



## Getting Started

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Please read this guide before connecting the scanner to your computer.

For further details, refer to the "ScanSnap S510M Operator's Guide" included in the supplied ScanSnap Setup CD-ROM.

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# Introduction

Thank you for purchasing our Color Image Scanner, ScanSnap S510M (hereinafter referred to as "the ScanSnap").

The ScanSnap is a scanner that is capable of double-sided scanning in both monochrome and color. The ScanSnap has the following advantages:

- You can turn images on paper into PDF files and made PDF files searchable by just pressing the [SCAN] button!

You can turn documents cluttering up your desk into PDF files for managing and archiving them on your computer. By using Adobe® Acrobat®, which comes with the ScanSnap, you can view, edit, and search PDF files right at your fingertips.

PDF files are easy to print and share scanned images by e-mail.

In addition to the advantages above, the ScanSnap can automatically recognize the type of documents, color or black-and-white, so that the size of the scanned image file can be reduced when documents containing both color and black-and-white pages are scanned. (Moreover, the ScanSnap can automatically remove blank pages from the document to further reduce the size of the file.)

- You can scan documents with speed and efficiency!

Double-sided color documents in A4 or letter size can be scanned at a speed of about 18 sheets/minute (when used with a computer with a PowerPC® G5 processor of 1.6GHz or higher running Mac OS X v10.2.8 or later and with Image quality Normal, Color mode Auto Color Detection, and Compression rate 3).(\*)

- (\*) - Depending on the document, scanning speed may become slower in [B&W (Black&White)] mode (due to process for converting data scanned in color to monochrome data).

Example: Scanning color brochures in [B&W] mode

- When [Correct skewed character strings automatically] and/or [Allow automatic image rotation] is enabled, scanning speed may become slower.

- You can eliminate the nuisance of a bulky device!

Smaller than a sheet of A4 or letter paper in size, the ScanSnap can fit unobtrusively on your desktop all the time.

- You can file business cards with ease!

With Cardiris™, which is supplied with the ScanSnap, business cards can be easily filed and searched for using the OCR function.

- The Quick Menu lets even beginners operate the ScanSnap with automatic ease!

When the [SCAN] button is pressed, the ScanSnap Quick Menu is displayed. What you should do is to select the action you want to perform on the ScanSnap Quick Menu. The Quick Menu is simple enough for first-time use by completely neophytes. (Quick Menu Mode)

- You can send off the scanner image by e-mail or output the scanned image to the printer immediately after scanning!

Without starting applications, you can attach the scanned image to e-mail or make copies of the scanned image by outputting it to the printer.

Note: The ScanSnap does not conform to TWAIN and ISIS standards.

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## Manufacturer

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ABBYY, FineReader are trademarks of ABBYY Software House.

ScanSnap and ScanSnap logo are the trademarks of PFU LIMITED.

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

## How Trademarks Are Indicated In This Manual

ScanSnap: ScanSnap S510M

References to operating systems (OSes) are indicated as follows:

Mac OS X v10.1: Mac operating system Version 10.1

Mac OS X v10.2: Mac operating system Version 10.2

Mac OS X v10.3: Mac operating system Version 10.3

Mac OS X v10.4: Mac operating system Version 10.4

Mac OS X v10.5: Mac operating system Version 10.5

Where there is no distinction between the different versions of the above operating system, the general term "Mac OS X" is used.

Adobe Reader: Adobe® Reader®

Adobe Acrobat Reader: Adobe® Acrobat® Reader®

Adobe Acrobat 8: Adobe® Acrobat® 8 Professional

Where there is no distinction between the different versions of the above application, the general term "Adobe Acrobat" is used.

ABBYY FineReader: ABBYY FineReader for ScanSnap™



The screenshots used in this manual are of Mac OS X v10.4.

Depending on the operating systems you are using, the screen examples and operations may differ from the actual ones.

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## ScanSnap and the Manuals

The ScanSnap S510M consists of:

Component	Specification
S510M	Color image scanner
ScanSnap Manager	ScanSnap's driver to scan and save documents
Adobe Acrobat	De facto standard software for generating and manipulating PDF format electronic document.
ABBYY FineReader	Software that allows conversion of OCR images scanned with ScanSnap into searchable PDF files.
Carrier Sheet	A document is inserted into the sheet which is then used for scanning. You can scan large documents such as A3, B4 and 11x17 inches documents, and irregular sized, or shaped documents such as newspaper clippings.
Cardiris	Software for recognizing business cards (OCR)

Following manuals are prepared for you:

Manual	Description
ScanSnap S510M Getting Started (This manual)	Provides basic information to install and use the ScanSnap.
ScanSnap S510M Operator's Guide (PDF file)	Provides detailed information about the installation of the ScanSnap software and hardware, operation of the ScanSnap hardware and ScanSnap Manager.
	Find in: ScanSnap Setup CD-ROM
Cardiris "Read Me.htm"	Provides detailed information on how to use Cardiris.
	Find in: Cardiris application installation folder
Cardiris "User's Manual.pdf"	Provides detailed information about the installation and operation of Cardiris.
	Find in: Cardiris application installation folder

## About Mouse Operations

In this manual, mouse operations are defined as follows:

Click: refers to clicking on the mouse button one time.

Double-click: refers to clicking twice in rapid succession on the mouse button down.

## Regulatory Information

### FCC declaration

This equipment has been tested and found to comply with the limits for a Class B digital device, pursuant to Part 15 of the FCC Rules. These limits are designed to provide reasonable protection against harmful interference in a residential installation. This equipment generates, uses, and can radiate radio frequency energy and, if not installed and used in accordance with the instruction manual, may cause harmful interference to radio communications. However, there is no guarantee that interference will not occur in a particular installation. If this equipment does cause harmful interference to radio or television reception, which can be determined by turning the equipment off and on, the user is encouraged to try to correct the interference by one or more of the following measures:

- Reorient or relocate the receiving antenna.

- Increase separation between equipment and receiver.
- Connect the equipment into an outlet on a circuit different from that to which the receiver is located.
- Consult your dealer or an experienced radio/TV technician.



Changes or modifications not expressly approved by the party responsible for compliance could void the user's authority to operate the equipment.



- The use of a shielded interface cable is required to comply with the Class B limits of Part 15 of FCC rules.
- The length of the AC cable must be 3 meters (10 feet) or less.

## Canadian DOC Regulations

This digital apparatus does not exceed the Class B limit for radio noise emissions from digital apparatus set out in the Radio interference Regulations of the Canadian Department of Communications.

This Class B digital apparatus complies with Canadian ICES-003.

Le présent appareil numérique n'émet pas de parasites radioélectriques dépassant les limites applicables aux appareils numériques de la classe B et prescrites dans le Règlement sur le brouillage radioélectrique dictées par le Ministère des Communications du Canada.

Cet appareil numérique de la classe B est conforme à la norme NMB-003 du Canada.

## Bescheinigung des Herstellers / Importeurs

Für den S510M wird folgendes bescheinigt:

- In Übereinstimmung mit den Bestimmungen der EN45014(CE) funkentstört.
- Maschinenlärminformationsverordnung 3. GPSGV: Der höchste Schalldruckpegel beträgt 70 dB (A) oder weniger, gemäß EN ISO 7779.

Dieses Gerät wurde nicht für die Benutzung in unmittelbarer Umgebung starker Lichtquellen (z. B. Projektoren) konzipiert.

## International ENERGY STAR® Program

As an ENERGY STAR® Partner, PFU LIMITED has determined that this product meets the ENERGY STAR® guidelines for energy efficiency.

The International ENERGY STAR® Office Equipment Program is an international program that promotes energy saving through the penetration of energy efficient computers and other office equipment. The program backs the development and dissemination of products with functions that effectively reduce energy consumption. It is an open system in which business proprietors can participate voluntarily. The targeted products are office equipment such as computers, monitors, printers, facsimiles, copiers, scanners, and multifunction devices. Their standards and logos are uniform among participating nations.



## Use in High-Safety Applications

This product has been designed and manufactured on the assumption that it will be used in office, personal, domestic, regular industrial, and general-purpose applications. It has not been designed and manufactured for use in applications (simply called "high-safety applications" from here on) that directly involve danger to life and health when a high degree of safety is required, for example, in the control of

nuclear reactions at nuclear power facilities, automatic flight control of aircraft, air traffic control, operation control in mass-transport systems, medical equipment for sustaining life, and missile firing control in weapons systems, and when provisionally the safety in question is not ensured. The user should use this product with adopting measures for ensuring safety in such high-safety applications. PFU LIMITED assumes no liability whatsoever for damages arising from use of this product by the user in high-safety applications, and for any claims or compensation for damages by the user or a third party.

## About the use of mercury



Lamp(s) inside this product contain mercury and must be recycled or disposed of according to local, state, or federal laws.

To avoid unexpected injury, read the following carefully.

Doing the following actions may result in serious personal injuries:

- Do not put the substance in the lamp in your mouth as it contains mercury.
- Do not incinerate, crush, or shred the scanner.
- Do not breathe the chemical liquid contained in the scanner parts.

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# Safety Precautions

This manual describes important details for users to use this product safely and correctly.

Read this manual thoroughly before you start using this product.

Be sure to read and fully understand the Safety Precautions in this manual, in particular.

In addition, keep this manual handy during use of this product, so that you can refer to it quickly when necessary.

## Warning Indications Used in This Manual

In this manual, the following signs are used to indicate a risk of physical injury and damage, so that safe and correct use of this product can be ensured and possible danger and injury to the operator and other persons can be avoided.



This sign warns the operator that improper use, indicated with this sign, may cause death or severe injury of the operator or people in the vicinity, if not followed.



This sign warns the operator that improper use, indicated with this sign, may cause minor injury of the operator, or damage to equipment or property, if not followed.

## Symbols Used in This Manual

In this manual, the following symbols are used to describe operations as well as indicate warnings:



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



This symbol alerts operators to helpful advice regarding operation.



