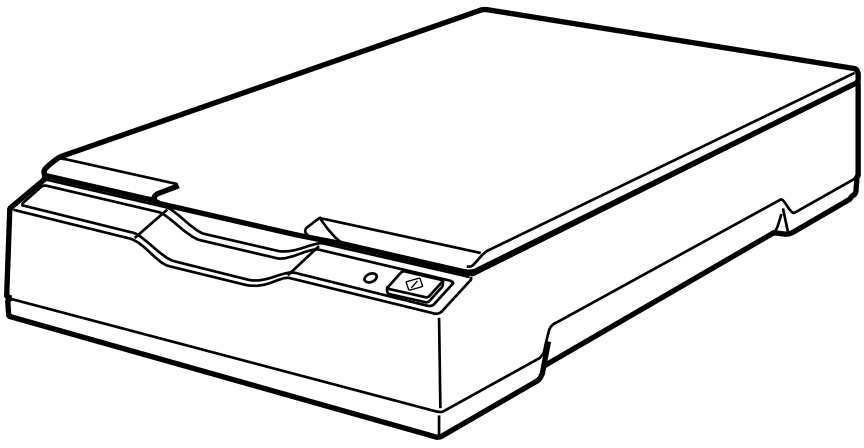
P3PC-7172-03ENZ2

RICOH

# Image Scanner

# fi-70F

# Operator's Guide



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# Introduction

Thank you for purchasing this product.

## 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.<br>Make sure to read this manual before using the scanner.<br>The PDF version is included in the Setup DVD-ROM. |
| Getting Started (paper) | Explains how to install the scanner, and how to configure the scanner settings. |
| Operator's Guide (this manual) (HTML) | Provides detailed information on how to operate and maintain the scanner daily and how to troubleshoot problems.<br>Included in the Setup DVD-ROM. |
| PaperStream Capture User's Guide (PDF) | Provides an overview of PaperStream Capture, and detailed information on installation, how to scan documents, activation, and multistation operation.<br>Included in the Setup DVD-ROM. |
| Scanner Central Admin User's Guide (PDF) | Explains about the overview, installation, operation and maintenance of Scanner Central Admin.<br>Included in the Setup DVD-ROM. |
| PaperStream IP Help | Explains how to use and configure the settings for the PaperStream IP drivers.<br>Included in the Setup DVD-ROM. |
| PaperStream ClickScan Help | Explains how to use and configure the settings for PaperStream ClickScan.<br>Included in the Setup DVD-ROM. |
| fi Series Online Update Help | Explains how to use and configure the settings for fi Series Online Update.<br>Included in the Setup DVD-ROM. |

Depending on the software that you want to use, refer to the manual of the software (Other than the softwares above).
For details about the software, refer to Overview of the Bundled Software (page 14).

## Trademarks

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## Manufacturer

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

## Issue Date/Issuer

Issue date: March 2024
Issued by: PFU Limited
Regulatory Model: P3841A
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## 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 of an operation that, if not strictly observed, may result in severe injury or death. |

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

For notational convention, the following symbols are used in this manual:

**ATTENTION**

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

**HINT**

This symbol alerts operators to helpful advice regarding operations.

## Abbreviations Used in This Manual

The following abbreviations are used in this manual.

| Name | Indication |
|---|---|
| Windows® 10 Home (32-bit/64-bit)<br>Windows® 10 Pro (32-bit/64-bit)<br>Windows® 10 Enterprise (32-bit/64-bit)<br>Windows® 10 Education (32-bit/64-bit) | Windows 10 (*1) |
| 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)<br>Windows® 11 Pro (64-bit)<br>Windows® 11 Enterprise (64-bit)<br>Windows® 11 Education (64-bit) | Windows 11 (*1) |
| Google Chrome™ | Google Chrome |
| Microsoft® Word | Word |
| Microsoft® Excel® | Excel |
| PaperStream IP (TWAIN)<br>PaperStream IP (TWAIN x64)<br>PaperStream IP (ISIS) for fi-65F/70F | PaperStream IP driver |

***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 which should be selected 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 10. The actual windows and operations may differ depending on the operating system. Also note that the screens and operations may differ from this manual after the scanner application software is updated. In that case, refer to the manual provided upon updating the software.

## Notice

- The contents of this manual are subject to change without notice.
- PFU Limited assumes no liability for incidental or consequential damages arising from the use of this product, and any claims by a third party.
- Copying of the contents of this manual, in whole or in part, as well as the scanner applications is prohibited under the copyright law.

# Scanner Overview

This section explains the main features of this product, the names of parts and their functions.

## Main Features

The scanner is equipped with the following features:

- **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.

- **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.

- **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**

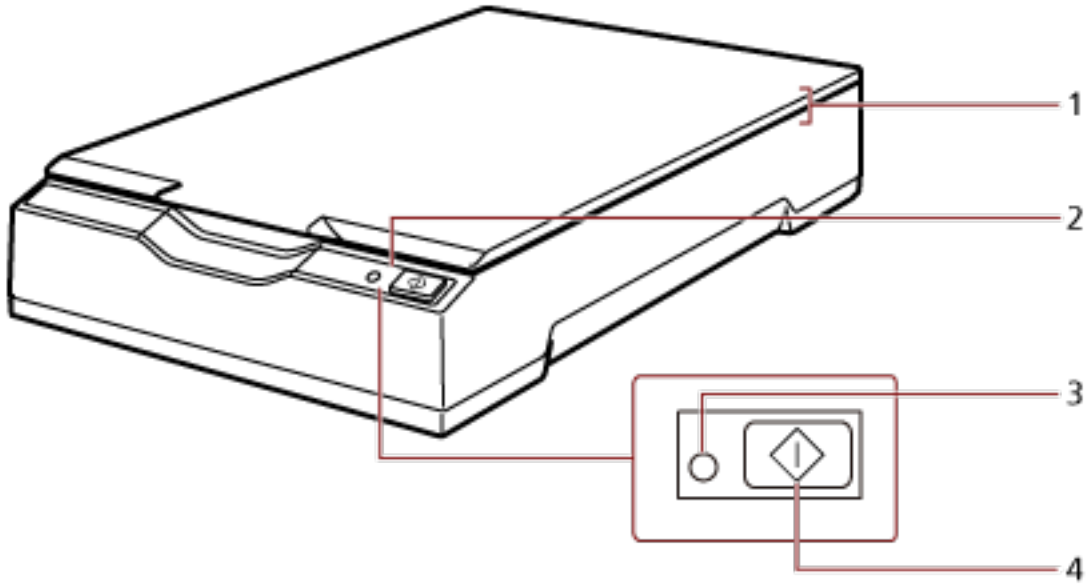
  With Scanner Central Admin Server, multiple scanners can be managed together.
  For example, the application can be used to update the setting information and scanner drivers for all scanners at once, and check the operating status of each scanner.
  For details, refer to the Scanner Central Admin User's Guide.

  ***1:**When scanning A6 size documents at 300 dpi in black & white.

## Parts and Functions

This section shows the names of the scanner parts.

- **Front**




| No. | Name | Function |
|---|---|---|
| 1 | Flatbed | Open the document cover and place a document on the document bed (glass section). |
| 2 | Operator panel | Consists of the [Scan] button and power LED.<br>Can be used to operate the scanner or check the status. |
| 3 | Power LED | Lights in green when the scanner is on. |
| 4 | [Scan] button | Resumes from power saving mode (*1) and turns the power on (*2).<br>Launches the linked application software (*3). |

***1:**For details about power saving mode, refer to Entering and Resuming from Power Saving Mode (page 24).

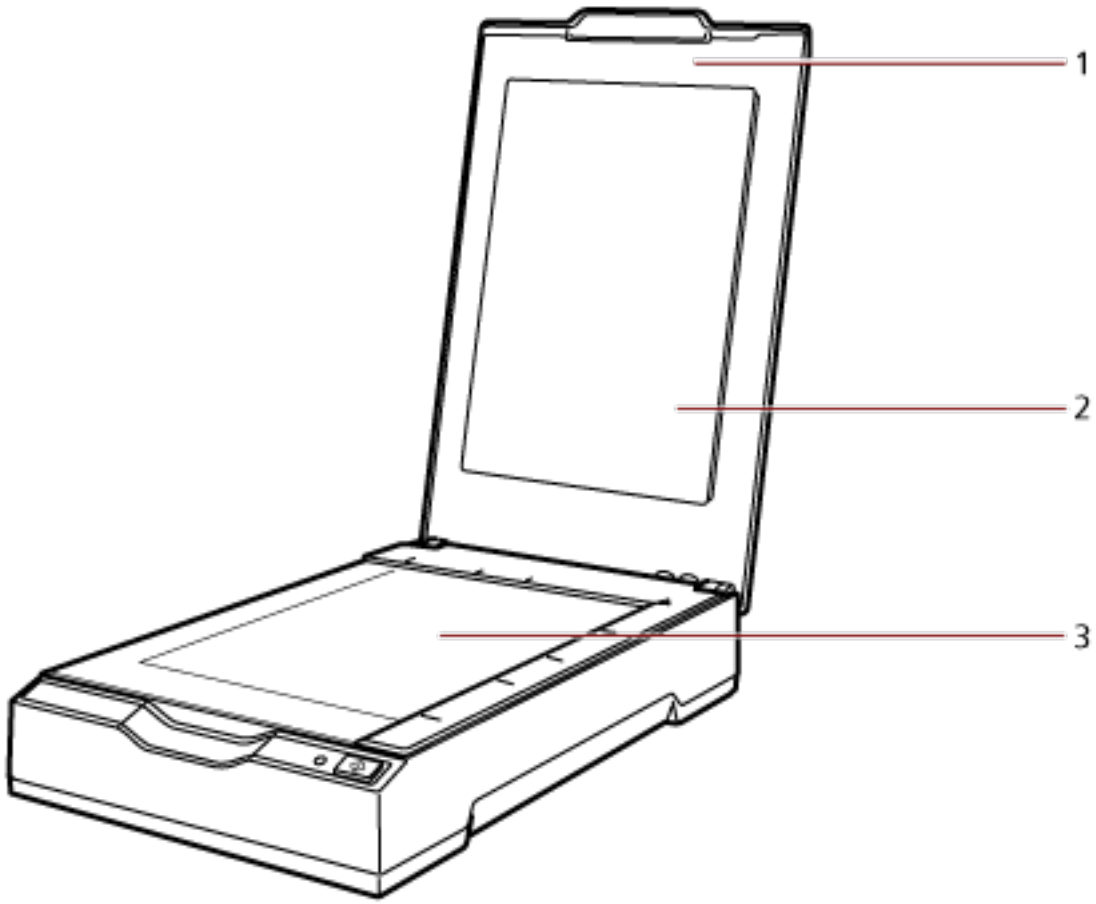
***2:**For details about turning the power on/off, refer to Turning the Power ON/OFF (page 19).

***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 28).

**ATTENTION**

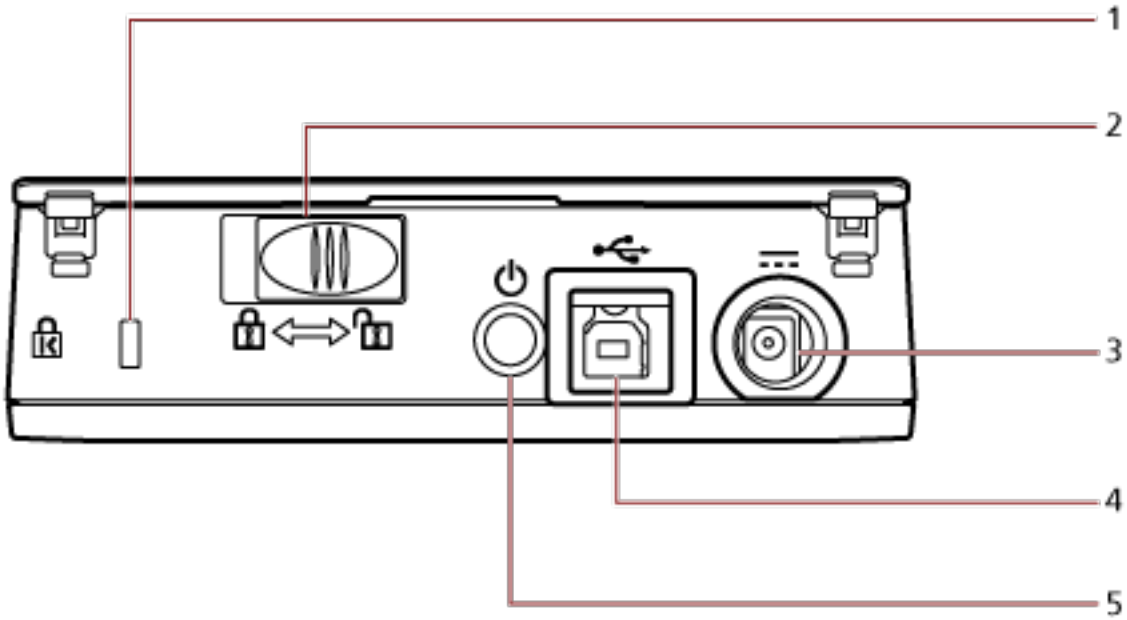
Do not use the [Scan] button while the Software Operation Panel is running.

- **Inside**




| No. | Name | Function |
|---|---|---|
| 1 | Document cover | Open the cover when you place a document on the document bed.<br>Close it to hold the document on the document bed. |
| 2 | Document pad | Holds the document down against the document bed. |
| 3 | Document bed | Place a document on the glass section. |

- **Back**




| No. | Name | Function |
|---|---|---|
| 1 | Security cable slot | Used to connect an anti-theft security cable (commercially available). |
| 2 | Transport lock switch | Locks the carrier unit (which is inside the flatbed) to prevent damage during transportation. |
| 3 | Power connector | Used to connect the power cable or USB bus power cable. |
| 4 | USB connector | Used to connect a USB cable. |
| 5 | [Power] button | Resumes from power saving mode (*1) and turns the power on/off (*2).<br>The power LED lights in green when the scanner is turned on. |

***1:**For details about power saving mode, refer to Entering and Resuming from Power Saving Mode (page 24).

***2:**For details about turning the power on/off, refer to Turning the Power ON/OFF (page 19).

## Installing the Software

This section describes the software that is required for the computer you want to connect the scanner to, the system requirements, and the installation method.
When using Scanner Central Admin, refer to the Scanner Central Admin User's Guide.

