

Visioneer® OneTouch® 8100 Scanner

FOR USB OR PARALLEL PORT CONNECTION

Installation Guide

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- Increase the separation between the equipment and receiver.
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WELCOME

Congratulations on purchasing your Visioneer OneTouch flatbed scanner. With your scanner, you can quickly scan paper documents and color photos to place their electronic images on your computer.

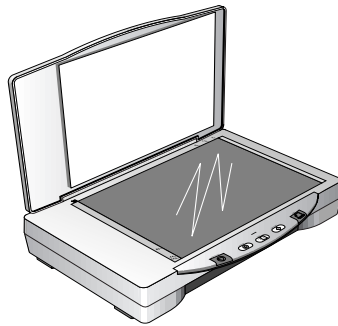
PLEASE USE THE PROPER SECTION OF THIS GUIDE

You can connect the scanner to either your computer's USB port or to the parallel port. This guide contains instructions for both ports:

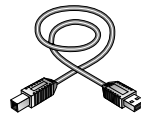
- For USB port instructions, see page 5.
- For Parallel port instructions, see page 10.

WHAT'S IN THE BOX

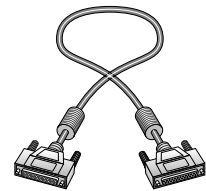
Before starting the installation, check the contents of the box to make sure that all parts are included. If any items are missing or damaged, contact the dealer where you purchased the scanner.



Visioneer OneTouch Scanner



USB cable



Parallel cable



Software CD

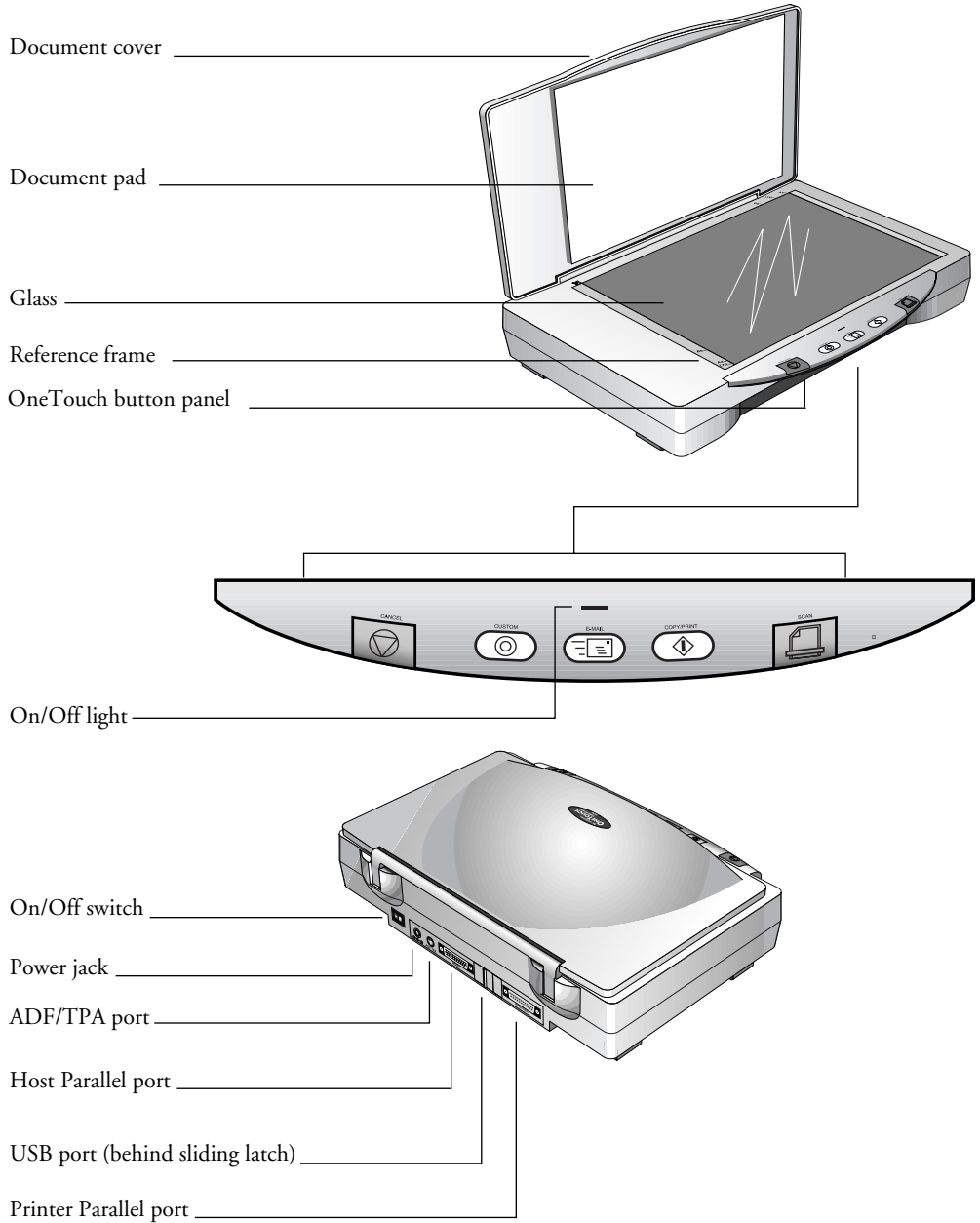


Installation guide



Power supply

THE VISIONEER ONE TOUCH 8100 SCANNER



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

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

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

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

OneTouch buttons panel. Press a OneTouch button to scan, copy/print, email, or scan with custom settings.

