❖ **English**

iDocScan

P100 / P70 / P45

High Speed Document Scanner

USER GUIDE

[FOR WINDOWS]

SAFETY AND PRECAUTIONS

General Precautions

- Never store the unit in hot, or very cold, or humid or dusty places.
- For an extended storage period, we recommend storing the unit in a cool and dry place.
- If the scanner is left in extreme cold or hot conditions, allow it to adjust to normal room temperatures before use.
- Only use accessories included with the scanner.
- When left unused for a long period of time, remove the power plug from the outlet.
- Always handle the unit with care. Avoid dropping and strong impact.
- Avoid objects (e.g. neckties, long hair, etc) being caught in the scanner during operation.
- Do not scan sharp objects or hard abrasive surfaces to avoid damage to the lens and other parts.
- Do not scan documents with glue, grease, correction fluid, or wet ink on it which can cause malfunctions.
- Operate the unit on a level, well-grounded work surface, and free of excessive vibration.
- Don't open the unit. Risk of electric shock.
- When moving the scanner, disconnect the power cord and connection cable.
- When doing maintenance on the scanner, remove the power plug from the outlet.
- Do not leave the scanner within the reach of children.

Environmental Information

Discarded electrical and electronic appliances are recyclable and should separate from the household waste. Please actively support in conserving resources and protecting the environment by returning this appliance to the collection centers (if available).

CONTENTS

UNPACK

Make sure following items are included in this package.

Scanner   Input Tray (See p.5)   AC Adapter (See p.10)   Power Cord (See p.10)   USB Cable (See p.10)
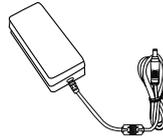
Installation DVD (See p.9) *   Calibration Sheet (See p.28)   Quick Start Guide
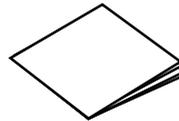
* The following applications are included in theInstallation DVD:
  - Scanner Driver (TWAIN and WIA / iDocScan Touch application) (for Windows)
  - ABBYY FineReader Sprint
  - ABBYY Business Card Reader
  - Presto! PageManager
  - Adobe Acrobat Reader

ASSEMBLING SCANNER

When you unpack this package first time you will need to assemble the Input Tray prior to use.

