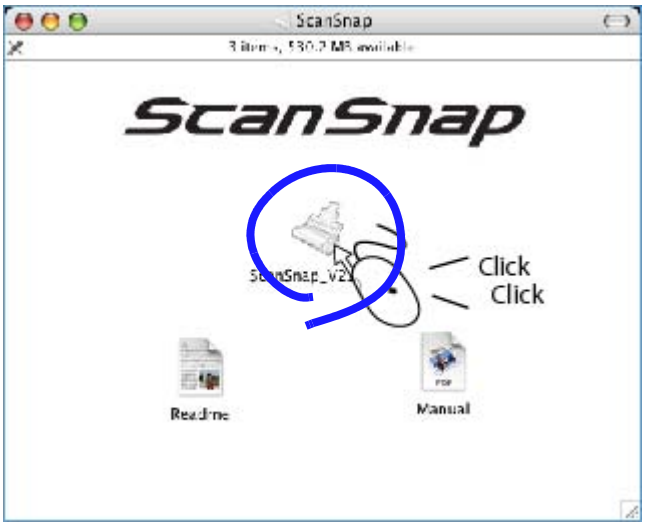
Follow the procedure below to install ScanSnap Manager.

Operation

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

   ⇒ The "ScanSnap" window appears.

2. Double-click the ScanSnap Manager icon .



(1) With Mac OS X v10.2

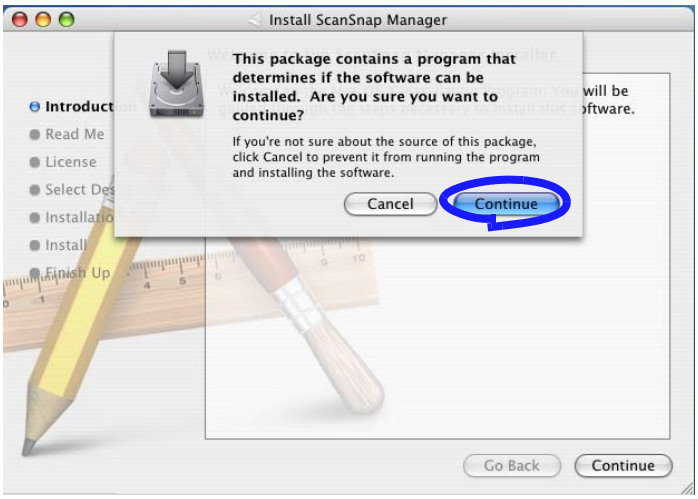
⇒ The "Welcome to ScanSnap Manager Installer" window appears.

ATTENTION

With Mac OS X v10.2, a window may appear requiring you to authenticate the action. In this case, enter the password of the user with Administrator rights.

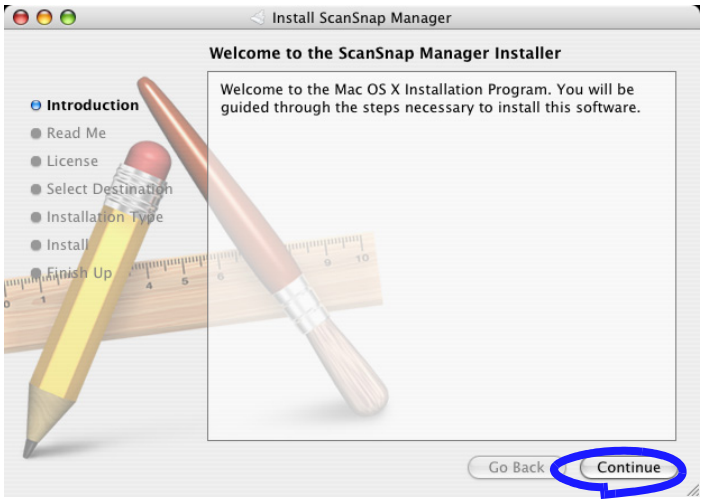
(2) With Mac OS X v10.3, v10.4, or v10.5

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

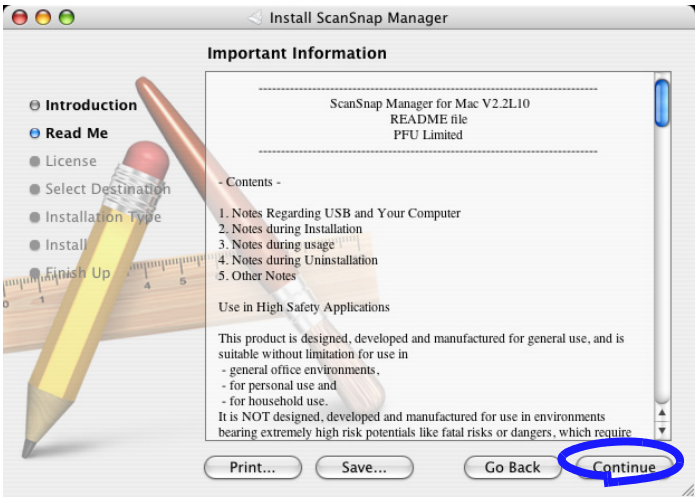


⇒ Click the [Continue] button.

3. In the "Welcome to the ScanSnap Manager Installer" window, click the [Continue] button.



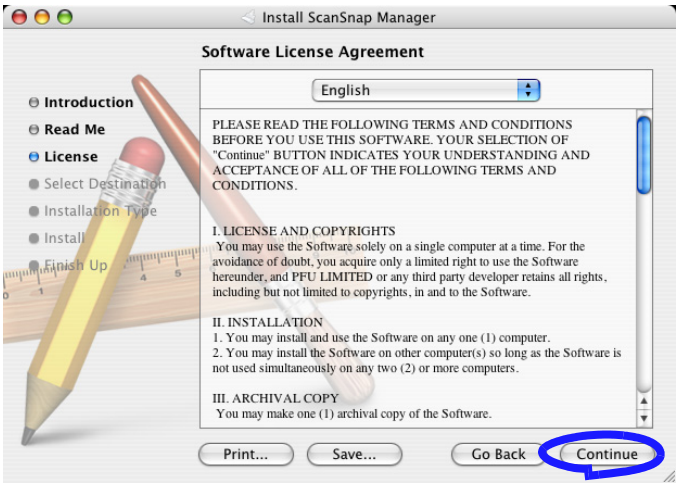
⇒ The "Important Information" window appears.



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

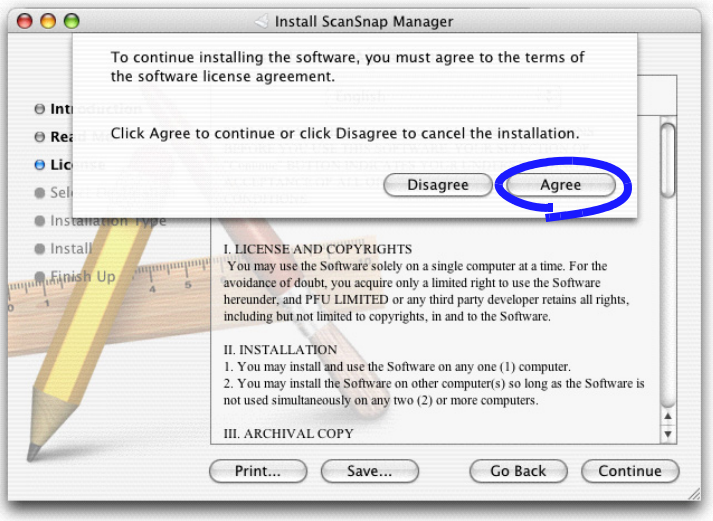
⇒ The "Software License Agreement" window appears.

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



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

⇒ The agreement confirmation window appears.

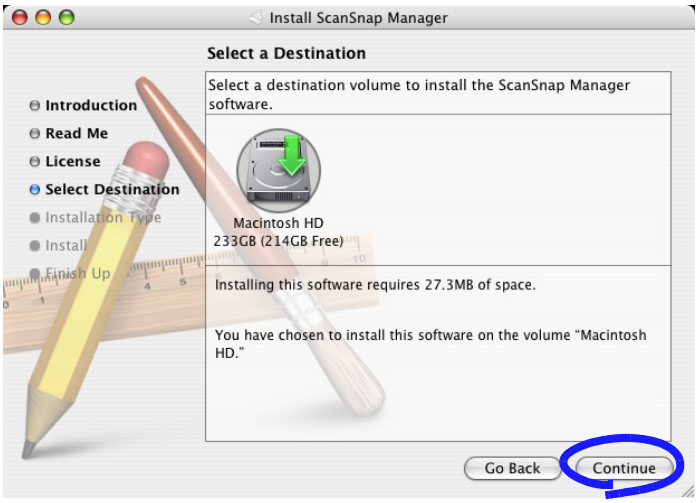


To accept the agreement, click the [Agree] button. If you click the [Disagree] button, the installation would be aborted, and the "Software License Agreement" window returns.

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

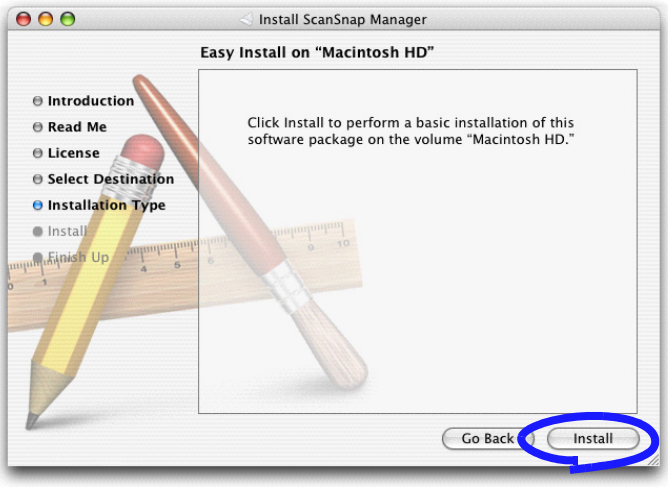
5. In the "Select a Destination" window, specify the installation directory, and click the [Continue] button.

   Select the volume to install the software, and click the [Continue] button.



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

6. In the "Easy Install on <*selected destination name*>" window, click the [Install] button.



HINT

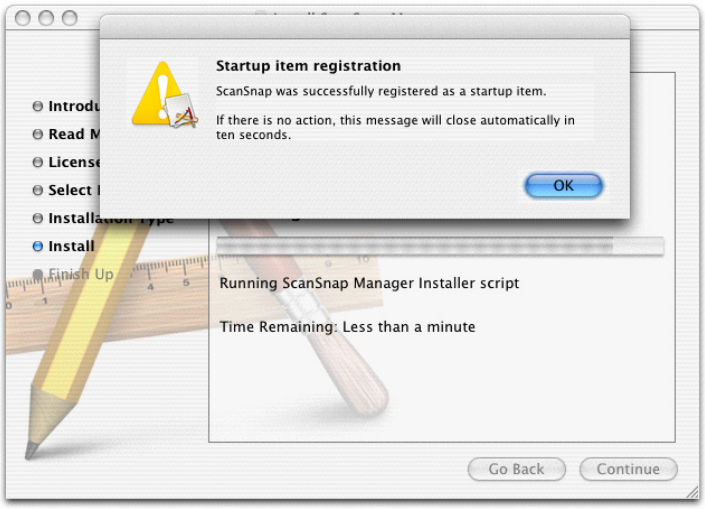
ScanSnap Manager and ScanSnap S300M Operator's Guide will be installed on the Applications Folder.

   ⇒ The "Installing ScanSnap Manager" window appears.

ATTENTION

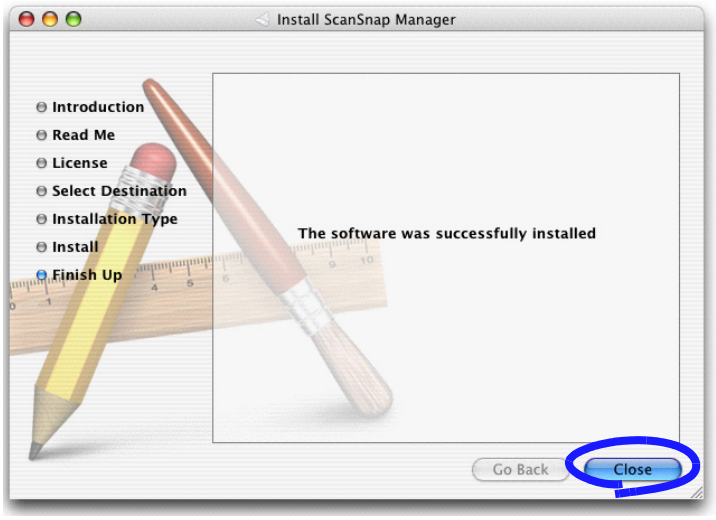
With Mac OS X v10.3, v10.4, and v10.5, a window may appear requiring you to authenticate the action. In this case, enter the password of the user with Administrator rights.

⇒ The "Startup item registration" window appears before the installation is complete.



⇒ Clicking the [OK] button in the "Startup item registration" window closes the window. Even if you do nothing, the window closes automatically in ten seconds.

7. In the "The software was successfully installed" window, click the [Close] button.



⇒ ScanSnap Manager starts and the ScanSnap Manager icon appears in the Dock menu.

HINT

The status of the ScanSnap Manager icon change from to after connecting the ScanSnap to your computer.
The displayed icon in the Dock menu varies depending on the cable connection you made.

- Power cable connection:
- USB bus power cable connection:

This guide uses examples for power cable connection.

ATTENTION

When a user other than the one who has installed the software wants to use the ScanSnap, the user must add ScanSnap Manager to the Login Items (Startup Items) manually.

1. Log in as the user that you want to configure.
2. If your operating system is Mac OS X v10.2, in the "System Preferences" window, select "Login Items" - "Add" to add "ScanSnap Manager."
   If your operating system is Mac OS X v10.3, v10.4, or v10.5, in the "System Preferences" window, select "Accounts" - "My Account" - "Login Items (for Mac OS X v10.4 and v10.5)" or "Startup Items (for Mac OS X v10.3)," and then select "+" to add "ScanSnap Manager."

2.2 Connecting the ScanSnap to Your Computer

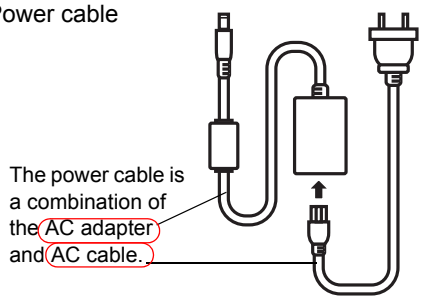
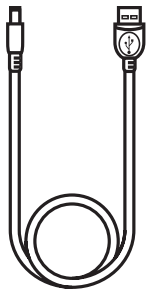
When the installation of the above programs is complete, connect the ScanSnap to your computer.

ATTENTION

Be sure to install the supplied programs, and then restart your computer before connecting the ScanSnap to your computer with cables. (For details about the installation, refer to "2.1 Installing ScanSnap" (page 6).)

■ Connecting the cable

Connect the ScanSnap to a power supply in either of two ways below:
First, connect to a power supply, and then connect to your computer with the USB cable.

Power source	Use the following cable:	See:
Power outlet (When always operating the ScanSnap at the same regular place where it can be fed power from a power outlet)	Power cable  	"When connecting with the power cable:" (page 16)
Computer (When using the ScanSnap at a place where it reaches no power outlet, or when carrying the ScanSnap together with your laptop computer around and operating at a place where no power outlet is available)	USB bus power cable 	"When connecting with the USB bus power cable:" (page 17)

CAUTION

Use only the AC cable and AC adapter (power cable) below:
Otherwise, a failure may be caused.

- Manufacturer: LEI
- Model No.: NU13-1072166-I3

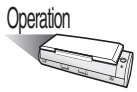
ATTENTION

- When using the USB bus power cable, your computer must have two USB ports; one for power feeding, the other for USB cable connection.
- When connecting with the USB bus power cable via a USB hub, use a powered hub equipped with an AC adapter.
- When the ScanSnap is connected with the USB bus power cable, the scanning speed becomes slow.
  Double-sided color documents of A4 or letter in size can be scanned at a speed of:
  - Power-cable-connected: Approx. 8 sheets/minute
  - USB-bus-power-cable-connected: Approx. 4 sheets/minute

  (when used with a computer with Intel® Core™ Duo 1.83 GHz and with Scan mode set to Normal, Color mode Auto, and Compression rate 3, and others set to defaults)

When connecting with the power cable:

Use the power cable ❶ and USB cable ❷.

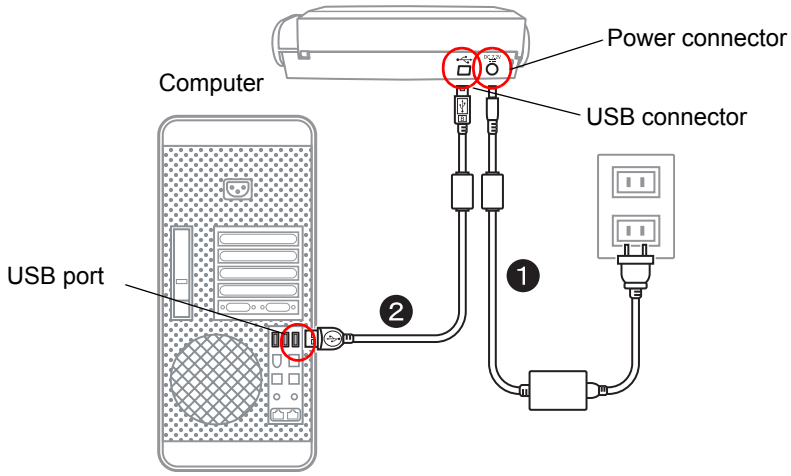


1. Connect the power cable.

   Remove the adhesive label covering the USB and power connectors.
   Connect to the ScanSnap's power connector and an outlet.

2. Connect the USB cable.

   Connect the USB cable to both the ScanSnap and your computer. Insert until it is all the way seated in the USB connector and USB port.



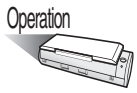
3. After power and USB connector are connected with cables, perform the procedure described in "Turning the ScanSnap ON" (page. 18).

ATTENTION

- Be sure to use the supplied AC adapter and AC cable.
- Be sure to use the supplied USB cable.
  The operation with any commercially available USB cable is not guaranteed.
- If only the USB cable is used, the ScanSnap does not operate. Be sure to use two types of cables, the power and USB cables, to connect the ScanSnap to your computer.
- Connect the power cable before connecting the USB cable.
- Be sure to install ScanSnap Manager before connecting the ScanSnap to your computer. (For how to install them, refer to "Installing ScanSnap Manager" (page. 8).)
- When connecting to a USB hub, be sure to use the first stage USB hub that is closest to the computer. If you use the second or later hub stages, the ScanSnap may not operate properly.
- When connecting with a USB 2.0 cable, make sure that the USB port to connect to and hub must be USB 2.0-compliant. Note that if connected with a USB 1.1 cable, the scanning speed may become slow. When a USB 2.0-compliant port is available, it is recommended that the USB 2.0-compliant port be used.

When connecting with the USB bus power cable:

Use the USB bus power cable ❶ and USB cable ❷.

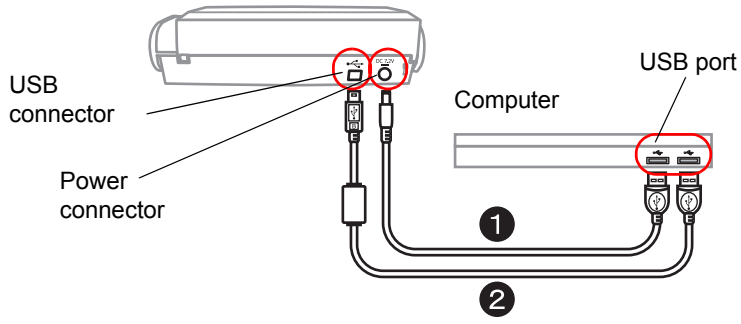


1. Connect the USB bus power cable.

   Remove the adhesive label covering the USB and power connectors.
   Connect to the ScanSnap's power connector and your computer.

2. Connect the USB cable.

   Connect the USB cable to both the ScanSnap and your computer. Insert until it is all the way seated in the USB connector and USB port.



3. After power and USB connector are connected with cables, perform the procedure described in "Turning the ScanSnap ON" (page. 18).

ATTENTION

- Be sure to use the supplied USB bus power cable.
- Be sure to use the supplied USB cable.
  The operation with any commercially available USB cable is not guaranteed.
- If only the USB cable is used, the ScanSnap does not operate. Be sure to use two types of cables, the USB bus power and USB cables, to connect the ScanSnap to your computer.
  Or, use a powered hub equipped with an AC adapter, and connect both cables to the same hub.
- When connecting to a USB hub, be sure to use the first stage USB hub that is closest to the computer. If you use the second or later hub stages, the ScanSnap may not operate properly.
- Connect the USB bus power cable before connecting the USB cable.
- Be sure to install ScanSnap Manager before connecting the ScanSnap to your computer. (For how to install them, refer to "Installing ScanSnap Manager" (page. 8).)
- When connecting with a USB 2.0 cable, make sure that the USB port to connect to and hub must be USB 2.0-compliant. Note that if connected with a USB 1.1 cable, the scanning speed may become slow. When a USB 2.0-compliant port is available, it is recommended that the USB 2.0-compliant port be used

■ Turning the ScanSnap ON

Follow the procedure below to turn the ScanSnap ON.

HINT

The ScanSnap is turned on/off in conjunction with:

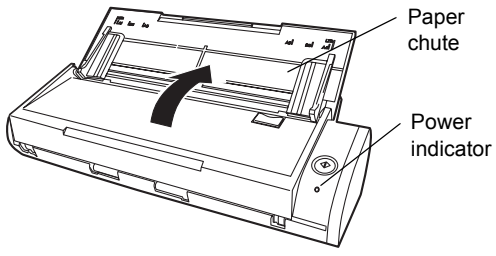
- opening/closing of the paper chute on the ScanSnap
- turning on/off of your computer connected to the ScanSnap

As the first case above is given priority, the ScanSnap will not be turned on unless the paper chute is open, even if the computer is turned on.

Leave the ScanSnap connected to your computer, and you can turn on/ off the ScanSnap simply by opening/closing the paper chute when necessary.

Operation

1. Open the paper chute of the ScanSnap.



2. The ScanSnap is turned ON.

   ⇒ The power indicator starts blinking, and becomes solid. Then, the ScanSnap is recognized as new hardware by your computer.

HINT

Depending on the performance of the computer and the load on it, it may take time before the power indicator gets illuminated. For example, it may take time if there are many programs running on the computer. In such case, wait until the power indicator is steadily on.
If the power indicator keeps blinking several minutes or more, close the paper chute, await at least five seconds, then reopen it. If this does not change the situation, check for the cable connection.

3. The connection of the ScanSnap is complete.

HINT

It may take some time for the ScanSnap Manager icon on the Dock menu to become .

The icon indication on your computer depends on the cable connection you made.

- Power cable connection:
- USB bus power cable connection:

This guide uses examples for power cable connection.

Chapter 3

Using the ScanSnap

This chapter describes the basic operations of the ScanSnap.

3

3.1 Flow of Operations 22

3.2 Paper Sizes of Documents to be Scanned 39

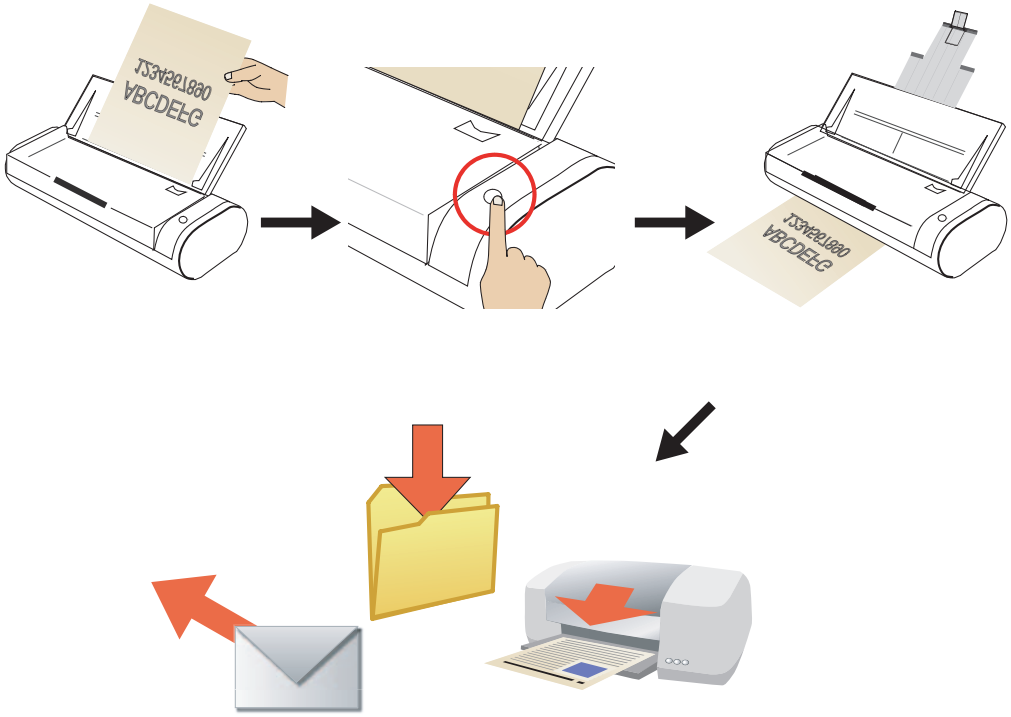
3.3 Loading Documents 41

3.1 Flow of Operations

This section describes the flow of operations from scanning documents with the ScanSnap to saving scanned images to PDF files.

■ Basic flow of operations

With the document loaded onto the ScanSnap, simply press the [SCAN] button, and you can save the scanned documents to files, attach them to e-mail, and print them with the printer.

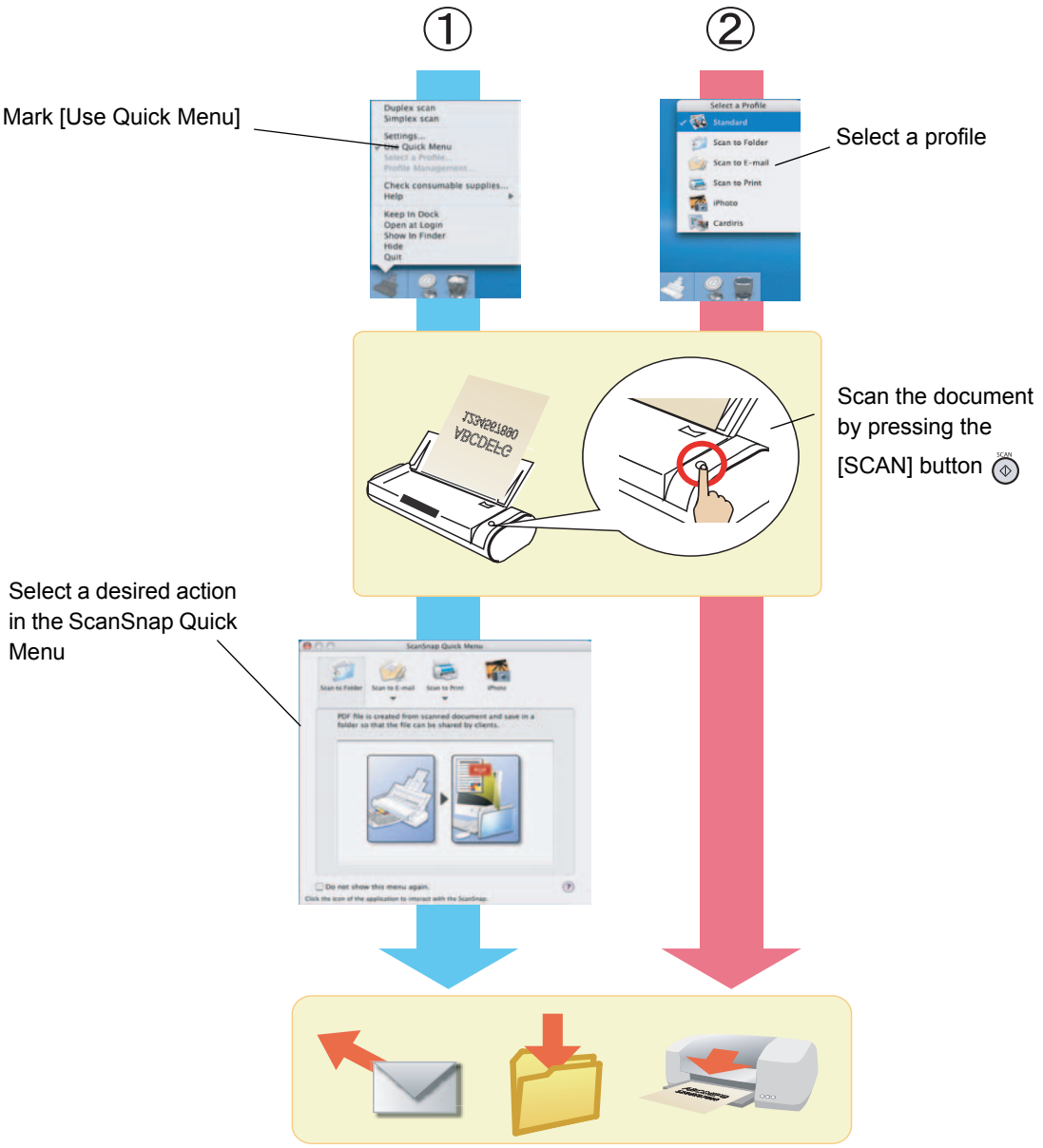


Press the [SCAN] button to scan documents.

With the [SCAN] button , you can scan documents in two different ways. Perform a scan in a way that suits the preferences of you.

	Simply press this button to scan the document. (1) Select an action you want to perform in the ScanSnap Quick Menu after scanning (page 24). (2) Select an application or a profile before scanning (page 25).

Use either way according to your preferences.



HINT

You can switch between the above two modes by marking and unmarking [Use Quick Menu] in the ScanSnap Manager Menu, which pops up when clicking and holding the ScanSnap Manager icon on the Dock menu. For details, refer to "ScanSnap Manager Menu" (page. 45).

1. Select an action you want to perform in the ScanSnap Quick Menu after scanning.

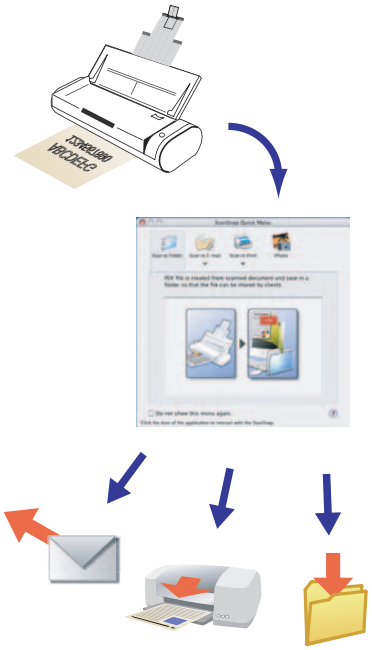
(Quick Menu Mode)

(1) Press the [SCAN] button to scan the document.

(2) The ScanSnap Quick Menu appears after scanning.

(3) Select a desirable action in the ScanSnap Quick Menu.

⇒ An application starts up for you to perform the selected action.



HINT

Quick Menu Mode has the following features:

- You can perform a desirable action with point and click operations by using the menu simple enough for beginners.
- This way of scanning is suitable when you want to perform various actions after scanning. You do not have to specify an application in advance.

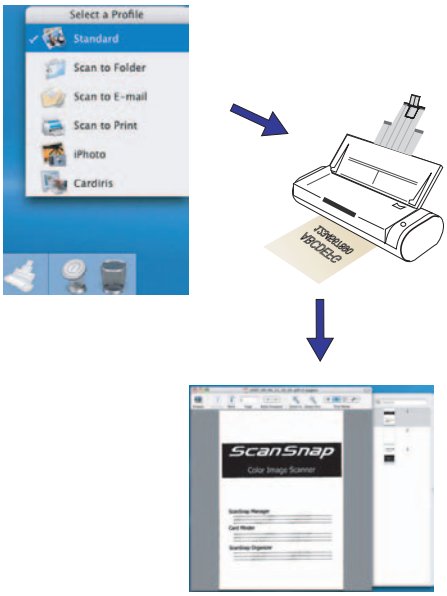
2. Select an application or a profile before scanning.

   (Profile Mode)

   (1) On the "Select a Profile" window, select a desirable application (profile).

   (2) Press the [SCAN] button to scan the document.

   ⇒ The selected application starts up for you to perform the selected action.



HINT

Profile Mode has the following features:

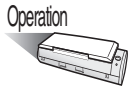
- You can scan the document at the press of a button.
- This way of scanning is suitable when you want to scan the document by using an application specified in advance.
- You can add profiles modified to suit the needs or preferences of you.

The following gives you detailed descriptions of a series of operations.

For the combination of SCAN ([SCAN] button) and <Quick Menu Mode>, refer to "Scanning documents in Quick Menu Mode" (page. 28).

For the combination of SCAN ([SCAN] button) and <Profile Mode>, refer to "Scanning documents in Profile Mode" (page. 33).

■ Preparation



1. Make sure that the power cable or USB bus power cable is connected to the ScanSnap.

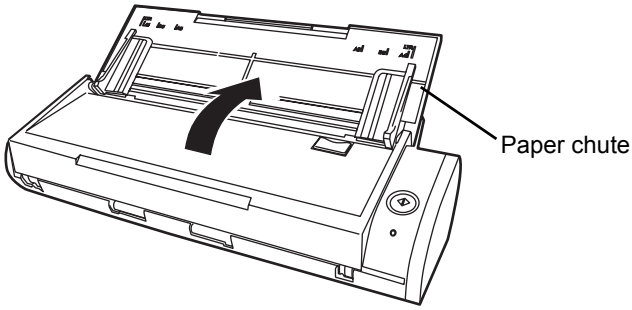
2. Make sure that the ScanSnap is correctly connected to your computer.

Connecting the ScanSnap to the computer that is already turned on presents no problem. If the ScanSnap is already connected to your computer, you do not have to reconnect it.

3. Turn on your computer.

⇒ The ScanSnap Manager icon appears in the Dock menu when Mac OS starts running.

4. Open the paper chute.



⇒ The ScanSnap is turned on and the status of the ScanSnap Manager icon will change from to .

Do not connect or disconnect other USB devices to or from the computer during scanning.

HINT

Depending on the performance of the computer and the load on it, it may take time for the ScanSnap Manager icon on the Dock menu to become the ready status. For example, it may take time if there are many programs running on the computer.

■ Scanning documents in Quick Menu Mode

Operation

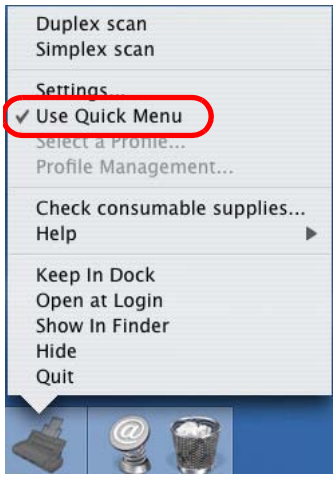
1. Make sure that the ScanSnap Manager icon is displayed in the Dock menu.

HINT

If the ScanSnap Manager icon is not displayed, from Finder, select the destination in which "ScanSnap" is installed (generally, you select "Applications," and then "ScanSnap"), and select "ScanSnap Manager" to start up "ScanSnap Manager."
The icon has been added to the Startup Item on the Mac operating system during installation, and therefore it appears in the Dock menu when the Mac OS starts.
If "ScanSnap Manager" has not been added to the Startup Item in the "System Preferences" window, follow the procedure below to add it.

1. If the operating system you are using is Mac OS X v10.2, in the "System Preferences" window, select "Login Items" - "Add," and then add "ScanSnap Manager" again.
2. If the operating system you are using is Mac OS X v10.3, v10.4, or v10.5, in the "System Preferences" window, select "Accounts" - "My Account" - "Login Items (for Mac OS X v10.4 or v10.5)" or "Startup Items (for Mac OS X v10.3)," and then select "+" to add "ScanSnap Manager."

Click and hold the ScanSnap Manager icon, and check the scanning method.



HINT

If [Use Quick Menu] is not marked, scanning is performed in Profile Mode. For how to scan the document in Profile Mode, refer to "Scanning documents in Profile Mode" (page. 33).

Operation

2. Load the document onto the ScanSnap.

Refer to "3.2 Paper Sizes of Documents to be Scanned" (page 39) and "3.3 Loading Documents" (page 41).

3. Press the [SCAN] button SCAN on the ScanSnap.

⇒ This starts the scanning.

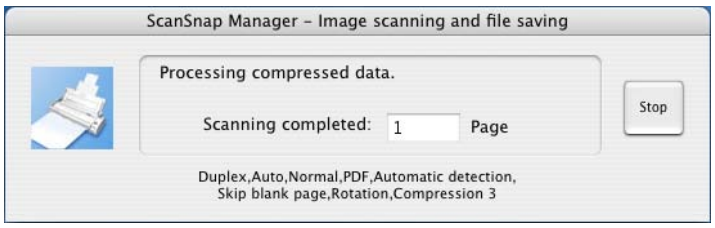
HINT

- By default, documents are scanned in "Duplex Scan" mode when you press the [SCAN] button. With "ScanSnap Manager," you can change the mode to "Simplex Scan" mode.
  Refer to "4.2 Changing Scanning Settings" (page 47) for more details.
- You can also start the scanning by using the ScanSnap Manager icon in the Dock menu to select "Simplex scan" or "Duplex scan."
  Refer to "4.1 About the ScanSnap Icon" (page 44) for more details.

ATTENTION

- Do not connect or disconnect other USB devices to or from the computer during scanning.
- Do not close the paper chute during scanning.
- Do not switch the user to log in during the scanning operation.

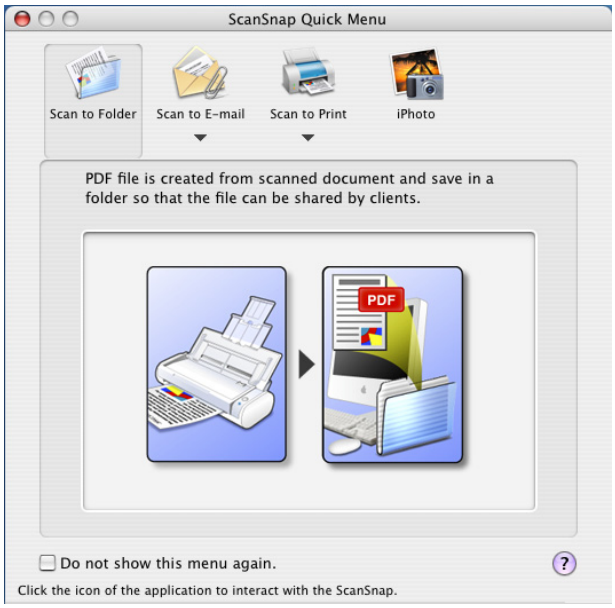
⇒ The power indicator ⏻ on the ScanSnap blinks white during scanning.
The following window appears to indicate the scanning status.