On/Off light. Shows that the scanner is receiving power.

On/Off switch. Turns the scanner's power on and off.

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

ADF/TPA port. A port for an optional Auto Document Feeder (ADF) and a Transparency Adapter (TPA) for scanning transparencies. Please visit our web site at www.visioneer.com for more information about acquiring these optional devices.

Host Parallel port. If you're connecting the scanner to the computer's parallel port, plug one end of the parallel cable into this port. Plug the other end of the parallel cable into the computer's parallel port. Do not use this port when connecting with the USB cable.

USB port. A sliding latch covers and protects the USB port. Slide the latch to the side to see the USB port. Plug one end of the USB cable into this port; plug the other end into a USB port on the computer or keyboard. Do not use this port when connecting with a parallel cable.

Printer Parallel port. Use this port only if you connect a printer directly to your computer. Unplug the printer from the computer and plug it into this parallel port on the scanner.

WHAT YOU NEED

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

- IBM PC (or 100-percent compatible) Pentium or equivalent
- Microsoft Windows 95, Windows 98, or Microsoft NT 4.0
- One available Universal Serial Bus (USB) port *or* one available parallel port on your computer; Microsoft Windows 98 is required when using the USB port
- 32 megabytes (MB) or more of available internal memory (RAM)
- 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 SOFTWARE USER'S GUIDE

The CD also includes your *PaperPort User's Guide*. This guide provides more detailed information about the PaperPort software's features. Please see the CD to view or print the guide.

Part 1: Installing

INSTALLING TO A USB PORT

This section of the guide contains instructions for connecting your OneTouch scanner to a USB port. Please see “Installing to a Parallel Port” on page 10 to connect the scanner to a parallel port.

STEP 1: INSTALLING THE PAPERPORT SOFTWARE

Note: You must install the PaperPort software **before** connecting the scanner to the computer. Otherwise the correct software to run your scanner will not be installed and it may not scan properly.

The PaperPort CD includes all the necessary installation files, as well as PaperPort software files and other software files.

The CD also includes the *PaperPort User's Guide*. You can read the guide from the CD, or print a copy directly from the CD.

To install the PaperPort software:

1. Start Microsoft Windows 98 and make sure that no other applications are running.

Microsoft Windows 98 is required to connect the scanner to a USB port.

2. Insert the PaperPort CD into your computer's CD-ROM drive. The CD automatically starts.

Note: If the PaperPort CD does not automatically start, make sure the CD drive's door is completely shut. If the CD still doesn't start, the Autorun option on your computer is turned off. Click the Windows icon 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.

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

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



4. Follow the steps in the next section to connect the scanner. When you're finished, click **Finish** in the dialog box above.

STEP 2: CONNECTING TO A USB PORT

The OneTouch scanner connects to any available USB port. Check your computer's user's guide for its USB port locations.

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

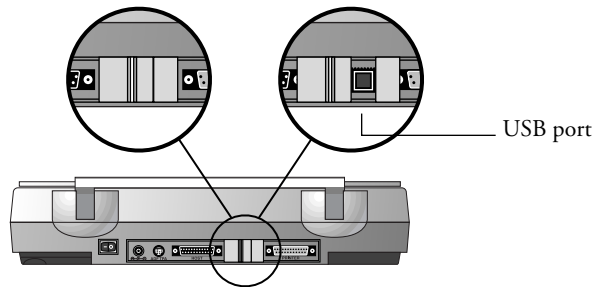
To connect the OneTouch scanner to a USB port:

1. Plug one end of the USB cable into an available USB port.

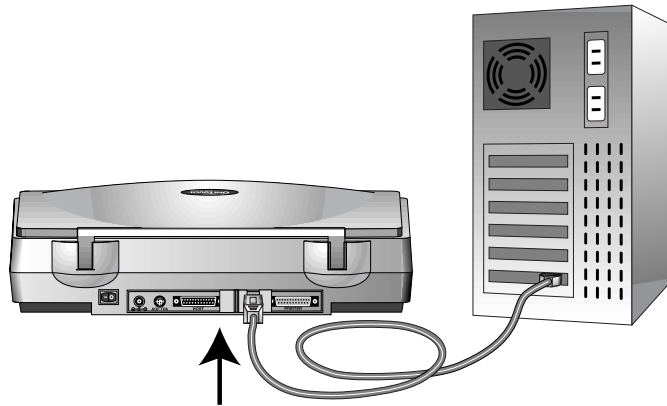
Some newer computers also have keyboards with USB ports.

