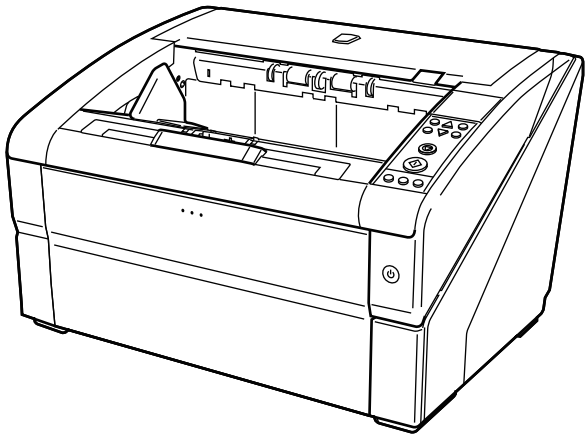
P3PC-6502-07ENZ2

RICOH

RICOH

fi-7800/fi-7900

Operator's Guide



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Introduction

Thank you for purchasing this product.

About This Product

- **This product**

  The fi-7800/fi-7900 is equipped with an Automatic Document Feeder (ADF) for automatic document feeding and duplex (double-sided) scanning.
  The differences between the fi-7800/fi-7900 are as follows.

Model	Scanning speed (*1)
fi-7800	110 sheets/220 pages per minute
fi-7900	140 sheets/280 pages per minute

  ***1:**For A4 landscape documents scanned at 200/300 dpi using JPEG compression.

- **Imprinter**

  Prints alphanumeric character strings on the scanned document.
  You can select Front-Side Imprinter (to print on the front side of the document) or Back-Side Imprinter (to print on the back side of the document).
  Front-Side/Back-Side Imprinters are available as scanner options.
  For information about Imprinters, refer to Scanner Options (page 286).

Manuals

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

Manuals	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 (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, how to replace the consumables, and how to troubleshoot problems. Included in the Setup DVD-ROM.

Manuals	Description
fi-680PRF/PRB Imprinter Operator's Guide (paper, PDF)	Provides detailed information on how to operate and maintain the fi-680PRF/PRB imprinter daily, how to replace the consumables, and how to troubleshoot problems. The PDF version is 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. Included in the Setup DVD-ROM.
Scanner Central Admin User's Guide (PDF)	Provides an overview of Scanner Central Admin, and detailed information on installation, operation, and maintenance. Included in the Setup DVD-ROM.
Help (scanner driver)	Explains how to use the scanner drivers, and how to configure the scanner settings. Can be referenced from each scanner driver.
Help (application)	Explains how to use and configure the settings for the application software. Refer to the help as needed. 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.

Issue Date/Issuer

Issue date: July 2024
Issued by: PFU Limited
Regulatory Model: P3800A
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Conventions

Safety Information

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

Symbols Used in This Manual

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

	This indication alerts operators 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.

Naming Conventions in This Manual

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

Product	Indication
Windows® 10 Home (32-bit/64-bit) Windows® 10 Pro (32-bit/64-bit) Windows® 10 Enterprise (32-bit/64-bit) 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) Windows® 11 Pro (64-bit) Windows® 11 Enterprise (64-bit) Windows® 11 Education (64-bit)	Windows 11 (*1)
Google Chrome™	Google Chrome
Microsoft® Word	Word
Microsoft® Excel®	Excel
PaperStream IP (TWAIN) PaperStream IP (TWAIN x64) PaperStream IP (ISIS) Bundle	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 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 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.

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 names and functions of the scanner components, as well as the methods for basic operations.

Main Features

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

- **Realizes a scanning speed of 140 sheets/280 pages per minute (under JPEG compression)**

  With a high-speed CCD and a high-speed image processing circuit installed, the scanner can achieve a scanning speed of up to 140 sheets/280 pages per minute (300 dpi) [fi-7900] with A4/ Letter color documents.
  This allows you to scan up to approximately 120,000 sheets per day [fi-7900].

- **Mounts a Liquid Crystal Display (LCD)**

  The scanner mounts an LCD that displays various operational settings for scanning, number of pages scanned, and error status.
  This allows you to easily check the status of the scanner.

- **Improved efficiency for pre- and post-scan work**

  The scanner supports "batch scanning" which allows you to scan documents with different paper weights and sizes at once. This simplifies the process of sorting the documents before scanning. Also, the new "Elevator Stacker" has been adopted which automatically keeps the stacker at a certain height. This prevents the scanned documents from being scattered in the output, which makes the scan operation more efficient.

- **Reduced work loss caused by multifeeds**

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

- **Intelligent multifeed detection function**

  When there is paper of the same size attached to a designated location on the page, the Intelligent Multifeed Detection recognizes the location of the attachment.
  This allows you to continue scanning instead of detecting every paper attached to that location as multifeed.

- **Function for protecting documents [Paper Protection]**

  This function reduces the risk of having your documents damaged in such ways, by stopping the scan when the scanner detects a document that is unusually warped.

- **Various functions to help the operators**

  "Anti-Dust Coating Glass built-in Paper Path" keeps the surface of the scan glass clean, reducing the operators' work load by extending the cleaning cycles.
  "Automatic Stacker" is adopted which stacks the scanned documents neatly, reducing the operators' work load by shortening the time to prepare and sort the documents.
  "Automatic Image Quality Checker" checks through the scanned images and displays images that are in poor condition.

- **Advanced image processing functions**

  The scanner's automatic detection function outputs images in color or monochrome by document content.
  You do not have to change the settings every time you scan.

- **Front-Side/Back-Side Imprinter option**

  Front-Side/Back-Side Imprinters are available as scanner options, which are often demanded for managing/verifying vouchers and business forms.
  You can select Front-Side Imprinter (to print on the front side of the document) or Back-Side Imprinter (to print on the back side of the document) for improved usability.

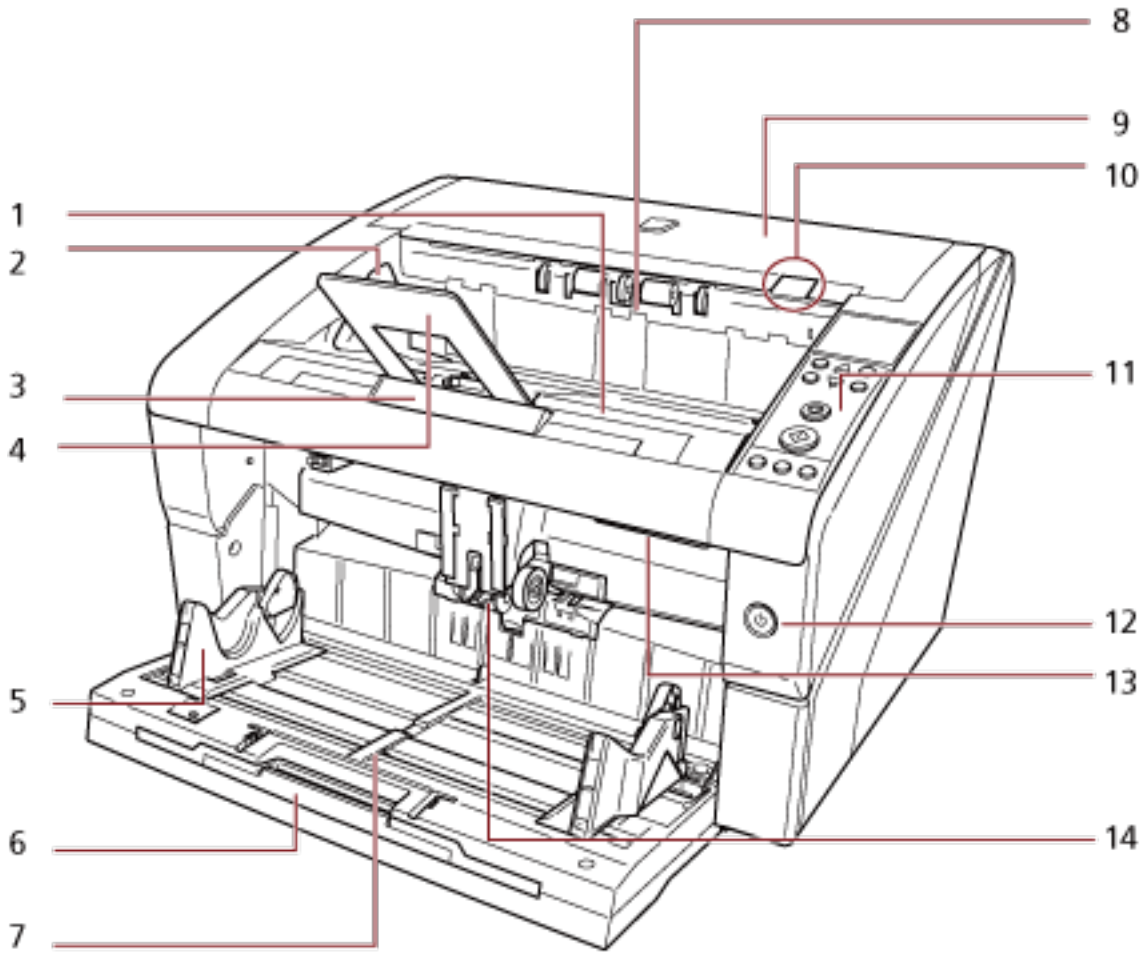
- **Centralized management of multiple scanners**

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

Parts and Functions

This section shows the names of the scanner parts.

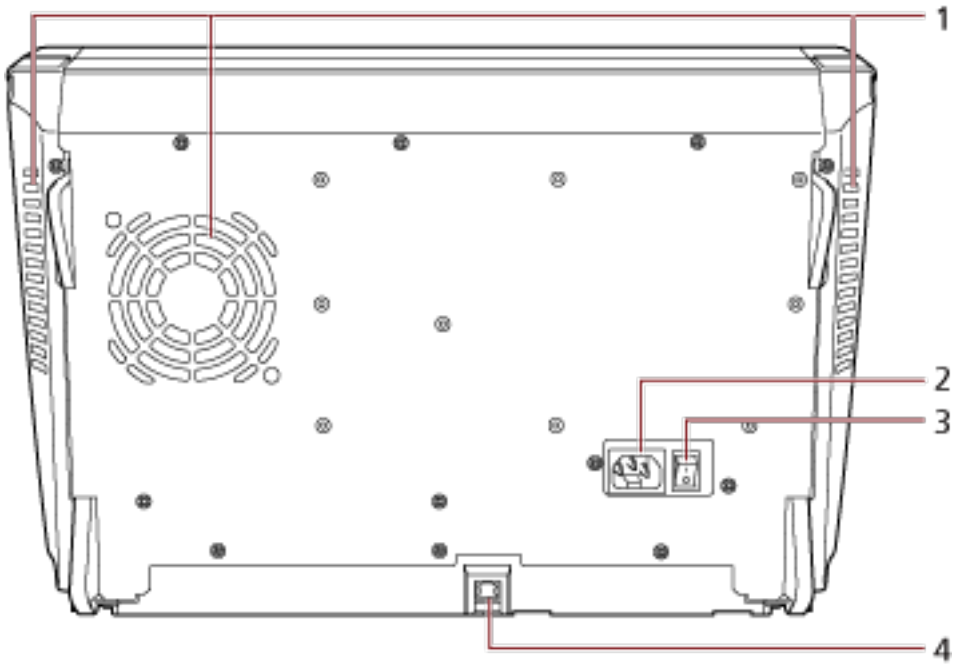
- **Front**



No.	Name	Function
1	Stacker	Stacks up the ejected documents. It can be kept at an optimum height to straighten the documents.
2	Stacker side guide	Aligns the documents in width direction as they are ejected onto the stacker.
3	Stacker extension	Pull out and adjust to the length of the documents.
4	Paper stop	Guides the ejected documents in the length direction to prevent them from being scattered. Though documents can be aligned without the paper stop, it can be used to stack them more neatly.

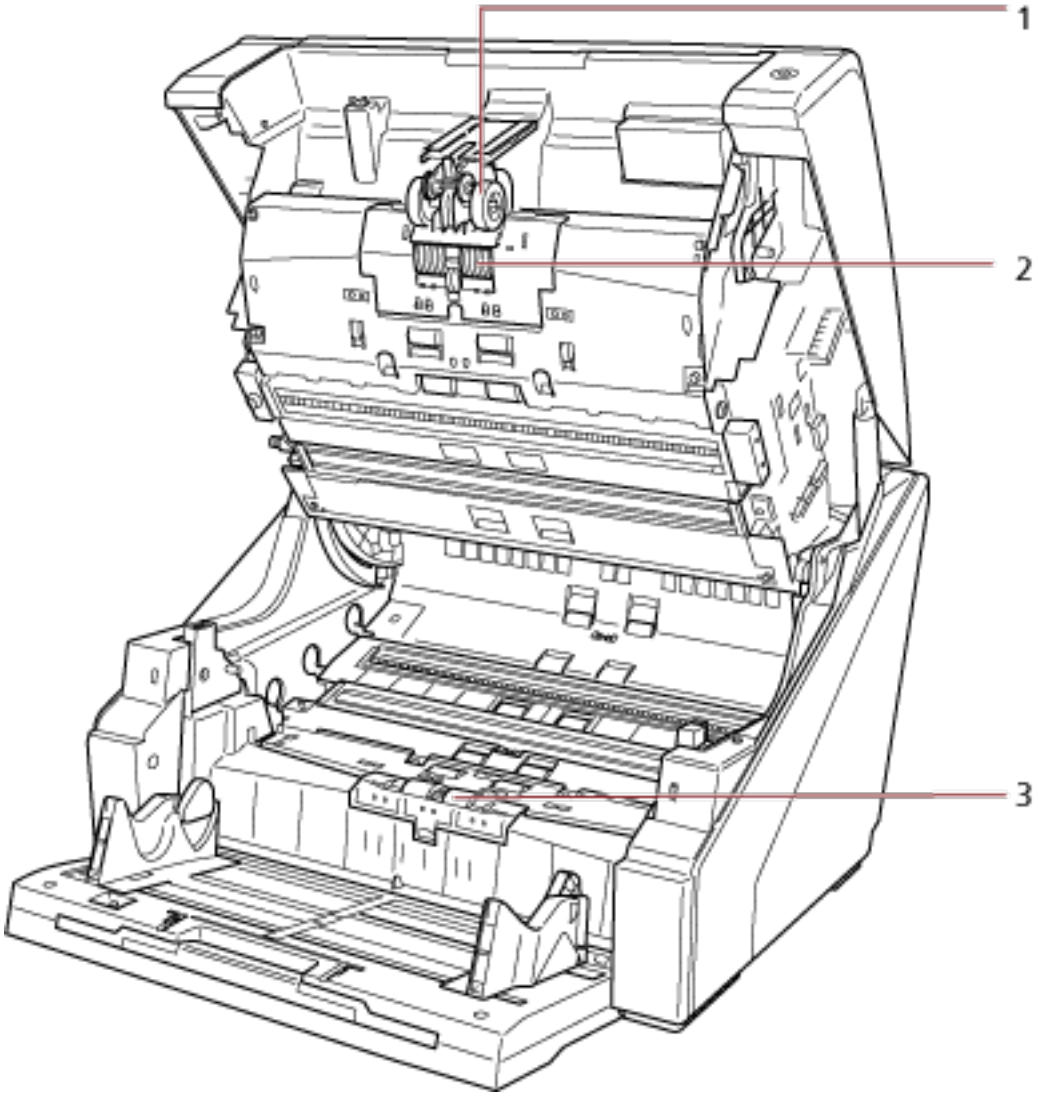
No.	Name	Function
5	Hopper side guide	Guides the documents in the width direction as they are fed into the scanner.
6	Hopper extension	Pull out to place long documents on the hopper.
7	Hopper	A table for loading documents to scan.
8	Paper output	Ejects the scanned documents.
9	Top cover	A cover for the upper paper path. Open it to remove jammed documents or clean the inside of the scanner.
10	Top cover release tab	Push up to open the top cover.
11	Operator panel	It consists of an LCD, buttons and check LED. It can be used to operate the scanner or check its status. For more details about the operator panel, refer to How to Use the Operator Panel (page 73).
12	Power button	Turns the power ON/OFF.
13	ADF release tab	Push up to open the ADF.
14	ADF (Automatic Document Feeder)	Pulls and feeds the documents loaded on the hopper one at a time. Open this to replace consumables or to clean the inside of the scanner.

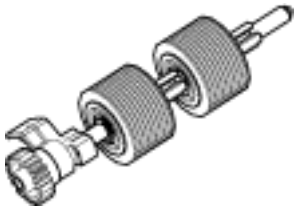
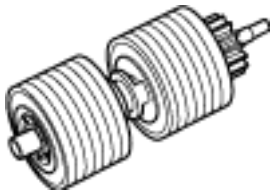
- **Back**



No.	Name	Function
1	Ventilation port	An outlet for ventilating hot air from inside the scanner.
2	Power connector	A connector for the power cable.
3	Main power switch	Powers ON/OFF the scanner.
4	USB connector	For connecting a USB cable.

- **Removable Parts**



No.	Name	Function
1	Pick roller 	A set of rollers which separates one sheet off the documents loaded in the hopper, and feeds the document into the ADF. For information on how to remove the pick rollers, refer to Replacing the Pick Roller (page 145).
2	Separator roller 	A set of rollers which separates one sheet off the documents loaded in the hopper, and feeds the document into the ADF. For information on how to remove the separator roller, refer to Replacing the Separator Roller (page 148).
3	Brake roller 	A roller that prevents more than one sheet of documents to be fed into the ADF at once. For details about removing the brake roller, refer to Replacing the Brake Roller (page 153).

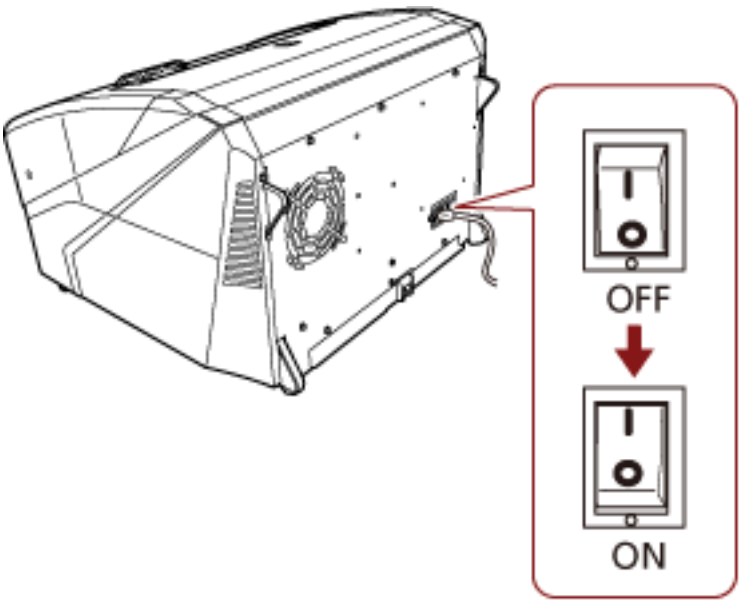
Turning the Power ON/OFF

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

How to Turn the Power ON

Turn on the power in the following procedure:

1 Press the "|" side of the main power switch on the back.



2 Open the hopper.

For information on how to open the hopper, refer to How to Open the Hopper (page 23).

> **HINT**
>
> Make sure to open the hopper before you press the power button to turn on the scanner.

3 Press the power button on the front of the scanner.

The power is turned on, and the power button lights in blue.
Note that the following screen is displayed on the operator panel LCD during initialization.

When [Ready] is displayed on the LCD, the scanner is ready to start scanning.

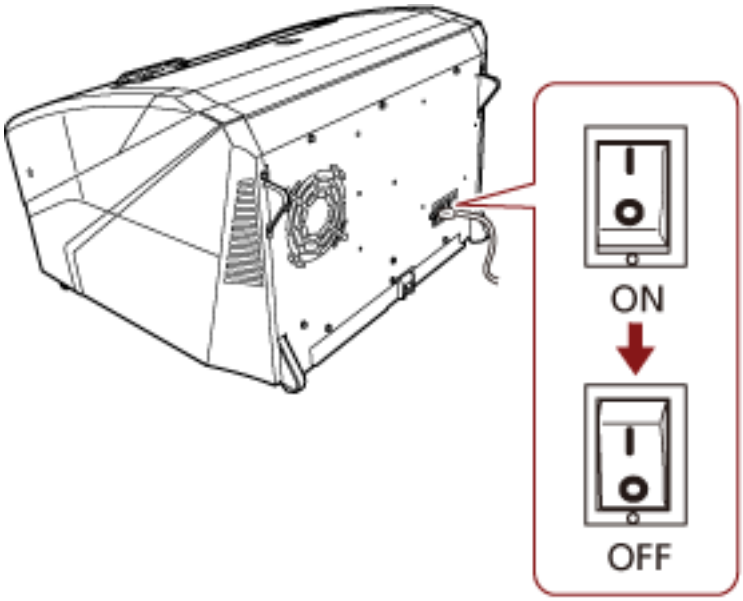
How to Turn the Power OFF

Turn off the power in the following procedure:

1 **Press the power button on the front for more than two seconds.**
The power is turned off, and the power button switches off.

HINT

If the scanner will not be used for a long time, press the "○" side of the main power switch to turn off the power, then unplug the power cable.



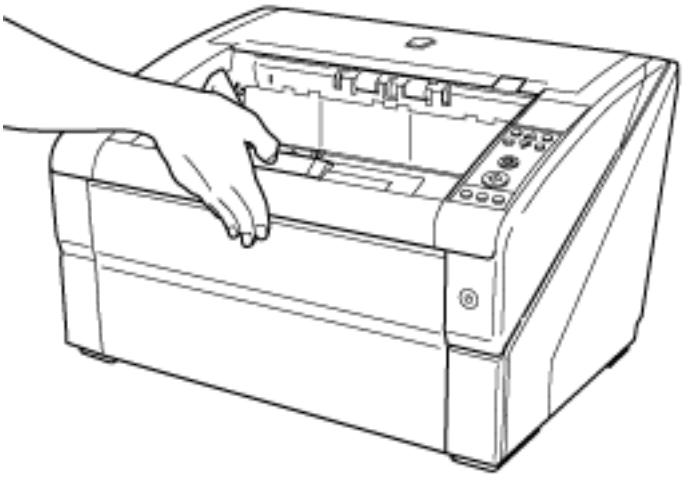
Opening/Closing the Hopper

This section describes how to open and close the hopper.

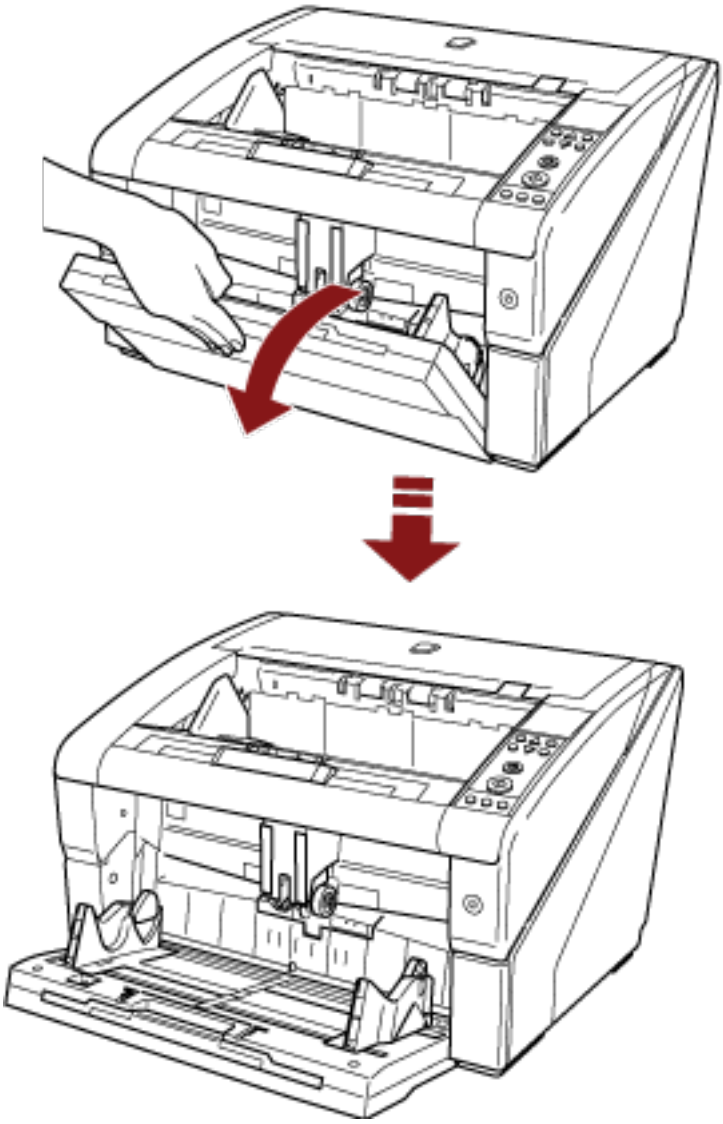
How to Open the Hopper

Open the hopper in the following procedure:

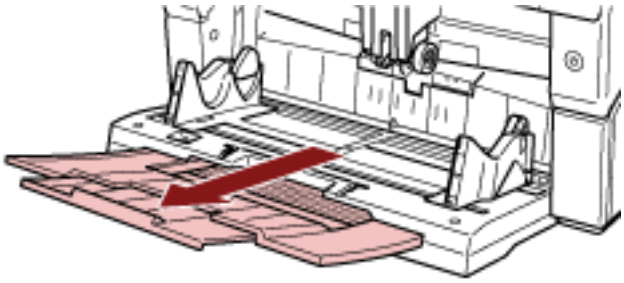
1 Push the upper middle section of the hopper.



2 Bring down the hopper as you support it with your hand.



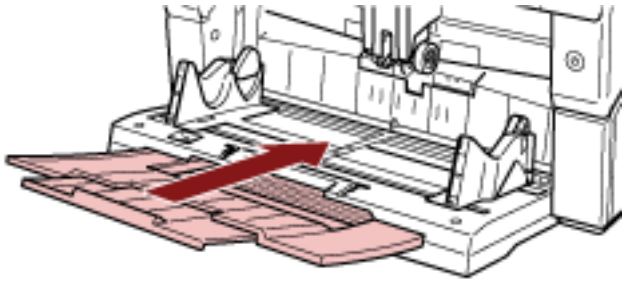
3 Adjust the hopper extension to the length of the document.



How to Close the Hopper

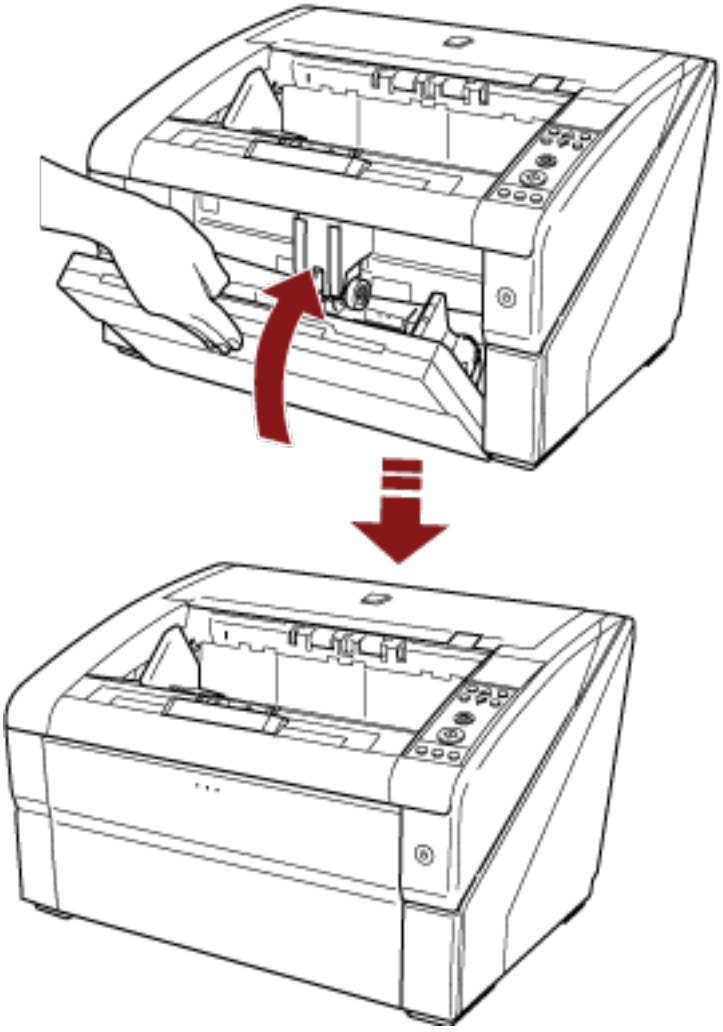
Close the hopper in the following procedure:

1. **Remove all documents from the hopper.**
2. **Slide in the hopper extension.**



3. **If the hopper level has been adjusted, set the hopper back to the lower position.**
   Lower the hopper level from the operator panel on the scanner.
   For details on how to adjust the hopper level, refer to Setting the Loading Capacity of the Hopper (page 32).
4. **Close the hopper.**

Make sure to push the hopper until it locks.



Opening/Closing the ADF

This section describes how to open and close the ADF.

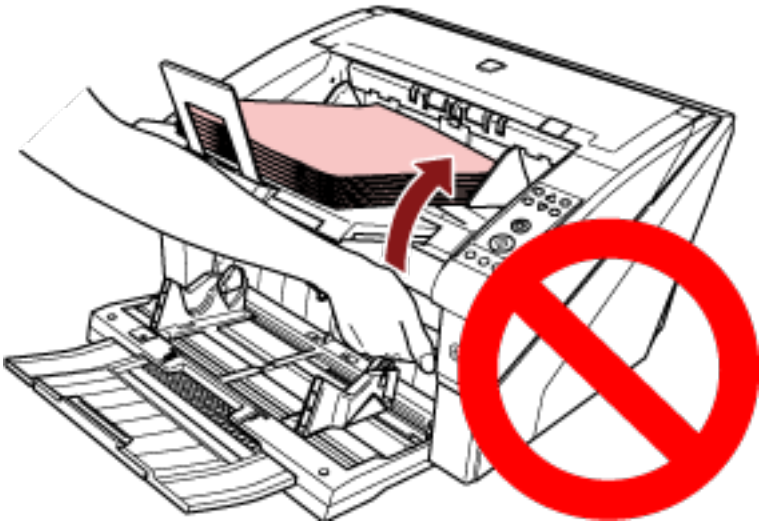
How to Open the ADF

Open the ADF in the following manner:

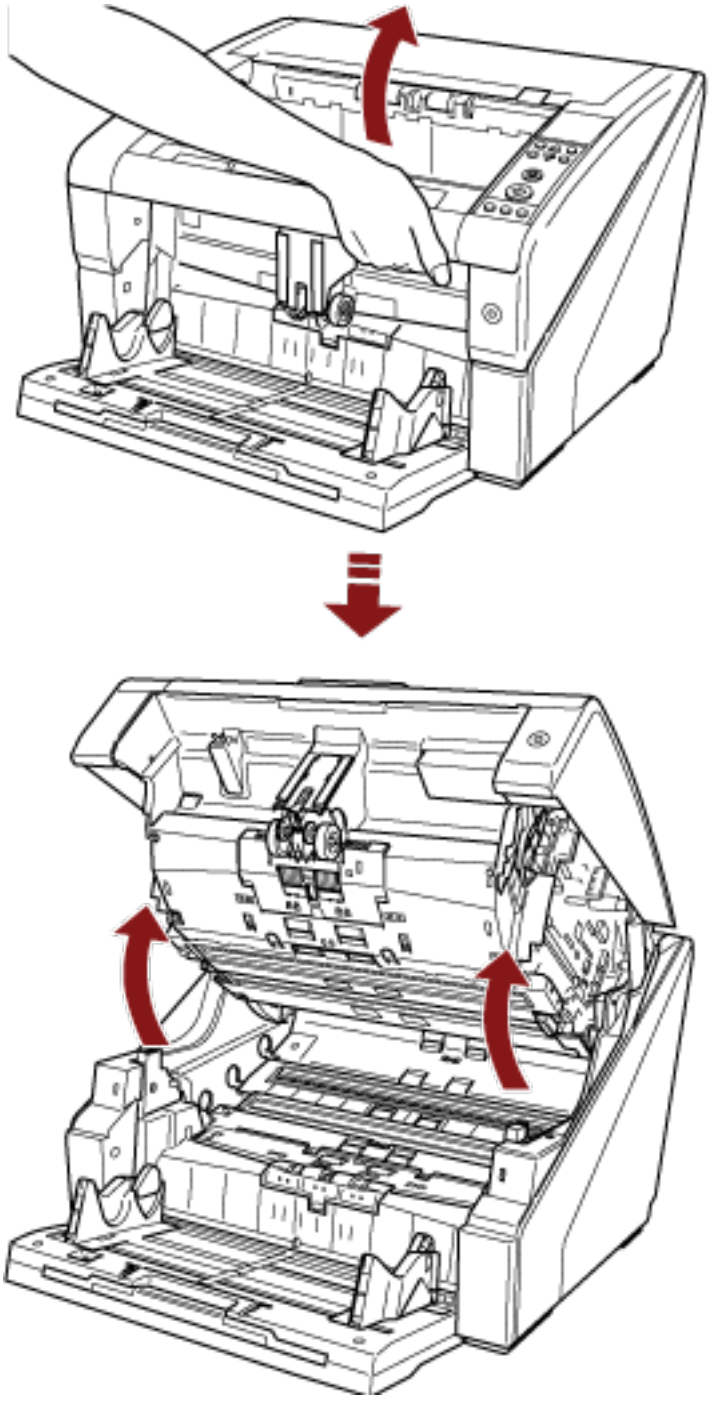
1 Remove all documents from the stacker.

CAUTION

Do not open the ADF when there is a large volume of documents left on the stacker.
Your fingers could become caught if the ADF closes from the weight of the documents.



2 Grab the ADF release tab and lift it up to open the ADF.

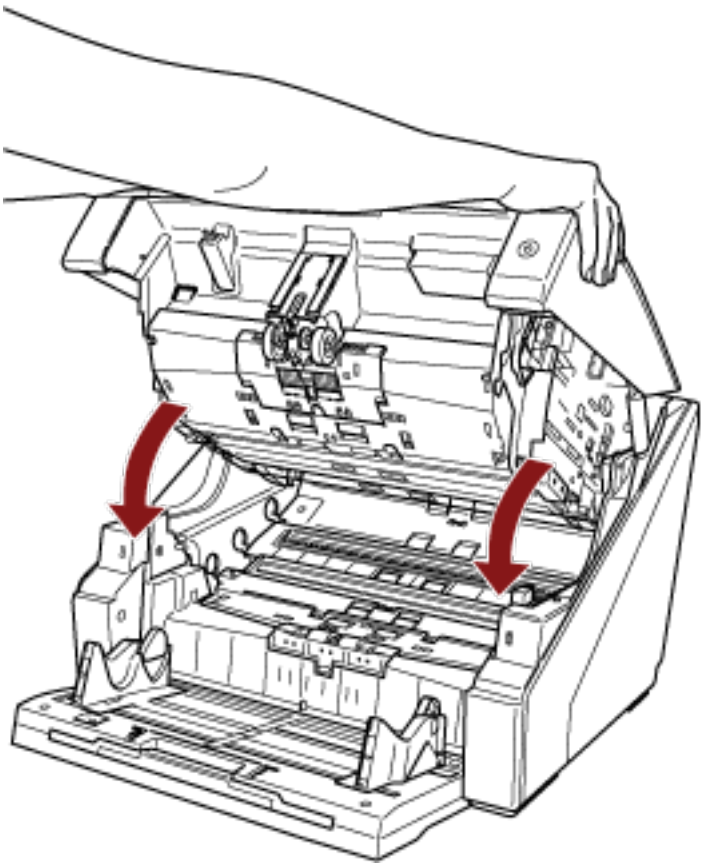


> **CAUTION** When you open the ADF with the power turned on, the LED comes on. Do not look at the LED light source directly. Doing so may cause visual impairment. Note that the amount of light from the LED light source that is exposed through the scanner does not pose any risk of eye damage.

How to Close the ADF

Close the ADF in the following manner:

1 **Hold the ADF with both hands and push it down slowly.**
Push the ADF until it locks.



ATTENTION

- Make sure that there is no foreign matter caught inside the ADF.
- Be careful not to get your fingers caught.

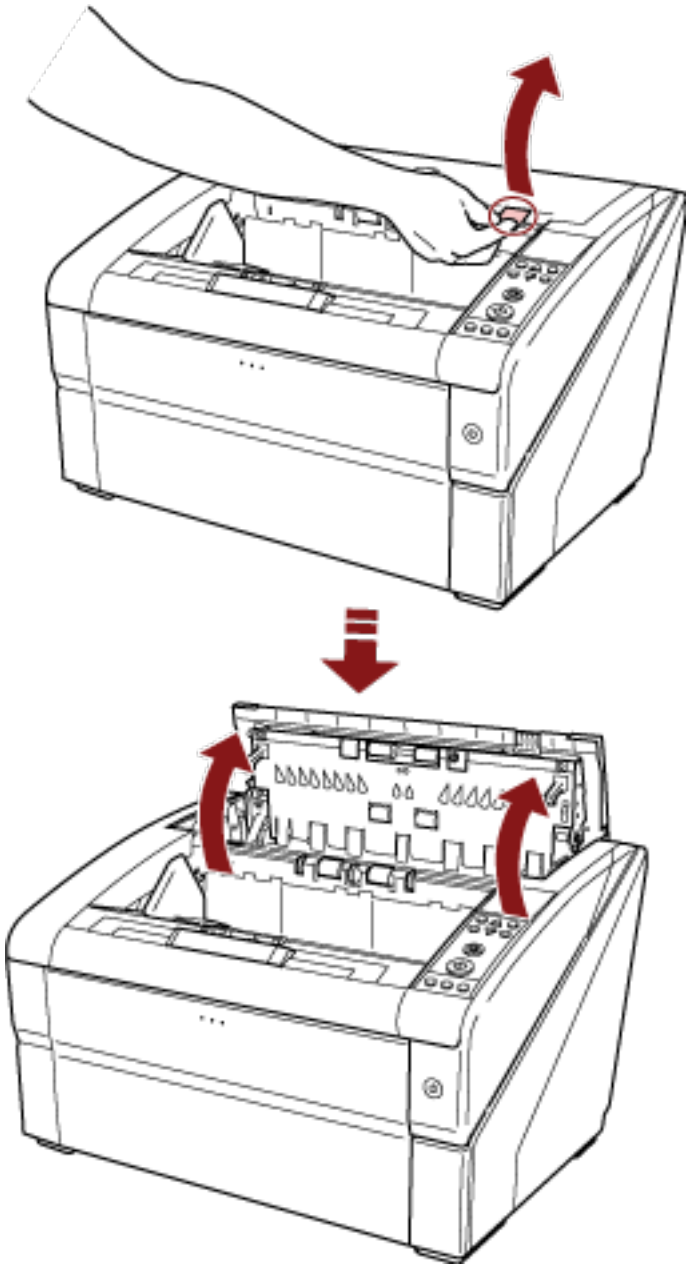
Opening/Closing the Top Cover

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

How to Open the Top Cover

Open the top cover in the following manner:

1 Hold onto the top cover release tab and push it up to open the top cover.



How to Close the Top Cover

Close the top cover in the following manner:

1 Close the top cover and push it down gently until it locks.

ATTENTION

- Make sure that there is no foreign matter caught inside the top cover.
- Be careful not to get your fingers caught.

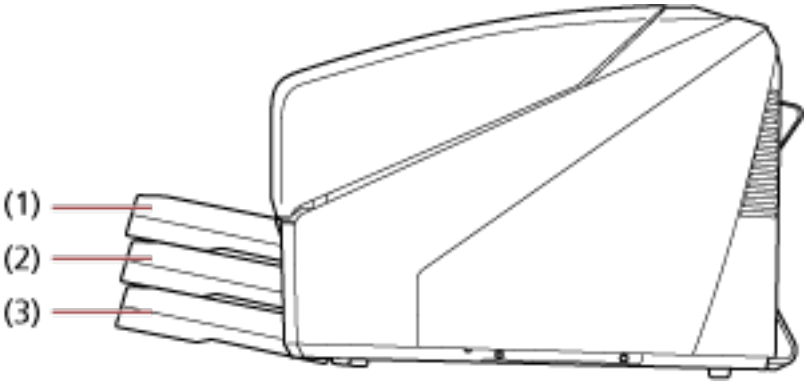
Setting the Loading Capacity of the Hopper

If there are only a few documents, you can set the hopper to a higher position and shorten the time to get to the feeding position.

ATTENTION

- To avoid the risk of jamming your fingers, do not touch the hopper while it is moving up/down.
- Do not place anything on top of the hopper while it is moving. The scanner may be damaged if any object is caught inside.
- To avoid any contact that may damage the scanner, do not place anything beneath the hopper.
- Do not adjust the hopper height from the operator panel when the hopper is closed, as it may damage the hopper.

This function is only available when [Ready] is displayed on the operator panel LCD.
The hopper level can be set for three different capacities.



(1) Upper:

A maximum of 100 sheets (*1) can be loaded.

(2) Middle:

A maximum of 300 sheets (*1) can be loaded.

(3) Lower:

A maximum of 500 sheets (*1) can be loaded.

***1:**For documents with a paper weight of 80 g/m^2 (20 lb).
The capacity varies depending on the paper weight of the document. For details, refer to Documents for Scanning (page 59).

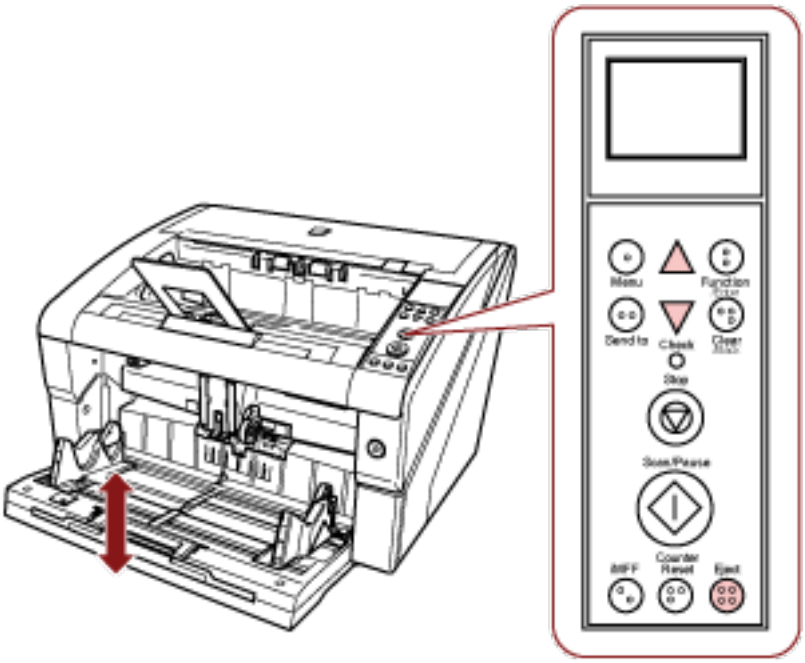
Use the operator panel to adjust the height of the hopper.
Configure by selecting [10: Hopper Level] in the [Main Menu] of the operator panel.
For details, refer to How to Use the Main Menu (page 82).
When the scanner has just been powered on, it is set to the [4: Lower] position.

HINT

[Hopper Level] can also be displayed by shortcut key. To display [Hopper Level] by shortcut key, press the [Eject] button and either the [△] or [▽] button at the same time when [Ready] is displayed.

Change the hopper level by using the [△] or [▽] button in [Hopper Level].

Note that the [Hopper Level] screen is not displayed unless the two buttons are pressed simultaneously.



When [Hopper Level] is displayed by shortcut key, the screen returns to [Ready] after a certain period of time.

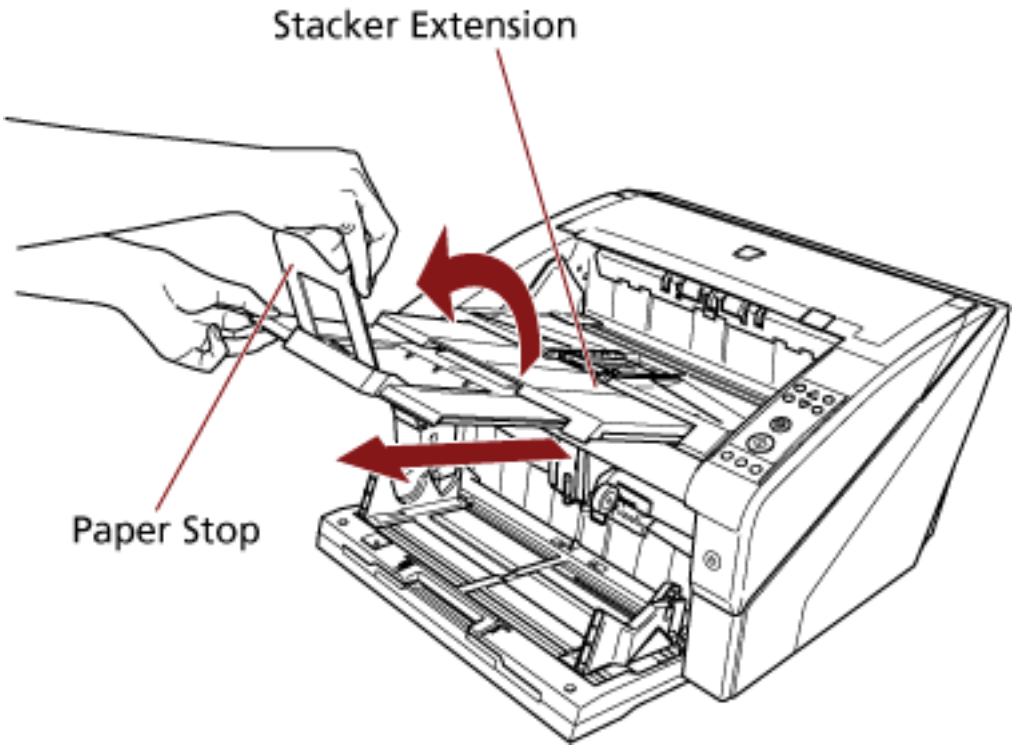
This period of time can be configured in [18: Operation Panel Timeout] of the operator panel.

Setting Up the Stacker

When you perform a scan, the document loaded on the hopper is ejected onto the stacker.
You can stack the documents neatly by using the stacker extension and the stacker side guides as shown in the procedure below.
You can set the stacker at certain heights.

How to Guide Documents

1 Adjust the stacker extension to the length of the document, and pull up the paper stop.

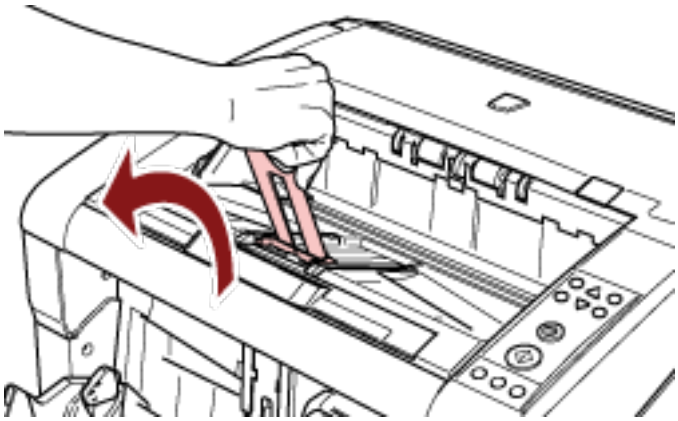


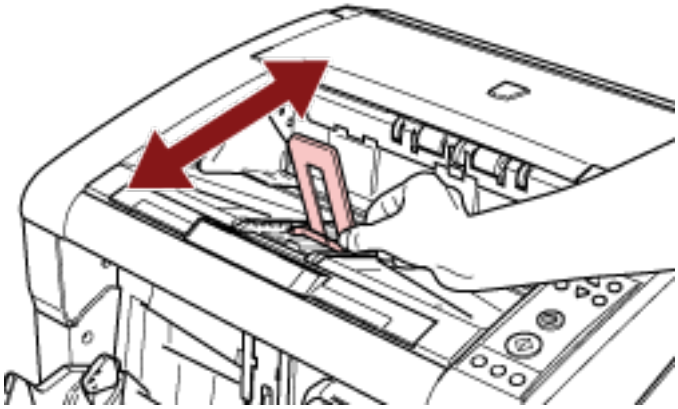
ATTENTION

- Do not hold the paper stop when you pull out the stacker extension because it may break.
- Make sure that the position of the paper stop is set longer than the document length.
  You can align the documents neatly by leaving a small gap between the paper stop and the documents.

HINT

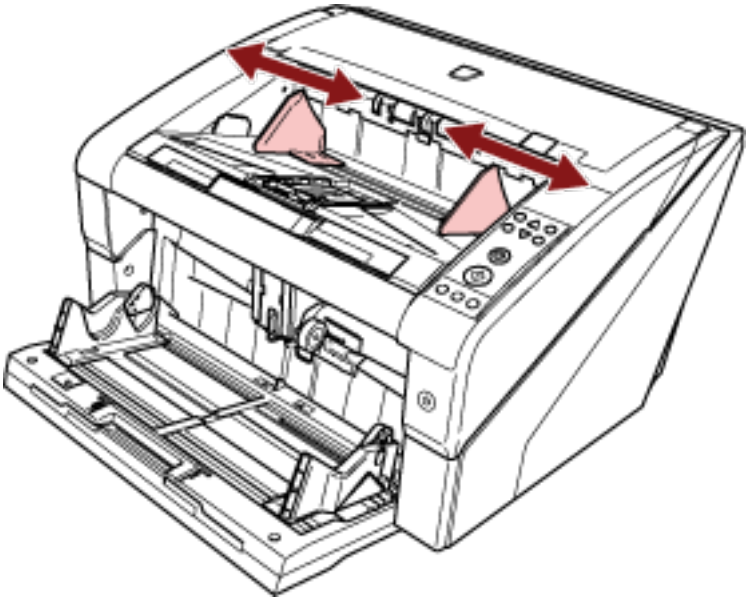
Use the paper stop (small) when the document length is short. Lift up the paper stop (small) to about 130 degrees from the stacker level.





To scan documents longer than A3 size, pull out the hopper extension and stacker extension all the way.
Also, make sure not to pull up the paper stop.

2 Adjust the stacker side guides to the width of the document.



ATTENTION

Make sure to set the distance between the stacker side guides longer than the document width.

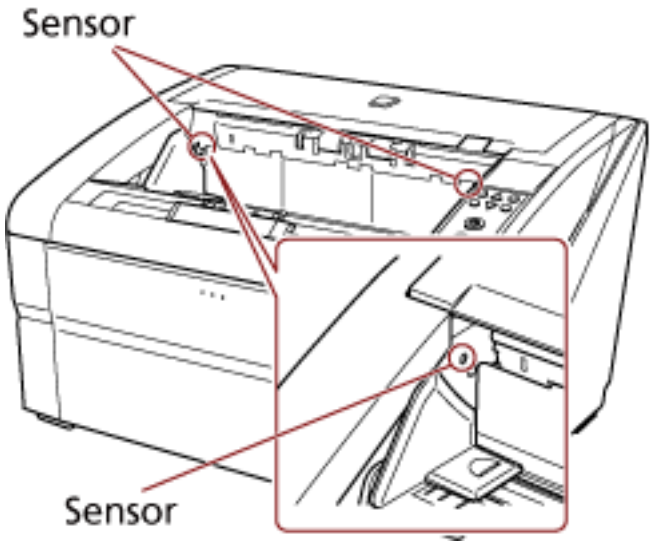
How to Fix the Stacker Height

Highly deformed (curled, folded or creased) documents may be scattered in the output when they are ejected onto the stacker.
In that case, having the stacker height fixed during scanning may help the documents be stacked neatly.

1 **In the [Main Menu] of the operator panel, select [2: Fixed] for [9: Stacker Positioning].**
For details, refer to How to Use the Main Menu (page 82).
The stacker height is fixed.

ATTENTION

- When the scanner has just been powered on, it is set to [1: Movable].
- In the rear ends of the stacker, a sensor is mounted on each side which detects documents. Make sure that nothing is placed in a location (between the two sensors) that may block the sensor.



- The stacker may move just after turning the power on or when the scanning starts. Do not touch the stacker or place anything on top of it.

Adjusting the Paper Separation Force

When you experience frequent multifeeds, pick errors or paper jams, take measures by controlling the paper separation force automatically for each document type.
Specify the setting for controlling the paper separation force automatically with one of the following methods.

- Specify the setting for controlling the paper separation force automatically in [27: Automatic Separation Control] on the [Main Menu] of the operator panel.
  For details, refer to How to Use the Main Menu (page 82).
- Start up the Software Operation Panel, and specify the setting for controlling the paper separation force automatically.
  For details, refer to Setting the Automatic Control of the Paper Separation Force [Automatic Separation Control] (page 260).

In addition, you can take measures by adjusting the paper separation force manually.
Keep the default setting for normal use.
Use the operator panel to adjust the paper separation force.
[11: Paper Separation Force] can be adjusted in the [Main Menu] of the operator panel.
For details, refer to How to Use the Main Menu (page 82).
Paper separation force can be set in five different levels.

Low ←→ High	Force	Paper Type	Expected Effect
■□□□□	Low	Low friction, easy to separate	Prevents pick error and paper jam
■■□□□	Slightly low		
■■■□□	Mid (default)		
■■■■□	Slightly high	High friction, difficult to separate	Prevents multifeed
■■■■■	High		

The paper separation force is set to [■■■□□] when the power has just been turned on.

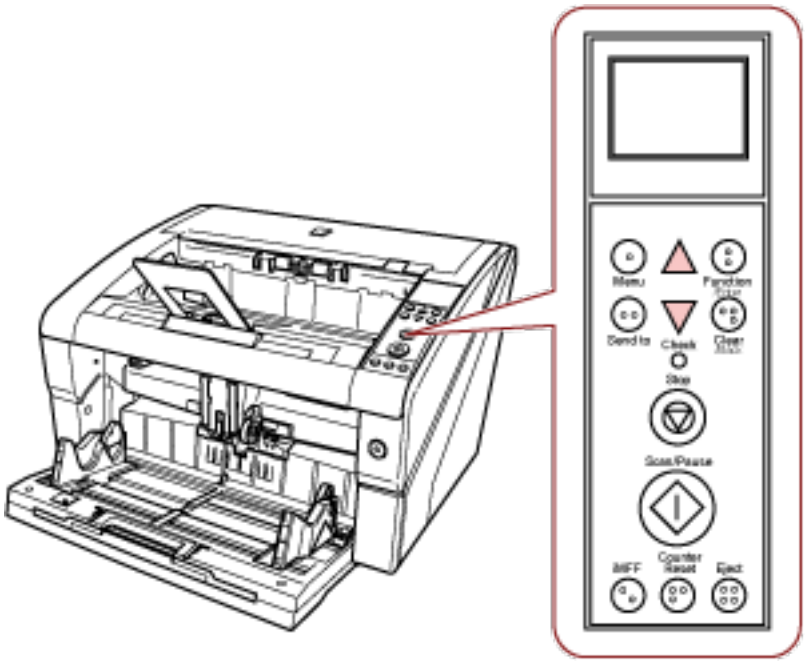
Note that when you configure the setting in the Software Operation Panel to memorize the paper separation force settings on the operation panel, you can use the memorized setting next time the scanner is powered on.
For details, refer to Setting the Paper Separation Force upon Turning the Power Off [Retain current paper thickness] (page 277).

HINT

- Set the paper separation force lower when pick errors or paper jams occur frequently.

- Set the paper separation force higher if multifeeds occur frequently when the paper separation force is low.
- Errors such as multifeed, pick error and paper jam may also be caused by worn-out consumables or contamination in the feeding mechanism. If these symptoms do not improve after changing the paper separation force, either replace the consumables or clean the inside of the scanner.
- Documents may be damaged if the paper separation force is set too high.
  In that case, set the paper separation force lower.
- When the automatic separation control is enabled, even if the paper separation force is adjusted manually, the paper separation force may be controlled automatically.
- [Paper Separation Force] can also be displayed by shortcut key. To display the [Paper Separation Force] screen by shortcut key, press the [△] or [▽] button when [Ready] is displayed.

  Change the paper separation force by using the [△] or [▽] button.



When [Paper Separation Force] is displayed by shortcut key, the screen returns to [Ready] after a certain period of time.
This period of time can be configured in [18: Operation Panel Timeout] of the operator panel.

Resuming from 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 (factory default setting) or more without being used, it automatically enters power saving mode.
When it enters power saving mode, the LCD on the operator panel turns off. The power button remains lit in blue.
To resume from power saving mode, perform one of the following:

- Load a document on the hopper.
- Press any button (except for power button) on the operator panel.
  Note that the scanner will be turned off when you press the power button for more than two seconds.
- Scan a document with the image scanning application.

Also, the scanner can be set to turn itself off automatically when it is turned on and left unused for a certain period of time.
You can save the power consumption by having the scanner turn off automatically.
To enable this setting, select the [Power off after a certain period of time] check box in [Device Setting] of the Software Operation Panel.
For details, refer to Setting the Waiting Time to Enter Power Saving Mode [Power saving] (page 276).
To turn the scanner back on after it is automatically turned off, press the power button on the scanner.
For details, refer to How to Turn the Power ON (page 20).

ATTENTION

- Depending on the application you are using, the scanner may not be turned off automatically even when the [Power off after a certain period of time] check box is selected.
- If the scanner turns itself off automatically while you are using an image scanning application, close the application first, 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 Setting the Waiting Time to Enter Power Saving Mode [Power saving] (page 276).

Basic Flow of the Scanning Operation

This section explains the basic flow of scanning operations.

In order to perform a scan, you need a scanner driver and an application that supports the scanner driver.
The following scanner drivers and image scanning applications are bundled with the scanner:

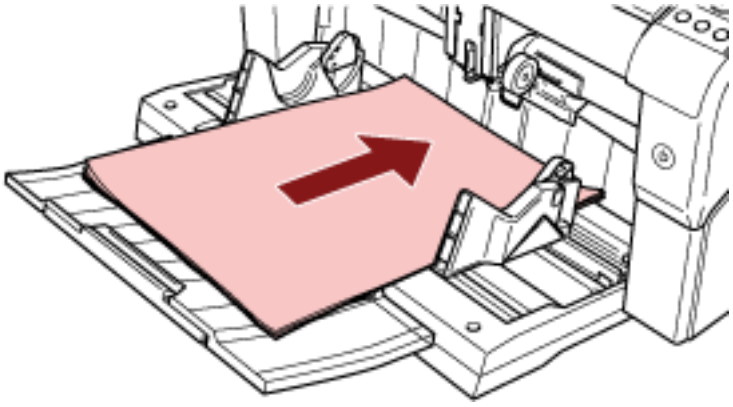
- Scanner driver
  - PaperStream IP driver
- Image scanning application
  - PaperStream ClickScan
  - PaperStream Capture
  - PaperStream Capture Pro (EVALUATION)

HINT

- For details about the scanner driver and image scanning applications, refer to Overview of the Bundled Software (page 43).
- Scanning procedures, operations, and scan setting items slightly vary depending on the image scanning application and the scanner driver.
  For details, refer to the manual or help for the image scanning application, and the help for the scanner driver.

1. **Turn on the scanner.**
   For information on how to turn on the power, refer to How to Turn the Power ON (page 20).

2. **Load documents on the hopper.**
   Set the documents with the front side (scanning side) facing up.



   For information on how to load documents, refer to How to Load Documents (page 48).

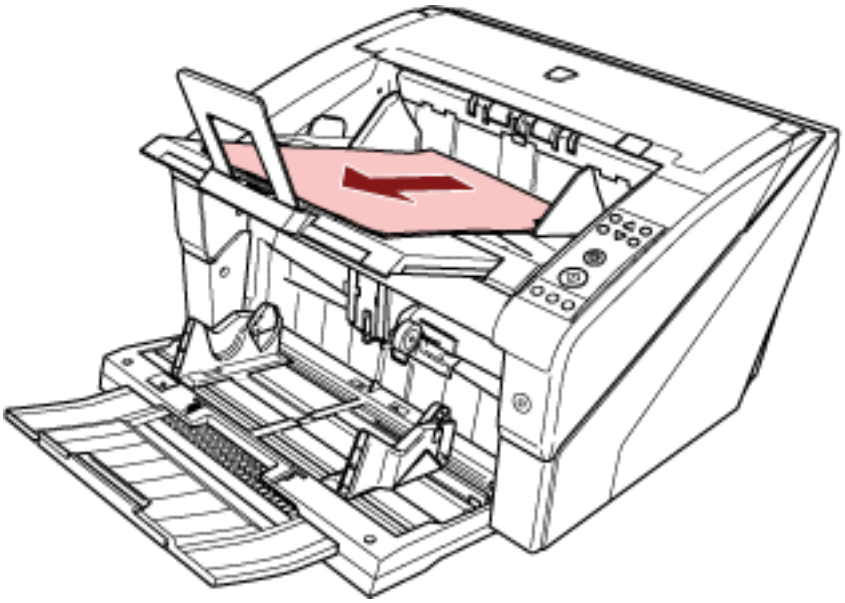
3. **Start an image scanning application.**

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

5 **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.

6 **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.

7 **Scan documents with the image scanning application.**
For details, refer to the manual or help of the image scanning application.



ATTENTION

When the scanner and the computer are communicating, for instance, during scanning, do not perform an operation that causes disconnection of their communication, such as unplugging the USB cable or logging off the user account.

Installing 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.

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) Bundle
    Conforms to the ISIS standard. Used when you operate the scanner using ISIS-compliant applications.
- Software Operation Panel
  You can configure various settings for operating the scanner and managing consumable parts.
  It is installed together with the PaperStream IP driver.
- Error Recovery Guide
  Displays the status of the scanner and a solution for a problem if an error occurs.
  It is installed together with the PaperStream IP driver.
- 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 located at the far right of the task bar.
  For details, refer to the PaperStream ClickScan Help.
- PaperStream ClickScan Searchable PDF Option
  An application to output images in a format such as searchable PDF, Word (*1), or Excel (*1).
  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 both PaperStream IP (TWAIN) and PaperStream IP (ISIS) Bundle.
  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, the Operator's Guide, and the fi-680PRF/PRB Imprinter Operator's Guide are installed.
- Scanner Central Admin Agent
  Use this application to update the firmware 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 software and firmware updates for fi Series and applies them.

***1:**Microsoft® Office products need to be installed.

System Requirements

The system requirements are as follows.

