

ScanSnap
Color Image Scanner
S510M

Operator's Guide



Introduction



Thank you for purchasing our Color Image Scanner, ScanSnap S510M (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 and made PDF files searchable by just pressing the [SCAN] button!**

You can turn documents cluttering up your desk into PDF files for managing and archiving them on your computer. By using Adobe® Acrobat®, which comes with the ScanSnap, you can view, edit, and search PDF files right at your fingertips. PDF files are easy to print and share scanned images by e-mail.

In addition to the advantages above, 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 in A4 or letter size can be scanned at a speed of about 18 sheets/minute (when used with a computer with a PowerPC® G5 processor of 1.6GHz or higher running Mac OS X v10.2.8 or later and with Image quality Normal, Color mode Auto Color Detection, and Compression rate 3).(*)

(*) - 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.

■ **You can file business cards with ease!**

With Cardiris™, which is supplied with the ScanSnap, business cards can be easily filed and searched for using the OCR function.

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

When the [SCAN] button is pressed, the ScanSnap Quick Menu is displayed. What you should do is to select the action you want to perform on the ScanSnap 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.



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

-
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- 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 S510M wird folgendes bescheinigt:

- In Übereinstimmung mit den Bestimmungen der EN45014(CE) funktentstört.
- 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.

About the use of mercury



Lamp(s) inside this product contain mercury and must be recycled or disposed of according to local, state, or federal laws.

To avoid unexpected injury, read the following carefully.

Doing the following actions may result in serious personal injuries:

- Do not put the substance in the lamp in your mouth as it contains mercury.
- Do not incinerate, crush, or shred the scanner.
- Do not breathe the chemical liquid contained in the scanner parts.

■ Trademarks

Apple, Apple logo, Mac, Mac OS, iPhoto and Macintosh are trademarks of Apple Inc. Adobe, Acrobat, Adobe Reader, and Acrobat Reader are either registered trademarks or trademarks of Adobe Systems Incorporated in the United States and/or other countries. Intel and Intel Core are trademarks or registered trademarks of Intel Corporation or its subsidiaries in the United States and other countries.

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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.

ABBYY, FineReader are trademarks of ABBYY Software House.

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 S510M

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 Reader: Adobe® Reader®

Adobe Acrobat Reader: Adobe® Acrobat® Reader®

Adobe Acrobat 8: Adobe® Acrobat® 8 Professional

Where there is no distinction between the different versions of the above application, the general term "Adobe Acrobat" is used.

ABBYY FineReader: ABBYY FineReader for ScanSnap™



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.



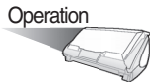
This symbol alerts operators to helpful advice regarding operations.



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.

About the Hot Surface Hazard Warning Label

The following warning labels are attached to this product.



The area around the part to which this warning label is affixed can become very hot. Please take serious caution as the heat can cause burns.



Do NOT remove the warning labels from the scanner. Avoid them from being stained, so that the warning labels are plainly visible.



The following describes important warnings described in this manual.

Do not touch the AC cable with wet hands.



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

Do not damage the AC cable.



A damaged AC cable may cause fire or electric shock.

Do not place heavy objects on AC cables, or pull, bend, twist, heat, damage or modify AC cables.

Do not use damaged AC cables or power plugs, and AC cables or power plugs when the wall socket is loose.

Use only specified AC cables and interface cables.



Use only specified AC cables and interface cables. Failure to use the correct cables might cause electric shock and/or equipment failure.

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

Use this scanner only at the indicated power voltage. Do not connect to multiple-power strips.



Use this scanner only at the indicated power voltage and current. Improper power voltage and current might cause fire or electric shock.

Also, do not connect to multiple-power strips.

Wipe any dust from the power plug.



Wipe off any dust from metal parts on the power plug or metal fittings with a soft, dry cloth. Accumulated dust might cause fire or electric shock.

Do not install 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 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.

Make sure that the smoking has stopped, and then contact the store where you bought the scanner or an authorized FUJITSU scanner service provider.

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. Then, contact the store where you bought the scanner or an authorized FUJITSU scanner service provider.

Do not put liquids inside the scanner.



- Do not insert or drop metal objects in to the scanner.
- Do not scan wet documents or documents with paper clips or staples.
- Do not splash or allow the scanner to get wet.



If foreign objects (water, small metal objects, liquids, etc.) get inside the scanner, immediately turn off the scanner and disconnect the power plug from the power outlet, then contact the store where you bought the scanner or the Maintenance Service Center.



Pay particular attention to this warning in households where there are small children.

Do not touch the inside of the scanner unless necessary.

Do not take apart or modify the scanner. The inside of the scanner contains high-voltage components. Touching these components might cause 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 direct sunlight.

Do not install the scanner in a location exposed to direct sunlight or near any heating apparatus. Doing so increases the inside temperature of the scanner, and a fire or failure may occur. Install the scanner in a well-ventilated location.

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.

Firmly insert the power plug.

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

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.

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



For your safety, unplug the power cord from the electrical outlet when the scanner is not used for an extended period of time.

Before moving the scanner, unplug the power cord from the electrical 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 data cables. 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.



The following illustrates important cautions described in this manual.

Do not install the scanner on unstable surfaces.



Install the scanner on a flat, level 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.

Be careful not to cut your fingers.



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

Do not use the scanner immediately after moving it from a cold place into a warm room.



Do not use the device immediately after moving it from a cold place into a warm room. 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.

Do not block the ventilation ports.



Do not block the ventilation ports. Blocking the ventilation ports generates heat inside of scanner, which may results in fire or scanner failure.

Be aware of the pick spring.



When you perform cleaning, make sure that the inside of the ScanSnap is free of any foreign object, and be careful not to get your hand or the cloth caught on the pick spring (metal part) as a deformed pick spring (metal part) may cause injury.

Chapter 1



Before You Start Using the ScanSnap

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.

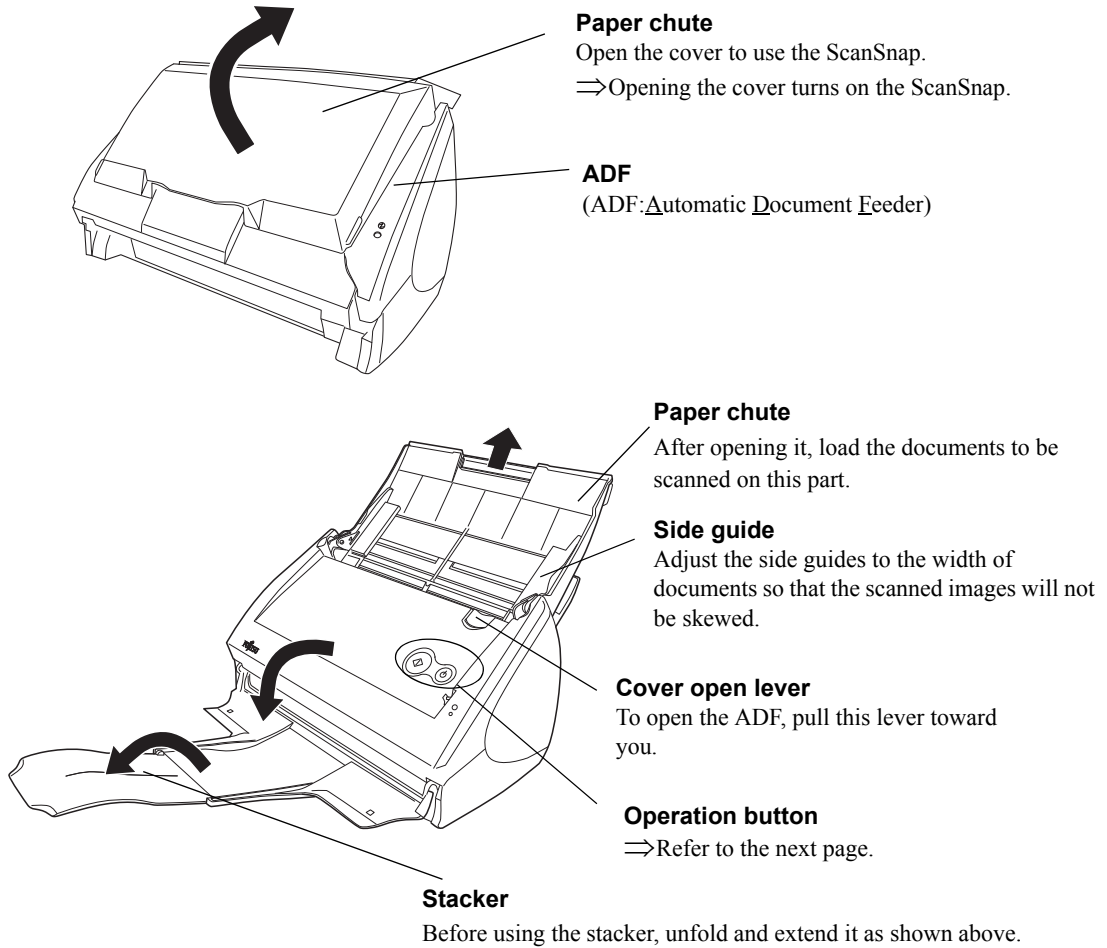


To avoid danger of suffocation, keep the packaging materials away from small children's reach and prevent them from putting the materials in their mouths or putting them on their heads.

1.2 Names and Functions of Components

This section describes the names of parts and their functions.

■ Front view

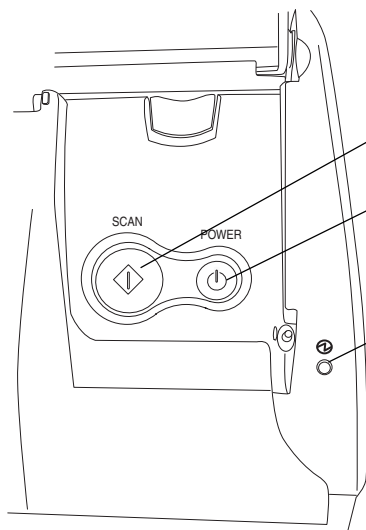


HINT  You can also use the ScanSnap without unfolding the stacker.



Before You Start Using the ScanSnap

■ Operation button



[SCAN] button

Press this button to start the scanning.

[POWER] button

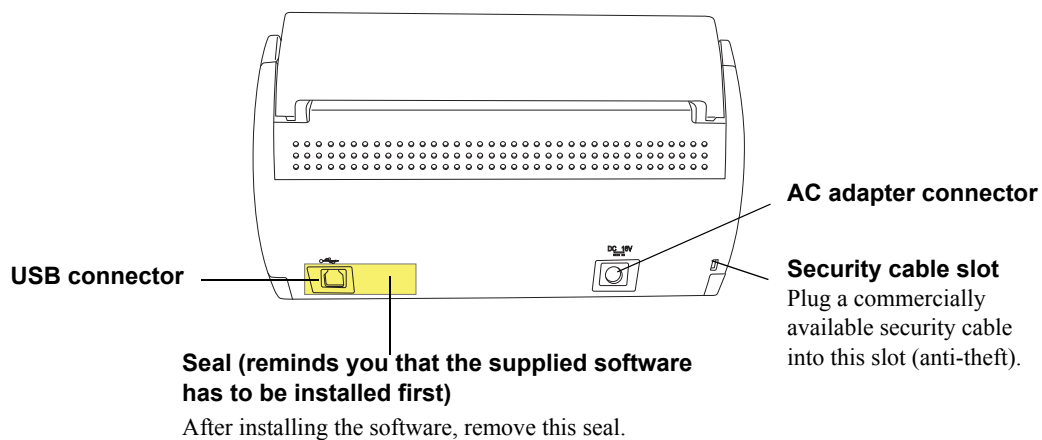
Turns on/off the power.

Power indicator ①

Indicates the power status of the Scan-Snap.

Blue (Solid):	Ready
Blue (Blinking):	Scanning
Orange (Solid):	Error
Light off:	Power off

■ Rear view



USB connector

Seal (reminds you that the supplied software has to be installed first)

After installing the software, remove this seal.

AC adapter connector

Security cable slot

Plug a commercially available security cable into this slot (anti-theft).

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/S300M) or another S510M 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 237).

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2.1 Installing the Supplied Software

"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	Mac OS X v10.3	Mac OS X v10.4	Mac OS X v10.5
Adobe Acrobat	-	-	-	✓*1	✓*2
ABBYY FineReader	-	-	✓	✓	✓
Cardiris	-	-	✓*4	✓	✓
ScanSnap Manager	-	✓*3	✓	✓	✓

(✓: Supported -: Not-supported)

*1 When the operating system you are using is Mac OS X v10.4.3.

*2 When Adobe Acrobat 8 supplied with the ScanSnap is updated.

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

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

■ Computer

- PowerPC® G4 processor 800MHz or higher
(recommended: PowerPC® G5 processor 1.6 GHz 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)



- 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
- Adobe Acrobat 1060 MB
- ABBYY FineReader for ScanSnap 3.0 370 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 Adobe Acrobat

Install Adobe Acrobat from the "Adobe Acrobat 8 Professional DVD-ROM" supplied with the ScanSnap, by following the procedures below.



System requirements for "Adobe Acrobat 8 Professional":

- OS: Mac OS X v10.4.3
 - Screen Resolution: 1024 x 768 or higher
- * For further details, please visit Adobe Web Site at:
<http://www.adobe.com>



Adobe Acrobat can also interact with the ScanSnap so that scanned images are displayed with Adobe Acrobat.

- * You do not have to install Adobe Acrobat if it is already installed on your computer.
- ⇒ Proceed to "[Installing ScanSnap Manager](#)" (page 13).



Prepare the Adobe Acrobat 8 DVD-ROM.

1. Insert the "Adobe Acrobat 8 Professional DVD-ROM" into the DVD-ROM drive.

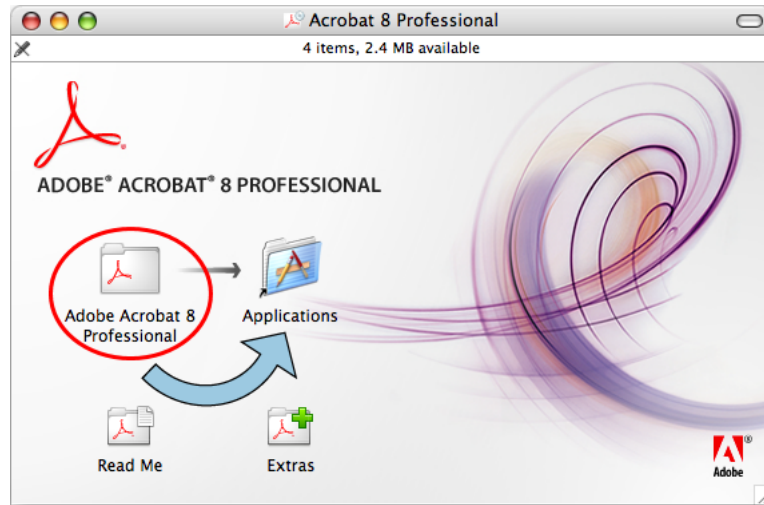
⇒ The "Adobe Acrobat" window appears.



If the "Acrobat..." window does not appear automatically, copy the [Adobe Acrobat...] folder into the [Applications] folder using Finder.



2. Select the [Adobe Acrobat 8 Professional] icon and drag it to the [Applications] icon.



⇒ [Adobe Acrobat 8 Professional] will be copied to the [Applications] folder.

3. After copying has finished, install the Adobe Acrobat by the following procedures.
 - (a) Double-click the [Applications] icon to open it.
 - (b) Double-click the [Adobe Acrobat 8 Professional] folder to open it.
 - (c) Double-click the [Adobe Acrobat Professional] icon, and follow the instructions on the screen.



Double-click the [Read Me] icon on the "Acrobat 8 Professional" window to learn more about the Adobe Acrobat installation.

Refer to Adobe Acrobat Help for information about how to use Adobe Acrobat.

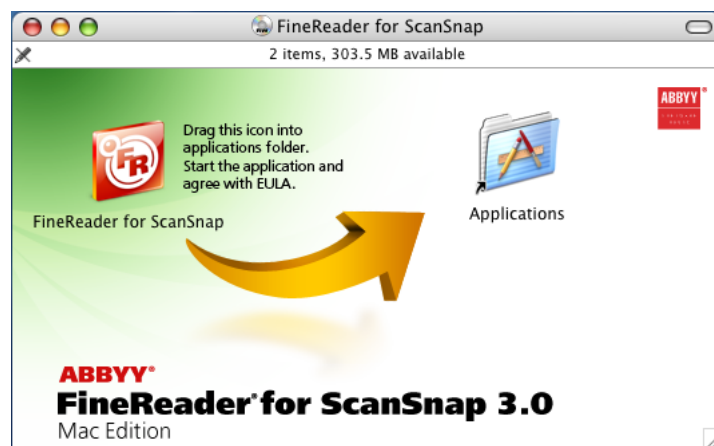
■ Installing ABBYY FineReader for ScanSnap

Install ABBYY FineReader for ScanSnap from the "ABBYY FineReader for ScanSnap™ 3.0 CD-ROM" supplied with the ScanSnap, by following the procedures below.



Prepare the ABBYY FineReader CD.

1. Insert the "ABBYY FineReader for ScanSnap™ 3.0 CD-ROM" into the CD-ROM drive.
⇒ The "FineReader for ScanSnap" window appears.
2. Select the [FineReader for ScanSnap] icon, then drag and drop it to the [Applications] icon.

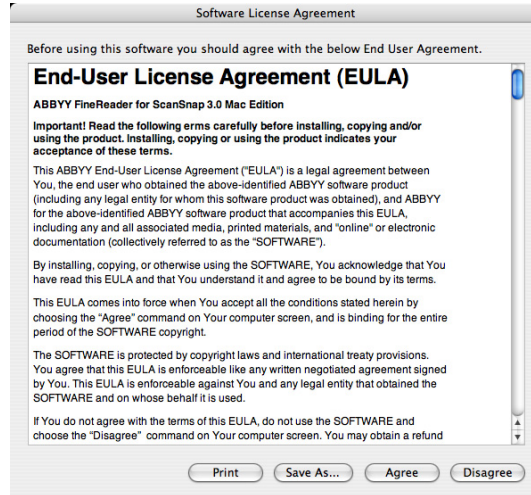


⇒ Installation starts.

3. To interact with ScanSnap Manager, start ABBYY FineReader with the following procedures.
 - (a) Double-click the [Applications] icon to open the folder.
 - (b) Double-click the [FineReader for ScanSnap] icon.

⇒ ABBYY FineReader for ScanSnap starts up.


⇒ The "Software License Agreement" window appears.



4. Click the [Agree] button.
 ⇒ The "Register ABBYY FineReader for ScanSnap" window appears.



Refer to the instructions in the window for the registration procedures.

- HINT** 
- For how to use ABBYY FineReader for ScanSnap, refer to ABBYY FineReader for ScanSnap Help topics.
 - If ScanSnap Manager has already been installed before you install ABBYY FineReader for ScanSnap, you will need to restart ScanSnap Manager so that ABBYY FineReader for ScanSnap can interact with ScanSnap Manager.

■ Installing Cardiris

Install Cardiris from the "Cardiris™ Setup CD-ROM" 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 X 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 Cardiris.



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



■ Installing ScanSnap Manager

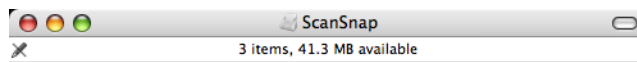
Follow the procedure below to install ScanSnap Manager.



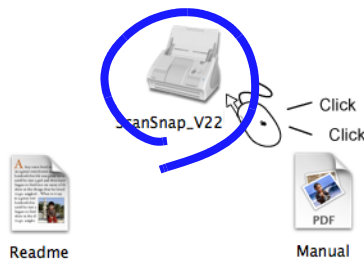
Prepare the ScanSnap Setup CD-ROM.

1. Insert the "ScanSnap Setup CD-ROM" into the CD-ROM drive.
⇒ The "ScanSnap" window appears.

2. Double-click the ScanSnap Manager icon



ScanSnap



- (1) With Mac OS X v10.2

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

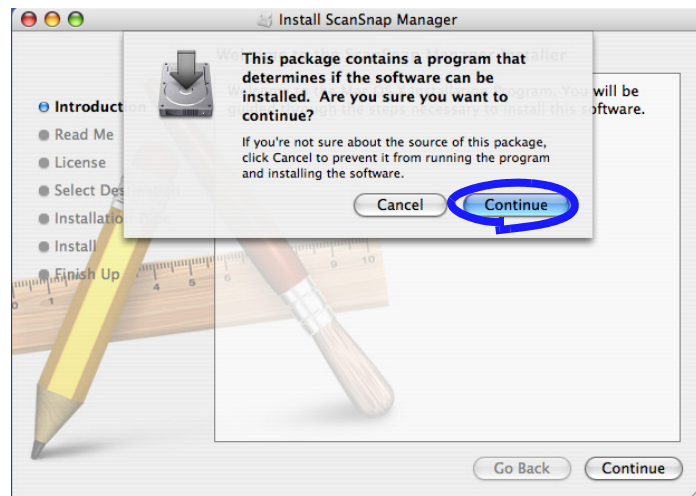


With Mac OS X v10.2, a window may appear requiring you to authenticate the action. In this case, enter the password of the user with Administrator rights.



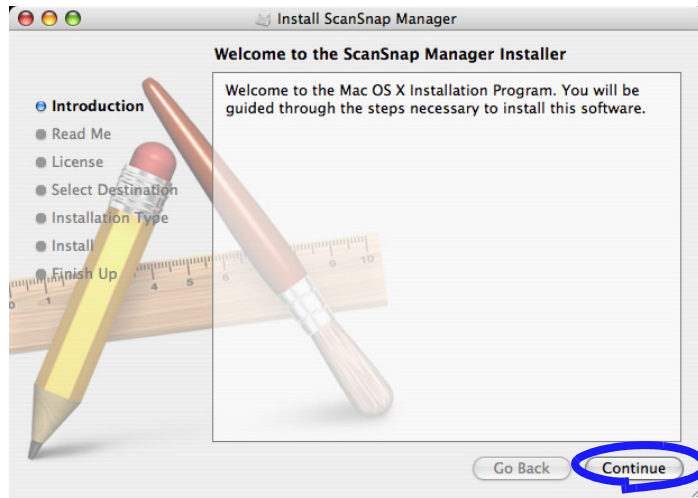
(2) With Mac OS X v10.3, v10.4, or v10.5

⇒ The "This package contains a program that determines if the software can be installed. Are you sure you want to continue?" window appears.

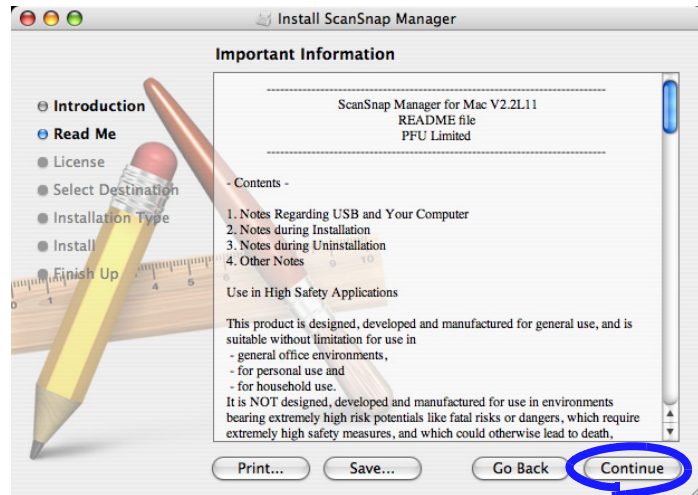


⇒ Click the [Continue] button.

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

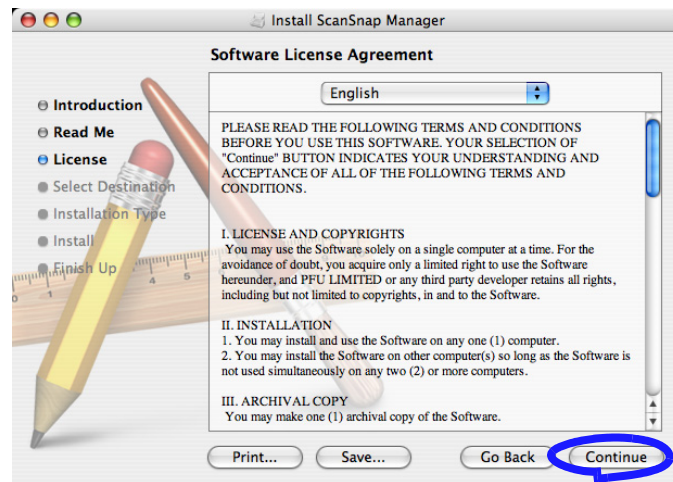


⇒ The "Important Information" window appears.

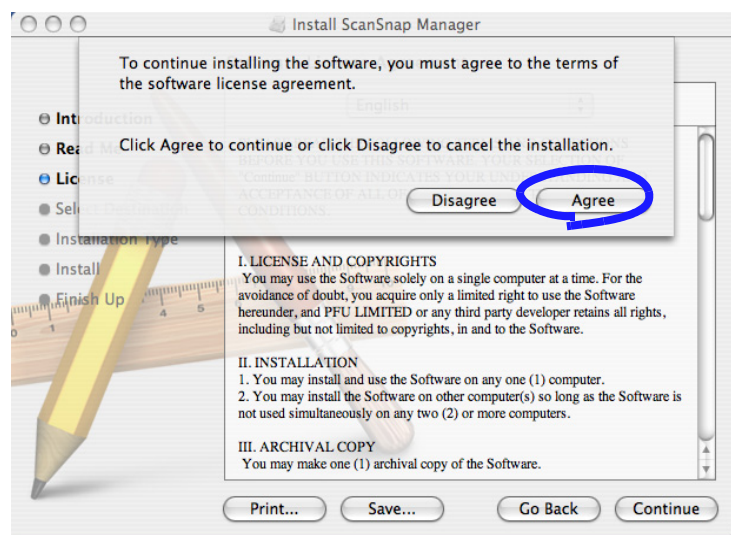


When you have finished reading, click the [Continue] button.
 ⇒ The "Software License Agreement" window appears.

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



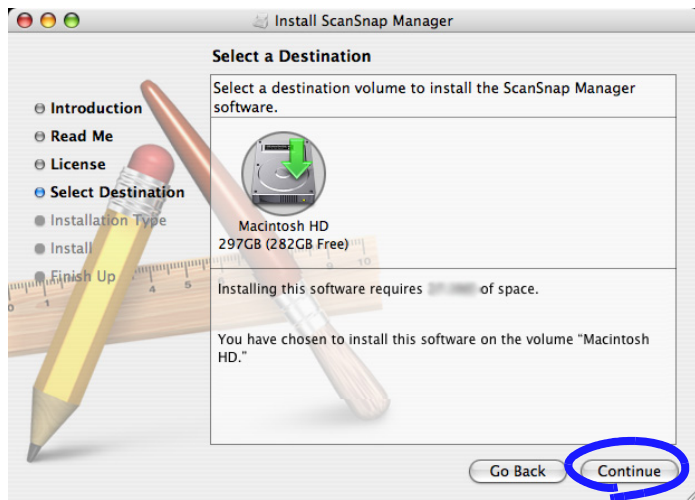
When you have finished reading, click the [Continue] button.
⇒ The agreement confirmation window appears.



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.

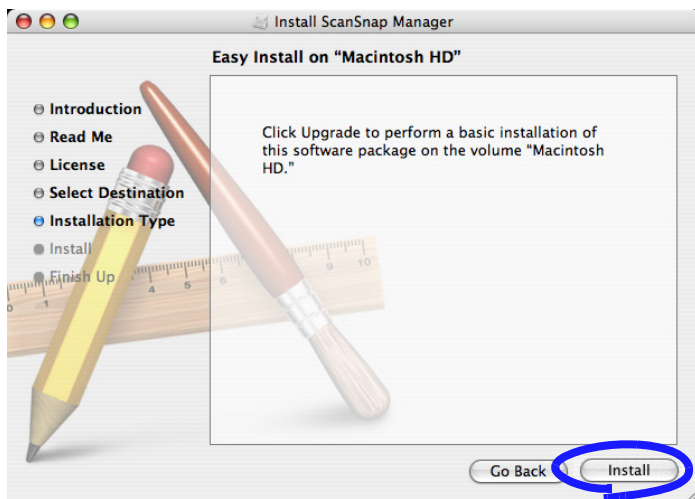
5. In the "Select a Destination" window, specify the installation directory, and click the [Continue] button.


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



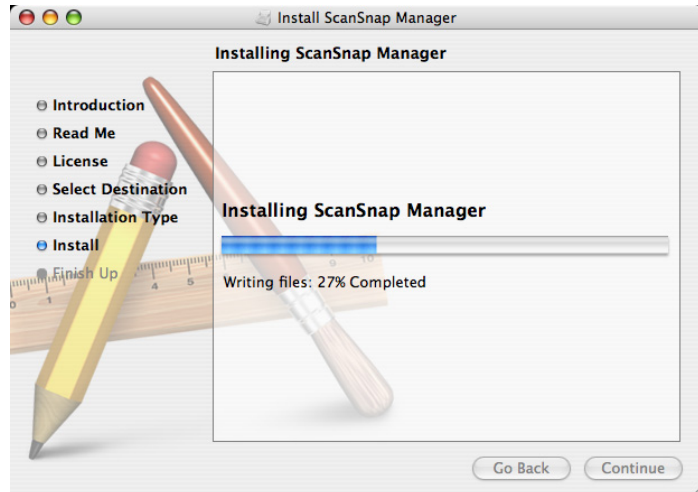
⇒ The "Easy Install on <selected destination name>" window appears.

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



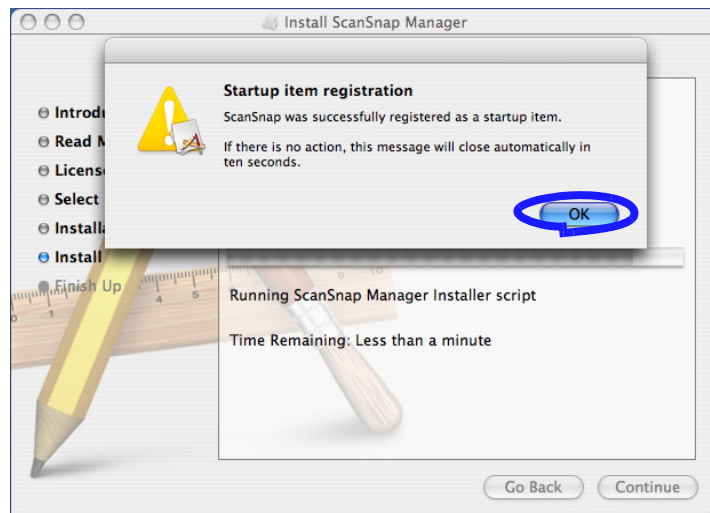
HINT  ScanSnap Manager and ScanSnap S510M Operator's Guide will be installed on the Applications Folder.

⇒ The "Installing ScanSnap Manager" window appears.



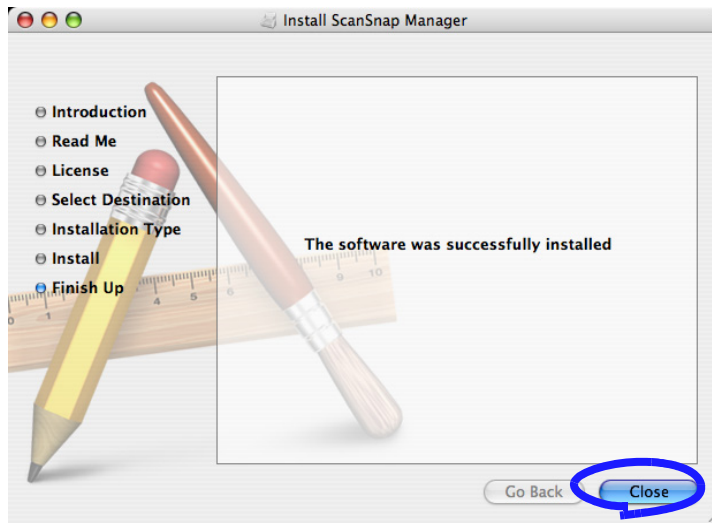
With Mac OS X v10.3, v10.4, and v10.5, a window may appear requiring you to authenticate the action. In this case, enter the password of the user with Administrator rights.

⇒ 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.

 **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

Follow the procedure below to connect the ScanSnap to your computer.

1. Connect the ScanSnap to a power outlet with the power cable.
2. Connect the ScanSnap to your computer with the USB cable.



- Be sure to connect the power cable before connecting the USB cable.
- Be sure to install the supplied programs before connecting the ScanSnap to your computer. For details about the installation, refer to ["2.1 Installing the Supplied Software" \(page 6\)](#).

The following describes each of the above two procedures.

■ Connecting the power cable

Connect the AC cable and adapter as shown below.

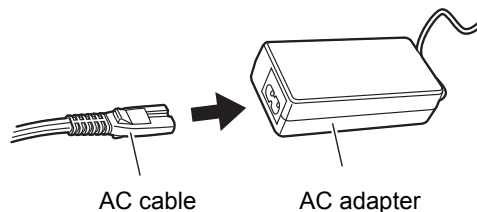


Do not use AC adapters other than the following.

Manufacturer	AC-adapter model number
LEI	NU40-2160250-I3
SANKEN ELECTRIC CO., LTD	SEB55N2-16.0x (x= A-Z or Blank)

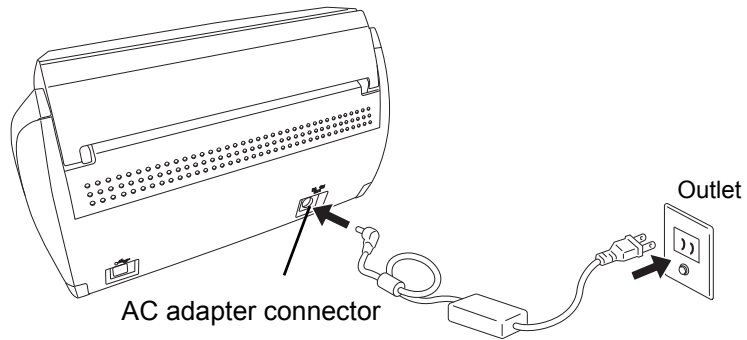


1. Connect the AC cable to the AC adapter (collectively called the power cable).



Use only the supplied AC cable and AC adapter (power cable).

- Plug the power cable into the AC adapter connector on the back side of the ScanSnap, and the other end to a wall outlet.



■ Connecting the USB cable

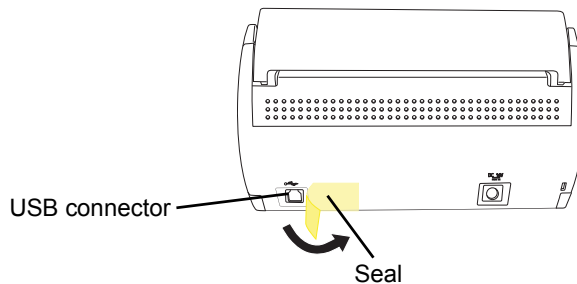
Connect the USB cable as shown below.



- Use only the USB cable supplied with the ScanSnap.
- When connecting to a USB hub, be sure to connect the ScanSnap to the hub plugged into the computer (first stage). If you connect it to a USB hub connected to another USB hub (second stage), the ScanSnap may not function correctly.
- If you connect the ScanSnap with USB 2.0, it is required that the USB port and the Hub be compliant with USB 2.0. The scanning speed may slow down when you connect the ScanSnap with USB 1.1. If your computer has the USB 2.0 compatible port, use it.

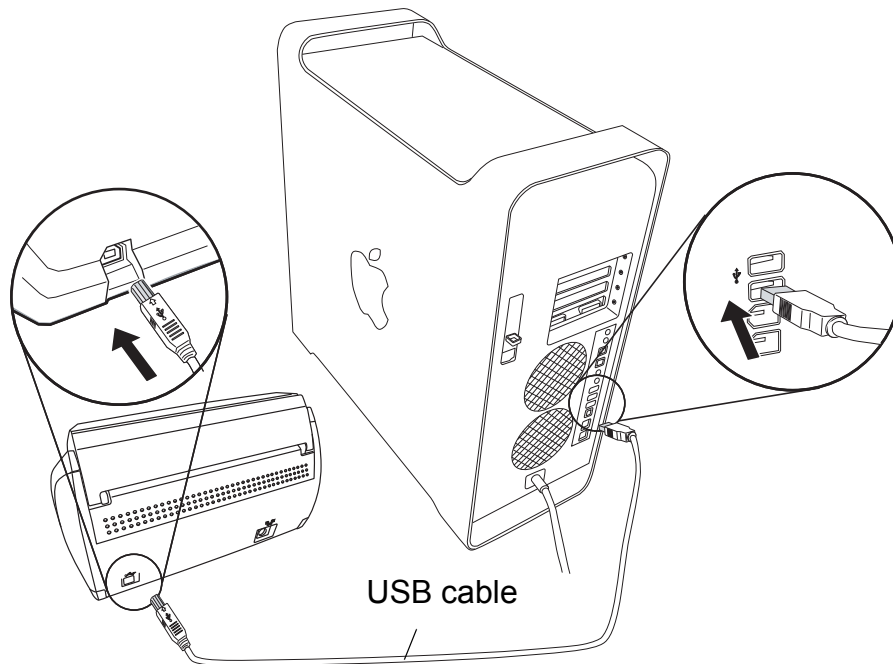


- Remove the seal on the back side of the ScanSnap.

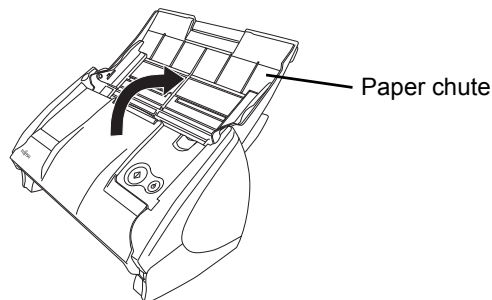


2. Connect the USB cable to the USB connector on the ScanSnap, and the other end of the USB cable into the USB port on your computer.

Insert the USB cable into the connector all the way to the end.





3. Open the paper chute of the ScanSnap.



⇒ ScanSnap is automatically turned on and detected by your computer.



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

If you have waited for some time, and it still remains as , turn off the power using the ScanSnap [POWER] button and turn on the power again.



To turn on/off the ScanSnap, press the [POWER] button for longer than one second.

* To prevent unintended operation, the [POWER] button does not work unless it is pressed for longer than one second.

The ScanSnap is turned on/off when:

- the paper chute on the ScanSnap is opened/closed.
- the computer connected to the ScanSnap is turned on/off.
- the [POWER] button on the ScanSnap is pressed (with the paper chute open).

However, power on/off of the ScanSnap is controlled by opening and closing the paper chute, and therefore, 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 the computer, and you can turn on/off the ScanSnap simply by opening/closing the paper chute when necessary.

Chapter 3



Using the ScanSnap

This chapter describes the basic operations of the ScanSnap.