You can plug the scanner into the keyboard instead of the USB port on the computer.

2. Slide the latch on the back of the scanner to uncover its USB port.



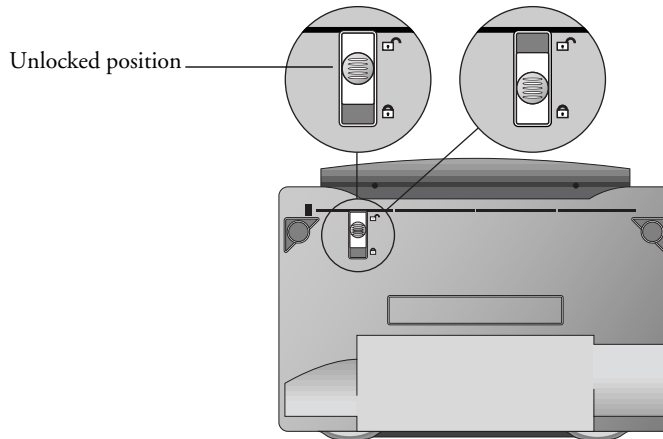
3. Plug the other end of the USB cable into the scanner's USB port.



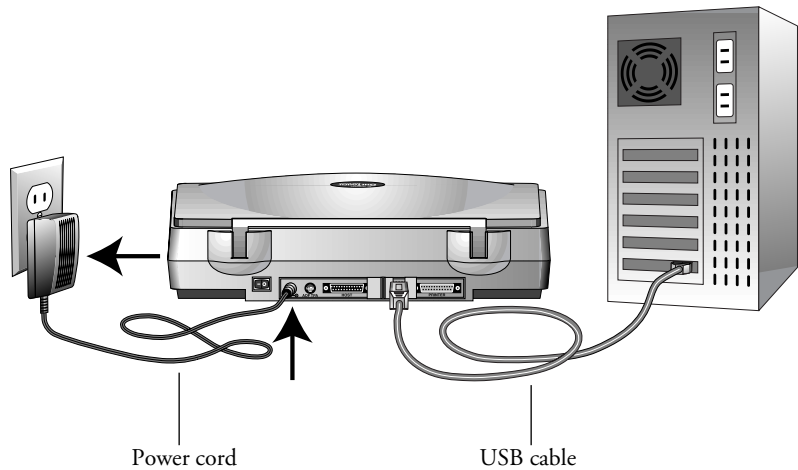
If the plug does not attach easily, make sure that you are plugging it in correctly. Do not force the plug into the connection.

4. Plug the power adapter cable into the power jack on the back of the scanner.

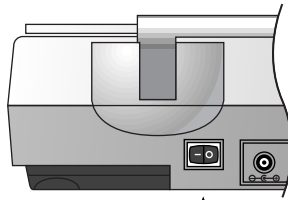
5. Turn the scanner over to see the locking tab on the bottom. Slide the locking tab to the unlocked position.



6. Plug the power adapter into an AC (wall) outlet.
The following diagram shows the scanner connected to a computer.



7. Turn on the power to the scanner. The amber light comes on indicating the scanner is receiving power.



Power On/Off switch

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.

8. Click the **Finish** button.

The scanner's on/off light turns from amber to green when the scanner and computer are communicating properly.

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

9. Remove the CD from the computer and store it in a safe place.
10. Turn to "Checking Out Your Scanner" on page 14 to continue setting up your OneTouch scanner.

Note: The locking tab protects the scanner's scan head by holding it securely in position. Lock the scanner when transporting it from one location to another, but always remember to unlock it before scanning. The scanner will not scan when locked.

INSTALLING TO A PARALLEL PORT

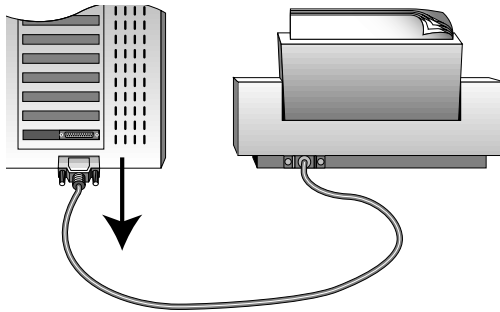
This section explains how to connect the OneTouch scanner to a parallel port.

STEP 1: CONNECTING TO A PARALLEL PORT

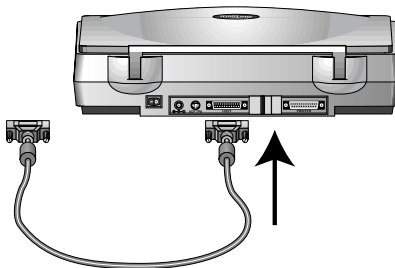
The OneTouch scanner connects to any available parallel (LPT) port on the back of your computer.