Operating system	● Windows® 10 Home (32-bit/64-bit) (*1) ● Windows® 10 Pro (32-bit/64-bit) (*1) ● Windows® 10 Enterprise (32-bit/64-bit) (*1) ● Windows® 10 Education (32-bit/64-bit) (*1) ● Windows Server® 2016 Standard (64-bit) (*1) ● Windows Server® 2019 Standard (64-bit) (*1) ● Windows Server® 2022 Standard (64-bit) (*1) ● Windows® 11 Home (64-bit) (*1) ● Windows® 11 Pro (64-bit) (*1) ● Windows® 11 Enterprise (64-bit) (*1) ● Windows® 11 Education (64-bit) (*1)
DVD drive	Required for installation
Interface	USB2.0/USB1.1

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

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
- Error Recovery Guide
- PaperStream ClickScan
- PaperStream Capture
- Manuals
- fi Series Online Update

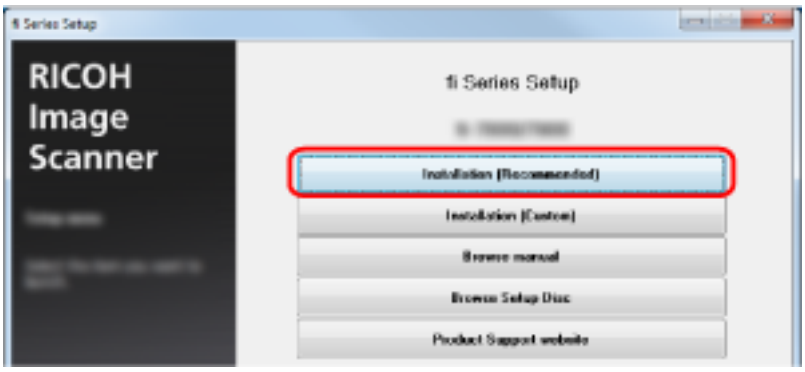
1 **Turn on the computer and log onto Windows as a user with administrator privileges.**

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.**

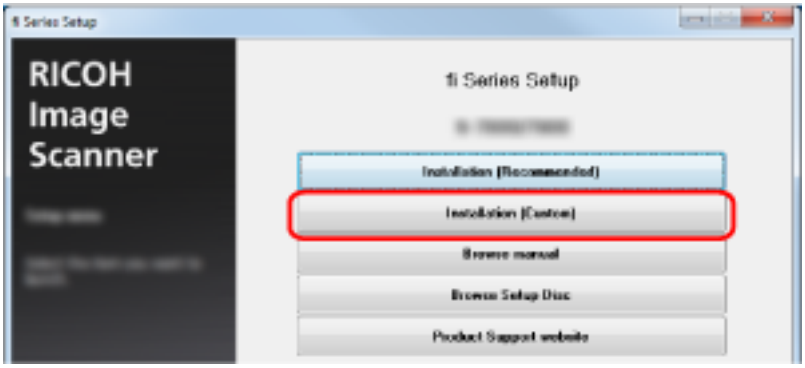


5 **Install the software by following the instructions displayed in the window.**

Installation (Custom)

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

1. **In the same way as in Installation (Recommended) (page 46), perform steps 1 through 3.**
2. **Click the [Installation (Custom)] button.**



3. **Check the displayed contents and click the [Next] button.**
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.**

How to Load Documents

This section explains how to load documents on the scanner.

Loading Documents

This section explains how to load documents on the scanner.

Preparation

Prepare the documents as described below.

> **HINT**
>
> For details about the paper size and quality required for normal operations, refer to Documents for Scanning (page 59).

1 Check the documents.

a Check if the documents to be loaded are of the same size or different sizes.
Ways to load documents differ depending on whether the documents are the same size or not.

b Check the number of sheets.

Up to 500 sheets can be loaded (with paper weight of 80 g/m^2 [20 lb], thickness of the document stack under 50 mm, and the total weight under 5 kg).
For details, refer to Loading Capacity (page 62).

> **HINT**
>
> - For documents with tabs or non-rectangular documents, refer to Loading Documents with Tabs or Non-rectangular Documents (page 64).
> - For documents with different widths, refer to Conditions for Mixed Batch Scanning (page 70) and Scanning Documents with Different Widths (page 102).

2 Fan the documents.

a Hold both ends of the documents and bend them.

b Firmly holding the documents with both hands, bend them back in the opposite direction as follows.

c Repeat steps a and b a few times.

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

e Align the edges of the documents.

How to Load Documents

There are two ways to load the documents.

Setting the documents at the center of the hopper

This style is used mainly when the documents are of the same size.

Setting the documents by the left or right side of the hopper

This style is used mainly when the documents are in different sizes or when you want to shift the center of the documents.

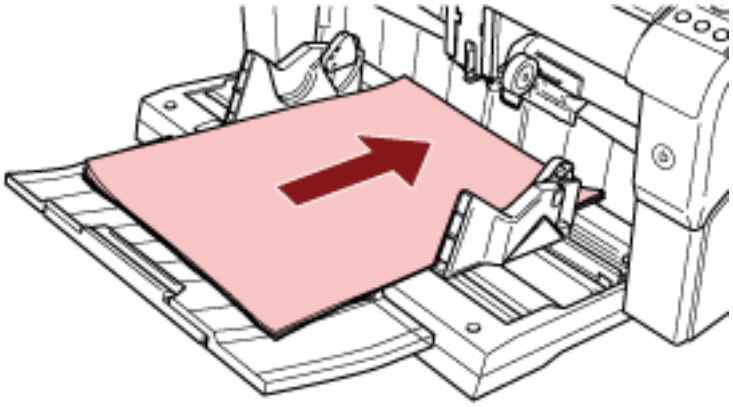
ATTENTION

Note that different conditions apply for multifeed detection when you set the documents by either left or right side of the hopper.

Setting the Documents at the Center of the Hopper

1 Load documents on the hopper.

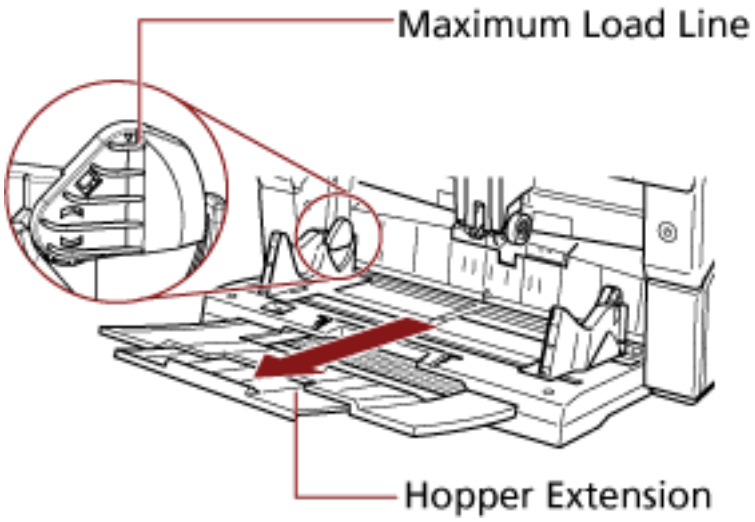
Set the documents with the front side (scanning side) facing up.



HINT

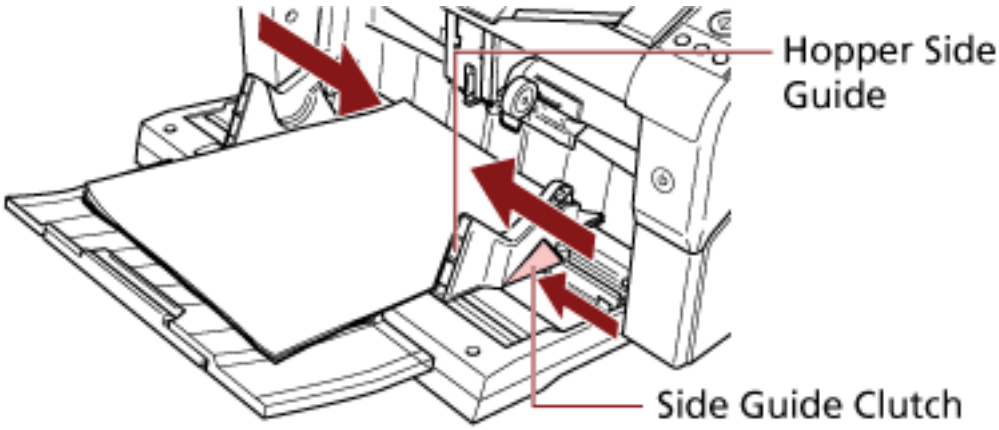
- Make sure to keep the documents within the maximum load line on the inside of the hopper side guides.

- Pull out the hopper extension according to the length of the document before placing the documents.



2 Adjust the hopper side guides to the document width.

Move the hopper side guides while pressing the side guide clutch so that there is no space left between the documents and the hopper side guides.
Otherwise, the documents may be scanned skewed.

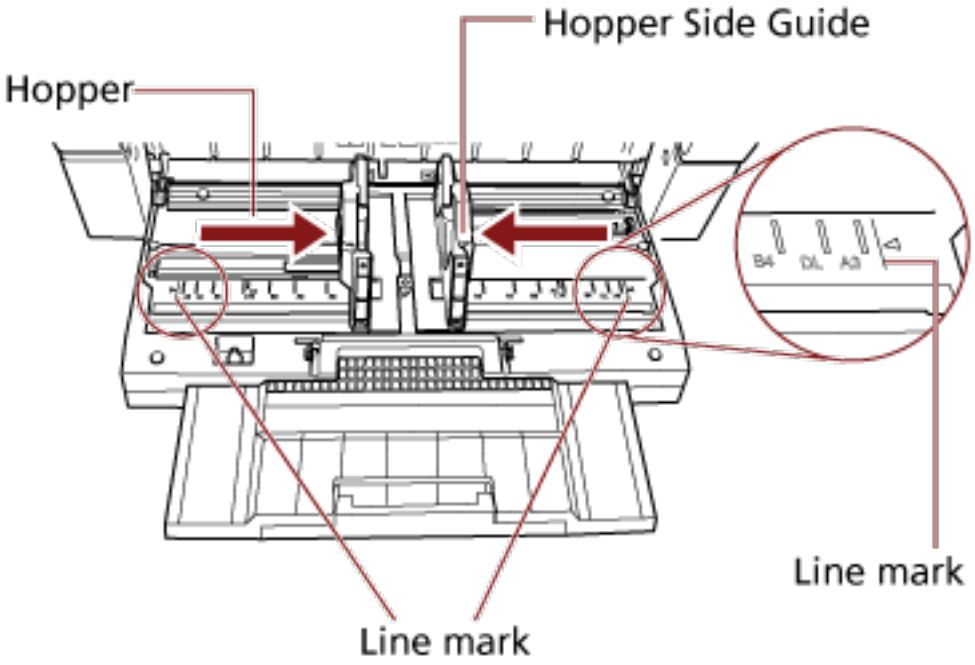


ATTENTION

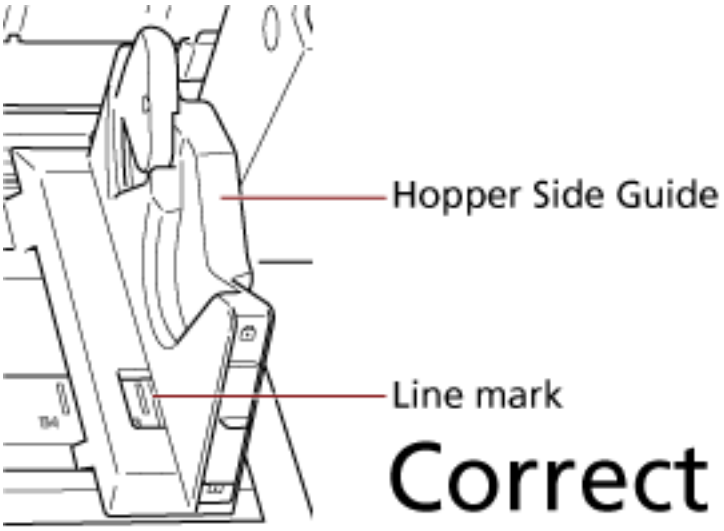
Remove all paper clips and staples. Reduce the number of documents if a multifeed or pick error occurs.

HINT

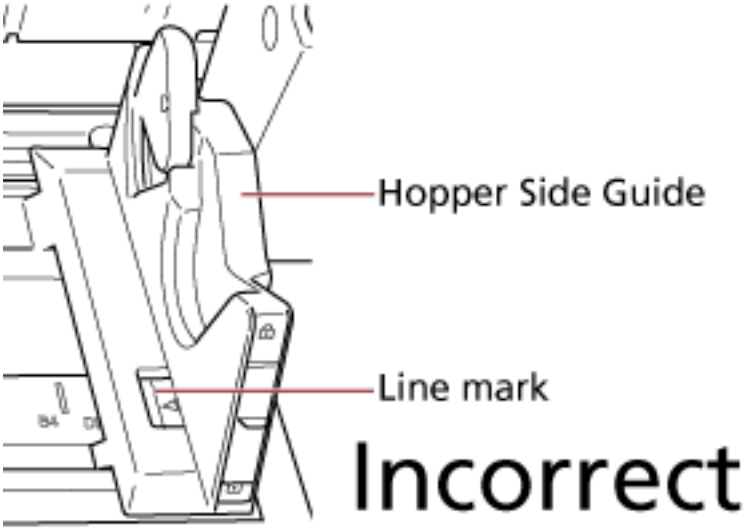
Make sure that the hopper side guides do not pass the line marks on each side of the hopper.



- Good example



- Bad example

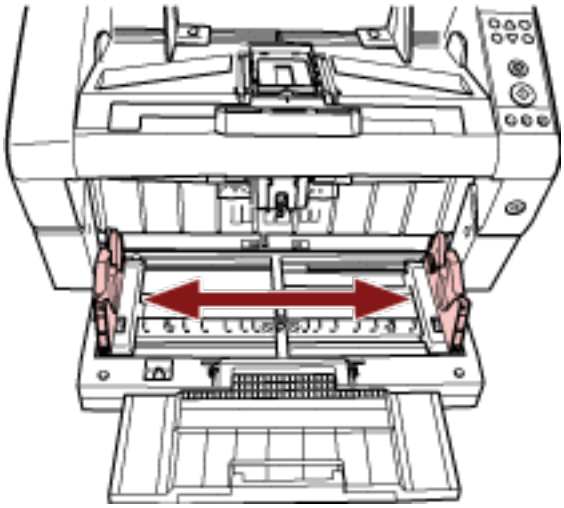


3 **Adjust the stacker extension to the document length, and pull up the paper stop.**
For information on how to set the stacker, refer to Setting Up the Stacker (page 34).

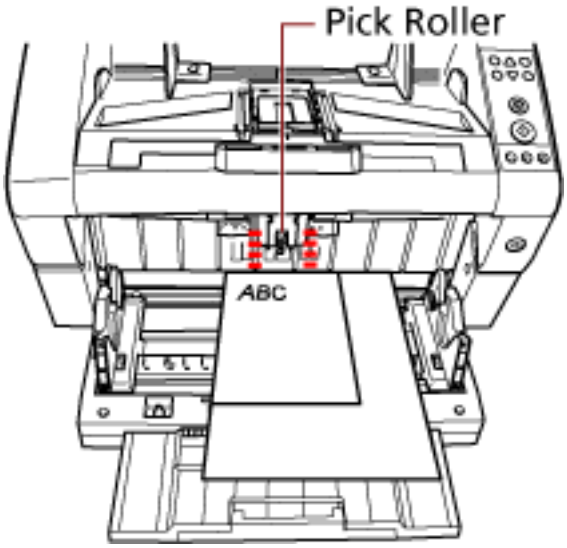
4 **Scan documents with the image scanning application.**
For details, refer to the manual or help of the image scanning application.

Setting the Documents by the Left or Right Side of the Hopper

1 **Slide the hopper side guides to their outermost positions.**



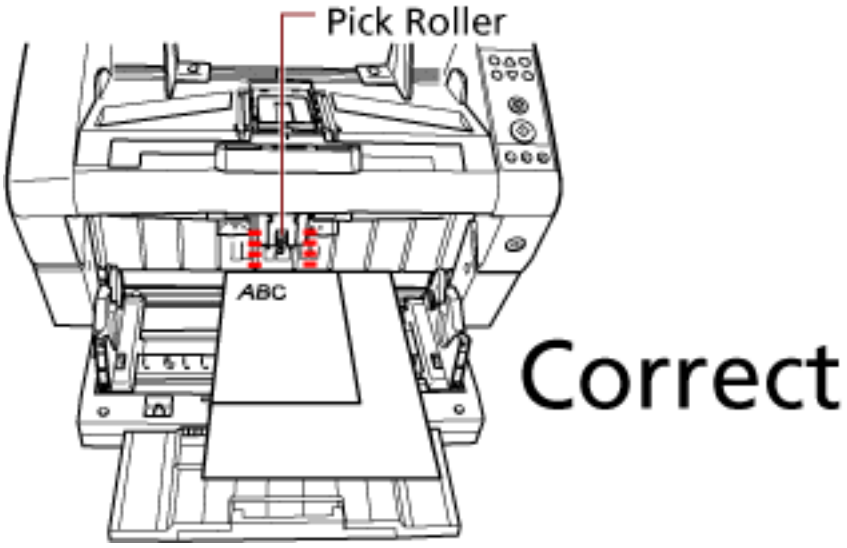
2 **Set the documents so that the smallest document can be picked by the pick rollers.**
Set the documents with the front side (scanning side) facing up.



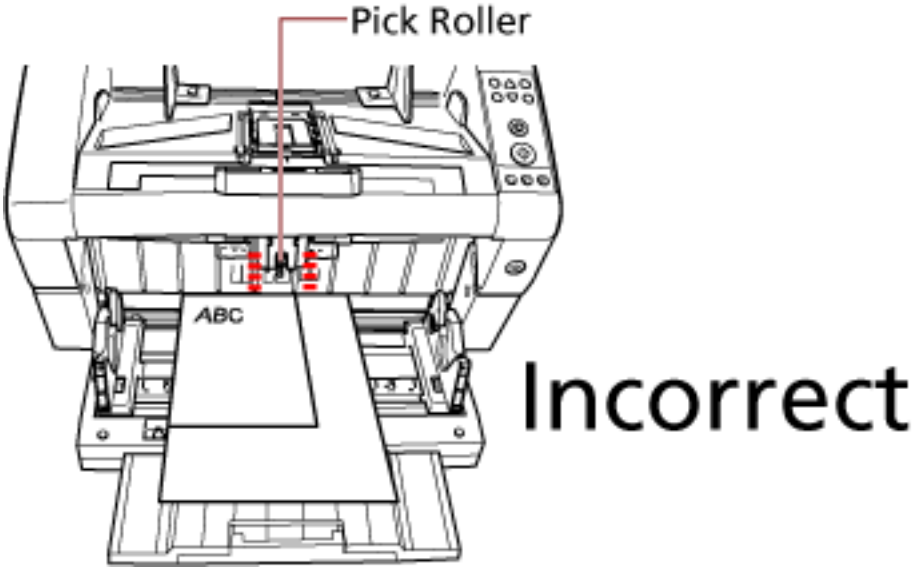
ATTENTION

Make sure that all documents are placed underneath the pick roller, otherwise the document will not be picked.

- Good example

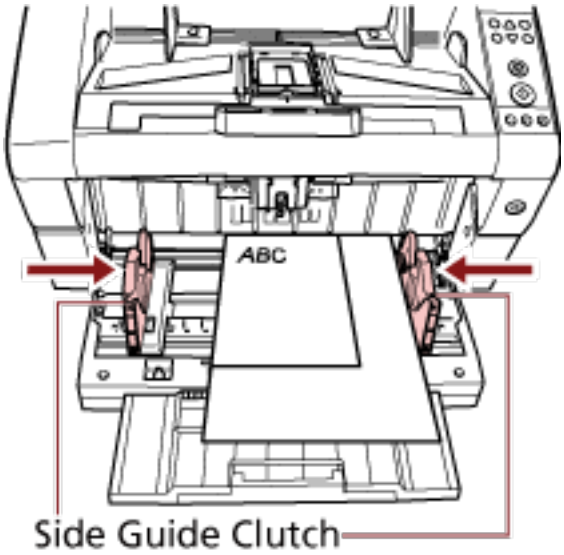


- Bad example



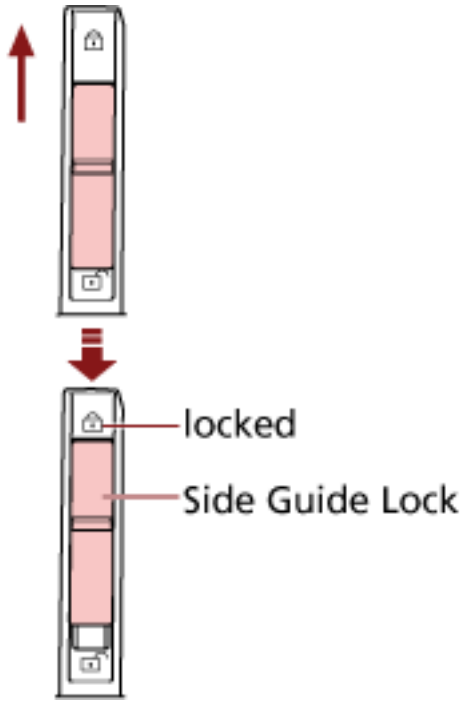
3 Adjust the hopper side guides to the document width.

Move the hopper side guides towards the center as you press the side guide clutches, and leave no space between the hopper side guide and the widest document.



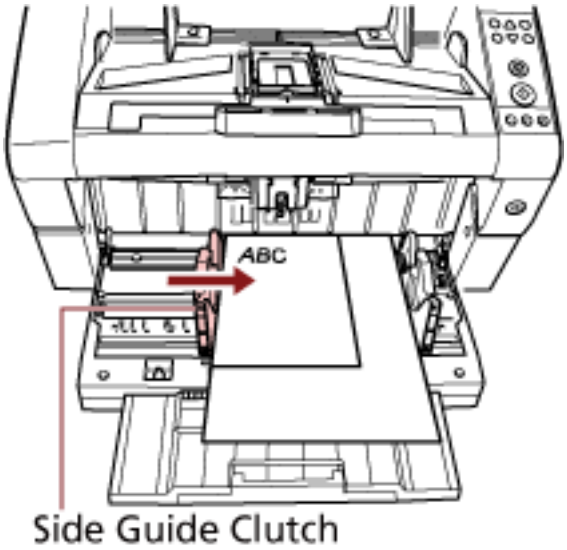
4 Lock one of the hopper side guides.

In this case, lock the hopper side guide on the right side by sliding up the side guide lock.



5 Move the other hopper side guide to the target position while pressing the side guide clutch.

In this case, slide the left hopper side guide as you press the side guide clutch and leave no space between the hopper side guide and the document.



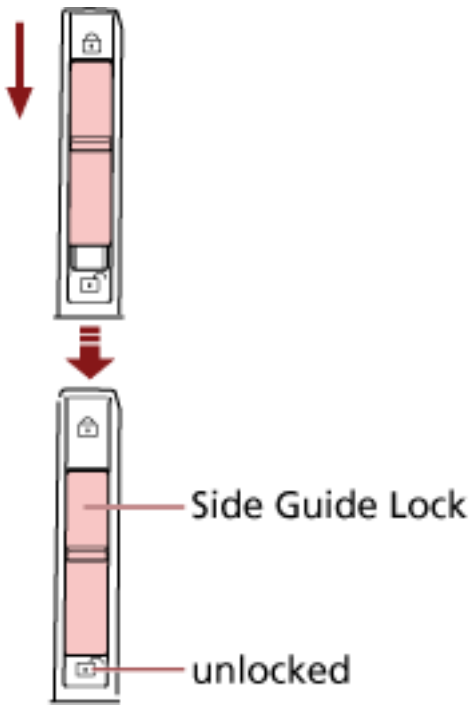
6 **Adjust the stacker extension to the document length, and pull up the paper stop.**
For information on how to set the stacker, refer to Setting Up the Stacker (page 34).

7 **Scan documents with the image scanning application.**
For details, refer to the manual or help of the image scanning application.

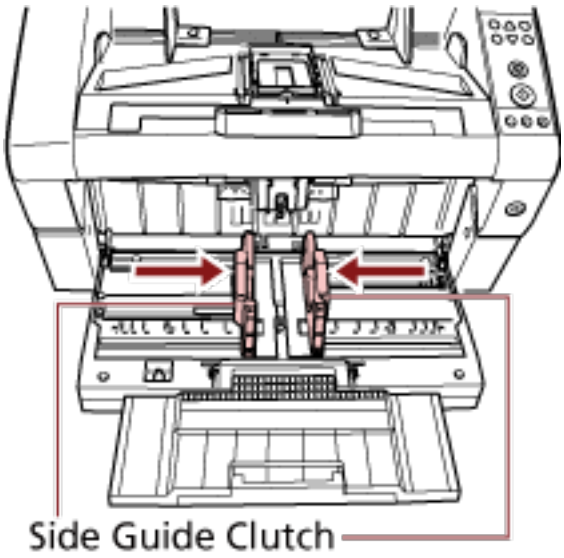
HINT

To unlock the hopper side guide, follow the steps below.

1 Slide down the side guide lock of the hopper side guide that is locked.



2 Move both hopper side guides towards the center while pressing the side guide clutches.

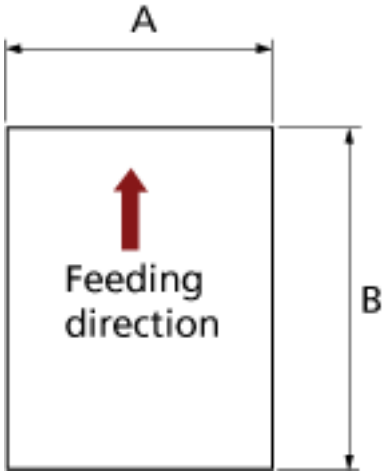


3 Release the side guide clutches.
Both hopper side guides will now move in conjunction with each other.

Documents for Scanning

Paper Size

The paper size that can be scanned is specified as follows.



A: 52 to 304.8 mm (2.1 to 12.0 in.)
B: 74 to 431.8 mm (2.9 to 17.0 in.) (*1) (*2)

***1:**Long Page Scanning supports scanning of documents with a length up to 5588 mm (220 in.) in the feeding direction.
Note that the resolution must be set to the following dpi value depending on the document size.

- A length that exceeds Double Letter (432 mm) but does not exceed 863 mm
  400 dpi or less
- A length that exceeds 863 mm but does not exceed 3175 mm
  300 dpi or less
- A length that exceeds 3175 mm but does not exceed 5588 mm
  200 dpi or less

***2:**For Manual Feed mode (Single Feed mode), scanning up to A2/A1 size is possible.
You can scan a document folded in half and merge both sides of the image.

HINT

You can set the control for ejecting documents when scanning documents with a document length of 138 mm or shorter.
For details, refer to Setting the Control for Ejecting Documents [Stacking Control] (page 261).

Paper Quality

- **Paper Type**

  Recommended paper types for scanning are as follows:

  • Wood-free paper

  • Wood-containing paper

  When using paper types other than the above, make sure to test with the same type of paper and see if it can be scanned before you start scanning the actual document.

- **Paper Weight**

  Paper weights supported for scanning are as follows:

  • A5 or larger, A4/Letter or smaller: 20 to 209 g/m^2 (5.4 to 56 lb)

  • Smaller than A5, larger than A4: 41 to 209 g/m^2 (11 to 56 lb)

- **Precautions**

  The following types of documents may not be scanned successfully:

  • Documents of non-uniform thickness (e.g. envelopes, documents with photographs attached)

  • Wrinkled or curled documents

  • Folded or torn documents

  • Tracing paper

  • Coated paper

  • Carbon paper

  • Photosensitive paper

  • Perforated documents

  • Documents that are neither square nor rectangular

  • Very thin documents

  • Photographs (photographic paper)

  Also, do not scan the following types of documents:

  • Paper-clipped or stapled documents

  • Documents on which the ink is still wet

  • Documents smaller than A8 size

  • Documents wider than 304.8 mm (12.0 in.)

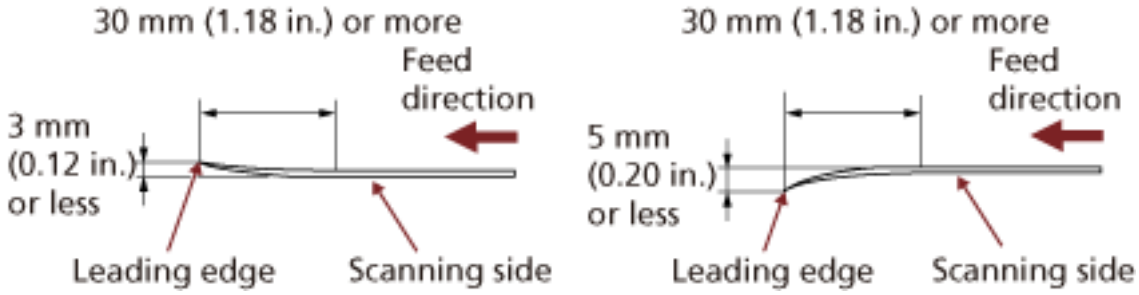
  • Documents other than paper such as fabric, metal foil and OHP film.

  • Important documents such as certificates and cash vouchers which must not be damaged

HINT

• When scanning semi-transparent documents, set [Brightness] higher in the scanner driver to avoid bleed-through.

- To prevent the rollers from becoming dirty, avoid scanning documents that contain large areas filled with pencil lead. If you have to scan such documents, make sure to perform cleaning frequently.
  A message may appear when you scan a lot of documents written with pencil.
  For details, refer to Errors (page 163).
- If multifeeds, pick errors, or paper jams occur frequently, refer to Adjusting the Paper Separation Force (page 38) for troubleshooting.
- All documents must be flat on the leading edge. Make sure that curls on the leading edge of documents are kept within the following range:



ATTENTION

- Since carbonless papers contain chemical substances which may harm the rollers (e.g. pick roller), be aware of the following risks:

  Cleaning:

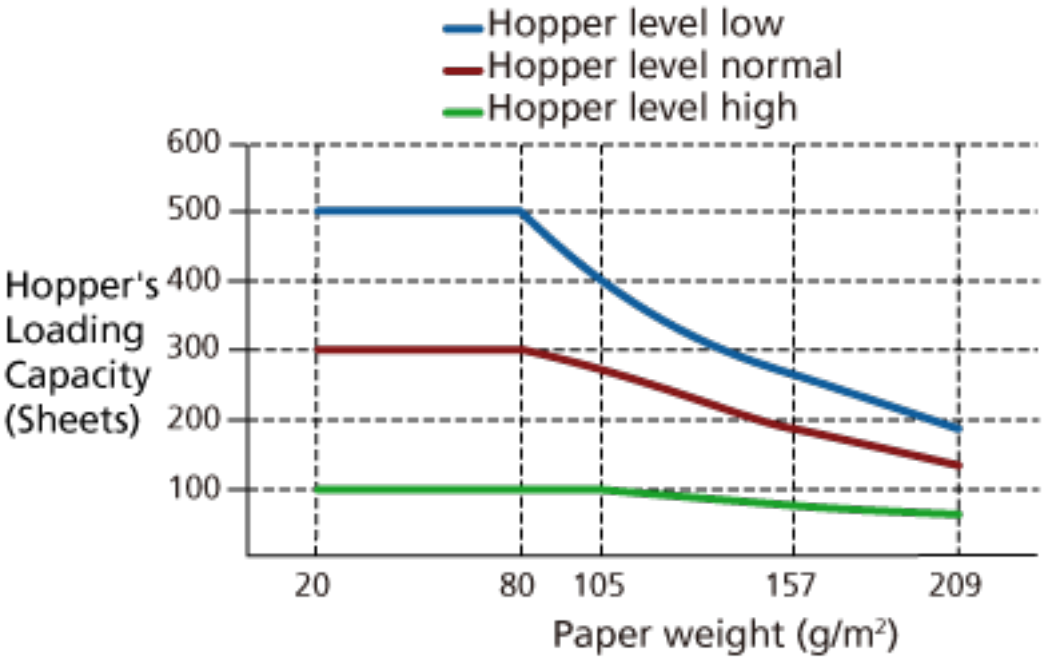
  If paper jams occur frequently, clean each roller. For information on how to clean the rollers, refer to Daily Care (page 121).

  Parts replacement:

  The life of each roller may end sooner compared to scanning wood containing papers.
- When scanning wood containing papers, the life of each roller may end sooner compared to when scanning wood-free papers.
- Rollers may be damaged when a photo/sticky note on the document contacts the rollers during scanning.
- The surface of the document may be damaged when glossy papers such as photographs are scanned.

Loading Capacity

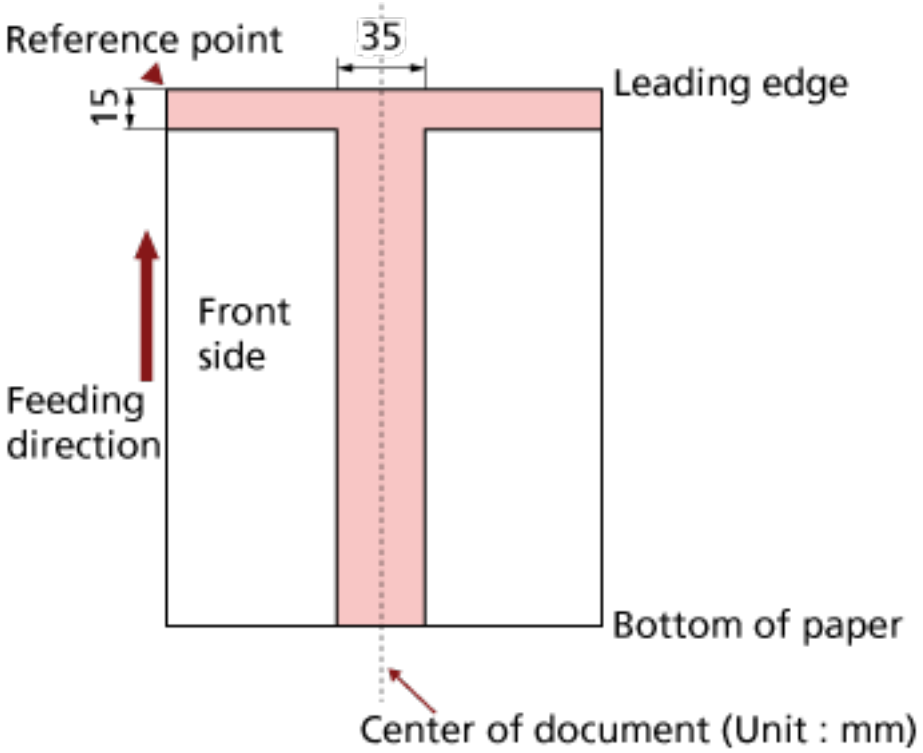
The number of sheets that can be loaded on the hopper is determined by the paper size and paper weight of the document.
See the following graph:



Unit	g/m²	lb	kg
Conversion	20	5.3	17
	30	8	26
	40	11	34.5
	52	14	45
	64	17	55
	75	20	65
	80	21	69
	105	28	90
	128	34	110
	157	42	135
	209	56	180

Area Not to Be Perforated

An error may occur when there are punched holes in the area shaded in light pink in the following picture.



ATTENTION

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

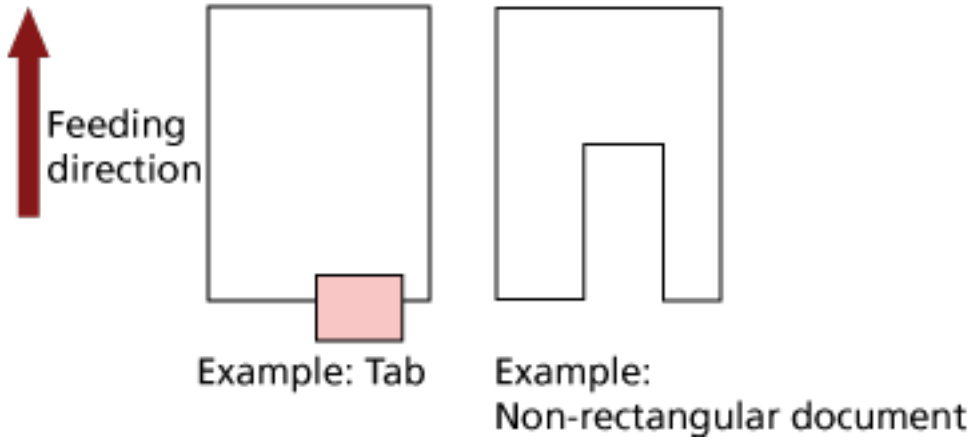
HINT

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

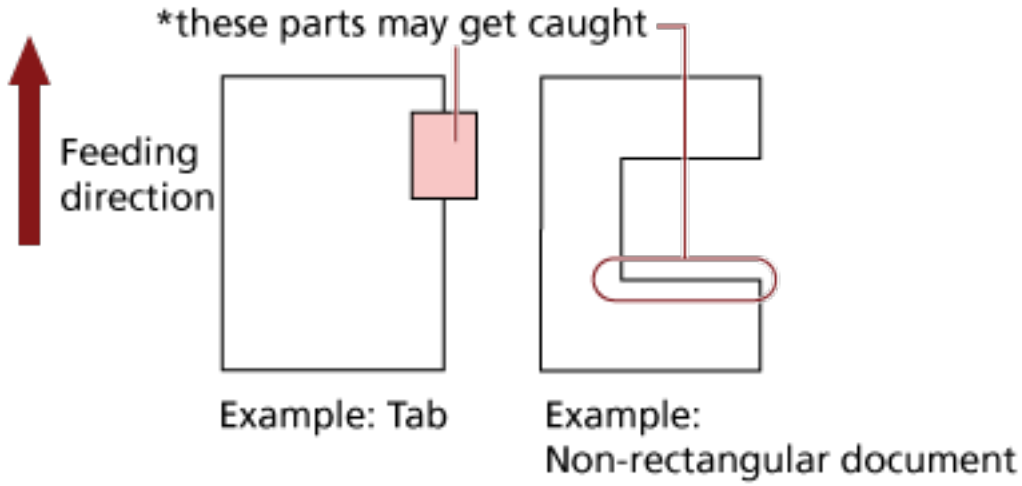
Loading Documents with Tabs or Non-rectangular Documents

To scan a document with tabs or a document that is non-rectangular, place it in a way that it will not get caught when it is being fed through.

Good example:



Bad example



ATTENTION

- When you perform scanning as shown in the bad example above, the indicated sections may be caught during feeding. This may cause a paper jam or tear the document.
- When a tab or the non-rectangular part of the document does not pass above the feed roller/ assist roller, these parts of the document may remain in the generated image and turn out elongated.

Conditions for Multifeed Detection

Multifeed is an error when two or more sheets are fed through the ADF at once. It is also called a "multifeed" when a different document length is detected.
Multifeed detection is performed by either checking the overlapping of documents, length of the documents, or the combination of both. The following conditions are required for an accurate detection.

Detection by Overlapping

- Load documents of the same thickness onto the hopper.
- Paper weight: 20 to 209 g/m^2 (5.4 to 56 lb) / 0.025 to 0.25 mm (0.001 to 0.010 in.)
- Do not punch holes within 35 mm (1.38 in.) of the vertical lines in the left, center and right of the document. See Fig.1.
- Do not attach other documents within 35 mm (1.38 in.) of the vertical lines in the left, center and right of the document. See Fig.1.

Detection by Length

- Load documents of the same length onto the hopper.
- Variance in document lengths: 1% or less
- Do not punch holes within 35 mm (1.38 in.) over the vertical center line of the document. See Fig. 2.

Detection by Overlapping and Length

- Load documents of the same thickness and the same length onto the hopper.
- Paper weight: 20 to 209 g/m^2 (5.4 to 56 lb) / 0.025 to 0.25 mm (0.001 to 0.010 in.)
- Variance in document lengths: 1% or less
- Do not punch holes within 35 mm (1.38 in.) of the vertical lines in the left, center and right of the document. See Fig.1.
- Do not attach other documents within 35 mm (1.38 in.) of the vertical lines in the left, center and right of the document. See Fig.1.

ATTENTION

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

Fig. 1

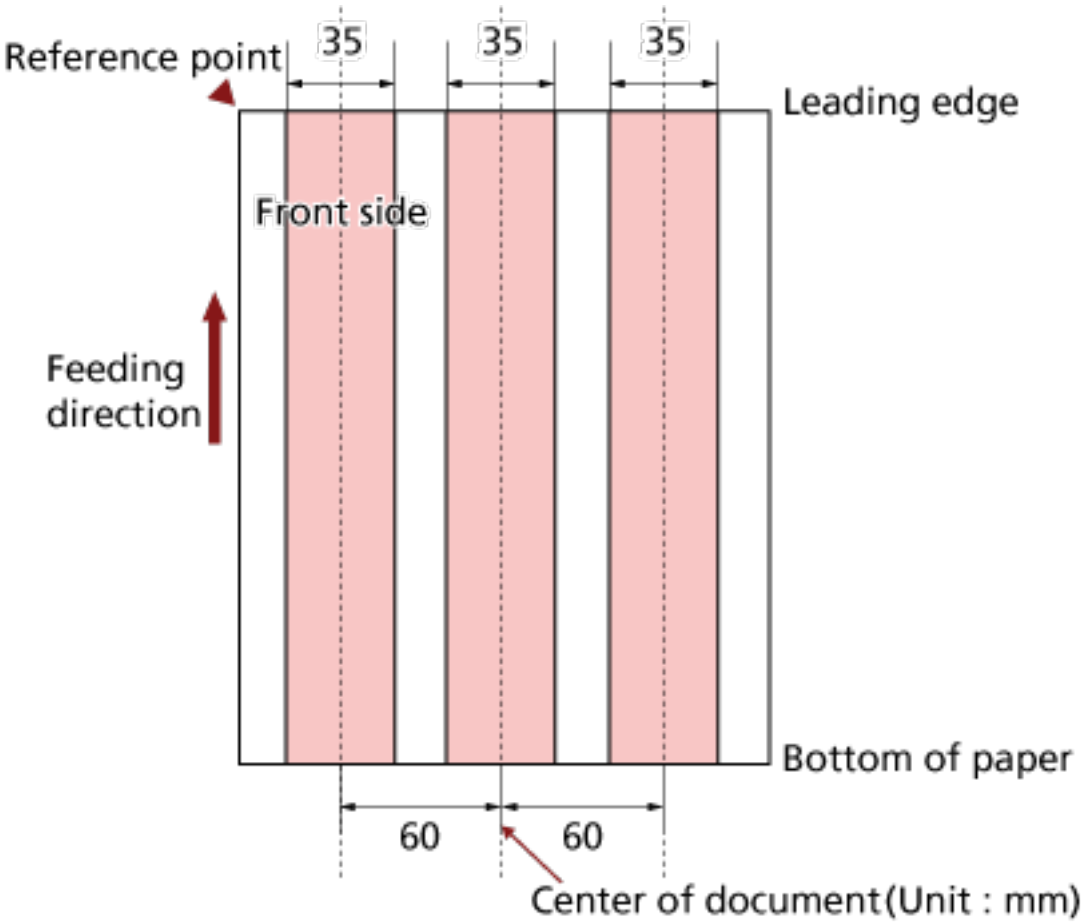
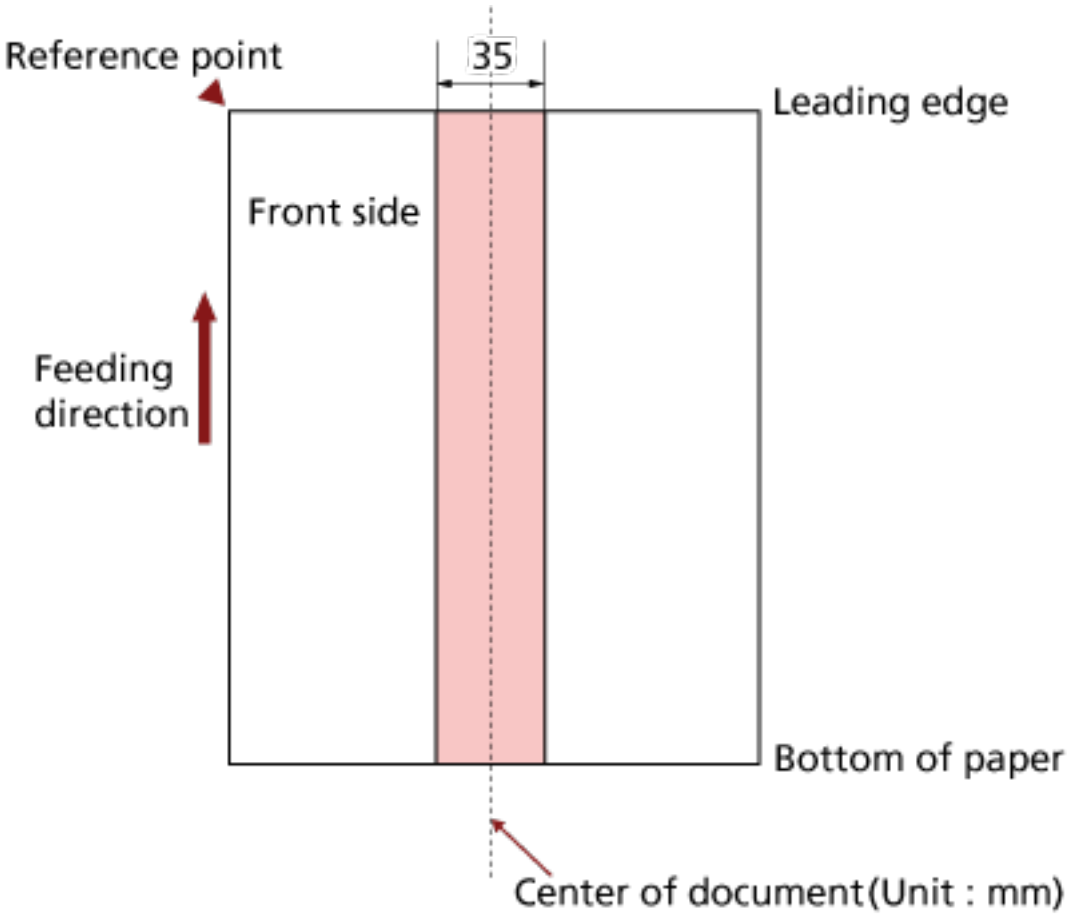

Reference point
35
35
35
Leading edge
Front side
Feeding direction
Bottom of paper
60
60
Center of document(Unit : mm)

Fig.2

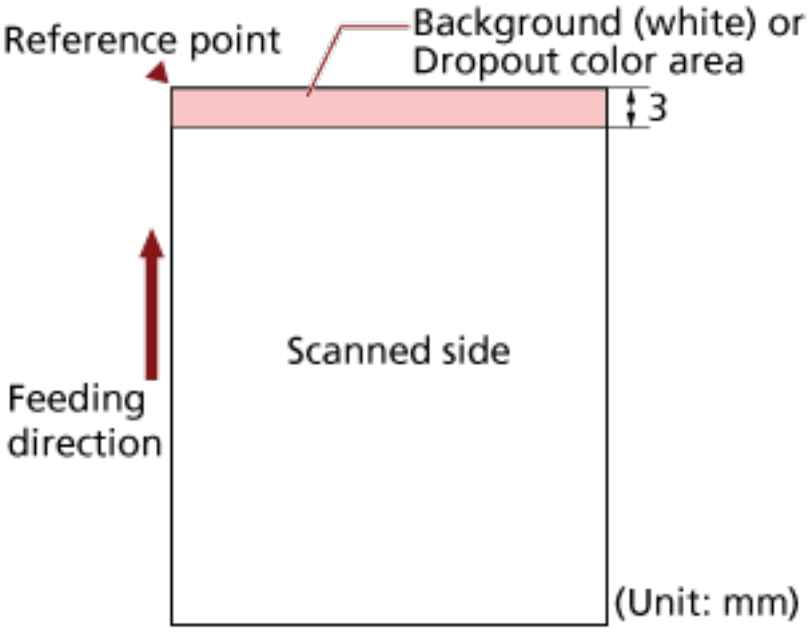


HINT

- The rate of multifeed detection may drop with some documents.
  Multifeed cannot be detected in the area of 15 mm from the leading edge of the document.
- The areas in Fig.1 can be changed in the Software Operation Panel.
  For details, refer to Settings Related to Multifeed Detection (page 263).

Restricting the Background Color Area

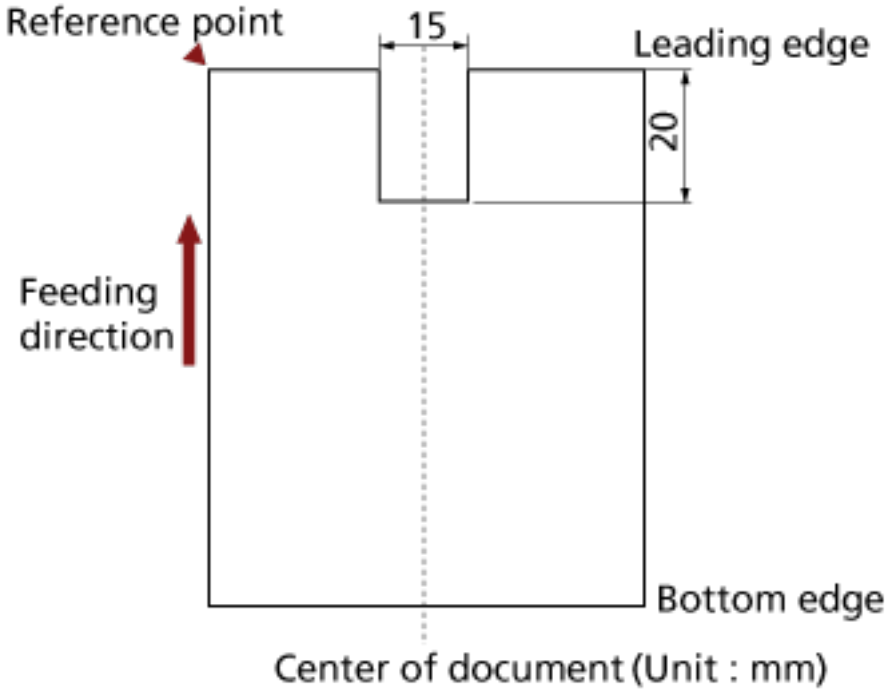
The scanning area from the leading edge to the first 3 mm should be in white (ground color of the document).
If White Level Follower is enabled, the following area (shaded in light pink) must be the same as the ground color or the color to be dropped out.
If the document contains text, frames or signatures in this area, disable White Level Follower.



For details about White Level Follower, refer to the help for the scanner driver.

Job Separation Sheet

The following is a typical form of a Job Separation Sheet.



The document must be wider than A4/Letter size (210 mm/8.27 in.).

ATTENTION

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

Conditions for Mixed Batch Scanning

The following conditions apply when a mixed batch of documents with different paper weights/ friction coefficients/sizes is scanned.
Always test scan a few sheets and see if the documents can be fed through before scanning a mixed batch of documents.
For information on how to scan mixed batches, refer to Scanning Documents with Different Widths (page 102).

Paper Type

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

Paper Weight

When scanning documents with different paper weight in the same batch, keep the paper weight within the following range:

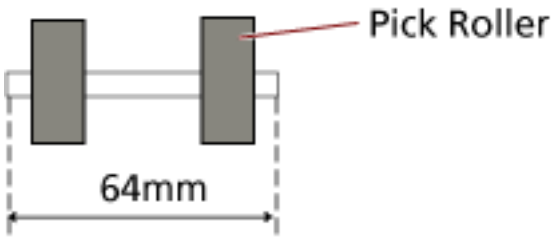
- A5 or larger, A4/Letter or smaller: 20 to 209 g/m^2 (5.4 to 56 lb)
- Smaller than A5, larger than A4: 41 to 209 g/m^2 (11 to 56 lb)

Friction Coefficient

It is recommended that the same paper brand from the same manufacturer is used for documents.
When different paper manufacturers/brands are mixed in documents to be scanned, it affects the feeding performance as the difference in friction coefficient increases.
The following friction coefficients are recommended:
0.35 to 0.60 (reference value for paper friction coefficient)

Document Position

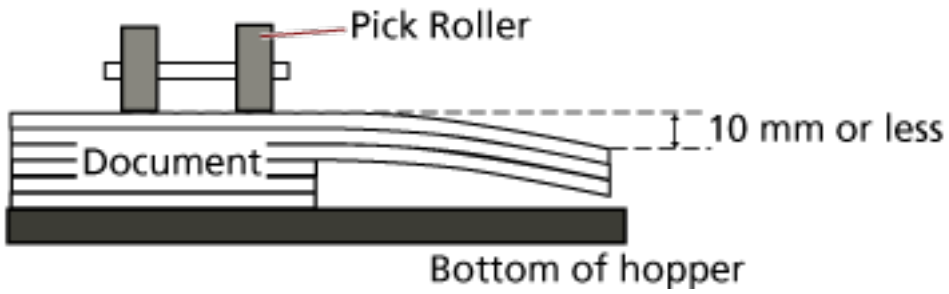
Use paper sizes that fit the 64 mm width of the pick rollers in the center.



Paper Size

When a set of wider documents is placed on top of smaller documents within the same batch, the wider documents on top may hang down and affect the feeding performance.

Try to meet the following condition:



ATTENTION

- When scanning a mixed batch of documents with different sizes, skewing is more likely to occur because the hopper side guides do not function on every sheet.
  We recommend scanning with automatic page size detection enabled.
- Multifeed detection with [Check Length] cannot be used together with automatic page size detection.

Combinations of Standard Paper Sizes in a Mixed Batch

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

Document size Width (mm)			Maximum size											
			A3	DL	B4	LTR	A4	B5	A5	B6	A6	B7	A7	B8	A8
			297	279	257	216	210	182	149	129	105	91	74.3	64.3	52.5
Minimum size	A3	297	■												
	DL	279	■	■											
	B4	257	■	■	■										
	LTR	216	■	■	■	■									
	A4	210	■	■	■	■	■								
	B5	182	■	■	■	■	■	■							
	A5	149			■	■	■	■	■						
	B6	129				■	■	■	■	■					
	A6	105				■	■	■	■	■	■				
	B7	91					■	■	■	■	■	■			
	A7	74.3						■	■	■	■	■	■		
	B8	64.3						■	■	■	■	■	■	■	
	A8	52.5													■

■ Available range

DL: 11×17 inches

LTR: Letter size

ATTENTION

A8 size cannot be scanned in a mixed batch.

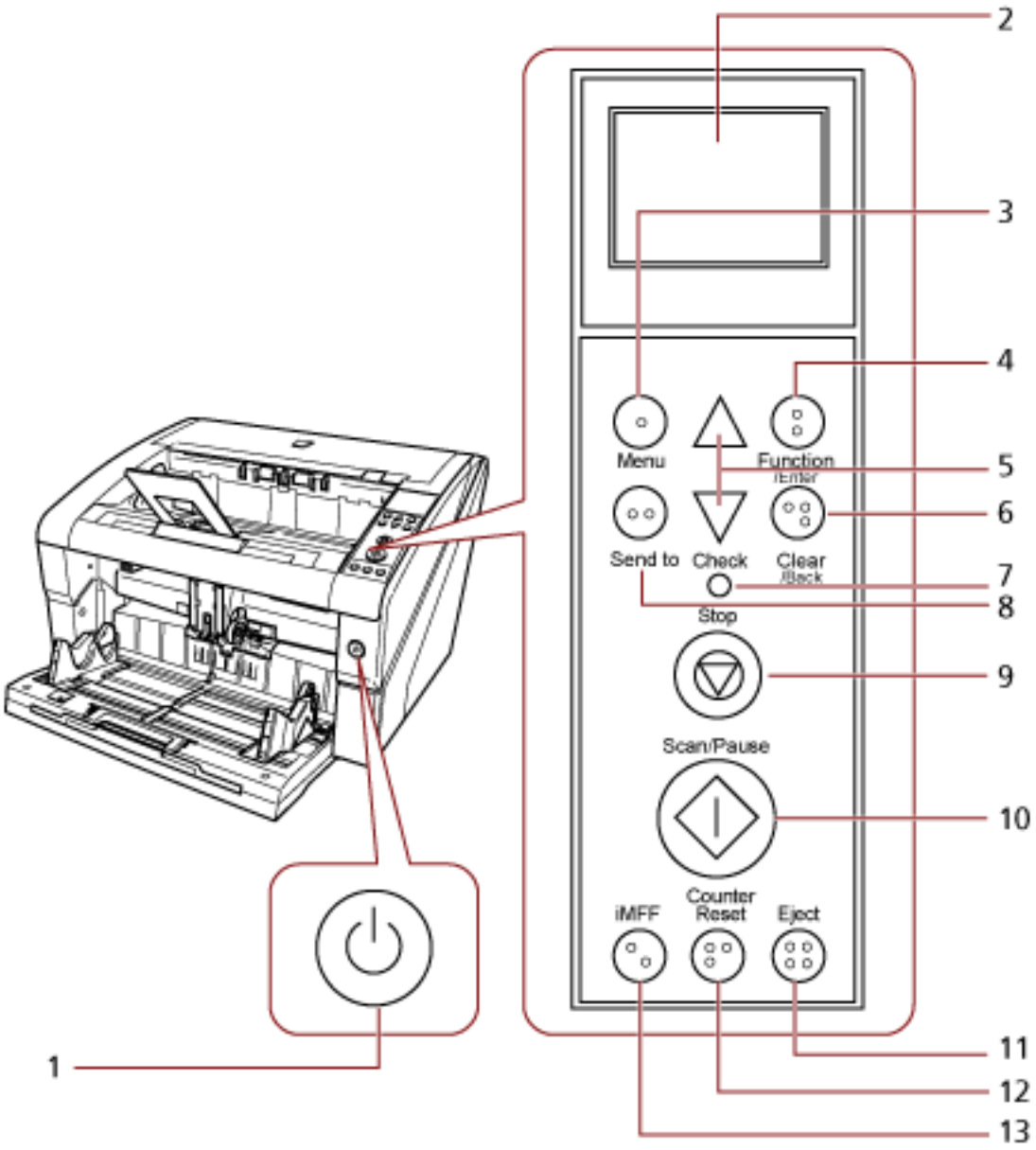
How to Use the Operator Panel

This section explains how to use the operator panel.

Operator Panel

The operator panel consists of an LCD, buttons and check LED.

Names and Functions of the Operator Panel



No.	Name	Function
1	Power button	Turns the power ON/OFF.

No.	Name	Function
		Lights (blue) when the scanner is turned on.
2	LCD	Indicates the status of the scanner.
3	[Menu] button	Configures various types of scanning operations.
4	[Function/Enter] button	Confirms the selected item. Switches the number (No.01 to No.50 / No.C) for the application launched by pressing the [Send to] button.
5	[△] / [▽] button	Switches the selected item. Changes the paper separation force.
6	[Clear/Back] button	Cancels the selected item and returns to the previous screen. Clears the displayed error indication.
7	Check LED	Lights (orange) when an error occurs. Flashes when consumables reach the end of the life cycle.
8	[Send to] button (*1)	Launches the linked application software.
9	[Stop] button	Stops the scan immediately.
10	[Scan/Pause] button (*1)	Launches the linked application software. Pauses the scan. Resumes the scan.
11	[Eject] button	Ejects the document when a multifeed occurs.
12	[Counter Reset] button	Resets the page counter. Stops the scan when pressed while scanning in Manual Feed mode.
13	[iMFF] button	Changes the settings for Intelligent Multifeed function when pressed down (for more than two seconds). Determines whether or not to memorize the pattern if pressed when a multifeed occurs.

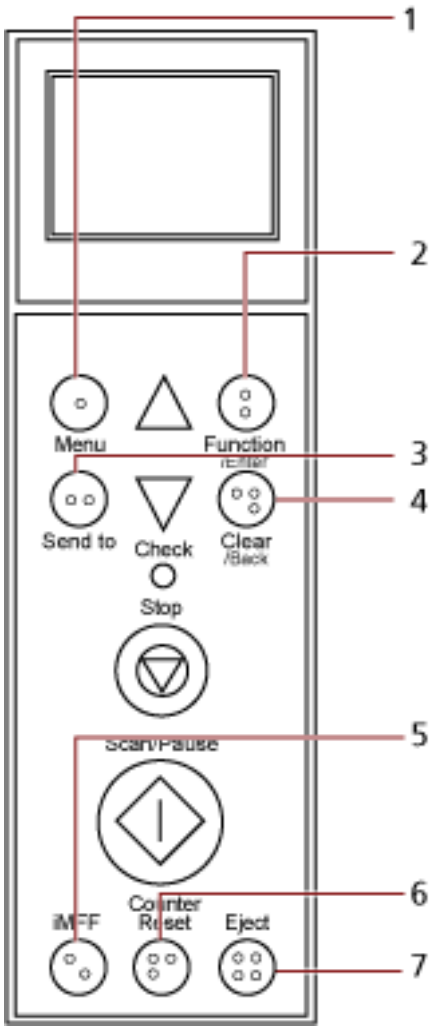
***1:**For information on how to scan by using the [Scan/Pause] button or [Send to] button, refer to Using a Button on the Scanner to Start Scanning (page 113).

ATTENTION

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

HINT

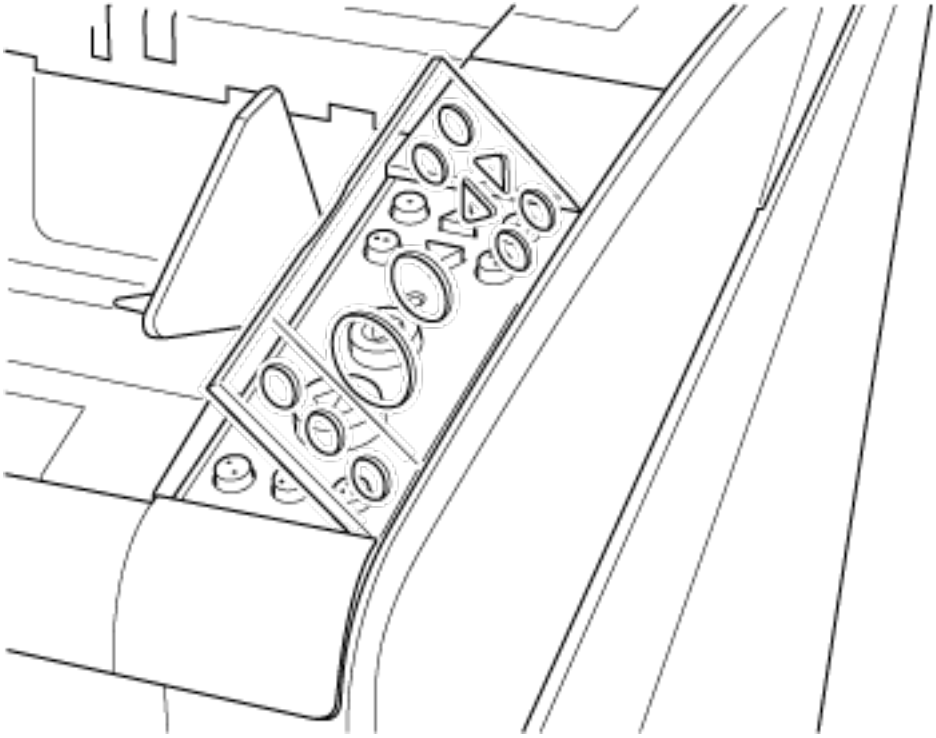
- The buttons on the operator panel are also marked in braille, allowing users to understand each button's function by touching the button.



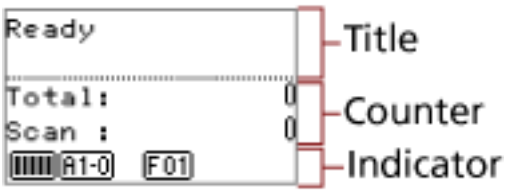
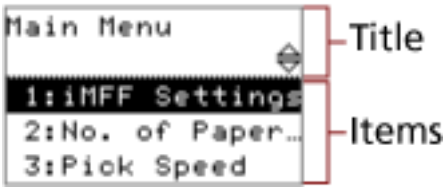
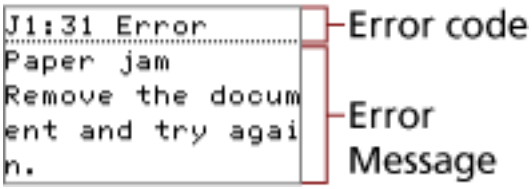
No.	Braille	Meaning
1	"1" in braille	[Menu] button
2	"2" in braille	[Function/Enter] button
3	"3" in braille	[Send to] button
4	"4" in braille	[Clear/Back] button
5	"5" in braille	[iMFF] button
6	"6" in braille	[Counter Reset] button
7	"7" in braille	[Eject] button

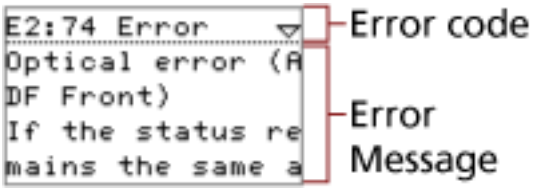
- The following languages are available for the buttons on the operator panel: Japanese, English, French, German, Italian, Spanish, Russian, and Chinese (Simplified). You can open the

clear cover and insert the operator panel overlay (a sheet on which another language is printed).

