
ScandAll PRO ScanSnap mode Add-in V1.0 User's Guide

[How to Use
This Manual](#)

[Introduction](#)

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Explains about ScanSnap mode.

Prior to Use

Explains how to scan documents using
ScanSnap mode.

**Scanning with
ScanSnap
mode**

How to Use This Manual

The following shows the tips for using this manual.

- To display or print this manual, either Adobe® Acrobat® (7.0 or later) or Adobe® Reader® (7.0 or later) is required.
- You can use the Adobe® Acrobat® or Adobe® Reader® Search tool to search this manual.

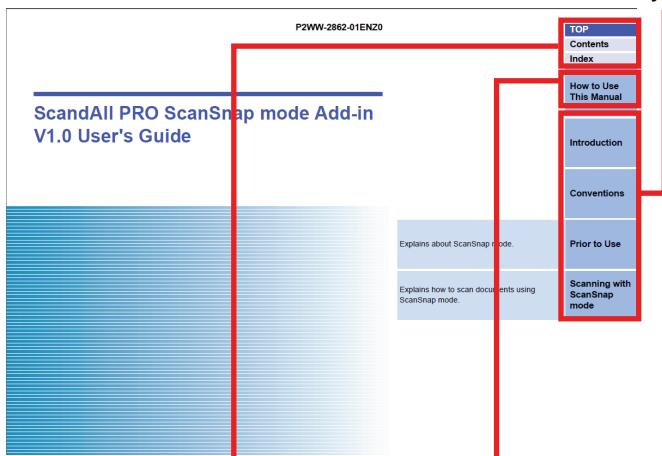
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- Use the [Page Up] key to return to the previous page, and the [Page Down] key to go to the next page.
- Click a blue character string, tab or contents/index title (where the

mouse cursor changes into a shape such as ) to jump to the link.

Common for all pages

Jumps to the first page of each chapter.
These tabs are on every page.



TOP : Jumps to the cover page. Jumps to this page.
Contents : Jumps to the contents page. This tab is on every page.
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How to Use This Manual

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Scanning with ScanSnap mode

Introduction

Thank you for using ScandAll PRO ScanSnap mode Add-in (hereinafter referred to as "ScanSnap mode").

The contents of this manual may be changed following updates of ScanSnap mode.

The latest version of the ScanSnap mode User's Guide is available from the Web site below. An Internet connection is required for downloading.

<http://www.fujitsu.com/global/support/computing/peripheral/scanners/manual/scandal.html>

About This Product

ScandAll PRO is an application that enables you to display and edit images scanned with an Image Scanner fi Series scanner. ScanSnap mode, an application for additional functions, can be installed when ScandAll PRO is installed.

This manual describes how to use ScanSnap mode for scanning with an Image Scanner fi Series scanner.

For details about ScandAll PRO, refer to the ScandAll PRO V2.0 User's Guide. For details about the functions of ScanSnap mode, refer to the ScanSnap mode Help.

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Use in High-Safety Applications

This product has been designed and manufactured on the assumption that it will be used in office, personal, domestic, regular industrial, and general purpose applications. It has not been designed and manufactured for use in applications (simply called "high-safety applications" from here on) that directly involve danger to life and health when a high degree of safety is required, for example, in the control of nuclear reactions at nuclear power facilities, automatic flight control of aircraft, air traffic control, operation control in mass-transport systems, medical equipment for sustaining life, and missile firing control in weapons systems, and when provisionally the safety in question is not ensured. The user should use this product with adopting measures for ensuring safety in such high-safety applications. PFU LIMITED assumes no liability whatsoever for damages arising from use of this product by the user in high-safety applications, and for any claims or compensation for damages by the user or a third party.

Conventions

Symbols Used in This Manual

In this manual, the following symbols are used to describe operations.



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



This symbol alerts operators to helpful advice regarding operation.

Abbreviations Used in This Manual

The following abbreviations are used in this manual:

Product	Indication
• Windows® XP Home Edition	Windows XP (*1)
• Windows® XP Professional	
• Windows® XP Professional x64 Edition	
• Windows Server® 2003 R2, Standard Edition	Windows Server 2003 (*1)
• Windows Server® 2003 R2, Standard x64 Edition	

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

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Product	Indication
• Microsoft® Office SharePoint® Portal Server 2003	SharePoint
• Microsoft® Office SharePoint® Server 2007	
• Microsoft® SharePoint® Server 2010	
• Microsoft® Windows® SharePoint® Services 2.0 / 3.0	
• Microsoft® SharePoint® Foundation 2010	
• Microsoft® Office Word 2002	Word
• Microsoft® Office Word 2003	
• Microsoft® Office Word 2007	
• Microsoft® Word 2010	
• Microsoft® Office Excel® 2002	Excel
• Microsoft® Office Excel® 2003	
• Microsoft® Office Excel® 2007	
• Microsoft Excel® 2010	
• Microsoft® Office PowerPoint® 2002	PowerPoint
• Microsoft® Office PowerPoint® 2003	
• Microsoft® Office PowerPoint® 2007	
• Microsoft® PowerPoint® 2010	
Adobe® Acrobat®	Adobe Acrobat
Adobe® Reader®	Adobe Reader
ABBYY FineReader for ScanSnap™	ABBYY FineReader for ScanSnap
ScandAll PRO ScanSnap mode Add-in	ScanSnap mode

*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 the [Start] menu → [All Programs].

Screen Examples in This Manual

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

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

This manual uses screenshots from Windows Vista. The windows that appear and the operations differ by the operating system that you are using.

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Chapter 1 Prior to Use

This chapter describes the overview, features and starting procedures of ScandAll PRO.

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**How to Use
This Manual**

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**Scanning with
ScanSnap
mode**

1.1 Overview

What is ScanSnap mode?

ScanSnap mode, an application for additional functions, can be installed when ScandAll PRO is installed.

Configured for a scanner driver, ScanSnap mode allows you to scan a document to make image data. A TWAIN driver is required for scanning.

You can save the scanned images as PDF or JPEG files with a single press of the [Scan] button on the scanner, without configuring any particular settings.

It provides a post-scan choice where you select an application from the "Quick Menu" which appears after scanning, and then perform tasks such as creating image data, or sending/printing the scanned images.



- For details about ScandAll PRO, refer to the ScandAll PRO V2.0 User's Guide.
- For details about the functions of ScanSnap mode, refer to the ScanSnap mode Help.
- ScanSnap mode outputs image data for document filing with an Image Scanner fi Series scanner. The image quality cannot be adjusted. When you need to adjust the image quality, use ScandAll PRO for scanning documents.

