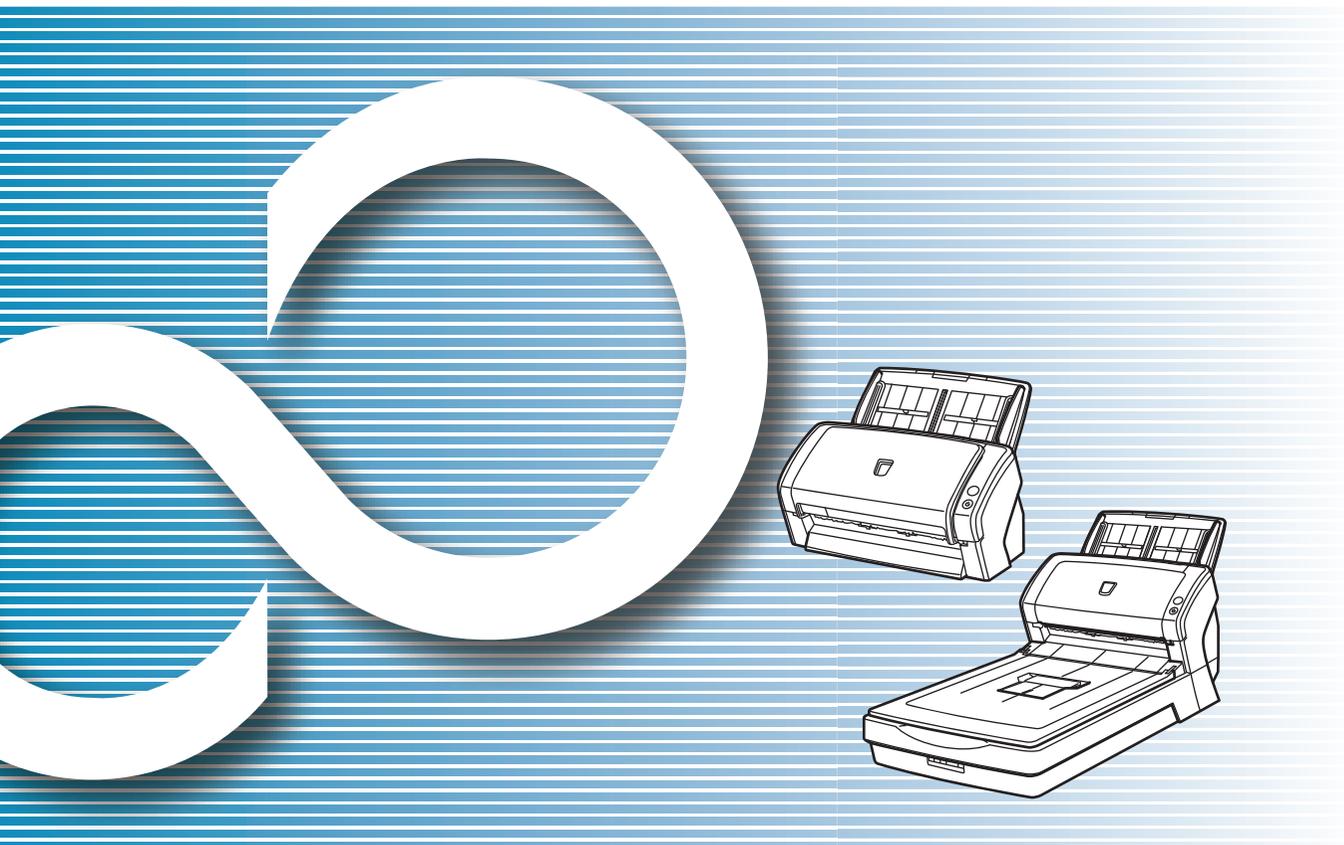


ScanPartner SP25/SP30/SP30F

Image Scanner

Operator's Guide

Thank you for purchasing our Color Image Scanner ScanPartner. This manual explains about the basic operations and handling of the scanner. For details about scanner installation and connections, refer to the Quick Installation Sheet.



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Explains the names and functions of parts and basic scanner operation.

- Scanner Overview

Explains how to load documents on the scanner.

- How to Load Documents

Explains how to use the Operator Panel.

- How to Use the Operator Panel

Explains about various ways of scanning.

- Various Ways to Scan

Explains how to clean the scanner.

- Daily Care

Explains how to replace the consumables.

- Replacing the Consumables

Explains about troubleshooting.

- Troubleshooting

Explains how to configure settings in the Software Operation Panel.

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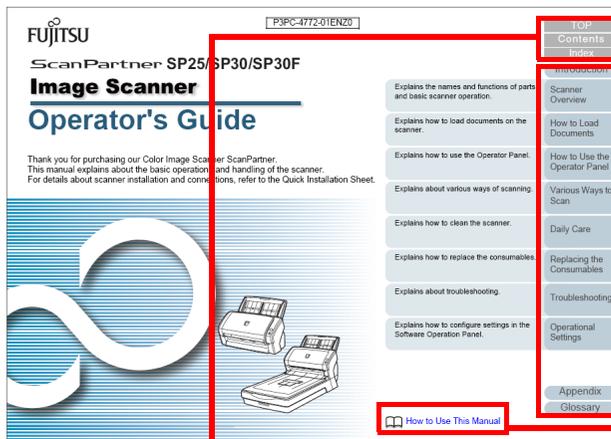
How to Use This Manual

The following shows the tips for using this manual.

- To display or print this manual, either Adobe® Acrobat® (7.0 or later) or Adobe® Reader® (7.0 or later) is required.
- In this manual, you can use the Search tool of Adobe® Acrobat® or Adobe® Reader®.
For details, refer to the Adobe® Acrobat® or Adobe® Reader® Help.
- Use the [Page Up] key to return to the previous page, and the [Page Down] key to go to the next page.
- Click a blue character string, tab or contents/index title (where the mouse cursor changes into a shape such as ) to jump to the link.

- Common for all pages

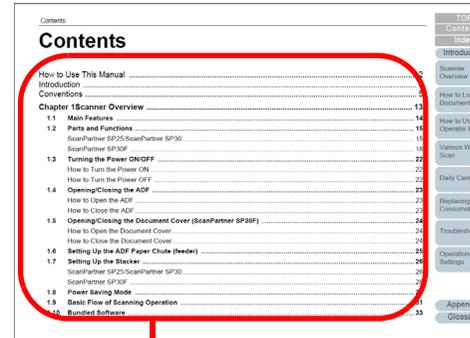
Jumps to the first page of each chapter.
This tab is on every page.



TOP: Jumps to the cover page.
 Contents: Jumps to the contents page.
 Index: Jumps to the index page.

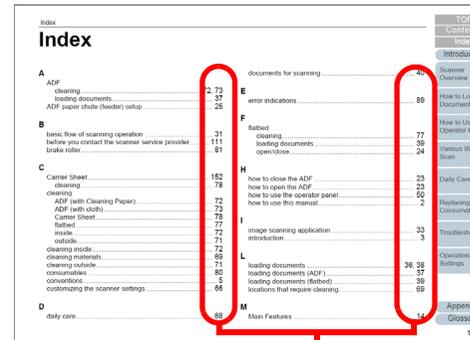
Jumps to this page.
 Click a blue character string to jump to the link.

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Click on a title to jump to the link.

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Click on a page number to jump to the link.

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Introduction

Thank you for purchasing our Color Image Scanner ScanPartner.

About This Product

"This product" refers to the Color Image Scanner ScanPartner. Each scanner is equipped with an Automatic Document Feeder (ADF) that allows duplex (double-sided) scanning, and supports USB interfaces.

The following table shows the differences between each model.

Model	Scanner type		Scanning speed (*2)
	ADF	Flatbed (*1)	
ScanPartner SP25	Yes	-	25 ppm/50 ipm
ScanPartner SP30	Yes	-	30 ppm/60 ipm
ScanPartner SP30F	Yes	Yes	30 ppm/60 ipm

Yes: Available

- : Not available

*1 : Flatbed allows you to scan thin paper and thick documents such as a book.

*2 : When scanning A4 size documents at 300 dpi with JPEG compression.

Manuals

The following manuals are included for this product. Read them as needed.

Manual	Description
Safety Precautions (paper, PDF)	Contains important information about the safe use of this product. Make sure to read this manual before using the scanner. The PDF version is included in the Setup DVD-ROM.
Quick Installation Sheet	Explains how to install and configure the scanner.
Operator's Guide (this manual) (PDF)	Provides detailed information on how to operate and maintain the scanner daily, how to replace the consumables, and how to troubleshoot problems. Included in the Setup DVD-ROM.
Error Recovery Guide (HTML Help)	Details the status of the scanner and explains how to resolve problems encountered. Contains movies that explain how to clean and replace the consumables. Included in the Setup DVD-ROM.
Help (scanner driver)	Explains how to use and configure the settings for the scanner drivers. Can be referenced from each scanner driver.
Help (application)	Explains how to use and configure the settings for the application software. Can be referenced from each application.

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Manufacturer

PFU LIMITED

Solid Square East Tower, 580 Horikawa-cho, Saiwai-ku, Kawasaki, Kanagawa 212-8563, JAPAN.

Phone: (81-44) 540-4668

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Contact for Inquiries

Refer to the contact list on the last page of the Safety Precautions manual.

For ABBYY FineReader Sprint, refer to the following web page:

<http://www.abbyy.com>

For Presto! PageManager, refer to the following web page:

<http://www.newsoftinc.com/support/index.php>

<http://uk.newsoft.eu.com/support/index.php>

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

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

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

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

Contact for Purchasing Consumables or Cleaning Materials

http://www.fujitsu.com/global/shop/computing/IMAGE_index.html

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Conventions

Safety Information

The attached "Safety Precautions" manual contains important information about the safe and correct use of this product. Make sure that you read and understand it before using the scanner.

Symbols Used in This Manual

The following indications are used in this manual to obviate any chance of accident or damage to you, people near you, and your property. Warning labels consist of a symbol indicating the severity and a warning statement. The symbols and their meanings are as follows.



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



This indication alerts operators to an operation that, if not strictly observed, may result in safety hazards to personnel or damage to the product.

Abbreviations Used in This Manual

The operating systems and products in this manual are indicated as follows.

Name	Indication
Windows® XP Home Edition	Windows XP (*1)
Windows® XP Professional	
Windows® XP Professional x64 Edition	
Windows Vista® Home Basic (32-bit/64-bit)	Windows Vista (*1)
Windows Vista® Home Premium (32-bit/64-bit)	
Windows Vista® Business (32-bit/64-bit)	
Windows Vista® Enterprise (32-bit/64-bit)	
Windows Vista® Ultimate (32-bit/64-bit)	
Windows Server® 2008 Standard (32-bit/64-bit)	Windows Server 2008 (*1)
Windows Server® 2008 R2 Standard (64-bit)	
Windows® 7 Home Premium (32-bit/64-bit)	Windows 7 (*1)
Windows® 7 Professional (32-bit/64-bit)	
Windows® 7 Enterprise (32-bit/64-bit)	
Windows® 7 Ultimate (32-bit/64-bit)	

Name	Indication
Windows Server® 2012 Standard (64-bit)	Windows Server 2012 (*1)
Windows Server® 2012 R2 Standard (64-bit)	Windows Server 2012 R2 (*1)
Windows® 8 (32-bit/64-bit)	Windows 8 (*1)
Windows® 8 Pro (32-bit/64-bit)	
Windows® 8 Enterprise (32-bit/64-bit)	
Windows® 8.1 (32-bit/64-bit)	Windows 8.1 (*1)
Windows® 8.1 Pro (32-bit/64-bit)	
Windows® 8.1 Enterprise (32-bit/64-bit)	
Microsoft® Word	Word
Microsoft® Office Word	
Microsoft® Excel®	Excel
Microsoft® Office Excel®	
Presto!™ PageManager™ 9	Presto! PageManager
ABBYY™ FineReader™ 9.0 Sprint	ABBYY FineReader Sprint
ScanSnap Carrier Sheet (*2)	Carrier Sheet

Name	Indication
PaperStream IP (TWAIN) for ScanPartner	PaperStream IP driver
PaperStream IP (TWAIN x64) for ScanPartner	
PaperStream IP (ISIS) for ScanPartner	

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

*2: This is optional. For details, refer to "[A.4 Scanner Options](#)" (page 151).

Arrow Symbols in This Manual

Right-arrow symbols (→) are used to separate icons or menu options you should select in succession.

Example: Click [Start] menu → [Control Panel].

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Screen Examples in This Manual

Microsoft product screenshots are reprinted with permission from Microsoft Corporation.

The screen examples in this manual are subject to change without notice in the interest of product improvement.

If the actual displayed screen differs from the screen examples in this manual, operate by following the actual displayed screen while referring to the user's manual of the scanner application that you are using.

The screen examples used in this manual are of the PaperStream IP driver.

The screenshots used in this manual are of Windows 7. The actual windows and operations may differ depending on the operating system. Also, note that with some scanner models, the screens and operations may differ from this manual when you update the PaperStream IP driver. In that case, refer to the manual provided upon updating the driver.

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Chapter 1 Scanner Overview

This chapter explains about the names and functions of the scanner components, as well as the methods for basic operations.

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1.1 Main Features

This section explains about the main features of this product. The scanner is equipped with the following features:

High speed scanning

Realizes a scanning speed of 25 ppm/50 ipm [ScanPartner SP25] (*1), or 30 ppm/60 ipm [ScanPartner SP30/ScanPartner SP30F] (*1). Furthermore, you can load up to 50 sheets of documents for continuous scanning which allows you to quickly digitize a large volume of documents.

Improved efficiency for pre-scan work

The scanner can perform "batch scanning" which allows you to scan documents with different paper weights and sizes at once, simplifying the process of sorting the documents before scanning.

Reduced work loss caused by multifeeds

The scanner mounts an ultrasonic multifeed sensor that accurately detects "multifeed" errors where two or more sheets are fed through the scanner at once. This multifeed detection is reliable even when scanning a mixed batch of documents with different paper weights and sizes, avoiding potential work loss.

Capable of scanning photographs, clippings, and documents larger than A4/Letter size

The "Carrier Sheet" is optional, which allows you to scan documents that are larger than A4/Letter size, as well as non-standard size documents such as photographs and clippings. You can load multiple Carrier Sheets or mix it with regular documents in the same batch.

*1: When scanning A4 size documents at 300 dpi.

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1.2 Parts and Functions

This section shows the names of the scanner parts.

ScanPartner SP25/ScanPartner SP30

■ Front

Side guide

Guides the documents in the width direction as they are fed into the scanner.

ADF (Automatic Document Feeder)

Pulls and feeds the documents one sheet at a time from the ADF paper chute (feeder). Open to replace consumables or clean the inside of the scanner.

Stacker

Stacks up the ejected documents.

Stacker extension 1

Slide out to adjust to the document length.

Stacker extension 2

Lift up to adjust to the document length.

Stacker extension 3

Lift up to adjust to the document length.

ADF paper chute (feeder)

Holds the documents to be scanned.

Chute extension 2

Pull out to adjust to the document length.

Chute extension 1

Pull out to adjust to the document length.

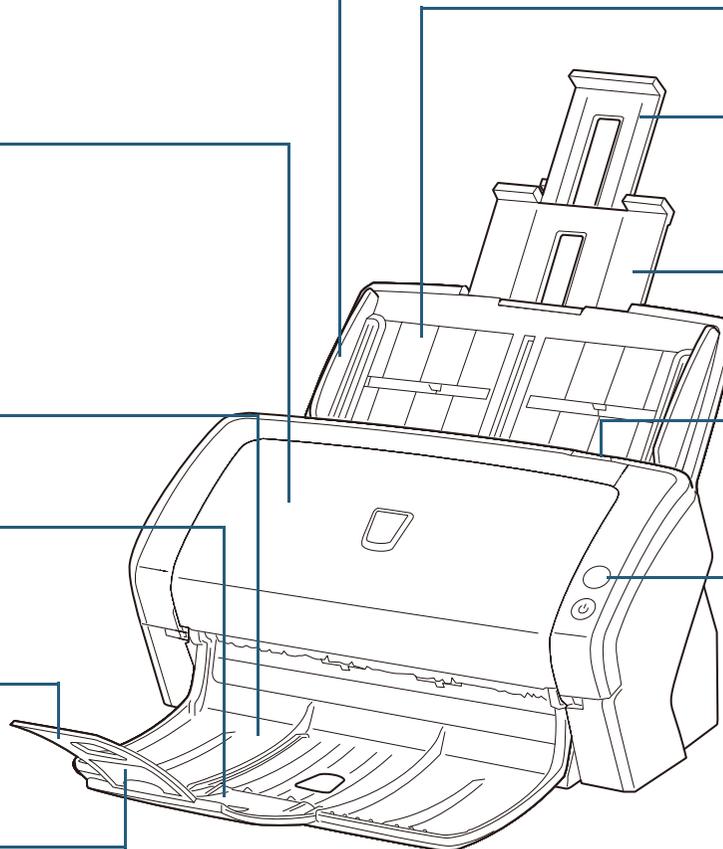
ADF release tab

Pull this tab to open the ADF.

Operator panel

Consists of buttons and indicators (LED). Can be used to operate the scanner or check the status.

For details, refer to "[Chapter 3 How to Use the Operator Panel](#)" (page 52).



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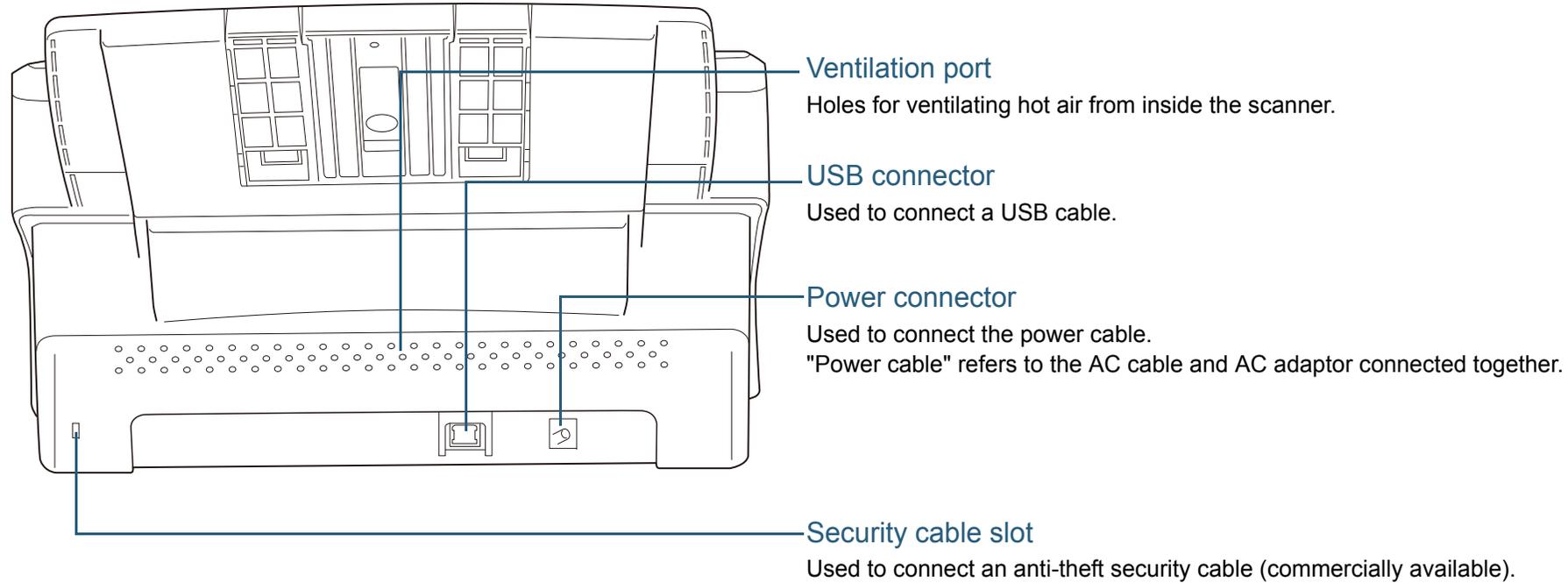
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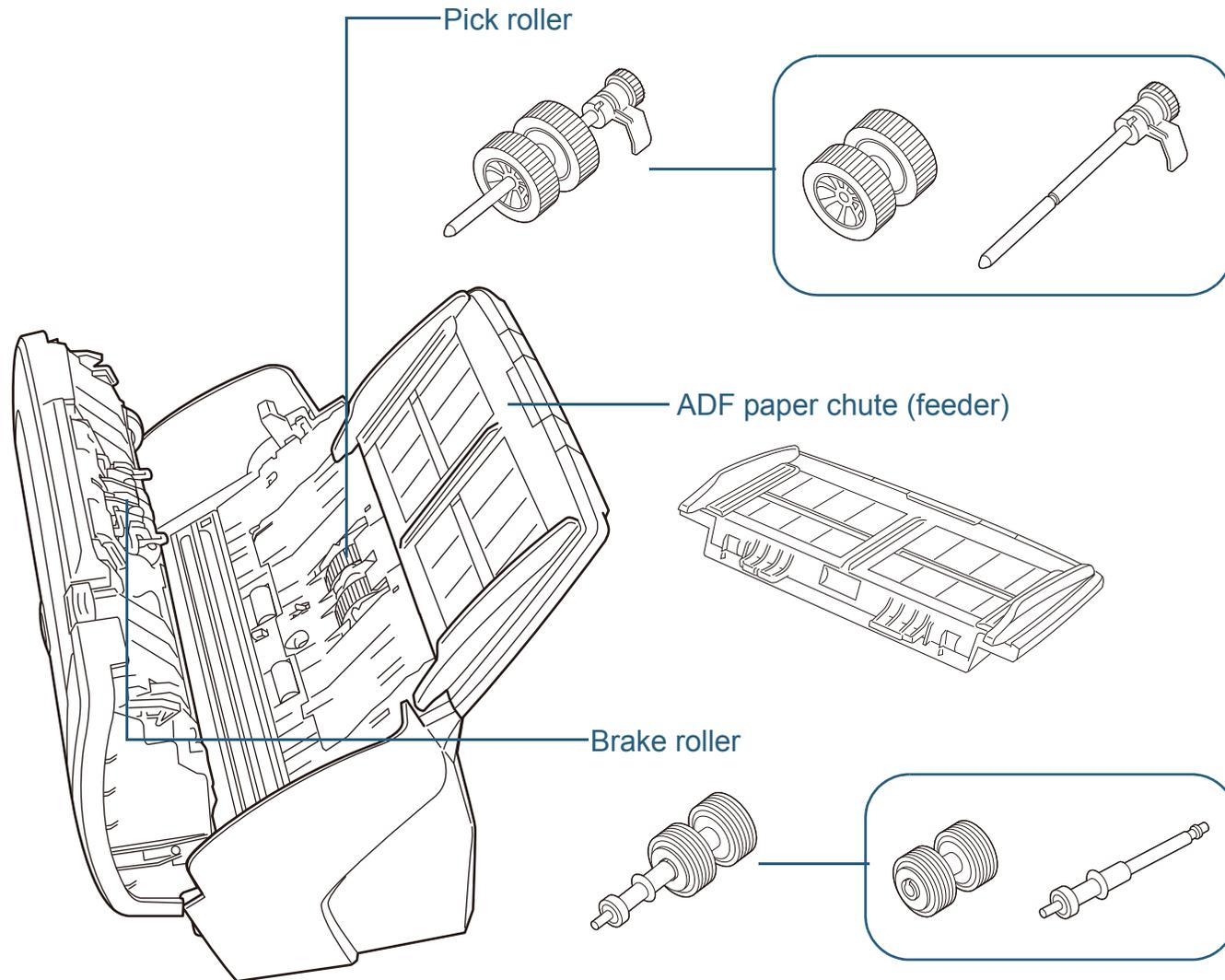
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ScanPartner SP30F

■ Front

Side guide

Guides the documents in the width direction as they are fed into the scanner.

ADF (Automatic Document Feeder)

Pulls and feeds the documents one sheet at a time from the ADF paper chute (feeder). Open to replace consumables or clean the inside of the scanner.

Stacker

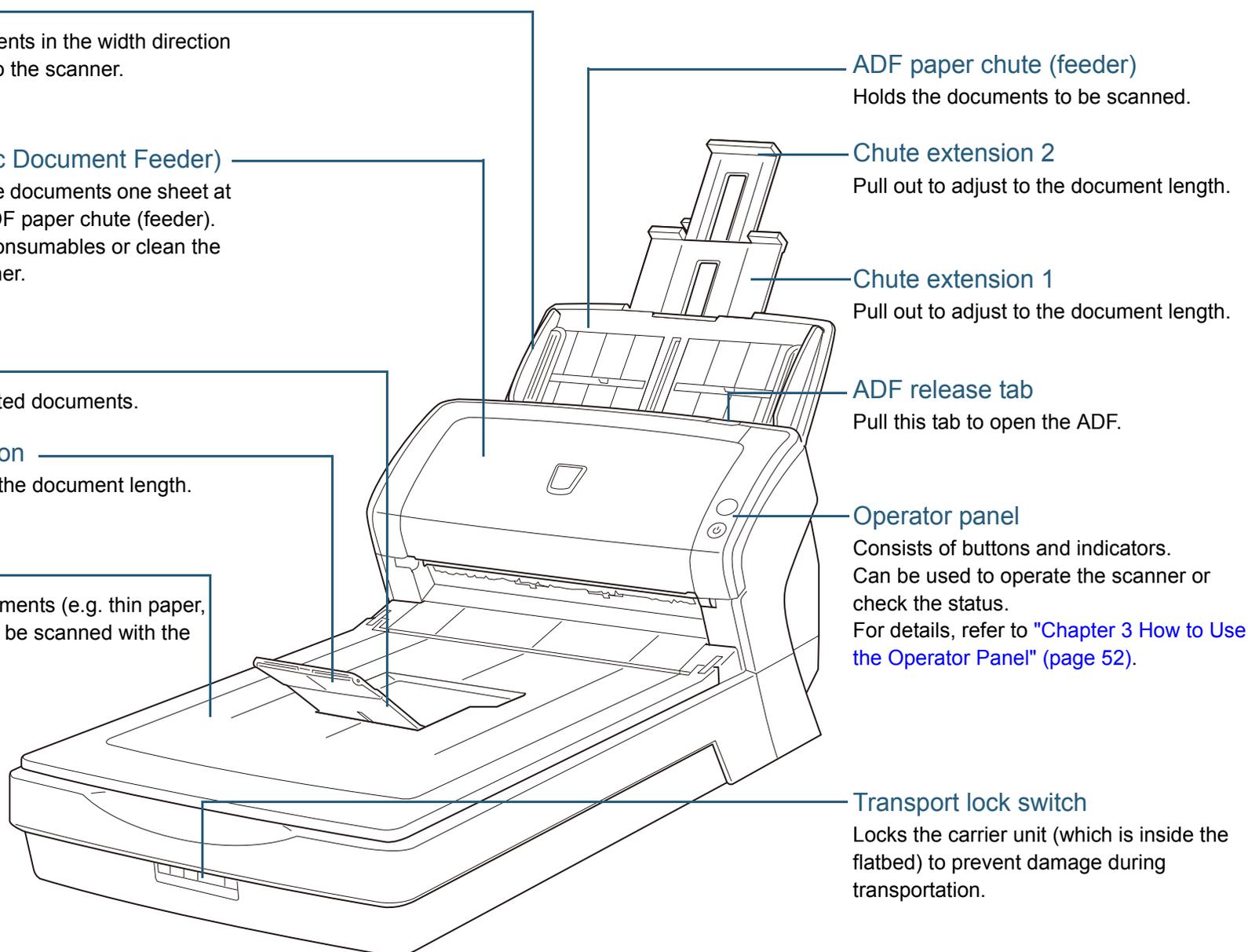
Stacks up the ejected documents.

Stacker extension

Lift up to adjust to the document length.

Flatbed

For scanning documents (e.g. thin paper, books) that cannot be scanned with the ADF.



ADF paper chute (feeder)

Holds the documents to be scanned.

Chute extension 2

Pull out to adjust to the document length.

Chute extension 1

Pull out to adjust to the document length.

ADF release tab

Pull this tab to open the ADF.

Operator panel

Consists of buttons and indicators.

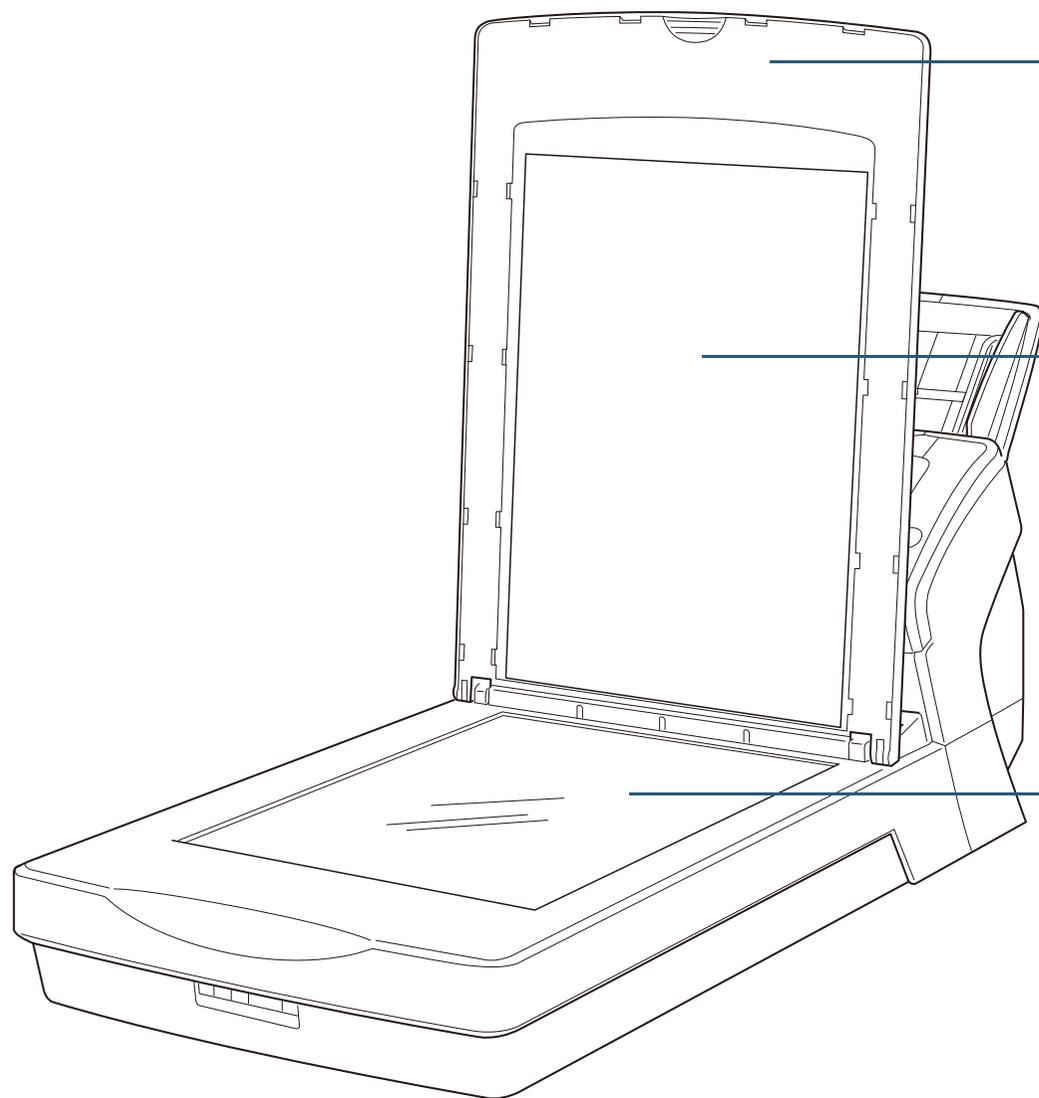
Can be used to operate the scanner or check the status.

For details, refer to "[Chapter 3 How to Use the Operator Panel](#)" (page 52).

Transport lock switch

Locks the carrier unit (which is inside the flatbed) to prevent damage during transportation.

■ Inside



Document cover

Close it to hold the document in place.

Document pad

Holds the document down against the document bed.

Document bed

Place a document on the glass section.

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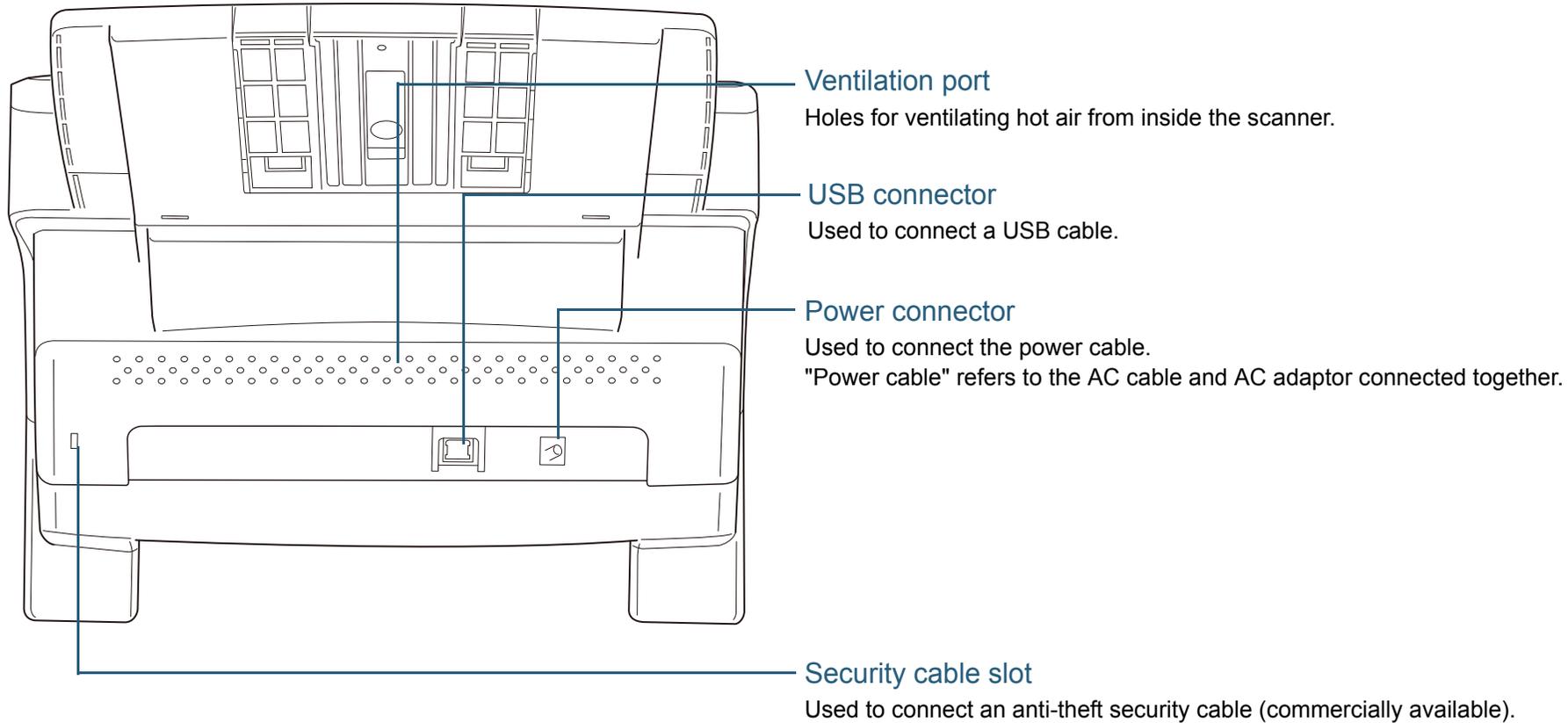
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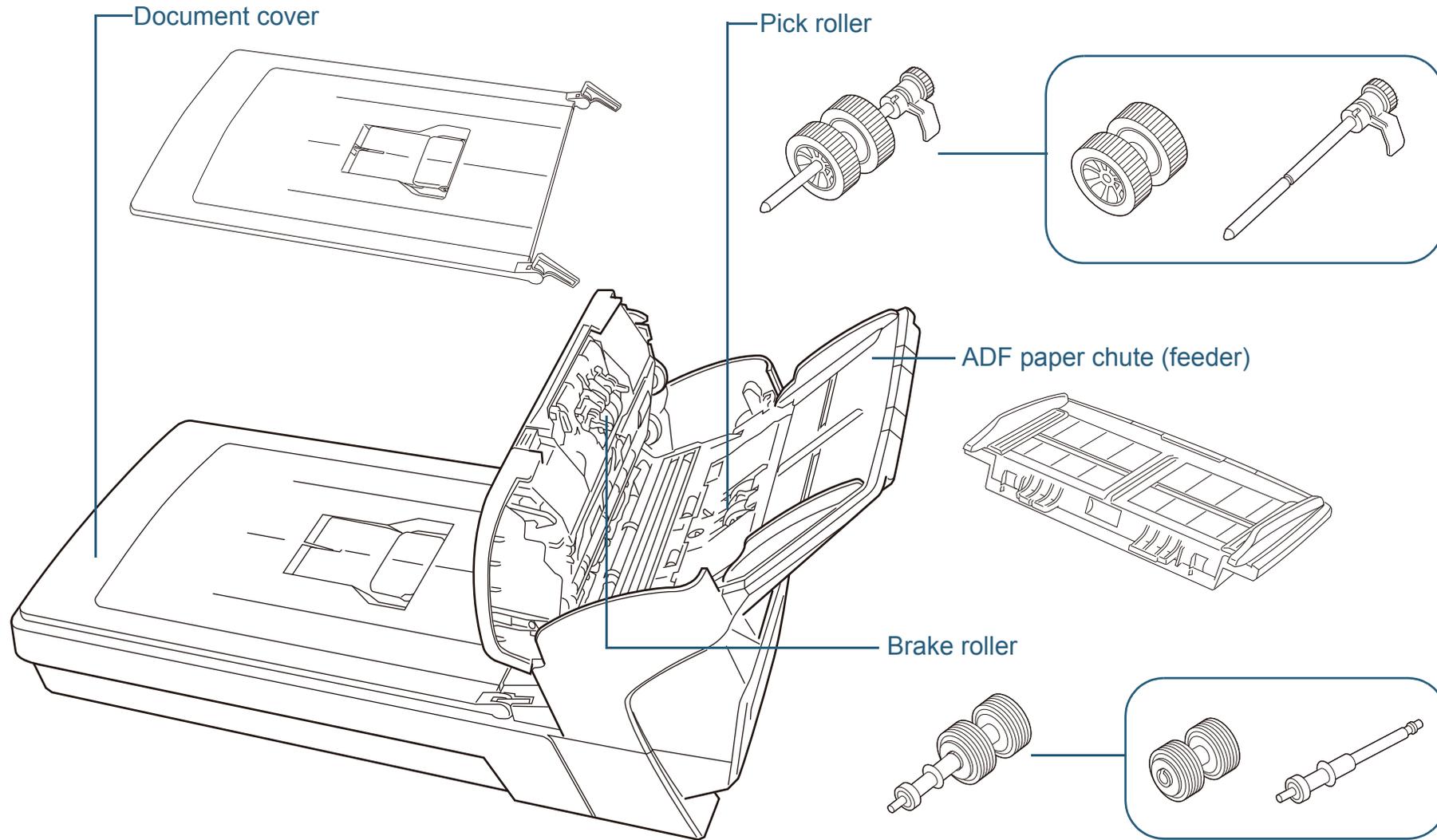
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1.3 Turning the Power ON/OFF

This section explains how to power on/off the scanner.