⇒ When the scanning is complete, the ScanSnap Quick Menu appears.

Operation

4. Select an action you want to perform in the Action List on the left side of the ScanSnap Quick Menu.



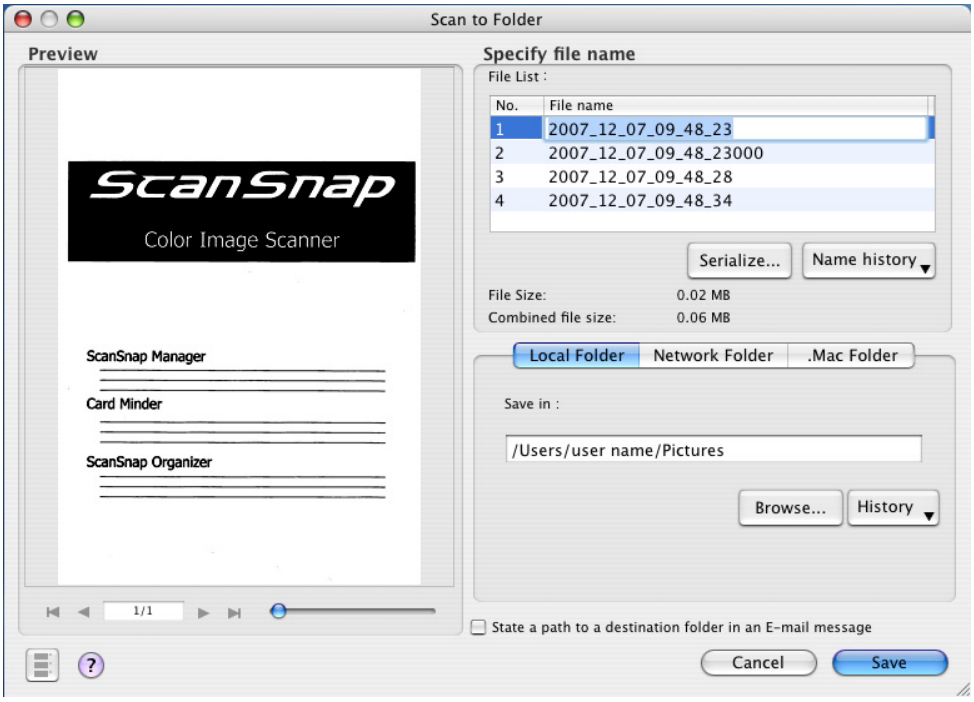
Action List

Action	Description
Scan to Folder	PDF files are created from the scanned images and saved in a specified folder (shared folder). ⇒ "5.2 Saving Data in the Specified Folder" (page 87)
Scan to E-mail	PDF files are created from the scanned images and an e-mail program is started with the PDF files attached to e-mail. ⇒ "5.3 Sending Files by E-mail" (page 104)
Scan to Print	Scanned images are printed with a printer. ⇒ "5.4 Using the ScanSnap as a Copy Machine" (page 119)
iPhoto	PDF files are created from the scanned images and displayed with iPhoto. ⇒ "5.5 Sending Data to iPhoto" (page 130)

ATTENTION

"iPhoto" option is displayed when iPhoto version 5 or later has been installed on your computer.

⇒ An application corresponding to the selected action starts up to perform the selected action.



For details about information such as the scanning settings, file name and destination folder to save data, refer to "4.2 Changing Scanning Settings" (page 47).

- By default, documents are scanned using the settings below.
  Image quality: Normal
  Color mode: Auto Color Detection
- Before scanning documents of printed or handwritten text, mark the "Setting for text only document" checkbox. In the "ScanSnap Manager - Scan and Save Settings" window, select the [Scanning] tab, and then the [Option] button to display the "Read mode option" window in which you can enable the above function. For details, refer to "4.2 Changing Scanning Settings" (page 47).
- For information about scanning settings, refer to "4.2 Changing Scanning Settings" (page 47). In the "ScanSnap Manager - Scan and Save Settings" window, you can change the following settings:
  - Folder in which scanned images are saved
  - File name of scanned images
  - Scanning mode (whether to perform fast scanning or excellent scanning, whether to produce sharp text images, whether to automatically remove blank pages, correct skewed images, change orientation of pages, and continue scanning another document)
  - Whether to include all scanned pages in a PDF file or create PDF files, each of which includes a preset number of pages
  - Paper size of documents to be scanned
  - File size of scanned images (compression rate)

  Scanned images may be scaled in some degree.

- When the ScanSnap Quick Menu is displayed, the ScanSnap does not work even if you press the [SCAN] button. Select one of actions in the menu and complete the action before scanning another document.
- Do not move, delete, rename files in other applications when the ScanSnap Quick Menu is displayed.

■ Scanning documents in Profile Mode

Operation

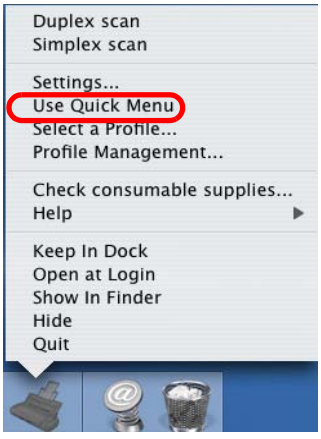
1. Check for the ScanSnap Manager icon on the Dock menu as shown below.

HINT

If the ScanSnap Manager icon is not displayed, from Finder, select the destination in which "ScanSnap" is installed (generally, you select "Applications," and then "ScanSnap"), and select "ScanSnap Manager" to start up "ScanSnap Manager."
The icon has been added to the Startup Item on the Mac operating system during installation, and therefore it appears in the Dock menu when the Mac OS starts.
If "ScanSnap Manager" has not been added to the Startup Item in the "System Preferences" window, follow the procedure below to add it.

1. If the operating system you are using is Mac OS X v10.2, in the "System Preferences" window, select "Login Items" - "Add," and then add "ScanSnap Manager" again.
2. If the operating system you are using is Mac OS X v10.3, v10.4, or v10.5, in the "System Preferences" window, select "Accounts" - "My Account" - "Login Items (for Mac OS X v10.4 or v10.5)" or "Startup Items (for Mac OS X v10.3)," and then select "+" to add "ScanSnap Manager."

2. Unmark [Use Quick Menu] in the menu that pops up when clicking and holding the ScanSnap Manager icon.



When [Use Quick Menu] is marked, the document is scanned in Quick Menu Mode. For details about Quick Menu Mode, refer to "Scanning documents in Quick Menu Mode" (page. 28).

3. Select [Select a Profile] in the menu which pops up when clicking and holding the ScanSnap Manager icon or click the ScanSnap Manager icon , and specify a profile to use for scanning.

Operation

4. Load the document onto the ScanSnap.

Refer to "3.2 Paper Sizes of Documents to be Scanned" (page 39) and "3.3 Loading Documents" (page 41) for more information.

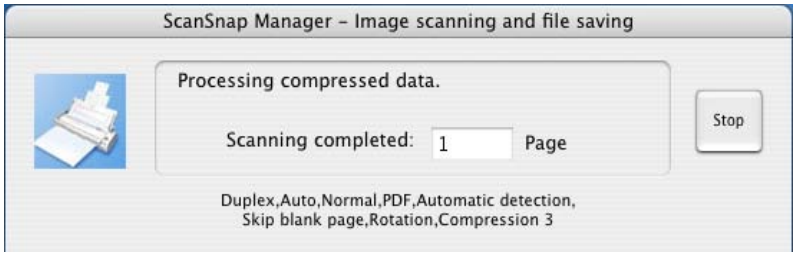
5. Press the [SCAN] button on the ScanSnap.

⇒ Scanning is started.

- By default, documents are scanned in "Duplex Scan" mode when you press the [SCAN] button. With "ScanSnap Manager," you can change the mode to "Simplex Scan" mode.
  Refer to "4.2 Changing Scanning Settings" (page 47) for more details.
- You can also start the scanning by using the ScanSnap Manager icon in the Dock menu to select "Simplex scan" or "Duplex scan."
  Refer to "4.1 About the ScanSnap Icon" (page 44) for more details.

- Do not connect or disconnect other USB devices during the scanning operation.
- Do not close the paper chute during the scanning operation.
- Do not switch the user to log in during the scanning operation.

⇒ The power indicator ⏻ on the ScanSnap blinks white during the scanning operation. The following window appears to indicate the scanning status.



⇒ The supplied application (such as Preview) becomes active, and you can view the scanned images.

For details about the settings for the scanning, file name, and destination to save data, refer to "4.2 Changing Scanning Settings" (page 47).

- By default, documents are scanned using the settings below.
  Image quality: Normal
  Color mode: Auto Color Detection
- Before scanning documents of printed or handwritten text, mark the "Setting for text only document" checkbox. In the "ScanSnap Manager - Scan and Save Settings" window, select the [Scanning] tab, and then the [Option] button to display the "Read mode option" window in which you can enable the above function. For details, refer to "4.2 Changing Scanning Settings" (page 47).
- The application that starts up automatically after scanning is the one selected on the [Application] tab of the "ScanSnap Manager - Scan and Save Settings" window.
  For details, refer to "4.2 Changing Scanning Settings" (page 47).
- Scanned images can also be saved in JPEG format. To save images in JPEG format, change scanning settings beforehand.
  For information about scanning settings, refer to "4.2 Changing Scanning Settings" (page 47). In the "ScanSnap Manager - Scan and Save Settings" window, you can change the following settings:
  - Application that interacts with the ScanSnap
  - Folder in which scanned images are saved
  - File name of scanned images
  - Scanning mode (whether to perform fast scanning or excellent scanning, whether to produce sharp text images, whether to automatically remove blank pages, correct skewed images, change orientation of pages, load the document face up, and continue scanning another document)
  - File format of scanned images (*.pdf/*.jpg)
  - Whether to include all scanned pages in a PDF file or create PDF files, each of which includes a preset number of pages
  - Paper size of images to be scanned
  - File size of scanned images (compression rate)

  Scanned images may be scaled in some degree.

■ Turning the ScanSnap ON/OFF

You can turn on/off the ScanSnap by doing either of the following:

- Turn on/off your computer.
- Open/close the paper chute of the ScanSnap.

The ScanSnap is turned on/off in conjunction with your computer or opening closing of the paper chute. Ordinarily, you can forget about turning on/off the ScanSnap being connected to your computer.

- **When you turn off your computer or close the paper chute of the ScanSnap…**

  ⇒ The power indicator on the ScanSnap goes off and the ScanSnap is turned off.

- **When you turn on your computer or open the paper chute of the ScanSnap…**

  ⇒ The power indicator on the ScanSnap illuminates and the ScanSnap is turned on.

Depending on the performance of the computer and the load on it, it may take time before the power indicator gets illuminated. For example, it may take time if there are many programs running on the computer. In such case, wait until the power indicator is steadily on.
If the power indicator keeps blinking several minutes or more, close the paper chute, await at least five seconds, then reopen it. If this does not change the situation, check for the cable connection.

Depending on specification of your computer, the following symptoms may occur. Even so, the ScanSnap is not malfunctioning.

- The ScanSnap is initialized several times during startup.
- It may take two to three minutes until the power indicator goes off after your computer is turned off.

■ Finishing ScanSnap operation

Exiting "ScanSnap Manager"

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

To operate the ScanSnap, "ScanSnap Manager" must be active (stay resident). When you want to resurrect "ScanSnap Manager," select the destination where the ScanSnap is installed (generally, "Applications" - "ScanSnap") from Finder, and then select "ScanSnap Manager."
(*You do not have to quit "ScanSnap Manager" under normal conditions.)

Disconnecting the ScanSnap

1. Close the paper chute to turn off the ScanSnap.

   ⇒ The ScanSnap Manager icon changes to . The power indicator goes out.

2. Unplug the USB cable from your computer.

3. Unplug the power cable or USB bus power cable from the power outlet or computer.

The ScanSnap is turned off in conjunction with your computer or opening/ closing of the paper chute. Ordinarily, you can forget about turning on/off the ScanSnap being connected to your computer.

3.2 Paper Sizes of Documents to be Scanned

The table below shows the types of documents that you can scan with the ScanSnap.

Type	Standard office paper Post cards, Business cards	
Weight	64 g/m^2 to 104 g/m^2 (17 lb to 28 lb)	
Size	Letter	8.5 x 11 [in.] (216 x 279.4 [mm])
	Legal	8.5 x 14 [in.] (216 x 355.6 [mm])
	A4	210 x 297 [mm]
	A5	148 x 210 [mm]
	A6	105 x 148 [mm]
	B5 (JIS)	182 x 257 [mm]
	B6 (JIS)	128 x 182 [mm]
	Post card	100 x 148 [mm]
	Business card	90 x 55 [mm], 55 x 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.])

- Documents hand-written with a pencil may be smeared during a scan.
  The rollers of the ScanSnap get dirty and multi-feeding may be caused.In the case where you scan such documents, clean the rollers as often as possible.
  For details, refer to "8.2 Cleaning the Inside of the ScanSnap" (page 175).
- Carbonless paper contains chemical substances that may damage the Pad ASSY and/or rollers such as the pick roller. When scanning carbonless paper, keep in mind the following:
  - Clean the Pad ASSY and rollers as frequently as possible.
  - The service life of the ScanSnap may be shorter than when you use woodfree paper.
- Do not scan any photographs or sheets of paper affixed to the document.
  Doing so may damage the photographs or sheets as they should come into contact with the pad and/or rollers of the ScanSnap during scanning.

Do not scan the following types of documents:

- Documents with paper clips and/or staplers (Remove clips and staplers to scan these documents.)
- Documents before ink dries (Scan documents after the ink dries)
- Documents larger than Legal (width: 8.5 in. length: 14 in.)
- Documents folded in half larger than 216 x 297 mm (W x L) (8.5 x 11.7 in.)
- Materials other than paper such as the fabric, metal foil, transparency, or plastic card.

If you scan the following types of documents, the documents may be damaged or scanned incorrectly.

- Documents smaller than 2 (width) x 2 (length) in.
- Documents thinner than 64 g/m^2 (17 lb)
- Documents of nonuniform thickness (e.g. envelopes and paper sheets with other paper sheets affixed)
- Wrinkled or curled documents
- Folded or torn documents
- Tracing paper
- Coated paper
- Photographs (printing paper)
- Perforated or punched documents
- Documents of not-square shaped paper
- Carbonless paper
- Thermal paper
- Carbon paper
- Documents with photographs or sticky notes affixed

3.3 Loading Documents

This section describes how to load documents onto the ScanSnap.

■ How to load documents

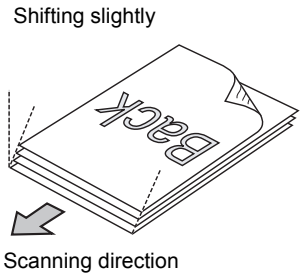
1. Align the edges of the document.

Align the edges of the document as follows:

1) Straighten the edges of the document.
   Straighten both edges of the document stack for scanning it correctly.
2) Check the number of sheets in the document stack.
   The maximum number of sheets that can be loaded onto the ScanSnap is as follows:
   For A4 or letter-size paper or smaller, a document stack of 1mm or less (ten sheets at 64g/m^2 or at 17lb).

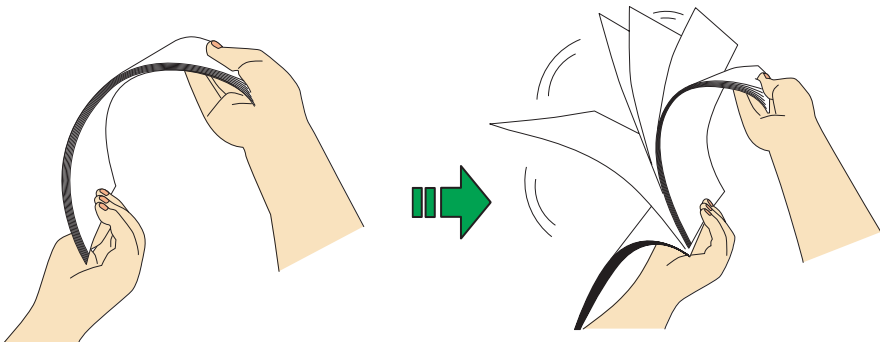
HINT

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



To prevent paper jam, fan the document as follows:

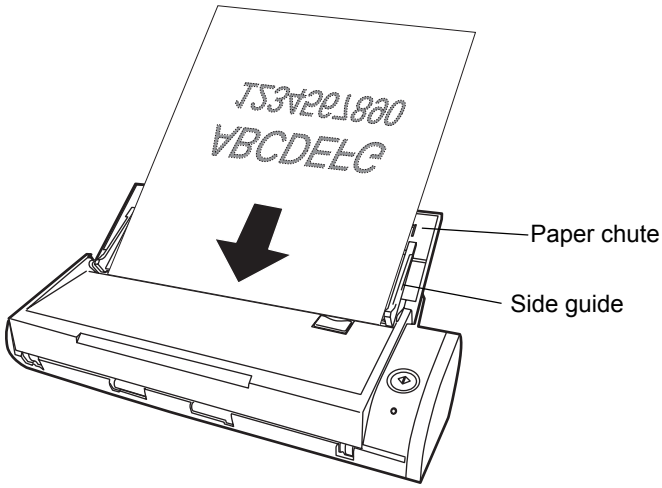
1) Select a stack of documents 1mm or less high.
2) Hold the documents with both hands, and fan it out as shown in the figure below.



3) Turn the document by 90 degree, and then fan it in the different orientation again.

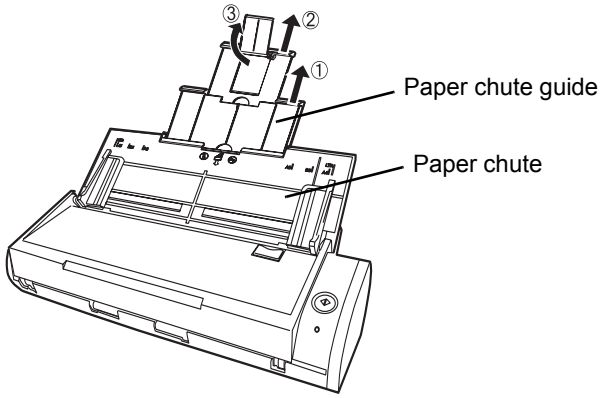
2. Load the document onto the paper chute.

Load the batch so that the front side of the document (the first page when the number of sheets is more than one) faces down (to the paper chute).
Reduce the number of sheets and load them so that a batch of the document is under 1mm.



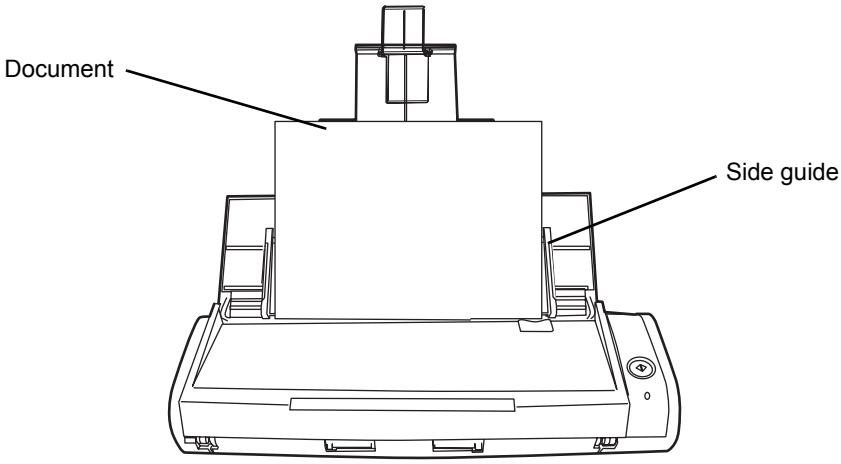
HINT

When scanning long-size documents, pull up the Paper chute guide and open the extension in the order given.



3. Adjust the side guides to the document width.

Move the side guides so that there is no gap between the document edge and side guide on both sides.Doing so can eliminate skewing of the document during scanning. When moving the side guides, hold the part with raised dots on each side.



Chapter 4

Setting the ScanSnap

This chapter describes the basic settings of the ScanSnap.

4.1 About the ScanSnap Icon 44

4.2 Changing Scanning Settings 47

4.3 Saving Scanning Settings 70

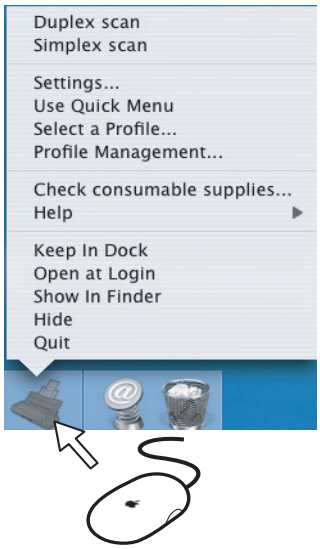
4.4 Using the ScanSnap Quick Menu 82

4.1 About the ScanSnap Icon

All functional properties on the ScanSnap are managed by ScanSnap Manager.

Ordinarily, the ScanSnap Manager icon is added to the Dock menu.

Clicking and holding down this icon shows the following menu. You can start scanning, change settings, and check the status of consumables from this menu.



HINT

The button indication on your computer depends on the cable connection you made.

- Power cable connection:
- USB bus power cable connection:

This guide uses examples for power cable connection.

■ ScanSnap Manager Menu

This menu appears when clicking and holding down the ScanSnap Manager icon .

In this menu, you can perform the following:

Item	Function
Duplex scan	Both the front and back sides of the document are scanned at the same time. Scanning is performed according to the settings configured in the "ScanSnap Manager - Scan and Save Settings" window.
Simplex scan	Only one side of the document is scanned at one time. Scanning is performed according to the "ScanSnap Manager - Scan and Save Settings" window.
Settings	The "ScanSnap Manager - Scan and Save Settings" window appears. Settings configured in this dialog are used when scanning is performed with a [SCAN] button press. ⇒ Refer to "4.2 Changing Scanning Settings" (page 47).
Use Quick Menu	You can switch between Quick Menu Mode and Profile Mode by marking/clearing this. You can select an operational mode that is enabled upon scanning with a [SCAN] button press. ⇒ Refer to "3.1 Flow of Operations" (page 22).
Select a Profile	The "Select a Profile" window appears. For details, refer to ""Select a Profile" window" (page. 46)
Profile Management	The "Profile Management" window appears. You can edit profiles. ⇒ Refer to "4.3 Saving Scanning Settings" (page 70).
Check consumable supplies	The "ScanSnap Manager - Check consumable status" window appears. Reset consumable counters to 0 after you replace consumables. Refer to "9.1 Replacing Consumables" (page 180).
Help	You can view the Help topics, the version information of ScanSnap Manager.
Keep In Dock	You can add the ScanSnap Manager icon to the Dock menu.
Open at Login	Marking this sets to automatically start up ScanSnap Manager when Mac OS is started up.
Show In Finder	You can view the contents of the "ScanSnap" folder with Finder.
Hide	You can hide the "ScanSnap Manager - Scan and Save Settings" window in the desktop.
Quit	You can quit ScanSnap Manager.

■ "Select a Profile" window

This window appears when [Select a Profile] is selected in the ScanSnap Manager Menu, or when clicking the ScanSnap Manager icon .

Selectable profiles are listed on the "Select a Profile" window.
Select a profile name on this menu, and you can switch between profiles previously configured and added to the profile list.

The selected profile is used for scanning in Profile Mode (page 25).
For how to create and edit profiles, refer to "4.3 Saving Scanning Settings" (page 70).

HINT

The "Select a Profile" window is not displayed in Quick Menu Mode (page 24).
When you want to use the "Select a Profile" window, unmark [Use Quick Menu] in the ScanSnap Manager Menu.

4.2 Changing Scanning Settings

All the settings on ScanSnap are configured with "ScanSnap Manager."

The ScanSnap Manager icon is added to the Dock menu.

ScanSnap Manager menu appears when you press and hold the mouse button on the icon. From this menu, you can start scanning, configure settings for scanning, and check the consumable status.

This section describes the settings configured in the "ScanSnap Manager - Scan and Save Settings" window.

The following describes how to change the settings.

1. Click and hold the ScanSnap Manager icon in the Dock menu and select [Settings] in the following menu.

Depending on the version of Mac OS X you are using, the menu items may be slightly different from what is shown above.

⇒ The "ScanSnap Manager - Scan and Save Settings" window appears.

HINT

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

2. Change the scan settings in each tab in the "ScanSnap Manager - Scan and Save Settings" window.

   The following settings can be changed:

   - The application that starts automatically and interacts with ScanSnap ⇨ "[Application] tab" (page 51)
   - The destination to save scanned images ⇨ "[Save] tab" (page 55)
   - Scan mode (fast or slow, excellent or normal, color or black-and-white, enable or disable [Setting for text only document], [Allow automatic blank page removal], [Correct skewed character strings automatically], and/or [Allow automatic image rotation], and whether [Continue scanning after current scan is finished]) ⇨ "[Scanning] tab" (page 58)
   - File format for the scanned image ⇨ "[File option] tab" (page 63)
     (file format and number of pages per PDF file)
   - Paper size of the document ⇨ "[Paper size] tab" (page 65)
   - File size for saving scanned images ⇨ "[Compression] tab" (page 68)

ATTENTION

Settings for scanning vary between Quick Menu Mode and Profile Mode. For details, refer to "Appendix B Quick Menu Mode / Profile Mode" (page 195).
In this section, the "ScanSnap Manager - Scan and Save Settings" window in Profile Mode is used as examples.

3. Click the [Apply] button.

   ⇒ Settings on the "ScanSnap Manager - Scan and Save Settings" window have been changed.

<Setting Items>

Each setting item is described below.
Settings you can change for scanning in Quick Menu Mode differ from those in Profile Mode.
For your convenience, each item is marked with a following symbol:

SCAN - Quick : Items that can be set in Quick Menu Mode

SCAN - Profile : Items that can be set in Profile Mode

* Items with no mark can be changed in both modes.

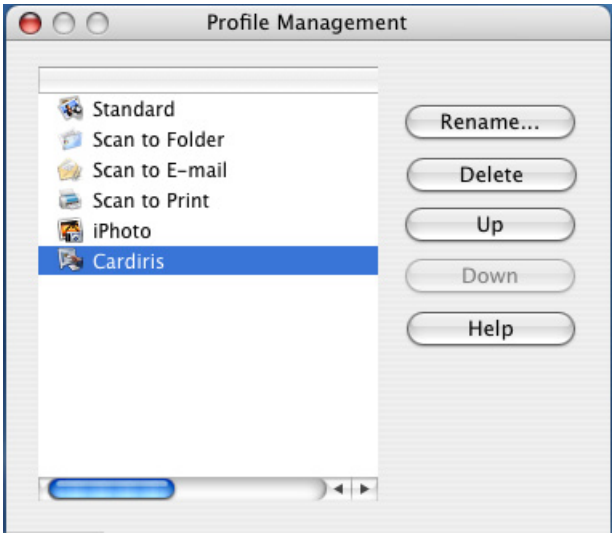
Select a Profile: SCAN - Profile

You can switch between profiles configured beforehand by selecting a profile in the [Select a Profile] pop-up menu.
By default, the following profiles are in the pop-up menu.

- Standard
- Scan to Folder
- Scan to E-mail
- Scan to Print
- iPhoto (This appears when iPhoto version 5 or later is installed. iPhoto 5 is supported by Mac OS X 10.3.4 or later.)
- Cardiris (only when Cardiris is installed)

The [Select a Profile] pop-up menu has the following items.

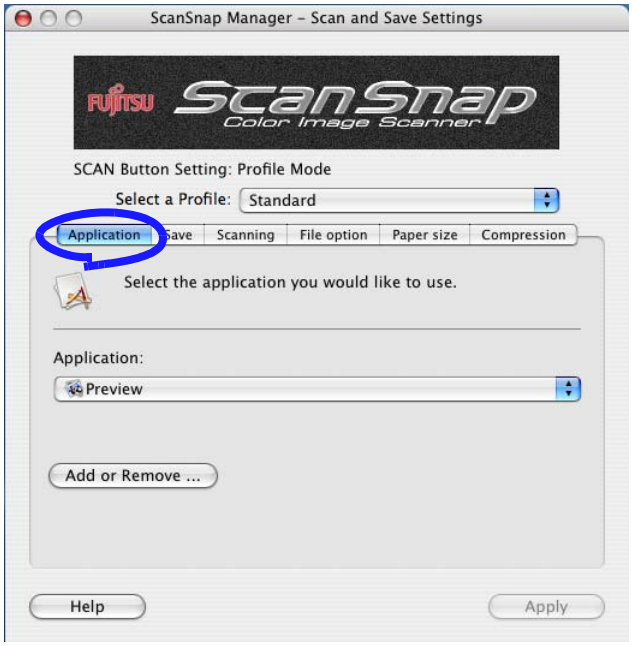
- Add Profile
  New profiles can be added to suit your needs or preferences by selecting this item.
  For details on how to add a profile, refer to "Adding profiles" (page. 71).
- Profile Management
  Selecting this item displays the "Profile Management" window.



  In this window, you can change profile names, delete profiles, and change the order of the profile list. However, you cannot change or delete the [Standard] profile (default profile).
  For details on how to edit a profile, refer to "Changing settings for profiles" (page. 75).

The following describes the setting items of each tab.

[Application] tab SCAN - Profile



■ Application

Specify the application to interact with the ScanSnap. The specified application starts running after the document is scanned with the ScanSnap. Click ⇕ to select the application.

You can select one of the following applications:

- Scan to File
- Adobe Acrobat Standard (This appears when Adobe Acrobat Standard is installed.)
- Adobe Acrobat Professional (This appears when Adobe Acrobat Professional is installed.)
- Adobe Reader or Adobe Acrobat Reader (This appears when Adobe Reader or Adobe Acrobat Reader is installed.)
- Preview
- iPhoto (This appears when iPhoto version 5 or later is installed. iPhoto 5 is supported by Mac OS X v10.3.4 or later.) (➪page 130)
- Scan to Folder (➪page 87)
- Scan to E-mail (➪page 104)
- Scan to Print (➪page 119)
- Cardiris (This appears when Cardiris 3.6 for ScanSnap is installed.) (➪page 158)

- The above applications will be added automatically into the selection list if installed. Uninstalled applications will be removed from the list automatically.
- Adobe Acrobat (Mac OS X) is not supplied with this product. It must be purchased separately.
- If you select "Scan to File (only save image data to file)," the scanned image is saved to file after scanning is complete. The scanning result is not displayed on screen. This setting is ideal when you do not have to confirm the scanning result every time a document is scanned.
- In the default setting, Adobe Acrobat Standard is preferentially selected when both Adobe Acrobat Standard and Adobe Acrobat Professional are installed.

■ [Application Settings] button

This button only appears when an available application such as [Scan to E-mail] or [Scan to Print] is selected in the [Application] pop-up menu. With this button, you can change the settings of the selected application.

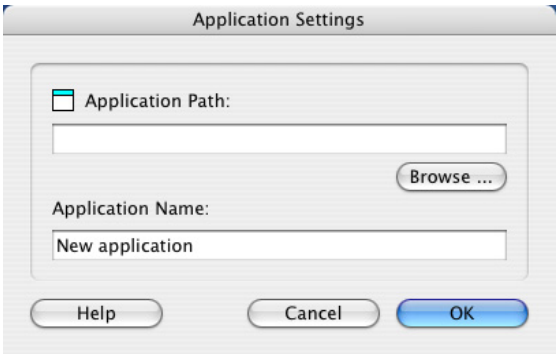
■ [Add or Remove] button

Applications can be added to and removed from the [Application] pop-up menu. When you click the [Add or Remove] button, the following window is displayed. (Up to ten applications can be registered.)

<To add an application>

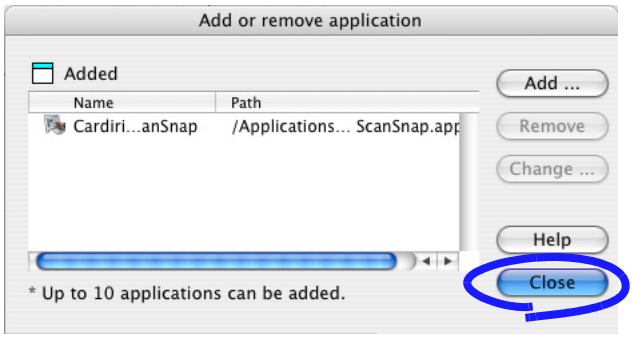
1) Click the [Add] button.
   ⇒ The "Application Settings" window appears.

2) Configure each item in this window.



- Click the [Browse] button, and select the alias file or the executable file (.app) of the application you want to add.
  ⇒ The destination of the selected application is displayed in the "Application Path" field
- Enter the name to be displayed in the "Application Name" field.
  ⇒ The name you entered is displayed in the [Application] pop-up menu.

3) When you have finished the above setting, click the [OK] button.
   ⇒ The "Add or remove application" window appears and you will see the new application is added.
4) Click the [Close] button to close the window.



HINT

When adding an application, make sure that it supports the following operation. If the following operation cannot be supported, scanned images are not displayed properly.

- The application can be executed specifying a file of either JPEG (*.jpg) or PDF (*.pdf) format.
- A file can be opened when the file is dragged-and-dropped onto the application alias.

Do the following:
<Example: When confirming whether the application supports JPEG format (*.jpg) and it can open when a file is dragged-and-dropped>

1. Create an alias of 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.

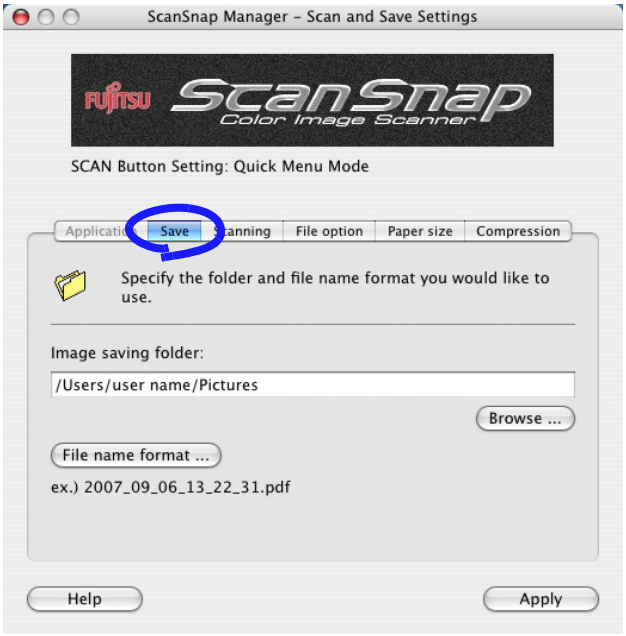
<To remove an application>

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

<To change settings>

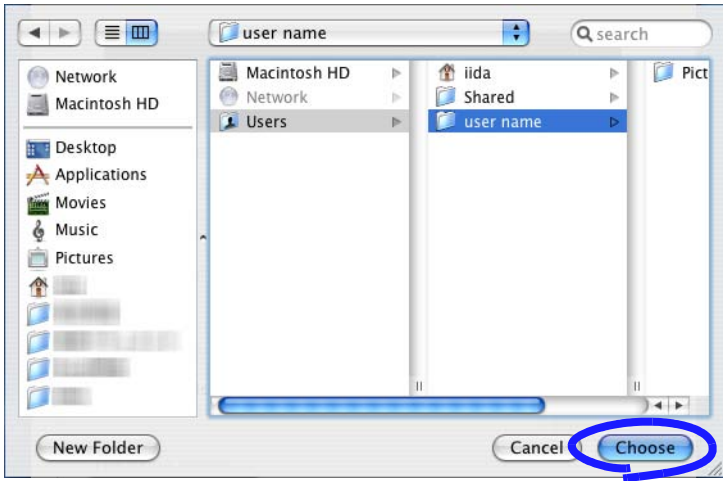
1) Select an application for which you wish to change the settings in the "Add or remove application" window, and click the [Change] button.
   ⇒ The "Application Settings" window appears.
2) Change settings to the desired settings.
3) Click the [OK] button to finish setting.
   ⇒ The "Add or remove application" window appears. Confirm that the settings have been changed.
4) Click the [Close] button to close the window.

[Save] tab



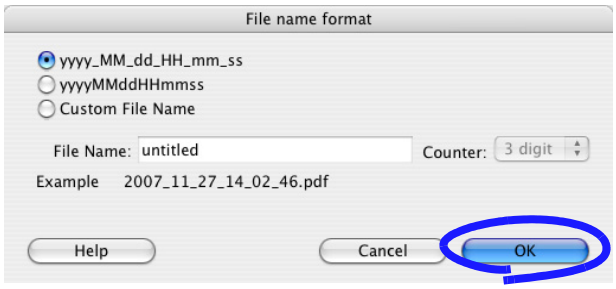
■ **Image saving folder:**

Specify the folder to save the scanned images.
When you click the [Browse] button, the "Browse for Folder" window is displayed.
Select the folder to save the scanned images, and click the [Choose] button.



■ [File name format] button

Set the filename format used for files to save the scanned images.
When you click the [File name format] button, the following window appears.



One of three settings can be specified.

- "yyyy_MM_dd_HH_mm_ss"

  The date and time are used as the file name when saving a scanned image to a file.
  Example: When the file is saved in PDF on November 27, 2007 at 14:02:46, the file name will be "2007_11_27_14_02_46.pdf."

- "yyyyMMddHHmmss"

  The date and time are used as the file name when saving a scanned image to a file.
  Example: When the file is saved in PDF on November 27, 2007 at 14:02:46, the file name will be "20071127140246.pdf."

- "Custom File Name"

  Enter a name in the "File Name" field and select the number of digits from the [Counter] pop-up menu. Files are named combining the entered name and a specified-digit number.
  (An example file name is displayed at the bottom of the window.)

HINT

About "Counter" (serial number)

- When the first time you save a file into the image saving folder, which you specify on the [Save] tab, using a name specified in the "File Name" field, the name is suffixed with 1 (it will be 001 if the serial number, or "Counter," is of three digits). The serial number is incremented by one every time you save a new file (until you enter a new file name).
- When another file with the same name exists in the image saving folder, the name is suffixed with the next smallest available number.
  Example: Suppose Scan01.pdf, Scan03.pdf, and Scan04.pdf already exist in the same folder. When the next time you save the scanned image to files with the same name, the file names will be Scan02.pdf, and then Scan05.pdf, Scan06.pdf, Scan07.pdf....
- When the suffix number becomes greater than the maximum number of specified digits (for example, when you want to save the 100th file with two-digit specified for the "Counter"), the number of digits is increased automatically.
- When the number of digits for the suffix number is specified with "0", the counter is added to the second and following file names only.
  Example: If the initial letter of the file is "A" and the number of digits is "0," the file names will be; A.pdf, A1.pdf, A2.pdf, and so on.

