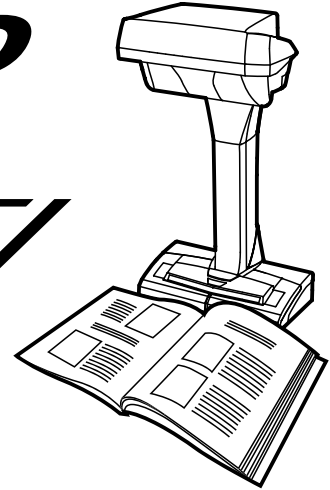
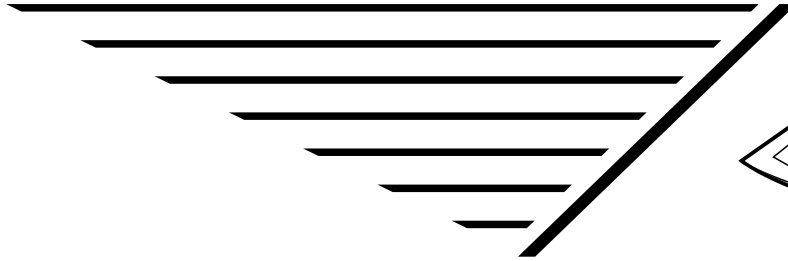


ScanSnap
SV600



Basic Operation Guide

(Mac OS)

Contents

About This Manual	5
Safety Information	6
Manuals	7
Trademarks	9
Manufacturer	10
Symbols Used in This Manual	11
Arrow Symbols in This Manual	12
Screen Examples in This Manual	13
Abbreviations Used in This Manual	14
What You Can Do with the ScanSnap	15
Scanning a Document	18
Scanning a Book	23
Scanning Multiple Documents at Once	28
ScanSnap Overview	33
Parts and Functions	34
System Requirements	37
Overview of the Software Related to the ScanSnap	39
How to Install the Software	40
ScanSnap Manager Icon	41
ScanSnap Manager Menu	42
ScanSnap Setup Window	45
Turning the ScanSnap On or Off	47
Turning the ScanSnap On	48
Turning the ScanSnap Off	50
Sleep Mode	51
Automatic Power OFF	52
Documents to Scan	53
How to Place Documents	54
What You Can Do with Related Software	57
What You Can Do with the ScanSnap Organizer	58
Basic Operation Procedure of ScanSnap Organizer	59
Managing Files	60
Editing Files	62
Using Files	63
What You Can Do with CardMinder	64
Basic Operation Procedure of CardMinder	66
Linking Card Data with Other Applications	69
Searching Card Data with the Basic Search Toolbar	70
Searching Card Data with Keyboard Shortcuts	71
Attaching a File to Card Data	72
Useful Usages	73
Managing Paper Documents by Folder on a Computer	74
Saving Business Cards to a Computer	77

Scanning Documents Using Page Turning Detection	80
Scanning Documents Using Timed Mode	84
Scanning Documents with Two ScanSnaps Connected to a Computer	87
Correcting the Scanned Images	88
Scanning a Document	89
Filling in Fingers Captured in a Scanned Image (When a Document Is Scanned)	90
Scanning Books	94
Correcting Distorted Book Images	95
Splitting a Double-Page Spread Image into Two Page Images	100
Filling in Fingers Captured in a Scanned Image (When a Book Is Scanned)	103
Scanning Multiple Documents at Once	107
Correcting the Scanned Image Orientation	108
Modifying the Crop Area	111
Adding the Necessary Scanned Images	113
Deleting Unnecessary Scanned Images	115
Troubleshooting	118
If You Have Installed the Software Before	119
When the ScanSnap Manager Icon Does Not Appear	120
Displaying the ScanSnap Manager Icon	121
When ScanSnap Manager Does Not Operate Normally	122
Checking the Connection between the ScanSnap and the Computer	123
Checking If ScanSnap Manager Is Operating Normally	124
Cleaning	125
Cleaning Materials	126
Cleaning the ScanSnap	127
Appendix	128
Preparations for Using Nuance PDF Converter for Mac	129
Updating the Software	130
Uninstalling the Software	131
Uninstalling ScanSnap Manager	132
Uninstalling ScanSnap Organizer	134
Uninstalling CardMinder	135
Uninstalling ABBYY FineReader for ScanSnap	136
Uninstalling ScanSnap Online Update	137
Specifications of the Background Pad	138
Specifications of the ScanSnap	139
Documents That Can Be Scanned with the ScanSnap and How to Load Them (iX500, S1500, S1500M, S1300i, S1300, or S1100)	140
Documents for Scanning (For iX500, S1500 or S1500M)	141
Conditions for Documents to Scan (For iX500, S1500 or S1500M)	142
Conditions for Using the Carrier Sheet (For iX500, S1500 or S1500M)	144
How to Load Documents (For iX500, S1500 or S1500M)	146
Documents for Scanning (For S1300i or S1300)	149
How to Load Documents (For S1300i or S1300)	151
Documents for Scanning (For S1100)	154
Conditions for Documents to Scan (For S1100)	155
Conditions for Using the Carrier Sheet (For S1100)	157

How to Insert Documents (For S1100)	159
About Customer Support and Maintenance	161

About This Manual

- ["Safety Information" \(page 6\)](#)
- ["Manuals" \(page 7\)](#)
- ["Trademarks" \(page 9\)](#)
- ["Manufacturer" \(page 10\)](#)
- ["Symbols Used in This Manual" \(page 11\)](#)
- ["Arrow Symbols in This Manual" \(page 12\)](#)
- ["Screen Examples in This Manual" \(page 13\)](#)
- ["Abbreviations Used in This Manual" \(page 14\)](#)

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, when the software is already installed, this manual can be accessed as follows: From the sidebar in Finder, select [Applications] → [ScanSnap Manuals], and then double-click [SV600 Safety Precautions].</p>



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, when the software is already installed, this manual can be accessed as follows: From the sidebar in Finder, select [Applications] → [ScanSnap Manuals], and then double-click [SV600 Getting Started].</p>


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>http://www.pfu.fujitsu.com/imaging/downloads/manual/advanced/mac/en/common/index.html</p>
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"> Click the ScanSnap Manager icon  in the Dock while holding down the [control] key on the keyboard, and select [Help] → [Help] from the "ScanSnap Manager Menu" (page 42). Click the Help button () for ScanSnap Manager. Select [Help] in the menu bar → [ScanSnap Manager Help].

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"> 1. Start up ScanSnap Connect Application on the mobile device. ⇒ The [File List] screen appears. 2. Tap . ⇒ The [Information] screen appears. 3. Tap the [Help] button.
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"> 1. Start up ScanSnap Connect Application on the mobile device. ⇒ The [File List] screen appears. 2. Tap . ⇒ The menu appears. 3. Tap [Help].

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"> ● Click the Help button () of ScanSnap Online Update. ● Select [Help] in the menu bar → [ScanSnap Online Update Help].

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 selecting [Help] in the menu bar → [ScanSnap Organizer Help].</p>
CardMinder Help	<p>This Help file describes the operations, windows, and messages of CardMinder.</p> <p>This Help file can be accessed by selecting [Help] in the menu bar → [CardMinder Help].</p>
Nuance PDF Converter for Mac Help	<p>This Help file can be accessed by selecting [Help] in the menu bar → [Nuance PDF Converter Help].</p>

Trademarks

Microsoft, Windows, Windows Vista, Excel, PowerPoint, Outlook, SharePoint, Windows Live, Internet Explorer, and OneDrive are either registered trademarks or trademarks of Microsoft Corporation in the United States and/or other countries.

Word is the product of Microsoft Corporation in the United States.

Apple, App Store, the Apple logo, Mac, Mac OS, OS X, macOS, iPad, iPhoto, iPod touch, and iTunes are trademarks of Apple Inc.

Nuance, the Nuance logo and Dragon are trademarks and/or registered trademarks of Nuance Communications, Inc. and/or its affiliates in the United States and/or other countries.

Intel and Intel Core are registered trademarks or trademarks of Intel Corporation in the United States and other countries.

ABBYY™ FineReader™ Engine © ABBYY. OCR by ABBYY

ABBYY and FineReader are trademarks of ABBYY Software, Ltd. which may be registered in some jurisdictions.

Evernote is a registered trademark or trademark of Evernote Corporation.

Google, Android, Google Play, and Google Drive are registered trademarks or trademarks of Google Inc. Use of these registered trademarks or trademarks is subject to Google Permissions.

Salesforce, the Salesforce logo, and Salesforce CRM are registered trademarks or trademarks of salesforce.com, inc. in the United States and other countries.

Wi-Fi, Wi-Fi Protected Setup, and the Wi-Fi Protected Setup logo are trademarks of Wi-Fi Alliance.

ScanSnap, the ScanSnap logo, ScanSnap Manager, ScanSnap Organizer, CardMinder, and Rack2-Filer are registered trademarks or trademarks of PFU Limited in Japan.

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

Manufacturer


PFU Limited

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

© PFU Limited 2013-2017

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: From the sidebar in Finder, select [Applications] → [ScanSnap].

Screen Examples in This Manual

The screenshots used in this manual are of OS X El Capitan v10.11.

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

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

If the actual window differs from the screen examples in this manual, operate by following the actual displayed screen.

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
Mac OS	macOS High Sierra v10.13 macOS Sierra v10.12 OS X El Capitan v10.11
Word	Microsoft® Word 2016 for Mac Microsoft® Word for Mac 2011
Excel	Microsoft® Excel® 2016 for Mac Microsoft® Excel® for Mac 2011
PowerPoint	Microsoft® PowerPoint® 2016 for Mac Microsoft® PowerPoint® for Mac 2011
Nuance	Nuance®
ABBYY FineReader for ScanSnap	ABBYY FineReader for ScanSnap™ 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. 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.
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.

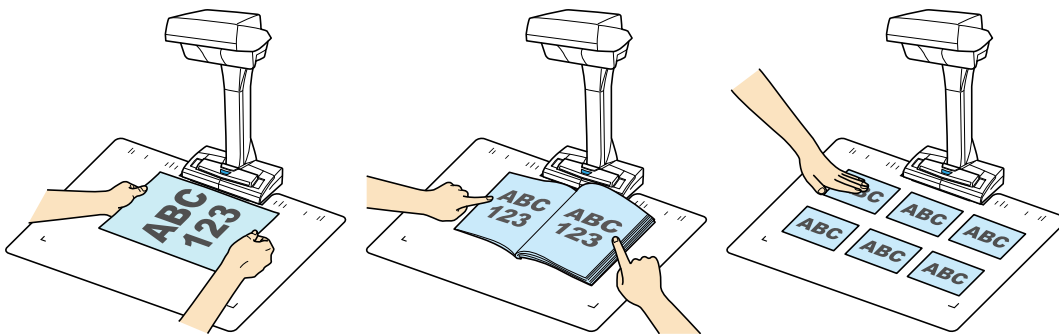
What You Can Do with the ScanSnap

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.



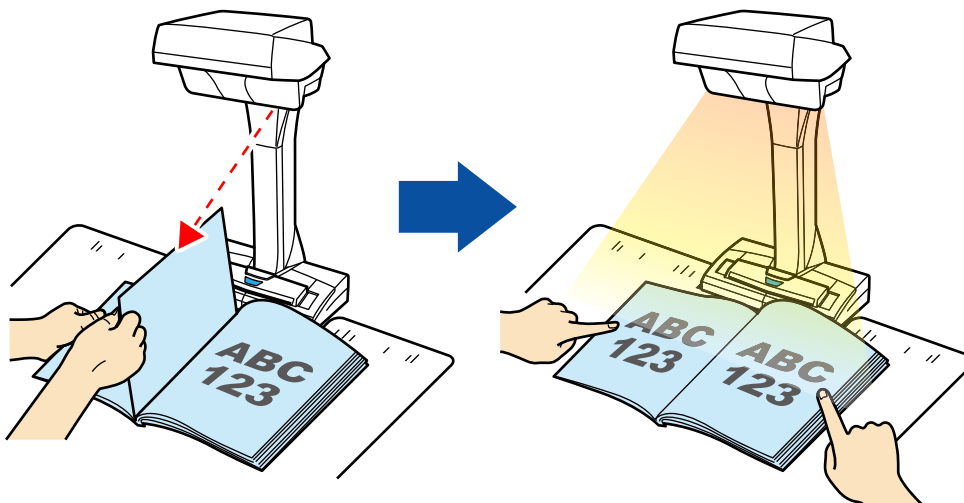
In addition, continuous scanning can be started automatically and scanned images can be corrected after documents are scanned.

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 80).



Timed Mode

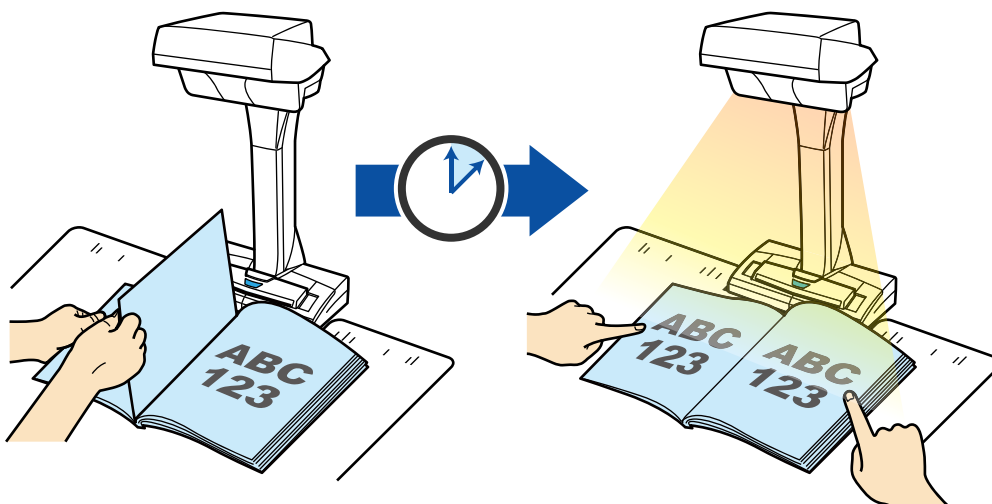
The ScanSnap automatically starts scanning after the specified time period passes.

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" \(page 84\)](#).



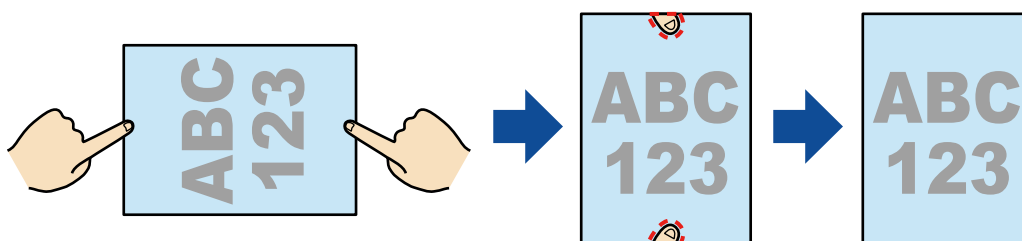
Correcting Scanned Images

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

The following functions are available:

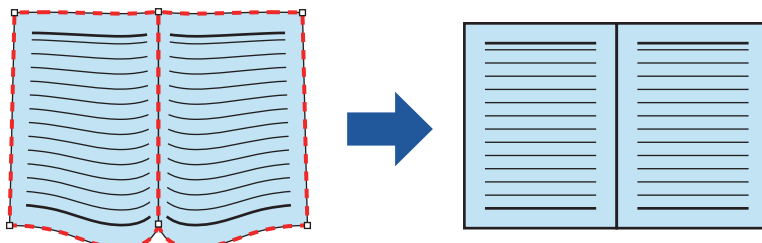
When a document is scanned

- ["Filling in Fingers Captured in a Scanned Image \(When a Document Is Scanned\)" \(page 90\)](#)

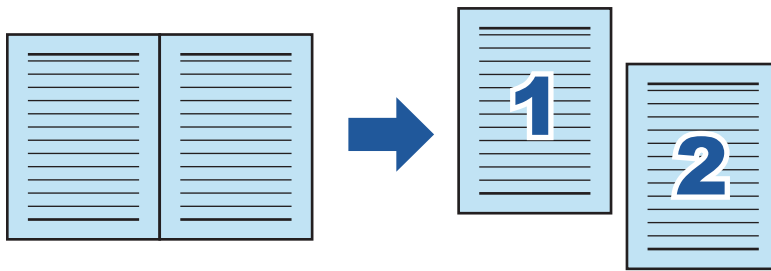


When a book is scanned

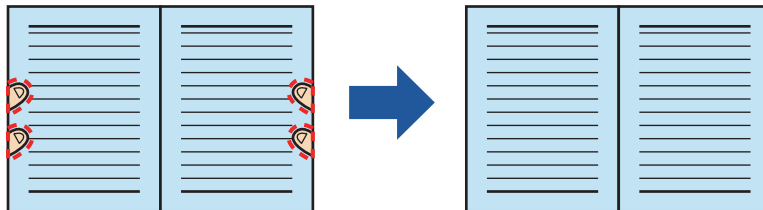
- ["Correcting Distorted Book Images" \(page 95\)](#)



- ["Splitting a Double-Page Spread Image into Two Page Images" \(page 100\)](#)



- "Filling in Fingers Captured in a Scanned Image (When a Book Is Scanned)" (page 103)



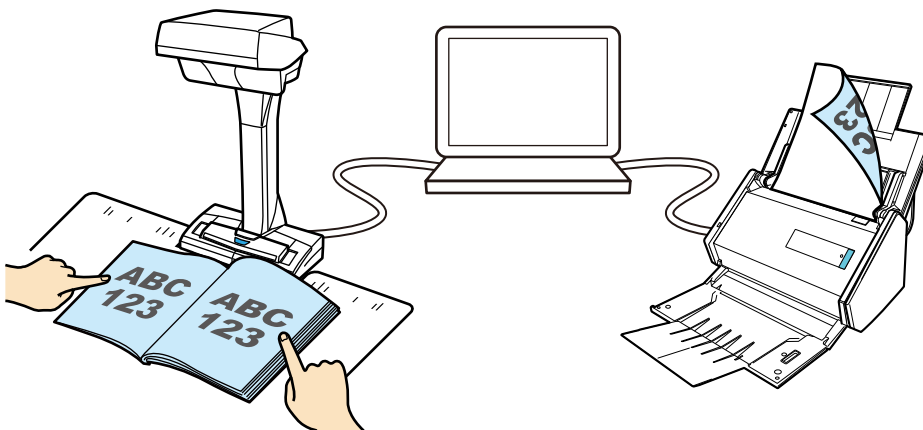
When multiple documents are scanned at once

- "Correcting the Scanned Image Orientation" (page 108)
- "Modifying the Crop Area" (page 111)
- "Adding the Necessary Scanned Images" (page 113)
- "Deleting Unnecessary Scanned Images" (page 115)

Scanning Documents with Two ScanSnaps Connected to a Computer

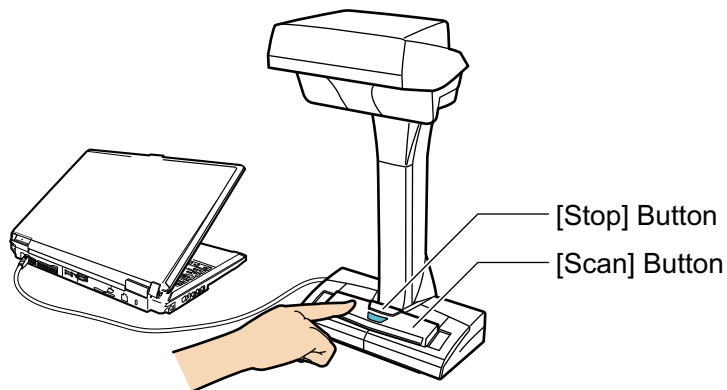
You can use SV600 and another ScanSnap connected to a computer.

For details, refer to "Scanning Documents with Two ScanSnaps Connected to a Computer" (page 87).





Scanning a Document

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

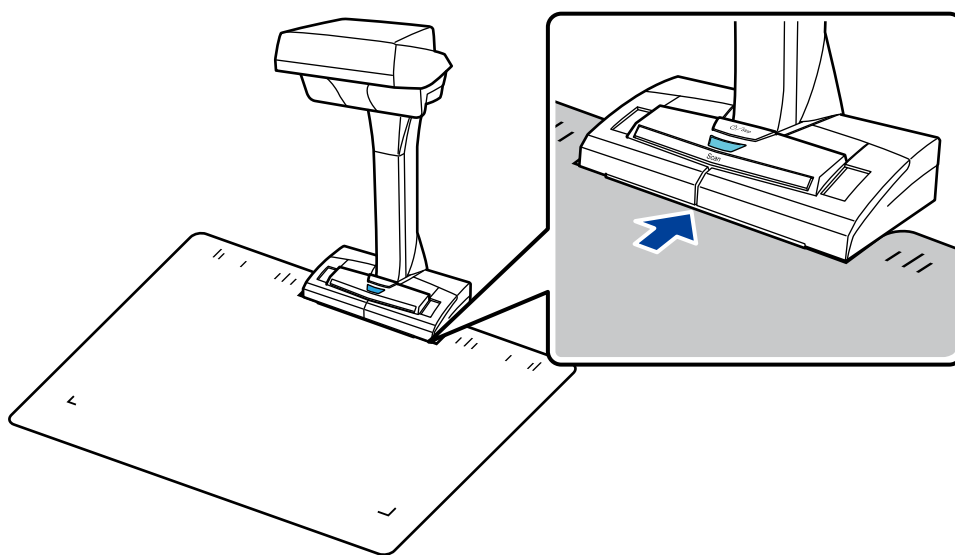


⇒ The power LED lights up in blue.

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

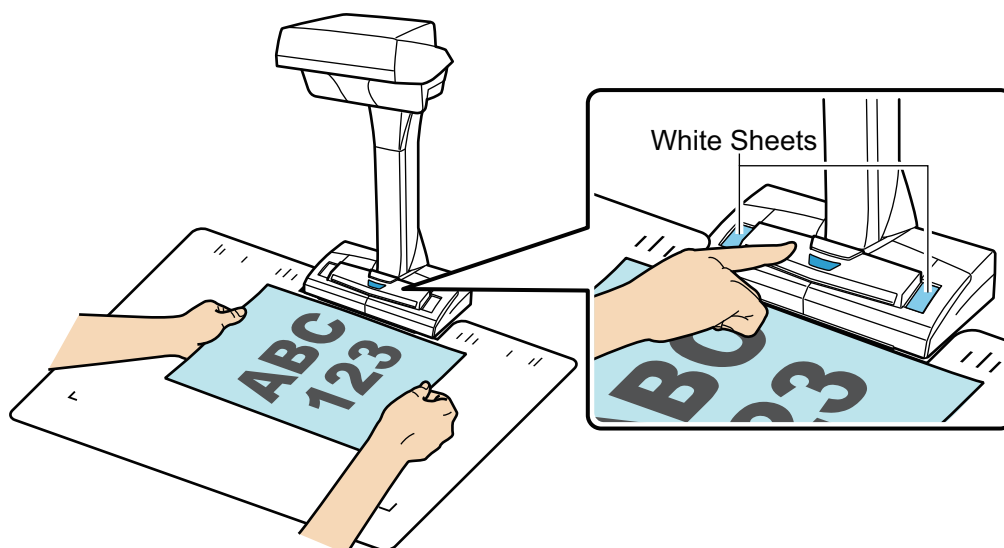
2. Place the Background Pad on the front side of the ScanSnap.

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 54).




⇒ Scanning starts.

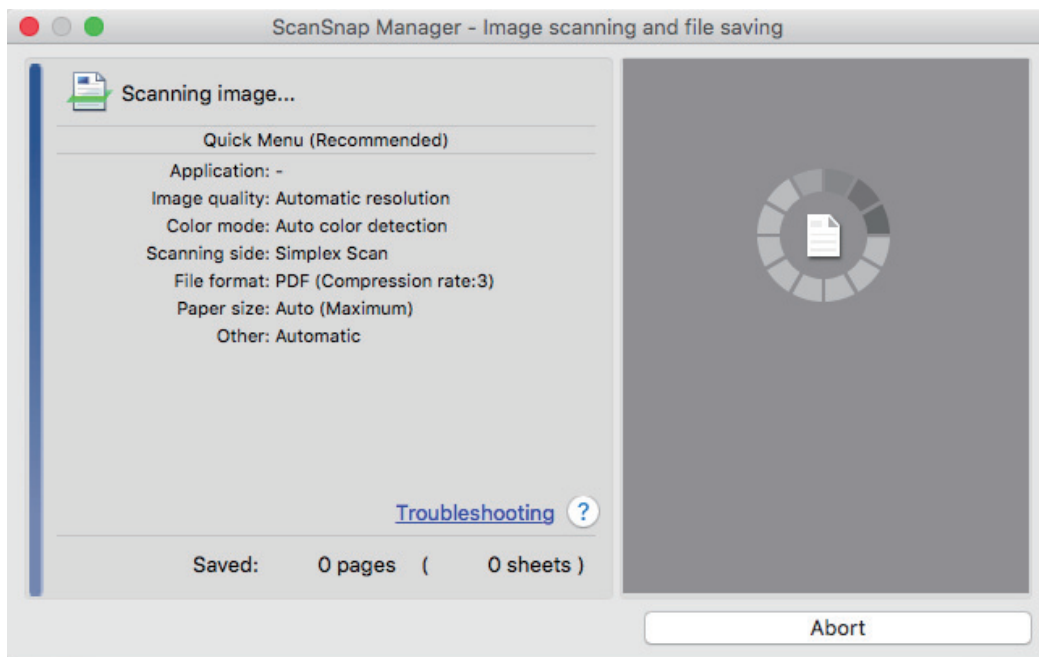
ATTENTION

- 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.

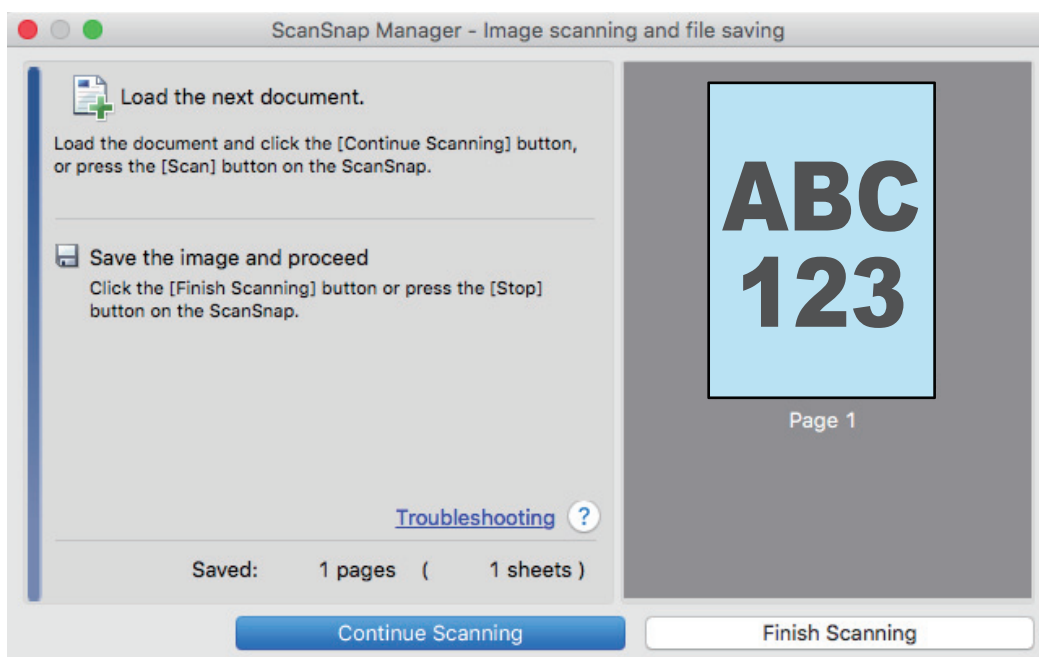
HINT

You can also start scanning a document by clicking the ScanSnap Manager icon  in the Dock while holding down the [control] key on the keyboard and then selecting [Scan] from the "ScanSnap Manager Menu" (page 42).

⇒ 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

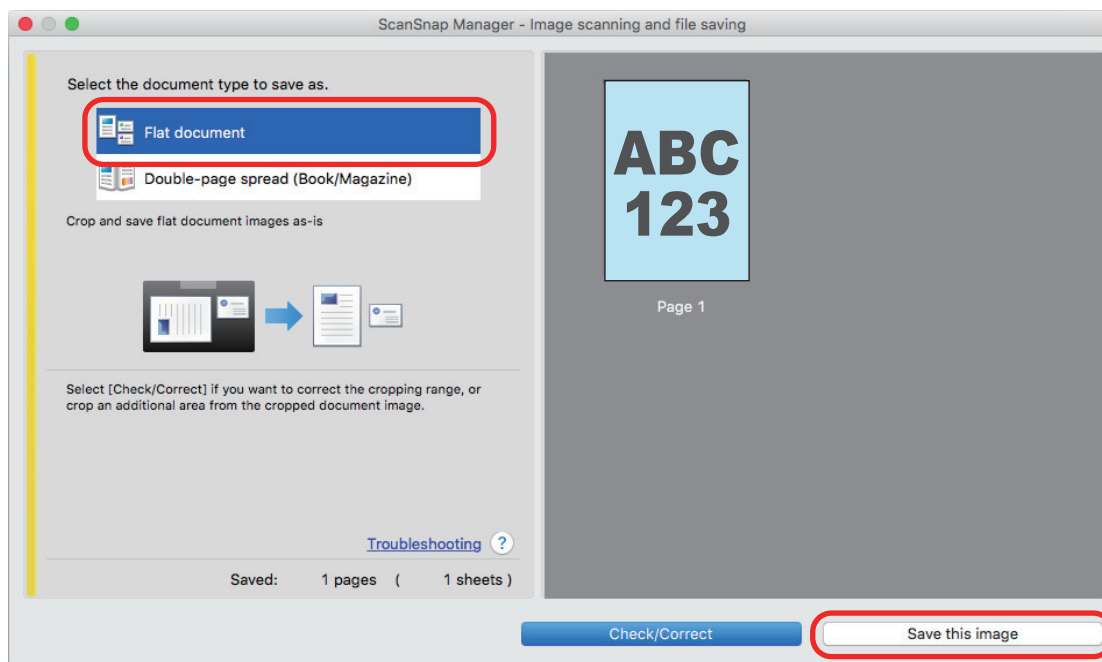
To continue scanning, place down the next document to be scanned, and then perform one of the following operations. Continuous scanning starts.

- 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 [Flat document], 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 90)
- "Correcting the Scanned Image Orientation" (page 108)
- "Modifying the Crop Area" (page 111)

⇒ 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 74).




⇒ 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.

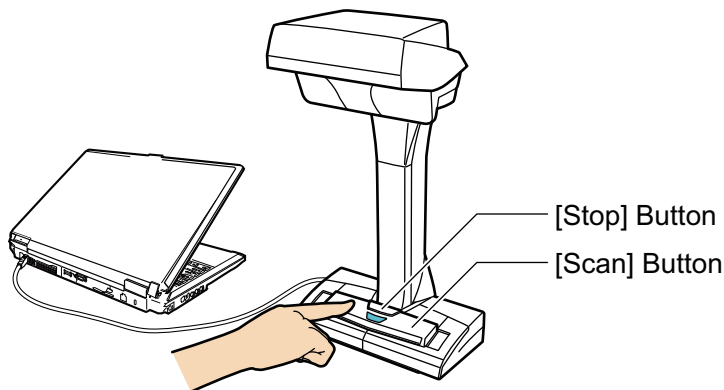
HINT

- 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.