To connect the scanner to a parallel port:

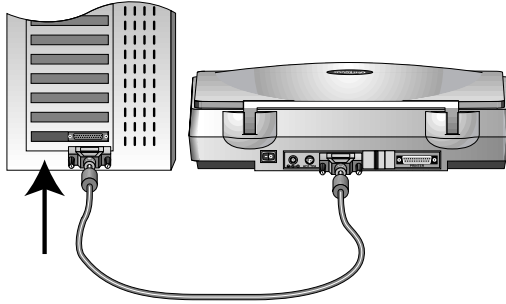
1. Save any open files, and then shut down Windows.
2. Turn off the power to your computer.
3. If a printer is already attached to your computer's parallel port, unplug the printer cable from the computer. If you don't have a printer attached to your computer, skip this step.



4. Plug one end of the scanner cable into the port on the back of the scanner marked "Host."

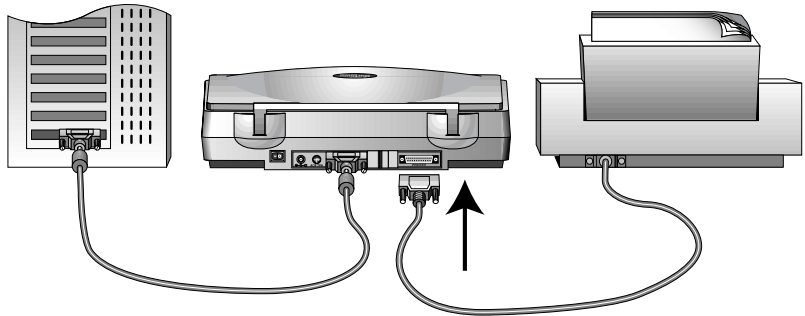


5. Plug the other end of the scanner cable into the parallel port on the back of your computer.

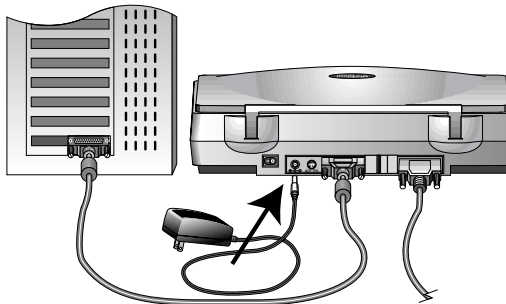


On some older computers the serial port and parallel port both have 25-pin connectors that fit the scanner cable. Please make sure you plug the scanner cable into a parallel port.

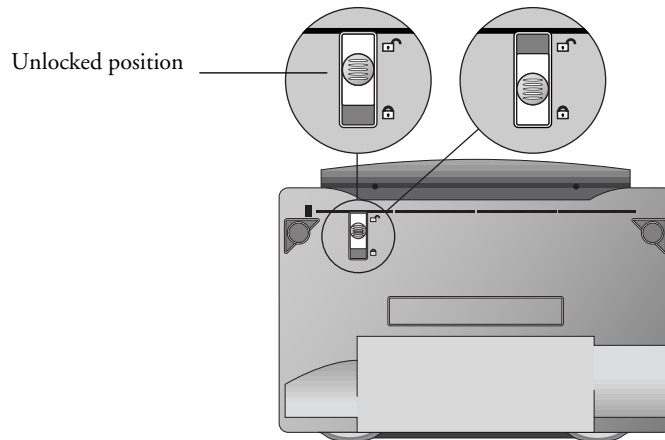
6. If you unplugged a printer from the parallel port earlier, plug it into the “Printer” port on the scanner.



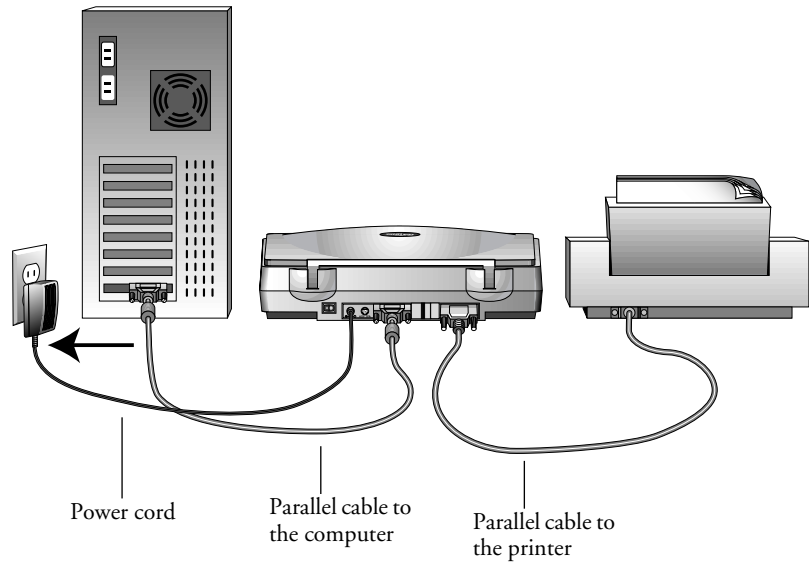
7. Plug the power adapter cable into the jack on the scanner.