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

■ **Image 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 high quality.
- Best (Slow)

  Select this mode when you wish to scan documents at a higher quality.
- Excellent (Slower)

  Select this mode when you wish to scan documents at the highest quality.

HINT

The resolution of each mode is as follows:
Normal: equivalent to 150 dpi (color) / 300 dpi (black-and-white)
Better: equivalent to 200dpi (color) / 400 dpi (black-and-white)
Best: equivalent to 300 dpi (color) / 600 dpi (black-and-white)
Excellent: equivalent to 600 dpi (color) / 1200 dpi (black-and-white)
Generally, the higher quality you specify, the longer it takes to scan documents and the larger the file size becomes.

■ **Color mode:**

Specify whether to scan documents in color mode or in black-and-white mode.

By clicking , you can select one of the following modes:

- Auto Color Detection (Automatically recognizes the document color)

  The ScanSnap automatically recognizes whether the document to be scanned is color or black-and-white, and switches the scan mode accordingly.

- Color

  All documents are scanned in the color mode.

  This setting is for scanning color documents.

The ScanSnap may not be able to scan the part of page marked in fluorescent marker, depending on the color and density of the marker.
(Check beforehand that the color of your fluorescent marker can be reproduced by the ScanSnap)

- B&W

  All documents are scanned in B&W mode.
  This setting is for scanning black-and-white documents containing mostly text. File sizes can also be kept smaller than if the document is scanned in the color mode.

In normal circumstances, use "Auto Color Detection."
If this setting is specified, you do not have to change the color mode each time you scan a document.
*However, the following types of color documents may be recognized as black and white:

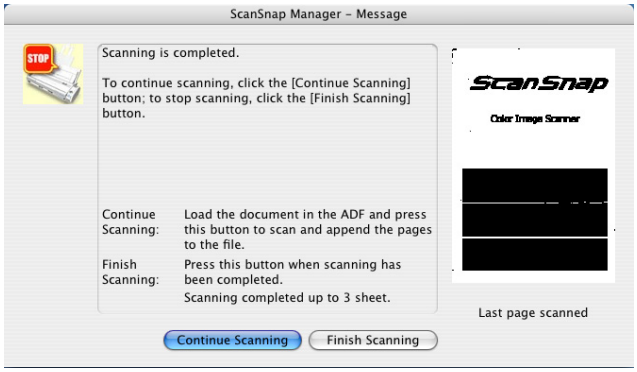
- Faintly-toned documents
- Documents that have a slightly-colored portion
  To scan such documents in color, select "Color" in the [Color mode] pop-up menu.
  In addition, the following type of documents may be recognized as color.
- Documents with many shaded (gray) areas
  To scan such a document in B&W mode, select B&W from the [Color mode] pop-up menu.

■ **Scanning side:**

Specify whether to scan in "Duplex Scan" or "Simplex Scan" mode when the [SCAN] button on the ScanSnap is pressed. By clicking , select either of the above modes.

■ **Continue scanning after current scan is finished:**

If the checkbox is marked, the following message appears after scanning.



To continue scanning, load a document onto the ScanSnap, and then click the [Continue Scanning] button or press the [SCAN] button on the ScanSnap.

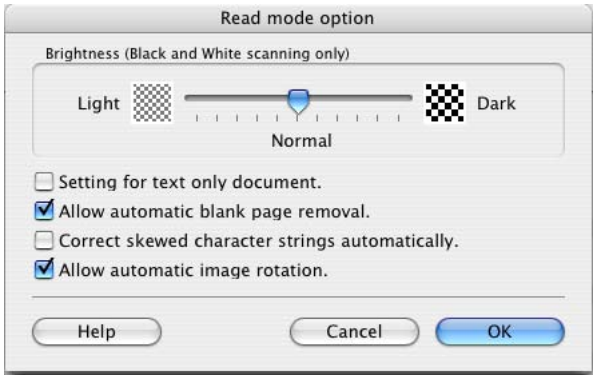
To finish scanning, click the [Finish Scanning] button.

* It is possible to continue scanning up to 1,000 pages for one PDF file.
* The size of a PDF file should be 1Gbyte at the maximum.

■ **[Option] button**

Configure other scanning-related settings.

Clicking the [Option] button displays the following window.



- Brightness (Black and White scanning only)

  Sets the color 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 will darken the scanned image.

  * This function is enabled only when the [Color mode] is set to "B&W," or when "Auto Color Detection" is selected and the document is recognized as black-and-white.

- "Setting for text only document" checkbox
  Mark or unmark the checkbox according to the type of your document as described below.
  - Mark this checkbox when scanning documents containing only printed or hand-written text.
  - Clear this checkbox when scanning documents containing photographs.
- "Allow automatic blank page removal" checkbox
  If this checkbox is marked, the ScanSnap detects blank pages in the document and automatically removes them to output images.
  For example, when a stack of documents containing both double-sided and single-sided documents is scanned in Duplex scan mode, this feature removes only the backside (i.e. blank pages) of single-sided documents from the output images.
  * No scanned images are generated if all the sheets in the document 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 (solid color including black) and without any patterns, lines, or characters

Before discarding the scanned documents, check for pages accidentally removed from the output image. If any, you need to re-scan the document.

- "Correct skewed character strings automatically" checkbox
  If this checkbox is marked, the ScanSnap detects a skew of the documents and outputs corrected images. Up to +/-5 degrees of skew can be corrected.

This function detects a document skew based on the characters on the document. Therefore, it may not work properly for the following kinds of documents:
- Documents on which the pitches of lines or characters are extremely narrow, or adjacent characters contact with each other
- Documents with many outlined or decorated characters
- Documents with many photographs or figures and only a few characters
- Documents with characters in patterned background
- Documents with characters printed in various directions (e.g. plans)
- Documents with long diagonal lines
- Documents with handwritten characters

*When you scan such documents, clear the checkbox.

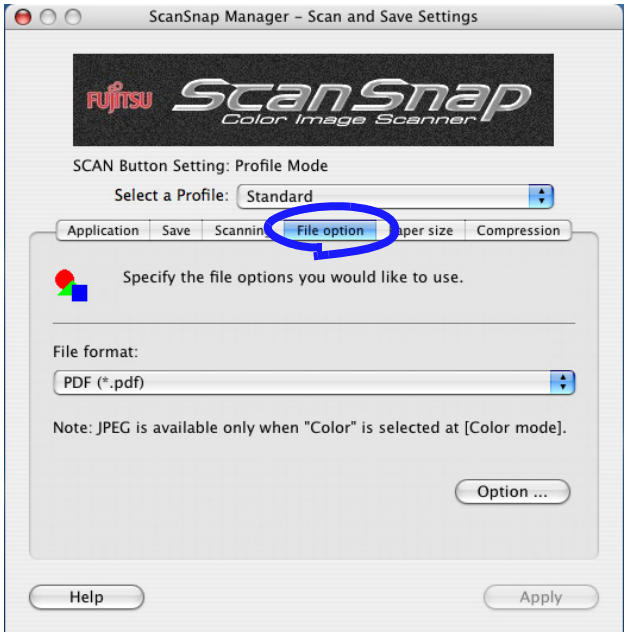
- "Allow automatic image rotation" checkbox
  When this checkbox is marked, pages scanned upside down or in the wrong orientation are rotated and output in the right orientation.
  This function is available for documents in English, French, German, Italian, or Spanish.

This function detects the orientation based on characters on the document. Therefore, it does not work properly for the following kinds of document:

- Documents which have many extremely large/small characters
- Documents on which pitches of lines or characters are extremely narrow, or characters are overlapped
- Documents with many characters that contact underlines or ruled lines
- Documents with many photographs or figures and a few characters
- Documents with characters in patterned background
- Documents with characters printed in various directions (e.g. plans, etc.)
- Documents with only capital letters
- Documents with handwritten characters
- Documents with blurred or smeared characters

*When you scan such documents, clear the checkbox.

[File option] tab



■ File format: SCAN - Profile

Specify the file format of the scanned image.

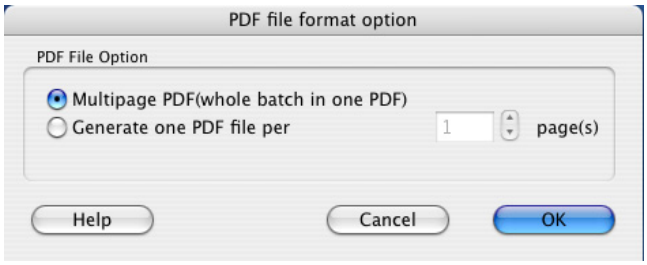
Click to select the file format. You can select either of the following file formats:

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

"JPEG (*.jpg)" is not available when "Auto Color Detection" or "B&W" is selected from the [Color mode] pop-up menu on the [Scanning] tab.
In addition, the file format is automatically changed from "JPEG (*.jpg)" to "PDF (*.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 selected from the [File format] pop-up menu. Click [Option] button to display the following window.



- "Multipage PDF (whole batch in one PDF)"

  Create a merged PDF file of all the scanned images.

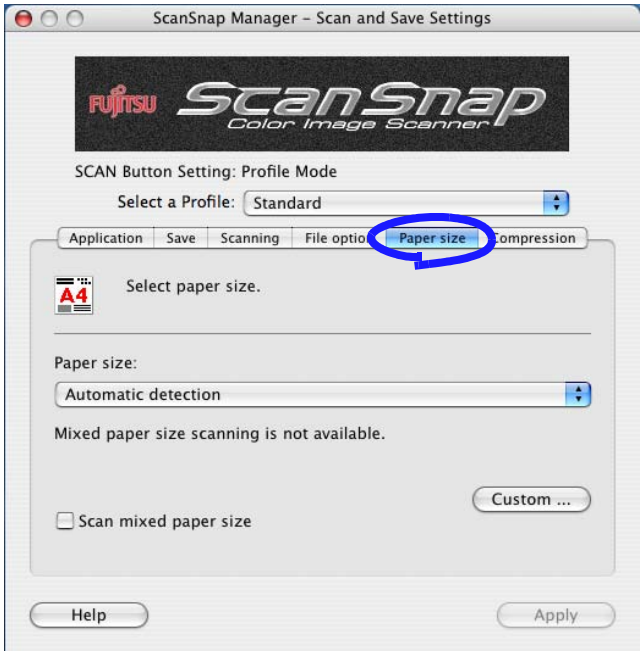
- "Generate one PDF file per x page(s)"

  Create PDF files, each of which includes the specified number of pages, per scan. For example, when "2" is selected as the number of pages, scanning six pages of documents creates three files.

ATTENTION

The number of files displayed after the scanning depends on the application interacting with the ScanSnap, which you selected in the [Application] tab.
For example: If Acrobat Professional is selected, up to 50 files are displayed.

[Paper size] tab



■ **Paper size:**

Specify the paper size of the document to be loaded onto the ScanSnap.

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

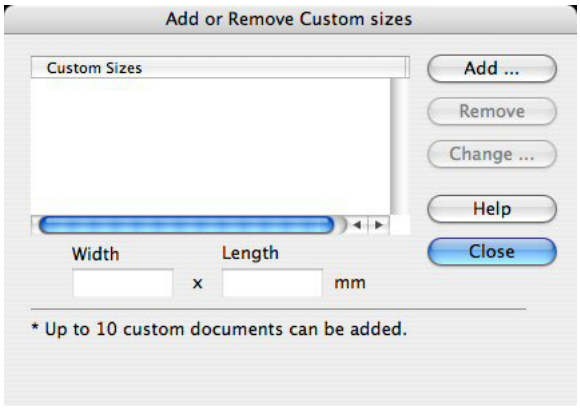
- Automatic detection
- Letter (8.5 x 11 in (216 x 279.4 mm))
- Legal (8.5 x 14 in (216 x 355.6 mm))
- A4 (210 x 297 mm)
- A5 (148 x 210 mm)
- A6 (105 x 148 mm)
- B5 (JIS) (182 x 257 mm)
- B6 (JIS) (128 x 182 mm)
- Post card (100 x 148mm)
- Business card (90 x 55 mm, 55 x 90 mm)
- Custom size (up to ten sizes can be registered)

ATTENTION

Depending on the document size and scanning settings, the output image data may contain shadows of its edges.

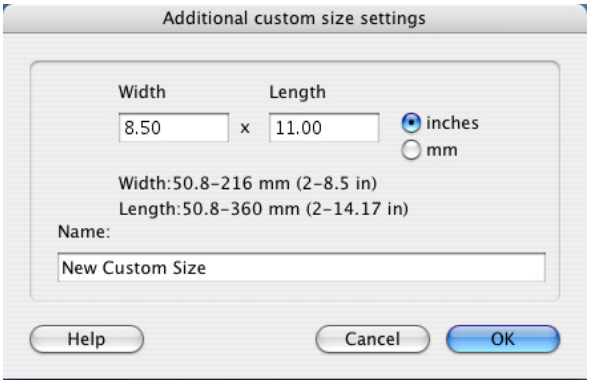
■ [Custom] button

Clicking this button displays the "Add or Remove Custom sizes" window. In this window, you can add, remove, or change custom document size settings selectable from the [Paper size] pop-up menu.



<When adding a custom document size>

1) Click the [Add] button.
   ⇒ The following window appears.



2) Configure settings as desired.
   - Enter a document size within the range given below:
     Width: 50.8 mm to 216 mm (2 in. to 8.5 in.)
     Length: 50.8 mm to 360 mm (2 in. to 14.17 in.)
   - Enter the name you want to use in the "Name" field.
     ⇒ The entered name is displayed in the [Paper size] pop-up menu.

3) To complete the setting, click the [OK] button.
   ⇒ The custom document size will be added.

4) Click the [Close] button to close 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 you want to delete and click the [Remove] button.
   ⇒ The confirmation message appears.
2) Click the [Yes] button.
   ⇒ In the "Add or Remove Custom sizes" window, confirm that the selected document size is deleted.
3) Click the [Close] button to close the "Add or Remove Custom sizes" window.

<When changing the settings>

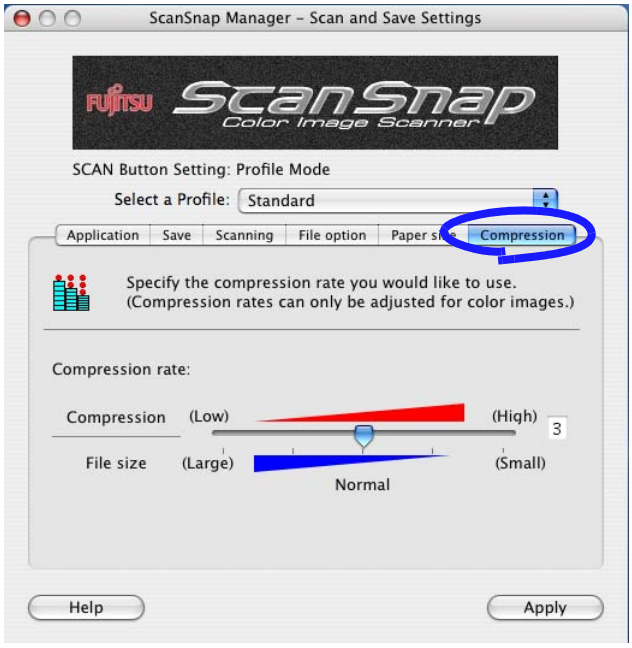
1) In the "Add or Remove Custom sizes" window, select the document size you want to change and click the [Change] button.
   ⇒ The "Additional custom size settings" window appears.
2) Change the settings.
3) To complete the setting, click the [OK] button.
   ⇒ The "Add or Remove Custom sizes" window returns and the changes are saved.
4) Click the [Close] button to close the "Add or Remove Custom sizes" window.

When you select Business card (90 mm x 55 mm, 55 mm x 90 mm) and perform scanning, the result is the following:
From the scanned length, the horizontal or vertical position is automatically recognized and output.
The length (loading direction) is the actual scanned length of the card.
The width is fixed to 90 mm (horizontal position), or 55 mm (vertical position).

■ **"Scan mixed paper size" checkbox**

By marking the checkbox, you can scan the documents of different widths or sizes at a time.

[Compression] tab



■ **Compression rate:**

Change the compression rate and adjust the file size of the scanned image.
The compression rate is changed by moving the slider.
The higher the compression rate is, the smaller the file size is.

ATTENTION

As the compression rate increases, the quality of scanned images decreases.

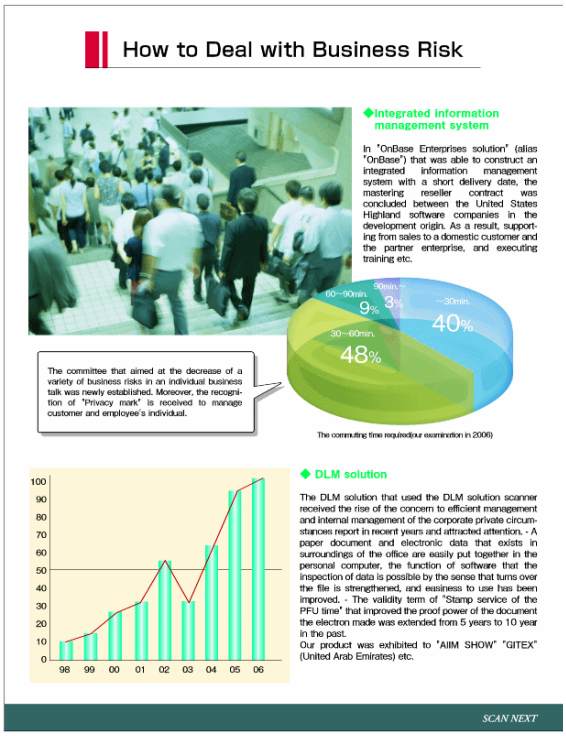
Image data size

The following table shows rough estimates of generated image sizes when a single-sided color document is scanned, in respective modes by the ScanSnap.

File type: PDF

Paper size: Letter (8.5 x 11 in. (216 x 279.4 mm))

Tested sample:



Color mode: Color

Compression rate / Image quality	1	2	3	4	5
Normal (Fastest)	598	255	212	170	133
Better (Faster)	775	353	305	249	197
Best (Slow)	1662	680	582	457	367
Excellent (Slower)	5690	2122	1754	1353	1007

Color mode: B&W

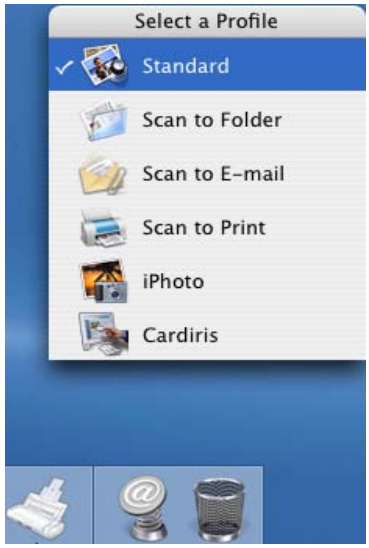
Compression rate / Image quality	-
Normal (Fastest)	103
Better (Faster)	153
Best (Slow)	289
Excellent (Slower)	812

(unit: K bytes)

4.3 Saving Scanning Settings

You can define up to 12 sets of preferences called "profiles" for scanning in Profile Mode.

You can retrieve and use saved profiles by selecting [Select a Profile] in the ScanSnap Manager Menu.



"Select a Profile" window

Once settings that you configure frequently for scanning are preset (profiles), you do not have to change settings in the "ScanSnap Manager - Scan and Save Settings" window every time you scan documents. You can switch between profiles with simple point and click operations.

HINT

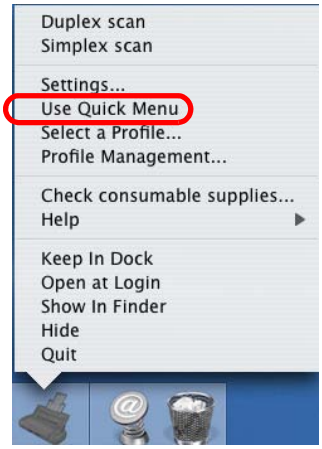
The descriptions above apply to scanning operations in Profile Mode. As you can save only one profile in Quick Menu Mode, open the "ScanSnap Manager - Scan and Save Settings" window by selecting [Settings] in ScanSnap Manager Menu if you want to change scanning settings.

The following explains the operations.

■ Adding profiles

Operation

1. Click and hold the ScanSnap Manager icon , and make sure that [Use Quick Menu] is unchecked.



⇒ When you uncheck [Use Quick Menu], the ScanSnap Manager Menu above disappears once.

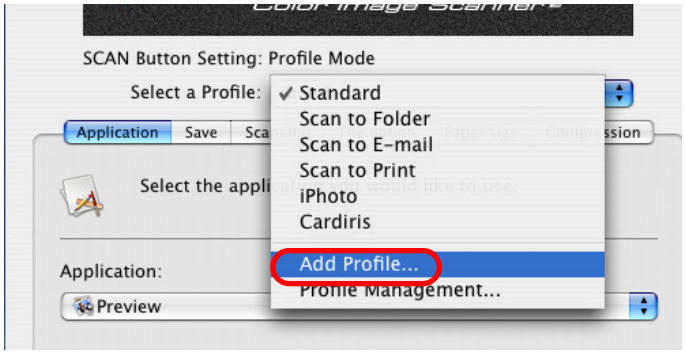
HINT

When [Use Quick Menu] is marked, the [SCAN] button enters Quick Menu Mode. You cannot add or edit profiles in Quick Menu Mode.

2. Click and hold the ScanSnap Manager icon , and then select [Settings].

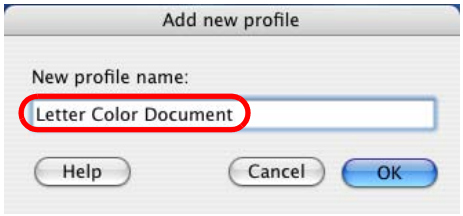
⇒ The "ScanSnap Manager - Scan and Save Settings" window appears.

3. Select "Add Profile" in the [Select a Profile] pop-up menu.

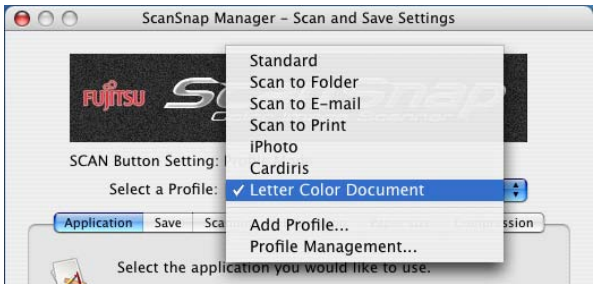


⇒ The "Add new profile" window appears.

4. Type in a profile name, and then click the [OK] button.



⇒ The new profile appears in the [Select a Profile] pop-up menu.



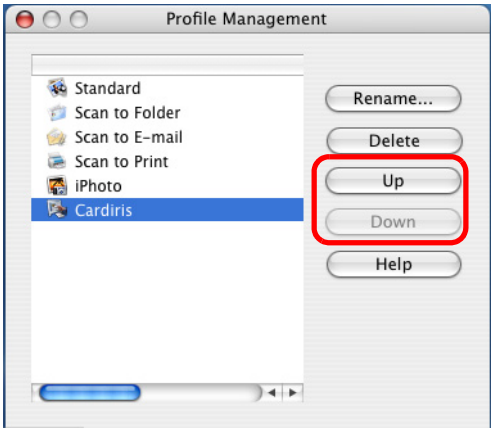
5. In the "ScanSnap Manager - Scan and Save Settings" window, change scanning settings to meet your preferences.

6. Click the [Apply] button.
   ⇒Now, you have finished adding a new profile.

HINT

- You can add up to 12 profiles, including the [Standard] profile.
  (The [Standard] profile cannot be deleted.)
- You can change the sequence of the profiles except for the [Standard] profile.

1. Click and hold the ScanSnap Manager icon , and then select [Profile Management] to open the "Profile Management" window.
2. Select a profile name from the list to arrange profiles in a different sequence.
3. Click the [Up] or [Down] button to move the profile name up or down.

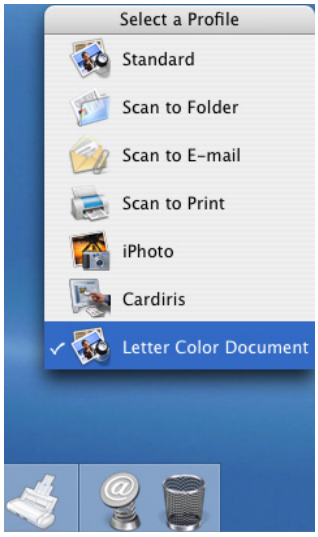


4. Click the close button in the upper left corner of the window.
   ⇒A confirmation window appears. Click the [Apply] button.

⇒The "Profile Management" window is closed.

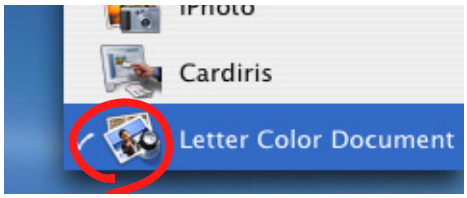
■ Scanning with an added profile

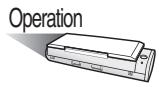
1. Select [Select a Profile] in the ScanSnap Manager Menu, or click the ScanSnap Manager icon .



⇒ The "Select a Profile" window appears.
(Icons of applications that start up after scanning appear on the left of each profile.)

2. Select a profile to use for scanning.
⇒ The selected profile is marked.





3. Load the document onto the ScanSnap.

4. Press the [SCAN] button

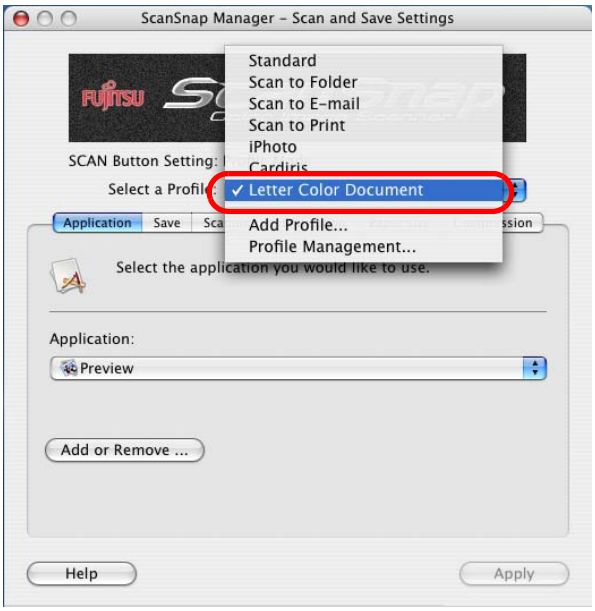
.
⇒ The document is scanned according to the settings of the selected profile.

■ Changing settings for profiles

1. Click and hold the ScanSnap Manager icon , and then select [Settings].

⇒ The "ScanSnap Manager - Scan and Save Settings" window appears.

2. From the [Select a Profile] pop-up menu in the "ScanSnap Manager - Scan and Save Settings" window, select a profile you want to change settings for.



3. Change settings for the selected profile.

For detailed information on how to configure scanning settings for profiles, refer to "4.2 Changing Scanning Settings" (page 47).

4. When you finish changing the settings for the selected profile, click the [Apply] button.

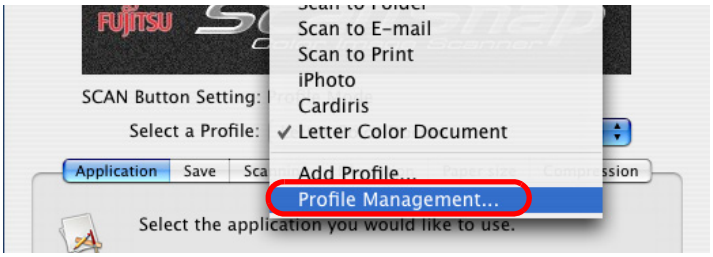
■ Renaming profiles

Operation

1. Click and hold the ScanSnap Manager icon , and then select [Settings].

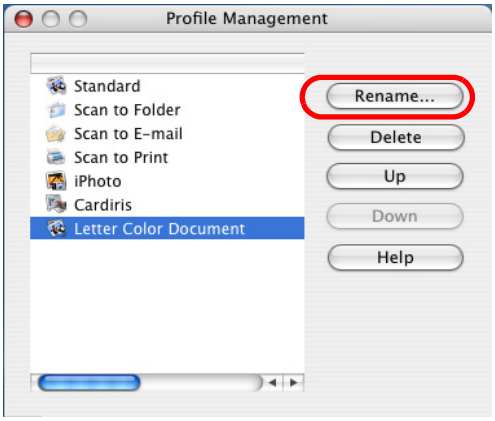
⇒ The "ScanSnap Manager - Scan and Save Settings" window appears.

2. Select "Profile Management" in the [Select a Profile] pop-up menu.



⇒ The "Profile Management" window appears.

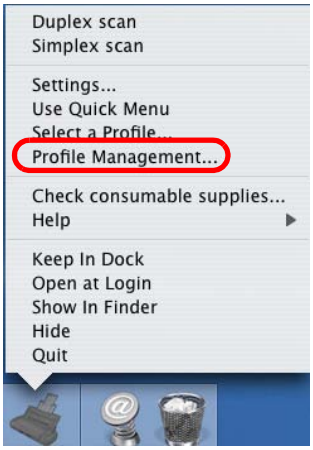
3. Select a profile name which is to be renamed, and click the [Rename] button.



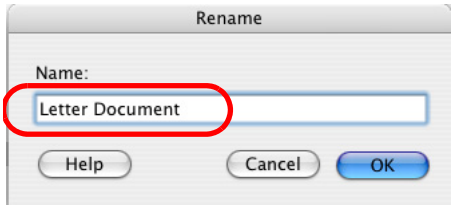
HINT

You can also invoke the "Profile Management" window by selecting [Profile Management] in the menu which pops up when clicking and holding the ScanSnap Manager icon .

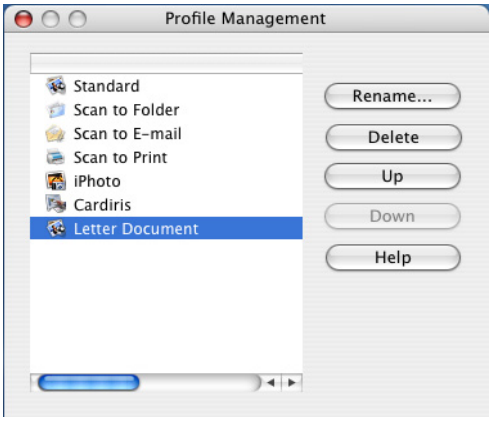
Change profile names as you do in the "ScanSnap Manager - Scan and Save Settings" window. Select a profile name from the list, and then perform Steps 3 to 5.



4. In the "Rename" window, type in a new name.



5. Click the [OK] button.
   ⇒ The selected profile is renamed.



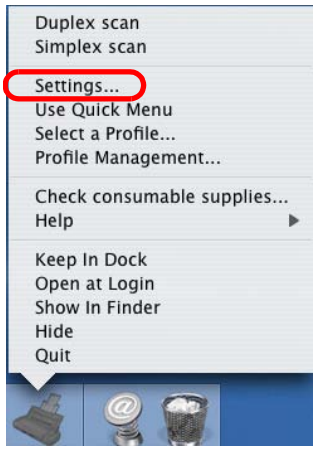
6. Click the close button in the upper left corner of the window.
   ⇒ The "Profile Management" window is closed.

7. Click the [Apply] button in the "ScanSnap Manager - Scan and Save Settings" window.

■ Deleting profiles

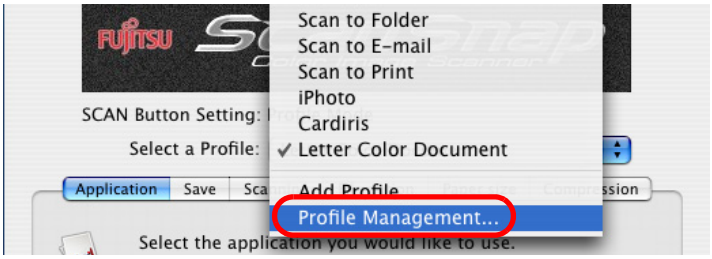
Operation

1. Click and hold the ScanSnap Manager icon , and then select [Settings].



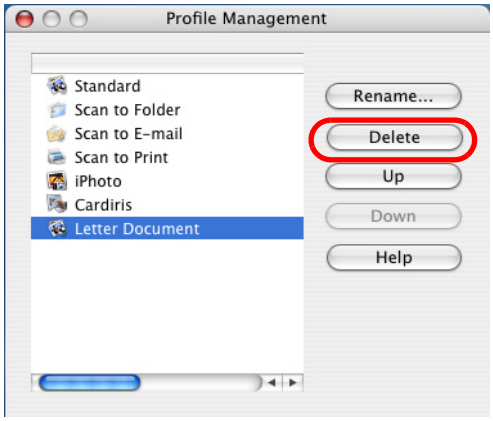
⇒ The "ScanSnap Manager - Scan and Save Settings" window appears.

2. Select "Profile Management" in the [Select a Profile] pop-up menu.



⇒ The "Profile Management" window appears.

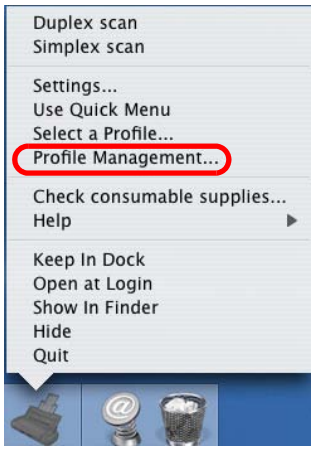
3. Select a profile name from the list, and then click the [Delete] button.



HINT

You can also invoke the "Profile Management" window by selecting [Profile Management] in the menu which pops up when clicking and holding the ScanSnap Manager icon .

Delete profile names as you do in the "ScanSnap Manager - Scan and Save Settings" window. Select a profile name from the list, and then click the [Delete] button.

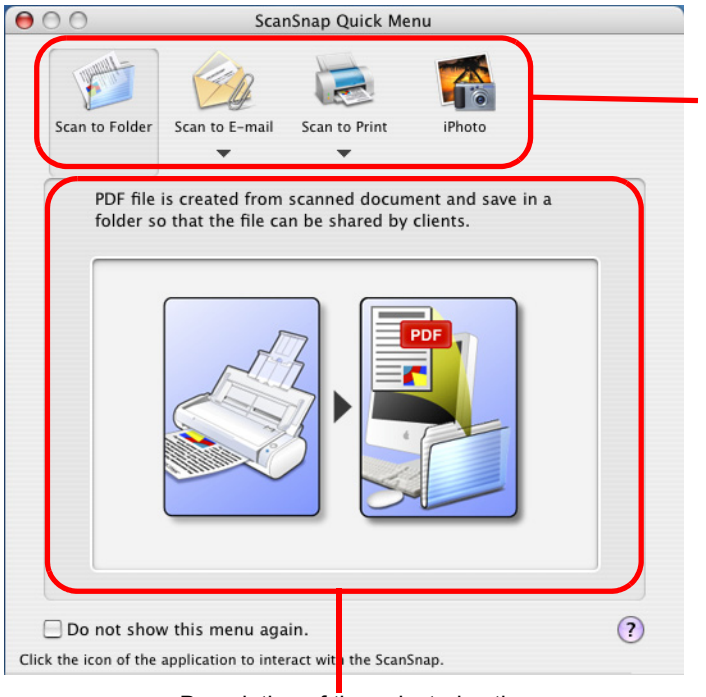


4. Click the close button in the upper left corner of the window.
   ⇒ The "Profile Management" window is closed.

5. Click the [Apply] button in the "ScanSnap Manager - Scan and Save Settings" window.

4.4 Using the ScanSnap Quick Menu

When the ScanSnap is in Quick Menu Mode, the ScanSnap Quick Menu pops up upon scanning with a [SCAN] button press.



In this menu, you can select an action as follows:

Action List

You can select an action you want to perform with scanned images.
Place the mouse pointer on an action and click it to perform any action.
Up to four actions are selectable.

Action	Description
Scan to Folder	PDF files are created based on the scanned images and saved in a specified folder (shared folder). ⇒ "5.2 Saving Data in the Specified Folder" (page 87)
Scan to E-mail	PDF files are created based on the scanned images and an e-mail program is started with the PDF files attached to an e-mail message. ⇒ "5.3 Sending Files by E-mail" (page 104)
Scan to Print	Scanned images are printed with the printer. ⇒ "5.4 Using the ScanSnap as a Copy Machine" (page 119)
iPhoto	PDF files are created from the scanned images and displayed with iPhoto. ⇒ "5.5 Sending Data to iPhoto" (page 130)

ATTENTION

"iPhoto" option is displayed when iPhoto version 5 or later has been installed on your computer.

Description of the selected action

An illustrated description of each action.
The [Settings] button is displayed when there are required settings to be configured for the selected action.

[Settings] button

This button appears when you place the mouse cursor on the ( ) mark.
When you want to change settings for an action, click this button.

HINT

The [Settings] buttons are displayed when following actions are selected:

- Scan to E-mail (⇨page 104)
- Scan to Print (⇨page 119)

"Do not show this menu again" checkbox

If this checkbox is marked, the ScanSnap Quick Menu is not displayed again.
The mode used for scanning is switched from Quick Menu Mode to Profile Mode.
When you want to use the ScanSnap Quick Menu, mark [Use Quick Menu] on the ScanSnap Manager Menu.

[ ] button in the upper left corner of the window

The action is canceled.
When this button is clicked, the following window appears.

[Yes] button: Scanned images are deleted and the action is canceled.
[No] button: Scanned images are saved in a folder specified in the "ScanSnap Manager - Scan and Save Settings" window in PDF format and the action is canceled.
[Cancel] button: You will be returned to the ScanSnap Quick Menu.

[ ] button:

Help topics about the ScanSnap Quick Menu are displayed.

ATTENTION

- When the ScanSnap Quick Menu is displayed, the ScanSnap does not work even if you press the [SCAN] button. Select one of actions in the menu and complete the action before scanning another document.
- Do not move, delete, or rename files in other applications when the ScanSnap Quick Menu is displayed.

Chapter 5

About Actions

This chapter describes about actions in the Action List.

5.1 About Actions in the Action List 86

5.2 Saving Data in the Specified Folder 87

5.3 Sending Files by E-mail 104

5.4 Using the ScanSnap as a Copy Machine 119

5.5 Sending Data to iPhoto 130

5.1 About Actions in the Action List

The ScanSnap has frequently-used functions at the ready in the Action List to help you make efficient use of your time at your office.

Actions in the Action List are helpful when:

- you want to share document files scanned with the ScanSnap with other members.
  ⇒ Simply press the [SCAN] button, and you can save document files in a shared folder on a network upon scanning. In addition, all members are informed of the destination folder path by e-mail.