HINT

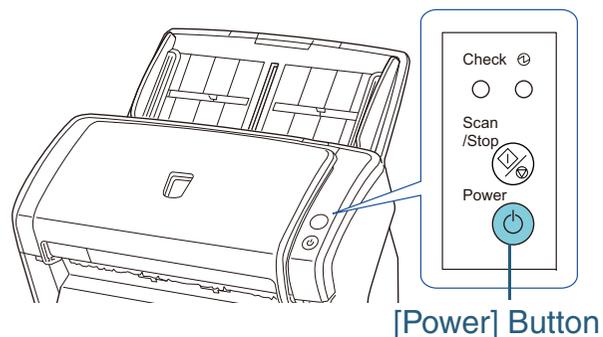
You can select a method by which the scanner is powered on/off from one of the following:

- Press the [Power] button on the operator panel
- Use an AC power strip that handles the power supply for peripherals such as a scanner when the computer is powered on/off
- Have the scanner turn on/off in sync with the computer's power

For details, refer to "Method of Turning the Scanner ON/OFF [Power SW Control]" (page 145).

How to Turn the Power ON

- 1 Press the [Power] button on the operator panel.



- ⇒ The scanner is turned on, and during initialization, the Power indicator flashes.
When the Power indicator turns on, the scanner is in ready status.

HINT

When you press the [Power] button, the Check indicator will flash once. Note that this is an initial diagnosis, and not a malfunction.

How to Turn the Power OFF

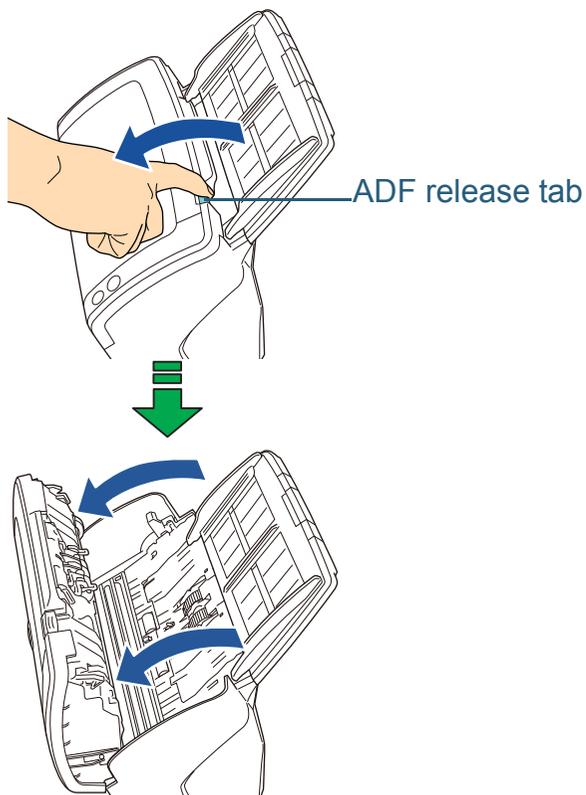
- 1 Press the [Power] button on the operator panel for more than 2 seconds.
⇒ The scanner is turned off, and the Power indicator turns off.

1.4 Opening/Closing the ADF

This section describes how to open and close the ADF.

How to Open the ADF

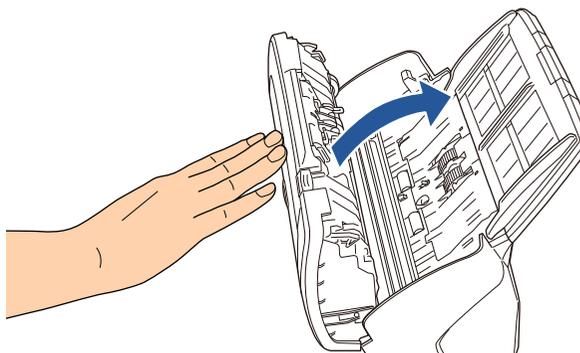
- 1 Remove all documents from the ADF paper chute (feeder).
- 2 Pull the ADF release tab towards you to open the ADF.



Be careful not to have your fingers caught when the ADF closes.

How to Close the ADF

- 1 Close the ADF.
Push the center of the ADF until it locks in place.



Be careful not to have your fingers caught when the ADF closes.

ATTENTION

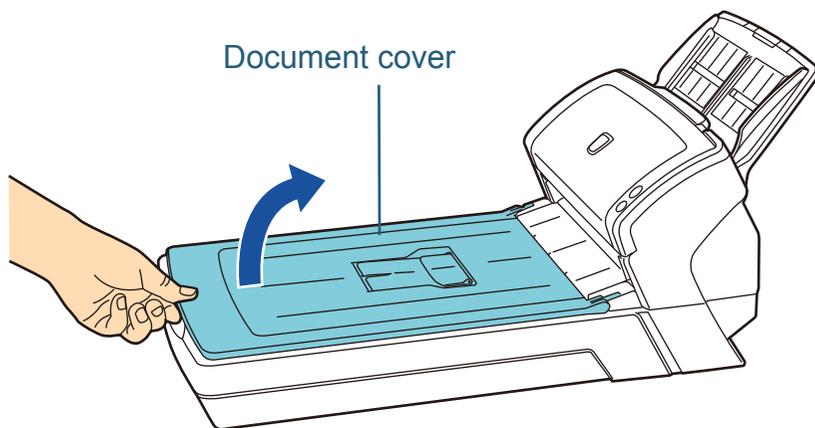
Make sure that there is no foreign matter caught inside the ADF.

1.5 Opening/Closing the Document Cover (ScanPartner SP30F)

This section describes how to open and close the document cover.

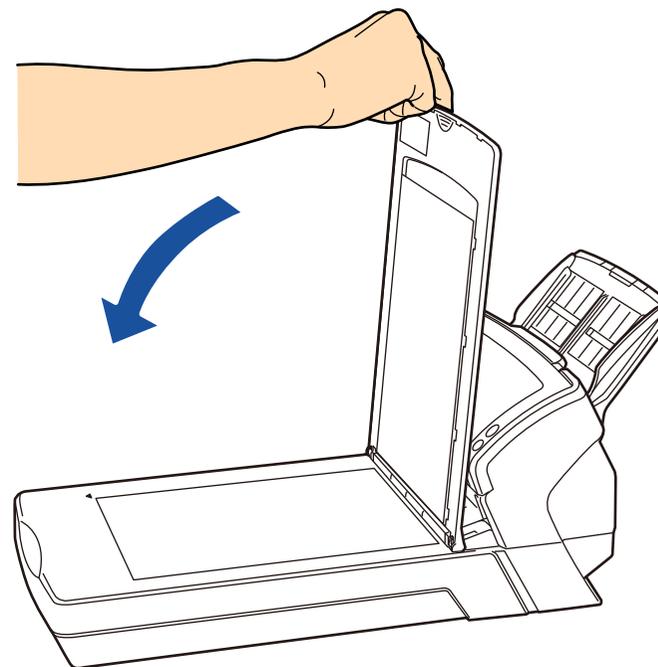
How to Open the Document Cover

- 1 Open the document cover.



How to Close the Document Cover

- 1 Gently close the document cover.

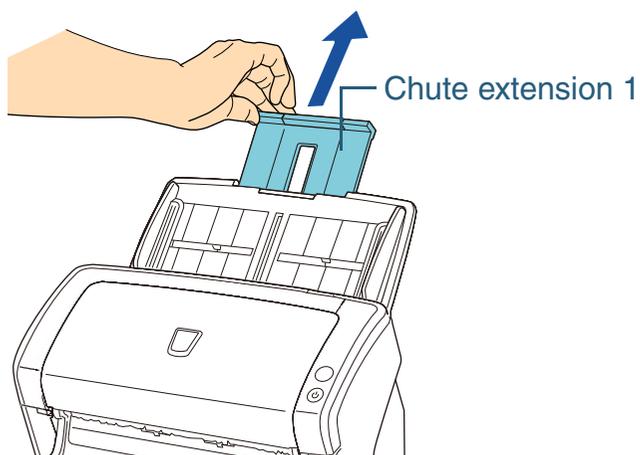


1.6 Setting Up the ADF Paper Chute (feeder)

Documents loaded in the ADF paper chute (feeder) are fed into the ADF one by one.

Using the chute extensions will keep the documents straight and feed them smoothly.

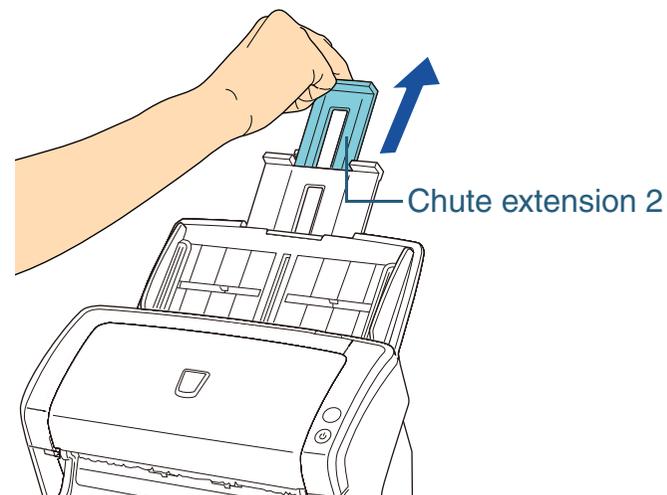
- 1 Pull out chute extension 1.



HINT

Make sure to hold the scanner while you pull out the chute extension 1.

- 2 Pull out chute extension 2.



HINT

Make sure to hold the scanner while you pull out the chute extension 2.

1.7 Setting Up the Stacker

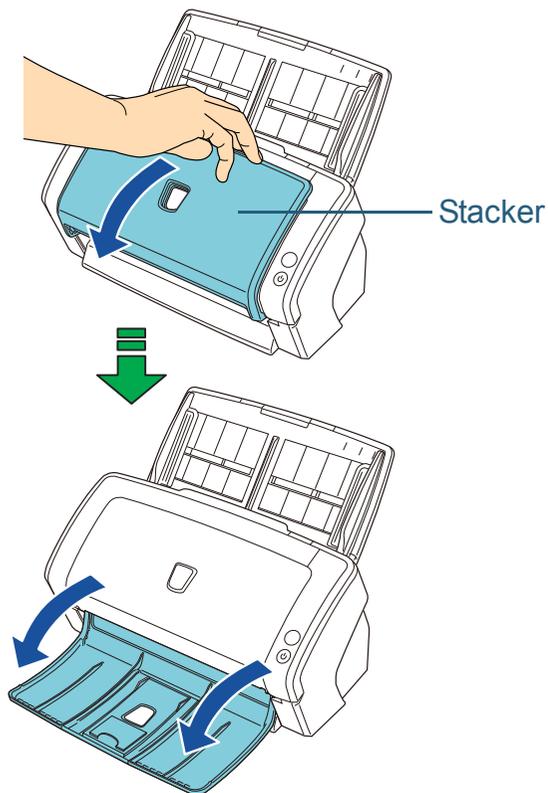
Documents loaded in the ADF paper chute (feeder) are ejected onto the stacker one by one.

Using the stacker and stacker extensions will keep the documents straight and stack them neatly.

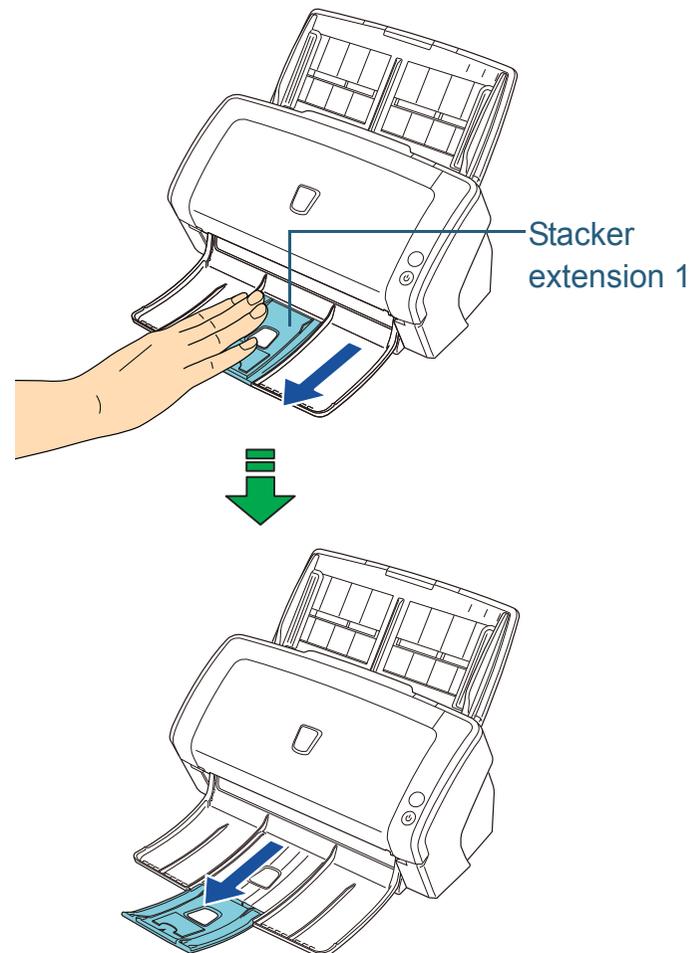
ScanPartner SP25/ScanPartner SP30

■ A6 (landscape) or larger

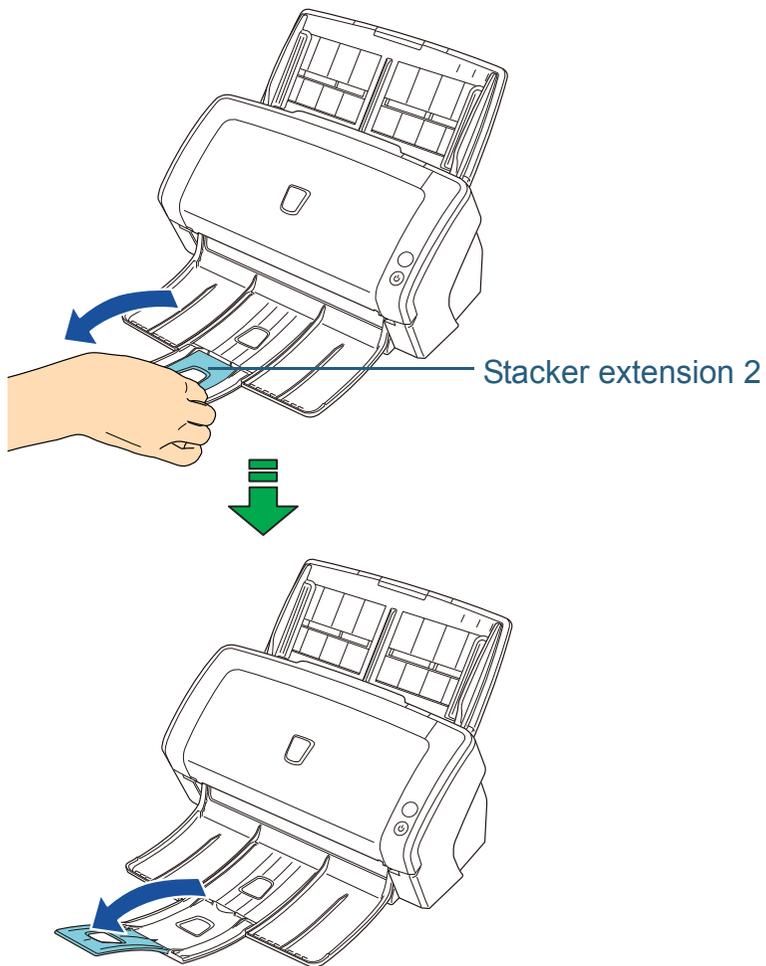
- 1 Bring down the stacker from the top towards you.



- 2 Slide out stacker extension 1 towards you.

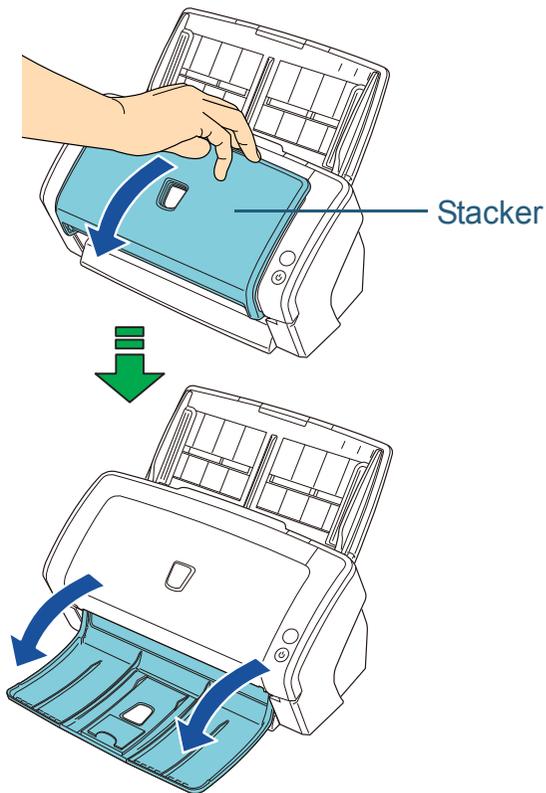


3 Lift up stacker extension 2 towards you.

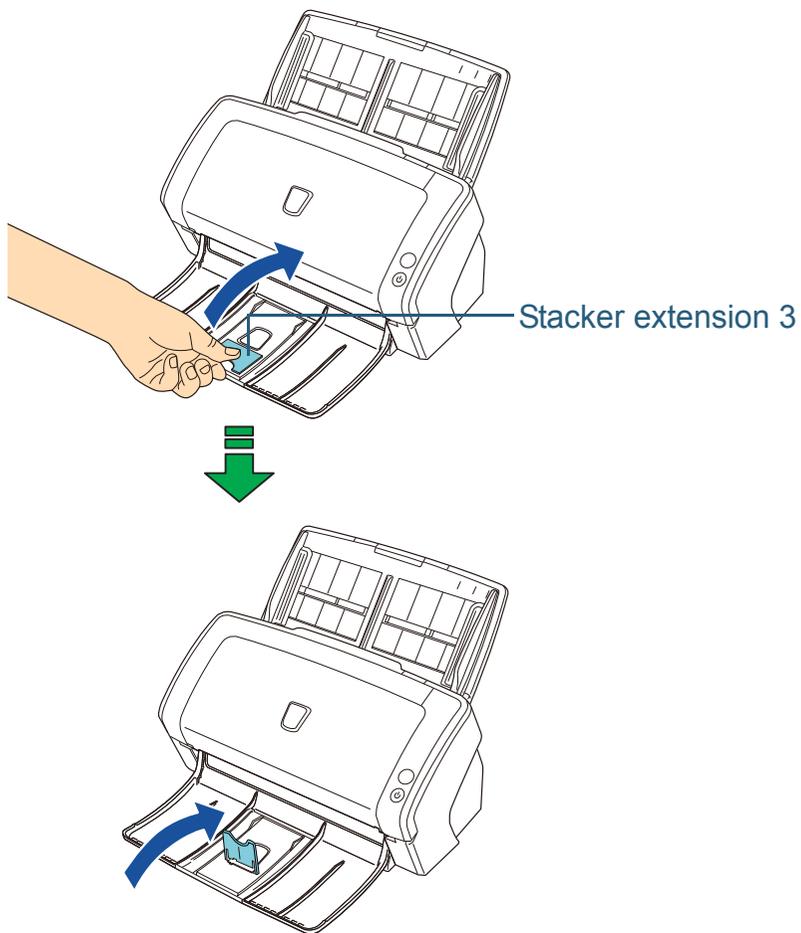


■ A7 (landscape) or smaller

1 Bring down the stacker from the top towards you.



2 Lift up stacker extension 3.



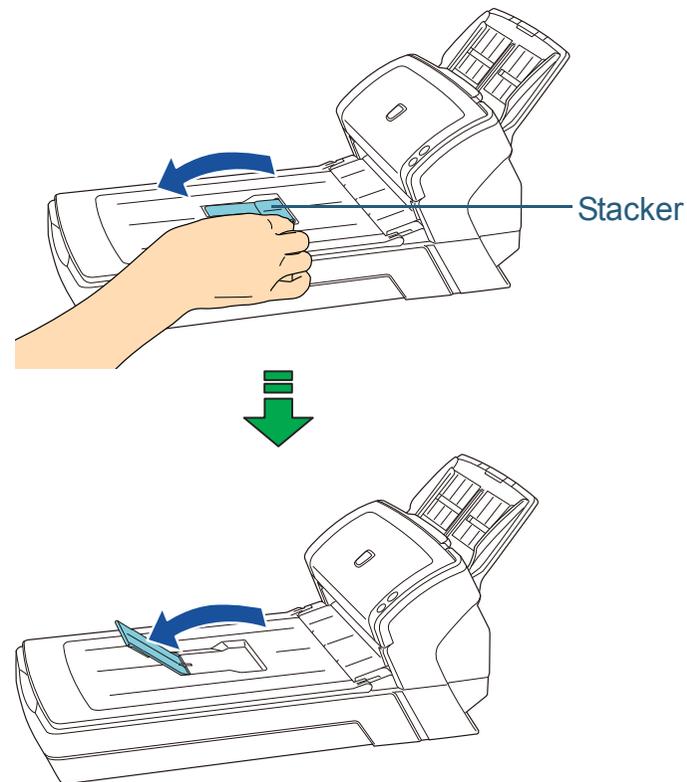
ATTENTION

Do not bend stacker extension 3 more than 90 degrees, because it may break.

ScanPartner SP30F

■ **A5 (portrait) or larger**

1 Lift up the stacker towards you.



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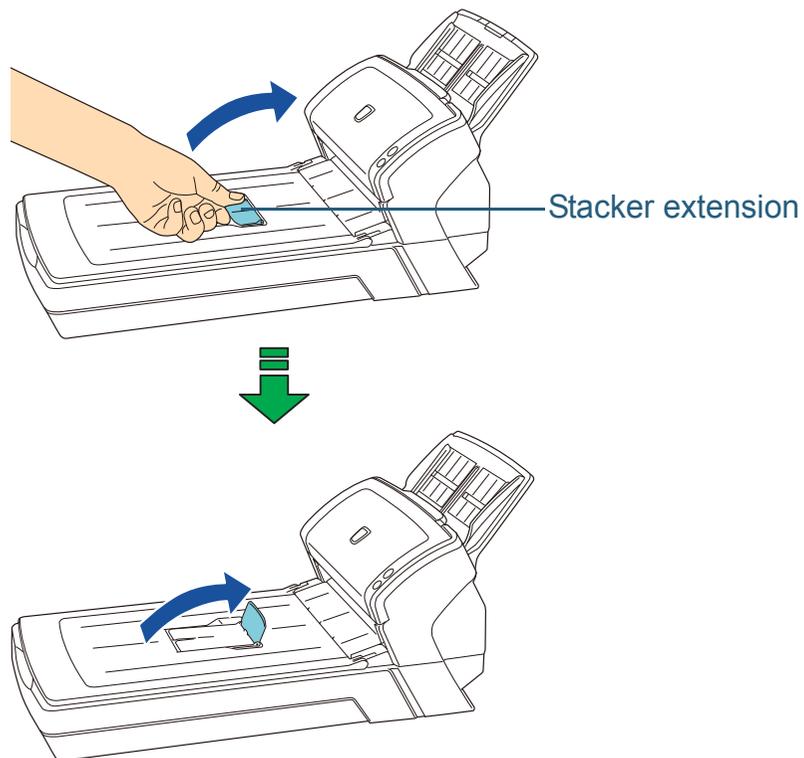
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■ A6 (portrait)/A5 (landscape) or smaller

- 1 Lift up the stacker extension.



ATTENTION

Do not bend the stacker extension more than 90 degrees, because it may break.

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1.8 Power Saving Mode

Power saving mode keeps the power consumption low when the scanner has not been used for a certain period of time.

If the scanner is left powered on for 15 minutes without being used, it automatically enters power saving mode.

Even after the scanner enters power saving mode, the Power indicator remains turned on.

To resume from power saving mode, perform one of the following:

- Load a document in the ADF paper chute (feeder).
- Press the [Scan/Stop] button on the operator panel.
- Perform scanning from an application.

When the scanner resumes from power saving mode, the Power indicator flashes until the scanner enters ready status.

If the scanner is not operated for a certain period of time, it turns off automatically to reduce power consumption while the scanner is in standby.

To disable this function, clear the [Power off after a certain period of time] check box in [Device Setting] of the Software Operation Panel. For details, refer to ["Waiting Time to Enter Power Saving Mode \[Power saving\]" \(page 144\)](#).

To turn the scanner back on after it has turned off automatically, press the [Power] button on the operator panel. For details, refer to ["1.3 Turning the Power ON/OFF" \(page 24\)](#).

ATTENTION

- The scanner may not enter power saving mode if there was a document remaining on the paper path. For details about how to remove a document, refer to ["7.1 Paper Jam" \(page 88\)](#).
- Depending on the application being used, the scanner might not turn off even if the [Power off after a certain period of time] check box is selected.
- If the scanner turns off automatically while you are using an image scanning application, close the application before you turn the scanner back on.

HINT

The waiting time for entering power saving mode can be changed in the Software Operation Panel. For details, refer to ["Waiting Time to Enter Power Saving Mode \[Power saving\]" \(page 144\)](#).

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1.9 Basic Flow of Scanning Operation

This section explains about the basic flow of performing a scan.

In order to perform a scan, you need a scanner driver and an image scanning application that supports the scanner driver. This product includes the following scanner drivers, and an image scanning application.

- Scanner drivers
 - PaperStream IP (TWAIN) for ScanPartner
 - PaperStream IP (TWAIN x64) for ScanPartner
 - PaperStream IP (ISIS) for ScanPartner
- Image scanning application
 - Presto! PageManager
 - ABBYY FineReader Sprint

HINT

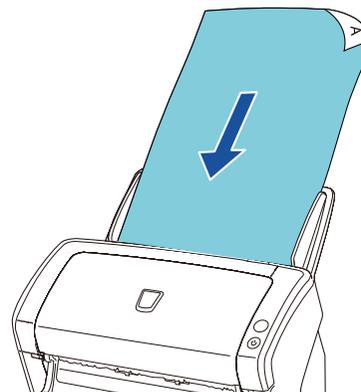
For details about the scanner drivers and image scanning application, refer to "[1.10 Bundled Software](#)" (page 35).

Scanning procedures and operations will vary slightly according to the image scanning application.

For details, refer to the manual of the image scanning application.

The following describes the normal procedure for scanning.

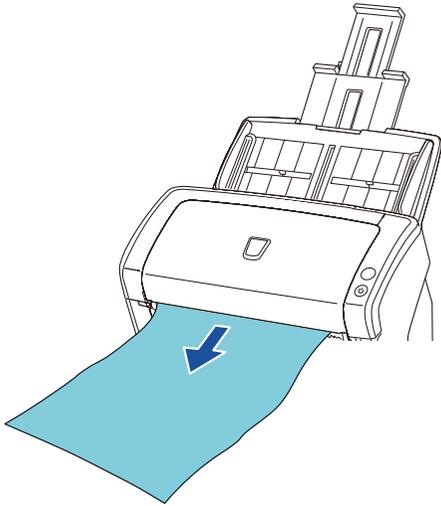
- 1** Turn on the scanner.
For details, refer to "[1.3 Turning the Power ON/OFF](#)" (page 24).
- 2** Load a document in the ADF paper chute (feeder).
Load a document face-down in the ADF paper chute (feeder).



For details, refer to "[Chapter 2 How to Load Documents](#)" (page 38).

- 3** Start the image scanning application.
- 4** Select a scanner driver.
For some image scanning applications, it may not be necessary to select a scanner driver.
- 5** In the scanner driver's setup dialog box, configure the scan settings.
For some image scanning applications, the scanner driver's setup dialog box may not appear.

6 Scan the document with the image scanning application.



ATTENTION

Do not unplug the USB cable or log off the user account when the scanner and the computer are communicating, for instance, during scanning.

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1.10 Bundled Software

Bundled Software Overview

The following software is bundled with this product.

- PaperStream IP drivers
PaperStream IP drivers are scanner drivers that conform to TWAIN/ISIS standards. There are three types of PaperStream IP drivers.
 - PaperStream IP (TWAIN) for ScanPartner
This scanner driver conforms to the TWAIN standard. It is used to operate the scanner from 32-bit applications that conform to the TWAIN standard.
 - PaperStream IP (TWAIN x64) for ScanPartner
This scanner driver conforms to the TWAIN standard. It is used to operate the scanner from 64-bit applications that conform to the TWAIN standard.
This driver can be installed in 64-bit operating systems.
 - PaperStream IP (ISIS) for ScanPartner
This scanner driver conforms to the ISIS standard. It is used to operate the scanner from applications that conform to the ISIS standard.

For details, refer to the PaperStream IP driver Help.

- Software Operation Panel
This application allows you to configure various settings such as the operation of the scanner and managing the consumables. It is installed together with the PaperStream IP driver.
For details, refer to "[Chapter 8 Operational Settings](#)" (page 115).
- Error Recovery Guide
Details the status of the scanner and explains how to resolve problems encountered. It is installed together with the PaperStream IP driver.

- Presto! PageManager
This image scanning application supports PaperStream IP (TWAIN) for ScanPartner. It allows the easy scanning, sharing, and organizing of documents.
For details, refer to the Presto! PageManager Help and manual.
- ABBYY FineReader Sprint
This application supports PaperStream IP (TWAIN) for ScanPartner. The WIA driver is not supported. This application allows you to convert scanned images into Word or Excel (*1) files.
For details, refer to the ABBYY FineReader Sprint Help.
- Manual
Safety Precautions and the Operator's Guide are installed.

*1: Microsoft® Office products must be installed.

For details about how to configure scanner settings and scan different types of documents with the image scanning application, refer to "[Chapter 4 Various Ways to Scan](#)" (page 55).

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System Requirements

System requirements are described below.

Operating system	<ul style="list-style-type: none"> ● Windows® XP Home Edition (Service Pack 3 or later) ● Windows® XP Professional (Service Pack 3 or later) ● Windows® XP Professional x64 Edition (Service Pack 2 or later) ● Windows Vista® Home Basic (32-bit/64-bit) (Service Pack 1 or later) ● Windows Vista® Home Premium (32-bit/64-bit) (Service Pack 1 or later) ● Windows Vista® Business (32-bit/64-bit) (Service Pack 1 or later) ● Windows Vista® Enterprise (32-bit/64-bit) (Service Pack 1 or later) ● Windows Vista® Ultimate (32-bit/64-bit) (Service Pack 1 or later) ● Windows Server® 2008 Standard (32-bit/64-bit) (*1) ● Windows Server® 2008 R2 Standard (64-bit) (*1) ● Windows® 7 Home Premium (32-bit/64-bit) ● Windows® 7 Professional (32-bit/64-bit) ● Windows® 7 Enterprise (32-bit/64-bit) ● Windows® 7 Ultimate (32-bit/64-bit) ● Windows Server® 2012 Standard (64-bit) (*1)(*2) ● Windows Server® 2012 R2 Standard (64-bit) (*1)(*2)
------------------	--

Operating system	<ul style="list-style-type: none"> ● Windows® 8 (32-bit/64-bit) (*2) ● Windows® 8 Pro (32-bit/64-bit) (*2) ● Windows® 8 Enterprise (32-bit/64-bit) (*2) ● Windows® 8.1 (32-bit/64-bit) (*2) ● Windows® 8.1 Pro (32-bit/64-bit) (*2) ● Windows® 8.1 Enterprise (32-bit/64-bit) (*2)
CPU	Intel® Pentium® 4 1.8 GHz or higher (Recommended: Intel® Core™ i5 2.5 GHz or higher, except mobile device processors)
Memory	1 GB or more (Recommended: 4 GB or more)
Display resolution	1024 × 768 pixels or higher, 65536 colors or more
Disk space	2.2 GB or more of free hard disk space (*3)
DVD drive	Required for software installation
Interface	USB 2.0/1.1

*1: Presto! PageManager and ABBYY FineReader Sprint are not supported.

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

*3: Disk space is required based on the size of files to be saved during scanning.

How to Install the Bundled Software

This section describes how to install the software included on the "Setup DVD-ROM".

The following software can be installed:

- PaperStream IP (TWAIN) for ScanPartner
- PaperStream IP (TWAIN x64) for ScanPartner
- PaperStream IP (ISIS) for ScanPartner
- Software Operation Panel
- Error Recovery Guide
- Presto! PageManager
- ABBYY FineReader Sprint
- Manual

ATTENTION

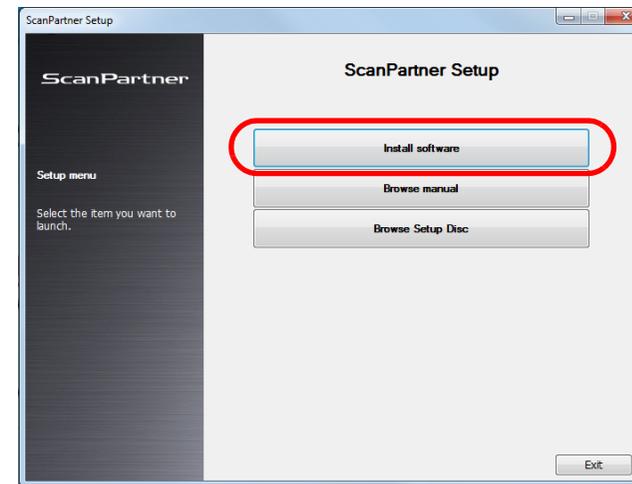
If previous versions of this software have already been installed, uninstall them before continuing. For details about how to uninstall software, refer to ["A.5 Uninstalling the Software"](#) (page 152).

- 1 Turn on the computer, and log on to Windows as a user with Administrator privileges.
- 2 Insert the Setup DVD-ROM into the DVD drive.
⇒ The [ScanPartner Setup] dialog box is displayed.

HINT

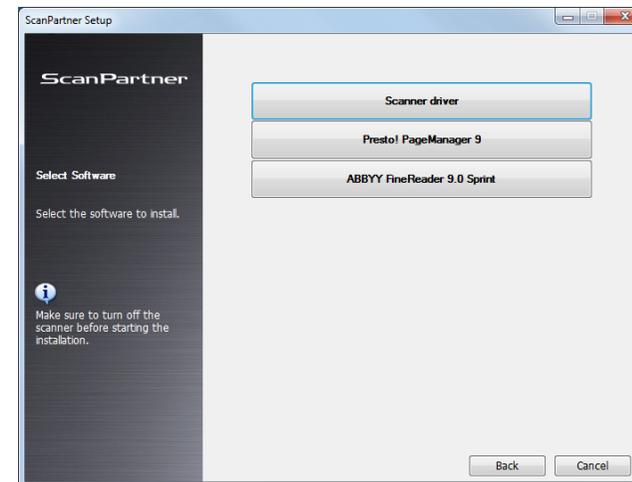
If the [ScanPartner Setup] dialog box is not displayed, use either "Explorer" or "Computer" to locate and double-click on "Setup.exe" on the Setup DVD-ROM.

- 3 Click the [Install software] button.



⇒ The software information window appears.

- 4 Check the information and click the [Next] button.
- 5 Click the button for the software you want to install.



- 6 Follow the instructions displayed on the dialog box to install the software.

Chapter 2 How to Load Documents

This chapter explains how to load documents on the scanner.

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2.1 Loading Documents in the ADF

This section explains how to load documents in the ADF.

Preparation

HINT

For details about the paper size and quality required for normal operations, refer to ["2.3 Documents for Scanning" \(page 42\)](#).

1 If you are loading multiple sheets, check the documents.

- 1 Check if the documents to be loaded are of the same width or different widths.

Ways to load documents differ depending on whether they are the same width or not.

If the document width varies, refer to ["Conditions for Mixed Batch Scanning" \(page 48\)](#) or ["Documents with Different Widths" \(page 57\)](#).

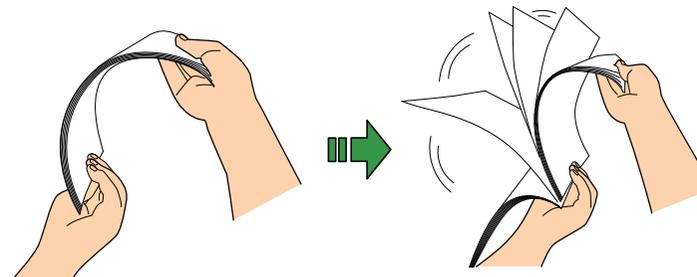
- 2 Check the number of sheets.

Up to 50 sheets can be loaded (with paper weight of 80 g/m² [20 lb] and thickness of the document stack under 5 mm).

For details, refer to ["Loading Capacity" \(page 45\)](#).

2 Fan the documents.

- 1 Grab a stack of documents, which should be 5 mm or less.
- 2 Hold both ends of the documents and fan them a few times.



- 3 Rotate the documents by 90 degrees and fan them in the same manner.

- 4 Perform steps 1 to 3 for all documents.

- 5 Align the edges of the documents.

