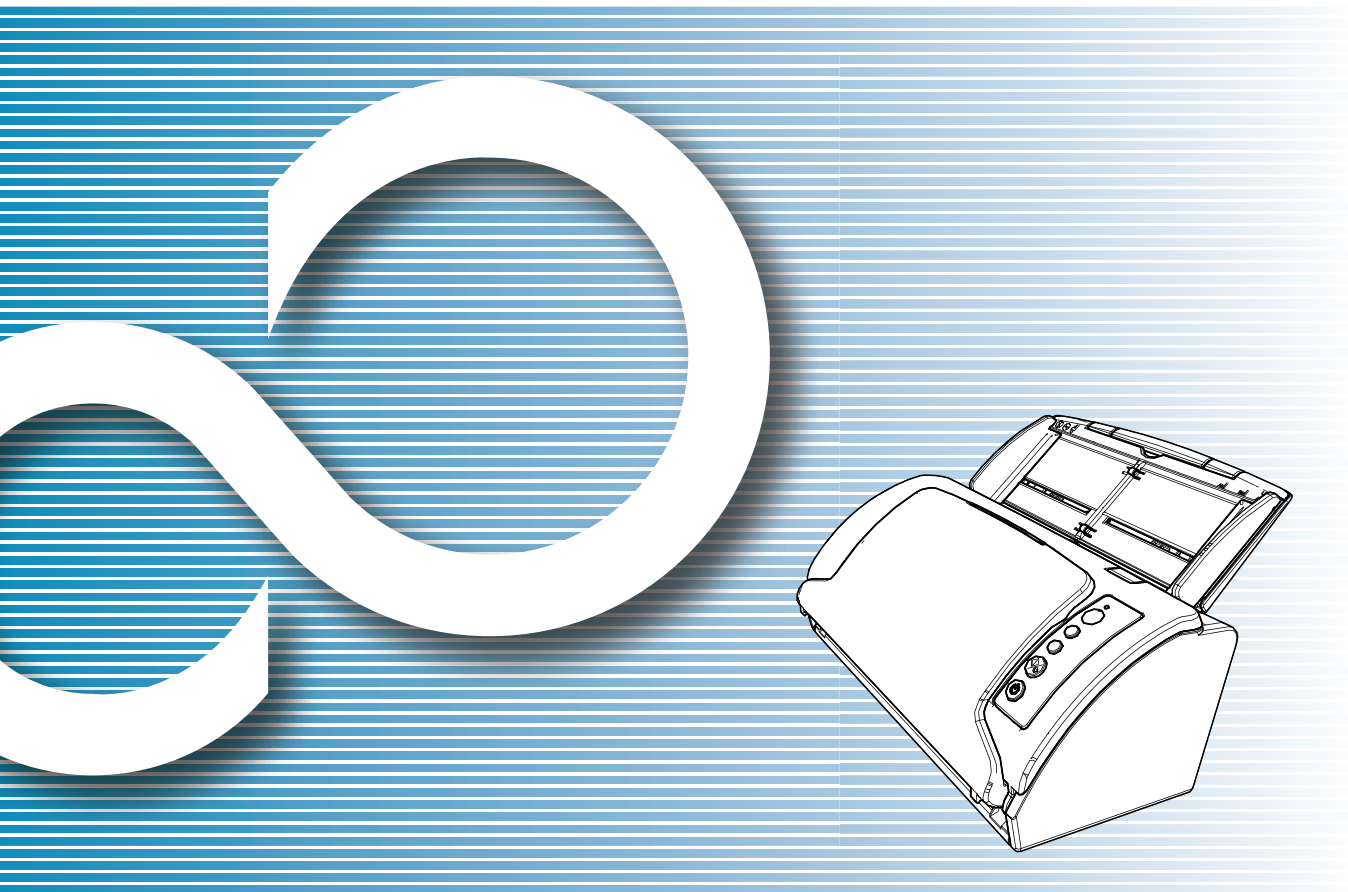# FUJITSU

P3PC-5992-02ENZ0

fi-7030

Image Scanner

Operator's Guide

Thank you for purchasing our image scanner.
This manual explains about the basic operations and handling of the scanner.
For information on scanner installation and connection, refer to the Quick Installation Sheet.

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

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Explains how to load documents on the scanner.

How to Load Documents

Explains how to use the operator panel.

How to Use the Operator Panel

Explains about various ways of scanning.

Various Ways to Scan

Explains how to clean the scanner.

Daily Care

Explains how to replace the consumables.

Replacing the Consumables

Explains about troubleshooting.

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Explains how to configure settings in the Software Operation Panel.

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How to Use This Manual

How to Use This Manual

The following shows the tips for using this manual.

- To display or print this manual, either Adobe® Acrobat® (7.0 or later) or Adobe® Reader® (7.0 or later) is required.
- In this manual, you can use the Search tool of Adobe® Acrobat® or Adobe® Reader®.
  For details, refer to the Adobe® Acrobat® or Adobe® Reader® Help.
- Use the [Page Up] key to return to the previous page, and the [Page Down] key to go to the next page.
- Click a blue character string, tab or contents/index title (where the mouse cursor changes into a shape such as 👆) to jump to the link.
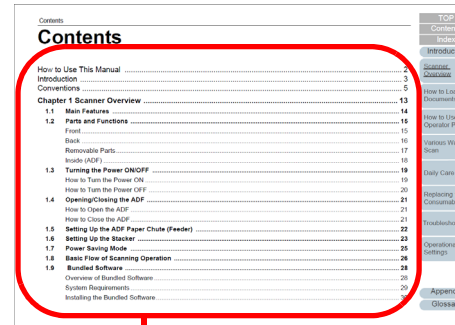 - Common for All Pages

Jumps to the first page of each chapter.
This tab is on every page.
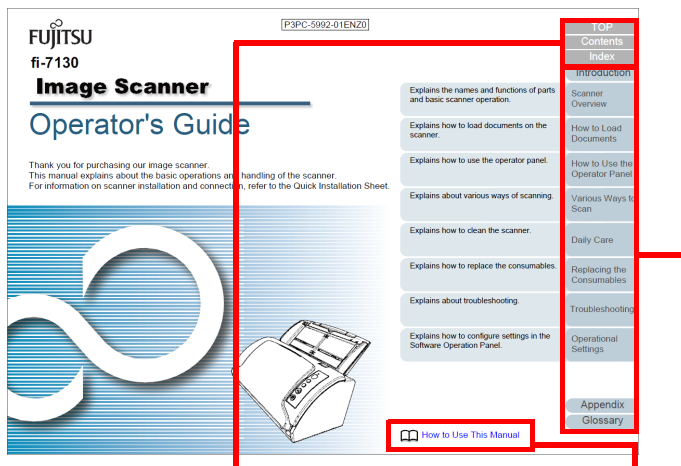
TOP: Jumps to the cover page.
Contents: Jumps to the contents page.
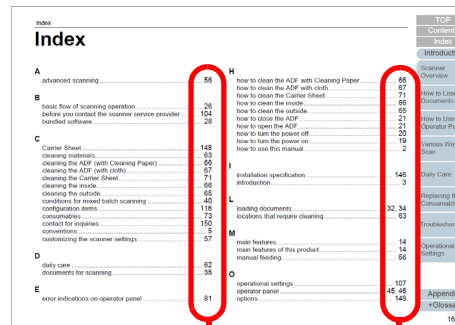Index: Jumps to the index page.
This tab is on every page.

Jumps to this page.
Click on a blue character string to jump to the link.

- Contents Page

Click on a title to jump to the link.

- Index Page

Click on a page number to jump to the link.

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Thank you for purchasing our image scanner.

About This Product

This scanner realizes a scanning speed of 27 ppm/54 ipm (*1), and is equipped with the ADF (Automatic Document Feeder) which supports duplex scanning.

*1: When scanning A4 size documents at 300 dpi using JPEG Compression.

Manuals

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

Manual	Description
Safety Precautions (paper, PDF)	Contains important information about the safe use of this product. Make sure to read this manual before using the scanner. The PDF version is included in the Setup DVD-ROM.
Quick Installation Sheet (paper)	Explains about scanner installation and setup.
Operator's Guide (this manual) (PDF)	Provides detailed information on how to operate and maintain the scanner daily, how to replace the consumables, and how to troubleshoot problems. Included in the Setup DVD-ROM.

Manual	Description
Scanner Central Admin User's Guide (PDF)	Explains about the overview, installation, operation and maintenance of Scanner Central Admin. Included in the Setup DVD-ROM.
Error Recovery Guide (HTML Help)	Details the status of the scanner and explains how to resolve problems encountered. Contains movie segments that explain operation procedures such as cleaning this product and replacing the consumables. Included in the Setup DVD-ROM.
Help (scanner driver)	Explains how to use and configure the settings for the scanner drivers. Can be referenced from each scanner driver.
Help (application)	Explains how to use and configure the settings for the application software. Read them as needed. Can be referenced from each application.

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Manufacturer

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

Safety Information

The attached "Safety Precautions" manual contains important information about the safe and correct use of this product. Make sure that you read and understand it before using the scanner.

Symbols Used in This Manual

The following indications are used in this manual to obviate any chance of accident or damage to you, people near you, and your property. Warning labels consist of a symbol indicating the severity and a warning statement. The symbols and their meanings are as follows.

| ⚠ WARNING | This indication alerts operators of an operation that, if not strictly observed, may result in severe injury or death. |
| ⚠ CAUTION | This indication alerts operators of an operation that, if not strictly observed, may result in safety hazards to personnel or damage to the product. |

Abbreviations Used in This Manual

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

Name	Indication
Windows Vista® Home Basic (32-bit/64-bit)	Windows Vista (*1)
Windows Vista® Home Premium (32-bit/64-bit)	
Windows Vista® Business (32-bit/64-bit)	
Windows Vista® Enterprise (32-bit/64-bit)	
Windows Vista® Ultimate (32-bit/64-bit)	
Windows Server® 2008 Standard (32-bit/64-bit)	Windows Server 2008 (*1)
Windows Server® 2008 R2 Standard (64-bit)	
Windows® 7 Home Premium (32-bit/64-bit)	Windows 7 (*1)
Windows® 7 Professional (32-bit/64-bit)	
Windows® 7 Enterprise (32-bit/64-bit)	
Windows® 7 Ultimate (32-bit/64-bit)	
Windows Server® 2012 Standard (64-bit)	Windows Server 2012 (*1)

Name	Indication
Windows Server® 2012 R2 Standard (64-bit)	Windows Server 2012 R2 (*1)
Windows® 8 (32-bit/64-bit)	Windows 8 (*1)
Windows® 8 Pro (32-bit/64-bit)	
Windows® 8 Enterprise (32-bit/64-bit)	
Windows® 8.1 (32-bit/64-bit)	Windows 8.1 (*1)
Windows® 8.1 Pro (32-bit/64-bit)	
Windows® 8.1 Enterprise (32-bit/64-bit)	
Windows® 10 Home (32-bit/64-bit)	Windows 10 (*1)
Windows® 10 Pro (32-bit/64-bit)	
Windows® 10 Enterprise (32-bit/64-bit)	
Windows® 10 Education (32-bit/64-bit)	
Microsoft® Word	Word
Microsoft® Office Word	
Microsoft® Excel®	Excel
Microsoft® Office Excel®	
PaperStream IP (TWAIN)	PaperStream IP driver
PaperStream IP (TWAIN x64)	
PaperStream IP (ISIS) Bundle	

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

Arrow Symbols in This Manual

Right-arrow symbols (→) are used to separate icons or menu options you should select in succession.
Example: Click [Start] menu → [Control Panel].

Screen Examples in This Manual

Microsoft product screenshots are reprinted with permission from Microsoft Corporation.
The screen examples in this manual are subject to change without notice in the interest of product development.
If the actual displayed screen differs from the screen examples in this manual, operate by following the actual displayed screen while referring to the user's manual of the scanner application that you are using.
The screen examples used in this manual are of the PaperStream IP driver.
The screenshots used in this manual are of Windows 7. The actual windows and operations may differ depending on the operating system. Also note that with some scanner models, the screens and operations may differ from this manual when you update the PaperStream IP driver. In that case, refer to the manual provided upon updating the driver.

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Chapter 1   Scanner Overview

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

1.1 Main Features

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

Scanning speed of 27 ppm/54 ipm (*1)

The scanner realizes a scanning speed of 27 ppm/54 ipm. Furthermore, you can load up to 50 sheets (*2) of documents for continuous scanning which allows you to quickly digitize a large volume of documents.

Function Number Display

The scanner mounts the Function Number Display that displays the error status. It is used to easily check the status of the scanner.

Improved efficiency for pre-scan work

The scanner can perform "batch scanning" which allows you to scan documents with different paper weights and sizes at once. This simplifies the process of sorting the documents before scanning.

Reduced work loss caused by multifeeds

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

Intelligent Multifeed function

When there is paper of the same size attached to a designated location on the page, the Intelligent Multifeed function enables the scanner to recognize the location of the attachment. This allows you to continue scanning instead of pausing the scan by detecting every paper attachment as multifeed. Furthermore, the "paper protection" function will reduce the risk of damaging your valuable documents.

Advanced image processing function

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

Capable of scanning photographs, clippings, and documents larger than A4/Letter size

The Carrier Sheet, which is available as an option, allows you to scan documents that are larger than A4/Letter size, as well as non-standard size documents such as photographs or clippings. You can load multiple Carrier Sheets or mix it with regular documents in the same batch.

Centralized management of multiple scanners

The bundled "Scanner Central Admin Agent" application allows you to manage multiple scanners together. For example, you can update the scanner settings and drivers, as well as monitor the operating status of each scanner.
For details, refer to the Scanner Central Admin User's Guide.

*1: When scanning A4 size documents at 300 dpi using JPEG Compression.

*2: When using documents with a paper weight of 80 g/m^2 (20 lb).

1.2 Parts and Functions

This section shows the names of the scanner parts.

Front

Chute Extension 1

Pull out to adjust to the document length.

Chute Extension 2

Pull out to adjust to the document length.

Side Guides

Positions the documents in place when the documents are loaded in the ADF paper chute (feeder) as they are fed into the scanner.

ADF (Automatic Document Feeder)

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

Stacker

Stacks up the ejected documents.

ADF Paper Chute (Feeder)

Holds the documents to be scanned.

ADF Release Tab

Pull this tab to open the ADF.

Stacker Extension

Slide out to adjust to the document length.
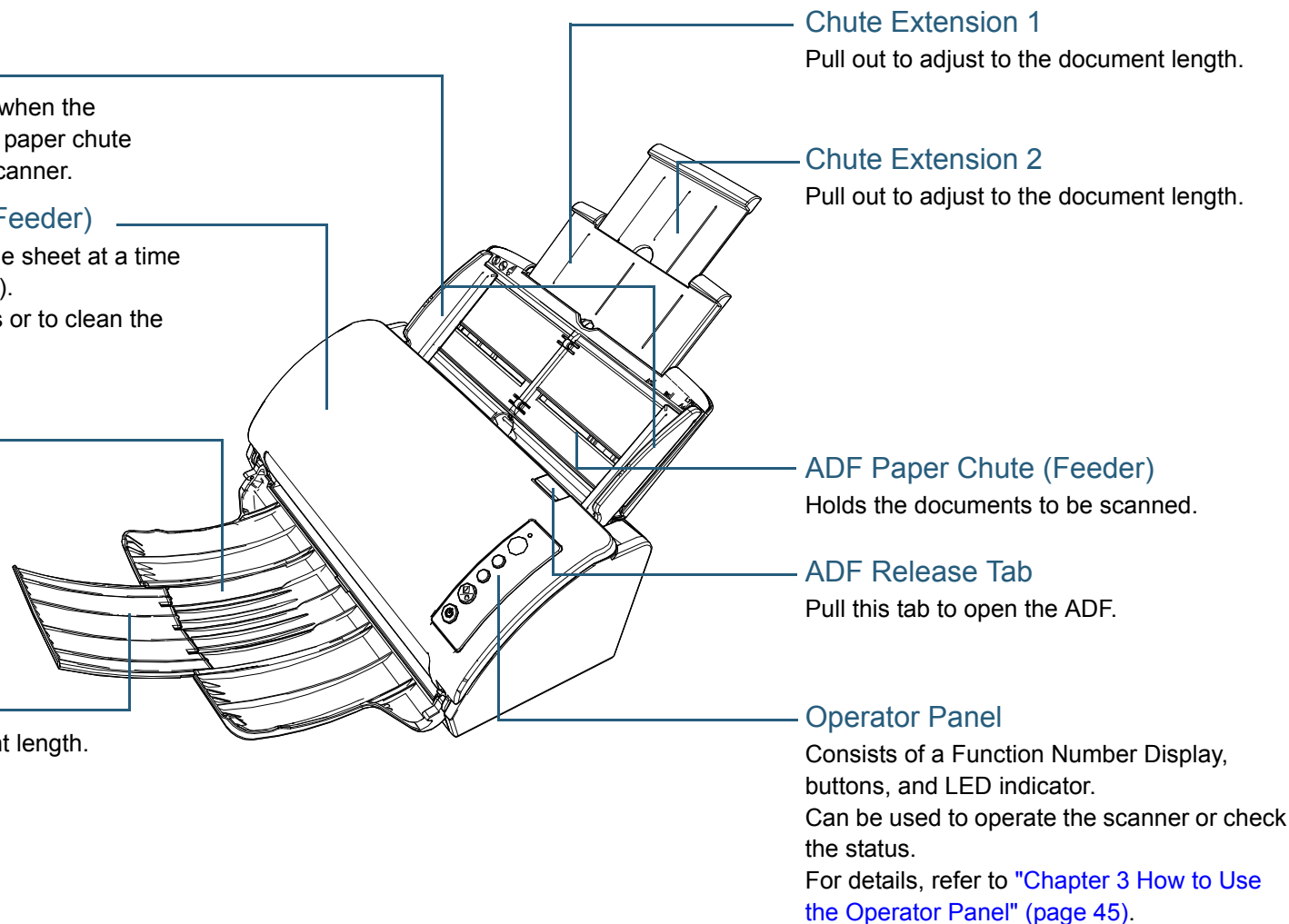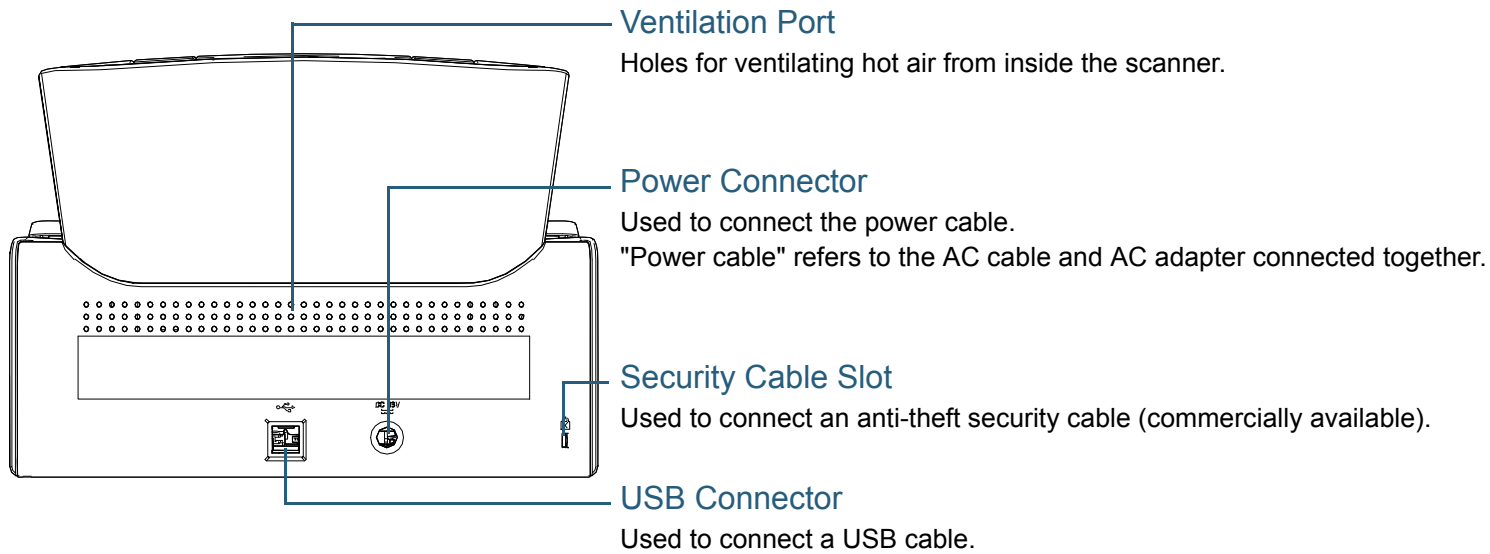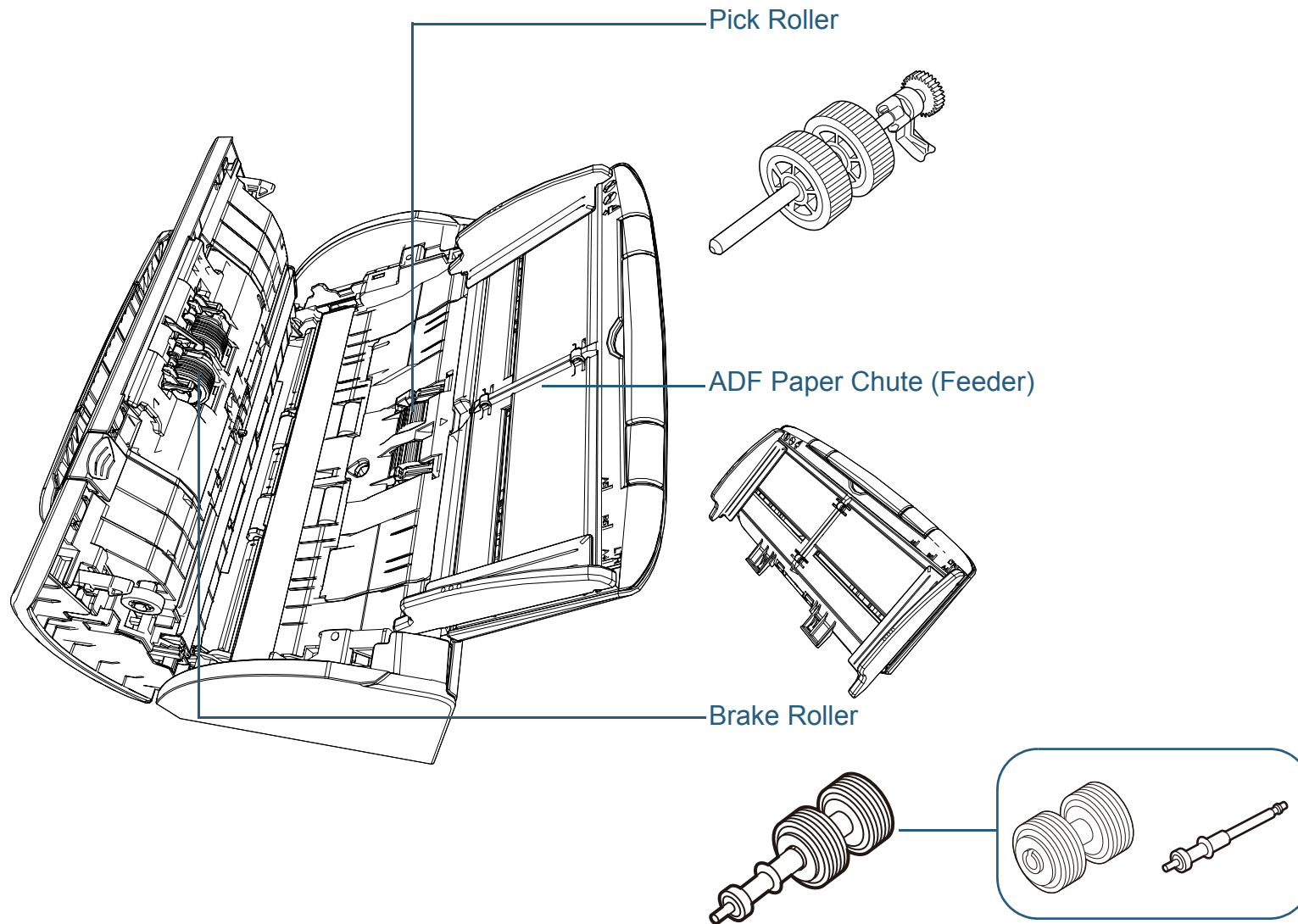
Operator Panel

Consists of a Function Number Display, buttons, and LED indicator.
Can be used to operate the scanner or check the status.
For details, refer to "Chapter 3 How to Use the Operator Panel" (page 45).

Back

Ventilation Port

Holes for ventilating hot air from inside the scanner.

Power Connector

Used to connect the power cable.
"Power cable" refers to the AC cable and AC adapter connected together.

Security Cable Slot

Used to connect an anti-theft security cable (commercially available).

USB Connector

Used to connect a USB cable.

Removable Parts

Pick Roller

ADF Paper Chute (Feeder)

Brake Roller

Inside (ADF)

Glass (× 2)

Ultrasonic Sensor (× 2)

Brake Roller (× 2)

Document Sensor

Plastic Idler Roller (× 4)

Pick Roller (× 2)

Feed Roller (× 2)

Eject Roller (× 2)

1.3 Turning the Power ON/OFF

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

HINT
The method by which the scanner is powered on/off can be specified from one of the following:
- Press the [Power] button on the operator panel
- Use an AC power strip to control power supply for peripherals such as a scanner in accordance with the computer's power.
- Turn on/off the scanner in accordance with the computer's power.
For details, refer to "Method of Turning the Scanner ON/OFF [Power SW Control]" (page 140).

How to Turn the Power ON

1 Press the [Power] button on the operator panel.
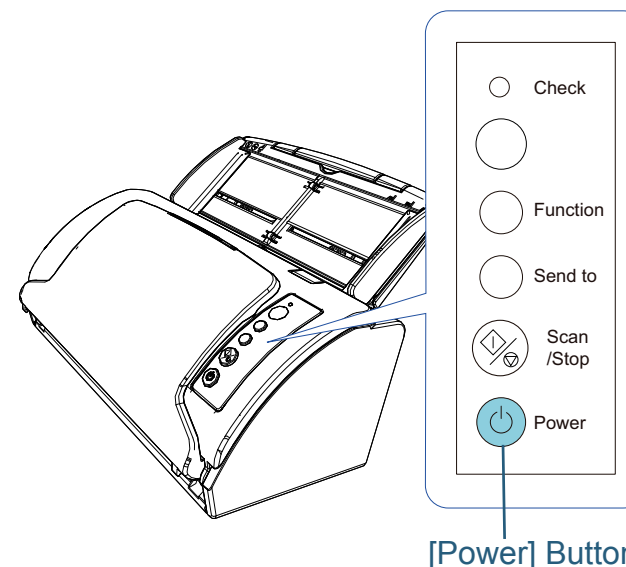
[Power] Button

⇨ The scanner is turned on, and the [Power] button lights in green. During initialization, the Function Number Display on the operator panel changes in the following order: "8" → "P" → "0" → "1". The scanner is ready when the Function Number Display shows "1".

HINT
When the [Power] button is pressed, the LED indicator lights for a moment. Note that it is due to an initial diagnosis and not a failure.

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How to Turn the Power OFF

1 Press the [Power] button on the operator panel for more than 2 seconds.

⇨ The scanner is turned off, and the [Power] button switches off.

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1.4 Opening/Closing the ADF

This section describes how to open and close the ADF.

How to Open the ADF

1 Remove all documents from the ADF paper chute (feeder).

2 Pull the ADF release tab towards you to open the ADF.

ADF Release Tab
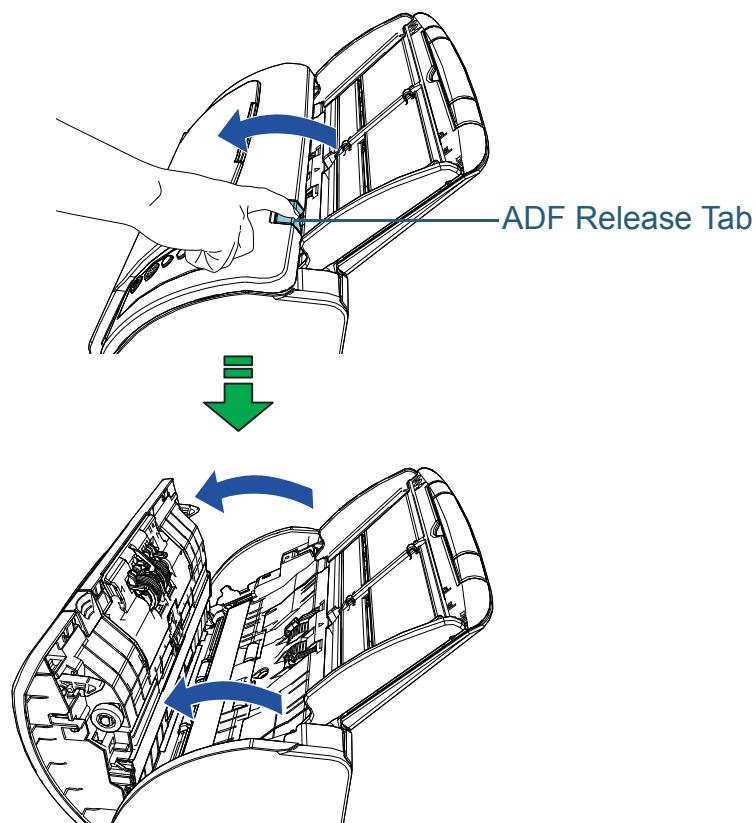
⚠ **CAUTION** When the ADF is open, it might close accidentally. Be careful not to get your fingers caught.

How to Close the ADF

1 Close the ADF.
Push the center of the ADF until it locks in place.
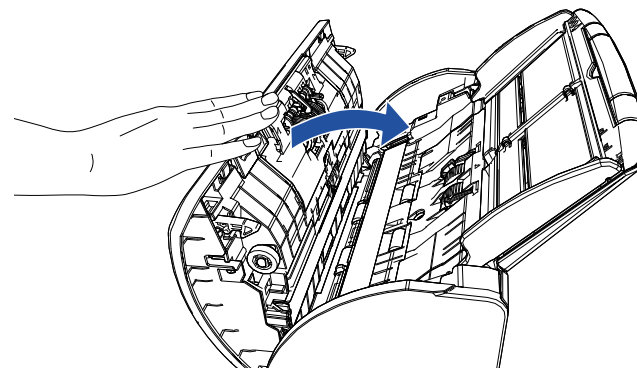
⚠ **CAUTION** Be careful not to get your fingers caught when closing the ADF.

ATTENTION
Make sure that there is no foreign matter caught inside the ADF when closing the ADF.

1.5 Setting Up the ADF Paper Chute (Feeder)

When you start a scan, documents that are loaded in the ADF paper chute (feeder) are fed into the ADF one by one.
Using the chute extensions will keep the documents straight and feed them smoothly.

1 Pull out the chute extensions.

Chute Extension 2
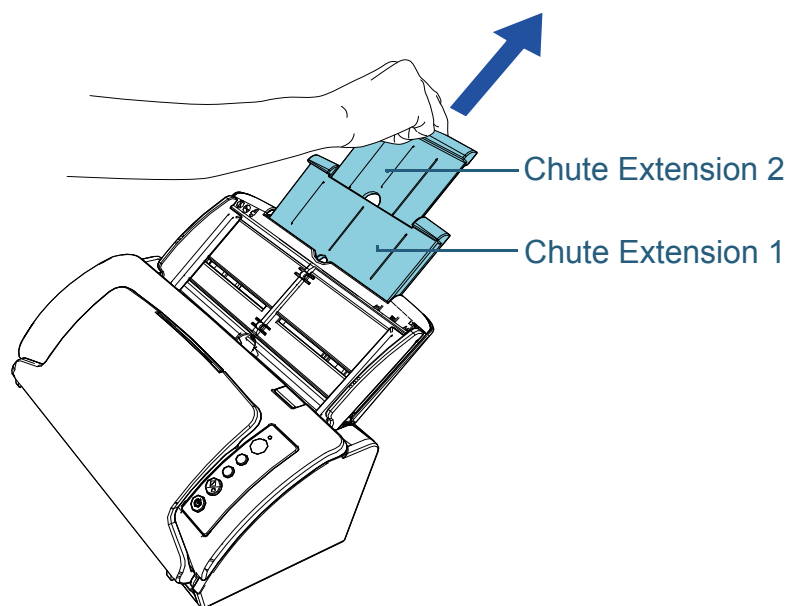
Chute Extension 1

HINT
Make sure to hold the scanner while you pull out the chute extensions.

1.6 Setting Up the Stacker

When you start a scan, documents that are loaded in the ADF paper chute (feeder) are ejected onto the stacker one by one. Using the stacker and stacker extension will keep the documents straight and stack them neatly.