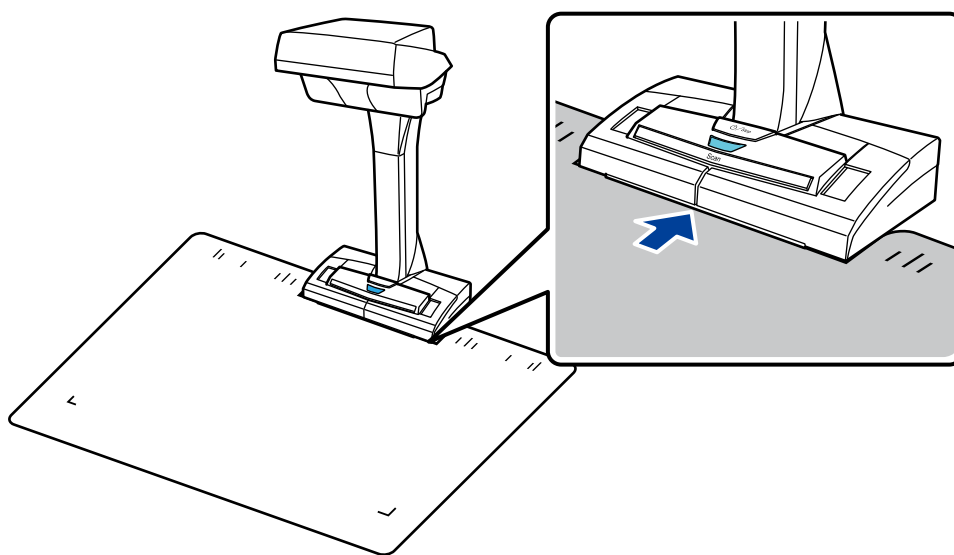


⇒ The power LED lights up in blue.

In addition, the ScanSnap Manager icon in the Dock 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.



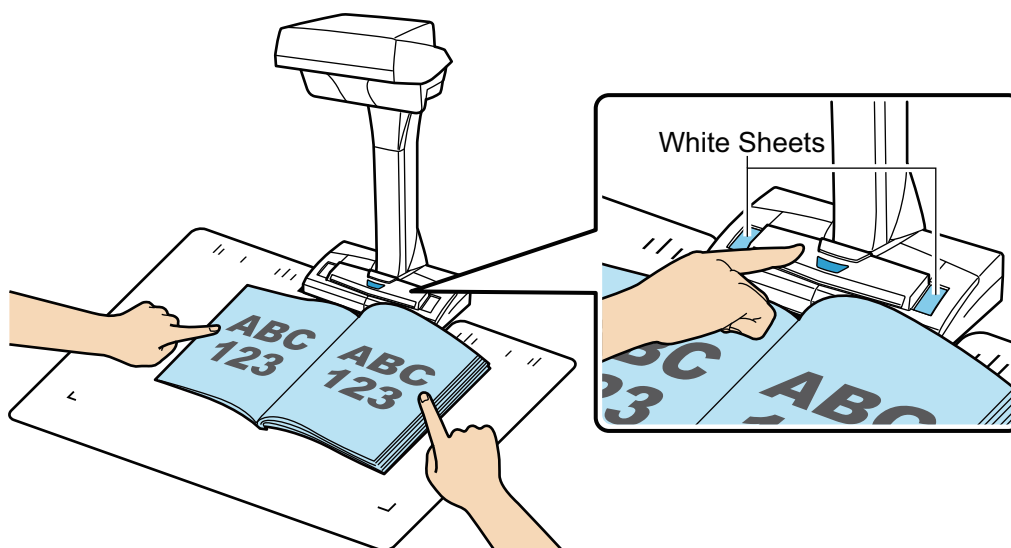
3. Place a book in the scan area of the ScanSnap and press the [Scan] button.

For details, refer to ["How to Place Documents" \(page 54\)](#).

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" \(page 80\)](#).




⇒ Scanning of the book starts.

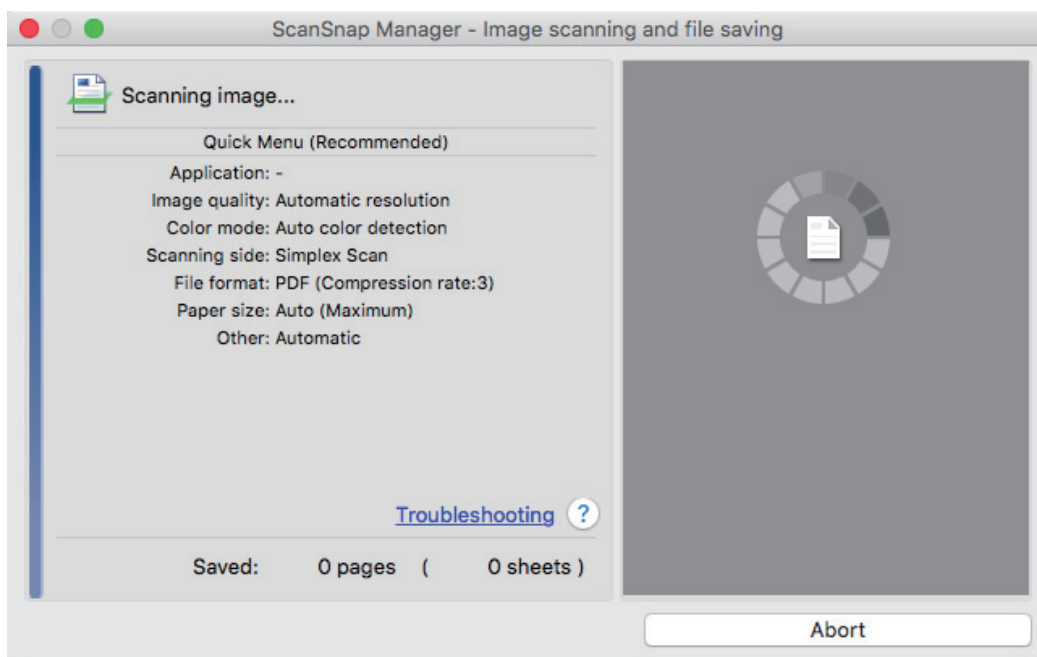
ATTENTION

- 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.

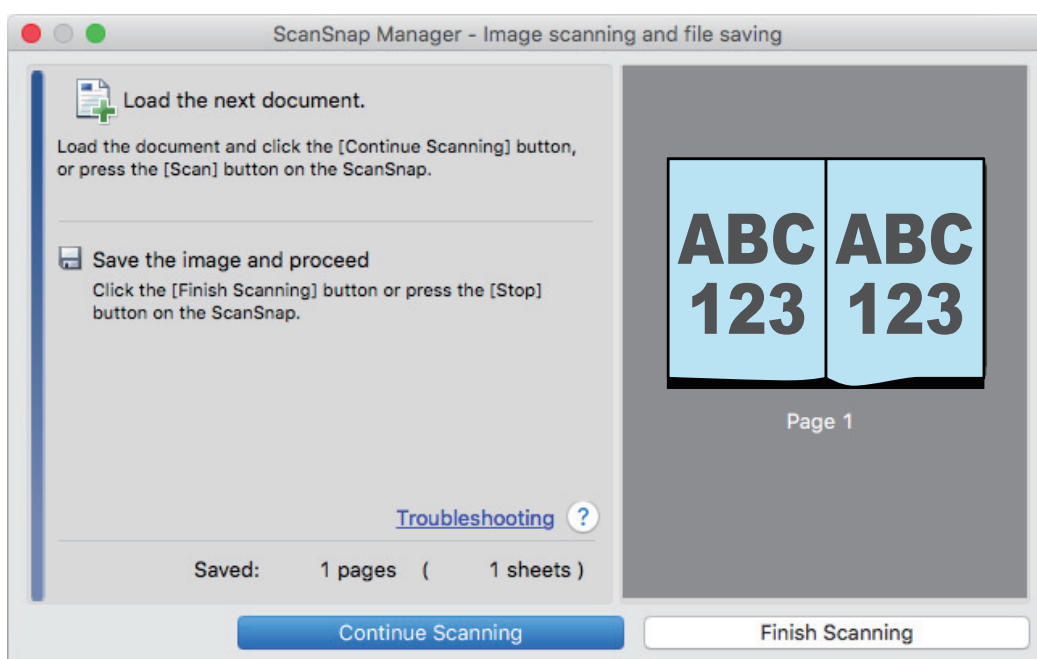
HINT

- You can also start scanning a book by clicking the ScanSnap Manager icon  in the Dock while holding down the [control] key on the keyboard and then selecting [Scan] from the "ScanSnap Manager Menu" (page 42).
- When timed mode is used, after the specified time the ScanSnap automatically starts scanning. For details, refer to "Scanning Documents Using Timed Mode" (page 84).

⇒ 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.

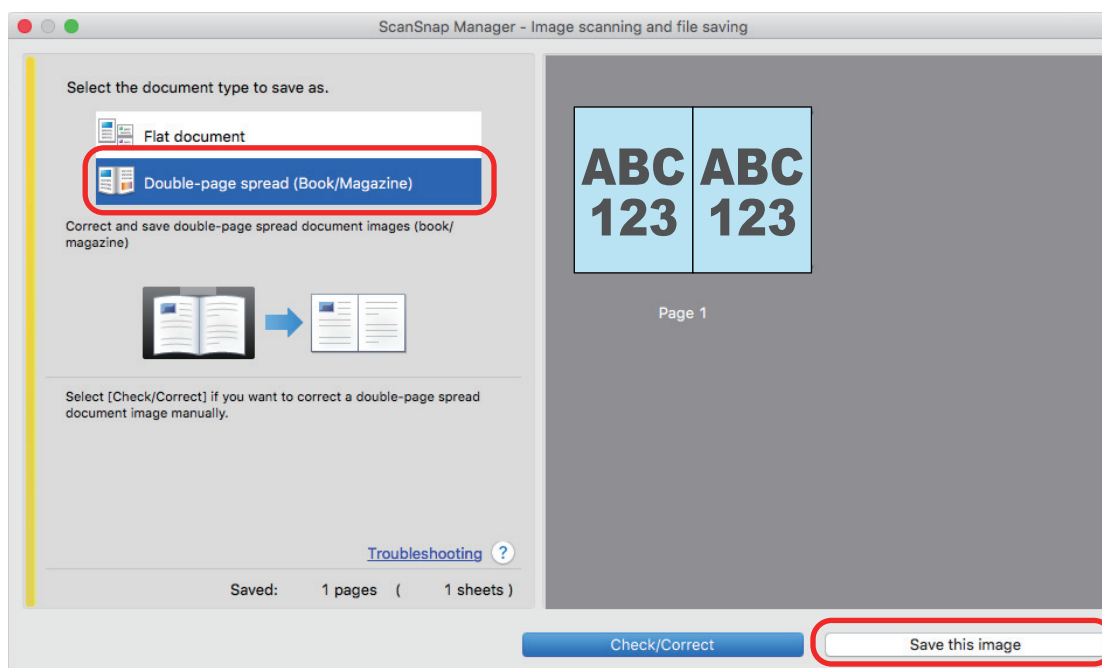
- Clicking the [Continue Scanning] button in the [ScanSnap Manager - Image scanning and file saving] window
- Press the [Scan] button on the ScanSnap.

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 **[Double-page spread (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 95)
- "Splitting a Double-Page Spread Image into Two Page Images" (page 100)
- "Filling in Fingers Captured in a Scanned Image (When a Book Is Scanned)" (page 103)

⇒ 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" \(page 74\)](#).




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

ATTENTION

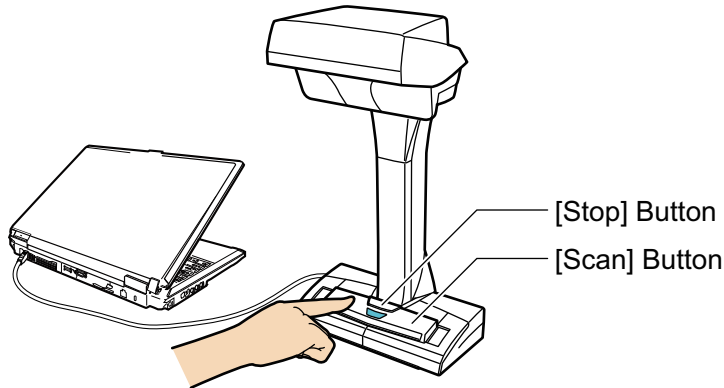
- You cannot start scanning when the Quick Menu is displayed. Either select an icon from the Quick Menu and finish the process, or close the Quick Menu before you perform the next scan.
- Do not move, delete, or rename scanned images using other applications while the Quick Menu is displayed.

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.

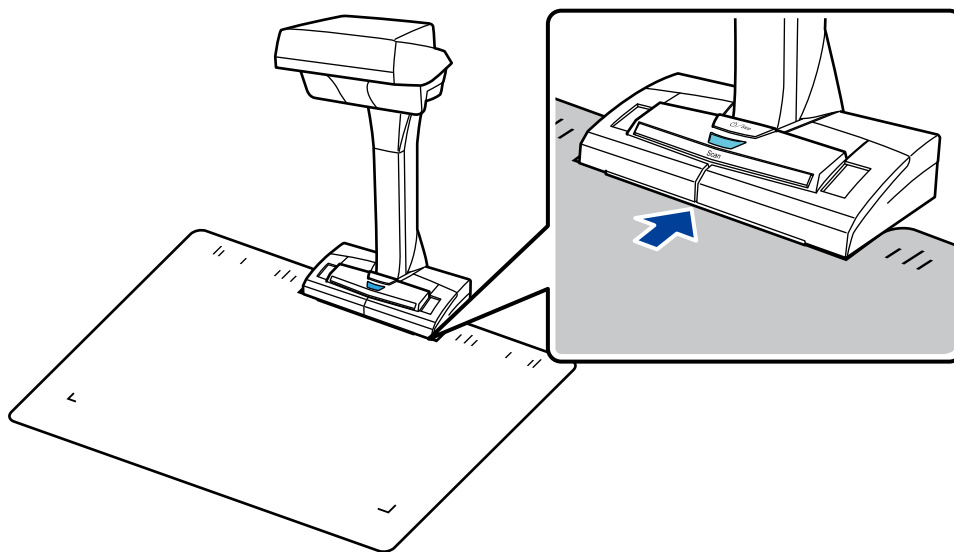


⇒ The power LED lights up in blue.

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

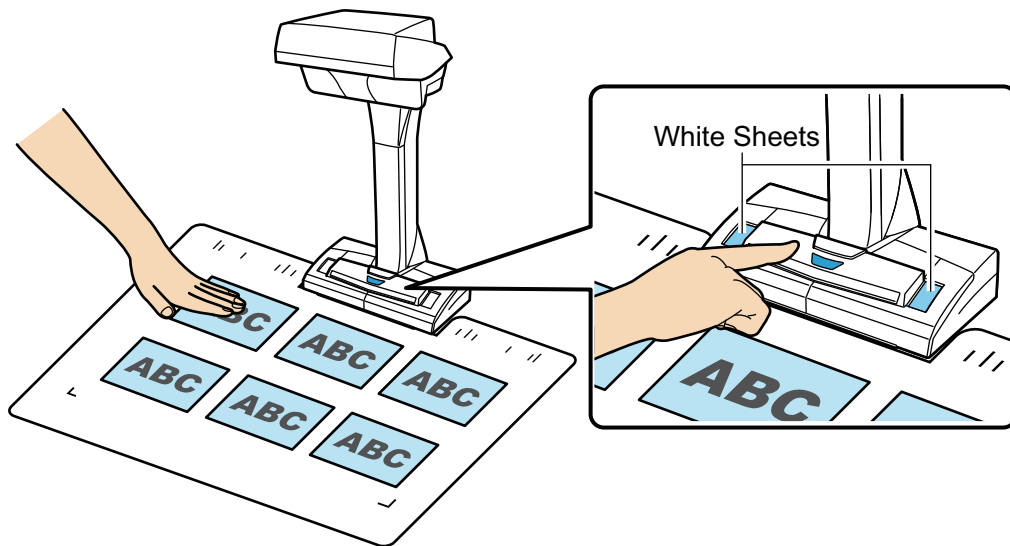
2. Place the Background Pad on the front side of the ScanSnap.

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 54).




⇒ Scanning starts.

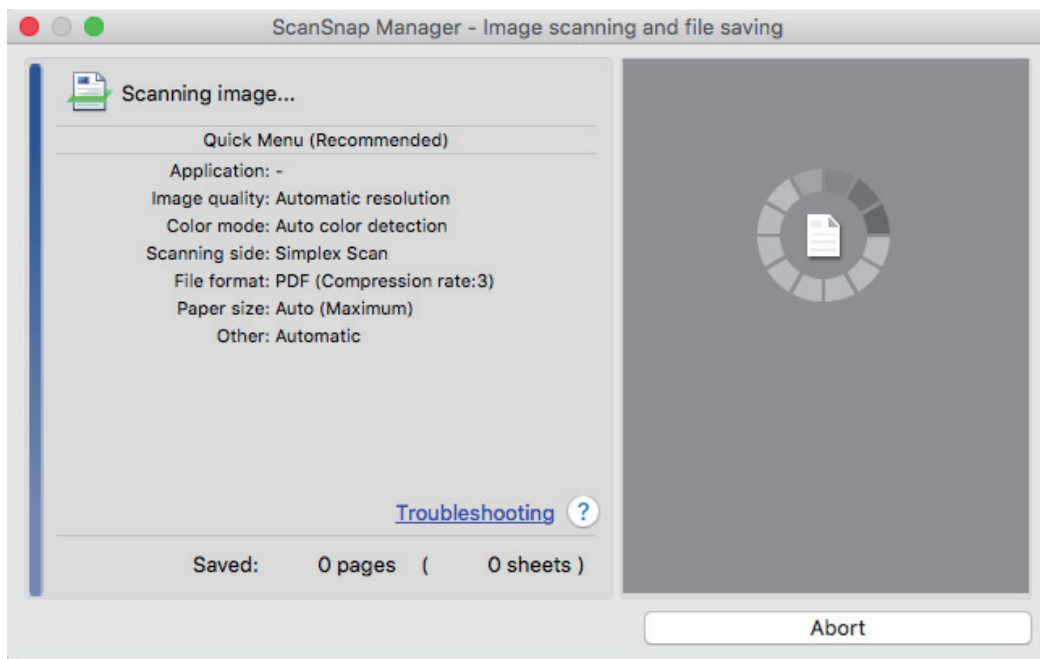
ATTENTION

- 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.

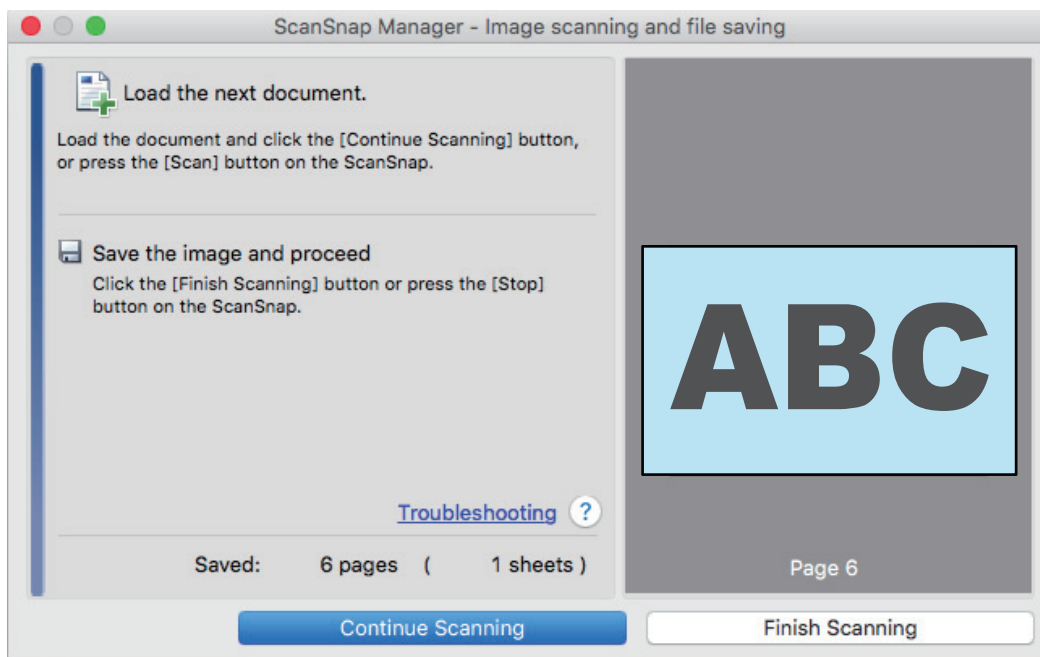
HINT

You can also start scanning a document by clicking the ScanSnap Manager icon  in the Dock while holding down the [control] key on the keyboard and then selecting [Scan] from the "ScanSnap Manager Menu" (page 42).

- ⇒ 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.

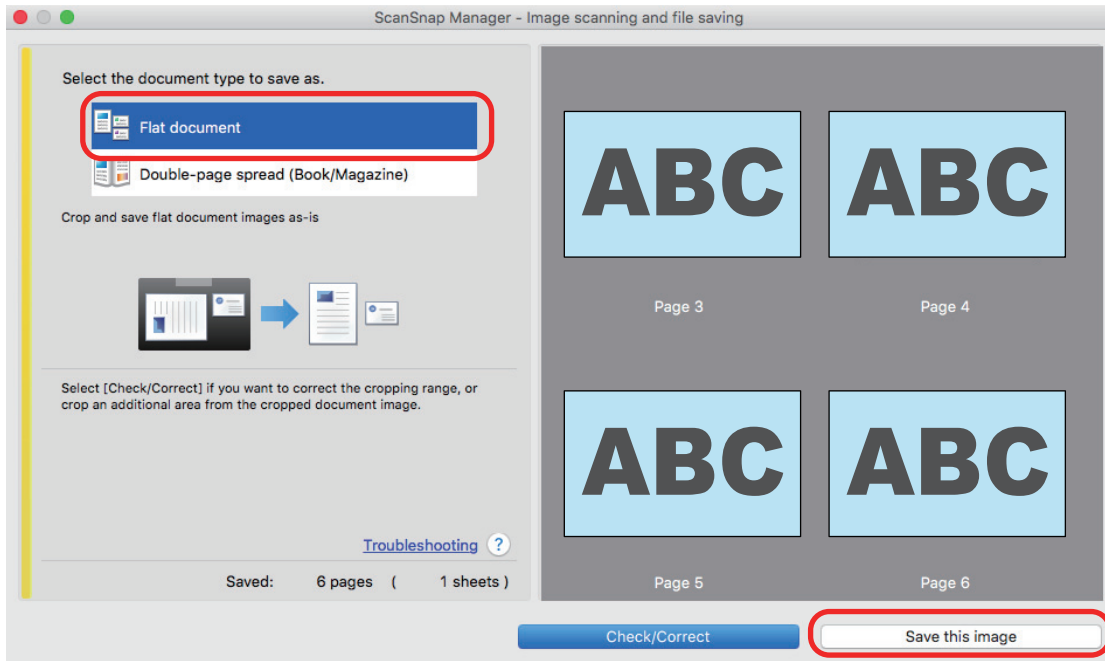
- Clicking the [Continue Scanning] button in the [ScanSnap Manager - Image scanning and file saving] window
- Press the [Scan] button on the ScanSnap.

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 [Flat document], 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 108)
- "Modifying the Crop Area" (page 111)
- "Adding the Necessary Scanned Images" (page 113)
- "Deleting Unnecessary Scanned Images" (page 115)

⇒ 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 77).




⇒ 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

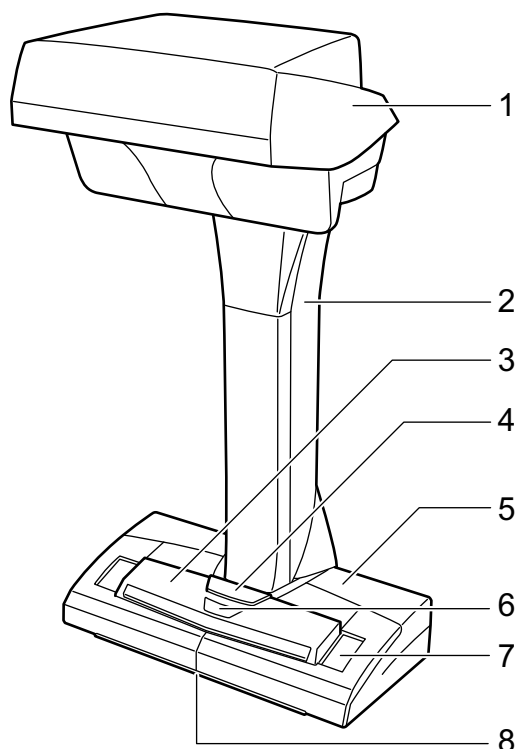
This section provides an overview that you should be aware of before operating ScanSnap.

- ["Parts and Functions" \(page 34\)](#)
- ["System Requirements" \(page 37\)](#)
- ["Overview of the Software Related to the ScanSnap" \(page 39\)](#)
- ["How to Install the Software" \(page 40\)](#)
- ["ScanSnap Manager Icon" \(page 41\)](#)
- ["ScanSnap Manager Menu" \(page 42\)](#)
- ["ScanSnap Setup Window" \(page 45\)](#)
- ["Turning the ScanSnap On or Off" \(page 47\)](#)
- ["Documents to Scan" \(page 53\)](#)
- ["How to Place Documents" \(page 54\)](#)

Parts and Functions

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

Front



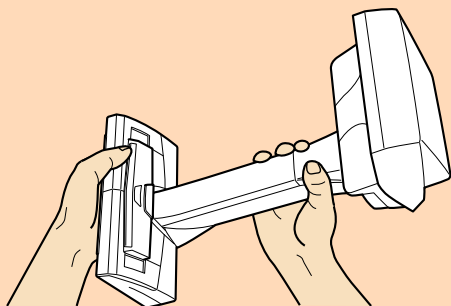
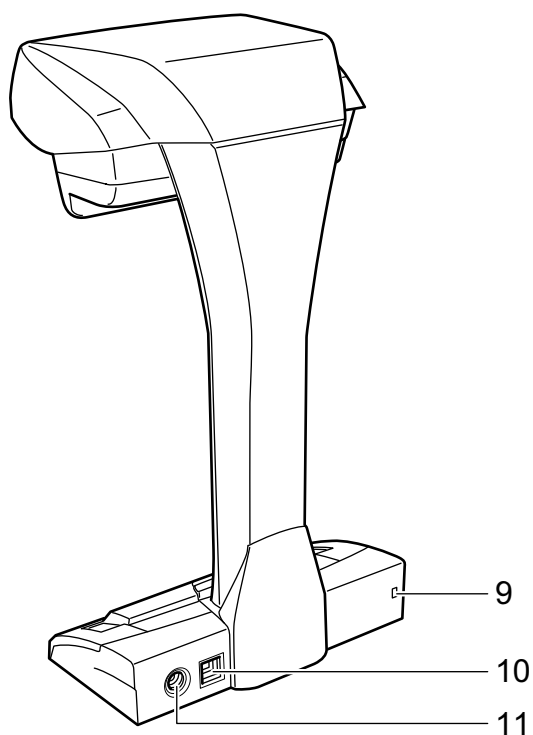
No.	Name	Description
1	Head	-
2	Neck	-
3	[Scan] button (*1)	<ul style="list-style-type: none"> ● Turns on the ScanSnap. ● Starts scanning.
4	[Stop] button (*1)	<ul style="list-style-type: none"> ● Turns the ScanSnap on or off. ● Stops scanning.
5	Base	-
6	Power LED	Indicates the status of the ScanSnap as follows: Blue (lit): Ready Blue (flashing): Scanning 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" \(page 52\)](#).

ATTENTION

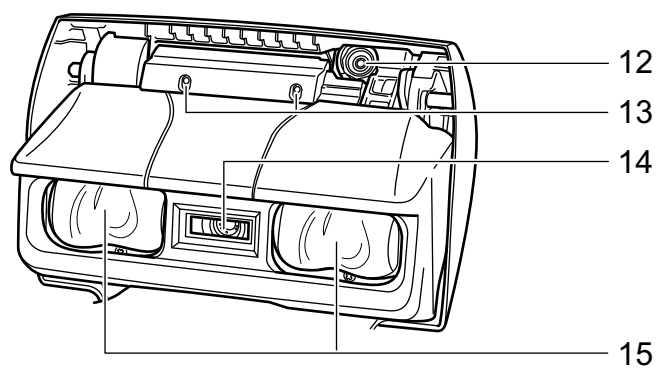
When carrying the ScanSnap, hold its base and neck. Do not carry the scanner by the head.

**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/>

Operating system (*1) (*2)	macOS High Sierra v10.13 (*3) macOS Sierra v10.12.1 or later (*3) OS X El Capitan v10.11
CPU	Intel® Core™ i5 2.5 GHz or higher
Memory	4 GB or more
Display resolution	1024 × 768 pixels or higher
Disk space	Free space required to install the software related to the ScanSnap is as follows: (*4) <ul style="list-style-type: none"> ● ScanSnap Manager: 640 MB ● ScanSnap Organizer: 95 MB ● CardMinder: 600 MB ● ABBYY FineReader for ScanSnap: 980 MB ● ScanSnap Online Update: 20 MB ● OCR Pack (*5) ● ScanSnap SV600 Basic Operation Guide: 100 MB ● Nuance PDF Converter for Mac: 140 MB
USB port	USB 3.0(*6)/USB 2.0/USB 1.1

*1: Updating Mac OS to the latest version is recommended.

*2: For the system requirements of the PDF editing software, refer to the following:

How to Install PDF Editing Software

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

*3: ABBYY FineReader for ScanSnap 5.0 is not supported.

*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.

- To scan a document, a disk space that is approximately three times larger than the size of the file to be saved is required.

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) in a list, 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. The data can be also shared with PIM (Personal Information Manager), such as Contacts.

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.

Evernote for Mac

You can easily save files in Evernote using the ScanSnap.