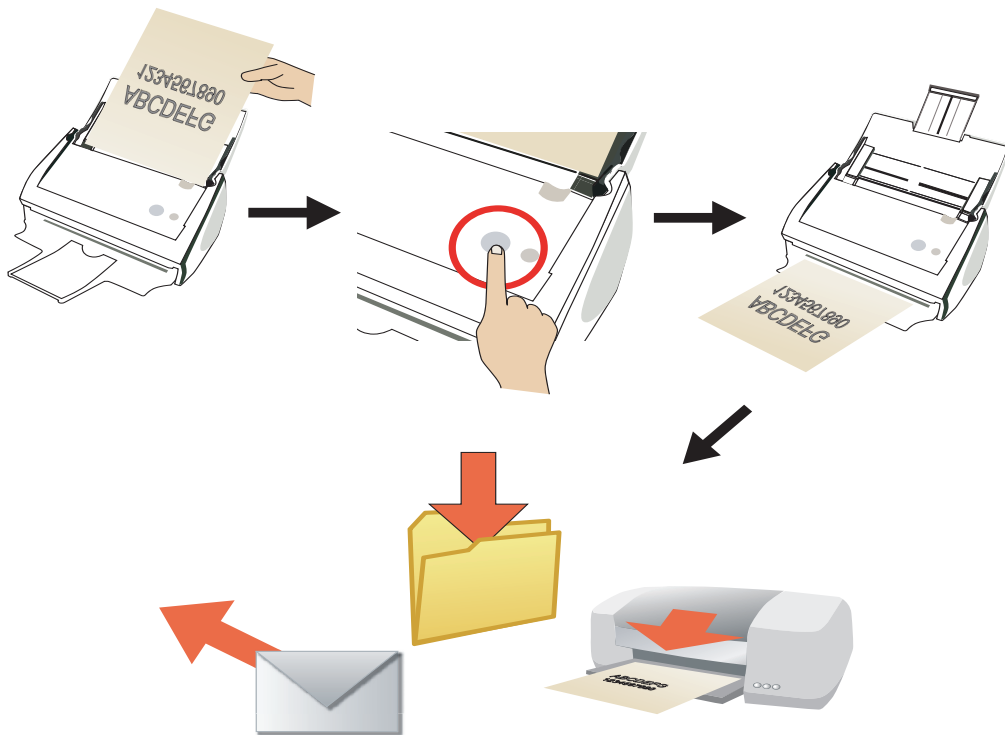
3.1 Flow of Operations	26
3.2 Paper Sizes of Documents to be Scanned	43
3.3 Loading Documents	46

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.



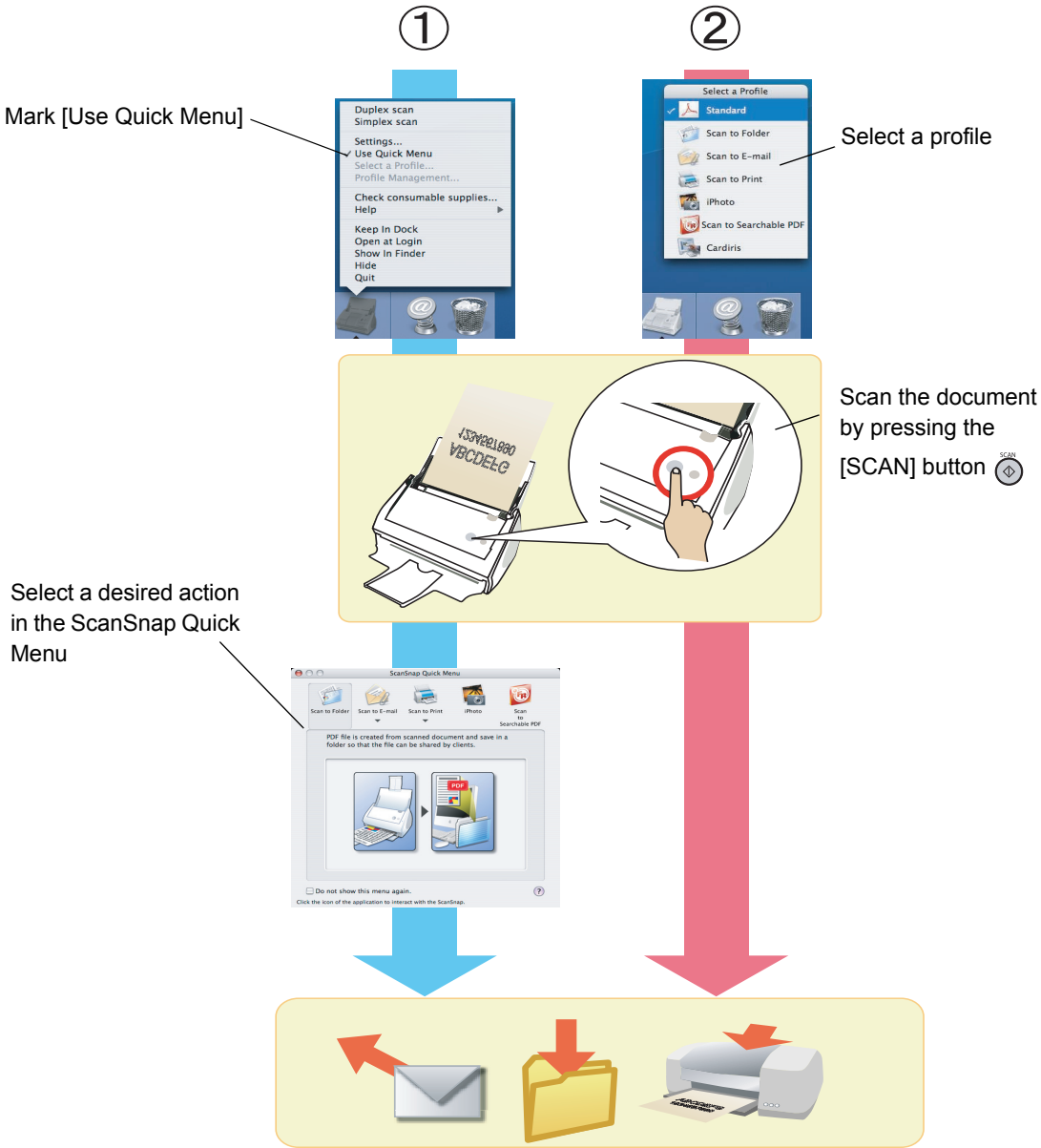
The ScanSnap has two buttons as follows:


SCAN 	Simply press this button to scan the document.
	To turn on/off the ScanSnap, press this button.

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

- (1) Select an action you want to perform in the ScanSnap Quick Menu after scanning.
- (2) Select an application or a profile before scanning.

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 51).

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.

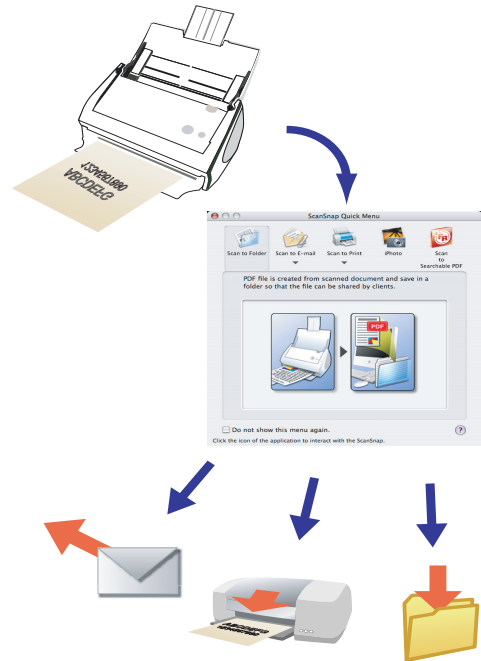


(2) The ScanSnap Quick Menu appears after scanning.



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

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



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.

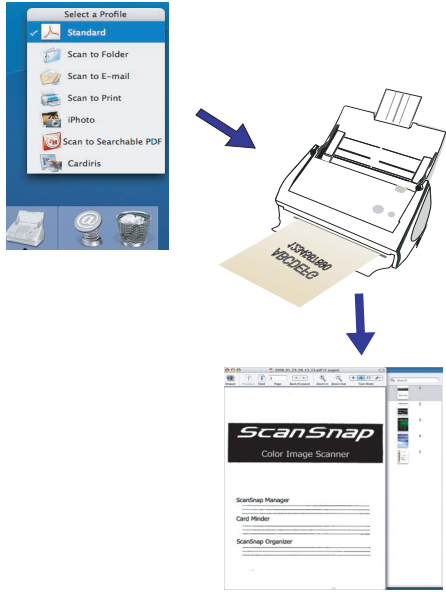
(Profile Mode)


(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] button) and <Quick Menu Mode>, refer to "[Scanning documents in Quick Menu Mode](#)" (page 32).

For the combination of  ([SCAN] button) and <Profile Mode>, refer to "[Scanning documents in Profile Mode](#)" (page 37).

■ Preparation



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



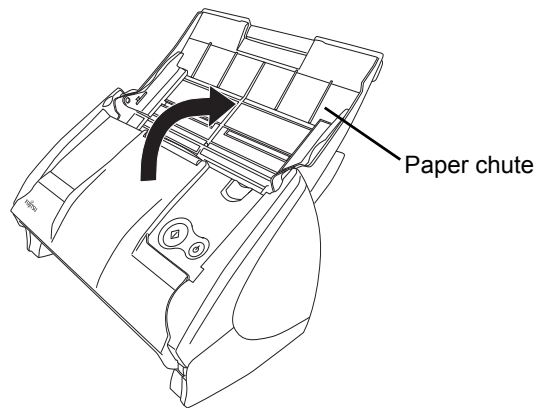
Connecting the ScanSnap to the computer that is already turned on presents no problem. If the ScanSnap is already connected to your computer, you do not have to reconnect it.

3. Turn on your computer.

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




- 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.
- If the ScanSnap is not automatically turned on even when the paper chute is opened, press the [POWER] button on the ScanSnap.

■ Scanning documents in Quick Menu Mode



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



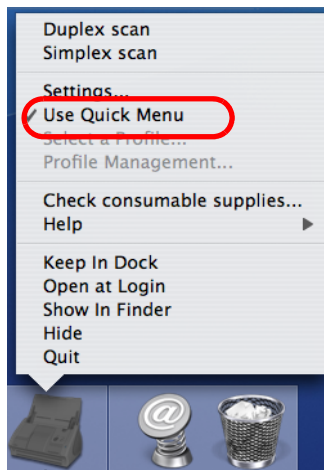
If the ScanSnap Manager icon  is not displayed, from Finder, select the destination in which "ScanSnap" is installed (generally, you select "Applications," and then "ScanSnap"), and select "ScanSnap Manager" to start up "ScanSnap Manager."

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 X starts.

If "ScanSnap Manager" has not been added to the Startup Item in the "System Preferences" window, follow the procedure below to add it.

- 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.
- 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.





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 37).



2. Load the document onto the ScanSnap.



Refer to "3.2 Paper Sizes of Documents to be Scanned" (page 43) and "3.3 Loading Documents" (page 46).

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

⇒ This starts the scanning.



- 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 53) 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."

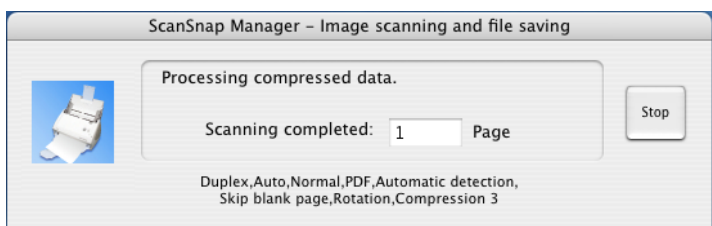
Refer to "4.1 About the ScanSnap Icon" (page 50) for more details.



- 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 blue during scanning.

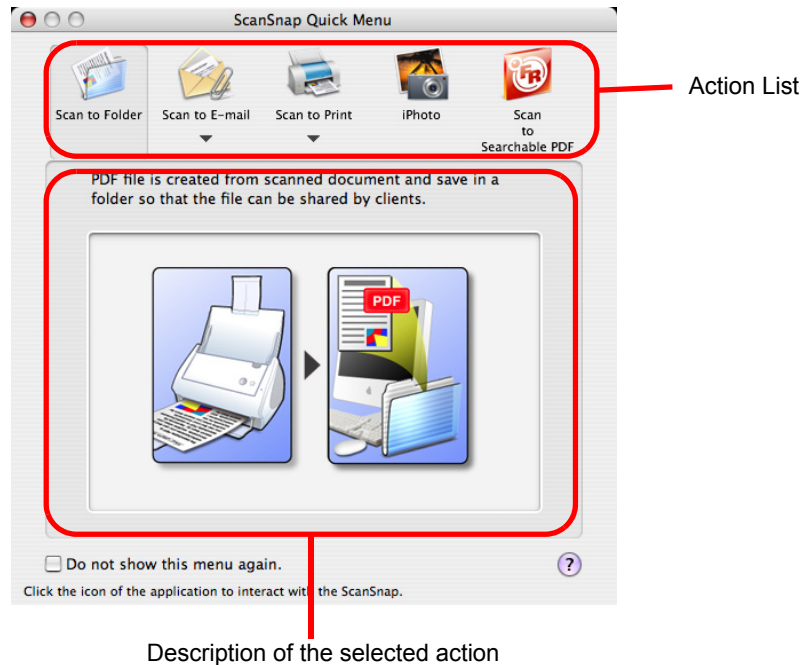
The following window appears to indicate the scanning status.



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



4. Select an action you want to perform from the Action List on the ScanSnap Quick Menu.



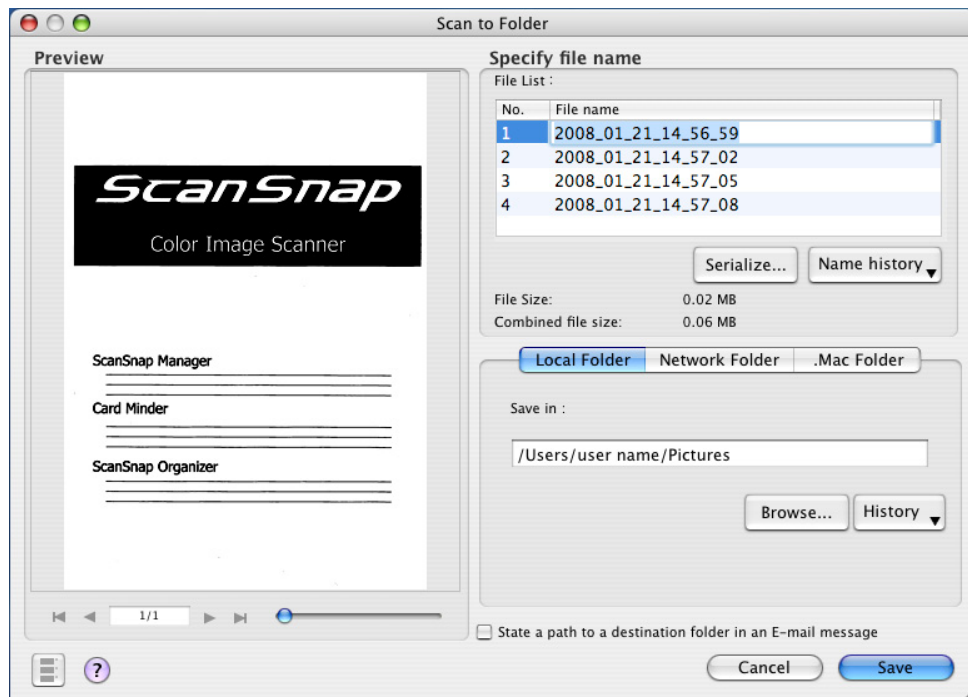
Action List

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 97)
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 114)
Scan to Print	Scanned images are printed with a printer. ⇒ "5.4 Using the ScanSnap as a Copy Machine" (page 129)
iPhoto	PDF files are created from the scanned images and displayed with iPhoto. ⇒ "5.5 Sending Data to iPhoto" (page 140)
Scan to Searchable PDF	Scanned documents are text-recognized and converted into a searchable PDF file. ⇒ "5.6 Converting Scanned Images into Searchable PDF Files" (page 145)



- "iPhoto" option is displayed when iPhoto version 5 or later has been installed on your computer.
- "Scan to Searchable PDF" option is displayed when ABBYY FineReader for ScanSnap is installed.

⇒ 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" \(page 53\)](#).



- By default, documents are scanned using the settings below.
 - Image quality: Normal
 - Color mode: Auto Color Detection
 - Scanning side: Duplex Scan
- 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" \(page 53\)](#).
- In the Quick Menu Mode, scanned images cannot be saved in JPEG format. To save in JPEG format, use Profile Mode. For more information about Profile Mode, refer to ["Scanning documents in Profile Mode" \(page 37\)](#).
- For information about scanning settings, refer to ["4.2 Changing Scanning Settings" \(page 53\)](#). 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



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



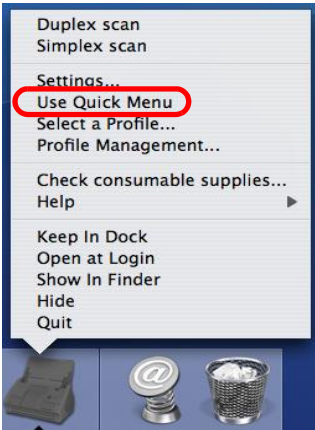
If the ScanSnap Manager icon  is not displayed, from Finder, select the destination in which "ScanSnap" is installed (generally, you select "Applications," and then "ScanSnap"), and select "ScanSnap Manager" to start up "ScanSnap Manager."

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 X starts.

If "ScanSnap Manager" has not been added to the Startup Item in the "System Preferences" window, follow the procedure below to add it.



- 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.
- 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" \(page 32\)](#).

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.



4. Load the document onto the ScanSnap.



Refer to ["3.2 Paper Sizes of Documents to be Scanned" \(page 43\)](#) and ["3.3 Loading Documents" \(page 46\)](#) 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" \(page 53\)](#) for more details.
- You can also start the scanning by using the ScanSnap Manager icon




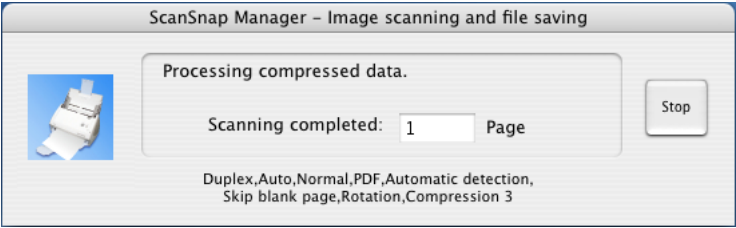
in the Dock menu to select "Simplex scan" or "Duplex scan."

Refer to ["4.1 About the ScanSnap Icon" \(page 50\)](#) for more details.

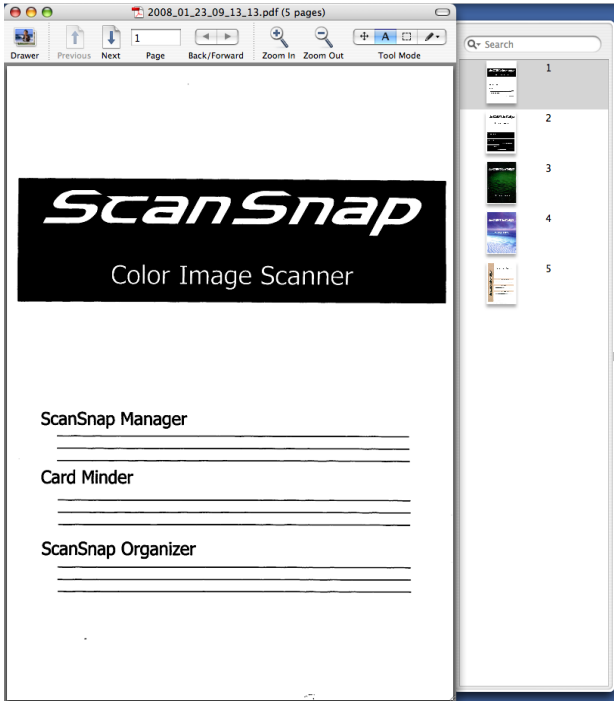


- Do not connect or disconnect other USB devices during the scanning operation.
- Do not close the paper chute during the scanning operation.
- Do not switch the user to log in during the scanning operation.

⇒ The power indicator  on the ScanSnap blinks blue 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" \(page 53\)](#).



- By default, documents are scanned using the settings below.
 - Image quality: Normal
 - Color mode: Auto Color Detection
 - Scanning side: Duplex Scan
- 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" \(page 53\)](#).
- 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" \(page 53\)](#).
- 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" \(page 53\)](#). 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.

To turn off the ScanSnap with the paper chute open, press the [POWER] button on the ScanSnap.



To turn on/off the ScanSnap, press the [POWER] button for longer than one second.


* To prevent unintended operation, the [POWER] button does not work unless it is pressed for longer than one second.

■ 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 from the power outlet.

 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.

Without Using the Carrier Sheet	
Type	Standard office paper Post cards, Business cards
Weight	52 g/m ² to 127 g/m ² (14 lb to 34 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 Sizes Width: 50.8 to 216 [mm] (2 to 8.5 [in.]) Length: 50.8 to 360 [mm] (2 to 14.17 [in.])

With the Carrier Sheet	
Type	Standard office paper, Post card, Business card, Photograph, Clipping
Weight	Up to 127 g/m ² (Up to 34 lb) Up to 63.5 g/m ² (Up to 17 lb) *when scanning half fold paper
Size	Carrier Sheet size (216 x 297 [mm]) A3 (297 x 420 [mm]) A4 (210 x 297 [mm]) A5 (148 x 210 [mm]) A6 (105 x 148 [mm]) B4 (JIS) (257 x 364 [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]) Letter (8.5 x 11 [in.] (216 x 279.4 [mm])) 11 x 17 (11 x 17 [in.] (279.4 x 431.8 [mm])) Custom Sizes Width: 50.8 to 216 [mm] (2 to 8.5 [in.]) Length: 50.8 to 297 [mm] (2 to 11.69 [in.]) *For B4, A3 and 11 x 17, fold in two when scanning



- 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 "[8.3 Cleaning the Inside of the ScanSnap](#)" (page 208).
- 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 without using the Carrier Sheet, the documents may be damaged or scanned incorrectly.

It is recommended that the documents be inserted inside the Carrier Sheet when you scan the documents described below with the ScanSnap.

- Documents smaller than 2 (width) x 2 (length) in.
- Documents thinner than 52 g/m² (14 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

In addition, keep in mind the following points when you use the Carrier Sheet.



- Use the Carrier Sheet only for the ScanSnap.
- Avoid writing letters on, coloring, staining, or cutting the portion striped in black and white on the Carrier Sheet. Otherwise, the ScanSnap cannot scan the document with the Carrier Sheet correctly.
- Load the Carrier Sheet one by one on the ScanSnap.
- Do not place the Carrier Sheet upside-down on the ScanSnap. Otherwise, a paper jam may happen, or the Carrier Sheet may be damaged.
- Do not leave a document on the Carrier Sheet for an extended period of time. The ink on the document may be transferred onto the Carrier Sheet.
- Do not leave the Carrier Sheet in locations that are exposed to elevated temperatures. For example, locations exposed to direct sunlight or near a heating apparatus, for an extended period of time. Do not use the Carrier Sheet under high-temperature conditions. If used under such a condition, it may be deformed.
- Do not bend or pull the Carrier Sheet by force.
- Do not use a damaged Carrier Sheet. Otherwise, the ScanSnap may be damaged or may malfunction.
- To avoid the deformation of the Carrier Sheet, do not put anything heavy on it and keep it on a level surface when not in use.
- Be careful not to cut your fingers touching the edge of the Carrier Sheet.
- Do not insert more than one small-size material such as the picture and post card in the Carrier Sheet per scan. Otherwise, a paper jam may occur. It is recommended small-size materials be scanned one-by-one.
- If a paper jam occurs frequently, feed about 50 sheets of PPC paper or recycled paper, and then scan the document by using Carrier Sheet.
* You can use either unused or used PPC/recycled paper.

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.

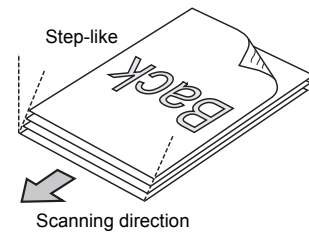
Align the edges of the document as follows:

- 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 on the ScanSnap is as follows:
For A4-size paper or smaller, a document stack of 5 mm or less (50 sheets at 80 g/m² or at 21 lb).



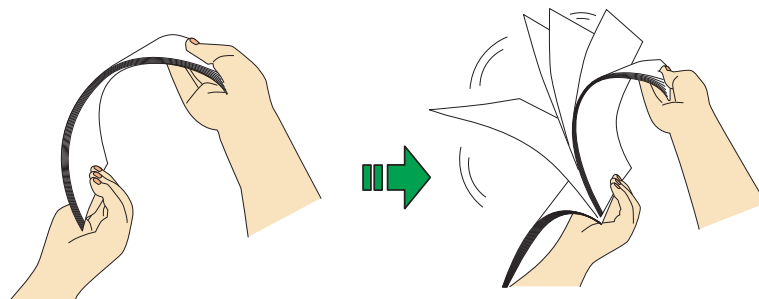
Scanning accuracy increases when the document is loaded onto the ScanSnap so that the leading edges of the paper form a step-like pattern as shown in the figure.



Do not scan more than 50 sheets at one time. If the batch is thicker than this limit, the creation of a file may fail.

To prevent paper jams, fan the document as follows:

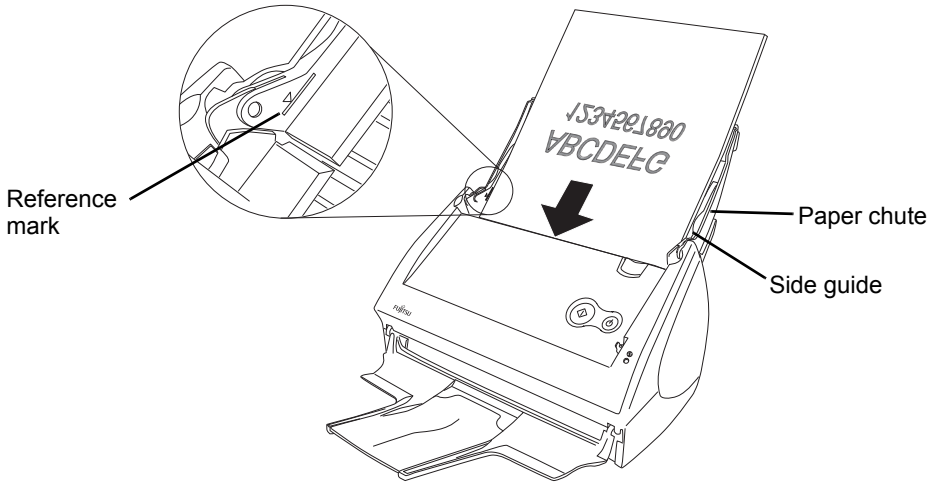
- 1) Select a stack of documents 5 mm or less high.
- 2) Hold the document with both hands and fan it out as shown in the figure below.



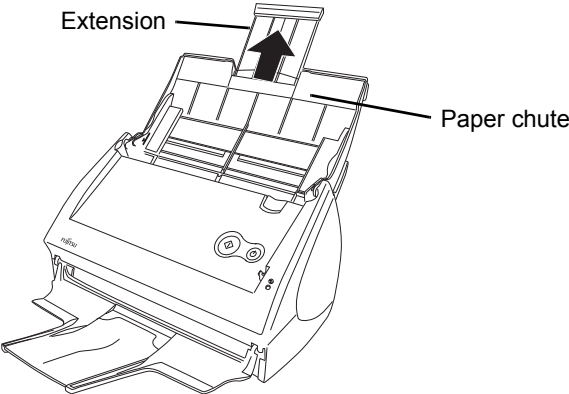
- 3) Turn the document 90 degrees, and then fan it in the different orientation again.

2. Load the document onto the paper chute.

Load the document so that the front side of the two-sided document (the first page when the document contains more than one sheet) faces the paper chute.
Do not load the document beyond the reference marks on the side guide.

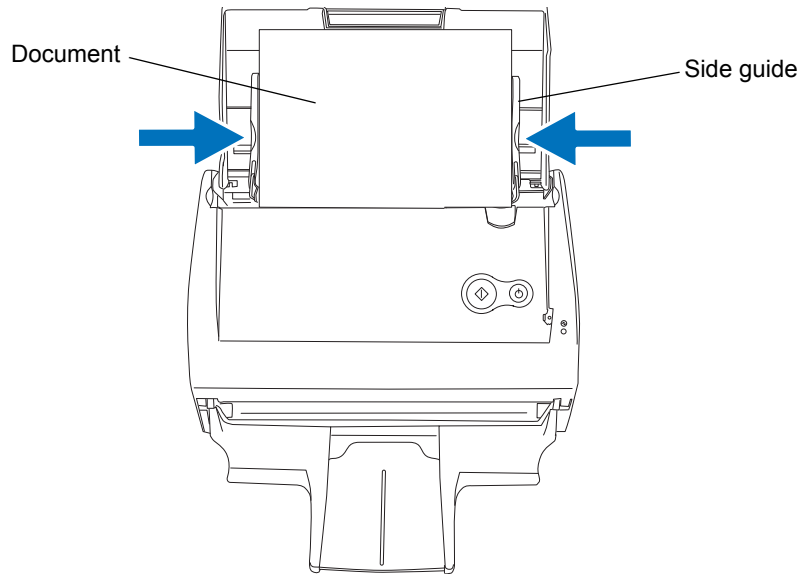


Pull out the extension of the paper chute to scan long-size documents.



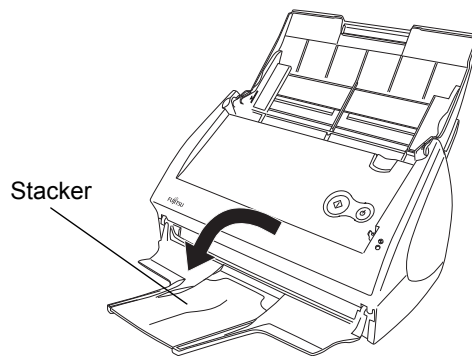
3. Adjust the side guides to the document width.

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.

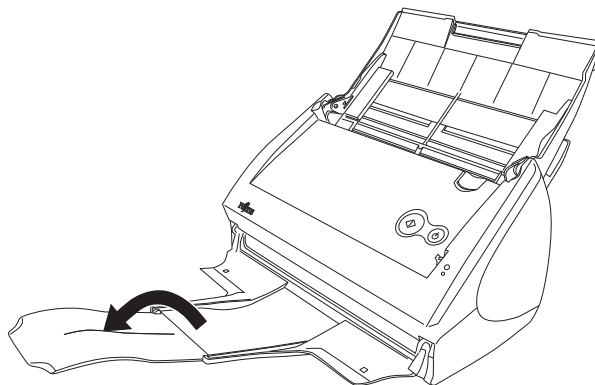


When you use the stacker, scanned document sheets are stacked on the stacker in the collated order when they have passed through the ScanSnap. Use the stacker as described below.

1. Pull out the stacker toward you.



2. Extend the stacker.



Chapter 4




Setting the ScanSnap

This chapter describes the basic settings of the ScanSnap.

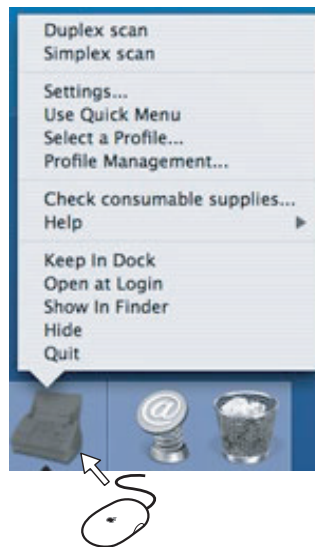
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4.1 About the ScanSnap Icon


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.



■ 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 window are used when scanning is performed with a [SCAN] button  press. ⇒ Refer to "4.2 Changing Scanning Settings" (page 53) .
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 26) .
Select a Profile	The "Select a Profile" window appears. For details, refer to "Select a Profile" window" (page 52) .
Profile Management	The "Profile Management" window appears. You can edit profiles. ⇒ Refer to "4.3 Saving Scanning Settings" (page 80) .
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 214) .
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 X is started up.
Show In Finder	You can view the contents of the "ScanSnap" folder with Finder.
Hide/Show	You can hide and re-show all ScanSnap Manager windows on the desktop.
Quit	You can quit ScanSnap Manager.



Depending on the version of Mac OS X being used, the menu items may be slightly different from what is described above.

■ "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 37](#)).
For how to create and edit profiles, refer to "[4.3 Saving Scanning Settings](#)" ([page 80](#)).



The "Select a Profile" window is not displayed in Quick Menu Mode ([page 28](#)).
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.

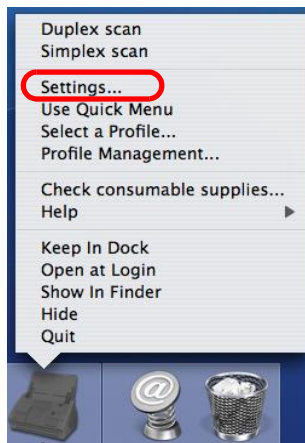
ScanSnap Manager menu appears when you press and hold the mouse button on the icon. From this menu, you can start scanning, configure settings for scanning, and check the consumable status.

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

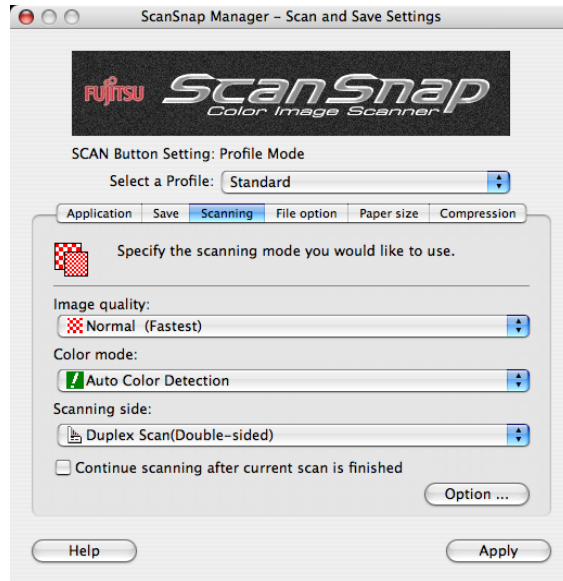
The following describes how to change the settings.





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



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




 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 57)
- The destination to save scanned images ⇒ "[Save] tab" (page 61)
- 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 64)
- File format for the scanned image ⇒ "[File option] tab" (page 69)
(file format and number of pages per PDF file)
- Paper size of the document ⇒ "[Paper size] tab" (page 71)
- File size for saving scanned images ⇒ "[Compression] tab" (page 78)

 Settings for scanning vary between Quick Menu Mode and Profile Mode. For details, refer to "[Appendix B Quick Menu Mode / Profile Mode](#)" (page 233).
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**



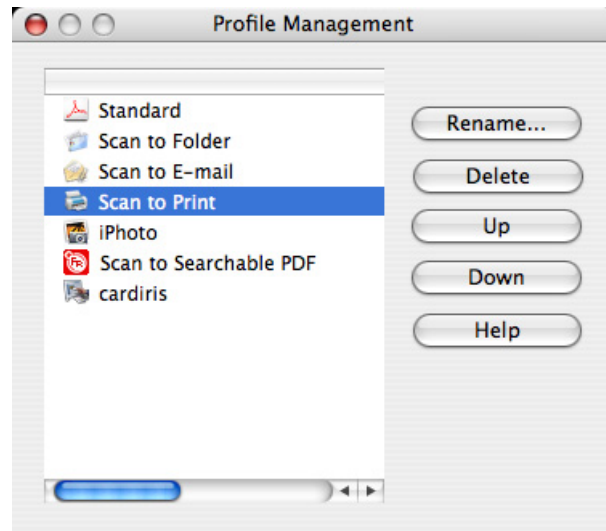
You can switch between profiles configured beforehand by selecting a profile in the [Select a Profile] pop-up menu.

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 v10.3.4 or later.)
- Scan to Searchable PDF (only when ABBYY FineReader for ScanSnap is installed)
- Cardiris (only when Cardiris 3.6 for ScanSnap is installed)

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

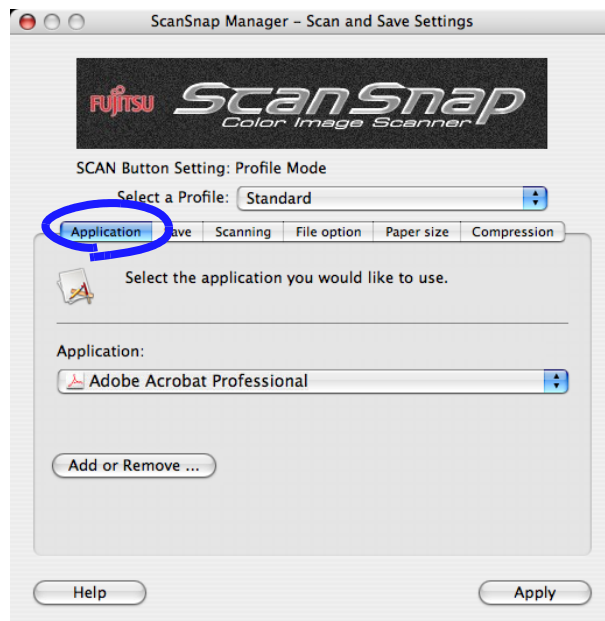
- Add Profile
New profiles can be added to suit your needs or preferences by selecting this item. For details on how to add a profile, refer to ["Adding profiles" \(page 81\)](#).
- Profile Management
Selecting this item displays the "Profile Management" window.




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" \(page 85\)](#).

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 140)
- Scan to Folder (↔page 97)
- Scan to E-mail (↔page 114)
- Scan to Print (↔page 129)
- Scan to Searchable PDF (This appears when ABBYY FineReader for ScanSnap is installed.) (↔page 145)
- Cardiris (This appears when Cardiris 3.6 for ScanSnap is installed.) (↔page 180)



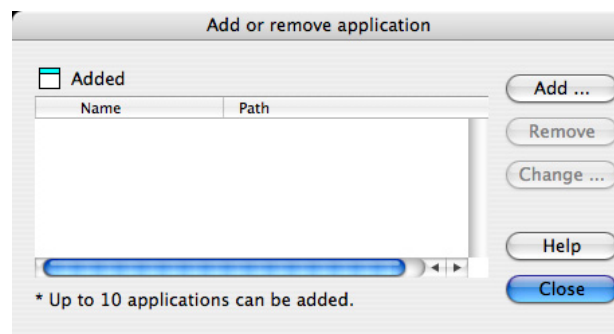
- The above applications will be added automatically into the selection list if installed. Uninstalled applications will be removed from the list automatically.
- If you select "Scan to File (only save image data to file)," the scanned image is saved to file after scanning is complete. The scanning result 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

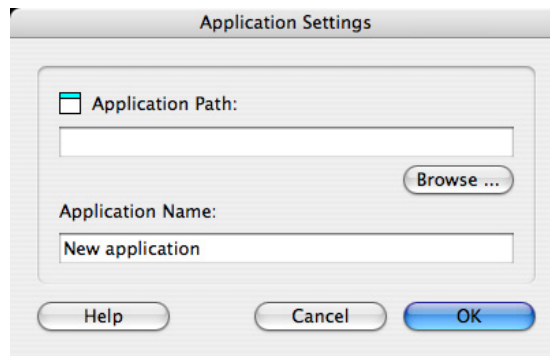
Applications can be added to and removed from the [Application] pop-up menu. When you click the [Add or Remove] button, the following window is displayed. (Up to ten applications can be registered.)



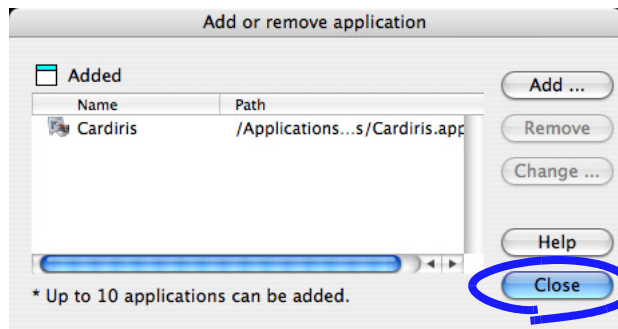
<To add an application>

- 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.



