

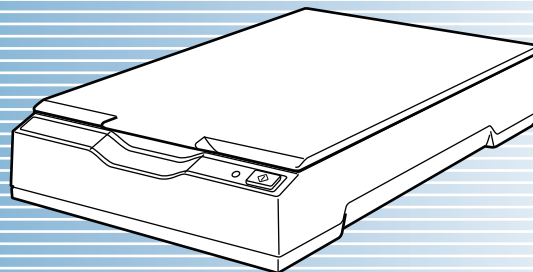
fi-65F

# Image Scanner

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## Operator's Guide

Thank you for purchasing our image scanner.  
 This manual explains about the basic operations and handling of the scanner.  
 For information on scanner installation, connection and software installation, refer to "Getting Started".



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- Introduction
- Scanner Overview
- How to Scan Documents
- Configuring the Scan Settings
- Various Ways to Scan
- Daily Care
- Troubleshooting
- Operational Settings

- Explains the names and functions of parts and basic scanner operation.
- Explains how to place documents on the scanner.
- Explains about the setting items in the scanner drivers.
- Explains about various ways of scanning.
- Explains how to clean the scanner.
- Explains about troubleshooting.
- Explains how to configure settings in the Software Operation Panel.

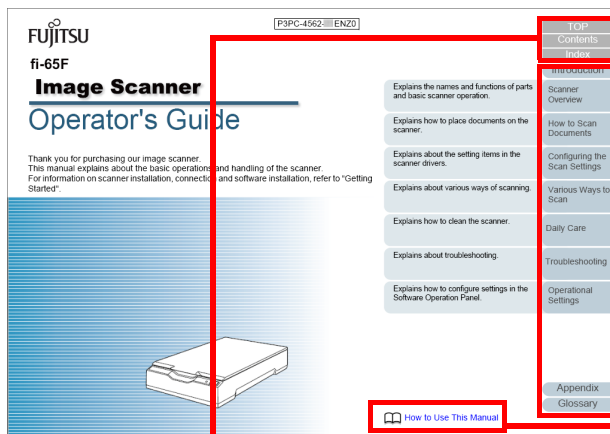
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# How to Use This Manual

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.



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# Introduction

Thank you for purchasing our image scanner.

## About This Product

This scanner is equipped with a flatbed that allows you to scan thick documents, such as a book or plastic cards, and thin paper.

## 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.
Getting Started (PDF)	Outlines the procedures from installation to operation of the scanner. The PDF version is included in the Setup DVD-ROM.
Operator's Guide (this manual) (PDF)	Provides detailed information on how to operate and maintain the scanner daily, and how to troubleshoot problems. 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.

Manual	Description
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

YOKOHAMA i-MARK PLACE, 4-5 Minatomirai 4-chome, Nishi-ku, Yokohama-shi, Kanagawa 220-8567 Japan.

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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.



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



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

## Abbreviations Used in This Manual

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

Name	Indication
Windows Server® 2008 R2 Standard (64-bit)	Windows Server 2008 R2 (*1)
Windows® 7 Professional (32-bit/64-bit)	Windows 7 (*1)
Windows® 7 Enterprise (32-bit/64-bit)	
Windows Server® 2012 Standard (64-bit)	Windows Server 2012 (*1)
Windows Server® 2012 R2 Standard (64-bit)	Windows Server 2012 R2 (*1)
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)	
Windows® 10 Home (32-bit/64-bit)	Windows 10 (*1)
Windows® 10 Pro (32-bit/64-bit)	
Windows® 10 Enterprise (32-bit/64-bit)	
Windows® 10 Education (32-bit/64-bit)	

Name	Indication
Windows Server® 2016 Standard (64-bit)	Windows Server 2016 (*1)
Windows Server® 2019 Standard (64-bit)	Windows Server 2019 (*1)
Windows Server® 2022 Standard (64-bit)	Windows Server 2022 (*1)
Windows® 11 Home (64-bit)	Windows 11 (*1)
Windows® 11 Pro (64-bit)	
Windows® 11 Enterprise (64-bit)	
Windows® 11 Education (64-bit)	
PaperStream IP (TWAIN)	PaperStream IP driver
PaperStream IP (TWAIN x64)	
PaperStream IP (ISIS) for fi-60F/fi-65F	

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

## 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].

## 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 development.

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 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 software. In that case, refer to the manual provided upon updating the software.

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# Chapter 1 Scanner Overview

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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

The following scanning speed is achieved:

- Power cable connection: 1 second per sheet (\*1)
- USB bus power cable connection: 2 seconds per sheet (\*1)

In addition, the scanner can be ready to scan only in 0.5 second. Thus, for example, at a reception counter, reception staff can complete scanning tasks swiftly without keeping customers waiting.

### Small footprint for easy installation

The smallest footprint in the class of A6 size scanners allows easy installation in any restricted spaces such as a reception counter.

Reception staff can perform scanning work on the reception counter while dealing with customers face-to-face.

### USB bus power support

The scanner can be powered through the USB port of a computer, and therefore can be used easily at a place where the AC power supply is unavailable.

### Automatic correction of skewed images

Automatic page size detection automatically detects and corrects skewed images. You can place a document anywhere on the document bed without worrying about the document becoming slightly skewed.

### Centralized management of multiple scanners

The bundled "Scanner Central Admin Agent" application allows you to manage multiple scanners together. For example, you can update the scanner settings and drivers, as well as monitor the operating status of each scanner.

For details, refer to the Scanner Central Admin User's Guide.

\*1: When scanning A6 size documents at 300 dpi in monochrome.

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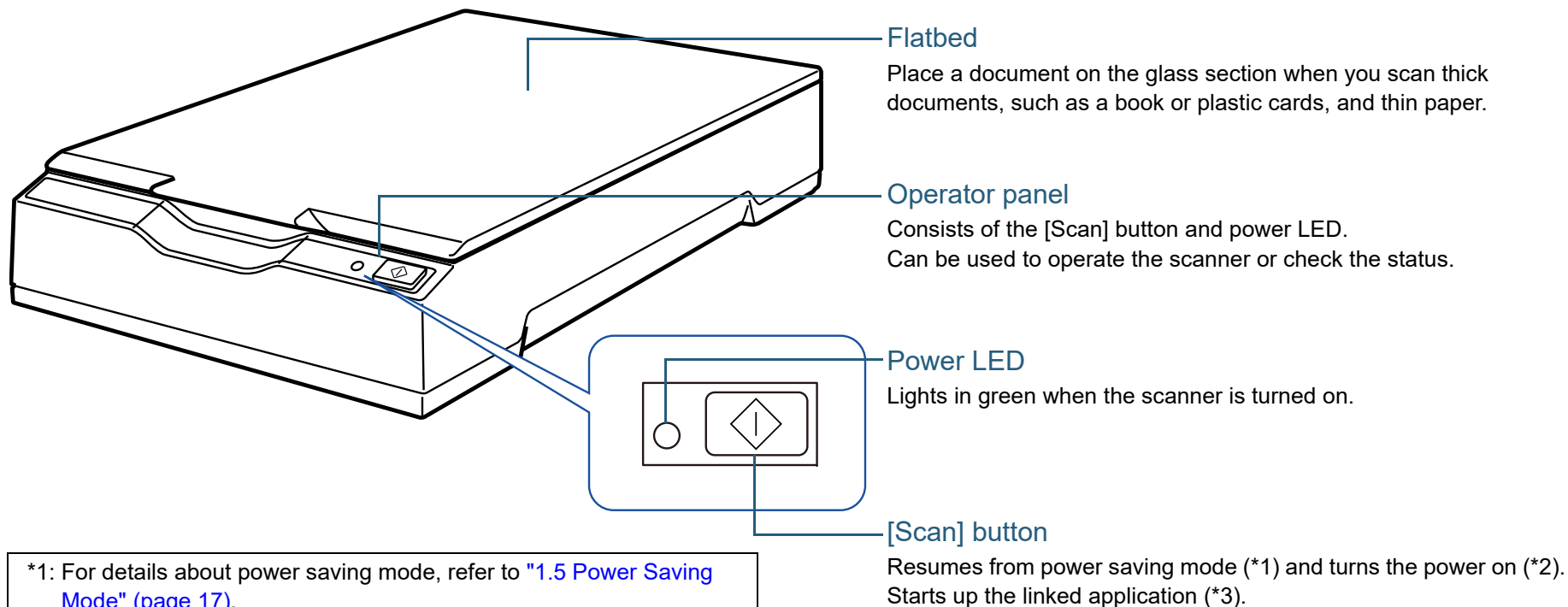
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## 1.2 Parts and Functions

This section shows the names of the scanner parts.

### Front



\*1: For details about power saving mode, refer to "[1.5 Power Saving Mode](#)" (page 17).

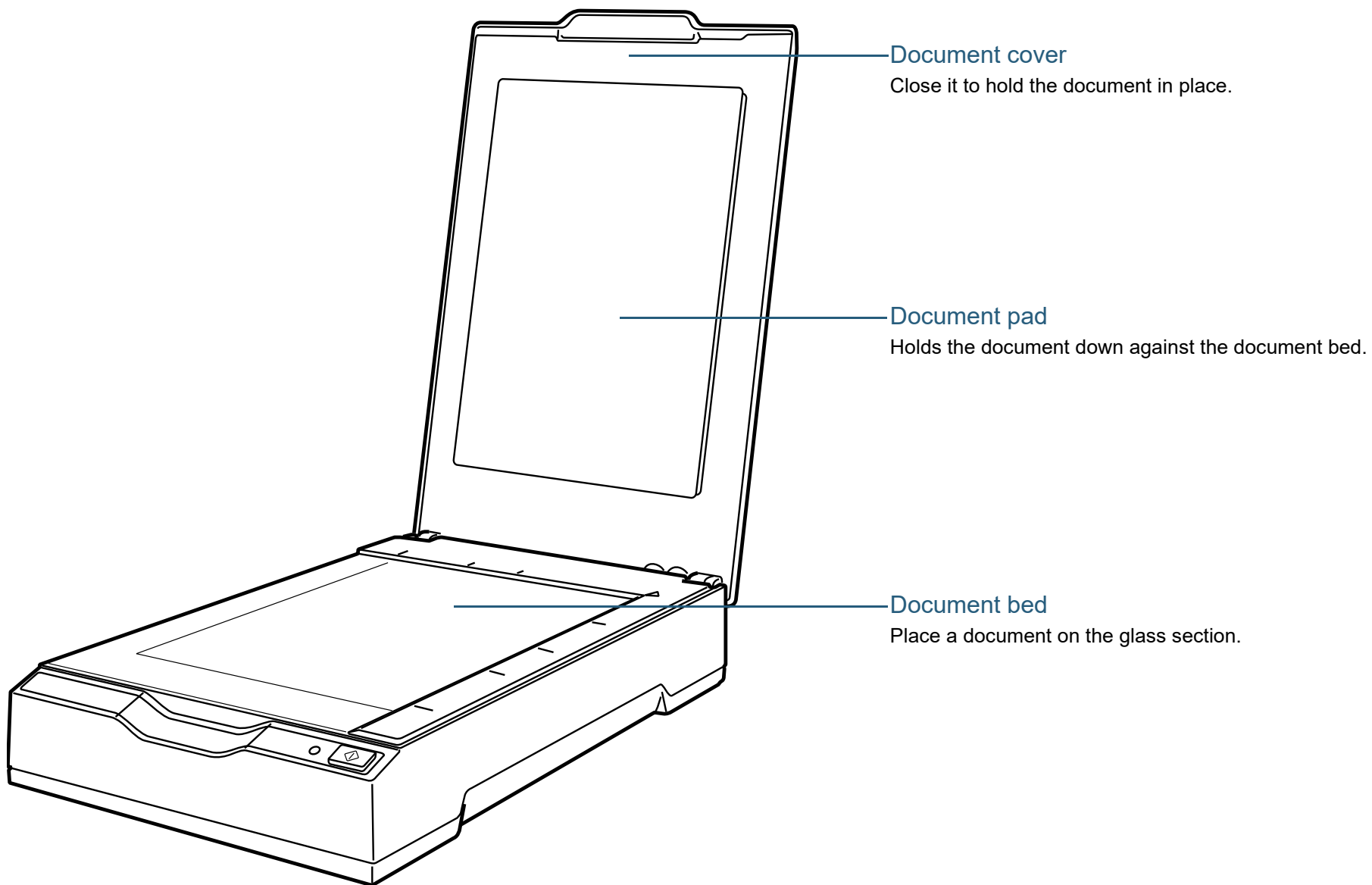
\*2: For details about turning the power on, refer to "[1.3 Turning the Power ON/OFF](#)" (page 14).

\*3: For details about the settings for scanning by pressing the [Scan] button, refer to the scanner driver's Help and "[Using a Button on the Scanner to Start Scanning](#)" (page 27).

### ATTENTION

Do not use the operator panel while the Software Operation Panel is running.