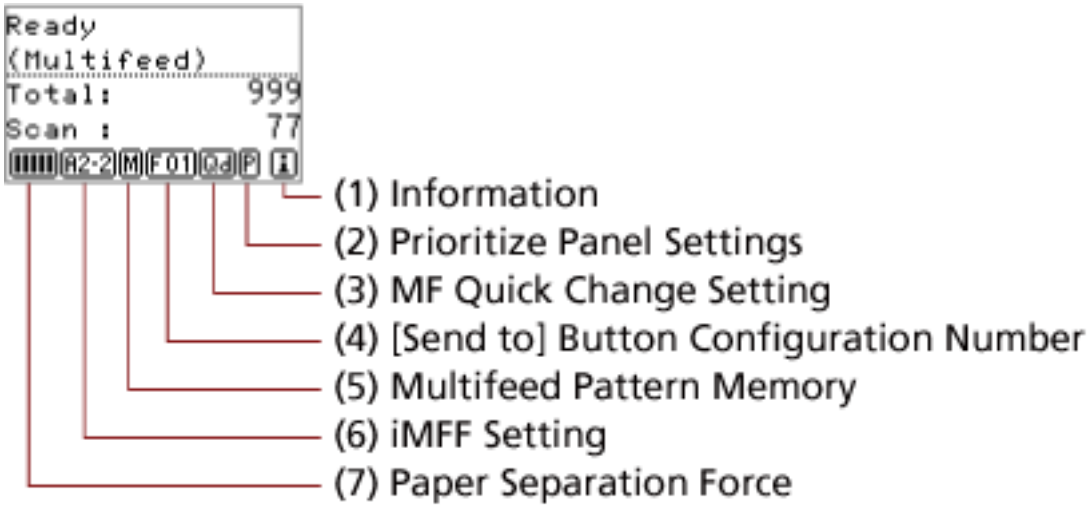


Indications on LCD

Display	Description
	Processing initialization.
	Ready to start scanning. Indicates that the initialization was successfully completed. For more details about the indicators, refer to About the Indicators (page 79).
	An item from the menu can be selected. When you press the [Menu] button in the [Ready] screen, the [Main Menu] screen is displayed. The Main Menu can be used to configure various operational settings upon scanning. For details about the Main Menu screen, refer to How to Use the Main Menu (page 82).
	A function can be selected. When you press the [Function/Enter] button in the [Ready] screen, [Function Selection] is displayed. By using Function Selection, you can configure an application to be launched when the [Send to] button is pressed. For details about the Function Selection screen, refer to How to Use Function Selection (page 99).
	Indicates that a recoverable error occurred during scanning. Error codes beginning with the letter "J" or "U" are displayed. For details about errors, refer to Errors (page 163). You can clear the error display by pressing the [Clear/Back] or the [Stop] button. Note that if the error is "Paper jam", the message disappears after a certain amount of

Display	Description
	time elapses with no documents ([Ready] status) in the scanner.
	Indicates that a device error occurred during initialization or scanning. Error codes beginning with the letter "E", "F", "C", "H", "A" or "L" are displayed. For details about errors, refer to Errors (page 163). When this indication of a device error is displayed, turn the power off then back on from the main power switch. If the indication continues to appear after turning the power back on, contact the distributor/dealer where you purchased this product. Refer to the contact information in the Contact List or the Contact for Inquiries section in Safety Precautions bundled with this product and make an inquiry.
	If the scanner is not operated for the length of time that is set for the sleep interval, it enters power saving mode. Press any button on the operator panel to return to the previous screen.

About the Indicators



(1) Information

appears when a message for replacing consumables/cleaning/replacing maintenance parts/ regular maintenance is displayed. For instructions on when appears, refer to How to Use the Main Menu (page 82).

(2) Prioritize Panel Settings

appears when the operator panel settings are prioritized. For information on how to prioritize the operator panel settings, refer to How to Use the Main Menu (page 82).

(3) MF Quick Change Setting

Displays whether or not to detect multifeed as follows:

Icon		Detection method
Normal	Doc Counting Mode	
Qd	Qd	Enable (Detect)
Qi	Qi	Enable (Ignore)

The icon switches when the [Eject] button is pressed.
Normally, one of the above icons for "Normal" appears when [Enable(Detect)] or [Enable(Ignore)] is specified.
For information on how to configure the MF Quick Change setting, refer to How to Use the Main Menu (page 82).
In Doc Counting mode, one of the above icons for "Doc Counting Mode" appears regardless of the MF Quick Change setting.

(4) [Send to] Button Configuration Number

Displays the number assigned to the application that is launched when the [Send to] button is pressed.
For information on how to configure the [Send to] button, refer to How to Use Function Selection (page 99).

(5) Multifeed Pattern Memory

appears when memorizing an overlap pattern.

For information on how to memorize overlap patterns, refer to Bypassing Multifeed Detection for a Fixed Format (page 117).

(6) iMFF Setting

Displays the iMFF setting as follows:

Icon	Mode
	Manual mode
	Auto mode 1
	Auto mode 2

The icon switches when the [iMFF] button is pressed down for more than two seconds.

In Manual mode, is displayed at all times.

In Auto mode 1 and Auto mode 2, it displays the number of documents for which overlap patterns are memorized.
For information on how to configure the iMFF setting, refer to How to Use the Main Menu (page 82).

(7) Paper Separation Force

Displays the paper separation force as follows:

Icon	Low ←→ High
	■□□□□
	■■□□□
	■■■□□
	■■■■□
	■■■■■

For information on how to adjust the paper separation force, refer to Adjusting the Paper Separation Force (page 38).

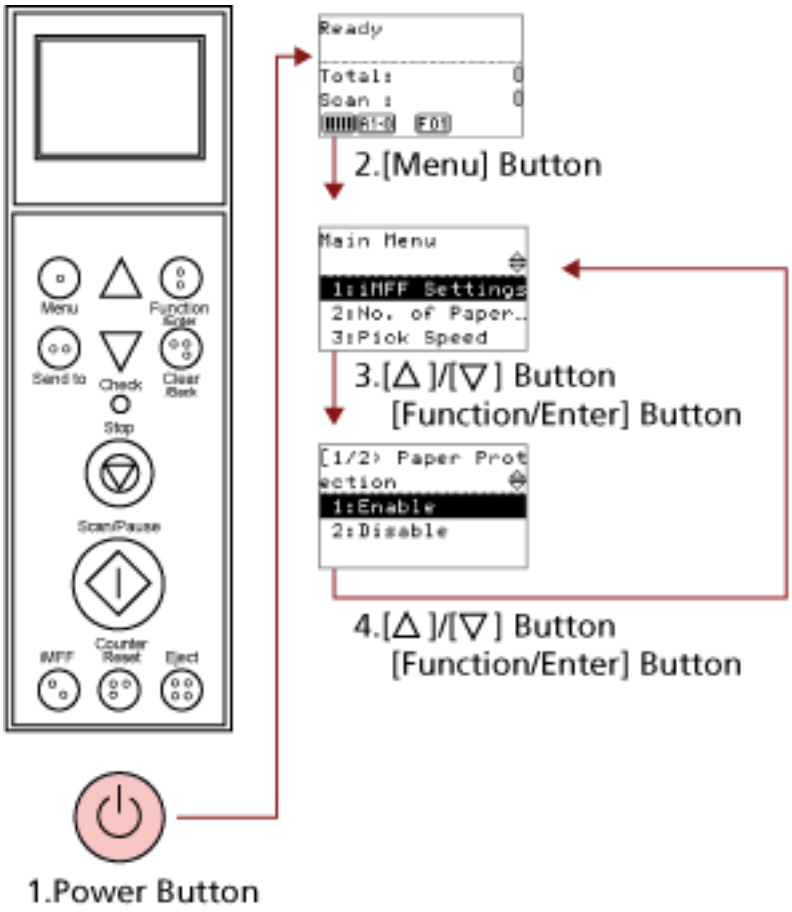
How to Use the Main Menu

This section explains the Main Menu.
When you press the [Menu] button in the [Ready] screen, the [Main Menu] screen is displayed.
The Main Menu can be used to configure various operational settings upon scanning.
This section explains how to use the Main Menu of the operator panel according to the following categories.

Operation	Description	Setting Item
Operational Settings	You can configure various settings for operating the scanner and using the operator panel. For more details about settings, refer to Operational Settings (page 84).	1: iMFF Setting 2: No. of Paper Feed Retries 3: Pick Speed 4: Soft Pick Setting 5: Manual Feed Timeout 6: Paper Protection 7: MF Quick Change 8: Alarm Volume 9: Stacker Positioning 10: Hopper Level 11: Paper Separation Force 12: Alarm Sound Time 13: Button Sound Vol 14: Contrast 15: Backlight ON 16: LED Blink Cycle 17: Horizontal Scroll Speed 18: Operation Panel Timeout 19: Language 20: Prioritize Panel Settings 24: Ope. Panel Initialization 26: Low-speed Feed Mode 27: Automatic Separation Control 28: Stacking Control
Cleaning the scanner	You can clean the scanner by using materials such as the Cleaning Sheet. For more details, refer to Daily Care (page 121).	21: Cleaning
Test print for Imprinter	You can run a test print when the imprinter is installed. For more details, refer to the "fi-680PRF/PRB Imprinter Operator's Guide".	22: Test Print

Operation	Description	Setting Item
Checking and resetting the consumables/ cleaning counter	You can check the replacement cycle of the consumables and the total page count of the maintenance parts. Also use it to reset the counter when you have replaced the consumables or performed cleaning. For more details, refer to Checking and Resetting the Counters (page 85).	23: Show/Clear Counters
Checking the number of sheets scanned	Compare the number of sheets scanned in Doc Counting Mode and Doc Count Check Mode. For more details, refer to Checking the number of sheets scanned (page 87).	25: Doc Counting Mode
Checking the information	appears when a message for replacing consumables/cleaning/replacing maintenance parts/regular maintenance is displayed. Read the message and take measures accordingly. For more details, refer to Checking the Information (page 89).	Information

Operational Settings



1 **Press the power button on the front of the scanner.**

[Ready] is displayed on the LCD.

2 **Press the [Menu] button.**

[Main Menu] is displayed on the LCD.

3 **Press the [△] or [▽] button and select a setting item, then press the [Function/Enter] button to confirm.**

For details about the setting items, refer to How to Use the Main Menu (page 82).

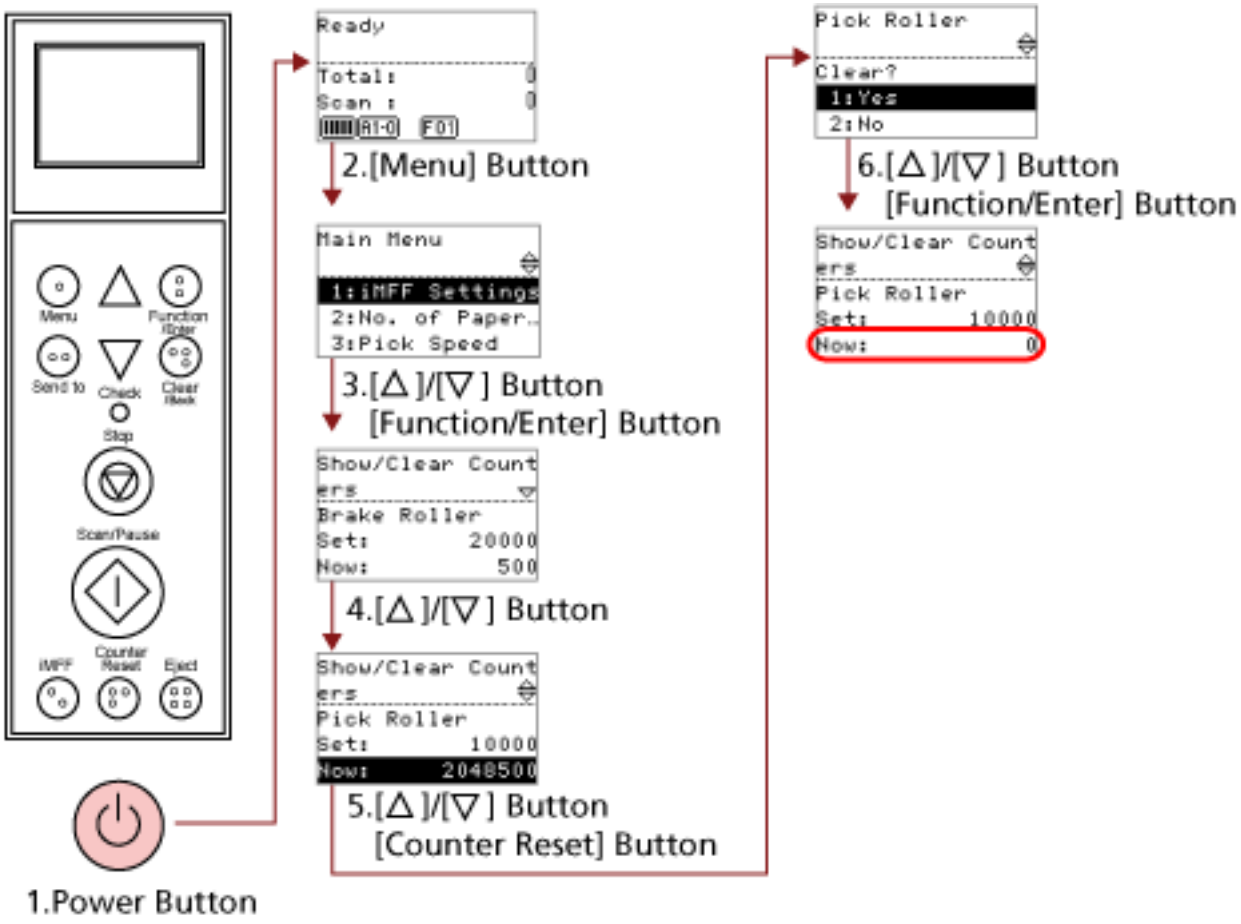
The selected item is displayed on the LCD.

4 **Press the [△] or [▽] button and select a parameter, then press the [Function/Enter] button to confirm.**

For more details about the setting parameters, refer to How to Use the Main Menu (page 82).

If [Main Menu] is displayed on the LCD, it indicates that the setup has been completed.
If the LCD displays a setting item, repeat step 4 until it shows the [Main Menu] screen.

Checking and Resetting the Counters



1 **Press the power button on the front of the scanner.**

[Ready] is displayed on the LCD.

2 **Press the [Menu] button.**

[Main Menu] is displayed on the LCD.

3 **Press the [△] or [▽] button and select [23: Show/Clear Counters], then press the [Function/Enter] button to confirm.**

[Show/Clear Counters] is displayed on the LCD.

4 **Press the [△] or [▽] button and check the counter.**

Counters are highlighted when consumable replacement, maintenance part replacement, or cleaning is required. Counters will appear highlighted when:

- The page count after replacing the consumable reaches 95% of the value configured in Specifying the Cycle to Replace Consumables [Life Counter Alarm Setting] (page 232) in the Software Operation Panel. (For brake roller/pick roller/separator roller counters)

- The scanner determines that the condition of the roller has exceeded the threshold that can be corrected, by monitoring the wear on the roller. (For assist roller counter)
- The page count after cleaning reaches the value configured in Scanner Cleaning Cycle [Cleaning Cycle] (page 231) in the Software Operation Panel. (Cleaning counter)
- The amount of remaining ink reaches below 33%. This is only displayed when the imprinter is installed. (For [Ink Level:Front] / [Ink Level:Back])

HINT

The total number of sheets scanned is displayed in total count. Total count cannot be reset.

5 After replacing the consumables or cleaning, select the highlighted counter with the [△] or [▽] button, and press the [Counter Reset] button.

A message appears to confirm that you want to clear the counter.

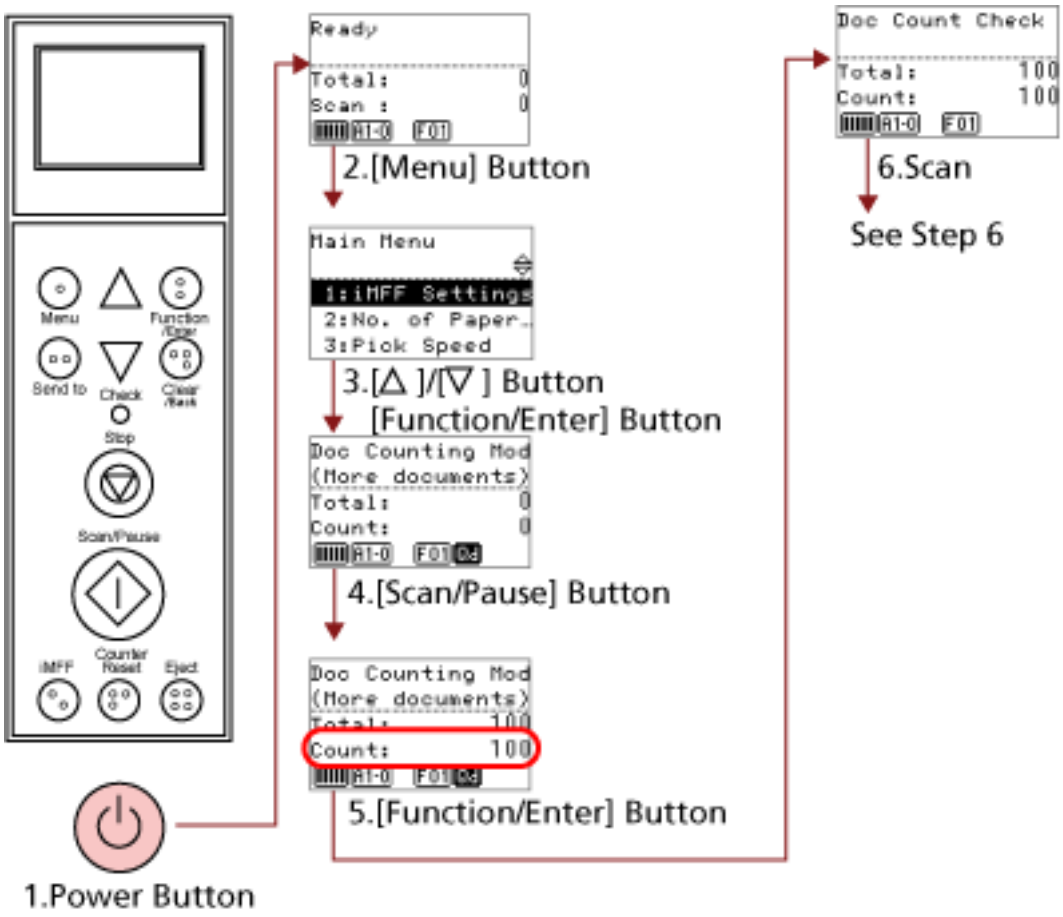
ATTENTION

The assist roller counter cannot be cleared.
It requires a service engineer to clear the counter.
For details, contact a service engineer. Refer to the contact information in the Contact List or the Contact for Inquiries section in Safety Precautions bundled with this product and make an inquiry.

6 Select [1: Yes] by the [△] or [▽] button, and press the [Function/Enter] button to confirm.

The counter value will be reset to 0.
For ink level, the value will be set to 100.

Checking the number of sheets scanned



1 **Press the power button on the front of the scanner.**

[Ready] is displayed on the LCD.

2 **Press the [Menu] button.**

[Main Menu] is displayed on the LCD.

3 **Press the [△] or [▽] button and select [25: Doc Counting Mode], then press the [Function/Enter] button to confirm.**

[Doc Counting Mode (More documents)] is displayed on the LCD.

4 **Load the documents on the hopper and press the [Scan/Pause] button.**

100 sheets will be loaded as an example here.

Scanning starts and "100" is displayed for [Count].

ATTENTION

Documents may not be counted correctly if a multifeed occurs during scanning.

You can select whether to enable multifeed detection by pressing the [Eject] button.

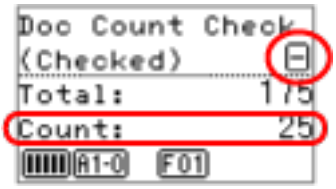
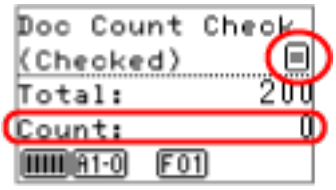
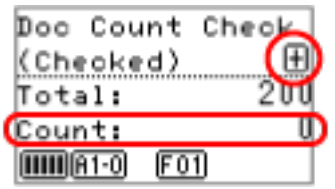
For details, refer to About the Indicators (page 79).

5 Press the [Function/Enter] button to confirm.

[Doc Count Check Mode] is displayed on the LCD.

6 Load documents on the hopper, and scan them with the image scanning application.

For details, refer to the manual or help of the image scanning application.
Depending on the number of sheets scanned, it will be displayed as follows:

Sheets	Display	Description
75 sheets		Since the count has been set to 100 in step 4, it is -25 sheets. [-] appears in the top right and "25" is displayed for [Count]. If you load additional documents at this point, you can scan up to 25 sheets.
100 sheets		Since the count has been set to 100 in step 4, it is +/- 0. [=] appears in the top right and "0" is displayed for [Count].
110 sheets		Since the count has been set to 100 in step 4, it is +10 sheets. [+] appears in the top right and "0" is indicated for [Count]. Scanning stops once 100 sheets have been scanned.

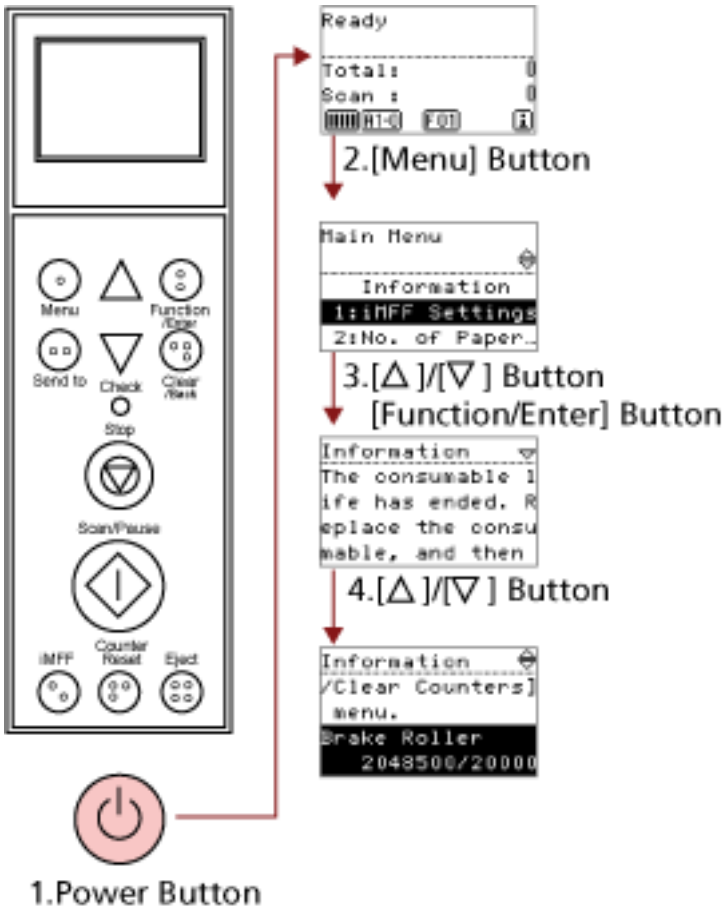
ATTENTION

- Documents may not be counted correctly if a multifeed occurs during scanning.
- In the following cases, the scanning returns to normal from Doc Count Check mode:
  - When you only scan the specified pages
  - When you scan using a Job Separator

HINT

- When you press the [Counter Reset] button, the screen returns to [Doc Count Check Mode] in step 5.
- When you press the [Stop] button, it exits [Doc Count Check Mode] and returns to the [Ready] screen.

Checking the Information



1 Press the power button on the front of the scanner.

[Ready] is displayed on the LCD.

2 Press the [Menu] button.

[Main Menu] is displayed on the LCD.

3 Press the [△] or [▽] button and select [Information], then press the [Function/Enter] button to confirm.

[Information] is displayed on the LCD.

> **ATTENTION**
>
> [Information] can be selected only when there is a message for replacing consumables/cleaning/replacing maintenance parts/regular maintenance.

4 Press the [△] or [▽] button to check the contents of the information.

You can check the messages for replacing consumables/cleaning/replacing maintenance parts/regular maintenance.

When the message prompts replacing consumables/maintenance parts or cleaning, the corresponding counter that requires consumable replacement/maintenance part replacement/cleaning is highlighted.
Counters will appear highlighted when:

- The page count after replacing the consumable reaches 95% of the value configured in Specifying the Cycle to Replace Consumables [Life Counter Alarm Setting] (page 232) in the Software Operation Panel. (For brake roller/pick roller/separator roller counters)
- The scanner determines that the condition of the roller has exceeded the threshold that can be corrected, by monitoring the wear on the roller. (For assist roller counter)
- The page count after cleaning reaches 100% of the value configured in Scanner Cleaning Cycle [Cleaning Cycle] (page 231) in the Software Operation Panel. (Cleaning counter)
- The amount of remaining ink reaches below 33%. This is only displayed when the imprinter is installed. (For [Ink Level:Front] / [Ink Level:Back])

5 Take measures according to the contents of [Information].

Follow the instructions in the message if it prompts consumable replacement/cleaning/maintenance part replacement.
For information on how to replace consumables, refer to the following:

- Replacing the Pick Roller (page 145)
- Replacing the Separator Roller (page 148)
- Replacing the Brake Roller (page 153)
- Replacing the Print Cartridge (page 158)

For details about cleaning, refer to Daily Care (page 121).
Maintenance parts (assist roller) require a service engineer to perform replacement.
For details, contact a service engineer. Refer to the contact information in the Contact List or the Contact for Inquiries section in Safety Precautions bundled with this product and make an inquiry.
If the message prompts regular maintenance, please have the scanner checked by a service engineer for regular maintenance/inspection.
For details, contact a service engineer. Refer to the contact information in the Contact List or the Contact for Inquiries section in Safety Precautions bundled with this product and make an inquiry.

Items Configurable in the Main Menu

Item	Description	Setting/Value	Factory Default
		- : No settings/values	
1: iMFF Setting	When there is paper of the same size attached to a designated location on the page, configure the scanner to memorize the location of the attachment and not detect multifeeds for that location. Note that you first need to select [Check Overlapping (Ultrasonic)] for the multifeed detection setting in Specifying a Multifeed Detection Method [Multifeed] (page 263) or the scanner driver's setup dialog box. By selecting [4: Clear pattern], you can clear the overlapping patterns (length, location) that were previously memorized in Auto mode. It can also be configured from the Software Operation Panel.	1: Manual mode 2: Auto mode 1 3: Auto mode 2 4: Clear pattern	1: Manual mode
2: No. of Paper Feed Retries	Configure this setting to change the number of feeding retries when a pick error occurs. It can also be configured from the Software Operation Panel.	1 to 12 (times)	3
3: Pick Speed	When you experience frequent multifeeds and paper jams, the symptom may be improved by slowing down the speed at which the documents are fed (pick speed). It can also be configured from the Software Operation Panel.	1: Normal 2: Slow	1: Normal
4: Soft Pick Setting	When you experience pick errors from the separator roller slipping on the paper, or paper jams from scanning thin papers of small widths, the symptom may be improved by bringing down the pick roller unit and keeping the unit at the lower	1: Disable 2: Enable	2: Enable

Item	Description	Setting/Value	Factory Default
		- : No settings/values	
	position (disabling the Soft Pick Setting). It can also be configured from the Software Operation Panel.		
5: Manual Feed Timeout	Specify the waiting time to clear Manual Feed mode. It can also be configured from the Software Operation Panel.	5, 10, 20, 30, 40, 50, 60, 70, 80, 90, 100, 110, 120, 180, 240, 300, 360, 420, 480, 540, 600, 900, 1200, 1500, 1800, 1999 (seconds)	10
6: Paper Protection	Specify whether to enable or disable Paper Protection. Enabling this setting reduces the risk of having your documents damaged in such ways, by stopping the scan when the scanner detects a document that is unusually warped. You can specify the sensitivity to detect an abnormal feeding of documents when Paper Protection is enabled. Documents are deformed (e.g. warped, bent, creased) when they are not being fed by the rollers properly. To detect such a symptom and stop the scan, select [1:Low] to only detect documents that are highly deformed, and [3:High] to also detect documents that are slightly deformed. Paper Protection is disabled in Manual Feed mode. Enable/Disable can also be configured from the scanner driver's setup dialog box or the Software Operation Panel. Note that priority is given to the scanner driver setting unless you have prioritized the operator panel setting. Sensitivity can also be configured from the Software Operation Panel. Note that if you have prioritized the	1: Enable 2: Disable **Sensitivity:** 1: Low 2: Normal 3: High	2: Disable **Sensitivity:** 2: Normal

Item	Description	Setting/Value	Factory Default
		- : No settings/values	
	operator panel setting , priority is given to the operator panel setting.		
7: MF Quick Change	Enables you to switch whether or not to detect multifeed by a push of a button. Priority is given to the scanner driver setting when [1: Disable] is selected. When [2: Enable (Detect)] or [3: Enable (Ignore)] is selected, it switches between detecting/not detecting multifeed every time the [Eject] button is pressed. It can be switched during scanning. For [2: Enable (Detect)], it detects multifeed by default and multifeed detection is performed according to the scanner driver setting. For [3: Enable (Ignore)], it does not detect multifeed by default and multifeed detection is not performed regardless of the scanner driver setting.	1: Disable 2: Enable (Detect) 3: Enable (Ignore)	1: Disable
8: Alarm Volume	Specify whether or not to sound an alarm when an error such as multifeed or paper jam occurs. It can also be configured from the Software Operation Panel.	1: OFF 2: Low 3: High	1: OFF
9: Stacker Positioning	Adjust the stacker position. You can set the stacker at certain heights.	1: Movable 2: Fixed	(*1)
10: Hopper Level	Change the hopper level during standby. Selecting [1: Manual (Continuous)] switches the scanner to Manual Feed mode (Continuous Feed mode). The hopper level cannot be changed in Manual Feed mode (Single Feed mode). Remove all documents from the hopper when you configure this item.	1: Manual (Continuous) 2: Upper 3: Middle 4: Lower	(*2)

Item	Description	Setting/Value	Factory Default
		- : No settings/values	
	The hopper is set to [4: Lower] when you clear manual feeding (continuous).		
11: Paper Separation Force	When you experience frequent multifeeds, pick errors or paper jams, take measures by adjusting the force to separate the papers. Keep the default setting for normal use. For details, refer to Adjusting the Paper Separation Force (page 38).	Low ←→ High ■□□□□ ■■□□□ ■■■□□ ■■■■□ ■■■■■	■■■□□
12: Alarm Sound Time	Specify the duration to ring the alarm in when errors such as multifeed and paper jam occur.	0.5, 1, 1.5, 2.0, 2.5 (seconds)	2.0
13: Button Sound Vol	Specify whether or not to make a sound when a button on the operator panel is pressed.	1: OFF 2: Low 3: High (ring time fixed at 0.01 seconds)	1: OFF
14: Contrast	Specify the contrast for the LCD on the operator panel.	Weak ←→ Strong ■□□□□ ■■□□□ ■■■□□ ■■■■□ ■■■■■	■■■□□
15: Backlight ON	Specify the duration for which the backlight is ON. Until initialization is complete after turning the power on, this item operates in [ON] regardless of the setting configured.	OFF, ON, 5, 10, 20, 30, 40, 50, 60, 90, 120, 150, 180, 210, 240, 270, 300 (seconds)	ON
16: LED Blink Cycle	Specify the interval in which the Check LED flashes when ⓘ (for Information) is displayed on the LCD.	0.5, 1.0, 1.5, 2.0, 2.5 (seconds)	2.0

Item	Description	Setting/Value	Factory Default
		- : No settings/values	
17: Horizontal Scroll Speed	Specify the speed at which the display is horizontally scrolled. The displayed item is scrolled horizontally when the text does not fit in the LCD.	1: Fast 2: Normal 3: Slow 4: OFF	2: Normal
18: Operation Panel Timeout	Specify the time to return to the [Ready] screen from [Hopper Level] or [Paper Separation Force]. Note that this option is only available when you display [Hopper Level] or [Paper Separation Force] from the [Ready] screen by using a shortcut key. To display [Hopper Level] by shortcut key, press the [Eject] button and either the [△] or [▽] button at the same time when [Ready] is displayed. Note that the [Hopper Level] screen is not displayed unless the two buttons are pressed simultaneously. To display the [Paper Separation Force] screen by shortcut key, press the [△] or [▽] button when [Ready] is displayed.	OFF, 5 to 9 (seconds)	7
19: Language	Specify the language in which data is displayed.	1: Japanese 2: English 3: French 4: German 5: Italian 6: Spanish 7: Russian 8: Chinese (S) 9: Chinese (T) 10: Portuguese 11: Turkish 12: Korean 13: Arabic	2: English

Item	Description	Setting/Value	Factory Default
		- : No settings/values	
20: Prioritize Panel Settings	Prioritize the operator panel setting for Paper Protection. When [1: Paper Protection] is selected, the Paper Protection setting of the operator panel is prioritized. When [2: Clear] is selected, the Paper Protection setting is no longer prioritized.	1: Paper Protection 2: Clear (*3)	2: Clear
21: Cleaning	Use this setting when you clean the scanner. For more details, refer to Daily Care (page 121).	1: Sheet 2: Wipe	—
22: Test Print	Use this option to run a test print when the Imprinter is installed. For more details, refer to the "fi-680PRF/PRB Imprinter Operator's Guide".	**No. of sheets scanned:** 1: Single sheet only 2: Multiple sheets **Print: (*5)** 1: Front Side 2: Back Side **Print Pattern:** 1: (L)ABCDEFGHIJKLMNOPQRSTUVWXYZ[¥]^_`00000000 2: (L)abcdefghijklmnopqrstuvwxyz{|}¯00000000 3:(L)!"#$%&'()*+,-./0123456789:;<=>?@00000000 4: (P)ABCDEFGHIJKLMNOPQRSTUVWXYZ[¥]^_`00000000 5: (P)abcdefghijklmnopqrstuvwxyz{\|}¯00000000 6:(P)!"#$%&'()*+,-./0123456789:;<=>?@00000000 **Test Print:**	(*4)

Item	Description	Setting/Value	Factory Default
		- : No settings/values	
		1: Yes 2: No	
23: Show/ Clear Counters	Check the replacement cycle of the consumables and the total page count of the maintenance parts. Also use it to reset the counter when you have replaced the consumables or performed cleaning.	Brake Roller / Pick Roller / Separator Roller / Assist Roller / Cleaning / Total sheets scanned	0
		Ink Level:Front/Ink Level:Back (when the imprinter option is installed)	Only displayed when imprinter is installed
24: Ope. Panel Initialization	Initialize the settings of the operator panel, except for the language setting and any items without a factory default setting.	1: Yes 2: No	(*6)
25: Doc Counting Mode	Compare the number of sheets scanned in Doc Counting Mode and Doc Count Check Mode.	—	—
26: Low-speed Feed Mode	Select whether to perform a slow scanning speed, in order to protect the documents. It can also be configured from the Software Operation Panel.	1: Enable 2: Disable	2: Disable
27: Automatic Separation Control	Select whether to control the paper separation force automatically for each document type. It can also be configured from the Software Operation Panel.	1: Enable 2: Disable	1: Enable
28: Stacking Control	Set the control for ejecting documents when scanning documents with a document length of 138 mm or shorter. It can also be configured from the Software Operation Panel.	1: Stackability Emphasis 2: Normal 3: Speed Emphasis	2: Normal
Information	[Information] appears as an item in [Main Menu] only when ⓘ is displayed on the LCD.	Message for replacing consumables / cleaning / replacing	Only displayed when there is information

Item	Description	Setting/Value	Factory Default
		- : No settings/values	
		maintenance parts / regular maintenance	

***1:**Although there is no factory default setting, it is set to [1: Movable] when you turn on the power. Therefore, the setting does not change even when you initialize the operator panel.

***2:**Although there is no factory default setting, it is set to [4: Lower] when you turn on the power. Therefore, the setting does not change even when you initialize the operator panel.

***3:**When you display this screen, the parameter currently selected is not highlighted but the parameter on the top is highlighted.

To check which parameter is currently selected, check whether 🅿 is displayed or not on the indicator.

If 🅿 is displayed on the indicator, [1: Paper Protection] is currently selected. If 🅿 is not displayed on the indicator, [2: Clear] is currently selected. For information about the indicator, refer to About the Indicators (page 79).

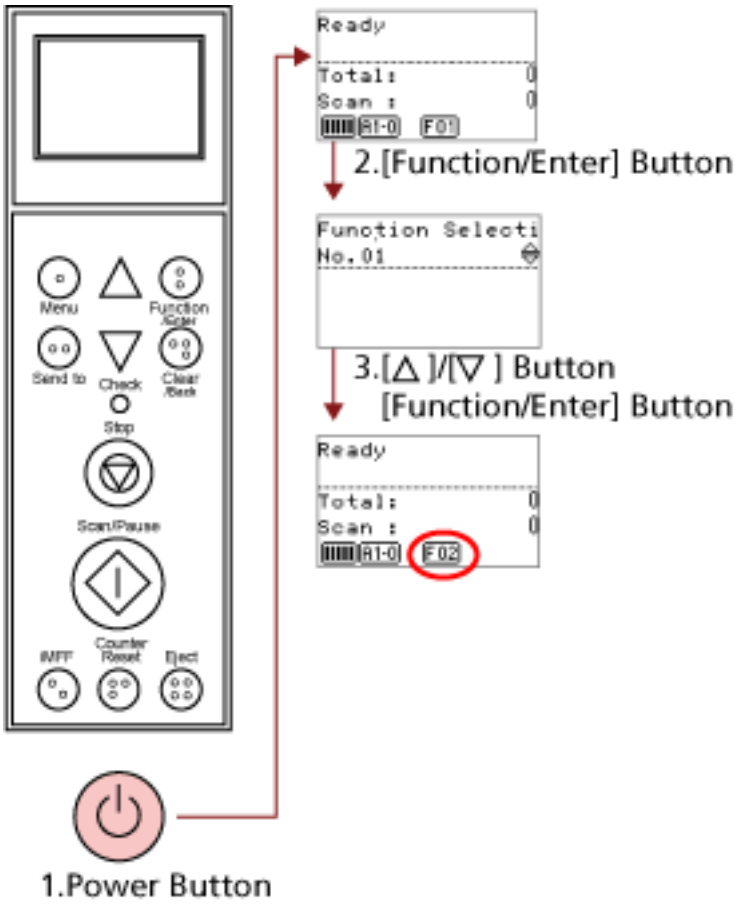
***4:**Although there is no factory default setting, the settings are configured as follows when you turn on the power:[2:Multiple sheets] for [No. of sheets scanned], [1: Front Side] for [Print], [1: (L)ABCDEFGHIJKLMNOPQRSTUVWXYZ[¥]^_`00000000] for [Print Pattern], and [1:Yes] for [Test Print]. Therefore, the settings do not change even when you initialize the operator panel.

***5:**[Print:1:Front Side / 2:Back Side] does not appear unless both Front-Side and Back-Side Imprinters are installed.

***6:**Although there is no factory default setting, it is set to [2: No] when you turn on the power. Therefore, the setting does not change even when you initialize the operator panel.

How to Use Function Selection

This section explains the Function Selection.
When you press the [Function/Enter] button in the [Ready] screen, [Function Selection] is displayed.
By using Function Selection, you can configure an application to be launched when the [Send to] button is pressed.



1 Press the power button on the front of the scanner.

[Ready] is displayed on the LCD.
The indicator displays [F01] when the power has just been turned on.

2 Press the [Function/Enter] button to confirm.

[Function Selection] is displayed on the LCD.

3 Press the [△] or [▽] button and select a parameter, then press the [Function/Enter] button to confirm.

For details about the settings, refer to Item Configurable in Function Selection (page 101).

The setup is completed when the LCD displays the [Ready] screen.
The configured parameter is shown by the indicator.
In this example, the indicator displays [F02].

Note that No.C indicates that the setting is fixed at the Software Operation Panel. If No.C is selected, [SOP] is displayed on the indicator.

Item Configurable in Function Selection

Item	Description	Setting	Factory Default
Function Selection	Configure the application(s) to be launched by the [Send to] button. It displays the scanner button events configured in the computer ([Send to 1] to [Send to 50]). For information on how to configure scanner button events, refer to Using a Button on the Scanner to Start Scanning (page 113).	No.01 to No.50/No.C (No.C indicates the Software Operation Panel.)	(*1)

***1:**Although there is no factory default setting, it is set to [No.01] when you turn on the power. Therefore, the setting does not change even when you initialize the operator panel.

Various Ways to Scan

This section explains how to configure the scanner settings and scan different types of documents with the image scanning application.
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 Documents with Different Widths

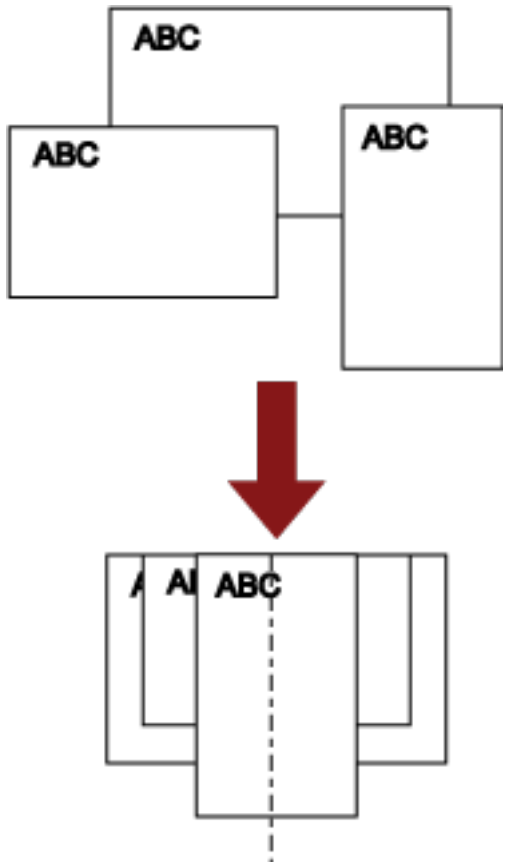
When you scan a batch of documents with different widths, load the documents using the following procedure:

ATTENTION

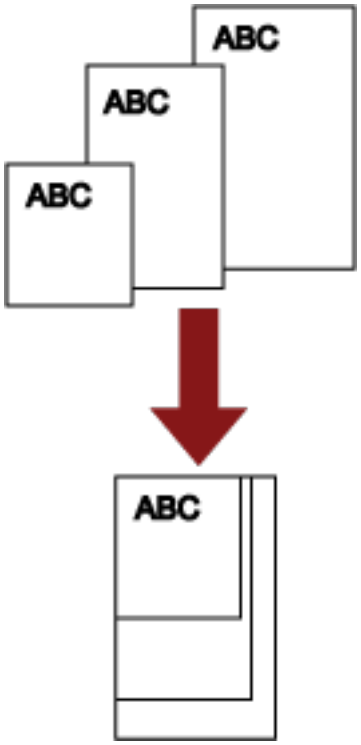
- When you scan documents of different widths at the same time, some of the smaller documents may be skewed or may not be fed into the scanner. Try to scan documents of the same width.
- For details about document requirements for scanning a mixed batch of documents, refer to Conditions for Mixed Batch Scanning (page 70).

1 Align the top of the documents.

- Align by the center



- Align by the side



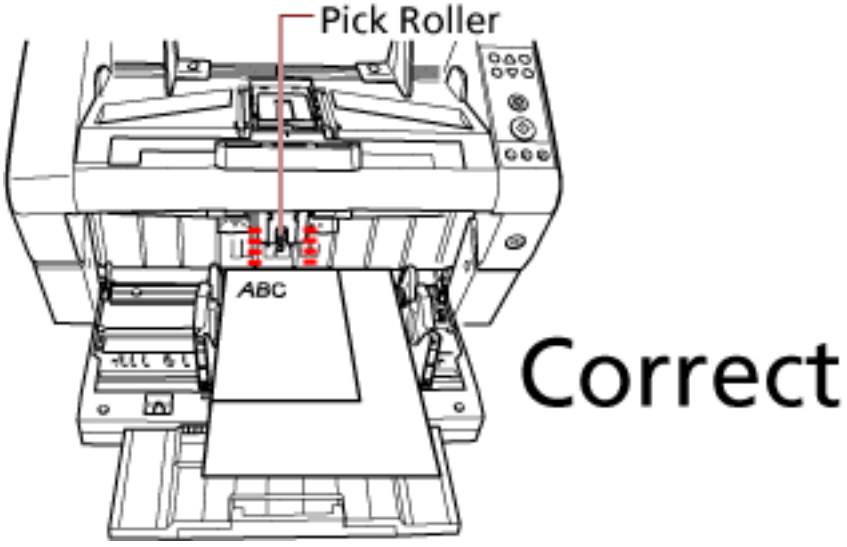
2 Place the documents on the hopper and adjust the hopper side guides to the widest document in the batch.

For information on how to load documents on the hopper, refer to Loading Documents (page 48).

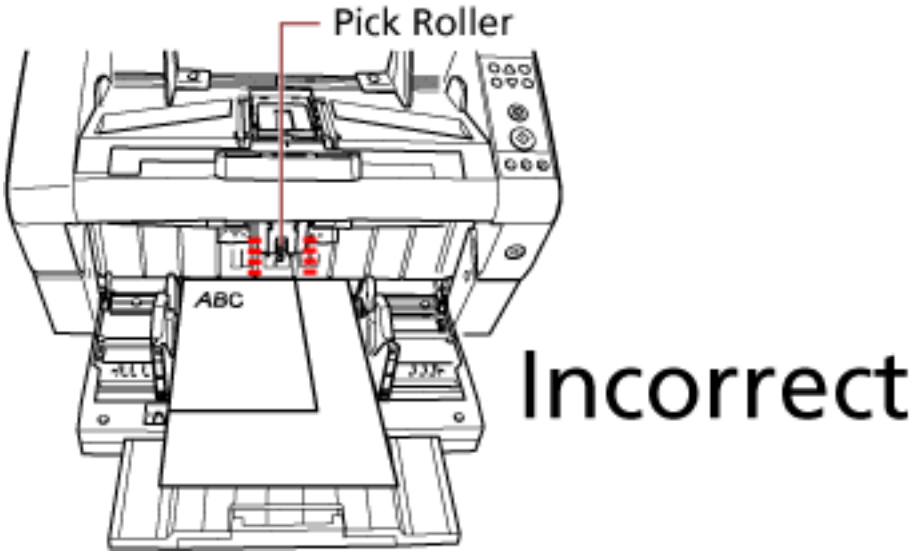
ATTENTION

Make sure that all documents are placed underneath the pick roller, otherwise the document will not be picked.

- Good example



- Bad example



3 **In the scanner driver, configure the scan settings to avoid skewed images and to detect the paper size automatically.**
For details, refer to the help for the scanner driver.

4 **Scan documents with the image scanning application.**
For details, refer to the manual or help of the image scanning application.

Scanning a Document Longer Than A3 Size

Depending on the resolution setting or the image scanning application, scannable document sizes may differ.
For details, refer to the manual or help of the image scanning application.

1 **Load the document on the hopper.**
For information on how to load documents, refer to How to Load Documents (page 50).

> **ATTENTION**
> To scan documents longer than A3 size, pull out the hopper extension and stacker extension all the way.
> Also, make sure not to pull up the paper stop.

2 **In the scanner driver, configure the scan settings to scan the paper size of the long page.**
For details, refer to the help for the scanner driver.

3 **Scan documents with the image scanning application.**
For details, refer to the manual or help of the image scanning application.

> **ATTENTION**
> Long Page Scanning supports scanning of documents with a length up to 5588 mm (220 in.) in the feeding direction.
> Note that the resolution must be set to the following dpi value depending on the document size.
> - A length that exceeds Double Letter (432 mm) but does not exceed 863 mm
>   400 dpi or less
> - A length that exceeds 863 mm but does not exceed 3175 mm
>   300 dpi or less
> - A length that exceeds 3175 mm but does not exceed 5588 mm
>   200 dpi or less

Feeding Documents Manually

Besides the normal automatic document feeding in which you load a batch of documents on the hopper and scan them one by one, you can also use the "Manual Feed mode" where you manually feed each sheet and perform scanning.
Normally, in automatic feeding, the scanner stops scanning once all the loaded documents are scanned. In manual feeding, the scanner waits for the next sheet to be set within a specified time. It continues scanning if an additional document is loaded within the specified time, or stops scanning if no document is loaded.
By using this method, you can perform scanning as you check the documents one by one.
Manual feeding is effective for:

- Scanning as you check the contents of each sheet
- Scanning documents that cause a multifeed or a paper jam when they are loaded together
- Continuously scanning documents such as clippings of magazines and newspapers which cannot be loaded together at once

ATTENTION

- Paper Protection is disabled in Manual Feed mode.
- Pause function ([Scan/Pause] button) is disabled during manual feeding.

There are two modes in manual feeding.

Single Feed Mode

Only one sheet is manually fed and scanned.

- Suitable for scanning thick papers, envelopes and folded papers that are difficult to scan by automatic feeding (In case of folded paper, make the folding line as the leading edge).
- Reduces the pressure applied on the document when it enters the ADF (because the pick roller does not touch the document).
- Used to accurately feed and scan one sheet of document.
- No paper separation force is applied regardless of the paper separation force setting (five levels). Therefore, this mode enables you to scan documents such as envelopes which cause paper jams in automatic document feeding.

Continuous Feed Mode

Multiple sheets of document are manually fed one at a time and continuously scanned.

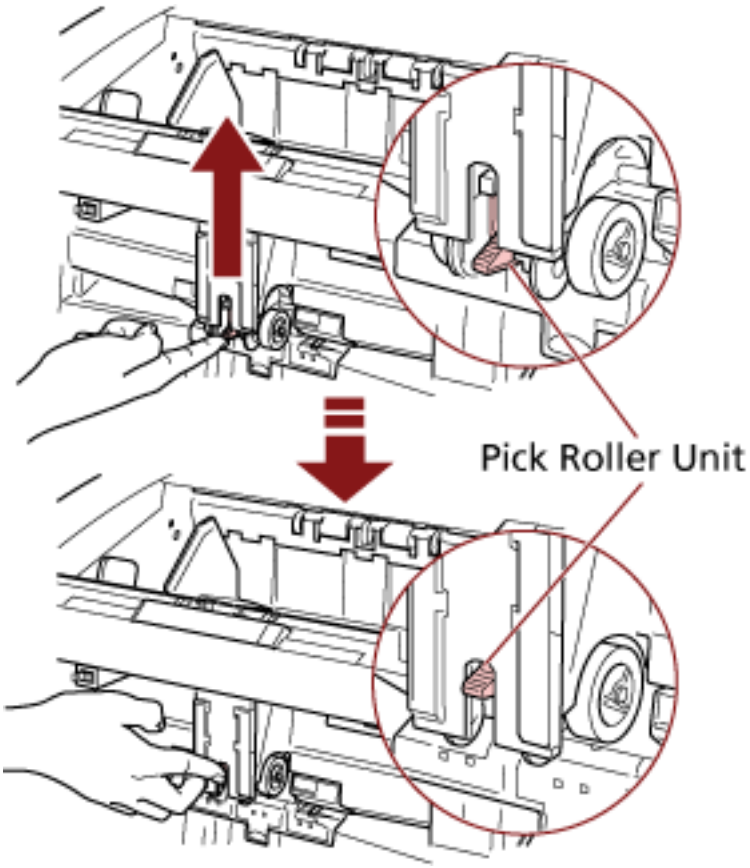
- Documents are scanned one by one even if multiple sheets are mistakenly fed.
- When you scan more than one sheet, you can check every sheet as you scan.
- Used to accurately feed and scan multiple sheets of documents.

- The paper separation force setting (five levels) is enabled as with scanning in automatic document feeding. Adjust the paper separation force when multifeeds, pick errors or paper jams occur frequently.

Scanning in Single Feed Mode

1 Lift up the pick roller unit.

Push up the tab in the middle with your finger.



The pick roller unit will click into place.
The hopper moves up to the feeding position.

ATTENTION

- Make sure that there is no document left on the hopper.
- Be careful not to get your fingers or any object caught when the hopper moves up.

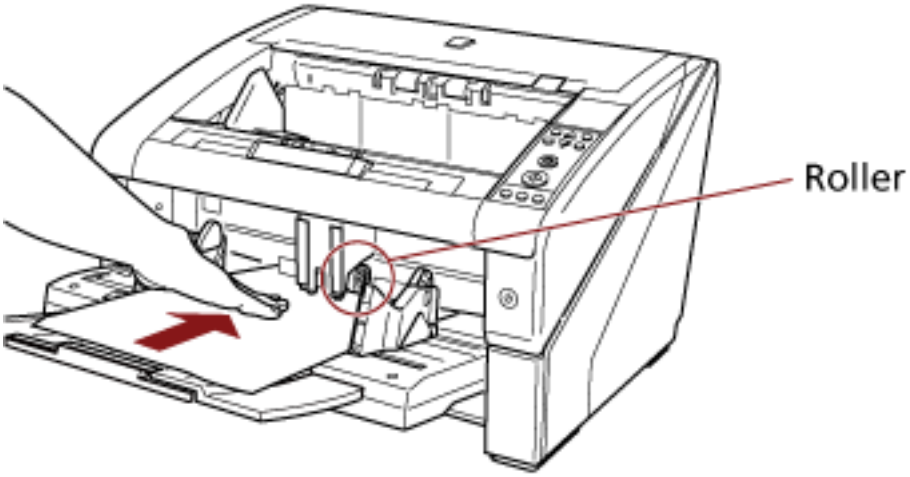
2 Load a document on the hopper with the front side (scanning side) facing up.

Make sure not to place the document all the way in.

3 Scan the document with the image scanning application.

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

4 Insert the document until the top edge touches the rollers on the inside.



The document is picked, scanned, then ejected onto the stacker.
After the scan, the scanner waits for the next sheet to be fed for the time specified in the Software Operation Panel.

ATTENTION

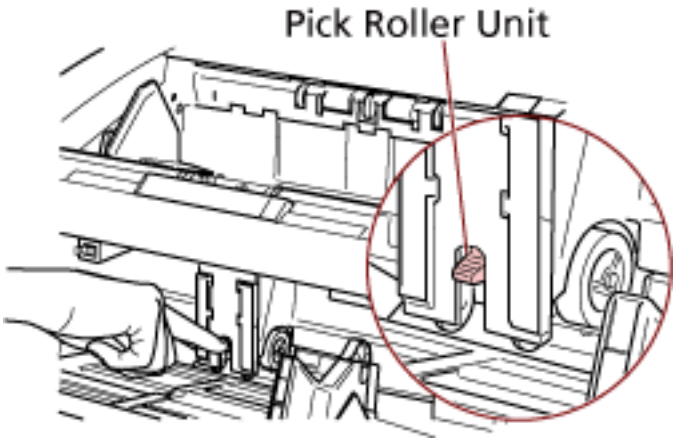
Let go of the document as soon as you confirm that the document is being fed by the rollers.

5 Repeat step 4 until all documents are scanned.

HINT

- Scanning can be stopped immediately by pressing the [Counter Reset] button on the operator panel.
- Scanning stops when no document is loaded on the hopper after the time specified in the Software Operation Panel.
- The scanner waits for the period of manual feed timeout even when there is no document left on the hopper.
- The timeout period for manual feeding can be configured on the operator panel or in the Software Operation Panel.
- To release Manual Feed mode, bring the pick roller unit back down to its original position.

Put your finger on the tab in the center and push it down.



Scanning in Continuous Feed Mode

1 **Open the hopper if it is closed.**
For information on how to open the hopper, refer to How to Open the Hopper (page 23).

2 **In the [Main Menu] of the operator panel, select [1: Manual (Continuous)] for [10: Hopper Level].**
For details, refer to How to Use the Main Menu (page 82).
The hopper moves up to the feeding position.

ATTENTION

- Make sure that there is no document left on the hopper.
- Be careful not to get your fingers or any object caught when the hopper moves up.

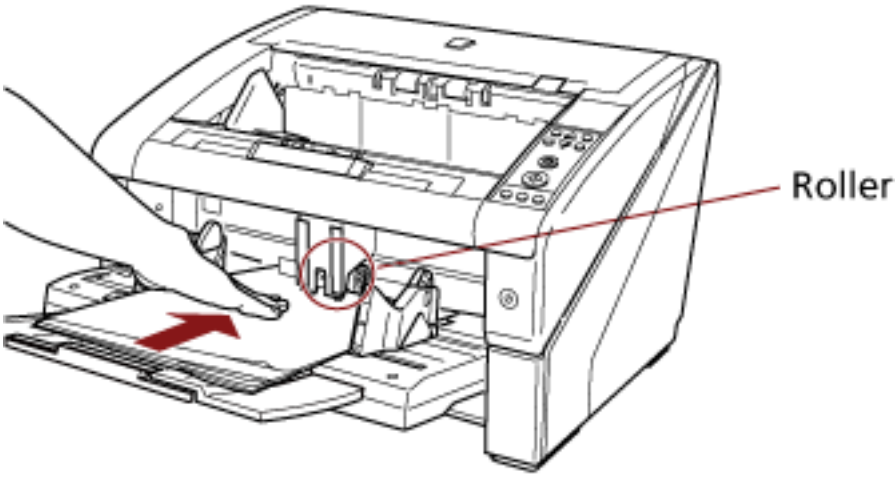
HINT

You can also set it to [Manual (Continuous)] from the [Hopper Level] screen via shortcut key.
For details, refer to Setting the Loading Capacity of the Hopper (page 32).

3 **Load documents on the hopper with the front side (scanning side) facing up.**
Make sure not to place the documents all the way in.

4 **Scan documents with the image scanning application.**
For details, refer to the manual or help of the image scanning application.

5 **Insert a document until the top edge touches the rollers on the inside.**
When more than one sheet is loaded, only insert the document on the top of the stack.



The document is picked, scanned, then ejected onto the stacker.
After the scan, the scanner waits for the next sheet to be fed for the time specified in the Software Operation Panel.

HINT

In Continuous Feed mode, documents are scanned one by one even if multiple sheets are mistakenly fed.

6 Repeat step 5 until all documents are scanned.

HINT

- Scanning can be stopped immediately by pressing the [Counter Reset] button on the operator panel.
- Scanning stops when no document is loaded on the hopper after the time specified in the Software Operation Panel.
- The scanner waits for the period of manual feed timeout even when there is no document left on the hopper.
- The timeout period for manual feeding can be configured on the operator panel or in the Software Operation Panel.
- Continuous Feed mode can be cleared in [10: Hopper Level] of the [Main Menu] on the operator panel. The hopper is set to [4: Lower] when you clear manual feeding (continuous). For details, refer to Items Configurable in the Main Menu (page 91).

Using a Button on the Scanner to Start Scanning

You can perform scanning by simply pressing the [Scan/Pause] button or the [Send to] button on the scanner.
For this, you first need to assign the applications to launch for each button.

HINT

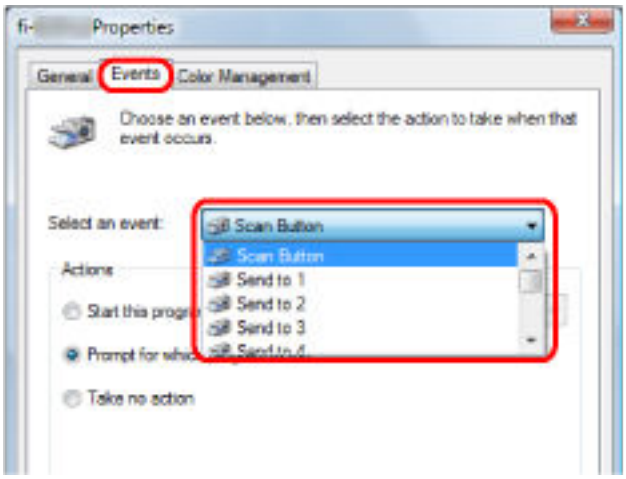
If [No.01] is selected on the [Function Selection] screen of the scanner, the image scanning application that is started up when the [Scan/Pause] button is pressed differs depending on whether PaperStream ClickScan resides in the taskbar or not.

- 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 Settings

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 information on how to turn on the power, refer to How to Turn the Power ON (page 20).
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 select an event.**

From the [Select an event] menu, select an event from which you want to launch an application.

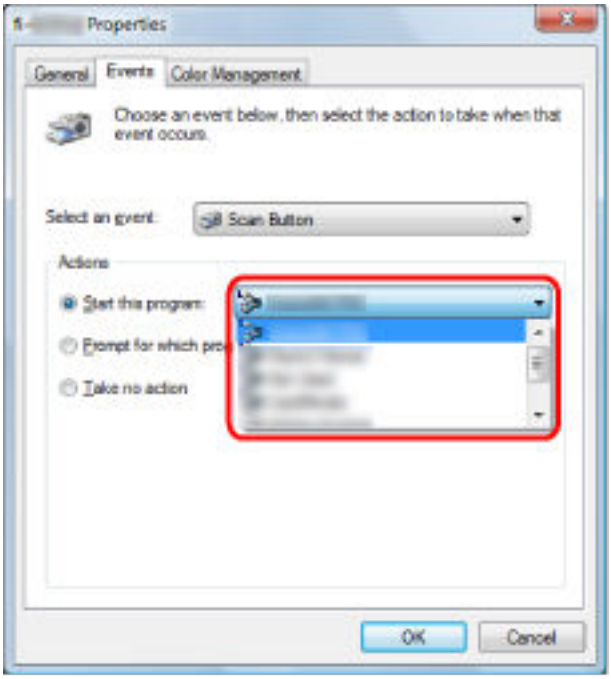


In this function, the following events can be specified:

- Scan Button (When the [Scan/Pause] button is pressed)
- [Send to 01] to [Send to 50] (when the [Send to] button is pressed)

6 Select an application to be launched by the [Send to] or [Scan] button event and an operation to be performed.

Click [Start this program] under [Actions], and select an application from the menu shown on the right.



