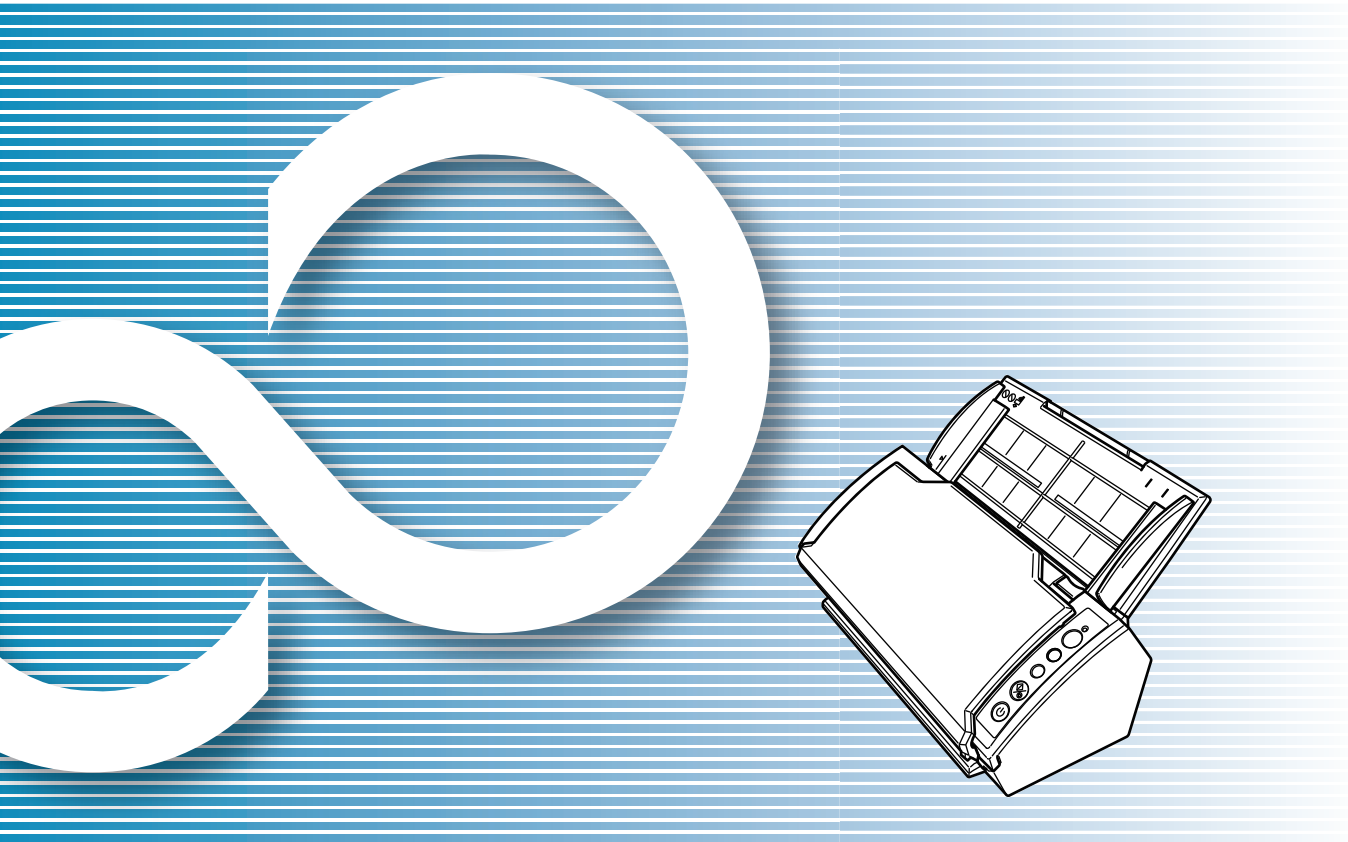


fi-6110

# Image Scanner

## Operator's Guide

Thank you for purchasing the fi-6110 color image scanner. This manual explains about the basic operations and handling of the scanner. For information on scanner installation, connection and software installation, refer to "Getting Started".



- TOP
- Contents
- Index
- Introduction
- Scanner Overview
- How to Load Documents
- Configuring the Scan Settings
- How to Use the Operator Panel
- Various Ways to Scan
- Daily Care
- Replacing the Consumables
- Troubleshooting
- Operational Settings
- Appendix
- Glossary

Explains the names and functions of parts and basic scanner operation.

Explains how to load documents on the scanner.

Explains about the setting items in the scanner drivers.

Explains how to use the Operator Panel.

Explains about various ways of scanning.

Explains how to clean the scanner.

Explains how to replace the consumables.

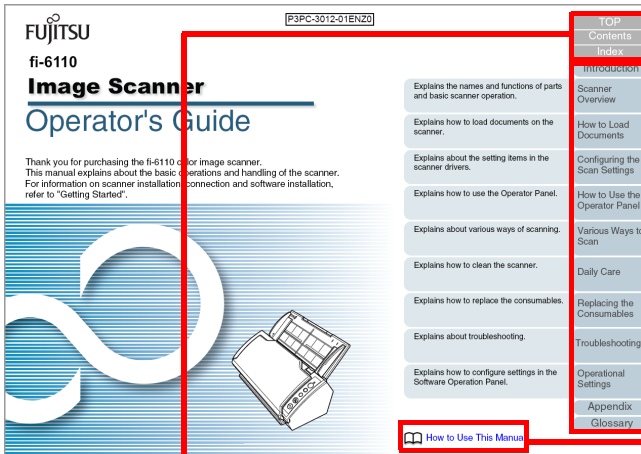
Explains about troubleshooting.

Explains how to use the Software Operation Panel to configure the scanner settings.

# How to Use This Manual

The following shows the tips for using this manual.

## Cover page



Jumps to the first page of each chapter.

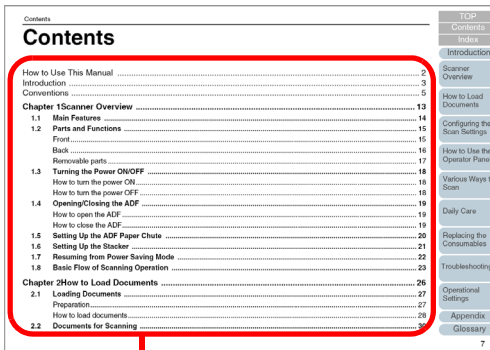
Jumps to this page.

TOP: Jumps to the cover page.

CONTENTS: Jumps to the contents page.

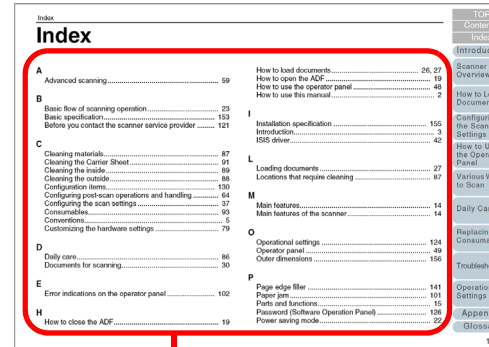
INDEX: Jumps to the index page.

## Contents page




Click a title to jump to the page.

## Index page



Click an index title to jump to the page.

## Common notes:

- To display or print this manual, either Adobe® Acrobat® (7.0 or later) or Adobe® Reader® (7.0 or later) is required.
- Click a blue character string (where the mouse pointer changes to a shape such as ) to move to the linked section.
- In this manual, you can use the navigation option of Adobe® Acrobat® or Adobe® Reader®. For details, refer to the Adobe® Acrobat® or Adobe® Reader® Help.
- Use the [Page Up] key to return to the previous page, and the [Page Down] key to go to the next page.

- TOP
- Contents
- Index
- Introduction
- Scanner Overview
- How to Load Documents
- Configuring the Scan Settings
- How to Use the Operator Panel
- Various Ways to Scan
- Daily Care
- Replacing the Consumables
- Troubleshooting
- Operational Settings
- Appendix
- Glossary

# Introduction

Thank you for purchasing the fi-6110 color image scanner.

## About This Product

The fi-6110 is equipped with an Automatic Document Feeder (ADF) that allows duplex (double-sided) scanning.

## Manuals

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

Manual	Description
Safety Precautions (paper)	Contains important information about the safe use of this product. Make sure to read this manual before using the fi-6110.
Getting Started (paper, PDF)	Outlines the procedures from installation to operation of the scanner. The PDF version is included in the Setup DVD-ROM.
Operator's Guide (this manual) (PDF)	Provides detailed information on how to operate and maintain the scanner daily, how to replace the consumables, and how to troubleshoot problems. Included in the Setup DVD-ROM.
How to Use ScandAll PRO (PDF)	Provides information on how to scan documents by using ScandAll PRO. Included in the Setup DVD-ROM.

Manual	Description
TWAIN User's Guide (PDF)	Explains how to install and operate the TWAIN driver. Included in the Setup DVD-ROM.
Image Processing Software Option User's Guide (PDF)	Explains how to install and operate the Image Processing Software Option. Included in the Setup DVD-ROM.
Error Recovery Guide (HTML Help)	Details the status of the scanner and explains how to resolve problems encountered. Contains movies that explain how to clean and replace the consumables. Included in the Setup DVD-ROM.
Help (scanner driver)	Explains how to use and configure the settings for the scanner drivers. Can be referenced from each scanner driver.
Help (application)	Explains how to use and configure the settings for the application software. Can be referenced from each application.

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## Manufacturer

---

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212-8563, Japan.

Phone: (81-44) 540-4538

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TOP

Contents

Index

Introduction

Scanner  
Overview

How to Load  
Documents

Configuring the  
Scan Settings

How to Use the  
Operator Panel

Various Ways to  
Scan

Daily Care

Replacing the  
Consumables

Troubleshooting

Operational  
Settings

Appendix

Glossary

# Conventions

## Safety Information

The attached "Safety Precautions" manual describes important details for users to use this product safely and correctly. Read the Safety Precautions thoroughly before you start using this product.

## Symbols Used in This Manual

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



This indication alerts operators to an operation that, if not strictly observed, may result in severe injury or death.



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

Besides warning indicators, the following symbols are used in this manual.



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



This symbol alerts operators to helpful advice regarding operation.

## Naming Conventions in This Manual

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

Product	Indication	
Windows® XP Home Edition (Service Pack 2 or later) Windows® XP Professional (Service Pack 2 or later) Windows® XP Professional x64 Edition	Windows XP	Windows (*1)
Windows Server® 2003 Standard Edition Windows Server® 2003 Standard x64 Edition Windows Server® 2003 R2, Standard Edition Windows Server® 2003 R2, Standard x64 Edition	Windows Server 2003	
Windows Vista® Home Basic (32/64-bit) Windows Vista® Home Premium (32/64-bit) Windows Vista® Business (32/64-bit) Windows Vista® Enterprise (32/64-bit) Windows Vista® Ultimate (32/64-bit)	Windows Vista	
Windows Server® 2008 Standard (32/64-bit) Windows Server® 2008 R2 Standard (64-bit)	Windows Server 2008	Windows (*1)
Windows® 7 Home Premium (32/64-bit) Windows® 7 Professional (32/64-bit) Windows® 7 Enterprise (32/64-bit) Windows® 7 Ultimate (32/64-bit)	Windows 7	

Product	Indication
Microsoft® Office SharePoint® Portal Server 2003	Microsoft SharePoint Server
Microsoft® Office SharePoint® Server 2007	
Adobe® Acrobat®	Adobe Acrobat (*2)

\*1: Where there is no distinction between the different versions of the above operating system, the general term "Windows" is used.

\*2: All the descriptions in this manual assume the usage of Adobe Acrobat bundled with this product. However, Adobe Acrobat may be upgraded without notice. If the descriptions differ from the actual displayed screens, refer to the Adobe Acrobat Help.

## Arrow Symbols in This Manual

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

Example: Click the [Scan] menu → [Scan Setting].

## Screen Examples in This Manual

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

If the actual displayed screen differs from the screen examples in this manual, operate by following the actual displayed screen while referring to manual of the software that you are using.

The screen examples used in this manual are of the TWAIN driver, ISIS driver, ScandAll PRO (an image acquisition application), and Adobe Acrobat.

This manual uses screenshots from Windows Vista. The windows that appear and the operations differ by the operating system that you are using. Also note that, with some scanner models, the screens and operations may differ from this manual when you update the TWAIN driver or the ISIS driver. In that case, refer to the manual provided upon updating the driver.

# Contents

How to Use This Manual .....	2
Introduction .....	3
Conventions .....	5
<b>Chapter 1 Scanner Overview .....</b>	<b>13</b>
<b>1.1 Main Features .....</b>	<b>14</b>
<b>1.2 Parts and Functions .....</b>	<b>15</b>
Front .....	15
Back .....	16
Removable Parts .....	17
<b>1.3 Turning the Power ON/OFF .....</b>	<b>18</b>
How to Turn the Power ON .....	18
How to Turn the Power OFF .....	18
<b>1.4 Opening/Closing the ADF .....</b>	<b>19</b>
How to Open the ADF .....	19
How to Close the ADF .....	19
<b>1.5 Setting Up the ADF Paper Chute .....</b>	<b>20</b>
<b>1.6 Setting Up the Stacker .....</b>	<b>21</b>
<b>1.7 Resuming from Power Saving Mode .....</b>	<b>22</b>
<b>1.8 Basic Flow of Scanning Operation .....</b>	<b>23</b>
<b>Chapter 2 How to Load Documents .....</b>	<b>26</b>
<b>2.1 Loading Documents .....</b>	<b>27</b>
Preparation .....	27
How to Load Documents .....	28

TOP
Contents
Index
Introduction
Scanner Overview
How to Load Documents
Configuring the Scan Settings
How to Use the Operator Panel
Various Ways to Scan
Daily Care
Replacing the Consumables
Troubleshooting
Operational Settings
Appendix
Glossary

<b>2.2 Documents for Scanning .....</b>	<b>30</b>
Paper Size .....	30
Paper Quality .....	30
Loading Capacity .....	32
Area Not to Be Perforated .....	32
Conditions for Multifeed Detection .....	33
Conditions for Mixed Batch Scanning .....	34
Conditions for Using the Carrier Sheet.....	36
<b>Chapter 3 Configuring the Scan Settings .....</b>	<b>37</b>
<b>3.1 TWAIN Driver .....</b>	<b>38</b>
[Resolution] .....	39
[Scan Type] .....	39
[Paper Size].....	39
[Image Mode] .....	39
[Scan] Button .....	39
[Preview] Button .....	40
[Close] / [OK] Button.....	40
[Reset] Button.....	40
[Help] Button.....	40
[About] Button.....	40
[Option] Button .....	40
[Advance] Button .....	41
[Config] Button.....	41
[Browse] Button .....	41
<b>3.2 ISIS Driver .....</b>	<b>42</b>
[Main] Tab .....	43
[Layout] Tab .....	43
[Image Processing] Tab .....	44

TOP
Contents
Index
Introduction
Scanner Overview
How to Load Documents
Configuring the Scan Settings
How to Use the Operator Panel
Various Ways to Scan
Daily Care
Replacing the Consumables
Troubleshooting
Operational Settings
Appendix
Glossary



[Paper Handling] Tab .....	45
[Gamma] Tab .....	45
[Color Dropout] Tab .....	46
[Compression] Tab .....	46
[Blank Page Deletion] Tab .....	47
[About] Tab .....	47
<b>Chapter 4 How to Use the Operator Panel .....</b>	<b>48</b>
<b>4.1 Operator Panel .....</b>	<b>49</b>
Names and Functions .....	49
Indications on Function Number Display .....	50
<b>Chapter 5 Various Ways to Scan .....</b>	<b>51</b>
<b>5.1 Summary .....</b>	<b>52</b>
<b>5.2 Scanning Documents of Different Types and Sizes .....</b>	<b>53</b>
Scanning Both Sides at Once .....	53
Documents with Different Widths .....	54
Documents Larger than A4/Letter Size .....	55
Long Page Scanning .....	57
<b>5.3 Advanced Scanning .....</b>	<b>59</b>
Removing a Color from the Scanned Image (Dropout Color) .....	59
Skipping Blank Pages .....	62
<b>5.4 Configuring Post-Scan Operations and Handling .....</b>	<b>64</b>
Automatically Correcting Skewed Images .....	64
Automatically Correcting the Page Orientation .....	66
Saving Scanned Images in PDF Format .....	68
Splitting the Scanned Image in Two .....	72
Using the Multi Image Output .....	74
Automatically Detecting Color/Monochrome Documents .....	76

TOP
Contents
Index
Introduction
Scanner Overview
How to Load Documents
Configuring the Scan Settings
How to Use the Operator Panel
Various Ways to Scan
Daily Care
Replacing the Consumables
Troubleshooting
Operational Settings
Appendix
Glossary

<b>5.5</b>	<b>Customizing the Scanner Settings</b> .....	<b>78</b>
	Using a Button on the Scanner to Start Scanning .....	78
	Detecting Multifeed Errors .....	80
	Ignoring Multifeed for a Set Pattern.....	82
<b>Chapter 6</b>	<b>Daily Care</b> .....	<b>85</b>
<b>6.1</b>	<b>Cleaning Materials and Locations that Require Cleaning</b> .....	<b>86</b>
	Cleaning Materials.....	86
	Location and Frequency.....	86
<b>6.2</b>	<b>Cleaning the Outside</b> .....	<b>87</b>
<b>6.3</b>	<b>Cleaning the Inside</b> .....	<b>88</b>
<b>6.4</b>	<b>Cleaning the Carrier Sheet</b> .....	<b>90</b>
<b>Chapter 7</b>	<b>Replacing the Consumables</b> .....	<b>91</b>
<b>7.1</b>	<b>Consumables and Replacement Cycles</b> .....	<b>92</b>
<b>7.2</b>	<b>Replacing the Pad Assy</b> .....	<b>93</b>
<b>7.3</b>	<b>Replacing the Pick Roller</b> .....	<b>94</b>
<b>7.4</b>	<b>Purchasing the Carrier Sheet</b> .....	<b>98</b>
<b>Chapter 8</b>	<b>Troubleshooting</b> .....	<b>99</b>
<b>8.1</b>	<b>Paper Jam</b> .....	<b>100</b>
<b>8.2</b>	<b>Error Indications on Operator Panel</b> .....	<b>101</b>
	Temporary Errors .....	102
	Device Errors.....	102
<b>8.3</b>	<b>Troubleshooting</b> .....	<b>104</b>
	Scanner cannot be powered ON. ....	105
	The Function Number Display switches OFF. ....	106
	Scanning does not start.....	107
	Quality of the scanned photo/picture is poor when scanning in black & white mode. ....	108
	Quality of scanned text or lines is unsatisfactory. ....	109

TOP
Contents
Index
Introduction
Scanner Overview
How to Load Documents
Configuring the Scan Settings
How to Use the Operator Panel
Various Ways to Scan
Daily Care
Replacing the Consumables
Troubleshooting
Operational Settings
Appendix
Glossary

Images are distorted or not clear.....	110
Vertical streaks appear on the scanned image. ....	111
"E" (or other numbers/letters) is already displayed on the Function Number Display after power-on.....	112
Multifeed error occurs frequently.....	113
Situation in which the document is not fed into the ADF occurs frequently.....	115
Paper jams/pick errors occur frequently.....	116
Scanned images turn out elongated.....	117
A shadow appears at the top or the bottom of the scanned image. ....	118
There are black traces on the document.....	119
Paper jams occur frequently when scanning with the Carrier Sheet.....	120
<b>8.4 Before You Contact the Scanner Service Provider .....</b>	<b>121</b>
General.....	121
Error Status .....	122
<b>8.5 Checking the Product Labels .....</b>	<b>123</b>
Location.....	123
<b>Chapter 9 Operational Settings .....</b>	<b>124</b>
<b>9.1 Starting Up the Software Operation Panel .....</b>	<b>125</b>
<b>9.2 Password Setting .....</b>	<b>126</b>
Setting a Password .....	126
Setting the [View Only mode].....	127
Clearing the [View Only mode].....	128
Changing the Password .....	129
Clearing the Password .....	130
Resetting the Password .....	131
<b>9.3 Configuration Items .....</b>	<b>132</b>
Device Setting .....	132
Device Setting 2 .....	134

TOP
Contents
Index
Introduction
Scanner Overview
How to Load Documents
Configuring the Scan Settings
How to Use the Operator Panel
Various Ways to Scan
Daily Care
Replacing the Consumables
Troubleshooting
Operational Settings
Appendix
Glossary

<b>9.4</b>	<b>Settings Related to Page Counters</b> .....	<b>137</b>
	Checking and Resetting the Counters [Page Counter] .....	137
	Replacement Cycle of Consumables [Life Counter Alarm Setting] .....	139
<b>9.5</b>	<b>Settings Related to Scanning</b> .....	<b>140</b>
	Adjusting the Start Position for Scanning [Offset/Vertical magnification Adjustment] .....	140
	Removing Shadows/Streaks that Appear around the Scanned Image [Page Edge Filler (ADF)] .....	142
	Removing a Color from the Scanned Image [Dropout color].....	143
	Number of Paper Feeding Retries.....	144
<b>9.6</b>	<b>Settings Related to Multifeed Detection</b> .....	<b>145</b>
	Method of Multifeed Detection [Multifeed] .....	145
	Specifying an Area to Detect Multifeed	
	[Document check area specification for Multifeed Detection] .....	147
	Specifying an Area Not to Detect Multifeed [Intelligent Multifeed Function] .....	150
<b>9.7</b>	<b>Settings Related to Waiting Time</b> .....	<b>151</b>
	Waiting Time to Enter Power Saving Mode [Power saving] .....	151
<b>9.8</b>	<b>Settings Related to Power ON/OFF</b> .....	<b>152</b>
	Method of Turning the Scanner ON/OFF [Power SW Control].....	152
<b>Appendix</b>	.....	<b>153</b>
<b>A.1</b>	<b>Basic Specification</b> .....	<b>154</b>
<b>A.2</b>	<b>Installation Specification</b> .....	<b>156</b>
<b>A.3</b>	<b>Outer Dimensions</b> .....	<b>157</b>
<b>A.4</b>	<b>Uninstalling the Software</b> .....	<b>158</b>
<b>Glossary</b>	.....	<b>159</b>
<b>Index</b>	.....	<b>170</b>

TOP
Contents
Index
Introduction
Scanner Overview
How to Load Documents
Configuring the Scan Settings
How to Use the Operator Panel
Various Ways to Scan
Daily Care
Replacing the Consumables
Troubleshooting
Operational Settings
Appendix
Glossary

# Chapter 1 Scanner Overview

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This chapter explains about the names and functions of the scanner parts, as well as the methods for basic operations.

1.1 Main Features.....	14
1.2 Parts and Functions.....	15
1.3 Turning the Power ON/OFF .....	18
1.4 Opening/Closing the ADF.....	19
1.5 Setting Up the ADF Paper Chute.....	20
1.6 Setting Up the Stacker.....	21
1.7 Resuming from Power Saving Mode .....	22
1.8 Basic Flow of Scanning Operation .....	23

## 1.1 Main Features

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

### **Realizes a scanning speed of 20 ppm/40 ipm (under JPEG compression)**

The scanner can achieve a scanning speed of up to 20 ppm/40 ipm (300 dpi) with A4/Letter size color documents. Furthermore, you can load up to 50 sheets of documents for continuous scanning which allows you to quickly digitize a large volume of documents.

### **Capable of scanning documents larger than A4/Letter size**

The bundled "Carrier Sheet" allows you to scan documents that are larger than A4/Letter size.

### **Function Number Display**

The scanner mounts a "Function Number Display" which displays error indications. It is used to easily check the status of the scanner.

### **Improved efficiency for pre-scan work**

The scanner can perform "batch scanning" which allows you to scan documents with different paper weight and size at once, simplifying the process of sorting the documents before scanning.

### **Reduced work loss caused by multifeeds**

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

### **Intelligent Multifeed function**

When there is paper of the same size attached to a designated location on the page, the Intelligent Multifeed function enables the scanner to recognize the location of the attachment. This allows you to continue scanning instead of pausing the scan by detecting every paper attachment as multifeed.

### **Advanced image processing functions**

The scanner's automatic detection function outputs images in color or monochrome by the document content.

TOP

Contents

Index

Introduction

Scanner  
Overview

How to Load  
Documents

Configuring the  
Scan Settings

How to Use the  
Operator Panel

Various Ways to  
Scan

Daily Care

Replacing the  
Consumables

Troubleshooting

Operational  
Settings

Appendix

Glossary

## 1.2 Parts and Functions

This section shows the names of the scanner parts.

### Front

#### Side Guide

Guides the documents in width direction as they are fed into the scanner.

#### ADF (Automatic Document Feeder)

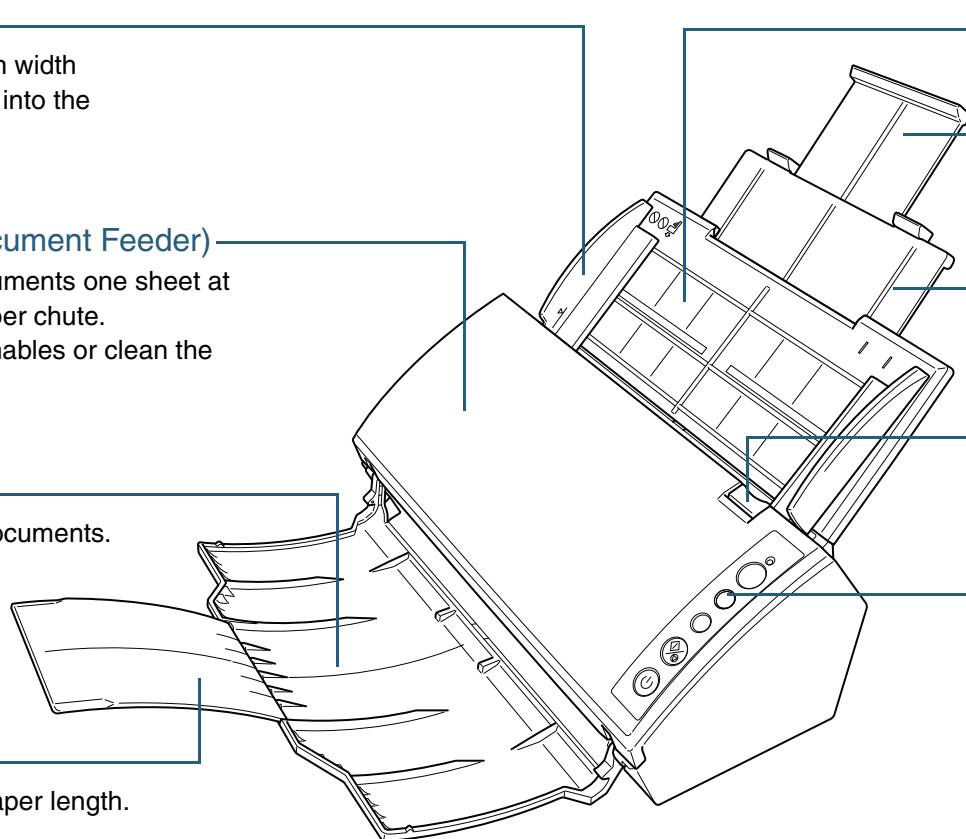
Pulls and feeds the documents one sheet at a time from the ADF paper chute. Open to replace consumables or clean the inside of the scanner.

#### Stacker

Stacks up the ejected documents.

#### Stacker Extension

Lift up to adjust to the paper length.



#### ADF Paper Chute

Holds the documents to be scanned.

#### Chute Extension 2

Pull out to adjust to the paper length.

#### Chute Extension 1

Pull out to adjust to the paper length.

#### ADF Release Tab

Pull this tab to open the ADF.

#### Operator Panel

Consists of the Function Number Display, buttons, and Check LED.

Can be used to operate the scanner or check the status.

For details about the operator panel, refer to "[Chapter 4 How to Use the Operator Panel](#)" (page 48).

TOP

Contents

Index

Introduction

Scanner  
OverviewHow to Load  
DocumentsConfiguring the  
Scan SettingsHow to Use the  
Operator PanelVarious Ways to  
Scan

Daily Care

Replacing the  
Consumables

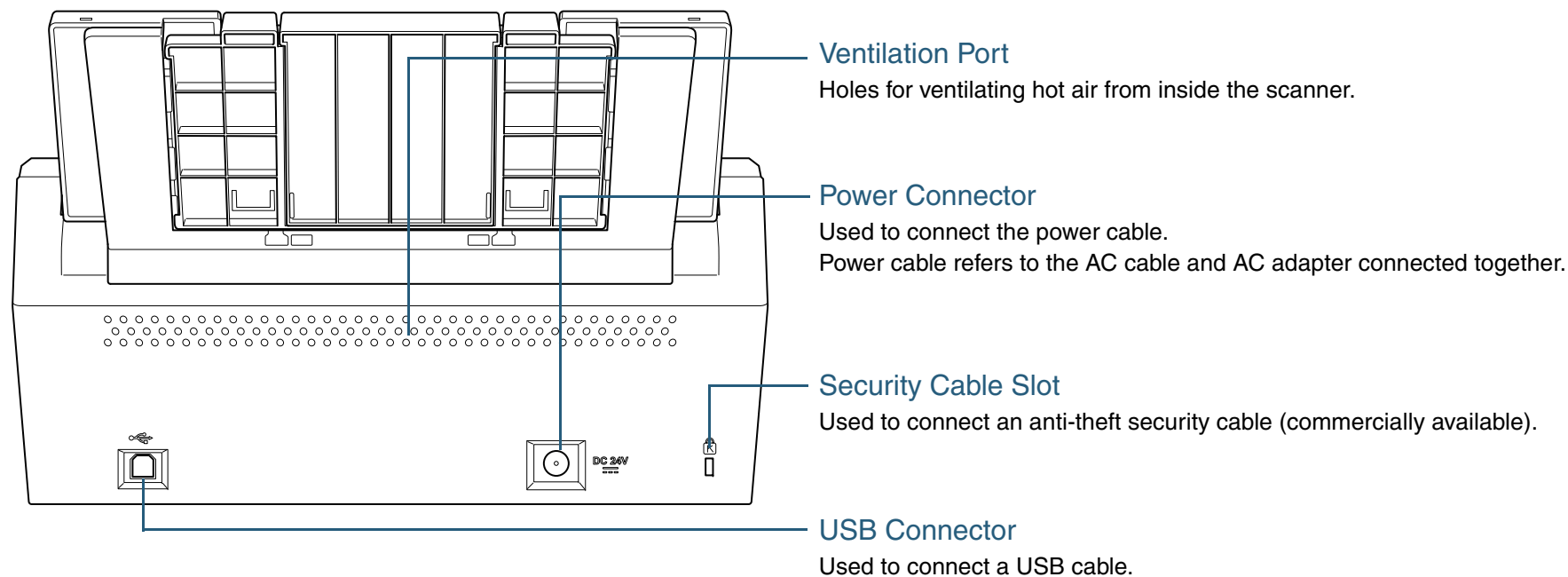
Troubleshooting

Operational  
Settings

Appendix

Glossary

## Back



TOP

Contents

Index

Introduction

Scanner Overview

How to Load Documents

Configuring the Scan Settings

How to Use the Operator Panel

Various Ways to Scan

Daily Care

Replacing the Consumables

Troubleshooting

Operational Settings

Appendix

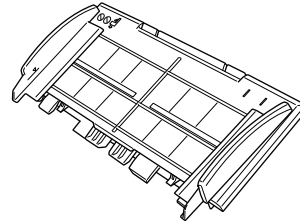
Glossary



## Removable Parts

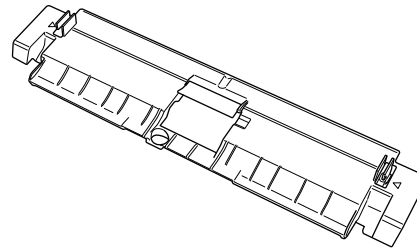
### ADF Paper Chute

For details about removing the ADF paper chute, refer to ["7.3 Replacing the Pick Roller"](#) (page 94).



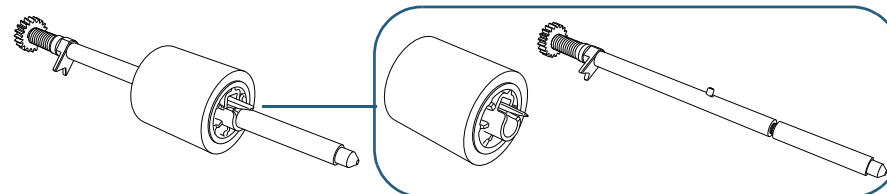
### Sheet Guide

For details about removing the sheet guide, refer to ["7.3 Replacing the Pick Roller"](#) (page 94).



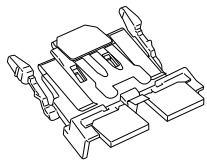
### Pick Roller

For details about removing the pick roller, refer to ["7.3 Replacing the Pick Roller"](#) (page 94).



### Pad Assy

For details about removing the pad assy, refer to ["7.2 Replacing the Pad Assy"](#) (page 93).



## 1.3 Turning the Power ON/OFF

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



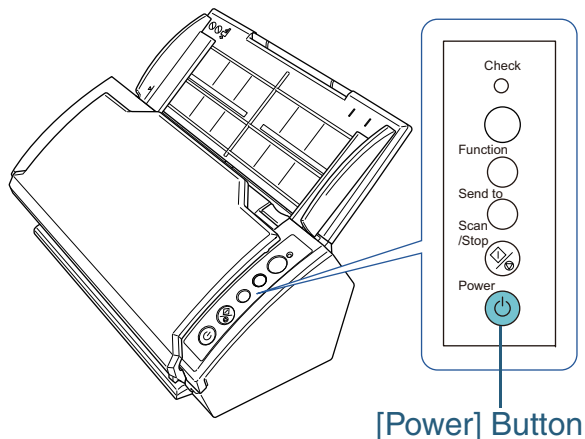
The method by which the scanner is powered ON/OFF can be specified from one of the following:

- Press the [Power] button on the operator panel
- Unplug the power cable then plug it back in
- Have the scanner turn ON/OFF in sync with the computer's power

For details, refer to "[Method of Turning the Scanner ON/OFF \[Power SW Control\]](#)" (page 152).

### How to Turn the Power ON

- 1 Press the [Power] button on the scanner's operator panel.



[Power] Button

- ⇒ The power is turned on, and the [Power] button lights in green. During initialization, the Function Number Display of the operator panel changes as follows: "8" → "P" → "0" → "1". The scanner is ready when "1" is displayed.



When you press the [Power] button, the Check LED will flash once. Note that this is an initial diagnosis and not a malfunction.

### How to Turn the Power OFF

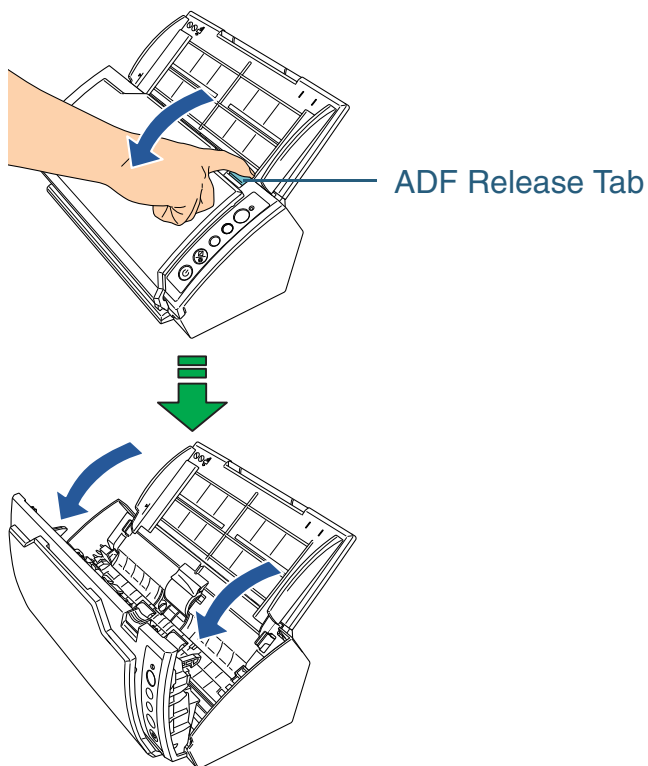
- 1 Press the [Power] button on the operator panel for more than two seconds.  
⇒ The power is turned off, and the [Power] button switches off.

## 1.4 Opening/Closing the ADF

This section describes how to open and close the ADF.

### How to Open the ADF

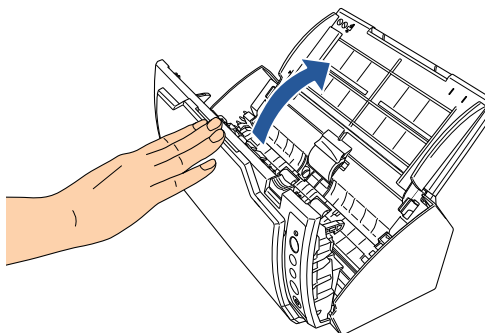
- 1 Remove all documents from the ADF paper chute.
- 2 Pull the ADF release tab towards you to open the ADF.



Be careful not to have your fingers caught when the ADF closes.

### How to Close the ADF

- 1 Close the ADF.  
Push the center of the ADF until it locks in place.



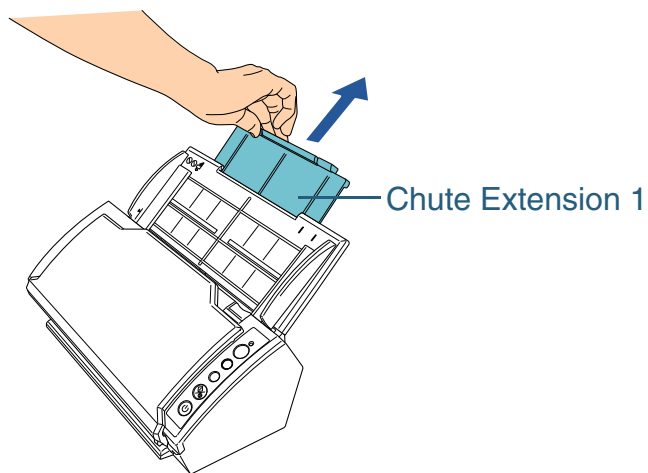
- Make sure that there is no foreign matter inside the ADF.
- Be careful not to have your fingers caught.

## 1.5 Setting Up the ADF Paper Chute

Documents loaded in the ADF paper chute are fed into the scanner one by one.

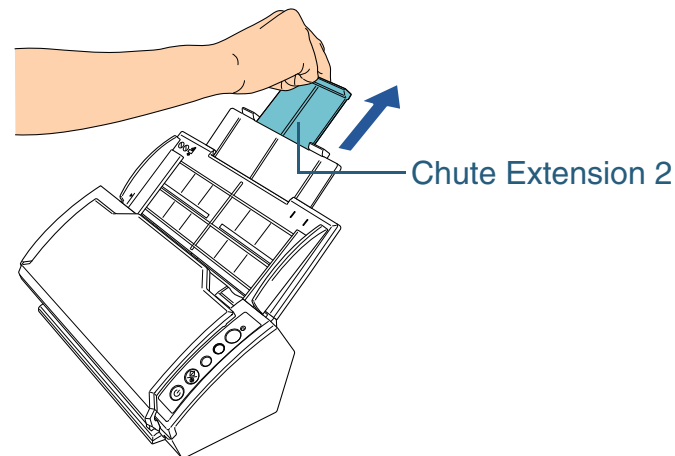
Using the chute extension 1 and chute extension 2 as shown below will keep the documents straight and feed them smoothly.

### 1 Pull out chute extension 1.



Make sure to hold the scanner while you pull out the chute extension 1.

### 2 Pull out chute extension 2.



Make sure to hold the scanner while you pull out the chute extension 2.

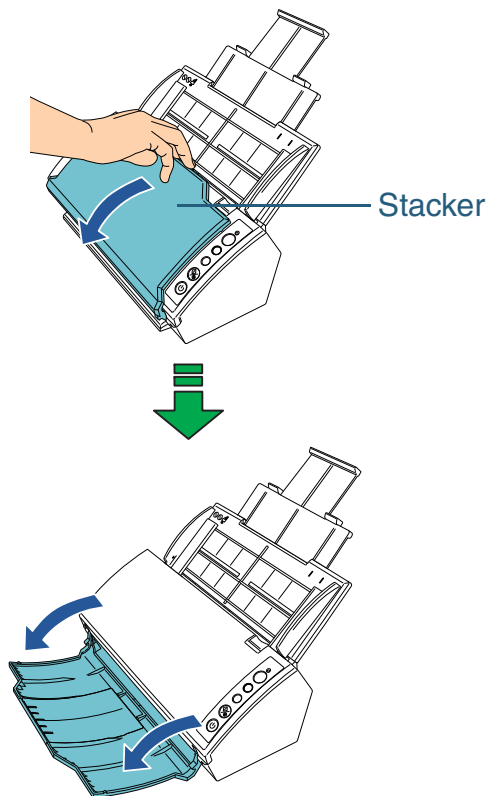
[TOP](#)[Contents](#)[Index](#)[Introduction](#)[Scanner Overview](#)[How to Load Documents](#)[Configuring the Scan Settings](#)[How to Use the Operator Panel](#)[Various Ways to Scan](#)[Daily Care](#)[Replacing the Consumables](#)[Troubleshooting](#)[Operational Settings](#)[Appendix](#)[Glossary](#)

## 1.6 Setting Up the Stacker

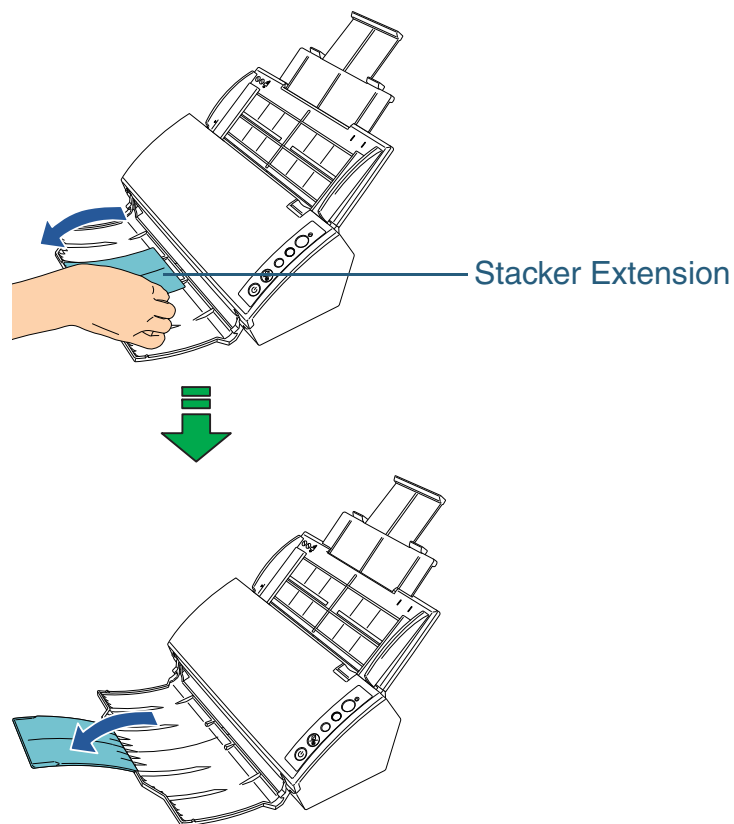
Documents loaded in the ADF paper chute are ejected onto the stacker one by one.

Using the stacker and stacker extension as follows will keep the documents straight and stack them neatly.

- 1 Pull out the stacker from the top towards you.



- 2 Lift up the stacker extension.

[TOP](#)[Contents](#)[Index](#)[Introduction](#)[Scanner Overview](#)[How to Load Documents](#)[Configuring the Scan Settings](#)[How to Use the Operator Panel](#)[Various Ways to Scan](#)[Daily Care](#)[Replacing the Consumables](#)[Troubleshooting](#)[Operational Settings](#)[Appendix](#)[Glossary](#)

## 1.7 Resuming from Power Saving Mode

Power saving mode keeps the power consumption low when the scanner has not been used for a certain period of time. If the scanner is left powered on for 15 minutes without being used, it automatically enters power saving mode.

When it enters power saving mode, the Function Number Display on the operator panel switches off but the [Power] button remains lit in green.

To resume from power saving mode, perform one of the following:

- Load a document in the ADF paper chute
- Press any button on the operator panel
  - \* Note that pressing the [Power] button for more than two seconds will turn the power off.
- Perform scanning from the scanner driver



The waiting time for entering power saving mode can be changed in the Software Operation Panel. For details, refer to "[Waiting Time to Enter Power Saving Mode \[Power saving\]](#)" (page 151).

TOP

Contents

Index

Introduction

Scanner  
OverviewHow to Load  
DocumentsConfiguring the  
Scan SettingsHow to Use the  
Operator PanelVarious Ways to  
Scan

Daily Care

Replacing the  
Consumables

Troubleshooting

Operational  
Settings

Appendix

Glossary

## 1.8 Basic Flow of Scanning Operation

This section explains about the basic flow of performing a scan.

In order to perform a scan, you need a scanner driver and an application that supports the driver.

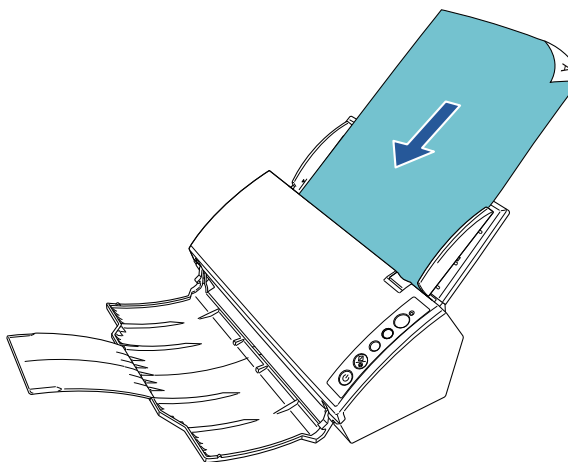
There are two scanner drivers bundled with this scanner; "TWAIN driver" and "ISIS driver", which are compliant to the TWAIN and ISIS standards, respectively. Also bundled is an application called "ScandAll PRO" (for TWAIN/ISIS) which supports both drivers.



- For details about the scanner drivers, refer to:
  - ["Chapter 3 Configuring the Scan Settings" \(page 37\)](#)
  - TWAIN driver Help
  - ISIS driver Help
- For details about ScandAll PRO, refer to:
  - How to Use ScandAll PRO
  - ScandAll PRO Help

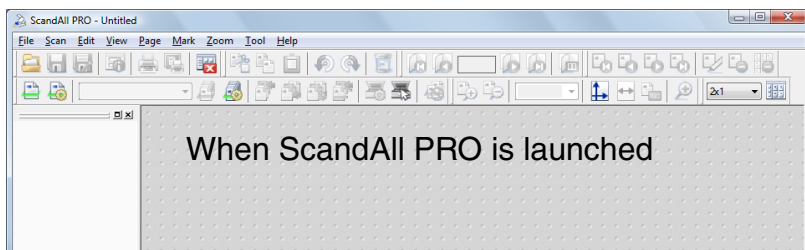
The following describes the flow of performing a scan.

- 1** Turn on the scanner.  
For details, refer to ["1.3 Turning the Power ON/OFF" \(page 18\)](#).
- 2** Load a document in the ADF paper chute.  
Set the document with its front side (scanning side) facing the ADF paper chute.



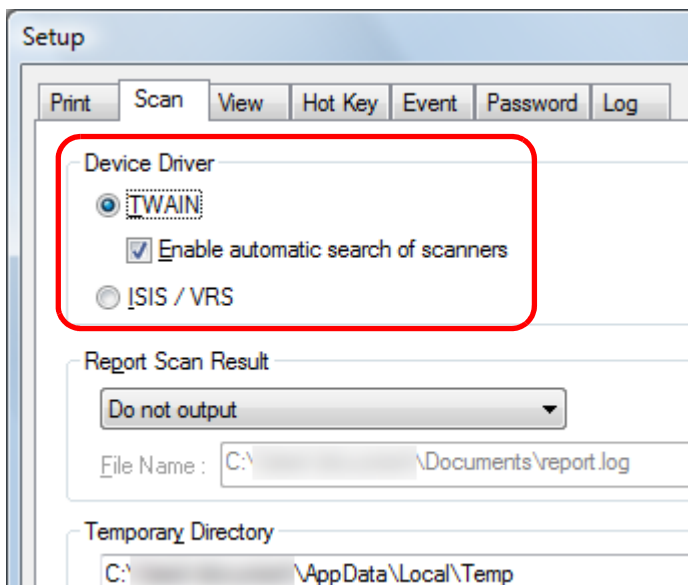
For details, refer to ["Chapter 2 How to Load Documents" \(page 26\)](#).