1.2 Features

ScanSnap mode has the following features:

- Outputs the scanned images as PDF or JPEG files with a single press of the [Scan] button on the scanner. You can scan long pages by pressing the [Send to] button on the scanner.
- Sends the scanned image and the save directory information by sending an e-mail or printing.
- Monitors the scanner status and indicates whether the scanner can be used with the icon on the taskbar.
- Converts the scanned images into the following types of files by using ABBYY FineReader for ScanSnap. ABBYY FineReader for ScanSnap can be installed at the same time as ScanSnap mode.
 - Word
 - Excel
 - PowerPoint
- Automatically saves the scanned images in the specified server by linking with SharePoint.
- Allows editing scanned images (PDF files). You can overwrite the data, or save the edited data under a different file name.

1.3 System Requirements

System Requirements

ScanSnap mode including ScandAll PRO has the following system requirements:

Operating system (*1)	Windows® XP Home Edition (Service Pack 3 or later) Windows® XP Professional (Service Pack 3 or later) Windows® XP Professional x64 Edition (Service Pack 2 or later) Windows Server® 2003 R2, Standard Edition (Service Pack 2 or later) Windows Server® 2003 R2, Standard x64 Edition (Service Pack 2 or later) Windows Vista® Home Basic (32/64-bit) (Service Pack 1 or later) Windows Vista® Home Premium (32/64-bit) (Service Pack 1 or later) Windows Vista® Business (32/64-bit) (Service Pack 1 or later) Windows Vista® Enterprise (32/64-bit) (Service Pack 1 or later) Windows Vista® Ultimate (32/64-bit) (Service Pack 1 or later) Windows Server® 2008 Standard (32/64-bit) Windows Server® 2008 R2 Standard (64-bit) Windows® 7 Home Premium (32/64-bit) Windows® 7 Professional (32/64-bit) Windows® 7 Enterprise (32/64-bit) Windows® 7 Ultimate (32/64-bit)
CPU	Intel® Core™ 2 Duo 2.2 GHz or higher recommended

Memory	2 GB or more recommended
Display resolution (*2)	1024 × 768 pixels or more, and 65536 colors or more
Disk space	1.3 GB or more of free space (*3)

*1 : ScandAll PRO is supported as a 32-bit application which can operate on a 64-bit operating system.

*2 : When the font size is too large, some screens may not be shown correctly. In this case, decrease the font size.

*3 : Required disk space varies according to the file size of the scanned images.

Supported Models

ScanSnap mode supports the following models:

- fi-6670 / fi-6670A / fi-6750S / fi-6770 / fi-6770A
- fi-5530C2
- fi-6130Z / fi-6230Z / fi-6140Z / fi-6240Z
- fi-6130 / fi-6230 / fi-6140 / fi-6240
- fi-6110

Depending on the model, updating firmware or drivers might be required for operation. For details, refer to "[2.7 Updating Firmware/Drivers](#)" (page 33).

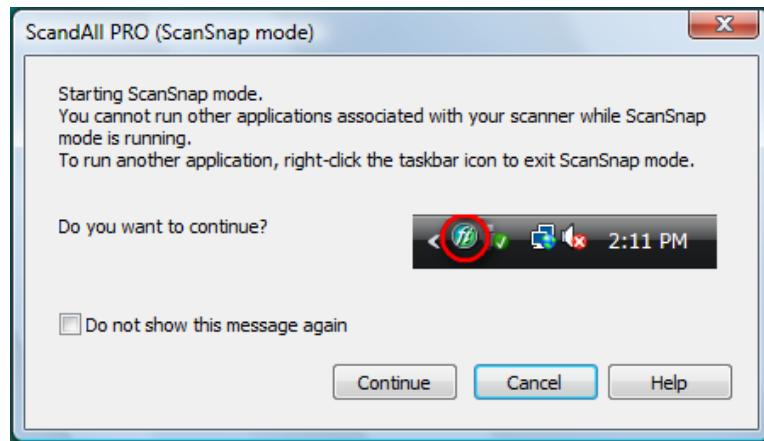


In the following cases, ScanSnap mode cannot be used :

- When the scanner is connected to a fi-5000N
- When the scanner is connected using a SCSI cable

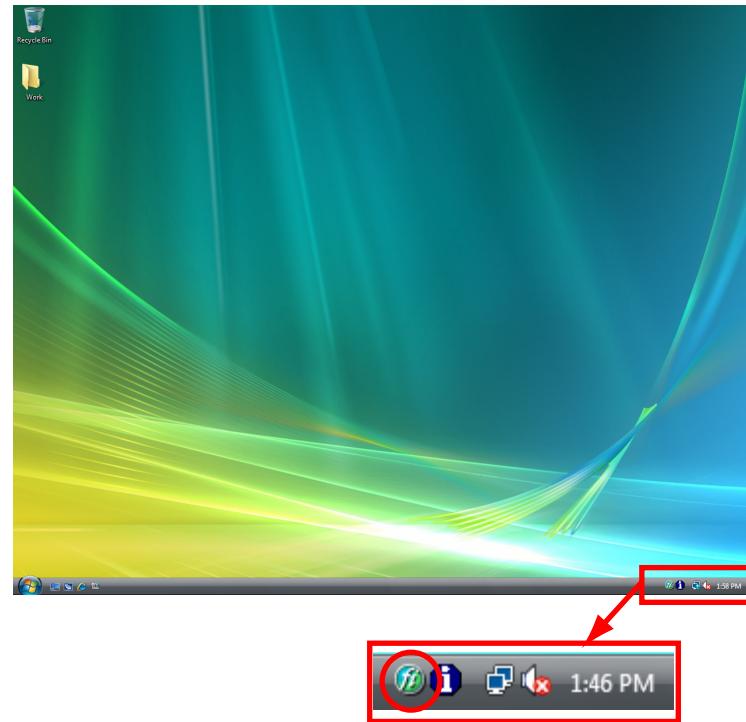
1.4 Launching

1. Select the [Start] menu → [All Programs] → [Fujitsu ScandAll PRO] → [ScanSnap mode].
⇒ A dialog box to confirm whether to continue with the startup process appears.



 When the [Do not show this message again] check box is selected, this dialog box will not appear from next time.