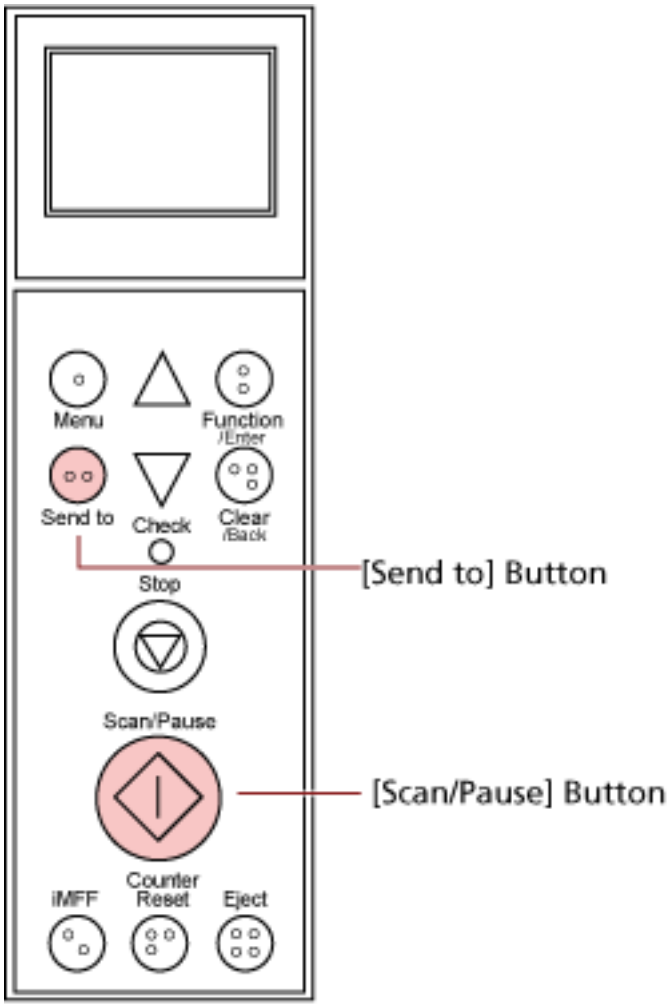
7 Click the [OK] button.

This completes the computer settings. Proceed to configure the scanner settings.

HINT

- The windows that appear and the operations differ depending on the operating system that you are using.
- To set multiple buttons, repeat steps 5 to 6.

Scanner Settings



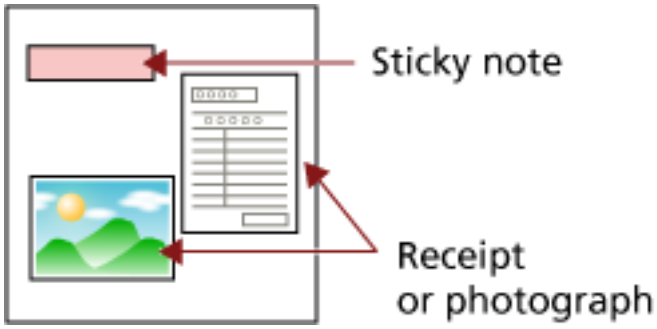
- When you use the [Scan/Pause] button
  No particular setting is required.
  → The specified application starts when the [Scan/Pause] button is pressed.
- [Send to] button
  In the [Main Menu] of the operator panel, change the setting number for the [Send to] button which is displayed on the LCD.
  Match the number with the scanner button event configured in the computer ([Send to 01] to [Send to 50]).
  For instance, display "F02" in the LCD's indicator to execute an event configured for [Send to 02].
  → The specified application starts when the [Send to] button is pressed.

HINT

- For more details about the operator panel, refer to How to Use the Operator Panel (page 73).
- For information on how to change the setting number for [Send to] button, refer to How to Use Function Selection (page 99).

Bypassing Multifeed Detection for a Fixed Format

If you attempt to scan a document sheet with a sticky note, receipt, or photo glued on it while the Multifeed Detection function is enabled, the scanner may falsely judge this as a multifeed error and discontinue the scanning. To scan these types of documents, the Intelligent Multifeed Detection Function is available.
There are two modes to this function. In one mode, you can suppress multifeeds forcibly by using the operator panel on the scanner. In the other mode, you can suppress multifeeds automatically by letting the scanner memorize the locations and the sizes of attachments.



Intelligent Multifeed Detection Function

The following three modes are available:

Mode	Description
Manual mode (Bypass by front panel button)	Checks for any papers attached every time a multifeed occurs, and continues scanning.
Auto mode 1 (Bypass by combination of length and position)	Used to scan a document stack with paper of the same size attached in the same location.
Auto mode 2 (Bypass by length)	Used to scan a document stack with paper of different sizes attached in different locations.

ATTENTION

Irregular images may be output when multifeeds occur.

Select a mode with one of the following methods.

- Select a mode in [1: iMFF Setting] on the [Main Menu] of the operator panel.
  For details, refer to How to Use the Main Menu (page 82).
- Start up the Software Operation Panel, and select a mode.
  For details, refer to Specifying an Area Not to Detect Multifeed [Intelligent Multifeed Function] (page 272).

Operational Procedure

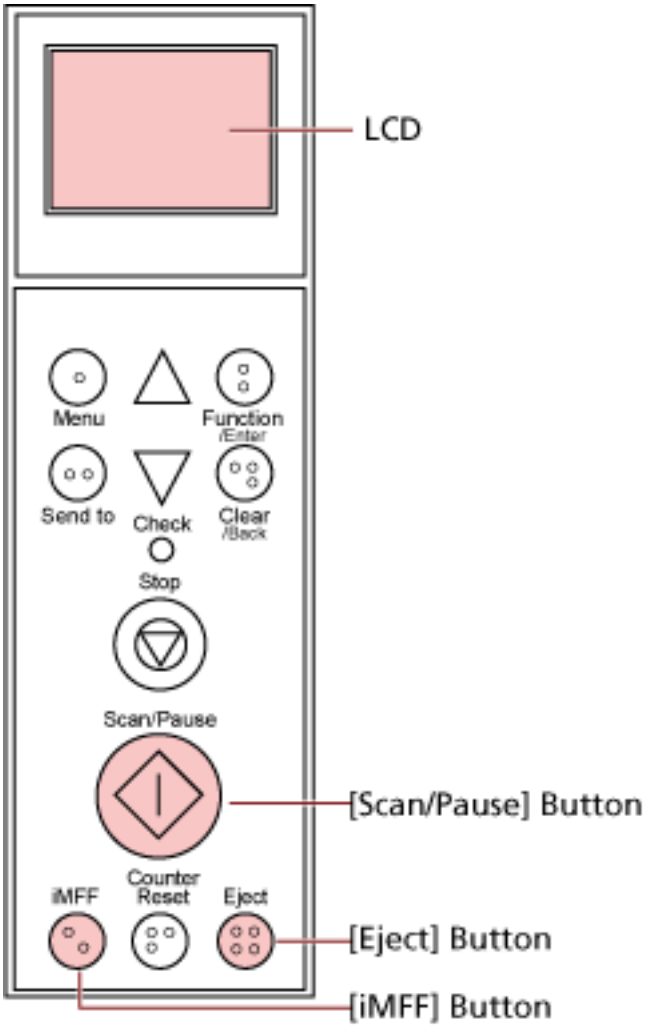
1 After a multifeed error occurs, either press the [Eject] button to eject the document from the paper path, or open the ADF to remove the document.
When the document is removed, the display on the operator panel LCD changes as follows:

Upon multifeed	Upon ejecting document
Multifeed detected (Overlap) Press the iMFF button to eject the document and to suppress multifeed detection from next scans. Press the Eject button to eject the document. When [Ready] is displayed, increase the paper separation force by using the [△] button to suppress multifeeds. (*1)	[Ready (Multifeed)] screen
Multifeed detected (Overlap) Press the Eject button to eject the document. When [Ready] is displayed, increase the paper separation force by using the [△] button to suppress multifeeds. (*1)	
Multifeed detected (Overlap) Press the iMFF button to memorize the multifeed pattern and eject the document. Press the Eject button to eject the document. When [Ready] is displayed, increase the paper separation force by using the [△] button to suppress multifeeds. (*1)	
Multifeed detected (Overlap) Press the iMFF button to memorize the multifeed pattern. Press the Eject button to eject the document. When [Ready] is displayed, increase the paper separation force by using the [△] button to suppress multifeeds. (*1)	
Multifeed detected (Length) Press the Eject button to eject the document.	[Ready] screen

***1:**When the paper separation force is set to [■■■■■] which is the maximum level, the message "When [Ready] is displayed, increase the paper separation force by using the [△] button to suppress multifeeds." does not appear.

2 Place the removed document back on the hopper.
If a multifeed error is detected while no paper is attached on the document, press the [Scan/Pause] button or restart scanning via the computer (do not press the [iMFF] button). If there is a

paper attachment on the ejected sheet and the attachment is likely to be the cause of the multifeed error, then proceed to the next step.



HINT

If you click the [OK] button in the window that shows the multifeed image, step 2 is not required because the scanner feeds the multifeed image and continues the scan.

3 Press the [iMFF] button and confirm that M is displayed on the LCD, and then press the [Scan/Pause] button or restart scanning from the computer.

Note that, from hereon, M in the LCD switches between shown/hidden every time the [iMFF] button is pressed. According to the mode specified, the scanner operates as explained below if documents are scanned while M is displayed.

- Manual mode (Bypass by front panel button)

The next sheet is scanned without multifeed detection, and after the second sheet, multifeed errors are detected based on the settings configured in the scanner driver or the Software Operation Panel.

- Auto mode 1 (Bypass by combination of length and position)
  The scanner memorizes the length and location of the paper (overlap pattern) that caused a multifeed error and continues scanning. When a paper attachment of a similar pattern is detected, the scanner ignores it to suppress multifeed detection. (*1)(*2)
- Auto mode 2 (Bypass by length)
  The scanner remembers the length of the paper (overlap pattern) that caused a multifeed error and continues scanning. When a paper attachment of the same length or shorter is detected, the scanner ignores it to suppress multifeed detection. (*2)

***1:**Overlap patterns can be memorized for up to eight documents (when scanning a document, up to four overlap patterns can be memorized). When the number of patterns exceeds this limit, the document for which the first overlap pattern was memorized is erased from the memory.

***2:**To erase the memorized overlap patterns and the longest overlap length, press the [iMFF] and [Counter Reset] buttons at the same time for more than two seconds while [Ready] is displayed on the LCD. The LCD will display or when the memory is erased. This allows you to erase multifeed patterns and the longest overlap length that were not supposed to be memorized. Be careful with this operation because all memorized patterns will be erased.
Multifeed patterns can also be erased from the Software Operation Panel or [1: iMFF Setting] in the [Main Menu] of the operator panel.

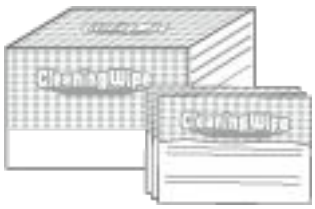
Daily Care

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

Cleaning Materials

Name	Part No.	Notes
Cleaner F1	PA03950-0352	100 ml Liquid cleaner to use for removing dirt and stains
Cleaning Sheet	CA99501-0016	20 sheets/pack This is an A4 size cleaning sheet. Use two sheets to clean once.
Cleaning Wipe 	PA03950-0419	24 packets Pre-moistened with Cleaner F1. It can be used instead of moistening a cloth with Cleaner F1.
Cotton swab	Commercially available	Used to clean a tiny part such as the document sensor.
Dry cloth		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 or the Contact for Inquiries section in Safety Precautions bundled with this product and make an inquiry.

Location and Frequency

Cleaning should be performed approximately every 10,000 [fi-7800]/12,000 [fi-7900] sheets scanned. Note that this guideline varies depending on the types of documents you scan. For instance, it may be necessary to clean the scanner more frequently when you scan documents on which the toner is not sufficiently fused.

Cleaning Location	Cleaning Sheet	Cloth Sprayed with Cleaner F1/ Cleaning Wipe
Pick Roller	○	○
Separator Roller	○	○
Brake Roller	○	○
Feed Roller	○	○
Assist Roller	○	○
Pinch Roller	○	○
Paper Path	○	○
Sheet Guide/Glass	—	○
Document Sensor	—	○
Friction Pad	—	○

○: Cleanable

—:Not cleanable

ATTENTION

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

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

Cleaning the ADF (with Cleaning Sheet)

Use the Cleaning Sheet to clean the rollers on both the upper and lower sides of the paper path.
For more details about the Cleaning Sheet, refer to Cleaning Materials (page 121).

Cleaning with the Cleaning Sheet

1 **Press the power button on the front of the scanner.**
[Ready] is displayed on the LCD.

2 **Press the [Menu] button.**
[Main Menu] is displayed on the LCD.

3 **Press the [△] or [▽] button and select [21: Cleaning], then press the [Function/Enter] button to confirm.**
[Cleaning] is displayed on the LCD.

4 **Press the [△] or [▽] button and select [1: Sheet], then press the [Function/Enter] button to confirm.**
A message is displayed on the LCD.

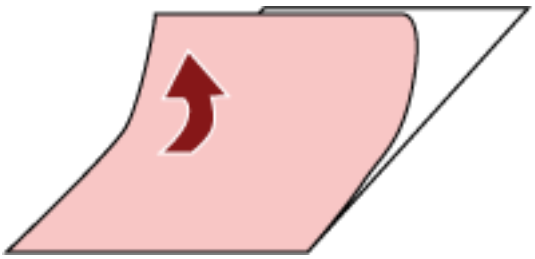
ATTENTION

Do not start scanning with an image scanning application during cleaning.

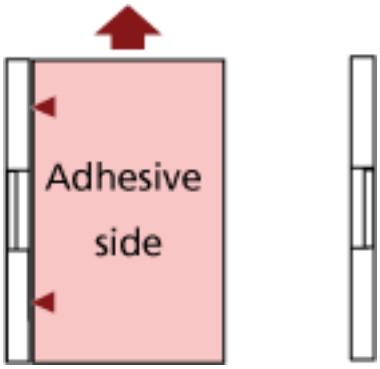
5 **Set the width of the hopper side guides to B4.**
For details, refer to Loading Documents (page 48).

6 **Adjust the stacker extension to the length of the Cleaning Sheet, and pull up the paper stop.**
For details, refer to Setting Up the Stacker (page 34).

7 **Remove the protective paper from the Cleaning Sheet.**

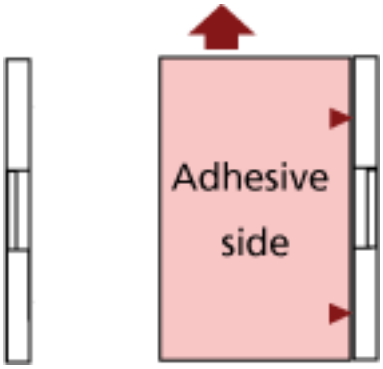


8 **Place the Cleaning Sheet on the left-hand side between the side guides with its adhesive side facing up.**



9 **Press the [Scan/Pause] button.**
The Cleaning Sheet is fed through and ejected onto the stacker.

10 **Place the same Cleaning Sheet on the right-hand side between the side guides with its adhesive side facing up.**



11 **Press the [Scan/Pause] button.**
The Cleaning Sheet is fed through and ejected onto the stacker.

12 **Remove the protective paper from a new Cleaning Sheet.**

13 **Place the Cleaning Sheet on the left-hand side between the side guides with its adhesive side facing down.**

14 **Press the [Scan/Pause] button.**
The Cleaning Sheet is fed through and ejected onto the stacker.

15 **Place the same Cleaning Sheet on the right-hand side between the side guides with its adhesive side facing down.**

16 **Press the [Scan/Pause] button.**
The Cleaning Sheet is fed through and ejected onto the stacker.

17 **Press the [Stop] button.**
Cleaning is completed.

18 Reset the cleaning counter.

Use one of the following methods to reset the counter.

- Select [23: Show/Clear Counters] from [Main Menu] on the operator panel, then reset the counter.
  For details, refer to Checking and Resetting the Counters (page 85).
- Start up the Software Operation Panel and reset the counter.
  For details, refer to Resetting the Sheet Counters (page 228).

Cleaning the ADF (with a cloth)

Use a cloth moistened with Cleaner F1 or a Cleaning Wipe to clean the inside of the ADF.

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

ATTENTION

If the hopper has been raised, bring it back down to the lower position.
For details, refer to Setting the Loading Capacity of the Hopper (page 32).

1. **Turn off the scanner, unplug the power cable and wait for at least 15 minutes.**
   For details, refer to How to Turn the Power OFF (page 22).

2. **Open the hopper/ADF/top cover.**
   For information on how to open the hopper, refer to How to Open the Hopper (page 23).
   For information on how to open the ADF, refer to How to Open the ADF (page 27).
   For information on how to open the top cover, refer to How to Open the Top Cover (page 30).

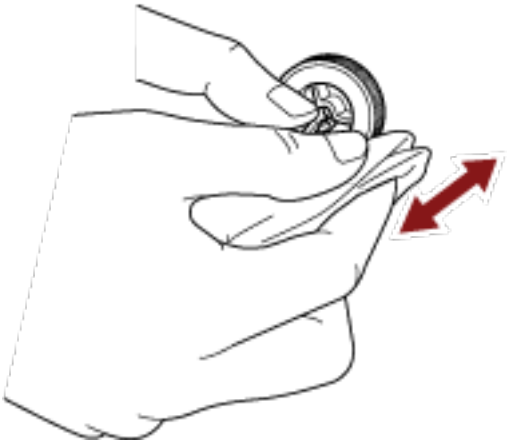
   > CAUTION
   > When the ADF/top cover is open, it might close accidentally. Be careful not to get your fingers caught.

3. **Use a cloth moistened with Cleaner F1 or a Cleaning Wipe to clean the following locations.**

   Pick Roller (2 units)

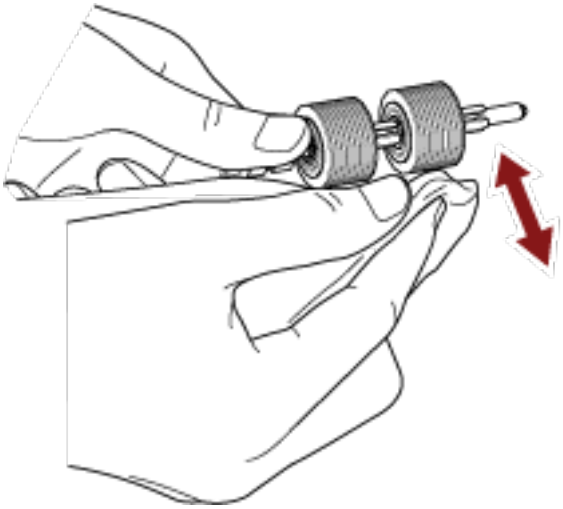
   Gently wipe the rollers so that the roller surface does not get damaged.
   Wipe along the grooves of the roller surface. Make sure to clean thoroughly because the feeding performance is affected especially when there is black foreign matter on the roller.

Remove the rollers for easier cleaning. For information on how to remove the pick rollers, refer to Replacing the Pick Roller (page 145).



Separator Roller (1 unit)

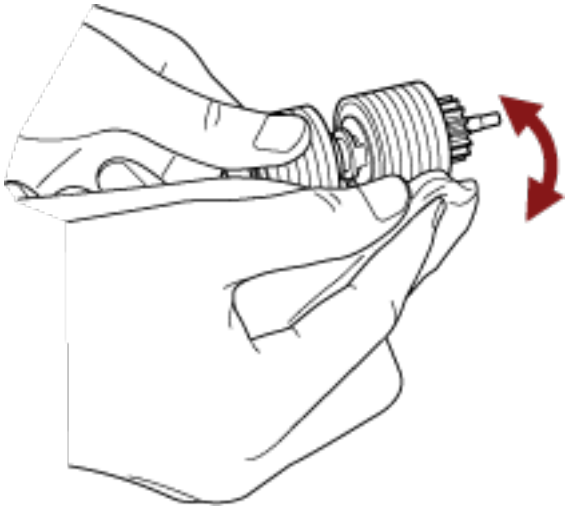
Gently wipe the rollers so that the roller surface does not get damaged.
Wipe along the grooves of the roller surface. Make sure to clean thoroughly because the feeding performance is affected especially when there is black foreign matter on the roller.
Remove the roller for easier cleaning. For information on how to remove the separator roller, refer to Replacing the Separator Roller (page 148).



Brake Roller (1 unit)

Gently wipe the rollers so that the roller surface does not get damaged.

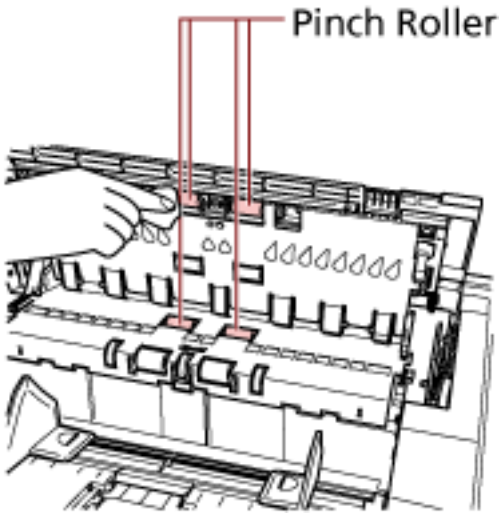
Wipe along the grooves of the roller surface. Remove the roller for easier cleaning. For details about removing the brake roller, refer to Replacing the Brake Roller (page 153).



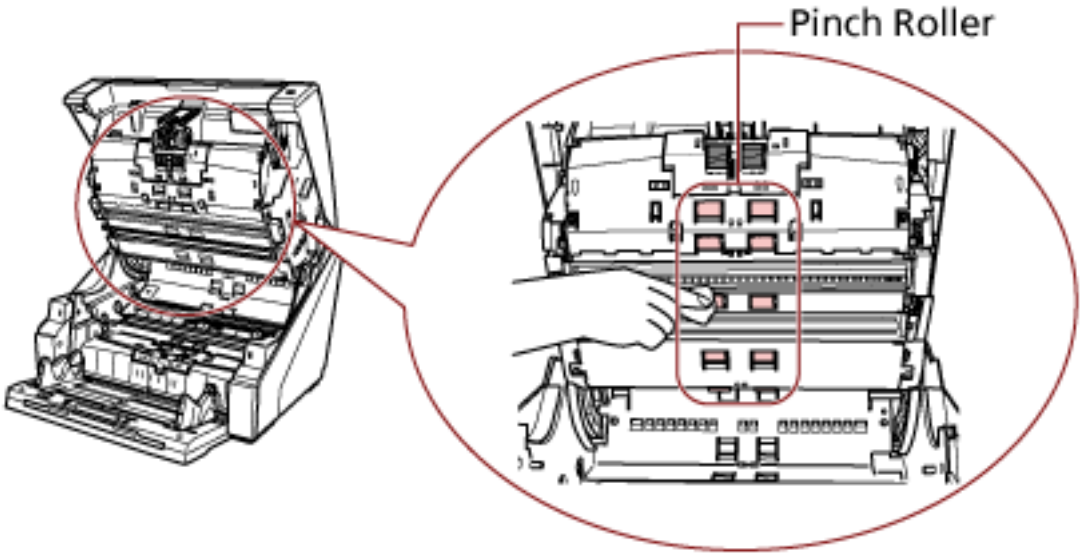
Pinch Roller

Gently wipe the rollers so that the roller surface does not get damaged. Clean the whole surface as you rotate the roller manually.

- Inside the top cover (rollers: 2 locations × 2 units)



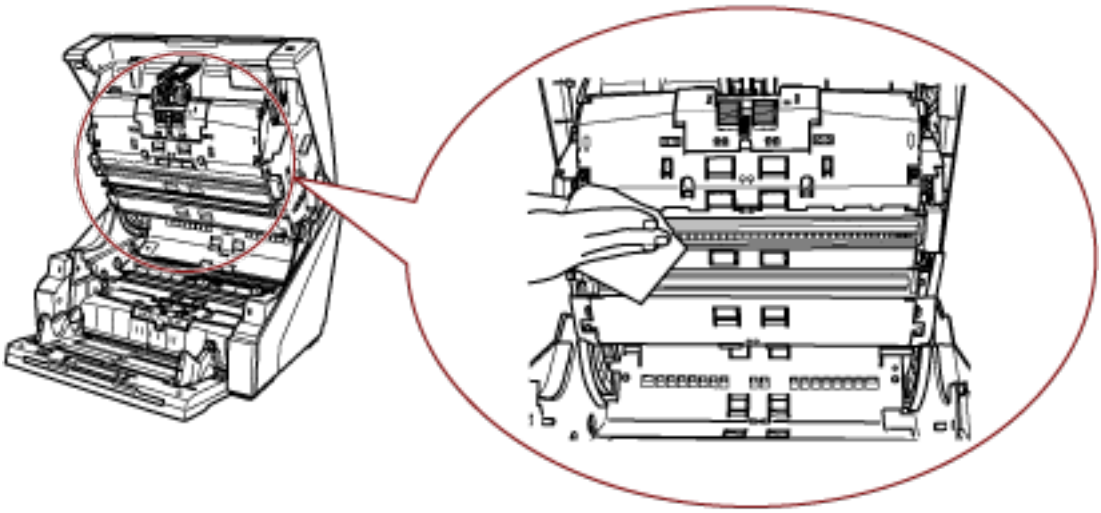
● Paper path upper-side (rollers: 6 locations × 2 units)



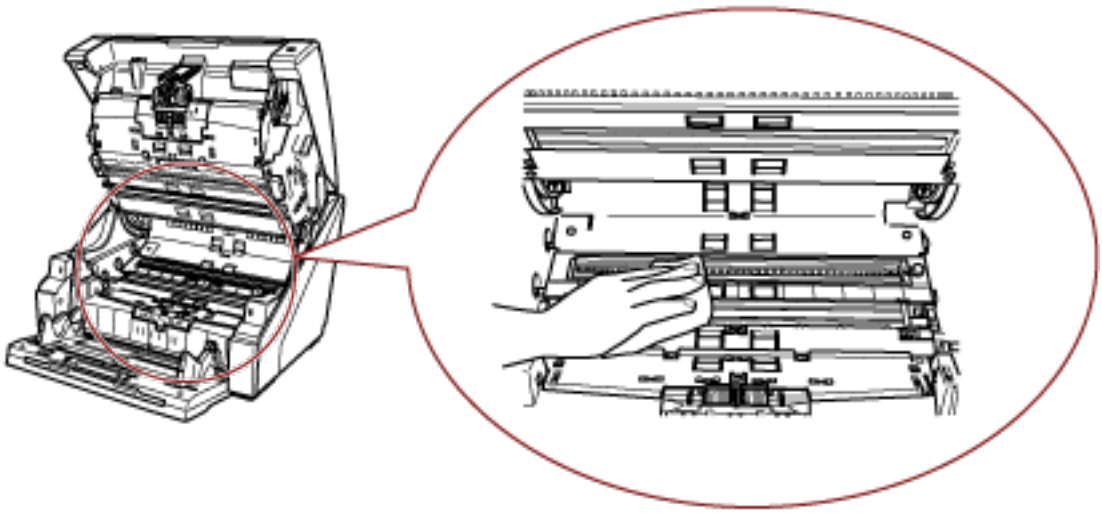
Paper Path/Sheet Guide

Give the whole area a quick cleaning.

● Paper path upper-side



- Paper path lower-side



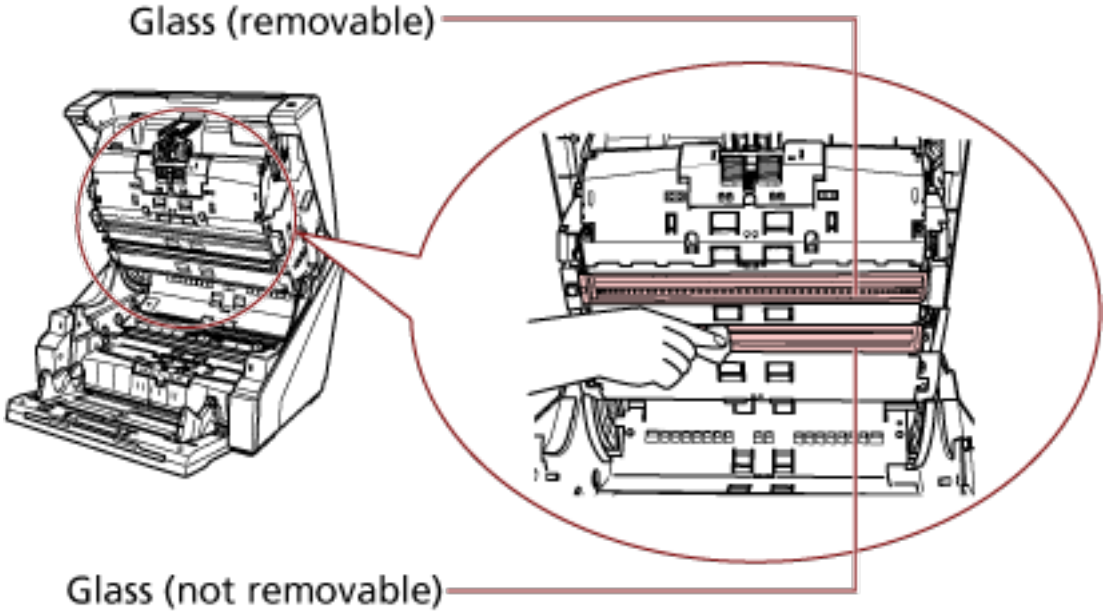
HINT

Use a vacuum cleaner if there is a lot of paper dust in the paper path.

Scan Glass

Clean it lightly.

- Paper path upper-side (glasses: 2 sheets)

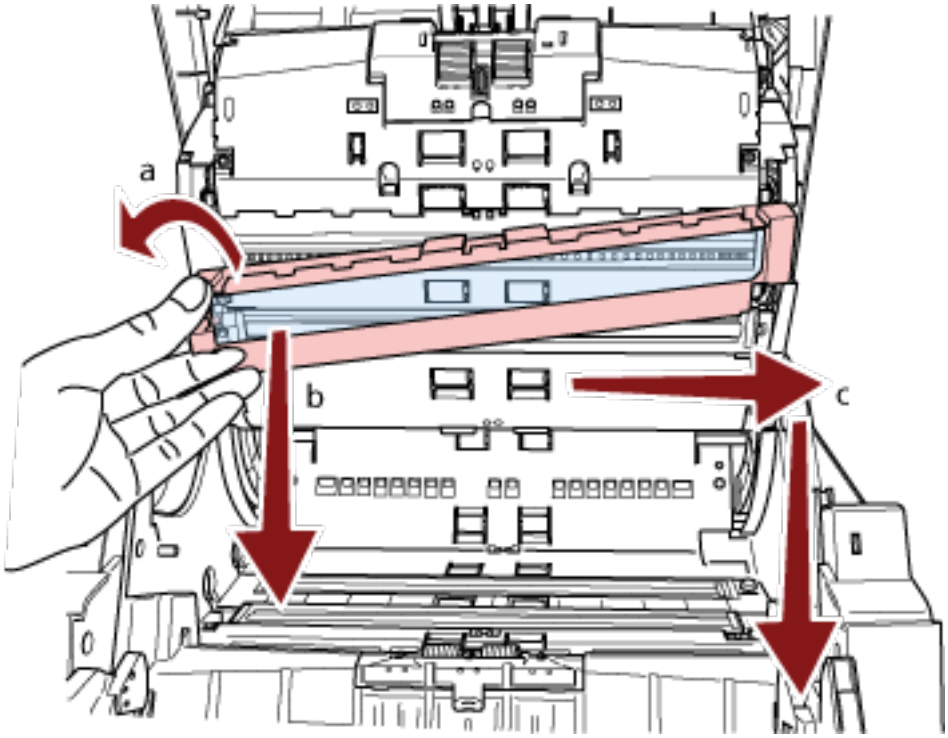


ATTENTION

Normally, the glass should not be removed, because it is designed to block paper dust.

Remove and clean the glass only if the scanner is being used in an environment with large amounts of paper dust and vertical streaks appear on the scanned image even after cleaning the glass.
Use a vacuum cleaner in advance and be careful not to let any paper dust in when removing the glass.

Clean the glass on the paper path upper-side (removable) as follows:



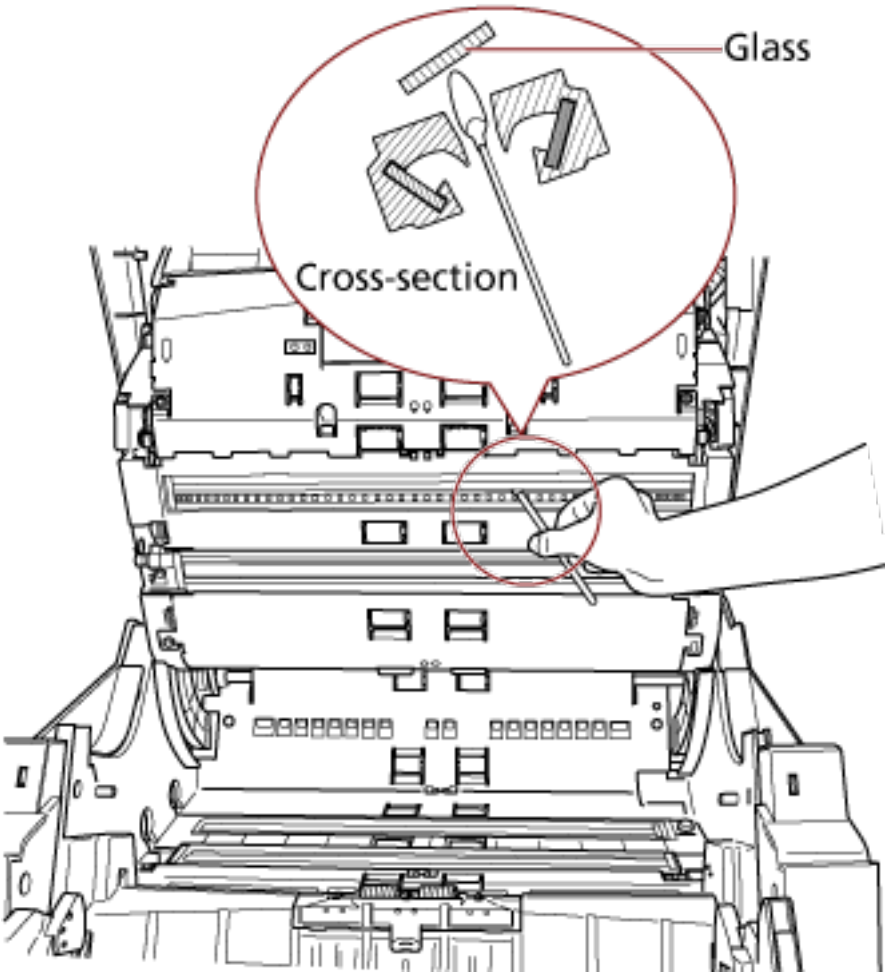
a Loosen the screw until the glass can be lifted.

b Tilt the glass to the angle as shown above.

c Remove the glass as you slide it to the right.

d Clean the removed glass.

e From the gap where the glass was attached, clean the other layer of glass inside, using a cotton swab or something alike.



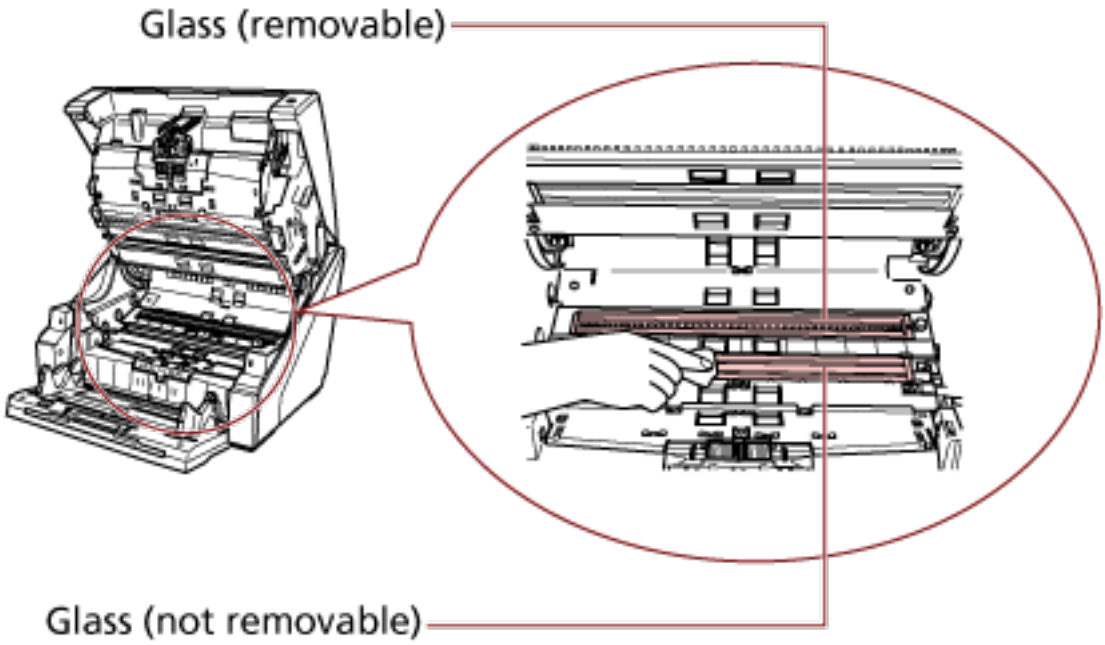
f After cleaning, place the glass that you removed back to its original place.

g Fasten the screw to fix it in place.

HINT

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

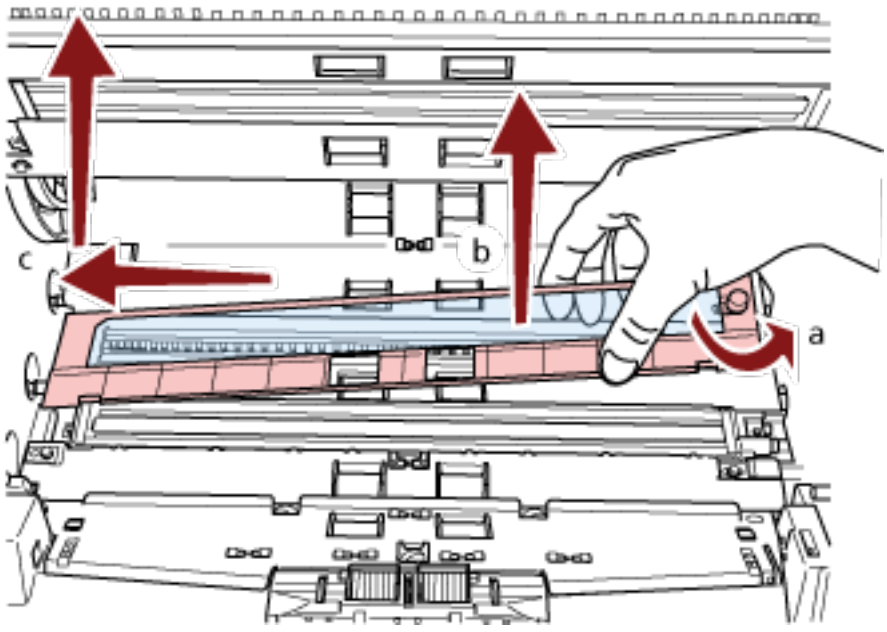
- Paper path lower-side (glasses: 2 sheets)



ATTENTION

Normally, the glass should not be removed, because it is designed to block paper dust. Remove and clean the glass only if the scanner is being used in an environment with large amounts of paper dust and vertical streaks appear on the scanned image even after cleaning the glass.
Use a vacuum cleaner in advance and be careful not to let any paper dust in when removing the glass.

Clean the glass on the paper path lower-side (removable) as follows:



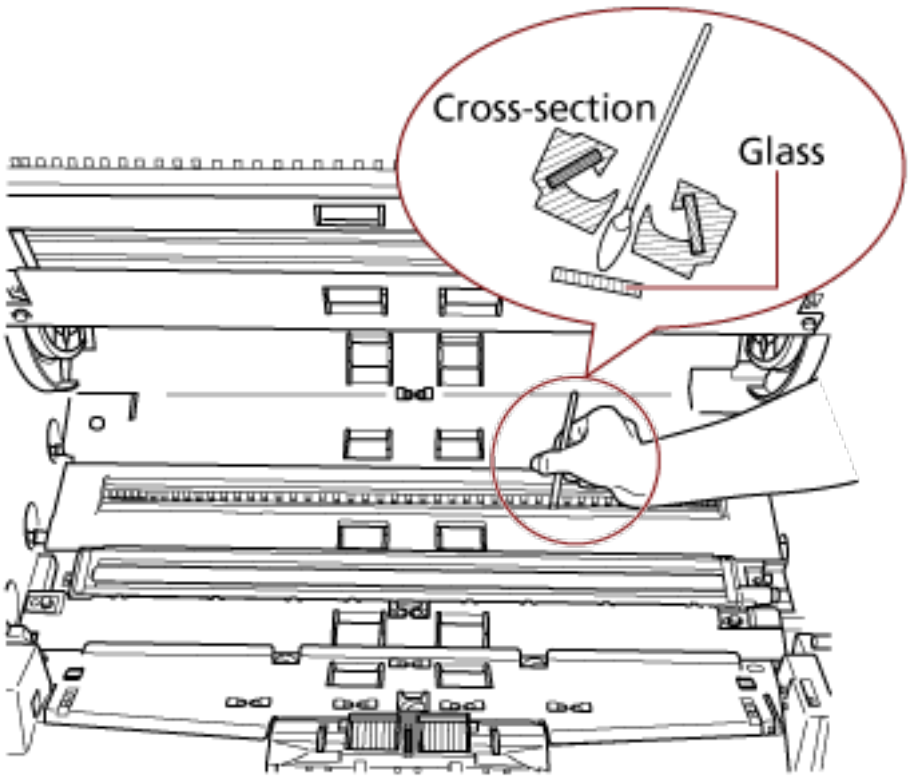
a Loosen the screw until the glass can be lifted.

b Tilt the glass to the angle as shown above.

c Remove the glass as you slide it to the left.

d Clean the removed glass.

e From the gap where the glass was attached, clean the other layer of glass inside, using a cotton swab or something alike.



f After cleaning, place the glass that you removed back to its original place.

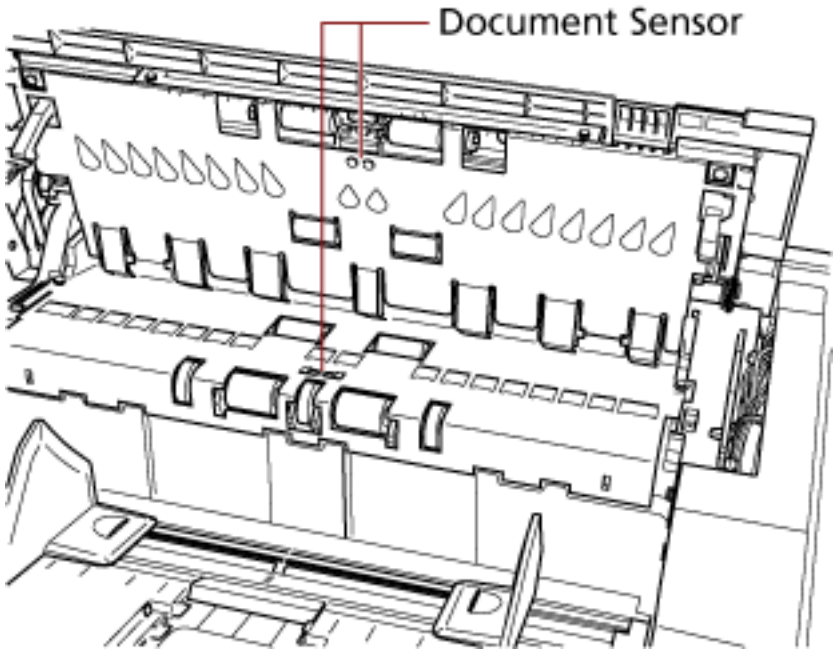
g Fasten the screw to fix it in place.

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

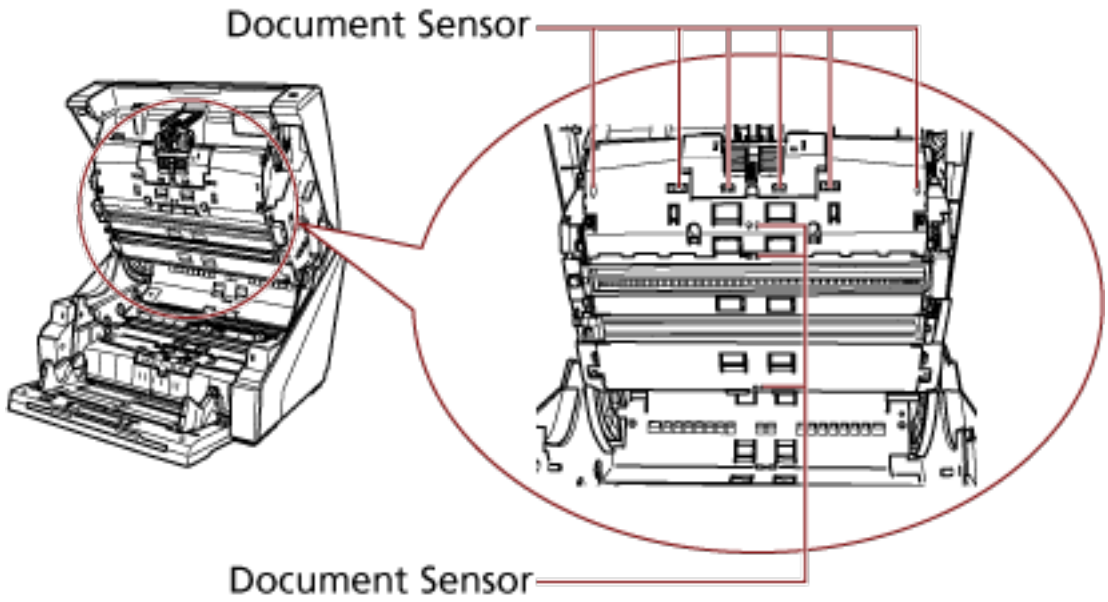
Document Sensor

Clean off the dust quickly.

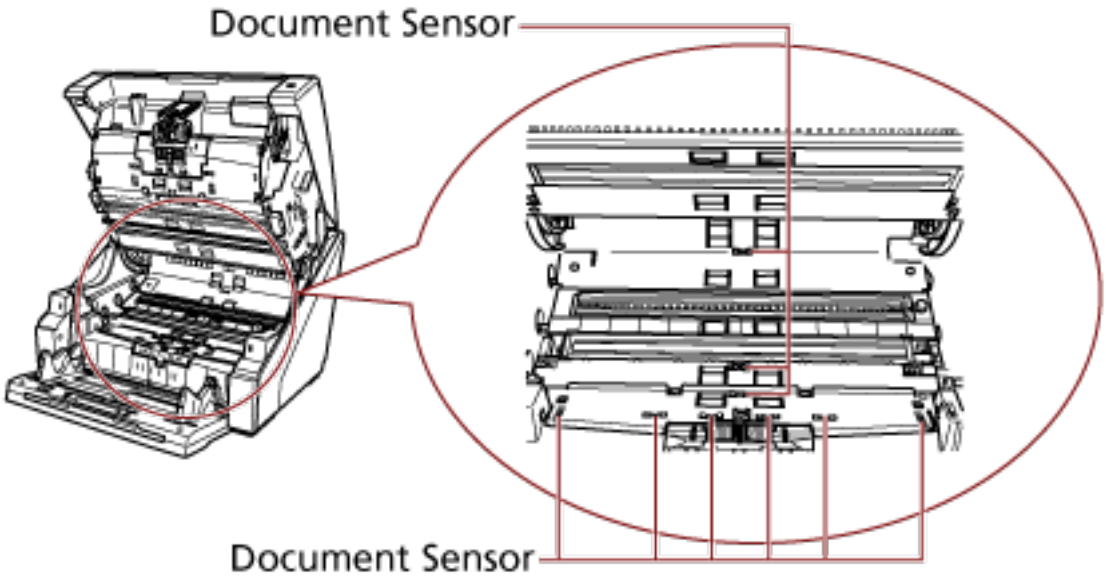
- Inside the top cover (sensors: 2 units)



- Paper path upper-side (sensors: 9 units)

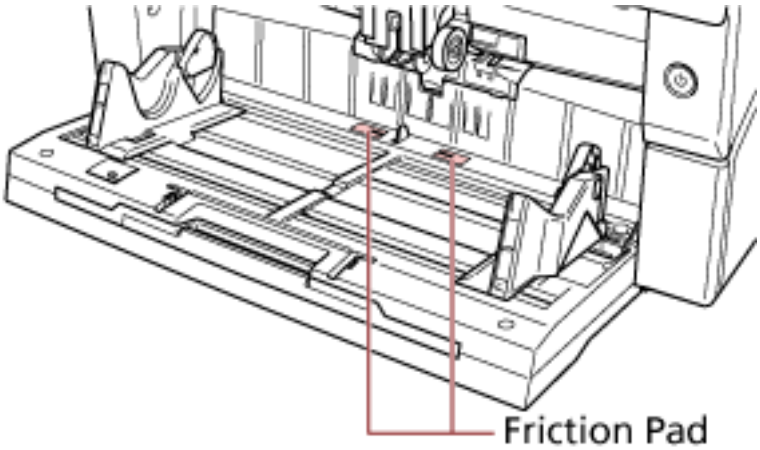


- Paper path lower-side (sensors: 9 units)



Friction Pad (2 units)

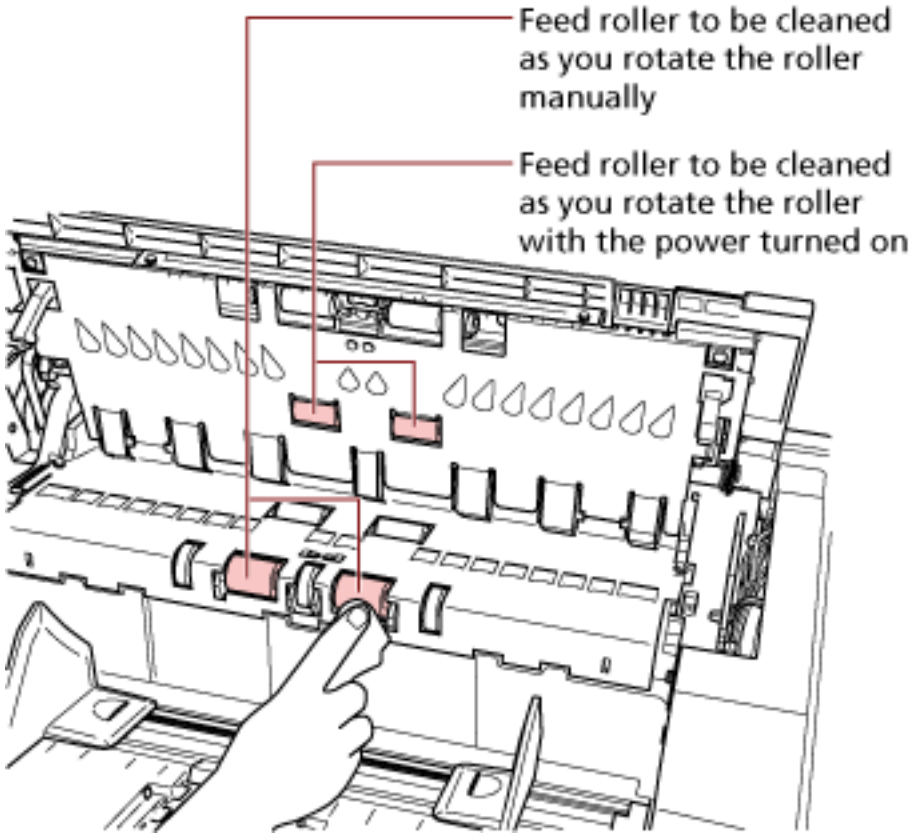
Clean off the dust quickly.
Friction pads are located on the hopper table.



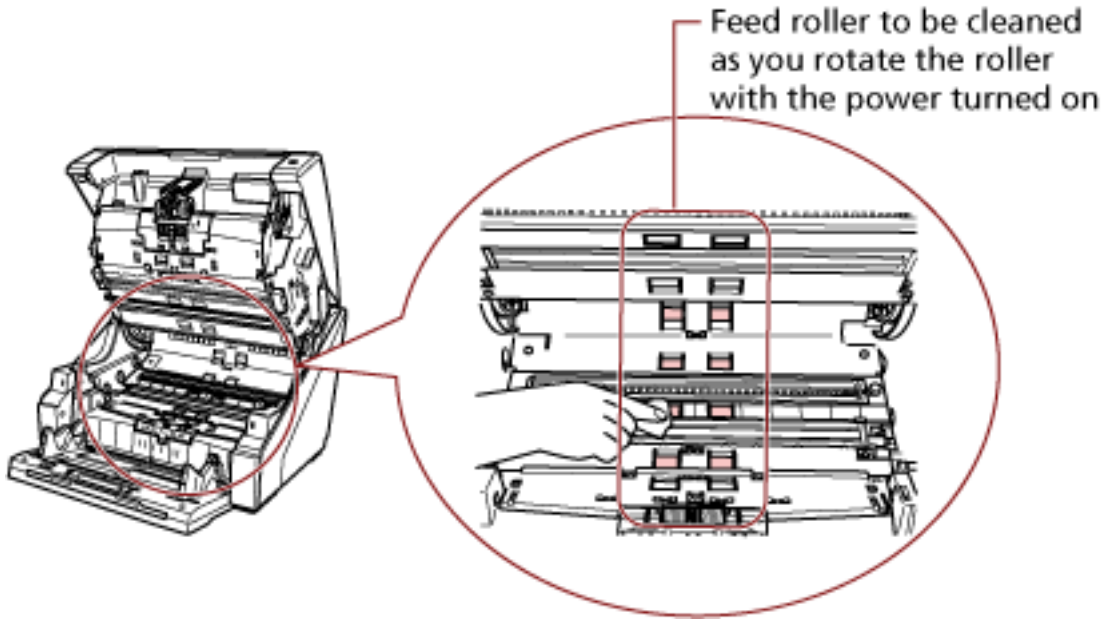
Feed Roller/Assist Roller

There are two types of feed rollers, one must be cleaned as you rotate the roller manually, and the other must be cleaned as you rotate the roller with the power turned on.
The assist roller must be cleaned as you rotate the roller with the power turned on.

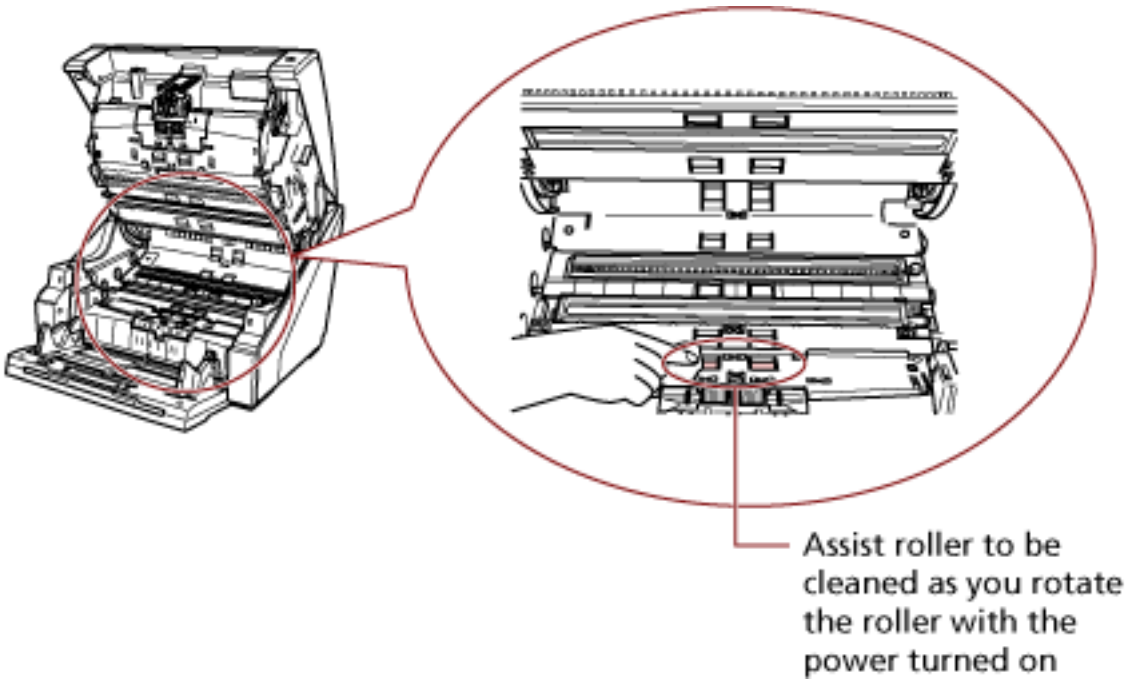
- Inside the top cover (rollers: 2 locations × 2 units)



- Paper path lower-side (rollers: 5 locations × 2 units)



● Paper path lower-side (rollers: 1 location × 2 units)



Feed Roller to Be Cleaned as You Rotate the Roller Manually

Gently wipe the rollers so that the roller surface does not get damaged.
Clean the whole surface as you rotate the roller manually.
Make sure to clean thoroughly because the feeding performance is affected especially when there is black foreign matter on the roller.

Feed Roller/Assist Roller to Be Cleaned as You Rotate the Roller with the Power Turned On

Clean the rollers in the following procedure:

a Plug in the power cable and turn on the scanner.
For details, refer to How to Turn the Power ON (page 20).
[Ready] is displayed on the LCD.

b Press the [Menu] button.
[Main Menu] is displayed on the LCD.

c Press the [△] or [▽] button and select [21: Cleaning], then press the [Function/Enter] button to confirm.
[Cleaning] is displayed on the LCD.

d Press the [△] or [▽] button and select [2: Wipe], then press the [Function/Enter] button to confirm.
A message is displayed on the LCD.

ATTENTION

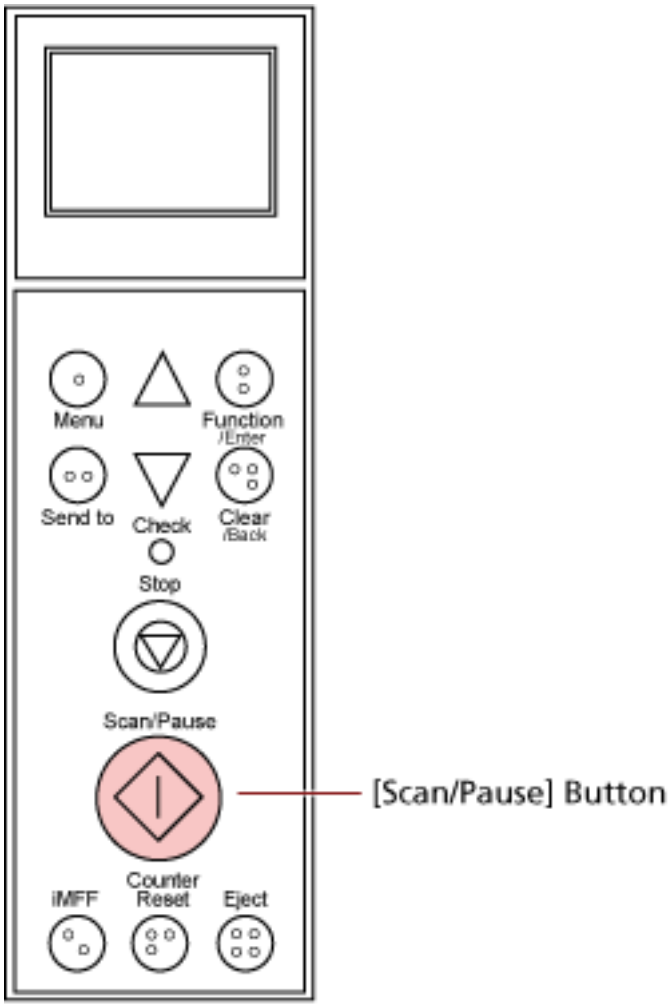
Do not start scanning with an image scanning application during cleaning.

e Open the ADF/top cover.
When you open the ADF with the power turned on, the LED comes on.
For information on how to open the ADF, refer to How to Open the ADF (page 27).
For information on how to open the top cover, refer to How to Open the Top Cover (page 30).

CAUTION

- When the ADF/top cover is open, it might close accidentally. Be careful not to get your fingers caught.
- When you open the ADF with the power turned on, the LED comes on.
  Do not look at the LED light source directly. Doing so may cause visual impairment. Note that the amount of light from the LED light source that is exposed through the scanner does not pose any risk of eye damage.

f When you press the [Scan/Pause] button, the feed rollers/assist rollers rotate a certain amount.



CAUTION

- When you press the [Scan/Pause] button, the feed rollers/assist rollers rotate at the same time. When cleaning, be careful not to touch the rollers with your hand while they are rotating.
- If you press the [Scan/Pause] button firmly with the ADF open, the ADF might close accidentally. Be careful not to get your fingers caught.

g Put a piece of cloth moistened with Cleaner F1 or a sheet of Cleaning Wipe against the surface of the feed roller/assist roller, and wipe horizontally to clean it.
Press the [Scan/Pause] button to rotate the rollers in order to clean dirt and dust off the entire surface of each roller.
Make sure to clean thoroughly because the feeding performance is affected especially when there is black foreign matter on the roller.

As a guideline, pressing the [Scan/Pause] button seven times will rotate the feed rollers/assist rollers one revolution.

4 Close the hopper/ADF/top cover.

For information on how to close the hopper, refer to How to Close the Hopper (page 25).
For information on how to close the ADF, refer to How to Close the ADF (page 29).
For information on how to close the top cover, refer to How to Close the Top Cover (page 31).

> **CAUTION** Be careful not to get your fingers caught when closing the ADF/top cover.

> **ATTENTION**
> Confirm that the ADF is closed properly. Otherwise, documents may not be fed into the ADF.

5 Press the [Stop] button.

Cleaning is completed.

6 Reset the cleaning counter.

Use one of the following methods to reset the counter.

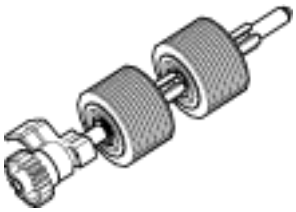
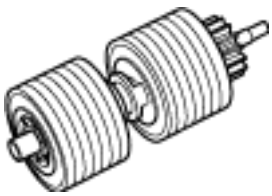
- Select [23: Show/Clear Counters] from [Main Menu] on the operator panel, then reset the counter.
  For details, refer to Checking and Resetting the Counters (page 85).
- Start up the Software Operation Panel and reset the counter.
  For details, refer to Resetting the Sheet Counters (page 228).

Replacing the Consumables

This section explains how to replace the consumables for the scanner.

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

Consumables and Replacement Cycles

Name	Part No.	Suggested Replacement Cycle
PICK ROLLER	PA03575-K011	600,000 sheets or one year
SEPARATOR ROLLER 	PA03800-K012	600,000 sheets or one year
BRAKE ROLLER 	PA03575-K013	600,000 sheets or one year
PRINT CARTRIDGE (*1)	CA00050-0262	4,000,000 characters or less (this may be less depending on the font specified)

Consumables need to be replaced periodically. It is recommended that you keep a stock of new consumables and replace them before it reaches the end of the consumable life. The scanner records the number of sheets scanned for each consumable (pick roller, separator roller, and brake

roller) and the amount of remaining ink (print cartridge), which allows you to determine when to replace consumables.
Use one of the following methods to check the number of sheets that have been scanned and the amount of remaining ink.

- You can select [23: Show/Clear Counters] from [Main Menu] on the operator panel to check the number of sheets that have been scanned and the amount of remaining ink.
  For details, refer to Checking and Resetting the Counters (page 85).
- You can start up the Software Operation Panel to check the number of sheets that have been scanned and the amount of remaining ink.
  For details, refer to Checking the Sheet Counters (page 225).