This symbol indicates the section where you can get information on related matters such as operation methods.



A TRIANGLE symbol indicates that special care and attention is required. The drawing inside the triangle shows the specific caution.



A CIRCLE with a diagonal line inside shows action which users may not perform. The drawing inside or under the circle shows the specific action that is not allowed.



Outline characters on a colored background show instructions users should follow. It may also include the drawing that shows the specific instruction.

## Screen Examples in This Manual

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

If actual screens differ from those used as examples in this manual, operate by following the actual ones referring to the User's Manual of the scanner.

The screenshots used in this manual are for the ScanSnap Manager and the Cardiris applications.



## About Maintenance

Repairs should be done by properly trained repair technicians.

When this product needs servicing, please contact the store where you purchased it or any authorized FUJITSU Image Scanner service provider.






## About the Hot Surface Hazard Warning Label

The following warning labels are attached to this product.

















	The area around the part to which this warning label is affixed can become very hot. Please take serious caution as the heat can cause burns.
	Do NOT remove the warning labels from the scanner. Avoid them from being stained, so that the warning labels are plainly visible.





The following describes important warnings described in this manual.

	Do not touch the power plug with wet hands. Doing so might cause electric shock.
	A damaged AC cable may cause fire or electric shock. Do not place heavy objects on AC cables, or pull, bend, twist, heat, damage or modify AC cables. Do not use damaged AC cables or power plugs, and AC cables or power plugs when the wall socket is loose.
	Use only specified AC cables and interface cables. Failure to use the correct cables might cause electric shock and/or equipment failure. Please do not use the AC cable provided with this scanner for other devices, since this might cause equipment failure and other troubles or an electric shock.
	Use this scanner only at the indicated power voltage and current. Improper power voltage and current might cause fire or electric shock. Also, do not connect to multiple-power strips.
	Wipe off any dust from metal parts on the power plug or metal fittings with a soft, dry cloth. Accumulated dust might cause fire or electric shock.










	Do not install the scanner in locations subject to oil smoke, steam, humidity, and dust. Doing so might cause a fire or electric shock.
	To avoid low-temperature burn, do not operate the scanner while keeping touching its heat-generating section such as the bottom of the scanner or the AC adapter for a long time.
	Do not cover the scanner or the AC adapter with a cloth or blanket while the power is being supplied to the scanner. This can help excessive heat generation, and may cause fire.
	If you detect heat coming from the device or detect other problems such as smoke, strange smells or noises, immediately turn off the scanner and then disconnect its power plug. Make sure that the smoking has stopped, and then contact the store where you bought the scanner or an authorized FUJITSU scanner service provider.
	In case you have dropped the scanner and any of the parts (e.g., cover) is broken, disconnect the power plug from the power outlet. Then, contact the store where you bought the scanner or an authorized FUJITSU scanner service provider.
	Do not insert or drop metal or flammable foreign objects into the scanner. Do not scan wet documents or documents with paper clips or staples. Do not splash or allow the scanner to get wet.
	If foreign objects (water, small metal objects, liquids, etc.) get inside the scanner, immediately turn off the scanner and disconnect the power plug from the power outlet, then contact the store where you bought the scanner or the Maintenance Service Center. Pay particular attention to this warning in households where there are small children.
	Do not take apart or modify the scanner. The inside of the scanner contains high-voltage components. Touching these components might cause fire or electric shock.
	To avoid injuries, do not place the scanner in an area where small children may be able to reach.
	Do not use the scanner while driving a car for safety. Accidents can happen.
	Do not install the scanner in a location exposed to direct sunlight or near any heating apparatus. Doing so increases the inside temperature of the scanner, and a fire or failure may occur. Install the scanner in a well-ventilated location.
	Do not use the scanner at a place such as a bathroom, shower room, or swimming pool where it may easily get wet or moistured. Doing so might cause electric shock or fire.
	Firmly insert the power plug into the power outlet as far it can go.
	Do not place heavy objects on the scanner or use the top surface of the scanner for performing other work. Improper installation might cause injuries.
	For your safety, unplug the power cord from the electrical outlet when the scanner is not used for an extended period of time.
	Do not move the scanner with the power and interface cables connected as this might damage the cables, causing fire, electric shock or injuries. Before moving the scanner, be sure to disconnect the power plug from the power outlet, and disconnect data cables. Also, make sure that the floor is free of obstructions.

	Avoid getting a sleeve, necktie, or hair caught up in any scanner mechanism when scanning as this may cause injuries.
	Do not use any aerosol sprays or alcohol based sprays to clean the scanner. Dust blown up by strong air from the spray may enter the inside of the scanner. This may cause the scanner to fail or malfunction. Sparks, caused by static electricity, generated when blowing off dust and dirt from the outside of the scanner may cause a fire.

### CAUTION

The following illustrates important cautions described in this manual.

	Install the scanner on a flat, level surface. Make sure none of the scanner parts protrudes outside the desktop. Do not install the scanner on unstable surfaces. Install the scanner on a level surface that is free of vibration to prevent it from falling. Install the scanner on a strong surface that will support the weight of the scanner and other devices.
	Install the scanner away from strong magnetic fields and other sources of electronic noise. Also, protect the scanner from static electricity as this might cause the scanner to malfunction.
	When handling the paper or Carrier Sheet, be careful not to cut your fingers by the paper or Carrier Sheet.
	Do not use the device immediately after moving it from a cold place into a warm room. This may cause condensation, which might lead to scanning errors. Let the device dry about one or two hours before you use it.
	When carrying the scanner outside while it is raining or snowing, pay close attention so the scanner does not get wet or moistured.
	Do not block the ventilation ports. Blocking the ventilation ports generates heat inside of scanner, which may results in fire or scanner failure.
	When you perform cleaning, make sure that the inside of the scanner is free of any foreign object, and be careful not to get your hand or the cloth caught on the pick spring (metal part) as a deformed pick spring (metal part) may cause injury.

# Chapter 1 Preparation

This chapter describes necessary preparations before using the ScanSnap.



Do not connect the ScanSnap to your computer before installing "ScanSnap Manager."  
If the ScanSnap is connected before installing ScanSnap Manager, it will not operate correctly.  
For the installation of ScanSnap Manager, refer to page 12.

## 1.1 Using the ScanSnap Manuals

This manual describes how to install and connect the ScanSnap to your computer, and describes basic operations of the ScanSnap.

Refer to the following manual when necessary.

Manual	See
ScanSnap S510M Operator's Guide (PDF file)	<ul style="list-style-type: none"><li>• ScanSnap Setup CD-ROM</li><li>• After installation of ScanSnap Manager, with Finder, select [Applications] ⇨ [ScanSnap] ⇨ [En] ⇨ Manual.pdf</li></ul>

## 1.2 Names and Functions of Components

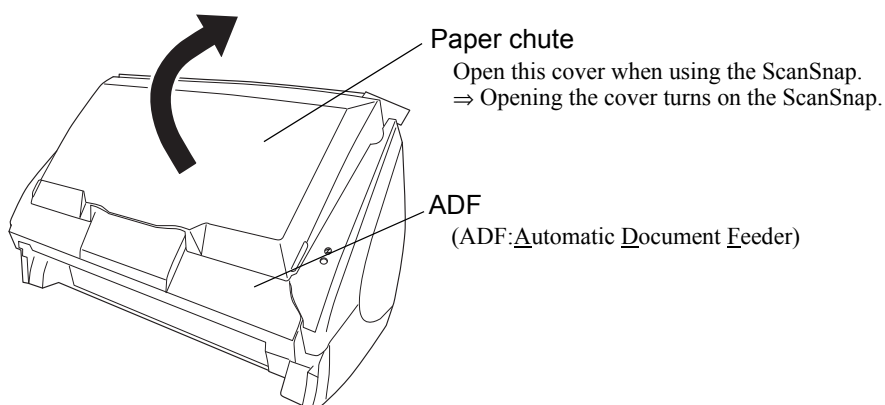
When you unpack the ScanSnap package, make sure that all parts are included.

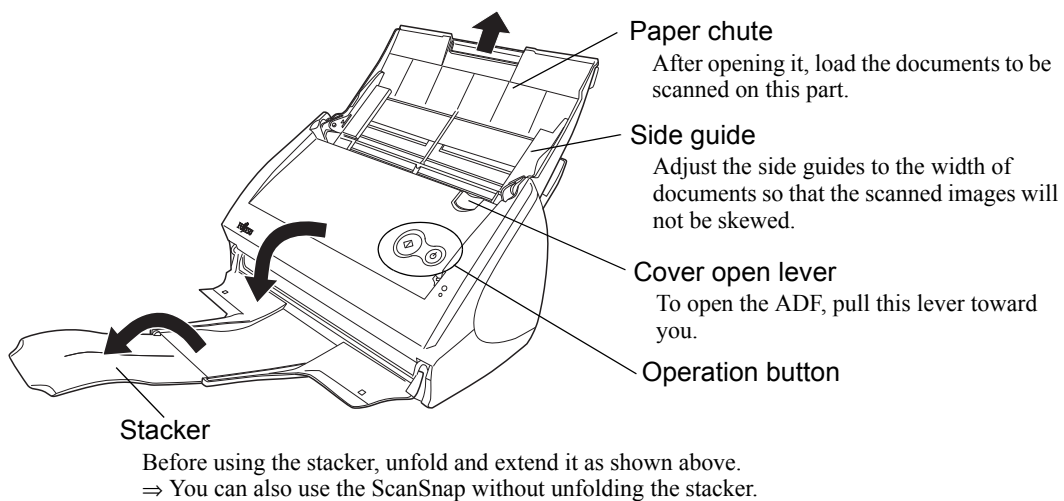
Refer to the package contents list included in the ScanSnap package box.