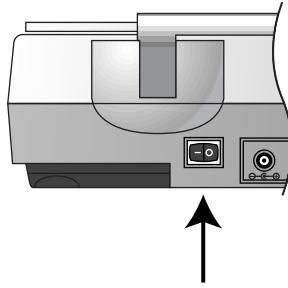
- Turn the scanner over to see the locking tab on the bottom. Slide the locking tab to the unlocked position.



- Plug the power adapter into an AC (wall) outlet.
The following diagram shows the scanner connected to a computer.



10. Turn on the power to the scanner.



Power On/Off switch

The amber light comes on indicating the scanner is receiving power.

11. Turn on your computer. You're now ready to install the software.

Note: The locking tab protects the scanner's scan head by holding it securely in position. Lock the scanner when transporting it from one location to another, but always remember to unlock it before scanning. The scanner will not scan when locked.

STEP 2: INSTALLING THE PAPERPORT SOFTWARE

The PaperPort CD contains the PaperPort software files, all the necessary installation files, and files for other applications as well.

The CD also includes the *PaperPort User's Guide*. You can read the guide from the CD, or print a copy from the CD.

To install the PaperPort software:

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

Note: If the PaperPort CD does not automatically start, make sure the CD drive's door is completely shut. If the CD still doesn't start, the Autorun option on your computer is turned off. Click the Windows icon 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.

3. Click the **PaperPort Software** button and follow the instructions on the screen.

After the PaperPort software is installed on your computer, you can click the appropriate buttons on the CD to install the other applications on the CD or print the *PaperPort User's Guide*.

4. When you're finished installing the software, remove the CD from the CD drive and store the CD in a safe place.
5. Restart the computer. The scanner's on/off light turns green indicating that the computer and scanner are communicating.

That completes the installation. Please see "Checking Out Your Scanner" on page 14 to continue setting up your OneTouch scanner.

CHECKING OUT YOUR SCANNER

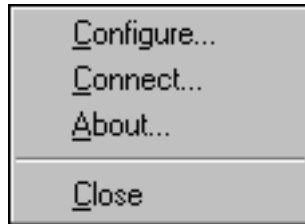
The OneTouch scanner software adds the scanner icon to the Windows taskbar (at the bottom right corner of the computer screen). If the scanner is properly connected, the scanner icon looks like the one in this figure.



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. Place the mouse pointer on the scanner icon in the Windows taskbar.
2. Right-click the icon. The shortcut menu appears.



3. Choose **About** from the shortcut menu.
A dialog box confirms that the scanner is properly connected.
4. Click **OK** to close the dialog box.

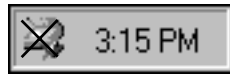
That's it. Your scanner is ready to scan.

See "Scanning by Pressing the OneTouch Buttons" on page 19.

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 32.

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:

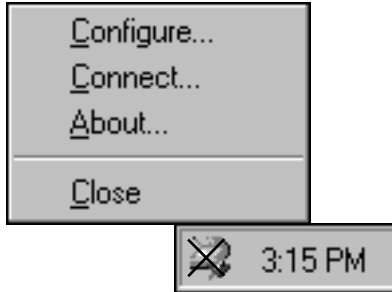
- **Is a cable loose or not plugged in securely?** Inspect all cable connections. Make sure all the cables are plugged in securely.
- **Is the scanner’s power light on?** Turn on the scanner’s power. If the light still doesn’t come on, plug the power adapter into another electrical outlet.
- **Is the scanner’s locking tab in the locked position?** Slide the locking tab to the unlocked position. If you tried to scan with the scanner locked, you must restart your computer after unlocking the scanner.
- **If you connected the scanner to a parallel port, are you using an older computer that has 25-pin connectors for both serial and parallel ports?** You may have plugged the scanner cable into a serial port instead of the parallel port. Remove the scanner cable from the serial port and plug the cable into the parallel port.
- **If you connected the scanner to a parallel port, are other devices “daisy-chained” to the parallel port?** If so, the scanner must be the first one connected to the computer. Plug the scanner into the computer’s parallel port first, then plug the next device into the scanner.
- **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.

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 the technical support card that you received with your scanner for technical assistance telephone numbers. Also visit our web site at www.visioneer.com for additional technical information.

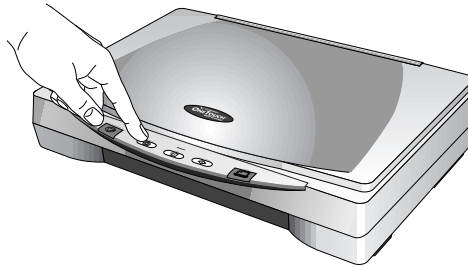
Part 2: Scanning

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.



- **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.



- **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 an Item with the Twain Button” on page 36 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:

- Place an item to scan on the glass, face down, and press one of the scanner buttons.

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



When scanning is complete, the status message also shows the destination application. In the sample below, the scanned image appears on the PaperPort Desktop.



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.