1 Bring down the stacker from the top towards you.
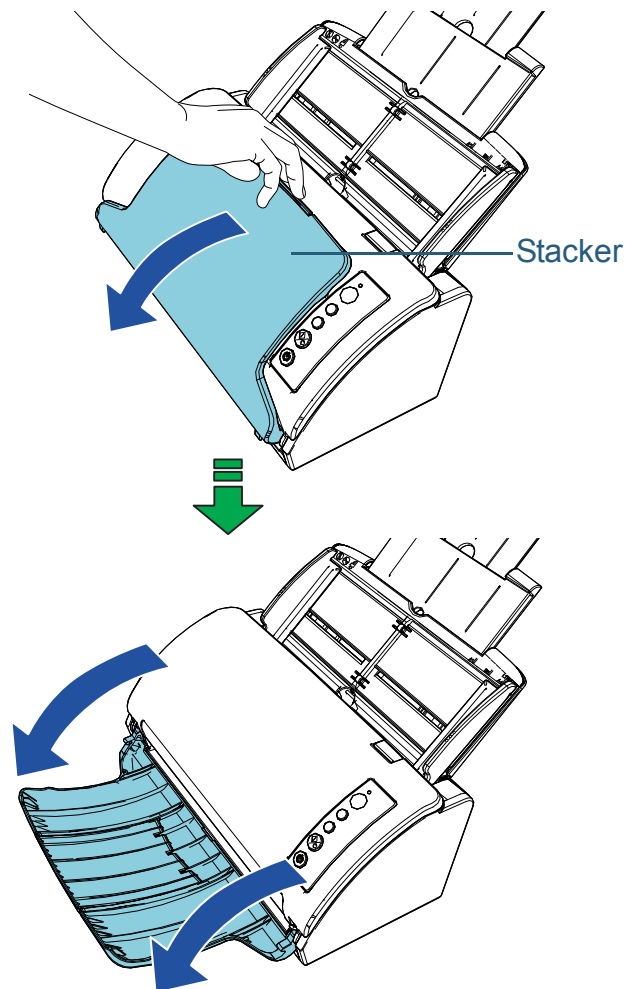
Stacker

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2 Slide out the stacker extension towards you.
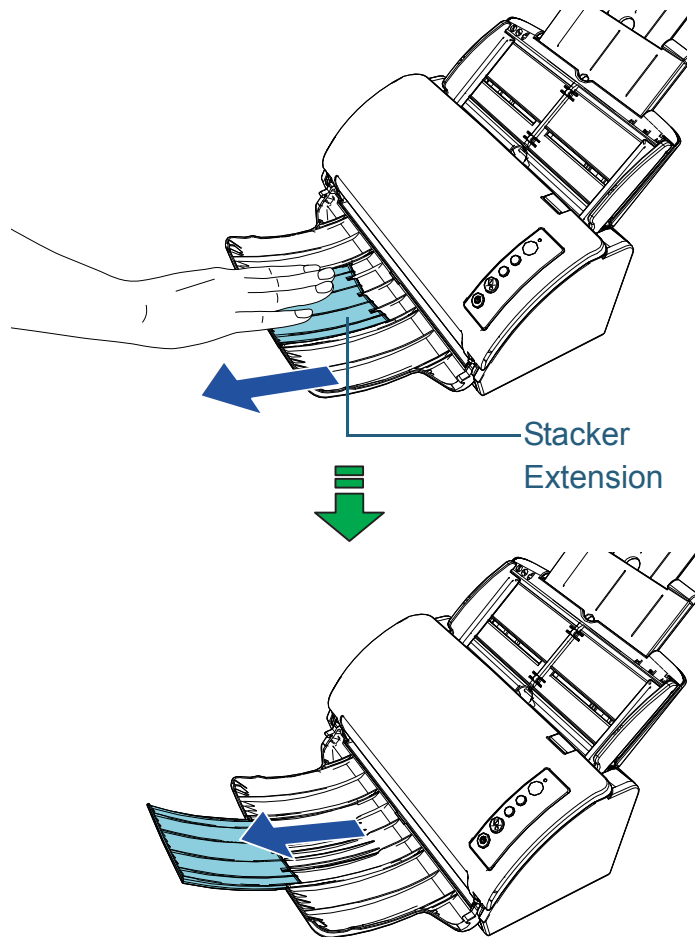
Stacker Extension

1.7 Power Saving Mode

Power saving mode keeps the power consumption low when the scanner has not been used for a certain period of time.
If the scanner is left powered on for 15 minutes (the factory default value) without being used, it automatically enters power saving mode.
When the scanner enters power saving mode, the Function Number Display on the operator panel switches off. The [Power] button remains lit in green.
To resume from power saving mode, perform one of the following:

- Load a document in the ADF paper chute (feeder)
- Press any button on the operator panel
  Note that pressing the [Power] button for more than 2 seconds will turn the power off.
- Perform scanning from an application

The scanner is turned off automatically if it is left on for a certain period of time without being used, reducing the power consumption until the next scan.
To prevent the scanner from being turned off automatically, clear the [Power off after a certain period of time] check box in [Device Setting] on the Software Operation Panel. For details, refer to "Waiting Time to Enter Power Saving Mode [Power saving]" (page 139).
To turn the power back on after the power is turned off automatically, press the [Power] button on the operator panel. For details, refer to "1.3 Turning the Power ON/OFF" (page 19).

ATTENTION
- The scanner may not enter power saving mode if there is a document remaining on the paper path. In this case, remove the document.
  For details, refer to "7.1 Paper Jam" (page 79).
- For some applications, the scanner may not be turned off even if the [Power off after a certain period of time] check box is selected.
- If the scanner is automatically turned off while you are using the image scanning application, exit the application, and then turn the power on.

HINT
- You can use the Software Operation Panel to change the waiting time for entering power saving mode.
  For details, refer to "Waiting Time to Enter Power Saving Mode [Power saving]" (page 139).
- For details about the operator panel, refer to "Chapter 3 How to Use the Operator Panel" (page 45).

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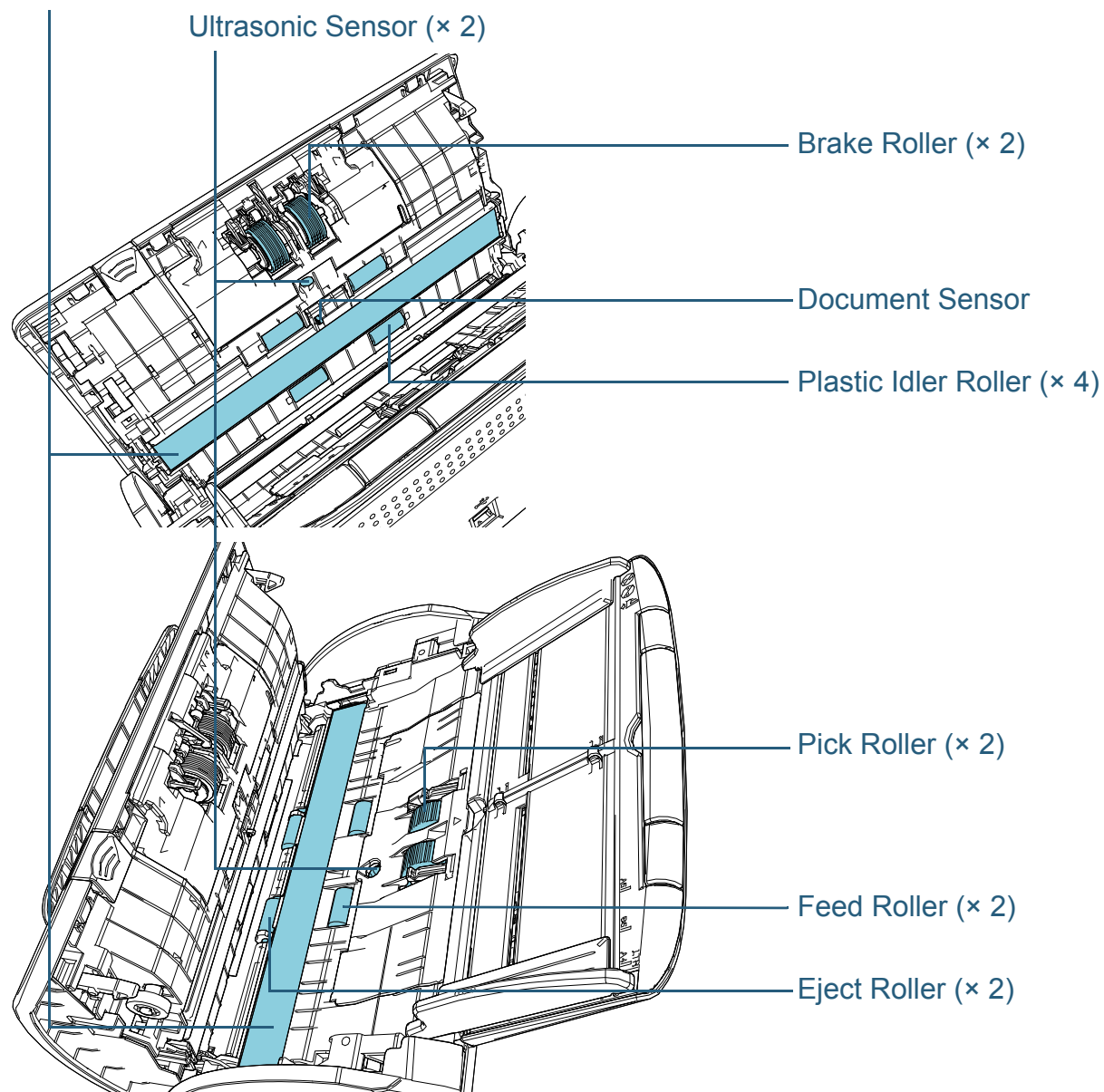Replacing the Consumables

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1.8 Basic Flow of Scanning Operation

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

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

The following scanner drivers and image scanning applications are bundled with the scanner:

- Scanner driver
  - PaperStream IP (TWAIN)
  - PaperStream IP (TWAIN x64)
  - PaperStream IP (ISIS) Bundle

- Image scanning application
  - PaperStream Capture
  - ScanSnap Manager for fi Series

HINT
For details about the scanner drivers and image scanning applications, refer to "1.9 Bundled Software" (page 28).

Scanning procedures and operations slightly vary depending on the image scanning application.

For details, refer to the image scanning application manual. The following describes the normal procedure for scanning.

1 Turn on the scanner.
For details, refer to "1.3 Turning the Power ON/OFF" (page 19).

2 Load documents in the ADF paper chute (feeder).
Load the documents face-down in the ADF paper chute (feeder).
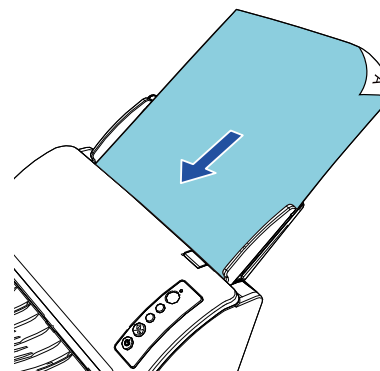
For details, refer to "Chapter 2 How to Load Documents" (page 32).

3 Start an image scanning application.

4 Select a scanner driver.
For some image scanning applications, selection of a scanner driver may not be needed.

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5 Select a scanner.

Make sure to select the scanner model that is connected to the computer.

For some image scanning applications, selection of a scanner may not be needed.

6 In the setup window for the scanner driver, configure the scan settings.

For some image scanning applications, the setup window for the scanner driver may not appear.

7 Scan the documents with the image scanning application.

ATTENTION

When the scanner and the computer are communicating, for instance, during scanning, do not perform an operation that causes disconnection of their communication, such as unplugging the USB cable or logging off the user account.

1.9 Bundled Software

Overview of Bundled Software

The following softwares are bundled with this product:

● PaperStream IP driver
The PaperStream IP driver is a scanner driver that conforms to the TWAIN/ISIS standard.
There are three types of PaperStream IP drivers.

- PaperStream IP (TWAIN)
Conforms to the TWAIN standard. Used when you operate the scanner using TWAIN-compliant 32-bit applications.

- PaperStream IP (TWAIN x64)
Conforms to the TWAIN standard. Used when you operate the scanner using TWAIN-compliant 64-bit applications.
Can be installed on a 64-bit operating system.

- PaperStream IP (ISIS) Bundle
Conforms to the ISIS standard. Used when you operate the scanner using ISIS-compliant applications.

For details, refer to the PaperStream IP driver's Help.

● Software Operation Panel
Allows you to configure various settings such as scanner operations and the management of consumables. It is installed together with a scanner driver (PaperStream IP (TWAIN), the PaperStream IP (TWAIN x64), or the PaperStream IP (ISIS) Bundle).
For details, refer to .

● Error Recovery Guide
Details the status of the scanner and explains how to resolve problems encountered. It is installed together with a scanner driver (PaperStream IP (TWAIN), the PaperStream IP (TWAIN x64), or the PaperStream IP (ISIS) Bundle).

● PaperStream Capture
An image scanning application which supports both PaperStream IP (TWAIN) and PaperStream IP (ISIS) Bundle. By defining scan settings as document profiles, you can customize the settings according to your preference.

● ScanSnap Manager for fi Series
An image scanning application which uses the scan settings dedicated to ScanSnap Manager for fi Series. PaperStream IP (TWAIN) is required for this application. Using this application makes it easy to create an image file (a PDF, JPG, or searchable PDF file) with a single button. Download it from the download web page and install it.

● Scan to Microsoft SharePoint
Allows you to easily upload files from ScanSnap Manager for fi Series to the SharePoint site.
Can be used when you scan documents with ScanSnap Manager for fi Series. Download it from the download web page and install it.

● ABBYY FineReader for ScanSnap™
Converts the scanned images into files for applications such as Word or Excel(*1).
Can be used when you scan documents with ScanSnap Manager for fi Series. Download it from the download web page and install it.

● Manuals
Safety Precautions and Operator's Guide are installed.

● Scanner Central Admin Agent
Allows you to update firmware for multiple scanners at the same time and centralize the management and monitoring of multiple scanners.
Can be used to monitor the operating status of scanners and check the information on scanners.
Required applications vary depending on the type of operation.
For details, refer to the Scanner Central Admin User's Guide.

● fi Series Online Update
Checks for the latest software and firmware updates for fi Series and applies them.
For details, refer to the fi Series Online Update Help.

*1: Microsoft® Office products need to be installed.

For details about how to configure the scanner settings and scan different types of documents with the image scanning application, refer to .

System Requirements

The system requirements are as follows:

Operating system	● Windows Vista® Home Basic (32-bit/64-bit) (Service Pack 2) ● Windows Vista® Home Premium (32-bit/64-bit) (Service Pack 2) ● Windows Vista® Business (32-bit/64-bit) (Service Pack 2) ● Windows Vista® Enterprise (32-bit/64-bit) (Service Pack 2) ● Windows Vista® Ultimate (32-bit/64-bit) (Service Pack 2) ● Windows Server® 2008 Standard (32-bit/64-bit) (Service Pack 2) ● Windows Server® 2008 R2 Standard (64-bit) (Service Pack 1) ● Windows® 7 Home Premium (32-bit/64-bit) (Service Pack 1) ● Windows® 7 Professional (32-bit/64-bit) (Service Pack 1) ● Windows® 7 Enterprise (32-bit/64-bit) (Service Pack 1) ● Windows® 7 Ultimate (32-bit/64-bit) (Service Pack 1) ● Windows Server® 2012 Standard (64-bit) (*1) ● Windows Server® 2012 R2 Standard (64-bit) (*1) ● Windows® 8 (32-bit/64-bit) (*1) ● Windows® 8 Pro (32-bit/64-bit) (*1) ● Windows® 8 Enterprise (32-bit/64-bit) (*1)

Operating system	● Windows® 8.1 (32-bit/64-bit) (including updates) (*1) ● Windows® 8.1 Pro (32-bit/64-bit) (including updates) (*1) ● Windows® 8.1 Enterprise (32-bit/64-bit) (including updates) (*1) ● Windows® 10 Home (32-bit/64-bit) (*1) ● Windows® 10 Pro (32-bit/64-bit) (*1) ● Windows® 10 Enterprise (32-bit/64-bit) (*1) ● Windows® 10 Education (32-bit/64-bit) (*1)
CPU	Intel® Pentium® 4 1.8 GHz or higher (Recommended: Intel® Core™ i5 2.5 GHz or higher, except for the CPU for mobile devices)
Memory	1 GB or more (Recommended: 4 GB or more)
Hard disk drive	5400 rpm or higher (Recommended: 7200 rpm or higher)
Display resolution	1024 × 768 pixel or higher, 65536-color display
Hardware disk space	Requires free space of 2.2 GB or more (*2)
DVD Drive	Required for installing the software
Interface	USB2.0/1.1

*1: The bundled software operates as a desktop application.

*2: Required disk space for scanning documents varies according to the file size of the scanned images.

Installing the Bundled Software

This section explains about the procedure to install the software from the bundled Setup DVD-ROM.

Note that there are two ways to install the bundled software: select [Installation (Recommended)] to install all the software required to operate the scanner at one time, or [Installation (Custom)] to select and install the software that you need.

> **ATTENTION**
> If an old version of the software is installed, uninstall it first. For details about how to uninstall the software, refer to "A.5 Uninstalling the Software" (page 149).

■Installation (Recommended)

When [Installation (Recommended)] is selected, the following software is installed:

- PaperStream IP (TWAIN)
- PaperStream IP (TWAIN x64)
- Software Operation Panel
- Error Recovery Guide
- PaperStream Capture
- Manuals
- Scanner Central Admin Agent
- fi Series Online Update

1 Turn on the computer and log onto Windows as a user with administrator privileges.

2 Insert the Setup DVD-ROM into the DVD drive.
⇨ The [fi Series Setup] window appears.

> **HINT**
> If the [fi Series Setup] window does not appear, open [Explorer] or [Computer] and double-click [Setup.exe] in the Setup DVD-ROM.

3 Click the [Installation (Recommended)] button.
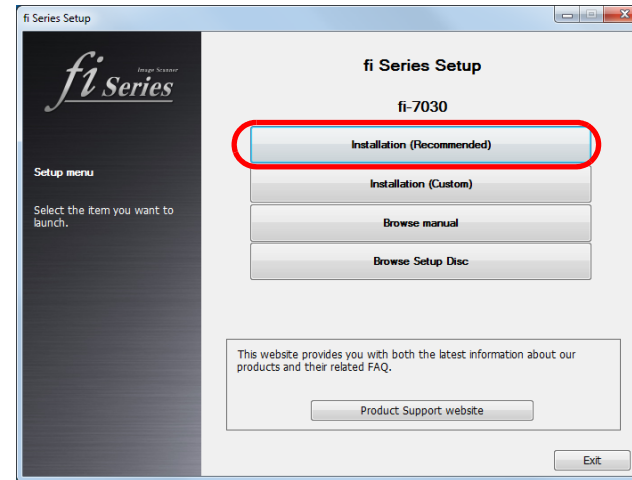
4 Install the software following the instructions displayed on the screen.

■Installation (Custom)

1 In the same way as in "Installation (Recommended)" (page 30), perform steps 1 through 2.

2 Click the [Installation (Custom)] button.
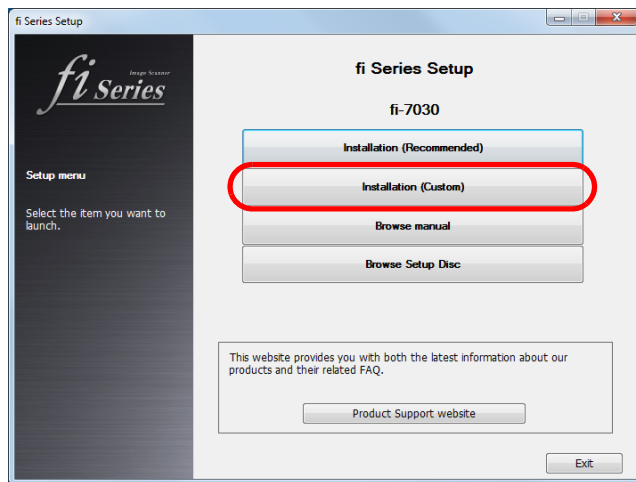
3 Check the displayed contents and click the [Next] button.

4 Select the check boxes for the software to be installed and click the [Next] button.

5 Install the software following the instructions displayed on the screen.

Chapter 2   How to Load Documents

This chapter explains how to load documents on the scanner.

2.1 Loading Documents

This section explains how to load documents.

Preparation

> **HINT**
> For details about the paper size and quality required for normal operations, refer to "2.2 Documents for Scanning" (page 35).

1 If you are loading multiple sheets, check the documents.

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

Ways to load documents differ depending on whether they are the same width or not.
If the document width varies, refer to "Conditions for Mixed Batch Scanning" (page 41) or "Documents with Different Widths" (page 50).

2 Check the number of sheets.

Up to 50 sheets can be loaded (with paper weight of 80 g/m^2 [20 lb] and thickness of the document stack under 5 mm).
For details, refer to "Loading Capacity" (page 38).

2 Fan the documents.

1 Grab a stack of documents, which should be 5 mm or less.

2 Hold both ends of the documents and fan them a few times.
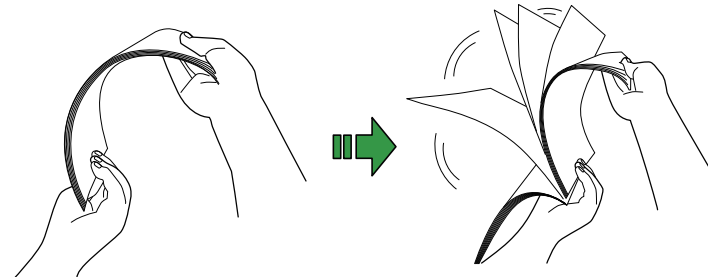
3 Rotate the documents by 90 degrees and fan them in the same manner.

4 Perform steps 1 to 3 for all documents.

5 Align the edges of the documents.

> **HINT**
> For more details about how to fan documents, refer to the Error Recovery Guide.

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1 Pull out the chute extensions according to the length of the documents.
For details, refer to "1.5 Setting Up the ADF Paper Chute (Feeder)" (page 22).

2 Bring down the stacker and slide out the stacker extension towards you according to the length of the documents.
For details, refer to "1.6 Setting Up the Stacker" (page 23).

3 Load documents in the ADF paper chute (feeder).
Load the documents face-down in the ADF paper chute (feeder).
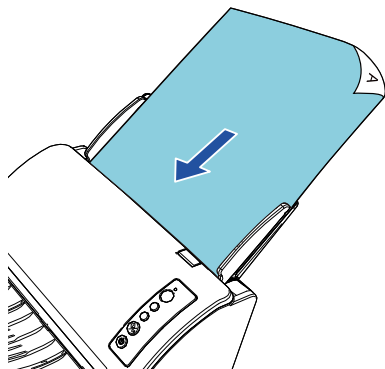
ATTENTION
- Remove all paper clips and staples.
- Reduce the number of sheets if a multifeed or pick error occurs.

4 Adjust the side guides to the width of the documents.
Do not leave space between the side guides and the documents.

Otherwise, the documents may be fed skewed.
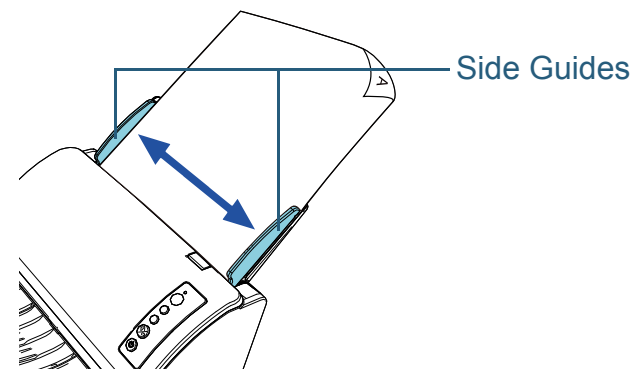
Side Guides

5 Scan the documents with the image scanning application.
For details, refer to the image scanning application manual.

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2.2 Documents for Scanning

Paper Size

The following paper sizes can be scanned:

ADF	

	● Maximum size (width × length)
	  - A4 (portrait) (210 × 297 mm/8.3 × 11.7 in.)
	  - Legal (8.5 × 14 in.)
	  - Long Page (*1)
	   (216 × 863 mm/8.5 × 34 in., 216 × 5,588 mm/
	   8.3 × 220 in.)
	● Minimum size (width × length)
	  50.8 × 50.8 mm/2 × 2 in.

*1: Depending on the application or the scan settings for the scanner driver, there may be insufficient memory to perform scanning.
Long page scanning supports documents with a length of up to 5,588 mm (220 in.) when the resolution is set to 200 dpi or less.

Conditions

Paper Type

The following paper types are recommended:
● Wood-free paper
● Wood-containing paper
● PPC paper (recycled)
● Plastic card
When using paper types other than the above, make sure to test with the same type of paper first to check if the document can be scanned.

Paper Weight (Thickness)

The following paper weights can be used:
● 40 to 209 g/m^2 (11 to 56 lb)
● 127 to 209 g/m^2 (34 to 56 lb) for A8 size
● 0.76 mm (0.03 in.) or less for plastic cards (embossed cards can be used)

Precautions

The following types of documents may not be scanned successfully:
● Documents of non-uniform thickness (such as envelopes or documents with attachments)
● Wrinkled or curled documents
● Folded or torn documents
● Tracing paper
● Coated paper
● Carbon paper
● Photosensitive paper
● Perforated documents
● Documents that are not square or rectangular
● Very thin paper
● Photographs (photographic paper)

The following types of documents must not be scanned:
- Paper-clipped or stapled documents
- Documents on which the ink is still wet
- Documents smaller than 50.8 × 50.8 mm (2 × 2 in.)
- Documents wider than 216 mm (8.5 in.)
- Documents other than paper/plastic card such as fabric, metal foil and OHP film
- Important documents that must not be damaged or smeared

ATTENTION
- Since carbonless papers contain chemical substances that may harm the rollers (such as a pick roller), take note of the following:
  Cleaning: If paper jams occur frequently, clean the brake roller and pick roller.
  For details, refer to "Chapter 5 Daily Care" (page 62).
  Consumable replacement: The life of the brake roller and pick roller may end sooner compared to scanning wood-containing papers.
- When scanning wood containing papers, the life of the brake roller and pick roller may end sooner compared to scanning wood-free papers.
- Brake roller and pick roller may be damaged when a photo/sticky note on the document contacts these parts during scanning.
- The surface of the document may be damaged when gloss papers such as photographs are scanned.
- The light of the LED may reflect brightly when gloss papers are scanned.

- When you scan plastic cards, take note of the following:
  - Plastic cards should be within the following specifications:
    ISO7810 ID-1 type compliant
    Size: 85.6 × 53.98 mm
    Thickness: 0.76 mm or less (embossed cards can be used)
    Material: PVC (polyvinyl chloride) or PVCA (polyvinyl chloride acetate)
    Make sure to check if the cards can be fed before scanning them.
  - When scanning cards from the ADF, load one card at a time in the ADF paper chute (feeder).
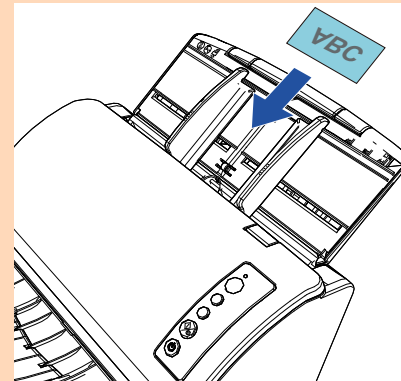
  - It is recommended that a card should be loaded horizontally.
  - It is recommended that a card should be loaded face-down in the ADF paper chute.
  - When you scan an embossed card, it is recommended that the card should be loaded face-down in the ADF paper chute horizontally.
  - Thick or rigid cards that are difficult to bend may be fed skewed.
  - If there is dirt on the surface of the card, such as grease marks (fingerprints), perform scanning after wiping the dirt off.
  - Scanning thick documents such as plastic cards will be falsely detected as multifeed.
    To scan such documents, disable the multifeed window display function of the scanner driver, the Intelligent Multifeed function, or the multifeed detection setting.

HINT

- When scanning semi-transparent documents, increase the brightness for scanning in the scanner driver to avoid bleed-through.
- When you scan documents written in lead pencil, make sure to clean the rollers frequently. Otherwise, the rollers will be contaminated which may leave black traces on the document or cause feeding errors.
  For details about cleaning, refer to "Chapter 5 Daily Care" (page 62).
- If multifeeds, pick errors, or paper jams occur frequently, refer to "7.3 Troubleshooting" (page 84).
- When you scan documents with the ADF, all documents must be flat on the leading edge. Make sure that curls on the leading edge of the documents are kept within the following range:
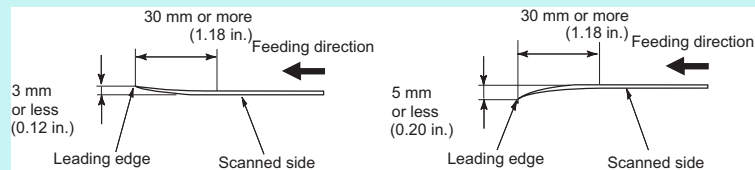
Loading Capacity

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

—— A4 size

Capacity (sheets) vs Paper weight (g/m^2)
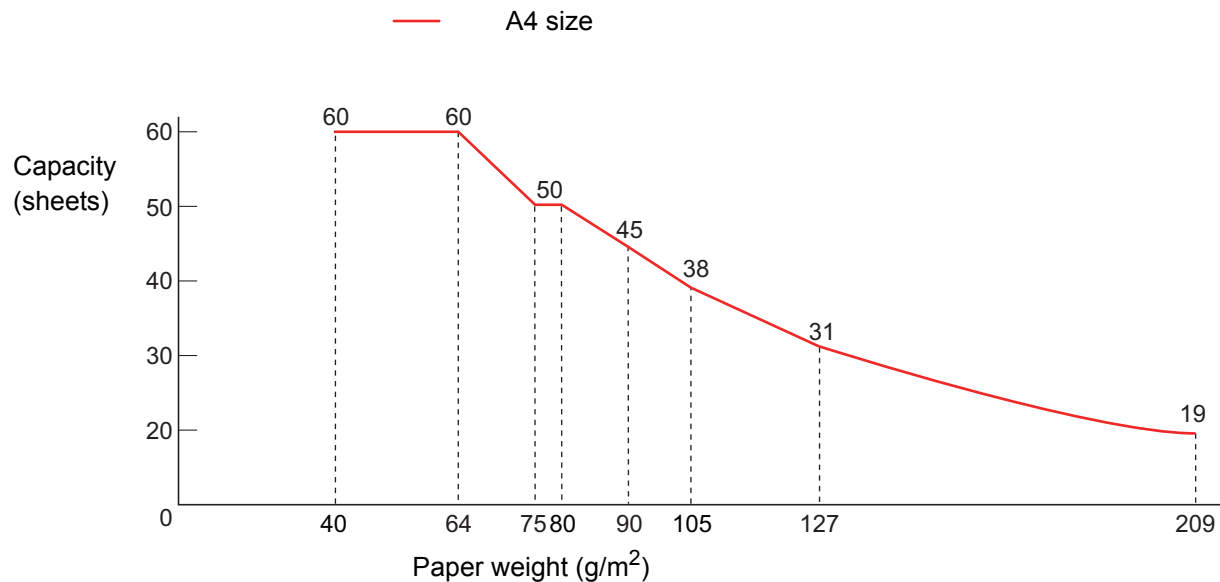
Unit	Conversion							
g/m^2	40	64	75	80	90	105	127	209
lb	11	17.1	20.3	21.5	24	28	34	56.1
kg	34.4	55	65	69	77	90	110	180

Area Not to Be Perforated

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

Fig. 1
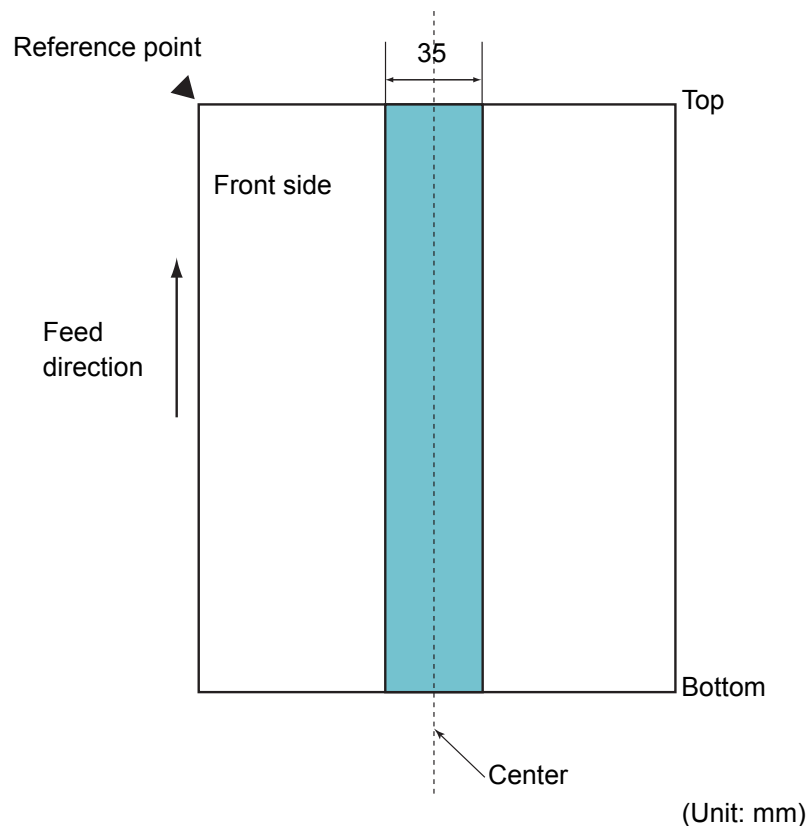
(Unit: mm)

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

HINT
If there are any holes in the 35 mm-wide central column, you can move the document to the left or right to avoid an error.

Conditions for Multifeed Detection

Multifeed is an error where two or more sheets are fed through the ADF at once. When a different document length is detected, this detected result is also called a multifeed. Multifeed detection is performed by either checking the overlapping of documents, length of the documents, or the combination of both. The following conditions are required for an accurate detection.

Detection by Overlapping

- Paper weight: 40 to 209 g/m^2 (11 to 56 lb) (0.05 to 0.250 mm/0.002 to 0.010 in.)
- Do not punch holes within 35 mm (1.97 in.) over the center of the document. See "Fig. 1" (page 39).
- Do not attach other documents within 50 mm (1.97 in.) over the center of the document. See "Fig. 2" (page 40).

Detection by Length

- Load documents of the same length in the ADF paper chute (feeder).
- Variance in document lengths: 1% or less
- Do not punch holes within 35 mm (1.97 in.) over the center of the document. See "Fig. 1" (page 39).

Detection by Overlapping and Length

- Load documents of the same length in the ADF paper chute (feeder).
- Paper weight: 40 to 209 g/m^2 (11 to 56 lb) (0.05 to 0.250 mm/0.002 to 0.010 in.)
- Variance in document lengths: 1% or less
- Do not punch holes within 35 mm (1.97 in.) over the center of the document. See "Fig. 1" (page 39).
- Do not attach other documents within 50 mm (1.97 in.) over the center of the document. See "Fig. 2" (page 40).