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>

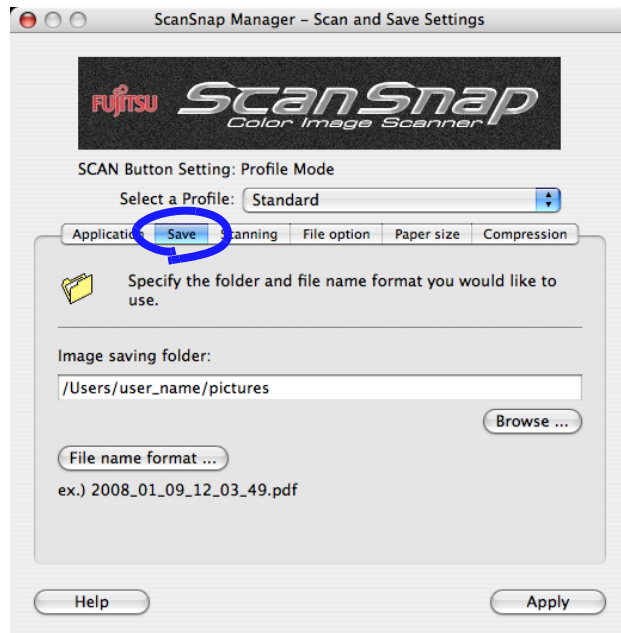
1. Create an alias of the application you wish to add.
2. Drag-and-drop any file in JPEG format (*.jpg) onto the alias.
⇒ If the application starts up and the file opens, the application supports JPEG format files.

<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>

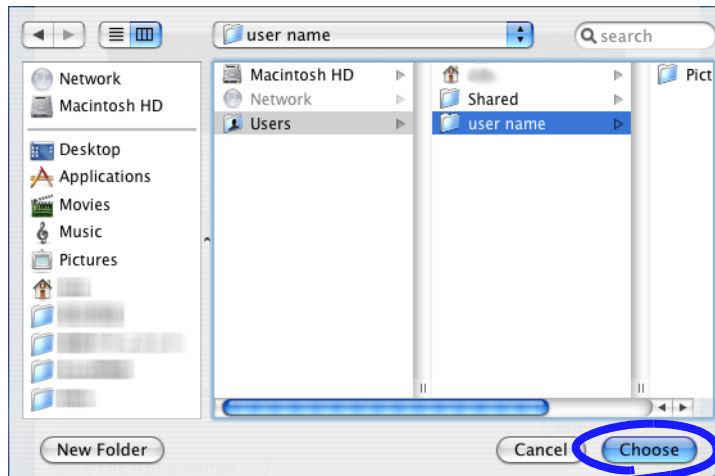
- 1) Select an application for which you wish to change the settings in the "Add or remove application" window, and click the [Change] button.
⇒ The "Application Settings" window appears.
- 2) Change settings to the desired settings.
- 3) Click the [OK] button to finish setting.
⇒ The "Add or remove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

[Save] tab

- **Image saving folder:**

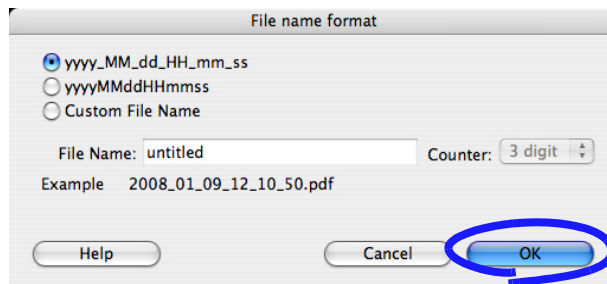
Specify the folder to save the scanned images.

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" radio button
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 January 9, 2008 at 12:10:50, the file name will be "2008_01_09_12_10_50.pdf."
- "yyyyMMddHHmmss" radio button
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 January 9, 2008 at 12:10:50, the file name will be "20080109121050.pdf."
- "Custom File Name" radio button
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.)

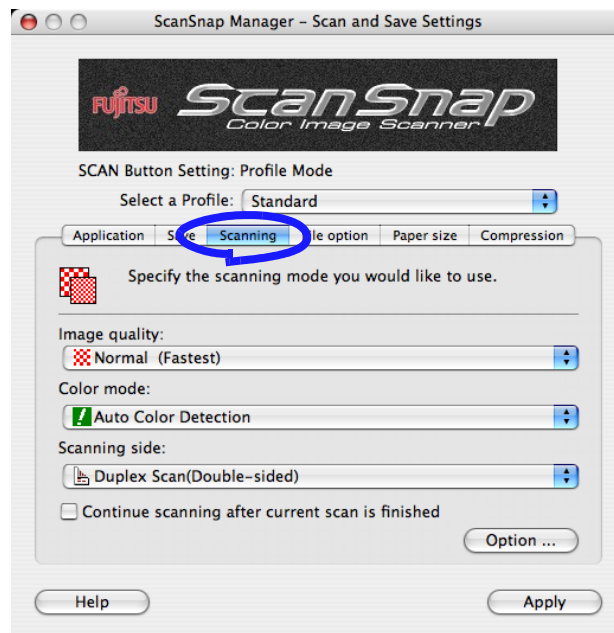


About "Counter" (serial number)

- 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.



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
- Documents printed in two colors; many parts of documents are colored in dark color such as dark gray similar to black

To scan such documents in color, select "Color" in the [Color mode] pop-up menu.

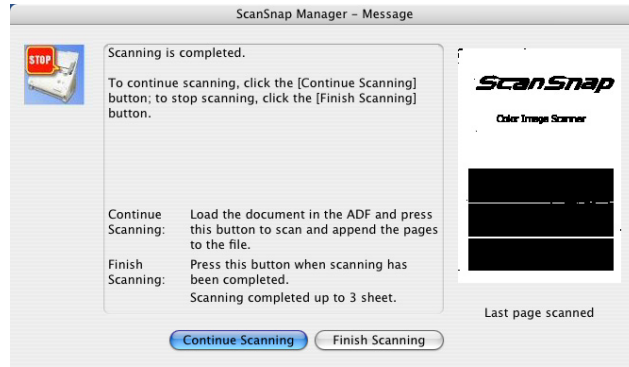



■ Scanning side:

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.

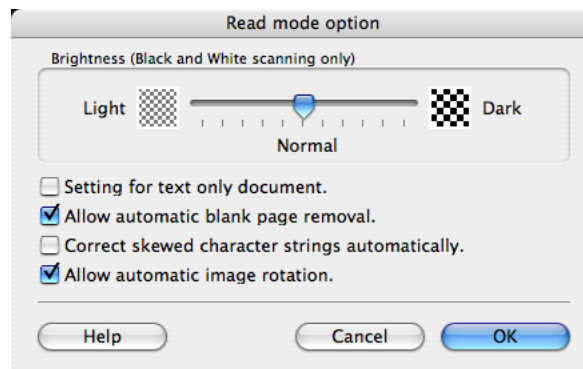
* It is possible to continue scanning up to 1,000 pages for one PDF file.

* 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.



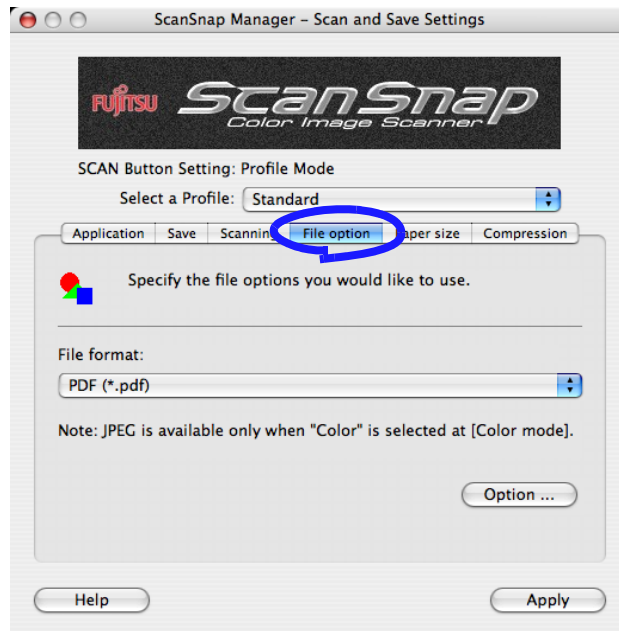
This function detects the orientation based on characters on the document. Therefore, it does not work properly for the following kinds of document:

- 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)



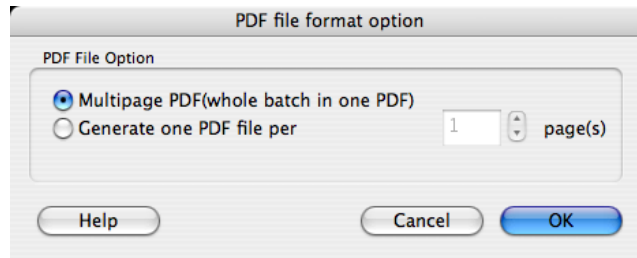
"JPEG (*.jpg)" is not available when "Auto Color Detection" or "B&W" is selected from the [Color mode] pop-up menu on the [Scanning] tab.

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.

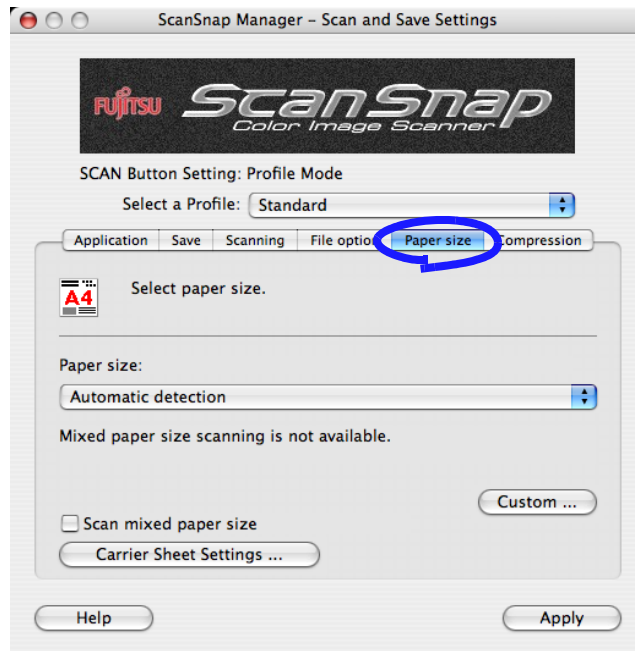


The number of files displayed after the scanning depends on the application interacting with the ScanSnap, which you selected in the [Application] tab.

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)



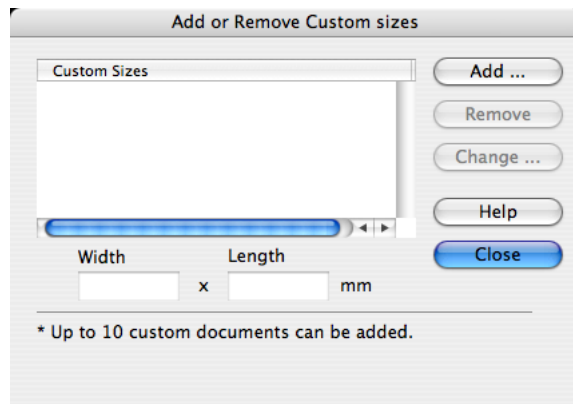
- Depending on the document size and scanning settings, the output image data may contain shadows of its edges.
- To use the Carrier Sheet, "Automatic detection" must be selected.



We recommend use of the Automatic detection settings.

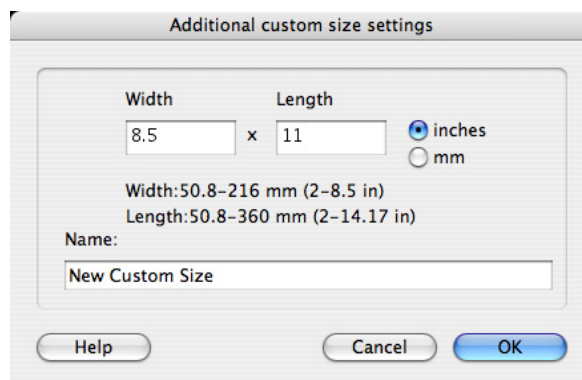
■ [Custom] button

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.
- 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.
⇒ The entered name is displayed in the [Paper size] pop-up menu.

<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).

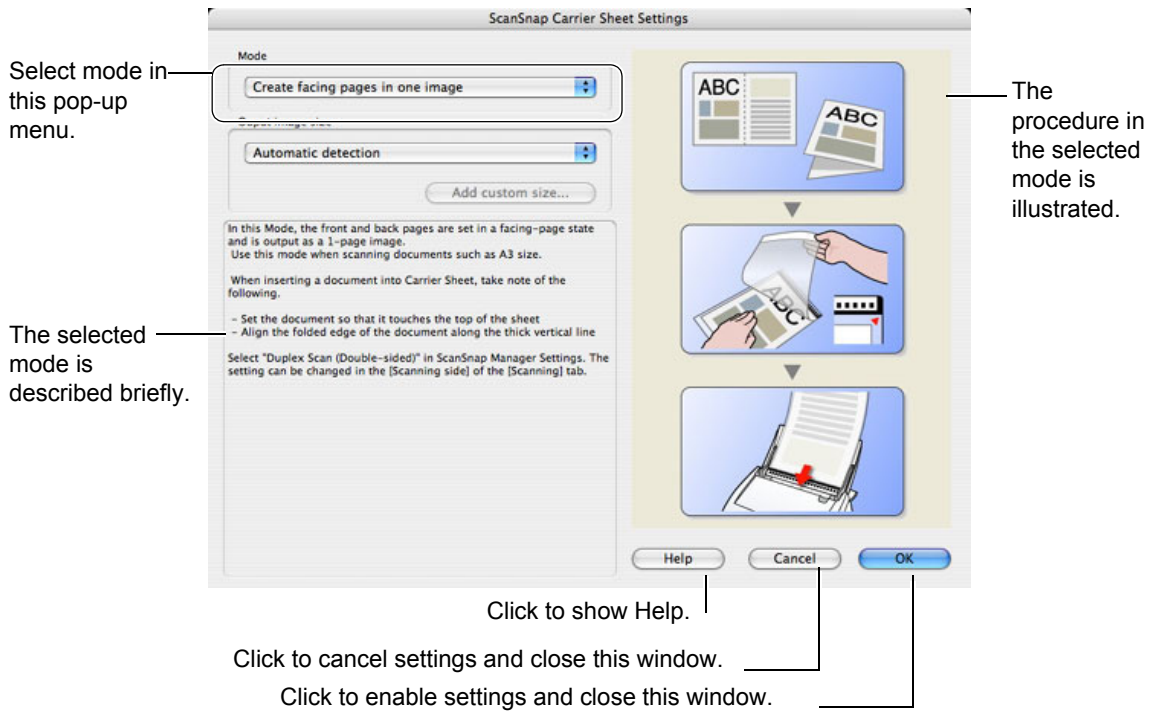


■ **"Scan mixed paper size" checkbox**

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

■ **[Carrier Sheet Settings] button**

You can set or change settings to scan with the Carrier Sheet on the following window.



The following explains settings you can change in the "ScanSnap Carrier Sheet Settings" window.

■ Mode

You can specify a method of scanning with the Carrier Sheet.

There are two modes:

- **Create facing pages in one image**

This mode is used for scanning a document in duplex mode, folding it in half. A double-page spread image is output, combining the front and back page images.

Use this mode for scanning a document larger than A4 size up to A3, B4, or 11" x 17" (single side).

- **Create front and back images separately**

This mode is used for creating scanned images in their original sizes by cropping them.

Use this mode for scanning documents that are difficult to set directly on the ScanSnap with the Carrier Sheet.

For examples; photographs, on which you do not want to make scratches, or irregular-sized documents such as clippings of articles.

In this mode, the front and back side images are output separately, if scanned in duplex mode.



- When scanning documents in [Create facing pages in one image] mode, select [Duplex Scan] in the [Scanning side] pop-up menu on the [Scanning] tab of the "ScanSnap Manager - Scan and Save Settings" window.
- How to load documents differs between modes. For details, refer to "6.2 Using the Carrier Sheet" (page 184).

■ **Output image size**

You can specify an image size to output images of scanned documents. You can select it from the following paper sizes.

Mode: Create facing pages in one image	Mode: Create front and back images separately
Automatic detection	Automatic detection
A3 (297 x 420 [mm])	-
-	Carrier Sheet size (216 x 297 [mm])
-	A4 (210 x 297 [mm])
-	A5 (148 x 210 [mm])
-	A6 (105 x 148 [mm])
-	Post Card (100 x 148 [mm])
B4 (JIS) (257 x 364 [mm])	-
-	B5 (JIS) (182 x 257 [mm])
-	B6 (JIS) (128 x 182 [mm])
-	Letter (8.5 x 11 [in.], 216 x 279.4 [mm])
11 x 17 (11 x 17 [in.], 279.4 x 431.8 [mm])	-
-	Business Card Portrait (55 x 90 [mm])
-	Business Card Landscape (90 x 55 [mm])
-	Custom (up to five sizes can be created)



- When you select [Automatic detection] in the [Output image size] pop-up menu, scanned document sizes are automatically detected, and each image is output in a standard size (other than Custom and Carrier Sheet size) in the above table, which best matches the original document size. You do not have to select a size in the [Output image size] pop-up menu every time.
- When you select [Carrier Sheet size] in the [Output image size] pop-up menu, images are output in the Carrier Sheet size. With Adobe Acrobat, you can trim images to create images in a preferred size. In Adobe Acrobat, to trim an image, select [Tools] from the menu bar, and select [Advanced Editing] ⇒ [Crop tool]. Select an rectangular area you want to trim using the Crop tool, and then double-click the selected area.



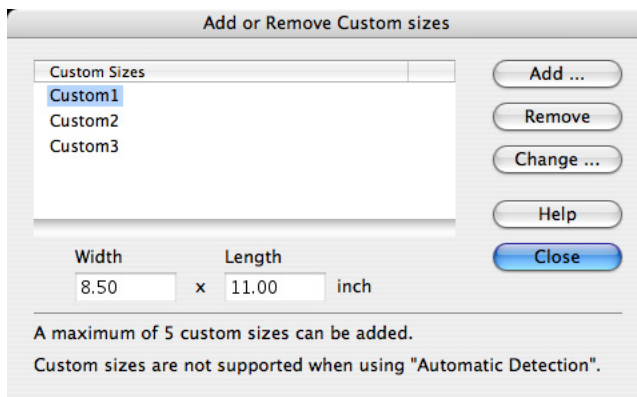
- When you select [Automatic detection] in the [Output image size] pop-up menu and scan an irregular-sized document (not in the table above), the scanned image is output in a standard size longer than and nearest to the original document size.
The next longer standard size may not be wide enough for your document. If the document is clipped, or if you want to output a scanned document image in its original size, create a custom document size beforehand in the "Add or Remove Custom sizes" window, and then select the custom size in the [Output image size] pop-up menu. The "Add or Remove Custom sizes" window appears when the [Custom] button is clicked.
- When you select [Automatic detection] in the [Output image size] pop-up menu, the output image size may be larger than the original. If so, try the following:
 - Insert a document into the Carrier Sheet so that the sides of the document and Carrier Sheet becomes parallel.
 - Adjust the side guides to the width of the Carrier Sheet to prevent the Carrier Sheet from skewing.

If the situation does not improve, select a size in the [Output image size] pop-up menu.

[Add custom size] button

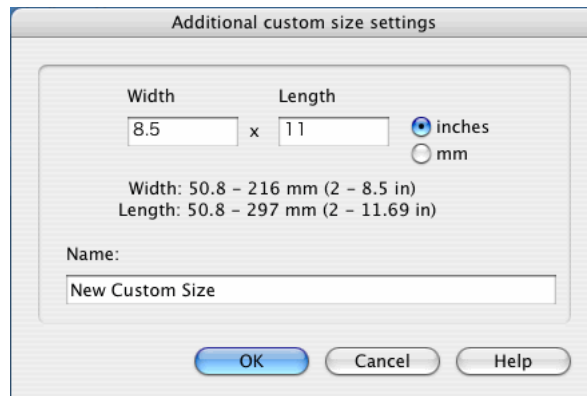
You can create up to five custom sizes.

Clicking the [Add custom size] button displays the following window.



To add custom size documents

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



- Type in the width and length.
You can create custom sizes of the following:
Width: 50.8 - 216 mm (2 - 8.5 in.)
Length: 50.8 - 297 mm (2 - 11.69 in.)
 - Type in a name you want to use for the custom size in the "Name" field.
⇒ The new name is added in the [Output image size] pop-up menu.
- 3) When you finish, click the [OK] button.
⇒ A new custom size is added in the list.
 - 4) Click the [Close] button to close the "Add or Remove custom sizes" window.

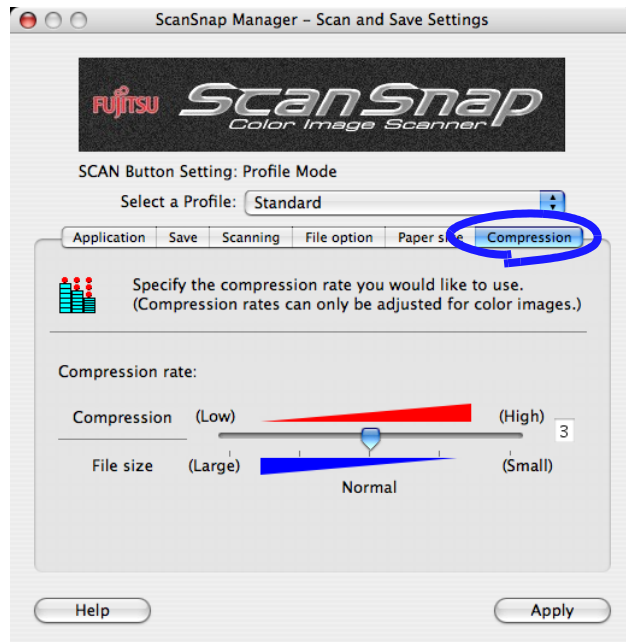
To delete custom sizes

- 1) In the "Add or Remove custom sizes" window, select a custom size you want to delete, and click the [Remove] button.
- 2) In the confirmation message window, click the [Yes] button.
- 3) In the "Add or Remove custom sizes" window, verify that the custom size is deleted, and then click the [Close] button.

To change settings

- 1) In the "Add or Remove custom sizes" window, select a custom size you want to change settings, and then click the [Change] button.
- 2) The "Additional custom sizes settings" window appears. Make change to meet your preferences.
- 3) When you finish, click the [OK] button.
⇒ The "Add or Remove custom sizes" window appears, and changes made take effect.
- 4) Click the [Close] button to close the "Add or Remove custom sizes" window.

[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.



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



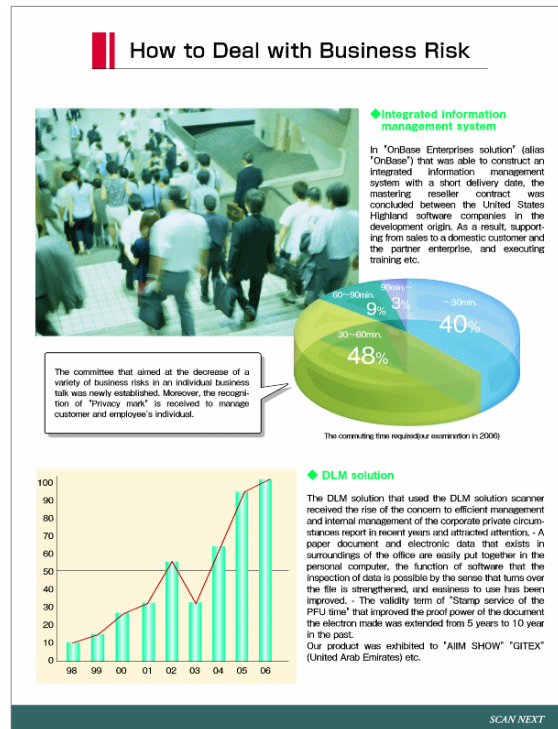
Image data size

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	1	2	3	4	5
Image quality					
Normal (Fastest)	501	247	215	171	136
Better (Faster)	851	377	327	261	204
Best (Slow)	1523	650	556	451	359
Excellent (Slower)	4618	1789	1538	1218	964

(unit: K bytes)

Color mode: B&W

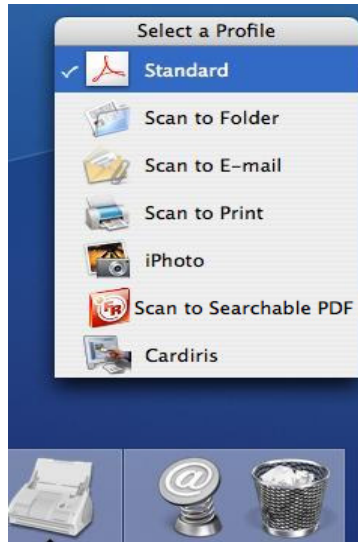
Compression rate	-
Image quality	
Normal (Fastest)	102
Better (Faster)	153
Best (Slow)	278
Excellent (Slower)	704

(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.




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.

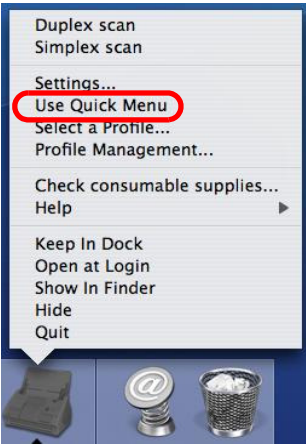


The following explains the operations.

■ Adding profiles



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

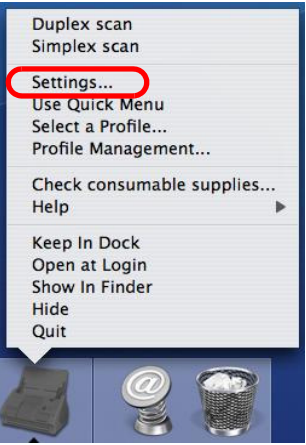


⇒When you uncheck [Use Quick Menu], the ScanSnap Manager Menu above disappears once.



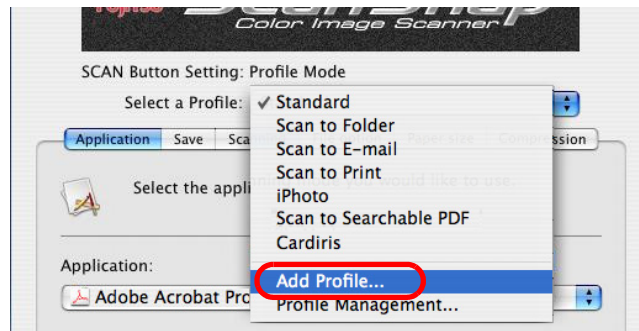
When [Use Quick Menu] is marked, the [SCAN] button enters Quick Menu Mode. You cannot add or edit profiles in Quick Menu Mode.

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



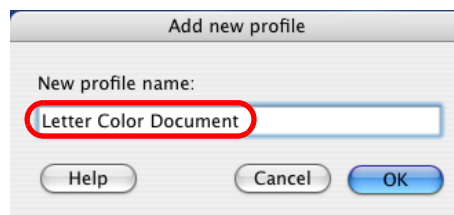
⇒The "ScanSnap Manager - Scan and Save Settings" window appears.

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

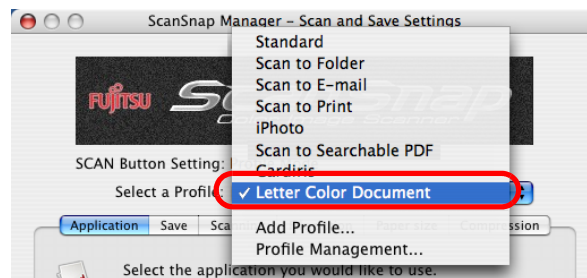


⇒The "Add new profile" window appears.

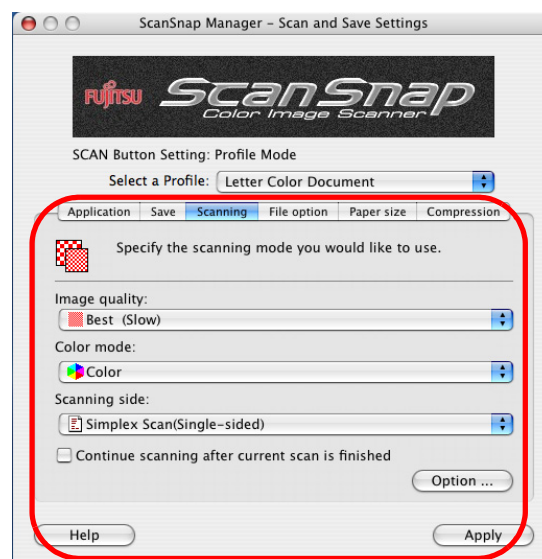
4. Type in a profile name, and then click the [OK] button.



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




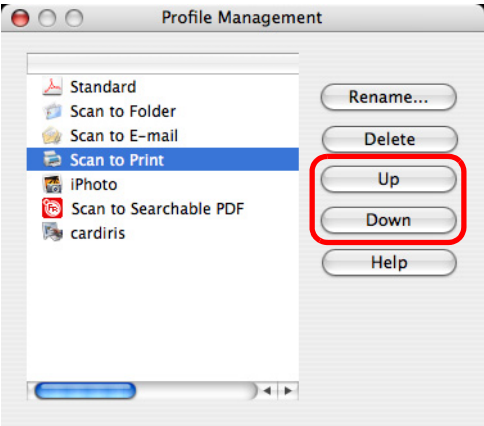
5. In the "ScanSnap Manager - Scan and Save Settings" window, change scanning settings to meet your preferences.




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



- 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. (The [Standard] profile will always be the top of the list.)
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.




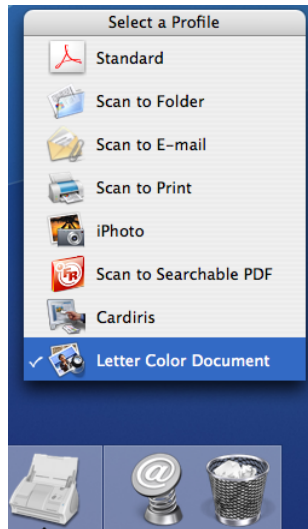
⇒The "Profile Management" window is closed.



■ Scanning with an added profile



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

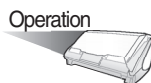
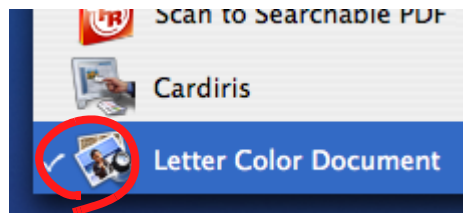


⇒The "Select a Profile" window appears.

(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.

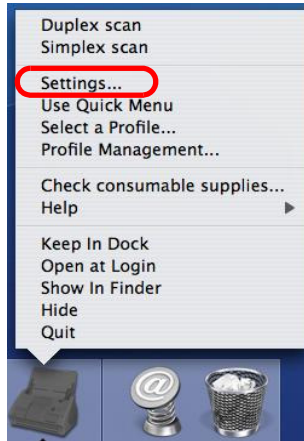
4. Press the [SCAN] button  .

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

■ Changing settings for profiles

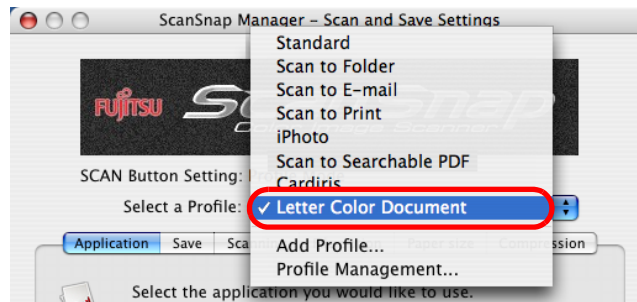


1. Click and hold the ScanSnap Manager icon , and then select [Settings].



⇒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.

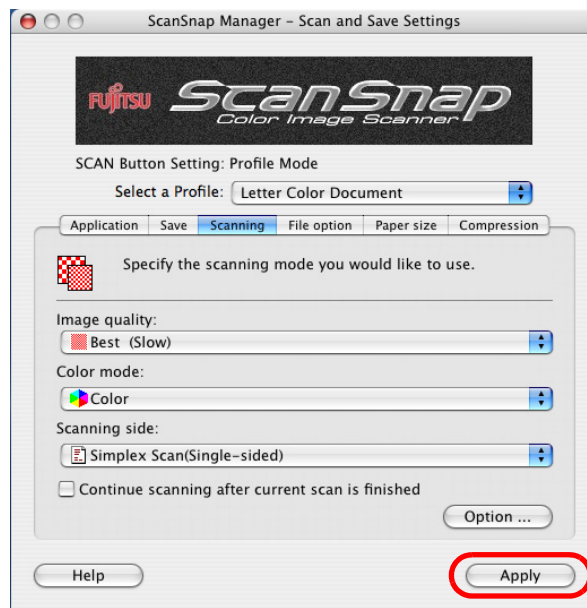


3. Change settings for the selected profile.



For detailed information on how to configure scanning settings for profiles, refer to ["4.2 Changing Scanning Settings" \(page 53\)](#).

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



Renaming profiles

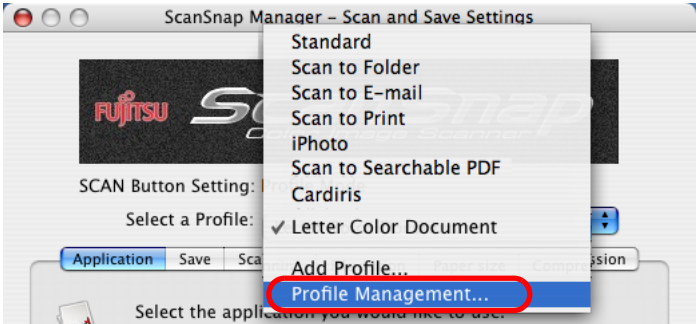


- 1. Click and hold the ScanSnap Manager icon , and then select [Settings].



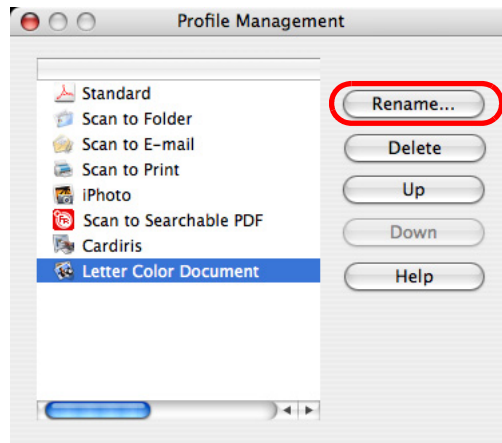
⇒The "ScanSnap Manager - Scan and Save Settings" window appears.

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




⇒The "Profile Management" window appears.

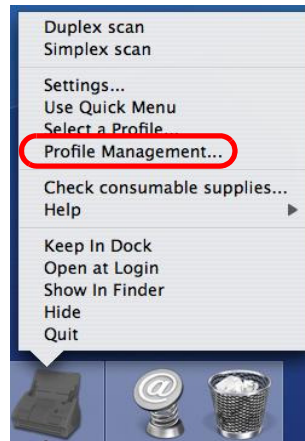
3. Select a profile name which is to be renamed, and click the [Rename] button.



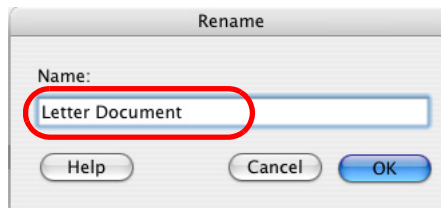
You can also invoke the "Profile Management" window by selecting [Profile Management] in the menu which pops up when clicking and holding the

ScanSnap Manager icon .

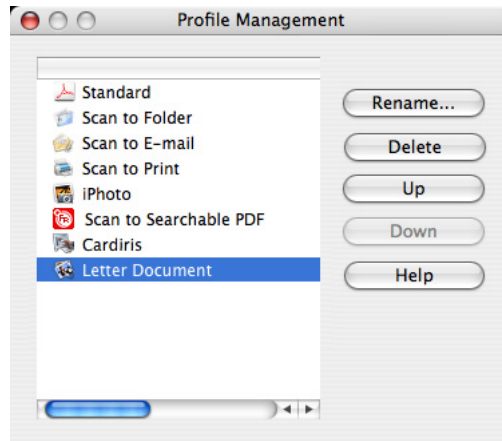
Change profile names as you do in the "ScanSnap Manager - Scan and Save Settings" window. Select a profile name from the list, and then perform Steps 3 to 5.




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



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

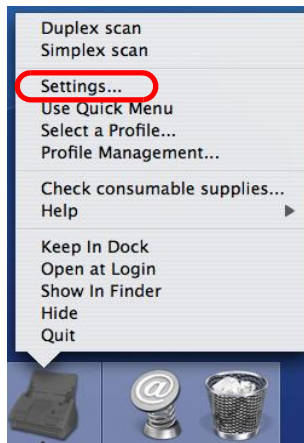


- Click the close button  in the upper left corner of the window.
⇒The "Profile Management" window is closed.
- Click the [Apply] button in the "ScanSnap Manager - Scan and Save Settings" window.

■ Deleting profiles

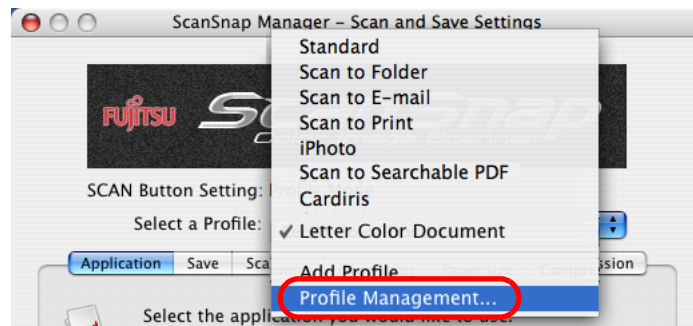


1. Click and hold the ScanSnap Manager icon , and then select [Settings].



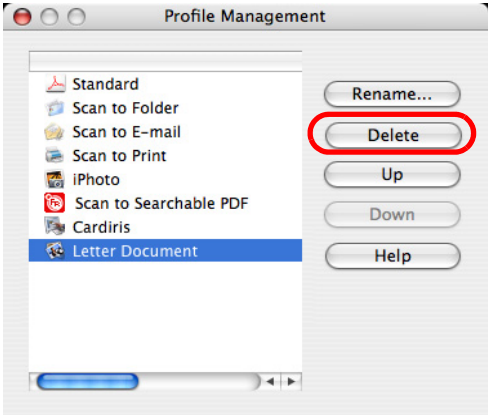
⇒ The "ScanSnap Manager - Scan and Save Settings" window appears.

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




⇒ The "Profile Management" window appears.

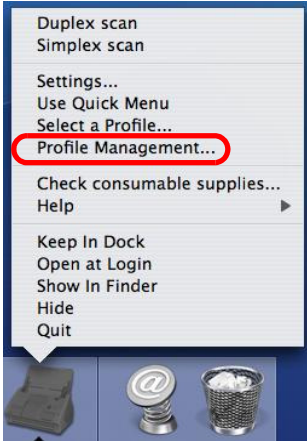
3. Select a profile name from the list, and then click the [Delete] button.




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.