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 software 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, and 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 e-mail 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 software application—called the Destination Application. You can change the settings for each button except the Stop/Cancel button. See “About the Configuration Dialog Box” on page 22.



The following table lists the scanner's preconfigured settings:

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

Note: If a button is not preconfigured, the Configuration dialog box appears when you press that button so you can configure it manually.

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 Custom button because the Custom tab is selected. The Custom button is set up to scan the item with the configuration named Photograph for Editing, and then after the scanning is finished, to open Microsoft Paint to display the scanned image. The Format and Page(s) setting is to scan as a bitmap for a single page item.

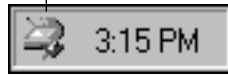


See “Setting Preferences” on page 32 to set Preferences.

To display the Configuration dialog box:

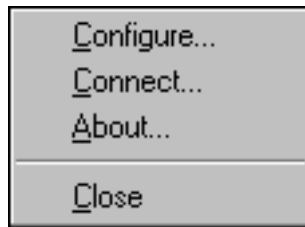
1. Right-click the scanner icon.

Scanner icon



The shortcut menu appears.

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



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

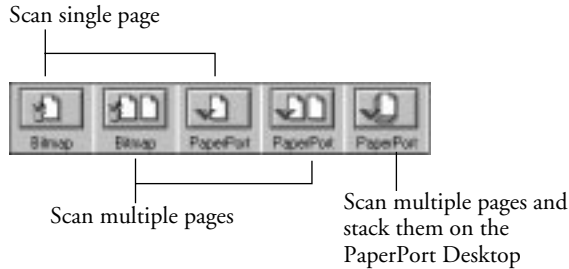
Select Destination—the list of applications that can open to display the scanned image. Select the application that you want to automatically open to display or process the scanned image.

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. Bitmap is 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.

GETTING HELP

You can get help with the scanner's features or any of the options on the Configuration dialog box using either of the following methods:

- When the Configuration dialog box is displayed, press the **F1** key on your keyboard
- Click the Help button at the top right corner of the Configuration dialog box

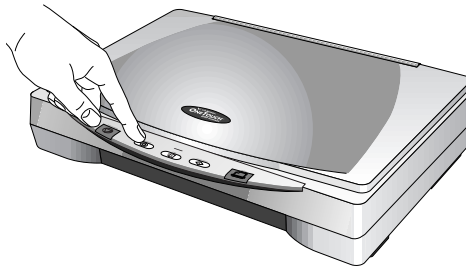


SELECTING NEW OPTIONS FOR THE BUTTONS

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. Press and *hold down* the button that you want to change (except the Stop/Cancel button).



The Configuration dialog box appears.

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

You can also right-click the scanner icon in the Windows taskbar to see the shortcut menu, and then choose **Configure** to display the Configuration dialog box.

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

If you want to select a configuration prior to scanning, click the option, Configure before Scan. When you press a scanner button, the Visioneer Scan Manager dialog box appears first and you can select a configuration before scanning. See “Scanning an Item with the Twain Button” on page 36 for details.

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: The Configuration dialog box is also available from the scanner icon on the Windows taskbar. Click the icon to see the scanner buttons panel. Click a button on the panel with the right mouse button (don't click with the left mouse button; clicking with the left mouse button starts scanning). The Configuration dialog box appears.

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, display the Configuration dialog box, and then click the Help button at the top right corner of the Configuration dialog box or press the F1 key on your keyboard.

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. See the section above, "Creating New Configurations".

To adjust the scan settings and page settings:

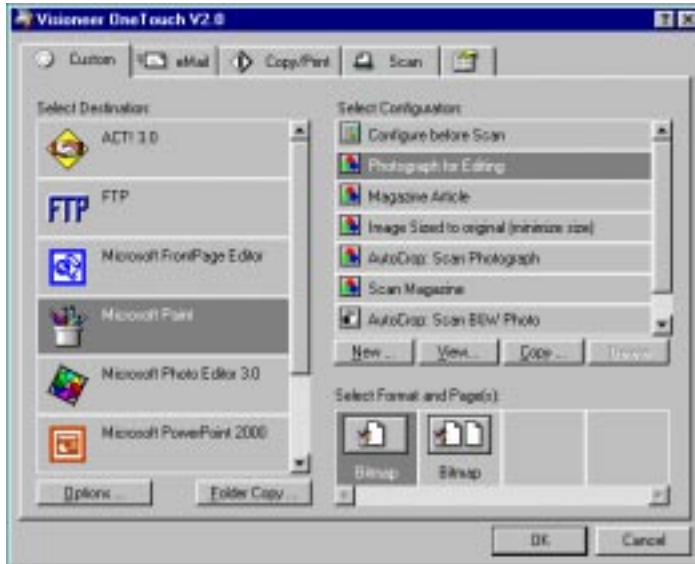
1. Press and hold down a button on the scanner.

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.

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

For example, the following figure shows a configuration named Photograph for Editing (which you would have created earlier).



- 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 item 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.