Fig. 2
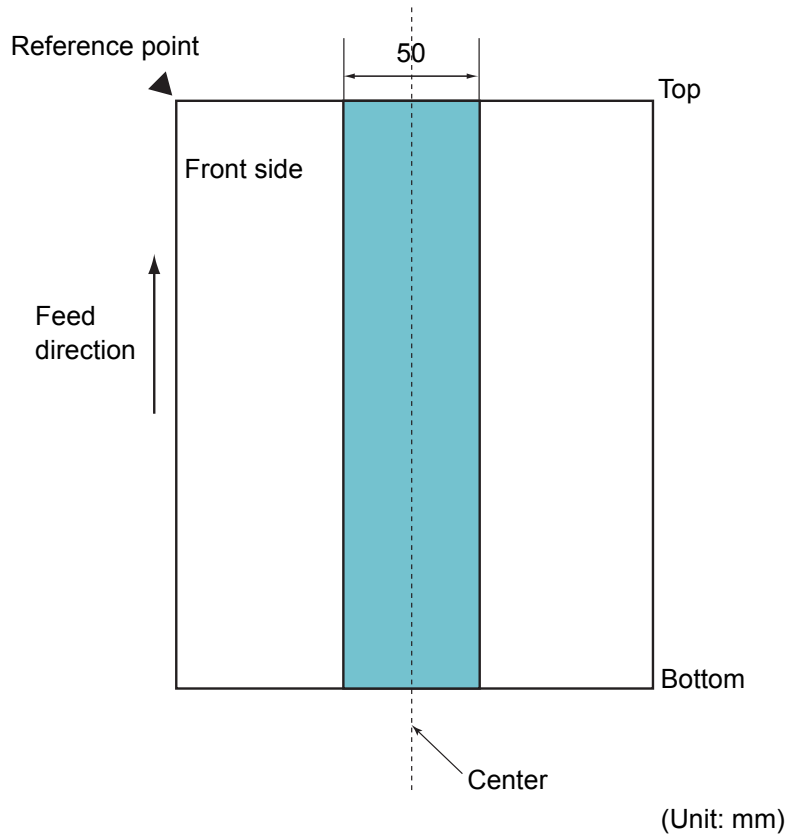
Reference point

50

Top

Front side

Feed direction

Bottom

Center

(Unit: mm)

ATTENTION
- The above condition applies when the document is set to the center of the pick roller width.
- When you use detection by overlapping, scanning thick documents such as plastic cards will be falsely detected as multifeed. To scan such documents, disable the multifeed window display function of the scanner driver, the Intelligent Multifeed function, or the multifeed detection setting.

Conditions for Mixed Batch Scanning

The following conditions apply when a mixed batch of documents with different paper weights/friction coefficients/ sizes is scanned.

Make sure to test a few sheets first to check if the mixed batch of documents can be fed.

For details, refer to .

Paper Direction

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

Paper Weight (Thickness)

The following paper weights can be used:

40 to 209 g/m^2 (11 to 56 lb)

Friction Coefficient

It is recommended that the same type of paper from the same manufacturer should be used.
When papers of different manufacturers/brands are mixed, it affects the feeding performance as the difference in the friction coefficient increases.
The following friction coefficients are recommended:
0.35 to 0.60 (reference value for paper friction coefficient)

Document Position

Use paper sizes that fit the 39 mm width of the pick roller in the center.
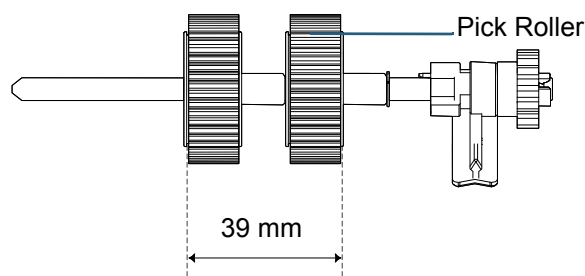
Paper Size

When you scan a mixed batch with different sizes, not feeding the documents straight may cause troubles such as paper jams or part of the image to appear missing.
It is recommended that you check the documents thoroughly before scanning and also check the image if the document was skewed.

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

Documents That Cannot Be Scanned in a Mixed Batch

The following types of documents cannot be mixed in the same batch:
- Carbonless paper
- Bond paper
- Perforated documents
- Thermal paper
- Carbon-backed paper
- OHP film
- Tracing paper

Combinations of Standard Paper Sizes in a Mixed Batch

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

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

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

Maximum size			LTR (P)	A4 (P) A5 (L)	B5 (P) B6 (L)	A5 (P) A6 (L)	B6 (P) B7 (L)	A6 (P) A7 (L)	B7 (P) B8 (L)	A7 (P) A8 (L)	B8 (P)	A8 (P)
	Width (mm) (*1)		216	210	182	149	129	105	91	74.3	64.3	52.5
Minimum size	LTR (P)	216	■									
	A4 (P) A5 (L)	210	■ Available range	■								
	B5 (P) B6 (L)	182	■	■	■							
	A5 (P) A6 (L)	149			■	■						
	B6 (P) B7 (L)	129				■	■					
	A6 (P) A7 (L)	105					■	■				
	B7 (P) B8 (L)	91					■	■	■			
	A7 (P) A8 (L)	74.3						■	■	■		
	B8 (P)	64.3									■	
	A8 (P)	52.5										■

LTR: Letter size
(P): Portrait
(L): Landscape

*1: The figure below shows how to load the widest and the narrowest documents of the batch between the side guides.

Center

Maximum width

Minimum width

Side guides
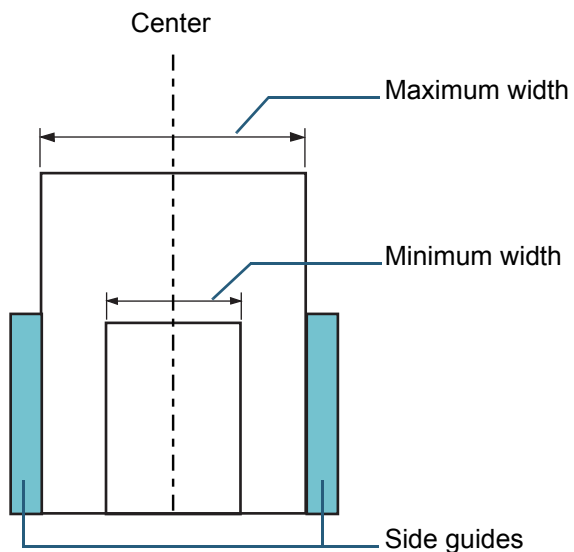
ATTENTION
B8 (portrait) and A8 (portrait) cannot be scanned with paper of other sizes.

Conditions for Automatic Page Size Detection

[Automatic Page Size Detection] does not work with the following types of documents:
● Non-rectangular documents

[Automatic Page Size Detection] may not work with the following types of documents:
● Thin paper (52 g/m^2 [14 lb] or less)
● White documents with glossy edges
● Documents with darkish (gray) edges

Conditions for Using the Carrier Sheet

■Paper Size

The following paper sizes can be scanned:
- Carrier Sheet (216 × 297 mm)
- A3 (297 × 420 mm) (*1)
- A4 (210 × 297 mm)
- A5 (148 × 210 mm)
- A6 (105 × 148 mm)
- B4 (257 × 364 mm) (*1)
- B5 (182 × 257 mm)
- B6 (128 × 182 mm)
- Post card (100 × 148 mm) (*2)
- Business card (91 × 55 mm, 55 × 91 mm) (*2)
- Letter (8.5 × 11 in./216 × 279.4 mm)
- Double Letter (11 × 17 in./279.4 × 431.8 mm) (*1)
- Custom size

  Width: 25.4 to 216 mm (1 to 8.5 in.)

  Length: 25.4 to 297 mm (1 to 11.69 in.)

*1: Fold in half for scanning.

*2: You can scan them with PaperStream IP (TWAIN) or PaperStream IP (TWAIN x64).

■Conditions

Paper Type

The following paper type is recommended:
Standard office paper

Paper Weight (Thickness)

The following paper weights can be used:

Up to 209 g/m^2 (56 lb)

Up to 105 g/m^2 (28 lb) when folded in half

Precautions

Take note of the following:
- Up to three Carrier Sheets can be loaded at once.

- Depending on the amount of memory used by running applications, there may be insufficient memory to scan a double-page spread document with the Carrier Sheet in high resolution. In that case, specify a lower resolution and try scanning again.
- Do not write on, color, stain, or cut the end with a black and white pattern on the Carrier Sheet. Otherwise, the Carrier Sheet may not be recognized correctly.
- Do not place the Carrier Sheet upside down. Otherwise, a paper jam may occur and damage the Carrier Sheet and the document inside.
- Do not leave your document inside the Carrier Sheet for a long time. Otherwise, the ink on the document may be transferred onto the Carrier Sheet.
- To avoid deformation, do not use or leave the Carrier Sheet in high temperature places such as under direct sunlight or near a heating apparatus for a long time.
- Do not fold or pull the Carrier Sheet.
- Do not use a damaged Carrier Sheet because it may damage or cause the scanner to malfunction.
- To avoid deformation, keep the Carrier Sheet on a flat surface without any weight on it.
- Be careful not to cut your finger on the edge of the Carrier Sheet.
- If paper jams occur frequently, feed about 50 sheets of PPC paper (recycled paper) before scanning with the Carrier Sheet.
  The PPC paper can either be blank or printed.
- Paper jams may occur when you place several small documents (such as photos or postcards) in the Carrier Sheet for scanning. It is recommended that you place only one document at a time in the Carrier Sheet.

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Chapter 3   How to Use the Operator Panel

This chapter explains how to use the operator panel.

3.1 Operator Panel

The operator panel consists of a Function Number Display, buttons and LED indicator.

Names and Functions

LED Indicator

Lights in orange when an error occurs.
Flashes when the ADF is open.

Check

Function Number Display

Indicates the status of the scanner.
Switches off when the scanner enters power saving mode.

Function

[Function] Button

Switches the number (from 1 to 9/C) for the application that is launched when the [Send to] button is pressed.

Send to

[Send to] Button (*1) (*2)

Launches the linked application software.
Clears the displayed error indication.
Pauses the scan.

Scan /Stop

[Scan/Stop] Button (*1)

Launches the linked application software.
Clears the displayed error indication.
Cancels the scan while scanning by pressing this button.
Resumes the scan.

Power

*1: For details about the setup method for a scan using the [Scan/Stop] button or the [Send to] button, refer to the scanner driver's Help or "Using a Button on the Scanner to Start Scanning" (page 57).
*2: Pressing the [Send to] button when scanning a document, pauses the scanning process, after the document is scanned.

[Power] Button

Turns the power on/off.
Lights in green when the scanner is turned on.

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Indications on Function Number Display

Display	Description
8	Displayed when the scanner is turned on.
P	Indicates that the initialization is in process after the scanner is turned on.
0	Indicates that the initialization is in process and is near the end of process after the scanner is turned on.
1	Ready to start scanning. Indicates that the initialization was successfully completed after the scanner is turned on. This status is referred to as "ready status".
Function number (such as "1") Flashing	After multifeed is detected, the function number flashes. This indicates that the process to determine whether or not to memorize the overlap pattern is in progress. For details, refer to "Ignoring Multifeed for a Set Pattern" (page 59).
c Flashing	Indicates that the ADF is opened in ready status. In this case, the LED indicator also flashes. When the ADF is closed, the display returns to the ready status ("1"). For details about how to close the ADF, refer to "1.4 Opening/Closing the ADF" (page 21). If the display does not return to the ready status ("1") even after the ADF is closed, turn the power off then back on. If the problem still persists, contact your FUJITSU scanner dealer or an authorized FUJITSU scanner service provider.
P Flashing	Indicates that the [Send to] button was pressed to pause the scan. Press the [Scan/Stop] button to resume the paused scan.
J U	Indicates that a temporary error occurred during scanning. The letter "J" or "U" and an error code appear alternately. For more details about the errors, refer to "Temporary Errors" (page 82). Press the [Scan/Stop] button or the [Send to] button in this status to return to the ready status ("1").

Display	Description
E C H L	Indicates that a device error (alarm) occurred during initialization or scanning. The letter "E", "C", "H" or "L" and an alarm number appear alternately. For more details about the errors, refer to "Device Errors" (page 82). Press the [Scan/Stop] button or the [Send to] button in this status to return to the ready status ("1"). When this alarm occurs, turn the power off then back on. If the problem still persists, contact your FUJITSU scanner dealer or an authorized FUJITSU scanner service provider.
None	Switches off when the scanner enters power saving mode.

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Chapter 4   Various Ways to Scan

This chapter explains how to configure scanner settings and scan different types of documents with the image scanning application.

4.1 Summary

The following lists the main ways of scanning documents:

Scanning Documents of Different Types and Sizes

- "Documents with Different Widths" (page 50)
- "Documents Larger than A4 Size" (page 51)
- "Scanning Photographs and Clippings" (page 53)
- "Long Page Scanning" (page 55)

Advanced Scanning

- "Feeding Documents Manually in the ADF" (page 56)

Customizing the Scanner Settings

- "Using a Button on the Scanner to Start Scanning" (page 57)
- "Ignoring Multifeed for a Set Pattern" (page 59)

For information on other ways of scanning, refer to the scanner driver's Help.

4.2 Scanning Documents of Different Types and Sizes

Documents with Different Widths

> **ATTENTION**
> When you scan a mixed batch with different widths, some of the smaller documents may be skewed or not fed into the ADF. In that case, separate the documents by their widths, and scan them in different batches.

> **HINT**
> For details about the conditions for documents that can be scanned in a mixed batch, refer to the "Conditions for Mixed Batch Scanning" (page 41).

1 Align the top of the documents.
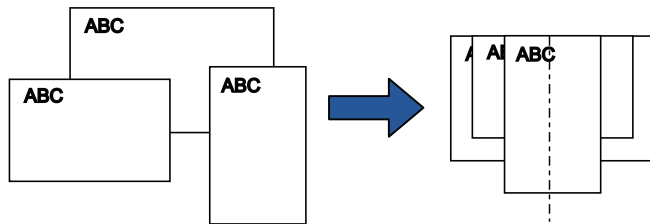
2 Place the documents at the center of the ADF paper chute (feeder), and adjust the side guides to the widest document in the batch.
For details, refer to "Chapter 2 How to Load Documents" (page 32).

> **ATTENTION**
> Make sure that all documents are placed underneath the pick roller. Otherwise, some documents may be skewed or not fed into the ADF.
>
>
> Width of the Pick Roller
> Good
>
>
> Width of the Pick Roller
> Bad
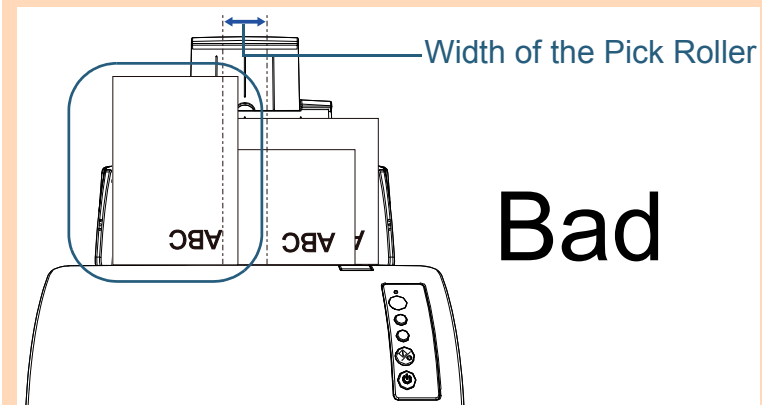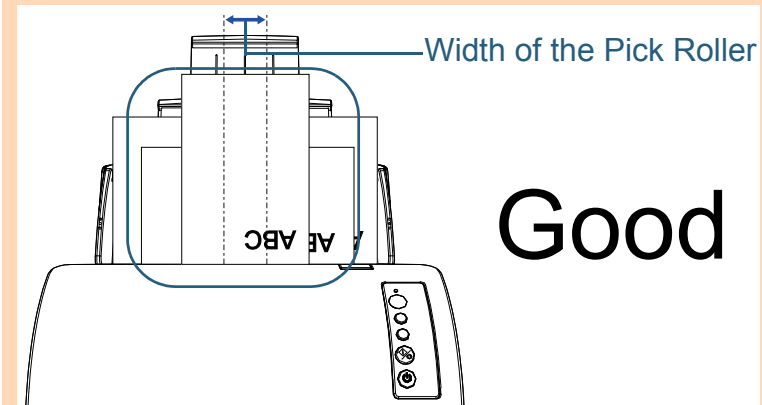
3 Adjust the stacker to fit the longest document.
For details, refer to "Setting Up the Stacker" (page 23).

4 In the scanner driver, configure the scan settings to detect the paper size automatically.
For details, refer to the scanner driver's Help.

5 Scan the documents with the image scanning application.
For details, refer to the image scanning application manual.

Documents Larger than A4 Size

The Carrier Sheet can be used to scan documents larger than A4/Letter size, such as A3 or B4. By folding the document in half and scanning in duplex mode, the two sides are merged into a single image.

ATTENTION
Part of the image around where the document is folded may appear missing. This way of scanning is not recommended for obtaining high quality images.

HINT
You can also scan a double-sided document the size of which is A4 or smaller, and output the image as a double-page spread image.
In this case, place the double-sided document the size of which is A4 or smaller inside the Carrier Sheet shown in step 2.

1 Place the document inside the Carrier Sheet.
1 Fold the document in half so that the sides to be scanned are facing out.
Fold it firmly and smooth out any creases.
Otherwise, it may cause the document to skew while the feeding is in progress.
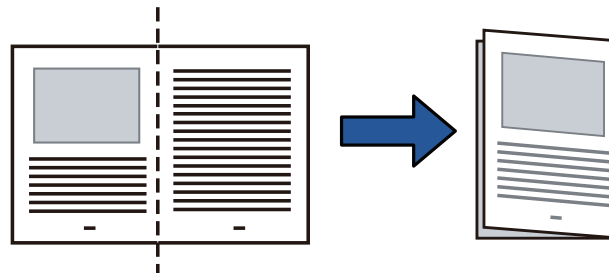
2 Place the document inside the Carrier Sheet.
Align the fold line with the right edge of the Carrier Sheet so that the document fits in the upper right-hand corner.
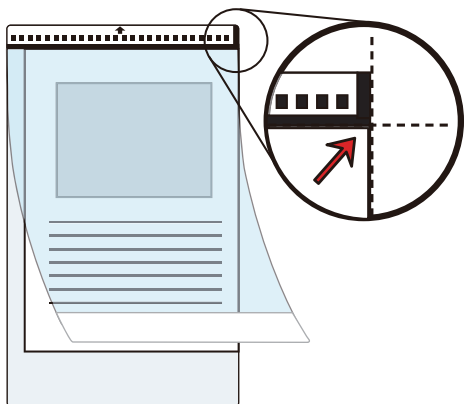
HINT
The front side of the Carrier Sheet has a thick vertical line on the right side of the black and white pattern.

2 Load the Carrier Sheet face-down with the end which has the black and white pattern placed as the leading edge in the ADF paper chute (feeder).
Secure the Carrier Sheet with the side guides to avoid skewing.
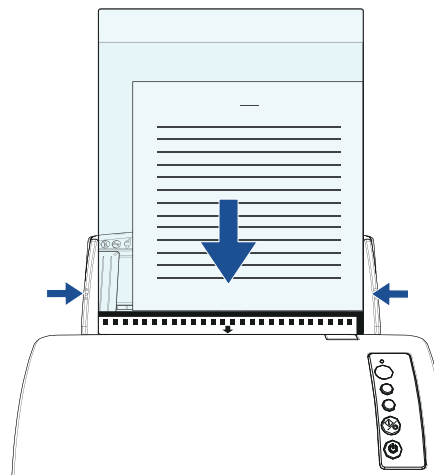
3 In the scanner driver, configure the scan settings for using the Carrier Sheet.
For details, refer to the scanner driver's Help.

For some image scanning applications, the setup window for the scanner driver may not appear.

4 Scan the document with the image scanning application.
For details, refer to the image scanning application manual.

⇨The images of the front and back are merged into a single image.
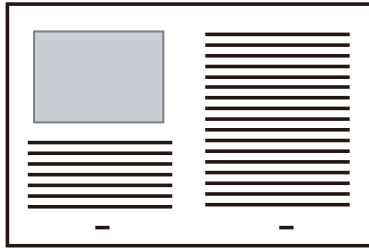
ATTENTION

- A line or a gap may appear between the front and back side images.
  Also when you scan thick papers, images on both left and right may skew towards each other from the top.
  These symptoms may be improved when you perform the following:
  - Fold the document firmly
  - Align the edges of the document neatly with the edges of the Carrier Sheet
  - Turn over the Carrier Sheet to the other (reverse) side
- When [Automatic] is specified for [Paper Size], the closest standard size (A3, B4 or Double Letter) is selected from the same drop-down list. Note that the size of the image may become smaller than the original document depending on the documents scanned.
  Example: When you scan an A3 size document whose content is printed to fit A4 size in the center
    ⇨The image is output in B4 size.
  To output the scanned image in the actual size of the document, specify the document size for [Paper size].
- Part of the image around where the document is folded may appear missing. In that case, place the document so its edge is about 1 mm inside from the edge of the Carrier Sheet.
- When [Black & White] is specified for [Image Mode], a shadow may appear on the edges around the document that is scanned.

Scanning Photographs and Clippings

Using the Carrier Sheet allows you to scan documents that can be damaged quite easily such as photographs, or documents that are difficult to load directly such as newspaper clippings.

1 Place the document inside the Carrier Sheet.
Place it against the top center of the Carrier Sheet.
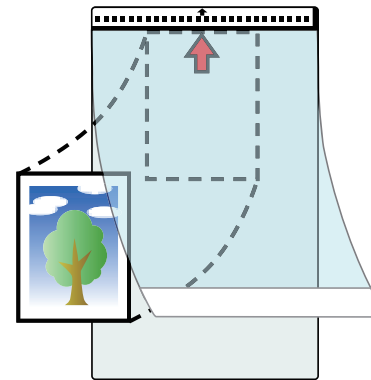
2 Load the Carrier Sheet face-down with the end that has the black and white pattern placed as the leading edge in the ADF paper chute (feeder), as shown below.
Secure the Carrier Sheet with the side guides to avoid skewing.
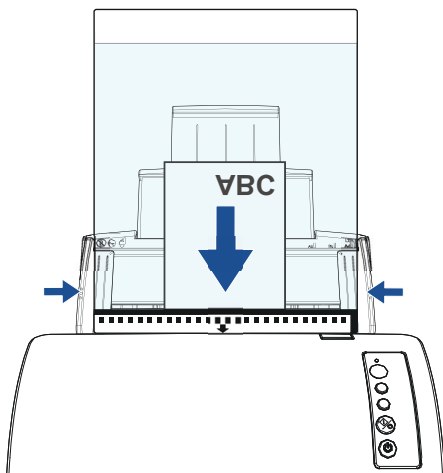
3 In the scanner driver, configure the scan settings for using the Carrier Sheet.
For details, refer to the scanner driver's Help.

4 Scan the document with the image scanning application.
For details, refer to the image scanning application manual.

ATTENTION
● The image is output at the center of the page in the size specified in [Paper Size].
● When [Automatic] is specified for [Paper Size], the closest standard size is selected from the same drop-down list. Note that the size of the image may become smaller than the original document depending on the document scanned, or part of the image may appear missing.
  Example: When an A5 size image is printed in the center of an A4 size document
    ⇨The image is output in A5 size.
To output the scanned image in the actual size of the document, specify the document size for [Paper size].

HINT
In the following cases, place a blank (white) sheet of paper underneath the document when scanning:
● The scanned image is not output in the correct size when [Automatic] is selected in the [Paper size] drop-down list
● Shadows appear around the edges of the scanned image
● Black lines appear around the edges of a uniquely shaped cutting
● Colors outside the document appear on the scanned image

Blank Sheet
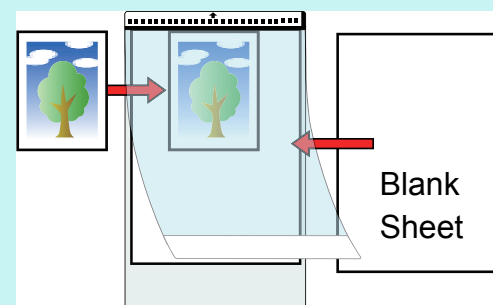
Long Page Scanning

Documents with a length up to 5,588 mm (220 in.) can be scanned by long page scanning.

Depending on the resolution setting or the image scanning application, the document sizes that can be scanned may differ.

For details, refer to the image scanning application manual.

1 Load a document in the ADF paper chute (feeder).

For details, refer to .

> **ATTENTION**
> ● Long page documents should be loaded one sheet at a time in the ADF paper chute (feeder).
> ● When you scan long pages, take note of the following:
>   - Loading
>   Hold the document with your hand so it does not fall out of the ADF paper chute (feeder).
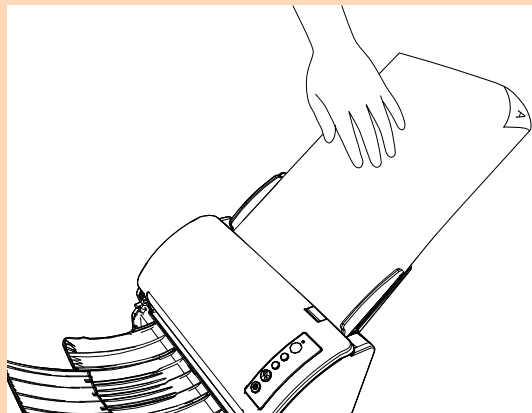
- Removing
  Secure enough space around the stacker to prevent the ejected sheet from falling off the stacker.
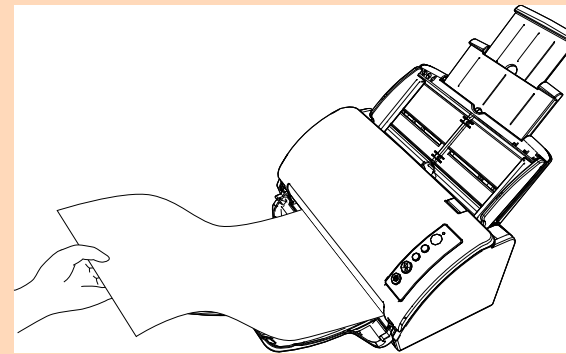
> **HINT**
> To scan documents longer than A4/Letter size, perform the following:
> ● Pull out the chute extensions all the way.
>   For details, refer to .
> ● Bring down the stacker and slide out the stacker extension towards you.
>   For details, refer to .

2 In the scanner driver, configure the scan settings to scan the paper size of the long page.
For details, refer to the scanner driver's Help.

For some image scanning applications, the setup window for the scanner driver may not appear.

3 Scan the document with the image scanning application.
For details, refer to the image scanning application manual.

4.3 Advanced Scanning

Feeding Documents Manually in the ADF

Documents can also be loaded manually one sheet at a time in the ADF.

Normally, in automatic feeding, the scanner stops scanning once all the documents loaded in the ADF paper chute (feeder) have been scanned. In manual feeding, the scanner waits for the next document to be loaded within a specified time. Scanning will continue as long as another document is loaded within the set time, and stops if no document is loaded. By using this method, you can perform scanning as you check the documents one by one.

Manual feeding is effective in the following cases:

- To scan as you check the contents of each sheet.
- To scan documents that cause multifeed or paper jam when loaded together in the same batch.
- To continue scanning documents such as magazine or newspaper clippings that cannot be loaded together.

1 Enable manual feeding in the Software Operation Panel.
For details, refer to "Waiting Time in Manual Feed Mode [Manual-feed timeout]" (page 138).

2 Load a document in the ADF paper chute (feeder).
For details, refer to "Chapter 2 How to Load Documents" (page 32).

3 Scan the document with the image scanning application.
For details, refer to the image scanning application manual.

⇨ After the document is scanned, the rollers inside the ADF keep rotating, waiting for the next document to be loaded for the time specified in the Software Operation Panel.

4 Load the next document in the ADF paper chute (feeder).
⇨ The document is scanned.

5 Repeat step 4 until all documents are scanned.
⇨ Scanning will stop if no document is loaded within the set time.

> **HINT**
> - Pressing the [Send to] button on the operator panel while the scanner is waiting for the next document to be loaded will stop the scan immediately.
> - When [Manual-feed timeout] is enabled, the scanner will wait for the set time even if you start scanning with no document in the ADF paper chute (feeder).
> - When you use manual feeding frequently, replacement cycle of the consumables may be shortened.

4.4 Customizing the Scanner Settings

Using a Button on the Scanner to Start Scanning

The [Scan/Stop] button and the [Send to] button on the operator panel can be configured to perform scanning by pressing the button.
To configure this setting, you first need to assign an application to be launched from the [Scan/Stop] button and the [Send to] button.

Computer Setup

1 Confirm that the scanner is connected to the computer, then turn on the scanner.

For details about how to connect the scanner to the computer, refer to the Quick Installation Sheet.
For details about how to turn on the scanner, refer to "1.3 Turning the Power ON/OFF" (page 19).

2 Display the [Control Panel] window.

● Windows Vista/Windows Server 2008/Windows 7

Click [Start] menu → [Control Panel].

● Windows Server 2012/Windows 8

Right-click the Start screen, and select [All apps] on the app bar → [Control Panel] under [Windows System].

● Windows Server 2012 R2/Windows 8.1

Click [↓] on the lower left side of the Start screen → [Control Panel] under [Windows System].

To display [↓], move the mouse cursor.

● Windows 10

Right-click the [Start] menu and select [Control Panel].

3 Click [View devices and printers].

⇨ The [Devices and Printers] window appears.

4 Right-click on the scanner icon, and select [Scan properties] from the displayed menu.

⇨ The properties window of the scanner appears.

5 Click the [Events] tab and select an event.

From the [Select an event] drop-down list, select an event from which you want to launch an application.
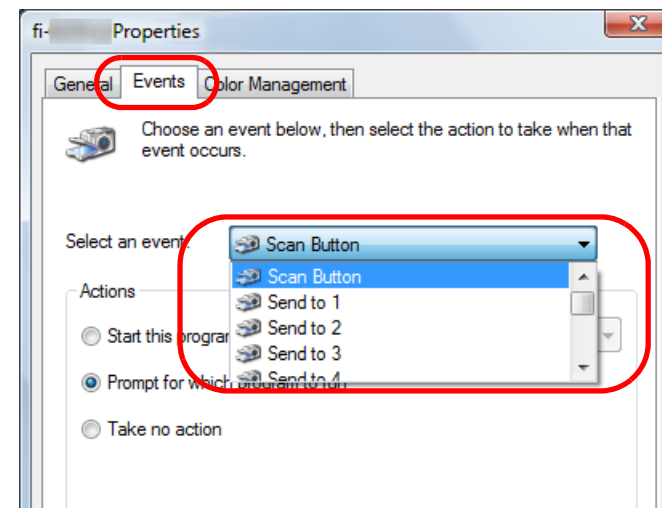
In this function, the following events can be specified:

● [Scan Button]
Press the [Scan/Stop] button

● [Send to 1] to [Send to 9]
Press the [Send to] button while the function number display shows a number (from 1 to 9)

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

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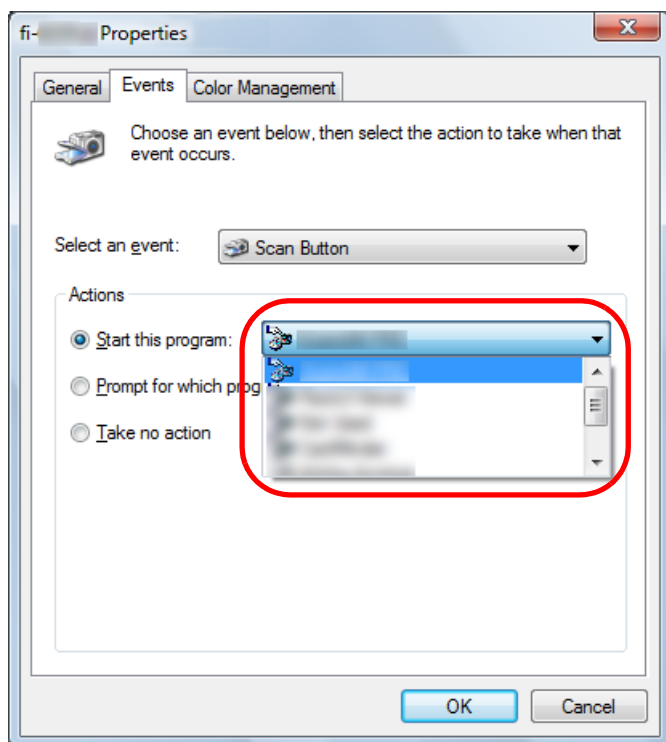
7 Click the [OK] button.

The setup of the computer is completed. Proceed to configure the scanner settings.

HINT
To configure multiple events, repeat steps 4 to 7.

Scanner Setup

[Send to] Button
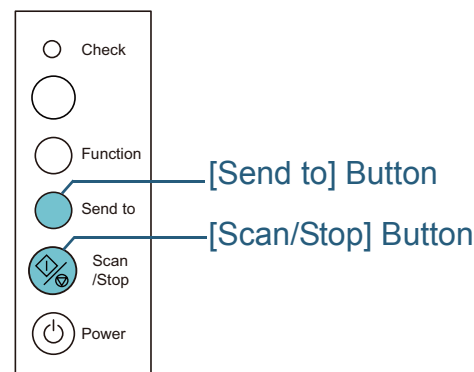
[Scan/Stop] Button

- Using the [Scan/Stop] button
  No special settings required.

  ⇨Press the [Scan/Stop] button to launch the selected application.

- Using the [Send to] button
  Press the [Function] button to change the number in the function number display.

  Match the number with the event configured in the computer ([Send to 1] to [Send to 9]).

  For example, to execute the [Send to 2] event, the function number display shows "2".

  ⇨Press the [Send to] button to launch the selected application.

HINT
- For details about the operator panel, refer to "Chapter 3 How to Use the Operator Panel" (page 45).
- Each time when you press the [Function] button, the display changes as follows: "1, 2, 3, ... 9, C, 1, 2, 3, ...".
  The number from 1 to 9 corresponds to the event configured in the computer ([Send to 1] to [Send to 9]).
  "C" corresponds to Software Operation Panel. (The settings cannot be changed.)