Note that the suggested replacement cycles are guidelines for using A4 (80 g/m^2 [20 lb]) wood-free or wood-containing paper, as these cycles vary depending on the type of documents scanned and how often the scanner is used and cleaned.

HINT

Only use the specified consumables.

For information on purchasing the consumables, contact the distributor/dealer where you purchased this product. Refer to the contact information in the Contact List or the Contact for Inquiries section in Safety Precautions bundled with this product and make an inquiry.
Please note that some parts (other than the consumables) need to be replaced by a service engineer, depending on the type of documents scanned and how often the scanner is used. For instance, Maintenance Parts (e.g. assist roller) need to be replaced by a service engineer.
For details, contact a service engineer. Refer to the contact information in the Contact List or the Contact for Inquiries section in Safety Precautions bundled with this product and make an inquiry.

Replacing the Pick Roller

Replace the pick roller in following procedure.

HINT

There are two pick rollers. Make sure to replace both units.

1 **Turn off the scanner, unplug the power cable and wait for at least 15 minutes.**
For details, refer to How to Turn the Power OFF (page 22).

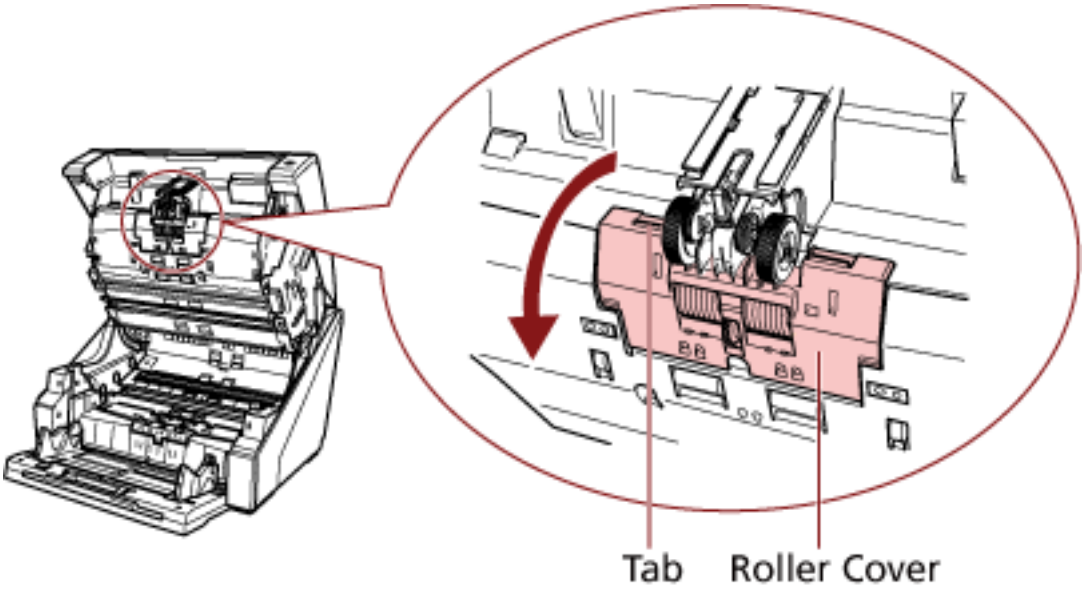
2 **Remove all documents from the stacker.**

3 **Open the ADF.**
For details, refer to How to Open the ADF (page 27).

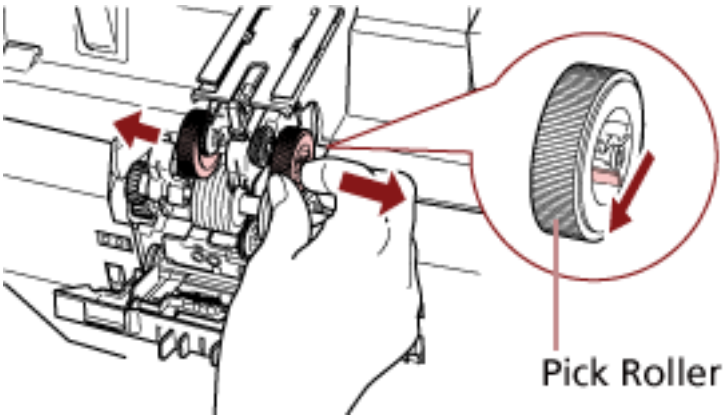
CAUTION When the ADF is open, it might close accidentally. Be careful not to get your fingers caught.

4 **Remove the pick rollers (× 2) from the scanner.**

a **Open the roller cover.**
Grab the tabs on the left and right side with your fingers and pull down the cover towards you.

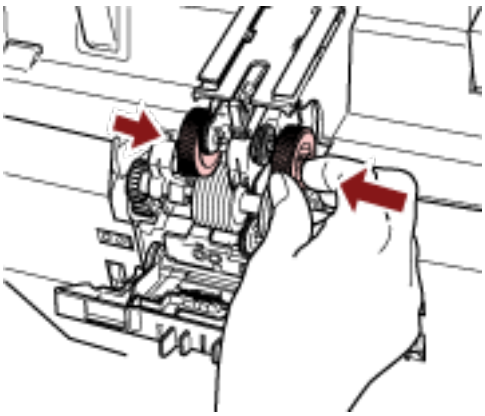


b Grab the tabs on the pick rollers (× 2) to pull the pick rollers off the rotating shaft.



5 Install a new set of pick rollers (× 2) in the scanner.

a Place the pick rollers (× 2) on the shaft.



b Close the roller cover.
Make sure that both ends of the cover are locked firmly.

6 Close the ADF.
For details, refer to How to Close the ADF (page 29).

> **CAUTION** Be careful not to get your fingers caught when closing the ADF.

ATTENTION

- Do not close the ADF while the roller cover is open.
- Confirm that the pick rollers are installed properly. When the pick rollers are not installed properly, it causes feeding errors such as paper jams.

7 Plug in the power cable and turn on the scanner.
For details, refer to How to Turn the Power ON (page 20).

8 Reset the pick roller counter.

Use one of the following methods to reset the counter.

- Select [23: Show/Clear Counters] from [Main Menu] on the operator panel, then reset the counter.
  For details, refer to Checking and Resetting the Counters (page 85).
- Start up the Software Operation Panel and reset the counter.
  For details, refer to Resetting the Sheet Counters (page 228).

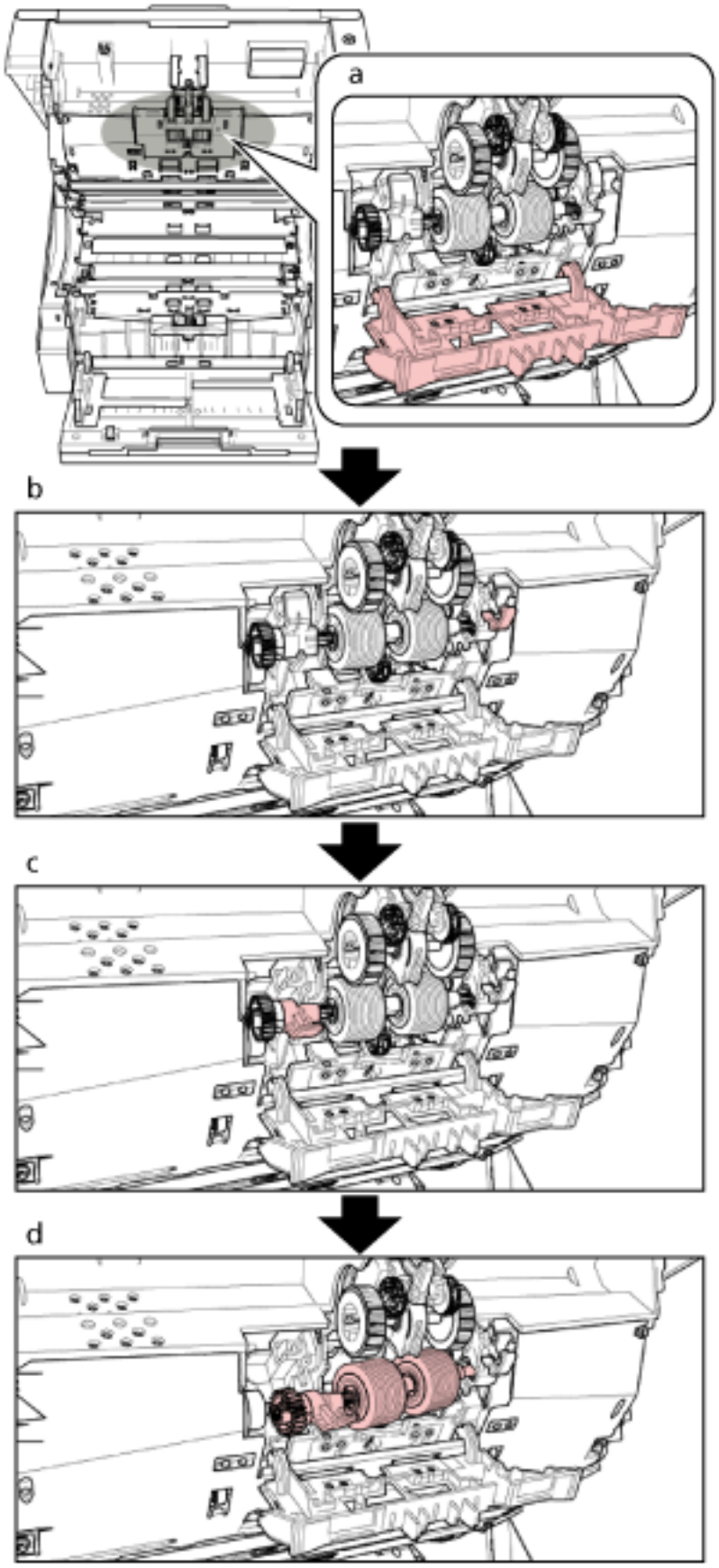
Replacing the Separator Roller

Replace the separator roller in following procedure.

1. **Turn off the scanner, unplug the power cable and wait for at least 15 minutes.**
   For details, refer to How to Turn the Power OFF (page 22).
2. **Remove all documents from the stacker.**
3. **Open the ADF.**
   For details, refer to How to Open the ADF (page 27).

> CAUTION When the ADF is open, it might close accidentally. Be careful not to get your fingers caught.

4 Remove the separator roller from the scanner.



A supplementary procedure describing how to remove the separator roller from the scanner is provided below.

a Grab the tabs on the top left and right sides of the roller cover with your fingers and pull down the cover towards you.

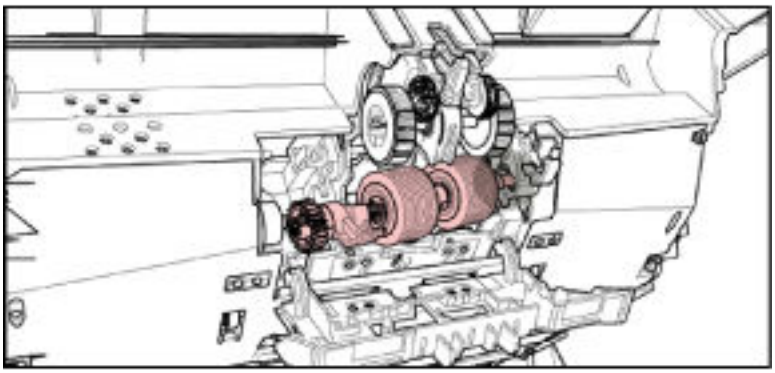
b Pull down the lever which is located on the right-hand side of the separator roller.

c Pull down the lever which is located on the left-hand side of the separator roller.

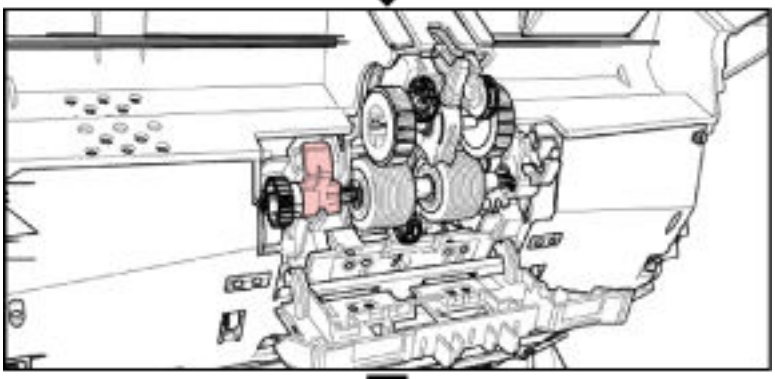
d Pull the lever on the left side of the separator roller towards you, and remove it with the shaft.

5 Install a new separator roller on the scanner.

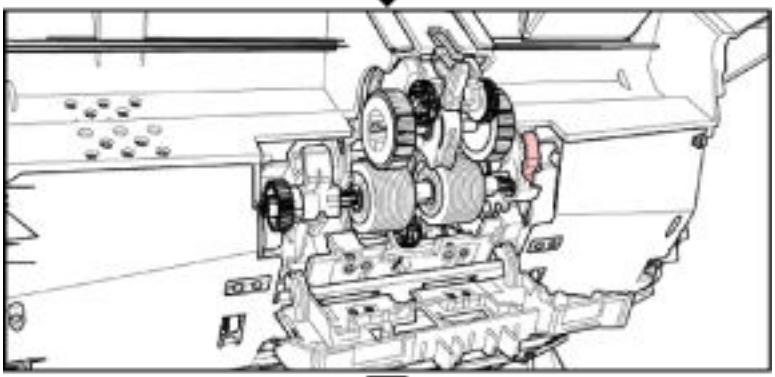
a



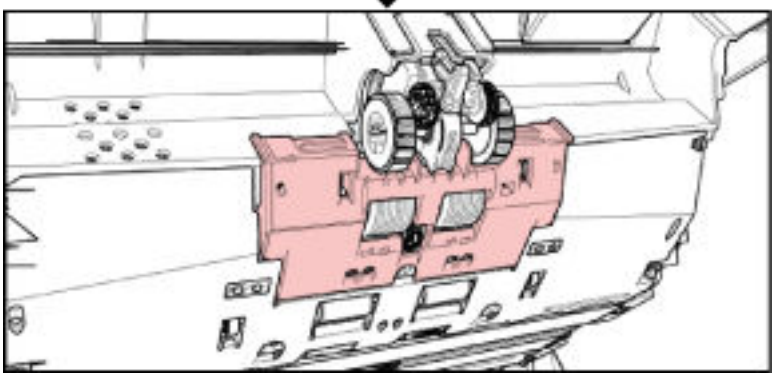
b



c



d



A supplementary procedure describing how to install the separator roller on the scanner is provided below.

a Insert the right side of the separator roller shaft first, then the left side so that the tab fits in the groove.

b Push up the lever which is located on the left side of the separator roller.

c Push up the lever which is located on the right side of the separator roller.

d Close the roller cover, and make sure that both ends of the cover are locked firmly.

6 Close the ADF.

For details, refer to How to Close the ADF (page 29).

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

ATTENTION

- Do not close the ADF while the roller cover is open.
- Confirm that the separator roller is installed properly. When the separator roller is not installed properly, it causes feeding errors such as paper jams.

7 Plug in the power cable and turn on the scanner.

For details, refer to How to Turn the Power ON (page 20).

8 Reset the separator roller counter.

Use one of the following methods to reset the counter.

- Select [23: Show/Clear Counters] from [Main Menu] on the operator panel, then reset the counter.
  For details, refer to Checking and Resetting the Counters (page 85).
- Start up the Software Operation Panel and reset the counter.
  For details, refer to Resetting the Sheet Counters (page 228).

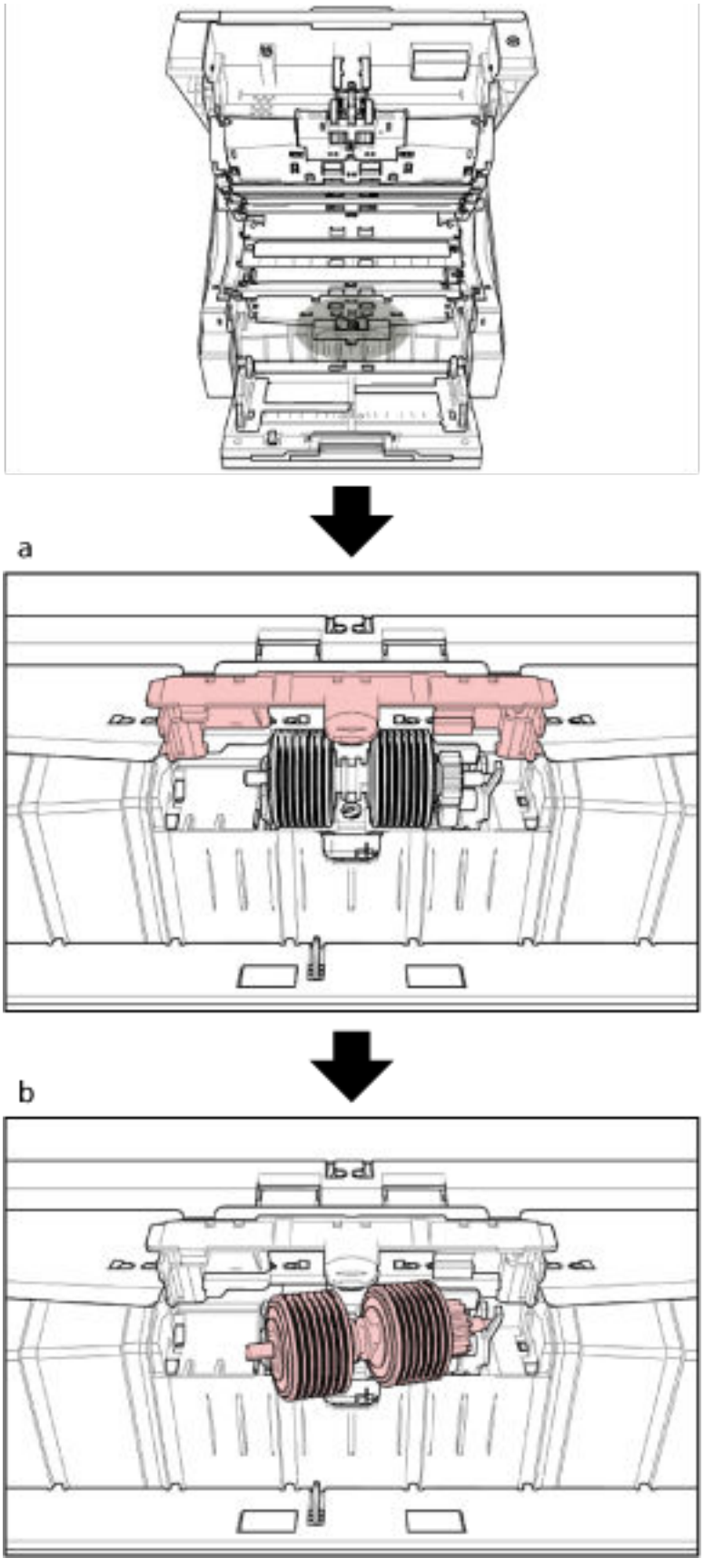
Replacing the Brake Roller

Replace the brake roller in following procedure.

1. **Turn off the scanner, unplug the power cable and wait for at least 15 minutes.**
   For details, refer to How to Turn the Power OFF (page 22).
2. **Remove all documents from the stacker.**
3. **If the hopper has been raised, bring it back down to the lower position.**
   For details, refer to Setting the Loading Capacity of the Hopper (page 32).
4. **Open the ADF.**
   For details, refer to How to Open the ADF (page 27).

> CAUTION When the ADF is open, it might close accidentally. Be careful not to get your fingers caught.

5 Remove the brake roller from the scanner.



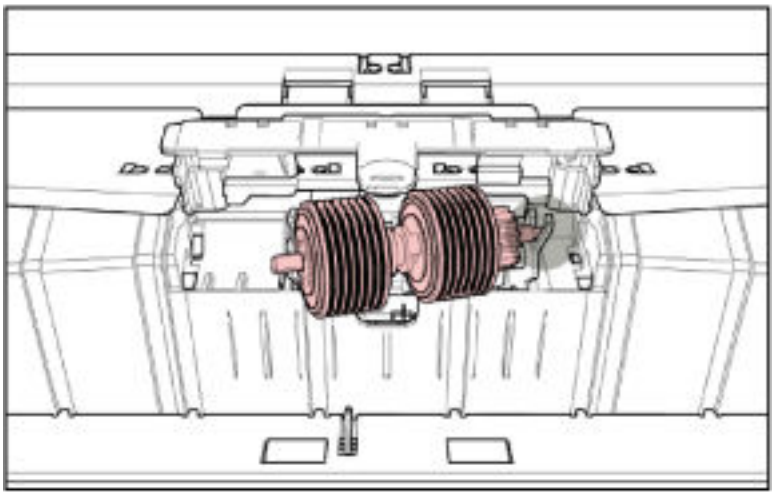
A supplementary procedure describing how to remove the brake roller from the scanner is provided below.

a Lift up the cover from the bottom middle to open it.

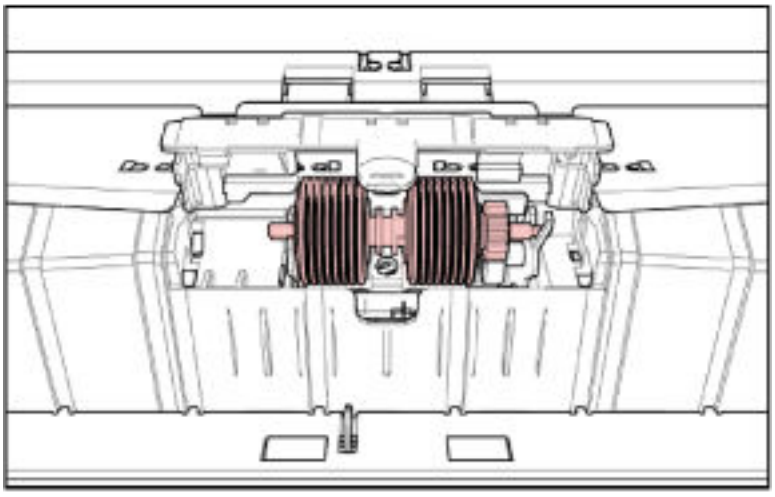
b Lift the left side of the brake roller first, then pull out the shaft from left to right.

6 Install a new brake roller on the scanner.

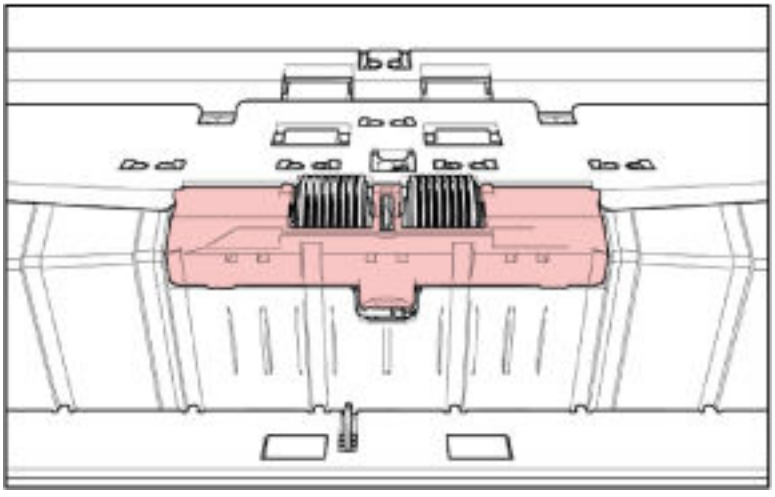
a



b



c



A supplementary procedure describing how to install the brake roller on the scanner is provided below.

a Insert the right side of the brake roller shaft.

b Attach the left side of the brake roller shaft.

c Close the brake roller cover, and make sure that both ends of the cover are locked firmly.

7 Close the ADF.

For details, refer to How to Close the ADF (page 29).

> **CAUTION** Be careful not to get your fingers caught when closing the ADF.

ATTENTION

- Do not close the ADF while the roller cover is open.
- Confirm that the brake roller is installed properly. When the brake roller is not installed properly, it causes feeding errors such as paper jams.

8 Plug in the power cable and turn on the scanner.

For details, refer to How to Turn the Power ON (page 20).

9 Reset the brake roller counter.

Use one of the following methods to reset the counter.

- Select [23: Show/Clear Counters] from [Main Menu] on the operator panel, then reset the counter.
  For details, refer to Checking and Resetting the Counters (page 85).
- Start up the Software Operation Panel and reset the counter.
  For details, refer to Resetting the Sheet Counters (page 228).

Replacing the Print Cartridge

Replace the print cartridge only when the imprinter is installed.
For information on how to replace the print cartridge, refer to the "fi-680PRF/PRB Imprinter Operator's Guide".

Troubleshooting

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

ATTENTION

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

When a Paper Jam Occurs

Remove the documents that are left in the ADF/top cover in the following procedure:

CAUTION

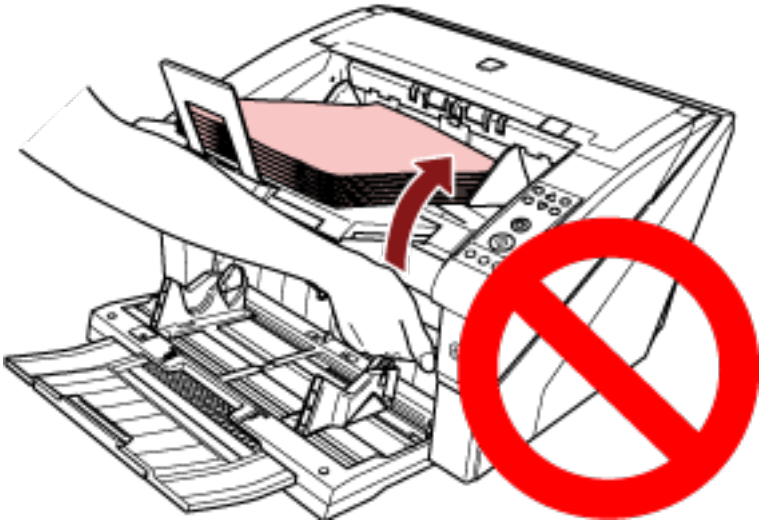
- Do not use forcefully pull out jammed documents, and make sure to open the ADF/top cover first.
- Be careful not to touch any sharp parts when removing jammed documents. Doing so could result in injury.
- Be careful not to get things such as hair, neckties or necklaces caught inside the scanner when removing jammed documents.
- The inside of the ADF may become extremely hot during operation. Be careful not to burn yourself.

1 Remove all documents from the stacker.

CAUTION

Do not open the ADF when there is a large volume of documents left on the stacker.

Your fingers could become caught if the ADF closes from the weight of the documents.



2 Open the ADF/top cover.

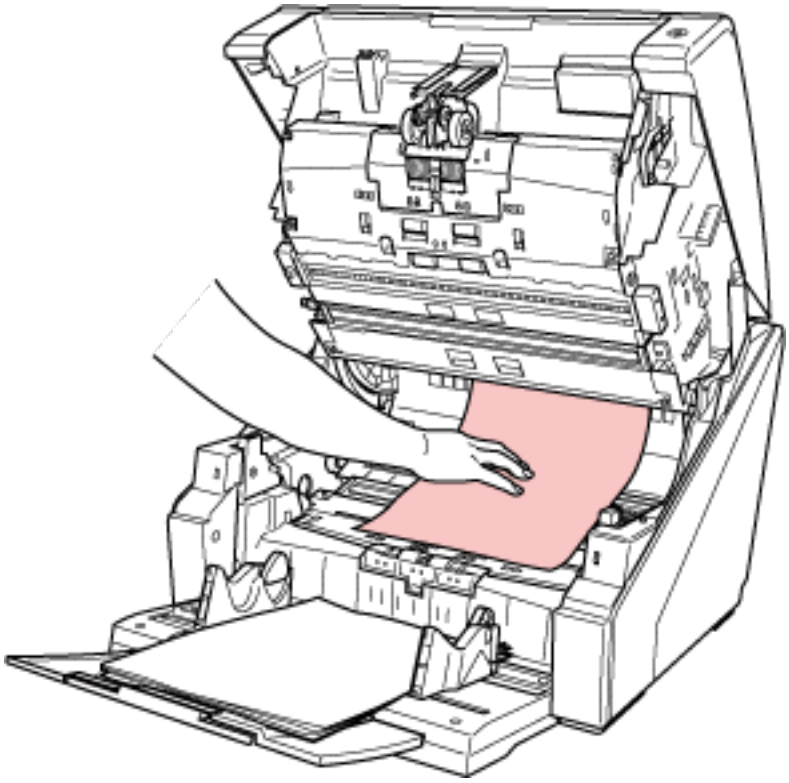
For information on how to open the ADF, refer to How to Open the ADF (page 27).

For information on how to open the top cover, refer to How to Open the Top Cover (page 30).

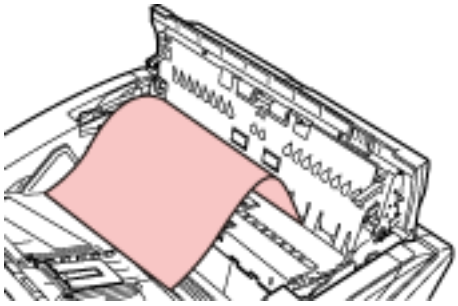
CAUTION When the ADF/top cover is open, it might close accidentally. Be careful not to get your fingers caught.

3 Remove the jammed document.

- Inside the ADF



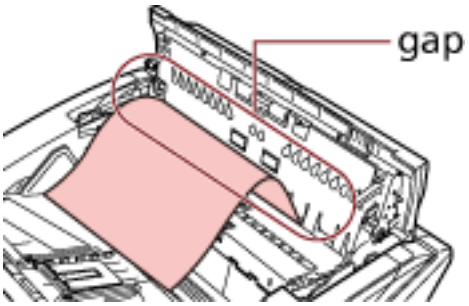
- Inside the top cover



ATTENTION

- When a document is jammed in the paper path, be careful not to damage the document if you are pulling it out from the ADF side which is against the feeding direction.
  Documents that are not flat (e.g. with holes, tapes), in particular, can be removed more smoothly from the top cover side.
- Make sure to check the documents and the paper path thoroughly. Remove any metal objects such as staples or paper clips to prevent paper jams.
  Be sure to remove metal objects such as staples and paper clips from documents before scanning them.
- Be careful not to damage the glass surface and the guides when removing documents with metal objects such as staples or paper clips.

- Be careful not to have the document caught in the small gap as shown in the picture below, because there is little space in the paper path.



4 Close the ADF/top cover.

For information on how to close the ADF, refer to How to Close the ADF (page 29).
For information on how to close the top cover, refer to How to Close the Top Cover (page 31).

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

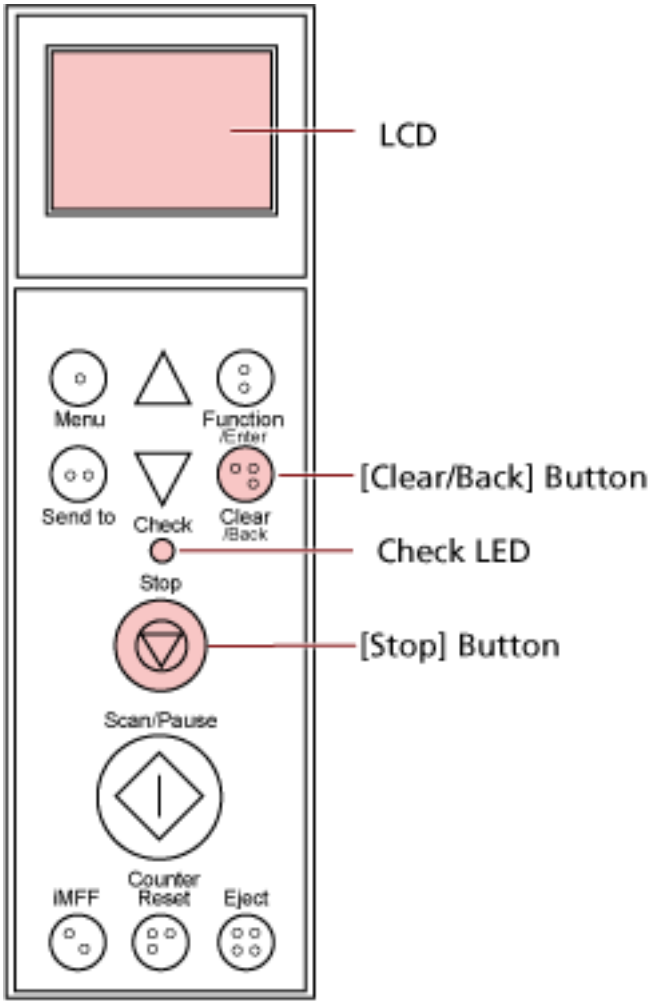
ATTENTION

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

Errors

- **Error Code**

  When an error occurs in the scanner, the Check LED lights in orange and an error code appears on the LCD of the scanner's operator panel.
  You can clear the error display by pressing the [Clear/Back] or the [Stop] button.
  Note that for a paper jam, the message disappears after a certain amount of time elapses with no documents ([Ready] status) in the scanner.



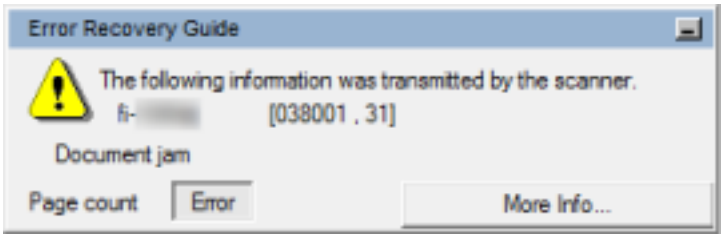
ATTENTION

When you scan a lot of documents written with lead pencil, the following message may appear:
" Clean the consumables (brake roller, separator roller and pick roller) because they may be dirty. Also try pressing the ▽ button to lower the paper separation force when [Ready] is displayed. If this message keeps on appearing, replace the consumables. Refer to the manual for information on how to clean or replace the consumables. "
This message only appears on the operator panel without an error code.
Troubleshoot as instructed in the message.

For information on how to clean the consumables, refer to Daily Care (page 121).
For information on how to adjust the paper separation force, refer to Adjusting the Paper Separation Force (page 38).
For information on how to replace the consumables, refer to Replacing the Consumables (page 143).

HINT

If the computer has Error Recovery Guide installed, Error Recovery Guide starts up when you log onto Windows.
When an error occurs on the scanner, the error name and error code number are displayed in the Error Recovery Guide window.
Take note of the displayed information and click the [More Info] button to check the troubleshooting procedure.



- **Error Code List**

Error Code	Error Description	Refer to
A0:B2	Imprinter error (RAM)	Imprinter Error (page 167)
A1:B3	Imprinter error (communication timeout)	
A2:B5	Imprinter error (back-side print head)	
A2:BB	Imprinter error (front-side print head)	
A3:B6	Imprinter error (EEPROM)	
A4:B8	Imprinter error (ROM)	
C0:E5	Memory error (Front)	Memory Error (page 168)
C0:E6	Memory error (Back)	
C0:E9	LSI error (Front)	LSI Error (page 168)
C0:EA	LSI error (Back)	
C6:F9	USB Error	USB Error (page 168)
C8:F0	Internal communication error of the scanner	Internal Communication Error of the Scanner (page 168)
C8:F2		
E2:74	Optical error (ADF Front)	Optical Error (page 169)

Error Code	Error Description	Refer to
E3:75	Optical error (ADF Back)	
E5:EB	Flash error	Flash Error (page 169)
E6:D3	Operator Panel error	Operator Panel Error (page 169)
E7:D2	EEPROM error	EEPROM Error (page 170)
E9:F5	Image memory read-write error (Front)	Image Memory Read-Write Error (page 170)
E9:F6	Image memory read-write error (Back)	
F0:C0	Hopper malfunction	Hopper Malfunction (page 170)
F1:C1	Stacker malfunction	Stacker Malfunction (page 170)
F4:C2	Background switching mechanism error (ADF Front)	Background Switching Mechanism Error (page 171)
F4:C3	Background switching mechanism error (ADF Back)	
F6:EC	Fan error	Fan Error (page 171)
H1:80	Motor circuit error (Feed 1 motor)	Motor Circuit Error (page 171)
H1:8A	Motor circuit error (Feed 2 motor)	
H1:8B	Motor circuit error (EXIT motor)	
H2:81	Motor circuit error (Separator motor)	
H2:82	Motor circuit error (Pick motor)	
H2:8F	Motor circuit error (Hysteresis brake circuit)	
H2:90	Motor circuit error (Solenoid circuit)	
H3:8C	Motor circuit error (Hopper motor)	
H4:8D	Motor circuit error (Stacker motor)	
H5:86	Motor circuit error (Motor driver)	
H6:B1	Imprinter system error	Imprinter System Error (page 172)
H7:84	Lamp circuit error (Front)	Lamp Circuit Error (page 172)
H7:85	Lamp circuit error (Back)	
H8:88	Motor circuit error (Background switching motor [front-side])	Motor Circuit Error (page 171)
H8:89	Motor circuit error (Background switching motor [back-side])	
H9:91	CCD24V error	CCD24V Error (page 172)

Error Code	Error Description	Refer to
J0:51	Paper jam (Paper protection)	Paper Jam (Paper Protection) (page 173)
J0:52	Paper jam (ADF)	Paper Jam (ADF) (page 173)
J1:31	Paper jam	Paper Jam (page 174)
J1:32		
J1:34		
J1:35		
J1:3A		
J1:3B		
J1:3C		
J1:3D		
J1:3E		
J1:50	Paper jam (Pick roller error)	Paper Jam (Pick Roller Error) (page 174)
J2:55	Multifeed detected (Overlap)	Multifeed (page 175)
J2:56	Multifeed detected (Length)	
J3:53	Skew detected (Paper jam)	Skew Detected (Paper Jam) (page 175)
J3:54		
J8:01	Pick sensors dirty	Sensor(s) Dirty (page 176)
J8:02	Skew sensors dirty	
J8:03	FEED-TOP sensors dirty	
J8:04	READ-TOP sensors dirty	
J8:05	IMP-TOP sensors dirty	
J8:06	EXIT sensors dirty	
J8:07	JAM sensors dirty	
J9:61	Pick roller error	Pick Roller Error (page 176)
J9:64	Brake roller/separator roller(s) not installed correctly	Brake roller/separator roller(s) Not Installed Correctly (page 177)
L0:11	Sensor error (Pick sensors)	Sensor Error (page 178)
L1:12	Sensor error (FEED-TOP sensors)	
L2:13	Sensor error (READ-TOP sensors)	
L3:14	Sensor error (EXIT sensors)	

Error Code	Error Description	Refer to
L4:15	Sensor error (IMP-TOP sensors)	
L5:17	Sensor error (Skew sensors)	
L6:1B	Sensor error (Ultrasonic sensors)	
L7:1C	Sensor error (JAM sensors)	
U4:40	ADF open	ADF Open (page 178)
U4:41	Top cover open	Top Cover Open (page 178)
U6:B4	Print cartridge not installed (back-side imprinter)	Print Cartridge Not Installed (Back-Side Imprinter) (page 179)
U6:BA	Print cartridge not installed (front-side imprinter)	Print Cartridge Not Installed (Front-Side Imprinter) (page 179)
None	The scanner is in Doc Counting mode.	The scanner is in Doc Counting mode. (page 179)
	Some documents remain on the hopper after scanning the specified number of sheets.	Some documents remain on the hopper after scanning the specified number of sheets. (page 179)
	Less document sheets were scanned than the settings configured.	Less document sheets were scanned than the settings configured. (page 180)
	Scanning has been paused by the user.	Scanning has been paused by the user. (page 180)

Imprinter Error

When an error occurs in the imprinter, one of the following error codes appears on the LCD of the scanner's operator panel.

A0:B2	Imprinter error (RAM)
A1:B3	Imprinter error (communication timeout)
A2:B5	Imprinter error (back-side print head)
A2:BB	Imprinter error (front-side print head)
A3:B6	Imprinter error (EEPROM)
A4:B8	Imprinter error (ROM)

Take the following measures.

- Refer to the fi-680PRF/PRB Imprinter Operator Guide to check if the print cartridge is installed correctly.
- Reconnect the imprinter cable.

● Turn the scanner off then back on.
If the problem persists, write down the error code and contact the distributor/dealer where you purchased this product. Refer to the contact information in the Contact List or the Contact for Inquiries section in Safety Precautions bundled with this product and make an inquiry.

Memory Error

When a memory error occurs, one of the following error codes appears on the LCD of the scanner's operator panel.

C0:E5	Memory error (Front)
C0:E6	Memory error (Back)

Turn the scanner off then back on.
If the problem persists, write down the error code and contact the distributor/dealer where you purchased this product. Refer to the contact information in the Contact List or the Contact for Inquiries section in Safety Precautions bundled with this product and make an inquiry.

LSI Error

When an LSI error occurs, one of the following error codes appears on the LCD of the scanner's operator panel.

C0:E9	LSI error (Front)
C0:EA	LSI error (Back)

Turn the scanner off then back on.
If the problem persists, write down the error code and contact the distributor/dealer where you purchased this product. Refer to the contact information in the Contact List or the Contact for Inquiries section in Safety Precautions bundled with this product and make an inquiry.

USB Error

When a USB error occurs, the following error code appears on the LCD of the scanner's operator panel.

C6:F9	USB Error

Turn the scanner off then back on.
If the problem persists, write down the error code and contact the distributor/dealer where you purchased this product. Refer to the contact information in the Contact List or the Contact for Inquiries section in Safety Precautions bundled with this product and make an inquiry.

Internal Communication Error of the Scanner

When an internal communication error occurs in the scanner, one of the following error codes appears on the LCD of the scanner's operator panel.

C8:F0	Internal Communication Error of the Scanner
C8:F2	

Turn the scanner off then back on.
If the problem persists, write down the error code and contact the distributor/dealer where you purchased this product. Refer to the contact information in the Contact List or the Contact for Inquiries section in Safety Precautions bundled with this product and make an inquiry.

Optical Error

When an optical error occurs, one of the following error codes appears on the LCD of the scanner's operator panel.

E2:74	Optical error (ADF Front)
E3:75	Optical error (ADF Back)

Turn the scanner off then back on.
If the problem persists, write down the error code and contact the distributor/dealer where you purchased this product. Refer to the contact information in the Contact List or the Contact for Inquiries section in Safety Precautions bundled with this product and make an inquiry.

Flash Error

When a flash error occurs, the following error code appears on the LCD of the scanner's operator panel.

E5:EB	Flash Error

Turn the scanner off then back on.
If the problem persists, write down the error code and contact the distributor/dealer where you purchased this product. Refer to the contact information in the Contact List or the Contact for Inquiries section in Safety Precautions bundled with this product and make an inquiry.

Operator Panel Error

When an operator panel error occurs, the following error code appears on the LCD of the scanner's operator panel.

E6:D3	Operator Panel error

Turn the scanner off then back on.
If the problem persists, write down the error code and contact the distributor/dealer where you purchased this product. Refer to the contact information in the Contact List or the Contact for Inquiries section in Safety Precautions bundled with this product and make an inquiry.

EEPROM Error

When an EEPROM error occurs, the following error code appears on the LCD of the scanner's operator panel.

E7:D2	EEPROM Error

Turn the scanner off then back on.
If the problem persists, write down the error code and contact the distributor/dealer where you purchased this product. Refer to the contact information in the Contact List or the Contact for Inquiries section in Safety Precautions bundled with this product and make an inquiry.

Image Memory Read-Write Error

If an error occurs when data is read from the image memory or written to the image memory, the following codes are displayed on the LCD of the scanner's operator panel.

E9:F5	Image memory read-write error (Front)
E9:F6	Image memory read-write error (Back)

Turn the scanner off then back on.
If the problem persists, write down the error code and contact the distributor/dealer where you purchased this product. Refer to the contact information in the Contact List or the Contact for Inquiries section in Safety Precautions bundled with this product and make an inquiry.

Hopper Malfunction

When a hopper malfunction occurs, the following error code appears on the LCD of the scanner's operator panel.

F0:C0	Hopper Malfunction

Take the following measures.

- Make sure that there is nothing beneath the hopper.
- Confirm that the hopper is not closed with the pick roller unit in the upper position.
- Turn the scanner off then back on.

If the problem persists, write down the error code and contact the distributor/dealer where you purchased this product. Refer to the contact information in the Contact List or the Contact for Inquiries section in Safety Precautions bundled with this product and make an inquiry.

Stacker Malfunction

When a stacker malfunction occurs, the following error code appears on the LCD of the scanner's operator panel.

F1:C1	Stacker Malfunction

Turn the scanner off then back on.
If the problem persists, write down the error code and contact the distributor/dealer where you purchased this product. Refer to the contact information in the Contact List or the Contact for Inquiries section in Safety Precautions bundled with this product and make an inquiry.

Background Switching Mechanism Error

When a background switching mechanism error occurs, one of the following error codes appears on the LCD of the scanner's operator panel.

F4:C2	Background switching mechanism error (ADF Front)
F4:C3	Background switching mechanism error (ADF Back)

Take the following measures.

- If documents remain in the scanner, refer to When a Paper Jam Occurs (page 159) to remove the documents.
- Make sure that sufficient power is supplied. Do not use an extension cable.
- Use the power cable and USB cable that are supplied.
- Refer to Daily Care (page 121) to clean the inside of the ADF.
- Turn the scanner off then back on.

If the problem persists, write down the error code and contact the distributor/dealer where you purchased this product. Refer to the contact information in the Contact List or the Contact for Inquiries section in Safety Precautions bundled with this product and make an inquiry.

Fan Error

When a fan error occurs, the following error code appears on the LCD of the scanner's operator panel.

F6:EC	Fan Error

Turn the scanner off then back on.
If the problem persists, write down the error code and contact the distributor/dealer where you purchased this product. Refer to the contact information in the Contact List or the Contact for Inquiries section in Safety Precautions bundled with this product and make an inquiry.

Motor Circuit Error

When a motor circuit error occurs, one of the following error codes appears on the LCD of the scanner's operator panel.

H1:80	Motor circuit error (Feed 1 motor)
H1:8A	Motor circuit error (Feed 2 motor)
H1:8B	Motor circuit error (EXIT motor)

H2:81	Motor circuit error (Separator motor)
H2:82	Motor circuit error (Pick motor)
H2:8F	Motor circuit error (Hysteresis brake circuit)
H2:90	Motor circuit error (Solenoid circuit)
H3:8C	Motor circuit error (Hopper motor)
H4:8D	Motor circuit error (Stacker motor)
H5:86	Motor circuit error (Motor driver)
H8:88	Motor circuit error (Background switching motor [front-side])
H9:89	Motor circuit error (Background switching motor [back-side])

Turn the scanner off then back on.
If the problem persists, write down the error code and contact the distributor/dealer where you purchased this product. Refer to the contact information in the Contact List or the Contact for Inquiries section in Safety Precautions bundled with this product and make an inquiry.

Imprinter System Error

When a circuit error occurs in the imprinter, the following error code appears on the LCD of the scanner's operator panel.

H6:B1	Imprinter System Error

Turn the scanner off then back on.
If the problem persists, write down the error code and contact the distributor/dealer where you purchased this product. Refer to the contact information in the Contact List or the Contact for Inquiries section in Safety Precautions bundled with this product and make an inquiry.

Lamp Circuit Error

When a lamp circuit error occurs, one of the following error codes appears on the LCD of the scanner's operator panel.

H7:84	Lamp circuit error (Front)
H7:85	Lamp circuit error (Back)

Turn the scanner off then back on.
If the problem persists, write down the error code and contact the distributor/dealer where you purchased this product. Refer to the contact information in the Contact List or the Contact for Inquiries section in Safety Precautions bundled with this product and make an inquiry.

CCD24V Error

When a CCD24V circuit error occurs, the following error code appears on the LCD of the scanner's operator panel.

H9:91	CCD24V Error

Turn the scanner off then back on.
If the problem persists, write down the error code and contact the distributor/dealer where you purchased this product. Refer to the contact information in the Contact List or the Contact for Inquiries section in Safety Precautions bundled with this product and make an inquiry.

Paper Jam (Paper Protection)

When the function for protecting documents (paper protection) is activated, scanning is canceled in order to protect the documents. When this occurs, the following error code appears on the LCD of the scanner's operator panel.

J0:51	Paper Jam (Paper Protection)

The function to protect documents (Paper protection) prevents documents from being damaged during scanning with the ADF by increasing the level of sensitivity to detect paper jams.
Take the following measures.

- If this error occurs, check if the document meets the requirements described in Documents for Scanning (page 59).
- If this error occurs frequently even when the document meets the requirements for scanning, disable the paper protection function.
- If documents remain in the ADF, pull the documents out of the ADF.
- If documents remain in the scanner, refer to When a Paper Jam Occurs (page 159) to remove the documents.

If the problem persists, write down the error code and contact the distributor/dealer where you purchased this product. Refer to the contact information in the Contact List or the Contact for Inquiries section in Safety Precautions bundled with this product and make an inquiry.

Paper Jam (ADF)

When a paper jam occurs in the ADF, the following error code appears on the LCD of the scanner's operator panel.

J0:52	Paper Jam (ADF)

Take the following measures.

- If this error occurs, check if the document meets the requirements described in Documents for Scanning (page 59).
- If documents remain in the ADF, pull the documents out of the ADF.
- If documents remain in the scanner, refer to When a Paper Jam Occurs (page 159) to remove the documents.
- Refer to Daily Care (page 121) to clean the rollers and sensors.

If the problem persists, write down the error code and contact the distributor/dealer where you purchased this product. Refer to the contact information in the Contact List or the Contact for Inquiries section in Safety Precautions bundled with this product and make an inquiry.

Paper Jam

When a paper jam occurs, one of the following error codes appears on the LCD of the scanner's operator panel.

J1:31	Paper Jam
J1:32	
J1:34	
J1:35	
J1:3A	
J1:3B	
J1:3C	
J1:3D	
J1:3E	

Refer to When a Paper Jam Occurs (page 159) to remove jammed documents.
If paper jams occur frequently, take measures according to Paper Jams/Pick Errors Occur Frequently (page 190).
If the problem persists, write down the error code and contact the distributor/dealer where you purchased this product. Refer to the contact information in the Contact List or the Contact for Inquiries section in Safety Precautions bundled with this product and make an inquiry.

Paper Jam (Pick Roller Error)

When a paper jam occurs in the ADF, the following error code appears on the LCD of the scanner's operator panel.

J1:50	Paper Jam (Pick Roller Error)

Take the following measures.

- If this error occurs, check if the document meets the requirements described in Documents for Scanning (page 59).
- If documents remain in the ADF, pull the documents out of the ADF.
- If documents remain in the scanner, refer to When a Paper Jam Occurs (page 159) to remove the documents.
- Refer to Replacing the Pick Roller (page 145) to check if the pick rollers are installed correctly.

If the problem persists, write down the error code and contact the distributor/dealer where you purchased this product. Refer to the contact information in the Contact List or the Contact for Inquiries section in Safety Precautions bundled with this product and make an inquiry.

Multifeed

When a multifeed occurs, one of the following error codes appears on the LCD of the scanner's operator panel.

J2:55	Multifeed detected (Overlap)
J2:56	Multifeed detected (Length)

HINT

When the paper separation force is set to [■ ■ ■ ■ ■] which is the maximum level, the message "When [Ready] is displayed, increase the paper separation force by using the [△] button to suppress multifeeds." does not appear.

Press the [Eject] button on the operator panel to eject documents from the paper path.
If documents remain in the scanner, refer to When a Paper Jam Occurs (page 159) to remove the documents.
If documents are overlapped and fed into the scanner frequently, take measures according to Overlapped Documents Are Frequently Fed into the Scanner (page 185).
If the problem persists, write down the error code and contact the distributor/dealer where you purchased this product. Refer to the contact information in the Contact List or the Contact for Inquiries section in Safety Precautions bundled with this product and make an inquiry.

Skew Detected (Paper Jam)

When a skew is detected, the following error code appears on the LCD of the scanner's operator panel.

J3:53	Skew Detected (Paper Jam)
J3:54	

Take the following measures.

- If documents remain in the scanner, refer to When a Paper Jam Occurs (page 159) to remove the documents.
- Make sure that the hopper side guides are not set too wide.

ATTENTION

When scanning documents with the hopper side guides completely extended, select [Off] for [Jam detection outside of scannable area when transporting] in the Software Operation Panel.

If the problem persists, write down the error code and contact the distributor/dealer where you purchased this product. Refer to the contact information in the Contact List or the Contact for Inquiries section in Safety Precautions bundled with this product and make an inquiry.

Sensor(s) Dirty

When a sensor is dirty, one of the following error codes appears on the LCD of the scanner's operator panel.

J8:01	Pick sensors dirty
J8:02	Skew sensors dirty
J8:03	FEED-TOP sensors dirty
J8:04	READ-TOP sensors dirty
J8:05	IMP-TOP sensors dirty
J8:06	EXIT sensors dirty
J8:07	JAM sensors dirty

Refer to Daily Care (page 121) to clean the sensors.
If the problem persists, write down the error code and contact the distributor/dealer where you purchased this product. Refer to the contact information in the Contact List or the Contact for Inquiries section in Safety Precautions bundled with this product and make an inquiry.

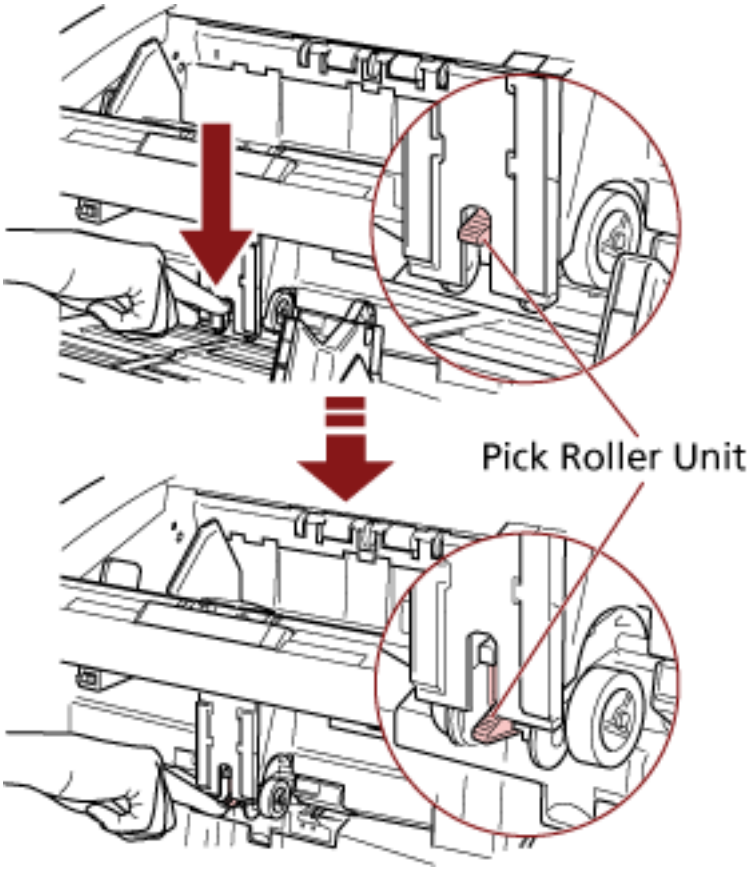
Pick Roller Error

When a pick roller error occurs, the following error code appears on the LCD of the scanner's operator panel.

J9:61	Pick Roller Error

Take the following measures.

- Pull down the Pick Roller Unit to its correct position.



- Remove excess documents from the hopper.
- Refer to Adjusting the Paper Separation Force (page 38) to lower the height of the hopper.
- Refer to Daily Care (page 121) to clean the rollers and sensors.

If the problem persists, write down the error code and contact the distributor/dealer where you purchased this product. Refer to the contact information in the Contact List or the Contact for Inquiries section in Safety Precautions bundled with this product and make an inquiry.

Brake roller/separator roller(s) Not Installed Correctly

When a brake roller/separator roller installation error occurs, the following error code appears on the LCD of the scanner's operator panel.

J9:64	Brake roller/separator roller(s) Not Installed Correctly

Take the following measures.

- Refer to Replacing the Brake Roller (page 153) to check if the brake roller is installed correctly.
- Refer to Replacing the Separator Roller (page 148) to check if the separator roller is installed correctly.
- Turn the scanner off then back on.

If the problem persists, write down the error code and contact the distributor/dealer where you purchased this product. Refer to the contact information in the Contact List or the Contact for Inquiries section in Safety Precautions bundled with this product and make an inquiry.

Sensor Error

When a sensor error occurs, one of the following error codes appears on the LCD of the scanner's operator panel.

L0:11	Sensor error (Pick sensors)
L1:12	Sensor error (FEED-TOP sensors)
L2:13	Sensor error (READ-TOP sensors)
L3:14	Sensor error (EXIT sensors)
L4:15	Sensor error (IMP-TOP sensors)
L5:17	Sensor error (Skew sensors)
L6:1B	Sensor error (Ultrasonic sensors)
L7:1C	Sensor error (JAM sensors)

Turn the scanner off then back on.
If the problem persists, write down the error code and contact the distributor/dealer where you purchased this product. Refer to the contact information in the Contact List or the Contact for Inquiries section in Safety Precautions bundled with this product and make an inquiry.

ADF Open

When scanning is performed with the ADF open, the following error code appears on the LCD of the scanner's operator panel.

U4:40	ADF Open

HINT

If you open the ADF while the scanner is ready, only an error message will appear without an error code.
Also, note that the buttons on the operator panel are disabled while the ADF is open.

Confirm that the ADF is closed properly.
To check whether or not it is closed completely, open the ADF and then close it again.
For more details about opening and closing the ADF, refer to Opening/Closing the ADF (page 27).

Top Cover Open

When scanning is performed with the top cover open, the following error code appears on the LCD of the scanner's operator panel.

U4:41	Top Cover Open

HINT

If you open the top cover while the scanner is ready, only an error message will appear without an error code.
Also, note that the buttons on the operator panel are disabled while the top cover is open.

Confirm that the top cover is closed properly.
To check whether or not it is closed completely, open the top cover and then close it again.
For information on how to open and close the top cover, refer to Opening/Closing the Top Cover (page 30).

Print Cartridge Not Installed (Back-Side Imprinter)

When the print cartridge is not installed in the back-side imprinter, the following error code appears on the LCD of the scanner's operator panel.

U6:B4	Print Cartridge Not Installed (Back-Side Imprinter)

Refer to the fi-680PRF/PRB Imprinter Operator Guide to install the print cartridge.

Print Cartridge Not Installed (Front-Side Imprinter)

When the print cartridge is not installed in the front-side imprinter, the following error code appears on the LCD of the scanner's operator panel.

U6:BA	Print Cartridge Not Installed (Front-Side Imprinter)

Refer to the fi-680PRF/PRB Imprinter Operator Guide to install the print cartridge.

The scanner is in Doc Counting mode.

The Scanner is in "Doc Counting mode" and therefore scanning cannot be performed.
Either press the [Stop] button on the scanner's operator panel to exit Doc Counting Mode, or press the [Function/Enter] button on the scanner's operator panel to switch to Doc Count Check Mode, and start scanning again.

Some documents remain on the hopper after scanning the specified number of sheets.

Though you had scanned a whole document batch in Document Count Check mode with the document count pre-configured in Doc Counting mode, some more document sheets remain on the hopper.
Click the [OK] button to end the scan, and make sure that no extra documents are included in the batch.
To resume the scan, select either of the following ways:

- To reset the counted value, and continue the scan in Document Count Check mode under the same document count configurations
  Press the [Counter Reset] button on the scanner's operator panel, and then start scanning.
- To clear the Document Count Check mode, and continue the scan
  Perform one of the following.
  - Press the [Stop] button on the scanner's operator panel, and then start scanning.
  - Start scanning directly.

Less document sheets were scanned than the settings configured.

Though you attempted to scan a whole document batch in Document Count Check mode with the document count pre-configured in Doc Counting mode, less document sheets were scanned.
If there are some sheets to scan, load them on the hopper and click the [Retry] button to continue the scan.
If there is no sheet to scan, click the [Cancel] button, then check if the number of scanned sheets is less than the settings configured, and check if there are any sheets not scanned correctly.
To resume the scan, select either of the following ways:

- To continue the scan in Document Count Check mode without resetting the counted value
  Load additional documents on the hopper, and then start scanning.
- To reset the counted value, and continue the scan in Document Count Check mode under the same document count configurations
  Press the [Counter Reset] button on the scanner's operator panel, and then start scanning.
- To clear the Document Count Check mode, and continue the scan
  Press the [Stop] button on the scanner's operator panel, and then start scanning.

Scanning has been paused by the user.

Scanning has been paused by the user.
To resume scanning, press the [Scan/Pause] button on the scanner's operator panel.

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 persists, check each item in Before You Contact the Scanner Service Provider (page 199), and then contact the distributor/dealer where you purchased this product. Refer to the contact information in the Contact List or the Contact for Inquiries section in Safety Precautions bundled with this product and make an inquiry.
The following are examples of troubles that you may encounter.

- **Power of the scanner**
  - The Scanner Cannot Be Powered ON (page 182)
  - Display on LCD switches OFF. (page 183)
- **Scanning operations**
  - Scanning Does Not Start (page 184)
  - Overlapped Documents Are Frequently Fed into the Scanner (page 185)
  - Situation in Which the Document Is not Fed into the ADF Occurs Frequently (page 188)
  - Paper Jams/Pick Errors Occur Frequently (page 190)
- **Scanning results**
  - The Scanned Image of a Picture or Photo is Rough/Image Noise Appears (page 192)
  - Quality of Scanned Text or Lines Is Unsatisfactory (page 193)
  - Images Are Distorted or Not Clear (page 194)
  - Vertical Streaks Appear on the Images (page 195)
  - Images Turn Out Elongated (page 196)
  - A Shadow Appears at the Top or the Bottom of the Image (page 198)

The Scanner Cannot Be Powered ON

Check the following points

- Is the power cable connected properly? (page 182)
- Is the main power switch turned on? (page 182)
- Did you press the power button on the front? (page 182)

If the problem persists, check the items in Before You Contact the Scanner Service Provider (page 199) first, then contact the distributor/dealer where you purchased this product. Refer to the contact information in the Contact List or the Contact for Inquiries section in Safety Precautions bundled with this product and make an inquiry.

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

  Solution

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

- **Is the main power switch turned on?**

  Solution

  Press the [I] side of the main power switch.
  For details, refer to How to Turn the Power ON (page 20).

- **Did you press the power button on the front?**

  Solution

  Press the power button.
  For details, refer to How to Turn the Power ON (page 20).

Display on LCD switches OFF.

Check the following points

- Has the scanner been left out of operation for a long time after being powered on? (page 183)

If the problem persists, check the items in Before You Contact the Scanner Service Provider (page 199) first, then contact the distributor/dealer where you purchased this product. Refer to the contact information in the Contact List or the Contact for Inquiries section in Safety Precautions bundled with this product and 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.

- If the scanner has entered power saving mode
  The LCD on the operator panel turns off, but the power button remains lit in blue.
  Resume from power saving mode by one of the following methods:
  - Load a document on the hopper.
  - Press any button (except for power button) on the operator panel.
    However, do not press the power button for more than two seconds, because it will turn the power off.
  - Scans a document with the image scanning application.

  For details, refer to Resuming from Power Saving Mode (page 40).
- If the scanner has been automatically turned off
  The LCD on the operator panel and the lamp for the power button turn off.
  Turn on the scanner.
  For details, refer to How to Turn the Power ON (page 20).

