



Getting Started

Contents

Introduction	1
Conventions	6
Safety Precautions	8
Chapter 1 Preparation	11
1.1 Checking the Contents of the Package	11
1.2 Names and Functions of Parts	12
Chapter 2 Connecting the ScanSnap	14
2.1 Installing the Supplied Software	14
2.2 Connecting the ScanSnap	17
Chapter 3 How to Use the ScanSnap	22
3.1 Scanning Documents	22
3.2 About the Scanning Settings	22
3.3 Scanning Office Documents	23
3.4 Scanning Business Cards	25
3.5 ScanSnap Organizer	27
Chapter 4 Troubleshooting	29
4.1 Troubleshooting Checklist	29
4.2 Clearing Paper Jams	31
Chapter 5 Daily Care	32
5.1 Cleaning Materials	32
5.2 Cleaning the Scanner Exterior	32
5.3 Cleaning Inside of the Scanner	33
Chapter 6 Consumables	35

Please read this guide before connecting the scanner to your computer.

For further details, refer to the "ScanSnap S300 Operator's Guide" included in the supplied ScanSnap Setup CD-ROM.

Introduction

Thank you for purchasing the ScanSnap S300 Color Image Scanner product.

The ScanSnap S300 (hereinafter referred to as the ScanSnap) is a color image scanner capable of scanning double-sided documents. It is a complete Office Solution, which helps you improve productivity and solve scanning problems in your office. The features of the ScanSnap product are as follows:

- **You can turn images on paper into PDF files by just pressing the [SCAN] button!**

You can turn documents cluttering up your desk into PDF files, which are easy to print and attach to e-mail messages; you can view, edit, manage, and archive them on your computer right at your fingertips.

In addition, the ScanSnap can automatically recognize the type of documents, color or black-and-white, so that the size of the scanned image file can be reduced when documents containing both color and black-and-white pages are scanned. (Moreover, the ScanSnap can automatically remove blank pages from the document to further reduce the size of the file.)

- **You can scan documents with speed and efficiency!**

Double-sided color documents of A4 or letter in size can be scanned at a speed of:

- Power-cable-connected: Approx. 8 sheets/minute
- USB-bus-power-cable-connected: Approx. 4 sheets/minute

(when used with a computer with Intel® Celeron® M 430 1.73 GHz or higher that runs Windows® 2000, Windows® XP or Windows Vista® and with Scan mode set to Normal, Color mode Auto, and Compression rate 3, and others set to defaults)

- **You can eliminate the nuisance of a bulky device!**

Smaller than a sheet of A4 or letter paper in size, the ScanSnap can fit unobtrusively on your desktop all the time.

- **Compact, light-weight, portable body design!**

Its compact, light-weight design makes it possible to hand-carry the scanner together with your laptop computer. There is no need to find an electrical outlet for the ScanSnap if you use the supplied USB bus power cable to connect to your computer.

- **You can file business cards with ease!**

With CardMinder™, which is supplied with the scanner, business cards can be easily filed and searched for using the OCR function.

- **The Quick menu lets even beginners operate the ScanSnap with automatic ease!**

When the [SCAN] button is pressed, the Quick menu is displayed. What you should do is to select the action you want to perform on the Quick menu. The Quick menu is simple enough for first-time use by completely neophytes. (Quick menu mode)

- You can send off the scanner image by e-mail or output the scanned image to the printer immediately after scanning!

Without starting applications, you can attach the scanned image to e-mail or make copies of the scanned image by outputting it to the printer.

(*The ScanSnap S300 Scanner does NOT comply with TWAIN or ISIS standards.)

Manufacturer

PFU LIMITED

International Sales Dept., Imaging Business Division, Products Group

Solid Square East Tower, 580 Horikawa-cho, Saiwai-ku, Kawasaki-shi Kanagawa 212-8563, Japan

Phone: (81) (44) 540-4538

Trademarks

Microsoft, Windows, and Windows Vista are registered trademarks of Microsoft Corporation in the United States and/or other countries.

Outlook is the product of Microsoft Corporation.

Adobe, Acrobat, Adobe Reader, and Acrobat Reader are either registered trademarks or trademarks of Adobe Systems Incorporated.

Intel and Celeron are registered trademarks of Intel Corporation or its subsidiaries in the United States and other countries.

ISIS and its logo are either registered trademarks or trademarks of Pixel Translations, a division of EMC Corporation in the United States.

ScanSnap, the ScanSnap logo, and CardMinder are the trademarks of PFU LIMITED.

Other product names are the trademarks or registered trademarks of the respective companies.

How Trademarks and Product Names Are Indicated In This Manual

References to operating systems (OS) are indicated as follows:

Windows 2000	Microsoft® Windows® 2000 Professional operating system
Windows XP	Microsoft® Windows® XP Professional operating system Microsoft® Windows® XP Home Edition operating system
Windows Vista	Microsoft® Windows Vista® Home Basic operating system Microsoft® Windows Vista® Home Premium operating system Microsoft® Windows Vista® Business operating system Microsoft® Windows Vista® Enterprise operating system Microsoft® Windows Vista® Ultimate operating system
Windows	Windows 2000, Windows XP, and Windows Vista



The screenshots used in this manual are of Windows XP. Depending on the operating systems you are using, the screen examples and operations may differ from the actual ones.

ScanSnap and the Manuals

The ScanSnap S300 consists of:

Component	Specification
S300	Color image scanner
ScanSnap Manager	ScanSnap's driver to scan and save documents
ScanSnap Organizer	Software to edit, browse, and manage images scanned with ScanSnap
CardMinder	Software with OCR engine to capture and manage business card data for Personal Information Manager software such as Microsoft® Outlook®

Following manuals are prepared for you:

Manual	Description
ScanSnap S300 Getting Started (This manual)	Provides basic information to install and use the ScanSnap.
ScanSnap S300 Getting Started (Cable Connection)	Provides detailed information on how to connect the ScanSnap to your computer.
ScanSnap S300 Operator's Guide	Provides detailed information about the installation of the ScanSnap software and hardware, operation of the scanner hardware and ScanSnap Manager.
	Find in: ScanSnap Setup CD-ROM (PDF file)
ScanSnap Organizer User's Guide	Provides detailed information on how to use ScanSnap Organizer.
	Find in: ScanSnap Setup CD-ROM (PDF file)
CardMinder User's Guide	Provides detailed information on how to use CardMinder.
	Find in: ScanSnap Setup CD-ROM (PDF file)

Regulatory Information

FCC declaration

This equipment has been tested and found to comply with the limits for a Class B digital device, pursuant to Part 15 of the FCC Rules. These limits are designed to provide reasonable protection against harmful interference in a residential installation. This equipment generates, uses, and can radiate radio frequency energy and, if not installed and used in accordance with the instruction manual, may cause harmful interference to radio communications. However, there is no guarantee that interference will not occur in a particular installation. If this equipment does cause harmful interference to radio or television reception, which can be determined by turning the equipment off and on, the user is encouraged to try to correct the interference by one or more of the following measures:

- Reorient or relocate the receiving antenna.
- Increase separation between equipment and receiver.
- Connect the equipment into an outlet on a circuit different from that to which the receiver is located.
- Consult your dealer or an experienced radio/TV technician.



Changes or modifications not expressly approved by the party responsible for compliance could void the user's authority to operate the equipment.