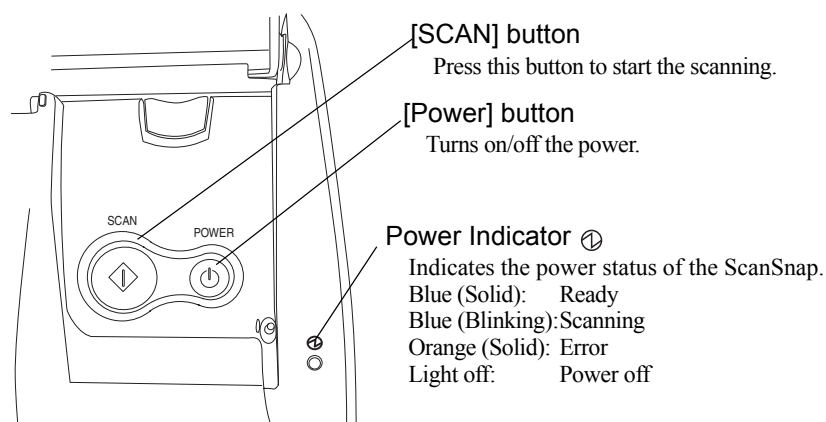
To avoid danger of suffocation, keep the packaging materials away from small children's reach and prevent them from putting the materials in their mouths or putting them on their heads.

### ■ Front view

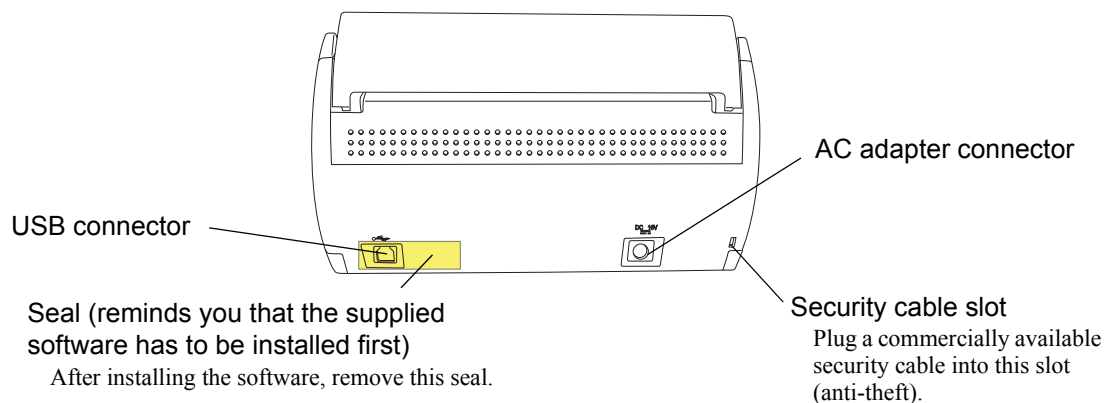




## ■ Operation button



## ■ Rear view



For the Document Specification, refer to "**3.2 Paper Sizes of Documents to be Scanned**" in "**ScanSnap S510M Operator's Guide**" stored in the ScanSnap Setup CD-ROM.



The ScanSnap is turned on/off in conjunction with the connected computer, or with opening/closing of the paper chute. Ordinary, you can forget about turning on/off the ScanSnap.

## Chapter 2 Connecting the ScanSnap

This chapter describes how to connect the ScanSnap to your computer.

### 2.1 Installing the Supplied Software

Before connecting the ScanSnap to your computer, install the following software on your computer.

Software	Mac OS X v10.1	Mac OS X v10.2	Mac OS X v10.3	Mac OS X v10.4	Mac OS X v10.5
Adobe Acrobat	—	—	—	✓ *1	✓ *2
ABBYY FineReader	—	—	✓	✓	✓
Cardiris	—	—	✓ *4	✓	✓
ScanSnap Manager	—	✓ *3	✓	✓	✓

(✓: Supported, —: Not supported)

\*1 When the operating system you are using is Mac OS X v10.4.3.

\*2 When Adobe Acrobat 8 supplied with the ScanSnap is updated.

\*3 When the operating system you are using is Mac OS X v10.2.8.

\*4 When the operating system you are using is Mac OS X v10.3.9.



- We recommend applying the latest updates to the Mac OS X for better reliability.
- Log on as a user with Administrator privileges.
- Requirements for the ScanSnap S510M are as follows:

CPU: - PowerPC® G4 Processor 800MHz or higher  
(recommended: PowerPC® G5 processor 1.6 GHz or higher)  
- Intel® Core™ Solo or Duo Processor  
(recommended: Intel® Core™ Duo Processor 1.83GHz or higher)

Memory: 128MB or more  
(512MB or more is recommended. When the OS is Mac OS X v10.5, 1GB or more is recommended.)

\* If the CPU and memory do not meet the recommended requirements or the USB version 1.1 is used, the scanning speed will slow down.

## ■ Installing Adobe Acrobat

Prepare the Adobe Acrobat 8 DVD-ROM.

1. Insert the "Adobe Acrobat 8 Professional DVD-ROM" into the DVD-ROM drive.  
⇒ The "Adobe Acrobat" window appears.



If the "Acrobat..." window does not appear automatically, copy the [Adobe Acrobat...] folder into the [Applications] folder with Finder.

2. Select the [Adobe Acrobat 8 Professional] icon and drag it to the [Applications] icon.



⇒ [Adobe Acrobat 8 Professional] will be copied to the [Applications] folder.

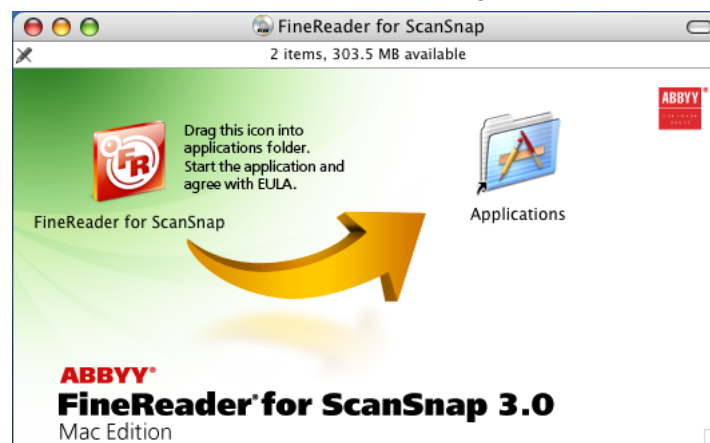


Double-click the [Read Me] icon on the "Acrobat 8 Professional" window to learn more about the Adobe Acrobat installation.  
Refer to Adobe Acrobat Help for information about how to use Adobe Acrobat.

## ■ Installing ABBYY FineReader for ScanSnap

Prepare the ABBYY FineReader CD-ROM.

1. Insert the "ABBYY FineReader for ScanSnap™ 3.0 CD-ROM" into the CD-ROM drive.  
⇒ The "FineReader for ScanSnap" window appears.
2. Select the [FineReader for ScanSnap] icon, then drag and drop it to the [Applications] icon.

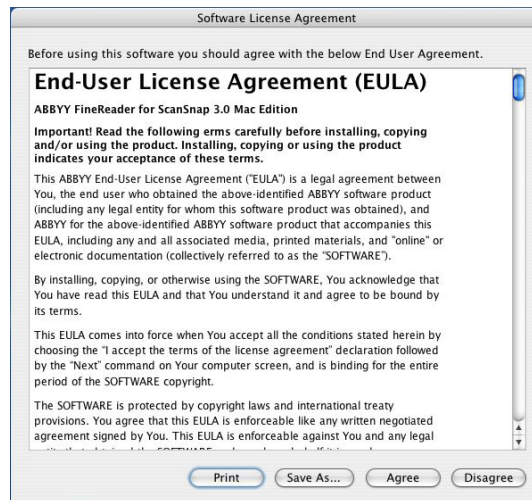


⇒ Installation starts.

3. To interact with ScanSnap Manager, start ABBYY FineReader with the following procedures.
  - (a) Double-click the [Applications] icon to open the folder.
  - (b) Double-click the [FineReader for ScanSnap] icon.

⇒ ABBYY FineReader for ScanSnap starts up.

⇒ The "Software License Agreement" window appears.



4. Click the [Agree] button.

⇒ The "Register ABBYY FineReader for ScanSnap" window appears.



Refer to the instructions in the window for the registration procedures.



- For how to use ABBYY FineReader for ScanSnap, refer to ABBYY FineReader for ScanSnap Help topics.
- If ScanSnap Manager has already been installed before you install ABBYY FineReader for ScanSnap, you will need to restart ScanSnap Manager so that ABBYY FineReader for ScanSnap can interact with ScanSnap Manager.

## ■ Installing Cardiris

Prepare the Cardiris CD-ROM.

1. Insert the "Cardiris™ Setup CD-ROM" into the CD-ROM drive.
2. Double-click the "Cardiris 3.6 for ScanSnap" on the desktop.
3. Double-click the "Cardiris 3.6 for ScanSnap" icon.
 

⇒ A screen of Cardiris installation appears.

4. Scroll down and read License Agreement to the end. Then click the [Continue] button, and install Cardiris, by following instruction on the screen.  
By default, Cardiris is installed on the Applications Folder.
5. After installation, Mac OS X restarts, and the Cardiris icon appears on the Dock menu.
6. Check that Cardiris can be started by clicking the Cardiris icon.  
After confirming the application startup, exit Cardiris.

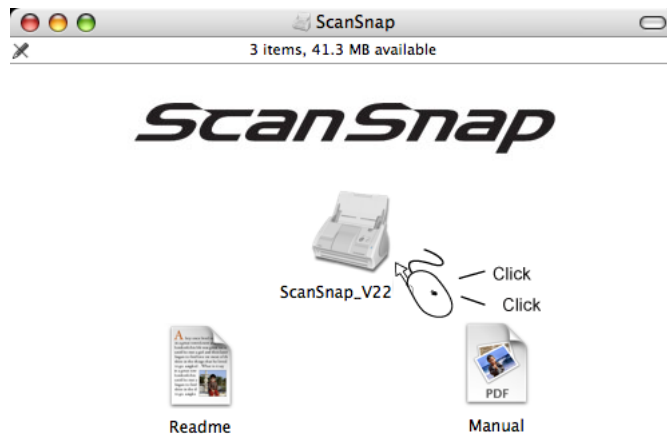


This operation is required for ScanSnap interaction with Cardiris. This operation must be performed before installing ScanSnap Manager.

