

# Visioneer OneTouch 5820 Scanner Installation Guide

FOR WINDOWS

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

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This device complies with part 15 of the FCC Rules. Operation is subject to the following two conditions: (1) This device may not cause harmful interference, and (2) this device must accept any interference received, including interference that may cause undesired operation.

## TABLE OF CONTENTS

Welcome .....	1
What's in the Box .....	1
The Visioneer OneTouch 5820 Scanner .....	2
What You Need .....	4
Getting the PaperPort Online Documentation .....	4
Step 1: Installing the Scanner Software .....	5
Step 2: Connecting the Scanner .....	6
Step 3: Checking Out Your Scanner .....	9
If the Scanner Is Not Properly Connected .....	10
Three Ways to Scan .....	12
Scanning by Pressing the OneTouch Buttons .....	13
Scanning from the Button Panel on the Screen .....	15
About the OneTouch Buttons .....	16
Scanning 35mm Slides and Filmstrips .....	17
A Brief Explanation .....	17
Configuring the Scanner .....	21
Creating New Configurations .....	22
About the Configuration Dialog Box .....	22
Selecting New Options for the Buttons .....	25
Adjusting Scan Settings and Page Settings .....	26
Setting Preferences .....	31
Scanning from the PaperPort Software .....	34
Setting Up the Scanner .....	34
Scanning an Item Using the Twain Button .....	35
Adjusting Scanner Settings .....	38
Selecting a Predefined Scanner Setting .....	39
Selecting Scan Configuration Options .....	40
Customizing a Scanner Setting .....	41

Adjusting the Brightness and Contrast .....	42
Selecting the Area of the Item You Want to Scan .....	43
Troubleshooting .....	44
How to Uninstall your Scanner .....	45
STEP 1: Uninstalling the Visioneer OneTouch Software .....	45
STEP 2: Uninstalling the PaperPort Software .....	48
Cleaning the Scanner Glass .....	49
Contacting Visioneer for Technical Support .....	49
Visioneer OneTouch 5820 Scanner Specifications .....	50

## WELCOME

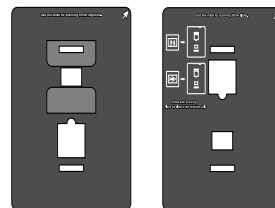
Congratulations on purchasing your Visioneer OneTouch 5820 USB scanner. With your scanner, you can quickly scan paper documents, color photos, 35mm slides, and negatives to place their electronic images on your computer.

## WHAT'S IN THE BOX

Before starting the installation, check the contents of the box to make sure that all parts are included. If any items are missing or damaged, contact the dealer where you purchased the scanner.



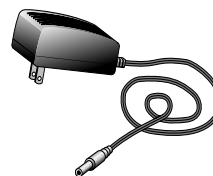
Visioneer OneTouch 5820 Scanner



Transparency mask with both sides shown



Installation CD



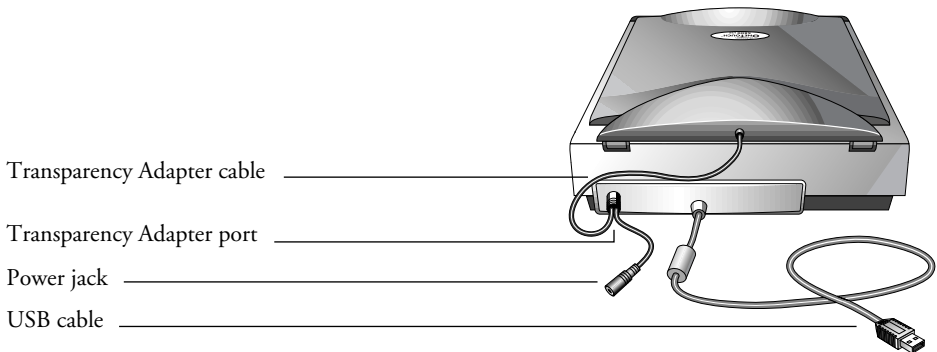
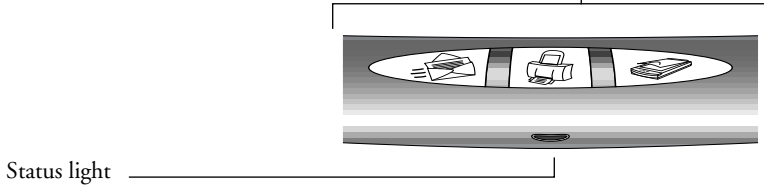
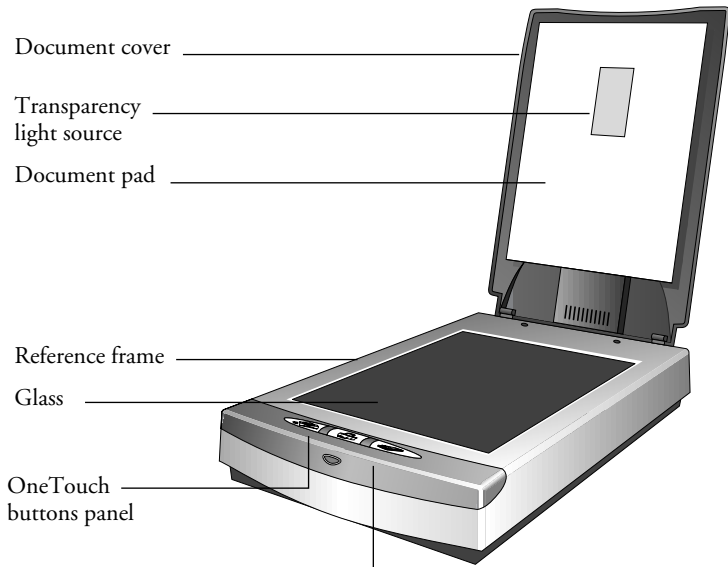
Power supply

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**Note:** In addition to this *Installation Guide* you're reading, the Installation CD also includes the *ScanSoft PaperPort Online Documentation*, the guide for the ScanSoft PaperPort software. You can print a copy of either of these guides from the CD to your printer.

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# THE VISIONEER ONE TOUCH 5820 SCANNER



**Document cover.** Close the document cover after placing items on the scanner glass.

**Transparency light source.** Shines light down through the glass onto the scanning sensors in the body of the scanner.

**Document pad.** Helps to secure the document in place on the scanner glass.

**Reference frame.** Place items face down within this frame. Markings on the border of the frame show where to align various paper sizes.

**Glass.** Place items face down on top of the glass in the upper left corner.

**OneTouch button panel.** Press a OneTouch button to scan, email, or copy an item.

**Status light.** Shows the scanner's status. Green light: scanner is on and ready to scan. Orange light: scanner is busy.

**TPA (Transparency Adapter) cable.** Supplies power from the scanner body to the transparency light source.

**TPA (Transparency Adapter) port.** If the TPA cable is unplugged or loose, plug it into this port.

**Power jack.** Plug the scanner power cord into this jack.

**USB cable.** Plug the USB cable into a USB port on the computer, keyboard, or USB hub.

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**Note:** The scanner does not have an on/off switch. Press a button on the front of the scanner to start scanning an item.

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## WHAT YOU NEED

### To use the scanner and software, you need the following:

- IBM PC (or 100-percent compatible) Pentium or equivalent
- Microsoft Windows 98, Windows 2000, Windows Me, or Windows XP
- One available Universal Serial Bus (USB) port on your computer
- Available internal memory (RAM):
  - Windows 98—32 megabytes (MB) or more
  - Windows 2000, Me, or XP—64 MB or more; 128 MB recommended for Windows XP
- 70 MB of free hard disk space
- A VGA or SVGA monitor. Recommended settings for your monitor are as many colors as possible—High Color (16-bit), True Color (24-bit or 32-bit). Set the resolution to at least 800 by 600 pixels. To set your monitor's colors and resolution, open the Windows Control Panel, double-click Display, and then click the Settings tab.
- A CD-ROM drive

## GETTING THE PAPERPORT ONLINE DOCUMENTATION

The Installation CD also includes your *ScanSoft PaperPort User's Guide*. This guide provides more detailed information about PaperPort's features. Please see the CD to view the manual. You can also print the manual from the CD.



## STEP 1: INSTALLING THE SCANNER SOFTWARE

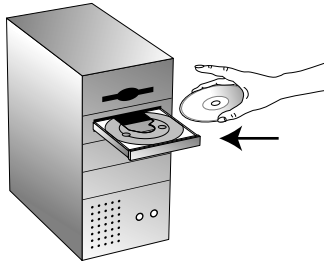
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**Note:** You must install the scanner software *before* connecting the scanner to your computer. Otherwise, the correct driver software for your scanner will not be installed and it may not work properly.

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### To install the scanner software:

1. Start Microsoft Windows and make sure that no other applications are running.
2. Insert the CD into your computer's CD-ROM drive. The CD automatically starts.



