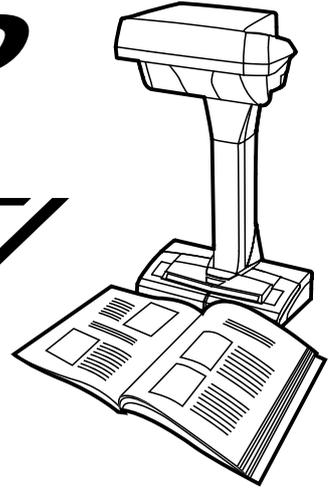
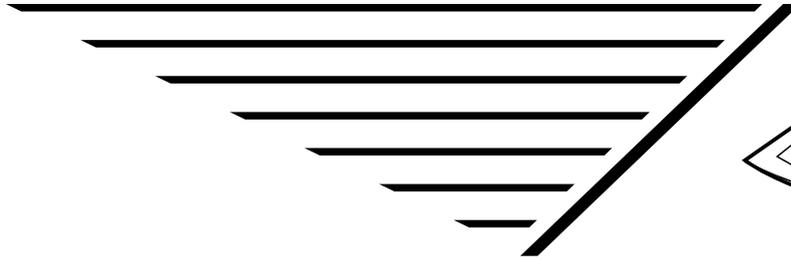


# *ScanSnap*

## *SV600*



# Basic Operation Guide

## (Windows)

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# About This Manual

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## Safety Information

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

# Manuals

Read the following manuals according to your needs when using the ScanSnap.

## Before Using the ScanSnap

| Manual             | Description and Location   |
|--------------------|--|
| Safety Precautions | <p>This manual contains important information about the safe use of the ScanSnap. Make sure you read this manual before using the ScanSnap.</p> <p>This manual is included in the package.</p> <p>In addition, after installing the software you can refer to this manual in the following procedure:</p> <ul style="list-style-type: none"> <li>● Windows 10<br/>Select [Start] menu → [ScanSnap Manuals] → [SV600 Safety Precautions].</li> <li>● Windows 8.1<br/>Click  on the lower left side of the Start screen, and select [SV600 Safety Precautions] under [ScanSnap Manuals] on the All apps screen.</li> <li>● Windows 7<br/>Select [Start] menu → [All Programs] → [ScanSnap Manuals] → [SV600 Safety Precautions].</li> </ul> |

## When Setting Up the ScanSnap

| Manual                         | Description and Location  |
|--------------------------------|---|
| ScanSnap SV600 Getting Started | <p>This manual explains the setup procedure from the moment you open the package to testing the operations.</p> <p>Getting Started is included in the package.</p> <p>In addition, after installing the software you can refer to this manual in the following procedure:</p> <ul style="list-style-type: none"> <li>● Windows 10<br/>Select [Start] menu → [ScanSnap Manuals] → [SV600 Getting Started].</li> <li>● Windows 8.1<br/>Click  on the lower left side of the Start screen, and select [SV600 Getting Started] under [ScanSnap Manuals] on the All apps screen.</li> <li>● Windows 7<br/>Select [Start] menu → [All Programs] → [ScanSnap Manuals] → [SV600 Getting Started].</li> </ul> |

## When Operating the ScanSnap

| Manual   | Description and Location   |
|--|--|
| ScanSnap SV600 Basic Operation Guide (this manual) | This manual explains the basic operations and cleaning procedure for the ScanSnap.   |
| ScanSnap Advanced Operation Guide                  | <p>This manual describes operations including various scanning methods and useful usages of the ScanSnap.</p> <p>You can refer to this manual at the following website.</p> <p><a href="http://www.pfu.fujitsu.com/imaging/downloads/manual/advanced/v62/en/common/index.html">http://www.pfu.fujitsu.com/imaging/downloads/manual/advanced/v62/en/common/index.html</a></p> |

| Manual                | Description and Location   |
|-----------------------|--|
| ScanSnap Manager Help | <p>This Help file describes the windows, operational troubles and the solutions, as well as messages of the ScanSnap Manager.</p> <p>This manual can be accessed by one of the following methods:</p> <ul style="list-style-type: none"> <li>● Right-click the ScanSnap Manager icon  in the notification area located at the far right of the taskbar, and select [Help] → [Help] from the "Right-Click Menu" (page 44).</li> <li>● Click the Help button () for ScanSnap Manager.</li> <li>● Press the [F1] key on the keyboard while a window is displayed.</li> <li>● Click the [Help] button in any window.</li> </ul> |

## When Saving Scanned Images to a Mobile Device

| Manual   | Description and Location   |
|--|--|
| ScanSnap Basic Operation Guide (Mobile Connection for iOS)     | <p>This manual describes operations to be performed on an iOS-based mobile device when you save scanned images to the mobile device.</p> <p>This manual can be accessed by the following method:</p> <ol style="list-style-type: none"> <li>1. Start up ScanSnap Connect Application on the mobile device. <ul style="list-style-type: none"> <li>⇒ The [File List] screen appears.</li> </ul> </li> <li>2. Tap .</li> <li>⇒ The [Information] screen appears.</li> <li>3. Tap the [Help] button.</li> </ol>  |
| ScanSnap Basic Operation Guide (Mobile Connection for Android) | <p>This manual describes operations to be performed on an Android-based mobile device when you save scanned images to the mobile device.</p> <p>This manual can be accessed by the following method:</p> <ol style="list-style-type: none"> <li>1. Start up ScanSnap Connect Application on the mobile device. <ul style="list-style-type: none"> <li>⇒ The [File List] screen appears.</li> </ul> </li> <li>2. Tap .</li> <li>⇒ The menu appears.</li> <li>3. Tap [Help].</li> </ol>   |
| Scan to Mobile Help  | <p>This Help file describes the operations, windows, and messages of Scan to Mobile.</p> <p>This Help file can be accessed by one of the following methods:</p> <ul style="list-style-type: none"> <li>● The [Scan to Mobile] icon is displayed in the menu that appears when you click  in the notification area located at the far right of the taskbar. Right-click the [Scan to Mobile] icon, and select [Help] from the menu that appears.</li> <li>● Press the [F1] key on the keyboard while a window is displayed.</li> <li>● Click the [Help] button in any window.</li> </ul> |

## When Updating the Software

| Manual                      | Description and Location  |
|-----------------------------|---|
| ScanSnap Online Update Help | <p>This Help file describes the operations, windows, and messages of ScanSnap Online Update.</p> <p>This Help file can be accessed by one of the following methods:</p> <ul style="list-style-type: none"> <li>● Press the [F1] key on the keyboard while a window is displayed.</li> <li>● Click the Help button in any window.</li> </ul> |

## When Using Related Applications

| Manual                                     | Description and Location   |
|--|--|
| ScanSnap Organizer Help                    | <p>This Help file describes the operations, windows, and messages of ScanSnap Organizer.</p> <p>This Help file can be accessed by one of the following methods:</p> <ul style="list-style-type: none"> <li>● Click the Help button (  ) for ScanSnap Organizer.</li> <li>● Press the [F1] key on the keyboard while a window is displayed.</li> <li>● Click the [Help] button in any window.</li> </ul>   |
| CardMinder Help                            | <p>This Help file describes the operations, windows, and messages of CardMinder.</p> <p>This Help file can be accessed by one of the following methods:</p> <ul style="list-style-type: none"> <li>● Click the Help button (  ) next to the Basic Search Toolbar.</li> <li>● Press the [F1] key on the keyboard while a window is displayed.</li> <li>● Click the [Help] button in any window.</li> </ul> |
| ABBYY FineReader for ScanSnap User's Guide | <p>This manual describes the overview and operations of ABBYY FineReader for ScanSnap.</p> <p>This Help file can be accessed by one of the following methods:</p> <ul style="list-style-type: none"> <li>● Press the [F1] key on the keyboard while a window is displayed.</li> <li>● Click the [Help] button in any window.</li> </ul>  |
| Nuance Power PDF Help                      | <p>This Help file can be accessed by selecting [Help Online] or [Help Offline] in the menu that is displayed by clicking [Help] in the menu bar → [Power PDF Help] in Nuance Power PDF.</p>  |

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## Manufacturer

PFU Limited

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

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## Symbols Used in This Manual

The following indications are used in this manual to obviate any chance of accident or damage to you and people near you, and your property. Warning labels indicate the warning level and statements. The symbols indicating warning levels and their meanings are as follows.

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

## Arrow Symbols in This Manual

Right-arrow symbols (→) are used to connect icons or menu options you should select in succession.

Example: Select [Start] menu → [Computer].

## Screen Examples in This Manual

Microsoft product screenshots are reprinted with permission from Microsoft Corporation.

The screenshots used in this manual are of Windows 7.

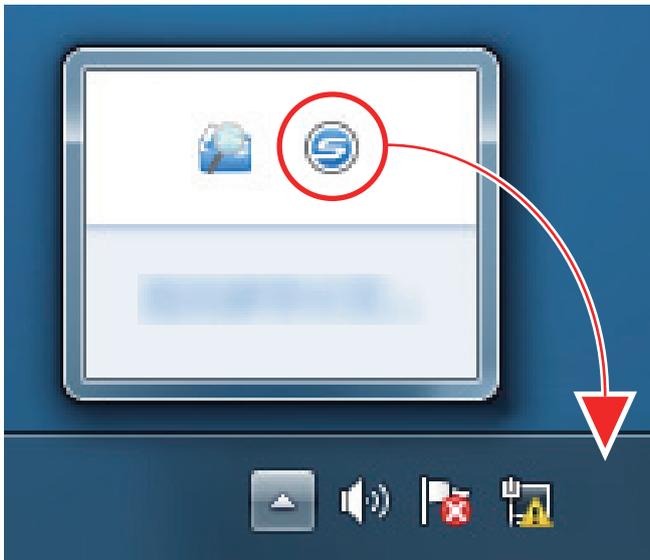
The actual windows and operations may differ depending on the operating system.

### Icon in the Notification Area

The ScanSnap Manager icon  is displayed in the menu which appears when you click  in the notification area.

To have the ScanSnap Manager icon  always displayed in the notification area, drag the icon  and drop it onto the notification area.

The notification area is located at the far right of the taskbar.



The explanations in this manual use the case in which the ScanSnap Manager icon  is always displayed in the notification area.

## Abbreviations Used in This Manual

When a ScanSnap model is referred to in this manual, "Color Image Scanner ScanSnap" is omitted. Also, the following abbreviations are used in this manual.

| Abbreviation Used             | Designation   |
|-------------------------------|---|
| Windows 10                    | Windows® 10 Home operating system, English Version<br>Windows® 10 Pro operating system, English Version<br>Windows® 10 Enterprise operating system, English Version<br>Windows® 10 Education operating system, English Version  |
| Windows 8.1                   | Windows® 8.1 operating system, English Version<br>Windows® 8.1 Pro operating system, English Version<br>Windows® 8.1 Enterprise operating system, English Version   |
| Windows 7                     | Windows® 7 Starter operating system, English Version<br>Windows® 7 Home Premium operating system, English Version<br>Windows® 7 Professional operating system, English Version<br>Windows® 7 Enterprise operating system, English Version<br>Windows® 7 Ultimate operating system, English Version  |
| Windows                       | Windows 10, Windows 8.1, or Windows 7 operating system  |
| Microsoft Office              | Microsoft® Office   |
| Word                          | Microsoft® Word<br>Microsoft® Office Word   |
| Excel                         | Microsoft® Excel®<br>Microsoft® Office Excel®   |
| PowerPoint                    | Microsoft® PowerPoint®<br>Microsoft® Office PowerPoint®   |
| SharePoint                    | Microsoft® SharePoint® Server<br>Microsoft® SharePoint® Foundation<br>Microsoft® SharePoint® Online   |
| Internet Explorer             | Windows® Internet Explorer®<br>Microsoft® Internet Explorer®  |
| Microsoft Edge                | Microsoft® Edge   |
| Outlook                       | Microsoft® Outlook®<br>Microsoft® Office Outlook®   |
| .NET Framework                | Microsoft® .NET Framework   |
| Nuance                        | Nuance®   |
| Adobe Acrobat                 | Adobe® Acrobat®   |
| ABBYY FineReader for ScanSnap | ABBYY FineReader for ScanSnap™<br>All the descriptions in this manual assume the usage of ABBYY FineReader for ScanSnap bundled with the ScanSnap. Unless otherwise specified, the term ABBYY FineReader for ScanSnap refers to the ABBYY FineReader for ScanSnap bundled with the ScanSnap.<br>Note that ABBYY FineReader for ScanSnap may be upgraded without notice. If the descriptions in this manual differ from the actual displayed screens, refer to the ABBYY FineReader for ScanSnap User's Guide. |

| <b>Abbreviation Used</b> | <b>Designation</b>                       |
|--------------------------|--|
| Google Drive             | Google Drive™                            |
| Android                  | Android™                                 |
| ScanSnap                 | Color Image Scanner ScanSnap series (*1) |
| Carrier Sheet            | ScanSnap Carrier Sheet                   |

\*1: The ScanSnap N1800 series is not included.

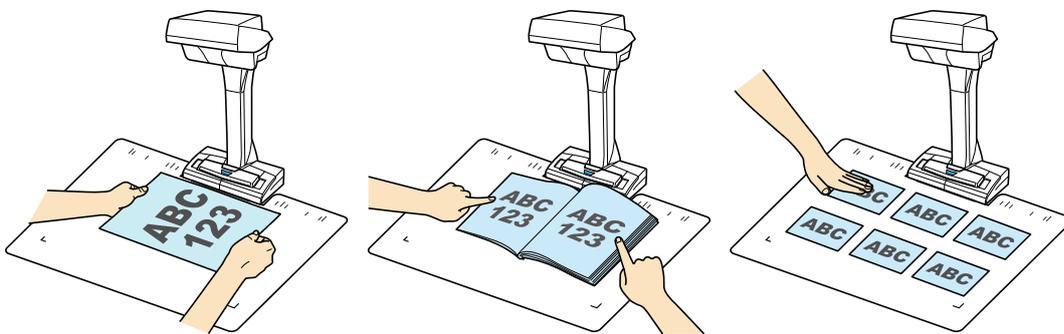
# What You Can Do with the ScanSnap

The ScanSnap model that performs overhead scanning has a scanning unit that does not touch documents. The following scanning operations can be performed with this model:

- A book or booklet that is up to A3 in size can be scanned without cutting pages out.
- Multiple documents such as business cards or other types of cards can be scanned at once.

The scanned images created by scanning documents are corrected automatically.

- When a booklet-like document is scanned  
The page distortion is corrected automatically.
- When multiple documents are scanned at once  
The scanned images are cropped into separate images for respective documents.



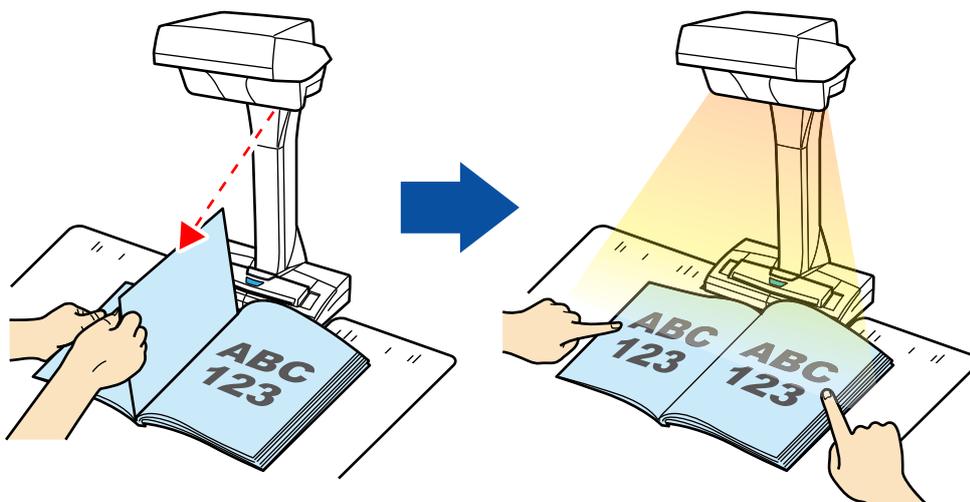
In addition, continuous scanning can be started automatically and scanned images can be corrected after documents are scanned.

## Page Turning Detection

When a page is turned, the ScanSnap automatically starts continuous scanning.

This is useful for scanning multiple pages of a book or booklet-like document.

For details, refer to "[Scanning Documents Using Page Turning Detection](#)" (page 82).



## Timed Mode

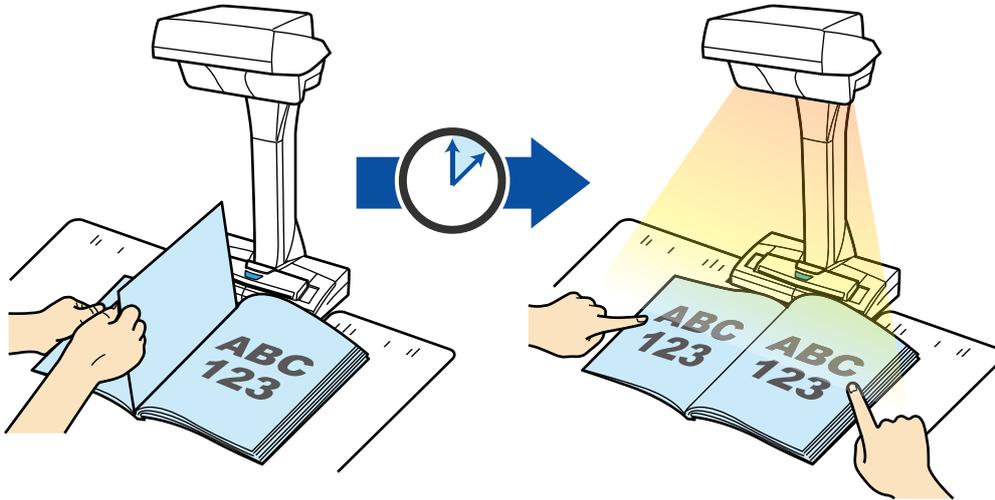
The ScanSnap automatically starts scanning after the specified time period passes.

This is useful also for scanning multiple documents (of any type) consecutively.

There are two types of settings for timed mode:

- Setting the time period before the ScanSnap starts scanning a document after the [Scan] button is pressed
- Setting the time period for the ScanSnap to start the next scan when a document is scanned continuously

For details, refer to "Scanning Documents Using Timed Mode" (page 86).



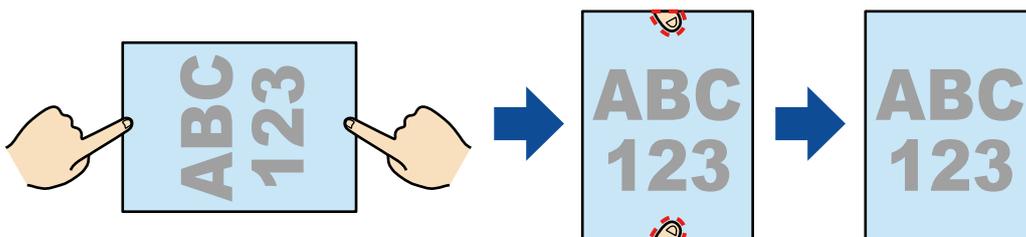
## Correcting Scanned Images

After the documents are scanned with the ScanSnap, the scanned images can be corrected.

The following functions are available:

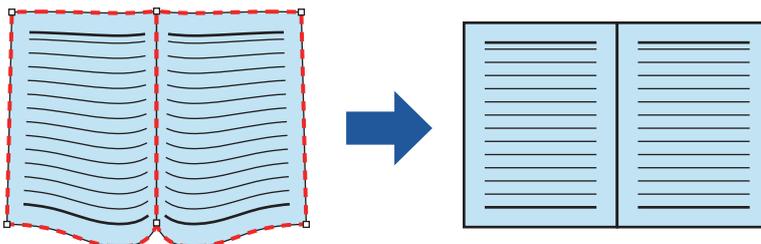
### When a document is scanned

- "Filling in Fingers Captured in a Scanned Image (When a Document Is Scanned)" (page 92)

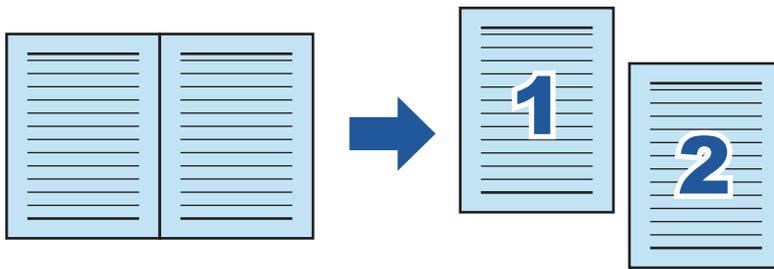


### When a book is scanned

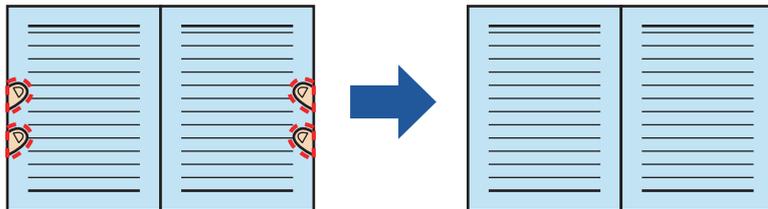
- "Correcting Distorted Book Images" (page 97)



- "Splitting a Double-Page Spread Image into Two Page Images" (page 102)



- "Filling in Fingers Captured in a Scanned Image (When a Book Is Scanned)" (page 105)



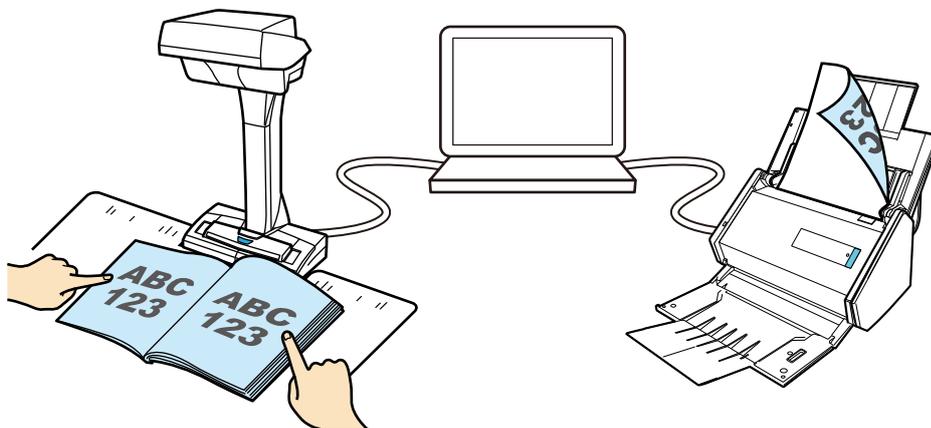
#### When multiple documents are scanned at once

- "Correcting the Scanned Image Orientation" (page 109)
- "Modifying the Crop Area" (page 112)
- "Adding the Necessary Scanned Images" (page 114)
- "Deleting Unnecessary Scanned Images" (page 116)

### Scanning Documents with Two ScanSnaps Connected to a Computer

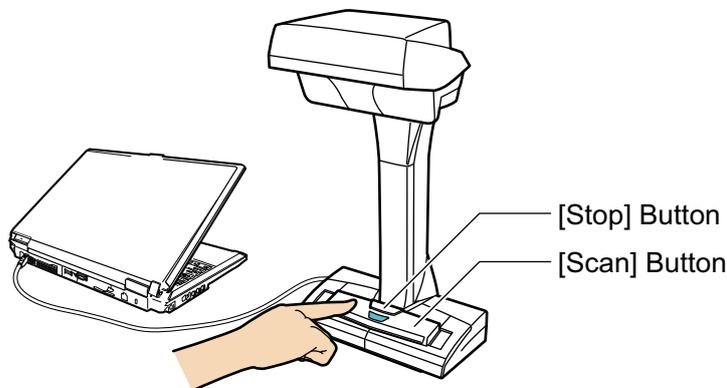
You can use SV600 and another ScanSnap connected to a computer.

For details, refer to "Scanning Documents with Two ScanSnaps Connected to a Computer" (page 89).



# Scanning a Document

1. Press the [Scan] or [Stop] button on the ScanSnap to turn the power on.

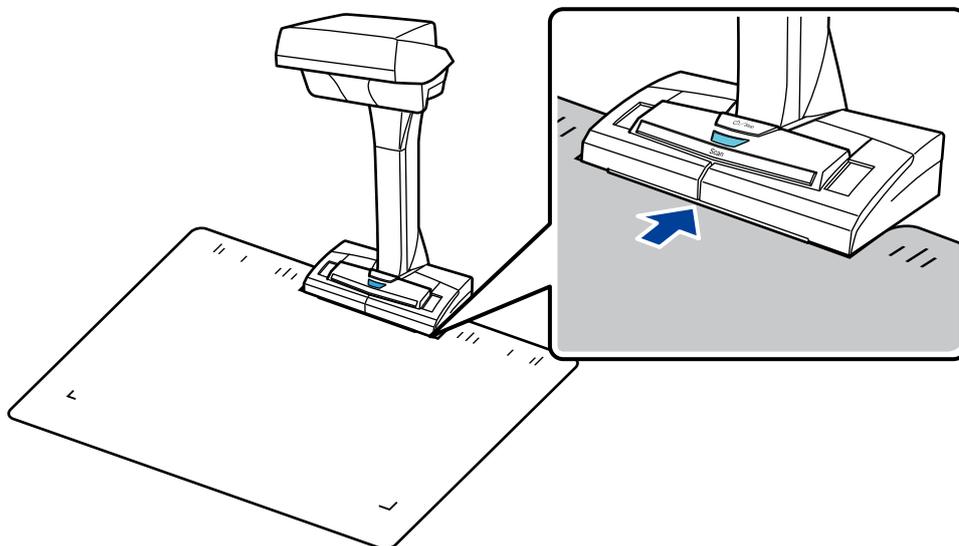


⇒ The power LED lights up in blue.

In addition, the ScanSnap Manager icon in the notification area changes from  to .

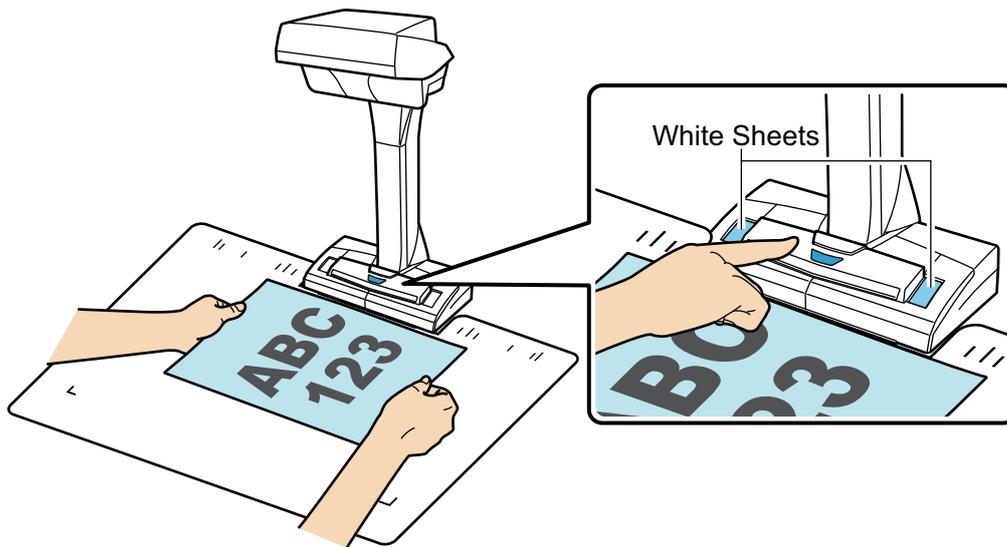
2. Place the Background Pad on the front side of the ScanSnap.

Place the Background Pad so that it is in contact with the ScanSnap.



3. Place a document in the scan area of the ScanSnap and press the [Scan] button.

For details, refer to "How to Place Documents" (page 55).



⇒ Scanning starts.

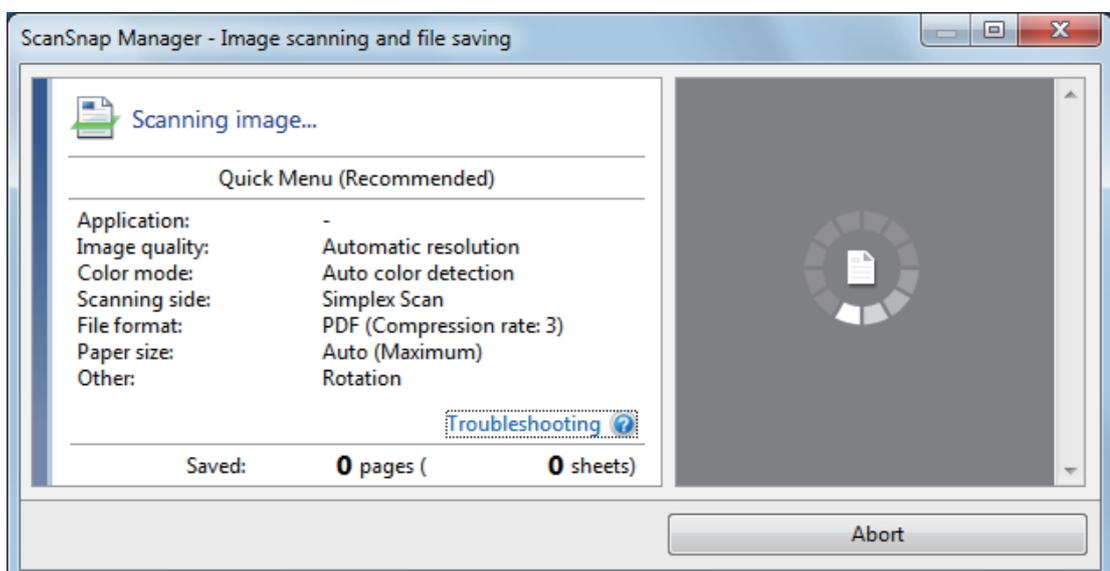
### ATTENTION

- Do not perform the following operations during scanning. Doing so will stop scanning.
  - Connect or disconnect the ScanSnap and other USB devices.
  - Switch users.
  - Allow the computer to enter sleep mode.
- Do not cover the white sheet with an object or hand during scanning. The color reproduction of the scanned image will be affected.
- Do not shake the table or desk when the ScanSnap is being used or move the documents while they are being scanned. Doing so may distort the scanned image or blur the color.

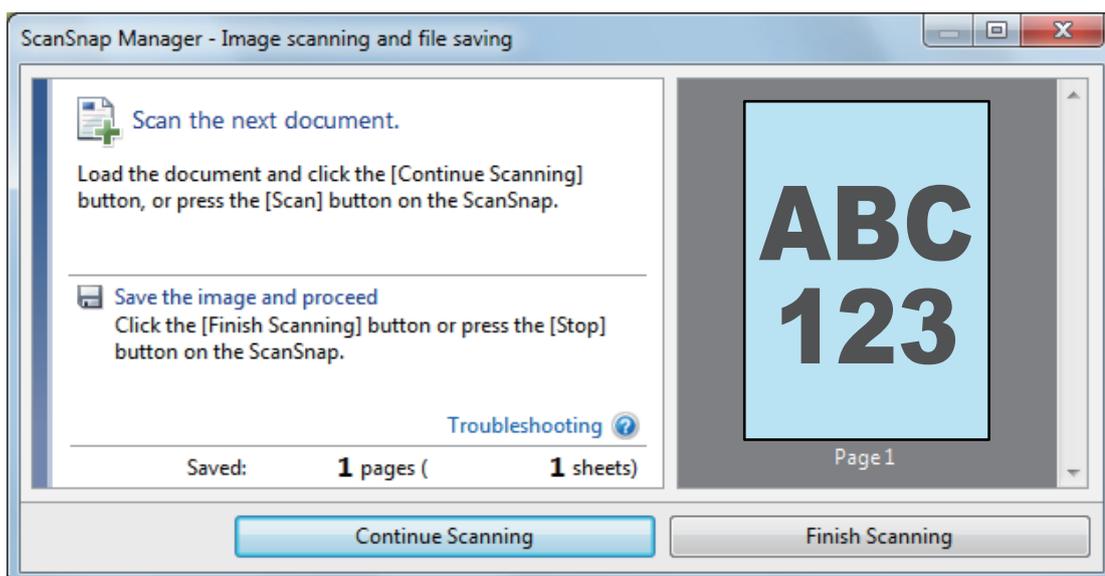
### HINT

You can also start scanning a document by right-clicking the ScanSnap Manager icon  in the notification area and then selecting [Scan] from the "Right-Click Menu" (page 44).

⇒ The power LED on the ScanSnap flashes in blue while the documents are being scanned. The [ScanSnap Manager - Image scanning and file saving] window appears.



- ⇒ When scanning is complete, the [ScanSnap Manager - Image scanning and file saving] window displays a scanning standby status.



#### HINT

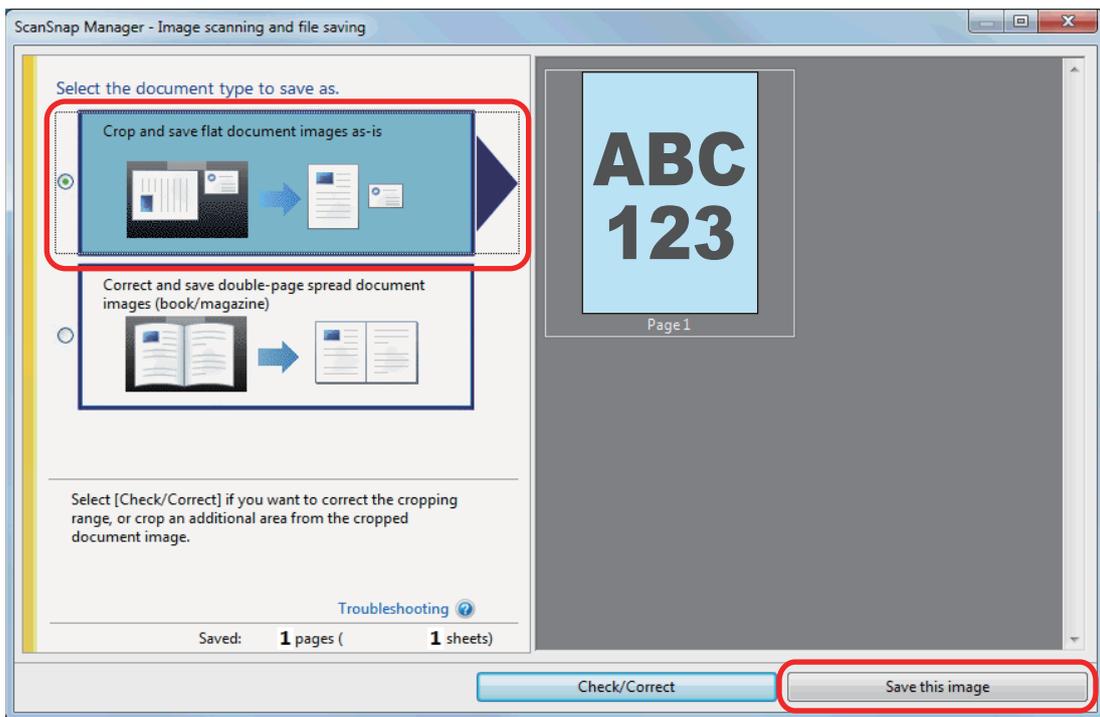
To continue scanning, place down the next document to be scanned, and then perform one of the following operations. Continuous scanning starts.

- Clicking the [Continue Scanning] button in the [ScanSnap Manager - Image scanning and file saving] window
- Pressing the [Scan] button on the ScanSnap

#### 4. To finish scanning, click the [Finish Scanning] button or press the [Stop] button on the ScanSnap.

- ⇒ A window is displayed for selecting how to save the scanned images.  
In the preview area, the scanned images are cropped and displayed.

#### 5. Select [Crop and save flat document images as-is], and then click the [Save this image] button.



### HINT

Click the [Check/Correct] button in the [ScanSnap Manager - Image scanning and file saving] window to correct the scanned image. The following functions are available:

- "Filling in Fingers Captured in a Scanned Image (When a Document Is Scanned)" (page 92)
- "Correcting the Scanned Image Orientation" (page 109)
- "Modifying the Crop Area" (page 112)

⇒ The Quick Menu appears.

## 6. In the Quick Menu, click the icon of the application to link with ScanSnap Manager.



When you select , you can manage scanned images by folder with ScanSnap Organizer.

For details, refer to "Managing Paper Documents by Folder on a Computer" (page 76).



⇒ The selected application starts up. For details, refer to the Advanced Operation Guide.

#### ATTENTION

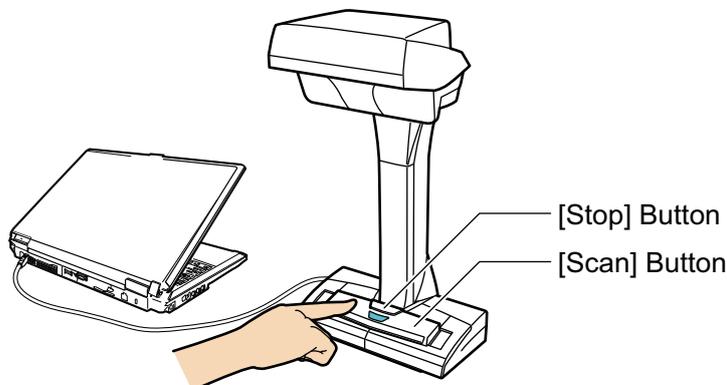
- You cannot start scanning when the Quick Menu is displayed. Either select an icon from the Quick Menu and finish the process, or close the Quick Menu before you perform the next scan.
- Do not move, delete, or rename scanned images using other applications while the Quick Menu is displayed.

#### HINT

- Clicking  displays the description of an application. Placing the mouse cursor over the icon of another application displays the description of the application.
- Performing a scan while an application that can be automatically linked with is active automatically starts the linkage between ScanSnap Manager and the application.  
For details, refer to the Advanced Operation Guide.

# Scanning a Book

1. Press the [Scan] or [Stop] button on the ScanSnap to turn the power on.

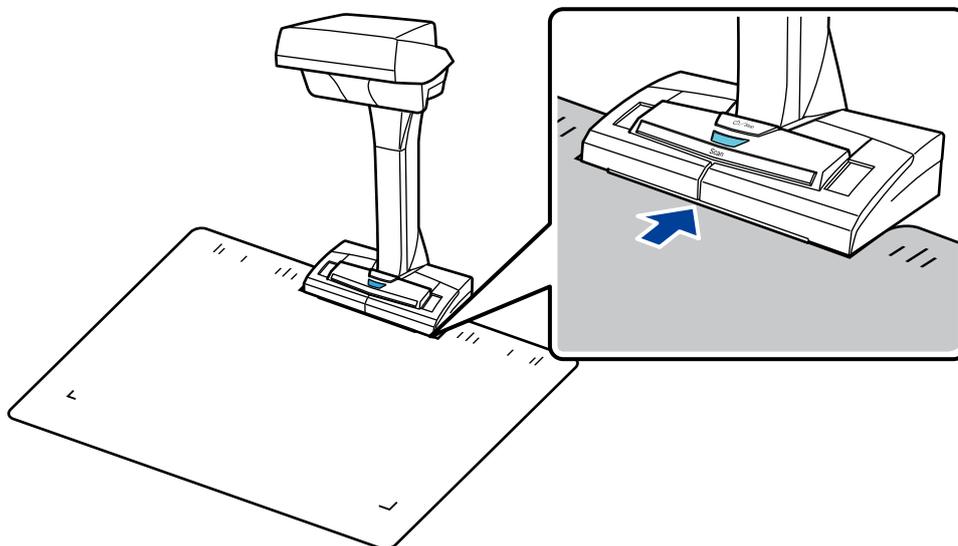


⇒ The power LED lights up in blue.

In addition, the ScanSnap Manager icon in the notification area changes from  to .

2. Place the Background Pad on the front side of the ScanSnap.

Place the Background Pad so that it is in contact with the ScanSnap.



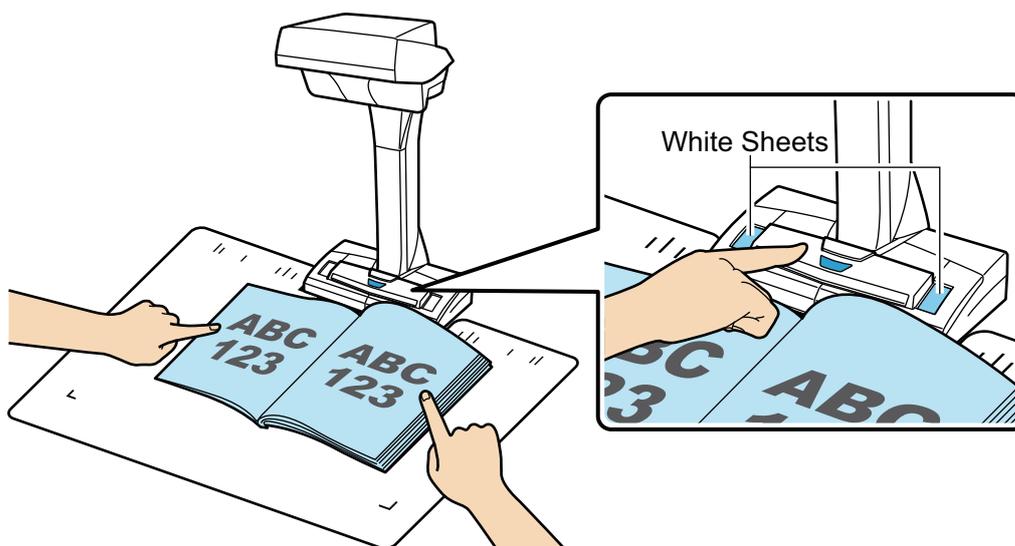
3. Place a book in the scan area of the ScanSnap and press the [Scan] button.

For details, refer to ["How to Place Documents"](#) (page 55).

## HINT

You can also enable page turning detection by holding down the [Scan] button on the ScanSnap for 2 seconds or longer. When page turning detection is used, turning a book's page automatically starts scanning.

For details, refer to ["Scanning Documents Using Page Turning Detection"](#) (page 82).



⇒ Scanning of the book starts.

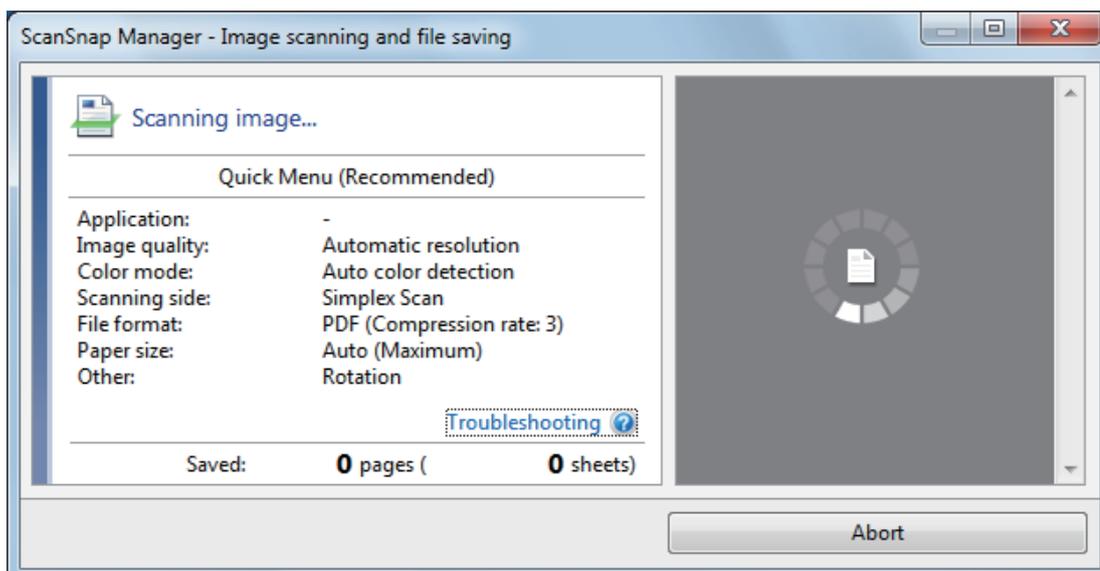
### ATTENTION

- Do not perform the following operations during scanning. Doing so will stop scanning.
  - Connect or disconnect the ScanSnap and other USB devices.
  - Switch users.
  - Allow the computer to enter sleep mode.
- Do not cover the white sheet with an object or hand during scanning. The color reproducibility of the scanned image will be affected.
- Do not shake the table or desk when the ScanSnap is being used or move the documents while they are being scanned. Doing so may distort the scanned image or blur the color.