> **HINT**
> The software can be installed from the bundled Setup DVD-ROM or downloaded from the download site and then installed.

## Overview of the Bundled Software

This product is bundled with the following software.

- 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.
    It can be installed on 64-bit operating systems.
  - PaperStream IP (ISIS) for fi-65F/70F
    Conforms to the ISIS standard. Used when you operate the scanner using ISIS-compliant applications.

  For details, refer to the PaperStream IP driver Help.
- Software Operation Panel
  You can configure settings that are related to scanning documents.
  It is installed together with the PaperStream IP driver.
  For details, refer to Scanner Settings (Software Operation Panel) (page 57).
- PaperStream ClickScan
  A 32-bit image scanning application which supports PaperStream IP (TWAIN).
  Scanning can be performed via simple settings and operations.
  This program starts automatically when you log in to your computer and resides in the notification area of the taskbar.
  For details, refer to the PaperStream ClickScan Help.
- PaperStream ClickScan Searchable PDF Option
  An application for creating searchable PDF files.
  You can output the scanned images in Word or Excel file formats.
  It can be used with PaperStream ClickScan.
  For details, refer to the PaperStream ClickScan Help.

- PaperStream Capture
  A 32-bit image scanning application which supports PaperStream IP (TWAIN)/PaperStream IP (ISIS) for fi-65F/70F.
  By defining scan settings as document profiles, you can customize the settings according to your preference.
  For details, refer to the PaperStream Capture User's Guide.
- PaperStream Capture Pro (EVALUATION)
  A 32-bit image scanning application which supports PaperStream IP (TWAIN).
  It is the trial version of PaperStream Capture Pro.
  To use the full version, purchase and activate a license.
  In addition to the functions in PaperStream Capture, PaperStream Capture Pro also allows you to perform multistation operations and advanced meta data settings.
  For details, refer to the PaperStream Capture User's Guide.
- Manuals
  Safety Precautions and the Operator's Guide are installed.
- Scanner Central Admin Agent
  Use this application to update the driver for multiple scanners with a single operation, and to manage and monitor multiple scanners. You can monitor scanner operations status and check scanner information.
  The applications that are required will differ with each operation mode.
  For details, refer to the Scanner Central Admin User's Guide.
- fi Series Online Update
  This application checks for the latest update programs for the software related to fi Series.
  For details, refer to the fi Series Online Update Help.

## System Requirements

The system requirements for the computer on which software is to be installed are as follows.

| | |
|---|---|
| Operating system | ● Windows® 10 Home (32-bit/64-bit) (*1)<br>● Windows® 10 Pro (32-bit/64-bit) (*1)<br>● Windows® 10 Enterprise (32-bit/64-bit) (*1)<br>● Windows® 10 Education (32-bit/64-bit) (*1)<br>● Windows Server® 2016 Standard (64-bit) (*1)<br>● Windows Server® 2019 Standard (64-bit) (*1)<br>● Windows Server® 2022 Standard (64-bit) (*1)<br>● Windows® 11 Home (64-bit) (*1)<br>● Windows® 11 Pro (64-bit) (*1)<br>● Windows® 11 Enterprise (64-bit) (*1)<br>● Windows® 11 Education (64-bit) (*1) |
| CPU | Intel or Intel-compatible processor |
| Display resolution | 1024 × 768 pixels or higher, 65,536 or more colors |
| Disk space | 11 GB or more of free disk space (*2) |
| DVD drive | Required for installing the software |
| Interface | USB2.0/USB1.1 |

***1:**The bundled software operates as a desktop application.

***2:**Required disk space for scanning documents varies according to the file size of the scanned images.

## Installation (Recommended)

When [Installation (Recommended)] is selected, the following software is installed:
Necessary software to use the scanner is installed all at once.

- PaperStream IP (TWAIN)
- Software Operation Panel
- PaperStream ClickScan
- PaperStream Capture
- Manuals (Safety Precautions, Operator's Guide)
- fi Series Online Update

**1 Turn on the computer and log onto Windows as a user with administrator privileges.**

**2 Insert the Setup DVD-ROM into the DVD drive.**
The [fi Series Setup] window appears.

> **HINT**
> If the [fi Series Setup] window does not appear, double-click "Setup.exe" in the Setup DVD-ROM via [Explorer] or [Computer].

**3 Click the scanner model name to be used (if the window for selecting a model name is displayed).**

**4 Click the [Installation (Recommended)] button.**

**5 In the window to select an installation method, select your desired installation method.**

- To download the latest software, select [Download & Install (Recommended)] and download it from the download site.
- To install the software from the Setup DVD-ROM, select [Install from Disc] and proceed to the next step.

**6 Install the software by following the instructions displayed in the window.**

## Installation (Custom)

With [Installation (Custom)], select and install necessary software.

1. **In the same way as in Installation (Recommended) (page 17), perform steps 1 through 3.**
2. **Click the [Installation (Custom)] button.**

3. **In the window to select an installation method, select your desired installation method.**
   - To download the latest software, select [Download & Install (Recommended)] and download it from the download site.
   - To install the software from the Setup DVD-ROM, select [Install from Disc] and proceed to the next step.
4. **Select the check boxes for the software to be installed and click the [Next] button.**
5. **Install the software by following the instructions displayed in the window.**

# Basic Operations

This section explains how to operate the scanner.

## Turning the Power ON/OFF

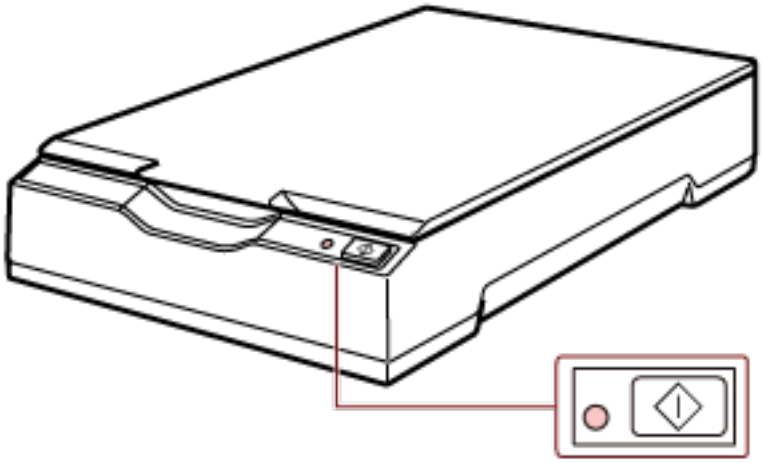
This section explains how to power on/off the scanner.

## 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.

- Connect the USB cable to a USB port on the computer.
- Connect the power cable to the AC outlet or the USB bus power cable to a USB port on the computer

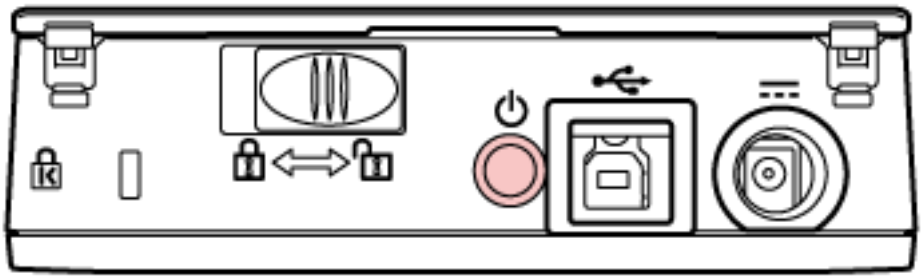
When the computer is turned on, the scanner is turned on and the power LED lights in green.

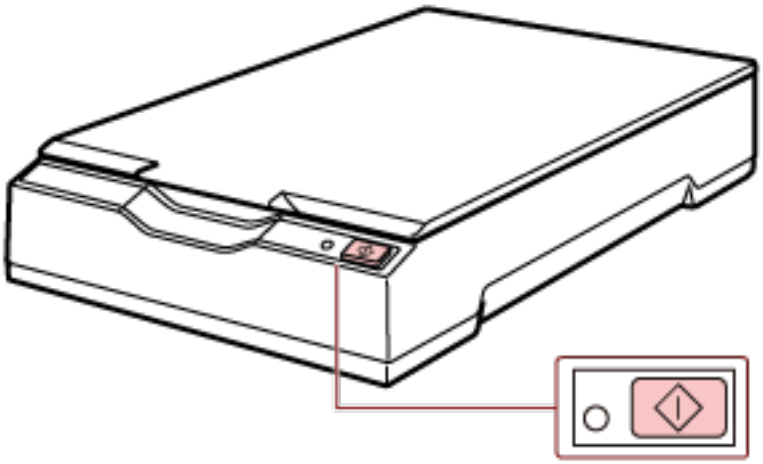


**ATTENTION**

- 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.



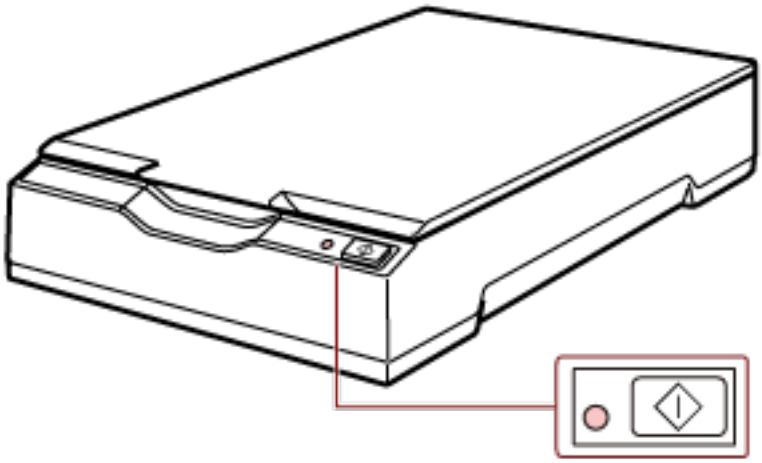


## How to Turn the Power OFF

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

- Connect the USB cable to a USB port on the computer.
- Connect the power cable to the AC outlet or the USB bus power cable to a USB port on the computer

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



**ATTENTION**

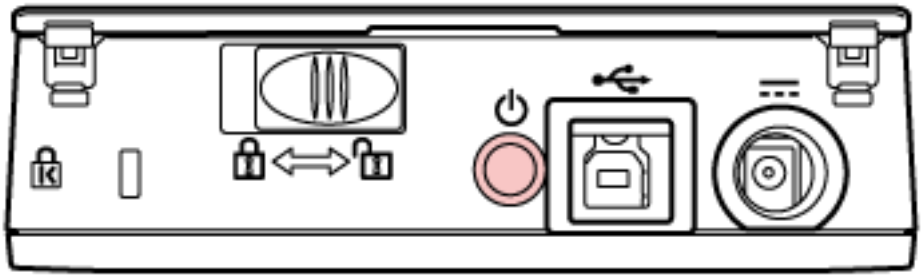
For a computer that supplies power to USB devices after it is shut down, the scanner may not be able to turn off with the computer when the computer is shut down.
If the scanner is not turned off when the computer is turned off, turn off the scanner by performing one of the following:

- Remove the AC cable from the AC adapter.
- 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.

**HINT**

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

- When the computer is turned on, press the [Power] button for 2 seconds or more.



- Remove the AC cable from the AC adapter.

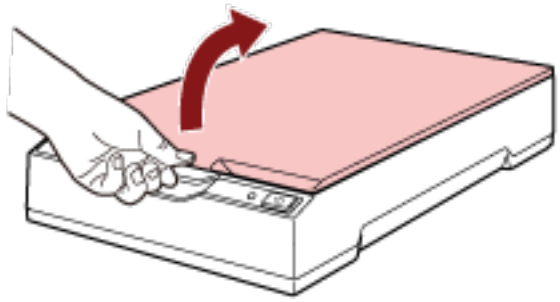
- Remove the power cable from the power connector of the scanner or unplug the power cable from the AC outlet.
- Remove the USB bus power cable from the power connector of the scanner or remove the USB bus power cable from the USB port of the computer.