2. Click the [Continue] button.
⇒ ScanSnap mode starts up, and the icon appears on the taskbar.





- To use ScanSnap mode, TWAIN driver must be installed.
- To start ScanSnap mode, exit other applications that use the scanner.
- If you start another application which uses the scanner when ScanSnap mode is running, take note of the following:
 - To start ScandAll PRO
If you start ScandAll PRO when ScanSnap mode is running, ScanSnap mode is suspended, and you can use the scanner with ScandAll PRO.
 - To start an application other than ScandAll PRO
You need to exit the ScanSnap mode. Right-click the ScanSnap mode icon and select [Exit].
- When one of the following dialog boxes is shown, updating scanner firmware or drivers is required.
 - When updating firmware is required



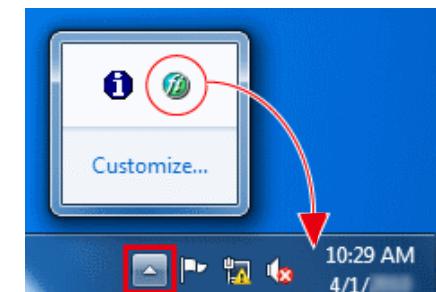
– When updating a driver is required



For details about the updating method, refer to "[2.7 Updating Firmware/Drivers](#)" (page 33).



- In Windows Server 2008 R2 Standard or Windows 7, the ScanSnap mode icon is displayed in the menu that appears when you click on the taskbar.
To always show the ScanSnap mode icon on the taskbar, drag the icon and drop it onto the taskbar.



- To start automatically when you login, select the [Start] menu → [All Programs] → [Fujitsu ScandAll PRO] → [Tools] → [Add ScanSnap mode to Startup].
To NOT start automatically when you login, select the [Start] menu → [All Programs] → [Fujitsu ScandAll PRO] → [Tools] → [Remove ScanSnap mode from Startup].

- When you press the [Scan] button on the scanner just after power on, the event selection screen of the scanner may be displayed. When you disable the event selection screen, configures settings with the following procedures.

The windows that appear and the operations differ by the operating system that you are using.

1. Select the [Start] menu → [Control Panel].
⇒ The [Control Panel] window appears.
2. Select the [Hardware and Sound] icon.
⇒ The [Hardware and Sound] window appears.
3. Select the [Scanners and Cameras] icon.
⇒ The [Scanners and Cameras] window appears.
4. Double-click the scanner icon.
⇒ The scanner properties dialog box appears.
5. Select the [Events] tab, and then select [Take no action] on [Actions].

Chapter 2 Scanning with ScanSnap mode

This chapter describes how to scan documents with the scanner using ScanSnap mode.

ScanSnap mode outputs image data for document filing with an Image Scanner fi Series scanner. The image quality cannot be adjusted. When you need to adjust the image quality, use ScandAll PRO for scanning documents.

For details about scanning documents with the scanner using ScandAll PRO, refer to ScandAll PRO V2.0 User's Guide.

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**Scanning with
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mode**

2.1 ScanSnap mode Icon and Menu

ScanSnap mode Icon

When ScanSnap mode is running, the ScanSnap mode icon  appears on the taskbar.

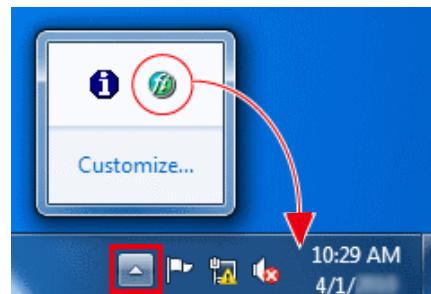
The ScanSnap mode icon also indicates whether or not ScanSnap mode is successfully communicating with the scanner. The appearance of the icon changes according to the communication status as shown below.

Status	Icon on the Taskbar
Communicating	
Not communicating	

Clicking this icon shows menus for which you can configure the settings to start scanning and change scan settings.

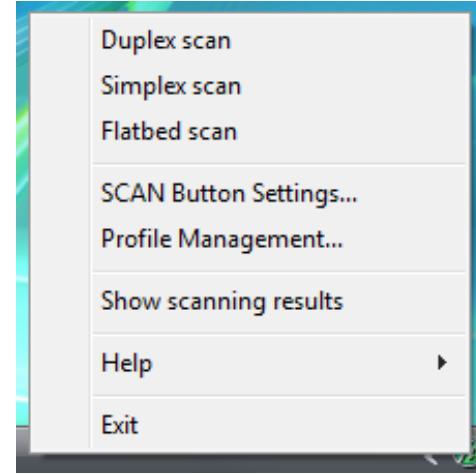


In Windows Server 2008 R2 Standard or Windows 7, the ScanSnap mode icon is displayed in the menu that appears when you click  on the taskbar.
To always show the ScanSnap mode icon on the taskbar, drag the icon and drop it onto the taskbar.

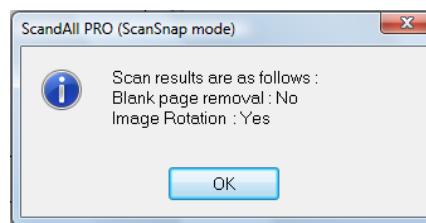


Right-Click Menu

This menu appears when you right-click the ScanSnap mode icon .

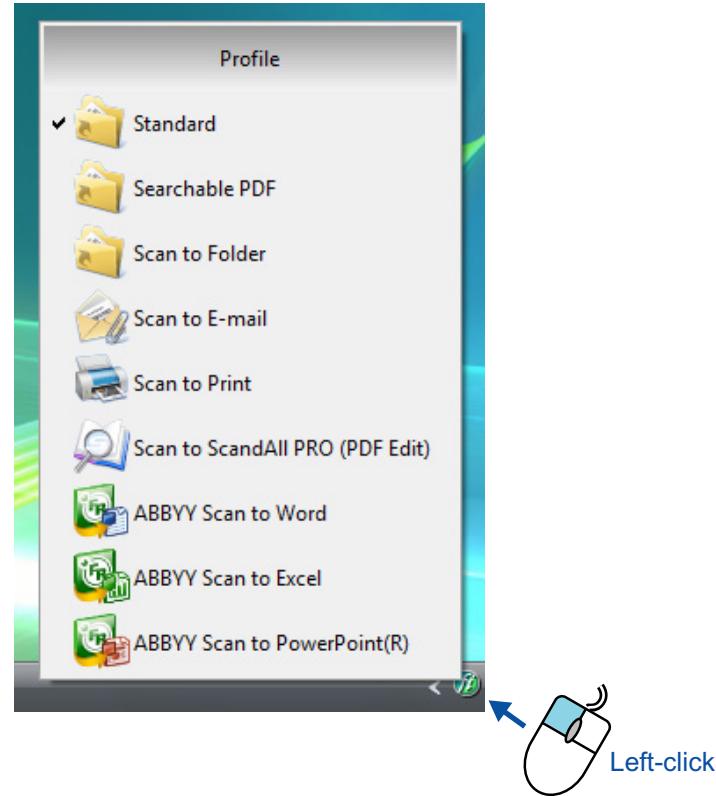


Menu option	Used to...
Duplex scan	Scan both sides of the document. Follows [Scan Button Settings] for other settings.
Simplex scan	Scan only one side of the document. Follows [Scan Button Settings] for other settings.
Flatbed scan	Scan the document with the flatbed. Follows [Scan Button Settings] for other settings. This option is available when the connected scanner is equipped with a flatbed.