- The use of a shielded interface cable is required to comply with the Class B limits of Part 15 of FCC rules.
- The length of the AC cable must be 3 meters (10 feet) or less.

Canadian DOC Regulations

This digital apparatus does not exceed the Class B limit for radio noise emissions from digital apparatus set out in the Radio interference Regulations of the Canadian Department of Communications.

This Class B digital apparatus complies with Canadian ICES-003.

Le présent appareil numérique n'émet pas de parasites radioélectriques dépassant les limites applicables aux appareils numériques de la classe B et prescrites dans le Règlement sur le brouillage radioélectrique dictées par le Ministère des Communications du Canada.

Cet appareil numérique de la classe B est conforme à la norme NMB-003 du Canada.

Bescheinigung des Herstellers / Importeurs

Für den S300 wird folgendes bescheinigt:

- In Übereinstimmung mit den Bestimmungen der EN45014(CE) funkenstört
- Maschinenlärminformationsverordnung 3. GPSGV: Der höchste Schalldruckpegel beträgt 70 dB (A) oder weniger, gemäß EN ISO 7779.

Dieses Gerät wurde nicht für die Benutzung in unmittelbarer Umgebung starker Lichtquellen (z. B. Projektoren) konzipiert.

International ENERGY STAR® Program

As an ENERGY STAR® Partner, PFU LIMITED has determined that this product meets the ENERGY STAR® guidelines for energy efficiency.

The International ENERGY STAR® Office Equipment Program is an international program that promotes energy saving through the penetration of energy efficient computers and other office equipment. The program backs the development and dissemination of products with functions that effectively reduce energy consumption. It is an open system in which business proprietors can participate voluntarily.

The targeted products are office equipment such as computers, monitors, printers, facsimiles, copiers, scanners, and multifunction devices. Their standards and logos are uniform among participating nations.



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

Warning Indications Used in This Manual



This sign warns the operator that improper use, indicated with this sign, may cause death or severe injury of the operator or people in the vicinity, if not followed.



This sign warns the operator that improper use, indicated with this sign, may cause minor injury of the operator, or damage to equipment or property, if not followed.

Symbols Used in This Manual

This manual uses the following symbols in explanations in addition to warning indications:



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



This symbol alerts operators to helpful advice regarding operation.



This symbol indicates the section where you can get information on related matters such as operation methods.



A TRIANGLE symbol indicates that special care and attention is required.

The drawing inside the triangle shows the specific caution.



A CIRCLE with a diagonal line inside shows action which users may not perform.

The drawing inside or under the circle shows the specific action that is not allowed.



Outline characters on a colored background show instructions users should follow.

It may also include the drawing that shows the specific instruction.

Screen Examples in This Manual

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

The screenshots used in this manual are of Windows XP. If the actual screens differ from those used as examples in this manual, operate by following the actual ones referring to the User's manual of the scanner.

The screenshots used in this manual are for ScanSnap Manager, ScanSnap Organizer, and CardMinder.

About Maintenance

Repairs should be done by properly trained repair technicians.

When this product needs servicing, please contact the store where you purchased it or any authorized FUJITSU Image Scanner service provider.













Safety Precautions





FOLLOW THESE INSTRUCTIONS AND BE SURE TO HEED ALL WARNINGS AND CAUTIONS DESCRIBED BELOW.




The following describes important warnings.







	Do not touch the power plug, or connect/disconnect the power or USB bus power cable with wet hands. Doing so might cause electric shock.
	A damaged power or USB bus power cable may cause fire or electric shock. Do not place heavy objects on the power or USB bus power cable, or pull, bend, twist, heat, damage or modify it. Do not use damaged power or USB bus power cables or power plugs. Also, do not use the power cable when the wall socket is loose.
	Use only specified AC cables and interface cables. Failure to use the correct cables might cause electric shock and/or equipment failure. Please do not use the AC cable provided with this scanner for other devices, since this might cause equipment failure and other troubles or an electric shock.
	Use this scanner only at the indicated power voltage and current. Improper power voltage and current might cause fire or electric shock. Also, do not connect to multiple-power strips.
	Wipe off any dust from the metal part and surrounding section of the power plug and those of the USB bus power cable with a soft, dry cloth. Accumulated dust might cause fire or electric shock.
	Do not install the scanner in locations subject to oil smoke, steam, humidity, and dust. Doing so might cause a fire or electric shock.
	To avoid low-temperature burn, do not operate the scanner while keeping touching its heat-generating section such as the bottom of the scanner or the AC adapter for a long time.
	Do not cover the scanner or the AC adapter with a cloth or blanket while the power is being supplied to the scanner. This can help excessive heat generation, and may cause fire.

	<p>Do not use the scanner at a place such as a bathroom, shower room, or swimming pool where it may easily get wet or moistured. Doing so might cause electric shock or fire.</p>
	<p>If you detect heat coming from the device or detect other problems such as smoke, strange smells or noises, immediately turn off the scanner, and disconnect its power plug from the power outlet, or unplug the USB bus power cable from the computer. Make sure that the smoking has stopped, and then contact the store where you bought the scanner or an authorized FUJITSU scanner service provider.</p>
	<p>Firmly insert the power plug and into the power outlet, or the USB bus power cable into the USB port on the computer as far it can go. Not doing so might cause electric shock or fire.</p>
	<p>Do not place heavy objects on the scanner or use the scanner's top surface for performing other work. Improper installation might cause injuries or scanning failure.</p>
	<p>When the scanner is not used for a long period, be sure to disconnect the power plug from the power outlet, or disconnect the USB bus power cable from the computer for safety. Not doing so might cause electric shock or fire.</p>
	<p>In case you have dropped the scanner and any of the parts (e.g., cover) is broken, disconnect the power plug from the power outlet, or disconnect the USB bus power cable from the computer. Then, contact the store where you bought the scanner or an authorized FUJITSU scanner service provider.</p>
	<p>Do not insert or drop metal or flammable foreign objects into the scanner. Do not scan wet documents or documents with paper clips or staples. Do not splash or allow the scanner to get wet.</p>
 	<p>If foreign objects (water, small metal objects, liquids, etc.) get inside the scanner, immediately turn off the scanner and disconnect the power plug from the power outlet, or the USB bus power cable from the computer, and disconnect the interface cable from the computer. Then, contact the store where you bought the scanner or an authorized FUJITSU scanner service provider. Pay particular attention to this warning in households where there are small children.</p>
	<p>Do not take apart or modify the scanner. The inside of the scanner contains high-voltage components. Touching these components might cause fire or electric shock.</p>
	<p>To avoid injuries, do not place the scanner in an area where small children may be able to reach.</p>
	<p>Do not use the scanner while driving a car for safety. Accidents can happen.</p>

	Do not leave the scanner in the direct sunlight, at high temperature such as in a car in the scorching sun, or near heating apparatus. Doing so might cause excessive heat to build up inside the scanner, causing heating, deforming, or melting of the scanner parts (e.g., cover), and raising the temperature inside the scanner, which could result in fire or scanner trouble. Install the scanner in a well-ventilated location.
	Do not move the scanner with the power and interface cables connected as this might damage the cables, causing fire, electric shock or injuries. Before moving the scanner, be sure to disconnect the power plug from the power outlet, and disconnect interface cables as well. Also, make sure that the floor is free of obstructions.
	Avoid getting a sleeve, necktie, or hair caught up in any scanner mechanism when scanning as this may cause injuries.
	Do not use any aerosol sprays or alcohol based sprays to clean the scanner. Dust blown up by strong air from the spray may enter the inside of the scanner. This may cause the scanner to fail or malfunction. Sparks, caused by static electricity, generated when blowing off dust and dirt from the outside of the scanner may cause a fire.