## Opening/Closing the Document Cover

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

## How to Open the Document Cover

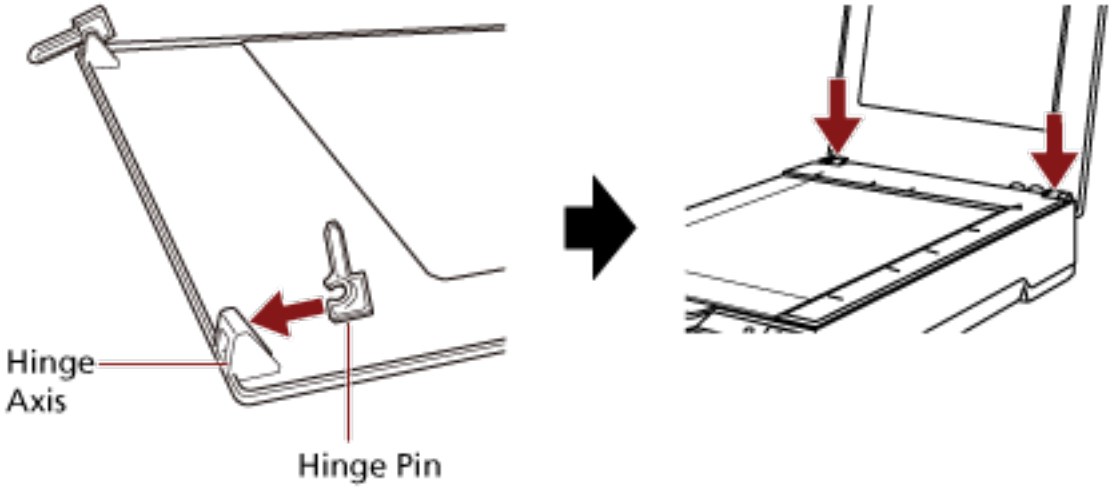
**1 Open the document cover.**



**ATTENTION**

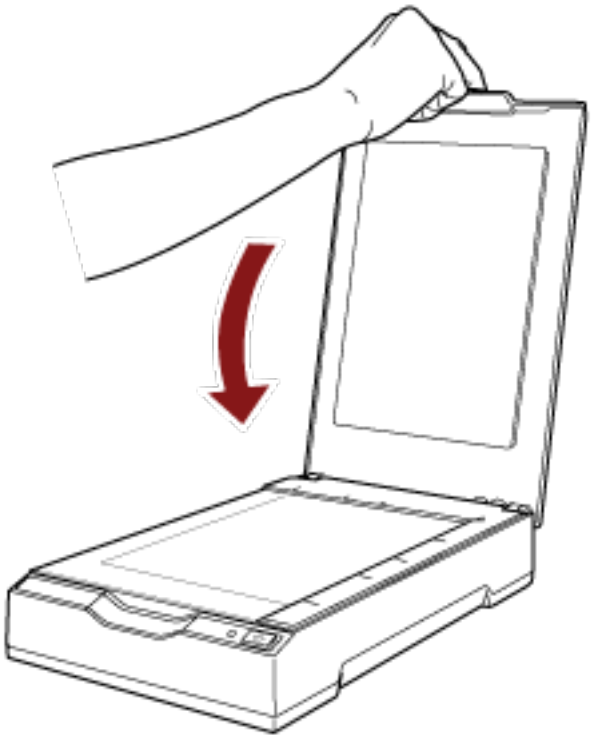
- If the document cover is opened too wide, it may come off. This is to prevent the hinge from being damaged.

- 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.**



## Entering and Resuming from Power Saving Mode

The scanner enters power saving mode when it is left on without being used for a certain period of time.
Power saving mode keeps the power consumption low when the scanner has not been used for a certain period of time.
Power saving mode has two types of settings.

- Power Save
  If the scanner is left powered on for 15 minutes (factory default setting) or longer 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 2 seconds or more.
  - Scan a document with the image scanning application.
- Auto Shutdown
  The scanner is turned off automatically if it is left on without being used for a certain period of time ([4 Hours] for the factory default setting).
  To turn the power back on after the power is turned off automatically, press the [Power] button or [Scan] button on the scanner. For details, refer to How to Turn the Power ON (page 19).

**ATTENTION**

- When the scanner performs scanning for the first time after it resumes from power saving mode, the scanning takes a longer time than usual because the scanner performs initialization similar to that performed at power-on.
- For some image scanning applications, the scanner may not be turned off even if [Auto Shutdown hours] is specified.
- If the scanner is automatically turned off while you are using the image scanning application, exit the application, and then 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 for the Scanner to Enter Power Saving Mode [Power saving] (page 73).

# How to Perform a Basic Scan

This section explains how to perform a basic scan.

## Performing a Scan with an Image Scanning Application

This section explains about the basic flow of performing a scan using an image scanning application on the computer.
In this case, a scanner driver and an image scanning application that supports the scanner driver must be installed on the computer.
The following scanner driver and image scanning applications are bundled with the scanner:

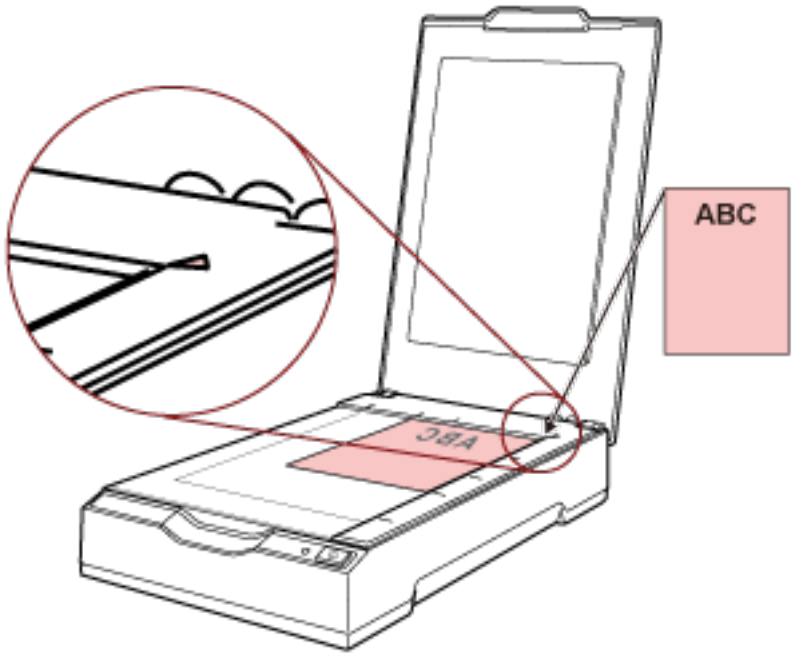
- Scanner driver
  - PaperStream IP driver
- Image scanning application
  - PaperStream ClickScan
  - PaperStream Capture
  - PaperStream Capture Pro (EVALUATION)

**HINT**

- For details about the scanner driver and image scanning applications, refer to Overview of the Bundled Software (page 14).
- Scanning procedures, operations, and scan setting items slightly vary depending on the image scanning application and the scanner driver.
  For details, refer to the help for the image scanning application and the scanner driver.

1. **Turn on the scanner.**
   For details, refer to How to Turn the Power ON (page 19).
2. **Open the document cover.**
   For details, refer to How to Open the Document Cover (page 22).
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 How to Close the Document Cover (page 23).

5 **Start an image scanning application.**

6 **Select a scanner driver to be used for scanning.**
For some image scanning applications, selection of a scanner driver may not be needed.

7 **Select the scanner to be used for scanning.**
For some image scanning applications, selection of a scanner may not be needed.

8 **In the setup window for the scanner driver, configure the scan settings.**
For some image scanning applications, the setup window for the scanner driver may not appear.

9 **Scan the document with the image scanning application.**

**ATTENTION**

Do not perform an operation to disconnect the connection between the scanner and the computer such as the following:

- Disconnecting the USB cable
- Logging off from the computer
- Disconnecting the power cable or USB bus power cable

**HINT**

If the orientation of the scanned image of the open booklet is incorrect, change the rotation setting in the scanner driver. For details, refer to the help for the scanner driver.

## Using a Button on the Scanner to Start Scanning

This section explains about the basic flow of performing a scan using an image scanning application on the computer started by pressing the [Scan] button on the scanner.
In this case, there are necessary settings to be set in advance in order to perform a scan.

1 **Button Settings (page 29)**
Configure the settings on the computer for the [Scan] button on the scanner. Specify an image scanning application for the button so that the application can be used to scan documents.
Display the [Devices and Printers] setting window for Windows, and set the button in [Scan properties] for the scanner. For details, refer to Button Settings (page 29).

2 **Settings on the Image Scanning Application**
For some image scanning applications, settings on the image scanning application may be necessary.
For details, refer to the help for the image scanning application.

3 **Operations on the Scanner (page 31)**
Load documents in the scanner and press the [Scan] button.
Pressing the button starts the image scanning application and starts scanning.

## Button Settings

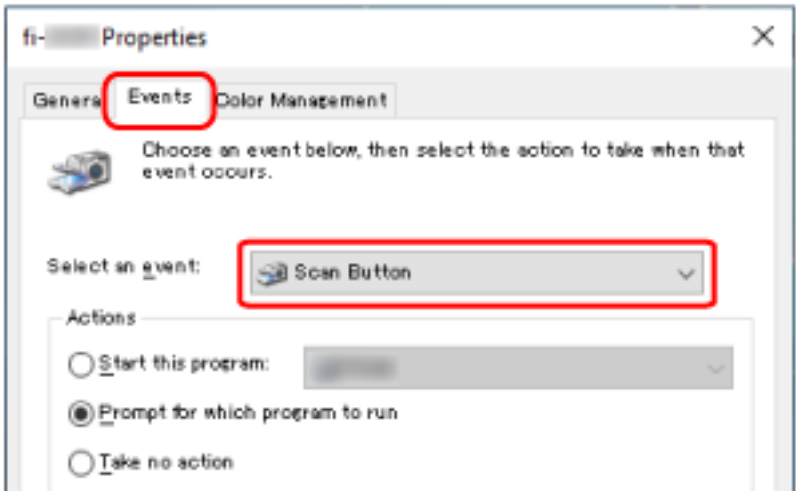
Specify an image scanning application to be launched when the [Scan] button is pressed.

**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.

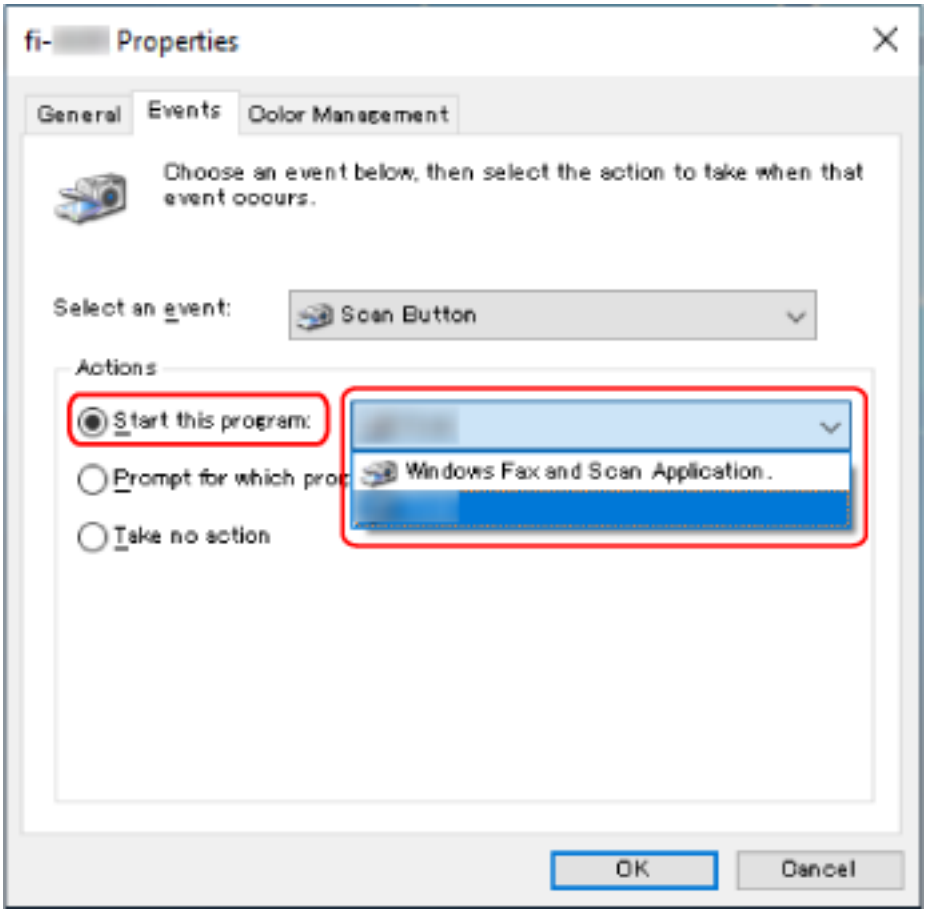
- When it resides in the taskbar
  PaperStream ClickScan will be started up.
- When it does not reside in the taskbar
  PaperStream Capture will be started up.

1. **Turn on the scanner and confirm that the scanner is connected to the computer.**
   For details about how to turn on the scanner, refer to How to Turn the Power ON (page 19).
2. **Display the [Control Panel] window.**
   - 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] window appears.
4. **Right-click on the scanner icon, and select [Scan properties] from the displayed menu.**
   The properties window of the scanner appears.
5. **Click the [Events] tab and check that [Scan Button] is specified for [Select an event].**




6. **Select an image scanning application to be launched when the button is pressed.**

Click [Start this program] under [Actions], and select an image scanning application from the program list.



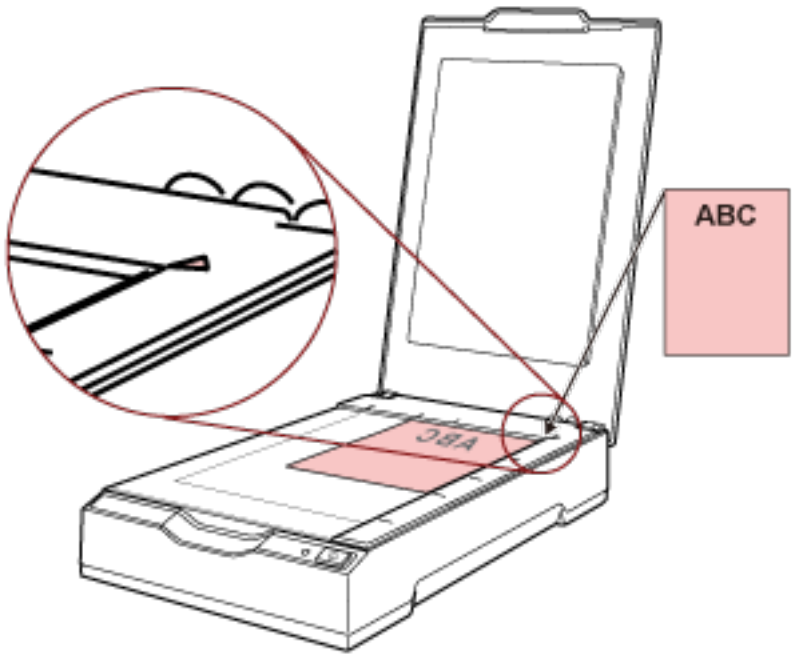

**7 Click the [OK] button.**

## Operations on the Scanner

1 **Turn on the scanner.**
For details, refer to How to Turn the Power ON (page 19).