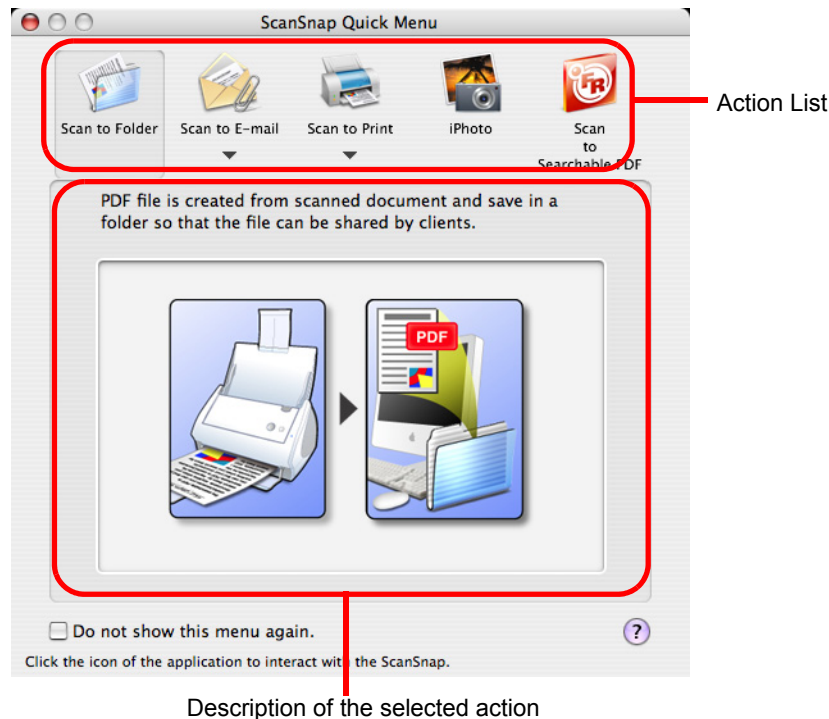
4. Click the close button  in the upper left corner of the window.
⇒The "Profile Management" window is closed.

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

4

4.4 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 five 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 97)
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 114)
Scan to Print	Scanned images are printed with the printer. ⇒ "5.4 Using the ScanSnap as a Copy Machine" (page 129)
iPhoto	PDF files are created from the scanned images and displayed with iPhoto. ⇒ "5.5 Sending Data to iPhoto" (page 140)

<p>Scan to Searchable PDF</p>	<p>Scanned documents are text-recognized and converted into a searchable PDF file. ⇒ "5.6 Converting Scanned Images into Searchable PDF Files" (page 145)</p>
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- "iPhoto" option is displayed when iPhoto version 5 or later has been installed on your computer.
- "Scan to Searchable PDF" option is displayed when ABBYY FineReader for ScanSnap is installed.

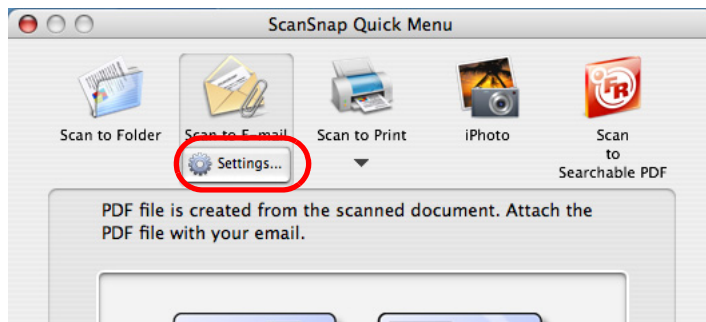
Description of the selected action

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.



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


- Scan to E-mail (⇒ [page 114](#))
- Scan to Print (⇒ [page 129](#))

"Do not show this menu again" checkbox

If this checkbox is marked, the ScanSnap Quick Menu is not displayed again.

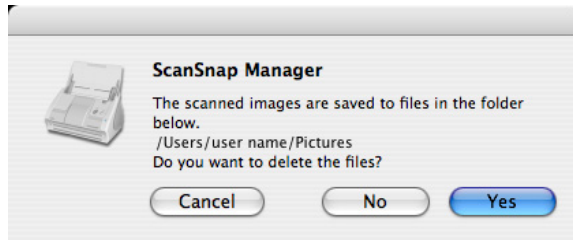
The mode used for scanning is switched from Quick Menu Mode to Profile Mode.

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.

 • 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	96
5.2 Saving Data in the Specified Folder	97
5.3 Sending Files by E-mail.....	114
5.4 Using the ScanSnap as a Copy Machine	129
5.5 Sending Data to iPhoto	140
5.6 Converting Scanned Images into Searchable PDF Files	145

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.

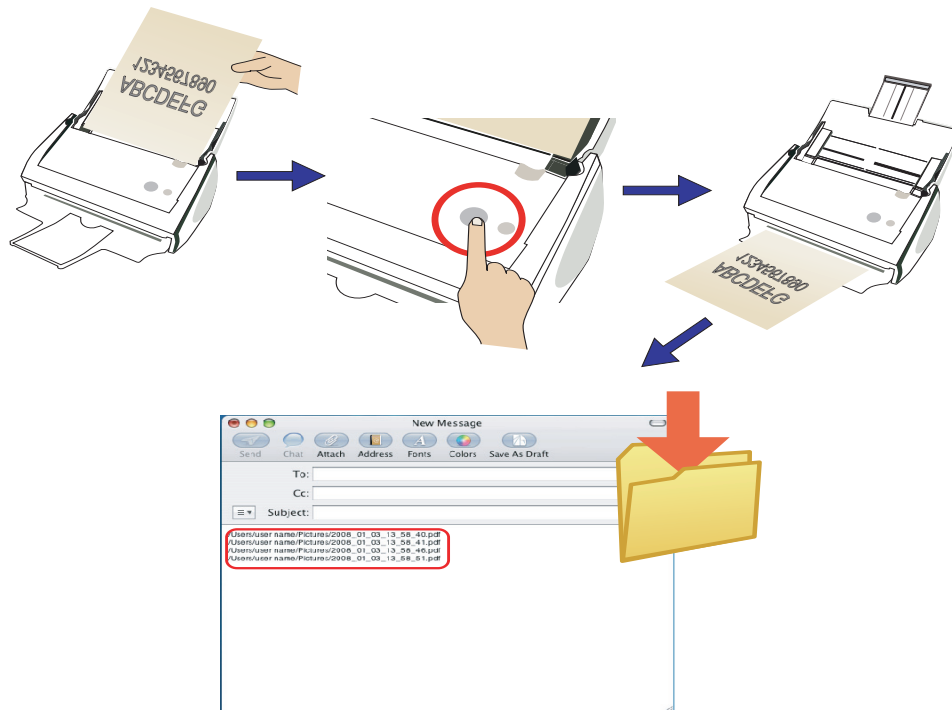


The e-mail software used are the applications specified in the following;

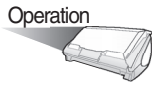
- For Mac OS X v10.3 or later
The application specified in [Preferences] - [General] - [Default Email Reader] in the menu bar of Mail
- For Mac OS X v10.2
The application specified in [System Preferences] - [Internet] - [Email] - [Default Email Reader]

Note that the following e-mail software is supported.

- Mail
- Microsoft® Entourage® 2004 for Mac
- Microsoft® Entourage® 2008 for Mac



■ Quick Menu Mode operation



1. Load the document onto the ScanSnap.

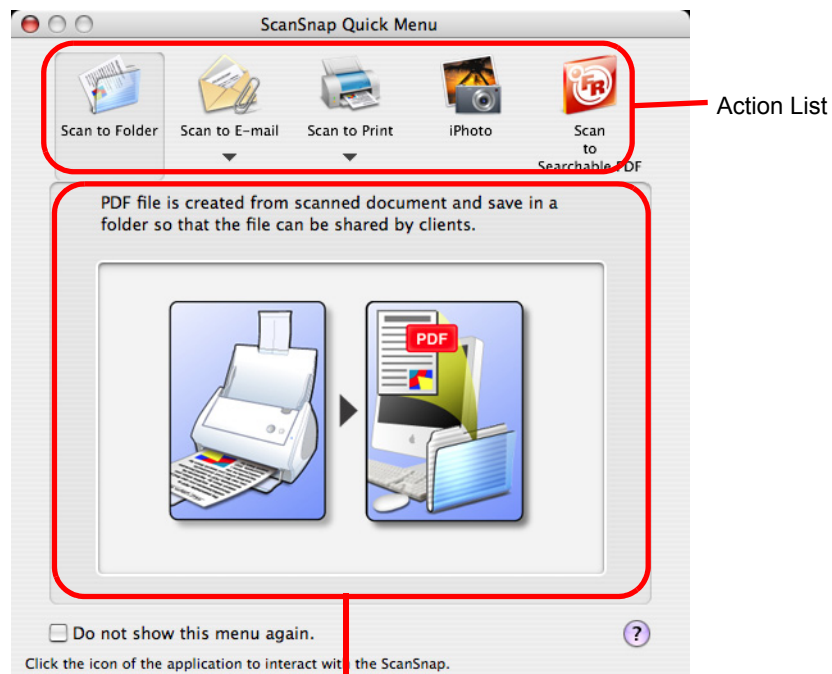


For details, refer to "3.2 Paper Sizes of Documents to be Scanned" (page 43) and "3.3 Loading Documents" (page 46).

2. Press the [SCAN] button .

⇒ Scanning is started.

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



Description of the selected action

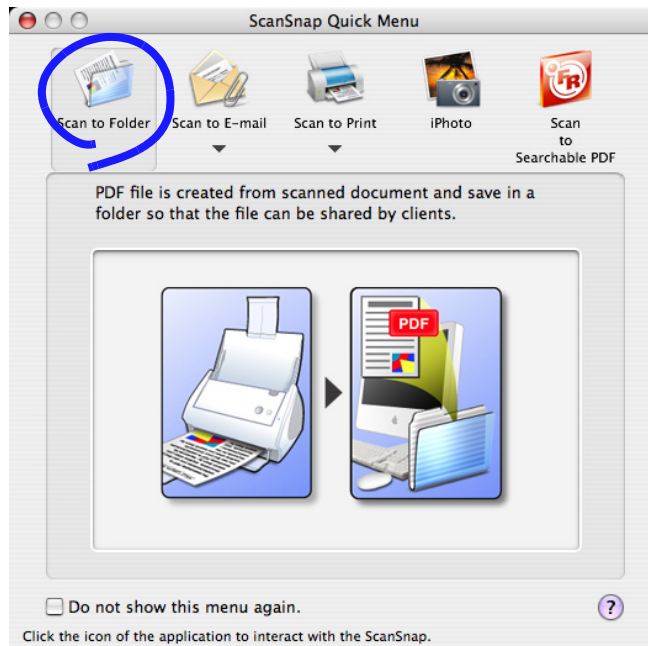


- When the ScanSnap Quick Menu is displayed, until the preview window closes, operation of the ScanScap is not possible, even if the [SCAN] button is pressed. After the process has finished, you can scan another document.
- Do not move, delete, or rename files in other applications after the ScanSnap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



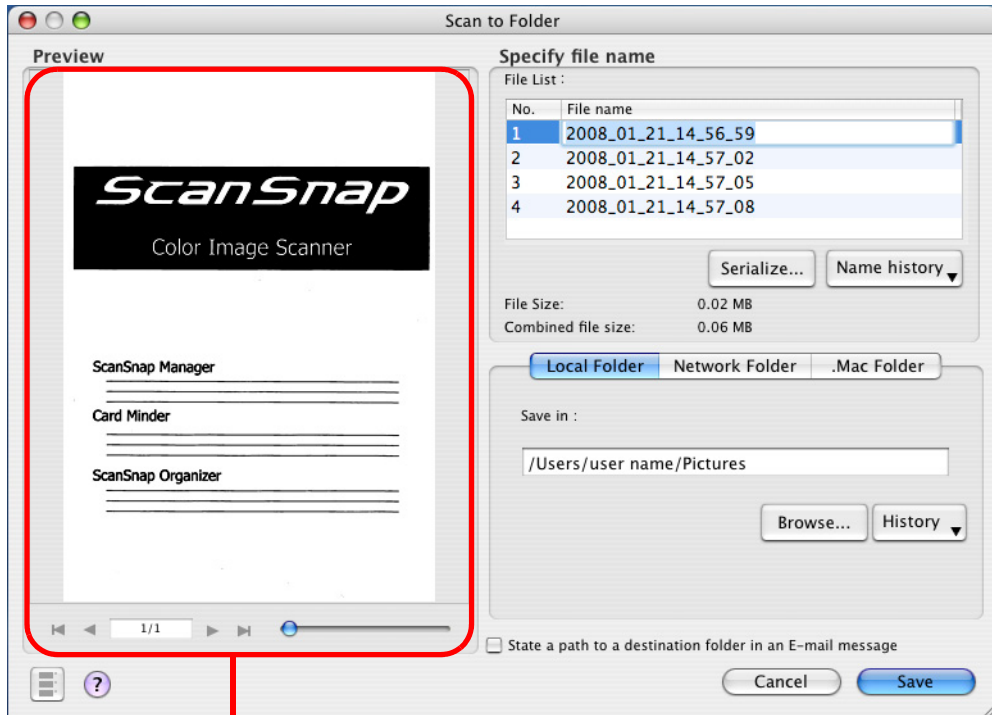


3. Place the mouse cursor on [Scan to Folder].
⇒ A description of the [Scan to Folder] action is displayed.
4. Click [Scan to Folder] in the Action List.



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



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 file name, file size and combined file size are displayed under "Specify file name."

You can change file names and select a file to display.

File List

File names are displayed.

No.	File name
1	2008_01_21_14_56_59
2	2008_01_21_14_57_02
3	2008_01_21_14_57_05
4	2008_01_21_14_57_08

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

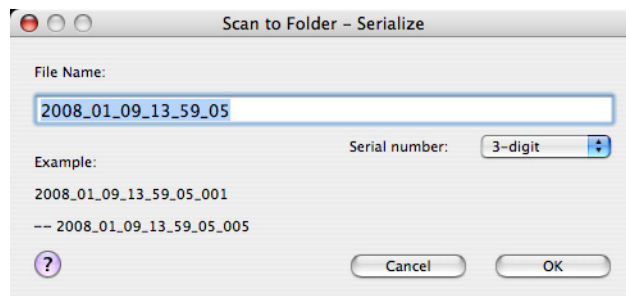
The size of the selected file is displayed in megabytes.

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

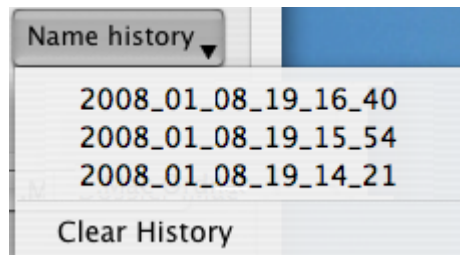
Clicking this confirms your preferences selected in this window.

[Cancel] button

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

[Name history] pop-up menu

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.)

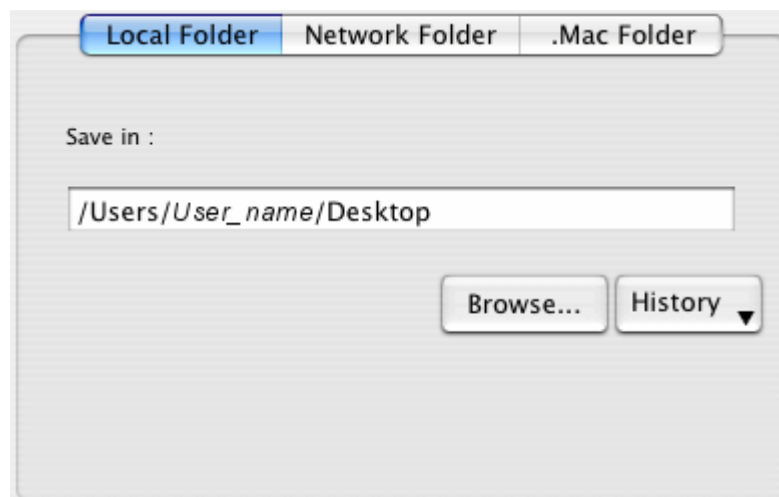


Select a file name, and the file names selected in the "File List" are changed to the selected file name.

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

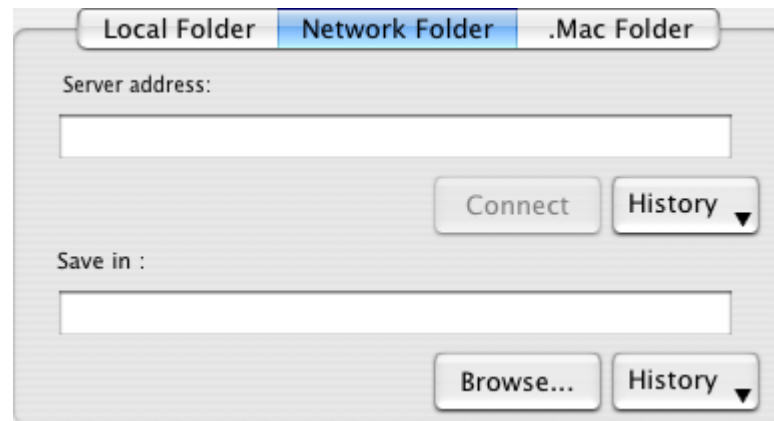
Clicking this button displays the "Select folder to Save" window. Specify a destination folder in the window.

[History] pop-up menu

A list of folder names is 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] pop-up menu

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

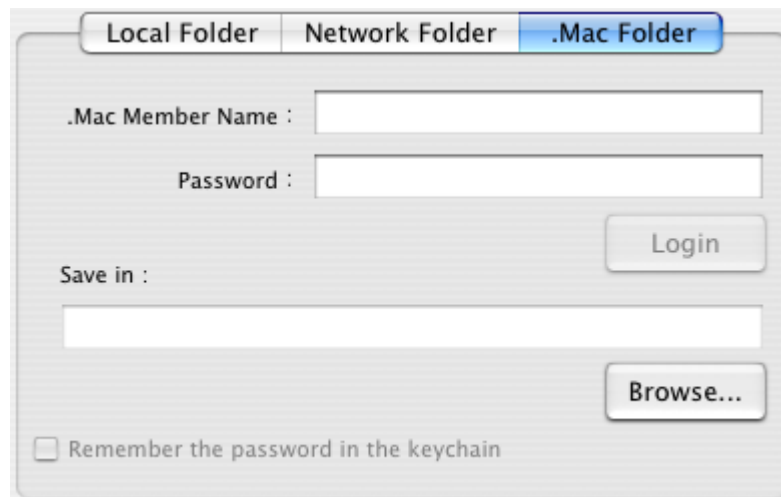
Clicking this button displays the "Select folder to Save" window. Specify a destination folder in the window.

[History] pop-up menu

A list of folder names is 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" checkbox

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.

 **HINT** 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.

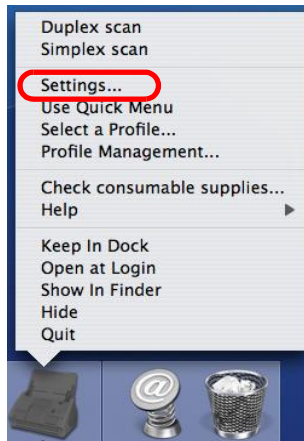
 **ATTENTION**

- 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

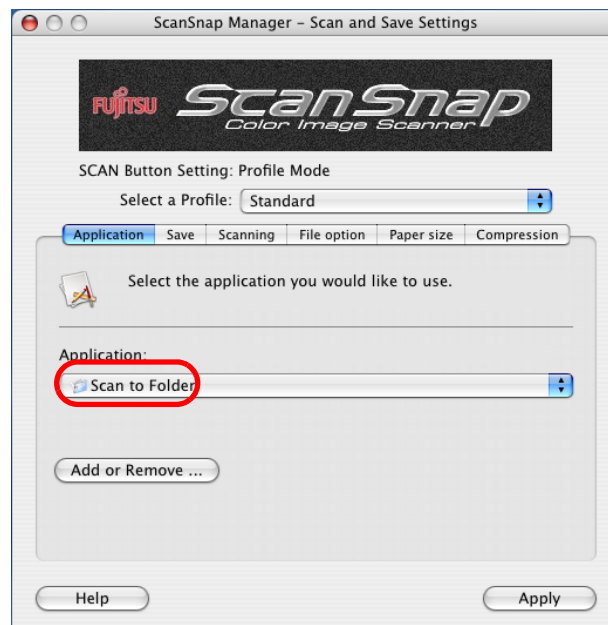


1. Select [Settings] in the ScanSnap Manager Menu, which pops up when clicking and holding the ScanSnap Manager icon .




⇒ 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.

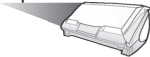


- To start scanning right after selecting the profile, press the [SCAN] button on the ScanSnap. Doing so also closes the "ScanSnap Manager - Scan and Save Settings."
- Changes you have made in the above procedure take effect from the next time you scan documents using the profile.
For details on how to change settings, refer to ["4.3 Saving Scanning Settings" \(page 80\)](#).
- "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.

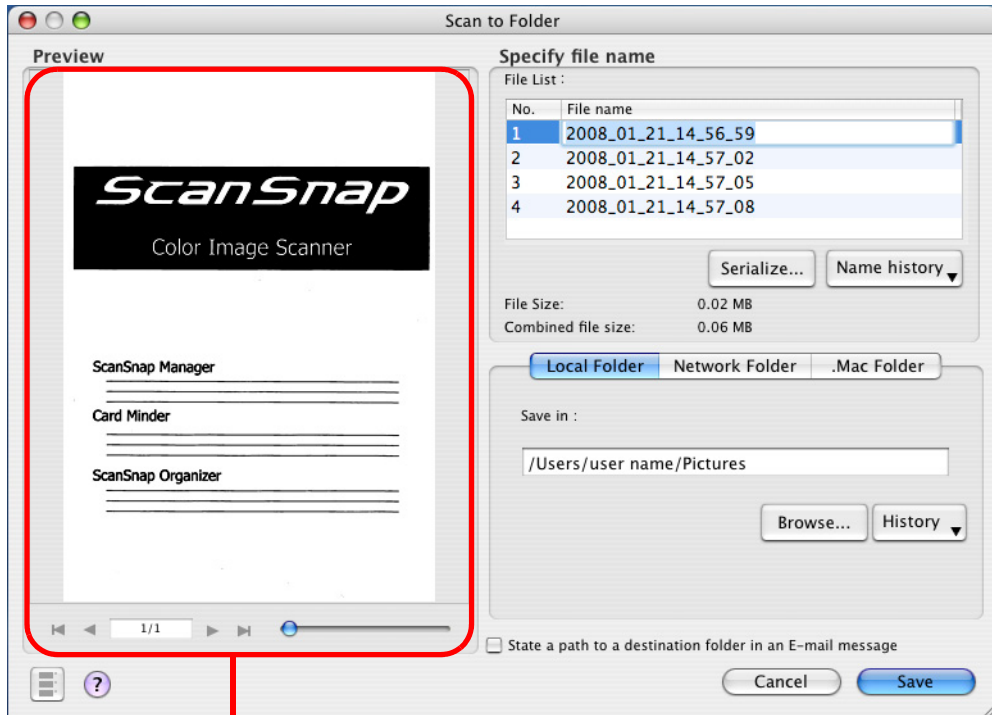


For details, refer to ["3.2 Paper Sizes of Documents to be Scanned" \(page 43\)](#) and ["3.3 Loading Documents" \(page 46\)](#).

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



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 window with the mouse cursor. The previewed image is also scaled up or down according to the window size.





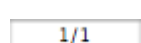



Preview Window

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



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 file name, file size and combined file size are displayed under "Specify file name."

You can change file names and select a file to display.

File List

File names are displayed.

No.	File name
1	2008_01_21_14_56_59
2	2008_01_21_14_57_02
3	2008_01_21_14_57_05
4	2008_01_21_14_57_08

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

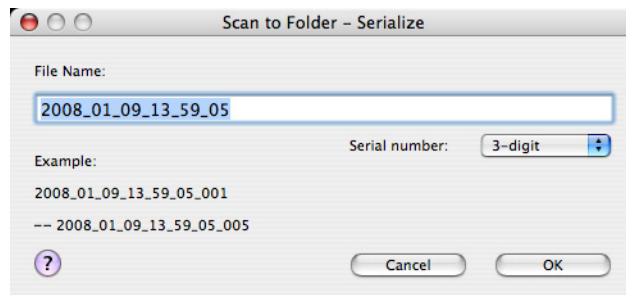
The size of the selected file is displayed in megabytes.

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

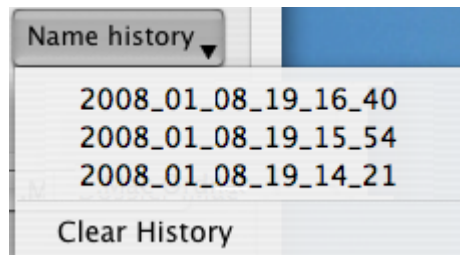
Clicking this confirms your preferences selected in this window.

[Cancel] button

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

[Name history] pop-up menu

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.)

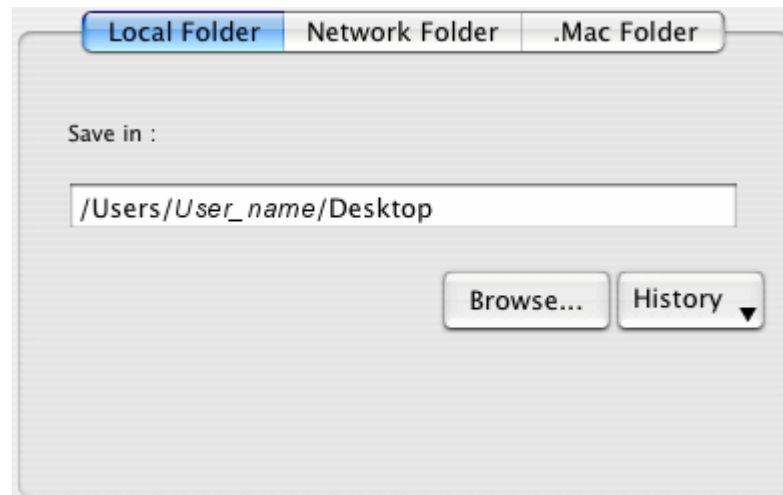


Select a file name, and the file names selected in the "File List" are changed to the selected file name.

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

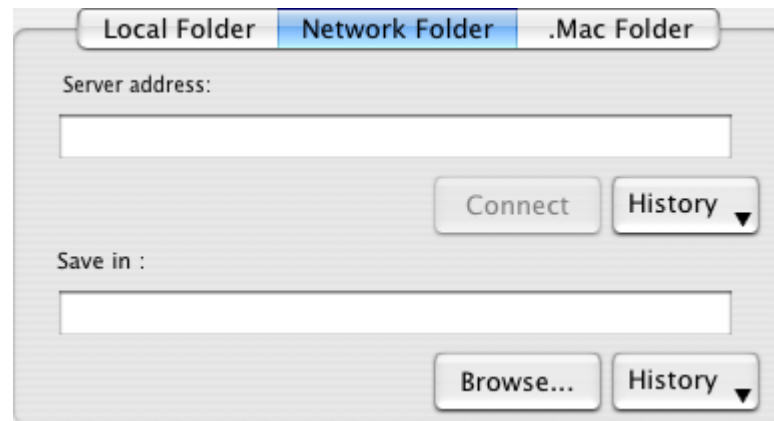
Clicking this button displays the "Select folder to Save" window. Specify a destination folder in the window.

[History] pop-up menu

A list of folder names is 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] pop-up menu

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

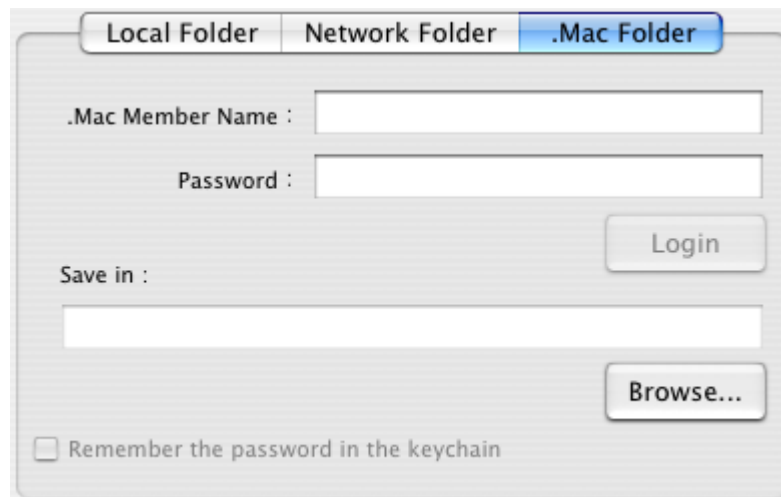
Clicking this button displays the "Select folder to Save" window. Specify a destination folder in the window.

[History] pop-up menu

A list of folder names is 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" checkbox

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.

 **HINT** 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.

 **ATTENTION**

- 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.

 **HINT**

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.

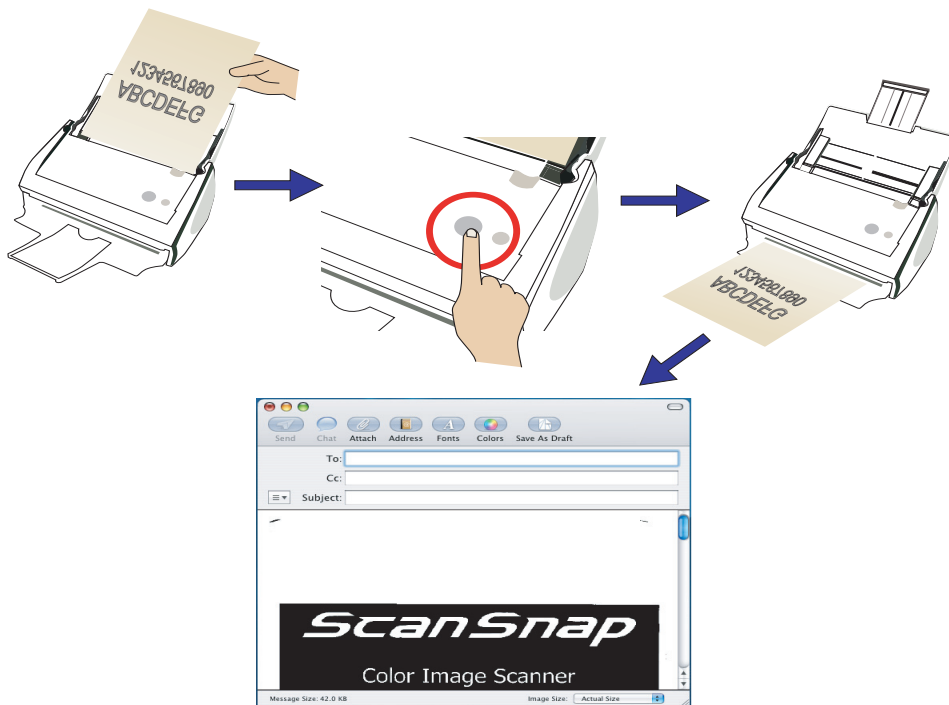


The e-mail software used are the applications specified in the following;

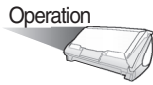
- For Mac OS X v10.3 or later
The application specified in [Preferences] - [General] - [Default Email Reader] in the menu bar of Mail
- For Mac OS X v10.2
The application specified in [System Preferences] - [Internet] - [Email] - [Default Email Reader]

Note that the following e-mail software is supported.

- Mail
- Microsoft® Entourage® 2004 for Mac
- Microsoft® Entourage® 2008 for Mac



■ Quick Menu Mode operation



1. Load the document onto the ScanSnap.

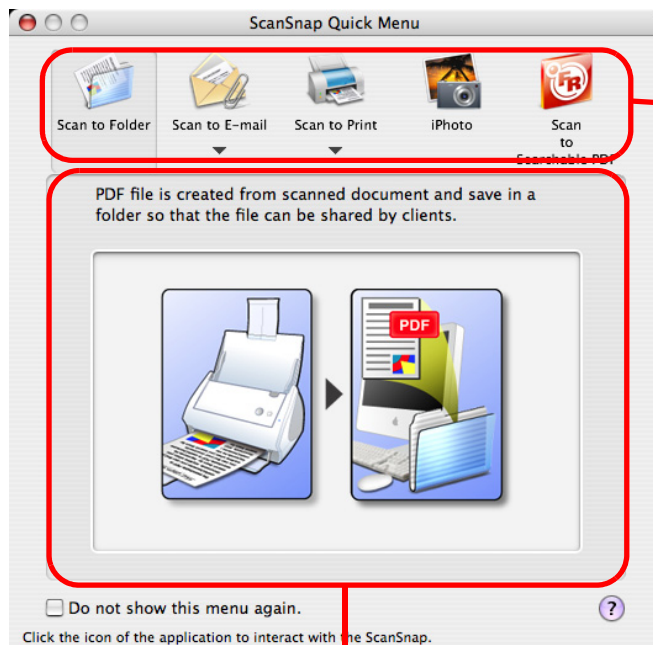


For details, refer to "3.2 Paper Sizes of Documents to be Scanned" (page 43) and "3.3 Loading Documents" (page 46).

2. Press the [SCAN] button .

⇒ Scanning is started.

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




Action list

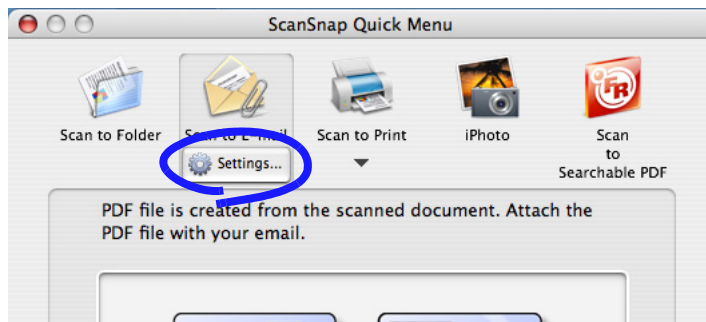
Description of the selected action



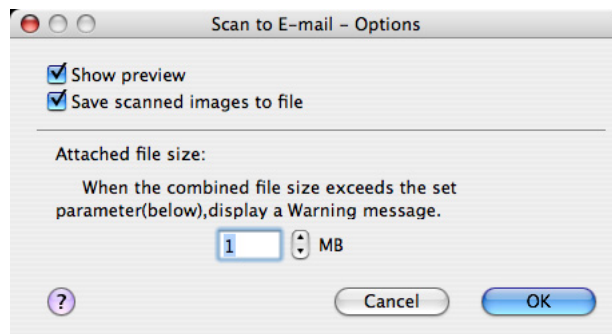
- When the ScanSnap Quick Menu is displayed, until the preview window closes, operation of the ScanSnap is not possible, even if the [SCAN] button is pressed. After the process has finished, you can scan another document.
- Do not move, delete, or rename files in other applications after the ScanSnap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



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  .
(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 61](#)).

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.

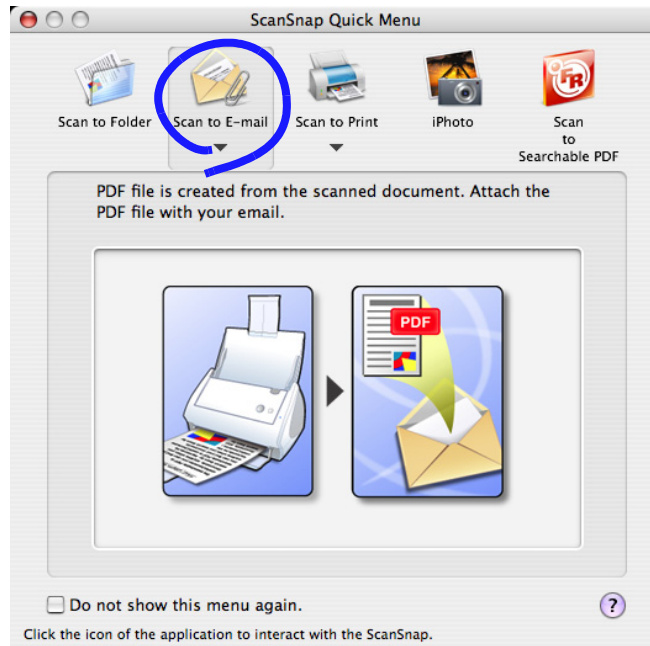
However, it is recommended that the attached file size be 2MB at the maximum (it depends on your system environment).

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



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

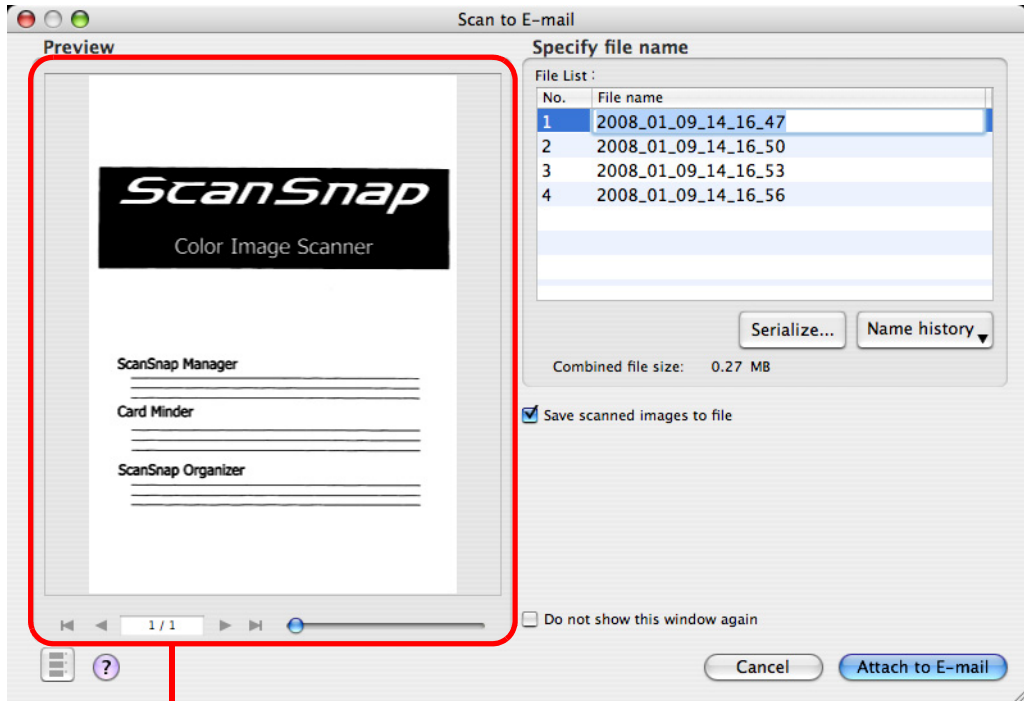
- Click [Scan to E-mail] in the Action List.



⇒ A preview window appears.

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

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



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 file name and combined file size are displayed under "Specify file name." You can change file names and select a file to display.

File List

File names are displayed.

No.	File name
1	2008_01_09_14_16_47
2	2008_01_09_14_16_50
3	2008_01_09_14_16_53
4	2008_01_09_14_16_56

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.