 **CAUTION**

The following describes important cautions.

 	Install the scanner on a desk so that none of its parts protrude outside of the desktop. Also, make sure that the scanner is installed on a flat, level surface.
	Install the scanner away from strong magnetic fields and other sources of electronic noise. Also, protect the scanner from static electricity as this might cause the scanner to malfunction.
	Do not use the scanner immediately after moving it from a cold place to a warm room. This may cause condensation, which might lead to scanning errors. Let the device dry about one or two hours before you use it.
	When carrying the scanner outside while it is raining or snowing, pay close attention so the scanner does not get wet or moistured.
	When handling the paper, be careful not to cut your fingers by the paper.

Chapter 1 Preparation

This chapter describes necessary preparations before using ScanSnap.



Do not connect the scanner to your computer before installing "ScanSnap Manager."
If the scanner is connected before installing ScanSnap Manager, it will not operate correctly.
For the installation of ScanSnap Manager, refer to page 14

1.1 Checking the Contents of the Package

This manual describes how to install and connect the ScanSnap to your computer, and describes basic operations of the ScanSnap.

Refer to the following manuals when necessary.

Manual	See
ScanSnap S300 Getting Started (Cable Connection) (paper)	Plastic bag where the supplied cables are packed
ScanSnap S300 Operator's Guide (PDF)	<ul style="list-style-type: none">• ScanSnap Setup CD-ROM• After installation of ScanSnap Manager, select [Start] ⇒ [All Programs] ⇒ [ScanSnap Manager] ⇒ [ScanSnap Operator's Guide].
ScanSnap Organizer User's Guide (PDF)	<ul style="list-style-type: none">• ScanSnap Setup CD-ROM• After installation of ScanSnap Organizer, select [Start] ⇒ [All Programs] ⇒ [ScanSnap Organizer] ⇒ [Manual].
CardMinder User's Guide (PDF)	<ul style="list-style-type: none">• ScanSnap Setup CD-ROM• After installation of CardMinder, select [Start] ⇒ [All Programs] ⇒ [CardMinder V3.2] ⇒ [Manual].



To browse the manuals above, you will need to install Adobe® Reader® (Acrobat Reader™) or an equivalent PDF-supported application, or ScanSnap Organizer.

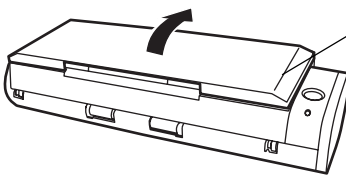
1.2 Names and Functions of Parts

When you unpack the scanner package, make sure that all parts are included. Refer to the package contents list included in the scanner package box.



To avoid danger of suffocation, keep the packaging materials away from small children's reach and prevent them from putting the materials in their mouths or putting them on their heads.

■ Front View

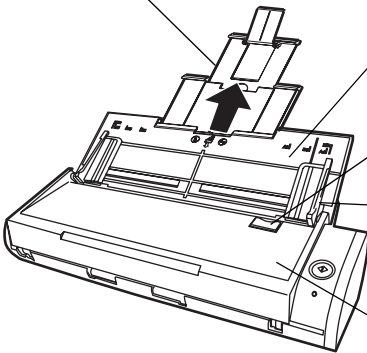


Paper chute

Open this cover when using the scanner.
⇒ Opening the cover turns ON the scanner.

Paper chute guide

Pull out this guide to support the documents when necessary.



Paper chute

Open it and load the documents onto this part when scanning documents.

Cover open lever

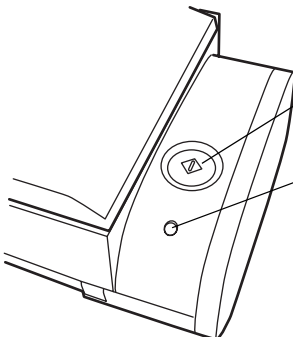
Pull this lever to open the ADF cover.

Side guide

Adjust these guides to the documents width for preventing skewed loading.

ADF cover

(ADF: Automatic Document Feeder)



[SCAN] button

Starts scanning.

Power Indicator

Indicates the scanner status of the power supply to the scanner.

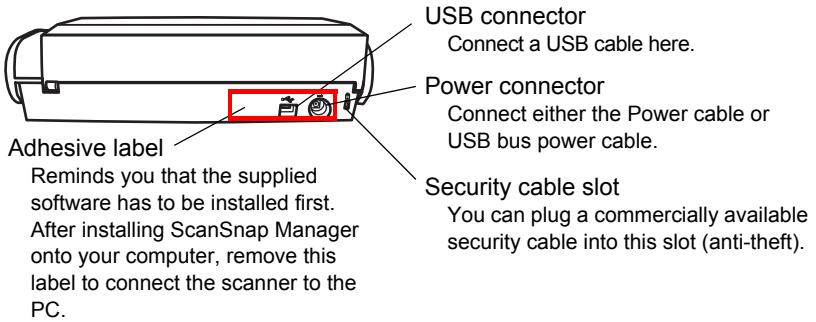
Blue (Solid): Ready

Blue (Blinking): Scanning/Standing by

Orange: Error

Light off: Power off

■ Rear View



For the Document Specification, refer to "**3.2 Paper Sizes of Documents to be Scanned**" in "**ScanSnap S300 Operator's Guide**" stored in the ScanSnap Setup CD-ROM.



The scanner is turned on/off in conjunction with the connected personal computer, or with opening/closing of the paper chute. Ordinary, you can forget about turning on/off the ScanSnap.

Chapter 2 Connecting the ScanSnap

This chapter describes how to connect the ScanSnap to your computer.

2.1 Installing the Supplied Software

Before connecting the scanner to your computer, install the following software on your computer.

Software	Windows 2000	Windows XP	Windows Vista
ScanSnap Manager (Driver)	✓	✓ (*)	✓
ScanSnap Organizer (Application)	✓	✓ (*)	✓
CardMinder (Application)	✓	✓ (*)	✓

*)Service Pack 1 or later



- Be sure to install ScanSnap Manager before connecting the scanner to your computer.
If the scanner is connected before installing ScanSnap Manager, the [Found New Hardware Wizard] appears (This screen may differ depending on the used OS). In this case, click the [Cancel] button to close the wizard.
- When the ScanSnap is connected to a personal computer, it is not possible to simultaneously connect other models (ScanSnap fi-5110EOX series or ScanSnap S500/S510) or another S300 to the same computer.
- If any driver of the ScanSnap fi-4110EOX series has already been installed on your computer, uninstall it before starting the installation.
- If the driver of ScanSnap fi-4010CU has already been installed, it is not necessary to uninstall it. You can connect ScanSnap fi-4010CU and S300 to a personal computer simultaneously.
- Log on as a user with "Computer administrator" privileges ("Administrator" privileges).
- ScanSnap S300 system requirements are:

	<u>Windows XP/2000</u>	<u>Windows Vista</u>
CPU:	Intel® Celeron® M 430 1.73 GHz or higher	Intel® Celeron® M 430 1.73 GHz or higher
Memory:	512 MB or more	1 GB or more

If the CPU and the memory do not meet the recommended requirements or the USB version is 1.1, the scanning speed will slow down.