Ignoring Multifeed for a Set Pattern

If you attempt to scan a document with an attachment such as sticky note, receipt, or photo while multifeed detection is enabled, the scanner may falsely recognize this as a multifeed error and stop the scan. To scan these types of documents, the "Intelligent Multifeed Function" is available.
There are two modes in this function. In one mode, you can suppress multifeeds forcibly by using the operator panel on the scanner. In the other mode, you can suppress multifeeds automatically by letting the scanner memorize the location and the length of the attachment.

Sticky Note

Receipt
or Photograph

Document
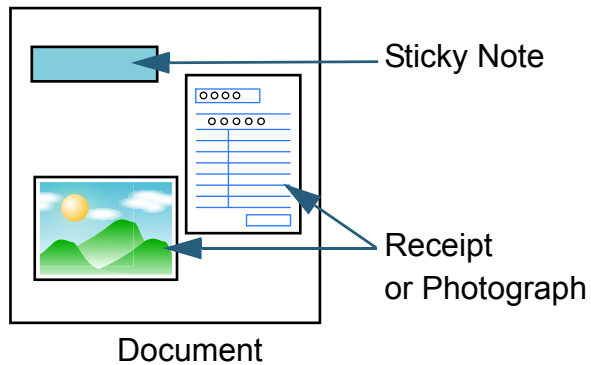
Intelligent Multifeed Function

The following three modes are available:

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

ATTENTION
Irregular images may be output when multifeeds occur.

Select the mode in the Software Operation Panel.
For details, refer to

Preparation Before Using This Function

Before using this function, configure [Check Overlapping (Ultrasonic)] or [Check Overlapping and length] for multifeed detection method by performing one of following:

- Configure the setting in the scanner driver.
  For details, refer to the scanner driver's Help.
- Configure the setting in the Software Operation Panel.
  For details, refer to "Specifying a Multifeed Detection Method [Multifeed]" (page 132).

Operational Procedure

○ Check ── Function Number Display

● Function ── [Function] Button

● Send to ── [Send to] Button

◈ Scan /Stop ── [Scan/Stop] Button

⏻ Power
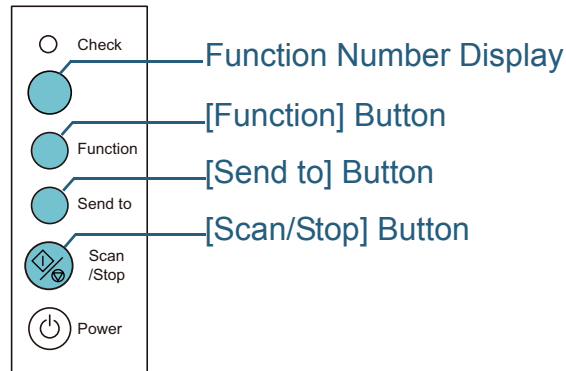
1 After a multifeed error occurs, either press the [Send to] button to eject the document from the paper path or open the ADF to remove the document.

> ⚠️ **CAUTION** When the ADF is open, it might close accidentally. Be careful not to get your fingers caught.

2 If you open the ADF to remove the document, close it.
For details, refer to "1.4 Opening/Closing the ADF" (page 21).

When the ADF is closed, indication on the function number display of the operator panel changes as follows:

- When a multifeed occurs
  "J" and "2" appear alternately.
- When a document is ejected
  The function number flashes.

> ⚠️ **CAUTION** Be careful not to get your fingers caught when closing the ADF.

ATTENTION

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

3 Load the documents back in the ADF paper chute (feeder).
If a multifeed by difference in length is detected, either press the [Scan/Stop] button or perform a scan from the computer (do not press the [Function] button).
If there is an attachment which is likely to be the cause of the multifeed error, then proceed to the next step.

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

From this point, note that the function number flashing speed switches between "slower" ↔ "faster" every time you press the [Function] button. When the flashing speed is set to faster, the scanner operates in each mode as follows:

> **ATTENTION**
> When switching the flashing speed between "slower" ↔ "faster" by pressing the [Function] button, do not hold down the button for five seconds or more. Doing so may erase the memorized overlap pattern and longest overlap length.

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

  *1: Eight overlap patterns can be memorized in this mode. When it exceeds this limit, the first pattern that was memorized is erased from the memory.

  *2: To erase the memorized overlap patterns and the longest overlap length, hold down the [Function] button for five seconds or more while the function number is flashing. After erasing is completed, the function number display shows "□".
  This allows you to erase multifeed patterns and the longest overlap length that were not supposed to be memorized. Be careful with this operation because all memorized patterns will be erased.

Chapter 5 Daily Care

This chapter describes how to clean the scanner.

⚠ CAUTION ⃠	Do not use aerosol spray or spray that contains alcohol. Paper dust blown up by strong air from the spray may enter inside the scanner which may cause the scanner to fail or malfunction. Also note that sparks generated by static electricity may cause a fire.

⚠ CAUTION ⚡ ♨	The inside of the ADF becomes very hot when the scanner is being used. Before you start cleaning the inside, make sure to turn off the power, unplug the power cable and wait at least 15 minutes for the inside of the ADF to cool down.

5.1 Cleaning Materials and Locations that Require Cleaning

Cleaning Materials

Name	Part No.	Notes
Cleaner F1	PA03950-0352	100 ml Moisten a cloth or Cleaning Paper with this liquid to wipe the scanner clean. It may take a long time to dry if an excessive amount of Cleaner F1 is used. Use it in small quantity. Wipe off the cleaner completely to leave no residue on the cleaned parts.
Cleaning Paper	CA99501-0012	10 sheets Use this non-woven sheet with Cleaner F1.
Cleaning Wipe	PA03950-0419	24 packets Pre-moistened with Cleaner F1. It can be used instead of moistening a cloth with Cleaner F1.
Cotton swab	Commercially available	
Dry cloth		

ATTENTION

In order to use the cleaning materials safely and correctly, read the precautions on each product thoroughly.

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

Location and Frequency

Location		Frequency
ADF	Brake roller	Every 3,000 sheets
	Pick roller	
	Plastic idler roller	
	Glass	
	Ultrasonic sensor	
	Feed roller	
	Eject roller	

ATTENTION

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

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

5.2 Cleaning the Outside

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

ATTENTION

- To avoid deformation and discoloration, never use paint thinner or any other organic solvents.
- Be careful not to let any moisture or water inside the scanner during cleaning.
- It may take a long time to dry if an excessive amount of Cleaner F1/ mild detergent is used. Use it in small quantity. Wipe off the cleaner completely to leave no residue on the cleaned parts.

Cloth

Cleaner F1
or Mild Detergent

Thinner

Cleaning Wipe
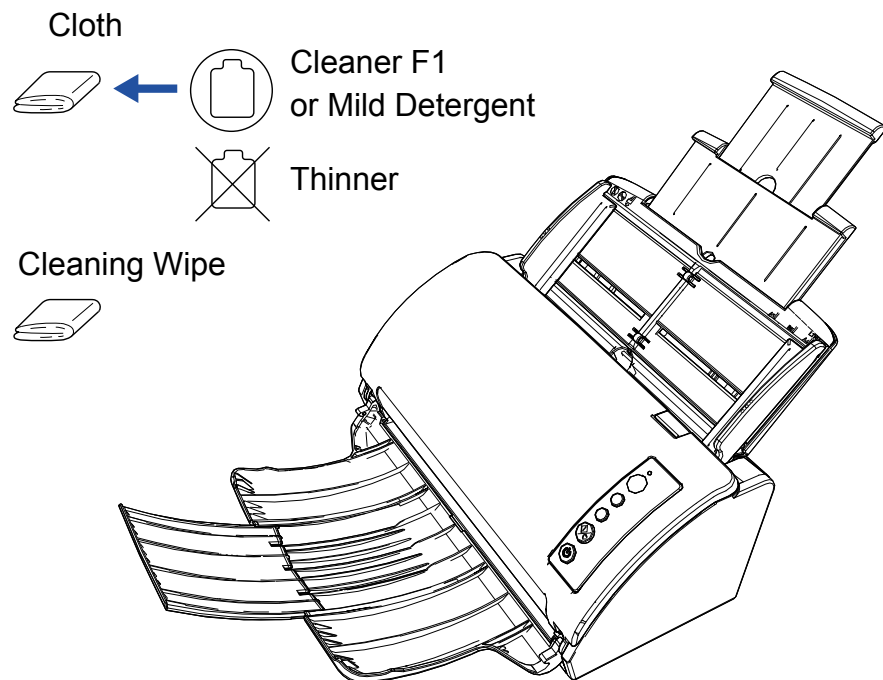
5.3 Cleaning the Inside

Cleaning the ADF (with Cleaning Paper)

The ADF can be cleaned with a sheet of Cleaning Paper moistened with Cleaner F1.

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

Cleaning should be performed approximately every 3,000 sheets scanned. Note that this guideline varies depending on the types of documents you scan. For instance, it may be necessary to clean the scanner more frequently when you scan documents on which the toner is not sufficiently fused.

ATTENTION
- Do not use water or mild detergent to clean the ADF.
- It may take a long time to dry if an excessive amount of Cleaner F1 is used. Use it in small quantity.

1 Turn on the scanner.
For details, refer to "1.3 Turning the Power ON/OFF" (page 19).

2 Spray the Cleaning Paper with Cleaner F1.

3 Pull out the chute extensions according to the length of the Cleaning Paper.
For details, refer to "1.5 Setting Up the ADF Paper Chute (Feeder)" (page 22).

4 Bring down the stacker and slide out the stacker extension towards you according to the length of the Cleaning Paper.
For details, refer to "1.6 Setting Up the Stacker" (page 23).

5 Load the Cleaning Paper in the ADF paper chute (feeder).
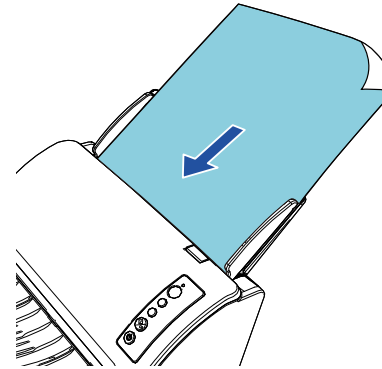
6 Adjust the side guides to the width of the Cleaning Paper.
Do not leave space between the side guides and the Cleaning Paper. Otherwise, the Cleaning Paper may be fed skewed.

Side Guides
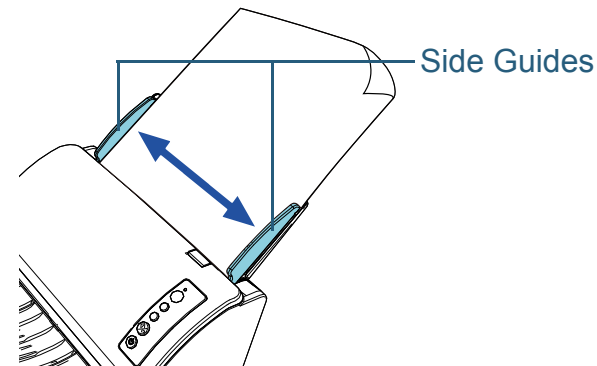
7 Start an application available for scanning and scan the Cleaning Paper.

⇨The Cleaning Paper is fed and ejected onto the stacker.

8 Reset the counter for the scanned sheets after cleaning in the Software Operation Panel.

For details, refer to "Resetting the Sheet Counters" (page 123).

Cleaning the ADF (with Cloth)

The ADF can be cleaned with a piece of cloth moistened with Cleaner F1, or a sheet of Cleaning Wipe.

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

Cleaning should be performed approximately every 3,000 sheets scanned. Note that this guideline varies depending on the types of documents you scan. For instance, it may be necessary to clean the scanner more frequently when you scan documents on which the toner is not sufficiently fused.

> ⚠ **CAUTION** The inside of the ADF becomes very hot when the scanner is being used.
> Before you start cleaning the inside, make sure to turn off the power, unplug the power cable and wait at least 15 minutes for the inside of the ADF to cool down.

ATTENTION
- Do not use water or mild detergent to clean the ADF.
- It may take a long time to dry if an excessive amount of Cleaner F1 is used. Use it in small quantity. Wipe off the cleaner completely to leave no residue on the cleaned parts.

1 Turn off the scanner and wait for at least 15 minutes.
For details, refer to "1.3 Turning the Power ON/OFF" (page 19).

2 Unplug the power cable.

3 Open the ADF.

For details, refer to

> ⚠ **CAUTION** When the ADF is open, it might close accidentally. Be careful not to get your fingers caught.

4 Clean the following locations with a cloth moistened with Cleaner F1 or a sheet of Cleaning Wipe.

Ultrasonic Sensor (× 2)
(Also on the ADF paper chute.)

Plastic Idler Roller (× 4)

Glass (× 2)
(Also on the ADF paper chute.)

Brake Roller (× 2)

Eject Roller (× 2)

Feed Roller (× 2)

Pick Roller (× 2)

Brake Roller (× 2)

Remove the roller from the scanner.
For details about removing the brake roller, refer to "6.2 Replacing the Roller Set" (page 74).
Gently wipe off any dirt or dust along the grooves, taking care not to damage the roller surface.
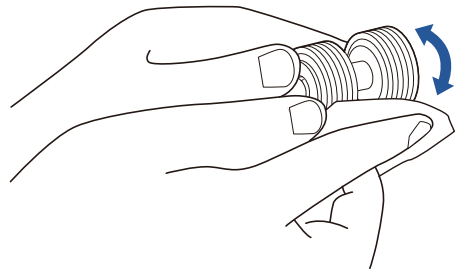
Ultrasonic Sensor (× 2)

Gently wipe the dirt and dust off the surface of the ultrasonic sensors. If it is difficult to clean, use a cotton swab.

ATTENTION
When cleaning, be careful not to damage the document sensor with a cloth or Cleaning Wipe.

Document Sensor
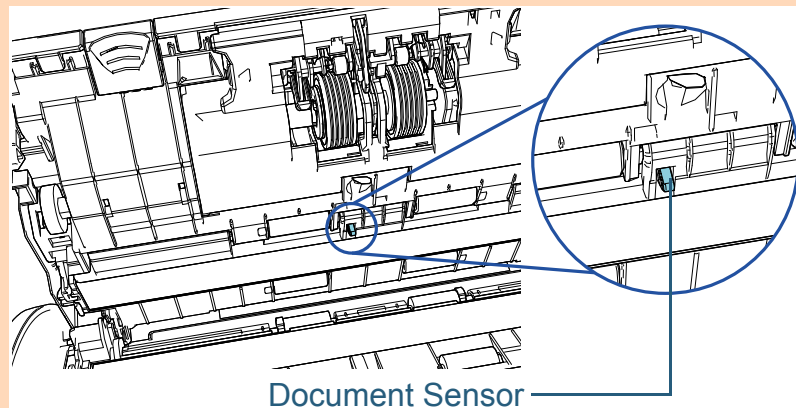
Plastic Idler Roller (× 4)

Gently wipe off any dirt or dust as you rotate the roller manually, taking care not to damage the roller surface. Make sure that it is wiped properly because black residue on the roller will affect the feeding performance.

Glass (× 2)

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

ATTENTION
Vertical streaks may appear on the scanned image when the glass sections are dirty.

Pick Roller (× 2)

Gently wipe off any dirt or dust along the grooves as you rotate the roller manually, taking care not to damage the roller surface. Make sure that it is wiped properly because black residue on the roller will affect the feeding performance.

Feed Roller (× 2)/Eject Roller (× 2)

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

1 Plug the power cable, and turn on the scanner.
For details, refer to "1.3 Turning the Power ON/OFF" (page 19).

2 After "1" is displayed on the Function Number Display on the operator panel, open the ADF.

For details, refer to "1.4 Opening/Closing the ADF" (page 21).

⚠ CAUTION	When the ADF is open, it might close accidentally. Be careful not to get your fingers caught.

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

```
○  Check
○  Function
●  Send to ───── [Send to] Button
◈  Scan
   /Stop  ───── [Scan/Stop] Button
⏻  Power
```
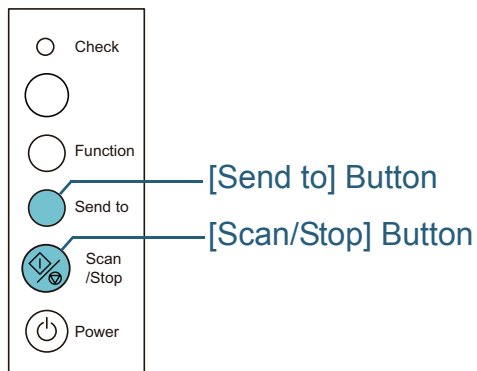
⚠ **CAUTION** Be careful not to touch the rollers with your hand while they are rotating.

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

5 Close the ADF.

For details, refer to .

⚠ **CAUTION** Be careful not to get your fingers caught when closing the ADF.

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

6 Reset the counter for the scanned sheets after cleaning in the Software Operation Panel.
For details, refer to .

5.4 Cleaning the Carrier Sheet

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

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

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

Clean it regularly because it may result in scanning errors.

ATTENTION
- Make sure that the Carrier Sheet is not creased.
- To avoid deformation and discoloration, never use paint thinner or any other organic solvents.
- Do not use force to rub against the Carrier Sheet because it may be damaged or deformed.
- After cleaning the inside, do not close the Carrier Sheet until it is completely dry.
- The Carrier Sheet should be replaced approximately every 500 scans.
  For information on purchasing the Carrier Sheet, contact your FUJITSU scanner dealer or an authorized FUJITSU scanner service provider.

Chapter 6 Replacing the Consumables

This chapter describes how to replace the consumables for the scanner.
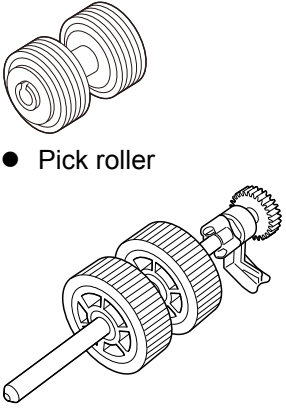
⚠CAUTION ⚡ ♨	The inside of the ADF becomes very hot when the scanner is being used. Before you replace the consumables, make sure you turn off the power, unplug the power cable and wait at least 15 minutes for the inside of the ADF to cool down.

6.1 Consumables and Replacement Cycles

The following table shows the consumables used for the scanner.

Name	Part No.	Suggested Replacement Cycle
Roller Set ● Brake roller ● Pick roller	PA03706-0001	200,000 sheets or one year

Consumables need to be replaced periodically. It is recommended that you keep a stock of new consumables and replace them before it reaches the end of the consumable life. The scanner records the number of sheets scanned after the consumables (brake roller/pick roller) are replaced, which allows you to check the status on each consumable.
For details, refer to .
Note that the suggested replacement cycles are guidelines for using A4 (80 g/m^2 [20 lb]) wood-free or wood-containing paper, as these cycles vary depending on the type of documents scanned and how often the scanner is used and cleaned.

> **HINT**
> Only use the specified consumables.

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

6.2 Replacing the Roller Set

The Roller Set consists of the brake roller and the pick roller.
Replace each roller in the following procedure.

1 Turn off the scanner and wait for at least 15 minutes.
For details, refer to "1.3 Turning the Power ON/OFF" (page 19).

2 Unplug the power cable.

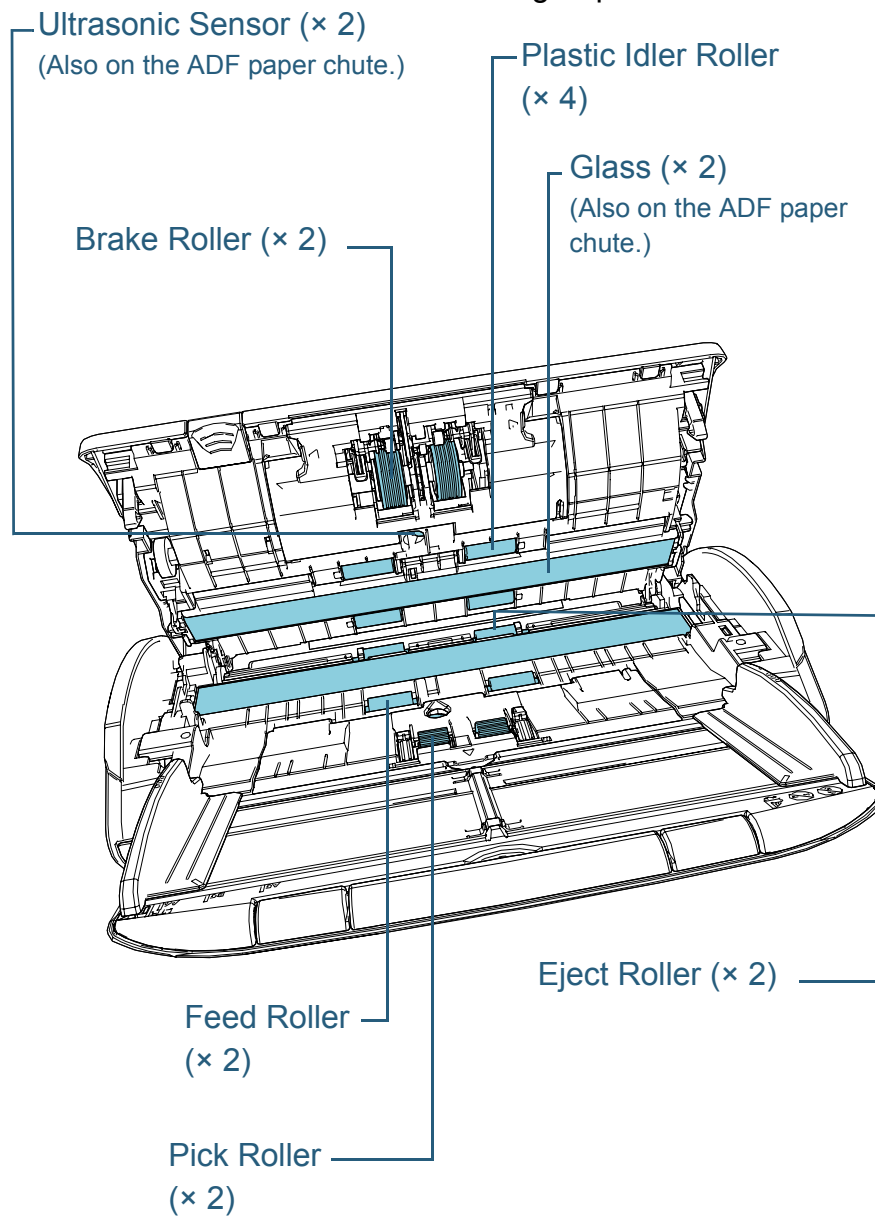**3** Remove all documents from the ADF paper chute (feeder).

4 Open the ADF.
For details, refer to "1.4 Opening/Closing the ADF" (page 21).

> ⚠ **CAUTION** When the ADF is open, it might close accidentally. Be careful not to get your fingers caught.

5 Replace the brake roller.
1 Open the cover.

Hold both ends of the cover, and open it in the direction of the arrow.
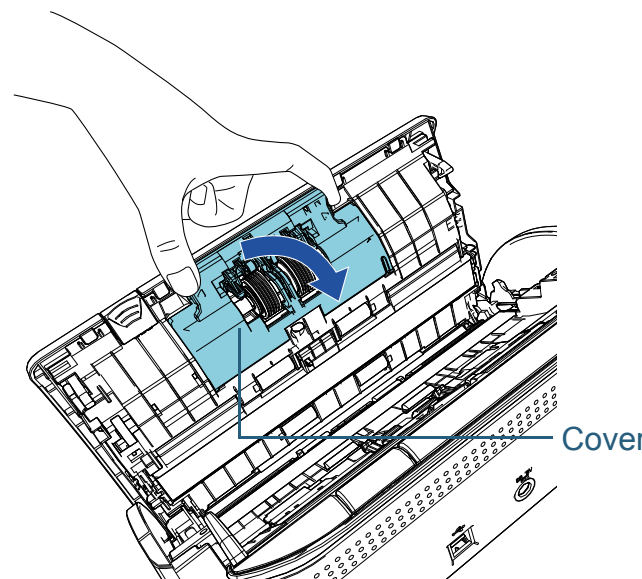
Cover

2 Remove the brake roller.

Lift the right side of the roller first, then pull out the shaft from the slot on the left.
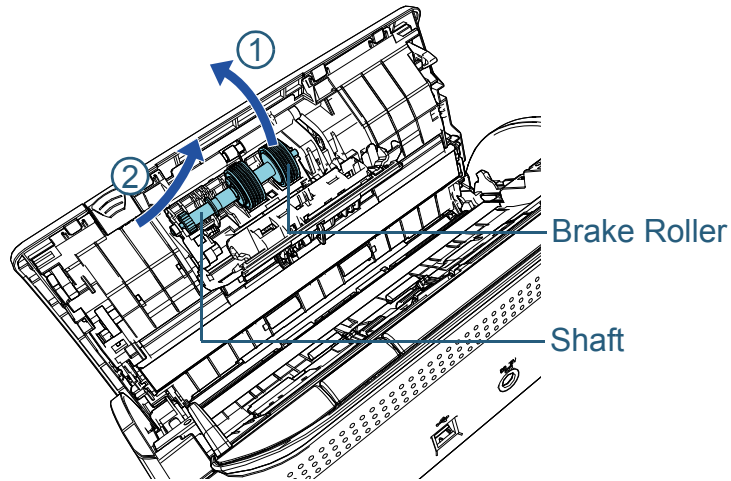
— Brake Roller

— Shaft

3 Remove the brake roller from its shaft.
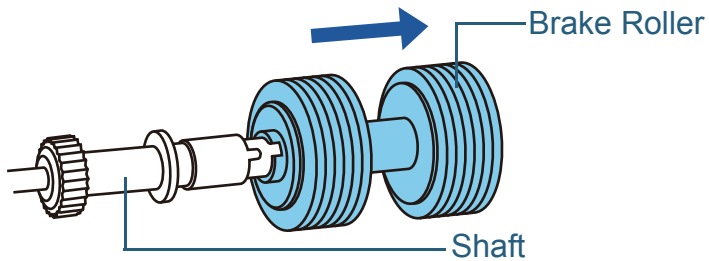
— Brake Roller

— Shaft

4 Attach a new brake roller on the shaft.

Insert the protrusion on the shaft into the slot.

— Brake Roller

— Slot

— Protrusion
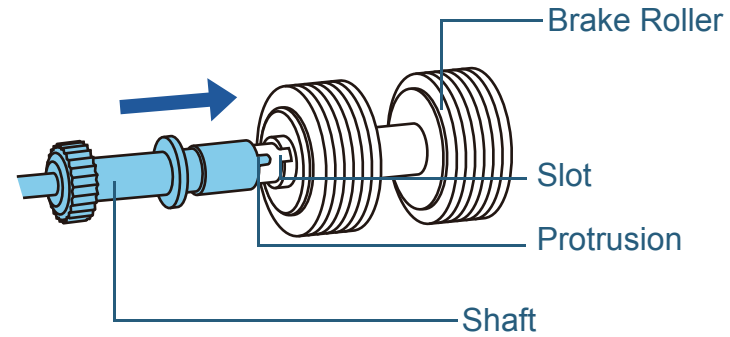
— Shaft

5 Attach the shaft back in the scanner.

Insert the left end of the shaft into the hole in accordance with the hole shape, and then attach the right side of the shaft.

— Shaft
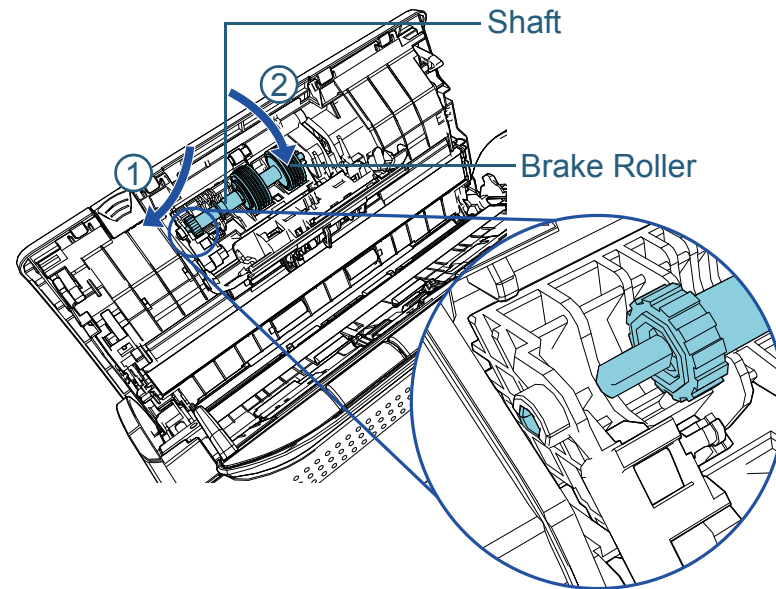
— Brake Roller

6 Close the cover.

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

6 Replace the pick roller.

1 Open the sheet guide.

Slide the side guides all the way, and pull the sheet guide open from the dip.

Dip

Side Guides

Sheet Guide
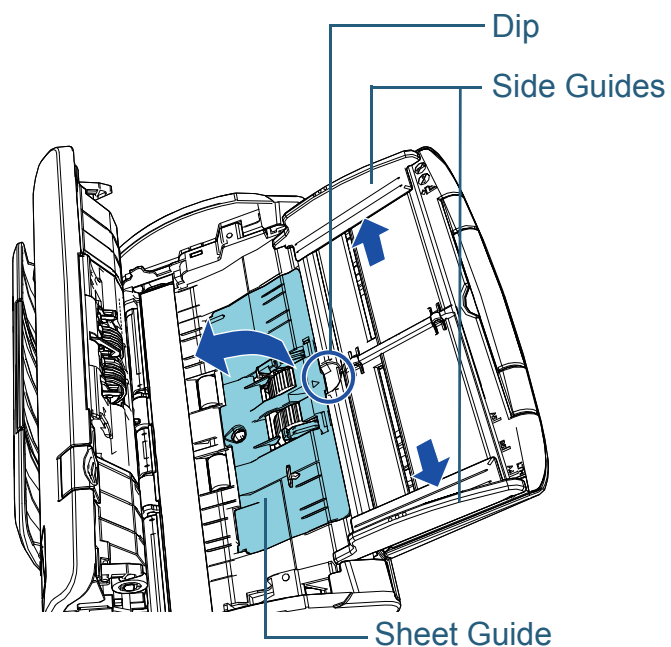
2 Rotate the bushing in the direction of the arrow.
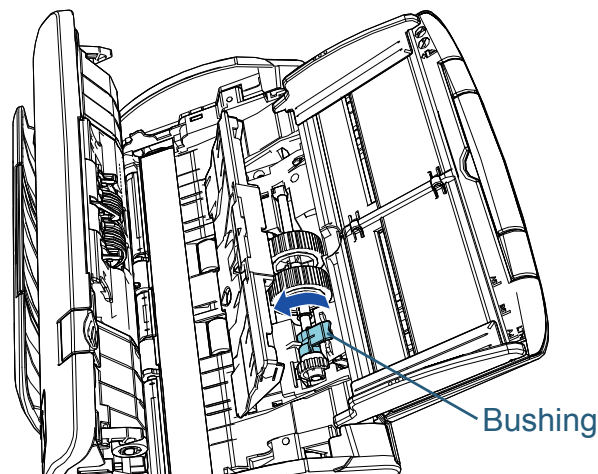
Bushing

3 Remove the pick roller.

Lift up the bushing side of the pick roller slightly (about 5 mm), move it towards the bushing, and pull it out.

①

②
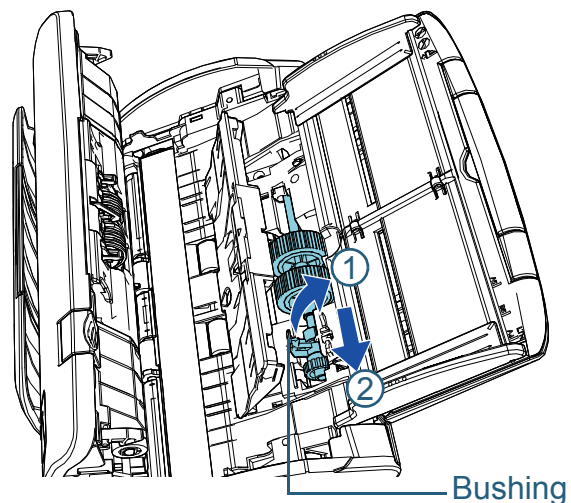
Bushing

ATTENTION
Be careful not to touch the grease on the gear near the bushing.

4 Install the new pick roller in the scanner.

Insert the left end of the shaft into the slot, and lower the other end gradually.
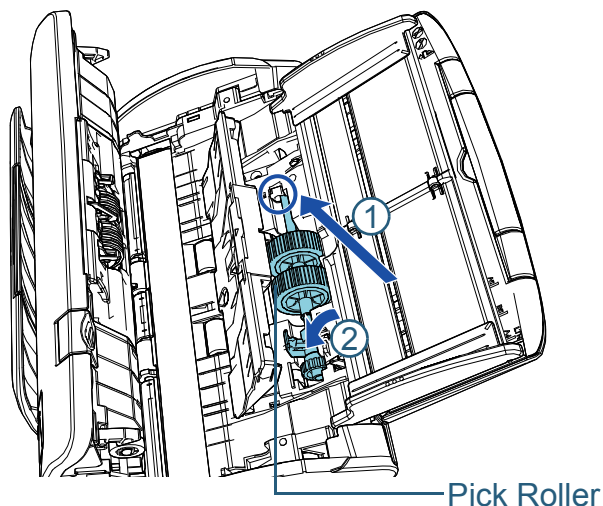
Pick Roller

5 Rotate the bushing in the direction of the arrow.

Bushing
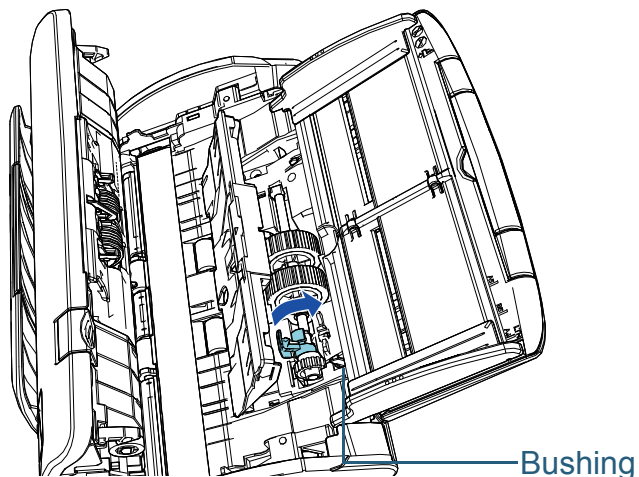
ATTENTION
Confirm that the pick roller is installed properly. Otherwise, it may cause feeding errors such as paper jams.