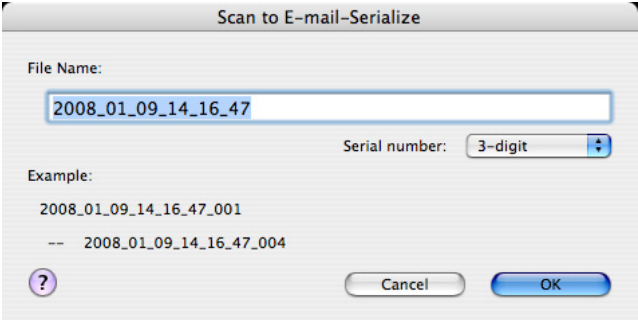
Combined file size

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

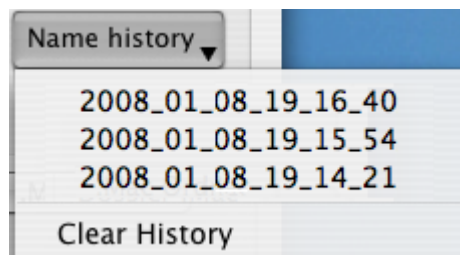
Clicking this confirms your preferences selected in this window.

[Cancel] button

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

[Name history] pop-up menu

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 61](#)).

"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.

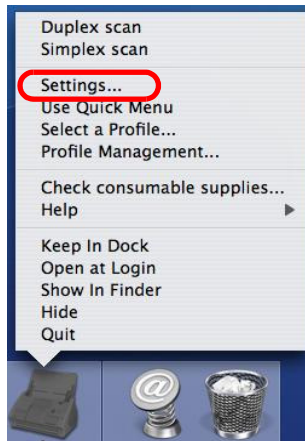


- When the preview window is displayed, the ScanSnap does not work even if you press the [SCAN] button. Close the preview window before scanning another document.
- Do not move, delete, or rename files in other applications when the preview window is displayed.

■ Profile Mode operation

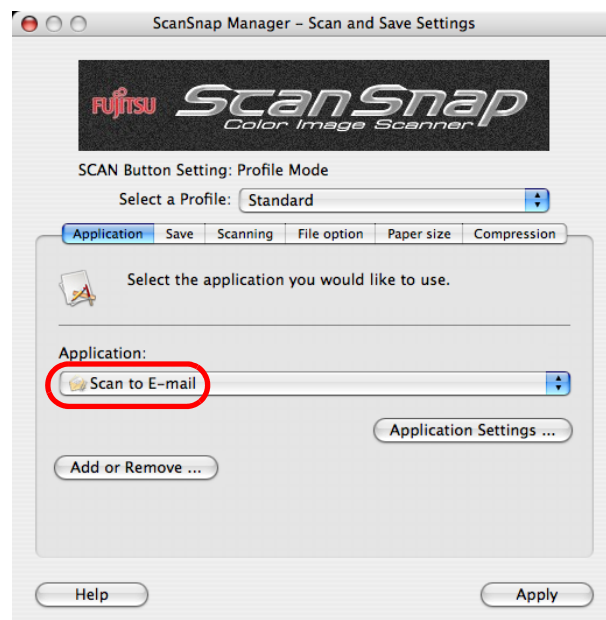


1. Select [Settings] in the ScanSnap Manager Menu, which pops up when clicking and holding the ScanSnap Manager icon .

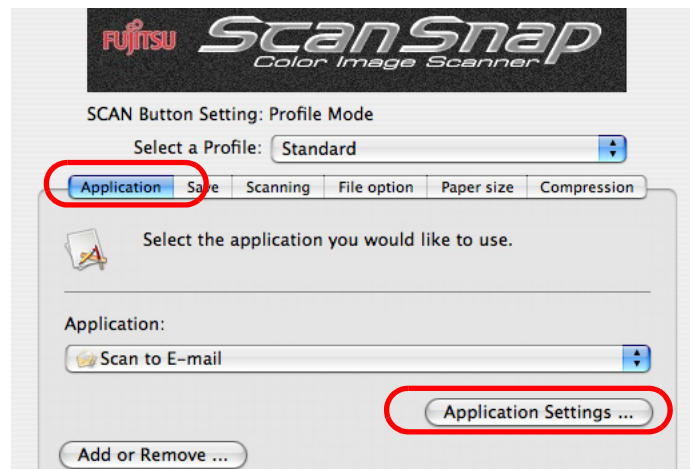


⇒ The "ScanSnap Manager - Scan and Save Settings" window appears.

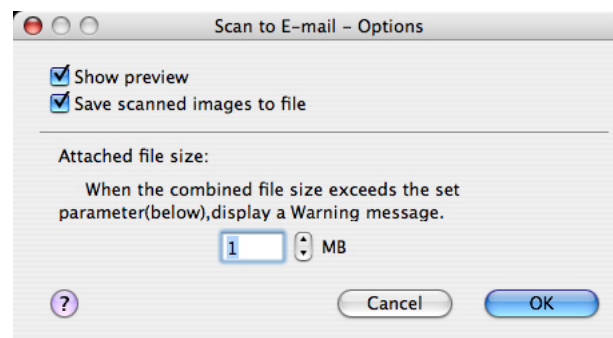
2. In the [Application] pop-up menu on the [Application] tab, select [Scan to E-mail].



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 61](#)).


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.

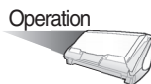
However, it is recommended that the attached file size be 2MB at the maximum (it depends on your system environment).

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.



- 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" \(page 80\)](#).
- "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 .



7. Load the document onto the ScanSnap.

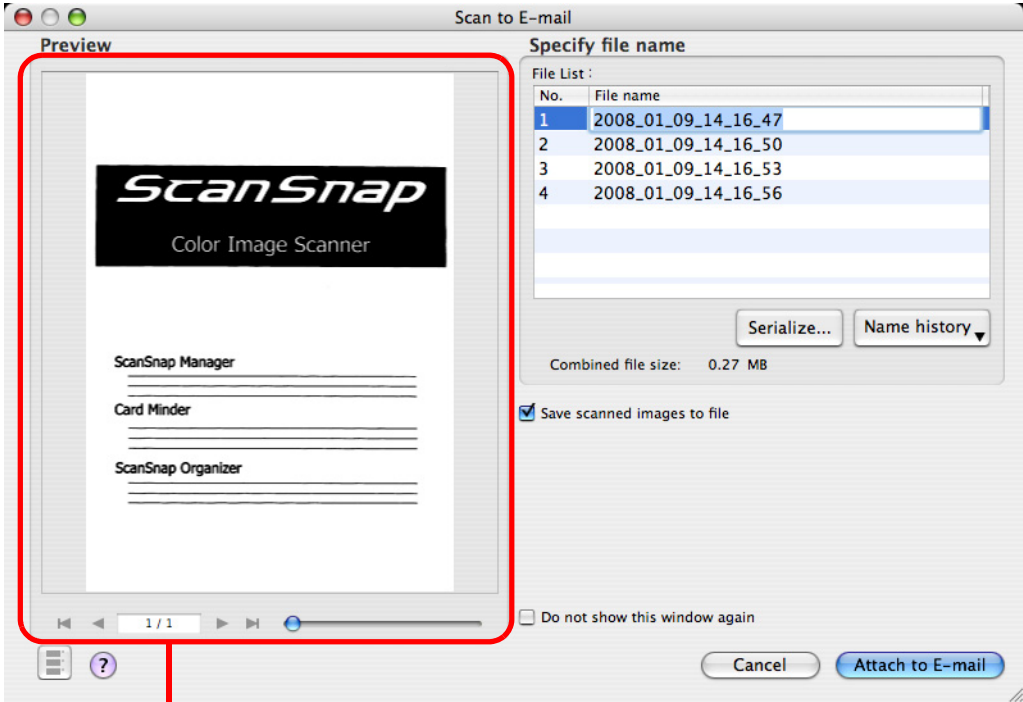


For details, refer to ["3.2 Paper Sizes of Documents to be Scanned" \(page 43\)](#) and ["3.3 Loading Documents" \(page 46\)](#).

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.)








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



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 file name and combined file size are displayed under "Specify file name." You can change file names and select a file to display.

File List

File names are displayed.

No.	File name
1	2008_01_09_14_16_47
2	2008_01_09_14_16_50
3	2008_01_09_14_16_53
4	2008_01_09_14_16_56

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.

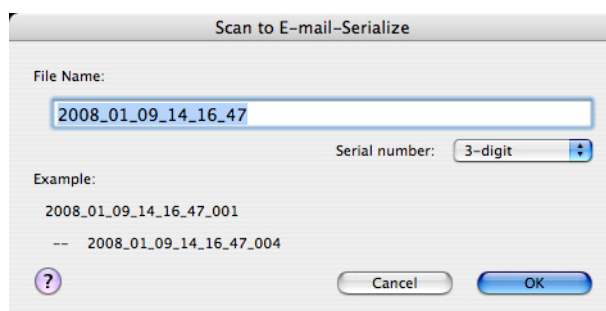
Combined file size

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

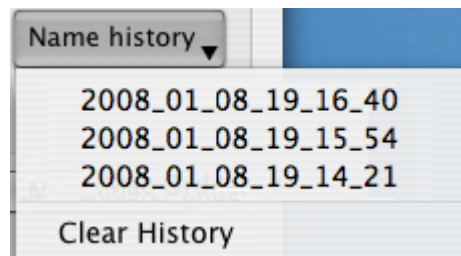
Clicking this confirms your preferences selected in this window.

[Cancel] button

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

[Name history] pop-up menu

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 61](#)).

"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.



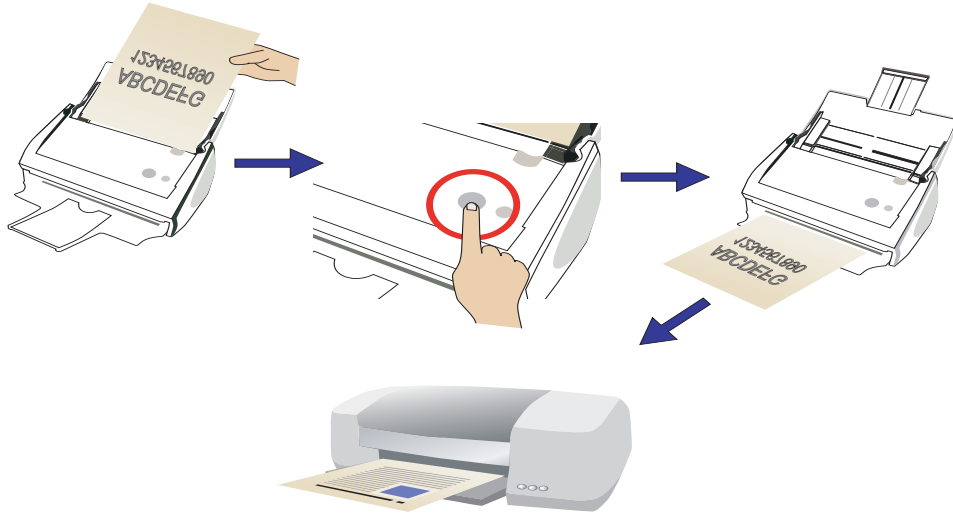
- When the preview window is displayed, the ScanSnap does not work even if you press the [SCAN] button. Close the preview window before scanning another document.
- Do not move, delete, or rename files in other applications when the preview window is displayed.



5.4 Using the ScanSnap as a Copy Machine

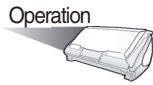
This section describes how to print scanned image files with a printer.

By printing scanned images directly from the ScanSnap, you can use the ScanSnap as a copy machine.



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.

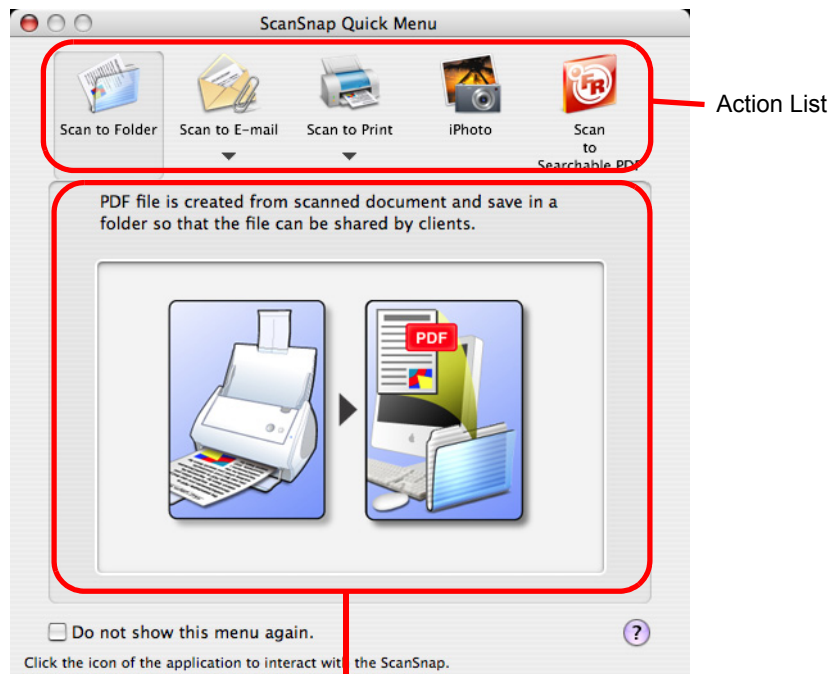


For details, refer to "3.2 Paper Sizes of Documents to be Scanned" (page 43) and "3.3 Loading Documents" (page 46).

2. Press the [SCAN] button .

⇒ Scanning is started.

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




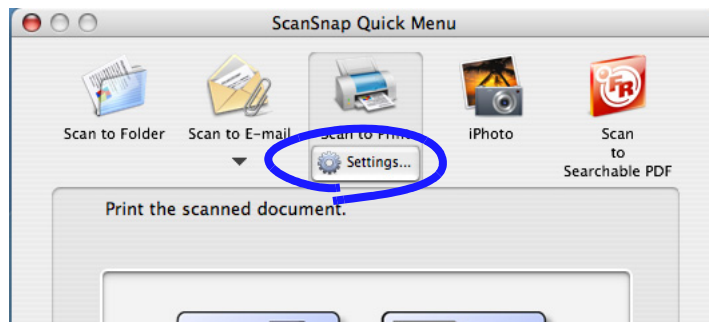
Description of the selected action



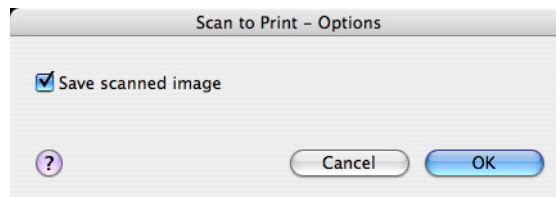
- When the ScanSnap Quick Menu is displayed, until the "Scan to Print" window closes, operation of the ScanScap is not possible, even if the [SCAN] button is pressed. After the process has finished, you can scan another document.
- Do not move, delete, or rename files in other applications after the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



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  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 Print] action as follows:

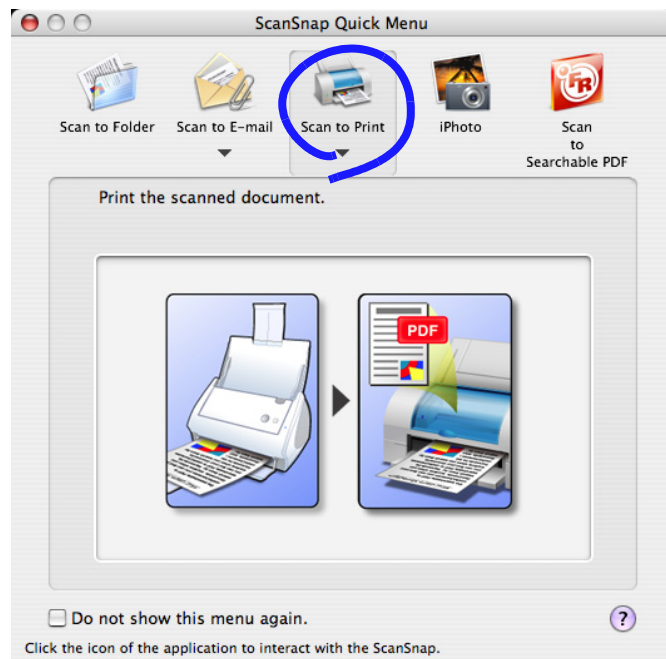
"Save scanned image" checkbox

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 61](#)).

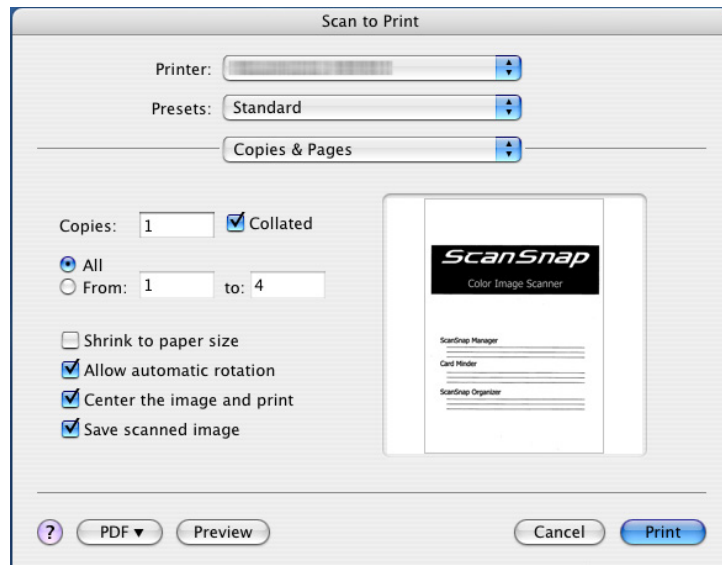
5. Click the [OK] button to close the "Scan to Print - Options" window.

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 61](#)).

[PDF] pop-up menu

Specify the PDF format type to 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.



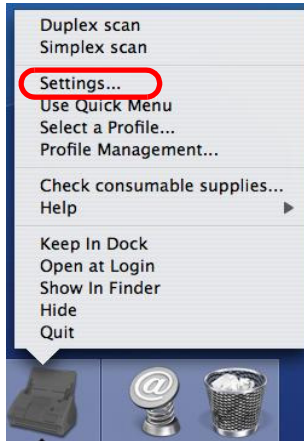
- When the "Scan to Print" window is displayed, the ScanSnap does not work even if you press the [SCAN] button. Close the preview window before scanning another document.
- Do not move, delete, or rename files in other applications when the preview window is displayed.



■ Profile Mode operation

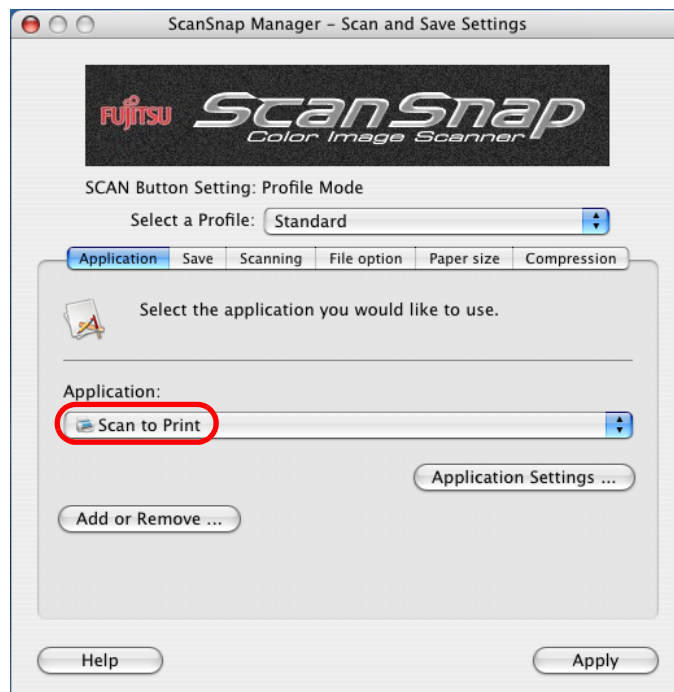


1. Select [Settings] in the ScanSnap Manager Menu, which pops up when clicking and holding the ScanSnap Manager icon .

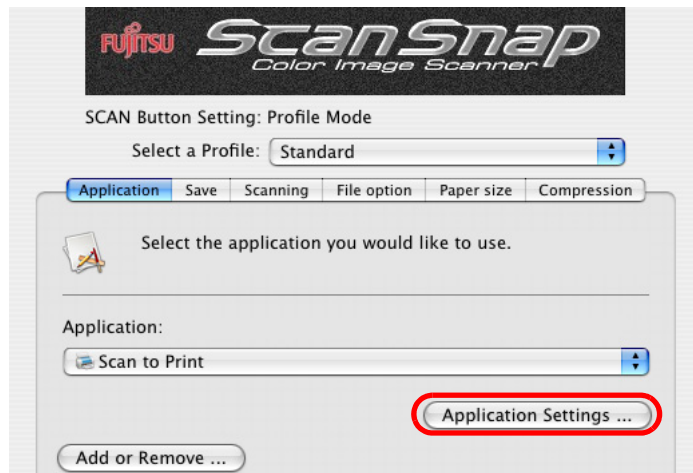


⇒ The "ScanSnap Manager - Scan and Save Settings" window appears.

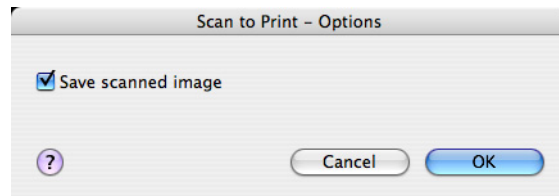
2. In the [Application] pop-up menu on the [Application] tab, select [Scan to Print].



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 61](#)).

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.

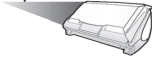


- To start scanning right after selecting the profile, press the [SCAN] button on the ScanSnap. Doing so also closes the "ScanSnap Manager - Scan and Save Settings."
- Changes you have made in the above procedure take effect from the next time you scan documents using the profile.
For details on how to change settings, refer to ["4.3 Saving Scanning Settings" \(page 80\)](#).
- "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



Operation



7. Load the document onto the ScanSnap.



For details, refer to ["3.2 Paper Sizes of Documents to be Scanned" \(page 43\)](#) and ["3.3 Loading Documents" \(page 46\)](#).

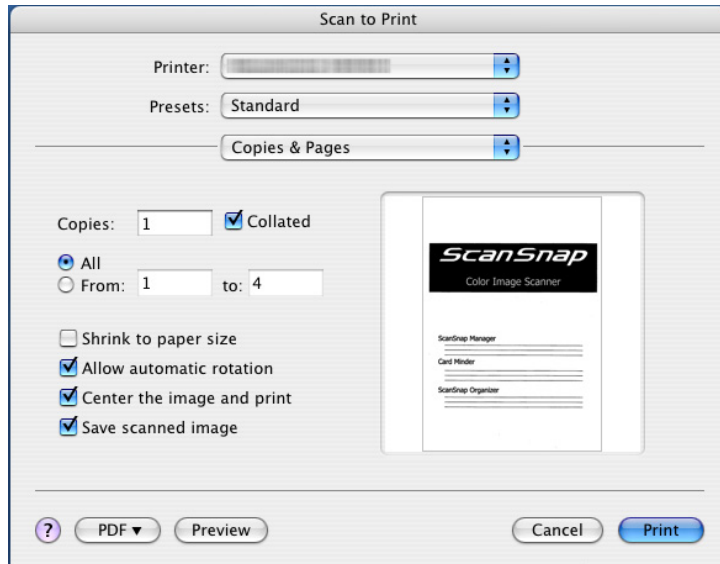
8. Press the [SCAN] button .

⇒ Scanning is started.

⇒ When scanning is complete, the "Scan to Print" window appears.



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 61).

[PDF] pop-up menu

Specify the PDF format type to 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.

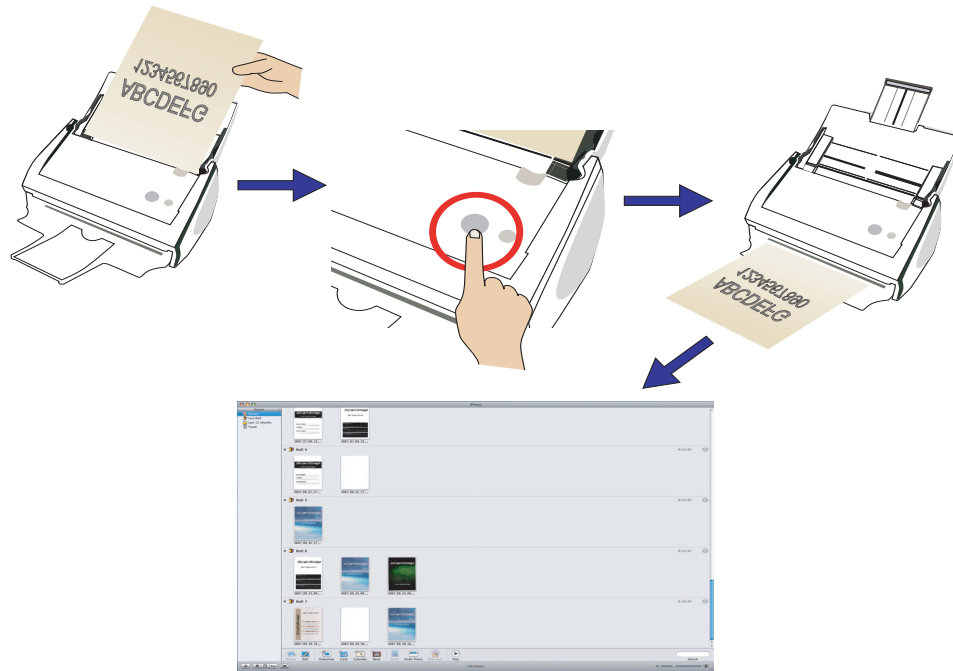


- When the "Scan to Print" window is displayed, the ScanSnap does not work even if you press the [SCAN] button. Close the "Scan to Print" window before scanning another document.
- Do not move, delete, or rename files in other applications when the "Scan to Print" window is displayed

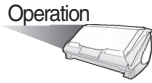


5.5 Sending Data to iPhoto

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



■ Quick Menu Mode operation



1. Load the document onto the ScanSnap.

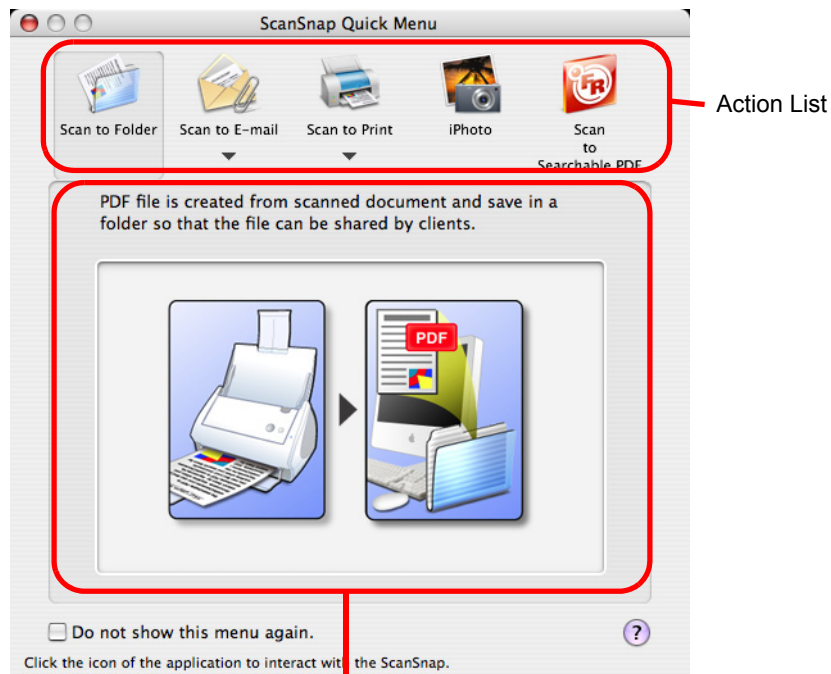


For details, refer to "3.2 Paper Sizes of Documents to be Scanned" (page 43) and "3.3 Loading Documents" (page 46).

2. Press the [SCAN] button .

⇒ Scanning is started.

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



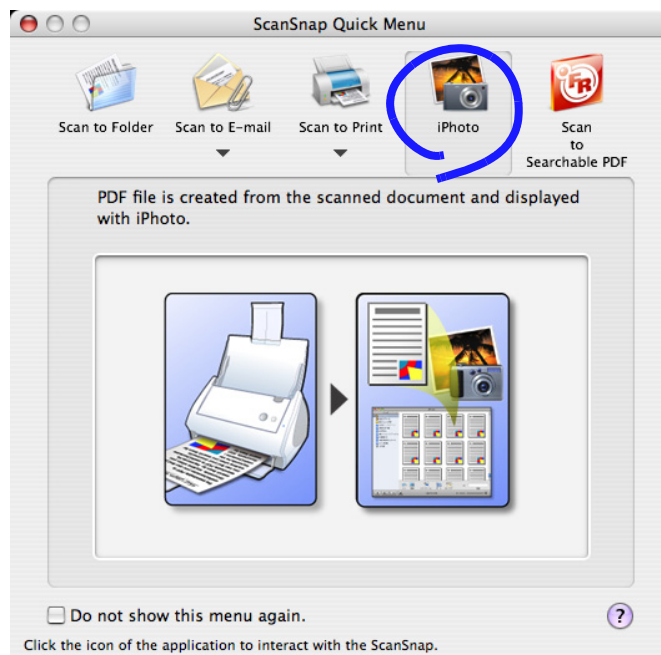
Description of the selected action



- 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.



3. Place the mouse cursor on [iPhoto].
⇒ A description of the [iPhoto] action is displayed.
4. Click [iPhoto] in the Action List.



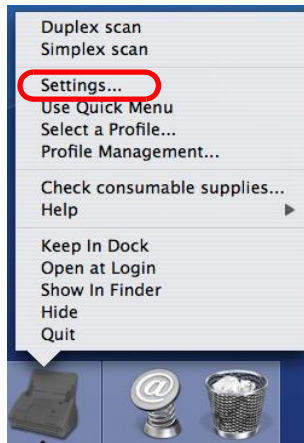
⇒ The "iPhoto" window appears.

5. Verify a scanned image in the window.

■ Profile Mode operation

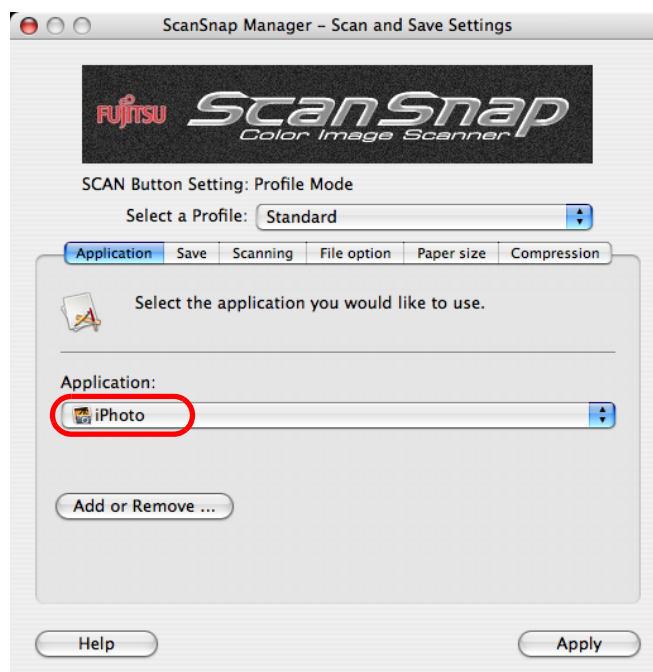


1. Select [Settings] in the ScanSnap Manager Menu, which pops up when clicking and holding the ScanSnap Manager icon .




⇒ 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.

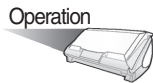
4. Click the close button  in the upper left corner of the window.

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



- 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" \(page 80\)](#).
- "iPhoto" profile can be selected by selecting "iPhoto" in the "Select a Profile" window which pops up when clicking the ScanSnap Manager

icon  .



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" \(page 43\)](#) and ["3.3 Loading Documents" \(page 46\)](#).

⇒ Scanning is started.

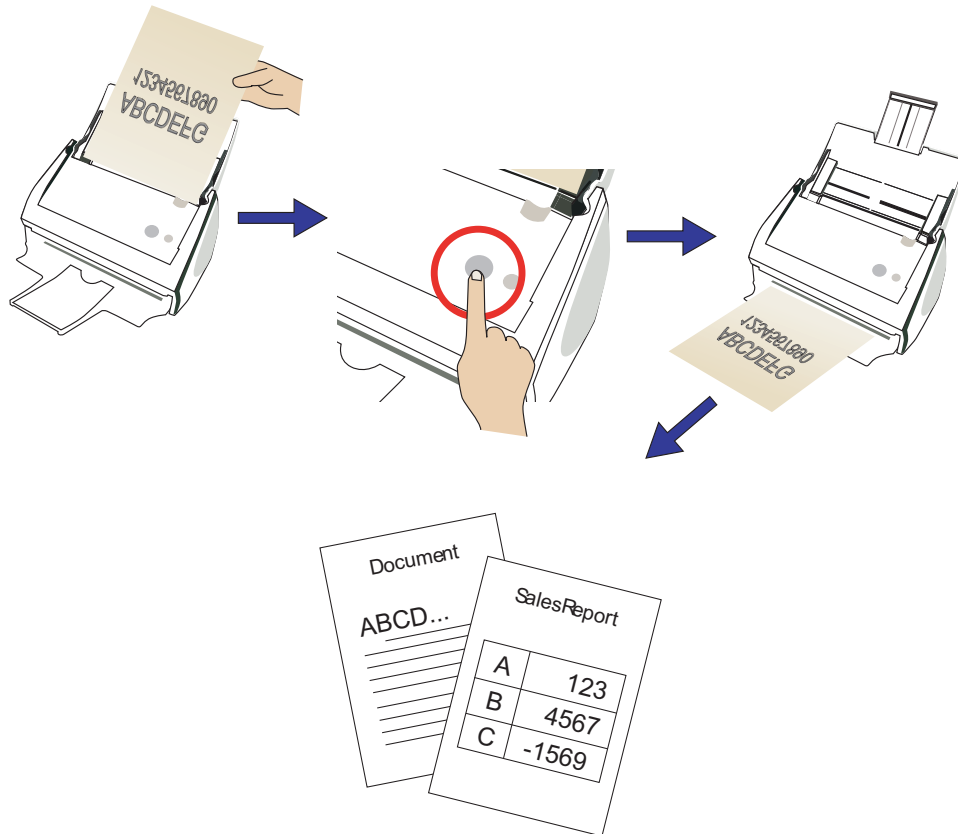
⇒ When scanning is complete, the "iPhoto" window appears.

6. Verify a scanned image in the window.

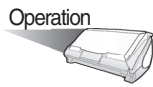
5.6 Converting Scanned Images into Searchable PDF Files

This section describes how to convert scanned images into searchable PDF file format through OCR (Optical Character Recognition).

You can use the OCR function of ABBYY FineReader for ScanSnap supplied with the ScanSnap to extract character information from the scanned images and convert it to character format to produce a searchable PDF file.



■ Quick Menu Mode operation



1. Load the document onto the ScanSnap.

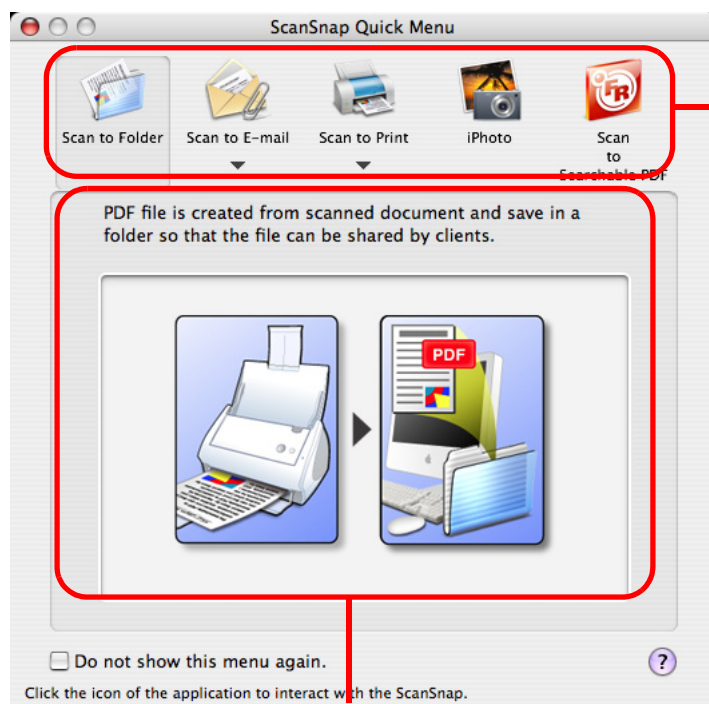


For details, refer to "3.2 Paper Sizes of Documents to be Scanned" (page 43) and "3.3 Loading Documents" (page 46).

2. Press the [SCAN] button .

⇒ Scanning is started.

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



Description of the selected action

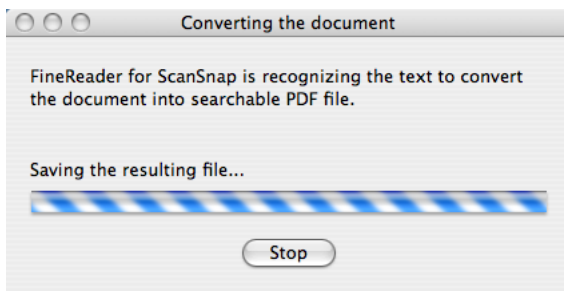


3. Place the mouse cursor on [Scan to Searchable PDF].
⇒ A description of the [Scan to Searchable PDF] action is displayed.


4. Click [Scan to Searchable PDF] in the Action List.



⇒ The following window appears and the conversion starts.



⇒ When the conversion is complete, the converted PDF file is saved in the folder specified with the [Save] tab in the "ScanSnap Manager - Scan and Save Settings" window.

HINT  With ABBYY FineReader for ScanSnap, you can convert a scanned PDF file into a searchable PDF file. For details, refer to ABBYY FineReader for ScanSnap Help. To display the Help, select [ABBYY FineReader for ScanSnap] from the [Help] menu.



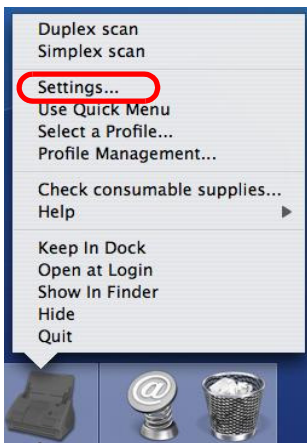
- If the "ScanSnap Quick Menu" is displayed, the ScanSnap will not work. Close the "ScanSnap Quick Menu" before scanning another document.
- Do not move, delete, or rename files in other applications when the "ScanSnap Quick Menu" is displayed.
- The ScanSnap may fail to correctly recognize the following types of documents (characters) as text. However, by changing the Color mode and/or improving Image quality for scanning, such documents may be successfully text-recognized.
 - Handwritten documents
 - Documents scanned in low quality, including smaller characters
 - Skewed documents
 - ScanSnap Manager automatically rotates the image data. If this process failed and the image was incorrectly rotated by 90, 180 or 270 degrees, an error may occur due to recognition failure.
 - Documents written in languages other than the specified language for text recognition
 - Superscript/subscript letters and complex mathematical formulas
 - Characters are written against an unevenly-colored or patterned background
 - Characters to which effects (Shadow, Outline, and the like) are applied
 - Shaded characters
 - Documents of complex layout as well as documents including unreadable characters (due to print-through or smudges)
(It may take longer to scan the documents described above.)
- Do not start a new "Scan to Searchable PDF" operation until the recognition of the previous Scan to Searchable PDF ends. Otherwise, the newest PDF file is saved but the recognition process does not occur, and the following error message may appear.

"Can't open files while the recognition is under way.
Please wait until the recognition process is finished and then try again."
If this message appears, you can start recognition of the PDF file by dragging and dropping it onto the [ABBYY FineReader for ScanSnap] icon.