- you want to send document files used in a meeting about to start to all persons concerned.
  ⇒ Simply press the [SCAN] button, and you can quickly send an e-mail message with document files attached.

- you want to use a printer, rather than a copy machine, to make copies of documents.
  ⇒ Simply press the [SCAN] button, and you can print documents with a printer.

The following are explanations on how to use the Action menu.

5.2 Saving Data in the Specified Folder

This section describes how to save image files scanned with the ScanSnap in a shared folder. By using this action, you can save image files scanned with the ScanSnap in a networked folder to share information among group members.

When you scan documents with the ScanSnap, image files are created and saved in a specified folder.
A function of launching an e-mail program to notify group members of additions to the folder is also available. In an e-mail message, paths to the folder are stated as shown in the figure below.

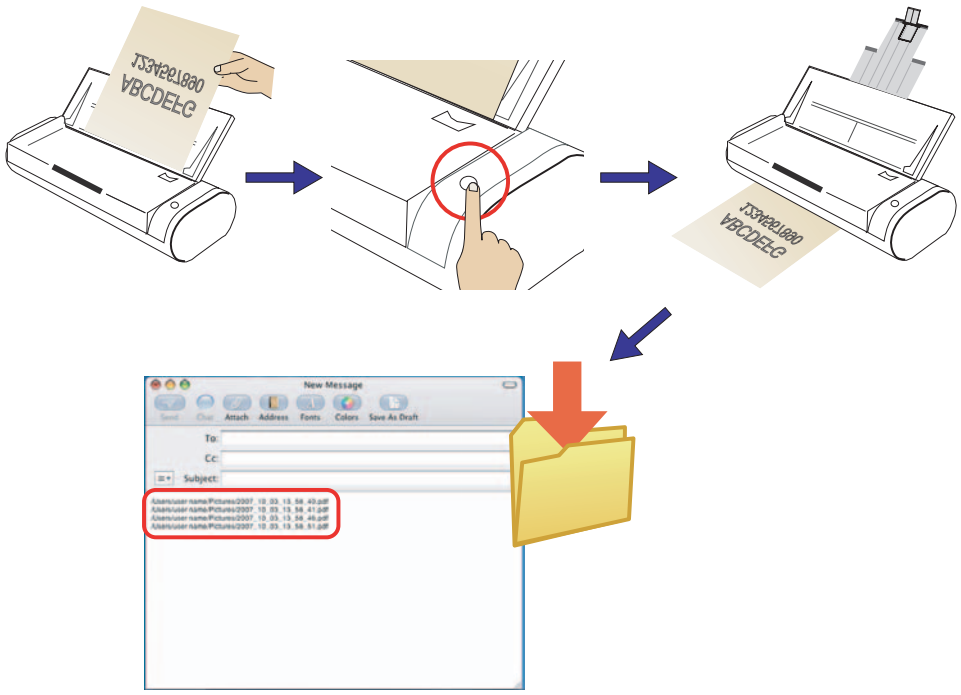
ATTENTION

The e-mail software used are the applications specified in the following;

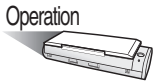
- For Mac OS X v10.3 or later
  The application specified in [Preferences] - [General] - [Default Email Reader] in the menu bar of Mail
- For Mac OS X v10.2
  The application specified in [System Preferences] - [Internet] - [Email] - [Default Email Reader]

Note that the following e-mail software is supported.

- Mail
- Microsoft® Entourage® 2004 for Mac



■ Quick Menu Mode operation



1. Load the document onto the ScanSnap.

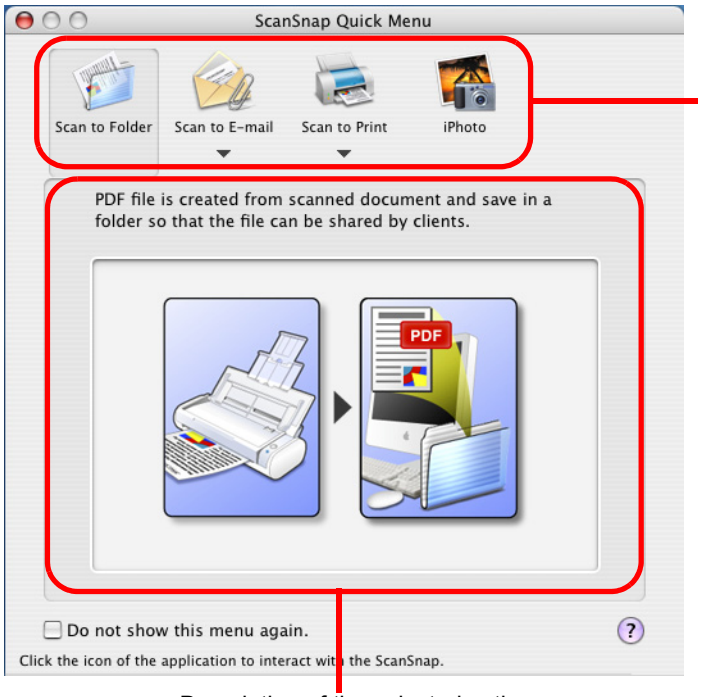
For details, refer to "3.2 Paper Sizes of Documents to be Scanned" (page 39) and "3.3 Loading Documents" (page 41).

2. Press the [SCAN] button

.

⇒ Scanning is started.

⇒ When scanning is complete, the ScanSnap Quick Menu appears.



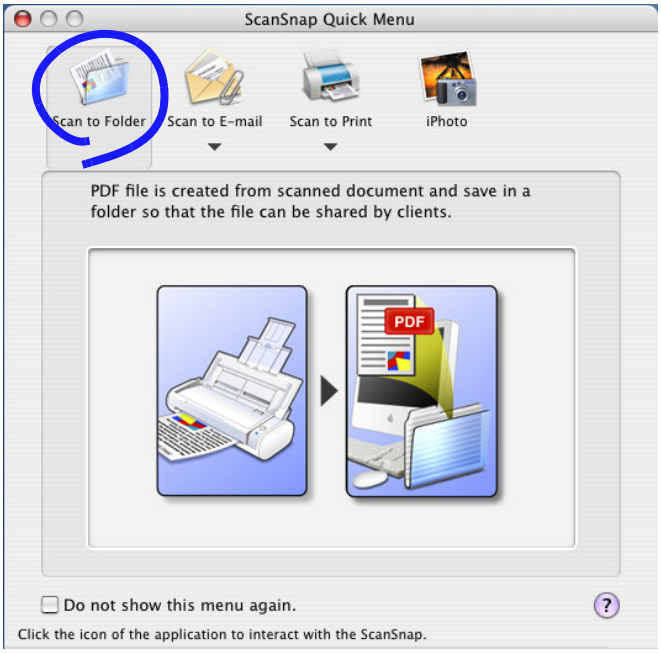
- When the ScanSnap Quick Menu is displayed, until the preview window closes, operation of the ScanScap is not possible, even if the [SCAN] button is pressed. After the process has finished, you can scan another document.
- Do not move, delete, or rename files in other applications after the ScanSnap Quick Menu is displayed and before the preview window is closed.

Operation

3. Place the mouse cursor on [Scan to Folder].

   ⇒ A description of the [Scan to Folder] action is displayed.

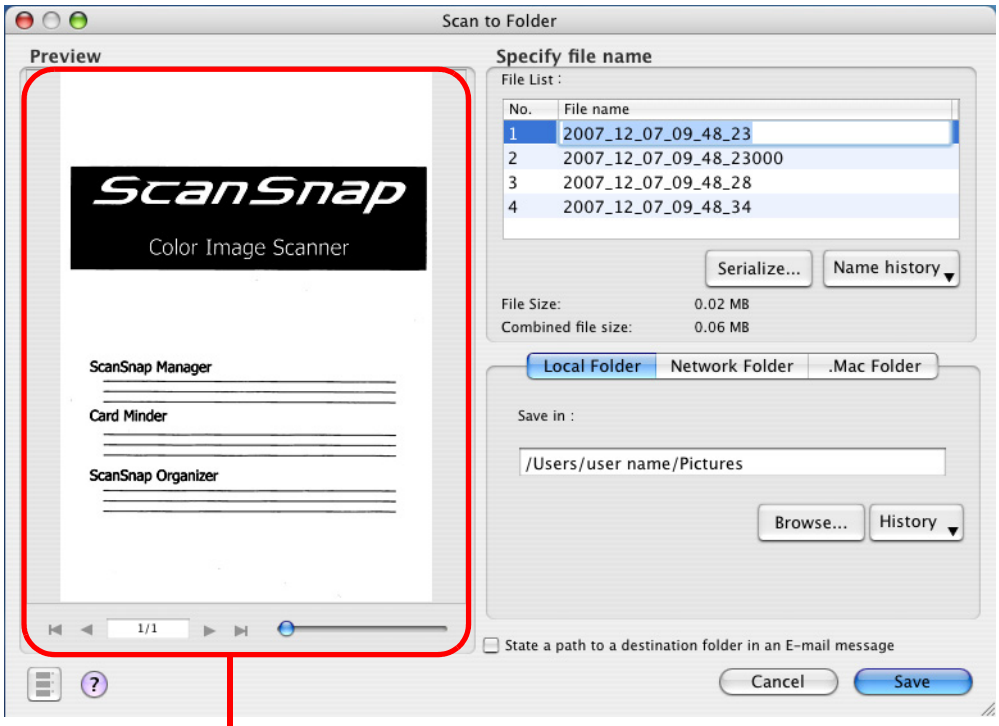
4. Click [Scan to Folder] in the Action List.



   ⇒ A preview window appears.

5. Verify a scanned image in the preview window.

   You can also change file names and destination folders, and specify whether to state a path to a destination folder path in an e-mail message to notify other members of it.
   Window size is scaled up or down by dragging the lower right corner of the "Scan to Folder" window with the mouse cursor. The previewed image is also scaled up or down according to the window size.



Preview Window

Preview Window

The image of the selected file is displayed.

You can use the following navigation controls for paging through documents:

: To go to the first page/file, click this First Page button.

: To go to the previous page/file, click this Previous Page button.

: To go to the next page/file, click this Next Page button.

: To go to the last page/file, click this Last Page button.

1/1 : Current page/file number / Total number of pages/files

:To zoom in/out.

HINT

The arrow-shaped buttons function differently according to the file format.

For PDF files: pages through pages in a file

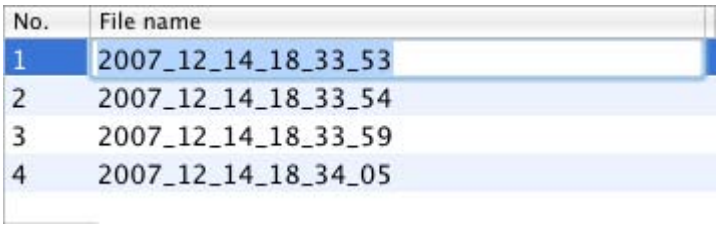
For JPEG files: pages through files

Specify file name

The name of a selected file, and the number and combined size of files are displayed under "Specify file name."
You can change file names and select a file to display.

File List

The currently selected file name is displayed.



To change a file name, double click the file name to be changed, and type a new name into the "File name" field.
Up to 100 characters can be used for a file name.

File Size

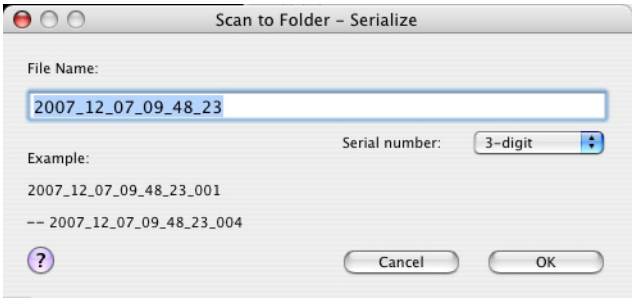
The size of the selected file is displayed in megabytes.

Combined file size

The total size of files, including those created at the same time, is displayed in megabytes.

[Serialize] button

When multiple files are created at a scan, "_" and a serial number can be appended to each file name. Clicking this button displays the "Serialize" window. The [Serialize] button is available only when multiple files are created.



The "Serialize" window contains the following:

File Name

The file name specified in the preview window.

"Serial number" pop-up menu

You can specify the number of digits from one to six in the "Serial number" pop-up menu. Up to 100 characters (alphanumeric), including a serial number, can be used for a file name.

Example

An example file name according to the configured settings is shown. The file name is a name specified in the "File name" field, which is followed by "_" and a serial number.

[OK] button

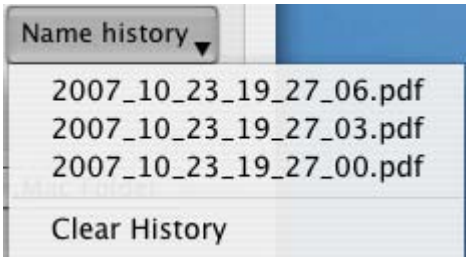
Clicking this confirms your preferences selected in this window.

[Cancel] button

Clicking this button cancels your preferences and returns you to the preview window.

[Name history] button

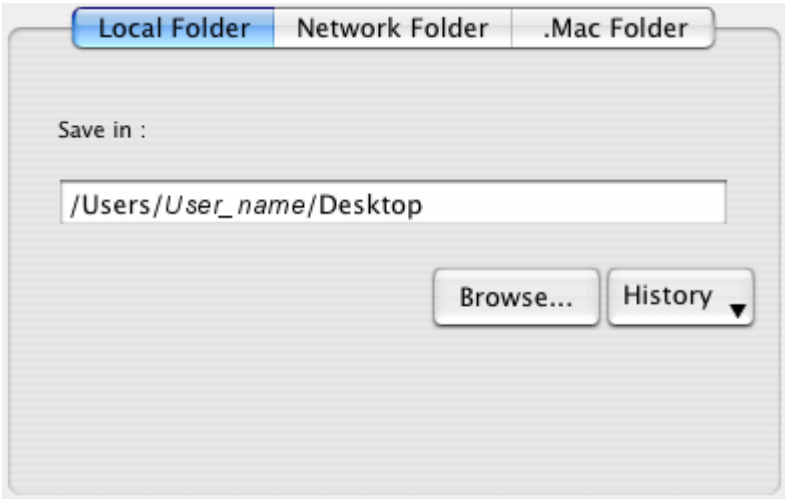
File names you have specified before are displayed in the "Name history" list. File names you have changed in the "File name" field in the "Serialize" window, or "File list" in the preview window, are added to the list. (Up to ten file names can be listed. When an 11th or more file name is specified, a file name is deleted in chronological order.)



Select a file name, and the file names selected in the "File List" are changed to the selected file name.
Selecting [Clear History] deletes all file names in the list.

Local Folder

The destination folder of files is displayed. You can change destination folders in this field.



Save in

The full path of a folder in which selected files are saved is displayed. The path to the most recently saved folder is displayed by default.You can also directly type in a full path to change the displayed one. Click the [Browse] button and display the "Select folder to Save" window to specify a different folder. The path to the selected folder is displayed in the field. You can name folders using up to 150 alphanumeric characters. Note that the full path name, including a file name, must be 220 alphanumeric characters or less and characters prohibited in the operating system cannot be used.

[Browse] button

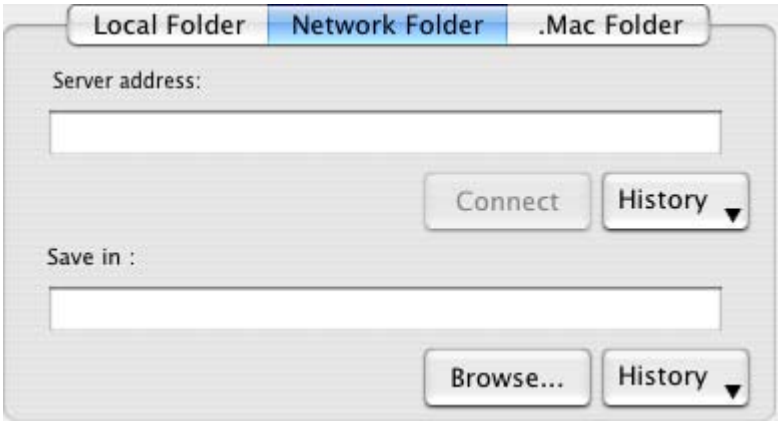
Clicking this button displays the "Select folder to Save" window. Specify a destination folder in the window.

[History] button

When this button is clicked, a list of folder names are displayed. Up to ten folder names that have been added are displayed in reverse chronological order. The names of folders specified before these ten folders in the list are not displayed. Folder names that have been changed using the "Save in" field, or that have been specified in the window which pops up when clicking the [Browse] button, are added to the "History" list. Select a folder name to display it in the "Save in" field. In addition, you can delete all folder names from the "History" list by selecting [Clear History] at the bottom of the "History" list.

Network Folder

The destination folder of files in the network is displayed. You can change destination folders in this field.



Server address

Specify the address of the server to connect to. You can specify the following two types of servers.
`afp://(Server_name)`: For Mac server
`smb://(Server_name)`: For Windows server

[Connect] button

Clicking this button connects the ScanSnap with the server specified in "Server address."

[History] button

Clicking this button displays a list of the servers that have been connected to the ScanSnap before.

Save in

The full path of a folder in which selected files are saved is displayed. The path to the most recently saved folder is displayed as the default. You can also type in a full path to change the displayed one. Click the [Browse] button and display the "Select folder to Save" window to specify a different folder. The path to the selected folder is displayed in the field. You can

name folders using up to 150 alphanumeric characters. Note that the full path name, including a file name, must be 220 alphanumeric characters or less and characters prohibited in the operating system cannot be used.

[Browse] button

Clicking this button displays the "Select folder to Save" window. Specify a destination folder in the window.

[History] button

When this button is clicked, a list of folder names are displayed. Up to ten folder names that have been added are displayed in reverse chronological order. The names of folders specified before these ten folders in the list are not displayed. Folder names that have been changed using the "Save in" field, or that have been specified in the window which pops up when clicking the [Browse] button, are added to the "History" list. Select a folder name to display it in the "Save in" field. In addition, you can delete all folder names from the "History" list by selecting [Clear History] at the bottom of the "History" list.

.Mac Folder

The destination folder in .Mac is displayed. You can change destination folders in this field.

.Mac Member Name

Input the member name to access .Mac.

Password

Input the password to access .Mac.

[Login] button

Press this button to login .Mac by the member name and the password specified above.

Save in

Specify a .Mac folder you use.

[Browse] button

Clicking this button displays the "Select folder to Save" window. Specify a destination folder in the window.

Remember the password in the keychain

The password specified above is saved.

"State a path to a destination folder in an E-mail message" checkbox

After files are saved in a specified folder, an e-mail program is started with the path to the specified folder being stated in an e-mail message.

[Save] button

Clicking this button saves files using settings configured in this window.

[Cancel] button

In Quick Menu Mode, clicking this button cancels all changes made in this window and returns you to the previous window (the ScanSnap Quick Menu).

[ ] button

Thumbnail view is extracted or retracted each time this button is pressed.

The thumbnail view is different according to the file format.
For PDF files: a list of the pages in a file
For JPEG files: a list of the files

[ ] button

You can view Help topics related to the preview window.

6. Click the [Save] button.

⇒ Files are saved in the specified folder.

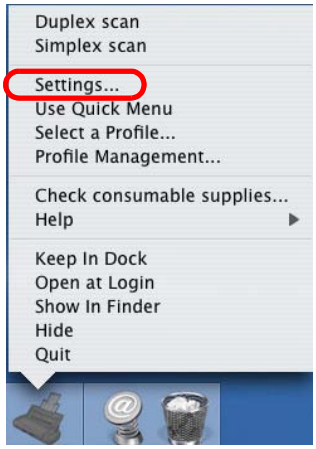
⇒ When you mark the "State a path to a destination folder in an E-mail message" checkbox in this window, an e-mail message is created with the path to the destination folder being stated.

- When the preview window is displayed, the ScanSnap does not work even if you press the [SCAN] button. Close the preview window before scanning another document.
- Do not move, delete, or rename files in other applications when the preview window is displayed.

■ Profile Mode operation

Operation

1. Select [Settings] in the ScanSnap Manager Menu, which pops up when clicking and holding the ScanSnap Manager icon .



⇒ The "ScanSnap Manager - Scan and Save Settings" window appears.

2. In the [Application] pop-up menu on the [Application] tab, select [Scan to Folder].

3. Click the [Apply] button.

4. Click the close button in the upper left corner of the window.
   ⇒ The "ScanSnap Manager - Scan and Save Settings" window closes.

HINT

- To start scanning right after selecting the profile, press the [SCAN] button on the ScanSnap. Doing so also closes the "ScanSnap Manager - Scan and Save Settings".
- Changes you have made in the above procedure take effect from the next time you scan documents using the profile.
  For details on how to change settings, refer to "4.3 Saving Scanning Settings" (page 70).
- "Scan to Folder" profile can be selected by selecting "Scan to Folder" in the "Select a Profile" window which pops up when clicking the ScanSnap Manager icon .

Operation

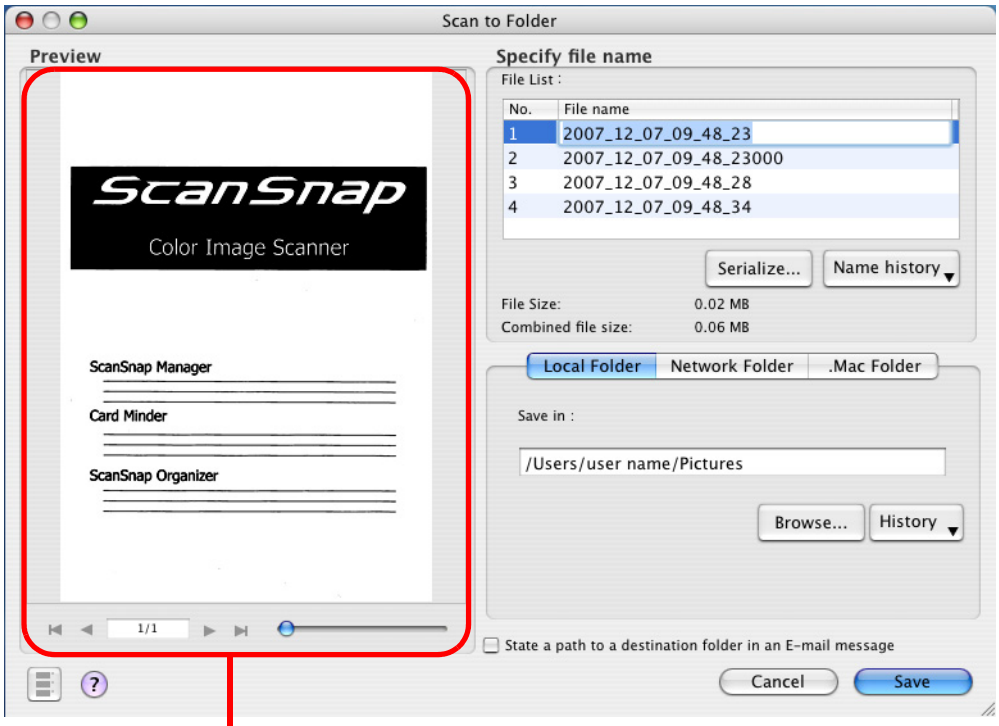
5. Load the document onto the ScanSnap.

For details, refer to "3.2 Paper Sizes of Documents to be Scanned" (page 39) and "3.3 Loading Documents" (page 41).

6. Press the [SCAN] button
   .
   ⇒ Scanning is started.
   ⇒ When scanning is complete, the preview window appears.

Operation

7. Verify a scanned image in the preview window.
   You can also change file names and destination folders and specify whether to state a path to a destination folder in an e-mail message to notify other members of it.
   Window size is scaled up or down by dragging the lower right corner of the "Scan to Folder" window with the mouse cursor. The previewed image is also scaled up or down according to the window size.



Preview Window

Preview Window

The image of the selected file is displayed.

You can use the following navigation controls for paging through documents:

: To go to the first page/file, click this First Page button.

: To go to the previous page/file, click this Previous Page button.

: To go to the next page/file, click this Next Page button.

: To go to the last page/file, click this Last Page button.

1/1 : Current page/file number / Total number of pages/files

:To zoom in/out.

HINT

The arrow-shaped buttons function differently according to the file format.

For PDF files: pages through pages in a file

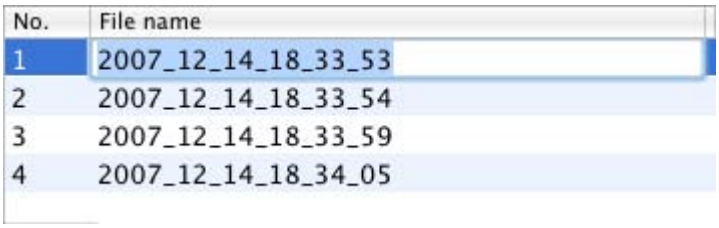
For JPEG files: pages through files

Specify file name

The name of a selected file, and the number and combined size of files are displayed under "Specify file name."
You can change file names and select a file to display.

File List

The currently selected file name is displayed.



To change a file name, double click the file name to be changed, and type a new name into the "File name" field.
Up to 100 characters can be used for a file name.

File Size

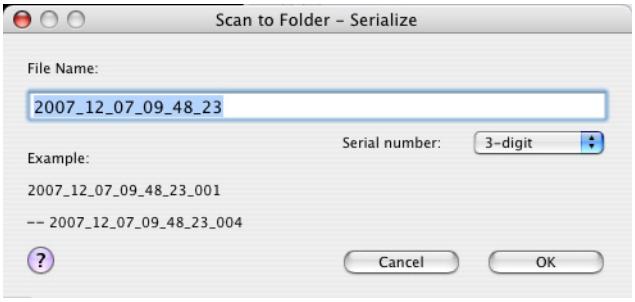
The size of the selected file is displayed in megabytes.

Combined file size

The total size of files, including those created at the same time, is displayed in megabytes.

[Serialize] button

When multiple files are created at a scan, "_" and a serial number can be appended to each file name. Clicking this button displays the "Serialize" window. The [Serialize] button is available only when multiple files are created.



The "Serialize" window contains the following:

File Name

The file name specified in the preview window.

"Serial number" pop-up menu

You can specify the number of digits from one to six in the "Serial number" pop-up menu. Up to 100 characters (alphanumeric), including a serial number, can be used for a file name.

Example

An example file name according to the configured settings is shown. The file name is a name specified in the "File name" field, which is followed by "_" and a serial number.

[OK] button

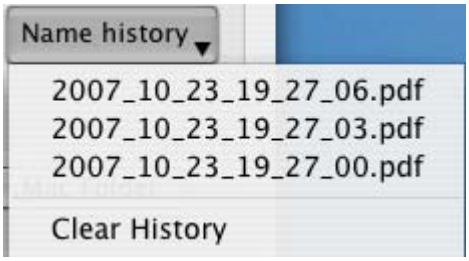
Clicking this confirms your preferences selected in this window.

[Cancel] button

Clicking this button cancels your preferences and returns you to the preview window.

[Name history] button

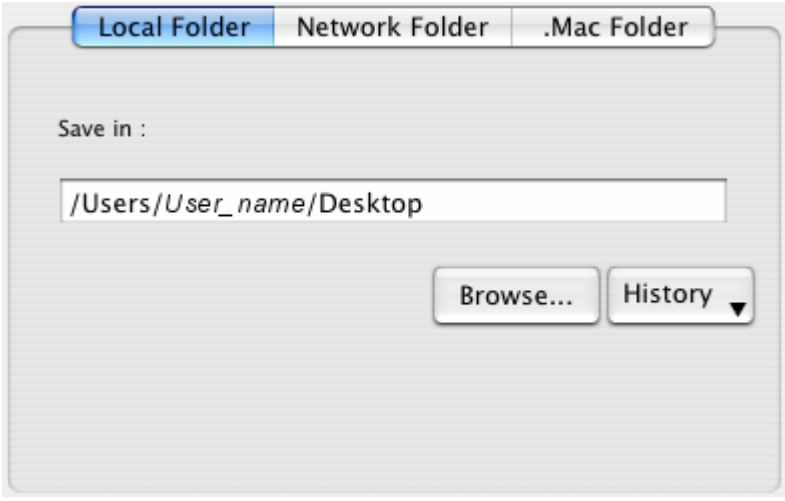
File names you have specified before are displayed in the "Name history" list. File names you have changed in the "File name" field in the "Serialize" window, or "File list" in the preview window, are added to the list. (Up to ten file names can be listed. When an 11th or more file name is specified, a file name is deleted in chronological order.)



Select a file name, and the file names selected in the "File List" are changed to the selected file name.
Selecting [Clear History] deletes all file names in the list.

Local Folder

The destination folder of files is displayed. You can change destination folders in this field.



Save in

The full path of a folder in which selected files are saved is displayed. The path to the most recently saved folder is displayed by default.You can also directly type in a full path to change the displayed one. Click the [Browse] button and display the "Select folder to Save" window to specify a different folder. The path to the selected folder is displayed in the field. You can name folders using up to 150 alphanumeric characters. Note that the full path name, including a file name, must be 220 alphanumeric characters or less and characters prohibited in the operating system cannot be used.

[Browse] button

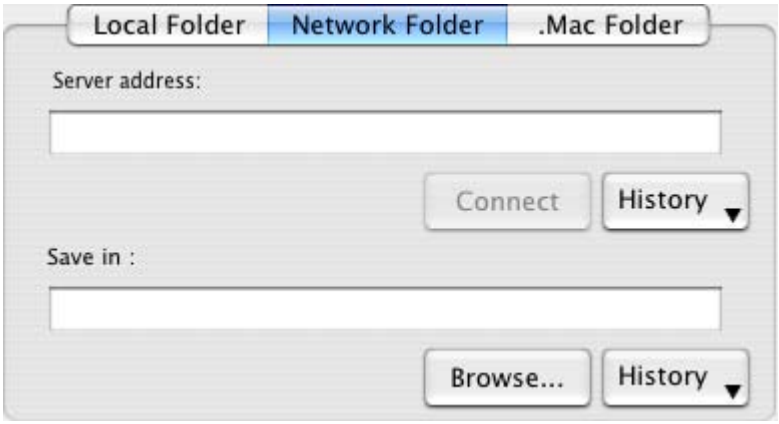
Clicking this button displays the "Select folder to Save" window. Specify a destination folder in the window.

[History] button

When this button is clicked, a list of folder names are displayed. Up to ten folder names that have been added are displayed in reverse chronological order. The names of folders specified before these ten folders in the list are not displayed. Folder names that have been changed using the "Save in" field, or that have been specified in the window which pops up when clicking the [Browse] button, are added to the "History" list. Select a folder name to display it in the "Save in" field. In addition, you can delete all folder names from the "History" list by selecting [Clear History] at the bottom of the "History" list.

Network Folder

The destination folder of files in the network is displayed. You can change destination folders in this field.



Server address

Specify the address of the server to connect to. You can specify the following two types of servers.

`afp://(Server_name)`: For Mac server

`smb://(Server_name)`: For Windows server

[Connect] button

Clicking this button connects the ScanSnap with the server specified in "Server address."

[History] button

Clicking this button displays a list of the servers that have been connected to the ScanSnap before.

Save in

The full path of a folder in which selected files are saved is displayed. The path to the most recently saved folder is displayed as the default. You can also type in a full path to change the displayed one. Click the [Browse] button and display the "Select folder to Save" window to specify a different folder. The path to the selected folder is displayed in the field. You can

name folders using up to 150 alphanumeric characters. Note that the full path name, including a file name, must be 220 alphanumeric characters or less and characters prohibited in the operating system cannot be used.

[Browse] button

Clicking this button displays the "Select folder to Save" window. Specify a destination folder in the window.

[History] button

When this button is clicked, a list of folder names are displayed. Up to ten folder names that have been added are displayed in reverse chronological order. The names of folders specified before these ten folders in the list are not displayed. Folder names that have been changed using the "Save in" field, or that have been specified in the window which pops up when clicking the [Browse] button, are added to the "History" list. Select a folder name to display it in the "Save in" field. In addition, you can delete all folder names from the "History" list by selecting [Clear History] at the bottom of the "History" list.

.Mac Folder

The destination folder in .Mac is displayed. You can change destination folders in this field.

.Mac Member Name

Input the member name to access .Mac.

Password

Input the password to access .Mac.

[Login] button

Press this button to login .Mac by the member name and the password specified above.

Save in

Specify a .Mac folder you use.

[Browse] button

Clicking this button displays the "Select folder to Save" window. Specify a destination folder in the window.

Remember the password in the keychain

The password specified above is saved.

"State a path to a destination folder in an E-mail message" checkbox

After files are saved in a specified folder, an e-mail program is started with the path to the specified folder being stated in an e-mail message.

[Save] button

Clicking this button saves files using settings configured in this window.

[Cancel] button

In Profile Mode, clicking this button displays a message that confirms whether or not to delete the image data of scanned documents.

[ ] button

Thumbnail view is extracted or retracted each time this button is pressed.

The thumbnail view is different according to the file format.
For PDF files: a list of the pages in a file
For JPEG files: a list of the files

[ ] button

You can view Help topics related to the preview window.

8. Click the [Save] button.

   ⇒ Files are saved in the specified folder.

   ⇒ When you mark the "State a path to a destination folder in an E-mail message" checkbox in this window, an e-mail message is created with the path to the destination folder being stated.

- When the preview window is displayed, the ScanSnap does not work even if you press the [SCAN] button. Close the preview window before scanning another document.
- Do not move, delete, or rename files in other applications when the preview window is displayed.

If you select "Scan to File" (only save image data to file), the scanned image is saved to file after the scanning is complete. The scanning result is not displayed on screen. This setting is ideal when you do not have to confirm the scanning result every time a document is scanned.

5.3 Sending Files by E-mail

This section describes how to send documents scanned with the ScanSnap by e-mail.

When you scan documents with the ScanSnap, image files are created and attached to a e-mail with e-mail software starting.

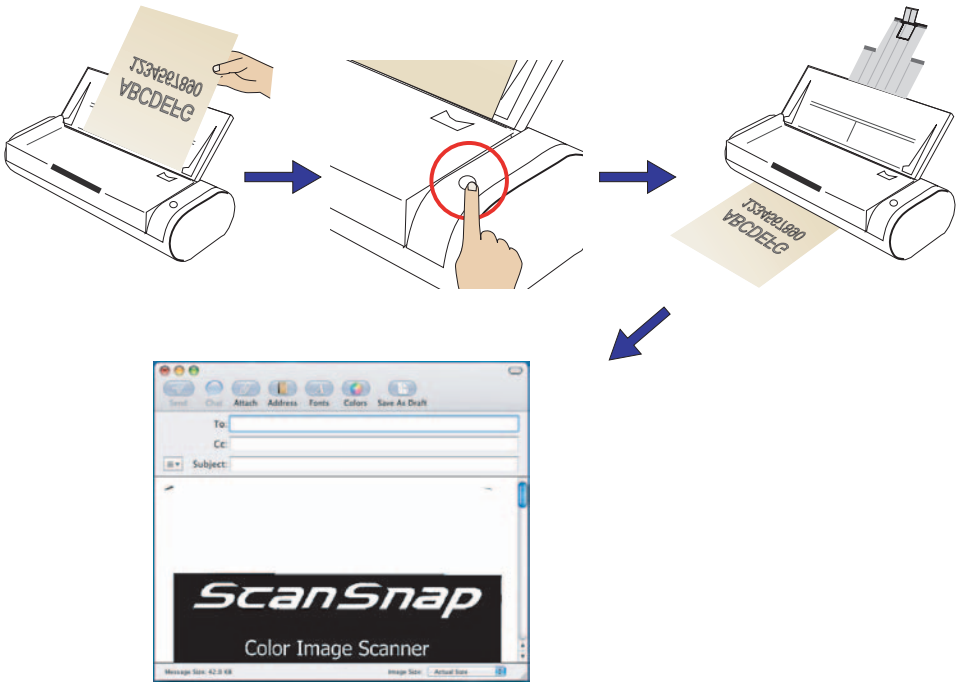
ATTENTION

The e-mail software used are the applications specified in the following;

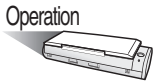
- For Mac OS X v10.3 or later
  The application specified in [Preferences] - [General] - [Default Email Reader] in the menu bar of Mail
- For Mac OS X v10.2
  The application specified in [System Preferences] - [Internet] - [Email] - [Default Email Reader]

Note that the following e-mail software is supported.

- Mail
- Microsoft® Entourage® 2004 for Mac



■ Quick Menu Mode operation



1. Load the document onto the ScanSnap.

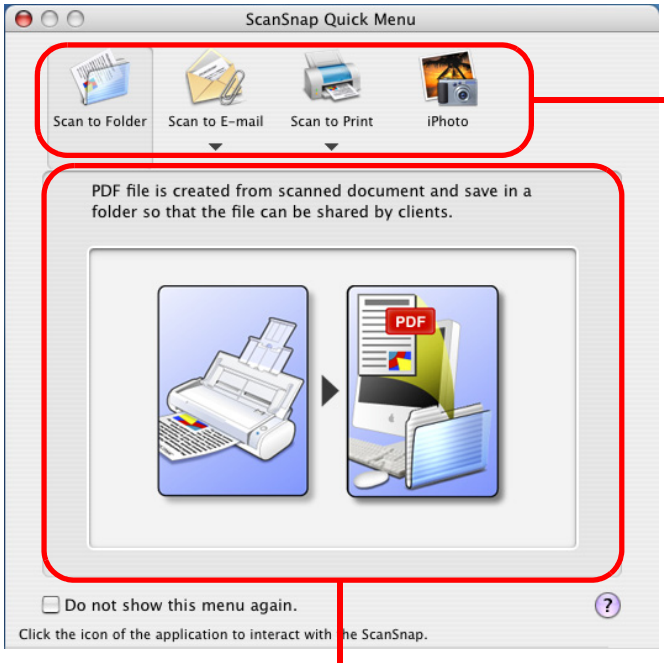
For details, refer to "3.2 Paper Sizes of Documents to be Scanned" (page 39) and "3.3 Loading Documents" (page 41).

2. Press the [SCAN] button

.

⇒ Scanning is started.

⇒ When scanning is complete, the ScanSnap Quick Menu appears.



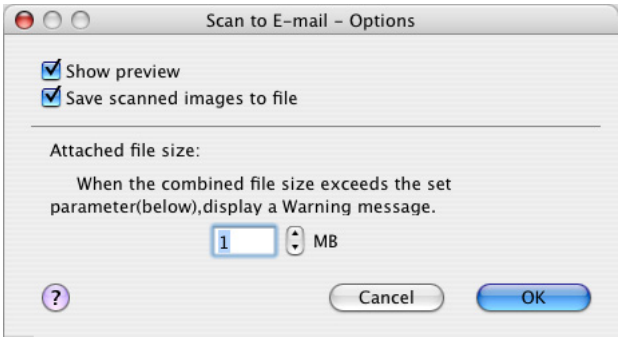
- When the ScanSnap Quick Menu is displayed, until the preview window closes, operation of the ScanScap is not possible, even if the [SCAN] button is pressed. After the process has finished, you can scan another document.
- Do not move, delete, or rename files in other applications after the ScanSnap Quick Menu is displayed and before the preview window is closed.