HINT

For more details about how to fan documents, refer to the [Error Recovery Guide](#).

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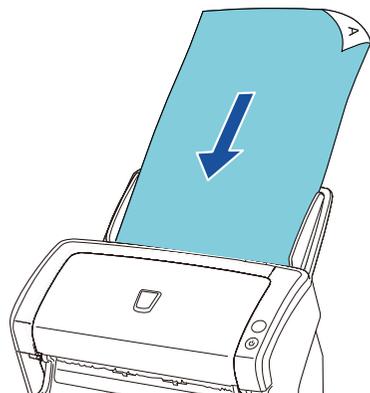
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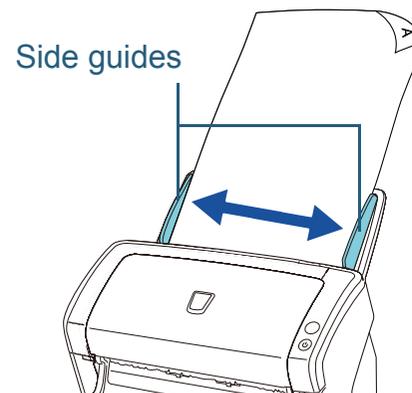
- 1** Pull out the chute extensions according to the length of the document.
For details, refer to "[1.6 Setting Up the ADF Paper Chute \(feeder\)](#)" (page 27).
- 2** Lift the stacker and stacker extension according to the length of the document.
For details, refer to "[1.7 Setting Up the Stacker](#)" (page 28).
- 3** Load a document in the ADF paper chute (feeder).
Load a document face-down in the ADF paper chute (feeder).



ATTENTION

Remove all paper clips and staples. Reduce the number of sheets if a multifeed or pick error occurs.

- 4** Adjust the side guides to the width of the document.
Do not leave space between the side guides and the document.
Otherwise, the document may be fed skewed.



- 5** Scan the document with the image scanning application.
For details, refer to the manual of the image scanning application.

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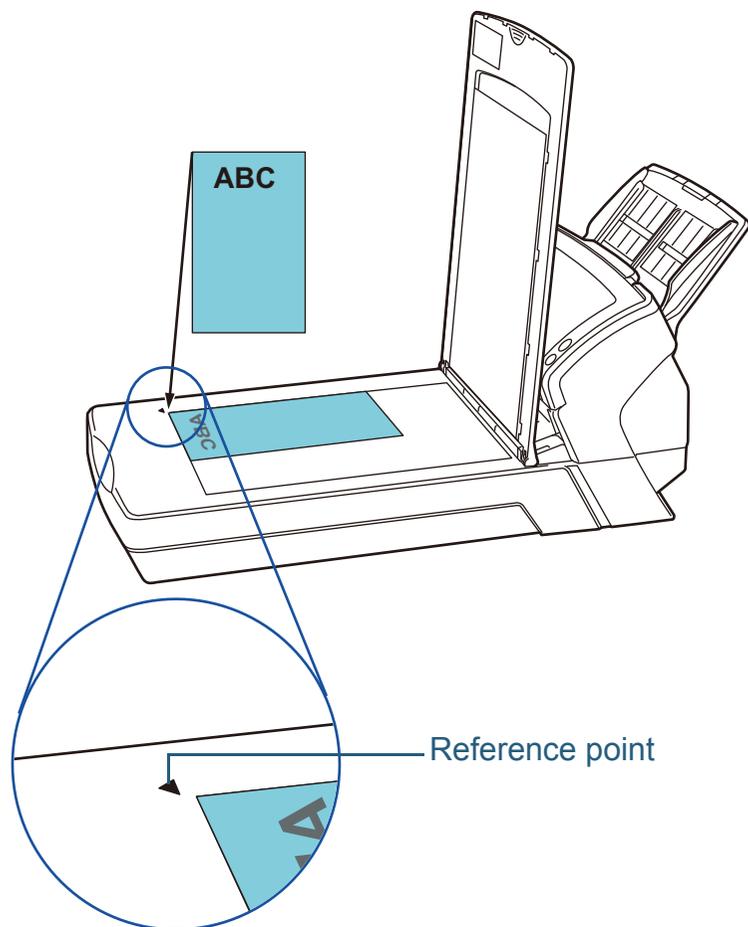
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2.2 Loading Documents on the Flatbed (ScanPartner SP30F)

- 1** Open the document cover.
For details, refer to "1.5 Opening/Closing the Document Cover (ScanPartner SP30F)" (page 26).
- 2** Load a document on the document bed.
Place the document face-down to align its top left-hand corner with the reference point.
- 3** Close the document cover.
For details, refer to "1.5 Opening/Closing the Document Cover (ScanPartner SP30F)" (page 26).
- 4** Scan the document with the image scanning application.
For details, refer to the manual of the image scanning application.



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2.3 Documents for Scanning

Paper Size

The following paper sizes can be scanned:

ADF	Maximum: A4 portrait (210 × 297 mm/8.3 × 11.7 in.), legal (8.5 × 14 in.), long page (*1) (216 × 863 mm/8.5 × 34 in., 210 × 3048 mm/8.3 × 120 in.)
	Minimum: A8 (52 × 74 mm/2 × 2.9 in.)
Flatbed	Maximum: 216 × 297 mm/8.5 × 11.7 in.

*1: Depending on the application or scan settings (e.g. paper size), there may be insufficient memory to perform scanning.
To scan documents longer than 863 mm (34 in.), set the resolution to 200 dpi or lower.

Conditions

Paper type

The following paper types are recommended:

- Wood-free paper
- Wood-containing paper
- PPC paper (recycled)
- Plastic card

When using paper types other than the above, make sure to test with the same type of paper first to check if the document can be scanned.

Paper weight (thickness)

The following paper weights can be used:

- 41 to 209 g/m² (11 to 56 lb)
- 127 to 209 g/m² (34 to 56 lb) for A8 size
- 1.4 mm or less for plastic cards

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Precautions

The following types of documents may not be scanned successfully:

- Documents of non-uniform thickness (e.g. envelopes, documents with attachments)
- Wrinkled or curled documents
- Folded or torn documents
- Tracing paper
- Coated paper
- Carbon paper
- Photosensitive paper
- Perforated documents
- Documents that are not square or rectangular
- Thin paper (less than 41 g/m²)
- Photographs (photographic paper)

The following types of documents must not be scanned:

- Paper-clipped or stapled documents
- Documents on which the ink is still wet
- Documents smaller than A8 size (portrait)
- Documents wider than 216 mm (8.5 in.)
- Documents other than paper/plastic card such as fabric, metal foil and OHP film
- Important documents that must not be damaged or smeared

ATTENTION

- Since carbonless papers contain chemical substances that may harm the rollers (e.g. pick roller), take note of the following.
Cleaning : If paper jams occur frequently, clean the brake roller and pick roller.
For details, refer to "[Chapter 5 Daily Care](#)" (page 70).
Consumable replacement: The life of the brake roller and pick roller may end sooner compared to scanning wood-containing papers.
- When scanning wood-containing papers, the life of the brake roller and pick roller may end sooner compared to scanning wood-free papers.
- Brake roller and pick roller may be damaged when a photo/sticky note on the document contacts these parts during scanning.
- The surface of the document may be damaged when scanning gloss papers such as photographs.

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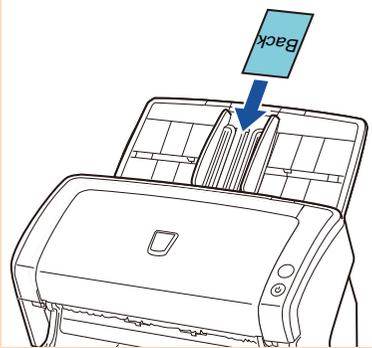
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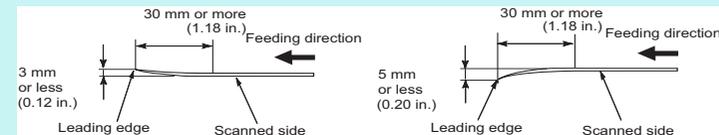
- When you scan plastic cards, take note of the following.
 - Up to three plastic cards can be loaded in the ADF paper chute (feeder).
Note that you can only load one card at a time if the plastic card is embossed.



- It is recommended to place the card face-down in the ADF paper chute (feeder).
- Cards should be within the following specifications:
 - ISO7810 ID-1 type compliant
 - Size : 85.6 × 53.98 mm
 - Thickness : 1.4 mm or less
 - Material : PVC (polyvinyl chloride) or PVCA (polyvinyl chloride acetate)
- Make sure to check if the card can be scanned first.
- Rigid cards may not be fed properly.
- If the surface of the card is dirty with grease marks (e.g. fingerprints) and such, perform scanning after wiping the dirt off.
- Scanning thick documents such as plastic cards will be falsely detected as multifeed.
In that case, disable multifeed detection.

HINT

- When scanning semi-transparent documents, increase the brightness for scanning to avoid bleed-through.
- When you scan documents written in lead pencil, make sure to clean the rollers frequently. Otherwise, the rollers will be contaminated which may leave black traces on the document or cause feeding errors.
- For details about cleaning, refer to "[Chapter 5 Daily Care](#)" (page 70).
- If multifeeds, pick errors or paper jams occur frequently, refer to "[7.3 Troubleshooting](#)" (page 94).
- When you scan documents with the ADF, all documents must be flat on the leading edge. Make sure that curls on the leading edge of the documents are kept within the following range.



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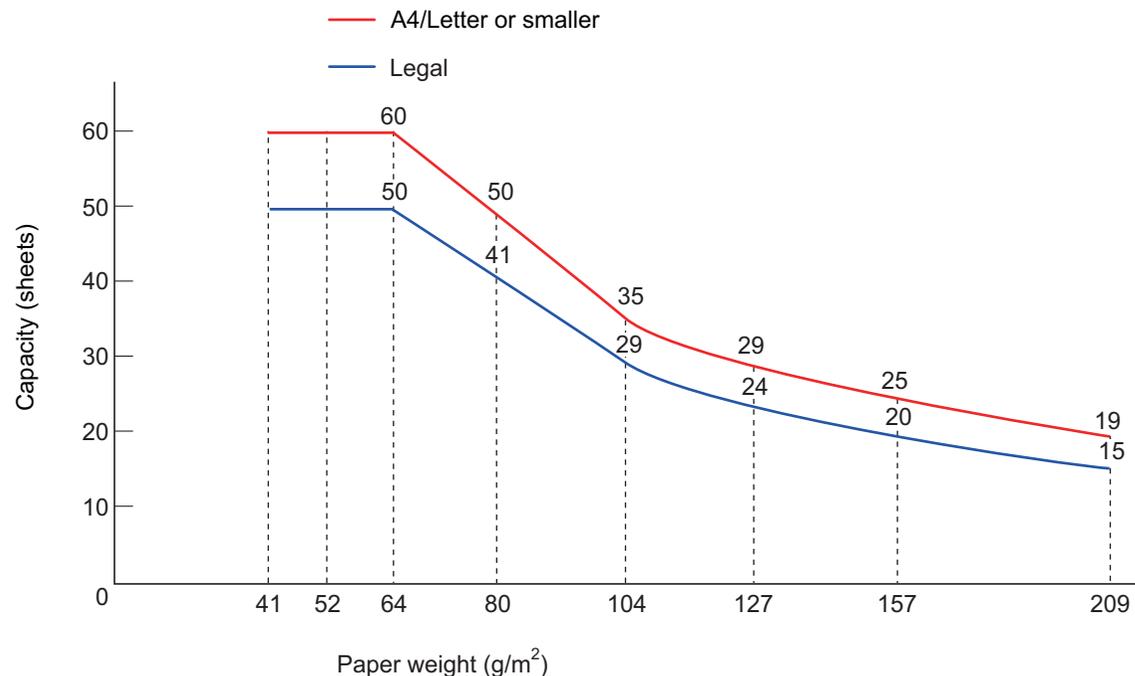
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Loading Capacity

The number of sheets that can be loaded in the ADF paper chute (feeder) is determined by the paper size and paper weight. See the graph below.



Unit	Conversion									
g/m ²	41	52	64	75	80	90	104	127	157	209
lb	11	14	17	20	21	24	28	34	42	56
kg	35	45	55	64.5	69	77.5	90	110	135	180

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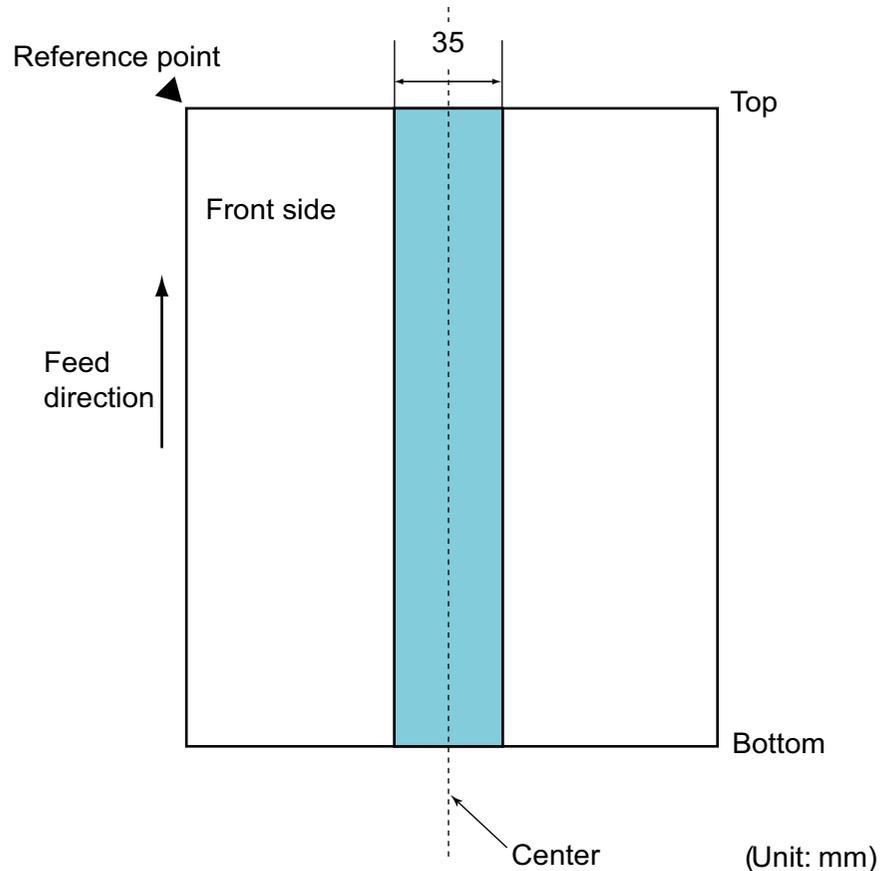
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Area Not to be Perforated

An error may occur when there are punched holes in the area shaded in light blue in the following figure. Such documents can be scanned by using the flatbed (ScanPartner SP30F).



ATTENTION

The above condition applies when the document is set to the center of the pick roller width.

HINT

If there are any holes in the 35 mm-wide central column, you can move the document to the left or right to avoid an error.

Conditions for Multifeed Detection

Multifeed is an error where two or more sheets are fed through the ADF at once. It is also called a multifeed when a different document length is detected.

Multifeed detection is performed by either checking the overlapping of documents, length of the documents, or the combination of both. The following conditions are required for an accurate detection.

Detection by overlapping

- Paper weight: 41 to 209 g/m² (11 to 56 lb)
- Do not punch holes within 35 mm (1.38 in.) over the center of the document. See Fig.1.
- Do not attach other documents within 35 mm (1.38 in.) over the center of the document. See Fig.1.

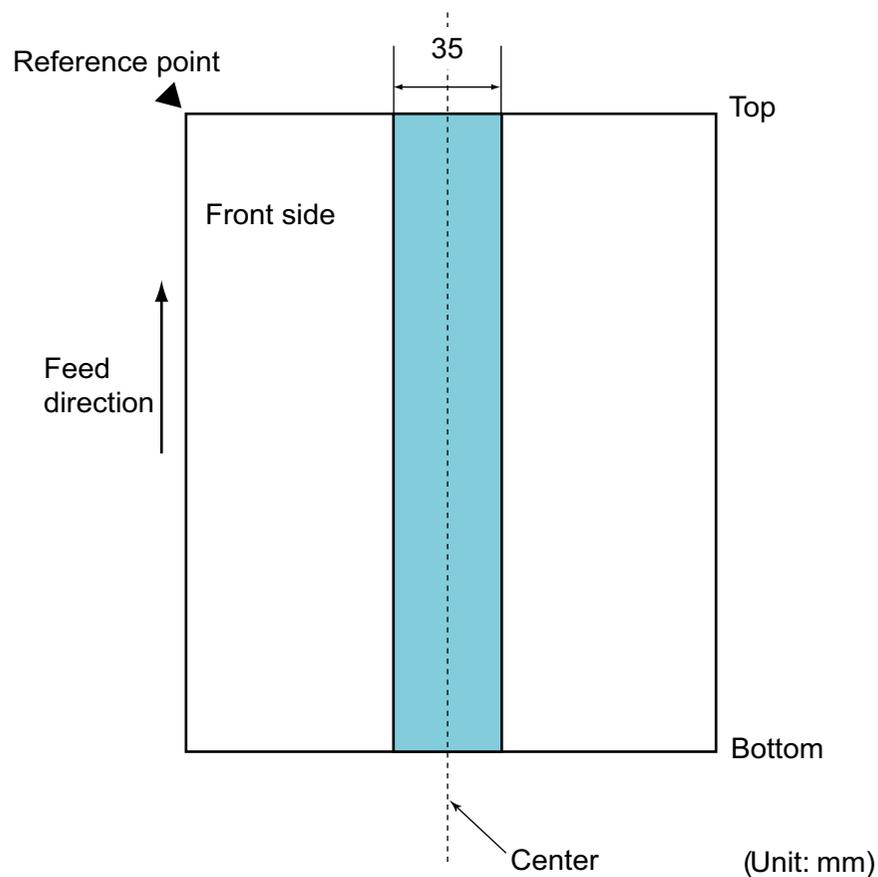
Detection by length

- Load documents of the same paper length in the ADF paper chute (feeder).
- Variance in document lengths: 1% or less
- Do not punch holes within 35 mm (1.38 in.) over the center of the document. See Fig.1.

Detection by overlapping and length

- Load documents of the same paper length in the ADF paper chute (feeder).
- Paper weight: 41 to 209 g/m² (11 to 56 lb)
- Variance in document lengths: 1% or less
- Do not punch holes within 35 mm (1.38 in.) over the center of the document. See Fig.1.
- Do not attach other documents within 35 mm (1.38 in.) over the center of the document. See Fig.1.

Fig. 1

**ATTENTION**

- The above condition applies when the document is set to the center of the pick roller width.
- When you use detection by overlapping, scanning thick documents such as plastic cards will be falsely detected as multifeed. In that case, disable multifeed detection.

HINT

- Accuracy of multifeed detection may drop with some documents. Multifeed cannot be detected for the top 30 mm of a document.
- For the shaded area in Fig. 1, you can also specify a length not to detect multifeeds in the Software Operation Panel. For details, refer to "[8.6 Settings Related to Multifeed Detection](#)" (page 138).

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Conditions for Mixed Batch Scanning

The following conditions apply when scanning a mixed batch of documents with different paper weights/friction coefficients/sizes. Make sure to test a few sheets first to check if the documents can be scanned.

For details about scanning, refer to ["Documents with Different Widths" \(page 57\)](#).

Paper direction

Align the direction of the paper fiber with the feed direction.

Paper weight

The following paper weights can be used:

41 to 209 g/m² (11 to 56 lb)

Friction coefficient

It is recommended to use the same type of paper from the same manufacturer.

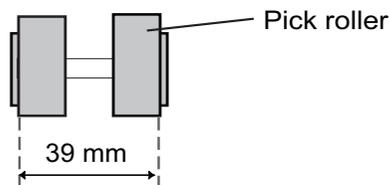
When papers of different manufacturers/brands are mixed, it affects the feeding performance as the difference in the friction coefficient increases.

The following friction coefficients are recommended:

0.35 to 0.60 (reference value for paper friction coefficient)

Document position

Use paper sizes that fit the 39 mm width of the pick roller in the center.



Paper size

When you scan a mixed batch with different sizes, not feeding the documents straight may cause paper jams or part of the image to appear missing.

It is recommended to check the documents thoroughly before scanning and also check the image if the document was skewed.

ATTENTION

- When scanning a mixed batch with different sizes, documents are more likely to skew because the side guides do not contact every sheet.
- Do not use [Check Length] or [Check Overlapping and Length] for multifeed detection.

Documents that cannot be scanned in a mixed batch

The following types of documents cannot be mixed in the same batch:

- Carbonless paper
- Bond paper
- Perforated documents
- Thermal paper
- Carbon-backed paper
- OHP film
- Tracing paper

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Combinations of standard paper sizes in a mixed batch

Refer to the table below for a guideline of the range available for mixed batch scanning.

However, note that not feeding the documents straight may cause paper jams or part of the image to appear missing.

It is recommended to check the documents thoroughly before scanning and also check the image if the document was skewed.

Maximum size		LTR (P) Carrier Sheet	A4 (P) A5 (L)	B5 (P) B6 (L)	A5 (P) A6 (L)	B6 (P) B7 (L)	A6 (P) A7 (L)	B7 (P) B8 (L)	A7 (P) A8 (L)	B8 (P)	A8 (P)
	Width (mm) (*1)	216	210	182	149	129	105	91	74.3	64.3	52.5
Minimum size	LTR (P) Carrier Sheet	216									
	A4 (P) A5 (L)	210									
	B5 (P) B6 (L)	182	Available range								
	A5 (P) A6 (L)	149									
	B6 (P) B7 (L)	129									
	A6 (P) A7 (L)	105									
	B7 (P) B8 (L)	91									
	A7 (P) A8 (L)	74.3									
	B8 (P)	64.3									
	A8 (P)	52.5									

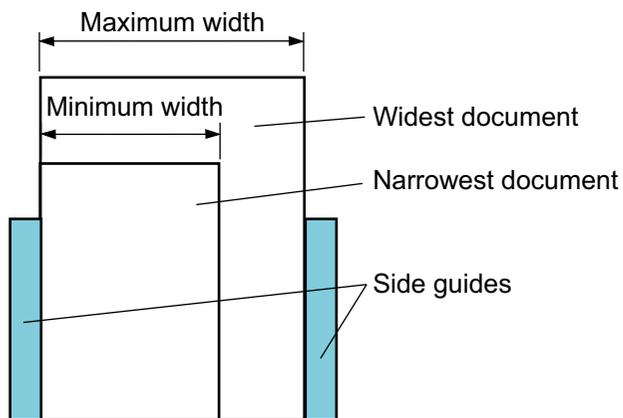
LTR: Letter size

(P) : Portrait

(L) : Landscape

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*1: The following picture shows how to set the widest and the narrowest documents of the batch between the side guides.



ATTENTION

B8 (portrait) and A8 (portrait) cannot be scanned with other paper sizes.

Conditions for Automatic Page Size Detection

[Automatic Page Size Detection] does not work with the following types of documents:

- Non-rectangular documents

In addition, [Automatic Page Size Detection] may not work with the following types of documents:

- Documents lighter than 52g/m² (14lb)
- White documents with glossy edges
- Documents with slightly dark (gray) edges

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Conditions for Using the Carrier Sheet

Paper size

The following paper sizes can be scanned:

- Carrier Sheet (216 × 297 mm)
- A3 (297 × 420 mm) (*1)
- A4 (210 × 297 mm)
- A5 (148 × 210 mm)
- A6 (105 × 148 mm)
- B4 (257 × 364mm) (*1)
- B5 (182 × 257mm)
- B6 (128 × 182 mm)
- Post card (100 × 148 mm)
- Business card (91 × 55 mm, 55 × 91 mm)
- Letter (8.5 × 11 in./216 × 279.4 mm)
- Double Letter (11 × 17 in./279.4 × 431.8 mm) (*1)
- Custom size
 - Width : 25.4 to 216 mm (1 to 8.5 in.)
 - Length : 25.4 to 297 mm (1 to 11.69 in.)

*1: Fold in half for scanning.

Conditions

Paper type

The following paper type is recommended:
Standard office paper

Paper weight

The following paper weights can be used:
Up to 127g/m² (34 lb)
Up to 63.5 g/m² (17 lb) when folded in half

Precautions

Take note of the following:

- Up to three Carrier Sheets can be loaded at once.
- Depending on the amount of memory used by running applications, there may be insufficient memory to scan a double-page spread

document with the Carrier Sheet in high resolution. In that case, specify a lower resolution and try scanning again.

- Do not write on, color, stain, or cut the end with a black and white pattern on the Carrier Sheet.
- Do not place the Carrier Sheet upside down. Otherwise, a paper jam may occur and damage the Carrier Sheet and the document inside.
- Do not leave your document inside the Carrier Sheet for a long time. Otherwise, the ink on the document may be transferred onto the Carrier Sheet.
- To avoid deformation, do not use or leave the Carrier Sheet in high temperature places such as under direct sunlight or near a heating apparatus for a long time.
- Do not fold or pull the Carrier Sheet.
- Do not use a damaged Carrier Sheet because it may damage or cause the scanner to malfunction.
- To avoid deformation, keep the Carrier Sheet on a flat surface without any weight on it.
- Be careful not to cut your finger on the edge of the Carrier Sheet.
- If paper jams occur frequently, feed about 50 sheets of PPC paper (recycled paper) before scanning with the Carrier Sheet. The PPC paper can either be blank or printed.
- Paper jams may occur when you place several small documents (e.g. photos, postcards) in the Carrier Sheet for scanning. It is recommended to place only one document at a time in the Carrier Sheet.

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Chapter 3 How to Use the Operator Panel

This chapter explains how to use the operator panel.

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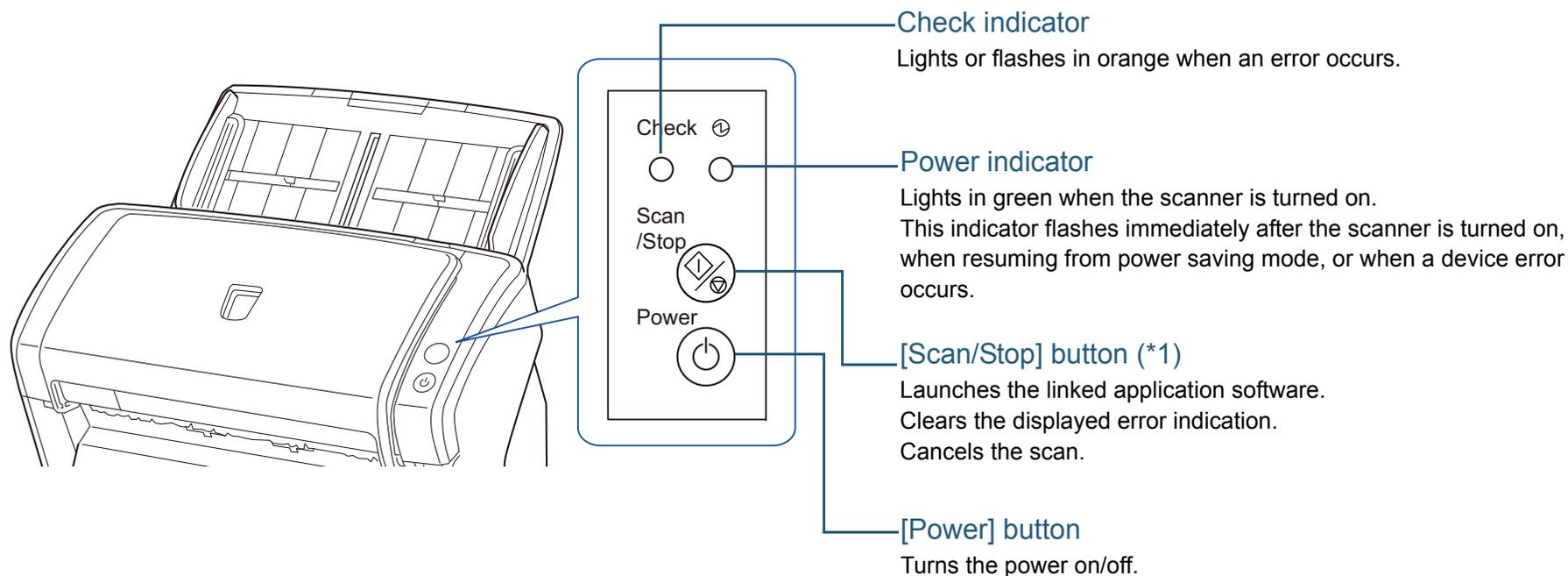
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3.1 Operator Panel

The operator panel consists of buttons and indicators.

Names and Functions



*1: For details about how to scan by pressing the [Scan/Stop] button, refer to the scanner driver Help (included in the Setup DVD-ROM) or "[Using a Button on the Scanner to Start Scanning](#)" (page 68).

Signals on the indicator

Check indicator	Power indicator	Description
Turns off	Flashes	Processing initialization. Shown when resuming from power saving mode or until the scanner is ready after the ADF is closed.
Turns off	Turns on	Ready to start scanning. Indicates that the initialization was successfully completed. This is referred to as "ready" status. When the scanner is ready, the Check indicator turns off and the Power indicator turns on. The indicators operate in the same way when the scanner is in power saving mode.
Turns on	Turns on	Indicates that a temporary error occurred during scanning. The Check indicator turns on. For details about errors, refer to "Temporary Errors" (page 91). The indicators return to the ready status if the [Scan/Stop] button is pressed.
Flashes	Turns on or flashes	Indicates that a device error (alarm) occurred during initialization or scanning. The Power indicator turns on or flashes and the Check indicator flashes. For details about errors, refer to "Device Errors" (page 92). The indicators return to the ready status if the [Scan/Stop] button is pressed. If this alarm occurs, turn the power off and then back on. If the problem persists after turning the power back on, contact your FUJITSU scanner dealer or an authorized FUJITSU scanner service provider.

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Chapter 4 Various Ways to Scan

This chapter explains how to configure scanner settings and scan different types of documents with the image scanning application.

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4.1 Summary

The following lists the main ways of scanning documents.

Scanning documents of different types and sizes

- ["Documents with Different Widths" \(page 57\)](#)
- ["Documents Larger than A4/Letter Size" \(page 58\)](#)
- ["Scanning Photographs and Clippings" \(page 60\)](#)
- ["Long Page Scanning" \(page 62\)](#)
- ["Scanning a Book \(ScanPartner SP30F\)" \(page 63\)](#)
- ["Scanning a Large Document on the Flatbed \(ScanPartner SP30F\)" \(page 65\)](#)

Advanced scanning

- ["Feeding Documents Manually in the ADF" \(page 67\)](#)

Customizing the scanner settings

- ["Using a Button on the Scanner to Start Scanning" \(page 68\)](#)

For information on other ways of scanning, refer to the scanner driver's Help.

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4.2 Scanning Documents of Different Types and Sizes

Documents with Different Widths

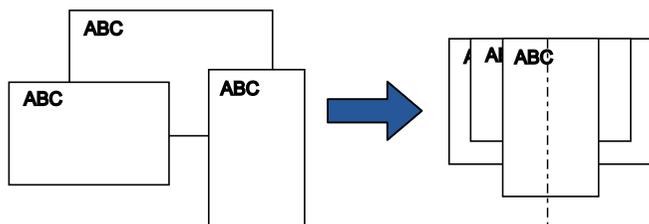
ATTENTION

When you scan a mixed batch with different widths, some of the smaller documents may be skewed or not fed into the ADF. In that case, separate the documents by their widths, and scan them in different batches.

HINT

For more details about scanning a mixed batch of documents, refer to ["Conditions for Mixed Batch Scanning" \(page 48\)](#).

- 1 Align the top of the documents.

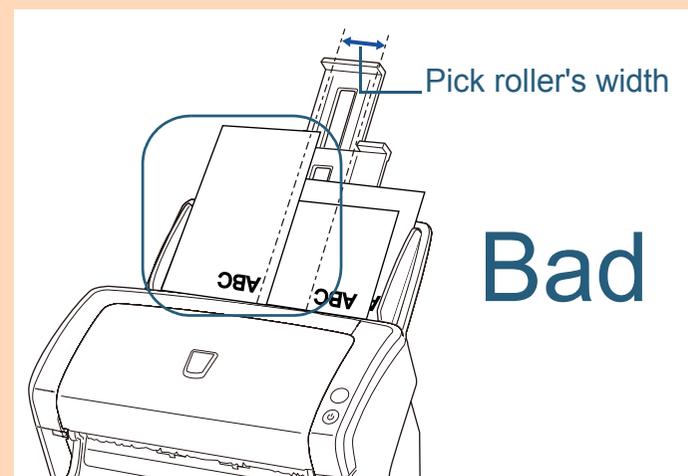
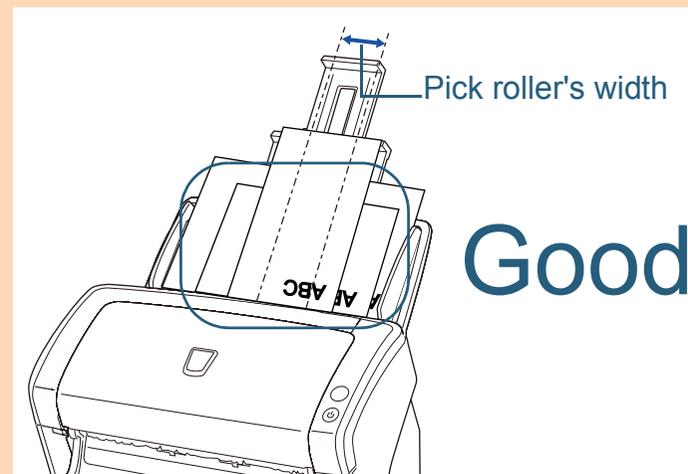


- 2 Place the documents at the center of the ADF paper chute (feeder), and adjust the side guides to the widest document in the batch.

For details, refer to ["Chapter 2 How to Load Documents" \(page 38\)](#).

ATTENTION

Make sure that all documents are placed underneath the pick roller. Otherwise, some documents may be skewed or not fed into the ADF.



3 In the scanner driver, configure the scan settings to detect the paper size automatically.

For details, refer to the scanner driver's Help.

4 Scan the document with the image scanning application.

For details, refer to the manual of the image scanning application.

Documents Larger than A4/Letter Size

The Carrier Sheet can be used to scan documents larger than A4/Letter size, such as A3 and B4. By folding the document in half and scanning in duplex mode, the two sides are merged into a single image.

ATTENTION

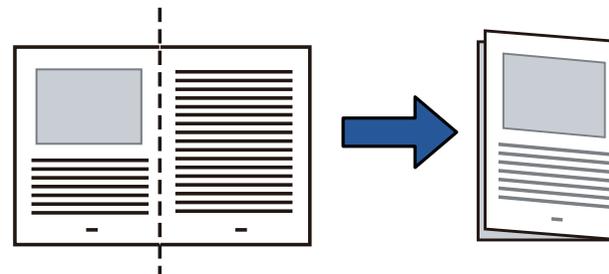
Part of the image around where the document is folded may appear missing. Using the Carrier Sheet is not recommended for obtaining high quality image.

HINT

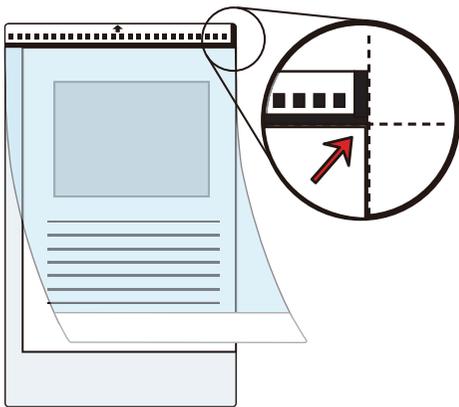
You can also scan a double-sided document that is smaller than A4 size, and output the image as a double-page spread image. In this case, place the double-sided document that is smaller than A4 size inside the Carrier Sheet in step 2.

1 Place the document inside the Carrier Sheet.

- 1 Fold the document in half so that the sides to be scanned are facing out.
Fold it tightly and smooth out any creases.
Otherwise, it may cause the document to skew during feeding.



- 2 Place the document inside the Carrier Sheet.
Align the fold line with the right edge of the Carrier Sheet so that the document fits in the upper right-hand corner.

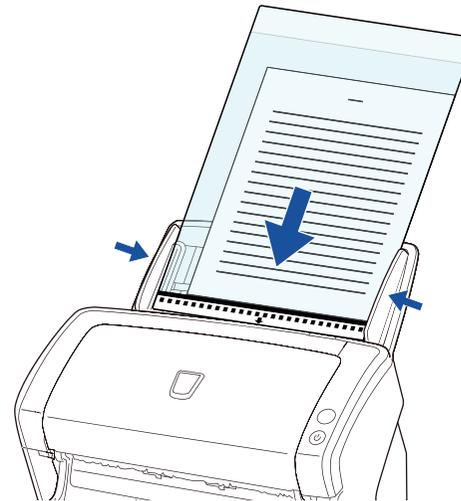


HINT

The front side of the Carrier Sheet has a thick vertical line on the right side of the black & white pattern.

- 2 Load the Carrier Sheet face-down in the ADF paper chute (feeder).

Secure the Carrier Sheet with the side guides to avoid skewing.



- 3 In the scanner driver, configure the scan settings for using the Carrier Sheet.

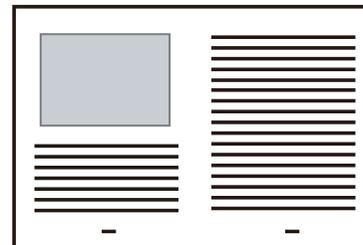
For details, refer to the scanner driver's Help.

For some image scanning applications, the scanner driver's setup dialog box may not appear.

- 4 Scan the document with the image scanning application.

For details, refer to the manual of the image scanning application.

⇒The images on the front and back are merged into a single image.