- 3 Start up the application to use for scanning. ScandAll PRO will be used here as an example to explain the procedure.

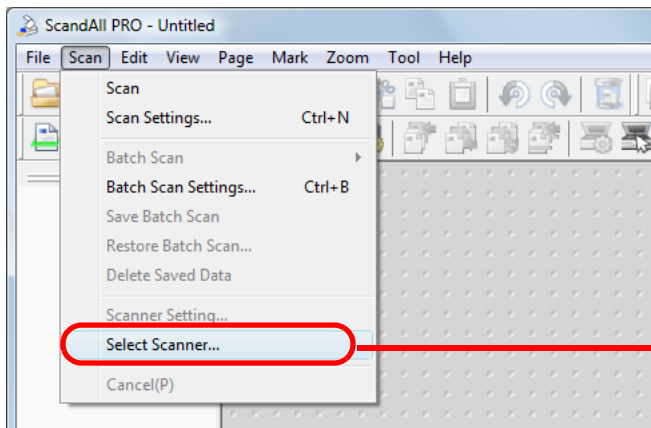


For details about how to start up ScandAll PRO, refer to "How to Use ScandAll PRO".

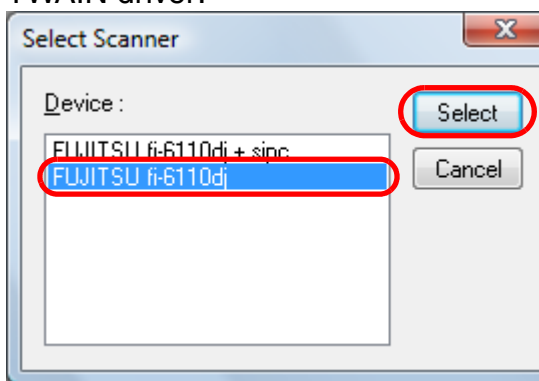
- 4 Select a scanner driver.



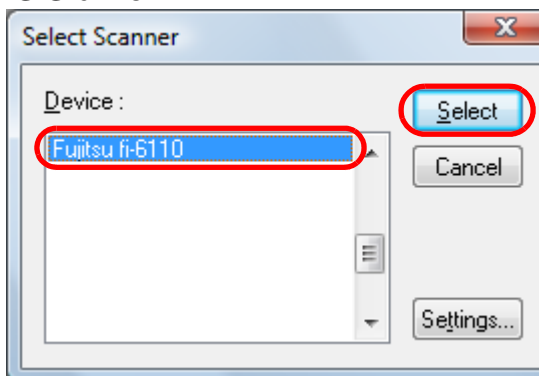
- 5 Select a scanner.



TWAIN driver:



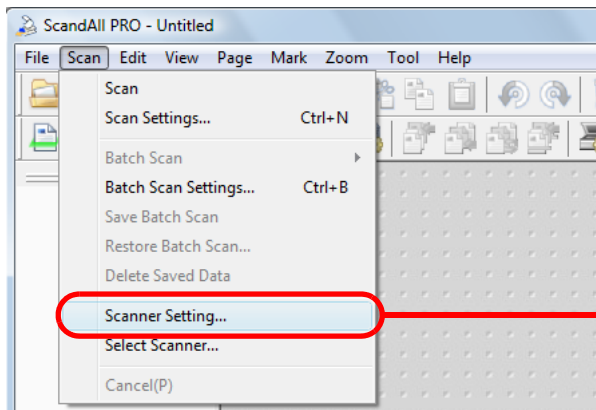
ISIS driver:



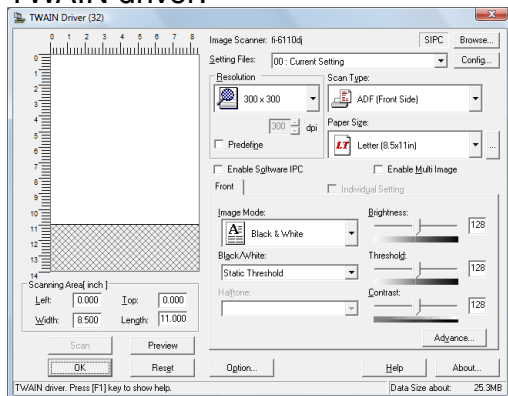
- TOP
- Contents
- Index
- Introduction
- Scanner Overview
- How to Load Documents
- Configuring the Scan Settings
- How to Use the Operator Panel
- Various Ways to Scan
- Daily Care
- Replacing the Consumables
- Troubleshooting
- Operational Settings
- Appendix
- Glossary



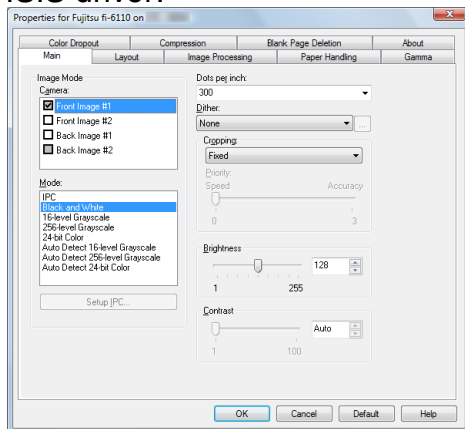
**6** Launch the scanner driver from the application.



**TWAIN driver:**

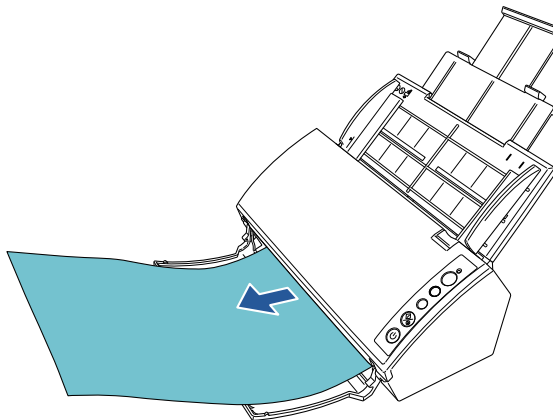


**ISIS driver:**




**7** In the scanner driver's setup dialog box, configure the scan settings and then click the [OK] button.


**8** Scan the document by clicking the [Scan] menu → [Scan].



For details about scanning with ScandAll PRO, refer to "How to Use ScandAll PRO".

**9** Save the scanned image to a file.

 Do not unplug the USB cable or log off the user account when the scanner and the computer are communicating, for instance, during scanning.

 Procedures and operations slightly vary depending on the application used. For more details about scanning with ScandAll PRO, refer to "How to Use ScandAll PRO". To perform scanning with other applications, refer to the manual bundled with the application.

- TOP
- Contents
- Index
- Introduction
- Scanner Overview**
- How to Load Documents
- Configuring the Scan Settings
- How to Use the Operator Panel
- Various Ways to Scan
- Daily Care
- Replacing the Consumables
- Troubleshooting
- Operational Settings
- Appendix
- Glossary

# Chapter 2 How to Load Documents

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This chapter explains how to load documents on the scanner.

2.1 Loading Documents.....	27
2.2 Documents for Scanning .....	30

[TOP](#)

[Contents](#)

[Index](#)

[Introduction](#)

[Scanner  
Overview](#)

**[How to Load  
Documents](#)**

[Configuring the  
Scan Settings](#)

[How to Use the  
Operator Panel](#)

[Various Ways to  
Scan](#)

[Daily Care](#)

[Replacing the  
Consumables](#)

[Troubleshooting](#)

[Operational  
Settings](#)

[Appendix](#)

[Glossary](#)

## 2.1 Loading Documents

This section explains how to load documents on the scanner.

### Preparation



For details about the paper size and quality required for normal operations, refer to ["2.2 Documents for Scanning" \(page 30\)](#).

#### 1 Check the documents.

- 1 Check if the documents to be loaded are of the same width or different widths.

Ways to load documents differ depending on whether they are the same width or not.

If the document width varies, refer to ["Conditions for Mixed Batch Scanning" \(page 34\)](#) or ["Documents with Different Widths" \(page 54\)](#).

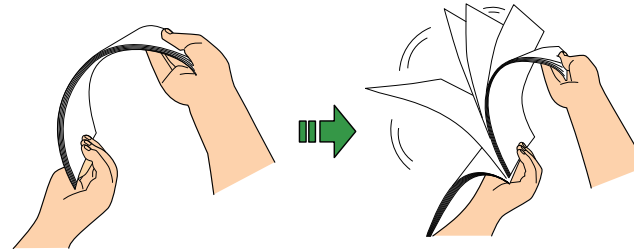
- 2 Check the number of sheets.

Up to 50 sheets can be loaded (with paper weight of 80 g/m<sup>2</sup> (20 lb) and thickness of the document stack under 5 mm).

For details, refer to ["Loading Capacity" \(page 32\)](#).

#### 2 Fan the documents.

- 1 Grab a stack of documents, which should be 5 mm or less.
- 2 Hold both ends of the documents and fan them a few times.



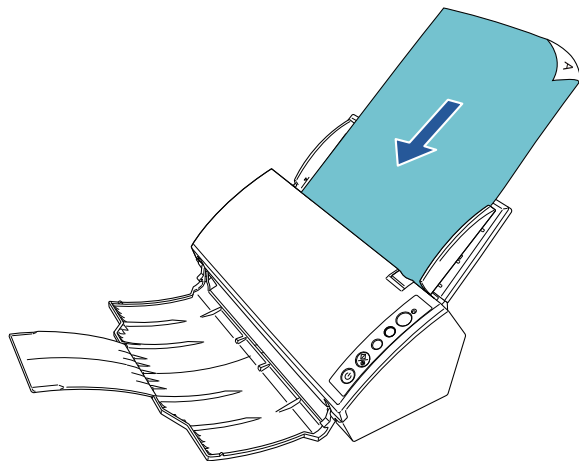
- 3 Rotate the documents by 90 degrees and fan them in the same manner.
- 4 Perform steps 1 to 3 for all documents.
- 5 Align the edges of the documents.



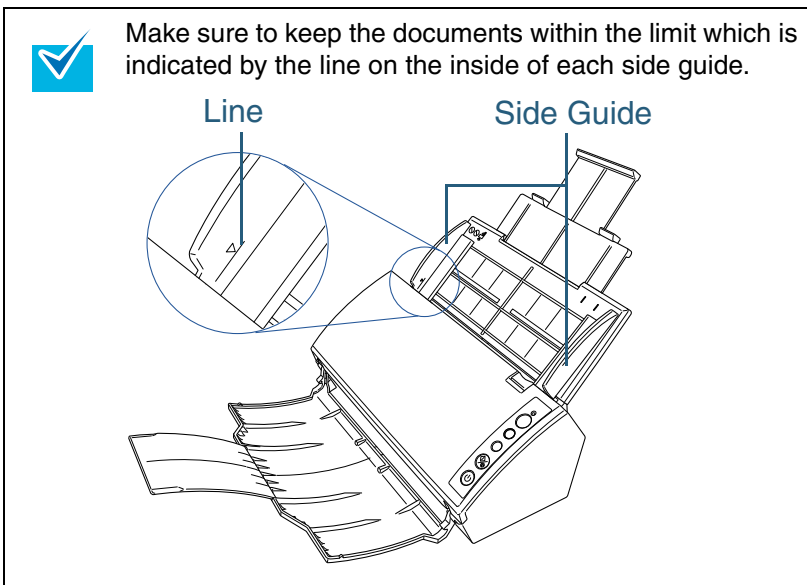
For details about how to fan documents, refer to the Error Recovery Guide. The Error Recovery Guide is included in the Setup DVD-ROM. For details about the installation, refer to "Installing the Scanner Software" in Getting Started.

## How to Load Documents

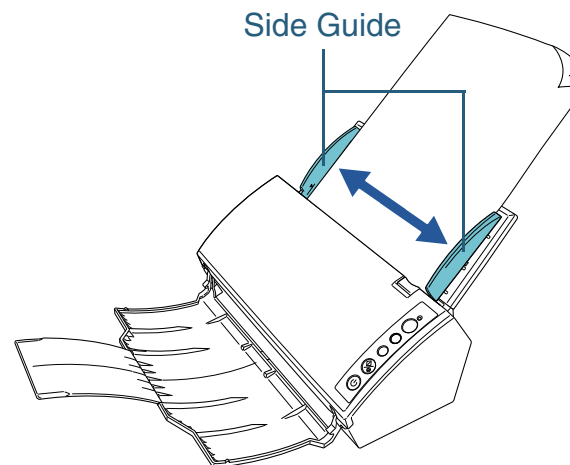
- 1** Pull out the chute extension 1 and chute extension 2 according to the length of the document.  
For details, refer to "1.5 Setting Up the ADF Paper Chute" (page 20).
- 2** Load the document in the ADF paper chute.  
Set the document with its front side (scanning side) facing the ADF paper chute.



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



- 3** Adjust the side guides to the width of the document.  
Set the side guides so that there is no space left between the side guides and the document. Otherwise, the document may be fed skewed.



- 4** Lift up the stacker and stacker extension according to the length of the document.  
For details, refer to "[1.6 Setting Up the Stacker](#)" (page 21).
- 5** Start up an application for scanning and perform a scan.  
For details about the scanning procedure in ScandAll PRO, refer to "How to Use ScandAll PRO".

TOP

Contents

Index

Introduction

Scanner  
Overview

How to Load  
Documents

Configuring the  
Scan Settings

How to Use the  
Operator Panel

Various Ways to  
Scan

Daily Care

Replacing the  
Consumables

Troubleshooting

Operational  
Settings

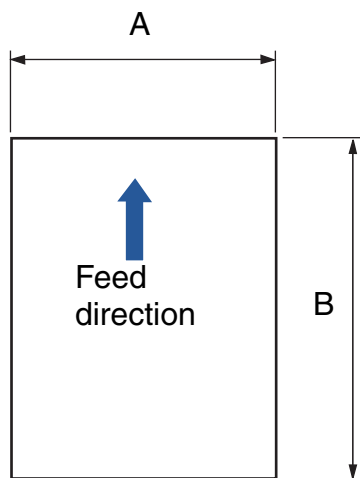
Appendix

Glossary

## 2.2 Documents for Scanning

### Paper Size

The paper sizes that can be scanned are as follows.



A: 52 to 216.0 mm (2.1 to 8.5 in.)

B: 74 to 355.6 mm (2.9 to 14.0 in.)(\*1)

\*1: Long page scanning supports scanning of documents with a length up to 3,048 mm (120 in.) in feed direction.

### Paper Quality

#### Paper type

Recommended paper types for scanning are as follows:

- Wood-free paper
- Wood-containing paper
- PPC paper (recycled)

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

#### Paper weight

The following range is supported for paper weight:

52 to 127 g/m<sup>2</sup> (14 to 34 lb)

\*127 g/m<sup>2</sup> (34 lb) applies to A8 size only.

#### Precautions

The following types of documents may not be scanned successfully:

- Documents of non-uniform thickness (e.g. envelopes, documents with photographs attached)
- Wrinkled or curled documents
- Folded or torn documents
- Tracing paper
- Coated paper
- Carbon paper
- Photosensitive paper
- Perforated documents
- Documents that are neither square nor rectangular
- Very thin paper
- Photographs (photographic paper)

TOP

Contents

Index

Introduction

Scanner  
OverviewHow to Load  
DocumentsConfiguring the  
Scan SettingsHow to Use the  
Operator PanelVarious Ways to  
Scan

Daily Care

Replacing the  
Consumables

Troubleshooting

Operational  
Settings

Appendix

Glossary

The following types of documents must not be scanned:

- Paper-clipped or stapled documents
- Documents on which the ink is still wet
- Documents smaller than A8 size
- Documents wider than 216 mm (8.5 in.)
- Documents other than paper such as fabric, metal foil and OHP film
- Important documents such as certificates and cash vouchers which must not be damaged



- Since carbonless paper contains chemical substances that may harm the rollers (e.g. pick roller), take note of the following:

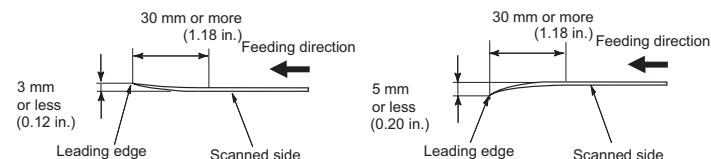
**Cleaning** : If paper jams occur frequently, clean the pad assy and pick roller. For details, refer to "[Chapter 6 Daily Care](#)" (page 85).

**Parts replacement** : The life of the pad assy and pick roller may end sooner compared to scanning wood-containing papers.

- When scanning wood-containing papers, the life of the pad assy and pick roller may end sooner compared to scanning wood-free papers.
- Pad assy and pick roller may be damaged when a photo/sticky note on the document contacts these parts during scanning.
- The surface of the document may be damaged when scanning gloss papers such as photographs.

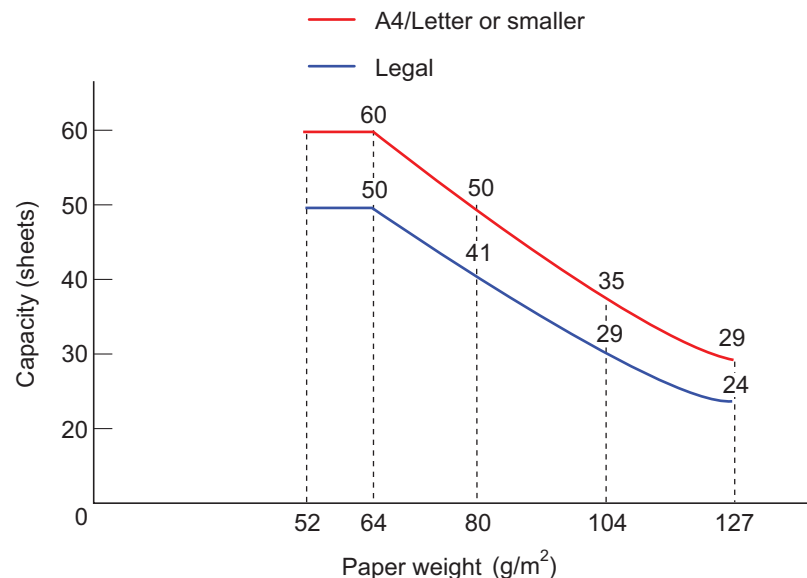


- To scan documents that are semi-transparent, slide the [Brightness] bar to light to avoid bleed through.
- When you scan documents written with lead pencil, make sure to clean the rollers frequently. Otherwise, the rollers will be contaminated which may leave black traces on the document or cause feeding errors. For details, refer to "[Chapter 6 Daily Care](#)" (page 85).
- If multifeeds, pick errors or paper jams occur frequently, refer to "[8.3 Troubleshooting](#)" (page 104) for troubleshooting.
- All documents must be flat on the leading edge. Make sure that curls on the leading edge of the documents are kept within the following range.



## Loading Capacity

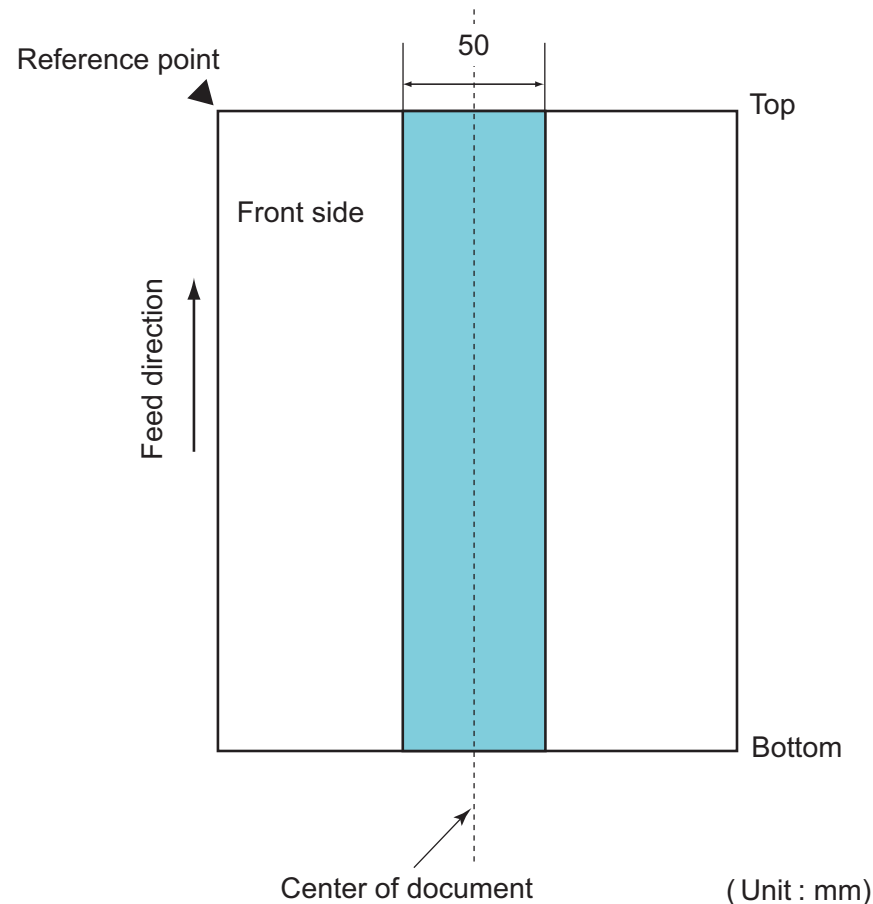
The number of sheets that can be loaded in the ADF paper chute is determined by the paper size and paper weight of the document. See the graph below.



Paper weight (unit)	Conversion						
	52	64	75	80	90	104	127
g/m <sup>2</sup>	52	64	75	80	90	104	127
lb	14	17	20	21	24	28	34
kg	45	55	64.5	69	77.5	90	110

## Area Not to Be Perforated

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



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



If there are any holes in the 50 mm-wide central column, you can move the document to the left or right to avoid an error.

- TOP
- Contents
- Index
- Introduction
- Scanner Overview
- How to Load Documents
- Configuring the Scan Settings
- How to Use the Operator Panel
- Various Ways to Scan
- Daily Care
- Replacing the Consumables
- Troubleshooting
- Operational Settings
- Appendix
- Glossary



## Conditions for Multifeed Detection

Multifeed is an error where two or more sheets are fed through the ADF at once. It is also called a multifeed when a different document length is detected.

Multifeed detection is performed by either checking the overlapping of documents, length of the documents, or the combination of both. The following conditions are required for an accurate detection.

### Detection by overlapping

- Load documents of the same paper weight in the ADF paper chute.
- Paper weight: 52 to 127 g/m<sup>2</sup> (14 to 34 lb)
- Do not punch holes within 50 mm (1.97 in.) over the vertical center line of the document. See Fig.1.
- Do not attach other documents within 50 mm (1.97 in.) over the vertical center line of the document. See Fig.1.

### Detection by length

- Load documents of the same length in the ADF paper chute.
- Variance in document lengths: 1% or less
- Do not punch holes within 50 mm (1.97 in.) over the vertical center line of the document. See Fig.1.

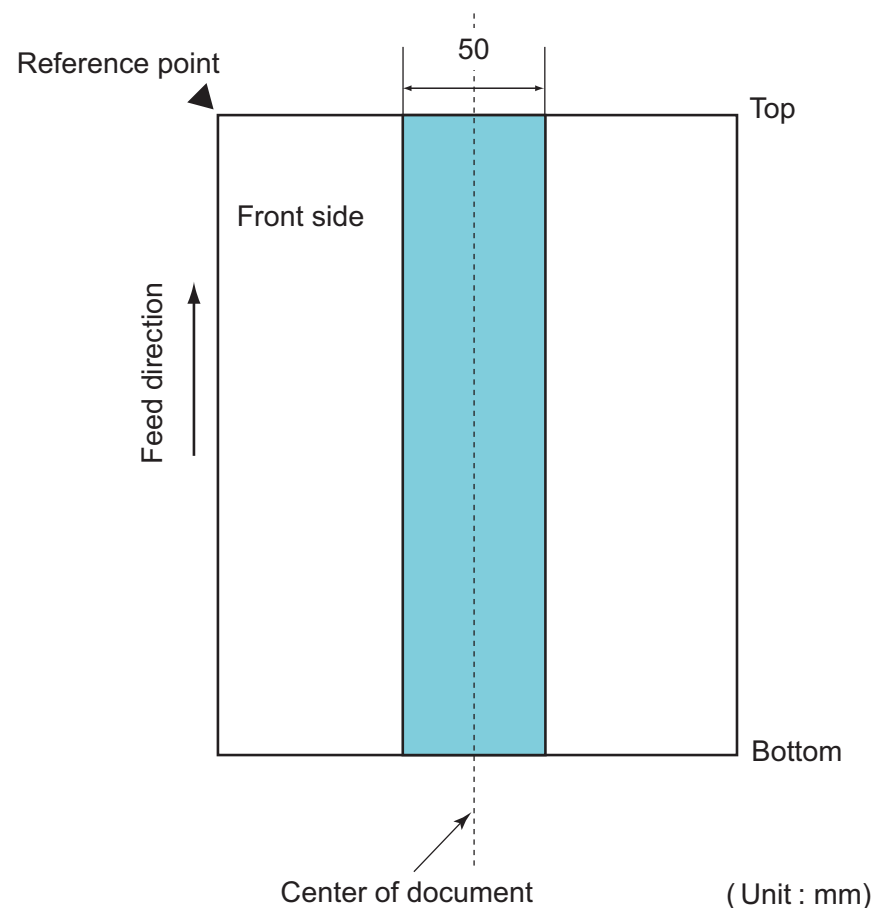
### Detection by overlapping and length

- Load documents of the same paper weight and length in the ADF paper chute.
- Paper weight: 52 to 127 g/m<sup>2</sup> (14 to 34 lb)
- Variance in document lengths: 1% or less
- Do not punch holes within 50 mm (1.97 in.) over the vertical center line of the document. See Fig.1.
- Do not attach other documents within 50 mm (1.97 in.) over the vertical center line of the document. See Fig.1.



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

Fig. 1



- The rate of multifeed detection may drop with some documents. Multifeed cannot be detected within 30 mm from the leading edge of the document.
- For the area in Fig. 1, you can also specify a length (feed direction) in the Software Operation Panel to disable multifeed detection. For details, refer to "[9.6 Settings Related to Multifeed Detection](#)" (page 145).

## Conditions for Mixed Batch Scanning

The following conditions apply when scanning a mixed batch of documents with different paper weights/friction coefficients/sizes. Always test a few sheets first and see if the documents can be fed through before scanning a mixed batch of documents.

For details about scanning, refer to "[Documents with Different Widths](#)" (page 54).

### Paper direction

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

### Paper weight

For a mixed batch with different paper weight, the following range is supported for paper weight:

52 to 127 g/m<sup>2</sup> (14 to 34 lb)

### Friction coefficient

It is recommended to use the same type of paper from the same manufacturer.

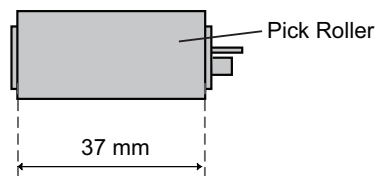
When papers of different manufacturers/brands are mixed, it affects the feeding performance as the difference in the friction coefficient increases.

The recommended friction coefficients are as follows:

0.35 to 0.60 (reference value for paper friction coefficient)

### Document position

Make sure to place the documents so that every document in the batch passes through the 37 mm (1.46 in.) width of the pick roller in the center.



### Paper size

When you scan a mixed batch with different sizes, not feeding the documents straight may cause paper jams or part of the image to appear missing.

It is recommended to check the documents thoroughly before scanning and also check the image if the document was skewed.



- When scanning a mixed batch with different sizes, documents are more likely to skew because the side guides do not contact every sheet.
- Do not use [Check Length] or [Check Overlapping and Length] for multifeed detection.

### Documents that cannot be scanned in a mixed batch

The following types of documents cannot be mixed in the same batch:

- Carbonless paper
- Bond paper
- Perforated documents
- Thermal paper
- Carbon-backed paper
- OHP film
- Tracing paper
- Carrier Sheet

TOP

Contents

Index

Introduction

Scanner  
OverviewHow to Load  
DocumentsConfiguring the  
Scan SettingsHow to Use the  
Operator PanelVarious Ways to  
Scan

Daily Care

Replacing the  
Consumables

Troubleshooting

Operational  
Settings

Appendix

Glossary

### Combinations of standard paper sizes in a mixed batch

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

However, note that not feeding the documents straight may cause paper jams or part of the image to appear missing.

It is recommended to check the documents thoroughly before scanning and also check the image when the document was skewed.

Maximum size		LTR	A4	B5	A5	B6	A6	B7	A7	B8	A8
	Width (mm)	216	210	182	149	129	105	91	74.3	64.3	52.5
Minimum size	LTR	216									
	A4	210									
	B5	182	Available range								
	A5	149									
	B6	129									
	A6	105									
	B7	91									
	A7	74.3									
	B8	64.3									
	A8	52.5									

LTR: Letter size



Note that B8 size and A8 size cannot be scanned with other paper sizes.

## Conditions for Using the Carrier Sheet

### Paper size

The paper sizes that can be scanned are as follows:

- A3 (297 × 420 mm)
- B4 (257 × 364 mm)
- 11" × 17" (279.4 × 431.8 mm)

\* The above paper sizes must be folded in half to be scanned.

### Paper quality

#### Paper type

Recommended paper type for scanning is as follows:

- Standard office paper

#### Paper weight

The following range is supported for paper weight:

- Up to 63.5 g/m<sup>2</sup> (17 lb)

### Precautions

Take note of the following:

- You cannot mix the Carrier Sheet and regular documents in the same batch for scanning.
- Up to three Carrier Sheets can be loaded at once.
- Depending on the amount of memory used by running applications, there may be insufficient memory to scan a double-page spread document with the Carrier Sheet in high resolution. In that case, specify a lower resolution and try scanning again.
- Do not write on, color, stain, or cut the end with a black & white pattern because 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 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.
- Do not fold or pull the Carrier Sheet.

- Do not use a damaged Carrier Sheet because it may damage or cause the scanner to malfunction.
- To avoid deformation, keep the Carrier Sheet on a flat surface without any weight on it.
- Be careful not to cut your finger on the edge of the Carrier Sheet.
- If paper jams occur frequently, feed about 50 sheets of PPC paper (recycled paper) before scanning with the Carrier Sheet. The PPC paper (recycled paper) can either be blank or printed.

TOP

Contents

Index

Introduction

Scanner  
Overview

How to Load  
Documents

Configuring the  
Scan Settings

How to Use the  
Operator Panel

Various Ways to  
Scan

Daily Care

Replacing the  
Consumables

Troubleshooting

Operational  
Settings

Appendix

Glossary

# Chapter 3 Configuring the Scan Settings

This chapter explains about the scan parameters of the scanner drivers.

3.1 TWAIN Driver.....	38
3.2 ISIS Driver .....	42

[TOP](#)

[Contents](#)

[Index](#)

[Introduction](#)

[Scanner  
Overview](#)

[How to Load  
Documents](#)

[Configuring the  
Scan Settings](#)

[How to Use the  
Operator Panel](#)

[Various Ways to  
Scan](#)

[Daily Care](#)

[Replacing the  
Consumables](#)

[Troubleshooting](#)

[Operational  
Settings](#)

[Appendix](#)

[Glossary](#)

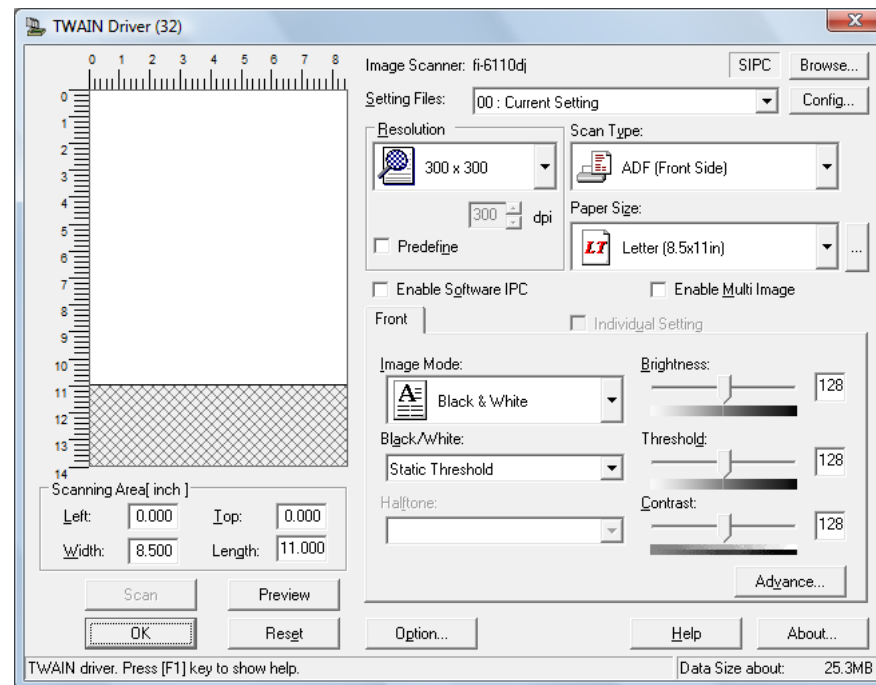
## 3.1 TWAIN Driver

The TWAIN driver is a driver that conforms to the TWAIN standard. It can be used with an application that supports TWAIN to perform scanning.

Normally, the scanner driver is launched via an application, and then the scan settings are configured in the setup dialog box of the driver (some applications may not display the setup dialog box).



Ways to launch the scanner driver differ depending on the application. For more details, refer to the manual or the Help files of the application.



Settings for TWAIN driver are configured in the above dialog box.

The following are descriptions of the main configuration items. For details, refer to the TWAIN driver Help.

## [Resolution]

Specify the resolution for scanning.

You can either select a predefined value from the list, or specify a custom resolution which can range between 50 dpi and 600 dpi (in increments of 1 dpi).

Also, selecting the [Predefine] check box allows you to perform scanning easily by selecting a predefined resolution from [Best], [Better] and [Normal].

Values in [Predefine] can be changed by clicking the [...] button.

## [Scan Type]

Specify the side(s) to scan.

Scanning side(s) can be selected from the following:

- ADF Front Side
- ADF Duplex
- Long Page (Front side)
- Long Page (Duplex)
- ADF Back Side
- Double-page spread

## [Paper Size]

Select a paper size from the drop-down list.

Up to three custom sizes can be added to the list by using the [...] button.

You can also change the order in which the items (sizes) are listed.

## [Image Mode]

Specify the type of the scanned image.

Item	Description
Black & White	Scans in binary (black & white) mode.
Halftone	Scans via halftone processing in binary (black & white) mode.
Grayscale	Scans in gradations from black to white. Select [Grayscale] (256) or [4bit Grayscale] (16 grayscale).
Color	Scans in color mode. Select [24 bit Color], [256 Color], or [8 Color].

## [Scan] Button

Click this button to start scanning by the current settings.

## [Preview] Button

Allows you to preview the scanned image. Perform a test scan by the current settings and display the result in the Preview window.

## [Close] / [OK] Button

Click this button to save the current settings and close the window.

## [Reset] Button

Click this button to undo the changes made.

## [Help] Button

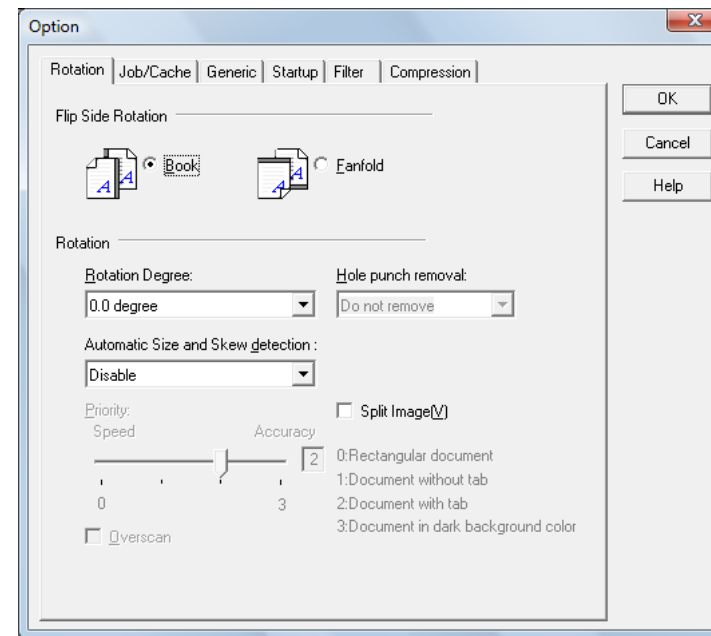
Displays the TWAIN driver Help which can also be displayed by the [F1] key.

## [About] Button

Displays the version information of TWAIN driver.

## [Option] Button

Configure the optional settings in the following window.



- [Rotation] tab  
Configure settings such as the binding direction of double-sided documents, image rotation, deskew, page size detection, end of page detection, overscan, and splitting the image in two.
- [Job/Cache] tab  
Configure settings such as caching, multifeed detection, and blank page skip.
- [Generic] tab  
Specify the measurement unit to display in the [TWAIN Driver (32)] dialog box.  
Select from inch, mm, and pixel.
- [Startup] tab  
Configure the settings of the operator panel on the scanner.



- [Filter] tab

Select the filter for image processing.

Item	Description
Digital Endorser	Adds alphanumeric character strings on the scanned image data.
Page Edge Filler	Fills in the margins of the scanned image in a specified color.

- [Compression] tab

Specify the compression rate for JPEG transfer.

### **[Advance] Button**

---

Click this button to configure detailed settings related to image processing.

Items such as gamma pattern, dropout color, reverse and edge extract can be configured.

### **[Config] Button**

---

Click this button to manage the setup files.

Scan settings can be changed easily if you save the settings configured in the [TWAIN Driver (32)] dialog box onto a file under [Setting File].

### **[Browse] Button**

---

Click this button to view a list of connected scanners.

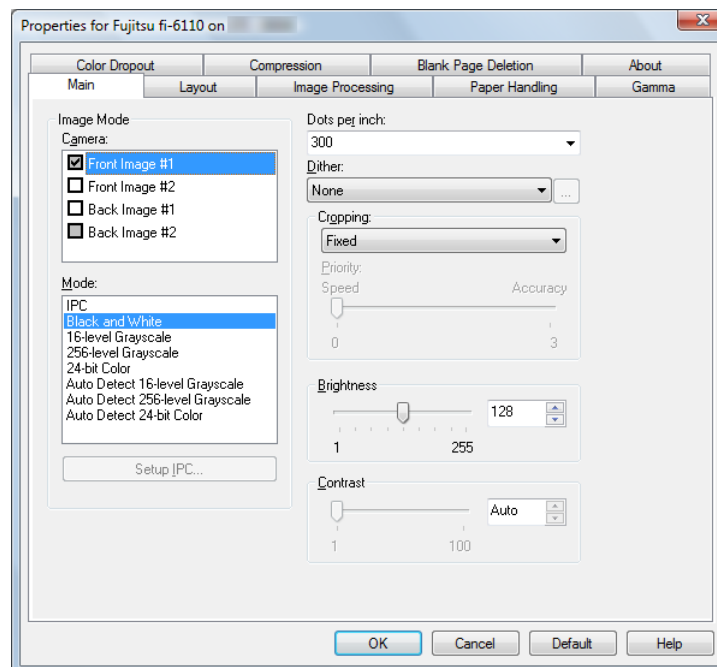
## 3.2 ISIS Driver

The ISIS driver is a driver that conforms to the ISIS standard. It can be used with an application that supports ISIS to perform scanning.

Normally, the scanner driver is launched via an application, and then the scan settings are configured in the setup dialog box of the driver (some applications may not display the setup dialog box).



Ways to launch the scanner driver differ depending on the application. For more details, refer to the manual or the Help files of the application.



Settings for ISIS driver are configured in the above dialog box. For details, refer to the ISIS driver Help.

TOP

Contents

Index

Introduction

Scanner  
OverviewHow to Load  
DocumentsConfiguring the  
Scan SettingsHow to Use the  
Operator PanelVarious Ways to  
Scan

Daily Care

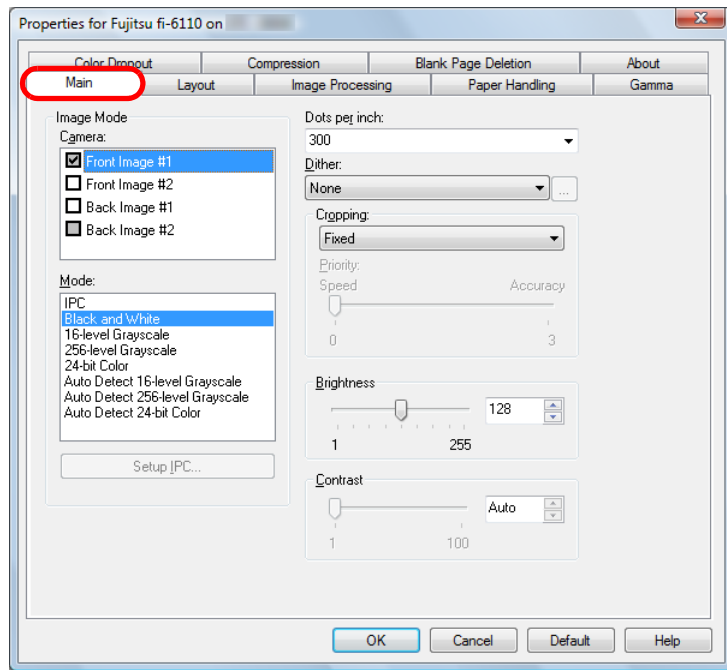
Replacing the  
Consumables

Troubleshooting

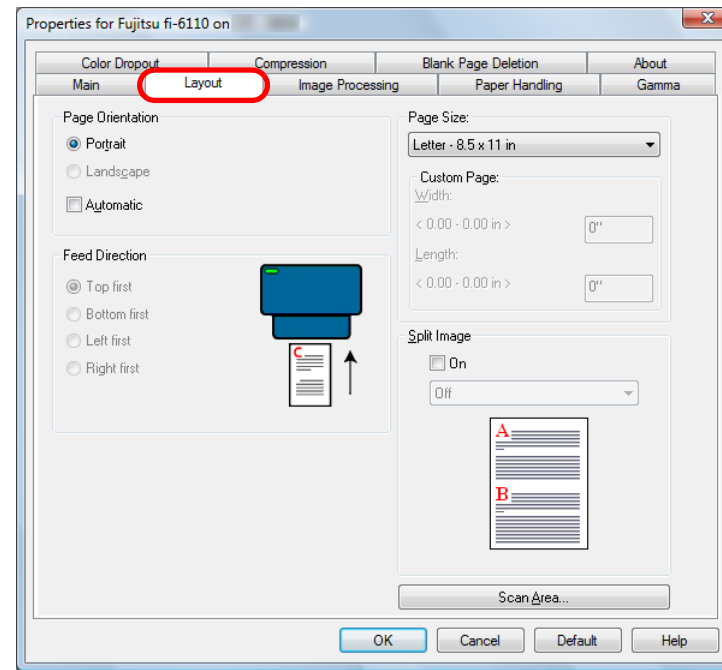
Operational  
Settings

Appendix

Glossary

**[Main] Tab**

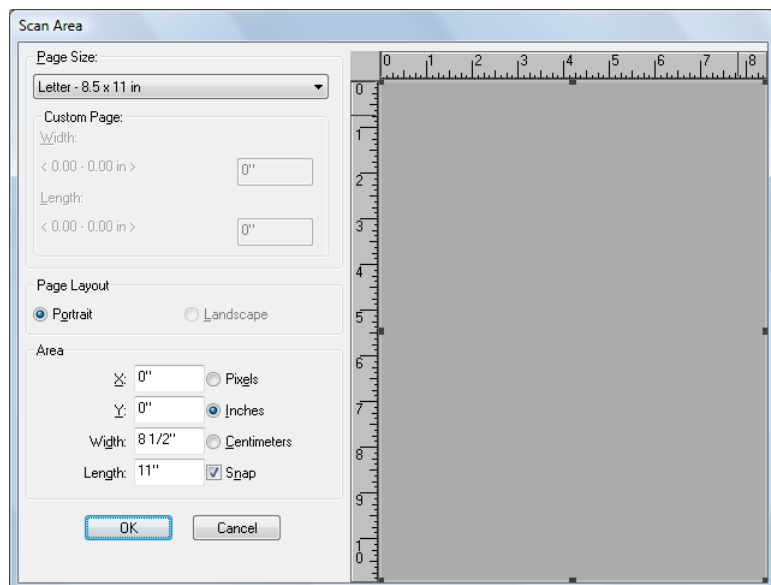
Settings such as the scanning side(s), color (color/grayscale/black & white), resolution, brightness and contrast can be configured.

**[Layout] Tab**

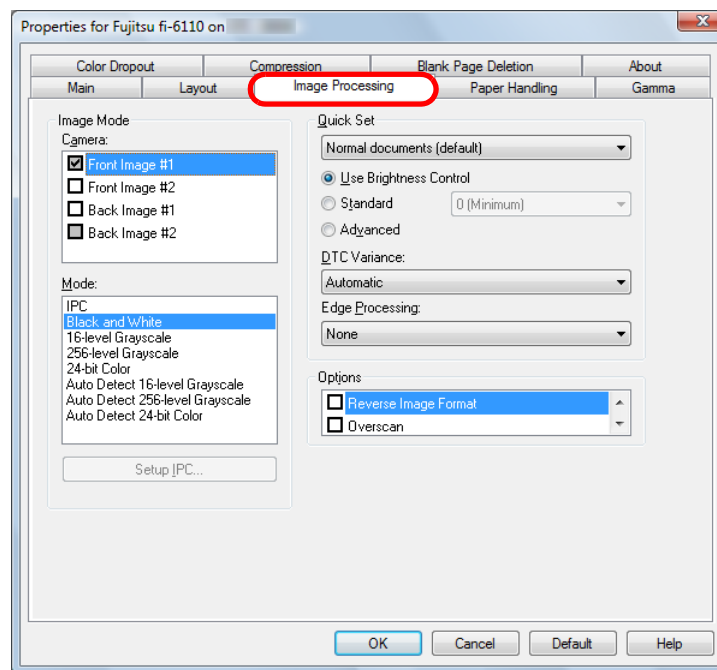
Settings such as the page orientation, feed direction, paper size and image split can be configured. Clicking the [Scan Area] button displays the [Scan Area] dialog box.



Note that [Automatic] in [Page Orientation] is only available when ScandAll PRO is installed.

**[Scan Area] Dialog Box**

The scanning area for the specified paper size can be selected.

**[Image Processing] Tab**

You can select a configuration pattern that is used frequently for scanning.