Dropbox for Mac

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

Nuance PDF Converter for Mac

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

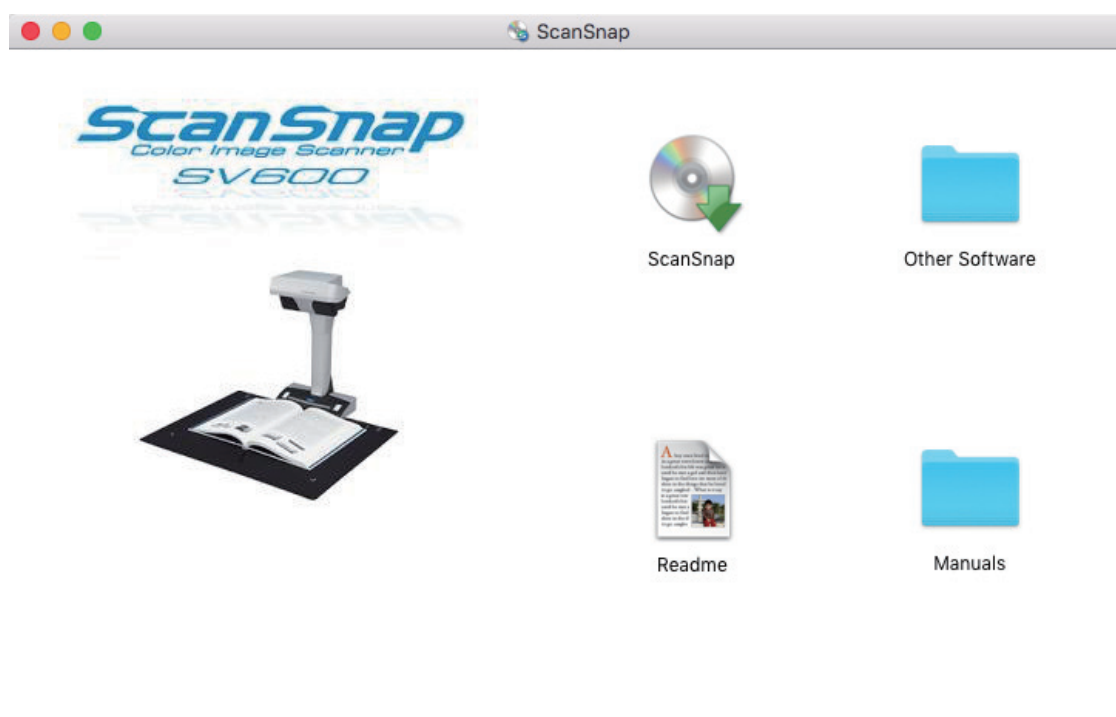
How to Install the Software

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

Icon	Function
ScanSnap	Starts installing software.
Other Software	Displays the [Other Software] window. From this window, you can access the download web pages of the software programs.
Readme	Displays the Readme file.
Manuals	The [Manuals] window appears. You can refer to Safety Precautions, Getting Started, the Basic Operation Guide (this manual), and the Advanced Operation Guide.

ScanSnap Manager Icon

When ScanSnap Manager is running, the ScanSnap Manager icon is displayed in the Dock.

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

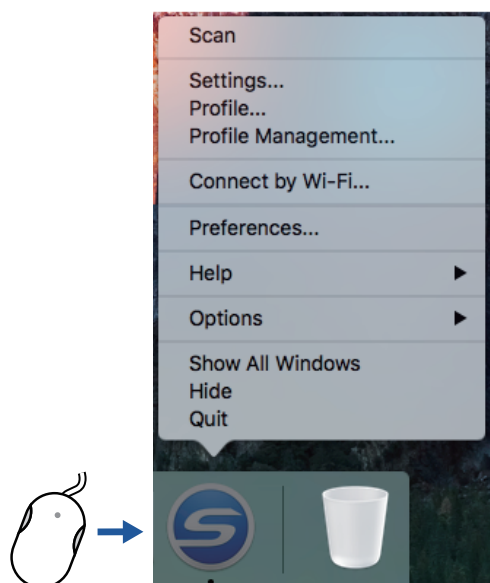
Turn the ScanSnap on to begin communication between ScanSnap Manager and the ScanSnap. For details about how to turn on the ScanSnap, refer to ["Turning the ScanSnap On" \(page 48\)](#).

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

- Clicking while holding down the [control] key on the keyboard
Displays the ["ScanSnap Manager Menu" \(page 42\)](#).
- Clicking
Displays the Profile menu.
For details, refer to the Advanced Operation Guide.


ScanSnap Manager Menu

This menu appears when you click the ScanSnap Manager icon  in the Dock while holding down the [control] key on the keyboard.



Click While Pressing the [control]
Key on the Keyboard

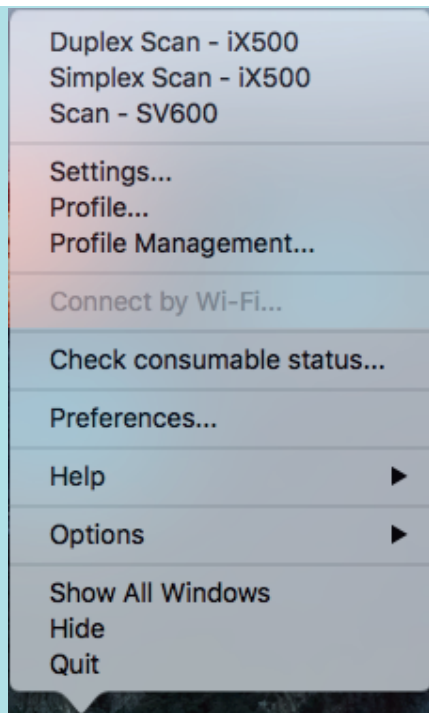
Item	Function
Scan	Scans the document placed in the scan area of the ScanSnap. Follows the settings configured in [Settings].
Settings	Displays the " ScanSnap Setup Window " (page 45). You can configure the scan settings in this window.
Profile	Displays the Profile menu. You cannot select this when the [Use Quick Menu] checkbox is selected in the ScanSnap setup window.
Profile Management	Displays the [ScanSnap Manager - Profile Management] window. You cannot select [Profile Management] when the [Use Quick Menu] checkbox is selected in the ScanSnap setup window. For details, refer to the Advanced Operation Guide.
Connect by Wi-Fi	Displays the [ScanSnap Manager - Connect by Wi-Fi] window. Available with iX500 and iX100.
Preferences	Displays the [ScanSnap Manager - Preferences] window.

Item	Function
Help	<p>Displays the following menu:</p> <ul style="list-style-type: none"> ● Help Opens the ScanSnap Manager Help. ● Troubleshooting Displays [Troubleshooting] in the ScanSnap Manager Help. ● ScanSnap Portal Site Opens the ScanSnap global homepage (http://scansnap.fujitsu.com). ● About ScanSnap Manager Displays the [ScanSnap Manager - Version Information] window. ● ScanSnap information Displays the [ScanSnap Manager - Scanner and driver information] window. Displayed when the ScanSnap and computer are connected. ● Online Update Starts the ScanSnap Online Update. For details, refer to "Updating the Software" (page 130).
To establish connection	Displayed when ScanSnap Manager is not communicating with the ScanSnap correctly.
Options	<p>Displays the following menu:</p> <ul style="list-style-type: none"> ● Keep in Dock Adds the ScanSnap Manager icon  to the Dock. ● Open at Login Automatically launches ScanSnap Manager when the computer is started up or logged in. ● Show in Finder Displays the contents of the [ScanSnap] folder by using the Finder.
Show All Windows	Shows all windows from ScanSnap Manager in thumbnails.
Hide/Show	Hides or shows all windows from ScanSnap Manager.
Quit	Quits 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.



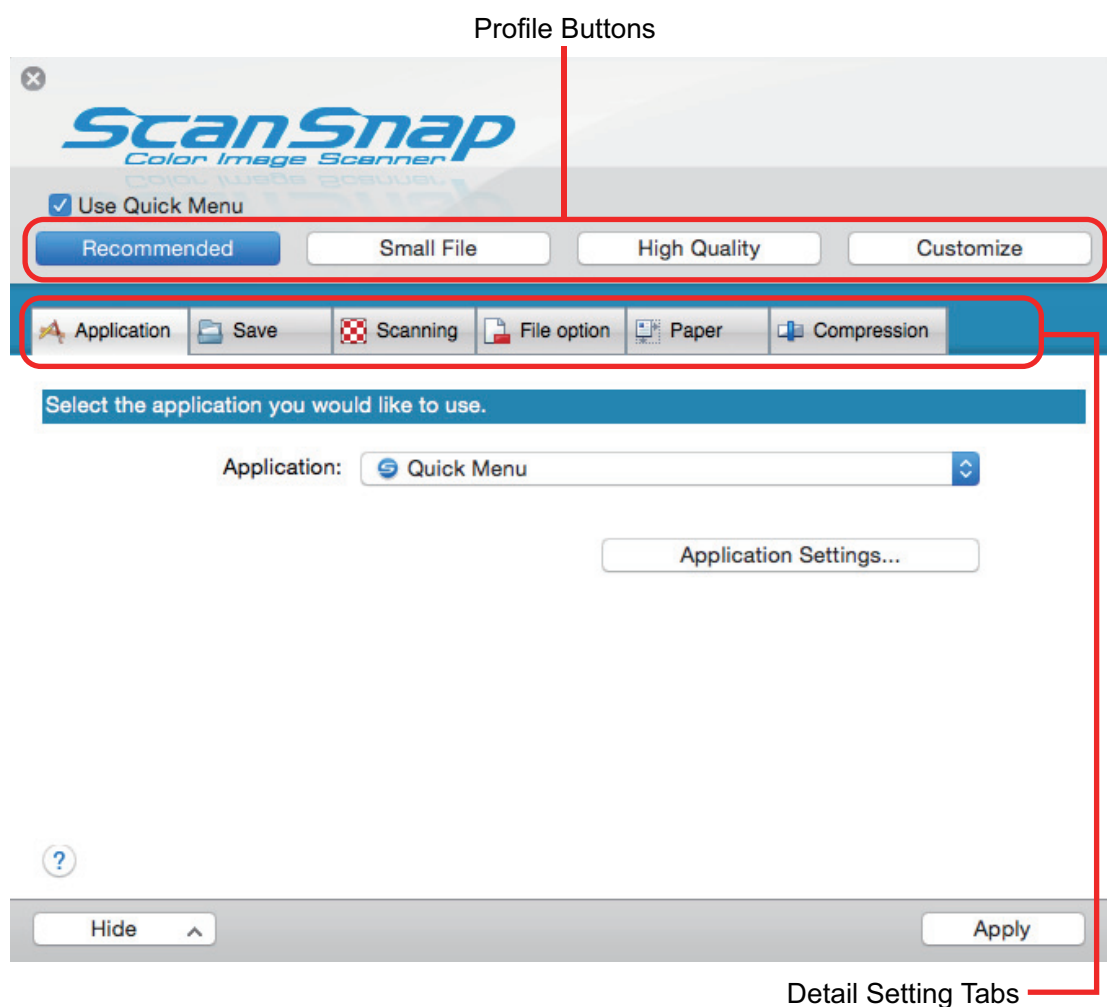
When SV600 and iX500 are connected to a computer

ScanSnap Setup Window

When you click the ScanSnap Manager icon  while holding down the [control] key on the keyboard, and then select [Settings] from the "ScanSnap Manager Menu" (page 42), the following ScanSnap setup window appears.

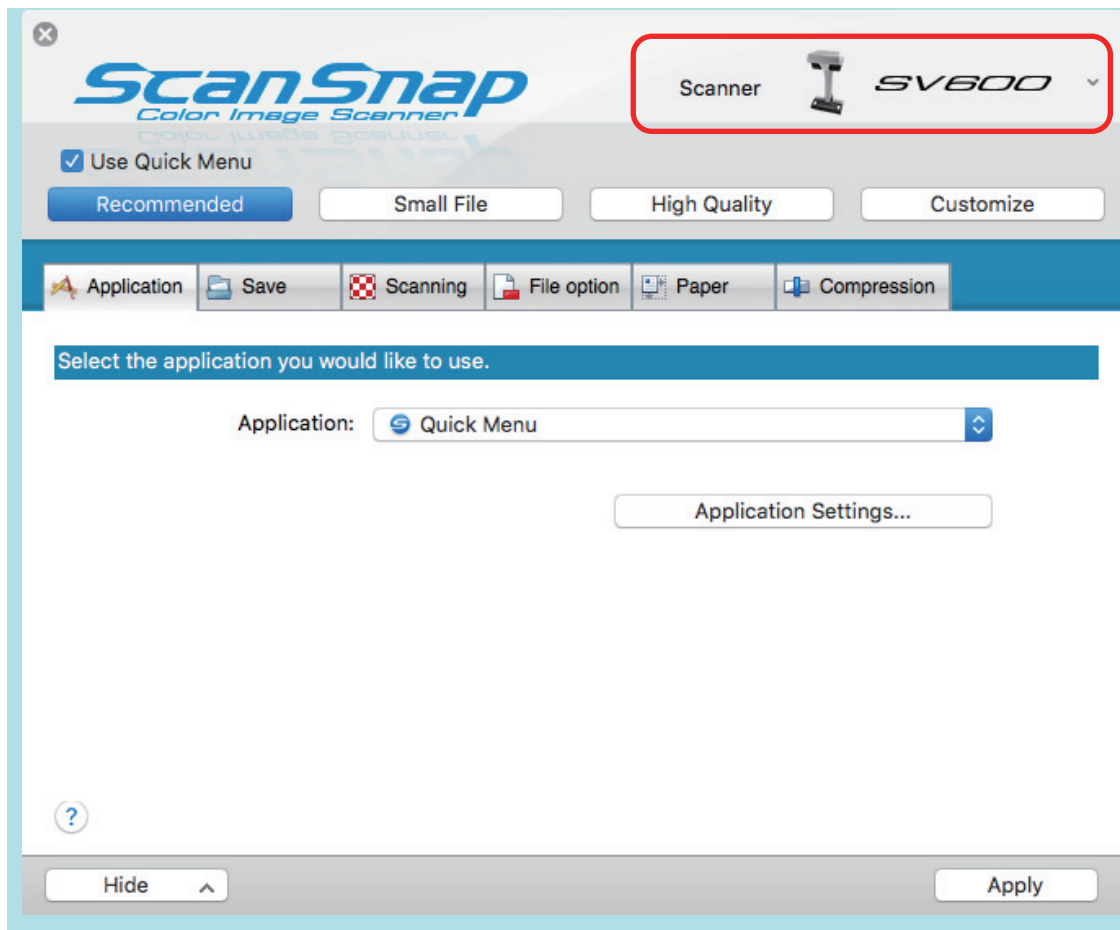
In the ScanSnap setup window, you can use the [Use Quick Menu] checkbox to specify whether or not to use the Quick Menu. You can also use the profile buttons and detail setting tabs to specify scan settings according to your scanning needs.

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" \(page 48\)](#)
- ["Turning the ScanSnap Off" \(page 50\)](#)
- ["Sleep Mode" \(page 51\)](#)
- ["Automatic Power OFF" \(page 52\)](#)



Turning the ScanSnap On

1. Turn on the computer.

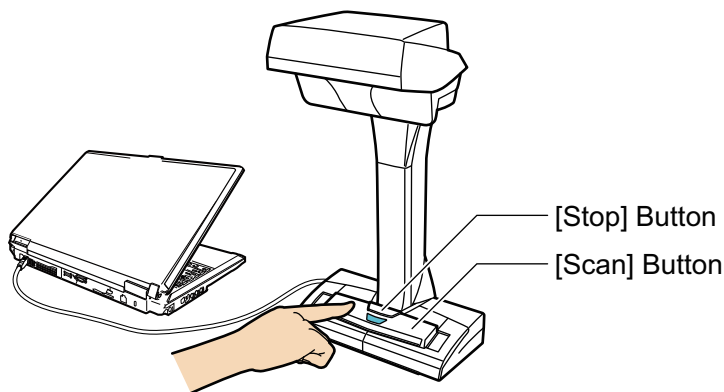
⇒ The computer starts up and the ScanSnap Manager icon  appears in the Dock.



HINT

- If the ScanSnap Manager icon  is not displayed in the Dock, click [Applications] from the sidebar in Finder, click [ScanSnap], and then double-click [ScanSnap Manager].
- If ScanSnap Manager does not automatically start when you log in to the computer, display the [System Preferences] window and select [Users & Groups] → [Current User] → [Login Items] → [] → [ScanSnap] → [ScanSnap Manager].



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 Dock changes from  to .

HINT

- It may take more time for the ScanSnap Manager icon in the Dock 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 window notifies you of the ScanSnap's communication status.

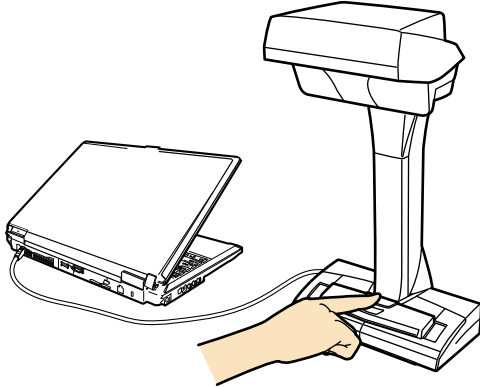
To disable notifications of the ScanSnap's communication status, change the setting in the following procedure:





1. Click the ScanSnap Manager icon  in the Dock while holding down the [control] key on the keyboard, and then select [Preferences] from the "[ScanSnap Manager Menu](#)" ([page 42](#)).
⇒ 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 Dock 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 window notifies you of the ScanSnap's communication status.

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

1. Click the ScanSnap Manager icon  in the Dock while holding down the [control] key on the keyboard, and then select [Preferences] from the "ScanSnap Manager Menu" (page 42).

⇒ 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. Click the ScanSnap Manager icon  in the Dock while holding down the [control] key on the keyboard, and then select [Preferences] from the "ScanSnap Manager Menu" (page 42).
 - ⇒ 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 window notifies 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

Document type	Flat documents, such as office paper, postcards, and business cards	Thick documents, such as books
Document thickness	5 mm (0.2 in.) or less	5 to 30 mm (0.2 to 1.18 in.)
Paper size	Width: 25.4 to 432 mm (1 to 17 in.) Length: 25.4 to 300 mm (1 to 11.8 in.)	Width: 25.4 to 400 mm (1 to 15.7 in.) 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" \(page 53\)](#).

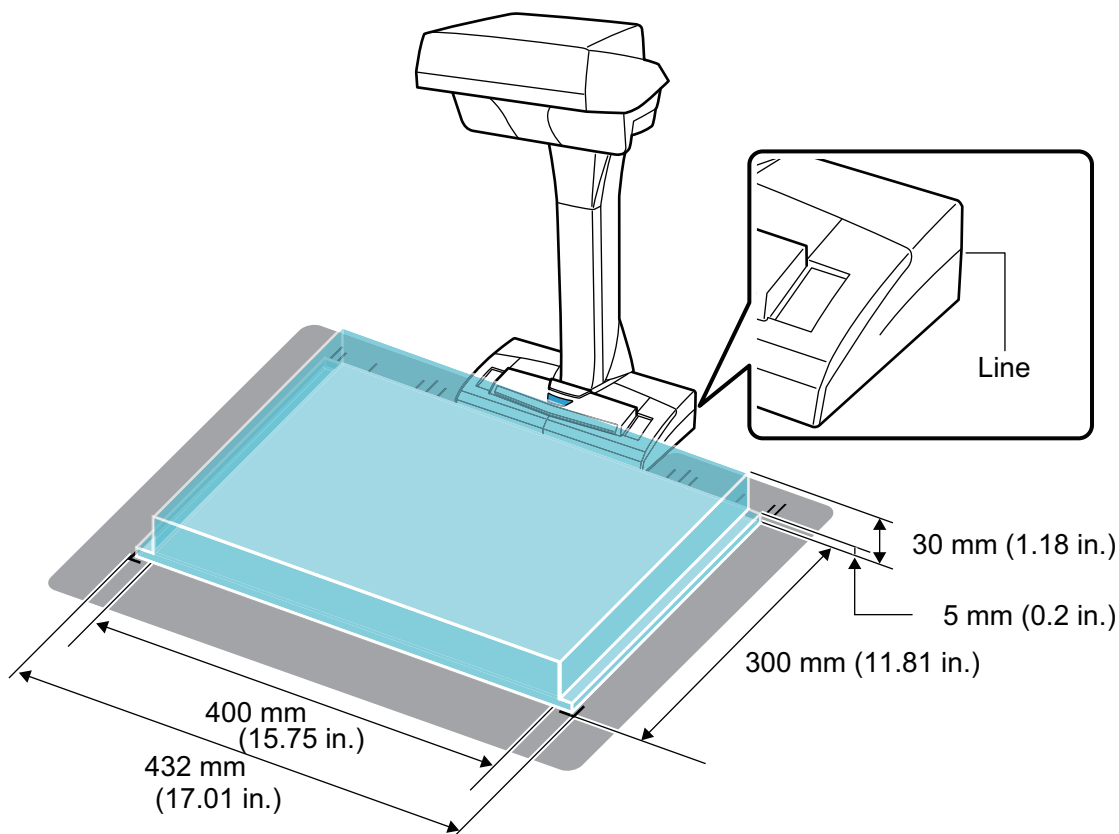
- ["Scan Area" \(page 54\)](#)
- ["When Placing a Standard Size Document" \(page 55\)](#)
- ["When Placing a Book" \(page 55\)](#)
- ["When Placing Multiple Documents at Once" \(page 55\)](#)

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

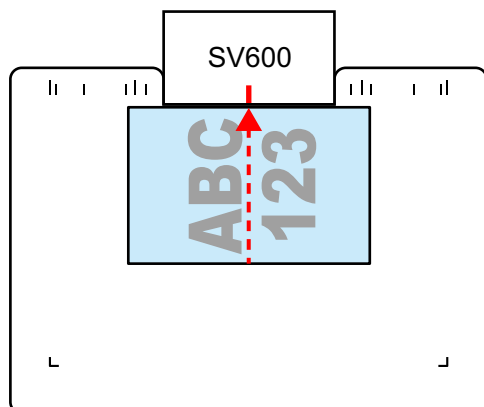


ATTENTION

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 45), align the center of the document with the centering mark on the ScanSnap.



When Placing a Book

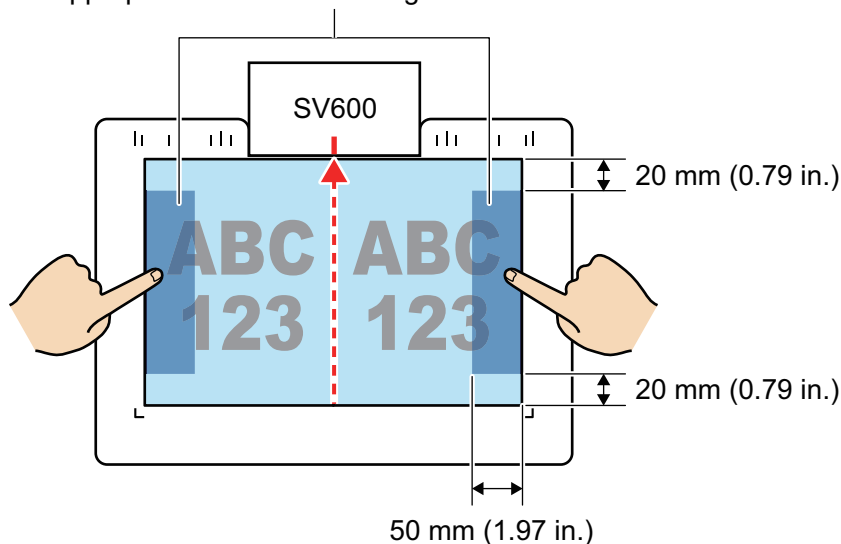
Place a book as follows:

- 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

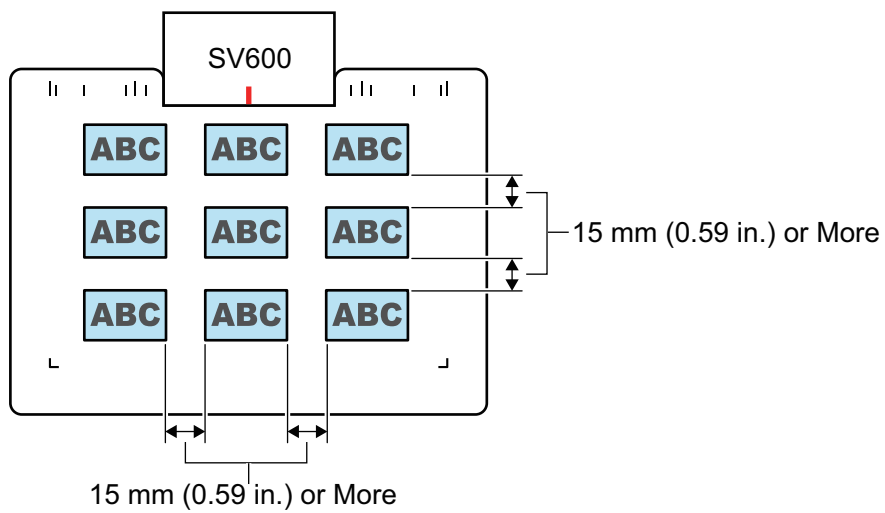


When Placing Multiple Documents at Once

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.

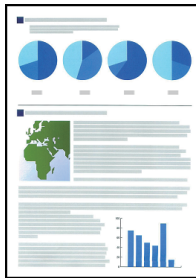
- ["What You Can Do with the ScanSnap Organizer" \(page 58\)](#)
- ["What You Can Do with CardMinder" \(page 64\)](#)

What You Can Do with the ScanSnap Organizer

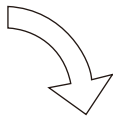
ScanSnap Organizer is an application used for displaying, organizing, and managing image data (PDF or JPEG files) scanned with the ScanSnap.

You can use this application to create folders and arrange files for various uses.

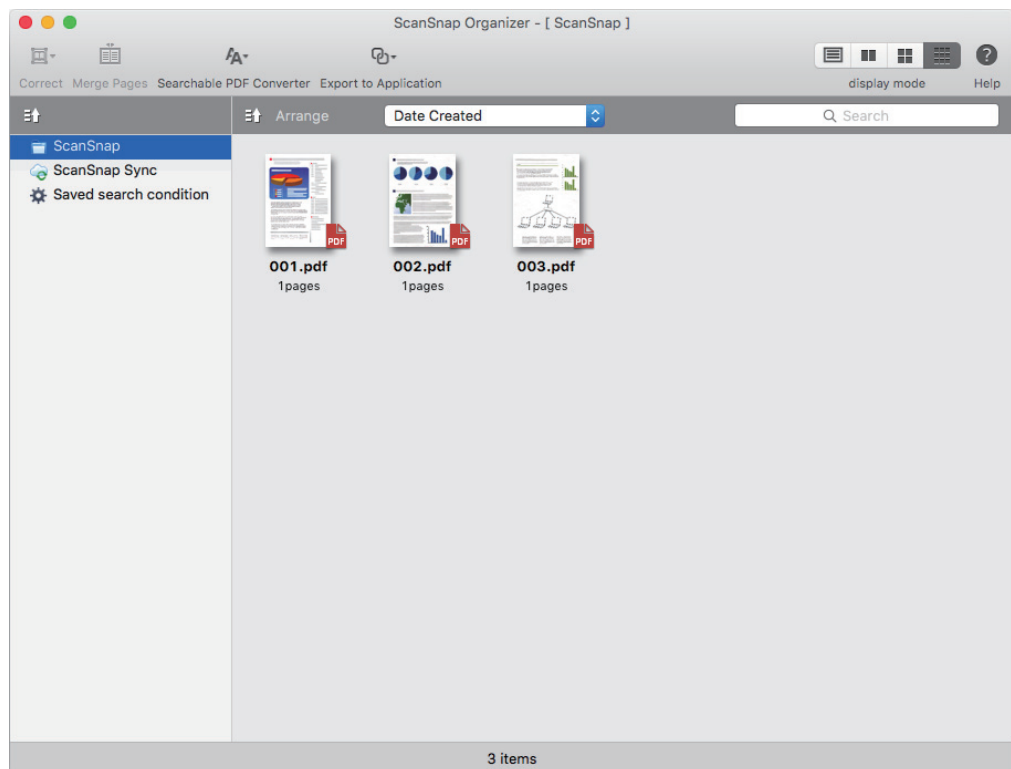
Pages of a PDF file can be opened with an associated application to check the scanned image data.



Scan documents with the ScanSnap



Main Window

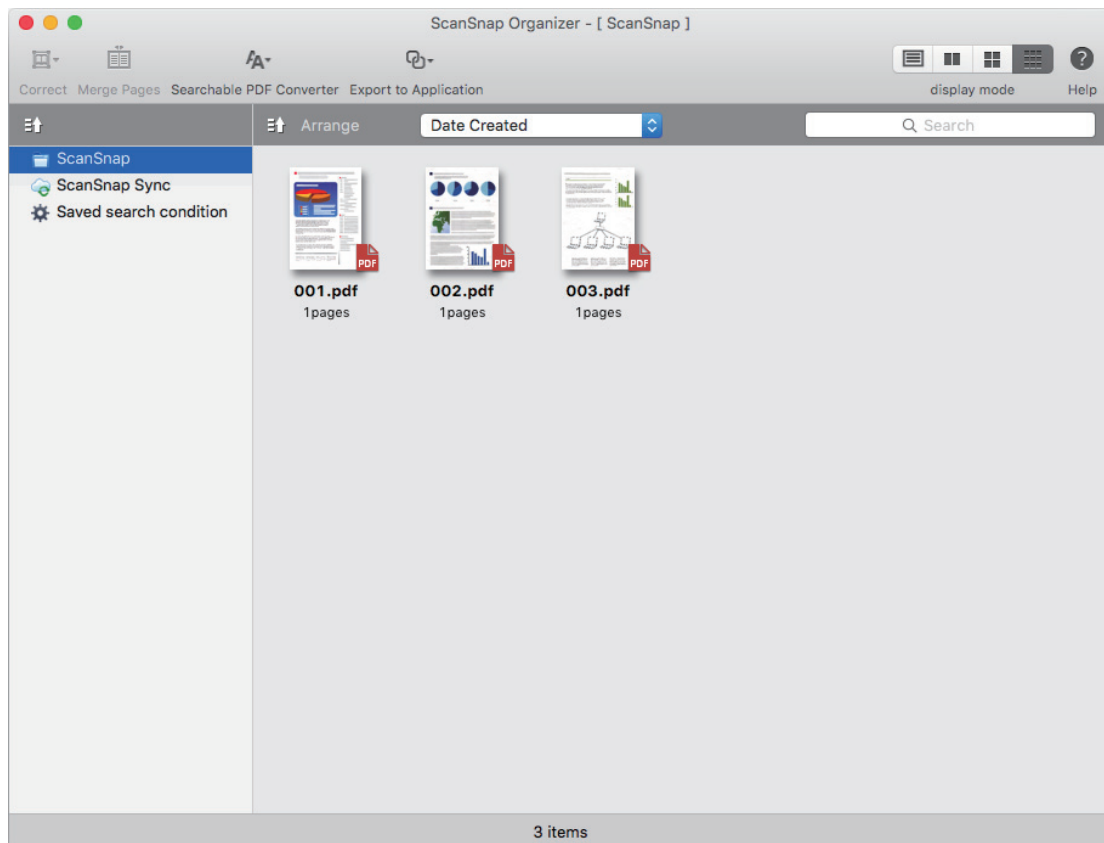


- "Basic Operation Procedure of ScanSnap Organizer" (page 59)
- "Managing Files" (page 60)
- "Editing Files" (page 62)
- "Using Files" (page 63)

Basic Operation Procedure of ScanSnap Organizer

This section explains the basic operation procedure of ScanSnap Organizer.

1. From the sidebar in Finder, select [Applications] → [ScanSnap Organizer], and then double-click [ScanSnap Organizer] to start up ScanSnap Organizer.