■ Installing ScanSnap Manager, ScanSnap Organizer, and CardMinder

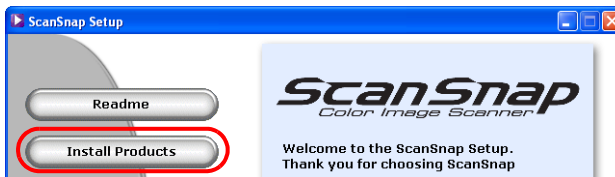
Prepare the ScanSnap Setup CD-ROM.

1. Insert the [ScanSnap Setup CD-ROM], which comes with the ScanSnap into the CD-ROM drive.
⇒ The [ScanSnap Setup] dialog box appears.



This dialog box is not displayed automatically when the [Auto play] setting of your computer is disabled. In this case, run [Setup.exe] of this CD-ROM directly using a browser window such as [Windows Explorer], or run it from [My Computer].

2. Click the [Install Products] button.

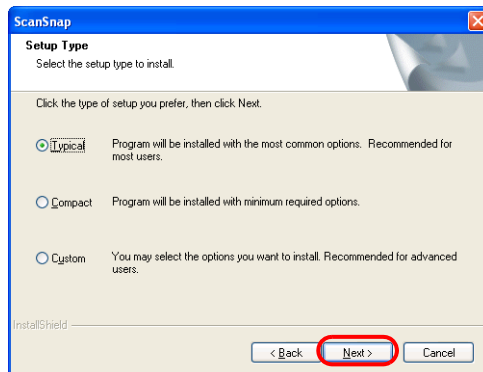


⇒ Installation is started, and the Wizard dialog box appears.

3. The setup window appears. Follow the instructions on-screen to install the application.



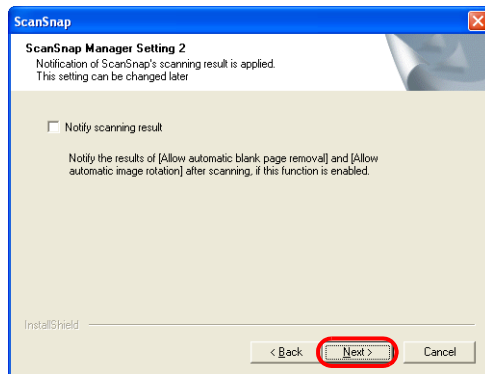
The following window appears during the installation.



- [Typical] (Recommended)
ScanSnap Manager, ScanSnap Organizer, and CardMinder, as well as respective manuals of them are installed.
- [Compact]
ScanSnap Manager and its manual are installed.
- [Custom]
You can select programs and manuals to install.



- [Set the document face-down and scan (Recommended)]
Select when loading the document face-down and upside-down on the ScanSnap.
- [Set the document face-up and scan]
Select when loading the document face-up and upside up.
* Note: You can change this setting after installation. This dialog box will not appear after reinstallation.
See Operator's Guide section 4.2 on how to "Set the documents with its face up."



Specify whether to [Notify scanning result] after scanning.
If the check box is marked, a message telling you that the following functions were performed or not appears.

- Allow automatic blank page removal
 - Allow automatic image rotation
- * Note: You can change this setting after installation. This dialog box will not appear after reinstallation.
See Operator's Guide section 4.1 on how to "Show scanning results."

4. When the installation is completed, restart the personal computer.



For information about how to install ScanSnap Manager, ScanSnap Organizer, and CardMinder, refer to "**ScanSnap S300 Operator's Guide.**"

2.2 Connecting the ScanSnap

When the installation of the above programs is complete, connect the ScanSnap to your computer.



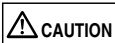
Install ScanSnap Manager, and then restart the personal computer, before connecting the ScanSnap to the personal computer.

■ Connecting the cable

Connect the ScanSnap to a power supply in either of two ways below:

Power source	Use the following cable:	See:
<p>Power outlet</p> <p>(When always operating the scanner at the same regular place where it can be fed power from a power outlet)</p>	<p>Power cable</p> <p>The Power cable is a combination of the AC adapter and AC cable.</p>	<p>"When connecting with the Power cable:" (page 18)</p>
<p>Personal computer</p> <p>(When using the scanner at a place where it reaches no power outlet, or when carrying the scanner together with your laptop computer around and operating at a place where no power outlet is available)</p>	<p>USB bus power cable</p>	<p>"When connecting with the USB bus power cable:" (page 19)</p>

After connecting to a power source with the cable above, connect to the personal computer with a USB cable.



Use only the AC cable and AC adapter (power cable) below: Otherwise, a failure may be caused.

- Manufacturer: LEI
- Model No.: NU13-1072166-I3

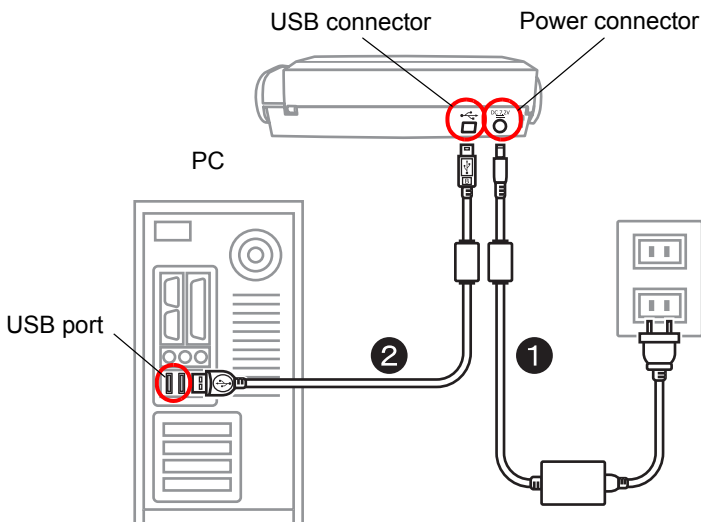


- When using the USB bus power cable, the personal computer must have two USB ports; one for power feeding, the other for USB cable connection.
- When connecting with the USB bus power cable via a USB hub, use a powered hub equipped with an AC adapter.
- When the scanner is connected with the USB bus power cable, the scanning speed becomes slow.
Double-sided color documents of A4 or letter in size can be scanned at a speed of:
Power-cable-connected: Approx. 8 sheets/minute
USB-bus-power-cable-connected: Approx. 4 sheets/minute
(when used with a computer with Intel® Celeron® M 430 1.73 GHz or higher that runs Windows 2000, Windows XP or Windows Vista and with Scan mode set to Normal, Color mode Auto, and Compression rate 3, and others set to defaults)

•When connecting with the Power cable:

Use the power cable **1** and USB cable **2**.

1. Connect the Power cable.
Remove the adhesive label covering the USB and Power connectors.
Connect to the ScanSnap's power connector and an outlet.
2. Connect the USB cable.
Connect the USB cable to both the ScanSnap and personal computer.



3. After power and USB ports are connected with cables, perform the procedure described in "Turning the ScanSnap ON" (page 20).