Operation

3. Place the mouse cursor on [Scan to E-mail].
   ⇒ A description of the [Scan to E-mail] action is displayed.

4. When you want to change settings for the [Scan to E-mail] action, place the mouse cursor on the ( ) mark, and then click the [Settings] button Settings... .
   (If you want to use default settings, go to Step 6.)

   ⇒ The following window appears.



In this window, you can change settings for the [Scan to E-mail] action as follows:

"Show preview" checkbox

A preview window appears when scanning is complete.
You can visually check a scanned image before attaching it to an e-mail message.

"Save scanned images to file" checkbox

You can save PDF files attached to e-mail messages in a specified folder.
The attached PDF files are saved in a folder specified on the [Save] tab of the "ScanSnap Manager - Scan and Save Settings" window (page 55).

Attached file size

When attached file size exceeds a set parameter, a Warning message appears.
You can specify a parameter between 1MB and 10MB.

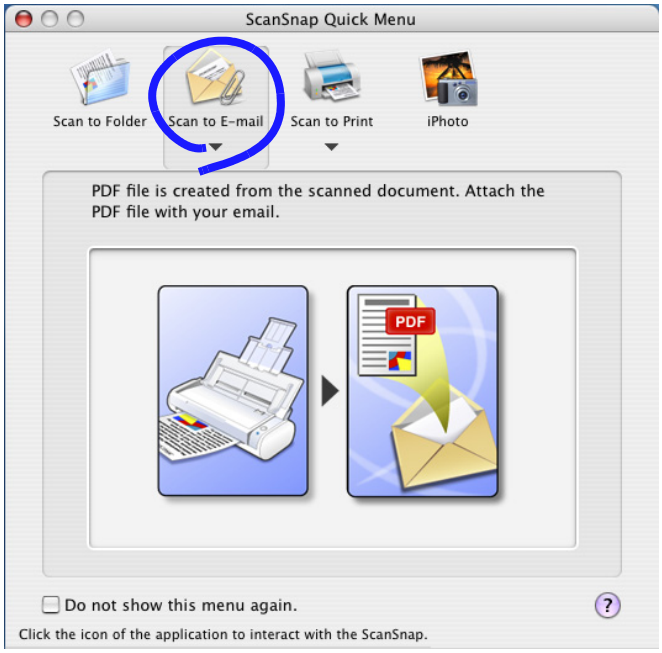
* Even if you see a Warning message, you can send attached files by e-mail. However, it is recommended that the attached file size be 2MB at the maximum (it depends on your system environment).

5. Click the [OK] button to close the "Scan to E-mail - Options" window.

HINT

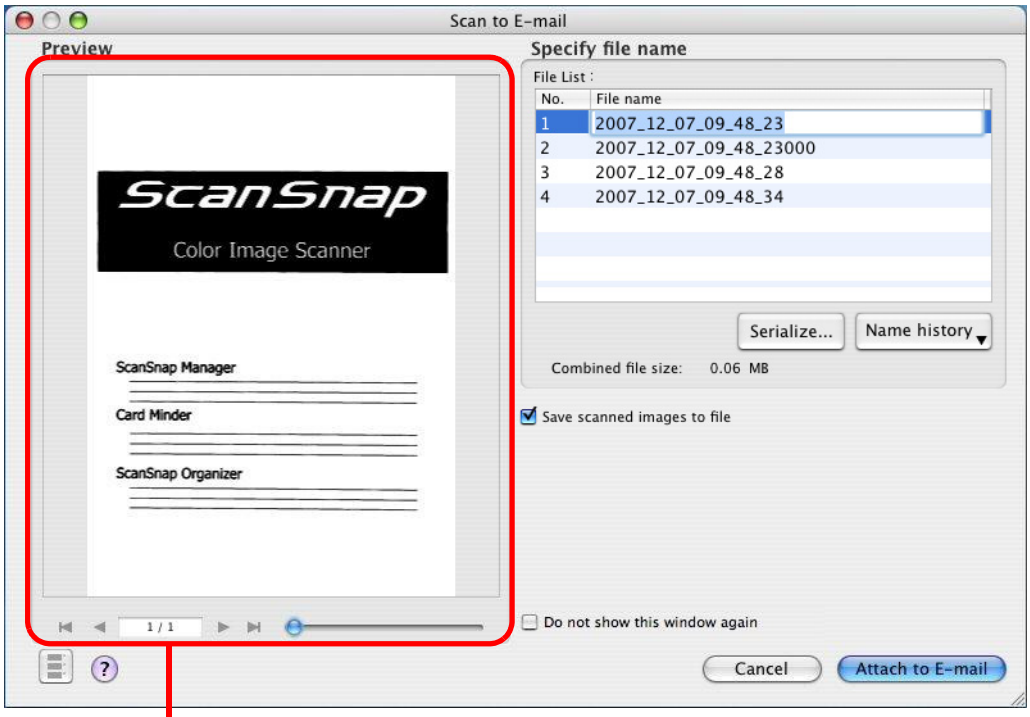
Contact your e-mail service provider to find out the maximum document size that can be sent.

6. Click [Scan to E-mail] in the Action List.



⇒ A preview window appears.
(You can change settings not to display a preview window.)

7. Verify a scanned image in the preview window.
You can also change file names and specify whether to save files sent by e-mail.
Window size is scaled up or down by dragging the lower right corner of the "Scan to E-mail" window with the mouse cursor. The previewed image is also scaled up or down according to the window size.



Preview Window

Preview Window

The image of the selected file is displayed.

You can use the following navigation controls for paging through documents:

: To go to the first page/file, click this First Page button.

: To go to the previous page/file, click this Previous Page button.

: To go to the next page/file, click this Next Page button.

: To go to the last page/file, click this Last Page button.

1/1 : Current page/file number / Total number of pages/files

:To zoom in/out.

HINT

The arrow-shaped buttons function differently according to the file format.

For PDF files: pages through pages in a file

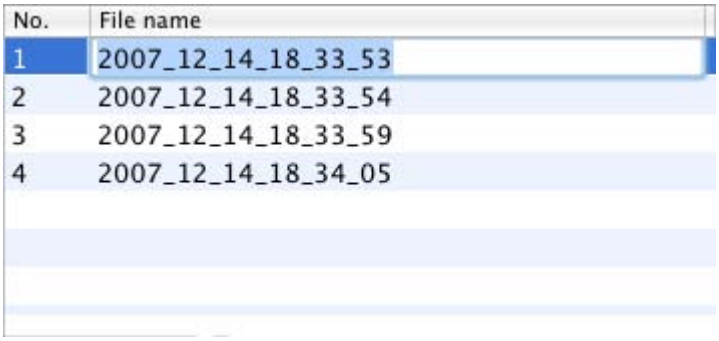
For JPEG files: pages through files

Specify file name

The name of a selected file, and the number and combined size of files are displayed under "Specify file name."
You can change file names and select a file to display.

File List

The currently selected file name is displayed.



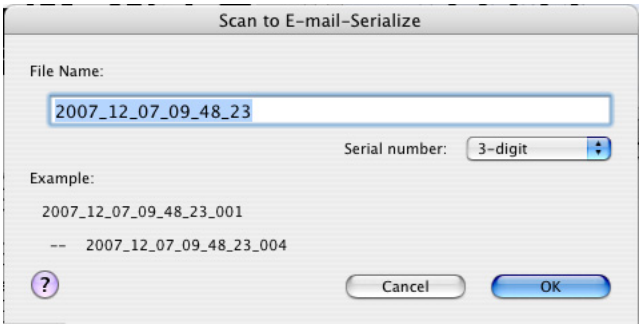
To change a file name, double click the file name to be changed, and type a new name into the "File name" field.
Up to 100 characters can be used for a file name.

Combined file size

The file size is displayed in megabytes. When there are multiple files, a combined file size is displayed.
(Depending on the e-mail program you are using, the size of the attached files in the e-mail program may differ from the file size displayed here. This is because each e-mail program uses a different computation method. The actual size is the same.)

[Serialize] button

When multiple files are created at a scan, "_" and a serial number can be appended to each file name. Clicking this button displays the "Serialize" window. The [Serialize] button is available only when multiple files are created.



The "Serialize" window contains the following:

File Name

The file name specified in the preview window.

"Serial number" pop-up menu

You can specify the number of digits from one to six in the "Serial number" pop-up menu. Up to 100 characters (alphanumeric), including a serial number, can be used for a file name.

Example

An example file name according to the configured settings is shown. The file name is a name specified in the "File name" field, which is followed by "_" and a serial number.

[OK] button

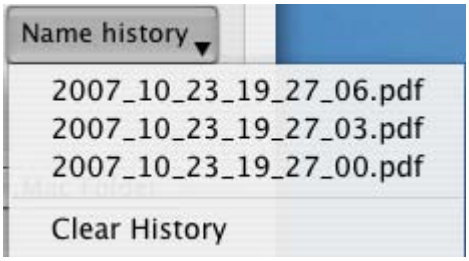
Clicking this confirms your preferences selected in this window.

[Cancel] button

Clicking this button cancels your preferences and returns you to the preview window.

[Name history] button

File names you have specified before are displayed in the "Name history" list. File names you have changed in the "File name" field in the "Serialize" window, or "File list" in the preview window, are added to the list. (Up to ten file names can be added to the list. When an 11th or more file name is specified, a file name is deleted in chronological order.)



Select a file name, and the file names selected in the "File List" are changed to the selected file name.
Selecting [Clear History] deletes all file names in the list.

"Save scanned images to file" checkbox

You can save PDF files attached to e-mail messages in a specified folder.
The attached PDF files are saved in a folder specified on the [Save] tab of the "ScanSnap Manager - Scan and Save Settings" window (page 55).

"Do not show this window again" checkbox

You will not see the preview window from the next time.
You can skip Step 7.

[Attach to E-mail] button

Clicking this button attaches files to an e-mail message using settings configured in this window.

[Cancel] button

In Quick Menu Mode, clicking this button cancels all changes made in this window and returns you to the previous window (the ScanSnap Quick Menu).

[ ] button

Thumbnail view is extracted or retracted each time this button is pressed.

The thumbnail view is different according to the file format.
For PDF files: a list of the pages in a file
For JPEG files: a list of the files

[ ] button

You can view Help topics related to the preview window.

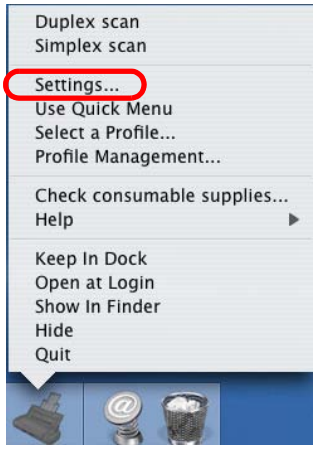
8. Click the [Attach to E-mail] button.
   ⇒ An e-mail program is started with the selected files being attached to an e-mail message.

- When the preview window is displayed, the ScanSnap does not work even if you press the [SCAN] button. Close the preview window before scanning another document.
- Do not move, delete, or rename files in other applications when the preview window is displayed.

■ Profile Mode operation

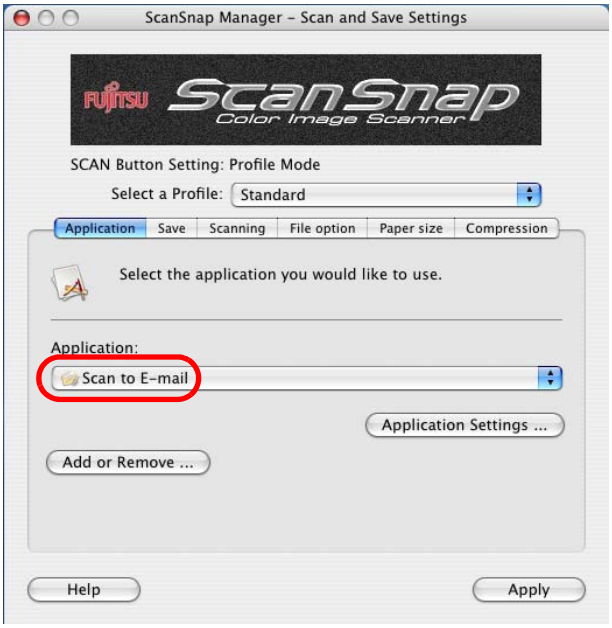
Operation

1. Select [Settings] in the ScanSnap Manager Menu, which pops up when clicking and holding the ScanSnap Manager icon .

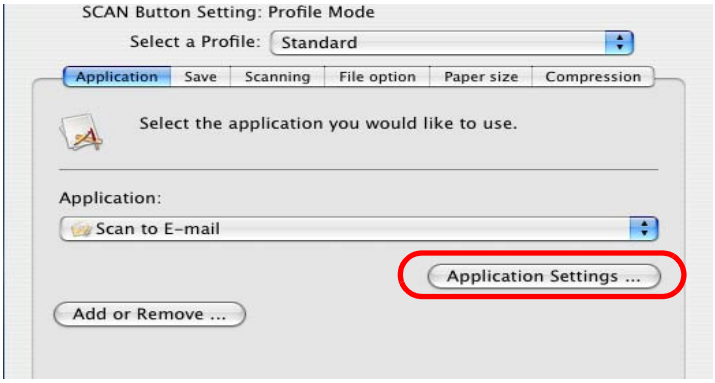


⇒ The "ScanSnap Manager - Scan and Save Settings" window appears.

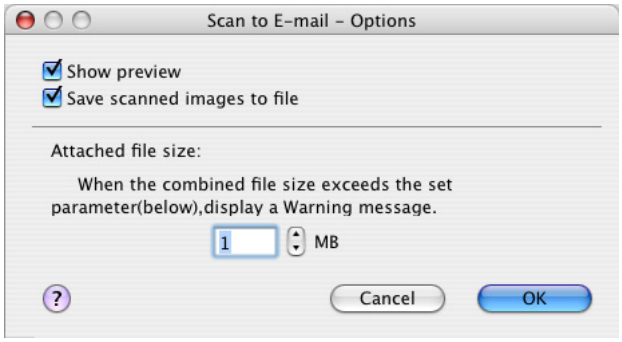
2. In the [Application] pop-up menu on the [Application] tab, select [Scan to E-mail].



3. When you want to change settings for the [Scan to E-mail] action, click the [Application Settings] button, and then change settings.
   (If you want to use default settings, go to Step 5.)



⇒ The following window appears.



In this window, you can change settings for the [Scan to E-mail] action as follows:

"Show preview" checkbox

A preview window appears when scanning is complete.
You can visually check a scanned image before attaching it to an e-mail message.

"Save scanned images to file" checkbox

You can save PDF files attached to e-mail messages in a specified folder.
The attached PDF files are saved in a folder specified on the [Save] tab of the "ScanSnap Manager - Scan and Save Settings" window (page 55).

Attached file size

When attached file size exceeds a set parameter, a Warning message appears.
You can specify a parameter between 1MB and 10MB.

* Even if you see a Warning message, you can send attached files by e-mail. However, it is recommended that the attached file size be 2MB at the maximum (it depends on your system environment).

4. Click the [OK] button.
   ⇒ The "Scan to E-mail - Options" window is closed.

5. Click the [Apply] button.

6. Click the close button in the upper left corner of the window.
   ⇒ The "ScanSnap Manager - Scan and Save Settings" window closes.

HINT

- To start scanning right after selecting the profile, press the [SCAN] button on the ScanSnap. Doing so also closes the "ScanSnap Manager - Scan and Save Settings"
- Changes you have made in the above procedure take effect from the next time you scan documents using the profile.
  For details on how to change settings, refer to "4.3 Saving Scanning Settings" (page 70).
- "Scan to E-mail" profile can be selected by selecting "Scan to E-mail" in the "Select a Profile" window which pops up when clicking the ScanSnap Manager icon .

Operation

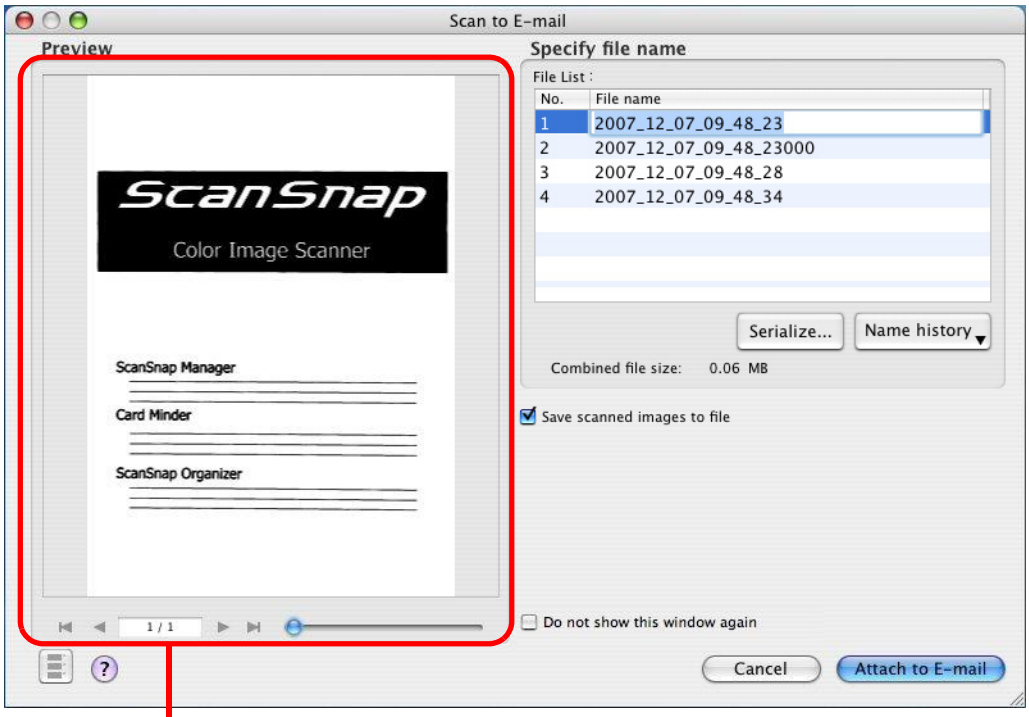
7. Load the document onto the ScanSnap.

For details, refer to "3.2 Paper Sizes of Documents to be Scanned" (page 39) and "3.3 Loading Documents" (page 41).

8. Press the [SCAN] button .
   ⇒ Scanning is started.
   ⇒ When scanning is complete, a preview window appears.
   (You can change settings not to display a preview window.)

Operation

9. Verify a scanned image in the preview window.
   You can also change file names and specify whether to save files sent by e-mail.
   Window size is scaled up or down by dragging the lower right corner of the "Scan to E-mail" window with the mouse cursor. The previewed image is also scaled up or down according to the window size.



Preview Window

Preview Window

The image of the selected file is displayed.
You can use the following navigation controls for paging through documents:

:	To go to the first page/file, click this First Page button.
:	To go to the previous page/file, click this Previous Page button.
:	To go to the next page/file, click this Next Page button.
:	To go to the last page/file, click this Last Page button.
1/1 :	Current page/file number / Total number of pages/files
	:To zoom in/out.

HINT

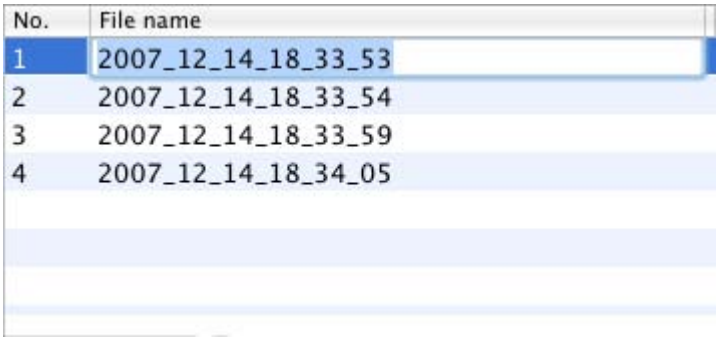
The arrow-shaped buttons function differently according to the file format.
For PDF files: pages through pages in a file
For JPEG files: pages through files

Specify file name

The name of a selected file, and the number and combined size of files are displayed under "Specify file name."
You can change file names and select a file to display.

File List

The currently selected file name is displayed.



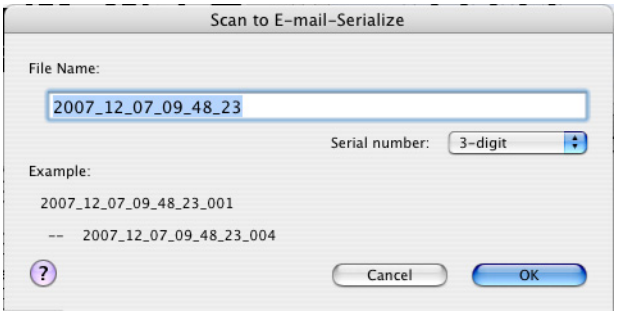
To change a file name, double click the file name to be changed, and type a new name into the "File name" field.
Up to 100 characters can be used for a file name.

Combined file size

The file size is displayed in megabytes. When there are multiple files, a combined file size is displayed.
(Depending on the e-mail program you are using, the size of the attached files in the e-mail program may differ from the file size displayed here. This is because each e-mail program uses a different computation method. The actual size is the same.)

[Serialize] button

When multiple files are created at a scan, "_" and a serial number can be appended to each file name. Clicking this button displays the "Serialize" window. The [Serialize] button is available only when multiple files are created.



The "Serialize" window contains the following:

File Name

The file name specified in the preview window.

"Serial number" pop-up menu

You can specify the number of digits from one to six in the "Serial number" pop-up menu. Up to 100 characters (alphanumeric), including a serial number, can be used for a file name.

Example

An example file name according to the configured settings is shown. The file name is a name specified in the "File name" field, which is followed by "_" and a serial number.

[OK] button

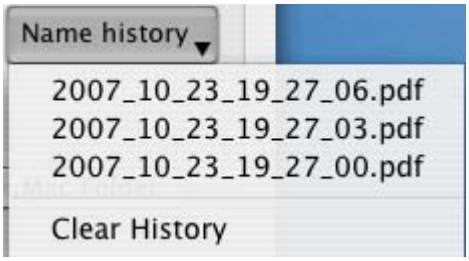
Clicking this confirms your preferences selected in this window.

[Cancel] button

Clicking this button cancels your preferences and returns you to the preview window.

[Name history] button

File names you have specified before are displayed in the "Name history" list. File names you have changed in the "File name" field in the "Serialize" window, or "File list" in the preview window, are added to the list. (Up to ten file names can be added to the list. When an 11th or more file name is specified, a file name is deleted in chronological order.)



Select a file name, and the file names selected in the "File List" are changed to the selected file name.
Selecting [Clear History] deletes all file names in the list.

"Save scanned images to file" checkbox

You can save PDF files attached to e-mail messages in a specified folder.

The attached PDF files are saved in a folder specified on the [Save] tab of the "ScanSnap Manager - Scan and Save Settings" window (page 55).

"Do not show this window again" checkbox

You will not see the preview window from the next time.

You can skip Step 9.

[Attach to E-mail] button

Clicking this button attaches files to an e-mail message using settings configured in this window.

[Cancel] button

In Profile Mode, clicking this button displays a message that confirms whether or not to delete the image data of scanned documents.

[ ] button

Thumbnail view is extracted or retracted each time this button is pressed.

The thumbnail view is different according to the file format.
For PDF files: a list of the pages in a file
For JPEG files: a list of the files

[ ] button

You can view Help topics related to the preview window.

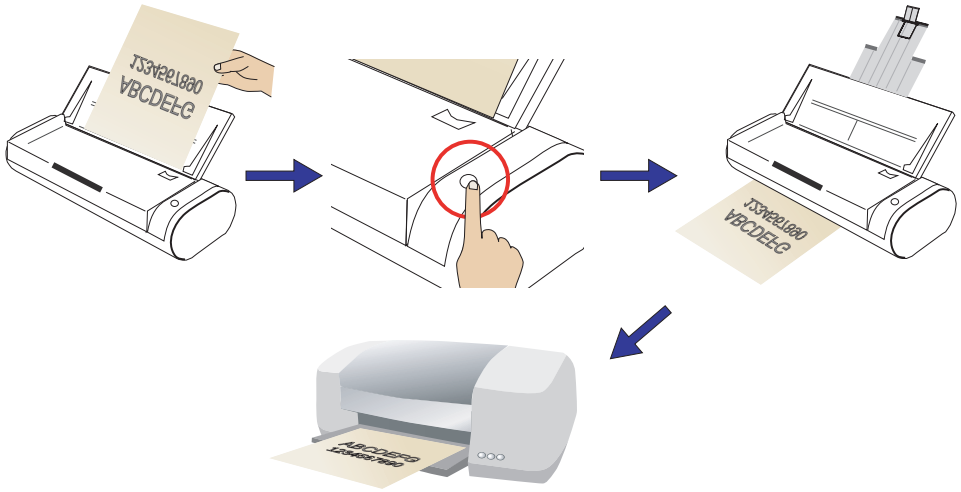
10. Click the [Attach to E-mail] button.

An e-mail program is started with the selected files being attached to an e-mail message.

- When the preview window is displayed, the ScanSnap does not work even if you press the [SCAN] button. Close the preview window before scanning another document.
- Do not move, delete, or rename files in other applications when the preview window is displayed.

5.4 Using the ScanSnap as a Copy Machine

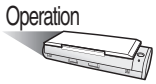
This section describes how to print scanned image files with a printer.
By printing scanned images directly from the ScanSnap, you can use the ScanSnap as a copy machine.



ATTENTION

Depending on the document conditions and scanning settings, the printed image may contain shadows (which appear as lines) on its edges.

■ Quick Menu Mode operation



1. Load the document onto the ScanSnap.

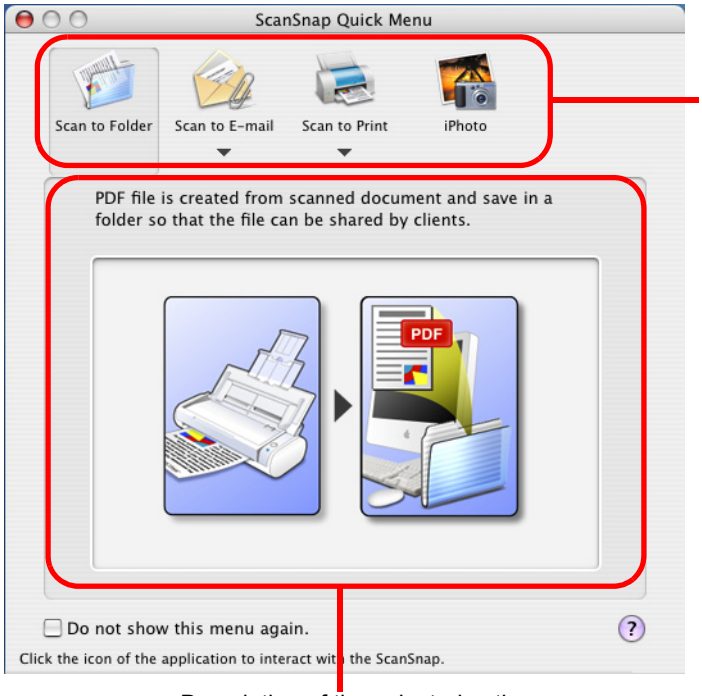
For details, refer to "3.2 Paper Sizes of Documents to be Scanned" (page 39) and "3.3 Loading Documents" (page 41).

2. Press the [SCAN] button

.

⇒ Scanning is started.

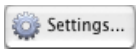
⇒ When scanning is complete, the ScanSnap Quick Menu appears.



- When the ScanSnap Quick Menu is displayed, until the "Scan to Print" window closes, operation of the ScanScap is not possible, even if the [SCAN] button is pressed. After the process has finished, you can scan another document.
- Do not move, delete, or rename files in other applications after the ScanSnap Quick Menu is displayed and before the "Scan to Print" window is closed.

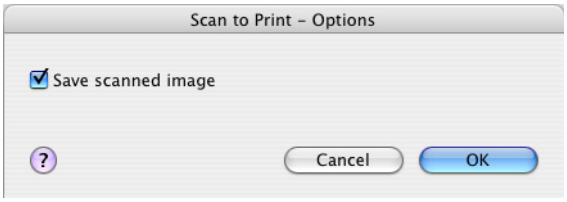
Operation

3. Place the mouse cursor on [Scan to Print].
   ⇒ A description of the [Scan to Print] action is displayed.

4. When you want to change settings for the [Scan to Print] action, place the cursor on the (▼) mark, and then click the [Settings] button 

.
   (If you want to use default settings, go to Step 6.)

   ⇒ The following window appears.



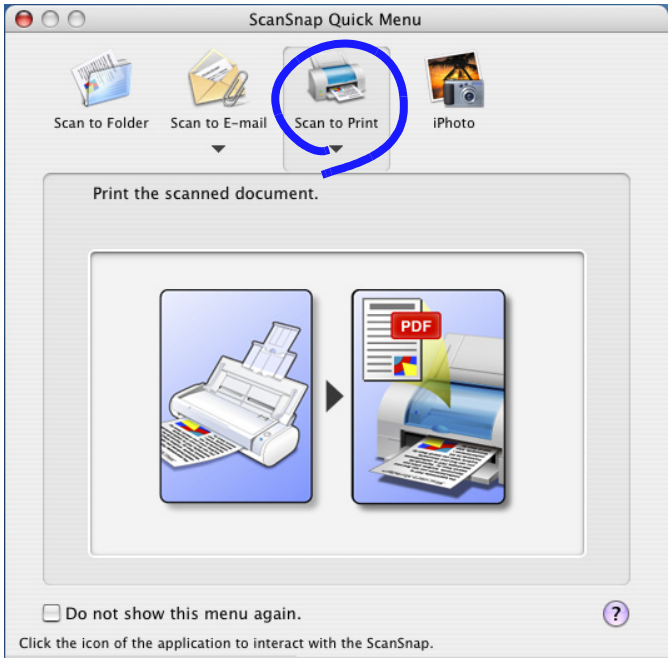
   In this window, you can change settings for the [Scan to Print] action as follows:

   "Save scanned image" checkbox

   Printed document images are saved in PDF format.
   PDF files are saved in a folder specified in the "Image saving folder" field on the [Save] tab of the "ScanSnap Manager - Scan and Save Settings" window (page 55).

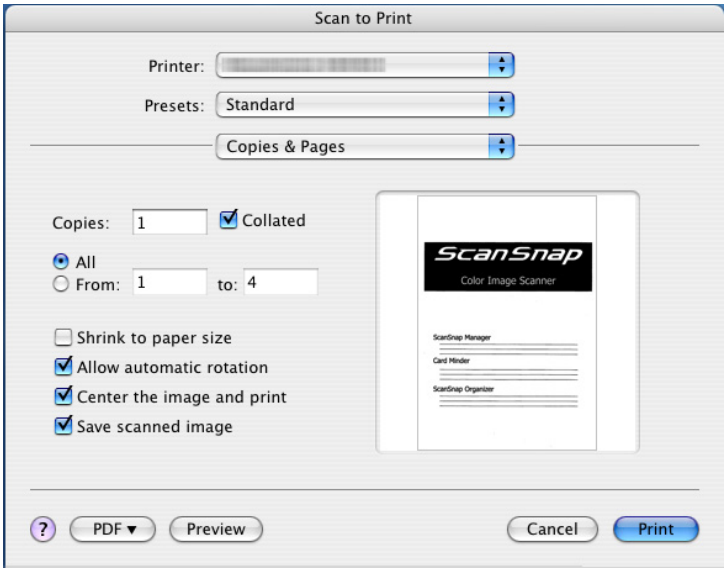
5. Click the [OK] button to close the "Scan to Print - Options" window.

6. Click [Scan to Print] in the Action List.



⇒ The "Scan to Print" window appears.

7. Change settings for printing.



[Printer] pop-up menu

The currently selected printer is displayed. Select a printer to use.

[Presets] pop-up menu

You can specify the printing options set. If a particular combination of printing options is to be used, these settings can be saved together as a "Preset." Other print options can be specified from the pop-up menu under the [Presets] pop-up menu.

The following items can be specified for "Copies & Pages."

Copies

You can specify the number of copies you want to print.
Select a number between 1 and 99.

"Collated" checkbox

Check when the document will be collated.

"All/From" radio button

Specify where to print all or part of the scanned document.

"Shrink to paper size" checkbox

When this is checked, images larger than the paper are scaled down to the size of the paper, so that the whole image can be printed on one sheet of paper. When this is unchecked, images are printed in their original size.

"Allow automatic rotation" checkbox

Images are rotated according to the length-to-width ratio of images so that they can be printed in either portrait orientation or landscape orientation, whichever best fits.

"Center the image and print" checkbox

When this checkbox is checked, images are centered and printed.
When the "Shrink to paper size" checkbox is unmarked and the dimensions of the scanned image are larger than the paper size, the scanned image is printed by positioning the center of the scanned image at the center of the paper. (Scanned image data outside the range of the paper size are not printed.)
When this checkbox is unchecked, the scanned image is printed from the upper left of the paper.

"Save scanned image" checkbox

PDF files are saved in a folder specified in the "Image saving folder" field on the [Save] tab of the "ScanSnap Manager - Scan and Save Settings" window (page 55).

[PDF] button

Specify the PDF format type the create.

[Preview] button

Select this button to open a preview window. You can check the details of the scanned document and start printing.

[Cancel] button

In Quick Menu Mode, clicking this button cancels all changes made in this window and returns you to the previous window (the ScanSnap Quick Menu).

[Print] button

Clicking this button prints images using settings configured in this window.

[ ] button

You can view Help topics related to the "Scan to Print" window.

8. Click the [Print] button.

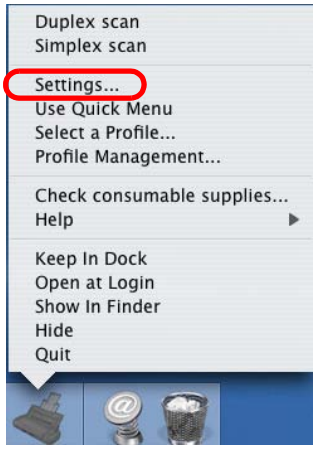
   ⇒ Printing is executed.

- When the "Scan to Print" window is displayed, the ScanSnap does not work even if you press the [SCAN] button. Close the preview window before scanning another document.
- Do not move, delete, or rename files in other applications when the preview window is displayed.

■ Profile Mode operation

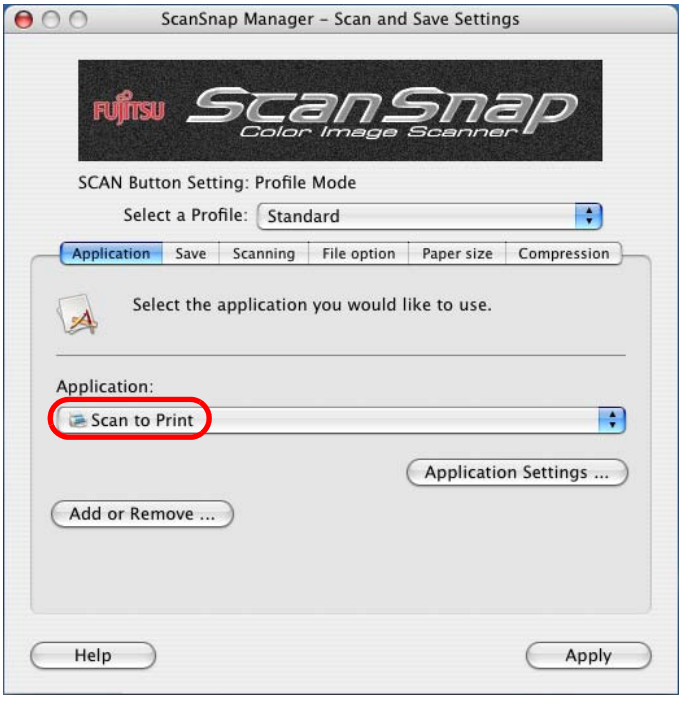
Operation

1. Select [Settings] in the ScanSnap Manager Menu, which pops up when clicking and holding the ScanSnap Manager icon .

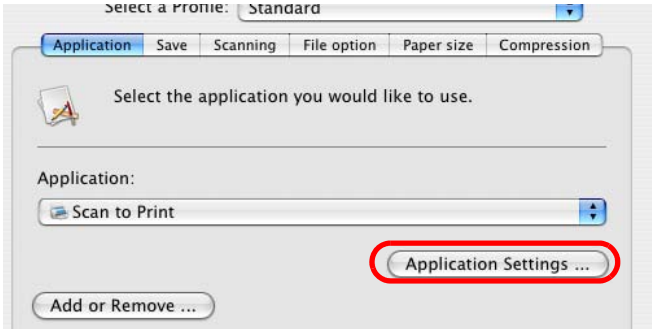


⇒ The "ScanSnap Manager - Scan and Save Settings" window appears.

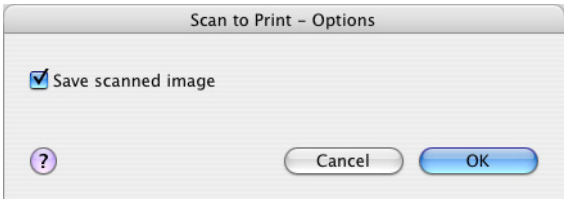
2. In the [Application] pop-up menu on the [Application] tab, select [Scan to Print].



3. When you want to change settings for the [Scan to Print] action, click the [Application Settings] button, and then change settings.
(When you do not want to change settings, go to Step 5.)



⇒ The following window appears.



In this window, you can change settings for the [Scan to Print] action as follows:

"Save scanned image" checkbox

Printed document images are saved in PDF format.
PDF files are saved in a folder specified in the "Image saving folder" field on the [Save] tab of the "ScanSnap Manager - Scan and Save Settings" window (page 55).

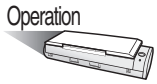
4. Click the [OK] button.
⇒ The "Scan to Print - Options" window is closed.

5. Click the [Apply] button.

6. Click the close button in the upper left corner of the window.
⇒ The "ScanSnap Manager - Scan and Save Settings" window is closed.

HINT

- To start scanning right after selecting the profile, press the [SCAN] button on the ScanSnap. Doing so also closes the "ScanSnap Manager - Scan and Save Settings"
- "Scan to Print" profile can be selected by selecting "Scan to Print" in the "Select a Profile" window which pops up when clicking the ScanSnap Manager icon .
- Changes you have made in the above procedure take effect from the next time you scan documents using the profile.
For details on how to change settings, refer to "4.3 Saving Scanning Settings" (page 70).



7. Load the document onto the ScanSnap.

For details, refer to "3.2 Paper Sizes of Documents to be Scanned" (page 39) and "3.3 Loading Documents" (page 41).