Menu option	Used to...
Scan Button Settings	Display the ScandAll PRO (ScanSnap mode) setup dialog box. You can configure the scan settings in this dialog box when performing a scan. You can also configure whether or not to use the Quick Menu. For details, refer to " 2.2 Scanning Methods " (page 20).
Profile Management	Display the [Profile Management] dialog box. You cannot select [Profile Management] when the [Use Quick Menu] check box is selected in the ScandAll PRO (ScanSnap mode) setup dialog box.
Show scanning results	After scanning is completed, a message appears to inform you of scan results, whether blank pages are removed or the orientation is changed. 
Help	Display the Help topics, the version information, and the setup dialog box.
Exit	Exit ScanSnap mode.

Left-Click Menu

This menu appears when you left-click the ScanSnap mode icon .



If you are not using the Quick Menu, you can select a profile from the Left-Click Menu.

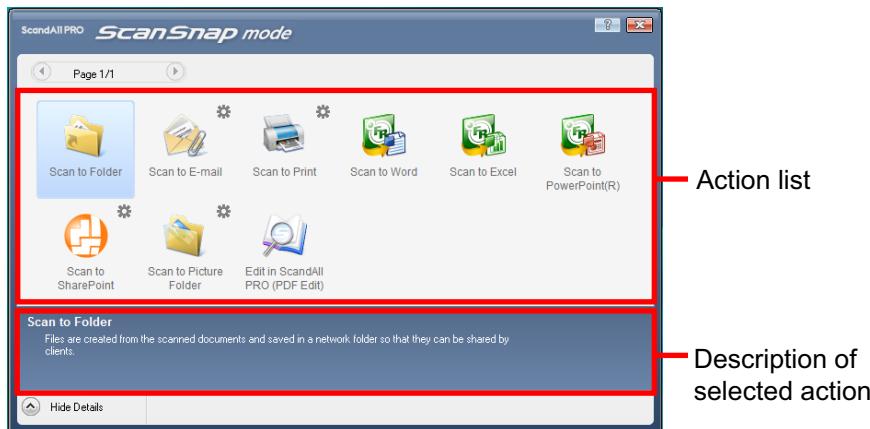
For details about how to save and manage profiles, refer to "[2.6 Saving Scan Settings](#)" (page 29).



Clear the [Use Quick Menu] check box in the ScandAll PRO (ScanSnap mode) setup dialog box to display the Left-Click Menu. The Left-Click Menu does not appear when this check box is selected.

Quick Menu

To display the Quick Menu, perform a scan after selecting the [Use Quick Menu] check box in the ScandAll PRO (ScanSnap mode) setup dialog box.



Menu option	Used to...
Scan to PowerPoint(R) (*1)	Create a PowerPoint file by converting the scanned image data into text data.
Scan to SharePoint (*2)	Save the scanned image data in the SharePoint site.
Scan to Picture Folder	Create JPEG files from the scanned image data, and save them in the pictures folder.
Edit in ScandAll PRO (PDF Edit)	Edit scanned image data (PDF files).

*1 : Displayed when ABBYY FineReader for ScanSnap is installed.

*2 : Displayed when Scan to Microsoft SharePoint is installed.

Item List

Menu option	Used to...
Scan to Folder	Create PDF or JPEG files from the scanned image data, and save them in a specified folder (shared folder).
Scan to E-mail	Create PDF or JPEG files from the scanned image data, and start an e-mail program with the PDF or JPEG files attached to an e-mail message.
Scan to Print	Print the scanned image data with a printer.
Scan to Word (*1)	Create a Word file by converting the scanned image data into text data.
Scan to Excel (*1)	Create an Excel file by converting the scanned image data into text data.

The application of the selected item starts up and performs the selected action.



For details about the functions of ScandAll PRO (PDF Edit), refer to the ScandAll PRO (PDF Edit) Help.

2.2 Scanning Methods

There are two ways to scan documents by using ScanSnap mode.

Selecting an Application After Scanning (Quick Menu)

This is an easy way to perform scanning even if you are using the scanner for the first time.

It provides a post-scan choice where you select an application from the "Quick Menu" which appears after scanning, and then perform tasks such as creating image data, or sending/printing the scanned images.

Note that this is the default scanning method.

For details, refer to "[2.3 Scanning with the Quick Menu](#)" (page 21).

Specifying an Application Before Scanning (Left-Click Menu)

This is a pre-scan choice where you specify the application and scan settings beforehand.

From the "Left-Click Menu" which appears when you click the ScanSnap mode icon on the taskbar with the left mouse button, you can perform scanning by simply selecting an application (predefined scan settings) and pressing the [Scan] button on the scanner.

This method is convenient when you want to scan documents without having to configure the scan settings each time.

For details, refer to "[2.4 Scanning with the Left-Click Menu](#)" (page 24).

2.3 Scanning with the Quick Menu

1. Check for the ScanSnap mode icon on the taskbar.



-  If the ScanSnap mode icon  is not displayed, start ScanSnap mode. For details on how to start ScanSnap mode, refer to "[1.4 Launching](#)" (page 13).
- In Windows Server 2008 R2 Standard or Windows 7, the ScanSnap mode icon is displayed in the menu that appears when you click  on the taskbar. For information on how to display the ScanSnap mode icon on the taskbar, refer to "[2.1 ScanSnap mode Icon and Menu](#)" (page 17).
- To start automatically when you login, select the [Start] menu → [All Programs] → [Fujitsu ScandAll PRO] → [Tools] → [Add ScanSnap mode to Startup].

4. Click the [OK] button to close the ScandAll PRO (ScanSnap mode) setup dialog box.

5. Load the document in the scanner.
For how to load the document in the scanner, refer to the Operator's Guide for the scanner you are using.