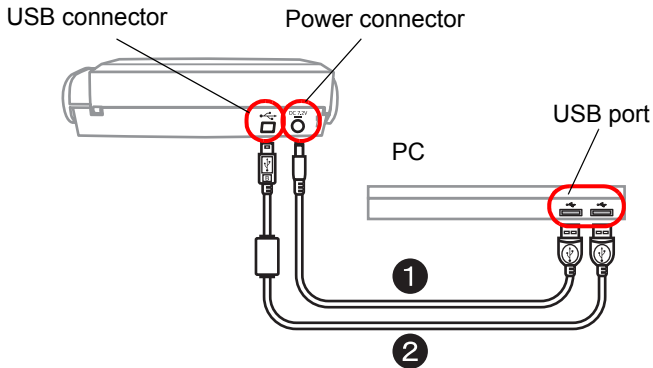


- Be sure to use the supplied AC adapter and AC cable.
- Be sure to use the supplied USB cable. The operation with any commercially available USB cable is not guaranteed.
- If only the USB cable is used, the ScanSnap does not operate. Be sure to use two types of cables, Power and USB cables, to connect the ScanSnap to a personal computer.
- When connecting to a USB hub, be sure to use the first stage USB hub that is closest to the computer. If you use the second or later hub stages, the scanner may not operate properly.
- When connecting with a USB 2.0 cable, make sure that the USB port to connect to and hub must be USB 2.0-compliant. Note that if connected with a USB 1.1 cable, the scanning speed become slow. When a USB 2.0-compliant port is available, it is recommended that the USB 2.0-compliant port be used.

•When connecting with the USB bus power cable:

Use the USB bus power cable **1** and USB cable **2**.

1. Connect the USB bus power cable.
Remove the adhesive label covering the USB and Power connectors
Connect to the ScanSnap's Power connector and a personal computer.
2. Connect the USB cable.
Connect the USB cable to both the ScanSnap and personal computer.



3. After power and USB ports are connected with cables, perform the procedure described in "Turning the ScanSnap ON" (page 20).



- Be sure to use the supplied USB bus power cable.
- Be sure to use the supplied USB cable.
The operation with any commercially available USB cable is not guaranteed.
- If only the USB cable is used, the ScanSnap does not operate. Be sure to use two types of cables, the USB bus power and USB, to connect the ScanSnap to a personal computer.
Or, use a powered hub equipped with an AC adapter, and connect both cables to the same hub.
- When connecting to a USB hub, be sure to use the first stage USB hub that is closest to the computer. If you use the second or later hub stages, the scanner may not operate properly.
- When connecting with a USB 2.0 cable, make sure that the USB port to connect to and hub must be USB 2.0-compliant. Note that if connected with a USB 1.1 cable, the scanning speed become slow. When a USB 2.0-compliant port is available, it is recommended that the USB 2.0-compliant port be used.

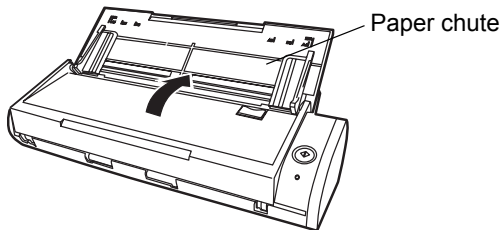
■ Turning the ScanSnap ON



The scanner is turned on/off automatically, when you open/close the Paper chute.

It is also turned on/off in conjunction with the connected computer's power on/off status.

1. Open the Paper chute of the ScanSnap.




2. The ScanSnap is turned ON.
⇒ The Power indicator starts blinking, and becomes solid. Then, the ScanSnap is recognized as new hardware by your computer.





Depending on the performance of the computer and the load on it, it may take time before the power LED gets illuminated. For example, it may take time if there are many programs running on the computer. In such case, wait until the power LED is steadily on.

3. The connection of the ScanSnap is complete.



The [ScanSnap Manager] icon in the task bar is displayed as . The displayed icon in the task bar varies depending on the cable connection you made.

- Power cable connection: 
- USB bus power cable connection: 

This guide uses examples for power cable connection.

Chapter 3 How to Use the ScanSnap

This chapter describes basic operation of the ScanSnap.

3.1 Scanning Documents

With the ScanSnap, you can turn paper office documents on your desk into digital files, save them, attach them to e-mail, and print them just by pressing a single button. The scanned image can be viewed on the screen using the supplied applications (ScanSnap Organizer, CardMinder).

Three typical usages are:

- Create digital backups of general office documents in PDF format. You can edit them and make full use of the scanned information by using the OCR (Optical Character Recognition) function to recognize the image of the text portion, the security function to set passwords, etc.
- With the [Action List], attach the scanned documents to e-mail, print them out with a printer, and share them over the network.



Action List

The ScanSnap has frequently-used functions at the ready in the Action List to help you make efficient use of your time at your office.

Refer to "**Chapter 5 About Actions**" of "**ScanSnap S300 Operator's Guide**" in the ScanSnap Setup CD-ROM to learn more about the Action List.

- Scan and manage business cards. With CardMinder, you can scan, recognize and edit business cards, and export the data to a popular personal information manager application such as Microsoft® Outlook.

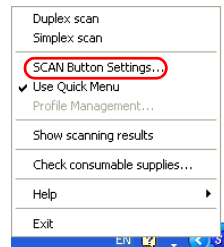
3.2 About the Scanning Settings

You can change the ScanSnap settings by using ScanSnap Manager.



For details of scanning settings, refer to "**4.2 Changing Scanning Settings**" of "**ScanSnap S300 Operator's Guide**."

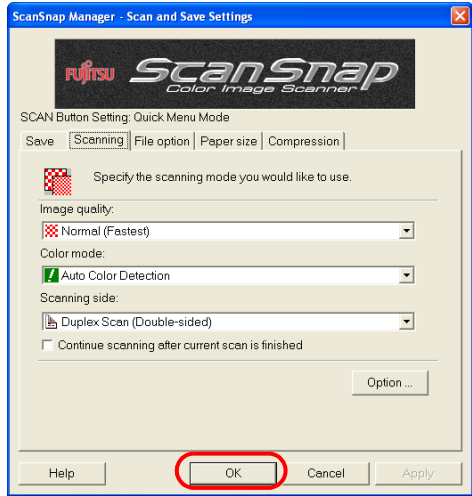
1. Right-click the [ScanSnap Manager] icon on the task bar.
Select [SCAN Button Settings] from the Right-click menu to change the settings for scanning with a single pressing of the [SCAN] button.
⇒ The [ScanSnap Manager - Scan and Save Settings] dialog box appears.



2. Change the scanning settings on the [ScanSnap Manager - Scan and Save Settings] dialog box. You can update your last-saved settings for scanning when [SCAN Button Settings] is selected.

There are six tabs used to configure the scan options at maximum (The number of tabs displayed and items that can be configured vary depending on the interacting application and the Operation mode.)