6 Close the sheet guide.

Make sure that both ends of the sheet guide are locked firmly.

7 Close the ADF.
For details, refer to "1.4 Opening/Closing the ADF" (page 21).

 CAUTION | Be careful not to get your fingers caught when closing the ADF.

8 Plug the power cable, and turn on the scanner.
For details, refer to "1.3 Turning the Power ON/OFF" (page 19).

9 Reset the sheet counter in the Software Operation Panel.
For details, refer to "Resetting the Sheet Counters" (page 123).

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Chapter 7   Troubleshooting

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

ATTENTION
For details about other errors/troubles that are not covered in this chapter, refer to the scanner driver's Help or the Error Recovery Guide.

7.1 Paper Jam

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

⚠ CAUTION	• Do not use force to pull out the jammed document, and make sure to open the ADF first. • Be careful not to touch any sharp parts upon removing jammed documents. • Be careful not to get things such as hair, a tie or necklaces caught inside the scanner. • The inside of the ADF may become extremely hot during operation.

1 Remove all documents from the ADF paper chute (feeder).

2 Open the ADF.
For details, refer to "1.4 Opening/Closing the ADF" (page 21).

⚠ CAUTION	When the ADF is open, it might close accidentally. Be careful not to get your fingers caught.

3 Remove the jammed document.
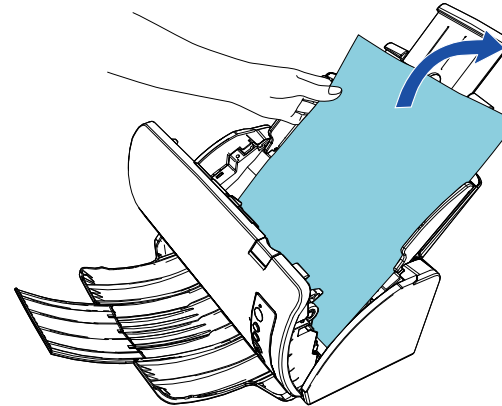
ATTENTION
• Make sure to check the documents and the paper path thoroughly. Remove any metal objects such as staples or paper clips to prevent paper jams.
• Be careful not to damage the glass surfaces and the guides when removing documents with metal objects such as staples or paper clips.

4 Close the ADF.
For details, refer to "1.4 Opening/Closing the ADF" (page 21).

⚠ CAUTION	Be careful not to get your fingers caught when closing the ADF.

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

7.2 Error Indications on Operator Panel

When an error occurs during operation, the LED indicator lights in orange.
In addition, the indication on the Function Number Display changes as follows:

- For temporary errors
  The letter "J" or "U" and an error code appear alternately.
- For device errors
  The letter "E", "C", "H" or "L" and an alarm number appear alternately.

Temporary errors can be recovered by the operator, whereas device errors require troubleshooting by a service engineer. While a temporary error is displayed, you can clear the error display by pressing the [Scan/Stop] button or the [Send to] button. Note that a paper jam message disappears after a certain period of time elapses if there are no documents ([Ready] status) in the scanner.

LED Indicator

Function Number Display

[Send to] Button

[Scan/Stop] Button
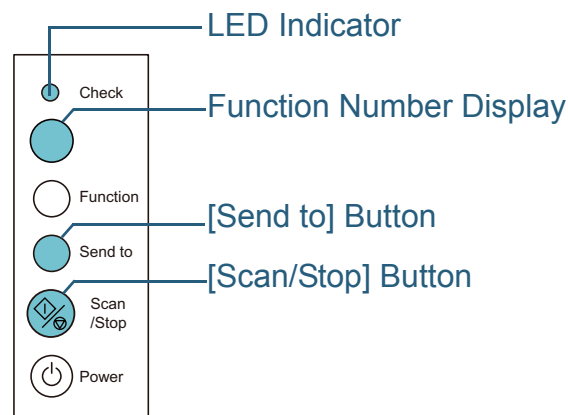
If the Error Recovery Guide is installed in the computer, the Error Recovery Guide window appears when the Windows operating system is started up. When an error occurs, the Error Recovery Guide window displays related information such as the name of the error and the error code (number). Write down the information shown in the window and click the [More Info] button to check for troubleshooting methods.
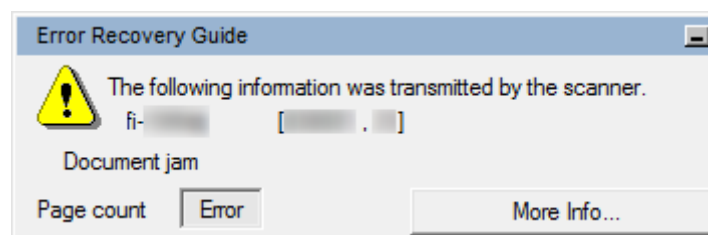
Error Recovery Guide

The following information was transmitted by the scanner.
fi-   [.   ]

Document jam

Page count   Error   More Info...

Temporary Errors

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

■Paper Feeding Errors

The letter "J" and an error code appear alternately.

Display	Description	Action
J1	Paper jammed.	1 Remove the jammed document. For details, refer to "7.1 Paper Jam" (page 79). 2 Check if the document is suitable for scanning by ADF. For details, refer to "2.2 Documents for Scanning" (page 35).
J2	Multifeed occurred.	Press the [Send to] button on the operator panel to eject the documents.

■Cover Open

The letter "U" and an error code appear alternately.

Display	Description	Action
U4	The ADF was opened during scanning.	Close the ADF and reload the documents.

Device Errors

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

■Internal and Optical Errors

The letter "E" and an alarm number appear alternately.

Display	Description	Action
E2	An optical error (ADF front) occurred.	1 Clean the glass sections. For details, refer to "Chapter 5 Daily Care" (page 62). 2 Turn the scanner off then back on. If the problem persists, write down the displayed error code and contact your FUJITSU scanner dealer or an authorized FUJITSU scanner service provider.
E3	An optical error (ADF back) occurred.	
E6	An operator panel error occurred.	Turn the scanner off then back on. If the problem persists, write down the displayed error code and contact your FUJITSU scanner dealer or an authorized FUJITSU scanner service provider.
E7	An EEPROM error occurred.	
E9	An image memory read-write error occurred.	

■Chip Error

The letter "C" and an alarm number appear alternately.

Display	Description	Action
C0	A memory error occurred.	Turn the scanner off then back on. If the problem persists, write down the displayed error code and contact your FUJITSU scanner dealer or an authorized FUJITSU scanner service provider.
C8	An internal communication error of the scanner occurred.	

■Motor Circuit Error

The letter "H" and an alarm number appear alternately.

Display	Description	Action
H0	A motor circuit error occurred.	Turn the scanner off then back on. If the problem persists, write down the displayed error code and contact your FUJITSU scanner dealer or an authorized FUJITSU scanner service provider.
H7	A lamp circuit error occurred.	

■Sensor Error

The letter "L" and an alarm number appear alternately.

Display	Description	Action
L6	A sensor error occurred.	1 Clear any paper dust around the ultrasonic sensors. 2 Turn the scanner off then back on. If the problem persists, write down the displayed error code and contact your FUJITSU scanner dealer or an authorized FUJITSU scanner service provider.

7.3 Troubleshooting

This section describes the actions to take for troubles that may occur while you are using the scanner. Please check the following items before you request a repair. If the problem persists, check each item in "7.4 Before You Contact the Scanner Service Provider" (page 104), and then contact your FUJITSU scanner dealer or an authorized FUJITSU scanner service provider.
The following are some examples of troubles that you may experience.

Symptoms
"Scanner cannot be powered ON." (page 85)
"The Function Number Display or the [Power] button or both switch off." (page 86)
"Scanning does not start." (page 87)
"Scanning takes a long time." (page 88)
"Image quality is poor." (page 89)
"Quality of scanned text or lines is unsatisfactory." (page 90)
"Images are distorted or not clear." (page 91)
"Vertical streaks appear on the scanned image." (page 92)
"An error ("E" or other letter or number) is already displayed in the Function Number Display after power-on." (page 93)
"Multifeed error occurs frequently." (page 94)
"Situation in which the document is not fed into the ADF occurs frequently." (page 96)
"Paper jams/pick errors occur frequently." (page 97)

Symptoms
"Scanned images turn out elongated." (page 98)
"A shadow appears at the top or the bottom of the scanned image." (page 99)
"There are black traces on the document." (page 100)
"The Carrier Sheet is not fed smoothly./Paper jams occur." (page 101)
"Part of the image appears missing in the case where the Carrier Sheet is used." (page 103)

Scanner cannot be powered ON.

| Is the power cable connected properly? | ➡ | Connect the power cable properly. |

Yes ⬇   No

| Did you press the [Power] button on the scanner's operator panel? | ➡ | Press the [Power] button on the operator panel. |

No

Yes

| If the problem persists, check the items in "7.4 Before You Contact the Scanner Service Provider" (page 104) first, then contact your FUJITSU scanner dealer or an authorized FUJITSU scanner service provider. |

The Function Number Display or the [Power] button or both switch off.

| Has the scanner been left out of operation for a long time after being powered on? | ➡ Yes | The scanner has entered power saving mode or has been automatically turned off.
● If the scanner has entered power saving mode
The Function Number Display turns off but the [Power] button light remains green.
Resume from power saving mode by one of the following methods:
- Load a document in the ADF paper chute (feeder)
- Press any button on the operator panel
Note that pressing the [Power] button for more than 2 seconds will turn the power off.
- Perform scanning from an application
● If the scanner has been automatically turned off
The Function Number Display and the [Power] button light are off.
Turn on the scanner.
For details, refer to "1.3 Turning the Power ON/OFF" (page 19). |

No ⬇

| Does the Function Number Display and the [Power] button light remain off even if you turn the scanner off and then on again? | ➡ No | The scanner is operating correctly. |

Yes

If the problem persists, check the items in "7.4 Before You Contact the Scanner Service Provider" (page 104) first, then contact your FUJITSU scanner dealer or an authorized FUJITSU scanner service provider.

Scanning does not start.

| Is the document loaded in the ADF paper chute (feeder) correctly? | ➡ No | Reload the document in the ADF paper chute (feeder). |

Yes ⬇

| Is the ADF closed properly? | ➡ No | Close the ADF firmly. If the document is caught in the ADF, remove the document and close the ADF. |

Yes ⬇

| Is the USB cable connected properly? | ➡ No | Connect the USB cable properly. For details, refer to the Quick Installation Sheet. |

Yes ⬇

| Is the connector on the USB cable broken or damaged? | ➡ Yes | Use a new cable and make sure that it is connected properly. |

No ⬇

| Does scanning start after turning the scanner off then back on? | ➡ Yes | The scanner is operating correctly. |

No

If the problem persists, check the items in "7.4 Before You Contact the Scanner Service Provider" (page 104) first, then contact your FUJITSU scanner dealer or an authorized FUJITSU scanner service provider.

Scanning takes a long time.

| Does the computer meet the recommended requirements? | ➡ No | Use a computer that meets the recommended CPU, memory, and other requirements.
For details, refer to "System Requirements" (page 29). |

Yes ⬇

| Is the USB cable connected to the USB 1.1 port? | ➡ Yes | You can check the type of the USB port that the USB cable is connected to by selecting [Interface] → [Currently connected interface] in [Device Info] of the Software Operation Panel.
Connect the USB cable to the USB 2.0 port. |

No ⬇

| Did you start a scan while the computer was unstable (for example, immediately after computer start-up or logon)? | ➡ Yes | When you start or log onto the computer, wait a while before starting a scan. |

No ⬇

| Are the rollers clean? | ➡ No | Clean the rollers.
For details, refer to "Chapter 5 Daily Care" (page 62). |

Yes ➡

| | | If the problem persists, check the items in "7.4 Before You Contact the Scanner Service Provider" (page 104) first, then contact your FUJITSU scanner dealer or an authorized FUJITSU scanner service provider. |

Image quality is poor.

| Did you configure the settings in the scanner driver to scan in black & white mode? | ➡ Yes | Configure the scan settings that do not "binarize" (output in black and white) in the scanner driver, and then perform a scan. (*1) |

No ⬇

| Are the glass sections inside the ADF clean? | ➡ No | Clean the inside of the ADF.
For details, refer to "Chapter 5 Daily Care" (page 62). |

Yes ➡

If the problem persists, check the items in "7.4 Before You Contact the Scanner Service Provider" (page 104) first, then contact your FUJITSU scanner dealer or an authorized FUJITSU scanner service provider.

*1: The scanned image may differ from the original image significantly if you simply "binarize" (output in black & white) a picture or a photo.

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Quality of scanned text or lines is unsatisfactory.

| Are the glass sections and rollers inside the ADF clean? | ➡ No | Clean the inside of the ADF. For details, refer to "Chapter 5 Daily Care" (page 62). |

Yes ⬇

| Is the resolution appropriate? | ➡ No | Specify a higher resolution in the scanner driver. |

Yes ⬇

| Did you configure the settings in the scanner driver to scan in grayscale or color mode? | ➡ Yes | Configure the settings in the scanner driver to scan in black & white mode. (*1) |

No ⬇

| Is there any foreign matter (such as dust or paper dust) on the document? | ➡ Yes | Remove any foreign matter off the document. Foreign matter may get on the glass sections inside the ADF, and may cause the image to become dirty. |

No ➡

If the problem persists, check the items in "7.4 Before You Contact the Scanner Service Provider" (page 104) first, then contact your FUJITSU scanner dealer or an authorized FUJITSU scanner service provider.

*1: When you scan in grayscale or in color mode, the scanned image may not become sharp and clear.

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Images are distorted or not clear.

| Are the glass sections and rollers inside the ADF clean? | ➡ No | Clean the inside of the ADF.
For details, refer to "Chapter 5 Daily Care" (page 62). |

Yes ⬇

| Is the ADF being pushed down during scanning? Or is there a heavy object on top of the ADF? | ➡ Yes | Do not push down the top of the ADF, or place any heavy objects on the ADF during scanning. |

No ⬇

| Is a scan performed on a place that is unstable or vibrates? | ➡ Yes | Perform a scan on a place that is stable and does not vibrate. |

No ⬇

| Is the scanner placed on a flat, level surface? Are the rubber pads attached on the bottom of the scanner? | ➡ No | Either place the scanner on a flat and level surface, or attach the rubber pads on the bottom of the scanner. |

Yes ⬇

| Are there any wrinkles or curls on the document? | ➡ Yes | Smooth out the wrinkles or curls on the document. |

No ➡

If the problem persists, check the items in "7.4 Before You Contact the Scanner Service Provider" (page 104) first, then contact your FUJITSU scanner dealer or an authorized FUJITSU scanner service provider.

Vertical streaks appear on the scanned image.

| Do the streaks always appear in the same location? | ➡️ Yes | Clean the glass sections and rollers inside the ADF. For details, refer to "Chapter 5 Daily Care" (page 62). |

No ⬇️

| Does the vertical streak disappear when you set a lower resolution? | ➡️ Yes | Specify a lower resolution. |

No ⬇️

| Is there any foreign matter (such as dust or paper dust) on the document? | ➡️ Yes | Remove any foreign matter off the document. Foreign matter may get on the glass sections inside the ADF, and may cause vertical streaks to appear on the scanned image. |

No ➡️

If the problem persists, check the items in "7.4 Before You Contact the Scanner Service Provider" (page 104) first, then contact your FUJITSU scanner dealer or an authorized FUJITSU scanner service provider.

An error ("E" or other letter or number) is already displayed in the Function Number Display after power-on.

| Is the error code still displayed after you turned the power off then back on? | ➡ No | The scanner is operating correctly. |

Yes ⬇

| Is the letter "c" flashing on the Function Number Display while the LED indicator is flashing? | ➡ Yes | Close the ADF firmly.
For details, refer to "1.4 Opening/Closing the ADF" (page 21).
If the indication does not return to the ready status ("1") after you closed the ADF, check the items in "7.4 Before You Contact the Scanner Service Provider" (page 104) first, then contact your FUJITSU scanner dealer or an authorized FUJITSU scanner service provider. |

No ➡

If the problem persists, check the items in "7.4 Before You Contact the Scanner Service Provider" (page 104) first, then contact your FUJITSU scanner dealer or an authorized FUJITSU scanner service provider.

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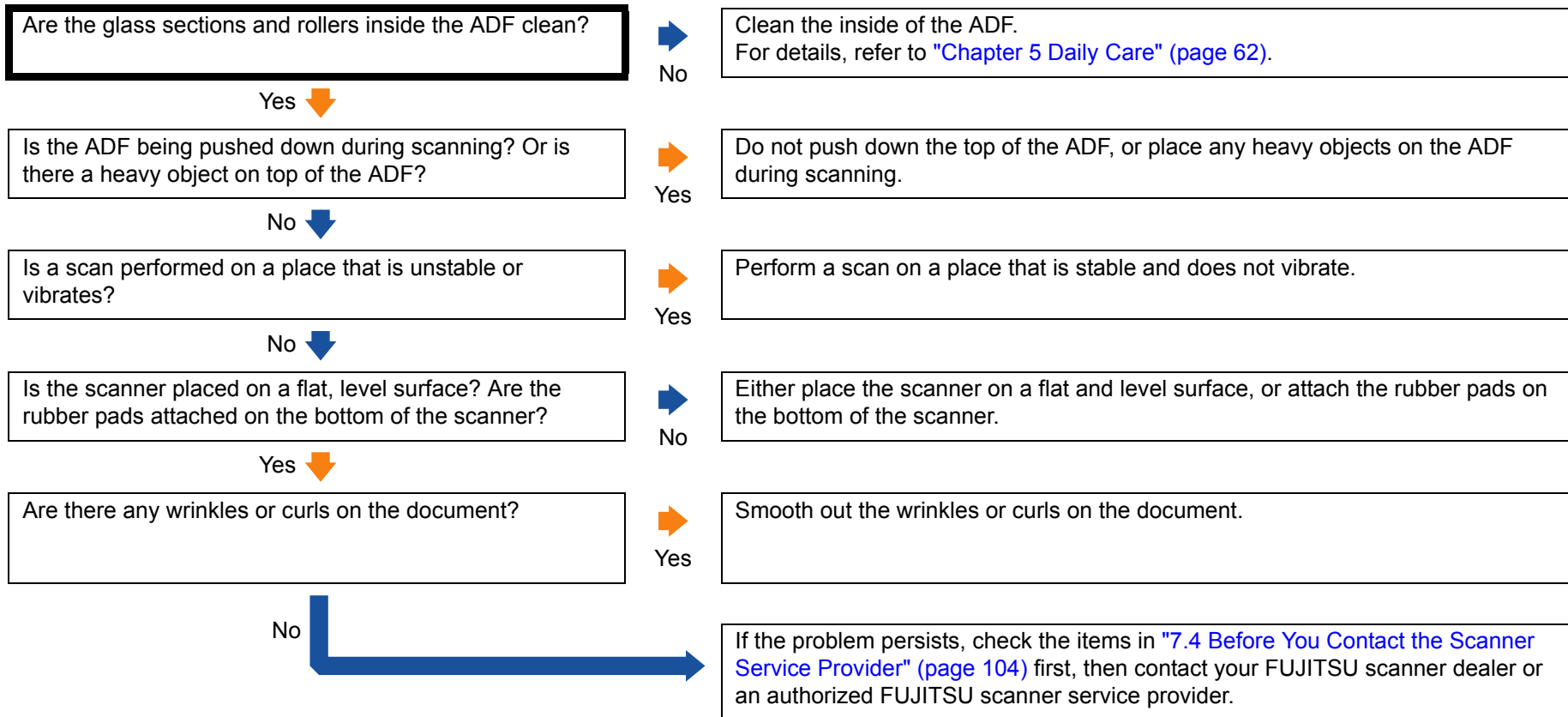
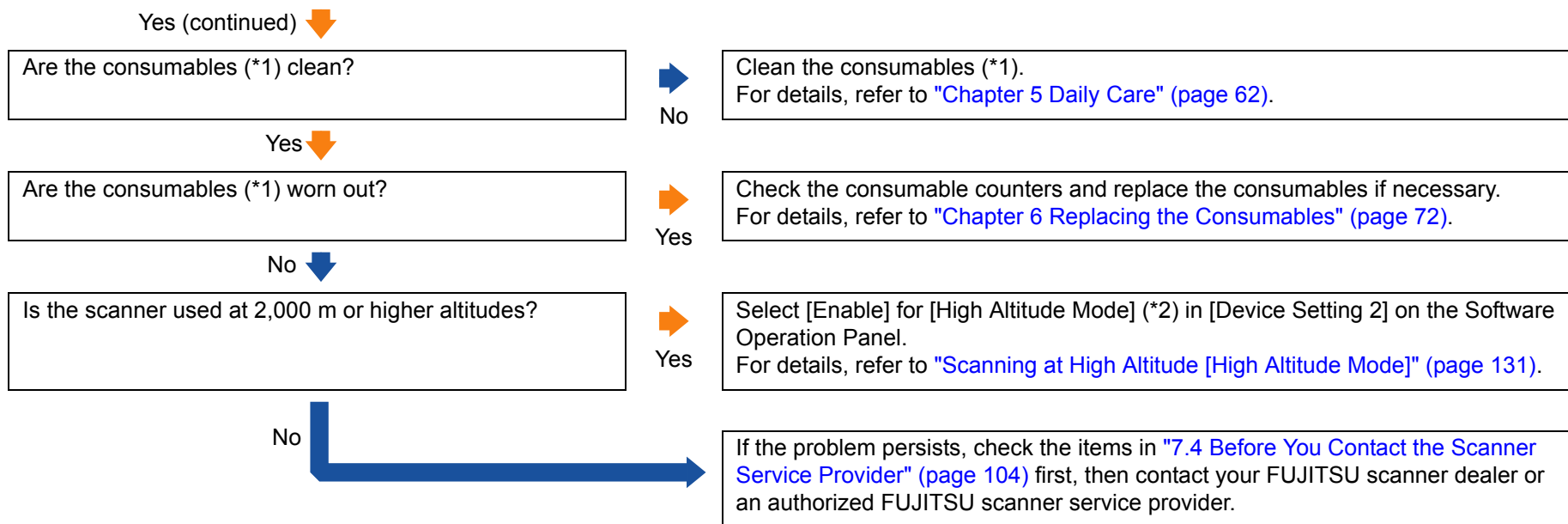Operational Settings

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Multifeed error occurs frequently.

Do the documents meet the requirements described in "Precautions" in "Conditions" (page 35)?

➡ No → Use documents that meet the requirements.
For details, refer to "2.2 Documents for Scanning" (page 35).

Yes ⬇

Are you using the Carrier Sheet?

➡ Yes → In the scanner driver, configure the scan settings for using the Carrier Sheet ("Documents Larger than A4 Size" (page 51) or "Scanning Photographs and Clippings" (page 53)).

No ⬇

If multifeed detection is enabled, does the batch of documents fulfill the conditions for an accurate detection?

➡ No → Fulfill the conditions for an accurate multifeed detection.
For details, refer to "Conditions for Multifeed Detection" (page 39).
Also specify the multifeed detection area if necessary ("Specifying the Area to Detect Multifeed [Document check area specification for Multifeed Detection]" (page 134)).

Yes ⬇

Did you scan a plastic card or any other thick document?

➡ Yes → To scan such a document, disable the multifeed window display function of the scanner driver, the intelligent multifeed function, or the multifeed detection setting.

No ⬇

Did you fan the documents before loading them?

➡ No → Fan the documents before loading them.

Yes ⬇

Have the documents just been printed out from a copy machine or a laser printer?

➡ Yes → Fan the documents a few times to remove static electricity.

No ⬇

Are the consumables (*1) installed correctly?

➡ No → Install the consumables (*1) correctly.
For details, refer to "Chapter 6 Replacing the Consumables" (page 72).

Yes ⬇

Yes (continued) ⬇

| Are the consumables (*1) clean? | | ➡ No | Clean the consumables (*1).
For details, refer to "Chapter 5 Daily Care" (page 62). |

Yes ⬇

| Are the consumables (*1) worn out? | | ➡ Yes | Check the consumable counters and replace the consumables if necessary.
For details, refer to "Chapter 6 Replacing the Consumables" (page 72). |

No ⬇

| Is the scanner used at 2,000 m or higher altitudes? | | ➡ Yes | Select [Enable] for [High Altitude Mode] (*2) in [Device Setting 2] on the Software Operation Panel.
For details, refer to "Scanning at High Altitude [High Altitude Mode]" (page 131). |

No ➡

| If the problem persists, check the items in "7.4 Before You Contact the Scanner Service Provider" (page 104) first, then contact your FUJITSU scanner dealer or an authorized FUJITSU scanner service provider. |

*1: "Consumables" refers to the Roller Set (the brake roller and the pick roller).

*2: If the scanner is used at an altitude lower than 2,000 m with [Enable] selected for [High Altitude Mode], multifeeds may not be detected.

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

Do the documents meet the requirements described in "Precautions" in "Conditions" (page 35)?	➡ No	Use documents that meet the requirements. For details, refer to "2.2 Documents for Scanning" (page 35).

Yes ⬇

Did you fan the documents before loading them in the ADF paper chute (feeder)?	➡ No	Fan the documents before loading them. Or reduce the amount of documents.

Yes ⬇

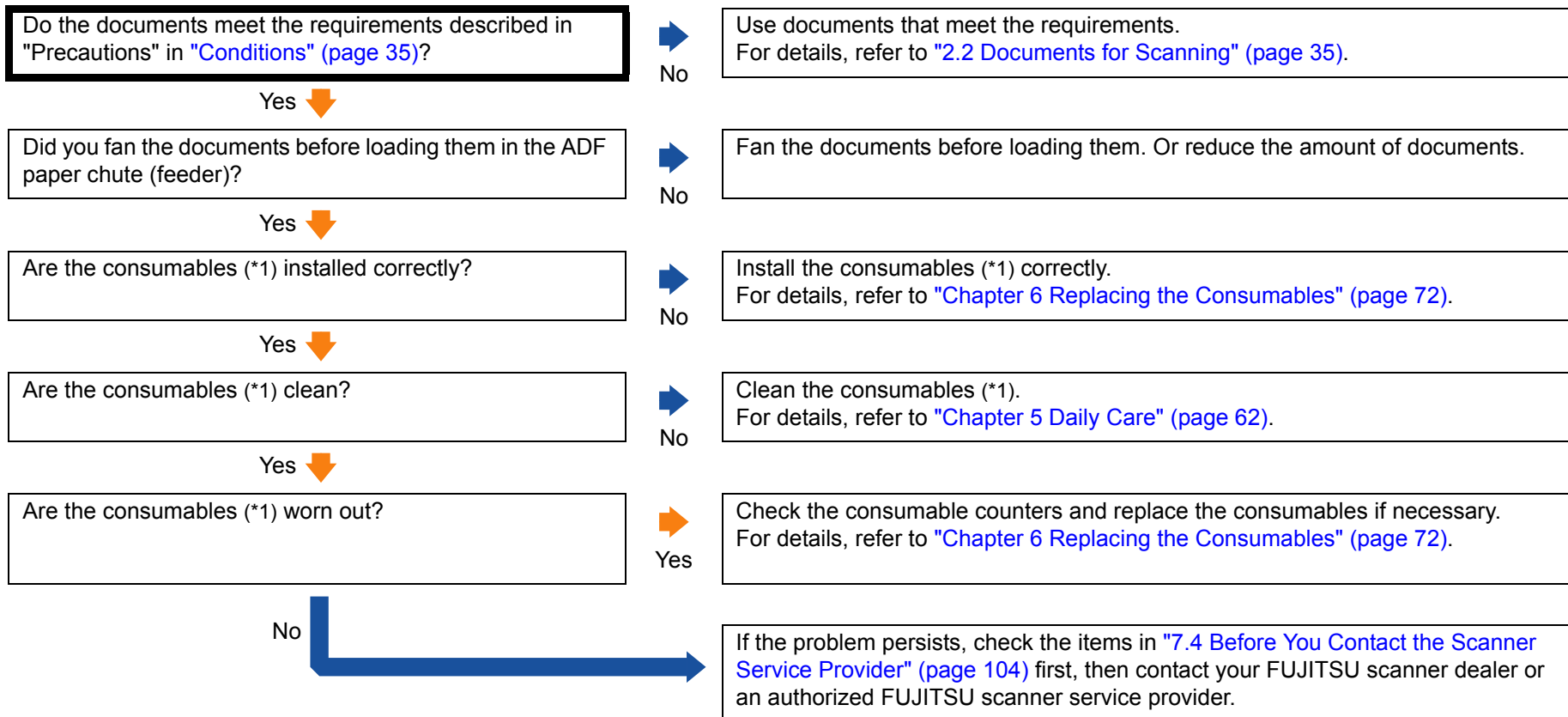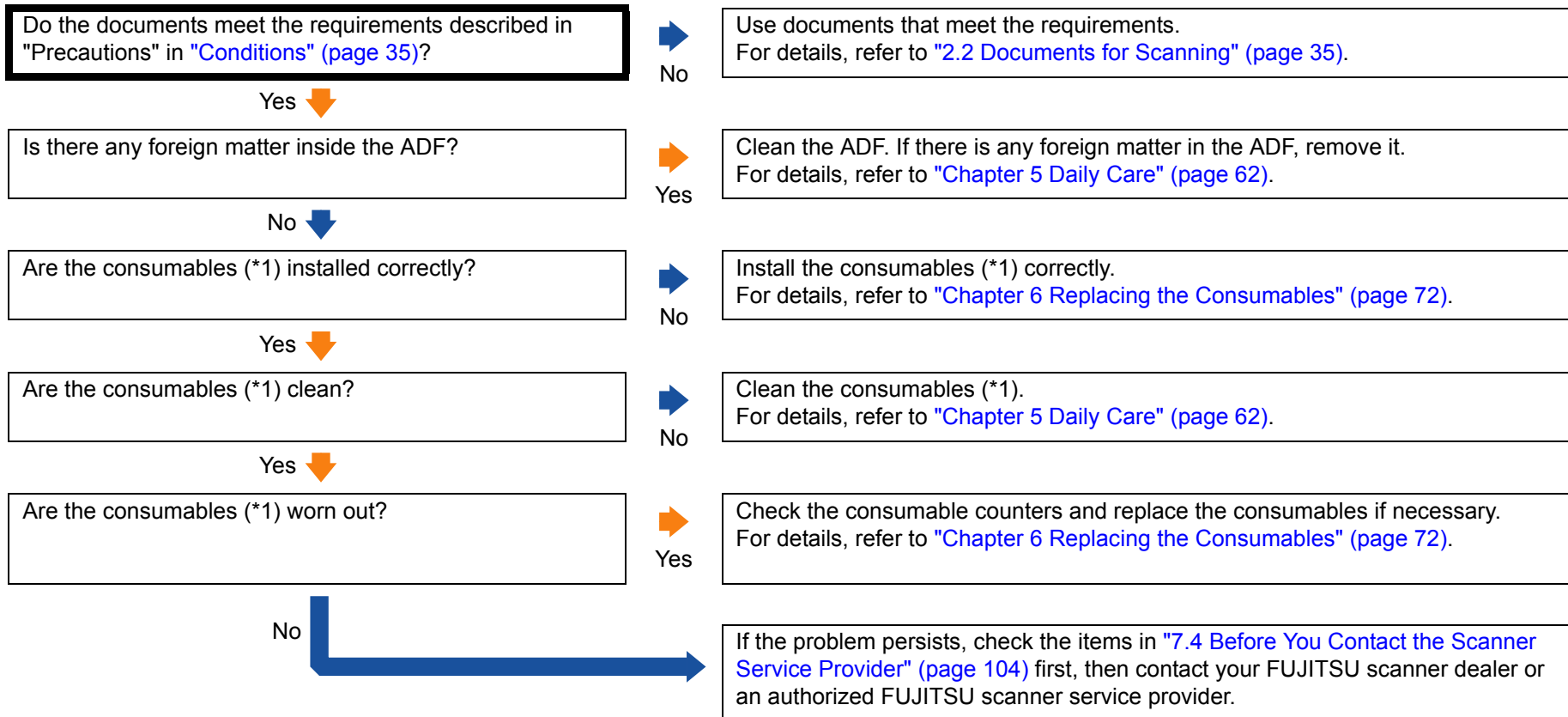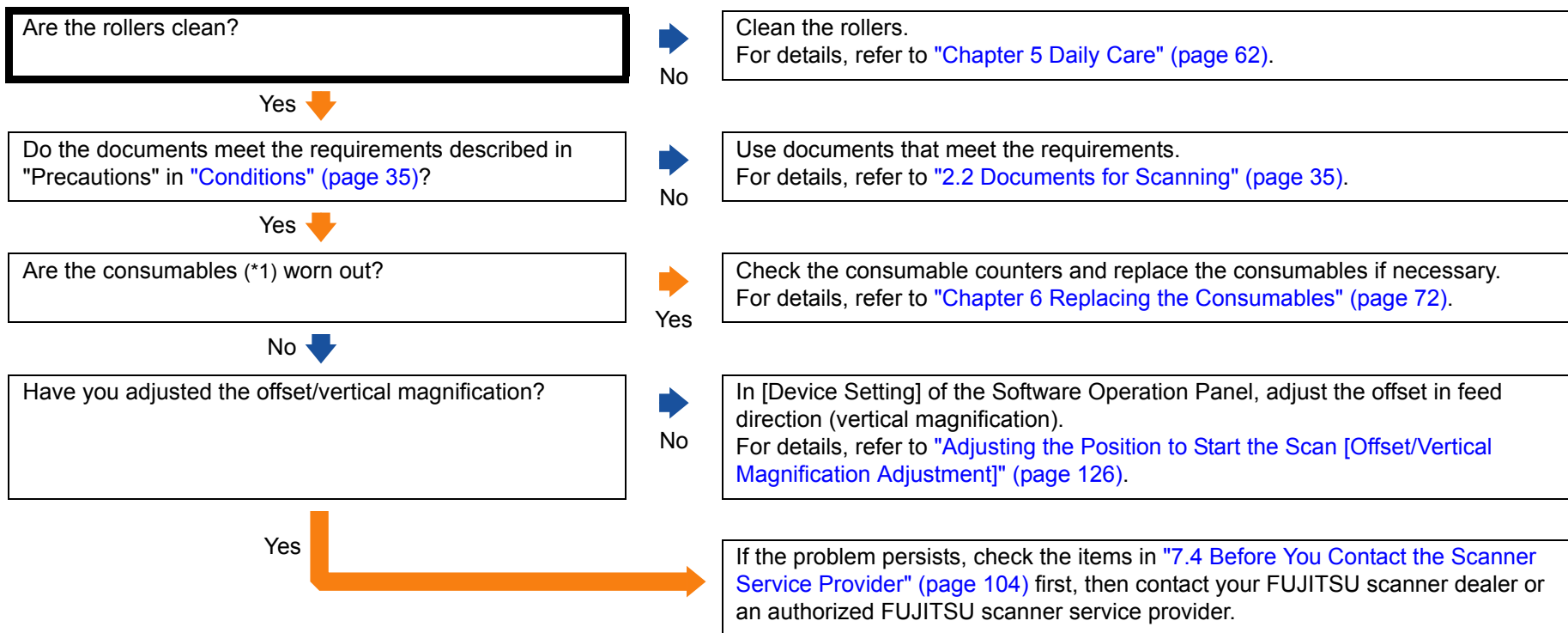|		
Are the consumables (*1) installed correctly?	➡ No	Install the consumables (*1) correctly. For details, refer to "Chapter 6 Replacing the Consumables" (page 72).