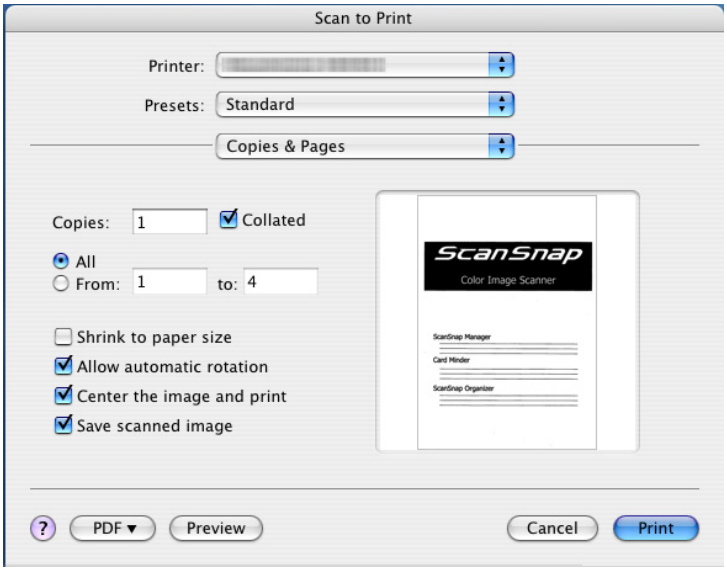
8. Press the [SCAN] button

.

⇒ Scanning is started.

⇒ When scanning is complete, the "Scan to Print" window appears.
(You can change settings not to display the "Scan to Print" window.)

9. Change settings for printing.



[Printer] pop-up menu

The currently selected printer is displayed. Select a printer to use.

[Presets] pop-up menu

You can specify the printing options set. If a particular combination of printing options is to be used, these settings can be saved together as a "Preset." Other print options can be specified from the pop-up menu under the [Presets] pop-up menu.

The following items can be specified for "Copies & Pages."

Copies

You can specify the number of copies you want to print.
Select a number between 1 and 99.

"Collated" checkbox

Check when the document will be collated.

"All/From" radio button

Specify where to print all or part of the scanned document.

"Shrink to paper size" checkbox

When this is checked, images larger than the paper are scaled down to the size of the paper, so that the whole image can be printed on one sheet of paper. When this is unchecked, images are printed in their original size.

"Allow automatic rotation" checkbox

Images are rotated according to the length-to-width ratio of images so that they can be printed in either portrait orientation or landscape orientation, whichever best fits.

"Center the image and print" checkbox

When this checkbox is checked, images are centered and printed.
When the "Shrink to paper size" checkbox is unmarked and the dimensions of the scanned image are larger than the paper size, the scanned image is printed by positioning the center of the scanned image at the center of the paper. (Scanned image data outside the range of the paper size are not printed.)
When this checkbox is unchecked, the scanned image is printed from the upper left of the paper.

"Save scanned image" checkbox

PDF files are saved in a folder specified in the "Image saving folder" field on the [Save] tab of the "ScanSnap Manager - Scan and Save Settings" window (page 55).

[PDF] button

Specify the PDF format type the create.

[Preview] button

Select this button to open a preview window. You can check the details of the scanned document and start printing.

[Cancel] button

In Profile Mode, clicking this button displays a message that confirms whether or not to delete the image data of scanned documents.

[Print] button

Clicking this button prints images using settings configured in this window.

[ ] button

You can view Help topics related to the "Scan to Print" window.

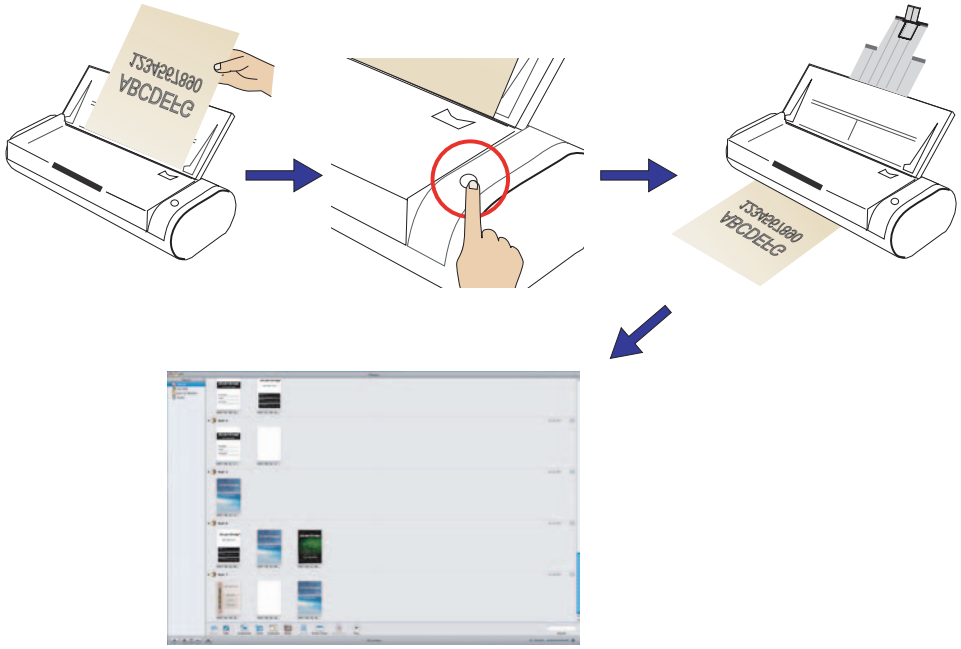
10. Click the [Print] button.

⇒ Printing is executed.

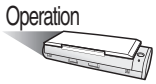
- When the "Scan to Print" window is displayed, the ScanSnap does not work even if you press the [SCAN] button. Close the "Scan to Print" window before scanning another document.
- Do not move, delete, or rename files in other applications when the "Scan to Print" window is displayed

5.5 Sending Data to iPhoto

This section describes how to store the scanned data in iPhoto.



■ Quick Menu Mode operation



1. Load the document onto the ScanSnap.

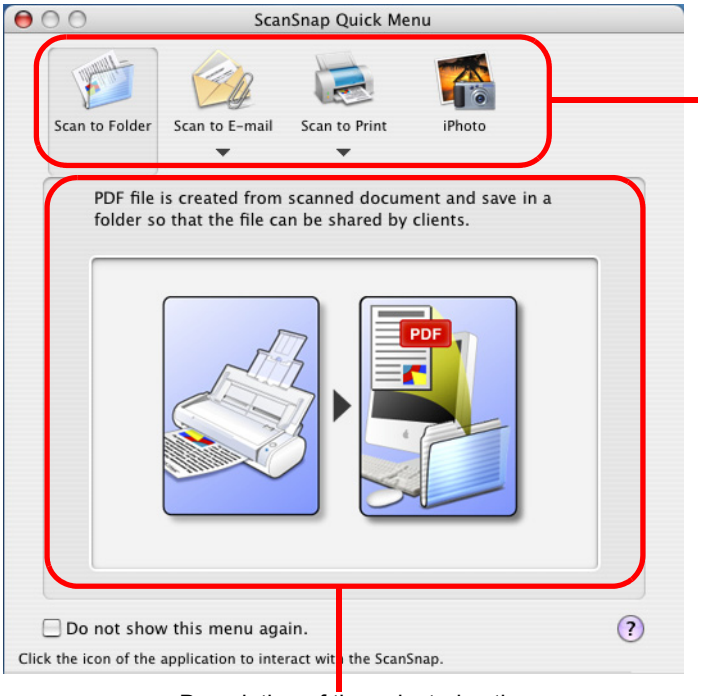
For details, refer to "3.2 Paper Sizes of Documents to be Scanned" (page 39) and "3.3 Loading Documents" (page 41).

2. Press the [SCAN] button

.

⇒ Scanning is started.

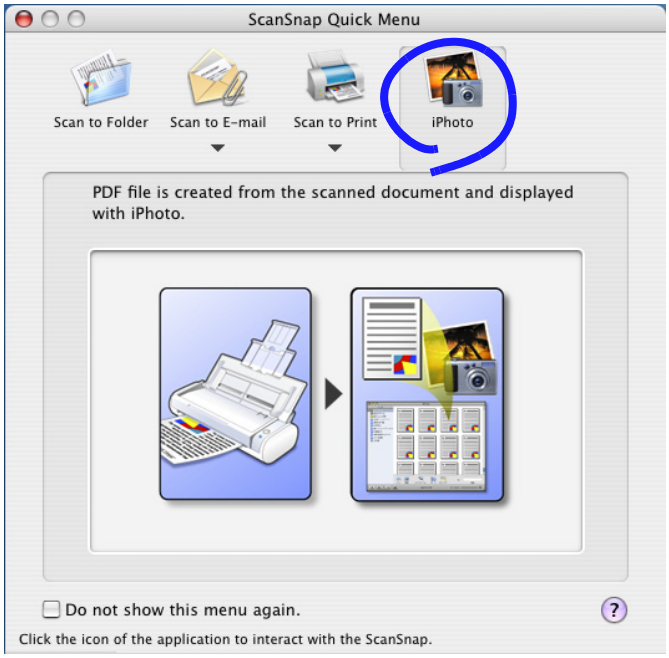
⇒ When scanning is complete, the ScanSnap Quick Menu appears.



3. Place the mouse cursor on [iPhoto].

⇒ A description of the [iPhoto] action is displayed.

4. Click [iPhoto] in the Action List.



⇒ The "iPhoto" window appears.

5. Verify a scanned image in the window.

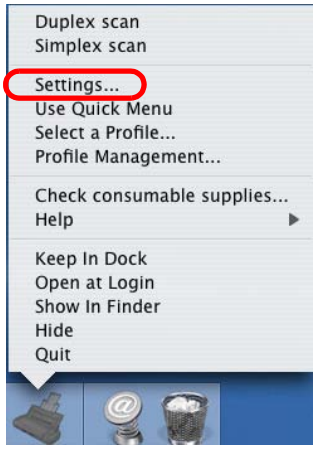
ATTENTION

- If the ScanSnap Quick Menu is displayed, the ScanSnap will not work. Close the ScanSnap Quick Menu before scanning another document.
- Do not move, delete, or rename files in other applications when the ScanSnap Quick Menu is displayed.

■ Profile Mode operation

Operation

1. Select [Settings] in the ScanSnap Manager Menu, which pops up when clicking and holding the ScanSnap Manager icon .

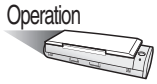


⇒ The "ScanSnap Manager - Scan and Save Settings" window appears.

2. Select [iPhoto] in the [Application] pop-up menu in the [Application] tab.

3. Click the [Apply] button.

4. Click the close button in the upper left corner of the window.
   ⇒ The "ScanSnap Manager - Scan and Save Settings" window is closed.



5. Load the document onto the ScanSnap and press the [SCAN] button

.

For details, refer to "3.2 Paper Sizes of Documents to be Scanned" (page 39) and "3.3 Loading Documents" (page 41).

   ⇒ Scanning is started.
   ⇒ When scanning is complete, the "iPhoto" window appears.

6. Verify a scanned image in the window.

Chapter 6

Using the ScanSnap in Various Ways

This chapter describes a variety of ways you can use the ScanSnap.

6

6.1 Using ScanSnap Manager 136

6.1 Using ScanSnap Manager

In order for you to use the ScanSnap immediately after opening the package, factory default settings are optimized.

All you need to do is press the [SCAN] button

to scan documents.

In addition, you can manually configure the settings for specific scanning.

This section, using typical examples, describes how to scan documents based on preferences of you.

Default Settings of ScanSnap Manager <Quick Menu Mode>

Scan and Save Settings		Default
Application		To be specified after scanning
Image saving folder		/Users/<User_name>/Pictures
File name format		yyyy_MM_dd_HH_mm_ss
Image quality		Normal (Fastest)
Color mode		Auto Color Detection (automatically judges whether the document is "color" or "black-and-white")
Scanning side		Duplex Scan
Continue scanning after current scan is finished		Disabled
Scanning Option		
	Brightness	Normal
	Setting for text only document	Disabled
	Allow automatic blank page removal	Enabled
	Correct skewed character strings automatically	Disabled
	Allow automatic image rotation	Enabled
File format		PDF (*.pdf) only
File format Option		
	PDF File Option	Multipage PDF (whole batch in one PDF)
Paper size		Automatic detection
Scan mixed paper size		Disabled
Compression		
	Compression rate	3

Default Settings of ScanSnap Manager <Profile Mode>

Scan and Save Settings	Default
Application	Preview (Adobe Acrobat or Adobe Reader is selected if installed)
Image saving folder	/Users/<User_name>/Pictures
File name format	yyyy_MM_dd_HH_mm_ss
Image quality	Normal (Fastest)
Color mode	Auto Color Detection (automatically determines whether the document is "color" or "black and white")
Scanning side	Duplex Scan
Continue scanning after current scan is finished	Disabled
Scanning Option	
Brightness	Normal
Setting for text only document	Disabled
Allow automatic blank page removal	Enabled
Correct skewed character strings automatically	Disabled
Allow automatic image rotation	Enabled
File format	PDF (*.pdf)
File format Option	
PDF File Option	Multipage PDF (whole batch in one PDF)
Paper size	Automatic detection
Scan mixed paper size	Disabled
Compression	
Compression rate	3

HINT

The settings described above can be changed with ScanSnap Manager. For details, refer to "4.2 Changing Scanning Settings" (page 47).
For the settings available in Quick Menu mode and in Profile Mode, refer to "Appendix B Quick Menu Mode / Profile Mode" (page 195).

■ Scanning only one side of a document

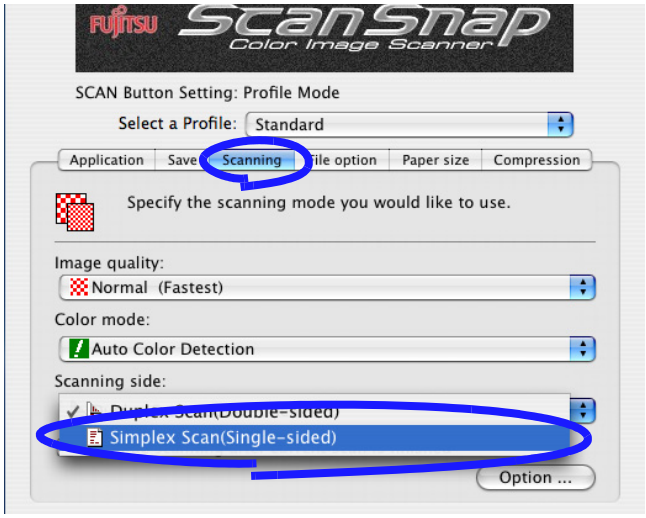
Pressing the [SCAN] button

on the ScanSnap starts scanning documents in "Duplex Scan" mode by default. If you want to change the [SCAN] button setting to "Simplex Scan" mode, follow the procedure below.

1. Click and hold the ScanSnap Manager icon , and select [Settings] from the displayed menu.

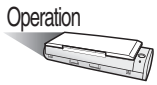
⇒ The "ScanSnap Manager - Scan and Save Settings" window appears.

2. On the [Scanning] tab, select "Simplex Scan (Single-sided)" from the [Scanning side] pop-up menu.



3. Click the [Apply] button.

4. Click the close button in the upper left corner of the window to close the window.
   ⇒ The "ScanSnap Manager - Scan and Save Settings" window is closed.



5. Load the document onto the ScanSnap.

6. Press the [SCAN] button

.
   ⇒ The document is scanned in "Simplex Scan" mode.

To select the "Duplex Scan" mode again, go to Step 2 and select "Duplex Scan (Double-sided)" instead. The selected setting is valid until you change it again.

■ Scanning color document in black and white

By default, the ScanSnap automatically recognizes whether a document is black-and-white or color. Color documents are output as color image data, and black-and-white documents are output as monochrome image data.

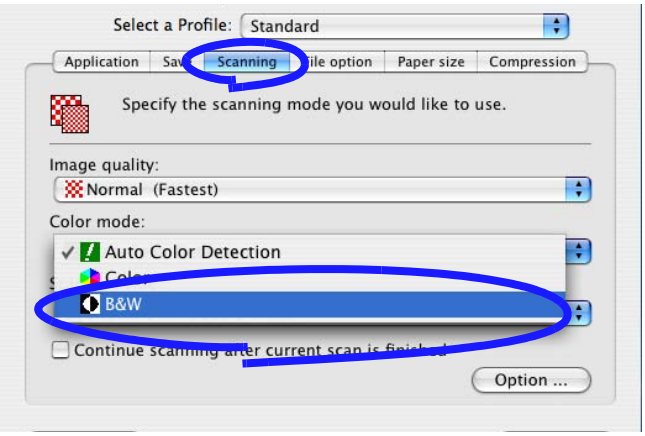
If you want to output all documents as monochrome image data, change the settings following the procedures below.

Operation

1. Click and hold the ScanSnap Manager icon , and select "Settings" from the displayed menu.

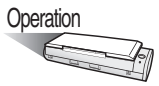
⇒ The "ScanSnap Manager - Scan and Save Settings" window appears.

2. On the [Scanning] tab, select "B&W" from the [Color mode] pop-up menu.
   If you want to scan all documents in color, select "Color" from the pop-up menu.



3. Click the [Apply] button.

4. Click the close button in the upper left corner of the window to close the window.
   ⇒ The "ScanSnap Manager - Scan and Save Settings" window is closed.



5. Load the document onto the ScanSnap.

6. Press the [SCAN] button

.

   ⇒ The black-and-white image is output after scanning.

■ Skipping blank pages

The ScanSnap is able to remove blank pages automatically. When documents in which double-sided and single-sided pages are mixed are scanned in "Duplex Scan" mode, the backside of single-sided (blank) pages are automatically removed, and the image data of only necessary pages is generated.

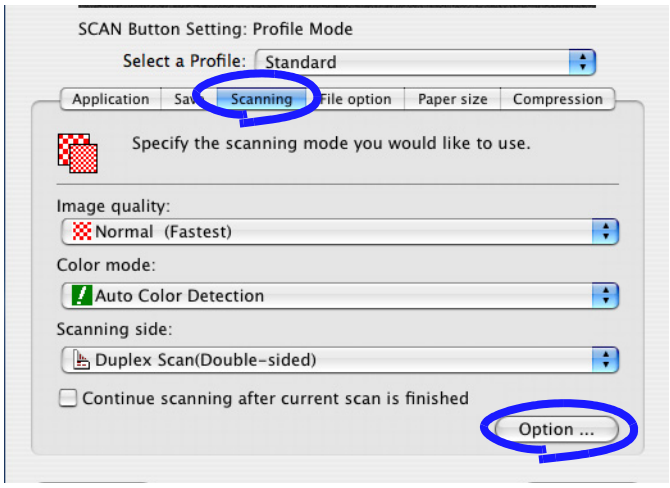
To change the setting, follow the procedure below.

Operation

1. Click and hold the mouse button on the ScanSnap Manager icon , and select "Settings" from the displayed menu.

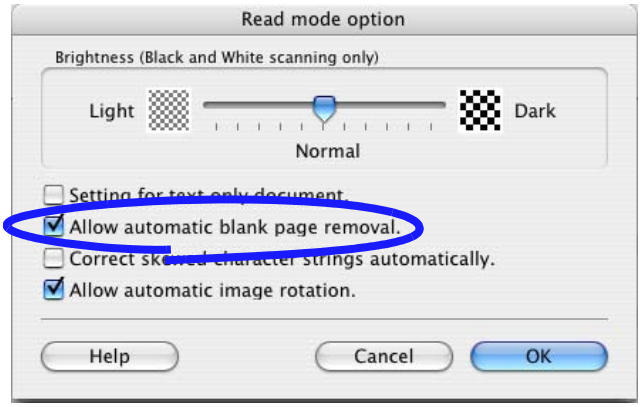
⇒ The "ScanSnap Manager - Scan and Save Settings" window appears.

2. On the [Scanning] tab, click the [Option] button.



⇒ The "Read mode option" window appears.

3. Mark the "Allow automatic blank page removal" checkbox.



4. Click the [OK] button.

5. Click the [Apply] button in the "ScanSnap Manager -Scan and Save Settings" window.
   ⇒ The setting takes effect the next time you scan documents.

ATTENTION

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 (solid color including black) and without any patterns, lines, or characters

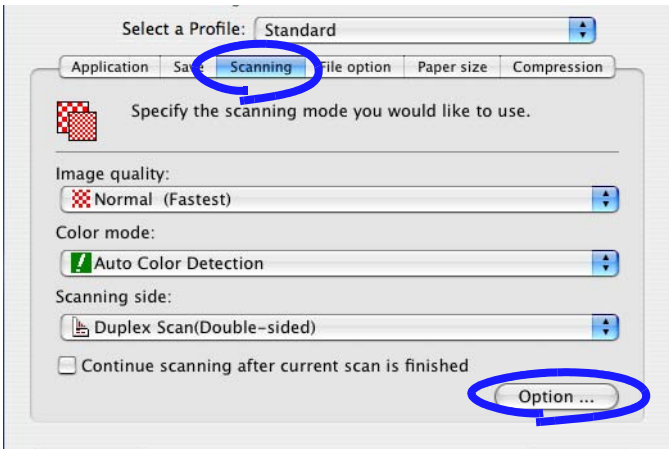
*When you scan such documents, clear the checkbox.

■ Correcting skewed documents

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

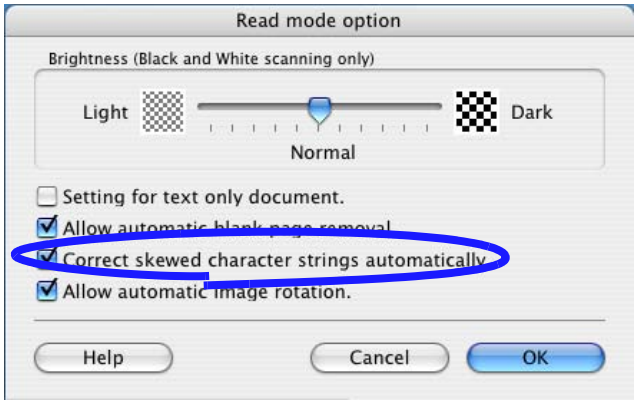
1. Click and hold the mouse button on the ScanSnap Manager icon , and select "Settings" from the displayed menu.

2. On the [Scanning] tab, click the [Option] button.



⇒ The "Read mode option" window appears.

3. Mark the "Correct skewed character strings automatically" checkbox.



4. Click the [OK] button.

5. Click the [Apply] button in the "ScanSnap Manager -Scan and Save Settings" window.
   ⇒ The setting takes effect the next time you scan documents.

ATTENTION

Up to +/-5 degrees of skew can be corrected.
This function detects a skew of the document based on the character strings on each sheet. Therefore, the detection may fail if the following kinds of documents are scanned:

- Documents on which the pitches of lines or characters are extremely narrow, or adjacent characters contact with each other
- Documents with many outlined or decorated characters
- Documents with many photographs or figures and fewer characters
- Documents with characters in patterned background
- Documents with characters printed in various directions (e.g. plans)
- Documents with long diagonal lines
- Documents with handwritten characters

*When you scan such documents, clear the checkbox.

■ Correcting the orientation of scanned image

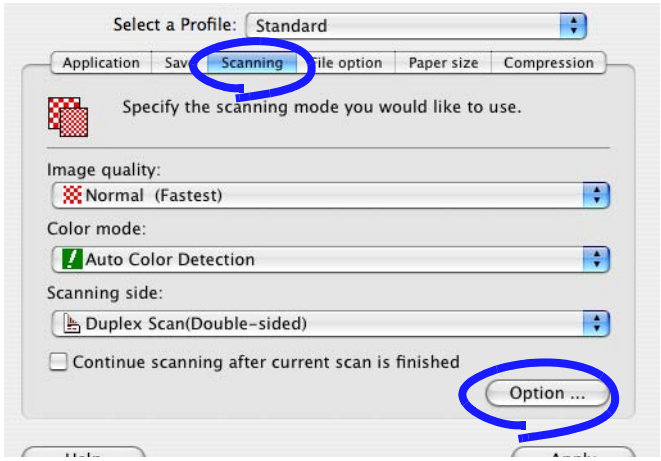
When there are pages of different orientations in a scanned document, the ScanSnap is able to automatically rotate the orientation (view direction) of the scanned images. For example, it often happens that some pages are portrait (text) and some are landscape (tables) in a document.
In addition, the backside of double-sided documents in calendar style is printed upside down.

To change the setting, follow the procedure below.

Operation

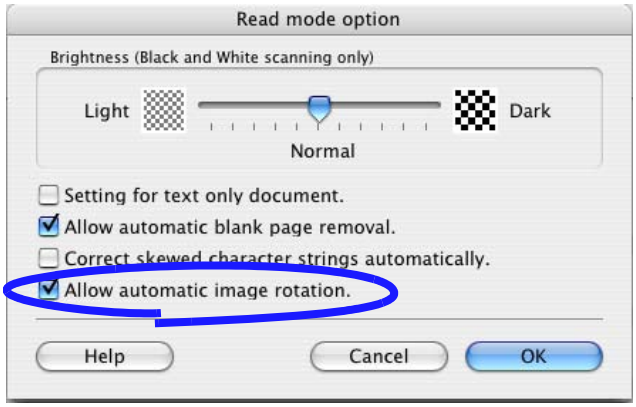
1. Click and hold the mouse button on the ScanSnap Manager icon , and select "Settings" from the displayed menu.

2. On the [Scanning] tab, click the [Option] button.



⇒ The "Read mode option" window appears.

3. Mark the "Allow automatic image rotation" checkbox.



4. Click the [OK] button.

5. Click the [Apply] button in the "ScanSnap Manager -Scan and Save Settings" window.
   ⇒ The setting takes effect the next time you scan documents.

ATTENTION

This function determines the orientation of pages based on the character's direction. Therefore, the following kinds of documents may not be recognized correctly.

- Documents with many extremely large/small characters
- Documents on which the pitches of lines or characters are extremely narrow, or adjacent characters contact with each other
- Documents with many characters that contact underlines or ruled lines
- Documents with many photographs or figures and a few characters
- Documents with characters in patterned background
- Documents with characters printed in various directions (e.g. plans)
- Documents with only capital letters
- Documents with handwritten characters

*When you scan such documents, clear the checkbox.

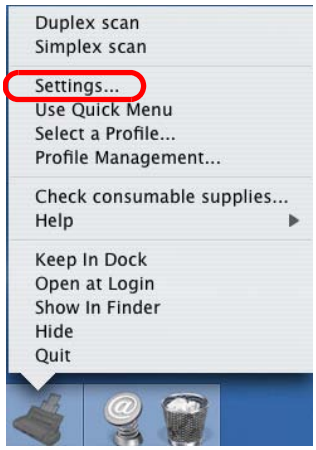
■ Scanning documents of different widths or sizes at a time

By marking the "Scan mixed paper size" checkbox, you can scan documents of different widths or sizes in one batch.

To scan documents of various sizes, do the following.

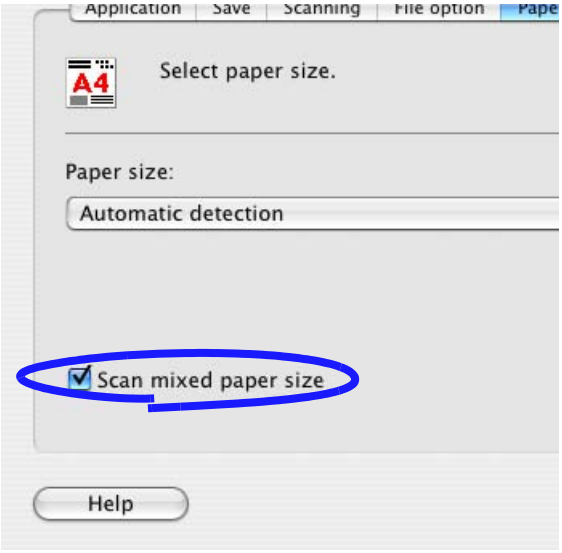
Operation

1. Click and hold the mouse button on the ScanSnap Manager icon , and select "Settings" from the displayed menu.



2. Select the [Paper size] tab.

3. Mark the "Scan mixed paper size" checkbox.



4. Click the [Apply] button.

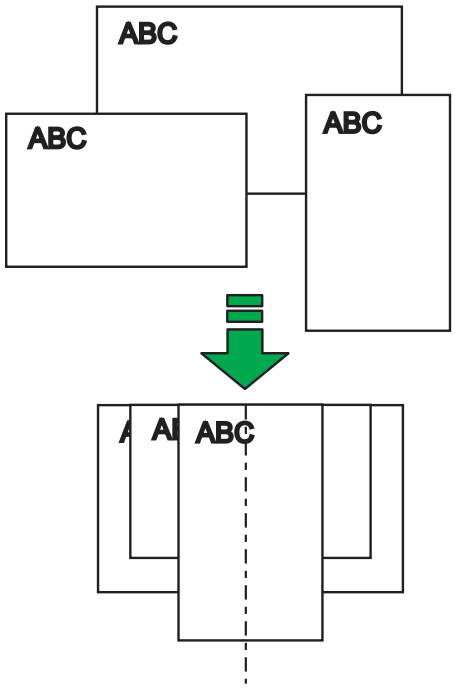
5. Click the close button in the upper left corner of the window to close the window.
   ⇒ The "ScanSnap Manager - Scan and Save Settings" window is closed.

ATTENTION

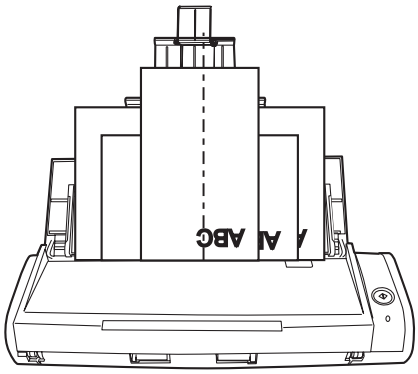
This function is available only when "Automatic detection" is selected from the [Paper size] pop-up menu.

Operation

6. Align the leading edge and centerline of all documents.

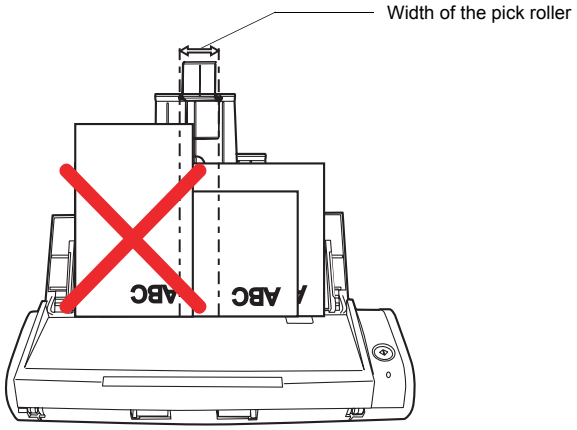


7. Load the documents onto the paper chute.



ATTENTION

- Place all documents centering them under the pick roller.
  (Documents that are not under the pick roller cannot be fed.)

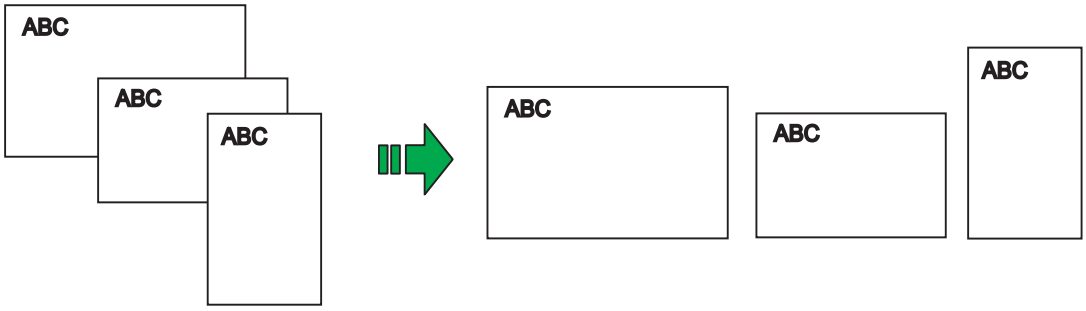


- Adjust the side guide to the widest document.
- Carefully load the smaller documents, which cannot contact the side guide, so that they can be fed straight. If the documents are skewed during a scan, the quality of scanned images may be degraded (chipped images/slant lines produced) or scanned images may be output in different size from the original.
  If you have difficulties feeding documents straight, it is recommended to scan documents in several batches. Scan documents of about the same size in one batch.
  Note that smaller documents that cannot be guided by the side guide may cause a jam.

8. Press the [SCAN] button

.

⇒ The size of all images output conforms to the respective documents.



If the document was skewed during scanning, the output image size may be different from the original document size.

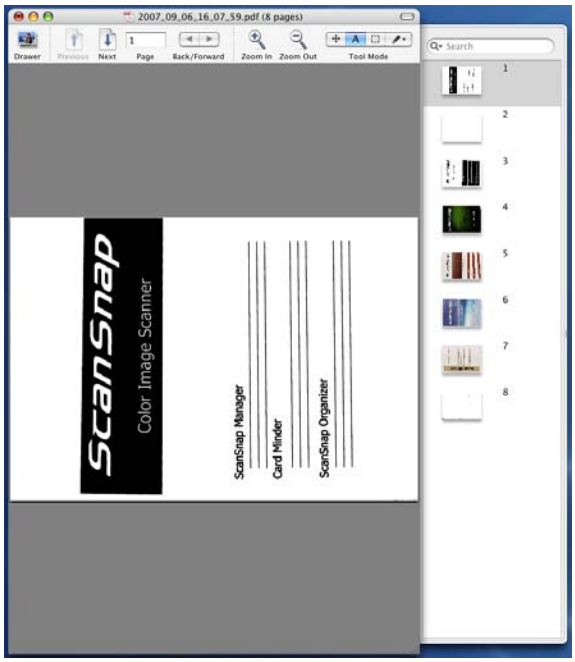
■ Rotating the page view of a PDF file

Even after scanning a document and saving it as a PDF file, you can change the view direction of this PDF file with Preview.

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

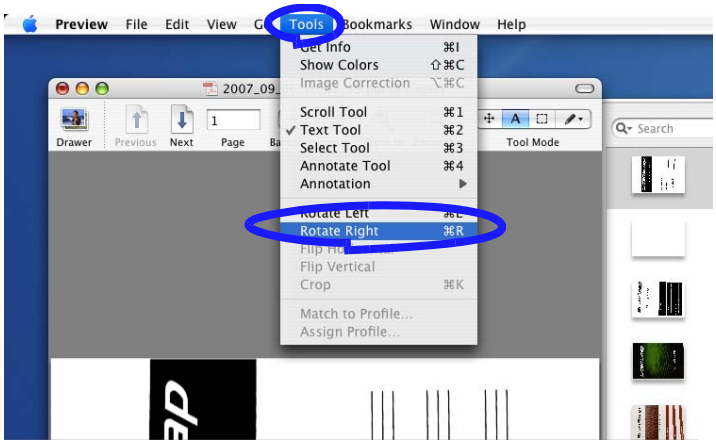
Operation

1. With Preview, open the PDF file you want to change the view direction.

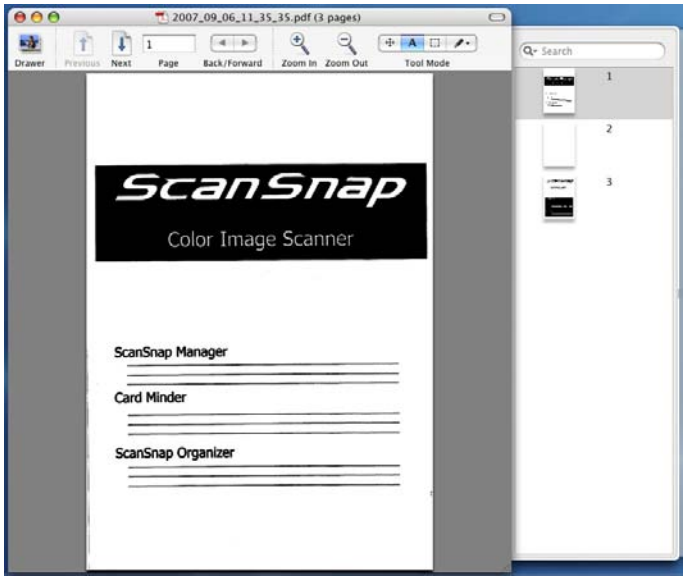


2. From the menu bar, select [Rotate Left] or [Rotate Right].
   (1) For Mac OS X v10.2 or v10.3, select [View] - [Rotate Left] or [Rotate Right]
   (2) For Mac OS X v10.4 or v10.5, select [Tools] - [Rotate Left] or [Rotate Right].

   In this case, select [Rotate Right].



3. You see the view direction is changed.



HINT

For details on this function, refer to Preview Help.

ATTENTION

A page view can be rotated per page with Mac OS X v10.5.
A page view cannot be rotated per a page with Mac OS X v10.4 or earlier.

■ Saving scanned images in multiple files

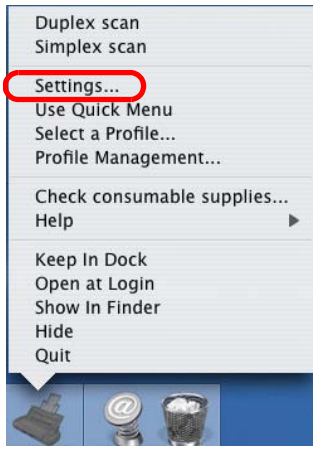
The ScanSnap can save scanned images to multiple PDF files, each of which contains a preset number of pages.

For example, you can scan a batch of filled forms and create a separate file for each.

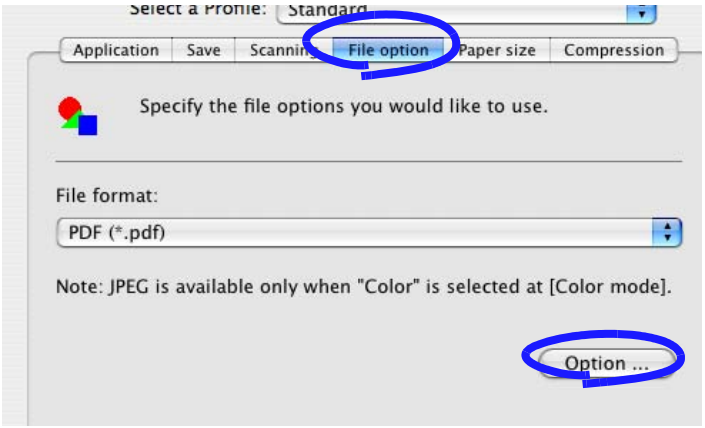
To change the setting, follow the procedure below.

Operation

1. Click and hold the mouse button on the ScanSnap Manager icon , and select "Settings" from the displayed menu.



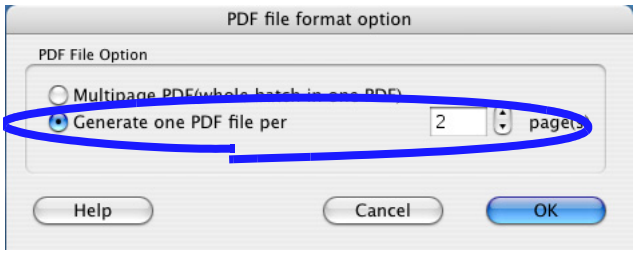
2. On the [File option] tab, click the [Option] button.