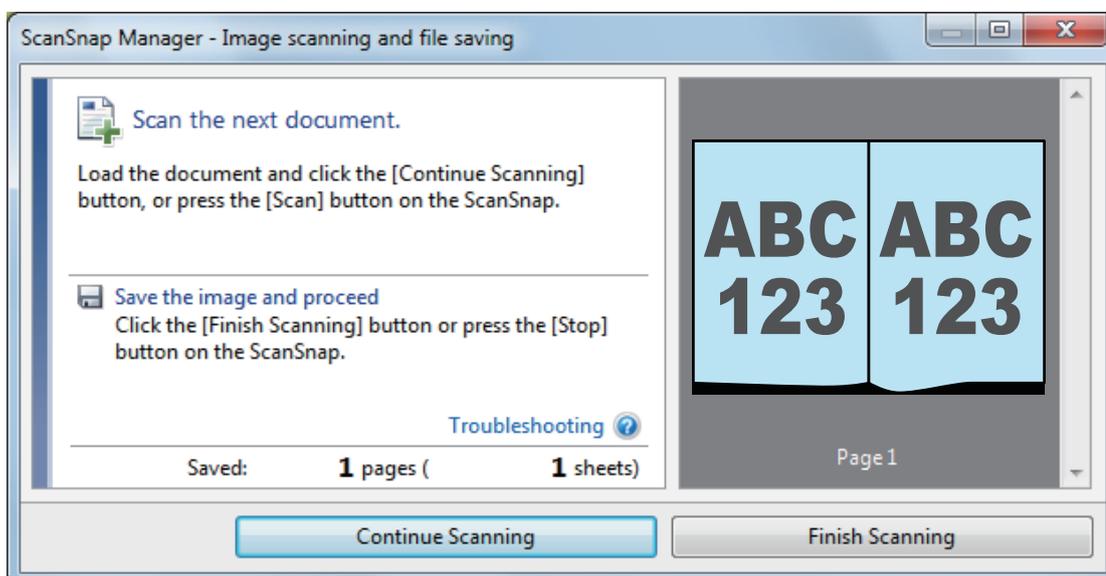
### HINT

- You can also start scanning a book by right-clicking the ScanSnap Manager icon  in the notification area and then selecting [Scan] from the "Right-Click Menu" (page 44).
- When timed mode is used, after the specified time the ScanSnap automatically starts scanning. For details, refer to "Scanning Documents Using Timed Mode" (page 86).

⇒ The power LED on the ScanSnap flashes in blue while the book is being scanned.  
The [ScanSnap Manager - Image scanning and file saving] window appears.



⇒ When scanning the book is complete, the [ScanSnap Manager - Image scanning and file saving] window displays a scanning standby status.



#### HINT

To continue scanning the book, open the next page to be scanned, and then perform one of the following operations: Continuous scanning of the book starts.

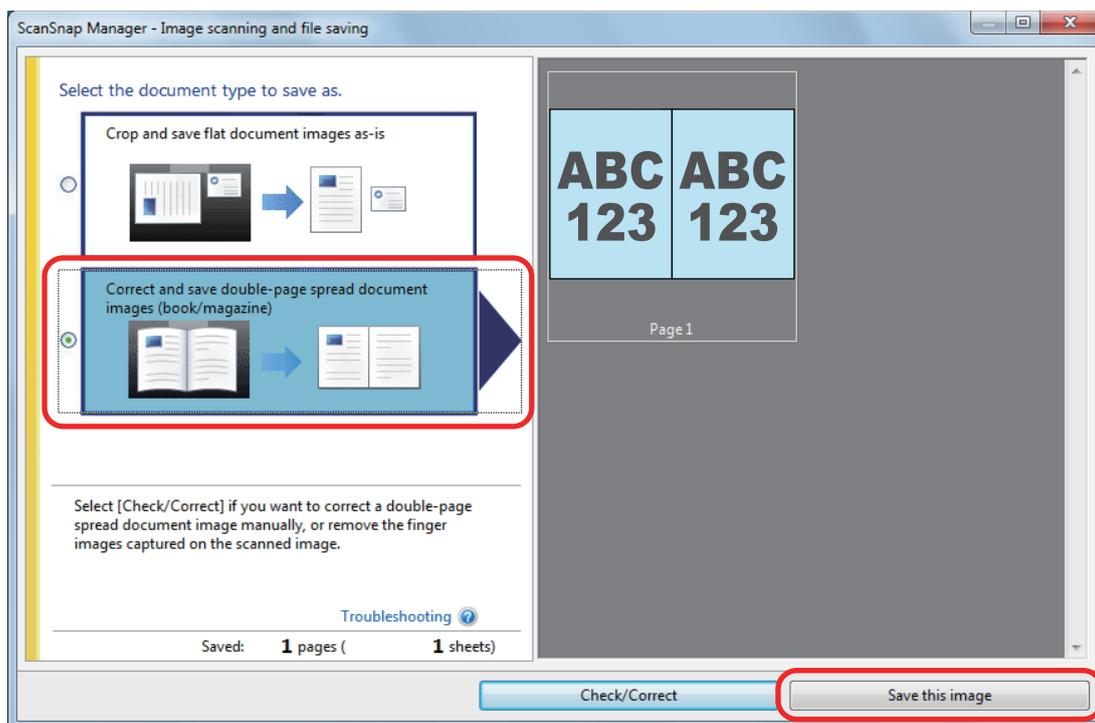
- Clicking the [Continue Scanning] button in the [ScanSnap Manager - Image scanning and file saving] window
- Press the [Scan] button on the ScanSnap.

#### 4. To finish scanning the book, click the [Finish Scanning] button or press the [Stop] button on the ScanSnap.

⇒ A window is displayed for selecting how to save the scanned images.

In the preview area, the scanned images of the book are cropped and displayed.

#### 5. Select [Correct and save double-page spread document images (book/magazine)], and then click the [Save this image] button.



## HINT

Click the [Check/Correct] button in the [ScanSnap Manager - Image scanning and file saving] window to correct the scanned image. The following functions are available:

- "Correcting Distorted Book Images" (page 97)
- "Splitting a Double-Page Spread Image into Two Page Images" (page 102)
- "Filling in Fingers Captured in a Scanned Image (When a Book Is Scanned)" (page 105)

⇒ The Quick Menu appears.

## 6. In the Quick Menu, click the icon of the application to link with ScanSnap Manager.



When you select , you can manage scanned images by folder with ScanSnap Organizer.

For details, refer to "Managing Paper Documents by Folder on a Computer" (page 76).



⇒ The selected application starts up. For details, refer to the Advanced Operation Guide.

#### ATTENTION

- 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 scanned images using other applications while the Quick Menu is displayed.

#### HINT

- Clicking  displays the description of an application. Placing the mouse cursor over the icon of another application displays the description of the application.
- Performing a scan while an application that can be automatically linked with is active automatically starts the linkage between ScanSnap Manager and the application.  
For details, refer to the Advanced Operation Guide.

# Scanning Multiple Documents at Once

1. Press the [Scan] or [Stop] button on the ScanSnap to turn the power on.

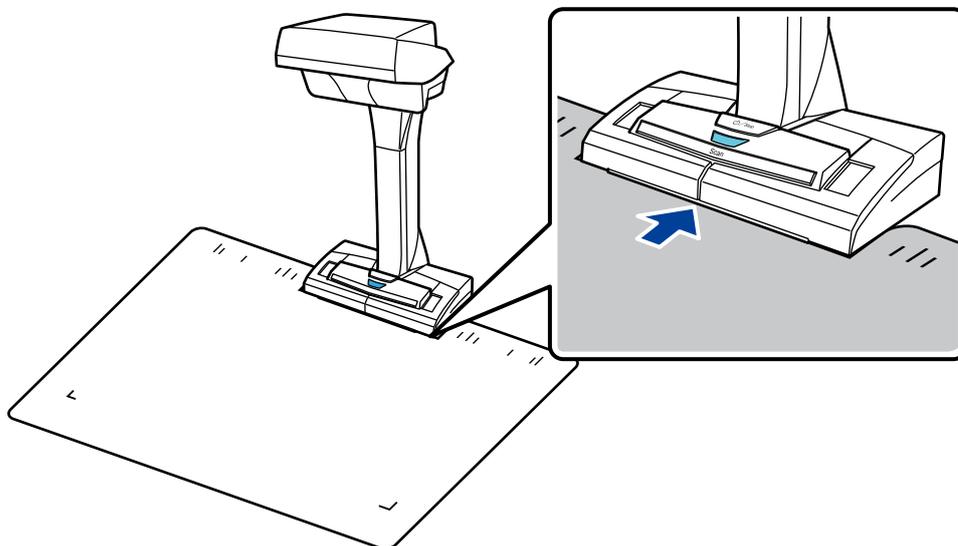


⇒ The power LED lights up in blue.

In addition, the ScanSnap Manager icon in the notification area changes from  to .

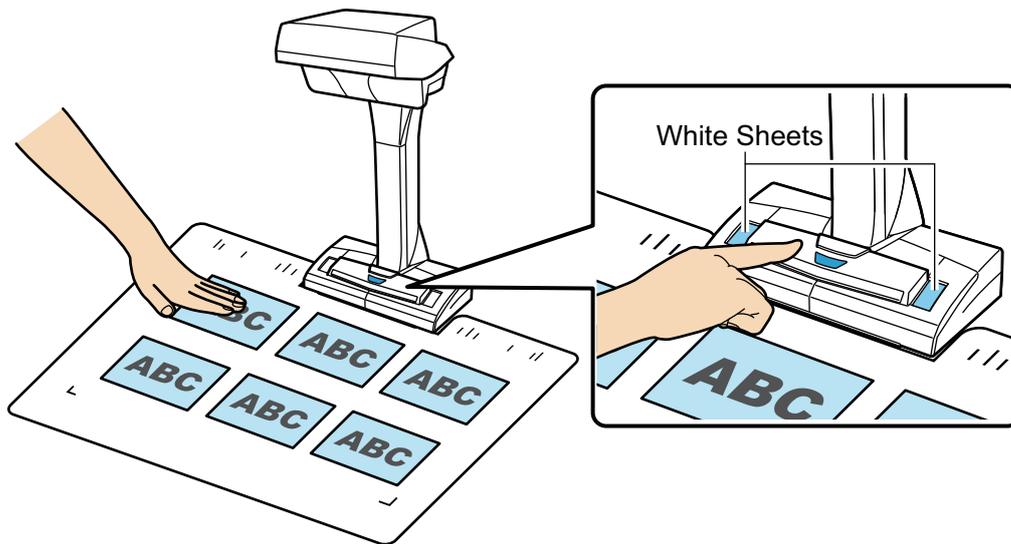
2. Place the Background Pad on the front side of the ScanSnap.

Place the Background Pad so that it is in contact with the ScanSnap.



3. Place a document in the scan area of the ScanSnap and press the [Scan] button.

For details, refer to "How to Place Documents" (page 55).



⇒ Scanning starts.

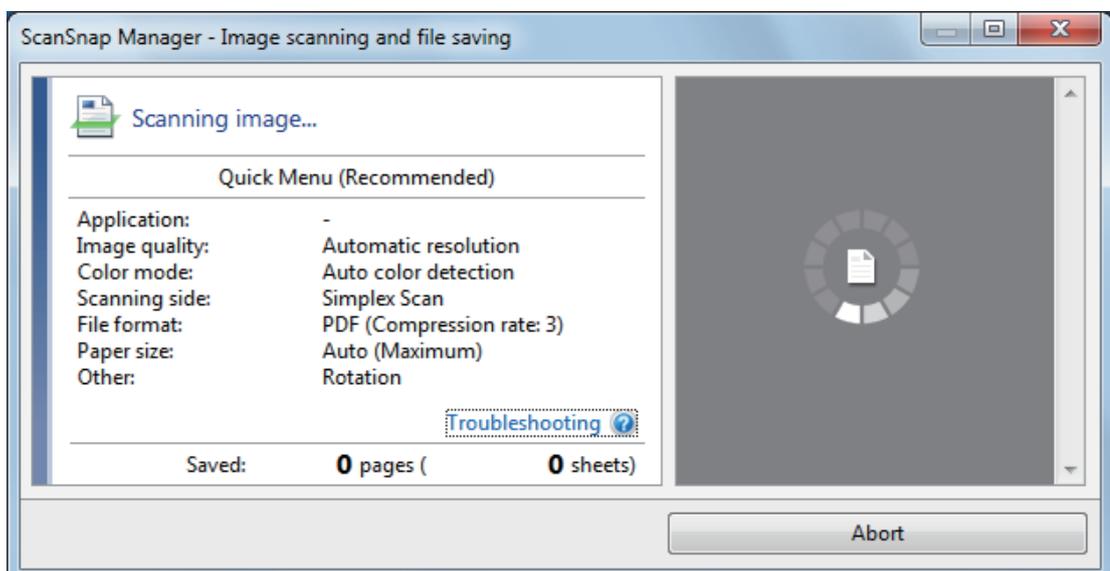
### ATTENTION

- Do not perform the following operations during scanning. Doing so will stop scanning.
  - Connect or disconnect the ScanSnap and other USB devices.
  - Switch users.
  - Allow the computer to enter sleep mode.
- Do not cover the white sheet with an object or hand during scanning. The color reproducibility of the scanned image will be affected.
- Do not shake the table or desk when the ScanSnap is being used or move the documents while they are being scanned. Doing so may distort the scanned image or blur the color.

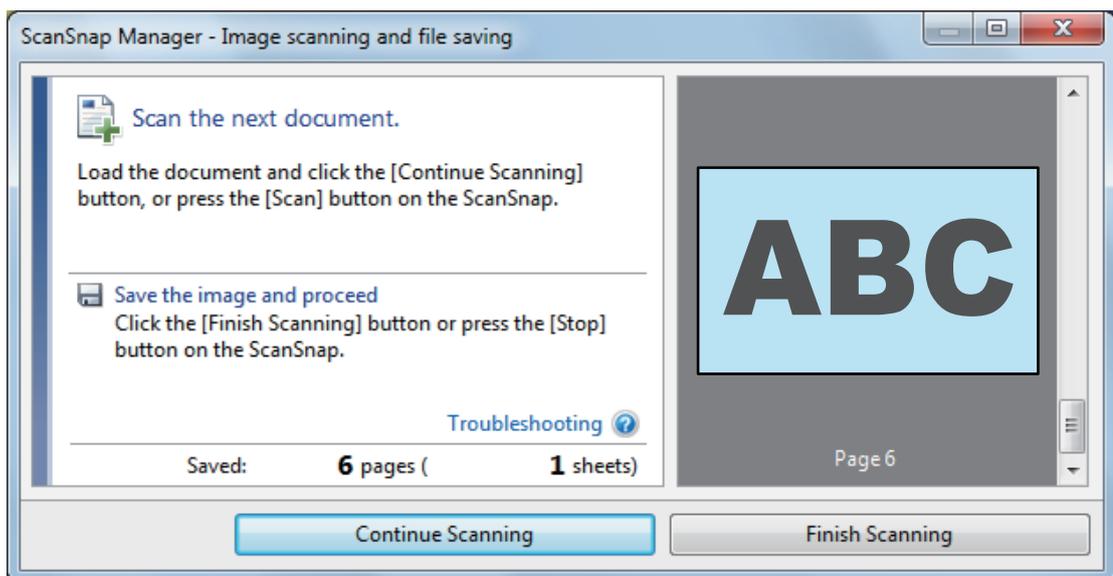
### HINT

You can also start scanning documents by right-clicking the ScanSnap Manager icon  in the notification area and then selecting [Scan] from the "Right-Click Menu" (page 44).

⇒ The power LED on the ScanSnap flashes in blue while the documents are being scanned. The [ScanSnap Manager - Image scanning and file saving] window appears.



- ⇒ When scanning is complete, the [ScanSnap Manager - Image scanning and file saving] window displays a scanning standby status.



#### HINT

To continue scanning, place down the next document to be scanned, and then perform one of the following operations. Continuous scanning starts.

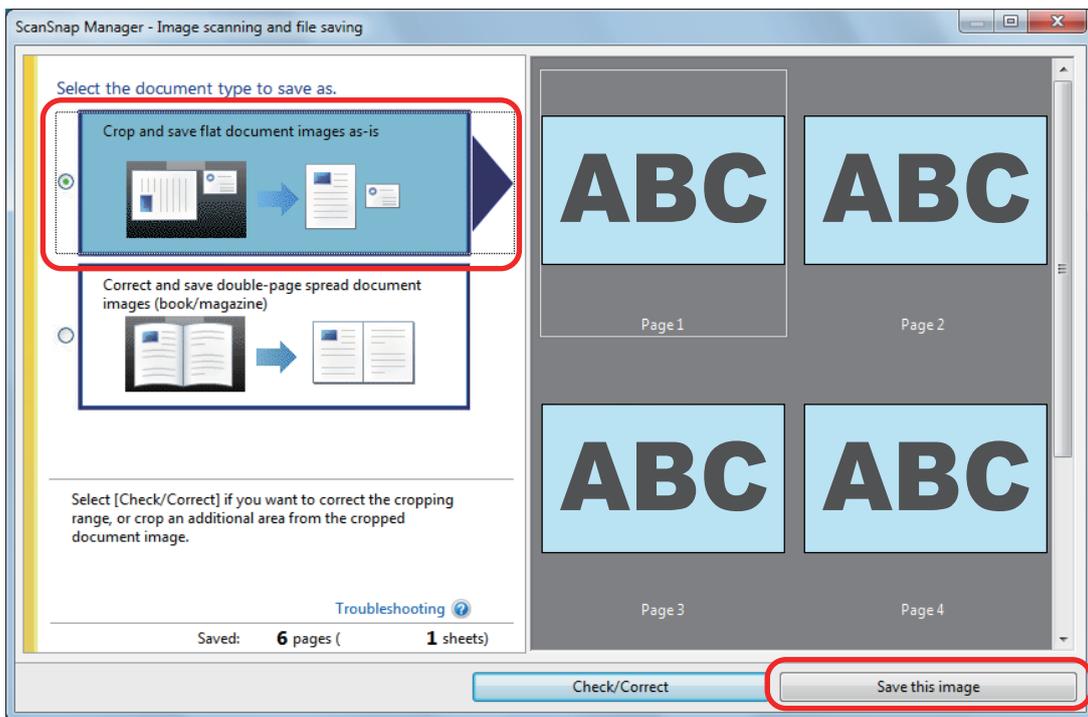
- Clicking the [Continue Scanning] button in the [ScanSnap Manager - Image scanning and file saving] window
- Press the [Scan] button on the ScanSnap.

#### 4. To finish scanning, click the [Finish Scanning] button or press the [Stop] button on the ScanSnap.

- ⇒ A window is displayed for selecting how to save the scanned images.

In the preview area, the scanned images are cropped and each scanned image is displayed as a separate document.

#### 5. Select [Crop and save flat document images as-is], and then click the [Save this image] button.



### HINT

Click the [Check/Correct] button in the [ScanSnap Manager - Image scanning and file saving] window to correct the scanned image. The following functions are available:

- "Correcting the Scanned Image Orientation" (page 109)
- "Modifying the Crop Area" (page 112)
- "Adding the Necessary Scanned Images" (page 114)
- "Deleting Unnecessary Scanned Images" (page 116)

⇒ The Quick Menu appears.

## 6. In the Quick Menu, click the icon of the application to link with ScanSnap Manager.



By selecting , you can save business card data in CardMinder.

For details, refer to "Saving Business Cards to a Computer" (page 79).



⇒ The selected application starts up. For details, refer to the Advanced Operation Guide.

#### ATTENTION

- 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 scanned images using other applications while the Quick Menu is displayed.

#### HINT

- Clicking  displays the description of an application. Placing the mouse cursor over the icon of another application displays the description of the application.
- Performing a scan while an application that can be automatically linked with is active automatically starts the linkage between ScanSnap Manager and the application.  
For details, refer to the Advanced Operation Guide.

# ScanSnap Overview

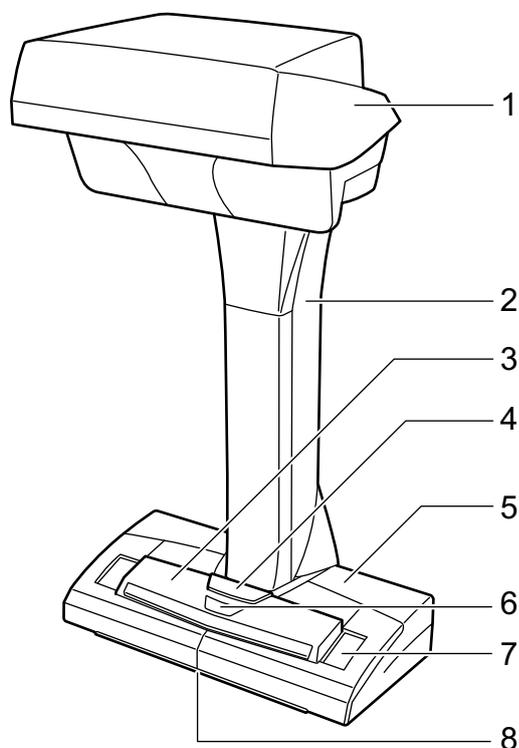
This section provides an overview that you should be aware of before operating ScanSnap.

- ["Parts and Functions" \(page 36\)](#)
- ["System Requirements" \(page 39\)](#)
- ["Overview of the Software Related to the ScanSnap" \(page 41\)](#)
- ["How to Install the Software" \(page 42\)](#)
- ["ScanSnap Manager Icon" \(page 43\)](#)
- ["Right-Click Menu" \(page 44\)](#)
- ["ScanSnap Setup Window" \(page 46\)](#)
- ["Turning the ScanSnap On or Off" \(page 48\)](#)
- ["Documents to Scan" \(page 54\)](#)
- ["How to Place Documents" \(page 55\)](#)

# Parts and Functions

This section explains the names and functions of the ScanSnap parts.

## Front



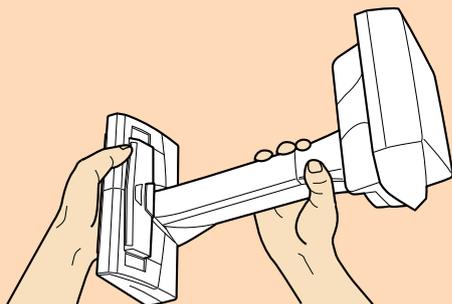
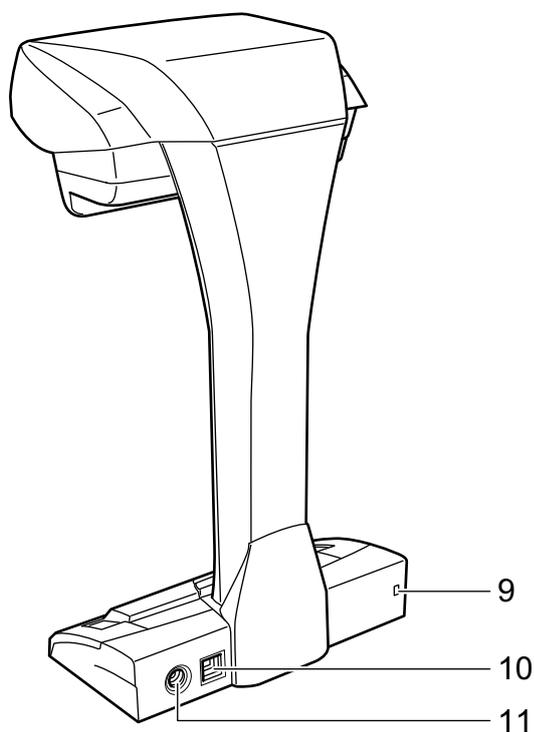
| No. | Name               | Description  |
|-----|--------------------|--|
| 1   | Head               | -  |
| 2   | Neck               | -  |
| 3   | [Scan] button (*1) | <ul style="list-style-type: none"> <li>● Turns on the ScanSnap.</li> <li>● Starts scanning.</li> </ul>   |
| 4   | [Stop] button (*1) | <ul style="list-style-type: none"> <li>● Turns the ScanSnap on or off.</li> <li>● Stops scanning.</li> </ul>   |
| 5   | Base               | -  |
| 6   | Power LED          | Indicates the status of the ScanSnap as follows:<br>Blue (lit): Ready<br>Blue (flashing): Scanning<br>Orange (flashing): Error                                 |
| 7   | White sheet        | Used to determine the starting position for scanning documents and is also the standard color reference for the color of documents when documents are scanned. |
| 8   | Centering mark     | When placing a book or standard size document, align the center of the document with the centering mark.   |

\*1: If the ScanSnap has turned off automatically because of the automatic power off function, press the [Scan] or [Stop] button to turn the ScanSnap back on. (Pressing the [Scan] button does not start scanning.)

For details, refer to ["Automatic Power OFF"](#) (page 53).

**ATTENTION**

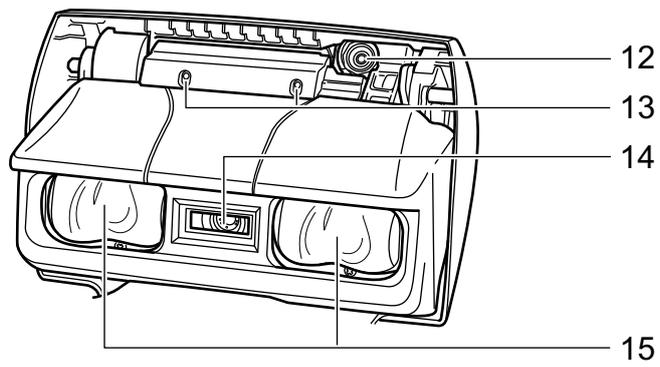
When carrying the ScanSnap, hold its base and neck. Do not carry the scanner by the head.

**Back**

| No. | Name                | Description  |
|-----|---------------------|--|
| 9   | Security cable slot | Used to connect an anti-theft security cable (commercially available). |
| 10  | USB connector       | Used to connect a USB cable.   |
| 11  | Power connector     | Used to connect the AC cable.  |

**Scanning Unit**

Operates when documents are scanned.



| No. | Name         | Description  |
|-----|--------------|--|
| 12  | Camera       | Detects page turning and glossy papers.  |
| 13  | Infrared LED | Irradiates the scan area with infrared to detect page turning and glossy papers. |
| 14  | Glass        | Protects the lens used to scan a document.                                       |
| 15  | Lamp         | Illuminates the document to be scanned.  |

# System Requirements

The ScanSnap has the following system requirements.

For the latest information on requirements, please visit the ScanSnap Support Site at:

<http://scansnap.fujitsu.com/g-support/en/>

|                                |  |
|--------------------------------|--|
| <b>Operating system</b>        | Windows 10 (32-bit/64-bit) (*1)<br>Windows 8.1 (32-bit/64-bit) (*2)<br>Windows 7 (32-bit/64-bit)   |
| <b>CPU</b>                     | Intel® Core™ i5 2.5 GHz or higher  |
| <b>Memory</b>                  | 4 GB or more   |
| <b>Display resolution (*3)</b> | Windows 10/Windows 8.1: 1024 × 768 pixels or higher<br>Windows 7: 800 × 600 pixels or higher   |
| <b>Disk space</b>              | Free space required to install the software related to the ScanSnap is as follows: (*4) <ul style="list-style-type: none"> <li>● ScanSnap Manager: 700 MB</li> <li>● ScanSnap Organizer: 290 MB</li> <li>● CardMinder: 730 MB</li> <li>● ABBYY FineReader for ScanSnap: 710 MB</li> <li>● ScanSnap Online Update: 50 MB</li> <li>● Scan to Microsoft SharePoint: 40 MB</li> <li>● OCR Pack (*5)</li> <li>● ScanSnap SV600 Basic Operation Guide: 10 MB</li> <li>● Nuance Power PDF Standard: 700 MB</li> </ul> |
| <b>USB port</b>                | USB 3.0(*6)/USB 2.0/USB 1.1  |

\*1: The software bundled with the ScanSnap operates in desktop mode.

\*2: The software bundled with the ScanSnap operates as a desktop application.

\*3: When the font size is large, some screens may not be displayed correctly.

In such a case, use a smaller font size.

\*4: To save scanned images, more free space is required.

For details about estimated image data size, refer to the ScanSnap Manager Help.

\*5: By installing the OCR Pack, you can add extra languages to recognize text.

For the amount of free space required to install the OCR Pack, refer to the following:

<http://www.fujitsu.com/global/support/products/computing/peripheral/scanners/scansnap/software/ocrpack-setup.html>

\*6: Even if you connect the ScanSnap to a USB 3.0 compatible port, the scanner operates as a USB 2.0 device.

## ATTENTION

- If the system requirements above are not satisfied, the ScanSnap may not operate.
- If a USB port on the keyboard or on the monitor is in use, the ScanSnap may not operate.
- When using a commercially available USB hub, use a type that is powered from an electrical power supply (and that comes with an adapter).
- Scanning speed decreases in the following cases:
  - The CPU or the memory does not meet the recommended specifications.
  - The version of the USB port or the USB hub is USB 1.1.

- The actual disk space used for the installation of the software and the disk space required for the installation may be different because of the disk management in your Windows system.
- To scan a document, a disk space that is approximately three times larger than the size of the file to be saved is required.
- If characters are not correctly displayed when you use the following functions, install the universal font (Arial Unicode MS) from the setup disk of Microsoft Office 2007 or later:
  - CardMinder
  - Scan to Mobile
  - Scan to Salesforce Chatter
  - Scan to Dropbox

#### HINT

- For Windows 7, when the following software programs are installed, .NET Framework 4 or an in-place update for .NET Framework 4 (which requires 2 GB of free disk space at most) may be installed:
  - ScanSnap Manager
  - ScanSnap OrganizerAfter installing .NET Framework, apply the updates in Windows Update.
- For Windows 10 or Windows 8.1, when the following software programs are installed, .NET Framework 3.5 SP1 (which requires 500 MB of free disk space at most) may be installed at the same time:
  - ScanSnap Manager
  - ScanSnap Organizer
  - CardMinder

# Overview of the Software Related to the ScanSnap

This section gives an overview of each bundled software and their functions. You can edit, manage, and arrange the scanned image by using the following software:

## **ScanSnap Manager**

This scanner driver is required to scan documents with the ScanSnap. Scanned images can be saved as PDF or JPEG files to a computer.

You need to have ScanSnap Connect Application installed on your mobile device to save PDF or JPEG files to your mobile device.

You can download ScanSnap Connect Application for your mobile device from its application market.

## **ScanSnap Organizer**

You can use this application to display image data (PDF or JPEG files) without opening them, create folders and arrange files as you like.

## **CardMinder**

You can use this application to efficiently digitalize a large number of business cards.

Text recognition can be performed on business cards and you can create a database to facilitate card data management and searches. Data in the database can be printed and linked with various applications.

## **ABBYY FineReader for ScanSnap**

This application can perform text recognition on the scanned images using OCR (Optical Character Recognition) to convert the image data to Word, Excel, or PowerPoint files that can be edited.

## **ScanSnap Online Update**

This application checks whether the latest updates or software programs are available on the download server. When the latest updates or software programs are available, you can automatically apply updates or download and install the software programs manually.

## **Scan to Microsoft SharePoint**

You can easily save files in SharePoint using the ScanSnap.

## **Evernote for Windows**

You can easily save files in Evernote using the ScanSnap.

## **Dropbox for Windows**

You can easily save files to your Dropbox folder using the ScanSnap.

## **Nuance Power PDF Standard**

This is a application for creating, editing, managing, and utilizing PDF format electronic documents.

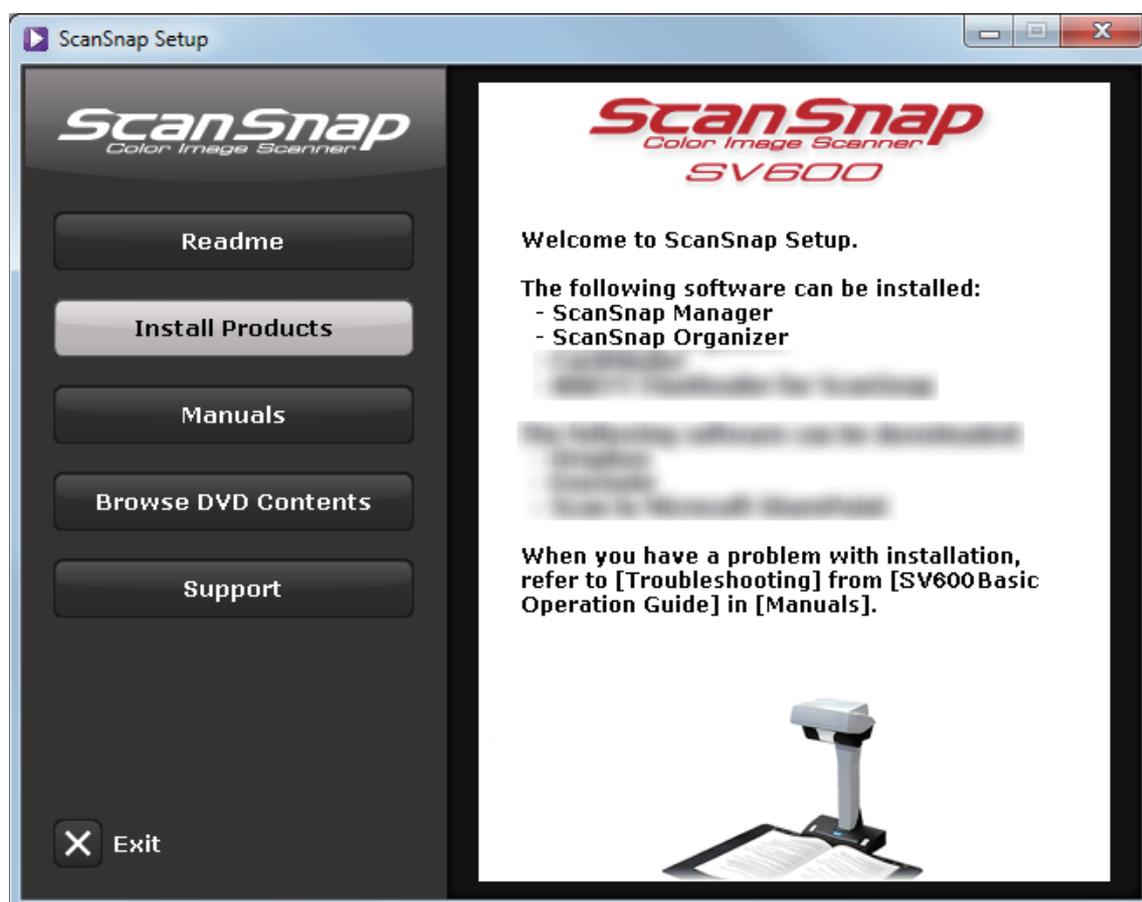
## How to Install the Software

When you insert the Setup DVD-ROM into the DVD-ROM drive on your computer, the [ScanSnap Setup] window appears.

### ATTENTION

- Do not connect the ScanSnap to the computer before installing the software. Doing so may cause the ScanSnap not to be recognized by the computer. In that case, install the software, and then reconnect the ScanSnap to the computer.
- If a DVD-ROM drive is not available, the installers for the software programs can be downloaded from the following web page.

<http://scansnap.fujitsu.com/g-support/en/>



The functions of each button in the [ScanSnap Setup] window are as follows.

| Button              | Function  |
|---------------------|---|
| Readme              | Displays the [Readme] window. You can refer to the Readme file of each software in this window.   |
| Install Products    | Displays the [Install Products] window. You can start installing software.  |
| Manuals             | Displays the [Manuals] window. You can refer to Safety Precautions, Getting Started, the Basic Operation Guide (this manual), and the manual of each software program in this window. |
| Browse DVD Contents | Opens Windows Explorer to display the files from the Setup DVD-ROM.   |
| Support             | Displays contact information for customer support.  |

## ScanSnap Manager Icon

When ScanSnap Manager is running, the ScanSnap Manager icon is displayed in the notification area. The notification area is located at the far right of the taskbar.

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

| Communication Status | ScanSnap Manager Icon   |
|----------------------|---|
| Communicating        |  |
| Not communicating    |  |

### HINT

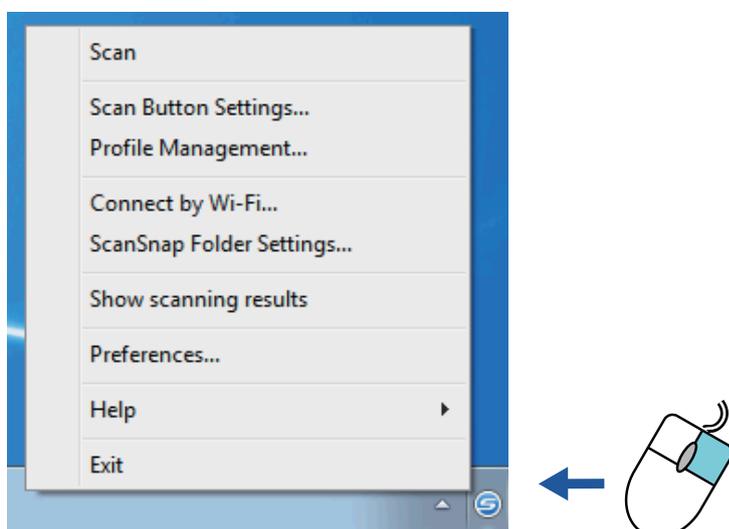
Turn the ScanSnap on to begin communication between ScanSnap Manager and the ScanSnap. For details about how to turn on the ScanSnap, refer to "[Turning the ScanSnap On](#)" (page 49).

You can display the menu for scanning documents and ScanSnap Manager settings from the ScanSnap Manager icon.

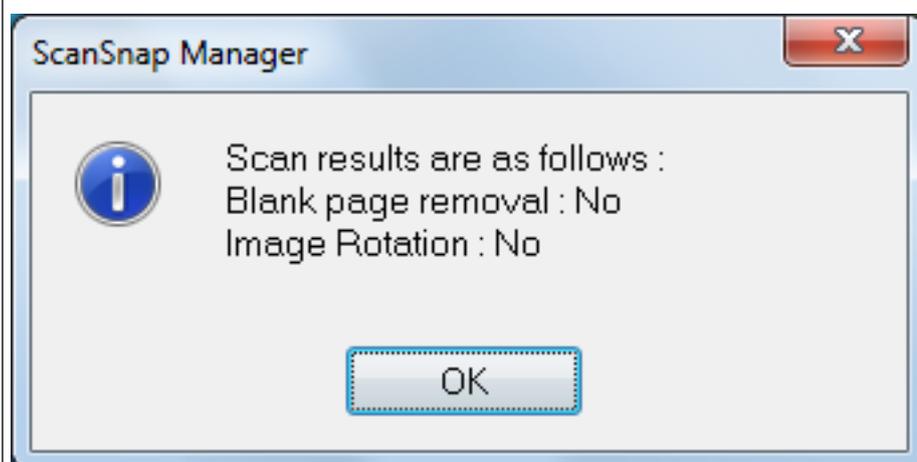
- Right-clicking  
Displays the "[Right-Click Menu](#)" (page 44).
- Left-clicking  
Displays the Left-Click Menu.  
For details, refer to the Advanced Operation Guide.

## Right-Click Menu

This menu appears when you right-click the ScanSnap Manager icon  in the notification area located at the far right of the taskbar.



| Item                     | Function   |
|--------------------------|--|
| Scan                     | Scans the document placed in the scan area of the ScanSnap. Follows the settings configured in [Scan Button Settings].   |
| Scan Button Settings     | Displays the "ScanSnap Setup Window" (page 46). You can configure the scan settings in this window.  |
| Profile Management       | Displays the [ScanSnap Manager - Profile Management] window.<br>You cannot select [Profile Management] when the [Use Quick Menu] checkbox is selected in the ScanSnap setup window.<br>For details, refer to the Advanced Operation Guide. |
| Connect by Wi-Fi         | Displays the [ScanSnap Manager - Connect by Wi-Fi] window.<br>Available with iX500 and iX100.  |
| ScanSnap Folder Settings | Displays the ScanSnap setup window. You can configure the scan settings for using ScanSnap Folder in this window.<br>For details, refer to the Advanced Operation Guide.   |
| Show scanning results    | After scanning is completed, a message appears to inform you whether the image is rotated.   |

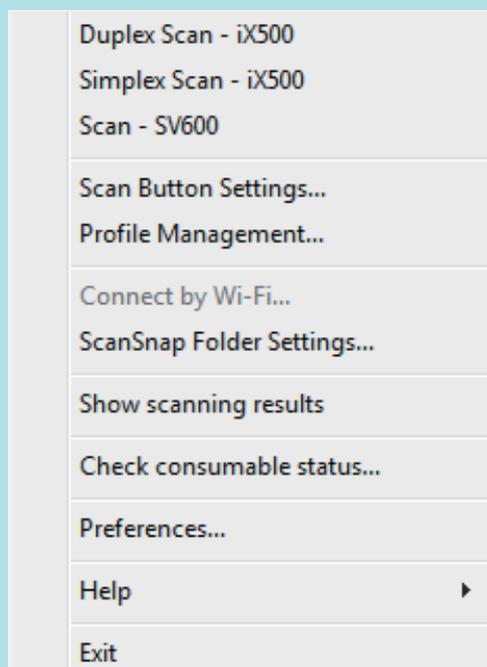


| Item                    | Function   |
|-------------------------|--|
| Preferences             | Displays the [ScanSnap Manager - Preferences] window.  |
| Help                    | <p>Displays the following menu:</p> <ul style="list-style-type: none"> <li>● Help<br/>Opens the ScanSnap Manager Help.</li> <li>● Troubleshooting<br/>Displays [Troubleshooting] in the ScanSnap Manager Help.</li> <li>● ScanSnap Portal Site<br/>Opens the ScanSnap global homepage (<a href="http://scansnap.fujitsu.com">http://scansnap.fujitsu.com</a>).</li> <li>● About ScanSnap Manager<br/>Displays the [ScanSnap Manager - Version Information] window.</li> <li>● ScanSnap information<br/>Displays the [ScanSnap Manager - Scanner and driver information] window.<br/>Displayed when the ScanSnap and computer are connected.</li> <li>● Online Update<br/>Starts the ScanSnap Online Update.<br/>For details, refer to "Updating the Software" (page 145).</li> </ul> |
| To establish connection | Displayed when ScanSnap Manager is not communicating with the ScanSnap correctly.  |
| Exit                    | Exits ScanSnap Manager.  |

## HINT

When SV600 and one of iX500, iX100, S1500, S1500M, S1300i, S1300, S1100i, and S1100 are connected to a computer, the Right-Click Menu displays items relevant to each of the connected ScanSnap models.

For details, refer to the ScanSnap Manager Help.