3. Click the [OK] button to finish the configuration.
 - ⇒ The new settings are enabled.



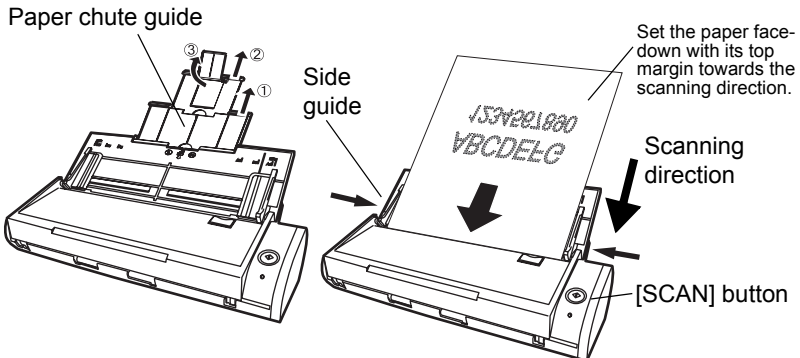
3.3 Scanning Office Documents

This section describes how to scan the documents generally used in most offices. The ScanSnap can scan the documents in various sizes.



For details of how to scan documents, refer to "**Chapter 3 Using the ScanSnap**" of "**ScanSnap S300 Operator's Guide.**"

1. Pull up the Paper chute guide and open the extension in the order given, and load the documents onto the scanner.

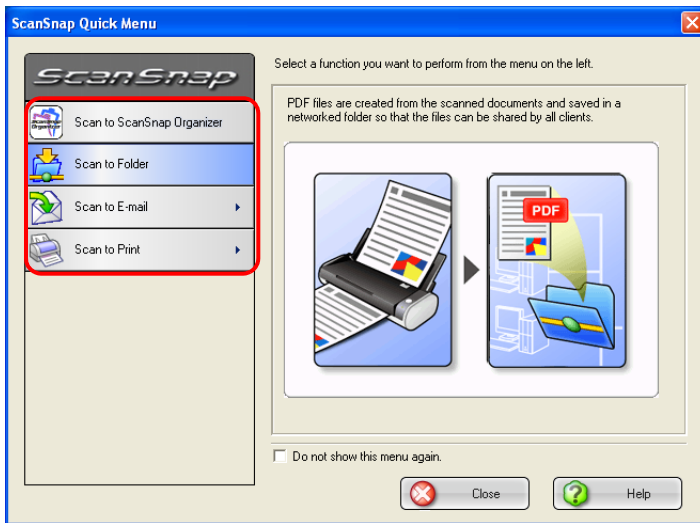


2. Adjust the side guides to the width of the loaded document.




Set the paper with its face up and its bottom margin towards the scanning direction when you configure the settings as follows: In the [ScanSnap Manager - Scan and Save Setting] dialog box, select the [Scanning] tab ⇨ [Option] ⇨ [Set the document with its face up].

3. Press the [SCAN] button.
⇒ Scanning is started.
⇒ The ScanSnap Quick Menu appears after scanning.
4. Select a desirable action in the ScanSnap Quick Menu for the image of the scanned document.



The scanning method above is for the case where the [Quick Menu Mode] is applied.

If you switch to the [Left-click Menu Mode], you will be able to perform the scanning operation with the specified application without the Quick Menu displayed. You can also switch to any settings for scanning if you register scanning configurations to the Left-click Menu in advance. When you become accustomed to the ScanSnap operation, switch the Operation Mode during operation when needed.

The Operation Mode can be switched by right-clicking the ScanSnap icon  on the task bar and then marking [Use Quick Menu].

The ScanSnap scanner can scan documents using various settings. Refer to the "**ScanSnap S300 Operator's Guide**" on the ScanSnap Setup CD-ROM to learn more.

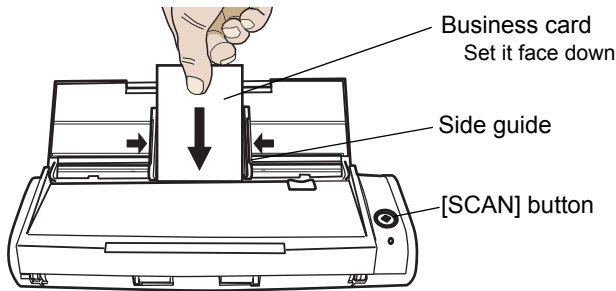
3.4 Scanning Business Cards

1. From the [Start] menu, select [All Programs] ⇒ [CardMinder V3.2] ⇒ [CardMinder V3.2].
After CardMinder is started, make sure that CardMinder is active (its window is brought to the front).



You cannot scan business cards in the Quick Menu mode.

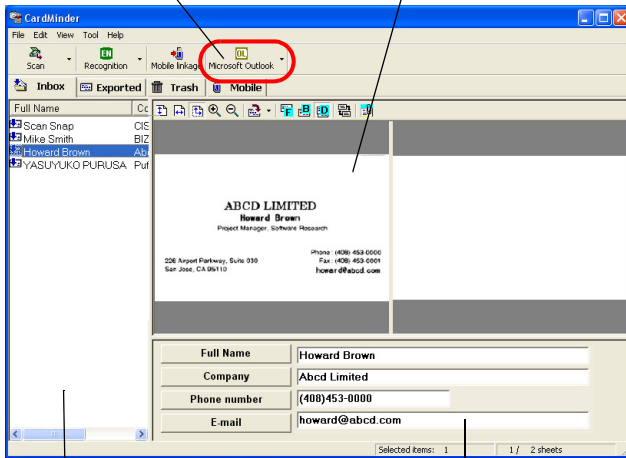
2. Load the business cards onto the scanner. Adjust the side guides to the business card width.



Set the card with its face up and its bottom margin towards the scanning direction when you configure the settings as follows: In the [ScanSnap Manager - Scan and Save Setting] dialog box, select the [Scanning] tab ⇒ [Option] ⇒ [Set the document with its face up].

3. Press the [SCAN] button.
⇒ Scanning is started.
⇒ The [CardMinder] window appears and displays the recognized character data, name, company, and e-mail address.
4. The following window appears.
Select a business card from the Data list. Check the data in the Recognition result field of this window.
Correct the data if there is any recognition mistake.

[Microsoft Outlook] button Scanned image



Data list

Recognition result

- For Outlook, confirm the business card data and select the cards you wish to export to Outlook. Click the [Microsoft Outlook] button on the Toolbar. Then the data is exported to Outlook.



You can export the data (recognition results) to the following applications:

- Microsoft® Windows® Mail (In Windows Vista)
- Microsoft® Outlook® 2000/2003/2007
- Outlook Express 6.0
- ACT!™ 6.0
- GoldMine® 6.0

Or you can also save the data in CSV format to export them to other applications, such as Excel. Refer to "**CardMinder User's Guide**" for details.

- Start Outlook to confirm the imported business card data.
- To close CardMinder, select [Exit] in the [File] menu.



CardMinder provides also various other functions. Refer to "**CardMinder User's Guide**" on the ScanSnap Setup CD-ROM for details.

3.5 ScanSnap Organizer

ScanSnap Organizer is a software application that thumbnails image files (e.g., in PDF and JPEG) so you can manage them easily.

Images scanned by the ScanSnap can be displayed without opening, folders can be created for different purposes.

Also, for files with multiple pages, you can check the images by turning the pages on the thumbnail displayed.

1. From the [Start] menu, select [All Programs] ⇒ [ScanSnap Organizer] ⇒ [ScanSnap Organizer].

The screen below appears.