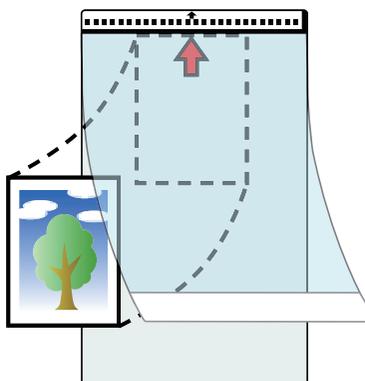
ATTENTION

- There may be a line or a gap appearing between the front and back side images.
Also when you scan thick papers, images on both left and right may skew towards each other from the top.
These symptoms may be improved when you perform the following:
 - Fold the document tightly
 - Align the edges of the document neatly with the edges of the Carrier Sheet
 - Turn over the Carrier Sheet to the other (reverse) side
- When [Automatic detection] is specified for [Paper Size], the closest standard size (A3, A4 or Double Letter) is selected from the same drop-down list. Note that the size of the image may become smaller than the original document depending on the document scanned.
Example: When you scan an A3 size document whose content is printed to fit A4 size in the center
⇒ The image is output in B4 size.
To output the scanned image in the actual size of the document, specify the document size for [Paper size].
- Part of the image around where the document is folded may appear missing. In that case, set the document so its edge is about 1 mm inside from the edge of the Carrier Sheet.
- When [Black & White] is specified for [Image Mode], the edges around the image may appear in black from the shadow of the document.

Scanning Photographs and Clippings

Using the Carrier Sheet allows you to scan documents that can be damaged quite easily such as photographs, or documents that are difficult to load directly such as newspaper clippings.

- 1 Place the document inside the Carrier Sheet.
Place it against the top center of the Carrier Sheet.



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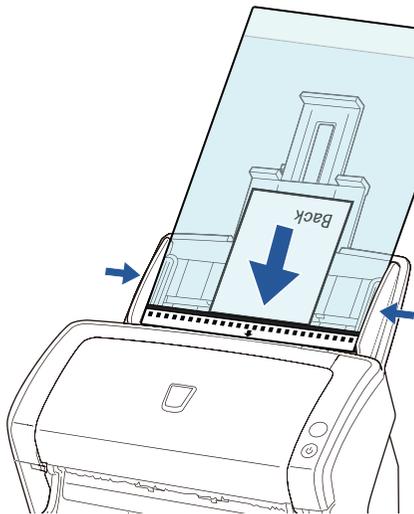
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- 2** Load the Carrier Sheet face-down in the ADF paper chute (feeder), as shown below.

Secure the Carrier Sheet with the side guides to avoid skewing.



- 3** In the scanner driver, configure the scan settings for using the Carrier Sheet.

For details, refer to the scanner driver's Help.

- 4** Scan the document with the image scanning application.

For details, refer to the manual of the image scanning application.

ATTENTION

- The image is output at the center of the page in the size specified in [Paper Size].
- When [Automatic detection] is specified for [Paper Size], the closest standard size is selected from the same drop-down list. Note that the size of the image may become smaller than the original document depending on the document scanned, or part of the image may appear missing.

Example: When an A5 size image is printed in the center of an A4 size document

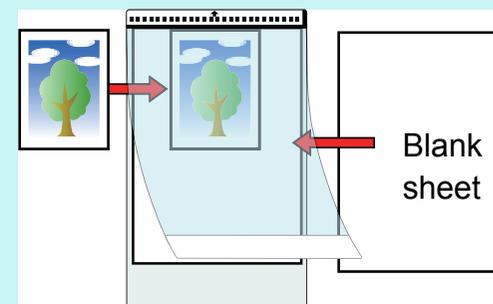
⇒ The image is output in A5 size.

To output the scanned image in the actual size of the document, specify the document size for [Paper size].

HINT

In the following cases, place a blank (white) sheet of paper underneath the document when scanning.

- The scanned image is not output in the correct size when [Automatic detection] is selected in the [Paper size] drop-down list
- Shadows appear around the edges of the scanned image
- Black lines appear around the edges of a uniquely shaped cutting
- Colors outside the document appear on the scanned image



Long Page Scanning

Documents with a length up to 3,048 mm (120 in.) can be scanned by long page scanning.

Document sizes that can be scanned will vary according to the image scanning application.

For details, refer to the manual of the image scanning application.

1 Load a document in the ADF paper chute (feeder).

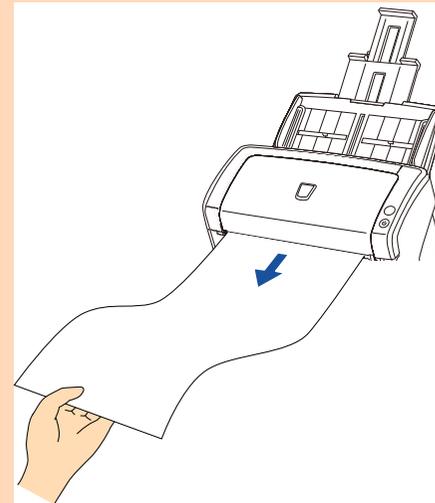
For details, refer to ["Chapter 2 How to Load Documents" \(page 38\)](#).

ATTENTION

- Long page documents should be loaded one sheet at a time in the ADF paper chute (feeder).
- When you scan long pages, take note of the following.
 - Loading
Hold the document with your hand so it does not fall out of the ADF paper chute (feeder).



- Removing
Secure enough space around the stacker to prevent the ejected sheet from falling off the stacker.



HINT

To scan documents longer than A4/Letter size, perform the following:

- Pull out the chute extensions all the way.
For details, refer to ["1.6 Setting Up the ADF Paper Chute \(feeder\)" \(page 27\)](#).
- Lift the stacker and stacker extension towards you.
For details, refer to ["1.7 Setting Up the Stacker" \(page 28\)](#).

2 In the scanner driver, configure the scan settings to scan the paper size of the long page.

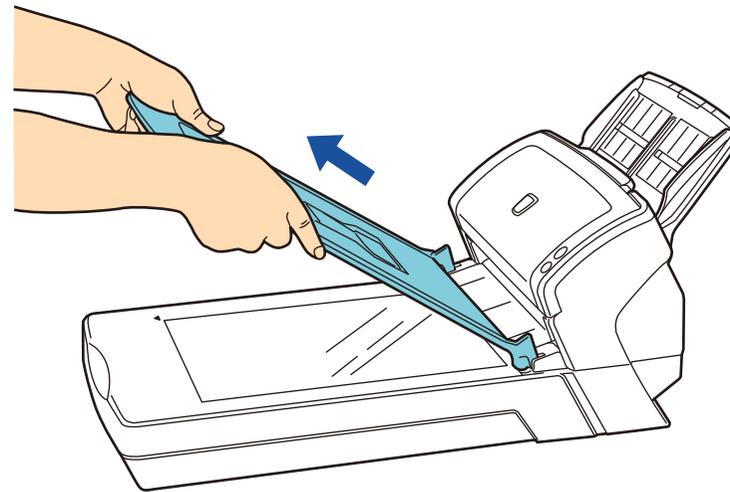
For details, refer to the scanner driver's Help.

For some image scanning applications, the scanner driver's setup dialog box may not appear.

- 3 Scan the document with the image scanning application.
For details, refer to the manual of the image scanning application.

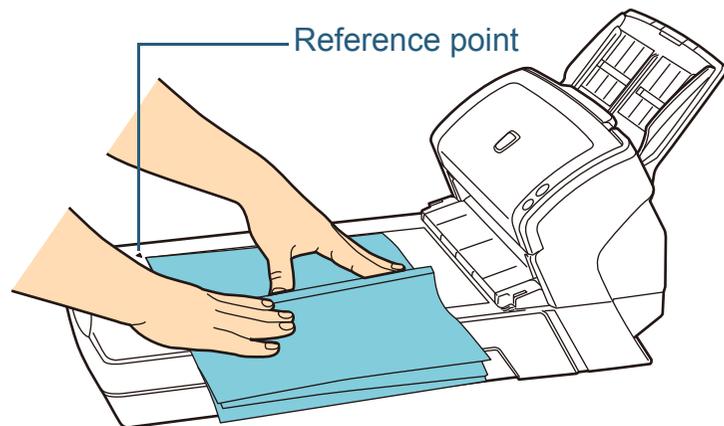
Scanning a Book (ScanPartner SP30F)

- 1 Open the document cover.
For details, refer to ["1.5 Opening/Closing the Document Cover \(ScanPartner SP30F\)"](#) (page 26).
- 2 Remove the document cover by pulling it out in the direction of the arrow.



3 Load the document on the document bed.

Place the document face-down to align its top left-hand corner with the reference point.



4 In the scanner driver, configure the scan settings for using the flatbed.

For details, refer to the scanner driver's Help.

5 Scan the document with the image scanning application.

For details, refer to the manual of the image scanning application.



Do not look directly into the light source.

ATTENTION

Do not move the document during scanning.

6 Attach the document cover.

7 Close the document cover.

For details, refer to ["1.5 Opening/Closing the Document Cover \(ScanPartner SP30F\)"](#) (page 26).

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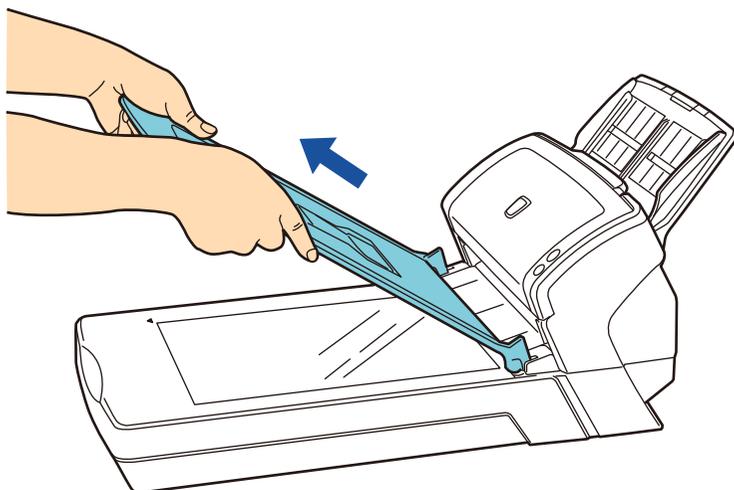
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Scanning a Large Document on the Flatbed (ScanPartner SP30F)

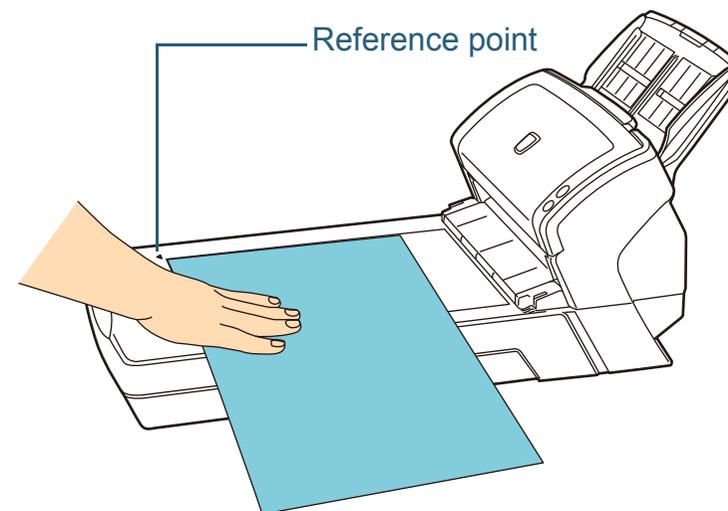
- 1 Open the document cover.
For details, refer to "1.5 Opening/Closing the Document Cover (ScanPartner SP30F)" (page 26).

- 2 Remove the document cover by pulling it out in the direction of the arrow.



- 3 Load the document on the document bed.

Place the document face-down to align its top left-hand corner with the reference point.



- 4 In the scanner driver, configure the scan settings for using the flatbed.
For details, refer to the scanner driver's Help.

- 5 Scan the document with the image scanning application.
For details, refer to the manual of the image scanning application.



Do not look directly into the light source.

ATTENTION

Do not move the document during scanning.

- 6 Attach the document cover.

7 Close the document cover.

For details, refer to "[1.5 Opening/Closing the Document Cover \(ScanPartner SP30F\)](#)" (page 26).

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4.3 Advanced Scanning

Feeding Documents Manually in the ADF

Documents can also be loaded manually one sheet at a time in the ADF.

Normally, in automatic feeding, the scanner stops scanning once all the documents loaded in the ADF paper chute have been scanned. In manual feeding, the scanner waits for the next document to be loaded within a specified time. Scanning will continue as long as another document is loaded within the set time, and stops if no document is loaded.

By using this method, you can perform scanning as you check the documents one by one.

Manual feeding is effective in the following cases.

- To scan as you check the contents of each sheet.
- To scan documents that cause multifeed or paper jam when loaded together in the same batch.
- To continue scanning documents such as magazine/newspaper clippings that cannot be loaded together.

1 Enable manual feeding in the Software Operation Panel.

For details, refer to "[Waiting Time in Manual Feed Mode \[Manual-feed timeout\]](#)" (page 143).

2 Load a document in the ADF paper chute (feeder).

For details, refer to "[Chapter 2 How to Load Documents](#)" (page 38).

3 Scan the document with the image scanning application.

For details, refer to the manual of the image scanning application.

⇒After the document is scanned, the rollers inside the ADF keep rotating, waiting for the next document to be loaded for the time specified in the Software Operation Panel.

4 Load the next document in the ADF paper chute (feeder).

⇒The document is scanned.

5 Repeat step 4 until all documents are scanned.

⇒Scanning will stop if no document is loaded within the set time.

HINT

- When the scanner waits for the next document to be loaded, you can stop scanning by pressing the [Scan/Stop] button on the operator panel.
- When [Manual-feed timeout] is enabled, the scanner will wait for the set time even if you start scanning with no document in the ADF paper chute (feeder).
- When you use manual feeding frequently, replacement cycle of the consumables may be shortened.

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4.4 Customizing the Scanner Settings

Using a Button on the Scanner to Start Scanning

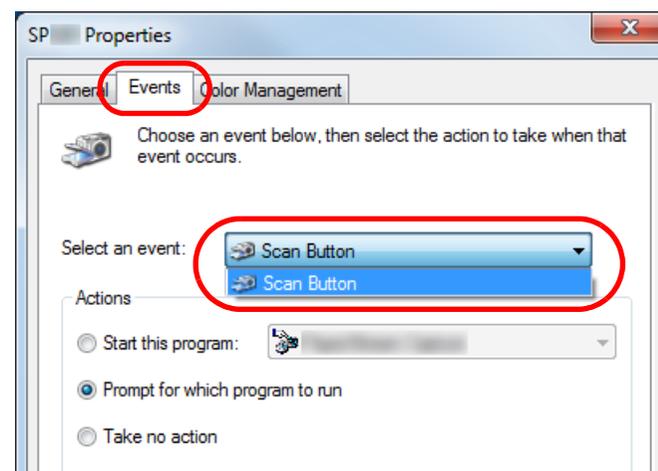
The [Scan/Stop] button on the operator panel can be configured to perform scanning by pressing the button. To configure this setting, you first need to assign an application to be launched from the [Scan/Stop] button.

Computer setup

- 1 Confirm that the scanner is connected to the computer, then turn on the scanner.
For details about how to connect the scanner to the computer, refer to the Quick Installation Sheet.
For details about how to turn on the scanner, refer to "1.3 Turning the Power ON/OFF" (page 24).
- 2 Display the [Control Panel] dialog box.
 - Windows XP/Windows Vista/Windows Server 2008/Windows 7
Click [Start] menu → [Control Panel].
 - Windows Server 2012/Windows 8
Right-click the Start screen, and select [All apps] on the app bar → [Control Panel] under [Windows System].
 - Windows Server 2012 R2/Windows 8.1
Select [↓] on the lower left side of the Start screen → [Control Panel] under [Windows System].
To display [↓], move the mouse cursor.
- 3 Click [View devices and printers].
⇒ The [Devices and Printers] dialog box appears.

- 4 Right-click on the scanner icon, and select [Scan properties] from the displayed menu.
⇒ The properties dialog box of the scanner appears.

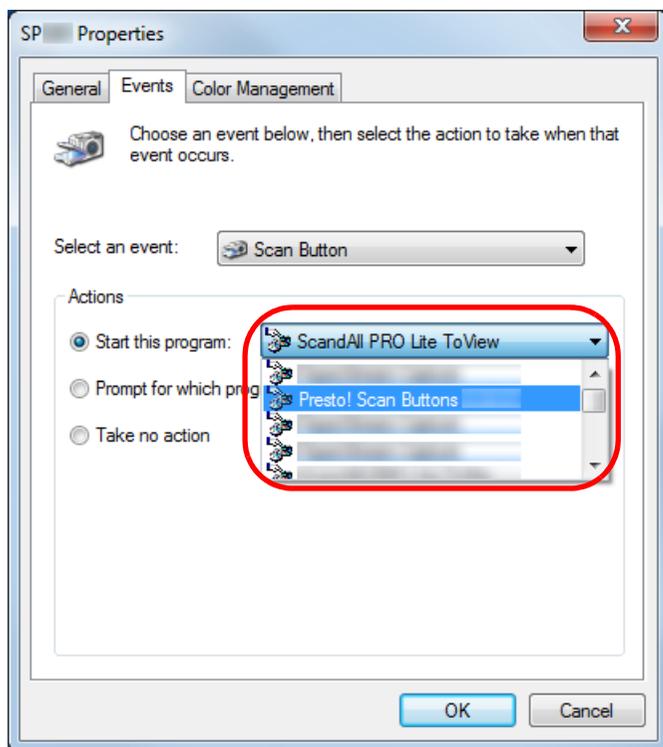
- 5 Click the [Events] tab and select an event.
From the [Select an event] drop-down list, select an event from which you want to launch an application.



In this function, the following events can be specified:

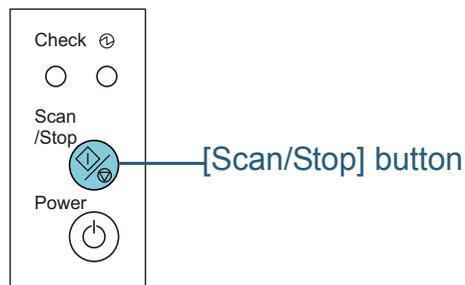
- [Scan Button] (press the [Scan/Stop] button)

- 6** Select an action and an application to be launched by the scanner button event.
Click [Start this program] under [Actions], and select an application from the drop-down list on the right.



- 7** Click the [OK] button.
The setup of the computer is completed. Proceed to configure the scanner settings.

Scanner setup



No particular setting is required.

⇒ The specified application is launched when you press the [Scan/Stop] button.

HINT

For details, refer to "Chapter 3 How to Use the Operator Panel" (page 52).

Chapter 5 Daily Care

This chapter describes how to clean the scanner.



WARNING



Do not use aerosol spray or spray that contains alcohol to clean the scanner. Dust blown up by strong air from the spray may enter inside the scanner which may cause the scanner to fail or malfunction.

Also note that sparks generated by static electricity may cause a fire.



CAUTION



The glasses inside the ADF become very hot when the scanner is being used.

Before you start cleaning the inside, make sure to turn off the power, unplug the power cable and wait at least 15 minutes for the ADF glass to cool down.

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5.1 Cleaning Materials and Locations that Require Cleaning

Cleaning Materials

Name	Part No.	Notes
Cleaner F1 	PA03950-0352	100 ml Moisten a cloth or Cleaning Paper with this liquid to wipe the scanner clean. It may take a long time to dry if an excessive amount is used. Use it in small quantity. Wipe off the cleaner completely to leave no residue on the cleaned parts.
Cleaning Paper 	CA99501-0012	10 sheets Use this non-woven sheet with Cleaner F1.
Cleaning Wipe 	PA03950-0419	24 packets Pre-moistened with Cleaner F1. It can be used instead of moistening a cloth with Cleaner F1.
Cotton swab	Commercially available	
Dry cloth		

ATTENTION

In order to use the cleaning materials safely and correctly, read the precautions on each product thoroughly.

For more information about the cleaning materials, contact your FUJITSU scanner dealer or an authorized FUJITSU scanner service provider.

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Location and Frequency

Location		Frequency
ADF	Brake roller	Every 5,000 sheets
	Pick roller	
	Plastic idlerroller	
	Glass	
	Ultrasonic sensor	
	Feed roller	
	Eject roller	
Flatbed (ScanPartner SP30F)	Document pad	
	Document bed	
	Plastic frame	

ATTENTION

Cleaning cycles may vary depending on the condition of the documents. Also, cleaning must be performed more frequently when the following types of documents are scanned:

- Smooth-faced documents such as coated paper
- Documents with printed text/graphics that almost cover the entire surface
- Chemically-treated documents such as carbonless paper
- Documents containing a large amount of calcium carbonate
- Documents written in lead pencil
- Documents on which the toner is not sufficiently fused

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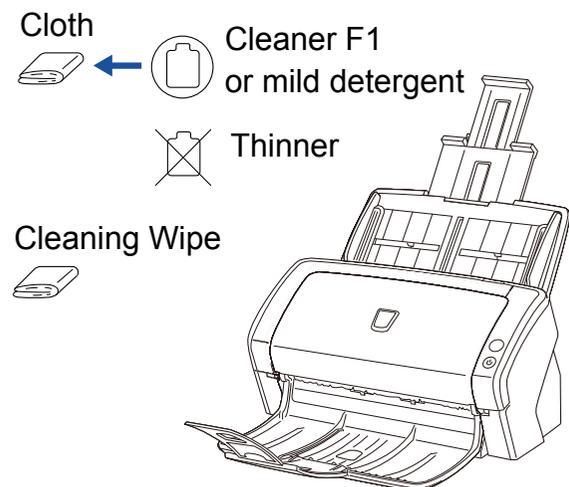
5.2 Cleaning the Outside

The outside of the scanner, including the ADF paper chute (feeder) and the stacker, should be cleaned with either a piece of dry cloth, a cloth moistened with Cleaner F1/mild detergent, or a sheet of Cleaning Wipe.

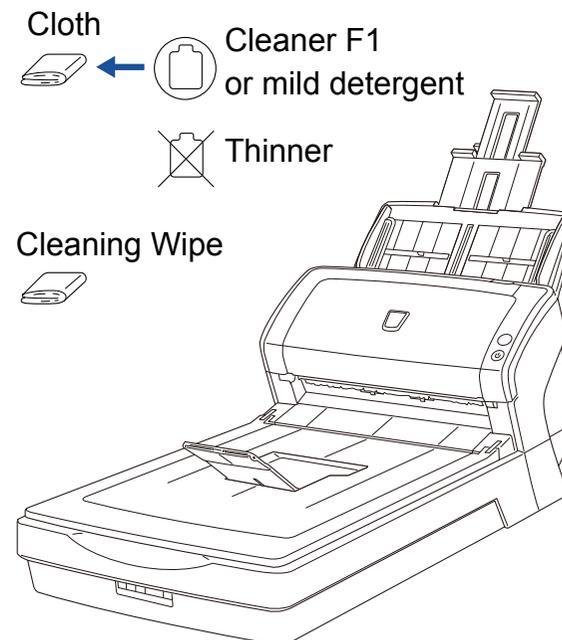
ATTENTION

- To avoid deformation and discoloration, never use paint thinner or any other organic solvents.
- Be careful not to let any moisture or water inside the scanner during cleaning.
- It may take a long time to dry if an excessive amount of Cleaner F1/mild detergent is used. Use it in small quantity. Wipe off the cleaner completely to leave no residue on the cleaned parts.

For ScanPartner SP25/ScanPartner SP30



For ScanPartner SP30F



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5.3 Cleaning the Inside

Cleaning the ADF (with Cleaning Paper)

The ADF can be cleaned with a sheet of Cleaning Paper moistened with Cleaner F1.

As the scanner continues to feed the documents, paper dust will accumulate inside the ADF and it may cause scanning errors.

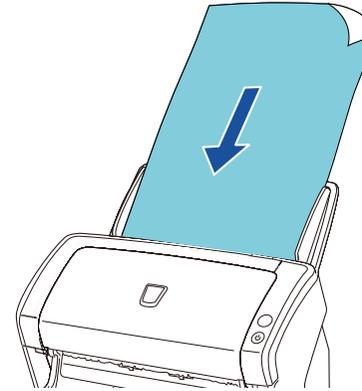
Cleaning should be performed approximately every 5,000 sheets scanned. Note that this guideline varies depending on the types of documents you scan. For instance, it may be necessary to clean the scanner more frequently when you scan documents on which the toner is not sufficiently fused.

ATTENTION

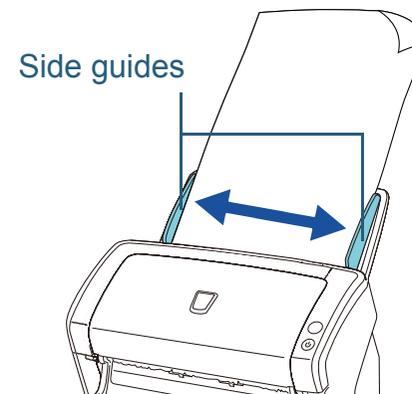
- Do not use water or mild detergent to clean the ADF.
- It may take a long time to dry if an excessive amount of Cleaner F1 is used. Use it in small quantity.

- 1 Turn on the scanner.
For details, refer to "[1.3 Turning the Power ON/OFF](#)" (page 24).
- 2 Spray the Cleaning Paper with Cleaner F1.
- 3 Pull out the chute extensions according to the length of the Cleaning Paper.
For details, refer to "[1.6 Setting Up the ADF Paper Chute \(feeder\)](#)" (page 27).
- 4 Lift the stacker and stacker extension according to the length of the Cleaning Paper.
For details, refer to "[1.7 Setting Up the Stacker](#)" (page 28).

- 5 Load the Cleaning Paper in the ADF paper chute (feeder).



- 6 Adjust the side guides to the width of the Cleaning Paper. Do not leave space between the side guides and the Cleaning Paper. Otherwise, the Cleaning Paper may be fed skewed.



- 7 Start up an application for scanning and perform a scan.

Cleaning the ADF (with cloth)

The ADF can be cleaned with a piece of cloth moistened with Cleaner F1, or a sheet of Cleaning Wipe.

As the scanner continues to feed the documents, paper dust will accumulate inside the ADF and it may cause scanning errors.

Cleaning should be performed approximately every 5,000 sheets scanned. Note that this guideline varies depending on the types of documents you scan. For instance, it may be necessary to clean the scanner more frequently when you scan documents on which the toner is not sufficiently fused.



The glasses inside the ADF become very hot when the scanner is being used. Before you start cleaning the inside, make sure to turn off the power, unplug the power cable and wait at least 15 minutes for the ADF glass to cool down.

ATTENTION

- Do not use water or mild detergent to clean the ADF.
- It may take a long time to dry if an excessive amount of Cleaner F1 is used. Use it in small quantity. Wipe off the cleaner completely to leave no residue on the cleaned parts.

1 Turn off the scanner and wait for at least 15 minutes. For details, refer to "[1.3 Turning the Power ON/OFF](#)" (page 24).

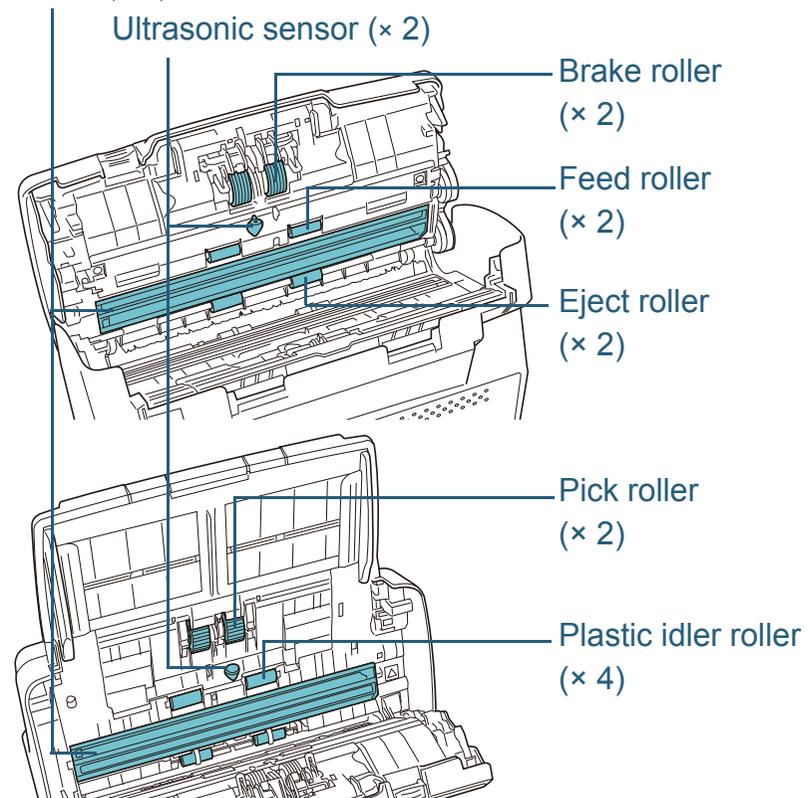
2 Open the ADF. For details, refer to "[1.4 Opening/Closing the ADF](#)" (page 25).



Be careful not to have your fingers caught when the ADF closes.

3 Clean the following locations with a cloth moistened with Cleaner F1 or a sheet of Cleaning Wipe.

Glass (× 2)



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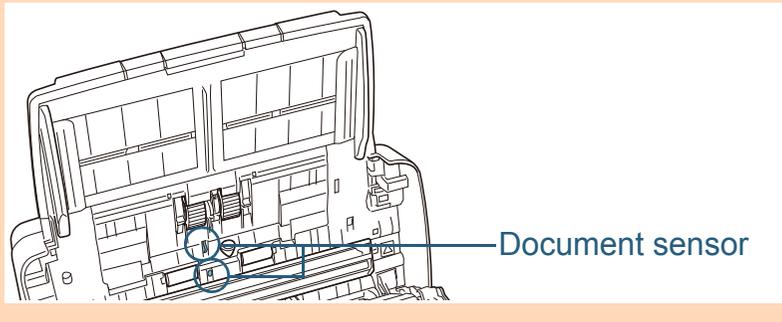
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ATTENTION

Make sure that the cloth does not get caught and damage the document sensors.

**Plastic idler roller (× 4)**

Gently wipe the surface of the rollers. Make sure that it is cleaned properly because residue on the roller will affect the feeding performance. Also be careful not to damage the sponge which is attached on each roller.

Glass (× 2)

Gently wipe the dirt and dust off the surface of the glass sections.

ATTENTION

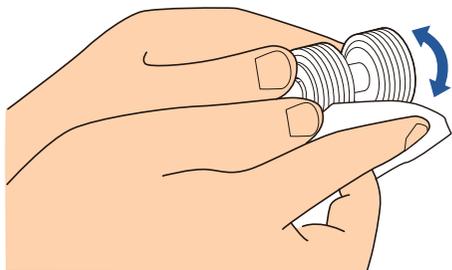
Vertical streaks may appear on the scanned image when the glass is dirty.

Brake roller (× 2)

Remove the roller from the scanner.

For details about removing the brake roller, refer to "[6.2 Replacing the Brake Roller](#)" (page 82).

Gently wipe along the grooves, taking care not to damage the roller surface.

**Pick roller (× 2)**

Gently wipe along the grooves as you rotate the roller manually, taking care not to damage the roller surface. Make sure that it is cleaned properly because residue on the roller will affect the feeding performance.

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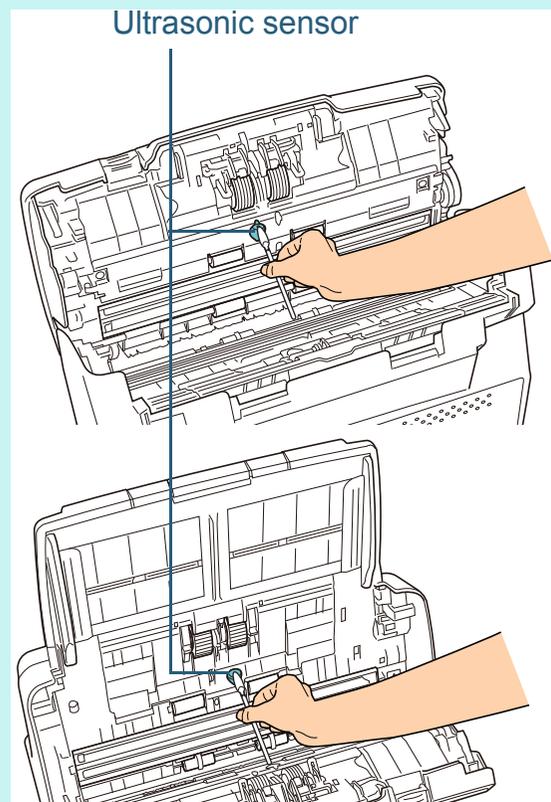
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Ultrasonic sensor (× 2)

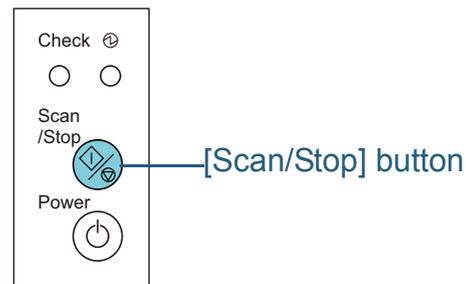
Gently wipe the dirt and dust off the surface of the ultrasonic sensors.

If it is difficult to clean, use a cotton swab.

**Feed roller (× 2)/Eject roller (× 2)**

The power must be turned on to rotate the feed/eject rollers.

- 1 Turn on the scanner.
For details, refer to "1.3 Turning the Power ON/OFF" (page 24).
- 2 When the operator panel is in ready status, open the ADF.
For details, refer to "1.4 Opening/Closing the ADF" (page 25).
- 3 When you press the [Scan/Stop] button on the operator panel, the feed/eject rollers rotate a certain amount.



When you press the [Scan/Stop] button, the feed/eject rollers rotate at the same time. Be careful not to touch the rollers with your hand while they are rotating.

- 4 Put a piece of cloth moistened with Cleaner F1 or a sheet of Cleaning Wipe against the roller surface, and wipe horizontally. Wipe the whole surface by pressing the [Scan/Stop] button to rotate the rollers.
Make sure that it is cleaned properly because residue on the roller will affect the feeding performance.
As a guideline, pressing the [Scan/Stop] button seven times will rotate the feed/eject rollers one revolution.

- 4** Close the ADF.
For details, refer to ["1.4 Opening/Closing the ADF" \(page 25\)](#).



Be careful not to have your fingers caught when the ADF closes.

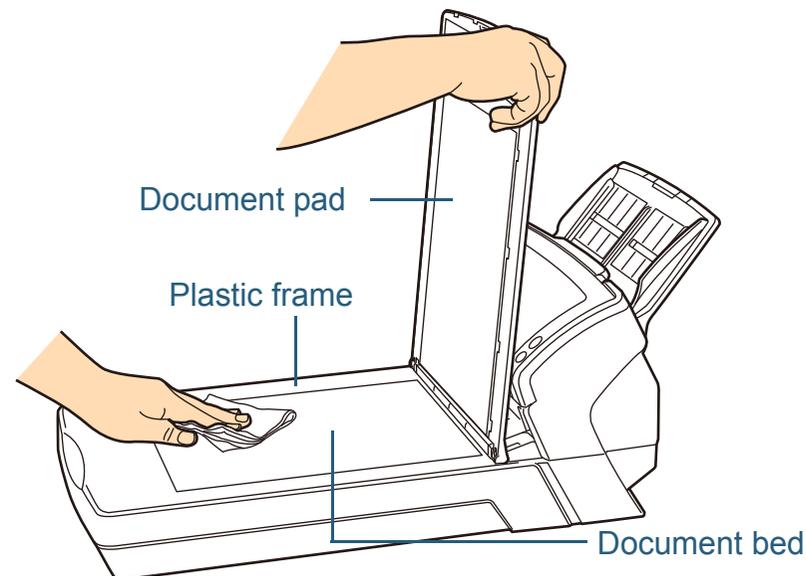
ATTENTION

Confirm that the ADF is closed properly. Otherwise, the document may not be fed into the ADF.

Cleaning the Flatbed (ScanPartner SP30F)

The flatbed should be cleaned with a piece of cloth moistened with Cleaner F1, or a sheet of Cleaning Wipe.

- 1** Open the document cover.
For details, refer to ["1.5 Opening/Closing the Document Cover \(ScanPartner SP30F\)" \(page 26\)](#).
- 2** Clean the following locations with a cloth moistened with Cleaner F1 or a sheet of Cleaning Wipe.



ATTENTION

Be careful not to let the cleaner in between the document bed and the plastic frame.

- 3** Wait for the cleaned parts to dry.
- 4** Close the document cover.
For details, refer to ["1.5 Opening/Closing the Document Cover \(ScanPartner SP30F\)" \(page 26\)](#).

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5.4 Cleaning the Carrier Sheet

The Carrier Sheet should be cleaned with either a piece of dry cloth, a cloth moistened with Cleaner F1, or a sheet of Cleaning Wipe.

Gently wipe the dirt and dust off the surface and the inside of the Carrier Sheet.

As you keep using the Carrier Sheet, dirt and dust will accumulate on the surface and the inside.

Clean it regularly because it may result in scanning errors.

ATTENTION

- Be careful to avoid creasing the Carrier Sheet.
- To avoid deformation and discoloration, never use paint thinner or any other organic solvents.
- Do not use force to rub against the Carrier Sheet because it may be damaged or deformed.
- After cleaning the inside, do not close the Carrier Sheet until it is completely dry.
- The Carrier Sheet should be replaced approximately every 500 scans.

For information on purchasing the Carrier Sheet, contact your FUJITSU scanner dealer or an authorized FUJITSU scanner service provider.

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Chapter 6 Replacing the Consumables

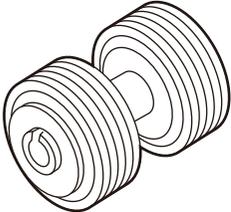
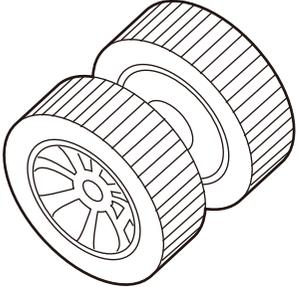
This chapter describes how to replace the consumables for the scanner.

 CAUTION	The glasses inside the ADF become very hot when the scanner is being used. Before you replace the consumables, make sure to turn off the power, unplug the power cable and wait at least 15 minutes for the ADF glass to cool down.
	
	

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6.1 Consumables and Replacement Cycles

The following table shows the consumables used for the scanner.