## ■ Installing ScanSnap Manager


Prepare the ScanSnap Setup CD-ROM.

1. Insert the "ScanSnap Setup CD-ROM" into the CD-ROM drive.  
⇒ The "ScanSnap" window appears.
2. Double-click the ScanSnap Manager icon.



⇒ The "Welcome to ScanSnap Manager Installer" window appears.

3. Follow the instructions to install the software.  
ScanSnap Manager is installed on the Applications Folder.
4. After the installation is complete, eject the CD-ROM from the CD-ROM drive.

⇒ The ScanSnap Manager icon  appears on the Dock menu. The status of the ScanSnap

Manager icon will change from  to  after connecting the ScanSnap to your computer.



- For information about how to connect the ScanSnap to your computer, refer to "2.2 Connecting the ScanSnap to Your Computer" (page 16).
- For information about how to install ScanSnap Manager and Cardiris, refer to "**ScanSnap S510M Operator's Guide.**"



## 2.2 Connecting the ScanSnap to Your Computer

Follow the procedure below to connect the ScanSnap to your computer.

1. Connect the ScanSnap to a power outlet with the power cable.
2. Connect the ScanSnap to your computer with the USB cable.



- Be sure to connect the power cable before connecting the USB cable.
- Be sure to install the supplied programs before connecting the ScanSnap to your computer. For details about the installation, refer to "Installing ScanSnap Manager" (page 15).

The following describes each of the above two procedures.

### ■ Connecting the Power Cable

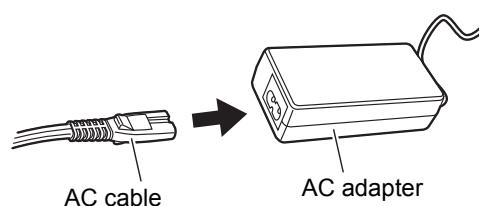
Connect the AC cable and adapter as shown below.



Do not use AC adapters other than the following.

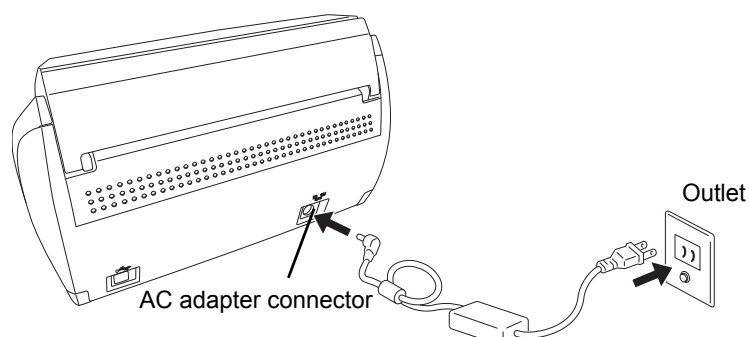
Manufacturer	AC-adapter model number
LEI	NU40-2160250-I3
SANKEN ELECTRIC CO., LTD	SEB55N2-16.0x (x= A-Z or Blank)

1. Connect the AC cable to the AC adapter (collectively called the power cable).



Use only the supplied AC cable and AC adapter (power cable).

2. Plug the power cable into the AC adapter connector on the back side of the ScanSnap, and the other end to a wall outlet.



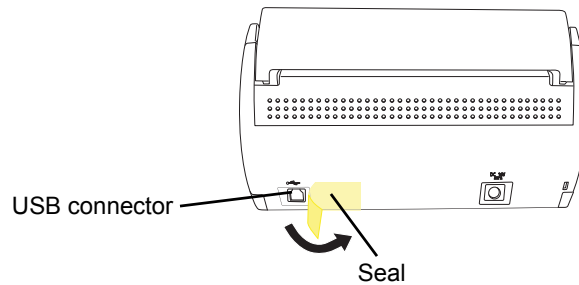
## ■ Connecting the USB Cable

Connect the USB cable as shown below.



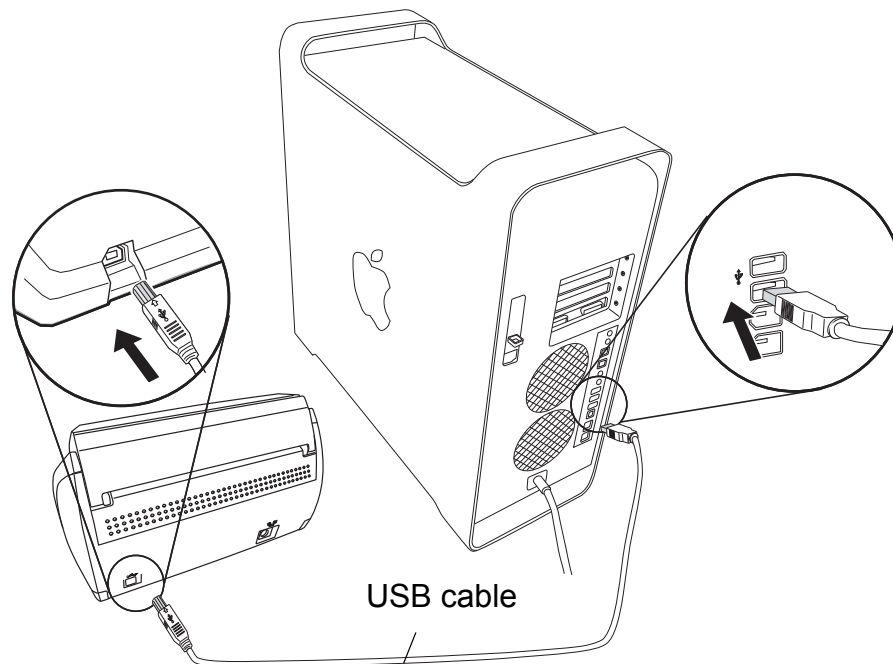
- Use only the USB cable supplied with the ScanSnap.
- When connecting to a USB hub, be sure to connect the ScanSnap to the hub plugged into the computer (first stage). If you connect it to a USB hub connected to another USB hub (second stage), the ScanSnap may not function correctly.
- If you connect the ScanSnap with USB 2.0, it is required that the USB port and the Hub be compliant with USB 2.0. The scanning speed may slow down when you connect the ScanSnap with USB 1.1. If your computer has the USB 2.0 compatible port, use it.

1. Remove the seal on the back side of the ScanSnap.



2. Connect the USB cable to the USB connector on the ScanSnap, and the other end of the USB cable into the USB port on your computer.

Insert the USB cable into the connector all the way to the end.



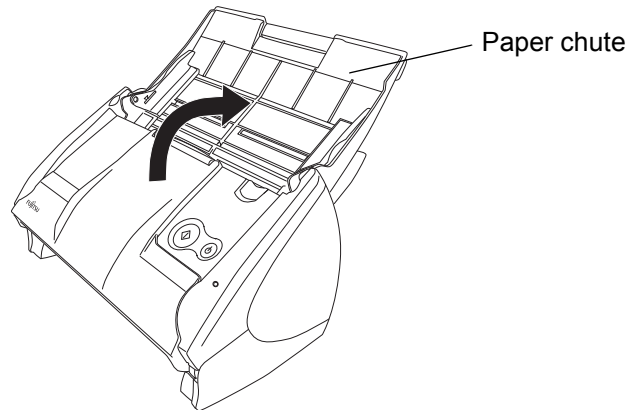
3. The connection of the USB cable is complete.  
Then, follow the procedure described in "Turning the ScanSnap ON" (page 18).

## ■ Turning the ScanSnap ON



The ScanSnap is turned on/off automatically, when you open/close the Paper chute. It is also turned on/off in conjunction with the connected computer's power on/off status.

1. Open the Paper chute of the ScanSnap.



2. The ScanSnap is turned ON.

⇒ The Power indicator starts blinking, and becomes solid. Then, the ScanSnap is recognized as new hardware by your computer.




Depending on the performance of the computer and the load on it, it may take time before the power LED gets illuminated. For example, it may take time if there are many programs running on the computer. In such case, wait until the power LED is steadily on.

3. The connection of the ScanSnap is complete.



It may take some time for the ScanSnap Manager icon on the Dock menu to become



- If you have waited for some time, and it still remains as , turn off the power using the ScanSnap [POWER] button and turn on the power again.
- Press [POWER] button, if the ScanSnap power is not turned ON after opening the paper chute.

## Chapter 3 How to Use the ScanSnap

With the ScanSnap, you can turn paper office documents on your desk into digital files, save them, attach them to e-mail, and print them just by pressing a single button. The scanned image can be viewed on the screen using the application (Preview).

Two typical usages are:

- Create digital backups of general office documents in PDF format.  
You can edit them later using Adobe Acrobat. Adobe Acrobat allows you to make full use of the scanned information by using the OCR (Optical Character Recognition) function to recognize the image of the text portion, the security function to set passwords, etc.  
(Note: For information on using Adobe Acrobat, please refer to "Adobe Acrobat Help".)
- With the "Action List", attach the scanned documents to e-mail, print them out with a printer, and share them over the network.



### **Action List**


The ScanSnap has frequently-used functions at the ready in the Action List to help you make efficient use of your time at your office.  
Refer to "**Chapter 5 About Actions**" of "**ScanSnap S510M Operator's Guide**" in the ScanSnap Setup CD-ROM to learn more about the Action List.

## 3.1 Scanning Settings

You can change the ScanSnap settings by using ScanSnap Manager.