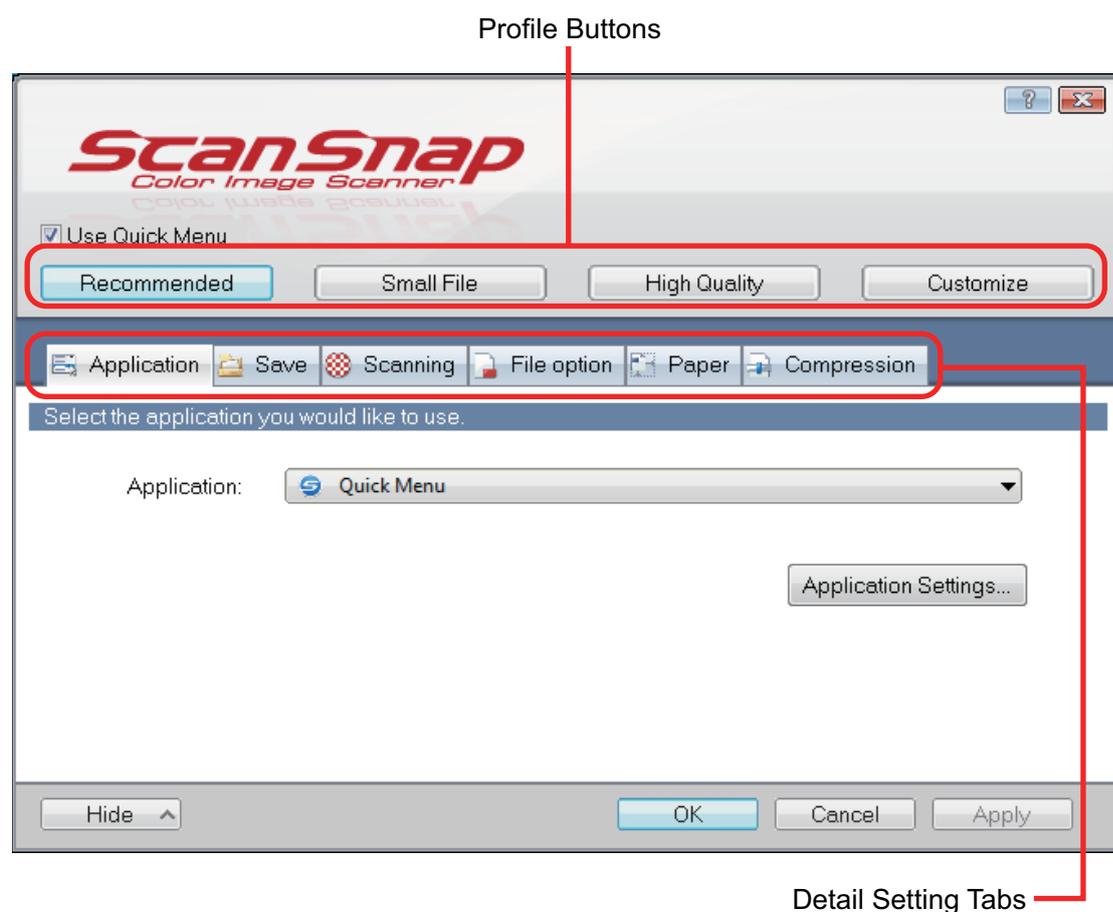
When SV600 and iX500 are connected to a computer

## ScanSnap Setup Window

When you right-click the ScanSnap Manager icon  in the notification area located at the far right of the taskbar, and select [Scan Button Settings] from the "Right-Click Menu" (page 44), the following ScanSnap setup window appears.

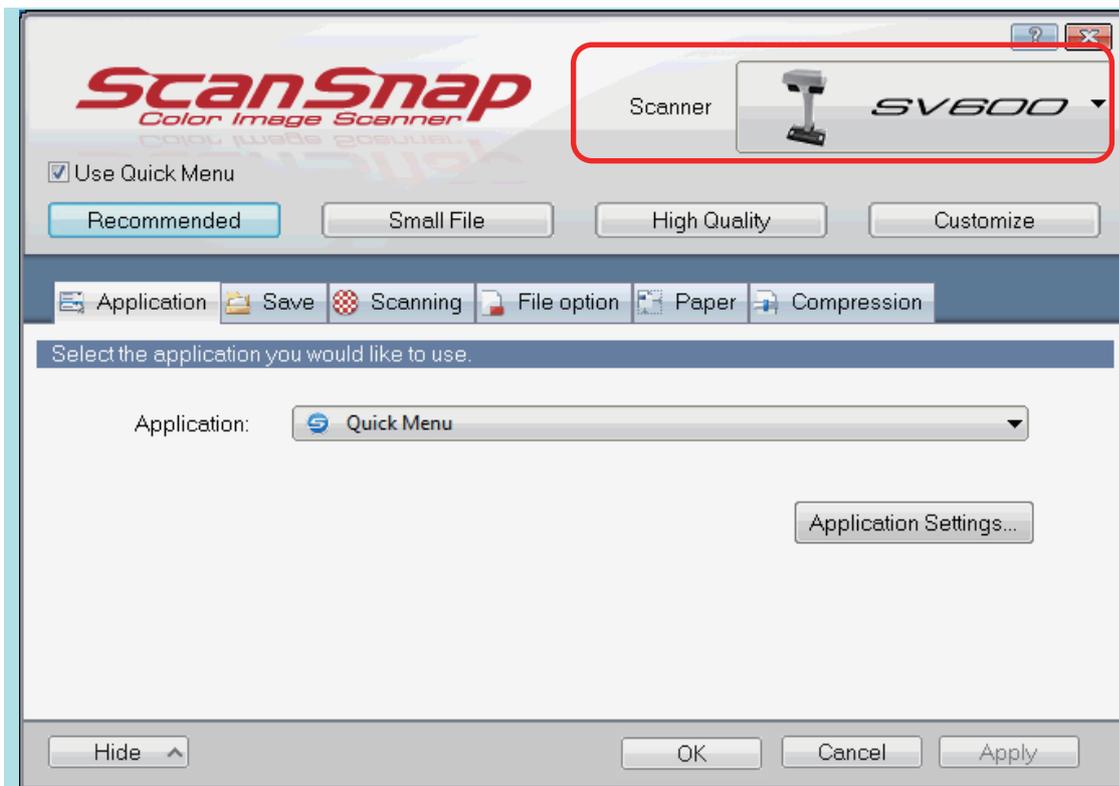
In the ScanSnap setup window, you can use the [Use Quick Menu] checkbox to specify whether or not to use the Quick Menu. You can also use the profile buttons and detail setting tabs to specify scan settings according to your scanning needs.

For details, refer to the ScanSnap Manager Help.



### HINT

When SV600 and one of iX500, iX100, S1500, S1500M, S1300i, S1300, S1100i, and S1100 are connected to a computer, you can change the scan settings for each of the connected ScanSnap models by selecting the model name from [Scanner] on the ScanSnap setup window.



# Turning the ScanSnap On or Off

This section explains how to turn the ScanSnap on or off.

- ["Turning the ScanSnap On" \(page 49\)](#)
- ["Turning the ScanSnap Off" \(page 51\)](#)
- ["Sleep Mode" \(page 52\)](#)
- ["Automatic Power OFF" \(page 53\)](#)

## Turning the ScanSnap On

### 1. Turn on the computer.

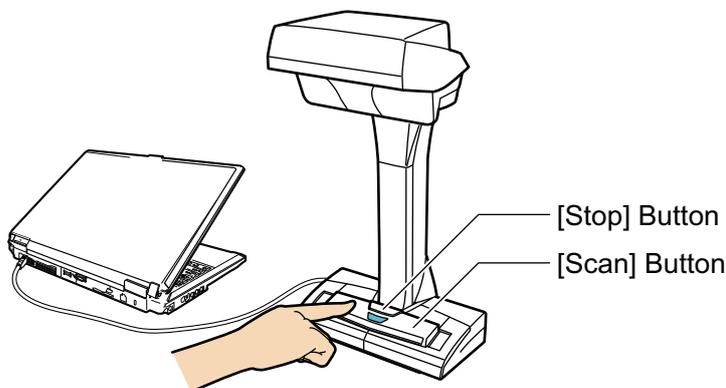
- ⇒ The computer starts up and the ScanSnap Manager icon  appears in the notification area located at the far right of the taskbar.



#### HINT

- If the ScanSnap Manager icon  is not displayed in the notification area, start ScanSnap Manager. Start ScanSnap Manager in the following procedure.
  - Windows 10  
Select [Start] menu → [ScanSnap Manager] → [ScanSnap Manager].
  - Windows 8.1  
Click  on the lower left side of the Start screen, and select [ScanSnap Manager] under [ScanSnap Manager] on the All apps screen.
  - Windows 7  
Select [Start] menu → [All Programs] → [ScanSnap Manager] → [ScanSnap Manager].
- If ScanSnap Manager does not automatically start when you log on to your computer, change the setting in the following procedure:
  1. Right-click the ScanSnap Manager icon  in the notification area and select [Preferences] from the "Right-Click Menu" (page 44).  
⇒ The [ScanSnap Manager - Preferences] window appears.
  2. In the [Auto Startup] list, select the [Start up ScanSnap Manager when you log on] checkbox.

### 2. Press the [Scan] or [Stop] button on the ScanSnap to turn the power on.



**ATTENTION**

When turning the power on, do not cover the white sheet with a hand.

⇒ The [Scan] button lights up in blue.

In addition, the ScanSnap Manager icon in the notification area changes from  to .

**HINT**

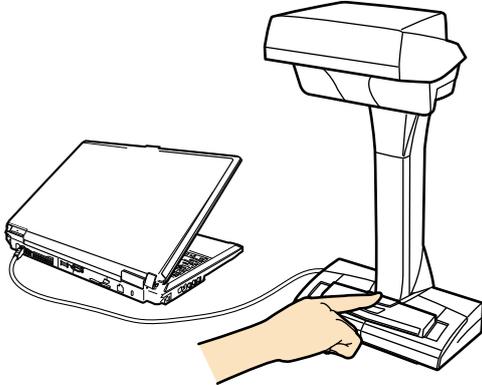
- It may take more time for the ScanSnap Manager icon in the notification area to change to  depending on computer performance, operating environment, or loading, for example, when many software programs are running at the same time.
- When the ScanSnap is turned on, a notification informs you of the ScanSnap's communication status.

To disable notifications of the ScanSnap's communication status, change the setting in the following procedure:

1. Right-click the ScanSnap Manager icon  in the notification area and select [Preferences] from the "Right-Click Menu" (page 44).
  - ⇒ The [ScanSnap Manager - Preferences] window appears.
2. Clear the [Notify of the communication status] checkbox in the [Status Display] list.

## Turning the ScanSnap Off

1. Press the [Stop] button on the ScanSnap for three seconds or longer.



⇒ The power LED turns off.

In addition, the ScanSnap Manager icon in the notification area changes from  to .

### ATTENTION

If moving the ScanSnap, first turn the power off and remove all cables.

### HINT

- When the computer is turned off, the ScanSnap is also turned off.
- When the ScanSnap is turned off, a notification informs you of the ScanSnap's communication status.

To disable notifications of the ScanSnap's communication status, change the setting in the following procedure:

1. Right-click the ScanSnap Manager icon  in the notification area and select [Preferences] from the "Right-Click Menu" (page 44).  
⇒ The [ScanSnap Manager - Preferences] window appears.
2. Clear the [Notify of the communication status] checkbox in the [Status Display] list.

---

## Sleep Mode

When the ScanSnap is on and has not been used for 15 minutes, it enters sleep (power saving) mode.

---

## Automatic Power OFF

When the ScanSnap is turned on and left unused for the specified time (default is "4 hours"), it will turn itself off automatically.

To turn the ScanSnap back on, perform one of the following operations:

- Press the [Scan] button on the ScanSnap (this will not start scanning)
- Press the [Stop] button on the ScanSnap

### HINT

- To continue using the ScanSnap, reset the time until auto power-off by pressing the [Scan] button on the ScanSnap.
- You can change the time of the ScanSnap to turn off automatically or change the setting so that it will not turn off automatically. Set according to the following procedures:
  1. Right-click the ScanSnap Manager icon  in the notification area and select [Preferences] from the "Right-Click Menu" (page 44).
    - ⇒ The [ScanSnap Manager - Preferences] window appears.
  2. In the [Power] list, change the settings for [Power setting] based on how it is connected.
- A notification informs you 5 minutes before the ScanSnap turns off automatically.

## Documents to Scan

The following documents can be scanned because the scanning unit does not touch the documents.

- Thick documents, such as books
- Documents that you want to keep intact, such as photographs and handwritten illustrations

### Conditions for Documents to Scan

|                           |   |   |
|---------------------------|---|---|
| <b>Document type</b>      | Flat documents, such as office paper, postcards, and business cards           | Thick documents, such as books  |
| <b>Document thickness</b> | 5 mm (0.2 in.) or less  | 5 to 30 mm (0.2 to 1.18 in.)  |
| <b>Paper size</b>         | Width: 25.4 to 432 mm (1 to 17 in.)<br>Length: 25.4 to 300 mm (1 to 11.8 in.) | Width: 25.4 to 400 mm (1 to 15.7 in.)<br>Length: 25.4 to 300 mm (1 to 11.8 in.) |

#### ATTENTION

- When you scan a glossy document, the scanned image may be affected as follows:
  - Part of the scanned image appears brighter or darker than the original
  - Glare from the lamp is caught in the scanned image
- If a document has wrinkles, curls, or folds, smooth it out before scanning. Otherwise, the scanned image may be affected as follows:
  - The scanned image is distorted
  - The scanned image is blurred
  - Part of the document does not appear in the scanned image
- When you scan irregular shaped documents that are not rectangular or square, the scanned images are not corrected automatically.

#### HINT

You can show a confirmation message in the case of scanning documents that reflect lamp light causing glare, such as glossy paper.

For details, refer to the ScanSnap Manager Help.

## How to Place Documents

When you place down documents, use the Background Pad.

If you scan documents without using the Background Pad, the document edges may not be detected correctly and the created scanned image may be different from the document.

For details about documents that can be scanned with the ScanSnap, refer to "[Documents to Scan](#)" (page 54).

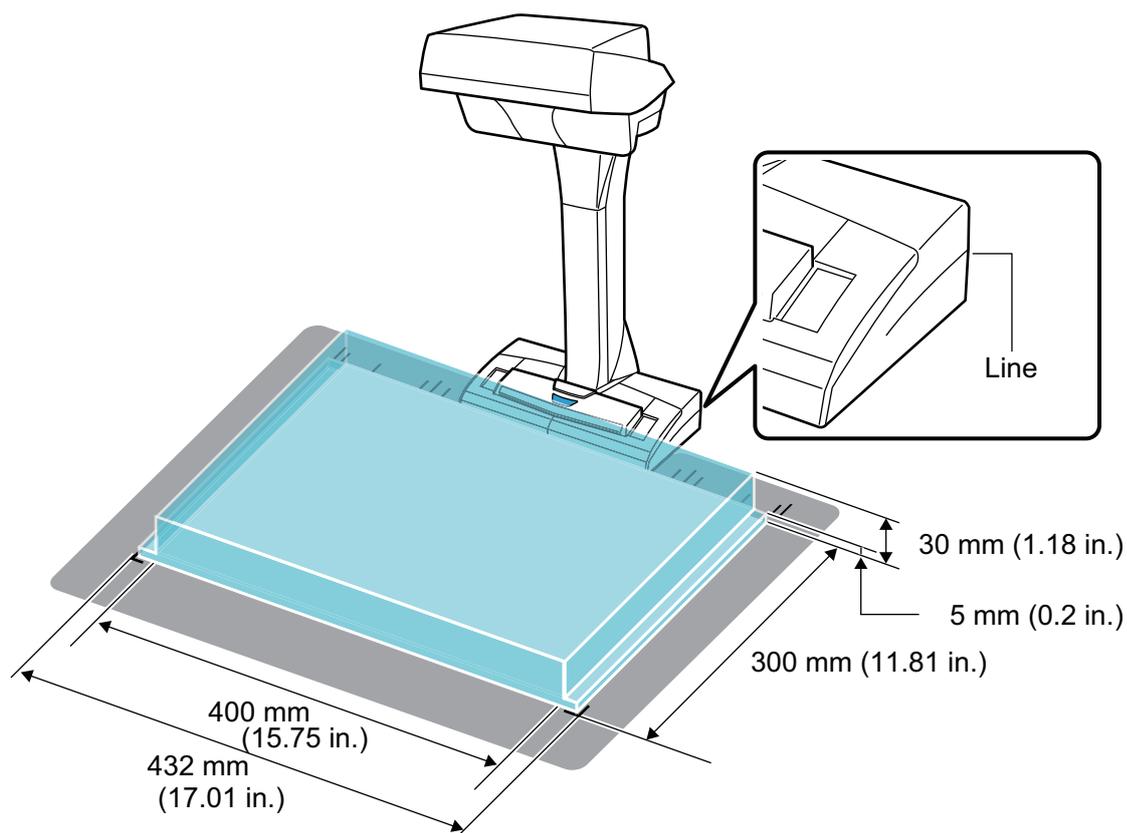
- "[Scan Area](#)" (page 55)
- "[When Placing a Standard Size Document](#)" (page 56)
- "[When Placing a Book](#)" (page 56)
- "[When Placing Multiple Documents at Once](#)" (page 56)

### Scan Area

Place a document with the scanned side face-up in the following scan area.

Use the following to determine the scan area.

- Area: Reference marks of the Background Pad
- Height: Lines on the base of the ScanSnap

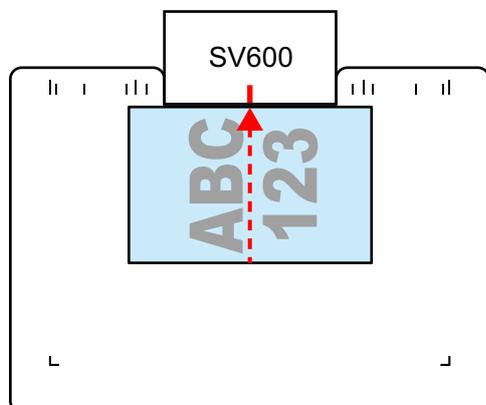


#### ATTENTION

If a document is placed outside of the scan area, part of the scanned image may be left out or blurred.

## When Placing a Standard Size Document

When you select an option other than [Automatic detection] for [Paper size] on the [Paper] tab in the "ScanSnap Setup Window" (page 46), align the center of the document with the centering mark on the ScanSnap.



## When Placing a Book

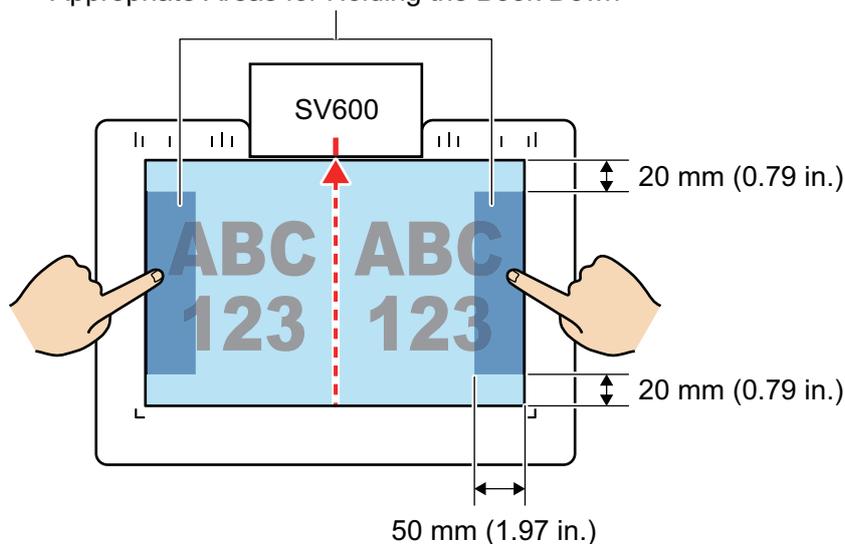
Place a book as follows:

- Open a book horizontally.
- Align the center of the opened book face-up with the centering mark.
- Hold the book down with fingers within the appropriate areas.

When holding the book down, use your fingers as follows:

- Keep your fingers straight.
- When using multiple fingers to hold down the book, keep fingers apart by at least 2 cm (0.79 in.).

Appropriate Areas for Holding the Book Down

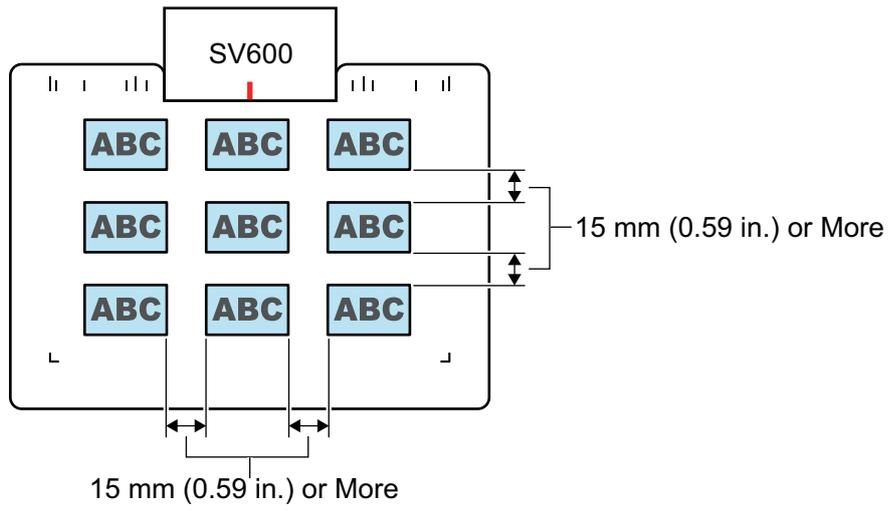


## When Placing Multiple Documents at Once

To scan multiple documents at once, place them in the following conditions:

- The documents must be placed at least 15 mm (0.59 in.) apart from each other.

- The number of documents placed must not exceed 10.



# What You Can Do with Related Software

This section explains the basic operation procedure of software related to the ScanSnap and gives an overview of its functions.

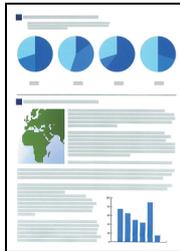
- ["What You Can Do with the ScanSnap Organizer" \(page 59\)](#)
- ["What You Can Do with CardMinder" \(page 66\)](#)

# What You Can Do with the ScanSnap Organizer

ScanSnap Organizer is an application used for displaying, organizing, and managing image data (PDF or JPEG files) scanned with the ScanSnap.

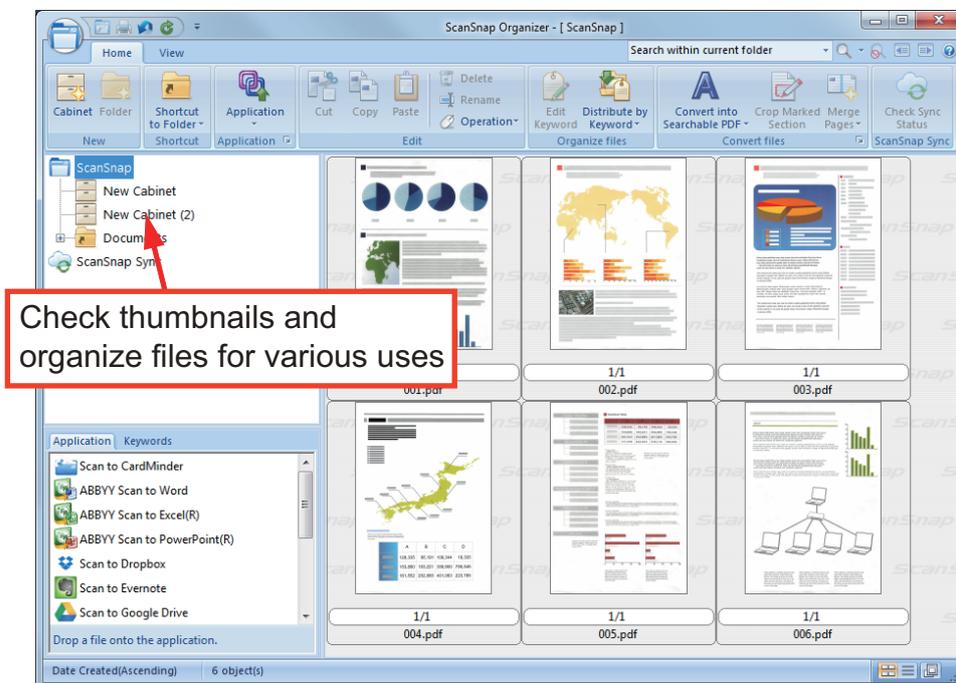
You can use this application to display image data (PDF or JPEG files) without opening them, create folders and arrange files for various uses.

Pages of a PDF file can also be flipped through in thumbnails to verify the scanned image data.



Scan documents with the ScanSnap

Main Window



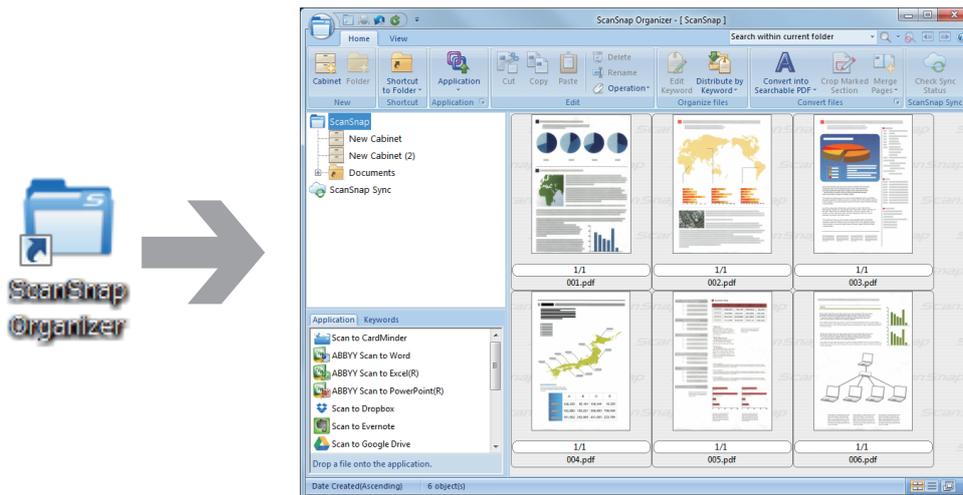
- "Basic Operation Procedure of ScanSnap Organizer" (page 60)
- "Managing Files" (page 62)
- "Editing Files" (page 64)
- "Using Files" (page 65)

## Basic Operation Procedure of ScanSnap Organizer

This section explains the basic operation procedure of ScanSnap Organizer.

### 1. Start up ScanSnap Organizer.

Start up ScanSnap Organizer by double-clicking the [ScanSnap Organizer] icon on the desktop.

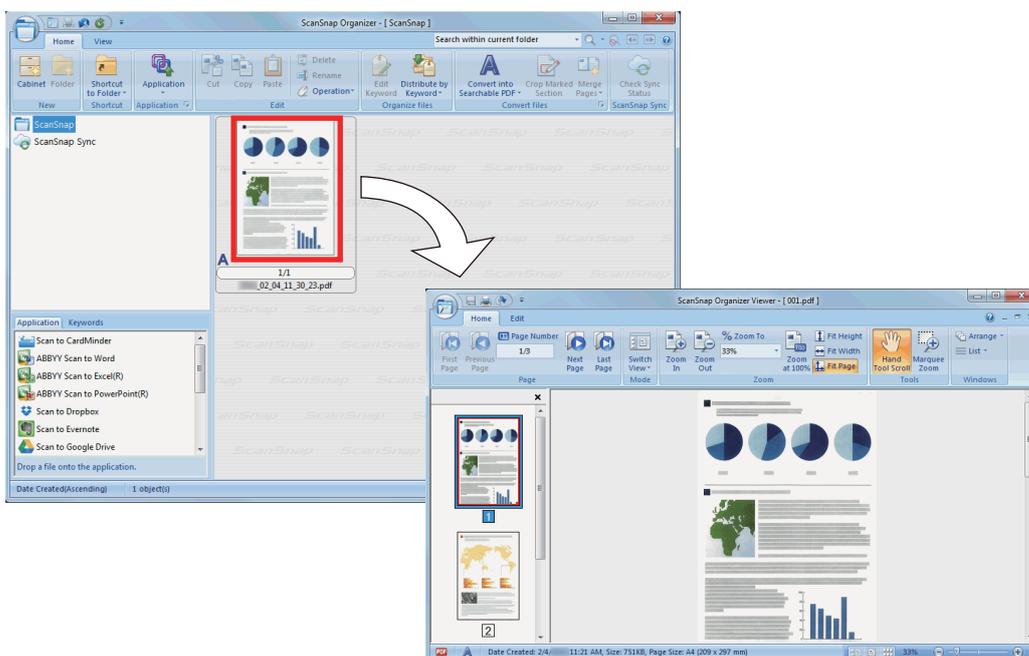


### 2. Scan documents with the ScanSnap.

⇒ A list of scanned images is displayed in ScanSnap Organizer.

### 3. Start up ScanSnap Organizer Viewer.

Double-click a scanned image to start up the Viewer Window for displaying and editing scanned images.



**4. In the Viewer Window, check the orientation of scanned images, and check for unnecessary pages.**

Rotate any scanned images that are not oriented correctly. Delete any unnecessary pages. Make other edits such as inserting a page where necessary.

**5. Exit ScanSnap Organizer Viewer.**

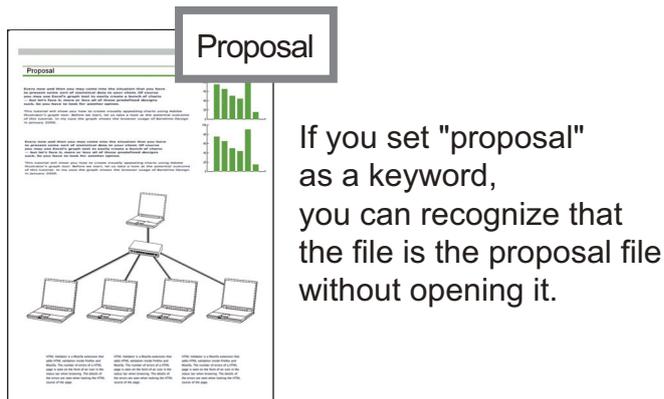
To exit ScanSnap Organizer Viewer, click the Application button and then click the [Exit] button in the menu that appears.

## Managing Files

For details about operations, refer to the ScanSnap Organizer Help.

### Setting Keywords for a File

You can set a character string (keyword) indicating the content of a PDF file so that you can immediately recognize the file without opening it.

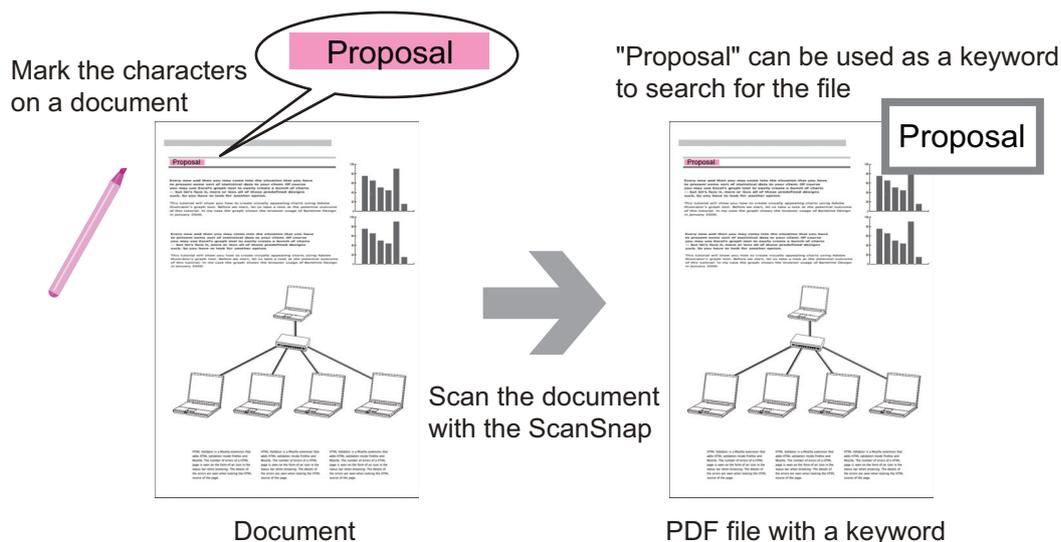


### Setting a Marked Character String as a Keyword

Keywords can be set to a PDF file by using the keyword setting function.

These keywords can be used when you search for PDF files.

When black and white documents that have been marked are scanned by the ScanSnap, the marked character strings are set as keywords for the PDF file.

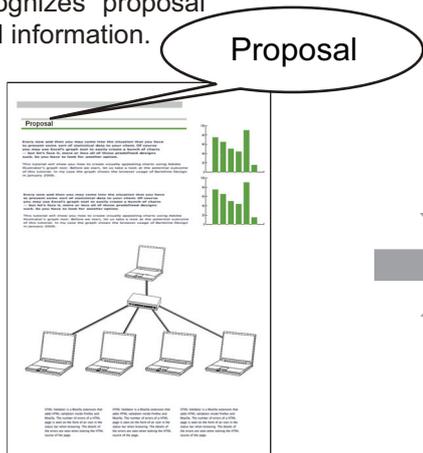


For other keyword setting methods, refer to ScanSnap Organizer Help.

### Recognizing a Character String in a Page to Embed It into the Page

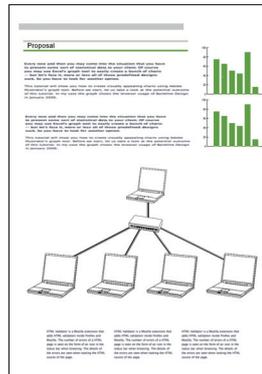
By using text recognition (OCR) software, you can embed character strings into the page of a PDF file scanned by the ScanSnap, and then search the PDF file using the character strings.

OCR recognizes "proposal" as textual information.



PDF file

"Proposal" can be used as a keyword to search for the file

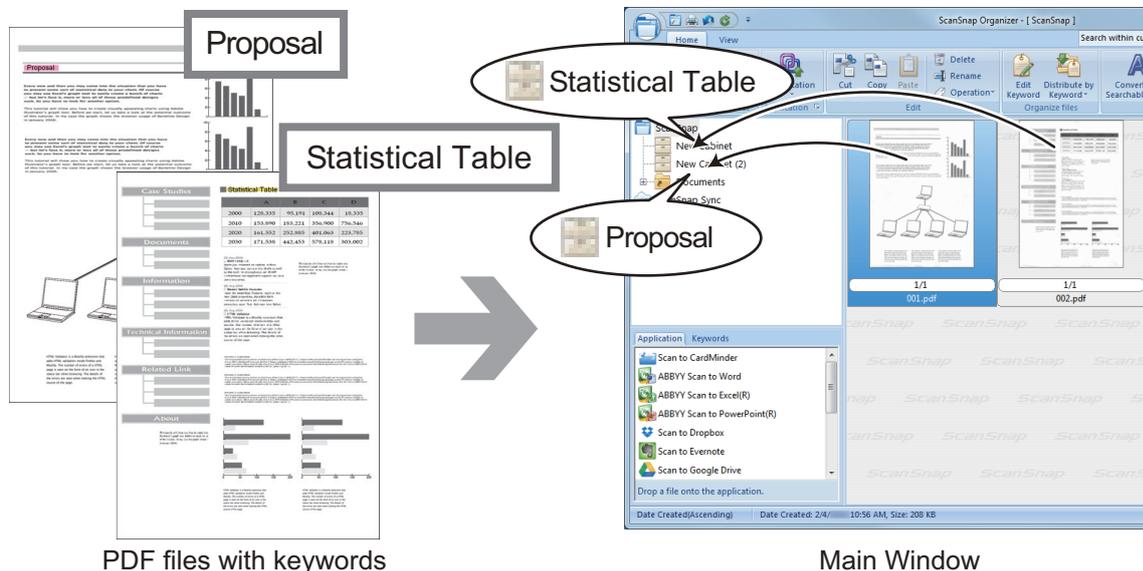


### Searching Files

You can search files that are managed in ScanSnap Organizer. There are two search methods of Adobe Acrobat search and Windows Desktop Search.

### Automatically Distributing Files According to Set Conditions

You can use the keyword distribution function so that PDF files are automatically distributed into cabinets and folders according to the keywords that have been set.



PDF files with keywords

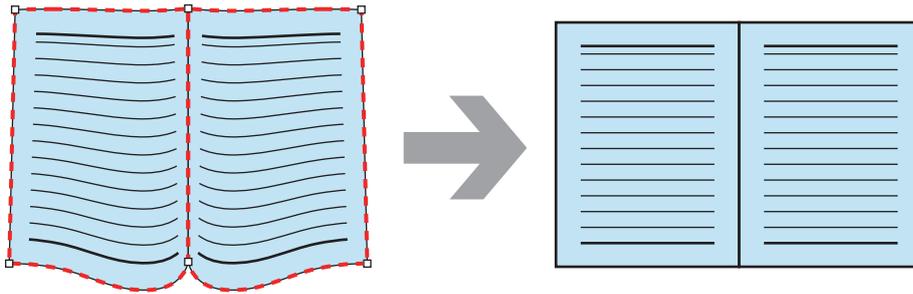
Main Window

## Editing Files

For details about operations, refer to the ScanSnap Organizer Help.

### Correcting a book distortion

By using book image correction in ScanSnap Organizer Viewer, you can correct distorted images of scanned books.



For details about other image correction functions, refer to the ScanSnap Organizer Help.

## Using Files

For details about operations, refer to the ScanSnap Organizer Help.

### Linking Files with Other Applications

You can use files with a variety of applications.

The applications that can be used are displayed in the Application List Pane at the lower left corner of the Main Window.

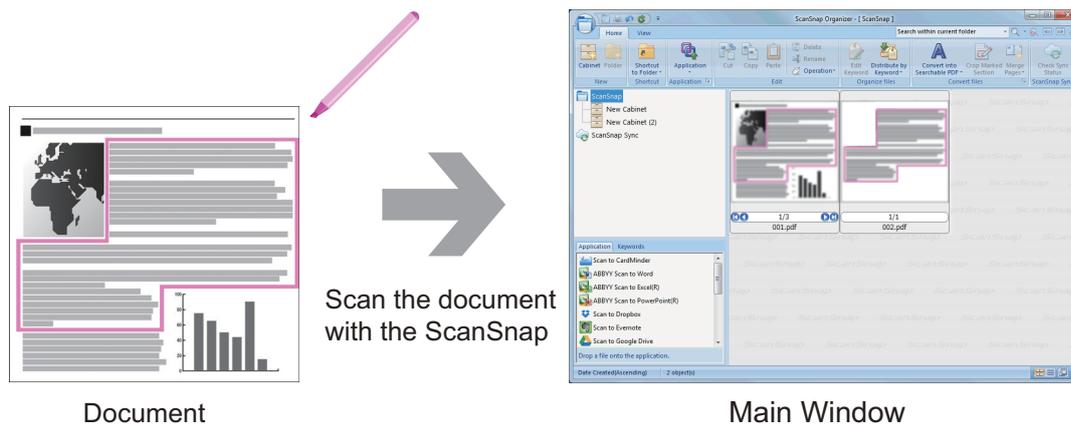
### Sending Files by E-mail

Files can be sent by e-mail.

### Clipping Important Items from Documents

You can use the marked section cropping function to clip important items from documents.

Mark the necessary sections of a black & white document and scan it with the ScanSnap to create a new PDF or JPEG file that contains only the marked section.



### Using Files by Syncing with a Mobile Device

By using the ScanSnap Sync function, an image file scanned by the ScanSnap can be synced automatically with a mobile device and can be used easily anytime or anywhere via a cloud service.

The files are organized and managed in the "ScanSnap Sync" folder in ScanSnap Organizer.

### Syncing Files Made up of Images That Were Saved Together ("JPEG (Save together)" Files)

Using the ScanSnap Sync function allows you to sync "JPEG (Save together)" files between a mobile device and ScanSnap Organizer.

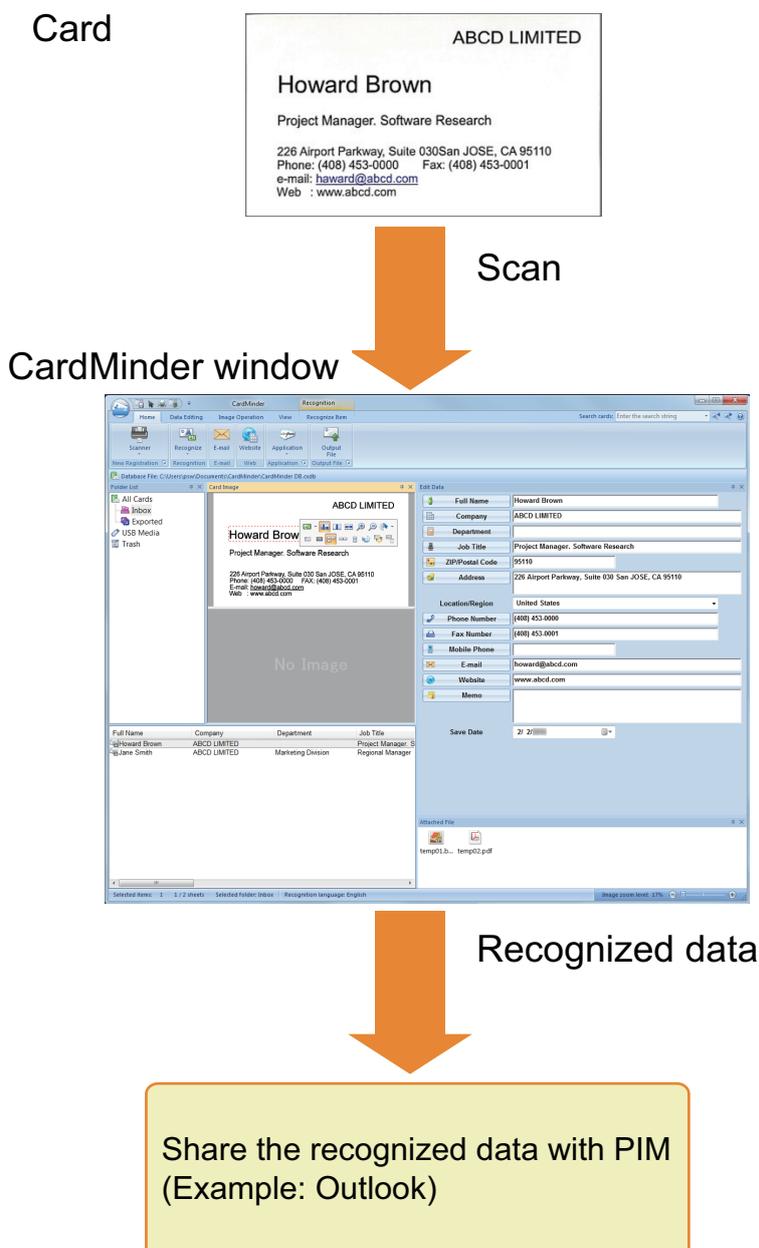
A "JPEG (Save together)" file consists of multiple images that are scanned with ScanSnap Connect Application.

# What You Can Do with CardMinder

CardMinder is an application used for displaying, organizing, and managing card image data scanned with a scanner.

This application digitalizes large amounts of business cards into images at a high speed and recognizes text on those cards, thus allowing you to search for your clients' business cards from those data quickly, and create your client databases conveniently. CardMinder uses an Optical Character Recognition (OCR) engine to recognize text on cards and shares the data with Personal Information Manager (PIM) applications.

CardMinder contains two separate functions: CardMinder Viewer to enable business card data to be quickly searched from other applications, and CardMinder Mobile Viewer to enable scanned business card data to be viewed on a computer in which CardMinder is not installed.