TOP

Contents

Index

Introduction

Scanner  
OverviewHow to Load  
DocumentsConfiguring the  
Scan SettingsHow to Use the  
Operator PanelVarious Ways to  
Scan

Daily Care

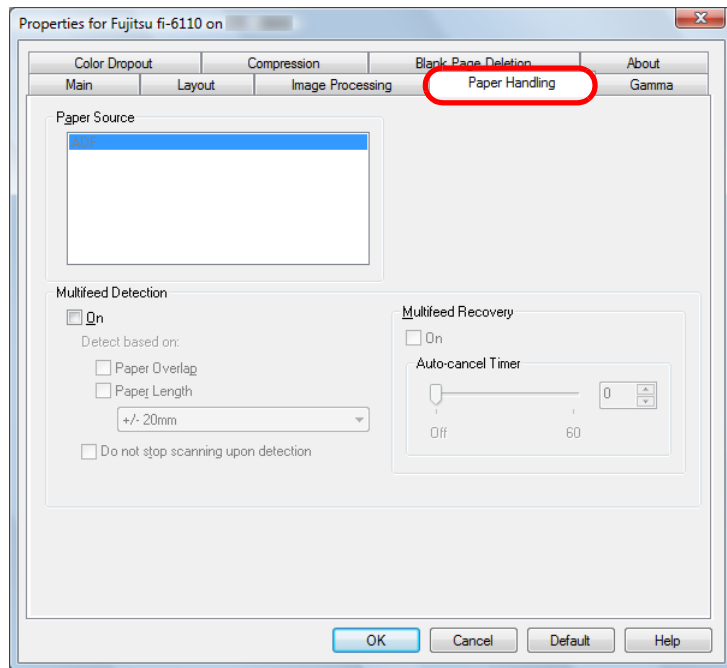
Replacing the  
Consumables

Troubleshooting

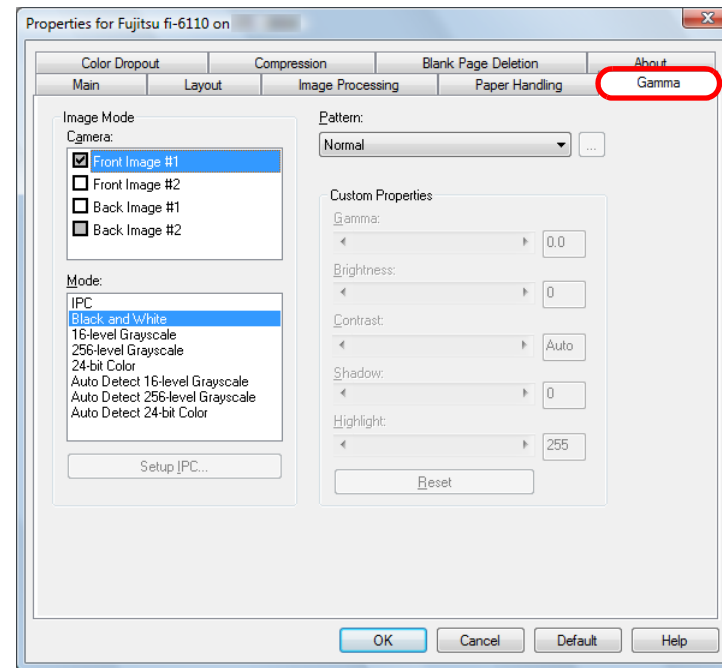
Operational  
Settings

Appendix

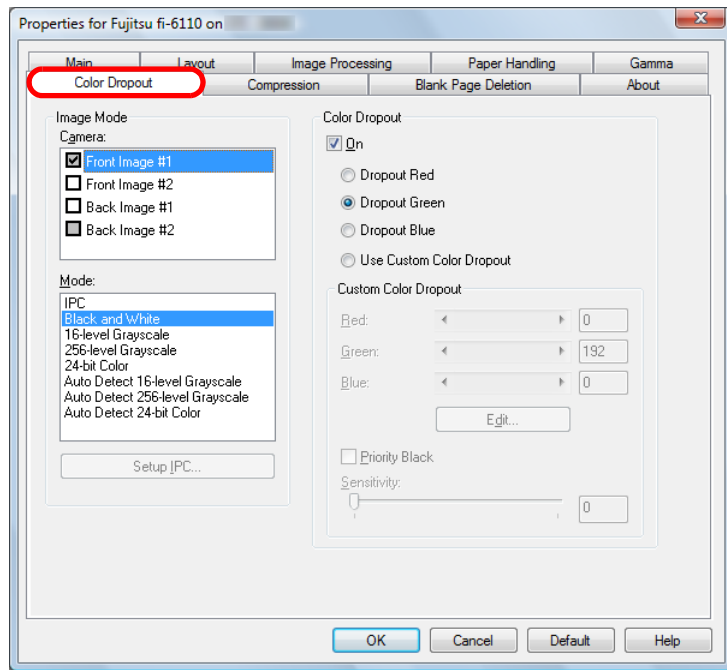
Glossary

**[Paper Handling] Tab**

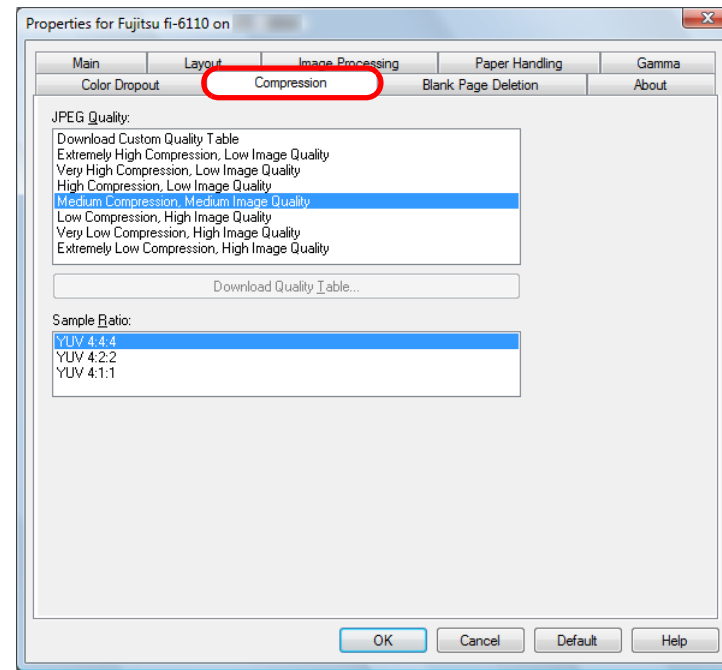
You can configure the settings for during scanning such as multifeed detection.

**[Gamma] Tab**

You can specify the gamma correction pattern. You can customize detail settings such as the gamma value and brightness.

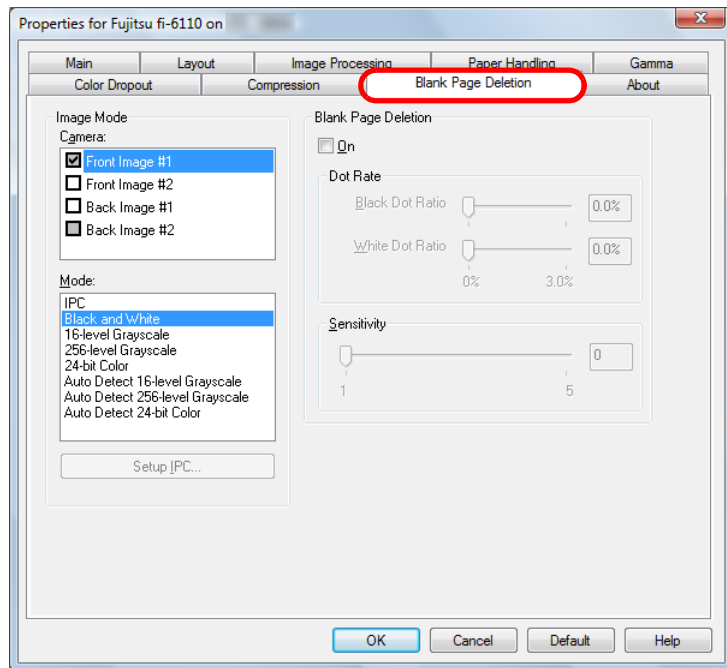
**[Color Dropout] Tab**

Select a color to drop out when scanning documents.

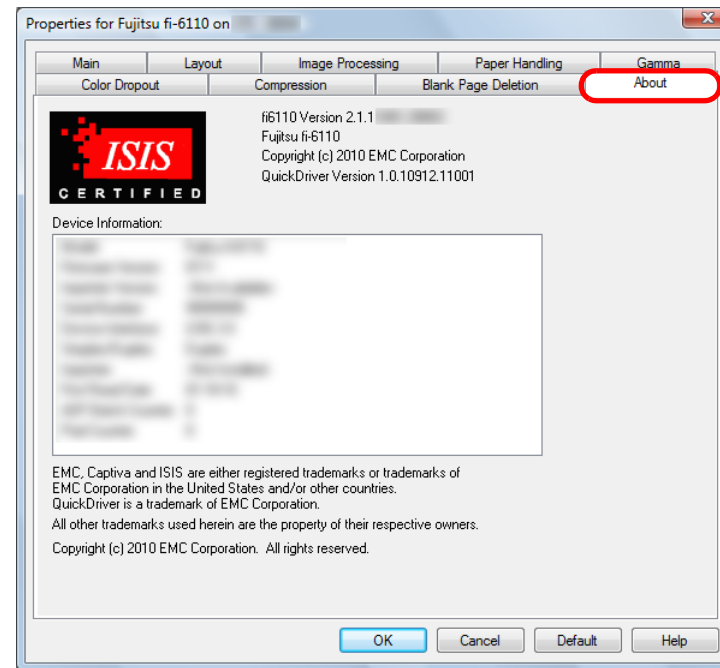
**[Compression] Tab**

Select a compression rate and the image quality for scanning in color/grayscale.

You can also configure a sample ratio used for compression.

**[Blank Page Deletion] Tab**

You can configure the setting for deleting blank pages. When scanning in black & white mode, you can use the dot ratio to process the blank page(s) for the white and black backgrounds separately. When scanning in grayscale/color, you can use the sensitivity to process the blank page(s) for the white and black backgrounds together.

**[About] Tab**

Select this tab to view information related to the version of the ISIS driver as well as the scanner connected to the computer.

# Chapter 4 How to Use the Operator Panel

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This chapter explains how to use the operator panel.

4.1 Operator Panel .....	49
--------------------------	----

TOP

Contents

Index

Introduction

Scanner  
Overview

How to Load  
Documents

Configuring the  
Scan Settings

How to Use the  
Operator Panel

Various Ways to  
Scan

Daily Care

Replacing the  
Consumables

Troubleshooting

Operational  
Settings

Appendix

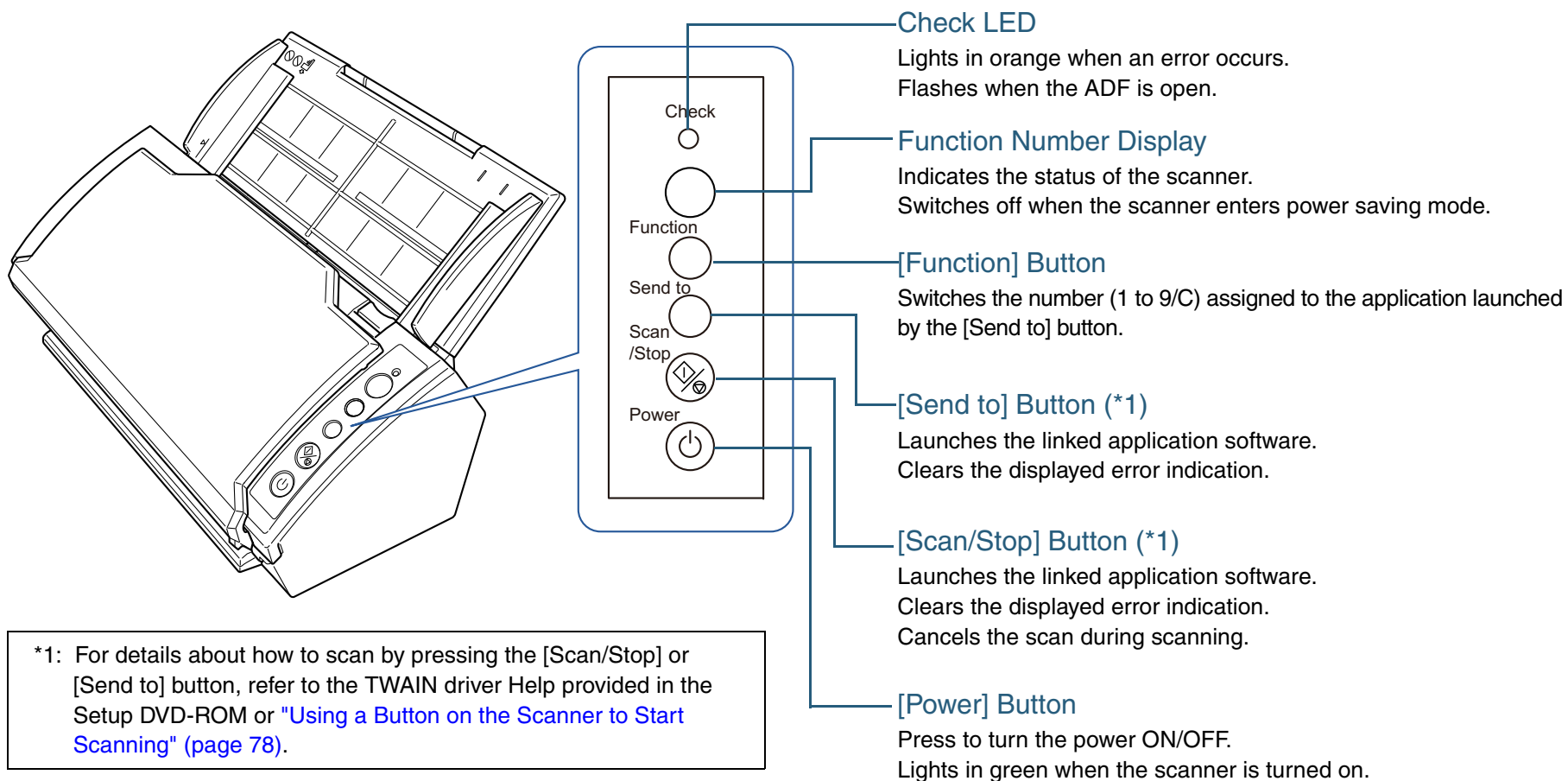
Glossary




## 4.1 Operator Panel

The operator panel consists of the Function Number Display, buttons, and Check LED.

### Names and Functions



\*1: For details about how to scan by pressing the [Scan/Stop] or [Send to] button, refer to the TWAIN driver Help provided in the Setup DVD-ROM or "Using a Button on the Scanner to Start Scanning" (page 78).

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

- TOP
- Contents
- Index
- Introduction
- Scanner Overview
- How to Load Documents
- Configuring the Scan Settings
- How to Use the Operator Panel
- Various Ways to Scan
- Daily Care
- Replacing the Consumables
- Troubleshooting
- Operational Settings
- Appendix
- Glossary

## Indications on Function Number Display

Display	Description
8	Displayed when the scanner has just been powered on.
P	Processing initialization.
0	Initialization is almost complete.
1	Ready to start scanning. Indicates that the initialization was successfully completed. This state is referred to as "ready".
Function number (flash)	A function number will flash after detecting a multifeed. This indication prompts whether or not to memorize the overlap pattern. For details, refer to <a href="#">"Ignoring Multifeed for a Set Pattern" (page 82)</a> .
c (flash)	Indicates that the ADF was opened when the status was ready ("1"). Note that the Check LED will also flash. To return to ready ("1") status, close the ADF by referring to <a href="#">"How to Close the ADF" (page 19)</a> . If the display does not return to ready ("1") after closing the ADF, turn the power off then back on. If the problem still persists, contact your FUJITSU scanner dealer or an authorized FUJITSU scanner service provider.
h	Indicates that the scanner is operating in protection mode. The scanner may enter this protection mode if it is used for many hours continuously under high room temperature. Note that the interval to feed the documents becomes longer in this mode, but it is not a malfunction. (The recommended operating environment is 35°C (95°F) or less) It will return to normal as you just continue scanning.

Display	Description
J U	Indicates that a temporary error occurred during scanning. The display will switch between either "J" or "U", and an "error number". For information about the error details, refer to <a href="#">"Temporary Errors" (page 102)</a> . The display will return to ready ("1") if the [Scan/Stop] or [Send to] button is pressed.
E H L	Indicates that a device error (alarm) occurred during initialization or scanning. The display will switch between either "E", "H" or "L", and an "alarm" number. For information about the error details, refer to <a href="#">"Device Errors" (page 102)</a> . The display will return to ready ("1") if the [Scan/Stop] or [Send to] button is pressed. When this alarm occurs, turn the power off then back on. If the problem still persists, contact your FUJITSU scanner dealer or an authorized FUJITSU scanner service provider.
None	The display switches off when the scanner enters power saving mode.

TOP

Contents

Index

Introduction

Scanner  
OverviewHow to Load  
DocumentsConfiguring the  
Scan SettingsHow to Use the  
Operator PanelVarious Ways to  
Scan

Daily Care

Replacing the  
Consumables

Troubleshooting

Operational  
Settings

Appendix

Glossary

# Chapter 5 Various Ways to Scan

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This chapter explains how to scan documents in various ways, by using examples of the TWAIN driver started via ScandAll PRO.

5.1 Summary .....	52
5.2 Scanning Documents of Different Types and Sizes .....	53
5.3 Advanced Scanning .....	59
5.4 Configuring Post-Scan Operations and Handling .....	64
5.5 Customizing the Scanner Settings .....	78

## 5.1 Summary

The following lists various ways of scanning documents.

### Scanning documents of different types and sizes

- ["Scanning Both Sides at Once" \(page 53\)](#)
- ["Documents with Different Widths" \(page 54\)](#)
- ["Documents Larger than A4/Letter Size" \(page 55\)](#)
- ["Long Page Scanning" \(page 57\)](#)

### Advanced scanning

- ["Removing a Color from the Scanned Image \(Dropout Color\)" \(page 59\)](#)
- ["Skipping Blank Pages" \(page 62\)](#)

### Configuring post-scan operations and handling

- ["Automatically Correcting Skewed Images" \(page 64\)](#)
- ["Automatically Correcting the Page Orientation" \(page 66\)](#)
- ["Saving Scanned Images in PDF Format" \(page 68\)](#)
- ["Splitting the Scanned Image in Two" \(page 72\)](#)
- ["Using the Multi Image Output" \(page 74\)](#)
- ["Automatically Detecting Color/Monochrome Documents" \(page 76\)](#)

### Customizing the scanner settings

- ["Using a Button on the Scanner to Start Scanning" \(page 78\)](#)
- ["Detecting Multifeed Errors" \(page 80\)](#)
- ["Ignoring Multifeed for a Set Pattern" \(page 82\)](#)

For information on how to scan documents in the following methods, refer to "How to Use ScandAll PRO".

- [Dividing a Multipage Document Using Patch Codes](#)
- [Dividing a Multipage Document Using Barcodes](#)
- [Specifying the Result of Zone OCR as a File Name](#)
- [Specifying the Result of Barcode Recognition as a File Name](#)
- [Creating Saving Folders for Each Batch Scan](#)
- [Saving Scanned Images from a Batch Scan to a Microsoft SharePoint Server](#)
- [Restarting a Suspended Batch Scan](#)
- [Outputting Indexing Information File and Linking with an Application](#)

[TOP](#)[Contents](#)[Index](#)[Introduction](#)[Scanner Overview](#)[How to Load Documents](#)[Configuring the Scan Settings](#)[How to Use the Operator Panel](#)[Various Ways to Scan](#)[Daily Care](#)[Replacing the Consumables](#)[Troubleshooting](#)[Operational Settings](#)[Appendix](#)[Glossary](#)

## 5.2 Scanning Documents of Different Types and Sizes

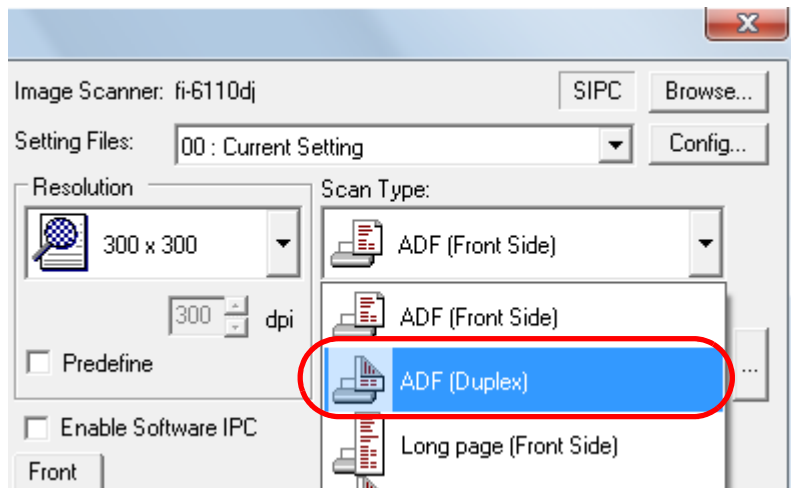
### Scanning Both Sides at Once

- 1 Load documents in the ADF paper chute.  
For details, refer to "[Chapter 2 How to Load Documents](#)" (page 26).
- 2 Start up ScandAll PRO and click the [Scan] menu → [Scanner Setting].  
⇒ The [TWAIN Driver (32)] dialog box appears.



If the [TWAIN Driver (32)] dialog box does not appear, check the setting in ScandAll PRO by clicking the [Tool] menu → [Preferences] to open the [Setup] dialog box, then confirm that [TWAIN] is selected for [Device Driver] in the [Scan] tab.

- 3 Select [ADF (Duplex)] for [Scan Type].



- 4 Configure other settings such as [Paper Size].
- 5 Click the [OK] button.  
⇒ The changes are applied.
- 6 Scan the document by clicking the [Scan] menu → [Scan] in ScandAll PRO.

TOP

Contents

Index

Introduction

Scanner  
OverviewHow to Load  
DocumentsConfiguring the  
Scan SettingsHow to Use the  
Operator PanelVarious Ways to  
Scan

Daily Care

Replacing the  
Consumables

Troubleshooting

Operational  
Settings

Appendix

Glossary

## Documents with Different Widths



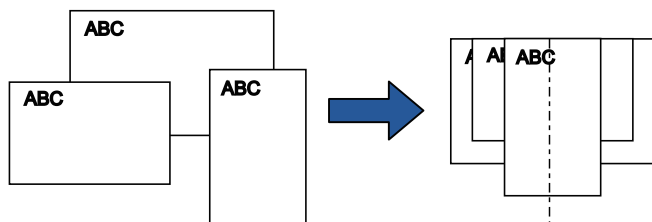
When you scan documents of different widths at the same time, some of the smaller documents may be skewed or may not be fed into the scanner. Try to scan documents of the same width.



For details about scanning a mixed batch of documents, refer to "[Conditions for Mixed Batch Scanning](#)" (page 34).

- 1 To avoid skewed images and detect the paper size automatically, select [Automatic Page Size Detection] in [Automatic Size and Skew Detection].  
For details, refer to "[Automatically Correcting Skewed Images](#)" (page 64).

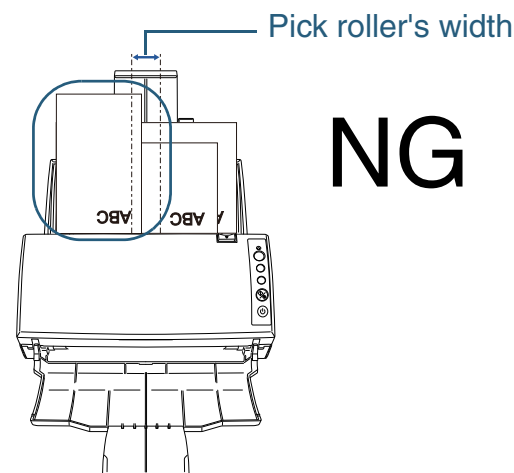
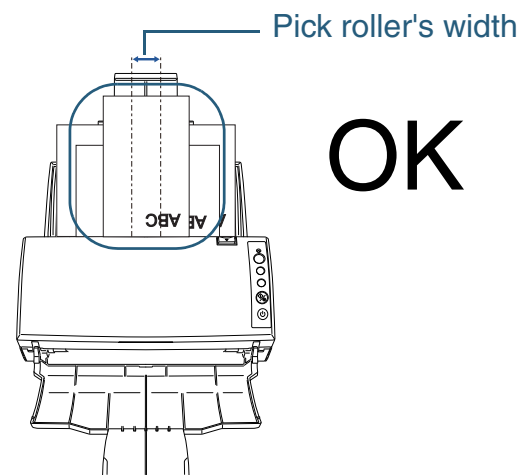
- 2 Align the edges of the documents.



- 3 Place the documents at the center of the ADF paper chute, and adjust the side guides to the widest document in the batch.  
For details, refer to "[2.1 Loading Documents](#)" (page 27).



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



- 4 Scan the document by clicking the [Scan] menu → [Scan] in ScandAll PRO.

## Documents Larger than A4/Letter Size

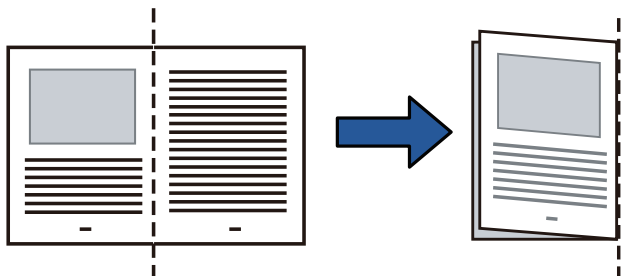
The Carrier Sheet can be used to scan documents larger than A4/Letter size, such as A3 and B4. By folding the document in half and scanning in duplex mode, the two sides are merged into a single image. You can also scan a double-sided document that is smaller than A4/Letter size, and output the image as a double-page spread image.



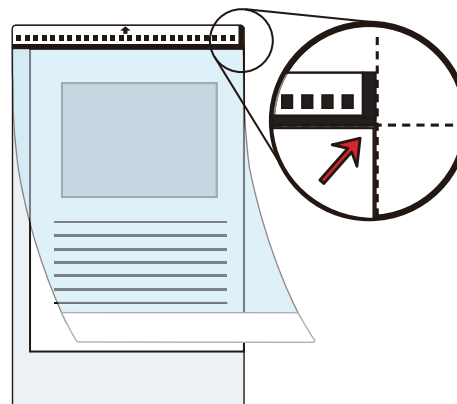
Part of the image around where the document is folded may appear missing. Using the Carrier Sheet is not recommended for scanning that requires high quality results.

### 1 Load a document in the ADF paper chute.

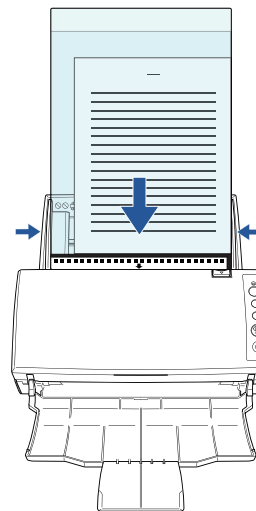
- 1 Fold the document in half so that the sides to be scanned are facing out. Fold it tightly and smooth out any creases. If it is not folded properly, it may cause the document to skew during feeding.



- 2 Place the document inside the Carrier Sheet. Align the fold line with the right edge of the Carrier Sheet so that the document fits in the upper right-hand corner.



- 3 Load the Carrier Sheet in the ADF paper chute.



TOP

Contents

Index

Introduction

Scanner  
OverviewHow to Load  
DocumentsConfiguring the  
Scan SettingsHow to Use the  
Operator PanelVarious Ways to  
Scan

Daily Care

Replacing the  
Consumables

Troubleshooting

Operational  
Settings

Appendix

Glossary



- Place the end with the black and white pattern as the leading edge in the direction of the arrow.
- Set the back side of the document (right-hand side of a double-page spread) facing towards you.
- Adjust the side guides to the width of the Carrier Sheet to avoid skewing.

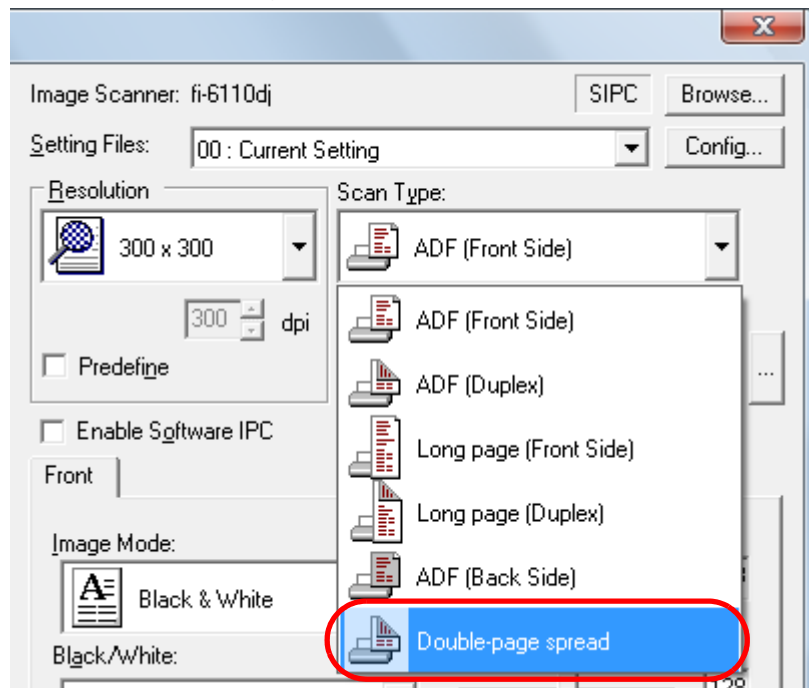
## 2 Start up ScandAll PRO and click the [Scan] menu → [Scanner Setting].

⇒ The [TWAIN Driver (32)] dialog box appears.



If the [TWAIN Driver (32)] dialog box does not appear, check the setting in ScandAll PRO by clicking the [Tool] menu → [Preferences] to open the [Setup] dialog box, then confirm that [TWAIN] is selected for [Device Driver] in the [Scan] tab.

## 3 Select [Double-page spread] for [Scan Type].

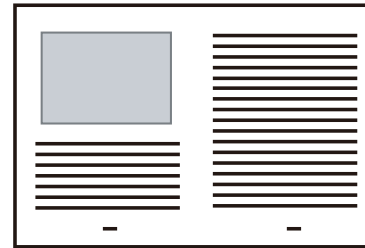


## 4 Click the [OK] button.

⇒ The settings are saved.

## 5 Scan the document by clicking the [Scan] menu → [Scan] in ScandAll PRO.

⇒ The images on the front and back are merged into a single image.



- There may be a line or a gap appearing between the front and back side images. Also when you scan thick papers, images on both left and right may skew towards each other from the top. The degree of these symptoms varies depending on how the document was set or folded. In that case, check the following for possible resolutions:

- Whether the document is folded properly
- Whether the edges of the document are neatly aligned with the edges of the Carrier Sheet
- Turn over the Carrier Sheet to the other (reverse) side and try again

- Part of the image around where the document is folded may appear missing. In that case, set the document so its edge is about 1 mm inside from the edge of the Carrier Sheet.

- When [Black & White] is specified for [Image Mode], the edges around the image may appear in black from the shadow of the document.



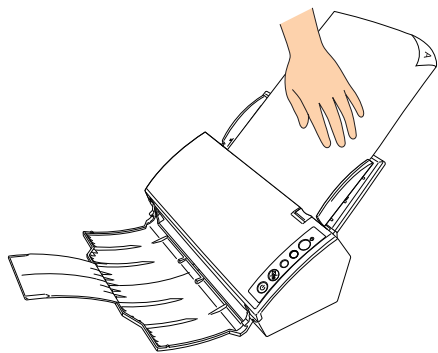
## Long Page Scanning

Documents with a length up to 3,048 mm (120 in.) in feed direction can be scanned by long page scanning.

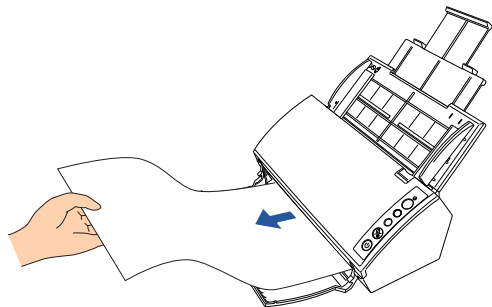
- 1 Load documents in the ADF paper chute.  
For details, refer to "[Chapter 2 How to Load Documents](#)" (page 26).



- Long page documents should be loaded one sheet at a time in the ADF paper chute.
- Take note of the following when scanning long page documents:
  - Loading  
Hold the sheet to prevent it from falling off the ADF paper chute.



- Removing  
Secure enough space around the stacker, and pick up the ejected sheet to prevent it from falling off the stacker.



To scan documents longer than A4/Letter size, perform the following:

- Pull out the chute extensions 1 and 2 all the way.  
For details, refer to "[1.5 Setting Up the ADF Paper Chute](#)" (page 20).
- Lift up the stacker and stacker extension towards you.  
For details, refer to "[1.6 Setting Up the Stacker](#)" (page 21).

- 2 Start up ScandAll PRO and click the [Scan] menu → [Scanner Setting].

⇒ The [TWAIN Driver (32)] dialog box appears.



If the [TWAIN Driver (32)] dialog box does not appear, check the setting in ScandAll PRO by clicking the [Tool] menu → [Preferences] to open the [Setup] dialog box, then confirm that [TWAIN] is selected for [Device Driver] in the [Scan] tab.

TOP

Contents

Index

Introduction

Scanner  
OverviewHow to Load  
DocumentsConfiguring the  
Scan SettingsHow to Use the  
Operator PanelVarious Ways to  
Scan

Daily Care

Replacing the  
Consumables

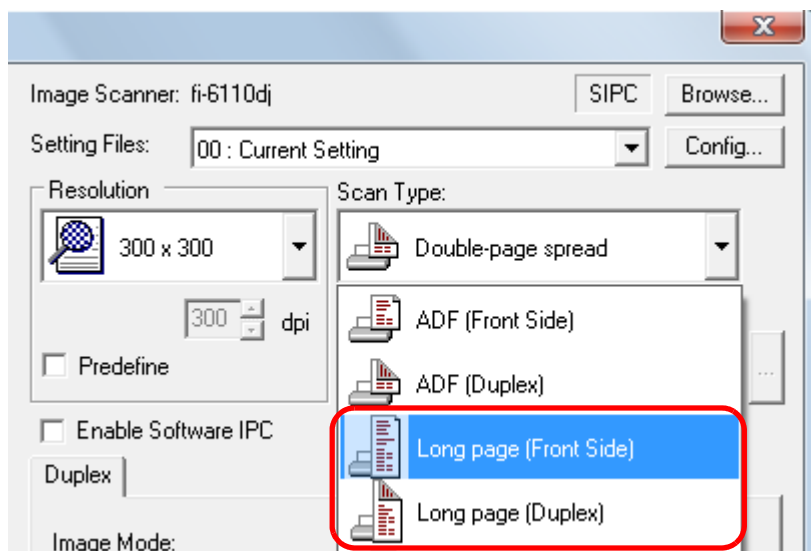
Troubleshooting

Operational  
Settings

Appendix

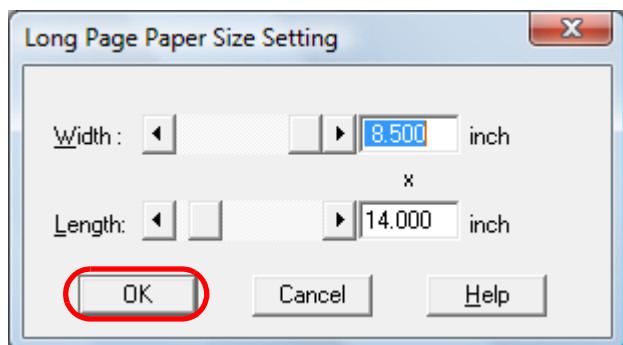
Glossary

- 3** In [Scan Type], select [Long page (Front Side)] or [Long page (Duplex)].  
Select [Long page (Front Side)] for simplex scanning and [Long page (Duplex)] for duplex scanning.



⇒ The [Long Page Paper Size Setting] dialog box appears.

- 4** Specify the paper size and click the [OK] button.



- 5** Click the [OK] button.

⇒ The changes are applied.

- 6** Scan the document by clicking the [Scan] menu → [Scan] in ScandAll PRO.



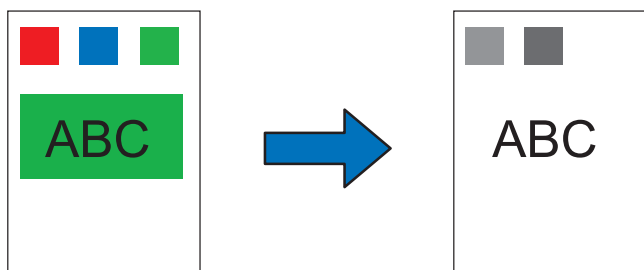
To scan documents longer than 864 mm (34 in.), set the resolution to 200 dpi or lower.

## 5.3 Advanced Scanning

### Removing a Color from the Scanned Image (Dropout Color)

You can select either green, red, blue (primary colors), or a color of your choice to remove the details of the selected color from a scanned image.

For example, if a document with black characters and a green background is scanned, only the black characters will appear on the scanned image if [Green] is selected.



Example: When [Green] is selected for dropout color



Dropout works the best with light (low density) colors, and dark colors may not drop out.



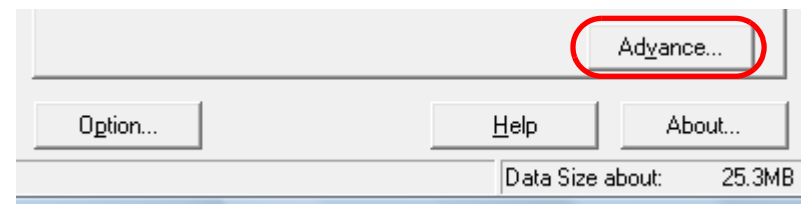
Dropout color is only available in black & white or grayscale mode.

- 1 Load documents in the ADF paper chute.  
For details, refer to "[Chapter 2 How to Load Documents](#)" (page 26).
- 2 Start up ScandAll PRO and click the [Scan] menu → [Scanner Setting].  
⇒ The [TWAIN Driver (32)] dialog box appears.



If the [TWAIN Driver (32)] dialog box does not appear, check the setting in ScandAll PRO by clicking the [Tool] menu → [Preferences] to open the [Setup] dialog box, then confirm that [TWAIN] is selected for [Device Driver] in the [Scan] tab.

- 3 Click the [Advance] button.



⇒ The [Advance] dialog box appears.

TOP

Contents

Index

Introduction

Scanner  
OverviewHow to Load  
DocumentsConfiguring the  
Scan SettingsHow to Use the  
Operator PanelVarious Ways to  
Scan

Daily Care

Replacing the  
Consumables

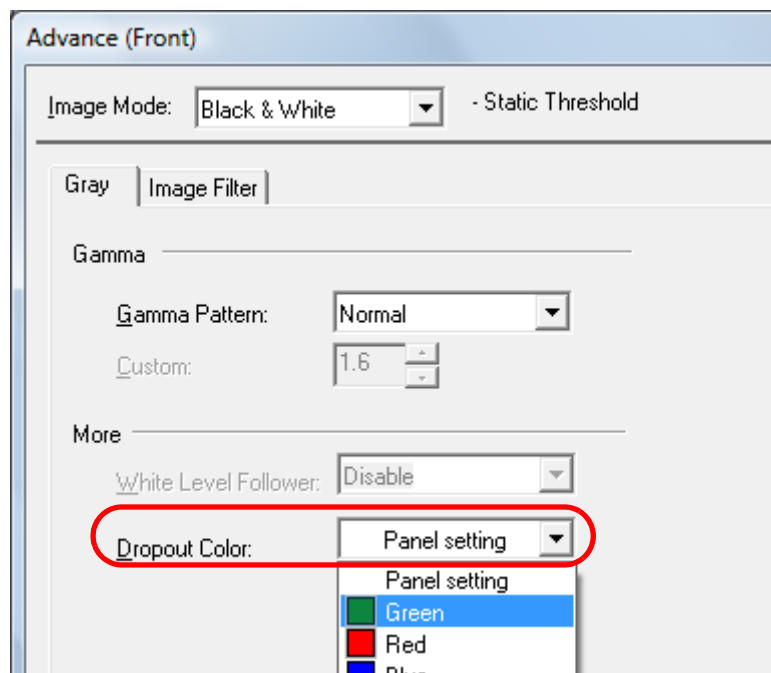
Troubleshooting

Operational  
Settings

Appendix

Glossary

- 4 Select a color to drop out in the [Dropout Color] drop-down list under [More].

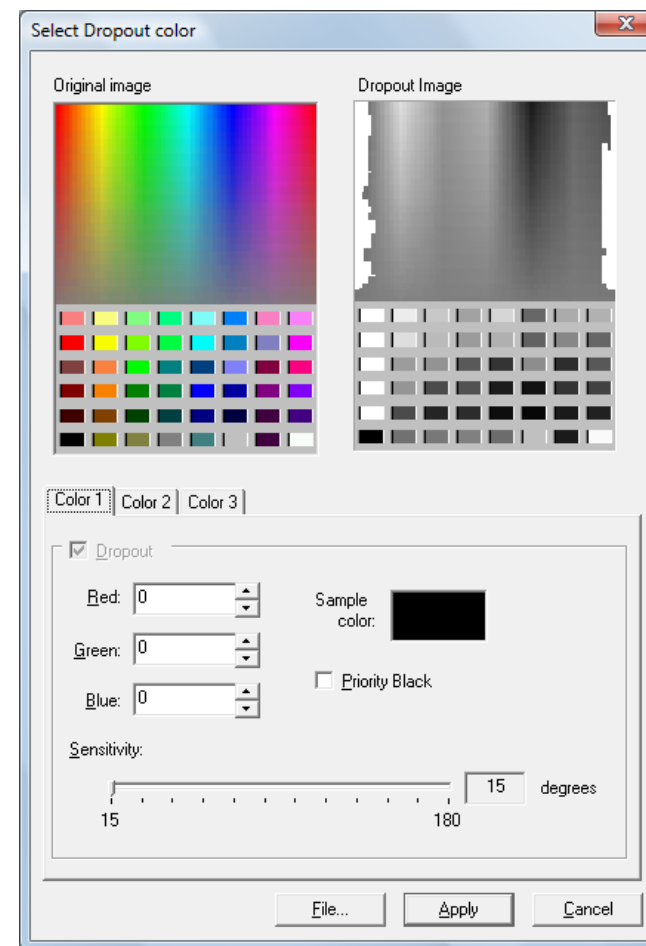


If you select [Panel setting], the setting of the Software Operation Panel is enabled.

No color is dropped out when you select [None].

To drop out a color of your choice, select either [Custom], [Custom 2] or [Custom 3].

When you select [Custom], [Custom 2] or [Custom 3], the [Select Dropout color] dialog box is displayed where you can select up to three colors of your choice to be dropped out.



- [Original image]  
A sample of the color is displayed. Click to select the color.
- [Dropout image]  
The image after removing the details of the color is displayed.

- [Color 1], [Color 2] and [Color 3] tabs  
Specify the color(s) to be dropped out.  
Up to three colors can be selected at once.
    - [Dropout] check box  
Select this check box in both [Color 2] and [Color 3] tabs to enable the setting when two or more dropout colors are specified.
    - [Red] / [Green] / [Blue]  
The specified colors are displayed in numerical values. Either type in the value directly or use the [▲] / [▼] button to change the value.
    - [Sample color]  
The specified color is displayed.
  - [Priority Black] check box  
Select this check box when you do not want any text/characters to be dropped out.  
This option saves low-intensity colors such as black (generally used for characters) from being removed.
  - [Sensitivity]  
Specify the allowable range for the selected dropout color.  
Range: 15 to 180 degrees  
The larger the value, the wider the dropout color range becomes.
  - [File] button  
You can select an image file (\*.bmp) to be displayed for [Original image], and then specify the color to be dropped out.
  - [Apply] button  
Applies the configured settings and closes the dialog box.
  - [Cancel] button  
Cancels the configured settings and closes the dialog box.
- 5** Click the [OK] button.  
⇒ It returns to the [TWAIN Driver (32)] dialog box.
- 6** Click the [OK] button in the [TWAIN Driver (32)] dialog box.  
⇒ The settings are saved.

- 7** Scan the document by clicking the [Scan] menu → [Scan] in ScandAll PRO.

TOP

Contents

Index

Introduction

Scanner  
Overview

How to Load  
Documents

Configuring the  
Scan Settings

How to Use the  
Operator Panel

Various Ways to  
Scan

Daily Care

Replacing the  
Consumables

Troubleshooting

Operational  
Settings

Appendix

Glossary

## Skipping Blank Pages

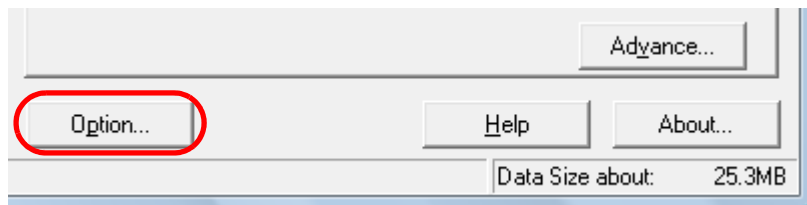
Blank pages (black or white) in the documents can be detected and automatically deleted during scanning. For example, when you scan a mixed batch of double-sided and single-sided documents in duplex mode, the images are generated without the back sides of the single-sided documents (blank pages).

- 1 Load documents in the ADF paper chute.  
For details, refer to "[Chapter 2 How to Load Documents](#)" (page 26).
- 2 Start up ScandAll PRO and click the [Scan] menu → [Scanner Setting].  
⇒ The [TWAIN Driver (32)] dialog box appears.



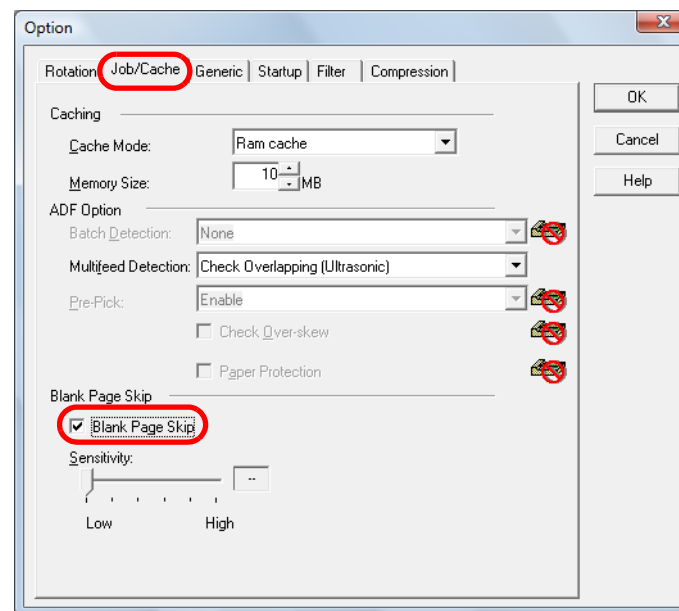
If the [TWAIN Driver (32)] dialog box does not appear, check the setting in ScandAll PRO by clicking the [Tool] menu → [Preferences] to open the [Setup] dialog box, then confirm that [TWAIN] is selected for [Device Driver] in the [Scan] tab.

- 3 Click the [Option] button.



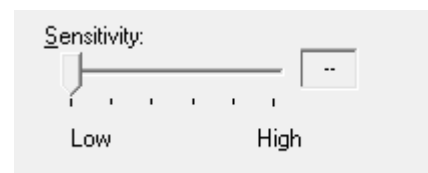
⇒ The [Option] dialog box appears.

- 4 Click the [Job/Cache] tab and check the [Blank Page Skip] check box.



⇒ The cache mode automatically switches to [Ram cache].

- 5 Use the slide bars of [Blank Page Skip] to adjust the ratios to skip blank pages by.



Specify a sensitivity level from five levels (Low to High) for skipping blank (white) pages. The larger the value is set, the more likely for the pages to be detected as blank.

- 6 Click the [OK] button.  
⇒ It returns to the [TWAIN Driver (32)] dialog box.

- 7** Click the [OK] button in the [TWAIN Driver (32)] dialog box.  
⇒ The settings are saved.
- 8** Scan the documents by clicking the [Scan] menu → [Scan] in ScandAll PRO.

TOP

Contents

Index

Introduction

Scanner  
Overview

How to Load  
Documents

Configuring the  
Scan Settings

How to Use the  
Operator Panel

Various Ways to  
Scan

Daily Care

Replacing the  
Consumables

Troubleshooting

Operational  
Settings

Appendix

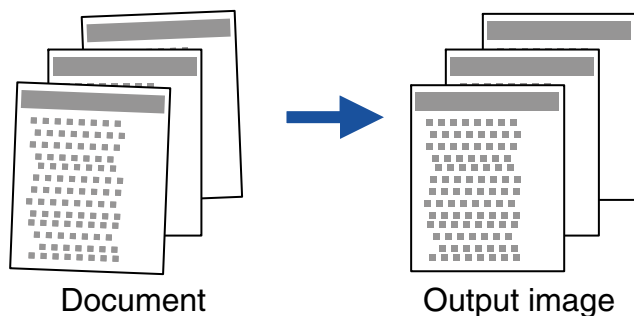
Glossary

## 5.4 Configuring Post-Scan Operations and Handling

### Automatically Correcting Skewed Images

When the documents are fed into the ADF skewed, the skewed images can be detected and straightened automatically.

Note that upon deskewing the images, the paper size of the documents are also detected.



Note that the image may be output a few mm larger than the document to avoid any part of the image to appear missing.