■ Profile Mode operation

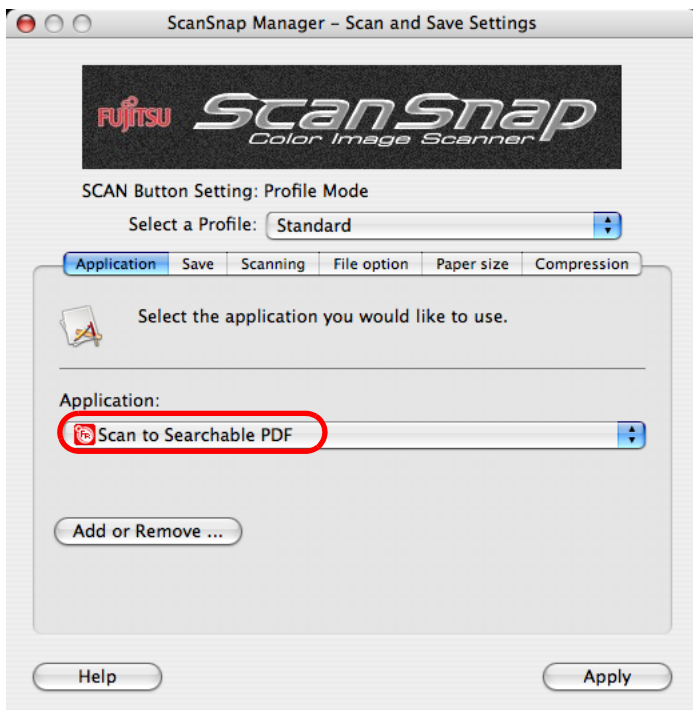


1. Select [Settings] in the ScanSnap Manager Menu, which pops up when clicking and holding the ScanSnap Manager icon .




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

2. Select [Scan to Searchable PDF] 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.

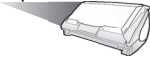



- To start scanning right after selecting the profile, press the [SCAN] button on the ScanSnap. Doing so also closes the "ScanSnap Manager - Scan and Save Settings."
- Changes you have made in the above procedure take effect from the next time you scan documents using the profile.
For details on how to change settings, refer to ["4.3 Saving Scanning Settings" \(page 80\)](#).
- "Scan to Searchable PDF" profile can be selected by selecting "Scan to Searchable PDF" in the "Select a Profile" window which pops up when

clicking the ScanSnap Manager icon  .



Operation



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" \(page 43\)](#) and ["3.3 Loading Documents" \(page 46\)](#).

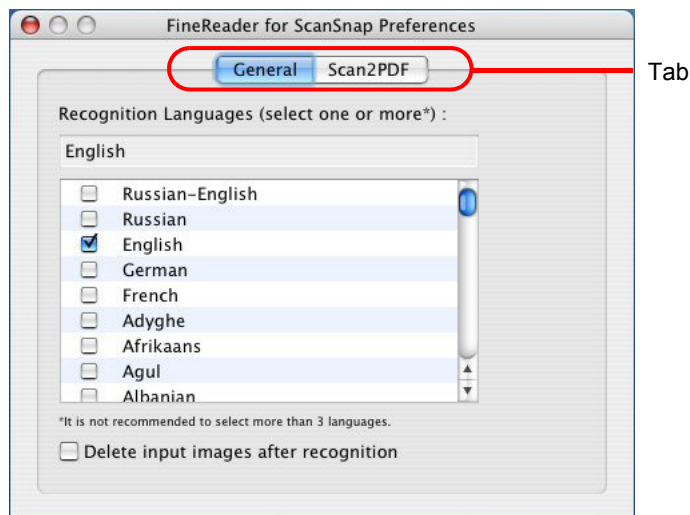
⇒ The document is scanned and converted. The converted data is saved in the folder specified by the [Save] tab on "ScanSnap Manager - Scan and Save Settings" window.

■ About Settings on ABBYY FineReader for ScanSnap

If you want to change the settings for conversion to PDF file format, use the "FineReader for ScanSnap Preferences" window.



1. From the [Applications] folder, double click the [FineReader for ScanSnap] icon.
⇒ The [FineReader for ScanSnap] icon appears on the Dock menu.
2. Click and hold the [FineReader for ScanSnap] icon on the Dock menu, and select [Preferences] from the menu.
⇒ The following window appears.



- [General] tab (↔ [page 152](#))
- [Scan2PDF] tab (↔ [page 153](#))

[General] tab

You can configure general settings on ABBYY FineReader for ScanSnap. On this tab, you can specify "Recognition Languages" for conversion to a searchable PDF file and whether to "Delete input images after recognition."



Recognition Languages

Select a language for text recognition from the checkbox list. Text in multiple languages (for example, English and French) can be recognized in ABBYY FineReader for ScanSnap.

Scroll through the list and check the languages you want to use.

"Delete input images after recognition" checkbox

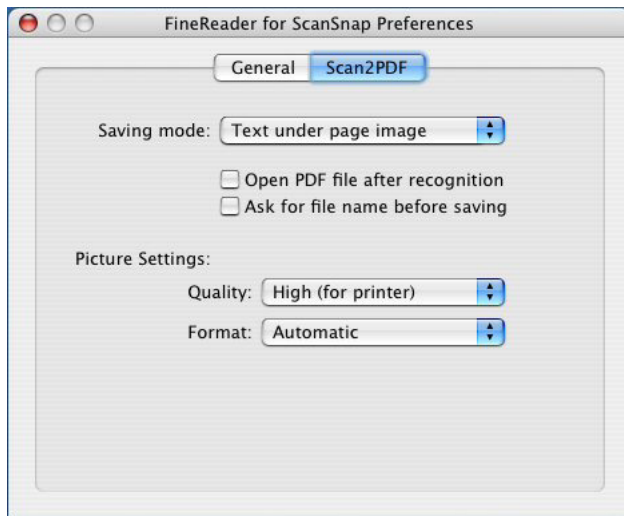
If marked, images scanned with the ScanSnap (in PDF format) are deleted after they are converted into a searchable PDF file format.



- When documents are scanned with the ScanSnap, scanned images are created in PDF format. ABBYY FineReader for ScanSnap text-recognizes the scanned images in PDF format and converts into a searchable PDF file format. If you want to keep scanned images in PDF format before recognition, clear this checkbox.
- Depending on qualities and settings, scanned images may be misrecognized. It is recommended that this checkbox be cleared unless otherwise needed.

[Scan2PDF] tab

You can configure advanced settings on conversion to a searchable PDF file.



Saving mode:

"Text under page image"

Saves a whole page as an image, and saves the recognized text as hidden text under the image.

"Text and pictures only"


Saves text and image separately.

"Open PDF file after recognition" checkbox

Opens the PDF file with Adobe Acrobat, Adobe Reader or the Preview window after conversion.

"Ask for file name before saving" checkbox

Specify a file name for the scanned document and a folder to save the file.

 If you leave this checkbox unmarked, "processed by FineReader" will be appended to the file name string specified on ScanSnap Manager. The file is saved in a folder specified on ScanSnap Manager.

Picture Settings:

Quality

Set the quality for saving. Select one of the following values:

- High (for printer): If you are planning to print the recognition results.
- Medium (for screen): If the recognition results are intended for viewing on a computer screen.
- Low (for web): If you are planning to place the recognition results on the Web.

Format

Select one of the following compression mode when saving images (non-text part) of the file:

Automatic

Color (for photos)

Gray (for photos)

Color (for documents)

Gray (for documents)

Black and White (CCITT Group 4)

Chapter 6



Using the ScanSnap in Various Ways

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

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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(Double-sided)
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
Carrier Sheet Settings	
Mode	Create facing pages in one image
Output image size	Automatic detection
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(Double-sided)
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
Carrier Sheet Settings	
Mode	Create facing pages in one image
Output image size	Automatic detection
Compression	
Compression rate	3




The settings described above can be changed with ScanSnap Manager. For details, refer to ["4.2 Changing Scanning Settings" \(page 53\)](#).

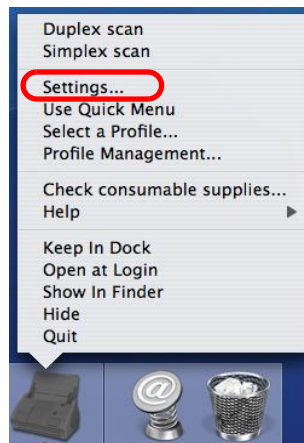
For the settings available in Quick Menu mode and in Profile Mode, refer to ["Appendix B Quick Menu Mode / Profile Mode" \(page 233\)](#).

■ 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.

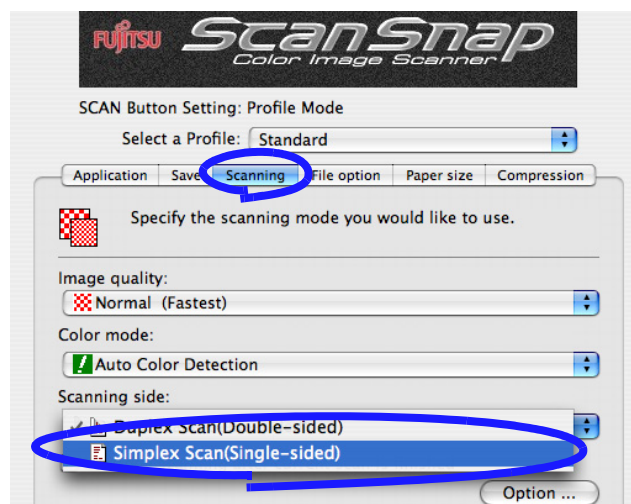


1. Click and hold the ScanSnap Manager icon , and select [Settings] from the displayed menu.




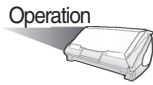
⇒ The "ScanSnap Manager - Scan and Save Settings" window appears.

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



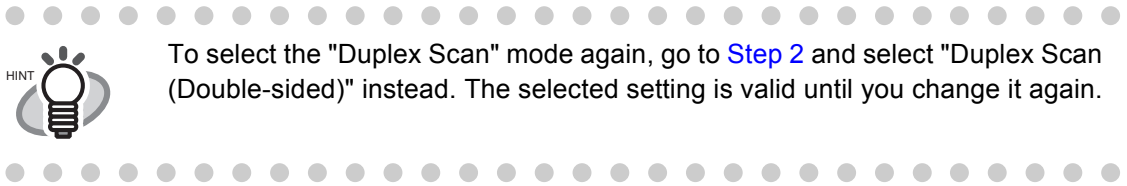
3. Click the [Apply] button.

- 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.



- Load the document onto the ScanSnap.

- Press the [SCAN] button .
- ⇒ The document is scanned in "Simplex Scan" mode.




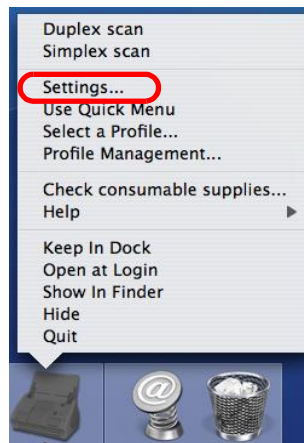
■ Scanning color document in black and white

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.

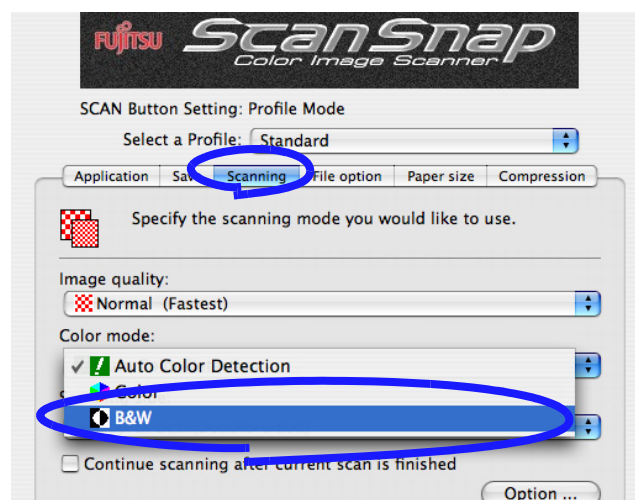


1. Click and hold the ScanSnap Manager icon , and select "Settings" from the displayed menu.




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

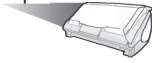
2. On the [Scanning] tab, select "B&W" from the [Color mode] pop-up menu.
If you want to scan all documents in color, select "Color" from the pop-up menu.




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.

Operation




5. Load the document onto the ScanSnap.
6. Press the [SCAN] button .
⇒ The black-and-white image is output after scanning.

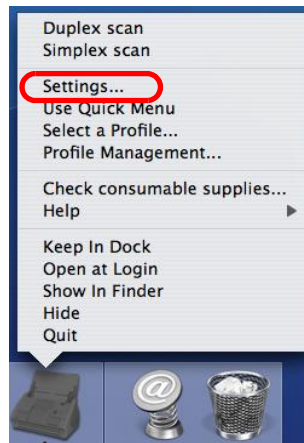
■ Skipping blank pages

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.

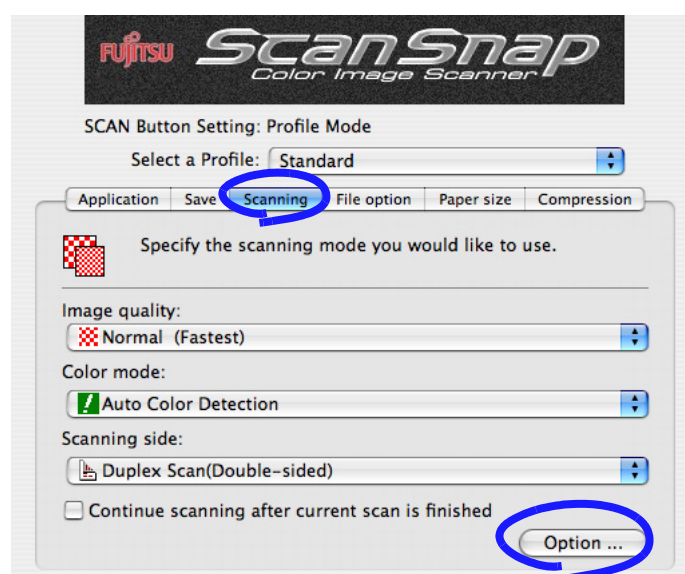


1. Click and hold the mouse button on the ScanSnap Manager icon , and select "Settings" from the displayed menu.



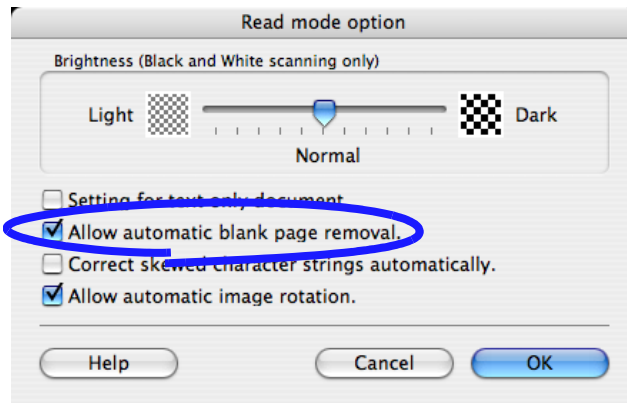
⇒ The "ScanSnap Manager - Scan and Save Settings" window appears.

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.



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

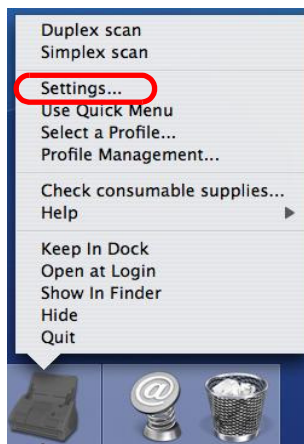
*When you scan such documents, clear the checkbox.

■ Correcting skewed documents

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

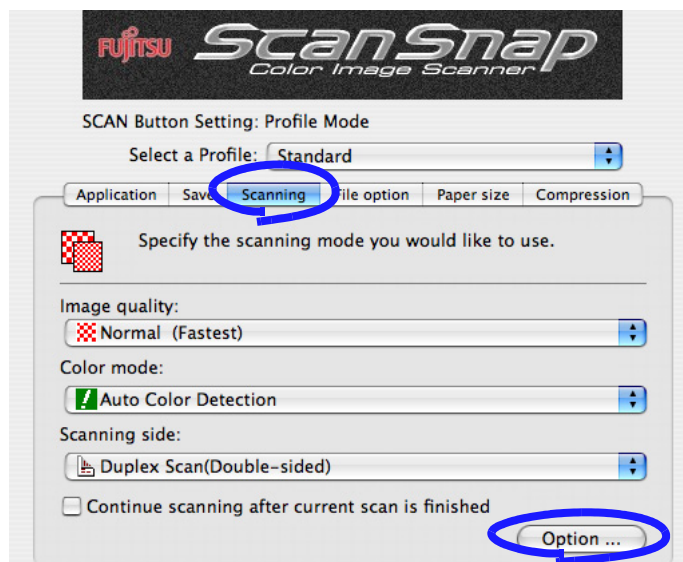


1. Click and hold the mouse button on the ScanSnap Manager icon  , and select "Settings" from the displayed menu.



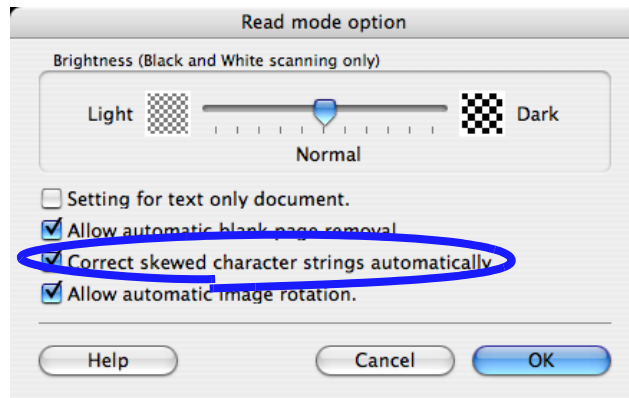
⇒ The "ScanSnap Manager - Scan and Save Settings" window appears.

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



⇒ The "Read mode option" window appears.

3. Mark the "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.



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.

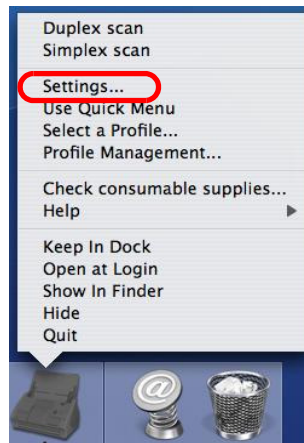
■ Correcting the orientation of scanned image

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.

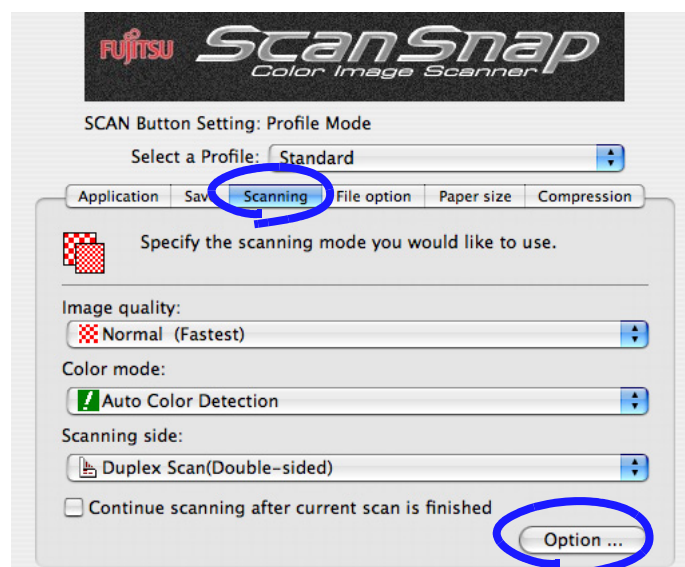


1. Click and hold the mouse button on the ScanSnap Manager icon , and select "Settings" from the displayed menu.



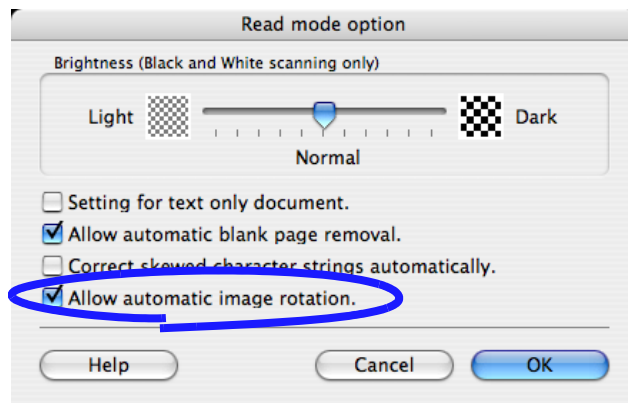
⇒ The "ScanSnap Manager - Scan and Save Settings" window appears.

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



⇒ The "Read mode option" window appears.

3. Mark the "Allow automatic 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.



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.

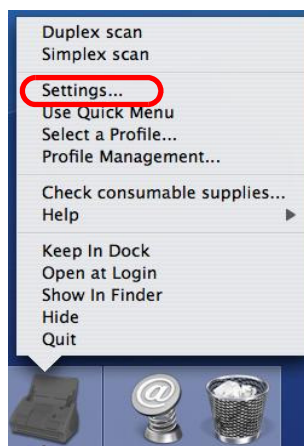
■ Scanning documents of different widths or sizes at a time

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.

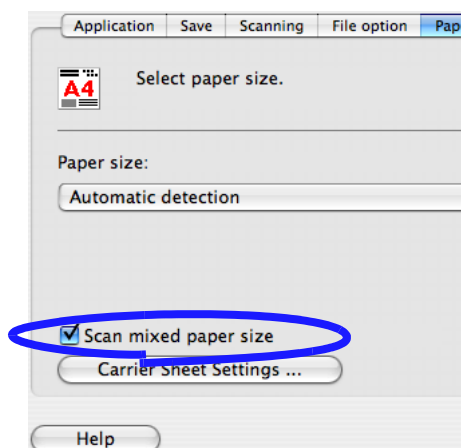


1. Click and hold the mouse button on the ScanSnap Manager icon , and select "Settings" from the displayed menu.




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

2. Select the [Paper size] tab.
3. Mark the "Scan mixed paper size" checkbox.

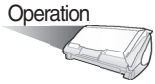


4. Click the [Apply] button.

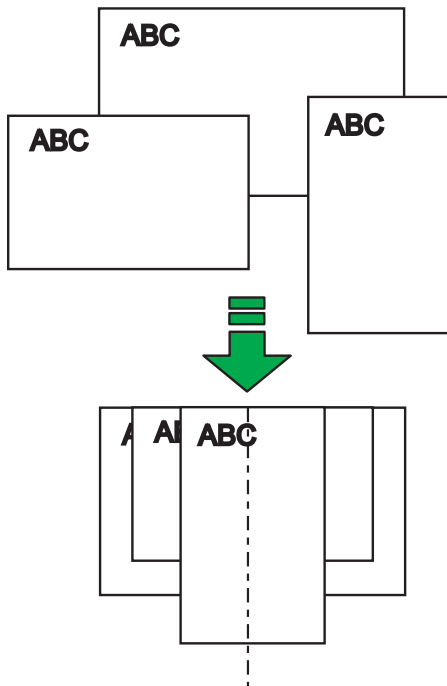
- 5. Click the close button  in the upper left corner of the window to close the window.
⇒ The "ScanSnap Manager - Scan and Save Settings" window is closed.



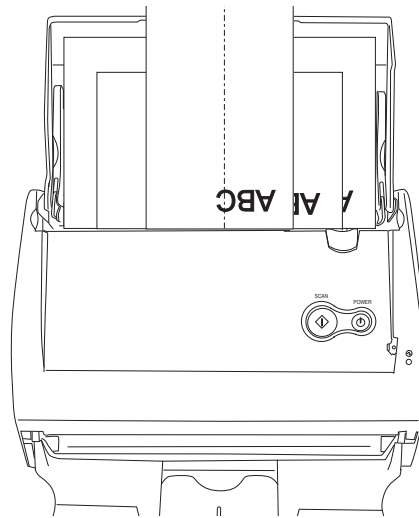
This function is available only when "Automatic detection" is selected from the [Paper size] pop-up menu.



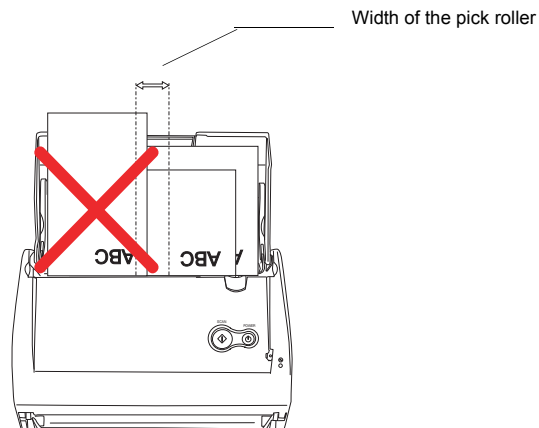
- 6. Align the leading edge and centerline of all documents.



7. Load the documents onto the paper chute.



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

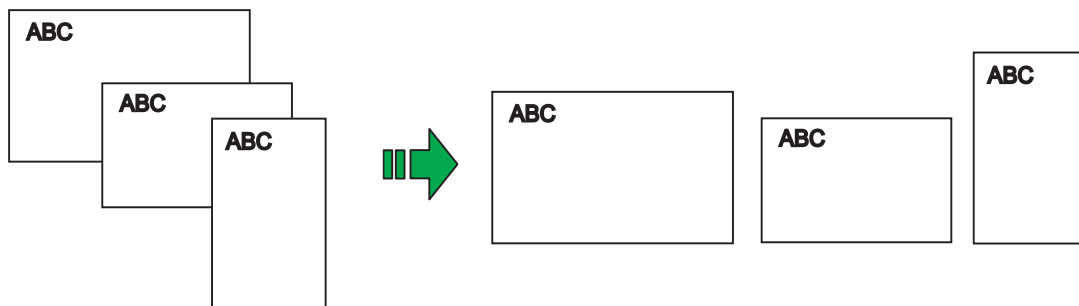


- Adjust the side guide to the widest document.
- Carefully load the smaller documents, which cannot contact the side guide, so that they can be fed straight. If the documents are skewed during a scan, the quality of scanned images may be degraded (chipped images/slant lines produced) or scanned images 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

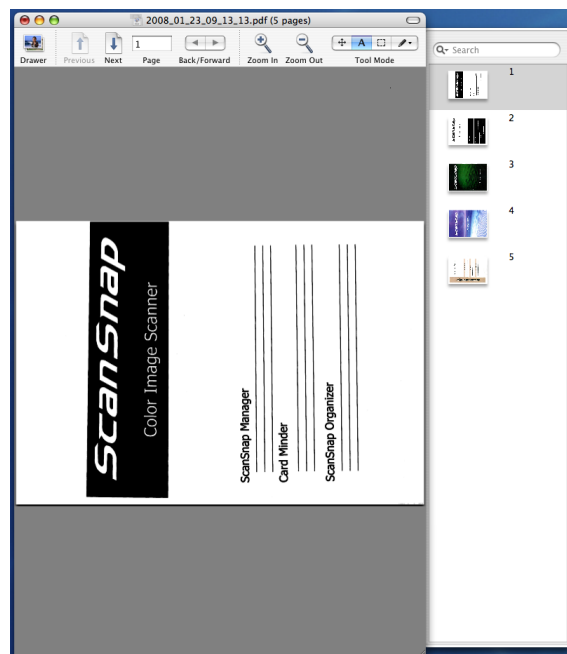
Even after scanning a document and saving it as a PDF file, you can change the view direction of this PDF file with Preview or with Adobe Acrobat.

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

<Rotate with Preview>

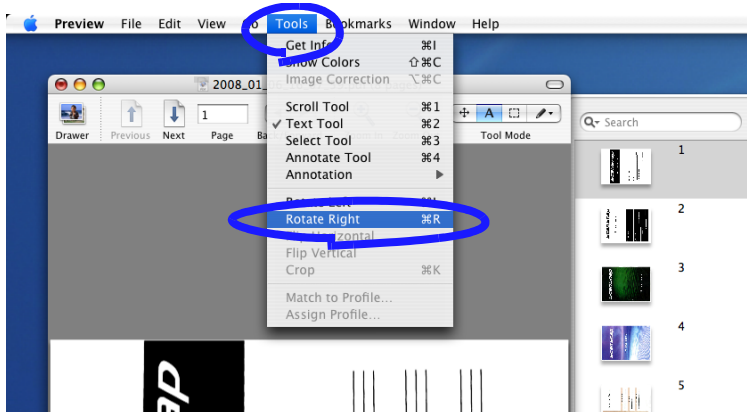


1. With Preview, open the PDF file you want to change the view direction.

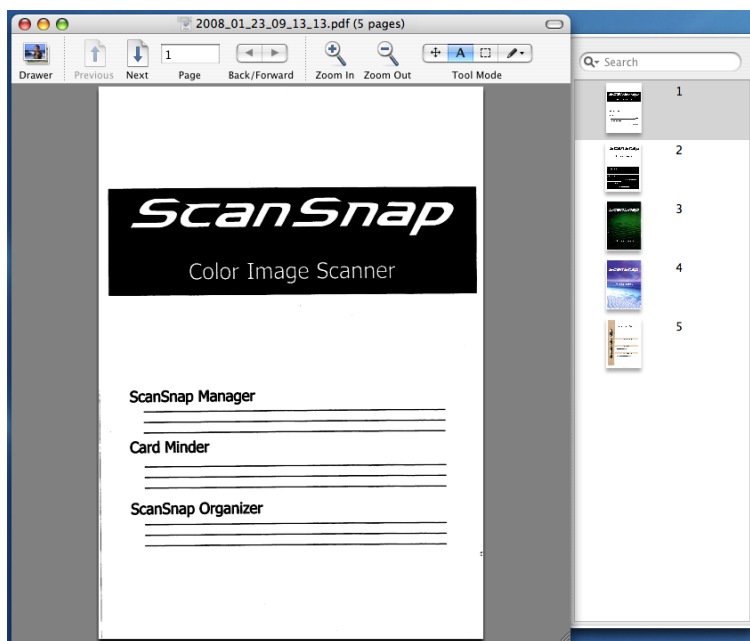


2. From the menu bar, select [Rotate Left] or [Rotate Right].
 - (1) For Mac OS X v10.2 or v10.3, select [View] - [Rotate Left] or [Rotate Right].
 - (2) For Mac OS X v10.4 or v10.5, select [Tools] - [Rotate Left] or [Rotate Right].

In this case, select [Rotate Right].



3. You see the view direction is changed.



For details on this function, refer to Preview Help.



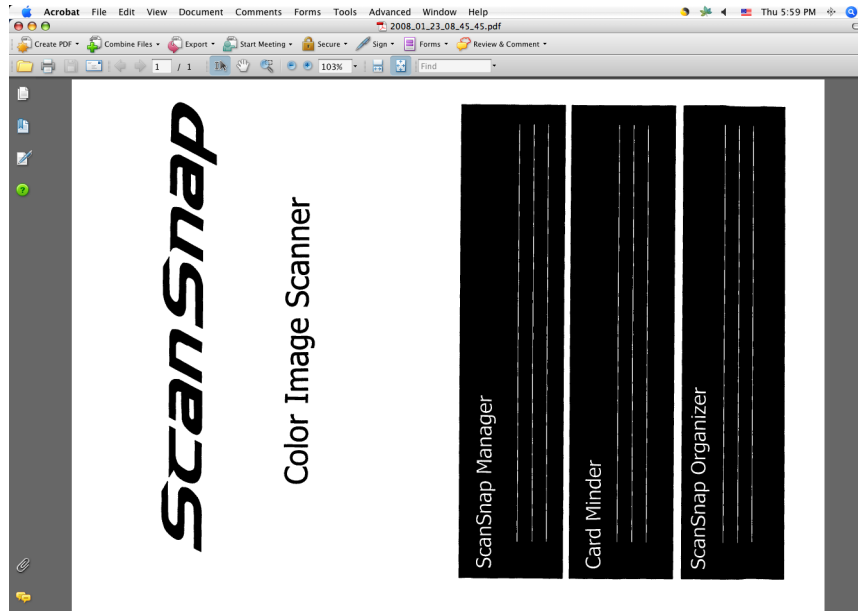
A page view can be rotated per page with Mac OS X v10.5.
 A page view cannot be rotated per a page with Mac OS X v10.4 or earlier.



<Rotate with Adobe Acrobat>

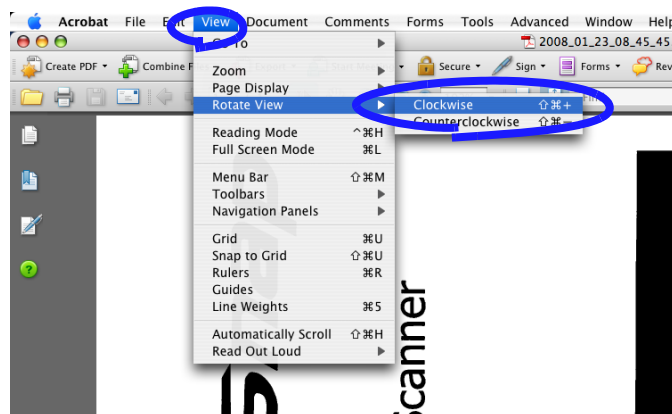


1. With Adobe Acrobat, open the PDF file you want to change the view direction.

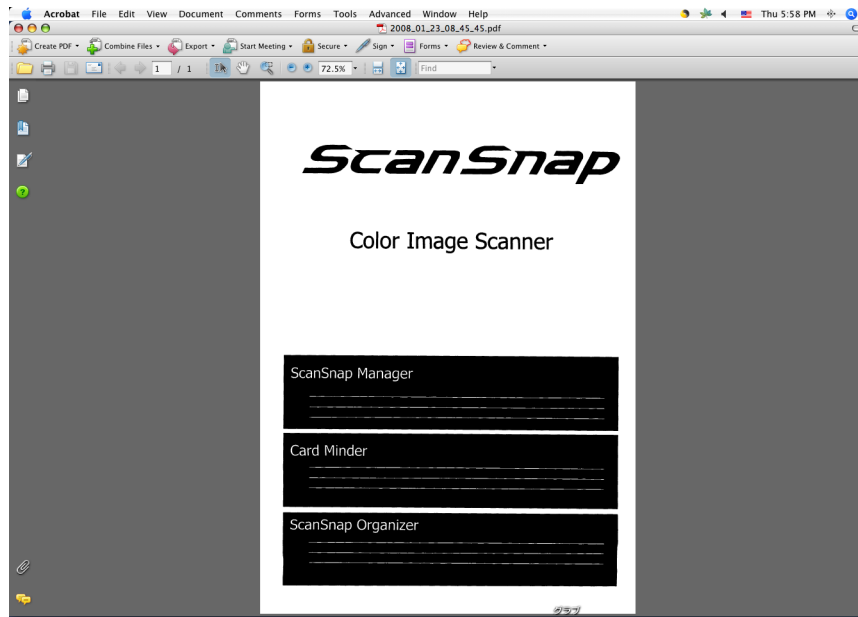


2. From the menu bar, select [View] and [Rotate View], and then specify the direction of the rotation.

In this case, select [Clockwise].



3. You see the view direction is changed.



For details on this function, refer to Adobe Acrobat Help.




■ Saving scanned images in multiple files

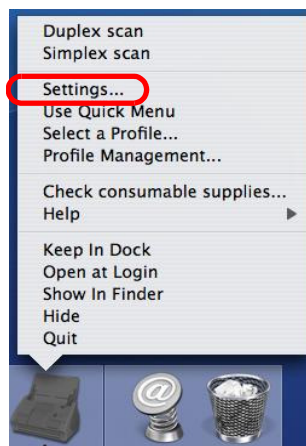
The ScanSnap can save scanned images to multiple PDF files, each of which contains a preset number of pages.

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.

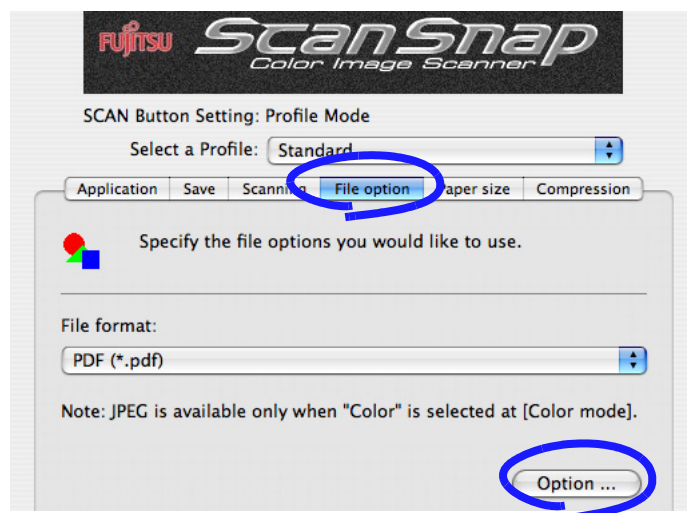


1. Click and hold the mouse button on the ScanSnap Manager icon , and select "Settings" from the displayed menu.



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

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



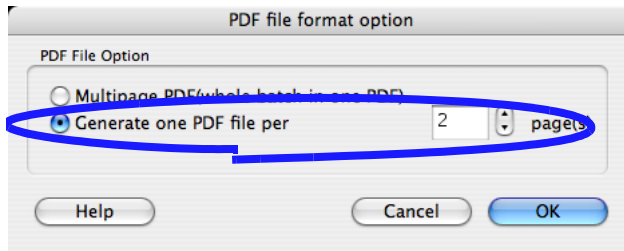


Make sure that "PDF(*.pdf)" is selected from the [File format] pop-up menu.

⇒ The "PDF file format option" window appears.

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.