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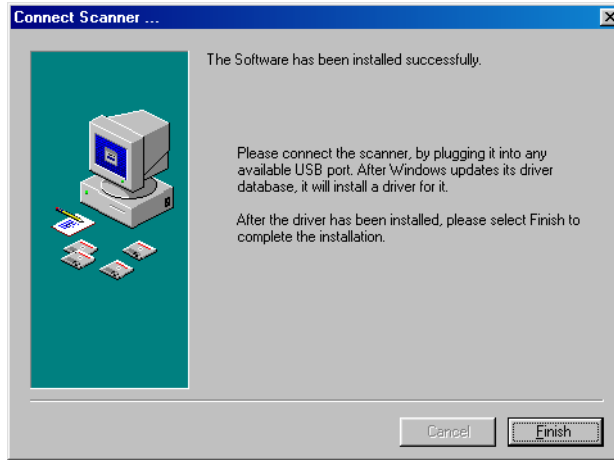
**Note:** If the CD does not automatically start, make sure the CD drive's door is completely shut. If the CD still doesn't start, click the Windows icon that shows the drives on your computer. (Usually, the icon is named My Computer.) The window shows the drives available on your computer. Double-click the icon for your CD-ROM drive to see the list of files on the CD. Double-click the file named START32.EXE. The CD starts.

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3. From the list of options that appears on the screen, select **ScanSoft PaperPort**.
4. Select **Install ScanSoft PaperPort**.

5. Follow the instructions on the screen to install the PaperPort software on your computer.

During installation, a message instructs you to connect the scanner to the computer.



6. Follow the steps in “Step 2: Connecting the Scanner” to connect the scanner. When you’re finished, click **Finish** in the dialog box above.

## STEP 2: CONNECTING THE SCANNER

The Visioneer OneTouch 5820 scanner connects to any available USB port. Check your computer’s manual for the USB port location.

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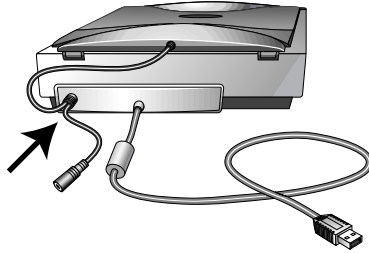
**Note:** You do not have to shut off the power to your computer when connecting the scanner to a USB port.

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**To connect your Visioneer OneTouch 5820 scanner:**

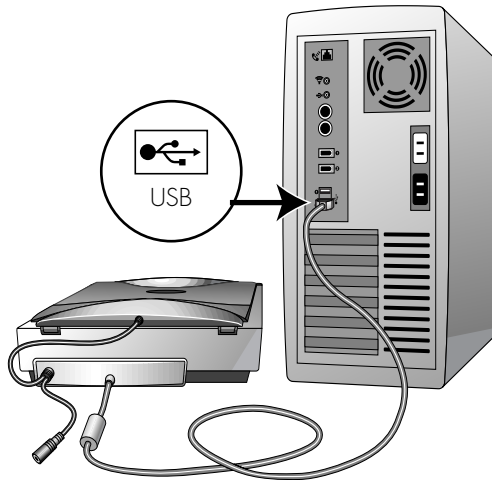
1. Check that the TPA cable is plugged into the TPA port on the back of the scanner.

Your 5820 scanner is shipped with the TPA cable already plugged into the TPA port, however, if the cable came loose during shipping, you must plug it into the port securely.



2. Plug the USB cable on the back of your scanner into any USB port on your computer.

If the plug does not attach easily, make sure that you are plugging it in correctly. Do not force the plug into the connection.

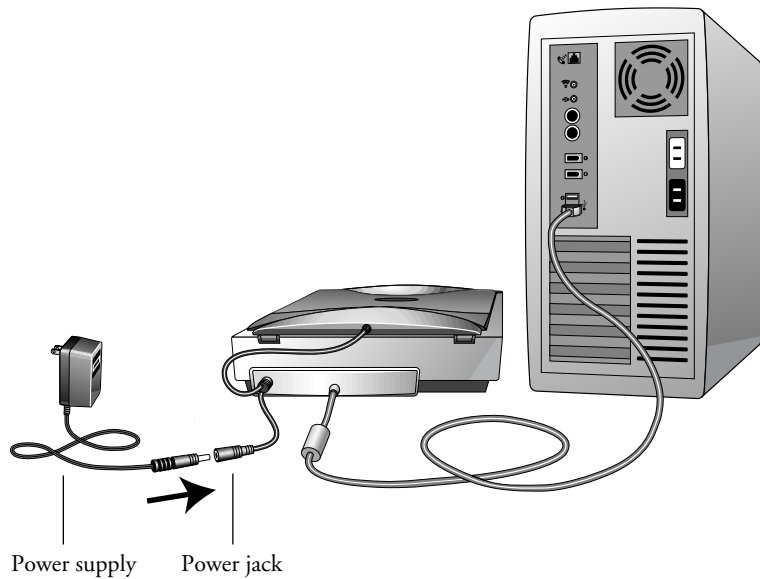


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**Note:** If you have not installed the software yet, unplug the cable from the computer and install the software now. When the software installation is complete a message tells you to connect the scanner.

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3. Plug the power supply cable into the jack on the TPA cable and then plug the power supply into a wall outlet.



The status light comes on indicating that the scanner is receiving power. Your computer recognizes that a scanner has been plugged into the USB port and automatically loads the appropriate software from the CD to run the scanner.

When the software is finished loading, the Finish button on the dialog box on the computer screen becomes active.

4. Click the **Finish** button.

The scanner's status light is green when the scanner and computer are communicating properly.

That completes the steps to connect your scanner to the computer.

5. Click **Yes, I want to restart my computer now.**
6. Click **Finish.**

Your computer restarts and your scanner is now ready to scan.

7. If you removed the CD from the CD drive and want to install other software, reinsert the CD into the drive.

In addition to installing the other software from the CD, you can also view and print the User Guides.

Remove the CD from the computer when you're finished and store it in a safe place.

## STEP 3: CHECKING OUT YOUR SCANNER

The Visioneer OneTouch 5820 scanner software comes with special software, called the OneTouch software, that you to use scan with the OneTouch buttons. The OneTouch software adds the scanner icon to the Windows taskbar (at the bottom right corner of the computer screen). If the scanner is properly connected, the scanner icon looks like the one in this figure.

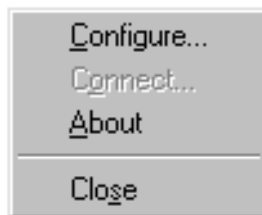


If the icon has a red X through it, the scanner is not properly connected. See the next section, “If the Scanner Is Not Properly Connected,” for the steps to fix the problem.

### To check the status of the scanner:

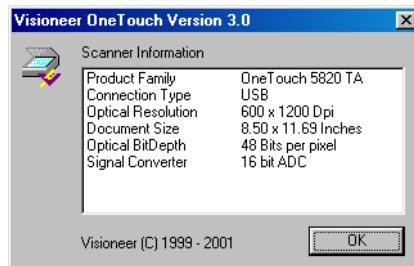
1. Right-click the scanner icon in the Windows taskbar.

The shortcut menu appears.



2. Choose **About** from the shortcut menu.

A dialog box confirms that the scanner is properly connected.



3. Click **OK** to close the dialog box.

That's it. Your scanner is ready to scan.

See "Three Ways to Scan" on page 12.

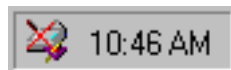
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**Note:** The scanning lamp under the scanner's glass needs to warm up before you can scan. A status message lets you know when the lamp is ready. The lamp then remains ready so you don't have to wait for it to warm up each time you want to scan. To conserve electricity and prolong the life of the scanner, you can set the length of time for the lamp to remain lit before powering down. See "Setting Preferences" on page 31.

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## IF THE SCANNER IS NOT PROPERLY CONNECTED

If the scanner icon on the Windows taskbar has a red "X" through it, the scanner is not properly connected.



Check for one of these possible problems:

- **Is a cable loose or not plugged in securely?** Inspect all cable connections. Make sure all the cables are plugged in securely.

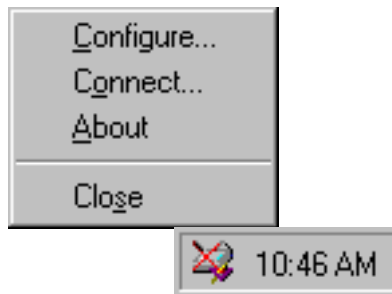
- **Is the scanner's power light on?** Turn on the scanner's power. If the light still doesn't come on, plug the power adapter into another electrical outlet.
- **Did you restart the computer after installing the software?** If you didn't restart the computer, it may not have loaded all of the software files. Try restarting your computer.

Please see the Readme file in the PaperPort directory on your computer's hard drive. The Readme file contains additional information that may help you diagnose problems connecting the scanner. Also see "Troubleshooting" on page 44 for more information.

#### To connect the scanner:

1. After checking for all the above problems, right-click the scanner icon with the red X over it.

The shortcut menu appears.



2. Choose **Connect** from the shortcut menu.

The software finds the scanner and makes the connection. The scanner icon will no longer have a red X through it, and you're ready to begin scanning.