6. Press the [Scan] button on the scanner.
⇒ Scanning starts.



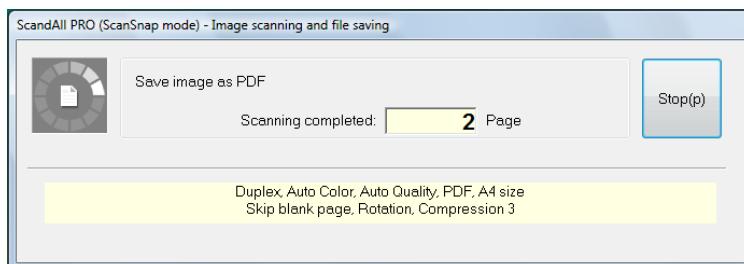
- Do not connect and disconnect the scanner and other USB devices during scanning.
- Do not switch users during scanning. Doing so will cancel scanning.

2. Select [Scan Button Settings] from the Right-Click Menu.
For details about Right-Click Menu, refer to "[Right-Click Menu](#)" (page 17).
⇒ The ScandAll PRO (ScanSnap mode) setup dialog box appears.
3. Select the [Use Quick Menu] check box.

-  If [Use Quick Menu] is not selected, the Quick Menu is not used for scanning. For details about scanning documents without using the Quick Menu, refer to "[2.4 Scanning with the Left-Click Menu](#)" (page 24).

- The default scanning mode (scanning side) when pressing the [Scan] button differs depending on the connected scanners such as the following:
 - When the connected scanner is equipped with a flatbed
[Auto Scan]
 - When the connected scanner is not equipped with a flatbed
[Duplex Scan (Double-sided)]
- You can change the setting of the [Scan] button by selecting from the [Scanning side] drop-down list on the [Scanning] tab in the ScandAll PRO (ScanSnap mode) setup dialog box.
- You can scan long pages (up to 863 mm / 33.98 in.) by pressing the [Send to] button on the scanner.
 - You can also start scanning from the ScanSnap mode icon  on the taskbar. For details, refer to "[Right-Click Menu](#)" (page 17).

⇒ A window appears during scanning to show the scanning process.



⇒ The Quick Menu appears when scanning is completed.

- If you do not want to display a window to show the scanning process, clear the [Show the scan progress]

status (recommended)] check box on the [Status Display] tab in the [ScandAll PRO (ScanSnap mode) - Preferences] dialog box, which appears when you click [Help] → [Preferences] from the Right-Click Menu. For more information, refer to the ScanSnap mode Help.

- When you press the [Scan] button on the scanner while scanning a document, the event selection window of the scanner may appear. When you disable the event selection screen, configures settings with the following procedures.
The windows that appear and the operations differ by the operating system that you are using.
 1. Select the [Start] menu → [Control Panel].
⇒ The [Control Panel] window appears.
 2. Select the [Hardware and Sound] icon.
⇒ The [Hardware and Sound] window appears.
 3. Select the [Scanners and Cameras] icon.
⇒ The [Scanners and Cameras] window appears.
 4. Double-click the scanner icon.
⇒ The scanner properties dialog box appears.
 5. Select the [Events] tab, and then select [Take no action] on [Actions].

7. From the application list of the Quick Menu, click an icon for the item to be performed.

Pointing an item with the mouse pointer displays an explanation of its action. For details about items, refer to "Quick Menu" (page 19).



- You cannot start scanning when the Quick Menu is displayed. Either select an icon from the Quick Menu and finish the process, or close the Quick Menu before you perform the next scan.
- Do not move, delete, or rename the scanned image in other applications when the Quick Menu is displayed.



- By default, documents are scanned with [Image quality] set to [Auto] and [Color mode] set to [Auto Color Detection].
- ScanSnap mode outputs image data for document filing with an Image Scanner fi Series scanner. The image quality cannot be adjusted. When you need to adjust the image quality, use ScandAll PRO for scanning documents. For details about scanning documents with the scanner using ScandAll PRO, refer to ScandAll PRO V2.0 User's Guide.
- Before scanning documents of printed or handwritten text, select the [Scanning] tab → [Option] button → [Setting for text only document] check box from the ScandAll PRO (ScanSnap mode) setup dialog box.

2.4 Scanning with the Left-Click Menu

- Check for the ScanSnap mode icon on the taskbar.



- If the ScanSnap mode icon  is not displayed, start ScanSnap mode. For details on how to start ScanSnap mode, refer to "1.4 Launching" (page 13).
- In Windows Server 2008 R2 Standard or Windows 7, the ScanSnap mode icon is displayed in the menu that appears when you click  on the taskbar. For information on how to display the ScanSnap mode icon on the taskbar, refer to "2.1 ScanSnap mode Icon and Menu" (page 17).
- To start automatically when you login, select the [Start] menu → [All Programs] → [Fujitsu ScandAll PRO] → [Tools] → [Add ScanSnap mode to Startup].

- Select [Scan Button Settings] from the Right-Click Menu.

For details about Right-Click Menu, refer to "Right-Click Menu" (page 17).

⇒ The ScandAll PRO (ScanSnap mode) setup dialog box appears.

- Clear the [Use Quick Menu] check box.



- If [Use Quick Menu] is selected, the Quick Menu is used for scanning. For details about scanning documents with Quick Menu Mode, refer to "2.3 Scanning with the Quick Menu" (page 21).

- Select a profile by using one of the following methods.

- Select a profile from the [Profile] drop-down list on the ScandAll PRO (ScanSnap mode) setup dialog box.
- Select a profile from the Left-Click Menu. Before selecting a profile from the Left-Click Menu, close the ScandAll PRO (ScanSnap mode) setup dialog box.

- Load the document in the scanner.

For how to load the document in the scanner, refer to the Operator's Guide for the scanner you are using.

- Press the [Scan] button on the scanner.

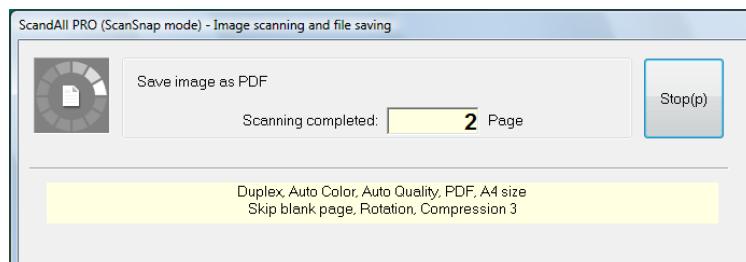
⇒ Scanning starts.



- Do not connect and disconnect the scanner and other USB devices during scanning.
- Do not switch users during scanning. Doing so will cancel scanning.