1. Remove all packing tapes from the top and bottom of the scanner.

2. Hold the Input Tray, then align the top locking tabs (❶) and the lower tabs (❷) on the Input Tray with slots on the Scanner.
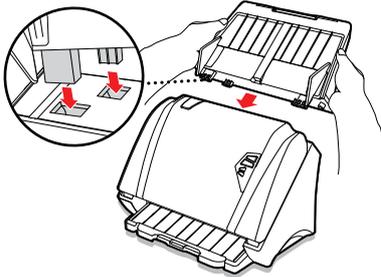
3. Push the top locking tabs (❶) all the way into the slots on the Scanner, then swing the Input Tray down to snap the lower tabs (❷) into place.
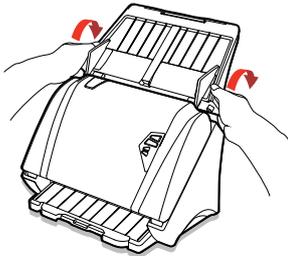
4. Pull the Output Tray completely out, and flip up the Stopper on the Output Tray.
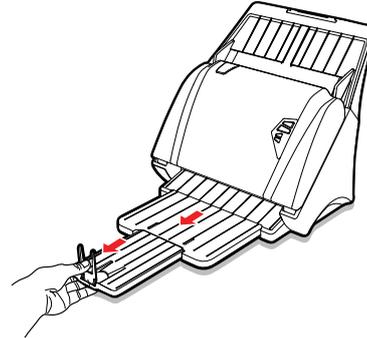
5. Extend the Input Tray and then flip the support flap up straight.
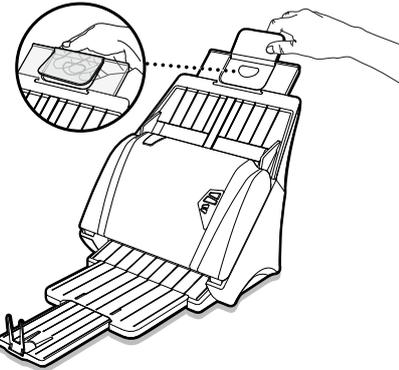
SCANNER PARTS
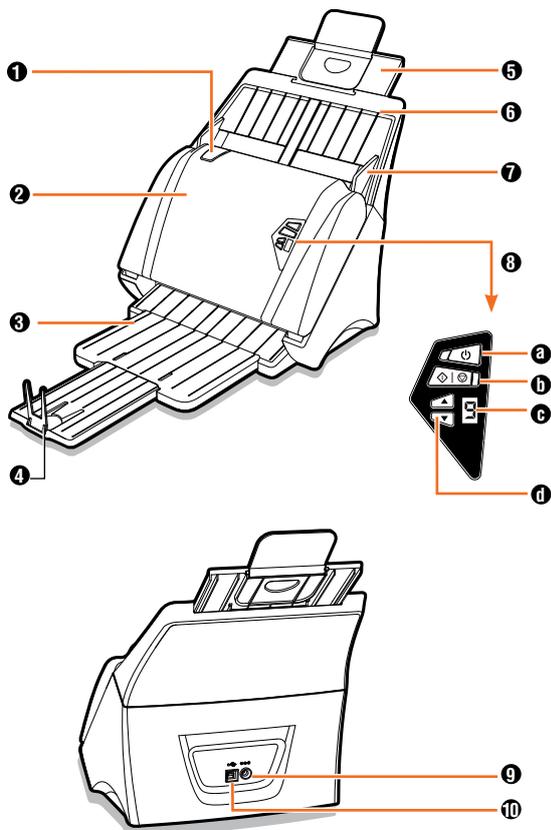
Parts		Functions
❶	Open Tab	Pull this tab to open the ADF cover.
❷	Automatic Document Feeder (ADF) and ADF cover	Feed sheets from the Input Tray automatically for scanning. Open the ADF cover when maintenance is required.
❸	Output Tray Extension	Pull the tray out to hold the sheets as it exits from the ADF.
❹	Stopper	Lift it up to keep the sheets from sliding off.
❺	Input Tray Extension	Pull the tray extension out when loading sheets larger than A4.
❻	Input Tray	Holds sheets to be fed into the ADF for scanning.
❼	Paper Guides	Adjust the Guides to match the paper width.
❽	Operation Panel	
ⓐ	Power and Status LED #1	Turn on or off the power. Indicate the scanner status. (See)
ⓑ	Scan/Pause/Stop and Status LED #2	Start, pause, or stop scanning. Indicate the scanner status. (See)
ⓒ	Job Display	Display the job numbers from 1 ~ 9 which contains predefined scan actions.
ⓓ	Job Selector	Use the up and down arrow to select a job number from 1 ~ 9.
❾	USB Port	Connect the USB Cable to a computer.
❿	Power Jack	Connect the Power Adapter.

STATUS LED INDICATORS
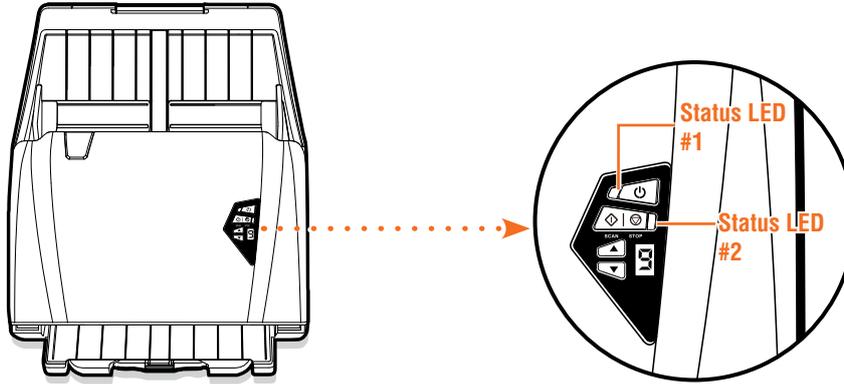
Item	Light State	Status Description
Status LED #1	Off	indicates the power is turned off.
	Solid green	indicates the power is turned on.
	Solid red	indicates the ADF cover is open.
Status LED #2	Off	indicates no scanning activity.
	Solid blue	indicates the scanner is in operation.
	Solid red	indicates the USB cable is not connected to a computer.
	Flashing red	indicates a scanner error or paper jam. See p.33 to fix the problems.

SYSTEM REQUIREMENTS

Following minimum system requirements are recommended to achieve the best performance from iDocScan P series scanner.