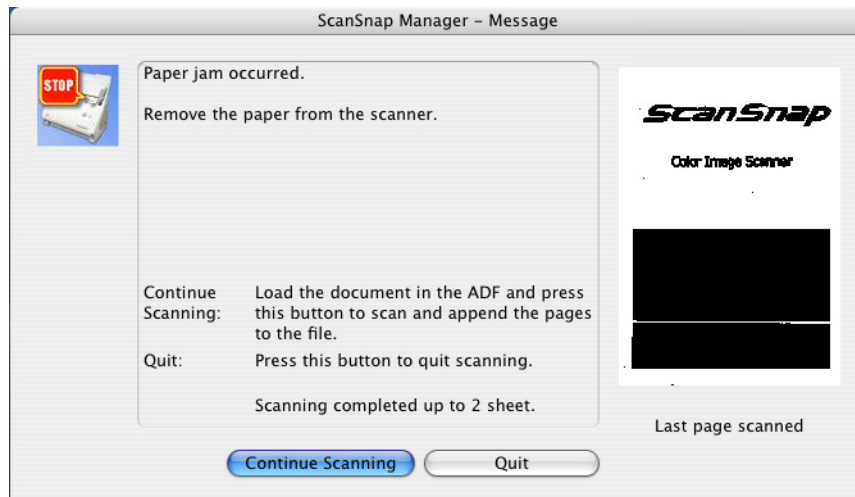


In "Duplex Scan" mode, one sheet of paper has two pages (a front and a back). It is recommended that you clear the "Allow automatic blank page removal" checkbox on the "Read mode option" window. To open the window, select the [Scanning] tab and click the [Option] button. If this function is enabled,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

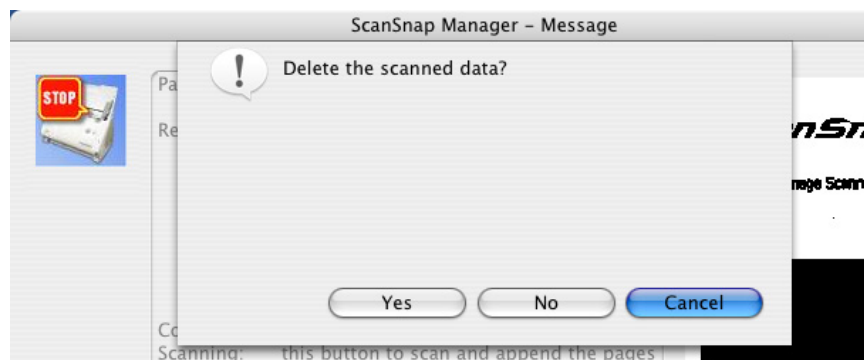


To continue scanning:

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:

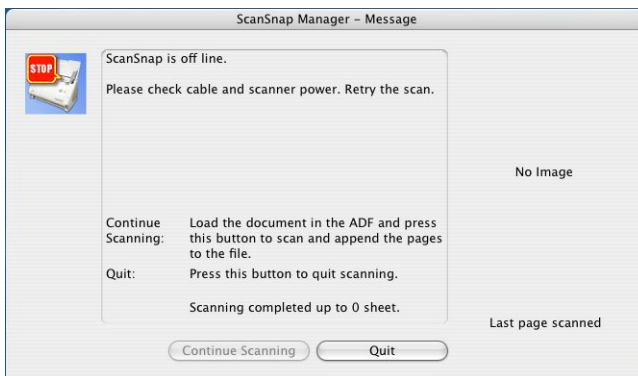
1. Click the [Quit] button.
⇒ The following window appears.



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.)



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.





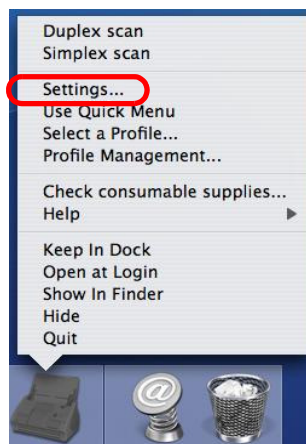
■ Scanning business cards using Cardiris

This section describes how to scan business cards using Cardiris.

<Preparation>

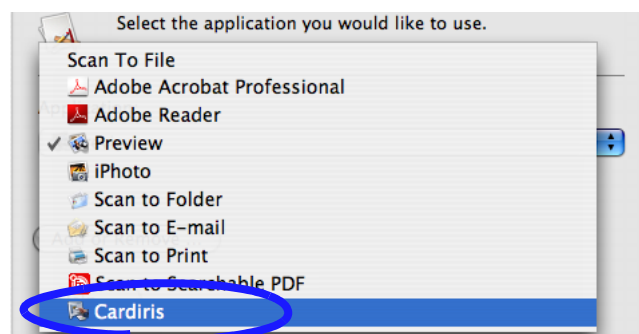


1. Unmark [Use Quick Menu] in the menu that pops up while clicking and holding the ScanSnap Manager icon .
2. Click and hold the mouse button on the ScanSnap Manager icon , and select [Settings] from the displayed menu.




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

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

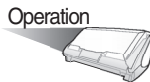





- The following settings are recommended.
 - [Scanning] tab: [Color mode] set to "Color", [Image quality] set to "Best"
 - [Compression] tab: [Compression rate] set to "1".
- The scanning of business cards can be also prepared by selecting "Cardiris" in the "Select a Profile" window which pops up when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

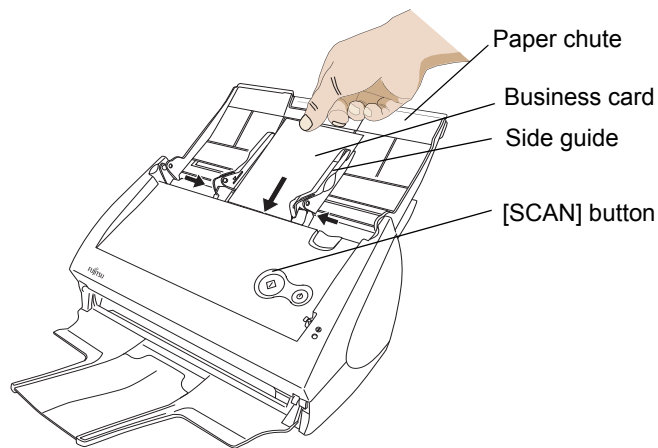
4. Click the [Apply] button.
5. Click the close button  in the upper left corner of the window to close the window.
⇒ The "ScanSnap Manager - Scan and Save Settings" window is closed.

<Scanning business cards>



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.

6.2 Using the Carrier Sheet

The Carrier Sheet is a plastic sheet for loading the document.

It allows you to scan documents that cannot be scanned as it is. The document of larger than A4 size, such as A3 and B4 sizes, can be scanned by folding it in half. Insert the folded document into the Carrier Sheet and scan it in duplex mode.

You can scan documents that can easily get scratched such as photographs or irregular-shaped documents difficult to load on the ScanSnap. For example, clippings of magazine and newspaper articles.

The following explains how to insert the document into the Carrier Sheet.

You can use the Carrier Sheet in two different modes according to the type of documents.

Create facing pages in one image (page 184)

Use this mode for scanning a document larger than A4 size such as A3 and B4 sizes.

Fold the document in half, scan it in duplex scanning mode, and then merge both front and back side images to make a double-page spread image.

Create front and back images separately (page 189)

Use this mode for scanning a photograph when you do not want to get scratches on the photograph, or for scanning an irregular-shaped document such as the clipping of articles, which is difficult to scan as is. The scanned image is output in specified size.




- To use the Carrier Sheet, select [Automatic detection] in the Paper size pop-up menu on the [Paper size] tab of the "ScanSnap Manager - Scan and Save Settings" window. When you scan the document in "Create facing pages in one image" mode, set the Scanning side to "Duplex Scan" on the [Scanning] tab of the "ScanSnap Manager - Scan and Save Settings" window. If you set the Scanning side to "Simplex Scan," the produced image is the same as the one produced in "Create front and back images separately" and "Simplex Scan" mode.
For details on how to change the Carrier Sheet settings, refer to section "[Paper size] tab" (page 71).
- When the Carrier Sheet is used for scanning, continuous scanning is not possible. Scan one piece or one page at one time.

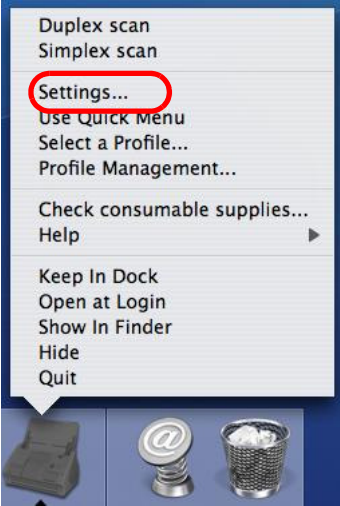
To "Create facing pages in one image"

Use this mode for scanning a document larger than A4 size such as Double letter, A3, and B4 sizes. Fold the document in half, scan it in duplex scanning mode, and then merge both front and back side images to make a double-page spread image.

(You can also merge both front and back side images of a document smaller than A4 size to output a double-page spread image.)

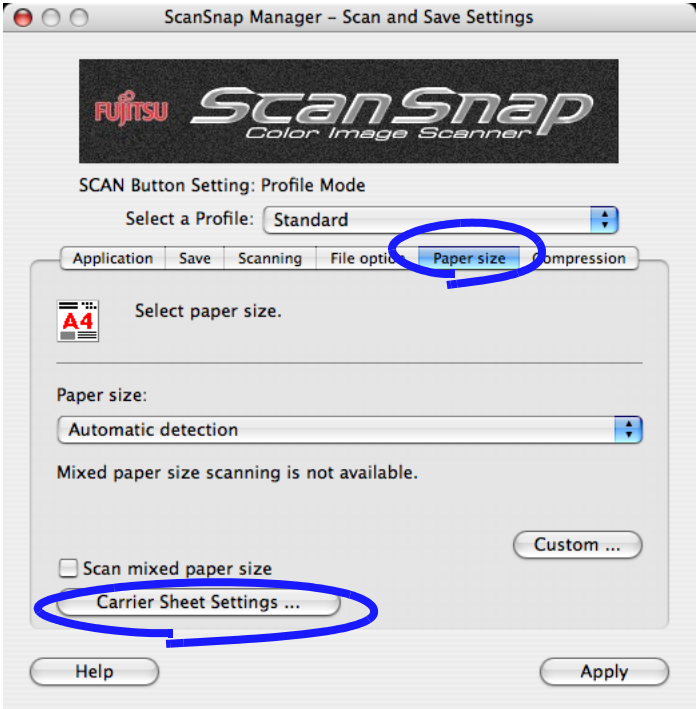


1. Click and hold the mouse button on the ScanSnap Manager icon , and select "Settings" from the displayed menu.



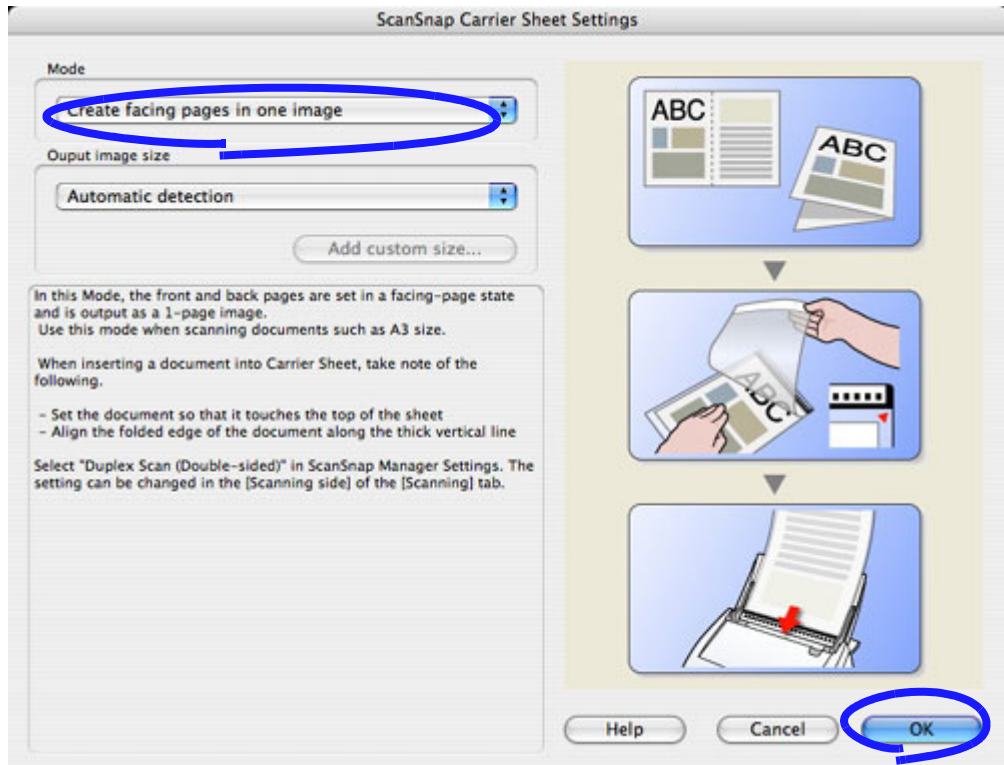
⇒ The "ScanSnap Manager - Scan and Save Settings" window appears.

2. On the [Paper size] tab, click the [Carrier Sheet Settings] button.

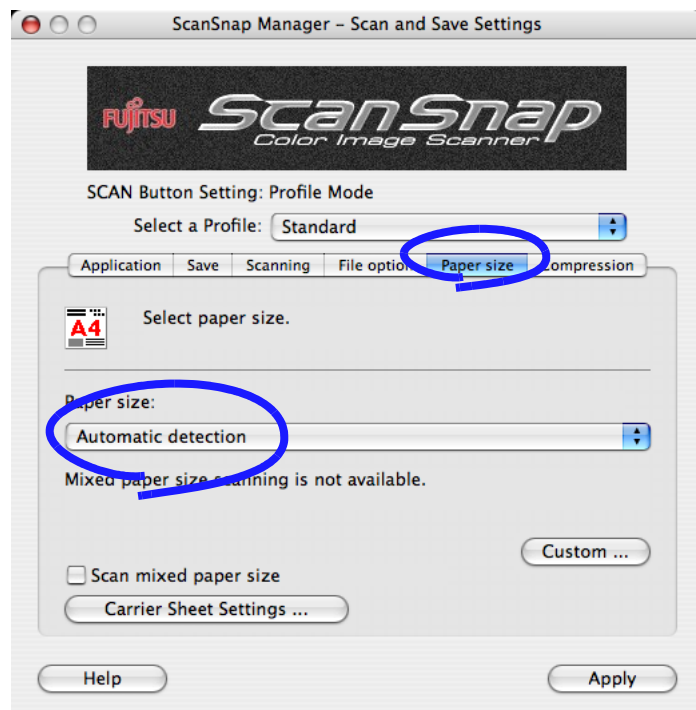


Using the ScanSnap in Various Ways

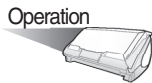
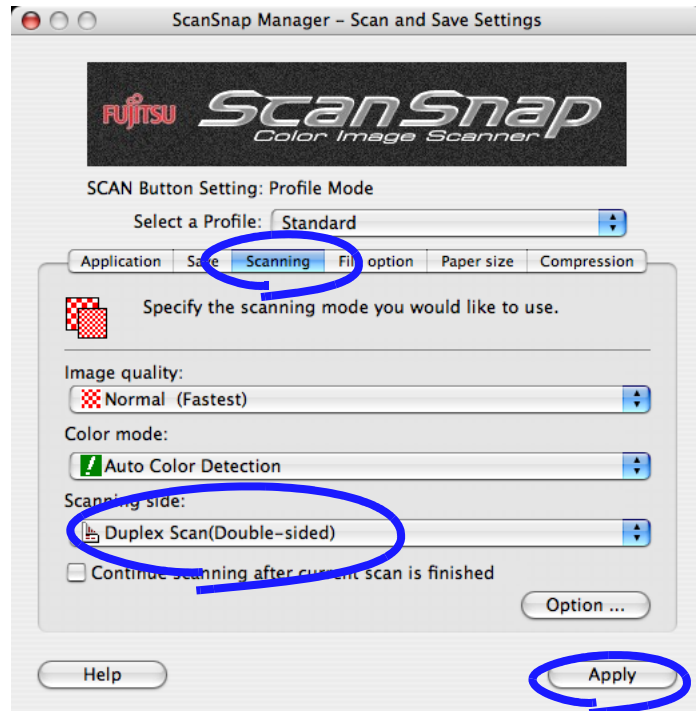
3. In the "ScanSnap Carrier Sheet Settings" window, select "Create facing pages in one image" in the [Mode] pop-up menu, and then click the [OK] button.



4. Select "Automatic detection" in the [Paper size] pop-up menu on the [Paper size] tab.

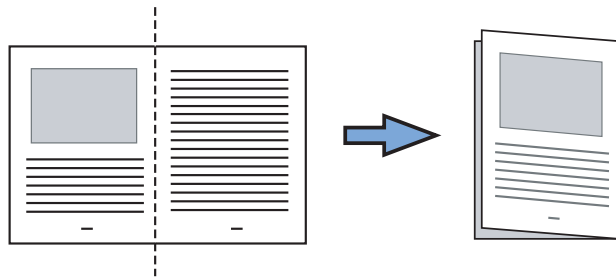


5. Select "Duplex Scan" in the [Scanning side] pop-up menu on the [Scanning] tab, and click the [Apply] button.



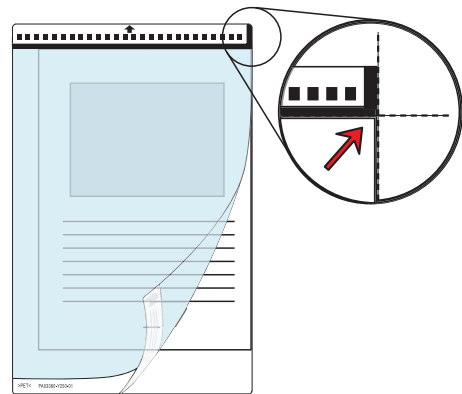
6. Fold the sheet to be scanned in half.

Fold the sheet tightly and smooth out the crease. Otherwise, the sheet may be skewed during scanning.



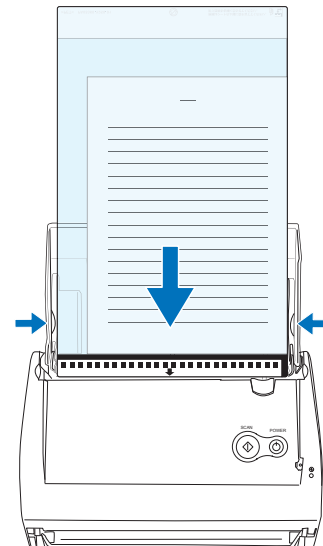
7. Open the Carrier Sheet and insert the document.

Align the fold with the right edge of the Carrier Sheet so that the document fits into the Carrier Sheet at the upper corner.



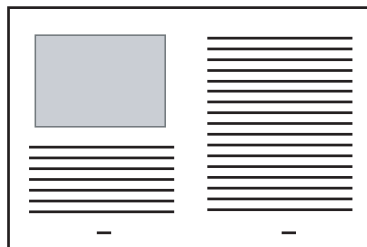
8. Load the Carrier Sheet onto the ScanSnap.

- Load the Carrier Sheet with the portion striped in black and white as the leading edge as shown in the right figure.
- Adjust the side guides to the width of the Carrier Sheet to avoid skewing.
- When the Carrier Sheet is used for scanning, continuous scanning is not possible. Scan one piece or one sheet at one time.



9. Press the [SCAN] button .

⇒ The front and back side images are merged into a double-page spread image.






- There may be a gap between the front and back side images, or a line may appear on the output image.
When a sheet of thick paper is scanned, images on the both right and left side may be skewed to a trapezoidal shape.
The degree of skewing varies depending on the condition of the document (how it is folded or loaded).
Troubleshoot the problem as follows, and the situation may be improved.
 - Is the document neatly folded? If not, fold it neatly.
 - Is the edge of the document aligned with the edge of the Carrier Sheet? If not, align the document with the Carrier Sheet.
- When "Automatic detection" is selected from the [Output image size] pop-up menu in the "ScanSnap Carrier Sheet Settings" window, the size of the produced image may be smaller than the original.
(The image is output in A3, B4, or 11" x 17" size, whichever the smallest, so that all elements on the image are included.)
Example: When you scan the A4 size image printed at the center of an A3 size paper
⇒ A B4 size image is output.
To output an image in the original size, specify the document size in the [Output image size] pop-up menu.

To "Create front and back images separately"

Use this mode for scanning a photograph with the Carrier Sheet when you do not want to get scratches on the photograph, or for scanning an irregular-shaped document such as the clipping of articles, which is difficult to scan as is.



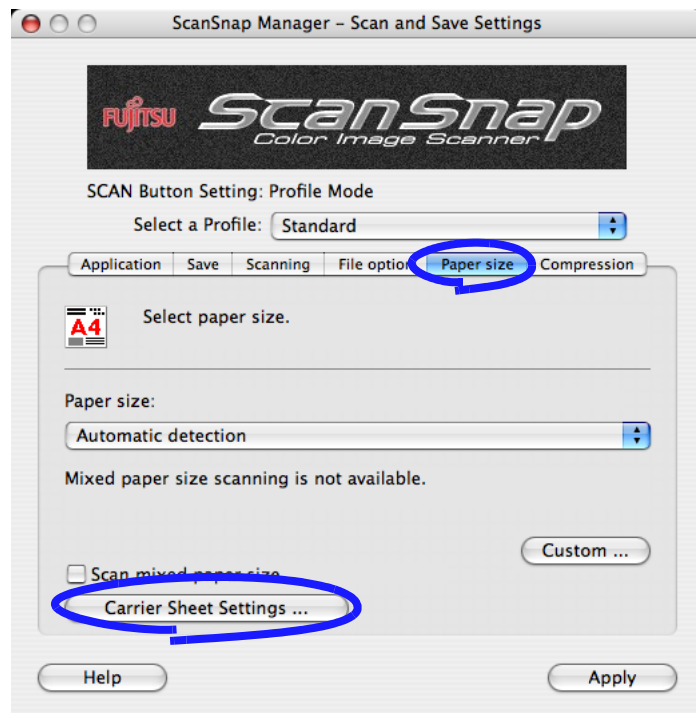
1. Click and hold the mouse button on the ScanSnap Manager icon , and select "Settings" from the displayed menu.



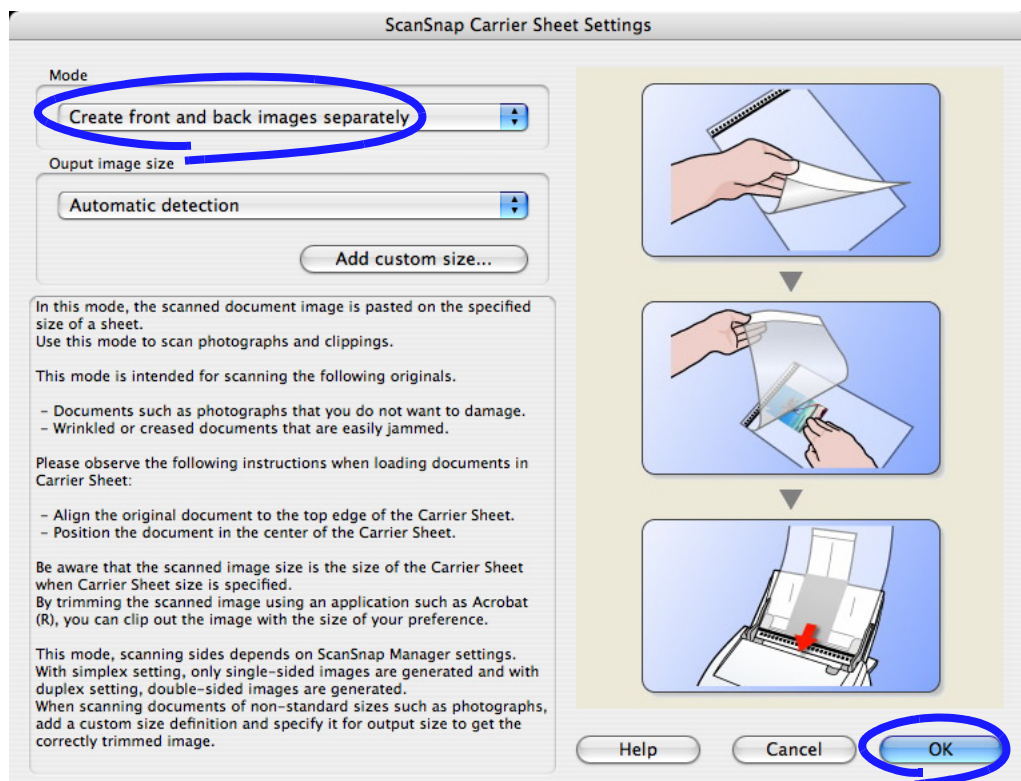
⇒ The "ScanSnap Manager - Scan and Save Settings" window appears.



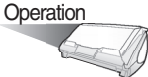
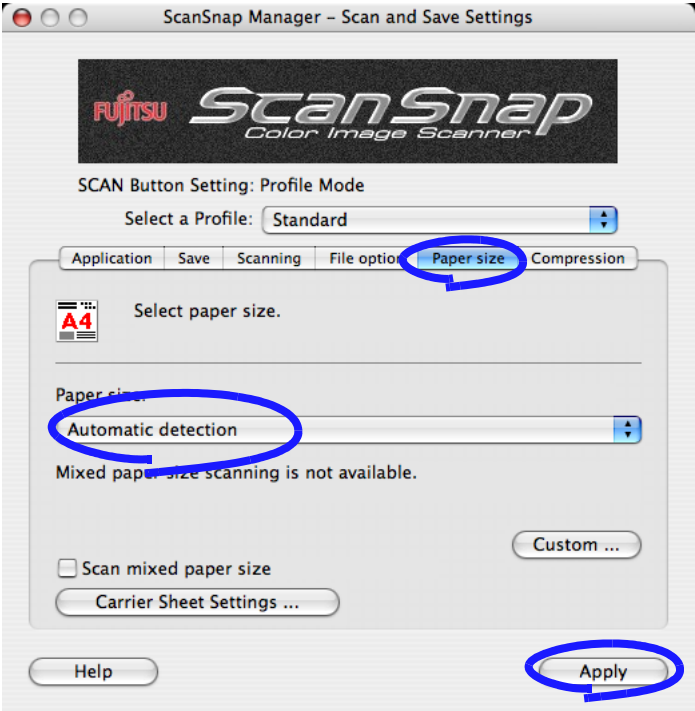
2. On the [Paper size] tab, click the [Carrier Sheet Settings] button.



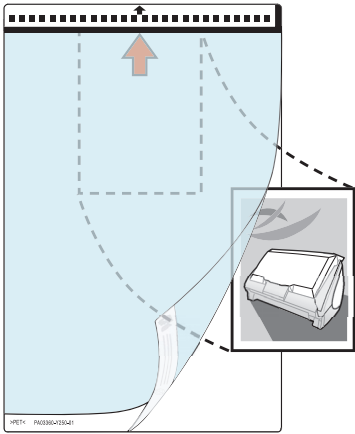
3. On the "ScanSnap Carrier Sheet Settings" window, select "Create front and back images separately" in the [Mode] pop-up menu, and then click the [OK] button.



- 4. Select "Automatic detection" in the [Paper size] pop-up menu on the [Paper size] tab.

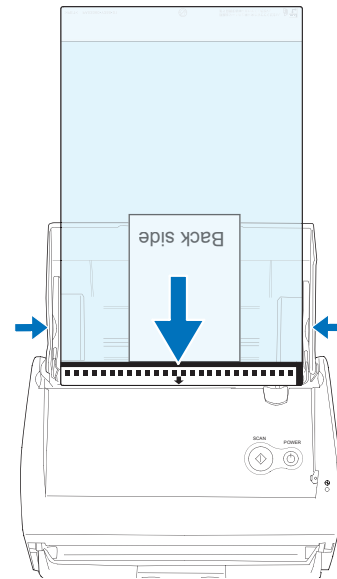


- 5. Open the Carrier Sheet and insert the material to scan.
Neatly align the top of the material with the top of the Carrier Sheet.
Center the material so that it is entirely contained in the Carrier Sheet.



6. Load the Carrier Sheet onto the ScanSnap.

- Load the Carrier Sheet with the portion striped in black and white as the leading edge as shown in the right figure.
- Place the Carrier Sheet so that the back side of it faces up.
- Adjust the side guides to the width of the Carrier Sheet to avoid skewing.
- When the Carrier Sheet is used for scanning, continuous scanning is not possible. Scan one piece or one sheet at one time.



7. Press the [SCAN] button



⇒ Scanning is started and the image data is generated in the specified size.

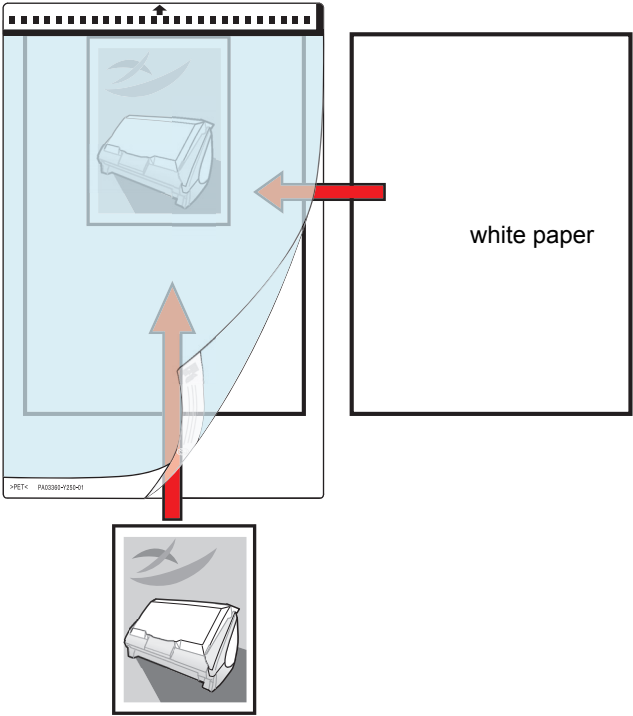


- The image is centered and output in the specified size.
When "Automatic detection" is selected in the [Output image size] pop-up menu of the "ScanSnap Carrier Sheet Settings" window, an optimal size is selected automatically from the available standard sizes (refer to [page 75](#)) and the image is output.
- In the "ScanSnap Carrier Sheet Settings" window, when "Automatic detection" is selected in the [Output image size] pop-up menu, the size of the produced image may be smaller than the original.
Example: When you scan the A5 size image printed at the center of an A4 size paper
⇒ A5 size image is output.
To output an image in the original size, specify the document size in the [Output image size] pop-up menu.



If the following symptoms are observed, lay the material over a piece of white paper to scan.

- The output image is not in a suitable size (when [Automatic detection] is selected).
- The outline of the material is shaded.
- Black lines appear around the material cut out in an indefinite shape.



Chapter 7



Troubleshooting

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



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7.1 Clearing Document Jams

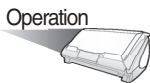
Cautions in clearing a paper jam are as follows:



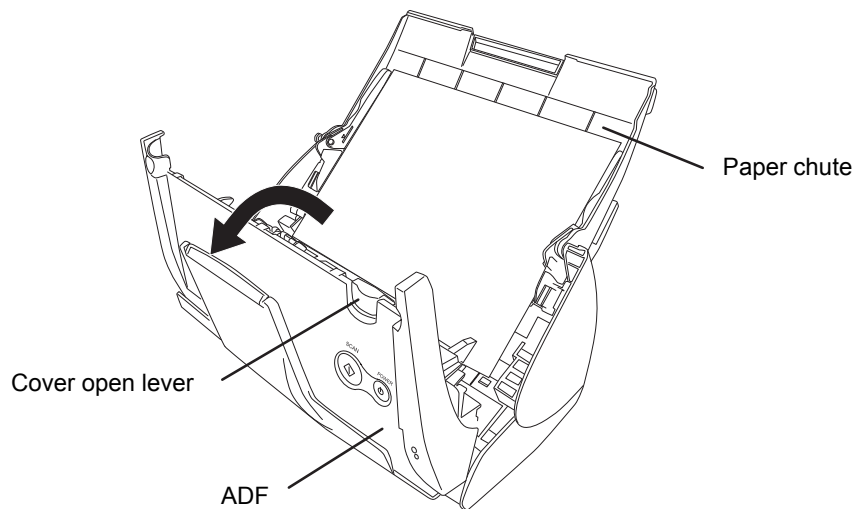
- Do not pull out the jammed paper by force. Be sure to open the ADF before removing the jammed document.
- Do not touch sharp objects inside the ScanSnap when removing jammed paper or you might be injured.
- When removing the jammed paper, be careful not to get your necktie or necklace entangled in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



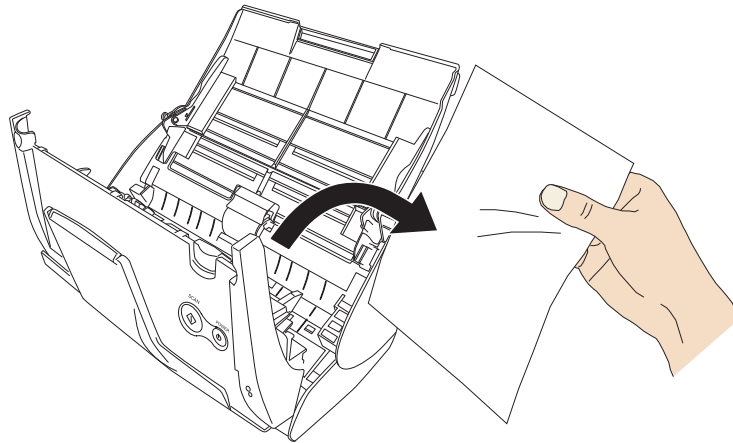
Clean the inside of the ScanSnap, following the guidelines in ["8.3 Cleaning the Inside of the ScanSnap"](#) (page 208).



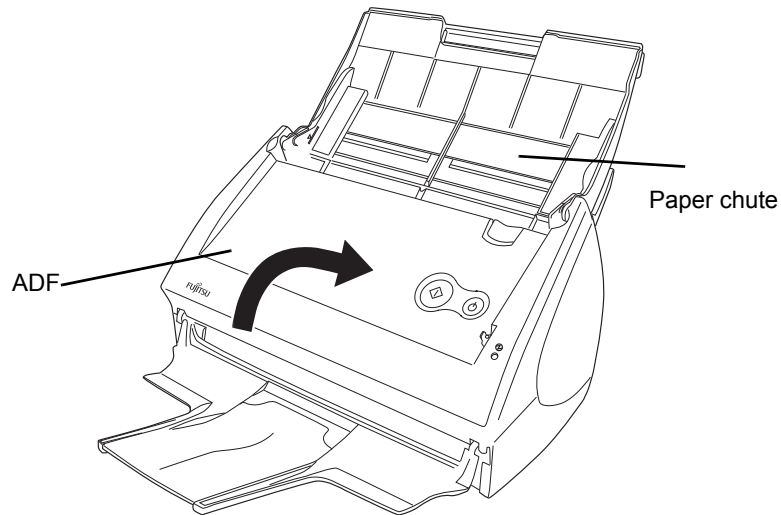
1. Remove the document on the paper chute.
2. Pull the cover open lever to open the ADF.



3. Remove the jammed paper.



4. Close the ADF.



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




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 power/USB cable connected correctly?	Correctly connect the power/USB cable. Disconnect and then re-connect the power cable. (Note: Wait at least five seconds before reconnecting the 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 S510M installed in your computer?	Install ScanSnap Manager for the ScanSnap S510M. (Refer to "2.1 Installing the Supplied Software" (page 6).)
	Is the USB cable connected correctly?	Connect the USB cable correctly. (When a hub is used, check the hub's power supply.)
	Is the  LED light blinking?	Disconnect and then re-connect the power cable. (Wait at least five seconds before reconnecting the power/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 power cable. 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. For details about the uninstallation, refer to "Appendix A Uninstalling ScanSnap" (page 229).
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 205).
The scanned image shifts or is distorted.	Is the document loaded correctly?	Load the document correctly, referring "3.3 Loading Documents" (page 46).
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.

Symptom	Check The Item Out	Resolution
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. <ul style="list-style-type: none"> • 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)
Multi-feeds (*2) occur frequently.	Is the Pad ASSY dirty?	Clean the pad following the instructions in "8.3 Cleaning the Inside of the ScanSnap" (page 208) .
	Is the Pad ASSY worn?	Replace the Pad ASSY following the instructions in "9.2 Replacing the Pad ASSY" (page 216) .
	Is the document stack thicker than 0.2 in. (5mm)?	Reduce the number of sheets to less than 0.2 in. (5mm) thick and load the document. Load the document, referring "3.3 Loading Documents" (page 46) .

Symptom	Check The Item Out	Resolution
Sheets of paper are not fed (stops midway).	Is the pick roller dirty?	Clean the pick roller following the instructions in "8.3 Cleaning the Inside of the ScanSnap" (page 208) .
	Is the pick roller worn?	Replace the pick roller following the instructions in "9.3 Replacing the Pick Roller" (page 220) .
	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 196) .
	Does the loaded document satisfy the conditions described in "3.2 Paper Sizes of Documents to be Scanned" (page 43) ? If not, they may not pass smoothly through the ADF.	Try the following: <ul style="list-style-type: none"> 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.
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. Refer to ""Correct skewed character strings automatically" checkbox" (page 67) . Load the document onto the ScanSnap using the side guide (refer to "3.3 Loading Documents" (page 46)) 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 67) .

Symptom	Check The Item Out	Resolution
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 68).
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 80).
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.
When the document is scanned with the Carrier Sheet, a message, "Document size incorrect", appears or part of the page image is lost.	Did you put multiple small-size materials (photos/post cards) in the Carrier Sheet for scanning?	Put only one small-size material (a photo/ a post card) in Carrier Sheet per scanning.
	--	A detection error in the folded portion may cause part of the page image be lost. In such case, set the document so its edge will be about 1 mm inside of the Carrier Sheet frame.
When the document is scanned with the Carrier Sheet, a paper jam occurs frequently.	--	Feed about 50 sheets of PPC paper or recycled paper, and then scan the document by using Carrier Sheet. Note: You can use either unused or used PPC/recycled paper.
Black lines are produced on the scanned document.	Is the scanned documents written with pencil?	It is recommended the Carrier Sheet be used for scanning. If you are not using Carrier Sheet for scanning such documents, clean rollers as often as possible. For information about how to clean rollers, refer to " 8.3 Cleaning the Inside of the ScanSnap " (page 208).

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 168)), 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.

(*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.



- Before you clean the ScanSnap, unplug the power cable from the power outlet 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 ScanSnap. Dust blown up by strong air from the spray may enter the inside of the ScanSnap. This may cause the ScanSnap to fail or malfunction. Sparks, caused by static electricity, generated when blowing off dust and dirt from the outside of the ScanSnap may cause a fire.

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8.1 Cleaning Materials

Cleaning Materials	Parts No.	Remarks
Cleaner F1 	PA03950-0352	1 bottle (100ml) Moisten a cloth with this fluid and wipe the ScanSnap clean. (*1)
Cleaning wipe	PA03950-0419	1pack (24 sheets) (*1) (*2)
Lint-free dry cloth	Commercially available. (*3)	

*1) To purchase cleaning materials, contact the FUJITSU scanner dealer where you purchased the ScanSnap.

*2) Pre-moistened with Cleaner F1, Cleaning Wipes are used instead of moistened cloths.

*3) Any lint-free cloth can be used.



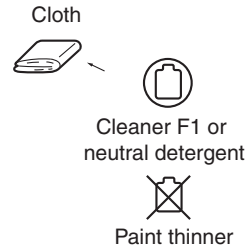
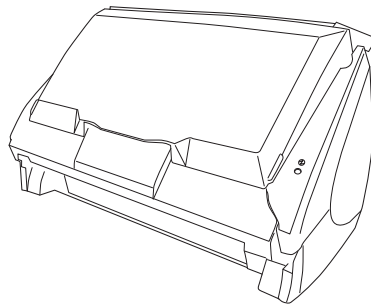
- Never use paint thinner and other organic solvents.
- During the cleaning, prevent water or moisture from getting inside the ScanSnap.
- It may take long before the cleaner vaporizes if a large quantity is used. When cleaning the ScanSnap parts, dampen a cloth with modest quantities of the cleaner. In addition, wipe off the cleaner completely with a soft lint-free cloth to leave no residue on the surface of the cleaned parts.

8.2 Cleaning the ScanSnap Exterior & Stacker

Clean the ScanSnap exterior and the stacker with a cloth moistened with a small amount of Cleaner F1 or any neutral detergent.



- Never use paint thinner and other organic solvents.
- During the cleaning, prevent water or moisture from getting inside the ScanSnap.
- 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.



8.3 Cleaning the Inside of the ScanSnap

Clean inside of the ScanSnap with a cloth moistened with Cleaner F1.

In an alternating succession of scanning documents, the accumulated paper-powder and dust inside the ScanSnap causes a scanning error.

As a guideline, clean the ADF every 1,000 scans. Note that this guideline varies according to the type of the documents you are scanning. For example, the ADF must be cleaned more frequently when scanning documents on that the toner has not been sufficiently fixed on.