ATTENTION

Make sure that "PDF(*.pdf)" is selected from the [File format] pop-up menu.

3. In the "PDF file format option" window, select "Generate one PDF file per x page(s)" and a number.
   Every PDF file created contains the specified number of pages.



HINT

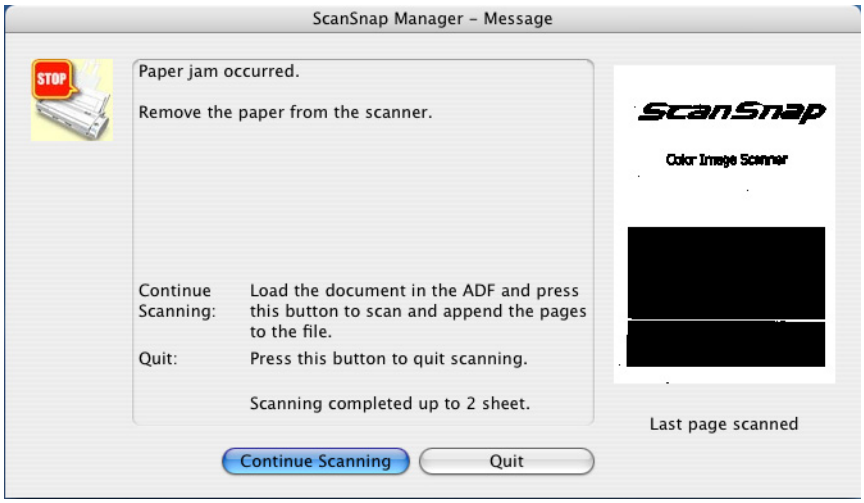
In "Duplex Scan" mode, one sheet of paper has two pages (a front and a back). It is recommended that you clear the "Allow automatic blank page removal" checkbox on the "Read mode option" window. To open the window, select the [Scanning] tab and click the [Option] button.
If this function is enabled, the number of pages may be different between the created file and the original document that has blank pages.

4. Click the [OK] button.

5. Click the [Apply] button in the "ScanSnap Manager -Scan and Save Settings" window.
   ⇒ The setting takes effect the next time you scan documents.

■ Continuing/stopping scanning after an error

If an error such as the paper jam occurs while you scan a document containing more than one pages, you will see the following message.



You can continue or stop scanning using the following procedure.

Operation

To continue scanning:

1. Check the last scanned page in the "ScanSnap Manager - Message" window.
2. Load the un-scanned pages back onto the ADF.
3. Click the [Continue Scanning] button or press the [SCAN] button on the ScanSnap to restart the scanning.

To quit scanning:

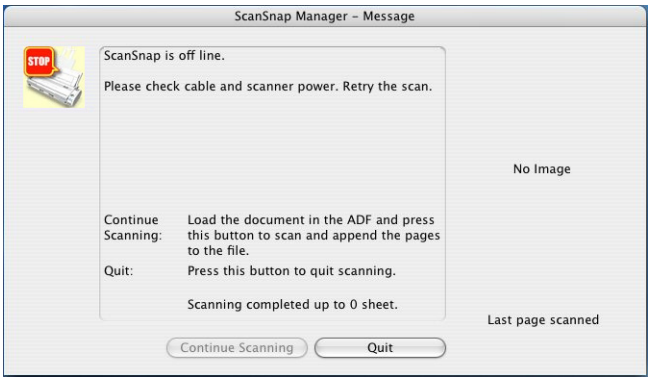
1. Click the [Quit] button.

   ⇒ The following window appears.

2. Click the [Yes] button to delete the data of pages scanned before the error occurrence, or click the [No] button to save the data. (*Click the [Cancel] button to return to the previous window.)

ATTENTION

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



If this is the case, it is not possible to continue scanning.

■ Scanning business cards using Cardiris

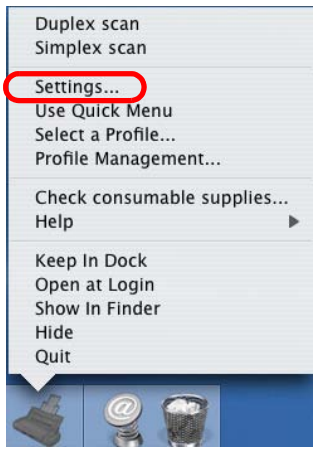
This section describes how to scan business cards using Cardiris.

<Preparation>

Operation

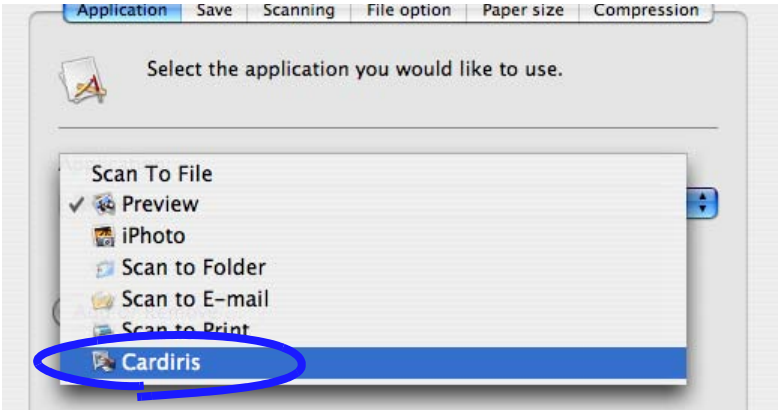
1. Unmark [Use Quick Menu] in the menu that pops up while clicking and holding the ScanSnap Manager icon .

2. Click and hold the mouse button on the ScanSnap Manager icon , and select [Settings] from the displayed menu.



⇒ "ScanSnap Manager - Scan and Save Setting" window appears.

3. In the [Application] tab, select "Cardiris" on the [Application] pop-up menu.



HINT

- The following settings are recommended.
  - [Scanning] tab: [Color mode] set to "Color", [Image quality] set to "Best"
  - [Compression] tab: [Compression rate] set to "1".
- The scanning of business cards can be also prepared by selecting "Cardiris" in the "Select a Profile" window which pops up when the ScanSnap Manager icon is clicked.

4. Click the [Apply] button.

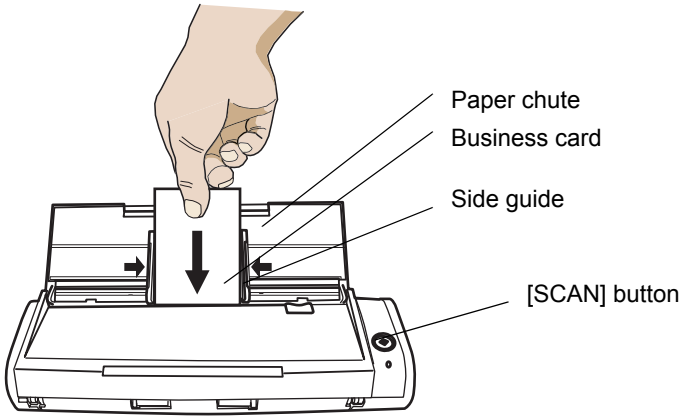
5. Click the close button in the upper left corner of the window to close the window.
   ⇒ The "ScanSnap Manager - Scan and Save Settings" window is closed.

<Scanning business cards>

Operation

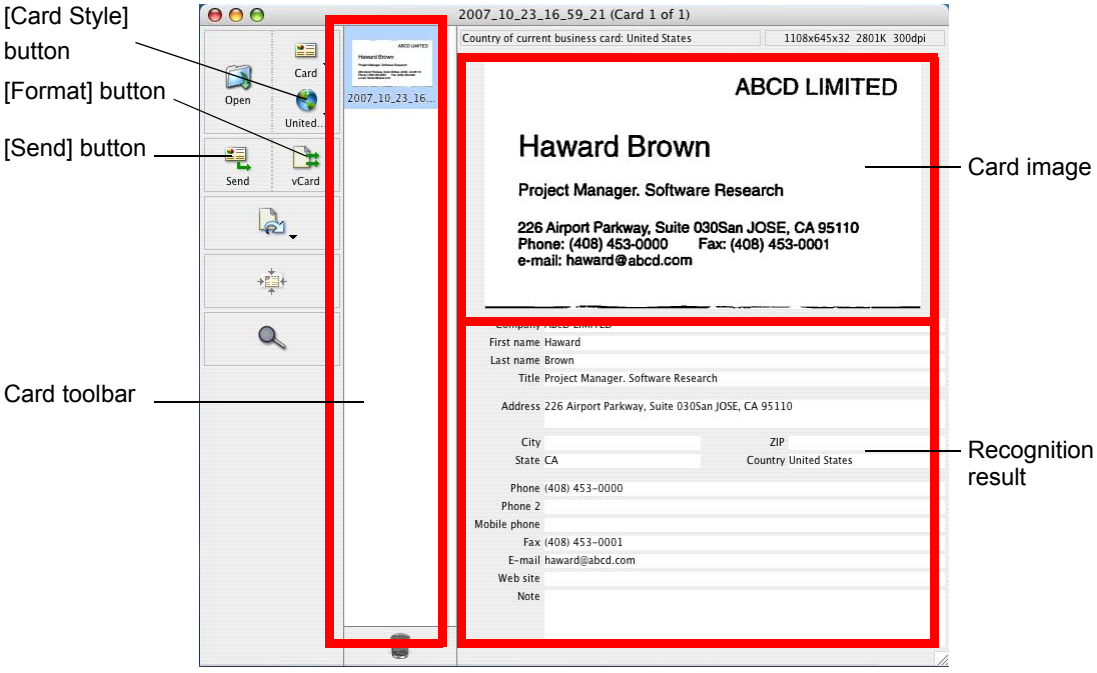
1. Load the document onto the ScanSnap and press the [SCAN] button .

   - Load the business cards face down.
   - When scanning more than one business card, set them together.
   - Adjust the side guides so that they are touching the edges of the business card. Hold the tags of the side guides when moving them.



   ⇒ Scanning is started.
   ⇒ When scanning is complete, Cardiris window appears.

2. Check the image data of the scanned business cards in the Cardiris window.



The images of each business card are displayed on the right.
A list of already scanned business cards is displayed on the left.
Under the image, the recognized characters are displayed.

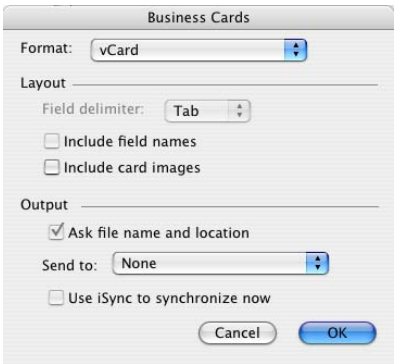
HINT

To scan a business card of a different language from the one set with the [Card Style] button, change the language setting in the Cardiris window before scanning.

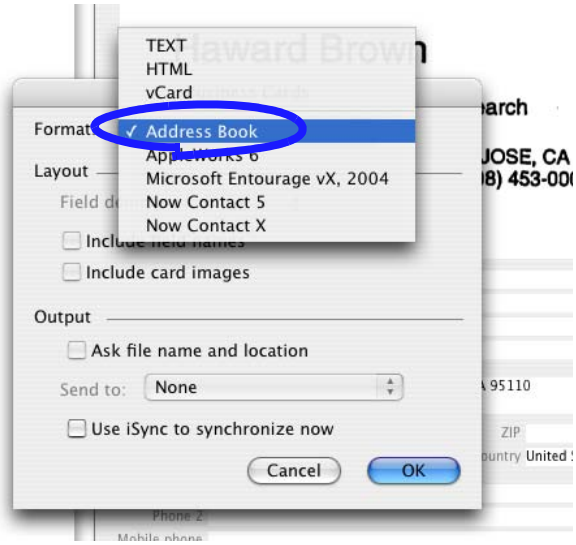
3. Should there be any recognition errors, correct the data manually.
   Correct misrecognized characters.

To register the recognized characters of a scanned business cards in the Address Book, perform the following procedure.

4. Click the [Format] button or select [Settings] - [Output Format] on the menu bar.
   ⇒ The following window appears.

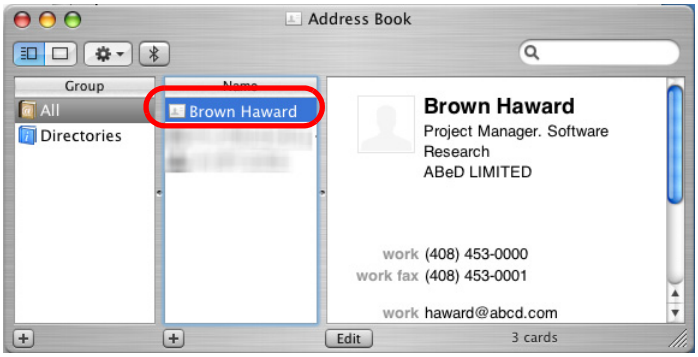


5. On the "Format:" pop-up menu, select "Address Book."



6. Click the [OK] button.

7. Click the [Send] button or select [Process] - [Send] on the menu bar.
   ⇒ The Address Book window appears, and the recognized characters of all scanned business cards in the card toolbar are registered in the Address Book.



8. On the menu bar, select [Cardiris] - [Quit Cardiris] to quit Cardiris.

HINT

- The recognition result of scanned business cards can be output in text or vCard format.
- For more details, refer to the Cardiris User's Manual in the Cardiris application installation folder or Cardiris Help.

Chapter 7

Troubleshooting

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

7.1 Clearing Document Jams 164

7.2 Troubleshooting Checklist 166

7.1 Clearing Document Jams

Cautions in clearing a paper jam are as follows:

CAUTION

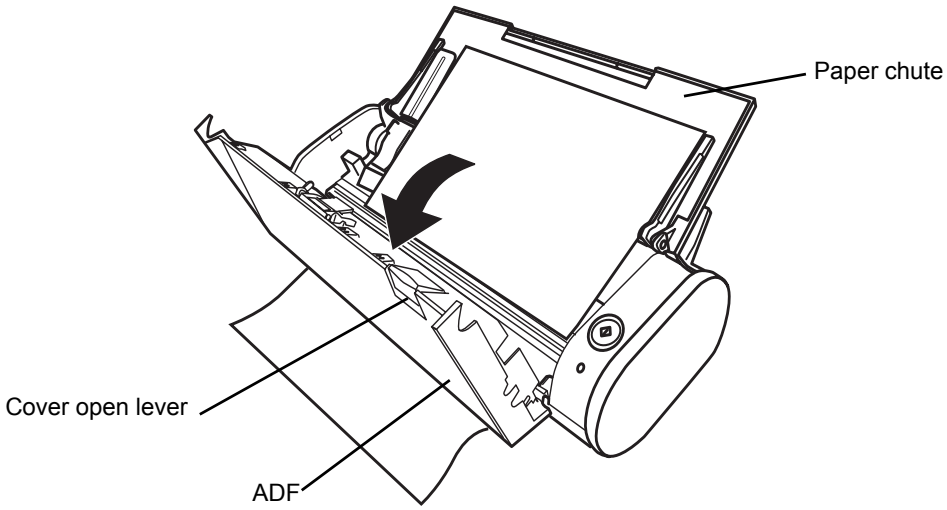
- Do not pull out the jammed paper by force. Be sure to open the ADF before removing the jammed document.
- Do not touch sharp objects inside the ScanSnap when removing jammed paper or you might be injured.
- When removing the jammed paper, be careful not to get your necktie or necklace entangled in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

HINT

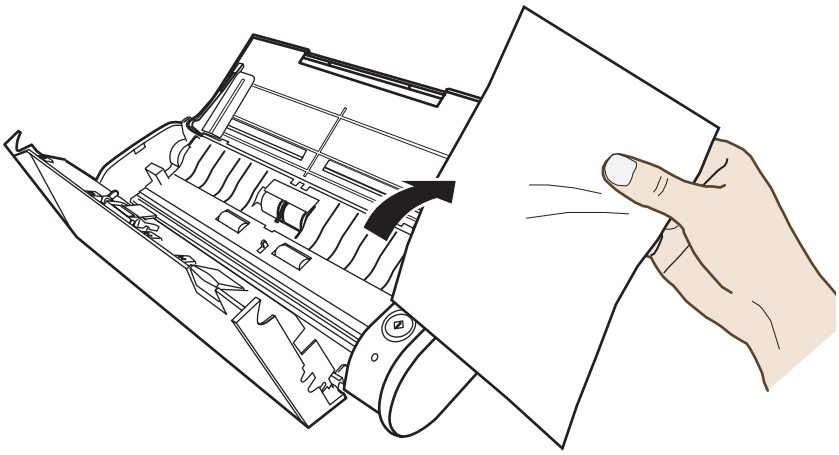
Clean the inside of the ScanSnap, following the guidelines in "8.2 Cleaning the Inside of the ScanSnap" (page 175).

Operation

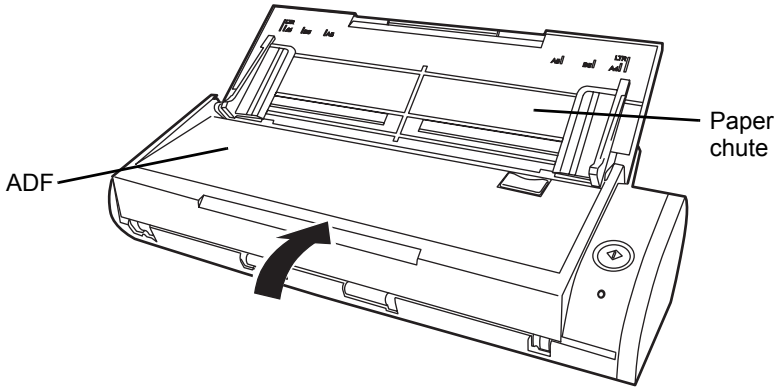
1. Remove the document on the paper chute.
2. Pull the cover open lever to open the ADF.



3. Remove the jammed paper.



4. Close the ADF.



⇒ You should hear the ADF click when it returns to its original position.

ATTENTION

Make sure that the ADF is firmly closed. Otherwise, paper jams or other feeding errors may occur.

7.2 Troubleshooting Checklist

This section describes common problems that may occur during the use of the ScanSnap and how to solve them.
Check the items as described in the following table before requesting repair service.
If you cannot solve the problem even after checking the following items, contact an authorized FUJITSU scanner service provider.

Symptom	Check The Item Out	Resolution
The ScanSnap cannot be turned on.	Is the AC/USB cable and the AC adapter connected correctly?	Correctly connect the power or USB cable and USB bus power cable to the computer. When using a hub, check the hub's power supply. When using a USB bus power cable, use a powered USB hub equipped with an AC adapter. If you connect to a non-powered hub, the ScanSnap may not work properly.
		Disconnect and then re-connect the power or USB bus power cable. (Note: Wait at least five seconds before reconnecting the Power/USB bus power cable)
	Is the paper chute closed? (The ScanSnap is automatically powered on/off when the paper chute is opened/closed.)	Open the paper chute.
	Is the Mac OS X started completely? (The ScanSnap is powered on/off in conjunction with the computer.)	Wait until Mac OS X is started up completely. The ⏻ LED stays out while Mac OS X is starting up or in the sleep mode.

Symptom	Check The Item Out	Resolution
Scanning does not start.	Is ScanSnap Manager for the ScanSnap S300M installed in your computer?	Install ScanSnap Manager for the ScanSnap S300M. (Refer to "2.1 Installing ScanSnap" (page 6).) When using a USB bus power cable, use a powered USB hub equipped with an AC adapter. If you connect to a non-powered hub, the ScanSnap may not work properly.
	Is the USB cable connected correctly?	Connect the USB cable correctly. (When a hub is used, check the hub's power supply.) When using a USB bus power cable, use a powered USB hub equipped with an AC adapter. If you connect to a non-powered hub, the ScanSnap may not work properly.
	Is the ⏻ LED light blinking?	Disconnect and then re-connect the AC cable and AC adapter. (Wait at least five seconds before reconnecting the AC or USB cable.)
	Is ScanSnap Manager surely started? (If ScanSnap Manager is active, the ScanSnap Manager icon appears in the Dock menu.)	If the ScanSnap Manager icon is not displayed, with Finder, select the destination folder where the ScanSnap is installed (generally, you can find "ScanSnap" in "Applications"), and then select "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 is in the not-ready state .) Depending on the features of the computer, the ScanSnap may not be recognized shortly after the power is turned on back if the computer goes into the sleep mode before turning off the power.	Perform the following: 1. Disconnect and re-connect the AC cable and AC adapter. If doing so does not improve the situation, perform Step 2. 2. If a USB hub is being used, directly connect the ScanSnap to your computer. If this does not improve the situation, perform Step 3. 3. Restart your computer. If none of the above operations resolves the problem, uninstall and re-install ScanSnap Manager.
	Did you resume the computer from the hibernation state?	When you perform scanning after resuming the computer from the hibernation state, move the mouse or press any key before 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 "Chapter 8 Daily Care" (page 173).

Symptom	Check The Item Out	Resolution
Moire (striped pattern) stands out in the scanned image.	Did you change (improve) the image quality (explained on page 58) ?	If moire (striped pattern, etc.) is noticeable, improve the image quality and retry scanning (For image quality selection, refer to page 58). For example, try changing from "Normal" to "Best."
The scanned image shifts or is distorted.	Is the document loaded correctly?	Load the document correctly, referring "3.3 Loading Documents" (page 41).
The scanned image is too light or too dark.	In B&W scanning, is the "Brightness (Black and White scanning only)" setting set to extremely Light or Dark?	Adjust "Brightness" in the "Read mode option" window, which you can open by clicking the [Option] button on the [Scanning] tab in the "ScanSnap Manager - Scan and Save Settings" window.
Thin lines are faint on the document. (Example: The ruled lines of the table are invisible.)	Are you scanning documents including typed text, tables with ruled lines, or handwritten text in color mode?	The color mode is used for capturing color images such as the photo in high quality. For other documents including textual content, mark the "Setting for text only document" checkbox, which is in the "Read mode option" window, which can be opened by clicking the [Option] button on the [Scanning] tab of the "ScanSnap Manager - Scan and Save Settings" window.
The scanning speed is very slow.	Does your computer satisfy the recommended system requirements?	Confirm the system requirements, referring "Before installing the supplied programs" (page. 6). Scanning speed will slow down if the recommended CPU and memory requirements are not met. If this is the case, in the "ScanSnap Manager - Scan and Save Settings" window, select the [Scanning] tab, click the [Option] button, and then clear the following checkbox in the "Read mode option" window to increase the scanning speed. • Correct skewed character strings automatically • Allow automatic image rotation
	Is the ScanSnap connected via USB 1.1 port? Note: If USB 1.1 port is used, scanning speed may be very slow when a large amount of data is transferred.	If your computer has an USB 2.0 port, connect the ScanSnap to this port. (If a USB hub is used, it must also support USB 2.0.) If a 1.1 device is on a 2.0 hub, it can low all of the devices.(*1)

Symptom	Check The Item Out	Resolution
Multi-feeds (*2) occur frequently.	Is the Pad ASSY dirty?	Clean the pad following the instructions in "8.2 Cleaning the Inside of the ScanSnap" (page 175).
	Is the Pad ASSY worn?	Replace the Pad ASSY following the instructions in "9.2 Replacing the Pad ASSY" (page 182).
	Is the document stack thicker than 0.04 in. (1mm)?	Reduce the number of sheets to less than 0.04 in. (1mm) thick and load the document.
Sheets of paper are not fed (stops midway).	Is the pick roller dirty?	Clean the pick roller following the instructions in "8.2 Cleaning the Inside of the ScanSnap" (page 175).
	Is the pick roller worn?	Replace the pick roller following the instructions in "9.3 Replacing the Pick Roller" (page 186).
	Are there any foreign materials on the document feed path?	Remove any foreign materials from the document feed path. Refer to "7.1 Clearing Document Jams" (page 164).
	Does the loaded document satisfy the conditions described in "3.2 Paper Sizes of Documents to be Scanned" (page 39)? If not, they may not pass smoothly through the ADF.	Try the following: • Slightly press down the first sheet of the document with your finger at the beginning of scanning. • Change the sheet feeding direction.
The file size of a scanned black-and-white image is the same as that of a color document.	Is the black-and-white document scanned in the "Color" mode?	Select "B&W" from the [Color mode] pop-up menu on the [Scanning] tab of the "ScanSnap Manager - Scan and Save Settings" window.
Images on the back-side of the pages, which are printed-through, are overlaid on the scanned image when scanning a double-sided document (print through).	Is the "Setting for text only document" checkbox (which is in the "Read mode option" window opened by clicking the [Option] button on the [Scanning] tab of the "ScanSnap Manager - Scan and Save Settings" window) cleared?	Mark the "Setting for text only document" checkbox.
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.	In the "ScanSnap Manager - Scan and Save Settings" window, select the [Scanning] tab, click the [Option] button, and then clear the "Allow automatic blank page removal" checkbox.

Symptom	Check The Item Out	Resolution
Scanned images are skewed (when "Correct skewed character strings automatically" is enabled).	Are the document skewed +/-5 degrees or more while it is fed into the ADF?	This deskew function can correct a skew of less than +/-5 degrees. Load the document onto the ScanSnap using the side guide 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 ""Correct skewed character strings automatically" checkbox" (page 61).
The orientation of scanned images is not displayed correctly (when "Allow automatic image rotation" is enable.)	Depending on the contents of document, the automatic image rotation may not work properly.	Refer to ""Allow automatic image rotation" checkbox" (page 62).
Letters on the scanned images cannot be read.	Have you scanned documents written in small letters?	When small letters are squashed, select "Best" or "Excellent" in the [Image quality] pop-up menu on the [Scanning] tab of the "ScanSnap Manager - Scan and Save Settings" window, and then re-scan the document. Note: If you scan the document in the Excellent quality, the data size of the scanned image increases and thus time required for scanning is lengthened.
A profile cannot be created with currently configured settings.	Is the ScanSnap in Quick Menu Mode?	To create a profile with settings you want to use, uncheck [Use Quick Menu] and switch to Profile Mode. Refer to "4.3 Saving Scanning Settings" (page 70).
The document is not fed properly or gets jammed.	1. Is the inside of the ScanSnap dirty? 2. Are you scanning one of the following? Thin paper Torn paper Folded paper	Clean the dirty locations. When scanning a document that is hard to feed, load it sheet by sheet.
Black lines are produced on the scanned document.	Is the scanned documents written with pencil?	Black lines may be produced on scanned documents written with a pencil, making the rollers dirty or causing improper paper feeding. To avoid such troubles, clean rollers as often as possible. For information about how to clean rollers, refer to "8.2 Cleaning the Inside of the ScanSnap" (page 175).

Symptom	Check The Item Out	Resolution
The scanned image is chipped/Slant lines are produced on the scanned image/The output image is wider than the original.	With [Automatic detection] being selected in the [Paper size] pop-up menu was, the document skewed during a scan?	Neatly align the edges of paper sheets with the side guide. * If you are scanning documents of mixed paper sizes, mark the "Scan mixed paper size" checkbox (Refer to "Scanning documents of different widths or sizes at a time" (page. 148)), carefully load smaller documents so that they can be fed straight. If those documents cannot be fed straight, it is recommended to scan only documents of about the same size at a time.
The ScanSnap Quick Menu is hidden	Click and hold the ScanSnap Manager icon in the Dock menu, and confirm that the "Use Quick Menu" is unchecked.	If it is unchecked, click "Use Quick Menu" to check it.
The "Select a Profile" window is hidden.	Is the ScanSnap in Quick Menu Mode? (Is the ScanSnap Quick Menu displayed after scanning?)	On the ScanSnap Manager Menu, uncheck [Use Quick Menu].
	Is the "ScanSnap Manager - Scan and Save Settings" window open?	Close the "ScanSnap Manager - Scan and Save Settings" window.
Applications cannot be selected in the "ScanSnap Manager - Scan and Save Settings" window.	Is the ScanSnap in Quick Menu Mode? In Quick Menu Mode, you do not have to select an application beforehand. You can select an application in the ScanSnap Quick Menu after scanning.	If you want to select an application in advance, use Profile Mode. To use Profile Mode, uncheck [Use Quick Menu] on the ScanSnap Manager Menu.
Files created by using the ScanSnap cannot be opened with a specified application. (For example, an error occurs when you try to open a PDF file with Adobe Acrobat.)	Is a folder specified as the image saving folder on another computer or a hard disk on the network? For those who answered "Yes" to the above question: did an error occur while files scanned with the ScanSnap were being saved (because, for example, a LAN cable came off)? If such network-related errors occur, files may not be saved properly, and corrupted files may exist in the folder.	Verify the location of the image saving folder, and then delete corrupted files, if any. After that, retry scanning.

Symptom	Check The Item Out	Resolution
For a laptop computer, its battery runs out fast even though the computer is in hibernation state.	(When the ScanSnap is supplied power through a USB bus power cable connection) Is the power lamp on the ScanSnap lit even though the computer is in hibernation state?	Some computers may continuously keep supplying power to the USB bus while they are in hibernation state. If you do not use the ScanSnap, close the ScanSnap's ADF, or unplug the USB bus power cable.

(*1): To confirm whether the ScanSnap is connected with USB1.1 or USB2.0, click and hold the mouse button on the ScanSnap Manager icon , select [Help] - [About ScanSnap Manager], then click [Detail] button on "ScanSnap Manager - Version Information" window. "USB type" is displayed in "ScanSnap Manager - Scanner and driver information."

(*2): The term "Multi-feed" refers to an error in which two or more sheets are fed into the scanner simultaneously.

* The latest information, which is updated on an as-needed basis, is available at the "Frequently Asked Questions (FAQ)" corner of our website. Please visit the website at:
http://scansnap.fujitsu.com/

Chapter 8

Daily Care

This chapter describes how to clean the ScanSnap.

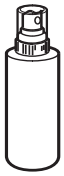
WARNING

- Before you clean the ScanSnap, unplug the power cable from the power outlet, or the USB bus power cable from the computer to prevent from fire or electric shock.
- To avoid injuries, do not place the internal parts (such as the Pad ASSY and pick roller) in areas where small children can reach.
- 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.

8.1 Cleaning the ScanSnap Exterior 174

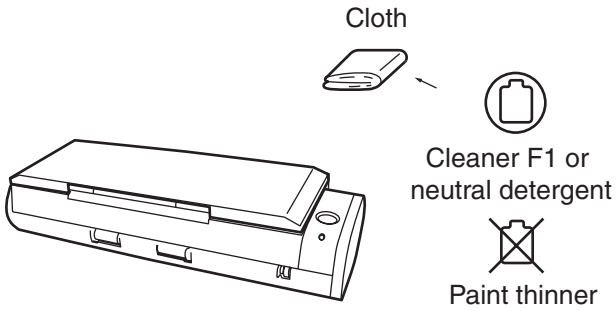
8.2 Cleaning the Inside of the ScanSnap 175

8.1 Cleaning the ScanSnap Exterior

Cleaning Materials	Parts No.	Remarks
Cleaner F1 	PA03950-0352	1 bottle (100ml) (*1)
Cleaning Wipe	PA03950-0419	1 pack (24 sheets) (*1) (*2)
Lint-free dry cloth	Commercially available (*3)	

- Never use paint thinner or other organic solvents.
- During the cleaning, prevent water or moisture from getting inside the ScanSnap.
- Do not use aerosol sprays to clean the ScanSnap. Aerosol sprays cause dirt and dust to enter the ScanSnap, resulting in ScanSnap failure and malfunction, or errors in scanned images.
- It may take long before the cleaner vaporizes if a large quantity is used. When cleaning the ScanSnap 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.

Note 1: To purchase cleaning materials, contact the FUJITSU scanner dealer where you purchased the ScanSnap.
Note 2: Pre-moistened with Cleaner F1, Cleaning Wipes are used instead of moistened cloths.
Note 3: Any lint-free cloth can be used.



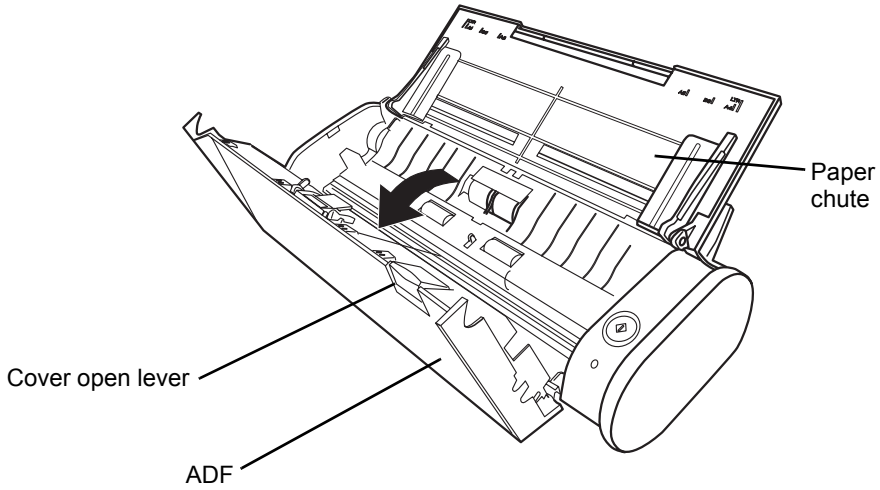
8.2 Cleaning the Inside of the ScanSnap

Clean the inside of the ScanSnap with a cloth moistened with Cleaner F1.
After the ScanSnap 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 at least every 200 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.)

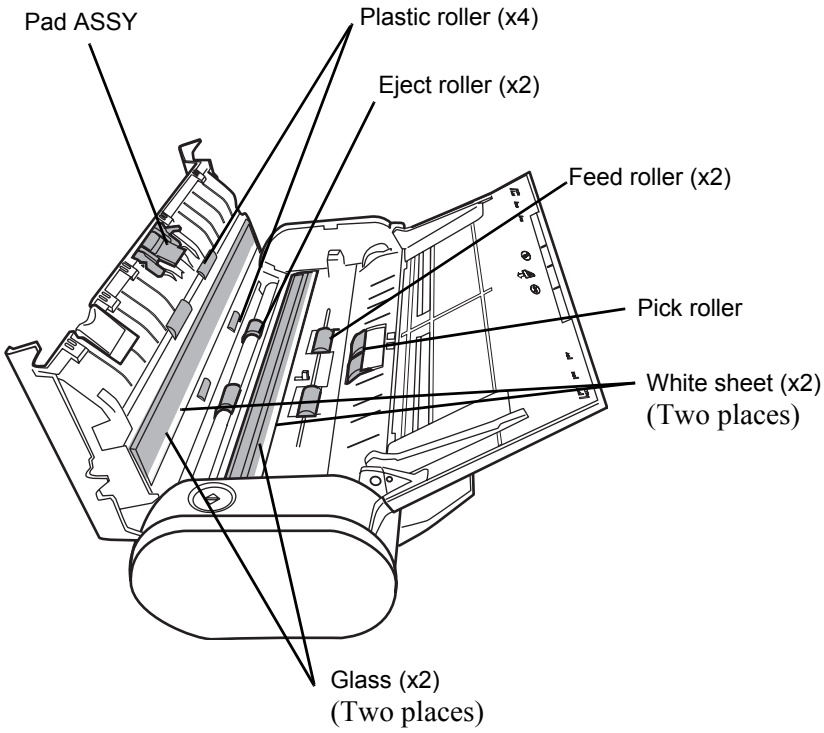
ATTENTION

- Do not use water or neutral detergent to clean the inside of the ScanSnap.
- Do not use compressed air to clean the ScanSnap. Compressed air cause dirt and dust to enter the ScanSnap, which may result in ScanSnap failure and malfunction, or errors in scanned images.
- It may take long before the cleaner vaporizes if a large quantity is used. When cleaning the ScanSnap 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.

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



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



ATTENTION

It may take long before the cleaner vaporizes if a large quantity is used. When cleaning the ScanSnap 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.

Turn off the ScanSnap before cleaning the following locations.

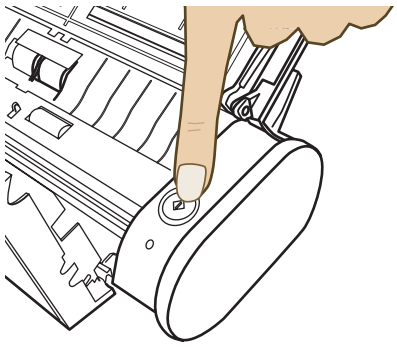
- Pad ASSY (x 1)
  Remove the dirt on the rubber tabs by wiping downward. When cleaning the Pad ASSY, take care to prevent the cloth from catching on to the metal parts.
- Glass (x 2 located on the ADF and the base unit)
  Gently wipe off the dirt and dust from the ADF glass surface.
- White sheets (2 pieces; located on the ADF and opposite side)
  White strips along the edge of the ADF glass surface. Gently wipe off dirt and dust from the white sheets.
- Pick roller (x 1)
  Wipe to 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.

Turn on the ScanSnap before cleaning the following locations, and rotate the rollers to clean them thoroughly.

- Feed rollers (x 2)
  Clean lightly taking care not to scratch the surface of the rollers. Take particular care in cleaning the feed rollers since black debris on the rollers adversely affect the feed performance.
- Eject rollers (x 2)
  Clean lightly taking care not to scratch the surface of the rollers. Take particular care in cleaning the eject rollers since black debris on the rollers adversely affect the feed performance.

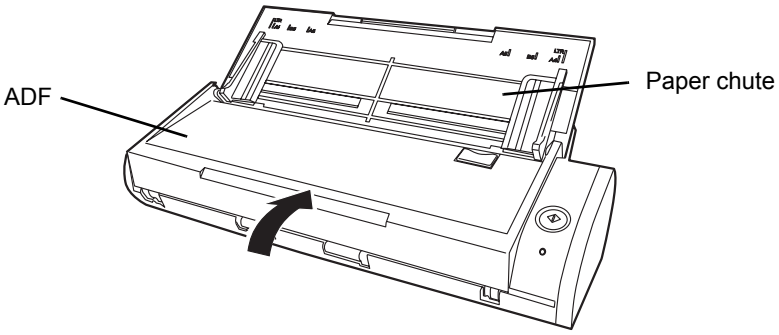
  Open the ADF and hold down the [SCAN] button for three seconds while the power indicator lights in white. This can advance the feed rollers and eject rollers by a certain degree. You can repeat the rotation as long as the ADF is opened. (As a guideline, seven holds of the [SCAN] button make the rollers to rotate one full turn.)



Hold down the [SCAN] button for three seconds.
⇒ The rollers rotate.

Whenever cleaning the feed rollers and eject rollers, keep the Power or USB bus power cable connected to the computer and clean the rollers while the power indicator is lit in white.

3. Close the ADF.



⇒ You should hear the ADF click when it returns to its original position.

ATTENTION

When closing the ADF, make sure that it is completely closed. Otherwise, paper jams or other feeding errors may occur.