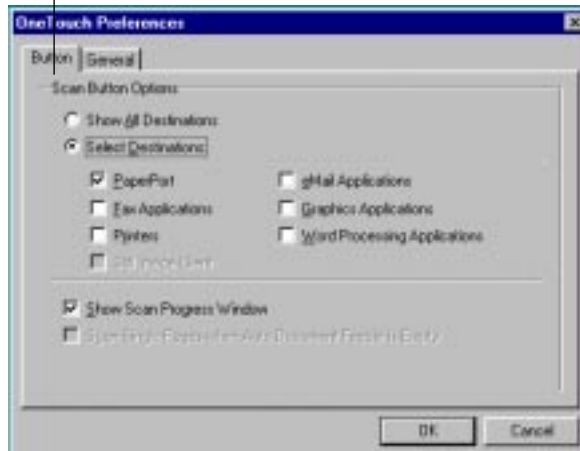
To set preferences:

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.

Button for which you are setting preferences



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

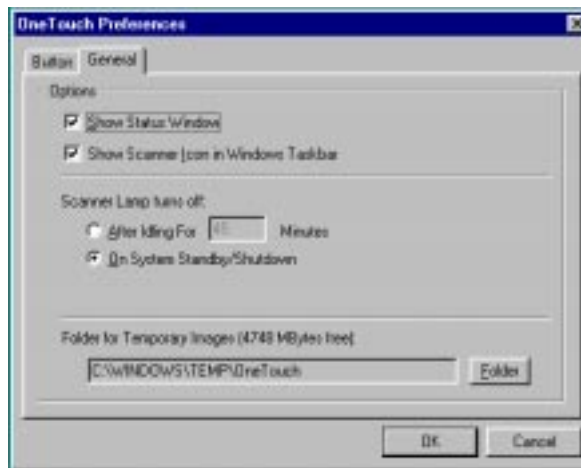
Show All Destinations—Clicking this option automatically selects all the destination applications categories. When you click the button's tab on the Configuration dialog box, its list of destination applications include all of the applications on your computer that

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 19.

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 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.

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

To set up the PaperPort software with 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 PaperPort **File** menu, choose **Select Source**. The Select Source dialog box appears, and shows your Visioneer OneTouch scanner (as well as all other Twain devices installed on your computer).



3. Choose the Visioneer OneTouch scanner option, and then click **Select**.

Note: You don't need to set up the scanner again unless you change the source to some other Twain device, such as a digital camera.

SCANNING AN ITEM WITH THE TWAIN BUTTON

The following steps explain how to scan an item using the Twain button in the PaperPort software. You can scan many types of items, from small business cards to A4-sized pages.

Note: Your Visioneer OneTouch scanner is initially set to scan from the PaperPort software with the setting Color Document—Faster. To scan a black-and-white image, select one of the other settings. To scan at a higher resolution for a color image, select Color Document—Better Quality. However, scanning at a higher resolution creates a larger file size and takes longer to scan. 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.

To scan an item:

1. Open the scanner cover, place the item face down onto the lower left edge of the scanner glass, and close the cover.
2. If PaperPort isn't running, double-click the PaperPort icon on the Windows Desktop to start it. The PaperPort Desktop appears.
3. Click the **Twain** icon on the **Command Bar**, or choose **Acquire** from the **File** menu.



Note: You can also scan from other applications that have the Twain capability. See the user's guides that you received with those applications for their specific steps to scan.

The Visioneer Scan Manager dialog box appears.

Select one of these preset options if it's appropriate for how you want to use the scanned item.

If you don't want to use a preset option, select new settings here to manually configure the scan.

Click Preview to see what the image will look like. The Preview image appears in the window.

If the image is what you want, click Scan.

If not, adjust the settings or select a new preset option and click Preview again.



4. Select the options that you want for the scan.

Scan Page For—Select one of these preset options if you want to use it for scanning. These options are optimized for the various uses of scanned images, such as scanning for editing text or scanning in color. The symbols next to the options indicate black and white, grayscale, or color. For more information about these settings, see “About the Predefined Scan Settings in PaperPort” on page 41. If you don't want to use one of these preset options, you can manually select the scan configuration options. Note that when you select a preset option scan configuration settings are for that preset option. You can also create your own custom configurations. See the Help for details.

Scan Configuration—Use this section of the dialog box to manually select scan options for the image.

Mode—Choose a scan mode from the drop-down menu to select the mode for scanning. The symbols next to the menu options indicate black and white, grayscale, or color.

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

Size—Choose the page size for the image. If you want to use one of the preset sizes, choose the size from the list. If you want to create a custom size, click 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.

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 Help for details.