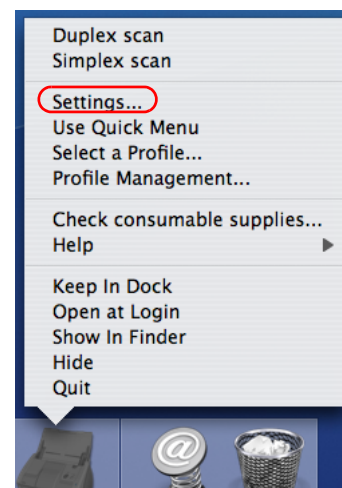


For details of scanning settings, refer to "**4.2 Changing Scanning Settings**" of "**ScanSnap S510M Operator's Guide**."

1. Click and hold the ScanSnap Manager icon  in the Dock menu.

Select [Settings] from the ScanSnap Manager menu to change the settings for scanning with a single pressing of the [SCAN] button.

⇒ The "ScanSnap Manager - Scan and Save Settings" window appears.

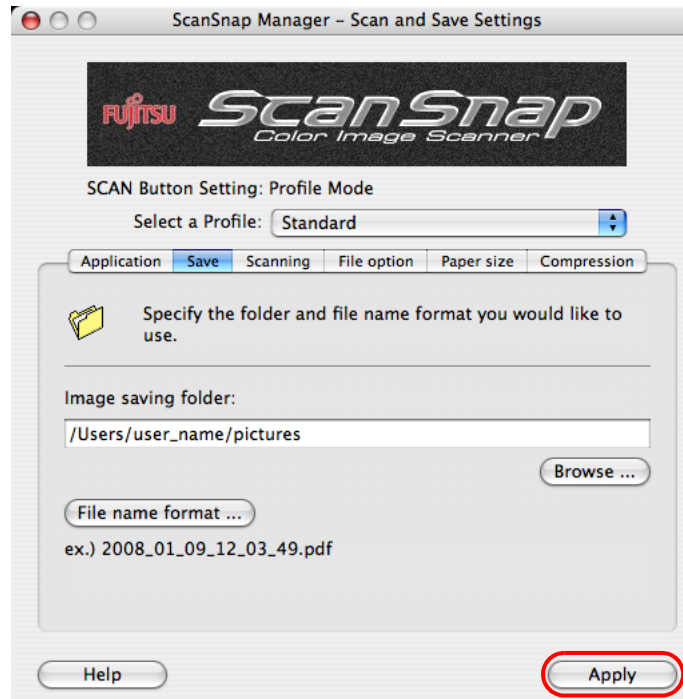


2. Change the scanning settings on the "ScanSnap Manager - Scan and Save Settings" window.

You can update your last-saved settings for scanning when [Settings] is selected.

There are six tabs used to configure the scan options at maximum (The number of tabs displayed and items that can be configured vary depending on the operation mode.)

3. Click the [Apply] button to finish the configuration.  
⇒ The new settings are enabled.



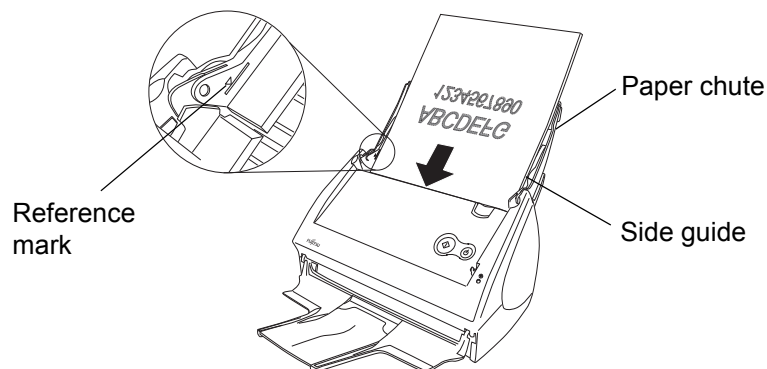
## 3.2 Scanning Documents

This section describes how to scan the documents generally used in most offices. The ScanSnap can scan the documents in various sizes.



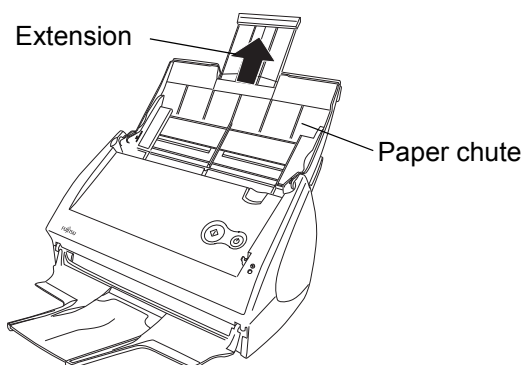
For details of how to scan documents, refer to "**Chapter 3 Using the ScanSnap**" of "**ScanSnap S510M Operator's Guide**."

1. Load the documents onto the paper chute.  
Load the document so that the front side of the two-sided document (the first page when the document contains more than one sheet) faces the paper chute.  
Do not load the document beyond the reference marks on the side guide.

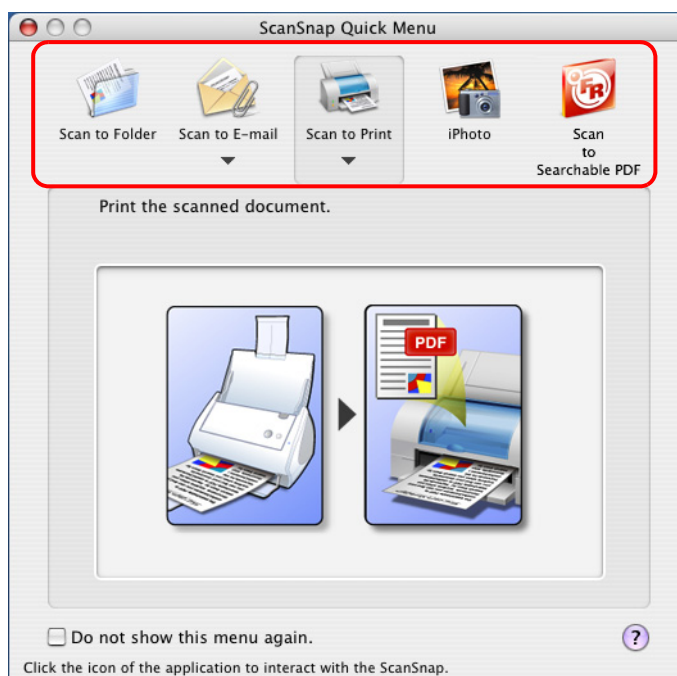




Pull out the extension of the paper chute to scan long-size documents.



- 
2. Adjust the side guides to the width of the loaded document.
  3. Press the [SCAN] button.  
⇒ Scanning is started.  
⇒ The ScanSnap Quick Menu appears after scanning.
  4. Select a desirable action in the ScanSnap Quick Menu for the image of the scanned document.



The scanning method above is for the case where the "Quick Menu Mode" is applied. If you switch to the "Profile Mode," you will be able to perform the scanning operation with the specified application without the ScanSnap Quick Menu displayed. You can also switch to any settings for scanning if you register scanning configurations to the "Select a Profile" window in advance. When you become accustomed to the ScanSnap operation, switch the Operation Mode during operation when needed.

The Operation Mode can be switched by clicking and holding the ScanSnap Manager icon



on the Dock menu and then marking [Use Quick Menu].

The ScanSnap can scan documents using various settings.

Refer to "**Chapter 3 Using the ScanSnap**" of "**ScanSnap S510M Operator's Guide**" to learn more.

---

### 3.3 Scanning with the Carrier Sheet

If you use the Carrier Sheet, you can scan large documents such as A3 and B4 size documents, and documents of irregular shapes such as clippings of newspaper.

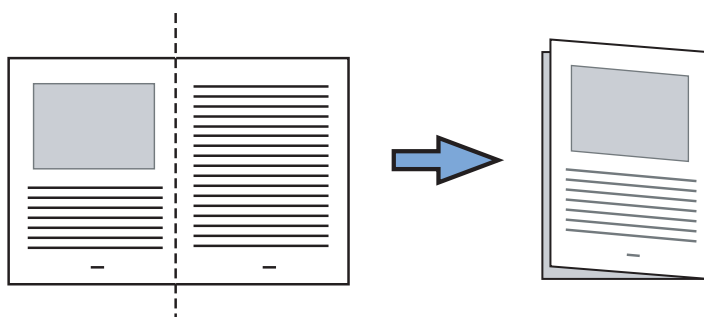
#### ■ Creating Facing Pages in One Image

Fold the document in half, scan it in duplex scanning mode, and then merge both front and back side images to make a double-page spread image.

Here, as an example, this section explains how to scan an A3-size document.

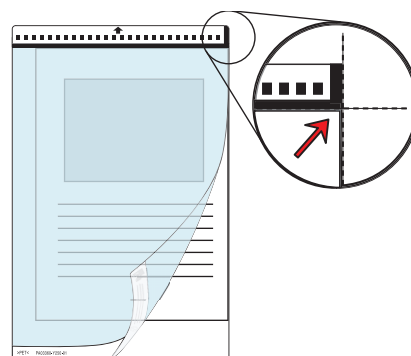
If you are scanning an A3 document, it is not possible to load it onto the ScanSnap as it is. Fold the document in half and scan it following the procedure below.

1. Spread the page to be scanned facing outwards and fold it in half from the center.  
Fold it tightly and smooth out the crease so that the folded portion does not appear puffed.



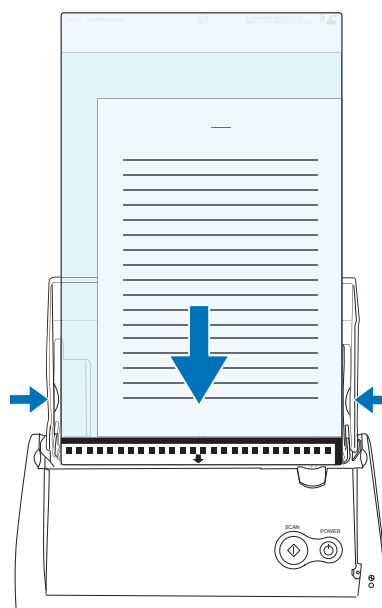
2. Open the Carrier Sheet and place the folded document inside.