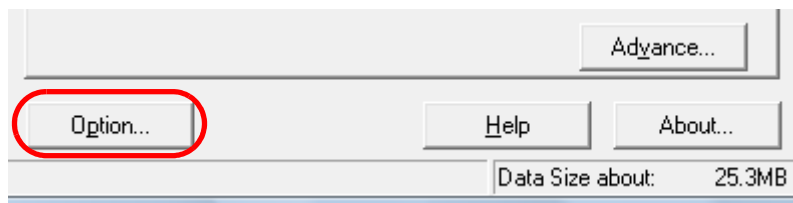
- 1 Load documents in the ADF paper chute.  
For details, refer to "[Chapter 2 How to Load Documents](#)" (page 26).

- 2 Start up ScandAll PRO and click the [Scan] menu → [Scanner Setting].  
⇒ The [TWAIN Driver (32)] dialog box appears.



If the [TWAIN Driver (32)] dialog box does not appear, check the setting in ScandAll PRO by clicking the [Tool] menu → [Preferences] to open the [Setup] dialog box, then confirm that [TWAIN] is selected for [Device Driver] in the [Scan] tab.

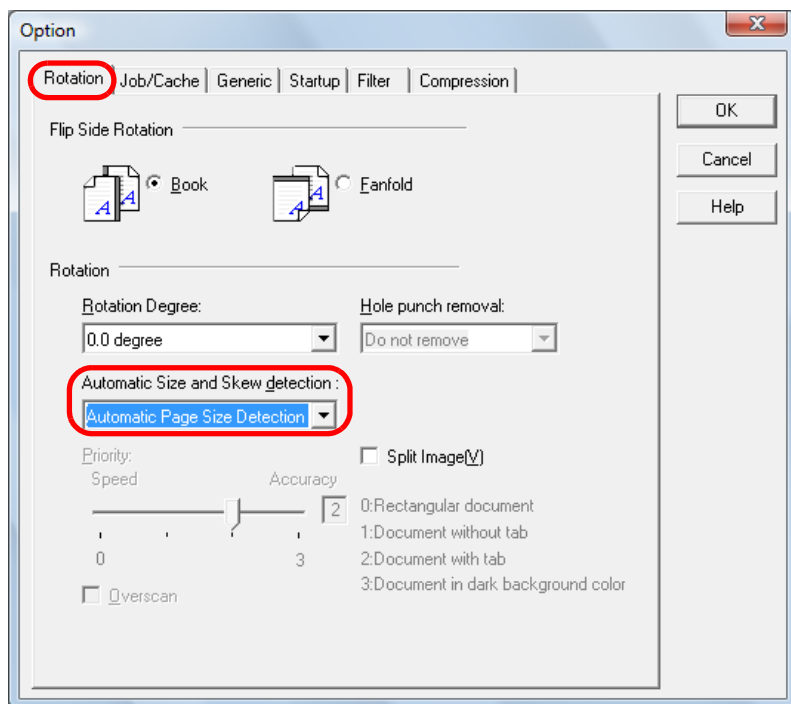
- 3 Click the [Option] button.



⇒ The [Option] dialog box appears.



- 4 Click the [Rotation] tab and select [Automatic Page Size Detection] in the [Automatic Size and Skew detection] drop-down list.



- 5 Click the [OK] button.  
⇒ It returns to the [TWAIN Driver (32)] dialog box.
- 6 Click the [OK] button in the [TWAIN Driver (32)] dialog box.  
⇒ The settings are saved.
- 7 Scan the documents by clicking the [Scan] menu → [Scan] in ScandAll PRO.



- [Automatic Page Size Detection] cannot be used with the following types of documents:
  - Thin documents with a paper weight of 52 g/m<sup>2</sup> or less
  - Non-rectangular documents
  - Documents whose edges are filled with dark color
- [Automatic Page Size Detection] may not work properly if the documents are severely skewed.

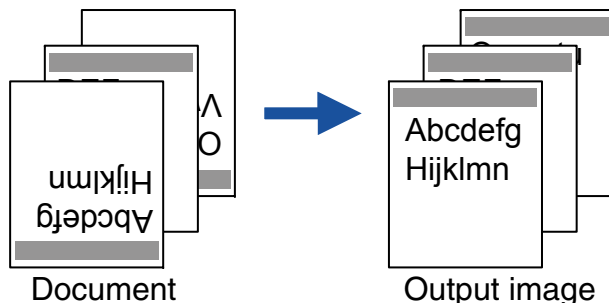


Selecting [Automatic Page Size Detection] may slow down the scanning speed.

- TOP
- Contents
- Index
- Introduction
- Scanner Overview
- How to Load Documents
- Configuring the Scan Settings
- How to Use the Operator Panel
- Various Ways to Scan**
- Daily Care
- Replacing the Consumables
- Troubleshooting
- Operational Settings
- Appendix
- Glossary

## Automatically Correcting the Page Orientation

When you scan a batch of documents with mixed page orientations, the images can be adjusted to their correct page orientations automatically.

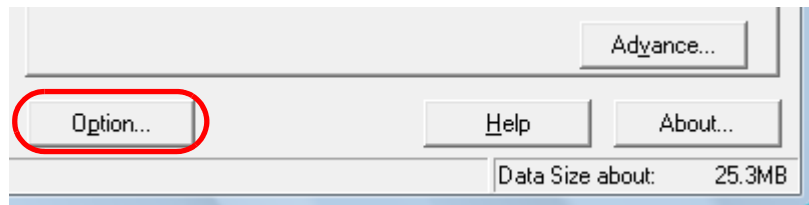


- 1 Load documents in the ADF paper chute.  
For details, refer to "[Chapter 2 How to Load Documents](#)" (page 26).
- 2 Start up ScandAll PRO and click the [Scan] menu → [Scanner Setting].  
⇒ The [TWAIN Driver (32)] dialog box appears.



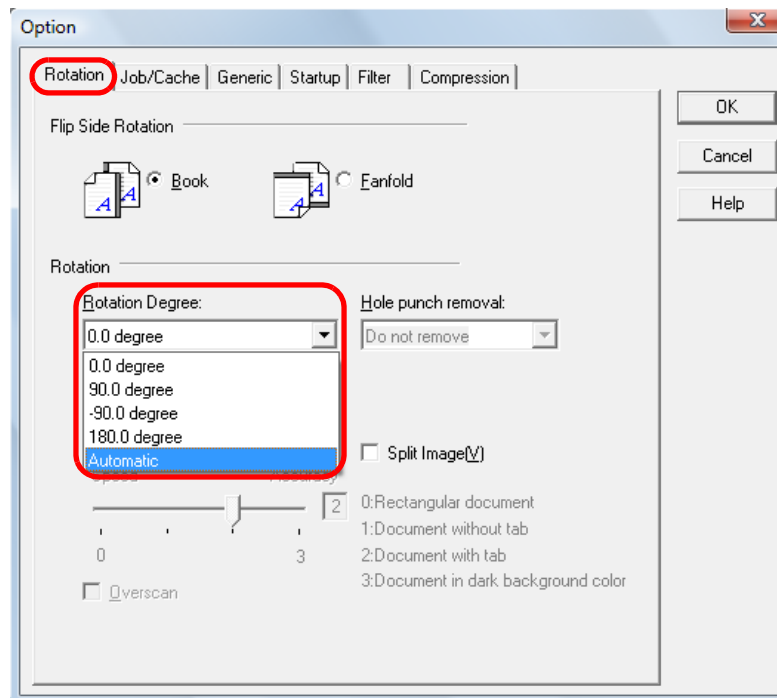
If the [TWAIN Driver (32)] dialog box does not appear, check the setting in ScandAll PRO by clicking the [Tool] menu → [Preferences] to open the [Setup] dialog box, then confirm that [TWAIN] is selected for [Device Driver] in the [Scan] tab.

- 3 Click the [Option] button.



⇒ The [Option] dialog box appears.

- 4 Click the [Rotation] tab and select [Automatic] in the [Rotation Degree] drop-down list.





- The following types of documents may not be adjusted correctly because the page orientation is detected based on the characters printed on the document:
  - Documents scanned at a resolution of less than 200 dpi
  - Documents with many extremely large or small characters
  - Documents on which the pitches between lines or characters are extremely narrow, or characters are overlapped with each other
  - Documents with many photographs or figures and few characters
  - Documents with characters printed in various directions (e.g. drawings)
  - Documents written using only capital characters
  - Documents with handwritten characters
  - Skewed documents
  - Documents written in a language other than the supported languages: Japanese, English, French, German, Italian, Spanish, Chinese (Simplified and Traditional), Korean, Russian and Portuguese.
  - Documents with characters on patterned background
  - Documents with a complex layout
  - Documents with a large amount of image noise
- The language selected in the Windows [Regional and Language Options] is used for judging the text on the document.
- The image orientation may not be corrected properly depending on the scanner driver setting at scanning (e.g. dithering).
- If the images are not corrected, try using the Edge Emphasis function of the driver.
- Shadows may remain on the edge of the scanned image.
- [Automatic] in [Rotation Degree] is only available when ScandAll PRO is installed.

- 5** Click the [OK] button.  
⇒ It returns to the [TWAIN Driver (32)] dialog box.

- 6** Click the [OK] button in the [TWAIN Driver (32)] dialog box.  
⇒ The settings are saved.

- 7** Scan the document by clicking the [Scan] menu → [Scan] in ScandAll PRO.

TOP

Contents

Index

Introduction

Scanner  
Overview

How to Load  
Documents

Configuring the  
Scan Settings

How to Use the  
Operator Panel

Various Ways to  
Scan

Daily Care

Replacing the  
Consumables

Troubleshooting

Operational  
Settings

Appendix

Glossary

## Saving Scanned Images in PDF Format

There are two ways to create a PDF file.

### By ScandAll PRO

Recommended when other functions are being used to process the scanned image according to the business needs, or when scanning in color or grayscale mode.

- Reduce the file size of the PDF by changing the compression rate
- Easily create PDF files without any special operation

### By Adobe Acrobat

Recommended when you want to create PDF files quickly, or when scanning in binary mode (black & white).

- Quickly create PDF data in the same resolution as the original image
- Create PDF data of an arbitrary size by changing the compression rate

Although the data size is usually very large for color documents, you can drastically reduce the data size by using Acrobat Distiller before saving the image.

For more details, refer to "[How to reduce the file size by Acrobat Distiller](#)" (page 71).



#### Notes on the use of Adobe Acrobat

- For [Resolution], [Scan Type], and [Image Mode], Adobe Acrobat's settings are given priority over the scanner driver settings, thus the scanned image may not be displayed as previously configured in the scanner driver.
- The following functions are not available:
  - [256 Color] and [8 Color] modes
  - [Rotation Degree] specified when [End of Page Detection] is selected
  - Long page scanning
  - Automatic Page Size Detection
  - Multi image output
  - [Automatic] in [Rotation Degree]

- When you use Adobe Acrobat to scan and convert a document into PDF, the output image may not turn out as intended.
  - When you enable [Edge shadow removal] in Acrobat and [Digital Endorser] or [White Background] option in TWAIN driver, character strings embedded in the image or the background may be lost.

#### Solution 1:

- 1 In Acrobat, select [File] → [Create PDF] → [From Scanner] → [Custom Scan].
- 2 In the [Custom Scan] dialog box, click the [Options] button next to the [Small Size/High Quality] slide bar under [Document].
- 3 In the [Optimization Options] dialog box, either set [Edge shadow removal] to [Off], or set [Color/Grayscale] and [Monochrome] under [Compression] to a setting other than [Adaptive].

#### Solution 2:

Adjust the scanning density of the TWAIN driver.

- When you scan in a resolution lower than Adobe's recommended resolution with [Color/Grayscale] and/or [Monochrome] under [Compression] set to [Adaptive] in Acrobat, the output image may not be satisfactory.

#### Solution:

Under [Compression], set [Color/Grayscale] and/or [Monochrome] to a setting other than [Adaptive].

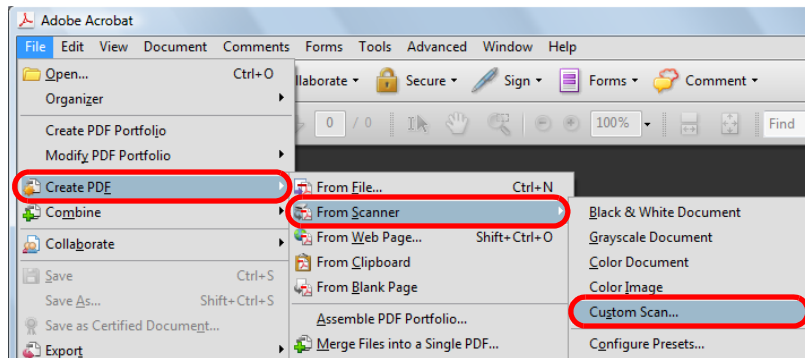
For more details about using Acrobat and other information, refer to the Adobe Acrobat Help ("Create a PDF file from a scanned document") or <http://www.adobe.com/support/acrobat/> from the Adobe website.

## ■By ScandAll PRO

For details about how to create a PDF file in ScandAll PRO, refer to "How to Use ScandAll PRO".

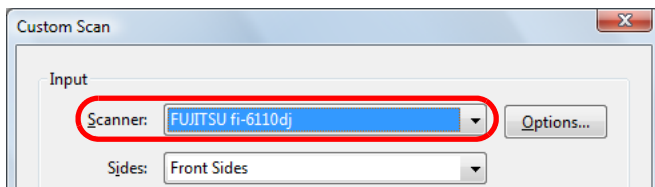
## ■By Adobe Acrobat

- 1 Load documents in the ADF paper chute.  
For details, refer to "Chapter 2 How to Load Documents" (page 26).
- 2 Select the [Start] menu → [All Programs] → [Adobe Acrobat].  
⇒ Adobe Acrobat is started up.
- 3 In Acrobat, select the [File] menu → [Create PDF] → [From Scanner] → [Custom Scan].



⇒ The [Custom Scan] dialog box appears.

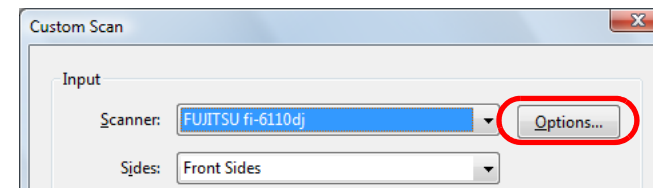
- 4 Select [FUJITSU fi-6110dj] for [Scanner].



When you perform scanning by the default settings, the output image may not turn out as intended. In that case, change the settings as follows.

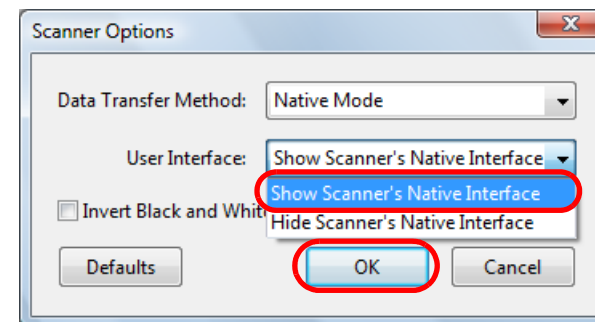
- 1 Clear the [Make Searchable (Run OCR)] check box.
- 2 Click the [Options] button for [Small Size/High Quality] under [Document].  
⇒ The [Optimization Options] dialog box appears.
- 3 Select [Custom Settings] and configure the following settings:
  - Color/grayscale : none
  - Monochrome : JBIG2 or CCITT Group 4
  - Background removal : Off
  - Edge shadow removal : Off

- 5 Click the [Options] button.



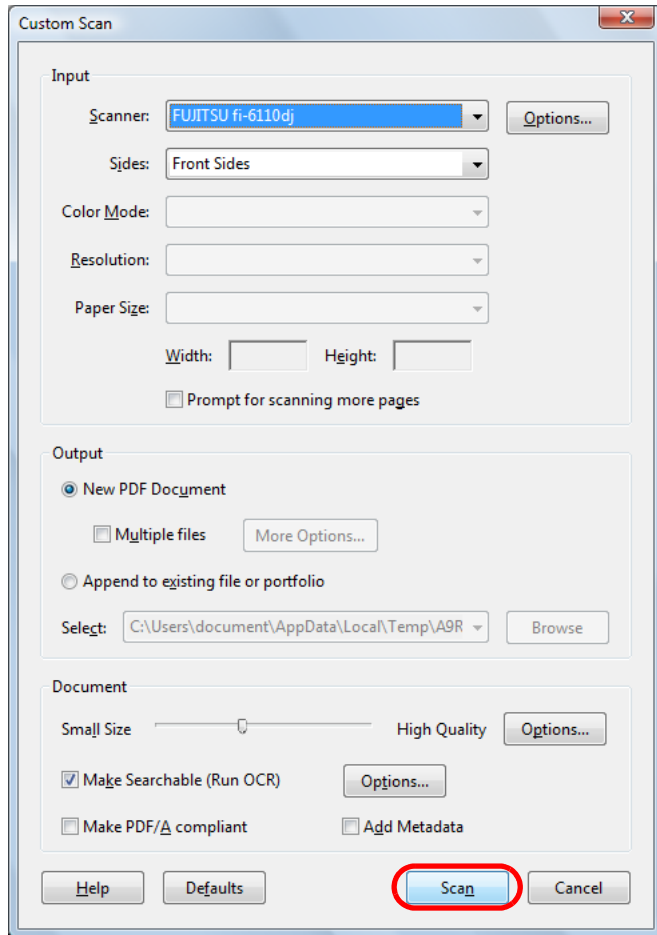
⇒ The [Scanner Options] dialog box appears.

- 6 Select [Show Scanner's Native Interface] for [User Interface], and then click [OK] button.



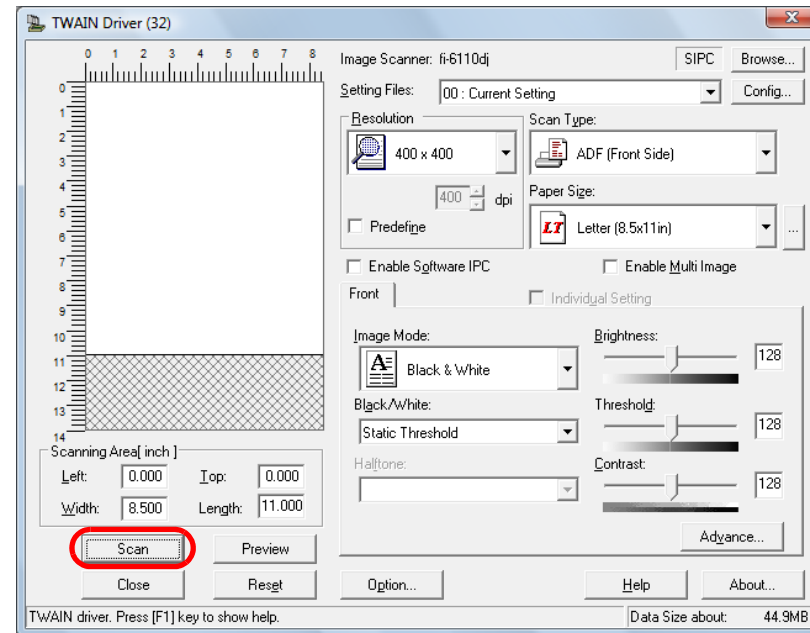
⇒ The [Scanner Options] dialog box closes and it returns to the [Custom Scan] dialog box.

7 Click the [Scan] button.

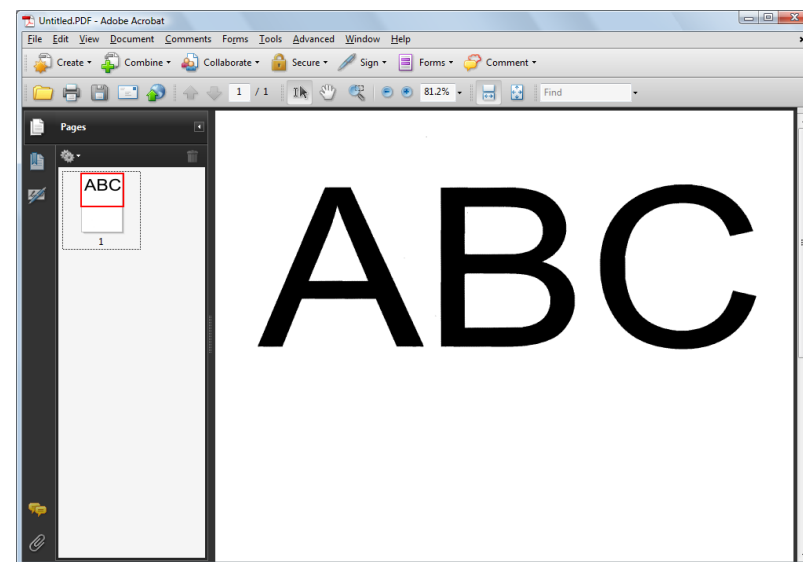


⇒ The [TWAIN Driver (32)] dialog box appears.

8 Configure settings such as [Resolution] and [Paper Size], and then click the [Scan] button.



⇒ The scanned image is displayed.

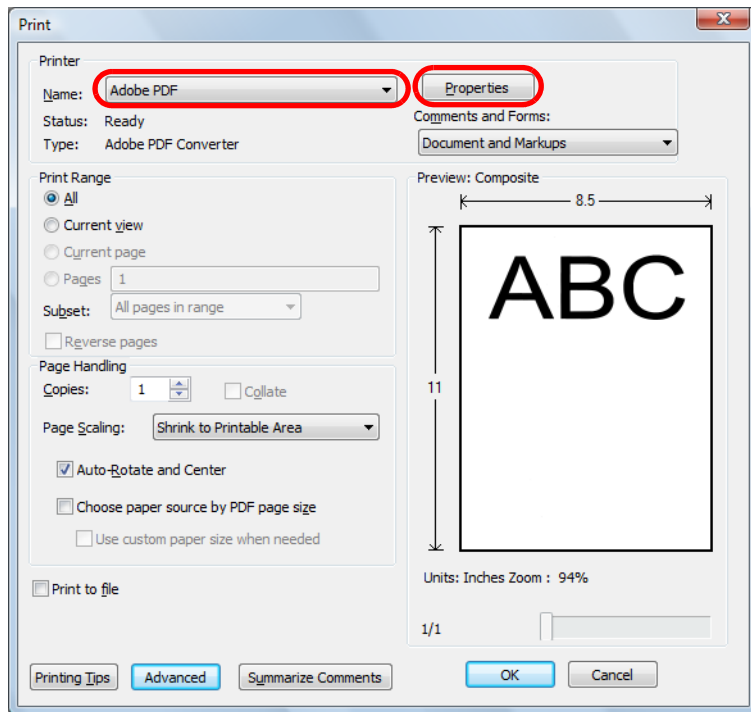


- 9 Select the [File] menu → [Save As], and save the scanned image to file.  
For more details about using Adobe Acrobat, refer to the Adobe Acrobat Help.

### How to reduce the file size by Acrobat Distiller

Depending on the scan setting, the file size may increase greatly. To reduce the file size, save the scanned images by the following method. Note that this method takes longer to save the image.

- 1 Select the [File] menu → [Print].
- 2 In the [Print] dialog box, select [Adobe PDF] for [Name].



- 3 Click the [Properties] button.  
⇒ The [Adobe PDF Document Properties] dialog box appears.

- 4 Click the [Adobe PDF Settings] tab.
- 5 Select a job option in the [Adobe PDF Settings] tab.  
For example, select [Smallest File Size].
- 6 Click the [OK] button.
- 7 In the [Print] dialog box, click the [OK] button.  
⇒ The [Save PDF File As] dialog box appears.
- 8 Type in a file name and click the [Save] button to save.

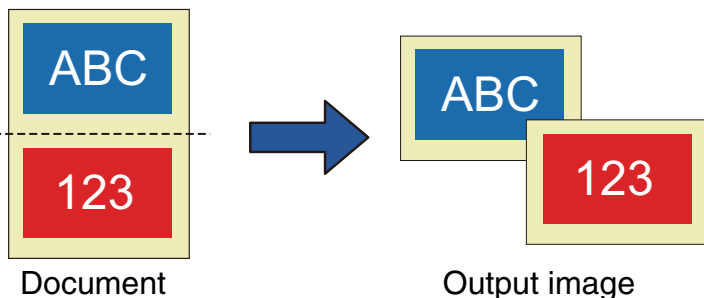
- TOP
- Contents
- Index
- Introduction
- Scanner Overview
- How to Load Documents
- Configuring the Scan Settings
- How to Use the Operator Panel
- Various Ways to Scan
- Daily Care
- Replacing the Consumables
- Troubleshooting
- Operational Settings
- Appendix
- Glossary

## Splitting the Scanned Image in Two

Each page of the scanned image data can be split horizontally into two separate pages.



This function may not work properly in some applications.



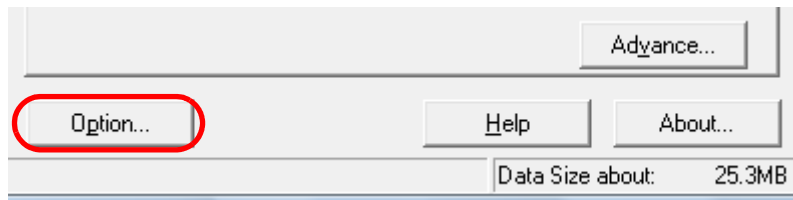
- 1 Load documents in the ADF paper chute.  
For details, refer to "[Chapter 2 How to Load Documents](#)" (page 26).

- 2 Start up ScandAll PRO and click the [Scan] menu → [Scanner Setting].  
⇒ The [TWAIN Driver (32)] dialog box appears.



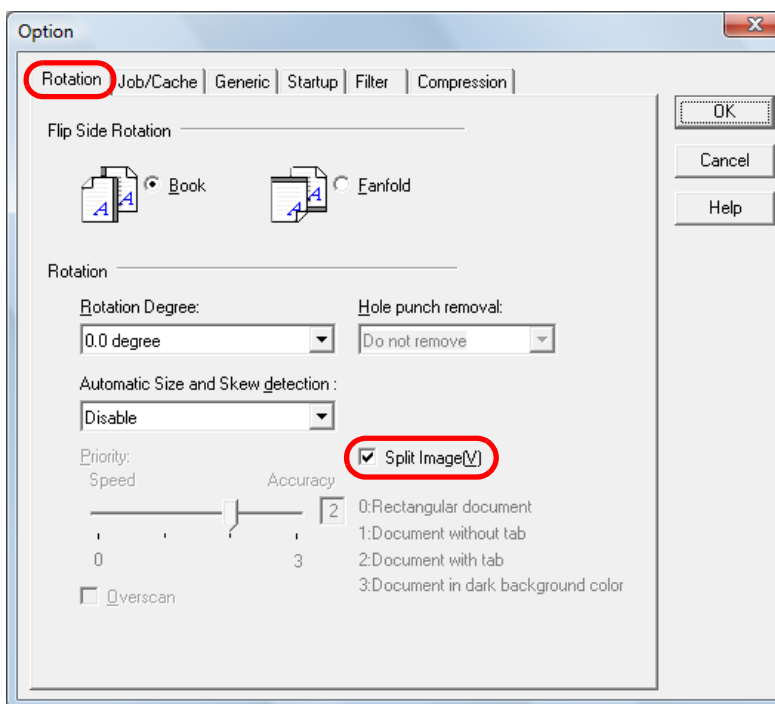
If the [TWAIN Driver (32)] dialog box does not appear, check the setting in ScandAll PRO by clicking the [Tool] menu → [Preferences] to open the [Setup] dialog box, then confirm that [TWAIN] is selected for [Device Driver] in the [Scan] tab.

- 3 Click the [Option] button.



⇒ The [Option] dialog box appears.

- 4 Click the [Rotation] tab and select the [Split Image] check box.



This option is not available with the following settings:

- Multi image output
- Auto color/monochrome detection
- Resolution set to 1200 dpi





When scanning in duplex mode, the back of the image is output in the following order according to the [Flip Side Rotation] setting:

- Book: top → bottom
- Fanfold: bottom → top

- 5** Click the [OK] button.  
⇒ It returns to the [TWAIN Driver (32)] dialog box.
- 6** Click the [OK] button in the [TWAIN Driver (32)] dialog box.  
⇒ The settings are saved.
- 7** Scan the document by clicking the [Scan] menu → [Scan] in ScandAll PRO.

TOP

Contents

Index

Introduction

Scanner  
Overview

How to Load  
Documents

Configuring the  
Scan Settings

How to Use the  
Operator Panel

Various Ways to  
Scan

Daily Care

Replacing the  
Consumables

Troubleshooting

Operational  
Settings

Appendix

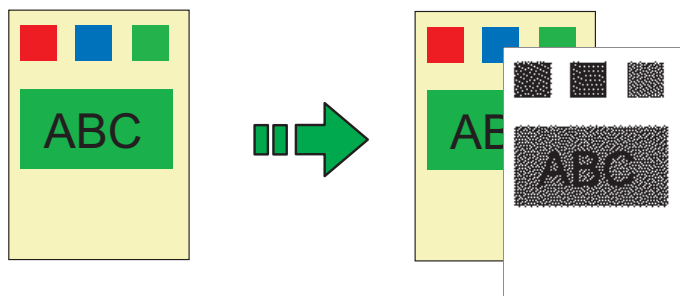
Glossary

## Using the Multi Image Output

"Multi image output" allows you to obtain both a color/ grayscale image and a black & white image from a single scan.



This function may not work properly in some applications.



Document

Output image

Example: When a color document is scanned

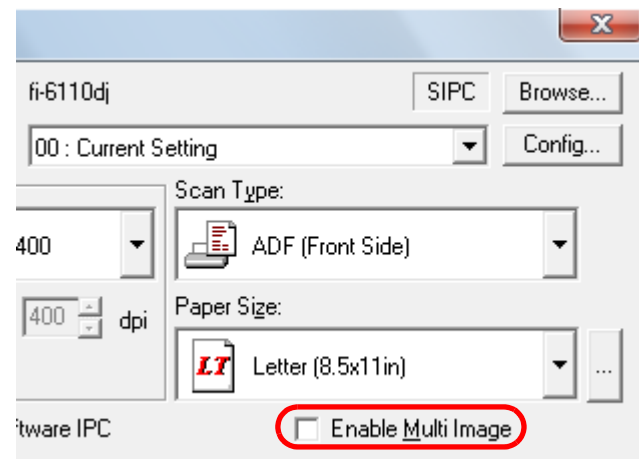
**1** Load documents in the ADF paper chute.  
For details, refer to "[Chapter 2 How to Load Documents](#)" (page 26).

**2** Start up ScandAll PRO and click the [Scan] menu → [Scanner Setting].  
⇒ The [TWAIN Driver (32)] dialog box appears.

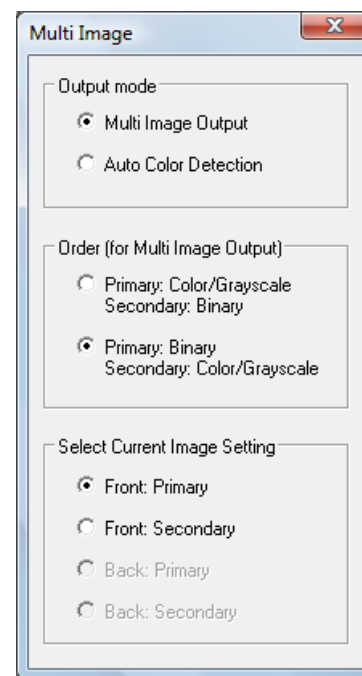


If the [TWAIN Driver (32)] dialog box does not appear, check the setting in ScandAll PRO by clicking the [Tool] menu → [Preferences] to open the [Setup] dialog box, then confirm that [TWAIN] is selected for [Device Driver] in the [Scan] tab.

**3** Select the [Enable Multi Image] check box.



⇒ The [Multi Image] dialog box appears.



**4** Select [Multi Image Output] for [Output mode].

- 5** In [Order (for Multi Image Output)], select the order in which the images are output.

Order	Description
Primary: Color/Grayscale Secondary: Binary	A color/grayscale image is output first, then a black & white image.
Primary: Binary Secondary: Color/Grayscale	A black & white image is output first, then a color/grayscale image.

- 6** Select a side in [Select Current Image Setting].  
Configure the scan settings for [Primary] and [Secondary] in the [TWAIN Driver (32)] dialog box.
- 7** Click the [OK] button in the [TWAIN Driver (32)] dialog box.  
⇒ The settings are saved.
- 8** Scan the documents by clicking the [Scan] menu → [Scan] in ScandAll PRO.

- TOP
- Contents
- Index
- Introduction
- Scanner Overview
- How to Load Documents
- Configuring the Scan Settings
- How to Use the Operator Panel
- Various Ways to Scan**
- Daily Care
- Replacing the Consumables
- Troubleshooting
- Operational Settings
- Appendix
- Glossary

## Automatically Detecting Color/Monochrome Documents

The color of the document can be automatically detected then output in color or grayscale for color documents, and in black & white for black & white documents.



This function may not work properly in some applications.

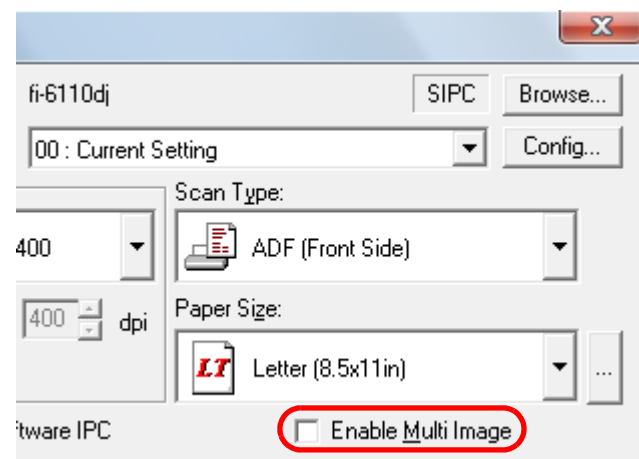
- 1 Load documents in the ADF paper chute.  
For details, refer to "[Chapter 2 How to Load Documents](#)" (page 26).

- 2 Start up ScandAll PRO and click the [Scan] menu → [Scanner Setting].  
⇒ The [TWAIN Driver (32)] dialog box appears.

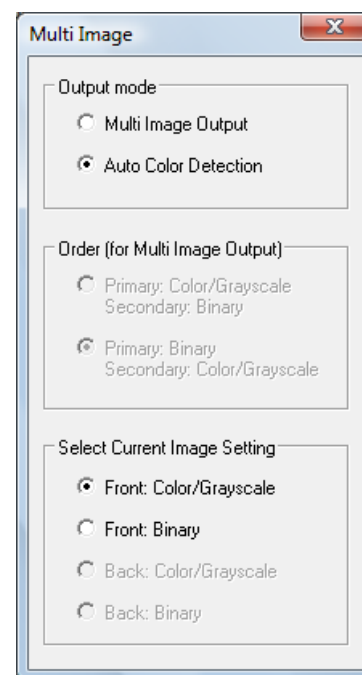


If the [TWAIN Driver (32)] dialog box does not appear, check the setting in ScandAll PRO by clicking the [Tool] menu → [Preferences] to open the [Setup] dialog box, then confirm that [TWAIN] is selected for [Device Driver] in the [Scan] tab.

- 3 Select the [Enable Multi Image] check box.



⇒ The [Multi Image] dialog box appears.



- 4 Select [Auto Color Detection] for [Output mode].

TOP

Contents

Index

Introduction

Scanner  
OverviewHow to Load  
DocumentsConfiguring the  
Scan SettingsHow to Use the  
Operator PanelVarious Ways to  
Scan

Daily Care

Replacing the  
Consumables

Troubleshooting

Operational  
Settings

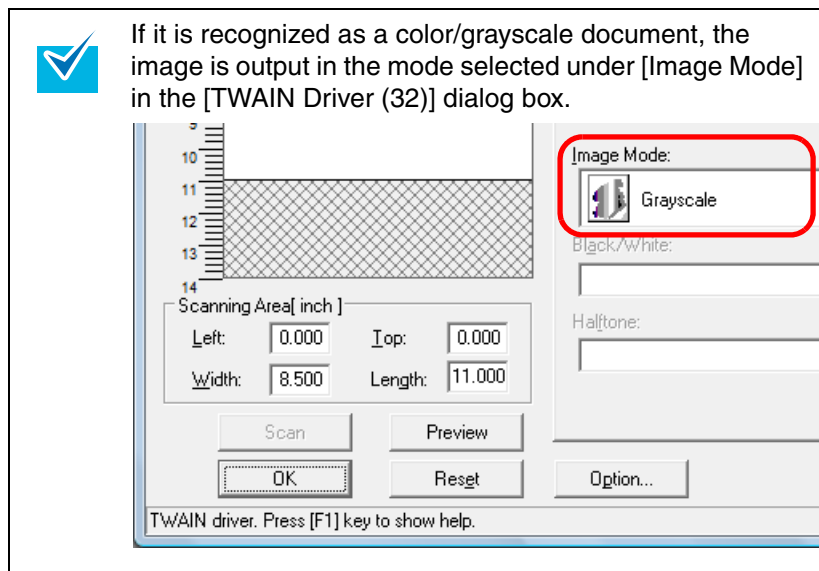
Appendix

Glossary

## 5 Select a side in [Select Current Image Setting].

You need to pre-configure the settings for each case when the document is recognized as [Color/Grayscale] or [Binary].

Configure the scan settings in the [TWAIN Driver (32)] dialog box.



## 6 Click the [OK] button in the [TWAIN Driver (32)] dialog box.

⇒ The settings are saved.

## 7 Scan the document by clicking the [Scan] menu → [Scan] in ScandAll PRO.

## 5.5 Customizing the Scanner Settings

### Using a Button on the Scanner to Start Scanning

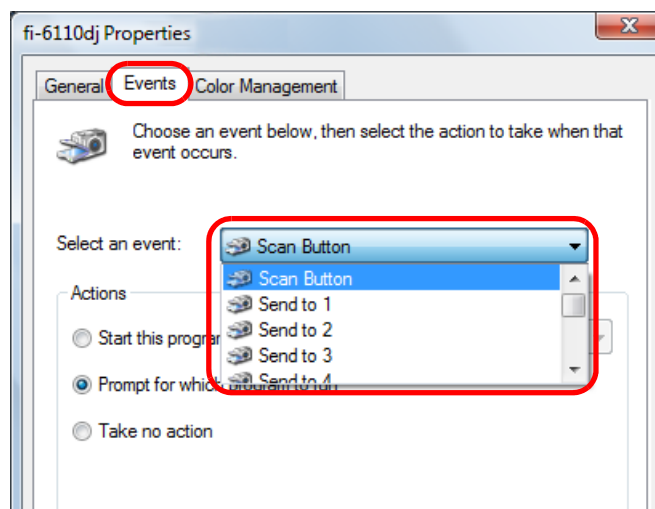
The [Scan/Stop] and [Send to] buttons on the operator panel can be configured to perform scanning by simply pressing the button.

To configure this setting, you first need to assign an application to be launched for each button.

#### Computer setup

- 1 Confirm that the scanner is connected to your computer, then power on the scanner.  
For details, refer to “Connecting the Cables” in Getting Started.
- 2 Select the [Start] menu → [Control Panel].  
⇒ The [Control Panel] dialog box appears.
- 3 Click the [Hardware and Sound] icon.  
⇒ The [Hardware and Sound] dialog box appears.
- 4 Click the [Scanners and Cameras] icon.  
⇒ The [Scanners and Cameras] dialog box appears.
- 5 Display the properties of the scanner.  
Double-click the scanner icon.

- 6 Click the [Events] tab and select an event.  
From the [Select an event] drop-down list, select an event from which you want to launch an application.

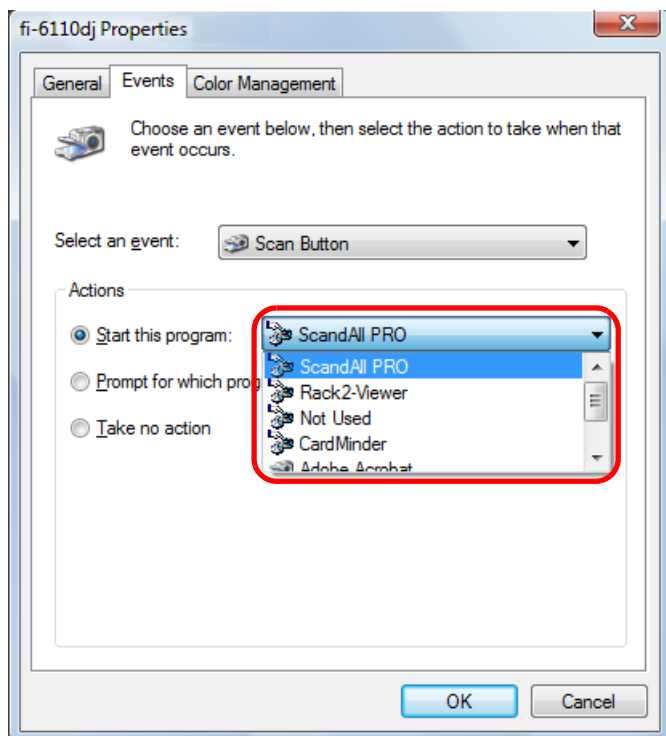


In this function, the following events can be selected:

- [Scan Button] (press the [Scan/Stop] button)
- [Send to 1] to [Send to 9] (press the [Send to] button while a number from 1 to 9 is displayed on the Function Number Display)

## 7 Select an action and an application to be launched by the scanner button event.

Click [Start this program] under [Actions], and select an application from the drop-down list on the right.



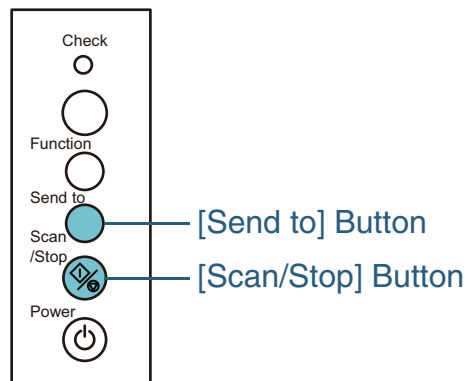
## 8 Click the [OK] button.

If you are using ScandAll PRO, refer to "How to Use ScandAll PRO". For other applications, the setup of the computer is completed here. Proceed to configure the scanner settings.



- The windows that appear and the operations differ by the operating system that you are using.
- To configure multiple buttons, repeat steps 5 to 8.

## Scanner setup



- [Scan/Stop] button  
No particular setting is required.  
⇒ The specified application is launched when you press the [Scan/Stop] button.
- [Send to] button  
Press the [Function] button to change the number displayed on the Function Number Display.  
Make this number match with the scanner button event configured in the computer ([Send to 1] to [Send to 9]).  
For example, select "2" on the Function Number Display to perform the action configured for [Send to 2].  
⇒ The specified application is launched when you press the [Send to] button.



- For details about the operator panel, refer to "[Chapter 4 How to Use the Operator Panel](#)" (page 48).
- The number on the Function Number Display will change in the following order: 1, 2, 3, ... 9, C, 1, 2, 3 ... Numbers 1 to 9 correspond to the scanner button events from "Send to 1" to "Send to 9" configured in the computer. "C" corresponds to the Software Operation Panel (fixed setting).

## Detecting Multifeed Errors

Multifeed is an error where two or more sheets are fed through the ADF at once. It is also called a multifeed when a different document length is detected.

You can have an error message appear when a multifeed occurs.

Settings for multifeed detection can be configured in the scanner driver or the Software Operation Panel.

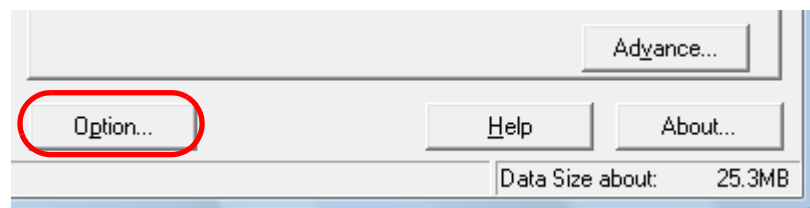
For details about this setting in the Software Operation Panel, refer to "[Method of Multifeed Detection \[Multifeed\]](#)" (page 145).

- 1 Load documents in the ADF paper chute.  
For details, refer to "[Chapter 2 How to Load Documents](#)" (page 26).
- 2 Start up ScandAll PRO and click the [Scan] menu → [Scanner Setting].  
⇒ The [TWAIN Driver (32)] dialog box appears.



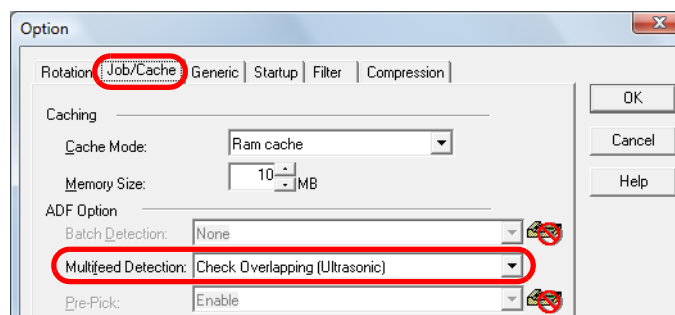
If the [TWAIN Driver (32)] dialog box does not appear, check the setting in ScandAll PRO by clicking the [Tool] menu → [Preferences] to open the [Setup] dialog box, then confirm that [TWAIN] is selected for [Device Driver] in the [Scan] tab.

- 3 Click the [Option] button.



⇒ The [Option] dialog box appears.

- 4 Click the [Job/Cache] tab and specify the detection method in the [Multifeed Detection] drop-down list under [ADF Option].



The following are the conditions of detecting multifeeds.

Condition	Description
None	Does not detect multifeeds.
Hardware Setting	Enables the setting of the Software Operation Panel.
Check Overlapping (Ultrasonic)	Uses the ultrasonic sensors inside the ADF to monitor the documents during feeding and to identify multifeeds according to the deviation of the reflected ultrasonic waves.
Check length	Monitors the document length during feeding, and identifies multifeeds according to the deviation of detected lengths. Note that multifeeds cannot be detected accurately when scanning a mixed batch of different sizes.
Check Overlapping and length	Monitors both document overlapping and length to detect multifeeds. Note that multifeeds cannot be detected accurately when scanning a mixed batch of different sizes.

For more details about multifeed detection, refer to "[Conditions for Multifeed Detection](#)" (page 33).



- 5** Click the [OK] button.  
⇒ It returns to the [TWAIN Driver (32)] dialog box.
- 6** Click the [OK] button in the [TWAIN Driver (32)] dialog box.  
⇒ The settings are saved.
- 7** Scan the document by clicking the [Scan] menu → [Scan] in ScandAll PRO.

TOP

Contents

Index

Introduction

Scanner  
Overview

How to Load  
Documents

Configuring the  
Scan Settings

How to Use the  
Operator Panel

Various Ways to  
Scan

Daily Care

Replacing the  
Consumables

Troubleshooting

Operational  
Settings

Appendix

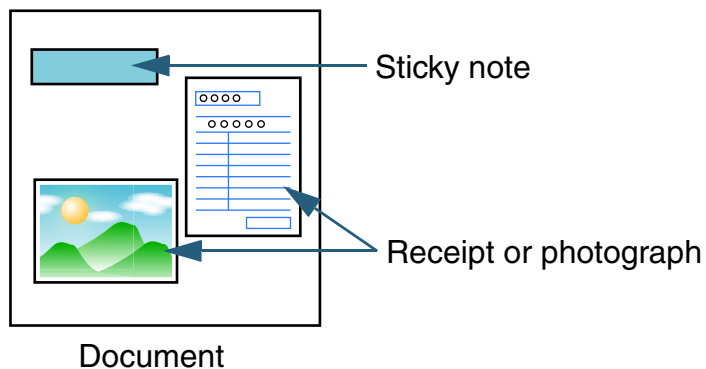
Glossary

## Ignoring Multifeed for a Set Pattern

If you attempt to scan a document with a sticky note, receipt, or photo attached while multifeed detection is enabled, the scanner may falsely recognize this as a multifeed error and stop the scan.

To scan these types of documents, the "Intelligent Multifeed Function" is available.

There are two modes to this function. In one mode, you can suppress multifeeds forcibly by using the operator panel on the scanner. In the other mode, you can suppress multifeeds automatically by letting the scanner memorize the location and the length of the attachment.



## Intelligent Multifeed function

The following three modes are available.

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



Irregular images may be output when multifeeds occur.