- "Basic Operation Procedure of CardMinder" (page 68)
- "Linking Card Data with Other Applications" (page 71)
- "Searching Card Data with the Basic Search Toolbar" (page 72)

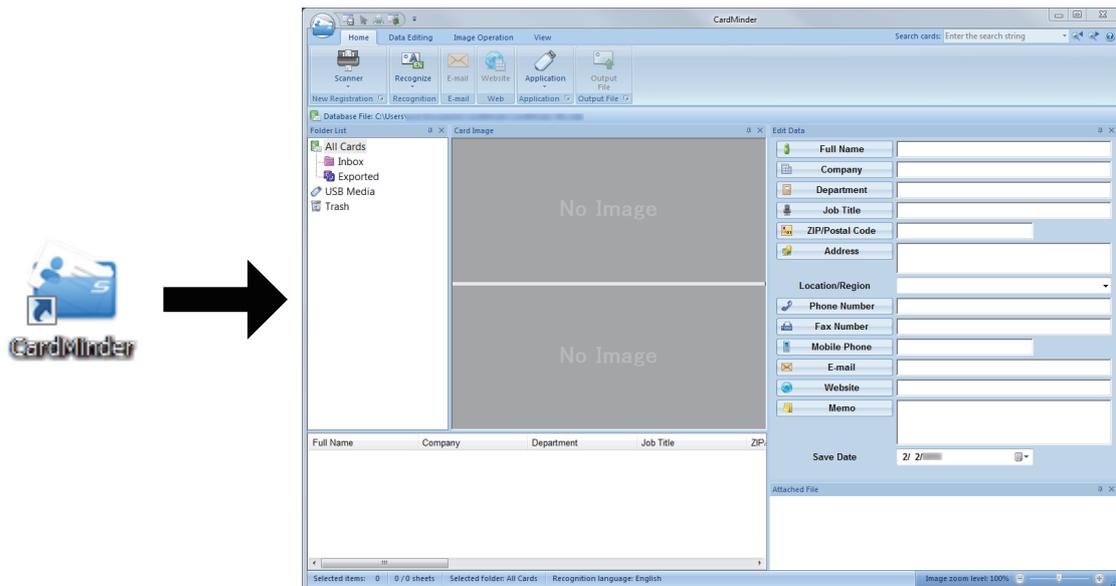
- ["Searching Card Data with CardMinder Viewer" \(page 73\)](#)
- ["Attaching a File to Card Data" \(page 74\)](#)

## Basic Operation Procedure of CardMinder

This section explains the basic operation procedure of CardMinder.

### 1. Start CardMinder.

Start up CardMinder by double-clicking the [CardMinder] icon on the desktop.



### 2. Scan a card with the scanner.

Click the [Scanner] button on the [Home] tab to start scanning a card.



When scanning is complete, the information printed on the card (such as name, company, and address) is automatically recognized as text and displayed in the Edit Data pane.

The image data scanned from the card is displayed in the Card Image pane.

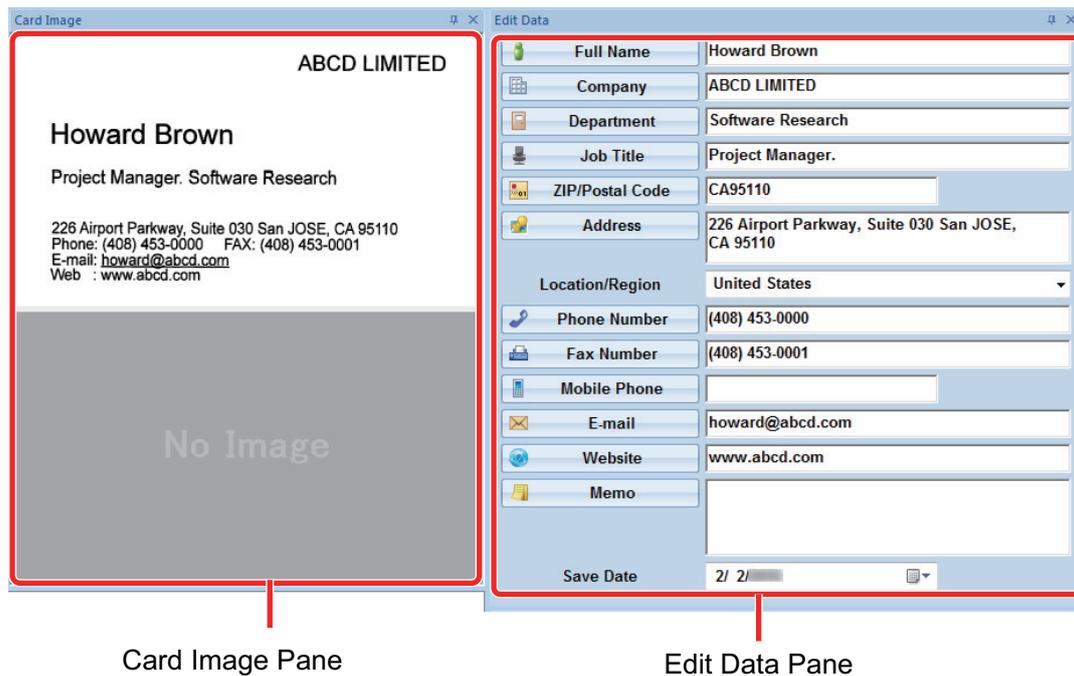
#### ATTENTION

ScanSnap Manager must be installed on your computer when you want to recognize the following languages:

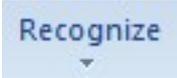
- Chinese (simplified)
- Chinese (traditional)
- Korean

### 3. Check the card data.

Make sure that the front and back card images are correct, and that the text on the card images are displayed correctly in the Edit Data pane.



#### 4. If the language to be used for text recognition is different, perform text recognition again in the following procedure:

1. Click  on the [Home] tab.
  - ⇒ The recognized languages are displayed.
2. Select a language for the character strings to be recognized.
  - ⇒ The icon for the [Recognize] button changes to the selected language.
3. Click the icon for the [Recognize] button.



Example: To recognize English, click .

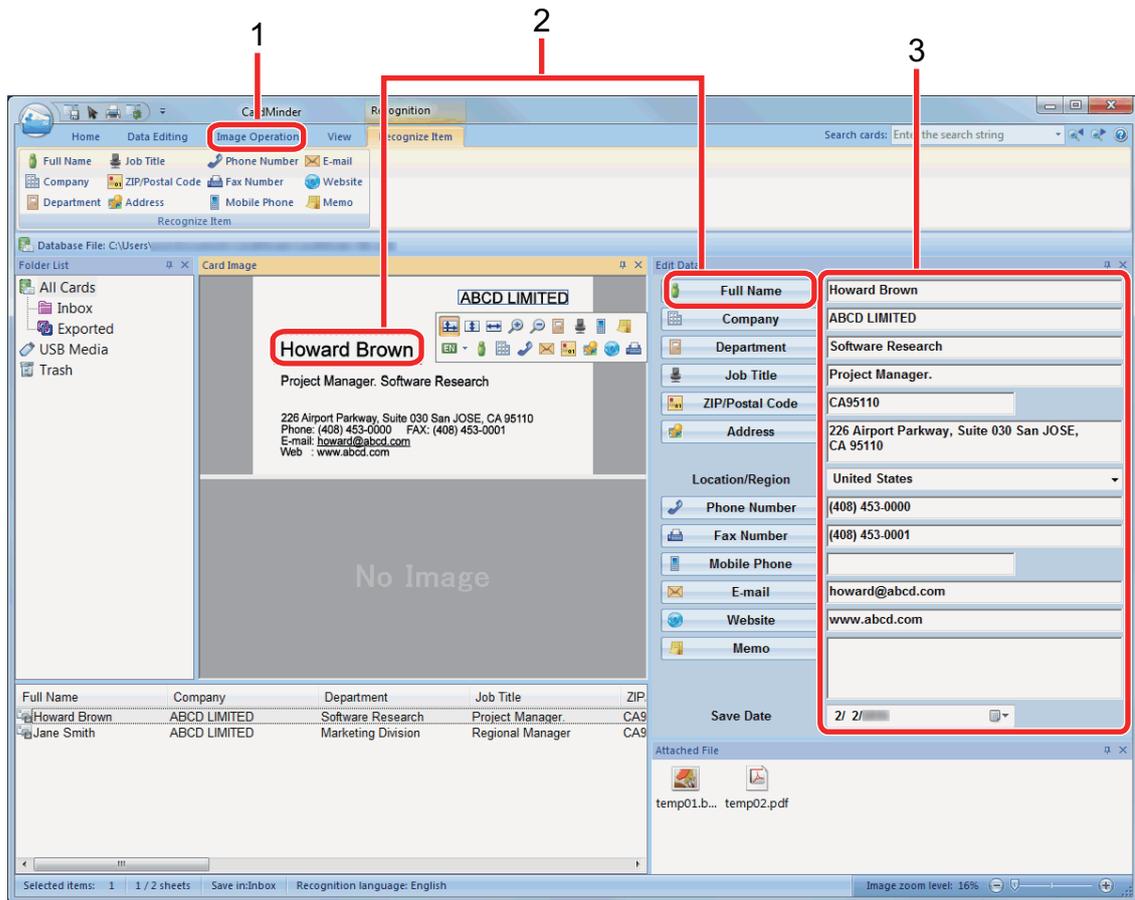
⇒ A confirmation message for the recognition process is displayed.

4. Click the [Yes] button.
  - ⇒ Character strings on the card data will be recognized as the selected language.

#### 5. Correct the card data, if necessary.

The card data can be corrected in the following ways. For details, refer to the CardMinder Help.

- Redoing the recognition process on the character strings in the selected areas
- Entering text directly in the Edit Data pane
- Correcting the orientation of the card image or switching the front and back images



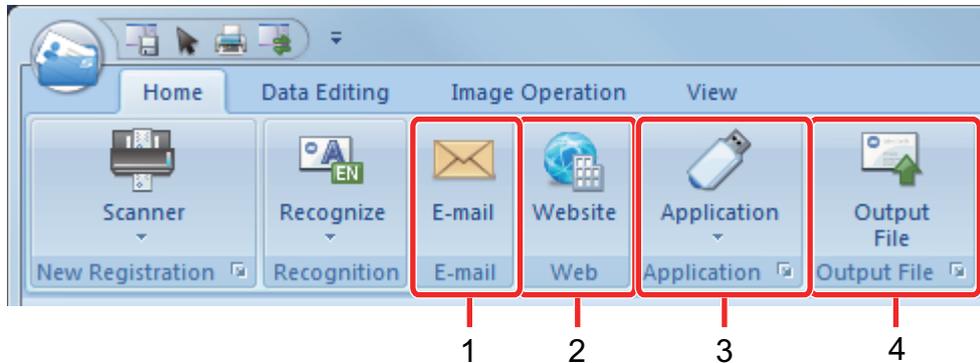
| No. | Description   |
|-----|---|
| 1   | In the [Image Operation] tab, you can perform corrections, such as rotating the card image or switching the front and back images.  |
| 2   | By selecting character strings in the card image and then clicking the buttons of the appropriate fields in the Edit Data pane, you can redo the recognition process on the selected areas. |
| 3   | You can directly correct the text of each field in the Edit Data pane.  |

## 6. Exit CardMinder.

To exit CardMinder, click the application button and then click the [Exit] button in the menu that appears.

## Linking Card Data with Other Applications

Click the following buttons on the [Home] tab to use card data in a variety of applications.



| No. | Item                                       | Description  |
|-----|--|--|
| 1   | E-mail                                     | You can start an e-mail program, using the e-mail address specified in [E-mail] for the card data as the destination address.  |
| 2   | Internet search                            | You can search the URL specified in [Website] for the card data with a web browser.  |
| 3   | Linking card data with another application | You can link card data with another application such as Outlook or Salesforce CRM to use the card data in the linked application. You can also link card data with USB media to use the card data on a different computer. |
| 4   | Outputting card data in a different format | You can output card data in the vCard, CSV, text, or ContactXML format.  |

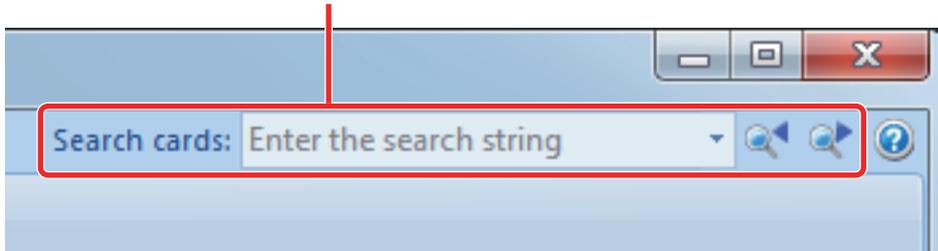
For details, refer to CardMinder Help.

---

## Searching Card Data with the Basic Search Toolbar

This section explains how to search card data with the CardMinder Basic Search Toolbar.

### Search cards (Basic Search Toolbar)



To search card data, type in a search term (such as an individual name or a company name) in the Basic Search Toolbar.

The search results are displayed in the main window.

If multiple cards match the search conditions, click  to display the next result of the search in the main window.

---

## Searching Card Data with CardMinder Viewer

This section explains how to search card data with CardMinder Viewer.

Even when CardMinder is not running, you can search card data by using a character string in another application (such as Microsoft Notepad) as the keyword for searching.

- 1. Drag the mouse to select a character string you want to search for.**
- 2. Press [Alt] + [F3] keys on the keyboard at the same time.**
  - ⇒ CardMinder Viewer starts and the card data found, based on the search conditions entered (such as an individual name and a company name), is displayed in the window.

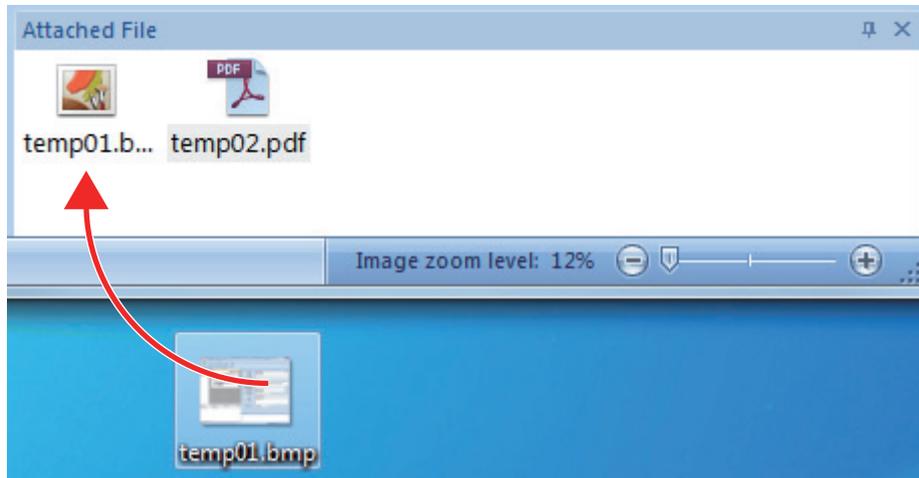
If multiple cards match the search conditions, click  to display the next result of the search in the CardMinder Viewer window.

### HINT

Click  to display in the CardMinder window the details of the card data selected in the CardMinder Viewer window.

## Attaching a File to Card Data

A file can be attached to card data easily by dragging and dropping it.



# Useful Usages

This section explains how to use related software for the scanned image that is created after a document is scanned with the ScanSnap and how to scan a document with a setting other than the default setting.

- ["Managing Paper Documents by Folder on a Computer" \(page 76\)](#)
- ["Saving Business Cards to a Computer" \(page 79\)](#)
- ["Scanning Documents Using Page Turning Detection" \(page 82\)](#)
- ["Scanning Documents Using Timed Mode" \(page 86\)](#)
- ["Scanning Documents with Two ScanSnaps Connected to a Computer" \(page 89\)](#)

# Managing Paper Documents by Folder on a Computer

This section explains how to digitize paper documents and manage the data by folder in ScanSnap Organizer.

## 1. Scan a paper document with the ScanSnap.

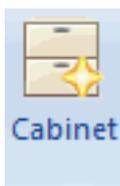
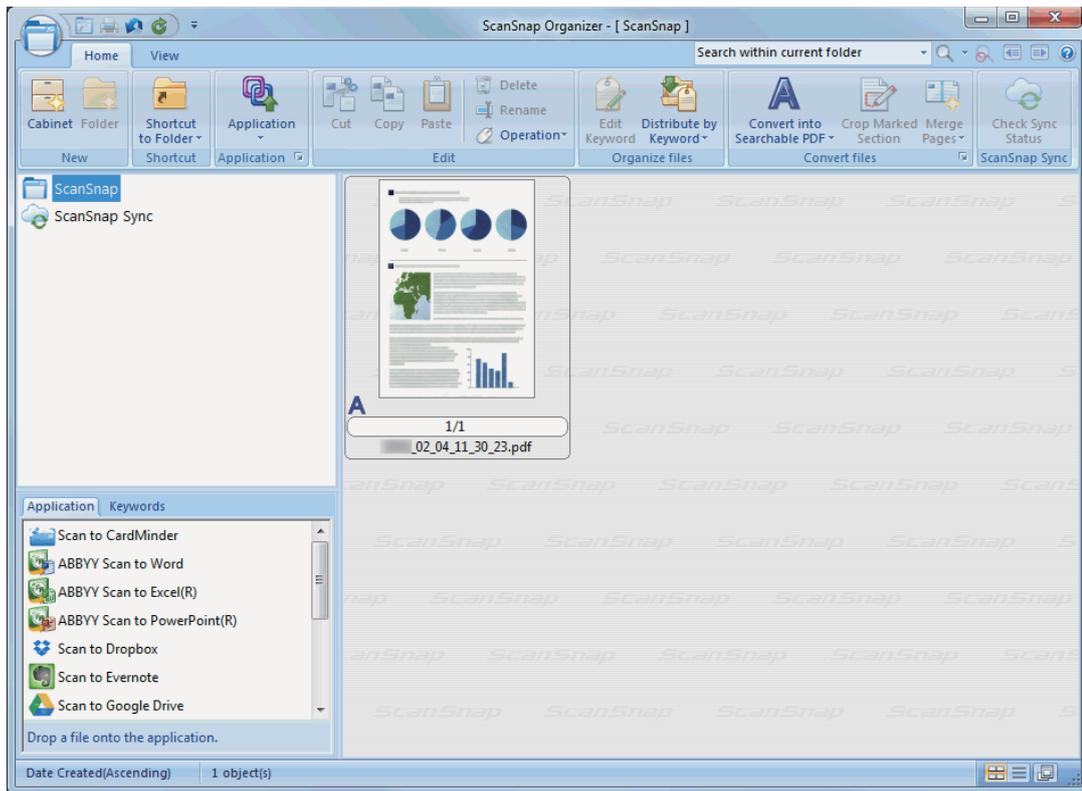
For details about scanning a document, refer to "Scanning a Document" (page 20).

⇒ The Quick Menu appears.



## 2. Click the [ScanSnap Organizer] icon in the Quick Menu.

⇒ The [ScanSnap Organizer] window appears.



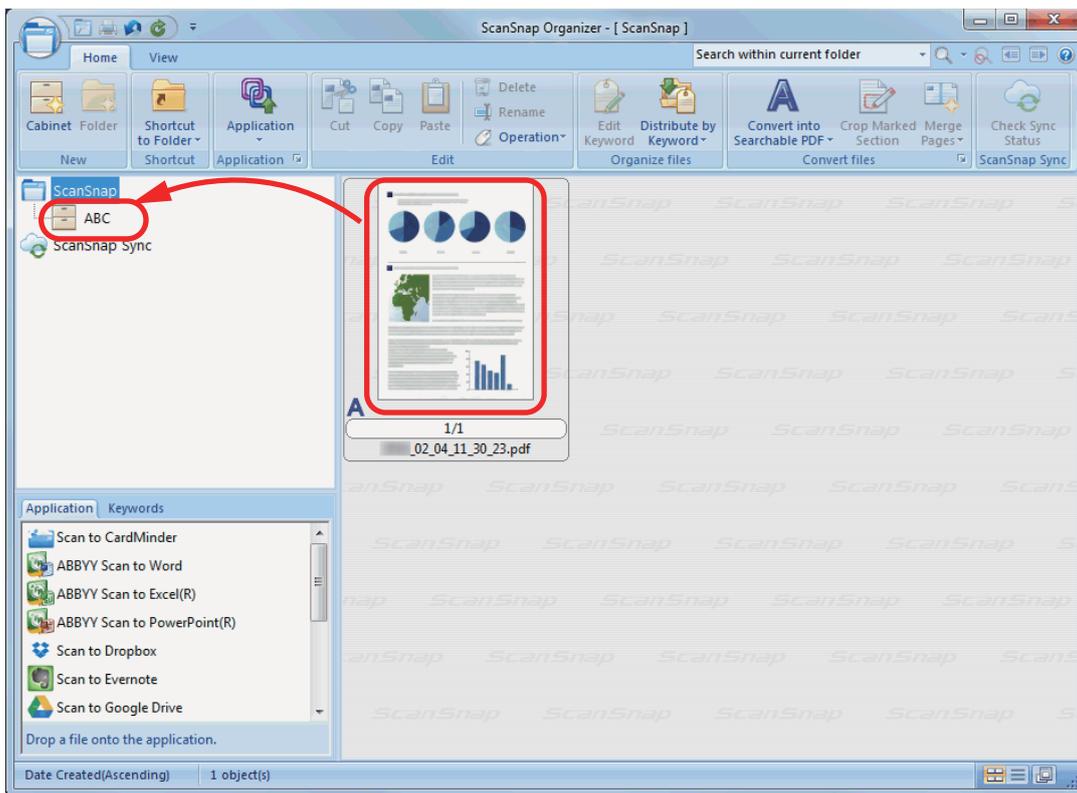
3. Click **Cabinet** on the [Home] tab.  
⇒ A new cabinet is created in the folder list.

4. **Rename the created cabinet.**

**HINT**

To create multiple cabinets, repeat steps 3 to 4.

5. **Select the scanned image from the file list, and drag and drop it to the cabinet.**



⇒ The scanned image is moved to the cabinet.

#### HINT

ScanSnap Organizer has various functions for using saved files.  
For details, refer to the ScanSnap Organizer Help.

# Saving Business Cards to a Computer

This section explains how to digitize business cards and save the card data in CardMinder.

## ATTENTION

If you do not log on as a user with Administrator privileges, you may not be able to link the ScanSnap with another application properly.

### 1. Scan business cards with the ScanSnap.

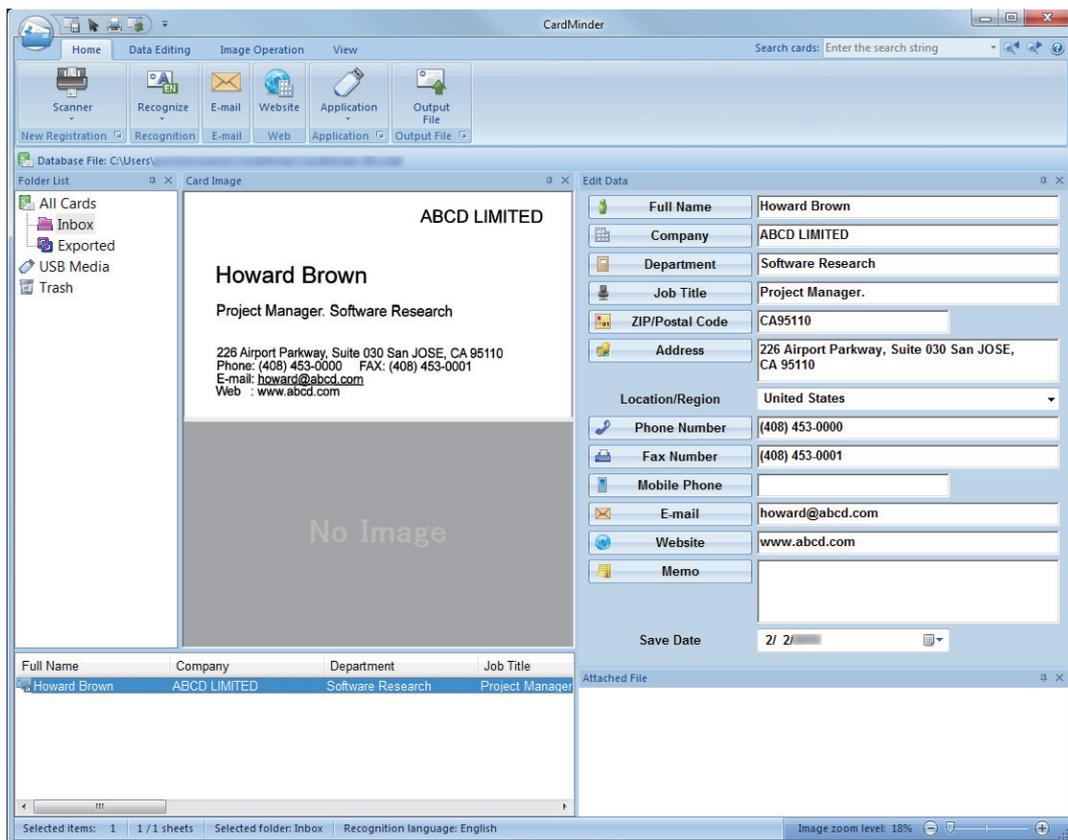
For details about scanning business cards, refer to "[Scanning Multiple Documents at Once](#)" (page 30).

⇒ The Quick Menu appears.



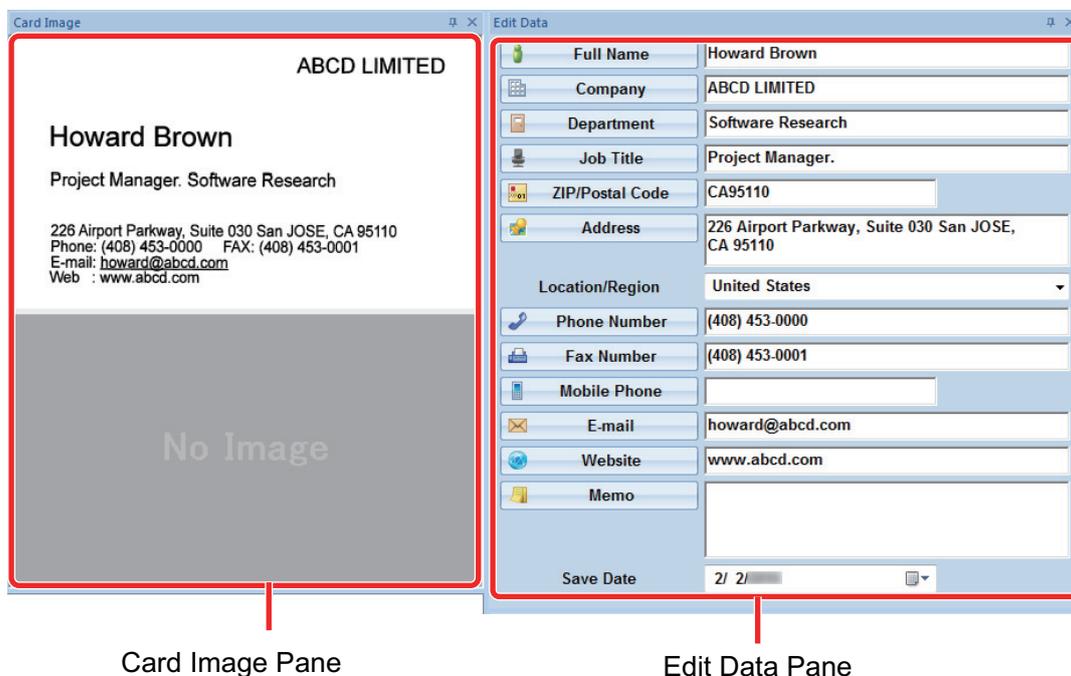
### 2. Click the [Scan to CardMinder] icon in the Quick Menu.

⇒ The [CardMinder] window appears.



### 3. Check the card data.

Make sure that the text on the card images are displayed correctly in the Edit Data pane. If the card data must be corrected, click the text to be corrected and then directly edit it.



#### HINT

When you scan double-sided business cards, you must scan one side of each card and edit the card data in CardMinder.

For details, refer to the CardMinder Help.

# Scanning Documents Using Page Turning Detection

This section explains how to detect page turning to start scanning automatically.

## ATTENTION

When the installation environment of the ScanSnap or the specification of the book to be scanned encounters any of the following, use timed mode to scan a document.

- Installation environment of the ScanSnap
  - The ScanSnap is installed under direct sunlight
  - The ScanSnap is installed under lighting that emits a lot of infrared rays such as incandescent lamps
  - The ScanSnap is under uneven lighting caused by some environmental factors such as the use of a spotlight
  - An object other than the book to be scanned is placed on the Background Pad
  - A device that emits infrared light such as a heater is placed near the ScanSnap
  - Movement of shadow such as a person appears on the Background Pad
- Book specifications
 

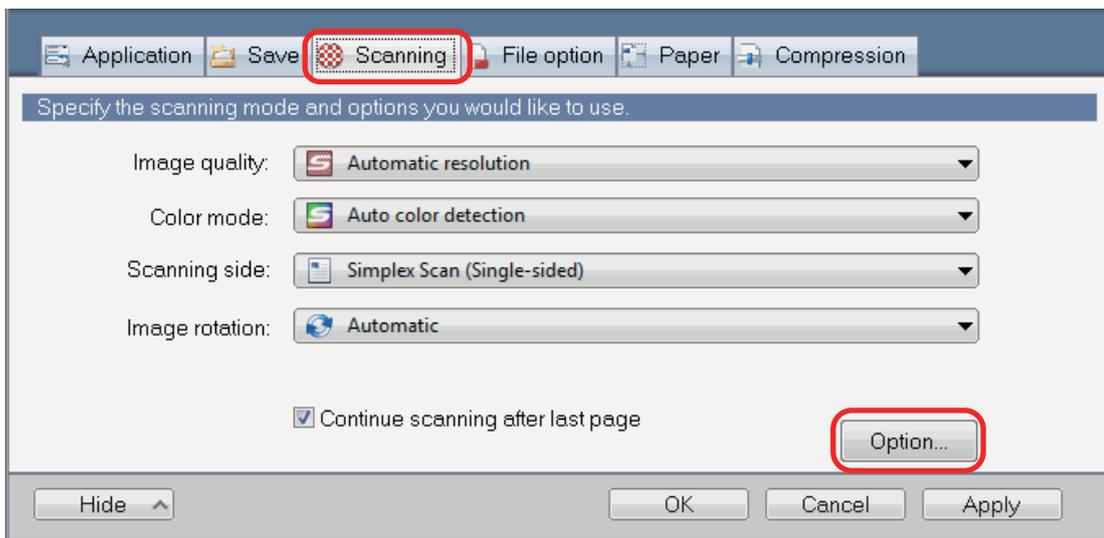
Books that are smaller than A4 (210 × 297 mm)/Letter (8.5 × 11 in. (216 × 279.4 mm)) when opened in a double-page spread

Example: Comic books or pocket edition books

## HINT

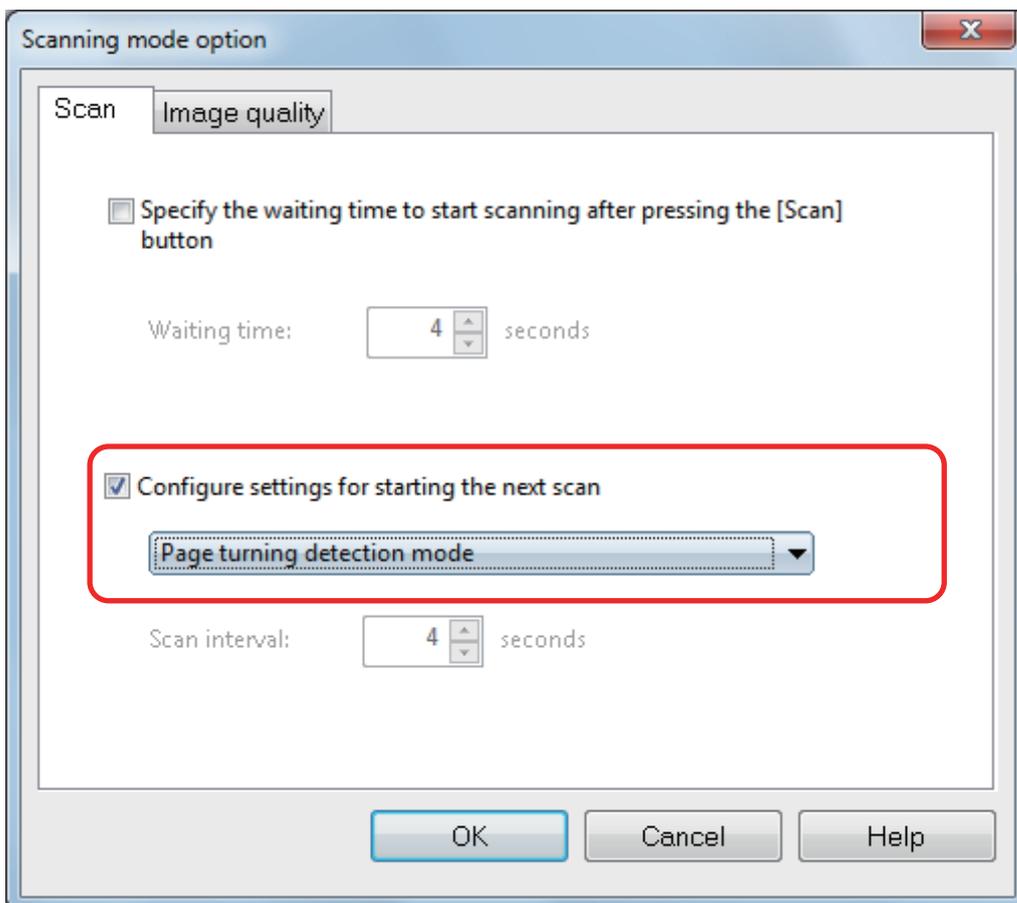
When scanning a document, you can also enable page turning detection by holding down the [Scan] button on the ScanSnap for 2 seconds or longer. When this is the case, after you finish scanning the documents, page turning detection becomes disabled again.

1. **Right-click the ScanSnap Manager icon  in the notification area located at the far right of the taskbar, and select the [Scan Button Settings] from the "Right-Click Menu" (page 44).**
  - ⇒ The ScanSnap setup window appears.
2. **In the "ScanSnap Setup Window" (page 46), select the [Scanning] tab, and click the [Option] button.**



⇒ The [Scanning mode option] window appears.

3. Select the [Configure settings for starting the next scan.] checkbox and then [Page turning detection mode].

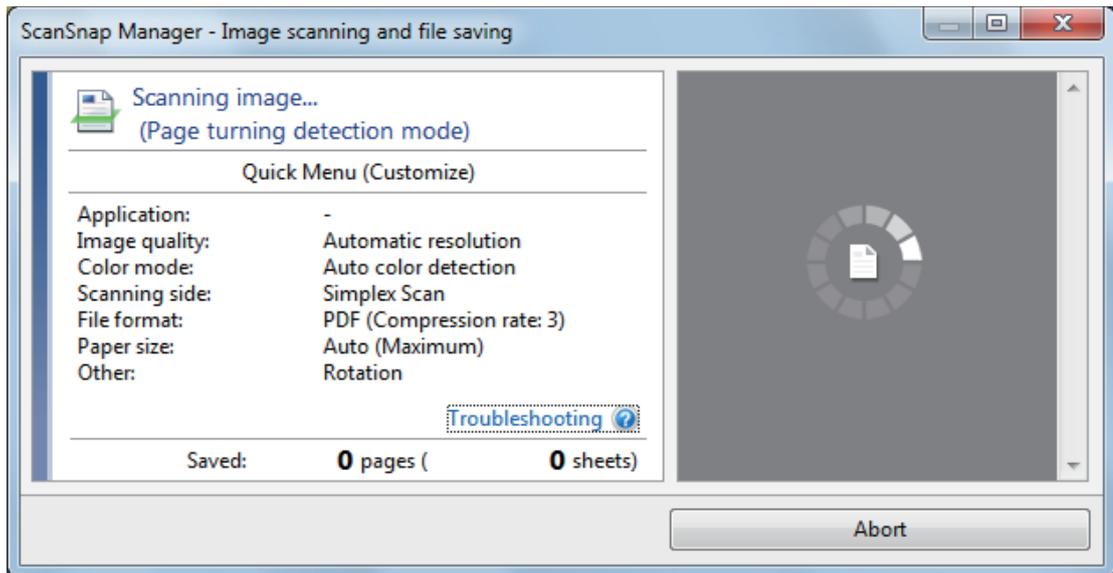


4. Click the [OK] button to close all the windows.
5. Open the page of a book you want to scan and place the book in the scan area of the ScanSnap.

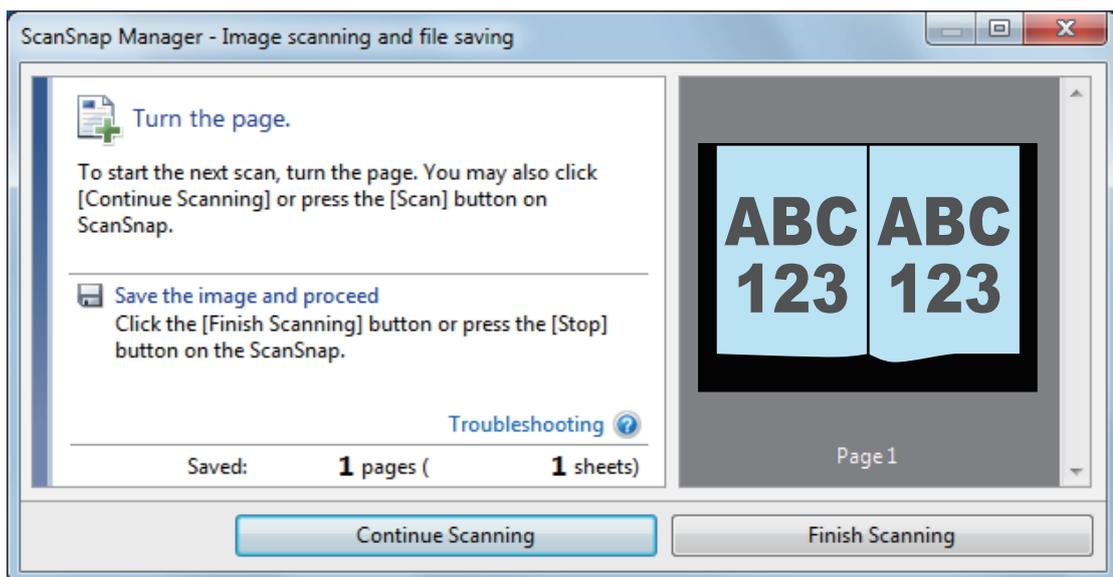
For details, refer to "How to Place Documents" (page 55).

## 6. Press the [Scan] button on the ScanSnap to start scanning the book.

⇒ The [ScanSnap Manager - Image scanning and file saving] window appears.

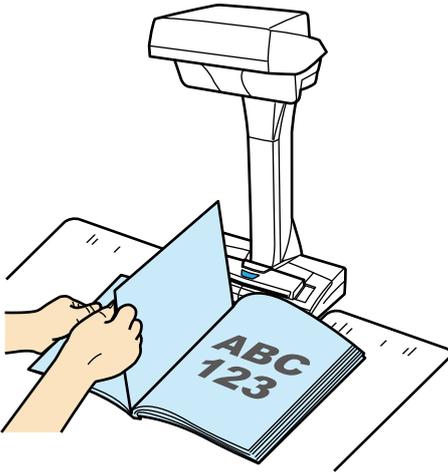


⇒ Once the scanning of the book page is complete, [Turn the page.] appears on the [ScanSnap Manager - Image scanning and file saving] window.



## 7. Open the next page to be scanned.

Turn the pages at a constant speed. The recommended page turning speed is approximately one to two seconds per page.



⇒ The page turning is detected and continuous scanning starts.

#### ATTENTION

- While the [Turn the page.] message appears on the [ScanSnap Manager - Image scanning and file saving] window, if you hold or move your hand over the Background Pad, such motion may be incorrectly detected as page turning.
- If continuous scanning does not start after a page is turned, click the [Continue Scanning] button in the [ScanSnap Manager - Image scanning and file saving] window or press the [Scan] button on the ScanSnap.

#### HINT

- To make page turning easy to detect, turn each page as follows:
  - Pinch the bottom part of the page and turn it.
  - Keep the page straight when turning it.
- You can change the time before the ScanSnap starts to scan a document after page turning is detected.

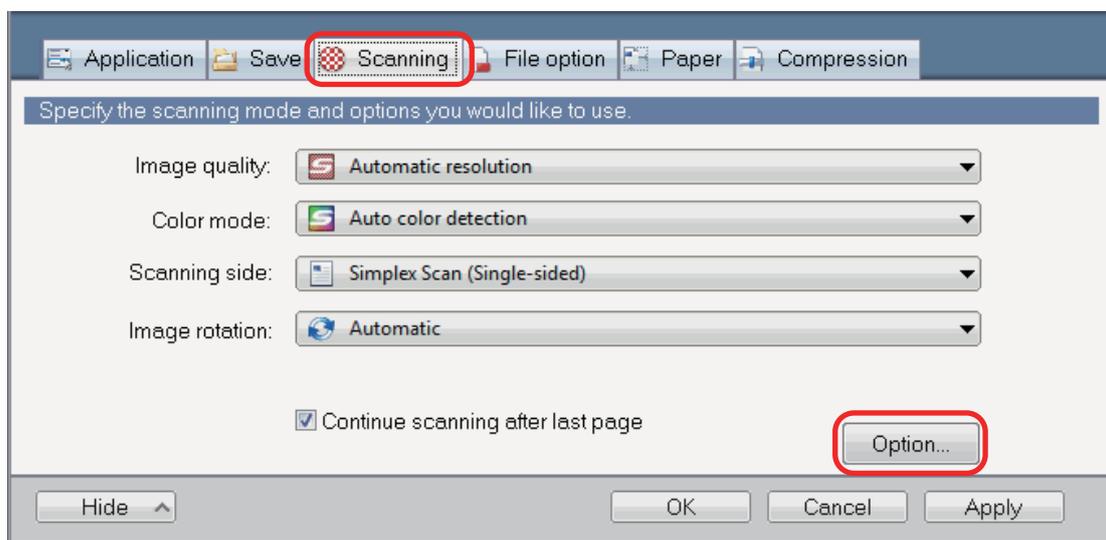
On the [Scanning mode option] window shown in step 3, select the [Specify the waiting time to start scanning after pressing the [Scan] button.] checkbox, and change [Waiting time].
- To continue scanning, repeat step 7.

**8. To finish scanning, click the [Finish Scanning] button or press the [Stop] button on the ScanSnap.**

## Scanning Documents Using Timed Mode

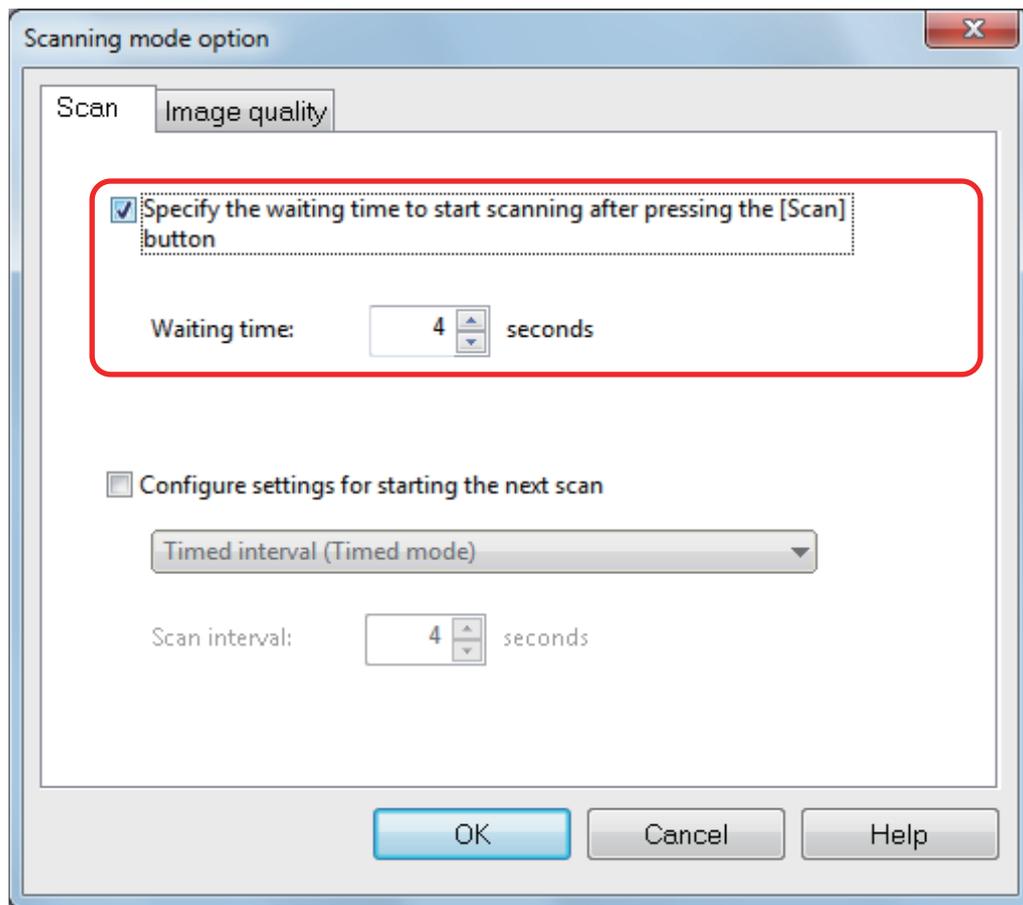
This section explains how to automatically start scanning by setting the time period for the document scanning to start.