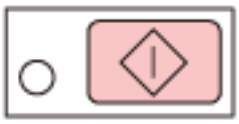
2 **Open the document cover.**
For details, refer to How to Open the Document Cover (page 22).

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 How to Close the Document Cover (page 23).

5 **Press the [Scan] button.**



The image scanning application specified in Button Settings (page 29) is started up and a scan is performed.

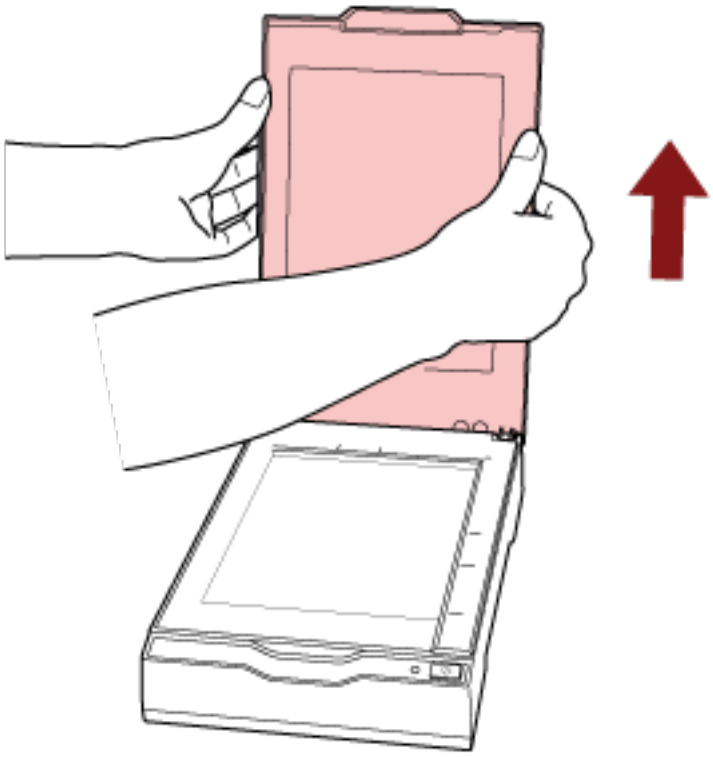
# Various Ways to Scan

This section explains how to scan books.
For information on other ways to scan which are not explained here, refer to the manual or help for the image scanning application, and the help for the scanner driver.

## Scanning Books

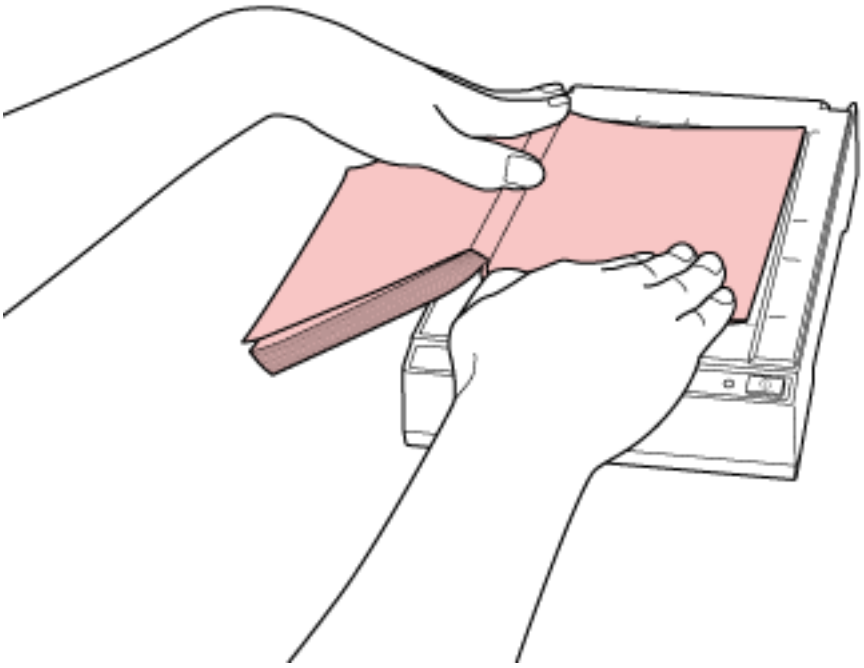
1 **Open the document cover.**
For details, refer to How to Open the Document Cover (page 22).

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 the flatbed.**
For details, refer to the help for the scanner driver.

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

CAUTION Do not look at the light source directly during scanning.

**ATTENTION**

Do not move the document during scanning.

**6** **Attach the document cover.**

**7** **Close the document cover.**

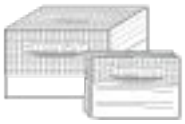
For details, refer to How to Close the Document Cover (page 23).

# Daily Care

This section describes how to clean the scanner.

> **CAUTION** 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.

## Cleaning Materials

| Name | Part No. | Notes |
|---|---|---|
| Cleaner F1 | PA03950-0352 | 100 ml<br>Liquid cleaner to use for removing dirt and stains |
| Cleaning Wipe  | PA03950-0419 | 24 packets<br>Pre-moistened with Cleaner F1. It can be used instead of moistening a cloth with Cleaner F1. |
| Dry cloth | Commercially available | Used to wipe off dirt and stains. Moisten it with Cleaner F1 for cleaning. |

**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 the distributor/dealer where you purchased this product. Refer to the contact information in the Contact List if supplied with this product, or refer to the contact information in the Contact for Inquiries section if provided in Safety Precautions supplied with this product, and then make an inquiry.

## Location and Frequency

| Location | | Frequency |
|---|---|---|
| Flatbed | Document pad | Every 1,000 sheets |
| | Document bed | |
| | Plastic frame | |
| Outside of the scanner | Scanner | Clean when dust and dirt are noticeable. |

The flatbed needs to be cleaned regularly for every specified number of sheets scanned. The scanner records the number of sheets scanned so that you can check the number of sheets scanned after you cleaned it last.
For information on how to check the number of sheets scanned, refer to Settings Related to Sheet Counters (page 72).

**ATTENTION**

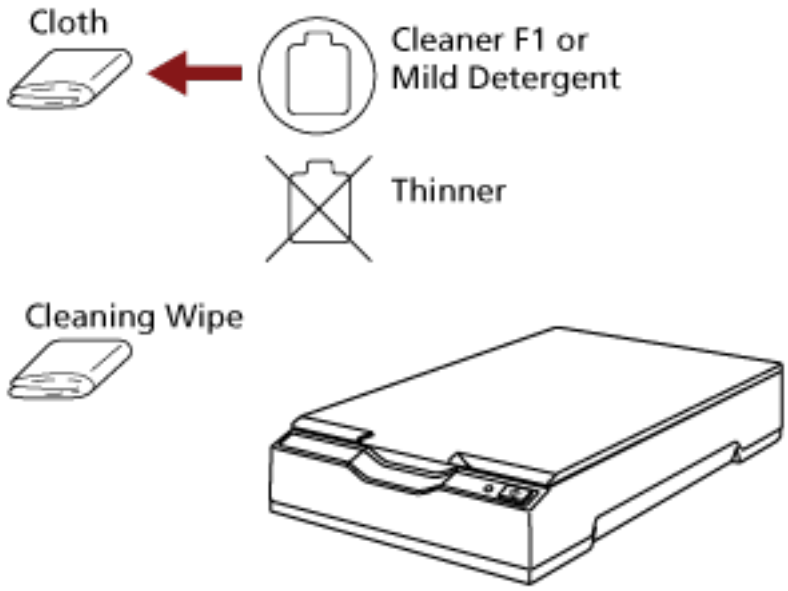
Cleaning cycles may vary depending on the condition of the documents.

## Cleaning the Outside of the Scanner

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 only a small amount. Wipe off the cleaner completely to leave no residue on the cleaned parts.



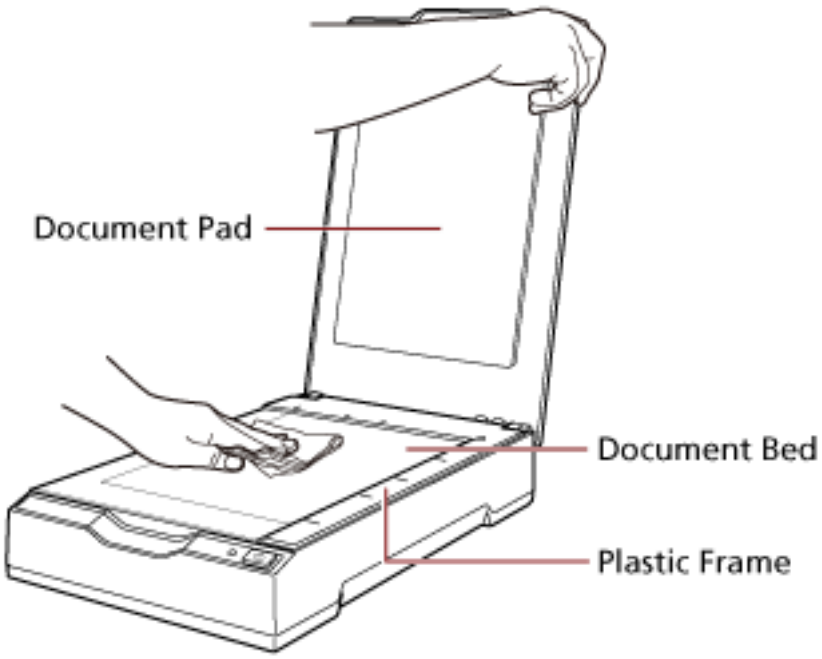
## Cleaning the Inside of the Scanner

The inside of the scanner can be cleaned with a piece of cloth moistened with Cleaner F1, or a sheet of Cleaning Wipe.
Cleaning should be performed approximately every 1,000 sheets scanned.

**ATTENTION**

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

1. **Open the document cover.**
   For details, refer to How to Open the Document Cover (page 22).
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 How to Close the Document Cover (page 23).

# Troubleshooting

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

**ATTENTION**

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

## Troubleshooting

This section describes examples of troubles that you may encounter when using the scanner and also describes the solutions to them.

Before you request for a repair, take measures by looking through the examples of the troubles and solutions.
If the problem still persists, check each item in Before You Contact the Scanner Service Provider (page 54) first, then contact the distributor/dealer where you purchased this product. Refer to the contact information in the Contact List if supplied with this product, or refer to the contact information in the Contact for Inquiries section if provided in Safety Precautions supplied with this product, and then make an inquiry.
The following are examples of troubles that you may encounter.

- **Power of the scanner**
  - The Scanner Cannot Be Powered ON (page 41)
  - Power LED Light Goes Out (page 42)
  - The Power LED Flashes after Power-on (page 43)
- **Connection of the scanner**
  - Cannot Connect the Scanner and a Computer via the USB Cable (page 44)
- **Scanning operations**
  - Scanning Does Not Start (page 45)
  - Scanning Takes a Long Time (page 46)
- **Scanning results**
  - The Quality of a Scanned Image of a Picture or Photo Is Poor (page 47)
  - Quality of Scanned Text or Lines Is Unsatisfactory (page 48)
  - Images Are Distorted or Not Clear (page 49)
  - Vertical Streaks Appear on the Images (page 50)
  - A Shadow Appears at the Top or the Bottom of the Image (page 51)

- Images Scanned in Black & White (Or in Grayscale or Color) Are Dark (page 52)
- Automatic Page Size Detection Fails (page 53)

# The Scanner Cannot Be Powered ON

**Check the following points**

- Are the cables connected properly? (page 41)
- Is the computer turned on? (page 41)
- Is the power LED off? (page 41)
- Is the scanner driver installed correctly? (page 41)

If the problem still persists, check each item in Before You Contact the Scanner Service Provider (page 54) first, then contact the distributor/dealer where you purchased this product. Refer to the contact information in the Contact List if supplied with this product, or refer to the contact information in the Contact for Inquiries section if provided in Safety Precautions supplied with this product, and then make an inquiry.

- **Are the cables connected properly?**

  **Solution**

  Connect the following cables properly.

  - USB cable
  - Power cable or USB bus power cable

  For details, refer to Getting Started.

- **Is the computer turned on?**

  **Solution**

  Turn on the computer.

- **Is the power LED off?**

  **Solution**

  Press the [Power] or [Scan] button on the scanner.
  For details, refer to How to Turn the Power ON (page 19).

- **Is the scanner driver installed correctly?**

  **Solution**

  Install the scanner driver correctly.
  For details, refer to Installation (Custom) (page 18).

# Power LED Light Goes Out

**Check the following points**

- Has the scanner been left out of operation for a long time after being powered on? (page 42)

If the problem still persists, check each item in Before You Contact the Scanner Service Provider (page 54) first, then contact the distributor/dealer where you purchased this product. Refer to the contact information in the Contact List if supplied with this product, or refer to the contact information in the Contact for Inquiries section if provided in Safety Precautions supplied with this product, and then make an inquiry.

- **Has the scanner been left out of operation for a long time after being powered on?**

**Solution**

The scanner has entered power saving mode or has been automatically turned off.

- When the scanner has entered power saving mode
  The power LED remains green.
  Resume from power saving mode by one of the following methods:
  - Press the [Power] or [Scan] button.
    Do not press the [Power] button for 2 seconds or more.
    Doing so turns off the scanner.
  - Perform scanning from an application.
- When the scanner has been automatically turned off
  The power LED is off.
  Turn on the scanner.
  For details, refer to How to Turn the Power ON (page 19).

# The Power LED Flashes after Power-on

**Check the following points**

● Did you unlock the transport lock switch? (page 43)
If the problem still persists, check each item in Before You Contact the Scanner Service Provider (page 54) first, then contact the distributor/dealer where you purchased this product. Refer to the contact information in the Contact List if supplied with this product, or refer to the contact information in the Contact for Inquiries section if provided in Safety Precautions supplied with this product, and then make an inquiry.