The mode can be selected in the Software Operation Panel. For details, refer to "[Specifying an Area Not to Detect Multifeed \[Intelligent Multifeed Function\]](#)" (page 150).

## Preparation before using this function

Configure the following settings before using this function:

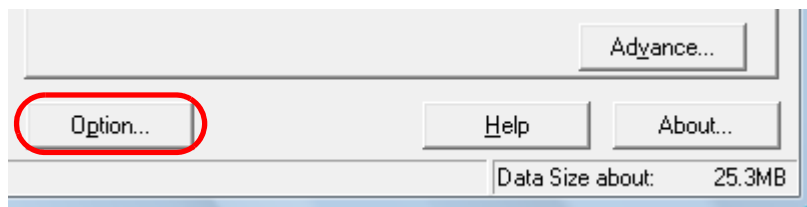
- 1 Start up ScandAll PRO and select the [Scan] menu → [Scanner Setting].

⇒ The [TWAIN Driver (32)] dialog box appears.



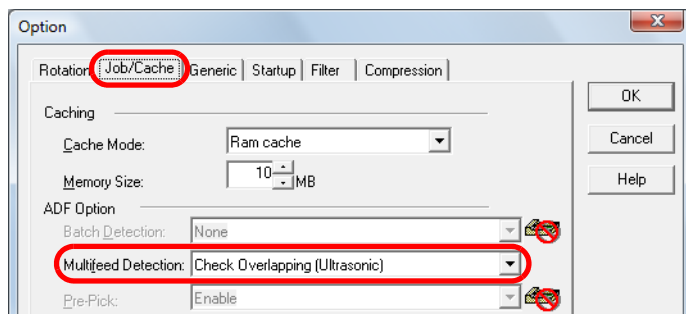
If the [TWAIN Driver (32)] dialog box does not appear, check the setting in ScandAll PRO by clicking the [Tool] menu → [Preferences] to open the [Setup] dialog box, then confirm that [TWAIN] is selected for [Device Driver] in the [Scan] tab.

- 2 Click the [Option] button.

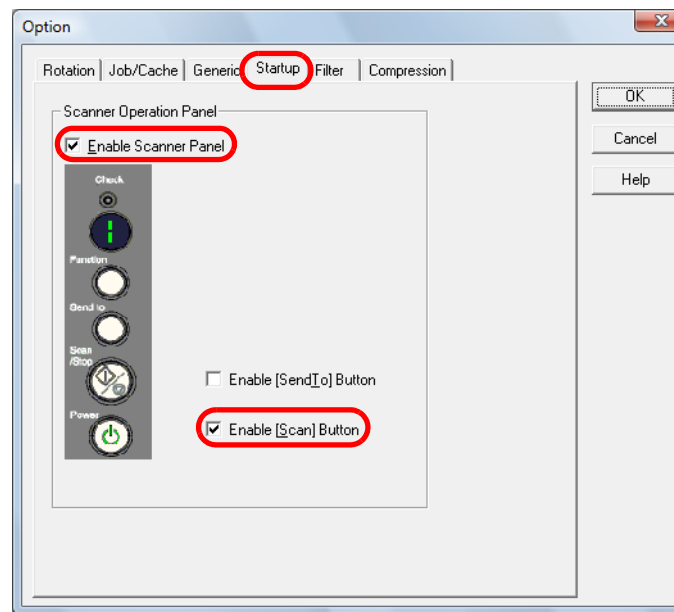


⇒ The [Option] dialog box appears.

- 3 Select the [Job/Cache] tab, and select [Check Overlapping (Ultrasonic)] or [Check overlapping and length] for [Multifeed Detection] under [ADF Option].



- 4 Select the [Startup] tab, and then select the [Enable Scanner Panel] and [Enable [Scan] Button] check boxes.



- 5 Click the [OK] button.  
⇒ It returns to the [TWAIN Driver (32)] dialog box.

- 6 In the [TWAIN Driver (32)] dialog box, click the [OK] button.  
⇒ The settings are saved.

## Operational procedure

**1** After a multifeed error occurs, open the ADF and remove the documents.

**2** Close the ADF.

For details, refer to "1.4 Opening/Closing the ADF" (page 19). When the ADF is closed, the Function Number Display on the operator panel changes as follows:

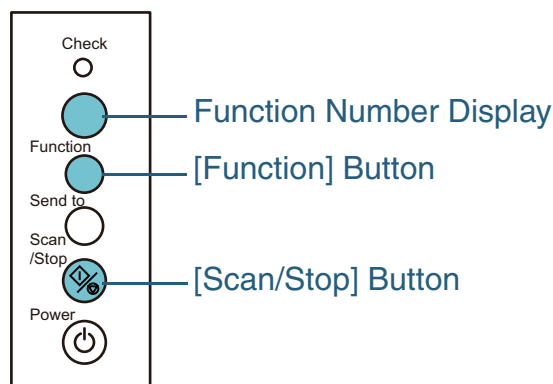
- Upon multifeed error  
Alternates between "J" and "2"
- Upon ejecting the documents  
The function number flashes



Confirm that the ADF is closed properly. Otherwise, the document may not be fed through the ADF.

**3** Place the documents back in the ADF paper chute.

If a multifeed is detected even though there is no attachment, either press the [Scan/Stop] button or perform a scan from the computer (do not press the [Function] button). If there is a paper attachment which is likely to be the cause of the multifeed error, then proceed to the next step.



**4** Press the [Function] button and confirm that the function number is flashing faster, then either press the [Scan/Stop] button or perform a scan from the computer.

From this point, the flashing speed of the Function Number Display switches between "slow" ↔ "fast" every time you press the [Function] button. When the flashing speed is fast, the scanner operates in each mode as follows:



Do not press down the [Function] button for more than five seconds when switching the flashing speed, because it may erase the memorized multifeed patterns.


- Manual mode (Bypass by front panel button)  
Scans the next sheet without multifeed detection, and from the second sheet, multifeeds are detected based on the setting configured in the scanner driver or the Software Operation Panel.
- Auto mode 1 (Bypass by combination of length and position)  
Memorizes the length and location of the paper attachment that was detected as multifeed, and continues scanning. When a paper attachment of a similar pattern is detected, multifeed detection is automatically suppressed. (\*1)(\*2)
- Auto mode 2 (Bypass by length)  
Memorizes the length of the longest paper attachment that was detected as multifeed, and continues scanning. When a paper attachment of the same length or shorter is detected, multifeed detection is automatically suppressed. (\*1)(\*2)

\*1: 32 pages (up to 4 attachments per page) worth of overlap patterns can be memorized in this mode. When it exceeds this limit, the first pattern that was memorized is erased from the memory.


\*2: To erase the memorized overlap patterns and the longest overlap length, press the [Function] button for more than five seconds while the function number is flashing. The Function Number Display will then display "□". This allows you to erase multifeed patterns and the longest overlap length that were not supposed to be memorized. Be careful with this operation because all memorized patterns will be erased.


# Chapter 6 Daily Care

This chapter describes how to clean the scanner.



 **WARNING**

Do not use aerosol spray or spray that contains alcohol to clean the scanner. Dust blown up by strong air from the spray may enter inside the scanner which may cause the scanner to fail or malfunction.

 Also note that sparks generated by static electricity may cause a fire.

 **CAUTION**

The glasses inside the ADF become very hot when the scanner is being used.

Before you start cleaning the inside, make sure to turn off the power, unplug the power cable and wait at least 15 minutes for the ADF glass to cool down.

6.1 Cleaning Materials and Locations that Require Cleaning.....86


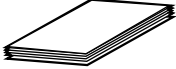

6.2 Cleaning the Outside .....87

6.3 Cleaning the Inside.....88

6.4 Cleaning the Carrier Sheet.....90

## 6.1 Cleaning Materials and Locations that Require Cleaning

### Cleaning Materials

Product Name	Part No.	Notes
Cleaner F1 	PA03950-0352	100 ml Moisten a cloth with this liquid to wipe the scanner clean. It may take a long time if an excessive amount is used. Moisten the cloth with moderate quantity. Wipe off the cleaner completely to leave no residue on the cleaned parts.
Cleaning Paper 	CA99501-0012	Use this paper with Cleaner F1.
Cleaning Wipe 	PA03950-0419	24 packets Pre-moistened with Cleaner F1. It can be used instead of moistening a cloth with Cleaner F1.
Dry cloth	Commercially available	

For more information about the cleaning materials, contact the FUJITSU scanner dealer where you purchased the scanner or an authorized FUJITSU scanner service provider.

### Location and Frequency

Location	Frequency
Pad Assy	Every 1,000 sheets
Ultrasonic Sensor	
Idler Roller	
Glass	
Pick Roller	
Feed Roller	
Eject Roller	



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

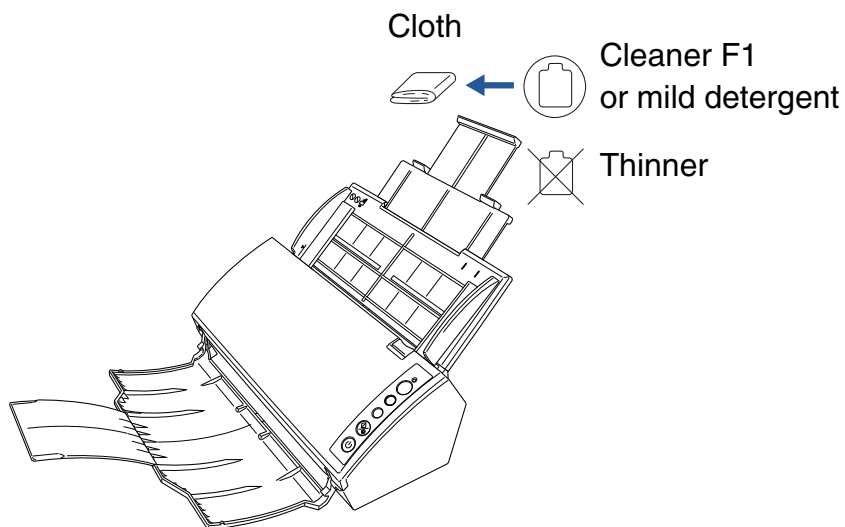
- Smooth-faced documents such as coated paper
- Documents with printed text/graphics that almost cover the entire surface
- Chemically-treated documents such as carbonless paper
- Documents containing a large amount of calcium carbonate
- Documents written with lead pencil
- Documents on which the toner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

## 6.2 Cleaning the Outside

The outside of the scanner, including the ADF paper chute and the stacker, should be cleaned with either a piece of dry cloth, a cloth/Cleaning Paper moistened with Cleaner F1/mild detergent, or a sheet of Cleaning Wipe.



- Never use paint thinner or any other organic solvents.
- Do not let any moisture or water inside the scanner during cleaning.
- It may take a long time to dry if an excessive amount of Cleaner F1 is used. Moisten the cloth with moderate quantity. Wipe off the cleaner completely to leave no residue on the cleaned parts.

[TOP](#)[Contents](#)[Index](#)[Introduction](#)[Scanner  
Overview](#)[How to Load  
Documents](#)[Configuring the  
Scan Settings](#)[How to Use the  
Operator Panel](#)[Various Ways to  
Scan](#)[Daily Care](#)[Replacing the  
Consumables](#)[Troubleshooting](#)[Operational  
Settings](#)[Appendix](#)[Glossary](#)

## 6.3 Cleaning the Inside

The inside of the scanner should be cleaned with a piece of cloth/Cleaning Paper moistened with Cleaner F1, or a sheet of Cleaning Wipe.

As the scanner continues to feed the documents, paper dust will accumulate inside the scanner and it may cause scanning errors.

As a guideline, clean the inside of the scanner every 1,000 sheets scanned. Note that this guideline varies depending on the type of documents you scan. For instance, it may be necessary to clean more frequently when you scan documents on which the toner is not sufficiently fused.



- The glasses inside the ADF become very hot when the scanner is being used. When cleaning the inside of the scanner, make sure to unplug the power cable and wait for at least 15 minutes before you start cleaning.
- When you perform cleaning, make sure that the inside is free of foreign matter, and be careful not to get your hand or the cloth caught on the pick spring (metal part) as a deformed pick spring (metal part) may cause injury.



- Do not use water or mild detergent to clean the inside of the scanner.
- It may take a long time to dry if an excessive amount of Cleaner F1 is used. Moisten the cloth with moderate quantity. Wipe off the cleaner completely to leave no residue on the cleaned parts.

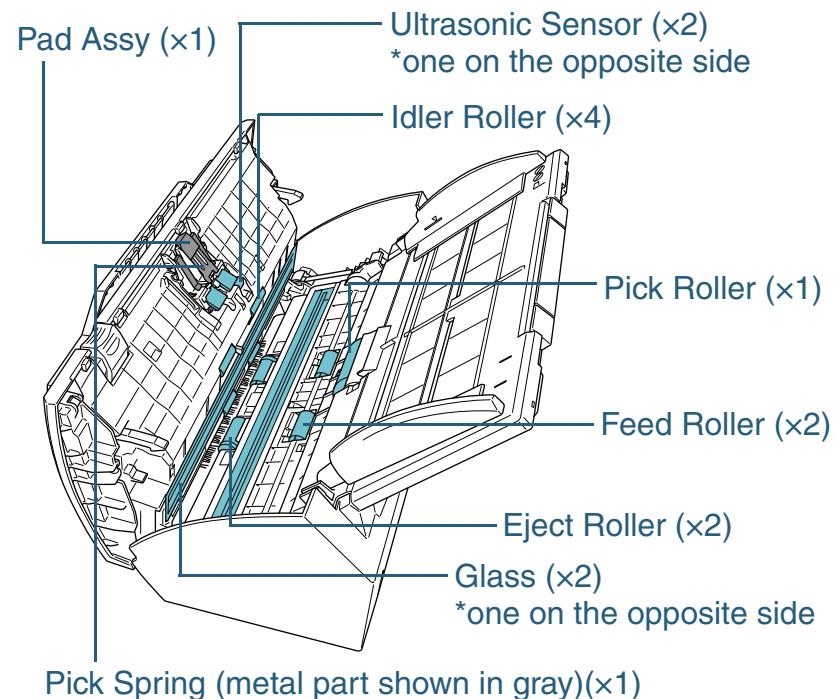
**1** Turn off the scanner and wait for at least 15 minutes. For details, refer to "1.3 Turning the Power ON/OFF" (page 18).

**2** Open the ADF. For details, refer to "1.4 Opening/Closing the ADF" (page 19).



Be careful not to have your fingers caught when the ADF closes.

**3** Clean the following locations with a cloth/Cleaning Paper moistened with Cleaner F1, or a sheet of Cleaning Wipe.





**Pad assy (x1)**

Wipe the dirt and dust off the surface of the rubber pads, downwards from top to bottom. Be careful not to get your hand or the cloth caught on the pick spring (metal part).

**Ultrasonic sensor (x2)**

Gently wipe the dirt and dust off the surface of the ultrasonic sensors.

**Idler roller (x4)**

Gently wipe the rollers as you rotate them manually. Be careful not to damage the roller surface. Make sure that it is cleaned properly because residue on the roller will affect the feeding performance.

**Glass (x2)**

Gently wipe the dirt and dust off the surface of the glass sections.

**Pick roller (x1)**

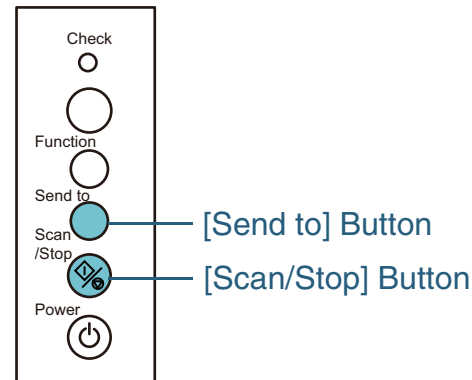
Gently wipe the roller as you rotate it downwards manually. Be careful not to damage the roller surface. Make sure that it is cleaned properly because residue on the roller will affect the feeding performance.

**Feed roller (x2) / Eject roller (x2)**

The power must be turned on to rotate the feed/eject rollers.

- 1 Turn on the scanner.  
For details, refer to ["1.3 Turning the Power ON/OFF" \(page 18\)](#).
- 2 Open the ADF when "1" is displayed on the Function Number Display.  
For details, refer to ["1.4 Opening/Closing the ADF" \(page 19\)](#).

- 3 When you press the [Send to] and [Scan/Stop] buttons at the same time, the feed/eject rollers rotate a certain amount.



When you press the [Send to] button and the [Scan/Stop] button at the same time, the feed rollers and eject rollers rotate together. Be careful not to touch the rollers while they are rotating.

- 4 Put a piece of cloth/Cleaning Paper moistened with Cleaner F1 or a sheet of Cleaning Wipe against the roller surface, and wipe horizontally.  
Wipe the whole surface by pressing the [Send to] and [Scan/Stop] buttons at the same time to rotate the rollers.  
Make sure that it is cleaned properly because black residue on the roller will affect the feeding performance.  
As a guideline, pressing the [Send to] and [Scan/Stop] buttons six times will rotate the feed/eject rollers one revolution.

**4 Close the ADF.**

For details, refer to ["1.4 Opening/Closing the ADF" \(page 19\)](#).



Confirm that the ADF is closed properly. Otherwise, the document may not be fed through the ADF.

## 6.4 Cleaning the Carrier Sheet

The Carrier Sheet should be cleaned with either a piece of dry cloth, a cloth/Cleaning Paper moistened with Cleaner F1/mild detergent, or a sheet of Cleaning Wipe.

Gently wipe the dirt and dust off the surface and the inside of the Carrier Sheet.

As you keep using the Carrier Sheet, dirt and dust will accumulate on the surface and the inside.

Clean it regularly because it may result in scanning errors.






- Never use paint thinner or any other organic solvents.
- Do not use force to rub against the Carrier Sheet because it may be damaged or deformed.
- After cleaning the inside of the Carrier Sheet with Cleaning Wipe or cloth moistened with Cleaner F1/mild detergent, make sure that it is completely dry before closing the Carrier Sheet.
- The Carrier Sheet should be replaced approximately every 500 scans.

For information on purchasing the Carrier Sheet, refer to ["7.4 Purchasing the Carrier Sheet" \(page 98\)](#).

[TOP](#)[Contents](#)[Index](#)[Introduction](#)[Scanner  
Overview](#)[How to Load  
Documents](#)[Configuring the  
Scan Settings](#)[How to Use the  
Operator Panel](#)[Various Ways to  
Scan](#)[Daily Care](#)[Replacing the  
Consumables](#)[Troubleshooting](#)[Operational  
Settings](#)[Appendix](#)[Glossary](#)

# Chapter 7 Replacing the Consumables

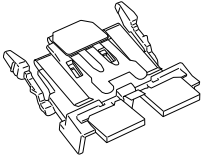
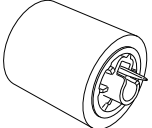
This chapter describes how to replace the consumables for the scanner.

	<ul style="list-style-type: none"><li>• The glasses inside the ADF become very hot when the scanner is being used.</li><li>• Before you replace the consumables, make sure to turn off the power, unplug the power cable and wait at least 15 minutes for the glass to cool down.</li></ul>
	
	

7.1 Consumables and Replacement Cycles.....	92
7.2 Replacing the Pad Assy.....	93
7.3 Replacing the Pick Roller .....	94
7.4 Purchasing the Carrier Sheet.....	98

## 7.1 Consumables and Replacement Cycles

The following table shows the consumables used for the scanner.

Name	Part No.	Suggested replacement cycle
PAD ASSY 	PA03586-0002	50,000 sheets or one year
PICK ROLLER 	PA03586-0001	100,000 sheets or one year

Consumables need to be replaced periodically.

It is recommended that you keep a stock of new consumables and replace them before it reaches the end of the consumable life. The scanner records the number of sheets scanned after replacing the consumables (for pad assy and pick roller), which allows you to check the status on each consumable.

To check the status on the usage of the consumables, refer to ["9.4 Settings Related to Page Counters"](#) (page 137).

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



Only use the specified consumables.

To purchase the consumables, contact your FUJITSU scanner dealer or an authorized FUJITSU scanner service provider.

Please note that some parts (other than the consumables) need to be replaced by a service engineer, depending on the type of documents scanned and how often the scanner is used. For more information, contact your FUJITSU scanner dealer or an authorized FUJITSU scanner service provider.

## 7.2 Replacing the Pad Assy

Replace the pad assy in following procedure.

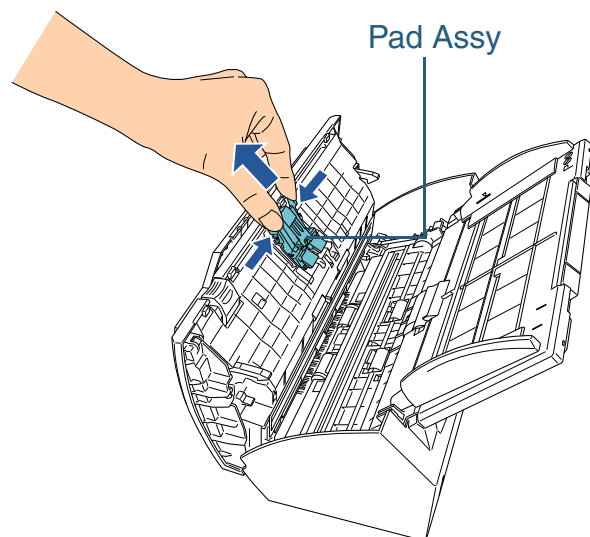
**1** Remove all documents from the ADF paper chute.

**2** Open the ADF.  
For details, refer to "1.4 Opening/Closing the ADF" (page 19).

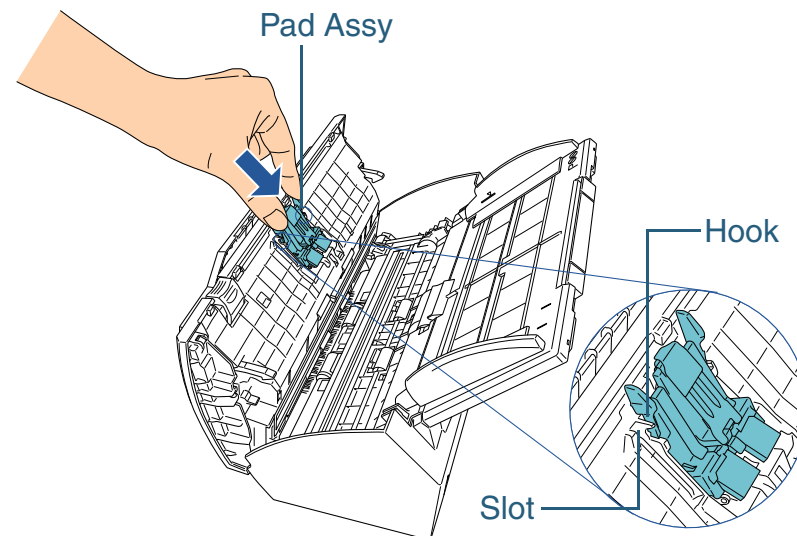


Be careful not to have your fingers caught when the ADF closes.

**3** Remove the pad assy.  
Hold both ends of the pad assy and pull it out in the direction of the arrow.



**4** Attach a new pad assy.  
Push the pad assy in until the hooks on both sides lock in place.



Confirm that the pad assy is installed properly. Otherwise, it may cause feeding errors such as paper jams.

**5** Close the ADF.  
For details, refer to "1.4 Opening/Closing the ADF" (page 19).



Be careful not to have your fingers caught when the ADF closes.

**6** Reset the consumable counter.  
Start up the Software Operation Panel and reset the counter.  
For details, refer to "Resetting the counters" (page 138).

TOP

Contents

Index

Introduction

Scanner  
OverviewHow to Load  
DocumentsConfiguring the  
Scan SettingsHow to Use the  
Operator PanelVarious Ways to  
Scan

Daily Care

Replacing the  
Consumables

Troubleshooting

Operational  
Settings

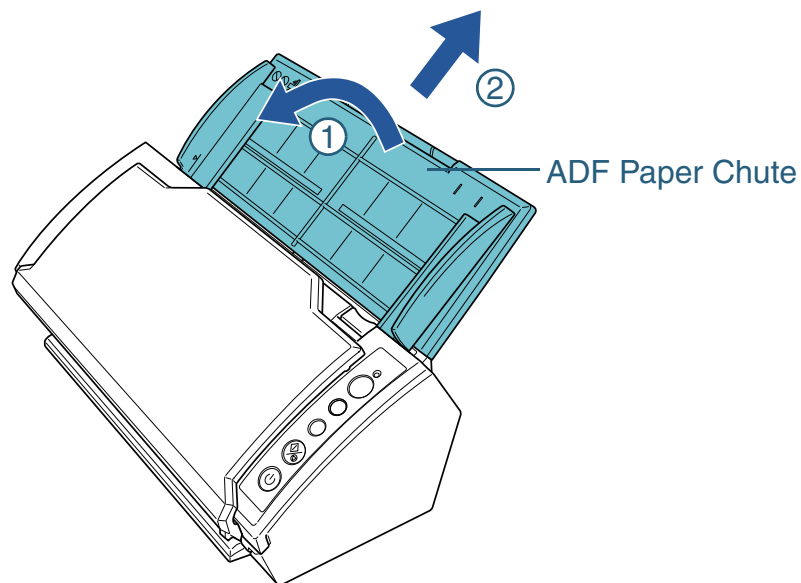
Appendix

Glossary

## 7.3 Replacing the Pick Roller

Replace the pick roller in following procedure.

- 1 Remove all documents from the ADF paper chute.
- 2 Remove the ADF paper chute.  
Hold both ends of the ADF paper chute and lift it up slightly (①), then pull it out in the direction of the arrow (②).

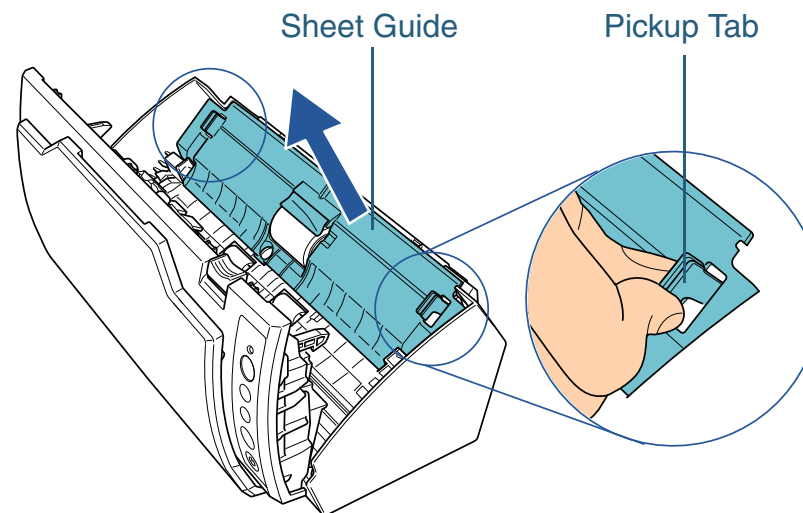


- 3 Open the ADF.  
For details, refer to "1.4 Opening/Closing the ADF" (page 19).

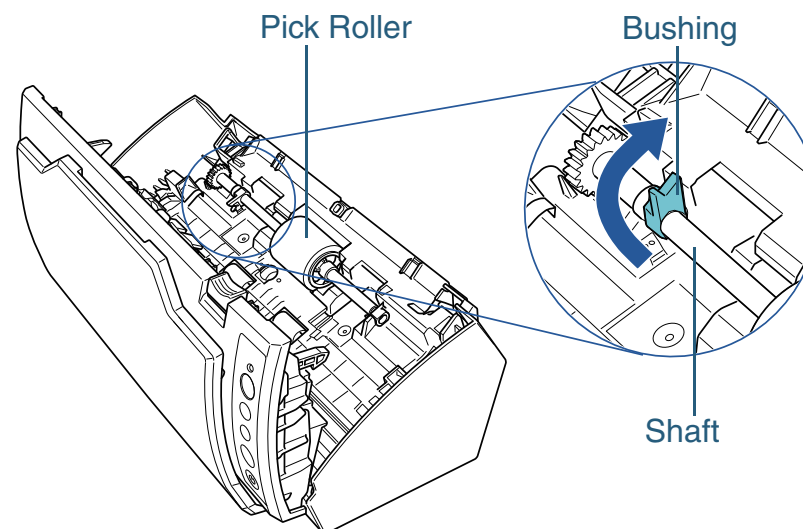


Be careful not to have your fingers caught when the ADF closes.

- 4 Remove the sheet guide.  
Hold the pickup tabs on both ends of the sheet guide and pull it out as you push the tabs inwards.



- 5 Rotate the bushing (left).



TOP

Contents

Index

Introduction

Scanner  
OverviewHow to Load  
DocumentsConfiguring the  
Scan SettingsHow to Use the  
Operator PanelVarious Ways to  
Scan

Daily Care

Replacing the  
Consumables

Troubleshooting

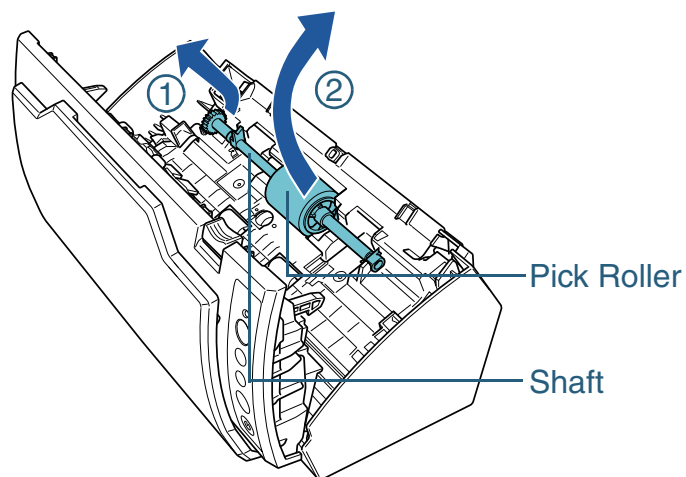
Operational  
Settings

Appendix

Glossary

**6** Remove the shaft.

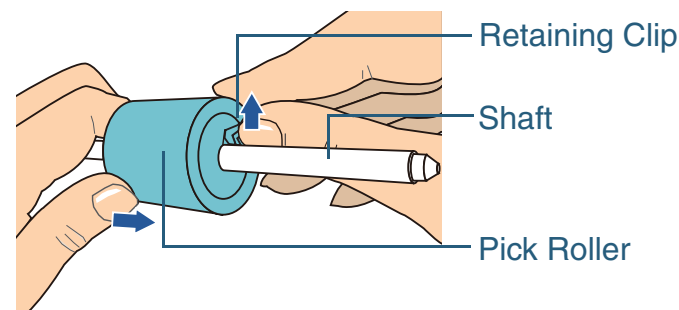
Slightly pull up the left part of the shaft (about 5 mm), move it towards the left side, and then lift it up.



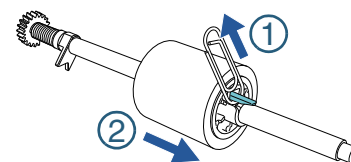
The area around the pick roller may be contaminated by paper dust which can cause scanning errors. Wipe off the paper dust with a cloth moistened with Cleaner F1. Do not use any water, mild detergent or air spray.

**7** Remove the pick roller from its shaft.

Pull out the shaft as you lift the retaining clip.

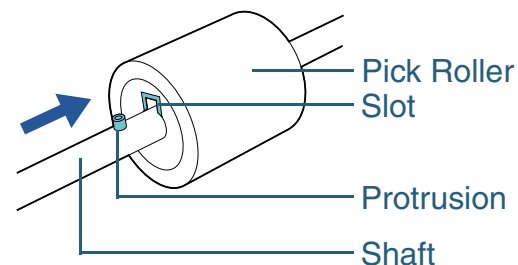


Lifting the retaining clip with your fingernail may hurt or damage your fingernail. Use a paper clip or something alike if you have trouble lifting it up.



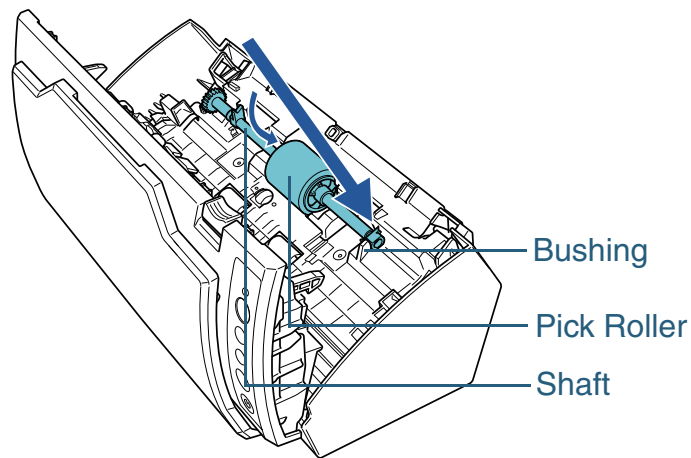
**8** Attach a new pick roller on the shaft.

Insert the protrusion on the shaft into the slot.

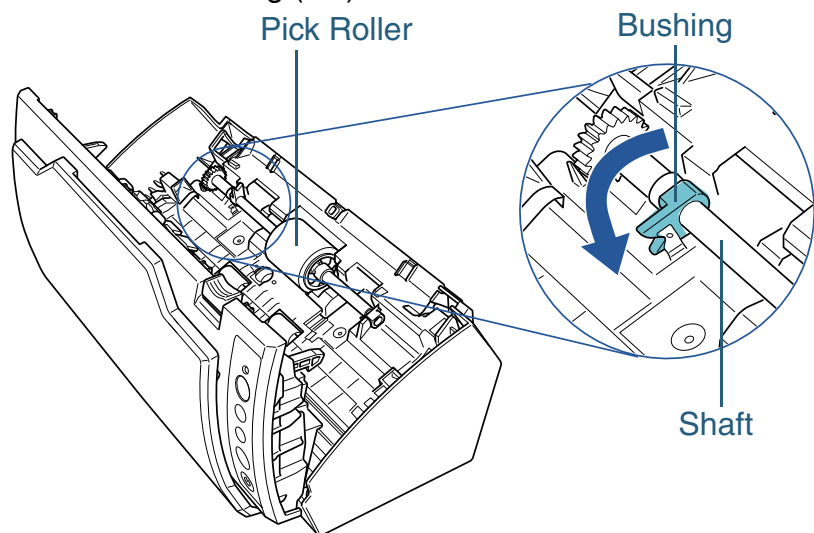


### 9 Attach the shaft.

Insert the right end of the shaft into the bushing (right), and set the shaft into the slot gradually by lowering it.



### 10 Secure the bushing (left).

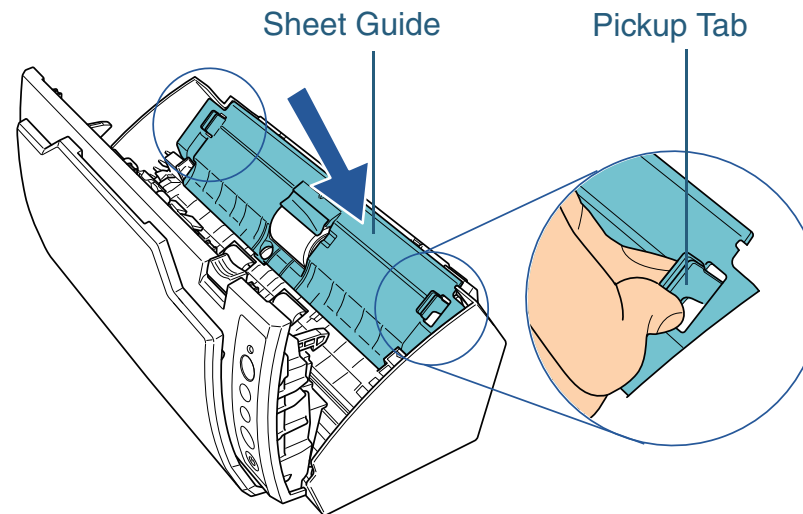


Confirm that the shaft is installed properly. Otherwise, it may cause feeding errors such as paper jams.

### 11 Attach the sheet guide.

Hold the pickup tabs on both ends of the sheet guide and place it back in its original position.

The pickup tabs will lock in place with a clicking sound.



Confirm that the sheet guide is installed properly. Otherwise, it may cause feeding errors such as paper jams.

### 12 Close the ADF.

For details, refer to "1.4 Opening/Closing the ADF" (page 19).

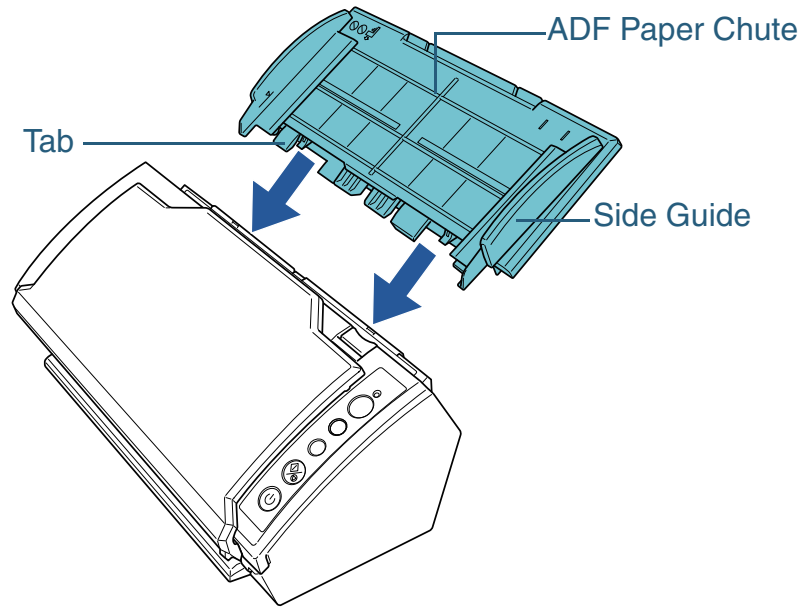


Be careful not to have your fingers caught when the ADF closes.



### 13 Attach the ADF paper chute.

Insert the tabs on the ADF paper chute into the slots on the back of the scanner, and push in to lock it firmly.



### 14 Reset the consumable counter.

Start up the Software Operation Panel and reset the counter.  
For details, refer to "[Resetting the counters](#)" (page 138).

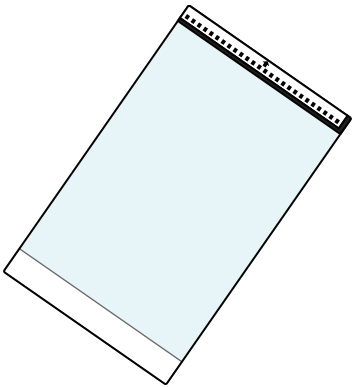
## 7.4 Purchasing the Carrier Sheet

If the bundled Carrier Sheet is too damaged or worn out to be used for scanning, it is available for purchase separately.

The Carrier Sheet should be replaced approximately every 500 scans.

However, replace it if damage or dirt is noticeable.

The part number of the Carrier Sheet is as follows.

Name	Part No.	Qty.
Carrier Sheet 	PA03360-0013	5 sheets

To purchase the Carrier Sheet, contact your FUJITSU scanner dealer or an authorized FUJITSU scanner service provider.

TOP

Contents

Index

Introduction

Scanner  
OverviewHow to Load  
DocumentsConfiguring the  
Scan SettingsHow to Use the  
Operator PanelVarious Ways to  
Scan

Daily Care

Replacing the  
Consumables

Troubleshooting

Operational  
Settings

Appendix

Glossary

# Chapter 8 Troubleshooting

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



For details about other errors/troubles not mentioned in this chapter, refer to the TWAIN driver Help, ISIS driver Help, or Error Recovery Guide.

8.1 Paper Jam .....	100
8.2 Error Indications on Operator Panel .....	101
8.3 Troubleshooting .....	104
8.4 Before You Contact the Scanner Service Provider .....	121
8.5 Checking the Product Labels.....	123

## 8.1 Paper Jam

When your document is jammed inside the scanner, remove the document in the following procedure.



- Be careful of injuries upon removing jammed documents.
- Be careful not to get your accessories (e.g. tie, necklace) caught inside the scanner upon removing jammed documents.
- Be careful of burns as the glass and the guides may become extremely hot during operation.
- Always open the ADF before removing the document.

**1** Remove all documents from the ADF paper chute.

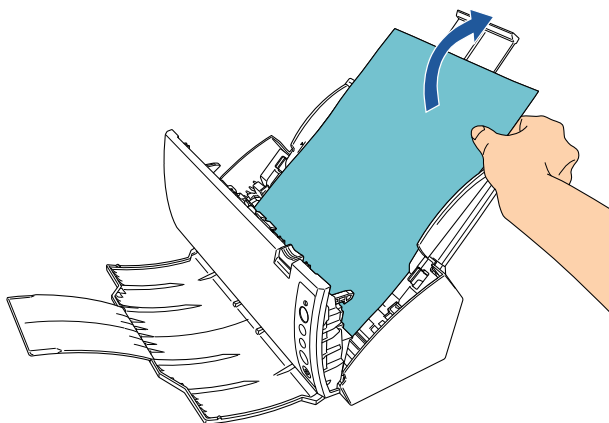
**2** Open the ADF.

For details, refer to "[1.4 Opening/Closing the ADF](#)" (page 19).



Be careful not to have your fingers caught when the ADF closes.

**3** Remove the jammed document.



- Make sure to check the documents and the paper path thoroughly and remove all staples and paper clips as they cause paper jams.
- Be careful not to damage the glass surface and the guides when removing documents with staples or paper clips.

**4** Close the ADF.

For details, refer to "[1.4 Opening/Closing the ADF](#)" (page 19).



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

TOP

Contents

Index

Introduction

Scanner  
OverviewHow to Load  
DocumentsConfiguring the  
Scan SettingsHow to Use the  
Operator PanelVarious Ways to  
Scan

Daily Care

Replacing the  
Consumables

Troubleshooting

Operational  
Settings

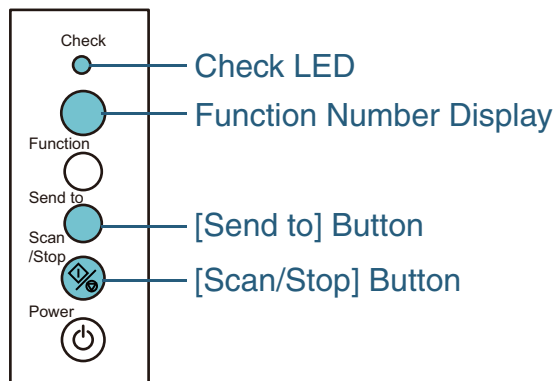
Appendix

Glossary

## 8.2 Error Indications on Operator Panel

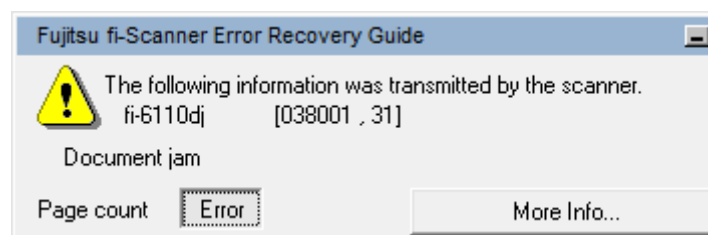
When an error occurs, the Check LED lights in orange. The Function Number Display alternates between either "J" or "U" and an "error number" for temporary errors, and either "E", "H" or "L" and an "alarm number" for device errors. Temporary errors can be recovered by the operator, whereas device errors require a service engineer to perform recovery.

The display will return to ready ("1") if you press the [Scan/Stop] or [Send to] button. Note that in case of a paper jam, the display will disappear after a certain amount of time elapses with no documents (ready) in the scanner.



If the Error Recovery Guide is installed in your computer, the [Fujitsu fi-Scanner Error Recovery Guide] dialog box appears when the Windows operating system is started up. When an error or a malfunction occurs, this dialog box displays related information such as the name of the error and the error code (number).

Write down the information shown in the dialog box and click the [More Info] button to check for troubleshooting methods.



The Error Recovery Guide is included in the Setup DVD-ROM. For details about installation, refer to "Installing the Scanner Software" in Getting Started.

## Temporary Errors

The following are lists of temporary errors which can be recovered by operators.

### ■ Paper feeding errors

"J" and "error number" are displayed back and forth.

Display	Item	Countermeasure
J1	Paper jam	<ol style="list-style-type: none"> <li>1 Remove the jammed document. For details, refer to <a href="#">"8.1 Paper Jam" (page 100)</a>.</li> <li>2 Check if the document is suitable for scanning by ADF. For details, refer to <a href="#">"2.2 Documents for Scanning" (page 30)</a>.</li> </ol>
J2	Multifeed	Open the ADF and remove the documents.

### ■ Cover open error

"U" and "error number" are displayed back and forth.

Display	Item	Countermeasure
U4	ADF open	Close the ADF and reload the documents.

## Device Errors

The following are lists of device errors which require troubleshooting by a service engineer.

### ■ Internal and optical errors

"E" and "alarm number" are displayed back and forth.

Display	Item	Countermeasure
E2	Optical error (ADF front)	1 Clean the glass inside the scanner. For details, refer to <a href="#">"6.3 Cleaning the Inside" (page 88)</a> .
E3	Optical error (ADF back)	2 Turn the power off then back on. If the problem persists, write down the displayed error code and contact your FUJITSU scanner dealer or an authorized FUJITSU scanner service provider.
E7	EEPROM error	Turn the power off then back on. If the problem persists, write down the displayed error code and contact your FUJITSU scanner dealer or an authorized FUJITSU scanner service provider.
E9	Memory error	

## ■ Motor error

"H" and "alarm number" are displayed back and forth.

Display	Item	Countermeasure
H0	Motor circuit error	Turn the power off then back on. If the problem persists, write down the displayed error code and contact your FUJITSU scanner dealer or an authorized FUJITSU scanner service provider.

## ■ Sensor error

"L" and "alarm number" are displayed back and forth.

Display	Item	Countermeasure
L6	Sensor error	Turn the power off then back on. If the problem persists, write down the displayed error code and contact your FUJITSU scanner dealer or an authorized FUJITSU scanner service provider.

TOP

Contents

Index

Introduction

Scanner  
OverviewHow to Load  
DocumentsConfiguring the  
Scan SettingsHow to Use the  
Operator PanelVarious Ways to  
Scan

Daily Care

Replacing the  
Consumables

Troubleshooting

Operational  
Settings

Appendix

Glossary

## 8.3 Troubleshooting

This section describes troubles that you may experience while using the scanner, and the troubleshooting methods. Please check the following items before you request a repair. If the problem persists, check each item in ["8.4 Before You Contact the Scanner Service Provider" \(page 121\)](#), and then contact your FUJITSU scanner dealer or an authorized FUJITSU scanner service provider.

The following are some examples of troubles that you may experience.