If you try all the troubleshooting procedures described above and in the Readme file, and the scanner icon still has a red X through it, you may have a malfunctioning scanner. Please see "Contacting Visioneer for Technical Support" on page 49 for technical assistance telephone numbers. Also visit our web site at [www.visioneer.com](http://www.visioneer.com) for additional technical information.

## THREE WAYS TO SCAN

You can scan items by pressing a OneTouch button, by clicking a button on the screen, or from the PaperPort software (or other Twain software).

- **Scan with the scanner buttons.**

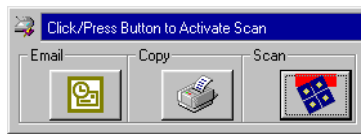
Press a button on the scanner's front panel. See "Scanning by Pressing the OneTouch Buttons" on page 13



- **Scan from the screen**



Click the scanner icon on the Windows taskbar. A panel representing the scanner buttons appears. Click a button on the panel on the screen. See "Scanning from the Button Panel on the Screen" on page 15 for details.



- **Scan from the PaperPort software (or other Twain software)**



To scan from the PaperPort software, start the software, and then click the Twain icon on the PaperPort Command Bar. You can also scan from other Twain software.

See "Scanning from the PaperPort Software" on page 34 for details.



## SCANNING BY PRESSING THE ONETOUCH BUTTONS

Pressing a scanner button scans the item, and then sends the image either to the printer, or to a software application on your computer.

### To scan by pressing a button on the scanner:

1. Place an item to scan on the glass, face down, and align the edge of the item with the arrow marker at the lower left corner of the glass.

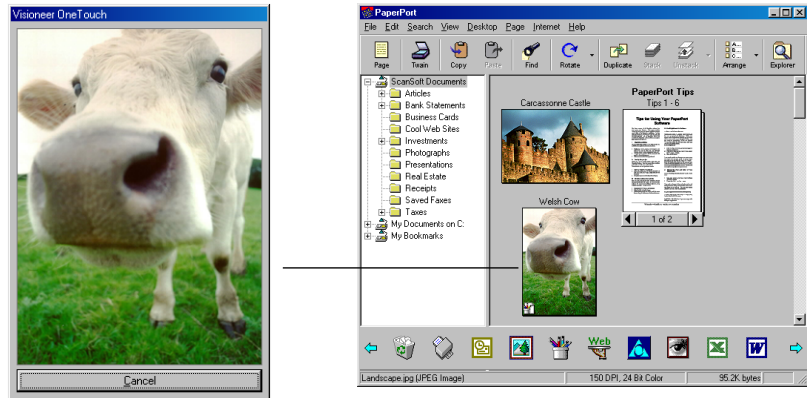


2. Close the document cover and press one of the OneTouch buttons.



The scanner starts scanning the item. Messages just above the Windows taskbar shows the status of the scanning.

During scanning, the scan progress window shows a small copy of the image, as illustrated by this example:



When the scan is complete, the scanned image appears in the destination software. In this example, the destination software is the PaperPort Desktop.

## SCANNING FROM THE BUTTON PANEL ON THE SCREEN

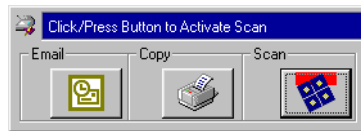
Scanning from the button panel on the screen is just like pressing a scanner button, except you click the button on the screen. The scanner scans the item, and then sends the image either to the printer, or to a destination application on your computer. This method of scanning is especially helpful if the scanner is not located close to your computer.

### To scan from the screen:



1. Place an item to scan on the glass, face down, close the lid, and then click the scanner icon on the Windows taskbar.

The scanner button panel appears on the screen.



2. Click the button you want to use to scan.

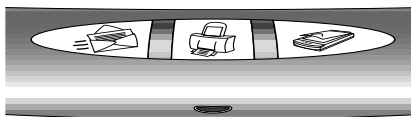
The scanner starts scanning the item; the messages about the scanning appear above the Windows taskbar; the progress window shows the image as it is scanned. When the scan is complete, the scanned image appears in the destination application.

The icons on the buttons indicate the destination application for the scanned image. For example, in the illustration above, the icon on the email button is for the email application, MS Outlook. When you click the email button, the item is scanned, and then MS Outlook opens. In this case, the scanned image automatically becomes an attachment to send with an email message.

A question mark icon on a button means your computer does not have an application that corresponds to that button's functions. For example, if your computer does not have an email application, the Email button will have a question mark icon on it.

## ABOUT THE ONETOUCH BUTTONS

The OneTouch buttons are preconfigured to scan items at various settings, and then send the scanned image to a preselected destination software application. You can change the settings for each button. See “About the Configuration Dialog Box” on page 22.



The following table lists the scanner's preconfigured settings:

Button	Preconfigured Settings
Email	Scans the item as a color photo and attaches it to a new email message in your email application
Copy/Print	Prints the scanned item in black and white on your printer/copier at the printer/copier's default resolution
Scan	Scans the item as an 8.5" x 11" color page and displays it in PaperPort

**Note:** If a button is not preconfigured, the Configuration dialog box appears when you press that button so you can configure it manually. For example, if your computer does not have email software installed, the Email button cannot be preconfigured.

## SCANNING 35MM SLIDES AND FILMSTRIPS

You can scan 35mm slides and film negatives using the reversible mask that came with your 5820 OneTouch scanner. You can scan both positive film and negative images.

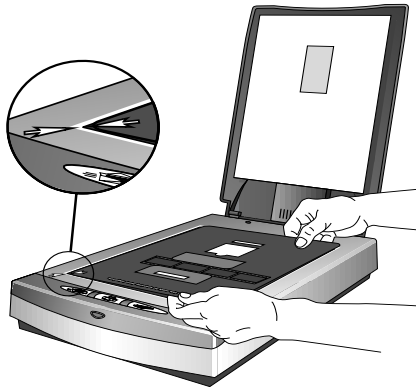
### A BRIEF EXPLANATION

Your scanner has sensors that capture the image of the item being scanned. Those sensors are located in the body of the scanner. When you scan a paper item, the light in the bottom of the scanner shines up on the paper and reflects the paper's image down onto the scanning sensors. If a 35mm slide or negative is on the glass, however, the light from the bottom of the scanner would shine up through the transparent 35mm slide or negative and would not reflect its image onto the sensors. That is why your scanner has a light in its document cover. When you scan a 35mm slide or negative, the light in the bottom of the scanner turns off, and the light in the cover shines down through the film onto the sensors to capture the film's image.

### To position a 35mm slide or negative for scanning:

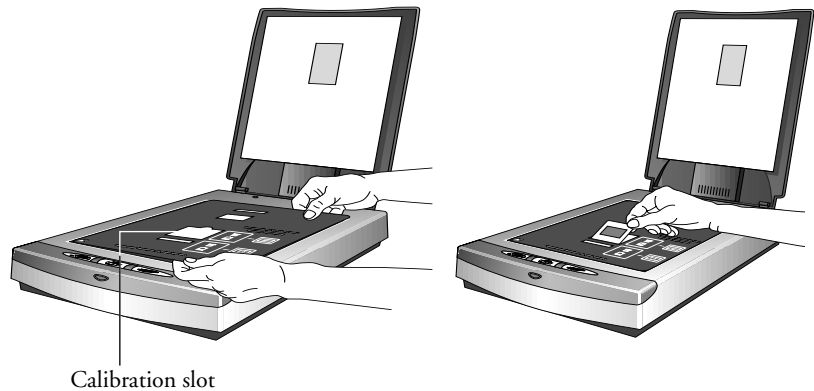
1. Place the protective mask on the scanner glass. The markings on the mask clearly show which side should be facing upward to scan a 35mm slide.
2. Align the square corner of the glass with the arrow on the scanner's reference frame.

3. Position the 35mm mask on the glass. The mask has one square corner. Align that corner with the arrow on the scanner body.



Make sure that the text on the 35mm mask faces up so slide fits properly in the mask.

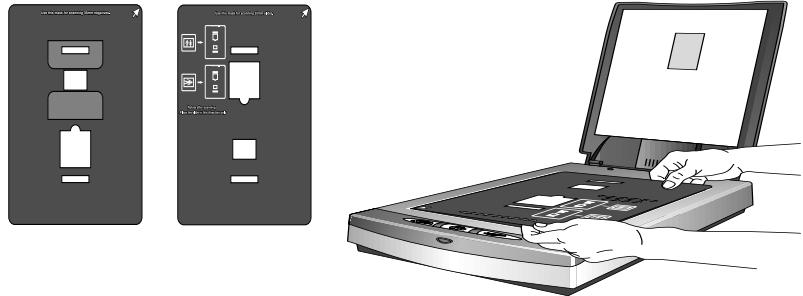
Follow the directions on the mask and place the 35mm slide horizontally into the slide holder.



Notice that the mask has a narrow slot above the 35mm slide holder. That slot is for calibration to assure that you get the best possible scan results. Do not place items to be scanned in the calibration slot.

- To scan a negative, first slide the filmstrip into the 35mm negative mask and center the frame you want to scan in the opening.

Then position that mask on the glass and align its square corner with the arrow on the scanner body. Make sure the text on the mask faces up.