- **Did you unlock the transport lock switch?**

**Solution**

Turn off the scanner, and unlock the transport lock switch.
For details about how to turn off the scanner, refer to How to Turn the Power OFF (page 20).
For details about unlocking the transport lock switch, refer to Getting Started.

# Cannot Connect the Scanner and a Computer via the USB Cable

**Check the following points**

- Is the USB cable connected properly? (page 44)
- Is the connector on the USB cable broken or damaged? (page 44)

If the problem still persists, check each item in Before You Contact the Scanner Service Provider (page 54) first, then contact the distributor/dealer where you purchased this product. Refer to the contact information in the Contact List if supplied with this product, or refer to the contact information in the Contact for Inquiries section if provided in Safety Precautions supplied with this product, and then make an inquiry.

- **Is the USB cable connected properly?**

**Solution**

Connect the USB cable properly.
For details, refer to Getting Started.

- **Is the connector on the USB cable broken or damaged?**

**Solution**

Use a new USB cable and connect it properly.

## Scanning Does Not Start

**Check the following points**

- Did you unlock the transport lock switch? (page 45)
- Is the USB cable connected properly? (page 45)
- Is the connector on the USB cable broken or damaged? (page 45)

If the problem still persists, check each item in Before You Contact the Scanner Service Provider (page 54) first, then contact the distributor/dealer where you purchased this product. Refer to the contact information in the Contact List if supplied with this product, or refer to the contact information in the Contact for Inquiries section if provided in Safety Precautions supplied with this product, and then make an inquiry.

- **Did you unlock the transport lock switch?**

  **Solution**

  Turn off the scanner, and unlock the transport lock switch.
  For details about how to turn off the scanner, refer to How to Turn the Power OFF (page 20).
  For details about unlocking the transport lock switch, refer to Getting Started.

- **Is the USB cable connected properly?**

  **Solution**

  Connect the USB cable properly.
  For details, refer to Getting Started.

- **Is the connector on the USB cable broken or damaged?**

  **Solution**

  Use a new USB cable and connect it properly.

## Scanning Takes a Long Time

**Check the following points**

- Is the USB cable connected to the USB 1.1 port on the computer? (page 46)
- Did you start a scan while the computer was unstable (for example, immediately after computer start-up or logon)? (page 46)
- Does the computer meet the requirements of the measurement environment? (page 46)

If the problem still persists, check each item in Before You Contact the Scanner Service Provider (page 54) first, then contact the distributor/dealer where you purchased this product. Refer to the contact information in the Contact List if supplied with this product, or refer to the contact information in the Contact for Inquiries section if provided in Safety Precautions supplied with this product, and then make an inquiry.

- **Is the USB cable connected to the USB 1.1 port on the computer?**

  **Solution**

  Connect the USB cable to the USB2.0 port.

- **Did you start a scan while the computer was unstable (for example, immediately after computer start-up or logon)?**

  **Solution**

  When you start or log onto the computer, wait a while before starting a scan.

- **Does the computer meet the requirements of the measurement environment?**

  **Solution**

  If the computer does not meet the requirements for CPU or memory in the measurement environment (described in Basic Specification (page 75)), use another computer that meets the requirements.

# The Quality of a Scanned Image of a Picture or Photo Is Poor

**Check the following points**

- Did you configure the settings in the scanner driver to scan in black & white mode? (page 47)
- Are the document pad and the document bed clean? (page 47)

If the problem still persists, check each item in Before You Contact the Scanner Service Provider (page 54) first, then contact the distributor/dealer where you purchased this product. Refer to the contact information in the Contact List if supplied with this product, or refer to the contact information in the Contact for Inquiries section if provided in Safety Precautions supplied with this product, and then make an inquiry.

- **Did you configure the settings in the scanner driver to scan in black & white mode?**

**Solution**

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

- **Are the document pad and the document bed clean?**

**Solution**

Clean the dirty parts.
For details, refer to Cleaning the Inside of the Scanner (page 38).

# Quality of Scanned Text or Lines Is Unsatisfactory

**Check the following points**

- Are the document pad and the document bed clean? (page 48)
- Is the resolution appropriate? (page 48)
- Did you configure the settings in the scanner driver to scan in grayscale or color mode? (page 48)
- Is there any foreign matter (such as dust or paper dust) on the document? (page 48)

If the problem still persists, check each item in Before You Contact the Scanner Service Provider (page 54) first, then contact the distributor/dealer where you purchased this product. Refer to the contact information in the Contact List if supplied with this product, or refer to the contact information in the Contact for Inquiries section if provided in Safety Precautions supplied with this product, and then make an inquiry.

- **Are the document pad and the document bed clean?**

  **Solution**

  Clean the dirty parts.
  For details, refer to Cleaning the Inside of the Scanner (page 38).

- **Is the resolution appropriate?**

  **Solution**

  Specify a higher resolution in the scanner driver.

- **Did you configure the settings in the scanner driver to scan in grayscale or color mode?**

  **Solution**

  Configure the settings in the scanner driver to scan in black & white mode.
  When you scan in grayscale or in color mode, the scanned image may not become sharp and clear.

- **Is there any foreign matter (such as dust or paper dust) on the document?**

  **Solution**

  Remove any foreign matter off the document.
  Foreign matter may get on the document bed and cause the image to appear dirty.

# Images Are Distorted or Not Clear

**Check the following points**

- Are the document pad and the document bed clean? (page 49)
- Is a scan performed on a place that is unstable or vibrates? (page 49)
- Is the scanner placed on a flat, level surface? Are the rubber pads attached on the bottom of the scanner? (page 49)
- Are there any wrinkles or curls on the document? (page 49)

If the problem still persists, check each item in Before You Contact the Scanner Service Provider (page 54) first, then contact the distributor/dealer where you purchased this product. Refer to the contact information in the Contact List if supplied with this product, or refer to the contact information in the Contact for Inquiries section if provided in Safety Precautions supplied with this product, and then make an inquiry.

- **Are the document pad and the document bed clean?**

  **Solution**

  Clean the dirty parts.
  For details, refer to Cleaning the Inside of the Scanner (page 38).

- **Is a scan performed on a place that is unstable or vibrates?**

  **Solution**

  Perform a scan on a place that is stable and does not vibrate.

- **Is the scanner placed on a flat, level surface? Are the rubber pads attached on the bottom of the scanner?**

  **Solution**

  Place the scanner on a flat and level surface.
  Or, attach the rubber pads on the bottom of the scanner.

- **Are there any wrinkles or curls on the document?**

  **Solution**

  Smooth out the wrinkles or curls on the document.
  Place the document flatly on the document bed and hold the document gently with the document cover.

# Vertical Streaks Appear on the Images

**Check the following points**

- Are the document pad and the document bed clean? (page 50)
- Is there any foreign matter (such as dust or paper dust) on the document? (page 50)
- Do the vertical streaks disappear when a lower resolution is specified? (page 50)

If the problem still persists, check each item in Before You Contact the Scanner Service Provider (page 54) first, then contact the distributor/dealer where you purchased this product. Refer to the contact information in the Contact List if supplied with this product, or refer to the contact information in the Contact for Inquiries section if provided in Safety Precautions supplied with this product, and then make an inquiry.

- **Are the document pad and the document bed clean?**

  **Solution**

  Clean the dirty parts.
  For details, refer to Cleaning the Inside of the Scanner (page 38).

- **Is there any foreign matter (such as dust or paper dust) on the document?**

  **Solution**

  Remove any foreign matter off the document.
  Foreign matter may get on the document bed and cause the image to appear dirty.

- **Do the vertical streaks disappear when a lower resolution is specified?**

  **Solution**

  Specify a lower resolution, then scan documents.

# A Shadow Appears at the Top or the Bottom of the Image

**Check the following points**

● Did you use the page edge filler function to fill in the shadow around the edge? (page 51)
If the problem still persists, check each item in Before You Contact the Scanner Service Provider (page 54) first, then contact the distributor/dealer where you purchased this product. Refer to the contact information in the Contact List if supplied with this product, or refer to the contact information in the Contact for Inquiries section if provided in Safety Precautions supplied with this product, and then make an inquiry.

- **Did you use the page edge filler function to fill in the shadow around the edge?**

**Solution**

Fill in the shadow around the edge of the document with the page edge filler function in the scanner driver.
For details, refer to the help for the scanner driver.

# Images Scanned in Black & White (Or in Grayscale or Color) Are Dark

**Check the following points**

- Are the document pad and the document bed clean? (page 52)
- Have you adjusted the brightness or threshold? (page 52)
- Are you using a thin translucent document? (page 52)

If the problem still persists, check each item in Before You Contact the Scanner Service Provider (page 54) first, then contact the distributor/dealer where you purchased this product. Refer to the contact information in the Contact List if supplied with this product, or refer to the contact information in the Contact for Inquiries section if provided in Safety Precautions supplied with this product, and then make an inquiry.

- **Are the document pad and the document bed clean?**

  **Solution**

  Clean the dirty parts.
  For details, refer to Cleaning the Inside of the Scanner (page 38).

- **Have you adjusted the brightness or threshold?**

  **Solution**

  In the scanner driver, adjust the brightness or threshold.

- **Are you using a thin translucent document?**

  **Solution**

  Scan the document with a white sheet placed on the back of the document.

## Automatic Page Size Detection Fails

**Check the following points**

- Are the document pad and the document bed clean? (page 53)
- Did you scan with the document cover opened? (page 53)
- Is the shape of the document a rectangle? (page 53)
- Is the document folded? (page 53)
- Are you using documents with a black background or edges? (page 53)

If the problem still persists, check each item in Before You Contact the Scanner Service Provider (page 54) first, then contact the distributor/dealer where you purchased this product. Refer to the contact information in the Contact List if supplied with this product, or refer to the contact information in the Contact for Inquiries section if provided in Safety Precautions supplied with this product, and then make an inquiry.

- **Are the document pad and the document bed clean?**

  **Solution**

  Clean the dirty parts.
  For details, refer to Cleaning the Inside of the Scanner (page 38).

- **Did you scan with the document cover opened?**

  **Solution**

  Close the document cover before scanning.

- **Is the shape of the document a rectangle?**

  **Solution**

  If the shape of the document is not a rectangle, automatic page size detection does not work correctly.

- **Is the document folded?**

  **Solution**

  Flatten the folded document.

- **Are you using documents with a black background or edges?**

  **Solution**

  If the document has a black background or edges, automatic page size detection does not work correctly.

## Before You Contact the Scanner Service Provider

This section explain about actions to take and items to check before contacting the distributor/dealer where you purchased this product.

## Actions to Take Before You Contact the Scanner Service Provider

If you encounter any errors or troubles while using the scanner, take the following measures before you contact the scanner service provider:

- Make sure that sufficient power is supplied. Do not use an extension cable.
- Use the AC cable and AC adapter, or the USB bus power cable that are supplied.
- Refer to Daily Care (page 35) to clean the inside of the scanner.
- Turn the scanner off then back on.

If the problem still persists, check each item in Items to Check Before You Contact the Scanner Service Provider (page 54) first, then contact the distributor/dealer where you purchased this product. Refer to the contact information in the Contact List if supplied with this product, or refer to the contact information in the Contact for Inquiries section if provided in Safety Precautions supplied with this product, and then make an inquiry.

## Items to Check Before You Contact the Scanner Service Provider

- **General**

| Item | Findings |
|---|---|
| Scanner name | Example: fi-70F<br>For details, refer to Checking the Product Label (page 56). |
| Serial No. | Example: XXXX000001<br>For details, refer to Checking the Product Label (page 56). |
| Date of manufacture | Example: 20XX-01 (January 20XX)<br>For details, refer to Checking the Product Label (page 56). |
| Date of purchase | |
| Symptom | |
| Frequency of trouble | |
| Warranty | |
| Options used | |

- **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 |

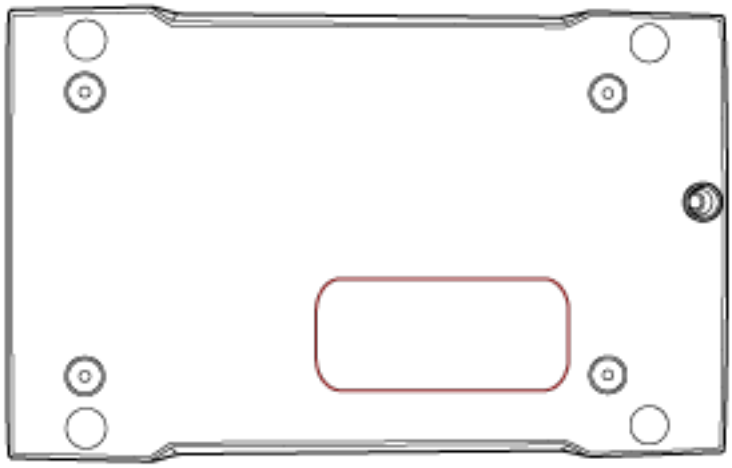
**Other**

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

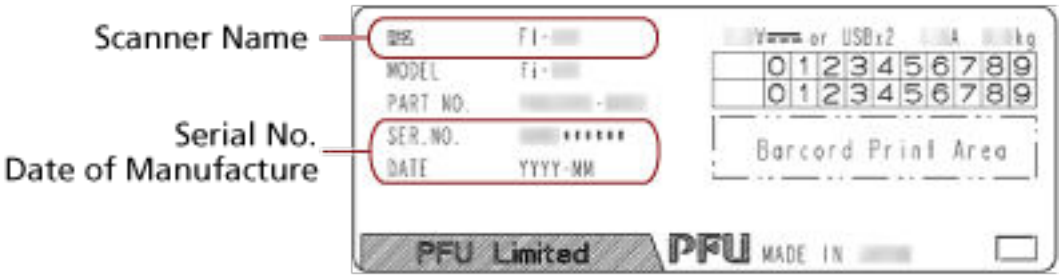
## Checking the Product Label

This section explains about the product label on the scanner.

The label is located at the bottom of the scanner as shown in the following figure:



Label (example): Shows the scanner information.