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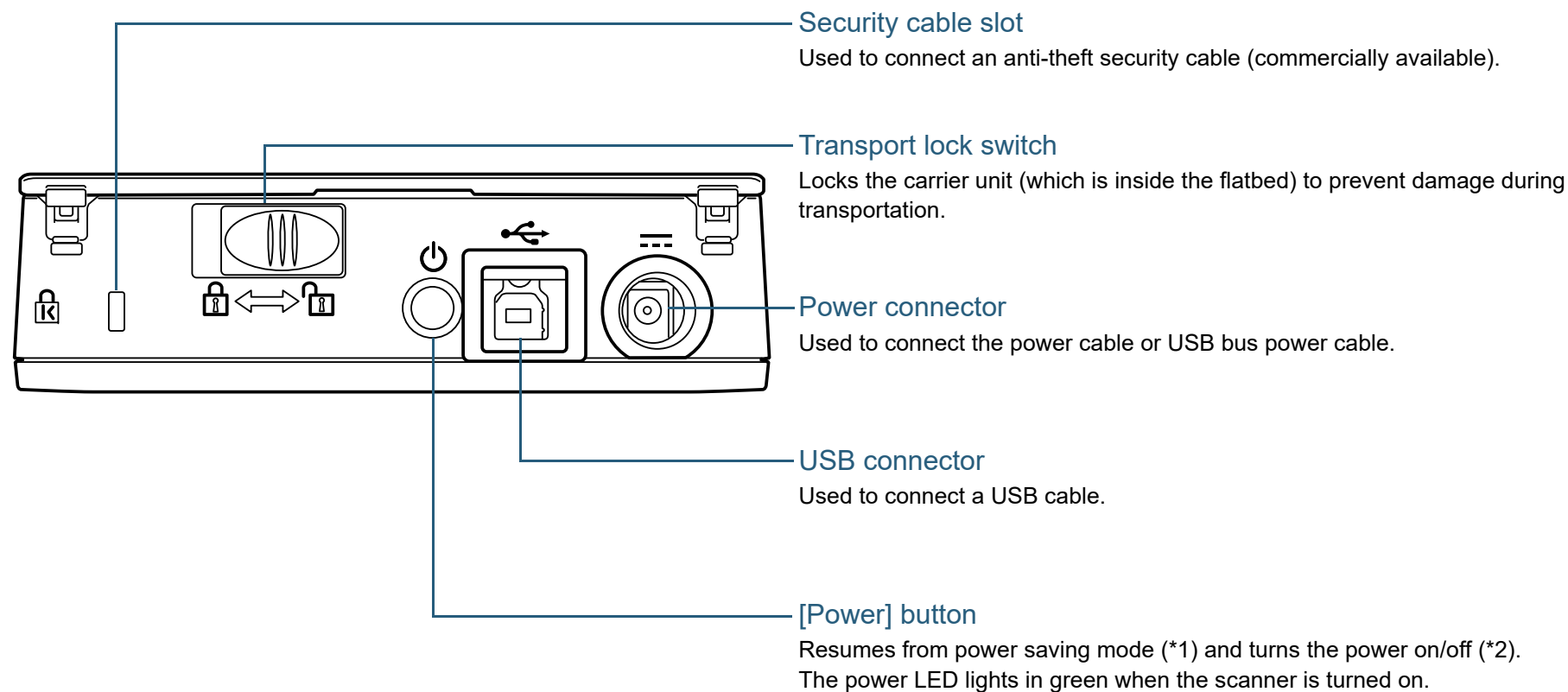
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\*1: For details about power saving mode, refer to ["1.5 Power Saving Mode"](#) (page 17).  
\*2: For details about turning the power on/off, refer to ["1.3 Turning the Power ON/OFF"](#) (page 14).

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## 1.3 Turning the Power ON/OFF

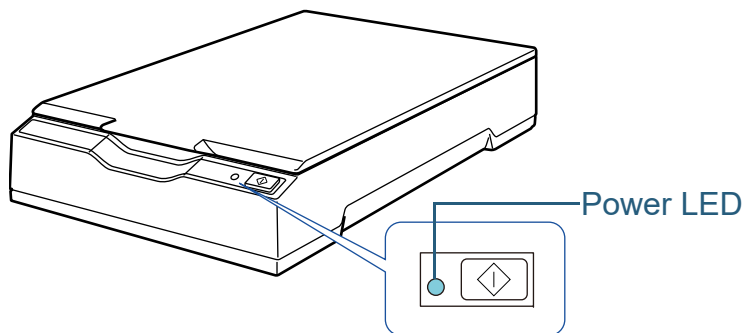
This section explains how to power on/off the scanner.

### How to Turn the Power ON

Normally, when the following cables are connected, the scanner is turned on/off in sync with the computer's power.

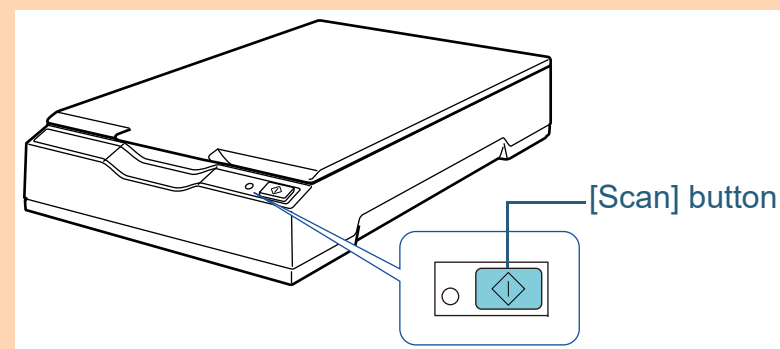
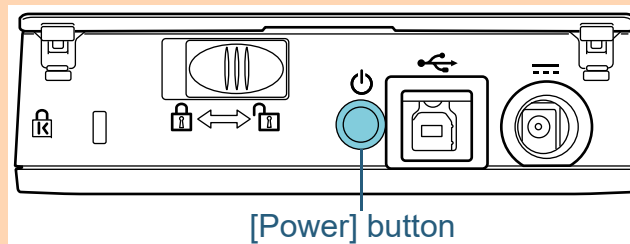
- USB cable
- Power cable or USB bus power cable

When the computer is turned on, the scanner is turned on and the power LED lights in green.



### ATTENTION

- If the scanner is not turned on when the computer is turned on, press the [Power] or [Scan] button to turn on the scanner.
- If the power LED does not light up while the computer is turned on, press the [Power] or [Scan] button to turn on the scanner.

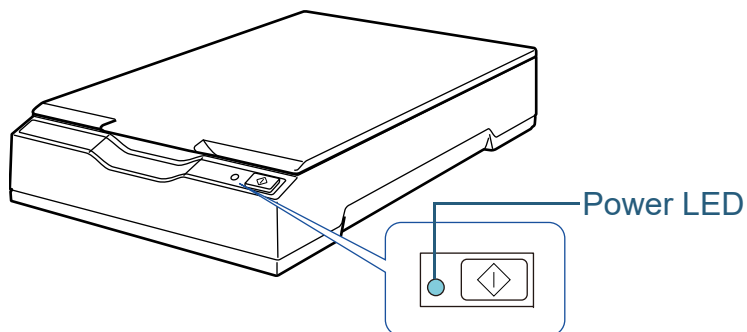


## How to Turn the Power OFF

Normally, when the following cables are connected, the scanner is turned on/off in sync with the computer's power.

- USB cable
- Power cable or USB bus power cable

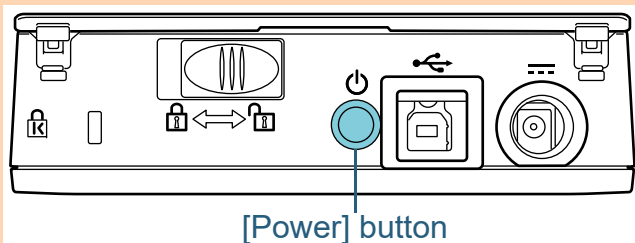
When the computer is turned off, the scanner is turned off and the power LED goes off.



### ATTENTION

For a computer that supplies power to USB devices after it is shut down, the scanner may not be able to turn off with the computer when the computer is shut down.

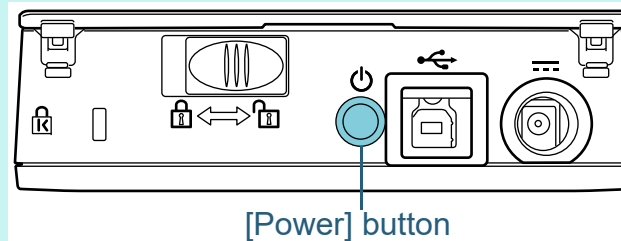
If the scanner is not turned off when the computer is turned off, press the [Power] button for more than two seconds to turn off the scanner.



### HINT

The scanner can be turned off also by performing one of the following:

- Press the [Power] button for more than two seconds.



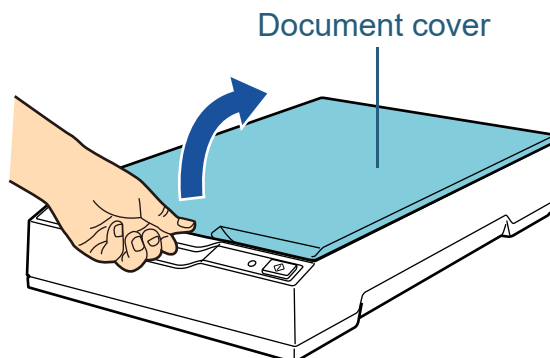
- Remove the AC cable from the AC adaptor.
- Remove the power cable from the power connector of the scanner or unplug the power cable from the AC outlet.
- Remove the USB bus power cable from the power connector of the scanner or remove the USB bus power cable from the USB port of the computer.

## 1.4 Opening/Closing the Document Cover

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

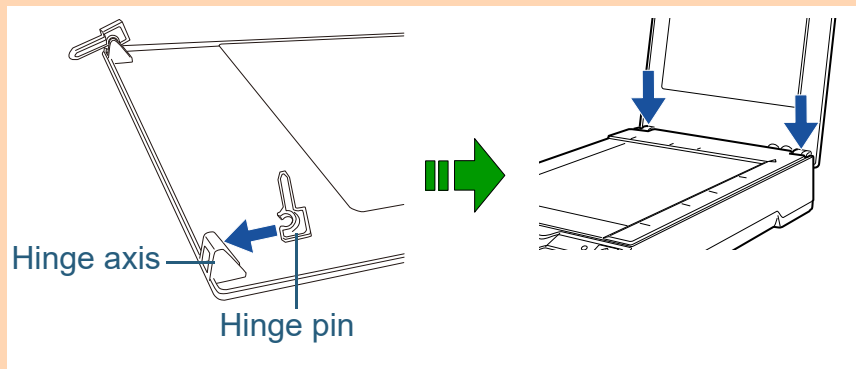
### How to Open the Document Cover

- 1 Open the document cover.



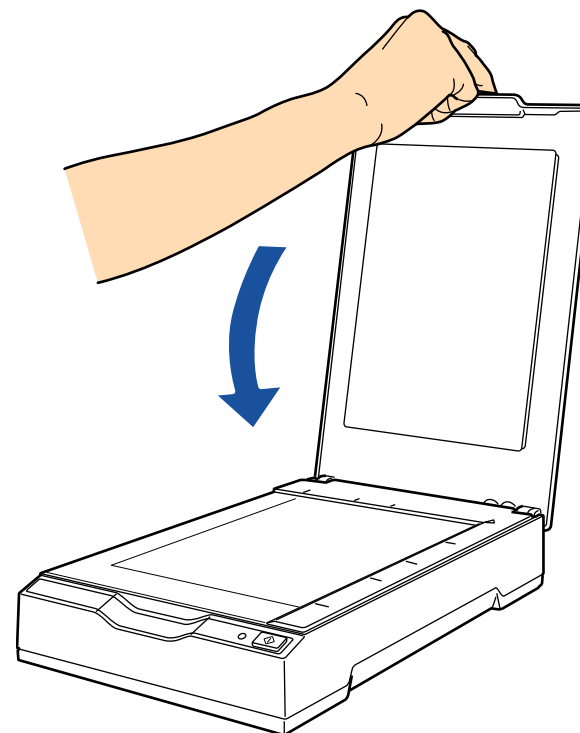
#### ATTENTION

If the document cover is opened too wide, it may come off. This is to prevent the hinge from being damaged. If the document cover comes off, remove the hinge pins from the scanner and attach them to the hinge axes on the document cover, and then attach the document cover back to the scanner.



### How to Close the Document Cover

- 1 Gently close the document cover.





## 1.5 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.

When the scanner enters power saving mode, the power LED remains green.

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

- Press the [Power] or [Scan] button.  
Do not press the [Power] button for more than two seconds.
- Perform scanning from an application.

The scanner is turned off automatically if it is left on for a certain period of time without being used, reducing the power consumption until the next scan.

To prevent the scanner from being turned off automatically, clear the [Power off after a certain period of time] check box in [Device Setting] on the Software Operation Panel. For details, refer to "[Waiting Time to Enter Power Saving Mode \[Power saving\]](#)" (page 63).

To turn the power back on after turning the power off automatically, press the [Power] or [Scan] button. For details, refer to "[1.3 Turning the Power ON/OFF](#)" (page 14).

### ATTENTION

- When the scanner performs scanning for the first time after it resumes from power saving mode, the scanner performs initialization similar to that performed at power-on.
- For some applications, the scanner may not be turned off even if the [Power off after a certain period of time] check box is selected.
- If the scanner is automatically turned off while you are using the image scanning application, exit the application before turning the power on.

### HINT

The waiting time for entering power saving mode can be changed by using the Software Operation Panel.  
For details, refer to "[Waiting Time to Enter Power Saving Mode \[Power saving\]](#)" (page 63).

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# Chapter 2 How to Scan Documents

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This chapter explains how to scan documents with the scanner.

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## 2.1 Scanning Documents

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.

The following scanner drivers and image scanning applications are bundled with the scanner:

- Scanner driver
  - PaperStream IP driver  
The PaperStream IP driver is a scanner driver that conforms to the TWAIN/ISIS standard.  
There are three types of PaperStream IP drivers.
  - PaperStream IP (TWAIN)  
Conforms to the TWAIN standard. Used when you operate the scanner using TWAIN-compliant 32-bit applications.
  - PaperStream IP (TWAIN x64)  
Conforms to the TWAIN standard. Used when you operate the scanner using TWAIN-compliant 64-bit applications.
  - PaperStream IP (ISIS) for fi-60F/fi-65F  
Conforms to the ISIS standard. Used when you operate the scanner using ISIS-compliant applications.
- Image scanning application
  - PaperStream ClickScan  
A 32-bit image scanning application which supports PaperStream IP (TWAIN).

- PaperStream Capture  
A 32-bit image scanning application which supports PaperStream IP (TWAIN) and PaperStream IP (ISIS) for fi-60F/fi-65F.