Chapter 9

Replacing Consumables

This chapter describes how to replace consumables and non-durable components.

⚠WARNING

- Before you replace the consumables of the ScanSnap, unplug the power cable from the power outlet, or the USB bus power cable from the computer to prevent from fire or electric shock.
- To avoid injuries, do not place the internal parts (such as the Pad ASSY and pick roller) in areas where small children can reach.

9.1 Replacing Consumables 180

9.2 Replacing the Pad ASSY 182

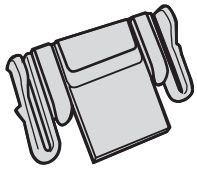
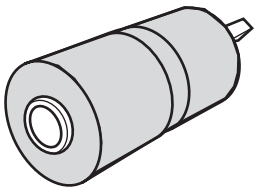
9.3 Replacing the Pick Roller 186

9.1 Replacing Consumables

This section describes how to replace consumables.

■ Part Nos. and Replacement Cycles of Consumables

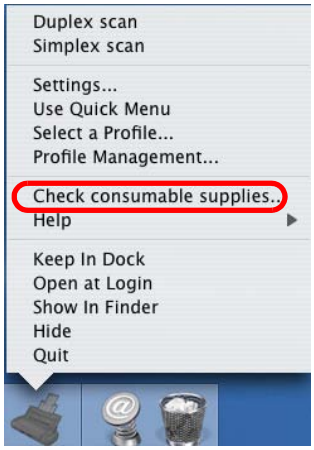
The following tables list the part numbers of consumables and their suggested replacement cycles.

No.	Description	P/N	Suggested Replacement Cycle
1	Pad ASSY 	PA03541-0002	10,000 sheets or one year
2	Pick roller 	PA03541-0001	100,000 sheets or one year

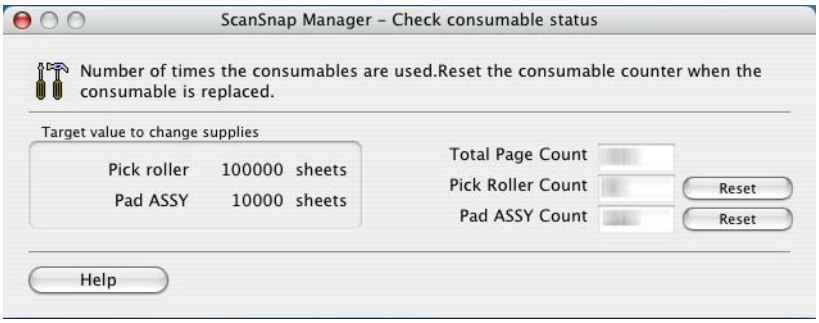
The suggested replacement cycles are based on A4/Letter sized paper free of wood fibers 64g/m^2 (17 lb). Depending on the actual paper used, the replacement cycles may vary.
Use only the consumables specified by PFU LIMITED. Do not use consumables and parts made by other manufacturers.

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

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



⇒ The "ScanSnap Manager - Check consumable status" window appears. This window indicates how many times consumables have been used.

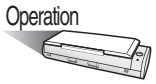


Replace consumables using "Target value to change supplies" as guidelines.

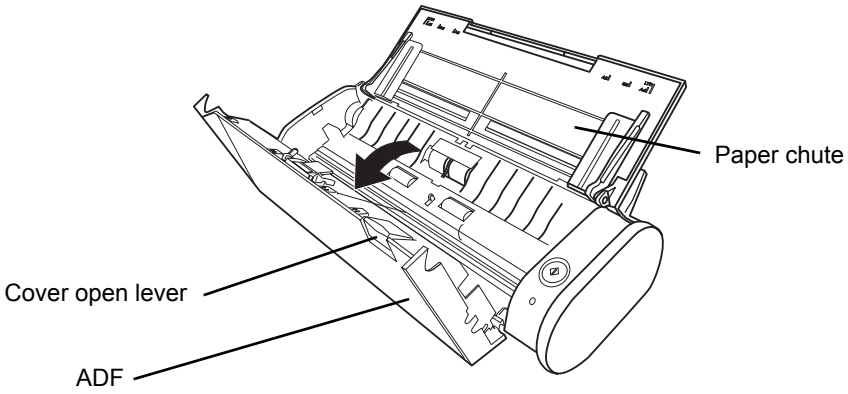
For details about purchasing consumables, visit the website below or contact the FUJITSU scanner dealer where you purchased your ScanSnap.
[Website] http://scansnap.fujitsu.com/

9.2 Replacing the Pad ASSY

Replace the Pad ASSY following the procedure below.

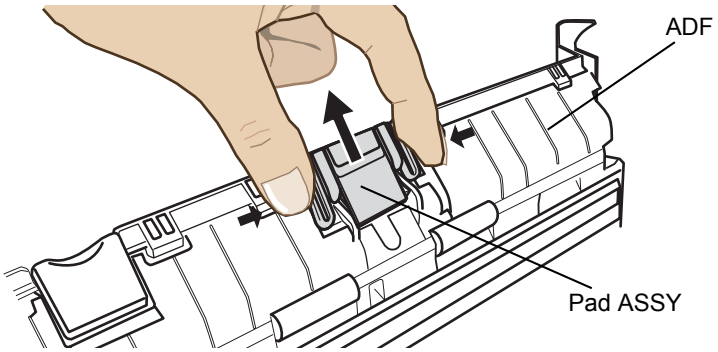


1. Remove the documents on the paper chute.
2. Pull the cover open lever to open the ADF.

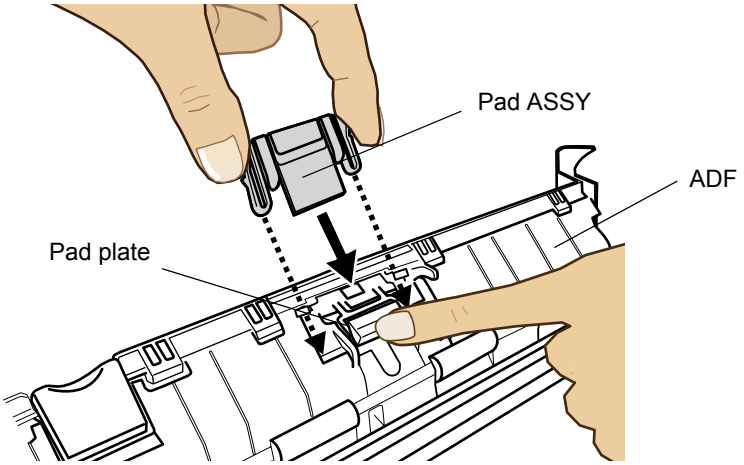


3. Remove the Pad ASSY.

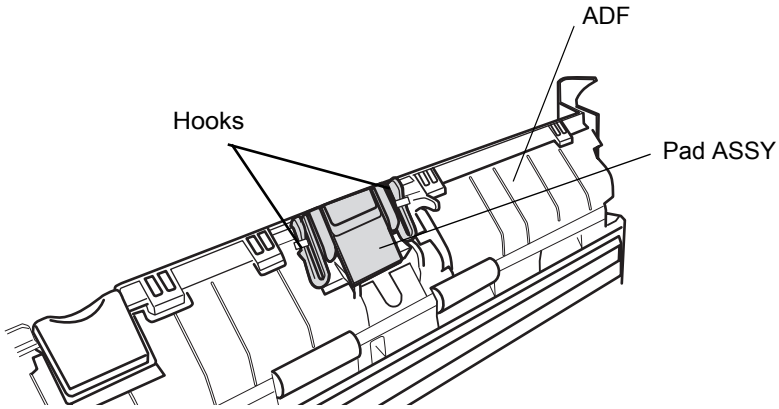
   Pinch both ends of the Pad ASSY and pull it out as shown below.



4. Attach the new Pad ASSY while pushing the pad plate down.



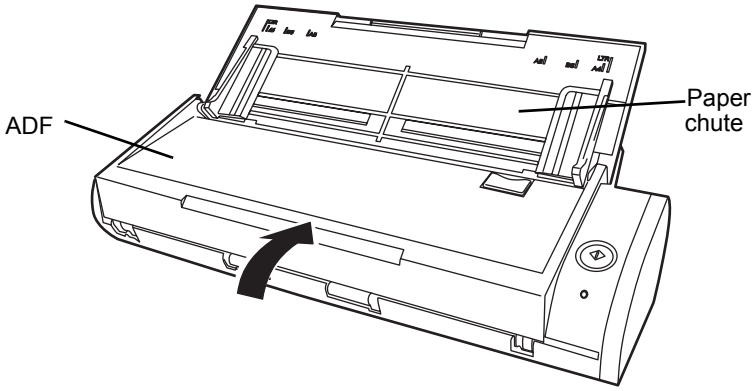
5. Make sure that the Pad ASSY is completely locked into the hooks on the ADF.



ATTENTION

Make sure that the Pad ASSY is completely attached. Otherwise, document jams or other feeding errors may occur.

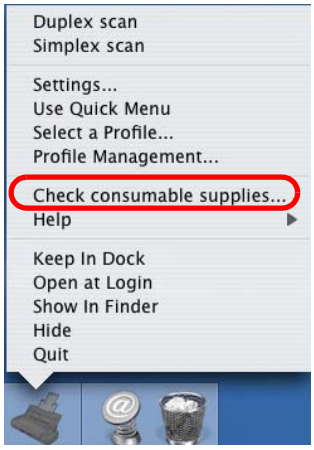
6. Close the ADF.



⇒ You should hear the ADF click when it returns to its original position.

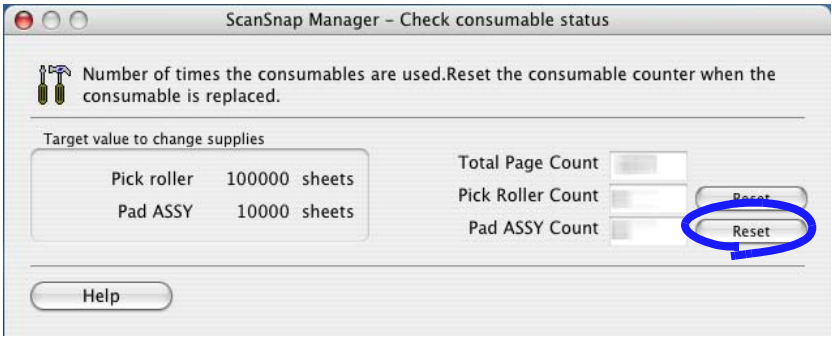
7. Turn on the ScanSnap.

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

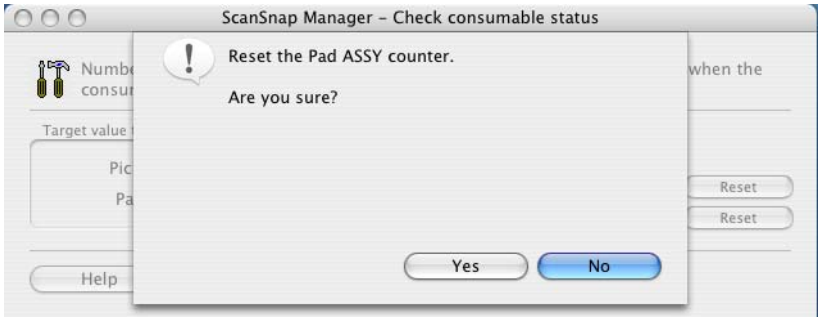


⇒ The "ScanSnap Manager - Check consumable status" window will appear.

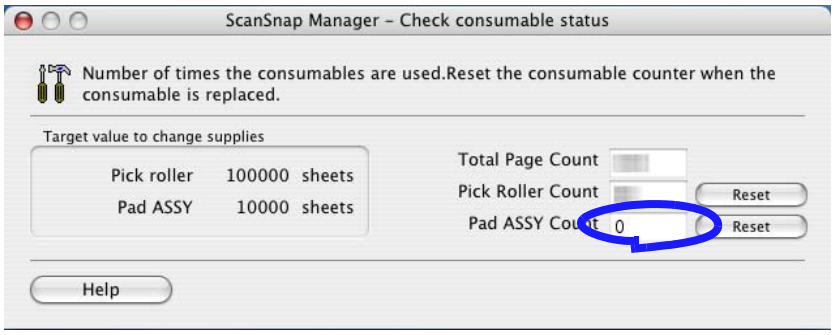
9. In the "ScanSnap Manager - Check consumable status" window, click the [Reset] button of the "Pad ASSY Count."



⇒ A confirmation window appears.

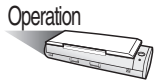


⇒ When you click the [Yes] button, the counter is reset to "0."

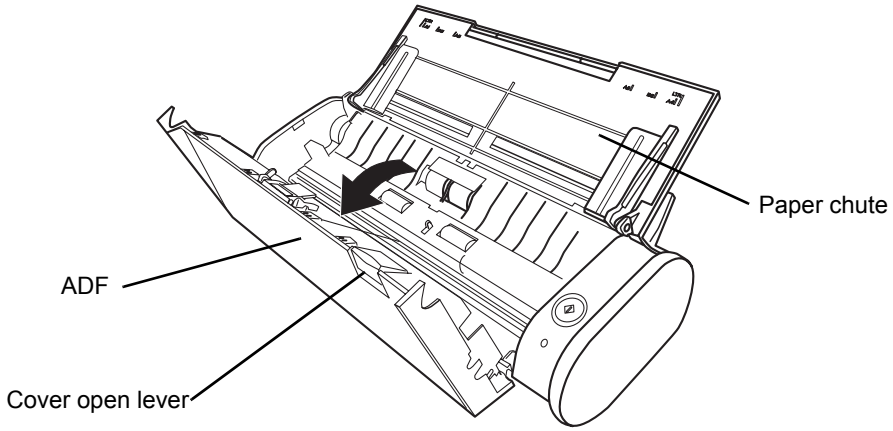


9.3 Replacing the Pick Roller

Replace the pick roller following the procedure below.

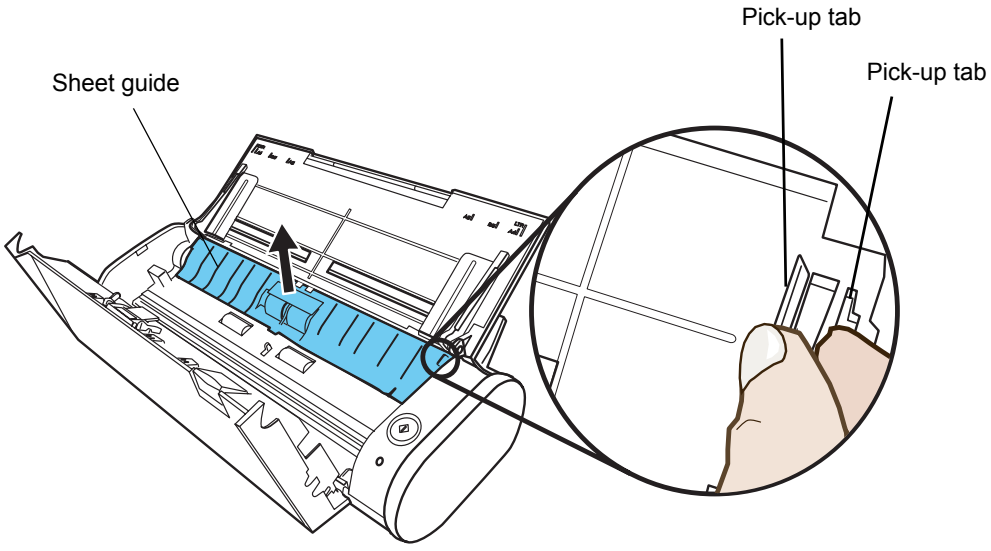


1. Remove the documents on the paper chute.
2. Open the ADF while pulling the cover open lever.

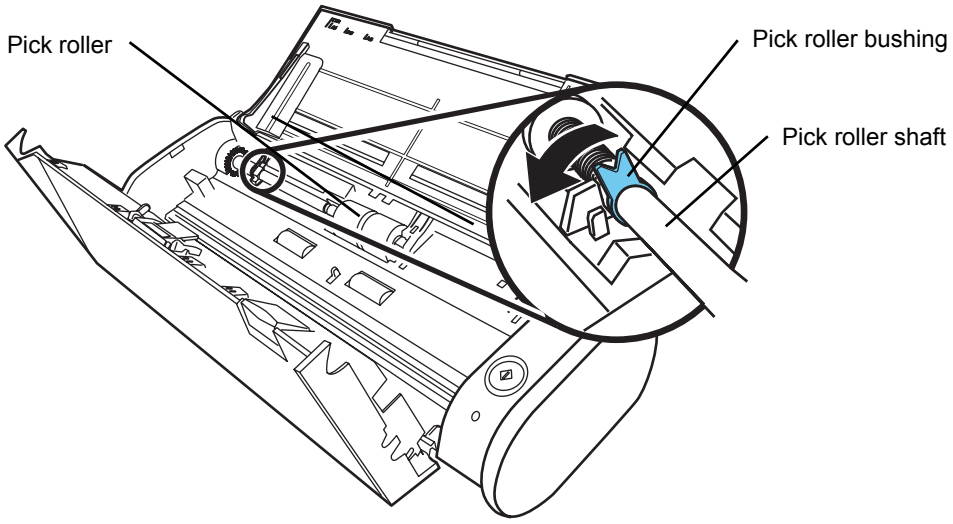


3. Remove the sheet guide.

   Hold the pick-up tabs on the sheet guide between the thumb and index fingers, and then pull up the sheet guide to remove.

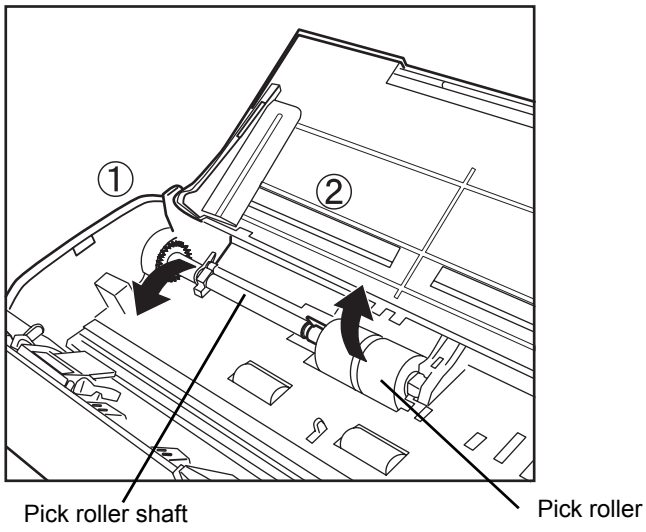


4. Rotate the pick roller bushing (left).



5. Remove the pick roller with its shaft.

Slightly pull up the left part of the pick roller shaft (about 5mm), move it towards the left side, and then raise it to remove from the ScanSnap.



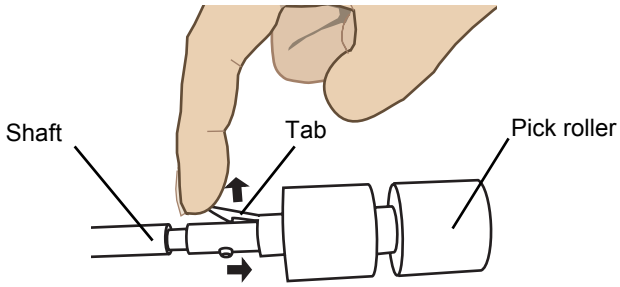
ATTENTION

If the area around the pick roller is dirty by paper-powder, it may cause a scanning error. Remove the dirt using a dry cloth moistened with Cleaner F1.

* Do not use water, mild detergent or air-spray.

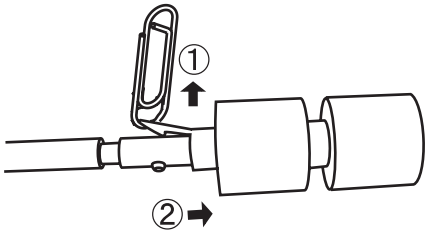
6. Remove the pick roller from its shaft.

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



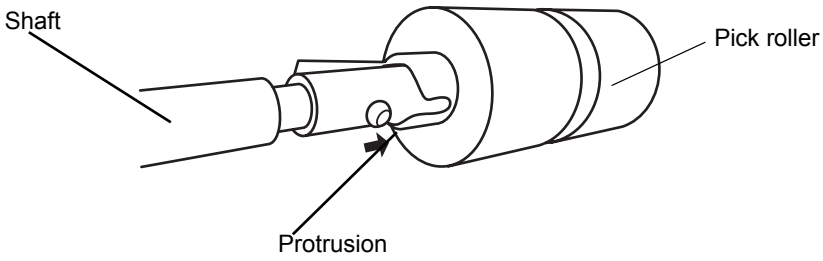
ATTENTION

If you push up the pick roller tab using your fingernail, your fingernail may be hurt or get chipped. If you cannot push it up successfully with your fingernail, you can use a paper clip to push up the pick roller tab.



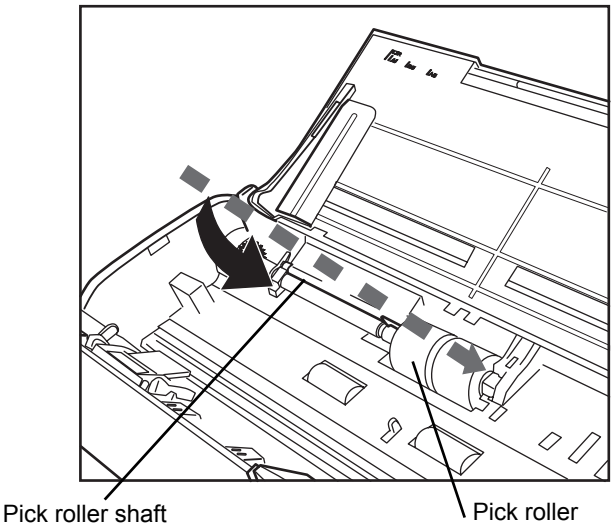
7. Attach a new pick roller to the shaft.

Insert the shaft aligning the protrusion with the slot on the new pick roller.

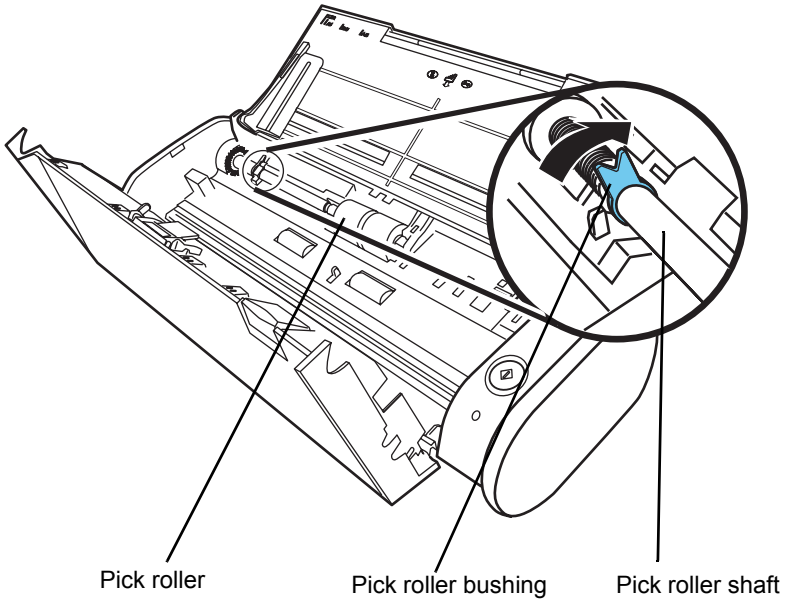


8. Install the pick roller with its shaft to the ScanSnap.

   Insert the right end of the shaft to the roller bushing (right), and set the shaft to the slot while lowering it.



9. Rotate the roller bushing (left) by rotating it in the direction of the arrow.

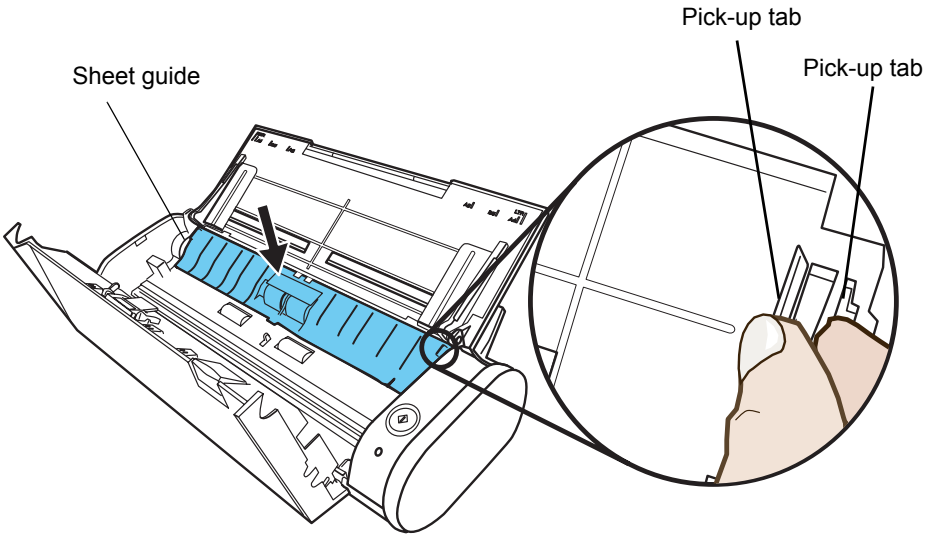


ATTENTION

Make sure that the pick roller is completely attached. Otherwise, document jams or other feeding errors may occur.

10. Attach the sheet guide to the ScanSnap.

Hold the pick-up tabs on the sheet guide between the thumb and index finger, and then attach the sheet guide to the ScanSnap.

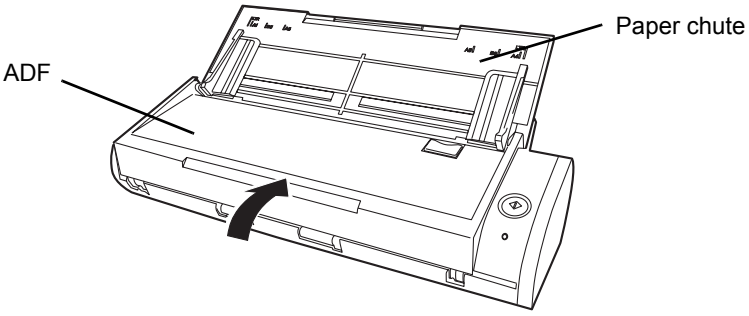


⇒ The sheet guide makes a clicking sound when the knobs fix into position.

ATTENTION

Make sure that the sheet guide is completely attached. Otherwise, document jams or other feeding errors may occur.

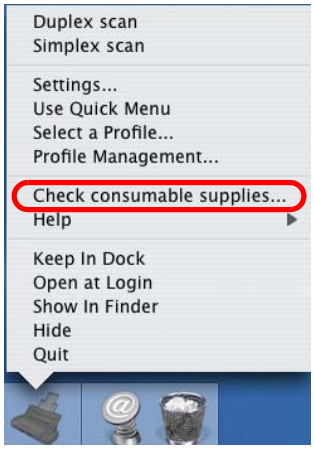
11. Close the ADF.



⇒ You should hear the ADF click when it returns to its original position.

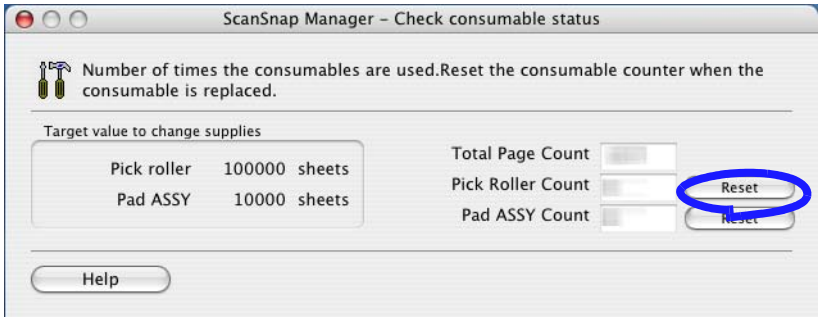
12. Turn on the ScanSnap.

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

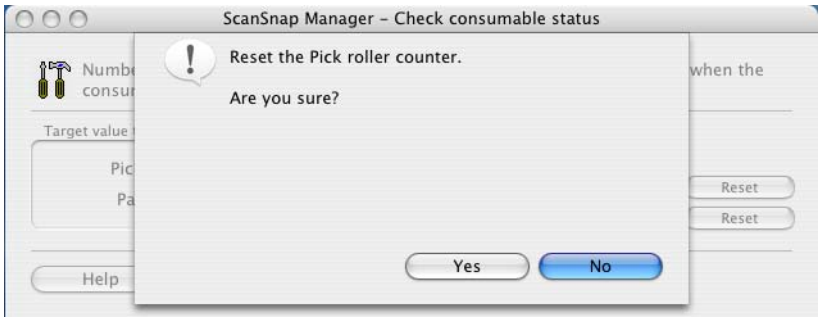


⇒ The "ScanSnap Manager - Check consumable status" window appears.

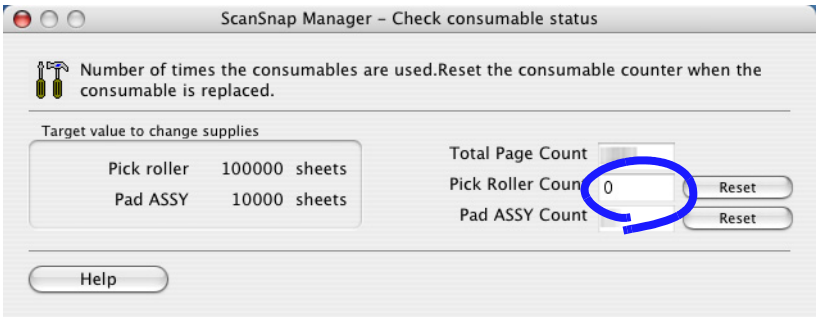
14. In the "ScanSnap Manager - Check consumable status" window, click the [Reset] button of the "Pick Roller Count."



⇒ A confirmation pop-up window appears.



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



Appendix A

Uninstalling ScanSnap

"Uninstallation" removes the ScanSnap program files that were copied during the installation from the hard disk and restores the system environment to its original state.
This chapter describes how to uninstall the ScanSnap.

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. All users must quit those running applications.
   (Click and hold the mouse button on the ScanSnap Manager icon , and select "Quit" from the displayed menu.)
3. If the ScanSnap Manager icon still remains on the Dock menu, drag the ScanSnap Manager icon into the Trash.
4. From the Apple ( ) menu, select "System Preferences."
   ⇒ The "System Preferences" window appears.
5. Select "Login Items."
   ⇒ The "Login Items" window is displayed and all the applications logged in are displayed.
6. Select "ScanSnap Manager" to delete it.
7. Click the [Remove] button.
   ⇒ "ScanSnap Manager" is deleted from the list.
8. Close the "Login Items" window.
9. Log in as the computer Administrator, and then, with Finder, select the folder in which ScanSnap is installed (generally, you can find "ScanSnap" in the "Applications" window), and drag it into the Trash.
10. In a multi-user environment, every user must perform Steps 3 to 8.

11. Empty the Trash.
    ⇒ "ScanSnap Manager" is uninstalled.

■ To uninstall ScanSnap Manager in Mac OS X v10.3/v10.4/v10.5

1. Start your computer.
2. Quit ScanSnap Manager. All users must quit those running applications.
   (Click and hold the mouse button on the ScanSnap Manager icon , and select "Quit" from the displayed menu.)
3. If the ScanSnap Manager icon still remains on the Dock menu, drag the ScanSnap Manager icon into the Trash.
4. From the Apple ( ) menu, select "System Preferences."
5. In the "System Preferences" window, select "Accounts."
   ⇒ The "Accounts" window appears.
6. In the "Accounts" window, select the relevant user from the "My Account" pane.
7. In the "Accounts" window, click "Login Items" (if your OS is Mac OS X v10.4 or v10.5) or "Startup Item" (if your OS is Mac OS X v10.3).
   ⇒ In the "Login Items" (Mac OS X v10.4 or v10.5) pane or the "Startup Items" (Mac OS X v10.3) pane, a list of all applications that automatically start at a login is displayed.
8. Select "ScanSnap Manager" to delete it.
9. Click (-).
   ⇒ "ScanSnap Manager" is deleted from the list.
10. Close the "Accounts" window.
11. Log in as the computer Administrator. With Finder, select the folder in which ScanSnap is installed (generally, you can find "ScanSnap" in the "Applications" window.) and drag it into the Trash.
12. In a multi-user environment, every user must perform Steps 3 to 10.
13. Empty the Trash.

Appendix B

Quick Menu Mode / Profile Mode

Setting items you can configure in the "ScanSnap Manager - Scan and Save Settings" window are different depending on which mode the ScanSnap is in.
Switch between Quick Menu Mode (page 28) and Profile Mode (page 33) as necessary.

(OK: Selectable / NA: Not selectable)

Setting Items in Quick Menu Mode and Profile Mode

Setting Items			Quick Menu Mode	Profile Mode	Page
Profile	Select a Profile		NA	OK	page 49 page 70
	Add Profile		NA	OK	page 71
	Profile Management		NA	OK	page 75
Application	Application		NA *1	OK	page 51
		Scan To File	NA	OK	
		Adobe Acrobat	NA	OK	
		Adobe Acrobat Reader or Adobe Reader	NA	OK	
		Preview	NA	OK	
		iPhoto	NA	OK	
		Scan to Folder	NA	OK	
		Scan to E-mail	NA	OK	
		Scan to Print	NA	OK	
		Cardiris	NA	OK	
Save	Image saving folder		OK	OK	page 55
	File name format		OK	OK	page 56
Scanning	Image quality		OK	OK	page 58
		Normal (Fastest)	OK	OK	
		Better (Faster)	OK	OK	
		Best (Slow)	OK	OK	
		Excellent (Slower)	OK	OK	

Setting Items in Quick Menu Mode and Profile Mode

Setting Items			Quick Menu Mode	Profile Mode	Page
Scanning	Color mode		OK	OK	page 59
		Auto Color Detection	OK	OK	
		Color	OK	OK	
		B&W	OK	OK	
	Scanning side		OK	OK	page 60
	Continue scanning after current scan is finished		OK	OK	
	Option		OK	OK	page 60
		Brightness (Black and White scanning only)	OK	OK	
		Setting for text only document	OK	OK	
		Allow automatic blank page removal	OK	OK	
		Correct skewed character strings automatically	OK	OK	
		Allow automatic image rotation	OK	OK	
File option	File format		NA	OK	page 63
		PDF (*.pdf)	OK	OK	
		JPEG (*.jpg)	NA	OK	
	Option		OK	OK	page 64
		Multipage PDF (whole batch in one PDF)	OK	OK	
		Generate one PDF file per xx pages	OK	OK	
Paper size	Paper size		OK	OK	page 65
		Automatic detection	OK	OK	
		A4 (210 mm x 297 mm)	OK	OK	
		A5 (148 mm x 210 mm)	OK	OK	
		A6 (105 mm x 148 mm)	OK	OK	
		B5 (182 mm x 257 mm)	OK	OK	
		B6 (128 mm x 182 mm)	OK	OK	
		Post card (100 mm x 148 mm)	OK	OK	
		Business card (90 mm x 55 mm, 55 mm x 90 mm)	OK	OK	
		Letter (8.5 in. x 11 in., 216 mm x 279.4 mm)	OK	OK	
		Legal (8.5 in. x 14 in., 216 mm x 355.6 mm)	OK	OK	
	Custom		OK	OK	page 66
	Scan mixed paper size		OK	OK	page 67

Setting Items in Quick Menu Mode and Profile Mode

Setting Items		Quick Menu Mode	Profile Mode	Page
Compression	Compression rate	OK	OK	page 68
	1	OK	OK	
	2	OK	OK	
	3	OK	OK	
	4	OK	OK	
	5	OK	OK	

Note 1: In Quick Menu Mode (page 28), you can start associated applications by selecting actions in the ScanSnap Quick Menu. Therefore, the [Application] tab is hidden.

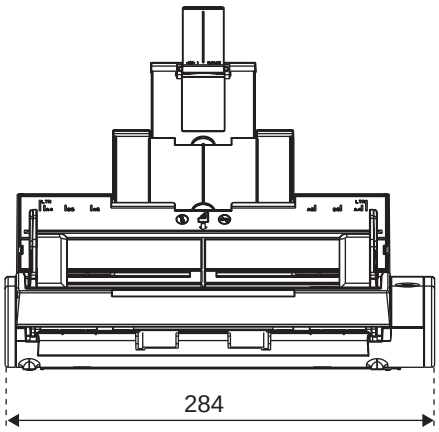
Appendix C

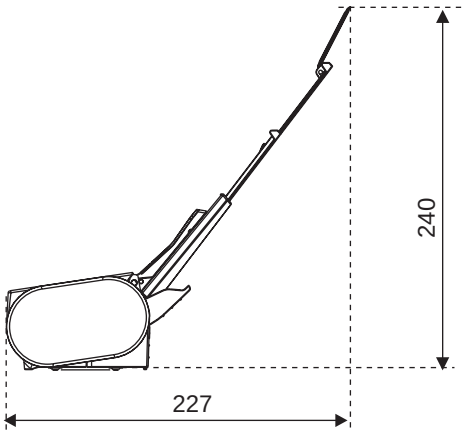
Installation Specifications

The following table summarizes the installation specifications of the ScanSnap.

Item		Specifications		
Dimensions (Note)		Width	Depth	Height
	Minimum (when paper chute is closed)	284 mm 11.18 in.	95 mm 3.8 in.	77 mm 3.08 in.
	Maximum (when paper chute is opened and paper chute guide is extended)	284 mm 11.18 in.	227 mm 9.27 in.	240 mm 9.80 in.
Weight		1.4 kg (approximately 3.08 lb)		
Input power supply	Voltage for power cable connection	100 - 240 V (varies regionally)		
	Voltage for USB bus power cable connection	5 V (Your computer must have two USB ports; one for power feeding, and the other for USB cable connection.)		
	Number of phases	Single-phase		
	Frequency	50/60 Hz		
Power consumption	Power cable connection	During operation: 9.0 W or less During standby: 3.2 W or less		
	USB bus power cable connection	During operation: 5.0 W or less During standby: 2.0 W or less		
Temperature/ Humidity Allowable Ranges	ScanSnap state	During operation	During standby	During storage/ transportation
	Temperature	5 to 35 (°C) 41 to 95 (°F)	-20 to 60 (°C) -4 to140 (°F)	-20 to 60 (°C) -4 to 140 (°F)
	Humidity (%)	20-80	8-95	8-95

Note) Dimensions





* The outer dimensions are reference values.

Repairs

Contact the store where you purchased your ScanSnap or an authorized service provider for performing repairs on this product.

- The user must not perform any repairs on the ScanSnap.

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ScanSnap S300M Operator's Guide

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