Symptoms
<a href="#">"Scanner cannot be powered ON." (page 105)</a>
<a href="#">"The Function Number Display switches OFF." (page 106)</a>
<a href="#">"Scanning does not start." (page 107)</a>
<a href="#">"Quality of the scanned photo/picture is poor when scanning in black &amp; white mode." (page 108)</a>
<a href="#">"Quality of scanned text or lines is unsatisfactory." (page 109)</a>
<a href="#">"Images are distorted or not clear." (page 110)</a>
<a href="#">"Vertical streaks appear on the scanned image." (page 111)</a>
<a href="#">""E" (or other numbers/letters) is already displayed on the Function Number Display after power-on." (page 112)</a>
<a href="#">"Multifeed error occurs frequently." (page 113)</a>
<a href="#">"Situation in which the document is not fed into the ADF occurs frequently." (page 115)</a>
<a href="#">"Paper jams/pick errors occur frequently." (page 116)</a>

Symptoms
<a href="#">"Scanned images turn out elongated." (page 117)</a>
<a href="#">"A shadow appears at the top or the bottom of the scanned image." (page 118)</a>
<a href="#">"There are black traces on the document." (page 119)</a>
<a href="#">"Paper jams occur frequently when scanning with the Carrier Sheet." (page 120)</a>

TOP

Contents

Index

Introduction

Scanner  
OverviewHow to Load  
DocumentsConfiguring the  
Scan SettingsHow to Use the  
Operator PanelVarious Ways to  
Scan

Daily Care

Replacing the  
Consumables

Troubleshooting

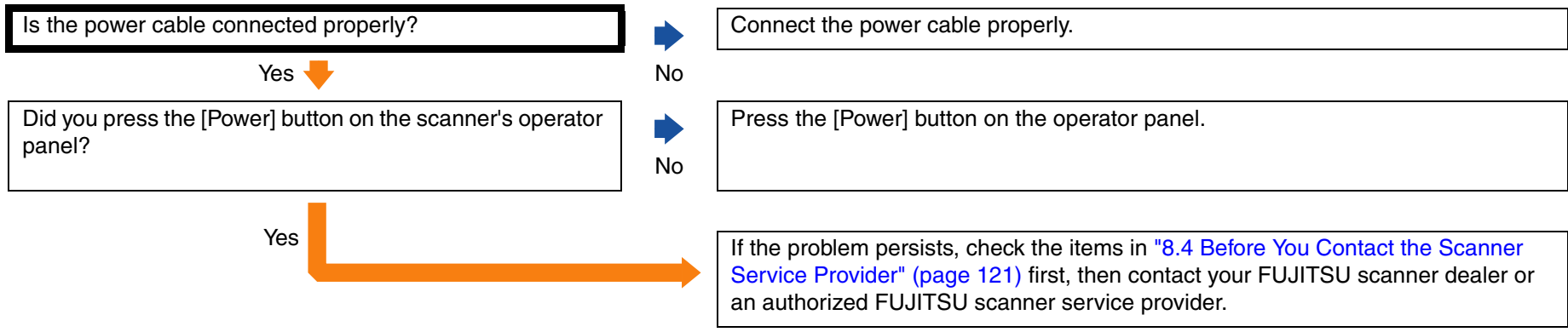
Operational  
Settings

Appendix

Glossary

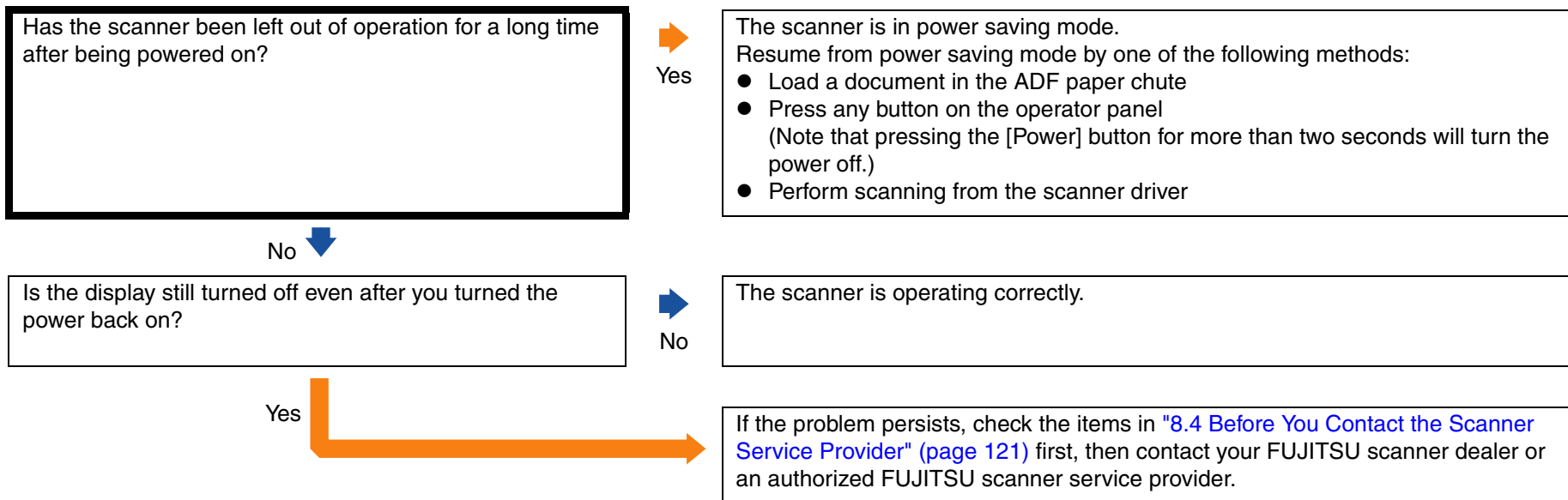


## Scanner cannot be powered ON.

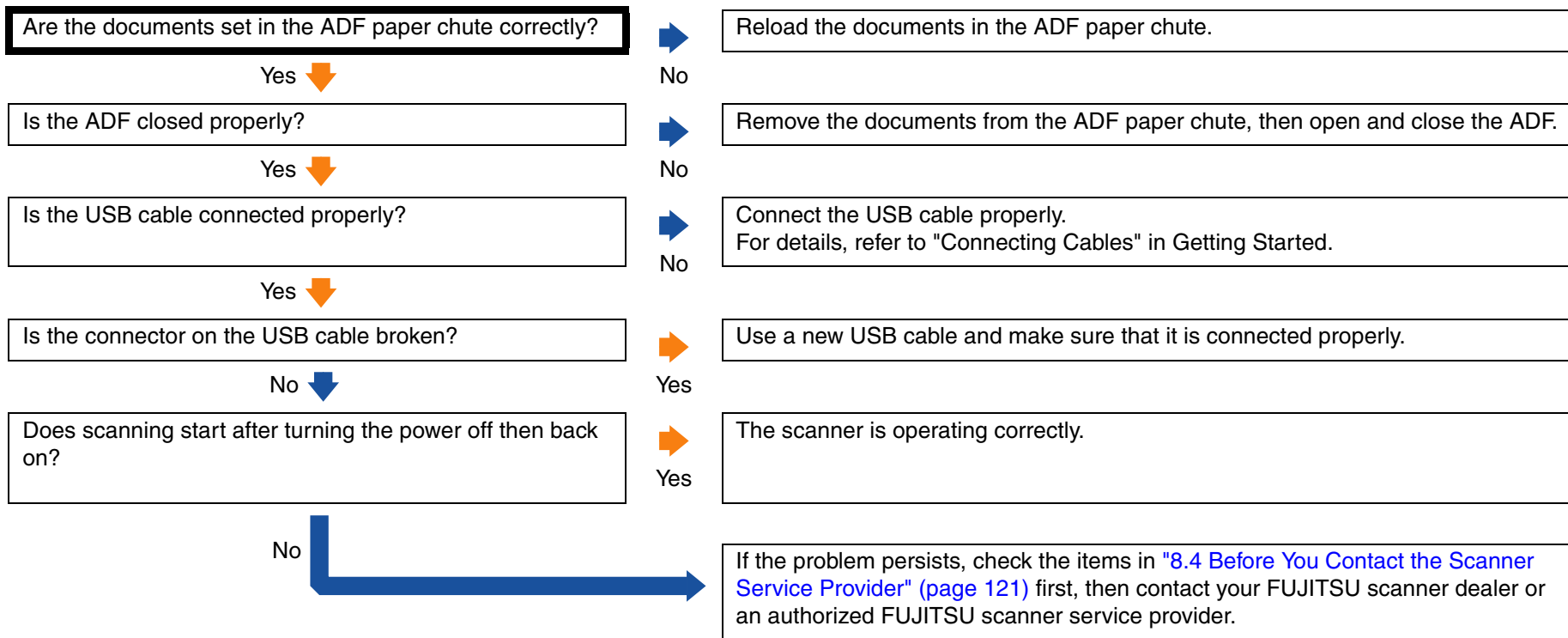


- TOP
- Contents
- Index
- Introduction
- Scanner Overview
- How to Load Documents
- Configuring the Scan Settings
- How to Use the Operator Panel
- Various Ways to Scan
- Daily Care
- Replacing the Consumables
- Troubleshooting**
- Operational Settings
- Appendix
- Glossary

## The Function Number Display switches OFF.

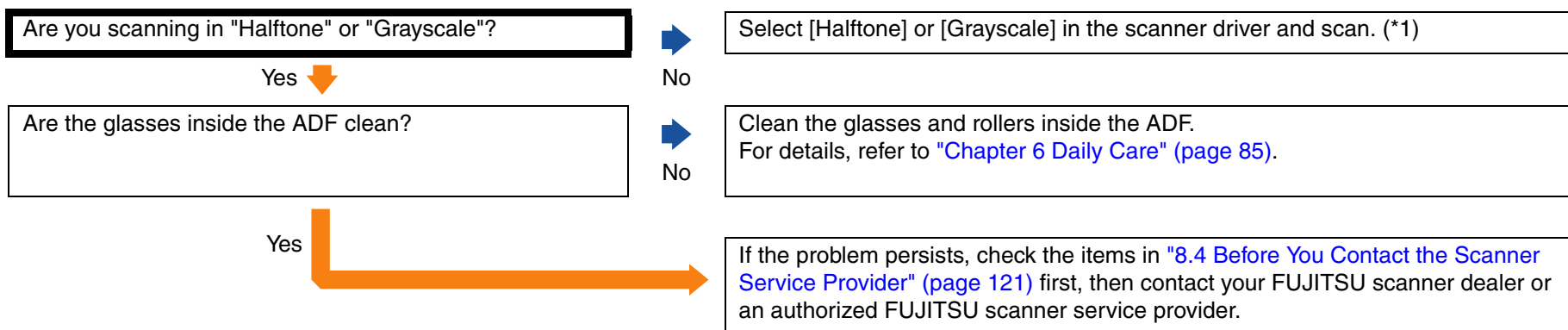


## Scanning does not start.



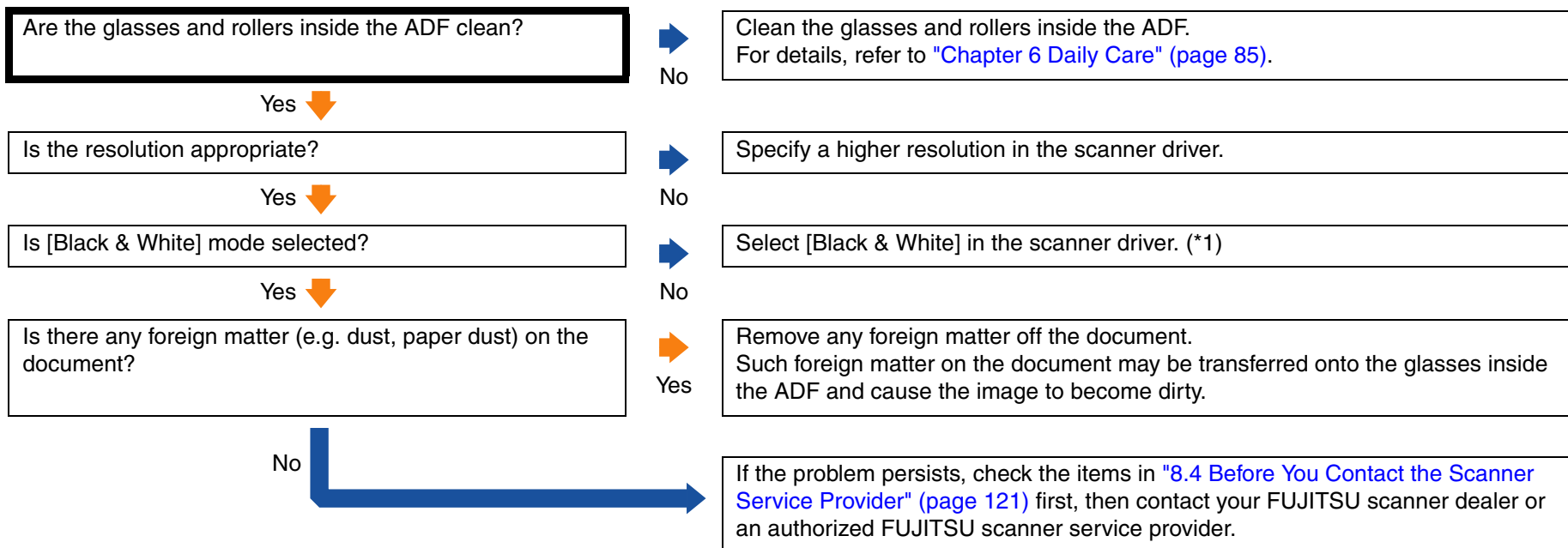
- TOP
- Contents
- Index
- Introduction
- Scanner Overview
- How to Load Documents
- Configuring the Scan Settings
- How to Use the Operator Panel
- Various Ways to Scan
- Daily Care
- Replacing the Consumables
- Troubleshooting**
- Operational Settings
- Appendix
- Glossary

## Quality of the scanned photo/picture is poor when scanning in black & white mode.



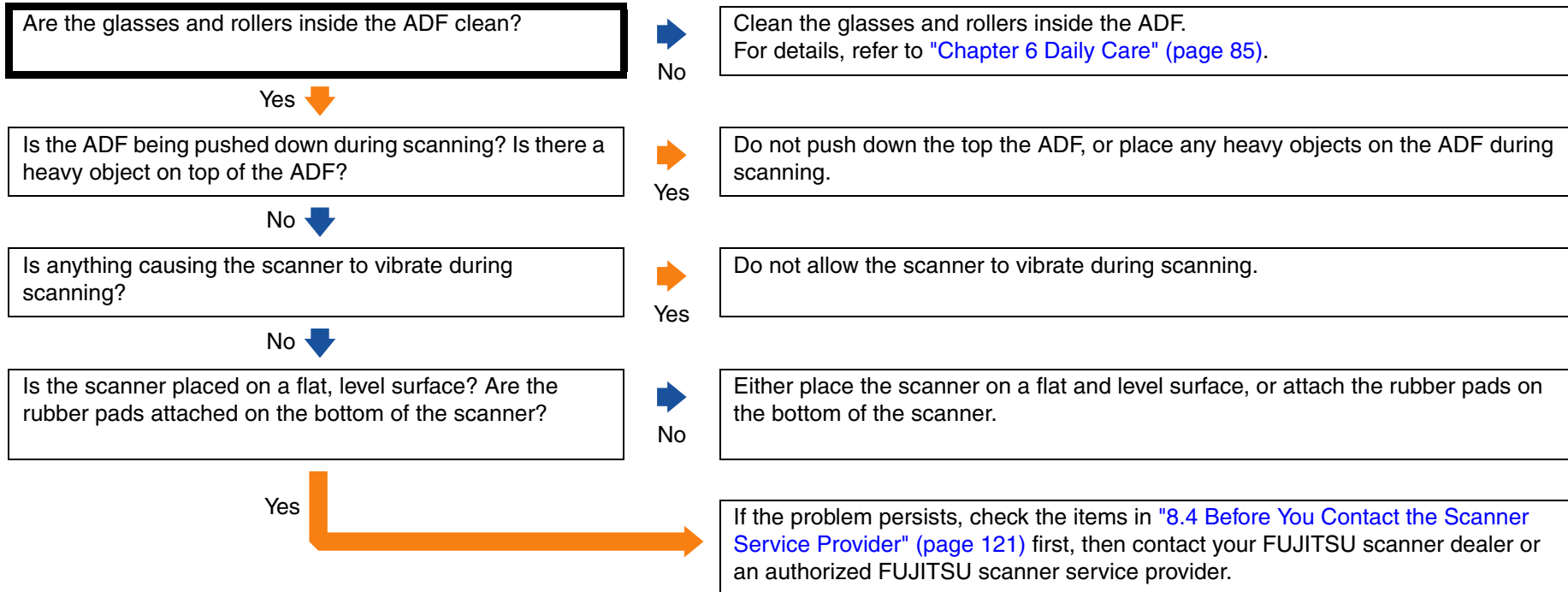
\*1: The scanned image may differ from the original image significantly if you simply "binarize" (output in black & white) a picture or a photo. If the setting can be configured from the scanner driver's setup dialog box, set the image mode to [Halftone] or [Grayscale] and scan.

- TOP
- Contents
- Index
- Introduction
- Scanner Overview
- How to Load Documents
- Configuring the Scan Settings
- How to Use the Operator Panel
- Various Ways to Scan
- Daily Care
- Replacing the Consumables
- Troubleshooting**
- Operational Settings
- Appendix
- Glossary

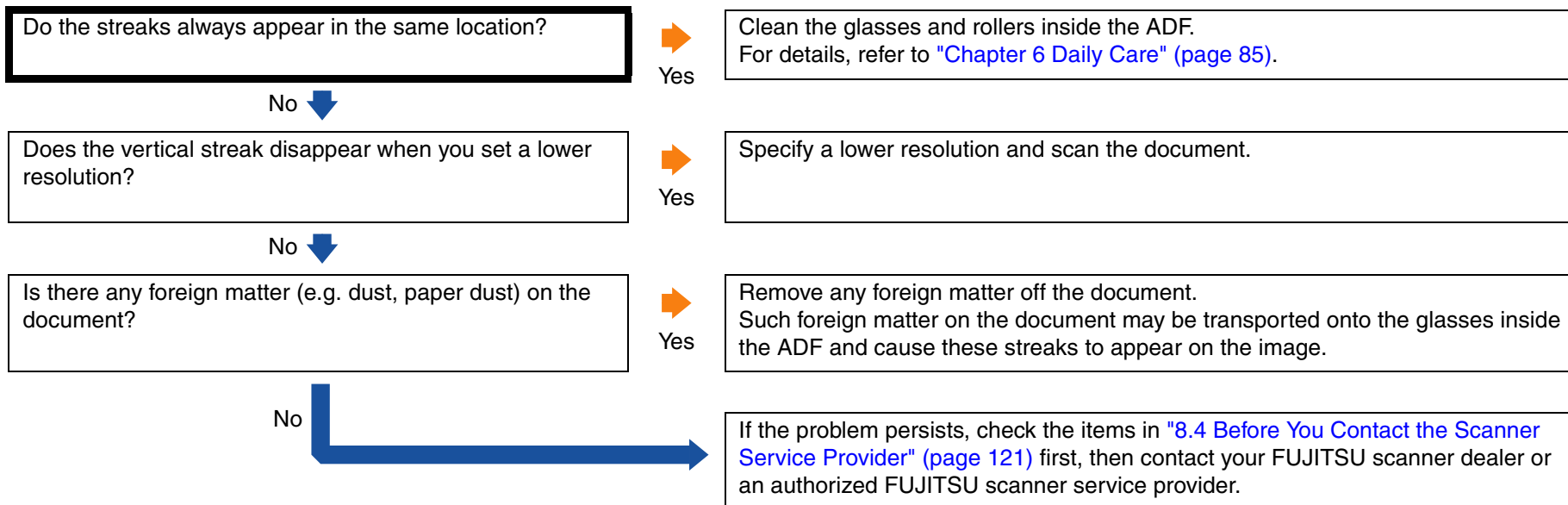
**Quality of scanned text or lines is unsatisfactory.**

\*1: When scanning in halftone, grayscale or color, the scanned image may not become sharp and clear. If it can be configured in the scanner driver's setup dialog box, set the image mode to [Black & White].

## Images are distorted or not clear.

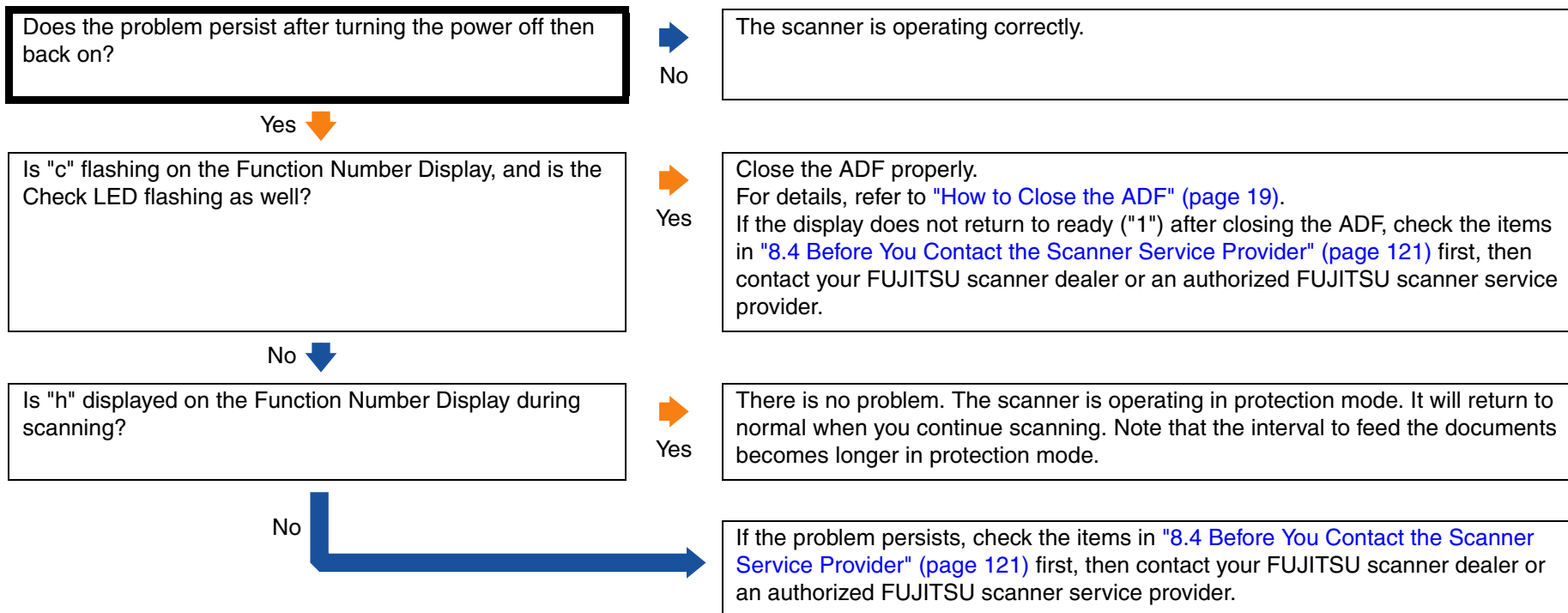


## Vertical streaks appear on the scanned image.











- TOP
- Contents
- Index
- Introduction
- Scanner Overview
- How to Load Documents
- Configuring the Scan Settings
- How to Use the Operator Panel
- Various Ways to Scan
- Daily Care
- Replacing the Consumables
- Troubleshooting
- Operational Settings
- Appendix
- Glossary

## "E" (or other numbers/letters) is already displayed on the Function Number Display after power-on.





## Multifeed error occurs frequently.

<p>Does the paper condition fulfill the requirements described in "Precautions" in <a href="#">"Paper Quality" (page 30)</a>?</p>	<p>➔ No</p>	<p>Use paper that fulfills the requirements. For details, refer to <a href="#">"2.2 Documents for Scanning" (page 30)</a>.</p>
<p>Yes </p> <p>If you are using the Carrier Sheet, is [Double-page spread] specified for [Scan Type] in the scanner driver's setup dialog box?</p>	<p>➔ No</p>	<p>Specify [Double-page spread] for [Scan Type] in the scanner driver's setup dialog box (<a href="#">"Documents Larger than A4/Letter Size" (page 55)</a>).</p>
<p>Yes </p> <p>When multifeed detection is enabled, are the conditions for an accurate detection fulfilled?</p>	<p>➔ No</p>	<p>Fulfill the conditions for an accurate multifeed detection. For details, refer to <a href="#">"Conditions for Multifeed Detection" (page 33)</a>. Also, specify the multifeed detection area if necessary (<a href="#">"Detecting Multifeed Errors" (page 80)</a>).</p>
<p>Yes </p> <p>Did you fan the documents before loading them?</p>	<p>➔ No</p>	<p>Fan the documents before loading them in the ADF paper chute.</p>
<p>Yes </p> <p>Have the documents just been printed out from a copy machine or a laser printer?</p>	<p>➔ Yes</p>	<p>Fan the documents a few times to remove static electricity off the documents.</p>
<p>No </p> <p>Is the document stack thinner than 5 mm?</p>	<p>➔ No</p>	<p>Reduce the amount of documents.</p>
<p>Yes </p> <p>Are the consumables (*1) installed correctly?</p>	<p>➔ No</p>	<p>Install the consumables (*1) correctly. For details, refer to <a href="#">"Chapter 7 Replacing the Consumables" (page 91)</a>.</p>
<p>Yes </p> <p>Are any of the consumables (*1) dirty?</p>	<p>➔ Yes</p>	<p>Clean the consumables (*1). For details, refer to <a href="#">"Chapter 6 Daily Care" (page 85)</a>.</p>
<p>No </p> <p>Are any of the consumables (*1) worn out?</p>	<p>➔ Yes</p>	<p>Check the consumable counters and replace them if necessary. For details, refer to <a href="#">"Chapter 7 Replacing the Consumables" (page 91)</a>.</p>

No

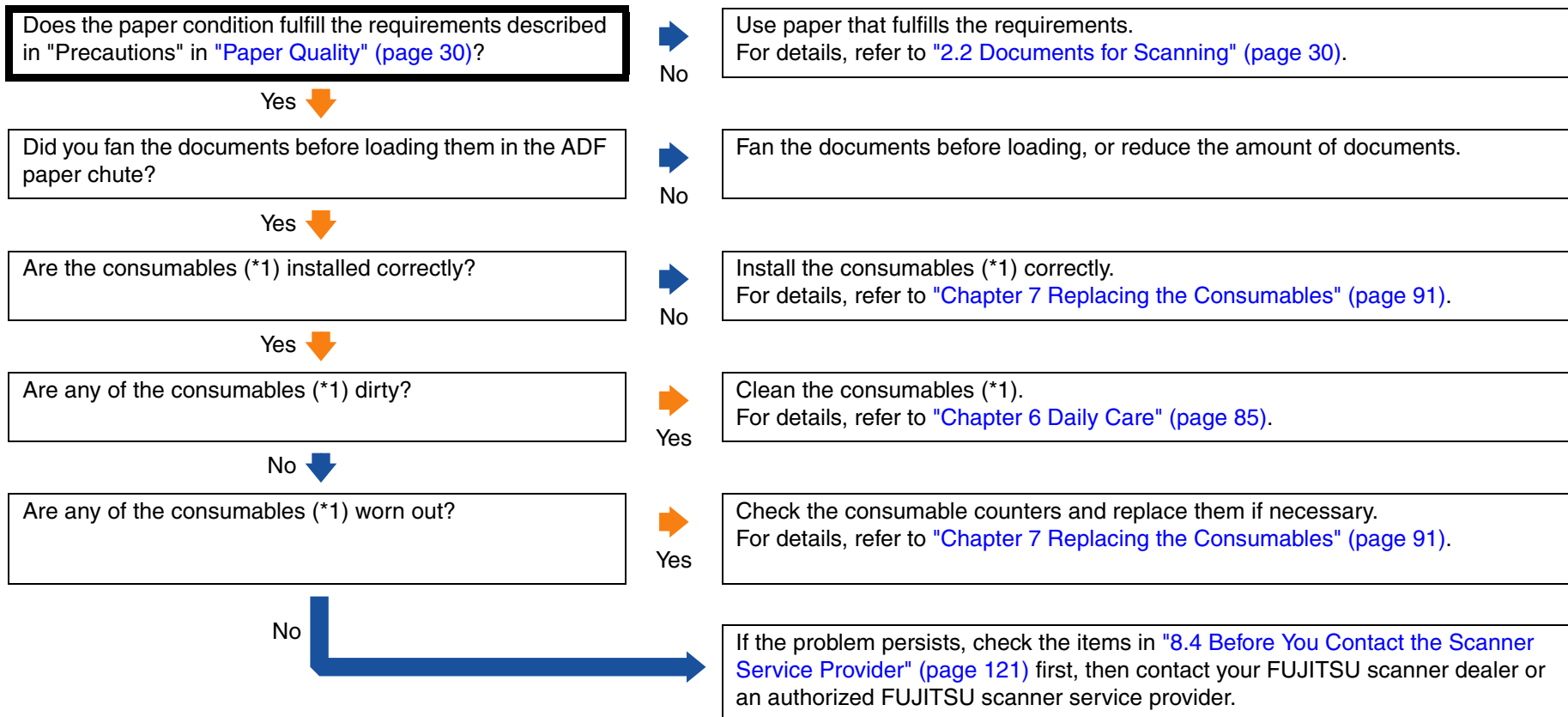


If the problem persists, check the items in ["8.4 Before You Contact the Scanner Service Provider" \(page 121\)](#) first, then contact your FUJITSU scanner dealer or an authorized FUJITSU scanner service provider.

\*1: "Consumables" refers to the pad assy and the pick roller.

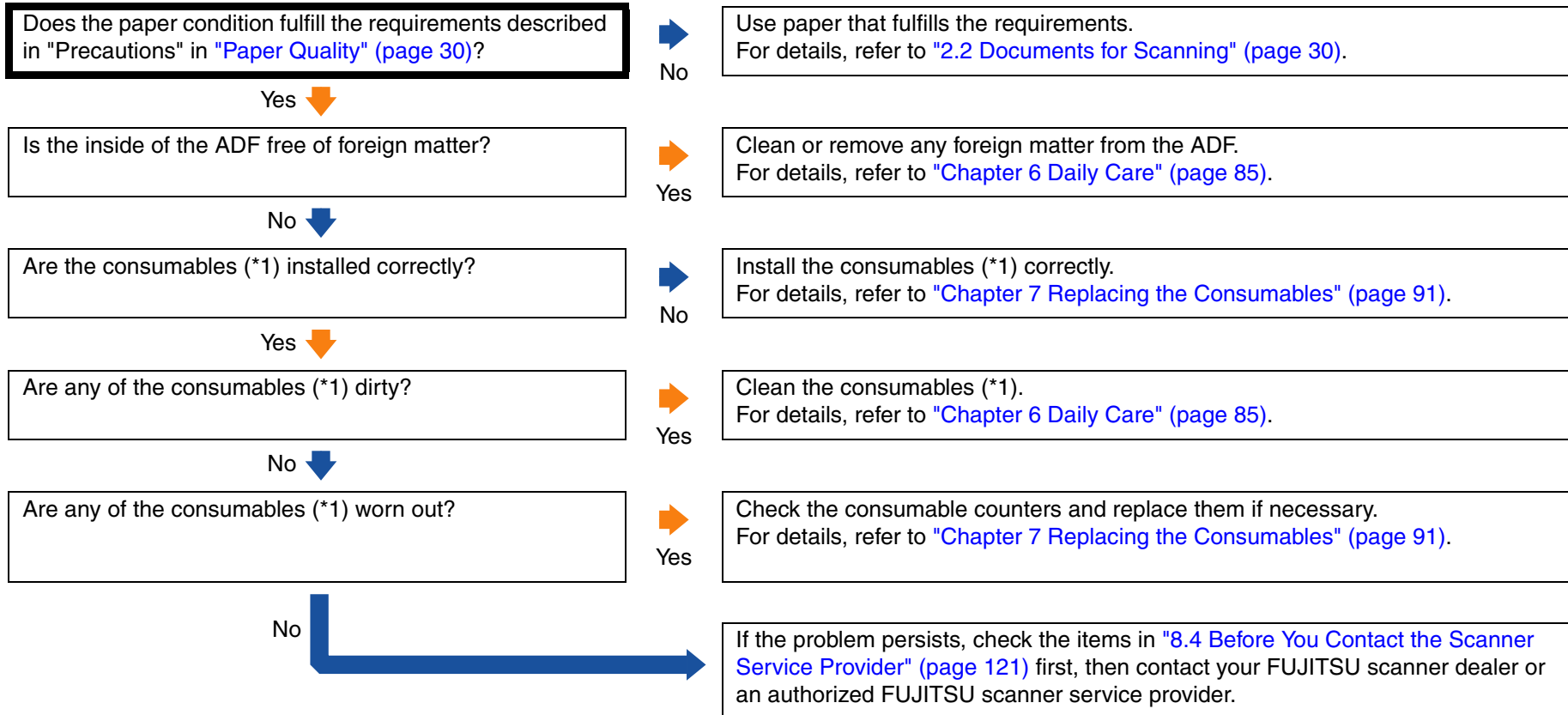
- TOP
- Contents
- Index
- Introduction
- Scanner Overview
- How to Load Documents
- Configuring the Scan Settings
- How to Use the Operator Panel
- Various Ways to Scan
- Daily Care
- Replacing the Consumables
- Troubleshooting**
- Operational Settings
- Appendix
- Glossary

## Situation in which the document is not fed into the ADF occurs frequently.



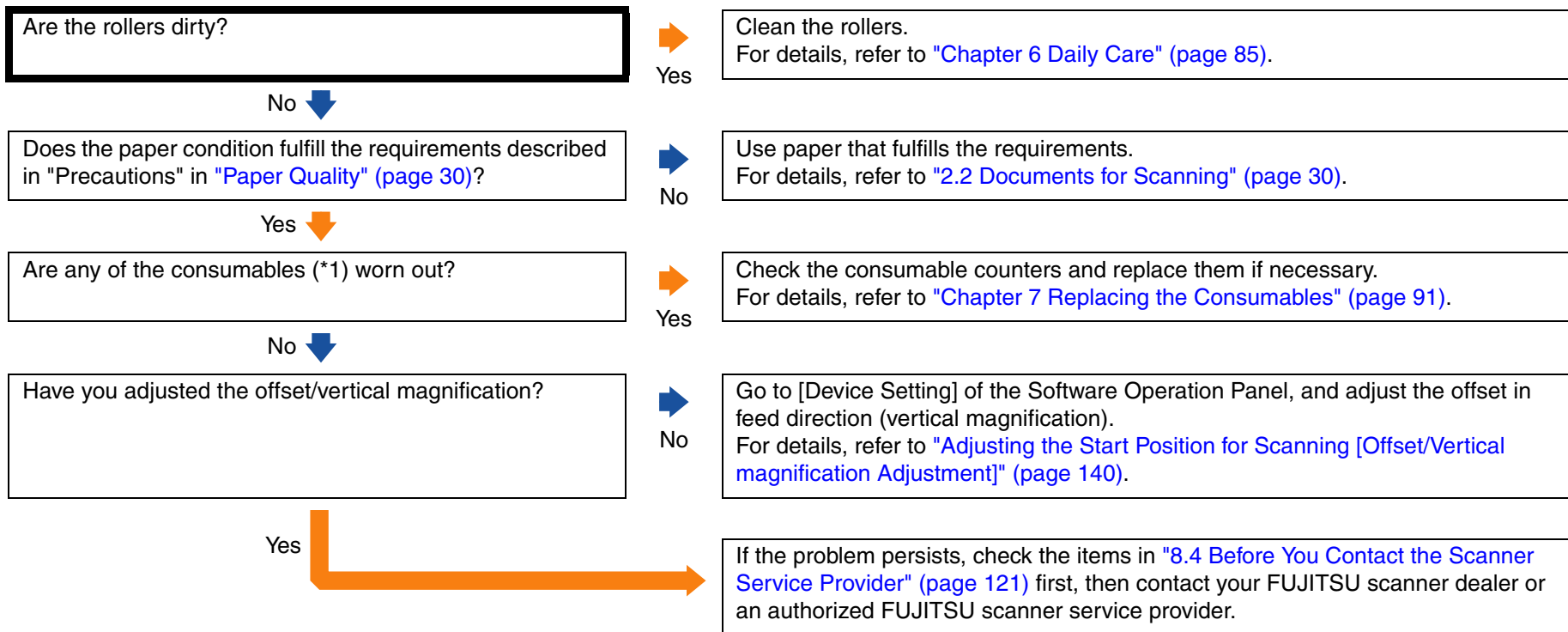
\*1: "Consumables" refers to the pad assy and the pick roller.

## Paper jams/pick errors occur frequently.



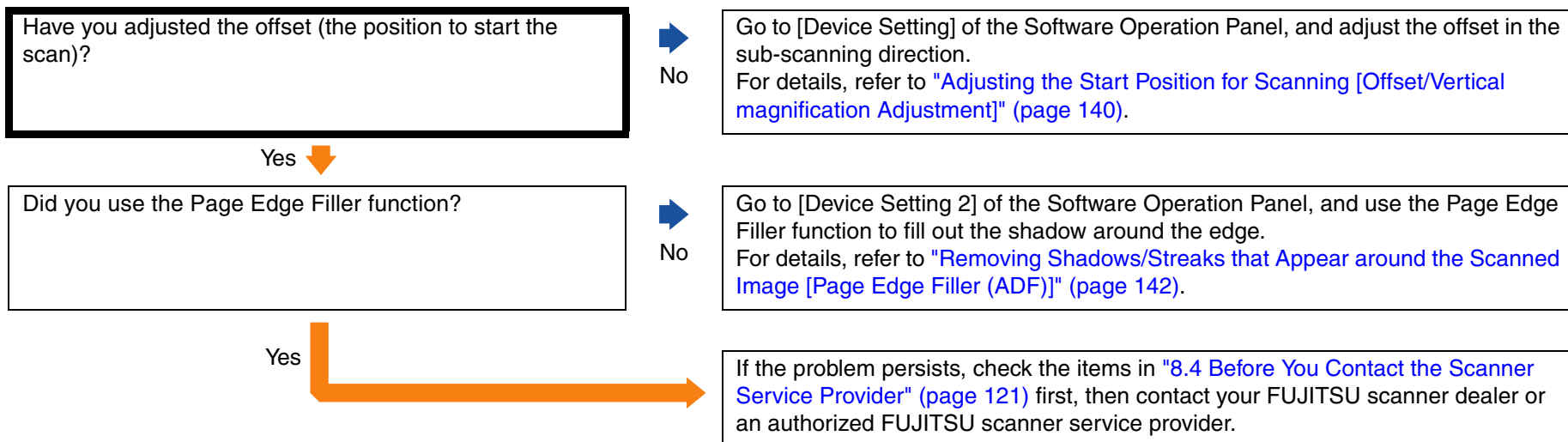
\*1: "Consumables" refers to the pad assy and the pick roller.

## Scanned images turn out elongated.

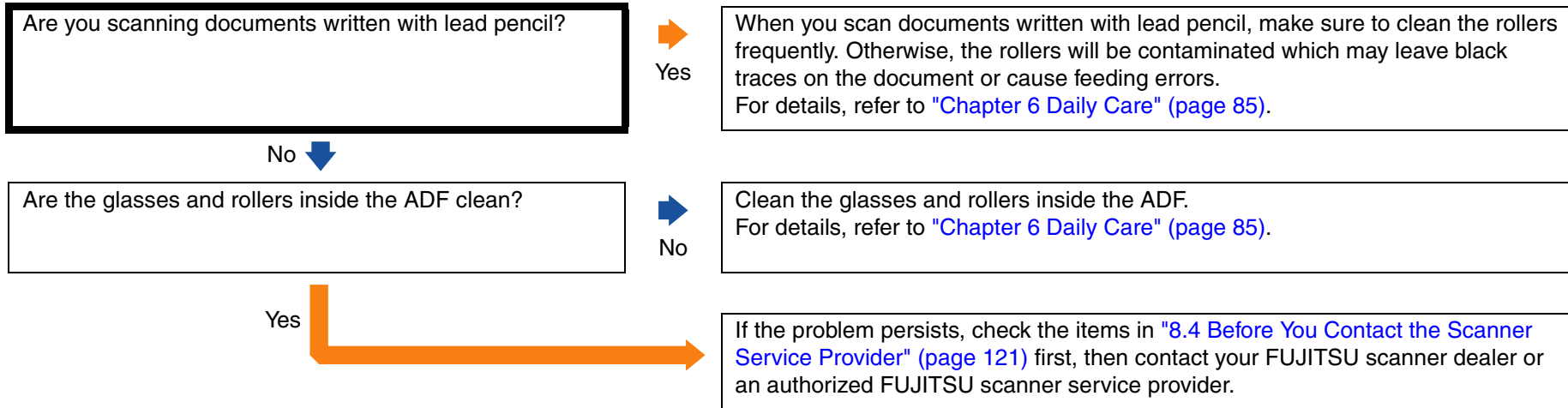


\*1: "Consumables" refers to the pad assy and the pick roller.

## A shadow appears at the top or the bottom of the scanned image.

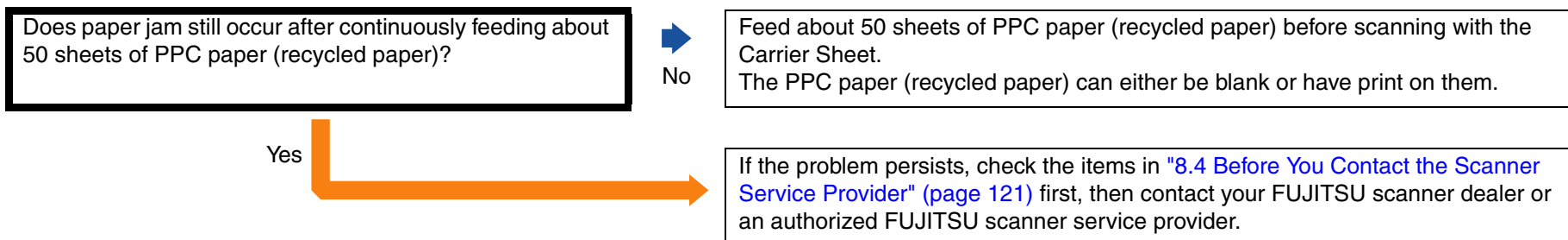


## There are black traces on the document.



- TOP
- Contents
- Index
- Introduction
- Scanner Overview
- How to Load Documents
- Configuring the Scan Settings
- How to Use the Operator Panel
- Various Ways to Scan
- Daily Care
- Replacing the Consumables
- Troubleshooting**
- Operational Settings
- Appendix
- Glossary

## Paper jams occur frequently when scanning with the Carrier Sheet.



- TOP
- Contents
- Index
- Introduction
- Scanner Overview
- How to Load Documents
- Configuring the Scan Settings
- How to Use the Operator Panel
- Various Ways to Scan
- Daily Care
- Replacing the Consumables
- Troubleshooting**
- Operational Settings
- Appendix
- Glossary



## 8.4 Before You Contact the Scanner Service Provider

Please check the following items before contacting your FUJITSU scanner dealer or an authorized FUJITSU scanner service provider.

### General

Item	Findings
Scanner model name	Example: fi-6110 For details, refer to <a href="#">"8.5 Checking the Product Labels" (page 123)</a> .
Serial No.	Example: 000001 For details, refer to <a href="#">"8.5 Checking the Product Labels" (page 123)</a> .
Date of manufacture	Example: 2010-7 (July 2010) For details, refer to <a href="#">"8.5 Checking the Product Labels" (page 123)</a> .
Date of purchase	
Symptom	
Frequency of trouble	
Warranty	

TOP

Contents

Index

Introduction

Scanner  
OverviewHow to Load  
DocumentsConfiguring the  
Scan SettingsHow to Use the  
Operator PanelVarious Ways to  
Scan

Daily Care

Replacing the  
Consumables

Troubleshooting

Operational  
Settings

Appendix

Glossary

## Error Status

### Computer connection issues

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

### Paper feeding issues

Item	Findings
Paper type	
Main purpose of use	
Date of last cleaning	
Date of consumable replacement	
Operator panel status	

### Image quality issues

Item	Findings
Scanner driver and version	
Interface controller	
Operating system version (Windows)	
Application	Example: ScandAll PRO, Adobe Acrobat
Scanning side(s)	Example: front, back, both
Resolution	Example: 600 dpi, 75 dpi
Image mode	Example: color, grayscale, black & white

### Other

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

TOP

Contents

Index

Introduction

Scanner  
OverviewHow to Load  
DocumentsConfiguring the  
Scan SettingsHow to Use the  
Operator PanelVarious Ways to  
Scan

Daily Care

Replacing the  
Consumables

Troubleshooting

Operational  
Settings

Appendix

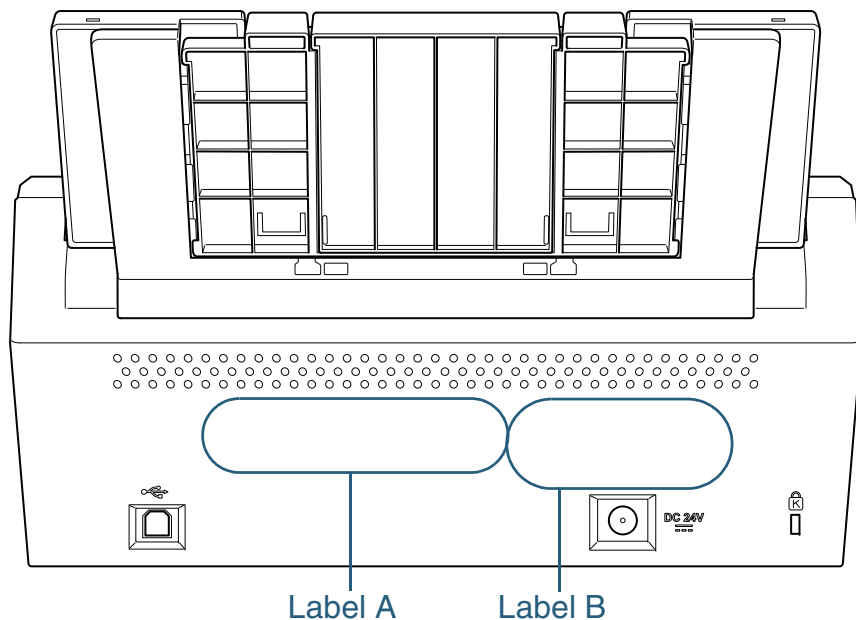
Glossary

## 8.5 Checking the Product Labels

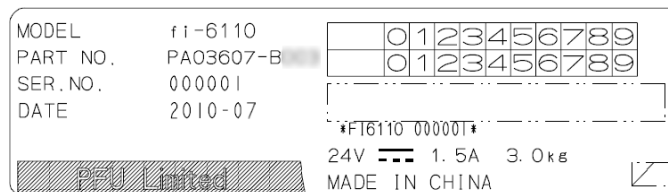
This section describes how to check the labels on the scanner.

### Location

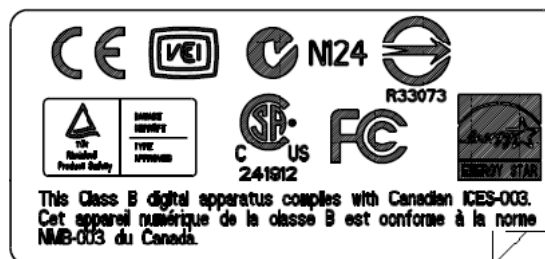
The location of the two labels are as follows.



Label A (example): Shows the scanner information.



Label B (example): Shows the standards that the scanner conforms to.



TOP

Contents

Index

Introduction

Scanner  
OverviewHow to Load  
DocumentsConfiguring the  
Scan SettingsHow to Use the  
Operator PanelVarious Ways to  
Scan

Daily Care

Replacing the  
Consumables

Troubleshooting

Operational  
Settings

Appendix

Glossary

# Chapter 9 Operational Settings

This chapter explains how to use the Software Operation Panel to configure the scanner settings.

9.1 Starting Up the Software Operation Panel .....	125
9.2 Password Setting .....	126
9.3 Configuration Items .....	132
9.4 Settings Related to Page Counters .....	137
9.5 Settings Related to Scanning .....	140
9.6 Settings Related to Multifeed Detection .....	145
9.7 Settings Related to Waiting Time .....	151
9.8 Settings Related to Power ON/OFF .....	152

TOP

Contents

Index

Introduction

Scanner  
Overview

How to Load  
Documents

Configuring the  
Scan Settings

How to Use the  
Operator Panel

Various Ways to  
Scan

Daily Care

Replacing the  
Consumables

Troubleshooting

Operational  
Settings

Appendix

Glossary

## 9.1 Starting Up the Software Operation Panel

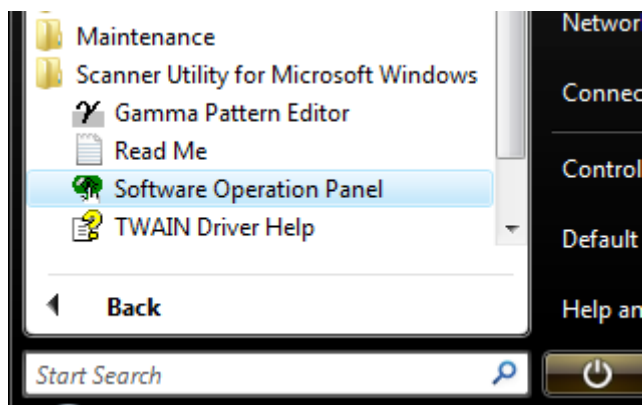
The Software Operation Panel (SOP) is installed together with the scanner drivers (TWAIN/ISIS).

This application allows you to configure various settings such as the operation of the scanner and managing the consumables.