Name	Part No.	Suggested replacement cycle
BRAKE ROLLER 	PA03540-0001	200,000 sheets or one year
PICK ROLLER 	PA03540-0002	200,000 sheets or one year

Consumables need to be replaced periodically. It is recommended that you keep a stock of new consumables and replace them before it reaches the end of the consumable life. The scanner records the number of sheets scanned after replacing the consumables (brake roller/pick roller), which allows you to check the status on each consumable. For details, refer to ["8.4 Settings Related to Sheet Counters" \(page 129\)](#).

Note that the suggested replacement cycles are guidelines for using A4 (80 g/m² [20 lb]) wood-free or wood-containing paper, as these cycles vary depending on the type of documents scanned and how often the scanner is used and cleaned.

HINT

Only use the specified consumables.

To purchase the consumables, contact your FUJITSU scanner dealer or an authorized FUJITSU scanner service provider.

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6.2 Replacing the Brake Roller

Replace the brake roller in following procedure.

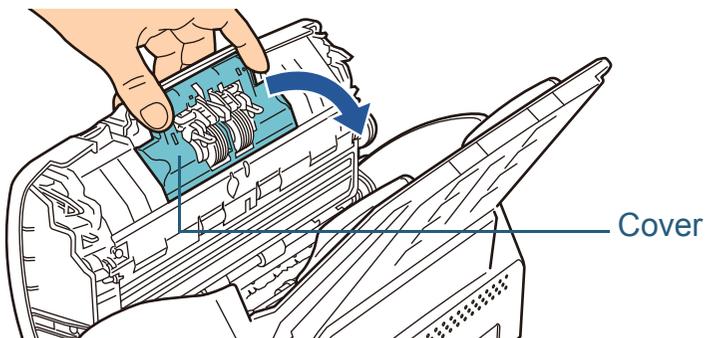
1 Remove all documents from the ADF paper chute (feeder).

2 Open the ADF.
For details, refer to "1.4 Opening/Closing the ADF" (page 25).

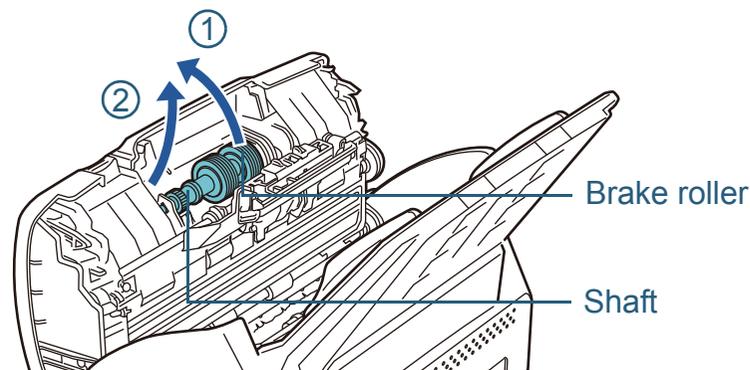


Be careful not to have your fingers caught when the ADF closes.

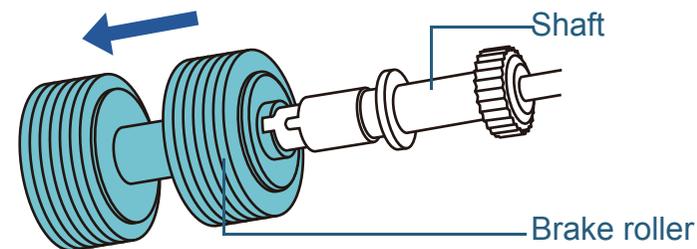
3 Remove the brake roller.
1 Hold both ends of the cover, and open it in the direction of the arrow.



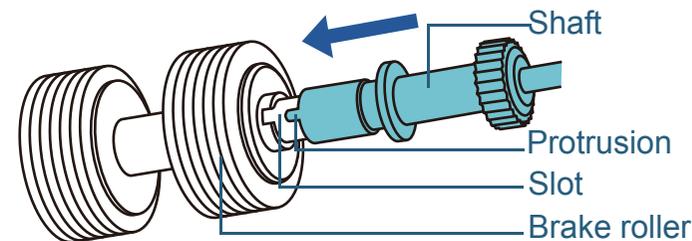
2 Lift the right side of the roller first, then pull out the shaft from the slot on the left.



4 Remove the brake roller from its shaft.

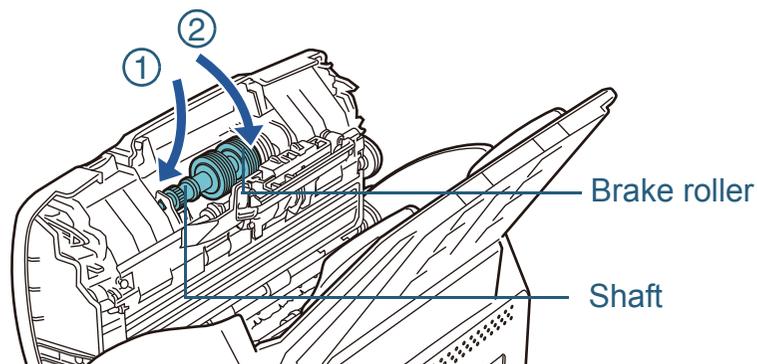


5 Attach a new brake roller on the shaft.
Insert the protrusion on the shaft into the slot.



6 Attach the shaft.

- 1 Insert the left side of the shaft into the hole, and then attach the right side of the shaft.



- 2 Close the cover.

ATTENTION

Confirm that the brake roller is installed properly. Otherwise, it may cause feeding errors such as paper jams.

7 Close the ADF.

For details, refer to ["1.4 Opening/Closing the ADF" \(page 25\)](#).



Be careful not to have your fingers caught when closing the ADF.

8 Reset the consumable counter.

Start up the Software Operation Panel and reset the counter.
For details, refer to ["Resetting the sheet counters" \(page 130\)](#).

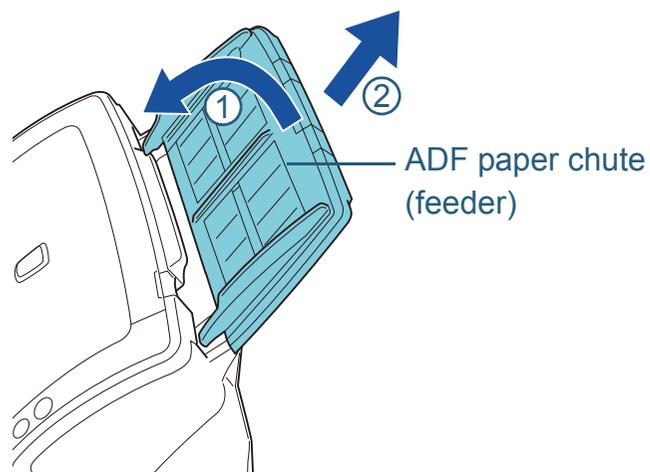
6.3 Replacing the Pick Roller

Replace the pick roller in following procedure.

1 Remove all documents from the ADF paper chute (feeder).

2 Remove the ADF paper chute (feeder).

Hold both ends of the ADF paper chute (feeder), and lift **①** then pull it out **②** in the direction of the arrow.

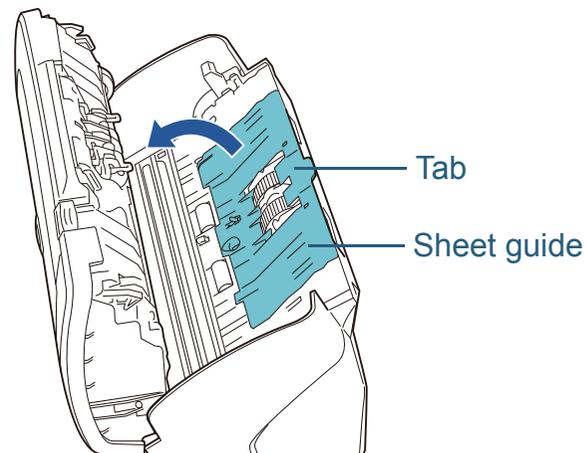


3 Open the ADF.
For details, refer to "1.4 Opening/Closing the ADF" (page 25).

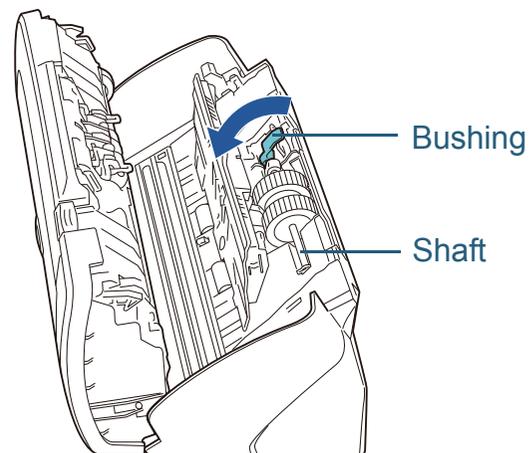


Be careful not to have your fingers caught when the ADF closes.

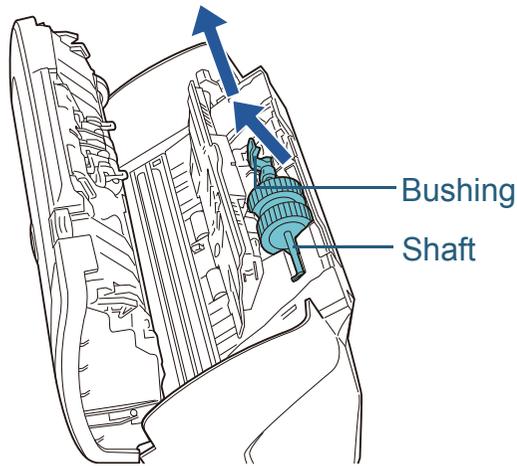
4 Remove the pick roller.
1 Open the sheet guide by lifting the tab.



2 Rotate the bushing on the shaft.

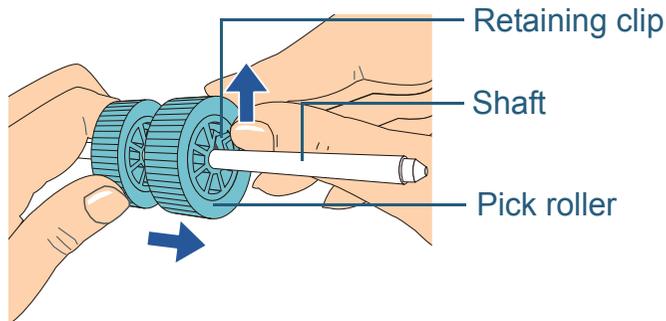


3 Lift the bushing first, then pull out the shaft.

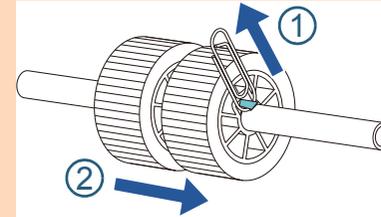


ATTENTION
Be careful not to touch the gear near the bushing on the shaft as it contains grease.

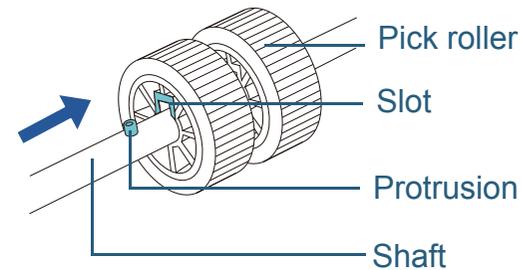
5 Remove the pick roller from its shaft.
Pull out the shaft as you lift the retaining clip.



ATTENTION
Lifting the retaining clip with your fingernail may hurt or damage your fingernail.
Use a paper clip or something alike if you have trouble lifting it up.



6 Attach a new pick roller on the shaft.
Insert the protrusion on the shaft into the slot.



ATTENTION
Confirm that the pick roller is installed properly. Otherwise, it may cause feeding errors such as paper jams.
Make sure to insert the pick roller until locks in place.

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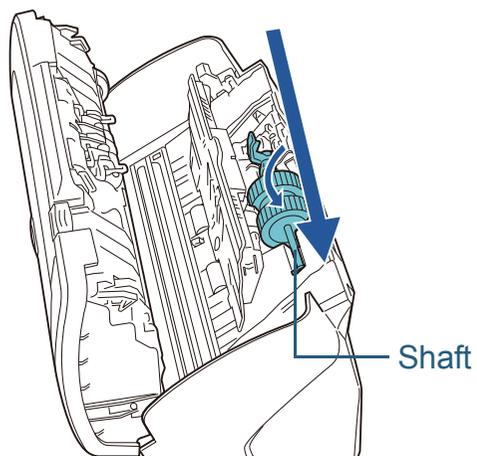
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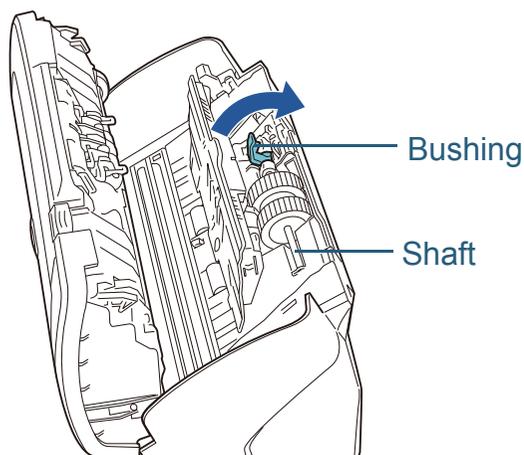
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7 Attach the shaft.

- 1 Insert the right end of the shaft into the slot, and lower the other end gradually.



- 2 Rotate the bushing to lock the shaft.



- 3 Close the sheet guide. Make sure that both ends of the sheet guide are locked firmly.

ATTENTION

Confirm that the pick roller is installed properly. Otherwise, it may cause feeding errors such as paper jams.

8 Close the ADF.

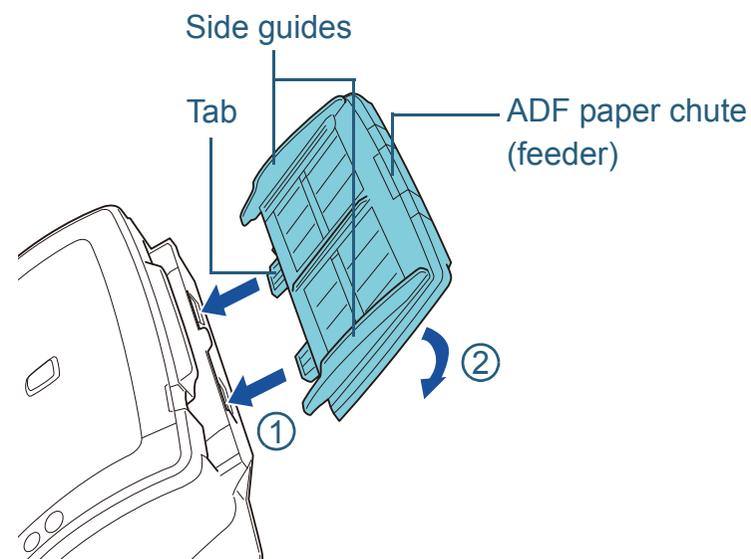
For details, refer to ["1.4 Opening/Closing the ADF" \(page 25\)](#).



Be careful not to have your fingers caught when closing the ADF.

9 Attach the ADF paper chute (feeder).

Insert the tabs into the slots on the back of the scanner, and tilt the ADF paper chute (feeder) backwards until it locks in place.



10 Reset the consumable counter.

Start up the Software Operation Panel and reset the counter. For details, refer to ["Resetting the sheet counters" \(page 130\)](#).

Chapter 7 Troubleshooting

This chapter explains about the countermeasures against paper jams and other troubles, items to check before contacting your scanner service provider, and how to read the product labels on the scanner.

ATTENTION

For details about errors/troubles not mentioned in this chapter, refer to the scanner driver Help or Error Recovery Guide.

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7.1 Paper Jam

When your document is jammed inside the scanner, remove the document in the following procedure.



- Do not use force to pull out the jammed document, and make sure to open the ADF first.
- Be careful not to touch any sharp parts upon removing jammed documents. Doing so could result in injury.
- Be careful not to get your accessories (e.g. ties, necklaces) or hair caught inside the scanner.
- The glass surface may become extremely hot during operation.

1 Remove all documents from the ADF paper chute (feeder).

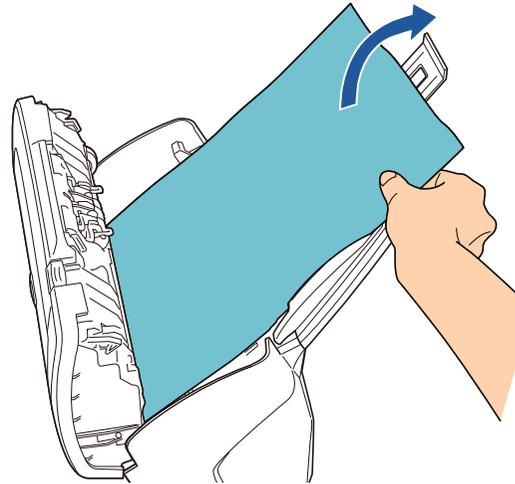
2 Open the ADF.

For details, refer to "[1.4 Opening/Closing the ADF](#)" (page 25).



Be careful not to have your fingers caught when the ADF closes.

3 Remove the jammed document.



ATTENTION

- Make sure to check the documents and the paper path thoroughly and remove all staples and paper clips as they cause paper jams.
- Be careful not to damage the glass surface and the guides when removing documents with staples or paper clips.

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4 Close the ADF.

For details, refer to "[1.4 Opening/Closing the ADF](#)" (page 25).



Be careful not to have your fingers caught when the ADF closes.

ATTENTION

- Confirm that the ADF is closed properly. Otherwise, the document may not be fed into the ADF.
- Occasionally when scanning is complete or canceled, documents may remain in the ADF without any error message displayed. In that case, remove the documents by following the above steps 1 to 4.

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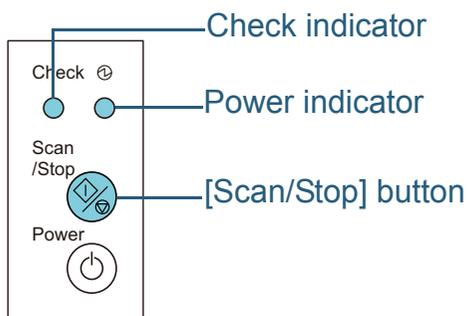
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7.2 Error Indications on Operator Panel

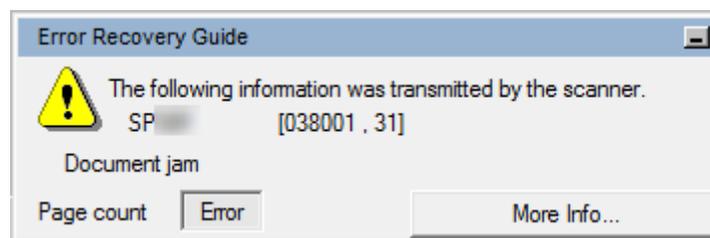
When an error occurs during scanning, the operator panel indicators turn on as shown below.

- Temporary errors
The Check indicator turns on.
The Power indicator stays on.
- Device errors
The Check indicator flashes.
The Power indicator turns on or flashes.

Temporary errors can be recovered by the operator, whereas device errors require a service engineer to perform recovery. The indicators return to the ready status if the [Scan/Stop] button is pressed during a temporary error alert. Note that a paper jam message disappears after a certain period of time elapses if there are no documents (ready status) in the scanner.



If the Error Recovery Guide is installed in your computer, the Error Recovery Guide window appears when the Windows operating system is started up. When an error occurs, the Error Recovery Guide window displays related information such as the name of the error and the error code (number). Write down the information shown in the dialog box and click the [More Info] button to check for troubleshooting methods.



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Temporary Errors

The following are lists of temporary errors which can be recovered by operators.

When a temporary error occurs, the Check indicator turns on.

■ Paper feeding errors

Item	Resolution
Paper jam	<ol style="list-style-type: none"> 1 Remove the jammed document. For details, refer to "7.1 Paper Jam" (page 88). 2 Check if the document is suitable for scanning by ADF. For details, refer to "2.3 Documents for Scanning" (page 42).
Multifeed	When you press the [Scan/Stop] button on the operator panel, the documents are ejected.

■ Other errors

Item	Resolution
Transport lock error (ScanPartner SP30F)	Unlock the transport lock switch. For details, refer to the Quick Installation Sheet.
Cover open (ADF)	Close the ADF and reload the documents.

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Device Errors

The following are lists of device errors which require troubleshooting by a service engineer.

■ Flatbed motor malfunction, optical error, and internal error

Check indicator	Power indicator	Item	Resolution
Flashes 2 times	Turns on	Optical error (ADF Front)	1 Clean the glass section. For details, refer to " Chapter 5 Daily Care " (page 70). 2 Turn the scanner off then back on. If the problem persists, write down the status of the indicators and contact your FUJITSU scanner dealer or an authorized FUJITSU scanner service provider.
Flashes 3 times	Turns on	Optical error (ADF Back)	
Flashes 4 times	Turns on	Flatbed motor malfunction (ScanPartner SP30F)	1 Confirm that the transport lock switch is not locked. 2 Turn the scanner off then back on. If the problem persists, write down the status of the indicators and contact your FUJITSU scanner dealer or an authorized FUJITSU scanner service provider.
Flashes 7 times	Turns on	Optical error (Flatbed) (ScanPartner SP30F)	
Flashes 5 times	Turns on	Operator panel error	Turn the scanner off then back on. If the problem persists, write down the status of the indicators and contact your FUJITSU scanner dealer or an authorized FUJITSU scanner service provider.
Flashes 6 times	Turns on	EEPROM error	
Flashes 7 times	Flashes 7 times	Memory error	

■ Chip error

Check indicator	Power indicator	Item	Resolution
Flashes 3 times	Flashes 3 times	LSI error	Turn the scanner off then back on. If the problem persists, write down the status of the indicators and contact your FUJITSU scanner dealer or an authorized FUJITSU scanner service provider.

■ Motor circuit error

Check indicator	Power indicator	Item	Resolution
Flashes 2 times	Flashes 2 times	Lamp circuit error	Turn the scanner off then back on. If the problem persists, write down the status of the indicators and contact your FUJITSU scanner dealer or an authorized FUJITSU scanner service provider.
Flashes 6 times	Flashes 6 times	Motor circuit error	

■ Sensor error

Check indicator	Power indicator	Item	Resolution
Flashes 4 times	Flashes 4 times	Sensor error	1 Clear any dust around the ultrasonic sensors. 2 Turn the scanner off then back on. If the problem persists, write down the status of the indicators and contact your FUJITSU scanner dealer or an authorized FUJITSU scanner service provider.

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7.3 Troubleshooting

This section describes the resolutions for troubles that may occur while using the scanner. Please check the following items before you request a repair. If the problem persists, check each item in ["7.4 Before You Contact the Scanner Service Provider"](#) (page 112), and then contact your FUJITSU scanner dealer or an authorized FUJITSU scanner service provider.

The following are some examples of troubles that you may experience.

Symptoms
"Scanner cannot be powered ON." (page 95)
"Scanning does not start." (page 96)
"Image quality is poor when scanning pictures/photos in black & white." (page 97)
"Quality of scanned text or lines is unsatisfactory." (page 98)
"Images are distorted or not clear." (page 99)
"Vertical streaks appear on the scanned image." (page 100)
"When the scanner is turned on, the Check indicator on the operator panel turns on or flashes." (page 101)
"Multifeed error occurs frequently." (page 102)
"Situation in which the document is not fed into the ADF occurs frequently." (page 104)
"Paper jams/pick errors occur frequently." (page 105)
"Scanned images turn out elongated." (page 106)

Symptoms
"A shadow appears at the top or the bottom of the scanned image." (page 107)
"There are black traces on the document." (page 108)
"The Carrier Sheet is not fed smoothly. / Paper jams occur." (page 109)
"Part of the image appears missing when using the Carrier Sheet." (page 111)

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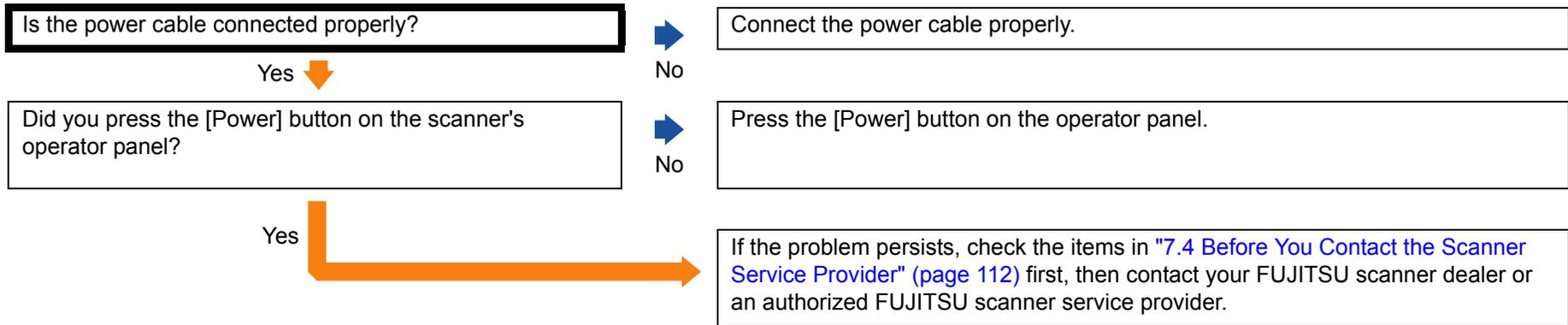
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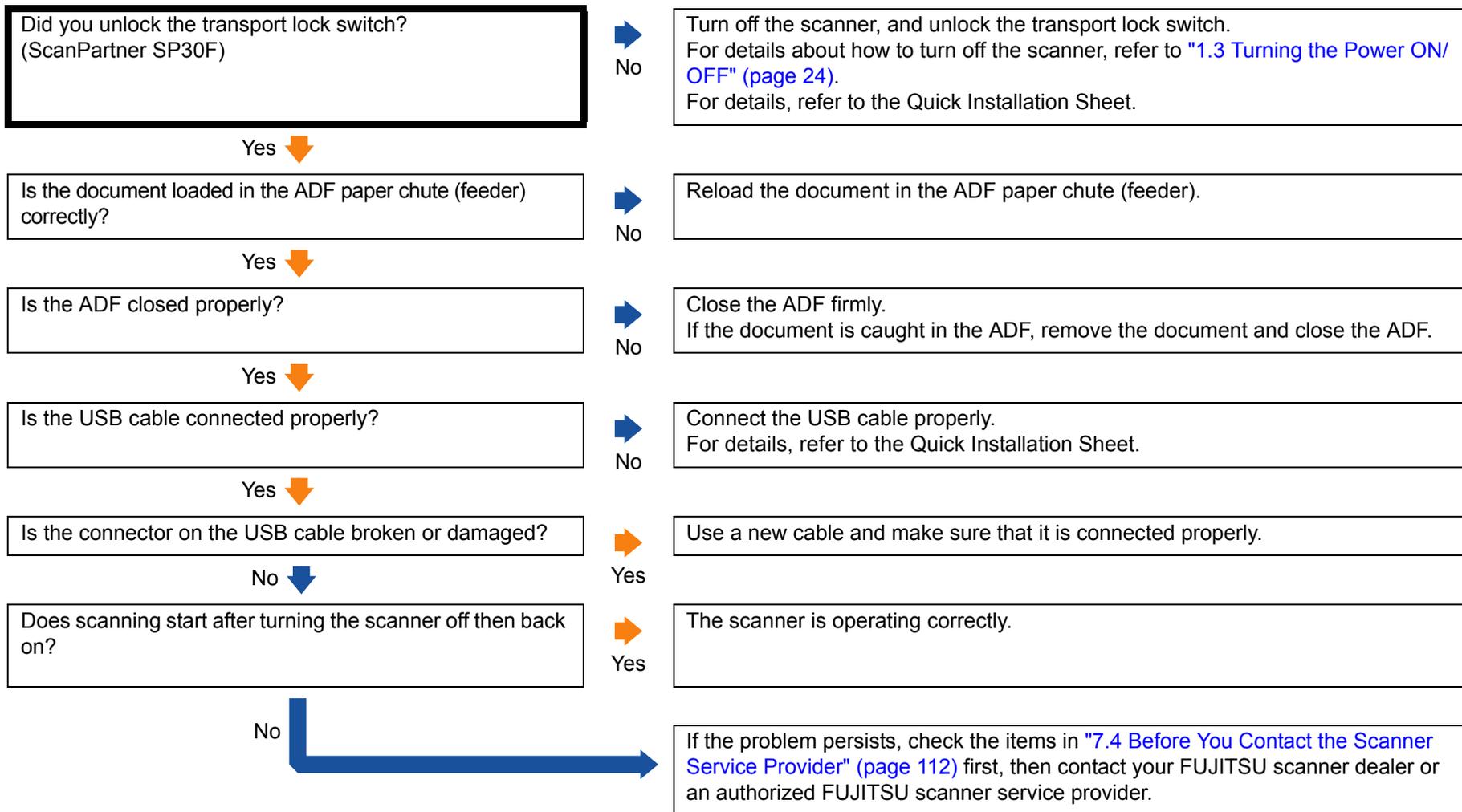
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Scanner cannot be powered ON.



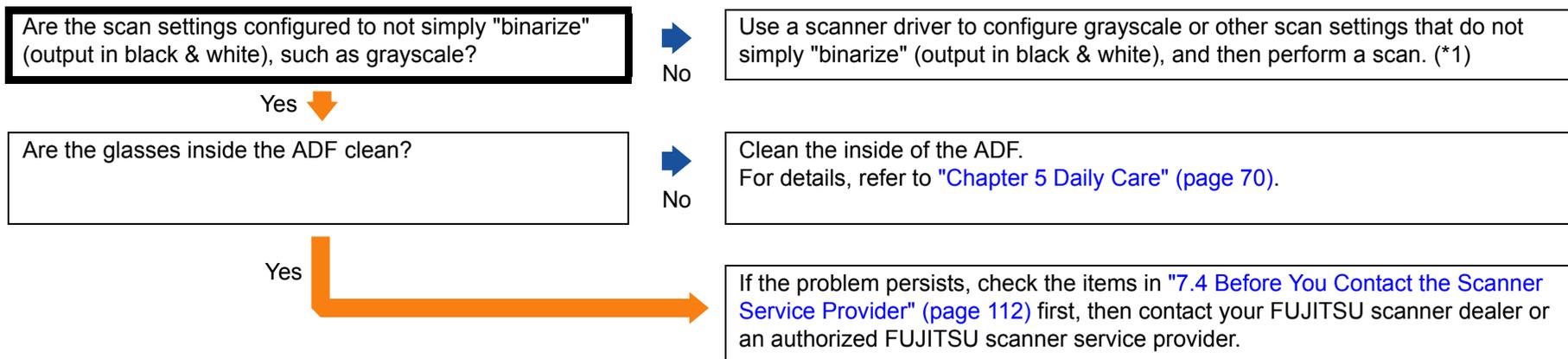
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Scanning does not start.



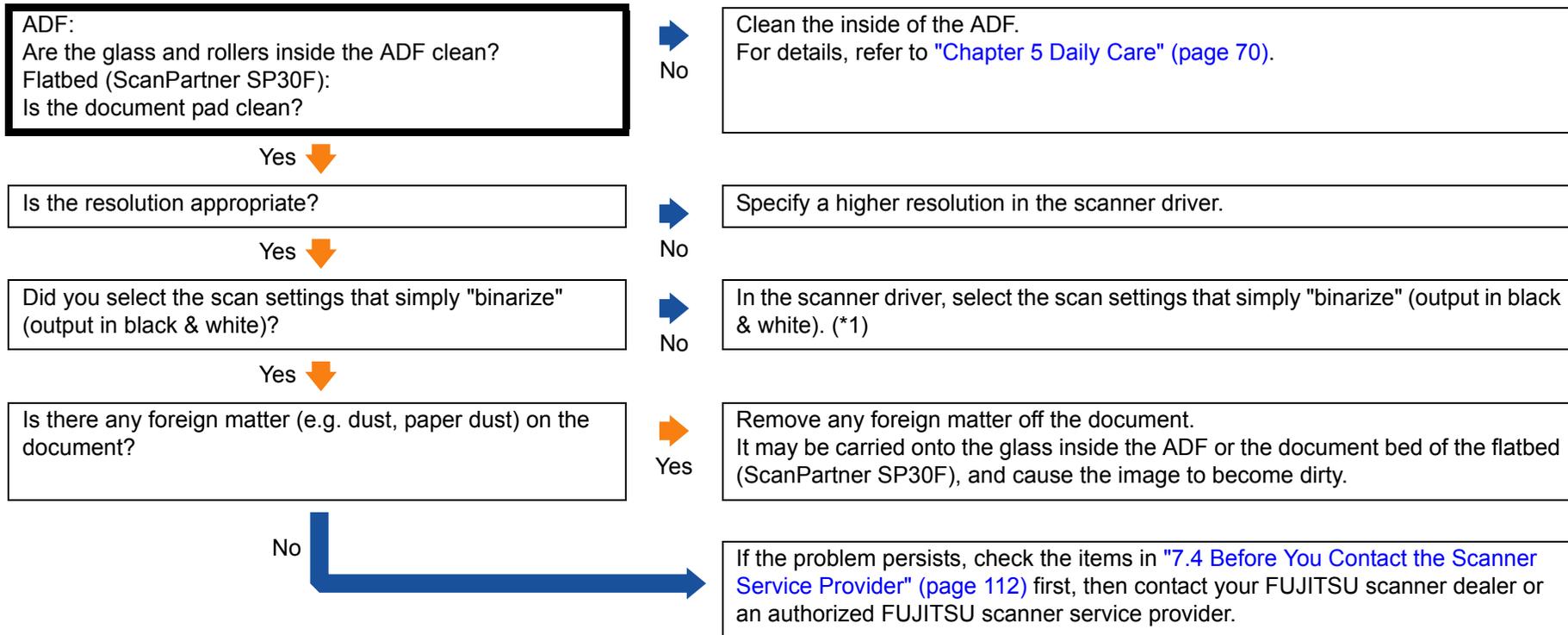
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Image quality is poor when scanning pictures/ photos in black & white.



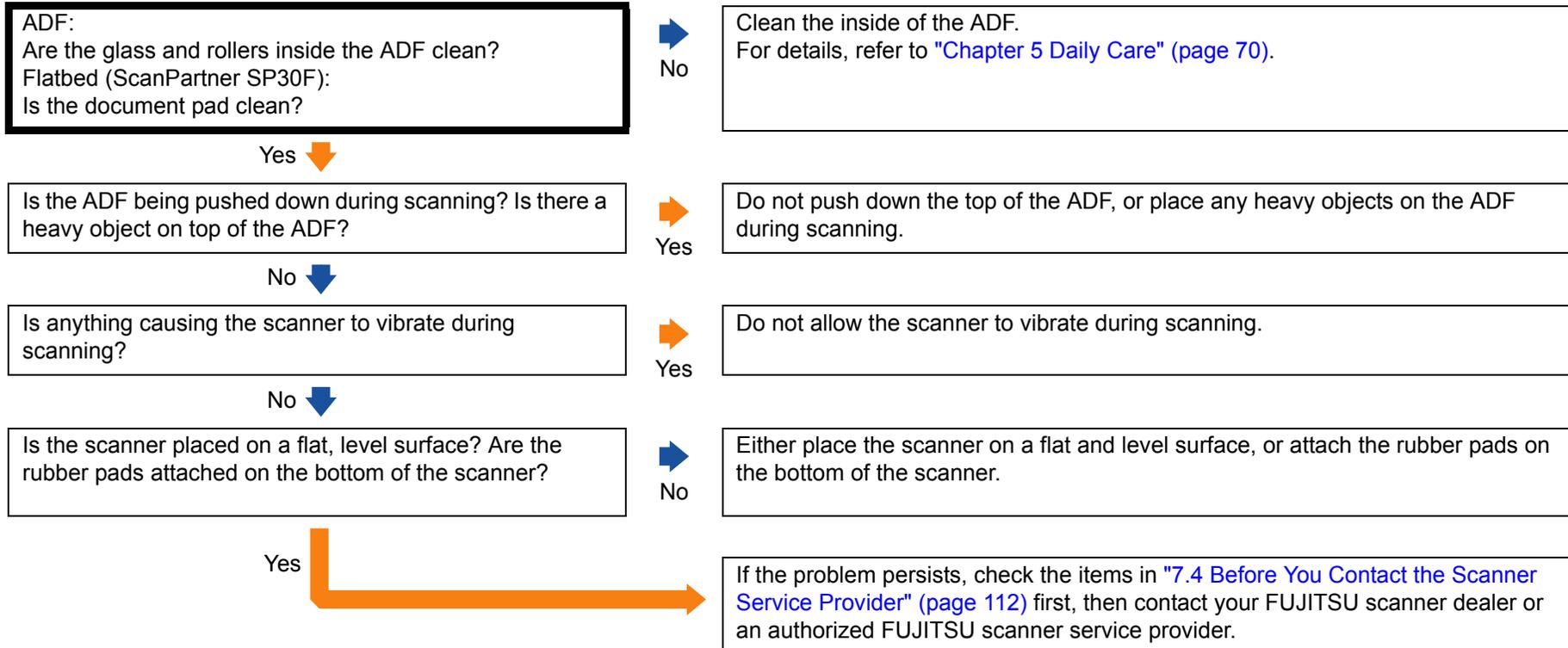
*1: The scanned image may differ from the original image significantly if you simply "binarize" (output in black & white) a picture or a photo. If possible, use a scanner driver to configure grayscale or other scan settings that do not simply "binarize" (output in black & white), and then perform a scan.