1. Right-click the ScanSnap Manager icon  in the notification area, and select [Scan Button Settings] from the "Right-Click Menu" (page 44).  
⇒ The ScanSnap setup window appears.
2. In the "ScanSnap Setup Window" (page 46), select the [Scanning] tab, and click the [Option] button.

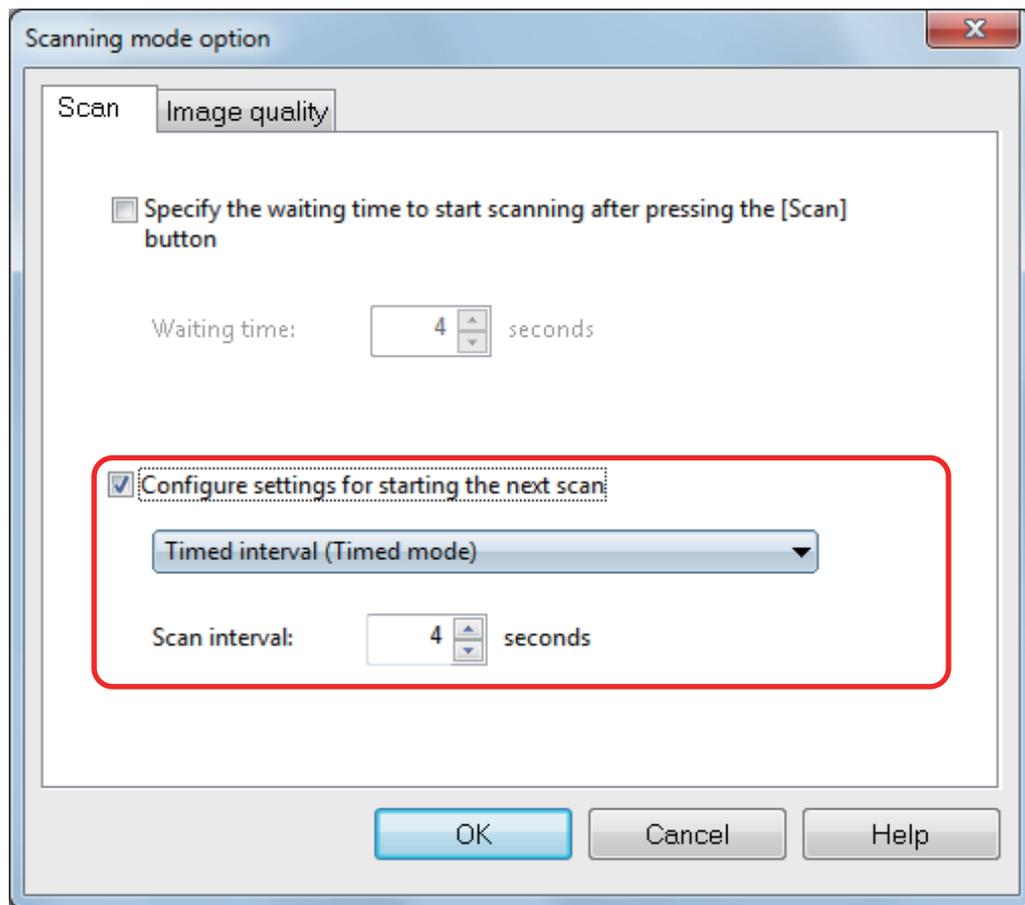


⇒ The [Scanning mode option] window appears.

3. Set the time period before the ScanSnap starts scanning a document.
  - To set the time period before the ScanSnap starts scanning a document after the [Scan] button is pressed:  
Select the [Specify the waiting time to start scanning after pressing the [Scan] button.] checkbox, and then specify [Waiting time].



- To set the time period for the ScanSnap to start the next scan when a document is scanned continuously:
  1. Select the [Configure settings for starting the next scan] checkbox, and then select [Timed interval (Timed mode)].
  2. Specify [Scan interval].



4. Click the [OK] button to close all the windows.
5. Place a document with the scanned side face-up in the scan area of the ScanSnap.  
For details, refer to "How to Place Documents" (page 55).
6. Press the [Scan] button on the ScanSnap.  
⇒ Scanning starts after the time period specified in [Waiting time] passes.
7. Place the next document to be scanned with the scanned side face-up in the scan area.  
For details, refer to "How to Place Documents" (page 55).  
⇒ Scanning starts after the time period specified in [Scan interval] passes.

**HINT**

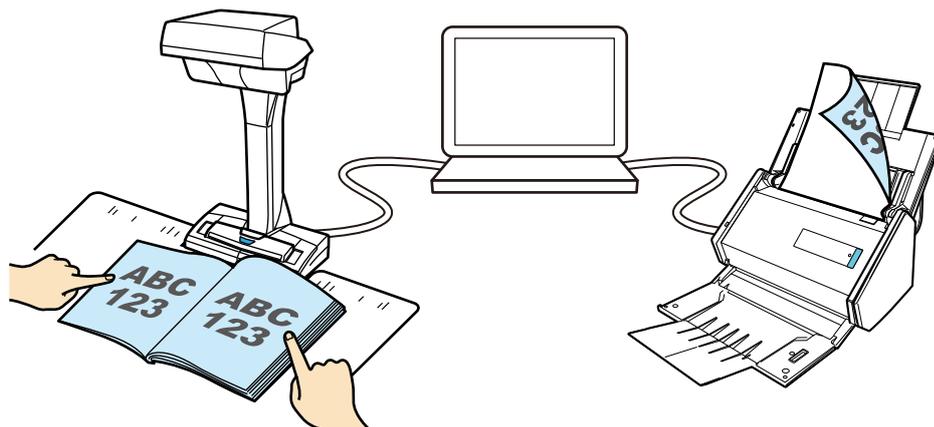
To continue scanning, repeat step 7.

8. To finish scanning, click the [Finish Scanning] button or press the [Stop] button on the ScanSnap.

## Scanning Documents with Two ScanSnaps Connected to a Computer

You can use SV600 and another ScanSnap connected to a computer. When both of the ScanSnap models are connected and turned on, you can use one of them at a time.

Note that you cannot scan a document with two ScanSnap models simultaneously. Before switching the ScanSnap to use, make sure that a series of operations (from scanning a document to linking the ScanSnap with an application) has been completed.



The following ScanSnap models can be connected to a computer and used together with SV600:

- iX500
- iX100
- S1500
- S1500M
- S1300i
- S1300
- S1100i
- S1100

### HINT

When you want to create a single PDF file from multiple PDF files created by scanning documents with each of the ScanSnap models, you can use ScanSnap Organizer or Adobe Acrobat to merge the PDF files.

For details, refer to the Help file of each application.

# Correcting the Scanned Images

The scanned images can be corrected before ScanSnap Manager is linked with an application. The scanned images can be corrected in the following cases:

- ["Scanning a Document" \(page 91\)](#)
- ["Scanning Books" \(page 96\)](#)
- ["Scanning Multiple Documents at Once" \(page 108\)](#)

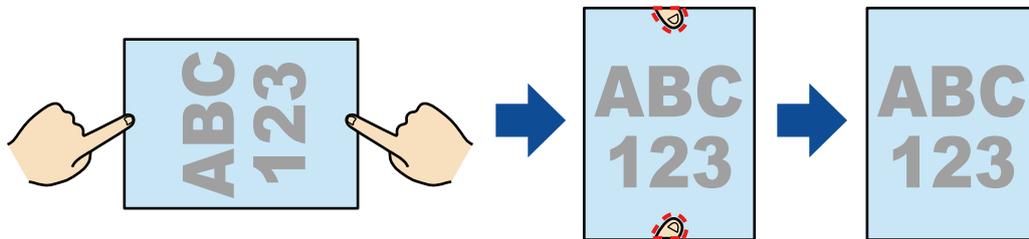
# Scanning a Document

When a document is scanned with the ScanSnap, the following correction can be made on the scanned image:

- ["Filling in Fingers Captured in a Scanned Image \(When a Document Is Scanned\)" \(page 92\)](#)

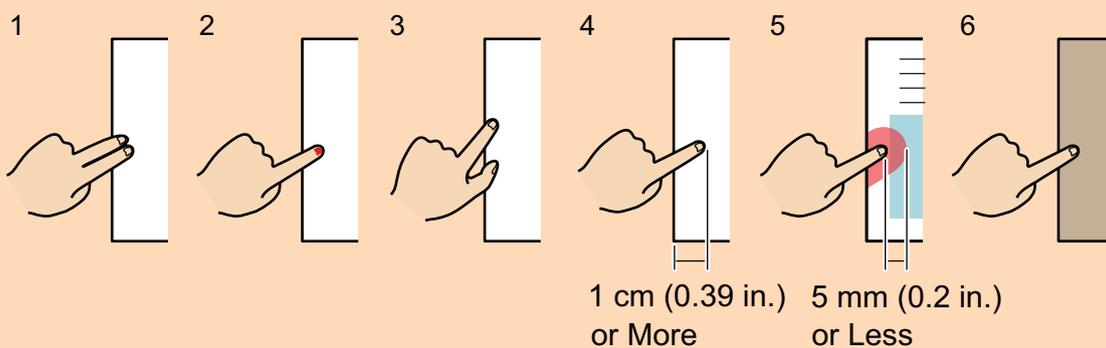
## Filling in Fingers Captured in a Scanned Image (When a Document Is Scanned)

Fingers that are captured when a document is scanned can be filled in.



### ATTENTION

- Do not hold the corners of the document when you scan.  
If you do so, the shape of the image may not be recognized correctly.
- To fill in fingers captured in the scanned image, the fingers need to be detected.  
If a document is scanned in the following ways, captured fingers may not be detected correctly.
  - When two or more fingers that are used to hold down a document to be scanned are touching each other (Figure 1)
  - When you hold down a document to be scanned with manicured fingers or fingers with artificial nails (Figure 2)
  - When you hold down a document to be scanned with your fingers bent (Figure 3)
  - When fingers that are used to hold down a document to be scanned are captured 1 cm (0.39 in.) or more (Figure 4)
  - When there is text or an image within 5 mm (0.2 in.) around the fingers that are used to hold down a document to be scanned (Figure 5)
  - When a document that has a background color other than white is scanned (Figure 6)
  - When a document is scanned after [Gray], [B&W], or [Color high compression] is selected from the [Color mode] drop-down list in the [Scanning] tab of the "ScanSnap Setup Window" (page 46)

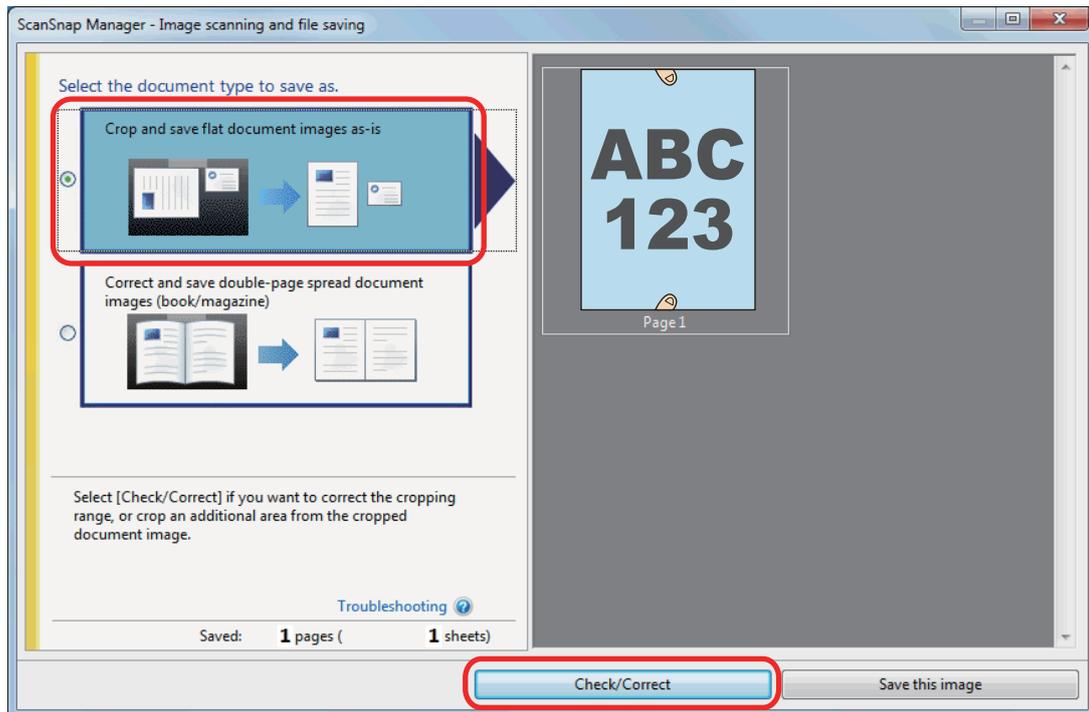


### HINT

- Up to five fingers on each side (top/bottom/right/left) of the document can be filled in.
- To prevent image deterioration, select and fill in as many fingers as possible in one go.

1. On the window that appears after a document is scanned, select **[Crop and save flat document images as-is]** and click the **[Check/Correct]** button.

For details about scanning, refer to "Scanning a Document" (page 20).

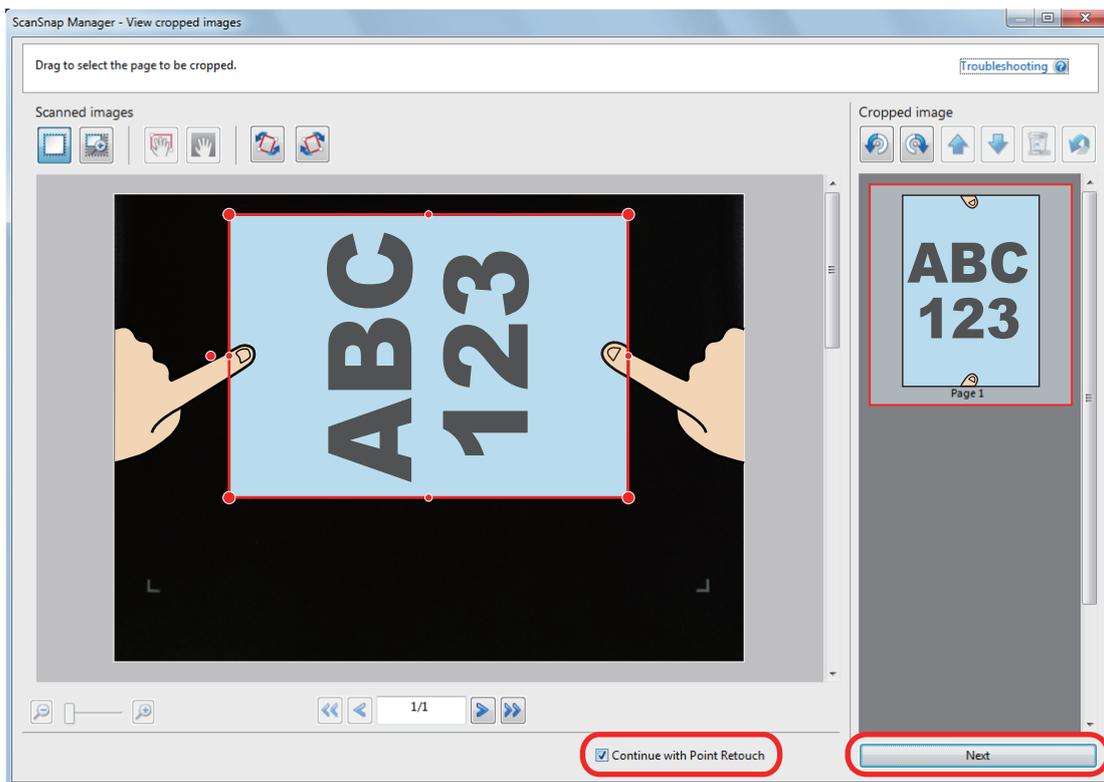


⇒ The [ScanSnap Manager - View cropped images] window is displayed.

2. Select a scanned image to fill in fingers captured in the image.
3. Select the **[Continue with Point Retouch]** checkbox and click the **[Next]** button.

#### HINT

The orientation of the scanned image and the crop area cannot be corrected in the [ScanSnap Manager - Book Image Viewer] window. Modify them in the [ScanSnap Manager - View cropped images] window beforehand.

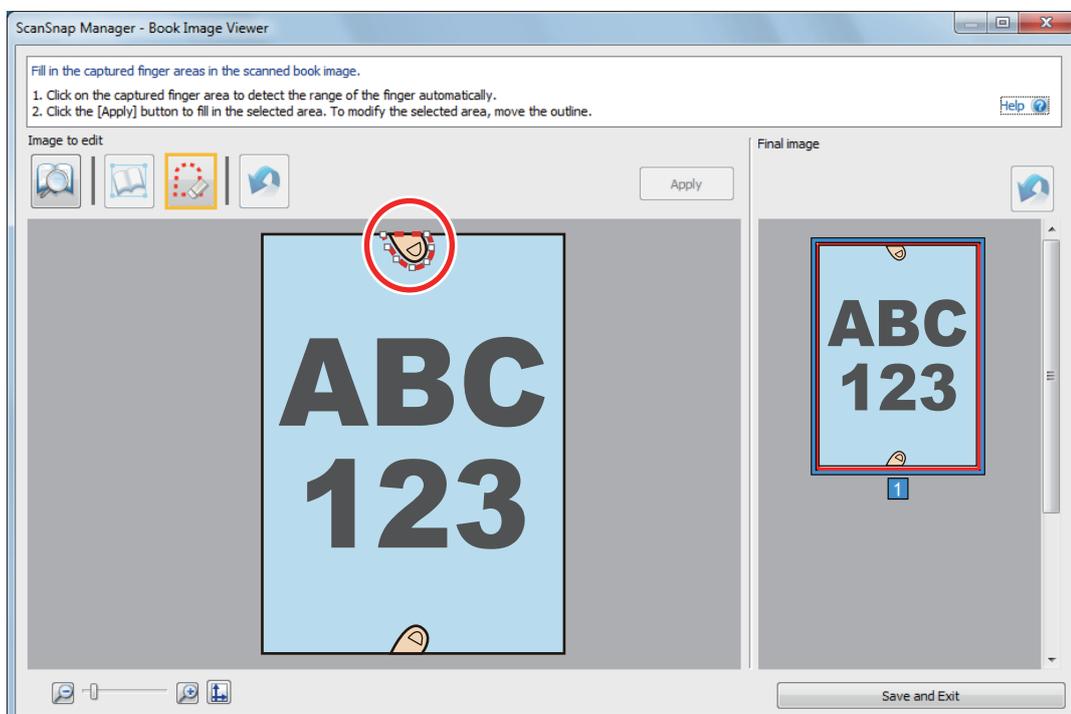


⇒ The [ScanSnap Manager - Book Image Viewer] window appears in the point retouch mode.

#### 4. Click on a finger captured in a scanned image with the mouse.

⇒ When a finger is detected, it is indicated with a red dashed outline.

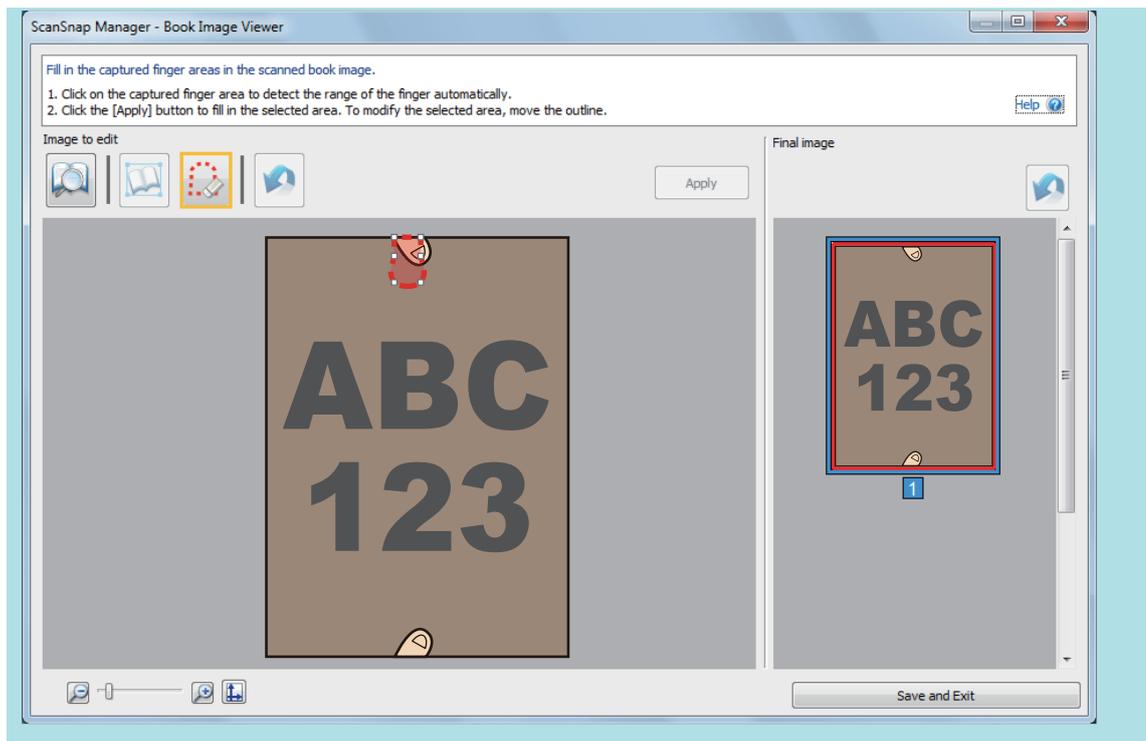
To change a range of the outline, drag the white dot on the outline.



#### HINT

When a finger captured in a scanned image is not detected, a default outline is displayed around the finger.

In that case, drag the white dot on the outline to align the outline with the shape of the finger.



**5. Click the [Apply] button.**

⇒ The finger captured in a scanned image is filled in.

When you have completed filling in the captured finger, click the [Save and Exit] button.

# Scanning Books

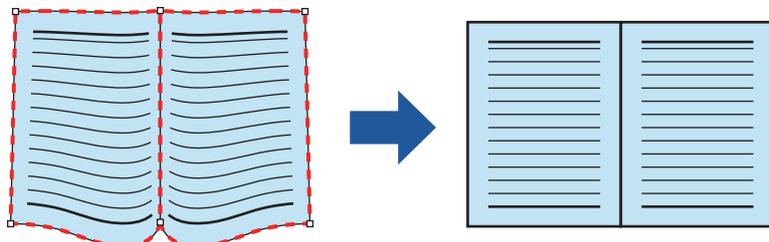
The book image correction allows you to correct scanned images.

The book image correction refers to making the following corrections to the images scanned from books with the ScanSnap:

- ["Correcting Distorted Book Images" \(page 97\)](#)
- ["Splitting a Double-Page Spread Image into Two Page Images" \(page 102\)](#)
- ["Filling in Fingers Captured in a Scanned Image \(When a Book Is Scanned\)" \(page 105\)](#)

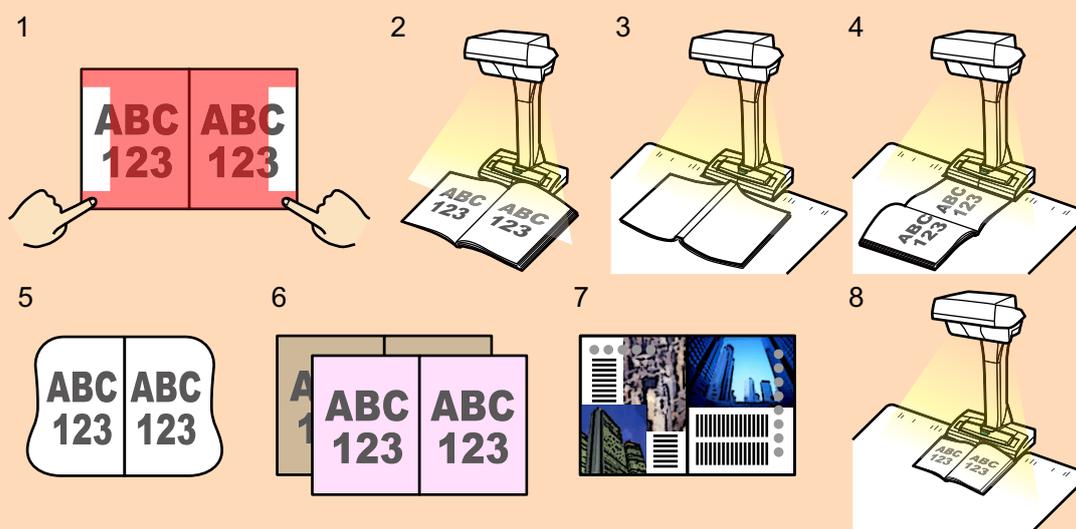
## Correcting Distorted Book Images

To correct the distortion of a scanned image from a book, follow the procedure below.



### ATTENTION

- To correct the distortion of a scanned image, the shape of the book needs to be detected. If a book is scanned as follows, the shape of the book may not be detected correctly.
  - When a book to be scanned is held down outside of the appropriate areas (Figure 1)
  - When a book is scanned without the Background Pad (Figure 2)
  - When a book to be scanned is spread open and is placed face-down (Figure 3)
  - When a book to be scanned is placed in a vertical orientation (Figure 4)
  - When a book that is not rectangular or square is scanned (Figure 5)
  - When a book that has a background color other than white (such as a comic magazine) is scanned (Figure 6)
  - When a book that has a narrow margin space (such as a catalogue or a magazine) is scanned (Figure 7)
  - When a book that is smaller than A5 size (148 × 210 mm/5.83 × 8.27 in.) in a double-page spread is scanned (Figure 8)



- Follow the procedure below to perform multiple book image correction for one page.



1. Edit in book image correction mode ( ).
  - Correcting a distorted book image
  - Splitting a double-page spread image

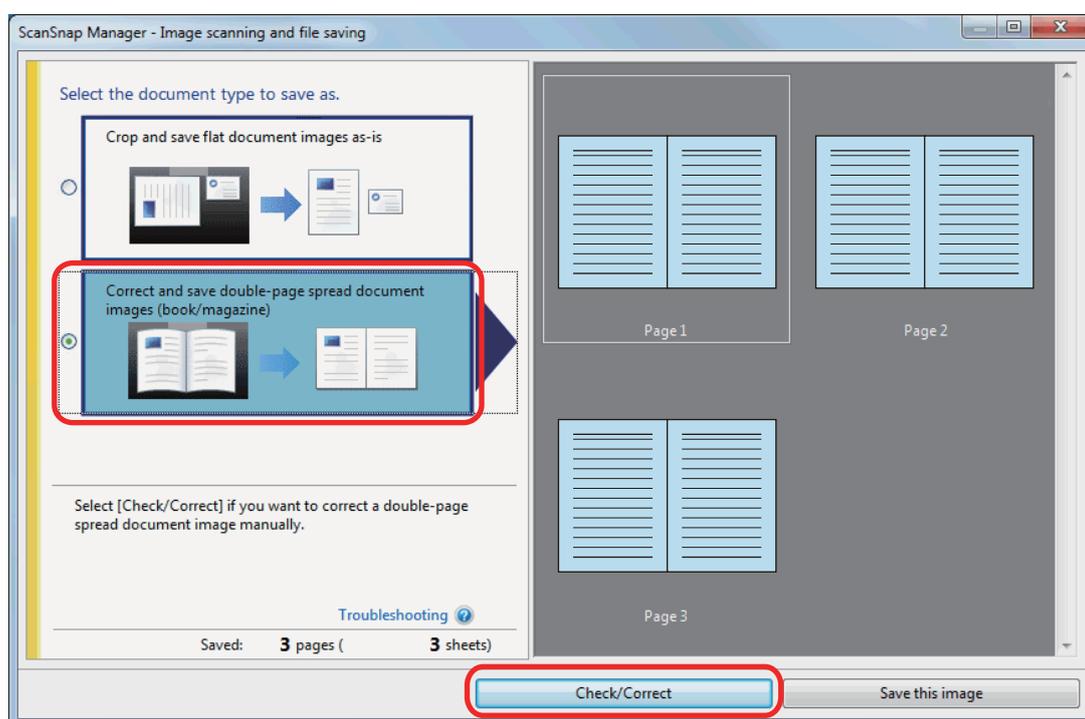


2. Edit in point retouch mode ( ).
  - Filling in the captured fingers in image

If you edit in the book image correction mode after editing in the point retouch mode, the edited results in point retouch mode are overridden.

1. On the window that appears after a book is scanned, select **[Correct and save double-page spread document images (book/magazine)]** and click the **[Check/Correct]** button.

For details about scanning a book, refer to "Scanning a Book" (page 25).



⇒ The [ScanSnap Manager - Book Image Viewer] window appears.

2. Select the page to correct the distortion in [Final image].



3. Click

⇒ The shape of the book is automatically detected, and the following items are displayed on the page:

- Corner points  
Corner points are displayed around the corners of the book and both ends of the gutter.
- Outline  
The shape of the book is indicated with a red dashed outline.

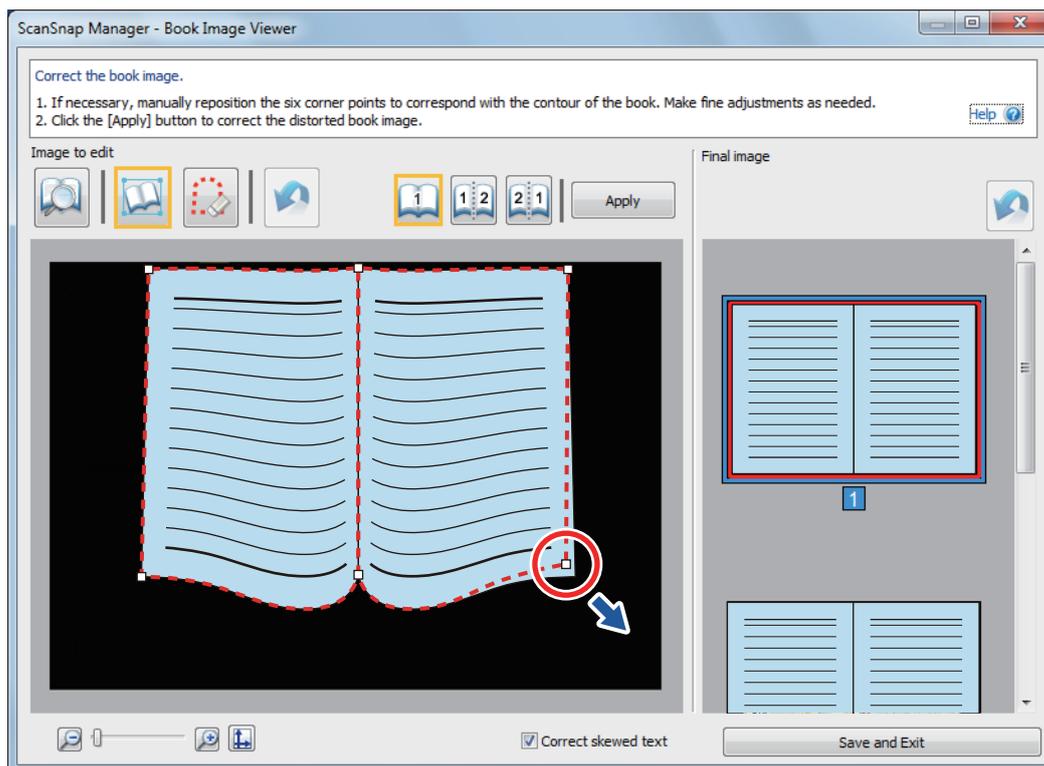
## HINT



For the output format selection button, select .

**4. On the page, drag the corner points to move the corners of the book and both ends of the gutter to any location.**

On the front and back cover of the book, make the middle outline for the gutter parallel to the right and left outlines.

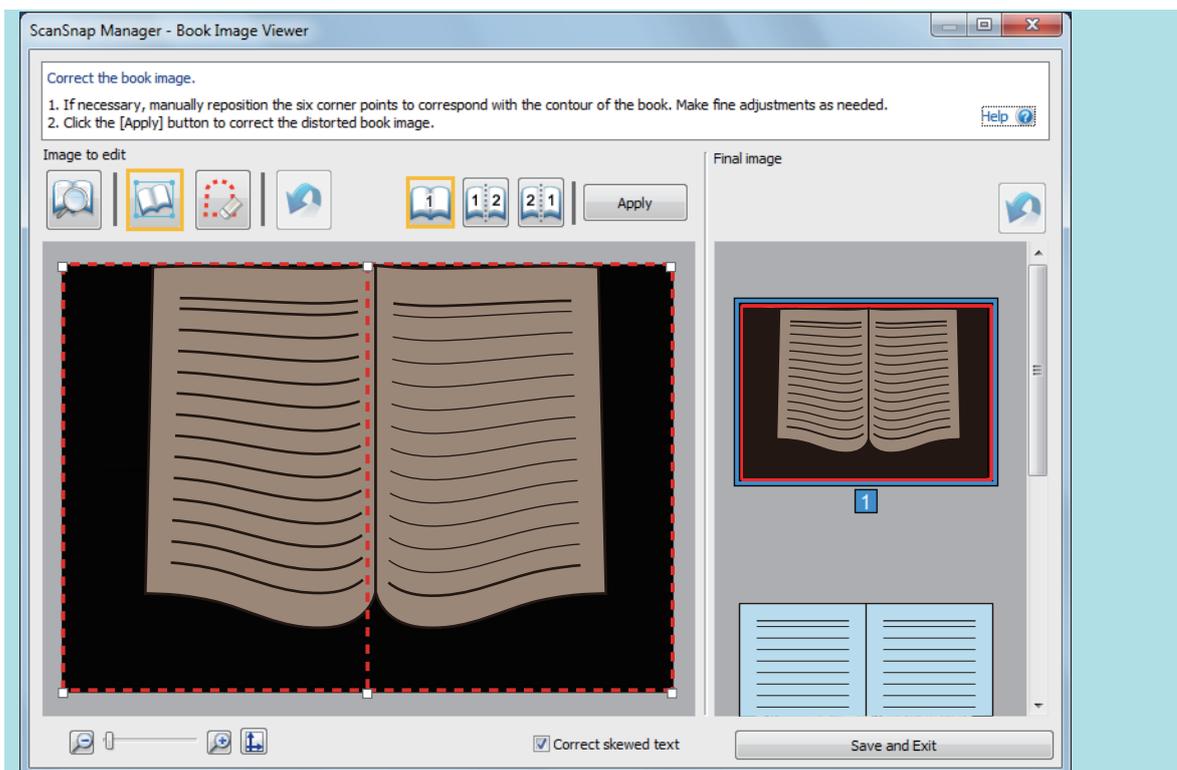


If the outline of the book is not aligned with the shape of the book in the scanned image, drag the upper part and lower part of the outline to correct each position.

## HINT

If the shape of the book was not detected, the corner points and the outline are displayed on the entire window.

If this is the case, align the corner points and the outline with the shape of the book.



Follow the procedure below to modify the corner points and the outline.

1. Modify the corner points.

The corner points can be modified by either of the following:

- Double-click the position where you want to move the corner points.
  - ⇒ The corner points automatically move to the double-clicked position.
  - If the corner points cannot be modified properly, drag them to move.
- Drag the corner points to desired positions.

Modify the corner points at both ends of the gutter first and then the corners of the book.

2. Modify the outline.

Drag the outline to align it with the shape of the book. If it is hard to align the outline with the shape of the book, position the outline little by little.

To make it easy, click an outline near the corner points and drag and drop the outline to align it with the shape of the book repeatedly.

**5. Click the [Apply] button.**

⇒ A message for confirming the correction target appears.

**6. Click the [Selected Pages] button.**

⇒ The page distortion is corrected.

When you have completed correcting the page distortion, click the [Save and Exit] button.

**HINT**

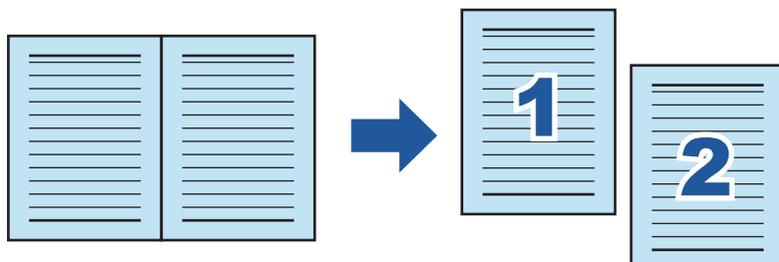
- To correct another distorted page, select the page for which the distortion is to be corrected in [Final image], and repeat steps 2 to 6.
- When the text, lines, or graphics in the scanned image are horizontally skewed, clear the [Correct skewed text] check box.

When there are curved/slanted lines or graphics with curved/slanted lines on the document, the scanned image of the document may not be corrected properly and the layout may not look right.

## Splitting a Double-Page Spread Image into Two Page Images

The double-page spread image can be split into the right and left pages.

When a JPEG file is split, the file is divided into two files.



### ATTENTION

Follow the procedure below to perform multiple book image correction for one page.



1. Edit in book image correction mode ( ).

- Correcting a distorted book image
- Splitting a double-page spread image



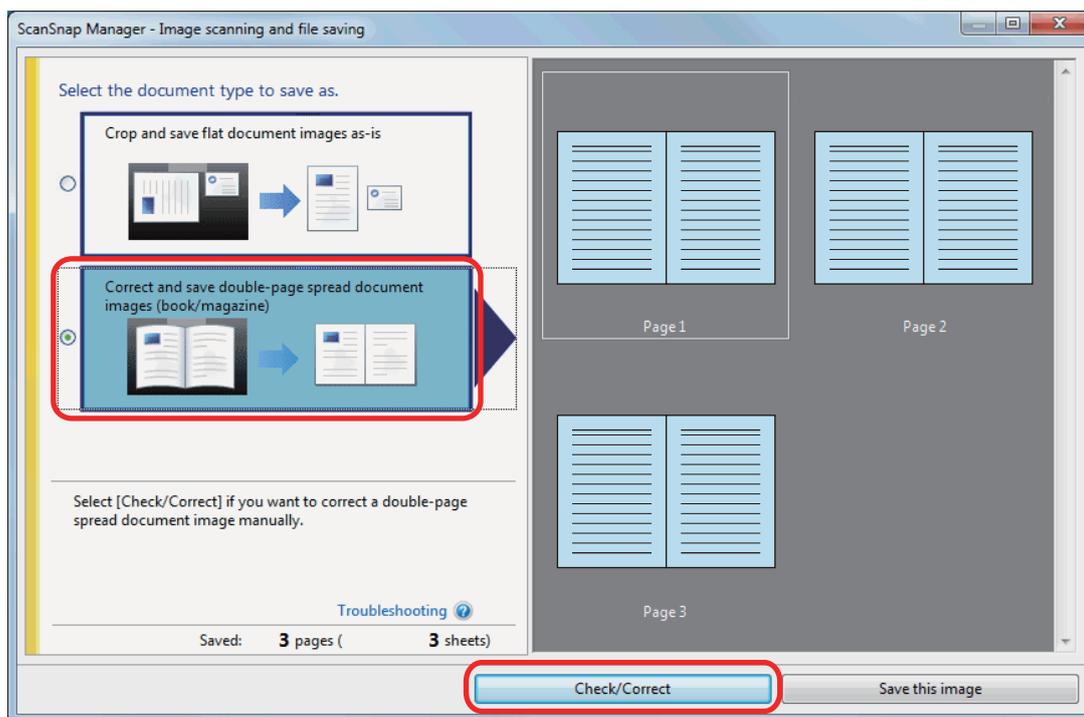
2. Edit in point retouch mode ( ).

- Filling in the captured fingers in image

If you edit in the book image correction mode after editing in the point retouch mode, the edited results in point retouch mode are overridden.

- 1. On the window that appears after a book is scanned, select [Correct and save double-page spread document images (book/magazine)] and click the [Check/Correct] button.**

For details about scanning a book, refer to "[Scanning a Book](#)" (page 25).

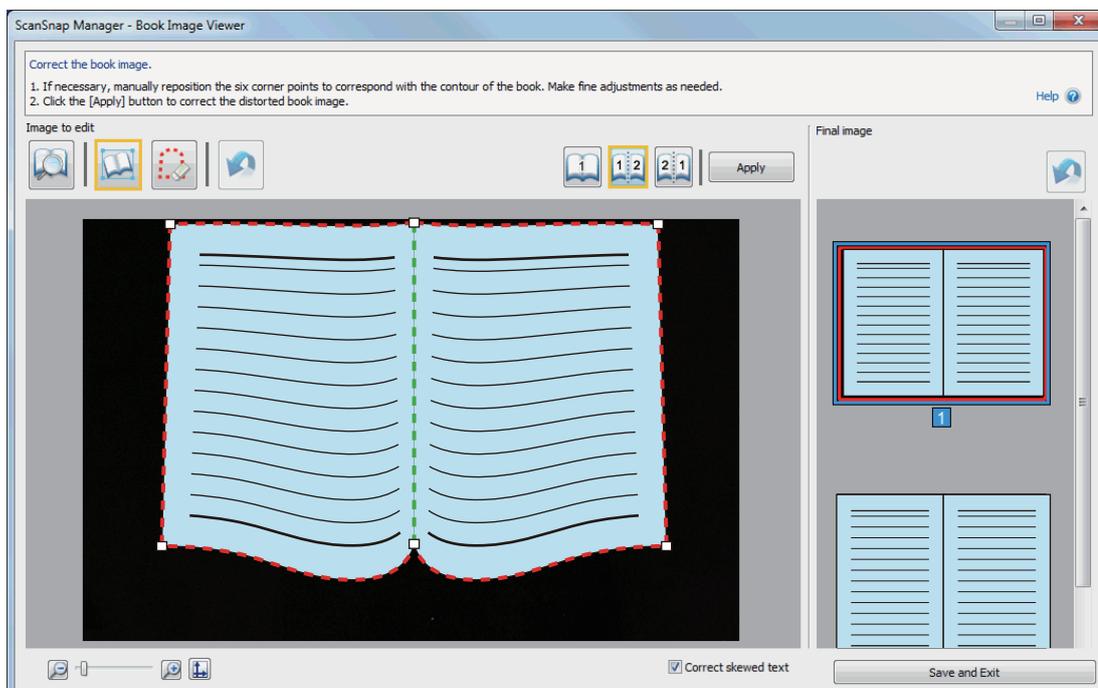


⇒ The [ScanSnap Manager - Book Image Viewer] window appears.

## 2. Select the page to be split in [Final image].

3. Click , and then click  or .

⇒ The split line is indicated with a green dashed line.



If the split line is not aligned with the gutter of the book, drag the corner points to correct the position.

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

⇒ A message for confirming the split target appears.

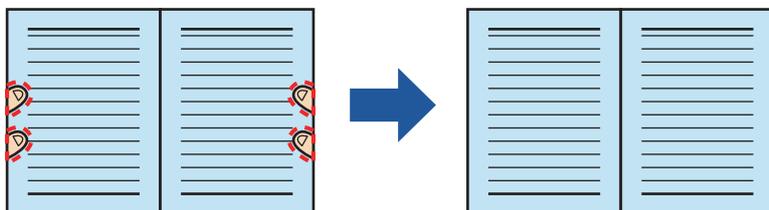
**5. Click the [Selected Pages] button.**

⇒ The page is split.