- The default scanning mode (scanning side) when pressing the [Scan] button differs depending on the connected scanners such as the following:
 - When the connected scanner is equipped with a flatbed
[Auto Scan]
 - When the connected scanner is not equipped with a flatbed
[Duplex Scan (Double-sided)]
- You can change the setting of the [Scan] button by selecting from the [Scanning side] drop-down list on the [Scanning] tab in the ScandAll PRO (ScanSnap mode) setup dialog box.
- You can scan long pages (up to 863 mm / 33.98 in.) by pressing the [Send to] button on the scanner.
 - You can also start scanning from the ScanSnap mode icon  on the taskbar. For details, refer to "[Right-Click Menu](#)" (page 17).

⇒ A window appears during scanning to show the scanning process.



⇒ The previously specified application starts up.

- If you do not want to display a window to show the scanning process, clear the [Show the scan progress]

status (recommended)] check box on the [Status Display] tab in the [ScandAll PRO (ScanSnap mode) - Preferences] dialog box, which appears when you click [Help] → [Preferences] from the Right-Click Menu. For more information, refer to the ScanSnap mode Help.

- When you press the [Scan] button on the scanner while scanning a document, the event selection window of the scanner may appear. When you disable the event selection screen, configures settings with the following procedures.
The windows that appear and the operations differ by the operating system that you are using.
 1. Select the [Start] menu → [Control Panel].
⇒ The [Control Panel] window appears.
 2. Select the [Hardware and Sound] icon.
⇒ The [Hardware and Sound] window appears.
 3. Select the [Scanners and Cameras] icon.
⇒ The [Scanners and Cameras] window appears.
 4. Double-click the scanner icon.
⇒ The scanner properties dialog box appears.
 5. Select the [Events] tab, and then select [Take no action] on [Actions].
- By default, documents are scanned with [Image quality] set to [Auto] and [Color mode] set to [Auto Color Detection].
- ScanSnap mode outputs image data for document filing with an Image Scanner fi Series scanner. The image quality cannot be adjusted. When you need to adjust the image quality, use ScandAll PRO for scanning documents. For details about scanning documents with

the scanner using ScandAll PRO, refer to ScandAll PRO V2.0 User's Guide.

- Before scanning documents of printed or handwritten text, select the [Scanning] tab → [Option] button → [Setting for text only document] check box from the ScandAll PRO (ScanSnap mode) setup dialog box.
- The application that starts after scanning varies depending on what is selected in the [Application] tab in the ScandAll PRO (ScanSnap mode) setup dialog box. For more information, refer to the ScanSnap mode Help.

2.5 Changing Scan Settings

Use the Right-Click Menu to change scan settings for ScanSnap mode. The following explains how to change scan settings.

-  The scan button settings vary depending on whether you are using the Quick Menu.
This section describes the ScandAll PRO (ScanSnap mode) setup dialog box when the Quick Menu is not used.

1. Select [Scan Button Settings] from the Right-Click Menu.

For details about Right-Click Menu, refer to "[Right-Click Menu](#)" (page 17).

⇒ The ScandAll PRO (ScanSnap mode) setup dialog box appears.

-  You can open the ScandAll PRO (ScanSnap mode) setup dialog box by the following ways:
- Double-click the ScanSnap mode icon .
 - Press [Ctrl], [Shift], and [Space] keys simultaneously.
 - Select the [Start] menu → [All Programs] → [Fujitsu ScandAll PRO] → [Tools] → [Setup].

2. Click the [Detail] button to switch to the detail view mode.

Outline view

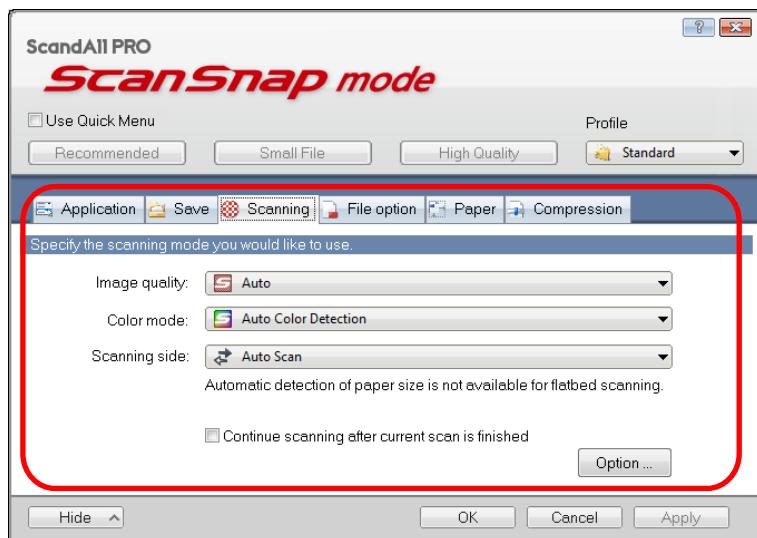


Detail view



 The ScandAll PRO (ScanSnap mode) setup dialog box retains the display status from the last time the scanner was used. For example, if it was closed in detail view mode, the dialog box is displayed in detail mode next time you open it.

- 3.** Change the scan settings in each tab in the ScandAll PRO (ScanSnap mode) setup dialog box.
For details, refer to the ScanSnap mode Help.



The following items can be configured in each tab:

- Applications that start after scanning
⇒ [Application] tab
- Saving destination of the scanned images ⇒ [Save] tab
- Scanning mode ⇒ [Scanning] tab

Setting example:

- Scan quickly
- Scan in high quality
- Scan in color
- Scan in black and white
- Enable or disable [Setting for text only document]
- Enable or disable [Allow automatic blank page removal]
- Enable or disable [Correct skewed character strings automatically]
- Enable or disable [Set the document with its face up]
- Enable or disable [Continue scanning after current scan is finished]

- File format of the scanned images ⇒ [File option] tab

Setting example:

- File format
- Set a marked character string as a keyword (Marker Index)
- Text-recognition
- Specify the number of PDF file pages
- Set a password for PDF file

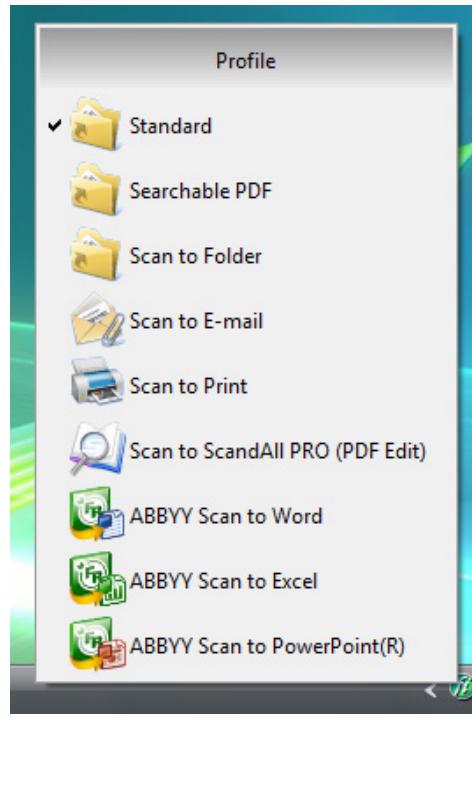
- Document size to be scanned ⇒ [Paper size] tab
- File size of the scanned images ⇒ [Compression] tab

- 4.** Click the [OK] or [Apply] button.
⇒ Scan settings are changed.