# Scanner Settings (Software Operation Panel)

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

## Starting Up the Software Operation Panel

The Software Operation Panel is installed together with the PaperStream IP driver.
With this application, you can configure settings for operations of the scanner.

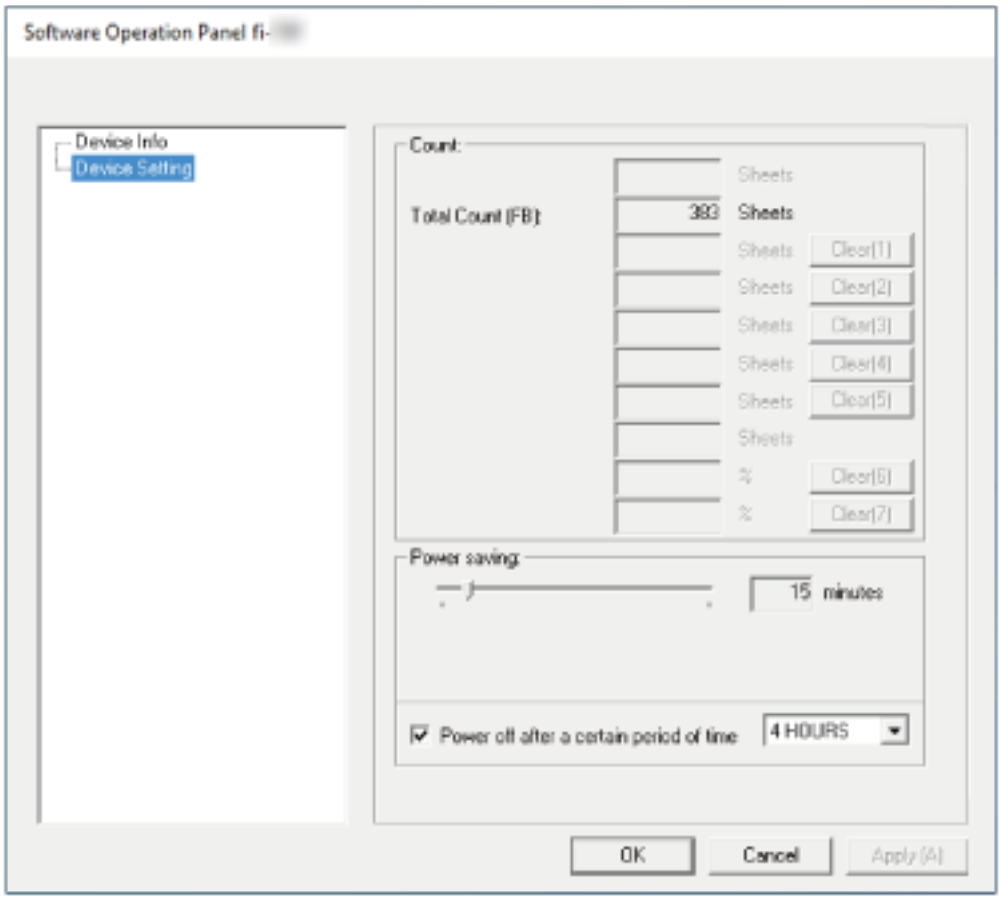
**ATTENTION**

- Do not start up the Software Operation Panel during scanning.
- If you change the Software Operation Panel settings while the scanner driver window is displayed, the changes may not be applied immediately. In that case, close the scanner driver window and open it again.
- Do not use the [Scan] button while the Software Operation Panel is running.

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 Getting Started.
   For details about how to turn on the scanner, refer to How to Turn the Power ON (page 19).

2. **Display the [Software Operation Panel] window.**
   - 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].




The Software Operation Panel icon is displayed in the menu that appears when you click in the notification area of the taskbar.
To have the Software Operation Panel icon always displayed in the notification area, drag and drop the icon onto the notification area.

## Setting the Software Operation Panel to [View Only mode]

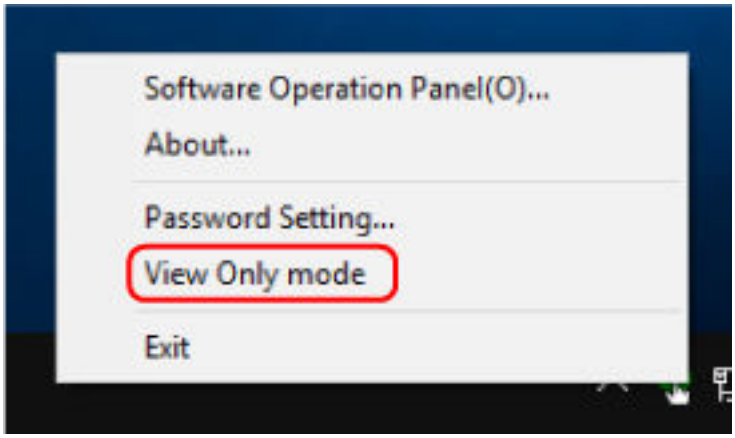
By setting a password, the Software Operation Panel can run in [View Only mode] which allows users to only view the scanner settings.
The scanner settings can be configured if no password is set.
In order to prevent unnecessary changes to the settings, a password can be used to restrict user operations.

## Setting [View Only mode]

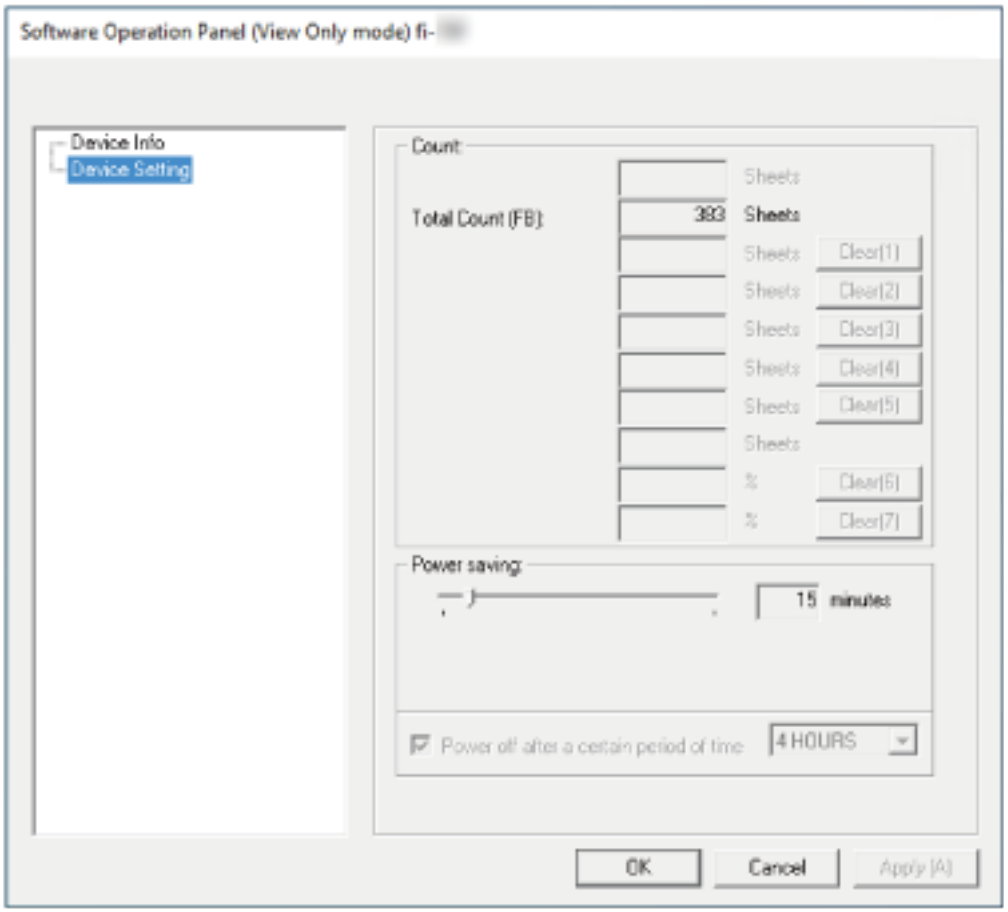
Set the Software Operation Panel to [View Only mode].

1 **Set a password.**
For details, refer to Setting a Password (page 63).

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

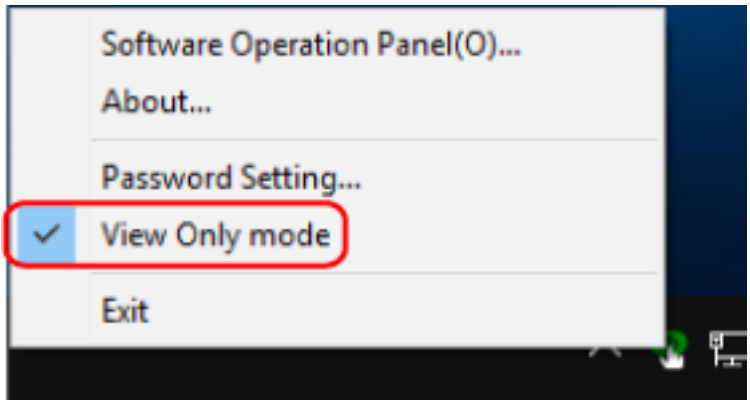


The Software Operation Panel enters [View Only mode].




**HINT**

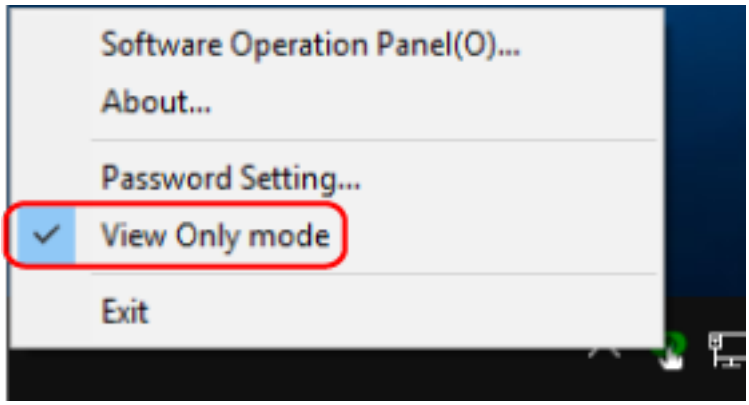
In [View Only mode], a check mark appears next to [View Only mode] in the menu that is displayed by right-clicking the Software Operation Panel icon in the notification area.



## Exiting [View Only mode]

Exit [View Only mode] on the Software Operation Panel in the following procedure.

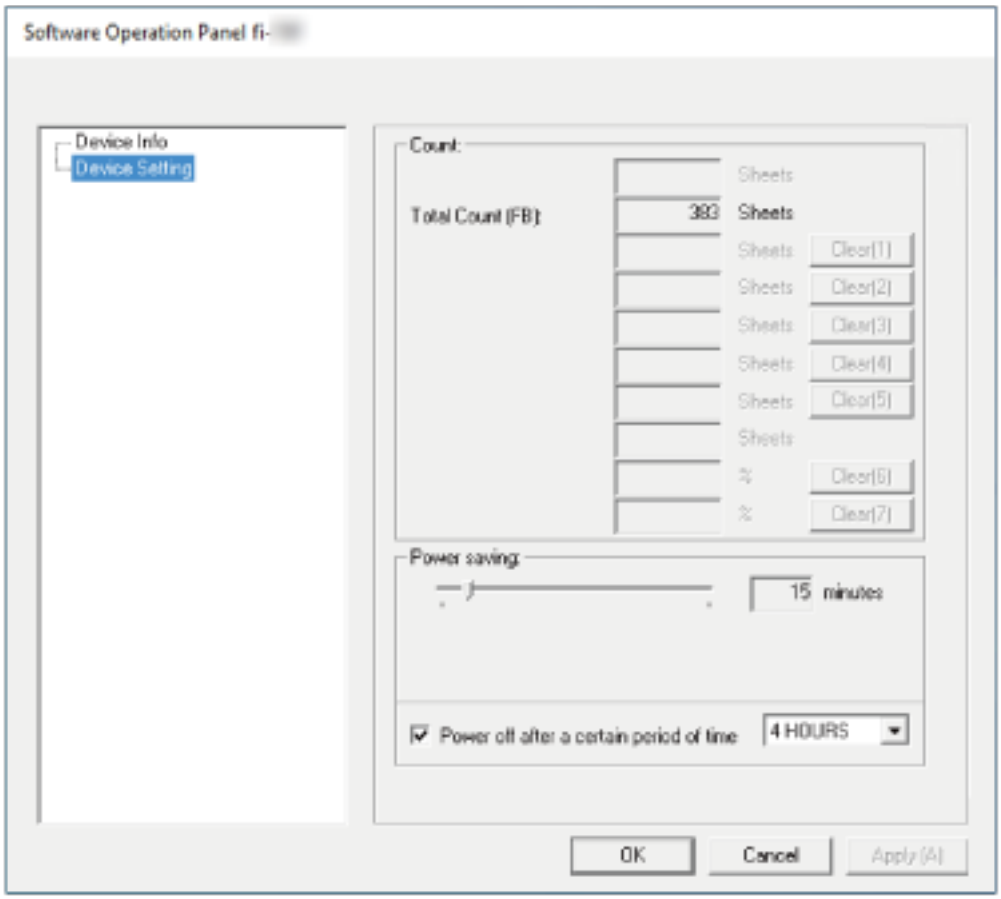
1 **Right-click the Software Operation Panel icon in the notification area of the taskbar, and select [View Only mode] from the menu.**




The [Password setting] window appears.