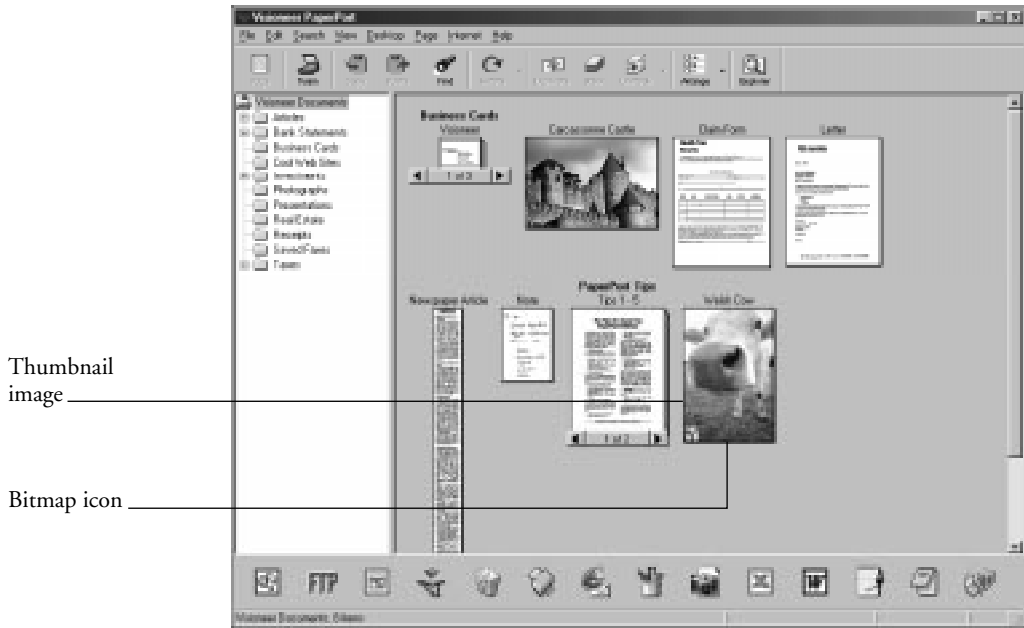
5. Click the **Preview** button.

The scanner scans the item and displays a preview using the options you selected.

6. Review the image to make sure it's what you want. Readjust the settings if necessary.
7. (optional) To preview the image again, click the **Preview** button.

- When you're satisfied with the image settings, click the **Scan** button.

The scanner now re-scans the item and displays the final image as a thumbnail on the PaperPort Desktop. The small icon in the lower left corner of the thumbnail indicates the sample photo was scanned as a bitmap image.



Please see the *PaperPort Getting Started Guide* and *PaperPort User's Guide* on the CD for more information about using the PaperPort software.

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 only adjust the brightness for black-and-white items. If an item is currently displayed in the preview area, the changes you make using the Brightness and Contrast sliders are reflected in the preview item.

To adjust the brightness and contrast:



1. Click the **Twain** icon on the **Command Bar**, or choose **Acquire** from the **File** menu.

The Visioneer Scan Manager appears.

2. Click the **Adv. Settings** button.

The Advanced Settings dialog box appears.

Drag to adjust brightness

Drag to adjust contrast



3. Drag the **Brightness** slider to the left to make the item darker or to the right to make the item lighter. When you release the mouse button, the preview item shows the change.

GETTING HELP WITH THE PAPERPORT SOFTWARE

The PaperPort software includes a complete set of help topics that answer questions each feature of the software.

- To see help information, press the **F1** key, or from the **Help** menu, choose **PaperPort Help Topics** to display the Help Topics window.

ABOUT THE PREDEFINED SCAN SETTINGS IN PAPERPORT

Selecting the proper scan setting before final scanning provides the best results for a scanned item. The scan setting determines the sharpness of the item and the number of possible shades of gray or color. These selections also affect the speed of the scan and the file size.

The following table describes PaperPort's predefined scan settings.

Scan Page For	Default Setting	To Scan	Description
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.
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 scanned text to editable text. Provides higher quality and a larger file size than the Faxing, Filing or Copying scan setting.
Black & White Photo	Grayscale 100 dpi	Black-and-white photos	Provides the best setting for black-and-white photos.
Color Photo—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. PaperPort's default setting.
Color Photo—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.

4. Drag the **Contrast** slider to the left to decrease the contrast or to the right to increase the contrast.

See the Help for more details about the Advanced Settings dialog box.

CLEANING THE SCANNER GLASS

Scanning items that have excessive amounts of dirt or dust may dirty the scanner's 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.

VISIONEER ONETOUCH SCANNER SPECIFICATIONS

Bit Depth	36-Bit color (internal), 10-Bit gray (internal), 1-Bit line art/text
Scanning resolution	Optical resolution: 600 x 1200 dpi Maximum resolution (interpolated): 9600 x 9600 dpi
Maximum Item sizes	8.5 x 11.69 inches (21.6 x 29.7 cm)
Scanner dimensions	
Height	3.4 inches (8.5 cm)
Width	11.4 inches (29.0 cm)
Length	17.3 inches (44.0 cm)
Weight	5.7 pounds (2.6 kg)
Operating temperature	50°–104° F (5°–35° C without condensation)
Relative humidity	20%–80% (@35° C without condensation)
Power supply	
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
Safety and agency certifications	UL, ULc, GS, FCC Class B, VCCI Class 2, CE
Hardware warranty	One-year limited warranty

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