Align the fold with the right edge of the Carrier Sheet so that the document fits into the Carrier Sheet at the upper corner.

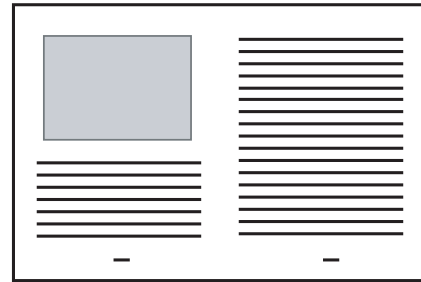


3. Load the Carrier Sheet onto the ScanSnap.

- Load the Carrier Sheet with the portion striped in black and white as the leading edge as shown in the right figure.
- Adjust the side guides to the width of the Carrier Sheet to avoid skewing.
- When the Carrier Sheet is used for scanning, continuous scanning is not possible. Scan one piece or one sheet at one time.



4. Press the [SCAN] button.  
⇒ The front and back images are merged into a double-page spread image.

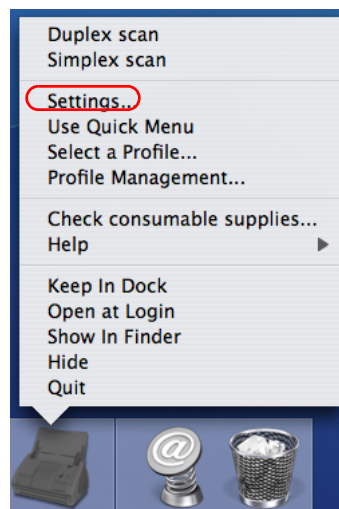


The loading method and ScanSnap Manager's settings differ according to the documents to be scanned. Refer to "**ScanSnap S510M Operator's Guide**" on the ScanSnap Setup CD-ROM for details.

## ■ Scanning Irregular-shaped Documents

This section explains how to scan documents that are difficult to scan as it is.

1. Click and hold the ScanSnap Manager icon  on the Dock menu and select [Settings].

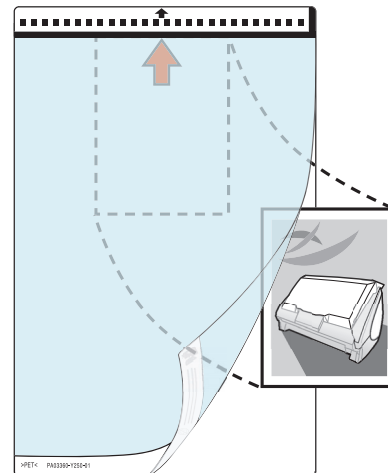


- ⇒ The "ScanSnap Manager - Scan and Save Settings" window appears.
2. On the [Paper size] tab, click the [Carrier Sheet Settings] button.  
⇒ The "ScanSnap Carrier Sheet Settings" window appears.
  3. On the "ScanSnap Carrier Sheet Settings" window, select "Create front and back images separately" in the [Mode] pop-up menu, and then click the [OK] button.



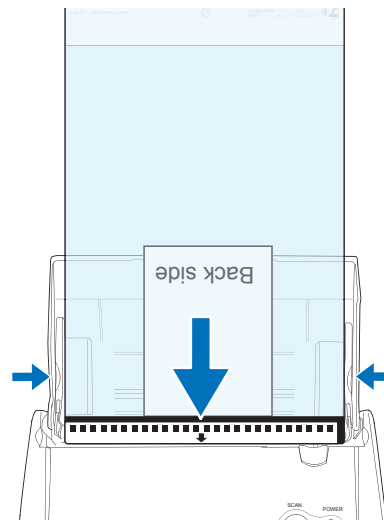
4. Open the Carrier Sheet and place the document inside.

Neatly align the top of the material with the top of the Carrier Sheet.  
Center the material so that it is entirely contained in the Carrier Sheet.



5. Load the Carrier Sheet onto the ScanSnap.

- Load the Carrier Sheet with the portion striped in black and white as the leading edge as shown in the right figure.
- Place the Carrier Sheet so that the back side of it faces up.
- Adjust the side guides to the width of the Carrier Sheet to avoid skewing.
- When the Carrier Sheet is used for scanning, continuous scanning is not possible. Scan one piece or one sheet at one time.



6. Press the [SCAN] button.

⇒ Scanning starts.

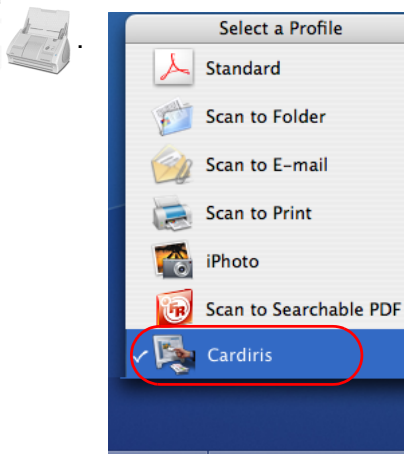
⇒ The image is centered and output in the specified size.



The loading method and ScanSnap Manager's settings differ according to the documents to be scanned. Refer to "**ScanSnap S510M Operator's Guide**" on the ScanSnap Setup CD-ROM for details.

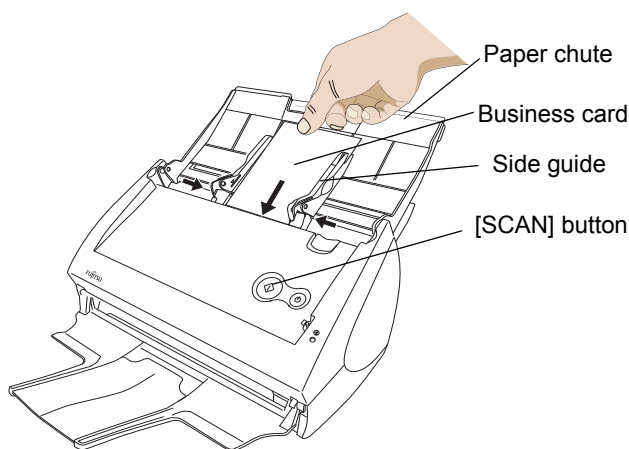
## 3.4 Scanning Business Cards using Cardiris

1. Select "Cardiris" in the "Select a Profile" window which pops up when clicking the ScanSnap Manager icon .



In Quick Menu Mode, ScanSnap cannot interact with Cardiris.

2. Load the document onto the ScanSnap and press the [SCAN] button.
  - Load the business cards face down.
  - When scanning more than one business card, set them together.
  - Adjust the side guides so that they are touching the edges of the business card. When moving the side guides, hold the tag of the side guide.

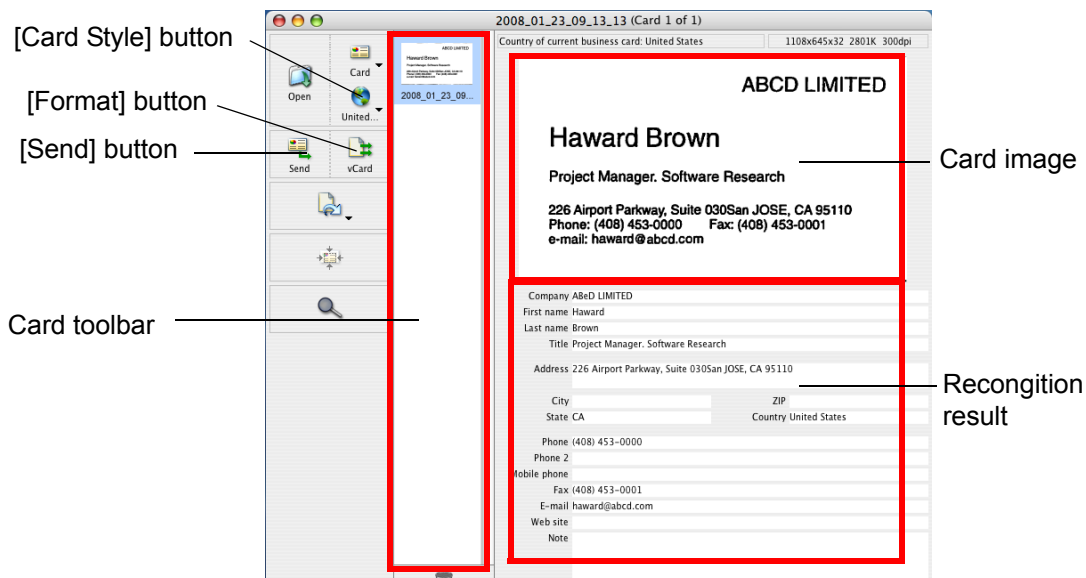


- Do not connect or disconnect other USB devices during the scanning operation.
- Do not close the paper chute on the ScanSnap during the scanning operation.
- Do not switch the user to log in during the scanning operation.

⇒ Scanning is started.

⇒ When scanning is complete, Cardiris window appears.

3. Check the image data of the scanned business cards in the Cardiris window.



The images of each business card are displayed on the right.  
 A list of already scanned business cards is displayed on the left.  
 Under the image, the recognized characters are displayed.



To scan business card of a different language from the one set with the [Card Style] button, change the language setting in the Cardiris window before scanning.

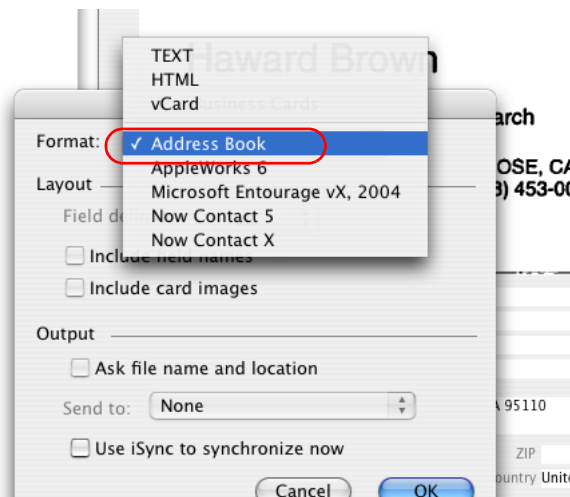
4. Should there be any recognition errors, correct the data manually.  
 Correct misrecognized characters.