2.6 Saving Scan Settings

You can save up to 20 sets of pre-defined settings called profiles in the Left-Click Menu.

You can easily retrieve and use the saved profiles by simply left-clicking the ScanSnap mode icon .



Once the frequently used scan settings are saved as profiles, you do not have to open the setup dialog box to change settings every time you perform scanning. You can easily switch to an appropriate profile you want by just clicking on it.

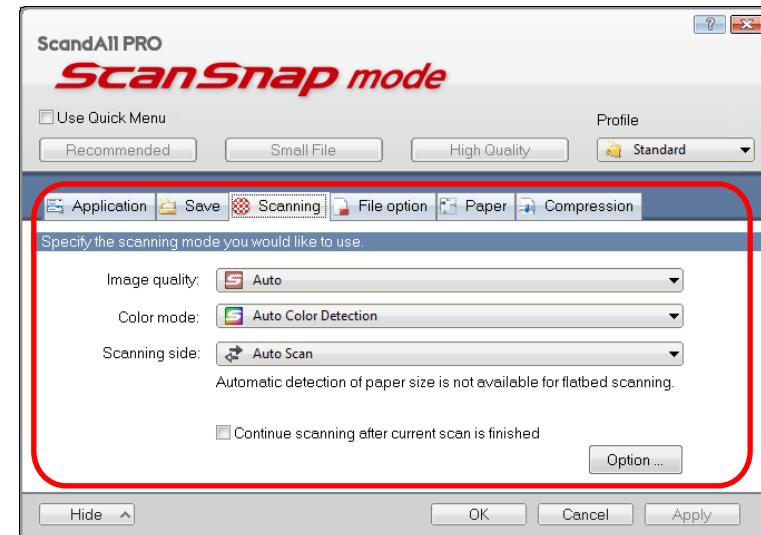


The description here applies only when the Quick Menu is not used.

The following describes the operational methods.

Registering Scan Settings

1. Select [Scan Button Settings] from the Right-Click Menu.
For details about Right-Click Menu, refer to "[Right-Click Menu \(page 17\)](#)".
⇒ The ScandAll PRO (ScanSnap mode) setup dialog box appears.
2. Clear the [Use Quick Menu] check box.
3. Change the scan settings in each tab in the ScandAll PRO (ScanSnap mode) setup dialog box.
For details, refer to the ScanSnap mode Help.



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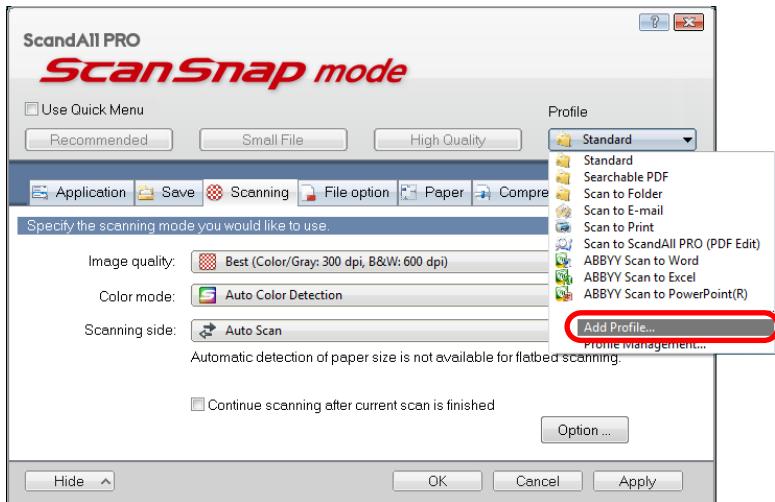
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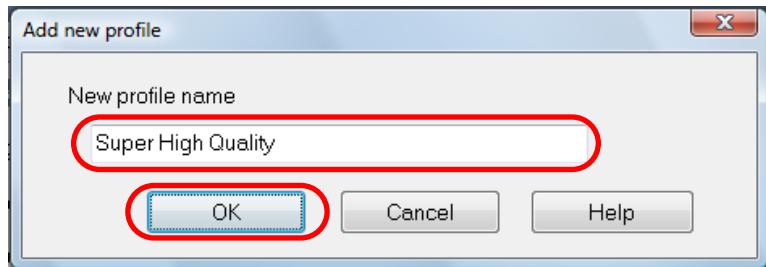
Scanning with ScanSnap mode

4. Select [Add Profile] from the [Profile] drop-down list.

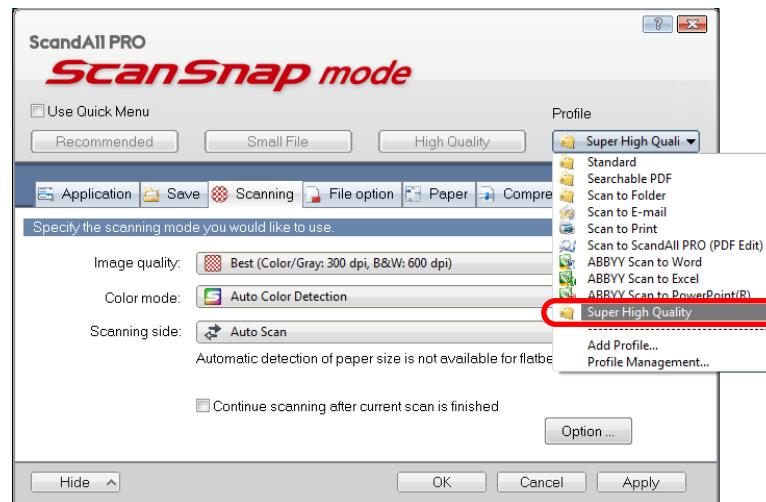


⇒ The [Add new profile] dialog box appears.

5. Type in a new profile name and click the [OK] button.



⇒ The new profile name appears in the [Profile] drop-down list.