Scanning Does Not Start

Check the following points

- Are the documents set on the hopper correctly? (page 184)
- Is the ADF closed properly? (page 184)
- Is the interface cable connected correctly? (page 184)
- Is the connector on the interface cable broken? (page 184)

If the problem persists, check the items in Before You Contact the Scanner Service Provider (page 199) first, then contact the distributor/dealer where you purchased this product. Refer to the contact information in the Contact List or the Contact for Inquiries section in Safety Precautions bundled with this product and make an inquiry.

- **Are the documents set on the hopper correctly?**

  Solution

  Reload the documents on the hopper.

- **Is the ADF closed properly?**

  Solution

  Remove documents from the hopper, then open and close the ADF.

- **Is the interface cable connected correctly?**

  Solution

  Connect the interface cable correctly.
  For details, refer to Getting Started.

- **Is the connector on the interface cable broken?**

  Solution

  Use a new interface cable.

Overlapped Documents Are Frequently Fed into the Scanner

Check the following points

- Do the documents meet the paper requirements? (page 185)
- If the setting to detect overlapped documents is enabled, do the documents fulfill the conditions to detect overlapped documents accurately? (page 185)
- Did you fan the documents before loading them on the scanner? (page 185)
- Have the documents just been printed out from a copy machine or a laser printer? (page 186)
- Is the document stack thinner than 50 mm? (page 186)
- Does the document stack weigh less than 5 kg? (page 186)
- Are the pick rollers, separator roller and brake roller installed correctly? (page 186)
- Are the pick rollers, separator roller and brake roller clean? (page 186)
- Are the pick rollers, separator roller and brake roller worn out? (page 186)
- Did you adjust the paper separation force on the operator panel? (page 187)

If the problem persists, check the items in Before You Contact the Scanner Service Provider (page 199) first, then contact the distributor/dealer where you purchased this product. Refer to the contact information in the Contact List or the Contact for Inquiries section in Safety Precautions bundled with this product and make an inquiry.

- **Do the documents meet the paper requirements?**

  Solution

  Use documents that meet the requirements.
  For details, refer to Documents for Scanning (page 59).

- **If the setting to detect overlapped documents is enabled, do the documents fulfill the conditions to detect overlapped documents accurately?**

  Solution

  Fulfill the conditions to detect overlapped documents accurately.
  For details, refer to Conditions for Multifeed Detection (page 65).
  If necessary, specify the area to detect overlapped documents.
  For details, refer to Specifying the Area to Detect Multifeed [Document check area specification for Multifeed Detection] (page 266).

- **Did you fan the documents before loading them on the scanner?**

  Solution

  Fan the documents.

- **Have the documents just been printed out from a copy machine or a laser printer?**

  Solution

  Fan the documents a few times to remove static electricity.

- **Is the document stack thinner than 50 mm?**

  Solution

  Reduce the number of sheets.

- **Does the document stack weigh less than 5 kg?**

  Solution

  Reduce the number of sheets.

- **Are the pick rollers, separator roller and brake roller installed correctly?**

  Solution

  Install the pick rollers, separator roller and brake roller correctly.
  For details, refer to Replacing the Pick Roller (page 145), Replacing the Separator Roller (page 148), and Replacing the Brake Roller (page 153).

- **Are the pick rollers, separator roller and brake roller clean?**

  Solution

  Clean the pick rollers, separator roller and brake roller.
  For details, refer to Daily Care (page 121).

- **Are the pick rollers, separator roller and brake roller worn out?**

  Solution

  Use one of the following methods to check the pick roller, separator roller, and brake roller counters, and replace the pick rollers, separator roller, and brake roller if necessary.

  - You can select [23: Show/Clear Counters] from [Main Menu] on the operator panel to check the number of sheets that have been scanned.
    For details, refer to Checking and Resetting the Counters (page 85).
  - You can start up the Software Operation Panel to check the number of sheets that have been scanned.
    For details, refer to Checking the Sheet Counters (page 225).

  For details about replacing the pick rollers, separator roller, and brake roller, refer to Replacing the Pick Roller (page 145), Replacing the Separator Roller (page 148), and Replacing the Brake Roller (page 153).

- **Did you adjust the paper separation force on the operator panel?**

  Solution

  Increase the paper separation force if it is set low.
  For details, refer to Adjusting the Paper Separation Force (page 38).

Situation in Which the Document Is not Fed into the ADF Occurs Frequently

Check the following points

- Do the documents meet the paper requirements? (page 188)
- Did you fan the documents before loading them on the scanner? (page 188)
- Are the pick rollers, separator roller and brake roller installed correctly? (page 188)
- Are the pick rollers, separator roller and brake roller clean? (page 188)
- Are the pick rollers, separator roller and brake roller worn out? (page 188)

If the problem persists, check the items in Before You Contact the Scanner Service Provider (page 199) first, then contact the distributor/dealer where you purchased this product. Refer to the contact information in the Contact List or the Contact for Inquiries section in Safety Precautions bundled with this product and make an inquiry.

- **Do the documents meet the paper requirements?**

  Solution

  Use documents that meet the requirements.
  For details, refer to Documents for Scanning (page 59).

- **Did you fan the documents before loading them on the scanner?**

  Solution

  Fan the documents. Or, reduce the number of sheets.

- **Are the pick rollers, separator roller and brake roller installed correctly?**

  Solution

  Install the pick rollers, separator roller and brake roller correctly.
  For details, refer to Replacing the Pick Roller (page 145), Replacing the Separator Roller (page 148), and Replacing the Brake Roller (page 153).

- **Are the pick rollers, separator roller and brake roller clean?**

  Solution

  Clean the pick rollers, separator roller and brake roller.
  For details, refer to Daily Care (page 121).

- **Are the pick rollers, separator roller and brake roller worn out?**

  Solution

  Use one of the following methods to check the pick roller, separator roller, and brake roller counters, and replace the pick rollers, separator roller, and brake roller if necessary.

- You can select [23: Show/Clear Counters] from [Main Menu] on the operator panel to check the number of sheets that have been scanned.
  For details, refer to Checking and Resetting the Counters (page 85).
- You can start up the Software Operation Panel to check the number of sheets that have been scanned.
  For details, refer to Checking the Sheet Counters (page 225).

For details about replacing the pick rollers, separator roller, and brake roller, refer to Replacing the Pick Roller (page 145), Replacing the Separator Roller (page 148), and Replacing the Brake Roller (page 153).

Paper Jams/Pick Errors Occur Frequently

Check the following points

- Do the documents meet the paper requirements? (page 190)
- Is there any foreign matter in the ADF? (page 190)
- Are the pick rollers, separator roller and brake roller installed correctly? (page 190)
- Are the pick rollers, separator roller and brake roller clean? (page 190)
- Are the pick rollers, separator roller and brake roller worn out? (page 191)
- Did you adjust the paper separation force on the operator panel? (page 191)

If the problem persists, check the items in Before You Contact the Scanner Service Provider (page 199) first, then contact the distributor/dealer where you purchased this product. Refer to the contact information in the Contact List or the Contact for Inquiries section in Safety Precautions bundled with this product and make an inquiry.

- **Do the documents meet the paper requirements?**

Solution

Use documents that meet the requirements.
For details, refer to Documents for Scanning (page 59).

- **Is there any foreign matter in the ADF?**

Solution

Clean the ADF.
Remove any foreign matter from the ADF.
For details, refer to Daily Care (page 121).

- **Are the pick rollers, separator roller and brake roller installed correctly?**

Solution

Install the pick rollers, separator roller and brake roller correctly.
For details, refer to Replacing the Pick Roller (page 145), Replacing the Separator Roller (page 148), and Replacing the Brake Roller (page 153).

- **Are the pick rollers, separator roller and brake roller clean?**

Solution

Clean the pick rollers, separator roller and brake roller.
For details, refer to Daily Care (page 121).

- **Are the pick rollers, separator roller and brake roller worn out?**

  Solution

  Use one of the following methods to check the pick roller, separator roller, and brake roller counters, and replace the pick rollers, separator roller, and brake roller if necessary.

  - You can select [23: Show/Clear Counters] from [Main Menu] on the operator panel to check the number of sheets that have been scanned.
    For details, refer to Checking and Resetting the Counters (page 85).
  - You can start up the Software Operation Panel to check the number of sheets that have been scanned.
    For details, refer to Checking the Sheet Counters (page 225).

  For details about replacing the pick rollers, separator roller, and brake roller, refer to Replacing the Pick Roller (page 145), Replacing the Separator Roller (page 148), and Replacing the Brake Roller (page 153).

- **Did you adjust the paper separation force on the operator panel?**

  Solution

  Lower the paper separation force if it is set high.
  For details, refer to Adjusting the Paper Separation Force (page 38).

The Scanned Image of a Picture or Photo is Rough/Image Noise Appears

Check the following points

- Did you configure the settings in the scanner driver to scan in black & white mode? (page 192)
- Are the glass and rollers inside the ADF clean? (page 192)

If the problem persists, check the items in Before You Contact the Scanner Service Provider (page 199) first, then contact the distributor/dealer where you purchased this product. Refer to the contact information in the Contact List or the Contact for Inquiries section in Safety Precautions bundled with this product and 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 glass and rollers inside the ADF clean?**

Solution

Clean the dirty parts.
For details, refer to Daily Care (page 121).

Quality of Scanned Text or Lines Is Unsatisfactory

Check the following points

- Are the glass and rollers inside the ADF clean? (page 193)
- Is the resolution appropriate? (page 193)
- Did you configure the settings in the scanner driver to scan in grayscale or color mode? (page 193)
- Is there any foreign matter (such as dust or paper dust) on the document? (page 193)

If the problem persists, check the items in Before You Contact the Scanner Service Provider (page 199) first, then contact the distributor/dealer where you purchased this product. Refer to the contact information in the Contact List or the Contact for Inquiries section in Safety Precautions bundled with this product and make an inquiry.

- **Are the glass and rollers inside the ADF clean?**

Solution

Clean the dirty parts.
For details, refer to Daily Care (page 121).

- **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 glass that is inside the ADF, and cause the image to appear dirty.

Images Are Distorted or Not Clear

Check the following points

- Are the glass and rollers inside the ADF clean? (page 194)
- Is the ADF being pushed down during scanning? Or, is there a heavy object on top of the ADF? (page 194)
- Is a scan performed on a place that is unstable or vibrates? (page 194)
- Is the scanner placed on a flat, level surface? Are the rubber pads attached on the bottom of the scanner? (page 194)

If the problem persists, check the items in Before You Contact the Scanner Service Provider (page 199) first, then contact the distributor/dealer where you purchased this product. Refer to the contact information in the Contact List or the Contact for Inquiries section in Safety Precautions bundled with this product and make an inquiry.

- **Are the glass and rollers inside the ADF clean?**

  Solution

  Clean the dirty parts.
  For details, refer to Daily Care (page 121).

- **Is the ADF being pushed down during scanning? Or, is there a heavy object on top of the ADF?**

  Solution

  Do not push down the top of the ADF, or place any heavy objects on the ADF during scanning.

- **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.

Vertical Streaks Appear on the Images

Check the following points

- Are the glass and rollers inside the ADF clean? (page 195)
- Does the vertical streak (line) disappear when you set a lower resolution? (page 195)
- Is there any foreign matter (such as dust or paper dust) on the document? (page 195)
- Is [Vertical Streaks Reduction] enabled in the scanner driver for a scan? (page 195)

If the problem persists, check the items in Before You Contact the Scanner Service Provider (page 199) first, then contact the distributor/dealer where you purchased this product. Refer to the contact information in the Contact List or the Contact for Inquiries section in Safety Precautions bundled with this product and make an inquiry.

- **Are the glass and rollers inside the ADF clean?**

  Solution

  Clean the dirty parts.
  For details, refer to Daily Care (page 121).

- **Does the vertical streak (line) disappear when you set a lower resolution?**

  Solution

  Specify a lower resolution and scan the document.

- **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 glass that is inside the ADF, and cause the image to appear dirty.

- **Is [Vertical Streaks Reduction] enabled in the scanner driver for a scan?**

  Solution

  Enable [Vertical Streaks Reduction] in the scanner driver, and then perform a scan.

Images Turn Out Elongated

Check the following points

- Are the rollers clean? (page 196)
- Do the documents meet the paper requirements? (page 196)
- Are the pick rollers, separator roller and brake roller worn out? (page 196)
- Have you adjusted the magnification level? (page 196)

If the problem persists, check the items in Before You Contact the Scanner Service Provider (page 199) first, then contact the distributor/dealer where you purchased this product. Refer to the contact information in the Contact List or the Contact for Inquiries section in Safety Precautions bundled with this product and make an inquiry.

- **Are the rollers clean?**

  Solution

  Clean the rollers.
  For details, refer to Daily Care (page 121).

- **Do the documents meet the paper requirements?**

  Solution

  Use documents that meet the requirements.
  For details, refer to Documents for Scanning (page 59).

- **Are the pick rollers, separator roller and brake roller worn out?**

  Solution

  Use one of the following methods to check the pick roller, separator roller, and brake roller counters, and replace the pick rollers, separator roller, and brake roller if necessary.

  - You can select [23: Show/Clear Counters] from [Main Menu] on the operator panel to check the number of sheets that have been scanned.
    For details, refer to Checking and Resetting the Counters (page 85).
  - You can start up the Software Operation Panel to check the number of sheets that have been scanned.
    For details, refer to Checking the Sheet Counters (page 225).

  For details about replacing the pick rollers, separator roller, and brake roller, refer to Replacing the Pick Roller (page 145), Replacing the Separator Roller (page 148), and Replacing the Brake Roller (page 153).

- **Have you adjusted the magnification level?**

  Solution

  In [Hardware Setting] of the Software Operation Panel, adjust the scan scale in the feeding direction.

For details, refer to Adjusting the Starting Position for Scanning [Offset Setting/Vertical magnification Adjustment] (page 233).

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

Check the following points

● Have you adjusted the offset (position to start the scan)? (page 198)

● Did you use the page edge filler function to fill in the shadow around the edge? (page 198)
If the problem persists, check the items in Before You Contact the Scanner Service Provider (page 199) first, then contact the distributor/dealer where you purchased this product. Refer to the contact information in the Contact List or the Contact for Inquiries section in Safety Precautions bundled with this product and make an inquiry.

- **Have you adjusted the offset (position to start the scan)?**

Solution

In [Device Setting] of the Software Operation Panel, adjust the offset in the sub-scanning direction.
For details, refer to Adjusting the Starting Position for Scanning [Offset Setting/Vertical magnification Adjustment] (page 233).

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

Solution

In [Device Setting 2] of the Software Operation Panel, use the filtering function to fill out the shadow that appeared on the edge of the document.
For details, refer to Removing Shadows/Streaks that Appear around Edges of Images [Page Edge Filler (ADF)] (page 235).
For the settings in the scanner driver, refer to the help for the scanner driver.

Before You Contact the Scanner Service Provider

This section describes items to be checked before contacting the distributor/dealer where you purchased this product.

General

Item	Findings
Scanner name	Example: fi-7900 For details, refer to Checking the Product Label (page 201).
Serial No.	Example: XXXX000001 For details, refer to Checking the Product Label (page 201).
Date of manufacture	Example: 20XX-01 (January 20XX) For details, refer to Checking the Product Label (page 201).
Date of purchase	
Symptom	
Frequency of trouble	
Do you have a warranty for this product?	
Names of optional products used	

Error Status

- **Computer Connection Issues**

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

- **Feeding Issues**

Item	Findings
Type of document	
Main purpose of use	
Date of last cleaning	

Item	Findings
Date of consumable replacement	
Operator panel status	

- **Image Quality Issues**

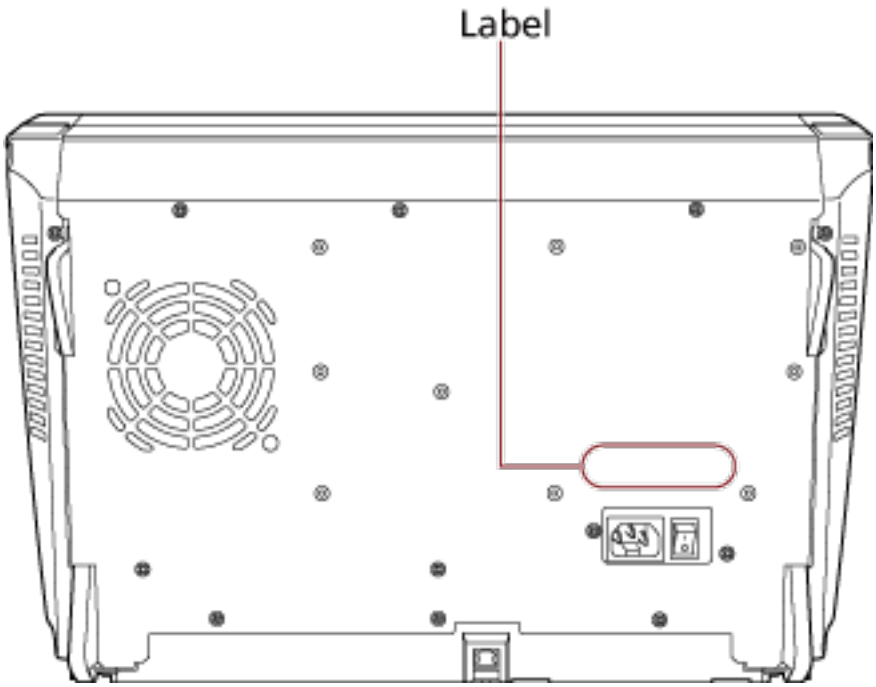
Item	Findings
Scanner driver and version	
Operating system (Windows)	
Application	Example: PaperStream ClickScan
Scanning sides	Example: front, back, both
Resolution	Example: 600 dpi, 75 dpi
Image mode	Example: color, grayscale, black & white

- **Other**

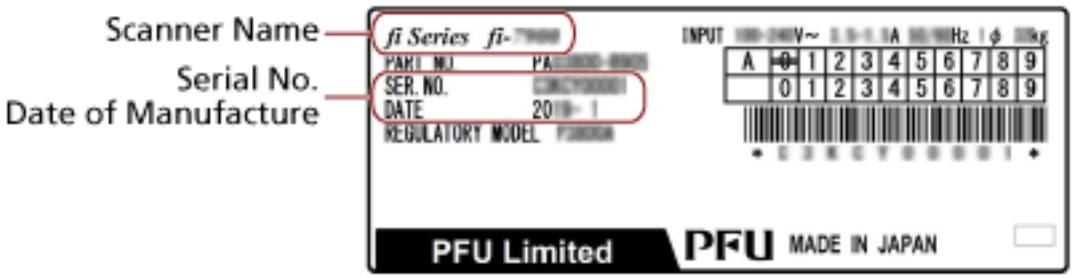
Item	Findings
Can you send the output image and a photo that shows the paper condition by e-mail or fax?	

Checking the Product Label

This section explains about the product label on the scanner.
The label is located on the place indicated in the following figure:



Label (example): Shows the scanner information.



Operational Settings

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 various settings for operating the scanner and managing the consumables.

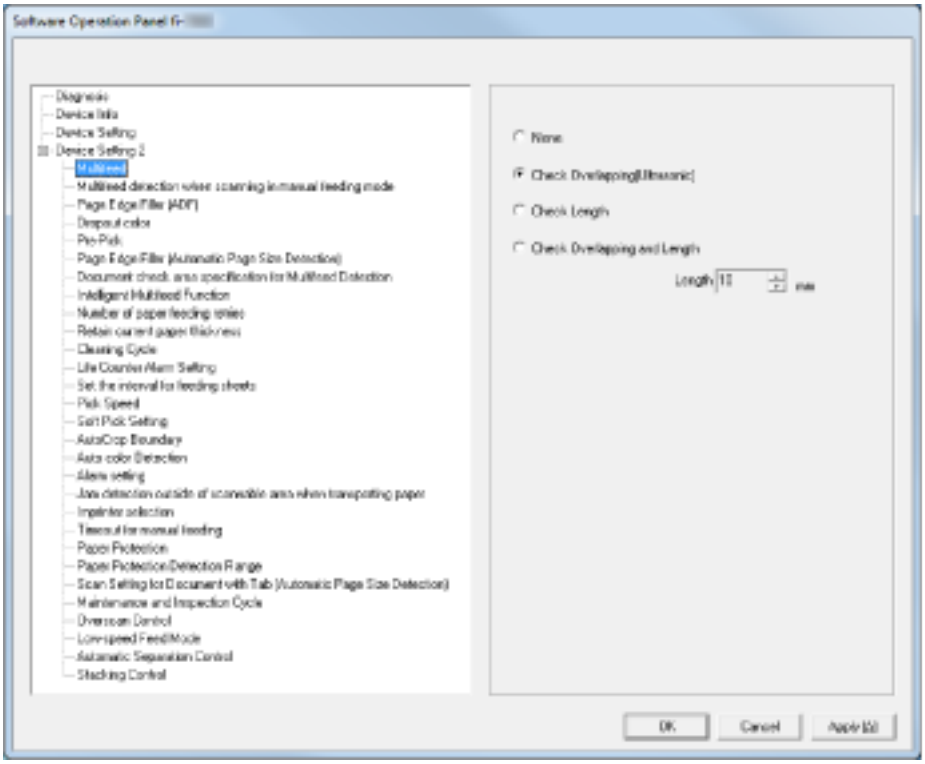
ATTENTION

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

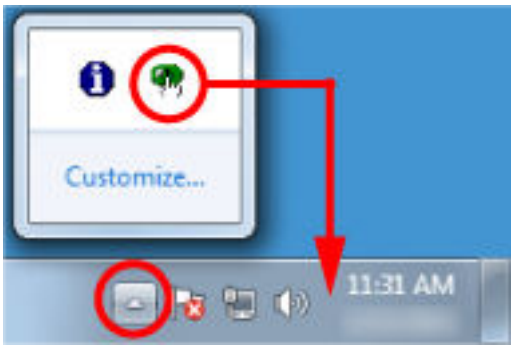
1 **Confirm that the scanner is connected to the computer, then turn on the scanner.**
For details about how to connect the scanner to the computer, refer to Getting Started.
For information on how to turn on the power, refer to How to Turn the Power ON (page 20).

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



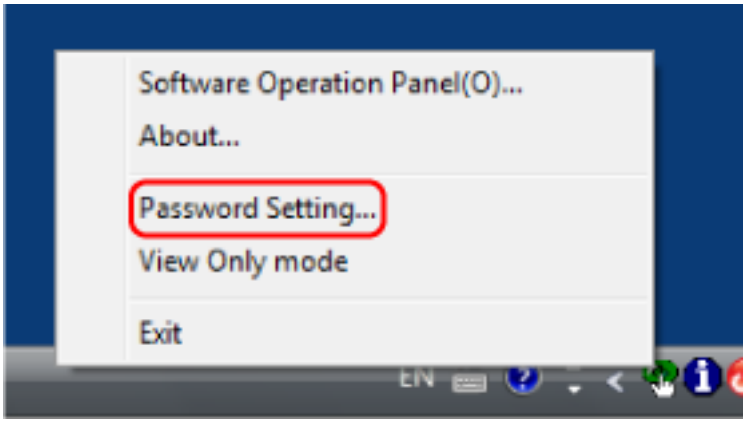
Password Setting for the Software Operation Panel

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 on 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.**

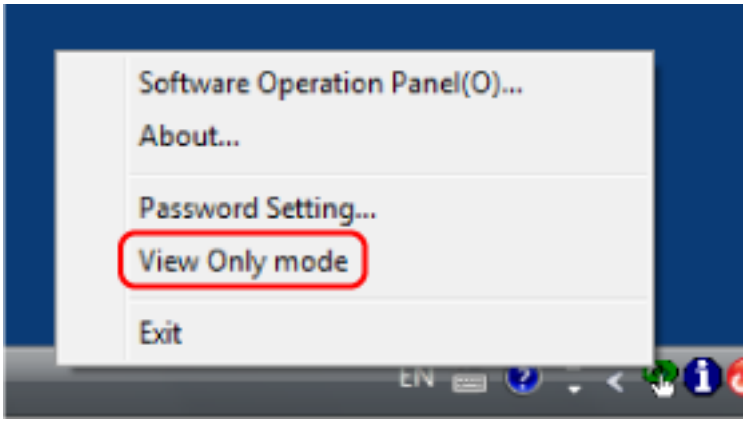
The password is set.

Setting [View Only mode]

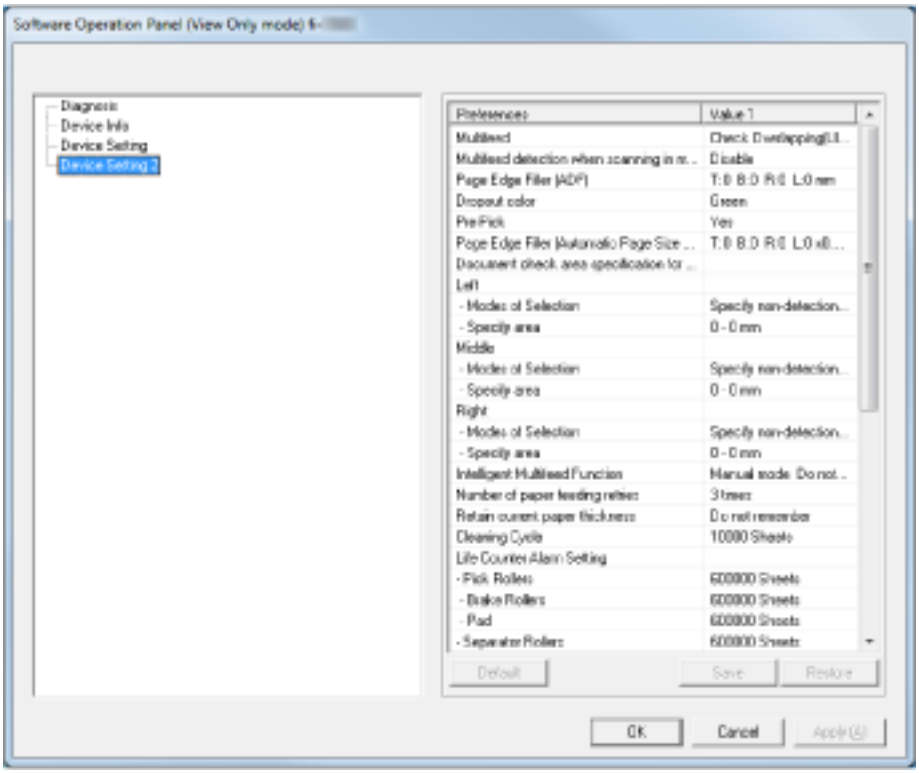
Set the Software Operation Panel to [View Only mode].

1 **Set a password.**
For details, refer to Setting a Password (page 204).

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

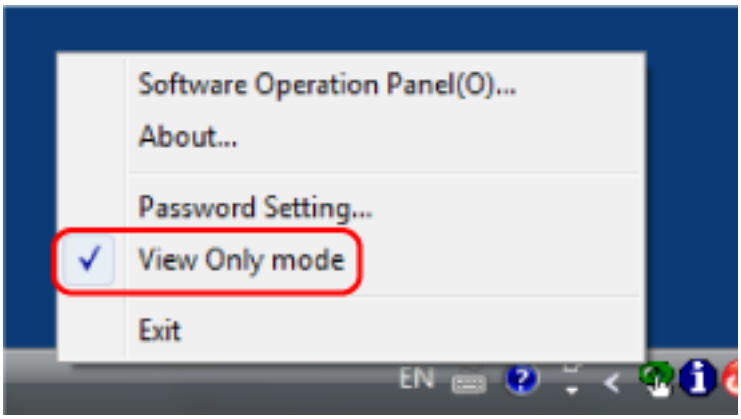


The Software Operation Panel enters [View Only mode].



HINT

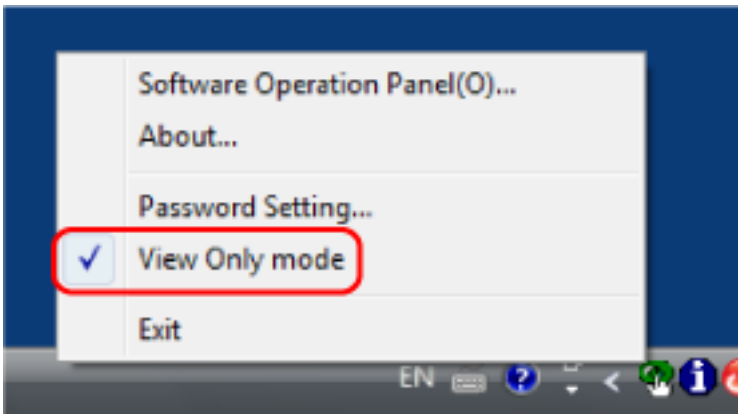
In [View Only mode], a check mark appears next to [View Only mode] in the menu that is displayed by right-clicking the Software Operation Panel icon in the notification area.



Exiting [View Only mode]

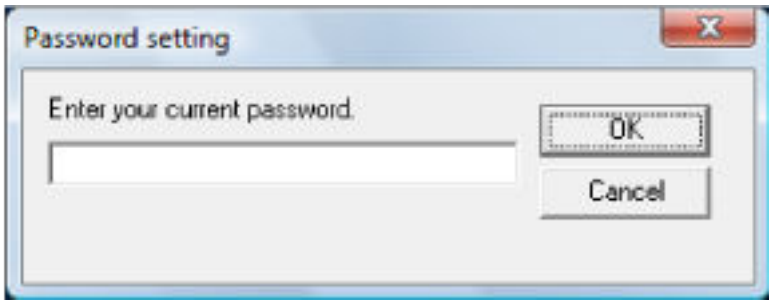
Exit [View Only mode] on the Software Operation Panel in the following procedure.

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

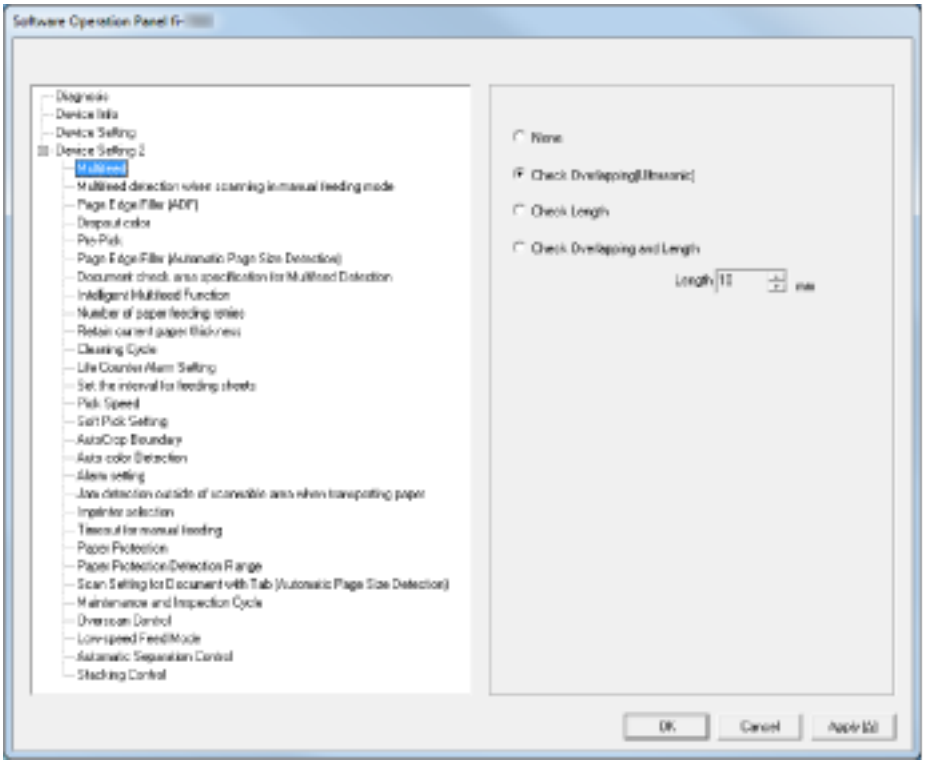


The [Password setting] window appears.

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

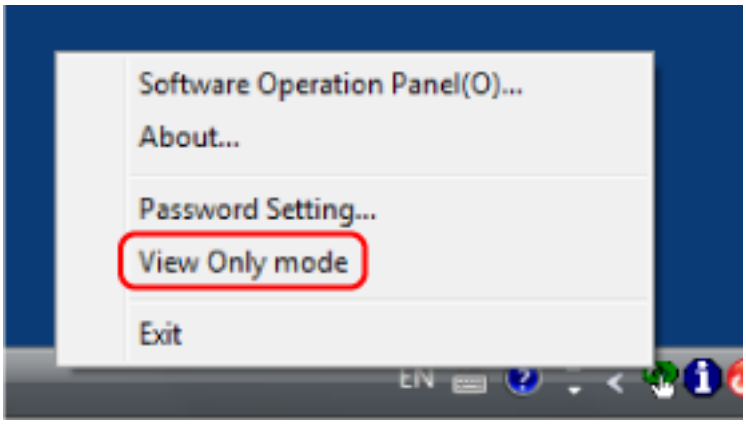


The Software Operation Panel exits [View Only mode], and the scanner settings can now be changed.



HINT

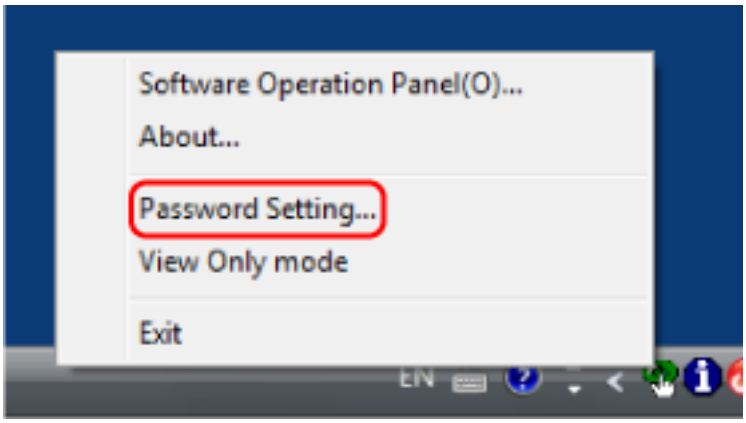
When the Software Operation Panel exits [View Only mode], the check mark next to [View Only mode] disappears from the menu that is displayed by right-clicking the Software Operation Panel icon in the notification area.



Changing the Password

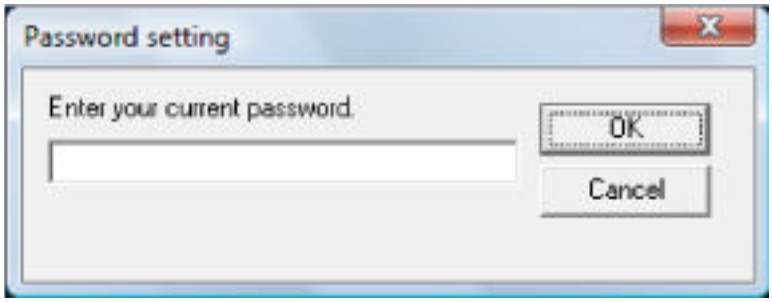
Change the password in the following procedure.

1 Right-click the Software Operation Panel icon on 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.

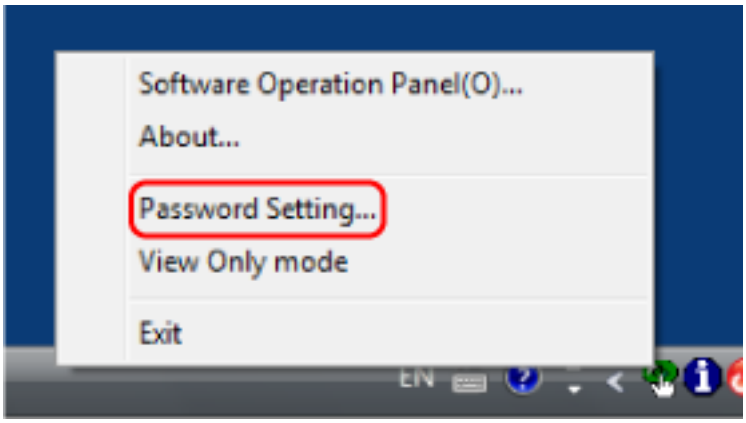
4 Click the [OK] button.

The password is set.

Clearing the Password

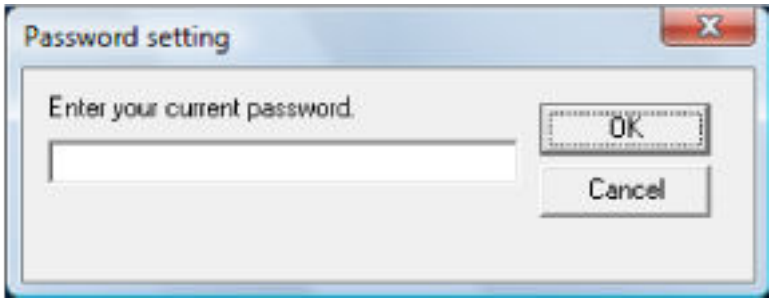
Clear the password in the following procedure.

1 **Right-click the Software Operation Panel icon on 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.

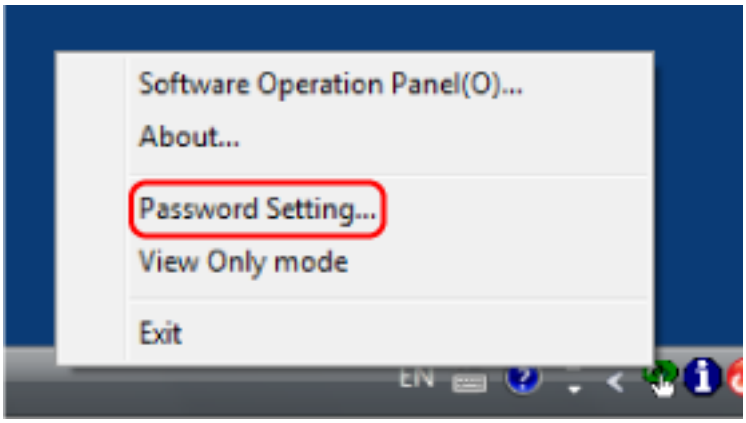
4 **Click the [OK] button.**

The password is cleared.

Resetting the Password

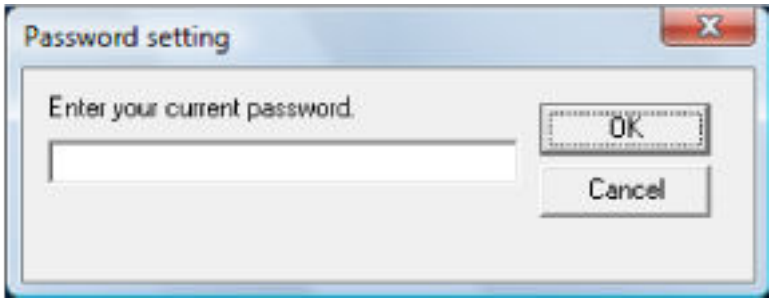
If you forgot your password, reset it.

1 **Right-click the Software Operation Panel icon on 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.

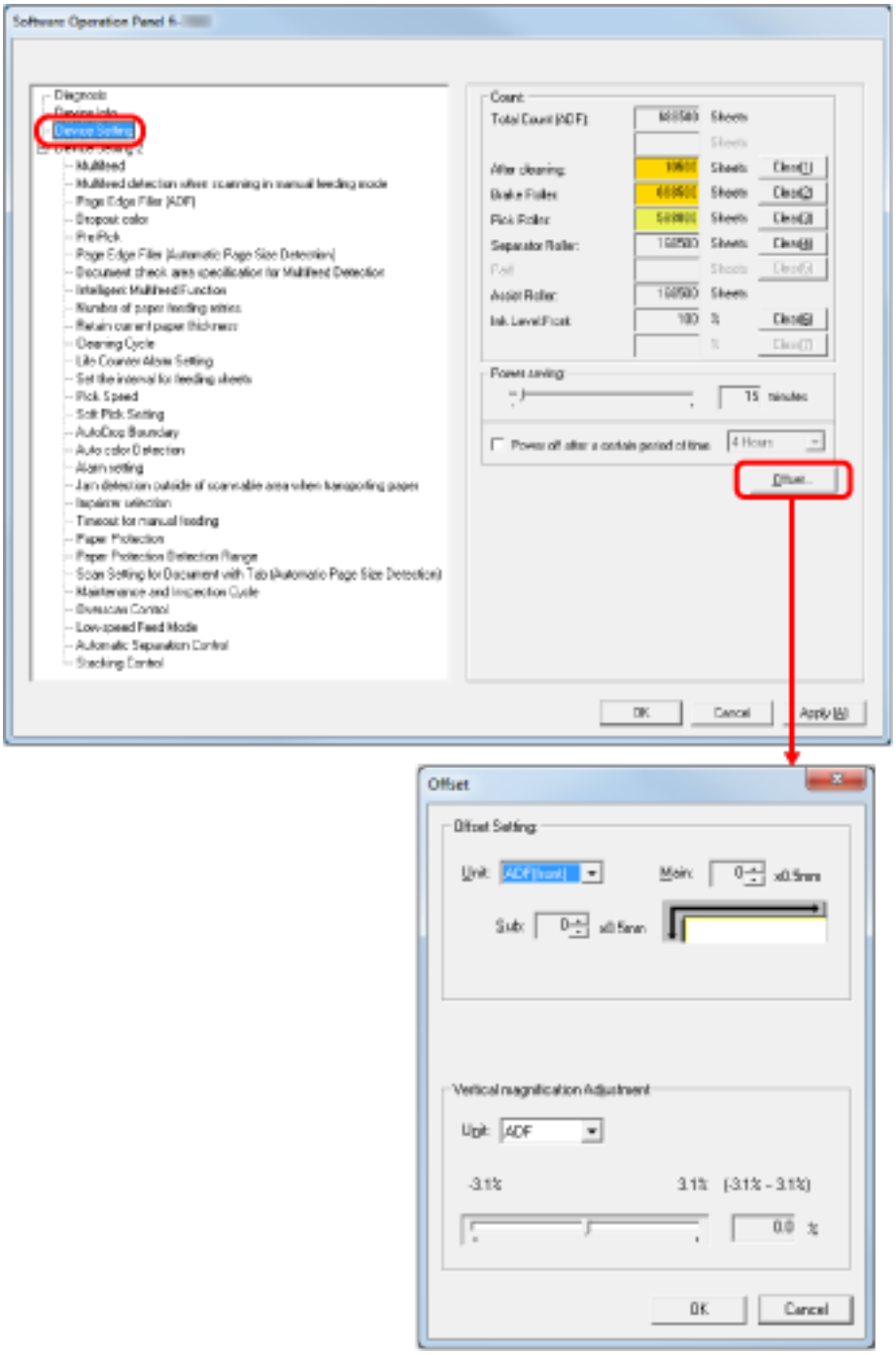
Configurable Items

Using the Software Operation Panel, you can configure the following settings for the scanner that is connected to a computer.

Device Setting

1 **Start up the Software Operation Panel.**
Refer to Starting Up the Software Operation Panel (page 202).

2 From the list on the left, select [Device Setting].



Items that can be configured in the above dialog box are as follows:

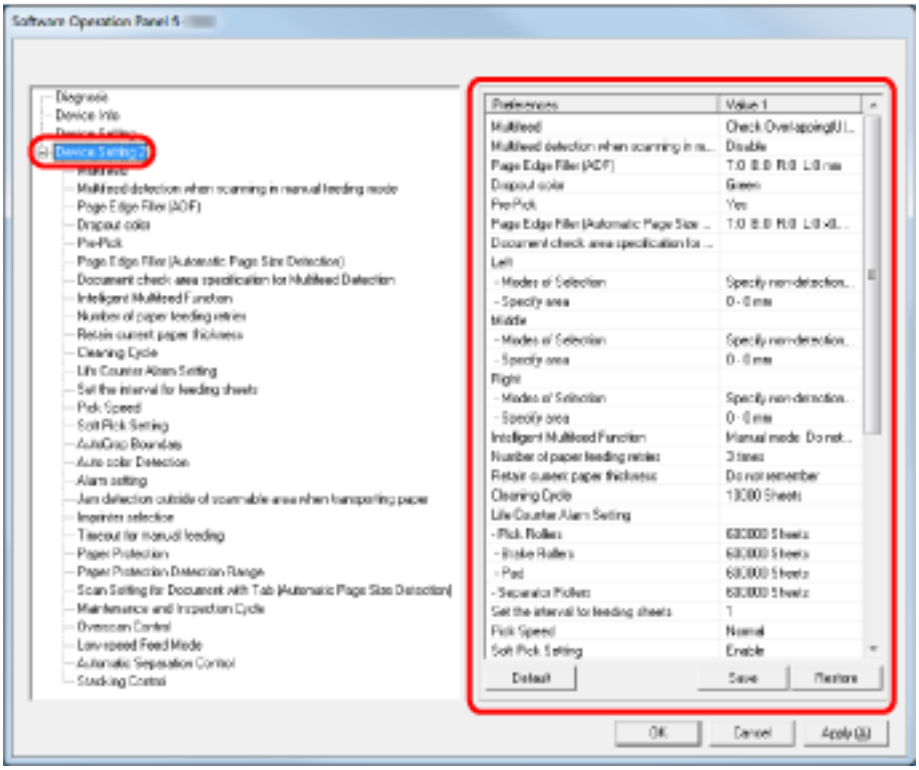
Item	Description	Setting/Value	Factory Default
Count	Check the replacement cycle of the consumables and the total page count of the maintenance parts.	Total Page Count(ADF) / After cleaning / Brake Roller / Pick Roller / Separator Roller / Assist Roller	0

Item	Description	Setting/Value	Factory Default
	Also use it to reset the counter when you have replaced the consumables or performed cleaning.	Ink Level:Front / Ink Level:Back (when the imprinter option is installed)	Only displayed when imprinter is installed
Power saving	Specify the waiting time before entering power saving mode.	Range: 5 min. to 115 min. (in increments of 5 min.)	15 min.
	Power off after a certain period of time: Select to have the scanner turn off automatically when it is turned on and left unused for a certain period of time. Also, specify the time until power-off.	[Power off after a certain period of time] check box	Selected
		1 Hour/2 Hours/4 Hours/8 Hours (when the [Power off after a certain period of time] check box is selected)	4 Hours
Offset Setting	Adjust the position to start scanning for the specified scanning side(s).	Unit: ADF (Front) / ADF (Back) Main/Sub: -2 to 3 mm (in increments of 0.5 mm)	Main/Sub: 0 mm
Vertical magnification Adjustment	Adjust the magnification level in the feeding direction for the specified scanning method.	Unit: ADF Range: -3.1 to 3.1% (in increments of 0.1%)	0%

Device Setting 2

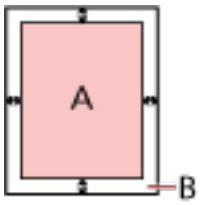
1 **Start up the Software Operation Panel.**
Refer to Starting Up the Software Operation Panel (page 202).

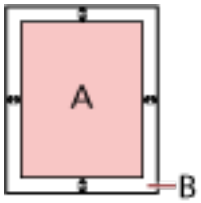
2 **From the list on the left, select [Device Setting 2].**



Click an item in the listing on the left to display the details of the settings (parameters) on the right.
The [Default] button resets the settings to the factory default.
The [Save] button saves to a file the values configured in the Software Operation Panel.
The [Restore] button restores from a file the saved values that were configured in the Software Operation Panel.
Items that can be configured in the above dialog box are as follows:

Item	Description	Setting/Value	Factory Default
Multifeed	Specify a method for multifeed detection. Detect by monitoring overlapping, document length, or a combination of both. It can also be configured from the scanner driver's setup dialog box. Note that priority is given to the scanner driver setting.	None / Check Overlapping (Ultrasonic) / Check Length / Check Overlapping and Length Length (when detecting from the length difference, select from 10/15/20 mm)	Check Overlapping (Ultrasonic)

Item	Description	Setting/Value	Factory Default
Multifeed detection when scanning in manual feeding mode	Specify this item to enable multifeed detection during manual feeding.	Disable / Follow driver settings	Disable
Page Edge Filler (ADF)	Specify a width for the margin off the edge of the scanned image to fill in black or white. The margins are filled in white when the background is white, and filled in black when the background is black. It can also be configured from the scanner driver's setup dialog box. Note that priority is given to the setting with a larger value.	Top/Left/Right: 0 to 15 mm Bottom: -7 to 7 mm (in increments of 1 mm)  (A: Image, B: Filled area, A +B: Output)	Top/Bottom/Left/ Right: 0 mm
Dropout color	Select a color to be dropped out from the scanned image (black & white/grayscale only). It can also be configured from the scanner driver's setup dialog box. Note that priority is given to the scanner driver setting.	Red / Green / Blue / None	Green
Pre-Pick	Select [Yes] to prioritize the processing speed and [No] for otherwise. It can also be configured from the scanner driver's setup dialog box. Note that priority is given to the scanner driver setting.	Yes / No	Yes
Page Edge Filler (Automatic Page Size Detection)	Specify the range of area to fill in when [Automatic Page Size Detection] is selected. Specify a width for the margin off the edge of the	Top/Bottom/Left /Right: 0 to 7.5 mm	Top/Bottom/Left/ Right: 0 mm

Item	Description	Setting/Value	Factory Default
	scanned image to fill in black or white. The margins are filled in white when the background is white, and filled in black when the background is black. It can also be configured from the scanner driver's setup dialog box. Note that priority is given to the setting with a larger value.	(in increments of 0.5 mm)  (A: Image, B: Filled area, A +B: Output)	
Document check area specification for Multifeed Detection	Selected range: Select this item to restrict the area to run multifeed detection on.	[Selected range] check box	Not selected
	Enable/Disable (Left/ Middle/Right): Specify whether to enable or disable multifeed detection for the specified area.	Enable / Disable (when [Selected range] is selected)	Disable
	Start: Specify the start point of the check area in length (mm) from the top edge of the document.	0 to 510 mm (in increments of 2 mm)	0 mm
	End: Specify the end point of the check area in length (mm) from the top edge of the document.	0 to 510 mm (in increments of 2 mm)	0 mm
Intelligent Multifeed Function	When there is paper of the same size attached to a designated location on the page, configure the scanner to memorize the location of the attachment and not detect multifeeds for that location. Note that you first need to select [Check Overlapping (Ultrasonic)] for the multifeed detection setting in Specifying a Multifeed Detection Method	Manual mode / Auto mode 1 / Auto mode 2	Manual mode

Item	Description	Setting/Value	Factory Default
	[Multifeed] (page 263) or the scanner driver's setup dialog box. It can also be configured from the operator panel.		
	Select to clear the overlap pattern (length, location) memorized in Auto mode.	[Clear overlap pattern] check box	Not selected
	Select to enable the function for memorizing an overlap pattern when overlapped documents are detected in Auto mode. Note that you first need to select [Stop and Show Image] for [Multifeed Detection] in the scanner driver's setup dialog box.	[Memorize the overlap pattern automatically] check box	Not selected
	Specify whether or not to memorize the overlap pattern upon power-off.	Remember / Do not remember	Do not remember
Number of paper feeding retries	Configure this setting to change the number of feeding retries upon pick errors. It can also be configured from the operator panel.	1 to 12 times	3 times
Retain current paper thickness	Specify whether or not to memorize the paper separation force setting of the operator panel upon turning the power off.	Remember / Do not remember	Do not remember
Cleaning Cycle	Specify the cycle for cleaning the scanner. Also specify whether or not to show a message for cleaning from the scanner driver.	1,000 to 255,000 sheets (in increments of 1,000) [Show cleaning instructions.] check box	10,000 sheets Not selected
Life Counter Alarm Setting	Specify the replacement cycles for the consumables.	Each consumable 10,000 to 2,550,000 sheets	600,000 sheets

Item	Description	Setting/Value	Factory Default
		(in increments of 10,000)	
Set the interval for feeding sheets	If the bottom of the scanned image is partially missing due to a large skew when scanning in Automatic Page Size Detection, specify a longer interval to feed the documents. Specifying a longer interval leaves more time between each document to be scanned.	Short (default) - Long (1 to 4 levels)	Short (default)
Pick Speed	When multifeeds or paper jams occur frequently, the symptom may be improved by slowing down the speed (pick speed) in which the documents are fed. It can also be configured from the operator panel.	Normal / Slower	Normal
Soft Pick Setting	When you experience pick errors from the separator roller slipping on the paper, or paper jams from scanning thin papers of small widths, the symptom may be improved by bringing down the pick roller unit and keeping the unit at the lower position (disabling the Soft Pick Setting). It can also be configured from the operator panel.	Enable / Disable	Enable
AutoCrop Boundary	Specify whether or not to optimize (round up/down) the fractional part of the scanned image data.	Normal / Optimize	Normal
Auto color Detection	Specify the slice level for Auto Color Detection.	1 to 255 levels	5

Item	Description	Setting/Value	Factory Default
Alarm setting	Specify whether or not to sound an alarm when an error such as multifeed or paper jam occurs. It can also be configured from the operator panel.	Disable alarm / Low volume alarm / High volume alarm	Disable alarm
Jam Detection outside of scannable area when transporting paper	Specify whether or not to judge the symptom as paper jam when a document is skewed and passes outside the supported scanning area.	Enable / Disable	Enable
Imprinter selection	Specify which imprinter to use when both the Front-Side Imprinter and Back-Side Imprinter are installed. It can also be configured from the scanner driver's setup dialog box. When [Normal (obey Host specification)] is selected, priority is given to the scanner driver settings. When [Forcibly select Front-Side Imprinter] or [Forcibly select Back-Side Imprinter] is selected, priority is given to the Software Operation Panel settings.	Normal (obey Host specification) /Forcibly select Front-Side Imprinter / Forcibly select Back-Side Imprinter (when the imprinter option is installed)	Normal (obey Host specification)
Timeout for manual feeding	Specify the waiting time to cancel manual feeding. It can also be configured from the operator panel.	5, 10, 20, 30, 40, 50, 60, 70, 80, 90, 100, 110, 120, 180, 240, 300, 360, 420, 480, 540, 600, 900, 1200, 1500, 1800, 1999 (seconds)	10 seconds
Paper Protection	Specify whether to enable or disable Paper Protection. Enabling this setting reduces the risk of having your documents damaged in such ways, by stopping the scan when the scanner	Enable / Disable	Disable

Item	Description	Setting/Value	Factory Default
	detects a document that is unusually warped. Paper Protection is disabled in Manual Feed mode. It can also be configured from the scanner driver's setup dialog box or the operator panel. Note that priority is given to the scanner driver setting unless you have prioritized the operator panel setting.		
Paper Protection Sensitivity	Sensitivity Setting: you can specify the sensitivity to detect an abnormal feeding of documents when Paper Protection is enabled. It can also be configured from the operator panel. Note that you can prioritize the operator panel setting.	Low / Normal / High	Normal
	Detection Range: you can specify the range to detect an abnormal feeding of documents when Paper Protection is enabled.	Normal / Large	Normal
Scan Setting for Document with Tab (Automatic Page Size Detection)	For documents with index tabs or index stickers attached on the bottom of the page, you can keep the tab (index or index stickers) on the scanned image when scanning in Automatic Page Size Detection. Specifying [Document with tab] shows the image of the tab, but slows down the scanning speed.	Document with tab / Document without tab / Non-rectangular document	Document without tab
Maintenance and Inspection Cycle	Specify the cycle for scanner maintenance and	Disable / Enable	Disable

Item	Description	Setting/Value	Factory Default
	inspection to be performed by a service engineer. When the specified time period elapses since the last periodical maintenance and inspection, a message for periodical maintenance appears.	Maintenance/Inspection cycle: 1 to 12 months	
Overscan Control	Outputs the image in the optimum position when the image is partially missing due to a large skew.	Normal / Optimize Black frame thickness: Thin (Default) to Thick (level 1 to 3)	Normal
Low-speed Feed Mode	Select whether to perform a slow scanning speed, in order to protect the documents. It can also be configured from the operator panel.	Disable / Enable	Disable
Automatic Separation Control	Select whether to control the paper separation force automatically for each document type. It can also be configured from the operator panel.	Disable / Enable	Enable
Stacking Control	Set the control for ejecting documents when scanning documents with a document length of 138 mm or shorter. It can also be configured from the operator panel.	Stackability Emphasis / Normal / Speed Emphasis	Normal

Settings Related to Sheet Counters

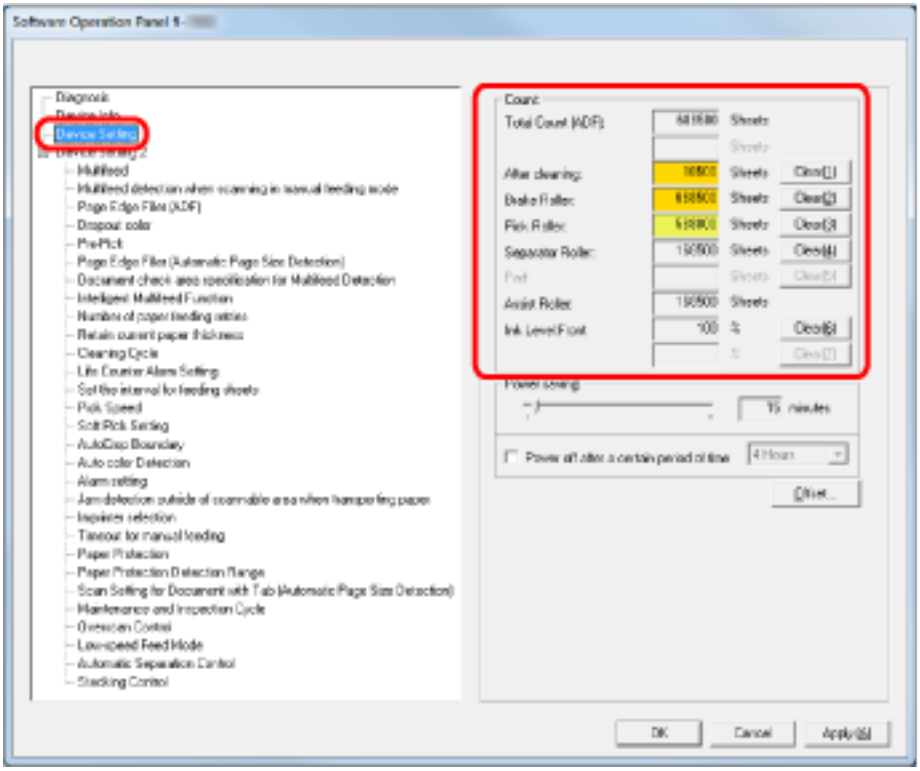
Checking the Sheet Counters

You can check the replacement cycle of the consumables and the total page count of the maintenance parts.
The background color of the counter changes when either consumable replacement, maintenance part replacement, or cleaning is required. The counter changes the background color in the following cases:

- The background color changes to light yellow when the page count after replacing the consumable reaches 95% of the value configured in Specifying the Cycle to Replace Consumables [Life Counter Alarm Setting] (page 232) in the Software Operation Panel, and changes to yellow when it reaches 100%. (For brake roller/pick roller/separator roller counters)
- The background color changes to yellow when the scanner determines that the condition of the roller has exceeded the threshold that can be corrected by monitoring the wear on the roller. (For assist roller counter)
- The background color changes to yellow when the page count after cleaning reaches 100% of the value configured in Scanner Cleaning Cycle [Cleaning Cycle] (page 231) in the Software Operation Panel. (For cleaning counter)
- The background color changes to yellow when the amount of remaining ink falls below 33%. This is displayed only when the imprinter is installed. (For [Ink Level: Front] / [Ink Level: Back])

1 **Start up the Software Operation Panel.**
Refer to Starting Up the Software Operation Panel (page 202).

2 From the list on the left, select [Device Setting].



In this window, you can check the following items:

Item	Description
Total Page Count (ADF)	Approximate number of sheets scanned through the ADF (in units of 1)
After cleaning	Approximate number of sheets scanned after the last cleaning (in units of 50)
Brake Roller	Approximate number of sheets scanned since the last replacement of brake roller (in units of 500)
Pick Roller	Approximate number of sheets scanned since the last replacement of pick rollers (in units of 500)
Separator Roller	Approximate number of sheets scanned since the last replacement of separator roller (in units of 500)
Assist Roller	Approximate cumulative number of sheets fed (in units of 500)
Ink Level: Front	Remaining ink in the print cartridge of the Front-Side Imprinter. (Displayed only when the imprinter option is installed.)

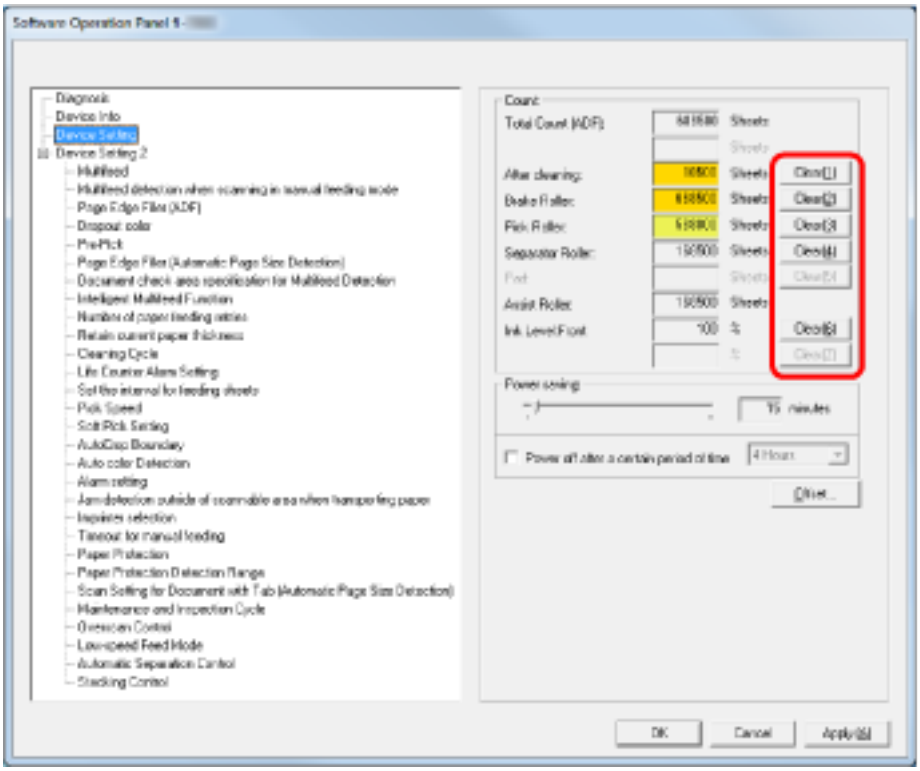
Item	Description
Ink Level: Back	Remaining ink in the print cartridge of the Back-Side Imprinter. (Displayed only when the imprinter option is installed.)

Resetting the Sheet Counters

When you have replaced the consumables or performed cleaning, reset the corresponding counters as follows:

1 **Start up the Software Operation Panel.**
Refer to Starting Up the Software Operation Panel (page 202).

2 **From the list on the left, select [Device Setting] and click the [Clear] button for [After cleaning] when cleaning is performed or click the [Clear] button for the consumable that you replaced.**

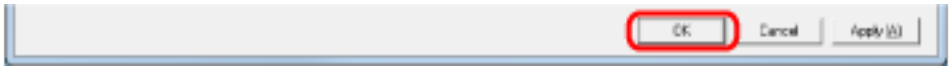


The counter value is reset to 0.
For ink level, it is reset to 100.

ATTENTION

The assist roller counter cannot be cleared.
It requires a service engineer to clear the counter.
For details, contact a service engineer. Refer to the contact information in the Contact List or the Contact for Inquiries section in Safety Precautions bundled with this product and make an inquiry.