The 35mm negative mask also has a calibration slot. Do not place items to be scanned in the calibration slot.

You're now ready to scan the slide or negative.

#### To scan a 35mm slide or negative:



- Start the PaperPort software and click the Twain icon on the toolbar.

The Visioneer Scan Manager appears.

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**Tip:** You can also start the Visioneer Scan Manager from the scanner buttons by setting a button to “Configure Before Scanning.” See “Selecting New Options for the Buttons” on page 25.

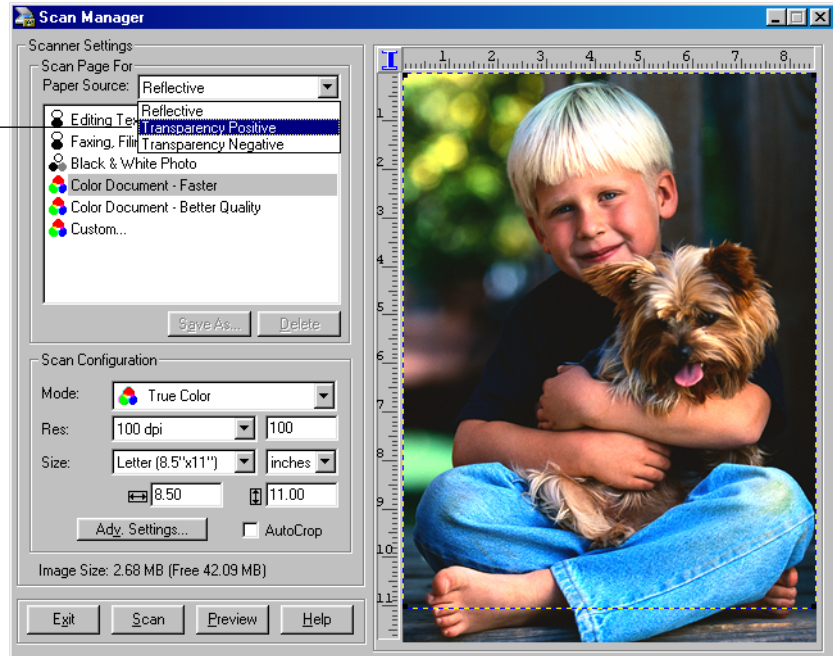
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- Click the drop-down menu at the top of the Scan Manager and choose the type of transparency to scan.

**Transparency Positive**—scan 35mm slide positives

**Transparency Negative**—scan negatives film or 35mm slide negatives

Click the drop-down arrow and choose the transparency scanning option from this menu, The option “Reflective” is for scanning paper items, not slides or filmstrips.



3. Click **Preview** to preview the image and, if necessary, adjust the various settings, then click **Scan** when the image is what you want. See “Scanning from the PaperPort Software” on page 34 for details about scanning, and also see, “Adjusting Scanner Settings” on page 38 for the steps to adjust the settings.

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**Tip:** Set the resolution to 1200 dpi or higher when scanning your slides and filmstrips.

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4. When you are finished scanning, remove the masks from the scanner glass and store them in the protective bag.
5. Choose **Reflective** from the Scan Manager’s drop-down menu to reset for scanning paper items.  
Reflective turns off the transparency light in the document cover.
6. If you adjusted the resolution and other settings for scanning slides or film, reset those settings for scanning paper items.

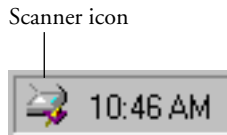


## CONFIGURING THE SCANNER

When you first connect your scanner to a computer, the scanner's software configures each OneTouch button with appropriate settings. But, if you want to change the settings, you can reconfigure the buttons by selecting new options from the Configuration dialog box. You display the Configuration dialog box from either the shortcut menu or the Button Panel.

### To display the Configuration dialog box from the shortcut menu:

1. Right-click the scanner icon.



The shortcut menu appears.

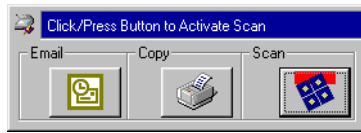
2. Choose **Configure** on the shortcut menu.



The Configuration dialog box appears. Click the tab that corresponds to the button you want to configure.

### To display the Configuration dialog box from the Button Panel:

1. Right-click the button you want to configure.



The Configuration dialog box appears. The tab for the scan button you clicked is selected for you.

## CREATING NEW CONFIGURATIONS

You cannot change settings such as brightness or contrast of the preset configurations. To scan with settings other than those offered by the preset configurations, you must first create a new configuration and then use it to scan.

To create a new configuration, click the **New** button. You can also click **Copy** to copy a preset configuration, change its settings, and then save it under a new configuration name. To see Help for creating a new configuration, press the F1 key on your keyboard.

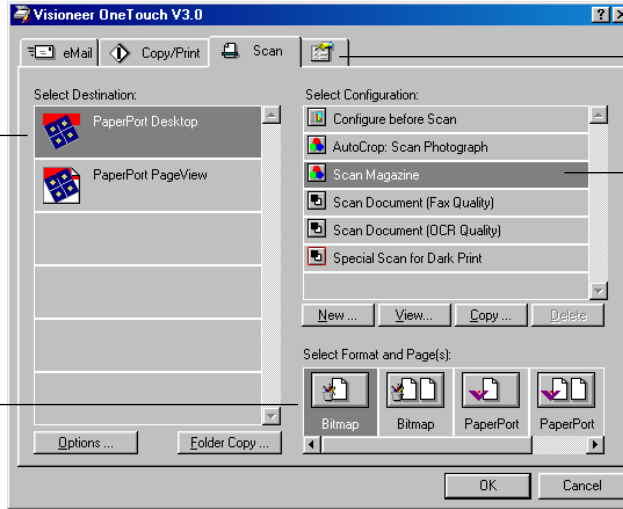
## ABOUT THE CONFIGURATION DIALOG BOX

The Configuration dialog box shows the current settings for each scanner button. The tabs across the top of the dialog box correspond to the buttons. Clicking a tab shows the current settings for the corresponding button on the scanner.

For example, the following figure shows the current settings for the Scan button because the Scan tab is selected. The Scan button is set up to scan the item with the configuration named Scan Magazine, and then after the scanning is finished, to open PaperPort to display the scanned image. The Format and Page(s) setting is to scan as a bitmap for a single page item.

Select a software application to send the scanned image to that application.

Select format and page(s) options for the button.



Click this tab to set preferences.

Select a setting for scanning the item.

See “Setting Preferences” on page 31 to set Preferences.

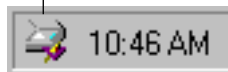
▼ **Important:** To get help with the scanner’s features or any of the options in the Configuration dialog box:

- Press the **F1** key on your keyboard.
- Click the **Help** button at the top right corner of the Configuration dialog box.

**To display the Configuration dialog box:**

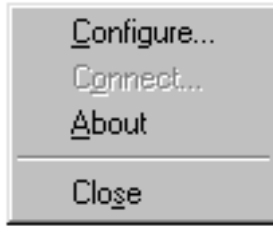
1. Right-click the scanner icon.

Scanner icon



The shortcut menu appears.

2. Choose **Configure** from the shortcut menu.

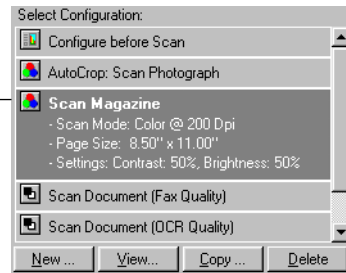


The Configuration dialog box appears. The options on the Configuration dialog box are:

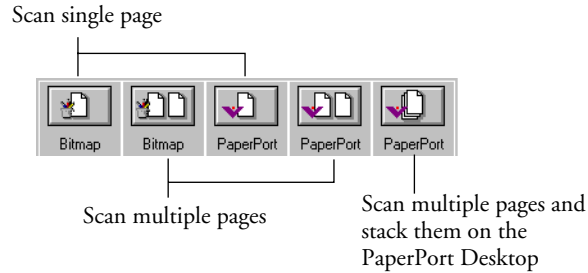
**Select Destination**—the list of applications that can open to display the scanned image. Select the application that you want to automatically open to display or process the scanned image.

**Select Configuration**—the list of the button's scan configurations. The configuration settings include: color, black and white, or grayscale, resolution in dots per inch (dpi), page size, brightness, and contrast. To see the details about a configuration, click its icon in the list. Click the icon again to close the detailed information.

Clicking an icon expands the configuration to show its settings.



**Select Format and Page(s)**—a set of options for selecting a format for the scanned image and whether to scan a single page or multiple pages. The formats are bitmap and PaperPort. Use PaperPort for scanning any item. Bitmaps are usually for photos or artwork. The page icons represent single or multiple page scanning.



**Properties**—displays a dialog box for selecting options about the destination application for the scanned image. Each destination application has its own properties dialog box.

**Folder Copy**—displays a dialog box for selecting the folder to use for storing a copies of the scanned images.

## SELECTING NEW OPTIONS FOR THE BUTTONS

You can select a new destination application, configuration, and image format for a scanner button to optimize it for the type of scanning you want to do. You use the Configuration dialog box to select new options.