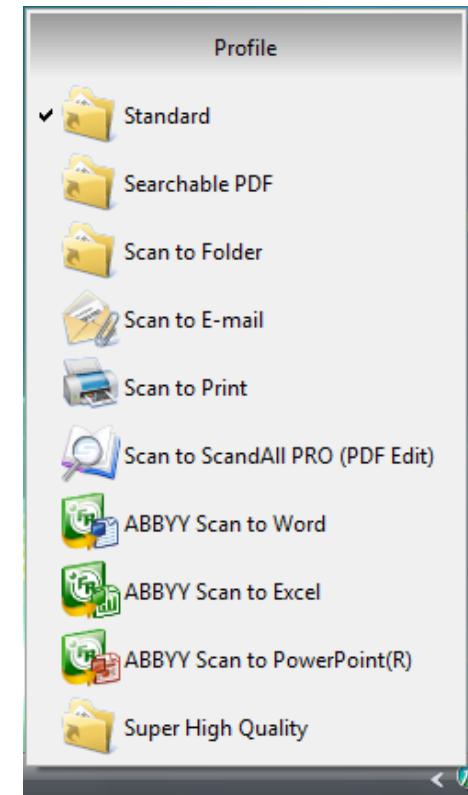


6. Click the [OK] button to close the ScandAll PRO (ScanSnap mode) setup dialog box.

⇒ The new profile is saved.

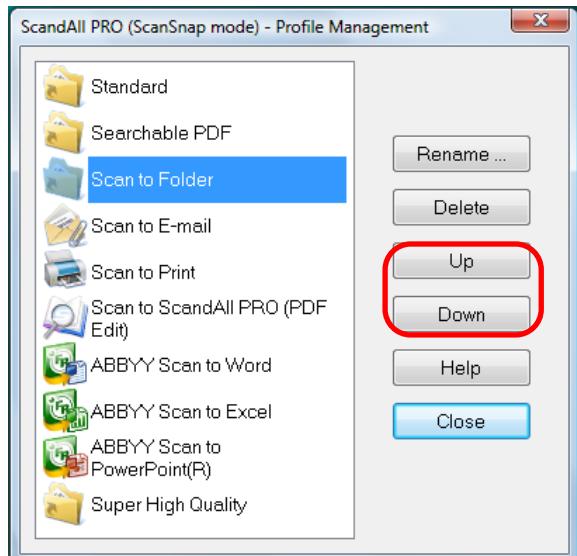
Scanning with a Registered Profile

1. Left-click the ScanSnap mode icon .



- You can save up to 20 profiles, including the [Standard] profile. Note that the [Standard] profile cannot be deleted.
- You can change the display order of profiles except for the [Standard] profile.

1. Right-click the ScanSnap mode icon  and select [Profile Management] to display the [Profile Management] dialog box.
2. Select a profile from the list to arrange profiles in a different order.
3. Click the [Up] or [Down] button to move the profile.

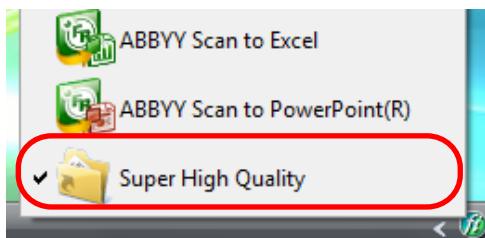


4. Click the [Close] button.

⇒ The Left-Click Menu appears. The icon for the application that starts after scanning is displayed on the left side of the profile name.

2. Select a profile to be used for scanning.

⇒ The selected profile is checked, and the menu is closed.



3. Load the document in the scanner.

For how to load the document in the scanner, refer to the Operator's Guide for the scanner you are using.

4. Press the [Scan] button on the scanner.

⇒ The document is scanned with the selected profile.

2.7 Updating Firmware/Drivers

When you try to use ScanSnap mode, a dialog box prompting you to update the firmware or drivers may appear.

- Dialog box prompting you to update the firmware

When the following dialog box is shown, refer to "["Updating Firmware"](#) (page 33) and update the firmware.



- Dialog box prompting you to update drivers

When the following dialog box is shown, refer to "["Updating Drivers"](#) (page 33) and update drivers.



When the firmware update tool or driver installer is running, take note of the following:

- Do not connect or disconnect other USB devices
- Do not power off the computer
- Do not log off the computer

- Do not run other applications



Even if the firmware or driver update is canceled, when the scanner is powered on again or ScanSnap mode is restarted, a dialog box prompting you to update the firmware or drivers will appear.

Updating Firmware

1. Click the [OK] button in the following dialog box.



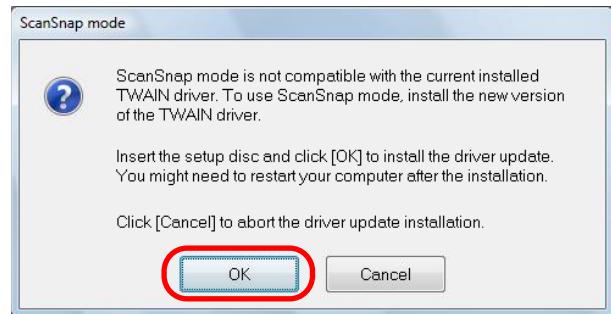
⇒ A firmware update tool starts up.

Follow the instructions on the window to update the firmware.

Updating Drivers

1. Load the Setup DVD-ROM that was used during the installation of ScanSnap mode in the computer.

2. Click the [OK] button in the following dialog box.



⇒ The driver's installer starts up.

Follow the instructions on the window to continue with the installation.



- If driver installation is canceled halfway, and the scanner is no longer detected, restart the computer.
- After the driver is installed, restarting the computer may be required.

2.8 Functional Difference for Each Scanner Model

Carrier Sheet Compatibility

When the Carrier Sheet is scanned using a scanner model for which the Carrier Sheet cannot be used, a multifeed occurs.

The following table shows the Carrier Sheet compatibility for each scanner model.

Scanner model	Carrier Sheet
fi-6670	NA
fi-6670A	NA
fi-6750S	NA
fi-6770	NA
fi-6770A	NA
fi-5530C2	NA
fi-6130Z	OK
fi-6230Z	OK
fi-6140Z	OK
fi-6240Z	OK
fi-6130	OK
fi-6230	OK
fi-6140	OK
fi-6240	OK
fi-6110	OK

OK: Available

NA: Not available

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ScandAll PRO ScanSnap mode Add-in V1.0 User's Guide

P2WW-2862-01ENZ0

Issue date: October 2011

Issued by: PFU LIMITED

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