- Computer with Pentium IV 3.2 GHz processor (Intel Core 2 Duo E6600 2.4GHz processor highly recommended)
- Color display with resolution of 800 x 600 or higher.
- 1GB RAM (4GB RAM highly recommended)
- USB 2.0 Hi-Speed port
- DVD-ROM drive
- 5GB available hard disk space for software installation
- Supported operating systems: Windows XP, Vista, 7, 8 and 8.1

NOTE: The scanning speed and performance are determined by the specifications of your computer. The higher specification of your computer, the better the scanner will be performed.

Installing Scanner Software

The scanner comes with the scanner driver and associated applications for operating the scanner. Please install them to ensure all the functions of the scanner work properly.

Please complete the software installation before connecting the scanner. NOTE: Do not connect USB Cable to the scanner or your computer when starting installation process.

1. Insert the Installation DVD into a DVD-ROM drive on your computer. The installation menu will open automatically.

   NOTE: If the installation menu does not open automatically, double click on the DVD-ROM icon in the "Computer" or "Windows Explorer", then click on the AUTORUN.exe icon.
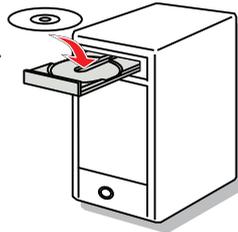
2. Click each application from the menu to install them one at a time.

   ➤ **Scanner Driver -** Scanner Driver comes with TWAIN / WIA driver, and iDocScan Touch application for initiating a scan. **You must install it first in order to use the scanner.**

   ➤ **ABBYY FineReader Sprint -** This application allows to scan text and convert it to a text document in a word processing application. For a complete operation of the OCR function of the scanner, please install this application. For the detailed information, see the "Help" file integrated in this application.

➤ **ABBYY Business Card Reader -** This application helps to capture, store, organize and work with contact data from business cards. For the detailed operations, see the "Help" file integrated in this application.

➤ **Presto! PageManager -** This application is a document management application designed to assist in scanning, sharing and organizing documents and files. For the detailed operations, see the "Help" file integrated in this application.

➤ **Adobe Acrobat Reader -** Adobe Acrobat Reader is an application to open, view, search, and print PDF files. For the detailed operations, see the "Help" file integrated in this application.

3. Click **Next** when the Welcome screen is displayed, then follow on-screen instructions to complete installation.

4. Click **Finish** when the installation completes.

5. Repeat Step 2 ~ 4 for each application you want to install.

6. Remove the Installation DVD after all of the installations have completed.

Uninstalling Scanner Driver

1. Right-click on the scanner icon (🔒)from the system tray to exit the application.

2. Go to the Start menu, select All Programs > iDocScan P Series > Uninstall.

3. Follow on-screen instructions to remove the scanner driver

iDocScan

Scanner Driver
ABBYY FineReader Sprint 12
ABBYY Business Card Reader 2.0
Presto! PageManager 9 SE
Adobe Acrobat Reader

iDocScan P100
Calibration
iDocScan Touch
Uninstall
Windows Explorer
Back
Search programs and files
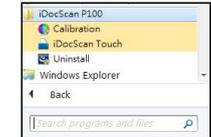
INSTALLATION

Connecting Scanner

1. Connect the Power Cord to the AC Adapter.
2. Connect the AC Adapter to the Scanner's Power Jack.
3. Plug the Power Cord into a power socket.
4. With your computer turned on, connect the USB Cable to the USB Port on your computer and the other end to the side of the scanner.
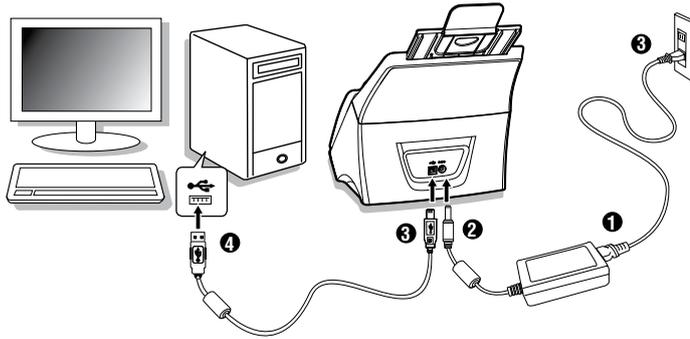
Turning On/Off the Power

1. Press **<Power>** to turn on the scanner.
   - ➤ The Power LED turns green when the scanner is turned on.
2. Your computer then recognizes that a scanner has been plugged into the USB Port and automatically loads iDocScan Touch (📠) in the system tray.