### To select new options for a scanner button:

1. Right-click the scanner icon in the Windows taskbar to see the shortcut menu, and then choose **Configure** to display the Configuration dialog box.

The Configuration dialog box appears.

You can also press and *hold down* the button that you want to change.

The tab of the button whose options you want to change is already selected. If the tab is not selected, click it.

2. Scroll the list of applications in the Select Destination list and click the new application you want to use to view and work with the scanned image.

---

**Note:** If you select a word processing program such as Microsoft WordPad or Microsoft Word and a configuration for OCR, the text in scanned images is automatically converted to word processing text by the optical character recognition (OCR) software that you receive with the scanner. The converted text then appears in the selected destination application.

---

3. Click a selection in the Select Configuration list to choose a new scan configuration for the selected scanner button.

The configurations are preset for the application you select in the application list. If you select another application, the configurations are for that application.

4. Select one of the Format and Page(s) options for the button.
5. Click **OK**.

Now when you press the scanner button, it scans the image using the new configuration settings and displays the scanned image in the new destination application.

---

**Note:** If you want to scan using the Visioneer Scan Manager, click the option, Configure before Scan. Now when you press the selected scanner button, the Visioneer Scan Manager appears first and you can use it to scan.

---

## ADJUSTING SCAN SETTINGS AND PAGE SETTINGS

When scanning using a configuration that you created yourself, you can adjust that configuration's scan settings and page settings. For example, if the scanned image is too dark, you can adjust the brightness of the scan setting.

---

**Note:** You cannot change the scan settings or page settings for any of the predefined scan configurations. You can only adjust settings for scan configurations that you create yourself.

---

### To adjust the scan settings and page settings:

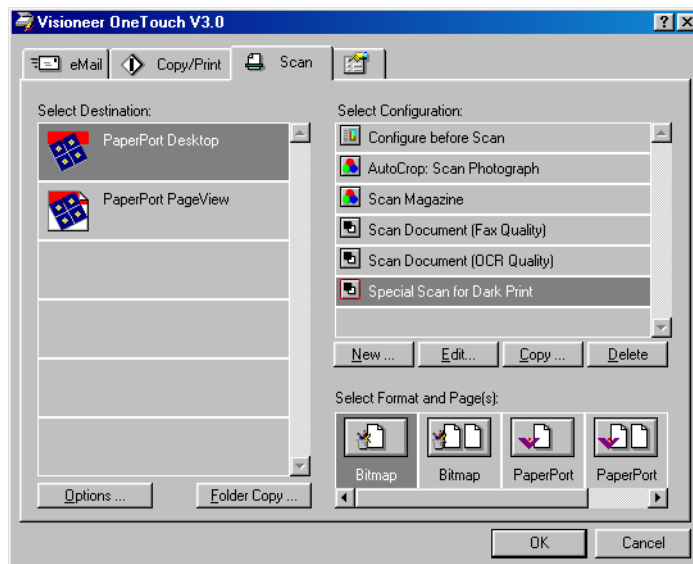
1. Press and hold down a button on the scanner.

The Configuration dialog box appears.

The selected tab on the dialog box corresponds to the button you pressed. You can click the other tabs for the other buttons.

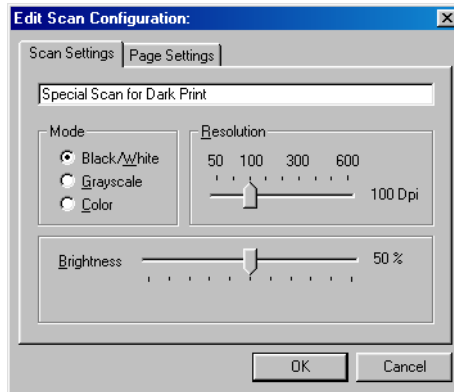
2. In the Select Configuration list, click the configuration that you want to adjust.

For example, the following figure shows a configuration named Special Scan for Dark Print (which you would have created earlier).



3. Click the **Edit** button.

The dialog box appears for adjusting the scanning settings of the selected configuration.



4. Adjust the scan settings that you want.

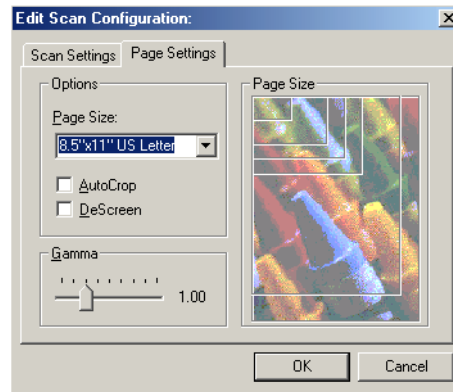
**Mode**—Select Black/White to scan in black and white. For example, letters and memos are usually scanned in black and white. Select Grayscale to scan items such as documents containing drawings or black and white photographs. The scanning produces an image in varying shades of gray. Select Color to scan color photographs and other color items.

**Resolution**—Drag the slider to the right or left to adjust the dots per inch (dpi) of the resolution. The maximum resolution is 600 dpi; the minimum is 50 dpi. The higher the dpi setting, the sharper and clearer the scanned image. However, higher dpi settings take longer to scan and produce larger files for the scanned images.

**Brightness and Contrast**—Drag the sliders to the right or left to adjust the brightness and contrast of the scanned image. The Contrast setting does not apply to the Black/White mode.



5. Click the Page Settings tab to adjust the scan page settings.



**Page Size**—Choose a page size from the drop-down list. The outlines on the picture represent the various page sizes. Clicking one of those outlines also selects it as the page size for the scan. If you select the Custom option from the drop-down list, boxes appear in place of the picture. Enter the horizontal and vertical page dimensions in the boxes.

**AutoCrop**—Select this option to let the scanner automatically determine the size of the item being scanned. For example, if you put a photo in the middle of the glass, the scanner will automatically determine the size of the photo. When AutoCrop is selected, the scanner makes two passes—the first pass senses the item's size, and the second pass scans the image. This option overrides the Page Size menu selection.

**DeScreen**—Select this option when scanning a picture from a newspaper or magazine article, or other items that contains images with patterns or dots. Scans of patterns or dots sometimes have a distorted or wavy appearance. The scanner scans the item to compensate for the patterns and dots, and produces a clearer image.

The scanning may slow down a bit when this option is selected. You don't need to select this option when scanning photographs. The DeScreen setting does not apply to the Black/White mode.

**Gamma**—Drag the slider to improve how the colors in a scanned image look on your monitor. Gamma correction allows you to achieve precise color matching. Because the computer cannot always transmit the exact color information to the hardware, you may have to make some color adjustments using the Gamma feature.

The default Gamma setting works fine in most cases and normally does not need to be adjusted.

6. Click **OK**.

The Configuration dialog box reappears. Make sure the configuration you just defined is selected.

7. Click **OK** on the Configuration dialog box.

The new configuration and its adjusted settings now apply to the button whose tab is selected at the top of the Configuration dialog box.

---

**Note:** If you select the Copy/Print button, the dialog box for editing and adjusting the settings will have a Device tab for selecting options for a printer or copier. See the Help for more information.

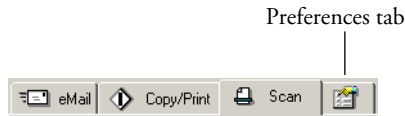
---

## SETTING PREFERENCES

The preferences apply to each button and to the scanner.

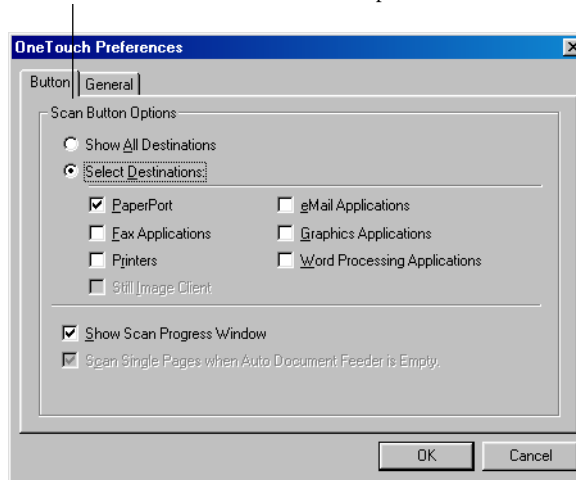
### To set preferences:

1. On the Configuration dialog box, select the tab for a button to set its preferences.
2. Click the Preferences tab on the Configuration dialog box.



The Preferences dialog box appears. The dialog box shows which button you selected for new preferences.

The name of the button to receive new preferences



If the Button tab on the Preferences dialog box is not selected, click it.