### HINT

- For details about the scanner driver, refer to the PaperStream IP driver Help.
- For details about the image scanning application, refer to the following:
  - PaperStream ClickScan Help
  - PaperStream Capture Help

Scanning procedures and operations slightly vary depending on the image scanning application.

For details, refer to the image scanning application manual.

The following describes the basic procedure for scanning.

- 1** Turn on the scanner.  
For details, refer to "[1.3 Turning the Power ON/OFF](#)" (page 14).
- 2** Open the document cover.  
For details, refer to "[1.4 Opening/Closing the Document Cover](#)" (page 16).

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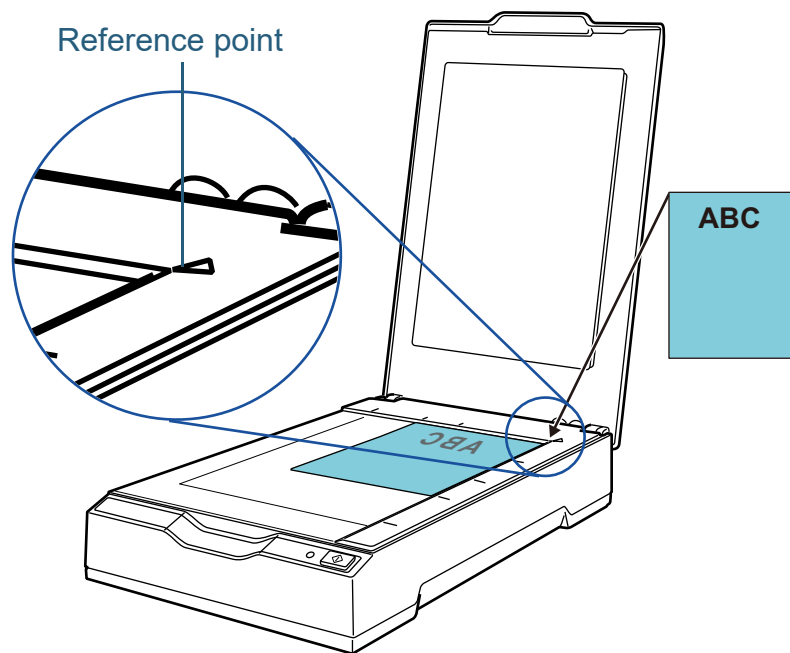
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- 3 Place a document on the document bed.  
Place the document face-down to align its top left-hand corner with the reference point.



- 4 Gently close the document cover.  
For details, refer to "1.4 Opening/Closing the Document Cover" (page 16).
- 5 Start an image scanning application.
- 6 Select a scanner driver.  
For some image scanning applications, selection of a scanner driver may not be needed.
- 7 Select a scanner.  
Make sure to select the scanner model that is connected to the computer.  
For some image scanning applications, selection of a scanner may not be needed.

- 8 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.

- 9 Scan the document with the image scanning application.

**ATTENTION**

When the scanner is communicating with the computer, for example during scanning, take note of the following:

- Do not unplug the USB cable.  
If the USB cable is unplugged and immediately plugged back again, it may take about two minutes until the computer recognizes the scanner.
- Do not perform an operation that causes disconnection of the communication between the scanner and the computer, such as logging off the user account.

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# Chapter 3 Configuring the Scan Settings

This chapter explains about configuring the settings in the scanner driver.

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## 3.1 Configuring the Settings in the Scanner Driver

Normally, the scanner driver is launched via an image scanning application, and then the scan settings are configured in the setup dialog box of the driver.

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

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

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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.

4.1 Summary .....	24
4.2 Scanning Documents of Different Types and Sizes.....	25
4.3 Customizing the Scanner Settings .....	27

## 4.1 Summary

The following lists the main ways of scanning documents.

### Scanning documents of different types and sizes

- ["Scanning a Book" \(page 25\)](#)

### Customizing the scanner settings

- ["Using a Button on the Scanner to Start Scanning" \(page 27\)](#)

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

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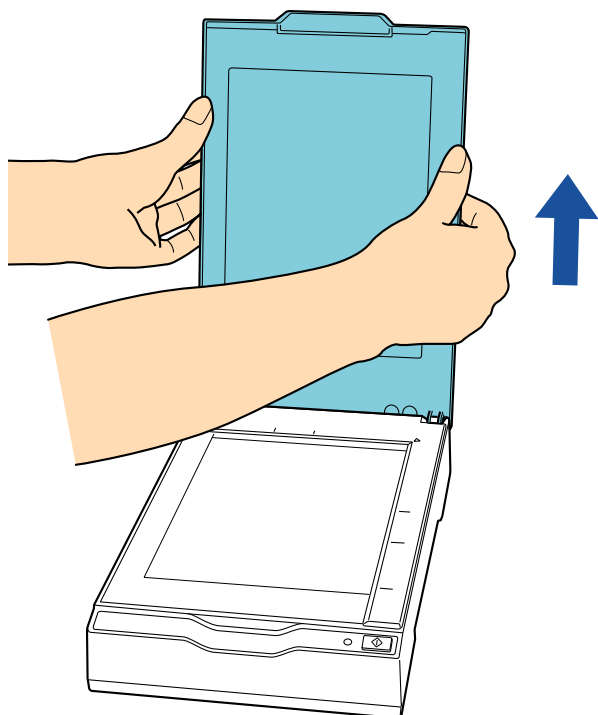
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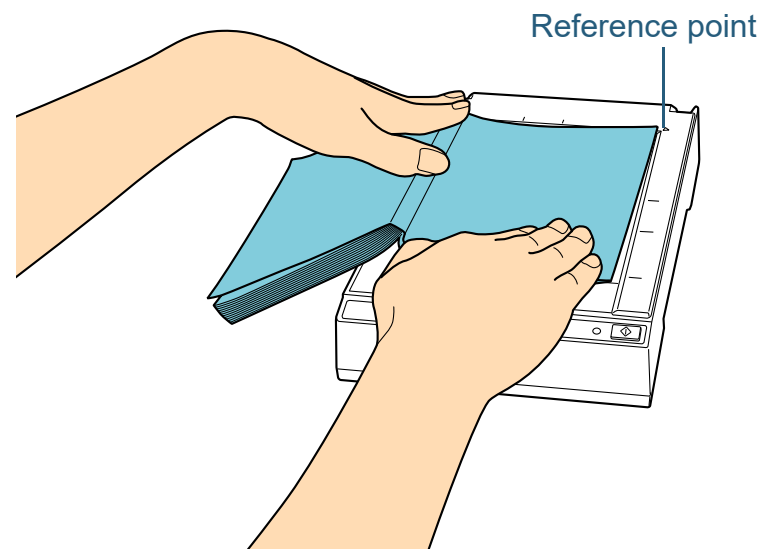
## 4.2 Scanning Documents of Different Types and Sizes

### Scanning a Book

- 1 Open the document cover.  
For details, refer to "1.4 Opening/Closing the Document Cover" (page 16).
- 2 Remove the document cover by pulling it out in the direction of the arrow.



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



#### ATTENTION

Take note of the following:

- A curled or folded document may create a small gap between the document and the document bed, causing the scanned image to be blurred.
- When the document cover is open, light from external sources such as fluorescent lamps may pass through a document and affect the brightness of the scanned images. The effect is stronger for thinner documents. In such cases, close the document cover before scanning.

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

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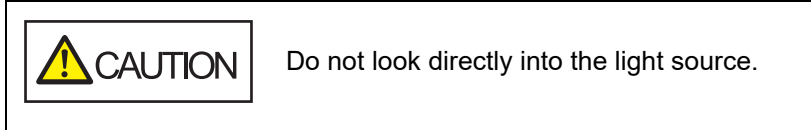
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- 5** Scan the document with the image scanning application.  
For details, refer to the image scanning application manual.



**ATTENTION**

Do not move the document during scanning.

- 6** Attach the document cover.
- 7** Close the document cover.  
For details, refer to ["1.4 Opening/Closing the Document Cover"](#) (page 16).

## 4.3 Customizing the Scanner Settings

### Using a Button on the Scanner to Start Scanning

The [Scan] 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] button.

#### HINT

The image scanning application that is started up when the [Scan] button is pressed differs depending on whether PaperStream ClickScan resides in the taskbar or not.

- When it resides in the taskbar  
PaperStream ClickScan will be started up.
- When it does not reside in the taskbar  
PaperStream Capture will be started up.

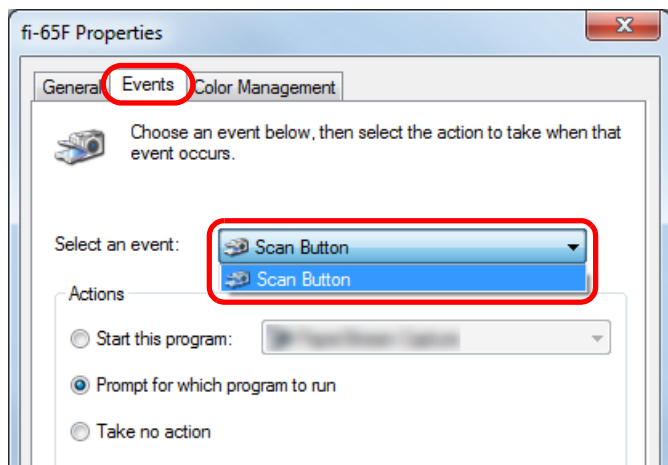
### Computer setup

- 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 "Connecting the Cables" in Getting Started.  
For details about how to turn on the scanner, refer to ["1.3 Turning the Power ON/OFF" \(page 14\)](#).
- 2 Display the [Control Panel] dialog box.
  - Windows Server 2008 R2/Windows 7  
Click [Start] menu → [Control Panel].
  - Windows Server 2012  
Right-click the Start screen, and select [All apps] on the app bar → [Control Panel] under [Windows System].

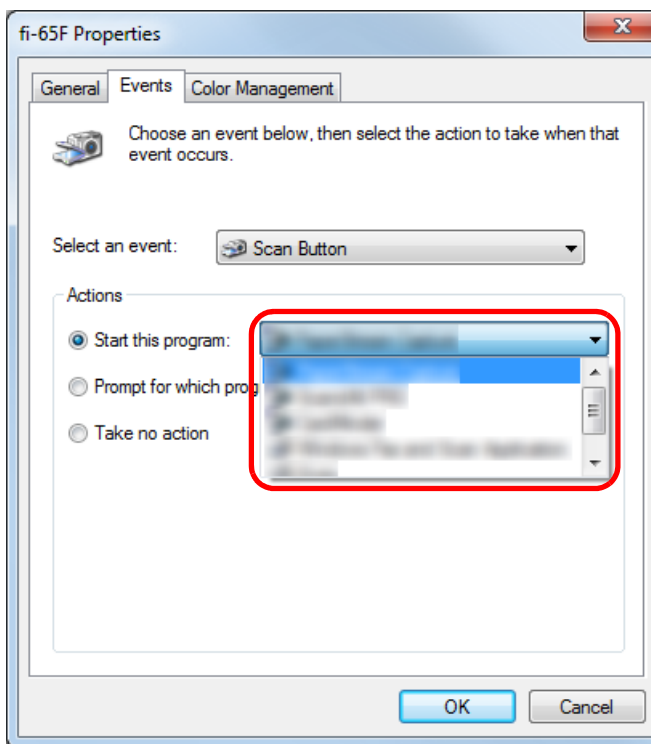
- Windows Server 2012 R2/Windows 8.1  
Click [↓] on the lower left side of the Start screen → [Control Panel] under [Windows System].  
To display [↓], move the mouse cursor.
- Windows 10/Windows Server 2016/Windows Server 2019/Windows Server 2022  
Click [Start] menu → [Windows System] → [Control Panel].
- Windows 11  
Click [Start] menu → [All apps] → [Windows Tools] and double-click [Control Panel].

- 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 [Scan Button] as the event from which you want to launch an application (when the [Scan] button is pressed).

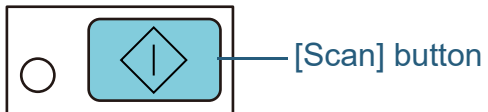


- 6** Select an action and an application to be launched by the scanner button event.  
Click [Start this program] under [Actions], and select an application from the drop-down list on the right.



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

### Scanner setup



No additional setting is required to use the [Scan] button.  
When the [Scan] button is pressed, the specified application is launched.

# Chapter 5 Daily Care

---

This chapter describes how to clean the scanner.



**WARNING**





Do not use aerosol spray or spray that contains alcohol. Paper 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.

5.1 Cleaning Materials and Locations that Require Cleaning.....	31
5.2 Cleaning the Outside .....	32
5.3 Cleaning the Inside.....	33

## 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 of Cleaner F1 is used. Use it in small quantity. Wipe off the cleaner completely to leave no residue on the cleaned parts.
Cleaning Wipe 	PA03950-0419	24 packets Pre-moistened with Cleaner F1. It can be used instead of moistening a cloth with Cleaner F1.
Dry cloth	Commercially available	

#### 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.

### Location and Frequency

Location		Frequency
Flatbed	Document pad	Every 1,000 sheets
	Document bed	
	Plastic frame	

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## 5.2 Cleaning the Outside

The outside of the scanner 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.