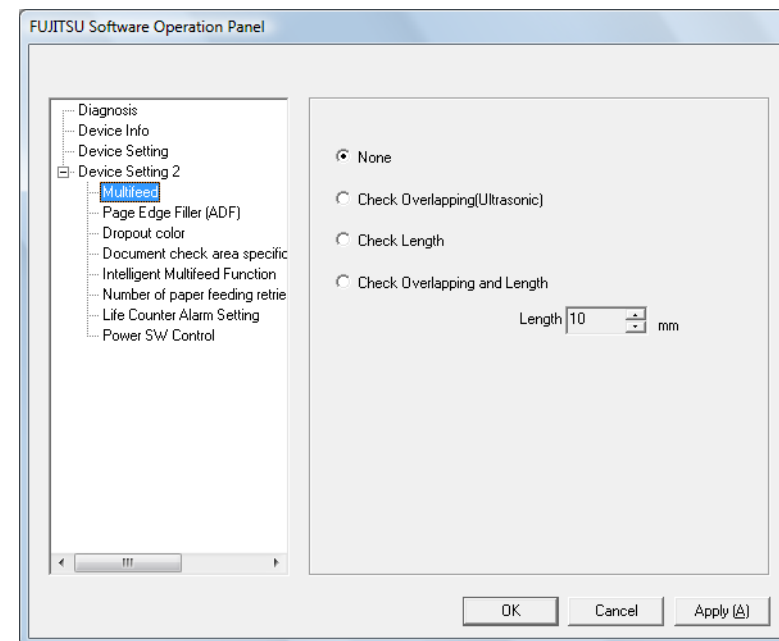


- Do not use the operator panel while the Software Operation Panel is running.
- If you connect multiple scanners, the second scanner and so forth will not be recognized. Connect only one scanner at a time.

- Confirm that the scanner is connected to your computer, then power on the scanner.  
For details, refer to "1.3 Turning the Power ON/OFF" (page 18).
- Select the [Start] menu → [All Programs] → [Scanner Utility for Microsoft Windows] → [Software Operation Panel].



⇒ The [FUJITSU Software Operation Panel] dialog box appears.



TOP

Contents

Index

Introduction

Scanner  
OverviewHow to Load  
DocumentsConfiguring the  
Scan SettingsHow to Use the  
Operator PanelVarious Ways to  
Scan

Daily Care

Replacing the  
Consumables

Troubleshooting

Operational  
Settings

Appendix

Glossary

## 9.2 Password Setting

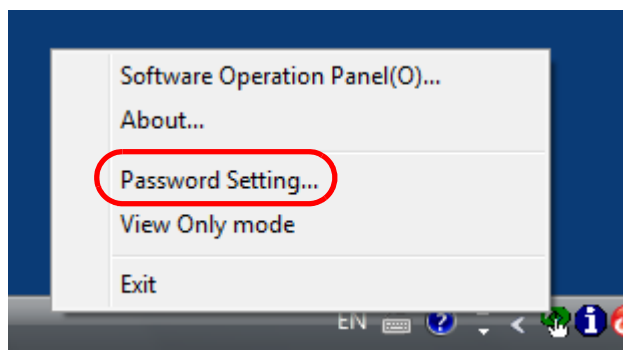
By setting a password, the Software Operation Panel can run in [View Only mode] which allows users to only view the scanner settings.

The scanner settings can be configured if no password is set. In order to prevent unnecessary changes to the settings, a password can be used to restrict user operations.

### Setting a Password

Set a password in the following procedure.

- 1 Right-click the Software Operation Panel icon in the taskbar, and select [Password Setting] from the menu.

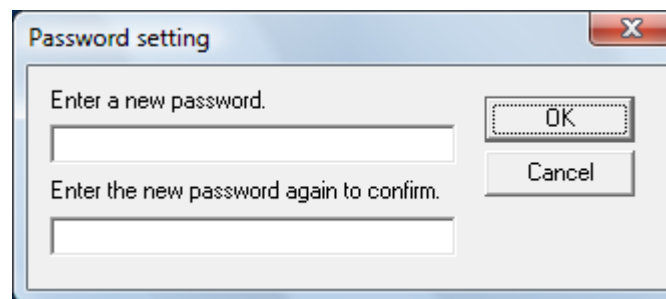


⇒ The [Password setting] dialog box appears.

- 2 Enter a password then again to confirm, and click the [OK] button.

Up to 32 characters can be used for the password.

Note that only alphanumeric characters (a to z, A to Z, 0 to 9) are allowed.



⇒ A message dialog box appears.

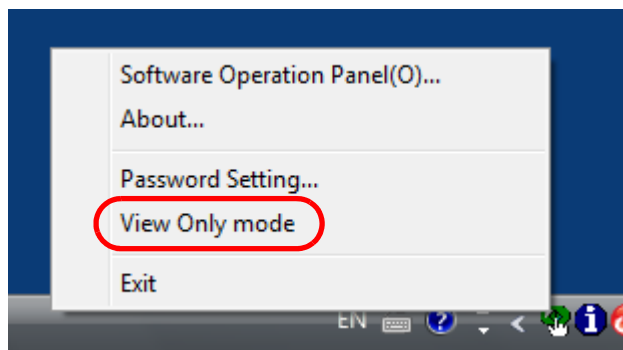
- 3 Click the [OK] button.

⇒ The password is set.

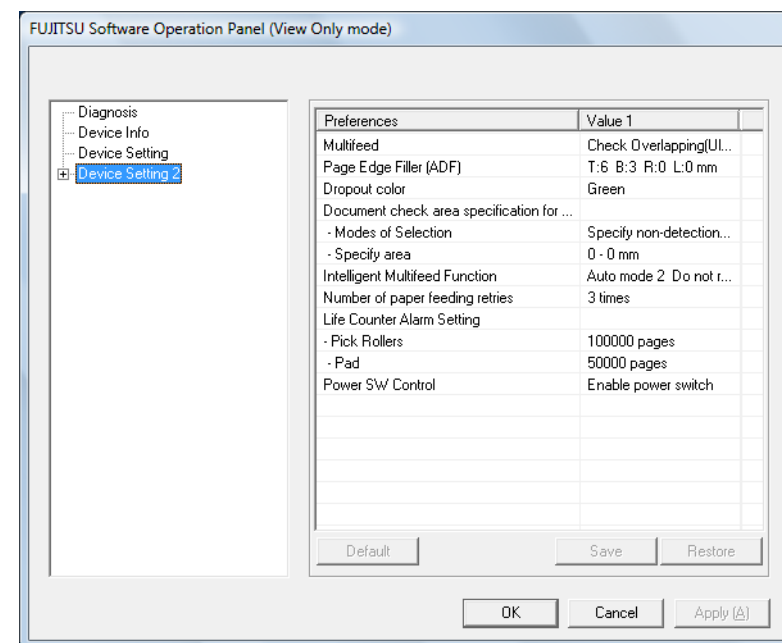
## Setting the [View Only mode]

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

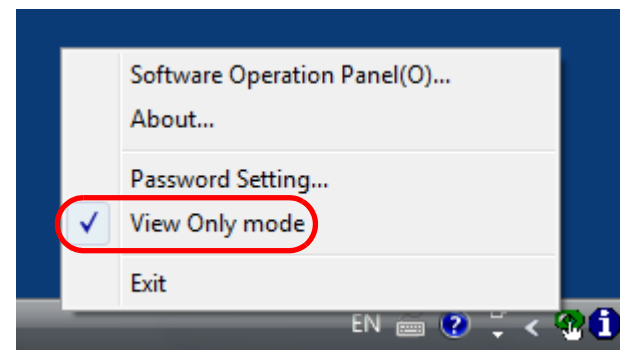
- 1 Set a password.  
For details, refer to "Setting a Password" (page 126).
- 2 Right-click the Software Operation Panel icon in the taskbar, and select [View Only mode] from the menu.



⇒ The Software Operation Panel enters the [View Only mode].



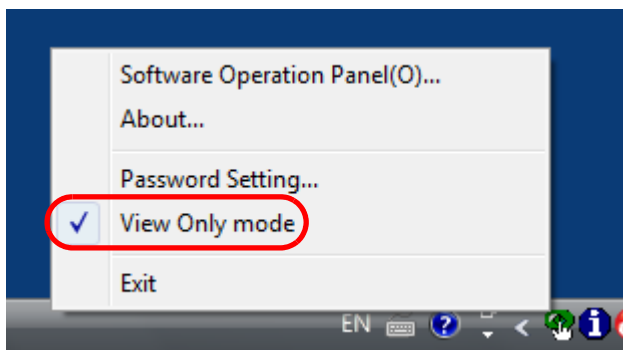
In [View Only mode], a check mark appears next to [View Only mode] in the menu that is displayed by right-clicking the Software Operation Panel icon.



## Clearing the [View Only mode]

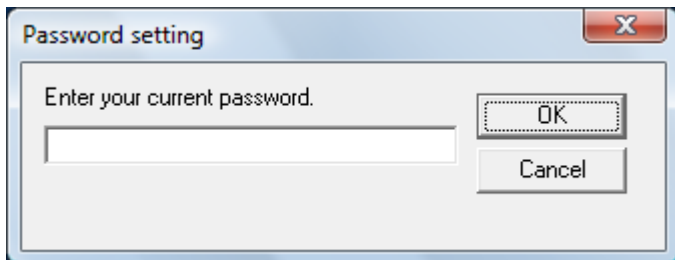
Clear the [View Only mode] in the following procedure.

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

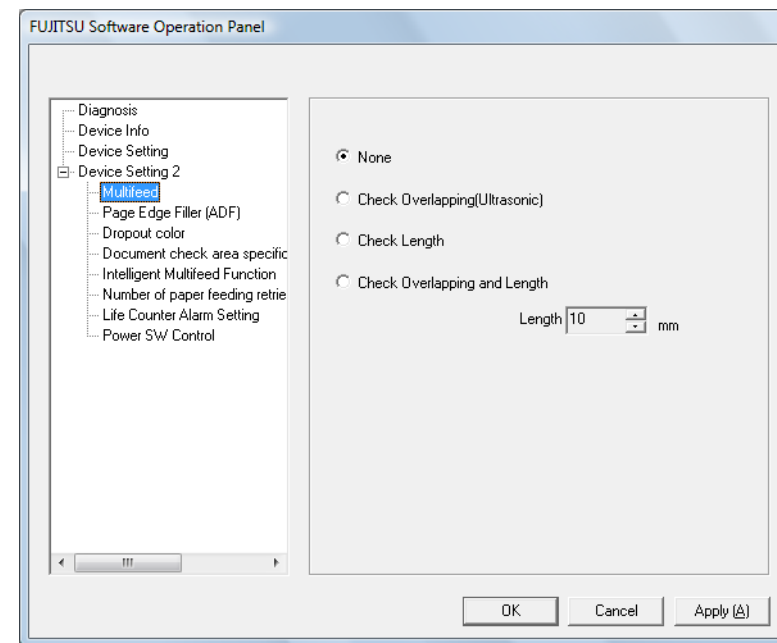


⇒ The [Password setting] dialog box appears.

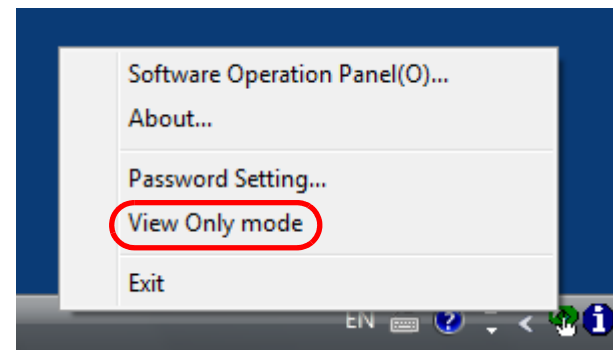
- 2 Enter the password and click the [OK] button.



⇒ [View Only mode] is cleared, and the scanner settings can now be changed.



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

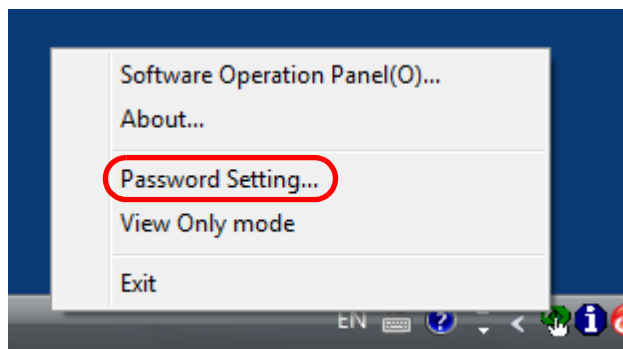




## Changing the Password

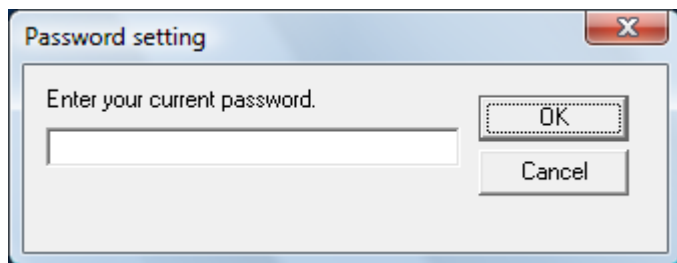
Change the password in the following procedure.

- 1 Right-click the Software Operation Panel icon in the taskbar, and select [Password Setting] from the menu.



⇒ The [Password setting] dialog box appears.

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

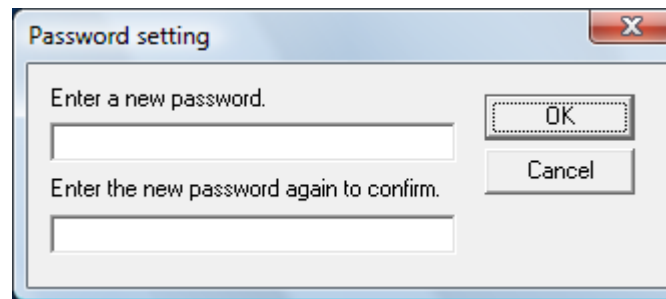


⇒ The [Password setting] dialog box appears.

- 3 Enter a new password then again to confirm, and click the [OK] button.

Up to 32 characters can be used for the password.

Note that only alphanumeric characters (a to z, A to Z, 0 to 9) are allowed.



⇒ A message dialog box appears.

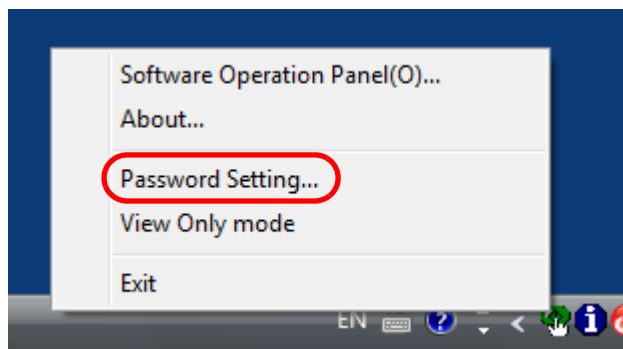
- 4 Click the [OK] button.

⇒ The password is set.

## Clearing the Password

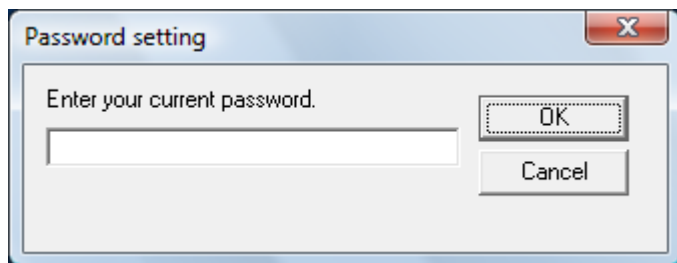
Clear the password in the following procedure.

- 1 Right-click the Software Operation Panel icon in the taskbar, and select [Password Setting] from the menu.



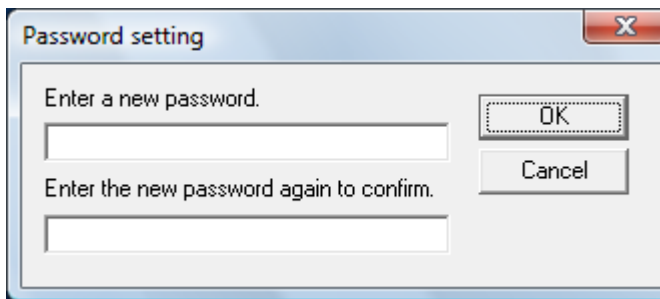
⇒ The [Password setting] dialog box appears.

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



⇒ The [Password setting] dialog box appears.

- 3 Leave both fields blank and click the [OK] button.



⇒ A message dialog box appears.

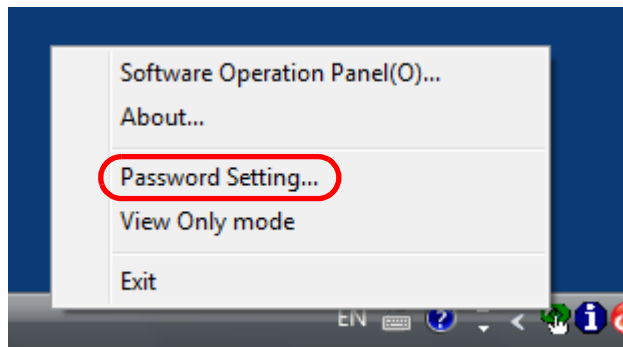
- 4 Click the [OK] button.

⇒ The password is cleared.

## Resetting the Password

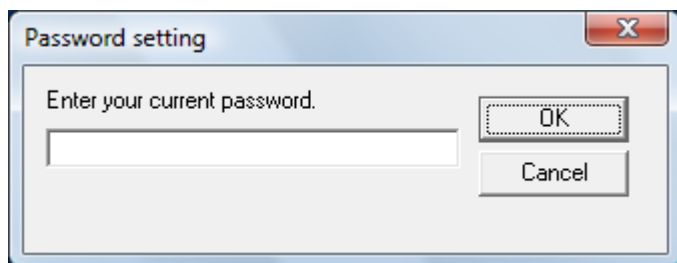
In case you forgot your password, it can be reset in the following procedure.

- 1 Right-click the Software Operation Panel icon in the taskbar, and select [Password Setting] from the menu.



⇒ The [Password setting] dialog box appears.

- 2 Enter the default password which is “fi-scanner”, and click the [OK] button.

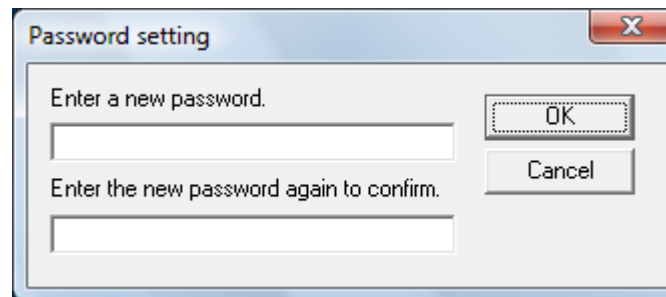


⇒ The [Password setting] dialog box appears.

- 3 Enter a new password then again to confirm, and click the [OK] button.

Up to 32 characters can be used for the password.

Note that only alphanumeric characters (a to z, A to Z, 0 to 9) are allowed.



⇒ A message dialog box appears.

- 4 Click the [OK] button.

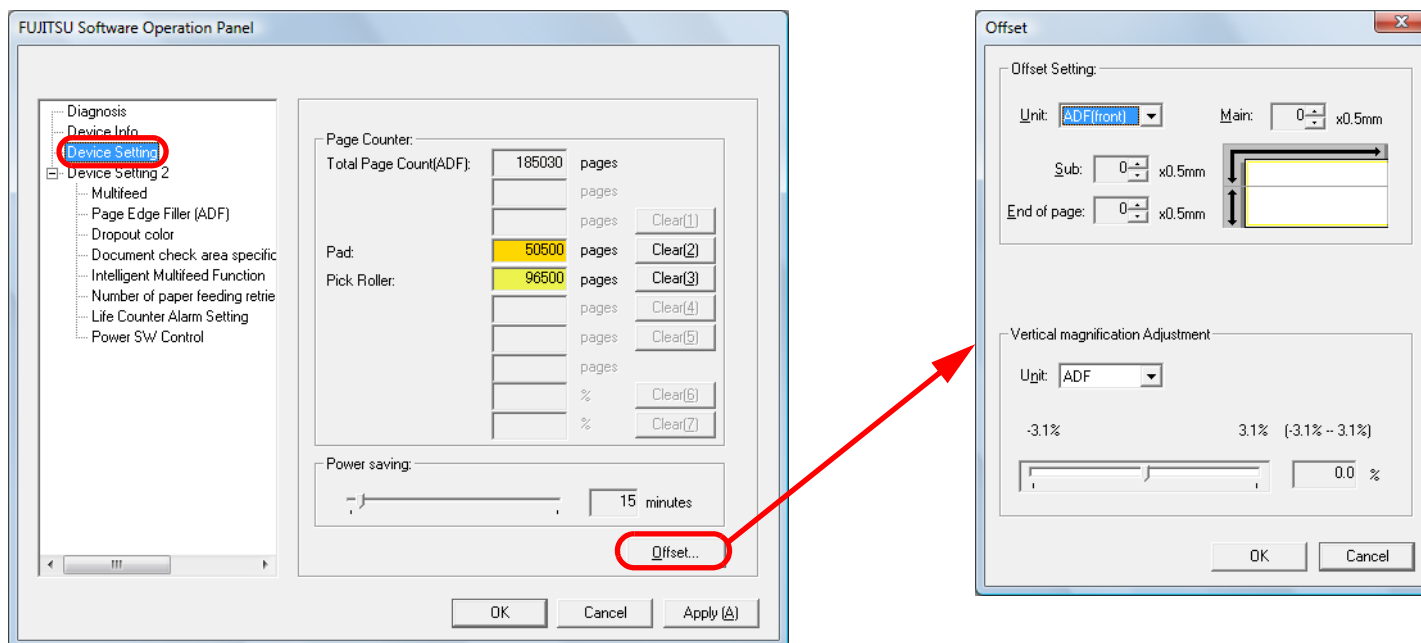
⇒ The password is set.

## 9.3 Configuration Items

The Software Operation Panel allows the configuration of the following settings for the scanner that is connected to the computer.

### Device Setting

- 1 Start up the Software Operation Panel.  
Refer to "9.1 Starting Up the Software Operation Panel" (page 125).
- 2 From the listing on the left, select [Device Setting].



Items that can be configured in the above dialog box are shown in the next page.

TOP

Contents

Index

Introduction

Scanner  
OverviewHow to Load  
DocumentsConfiguring the  
Scan SettingsHow to Use the  
Operator PanelVarious Ways to  
Scan

Daily Care

Replacing the  
Consumables

Troubleshooting

Operational  
Settings

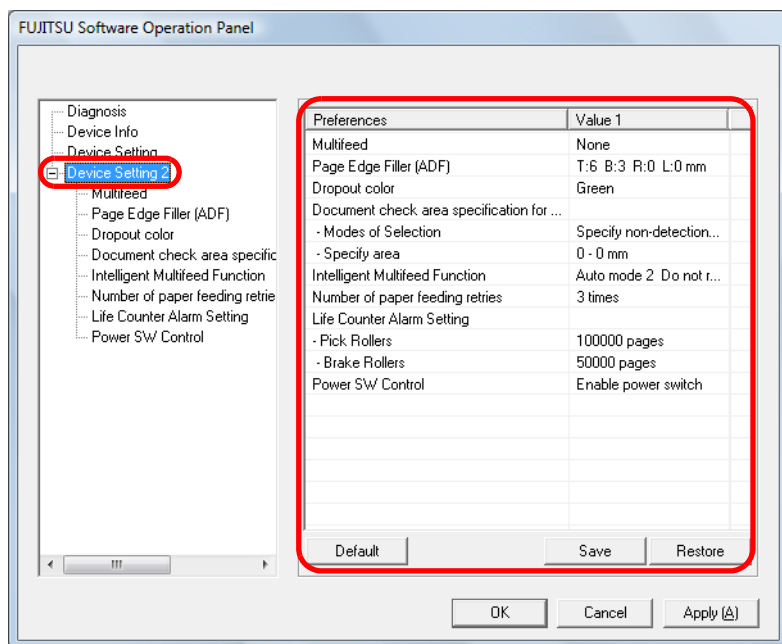
Appendix

Glossary

Item	Description	Parameter/Value	Factory Default
Page Counter	Check the counters to determine when to replace the consumables. Also use it to reset the counters after replacing the consumables.	Total Page Count (ADF) / Pad / Pick Roller	0
Power saving	Specify the waiting time before entering power saving mode.	Range: 5 to 235 min. (in increments of 5)	15 min.
Offset Setting	Adjust the position to start the scan on the selected scanning side(s).	Unit: ADF(Front) / ADF(Back) Main/Sub/End of page: -2 to +2 mm (in increments of 0.5)	Main/Sub/ End of page: 0 mm
Vertical magnification Adjustment	Adjust the magnification level in feed direction for the selected scanning method.	Unit: ADF Range: -3.1 to 3.1% (in increments of 0.1)	0%

## Device Setting 2

- 1 Start up the Software Operation Panel.  
Refer to "9.1 Starting Up the Software Operation Panel" (page 125).
- 2 From the listing on the left, select [Device Setting 2].



When you click on an item from the list, the details of the settings are displayed on the right.

[Default] button resets the settings to factory default.

[Save] button saves the value configured in the Software Operation Panel to a file.

[Restore] button restores the file that contains the values configured in the Software Operation Panel.

Items that can be configured in the above dialog box are shown in the next page.

TOP

Contents

Index

Introduction

Scanner  
OverviewHow to Load  
DocumentsConfiguring the  
Scan SettingsHow to Use the  
Operator PanelVarious Ways to  
Scan

Daily Care

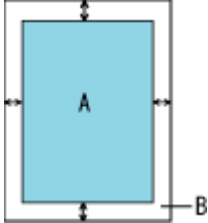
Replacing the  
Consumables

Troubleshooting

Operational  
Settings

Appendix

Glossary

Item	Description	Parameter/Value	Factory Default
Multifeed	Specify a method for multifeed detection. Detect multifeeds by monitoring the overlap, document length, or the combination of both. This setting can also be configured from the scanner driver's setup dialog box. Note that priority is given to the scanner driver setting.	None / Check Overlapping (Ultrasonic) / Check Length / Check Overlapping and Length  Length: 10 / 15 / 20 mm (for detection by document length)	None  Length: 10 mm
Page Edge Filler (ADF)	Specify a width for the margin around the edge of the scanned image to fill in white. With TWAIN driver, this setting can also be configured from the scanner driver's setup dialog box. Note that priority is given to the setting with a larger value.	Top / Left / Right: 0 to 15 mm Bottom: -7 to 7 mm (in increments of 1)   (A: image, B: filled area, A+B: output)	Top/Bottom/Left/Right: 0 mm
Dropout color	Select a color to be removed from the scanned image (only available in black & white or grayscale mode). With TWAIN driver, this setting can also be configured from the scanner driver's setup dialog box. Note that priority is given to the scanner driver setting. With ISIS driver, the scanner driver setting is enabled at all times.	Red / Green / Blue / None	Green
Document check area specification for Multifeed Detection	Selected range: Select this item to restrict the area to run multifeed detection.	[Selected area] check box	Not selected
	Enable / Disable (Middle): Specify whether to enable or disable multifeed detection in the selected area.	Enable / Disable (When [Selected range] is selected)	Disable
	Start (Middle): Specify the start position of the area in length (mm) from the leading edge of the document.	0 to 510 mm (in increments of 2)	0 mm
	End (Middle): Specify the end position of the area in length (mm) from the leading edge of the document.	0 to 510 mm (in increments of 2)	0 mm

Item	Description	Parameter/Value	Factory Default
Intelligent Multifeed Function	When there is a paper of the same size attached to a designated location on the page, configure the scanner to memorize the location of the attachment and not detect multifeeds for that location. Note that you first need to select [Check Overlapping (Ultrasonic)] or [Check Overlapping and Length] in either the scanner driver's setup dialog box or the multifeed detection setting in " <a href="#">Method of Multifeed Detection [Multifeed]</a> " (page 145).	Manual mode / Auto mode 1 / Auto mode 2	Manual mode
	Select to clear the overlap pattern (length, location) memorized in Auto mode.	[Clear overlap pattern] check box	Not selected
	Specify whether or not to memorize the multifeed pattern upon power-off.	Remember / Do not remember	Do not remember
Number of paper feeding retries	Configure this setting to change the number of feeding retries when a pick error occurs.	1 to 12 times	3 times
Life Counter Alarm Setting	Specify the replacement cycle for the consumables.	Each consumable 10,000 to 2,550,000 sheets (in increments of 10,000)	Pick roller: 100,000 sheets  Pad: 50,000 sheets
Power SW Control	Specify the method by which the scanner is powered ON/OFF.	Enable power switch / Disable power switch / Enable USB power feeding	Enable power switch



## 9.4 Settings Related to Page Counters

### Checking and Resetting the Counters [Page Counter]

#### ■ Checking the counters

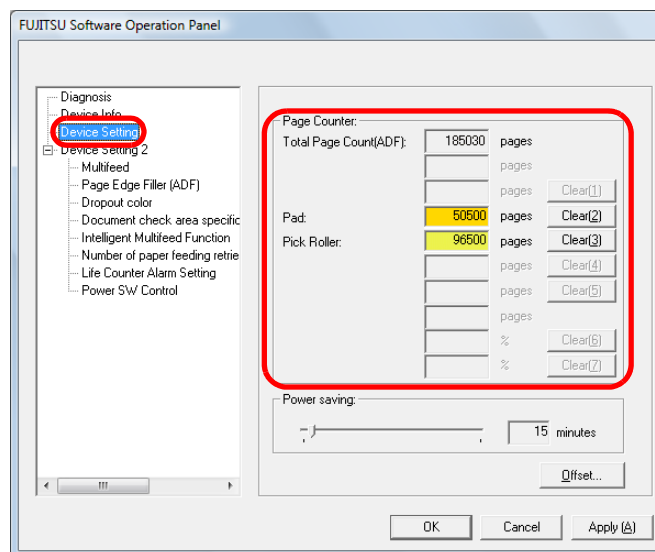
The status on each consumable part can be viewed to determine when to replace the consumables.

The color of the counter changes to indicate that the consumable needs replacement.

The [Device Setting] counter turns light yellow when the page count after replacing the consumable reaches 95% of the value specified in "[Replacement Cycle of Consumables \[Life Counter Alarm Setting\]](#)" (page 139), and turns yellow when it reaches 100%.

- 1 Start up the Software Operation Panel.  
Refer to "[9.1 Starting Up the Software Operation Panel](#)" (page 125).

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



In this dialog box, you can check the following items.

Item	Description
Total Page Count (ADF)	Approximate total number of sheets scanned through the ADF
Pad	Number of sheets scanned after replacing the pad assy (in units of 500)
Pick roller	Number of sheets scanned after replacing the pick roller (in units of 500)

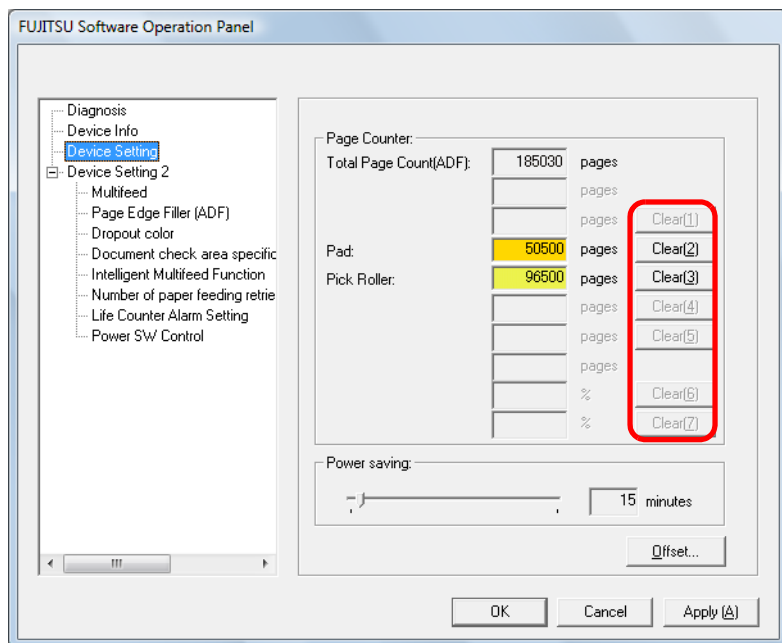


If the power was turned off by unplugging the power cable, or [Disable power switch] is selected, up to nine sheets may not be counted in [Total Page Count (ADF)]. For details about disabling the power switch, refer to "[Method of Turning the Scanner ON/OFF \[Power SW Control\]](#)" (page 152).

## ■ Resetting the counters

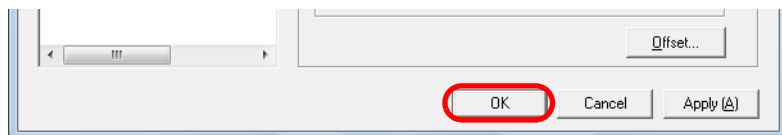
When you have replaced the consumables, reset the corresponding counters in the following procedure.

- 1 Click the [Clear] button for the consumable(s) that you replaced.



⇒ The counter is reset to 0.

- 2 Click the [OK] button in the Software Operation Panel.



⇒ A confirmation message appears.

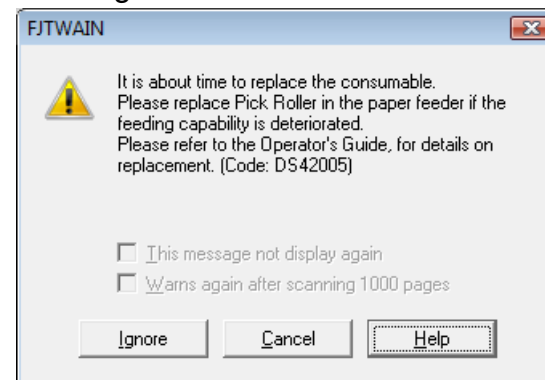
- 3 Click the [OK] button.
 

⇒ The settings are saved.

## ■ Message for replacing the consumable

The following message may appear while using the scanner.

### Message



Check the message and replace the consumable accordingly.

If you click the [Ignore] button, the message disappears and the scan can be continued. However, it is recommended that you replace the consumable as soon as possible.

To stop the scan and replace the consumable right away, click the [Cancel] button.

For details about replacing consumables, refer to the following:

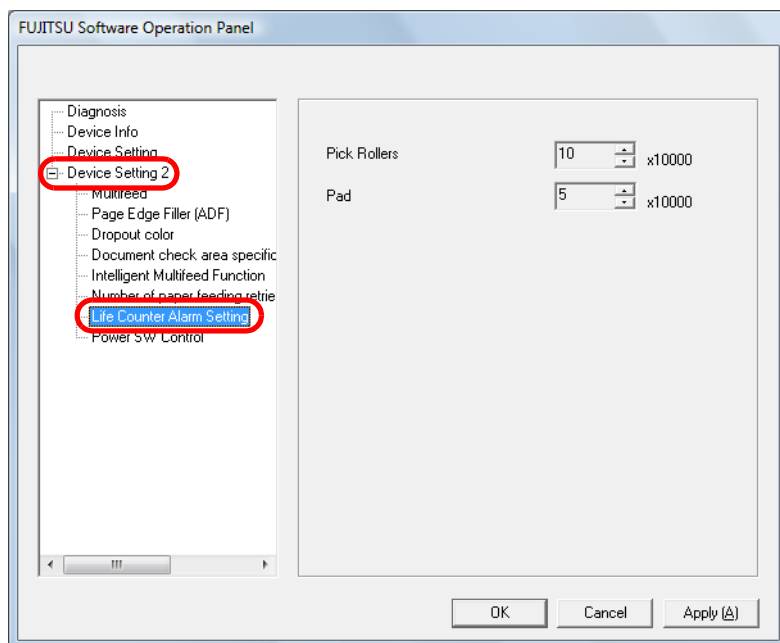
- Pad assy  
"7.2 Replacing the Pad Assy" (page 93)
- Pick roller  
"7.3 Replacing the Pick Roller" (page 94)

## Replacement Cycle of Consumables [Life Counter Alarm Setting]

The replacement cycle for each consumable can be specified. The background color of the [Device Setting] counter changes to light yellow when the page count after replacing the consumable reaches 95% of the value specified here, and turns yellow when it reaches 100%.

A message that prompts consumable replacement ([page 138](#)) also appears.

- 1 Start up the Software Operation Panel.  
Refer to "9.1 Starting Up the Software Operation Panel" ([page 125](#)).
- 2 From the listing on the left, select [Device Setting 2] → [Life Counter Alarm Setting].



- 3 Specify a value to be set as the life of each consumable (pad assy and pick roller).

The value can range from 10,000 to 2,550,000 sheets (in increments of 10,000).

TOP

Contents

Index

Introduction

Scanner  
OverviewHow to Load  
DocumentsConfiguring the  
Scan SettingsHow to Use the  
Operator PanelVarious Ways to  
Scan

Daily Care

Replacing the  
Consumables

Troubleshooting

Operational  
Settings

Appendix

Glossary

## 9.5 Settings Related to Scanning

### Adjusting the Start Position for Scanning [Offset/Vertical magnification Adjustment]

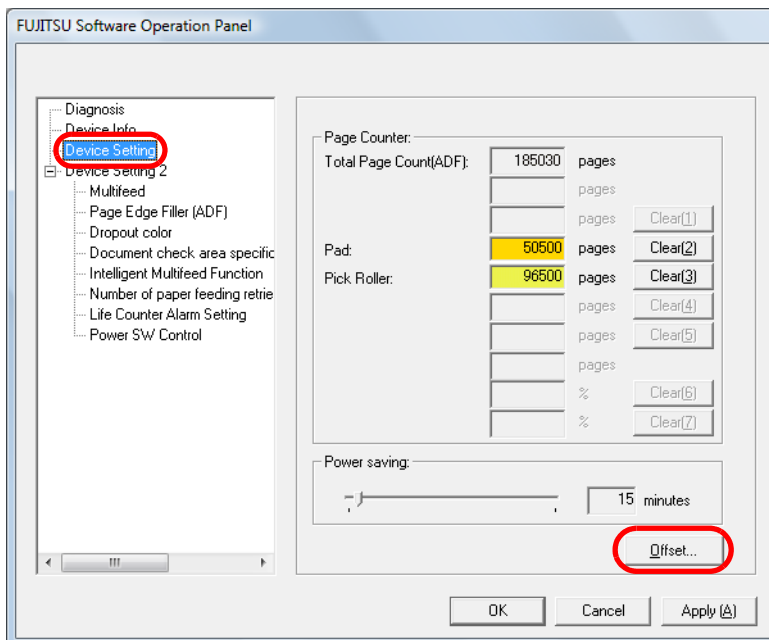
When the output position of the scanned image is not correct or the image appears shortened/elongated (vertically), use the following procedure to adjust the offset and the vertical magnification for correction.



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

- 1 Start up the Software Operation Panel.  
Refer to "9.1 Starting Up the Software Operation Panel" (page 125).

- 2 From the listing on the left, select [Device Setting] and click the [Offset] button.



TOP

Contents

Index

Introduction

Scanner  
OverviewHow to Load  
DocumentsConfiguring the  
Scan SettingsHow to Use the  
Operator PanelVarious Ways to  
Scan

Daily Care

Replacing the  
Consumables

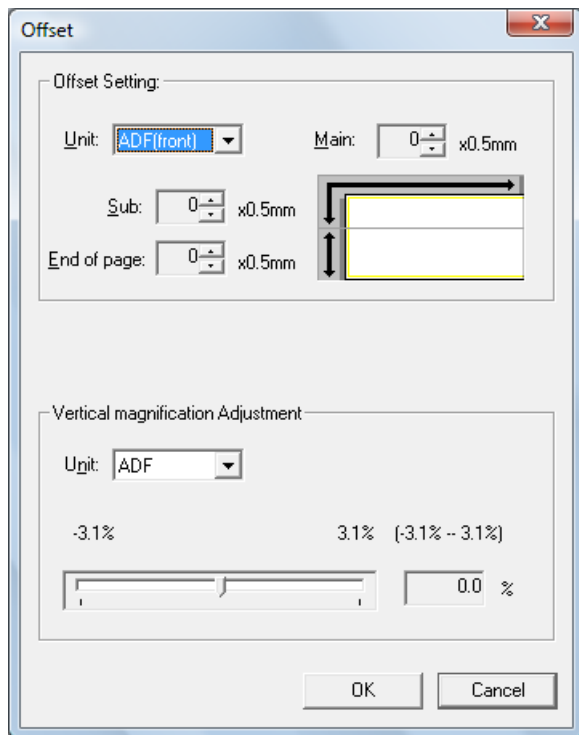
Troubleshooting

Operational  
Settings

Appendix

Glossary

**3** Adjust the level of offset/vertical magnification as needed.



Offset Setting	Description
Unit	Select [ADF (front)] or [ADF (back)] as the target for offset adjustment.
Main	Adjusts the horizontal (width) offset. The value can range from -2 to +2 mm (in increments of 0.5).
Sub	Adjusts the vertical (length) offset from the top of the page. The value can range from -2 to +2 mm (in increments of 0.5).
End of page	Adjusts the vertical (length) offset from the bottom of the page. The value can range from -2 to +2 mm (in increments of 0.5).

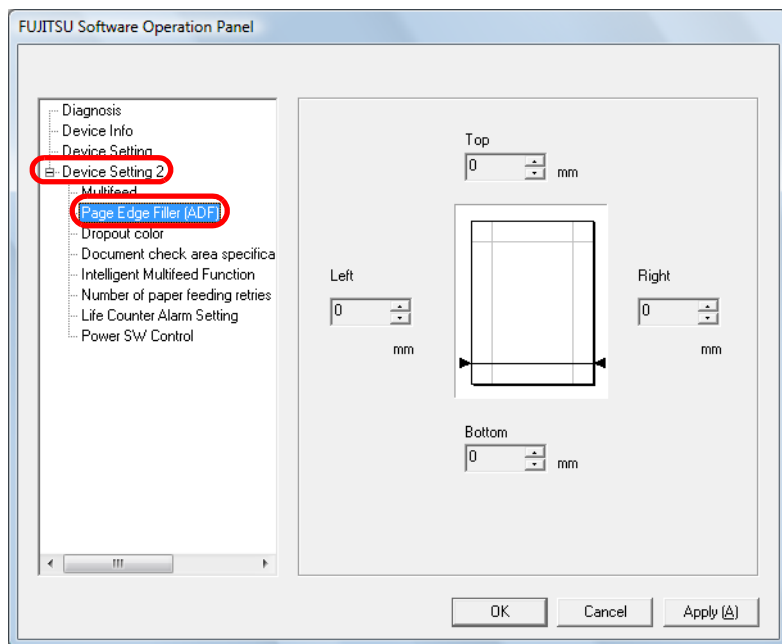
Vertical magnification Adjustment	Description
Unit	The target for vertical magnification adjustment is fixed to [ADF].
Vertical magnification Adjustment (length)	Adjusts the vertical (length) magnification. The value can range from -3.1 to +3.1% (in increments of 0.1).

- TOP
- Contents
- Index
- Introduction
- Scanner Overview
- How to Load Documents
- Configuring the Scan Settings
- How to Use the Operator Panel
- Various Ways to Scan
- Daily Care
- Replacing the Consumables
- Troubleshooting
- Operational Settings
- Appendix
- Glossary

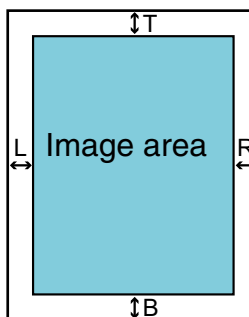
## Removing Shadows/Streaks that Appear around the Scanned Image [Page Edge Filler (ADF)]

Depending on the condition of the documents that you scan, the shadow of the document may appear as black streaks. In that case, you can improve the image quality around the edges of the document by using the "Page Edge Filler" function to fill in the edges.

- 1 Start up the Software Operation Panel.  
Refer to "9.1 Starting Up the Software Operation Panel" (page 125).
- 2 From the listing on the left, select [Device Setting 2] → [Page Edge Filler (ADF)].



- 3 Specify the width of each margin to fill in: top/bottom/left/right.



T: top = 0 to 15 mm  
B: bottom = -7 to 7 mm  
L: left = 0 to 15 mm  
R: right = 0 to 15 mm

(in 1 mm increments)

The specified area is filled in white.



Note that if the target range of the Page Edge Filler is too wide, some characters near the edge may appear missing.



- Depending on the value you specify, the bottom edge is filled in as follows:
  - 1 to 7 mm  
Fills the margin in white, from the detected page bottom.
  - -1 to -7 mm  
Does not fill the margin unless [End of Page Detection] is selected in the scanner driver. "Detected page bottom" refers to the bottom edge of the scanned document detected by the scanner.
- With TWAIN driver, this setting can also be configured from the scanner driver's setup dialog box. Note that priority is given to the setting with the larger value.

## Removing a Color from the Scanned Image [Dropout color]

With "Dropout color", you can select either green, red, or blue (primary colors) to remove the details of the selected color from a scanned image.

For example, if a document with black characters and a green background is scanned, only the black characters will appear on the scanned image if [Green] is selected.



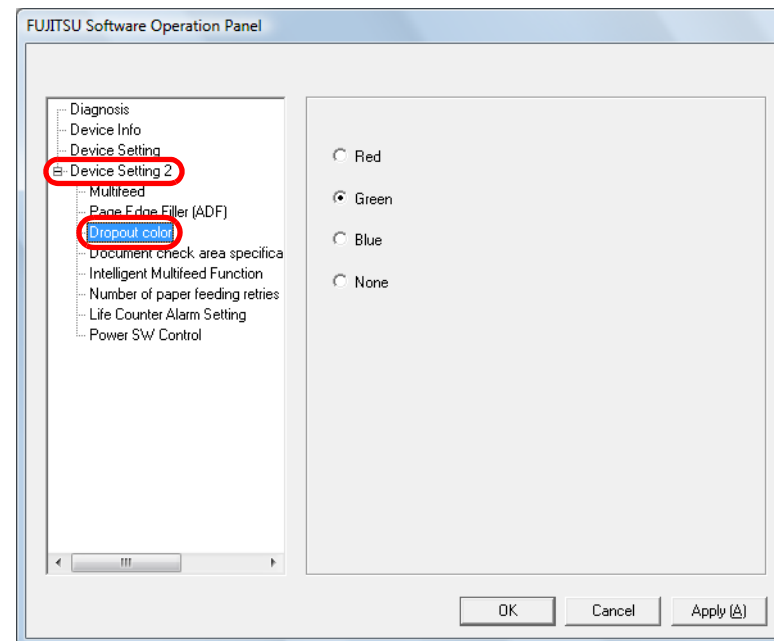
Dropout works the best with light (low density) colors, and dark colors may not drop out.



Dropout color is only available in black & white or grayscale mode.

- 1 Start up the Software Operation Panel.  
Refer to "9.1 Starting Up the Software Operation Panel" (page 125).

- 2 From the listing on the left, select [Device Setting 2] → [Dropout color].



- 3 Select a color to drop out.  
Red, Green, Blue: Red, green, or blue is dropped out.  
None: No color is dropped out.



The Software Operation Panel allows you to choose the color from red, green, and blue only. To drop out a color of your choice, configure the setting from the scanner driver. For more details, refer to "[Removing a Color from the Scanned Image \(Dropout Color\)](#)" (page 59).

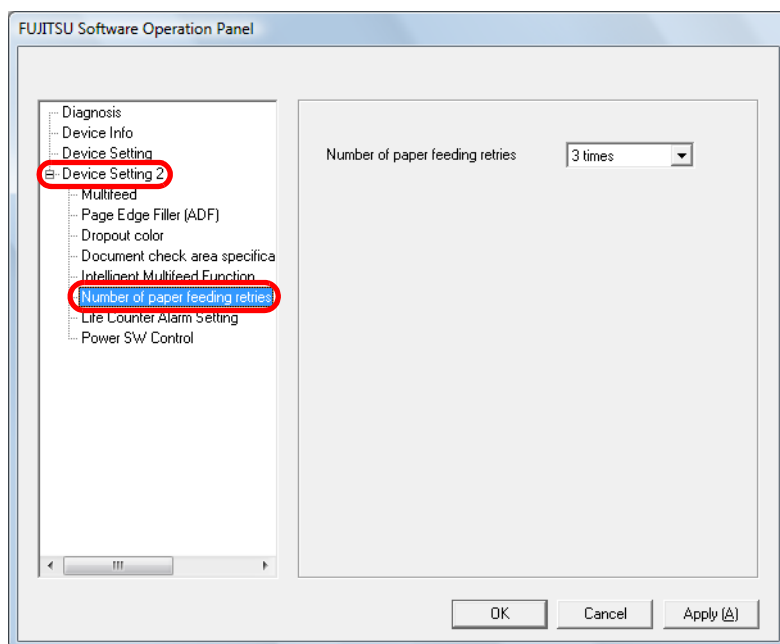


With TWAIN driver, this setting can also be configured from the scanner driver's setup dialog box. Note that priority is given to the scanner driver setting. With ISIS driver, the scanner driver setting is enabled at all times.