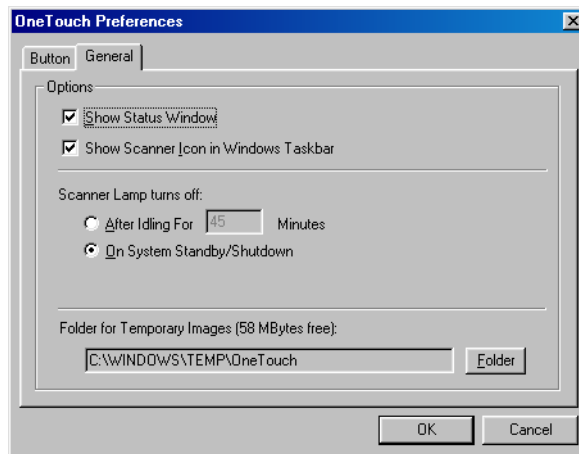
**Show All Destinations**—Clicking this option automatically selects all the destination applications categories. When you click the button's tab on the Configuration dialog box, its list of destination applications include all of the applications on your computer that

fall into these categories. For example, the destination applications for the email button are usually email applications. By selecting the Show All Destinations option as the preference for the email button, all the other types of applications are included in the list of email destination applications.

**Select Destinations**—Select this option to individually choose the types of applications to include in the button's list of destination applications. Click in the boxes for the types of applications to include in the button's list.

**Show Scan Progress Window**—Select this option to see the window that shows a rendition of the image during the scanning. See the sample on page 14.

3. Click the General tab to set preferences for the scanner.

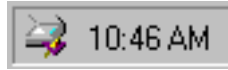


**Show Status Window**—Select this option to see the small window at the bottom right corner of the screen that shows the status of the scanning and other information as shown in this sample:



**Show Scanner Icon in Windows Taskbar**—Select this option to see the small icon representing the OneTouch scanner in the Windows taskbar

Scanner icon



**Scanner Lamp turns off**—These options control when the scanner lamp powers goes off.

**After idling for xx minutes**—Select this option to automatically turn off the lamp if the scanner hasn't been used for the specified time. This option saves energy and extends the lamp's life. Click in the box and enter the number of minutes for the lamp to remain idle before turning off. If you scan when the lamp is off, it warms up before scanning resumes.

**On System Standby/Shutdown**—Select this option to turn off the lamp when you turn off your computer, or when the computer's energy saver option automatically puts the computer into standby mode.

**Folder for Temporary Images**—Click the Folder button and then select a folder for the scanner's temporary images. During scanning, a temporary file contains scan information about the image. Because temporary image files can sometimes be large, select a folder that has sufficient disk space available.

4. Click **OK**.

## SCANNING FROM THE PAPERPORT SOFTWARE

Instead of using a scanner button, you can scan directly from the PaperPort software. This is particularly helpful when you're using PaperPort to file and save your scanned items.

---

**Note:** You can also scan directly with other software that meets the Twain standards for scanning, which includes many graphics and imaging applications available for your computer. The following steps explain how to set up and scan from the PaperPort software but you use the same basic processes with other Twain software.

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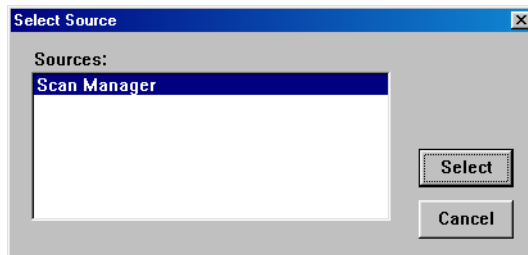
### SETTING UP THE SCANNER

To scan from PaperPort, you must first do a one-time-only set up of the software.

#### To set up the scanner:



1. If the PaperPort software isn't currently running, double-click the PaperPort icon on the Windows Desktop to start it. The PaperPort Desktop appears.
2. From the **File** menu, choose **Select Source**. The Select Source dialog box appears, listing all Twain devices installed on your computer.



Twain devices include scanners, digital cameras, and other equipment that can capture images for your computer. Twain is a standard method that computers use to receive images from those devices.

3. Choose the **Scan Manager**, and then click **Select**.

Your scanner is now set to scan.

---

**Note:** You don't need to complete Steps 2 and 3 again, unless you change the selected source to another Twain device.

---

## SCANNING AN ITEM USING THE TWAIN BUTTON

### To scan an item:



1. If the PaperPort software isn't currently running, double-click the PaperPort icon on the Windows desktop to start it.

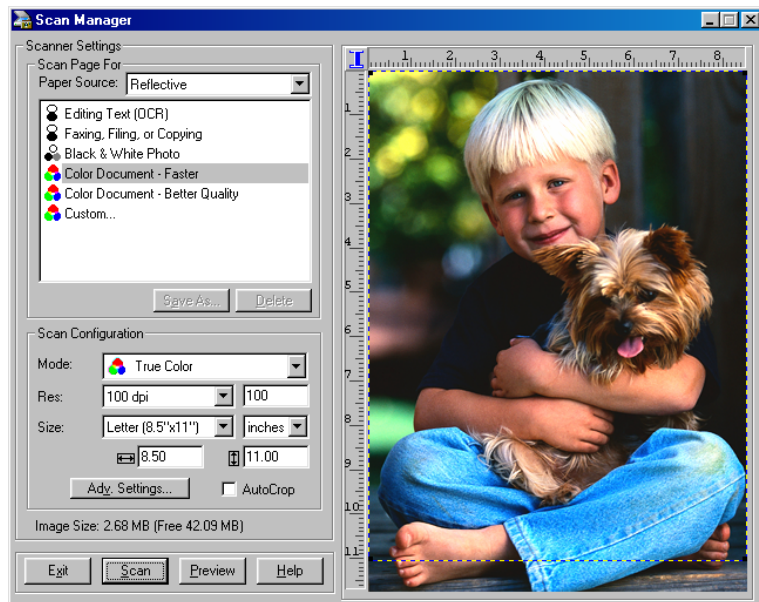
The PaperPort Desktop appears.

2. Open the scanner cover, place the item you want to scan face down, and close the cover.



3. Click the **Twain** icon on the PaperPort software's **Command Bar**, or choose **Acquire** from the **File** menu.

The Scan Manager appears.



4. From the list of Scanner Settings labeled “Scan Page For,” select the most appropriate setting for the item you’re scanning. In the example above, the selected setting is “Color Document-Faster.”

5. Click the **Preview** button.

The scanner scans a preview of the item and displays it in the Scan Manager. In the figure below, the picture shows a close-up of a boy and a dog.

6. You can now fine-tune the options on the Scan Manager for the item you’re scanning.

---

**Note:** For additional details about the Scan Manager’s features click the **Help** button on the Scan Manager.

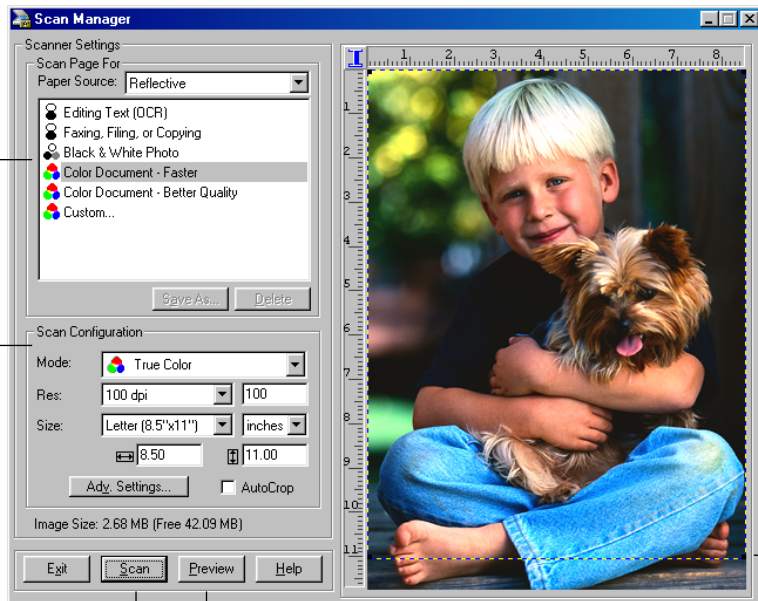
---

Select another scanner setting if you want it for the item being scanned.

Select other settings here if you want them for the item being scanned. You also use these settings to customize a scan setting.

Click **Scan** to scan the item and display it in the application.

Click **Preview** to check the image again until it’s what you want for scanning.



To adjust the size of the scan area, or crop the image, drag the borders of the selection rectangle surrounding the item.



7. Check the preview image. If you want to change the scanner setting for the item, click one of the options in the list to “Scan Page For.”

For example, to scan a black and white image instead of a color photo, select Black & White Photo in the list.

See the table in the section “Selecting a Predefined Scanner Setting” on page 39 for a description of these predefined settings.