Yes ⬇

Are the consumables (*1) clean?	➡ No	Clean the consumables (*1). For details, refer to "Chapter 5 Daily Care" (page 62).

Yes ⬇

Are the consumables (*1) worn out?	➡ Yes	Check the consumable counters and replace the consumables if necessary. For details, refer to "Chapter 6 Replacing the Consumables" (page 72).

No ➡

If the problem persists, check the items in "7.4 Before You Contact the Scanner Service Provider" (page 104) first, then contact your FUJITSU scanner dealer or an authorized FUJITSU scanner service provider.

*1: "Consumables" refers to the Roller Set (the brake roller and the pick roller).

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Paper jams/pick errors occur frequently.

| Do the documents meet the requirements described in "Precautions" in "Conditions" (page 35)? | ➡ No | Use documents that meet the requirements. For details, refer to "2.2 Documents for Scanning" (page 35). |

Yes ⬇

| Is there any foreign matter inside the ADF? | ➡ Yes | Clean the ADF. If there is any foreign matter in the ADF, remove it. For details, refer to "Chapter 5 Daily Care" (page 62). |

No ⬇

| Are the consumables (*1) installed correctly? | ➡ No | Install the consumables (*1) correctly. For details, refer to "Chapter 6 Replacing the Consumables" (page 72). |

Yes ⬇

| Are the consumables (*1) clean? | ➡ No | Clean the consumables (*1). For details, refer to "Chapter 5 Daily Care" (page 62). |

Yes ⬇

| Are the consumables (*1) worn out? | ➡ Yes | Check the consumable counters and replace the consumables if necessary. For details, refer to "Chapter 6 Replacing the Consumables" (page 72). |

No ➡

If the problem persists, check the items in "7.4 Before You Contact the Scanner Service Provider" (page 104) first, then contact your FUJITSU scanner dealer or an authorized FUJITSU scanner service provider.

*1: "Consumables" refers to the Roller Set (the brake roller and the pick roller).

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Scanned images turn out elongated.

| Are the rollers clean? | ➡ No | Clean the rollers.
For details, refer to "Chapter 5 Daily Care" (page 62). |

Yes ⬇

| Do the documents meet the requirements described in "Precautions" in "Conditions" (page 35)? | ➡ No | Use documents that meet the requirements.
For details, refer to "2.2 Documents for Scanning" (page 35). |

Yes ⬇

| Are the consumables (*1) worn out? | ➡ Yes | Check the consumable counters and replace the consumables if necessary.
For details, refer to "Chapter 6 Replacing the Consumables" (page 72). |

No ⬇

| Have you adjusted the offset/vertical magnification? | ➡ No | In [Device Setting] of the Software Operation Panel, adjust the offset in feed direction (vertical magnification).
For details, refer to "Adjusting the Position to Start the Scan [Offset/Vertical Magnification Adjustment]" (page 126). |

Yes ➡

If the problem persists, check the items in "7.4 Before You Contact the Scanner Service Provider" (page 104) first, then contact your FUJITSU scanner dealer or an authorized FUJITSU scanner service provider.

*1: "Consumables" refers to the Roller Set (the brake roller and the pick roller).

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

Have you adjusted the offset (position to start a scan or end a scan)?

➡ No

In [Device Setting] of the Software Operation Panel, adjust the offset in the sub-scanning direction.
For details, refer to "Adjusting the Position to Start the Scan [Offset/Vertical Magnification Adjustment]" (page 126).

↓ Yes

Did you use the Page Edge Filler function to fill out the shadow around the edge?

➡ No

In the scanner driver or in [Device Setting 2] of the Software Operation Panel, use the Page Edge Filler function to fill out the shadow around the edge.
For details, refer to "Removing Shadows/Streaks that Appear around the Scanned Image [Page Edge Filler (ADF)]" (page 127).

Yes →

If the problem persists, check the items in "7.4 Before You Contact the Scanner Service Provider" (page 104) first, then contact your FUJITSU scanner dealer or an authorized FUJITSU scanner service provider.

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There are black traces on the document.

| Are you scanning documents written in lead pencil or carbon paper? | ➡ Yes | When you scan documents written in lead pencil, make sure to clean the rollers frequently. Otherwise, the rollers will be contaminated which may leave black traces on the document or cause feeding errors.
For details, refer to "Chapter 5 Daily Care" (page 62). |

No ⬇

| Are the glass sections and rollers inside the ADF clean? | ➡ No | Clean the inside of the ADF.
For details, refer to "Chapter 5 Daily Care" (page 62). |

Yes

If the problem persists, check the items in "7.4 Before You Contact the Scanner Service Provider" (page 104) first, then contact your FUJITSU scanner dealer or an authorized FUJITSU scanner service provider.

The Carrier Sheet is not fed smoothly./Paper jams occur.

| Did you scan just the Carrier Sheet continuously? | Yes ➡ | Feed about 50 sheets of PPC paper (recycled paper) before scanning with the Carrier Sheet.
The PPC paper can either be blank or printed. |

No ⬇

| Is the Carrier Sheet clean? | No ➡ | Perform one of the following:
● Clean the Carrier Sheet.
  For details, refer to "Chapter 5 Daily Care" (page 62).
● Replace the Carrier Sheet.
  For information on purchasing the Carrier Sheet, contact your FUJITSU scanner dealer or an authorized FUJITSU scanner service provider. |

Yes ⬇

| Did you start the scan after loading the Carrier Sheet in the ADF paper chute (feeder)? | No ➡ | Start the scan after loading the Carrier Sheet in the ADF paper chute (feeder).
For details, refer to "Documents Larger than A4 Size" (page 51) or "Scanning Photographs and Clippings" (page 53). |

Yes ⬇

| Are the glass sections and rollers inside the ADF clean? | No ➡ | Clean the inside of the ADF.
For details, refer to "Chapter 5 Daily Care" (page 62). |

Yes ⬇

| Are the consumables (*1) worn out? | Yes ➡ | Check the consumable counters and replace the consumables if necessary.
For details, refer to "Chapter 6 Replacing the Consumables" (page 72). |

No ⬇

| Is there any foreign matter inside the ADF? | Yes ➡ | Clean the ADF. If there is any foreign matter in the ADF, remove it.
For details, refer to "Chapter 5 Daily Care" (page 62). |

No ⬇

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No (continued)

| Did you place a thick document inside the Carrier Sheet? | | Yes | Some papers may be too thick to place inside the Carrier Sheet. Use documents that meet the requirements. For details, refer to "Conditions for Using the Carrier Sheet" (page 44). |

No

If the problem persists, check the items in "7.4 Before You Contact the Scanner Service Provider" (page 104) first, then contact your FUJITSU scanner dealer or an authorized FUJITSU scanner service provider.

*1: "Consumables" refers to the Roller Set (the brake roller and the pick roller).

Part of the image appears missing in the case where the Carrier Sheet is used.

| Did you place several small documents (such as photos or postcards) in the Carrier Sheet for scanning? | ➡ Yes | Place only one document at a time in the Carrier Sheet. |

No ⬇

| Does the fold line of the document hang off the Carrier Sheet? | ➡ Yes | Part of the image around where the document is folded may appear missing. Place the document so its fold line is set about 1 mm inside from the edge of the Carrier Sheet. |

No

If the problem persists, check the items in first, then contact your FUJITSU scanner dealer or an authorized FUJITSU scanner service provider.

7.4 Before You Contact the Scanner Service Provider

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

General

Item	Findings
Scanner model name	Example: fi-7030 For details, refer to "7.5 Checking the Product Labels" (page 106).
Serial No.	Example: XXXX000001 For details, refer to "7.5 Checking the Product Labels" (page 106).
Date of manufacture	Example: 2016-04 (April 2016) For details, refer to "7.5 Checking the Product Labels" (page 106).
Date of purchase	
Symptom	
Frequency of trouble	
Warranty	

Error Status

■Computer Connection Issues

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

■Feeding Issues

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

■Image Quality Issues

Item	Findings
Scanner driver and version	
Interface controller	
Operating system (Windows)	
Application	Example: PaperStream Capture
Scanning sides	Example: front, back, both
Resolution	Example: 600 dpi, 75 dpi
Image mode	Example: color, grayscale, black & white

■Other

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

7.5 Checking the Product Labels

This section explains about the product labels on the scanner.

Location

The label is located on the back of the scanner.
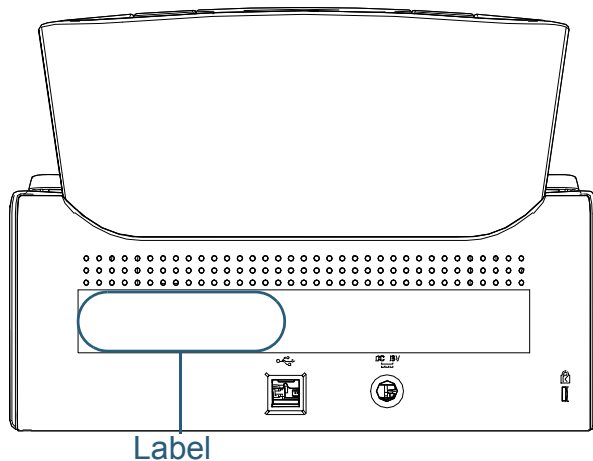
Label

Label (example): Shows the scanner information.
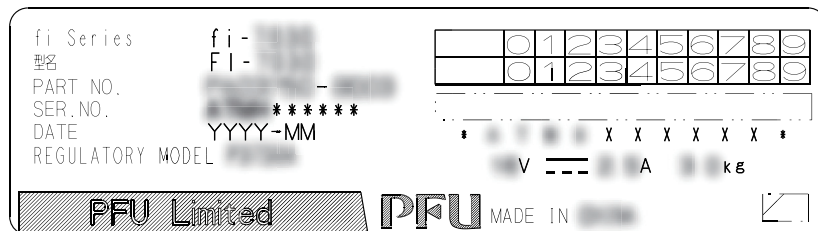
Chapter 8   Operational Settings

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

8.1 Starting Up the Software Operation Panel

The Software Operation Panel is installed together with the PaperStream IP driver.

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

ATTENTION
- Do not start up the Software Operation Panel during scanning.
- If you change the settings for the Software Operation Panel while the setup window for the scanner driver is displayed, the changed settings may not be applied to the scanned image.
- Do not use the operator panel while the Software Operation Panel is running.
- If you connect multiple scanners, the second scanner as well as subsequent scanners will not be recognized.
  Connect only one scanner at a time.

1 Confirm that the scanner is connected to the computer, then turn on the scanner.

For details about how to connect the scanner to the computer, refer to the Quick Installation Sheet.

For details about how to turn on the scanner, refer to "1.3 Turning the Power ON/OFF" (page 19).

2 Display the [Software Operation Panel] window.
- Windows Vista/Windows Server 2008/Windows 7
  Click [Start] menu → [All Programs] → [fi Series] → [Software Operation Panel].
- Windows Server 2012/Windows 8
  Right-click the Start screen, and select [All apps] on the app bar → [Software Operation Panel] under [fi Series].
- Windows Server 2012 R2/Windows 8.1
  Click [↓] on the lower left side of the Start screen and select [Software Operation Panel] under [fi Series].
  To display [↓], move the mouse cursor.
- Windows 10
  Click [Start] menu → [All apps] → [fi Series] → [Software Operation Panel].
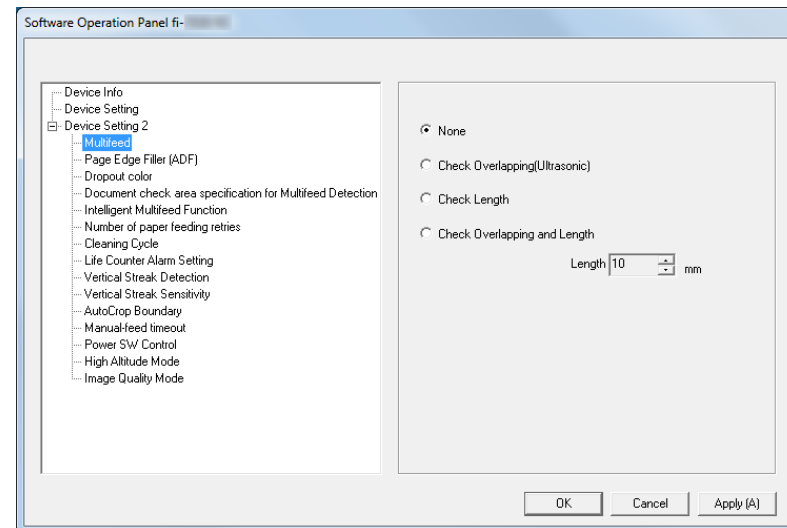
⇨The Software Operation Panel icon is displayed in the menu that appears when you click ⬜ in the notification area.

To have the Software Operation Panel icon always displayed in the notification area, drag the icon and drop it onto the notification area. The notification area is located at the far right of the taskbar.
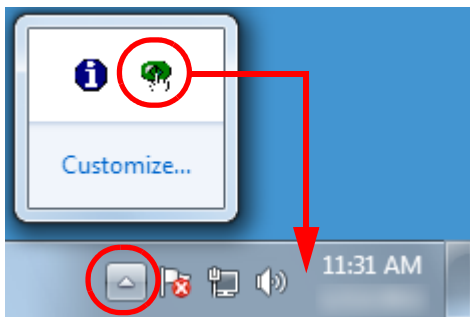
Procedures from here will be explained under the assumption that the Software Operation Panel icon is always displayed in the notification area.

8.2 Password Setting

By setting a password, the Software Operation Panel can run in [View Only mode] which allows users to only view the scanner settings.
The scanner settings can be configured if no password is set.
In order to prevent unnecessary changes to the settings, a password can be used to restrict user operations.

Setting a Password

Set a password in the following procedure:

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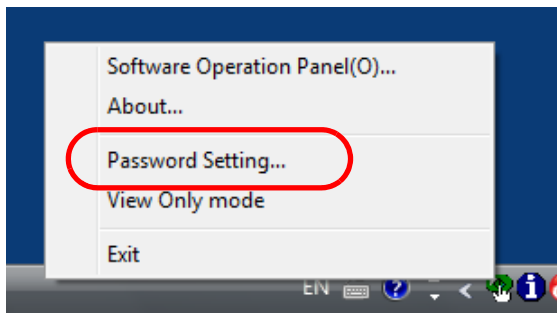

⇨The [Password setting] window appears.

2 Enter a new password then again to confirm, and click the [OK] button.
Up to 32 characters can be used for the password.

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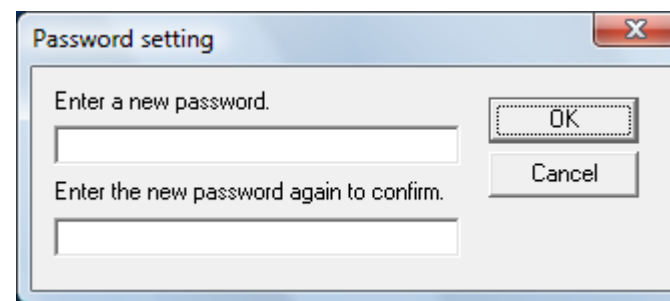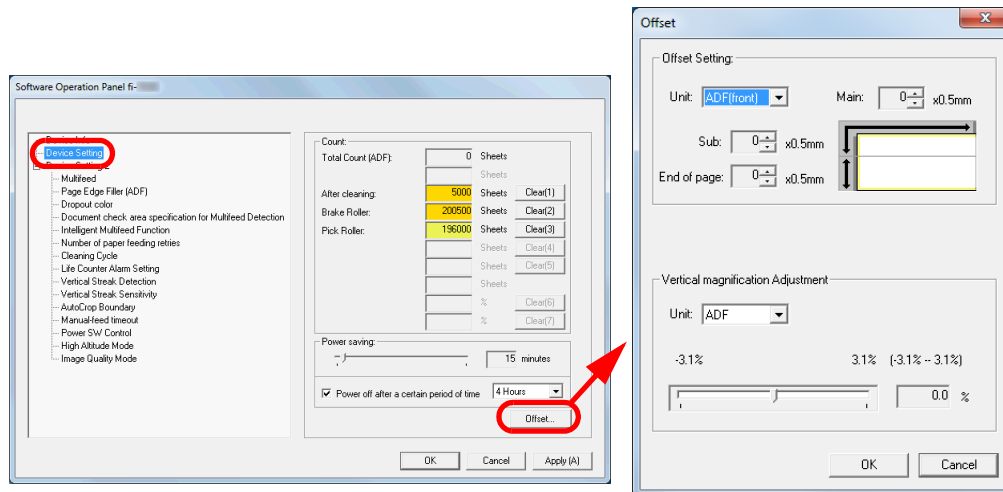

⇨A confirmation message appears.

3 Click the [OK] button.
⇨The password is set.

Setting [View Only mode]

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

1 Set a password.

For details, refer to "Setting a Password" (page 110).

2 Right-click the Software Operation Panel icon in the notification area, and select [View Only mode] from the menu.
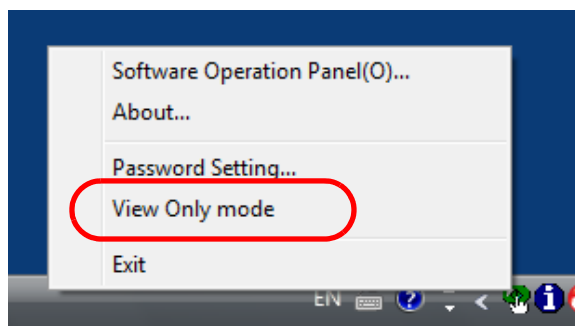
⇨ The Software Operation Panel enters [View Only mode].
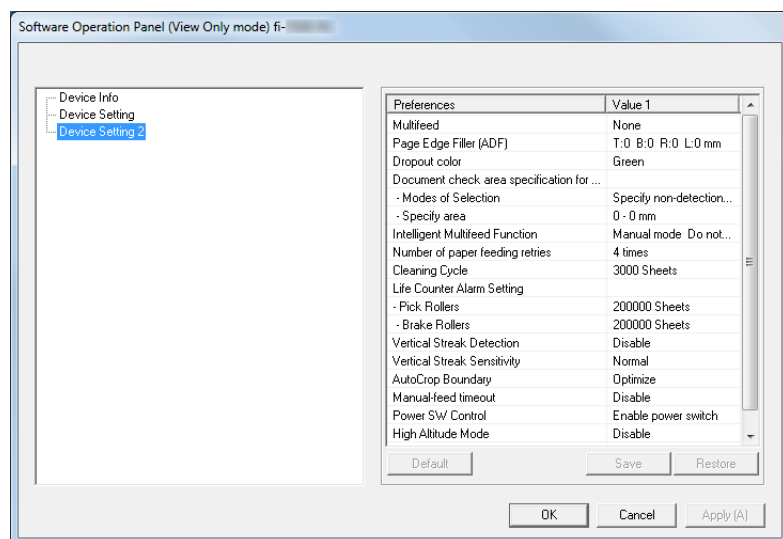
HINT

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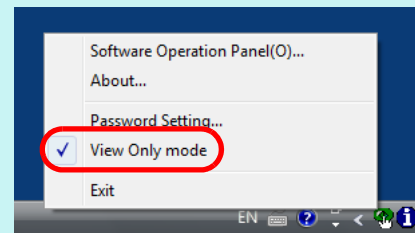
Clearing [View Only mode]

Clear [View Only mode] in the following procedure:

1 Right-click the Software Operation Panel icon in the notification area, and select [View Only mode] from the menu.
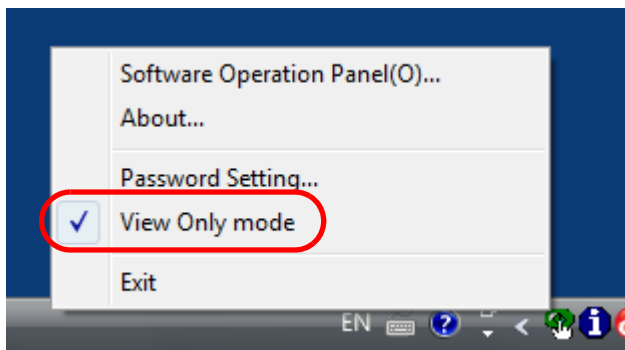
⇨The [Password setting] window appears.

2 Enter the current password and click the [OK] button.
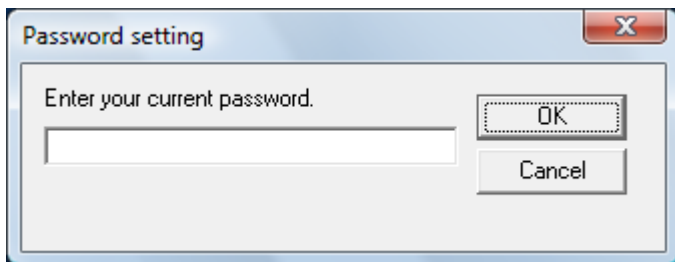
⇨[View Only mode] is cleared, and the scanner settings can now be changed.
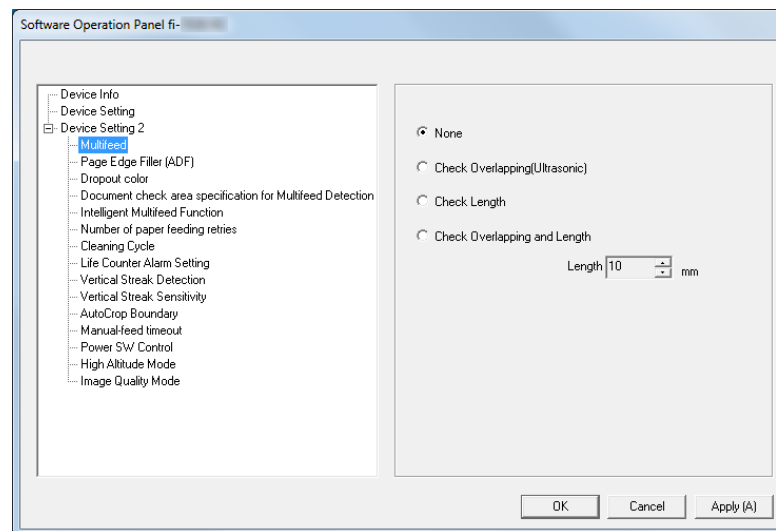
HINT
When you exit [View Only mode], the check mark next to [View Only mode] disappears from the menu that is displayed by right-clicking the Software Operation Panel icon in the notification area.
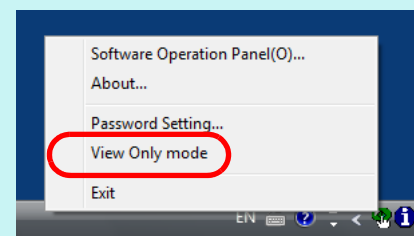
Changing the Password

Change the password in the following procedure:

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

⇨The [Password setting] window appears.

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

⇨The [Password setting] window appears.

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

Up to 32 characters can be used for the password.

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

⇨A confirmation message appears.

4   Click the [OK] button.
⇨The password is set.

Clearing the Password

Clear the password in the following procedure:

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

Software Operation Panel(O)...
About...

Password Setting...
View Only mode

Exit

EN

⇨The [Password setting] window appears.

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

Password setting

Enter your current password.

OK
Cancel
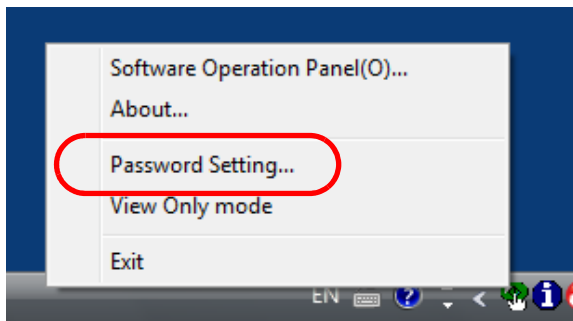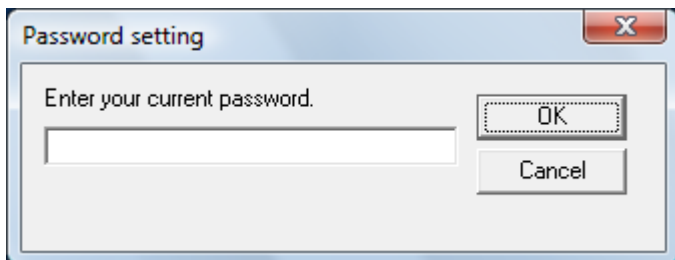
⇨The [Password setting] window appears.

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

Password setting

Enter a new password.

OK

Enter the new password again to confirm.

Cancel
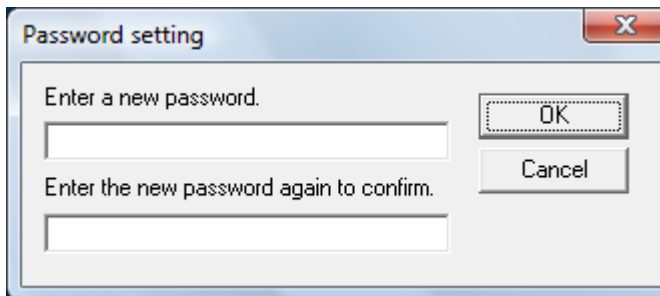
⇨A confirmation message appears.

4 Click the [OK] button.
⇨The password is cleared.

Resetting the Password

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

1 Right-click the Software Operation Panel icon in the notification area, and select [Password Setting] from the menu.
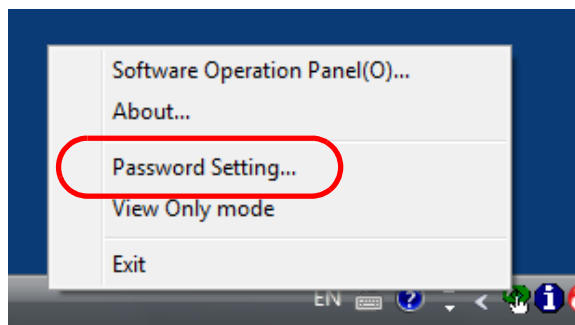
⇨The [Password setting] window appears.

2 Enter the default password which is "fi-scanner", and click the [OK] button.
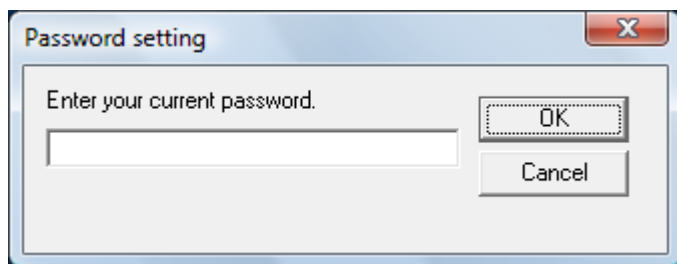
⇨The [Password setting] window appears.

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

Up to 32 characters can be used for the password.

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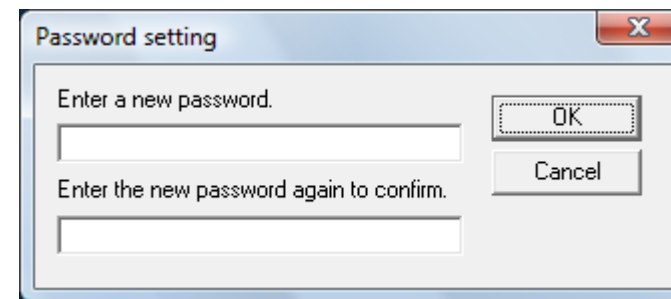
⇨A confirmation message appears.

4 Click the [OK] button.
⇨The password is set.

8.3 Configuration Items

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

Device Setting

1 Start up the Software Operation Panel.
For details, refer to "8.1 Starting Up the Software Operation Panel" (page 108).

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

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

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Item	Description	Parameter/Value	Factory Default
Count (page 122)	Check the counters to determine when to replace the consumables and to perform cleaning. Also use it to reset the counter when you have replaced the consumables or performed cleaning.	Total Count(ADF)/After cleaning/Brake Roller/Pick Roller	0
Power saving (page 139)	Specify the waiting time before the scanner enters power saving mode.	Range: 5 to 235 min. (in increments of 5)	15 min.
	Power off after a certain period of time: Select to set the scanner to turn the power off automatically if the scanner is left on for a certain period of time without being used. Specify the timeout period for the scanner to be automatically turned off.	[Power off after a certain period of time] check box	Selected
		1 Hour/2 Hours/4 Hours/8 Hours (When the [Power off after a certain period of time] check box is selected)	4 Hours
Offset Setting (page 126)	Adjust the position to start a scan or end a scan on the selected scanning side.	Unit: ADF(front)/ADF(back) Main/Sub/End of page: -2 to +2 mm (in increments of 0.5)	Main/Sub/End of page: 0 mm
Vertical magnification Adjustment (page 126)	Adjust the magnification level in feed direction for the selected scanning method.	Unit: ADF Range: -3.1 to 3.1% (in increments of 0.1)	0%

Device Setting 2

1 Start up the Software Operation Panel.

For details, refer to "8.1 Starting Up the Software Operation Panel" (page 108).

2 From the listing on the left, select [Device Setting 2].
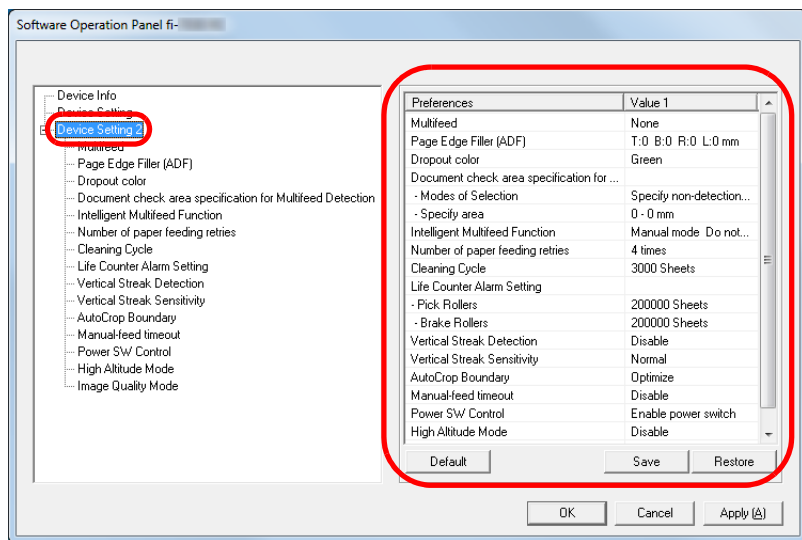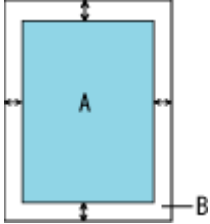
The settings that are currently configured in [Device Setting 2] are listed on the right of the window.

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

HINT

- The Software Operation Panel settings can be restored to the factory default.
  To restore the settings to the factory default, click the [Default] button. After a message is displayed, click the [OK] button. Note that the settings you have configured will be cleared.
- The Software Operation Panel settings can be backed up.
  To back up the settings, click the [Save] button, then specify the file name and click the [Save] button in the displayed window.
- You can use a backup file of the Software Operation Panel settings to restore the settings on other scanners only if the scanner type is the same.
  To restore the settings, click the [Restore] button, then specify the backup file and click the [Open] button in the displayed window. After a message is displayed, click the [OK] button. Note that restoration cannot be performed for other types of scanners.