When you have completed splitting the page, click the [Save and Exit] button.

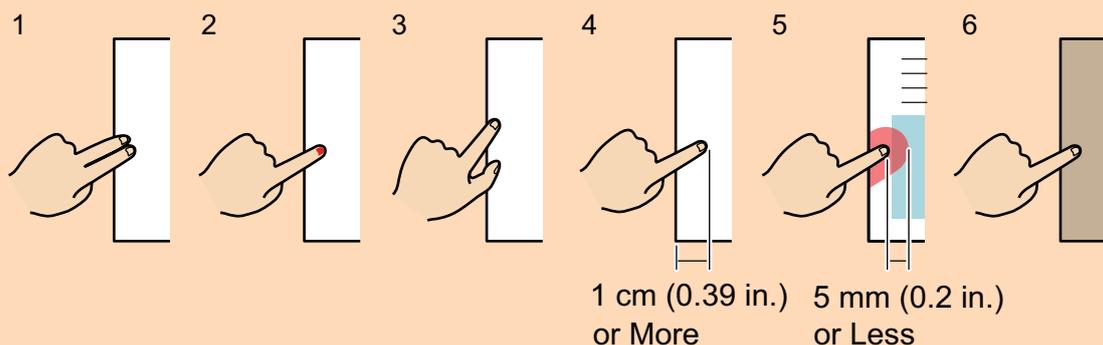
## Filling in Fingers Captured in a Scanned Image (When a Book Is Scanned)

Fingers that are captured when a book is scanned can be filled in.



### ATTENTION

- To fill in fingers captured in the scanned image, the fingers need to be detected. If a book is scanned in the following ways, captured fingers may not be detected correctly.
  - When two or more fingers that are used to hold down a book to be scanned are touching each other (Figure 1)
  - When you hold down a book to be scanned with manicured fingers or fingers with artificial nails (Figure 2)
  - When you hold down a book to be scanned with your fingers bent (Figure 3)
  - When fingers that are used to hold down a book to be scanned are captured 1 cm (0.39 in.) or more (Figure 4)
  - When there is text or an image within 5 mm (0.2 in.) around the fingers that are used to hold down a book to be scanned (Figure 5)
  - When a book that has a background color other than white (such as a comic magazine) is scanned (Figure 6)
  - When a book is scanned after [Gray], [B&W], or [Color high compression] is selected from the [Color mode] drop-down list in the [Scanning] tab of the "ScanSnap Setup Window" (page 46)



- Follow the procedure below to perform multiple book image correction for one page.



1. Edit in book image correction mode ( ).
  - Correcting a distorted book image
  - Splitting a double-page spread image



2. Edit in point retouch mode (  ).
  - Filling in the captured fingers in image

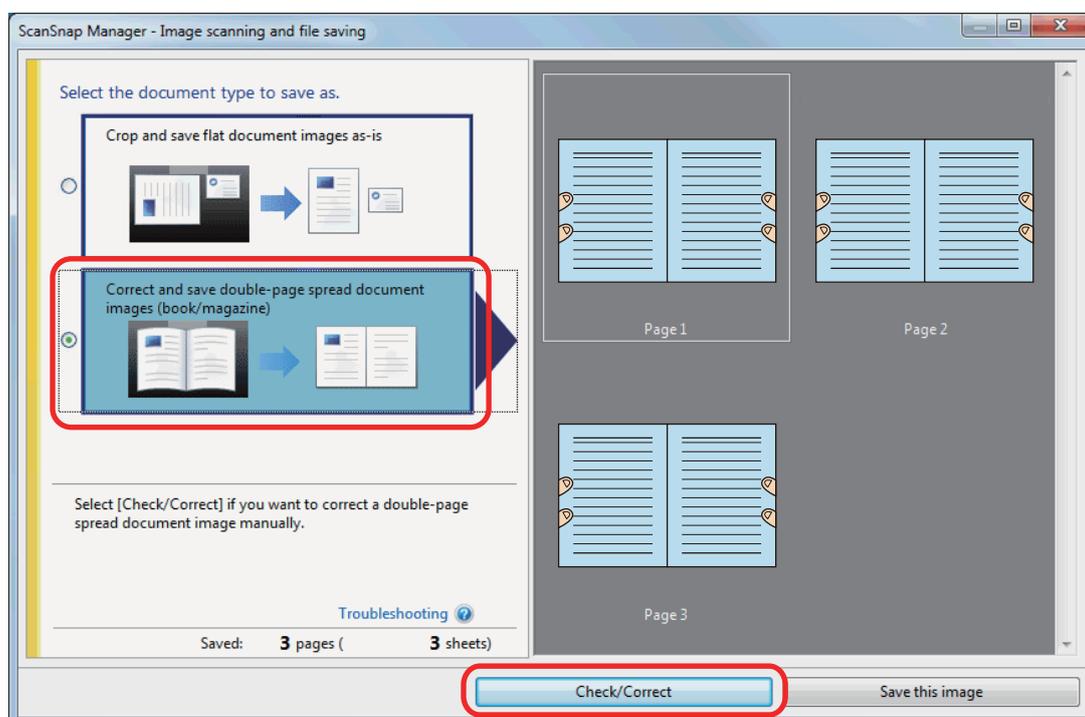
If you edit in the book image correction mode after editing in the point retouch mode, the edited results in point retouch mode are overridden.

#### HINT

- Up to five fingers on each side (right/left) can be filled in.
- To prevent image deterioration, select and fill in as many fingers as possible in one go.

1. On the window that appears after a book is scanned, select **[Correct and save double-page spread document images (book/magazine)]** and click the **[Check/Correct]** button.

For details about scanning a book, refer to "[Scanning a Book](#)" (page 25).



⇒ The [ScanSnap Manager - Book Image Viewer] window appears.

2. Select the page for filling in captured fingers in [Final image].

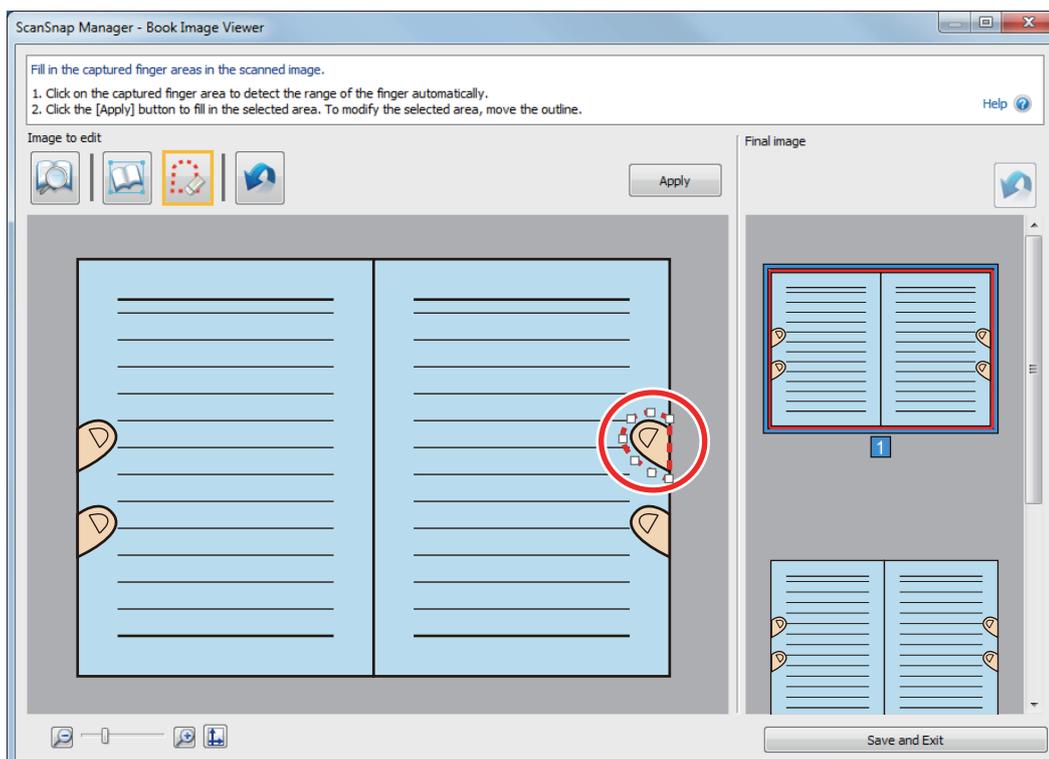


3. Click .

4. Click on a finger captured in a scanned image with the mouse.

⇒ When a finger is detected, it is indicated with a red dashed outline.

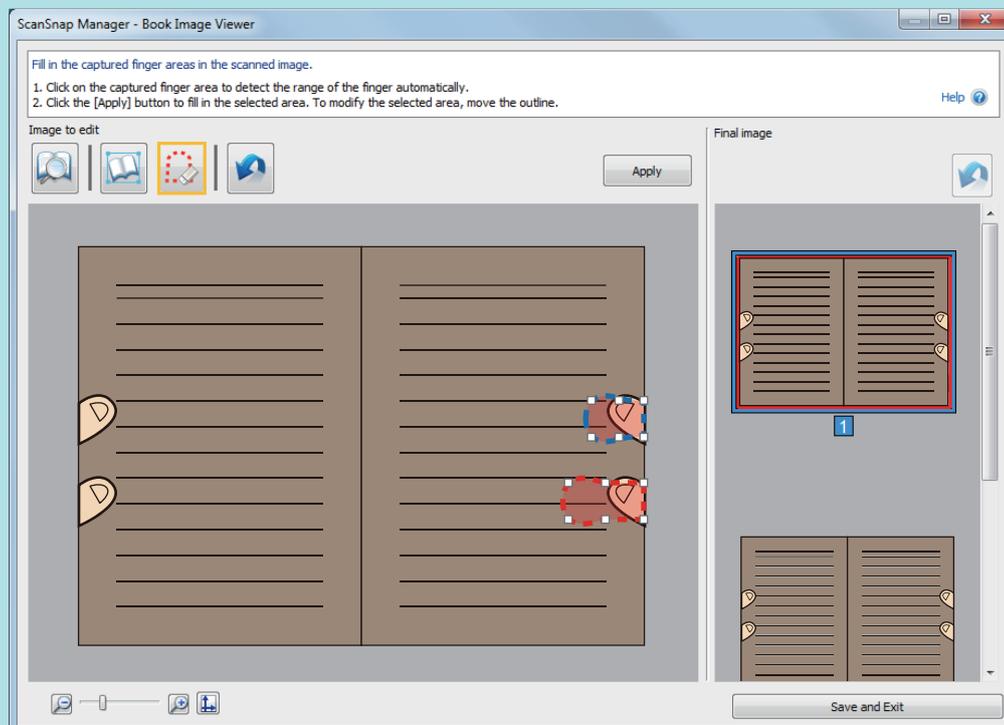
To change a range of the outline, drag the white dot on the outline.



## HINT

When a finger captured in a scanned image is not detected, a default outline is displayed around the finger.

In that case, drag the white dot on the outline to align the outline with the shape of the finger.



## 5. Click the [Apply] button.

⇒ The finger captured in a scanned image is filled in.

When you have completed filling in the captured finger, click the [Save and Exit] button.

## Scanning Multiple Documents at Once

When multiple documents are scanned at once with the ScanSnap, the following corrections can be made on the scanned images:

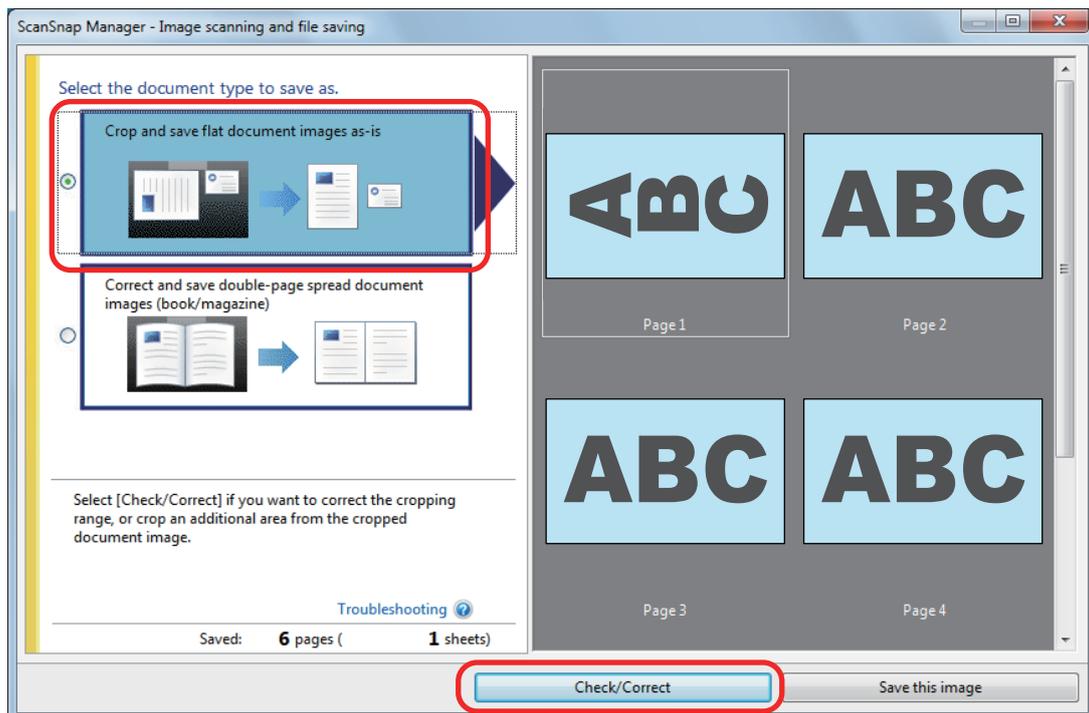
- ["Correcting the Scanned Image Orientation" \(page 109\)](#)
- ["Modifying the Crop Area" \(page 112\)](#)
- ["Adding the Necessary Scanned Images" \(page 114\)](#)
- ["Deleting Unnecessary Scanned Images" \(page 116\)](#)

## Correcting the Scanned Image Orientation

The orientation of scanned images that are skewed or upside-down can be corrected.

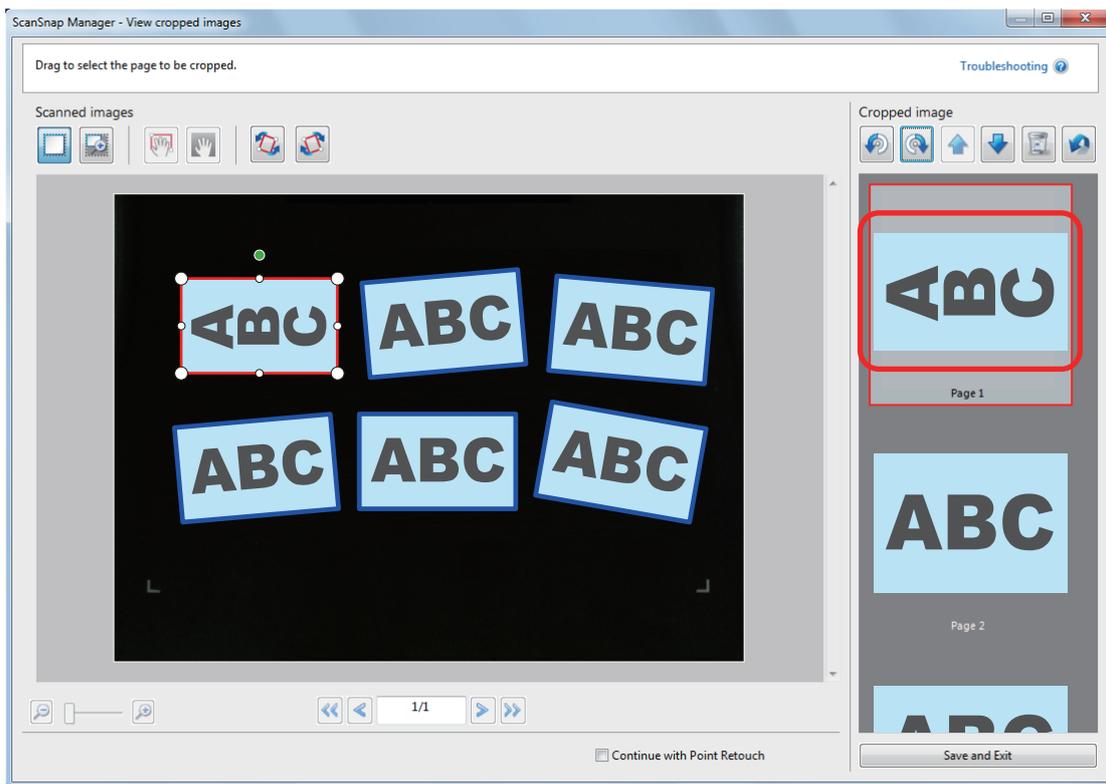
- 1. On the window that appears after multiple documents are scanned at once, select [Crop and save flat document images as-is] and click the [Check/Correct] button.**

For details about scanning multiple documents, refer to "[Scanning Multiple Documents at Once](#)" (page 30).



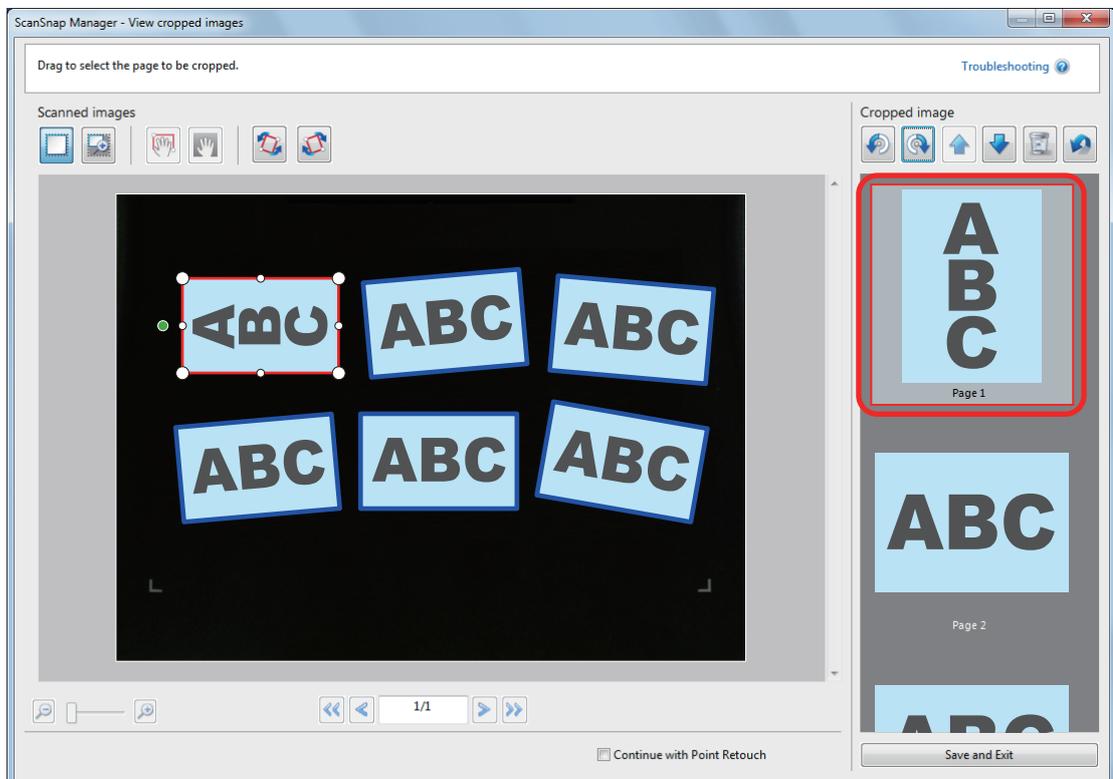
⇒ The [ScanSnap Manager - View cropped images] window is displayed.

- 2. Select which scanned image to correct the orientation for.**



3. Click  or .

⇒ The scanned image is rotated by 90 degrees.



When you have completed correcting the orientation, click the [Save and Exit] button.

**HINT**

- To fine-tune the orientation of the crop frame, select which scanned image you want to rotate and then perform one of the following operations:
  - Drag the green operating point that appears at the top of the crop frame by as little or as much as you want.



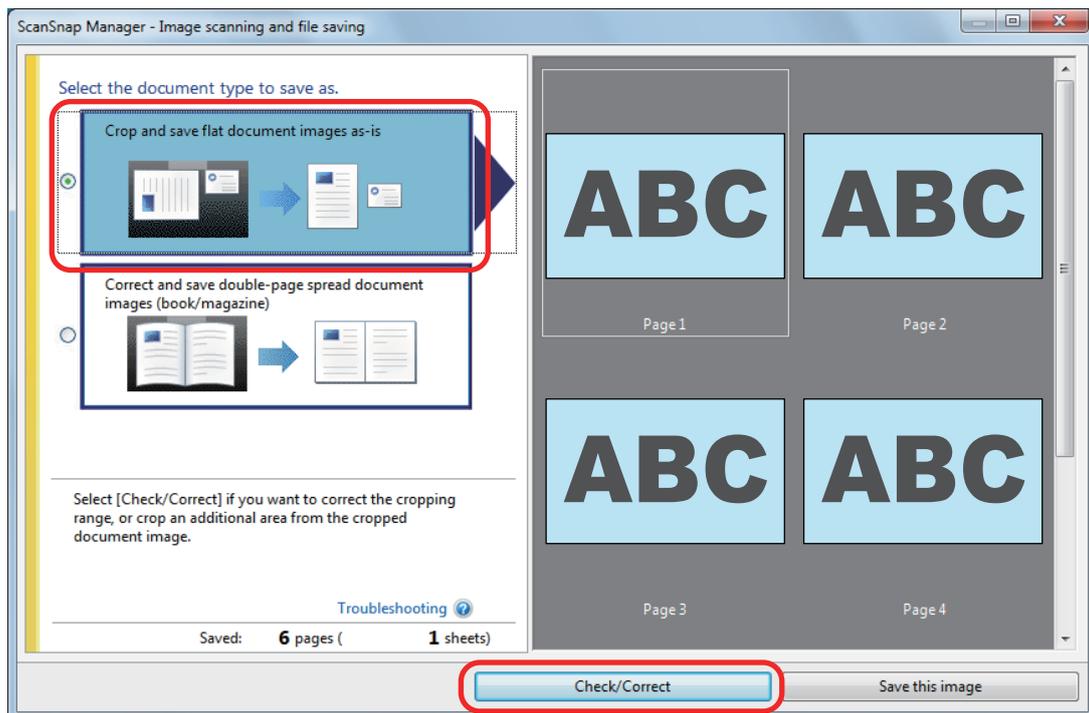
- Click  or .
- If the [Next] button is displayed, clear the [Continue with Point Retouch] checkbox. The [Next] button changes to the [Save and Exit] button.

## Modifying the Crop Area

The size of the crop frame that is used to crop the scanned image can be modified.

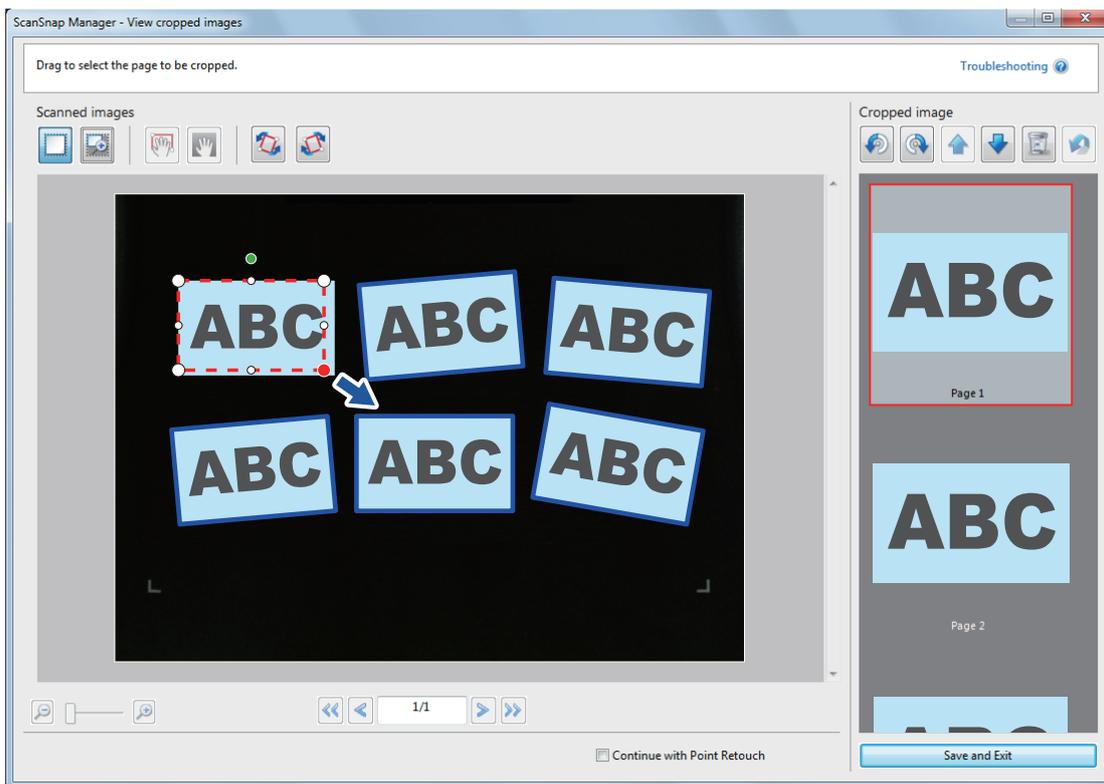
1. On the window that appears after multiple documents are scanned at once, select [Crop and save flat document images as-is] and click the [Check/Correct] button.

For details about scanning multiple documents, refer to "Scanning Multiple Documents at Once" (page 30).



⇒ The [ScanSnap Manager - View cropped images] window is displayed.

2. Select the crop area of the scanned image to change the crop area.
3. Drag the operating points of the crop frame to change the crop area.



#### 4. Click any position on the window.

⇒ The crop area is fixed.

When you have completed changing the crop area, click the [Save and Exit] button.

#### HINT

- To move a crop frame, place the mouse inside the crop frame and drag it when all the operating points have turned red.
- If the [Next] button is displayed, clear the [Continue with Point Retouch] checkbox. The [Next] button changes to the [Save and Exit] button.

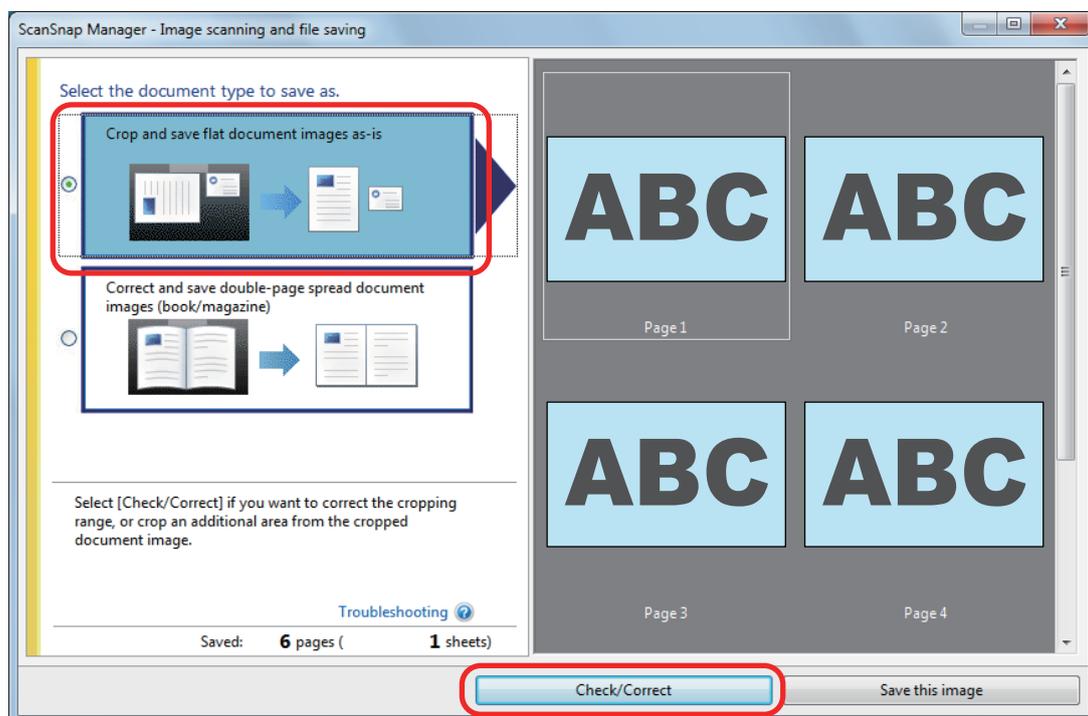
## Adding the Necessary Scanned Images

If the necessary scanned images do not become the targets to be cropped, you can manually add them to the targets.

Up to 20 crop frames can be added for one scanned image.

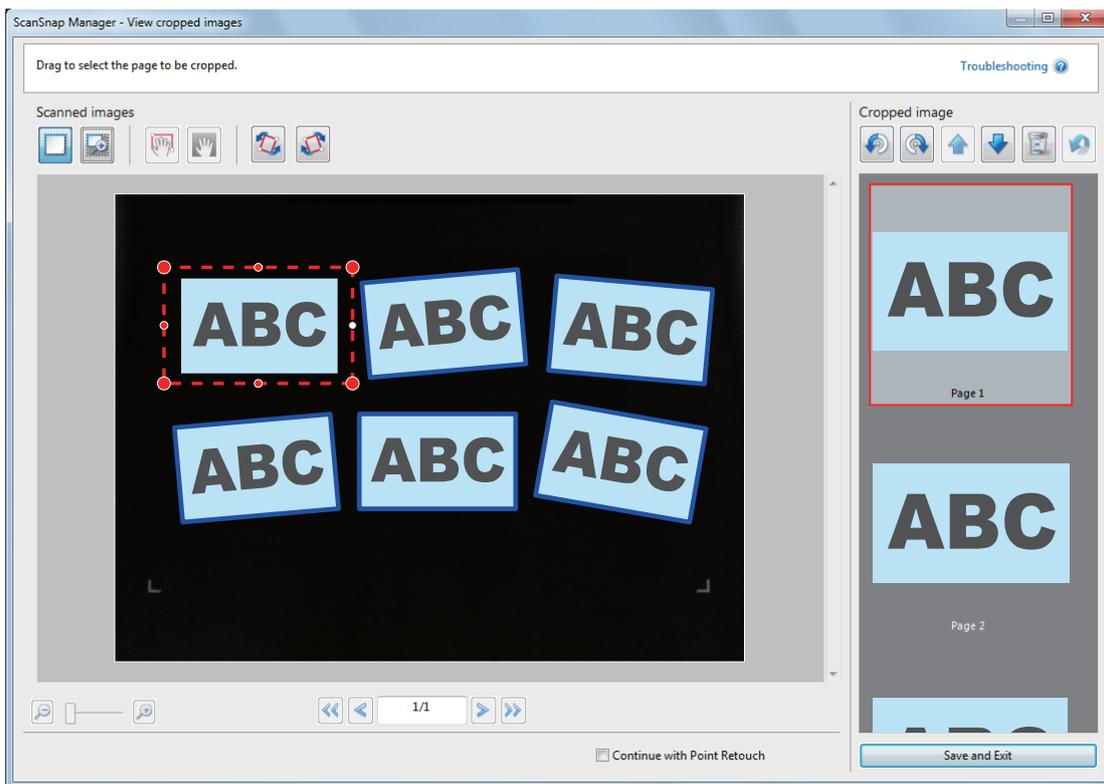
- 1. On the window that appears after multiple documents are scanned at once, select [Crop and save flat document images as-is] and click the [Check/Correct] button.**

For details about scanning multiple documents, refer to "[Scanning Multiple Documents at Once](#)" (page 30).



⇒ The [ScanSnap Manager - View cropped images] window is displayed.

- 2. Frame the scanned image to be cropped by dragging the mouse.**



⇒ A crop frame is added to the scanned image that is automatically recognized, and the scanned image that was cropped by dragging the mouse is added to the end of [Cropped image].

After you have added a crop frame, click the [Save and Exit] button.

#### HINT

If the [Next] button is displayed, clear the [Continue with Point Retouch] checkbox. The [Next] button changes to the [Save and Exit] button.

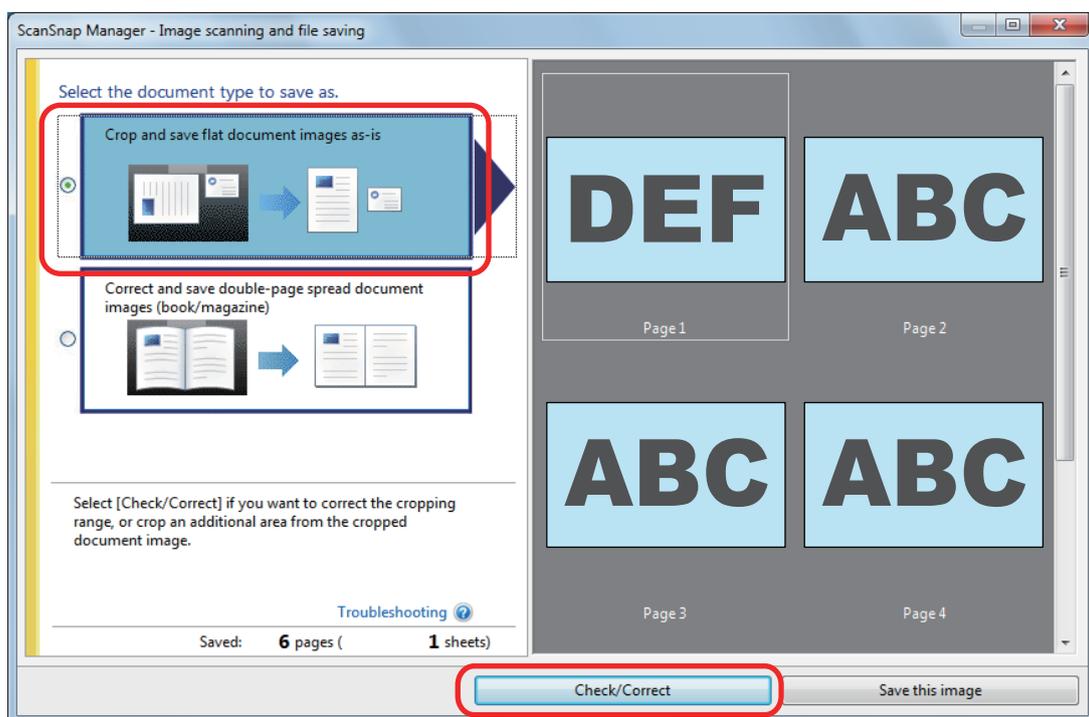
## Deleting Unnecessary Scanned Images

When there are multiple scanned images, unnecessary crop frames can be deleted.

Scanned images without crop frames are not output and cannot be linked with an application.

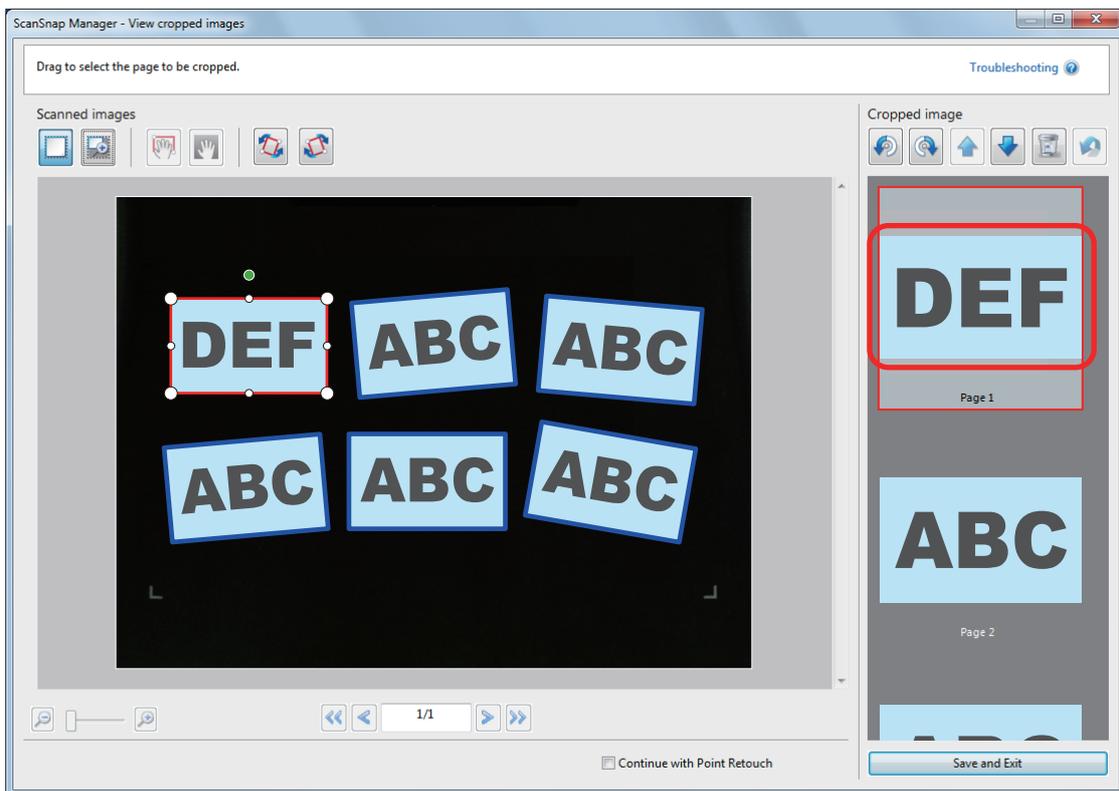
1. On the window that appears after multiple documents are scanned at once, select **[Crop and save flat document images as-is]** and click the **[Check/Correct]** button.

For details about scanning multiple documents, refer to ["Scanning Multiple Documents at Once" \(page 30\)](#).



⇒ The [ScanSnap Manager - View cropped images] window is displayed.

2. Select a scanned image to remove the crop frame.

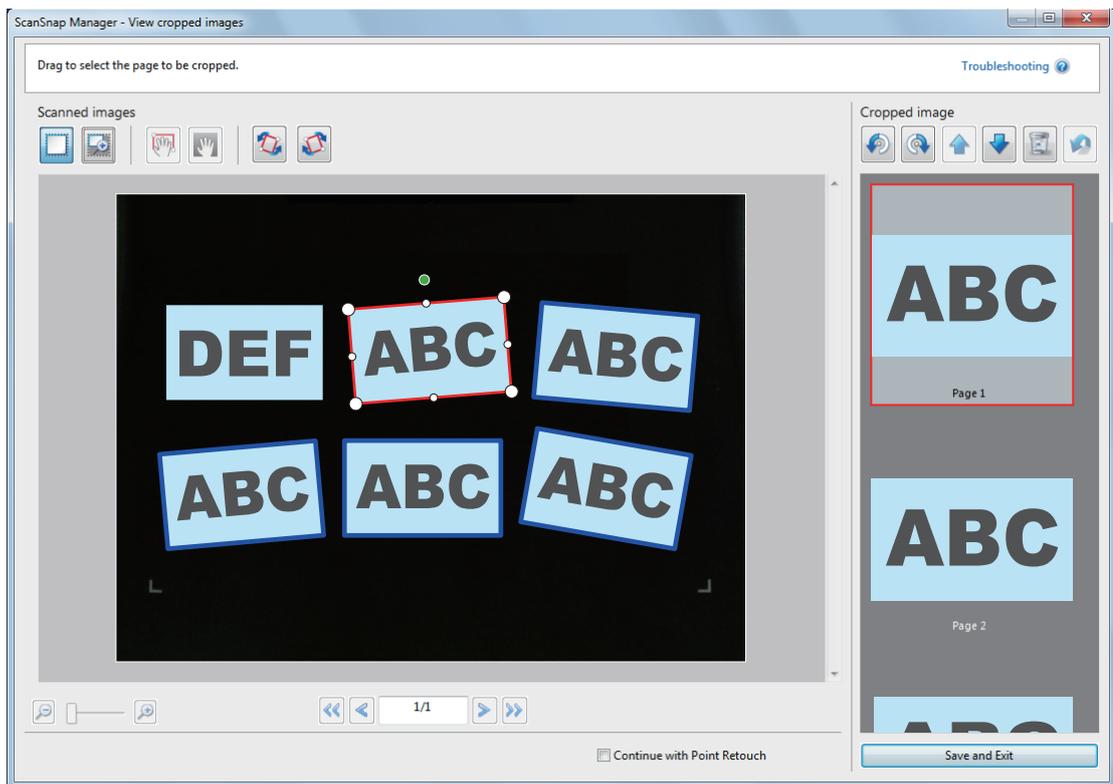


**3. Click** .

⇒ A confirmation message appears.

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

⇒ The crop frame is removed from the selected scanned image, and the scanned image disappears from [Cropped image].



After you have removed the crop frame from the unnecessary scanned image, click the [Save and Exit] button.

#### HINT

If the [Next] button is displayed, clear the [Continue with Point Retouch] checkbox. The [Next] button changes to the [Save and Exit] button.

# Troubleshooting

This section explains how to solve troubles you may encounter upon installing or uninstalling the software related to the ScanSnap.

- "How to Find Your Solution" (page 120)
- "If Your First Attempt to Install Failed" (page 121)
- "If You Have Installed the Software Before" (page 122)
- "When the ScanSnap Manager Icon Does Not Appear" (page 130)
- "When ScanSnap Manager Does Not Operate Normally" (page 132)
- "When You Cannot Uninstall the Software" (page 139)

For details about the troubles you may encounter and the solutions while using the ScanSnap, refer to the following:

- "Troubleshooting" in the ScanSnap Manager Help

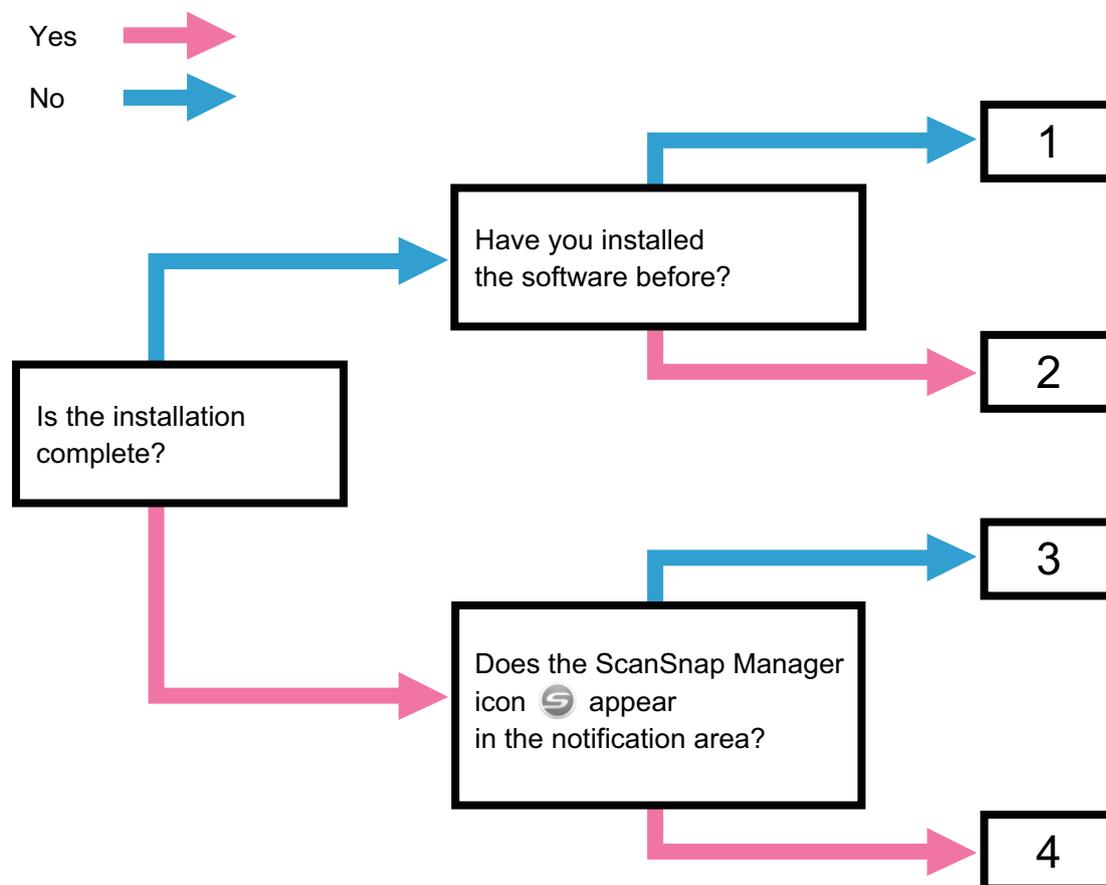
To display this section, right-click the ScanSnap Manager icon  in the notification area, and select [Help] → [Troubleshooting] from the "Right-Click Menu" (page 44).