2. Scan documents with the ScanSnap.
⇒ A list of scanned images is displayed in ScanSnap Organizer.

Managing Files

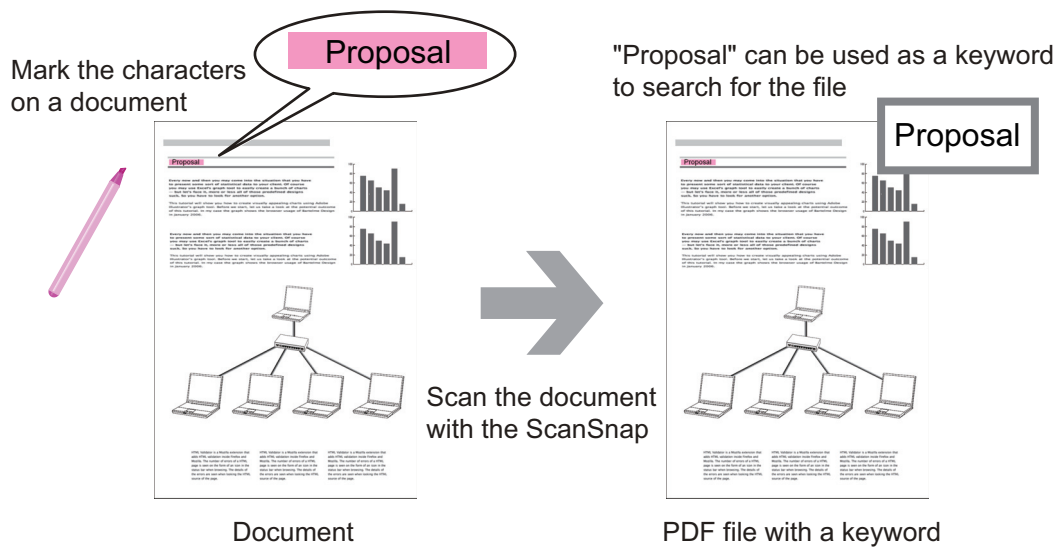
For details about operations, refer to the ScanSnap Organizer Help.

Setting a Marked Character String as a Keyword

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

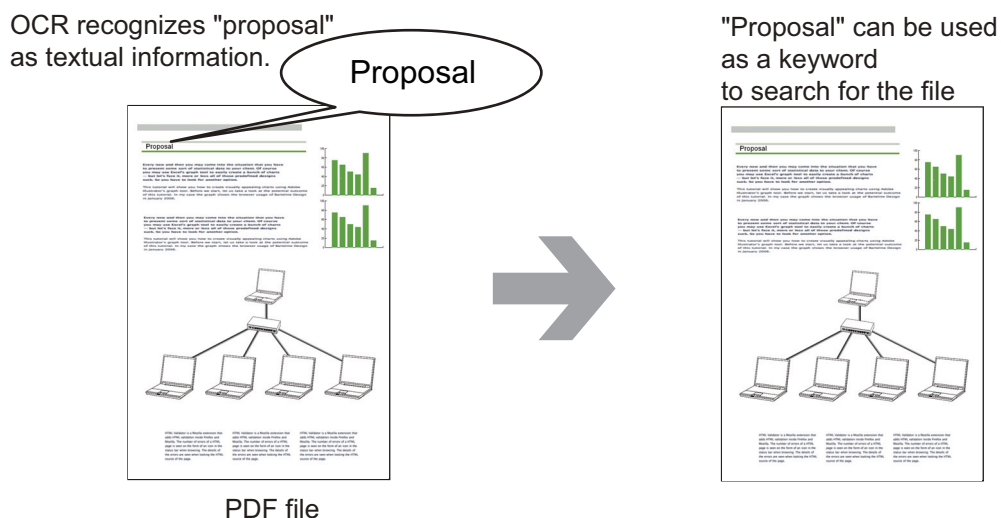
These keywords can be used when you search for PDF files.

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.



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.



Searching Files

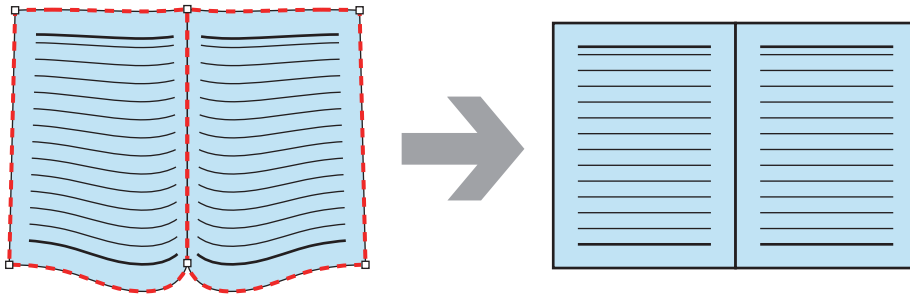
You can search files that are managed in ScanSnap Organizer.

Editing Files

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

Correcting a book distortion

By starting Book Image Viewer from ScanSnap Organizer, 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.

Sending Files by E-mail

Files can be sent by e-mail.

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.

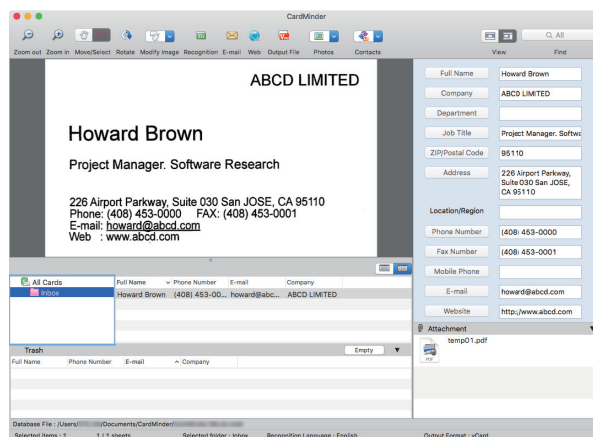
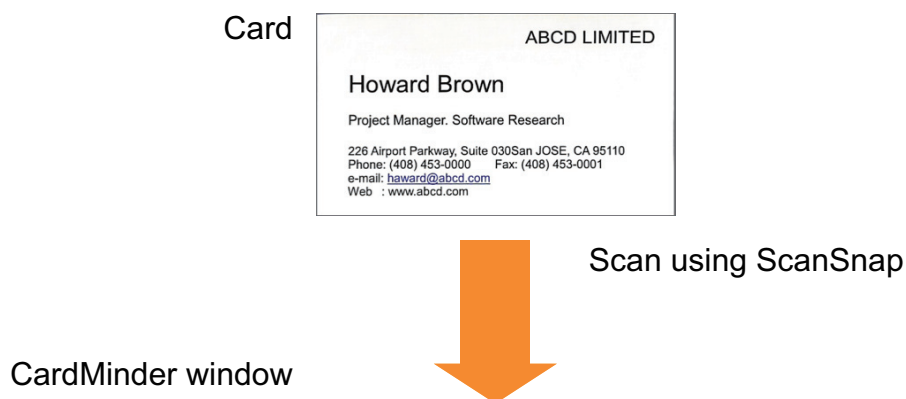
A "JPEG (Save together)" file consists of multiple images that are scanned with ScanSnap Connect Application.

What You Can Do with CardMinder

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

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 also enables business card data to be quickly searched from other applications.



Recognized data

Share the recognized data with PIM
(Example: Contacts)

- "Basic Operation Procedure of CardMinder" (page 66)
- "Linking Card Data with Other Applications" (page 69)
- "Searching Card Data with the Basic Search Toolbar" (page 70)
- "Searching Card Data with Keyboard Shortcuts" (page 71)

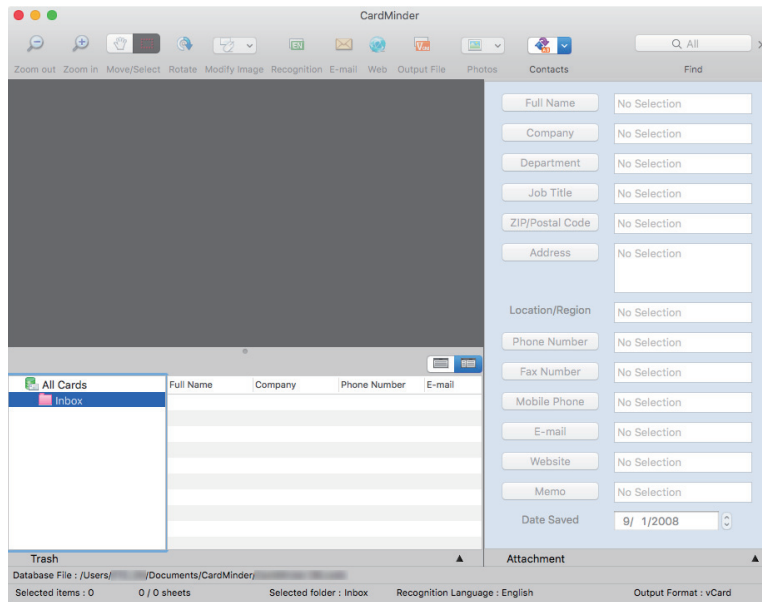
- ["Attaching a File to Card Data" \(page 72\)](#)

Basic Operation Procedure of CardMinder

This section explains the basic operation procedure of CardMinder.

1. Start CardMinder.

From the sidebar in Finder, select [Applications] → [CardMinder], and then double-click [CardMinder].



2. Scan a card with the ScanSnap.

Load a card in the ScanSnap and press the [Scan] button to start scanning the 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 Card Data Edit view.

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

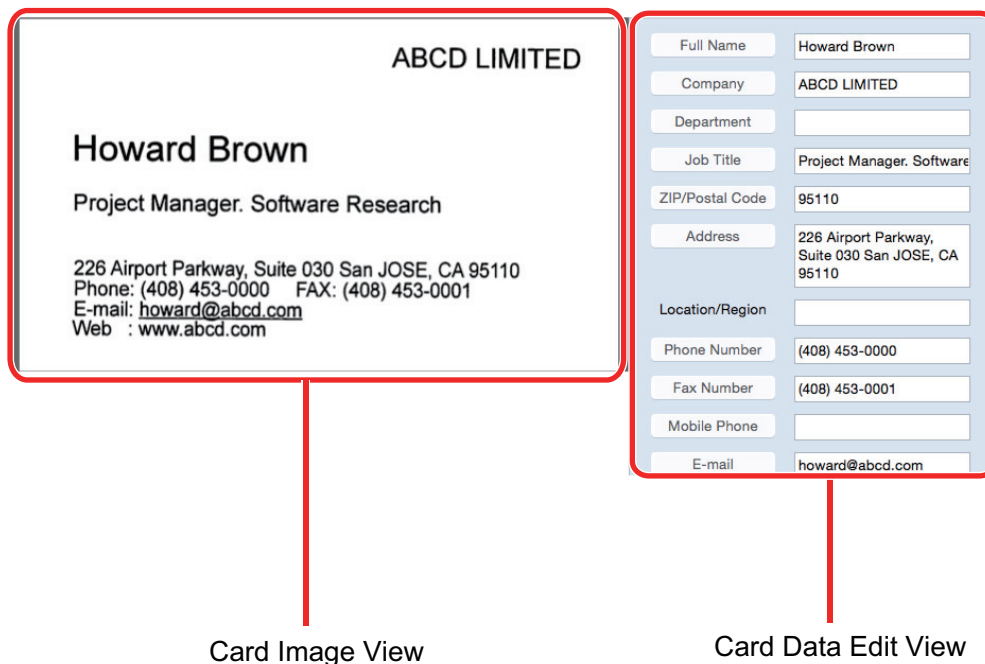
ATTENTION

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 Card Data Edit view.

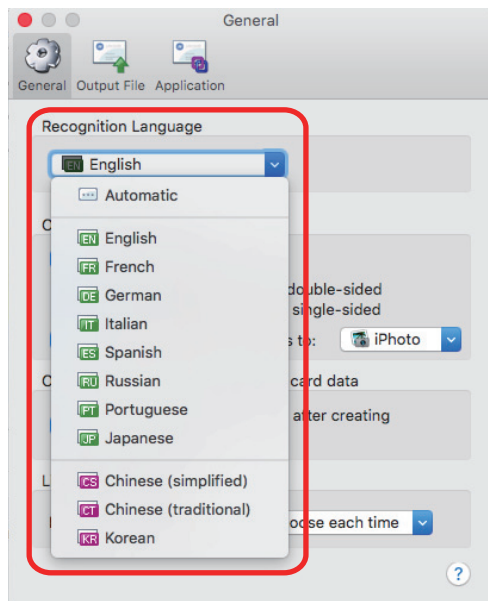


Card Image View

Card Data Edit View

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

1. Select [CardMinder] menu → [Preferences].
⇒ The [General] window appears.
2. Select a language for the character strings to be recognized from [Recognition Language].



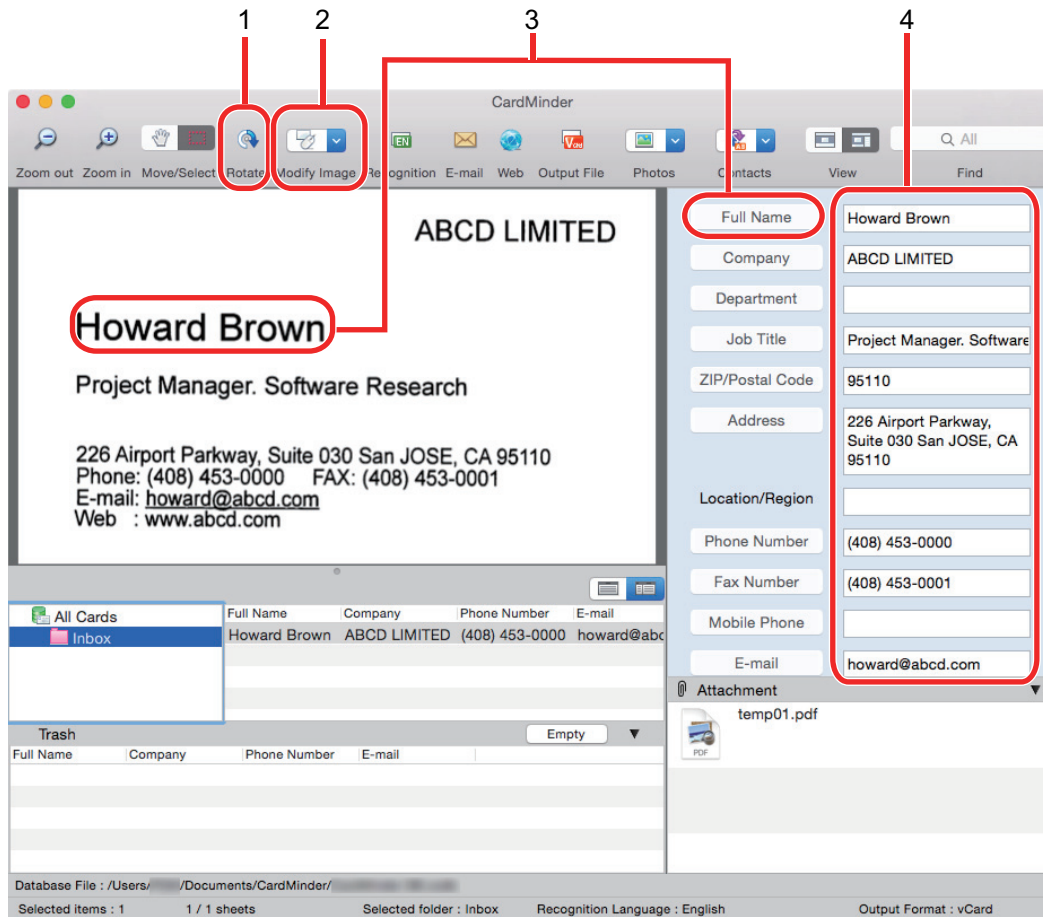
⇒ The recognition language changes.

3. Close the [General] window.
4. Click the [Recognize] button on the Toolbar again.
⇒ 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 Card Data Edit view
- Correcting the orientation of the card image or switching the front and back images



No.	Description
1	Using the [Rotate] button, you can rotate the card image.
2	Using the [Modify Image] button, you can switch the front and back images of the card image, create double-sided cards, and delete the back image.
3	By selecting character strings in the card image and then clicking the buttons of the appropriate fields in the Card Data Edit view, you can redo the recognition process on the selected areas.
4	You can directly correct the text of each field in the Card Data Edit view.

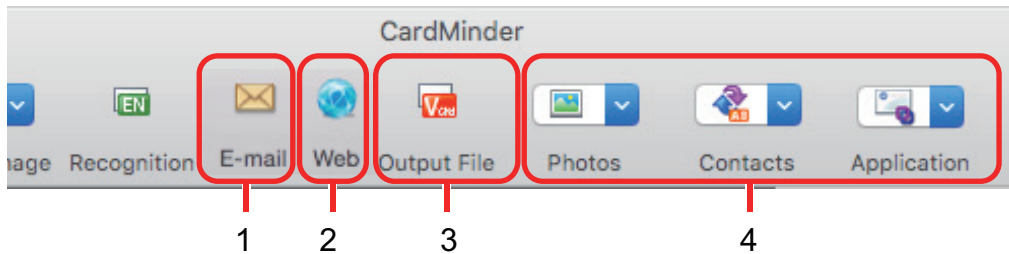
6. Exit CardMinder.

Click [CardMinder] menu → [Quit CardMinder] to quit CardMinder.

Linking Card Data with Other Applications

Click the following buttons on the Toolbar to use card data in a variety of applications.

The following explains an example in which the Toolbar is customized to display the [Application] button.



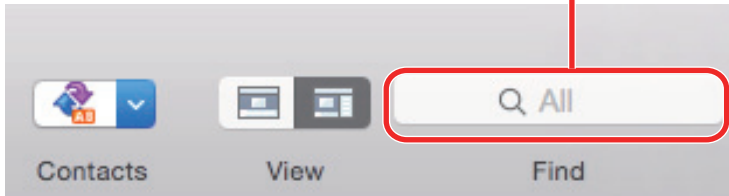
No.	Item	Description
1	E-mail	You can start an e-mail program, using the e-mail address specified in [E-mail] for the card data as the destination address.
2	Internet search	You can search the URL specified in [Website] for the card data with a web browser.
3	Outputting card data in a different format	You can output card data in the vCard, CSV, text, or ContactXML format.
4	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.

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.

Find (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 Card Data List view.

Searching Card Data with Keyboard Shortcuts

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

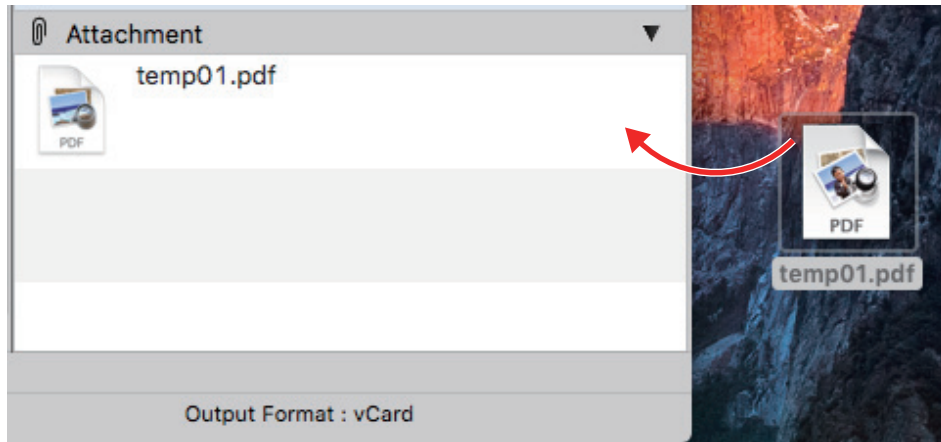
- 1. Drag the mouse to select a character string you want to search for.**
- 2. Press [command ⌘] + [shift] + [&] keys on the keyboard at the same time.**
 - ⇒ While the Card Data Edit view is hidden, CardMinder starts and search is executed.
Card data matching the search conditions is displayed in the Card Data List view.

HINT

- Depending on the keyboard type, you may not have to press the [shift] key.
- If the keyboard shortcuts do not work, check the [Search Selected Text in CardMinder] shortcut key by selecting [System Preferences] → [Keyboard] → [Services] in the [Keyboard Shortcuts] tab, and change the shortcut key to the one to be used.

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" \(page 74\)](#)
- ["Saving Business Cards to a Computer" \(page 77\)](#)
- ["Scanning Documents Using Page Turning Detection" \(page 80\)](#)
- ["Scanning Documents Using Timed Mode" \(page 84\)](#)
- ["Scanning Documents with Two ScanSnaps Connected to a Computer" \(page 87\)](#)

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.

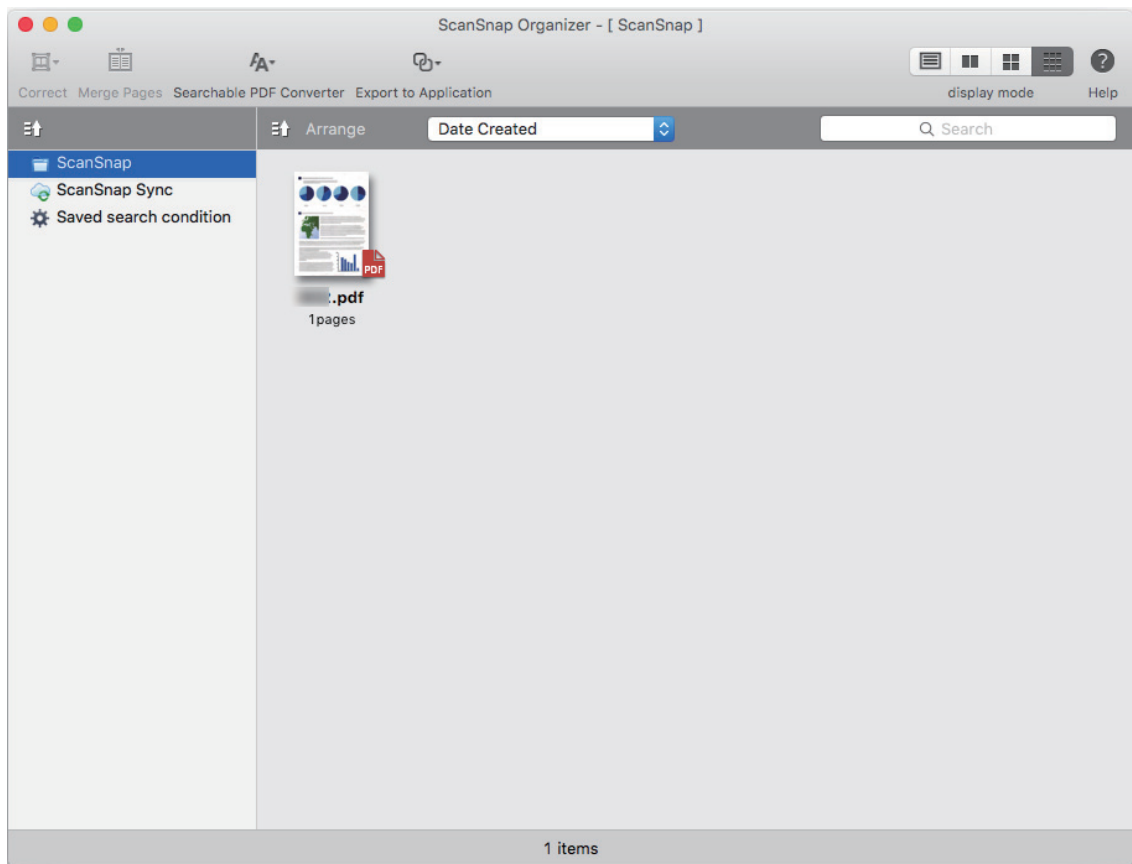
For details about scanning a document, refer to "Scanning a Document" (page 18).

⇒ The Quick Menu appears.



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

⇒ The [ScanSnap Organizer] window appears.



3. From the menu bar, select [File] → [New Folder].

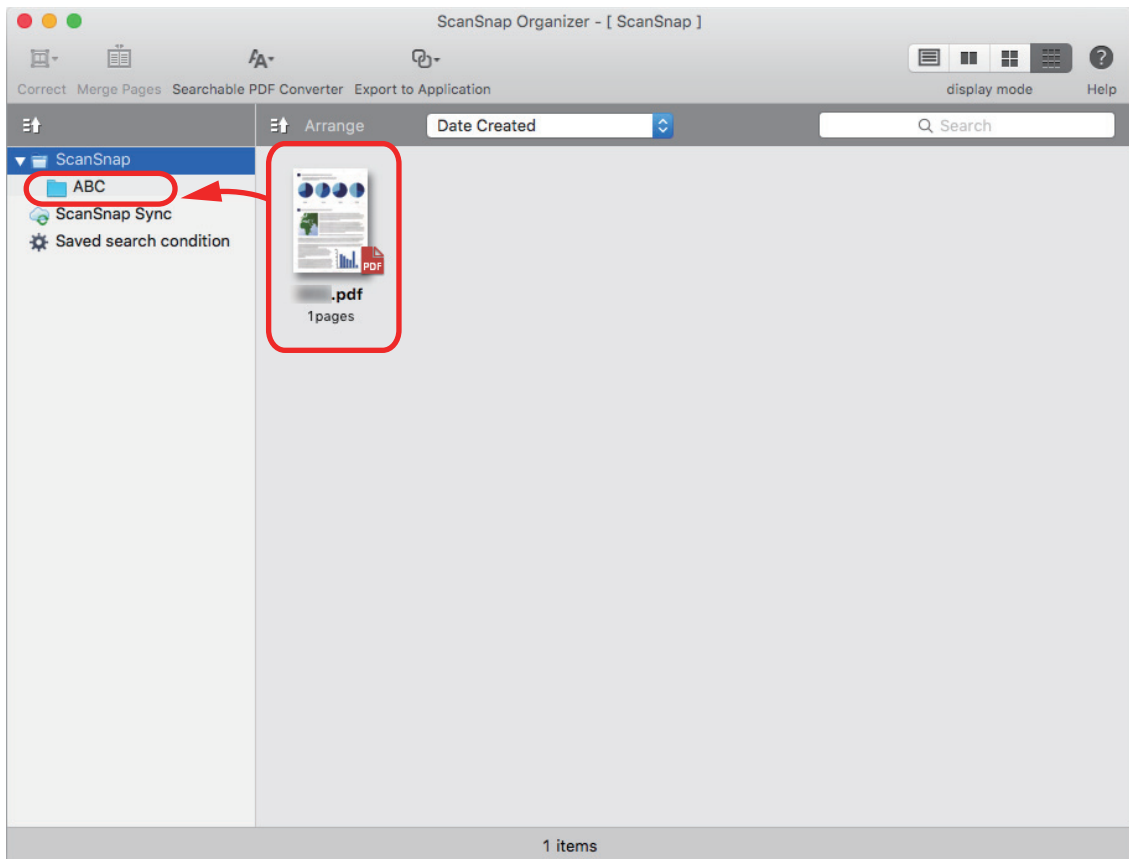
⇒ A new folder is created in the folder list.

4. Rename the created folder.

HINT

To create multiple folders, repeat steps 3 to 4.

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



⇒ The scanned image is moved to the folder.

HINT

For details about other functions, 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 in 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.

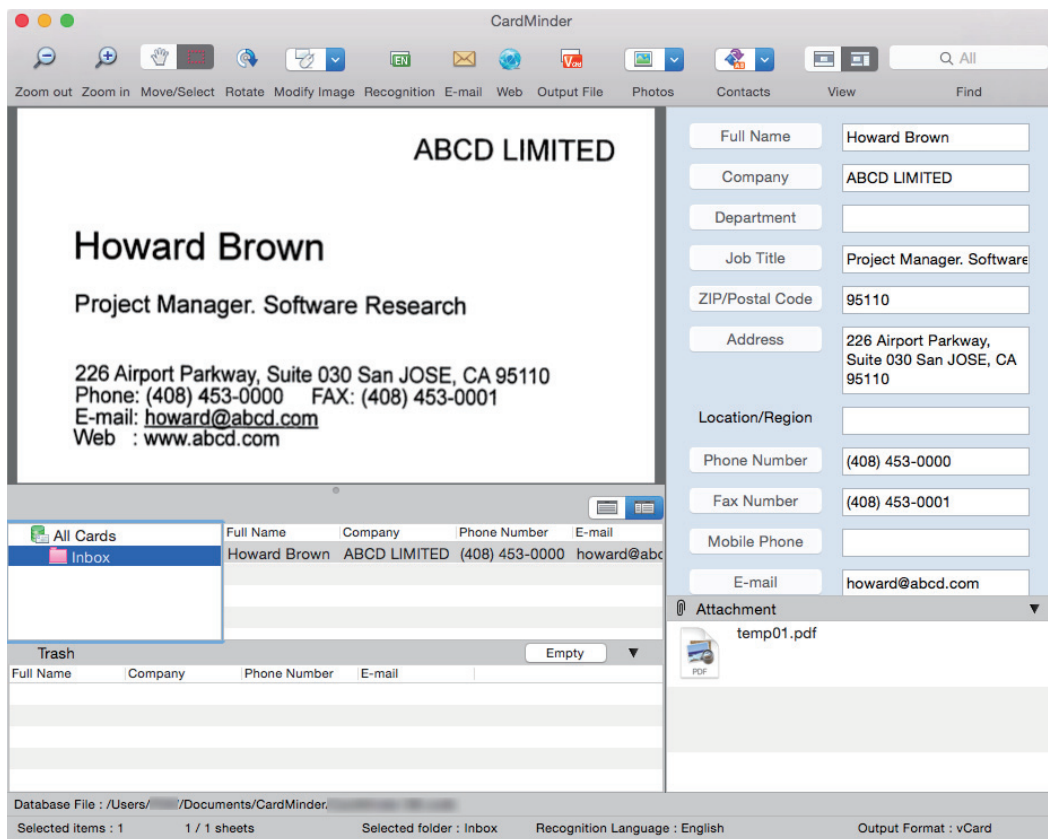
For details about scanning business cards, refer to ["Scanning Multiple Documents at Once"](#) (page 28).

⇒ The Quick Menu appears.



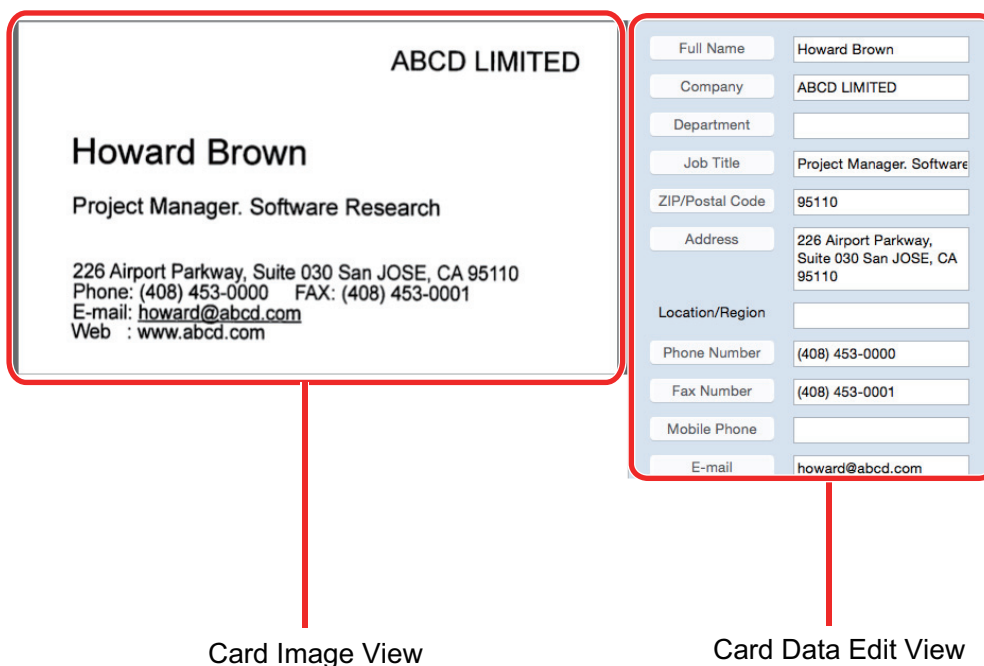
2. Click the [CardMinder] icon in the Quick Menu.