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Item	Description	Parameter/Value	Factory Default
Multifeed (page 132)	Specify a method for multifeed detection. Detect multifeeds by monitoring the overlap, document length, or the combination of both. This setting can also be configured in the scanner driver. Note that priority is given to the scanner driver setting.	None/Check Overlapping (Ultrasonic)/Check Length/Check Overlapping and Length Length (When [Check Length] is specified: Select from 10/15/20 mm)	None Length: 10 mm
Page Edge Filler (ADF) (page 127)	Specify a width for the margin around the scanned image to fill the margin in white. This setting can also be configured in the scanner driver. In that case, Page Edge Filler of the scanner driver is used on the output image.	Top/Left/Right: 0 to 15 mm Bottom: -7 to 7 mm (in increments of 1) A (A: image, B: filled area, A+B: output)	Top/Bottom/Left/Right: 0 mm
Dropout color (page 128)	Select a color to be removed from the scanned image (only available in black & white or grayscale mode). This setting can also be configured in the scanner driver. Note that priority is given to the scanner driver setting.	Red/Green/Blue/None	Green
Document check area specification for Multifeed Detection (page 134)	Selected range: Select this item to restrict the area to detect multifeed.	[Selected range] check box	Not selected
	Enable/Disable (Middle): Specify whether to enable or disable multifeed detection in the selected area.	Enable/Disable (When [Selected range] is selected)	Disable
	Start (Middle): Specify the start position of the area in length (mm) from the leading edge of the document.	0 to 510 mm (in increments of 2)	0 mm
	End (Middle): Specify the end position of the area in length (mm) from the leading edge of the document.	0 to 510 mm (in increments of 2)	0 mm

Item	Description	Parameter/Value	Factory Default
Intelligent Multifeed Function (page 137)	When there is a paper of the same size attached to a designated location on the page, you can configure the scanner to memorize the location of the attachment and not detect multifeeds for that location. Note that you first need to select [Check Overlapping (Ultrasonic)] or [Check Overlapping and length] in either the scanner driver or the multifeed detection setting in "Specifying a Multifeed Detection Method [Multifeed]" (page 132).	Manual mode/Auto mode 1/Auto mode 2	Manual mode
	Select to clear the overlap pattern (length, location) memorized in Auto mode.	[Clear overlap pattern] check box	Not selected
	Select to record the multifeed pattern on the window to check an image that is detected as multifeed.	[Auto-Memorize MF Pattern (only when MF images are displayed)] check box	Not selected
	Specify whether or not to memorize the multifeed pattern upon power-off.	Remember/Do not remember	Do not remember
Number of paper feeding retries (page 129)	Configure this setting to change the number of feeding retries when a pick error occurs.	1 to 12 times	4 times
Cleaning Cycle (page 124)	Specify the scanner cleaning cycle. Select whether or not to display the cleaning instruction message from the scanner driver.	1,000 to 255,000 sheets (in increments of 1,000) [Show cleaning instructions] check box	3,000 sheets Not selected
Life Counter Alarm Setting (page 125)	Specify the replacement cycle for the consumables.	Pick Rollers/Brake Rollers: 10,000 to 2,550,000 sheets (in increments of 10,000)	Pick Rollers: 200,000 sheets Brake Rollers: 200,000 sheets
Vertical Streak Detection (page 141)	Select whether to enable or disable vertical streak detection. Enable to detect vertical streaks (dirt on the glass sections) when you perform scanning with the ADF.	Enable/Disable	Disable
Vertical Streak Sensitivity (page 142)	Specify the sensitivity level to detect vertical streaks (dirt on the glass sections) when vertical streak detection is enabled.	Low/Normal/High	Normal

Item	Description	Parameter/Value	Factory Default
AutoCrop Boundary (page 130)	Specify whether or not to optimize (round up/down) the fractional part of the scanned image data.	Optimize/Round Down	Optimize
Manual-feed timeout (page 138)	Select whether to disable or enable manual feeding.	Disable/Enable	Disable
	Paper-out detection time: Specify the waiting time to cancel manual feeding.	5, 10, 20, 30, 40, 50, 60, 70, 80, 90, 100, 110 (seconds)	10 seconds
Power SW Control (page 140)	Specify the method by which the scanner is powered on/off.	Enable power switch/Disable power switch/ Enable USB power feeding	Enable power switch
High Altitude Mode (page 131)	Select whether to enable or disable high altitude mode. Enable to use the scanner at 2,000 m or higher altitudes.	Enable/Disable	Disable
Image Quality Mode (page 131)	Set the image quality mode. To obtain an image quality that is close to the image quality for scanning with fi-6110, set the image quality mode.	fi-6110/Disable	Disable

8.4 Settings Related to Sheet Counters

Checking and Resetting the Sheet Counters

■Checking the Sheet Counters

The status of each consumable part can be viewed to determine when to replace or clean the consumables.
The color of the counter gradually changes when a replacement for a consumable is needed or when cleaning is needed. The color of each counter changes as follows:

- Brake roller counter/pick roller counter
  These counters turn light yellow when the page count after the consumable replacement reaches 95% of the value specified in "Replacement Cycle of Consumables [Life Counter Alarm Setting]" (page 125) in the Software Operation Panel, and turn yellow when the page count reaches 100%.
- [After cleaning] counter
  This counter turns yellow when the page count after cleaning reaches the number of sheets that is specified for "Scanner Cleaning Cycle [Cleaning Cycle]" (page 124) in the Software Operation Panel.

1 Start up the Software Operation Panel.
For details, refer to "8.1 Starting Up the Software Operation Panel" (page 108).

2 From the listing on the left, select [Device Setting].
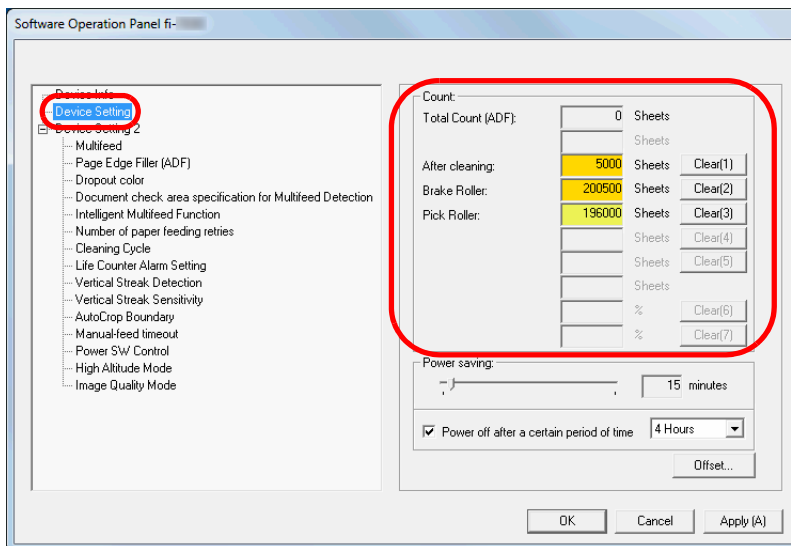
In this window, you can check the following items:

Item	Description
Total Count (ADF)	Approximate total number of sheets scanned through the ADF
After cleaning	Approximate total number of sheets scanned after cleaning
Brake Roller	Number of sheets scanned after the brake roller is replaced
Pick Roller	Number of sheets scanned after the pick roller is replaced

ATTENTION

If you turned off the scanner by unplugging the power cable, or selected [Disable power switch], the number of scanned sheets may not be counted in [Total Count].
For details about disabling the power switch, refer to "Method of Turning the Scanner ON/OFF [Power SW Control]" (page 140).

■**Resetting the Sheet Counters**

When you have replaced or cleaned a consumable part, reset the corresponding counter by using the following procedure:

1 If you have replaced a consumable, click the [Clear] button of the consumable that you replaced. If you performed cleaning, click the [Clear] button of [After cleaning].
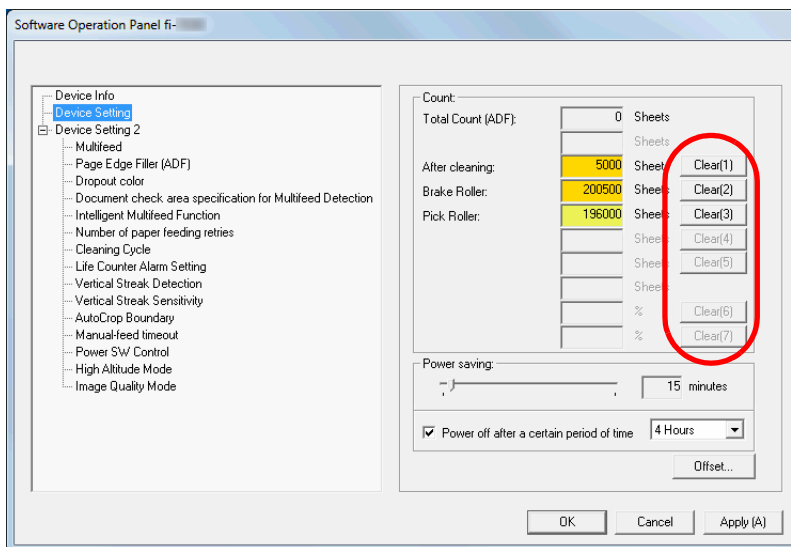
⇨The counter is reset to 0.

2 Click the [OK] button.
⇨A confirmation message appears.

3 Click the [OK] button.
⇨The settings are saved.

■Messages for Cleaning or Replacing Consumables

The following message may appear while the scanner is in use:

Message for replacing consumables
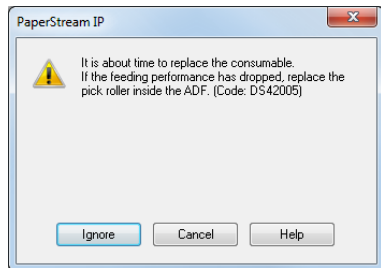
Message for cleaning
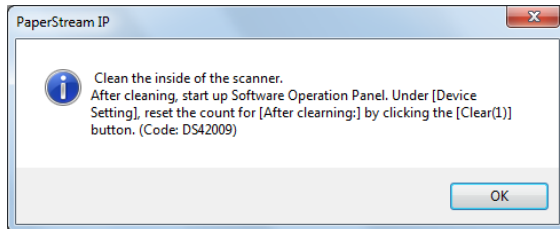
Check the message, and replace the consumable or perform cleaning accordingly.

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

For details about replacing consumables, refer to "6.2 Replacing the Roller Set" (page 74).
For details about cleaning, refer to "Chapter 5 Daily Care" (page 62).

Scanner Cleaning Cycle [Cleaning Cycle]

The cleaning cycle for the scanner can be specified.
The background color of the [After cleaning] counter (in [Device Setting]) turns yellow when the page count after cleaning is performed reaches the number of sheets that is specified for a cleaning cycle.
You can also display a cleaning instruction message (page 124).

1 Start up the Software Operation Panel.
For details, refer to "8.1 Starting Up the Software Operation Panel" (page 108).

2 From the listing on the left, select [Device Setting 2] → [Cleaning Cycle].
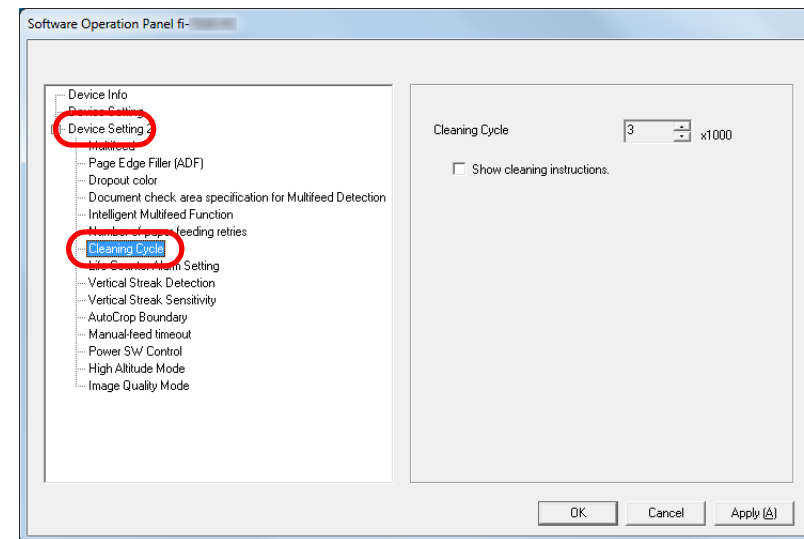
3 Specify a value for the cleaning cycle.
The value can range from 1,000 to 255,000 sheets (in increments of 1,000).
Specify whether or not to display the cleaning instruction message.

Replacement Cycle of Consumables [Life Counter Alarm Setting]

The replacement cycle for each consumable can be specified. The background color of the brake roller/pick roller counter (in [Device Setting]) changes to light yellow when the page count after a consumable replacement reaches 95% of the value specified here, and turns yellow when the page count reaches 100%.

A message for replacing a consumable also appears.

1 Start up the Software Operation Panel.

2 From the listing on the left, select [Device Setting 2] → [Life Counter Alarm Setting].
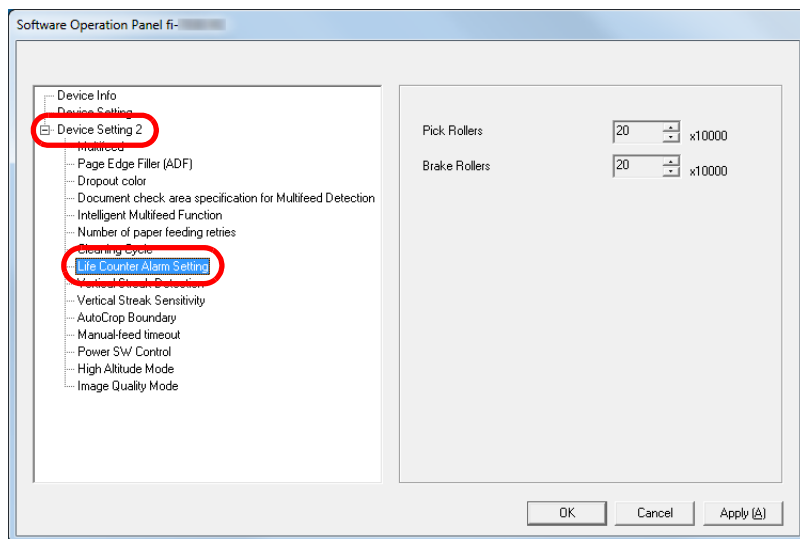
3 Specify a value as the replacement cycle for each of the consumables (brake roller and pick roller).
The value can range from 10,000 to 2,550,000 sheets (in increments of 10,000).

8.5 Settings Related to Scanning

Adjusting the Position to Start the Scan [Offset/Vertical Magnification Adjustment]

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

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

1 Start up the Software Operation Panel.
For details, refer to "8.1 Starting Up the Software Operation Panel" (page 108).

2 From the listing on the left, select [Device Setting] and click the [Offset] button.
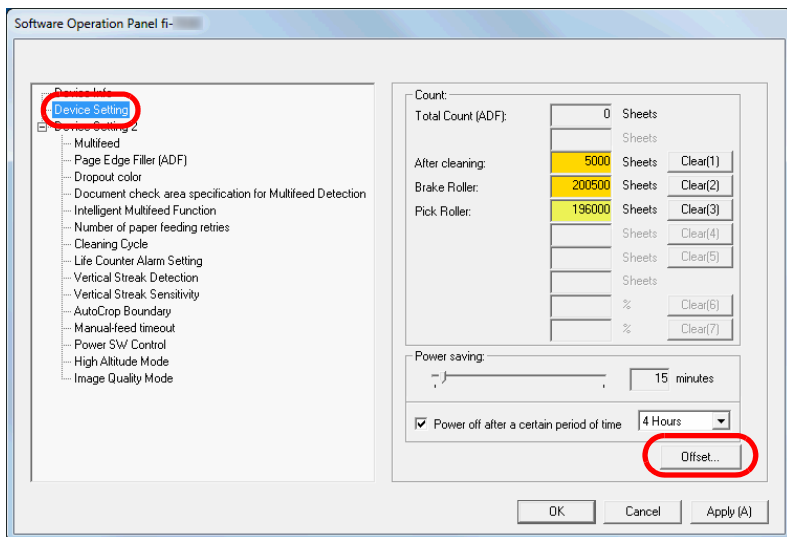
3 Adjust the level of offset/vertical magnification as needed.
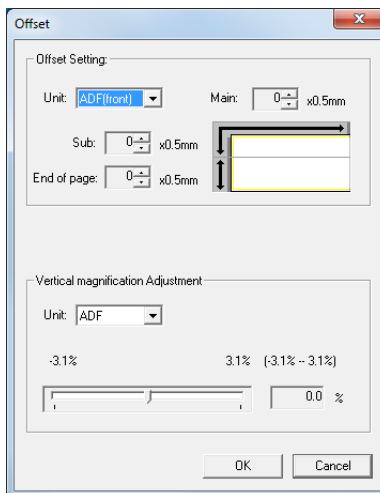
Offset Setting	Description
Unit	Select [ADF(front)] or [ADF(back)] as the target for an offset adjustment.
Main	Adjusts the horizontal (width) offset. The value can range from -2 to +2 mm (in increments of 0.5).
Sub	Adjusts the vertical (length) offset at the top of a page. The value can range from -2 to +2 mm (in increments of 0.5).
End of page	Adjusts the vertical (length) offset at the end of a page. The value can range from -2 to +2 mm (in increments of 0.5).

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

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

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

1 Start up the Software Operation Panel.
For details, refer to "8.1 Starting Up the Software Operation Panel" (page 108).

**2** From the listing on the left, select [Device Setting 2] → [Page Edge Filler (ADF)].
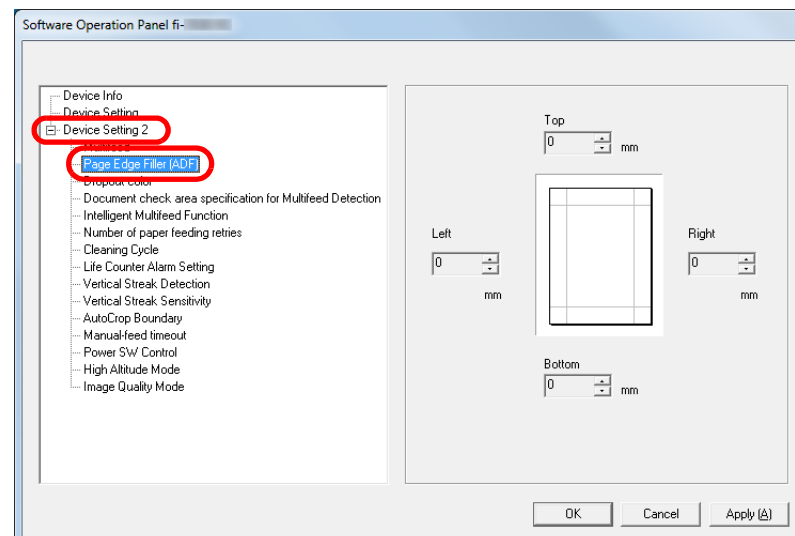
3 Specify the width of each margin to fill in: top/bottom/left/right.
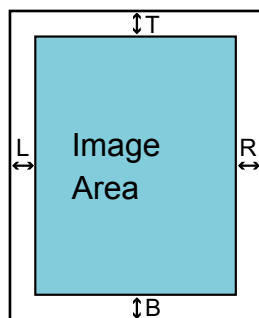
T: top = 0 to 15 mm
B: bottom = -7 to 7 mm
R: right = 0 to 15 mm
L: left = 0 to 15 mm

(in 1 mm increments)

The specified area is filled in white.

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

HINT
● The color that is used for filling in is normally white. You can change the color to black in the scanner driver.
  For details, refer to the scanner driver's Help.
● Depending on the value you specify for the bottom margin in [Page Edge Filler (ADF)], the Page Edge Filler function operates as follows:
  - 1 to 7 mm
    Fills the margin in white, from the detected page bottom.
  - -1 to -7 mm
    Outputs the image without filling in the margin. (Outputs the image with the specified area added when the page end detection mode is set.)
  "Detected page bottom" refers to the bottom edge of the scanned document detected by the scanner.
● This setting can also be configured in the scanner driver. In that case, Page Edge Filler of the scanner driver is used on the output image.

Removing a Color from the Scanned Image [Dropout color]

With "Dropout color", you can select either green, red, or blue (primary colors) to remove the details of the selected color from a scanned image.
For example, when scanning a document with black characters and a green background, you can only scan the black characters of the document by selecting green for the dropout color.

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

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

1 Start up the Software Operation Panel.
For details, refer to "8.1 Starting Up the Software Operation Panel" (page 108).

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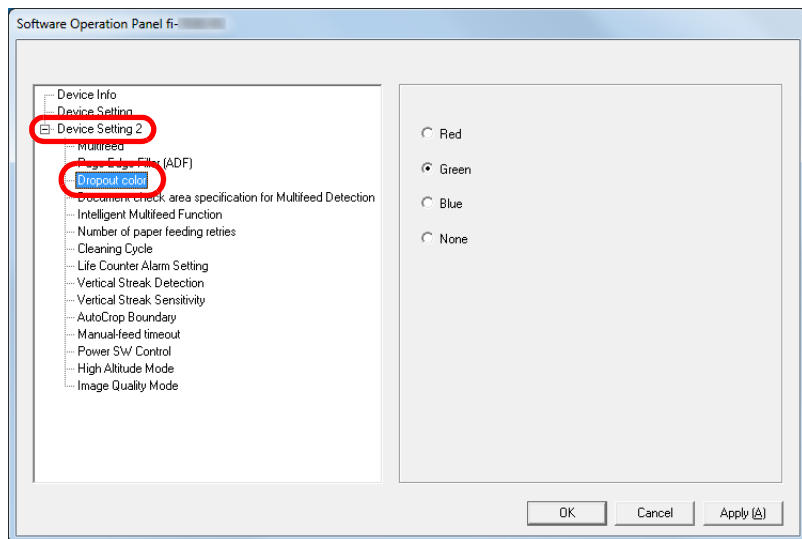

3 Select a color to drop out.
Red, Green, Blue: The selected color is dropped out.

None: No color is dropped out.

ATTENTION
The Software Operation Panel allows you to choose the color from red, green, and blue only. To drop out a color of your choice, configure the setting in the scanner driver.
For details, refer to the scanner driver's Help.

HINT
This setting can also be configured in the scanner driver. Note that priority is given to the scanner driver setting.

Number of Paper Feeding Retries

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

1 Start up the Software Operation Panel.
For details, refer to "8.1 Starting Up the Software Operation Panel" (page 108).

2 From the listing on the left, select [Device Setting 2] → [Number of paper feeding retries].
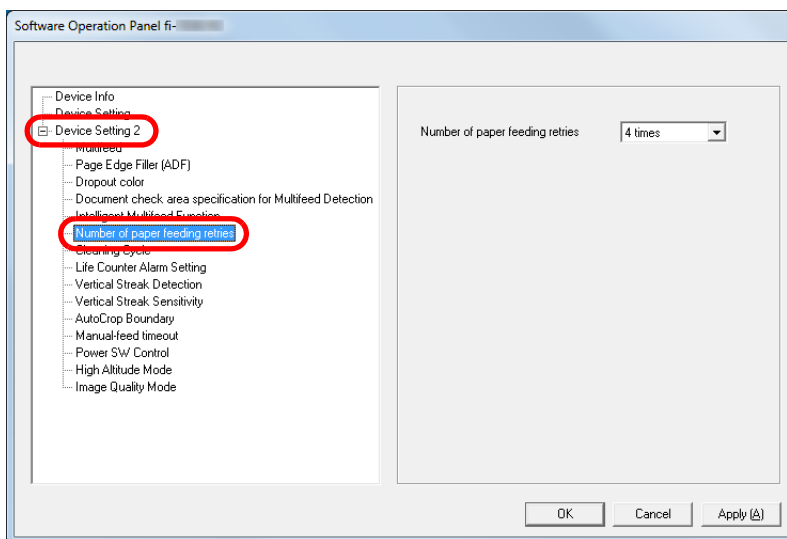
3 Specify the number of paper feeding retries.
The value can range from 1 to 12 times.

Cropping the Image Boundary [AutoCrop Boundary]

Some fractional data may be generated in the images in the process of scanning. You can specify whether to include or exclude such fractional data by using the "AutoCrop Boundary" function.

1 Start up the Software Operation Panel.
For details, refer to "8.1 Starting Up the Software Operation Panel" (page 108).

2 From the listing on the left, select [Device Setting 2] → [AutoCrop Boundary].
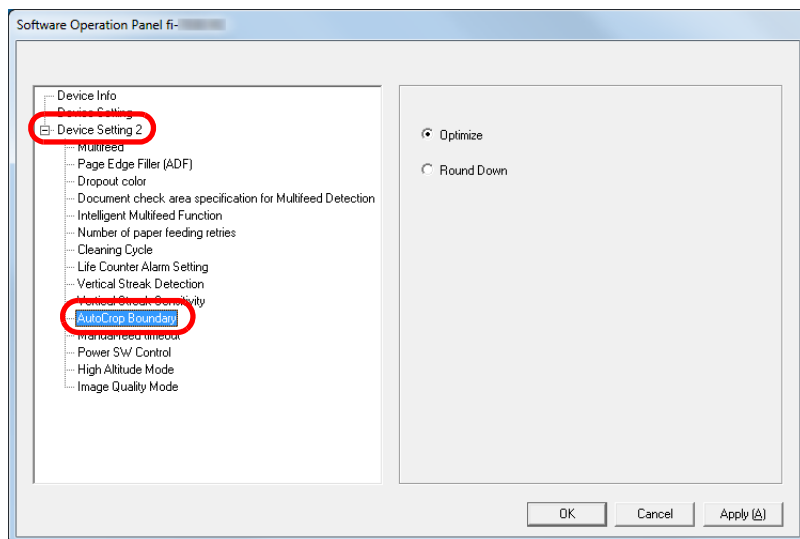
3 Select whether to include or exclude the fractional data.
Select [Optimize] to prevent any exclusion of fractional data from scanned images.

> **ATTENTION**
> - While selecting [Optimize] can prevent data loss, it may also generate shadows near the right edge.
> - When you scan a document with text near the right edge while [Round Down] is selected, some pixel data there may be lost.
> - For details about setting automatic page size detection, refer to the scanner driver's Help.

> **HINT**
> This setting is only applied in black & white mode.

Scanning at High Altitude [High Altitude Mode]

Select whether to enable or disable high altitude mode.
Low atmospheric pressure at high altitudes may lower the accuracy in multifeed detection by the ultrasonic sensor.
Enabling the high altitude mode allows you to use the scanner at 2,000 m or higher altitudes.

1 Start up the Software Operation Panel.
For details, refer to "8.1 Starting Up the Software Operation Panel" (page 108).

2 From the listing on the left, select [Device Setting 2] → [High Altitude Mode].
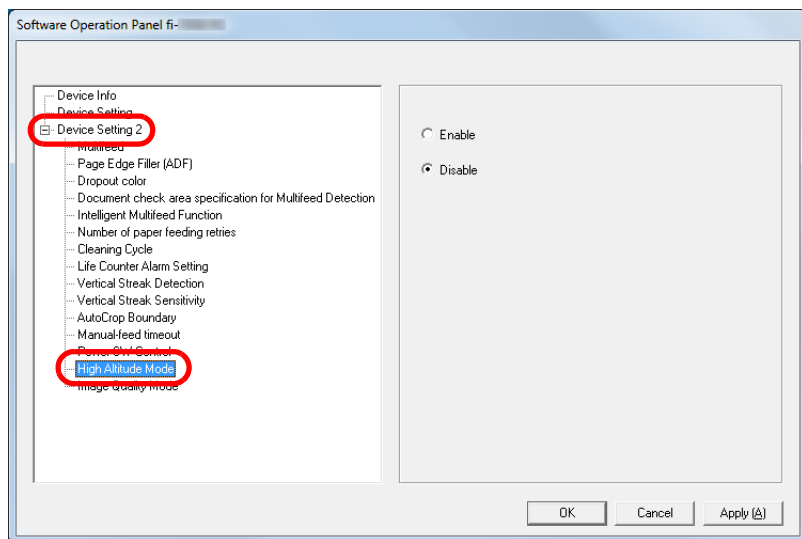
3 Select whether to enable or disable high altitude mode.

Setting the Image Quality for Scanning [Image Quality Mode]

Set the image quality mode.
To obtain an image quality that is close to the image quality for scanning with fi-6110, set the image quality mode.

1 Start up the Software Operation Panel.
For details, refer to "8.1 Starting Up the Software Operation Panel" (page 108).

2 From the listing on the left, select [Device Setting 2] → [Image Quality Mode].
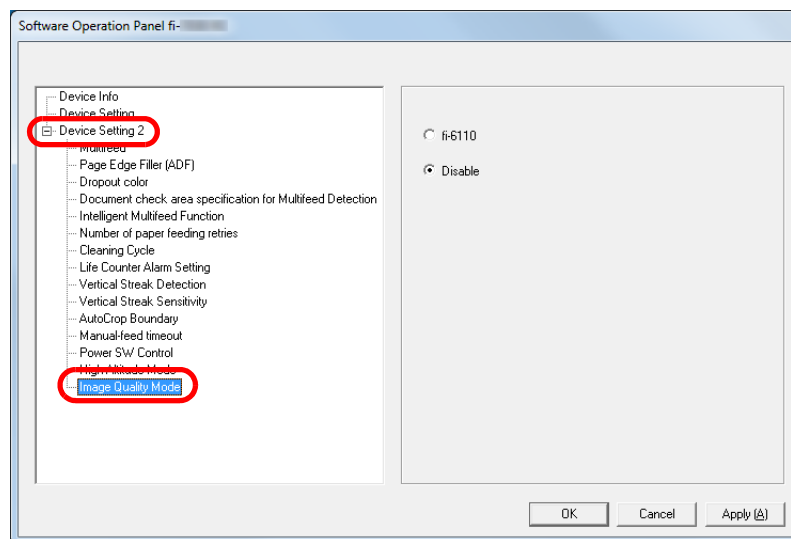
3 Select whether to obtain an image quality that is close to the image quality with fi-6110.

8.6 Settings Related to Multifeed Detection

Specifying a Multifeed Detection Method [Multifeed]

Multifeed is an error where two or more sheets are fed through the ADF at once. When a different document length is detected, this detected result is also called a multifeed.
Not noticing multifeed errors while scanning may put you in a situation where important data are missing from the scanned images.
Multifeed detection can be used to prevent such troubles.
When this function is enabled, an error message is displayed as soon as it detects a multifeed, and stops the scan. Note that multifeed cannot be detected within 30 mm from the leading edge of the document.

1 Start up the Software Operation Panel.
For details, refer to "8.1 Starting Up the Software Operation Panel" (page 108).

2 From the listing on the left, select [Device Setting 2] → [Multifeed].
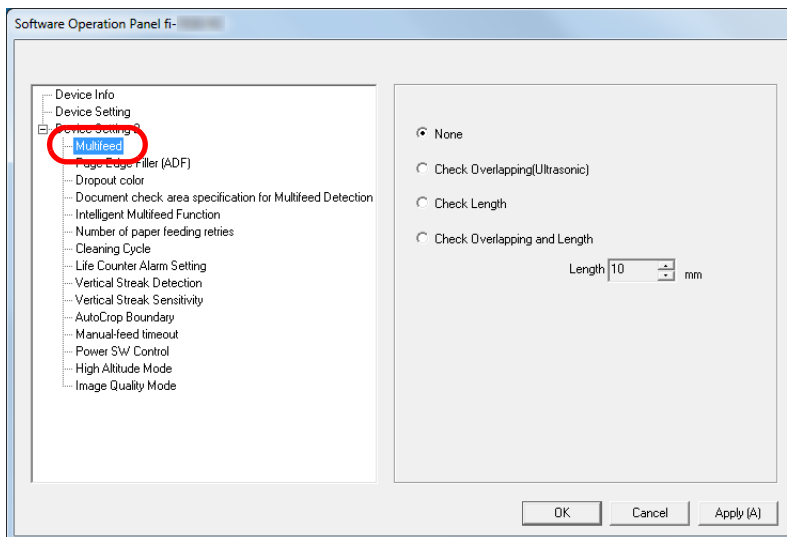
3 Select a detection method.

Method	Description
None	Does not detect multifeed.

Method	Description
Check Overlapping (Ultrasonic)	Detects multifeed by the overlapping of documents. When this is selected, you can also specify the following two options: ● Specify the detection range by the length from the top of the document. Proceed to "Specifying the Area to Detect Multifeed [Document check area specification for Multifeed Detection]" (page 134) for more details. ● Ignore the multifeed when there is paper of the same size attached to a designated location on the page. Proceed to "Ignoring Multifeed for a Set Pattern" (page 59) for more details.
Check Length	Detects multifeed by the difference in length of the documents. Note that multifeeds cannot be detected accurately when a mixed batch of different sizes is scanned.
Check Overlapping and Length	Detects multifeed by the combination of [Check Overlapping (Ultrasonic)] and [Check Length]. Note that multifeeds cannot be detected accurately when a mixed batch of different sizes is scanned. When this is selected, you can also specify the following two options: ● Specify the detection range by the length from the top of the document. Proceed to "Specifying the Area to Detect Multifeed [Document check area specification for Multifeed Detection]" (page 134) for more details. ● Ignore the multifeed when there is paper of the same size attached to a designated location on the page. Proceed to "Ignoring Multifeed for a Set Pattern" (page 59) for more details.

Method	Description
Length	Select a length difference from 10/15/20 mm when detecting a multifeed by the difference in length of the documents. Any length under the specified value will not be detected as multifeed.

ATTENTION
● To scan documents with different lengths, specify [Check Overlapping (Ultrasonic)].
● When an attachment such as a sticky note, receipt, or photo is attached on the document, the overlapping part of the document may be falsely detected as multifeed if [Check Overlapping (Ultrasonic)] is specified. In that case, specify [Check Length].
Note however that you can still use [Check Overlapping (Ultrasonic)] by restricting the detection range.
● Multifeed cannot be detected when the Carrier Sheet is used.

HINT
This setting can also be configured in the scanner driver. Note that priority is given to the scanner driver setting.

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

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

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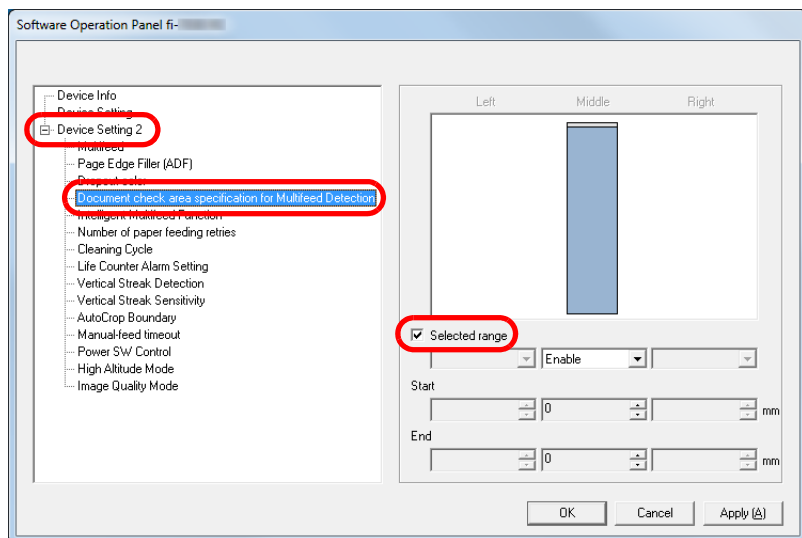
2 Specify the detection range.