- ScanSnap Support Site (<http://scansnap.fujitsu.com/g-support/en/>)

If you cannot solve the problem after referring to the above section, contact your FUJITSU scanner dealer or an authorized FUJITSU scanner service provider.

## How to Find Your Solution

When software installation fails, or the ScanSnap does not operate normally after installation is complete, refer to the flow chart below for troubleshooting.



| No. | Topic to Be Referred to                                      |
|-----|--|
| 1   | "If Your First Attempt to Install Failed" (page 121)         |
| 2   | "If You Have Installed the Software Before" (page 122)       |
| 3   | "When the ScanSnap Manager Icon Does Not Appear" (page 130)  |
| 4   | "When ScanSnap Manager Does Not Operate Normally" (page 132) |

## If Your First Attempt to Install Failed

This section explains how to troubleshoot when the first attempt to install the software related to the ScanSnap failed.

If any software related to the ScanSnap (including models other than SV600) has been installed before, refer to ["If You Have Installed the Software Before"](#) (page 122).

- 1. Restart the computer and log on as a user with Administrator privileges.**
- 2. Reinstall the software.**

For details, refer to ["How to Install the Software"](#) (page 42).

## If You Have Installed the Software Before

This section explains how to troubleshoot if your attempt to reinstall the software related to the ScanSnap (including models other than SV600) failed.

- ["Uninstalling the Software" \(page 123\)](#)
- ["Removing the Installation Information" \(page 124\)](#)
- ["Installing the Software from the \[ScanSnap Setup\] Window" \(page 128\)](#)
- ["Installing One Software at a Time" \(page 129\)](#)

---

## Uninstalling the Software

Uninstall the software that is already installed.

The uninstallation procedure is as follows.

- 1. If the ScanSnap is connected to the computer, unplug the USB cable from the computer.**
- 2. Log on as a user with Administrator privileges.**
- 3. If anti-virus software is running, disable the software temporarily.**

### ATTENTION

If you cannot disable the anti-virus software, check if the software is set to lock the application.

- 4. Uninstall the software.**

The following software programs must be uninstalled:

- ScanSnap Manager
- ScanSnap Organizer
- CardMinder

For details, refer to "[Uninstalling the Software](#)" (page 146).

- If the software was successfully uninstalled, proceed to "[Installing the Software from the \[ScanSnap Setup\] Window](#)" (page 128).
- If the software still remains in the list, proceed to the next topic "[Removing the Installation Information](#)" (page 124).

---

## Removing the Installation Information

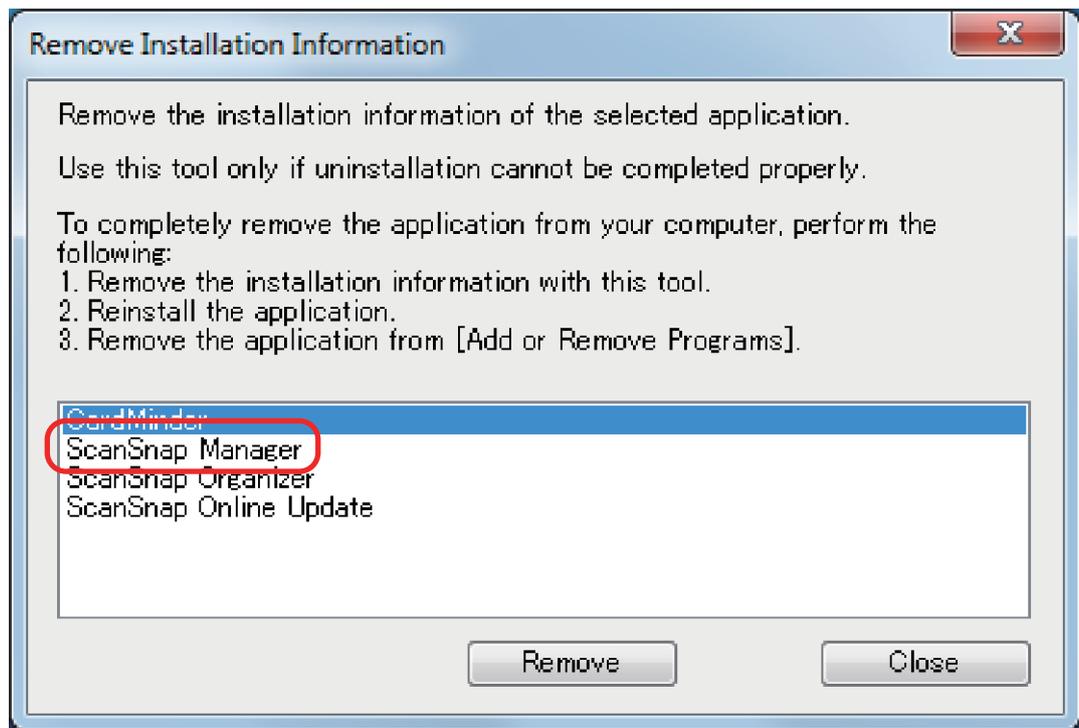
If the name of the software that you tried to uninstall still remains in the list in [Programs and Features] of the Control Panel, or if the software cannot be uninstalled for some reason, the installation information needs to be removed.

Remove the installation information in the following procedure.

### ATTENTION

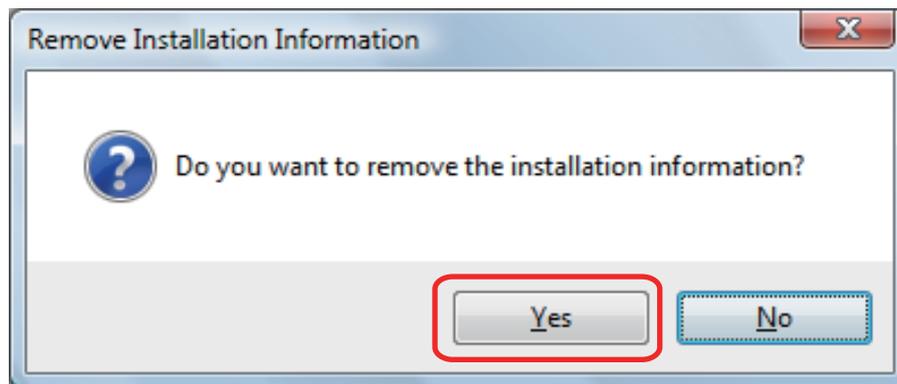
If you cannot successfully remove the installation information, contact your FUJITSU scanner dealer or an authorized FUJITSU scanner service provider.

- 1. Log on as a user with Administrator privileges.**
- 2. Insert the Setup DVD-ROM into the DVD-ROM drive.**
  - ⇒ The [ScanSnap Setup] window appears.
- 3. Click the [Close] button to close the [ScanSnap Setup] window.**
- 4. From Windows Explorer, open the [Tool] folder in the Setup DVD-ROM.**
- 5. Right-click "SSClean.exe" and select [Run as administrator] from the displayed menu.**
  - ⇒ The [User Account Control] window appears.
- 6. Click the [Yes] button.**
  - ⇒ The [Remove Installation Information] window appears.
- 7. Select the software from which you want to remove the installation information.**
  - ScanSnap Manager
    1. Select [ScanSnap Manager] and click the [Remove] button.



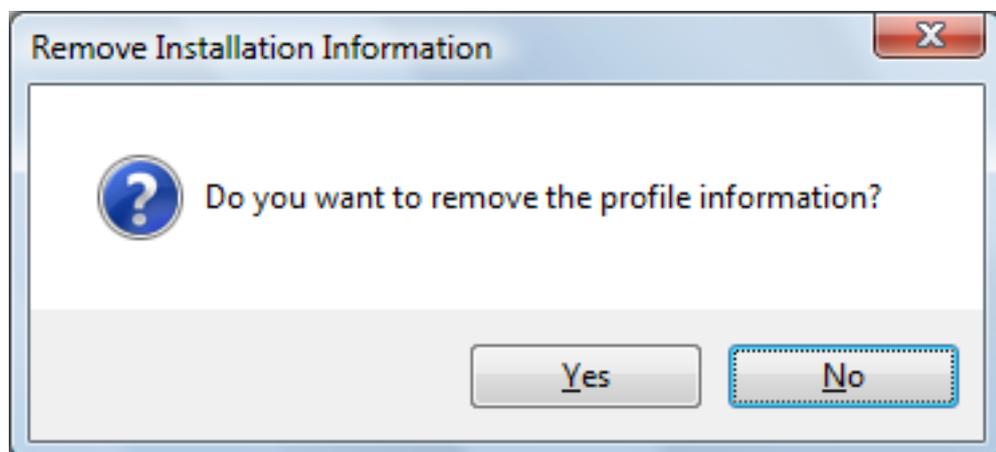
⇒ A confirmation message appears.

2. Click the [Yes] button.



⇒ A message appears to check whether or not to remove the profile information.

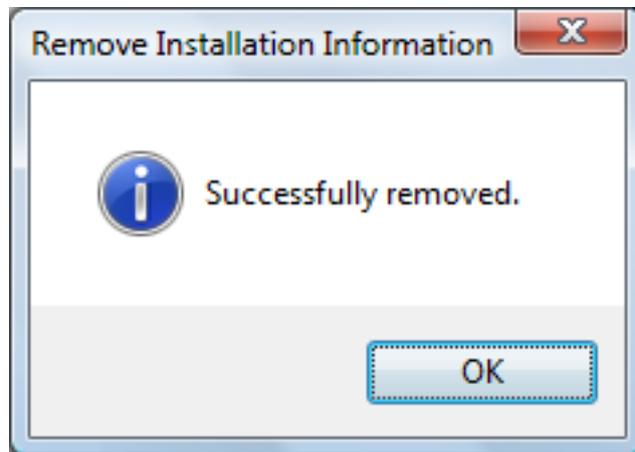
3. Click the [Yes] button to remove and the [No] button to keep the profile information.



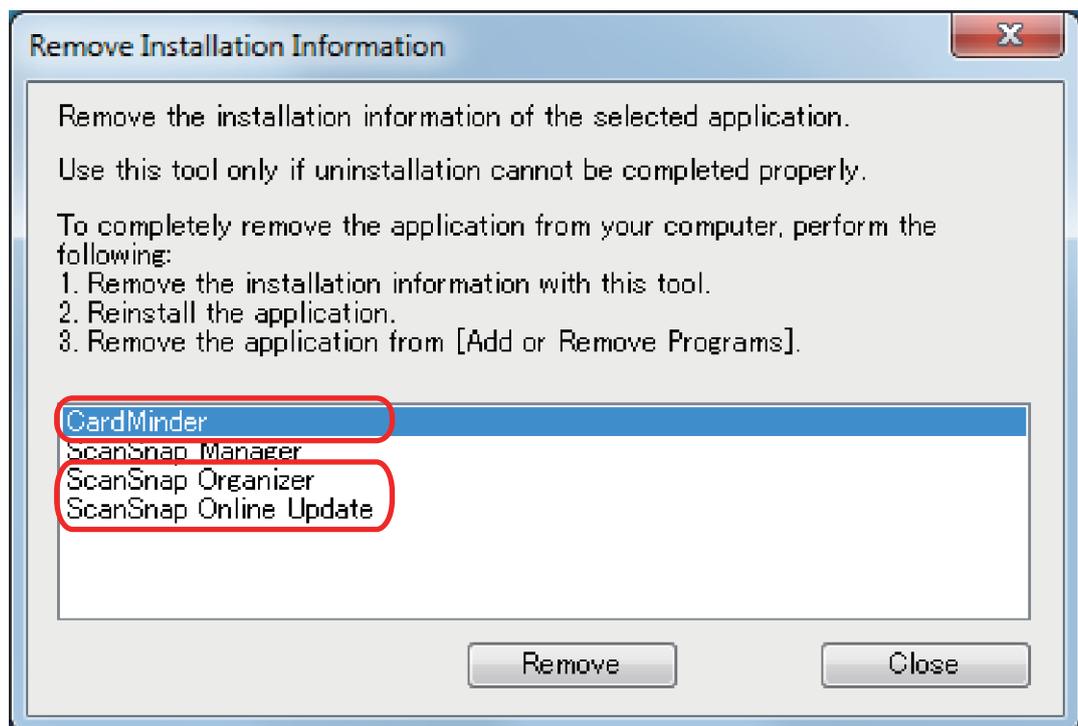
**ATTENTION**

If the problem persists when you kept the profile information then reinstalled the software, try again after removing the profile information.

⇒ The installation information is removed, and the following message appears.

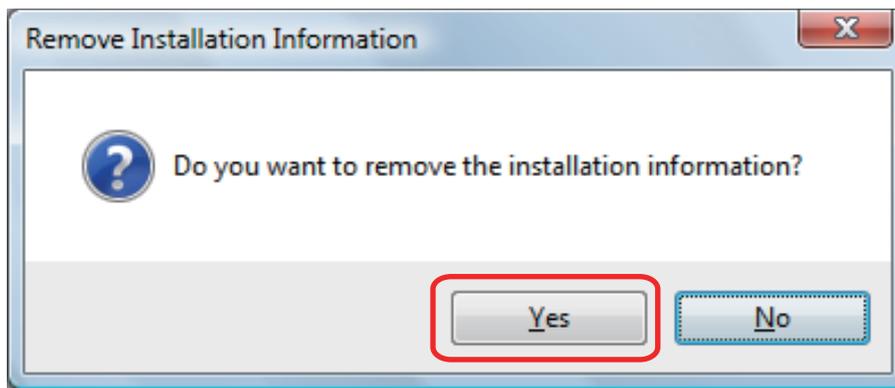


4. Click the [OK] button to close the [Remove Installation Information] window.
- ScanSnap Organizer/CardMinder/ScanSnap Online Update
  1. Select [ScanSnap Organizer], [CardMinder], or [ScanSnap Online Update], and click the [Remove] button.

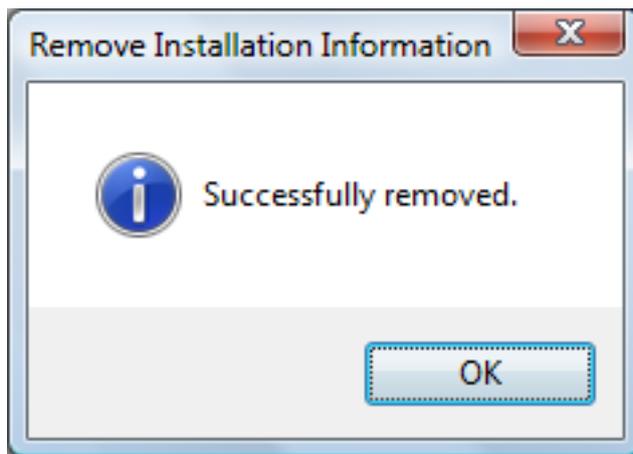


⇒ A confirmation message appears.

2. Click the [Yes] button.



⇒ The installation information is removed, and the following message appears.



3. Click the [OK] button to close the [Remove Installation Information] window.

**8. By repeating step 5, remove the installation information of all the software listed in the [Remove Installation Information] window.**

**9. Click the [Close] button to close the [Remove Installation Information] window.**

**10. Confirm that the installation folder no longer exists.**

If the [ScanSnap] folder remains in the following location, rename the folder (such as [-ScanSnap]). This folder can later be deleted once the installation is successfully completed.

Path: *DriveName (such as C):\Program Files\PFU*

After completing the procedure, proceed to "Installing the Software from the [ScanSnap Setup] Window" (page 128).

---

## Installing the Software from the [ScanSnap Setup] Window

Once the software is uninstalled or the installation information is removed, install the software from the [ScanSnap Setup] window.

Install the software in the following procedure.

- 1. Restart the computer.**
- 2. Log on as a user with Administrator privileges.**
- 3. If anti-virus software is running, disable the software temporarily.**

### ATTENTION

If you cannot disable the anti-virus software, check if the software is set to lock the application.

- 4. Install the software.**

For details, refer to ["How to Install the Software" \(page 42\)](#).

If you did not perform the procedure in ["Removing the Installation Information" \(page 124\)](#) and then failed to install the software, perform the following procedures again:

- ["Uninstalling the Software" \(page 123\)](#)
- ["Removing the Installation Information" \(page 124\)](#)
- ["Installing the Software from the \[ScanSnap Setup\] Window" \(page 128\)](#)

If you still could not reinstall the software after performing the above procedures, proceed to ["Installing One Software at a Time" \(page 129\)](#).

---

## Installing One Software at a Time

Install the software one by one in the following procedure.

- 1. Restart the computer.**
- 2. Log on as a user with Administrator privileges.**
- 3. If anti-virus software is running, disable the software temporarily.**

### ATTENTION

If you cannot disable the anti-virus software, check if the software is set to lock the application.

- 4. Insert the Setup DVD-ROM into the DVD-ROM drive.**  
⇒ The [ScanSnap Setup] window appears.
- 5. Click the [Close] button to close the [ScanSnap Setup] window.**
- 6. Install the software.**

Open the Setup DVD-ROM from Windows Explorer, and run the "setup.exe" of each software.

- ScanSnap Manager  
*DVD-ROMDrive:\Software\ScanSnap\setup.exe*
- ScanSnap Organizer  
*DVD-ROMDrive:\Software\Organizer\setup.exe*
- CardMinder  
*DVD-ROMDrive:\Software\Card\setup.exe*

Install one of the software above, and then install the following application.

- ScanSnap Online Update  
*DVD-ROMDrive:\Software\Online Update\setup.exe*

⇒ The setup window appears.

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

If you cannot proceed further because a message appears to indicate that the software is already installed, start over again from the procedure in "[Uninstalling the Software](#)" (page 123).

### ATTENTION

If the "setup.exe" for a software program is not included in the Setup DVD-ROM, download the installer for the software program from the following web page, then install it.

<http://scansnap.fujitsu.com/g-support/en/>

- 7. Restart the computer.**

## When the ScanSnap Manager Icon Does Not Appear

This section explains how to troubleshoot when the ScanSnap Manager icon  does not appear in the notification area even though the software is installed and the ScanSnap is connected to the computer.

- ["Displaying the ScanSnap Manager Icon" \(page 131\)](#)

## Displaying the ScanSnap Manager Icon

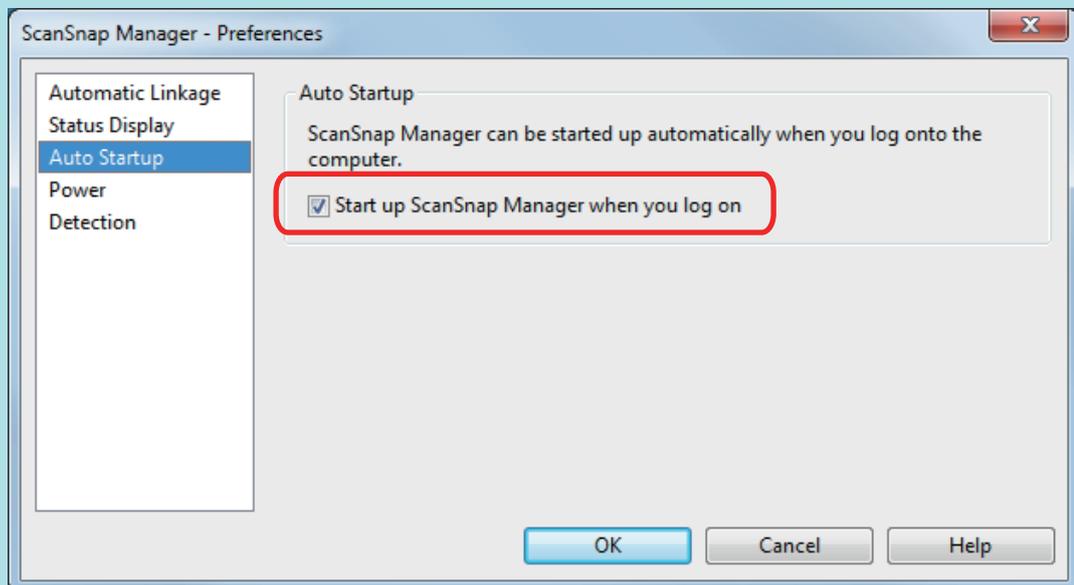
### 1. Start ScanSnap Manager.

- Windows 10  
Select [Start] menu → [ScanSnap Manager] → [ScanSnap Manager].
- Windows 8.1  
Click  on the lower left side of the Start screen, and select [ScanSnap Manager] under [ScanSnap Manager] on the All apps screen.
- Windows 7  
Select [Start] menu → [All Programs] → [ScanSnap Manager] → [ScanSnap Manager].

#### HINT

If the problem is solved, you can change the setting so that ScanSnap Manager will start up automatically from the next time you log on to the computer. The procedure is as follows.

1. Right-click the ScanSnap Manager icon  in the notification area located at the far right of the task bar and select [Preferences] from the "Right-Click Menu" (page 44).  
⇒ The [ScanSnap Manager - Preferences] window appears.
2. In the [Auto Startup] list, select the [Start up ScanSnap Manager when you log on] checkbox.



If the problem persists, refer to "When ScanSnap Manager Does Not Operate Normally" (page 132).

## When ScanSnap Manager Does Not Operate Normally

If the ScanSnap Manager icon in the notification area located at the far right of the taskbar is

displayed as  even though the software is installed and the ScanSnap is connected to the computer, perform the following procedures.

- ["Removing Unnecessary Icons from the Notification Area" \(page 133\)](#)
- ["Checking the Connection between the ScanSnap and the Computer" \(page 134\)](#)
- ["Checking If ScanSnap Manager Is Operating Normally" \(page 135\)](#)
- ["Removing the ScanSnap's Connection Information" \(page 138\)](#)

## Removing Unnecessary Icons from the Notification Area

**1. Check the software icons in the notification area, and exit the software that you are not using.**

⇒ The icon is removed from the notification area.

**2. Right-click the ScanSnap Manager icon  in the notification area and select [Exit] from the "Right-Click Menu" (page 44).**

**3. Start ScanSnap Manager.**

- Windows 10

Select [Start] menu → [ScanSnap Manager] → [ScanSnap Manager].

- Windows 8.1

Click  on the lower left side of the Start screen, and select [ScanSnap Manager] under [ScanSnap Manager] on the All apps screen.

- Windows 7

Select [Start] menu → [All Programs] → [ScanSnap Manager] → [ScanSnap Manager].

If the problem persists, refer to "[Checking the Connection between the ScanSnap and the Computer](#)" (page 134).

---

## Checking the Connection between the ScanSnap and the Computer

- 1. Unplug the USB cable from the computer and the ScanSnap, then plug it back in.**

Make sure to leave at least 5 seconds between unplugging and plugging the cable.

If you are using a USB hub, connect the USB cable to the computer directly.

If the problem persists, refer to "[Checking If ScanSnap Manager Is Operating Normally](#)" (page 135).

## Checking If ScanSnap Manager Is Operating Normally

### 1. Turn off the ScanSnap and then turn it on again.

Make sure to leave at least 5 seconds between turning off and on the ScanSnap.

If the problem persists, proceed to step 2.

### 2. If you are using a USB hub, connect the ScanSnap to the computer directly with a USB cable.

If the problem persists, proceed to step 3.

### 3. If there is more than one USB port on the computer, connect the USB cable to a different USB port.

If the problem persists, proceed to step 4.

### 4. If a USB device other than the ScanSnap is connected to the computer, disconnect it.

If the problem persists, proceed to step 5.

### 5. If anti-virus software is running, disable the software temporarily.

#### ATTENTION

If you cannot disable the anti-virus software, check if the software is set to lock the application.

If the problem persists, proceed to step 6.

### 6. Check the privileges to access the installation files.

#### 1. Start the ScanSnap Support Tool.

- Windows 10

Select [Start] menu → [ScanSnap Manager] → [ScanSnap Support Tool].

- Windows 8.1

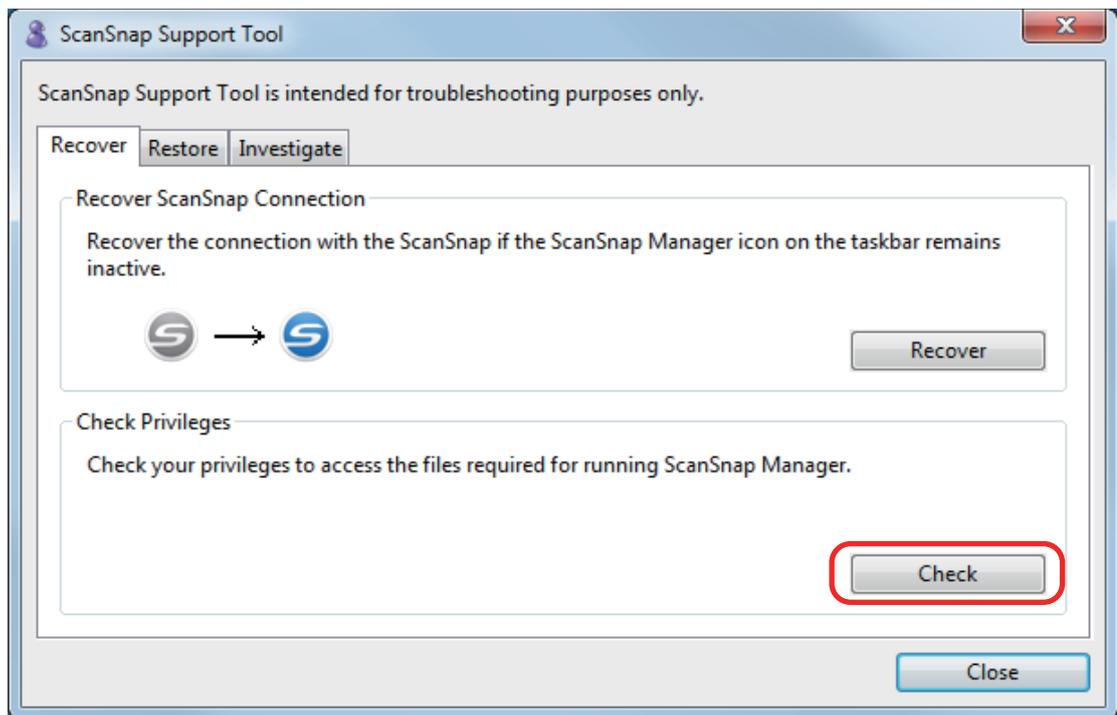
Click  on the lower left side of the Start screen, and select [ScanSnap Support Tool] under [ScanSnap Manager] on the All apps screen.

- Windows 7

Select [Start] menu → [All Programs] → [ScanSnap Manager] → [ScanSnap Support Tool].

⇒ The [ScanSnap Support Tool] window appears.

#### 2. Click the [Check] button on the [Recover] tab, and proceed by following the instructions displayed on the screen.



⇒ If the message "The recommended privileges have been applied." appears, turn off the ScanSnap and then turn it on again. Make sure to leave at least 5 seconds between turning off and on the ScanSnap.

If the message "Failed to change the privileges. Uninstall ScanSnap Manager then install it again." appears or the problem still persists, proceed to step 7.

## 7. Recover the connection with the ScanSnap.

1. Start the ScanSnap Support Tool.

- Windows 10

Select [Start] menu → [ScanSnap Manager] → [ScanSnap Support Tool].

- Windows 8.1

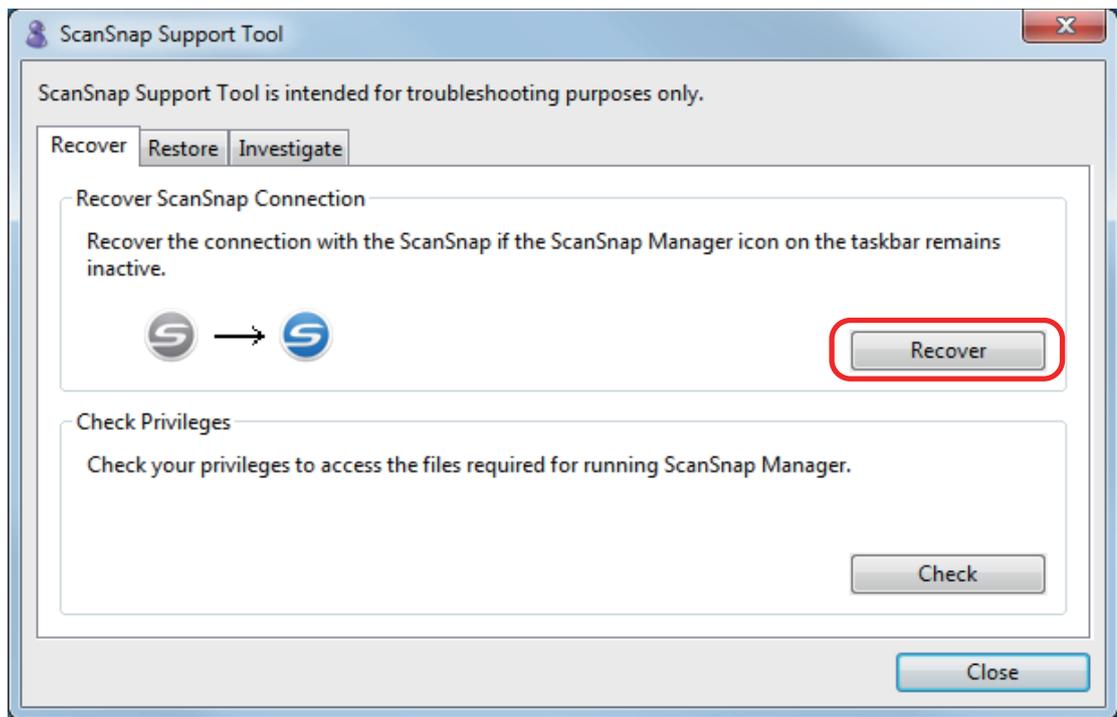
Click  on the lower left side of the Start screen, and select [ScanSnap Support Tool] under [ScanSnap Manager] on the All apps screen.

- Windows 7

Select [Start] menu → [All Programs] → [ScanSnap Manager] → [ScanSnap Support Tool].

⇒ The [ScanSnap Support Tool] window appears.

2. Click the [Recover] button on the [Recover] tab, and proceed by following the instructions displayed on the screen.



**8. Turn off the ScanSnap and restart the computer.**

If the problem persists, refer to ["Removing the ScanSnap's Connection Information"](#) (page 138).

## Removing the ScanSnap's Connection Information

The ScanSnap might have been connected to the computer before the software was installed. In this case, the ScanSnap's connection information needs to be removed. Remove the ScanSnap's connection information in the following procedure.

- 1. Connect the ScanSnap to the computer, and turn on the ScanSnap.**
- 2. Open Device Manager.**
  - Windows 10  
Right-click the [Start] menu and select [Device Manager].
  - Windows 8.1  
Click  on the lower left side of the Start screen → [Control Panel] under [Windows System] → [Hardware and Sound] → [Device Manager].
  - Windows 7  
Select [Start] menu → [Control Panel] → [Hardware and Sound] → [Device Manager].
- 3. Select [Imaging devices] and right-click on [ScanSnap SV600] (or [Other devices] → [ScanSnap SV600]), and then select [Uninstall] from the displayed menu.**
- 4. If other USB ports have been used to connect to the ScanSnap, perform steps 1 to 3 for each of the ports.**
- 5. Turn off the ScanSnap.**
- 6. Unplug the USB cable from the computer.**
- 7. Restart the computer.**
- 8. Connect the USB cable to the computer.**
- 9. Turn on the ScanSnap.**
  - ⇒ The ScanSnap Manager icon appears in the notification area. Make sure that the displayed

icon is  .

If the problem persists, refer to ["If You Have Installed the Software Before"](#) (page 122).

If the problem still persists, perform the procedures described in ["When ScanSnap Manager Does Not Operate Normally"](#) (page 132) once again.

If the above procedures do not solve the problem, please attach the data of your system information to an email and send it to your FUJITSU scanner dealer or an authorized FUJITSU scanner service provider. For details about how to collect system information, refer to ["Troubleshooting"](#) in the ScanSnap Manager Help.

# When You Cannot Uninstall the Software

This section explains how to troubleshoot when you cannot uninstall the following software programs:

- ScanSnap Manager
- ScanSnap Organizer
- CardMinder
- ScanSnap Online Update

**1. Restart the computer and log on as a user with Administrator privileges.**

**2. Remove the installation information.**

⇒ For details, refer to ["Removing the Installation Information"](#) (page 124).

**3. Install the software.**

⇒ For details, refer to ["How to Install the Software"](#) (page 42).

**4. Uninstall the software.**

⇒ For details, refer to ["Uninstalling the Software"](#) (page 146).

# Cleaning

This section explains about the cleaning materials and how to clean the ScanSnap.

- ["Cleaning Materials" \(page 141\)](#)
- ["Cleaning the ScanSnap" \(page 142\)](#)

## Cleaning Materials

Cleaning materials and their part numbers are as below.

| Product Name   | Part No.               | Unit     | Note  |
|--|------------------------|----------|---|
| Cleaner F1<br>          | PA03950-0352           | 1 bottle | Size: 100 ml  |
| Cleaning Paper (*1)<br> | CA99501-0012           | 1 pack   | 10 sheets   |
| Cleaning Wipe (*2)<br>  | PA03950-0419           | 1 pack   | 24 packets  |
| Lint-free dry cloth (*3)   | Commercially available | -        | -   |
| Cotton swabs   | Commercially available | -        | Used to clean small parts such as the camera or infrared LED. |

\*1: Used with Cleaner F1.

\*2: The cleaning wipes are wet tissues that have been soaked with Cleaner F1. In place of this product, you can use a cloth soaked with Cleaner F1.

\*3: Any lint-free cloth can be used.

Contact your FUJITSU scanner dealer or an authorized FUJITSU scanner service provider for details about purchasing the cleaning materials.

For details, refer to the following web page:

<http://scansnap.fujitsu.com/>

# Cleaning the ScanSnap

This section explains how to clean the outside of the ScanSnap.

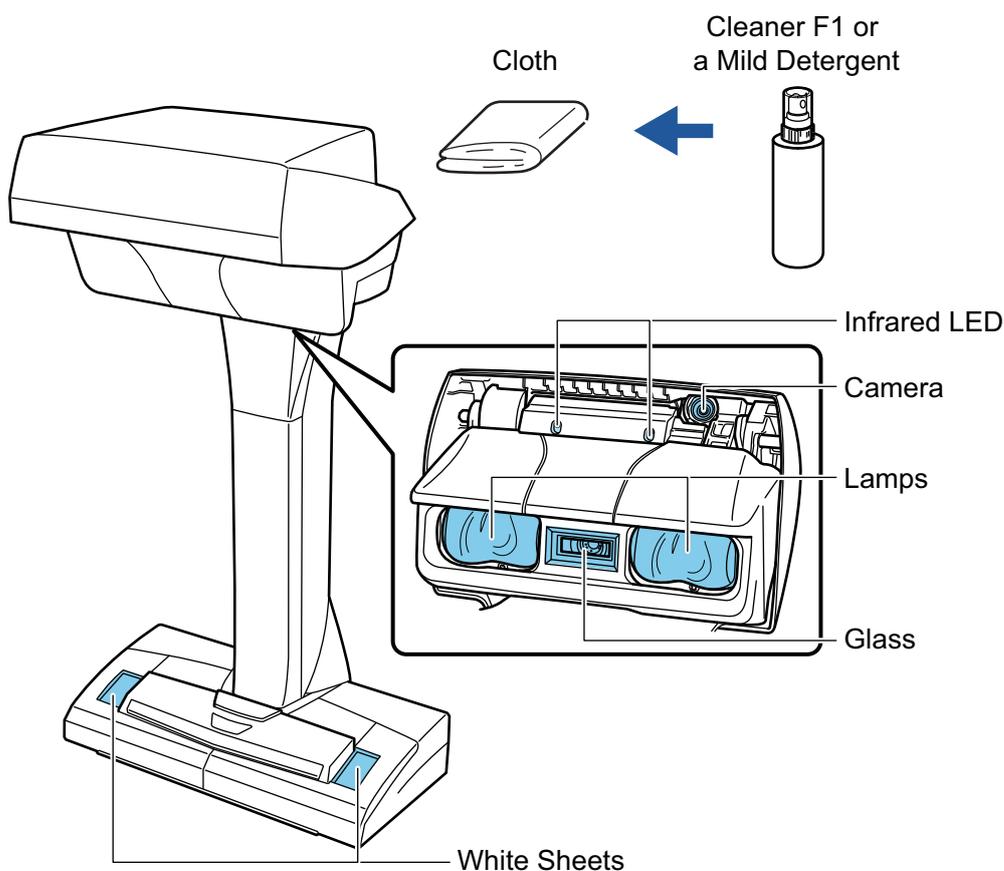
If the white sheet, glass, camera, lamp, or infrared LED is dirty, errors may appear in the scanned images. Whenever an error appears in a scanned image, clean the ScanSnap.

- 1. Unplug the cables from the ScanSnap.**
- 2. Clean the outside of the ScanSnap with a dry cloth, or a cloth moistened with Cleaner F1/a mild detergent.**

Use a cotton swab to clean small parts such as the camera or infrared LED of the ScanSnap.

## ATTENTION

- Never use paint thinner or any other organic solvents. The shape or color may be changed.
- When cleaning the ScanSnap, prevent liquids from entering the ScanSnap.
- It may take a long time for Cleaner F1 to dry if an excessive amount is used. Moisten the cloth with moderate quantity. Wipe off the cleaner completely with a soft cloth to leave no residue on the cleaned parts.
- When cleaning the ScanSnap, hold the neck of the ScanSnap with your hand to prevent it from falling over.



# Appendix

- "Preparations for Using Nuance Power PDF Standard" (page 144)
- "Updating the Software" (page 145)
- "Uninstalling the Software" (page 146)
- "Specifications of the Background Pad" (page 148)
- "Specifications of the ScanSnap" (page 149)

# Preparations for Using Nuance Power PDF Standard

For details about the installation and activation methods of Nuance Power PDF Standard, refer to the following web page:

How to Install PDF Editing Software

<http://www.pfu.fujitsu.com/imaging/downloads/manual/install/en>

# Updating the Software

Latest updates for ScanSnap related software are available for free from our download server. This is called ScanSnap Online Update.

It is recommended that you apply latest updates to enhance security, operability and functions.

For the software programs that can be updated, refer to the following:

<http://www.fujitsu.com/global/support/computing/peripheral/scanners/software/online-setup-help.html>

ScanSnap Online Update checks the download server periodically.

When the latest version of ScanSnap is available, a notification appears.

To install the update, click on the notification and follow the instructions on the window that appears.

For details, refer to the ScanSnap Online Update Help.

You can also manually check from ScanSnap Manager whether a newer version of the program is available and run the update.

- 1. Right-click the ScanSnap Manager icon  in the notification area located at the far right of the task bar and click [Help] → [Online Update] from the "Right-Click Menu" (page 44).**

⇒ ScanSnap Online Update checks whether a newer version of ScanSnap Manager is available. Proceed with the update as you follow the instructions.

For details, refer to the ScanSnap Online Update Help.

## ATTENTION

- To run the online update for ScanSnap Manager, you need to have access to the Internet.
- Log on as a user with Administrator privileges.

## HINT

For details about updates of ScanSnap Manager, visit the following web pages:

<http://scansnap.fujitsu.com/g-support/en/>

# Uninstalling the Software

This section explains how to uninstall the following software programs:

- ScanSnap Manager
- ScanSnap Organizer
- CardMinder
- ABBYY FineReader for ScanSnap
- Scan to Microsoft SharePoint

## HINT

If all of the following software programs are uninstalled, ScanSnap Online Update is also uninstalled at the same time:

- ScanSnap Manager
- ScanSnap Organizer
- CardMinder

The procedure is as follows.

### 1. Turn on the computer and log on as a user with Administrator privileges.

### 2. Exit all running software programs.

### 3. Show the [Programs and Features] window.

- Windows 10

Right-click the [Start] menu and select [Programs and Features].

- Windows 8.1

Click  on the lower left side of the Start screen → [Control Panel] under [Windows System] → [Uninstall a program] under [Programs].

- Windows 7

Select [Start] menu → [Control Panel] → [Uninstall a program] under [Programs].

⇒ The [Uninstall or change a program] window appears with a list of currently installed software programs.

### 4. Select a software program to uninstall.

## HINT

To uninstall more than one software program, repeat steps 4 to 6 for each software program.

### 5. Click the [Uninstall] button.

⇒ A confirmation message appears.

### 6. Click the [Yes] button.

⇒ The software program is uninstalled.

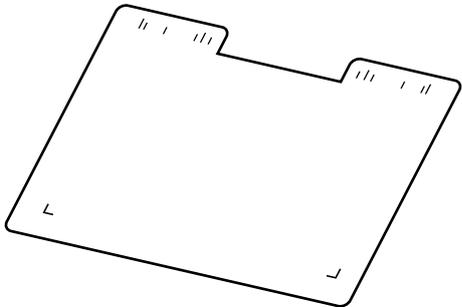
**ATTENTION**

If you cannot successfully uninstall the following software programs, refer to ["When You Cannot Uninstall the Software" \(page 139\)](#):

- ScanSnap Manager
- ScanSnap Organizer
- CardMinder
- ScanSnap Online Update

## Specifications of the Background Pad

The product name and part number of the Background Pad are as follows.

| Product Name  | Qty.    | Part No.     |
|---|---------|--------------|
| Background Pad<br> | 1 sheet | PA03641-0052 |

Contact your FUJITSU scanner dealer or an authorized FUJITSU scanner service provider for details about purchasing the Background Pad.

For details, refer to the following portal site:

<http://scansnap.fujitsu.com/>

### Cleaning

As you keep using the Background Pad, dirt and dust will accumulate on the surface.

Clean the Background Pad with a dry or damp cloth.

#### ATTENTION

- Do not use any detergent.
- Keep the Background Pad away from fire or high-temperature objects.
- Do not wrinkle or fold the Background Pad.
- It is recommended that you store the Background Pad in the tube and bag in which the Background Pad was packaged.
- Keep the Background Pad out of direct sunlight when storing it.