Cloth

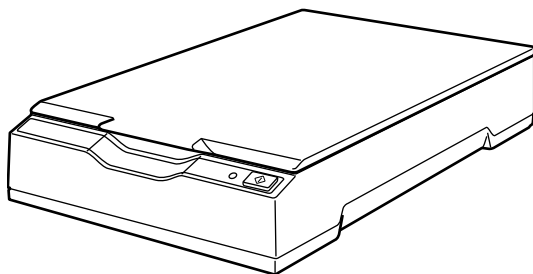


Cleaner F1 or mild detergent



Thinner

Cleaning Wipe





## 5.3 Cleaning the Inside

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

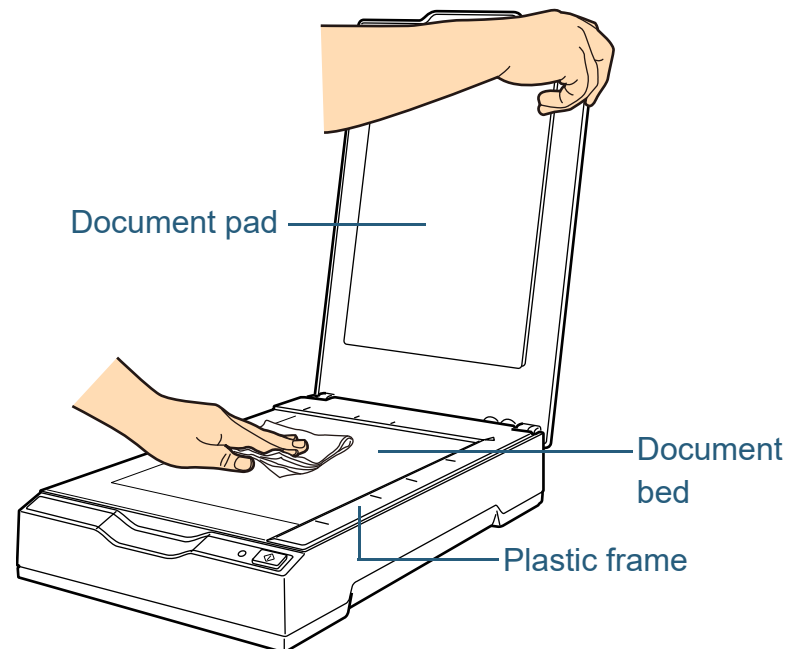
### ATTENTION

- 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 is used. Use it in small quantity. Wipe off the cleaner completely to leave no residue on the cleaned parts.

### 1 Open the document cover.

For details, refer to "1.4 Opening/Closing the Document Cover" (page 16).

### 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 "1.4 Opening/Closing the Document Cover" (page 16).

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# Chapter 6 Troubleshooting

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

## ATTENTION

For details about other errors/troubles that are not covered in this chapter, refer to the scanner driver's Help.

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## 6.1 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 ["6.2 Before You Contact the Scanner Service Provider" \(page 48\)](#), 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
<a href="#">"Scanner cannot be powered ON." (page 36)</a>
<a href="#">"The power LED goes off." (page 37)</a>
<a href="#">"Scanning does not start." (page 38)</a>
<a href="#">"Scanning takes a long time." (page 39)</a>
<a href="#">"Image quality is poor when scanning pictures/photos in black &amp; white." (page 40)</a>
<a href="#">"Quality of scanned text or lines is unsatisfactory." (page 41)</a>
<a href="#">"Images are distorted or not clear." (page 42)</a>
<a href="#">"Vertical streaks appear on the scanned image." (page 43)</a>
<a href="#">"The power LED flashes after power-on." (page 44)</a>
<a href="#">"A shadow appears at the top or the bottom of the scanned image." (page 45)</a>
<a href="#">"Images scanned in black &amp; white (or in grayscale or color) are dark." (page 46)</a>

Symptoms
<a href="#">"Automatic page size detection fails." (page 47)</a>

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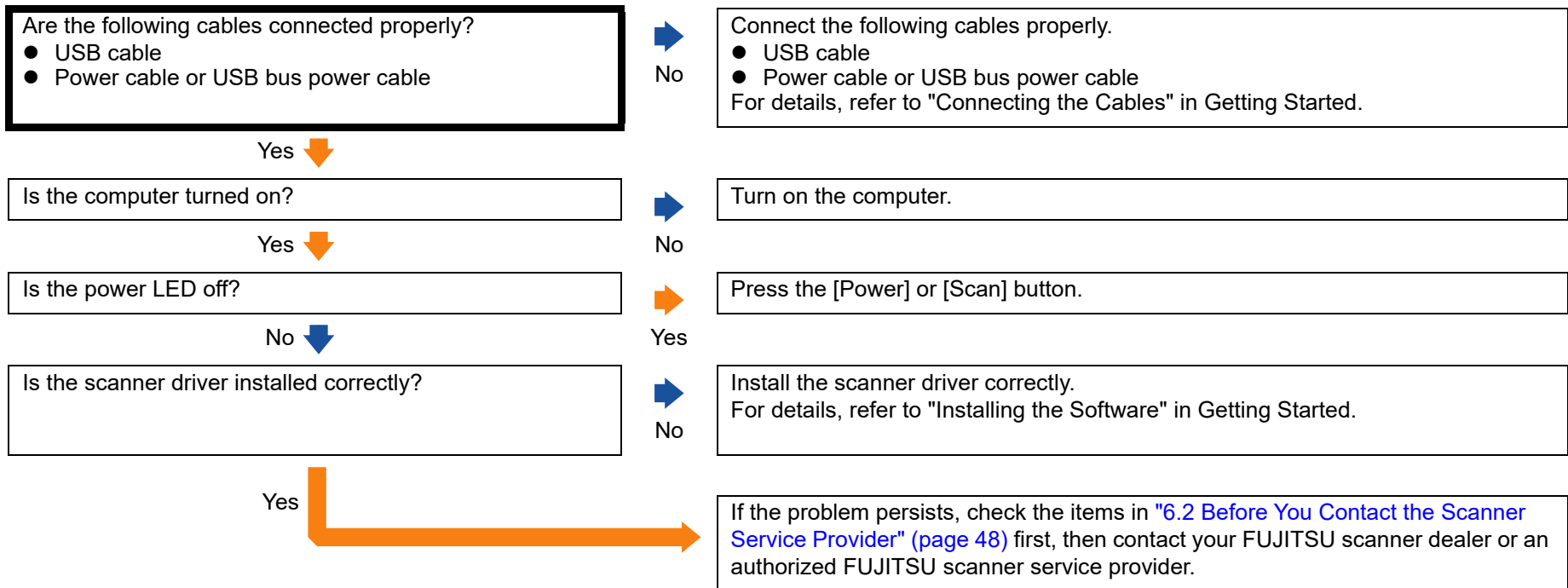
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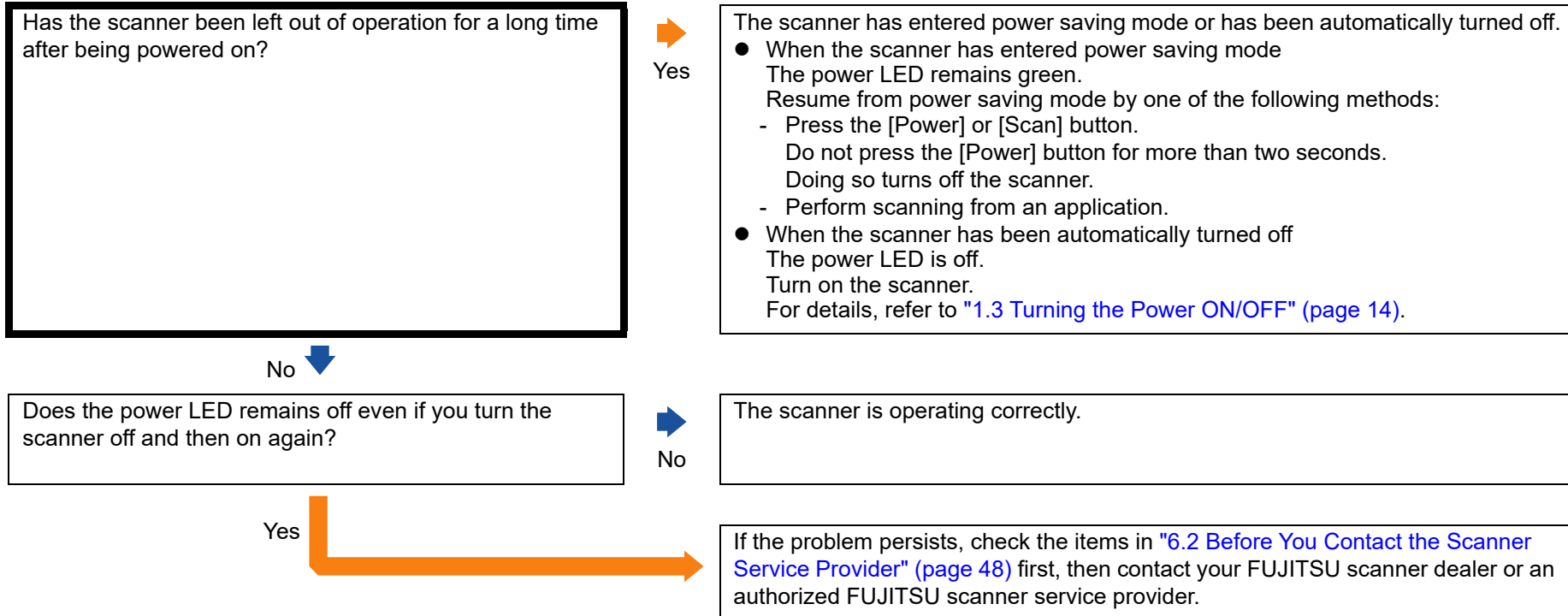
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## Scanner cannot be powered ON.

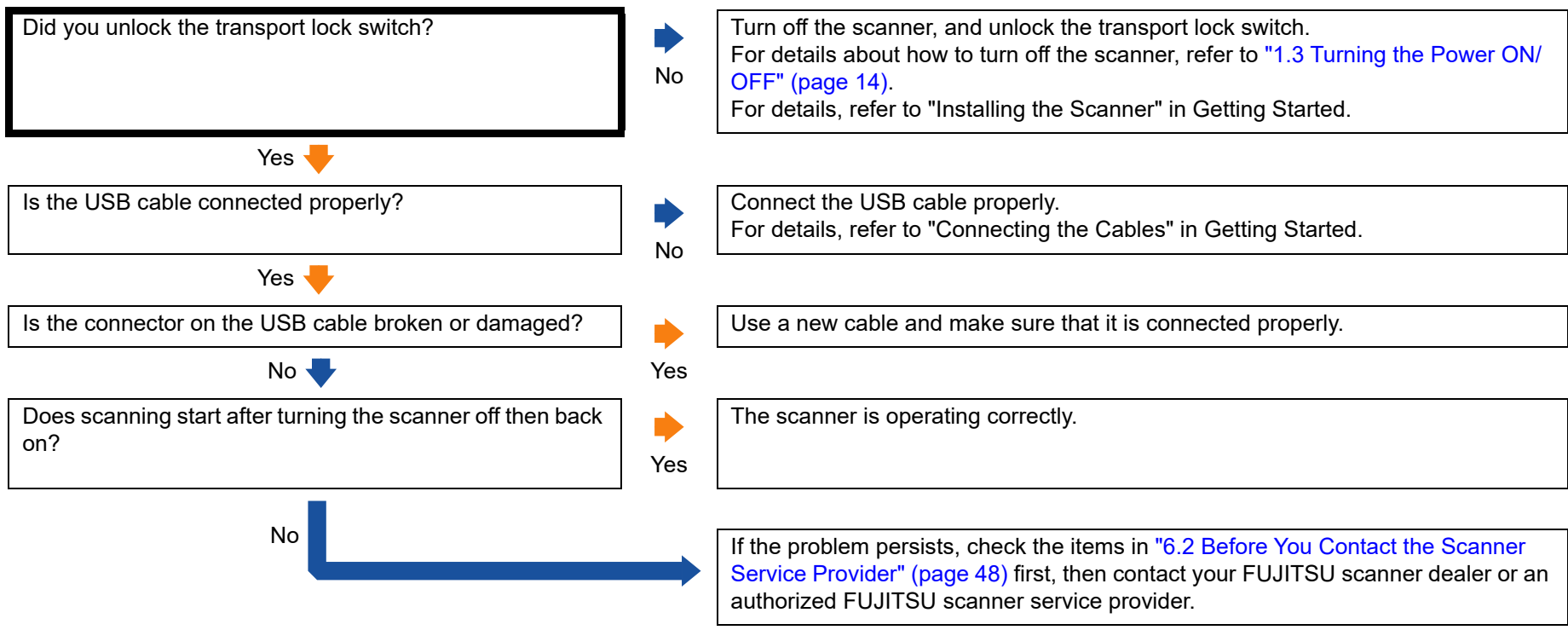


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## The power LED goes off.