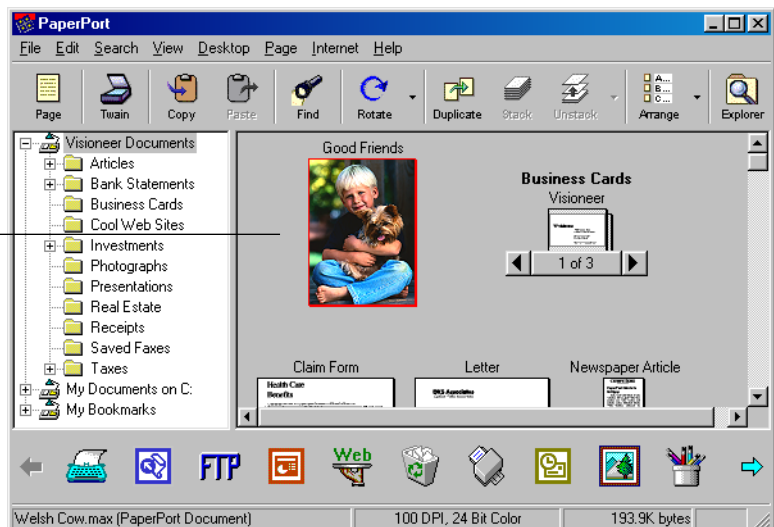
8. To select the area to scan, drag the borders of the selection rectangle surrounding the preview image to reduce or enlarge the area.

When you preview an item to scan, the selection rectangle around the image indicates the scan area. However, you may want to select only a certain area of an item to scan. Selecting an appropriate scan area can result in a faster scan and a smaller file size. See “Selecting the Area of the Item You Want to Scan” on page 43 for details.

The scanned image’s file size and available space on your computer’s hard drive are shown at the bottom left side of the Scan Manager.

9. If you want to preview the item again with the new settings, click the **Preview** button again on the Scan Manager.
10. When you are satisfied with the preview image, click the **Scan** button on the Scan Manager. The scanned item appears as a thumbnail image in the ScanSoft PaperPort Desktop.

Thumbnail image



## ADJUSTING SCANNER SETTINGS

You can adjust the scanner settings to fine tune the scanned item to get the best possible image. This section tells you how to:

- Select a predefined scanner setting.
- Select scan configuration options.
- Customize a scanner setting.
- Adjust the brightness and contrast.
- Select the area of the item you want to scan.

## SELECTING A PREDEFINED SCANNER SETTING

In the Scan Manager, you can select one of the predefined scanner settings from the list “Scan Page For.” The settings are described in the following table.

Scan Page For	Default Setting	To Scan	Description
Editing Text (OCR)	Black-and-white 300 dpi	Business letters, contracts, memos, and other documents that you want to edit	Enhances the use of OCR software for converting item text to editable text. Provides higher quality and a larger file size than the Faxing, Filing or Copying scan setting.
Faxing, Filing, or Copying	Black-and-white 200 dpi	Newspaper and magazine articles, receipts, forms, and other text items	Provides the fastest scan time and smallest file size.
Black & White Photo	Grayscale 100 dpi	Black-and-white photos	Provides the best setting for black-and-white photos.
Color Document—Faster	Color 100 dpi	Color pages with many graphics, or mixed graphics and text, line art, or photos that require a quick scan	Creates a reasonable scanned color item in a file that is not too large. This is the scanner’s default setting.
Color Document—Better Quality	Color 200 dpi	Photographs and color items	Provides the ideal setting for color items, item editing, desktop publishing, and high-quality output. Results in a color scan with slower scan time and a larger file size.
Custom	Color 100 dpi	Any item	You select all the options for scanning. Also used to create and add a new scan setting to the list.



True Color Grayscale B&amp;W

Selecting the proper scanner setting before scanning produces the best results for a scanned item. The scanner setting determines the resolution of the item and the number of possible shades of gray or color. The symbols next to the setting names indicate the scan mode—True Color, Grayscale, or Black and White. The scanner settings affect the speed of the scan and the file size. The Scan Manager shows the approximate file size of a scanned item to help you decide whether to use a particular scanner setting.

---

**Note:** Your scanner is initially set to scan with the setting Color Document—Faster. To scan at a higher resolution, select Color Document—Better Quality. Note, however, that scanning at a higher resolution creates a larger file size, takes longer to scan, and may not print any better. To minimize the file size and the time required to get a better quality scan, select just the area of the item that you want to scan. For more information about selecting the area of an item, see “Selecting the Area of the Item You Want to Scan” on page 43.

---

## SELECTING SCAN CONFIGURATION OPTIONS

The scan configuration options provide you with additional settings when scanning an image. Note that when you select one of the predefined scanner settings, these options show what is already selected for that setting, but you can change them as you wish.

The options are:

**Mode**—Shows the scan mode such as color, grayscale, and black-and-white. Click the drop-down arrow to see your choices for the scan mode. The symbols next to the selections indicate their mode setting. Choose one of the modes for scanning from the list.

**Res**—This is the resolution setting for the scan in dots-per-inch (dpi). The higher the dpi, the sharper the image. But higher dpi settings also produce larger files sizes. Usually the higher resolution settings are used for precision work, such as photographs or fine artwork. Click the drop-down arrow and choose one of the resolution settings from the list.

**Size**—The page size for the image. If you want to use one of the preset sizes, click the drop-down arrow and choose the size from the list. If you want to create a custom size, click on the picture window and drag the mouse. A dotted box on the window indicates the page size, and the two number boxes—with the vertical and horizontal symbols next to them—show the actual page size in inches. You can also enter the vertical and horizontal sizes in those two number boxes. To set the units for the sizes, click the drop-down arrow for the size units. The choices are inches, cm (for centimeters), and pixels.

**AutoCrop**—Select this option to let the scanner automatically determine the size of the item being scanned. For example, if you put a photo in the middle of the glass, the scanner will automatically determine the size of the photo. When AutoCrop is selected, the scanner makes two passes—the first pass senses the item's size, and the second pass scans the image. This option overrides the selections for Size.

**Adv. Settings**—Click this button to see advanced settings for scanning. See the online Help information for details about the advanced settings.

## CUSTOMIZING A SCANNER SETTING

You can create custom settings to add to the list of options on the Scan Manager.

---

**Note:** Predefined settings cannot be customized.

---

### To create a new scanner setting:

1. In the **Scan Page For** options, select **Custom** to create a new scanner setting.
2. In the **Scan Configuration** options, select the options you want for your custom setting.
3. If you want to adjust the advanced settings for your custom setting, click the **Adv. Setting** button. Click the **Help** button to see more information about the advanced settings.

4. Click the **Save As** button.  
The Save As dialog box appears.
5. Type a name for the new scanner setting.
6. Click **Save**.

The new setting is added to the list of “Scan Page For” options at the top of the dialog box.

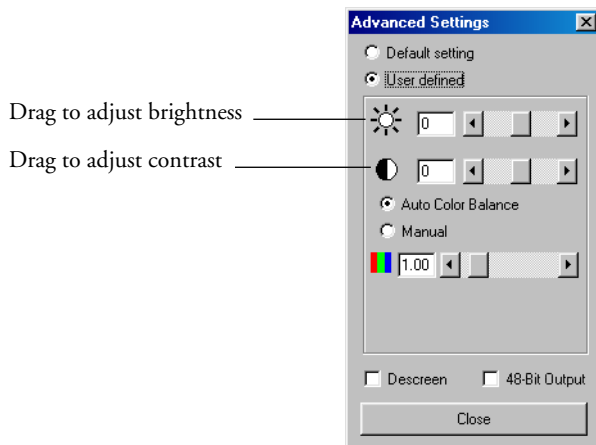
## ADJUSTING THE BRIGHTNESS AND CONTRAST

Sometimes an item is scanned with the brightness and contrast set to be too light or too dark. For example, a note written with a light pencil may need to be scanned darker to improve legibility.

You can adjust the brightness and contrast at which grayscale and color items are scanned. You can also adjust the brightness for black-and-white items.

### To adjust brightness and contrast:

1. Click the **Adv. Settings** button on the Scan Manager. The Advanced Settings dialog box appears.



2. Select the **User Defined** option.

3. Drag the **Brightness** slider to the left to make the item darker or to the right to make the item lighter.
4. Drag the **Contrast** slider to the left to decrease the contrast or to the right to increase the contrast.
5. Click **OK** on the Advanced Settings dialog box.

---

**Note:** For more detailed information on advanced settings, click the **Help** button on the Scan Manager.

---

## SELECTING THE AREA OF THE ITEM YOU WANT TO SCAN

When you preview an item to scan, the selection rectangle around the image indicates the scan area. However, you may want to select only a certain area of an item to scan. Selecting an appropriate scan area can result in a faster scan and a smaller file size.

### To select the area you want to scan:

1. Click the **Preview** button. An image of the scanned item appears in the Preview area. A selection rectangle shows the current scan area.
2. (optional) In the **Scan Configuration** settings, select the units of measure you want to use for the scan area. You can select either inches, centimeters, or pixels.
3. To change the dimensions of the rectangle, click the rectangle, and then drag the borders of the rectangle to resize it. This effectively allows you to crop the item. The dimensions of the selected area appear in the Scan Configuration settings.

You can also type length and width dimensions directly into the boxes that show the dimensions of the selection area. Use this process to produce a precise scan area size.

4. To position the rectangle over the area you want to scan, click and hold the left mouse button and drag to the location desired.
5. Click the **Scan** button to scan the image.

## TROUBLESHOOTING

**After I installed PaperPort, I got a blue screen and a Profiling Display error message. Why is this happening?** PaperPort installs a driver for scanning and printing. Sometimes a conflict occurs between the PaperPort driver and another driver you may have on your computer. To resolve the conflict, remove the PaperPort driver from your SYSTEM.INI file and restart your computer. If the computer starts properly, that is a good sign that the conflict occurred.