⇒ The [CardMinder] window appears.



3. Check the card data.

Make sure that the text on the card images are displayed correctly in the Card Data Edit view. 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

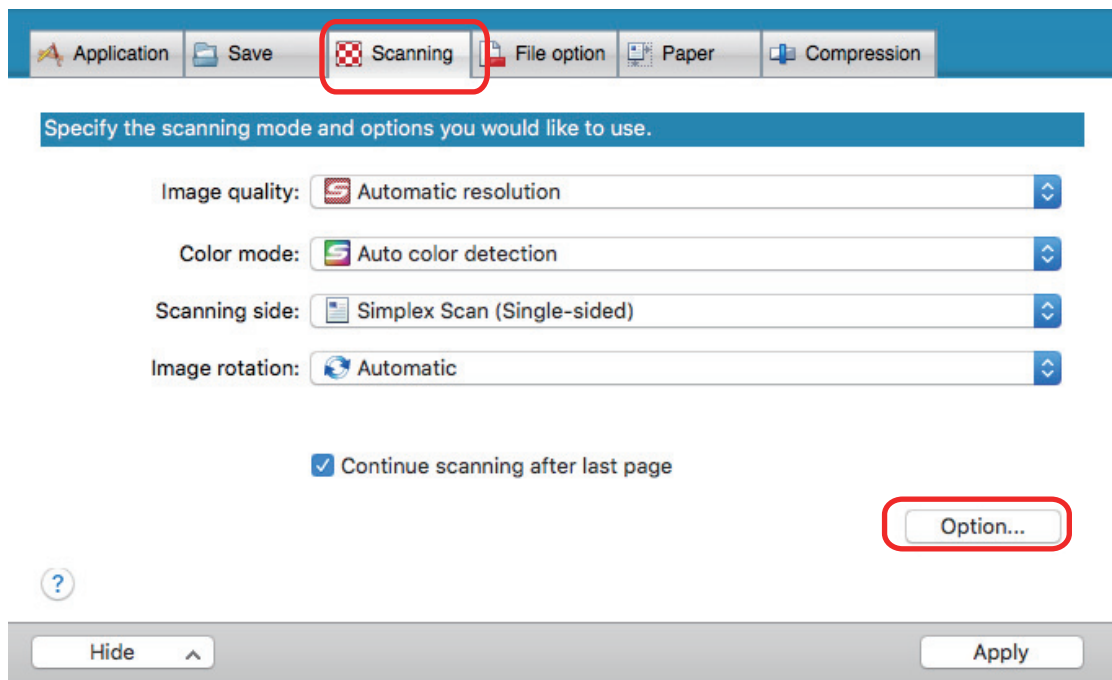
Books that are smaller than A4 (210 × 297 mm)/Letter (8.5 × 11 in. (216 × 279.4 mm)) when opened in a double-page spread

Example: Comic books or pocket edition books

HINT

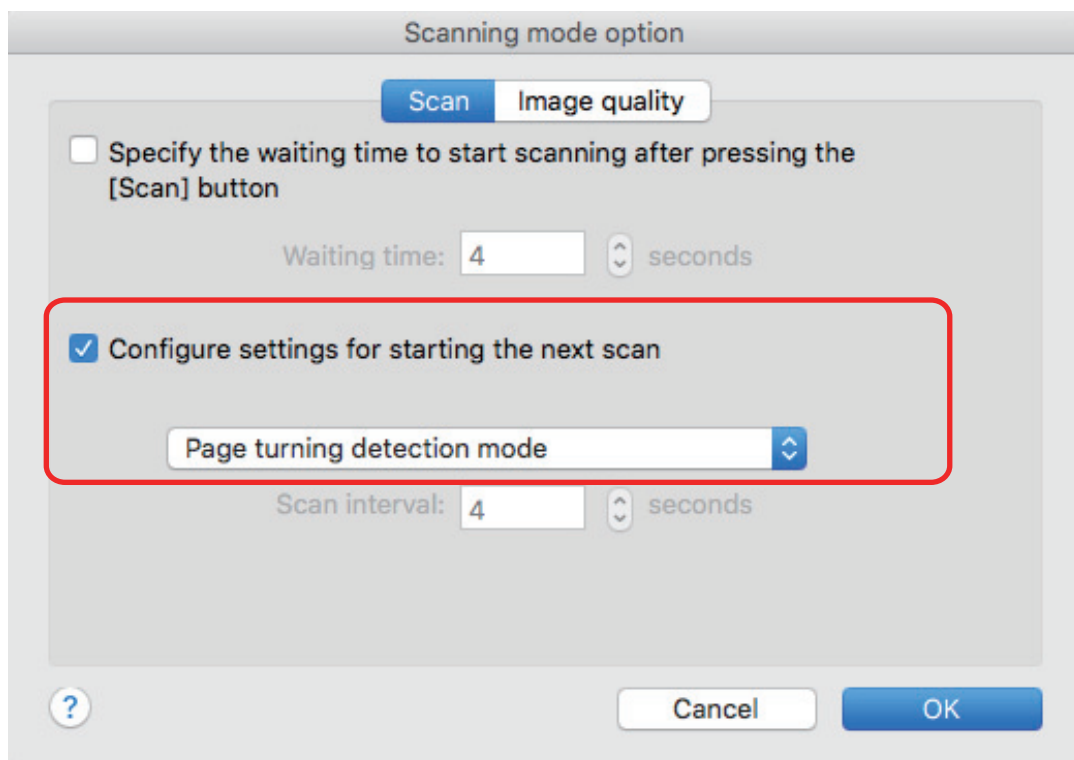
When scanning a document, you can also enable page turning detection by holding down the [Scan] button on the ScanSnap for 2 seconds or longer. When this is the case, after you finish scanning the documents, page turning detection becomes disabled again.

1. Click the ScanSnap Manager icon  in the Dock while holding down the [control] key on the keyboard, and select [Settings] from the "ScanSnap Manager Menu" (page 42).
⇒ The ScanSnap setup window appears.
2. In the "ScanSnap Setup Window" (page 45), 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].



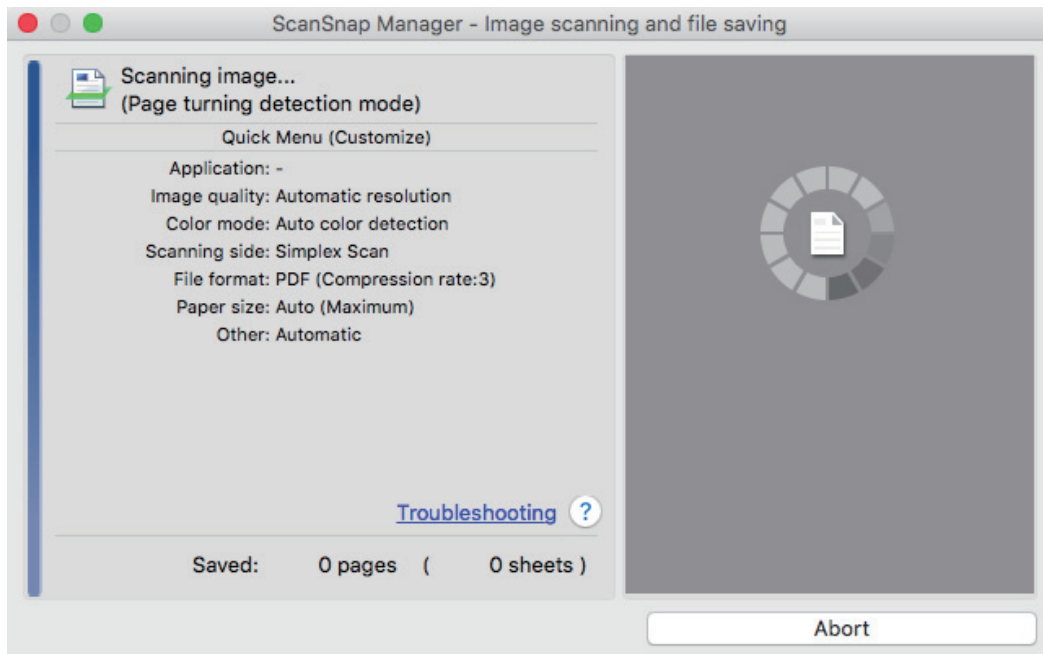
4. Click the [OK] button to close the [Scanning mode option] window.
5. Click the [Apply] button in the ScanSnap setup window.
6. Click the [X] button in the upper left of the window to close the ScanSnap setup window.

7. Open the page of a book you want to scan and place the book in the scan area of the ScanSnap.

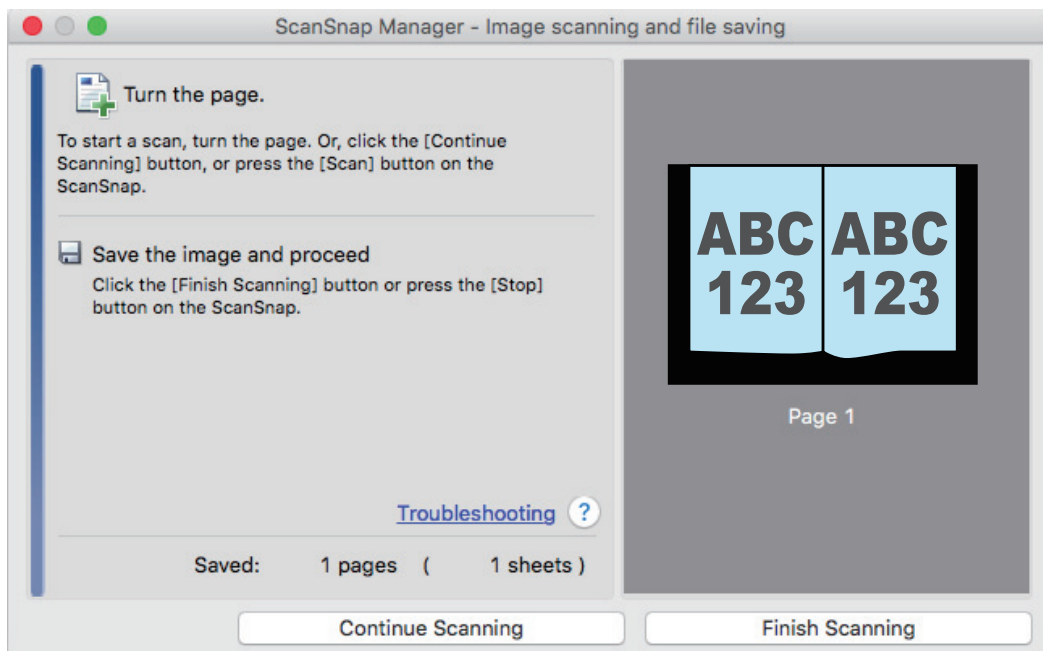
For details, refer to "How to Place Documents" (page 54).

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

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

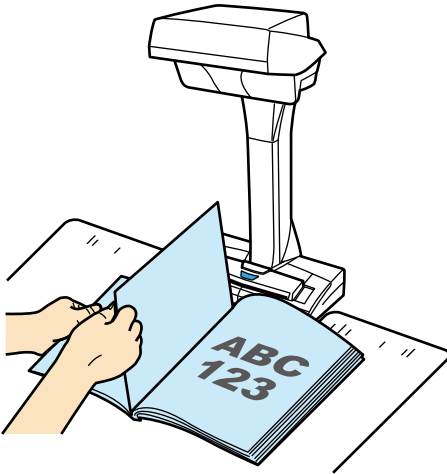


⇒ Once the scanning of the book page is complete, [Turn the page.] appears on the [ScanSnap Manager - Image scanning and file saving] window.



9. 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 9.

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

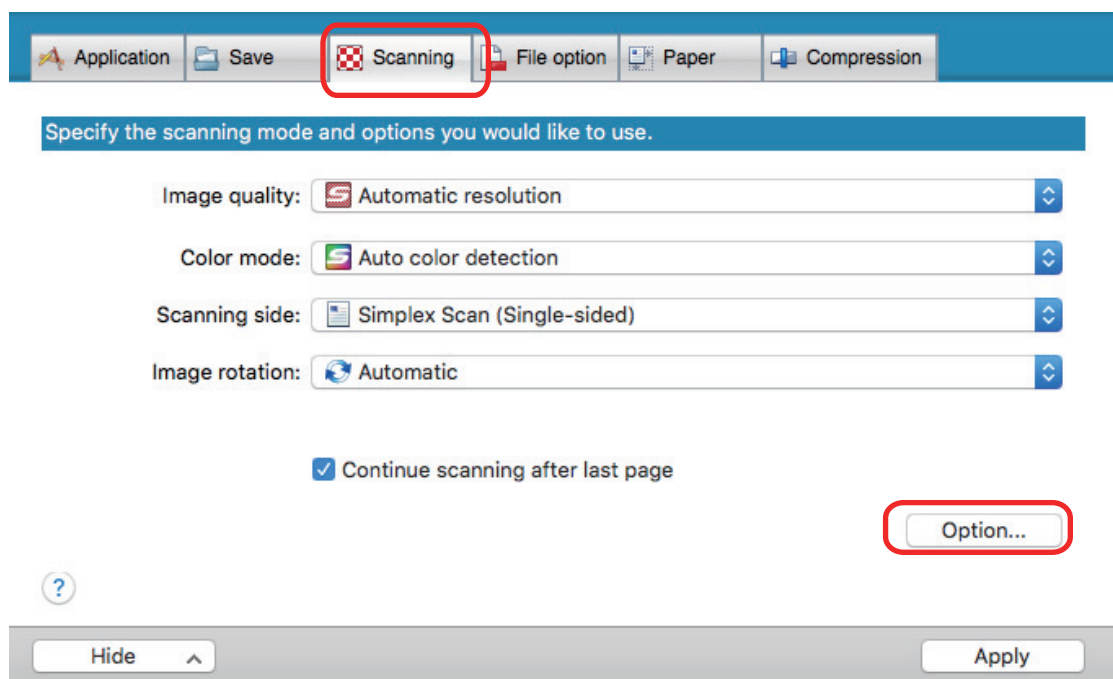
Scanning Documents Using Timed Mode

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

1. Click the ScanSnap Manager icon  in the Dock while holding down the [control] key on the keyboard, and select [Settings] from the "ScanSnap Manager Menu" (page 42).

⇒ The ScanSnap setup window appears.

2. In the "ScanSnap Setup Window" (page 45), select the [Scanning] tab, and click the [Option] button.

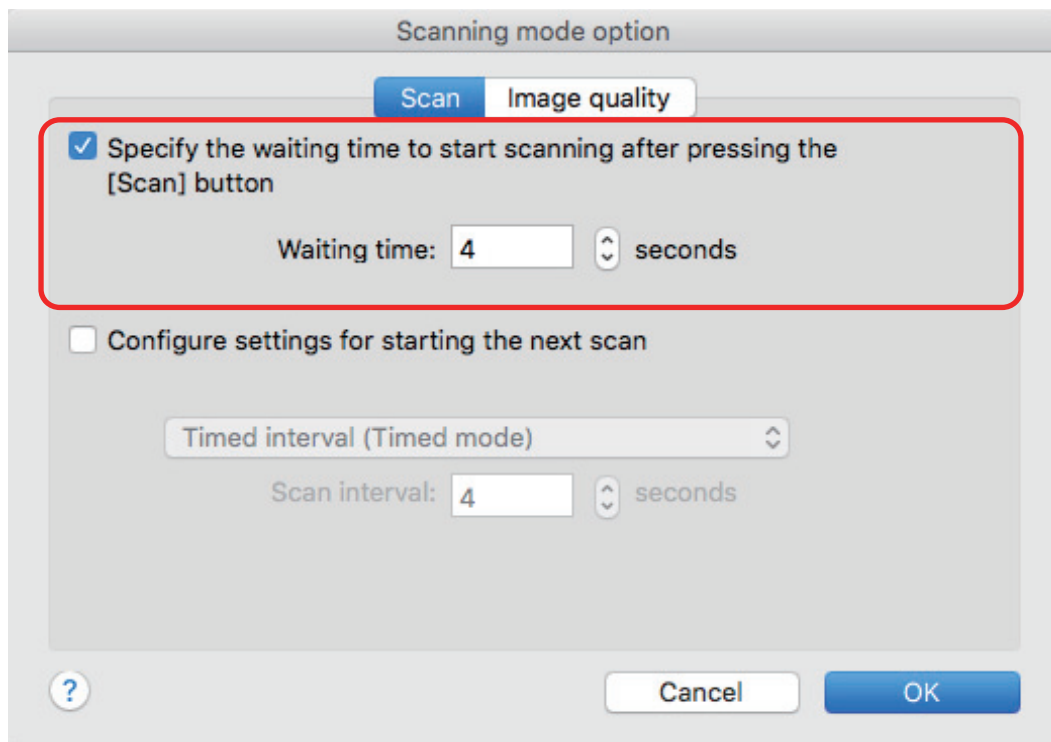


⇒ The [Scanning mode option] window appears.

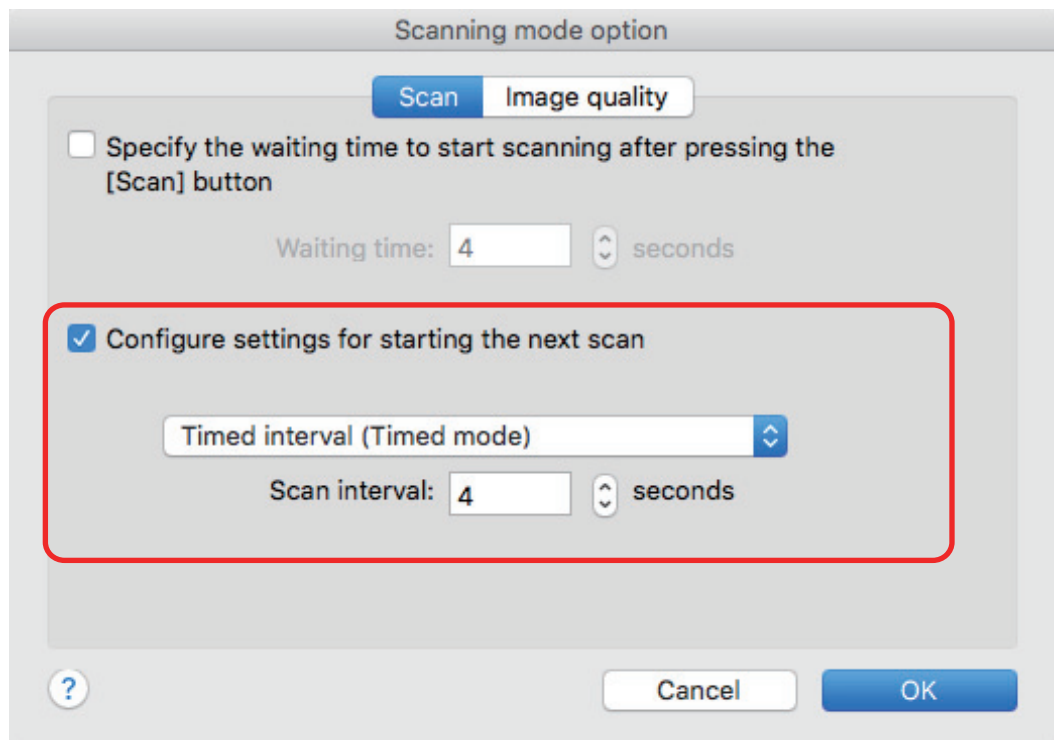
3. Set the time period before the ScanSnap starts scanning a document.

- 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].



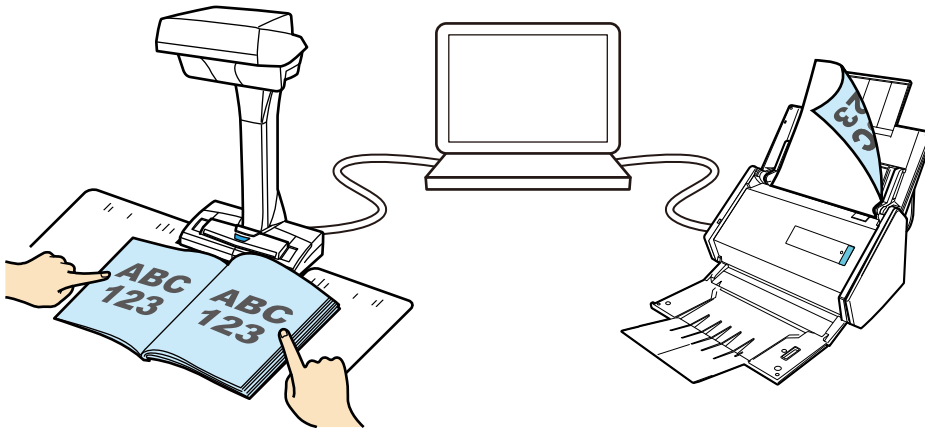
4. Click the [OK] button to close the [Scanning mode option] window.
5. Click the [Apply] button in the ScanSnap setup window.

- 6.** Click the  button in the upper left of the window to close the ScanSnap setup window.
 - 7.** Place a document with the scanned side face-up in the scan area of the ScanSnap.
For details, refer to ["How to Place Documents" \(page 54\)](#).
⇒ Scanning starts after the time period specified in [Waiting time] passes.
 - 8.** Press the [Scan] button on the ScanSnap.
⇒ Scanning starts after the time period specified in [Waiting time] passes.
 - 9.** 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" \(page 54\)](#).
⇒ Scanning starts after the time period specified in [Scan interval] passes.
- HINT**
To continue scanning, repeat step 9.
- 10.** 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

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" \(page 89\)](#)
- ["Scanning Books" \(page 94\)](#)
- ["Scanning Multiple Documents at Once" \(page 107\)](#)

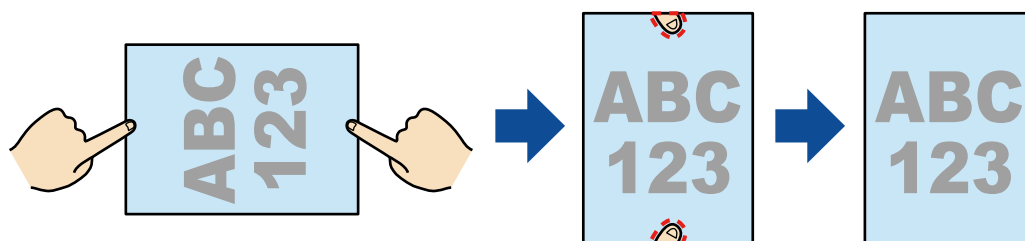
Scanning a Document

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 \(When a Document Is Scanned\)" \(page 90\)](#)

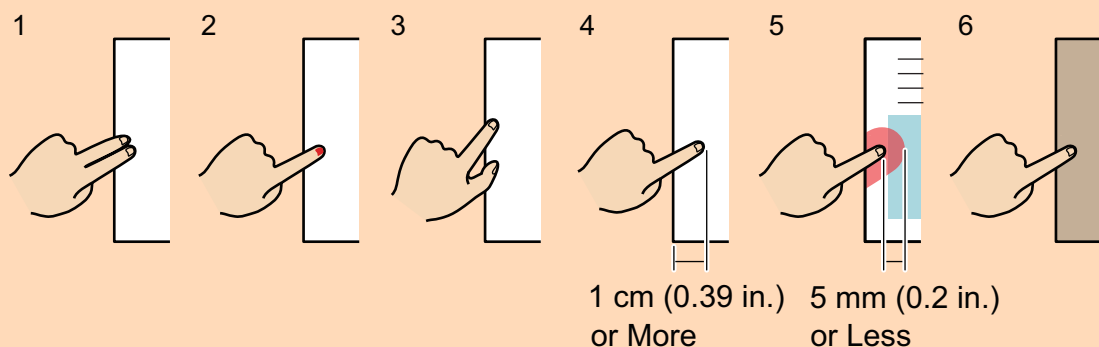
Filling in Fingers Captured in a Scanned Image (When a Document Is Scanned)

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] or [B&W] is selected from the [Color mode] drop-down list in the [Scanning] tab of the "ScanSnap Setup Window" (page 45)

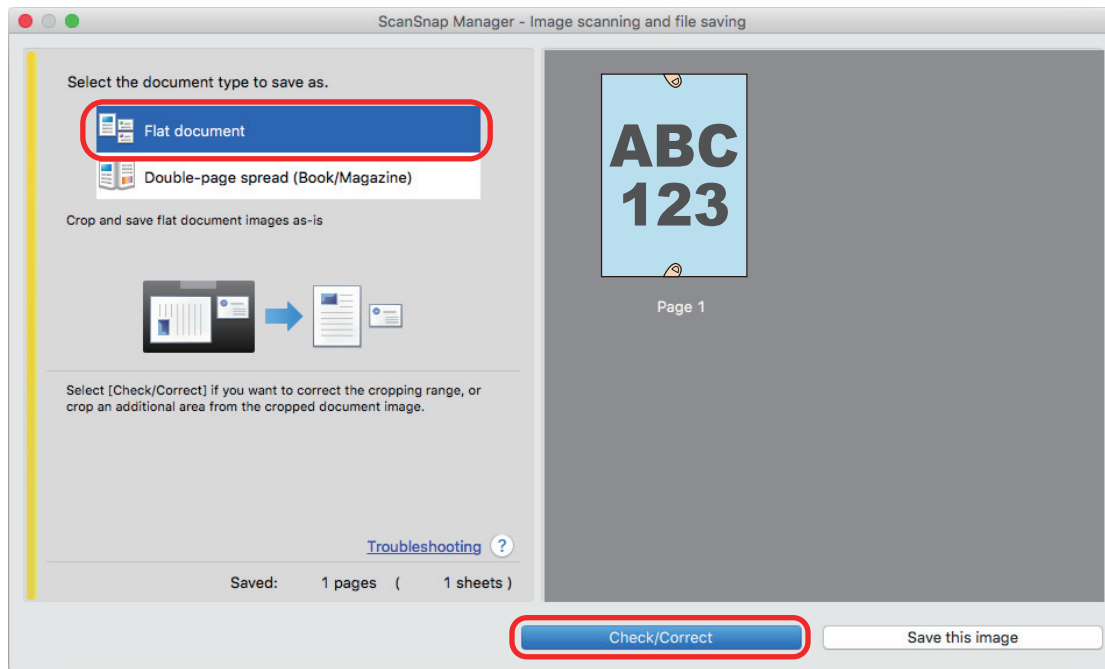


HINT

- 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.

- On the window that appears after a document is scanned, select [Flat document] and click the [Check/Correct] button.

For details about scanning, refer to "Scanning a Document" (page 18).

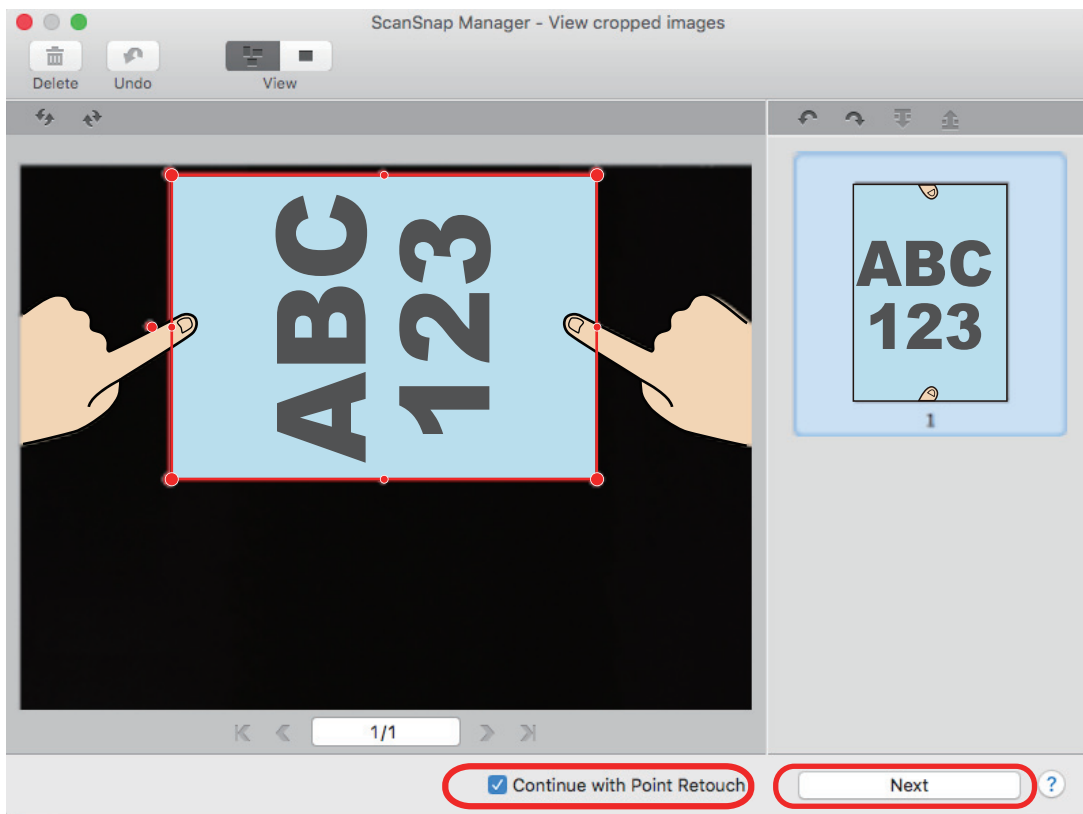


⇒ The [ScanSnap Manager - View cropped images] window is displayed.

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.