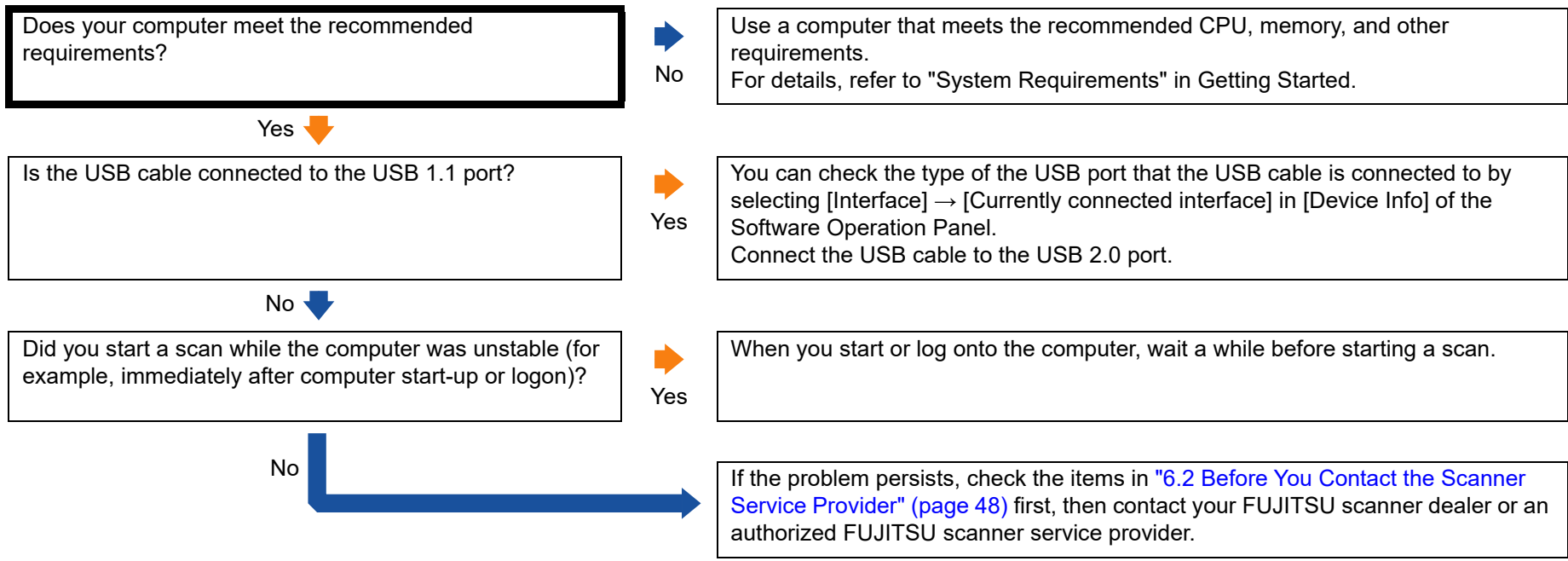


## Scanning does not start.



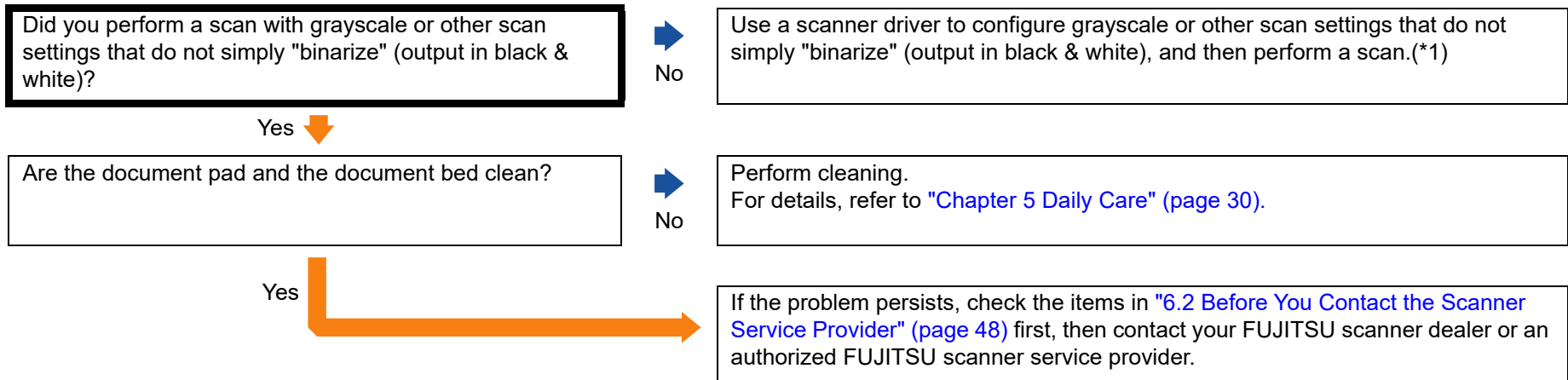
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## Scanning takes a long time.



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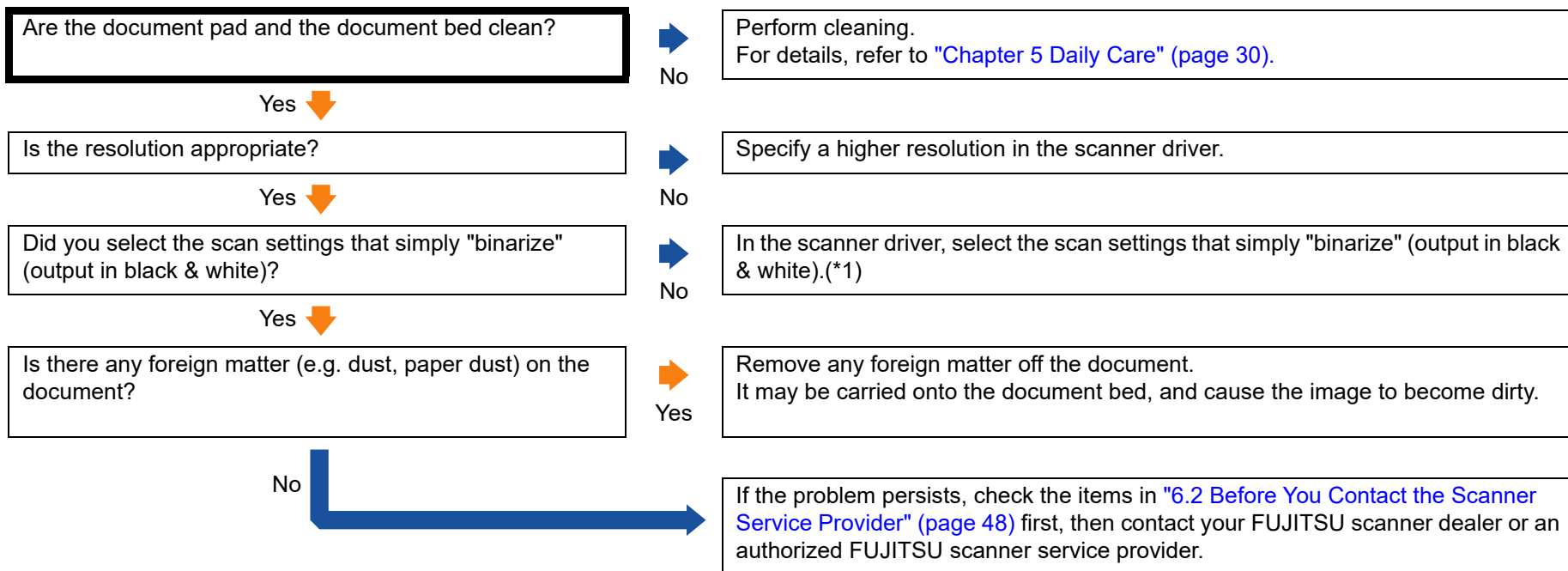
## Image quality is poor when scanning pictures/ photos in black & white.



\*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.

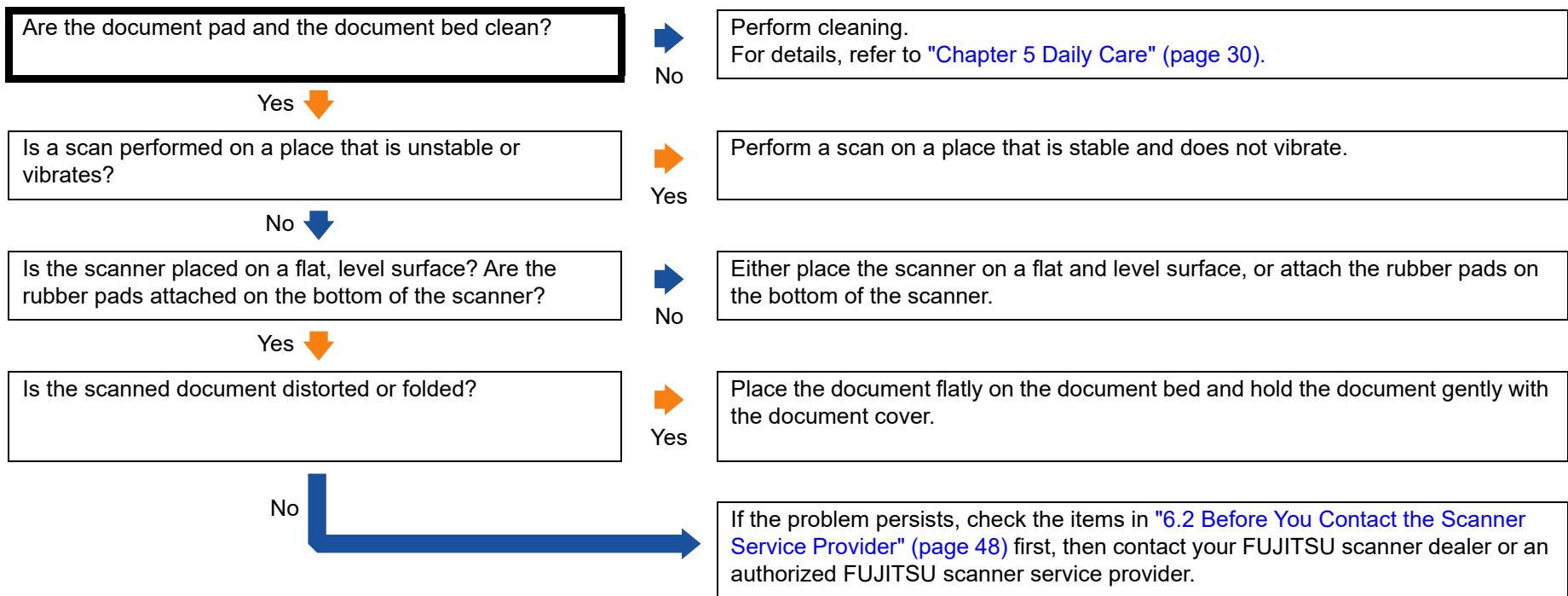
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**Quality of scanned text or lines is unsatisfactory.**

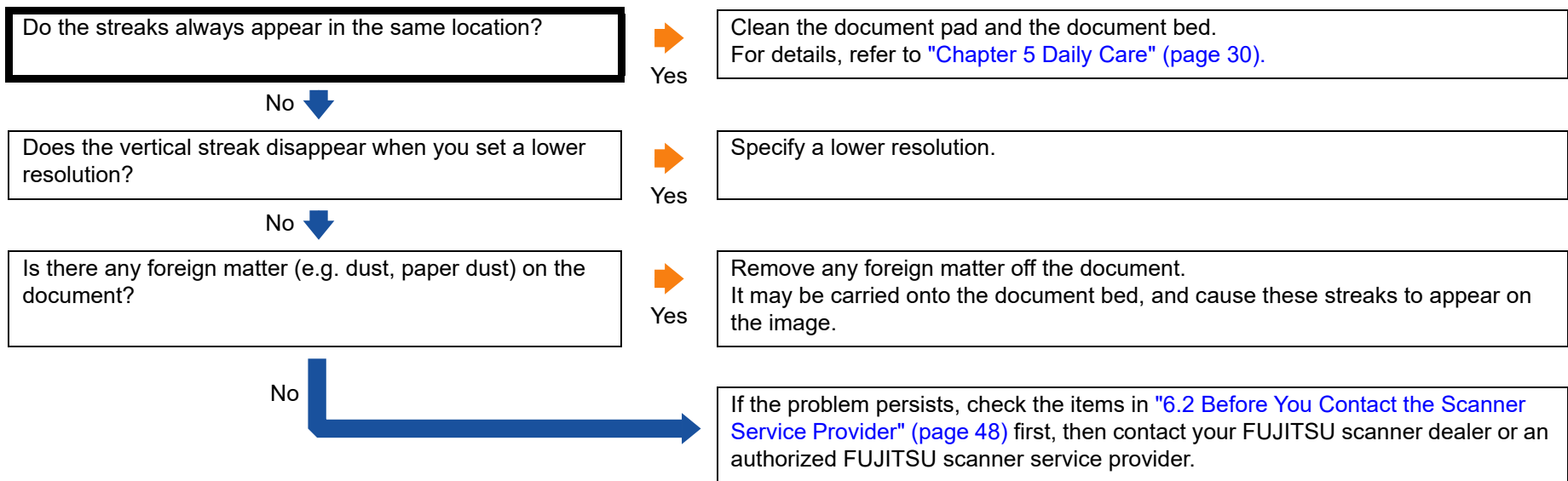
\*1: When scanning in grayscale or color, the scanned image may not become sharp and clear. If possible, use a scanner driver to configure the scan settings that simply "binarize" (output in black & white), and then perform a scan.

## Images are distorted or not clear.



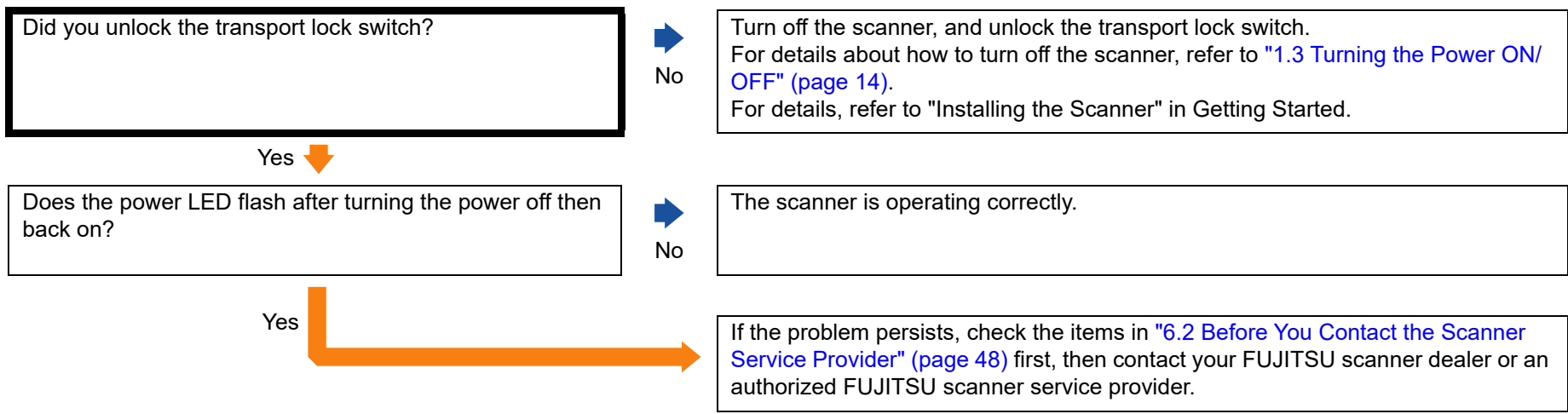
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## Vertical streaks appear on the scanned image.