Folder View

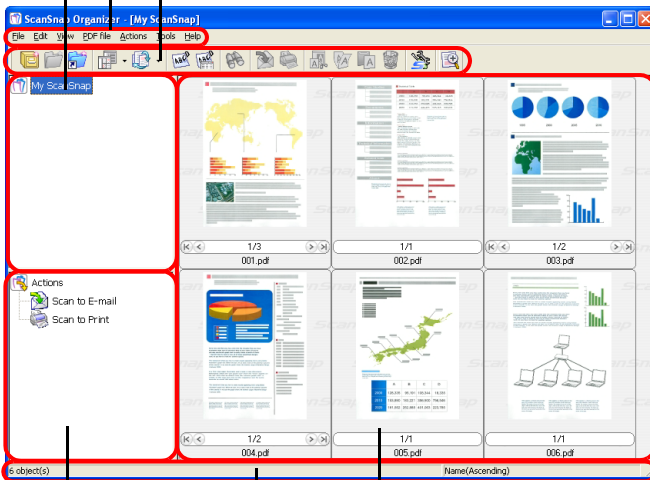
Lists folders managed in ScanSnap Organizer.

Menu Bar

Displays menus for operating ScanSnap Organizer.

Toolbar

Shows frequently-used functions as button icons.



Actions Menu

Displays icons to use the selected files.

File View

Displays PDF or JPEG files in the selected folder as thumbnails.

Status Bar

Displays the total number of files in the File view, the date the selected file was created, the file listing sequence, and the size of the selected file.

2. Select a desired file from the File view.

- From the [File] menu, select [ScanSnap Organizer Viewer].
⇒ The file is displayed in the ScanSnap Organizer Viewer window.



With ScanSnap Organizer Viewer, you can also open the file by:

- Right-clicking on the file and selecting [ScanSnap Organizer Viewer] from the pop-up menu, or
- Double-clicking on the file.

* You need to select the [ScanSnap Organizer Viewer] radio button under [Mouse operation] on the [General Settings] tab in the [Options] dialog box opened from the [Tools] menu in advance.

Menu Bar
Displays menus for operating ScanSnap Organizer Viewer.

Toolbar
Shows frequently-used functions as button icons.

Pages Panel
Displays PDF/JPEG files in thumbnail view.

Page View
Displays the page currently selected in the Pages panel.

Status Bar
Displays the file information (file icon [appears if locked/signed/ editable], date created, file size, and page size) are shown.

- Edit the file on ScanSnap Organizer Viewer.
With ScanSnap Organizer Viewer, you can rotate, delete, move, and/or insert particular page(s) of scanned file.



Refer to "**ScanSnap Organizer User's Guide**" on the ScanSnap Setup CD-ROM for details.

Chapter 4 Troubleshooting

This chapter describes common problems during the usage of ScanSnap and how to remedy them.

4.1 Troubleshooting Checklist


Before you ask for repair service, please check the following items.




If you cannot solve the problem even after checking the following items, contact the store where you purchased the scanner, or contact an authorized FUJITSU scanner service provider.



For troubleshooting errors caused during operation, refer to "7.2 Troubleshooting Checklist" of "ScanSnap S300 Operator's Guide."

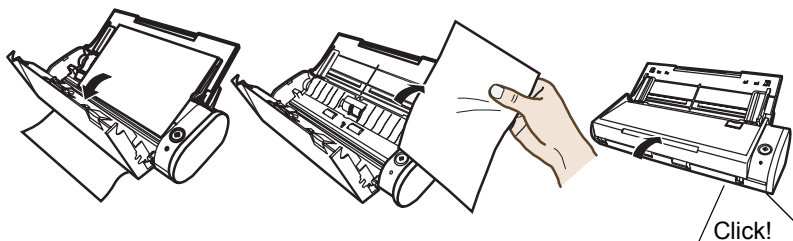
* Visit our Web site for your reference. Other useful information will be posted on the FAQ corner at the following Web site:
<http://scansnap.fujitsu.com/>

Symptom	Check This Item	Remedy
The scanner cannot be turned on.	Are the power or USB bus power cable and the USB cable connected correctly?	Correctly connect the power or USB bus power cable and USB cable to the computer. When using a hub, check the hub's power supply. When using a USB bus power cable, use a powered USB hub equipped with an AC adapter. If you connect to a non-powered hub, the scanner may not work properly. Disconnect the power or USB bus power cable and connect it again. (Note: Wait at least 5 seconds before reconnecting the power or USB bus power cable.)
	Is the Paper chute cover closed? (The scanner's power supply is controlled by closing/opening the Paper chute cover.)	Open the Paper chute cover.
	Is Windows normally started up? (This scanner's power is controlled by turning on/off the computer.)	Wait until Windows has started up completely. The  LED may turn off when Windows is starting up or in sleeping mode.
Scanning does not start.	Is ScanSnap Manager for the ScanSnap S300 installed?	Install ScanSnap Manager for the ScanSnap S300. (See page 14.)
	Is the USB cable properly connected?	Connect the USB cable correctly. When using a hub, check the hub's power supply. When using a USB bus power cable, use a powered USB hub equipped with an AC adapter. If you connect to a non-powered hub, the scanner may not work properly.

Symptom	Check This Item	Remedy
Scanning does not start.	Does the  LED light blink continuously?	Disconnect the power or USB bus power cable and connect it again. (Note: Wait at least 5 seconds before reconnecting the power or USB bus power cable.)
	Did you resume the computer from the hibernation state?	When you perform scanning after resuming the computer from the hibernation state, move the mouse or press any key before scanning.
	Is ScanSnap Manager started? (If ScanSnap Manager is started up successfully, the [ScanSnap Manager] icon  appears on the task bar.)	If the [ScanSnap Manager] icon is not displayed, select [Start] ⇨ [All Programs] ⇨ [ScanSnap Manager] ⇨ [ScanSnap Manager] to start ScanSnap Manager.
	Is ScanSnap Manager running properly? (If ScanSnap Manager is not running properly, the [ScanSnap Manager] icon in the task bar is displayed as  .)	Do the following: 1. Update ScanSnap Manager driver. On the [Start] menu, select [Control panel] ⇨ [System] ⇨ [Hardware] ⇨ [Device Manager]. In the [Device Manager], right-click [ScanSnap S300] and select [Update Driver] from the menus displayed. If this does not improve the situation, perform step 2. 2. Turn the ScanSnap OFF and ON again. If this does not improve the situation, perform step 3. (Note: Wait at least 5 seconds before turning the scanner on.) 3. If a USB hub is used, directly connect the ScanSnap to your PC. If this does not improve the situation, perform step 4. 4. Restart your PC. If none of the above operations resolve the problem, uninstall and re-install ScanSnap Manager. For how to uninstall ScanSnap Manager, refer to “ Appendix B Uninstalling ScanSnap ” in “ ScanSnap S300 Operator’s Guide. ”
The scanner is not recognized even if ScanSnap Manager is installed.	Did you connect the scanner to your PC before installing ScanSnap Manager? Is the scanner registered as "Other Device" or "Unknown Device" in the "Device Manager"?	On the [Start] menu, select [Control panel] ⇨ [System] ⇨ [Hardware] ⇨ [Device Manager]. Delete the device name such as USB device (differs with the OS) under "Other Device" selection in the [Device Manager] and restart your PC.