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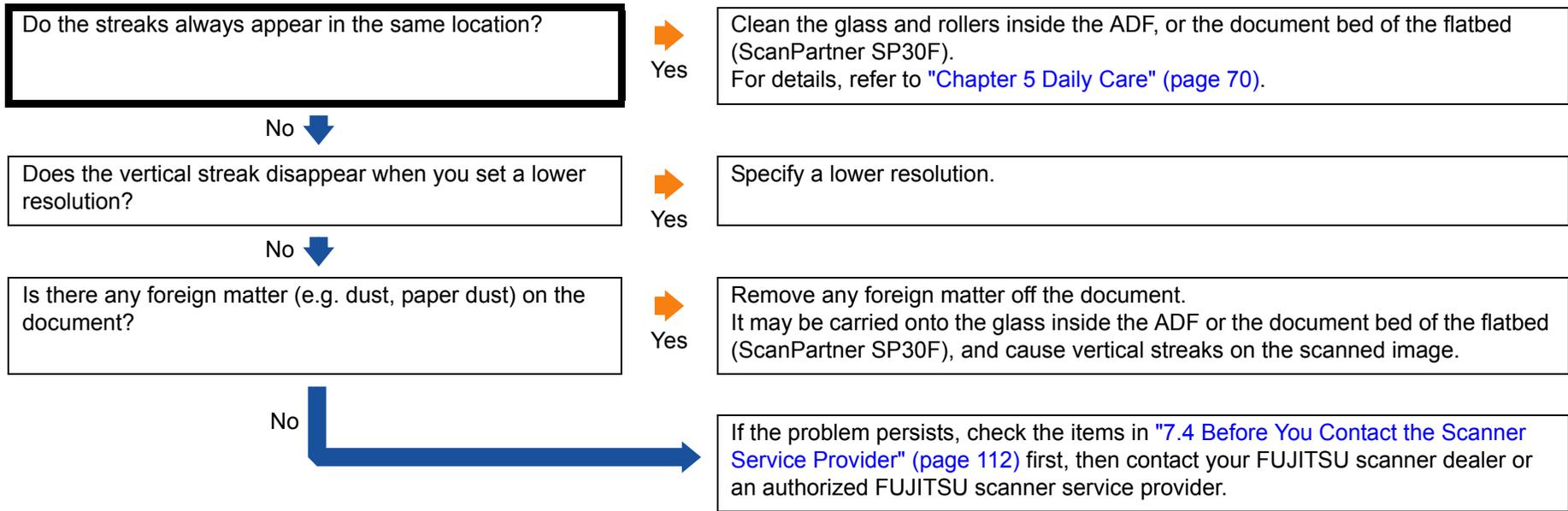
Quality of scanned text or lines is unsatisfactory.

*1: When scanning in grayscale or color, the scanned image may not become sharp and clear. If possible, use a scanner driver to configure the scan settings that simply "binarize" (output in black & white), and then perform a scan.

Images are distorted or not clear.

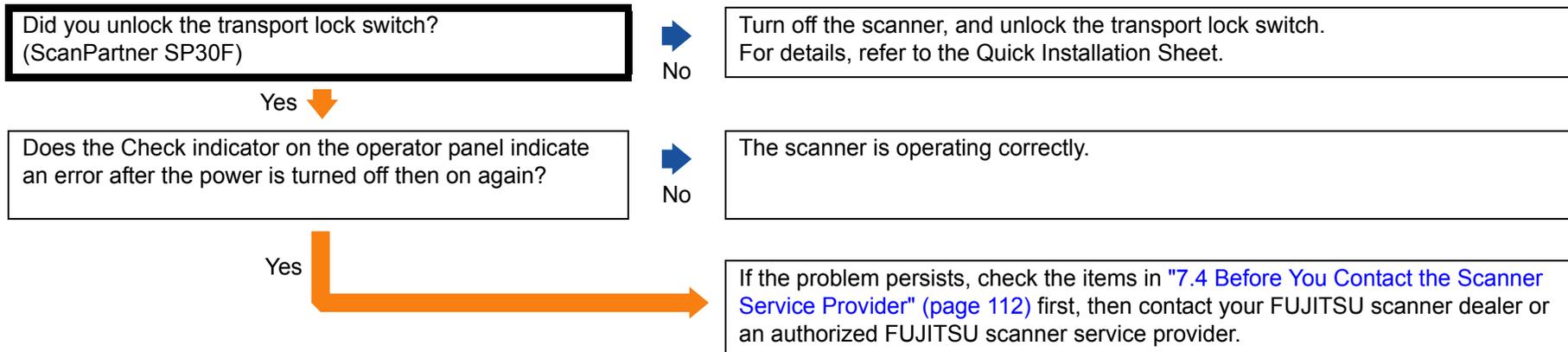


Vertical streaks appear on the scanned image.

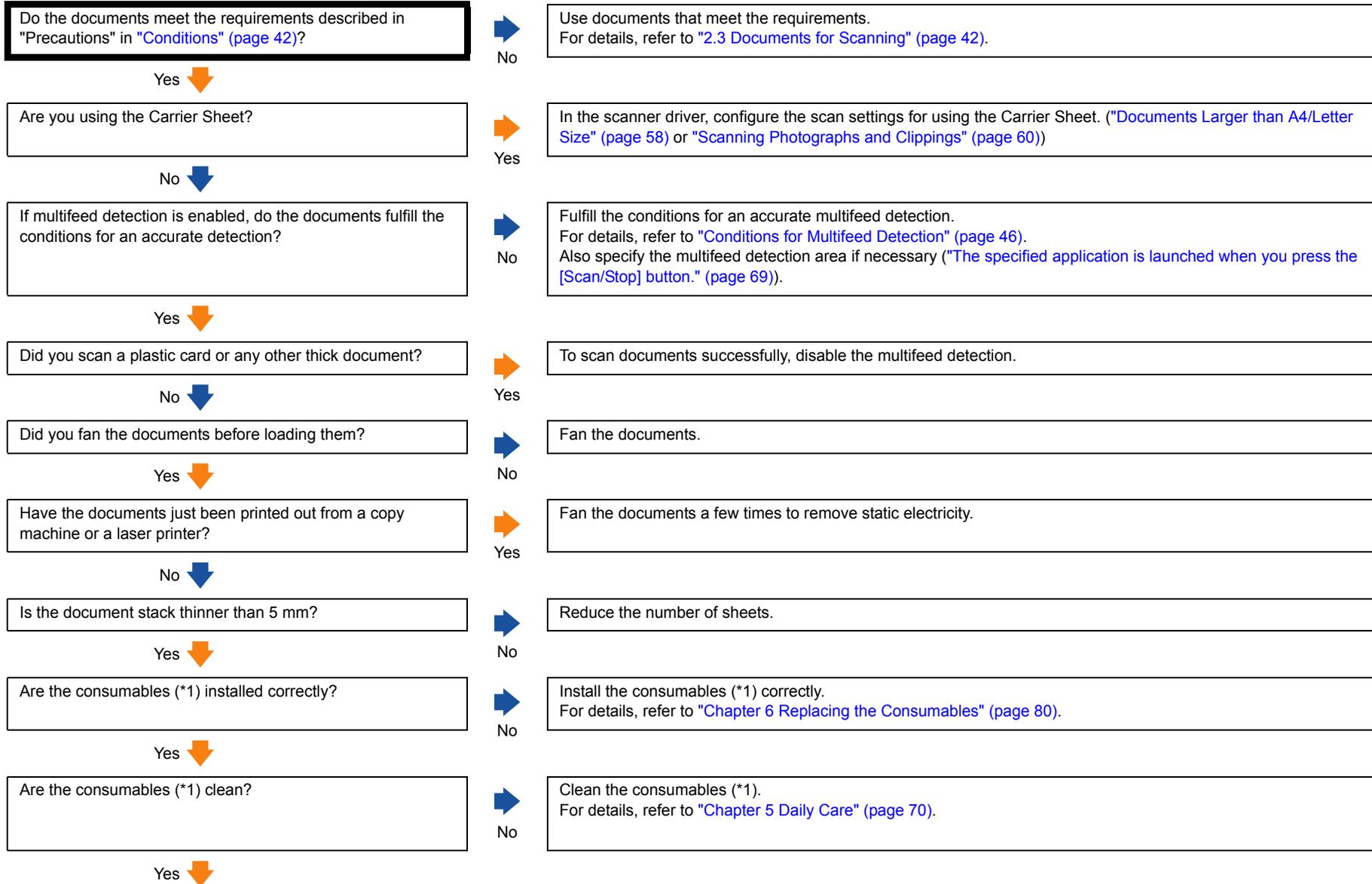


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When the scanner is turned on, the Check indicator on the operator panel turns on or flashes.



Multifeed error occurs frequently.



Yes (continued) ↓

Are the consumables (*1) worn out?



Check the consumable counters. Replace consumables as necessary.
For details, refer to "[Chapter 6 Replacing the Consumables](#)" (page 80).

No ↓

Are you using the scanner at an altitude of 2,000 m or higher?



Enable high altitude mode in the Software Operation Panel.
For details, refer to "[Scanning at High Altitude \[High Altitude Mode\]](#)" (page 137).

No

If the problem persists, check the items in "[7.4 Before You Contact the Scanner Service Provider](#)" (page 112) first, then contact your FUJITSU scanner dealer or an authorized FUJITSU scanner service provider.

*1: "Consumables" refers to the brake roller and the pick roller.

*2: Note that when high altitude mode is enabled and the scanner is used at altitudes lower than 2,000 m, multifeed may not be detected.

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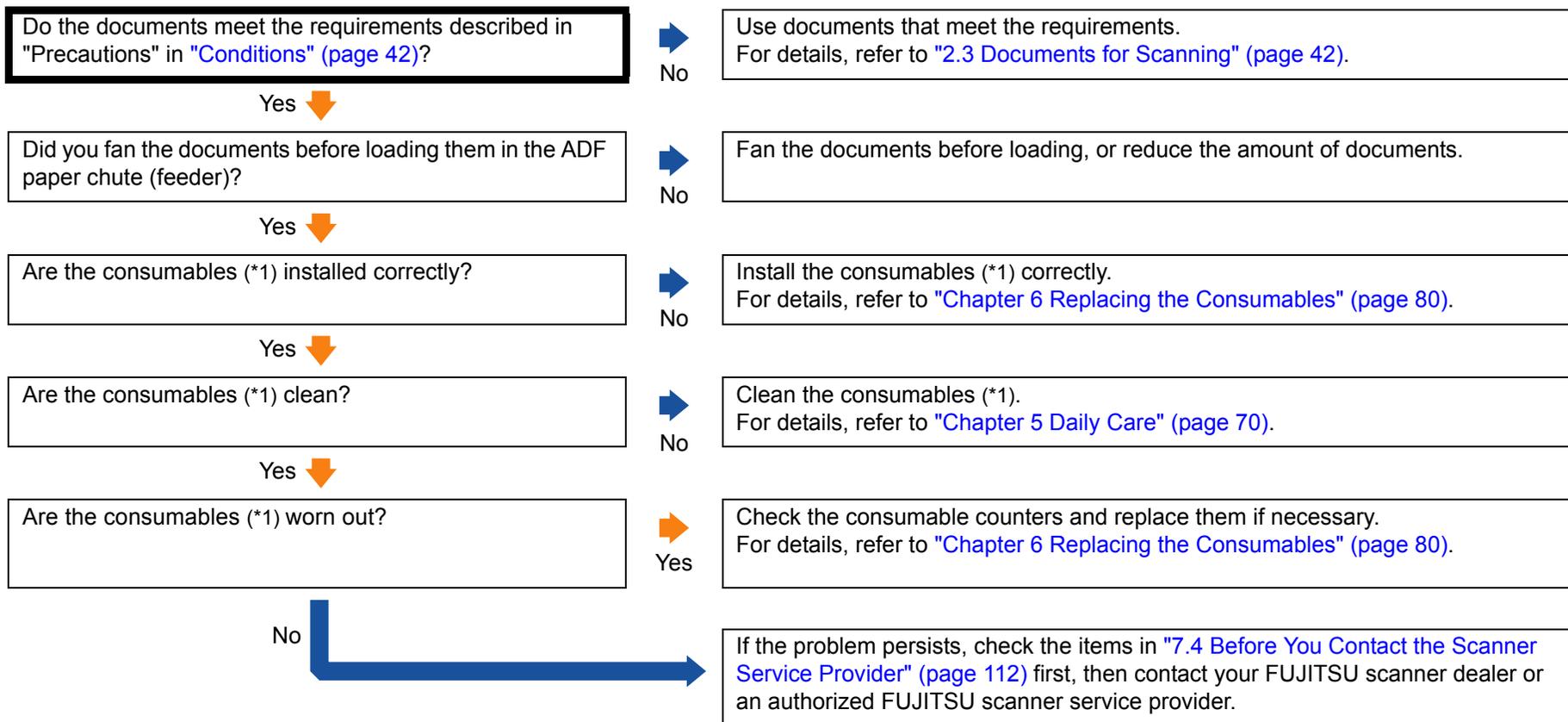
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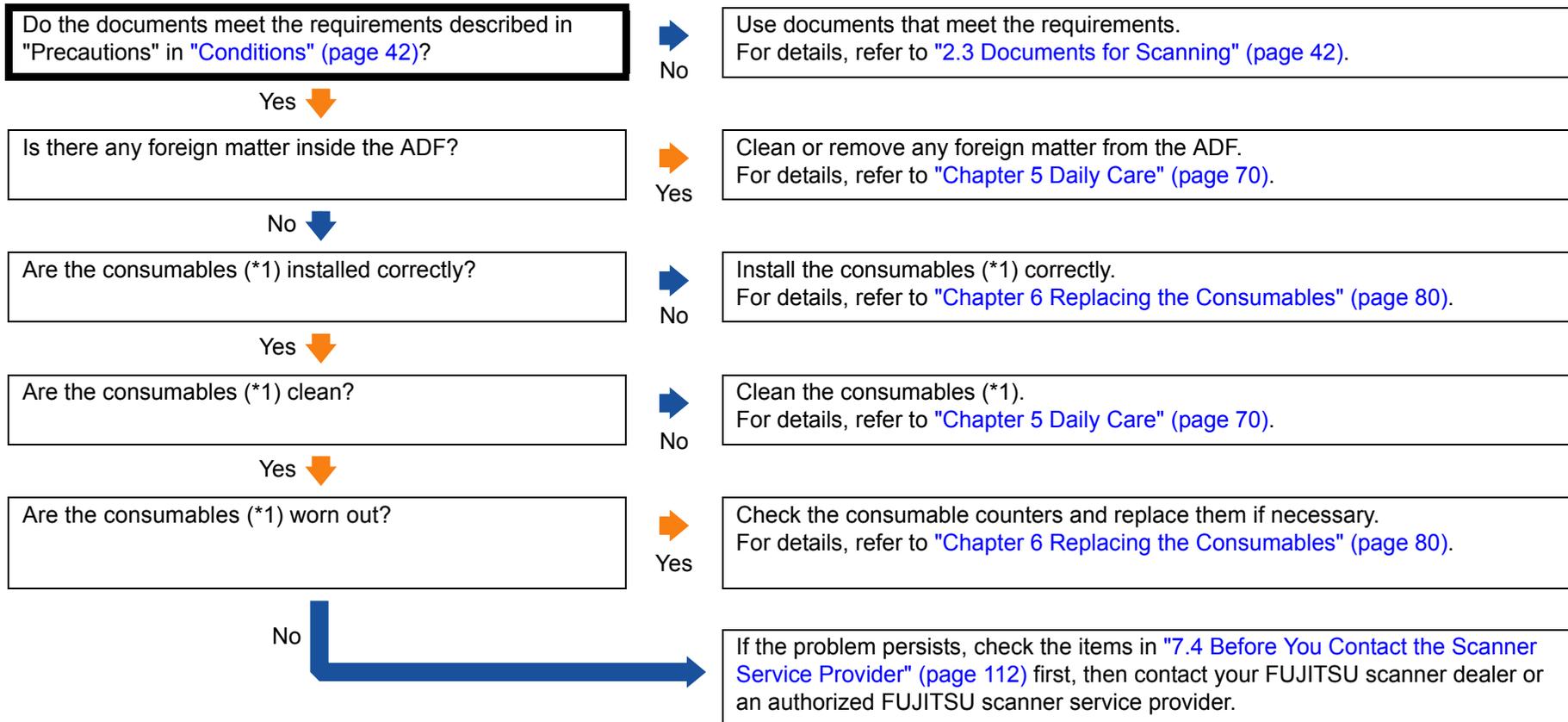
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Situation in which the document is not fed into the ADF occurs frequently.



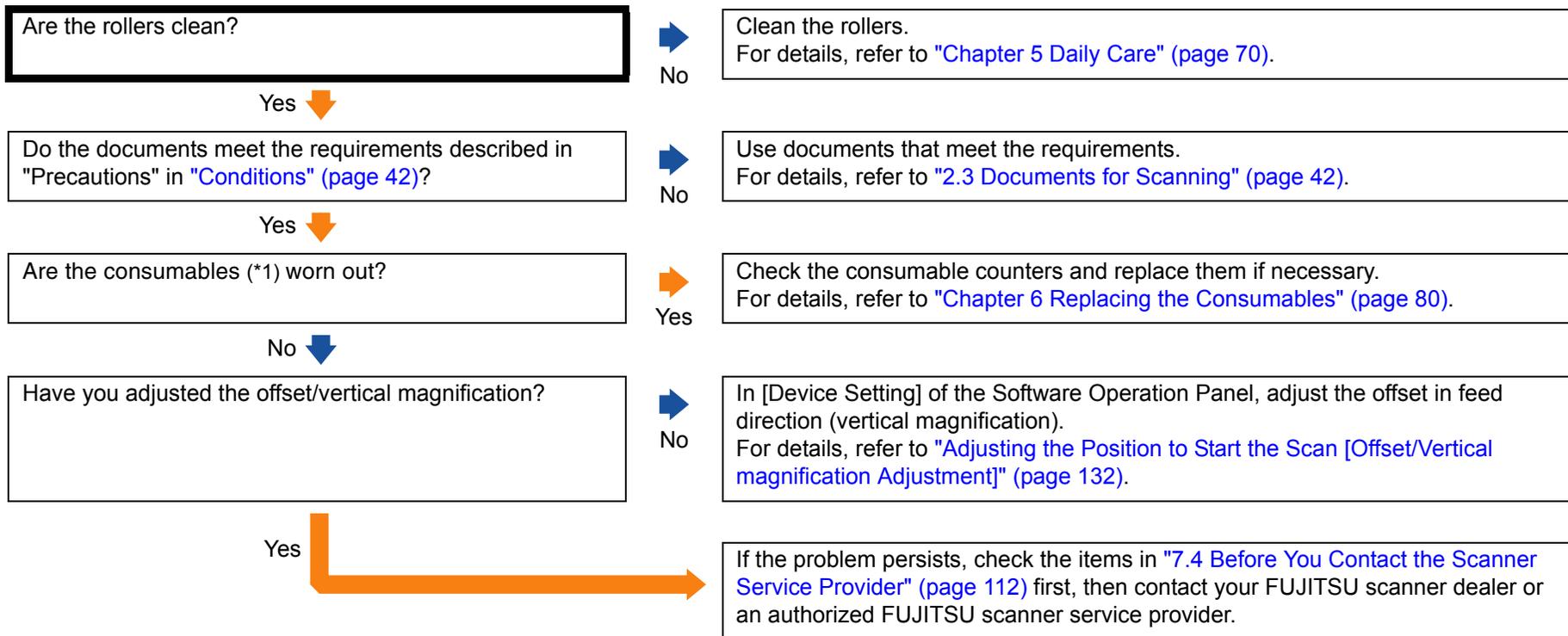
*1: "Consumables" refers to the brake roller and the pick roller.

Paper jams/pick errors occur frequently.



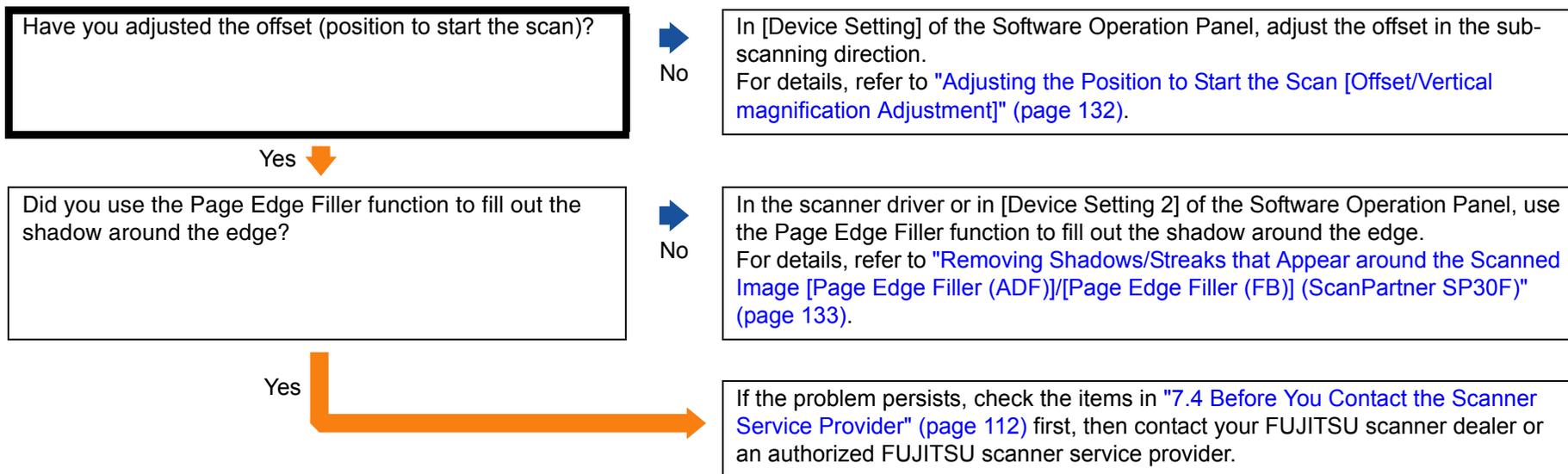
*1: "Consumables" refers to the brake roller and the pick roller.

Scanned images turn out elongated.

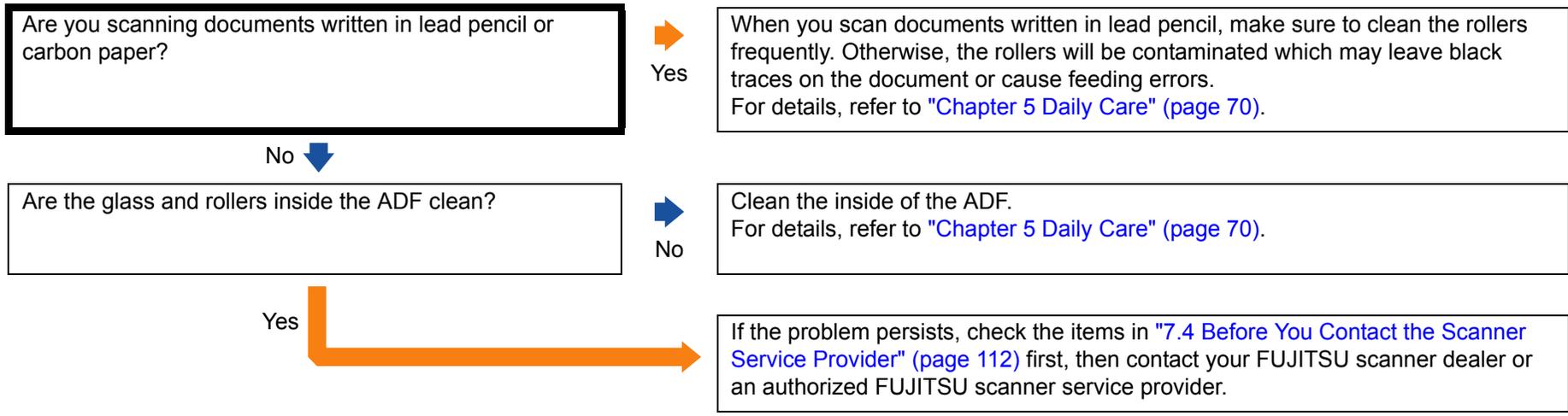


*1: "Consumables" refers to the brake roller and the pick roller.

A shadow appears at the top or the bottom of the scanned image.



There are black traces on the document.



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The Carrier Sheet is not fed smoothly. / Paper jams occur.

<p>Did you scan just the Carrier Sheet continuously?</p>	<p>Yes</p>	<p>Feed about 50 sheets of PPC paper (recycled paper) before scanning with the Carrier Sheet. The PPC paper can either be blank or printed.</p>
<p>No ↓</p>		
<p>Is the Carrier Sheet clean?</p>	<p>No</p>	<p>Perform one of the following.</p> <ul style="list-style-type: none"> ● Clean the Carrier Sheet. For details about cleaning, refer to "Chapter 5 Daily Care" (page 70). ● Replace the Carrier Sheet. For information on purchasing the Carrier Sheet, contact your FUJITSU scanner dealer or an authorized FUJITSU scanner service provider.
<p>Yes ↓</p>		
<p>Did you start the scan after loading the Carrier Sheet in the ADF paper chute (feeder)?</p>	<p>No</p>	<p>Start the scan after loading the Carrier Sheet in the ADF paper chute (feeder). For details, refer to "Documents Larger than A4/Letter Size" (page 58) or "Scanning Photographs and Clippings" (page 60).</p>
<p>Yes ↓</p>		
<p>Are the glass and rollers inside the ADF clean?</p>	<p>No</p>	<p>Clean the inside of the ADF. For details about cleaning, refer to "Chapter 5 Daily Care" (page 70).</p>
<p>Yes ↓</p>		
<p>Are the consumables (*1) worn out?</p>	<p>Yes</p>	<p>Check the consumable counters and replace them if necessary. For details, refer to "Chapter 6 Replacing the Consumables" (page 80).</p>
<p>No ↓</p>		
<p>Is there any foreign matter inside the ADF?</p>	<p>Yes</p>	<p>Clean or remove any foreign matter from the ADF. For details, refer to "Chapter 5 Daily Care" (page 70).</p>
<p>No ↓</p>		

No (continued) ↓

Did you place a thick document inside the Carrier Sheet?

Yes

Some papers may be too thick to place inside the Carrier Sheet. Use documents that meet the requirements. For details, refer to ["Conditions for Using the Carrier Sheet" \(page 51\)](#).

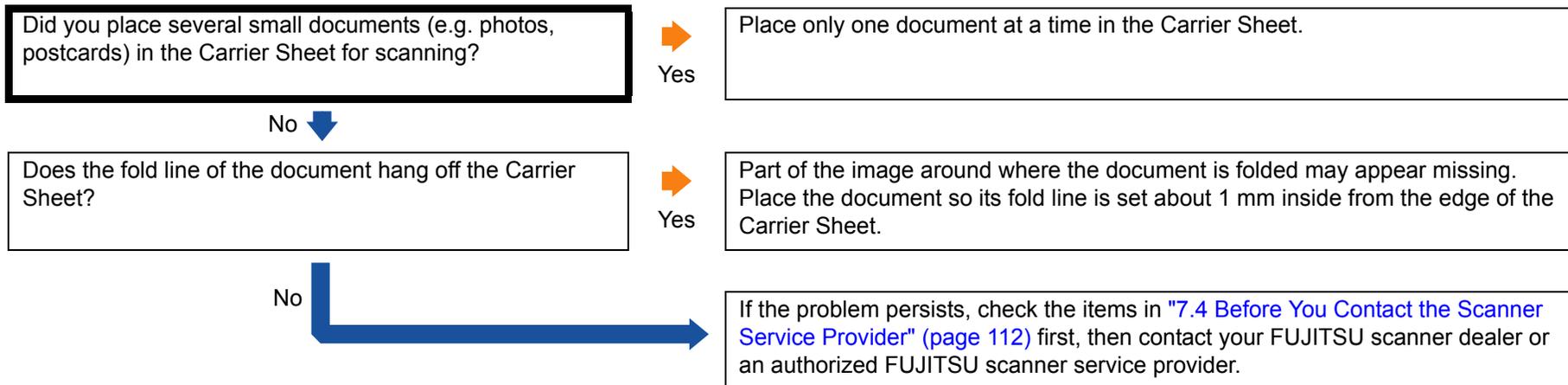
No

If the problem persists, check the items in ["7.4 Before You Contact the Scanner Service Provider" \(page 112\)](#) first, then contact your FUJITSU scanner dealer or an authorized FUJITSU scanner service provider.

*1: "Consumables" refers to the brake roller and the pick roller.

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Part of the image appears missing when using the Carrier Sheet.



7.4 Before You Contact the Scanner Service Provider

Please check the following items before contacting your FUJITSU scanner dealer or an authorized FUJITSU scanner service provider.

General

Item	Findings
Scanner model name	Example: ScanPartner SP30F For details, refer to "7.5 Checking the Product Labels" (page 114) .
Serial No.	Example: XXXX000001 For details, refer to "7.5 Checking the Product Labels" (page 114) .
Date of manufacture	Example: 2013-09 (September 2013) For details, refer to "7.5 Checking the Product Labels" (page 114) .
Date of purchase	
Symptom	
Frequency of trouble	
Warranty	
Options used	Example: Carrier Sheet For details, refer to "A.4 Scanner Options" (page 151) .

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Error Status

■ Computer connection issues

Item	Findings
Operating system (Windows)	
Error message	
Interface	Example: USB interface
Interface controller	

■ Feeding issues

Item	Findings
Paper type	
Main purpose of use	
Date of last cleaning	
Date of consumable replacement	
Operator panel status	

■ Image quality issues

Item	Findings
Scanner driver and version	
Interface controller	
Operating system (Windows)	
Application	Example: Presto! PageManager
Scanning side(s)	Example: front, back, both
Resolution	Example: 600 dpi, 75 dpi
Image mode	Example: color, grayscale, black & white

■ Other

Item	Findings
Can you send the output image and a photo that shows the paper condition by e-mail or fax?	

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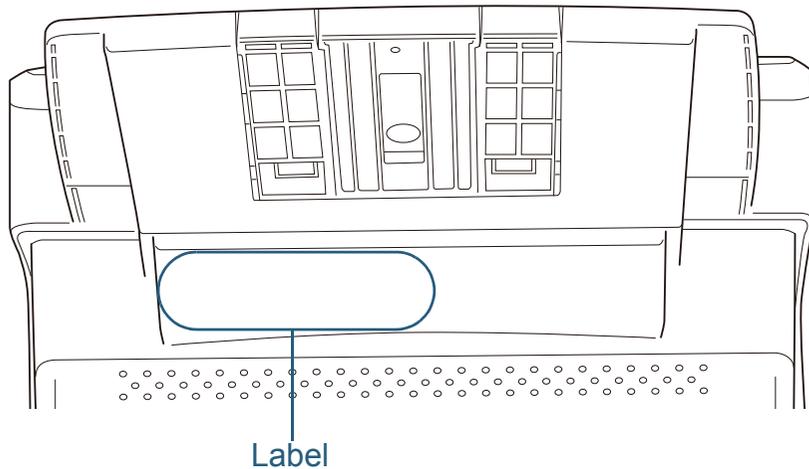
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7.5 Checking the Product Labels

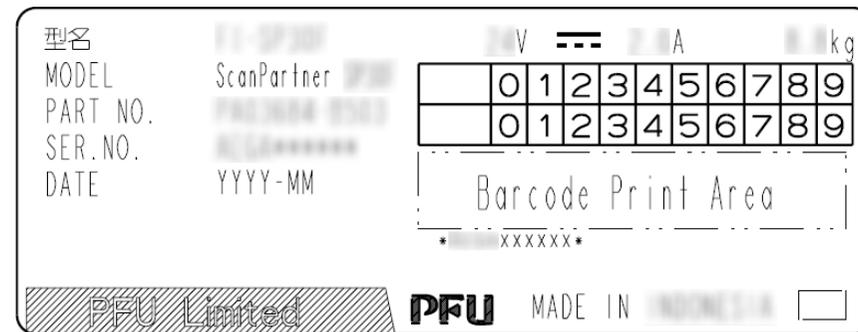
This section explains about the product labels on the scanner.

Location

The location of the label is shown below.



Label example: Shows the scanner information.


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Chapter 8 Operational Settings

This chapter explains how to use the Software Operation Panel to configure the scanner settings.

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8.1 Starting Up the Software Operation Panel

The Software Operation Panel is installed together with the PaperStream IP driver.

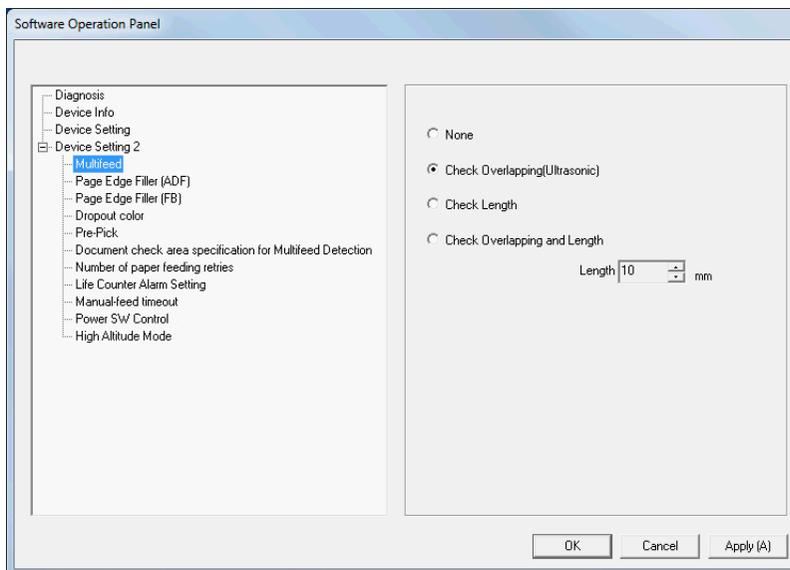
This application allows you to configure various settings such as the operation of the scanner and managing the consumables.

ATTENTION

- Do not use the operator panel while the Software Operation Panel is running.
- If you connect multiple scanners, the second scanner and so forth will not be recognized.
Connect only one scanner at a time.

- 1 Confirm that the scanner is connected to the computer, then turn on the scanner.
For details about how to turn on the scanner, refer to ["1.3 Turning the Power ON/OFF"](#) (page 24).

- 2 Display the Software Operation Panel.
 - Windows XP/Windows Vista/Windows Server 2008/Windows 7
Select [Start] menu → [All Programs] → [ScanPartner] → [Software Operation Panel].
 - Windows Server 2012/Windows 8
Right-click the Start screen, and select [All apps] on the app bar → [Software Operation Panel] under [ScanPartner].
 - Windows Server 2012 R2/Windows 8.1
Select [↓] on the lower left side of the Start screen → [Software Operation Panel] under [ScanPartner].
To display [↓], move the mouse cursor.



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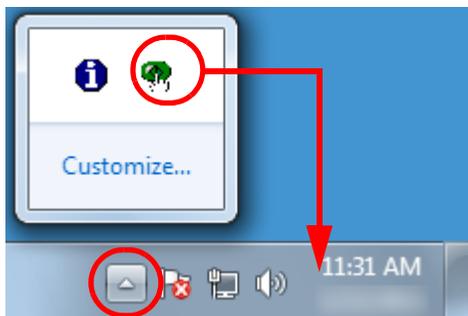
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⇒ The Software Operation Panel icon is displayed in the menu that appears when you click  in the notification area.

To have the Software Operation Panel icon always displayed in the notification area, drag the icon and drop it onto the notification area.

The notification area is located at the far right of the taskbar.



Procedures from here will be explained under the assumption that the Software Operation Panel is always displayed in the notification area.

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8.2 Password Setting

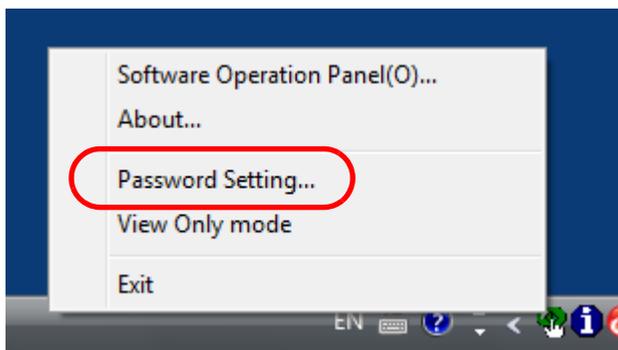
By setting a password, the Software Operation Panel can run in [View Only mode] which allows users to only view the scanner settings.

The scanner settings can be configured if no password is set. In order to prevent unnecessary changes to the settings, a password can be used to restrict user operations.

Setting a Password

Set a password in the following procedure.

- 1 Right-click the Software Operation Panel icon in the notification area, and select [Password Setting] from the menu.



⇒ The [Password setting] dialog box appears.

- 2 Enter a new password then again to confirm, and click the [OK] button.

Up to 32 characters can be used for the password.

Note that only alphanumeric characters (a to z, A to Z, 0 to 9) are allowed.



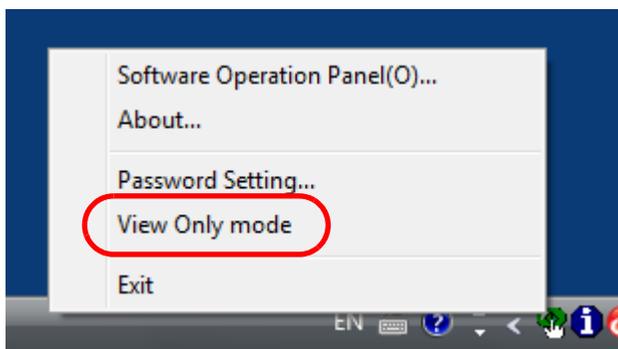
⇒ A confirmation message appears.

- 3 Click the [OK] button.
- ⇒ The password is set.

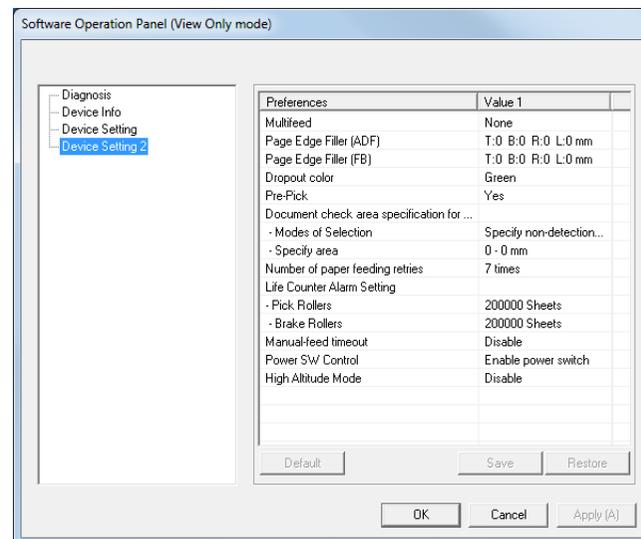
Setting [View Only mode]

Set the Software Operation Panel to [View Only mode] in the following procedure.