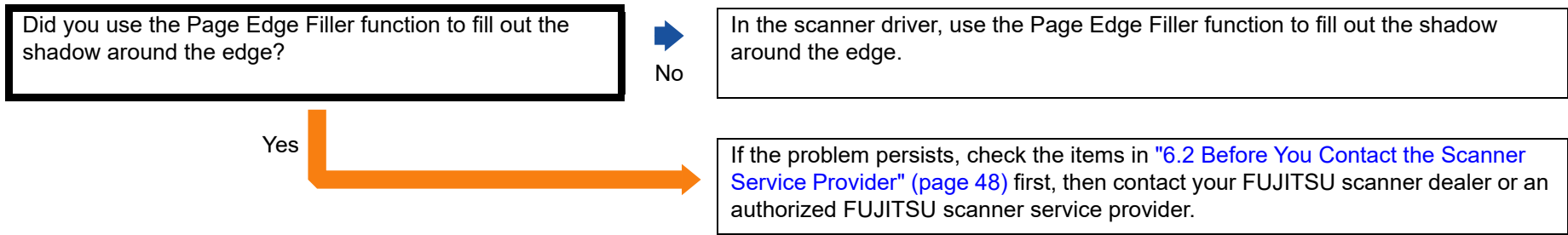
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## The power LED flashes after power-on.

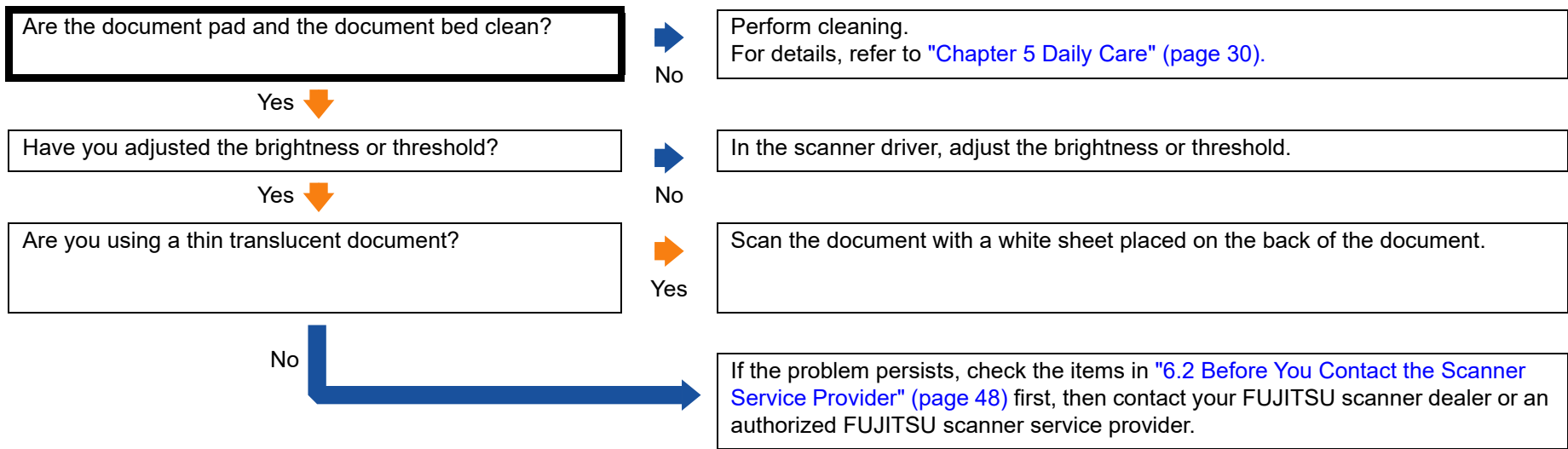


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## A shadow appears at the top or the bottom of the scanned image.

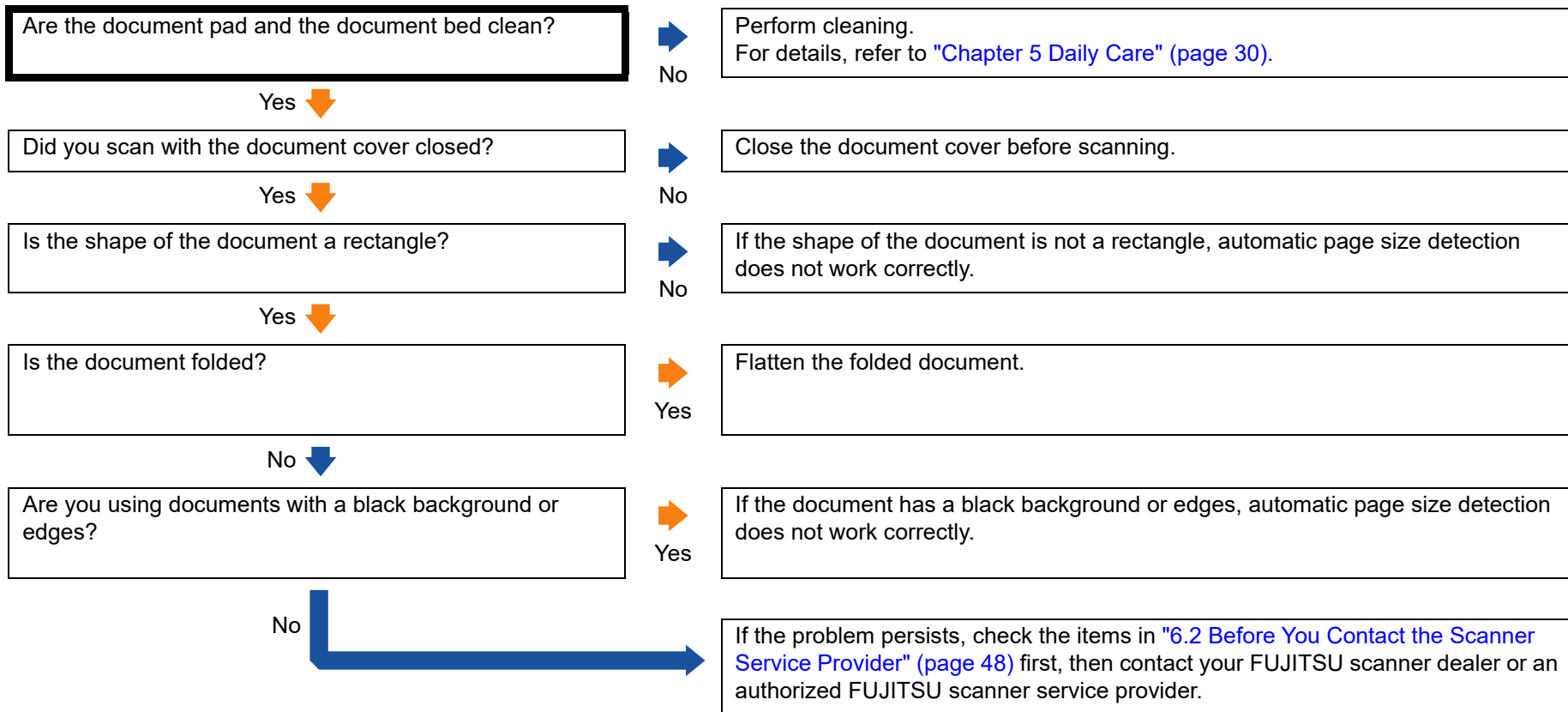


## Images scanned in black & white (or in grayscale or color) are dark.



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## Automatic page size detection fails.



## 6.2 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: fi-65F For details, refer to " <a href="#">6.3 Checking the Product Labels</a> " (page 50).
Serial No.	Example: XXXX000001 For details, refer to " <a href="#">6.3 Checking the Product Labels</a> " (page 50).
Date of manufacture	Example: 2013-09 (September 2013) For details, refer to " <a href="#">6.3 Checking the Product Labels</a> " (page 50).
Date of purchase	
Symptom	
Frequency of trouble	
Warranty	

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## Error Status

### Computer connection issues

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

### Image quality issues

Item	Findings
Scanner driver and version	
Interface controller	
Operating system (Windows)	
Application	Example: PaperStream ClickScan
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?	

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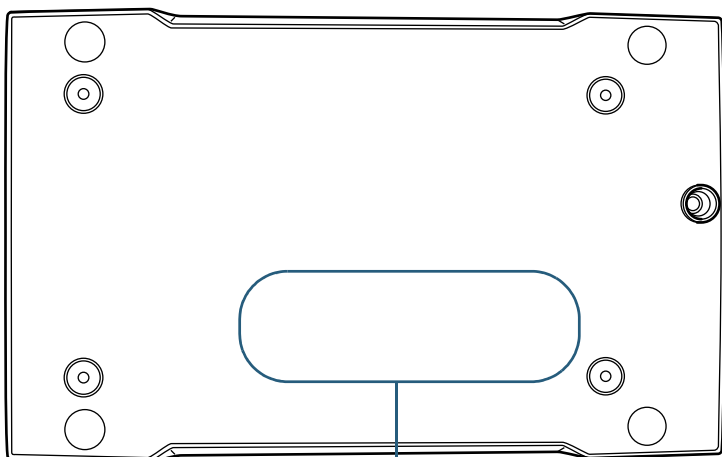
## 6.3 Checking the Product Labels

This section explains about the product labels on the scanner.

### Location

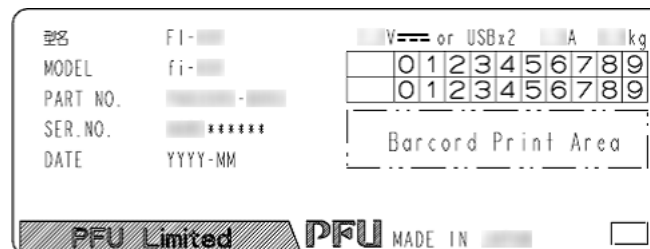
The labels are on the bottom of the scanner.

The location of the label is shown below.



Label

Label (example): Shows the scanner information.



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# Chapter 7 Operational Settings

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

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7.3 Configuration Items .....	60
7.4 Settings Related to Sheet Counters .....	62
7.5 Settings Related to Waiting Time.....	63

## 7.1 Starting Up the Software Operation Panel

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

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

### ATTENTION

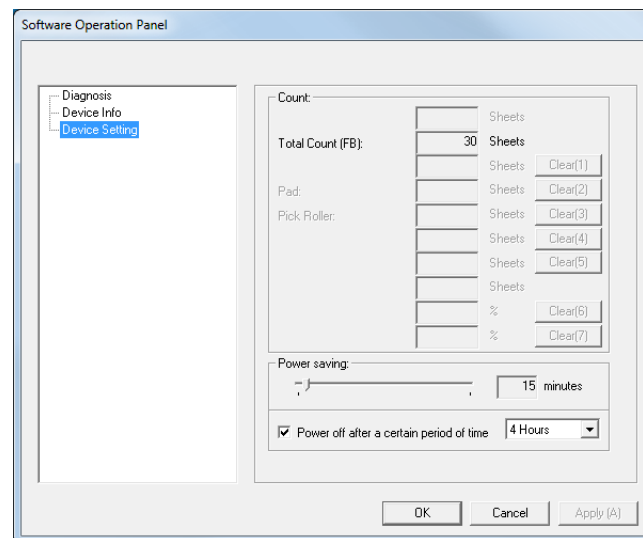
- Do not start up the Software Operation Panel when the scanner is scanning or the scanner driver's setup dialog box is open.
- Do not use the operator panel while the Software Operation Panel is running.
- If you connect multiple scanners, the second scanner and so forth will not be recognized. Connect 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 connect the scanner to the computer, refer to "Connecting the Cables" in Getting Started.

For details about how to turn on the scanner, refer to ["1.3 Turning the Power ON/OFF" \(page 14\)](#).

- 2 Display the [Software Operation Panel] dialog box.
  - Windows Server 2008 R2/Windows 7  
Click [Start] menu → [All Programs] → [fi Series] → [Software Operation Panel].
  - Windows Server 2012  
Right-click the Start screen, and select [All apps] on the app bar → [Software Operation Panel] under [fi Series].
  - Windows Server 2012 R2/Windows 8.1  
Click [↓] on the lower left side of the Start screen → [Software Operation Panel] under [fi Series].  
To display [↓], move the mouse cursor.
  - Windows 10/Windows Server 2016/Windows Server 2019/  
Windows Server 2022  
Click [Start] menu → [fi Series] → [Software Operation Panel].
  - Windows 11  
Click [Start] menu → [All apps] → [fi Series] → [Software Operation Panel].



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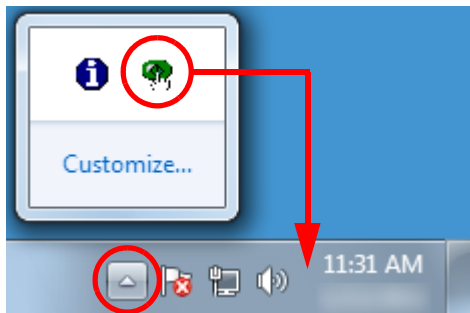
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⇒ The Software Operation Panel icon is displayed in the menu that appears when you click  in the notification area. To have the Software Operation Panel icon always displayed in the notification area, drag the icon and drop it onto the notification 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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## 7.2 Password Setting

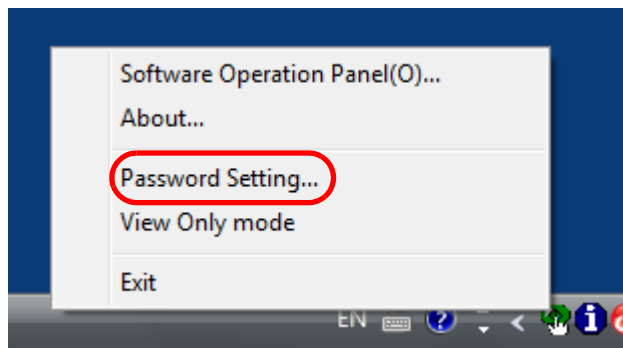
By setting a password, the Software Operation Panel can run in [View Only mode] which allows users to only view the scanner settings.