4.2 Clearing Paper Jams

1. Open the ADF while pulling the Cover open lever.
2. Remove the jammed document.
3. Close the ADF.
⇒ You should hear the ADF click when it returns to its original position.



Chapter 5 Daily Care

This chapter describes how to clean the ScanSnap.



- Before cleaning the scanner, turn the scanner OFF to prevent fire or electric shock.
- To avoid injuries, do not place the internal parts (such as the Pad ASSY and Pick roller) in areas where small children can reach.
- Do not use any aerosol sprays or alcohol based sprays to clean the scanner.
Dust blown up by strong air from the spray may enter the inside of the scanner. This may cause the scanner to fail or malfunction.
Sparks, caused by static electricity, generated when blowing off dust and dirt from the outside of the scanner may cause a fire.

5.1 Cleaning Materials

Cleaning Materials	Parts No.	Remarks
Cleaner F1	PA03950-0352	1 bottle (100 ml) (*1)
Cleaning wipe	PA03950-0419	1 pack (24 sheets) (*2)

- *1) It may take long before the cleaner vaporizes if a large quantity is used. When cleaning the scanner parts, dampen a cloth with modest quantities of the cleaner. In addition, wipe off the cleaner completely with a soft lint-free cloth to leave no residue on the surface of the cleaned parts.
- *2) Pre-moistened with Cleaner F1, Cleaning Wipes are used instead of moistened cloths.

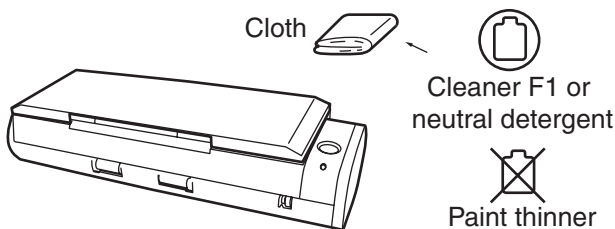
To purchase the cleaning material, contact the store where you purchased the scanner or an authorized FUJITSU scanner service provider.

5.2 Cleaning the Scanner Exterior

Clean the scanner exterior with a cloth moistened with a small amount of neutral detergent or Cleaner F1 (sold separately).



- Never use paint thinner or other organic solvents.
- During the cleaning, prevent water or moisture from getting inside the scanner.



5.3 Cleaning Inside of the Scanner

Clean inside of the scanner with a cloth moistened with Cleaner F1.

In an alternating succession of scanning documents, the accumulated paper-powder and dust inside the scanner causes a scanning error.

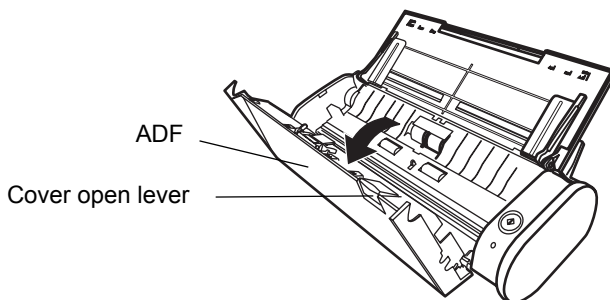
As a guideline, clean the ADF every 200 sheets of documents. Note that this guideline varies according to the type of documents you are scanning. For example, the ADF must be cleaned more frequently when scanning documents on that the toner has not been sufficiently fixed on.

Clean the ADF according to the following procedure referring to the illustrations.

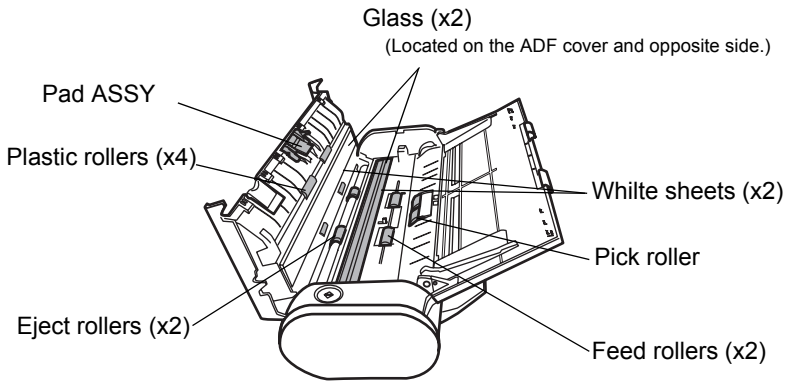


Never use water or neutral detergent to clean the inside of the scanner.

1. Open the ADF while pulling the Cover open lever.



2. Clean the following locations with a cloth moistened with Cleaner F1.



For more details, refer to "**Chapter 8 Daily Care**" in the "**ScanSnap S300 Operator's Guide**."

Chapter 6 Consumables

This chapter describes how to replace and purchase consumables and regular replacement parts.



- Before cleaning the scanner, turn the scanner OFF to prevent fire or electric shock.
- To avoid injuries, do not place the internal parts (such as the Pad ASSY and Pick roller) in areas where small children can reach.

The following table lists the part numbers of consumables and shows rough guidelines for replacing these parts.


No	Description	P/N	Replacement Cycle
1	Pick roller	PA03541-0001	100,000 sheets or one year
2	Pad ASSY	PA03541-0002	10,000 sheets or one year

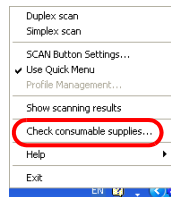
These replacement cycles are rough guidelines when A4/Letter wood-free paper 64 g/m² (17 lb) is used. The actual cycle may differ depending on the scanned paper.

Use only the consumables specified by PFU LIMITED.



To estimate when the consumables will have to be replaced and to get an overlook of the already scanned pages, refer to the following:

1. Right-click the [ScanSnap Manager] icon  on the task bar.
2. Click [Check consumable supplies] at the menu.



⇒ The window ([Check consumable status] screen) that indicates how many times consumables have been used will be displayed.



Replace the consumables referring to "Target value to change supplies" as a rough guideline.

For details about consumables and where to purchase them, visit the following Website or contact the Fujitsu scanner dealer where you purchased your scanner.

[Website] <http://scansnap.fujitsu.com/>



For information on how to replace the pad ASSY and the pick roller, refer to **"9.2 Replacing the Pad ASSY"** and **"9.3 Replacing the Pick Roller"** respectively in the **"ScanSnap S300 Operator's Guide."**

The contents of this manual are subject to change without notice. This manual may not be reproduced, adapted or translated without prior written permission. **READ THIS ENTIRE MANUAL CAREFULLY BEFORE USING THIS PRODUCT. IF THIS PRODUCT IS NOT USED CORRECTLY, UNEXPECTED INJURY MAY BE CAUSED TO USERS OR BYSTANDERS.** While all efforts have been made to ensure the accuracy of all information in this manual, PFU LIMITED assumes no liability to any party for any damage caused by errors or omissions or by statements of any kind in this manual, its updates or supplements, whether such errors are omissions or statements resulting from negligence, accidents, or any other cause. PFU LIMITED further assumes no liability arising from the application or use of any product or system described herein; nor any liability for incidental or consequential damages arising from the use of this manual. PFU LIMITED disclaims all warranties regarding the information contained herein, whether expressed, implied, or statutory. 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 and copying of the scanner applications are prohibited under the copyright law.