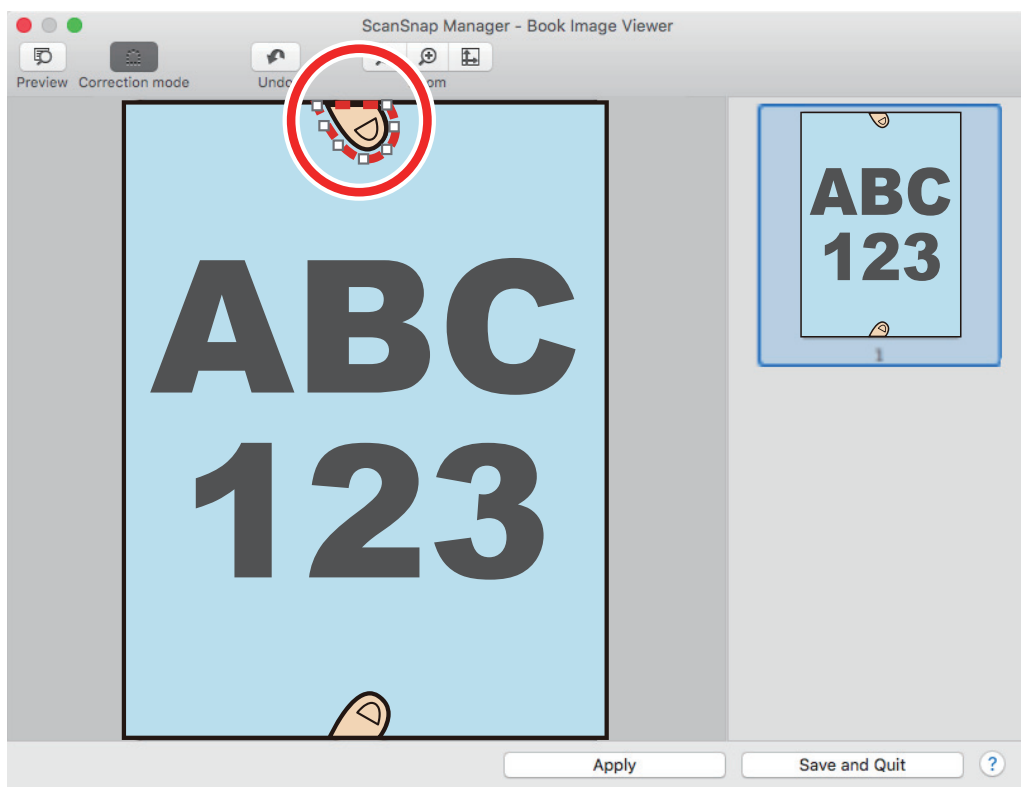


⇒ The [ScanSnap Manager - Book Image Viewer] window appears in the point retouch mode.

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.

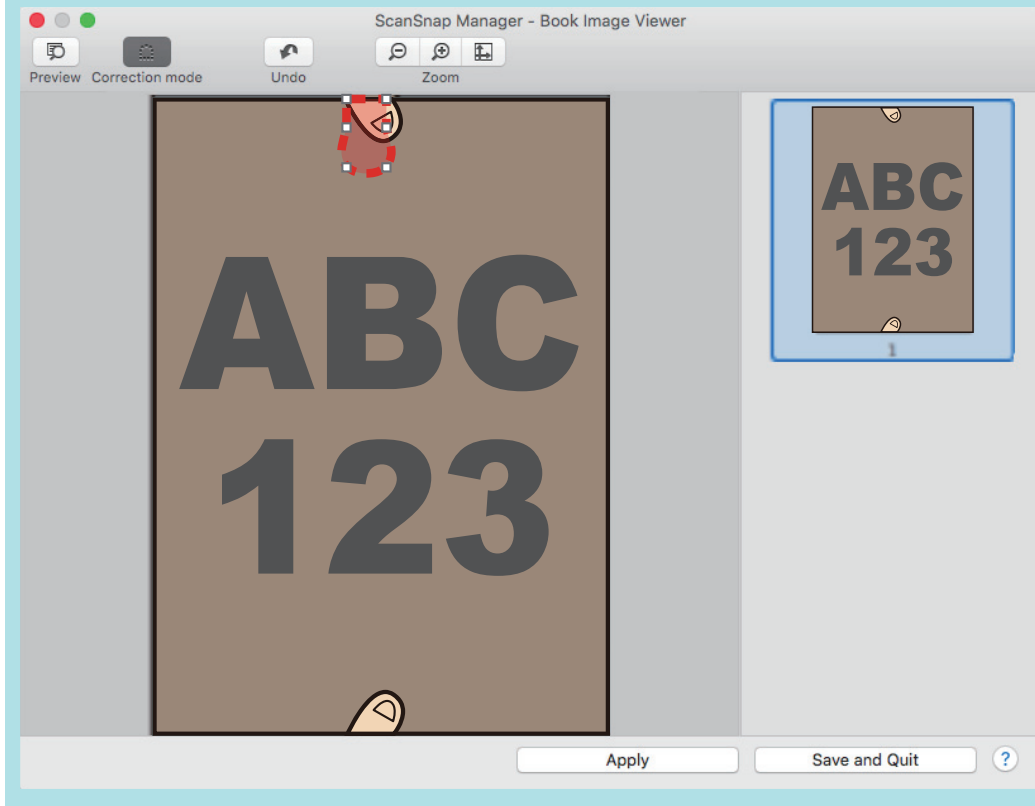
To change a range of the outline, drag the white dot on the outline.



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 Quit] button.

Scanning Books

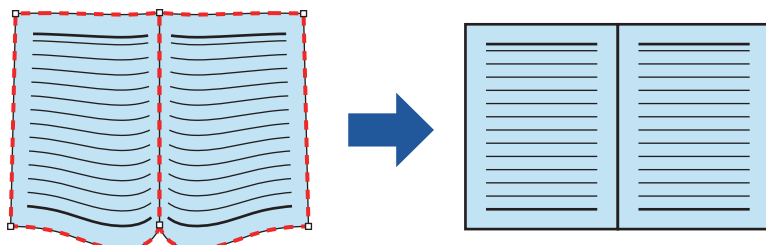
The book image correction allows you to correct scanned images.

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

- ["Correcting Distorted Book Images" \(page 95\)](#)
- ["Splitting a Double-Page Spread Image into Two Page Images" \(page 100\)](#)
- ["Filling in Fingers Captured in a Scanned Image \(When a Book Is Scanned\)" \(page 103\)](#)

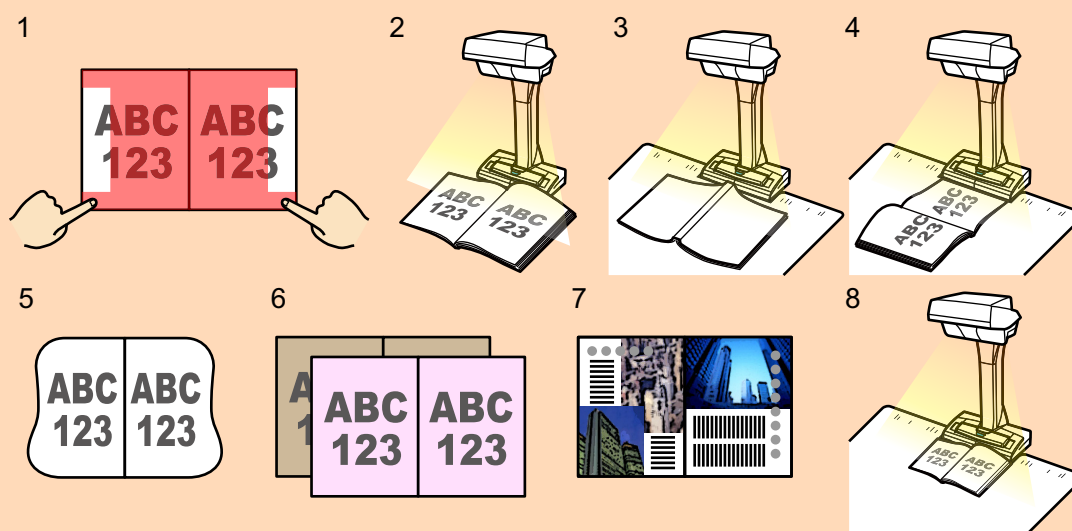
Correcting Distorted Book Images

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.

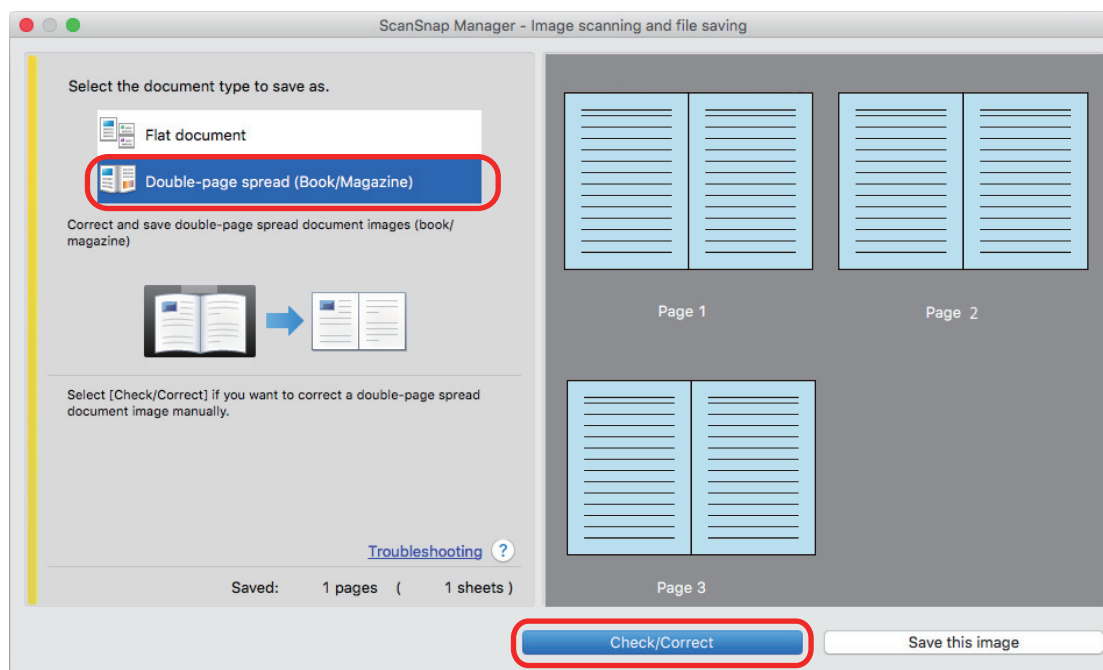
1. Edit in book image correction mode ().
 - Correcting a distorted book image
 - Splitting a double-page spread image

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 [Double-page spread (Book/Magazine)] and click the [Check/Correct] button.

For details about scanning a book, refer to "Scanning a Book" (page 23).



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

2. Select the page to correct the distortion.

3. Click .

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

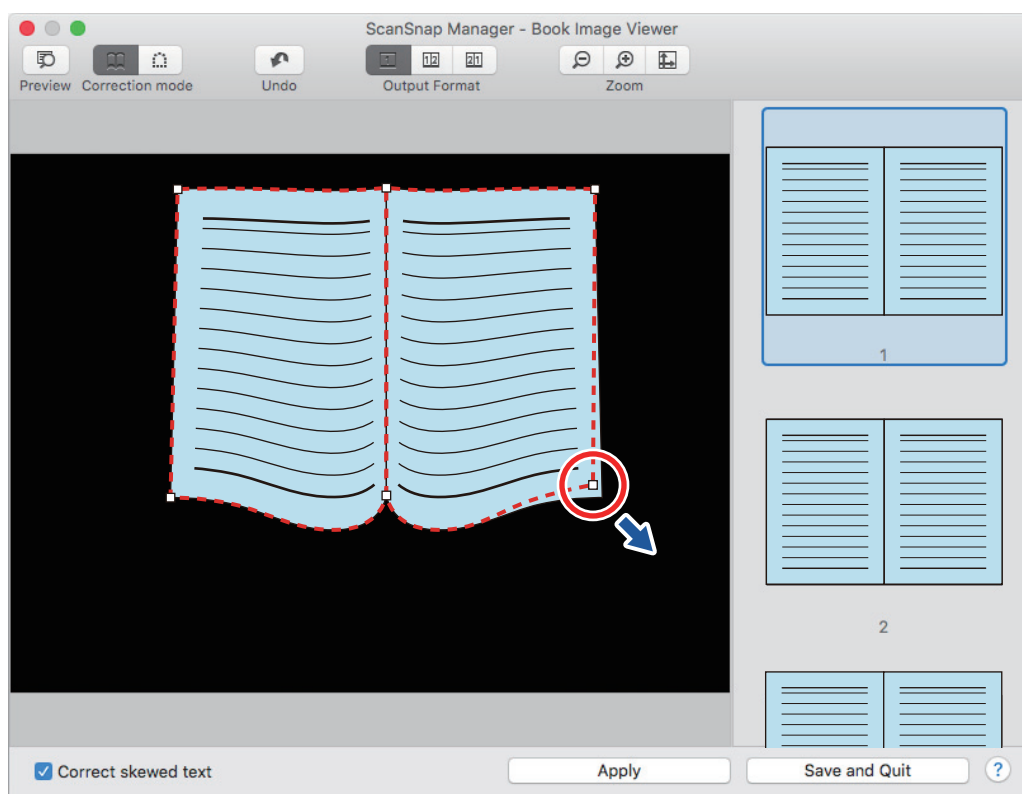
- Corner points
Corner points are displayed around the corners of the book and both ends of the gutter.
- Outline
The shape of the book is indicated with a red dashed outline.

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.

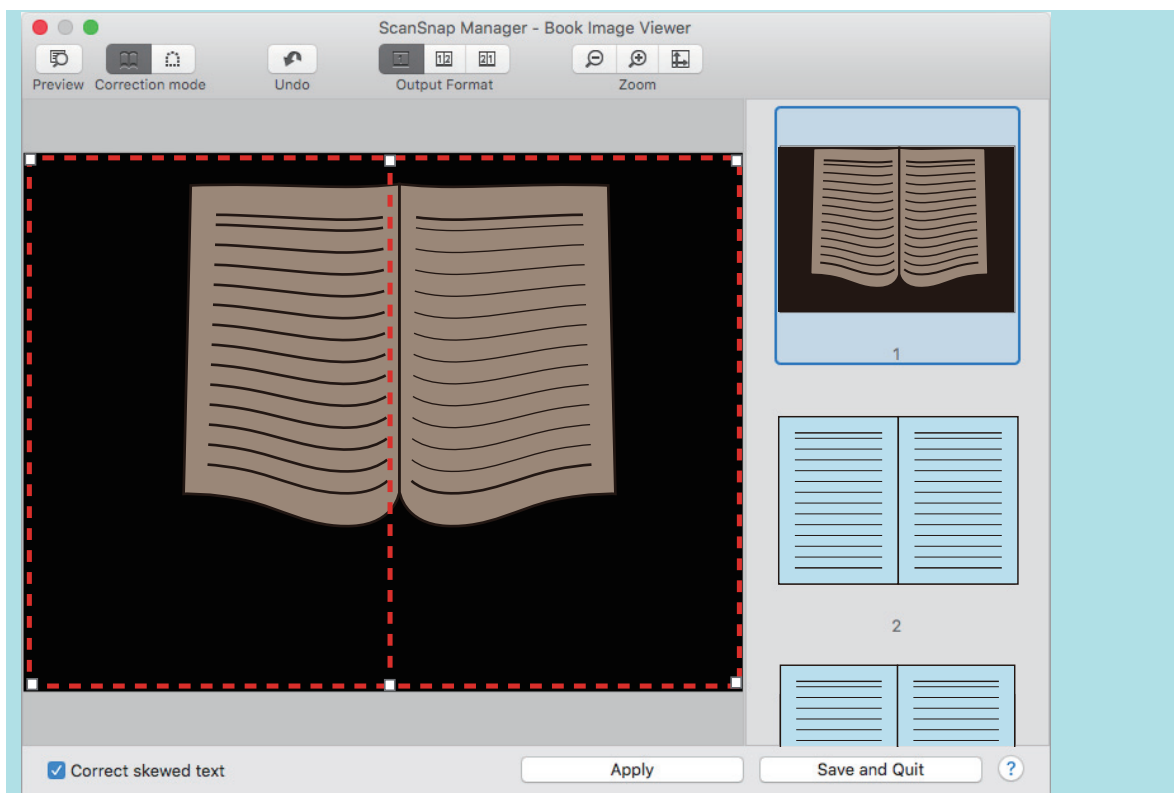


If the outline of the book is not aligned with the shape of the book in the scanned image, drag the upper part and lower part of the outline to correct each position.

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 Quit] button.

HINT

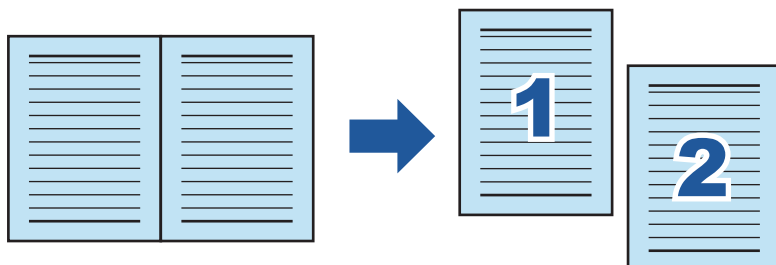
- To correct another distorted page, select the page for which the distortion is to be corrected in [Final image], and repeat steps 2 to 6.
- When the text, lines, or graphics in the scanned image are horizontally skewed, clear the [Correct skewed text] check box.

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.

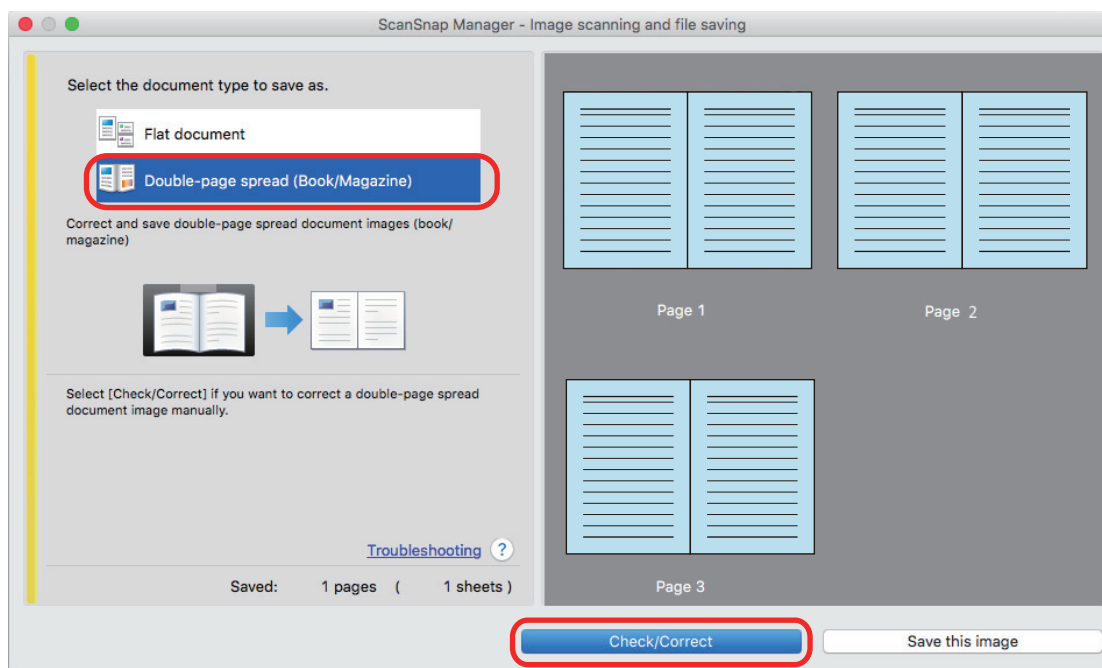
1. Edit in book image correction mode ().
 - Correcting a distorted book image
 - Splitting a double-page spread image

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 [Double-page spread (Book/Magazine)] and click the [Check/Correct] button.**

For details about scanning a book, refer to "[Scanning a Book](#)" (page 23).

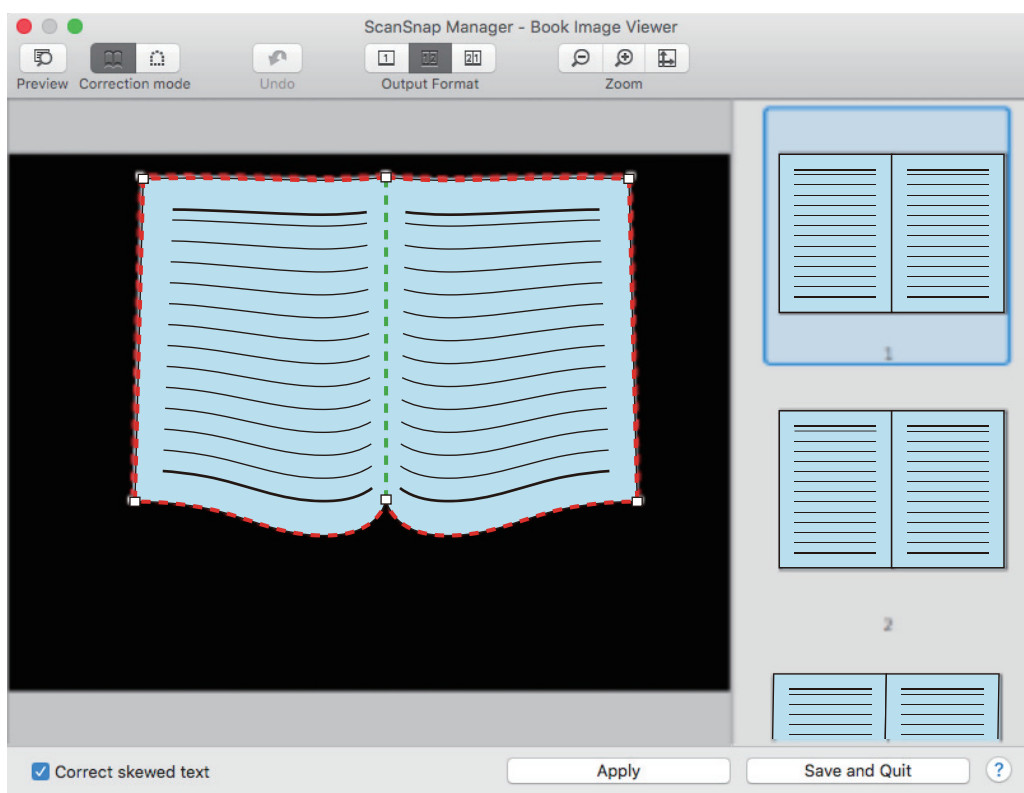


⇒ The [ScanSnap Manager - Book Image Viewer] window appears.

2. Select the page to be split.

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.

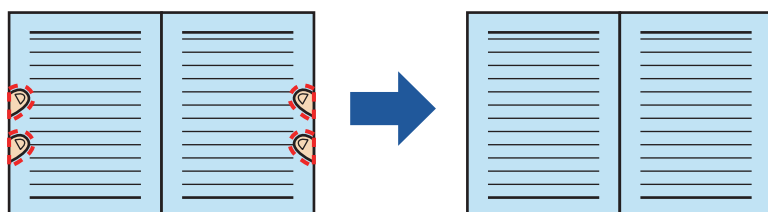
5. Click the [Selected Pages] button.

⇒ The page is split.

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

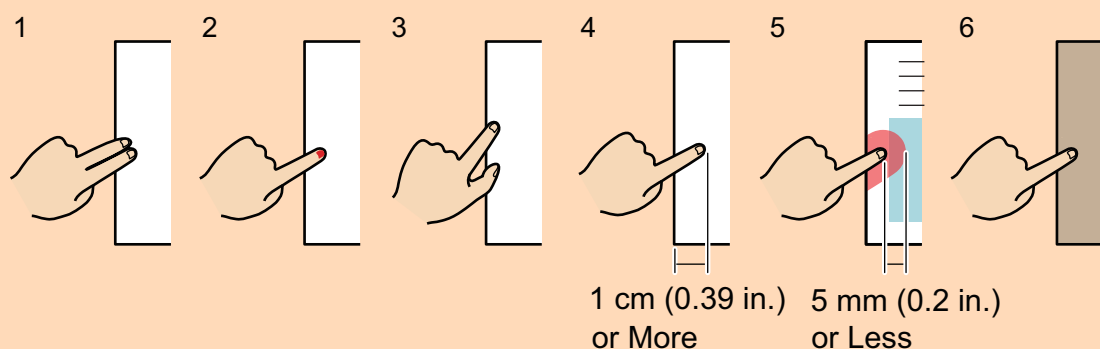


ATTENTION


- 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] or [B&W] is selected from the [Color mode] drop-down list in the [Scanning] tab of the "ScanSnap Setup Window" (page 45)



- 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

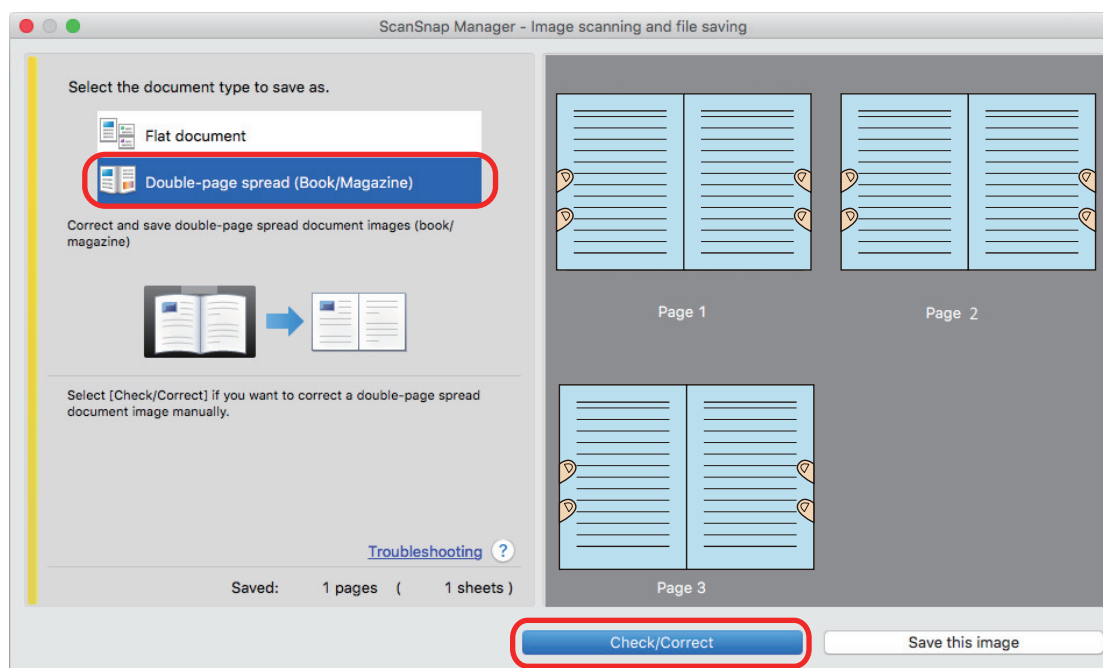
If you edit in the book image correction mode after editing in the point retouch mode, the edited results in point retouch mode are overridden.

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 [Double-page spread (Book/Magazine)] and click the [Check/Correct] button.

For details about scanning a book, refer to "Scanning a Book" (page 23).



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

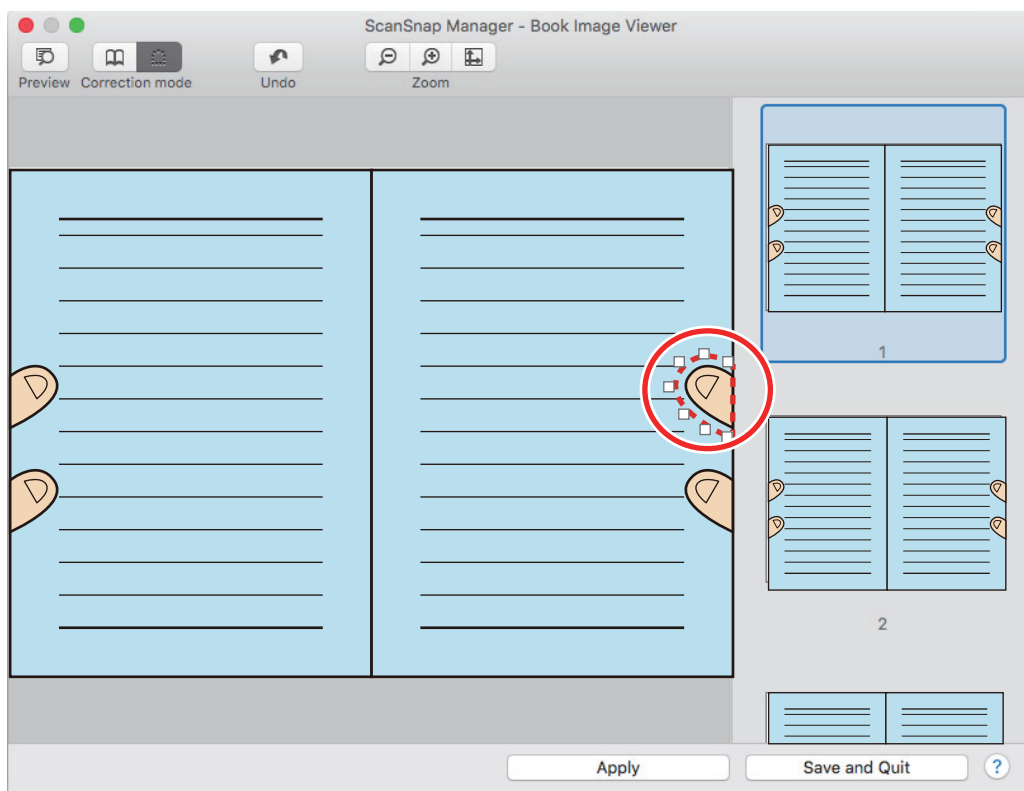
2. Select the page for filling in captured fingers.

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.

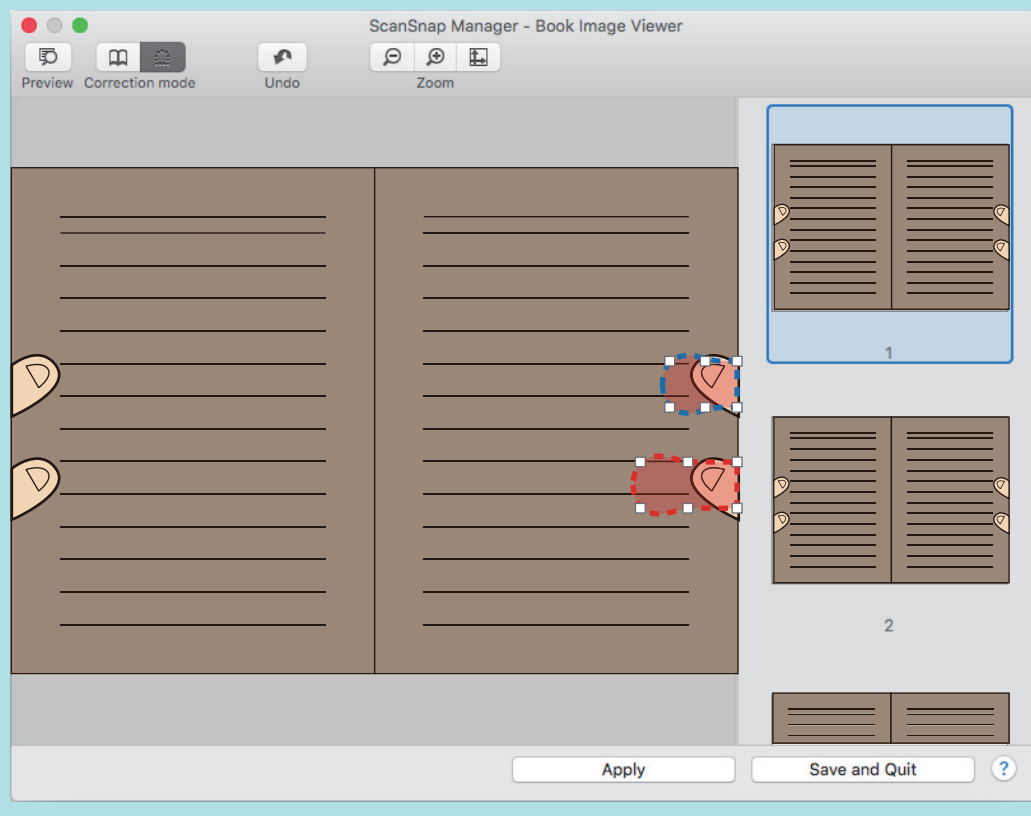
To change a range of the outline, drag the white dot on the outline.