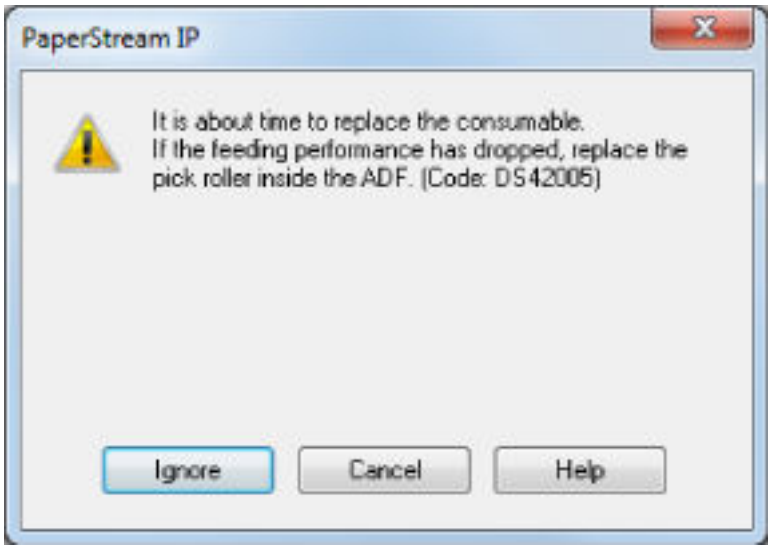
3 **In the Software Operation Panel, click the [OK] button.**



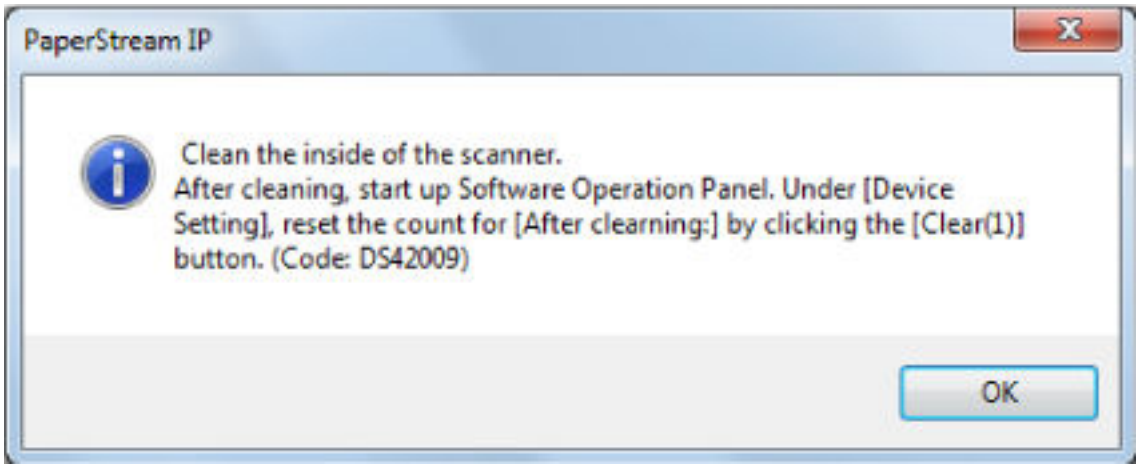
Messages for Cleaning or Replacing Consumables

The following may sometimes appear while using the scanner:

Message for replacing consumables



Message for cleaning



Check the message, and replace the consumable or perform cleaning accordingly.
When you click the [Ignore] button, the cleaning instruction disappears and the scanning continues. You may be able to continue scanning for a while, however, it is recommended that you replace the consumable(s) as soon as possible.
To stop the scan and replace the consumable(s) right away, click the [Cancel] button.
For details about replacing consumables, refer to the following:

- Replacing the Pick Roller (page 145)
- Replacing the Separator Roller (page 148)
- Replacing the Brake Roller (page 153)
- Replacing the Print Cartridge (page 158)

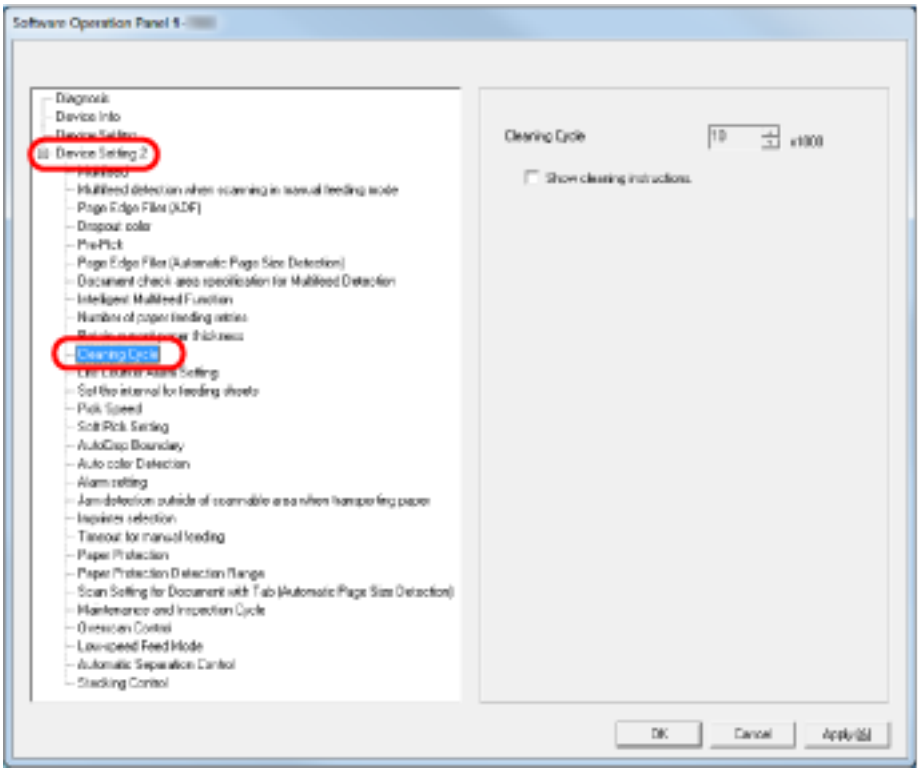
For details about cleaning, refer to Daily Care (page 121).

Scanner Cleaning Cycle [Cleaning Cycle]

You can specify the cleaning cycle for the scanner.
The background color of the counter changes to yellow when the page count after cleaning reaches 100% of the value specified here.
You can also configure settings to display the Message for cleaning (page 229).

1 **Start up the Software Operation Panel.**
Refer to Starting Up the Software Operation Panel (page 202).

2 **From the list on the left, select [Device Setting 2] → [Cleaning Cycle].**



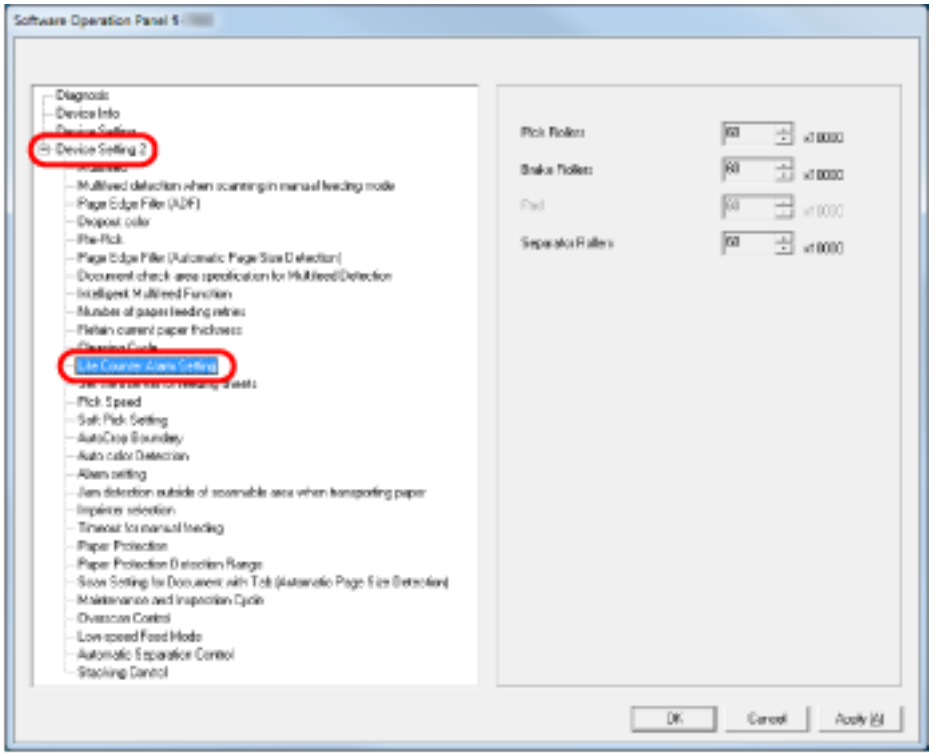
3 **Specify a value for the cleaning cycle.**
The value can range from 1,000 to 255,000 sheets (in increments of 1,000).
Also specify whether or not to display the cleaning message.

Specifying the Cycle to Replace Consumables [Life Counter Alarm Setting]

You can specify the replacement cycle of the consumables.
The background color of the counter changes to light yellow when the page count after replacing the consumable reaches 95% of the value specified here, and turns yellow when it reaches 100%.
In addition, the Message for replacing consumables (page 229) is displayed.

1 **Start up the Software Operation Panel.**
Refer to Starting Up the Software Operation Panel (page 202).

2 **From the list on the left, select [Device Setting 2] → [Life Counter Alarm Setting].**



3 **Specify a value for the life cycle for replacing each consumable (pick roller, separator roller and brake roller).**
The specifiable value is from 10,000 to 2,550,000 in increments of 10,000.

Settings Related to Scanning

Adjusting the Starting Position for Scanning [Offset Setting/Vertical magnification Adjustment]

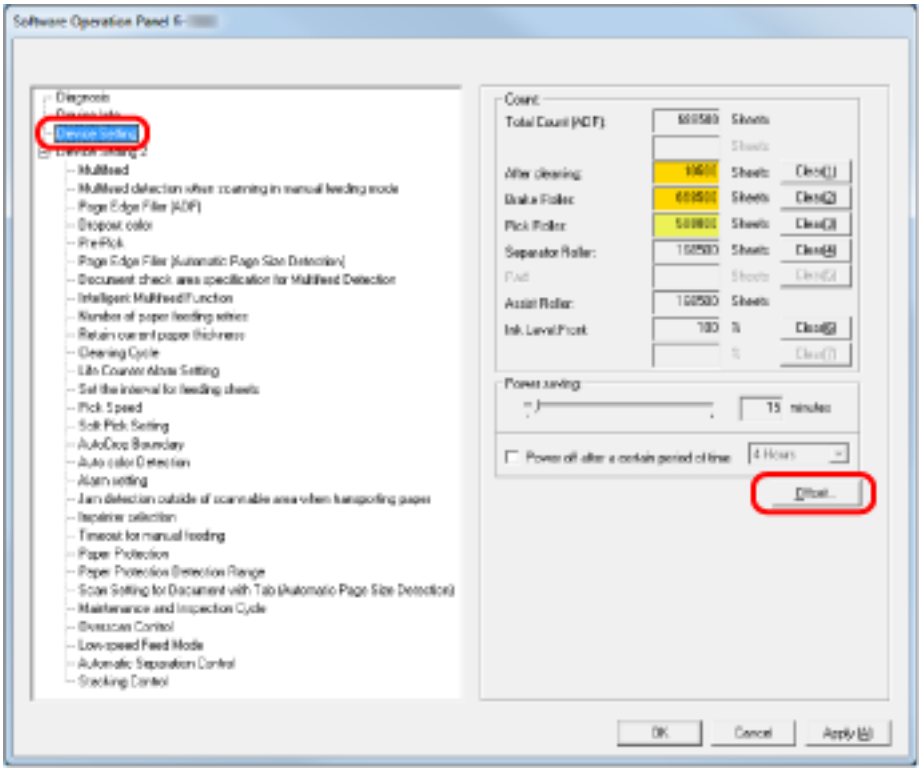
When the output position of the scanned image is not correct or the image appears shortened/elongated (vertically), use the following procedure to adjust the offset and the vertical magnification for correction.

ATTENTION

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

1. **Start up the Software Operation Panel.**
   Refer to Starting Up the Software Operation Panel (page 202).

2. **From the list on the left, select [Device Setting] and click the [Offset] button.**



3 Adjust the offset/vertical magnification as necessary.

Offset Setting	Description
Unit	Select [ADF (front)] or [ADF (back)] as the unit for an offset adjustment.
Main	Adjusts the horizontal (width) offset. The setting range is from -2 to 3 mm in 0.5 mm increments.
Sub	Adjusts the vertical (length) offset. The setting range is from -2 to 3 mm in 0.5 mm increments.

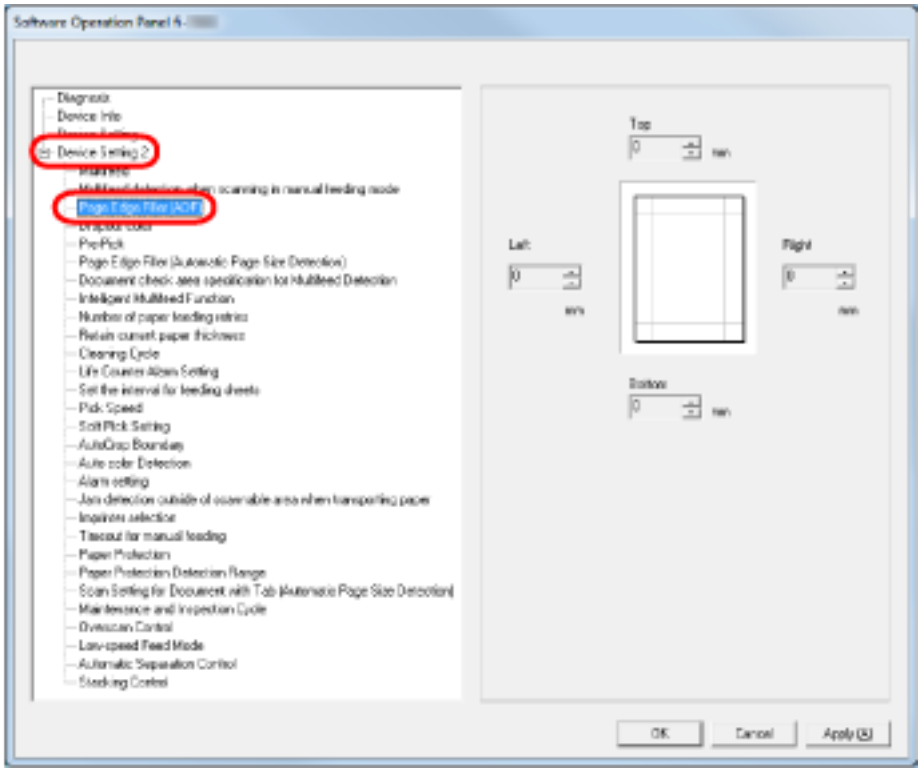
Vertical magnification Adjustment	Description
Unit	The unit for a vertical magnification adjustment is fixed to [ADF].
Vertical magnification Adjustment (length)	Adjusts the vertical (length) magnification. The setting range is from -3.1 to 3.1% in 0.1% increments.

Removing Shadows/Streaks that Appear around Edges of Images [Page Edge Filler (ADF)]

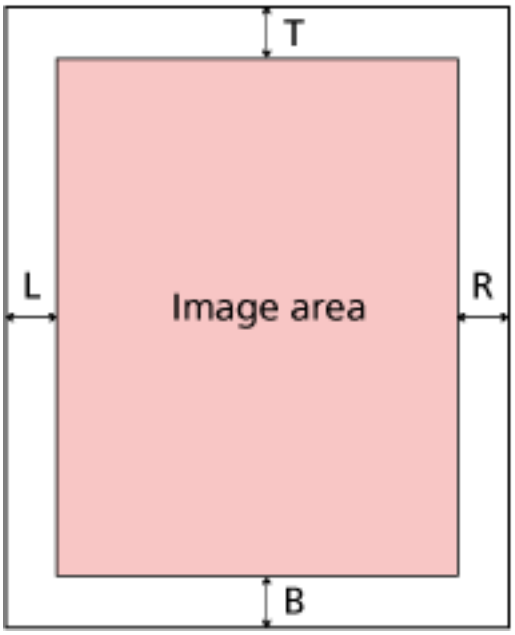
Depending on the condition of the documents that you scan, the shadow of a document may appear as black streaks on the edges of the scanned image.
In this case, you can improve the image quality around the edges by using the Page Edge Filler function to fill around the edges.

1. **Start up the Software Operation Panel.**
   Refer to Starting Up the Software Operation Panel (page 202).

2. **From the list on the left, select [Device Setting 2] → [Page Edge Filler (ADF)].**



3 Specify the width of each margin to fill: top, bottom, right, and left.



T: Top = 0 to 15 mm
B: Bottom = -7 to 7 mm
R: Right = 0 to 15 mm
L: Left = 0 to 15 mm
(in 1 mm increments)
The specified area is filled in the same color as the background.

ATTENTION

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

HINT

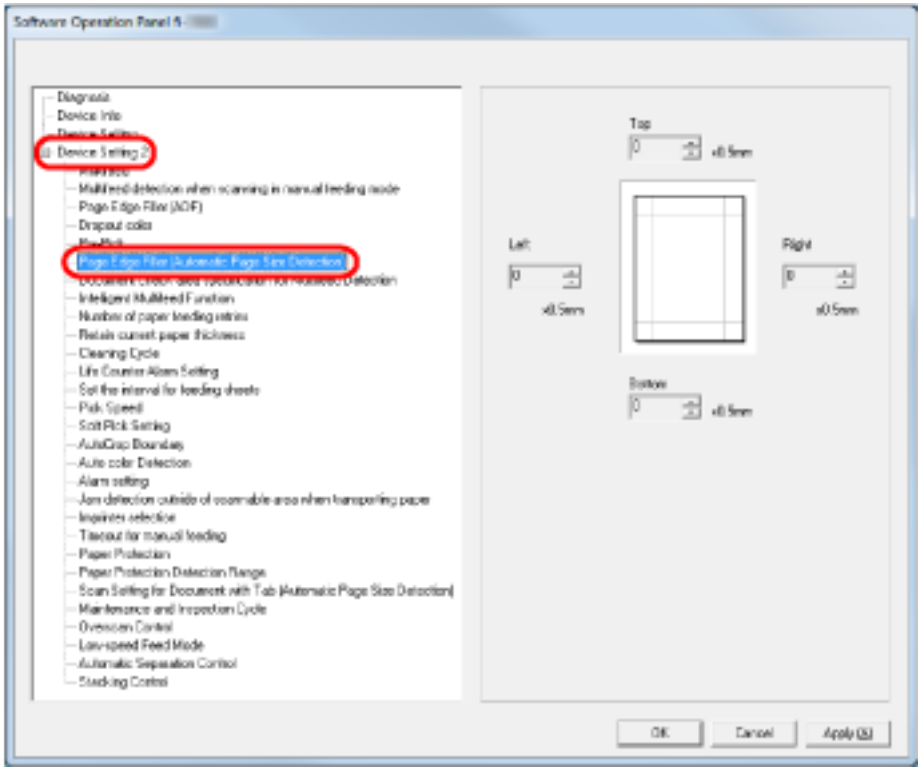
- The background is normally white but it can be changed to black in the scanner driver. For details, refer to the help for the scanner driver.
- This setting can also be configured in the scanner driver's setup dialog box. Note that priority is given to the setting with a larger value.

Removing Shadows/Streaks that Appear around Edges of Images [Page Edge Filler (Automatic Page Size Detection)]

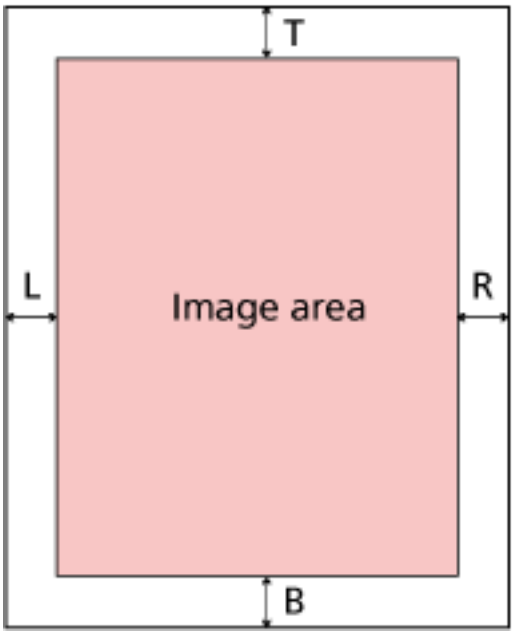
When scanning in Automatic Page Size Detection, depending on the condition of the document that you scan, some shadow of the document may be reflected onto the edge of the image and appear as black streaks.
In this case, you can improve the image quality around the edges by using the Page Edge Filler function to fill around the edges.

1. **Start up the Software Operation Panel.**
   Refer to Starting Up the Software Operation Panel (page 202).

2. **From the listing on the left, select [Device Setting 2] → [Page Edge Filler (Automatic Page Size Detection)].**



3 Specify the width of each margin to fill: top, bottom, right, and left.



T: Top = 0 to 7.5 mm
B: Bottom = 0 to 7.5 mm
R: Right = 0 to 7.5 mm
L: Left = 0 to 7.5 mm
(in 0.5 mm increments)
The specified area is filled in the same color as the background.

ATTENTION

- Note that if the target range of the Page Edge Filler is too wide, some characters near the edge may be cut out.
- Unless Automatic Page Size Detection is specified, the setting of [Page Edge Filler (ADF)] is applied. For details, refer to Removing Shadows/Streaks that Appear around Edges of Images [Page Edge Filler (ADF)] (page 235).

HINT

This setting can also be configured in the scanner driver's setup dialog box. Note that priority is given to the setting with a larger value.

Specifying a Color to Drop Out [Dropout color]

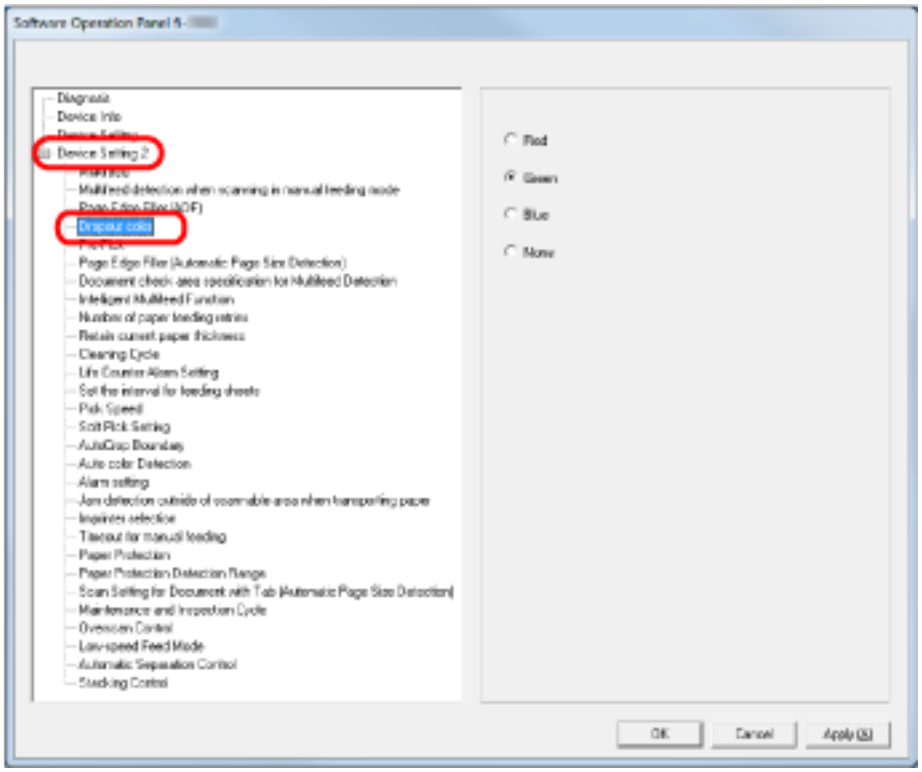
By using the "Dropout Color" function, you can scan documents with the specified color removed from the light's three primary colors which are red, green, and blue.
For instance, when you scan a document containing black text with a green background, you can output an image with only the black text.

HINT

- Dropout colors can only be specified in black & white or grayscale mode.
- Dropout works best with light (low intensity) colors, and dark colors may not drop out.

1 Start up the Software Operation Panel.
Refer to Starting Up the Software Operation Panel (page 202).

2 From the list on the left, select [Device Setting 2] → [Dropout color].



3 Select a color to drop out.

Red, Green, Blue

Red, green, or blue is dropped out.

None

No color is dropped out.

ATTENTION

The Software Operation Panel allows you to select colors from red, green, and blue only. To drop out other colors, configure the settings in the scanner driver. For details, refer to the help for the scanner driver.

HINT

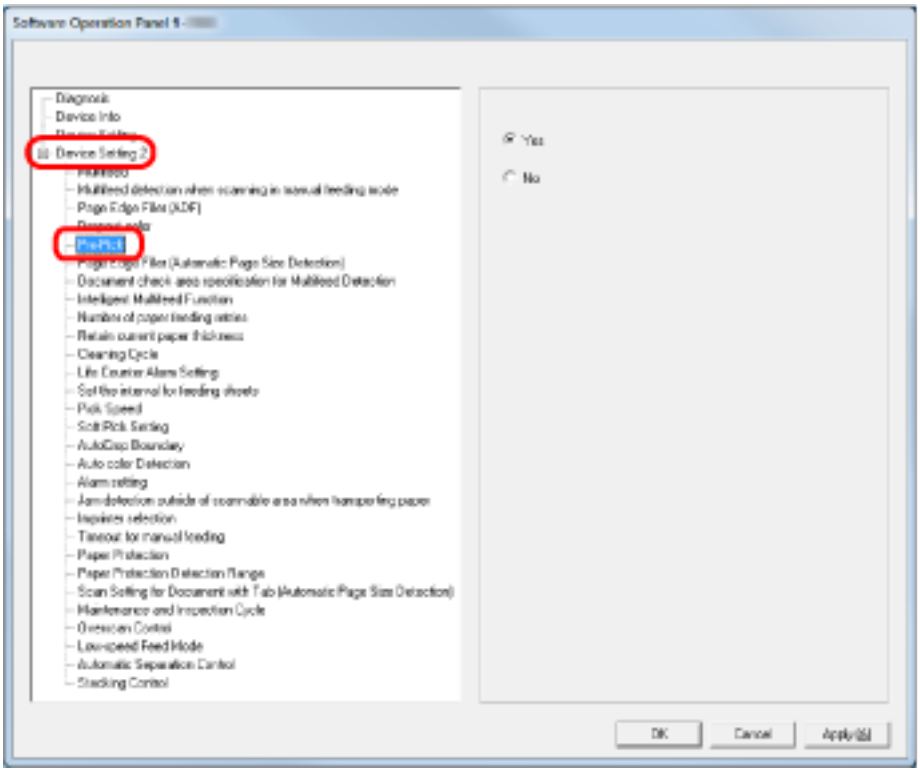
This setting can also be configured in the scanner driver's setup dialog box. Note that priority is given to the scanner driver setting.

Shortening the Scanning Intervals [Pre-Pick]

"Pre-Pick" refers to feeding the document to the starting position for scanning before the next scan. Enabling [Pre-Pick] shortens the interval between scanning each document.

1 Start up the Software Operation Panel.
Refer to Starting Up the Software Operation Panel (page 202).

2 From the listing on the left, select [Device Setting 2] → [Pre-Pick].



3 Specify whether or not to enable pre-pick.
Select [Yes] to enable and [No] to disable Pre-pick.

HINT

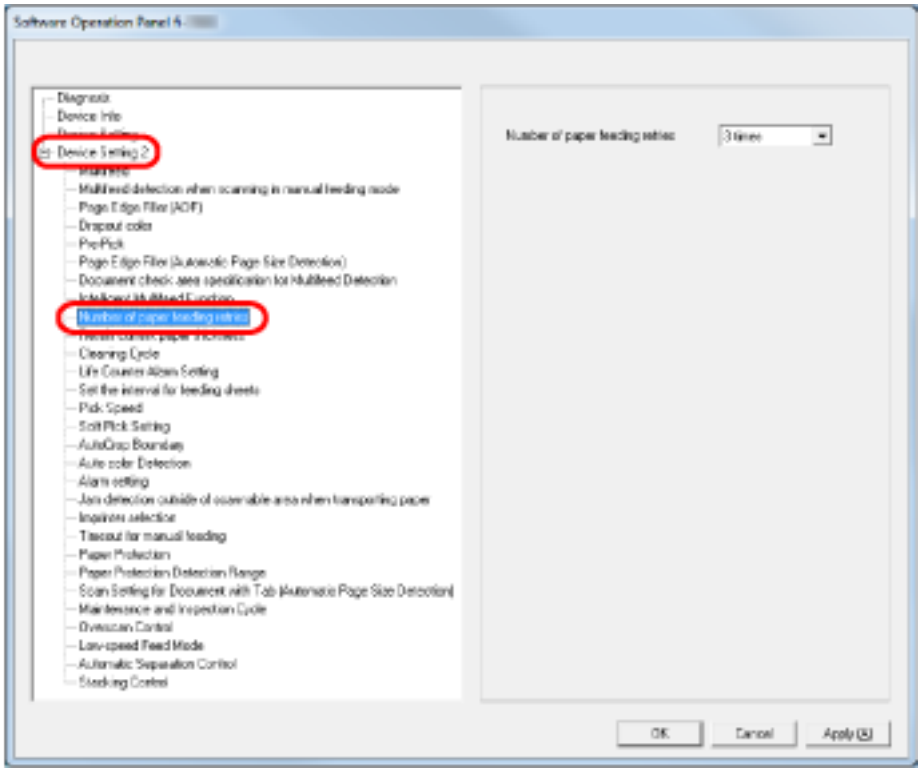
- If you cancel in the middle of scanning while Pre-Pick is enabled, you will have to remove the pre-picked document, then load the document again.
- This setting can also be configured in the scanner driver's setup dialog box. Note that priority is given to the scanner driver setting.

Specifying the Number of Feeding Retries [Number of paper feeding retries]

Configure this setting to change the number of feeding retries upon pick errors.

1 **Start up the Software Operation Panel.**
Refer to Starting Up the Software Operation Panel (page 202).

2 **From the list on the left, select [Device Setting 2] → [Number of paper feeding retries].**



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

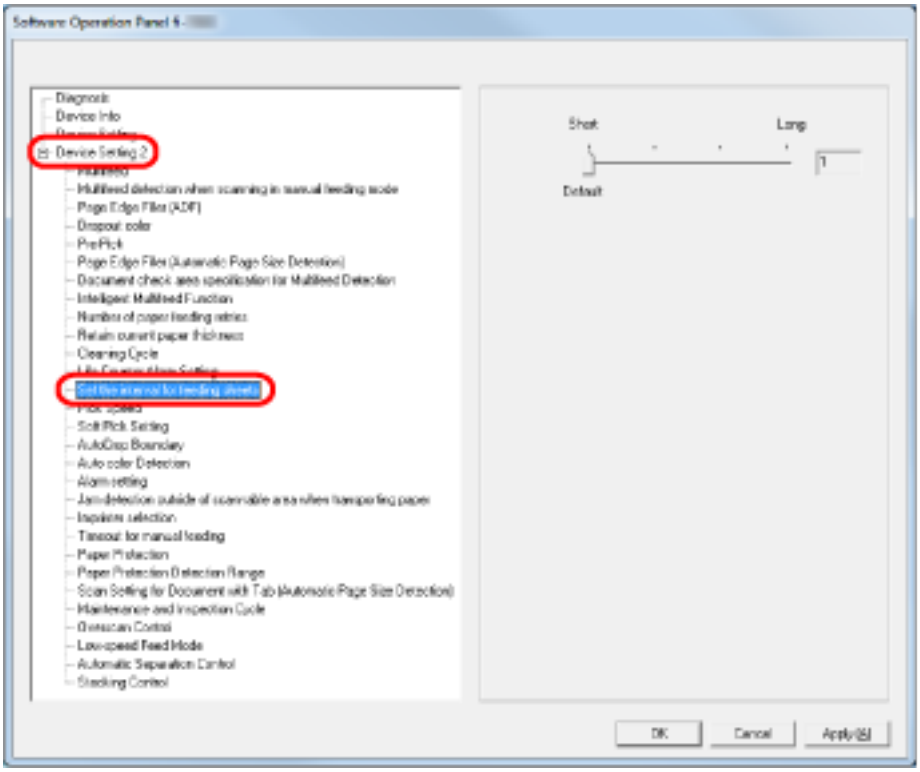
> **HINT**
> This setting can also be configured from the operator panel.

Specifying the Interval to Feed the Documents [Set the interval for feeding sheets]

If the bottom of the scanned image is partially missing due to a large skew when scanning in Automatic Page Size Detection, specify a longer interval to feed the documents.
Specifying a longer interval leaves more time between each document to be scanned.

1. **Start up the Software Operation Panel.**
   Refer to Starting Up the Software Operation Panel (page 202).

2. **From the listing on the left, select [Device Setting 2] → [Set the interval for feeding sheets].**



3. **Specify the paper feeding interval.**
   You can select from [Short (Default)] to [Long] (in four levels).

ATTENTION

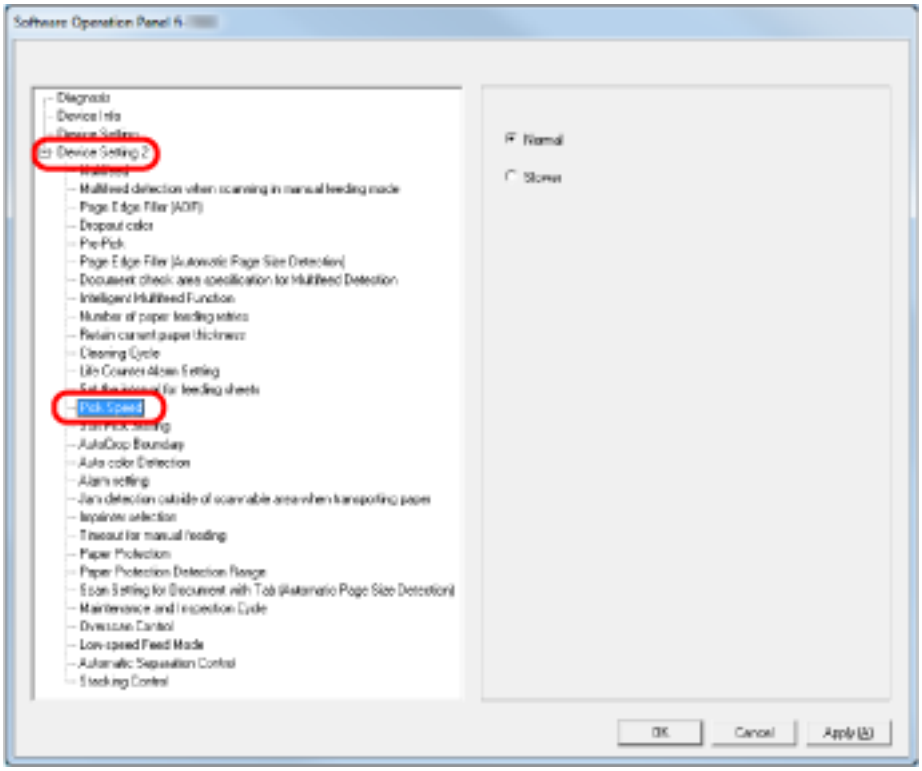
Note that it takes more time for scanning as the paper feeding interval becomes longer.

Setting the Speed to Feed the Documents [Pick Speed]

When you experience frequent multifeeds and paper jams, the symptom may be improved by slowing down the speed at which the documents are fed (pick speed).
This setting is effective for scanning thin papers.

1. **Start up the Software Operation Panel.**
   Refer to Starting Up the Software Operation Panel (page 202).

2. **From the list on the left, select [Device Setting 2] → [Pick Speed].**



3. **Select the paper feeding speed (pick speed).**

Normal

Normal paper feeding speed

Slower

Slower than normal paper feeding speed

ATTENTION

Note that it takes more time for scanning as the paper feeding speed slows down.

HINT

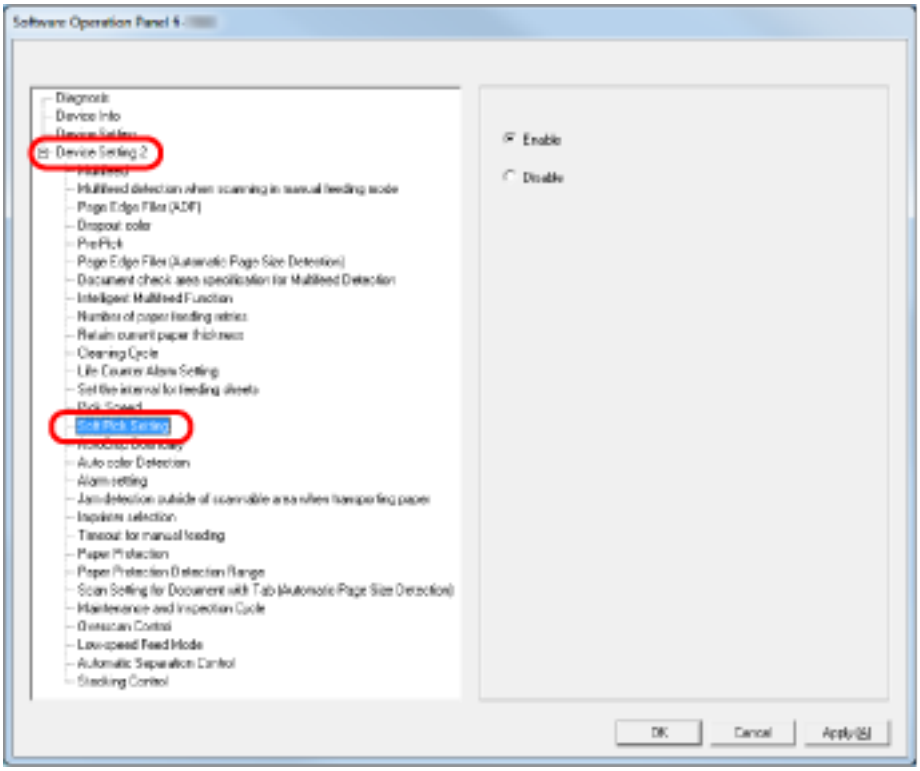
This setting can also be configured from the operator panel.

Paper Feeding Operation Setting [Soft Pick Setting]

When you experience pick errors from the separator roller slipping on the paper, or paper jams from scanning thin papers of small widths, the symptom may be improved by bringing down the pick roller unit and keeping the unit at the lower position (disabling the Soft Pick Setting).

1 **Start up the Software Operation Panel.**
Refer to Starting Up the Software Operation Panel (page 202).

2 **From the listing on the left, select [Device Setting 2] → [Soft Pick Setting].**



3 **Specify whether to enable or disable [Soft Pick Setting].**
Select [Disable] to reduce pick errors and paper jams, by lowering the pick roller.

ATTENTION

Skews and multifeeds may occur when you perform scanning with the soft pick setting disabled.
Use [Enable] for normal scanning.

HINT

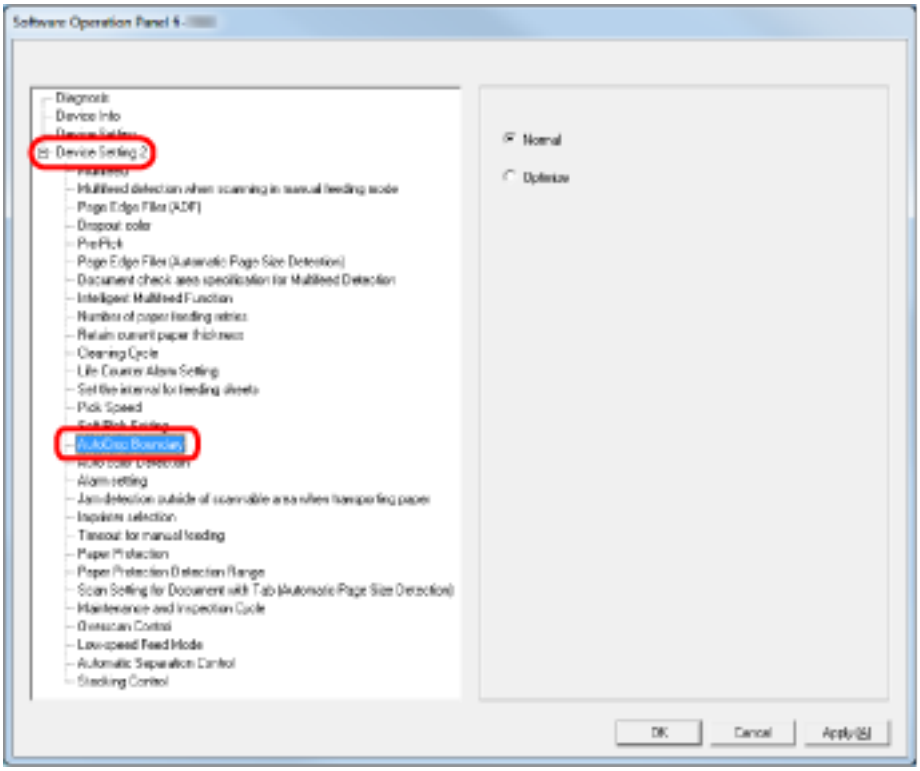
This setting can also be configured from the operator panel.

Cropping the Image Boundary [AutoCrop Boundary]

Some fractional data may be generated in scanned images in the process of scanning when Automatic Page Size Detection is on. You can specify whether to include or exclude such fractional data by using the AutoCrop Boundary function.

1 Start up the Software Operation Panel.
Refer to Starting Up the Software Operation Panel (page 202).

2 From the list on the left, select [Device Setting 2] → [AutoCrop Boundary].



3 Select whether to include or exclude the fractional data.
Select [Optimize] to prevent any exclusion of fractional data from scanned images, and select [Normal] to delete unnecessary data.

ATTENTION

- When you scan a document with text near the right edge while [Normal] is selected, some pixel data there may be lost.
- While selecting [Optimize] can prevent data loss, it may also generate black lines near the right edge.
- For information on how to configure Automatic Page Size Detection, refer to the help for the scanner driver.

HINT

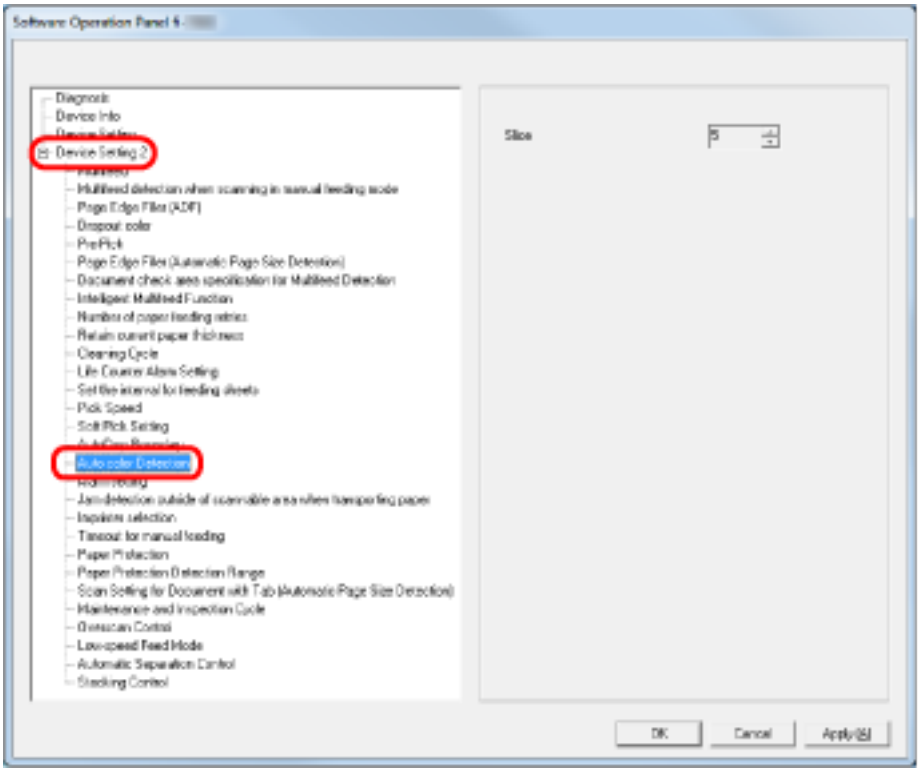
This setting is only applied in black & white mode.

Setting Automatic Detection for Color/Monochrome [Auto color Detection]

Specify the slice level for Auto Color Detection.

1 Start up the Software Operation Panel.
Refer to Starting Up the Software Operation Panel (page 202).

2 From the listing on the left, select [Device Setting 2] → [Auto color Detection].



3 Select the slice value.
You can select the Slice value from 1 to 255.
Increase the value when black & white documents are recognized as color documents.
Decrease the value when color documents are recognized as black & white documents.

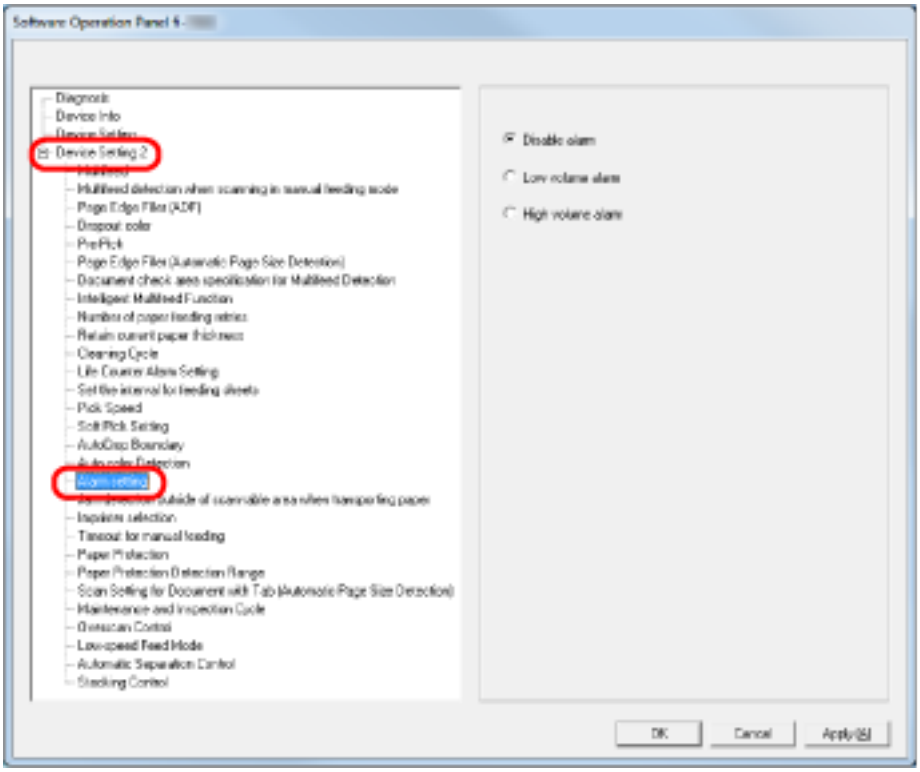
> **HINT**
> For information on how to configure the automatic color/monochrome detection, refer to the help for the scanner driver.

Sounding an Alarm When an Error Occurs [Alarm setting]

Specify whether or not to sound an alarm when an error such as multifeed or paper jam occurs.

1 Start up the Software Operation Panel.
Refer to Starting Up the Software Operation Panel (page 202).

2 From the listing on the left, select [Device Setting 2] → [Alarm setting].



3 Configure the settings for the alarm.

Disable alarm

No alarm sounds even when an error occurs.

Low volume alarm

Sounds the alarm at low volume when an error occurs.

High volume alarm

Sounds the alarm at high volume when an error occurs.

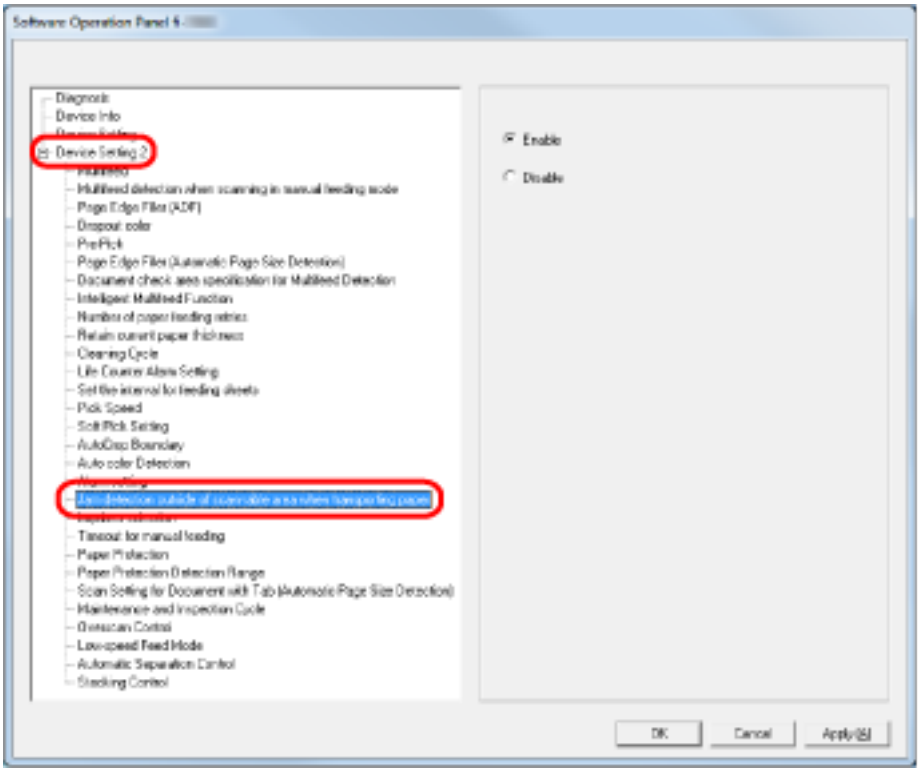
> **HINT**
> This setting can also be configured from the operator panel.

Detecting Paper Jam outside of Scannable Area [Jam Detection outside of scannable area when transporting paper]

Specify whether or not to judge the symptom as a paper jam when a document is skewed and passes outside the supported scanning area.

1 **Start up the Software Operation Panel.**
Refer to Starting Up the Software Operation Panel (page 202).

2 **From the listing on the left, select [Device Setting 2] → [Jam detection outside of scannable area when transporting paper].**



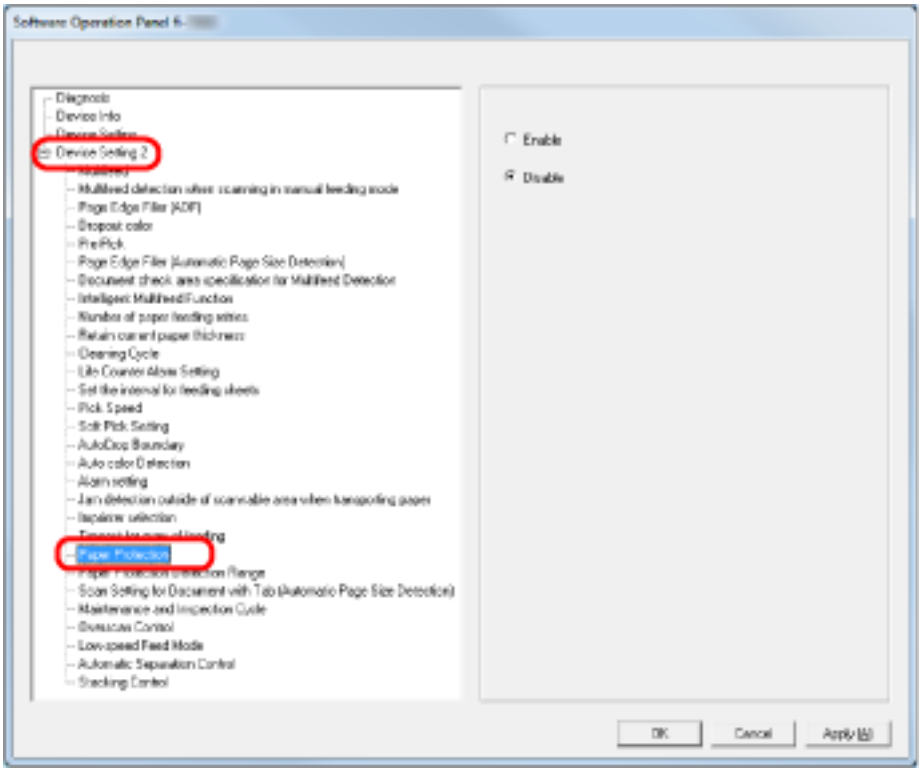
3 **Select whether to enable or disable [Jam detection outside of scannable area when transporting paper].**
Select [Enable] to judge such cases as paper jams.

Setting for a Function to Save the Documents from Being Damaged [Paper Protection]

Specify whether to enable or disable Paper Protection.
Paper jams due to feeding errors could damage or tear valuable documents.
Enabling this setting reduces the risk of having your documents damaged in such ways, by stopping the scan when the scanner detects a document that is unusually warped.
This function can be used to scan documents such as thin papers which are difficult to feed.

1 Start up the Software Operation Panel.
Refer to Starting Up the Software Operation Panel (page 202).

2 From the listing on the left, select [Device Setting 2] → [Paper Protection].



3 Specify whether to enable or disable [Paper Protection].
When you select [Enable], the scanner stops the scan when it detects a document that is unusually warped.

ATTENTION

- Note that Paper Protection is a function that protects the documents from being damaged, but does not guarantee that all documents can be saved.
- When you enable Paper Protection, make sure to set the documents with their top edges aligned (especially for a mixed batch with different lengths).

If the top edges are not aligned properly, the Paper Protection function may be activated and stop the scan even when the documents are being fed correctly.

HINT

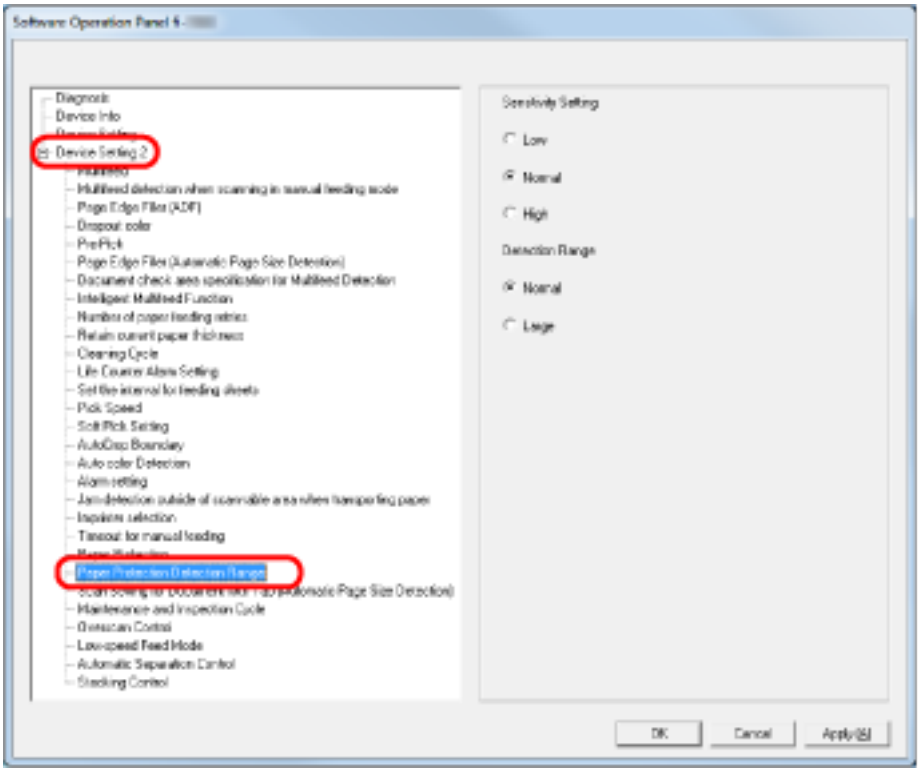
- Paper Protection is disabled in Manual Feed mode.
- It can also be configured from the scanner driver's setup dialog box or the operator panel. Note that priority is given to the scanner driver setting unless you have prioritized the operator panel setting.

Specifying the Sensitivity Level and Detection Range for Paper Protection [Paper Protection Sensitivity]

You can specify the sensitivity and the detection range to detect documents that are fed abnormally when Paper Protection is enabled.
Documents are deformed (e.g. warped, bent, creased) when they are not being fed by the rollers properly. To detect such a symptom and stop the scan, select [Low] to only detect documents that are highly deformed, and [High] to also detect documents that are slightly deformed.
Select [Large] when you want to widen the detection range.

1 **Start up the Software Operation Panel.**
Refer to Starting Up the Software Operation Panel (page 202).

2 **From the list on the left, select [Device Setting 2] → [Paper Protection Sensitivity].**



3 **Specify the sensitivity for Paper Protection.**

Low

Decreases the sensitivity level to detect warped documents.

Normal

Monitors the documents in normal sensitivity.
Keep this setting for normal use.

High

Increases the sensitivity level to detect warped documents.

HINT

- If paper jams occur frequently at the feeding position, select [Low].
- This setting can also be configured from the operator panel. Note that you can prioritize the operator panel setting.

4 Specify the detection range for Paper Protection.

Normal

The detection range is normal.

Large

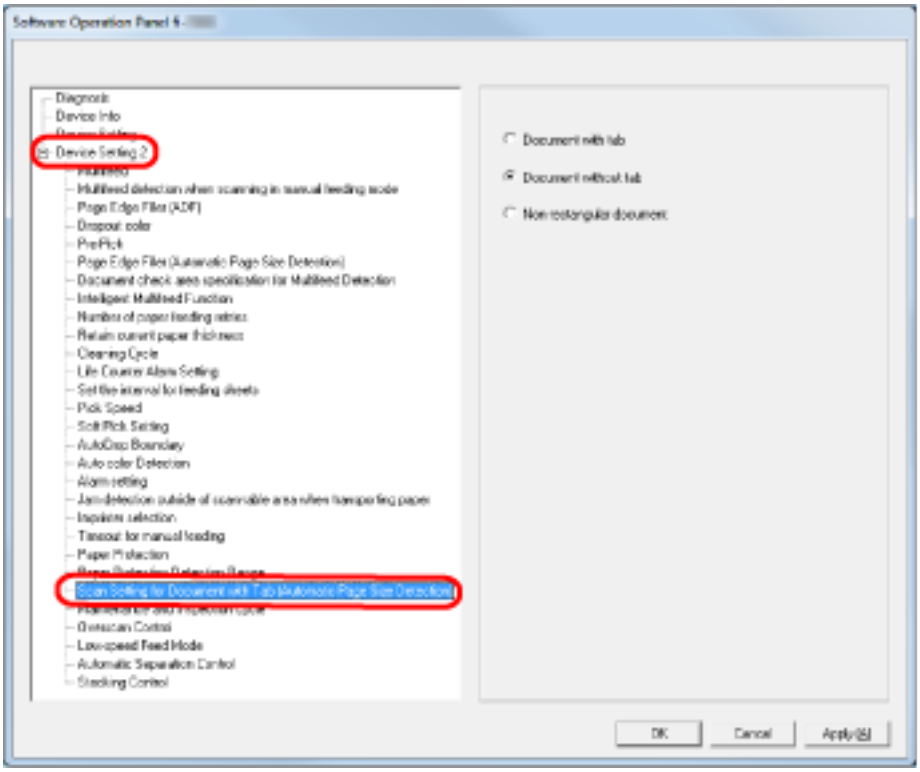
Widens the detection range.

Scan Settings for Documents with Tabs/Non-rectangular Documents [Scan Setting for Document with Tab (Automatic Page Size Detection)]

For documents with index stickers or index tabs attached on the end, you can scan the whole document including its attachments with Automatic Page Size Detection.

1 **Start up the Software Operation Panel.**
Refer to Starting Up the Software Operation Panel (page 202).

2 **From the listing on the left, select [Device Setting 2] → [Scan Setting for Document with Tab (Automatic Page Size Detection)].**



3 **Select [Document with tab], [Document without tab] or [Non-rectangular document].**

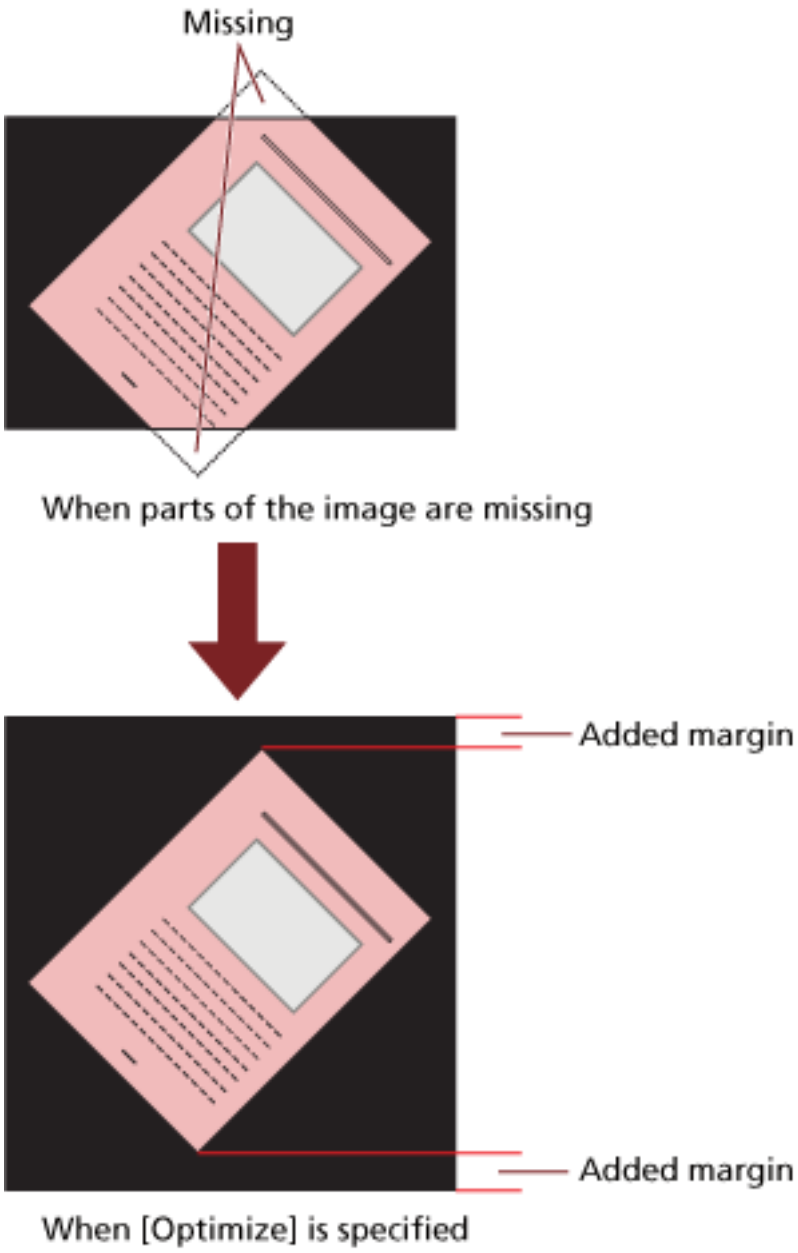
Item	Description
Document with tab	Scans up to 20 mm off the bottom edge of the document with a tab.
Document without tab	Stops the scan when it detects the bottom edge of the document.
Non-rectangular document	Scans up to 120 mm off the bottom edge of the detected document.