- 1 Set a password.
For details, refer to "Setting a Password" (page 118).
- 2 Right-click the Software Operation Panel icon in the notification area, and select [View Only mode] from the menu.

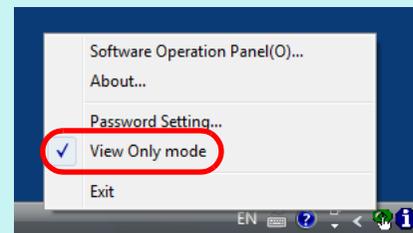


⇒ The Software Operation Panel enters the [View Only mode].



HINT

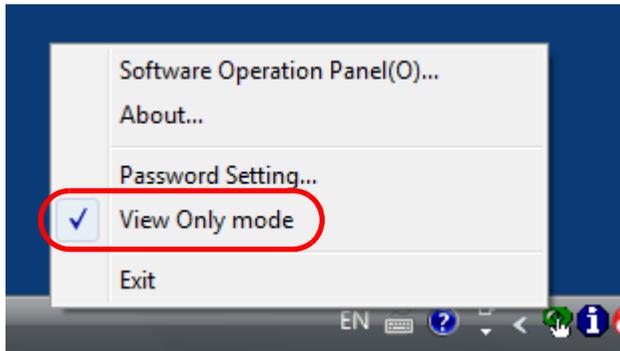
In [View Only mode], a check mark appears next to [View Only mode] in the menu that is displayed by right-clicking the Software Operation Panel icon in the notification area.



Clearing [View Only mode]

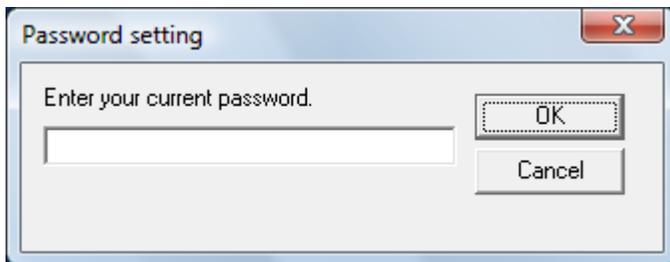
Clear [View Only mode] in the following procedure.

- 1 Right-click the Software Operation Panel icon in the notification area, and select [View Only mode] from the menu.

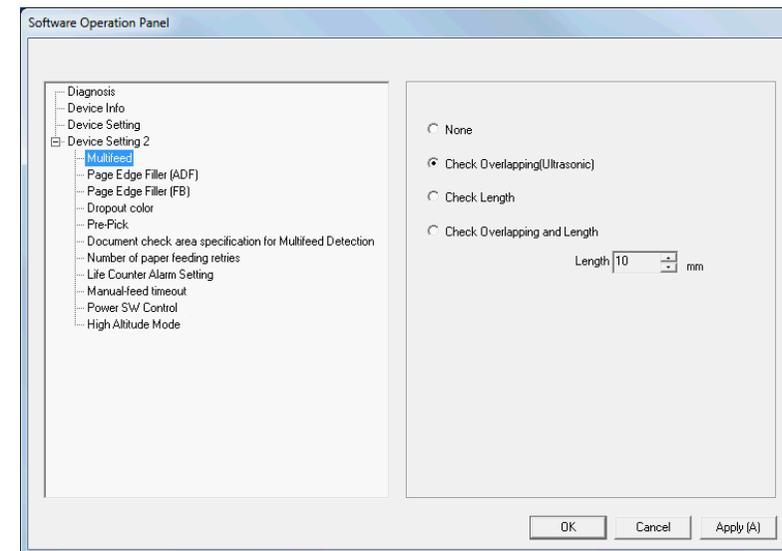


⇒ The [Password setting] dialog box appears.

- 2 Enter the current password and click the [OK] button.

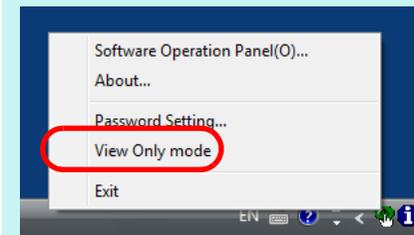


⇒ [View Only mode] is cleared, and the scanner settings can now be changed.



HINT

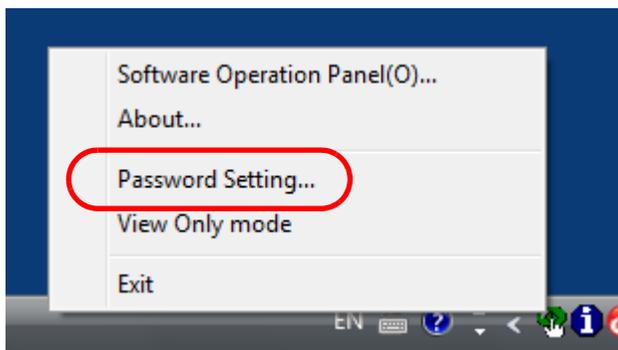
When you exit [View Only mode], the check mark next to [View Only mode] disappears from the menu that is displayed by right-clicking the Software Operation Panel icon in the notification area.



Changing the Password

Change the password in the following procedure.

- 1 Right-click the Software Operation Panel icon in the notification area, and select [Password Setting] from the menu.



⇒ The [Password setting] dialog box appears.

- 2 Enter the current password and click the [OK] button.



⇒ The [Password setting] dialog box appears.

- 3 Enter a new password then again to confirm, and click the [OK] button.

Up to 32 characters can be used for the password.

Note that only alphanumeric characters (a to z, A to Z, 0 to 9) are allowed.



⇒ A confirmation message appears.

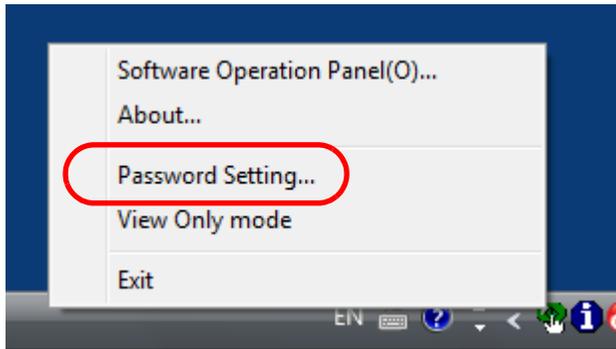
- 4 Click the [OK] button.

⇒ The password is set.

Clearing the Password

Clear the password in the following procedure.

- 1 Right-click the Software Operation Panel icon in the notification area, and select [Password Setting] from the menu.



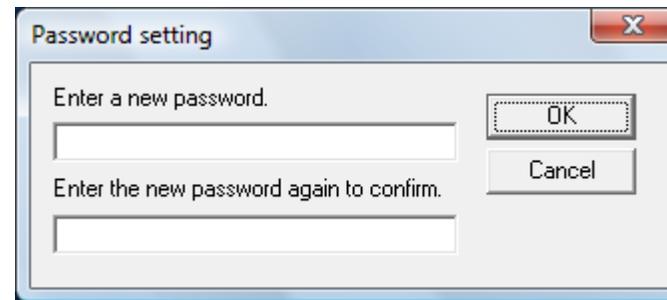
⇒ The [Password setting] dialog box appears.

- 2 Enter the current password and click the [OK] button.



⇒ The [Password setting] dialog box appears.

- 3 Leave both fields blank and click the [OK] button.



⇒ A confirmation message appears.

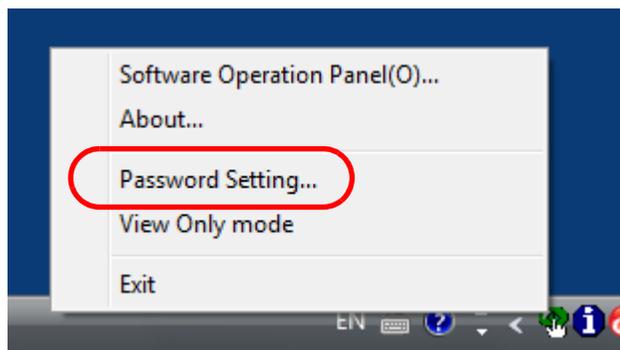
- 4 Click the [OK] button.
⇒ The password is cleared.

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Resetting the Password

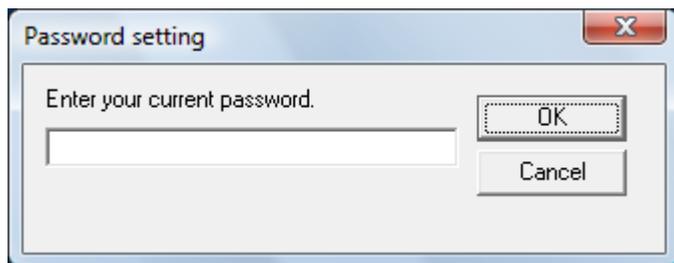
In case you forgot your password, it can be reset in the following procedure.

- 1 Right-click the Software Operation Panel icon in the notification area, and select [Password Setting] from the menu.



⇒ The [Password setting] dialog box appears.

- 2 Enter the default password which is "scanpartner", and click the [OK] button.



⇒ The [Password setting] dialog box appears.

- 3 Enter a new password then again to confirm, and click the [OK] button.

Up to 32 characters can be used for the password.

Note that only alphanumeric characters (a to z, A to Z, 0 to 9) are allowed.



⇒ A confirmation message appears.

- 4 Click the [OK] button.
- ⇒ The password is set.

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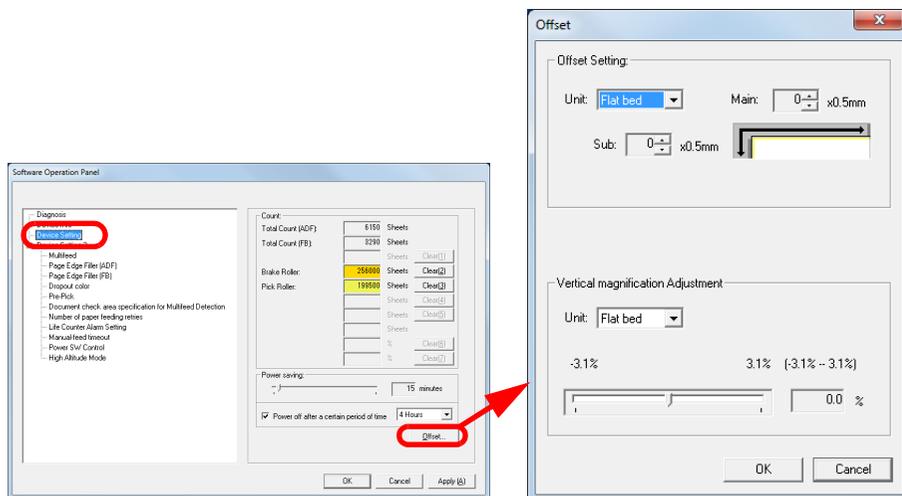
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8.3 Configuration Items

The Software Operation Panel allows the configuration of the following settings for the scanner that is connected to the computer.

Device Setting

- 1 Start up the Software Operation Panel.
For details, refer to "8.1 Starting Up the Software Operation Panel" (page 116).
- 2 From the listing on the left, select [Device Setting].



Items that can be configured in the above dialog box are shown in the next page.

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Item	Description	Parameter/Value	Factory Default
Count (page 129)	Check the counters to determine when to replace the consumables. Also use it to reset the counters after replacing the consumables.	Total Count (ADF)/Total Count(FB) (ScanPartner SP30F) / Brake Roller/Pick Roller	0
Power saving (page 144)	Specify the waiting time before entering power saving mode.	Range: 5 to 235 min. (in increments of 5)	15 min.
	Power off after a certain period of time: Select to set the scanner to turn the power off automatically if the scanner is left on for a certain period of time without being used. Specify the timeout period for the scanner to be automatically turned off.	[Power off after a certain period of time] check box	Selected
		1 Hour/2 Hours/4 Hours/8 Hours (When the [Power off after a certain period of time] check box is selected)	4 Hours
Offset Setting (page 132)	Adjust the position to start the scan on the selected scanning side(s).	Unit: Flatbed (ScanPartner SP30F)/ADF(front)/ADF(back) Main/Sub: -2 to 2mm (in increments of 0.5mm)	Main/Sub: 0 mm
Vertical magnification Adjustment (page 132)	Adjust the magnification level in feed direction for the selected scanning method.	Unit: Flatbed (ScanPartner SP30F)/ADF Range: -3.1 to 3.1% (in increments of 0.1)	0%

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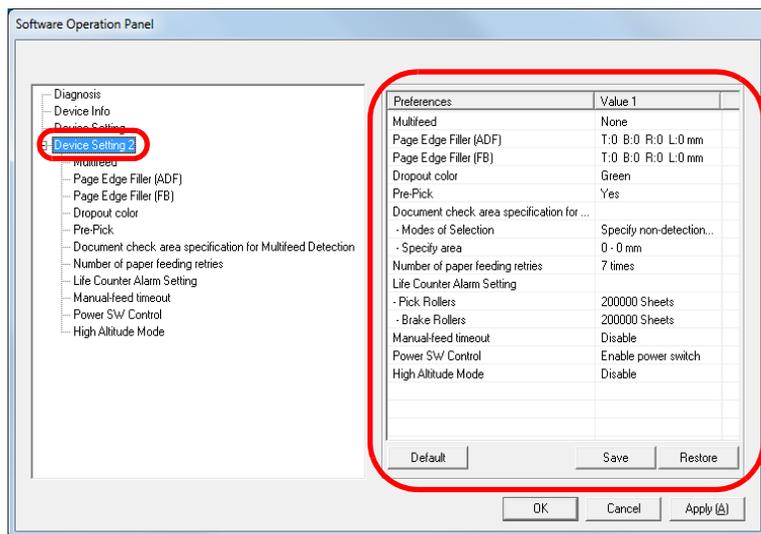
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Device Setting 2

- 1 Start up the Software Operation Panel.
For details, refer to "8.1 Starting Up the Software Operation Panel" (page 116).
- 2 From the listing on the left, select [Device Setting 2].



The settings that are currently configured in [Device Setting 2] are listed on the right of the dialog box.

Items that can be configured in the above dialog box are shown in the next page.

HINT

- The Software Operation Panel settings can be restored to the factory default.
To restore the settings to the factory default, click the [Default] button. After a message is displayed, click the [OK] button. Note that the settings you have configured will be cleared.
- The Software Operation Panel settings can be backed up.
To back up the settings, click the [Save] button, then specify the file name and click the [Save] button in the displayed dialog box.
- You can use a backup file of the Software Operation Panel settings to restore the settings on other scanners only if the scanner type is the same.
To restore the settings, click the [Restore] button, then specify the backup file and click the [Open] button in the displayed dialog box. After a message is displayed, click the [OK] button. Note that restoration cannot be performed for other types of scanners.

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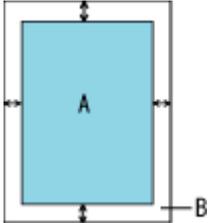
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Item	Description	Parameter/Value	Factory Default
Multifeed (page 138)	Specify a method for multifeed detection. Detect multifeeds by monitoring the overlap, document length, or the combination of both. This setting can also be configured in the scanner driver. Note that priority is given to the scanner driver setting.	None / Check Overlapping (Ultrasonic) / Check Length / Check Overlapping and Length Length (When [Check Length] is specified, select from 10/15/20 mm)	None Length: 10 mm
Page Edge Filler (ADF) Page Edge Filler (FB) (ScanPartner SP30F) (page 133)	Specify a width for the margin around the edge of the scanned image to fill in white or black. The specified area is filled in white or black, according to the background color. This setting can also be configured in the scanner driver. In that case, Page Edge Filler of the scanner driver is used on the output image.	ADF: Top / Left / Right: 0 to 15 mm Bottom: -7 to 7 mm (in increments of 1) FB (ScanPartner SP30F): Top / Bottom / Left / Right: 0 to 15 mm  (A: image, B: filled area, A+B: output)	Top/Bottom/Left/ Right: 0 mm
Dropout color (page 135)	Select a color to be removed from the scanned image (only available in black & white or grayscale mode). This setting can also be configured in the scanner driver. Note that priority is given to the scanner driver setting.	Red / Green / Blue / None	Green
Pre-Pick (page 136)	Select [Yes] to prioritize the processing speed and [No] for otherwise. This setting can also be configured in the scanner driver. Note that priority is given to the scanner driver setting.	Yes / No	Yes

Item	Description	Parameter/Value	Factory Default
Document check area specification for Multifeed Detection (page 140)	Selected range: Select this item to restrict the area to run multifeed detection.	[Selected range] check box	Not selected
	Enable / Disable (Middle): Specify whether to enable or disable multifeed detection in the selected area.	Enable / Disable (When [Selected range] is selected)	Disable
	Start (Middle): Specify the start position of the area in length (mm) from the leading edge of the document.	0 to 510 mm (in increments of 2)	0 mm
	End (Middle): Specify the end position of the area in length (mm) from the leading edge of the document.	0 to 510 mm (in increments of 2)	0 mm
Number of paper feeding retries (page 137)	Configure this setting to change the number of feeding retries when a pick error occurs.	1 to 12 times	7 times
Life Counter Alarm Setting (page 131)	Specify the replacement cycle for the consumables.	Pick Rollers / Brake Rollers: 10,000 to 2,550,000 sheets (in increments of 10,000)	Pick Rollers: 200,000 sheets Brake Rollers: 200,000 sheets
Manual-feed timeout (page 143)	Select whether to disable or enable manual feeding.	Disable / Enable	Disable
	Paper-out detection time: Specify the waiting time to cancel manual feeding.	5, 10, 20, 30, 40, 50, 60, 70, 80, 90, 100, 110 (seconds)	10 seconds
Power SW Control (page 145)	Specify the method by which the scanner is powered on/off.	Enable power switch / Disable power switch / Enable USB power feeding	Enable power switch
High Altitude Mode (page 137)	Select whether to enable or disable high altitude mode. Enable to use the scanner at 2,000 m or higher altitudes.	Enable / Disable	Disable

8.4 Settings Related to Sheet Counters

Checking and Resetting the Sheet Counters

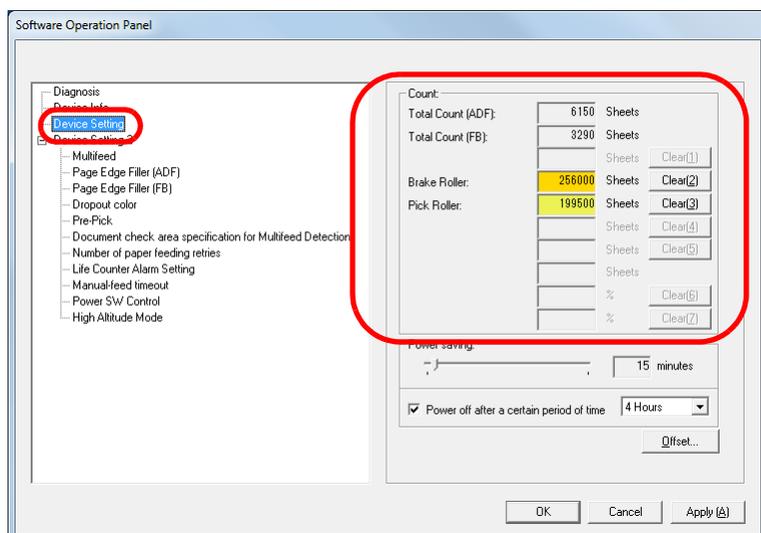
■ Checking the sheet counters

The status on each consumable part can be viewed to determine when to replace the consumables.

The color of the counter changes to prompt replacement.

The consumable counter turns light yellow when the page count after replacing the consumable reaches 95% of the value specified in "[Replacement Cycle of Consumables \[Life Counter Alarm Setting\]](#)" (page 131), and turns yellow when it reaches 100%.

- 1 Start up the Software Operation Panel.
For details, refer to "[8.1 Starting Up the Software Operation Panel](#)" (page 116).
- 2 From the listing on the left, select [Device Setting].



In this dialog box, you can check the following items:

Item	Description
Total Count (ADF)	Approximate total number of sheets scanned through the ADF
Total Count (FB) (ScanPartner SP30F)	Approximate total number of sheets scanned on the flatbed (ScanPartner SP30F)
Brake Roller	Number of sheets scanned after replacing the brake roller The number increases in increments of 500 sheets.
Pick Roller	Number of sheets scanned after replacing the pick roller The number increases in increments of 500 sheets.

ATTENTION

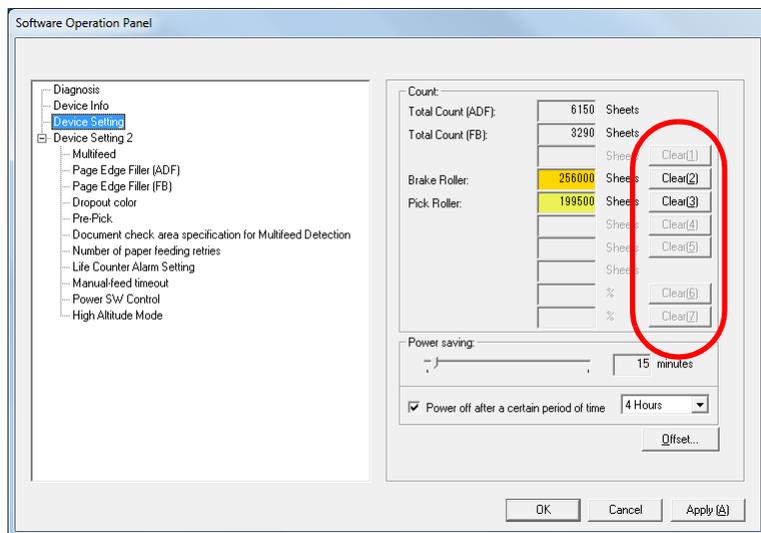
If the scanner was turned off by unplugging the power cable, or [Disable power switch] is selected, up to nine sheets may not be counted in [Total Count].

For details about disabling the power switch, refer to "[Method of Turning the Scanner ON/OFF \[Power SW Control\]](#)" (page 145).

Resetting the sheet counters

When you have replaced or cleaned a consumable part, reset the corresponding counter by using the following procedure.

- 1 Click the [Clear] button for the consumable that you replaced.



⇒ The counter is reset to 0.

- 2 Click the [OK] button in the Software Operation Panel.



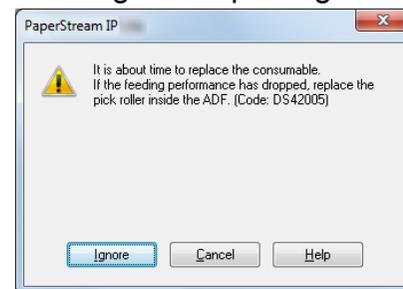
⇒ A confirmation message appears.

- 3 Click the [OK] button.
- ⇒ The settings are saved.

Message for replacing the consumables

The following message may appear while using the scanner.

Message for replacing consumables



Check the message and replace the consumable accordingly.

If you click the [Ignore] button, the message disappears and the scan can be continued. However, it is recommended that you replace the consumable as soon as possible.

To stop the scan and replace the consumable right away, click the [Cancel] button.

For details about replacing consumables, refer to the following:

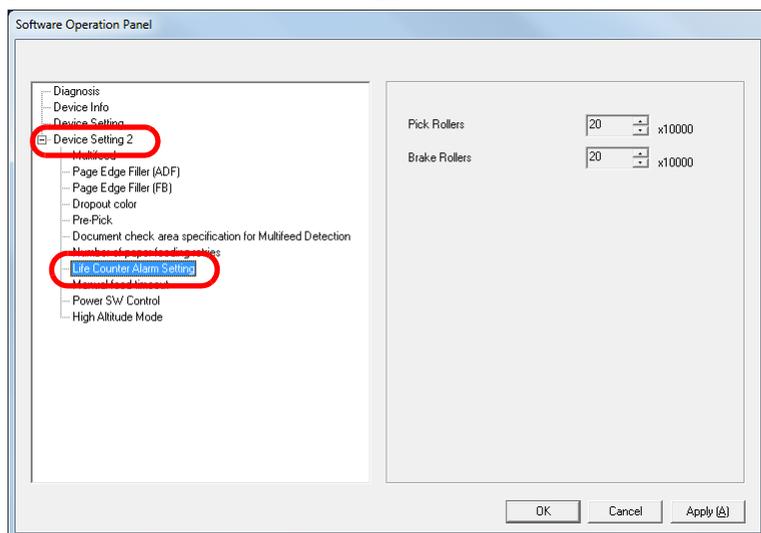
- Brake roller
"6.2 Replacing the Brake Roller" (page 82)
- Pick roller
"6.3 Replacing the Pick Roller" (page 84)

Replacement Cycle of Consumables [Life Counter Alarm Setting]

The replacement cycle for each consumable can be specified. The background color of the counter (in [Device Setting]) changes to light yellow when the page count after replacing the consumable reaches 95% of the value specified here, and turns yellow when it reaches 100%.

A message that prompts consumable replacement ([page 130](#)) also appears.

- 1 Start up the Software Operation Panel.
For details, refer to "[8.1 Starting Up the Software Operation Panel](#)" ([page 116](#)).
- 2 From the listing on the left, select [Device Setting 2] → [Life Counter Alarm Setting].



- 3 Specify a value as the replacement cycle.
The value can range from 10,000 to 2,550,000 sheets (in increments of 10,000).

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8.5 Settings Related to Scanning

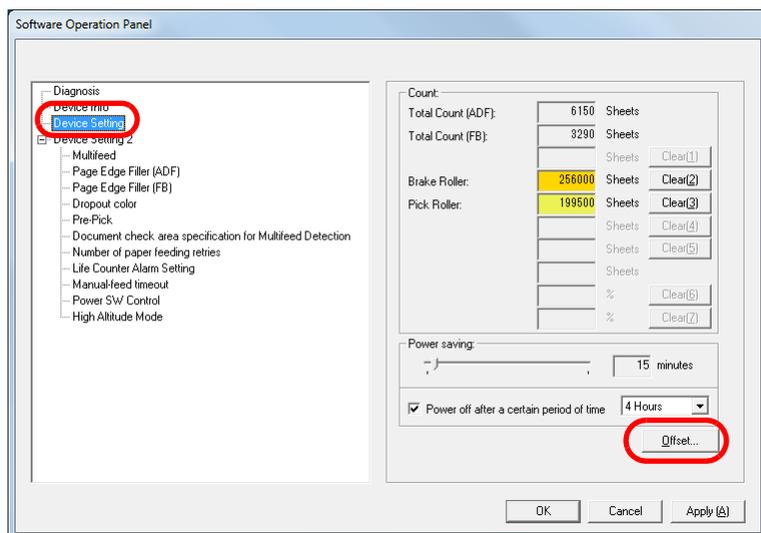
Adjusting the Position to Start the Scan [Offset/Vertical magnification Adjustment]

When the output position of the scanned image is not correct or the image appears shortened/elongated (vertically), adjust the offset and the vertical magnification in the following procedure.

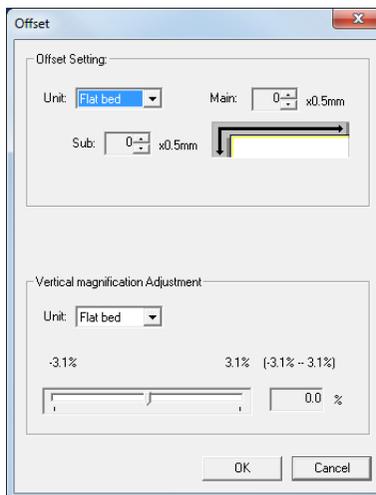
ATTENTION

Normally, you should not have to make any adjustments as the factory default settings are configured at appropriate values.

- 1 Start up the Software Operation Panel.
For details, refer to "8.1 Starting Up the Software Operation Panel" (page 116).
- 2 From the listing on the left, select [Device Setting] and click the [Offset] button.



- 3 Adjust the level of offset/vertical magnification as needed.



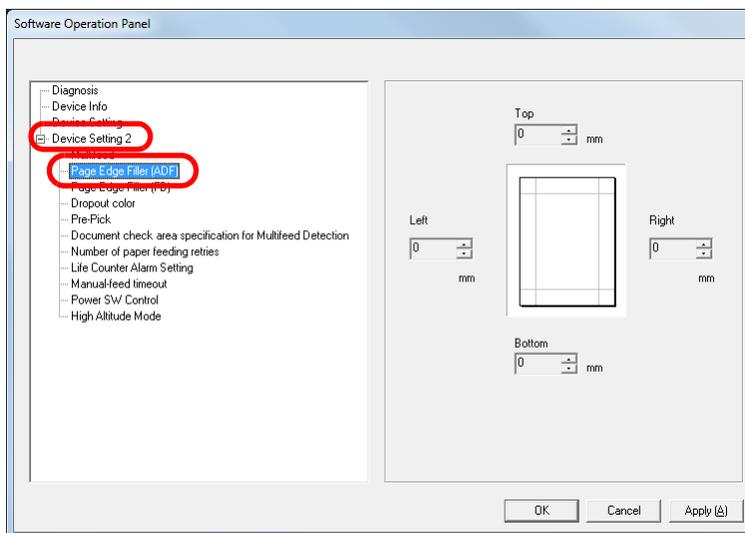
Offset Setting	Description
Unit	Select [Flat bed] (ScanPartner SP30F), [ADF (front)] or [ADF (back)] as the target for offset adjustment.
Main	Adjusts the horizontal (width) offset. The value can range from -2 to +2 mm (in increments of 0.5).
Sub	Adjusts the vertical (length) offset. The value can range from -2 to +2 mm (in increments of 0.5).

Vertical magnification Adjustment	Description
Unit	Select [Flatbed] (ScanPartner SP30F) or [ADF] as the target for vertical magnification adjustment.
Vertical magnification Adjustment (Sub: length)	Adjusts the vertical (length) magnification. The value can range from -3.1 to +3.1% (in increments of 0.1).

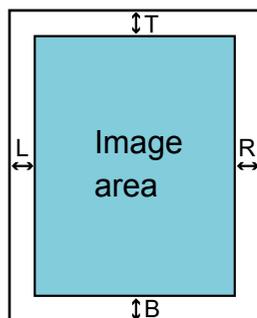
Removing Shadows/Streaks that Appear around the Scanned Image [Page Edge Filler (ADF)]/[Page Edge Filler (FB)] (ScanPartner SP30F)

Depending on the condition of the documents that you scan, the shadow of the document may appear as black streaks. In that case, you can improve the image quality around the edges of the document by using the "Page Edge Filler" function to fill in the edges.

- 1 Start up the Software Operation Panel.
For details, refer to ["8.1 Starting Up the Software Operation Panel"](#) (page 116).
- 2 From the listing on the left, select [Device Setting 2] → [Page Edge Filler (ADF)] or [Page Edge Filler (FB)] (ScanPartner SP30F).



3 Specify the width of each margin to fill in: top/bottom/left/right.



ADF

T: top = 0 to 15 mm

B: bottom = -7 to 7 mm

R: right = 0 to 15 mm

L: left = 0 to 15 mm

FB (ScanPartner SP30F)

T: top = 0 to 15 mm

B: bottom = 0 to 15 mm

R: right = 0 to 15 mm

L: left = 0 to 15 mm

(in 1 mm increments)

The specified area is filled in white.

ATTENTION

Note that if the target range of Page Edge Filler is too wide, some characters near the edge may appear missing.

HINT

- Depending on the value you specify, the bottom edge is filled in as follows:
 - 1 to 7 mm
Fills the margin in white, from the detected page bottom.
 - -1 to -7 mm
Outputs the image without filling in the margin.
- "Detected page bottom" refers to the bottom edge of the scanned document detected by the scanner.
- This setting can also be configured in the scanner driver. In that case, Page Edge Filler of the scanner driver is used on the output image.

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Removing a Color from the Scanned Image [Dropout color]

With "Dropout color", you can select either green, red, or blue (primary colors) to remove the details of the selected color from a scanned image.

For example, when a document with black characters and a green background is scanned, only the black characters of the document can be scanned by selecting green for the dropout color.

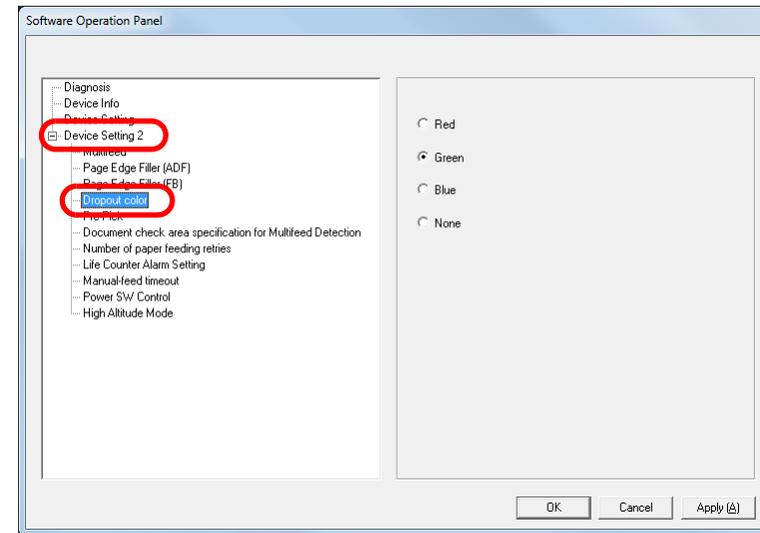
ATTENTION

Dropout works the best with light (low intensity) colors, and dark colors may not drop out.

HINT

Dropout color is only available in black & white or grayscale mode.

- 1 Start up the Software Operation Panel.
For details, refer to "[8.1 Starting Up the Software Operation Panel](#)" (page 116).
- 2 From the listing on the left, select [Device Setting 2] → [Dropout color].



- 3 Select a color to drop out.
Red, Green, Blue: The selected color is dropped out.
None: No color is dropped out.

ATTENTION

The Software Operation Panel allows you to choose the color from red, green, and blue only. To drop out a color of your choice, configure the setting from the scanner driver. For details, refer to the scanner driver Help.

HINT

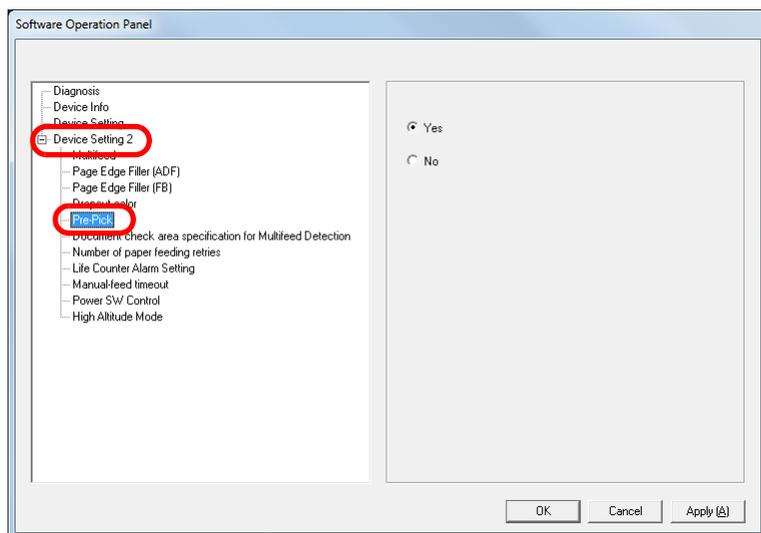
This setting can also be configured in the scanner driver. Note that priority is given to the scanner driver setting.

Shortening the Scanning Intervals [Pre-Pick]

"Pre-pick" refers to feeding the document to the starting position for scanning before the next scan.

Enabling [Pre-Pick] shortens the interval between scanning each document.

- 1 Start up the Software Operation Panel.
For details, refer to "[8.1 Starting Up the Software Operation Panel](#)" (page 116).
- 2 From the listing on the left, select [Device Setting 2] → [Pre-Pick].



- 3 Select [Yes] or [No].

HINT

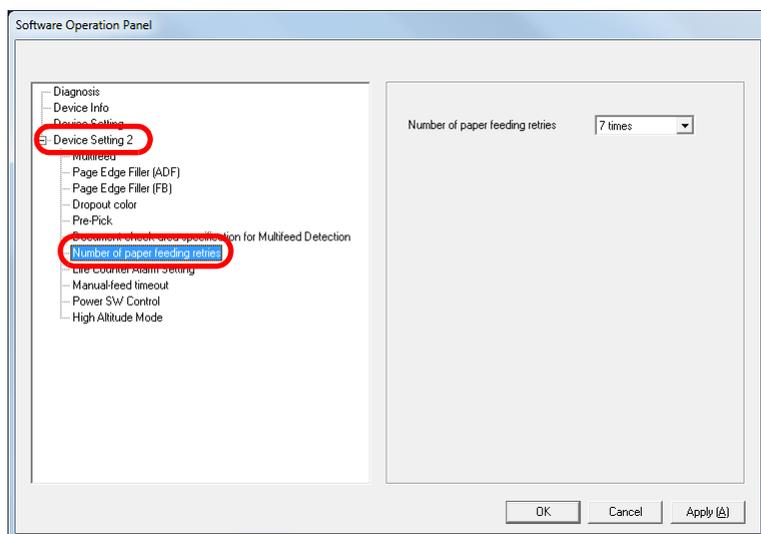
- If you cancel in the middle of scanning while pre-pick is enabled, you will have to remove the pre-picked document, then load the document again.
- This setting can also be configured in the scanner driver. Note that priority is given to the scanner driver setting.

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Number of Paper Feeding Retries

Configure this setting to change the number of feeding retries when a pick error occurs.

- 1 Start up the Software Operation Panel.
For details, refer to "8.1 Starting Up the Software Operation Panel" (page 116).
- 2 From the listing on the left, select [Device Setting 2] → [Number of paper feeding retries].