You can also change your video driver to SVGA and reboot with our driver in the SYSTEM.INI file. This will help you tell if the video driver conflicts with the PaperPort driver.

---

**Note:** Windows stores the SYSTEM.INI file in the Windows directory.

---

**During installation I got the error message: PaperPort Installation is not complete. What do I do?** The installation procedure was not successful. You need to reinstall the PaperPort software.

**I got the error message: PaperPort cannot allocate enough memory to perform internal critical operations. What do I do?** You should close any other active applications so that additional memory is available. If you click continue, PaperPort moves the file to the PaperPort data directory and renames the file with the prefix “bad.” This allows you to recover the file later.

To recover the file, you can import it into PaperPort by using the Import command in the File menu.

**How do I uninstall PaperPort?** See the next section, “How to Uninstall your Scanner” on page 45. Uninstalling does not delete your scanned items, and they remain in the PaperPort Data folder.



## HOW TO UNINSTALL YOUR SCANNER

To uninstall the Visioneer OneTouch 5820 scanner, you remove the OneTouch Version 3.0 software first, and then remove the PaperPort software, or other software you installed for the scanner.

### STEP 1: UNINSTALLING THE VISIONEER ONETOUCH SOFTWARE

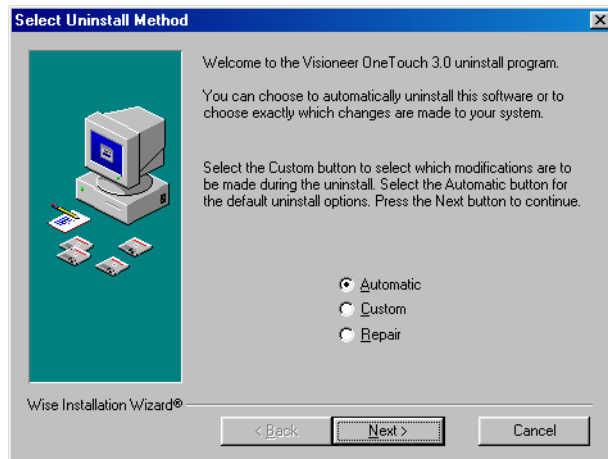
#### FOR WINDOWS 98, 98 SE, AND ME

1. Click **Start** on the Windows Taskbar.
2. Choose **Settings** then **Control Panel** from the menu.
3. Double-click the **Add/Remove Programs** icon.

The Add/Remove Programs Properties window appears. Make sure the Install/Uninstall tab is selected.

4. Scroll the menu of software and select **OneTouch Version 3.0**.
5. Click the **Add/Remove** button.

The Select Uninstall Method window appears.



6. Make sure the **Automatic** option is selected.

---

**Important:** The Automatic option is selected by default. Visioneer recommends using the Automatic option. The other options are for advanced users only.

---

7. Click **Next**.

The Perform Uninstall window appears.

8. Click **Finish**.

The Visioneer OneTouch software is uninstalled from your computer. The status light on the scanner turns amber indicating that the scanner and computer are no longer communicating.

9. If the Remove Shared Components window appears, Visioneer recommends selecting **No to All**.
10. Unplug the power to the scanner and remove its USB cable from your computer.
11. Close the Add/Remove Program Properties window and the Control Panel window.
12. Restart your computer.

### **FOR WINDOWS 2000 AND XP**

1. Click **Start** on the Windows Taskbar.
2. For Windows 2000, choose **Settings**, then **Control Panel** from the menu.

For Windows XP, choose **Control Panel** from the menu.

3. Double-click the **Add/Remove Programs** icon.

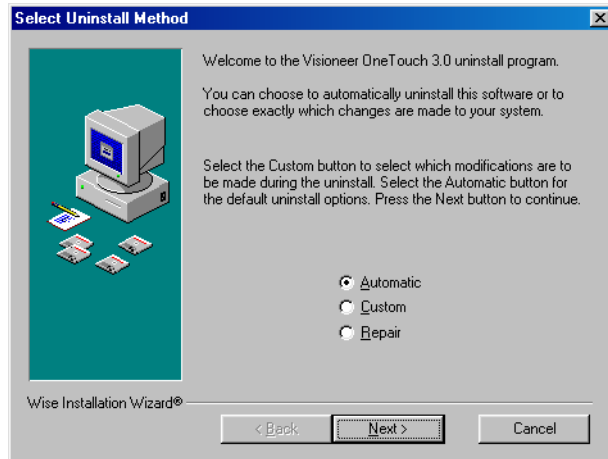
The window that appears is named Add/Remove Programs (Windows 2000) or Add and Remove Programs (Windows XP).

4. In the left column of the window, make sure the **Change or Remove Programs** option is selected.
5. Select the icon for **OneTouch Version 3.0**.

6. Click the **Change/Remove** button.

If two buttons appear instead of a single Change/Remove button, click **Remove**.

The Select Uninstall Method Window appears.



7. Make sure the **Automatic** option is selected.

---

**Important:** The Automatic option is selected by default. Visioneer recommends using that option. The other options are for advanced users only.

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8. Click **Next**. The Perform Uninstall window appears.
9. Click **Finish**.

The Visioneer OneTouch software is uninstalled from your computer. The status light on the scanner turns amber indicating that the scanner and computer are no longer communicating.

10. Unplug the power to the scanner and remove its USB cable from your computer.
11. Close the Add or Remove Programs window and the Control Panel window.
12. Restart your computer.

## STEP 2: UNINSTALLING THE PAPERPORT SOFTWARE

1. Click **Start** on the Windows Taskbar.
2. Choose **Settings**, then **Control Panel** from the menu.
3. Double-click the **Add/Remove Programs** icon.

Windows 98, 98SE, or ME: The Add/Remove Programs Properties window appears. Make sure the Install/Uninstall tab is selected.

Windows 2000 or XP: The Add or Remove Programs window appears. Make sure the Change or Remove option is selected in the left column.

4. Scroll the menu of software and select **PaperPort 7.02**.
5. For Windows 98, 98SE, or ME, click the **Add/Remove** button.  
For Windows 2000 or XP, click the **Change/Remove** button.  
The PaperPort Uninstall window appears.
6. Carefully read the Warning information. Click **Next**.
7. If the Remove Shared Files window appears, select **No to All**.

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**Important:** Visioneer recommends choosing No to All. Removing shared files could cause other applications not to run correctly

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The PaperPort software is removed.

A message then appears offering to keep or remove your scanned image files currently stored on the computer.

8. Click the **No** to keep your image files, click **Yes** to remove the image files from your computer permanently.

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**Important:** Files created by PaperPort are in a proprietary format (with a .max extension) and cannot be opened by other applications. If you decide to keep your scanned image files and want to be able to view them, you can use the PaperPort Viewer instead of the PaperPort application. Download the viewer from Visioneer's Web site at [www.visioneer.com](http://www.visioneer.com)

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You may see a note about missing software. Click **OK**.

9. For Windows XP, click **Finish**.
10. Close the Remove Programs From Your Computer window. Close the Control Panel.
11. Restart your computer.

## CLEANING THE SCANNER GLASS

Scanning items that have excessive amounts of dirt or dust may dirty the glass. To ensure the best quality scanned item, wipe the scanner glass with a soft clean cloth to rid the glass of dust or other debris.

## CONTACTING VISIONEER FOR TECHNICAL SUPPORT

Support by Telephone in the US (8:00 am - 5:00 pm Pacific Time, Monday-Friday) Long distance charges may apply	(541) 884-5548
Support by Telephone in Canada (8:00 am - 5:00 pm Pacific Time, Monday-Friday) Long distance charges may apply	(416) 640-7256
Free Support on the Web	<a href="http://www.visioneer.com">www.visioneer.com</a>
Free 24-hour Automated Expert System	(888) 887-0092 (Toll Free)
Support by Fax	(541) 884-8474

## VISIONEER ONE TOUCH 5820 SCANNER SPECIFICATIONS

<b>Bit Depth</b>	48-Bit color (internal), 16-Bit gray (internal), 1-Bit line art/text
<b>Scanning resolution</b>	Optical resolution: 600 x 1200 dpi
<b>Maximum Item sizes</b>	8.5 x 11.69 inches (21.6 x 29.7 cm)
<b>Scanner dimensions</b>	
Height	3.7 inches (8.95 cm)
Width	11.4 inches (29.0 cm)
Length	17.5 inches (45.0 cm)
<b>Weight</b>	5.95 pounds (2.66 kg)
<b>Operating temperature</b>	50°–104° F (5°–35° C without condensation)
<b>Relative humidity</b>	20%–80% (@35° C without condensation)
<b>Power supply</b>	
Input voltage/frequency	100 Vac, 50/60 Hz (Japan) 120 Vac, 60 Hz (North America) 230 Vac, 50 Hz (Europe)
Output voltage/watt	12 V DC, 15 watt maximum
<b>Safety and agency certifications</b>	UL, ULc, FCC Class B, VCCI Class B, CE
<b>Hardware warranty</b>	One-year limited warranty