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.

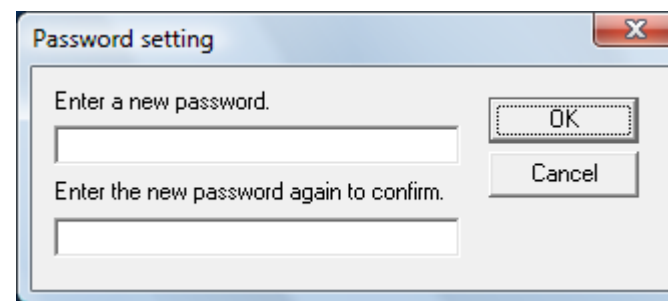


⇒ The [Password setting] dialog box appears.

- 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.



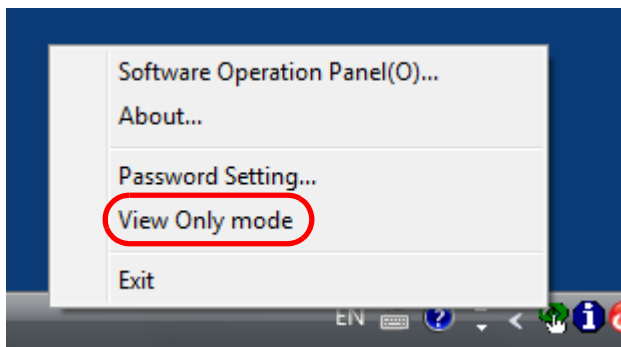
⇒ A confirmation message appears.

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

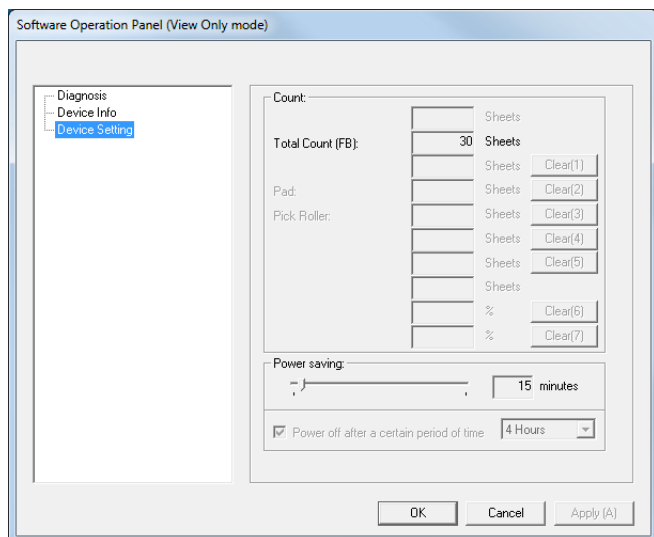
## Setting [View Only mode]

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 54).
- 2 Right-click the Software Operation Panel icon in the notification area, and select [View Only mode] from the menu.

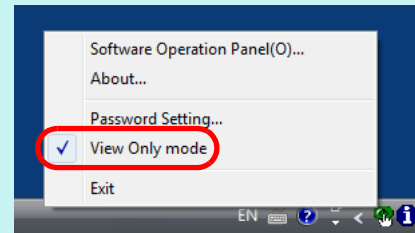


⇒ The Software Operation Panel enters [View Only mode].



### 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.



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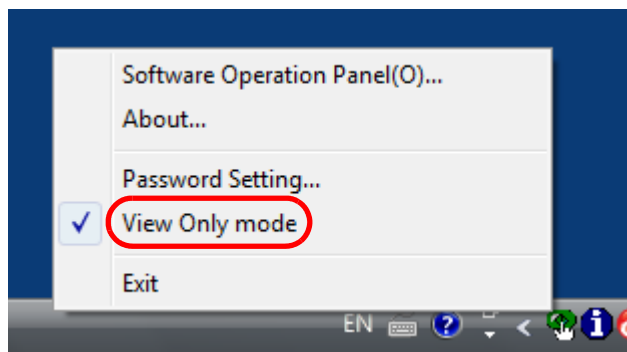
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## Clearing [View Only mode]

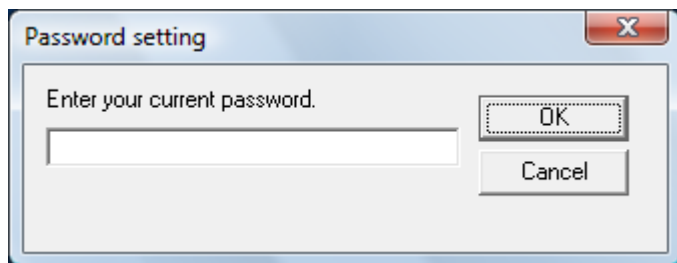
Clear [View Only mode] in the following procedure.

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

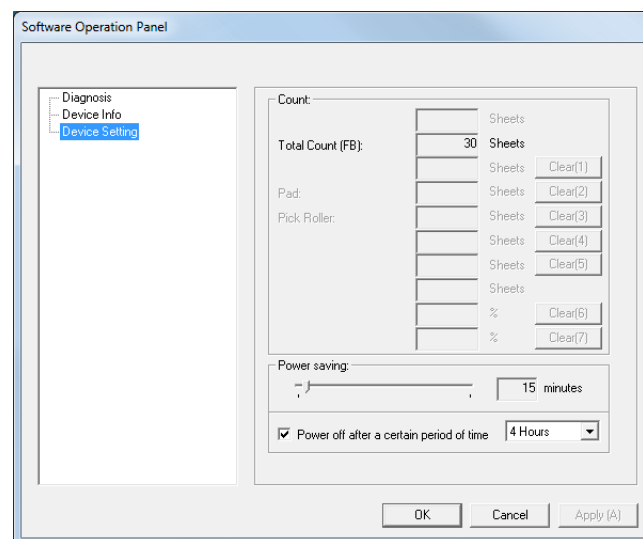


⇒ The [Password setting] dialog box appears.

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

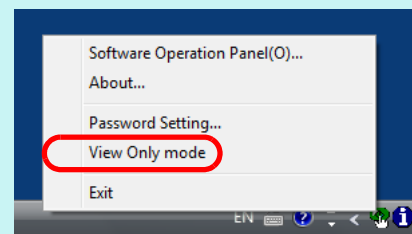


⇒ [View Only mode] is cleared, and the scanner settings can now be changed.



### 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.

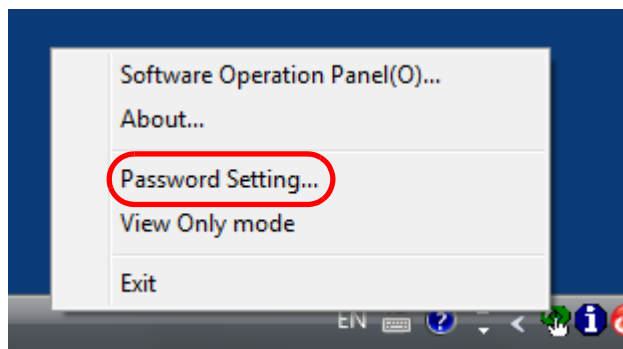




## Changing the Password

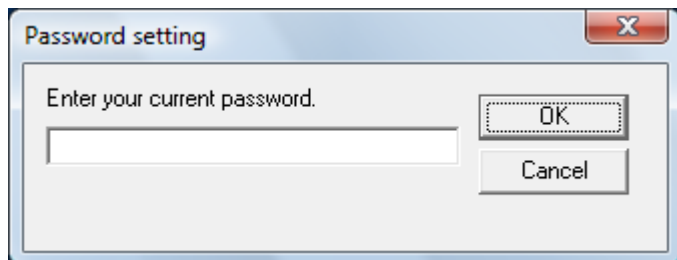
Change the password in the following procedure.

- 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.

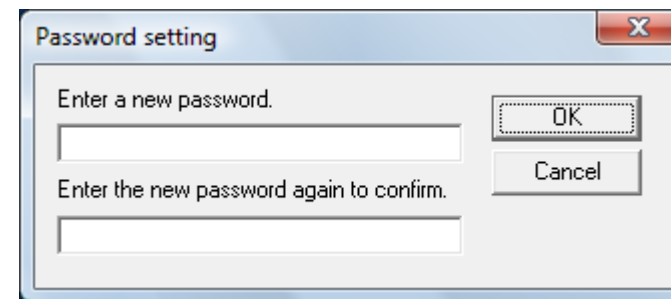


⇒ The [Password setting] dialog box appears.

- 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.

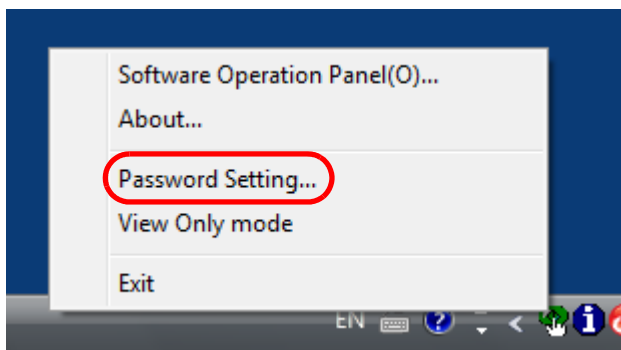
- 4 Click the [OK] button.

⇒ The password is set.

## Clearing the Password

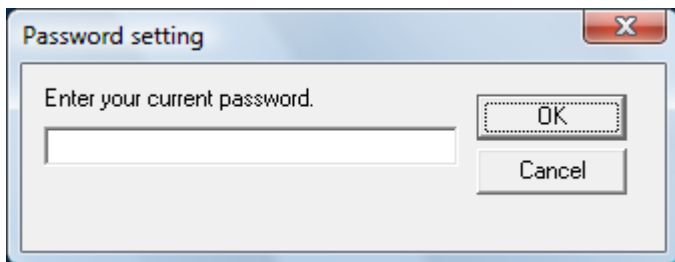
Clear the password in the following procedure.

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



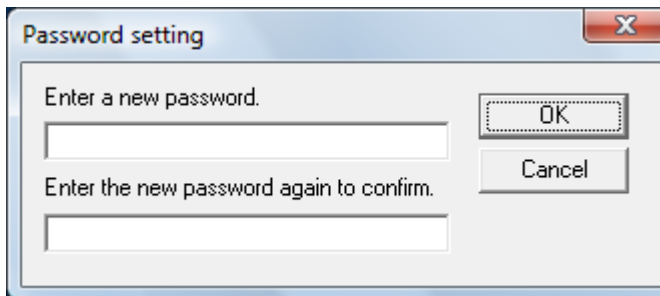
⇒ The [Password setting] dialog box appears.

- 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.

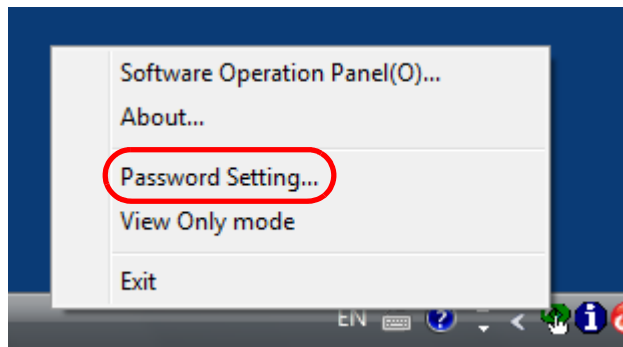
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## Resetting the Password

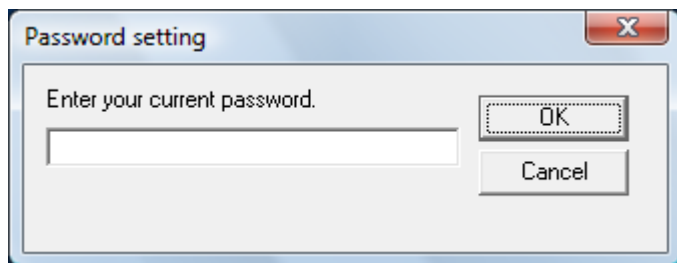
In case you forgot your password, it can be reset in the following procedure.

- 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 "fi-scanner", and click the [OK] button.

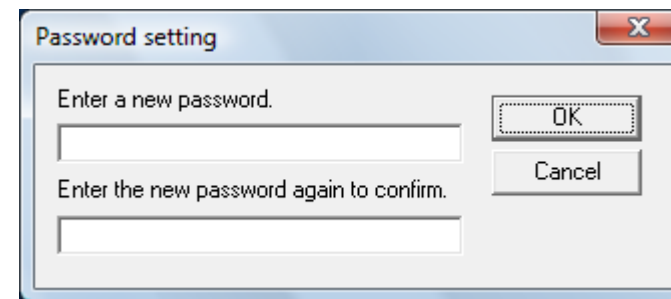


⇒ The [Password setting] dialog box appears.

- 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.