ATTENTION

- The scanning speed slows down when you select [Document with tab] or [Non-rectangular document].
- To scan documents with tabs or non-rectangular documents, refer to Loading Documents with Tabs or Non-rectangular Documents (page 64).
- For information on how to configure Automatic Page Size Detection, refer to the help for the scanner driver.

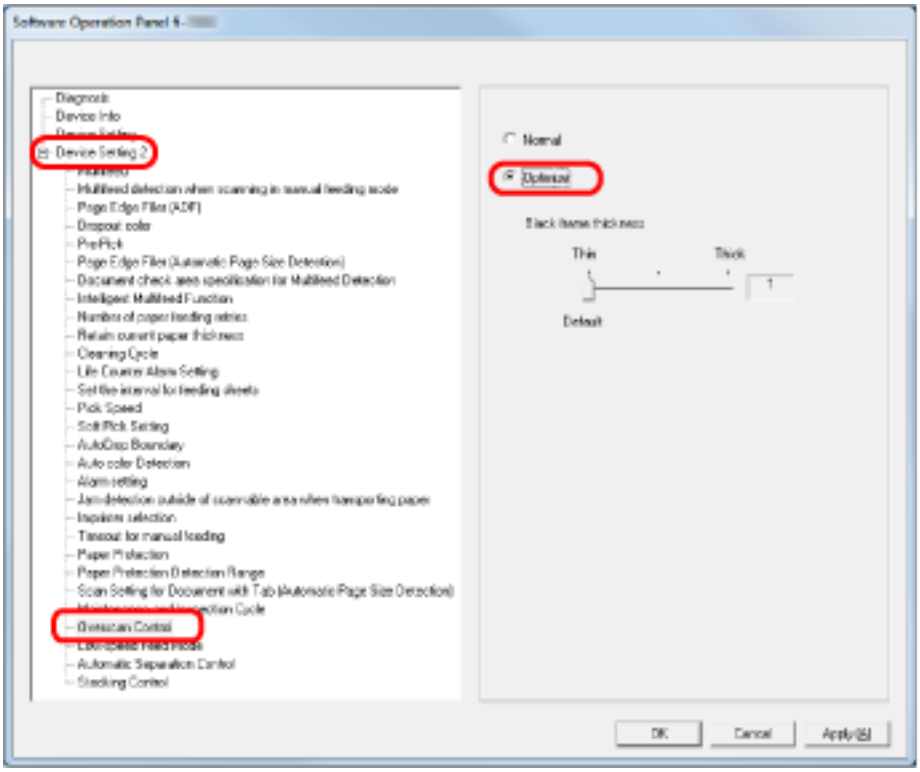
Adjusting the Output Result for Overscan [Overscan Control]

Specify [Optimize] when you use overscan and the image is partially missing due to a large skew. When an abnormal image skew is detected, you can ensure that the whole image is contained by setting a sufficient amount of black margin on the top and the bottom. Select [Thick] to increase the amount of black margin.



1 Start up the Software Operation Panel.
Refer to Starting Up the Software Operation Panel (page 202).

2 From the listing on the left, click [Device Setting 2] → [Overscan Control], then select [Optimize].



3 Specify the amount of [Black frame thickness] for the top and bottom.

HINT

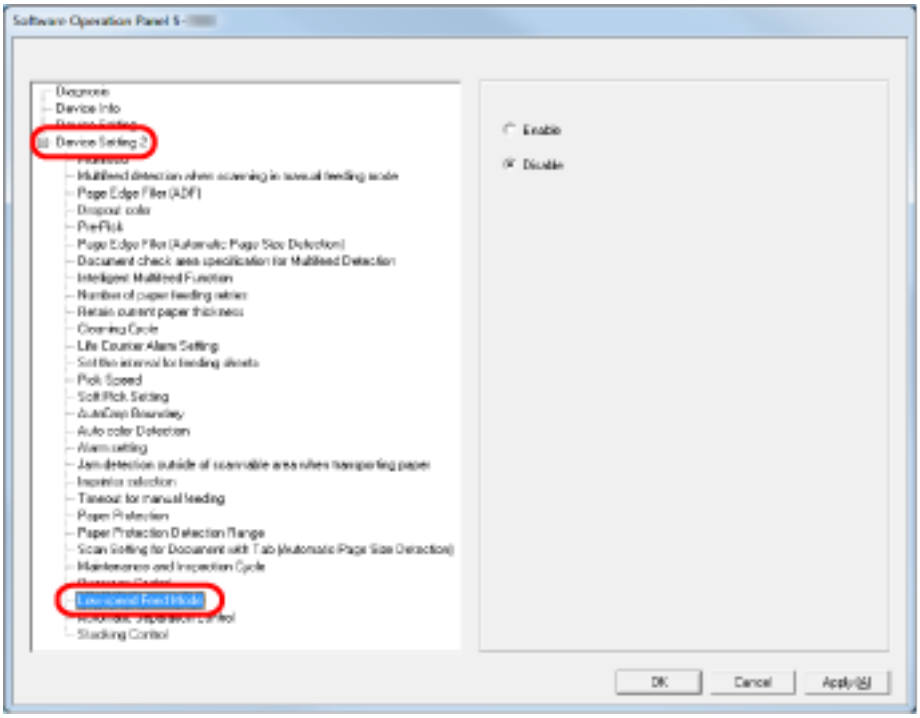
- This option is recommended to be used with [Set the interval for feeding sheets].
- It is recommended that you scan in the largest available paper size.

Setting the Function for Scanning Slowly at Low Resolution [Low-speed Feed Mode]

When scanning at low resolution (lower than 400 dpi), you can set a slow speed for scanning documents regardless of the resolution that is set. This setting is effective for scanning long page documents.

1. **Start up the Software Operation Panel.**
   Refer to Starting Up the Software Operation Panel (page 202).

2. **From the list on the left, select [Device Setting 2] → [Low-speed Feed Mode].**



3. **Select whether to enable or disable [Low-speed Feed Mode].**

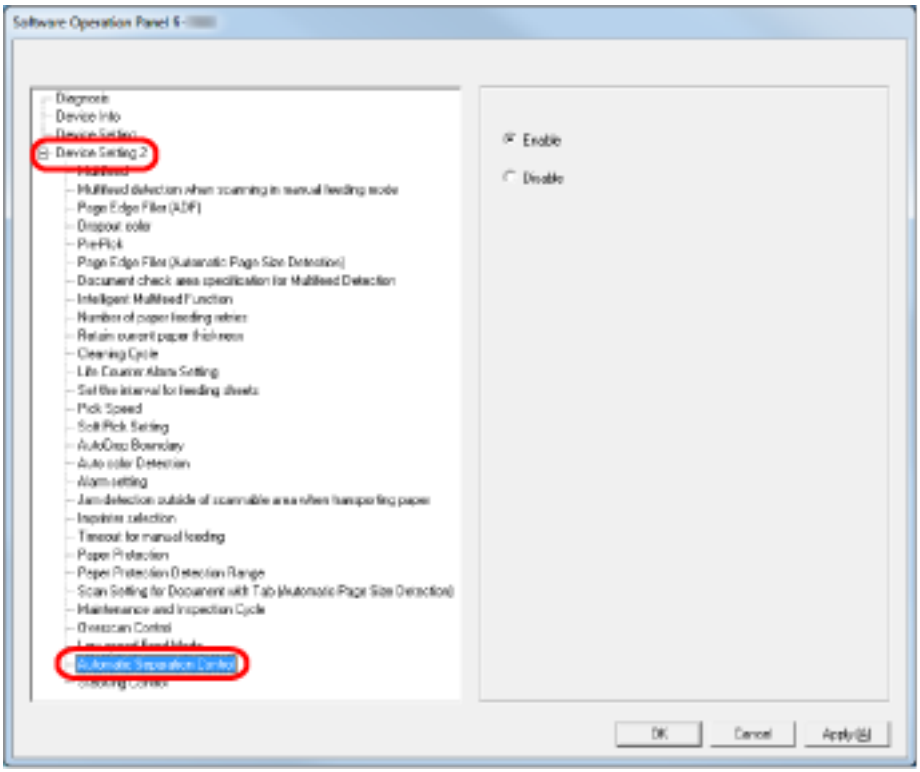
> **HINT**
>
> This setting can also be configured from the operator panel.

Setting the Automatic Control of the Paper Separation Force [Automatic Separation Control]

Select whether to control the paper separation force automatically for each document type.
Enabling this function reduces multifeeds, pick errors, and paper jams.

1 **Start up the Software Operation Panel.**
Refer to Starting Up the Software Operation Panel (page 202).

2 **From the list on the left, select [Device Setting 2] → [Automatic Separation Control].**



3 **Specify whether to enable or disable [Automatic Separation Control].**

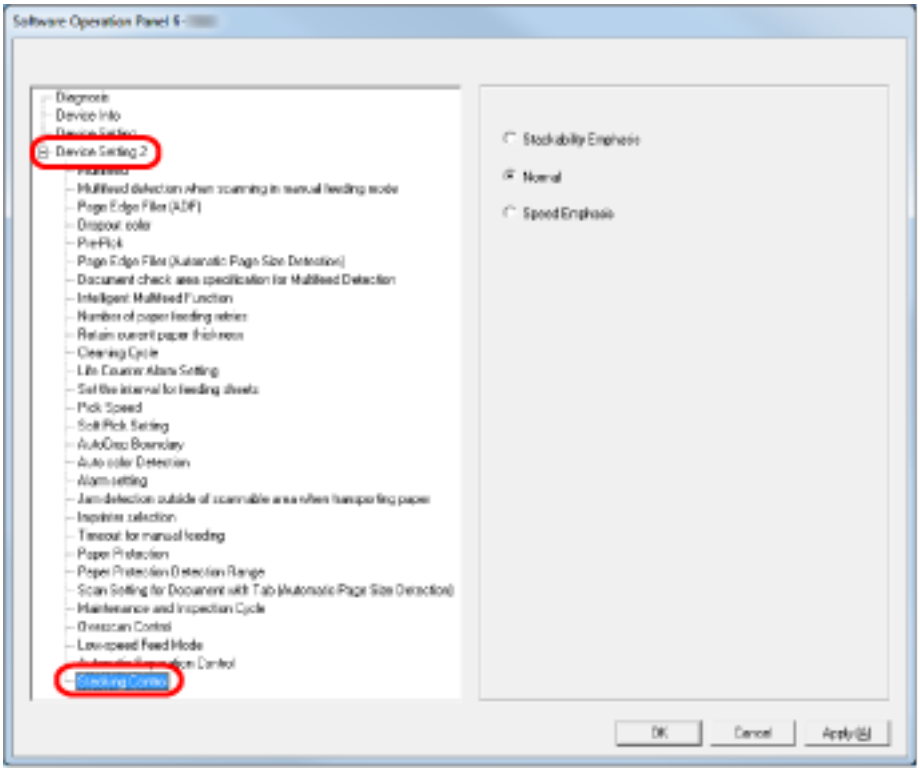
> **HINT**
> This setting can also be configured from the operator panel.

Setting the Control for Ejecting Documents [Stacking Control]

Set the control for ejecting documents when scanning documents with a document length of 138 mm or shorter.
Select [Stackability Emphasis] when you want to stack the ejected documents neatly, and select [Speed Emphasis] when you want to speed up the scanning speed.

1 Start up the Software Operation Panel.
Refer to Starting Up the Software Operation Panel (page 202).

2 From the list on the left, select [Device Setting 2] → [Stacking Control].



3 Specify the Stacking Control.

Stackability Emphasis

Stacks up the ejected documents neatly.
However, the scanning speed slows down with this setting.

Normal

When [Normal] is selected, the scanning speed is faster than when [Stackability Emphasis] is selected.
When [Normal] is selected, the ejected documents are stacked more neatly than when [Speed Emphasis] is selected.

Speed Emphasis

The scanning speed becomes fast with this setting.

However, the ejected documents are not stacked neatly.

HINT

This setting can also be configured from the operator panel.

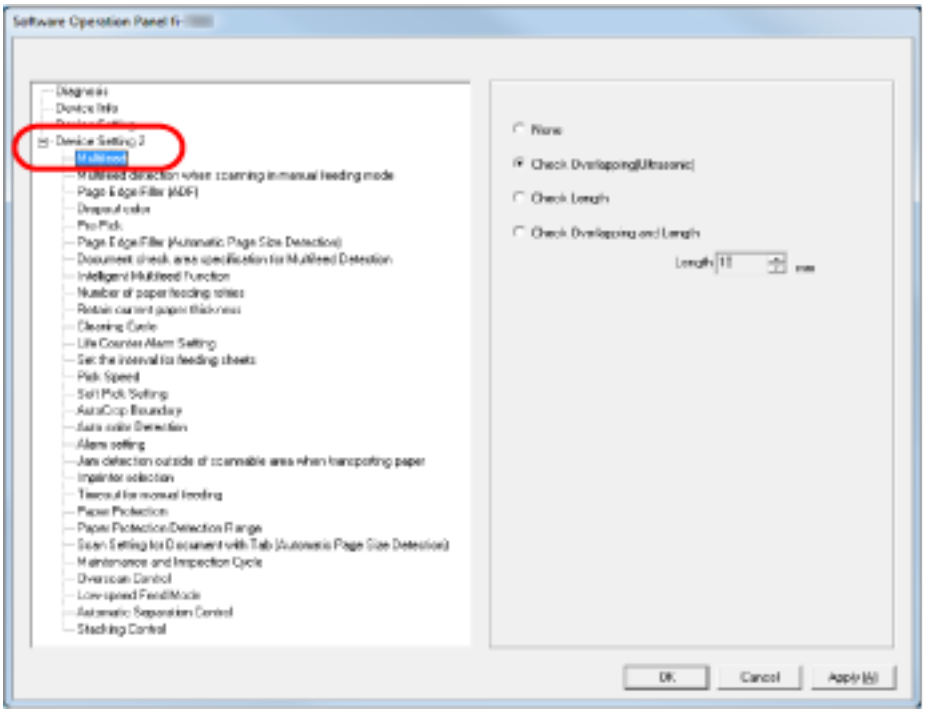
Settings Related to Multifeed Detection

Specifying a Multifeed Detection Method [Multifeed]

Multifeed is an error when two or more sheets are fed through the ADF at once. It is also called a "multifeed" when a different document length is detected.
Not noticing multifeed errors while scanning may put you in a situation where important data are missing from the scanned images.
Multifeed detection function is equipped to prevent such troubles. When this function is enabled, an error message is displayed as soon as it detects a multifeed, and stops the scan. Note that multifeeds cannot be detected in the area of 15 mm from the leading edge of the document.

1 Start up the Software Operation Panel.
Refer to Starting Up the Software Operation Panel (page 202).

2 From the list on the left, select [Device Setting 2] → [Multifeed].



3 Select a detection method.

Detection	Description
None	Does not detect multifeeds.
Check Overlapping (Ultrasonic)	Detects multifeed by the overlapping of documents. When this is selected, you can specify the following two options:

Detection	Description
	• Specify the detection range by the length from the leading edge of the document. Proceed to Specifying the Area to Detect Multifeed [Document check area specification for Multifeed Detection] (page 266) for more details. • Ignore the multifeed when there is paper of the same size attached to a designated location on the page. Proceed to Bypassing Multifeed Detection for a Fixed Format (page 117) for more details.
Check Length	Detects multifeed by the difference in length of the documents. Note that multifeed cannot be detected accurately when scanning a mixed batch (in different sizes) or a Job Separation Sheet.
Check Overlapping and Length	Detects multifeed by a combination of [Check Overlapping (Ultrasonic)] and [Check Length]. Note that multifeed cannot be detected accurately when scanning a mixed batch (in different sizes) or a Job Separation Sheet.
Length	Select a length difference from 10/15/20 mm. Any length under the specified length will not be detected as multifeed.

ATTENTION

- To scan documents with different lengths, specify [Check Overlapping (Ultrasonic)].
- When a photo or a piece of paper is attached on the document, the overlapping part of the document may be falsely detected as multifeed if [Check Overlapping (Ultrasonic)] is specified. In this case, specify [Check Length].
  Note however that [Check Overlapping (Ultrasonic)] can still be used by restricting the detection range.

HINT

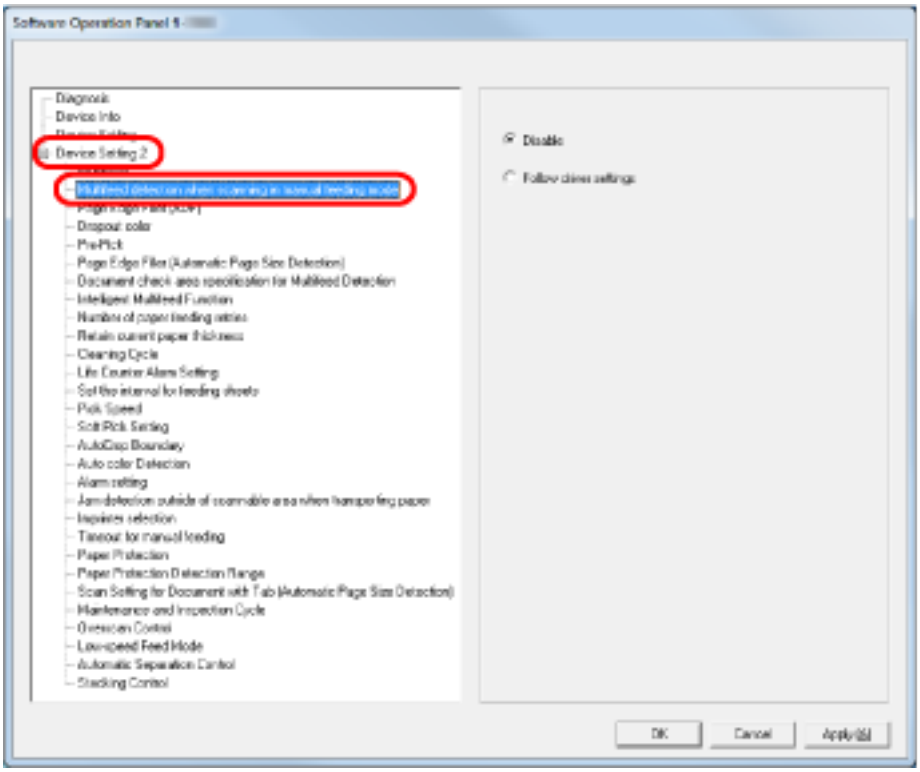
This setting can also be configured in the scanner driver's setup dialog box. Note that priority is given to the scanner driver setting.

Setting for Multifeed Detection in Manual Feeding [Multifeed detection when scanning in manual feeding mode]

Configure this setting when you want to enable multifeed detection for scanning in Manual Feed mode.

1 **Start up the Software Operation Panel.**
Refer to Starting Up the Software Operation Panel (page 202).

2 **From the listing on the left, select [Device Setting 2] → [Multifeed detection when scanning in manual feeding mode].**



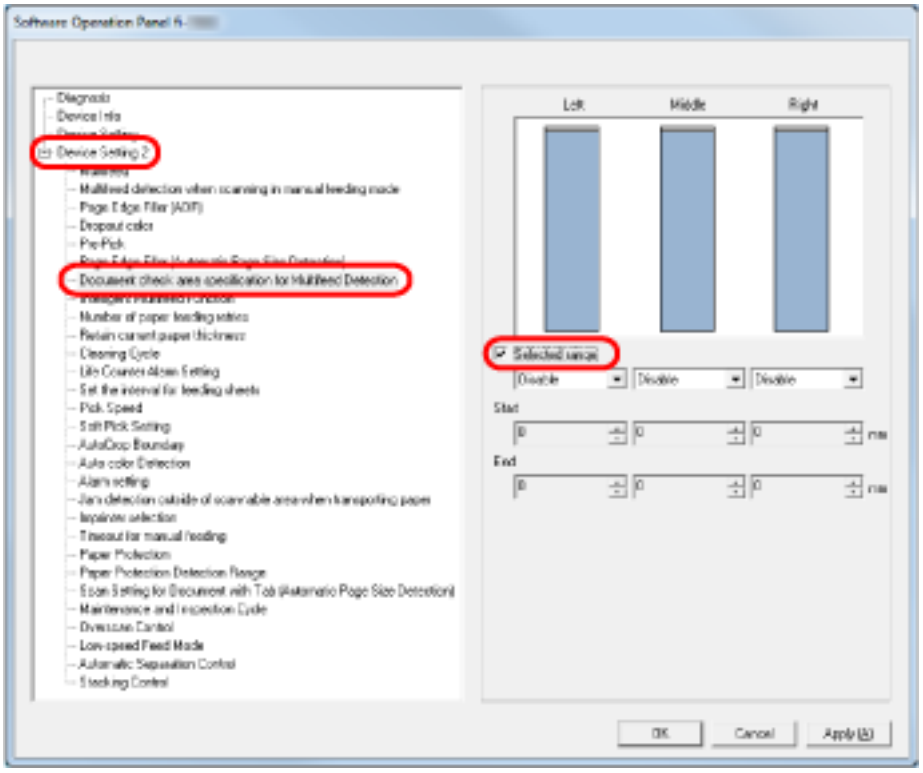
3 **Select a detection method.**

Detection	Description
Disable	Does not detect multifeeds.
Follow driver settings	Detects multifeeds if multifeed detection is enabled in the scanner driver settings.

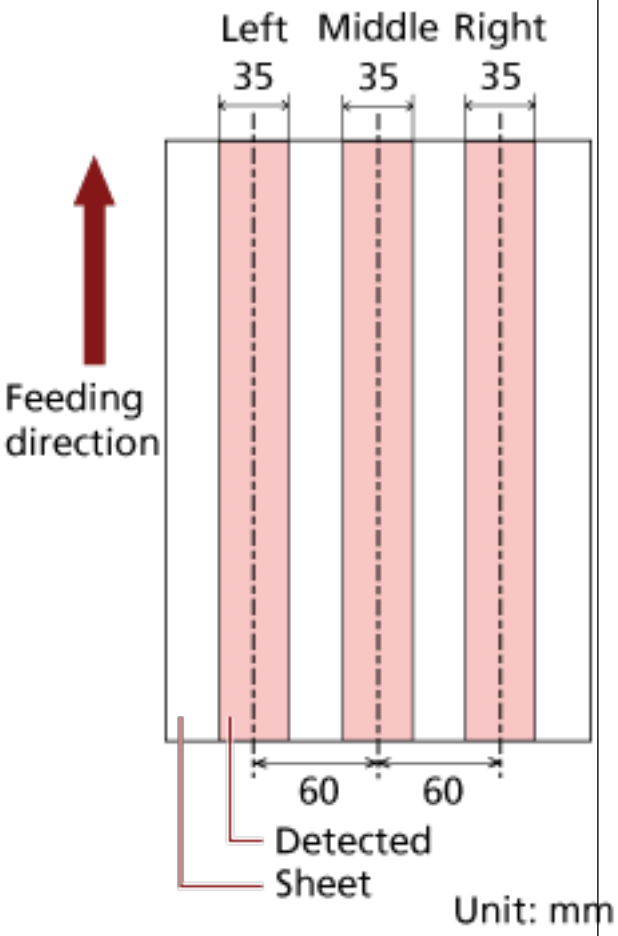
Specifying the Area to Detect Multifeed [Document check area specification for Multifeed Detection]

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

1 **From the list on the left, select [Device Setting 2] → [Document check area specification for Multifeed Detection].**
Select the [Selected range] check box in the window.



2 **Specify the detection range.**

Range	Description
Selected range	Select the check box to specify the detection range (colored in light pink) in the picture below.  Select the check box to enable the setting in this window. Clear the check box to disable the setting. Clearing this check box sets both the start and the end positions to "0", so that multifeed is detected for the whole document. The above condition applies when the document is set to the center of the pick roller width.
Disable (Left/Middle/Right)	Does not detect multifeeds for the selected area.
Enable (Left/Middle/Right)	Detects multifeeds for the selected area.
Start (Left/Middle/Right)	Displays the starting point of the detection by the length from the leading edge of the document.

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

HINT

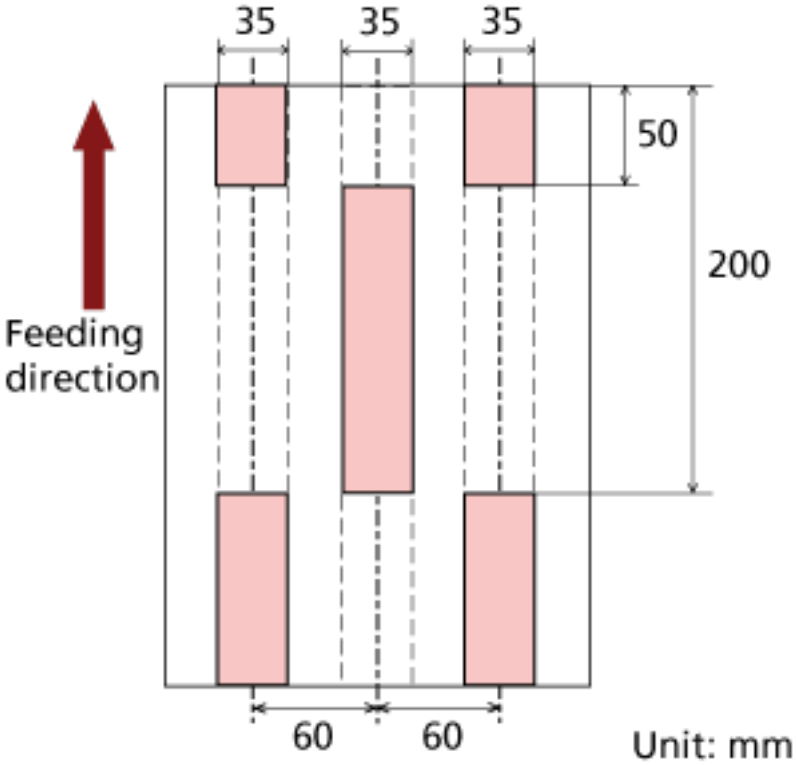
- When both [Start] and [End] are set to "0", multifeed detection is performed for the whole area regardless of whether it is enabled or disabled.
- To disable multifeed detection for the whole document, select [Disable] and set the start position to "0" and the end position to be equal to or longer than the document length.
- If the start position is set larger than the document length: with [Disable], the whole range covering the entire document length will be checked; with [Enable], the multifeed detection will be disabled.
- To detect multifeeds, the detection range must be at least 8 mm in length.
  Configure the settings so that the value of the end position minus the start position is 6 mm or more.
- You can also set the start position and the end position by the following methods:
  - Create a square or rectangle to indicate the detection range by dragging your mouse pointer on the displayed image in the dialog box.
  - Drag the handle for the detection range to change the start and end positions using the mouse pointer on the displayed image in the dialog box.

Example 1:

Setting details are as follows.

- Specified position: Left
  Selected range = Disable, Start = 50 mm, End = 200 mm
- Specified position: Middle
  Selected range = Enable, Start = 50 mm, End = 200 mm
- Specified position: Right

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



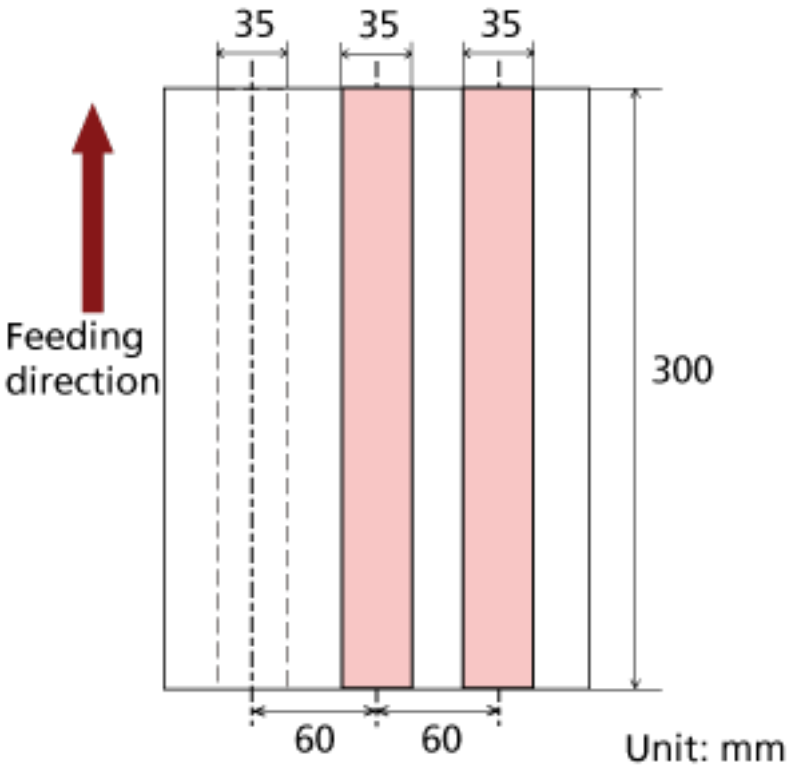
Multifeed is detected only for the areas in light pink.

Example 2:

Setting details are as follows.

- Specified position: Left
  Selected range = Disable, Start = 0 mm, End ≧ 300 mm
- Specified position: Middle
  Selected range = Enable, Start = 0 mm, End = 0 mm
- Specified position: Right

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



Multifeed is detected only for the areas in light pink.

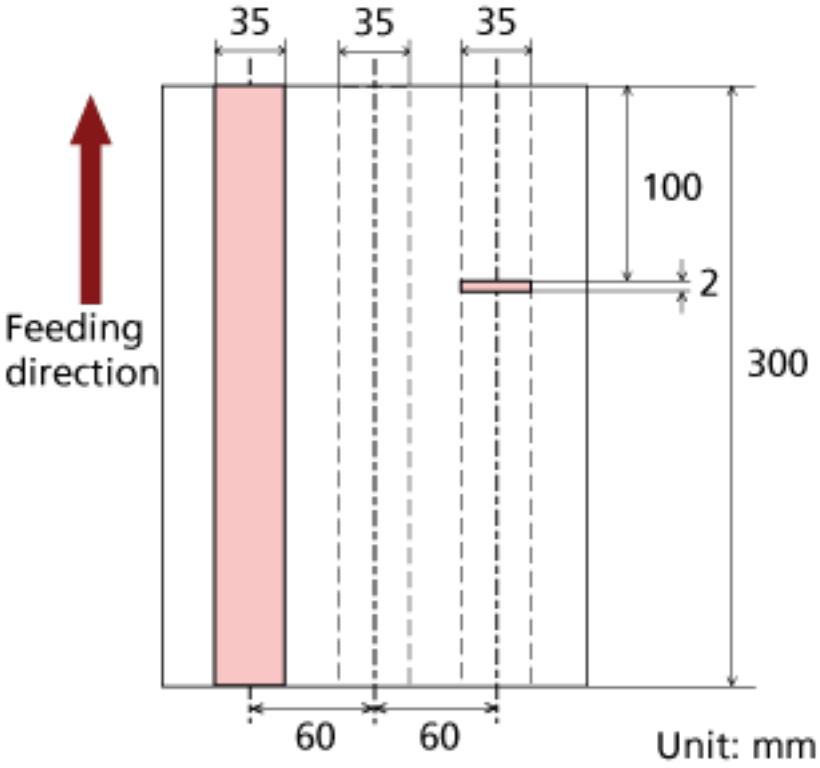
> **HINT**
>
> When detecting the overlapping of documents, the multifeed detection rate may drop if the documents are glued tightly or attached together by static electricity.

Example 3: (Bad example)

Setting details are as follows.

- Specified position: Left
  Selected range = Disable, Start = 310 mm, End = 400 mm
- Specified position: Middle
  Selected range = Enable, Start = 320 mm, End = 450 mm
- Specified position: Right

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



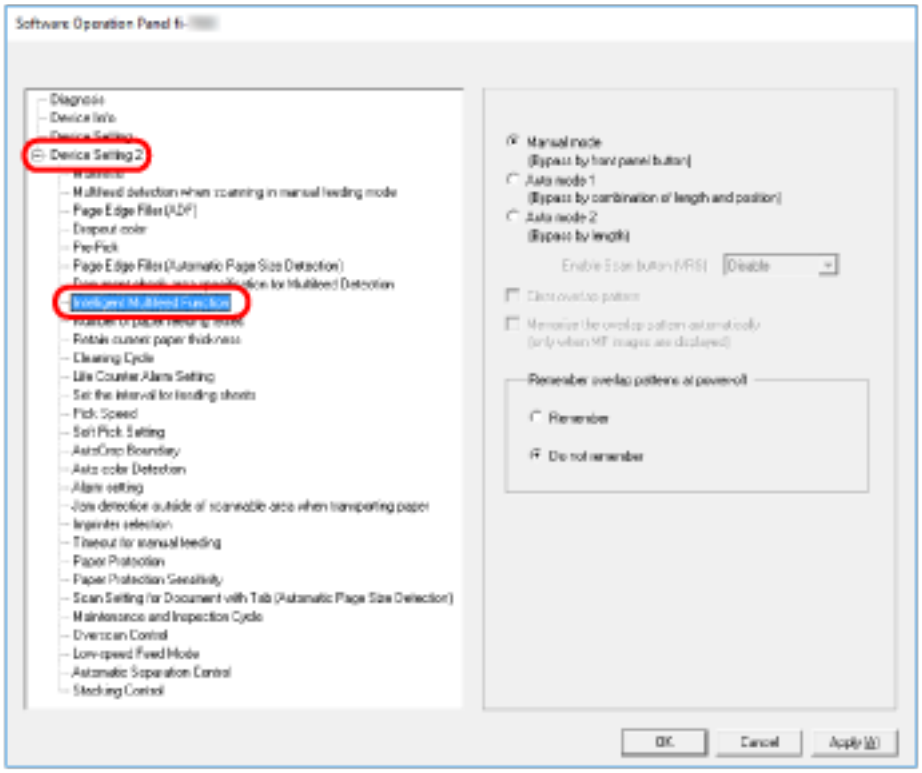
Since the detection range (length) is less than 8 mm, multifeeds cannot be detected correctly.

Specifying an Area Not to Detect Multifeed [Intelligent Multifeed Function]

When there is paper of the same size attached to a designated location on the page, the scanner can memorize the location of the attachment and can be configured not to detect multifeeds for that location. To configure this setting, you first need to select [Check Overlapping (Ultrasonic)] for the multifeed detection setting in Specifying a Multifeed Detection Method [Multifeed] (page 263) or the scanner driver's setup dialog box.

1 Start up the Software Operation Panel.
Refer to Starting Up the Software Operation Panel (page 202).

2 From the list on the left, select [Device Setting 2] → [Intelligent Multifeed Function].



3 Select an operation mode and click the [OK] button.

Mode	Description
Manual mode	Specify whether to stop feeding the documents when a multifeed is detected or resume the scan by loading the documents back on the hopper. The size and location of the paper attachment are not memorized.

Mode	Description
Auto mode 1	Specify whether to memorize the length and position of a piece of paper that is attached on a document when a multifeed is detected. Once memorized, when a paper attachment of a similar pattern is detected, the scanner ignores it to suppress multifeed detection.
Auto mode 2	Specify whether to memorize the length of the longest piece of paper that is attached on a document when a multifeed is detected. Once memorized, when a paper attachment of the same length or shorter is detected, the scanner ignores it to suppress multifeed detection.

HINT

- By selecting the [Clear overlap pattern] check box, you can erase the overlapping patterns (length, position) that were memorized in Auto mode.
- By selecting the [Memorize the overlap pattern automatically] check box, you can enable the function for memorizing an overlap pattern when overlapped documents are detected in Auto mode.
  Note that you first need to select [Stop and Show Image] for [Multifeed Detection] in the scanner driver's setup dialog box.
- In [Remember overlap patterns at power-off], you can select whether or not to keep the overlap pattern upon turning the power off. When [Remember] is selected, you can use the most recent overlap patterns memorized in Auto mode 1 (for eight documents) and an overlap pattern memorized in Auto mode 2 the next time the scanner is powered on.
- This setting can also be configured from the operator panel.

For information about the procedure after this step, refer to Bypassing Multifeed Detection for a Fixed Format (page 117).

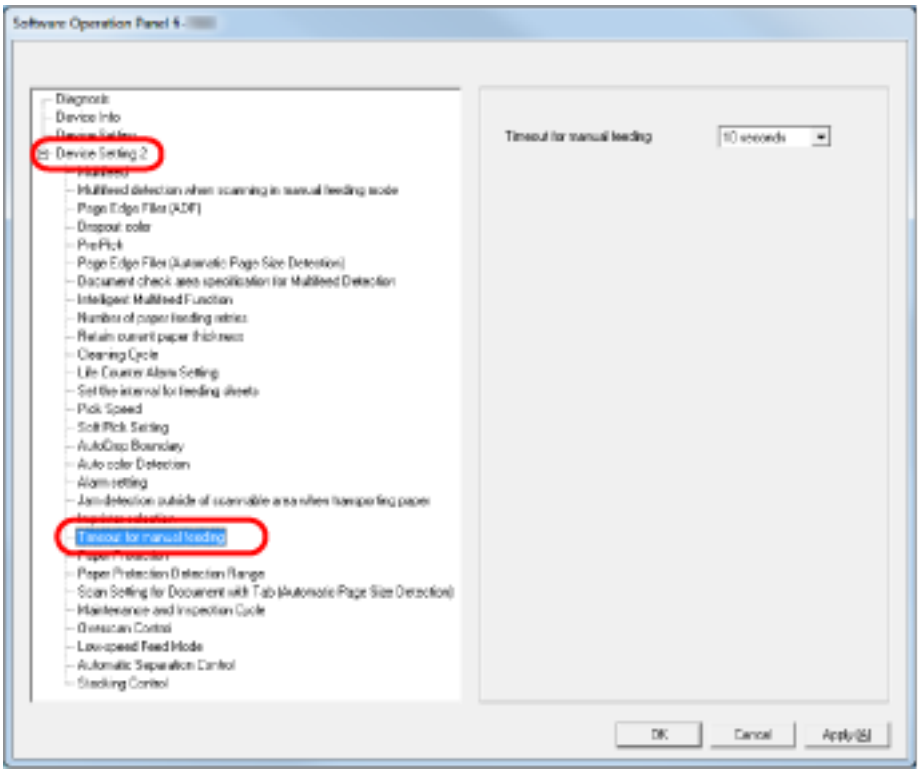
Settings Related to Waiting Time

Setting the Waiting Time for Manual Feeding [Timeout for manual feeding]

When you scan by manually loading one sheet at a time (Manual feeding mode), you can specify the waiting time (interval) for feeding the next sheet, in which scanning can be continued.
When the specified time elapses, the scan is automatically stopped and manual feeding is canceled.
To cancel Manual Feeding mode immediately, press the [Counter Reset] button during the timeout period.

1 **Start up the Software Operation Panel.**
Refer to Starting Up the Software Operation Panel (page 202).

2 **From the listing on the left, click [Device Setting 2] → [Timeout for manual feeding].**



3 **Specify a value of the timeout for manual feeding.**
To enable the timeout setting, select the timeout period for manual feeding until loading the next document after the previous one.

HINT

- The scanner waits for the period of manual feed timeout even if scanning starts with no document loaded on the hopper.

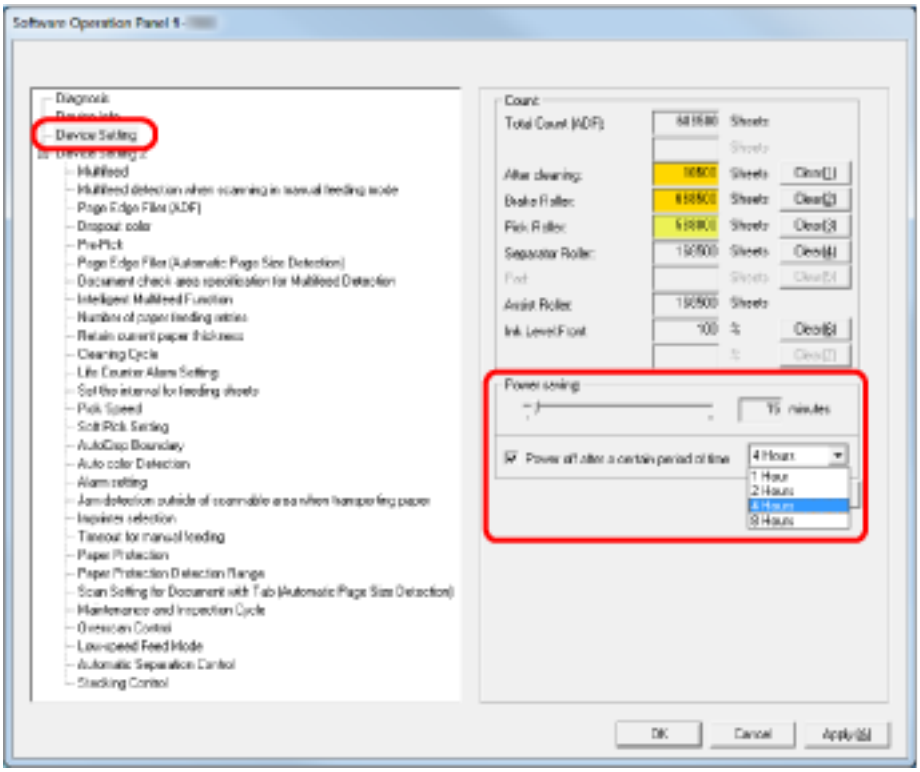
- This setting can also be configured from the operator panel.

Setting the Waiting Time to Enter Power Saving Mode [Power saving]

When the scanner is not being used for a certain period of time, it enters power saving mode to save the power consumption.

1 **Start up the Software Operation Panel.**
Refer to Starting Up the Software Operation Panel (page 202).

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



3 **Use the slide bar to specify the waiting time to enter power saving mode.**
The value can range from 5 to 115 minutes (in increments of 5).

> **HINT**
> When you select the [Power off after a certain period of time] check box, the scanner will turn itself off automatically if it is turned on and left unused for the set time.
> The time until power-off can be selected from 1/2/4/8 hours.

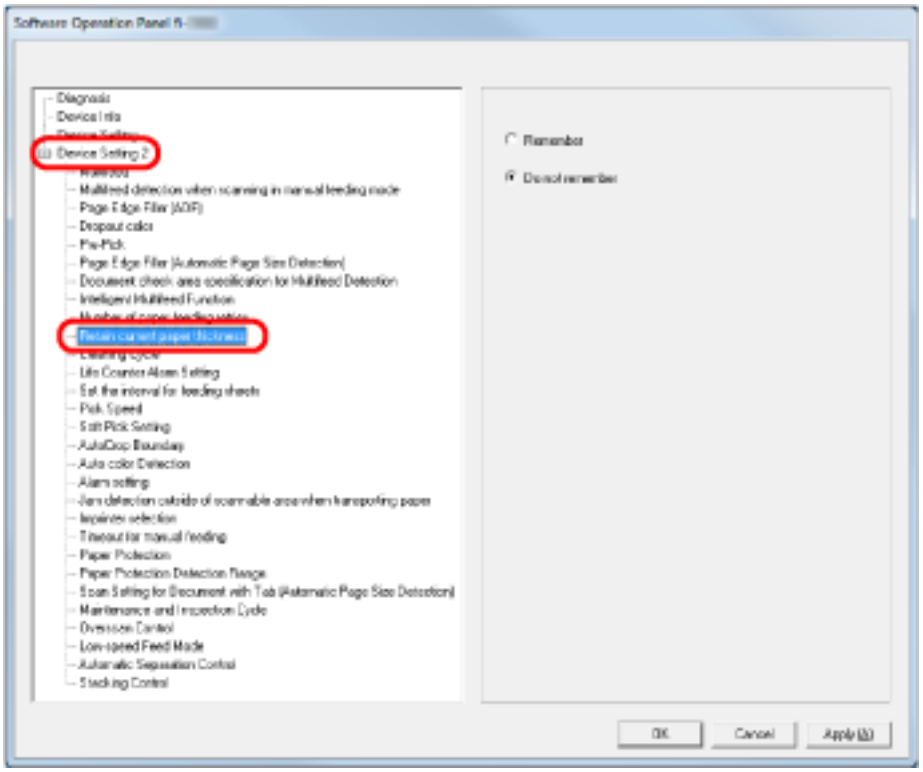
Settings Related to Power ON/OFF Control

Setting the Paper Separation Force upon Turning the Power Off [Retain current paper thickness]

Specify whether or not to memorize the paper separation force setting of the operator panel upon turning the power off.

1. **Start up the Software Operation Panel.**
   Refer to Starting Up the Software Operation Panel (page 202).

2. **From the listing on the left, click [Device Setting 2] → [Retain current paper thickness].**



3. **Specify whether or not to memorize the paper separation force setting of the operator panel upon turning the power off.**
   When [Remember] is selected, you can use the memorized setting next time the scanner is powered on.

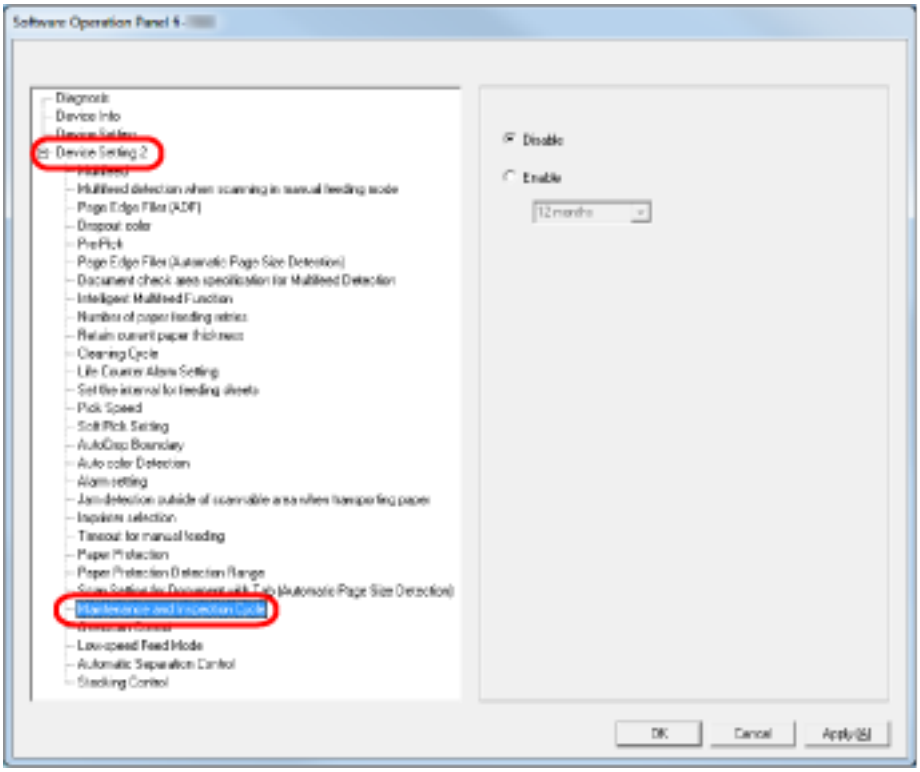
Settings Related to Maintenance/Options

Setting the Maintenance/Inspection Cycles for the Scanner [Maintenance and Inspection Cycle]

You can specify the cycle of regular maintenance/inspection by a service engineer.
A message for regular maintenance appears when the time specified here elapses after the last time regular maintenance/inspection was performed. Messages for regular maintenance can be checked in [Information] of the operator panel.

1. **Start up the Software Operation Panel.**
   Refer to Starting Up the Software Operation Panel (page 202).

2. **From the list on the left, select [Device Setting 2] → [Maintenance and Inspection Cycle].**



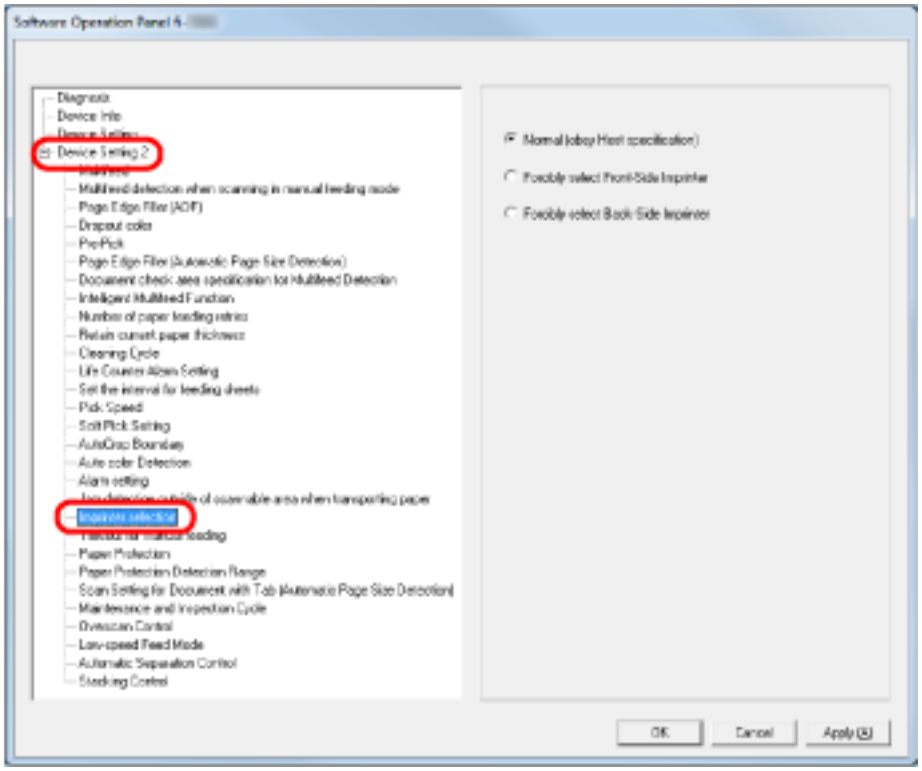
3. **Select whether to enable or disable [Maintenance and Inspection Cycle].**
   When you enable this setting, select a cycle for maintenance/inspection by a service engineer.

Imprinter Settings [Imprinter selection]

Specify which imprinter to use when both the Front-Side Imprinter and Back-Side Imprinter are installed.
This setting does not appear when no imprinter is installed.

1. **Start up the Software Operation Panel.**
   Refer to Starting Up the Software Operation Panel (page 202).

2. **From the listing on the left, click [Device Setting 2] → [Imprinter selection].**



3. **Select the Imprinter to use.**

Normal (obey Host specification)

Follows the scanner driver setting.

Forcibly Select Front-Side Imprinter

Forces the Front-Side Imprinter to be used unless specified otherwise by the scanner driver.

Forcibly Select Back-Side Imprinter

Forces the Back-Side Imprinter to be used unless specified otherwise by the scanner driver.

HINT

- For information about Imprinters, refer to Scanner Options (page 286).
- This setting can also be configured in the scanner driver's setup dialog box. When [Normal (obey Host specification)] is selected, priority is given to the scanner driver settings. When

[Forcibly select Front-Side Imprinter] or [Forcibly select Back-Side Imprinter] is selected, priority is given to the Software Operation Panel settings.

Appendix

Basic Specification

Item		Specification	Notes
Scanner type		ADF (Automatic Document Feeder) and manual feed	-
Image sensor		Color CCD × 2 (front, back)	-
Light source		White LED array × 4 (front, back)	-
Scanning area	Minimum	52 × 74 (mm) / 2.05 × 2.91 (in.) (portrait)	-
	Maximum	304.8 × 431.8 mm/12.0 × 17.0 in. (A3 portrait (297 × 420 mm)/ 11.7 × 16.5 in.)	(*1) (*2)
Paper weight		A5 or larger, A4/Letter or smaller: 20 to 209 g/m^2 (5.4 to 56 lb) Smaller than A5, larger than A4: 41 to 209 g/m^2 (11 to 56 lb)	-
Scanning speed (A4, Landscape) (*3)	Binary (black & white)	Simplex: 110 sheets/min, Duplex: 220 pages/min [fi-7800] Simplex: 140 sheets/min, Duplex: 280 pages/min [fi-7900]	200 dpi / 300 dpi
	Grayscale		
	Color		
Loading capacity (*4)		500 sheets	Paper weight: 80 g/m^2 (20 lb) Total thickness: 50 mm or less Total weight: 5 kg or less * When hopper level is set to [Lower]
Optical resolution		600 dpi	-
Output resolution	Binary (black & white)	50 to 600 dpi, 1200 dpi	Configurable by 1 dpi 1200 dpi images are generated by the scanner driver.
	Grayscale		
	Color		
Grayscale level		256 gradation levels	Internal processing: 1024 gradation levels (10-bit)

Item	Specification	Notes
Halftone pattern	Dither/error diffusion	-
Interface	USB2.0/USB1.1 (*5)	Type B
LCD	Display: FSTN (black & white) Displayed dots: 110 × 65 Displayed lines: 16 × 5 (characters × rows)	-
Other function	Hardware real-time JPEG compression	Grayscale/color

***1:**Long Page Scanning supports scanning of documents with a length up to 5588 mm (220 in.) in the feeding direction.
Note that the resolution must be set to the following dpi value depending on the document size.

- A length that exceeds Double Letter (432 mm) but does not exceed 863 mm
  400 dpi or less
- A length that exceeds 863 mm but does not exceed 3175 mm
  300 dpi or less
- A length that exceeds 3175 mm but does not exceed 5588 mm
  200 dpi or less

***2:**For Manual Feed mode (Single Feed mode), scanning up to A2/A1 size is possible.
You can scan a document folded in half and merge both sides of the image.

***3:**Note that this is the hardware limitation, and the software's processing time such as data transfer time is added to the actual time of scanning.
The system environment used for measuring scan speed is as follows:

Operating system	Windows 10
CPU	Intel® Core™ i3-10105 3.7 GHz
Memory	8 GB
Storage	SSD

***4:**The capacity varies depending on the paper weight. Refer to Documents for Scanning (page 59).

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

Installation Specification

Item		Specification
Outer dimensions (W × D × H) (*1)		460 × 430 × 310 (mm) / 18.1 × 16.9 × 12.2 (in.)
Installation space (W × D × H) (*2)		660 × 980 × 961 (mm) / 26.0 × 38.6 × 37.8 (in.)
Weight		32 kg (70.5 lb)
Input power	Voltage range	100 to 240 Vac ±10%
	Phase	Single phase
	Frequency range	50/60 Hz ±3 Hz
Power consumption	Operating	200 W or less
	Power saving	3.2 W or less (100 to 240 Vac)
	Power off	less than 0.3 W (100 to 240 Vac)
Ambient conditions	Temperature	Operating: 5 to 35℃ (41 to 95°F), Not operating: -20 to 60℃ (-4 to 140°F)
	Humidity	Operating: 20 to 80%, Not operating: 8 to 95%
Calorific value	Operating	172 kcal/h or less
	Power Saving	2.8 kcal/h or less (100 to 240 Vac)
	Power-off	less than 0.26 kcal/h (100 to 240 Vac)
Shipping weight (*3)		39 kg (86.0 lb)
Support period		5 years

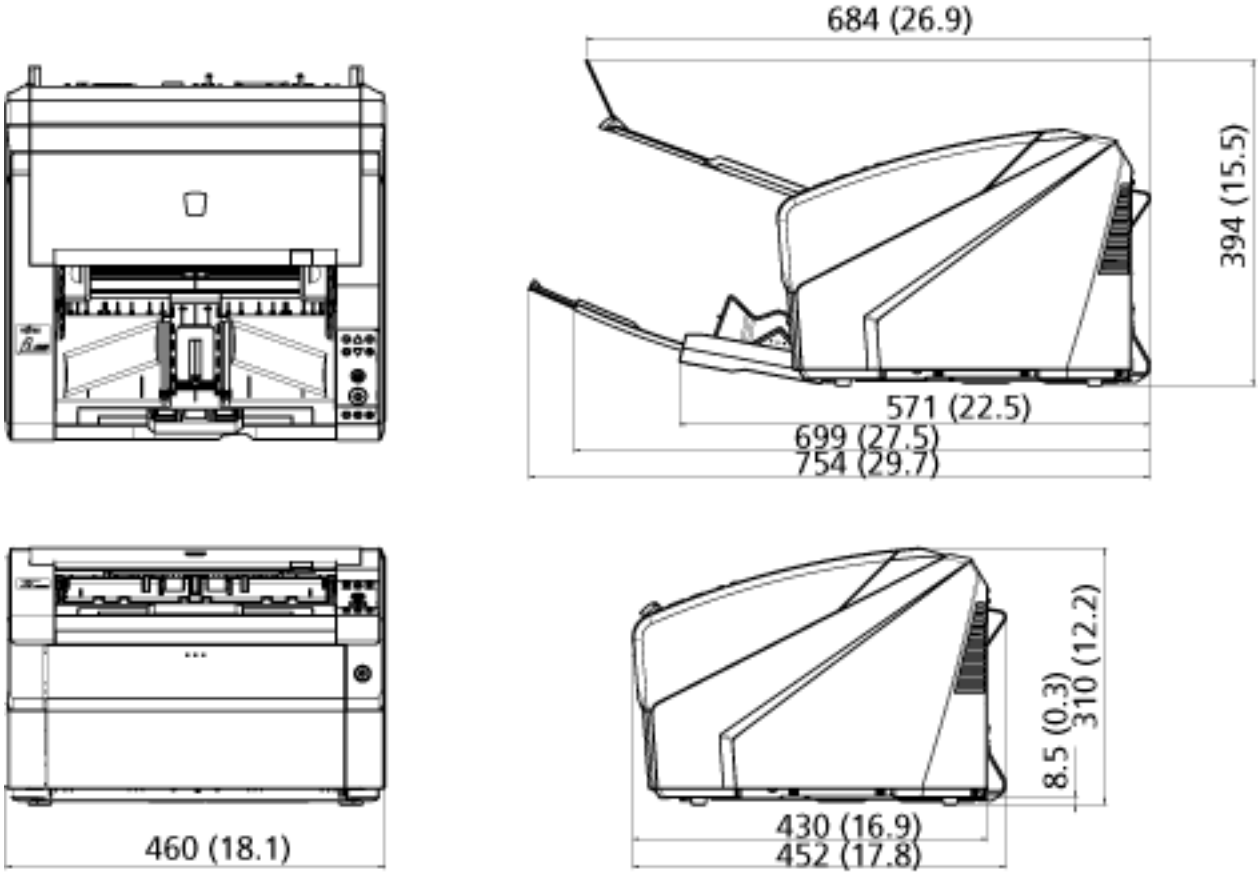
***1:**The depth excludes the hopper, stacker, and tabs.

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

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

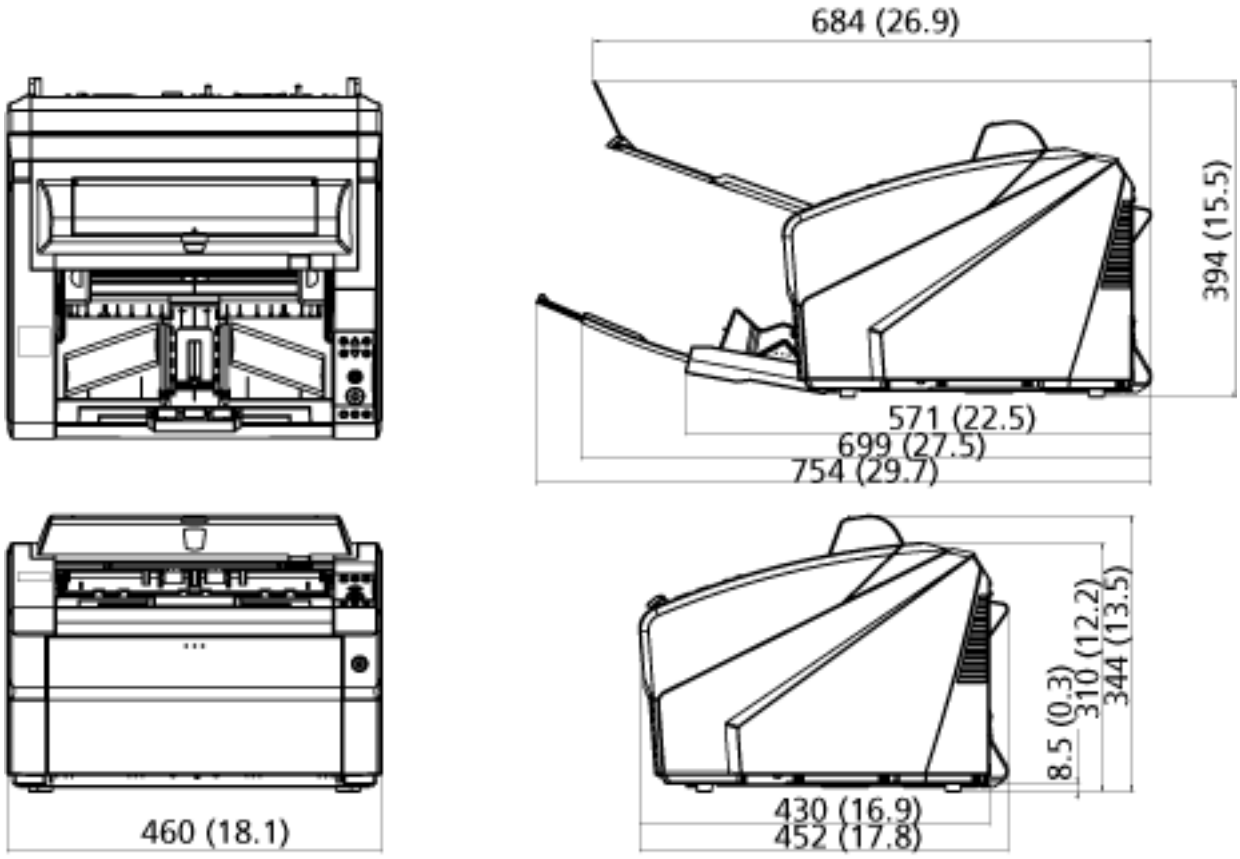
Outer Dimensions

The outer dimensions are as follows:



Unit: mm (in.)

The outer dimensions when the Back-Side Imprinter is installed are as follows:



Unit: mm (in.)

Scanner Options

Name	Part No.	Specification	Description
fi-680PRF	FI-680PRF	PA03575-D201	This is an imprinter option for the front side. Prints alphanumeric character strings on the scanned document. It prints characters on the front surface of the document after the image has been scanned. You can use this imprinter to manage documents by printing the user name, date, and serial number. For details about the fi-680PRF (Front-Side Imprinter), refer to the fi-680PRF/PRB Operator's Guide.
fi-680PRB	FI-680PRB	PA03575-D203	This is an imprinter option for the back side. Prints alphanumeric character strings on the scanned document. It prints characters on the back surface of the document after the image has been scanned. You can use this imprinter to manage documents by printing the user name, date, and serial number. For details about the fi-680PRB (Back-Side Imprinter), refer to the fi-680PRF/PRB Operator's Guide.

For details about purchasing the scanner options and more information, contact the distributor/dealer where you purchased this product. Refer to the contact information in the Contact List or the Contact for Inquiries section in Safety Precautions bundled with this product and make an inquiry.

ATTENTION

fi-680PRF and fi-680PRB can be installed on this scanner together. However, you cannot print character strings with both imprinters at the same time.

Make sure to specify one imprinter at a time.

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) Bundle
- When uninstalling Software Operation Panel
  Select [Software Operation Panel].
- When uninstalling Error Recovery Guide
  Select [Error Recovery Guide for fi-7800/fi-7900].
- 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-7800/fi-7900].
- 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/

  - 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 Consumables or Cleaning Materials**

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