Range	Description
Selected range	Select the check box to specify the detection range (colored in light blue) in the picture below. Select the check box to enable the setting in this window. Clear the check box to disable the setting. Clearing this check box sets both start and end positions to "0", making the whole document to be detected for multifeeds. The above condition applies when the document is set to the center of the pick roller width. Multifeed cannot be detected for the top 30 mm of a document.
Disable (Middle)	Does not detect multifeeds for the selected area.
Enable (Middle)	Detects multifeeds for the selected area.

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

HINT

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

Example 1:

Position: Middle
Selected range = Enable, Start = 50 mm, End = 200 mm

Unit: mm

Multifeeds are detected only within the area of light blue.

Introduction

Scanner Overview

How to Load Documents

How to Use the Operator Panel

Various Ways to Scan

Daily Care

Replacing the Consumables

Troubleshooting

Operational Settings

Appendix

Glossary
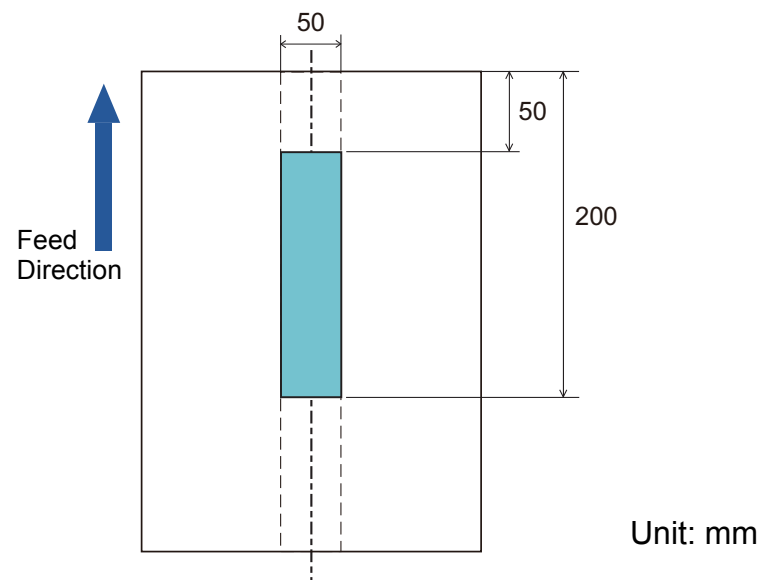
Example 2:

Position: Middle

Selected range = Enable, Start = 0 mm, End = 300 mm
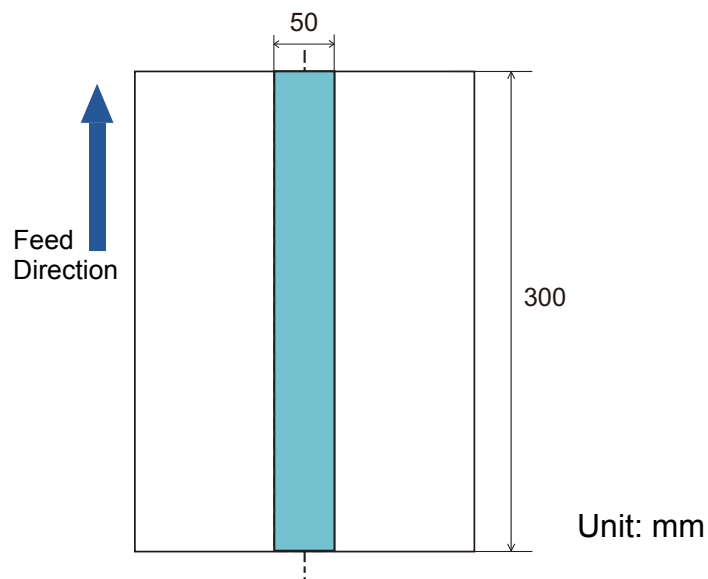
Multifeeds are detected only within the area of light blue.

> **HINT**
> When you use detection by overlapping, accuracy of multifeed detection may drop if the documents are glued firmly or attached together by static electricity.

Example 3: (Bad Example)

Position: Middle

Selected range = Enable, Start = 100 mm, End = 102 mm
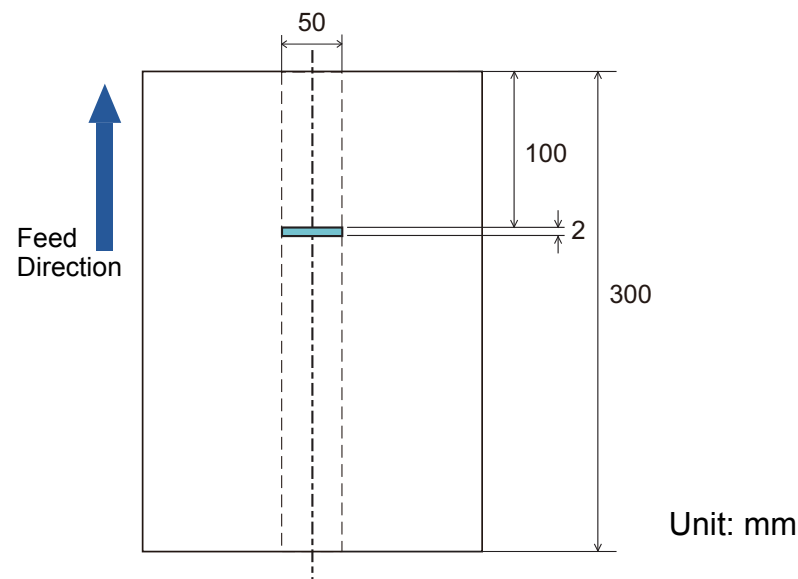
Since the detection range (length) is less than 5 mm, multifeeds cannot be detected accurately.

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

When there is paper of the same size attached to a designated location on the page, the scanner memorizes the location of the attachment and can be configured not to detect multifeeds for that location. Note that you first need to select [Check Overlapping (Ultrasonic)] or [Check Overlapping and length] in either the scanner driver or the multifeed detection setting in "Specifying a Multifeed Detection Method [Multifeed]" (page 132).

1 Start up the Software Operation Panel.
For details, refer to "8.1 Starting Up the Software Operation Panel" (page 108).

2 From the listing on the left, select [Device Setting 2] → [Intelligent Multifeed Function].
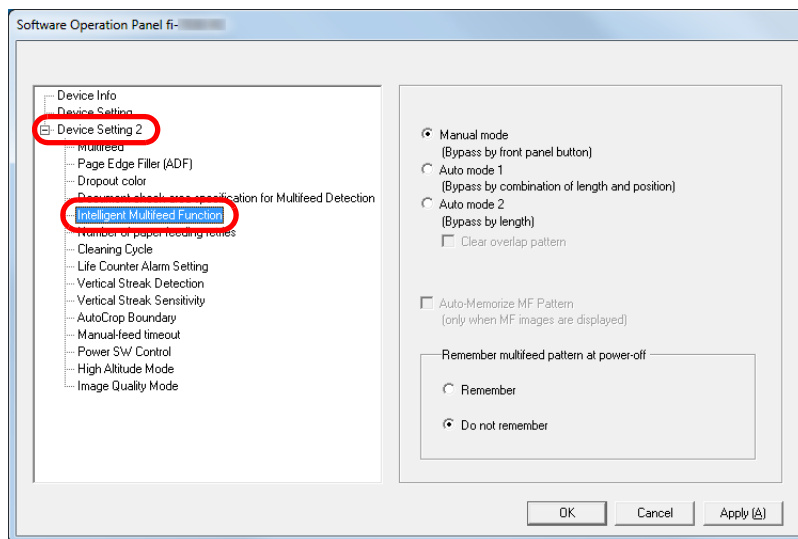
3 Specify an operation mode.

Mode	Description
Manual mode	Does not memorize the size or location of the paper attachment when a multifeed is detected. Ignores the multifeed when you load the documents back in the ADF paper chute (feeder) and scan them again.
Auto mode 1	Memorizes the size and location of the paper attachment when a multifeed is detected. The memorized pattern is ignored from the next scan.
Auto mode 2	Memorizes the size of the paper attachment when a multifeed is detected. The memorized pattern (including any length less than the attachment) is ignored from the next scan.

HINT
- By selecting the [Clear overlap pattern] check box, you can erase the overlapping patterns (length, position) that were memorized in Auto mode.
- By selecting the [Auto-Memorize MF Pattern (only when MF images are displayed)] check box, you can record the multifeed pattern on the window to check an image that was detected as multifeed.
- In [Remember multifeed pattern at power-off], you can select whether or not to keep the multifeed pattern upon turning the power off. When [Remember] is selected, you can use eight of the most recent patterns the next time the scanner is powered on.

For details about the procedure after this step, refer to "Ignoring Multifeed for a Set Pattern" (page 59).

8.7 Settings Related to Waiting Time

Waiting Time in Manual Feed Mode [Manual-feed timeout]

When you scan by manually loading one sheet at a time, you can specify the waiting time (interval) for loading the next document in the ADF paper chute (feeder). This enables continuous scanning as long as you load a document within the set time.

If the set time is exceeded, the scan is finished automatically and manual feeding will be canceled.

Note that you can also press the [Send to] button on the operator panel to cancel manual feeding.

1 Start up the Software Operation Panel.
For details, refer to .

2 From the listing on the left, select [Device Setting 2] → [Manual-feed timeout].
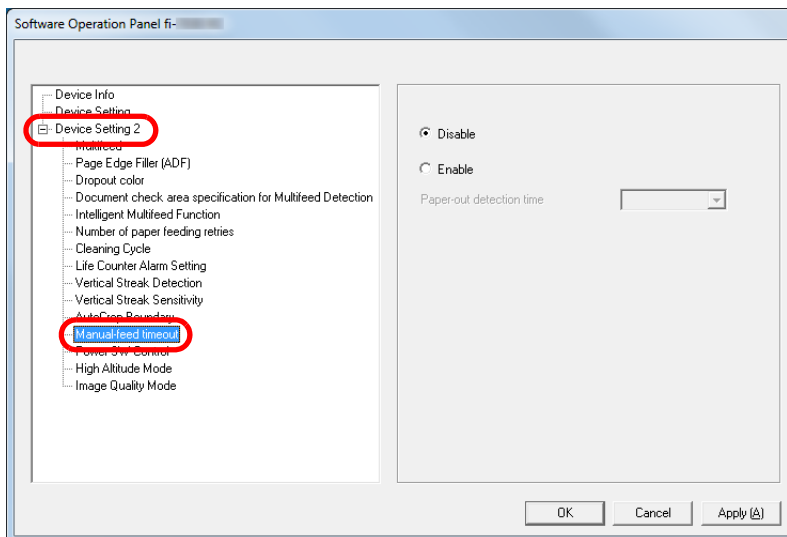
3 Specify whether to enable or disable [Manual-feed timeout].
If you selected [Enable], then also specify the time period for which the scanner waits to confirm that no documents are loaded in the ADF paper chute (feeder), which is the interval between the time when the scanner scanned the last document and the time when the scanner checks whether the next document to be scanned is loaded, in [Paper-out detection time].

> **HINT**
> When [Manual-feed timeout] is enabled, the scanner will wait for the set time even if you start scanning with no document in the ADF paper chute (feeder).

Waiting Time to Enter Power Saving Mode [Power saving]

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

1 Start up the Software Operation Panel.
For details, refer to "8.1 Starting Up the Software Operation Panel" (page 108).

2 From the listing on the left, select [Device Setting].
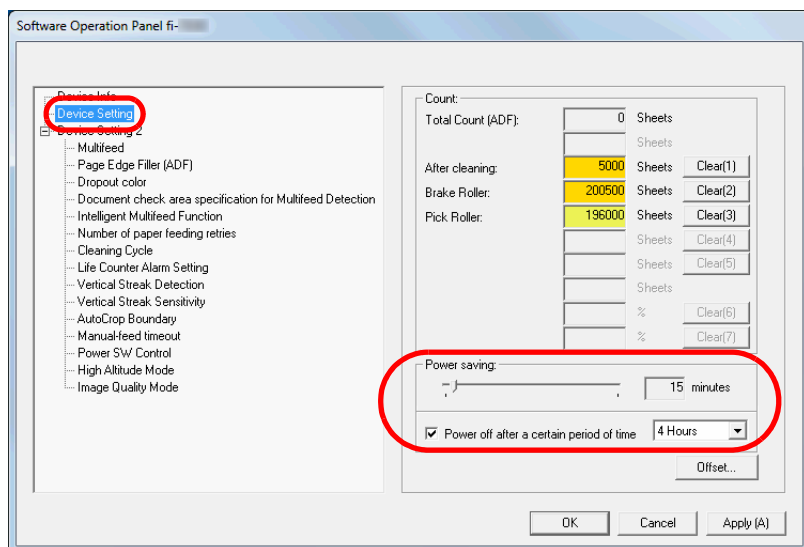
3 Use the slider to specify the waiting time before the scanner enters power saving mode.

The value can range from 5 to 235 minutes (in increments of 5).

HINT
Selecting the [Power off after a certain period of time] check box turns the power off automatically if the scanner is left on for a certain period of time without being used.
You can select the timeout period for the scanner to be automatically turned off by [1 Hour]/[2 Hours]/[4 Hours]/[8 Hours].

8.8 Settings Related to Power ON/OFF

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

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

- Press the [Power] button on the operator panel
- Use an AC power strip to control power supply for peripherals such as a scanner in accordance with the computer's power.
- Turn on/off the scanner in accordance with the computer's power.

1 Start up the Software Operation Panel.
For details, refer to

2 From the listing on the left, select [Device Setting 2] → [Power SW Control].
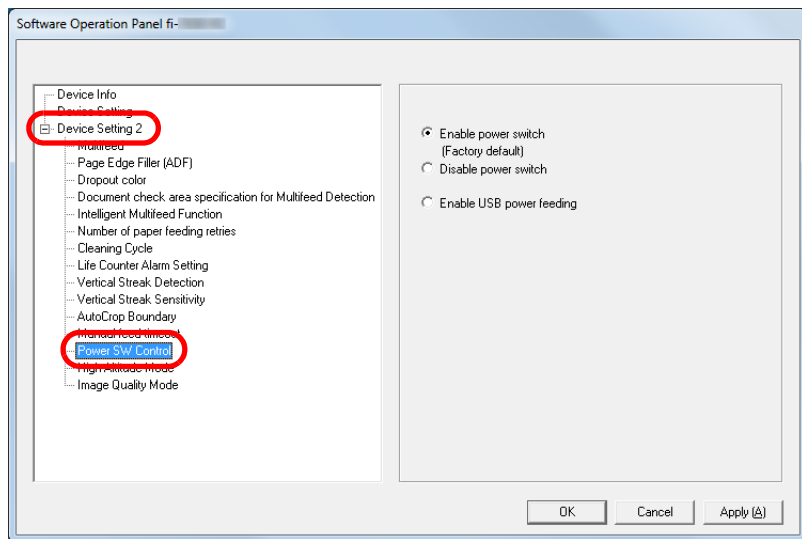
3 Select one of the following:

[Enable power switch]: Press the [Power] button on the operator panel.

[Disable power switch]: Use an AC power strip to control power supply for peripherals such as a scanner in accordance with the computer's power.

[Enable USB power feeding]: Turn on/off the scanner in accordance with the computer's power.

ATTENTION

- When you select [Disable power switch], the scanner is not turned off even if the [Power off after a certain period of time] check box is selected in [Device Setting] on the Software Operation Panel.
- Some types of computers and USB hubs keep supplying power to the USB bus even after the computer is turned off.
  In that case, the [Enable USB power feeding] mode may not work properly.

8.9 Settings Related to Scanner Maintenance

Detecting Vertical Streaks [Vertical Streak Detection]

Select whether to enable or disable vertical streak detection. After enabling this setting, the detection result is notified to your computer when there is a possibility of a vertical streak occurring in the images that are scanned through the ADF. Check the notification and clean the glass sections. For details about cleaning, refer to "Chapter 5 Daily Care" (page 62).

1   Start up the Software Operation Panel.
For details, refer to "8.1 Starting Up the Software Operation Panel" (page 108).

2   From the listing on the left, select [Device Setting 2] →
[Vertical Streak Detection].
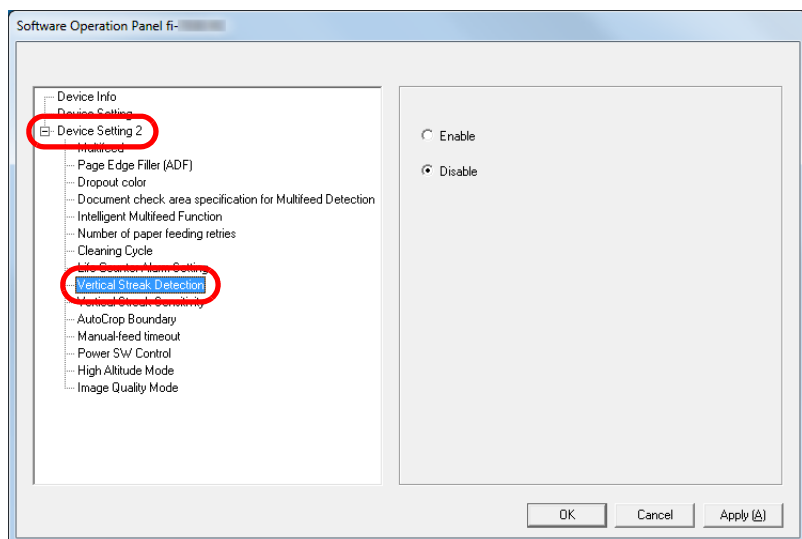
3   Select whether to enable or disable vertical streak detection.
When you select [Enable], the scanner detects vertical streaks (dirt on the glass) during scanning with the ADF.

Specifying the Sensitivity Level for Vertical Streak Detection
[Vertical Streak Sensitivity]

Specify the sensitivity level to detect vertical streaks (dirt on the glass sections) when vertical streak detection is enabled. Select [Low] to only detect large amounts of dirt on the glass sections. Select [High] to also detect small amounts of dirt on the glass sections.

1 Start up the Software Operation Panel.
For details, refer to .

2 From the listing on the left, select [Device Setting 2] → [Vertical Streak Sensitivity].
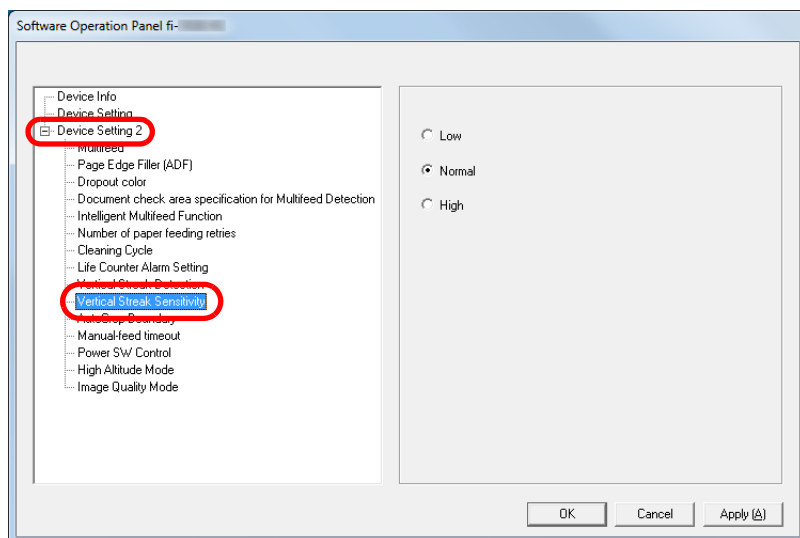
3 Specify the sensitivity level for vertical streaks.
Low: Decreases the sensitivity level to detect dirt on the glass sections.

Normal: Monitors dirt on the glass sections with normal sensitivity. Keep this setting for normal use.

High: Increases the sensitivity level to detect dirt on the glass sections.

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This appendix provides the following information.

A.1 Basic Specification

Item		Specification	Notes
Scanner Type		ADF	-
Image sensor		Color CIS × 2 (front, back)	-
Light source		RGB3 Color LED × 2 (front, back)	-
Scanning area	Minimum size (width × length)	50.8 × 50.8 mm	-
	Maximum size (width × length)	216 × 355.6 mm	(*1)
Paper Weight (Thickness)		40 to 209 g/m^2 (11 to 56 lb) 127 to 209 g/m^2 (34 to 56 lb) for A8 size 0.76 mm (0.03 in.) or less for plastic cards (embossed cards can be used) (*2)	-
Scanning speed (A4 landscape) (*3)	Binary (black & white)	Simplex: 27 ppm Duplex: 54 ipm	300 dpi
	Grayscale		
	Color		
Loading capacity (*4)		50 sheets	Paper weight: 80 g/m^2 (20 lb) Total thickness: 5 mm (0.2 in.) or less
Optical resolution		600 dpi	-
Output resolution	Binary (black & white)	50 to 600 dpi, 1200 dpi	50 to 600 dpi: configurable in 1 dpi increments 1,200 dpi: created by scanner driver
	Grayscale		
	Color		

Item	Specification	Notes
Grayscale level	256 gradation levels	1024 gradation levels (10-bit) during internal processing
Interface	USB 2.0/1.1 (*5)	B Type

*1: Long page scanning supports documents with a length of up to 5,588 mm (220 in.) when the resolution is set to 200 dpi or less.

*2: When scanning plastic cards from the ADF, load one card at a time in the ADF paper chute (feeder). When you scan an embossed card, it is recommended that the card should be loaded face-down in the ADF paper chute horizontally.

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

*4: The capacity varies depending on the paper weight.
For details, refer to "2.2 Documents for Scanning" (page 35).

*5: Use the USB cable that is supplied.
When connecting the USB cable to a USB hub, make sure you connect it to a USB hub that is connected to the USB port of a computer.
Connection with USB 2.0 requires the USB port and the hub to support USB 2.0. Also note that the scanning speed slows down when USB 1.1 is used.

A.2 Installation Specification

Item		Specification
Outer dimensions (W × D × H) (*1)		290 × 146 × 130 mm
Installation space (W × D × H) (*2)		390 × 750 × 430 mm
Weight		2.9 kg (6.4 lb)
Input power	Voltage range	AC 100 to 240 V ± 10%
	Phase	Single phase
	Frequency range	50/60 ± 3 Hz
Power consumption	Operating	17 W or less
	Power saving	1.1 W or less
	Power OFF	0.15 W or less
Ambient condition	Temperature	Operating: 5 to 35°C (41 to 95°F, Not operating: -20 to 60°C (-4 to 140°F)
	Humidity	Operating: 20 to 80%, Not operating: 8 to 95%
Calorific value	Operating	14.62 Kcal/Hr or less
	Power saving	0.95 Kcal/Hr or less
	Power OFF	0.13 Kcal/Hr or less
Shipping weight (*3)		4.5 kg (9.9 lb)
Support period		5 years

*1: The depth and height exclude the ADF paper chute (feeder) and stacker.
*2: The values for the required installation space are reference values for scanning A4 size documents.
*3: Includes the package weight.

A.3 Outer Dimensions

The outer dimensions are as follows:
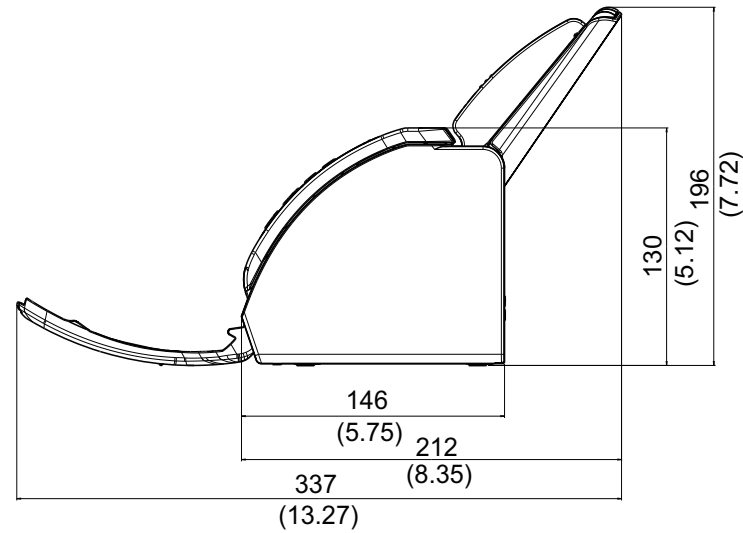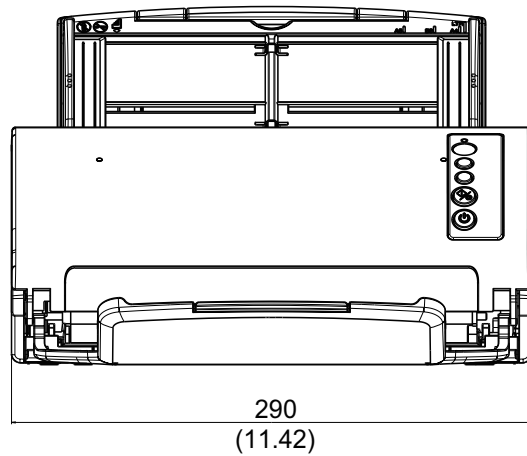
290
(11.42)

146
(5.75)

212
(8.35)

337
(13.27)

130
(5.12)

196
(7.72)

Unit: mm (in.)
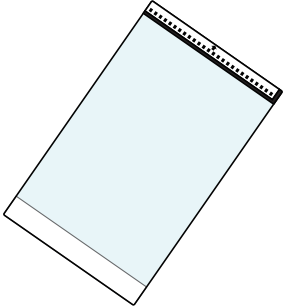
A.4 Scanner Options

Name	Part No.	Description
Carrier Sheet	PA03360-0013	Use this option to scan documents larger than A4/Letter size, as well as non-standard size documents such as photographs and clippings. Using the Carrier Sheet allows you to scan documents that are larger than A4/Letter size such as A3 and B4, scan documents that can be easily damaged such as photographs, and scan documents that are difficult to load directly such as newspaper clippings. When the Carrier Sheet is too damaged or worn out to be used for scanning, it can be purchased separately (5 sheets per set). The Carrier Sheet should be replaced approximately every 500 scans. However, replace it if damage or dirt is noticeable.

For details about purchasing the scanner options and more information, contact your FUJITSU scanner dealer or an authorized FUJITSU scanner service provider.

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A.5 Uninstalling the Software

1 Turn on the computer and log onto Windows as a user with administrator privileges.

2 Exit all running software.

3 Display the [Control Panel] window.

- Windows Vista/Windows Server 2008/Windows 7
  Click [Start] menu → [Control Panel].

- Windows Server 2012/Windows 8
  Right-click the Start screen, and select [All apps] on the app bar → [Control Panel] under [Windows System].

- Windows Server 2012 R2/Windows 8.1
  Click [↓] on the lower left side of the Start screen → [Control Panel] under [Windows System].

  To display [↓], move the mouse cursor.

- Windows 10
  Right-click the [Start] menu and select [Control Panel].

4 Click [Uninstall a Program].
⇨ The [Programs and Features] window appears with a list of the currently installed software.

5 Select a software to uninstall.

- When Uninstalling PaperStream IP Driver
  Select one of the following:
  - PaperStream IP (TWAIN)
  - PaperStream IP (TWAIN x64)
  - PaperStream IP (ISIS) Bundle

- When Uninstalling Software Operation Panel
  Select [Software Operation Panel].
  The Software Operation Panel is installed together with the PaperStream IP driver.

- When Uninstalling Error Recovery Guide
  Select [Error Recovery Guide for fi-7030].

- When Uninstalling PaperStream Capture
  Select [PaperStream Capture].

- When Uninstalling ScanSnap Manager for fi Series
  Select [ScanSnap Manager for fi Series].

- When Uninstalling Scan to Microsoft SharePoint
  Select [Scan to Microsoft SharePoint].

- When Uninstalling ABBYY FineReader for ScanSnap™
  Select [ABBYY FineReader for ScanSnap(TM)].

- When Uninstalling Manuals
  Select [fi Series manuals for fi-7030].

- When Uninstalling Scanner Central Admin Agent
  Select [Scanner Central Admin Agent].

- When Uninstalling fi Series Online Update
  Select [fi Series Online Update].

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

7 If a confirmation message appears, click [OK] or [Yes].
⇨ The software is uninstalled.

Contact for Inquiries

Contact for Inquiries

Refer to the contact list on the last page of the Safety Precautions manual.

- ● ABBYY FineReader for ScanSnap™.
  - - Windows Vista/Windows Server 2008/Windows 7

    Select [Start] menu → [All Programs] → [ABBYY FineReader for ScanSnap (TM)] → [User's Guide] → [Technical Support].
  - - Windows Server 2012/Windows 8

    Right-click the Start screen, select [All apps] on the app bar, and then select [User's Guide] under [ABBYY FineReader for ScanSnap (TM)] → [Technical Support].
  - - Windows Server 2012 R2/Windows 8.1

    Click [↓] on the lower left side of the Start screen, and then select [User's Guide] under [ABBYY FineReader for ScanSnap (TM)] → [Technical Support].

    To display [↓], move the mouse cursor.
  - - Windows 10

    Select [Start] menu → [All apps] → [ABBYY FineReader for ScanSnap (TM)] → [User's Guide].

- ● Image Scanner fi Series

  For other inquiries regarding the scanner, refer to the following web page:

  http://imagescanner.fujitsu.com/g-support.html

  If the solution to your problem cannot be found on the above web page, refer to the contact information for your Fujitsu office on the following web page:

  http://imagescanner.fujitsu.com/warranty.html

Contact for Purchasing Consumables or Cleaning Materials

http://www.fujitsu.com/global/shop/computing/IMAGE_index.html

Glossary

A

A4 size
A standard paper size which is 210 × 297 mm (8.27 × 11.7 in.).

A5 size
A standard paper size which is 148 × 210 mm (5.83 × 8.27 in.).

A6 size
A standard paper size which is 105 × 148 mm (4.13 × 5.83 in.).

A7 size
A standard paper size which is 74 × 105 mm (2.91 × 4.13 in.).

A8 size
A standard paper size which is 52 × 74 mm (2.05 × 2.91 in.).

ADF (Automatic Document Feeder)
A paper feeding mechanism which allows multiple sheets of documents to be scanned one sheet at a time.

Automatic size/skew detection
End of Page Detection:
Detects the end of the page and scans the length of the document.

Automatic Page Size Detection:
Detects the paper size and outputs the image data in the same size.

B

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

Brake roller
A roller that prevents more than one sheet of documents to be fed into the ADF at once.

Brightness
Refers to the brightness of a scanned image.

C

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

CIS (Contact Image Sensor)
A sensor which perceives the light reflected from the document using a light-receiving sensor array and LEDs, and converts it into digital form. CIS technology is the basis of high quality image acquisition in scanners, cameras and other devices.

D

Default setting
(Hardware)
Preset values from the factory.

(Software)
Values set upon installation of software.

Density
Refers to the deepness of a color in an image.

Device errors
Errors that require troubleshooting by a service engineer.

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

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

Double Letter size
A standard paper size used in the United States and other countries (11 × 17 in.).

dpi (dots per inch)
A measurement of resolution which is used for scanners and printers. Higher dpi indicates better resolution.

Driver

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

Dropout color

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

Duplex scanning mode

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

E

Edge Extract

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

Eject roller

Rollers that feed documents from the ADF onto the stacker.

Emphasis

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

Error diffusion

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

F

Feed roller

A roller that feeds the document through the ADF.

Filter

A function that applies a type of filter operation process on a scanned image.
Types of filtering are as follows:

Digital Endorser:
Adds alphanumeric character strings on the scanned image data.

Page Edge Filler:
Fills in the margins of the scanned image in a specified color.

G

Gamma

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

Grayscale

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

H

Halftone

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

I

Image processing

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

Intelligent Multifeed Function

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

Interface

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

Inversion

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

ISIS

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

J

Job Separator

A sheet to insert between documents in a batch for separating different jobs.
The following types of job separators are available:

Job separator with patch codes:
A sheet with patch codes printed.

Job separator with barcodes:
A sheet with barcodes printed.

L

Landscape

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

Legal size

A standard paper size used in the United States and other countries (8.5 × 14 in.).

Letter size

A standard paper size used in the United States and other countries (8.5 × 11 in.).

M

Moiré patterns

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

Multi Image

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

Multifeed

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

N

Noise removal

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

O

OCR (Optical Character Recognition)

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

Operating environment

Conditions (such as temperature and humidity) required to operate or store the scanner.

Operator Panel

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

Overscan

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

P

Paper jam

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

Patch code

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

Pick roller

A set of rollers which separates one sheet off the documents loaded in the ADF paper chute (feeder), and feeds the document into the ADF.

Pick start time

The period of time between setting the document and until picking starts after the document passes the hopper empty sensor.

Pixel

The dots that make up a scanned image.

Portrait

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

R

Resolution

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

S

Simplex scanning mode

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

Smoothing

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

T

Temporary error

An error that can be fixed by the operator.

Threshold

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

TWAIN

TWAIN (Technology Without Any Interesting Name) is an API (Application Program Interface) standard for imaging devices (such as scanners and digital cameras) developed by TWAIN Working Group. In order to use devices that comply with this standard, it is necessary to install a driver software that supports TWAIN standard.

U

Ultrasonic sensor

A sensor that detects multifeed errors by ultrasonic soundwave. It detects multifeeds by monitoring the difference in the amount of ultrasonic waves transmitted through the documents.

USB

USB (Universal Serial Bus) is a standard for interfaces used to connect devices such as keyboards and scanners. Up to 127 devices can be connected by this interface. It can be connected and disconnected without powering off the devices.
For USB 2.0, the data transfer rate is 1.5 Mbps in Low-Speed, 12 Mbps in Full-Speed, and a maximum of 480 Mbps in Hi-Speed mode.

W

White reference sheet

The white part located inside the ADF which the scanner defines as white, in order to adjust the brightness of all other areas accordingly.

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Operator's Guide

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