# Specifications of the ScanSnap

The following table summarizes the specifications of the ScanSnap.

| Item  |                                   | Specification  |
|---|-----------------------------------|--|
| Product Name                                |                                   | ScanSnap SV600   |
| Scanning method                             |                                   | Overhead scanning  |
| Scanning color mode                         |                                   | Color/gray/black and white/auto (automatic color, gray, and B&W detection)   |
| Optical system/image sensor                 |                                   | Lens reduction optics/color CCD × 1  |
| Light source                                |                                   | (White LED + lens illumination) × 2  |
| Scanning speed (A3 landscape)               |                                   | 3 sec/sheet  |
| Scan area                                   |                                   | Automatic detection (maximum), automatic detection (A4 landscape/letter landscape), A3 landscape, A4 landscape, A5 landscape, A6 landscape, B4 landscape, B5 landscape, B6 landscape, Post card landscape, Business card, Letter landscape, Legal landscape, 11 × 17 in. landscape, custom size (maximum: 432 × 300 mm/17.01 × 11.81 in., minimum: 25.4 × 25.4 mm/1.00 × 1.00 in.) |
| Magnification in vertical scanning (length) |                                   | ±1.5%  |
| Document thickness                          |                                   | 30 mm (1.18 in.) or less   |
| Interface                                   |                                   | USB 2.0/USB 1.1 (connector: B type) (*1)   |
| Input power                                 | Voltage                           | 100 to 240 V ±10%  |
|   | Phase                             | Single phase   |
|   | Frequency range                   | 50/60 Hz   |
| Power consumption                           |                                   | During operation: 20 W or less<br>During sleep mode: 2.6 W or less   |
| Temperature/humidity allowable ranges       | Temperature                       | During operation: 5 to 35 degrees C/41 to 95 degrees F<br>During standby: -20 to 60 degrees C/-4 to 140 degrees F<br>During storage/transportation: -20 to 60 degrees C/-4 to 140 degrees F  |
|   | Humidity                          | During operation: 20 to 80%<br>During standby: 8 to 95%<br>During storage/transportation: 8 to 95%   |
| Outer dimensions (Width × Depth × Height)   |                                   | 210 × 156 × 383 mm/8.27 × 6.14 × 15.08 in.   |
| Weight                                      |                                   | 3.0 kg (approx. 6.62 lb)   |
| Environmental specification                 |                                   | Compliant with the International Energy Star Program, and RoHS Directive   |
| Related Software                            | Scanner driver                    | ScanSnap Manager   |
|   | File management                   | ScanSnap Organizer   |
|   | Business card management          | CardMinder   |
|   | Text recognition                  | ABBYY FineReader for ScanSnap  |
|   | Update management and application | ScanSnap Online Update   |
|   | ECM linkage                       | Scan to Microsoft SharePoint   |
|   | PDF editing                       | Nuance Power PDF Standard  |

\*1: When the ScanSnap is connected to a USB 3.0 port, the port operates as a USB 2.0 port.

# Documents That Can Be Scanned with the ScanSnap and How to Load Them (iX500, S1500, S1500M, S1300i, S1300, or S1100)

This section describes the documents that can be scanned with the following ScanSnap models and explains how to load the documents.

- iX500
  - S1500
  - S1500M
  - S1300i
  - S1300
  - S1100
- 
- ["Documents for Scanning \(For iX500, S1500 or S1500M\)" \(page 152\)](#)
  - ["How to Load Documents \(For iX500, S1500 or S1500M\)" \(page 157\)](#)
  - ["Documents for Scanning \(For S1300i or S1300\)" \(page 160\)](#)
  - ["How to Load Documents \(For S1300i or S1300\)" \(page 162\)](#)
  - ["Documents for Scanning \(For S1100\)" \(page 165\)](#)
  - ["How to Insert Documents \(For S1100\)" \(page 170\)](#)

## Documents for Scanning (For iX500, S1500 or S1500M)

This section explains about the documents that can be scanned with the ScanSnap and the conditions for using the Carrier Sheet.

- ["Conditions for Documents to Scan \(For iX500, S1500 or S1500M\)" \(page 153\)](#)
- ["Conditions for Using the Carrier Sheet \(For iX500, S1500 or S1500M\)" \(page 155\)](#)

## Conditions for Documents to Scan (For iX500, S1500 or S1500M)

|                      | iX500  | S1500/S1500M                                 |
|----------------------|--|--|
| <b>Document type</b> | Office paper, postcards, business cards<br>Plastic cards conforming to the ISO7810 ID-1 type (54 × 86 mm/2.1 × 3.4 in.)  | Office paper, postcards, business cards      |
| <b>Paper weight</b>  | 40 to 209 g/m <sup>2</sup> (10.7 to 55.7 lb) <ul style="list-style-type: none"> <li>● Long page documents<br/>52 to 127 g/m<sup>2</sup> (13.9 to 33.9 lb)</li> <li>● A8 size (52 × 72 mm) or less<br/>127 to 209 g/m<sup>2</sup> (33.9 to 55.7 lb)</li> <li>● Plastic cards<br/>0.76 mm (0.03 in.) or less (embossed cards can be used)</li> </ul> | 52 to 127 g/m <sup>2</sup> (13.9 to 33.9 lb) |
| <b>Paper size</b>    | Width: 50.8 to 216 mm (2 to 8.5 in.)<br>Length: 50.8 to 360 mm (2 to 14.17 in.) <ul style="list-style-type: none"> <li>● For long page (*1)<br/>216 × 863 mm (8.5 × 34 in.)</li> </ul>   |  |

\*1: Scanning starts when you hold down the [Scan] button on the ScanSnap for 3 seconds or longer.

### ATTENTION

- The following types of documents must not be scanned:
  - Documents attached with the metals such as paper clips or staples that can damage the inside of the ScanSnap  
Remove the metals for scanning.
  - Documents on which the ink is still wet  
Wait until the ink dries completely to scan these documents.
  - Documents larger than width 216 mm (8.5 in.), length 863 mm (34 in.)
  - Documents other than paper such as fabric, metal foil and OHP film
- When you scan picture postcards, be aware that the picture side may get damaged. It is the responsibility of the customer to scan picture postcards.
- When you scan plastic cards, in [Multifeed Detection] of the [Paper] tab of the "[ScanSnap Setup Window](#)" (page 46), select [None] or [Check Length].
- Be careful of the following when you scan plastic cards:
  - Cards that are bent may not be fed properly.
  - If the surface of the card is dirty with grease marks such as fingerprints, perform scanning after wiping the dirt off.
  - When you scan plastic cards with strong luster, some parts of the image may appear lighter or darker than the original.  
  
Example: gold colored credit card
  - When you scan embossed cards, put the embossed side down, and insert the card in landscape orientation.
  - If the embossed characters are not coated in gold or silver and the background color of the card and the color of the embossed characters are similar, it may be difficult for the ScanSnap to recognize embossed characters.  
  
In which case, performing the following may result in an improvement.

1. Click the [Option] button in the [Scanning] tab of the "ScanSnap Setup Window" (page 46).  
⇒ The [Scanning mode option] window appears.
2. Select the [Increase text contrast] checkbox.

## Conditions for Using the Carrier Sheet (For iX500, S1500 or S1500M)

The bundled Carrier Sheet is a sheet designed to transport documents through the ScanSnap. You can scan documents that are larger than A4/Letter size, photographs and clippings. Conditions for documents that can be scanned using the Carrier Sheet are as follows:



- Do not use a damaged Carrier Sheet. Otherwise, it may damage or cause the ScanSnap to malfunction.
- Be careful not to cut your finger on the edge of the Carrier Sheet.

|                     | iX500  | S1500/S1500M   |
|---------------------|--|--|
| <b>Paper type</b>   | Documents that cannot be loaded directly into the ScanSnap   |  |
| <b>Paper weight</b> | Up to 209 g/m <sup>2</sup> (55.7 lb)<br>● When scanning documents folded in half:<br>Up to 104.5 g/m <sup>2</sup> (27.9 lb)  | Up to 127 g/m <sup>2</sup> (34 lb)<br>● When scanning documents folded in half:<br>Up to 63.5 g/m <sup>2</sup> (17 lb) |
| <b>Paper size</b>   | Carrier Sheet size (216 × 297 mm)<br>A3 (297 × 420 mm) (*1)<br>A4 (210 × 297 mm)<br>A5 (148 × 210 mm)<br>A6 (105 × 148 mm)<br>B4 (257 × 364 mm) (*1)<br>B5 (182 × 257 mm)<br>B6 (128 × 182 mm)<br>Postcard (100 × 148 mm)<br>Business card (90 × 55 mm, 55 × 90 mm)<br>Letter (8.5 × 11 in. (216 × 279.4 mm))<br>11 × 17 in. (279.4 × 431.8 mm) (*1)<br>● Custom size<br>Width: 25.4 to 216 mm (1 to 8.5 in.)<br>Length: 25.4 to 297 mm (1 to 11.69 in.) |  |

\*1: Fold in half to scan.

## Documents for Which the Carrier Sheet is Recommended for Scanning

It is recommended that you use the Carrier Sheet to scan the following documents.

- Documents written in pencil

Because there may be black traces left on the documents, it is recommended that you use the Carrier Sheet to scan such documents.

When you scan such documents directly without using a Carrier Sheet, dirt will accumulate on the rollers, which may cause feeding errors. Clean the rollers occasionally.

For details about how to perform cleaning, refer to "Troubleshooting" in the ScanSnap Manager Help.

- Carbonless paper

Because carbonless paper may contain chemicals that can harm the ScanSnap internal rollers, it is recommended that you use the Carrier Sheet to scan such documents.

Make sure to clean the rollers occasionally to maintain the scanner performance when scanning carbonless paper directly without using the Carrier Sheet. For details about how to perform cleaning, refer to "Troubleshooting" in the ScanSnap Manager Help.

Depending on the type of carbonless paper, the life span of the scanner may be shortened compared to scanning office paper.

- Scanning the following types of documents without using the Carrier Sheet can result in documents being damaged or scanned incorrectly
  - Documents smaller than width 50.8 mm (2 in.), length 50.8 mm (2 in.)
  - Documents that weigh less than the following paper weights:
    - iX500: 40 g/m<sup>2</sup> (10.7 lb)
    - S1500/S1500M: 52 g/m<sup>2</sup> (14 lb)
  - Documents with an uneven surface (such as envelopes and paper sheets with attached materials)
  - Wrinkled or curled documents
  - Folded or torn documents
  - Tracing paper
  - Coated paper
  - Photographs (photographic paper)
  - Perforated or punched documents
  - Documents that are not rectangular or square
  - Carbon paper or thermal paper
  - Documents with memo papers or sticky notes attached

## ATTENTION

- Using the Carrier Sheet

Be careful of the following when you use the Carrier Sheet:

- Do not stain, or cut the end with a black & white pattern. Otherwise, the Carrier Sheet will not be recognized properly.
- Do not place the Carrier Sheet upside down. Otherwise, a paper jam may occur and damage the Carrier Sheet and the document inside.
- Do not fold or pull the Carrier Sheet.
- Paper jams may occur when several small size documents such as photographs and postcards are placed inside the Carrier Sheet to be scanned at once. It is recommended that you scan such documents one at a time.
- If paper jams occur frequently, feed about 50 sheets of PPC paper (recycled paper) before scanning with the Carrier Sheet. The PPC paper can either be blank or printed.

- Storing the Carrier Sheet

Be careful of the following when you store the Carrier Sheet:

- Do not leave your document inside the Carrier Sheet for a long time. Otherwise, the ink on the document may be transferred onto the Carrier Sheet.
- To avoid deformation, do not use or leave the Carrier Sheet in high temperature places such as under direct sunlight or near a heating apparatus for a long time.
- To avoid deformation, store the Carrier Sheet on a flat surface without any weight on it.

# How to Load Documents (For iX500, S1500 or S1500M)

Load documents in the ScanSnap in the following procedure.

For details about documents that can be loaded, refer to "[Documents for Scanning \(For iX500, S1500 or S1500M\)](#)" (page 152).

## 1. If you are loading multiple sheets, check the number of sheets.

The maximum number of sheets in the ScanSnap is as follows:

For A4 or smaller sizes: Up to 50 sheets can be loaded (with paper weight of 80 g/m<sup>2</sup> [20 lb] and thickness of the document stack under 5 mm [0.2 in.]).

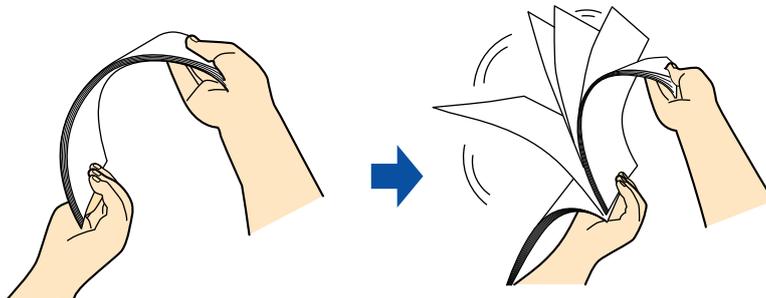
### ATTENTION

If you try to scan more than the maximum amount that can be loaded, the following problems may occur:

- Files cannot be properly created due to excessive file size.
- Paper jams occur during scanning.

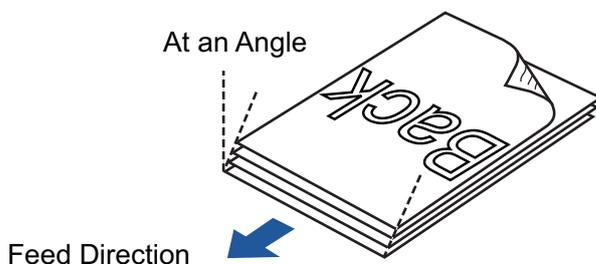
## 2. Fan the documents.

1. Hold both ends of the documents and fan them a few times.



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

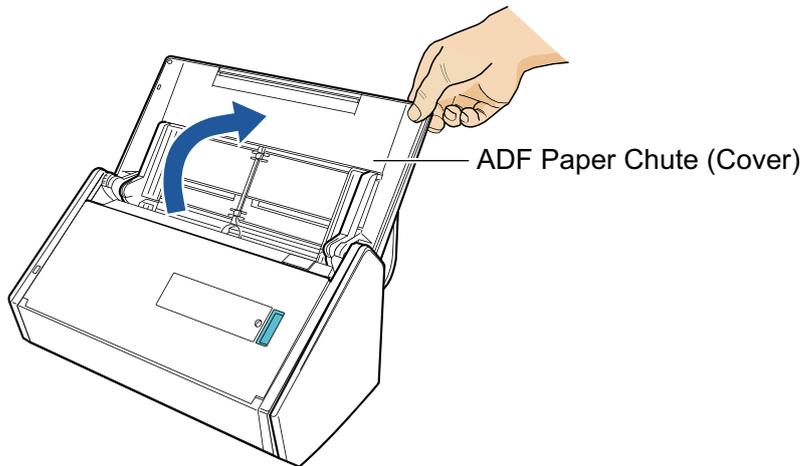
## 3. Straighten the edges of the documents and slightly displace the top edges at an angle.



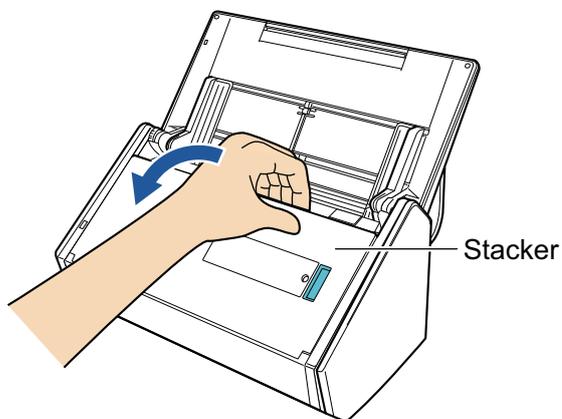
### ATTENTION

Paper jams or damage to documents may occur if you scan the documents without aligning the edges first.

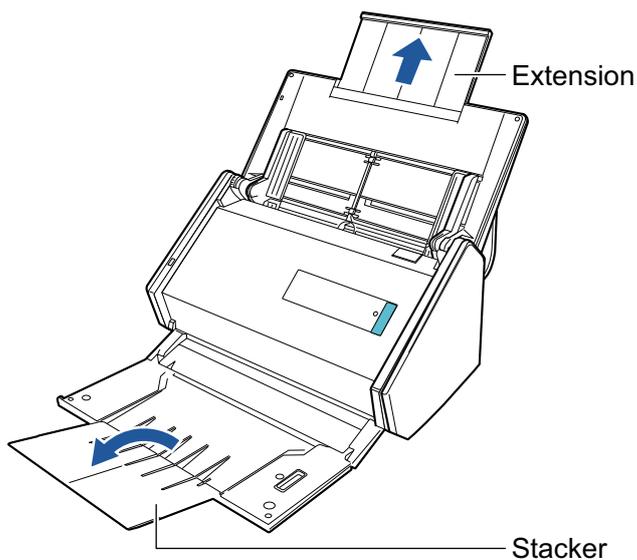
**4. Open the ADF paper chute (cover) of the ScanSnap.**



**5. Pull the stacker towards you.**

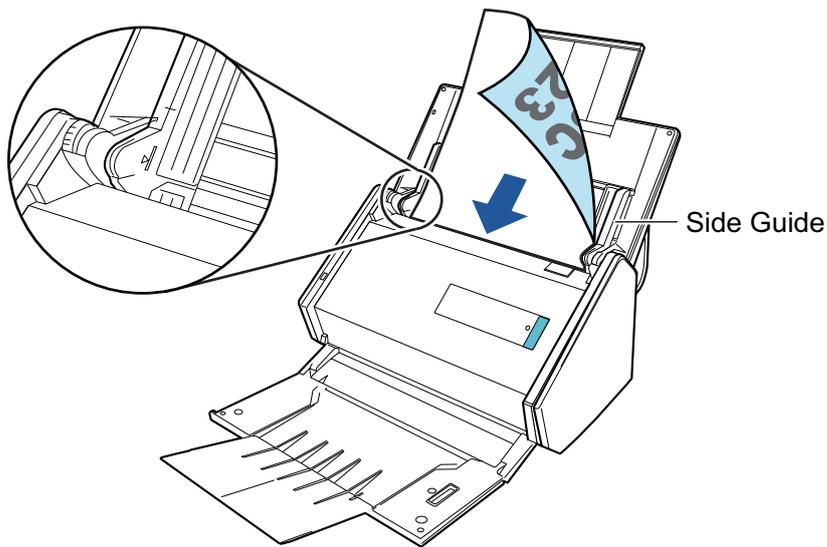


**6. Depending on documents to scan, pull out the extension on the ADF paper chute (cover) and open the stacker.**



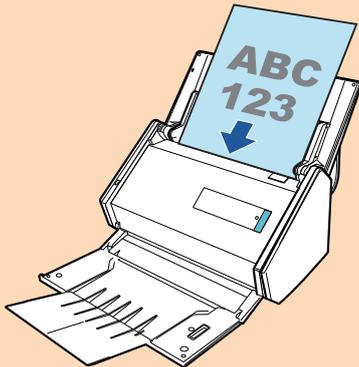
**7. Load the documents in the ADF paper chute (cover).**

Load the documents face-down and top-first with their back facing you. Use the reference marks within the side guides to adjust the number of the documents to be loaded.



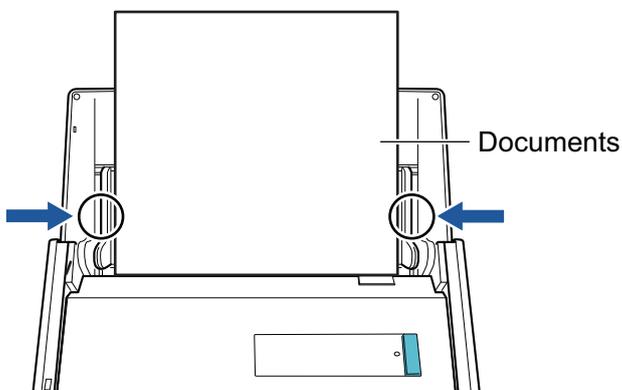
### ATTENTION

- Do not accumulate more than 50 sheets (with paper weight of 80 g/m<sup>2</sup> [20 lb]) in the stacker.
- In the "ScanSnap Setup Window" (page 46), select the [Scanning] tab, and click the [Option] button to show the [Scanning mode option] window. If the [Place document face up] checkbox is selected in the [Scanning mode option] window, load the documents face-up with the bottom part of the documents first.



## 8. Adjust the side guides to the width of the documents.

Hold each side guide in the middle to adjust them. Otherwise, the documents may be fed skewed.



# Documents for Scanning (For S1300i or S1300)

## Office paper, postcards, business cards

|                      | S1300i/S1300  |
|----------------------|---|
| <b>Document type</b> | Office paper, postcards, business cards   |
| <b>Paper weight</b>  | 64 to 104.7 g/m <sup>2</sup> (17 to 20 lb)  |
| <b>Paper size</b>    | Width: 50.8 to 216 mm (2 to 8.5 in.)<br>Length: 50.8 to 360 mm (2 to 14.17 in.)<br><ul style="list-style-type: none"> <li>● For long page (*1)<br/>216 × 863 mm (8.5 × 34 in.)</li> </ul> |

\*1: Scanning starts when you hold down the [Scan] button on the ScanSnap for 3 seconds or longer.

### ATTENTION

The following types of documents must not be scanned:

- Documents attached with the metals such as paper clips or staples that can damage the inside of the ScanSnap  
Remove the metals for scanning.
- Documents on which the ink is still wet  
Wait until the ink dries completely to scan these documents.
- Documents larger than width 216 mm (8.5 in.), length 863 mm (34 in.)
- Documents other than paper such as fabric, metal foil, OHP film, or plastic card
- Documents with photographs or memo papers attached

### Documents that you need to treat with caution

- Documents written in pencil  
When you scan documents written in pencil, there may be black traces left on them. Also, dirt accumulating on the rollers may cause feeding errors. Clean the rollers occasionally when you scan such documents. For details about how to perform cleaning, refer to "Troubleshooting" in the ScanSnap Manager Help.
- Carbonless paper  
Carbonless paper may contain chemicals that can harm the pad assy and the pick roller inside the ScanSnap. Make sure to perform cleaning occasionally to maintain the scanner performance when scanning carbonless paper. For details about how to perform cleaning, refer to "Troubleshooting" in the ScanSnap Manager Help. Depending on the type of carbonless paper, the life span of the scanner may be shortened compared to scanning office paper.
- Scanning the following types of documents can result in documents being damaged or scanned incorrectly.
  - Documents smaller than width 50.8 mm (2 in.), length 50.8 mm (2 in.)
  - Documents that weigh less than 64 g/m<sup>2</sup> (17 lb)
  - Documents with an uneven surface (such as envelopes and paper sheets with attached materials)
  - Wrinkled or curled documents
  - Folded or torn documents
  - Tracing paper

- Coated paper
- Photographs (photographic paper)
- Perforated or punched documents
- Documents that are not rectangular or square
- Carbon paper or thermal paper
- Documents with memo papers or sticky notes attached

## Picture Postcards

Picture postcards can be scanned when a power cable connection is used.

|                      | S1300i/S1300  |
|----------------------|---|
| <b>Document type</b> | Picture postcards   |
| <b>Paper weight</b>  | 64 to 326 g/m <sup>2</sup> (17 to 87 lb)                                      |
| <b>Paper size</b>    | Width: 50.8 to 100 mm (2 to 3.9 in.)<br>Length: 50.8 to 148 mm (2 to 5.8 in.) |

### ATTENTION

- All conditions below must be satisfied when scanning picture postcards. Otherwise, paper jam may occur.
  - Power cable connection
  - Normal room temperature and humidity levels
  - Load the picture postcard face-down in the ScanSnap
- When you scan photographs or picture postcards, be aware that the picture side may get damaged. It is the responsibility of the customer to scan photographs or picture postcards.

# How to Load Documents (For S1300i or S1300)

Load documents in the ScanSnap in the following procedure.

For details about documents that can be loaded, refer to "[Documents for Scanning \(For S1300i or S1300\)](#)" (page 160).

## 1. If you are loading multiple sheets, check the number of sheets.

The maximum number of sheets in the ScanSnap is as follows:

For A4 or smaller sizes: Up to 10 sheets can be loaded (with paper weight of 80 g/m<sup>2</sup> [20 lb] and thickness of the document stack under 1 mm [0.04 in.]).

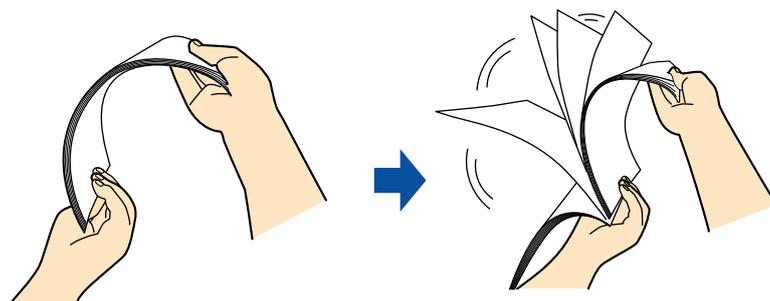
### ATTENTION

If you try to scan more than the maximum amount that can be loaded, the following problems may occur:

- Files cannot be properly created due to excessive file size.
- Paper jams occur during scanning.

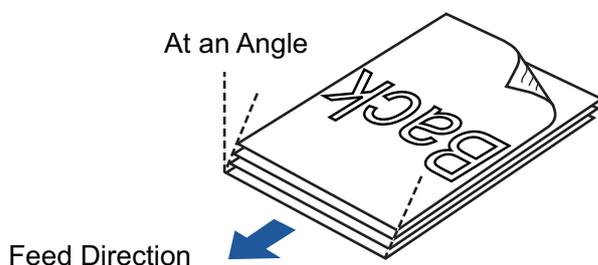
## 2. Fan the documents.

1. Hold both ends of the documents and fan them a few times.



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

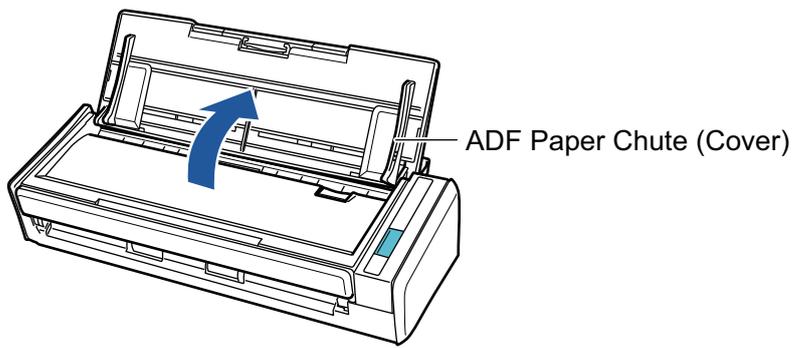
## 3. Straighten the edges of the documents and slightly displace the top edges at an angle.



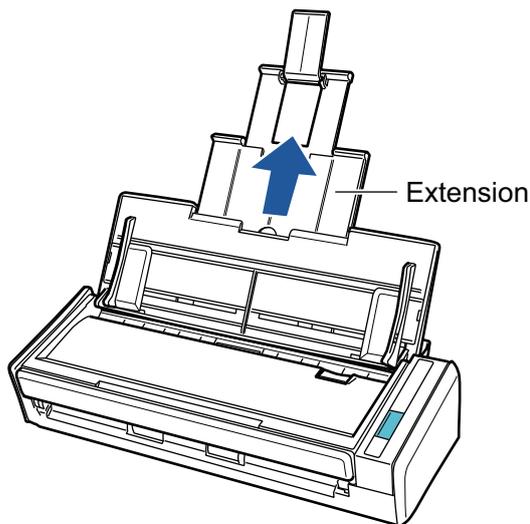
### ATTENTION

Paper jams or damage to documents may occur if you scan the documents without aligning the edges first.

## 4. Open the ADF paper chute (cover) of the ScanSnap.

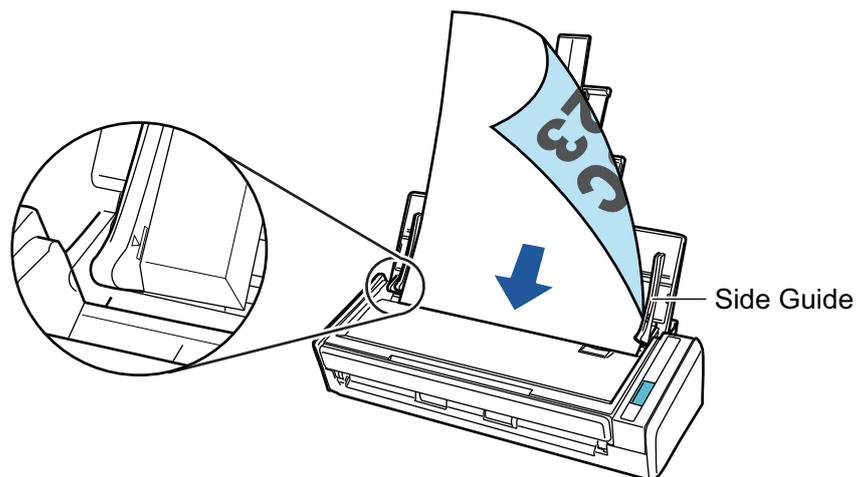


**5. Pull out the extension.**



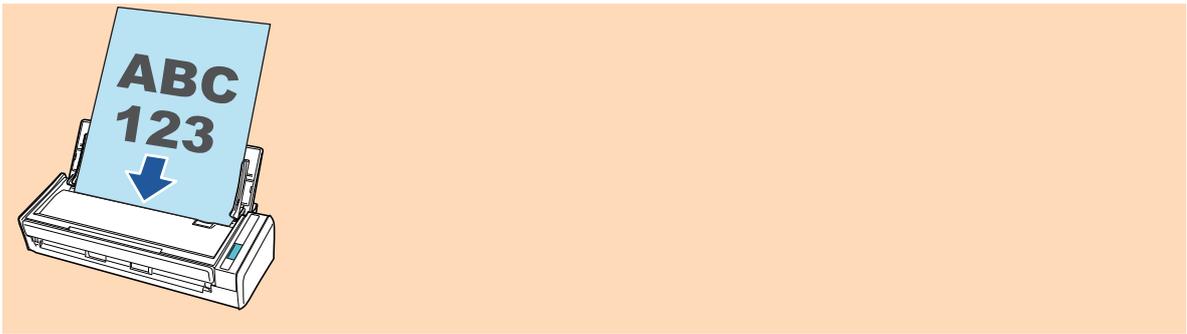
**6. Load the documents in the ADF paper chute (cover).**

Load the documents face-down and top-first with their back facing you. Use the reference marks within the side guides to adjust the number of the documents to be loaded.



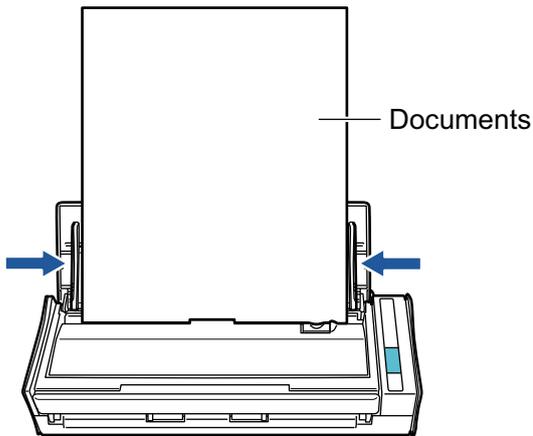
**ATTENTION**

In the "ScanSnap Setup Window" (page 46), select the [Scanning] tab, and click the [Option] button to show the [Scanning mode option] window. If the [Place document face up] checkbox is selected in the [Scanning mode option] window, load the documents face-up with the bottom part of the documents first.



**7. Adjust the side guides to the width of the documents.**

Hold each side guide in the middle to adjust them. Otherwise, the documents may be fed skewed.



## Documents for Scanning (For S1100)

This section explains about the documents that can be scanned with the ScanSnap and the conditions for using the Carrier Sheet.

- ["Conditions for Documents to Scan \(For S1100\)" \(page 166\)](#)
- ["Conditions for Using the Carrier Sheet \(For S1100\)" \(page 168\)](#)

## Conditions for Documents to Scan (For S1100)

|                      | S1100  |   |
|----------------------|--|---|
| <b>Eject method</b>  | With the output guide closed   | With the output guide open                |
| <b>Document type</b> | Office paper, postcards, business cards<br>Plastic cards conforming to the ISO7810 ID-1 type (54 × 86 mm)                              | Office paper                              |
| <b>Paper weight</b>  | 52.3 to 209.3 g/m <sup>2</sup> (14 to 56.1 lb)<br>● Plastic cards<br>0.76 mm (0.03 in.) (embossed cards can be used)                   | 52.3 to 80 g/m <sup>2</sup> (14 to 20 lb) |
| <b>Paper size</b>    | Width: 25.4 to 216 mm (1 to 8.5 in.)<br>Length: 25.4 to 360 mm (1 to 14.17 in.)<br>● For long page (*1)<br>216 × 863 mm (8.5 × 34 in.) |   |

\*1: Scanning starts when you hold down the [Scan/Stop] button on the ScanSnap for 3 seconds or longer.

### ATTENTION

- The following types of documents must not be scanned:
  - Documents attached with the metals such as paper clips or staples that can damage the inside of the ScanSnap  
Remove the metals for scanning.
  - Documents on which the ink is still wet  
Wait until the ink dries completely to scan these documents.
  - Documents smaller than width 216 mm (8.5 in.), length 863 mm (34 in.)
  - Documents other than paper such as fabric, metal foil and OHP film
- When you scan picture postcards, be aware that the picture side may get damaged. It is the responsibility of the customer to scan picture postcards.
- Be careful of the following when you scan plastic cards:
  - Cards that are bent may not be fed properly.
  - If the surface of the card is dirty with grease marks such as fingerprints, perform scanning after wiping the dirt off.
  - Insert the plastic card straight into the feeding section of the ScanSnap. Do not tilt the plastic card when you insert it because the plastic card may not be fed properly.
  - When you scan plastic cards with strong luster, some parts of the image may appear lighter or darker than the original.  
  
Example: gold colored credit card
  - Insert embossed cards in landscape orientation to achieve better scanning results.
  - If the embossed characters are not coated in gold or silver and the background color of the card and the color of the embossed characters are similar, it may be difficult for the ScanSnap to recognize embossed characters.

In which case, performing the following may result in an improvement.

1. Click the [Option] button in the [Scanning] tab of the "[ScanSnap Setup Window](#)" (page 46).  
⇒ The [Scanning mode option] window appears.

2. Select the [Increase text contrast] checkbox.

## Conditions for Using the Carrier Sheet (For S1100)

The optional Carrier Sheet is a sheet designed to transport documents through the ScanSnap.

You can scan documents that are larger than A4/Letter size, photographs and clippings.

Conditions for documents that can be scanned using the Carrier Sheet are as follows:



- Do not use a damaged Carrier Sheet. Otherwise, it may damage or cause the ScanSnap to malfunction.
- Be careful not to cut your finger on the edge of the Carrier Sheet.

|                      | S1100   |
|----------------------|---|
| <b>Eject method</b>  | With the output guide closed  |
| <b>Document type</b> | Documents that cannot be loaded directly into the ScanSnap  |
| <b>Paper weight</b>  | Up to 127 g/m <sup>2</sup> (34 lb) <ul style="list-style-type: none"> <li>● When scanning documents folded in half:<br/>Up to 63.5 g/m<sup>2</sup> (17 lb)</li> </ul>   |
| <b>Paper size</b>    | Carrier Sheet size (216 × 297 mm)<br>A3 (297 × 420 mm) (*1)<br>A4 (210 × 297 mm)<br>A5 (148 × 210 mm)<br>A6 (105 × 148 mm)<br>B4 (257 × 364 mm) (*1)<br>B5 (182 × 257 mm)<br>B6 (128 × 182 mm)<br>Postcard (100 × 148 mm)<br>Business card (90 × 55 mm, 55 × 90 mm)<br>Letter (8.5 × 11 in. (216 × 279.4 mm))<br>11 × 17 in. (279.4 × 431.8 mm) (*1) <ul style="list-style-type: none"> <li>● Custom size<br/>Width: 25.4 to 216 mm (1 to 8.5 in.)<br/>Length: 25.4 to 297 mm (1 to 11.69 in.)</li> </ul> |

\*1: Fold in half to scan.

## Documents for Which the Carrier Sheet is Recommended for Scanning

It is recommended that you use the Carrier Sheet to scan the following documents.

- Documents written in pencil

Because there may be black traces left on the documents, it is recommended that you use the Carrier Sheet to scan such documents.

When you scan such documents directly without using a Carrier Sheet, dirt will accumulate on the rollers, which may cause feeding errors. Clean the rollers occasionally.

For details about how to perform cleaning, refer to "Troubleshooting" in the ScanSnap Manager Help.

- Carbonless paper

Because carbonless paper may contain chemicals that can harm the ScanSnap internal rollers, it is recommended that you use the Carrier Sheet to scan such documents.

Make sure to clean the rollers occasionally to maintain the scanner performance when scanning carbonless paper directly without using the Carrier Sheet. For details about how to perform cleaning, refer to "Troubleshooting" in the ScanSnap Manager Help.

Depending on the type of carbonless paper, the life span of the scanner may be shortened compared to scanning office paper.

- Scanning the following types of documents without using the Carrier Sheet can result in documents being damaged or scanned incorrectly
  - Documents smaller than width 25.4 mm (1 in.), length 25.4 mm (1 in.)
  - Documents that weigh less than 52.3 g/m<sup>2</sup> (14 lb)
  - Documents with an uneven surface (such as envelopes and paper sheets with attached materials)
  - Wrinkled or curled documents
  - Folded or torn documents
  - Tracing paper
  - Coated paper
  - Photographs (photographic paper)
  - Perforated or punched documents
  - Documents that are not rectangular or square
  - Carbon paper or thermal paper
  - Documents with memo papers or sticky notes attached

#### ATTENTION

- Using the Carrier Sheet

Be careful of the following when you use the Carrier Sheet:

- Do not stain, or cut the end with a black & white pattern. Otherwise, the Carrier Sheet will not be recognized properly.
- Do not place the Carrier Sheet upside down. Otherwise, a paper jam may occur and damage the Carrier Sheet and the document inside.
- Do not fold or pull the Carrier Sheet.
- Paper jams may occur when several small size documents such as photographs and postcards are placed inside the Carrier Sheet to be scanned at once. It is recommended that you scan such documents one at a time.

- Storing the Carrier Sheet

Be careful of the following when you store the Carrier Sheet:

- Do not leave your document inside the Carrier Sheet for a long time. Otherwise, the ink on the document may be transferred onto the Carrier Sheet.
- Do not leave the Carrier Sheet in high temperature places such as under direct sunlight or near devices that generate heat for a long time. Also, do not use it in high temperature places. Otherwise, the Carrier Sheet may deform.
- To avoid deformation, store the Carrier Sheet on a flat surface without any weight on it.

# How to Insert Documents (For S1100)

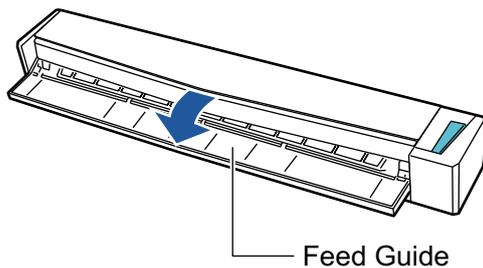
Insert documents in the ScanSnap in the following procedure.

For details about documents that can be inserted, refer to "[Documents for Scanning \(For S1100\)](#)" (page 165).

## ATTENTION

You can only insert one document at a time in the ScanSnap.

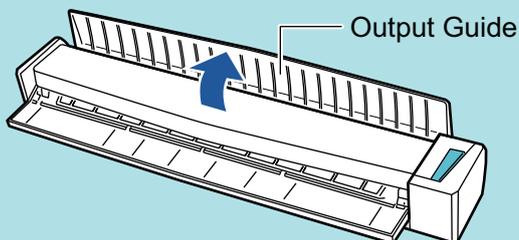
### 1. Open the feed guide of the ScanSnap.



## HINT

- If you want the document to be ejected from the front of the ScanSnap or when there is not enough space where the document exits the ScanSnap, open the output guide.

For details about documents that can be scanned with the output guide open, refer to "[Documents for Scanning \(For S1100\)](#)" (page 165).

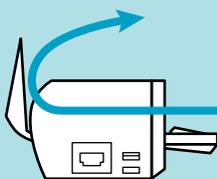


- How the document is ejected differs as below depending on whether the output guide is open or closed.

- With the output guide closed



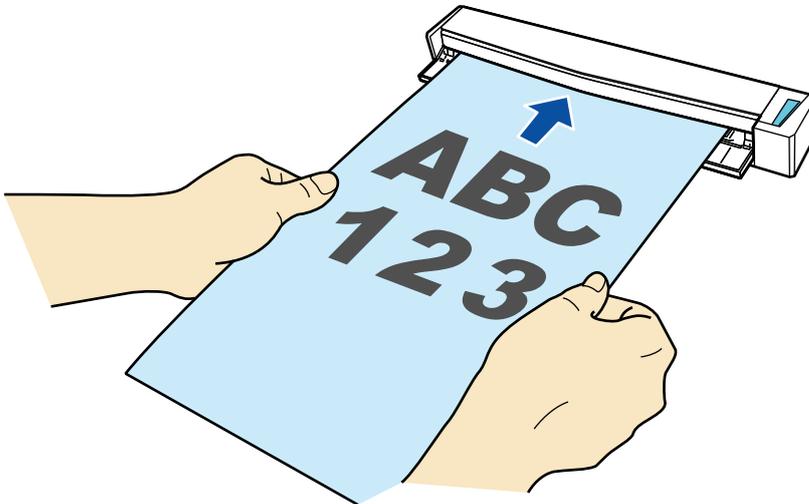
- With the output guide open



⇒ The [Scan/Stop] button flashes in blue. The button returns to being lit normally when document scanning is enabled.

In addition, the ScanSnap Manager icon in the notification area located at the far right of the taskbar changes from  to .

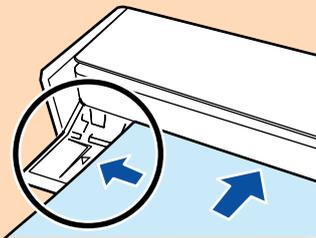
2. Insert the document straight into the feeding section of the ScanSnap, with the scanning side facing up.



⇒ The document is pulled in until it is set inside the ScanSnap.

#### ATTENTION

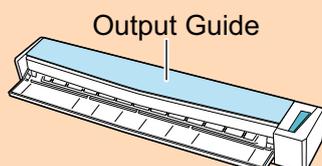
- When you select an option other than [Automatic detection] for [Paper size] on the [Paper] tab in the "ScanSnap Setup Window" (page 46), insert the document by aligning it with the left edge of the feeding section.



- When you perform scanning with the output guide closed, leave enough space at the back of the ScanSnap to allow the document to be completely ejected.

Make sure that the area where the document exits the scanner is clear of any obstacles. Otherwise, paper jam may occur.

- If you scan the following documents with the output guide open, a paper jam may occur and damage the documents. Scan the following documents with the output guide closed.
  - Thick paper (80 g/m<sup>2</sup> [20 lb] or heavier)
  - Postcards
  - Business cards
  - Plastic cards
  - Carrier Sheet



# About Customer Support and Maintenance

## Customer Support

- ABBYY FineReader for ScanSnap

- Windows 10

From the [Start] menu, select [ABBYY FineReader for ScanSnap(TM)] → [User's Guide] → [Technical Support].

- Windows 8.1

Click  on the lower left side of the Start screen, and select [User's Guide] under [ABBYY FineReader for ScanSnap(TM)] on the All apps screen → [Technical Support].

- Windows 7

Select [Start] menu → [All Programs] → [ABBYY FineReader for ScanSnap(TM)] → [User's Guide] → [Technical Support].

The displayed name of ABBYY FineReader for ScanSnap varies depending on its version.

- Evernote

Refer to the following web page:

<http://www.evernote.com/about/contact/support/>

- Google Drive

Refer to the Google Drive Help Center or the Google Product Forums.

To open them, select [Help] in Google Drive.

- Salesforce

Contact the system administrator of your Salesforce.

- Dropbox

Refer to the following web page:

<http://www.dropbox.com/contact>

- ScanSnap

For other inquiries on the ScanSnap, refer to the ScanSnap Support Site.

<http://scansnap.fujitsu.com/g-support/en/>

If your problem cannot be solved after referring to the above web pages, visit the following web page to check the contact information of a suitable Fujitsu office and contact the Fujitsu office.

<http://imagescanner.fujitsu.com/warranty.html>

## Suppliers of Consumables/Optional Parts

<http://scansnap.fujitsu.com/>

## Maintenance

Contact your FUJITSU scanner dealer or an authorized FUJITSU scanner service provider for repairs on this product.

For details, refer to the following portal site:

<http://imagescanner.fujitsu.com/warranty.html>

**ATTENTION**

For safety reasons, never attempt repairs by yourself.