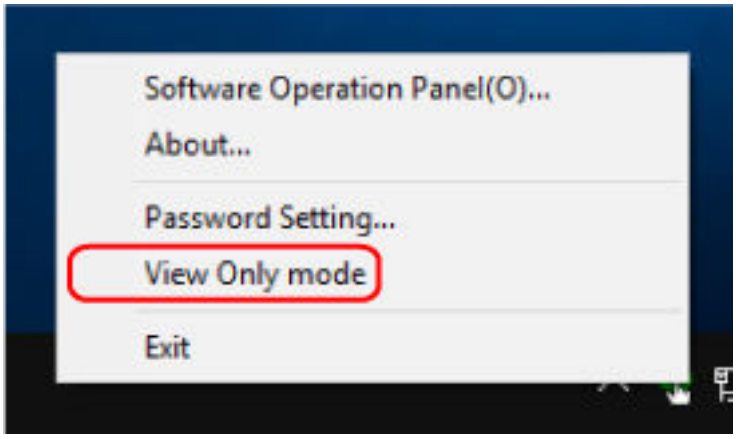
2 **Enter the current password and click the [OK] button.**

The Software Operation Panel exits [View Only mode], and the scanner settings can now be changed.




**HINT**

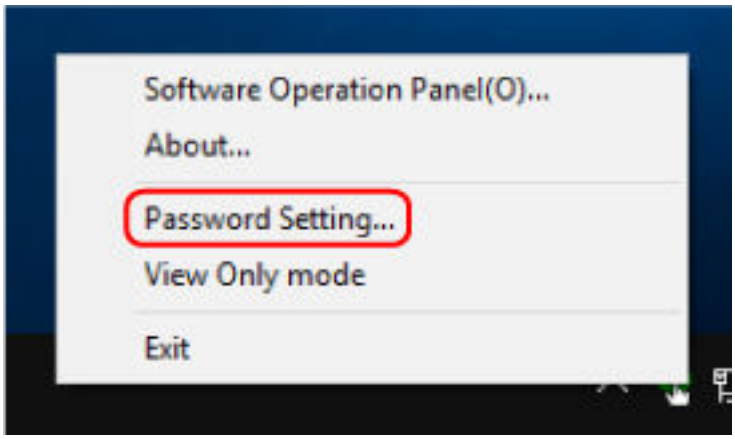
When the Software Operation Panel exits [View Only mode], the check mark next to [View Only mode] disappears from the menu that is displayed by right-clicking the Software Operation Panel icon in the notification area.



## Setting a Password

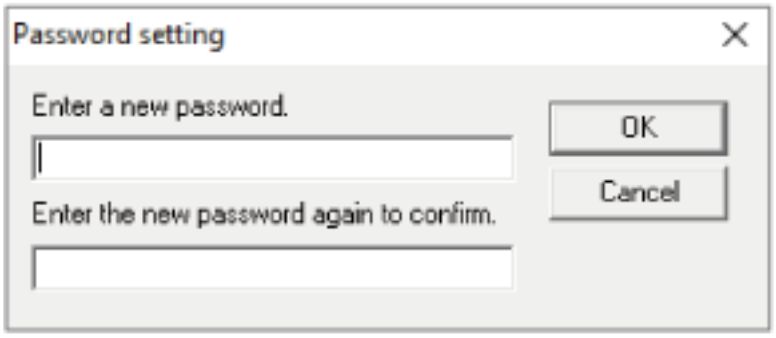
Set a password in the following procedure.

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




The [Password setting] window 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 message window appears.

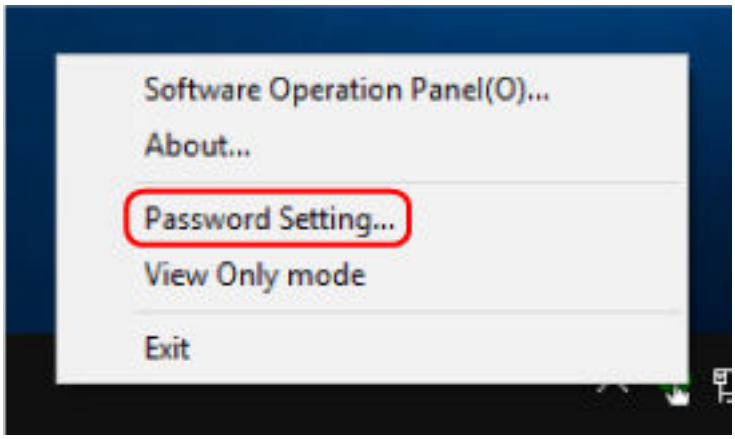
3 **Click the [OK] button.**

The password is set.

## Changing the Password

Change the password in the following procedure.

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

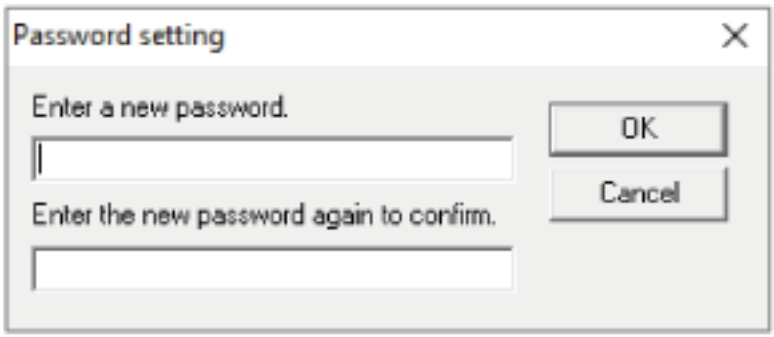



The [Password setting] window appears.

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

The [Password setting] window 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 message window appears.

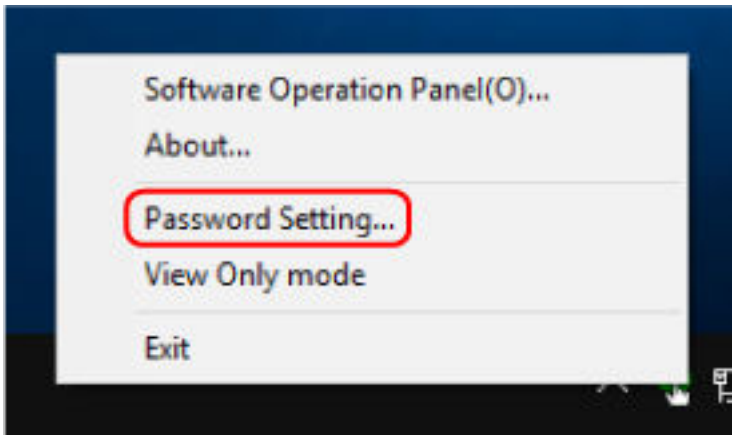
**4 Click the [OK] button.**

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 of the taskbar, and select [Password Setting] from the menu.**

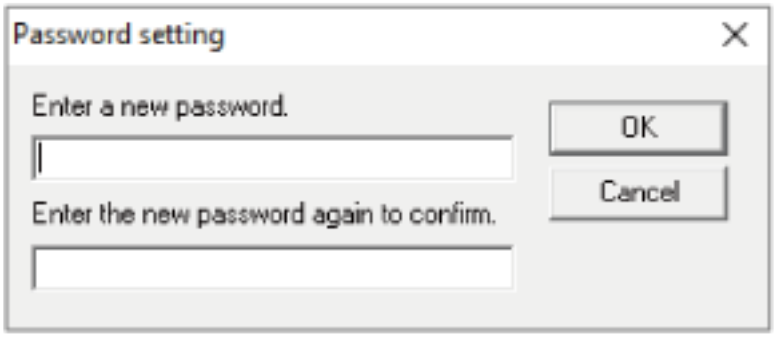



The [Password setting] window appears.

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

The [Password setting] window appears.

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




A message window appears.

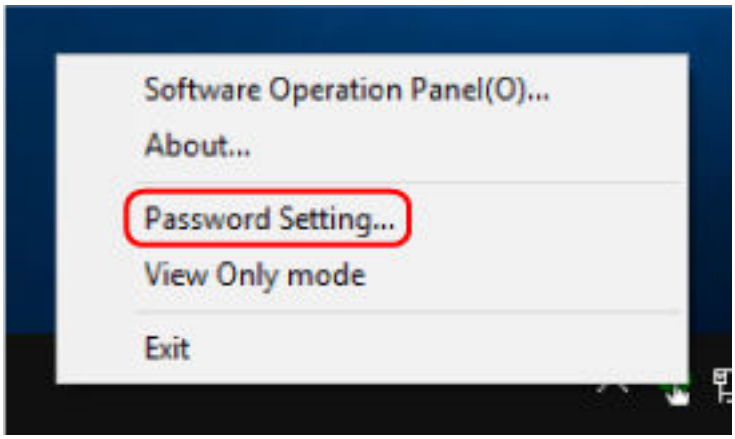
4. **Click the [OK] button.**

The password is cleared.

## Resetting the Password

If you forgot your password, reset it.

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

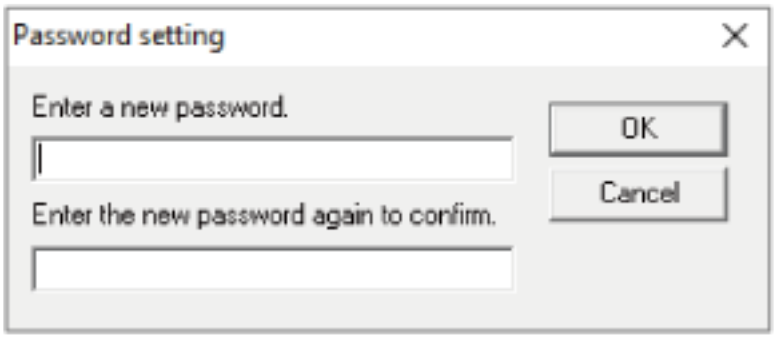



The [Password setting] window appears.

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

The [Password setting] window 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 message window appears.

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

The password is set.

## Setting Items

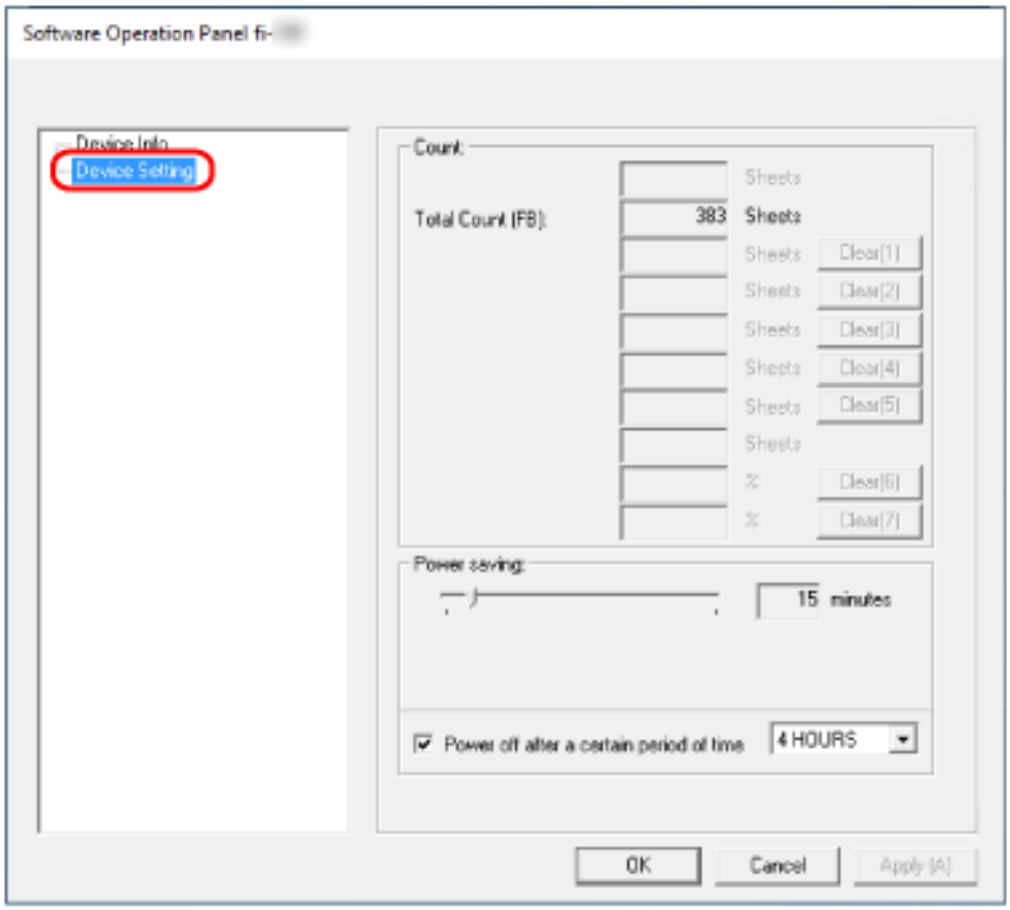
The Software Operation Panel can be used to configure the settings for scanning documents for the scanner connected to the computer.
The following lists are used for configuration.

- [Device Setting]
  Can be used to set the scanner to count the number of sheets scanned or to set the scanner to power saving mode. You can also configure settings for managing the power of a scanner.

## Device Setting

1 **Start up the Software Operation Panel.**
For details, refer to Starting Up the Software Operation Panel (page 57).