## Number of Paper Feeding Retries

Configure this setting to change the number of feeding retries when a pick error occurs.

- 1 Start up the Software Operation Panel.  
Refer to "9.1 Starting Up the Software Operation Panel" (page 125).
- 2 From the listing on the left, select [Device Setting 2] → [Number of paper feeding retries].



- 3 Specify the number of paper feeding retries.  
The value can range from 1 to 12 times.

[TOP](#)[Contents](#)[Index](#)[Introduction](#)[Scanner  
Overview](#)[How to Load  
Documents](#)[Configuring the  
Scan Settings](#)[How to Use the  
Operator Panel](#)[Various Ways to  
Scan](#)[Daily Care](#)[Replacing the  
Consumables](#)[Troubleshooting](#)[Operational  
Settings](#)[Appendix](#)[Glossary](#)



## 9.6 Settings Related to Multifeed Detection

### Method of Multifeed Detection [Multifeed]

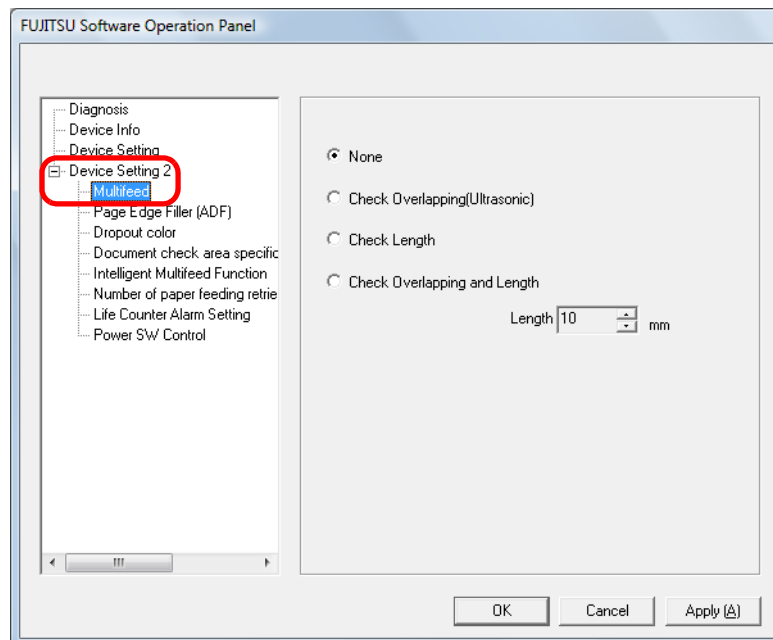
Multifeed is an error where two or more sheets are fed through the ADF at once. It is also called a multifeed when a different document length is detected.

Not noticing multifeed errors while scanning may put you in a situation where important data are missing from the scanned images.

Multifeed detection function is equipped to prevent such troubles. When this function is enabled, an error message is displayed as soon as it detects a multifeed, and stops the scan. Note that multifeed cannot be detected within 30 mm from the leading edge of the document.

- 1 Start up the Software Operation Panel.  
Refer to "9.1 Starting Up the Software Operation Panel" (page 125).

- 2 From the listing on the left, select [Device Setting 2] → [Multifeed].



### 3 Select a detection method.

Method	Description
None	Does not detect multifeeds.
Check Overlapping (Ultrasonic)	<p>Detects multifeed by the overlapping of documents.</p> <p>When this is selected, you can also specify the two following options:</p> <ul style="list-style-type: none"> <li>Specify the detection range by the length from the leading edge of the document. Proceed to "<a href="#">Method of Multifeed Detection [Multifeed]</a>" (page 145) for more details.</li> <li>Ignore the multifeed when there is paper of the same size attached to a designated location on the page. Proceed to "<a href="#">Ignoring Multifeed for a Set Pattern</a>" (page 82) for more details.</li> </ul>
Check Length	<p>Detects multifeed by the difference in length of the documents.</p> <p>Note that multifeeds cannot be detected accurately when scanning a mixed batch of different sizes.</p>
Check Overlapping and Length	<p>Detects multifeed by the combination of [Check Overlapping (Ultrasonic)] and [Check Length].</p> <p>Note that multifeeds cannot be detected accurately when scanning a mixed batch of different sizes.</p>
Length	<p>Select a length difference from 10/15/20 mm.</p> <p>Any length under the specified value will not be detected as multifeed.</p>



- To scan documents with different lengths, specify [Check Overlapping (Ultrasonic)].
- When a photo or a piece of paper is attached on the document, the overlapping part of the document may be falsely detected as multifeed if [Check Overlapping (Ultrasonic)] is specified. In that case, specify [Check Length]. Note however that [Check Overlapping (Ultrasonic)] can be used if you restrict the detection range.
- Multifeed cannot be detected when using the Carrier Sheet.

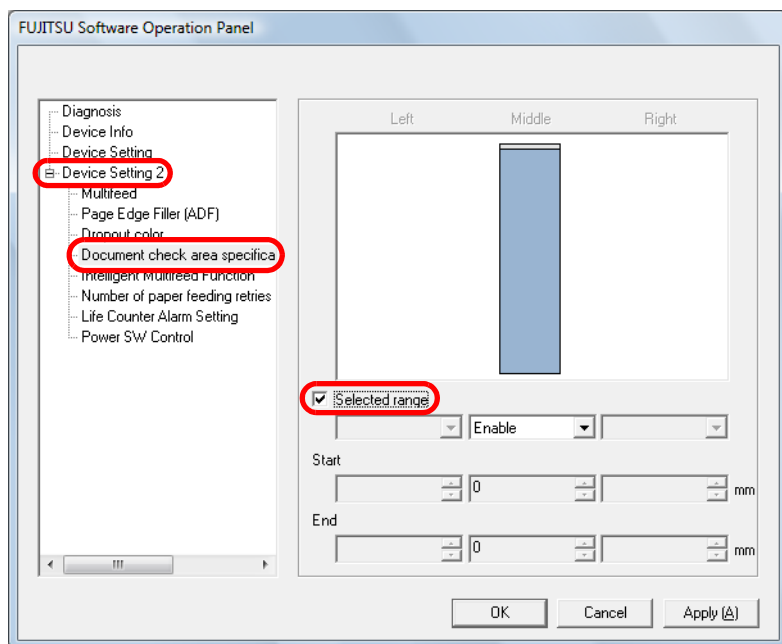


This setting can also be configured from the scanner driver's setup dialog box. Note that priority is given to the scanner driver setting.

## Specifying an Area to Detect Multifeed [Document check area specification for Multifeed Detection]

The following setting is only available when you specified [Check Overlapping (Ultrasonic)].

- From the listing on the left, select [Device Setting 2] → [Document check area specification for Multifeed Detection].  
Select the [Selected range] check box in the dialog box.



- Specify the detection range.

Range	Description
Selected range	<p>Select the check box to specify the detection range (colored in light blue) in the picture below.</p> <p style="text-align: right;">Unit: mm</p> <p>Select the check box to enable the setting in this dialog box. Clear the check box to disable the setting. Clearing this check box sets both start and end positions to "0", making the whole document to be detected for multifeeds.</p> <p>The above condition applies when the document is set to the center of the pick roller width.</p>
Disable (Middle)	Does not detect multifeeds for the selected area.
Enable (Middle)	Detects multifeeds for the selected area.
Start (Middle)	<p>Displays the start position of the detection by the length from the leading edge of the document.</p> <p>Range: 0 to 510 mm, in 2 mm increments, Start&lt;End</p>

Range	Description
End (Middle)	Displays the end position of the detection by the length from the leading edge of the document. Range: 0 to 510 mm, in 2 mm increments, Start<End

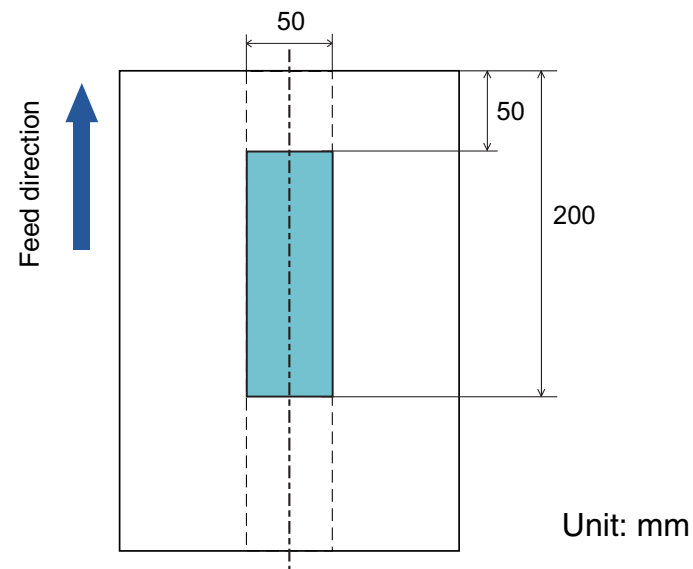


- When both [Start] and [End] are set to "0", multifeed detection is performed for the whole area regardless of whether it is enabled or disabled.
- To disable multifeed detection for the whole document, select [Disable] and set the start position to "0" and the end position to equal the document length or longer.
- If you set a value larger than the document length for the start position, selecting [Disable] detects the whole length of the document and selecting [Enable] disables the multifeed detection.
- In order to detect multifeeds, the detection range must be at least 5 mm long.  
Configure the setting so that the value of the end position minus the start position is 6 mm or more.
- You can also set the start and the end positions by the following methods:
  - Draw an area with the mouse on the displayed image.
  - Drag the handles for [Start] and [End] positions on the displayed image.

### Example 1:

Position: Middle

Selected range = Enable, Start = 50 mm, End = 200 mm



Multifeeds are detected for the area in light blue.

TOP

Contents

Index

Introduction

Scanner  
Overview

How to Load  
Documents

Configuring the  
Scan Settings

How to Use the  
Operator Panel

Various Ways to  
Scan

Daily Care

Replacing the  
Consumables

Troubleshooting

Operational  
Settings

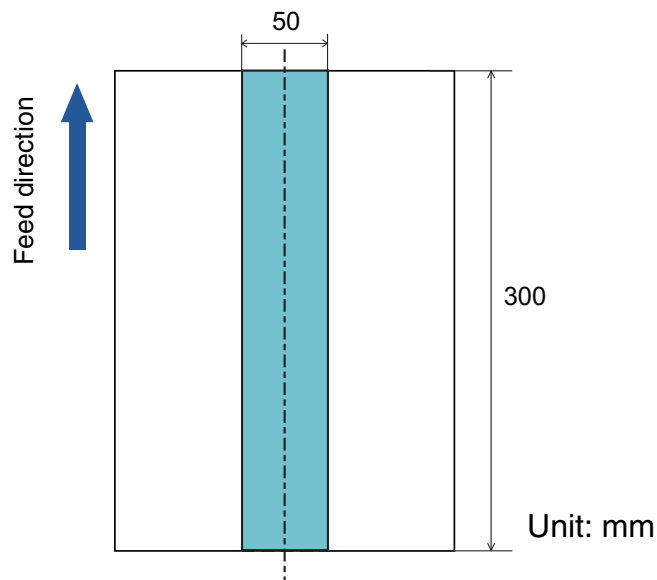
Appendix

Glossary

### Example 2:

Position: Middle

Selected range = Enable, Start = 0 mm, End = 0 mm



Multifeeds are detected for the area in light blue.

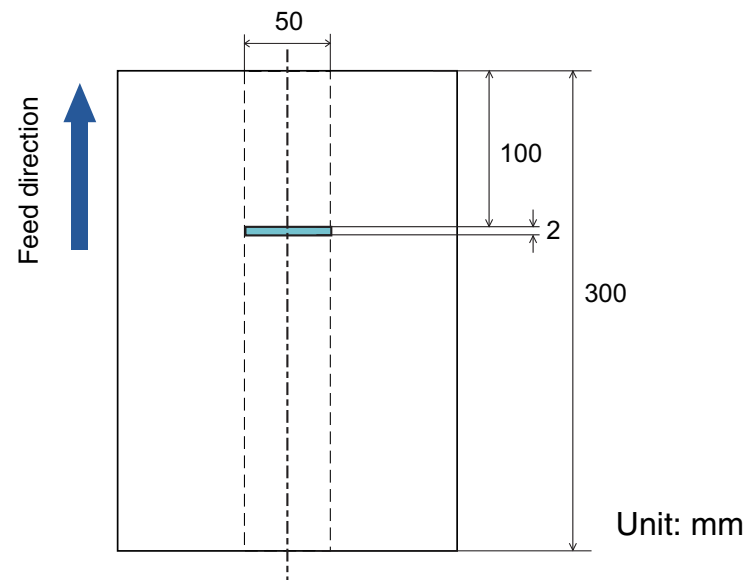


When detecting the overlapping of documents, the multifeed detection rate may drop if the documents are glued tightly or attached together by static electricity.

### Example 3: (Bad example)

Position: Middle

Selected range = Enable, Start = 100 mm, End = 102 mm



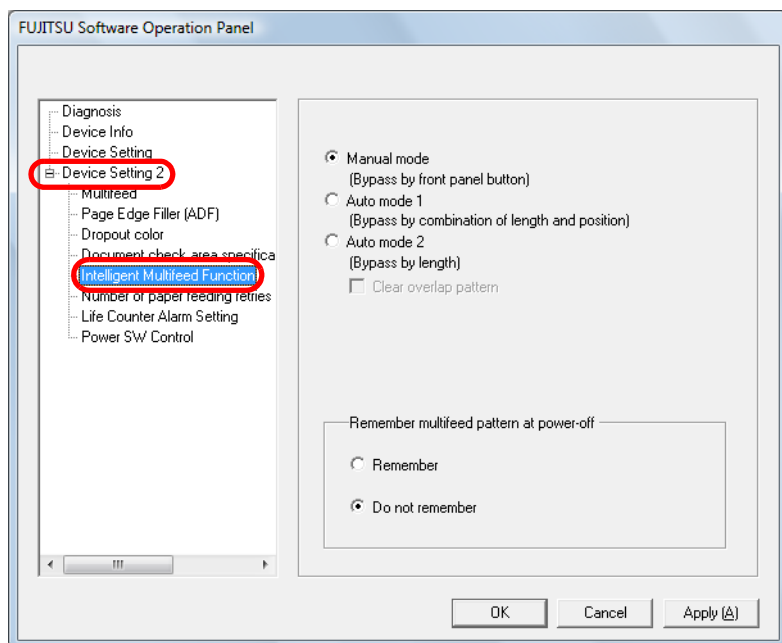
Since the detection range (length) is less than 5 mm, multifeeds cannot be detected accurately.

- TOP
- Contents
- Index
- Introduction
- Scanner Overview
- How to Load Documents
- Configuring the Scan Settings
- How to Use the Operator Panel
- Various Ways to Scan
- Daily Care
- Replacing the Consumables
- Troubleshooting
- Operational Settings
- Appendix
- Glossary

## Specifying an Area Not to Detect Multifeed [Intelligent Multifeed Function]

When there is paper of the same size attached to a designated location on the page, the scanner memorizes the location of the attachment and can be configured not to detect multifeeds for that location. To configure this setting, you first need to select [Check Overlapping (Ultrasonic)] or [Check Overlapping and Length] in either the scanner driver's setup dialog box or the multifeed detection setting in "[Method of Multifeed Detection \[Multifeed\]](#)" (page 145).

- 1 Start up the Software Operation Panel.  
Refer to "[9.1 Starting Up the Software Operation Panel](#)" (page 125).
- 2 From the listing on the left, select [Device Setting 2] → [Intelligent Multifeed Function].



- 3 Select an operation mode and click the [OK] button.

Mode	Description
Manual mode	Stops feeding the documents when a multifeed is detected. You can resume scanning by loading the documents back in the ADF paper chute. The size and location of the attachment are not memorized.
Auto mode 1	Memorizes the size and location of the paper attachment upon resuming the scan when a multifeed is detected and the document is loaded back in the ADF paper chute. The memorized pattern is ignored from the next scan.
Auto mode 2	Memorizes the size of the paper attachment upon resuming the scan when a multifeed is detected and the document is loaded back in the ADF paper chute. The memorized pattern is ignored from the next scan.



- By selecting the [Clear overlap pattern] check box, you can erase the overlapping patterns (length, position) that were memorized in Auto mode.
- In [Remember multifeed pattern at power-off], you can select whether or not to keep the multifeed pattern upon turning the power off. When [Remember] is selected, you can use eight (pages worth) of the most recent patterns the next time the scanner is powered on.

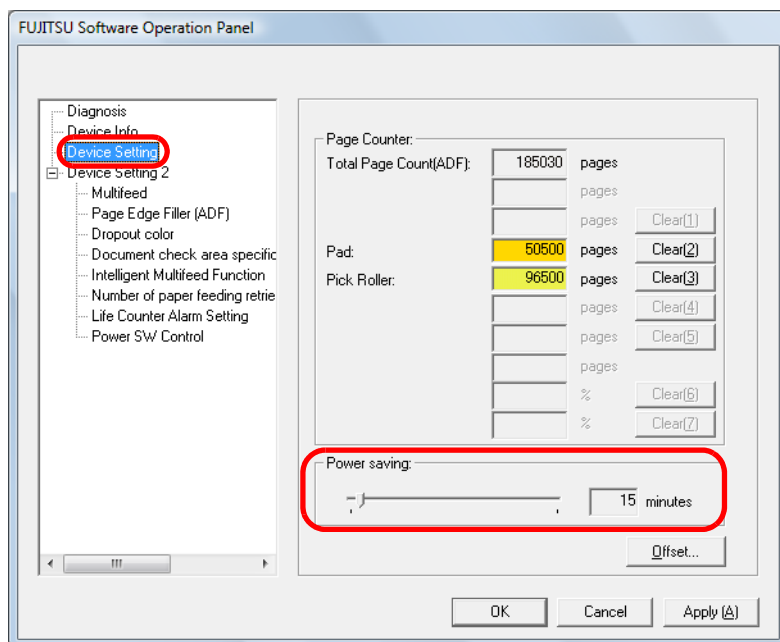
For details about the procedure after this step, refer to "[Ignoring Multifeed for a Set Pattern](#)" (page 82).

## 9.7 Settings Related to Waiting Time

### Waiting Time to Enter Power Saving Mode [Power saving]

The waiting time for the scanner to enter power saving mode can be specified.

- 1 Start up the Software Operation Panel.  
Refer to "9.1 Starting Up the Software Operation Panel" (page 125).
- 2 From the listing on the left, select [Device Setting].



- 3 Use the slide bar to specify the waiting time before entering power saving mode.  
The value can range from 5 to 235 minutes (in increments of 5).

TOP

Contents

Index

Introduction

Scanner  
OverviewHow to Load  
DocumentsConfiguring the  
Scan SettingsHow to Use the  
Operator PanelVarious Ways to  
Scan

Daily Care

Replacing the  
Consumables

Troubleshooting

Operational  
Settings

Appendix

Glossary

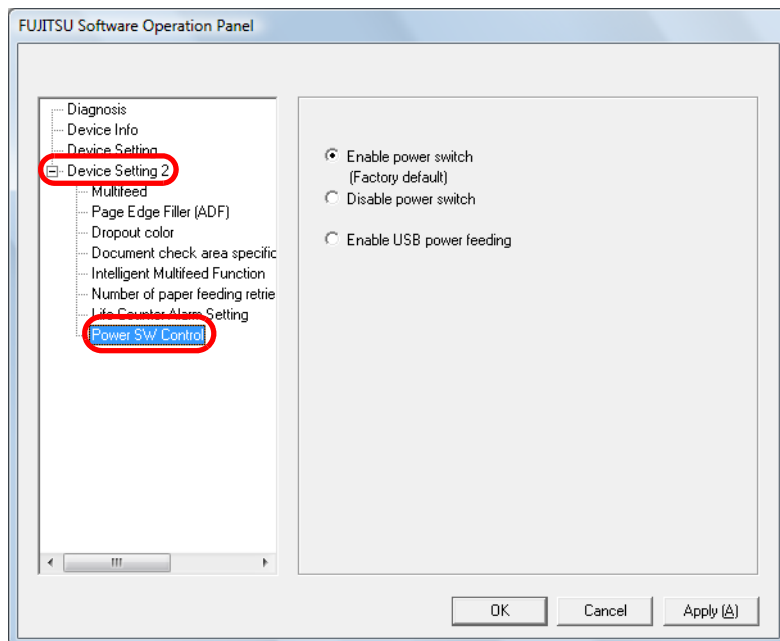
## 9.8 Settings Related to Power ON/OFF

### Method of Turning the Scanner ON/OFF [Power SW Control]

The method by which the scanner is powered ON/OFF can be specified from one of the following:

- Press the [Power] button on the operator panel
- Unplug the power cable then plug it back in
- Have the scanner turn ON/OFF in sync with the computer's power

- 1 Start up the Software Operation Panel.  
Refer to "9.1 Starting Up the Software Operation Panel" (page 125).
- 2 From the listing on the left, select [Device Setting 2] → [Power SW Control].



- 3 Select one of the following.

- |   |   |
|---|---|
| [Enable power switch (Factory default)] | : Press the [Power] button on the operator panel.                 |
| [Disable power switch]                  | : Unplug the power cable then plug it back in.                    |
| [Enable USB power feeding]              | : Have the scanner turn ON/OFF in sync with the computer's power. |



Some types of computers and USB hubs keep supplying power to the USB bus even after the computer is turned off. In that case, the [Enable USB power feeding] mode may not work properly.

TOP

Contents

Index

Introduction

Scanner  
OverviewHow to Load  
DocumentsConfiguring the  
Scan SettingsHow to Use the  
Operator PanelVarious Ways to  
Scan

Daily Care

Replacing the  
Consumables

Troubleshooting

Operational  
Settings

Appendix

Glossary



# Appendix

---

This section provides the following information.

A.1 Basic Specification .....	154
A.2 Installation Specification.....	156
A.3 Outer Dimensions .....	157
A.4 Uninstalling the Software .....	158

[TOP](#)

[Contents](#)

[Index](#)

[Introduction](#)

[Scanner  
Overview](#)

[How to Load  
Documents](#)

[Configuring the  
Scan Settings](#)

[How to Use the  
Operator Panel](#)

[Various Ways to  
Scan](#)

[Daily Care](#)

[Replacing the  
Consumables](#)

[Troubleshooting](#)

[Operational  
Settings](#)

[Appendix](#)

[Glossary](#)

## A.1 Basic Specification

Item		Specification	Notes
Scanner type		ADF (Automatic Document Feeder)	-
Image sensor		Color CCD x2 (front, back)	-
Light source		White cold cathode fluorescent lamp x2 (front, back)	-
Scanning area	Minimum	52 × 74 (mm) / 2.05 × 2.91 (in.) (landscape/portrait)	-
	Maximum	216 × 355.6 (mm) / 12 × 14 (in.)	(*1)
Paper weight		52 to 127 g/m <sup>2</sup> (14 to 34 lb) * 127 g/m <sup>2</sup> (34 lb) applies to A8 size only	-
Scanning speed (A4 landscape)(*2)	Binary (black & white)	Simplex: 20 ppm Duplex: 40 ipm	150 dpi / 200 dpi / 300 dpi
	Grayscale		
	Color		
Loading capacity (*3)		50 sheets	Paper weight: 80 g/m <sup>2</sup> (20 lb) Total thickness: 5 mm or less
Optical resolution		600 dpi	-
Output resolution	Binary (black & white)	50 to 600 dpi, 1200 dpi	50 to 600 dpi: configurable in 1 dpi increments 1200 dpi: available from scanner driver
	Grayscale	50 to 600 dpi, 1200 dpi	
	Color	50 to 600 dpi, 1200 dpi	
Grayscale level		8-bit for each color	10-bit during internal processing
Halftone pattern		Dither/error diffusion	-
Interface		USB 2.0 / 1.1 (*4)	B Type
Other function		Hardware real-time JPEG compression	-

\*1: Long page scanning supports scanning of documents with a length up to 3,048 mm (120 in.) in feed direction.

For documents longer than 864 mm (34.02 in.), the resolution must be set to 200 dpi or less.

\*2: Note that this is the hardware limitation, and the software's processing time such as data transfer time is added to the actual time of scanning.

\*3: The capacity varies depending on the paper weight. See ["2.2 Documents for Scanning" \(page 30\)](#) for details.

\*4: Connection with USB 2.0 requires the USB port and the hub to support USB 2.0. Also note that the scanning speed slows down when using USB 1.1.

TOP

Contents

Index

Introduction

Scanner  
Overview

How to Load  
Documents

Configuring the  
Scan Settings

How to Use the  
Operator Panel

Various Ways to  
Scan

Daily Care

Replacing the  
Consumables

Troubleshooting

Operational  
Settings

Appendix

Glossary

## A.2 Installation Specification

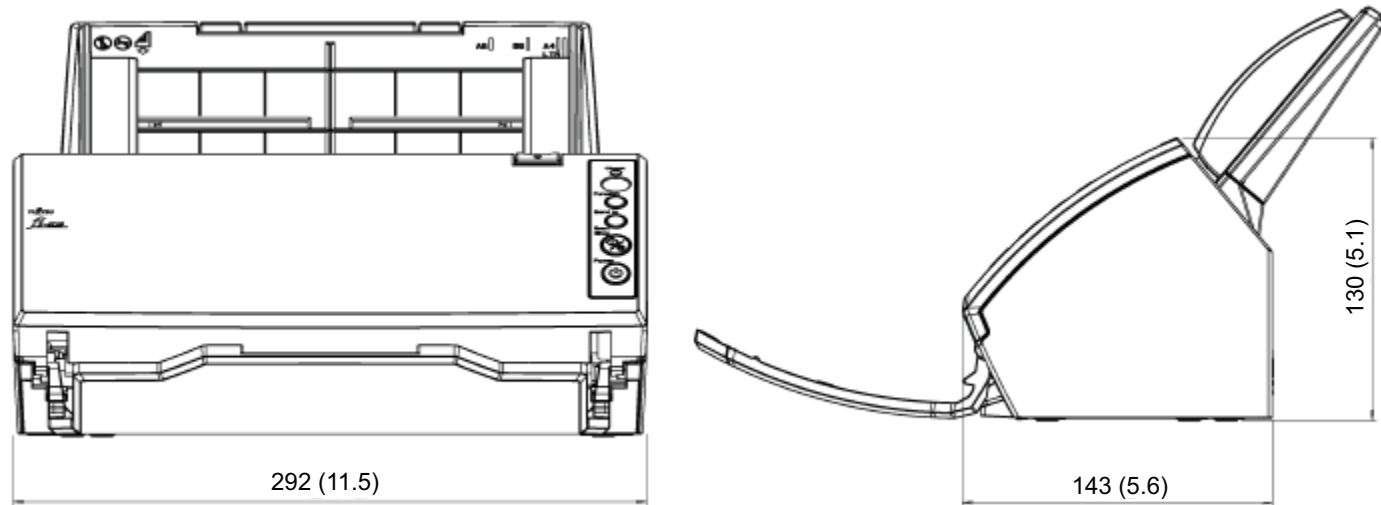
Item		Specification
Outer dimensions (W × D × H)(*1)		292.0 × 143.0 × 130.0 (mm) / 18.1 × 16.9 × 5.1 (in.)
Installation space (W × D × H)		493.5 × 850.0 × 380.0 (mm) / 19.4 × 33.5 × 15.0 (in.)
Weight		3.0 kg (6.6 lb)
Input power	Voltage range	100 to 240 Vac ±10%
	Phase	Single phase
	Frequency range	50/60 ±3 Hz
Power consumption	Operation	28.0 W or less
	Power saving	5.36 W or less
	Power OFF	1.0 W or less
Ambient condition	Temperature	Operating: 5 to 35°C (41 to 95°F) Not operating: -20 to 60°C (-4 to 140°F)
	Humidity	Operating: 20 to 80% Not operating: 8 to 95%
Calorific value	Operation	24.1 kcal/Hr or less
	Power saving	4.61 kcal/Hr or less
	Power OFF	0.86 kcal/Hr or less
Shipping weight (*2)		5.5 kg (12.1 lb)

\*1: The depth excludes the ADF paper chute and stacker.

\*2: Includes the package weight.

## A.3 Outer Dimensions

The outer dimensions are as follows.



Unit: mm (in.)

[TOP](#)[Contents](#)[Index](#)[Introduction](#)[Scanner  
Overview](#)[How to Load  
Documents](#)[Configuring the  
Scan Settings](#)[How to Use the  
Operator Panel](#)[Various Ways to  
Scan](#)[Daily Care](#)[Replacing the  
Consumables](#)[Troubleshooting](#)[Operational  
Settings](#)[Appendix](#)[Glossary](#)

## A.4 Uninstalling the Software

1 Start up your computer.



Log on as a user with administrator privileges.

2 Close all running applications.

3 Select the [Start] menu → [Control Panel] → [Programs and Features].

⇒ The [Uninstall or change a program] window appears where you can view a list of installed applications.



Displays may vary depending on the operating system you are using. Follow the instructions of your operating system.

For Windows XP:

- [Programs and Features]  
→ [Change or Remove Programs]
- [Uninstall] or [Uninstall/Change] button → [Change/Remove] button

4 Click on the application to remove:

- TWAIN driver: [Scanner Utility for Microsoft Windows]
- ScandAll PRO: [Fujitsu ScandAll PRO]  
\* Microsoft SharePoint will also be removed after ScandAll PRO.
- Microsoft SharePoint: [Scan to Microsoft SharePoint]
- ISIS driver: [ISIS Driver - Fujitsu fi-6110]
- Error Recovery Guide: [Error Recovery Guide for fi-6110]
- Software Operation Panel: [Software Operation Panel]  
(Software Operation Panel is installed together with TWAIN/ISIS drivers)
- Operating manuals: [fi-Scanner manuals fi-6110]

- QuickScan Pro: [QuickScan]
- FUJITSU Scanner USB HotFix: [FUJITSU Scanner USB HotFix]
- Adobe Acrobat: [Adobe Acrobat Standard]



Refer to the "Image Processing Software Option User's Guide" to find out how to uninstall the Image Processing Software Option (Demo version).

5 Click the [Uninstall] button or the [Uninstall/Change] button.

6 If a confirmation dialog box appears, click [OK] or [Yes].  
⇒ The program is uninstalled.

TOP

Contents

Index

Introduction

Scanner  
OverviewHow to Load  
DocumentsConfiguring the  
Scan SettingsHow to Use the  
Operator PanelVarious Ways to  
Scan

Daily Care

Replacing the  
Consumables

Troubleshooting

Operational  
Settings

Appendix

Glossary

# Glossary

## Number

11" × 17"

## A

A4 size

A5 size

A6 size

A7 size

A8 size

ADF (Automatic Document Feeder)

Automatic size/skew detection

## B

Blank Page Skip

Brightness

## C

Canadian DOC

Carrier Sheet

CCD (Charge-Coupled Device) Image Sensor

Color balance

## D

Default setting

Density

Device error

Dither

dpi (dots per inch)

Driver

Dropout color

Duplex scanning mode

## E

Edge Extract

Edge Processing

Energy Star

Error diffusion

## F

FCC

Feed roller

Filter

## G

Gamma

Grayscale

## H

Halftone

## I

Image processing

iMFF (intelligent Multi Feed Function)

Interface

Inversion

ISIS

## J

Job Separator

## L

Landscape

Letter size

## M

Moire patterns

Multi Image

Multifeed

## N

Noise removal

## O

OCR (Optical Character Recognition)

Operational environment

Operator panel

Optical sensor

Overscan

## P

Pad assy

Paper jam

Patch code

Pick roller

Pick start time

Pixel

Portrait

## R

Resolution

## S

Simplex scanning mode

Smoothing

## T

Temporary error

Threshold

TÜV

TWAIN

## U

Ultrasonic sensor

USB

## W

White reference sheet

## Z

Zone OCR

TOP

Contents

Index

Introduction

Scanner Overview

How to Load Documents

Configuring the Scan Settings

How to Use the Operator Panel

Various Ways to Scan

Daily Care

Replacing the Consumables

Troubleshooting

Operational Settings

Appendix

Glossary

## Number

---

### 11" × 17"

A standard paper size used in the United States and other countries, also referred to as double-letter size.

## A

---

### A4 size

A standard paper size which is 210 × 297 mm (8.27 x 11.7 inches).

### A5 size

A standard paper size which is 148 × 210 mm (5.83 x 8.27 inches).

### A6 size

A standard paper size which is 105 × 148 mm (4.13 x 5.83 inches).

### A7 size

A standard paper size which is 74 × 105 mm (2.91 x 4.13 inches).

### A8 size

A standard paper size which is 52 × 74 mm (2.05 x 2.91 inches).

### ADF (Automatic Document Feeder)

A paper feeding mechanism which allows multiple sheets of documents to be scanned one sheet at a time.

### Automatic size/skew detection

End of Page Detection:

Detects the end of the page and scans the length of the document.

Automatic Page Size Detection:

Detects the paper size and outputs the image data in the same size.

White Background:

An option to specify when using the overscan function.

[TOP](#)[Contents](#)[Index](#)[Introduction](#)[Scanner  
Overview](#)[How to Load  
Documents](#)[Configuring the  
Scan Settings](#)[How to Use the  
Operator Panel](#)[Various Ways to  
Scan](#)[Daily Care](#)[Replacing the  
Consumables](#)[Troubleshooting](#)[Operational  
Settings](#)[Appendix](#)[Glossary](#)



**B**

---

**Blank Page Skip**

A function that detects and automatically deletes blank (white or black) pages in a batch of documents.

**Brightness**

Refers to the brightness of a scanned image.

**C**

---

**Canadian DOC**

A standard issued by Industry Canada, a department of the Canadian government, which sets out the technical requirements relative to the radiated and conducted radio noise emissions from digital apparatus.

**Carrier Sheet**

A transparent plastic sheet designed for scanning documents that are larger than A4/ Letter size.

**CCD (Charge-Coupled Device) Image Sensor**

A sensor which perceives the light reflected from the document and converts it into digital (electronic) form. CCD technology is the basis of high-quality image acquisition in scanners, cameras, and other specialized devices.

**Color balance**

The balance of colors in an image.

**D**

---

**Default setting**

(Hardware)

Preset values from the factory.

(Software)

Values set upon the installation of software.

[TOP](#)[Contents](#)[Index](#)[Introduction](#)[Scanner  
Overview](#)[How to Load  
Documents](#)[Configuring the  
Scan Settings](#)[How to Use the  
Operator Panel](#)[Various Ways to  
Scan](#)[Daily Care](#)[Replacing the  
Consumables](#)[Troubleshooting](#)[Operational  
Settings](#)[Appendix](#)[Glossary](#)

**Density**

Refers to the deepness of a color in an image.

**Device error**

Errors that require troubleshooting by a service engineer.

**Dither**

The process by which a group of dots is arranged to reproduce the density of grayscale. Grayscale density is reproduced by configuring preset dot patterns. This method requires less memory compared to multilevel gray.

**dpi (dots per inch)**

A measurement of resolution which is normally used for scanners and printers. Higher dpi indicates better resolution.

**Driver**

A program specifically designed for operating systems, which enables interaction with a hardware device.

**Dropout color**

A function which removes a specified color from a scanned image.

**Duplex scanning mode**

A mode for scanning both sides of the document at once. ( ↔ simplex scanning mode)

**E**

---

**Edge Extract**

A function which traces the boundaries between black and white areas, and extracts them as outlines.

**Edge Processing**

A function which decreases the density of bright colors (except for white) around black areas. Increasing the value for this function removes dotted image noise and also produces “softened” images.

[TOP](#)[Contents](#)[Index](#)[Introduction](#)[Scanner  
Overview](#)[How to Load  
Documents](#)[Configuring the  
Scan Settings](#)[How to Use the  
Operator Panel](#)[Various Ways to  
Scan](#)[Daily Care](#)[Replacing the  
Consumables](#)[Troubleshooting](#)[Operational  
Settings](#)[Appendix](#)[Glossary](#)

**Energy Star**

ENERGY STAR is an international standard for energy-efficient electronic equipment which was established by the US Environmental Protection Agency (EPA) in 1992. The standard program has now been adopted by countries around the world.

**Error diffusion**

Method of halftone (pseudo-grayscale) image processing which is based on black & white pixel binarization. It sums the optical density of a pixel and its adjacent pixels, then relocates black pixels in the order of density to minimize the difference between scanned and output images. By diffusing the errors onto other pixels, the density data of adjacent pixels can be binarized. This function suppresses moire patterns of dotted halftone images such as newspapers, and reproduces its grayscale gradation.

**F**

---

**FCC**

Acronym for "The Federal Communications Commission", an independent United States government agency which is in charge of regulating interstate and international communications via radio, television, wire, satellite and cable. The Part 15 of the FCC regulations mentioned in this manual is designed to prevent harmful interferences on radio communication of radio receivers and other devices which radiate radio frequency energy, and provides for the certification of radio receivers. They also provide the certification of low power transmitters and the operation of certified transmitters without a license.

**Feed roller**

A roller that feeds the document through the ADF.

**Filter**

Refers to the following types of processing on a scanned image.

Digital Endorser:

Adds character strings such as alphabets and numbers to the scanned image data.

Page Edge Filler:

Fills in the margin area around the scanned image with a specified color.

TOP

Contents

Index

Introduction

Scanner  
OverviewHow to Load  
DocumentsConfiguring the  
Scan SettingsHow to Use the  
Operator PanelVarious Ways to  
Scan

Daily Care

Replacing the  
Consumables

Troubleshooting

Operational  
Settings

Appendix

Glossary

## G

---

### Gamma

A unit which indicates the changes in the brightness of an image. It is expressed as a function of the electric input power to devices (e.g. scanner, display) and the brightness of the image. If the gamma rate is larger than 1, the brightness of an image increases and vice versa. Normally, the gamma rate is set to 1 when reproducing the same brightness as the original.

### Grayscale

A method which expresses the gradation (density) from black to white in 256 levels. Suitable for scanning images such as photographs.

## H

---

### Halftone

Reproduces the color density in black & white by using dot patterns. This method is effective for scanning images such as photographs in black & white.

## I

---

### Image processing

Refers to processing and outputting the scanned image via specified scan parameters.

### iMFF (intelligent Multi Feed Function)

A function that excludes certain patterns of overlapping of documents that are detected as multifeed, by letting the scanner memorize the overlap pattern. For instance, when there is paper of the same size attached to a designated location on the page, the scanner memorizes the location of the attachment and can be configured not to detect multifeeds for that location.

### Interface

The connection that allows communication between the computer and the scanner.

### Inversion

A scanning method in which the black part and the white part of the image are inverted.

**ISIS**

ISIS (Image Scanner Interface Specification) is an API (Application Program Interface) standard for imaging devices (e.g. scanners, digital cameras) which was developed by Captiva, a division of EMC Corporation (the former Pixel Translations) in 1990. In order to use devices that comply with this standard, it is necessary to install a driver software that supports ISIS standard.

**J**

---

**Job Separator**

A sheet to insert between documents in a batch for separating different jobs.

Job separator types are as follows:

Job separator with patch codes:

A sheet with patch codes printed.

Job separator with barcodes:

A sheet with barcode(s) printed.

**L**

---

**Landscape**

Orientation in which the short side of the document is set parallel to the feed direction.

**Letter size**

A standard paper size used in the United States and other countries. Paper size is 8.5 x 11 inches (215.9 x 279.4 mm).

**M**

---

**Moire patterns**

Recurrent patterns on scanned images caused by incorrect settings of angles.

**Multi Image**

A function which outputs the image in both color/grayscale and black & white at once.

[TOP](#)[Contents](#)[Index](#)[Introduction](#)[Scanner  
Overview](#)[How to Load  
Documents](#)[Configuring the  
Scan Settings](#)[How to Use the  
Operator Panel](#)[Various Ways to  
Scan](#)[Daily Care](#)[Replacing the  
Consumables](#)[Troubleshooting](#)[Operational  
Settings](#)[Appendix](#)[Glossary](#)

**Multifeed**

Multifeed is an error when two or more sheets are fed through the ADF at once. It is also called a multifeed when a different document length is detected.

**N**

---

**Noise removal**

A function which improves the quality of an image by removing isolated noise that appear as black dots in a white area (or vice versa).

**O**

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**OCR (Optical Character Recognition)**

A device or a technology that recognizes the text on documents and converts them into editable text data. The shape of the characters is recognized by the differences in the light reflected off the documents.

**Operational environment**

Conditions (e.g. temperature, humidity) required to operate or store the scanner.

**Operator panel**

A panel that consists of a display and buttons. It is used for scanner operations such as selecting functions and changing settings.

**Optical sensor**

A sensor which detects the changes in the amount of light transmission. Paper feeding errors such as multifeed and paper jam are detected by monitoring the passing of documents.

**Overscan**

A function that scans the document in a size larger than the specified paper size.

**P**

---

**Pad assy**

A part that separates the documents before they enter inside the ADF. Rubber material is used for where the document contacts the pick roller.

[TOP](#)[Contents](#)[Index](#)[Introduction](#)[Scanner  
Overview](#)[How to Load  
Documents](#)[Configuring the  
Scan Settings](#)[How to Use the  
Operator Panel](#)[Various Ways to  
Scan](#)[Daily Care](#)[Replacing the  
Consumables](#)[Troubleshooting](#)[Operational  
Settings](#)[Appendix](#)[Glossary](#)

**Paper jam**

Refers to a state in which a document is jammed inside the paper path, or feeding is interrupted by documents slipping.

**Patch code**

A special code for the scanner to recognize the start and the end of each job or image mode.

**Pick roller**

A roller which separates one sheet off the documents loaded in the ADF paper chute, and feeds the document into the ADF.

**Pick start time**

Refers to the period of time from loading the document until picking starts after the document passes the hopper empty sensor.

**Pixel**

The dots that make up a scanned image.

**Portrait**

Orientation in which the long side of the document is set parallel to the feed direction. Documents/images are set/displayed vertically.

**R**

---

**Resolution**

A measurement to indicate the quality (fineness) of an image. Resolution is displayed by the number of pixels within an inch. Since image data is a collection of small dots (pixels), if the same image contains different amount of pixels, the one with more pixels can express greater details. Therefore the higher the resolution, the finer the image becomes.

**S**

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**Simplex scanning mode**

A mode for scanning only one side (front or back) of the document. ( ↔ duplex scanning mode)

[TOP](#)[Contents](#)[Index](#)[Introduction](#)[Scanner Overview](#)[How to Load Documents](#)[Configuring the Scan Settings](#)[How to Use the Operator Panel](#)[Various Ways to Scan](#)[Daily Care](#)[Replacing the Consumables](#)[Troubleshooting](#)[Operational Settings](#)[Appendix](#)[Glossary](#)

**Smoothing**

Refers to the removal of irregularities on diagonal lines and curves, which is a processing method commonly used in OCR applications.

**T**

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**Temporary error**

An error that can be fixed by the operator.

**Threshold**

The value which is used to determine whether a certain color is black or white. Threshold value must be configured in order to scan images with grayscale gradation. Each pixel is converted into black or white according to the specified value.

**TÜV**

An institution that controls products for conformity with various standards related to security, usability and environmental issues.

**TWAIN**

TWAIN (Technology Without Any Interesting Name) is an API (Application Program Interface) standard for imaging devices (e.g. scanners, digital cameras) developed by TWAIN Working Group. In order to use devices that comply with this standard, it is necessary to install a driver software that supports TWAIN standard.

**U**

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**Ultrasonic sensor**

A sensor that detects multifeed errors by ultrasonic soundwave. It detects multifeeds by monitoring the difference in the amount of ultrasonic waves transmitted through the documents.

[TOP](#)[Contents](#)[Index](#)[Introduction](#)[Scanner  
Overview](#)[How to Load  
Documents](#)[Configuring the  
Scan Settings](#)[How to Use the  
Operator Panel](#)[Various Ways to  
Scan](#)[Daily Care](#)[Replacing the  
Consumables](#)[Troubleshooting](#)[Operational  
Settings](#)[Appendix](#)[Glossary](#)



## USB

USB (Universal Serial Bus) is a standard for interfaces used to connect devices such as keyboards and scanners. Up to 127 devices can be connected by this interface. It can be connected and disconnected without powering off the devices.

For USB 2.0, the data transfer rate is 1.5 Mbps in Low-Speed, 12 Mbps in Full-Speed, and a maximum of 480 Mbps in Hi-Speed mode.

For USB 1.1, the data transfer rate is 1.5 Mbps in Low-Speed and 12 Mbps in Full Speed mode.

## W

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### White reference sheet

The white part located inside the ADF which the scanner defines as white, in order to adjust the brightness of all other areas accordingly.

## Z

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### Zone OCR

A function which performs text recognition on the specified area of the scanned image.

TOP

Contents

Index

Introduction

Scanner  
Overview

How to Load  
Documents

Configuring the  
Scan Settings

How to Use the  
Operator Panel

Various Ways to  
Scan

Daily Care

Replacing the  
Consumables

Troubleshooting

Operational  
Settings

Appendix

Glossary

# Index

<b>A</b>	
ADF paper chute setup.....	20
<b>B</b>	
basic flow of scanning operation .....	23
basic specification .....	154
before you contact the scanner service provider.....	121
<b>C</b>	
cleaning	
Carrier Sheet.....	90
inside.....	88
outside.....	87
cleaning materials.....	86
closing the ADF .....	19
configuration items .....	132
configuring the scan settings.....	37
consumables .....	92
conventions .....	5
customizing the scanner settings .....	78
<b>D</b>	
daily care .....	85
documents for scanning .....	30
<b>E</b>	
error indications .....	101
<b>H</b>	
how to load documents .....	27
how to use the operator panel.....	48
how to use this manual.....	2
<b>I</b>	
installation specification.....	156
introduction.....	3
ISIS driver.....	42
<b>L</b>	
loading documents .....	26, 27
locations that require cleaning.....	86
<b>M</b>	
main features.....	14
mixed batch scanning.....	34
multifeed detection .....	145
<b>O</b>	
opening the ADF .....	19
operational settings .....	124
operator panel .....	49
outer dimensions .....	157
<b>P</b>	
page counter .....	137
Page Edge Filler.....	142
paper jam .....	100

TOP

Contents

Index

Introduction

Scanner  
OverviewHow to Load  
DocumentsConfiguring the  
Scan SettingsHow to Use the  
Operator PanelVarious Ways to  
Scan

Daily Care

Replacing the  
Consumables

Troubleshooting

Operational  
Settings

Appendix

Glossary

parts and functions .....	15
password (Software Operation Panel).....	126
post-scan operations and handling.....	64
power on/off.....	152
power saving mode .....	22
product label.....	123
purchasing the Carrier Sheet.....	98

**R**

replacement cycles.....	92
replacing the consumables.....	91
pad assy.....	93
pick roller.....	94

**S**

[Scan/Stop] button.....	78
scanner overview.....	13
scanning	
advanced scanning .....	59
documents of different types and sizes.....	53
ways of scanning.....	52
[Send to] button .....	78
settings related to scanning.....	140
Software Operation Panel .....	125
Document check area specification for Multifeed	
Detection .....	147
Dropout color.....	143
Intelligent Multifeed Function .....	150
Life Counter Alarm Setting .....	139
Multifeed.....	145
Number of paper feeding retries .....	144
Offset/Vertical magnification Adjustment .....	140
Page Counter .....	137
Page Edge Filler (ADF) .....	142
Power saving.....	151

Power SW Control.....	152
stacker setup .....	21

**T**

troubleshooting.....	99, 104
turning the power off.....	18
turning the power on.....	18
TWAIN driver.....	38

**U**

uninstalling the software.....	158
--------------------------------	-----

**V**

various ways to scan .....	51
----------------------------	----

**W**

waiting time .....	151
--------------------	-----

---

TOP

Contents

Index

Introduction

Scanner  
Overview

How to Load  
Documents

Configuring the  
Scan Settings

How to Use the  
Operator Panel

Various Ways to  
Scan

Daily Care

Replacing the  
Consumables

Troubleshooting

Operational  
Settings

Appendix

Glossary

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fi-6110 Image Scanner

Operator's Guide

P3PC-3012-01ENZ0

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