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 Quit] 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:

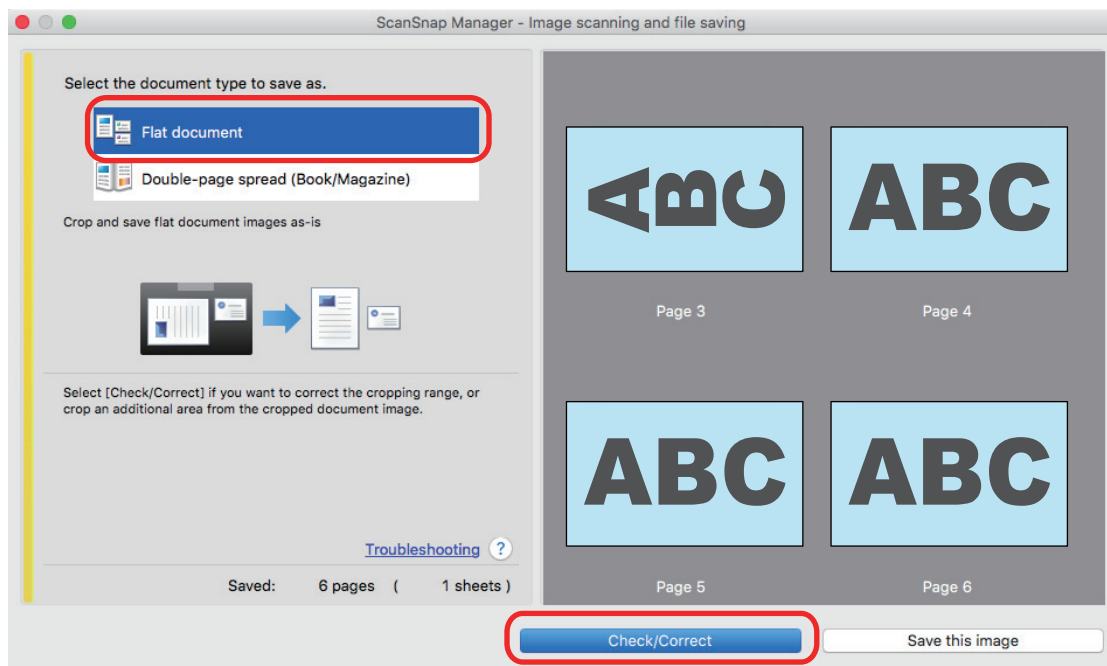
- ["Correcting the Scanned Image Orientation" \(page 108\)](#)
- ["Modifying the Crop Area" \(page 111\)](#)
- ["Adding the Necessary Scanned Images" \(page 113\)](#)
- ["Deleting Unnecessary Scanned Images" \(page 115\)](#)

Correcting the Scanned Image Orientation

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

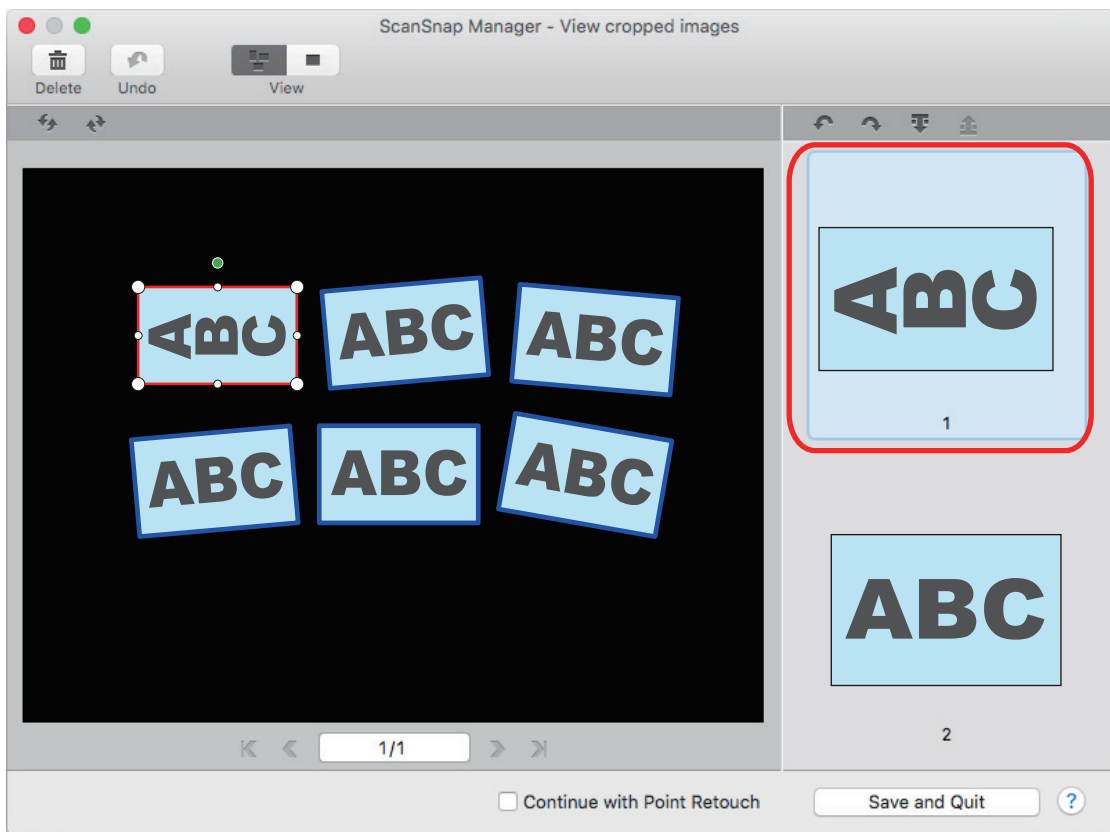
1. On the window that appears after multiple documents are scanned at once, select [Flat document] and click the [Check/Correct] button.

For details about scanning multiple documents, refer to "[Scanning Multiple Documents at Once](#)" (page 28).



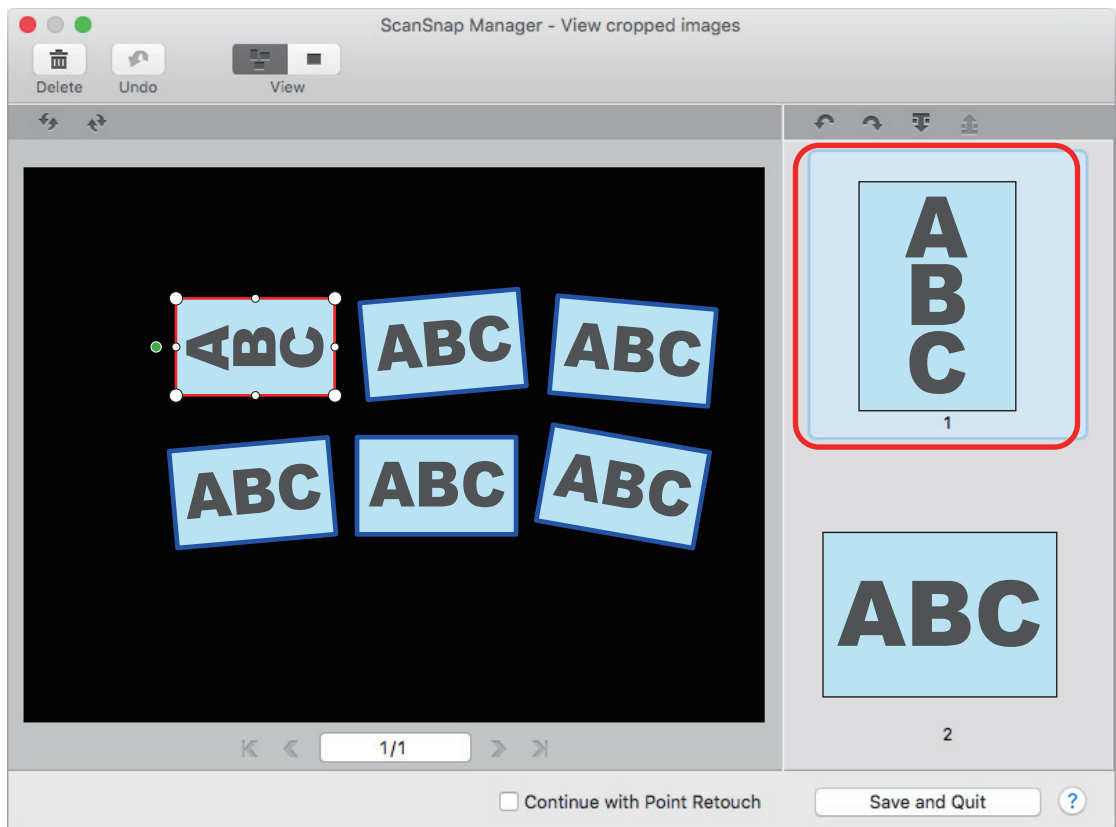
⇒ The [ScanSnap Manager - View cropped images] window is displayed.

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 Quit] button.

HINT

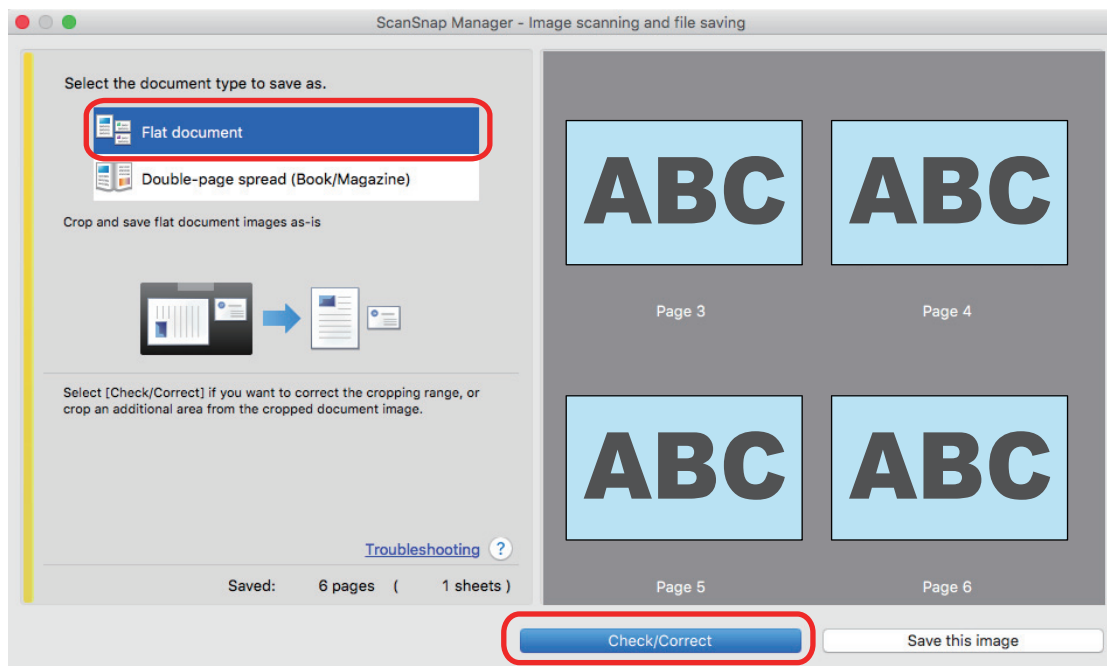
- To fine-tune the orientation of the crop frame, select which scanned image you want to rotate and then perform one of the following operations:
 - Drag the green operating point that appears at the top of the crop frame by as little or as much as you want.
 - Click  or .
- If the [Next] button is displayed, clear the [Continue with Point Retouch] checkbox. The [Next] button changes to the [Save and Quit] button.

Modifying the Crop Area

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

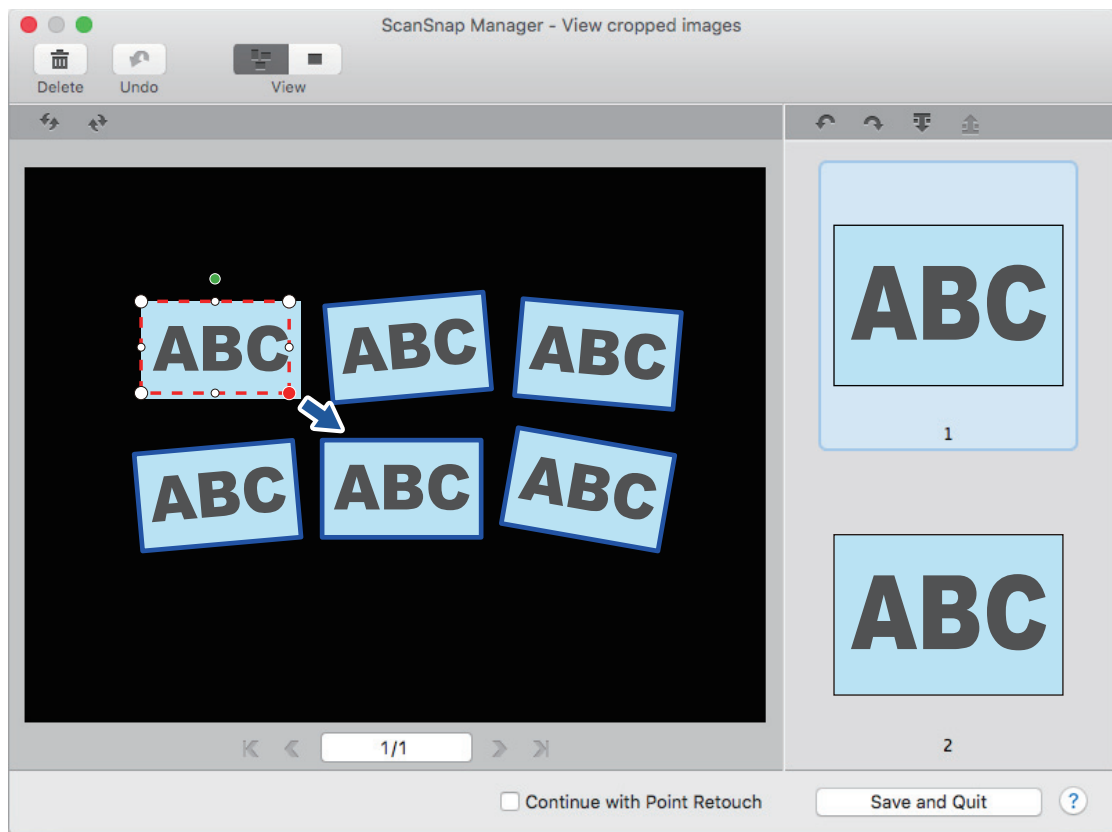
1. On the window that appears after multiple documents are scanned at once, select [Flat document] and click the [Check/Correct] button.

For details about scanning multiple documents, refer to "[Scanning Multiple Documents at Once](#)" (page 28).



⇒ 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 Quit] 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 Quit] button.

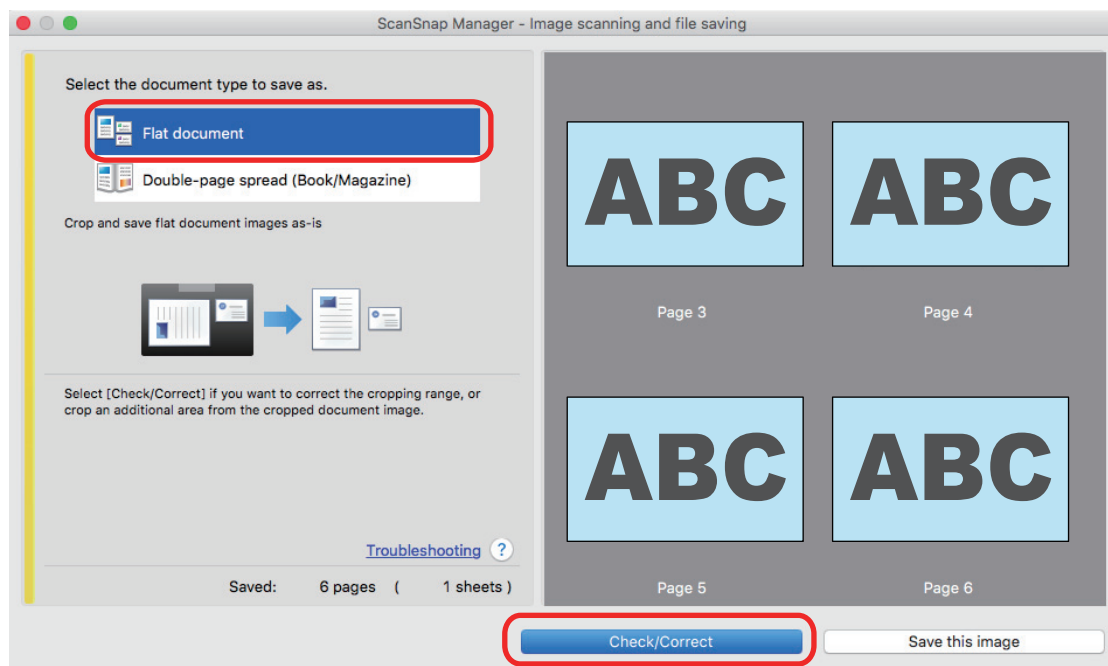
Adding the Necessary Scanned Images

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.

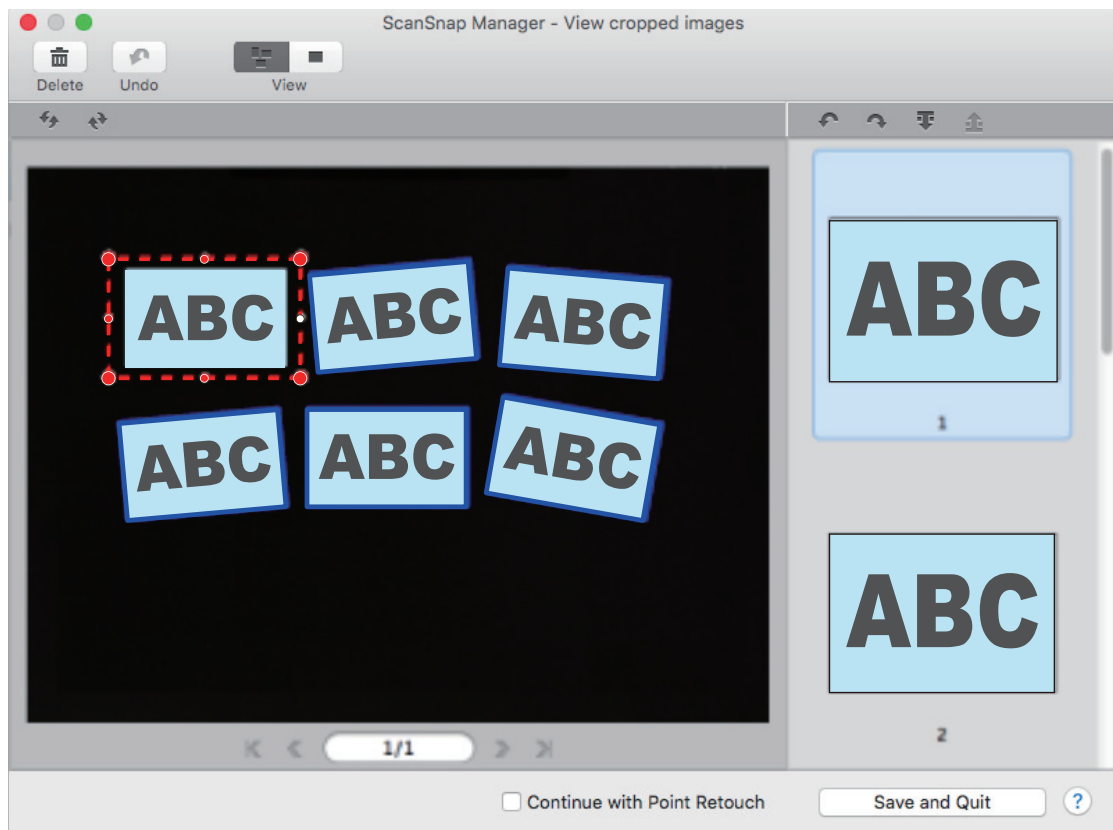
1. **On the window that appears after multiple documents are scanned at once, select [Flat document] and click the [Check/Correct] button.**

For details about scanning multiple documents, refer to "[Scanning Multiple Documents at Once](#)" (page 28).



⇒ 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 Quit] button.

HINT

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

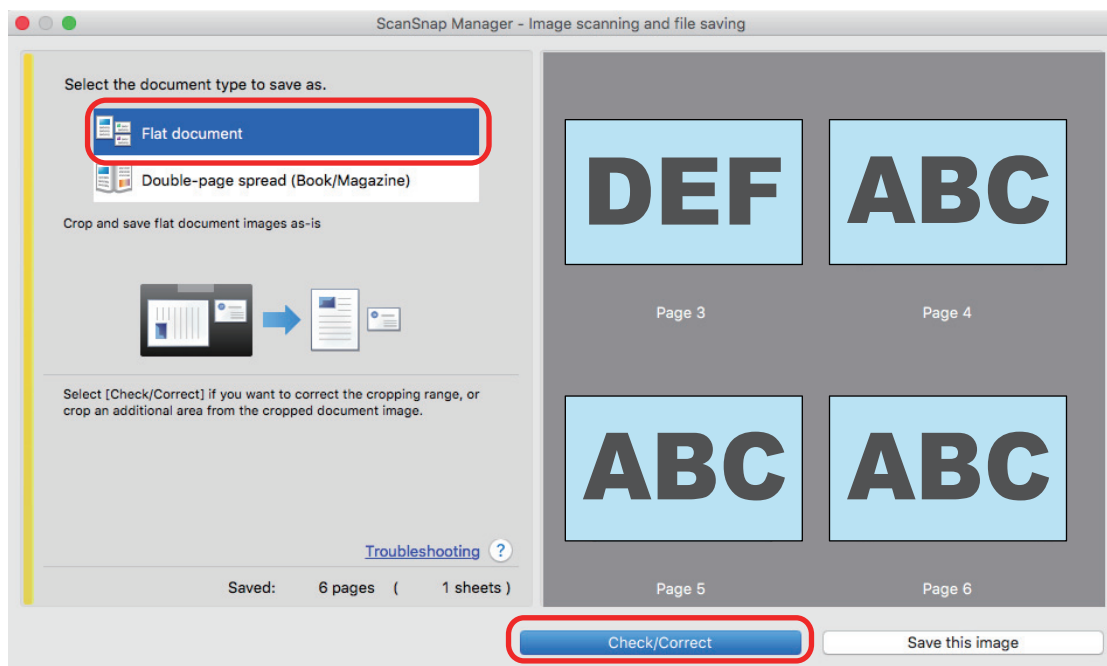
Deleting Unnecessary Scanned Images

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.

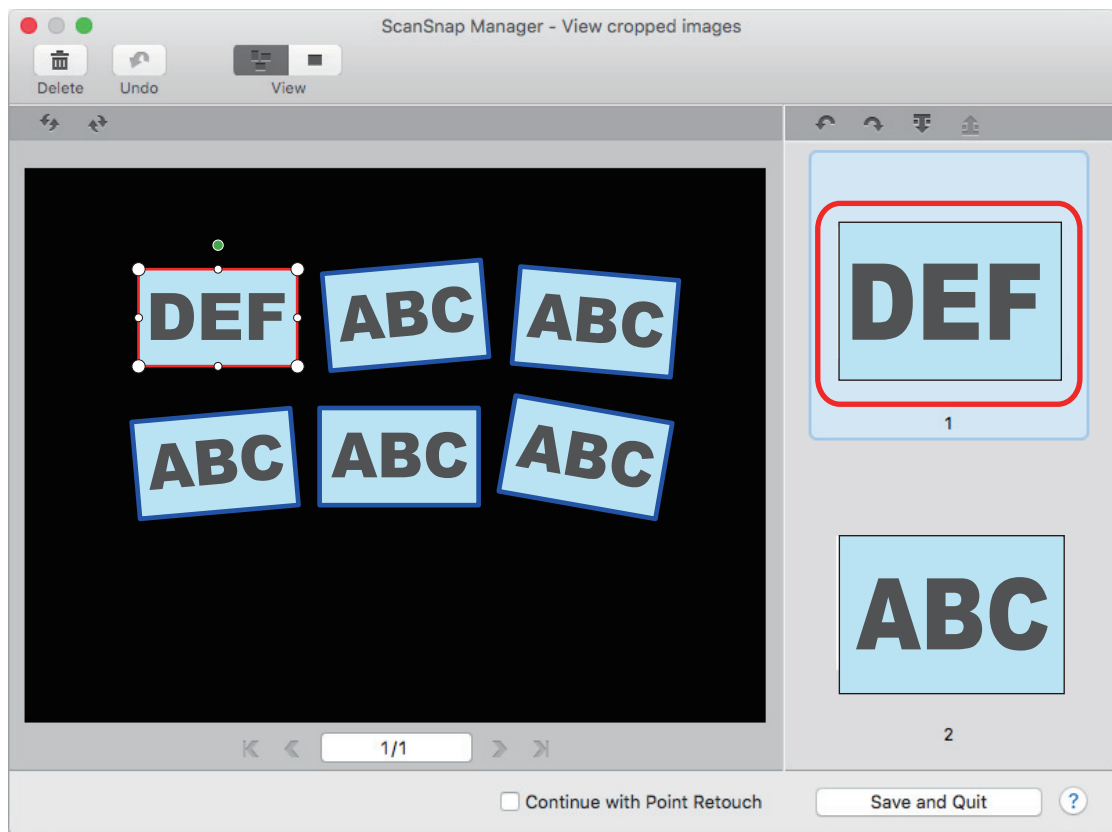
- 1. On the window that appears after multiple documents are scanned at once, select [Flat document] and click the [Check/Correct] button.**


For details about scanning multiple documents, refer to "[Scanning Multiple Documents at Once](#)" (page 28).

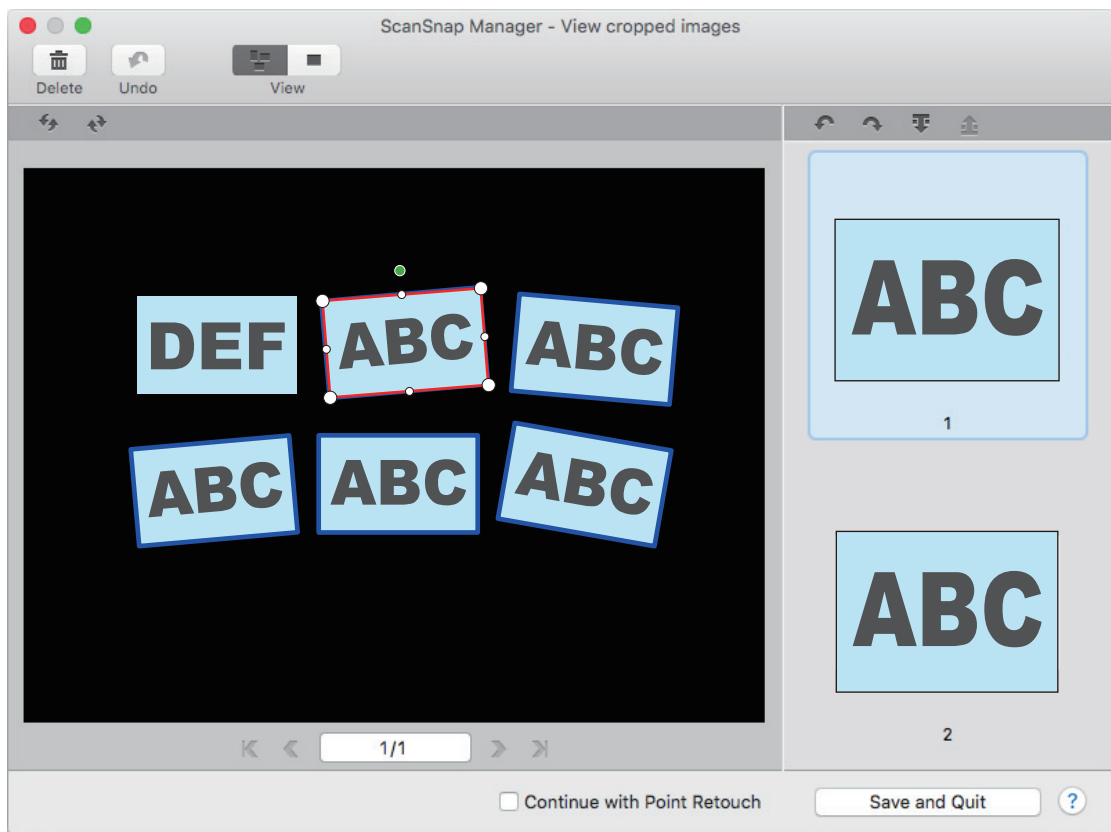


⇒ The [ScanSnap Manager - View cropped images] window is displayed.

- 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 Quit] button.

HINT

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


Troubleshooting

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

- "If You Have Installed the Software Before" (page 119)
- "When the ScanSnap Manager Icon Does Not Appear" (page 120)
- "When ScanSnap Manager Does Not Operate Normally" (page 122)

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, click the ScanSnap Manager icon  in the Dock while holding down the [control] key on the keyboard, and select [Help] → [Troubleshooting] from the "ScanSnap Manager Menu" (page 42).

- 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.


If You Have Installed the Software Before

If your attempt to reinstall the software related to the ScanSnap (including models other than SV600) failed, uninstall the software and then reinstall it.

For details, refer to the following:

- ["Uninstalling the Software" \(page 131\)](#)
- ["How to Install the Software" \(page 40\)](#)

When the ScanSnap Manager Icon Does Not Appear

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

- ["Displaying the ScanSnap Manager Icon" \(page 121\)](#)




Displaying the ScanSnap Manager Icon

1. From the sidebar in Finder, select [Applications] → [ScanSnap], and then double-click [ScanSnap Manager] to start 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 in to the computer.

The procedure is as follows.

- On the [System Preferences] window displayed from the Apple () menu, select [Users & Groups] → [Current User] → [Login Items] → [] → [ScanSnap] → [ScanSnap Manager].
- Click the ScanSnap Manager icon  in the Dock while holding down the [control] key on the keyboard, and then select [Options] → [Open at Login] from the displayed menu.

If the problem persists, refer to ["When ScanSnap Manager Does Not Operate Normally" \(page 122\)](#).

When ScanSnap Manager Does Not Operate Normally

If the ScanSnap Manager icon in the Dock is displayed as  even though the software is installed and the ScanSnap is connected to the computer, perform the following procedures.

- ["Checking the Connection between the ScanSnap and the Computer" \(page 123\)](#)
- ["Checking If ScanSnap Manager Is Operating Normally" \(page 124\)](#)

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 124).
--

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. Turn off the ScanSnap and restart the computer.