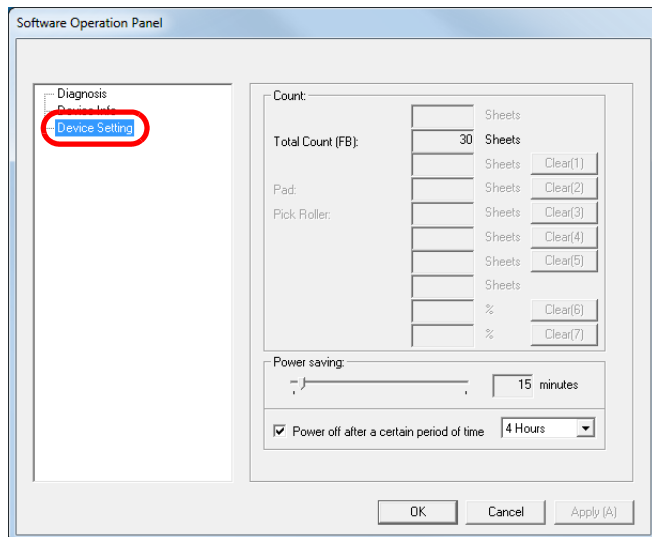
- 4 Click the [OK] button.
- ⇒ The password is set.

## 7.3 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 "[7.1 Starting Up the Software Operation Panel](#)" (page 52).
- 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.

Item	Description	Parameter/Value	Factory Default
Count (page 62)	Displays the approximate total number of sheets scanned on the flatbed.	Total Page Count (FB)	0
Power saving (page 63)	Specify the waiting time before entering power saving mode.	Range: 5 to 115 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  1 Hour/2 Hours/4 Hours/8 Hours (When the [Power off after a certain period of time] check box is selected)	Selected  4 Hours

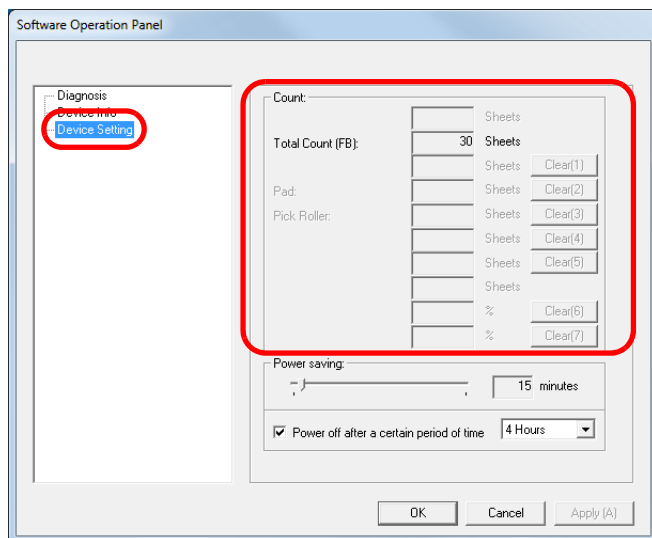
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## 7.4 Settings Related to Sheet Counters

### Checking the Sheet Counters [Count]

The approximate total number of sheets scanned on the flatbed can be checked.

- 1 Start up the Software Operation Panel.  
For details, refer to "[7.1 Starting Up the Software Operation Panel](#)" (page 52).
- 2 From the listing on the left, select [Device Setting].



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

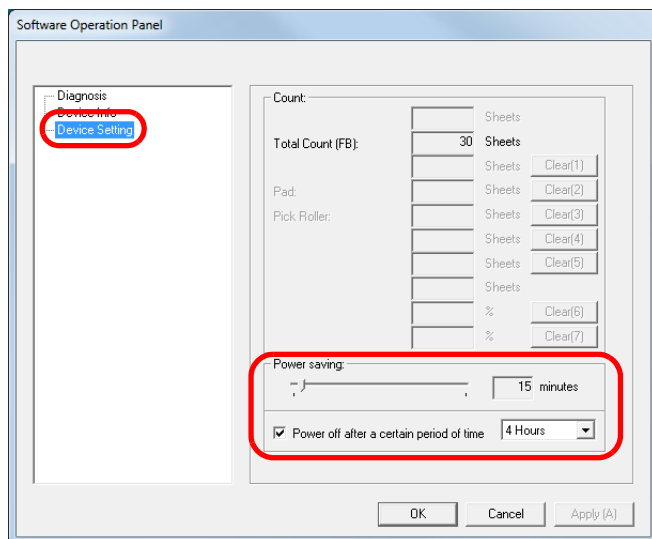
Item	Description
Total Page Count (FB)	Approximate total number of sheets scanned through the flatbed

## 7.5 Settings Related to Waiting Time

### 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 "7.1 Starting Up the Software Operation Panel" (page 52).
- 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 115 minutes (in increments of 5).

#### ATTENTION

When the [Power off after a certain period of time] check box is selected, the scanner may not be turned on when the computer is turned on.

If the scanner is not turned on when the computer is turned on, press the [Power] or [Scan] button to turn on the scanner.

#### 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].

- 4 Click the [OK] button.  
⇒ A confirmation message appears.
- 5 Click the [OK] button.  
⇒ The settings are saved.

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# Appendix

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This appendix provides the following information.

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## A.1 Basic Specification

Item		Specification	Notes	
Scanner type		Flatbed	-	
Image sensor		CMOS CIS	-	
Light source		LED (red, green, blue)	-	
Scanning area	Maximum	148 × 105 (mm) / 5.83 × 4.13 (in.)	A6	
Scanning speed (*1)	When the power cable is connected	Binary (black & white)	1.0 second	200 dpi, A6
		Grayscale	1.0 second	
		Color	1.7 seconds	
		Binary (black & white)	1.0 second	300dpi, A6
		Grayscale	1.0 second	
		Color	2.5 seconds	
	When the USB bus power cable is connected	Binary (black & white)	2.0 seconds	200 dpi, A6
		Grayscale	2.0 seconds	
		Color	2.0 seconds	
		Binary (black & white)	2.0 seconds	300dpi, A6
		Grayscale	2.0 seconds	
		Color	2.5 seconds	
Optical resolution		600 dpi	-	

Item		Specification	Notes
Output resolution	Binary (black & white)	50 to 600, 1200 dpi	50 to 600 dpi: configurable in 1 dpi increments
	Grayscale		
	Color		
Grayscale level		8-bit for each color	16-bit during internal processing
Interface		USB 2.0/1.1 (*2) (*3)	Type B

\*1: 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.

\*2: Connection with USB 2.0 requires the USB port to support USB 2.0.

When USB 2.0 is used for connection, the scanning speed is set for USB 2.0 (High-speed).

When USB 1.1 is used for connection, the scanning speed slows down.

\*3: When a USB hub is used, it is recommended that you use a USB 2.0 certified product. If the scanner connected through a USB hub does not work correctly, connect the USB cable directly to the USB port of the computer.

## A.2 Installation Specification

Item		Specification	
Outer dimensions (W × D × H) (*1)		145 × 234 × 40 (mm) / 5.71 × 9.21 × 1.57 (in.)	
Installation space (W × D × H) (*2)		145 × 281 × 257 (mm) / 5.71 × 11.06 × 10.12 (in.)	
Weight		0.9 kg (1.98 lb)	
Input power	Voltage range	When the power cable is connected	AC 100 to 240 V ±10%
		When the USB bus power cable is connected	DC 5 V
	Phase		Single phase
	Frequency range		50/60 ±3 Hz
Power consumption		When the power cable is connected	Operating : 8.0 W or less Power saving : 2.0 W or less Power OFF : 0.3 W or less
		When the USB bus power cable is connected	Operating : 5.0 W or less Power saving : 2.0 W or less Power OFF : 0.3 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%	

Item		Specification
Calorific value	When the power cable is connected	Operating : 6.88 kcal/Hr or less Power saving : 1.72 kcal/Hr or less Power OFF : 0.26 kcal/Hr or less
	When the USB bus power cable is connected	Operating : 4.30 kcal/Hr or less Power saving : 1.72 kcal/Hr or less Power OFF : 0.26 kcal/Hr or less
Shipping weight (*3)		2.0 kg (4.41 lb)

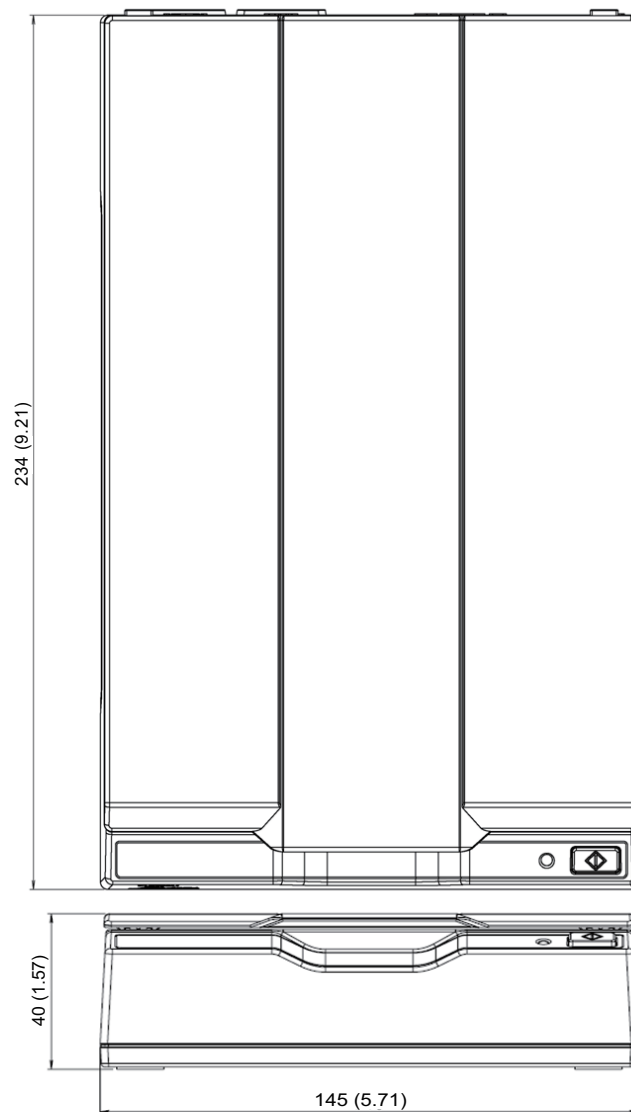
\*1: The depth and height exclude protruding parts.

\*2: The required installation space is a reference for opening and closing the document cover.

\*3: Includes the package weight.

## A.3 Outer Dimensions

The outer dimensions are as follows:



Unit: mm (in.)

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## A.4 Uninstalling the Software

- 1 Turn on the computer and log onto Windows as a user with administrator privileges.
- 2 Exit all running software.
- 3 Display the [Control Panel] dialog box.
  - Windows Server 2008 R2/Windows 7  
Click [Start] menu → [Control Panel].
  - Windows Server 2012  
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  
Click [↓] on the lower left side of the Start screen → [Control Panel] under [Windows System].  
To display [↓], move the mouse cursor.
  - Windows 10/Windows Server 2016/Windows Server 2019/  
Windows Server 2022  
Click [Start] menu → [Windows System] → [Control Panel].
  - Windows 11  
Click [Start] menu → [All apps] → [Windows Tools] and double-click [Control Panel].
- 4 Select [Uninstall a Program].  
⇒ The [Programs and Features] dialog box appears with a list of the currently installed software.
- 5 Select software to uninstall.
  - PaperStream IP driver:  
One of the following:
    - [PaperStream IP (TWAIN)]
    - [PaperStream IP (TWAIN x64)]
    - [PaperStream IP (ISIS) for fi-60F/fi-65F]
  - Software Operation Panel: [Software Operation Panel]  
(The Software Operation Panel is installed together with the PaperStream IP driver.)
  - PaperStream ClickScan: [PaperStream ClickScan]
  - PaperStream Capture/PaperStream Capture Pro (EVALUATION): [PaperStream Capture]
  - Manuals: [fi Series manuals for fi-65F]
  - Scanner Central Admin Agent: [Scanner Central Admin Agent]
  - fi Series Online Update: [fi Series Online Update]
- 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

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### **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.).

### **Automatic size/skew detection**

Automatic page size detection:

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

## B

---

### **Brightness**

Refers to the brightness of a scanned image.

## C

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### **Canadian DOC**

A standard issued by Industry Canada, a department of the Canadian government, which sets out the technical requirements relative to the radiated and conducted radio noise emissions from digital apparatus.

### **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.

### **Color balance**

The balance of colors in an image.



## 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 error**

An error that requires 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.

### **dpi (dots per inch)**

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

### **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 which traces the boundaries between black and white areas, and extracts them as outlines.

### **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.

**Energy Star**

ENERGY STAR is an international standard for energy-efficient electronic equipment which was established by the US Environmental Protection Agency (EPA) in 1992. The standard program has now been adopted by countries around the world.

**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**

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**FCC**

Acronym for "The Federal Communications Commission", an independent United States government agency which is in charge of regulating interstate and international communications via radio, television, wire, satellite and cable. The Part 15 of the FCC regulations mentioned in this manual is designed to prevent harmful interferences on radio communication of radio receivers and other devices which radiate radio frequency energy, and provides for the certification of radio receivers. It also provides the certification of low power transmitters and the operation of certified transmitters without a license.

**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 one document at a time on the document bed (glass). Documents such as books and magazines can be scanned.

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## G

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### 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 1 or larger, the brightness of an image increases and vice versa. Normally, the gamma rate is set to 1 when reproducing the same brightness as the original.

### Grayscale

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

## H

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### 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

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### 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

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### **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.

## 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

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### **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 button and an LED. It is used for scanner operations such as selecting functions and changing settings.

## P

---

### **Pixel**

The dots that make up a scanned image.

## R

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### 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

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### Smoothing

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

## T

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### 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.

### TÜV

An institution that controls products for conformity with various standards related to security, usability and environmental issues.

### 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

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### 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 at Low-speed, 12 Mbps at Full-speed, and a maximum of 480 Mbps at Hi-speed.

For USB 1.1, the data transfer rate is 1.5 Mbps at Low-speed and 12 Mbps at Full-speed.

## W

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### White reference sheet

The white part which the scanner uses as a reference for the color white to adjust the brightness of all other areas accordingly.

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fi-65F Image Scanner

Operator's Guide

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Appendix

Glossary