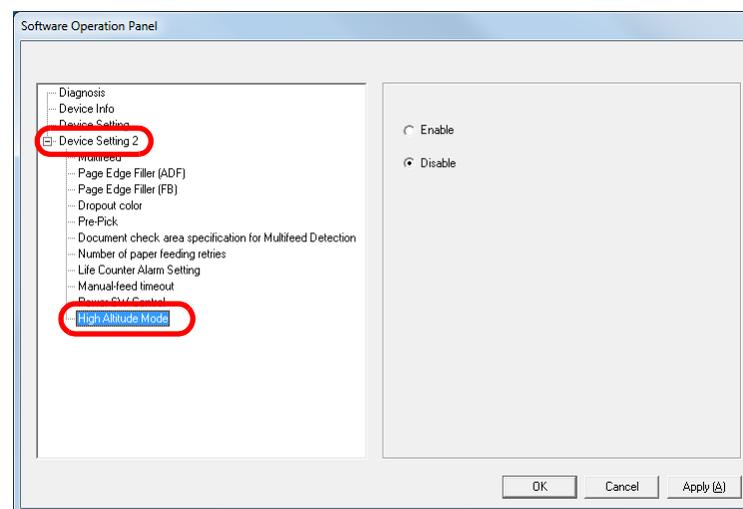


- 3 Specify the number of paper feeding retries.
The value can range from 1 to 12 times.

Scanning at High Altitude [High Altitude Mode]

Select whether to enable or disable high altitude mode. Low atmospheric pressure at high altitudes may cause the accuracy of the multifeed detection for the ultrasonic sensor to be reduced. Enabling high altitude mode allows you to use the scanner at an altitude of 2,000 m or higher.

- 1 Start up the Software Operation Panel.
For details, refer to "8.1 Starting Up the Software Operation Panel" (page 116).
- 2 From the listing on the left, select [Device Setting 2] → [High Altitude Mode].



- 3 Select whether to enable or disable [High Altitude Mode].

8.6 Settings Related to Multifeed Detection

Specifying a Multifeed Detection Method [Multifeed]

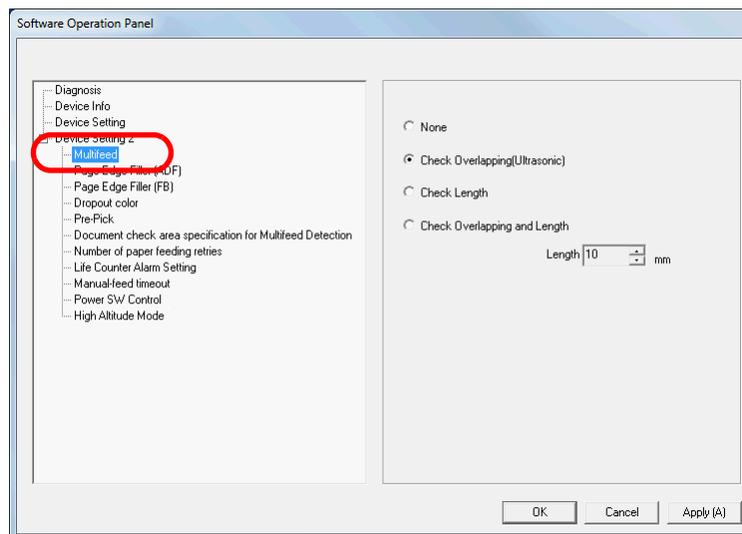
Multifeed is an error where two or more sheets are fed through the ADF at once. It is also called a multifeed when a different document length is detected.

Not noticing multifeed errors while scanning may put you in a situation where important data are missing from the scanned images.

Multifeed detection can be used to prevent such troubles.

When this function is enabled, an error message is displayed as soon as it detects a multifeed, and stops the scan. Note that multifeed cannot be detected within 30 mm from the leading edge of the document.

- 1 Start up the Software Operation Panel.
For details, refer to "8.1 Starting Up the Software Operation Panel" (page 116).
- 2 From the listing on the left, select [Device Setting 2] → [Multifeed].



- 3 Select a detection method.

Method	Description
None	Does not detect multifeed.
Check Overlapping (Ultrasonic)	<p>Detects multifeed by the overlapping of documents.</p> <p>When this is selected, you can also specify the following options:</p> <ul style="list-style-type: none"> ● Specify the detection range by the length from the top of the document. <p>Proceed to "Specifying the Area to Detect Multifeed [Document check area specification for Multifeed Detection]" (page 140).</p>

Method	Description
Check Length	Detects multifeed by the difference in length of the documents. Note that multifeeds cannot be detected accurately when scanning a mixed batch of different sizes.
Check Overlapping and Length	Detects multifeed by the combination of [Check Overlapping (Ultrasonic)] and [Check Length]. Note that multifeeds cannot be detected accurately when scanning a mixed batch of different sizes. When this is selected, you can also specify the following options: <ul style="list-style-type: none"> Specify the detection range by the length from the top of the document. Proceed to "Specifying the Area to Detect Multifeed [Document check area specification for Multifeed Detection]" (page 140).
Length	Select a length difference from 10/15/20 mm. Any length under the specified value will not be detected as multifeed.

ATTENTION

- To scan documents with different lengths, specify [Check Overlapping (Ultrasonic)].
- When a photograph or a piece of paper is attached on the document, the overlapping part of the document may be falsely detected as multifeed if [Check Overlapping (Ultrasonic)] is specified. In that case, specify [Check Length].
Note however that [Check Overlapping (Ultrasonic)] can still be used by restricting the detection range.
- Multifeed cannot be detected when using the Carrier Sheet.

HINT

This setting can also be configured in the scanner driver. Note that priority is given to the scanner driver setting.

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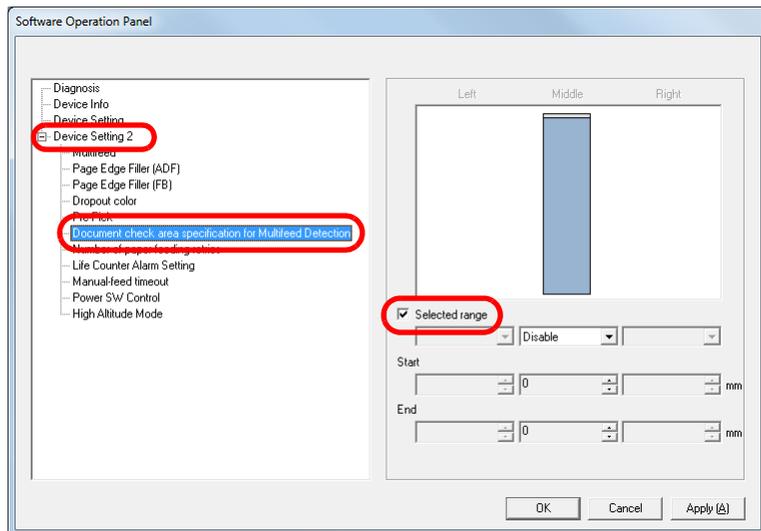
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Specifying the Area to Detect Multifeed [Document check area specification for Multifeed Detection]

The following setting is only available when you specified [Check Overlapping (Ultrasonic)] or [Check Overlapping and Length].

- From the listing on the left, select [Device Setting 2] → [Document check area specification for Multifeed Detection]. Select the [Selected range] check box in the dialog box.



2 Specify the detection range.

Range	Description
Selected range	<p>Select the check box to specify the detection range (colored in light blue) in the picture below.</p> <p>The diagram shows a rectangular document with a vertical blue bar in the center representing the detection range. A dimension line above the bar indicates a width of 35 mm. A blue arrow on the left points upwards, labeled 'Feed direction'. Labels 'Range' and 'Document' point to the blue bar and the document respectively. The text 'Unit: mm' is at the bottom right.</p> <p>Select the check box to enable the setting in this dialog box. Clear the check box to disable the setting. Clearing this check box sets both start and end positions to "0", making the whole document to be detected for multifeeds.</p> <p>The above condition applies when the document is set to the center of the pick roller width.</p> <p>Multifeed cannot be detected for the top 30 mm of a document.</p>
Disable (Middle)	Does not detect multifeeds for the selected area.
Enable (Middle)	Detects multifeeds for the selected area.
Start (Middle)	<p>Displays the start position of the detection by the length from the leading edge of the document.</p> <p>Range: 0 to 510 mm, in 2 mm increments, Start<End</p>

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Range	Description
End (Middle)	Displays the end position of the detection by the length from the leading edge of the document. Range: 0 to 510 mm, in 2 mm increments, Start<End

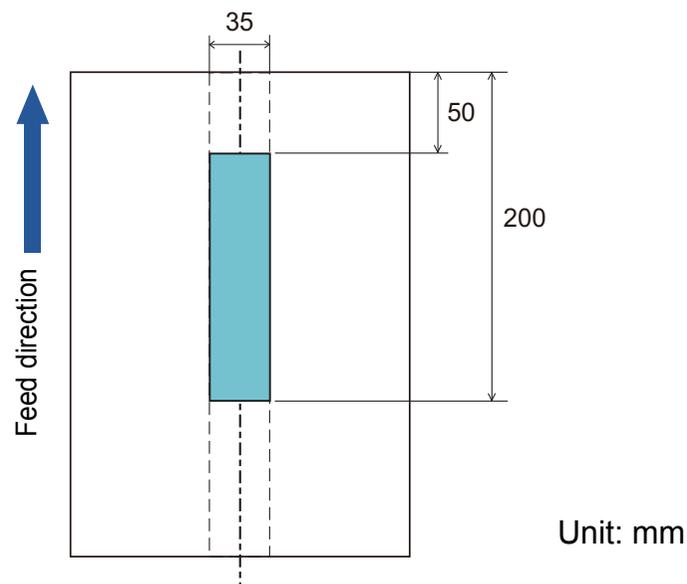
HINT

- When both [Start] and [End] are set to "0", multifeed detection is performed for the whole area regardless of whether it is enabled or disabled.
- To disable multifeed detection for the whole document, select [Disable] and set the start position to "0" and the end position to equal the document length or longer.
- If you set a value larger than the document length for the start position, selecting [Disable] detects the whole length of the document and selecting [Enable] disables the multifeed detection.
- To detect multifeeds, the detection range must be at least 5 mm in length.
Configure the setting so that the value of the end position minus the start position is 6 mm or more.
- You can also set the start and the end positions by the following methods:
 - Draw an area with the mouse on the displayed image.
 - Drag the handles for [Start] and [End] positions on the displayed image.

Example 1:

Position: Middle

Selected range = Enable, Start = 50 mm, End = 200 mm



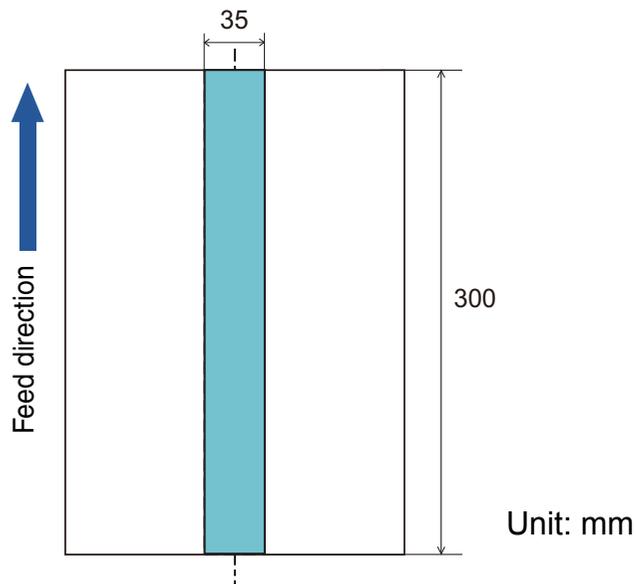
Multifeeds are detected for the area in light blue.

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Example 2:

Position: Middle

Selected range = Enable, Start = 0 mm, End = 0 mm



Multifeeds are detected for the area in light blue.

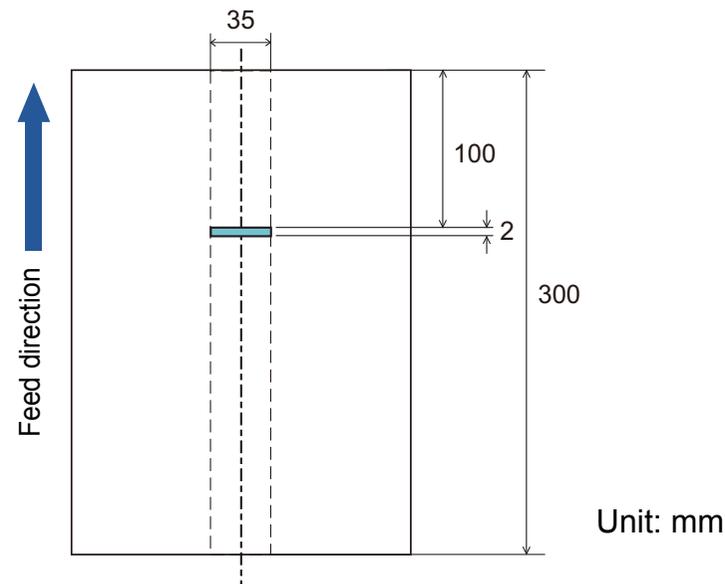
HINT

When you use detection by overlapping, accuracy of multifeed detection may drop if the documents are glued tightly or attached together by static electricity.

Example 3: (Bad example)

Position: Middle

Selected range = Enable, Start = 100 mm, End = 102 mm



Since the detection range (length) is less than 5 mm, multifeeds cannot be detected accurately.

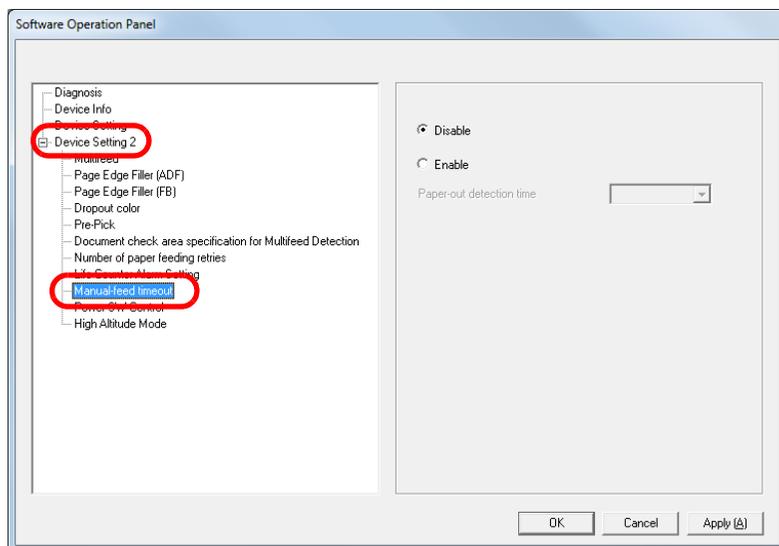
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8.7 Settings Related to Waiting Time

Waiting Time in Manual Feed Mode [Manual-feed timeout]

When you scan by manually loading one sheet at a time, you can specify the waiting time (interval) for loading the next document in the ADF paper chute. This enables continuous scanning as long as you load a document within the set time. If not, the scan is finished automatically and manual feeding will be canceled.

- 1 Start up the Software Operation Panel.
For details, refer to ["8.1 Starting Up the Software Operation Panel"](#) (page 116).
- 2 From the listing on the left, select [Device Setting 2] → [Manual-feed timeout].



- 3 Specify whether to enable or disable [Manual-feed timeout].
If you selected [Enable], then also specify the time in [Paper-out detection time].

HINT

When [Manual-feed timeout] is enabled, the scanner will wait for the set time even if you start scanning with no document in the ADF paper chute (feeder).

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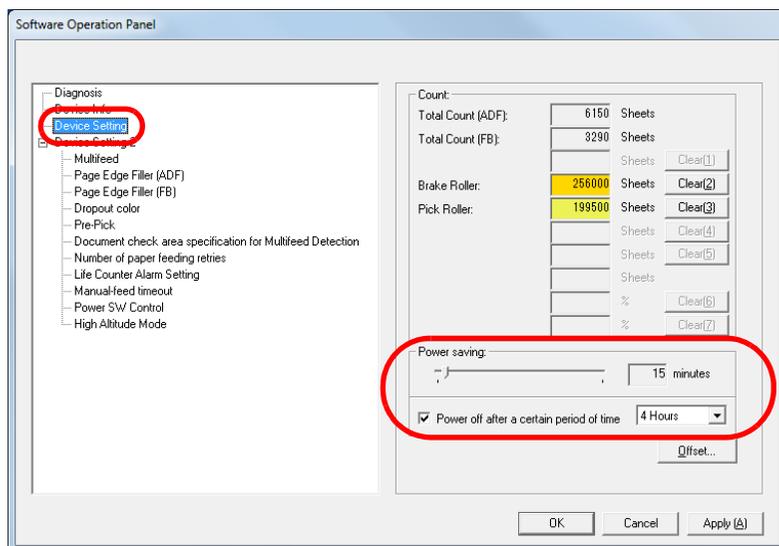
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Waiting Time to Enter Power Saving Mode [Power saving]

The waiting time for the scanner to enter power saving mode can be specified.

- 1 Start up the Software Operation Panel.
For details, refer to "8.1 Starting Up the Software Operation Panel" (page 116).
- 2 From the listing on the left, select [Device Setting].



- 3 Use the slider to specify the waiting time before entering power saving mode.
The value can range from 5 to 235 minutes (in increments of 5).

HINT

Selecting the [Power off after a certain period of time] check box turns the power off automatically if the scanner is left on for a certain period of time without being used.

You can select the timeout period for the scanner to be automatically turned off by [1 Hour]/[2 Hours]/[4 Hours]/[8 Hours].

8.8 Settings Related to Power ON/OFF

Method of Turning the Scanner ON/OFF [Power SW Control]

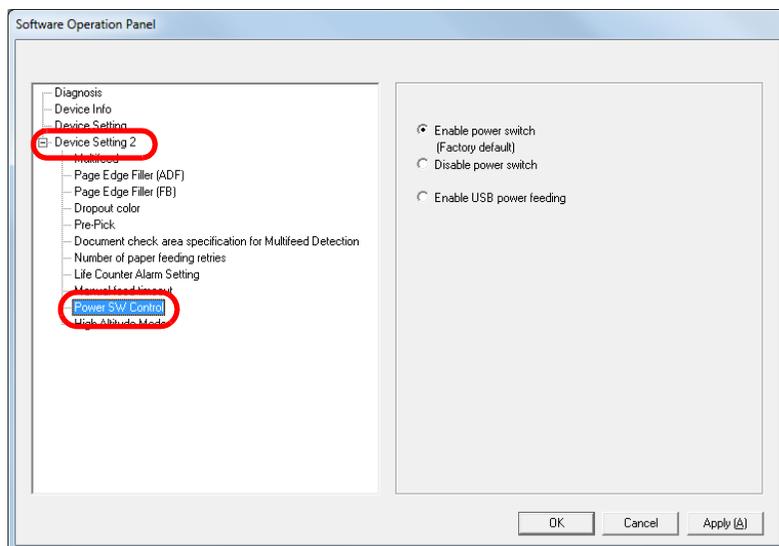
You can select a method by which the scanner is powered on/off from one of the following:

- Press the [Power] button on the operator panel
- Use an AC power strip that handles the power supply for peripherals such as a scanner when the computer is powered on/off
- Have the scanner turn on/off in sync with the computer's power

1 Start up the Software Operation Panel.

For details, refer to "8.1 Starting Up the Software Operation Panel" (page 116).

2 From the listing on the left, select [Device Setting 2] → [Power SW Control].



3 Select one of the following:

[Enable power switch] : Press the [Power] button on the operator panel.

[Disable power switch] : Use an AC power strip that handles the power supply for peripherals such as a scanner when the computer is powered on/off.

[Enable USB power feeding] : Have the scanner turn ON/OFF in sync with the computer's power.

ATTENTION

- When you select [Disable power switch], the scanner is not turned off even if the [Power off after a certain period of time] check box is selected in [Device Setting] on the Software Operation Panel.
- Some types of computers and USB hubs keep supplying power to the USB bus even after the computer is turned off. In that case, the [Enable USB power feeding] mode may not work properly.

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This appendix provides the following information.

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A.1 Basic Specification

Item			Specification			Notes
			ScanPartner SP25	ScanPartner SP30	ScanPartner SP30F	
Scanner type			ADF	ADF	ADF + Flatbed	-
Image sensor			Color CCD × 2 (front, back)	Color CCD × 2 (front, back)	Color CCD × 3 (front, back, flatbed)	-
Light source			White cold cathode fluorescent lamp × 2 (front, back)	White cold cathode fluorescent lamp × 2 (front, back)	White cold cathode fluorescent lamp × 3 (front, back, flatbed)	-
Available paper size	Minimum	ADF	52 × 74 (mm) / 2.05 × 2.91 (in.)			-
	Maximum	ADF	216 × 355.6 (mm) / 8.5 × 14 (in.)			(*1)
		Flatbed	-	-	216 × 297 (mm) / 8.5 × 11.69 (in.)	-
Paper weight (thickness)			41 to 209 g/m ² (11 to 56 lb) 127 to 209 g/m ² (34 to 56 lb) for A8 size 1.4 mm or less for plastic cards			(*2)
Scanning speed (A4 landscape) (*3)	Binary (black & white)		Simplex: 25 ppm Duplex: 50 ipm	Simplex: 30 ppm Duplex: 60 ipm		300 dpi
	Grayscale					
	Color					
Loading capacity (*4)			50 sheets			Paper weight: 80g/m ² (20 lb) Total thickness: 5 mm or less
Optical resolution			600 dpi			-

Item		Specification			Notes
		ScanPartner SP25	ScanPartner SP30	ScanPartner SP30F	
Output resolution	Binary (black & white)	50 to 600 dpi, 1200 dpi			50 to 600 dpi, configurable in 1 dpi increments 1200 dpi: available from scanner driver
	Grayscale				
	Color				
Grayscale level		8-bit for each color			For internal processing, 10-bit for each color
Interface		USB 2.0/1.1 (*5)			Type B
Other		Hardware real-time JPEG compression			-

*1: Long page scanning supports documents with a length up to 3,048 mm (120 in.).

To scan documents longer than 863 mm (34 in.), set the resolution to 200 dpi or lower.

*2: The paper weight only applies to using the ADF. There is no limitation when using the flatbed.

*3: Note that this is the hardware limitation, and the software's processing time such as data transfer time is added to the actual time of scanning.

*4: The capacity varies depending on the paper weight. For details, refer to "[2.3 Documents for Scanning](#)" (page 42).

*5: Use the included USB cable.

When connecting to a USB hub, be sure to use a USB hub that is connected to a USB port on the computer.

Connection with USB 2.0 requires the USB port and the hub to support USB 2.0. Also note that the scanning speed slows down when using USB 1.1.

Connect the USB cable with the USB logo facing up.

A.2 Installation Specifications

Item		Specification		
		ScanPartner SP25	ScanPartner SP30	ScanPartner SP30F
Outer dimensions (W × D × H) (*1)		301 × 160 × 158 mm /15.75 × 31.5 × 17.72 (in.)	301 × 160 × 158 mm /15.75 × 31.5 × 17.72 (in.)	301 × 567 × 229 mm /15.75 × 31.5 × 17.72 (in.)
Installation space (W × D × H) (*2)		400 × 700 × 380 mm /15.75 × 27.56 × 14.96 (in.)	400 × 700 × 380 mm /15.75 × 27.56 × 14.96 (in.)	400 × 800 × 450 mm /15.75 × 31.5 × 17.72 (in.)
Weight		4.2 kg (9.26 lb)	4.2 kg (9.26 lb)	8.8 kg (19.4 lb)
Input power	Voltage range	AC 100 to 240 ±10%		
	Phase	Single phase		
	Frequency range	50/60±3Hz		
Power consumption	Operation	38 W or less	45 W or less	
	Power saving	2.2 W or less		
	Power OFF	0.35 W or less		
Ambient condition	Temperature	Operating: 5 to 35°C (41 to 95°F), Not operating: -20 to 60°C (-4 to 140°F)		
	Humidity	Operating: 20 to 80%, Not operating: 8 to 95%		
Calorific value	Operation	32.7 kcal/Hr or less	38.7 kcal/Hr or less	
	Power saving	1.9 kcal/Hr or less		
	Power OFF	0.3 kcal/Hr or less		
Shipping weight (*3)		Approx. 6.5 kg (14.33 lb)	Approx. 6.5 kg (14.33 lb)	Approx. 13.0 kg (28.66 lb)

*1: The depth excludes the ADF paper chute (feeder) and stacker.

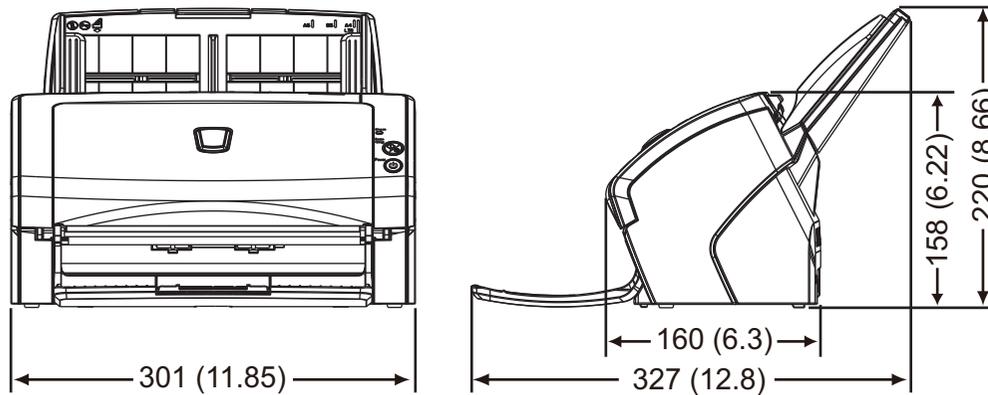
*2: The required installation space is a reference for scanning A4 size documents.

*3: Includes the package weight.

A.3 Outer Dimensions

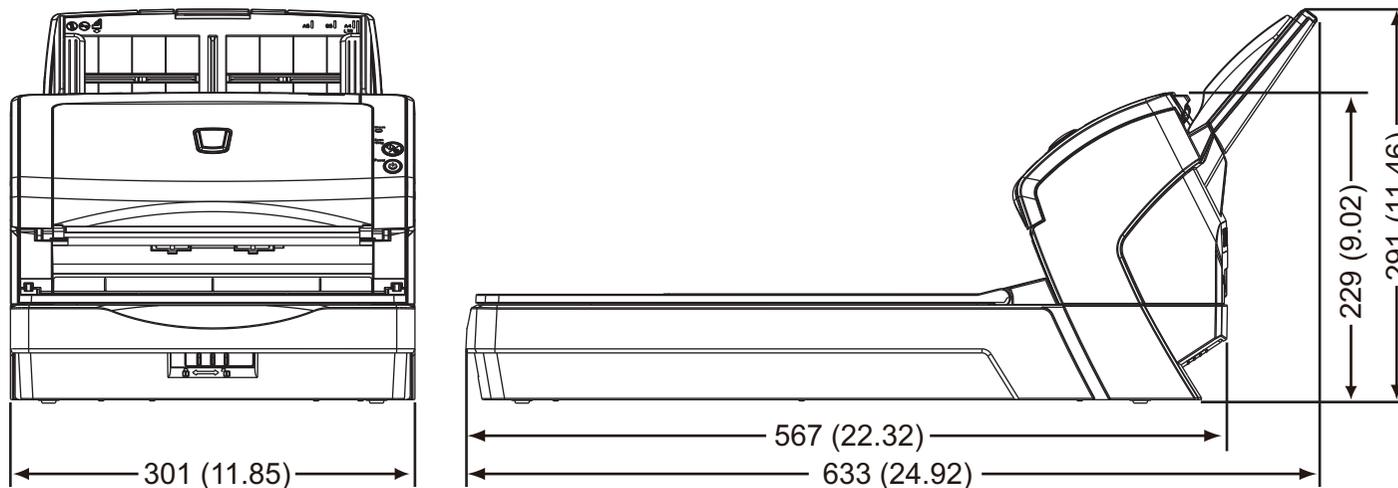
The outer dimensions are as follows:

ScanPartner SP25/ScanPartner SP30



Unit: mm (in.)

ScanPartner SP30F



Unit: mm (in.)

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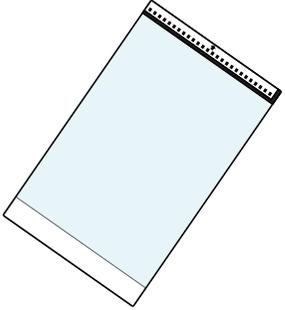
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A.4 Scanner Options

Name	Model	Supported model	Description
ScanSnap Carrier Sheets 	PA03360-0013	ScanPartner SP25 ScanPartner SP30 ScanPartner SP30F	<p>Use this option to scan documents larger than A4/Letter size, as well as non-standard size documents such as photographs and clippings.</p> <p>A "Carrier Sheet" allows you to scan documents that are larger than A4 size (e.g. A3, B4), as well as photographs that you wish to protect from damage and document clippings.</p> <p>When the Carrier Sheet is too damaged or worn out to be used for scanning, it can be purchased separately (5 sheets per set).</p> <p>The Carrier Sheet should be replaced approximately every 500 scans. However, replace it if damage or dirt is noticeable.</p>

For details about purchasing the scanner options and more information, contact your FUJITSU scanner dealer or an authorized FUJITSU scanner service provider.

A.5 Uninstalling the Software

- 1 Turn on the computer, and log on as a user with administrator privileges.
 - 2 Exit all running software.
 - 3 Display the [Control Panel] dialog box.
 - Windows XP/Windows Vista/Windows Server 2008/Windows 7
Select [Start] menu -> [Control Panel].
 - Windows Server 2012/Windows 8
Right-click the Start screen, and select [All apps] on the app bar → [Control Panel] under [Windows System].
 - Windows Server 2012 R2/Windows 8.1
Select [↓] on the lower left side of the Start screen → [Control Panel] under [Windows System].
To display [↓], move the mouse cursor.
 - 4 Select [Uninstall a Program].
⇒ The [Programs and Features] dialog box appears with a list of the currently installed software.
 - 5 Select a software to uninstall.
 - PaperStream IP driver:
 - [PaperStream IP (TWAIN) for ScanPartner]
 - [PaperStream IP (TWAIN x64) for ScanPartner]
 - [PaperStream IP (ISIS) for ScanPartner]
 - Software Operation Panel: [Software Operation Panel]
(The Software Operation Panel is installed together with the PaperStream IP driver.)
 - Error Recovery Guide: [Error Recovery Guide for ScanPartner]
 - ABBYY FineReader Sprint: [ABBYY FineReader 9.0 Sprint]
 - Presto! PageManager: [Presto! PageManager 9.34]
 - Manuals: [ScanPartner manuals]
 - 6 Click the [Uninstall] button or the [Uninstall/Change] button.
- 7 If a confirmation message appears, click [OK] or [Yes].
⇒ The software is uninstalled.

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A

A4 size

A standard paper size which is 210 × 297 mm (8.27 × 11.7 in.).

A5 size

A standard paper size which is 148 × 210 mm (5.83 × 8.27 in.).

A6 size

A standard paper size which is 105 × 148 mm (4.13 × 5.83 in.).

A7 size

A standard paper size which is 74 × 105 mm (2.91 × 4.13 in.).

A8 size

A standard paper size which is 52 × 74 mm (2.05 × 2.91 in.).

ADF (Automatic Document Feeder)

A paper feeding mechanism which allows multiple sheets of documents to be scanned one sheet at a time.

Automatic size/skew detection

End of Page Detection:

Detects the end of the page and scans the length of the document.

Automatic Page Size Detection:

Detects the paper size and outputs the image data in the same size.

B

Blank Page Skip

A function that detects and automatically deletes blank (white or black) pages in a batch of documents.

Brake roller

A roller that prevents more than one sheet of documents to be fed into the ADF at once.

Brightness

Refers to the brightness of a scanned image.

C

Carrier Sheet

A transparent plastic sheet designed for scanning documents that are larger than A4/ Letter size.

CCD (Charge-Coupled Device) Image Sensor

A sensor which perceives the light reflected from the document and converts it into digital form. CCD technology is the basis of high quality image acquisition in scanners, cameras and other devices.

D

Default setting

(Hardware)

Preset values from the factory.

(Software)

Values set upon installation of software.

Density

Refers to the deepness of a color in an image.

Device Errors

Errors that require troubleshooting by a service engineer.

Dither

The process by which a group of dots is arranged to reproduce the density of grayscale. Grayscale density is reproduced by configuring preset dot patterns. This method requires less memory compared to multilevel gray.

Document sensor

Paper feeding errors such as multifeed and paper jam are detected by monitoring the passing of documents.

Double Letter size

A standard paper size used in the United States and other countries (17 × 11 in.).

dpi (dots per inch)

A measurement of resolution that is used for scanners and printers. Higher dpi indicates better resolution.

Duplex scanning mode

A mode for scanning both sides of the document at once. (⇔ Simplex scanning mode)

Driver

A program specifically designed for operating systems, which enables interaction with a hardware device.

Dropout color

A function which removes a specified color from a scanned image.

E

Edge Extract

A function that traces the boundaries between white and black areas to extract contours.

Edge Processing

A function which decreases the density of bright colors (except for white) around black areas. Increasing the value for this function removes dotted image noise and also produces “softened” images.

Eject roller

Rollers that feed documents from the ADF onto the stacker.

Error diffusion

Method of halftone (pseudo-grayscale) image processing which is based on black & white pixel binarization. It sums the optical density of a pixel and its adjacent pixels, then relocates black pixels in the order of density to minimize the difference between scanned and output images. By diffusing the errors onto other pixels, the density data of adjacent pixels can be binarized. This function suppresses moire patterns of dotted halftone images such as newspapers, and reproduces its grayscale gradation.

F

Feed roller

A roller that feeds the document through the ADF.

Filter

Refers to the following types of processing on a scanned image.

Digital Endorser:

Adds alphanumeric character strings on the scanned image data.

Page Edge Filler:

Fills in the margins of the scanned image in a specified color.

Flatbed

An input device of the scanner.

Used to scan documents that cannot be scanned in the ADF, such as books and magazines.

G

Gamma

A unit which indicates the changes in the brightness of an image. It is expressed as a function of the electric input power to devices (e.g. scanner, display) and the brightness of the image. If the gamma rate is larger than 1, the brightness of an image increases and vice versa.

Grayscale

A method that expresses the gradation (density) from black to white in 256 levels. Suitable for scanning images such as photographs.

H

Halftone

Reproduces the color density in black & white by using dot patterns. This method is effective for scanning images such as photographs in black & white.

I

Image processing

Refers to processing and outputting the scanned image via specified scan parameters.

Interface

The connection that allows communication between the computer and the scanner.

Inversion

A scanning method in which the black part and the white part of the image are inverted.

ISIS

ISIS (Image Scanner Interface Specification) is an API (Application Program Interface) standard for imaging devices (e.g. scanners, digital cameras) which was developed by Captiva, a division of EMC Corporation (the former Pixel Translations) in 1990. In order to use devices that comply with this standard, it is necessary to install a driver software that supports ISIS standard.

L

Landscape

Orientation in which the short side of the document is set parallel to the feed direction.

Letter size

A standard paper size used in the United States and other countries (8.5 × 11 in.).

M

Moire patterns

Recurrent patterns on scanned images caused by incorrect settings of angles.

Multi Image

A function which outputs the image in both color/grayscale and black & white at once.

Multifeed

Multifeed is an error when two or more sheets are fed through the ADF at once. It is also called a multifeed when a different document length is detected.

N

Noise removal

A function which improves the quality of an image by removing isolated noise that appear as black dots in a white area (or vice versa).

O

OCR (Optical Character Recognition)

A device or a technology that recognizes the text on documents and converts them into text data that can be edited. The shape of the characters are recognized by the differences in the light reflected off the documents.

Operating environment

Conditions (e.g. temperature, humidity) required to operate or store the scanner.

Operator panel

A panel that consists of a display and buttons. It is used for scanner operations such as selecting functions and changing settings.

Overscan

A function that scans the document in a size larger than the specified paper size.

P

Paper jam

Refers to an error in which a document is jammed inside the paper path or feeding is interrupted by documents slipping.

Pick roller

A set of rollers which separates one sheet off the documents loaded in the ADF paper chute (feeder), and feeds the document into the ADF.

Pick start time

The period of time between setting the document and until picking starts after the document passes the hopper empty sensor.

Pixel

The dots that make up a scanned image.

Portrait

Orientation in which the long side of the document is set parallel to the feed direction. Documents/images are set/displayed vertically.

Pre-pick

Refers to feeding the document in advance to the position to start scanning. It shortens the interval between setting the document and feeding the document to the starting position.

R

Resolution

A measurement to indicate the quality (fineness) of an image. Resolution is displayed by the number of pixels within an inch. Since image data is a collection of small dots (pixels), if the same image contains different amount of pixels, the one with more pixels can express greater details. Therefore, the higher the resolution, the finer the image becomes.

S

Simplex scanning mode

A mode for scanning only one side (front or back) of the document. (↔ Duplex scanning mode)

Smoothing

Refers to the removal of irregularities on diagonal lines and curves, which is a processing method commonly used in OCR applications.

T

Temporary error

An error that can be fixed by the operator.

Threshold

The value which is used to determine whether a certain color is black or white. Threshold value must be configured in order to scan images with grayscale gradation. Each pixel is converted into black or white according to the specified value.

TWAIN

TWAIN (Technology Without Any Interesting Name) is an API (Application Program Interface) standard for imaging devices (e.g. scanners, digital cameras) developed by TWAIN Working Group. In order to use devices that comply with this standard, it is necessary to install a driver software that supports TWAIN standard.

U

Ultrasonic sensor

A sensor that detects multifeed errors by ultrasonic soundwave. It detects multifeeds by monitoring the difference in the amount of ultrasonic waves transmitted through the documents.

USB

USB (Universal Serial Bus) is a standard for interfaces used to connect devices such as keyboards and scanners. Up to 127 devices can be connected by this interface. It can be connected and disconnected without powering off the devices.

For USB 2.0, the data transfer rate is 1.5 Mbps in Low-Speed, 12 Mbps in Full-Speed, and a maximum of 480 Mbps in Hi-Speed mode.

For USB 1.1, the data transfer rate is 1.5 Mbps in Low-Speed and 12 Mbps in Full Speed mode.

W

White reference sheet

The white part located inside the ADF that the scanner defines as white, in order to adjust the brightness of all other areas accordingly.

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