To register the recognized characters of a scanned business cards in the Address Book, perform the following procedure.

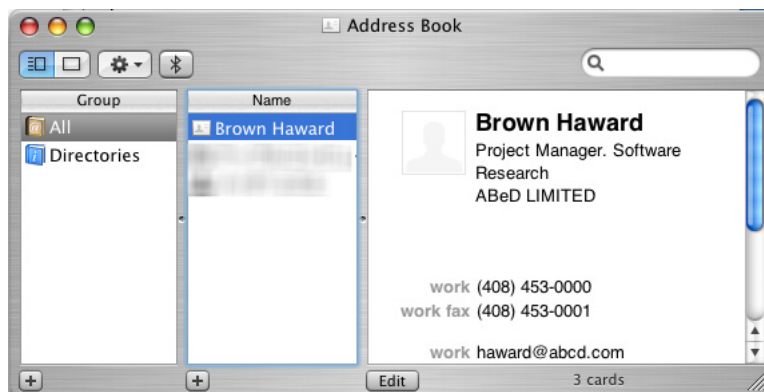
5. Click the [Format] button or select [Settings] - [Output Format] on the menu bar.  
 ⇒ The following window appears.



- On the [Format:] pop-up menu, select "Address Book."



- Click the [OK] button.
- Click the [Send] button or select [Process] - [Send] on the menu bar.  
⇒ The Address Book window appears, and the recognized characters of all scanned business cards in the card toolbar are registered in Address Book.



- On the menu bar, select [Cardiris] - [Quit Cardiris] to quit Cardiris.



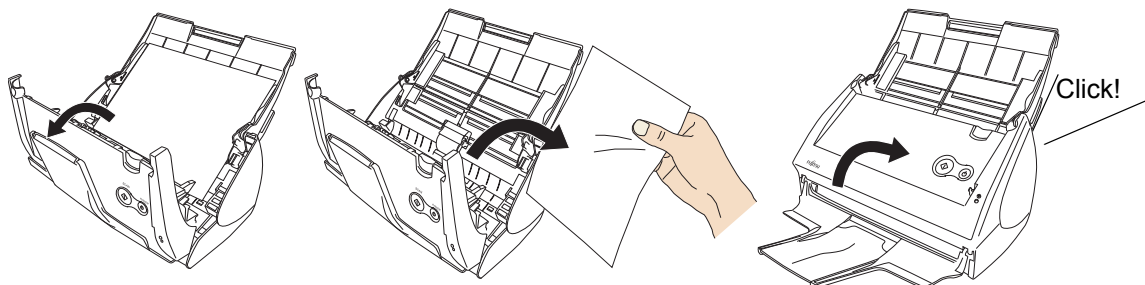
- The recognition result of scanned business cards can be output as text or vCard format.
- For more details, refer to the User's Manual in the Cardiris application installation folder or Cardiris Help.

## Chapter 4 Troubleshooting

This chapter describes common problems during the usage of the ScanSnap and how to remedy them.

### 4.1 Clearing Paper Jams

1. Remove the document on the paper chute.
2. Open the ADF while pulling the cover open lever.
3. Remove the jammed document.
4. Close the ADF.  
⇒ You should hear the ADF click when it returns to its original position.



### 4.2 Troubleshooting Checklist


Before you ask for repair service, please check the following items.





If you cannot solve the problem even after checking the following items, contact the store where you purchased the ScanSnap, or contact an authorized FUJITSU scanner service provider.



For troubleshooting errors caused during operation, refer to "7.2 Troubleshooting Checklist" of "ScanSnap S510M Operator's Guide."

\* Visit our Web site for your reference. Other useful information will be posted on the FAQ corner at the following Web site:  
<http://scansnap.fujitsu.com/>

Symptom	Check This Item	Remedy
The ScanSnap cannot be turned on.	Is the power/USB cable connected correctly?	Correctly connect the power/USB cable. Disconnect and then re-connect the power cable. (Note: Wait at least five seconds before reconnecting the power cable.)
	Is the paper chute closed? (The ScanSnap is automatically powered on/off when the paper chute is opened/closed.)	Open the paper chute.
	Is the Mac OS X started completely? (The ScanSnap is powered on/off in conjunction with the computer.)	Wait until Mac OS X is started up completely. The  LED stays out while Mac OS X is starting up or in the sleep mode.

Symptom	Check This Item	Remedy
Scanning does not start.	Is ScanSnap Manager for the ScanSnap S510M installed in your computer?	Install ScanSnap Manager for the ScanSnap S510M. (Refer to "2.1 Installing the Supplied Software" (page 12).)
	Is the USB cable connected correctly?	Connect the USB cable correctly. (When a hub is used, check the hub's power supply.)
	Is the  LED light blinking?	Disconnect and then re-connect the AC cable and AC adapter. (Wait at least five seconds before reconnecting the AC or USB cable.)
	Is ScanSnap Manager surely started? (If ScanSnap Manager is active, the ScanSnap Manager icon  appears in the Dock menu.)	If the ScanSnap Manager icon  is not displayed, with Finder, select the destination folder where the ScanSnap is installed (generally, you can find "ScanSnap" in "Applications"), and then select "ScanSnap Manager" to start up "ScanSnap Manager."
	Is ScanSnap Manager running normally? (If ScanSnap Manager is not running normally, the ScanSnap Manager icon in the Dock menu is in the not-ready state  .)  Depending on the features of the computer, the ScanSnap may not be recognized shortly after the power is turned on back if the computer goes into the sleep mode before turning off the power.	Perform the following: 1. Disconnect and re-connect the AC cable and AC adapter. If doing so does not improve the situation, perform Step 2. 2. If a USB hub is being used, directly connect the ScanSnap to your computer. If this does not improve the situation, perform Step 3. 3. Restart your computer. If none of the above operations resolves the problem, uninstall and re-install ScanSnap Manager. For details about uninstallation, refer to " <b>Appendix A Uninstalling ScanSnap</b> " in the " <b>ScanSnap S510M Operator's Guide</b> ".
	Did you resume the computer from the hibernation state?	When you perform scanning after resuming the computer from the hibernation state, move the mouse or press any key before scanning.
When the document is scanned with the Carrier Sheet, a message, "Document size incorrect", appears or part of the page image is lost.	Did you put multiple small-size materials (photos/post cards) in the Carrier Sheet for scanning?	Put only one small-size material (a photo/ a post card) in Carrier Sheet per scanning.
	---	A detection error in the folded portion may cause part of the page image be lost. In such case, set the document so its edge will be about 1 mm inside of the Carrier Sheet frame.

\* The latest information, which is updated on an as-needed basis, is available at the "Frequently Asked Questions (FAQ)" corner of our website. Please visit the website at:  
<http://scansnap.fujitsu.com/>

## Chapter 5 Daily Care

This chapter describes how to clean the ScanSnap.



- Before you clean the ScanSnap, unplug the power cable from the power outlet to prevent from fire or electric shock.
- To avoid injuries, do not place the internal parts (such as the Pad ASSY and pick roller) in areas where small children can reach.
- Do not use any aerosol sprays or alcohol based sprays to clean the ScanSnap. Dust blown up by strong air from the spray may enter the inside of the ScanSnap. This may cause the ScanSnap to fail or malfunction. Sparks, caused by static electricity, generated when blowing off dust and dirt from the outside of the ScanSnap may cause a fire.

### 5.1 Cleaning Materials

Cleaning Materials	Parts No.	Remarks
Cleaner F1	PA03950-0352	1 bottle (100 ml) (*1)
Cleaning wipe	PA03950-0419	1 pack (24 sheets) (*2)
Lint-free dry cloth	Commercially available. (*3)	

\*1) It may take long before the cleaner vaporizes if a large quantity is used. When cleaning the ScanSnap parts, dampen a cloth with modest quantities of the cleaner. In addition, wipe off the cleaner completely with a soft lint-free cloth to leave no residue on the surface of the cleaned parts.

\*2) Pre-moistened with Cleaner F1, Cleaning Wipes are used instead of moistened cloths.

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

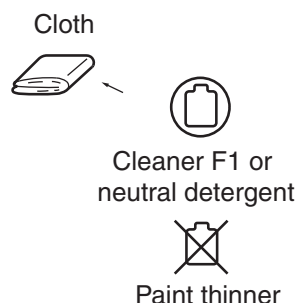
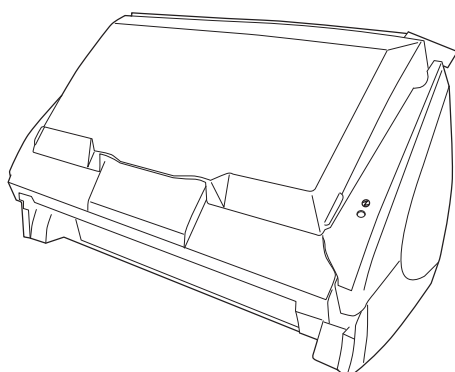
To purchase the cleaning material, contact the store where you purchased the ScanSnap or an authorized FUJITSU scanner service provider.

### 5.2 Cleaning the ScanSnap Exterior

Clean the ScanSnap exterior with a cloth moistened with a small amount of neutral detergent or Cleaner F1 (sold separately).



- Never use paint thinner or other organic solvents.
- During the cleaning, prevent water or moisture from getting inside the ScanSnap.



## 5.3 Cleaning Inside of the ScanSnap

Clean inside of the ScanSnap with a cloth moistened with Cleaner F1.

In an alternating succession of scanning documents, the accumulated paper-powder and dust inside the ScanSnap causes a scanning error.