Clean the ADF according to the following procedure and refer to the illustrations on the following page.



The glass surface inside the ADF becomes hot during the ScanSnap operation.

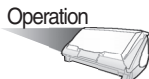
Before you start to clean the inside of the ScanSnap, disconnect the AC adapter from the outlet and wait at least 15 minutes to let the ScanSnap cool down.



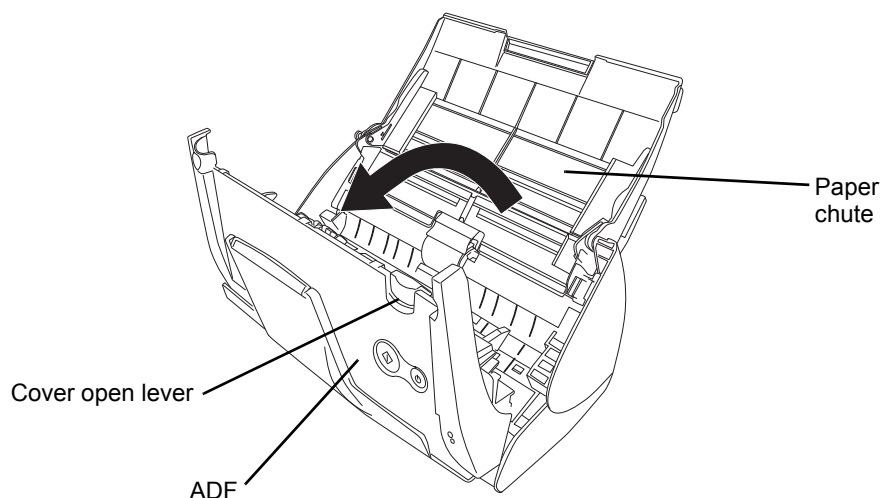
When you perform cleaning, make sure that the inside of the ScanSnap is free of any foreign object, and be careful not to get your hand or the cloth caught on the pick spring (metal part) as a deformed pick spring (metal part) may cause injury.



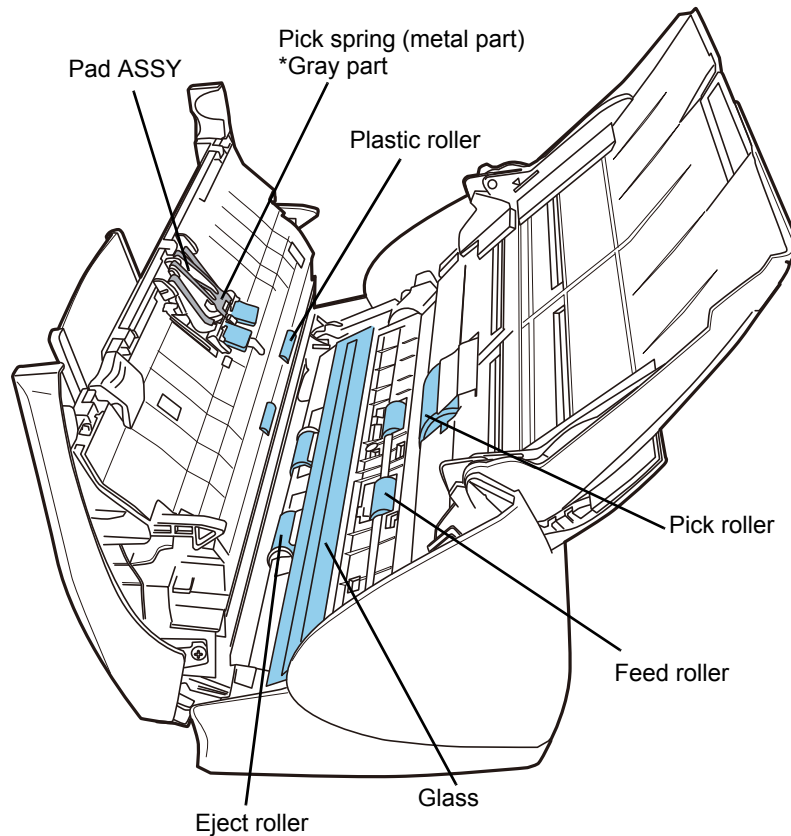
- Do not use water or neutral detergent to clean the inside of the ScanSnap.
- It may take long before the cleaner vaporizes if a large quantity is used. When cleaning the ScanSnap parts, dampen a cloth with modest quantities of the cleaner. In addition, wipe off the cleaner completely with a soft lint-free cloth to leave no residue on the surface of the cleaned parts.



1. Open the ADF while pulling the cover open lever.



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



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.

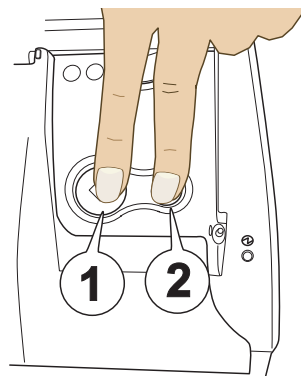
- Pad ASSY (1 piece)
Wipe the pad assy downwards. When cleaning the pad assy, be careful not to get your hand or the cloth caught on the pick spring (metal part).
- Glass (2 pieces; located on the ADF and opposite side)
Clean lightly.
- Pick roller (1 piece)
Clean lightly taking care not to scratch the surface of the roller. Take particular care in cleaning the Pick roller since black debris on the roller adversely affects the pickup performance.



-
- **Plastic rollers (4 pieces on the ADF)**
Clean them lightly while rotating the rollers with your finger. Be careful not to roughen the surface of the rollers. Take particular care in cleaning the plastic rollers since black debris on the rollers adversely affects the pickup performance.


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

- **Feed rollers (2 pieces)**
Clean lightly taking care not to roughen the surface of the rollers. Take particular care in cleaning the feed rollers since black debris on the rollers adversely affect the pickup performance.
- **Eject rollers (2 pieces)**
Clean lightly taking care not to roughen the surface of the rollers.
Take particular care in cleaning the eject rollers since black debris on the rollers adversely affect the pickup performance.
To rotate the feed rollers and the eject rollers, press the [POWER] button while holding down the [SCAN] button.
As a guideline, six presses of the [POWER] button make the rollers to rotate one full turn.

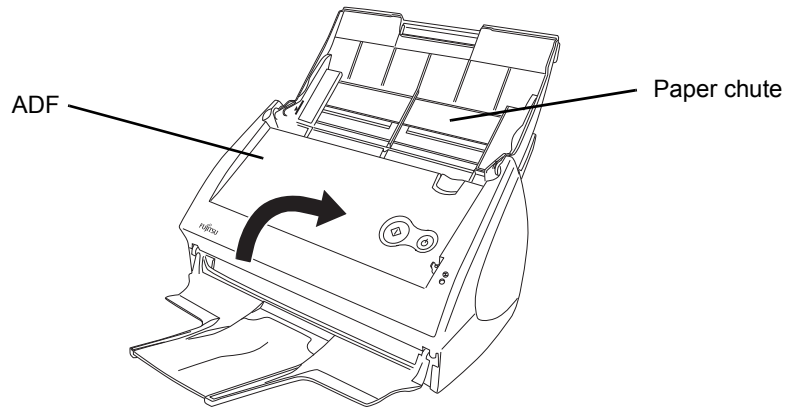


1. Hold down the [SCAN] button.
2. Press the [POWER] button while holding down the [SCAN] button.

⇒ The rollers rotate.

ATTENTION  Connect the power cable only when cleaning the feed rollers and eject rollers.

3. Close the ADF.



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



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

8.4 Cleaning the Carrier Sheet

If the Carrier Sheet is used extensively, dirt and dust may stick onto the surface or the interior and cause scanning errors. Clean it regularly to avoid errors.

Cleaning method

Use dry, soft cloth, or soft cloth slightly moistened with Cleaner F1 (sold separately) or a mild detergent to lightly clean off the dirt and dust from the surface and the interior of the Carrier Sheet.



- Never use paint thinner or other organic solvents.
- Do not rub the Carrier Sheet too hard. Otherwise, it may be scratched or be deformed.
- After cleaning the interior of the Carrier Sheet with Cleaner F1 or mild detergent, dry the Carrier Sheet completely before closing it.
- As a guideline, it is recommended to replace the Carrier Sheet with new one every 500 scans.
Refer to ["9.4 Purchasing the Carrier Sheet" \(page 228\)](#) for details on the purchase of a Carrier Sheet.



Chapter 9



Replacing Consumables

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



- Before you replace the consumables of the ScanSnap, unplug the power cable from the power outlet 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.

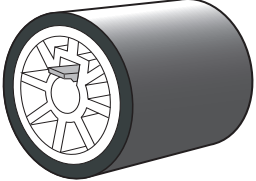
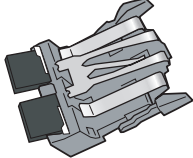
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9.1 Replacing Consumables

This section describes how to replace consumables.

■ Part Numbers and Replacement Cycles of Consumables


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

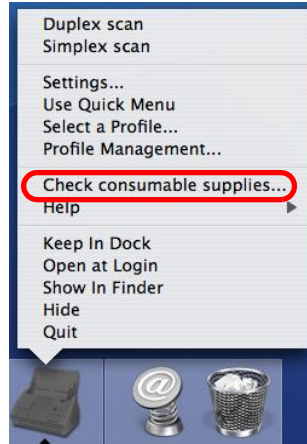
No.	Description	P/N	Suggested Replacement Cycle
1	Pick roller 	PA03360-0001	100,000 sheets or one year
2	Pad ASSY 	PA03360-0002	50,000 sheets or one year

The suggested replacement cycles are based on A4/Letter sized paper free of wood fibers 80g/m² (21 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.

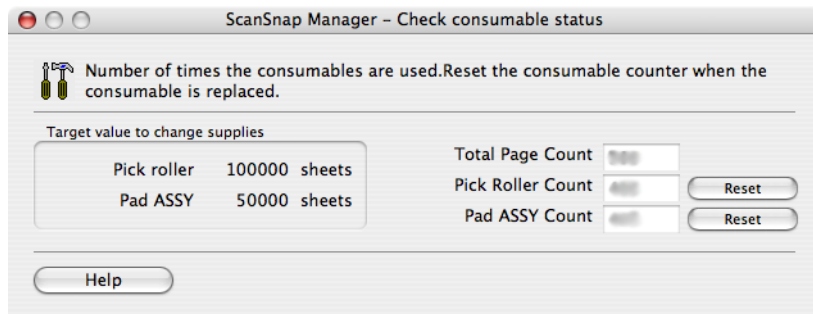


Use the following procedure to check the target values for replacement and usage information of consumables.

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.

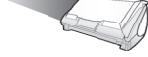
For details about purchasing consumables, visit the website below or contact the FUJITSU scanner dealer where you purchased your ScanSnap.

[Website] <http://scansnap.fujitsu.com/>

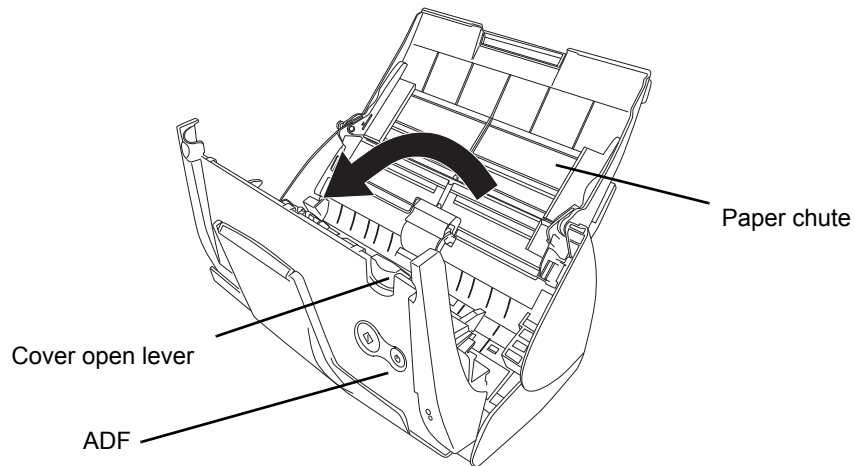
9.2 Replacing the Pad ASSY

Replace the Pad ASSY following the procedure below.

Operation

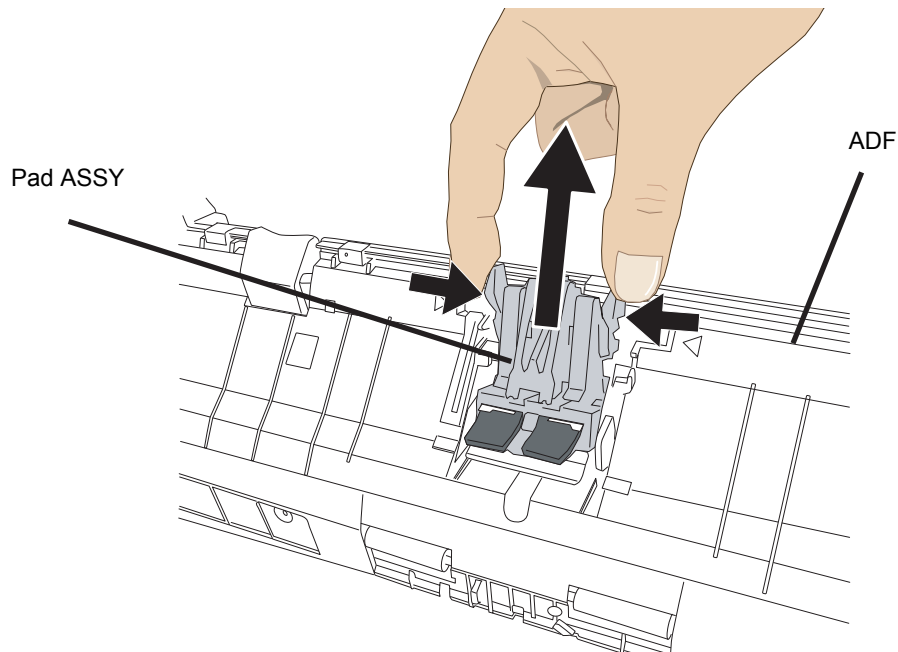


1. Remove the documents on the paper chute.
2. Open the ADF while pulling the cover open lever.



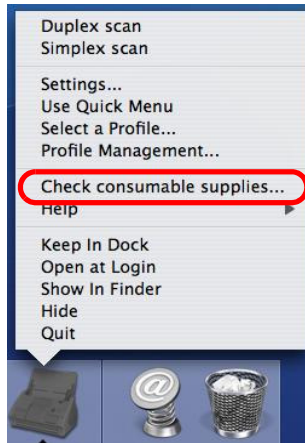
3. Remove the Pad ASSY.

Pull out the Pad ASSY in the direction of the arrow while pinching both ends of the Pad ASSY.



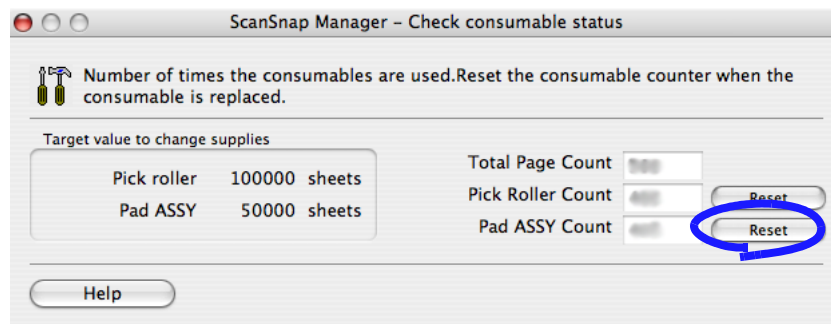


7. Click and hold the ScanSnap Manager icon on the Dock menu, and select [Check consumable supplies] from the menu.

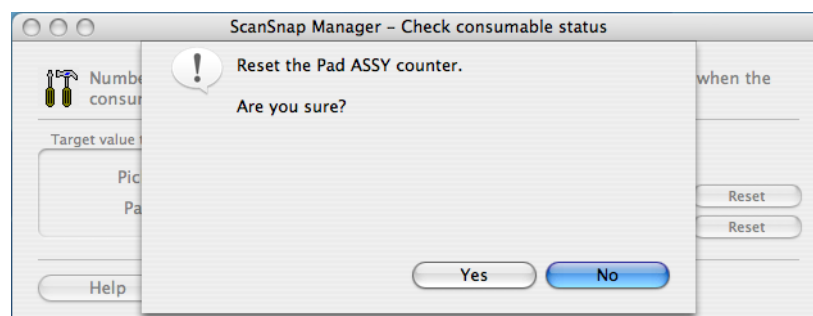


⇒ The "ScanSnap Manager - Check consumable status" window will appear.

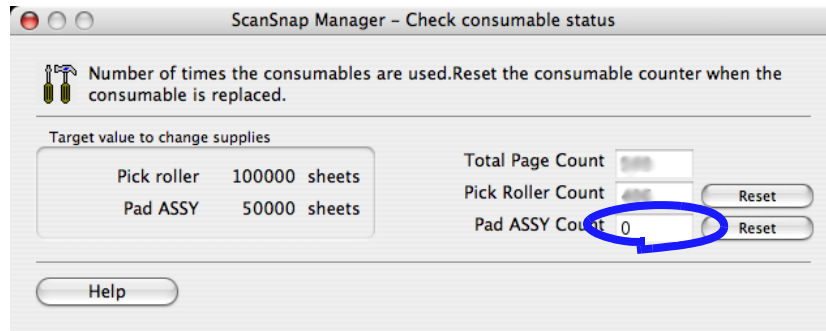
8. In the "ScanSnap Manager - Check consumable status" window, click the [Reset] button of the "Pad ASSY Count."



⇒ A confirmation window appears.



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



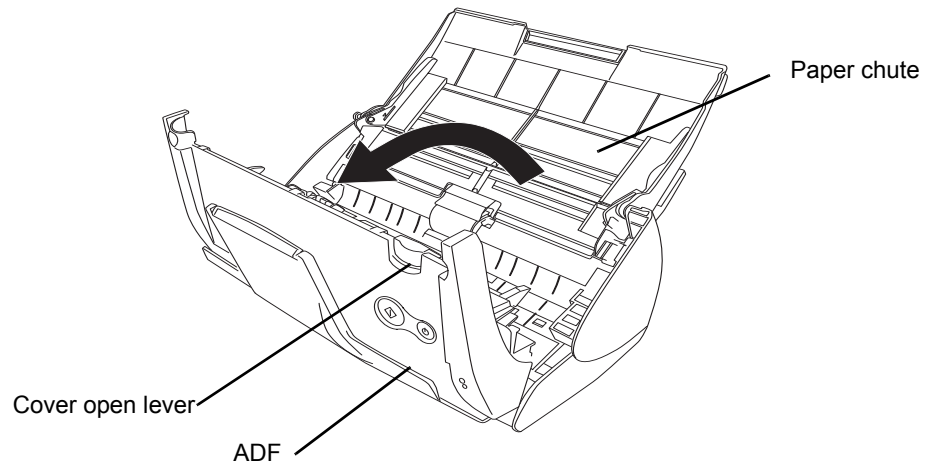
9.3 Replacing the Pick Roller

Replace the pick roller following the procedure below.

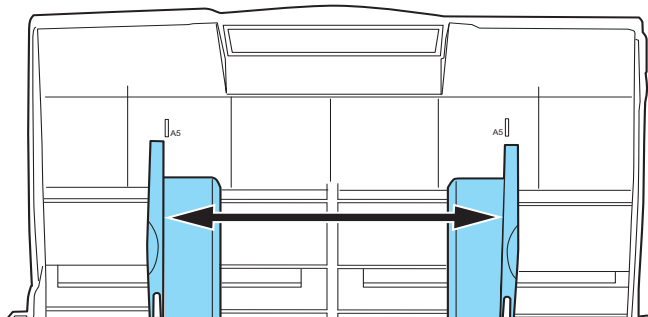
Operation



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

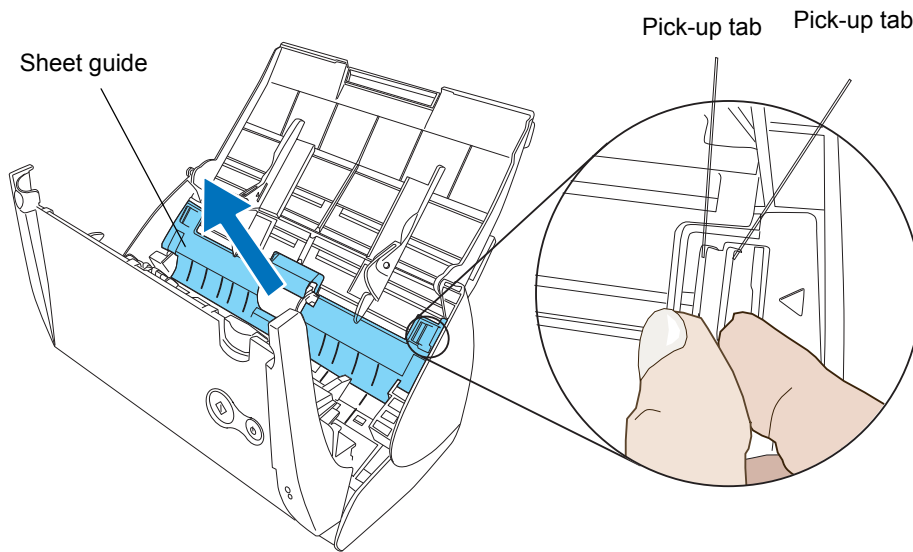


3. Adjust the Side guide to the "A5" size.

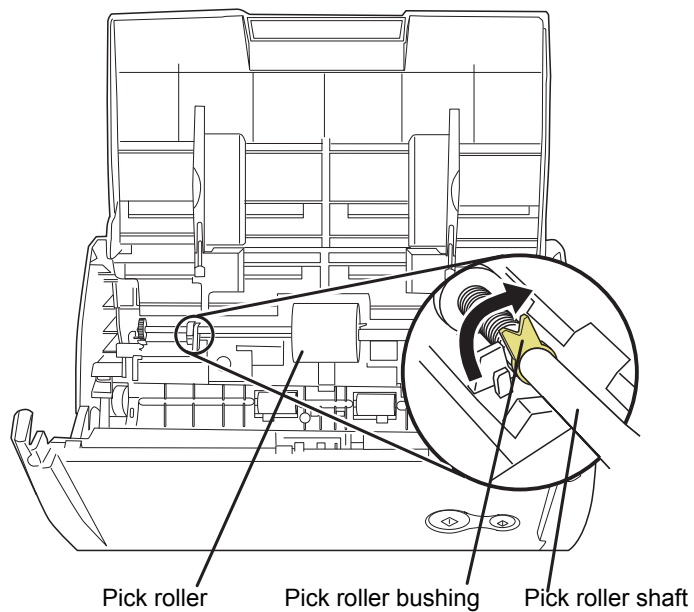


4. Remove the sheet guide.

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

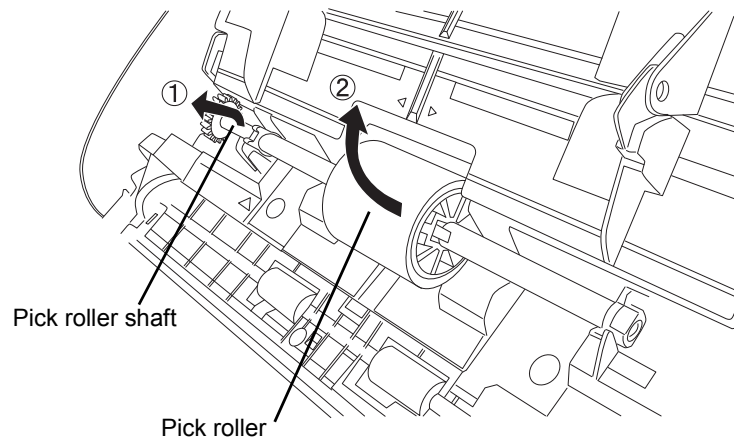


5. Rotate the pick roller bushing (left).



6. 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.



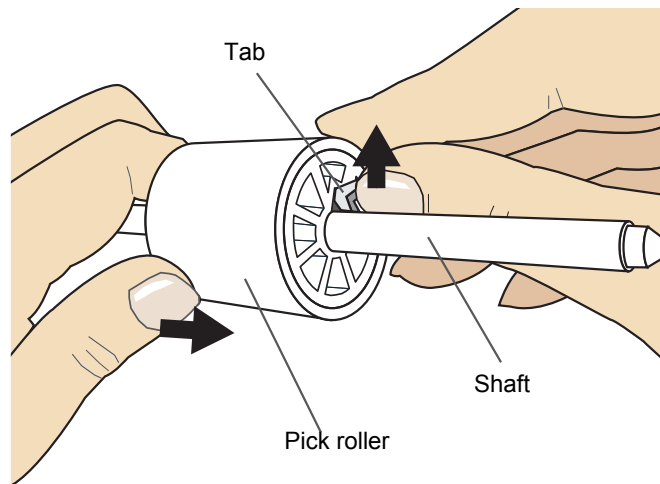
If the area around the pick roller is dirty by paper-powder, it may cause a scanning error. Remove the dirt using a dry cloth moistened with Cleaner F1.

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

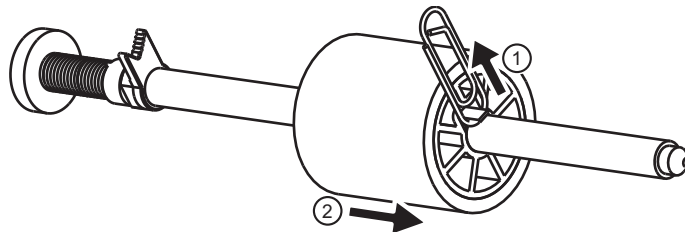


7. Remove the pick roller from its shaft.

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

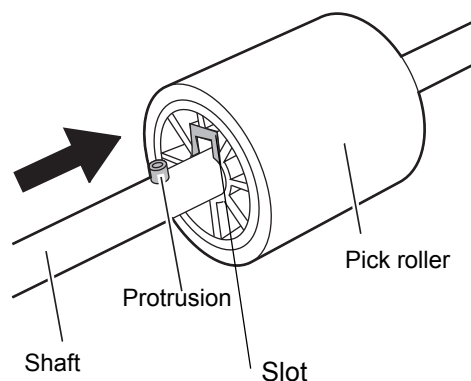


If you push up the pick roller tab using your fingernail, your fingernail may be hurt or get chipped. If you cannot push it up successfully with your fingernail, you can use a paper clip to push up the pick roller tab.



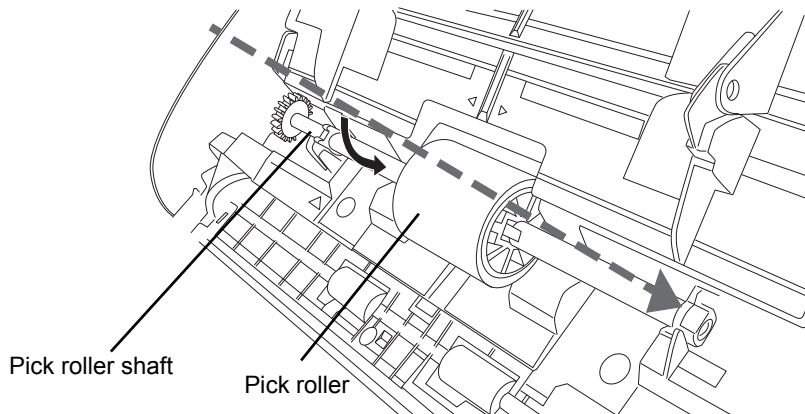
8. Attach a new pick roller to the shaft.

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

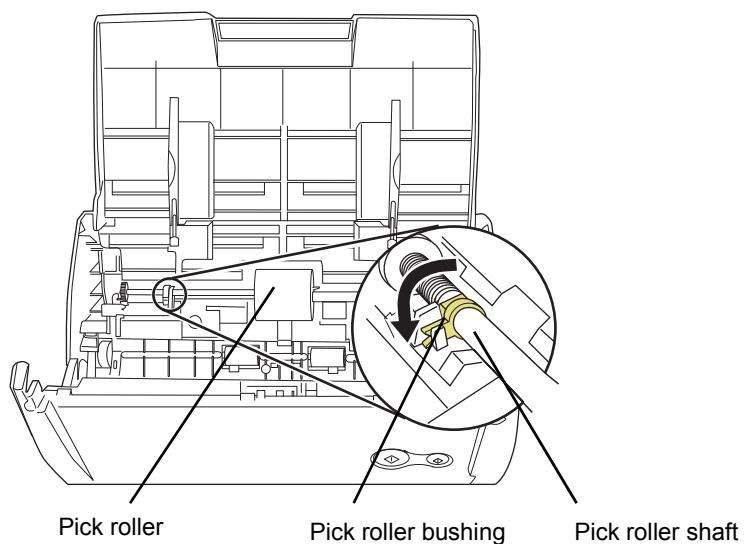


9. Install the pick roller with its shaft to the ScanSnap.

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



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

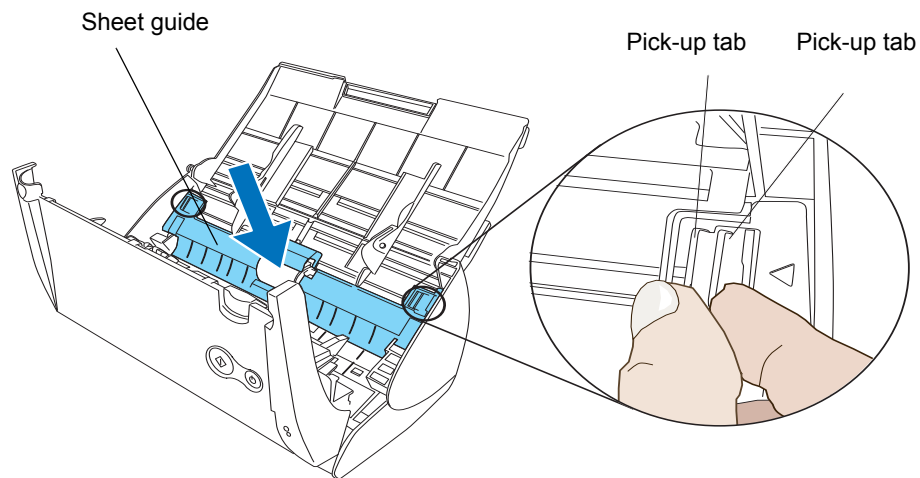


Make sure that the Pick roller is completely attached. Otherwise, document jams or other feeding errors may occur.



11. Attach the sheet guide to the ScanSnap.

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

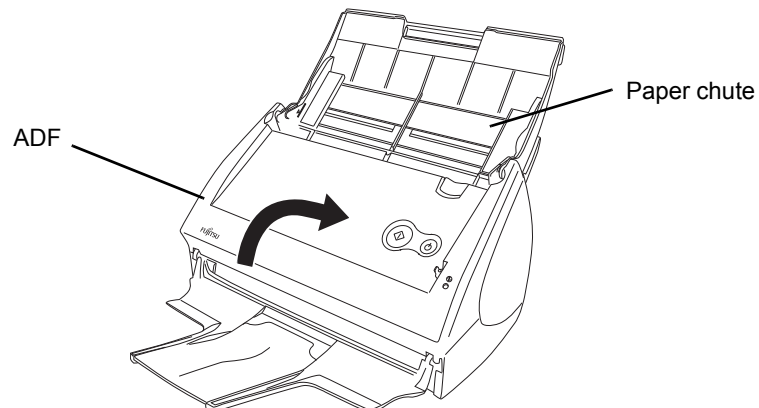


⇒ The sheet guide makes a clicking sound when the knobs fix into position.



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

12. Close the ADF.

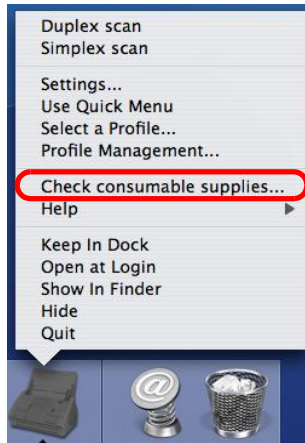


⇒ You should hear the ADF click when it returns to its original position.

13. Turn on the ScanSnap.

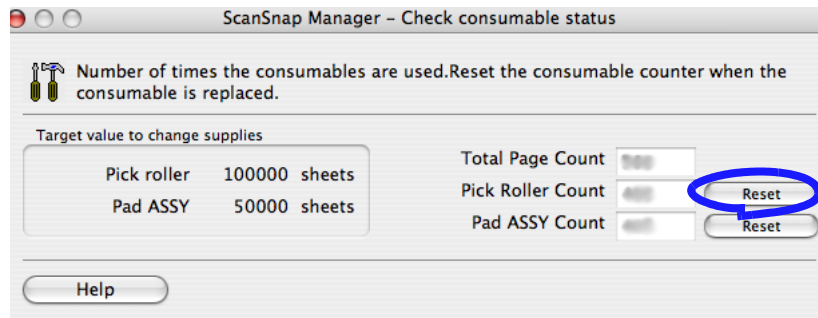


- Click and hold the ScanSnap Manager icon on the Dock menu, and select [Check consumable supplies] from the menu.

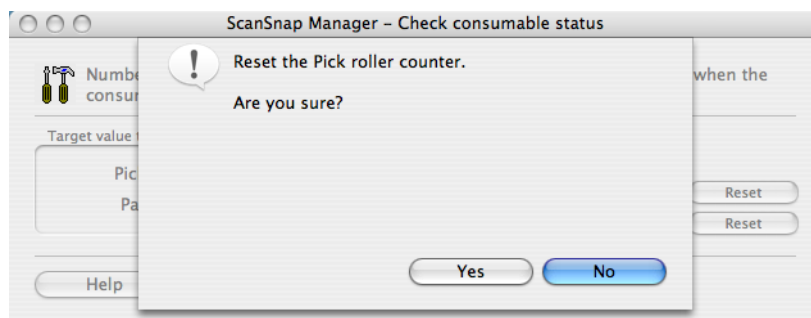


⇒ The "ScanSnap Manager - Check consumable status" window appears.

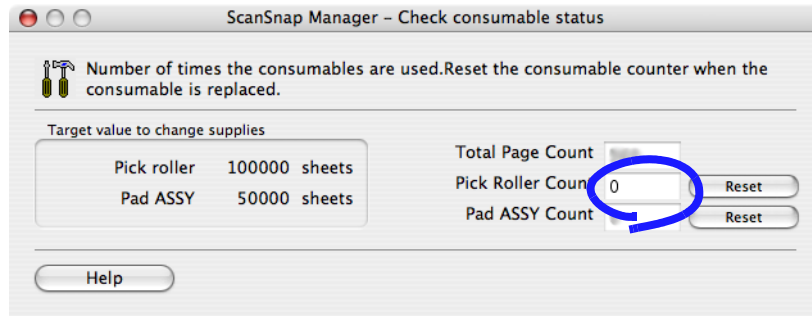
- In the "ScanSnap Manager - Check consumable status" window, click the [Reset] button of the "Pick Roller Count."



⇒ A confirmation pop-up window appears.



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

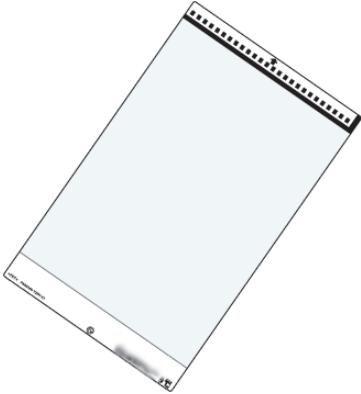


9.4 Purchasing the Carrier Sheet

If the "Carrier Sheet" bundled in this product cannot be used for scanning due to damage or wear-and-tear, you can purchase just the Carrier Sheet separately.

As a guideline, it is recommended to replace the Carrier Sheet every 500 scans. However, the number of times of use differs according to usage. If scratches and dirt are conspicuous, please replace the Carrier Sheet accordingly.

The description of the Carrier Sheet and part number are as follows.

Description	Qty	P/N
<p data-bbox="391 770 689 801">ScanSnap Carrier Sheet</p>  A light blue rectangular carrier sheet with a perforated edge on the right side, shown at an angle.	5 pcs	FI-511ES-WW

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.

A

■ 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."
⇒ The "System Preferences" window appears.
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.
 - ⇒ "ScanSnap Manager" is uninstalled.

A

Appendix B



Quick Menu Mode / Profile Mode

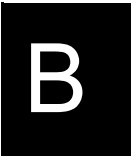
Setting items you can configure in the "ScanSnap Manager - Scan and Save Settings" window are different depending on which mode the ScanSnap is in.

Switch between Quick Menu Mode ([page 32](#)) and Profile Mode ([page 37](#)) 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 55 page 80
	Add Profile	NA	OK	page 56
	Profile Management	NA	OK	page 56
Application	Application	NA *1	OK	page 57
	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	
	Scan to Searchable PDF	NA	OK	
Cardiris	NA	OK		
Save	Image saving folder	OK	OK	page 61
	File name format	OK	OK	page 62
Scanning	Image quality	OK	OK	page 64
	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 65
	Auto Color Detection	OK	OK	
	Color	OK	OK	
	B&W	OK	OK	
	Scanning side	OK	OK	page 66
	Continue scanning after current scan is finished	OK	OK	
	Option	OK	OK	page 66
	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
PDF (*.pdf)		OK	OK	
JPEG (*.jpg)		NA	OK	
Option		OK	OK	page 70
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 71
	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 72
	Scan mixed paper size	OK	OK	page 73
	Carrier Sheet Settings	OK	OK	

Setting Items in Quick Menu Mode and Profile Mode

Setting Items		Quick Menu Mode	Profile Mode	Page
Compression	Compression rate	OK	OK	page 78
	1	OK	OK	
	2	OK	OK	
	3	OK	OK	
	4	OK	OK	
	5	OK	OK	

Note 1: In Quick Menu Mode ([page 32](#)), you can start associated applications by selecting actions in the ScanSnap Quick Menu. Therefore, the [Application] tab is hidden.



Appendix C



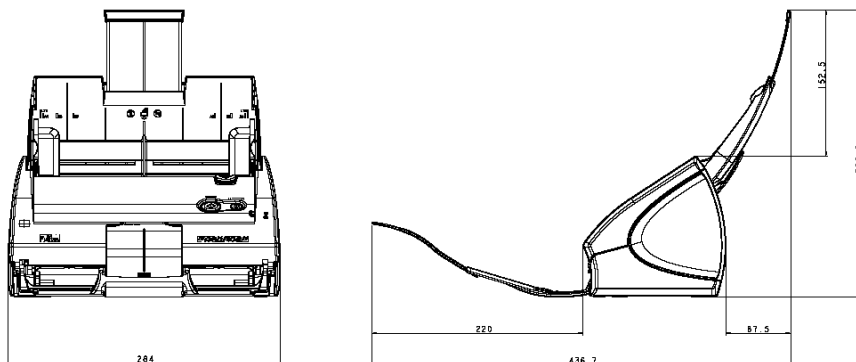
Installation Specifications

The following table summarizes the installation specifications of the ScanSnap.

Item		Specifications		
Dimensions (Note)		Width	Depth	Height
	Minimum	284 mm 11.18 in.	157 mm 6.18 in.	158 mm 6.22 in.
	Maximum	284 mm 11.18 in.	436.7 mm 17.19 in.	299.5 mm 11.79 in.
Weight		2.7 kg (approximately 5.95 lb)		
Input power supply	Voltage	100 - 240 V		
	Number of phases	Single-phase		
	Frequency	50/60 Hz		
Power consumption	During operation	28 W or less		
	During standby	6 W or less		
Temperature/ Humidity Allowable Ranges	Scanner 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



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 S510M Operator's Guide

P3PC-1942-03ENZO

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