2 **From the list, select [Device Setting].**




Items that can be configured in this window are as follows:

| Setting Item | Description |
|---|---|
| Count<br>(Checking) | Displays the approximate total number of sheets scanned on the flatbed. |

| Setting Item | Description |
|---|---|
| Power saving | Specify the waiting time before the scanner enters power saving mode. |

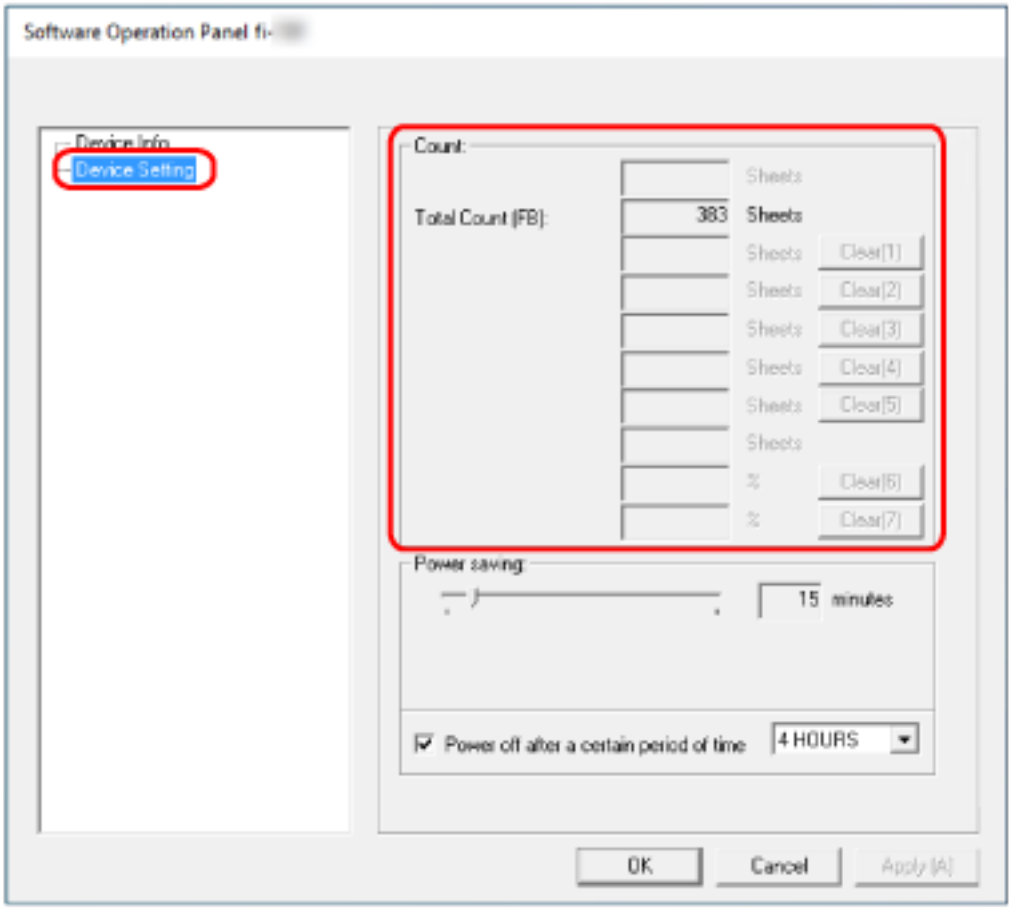
# Settings Related to Sheet Counters

## Checking the Sheet Counters

Displays the approximate total number of sheets scanned on the flatbed.

1. **Start up the Software Operation Panel.**
   For details, refer to Starting Up the Software Operation Panel (page 57).

2. **From the list, select [Device Setting].**




In this window, you can check the following items:

**Total Page Count(FB)**

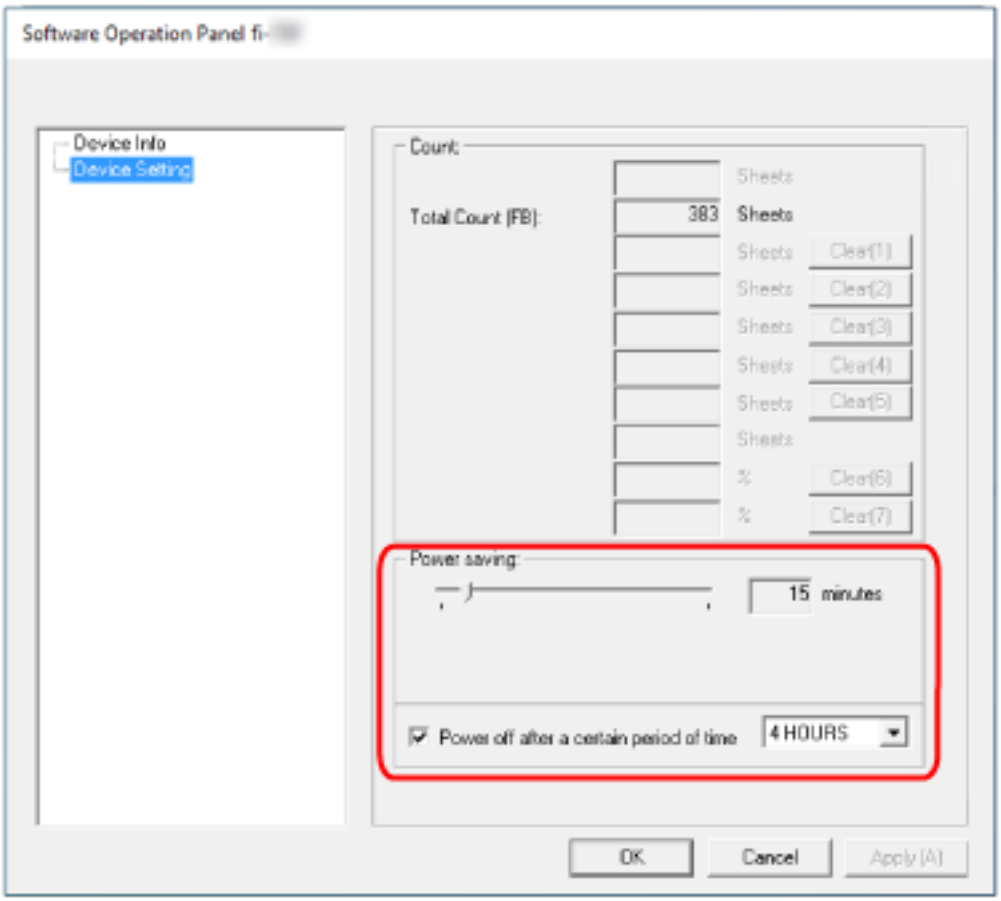
Approximate total number of sheets scanned using the flatbed

# Settings Related to Waiting Time

## Waiting Time for the Scanner to Enter Power Saving Mode [Power saving]

Specify the waiting time before the scanner enters power saving mode.

1. **Start up the Software Operation Panel.**
   For details, refer to Starting Up the Software Operation Panel (page 57).
2. **From the list, select [Device Setting].**
3. **Specify the waiting time for the scanner to enter power saving mode.**




**Power saving**

Use the slider to specify the waiting time before entering power saving mode in the range from 5 to 115 minutes (in increments of 5).
The factory default setting is "15" minutes.

**[Power off after a certain period of time] check box**

Select this when you turn off the scanner automatically.
When this is selected, the scanner is turned off automatically if it is left on without being used for a certain period of time.

The check box is selected for the factory default setting.
You can select the timeout period for the scanner to be automatically turned off by [1 Hour]/[2 Hours]/[4 Hours]/[8 Hours].
The factory default setting is [4 Hours].

**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.

# Appendix

## Basic Specification

| Item | | Specification |
|---|---|---|
| Scanner type | | Flatbed |
| Image sensor | | CMOS CIS |
| Light source | | LED (red, green, blue) |
| Scanning area | Maximum size | A6 (148 × 105 mm) |
| Scanning speed (*1) | When the power cable is connected | ● 200 dpi, A6<br>Binary (black & white): 0.9 seconds<br>Grayscale: 0.9 seconds<br>Color: 1.3 seconds<br>● 300 dpi, A6<br>Binary (black & white): 1.0 second<br>Grayscale: 1.0 second<br>Color: 2.0 seconds |
| | When the USB bus power cable is connected | ● 200 dpi, A6<br>Binary (black & white): 2.0 seconds<br>Grayscale: 2.0 seconds<br>Color: 2.0 seconds<br>● 300 dpi, A6<br>Binary (black & white): 2.0 seconds<br>Grayscale: 2.0 seconds<br>Color: 2.5 seconds |
| Optical resolution | | 600 dpi |
| Output resolution | Binary (black & white) | 50 to 600 dpi (configurable in 1 dpi increments)<br>1,200 dpi can be set from the scanner driver |
| | Grayscale | |
| | Color | |
| Grayscale level | | 8-bit for each color<br>(16-bit during internal processing) |
| Interface | | USB2.0/USB1.1 (*2)<br>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.
The measurement environment for scanning speed is as follows:

| | |
|---|---|
| Operating system | Windows 10 |

| | |
|---|---|
| CPU | Intel® Core™ i3-10105 3.7 GHz |
| Memory | 8 GB |
| Storage | SSD |

***2:**Use the USB cable that is supplied.
When connecting the USB cable to a USB hub, make sure you connect it to a USB hub that is connected to the USB port of a 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 USB 1.1 is used.
If you connect the USB cable to the scanner, connect the USB cable with the USB logo on the head of the cable facing upwards.

## 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) or less |
| Input power | Voltage range | AC 100 to 240 V ±10% |
| | Phase | Single phase |
| | Frequency range | 50/60 Hz ±3 Hz |
| Power consumption | When the power cable is connected | Operating: 6.0 W or less<br>Power saving: 2.0 W or less<br>Power OFF: 0.3 W or less |
| | When the USB bus power cable is connected | Operating: 5.0 W or less<br>Power saving: 2.0 W or less<br>Power OFF: 0.3 W or less |
| Ambient conditions | Temperature | Operating: 5 to 35℃ (41 to 95°F)<br>Not operating: -20 to 60℃ (-4 to 140°F) |
| | Humidity | Operating: 20 to 80%<br>Not operating: 8 to 95% |
| Calorific value | When the power cable is connected | Operating: 5.16 kcal/h or less<br>Power saving: 1.72 kcal/h or less<br>Power OFF: 0.26 kcal/h or less |
| | When the USB bus power cable is connected | Operating : 4.30 kcal/h or less<br>Power saving: 1.72 kcal/h or less<br>Power OFF: 0.26 kcal/h or less |
| Shipping weight (*3) | | 2.0 kg (4.41 lb) or less |
| Support period | | 5 years |

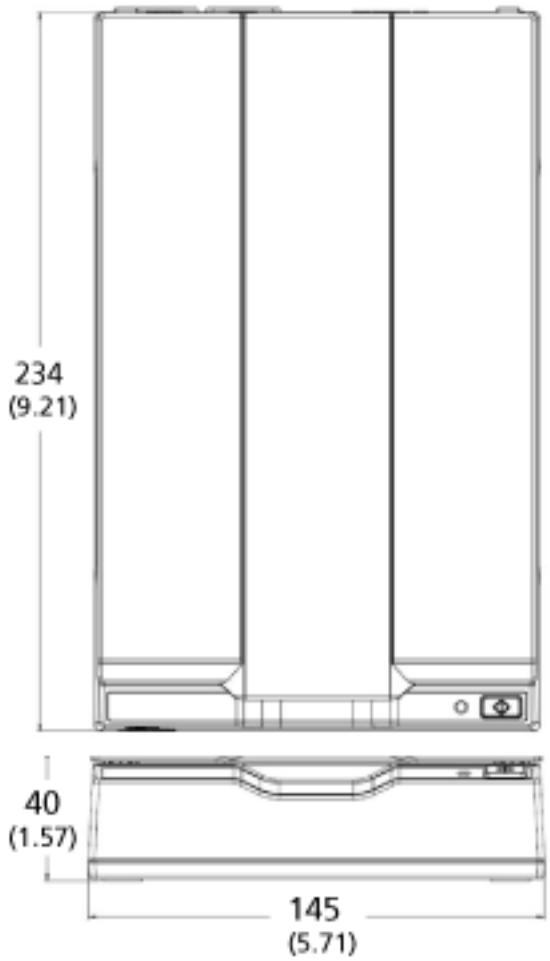
***1:**The depth and height exclude protruding parts.

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

***3:**Includes the package weight.

## Outer Dimensions

The outer dimensions are as follows:




Unit: mm (in.)

## 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] window.**

- 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] window appears with a list of the currently installed software.

**5 Select a software to uninstall.**

- When uninstalling the PaperStream IP driver
  Select one of the following:
  - PaperStream IP (TWAIN)
  - PaperStream IP (TWAIN x64)
  - PaperStream IP (ISIS) for fi-65F/70F
- When uninstalling Software Operation Panel
  Select [Software Operation Panel].
  The Software Operation Panel is installed together with the PaperStream IP driver.
- When uninstalling PaperStream ClickScan
  Select [PaperStream ClickScan].
- When uninstalling PaperStream ClickScan Searchable PDF Option
  Select [PaperStream ClickScan Searchable PDF Option].
- When uninstalling PaperStream Capture/PaperStream Capture Pro (EVALUATION)
  Select [PaperStream Capture].
- When uninstalling manuals
  Select [fi Series manuals for fi-70F].
- When uninstalling Scanner Central Admin Agent
  Select [Scanner Central Admin Agent].
- When uninstalling fi Series Online Update
  Select [fi Series Online Update].

**6 Click the [Uninstall] button or the [Uninstall/Change] button.**

**7 If a confirmation message appears, click the [OK] button or the [Yes] button.**

The software is uninstalled.

# Contact for Inquiries

- **Contact for Inquiries**

  Refer to the contact list on the following web page:
  https://www.pfu.ricoh.com/r/ctl/

  - ABBYY FineReader for ScanSnap™
    Inquiries made to any of the contacts above regarding ABBYY FineReader for ScanSnap are not answered.
    For details about ABBYY FineReader for ScanSnap, refer to [Technical Support] in the ABBYY FineReader for ScanSnap User's Guide which will be displayed by performing one of the following operations.
    - Windows 10/Windows Server 2016/Windows Server 2019/Windows Server 2022
      Select [Start] menu→[ABBYY FineReader for ScanSnap (TM)]→[User's Guide]→[Technical Support].
    - Windows 11
      Select [Start] menu→[All apps]→[ABBYY FineReader for ScanSnap (TM)]→[User's Guide]→[Technical Support].
  - Image Scanner fi Series
    For other inquiries regarding the scanner, refer to the following web page:
    https://www.pfu.ricoh.com/global/scanners/fi/support/
    If the solution to your problem cannot be found on the above web page, refer to the contact information for your distributor/dealer on the following web page:
    https://www.pfu.ricoh.com/global/scanners/inquiry.html

- **Contact for Purchasing Cleaning Materials**

  https://www.pfu.ricoh.com/r/ctl/