As a guideline, clean the ADF every 1000 sheets of documents. Note that this guideline varies according to the type of documents you are scanning. For example, the ADF must be cleaned more frequently when scanning documents on that the toner has not been sufficiently fixed on.

Clean the ADF according to the following procedure referring to the illustrations.



The glass surface inside the ADF becomes hot during the ScanSnap operation. Before you start cleaning the inside of the ScanSnap, disconnect the AC adapter from the outlet, and wait at least 15 minutes to let the ScanSnap cool down.

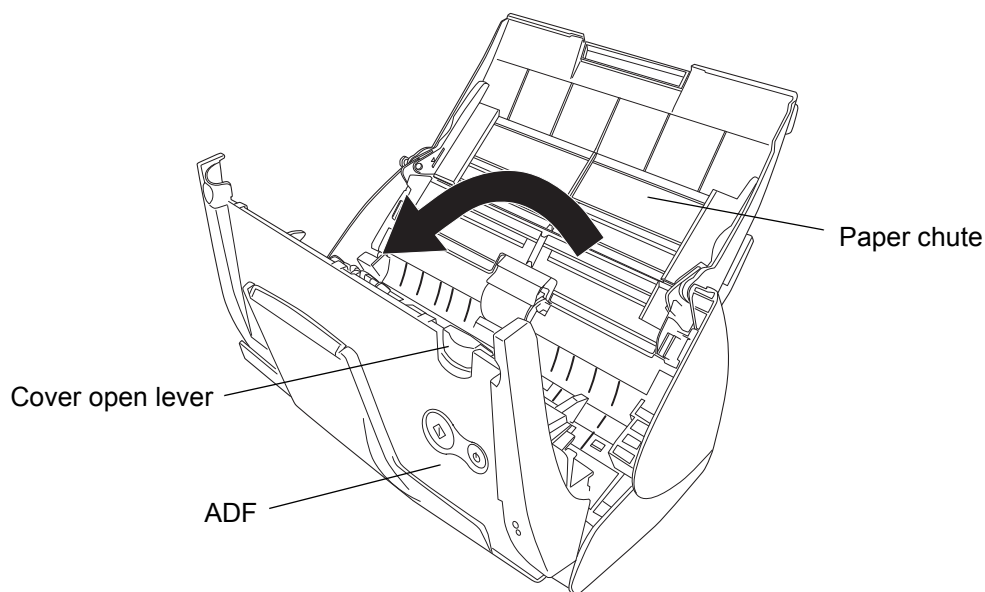


When you perform cleaning, make sure that the inside of the scanner is free of any foreign object, and be careful not to get your hand or the cloth caught on the pick spring (metal part) as a deformed pick spring (metal part) may cause injury.



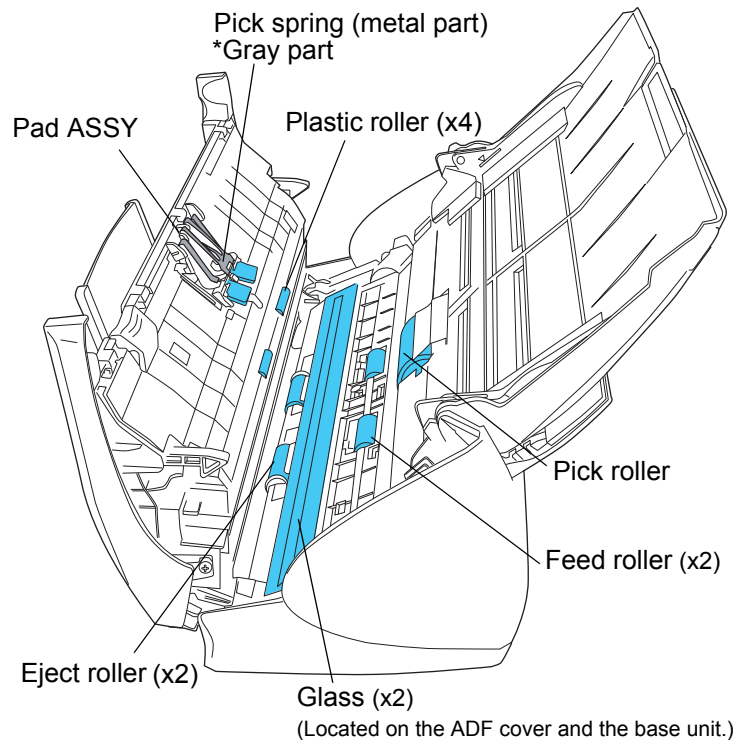
Never use water or neutral detergent to clean the inside of the ScanSnap.

1. Open the ADF while pulling the cover open lever.





2. Clean the following locations with a cloth moistened with Cleaner F1.



For more details, refer to "**Chapter 8 Daily Care**" in the "**ScanSnap S510M Operator's Guide.**"

## 5.4 Cleaning the Carrier Sheet

If the Carrier Sheet is used extensively, dirt and dust may stick onto the surface or the interior and cause scanning errors. Clean it regularly.

<Cleaning method>

Use a dry, soft cloth, or a soft cloth slightly moistened with Cleaner F1 or a mild detergent to lightly clean off the dirt and dust from the surface and the interior of the Carrier Sheet.



- Never use paint thinner or other organic solvents.
- Do not rub too hard. Otherwise, the Carrier Sheet may be scratched or be deformed.
- After cleaning the interior of the Carrier Sheet with Cleaner F1 or a mild detergent, dry the Carrier Sheet completely before closing it.
- As a guideline, it is recommended to replace the Carrier Sheet every 500 scans. Refer to "6.2 Purchasing the Carrier Sheet" (page 34) for details on purchasing a Carrier Sheet.

## Chapter 6 Consumables

This chapter describes how to replace and purchase consumables and regular replacement parts.



- Before you replace the consumables of the ScanSnap, unplug the power cable from the power outlet to prevent from fire or electric shock.
- To avoid injuries, do not place the internal parts (such as the Pad ASSY and pick roller) in areas where small children can reach.

### 6.1 Part Numbers and Replacement Cycle of Consumables

The following table lists the part numbers of consumables and shows rough guidelines for replacing these parts.

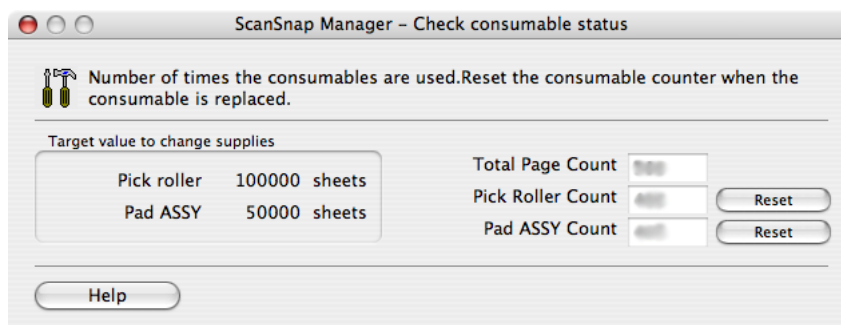
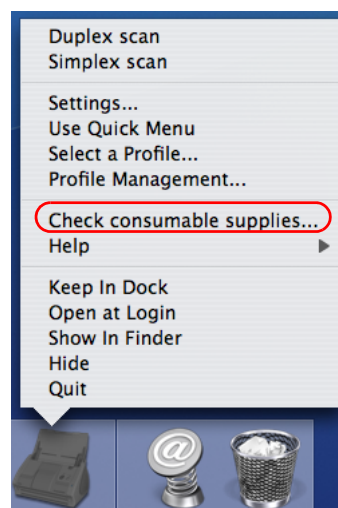
No	Description	P/N	Replacement Cycle
1	Pick roller	PA03360-0001	100,000 sheets or one year
2	Pad ASSY	PA03360-0002	50,000 sheets or one year

These replacement cycles are rough guidelines when A4/Letter wood-free paper 80g/m<sup>2</sup> (21 lb) is used. The actual cycle may differ depending on the scanned paper. Use only the consumables specified by PFU LIMITED.



Use the following procedure to check the target values for replacement and usage information of consumables.

1. Click and hold the ScanSnap Manager icon in the Dock menu.
2. Click [Check consumable supplies] on the menu.  
⇒ The "ScanSnap Manager - Check consumable status" window appears. This window indicates how many times consumables have been used.



Replace consumables using "Target value to change supplies" as guidelines.

For details about purchasing consumables, visit the website below or contact the FUJITSU scanner dealer where you purchased your ScanSnap.

[Website] <http://scansnap.fujitsu.com/>



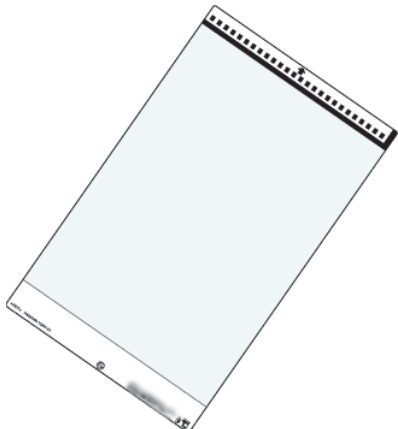
For information on how to replace the Pad ASSY and the pick roller, refer to "9.2 Replacing the Pad ASSY" and "9.3 Replacing the Pick Roller" respectively in the "ScanSnap S510M Operator's Guide."

## 6.2 Purchasing the Carrier Sheet

If the "Carrier Sheet" bundled in this product cannot be used for scanning due to damage or wear-and-tear, you can purchase just the Carrier Sheet separately.

As a guideline, it is recommended to replace the Carrier Sheet every 500 scans. However, the number of times of use differs according to usage. If scratches and dirt are conspicuous, please replace the Carrier Sheet accordingly.

The description of the Carrier Sheet and part number are as follows:

Description	Qty	P/N
ScanSnap Carrier Sheet 	5 pcs	FI-511ES-WW

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