If the problem persists, refer to ["If You Have Installed the Software Before" \(page 119\)](#). If the problem still persists, perform the procedures described in ["When ScanSnap Manager Does Not Operate Normally" \(page 122\)](#) once again.


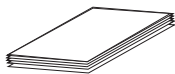
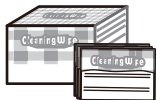
Cleaning

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

- ["Cleaning Materials" \(page 126\)](#)
- ["Cleaning the ScanSnap" \(page 127\)](#)

Cleaning Materials

Cleaning materials and their part numbers are as below.

Product Name	Part No.	Unit	Note
Cleaner F1 	PA03950-0352	1 bottle	Size: 100 ml
Cleaning Paper (*1) 	CA99501-0012	1 pack	10 sheets
Cleaning Wipe (*2) 	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.

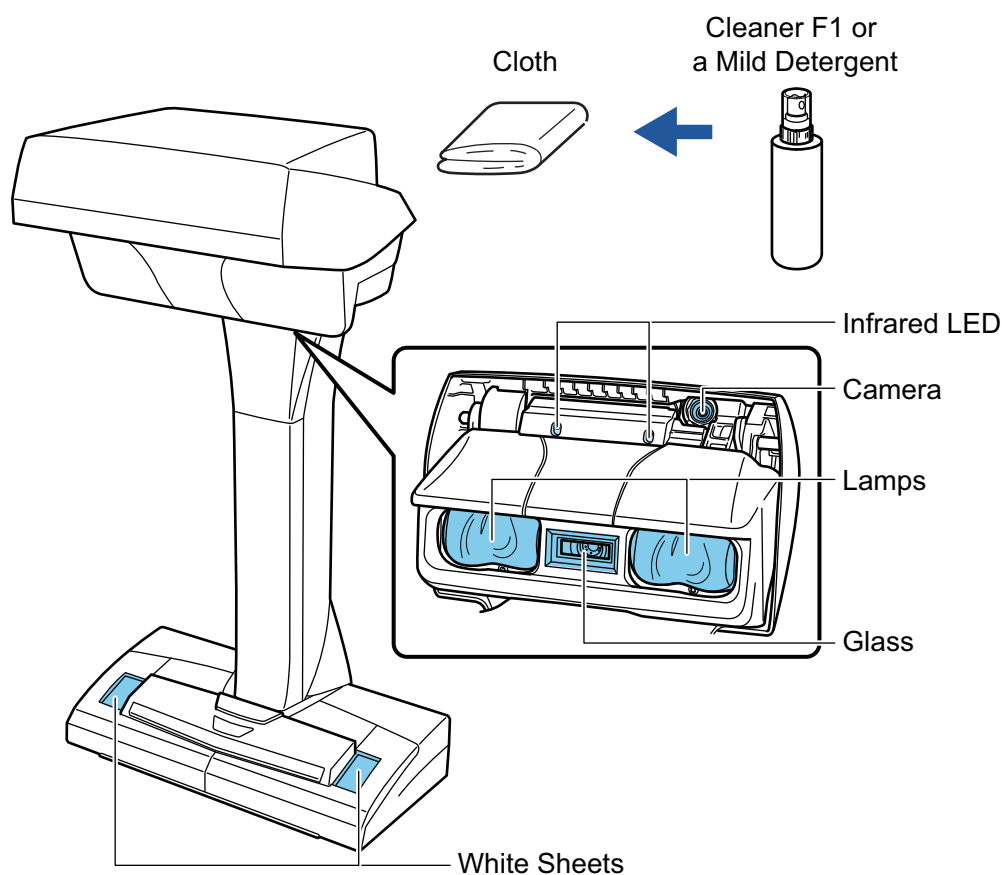
If the white sheet, glass, camera, lamp, or infrared LED is dirty, errors may appear in the scanned images. Whenever an error appears in a scanned image, clean the ScanSnap.

- 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 PDF Converter for Mac" \(page 129\)](#)
- ["Updating the Software" \(page 130\)](#)
- ["Uninstalling the Software" \(page 131\)](#)
- ["Specifications of the Background Pad" \(page 138\)](#)
- ["Specifications of the ScanSnap" \(page 139\)](#)

Preparations for Using Nuance PDF Converter for Mac

For details about the installation and activation methods of Nuance PDF Converter for Mac, 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, the update list window appears.

To install the update, follow the instructions on the window.

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. Click the ScanSnap Manager icon  in the Dock while holding down the [control] key on the keyboard, and click [Help] → [Online Update] from the "ScanSnap Manager Menu" (page 42).

⇒ 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 in 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:

- ["Uninstalling ScanSnap Manager" \(page 132\)](#)
- ["Uninstalling ScanSnap Organizer" \(page 134\)](#)
- ["Uninstalling CardMinder" \(page 135\)](#)
- ["Uninstalling ABBYY FineReader for ScanSnap" \(page 136\)](#)
- ["Uninstalling ScanSnap Online Update" \(page 137\)](#)

Uninstalling ScanSnap Manager



Uninstall ScanSnap Manager.

The procedure is as follows.

- 1. Turn on the computer and log in as a user with Administrator privileges.**
- 2. From the sidebar in Finder, select [Applications] → [ScanSnap] → [Sub], and then double-click [ScanSnap Uninstaller].**
 - ⇒ The [ScanSnap Uninstaller] window (the [Welcome to ScanSnap Uninstaller] screen) appears.
- 3. Click the [Continue] button.**
 - ⇒ The [Important Information] screen appears.
- 4. Read [Read Me], and then click the [Uninstall] button.**
 - ⇒ The authentication window appears.
- 5. Enter the user name and password for a user with Administrator privileges, and click the [OK] button.**
 - ⇒ Uninstallation starts. When the uninstallation is complete, [Uninstall Succeeded] screen appears.
- 6. Click the [Close] button.**

HINT

When a user other than the user who uninstalled ScanSnap Manager has set ScanSnap Manager as a login item, the following operations are required:

1. Log in as a user who has set ScanSnap Manager as a login item.
2. From the Apple () menu, select [System Preferences].
 - ⇒ The [System Preferences] window appears.
3. Select [Users & Groups].
 - ⇒ The [Users & Groups] window appears.
4. From [Current User], select the currently logged-in user.
5. Select the [Login Items] tab.
 - ⇒ A list of login items appears.
6. From the list of login items, select [ScanSnap Manager].
7. Click the [] button under the list of login items.
 - ⇒ [ScanSnap Manager] is deleted from the list of login items.

8. Close the [Users & Groups] window.

Uninstalling ScanSnap Organizer

Uninstall ScanSnap Organizer.

The procedure is as follows.

- 1. Turn on the computer and log in as a user with Administrator privileges.**
- 2. Exit ScanSnap Organizer if it is running.**
- 3. From the sidebar in Finder, select [Applications] → [ScanSnap Organizer], and drag the [ScanSnap Organizer] folder into the Trash.**
- 4. Empty the Trash.**
 - ⇒ The [ScanSnap Organizer] folder is deleted.

Uninstalling CardMinder

Uninstall CardMinder.

The procedure is as follows.

- 1. Turn on the computer and log in as a user with Administrator privileges.**
- 2. Exit CardMinder if it is running.**
- 3. From the sidebar in Finder, select [Applications] → [CardMinder], and drag the [CardMinder] folder into the Trash.**
- 4. Empty the Trash.**
 - ⇒ The [CardMinder] folder is deleted.

HINT

To delete the database, drag the database file into the Trash.

To access the database file stored in the default location, select [Documents] → [CardMinder] → [CardMinder DB.cxdb] from the sidebar in Finder.

Uninstalling ABBYY FineReader for ScanSnap

Uninstall ABBYY FineReader for ScanSnap.

The procedure is as follows.

- 1. Turn on the computer and log in as a user with Administrator privileges.**
- 2. Exit ABBYY FineReader for ScanSnap if it is running.**
- 3. From the sidebar in Finder, select [Applications] → [ABBYY FineReader for ScanSnap], and drag the [ABBYY FineReader for ScanSnap] folder into the Trash.**
- 4. Empty the Trash.**
 - ⇒ The [ABBYY FineReader for ScanSnap] folder is deleted.

Uninstalling ScanSnap Online Update

Uninstall ScanSnap Online Update.

HINT

Before uninstalling ScanSnap Online Update, make sure that none of the following software is installed.

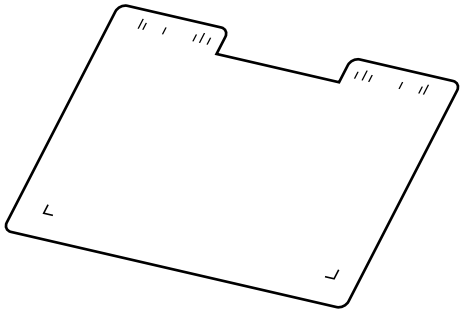
- ScanSnap Manager
- ScanSnap Organizer
- CardMinder

The procedure is as follows.

- 1. Turn on the computer and log in as a user with Administrator privileges.**
- 2. From the sidebar in Finder, select [Applications] → [ScanSnap Online Update] → [Sub], and then double-click [AOUUninstaller].**
 - ⇒ The [ScanSnap Online Update Uninstaller] window ([Welcome to ScanSnap Online Update Uninstaller]) appears.
- 3. Click the [Continue] button.**
 - ⇒ The [Important Information] screen appears.
- 4. Read [Read Me], and then click the [Uninstall] button.**
 - ⇒ The authentication window appears.
- 5. Enter the user name and password for a user with Administrator privileges, and click the [OK] button.**
 - ⇒ Uninstallation starts. When the uninstallation is complete, [Uninstall Succeeded] screen appears.

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 	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 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 During standby: -20 to 60 degrees C/-4 to 140 degrees F During storage/transportation: -20 to 60 degrees C/-4 to 140 degrees F
	Humidity	During operation: 20 to 80% During standby: 8 to 95% 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
	PDF editing	Nuance PDF Converter for Mac

*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 \(For iX500, S1500 or S1500M\)" \(page 141\)](#)
- ["How to Load Documents \(For iX500, S1500 or S1500M\)" \(page 146\)](#)
- ["Documents for Scanning \(For S1300i or S1300\)" \(page 149\)](#)
- ["How to Load Documents \(For S1300i or S1300\)" \(page 151\)](#)
- ["Documents for Scanning \(For S1100\)" \(page 154\)](#)
- ["How to Insert Documents \(For S1100\)" \(page 159\)](#)

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 \(For iX500, S1500 or S1500M\)" \(page 142\)](#)
- ["Conditions for Using the Carrier Sheet \(For iX500, S1500 or S1500M\)" \(page 144\)](#)

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

	iX500	S1500/S1500M
Document type	Office paper, postcards, business cards Plastic cards conforming to the ISO7810 ID-1 type (54 × 86 mm/2.1 × 3.4 in.)	Office paper, postcards, business cards
Paper weight	40 to 209 g/m ² (10.7 to 55.7 lb) <ul style="list-style-type: none"> Long page documents 52 to 127 g/m² (13.9 to 33.9 lb) A8 size (52 × 72 mm) or less 127 to 209 g/m² (33.9 to 55.7 lb) Plastic cards 0.76 mm (0.03 in.) or less (embossed cards can be used) 	52 to 127 g/m ² (13.9 to 33.9 lb)
Paper size	Width: 50.8 to 216 mm (2 to 8.5 in.) Length: 50.8 to 360 mm (2 to 14.17 in.) <ul style="list-style-type: none"> For long page (*1) 216 × 863 mm (8.5 × 34 in.) 	

*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 45), 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 45).
⇒ 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
Paper type	Documents that cannot be loaded directly into the ScanSnap	
Paper weight	Up to 209 g/m ² (55.7 lb) ● When scanning documents folded in half: Up to 104.5 g/m ² (27.9 lb)	Up to 127 g/m ² (34 lb) ● When scanning documents folded in half: Up to 63.5 g/m ² (17 lb)
Paper size	Carrier Sheet size (216 × 297 mm) A3 (297 × 420 mm) (*1) A4 (210 × 297 mm) A5 (148 × 210 mm) A6 (105 × 148 mm) B4 (257 × 364 mm) (*1) B5 (182 × 257 mm) B6 (128 × 182 mm) Postcard (100 × 148 mm) Business card (90 × 55 mm, 55 × 90 mm) Letter (8.5 × 11 in. (216 × 279.4 mm)) 11 × 17 in. (279.4 × 431.8 mm) (*1) ● Custom size Width: 25.4 to 216 mm (1 to 8.5 in.) 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/m² (10.7 lb)
 - S1500/S1500M: 52 g/m² (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 141).

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/m² [20 lb] and thickness of the document stack under 5 mm [0.2 in.]).

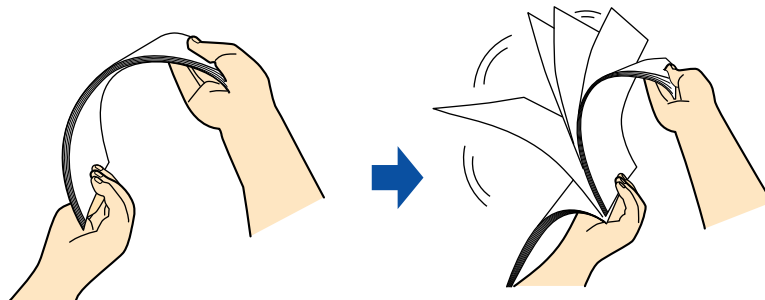
ATTENTION

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.

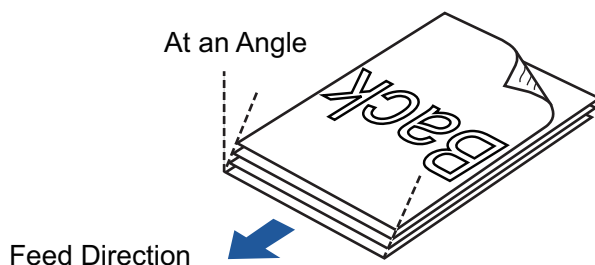
2. Fan the documents.

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.

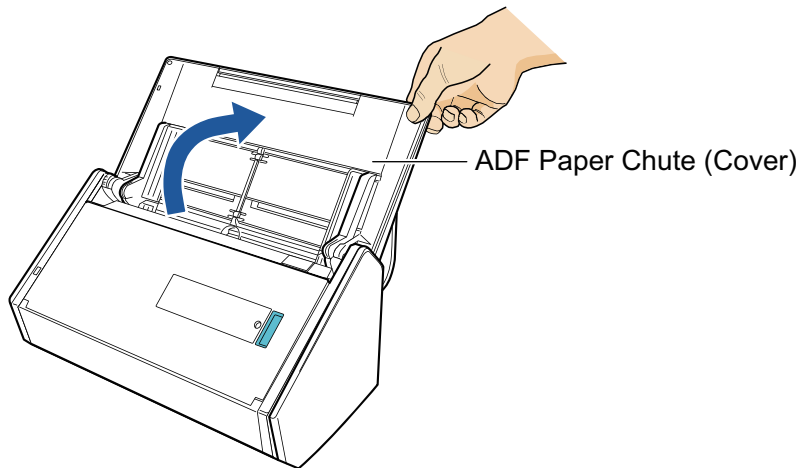
3. Straighten the edges of the documents and slightly displace the top edges at an angle.



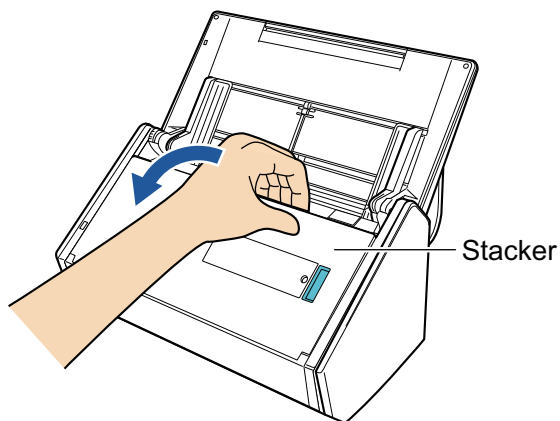
ATTENTION

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

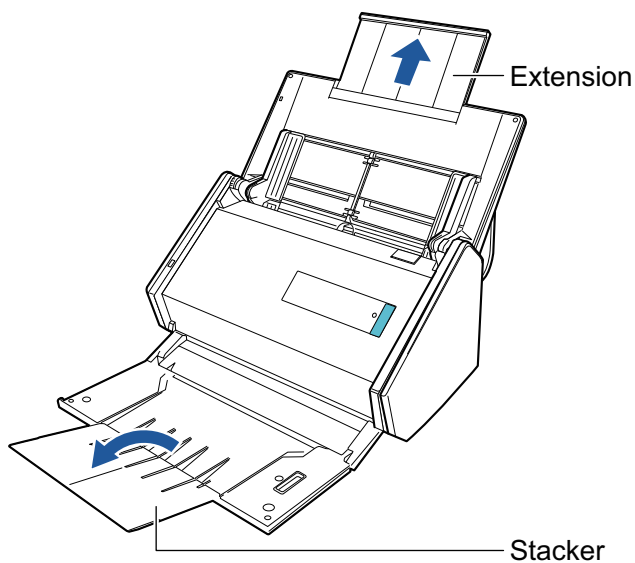
4. Open the ADF paper chute (cover) of the ScanSnap.



5. Pull the stacker towards you.

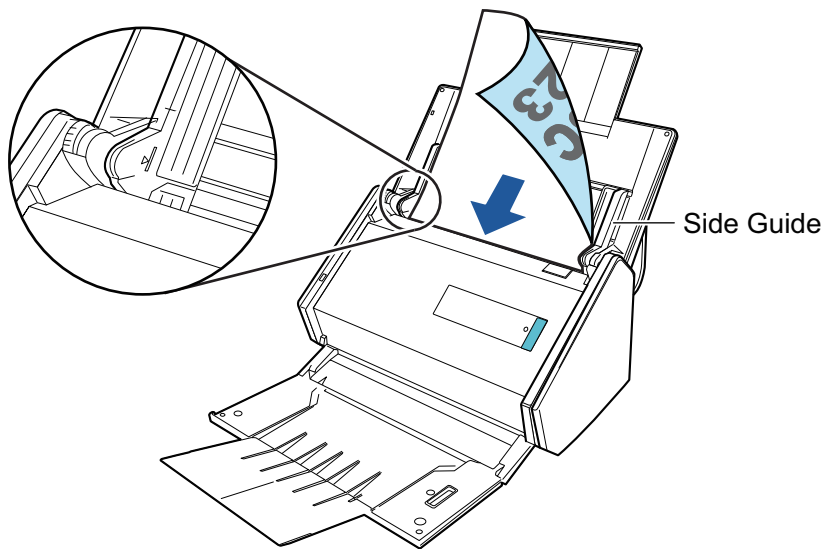


6. Depending on documents to scan, pull out the extension on the ADF paper chute (cover) and open the stacker.



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.

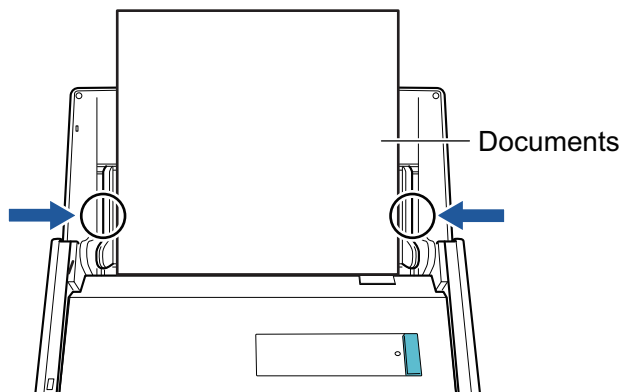


ATTENTION

Do not accumulate more than 50 sheets (with paper weight of 80 g/m² [20 lb]) in the stacker.

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

*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/m² (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
Document type	Picture postcards
Paper weight	64 to 326 g/m ² (17 to 87 lb)
Paper size	Width: 50.8 to 100 mm (2 to 3.9 in.) 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 \(For S1300i or S1300\)" \(page 149\)](#).

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/m² [20 lb] and thickness of the document stack under 1 mm [0.04 in.]).

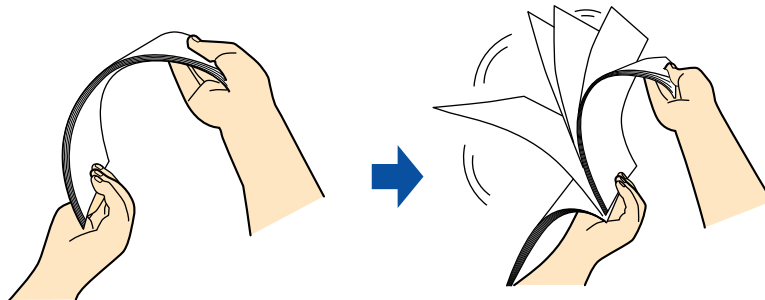
ATTENTION

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.

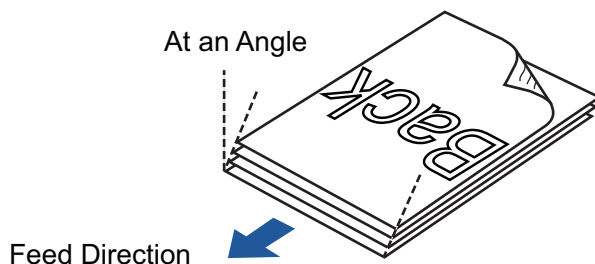
2. Fan the documents.

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.

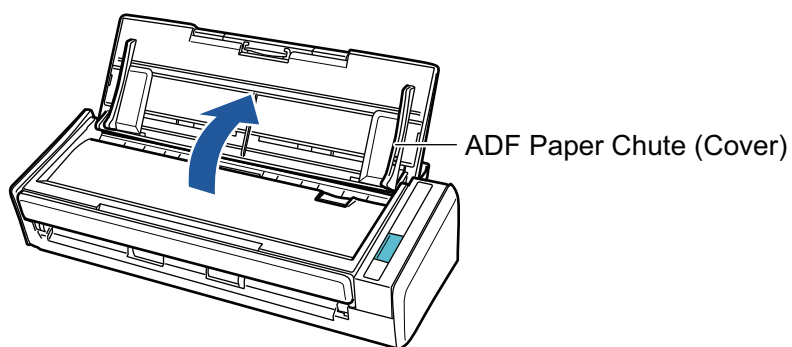
3. Straighten the edges of the documents and slightly displace the top edges at an angle.



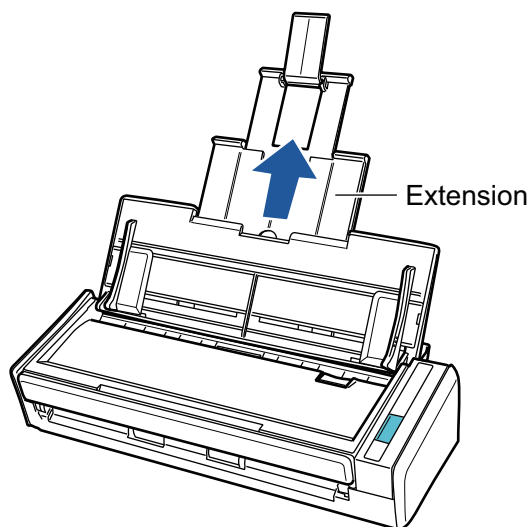
ATTENTION

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.

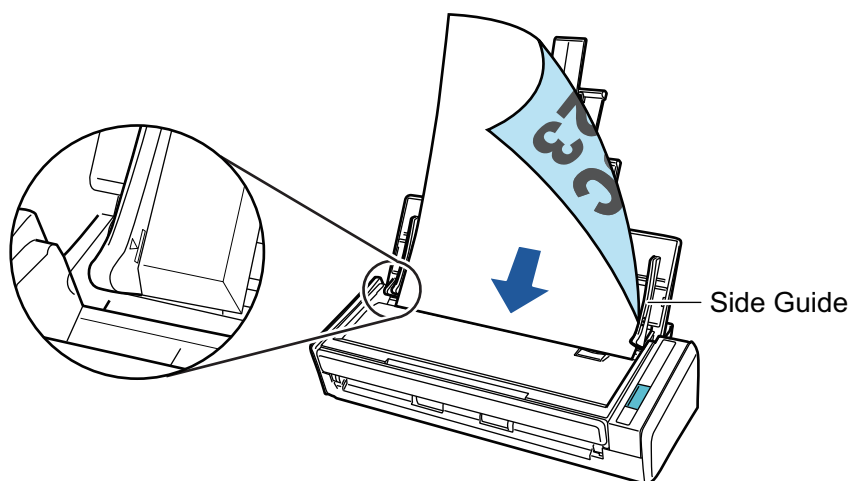


5. Pull out the extension.



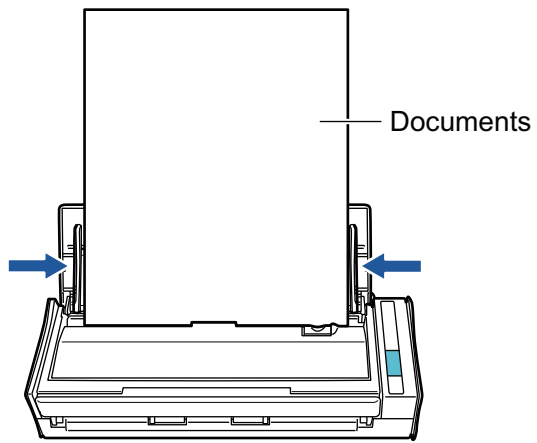
6. Load the documents in the ADF paper chute (cover).

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.



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 \(For S1100\)" \(page 155\)](#)
- ["Conditions for Using the Carrier Sheet \(For S1100\)" \(page 157\)](#)

Conditions for Documents to Scan (For S1100)

	S1100	
Eject method	With the output guide closed	With the output guide open
Document type	Office paper, postcards, business cards Plastic cards conforming to the ISO7810 ID-1 type (54 × 86 mm)	Office paper
Paper weight	52.3 to 209.3 g/m ² (14 to 56.1 lb) ● Plastic cards 0.76 mm (0.03 in.) (embossed cards can be used)	52.3 to 80 g/m ² (14 to 20 lb)
Paper size	Width: 25.4 to 216 mm (1 to 8.5 in.) Length: 25.4 to 360 mm (1 to 14.17 in.) ● For long page (*1) 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 45).
⇒ 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
Eject method	With the output guide closed
Document type	Documents that cannot be loaded directly into the ScanSnap
Paper weight	Up to 127 g/m ² (34 lb) <ul style="list-style-type: none"> ● When scanning documents folded in half: Up to 63.5 g/m² (17 lb)
Paper size	Carrier Sheet size (216 × 297 mm) A3 (297 × 420 mm) (*1) A4 (210 × 297 mm) A5 (148 × 210 mm) A6 (105 × 148 mm) B4 (257 × 364 mm) (*1) B5 (182 × 257 mm) B6 (128 × 182 mm) Postcard (100 × 148 mm) Business card (90 × 55 mm, 55 × 90 mm) Letter (8.5 × 11 in. (216 × 279.4 mm)) 11 × 17 in. (279.4 × 431.8 mm) (*1) <ul style="list-style-type: none"> ● Custom size Width: 25.4 to 216 mm (1 to 8.5 in.) 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 25.4 mm (1 in.), length 25.4 mm (1 in.)
 - Documents that weigh less than 52.3 g/m² (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)

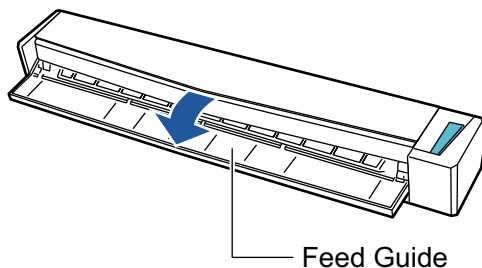
Insert documents in the ScanSnap in the following procedure.

For details about documents that can be inserted, refer to ["Documents for Scanning \(For S1100\)" \(page 154\)](#).

ATTENTION

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

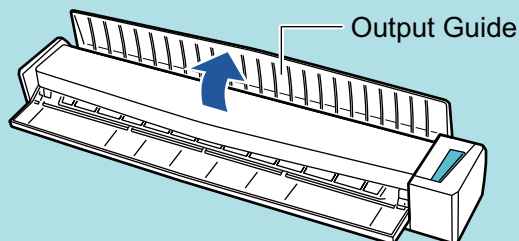
1. Open the feed guide of the ScanSnap.



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 \(For S1100\)" \(page 154\)](#).

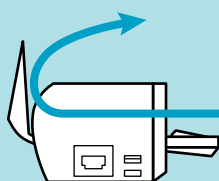


- How the document is ejected differs as below depending on whether the output guide is open or closed.



- With the output guide closed



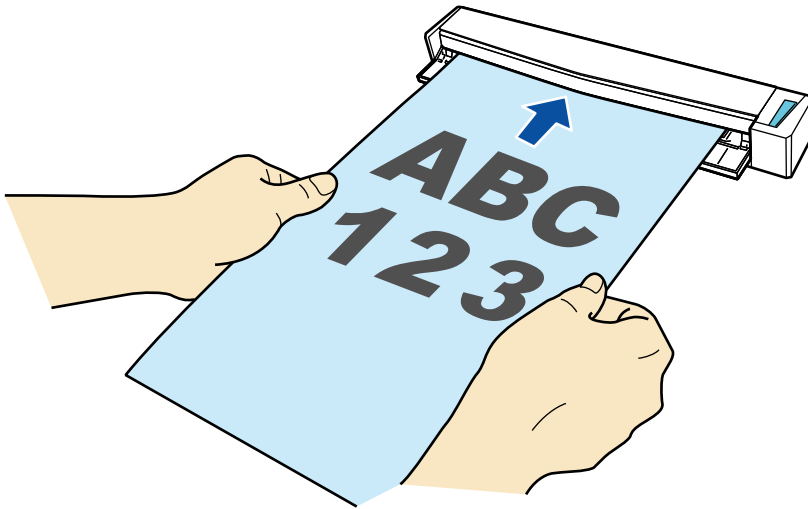
- With the output guide open



⇒ 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 Dock changes from  to .

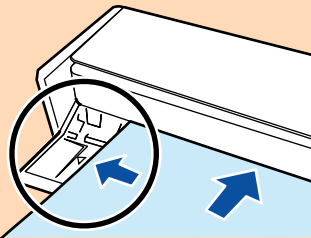
2. Insert the document straight into the feeding section of the ScanSnap, with the scanning side facing up.



⇒ 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 45), insert the document by aligning it with the left edge of the feeding section.

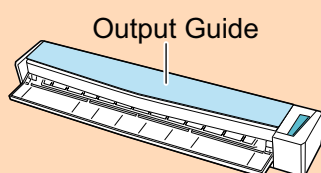


- When you perform scanning with the output guide closed, leave enough space at the back of the ScanSnap to allow the document to be completely ejected.

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/m² [20 lb] or heavier)
- Postcards
- Business cards
- Plastic cards
- Carrier Sheet



About Customer Support and Maintenance

Customer Support

- ABBYY FineReader for ScanSnap

From the sidebar in Finder, select [Applications] → [ABBYY FineReader for ScanSnap] → [ABBYY FineReader for ScanSnap] → [Help] → [ABBYY FineReader for ScanSnap Help] → [Technical Support].

- 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.