➤ iDocScan Touch icon might be hidden, and require that you click the arrow in the system tray to reveal it.
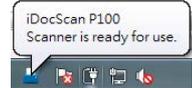
NOTE: To turn off the power press **<Power>** for 4 seconds until the Power LED turns off.

Automatic Power Off Function

The scanner can be set to automatically turn off after a certain period of time to save the power.

To enable this setting:

1. Click the scanner icon (📠)from the system tray to bring up iDocScan Touch main menu.
2. Click ⓘ (information) at the bottom right of iDocScan Touch main menu.
3. In the Information dialog box, select a time interval of "Never", "5 min.", "10 min.", "15 min.", "30 min.", "45 min.", "1hr." from the Auto Power Off dropdown menu.
   - ➤ Select "Never" if you wish to disable this function.
4. Click **OK**.
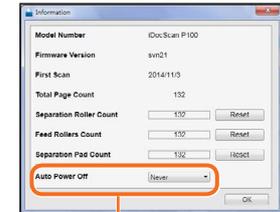
Auto Power Off

Paper Handling

Please read below tips before scanning to prevent paper jams and protect documents.

- Do not feed paper other than those with the specified paper size, type, and weight as the Specification on p.38.
- Do not overload the Input Tray. The tray capacity is 120 sheets for the plain paper or 30 cards for the business cards.
- Do not mix different paper types and paper sizes.
- Do not remove paper from the Input Tray during scanning.
- Ensure staples and paper clips have been removed prior to scanning as they may cause damage to the Automatic Document Feeder and your originals.
- Do not feed paper with wet ink or liquid correction fluid, curls, wrinkles, folds, irregular shapes or tears into the Input Tray.
- Do not scan fragile photos, very thin and thick paper, and important originals as misfeeding may wrinkle or damage them.
- If a stack of documents cannot be fed into the Input Tray properly, try to reduce the number of documents in the stack.
- When scanning a stack of small business cards or other small paper, place the long side of the paper parallel with the Paper Guides.
- It is recommend that the long paper, plastic cards, and embossed cards to be fed in the Input Tray one at a time.

Placing Paper in the Input Tray

1. Fan the stack of the sheets to loosen them.
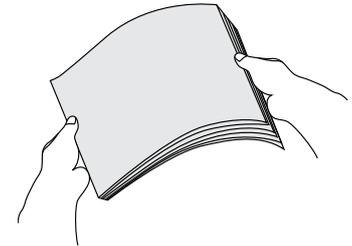
2. Straighten the top edges of the sheets on a level of surface.
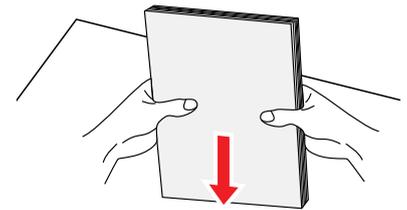
3. Place your single-sided sheets face down with the tops in first, and then slide them into the Input Tray.

   Place your double-sided sheets with the first page face down with the tops in first, and then slide them into the Input Tray.

PREPARATION
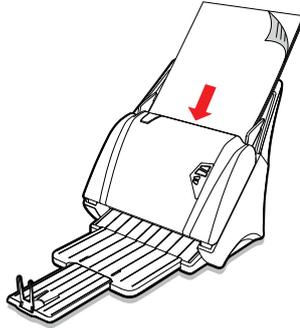
4. Slide the Paper Guides to touch the edges of the sheets.
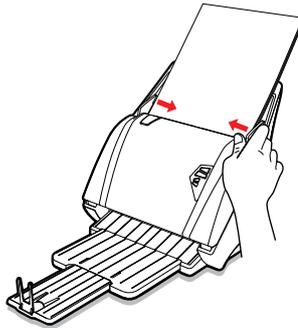
Placing Cards in the Input Tray

1. Slide the Paper Guide to the center.
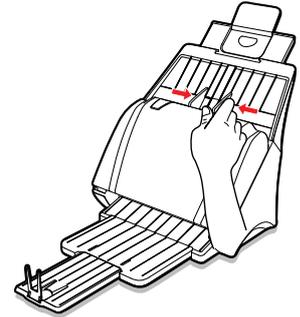
2. Place a stack of business cards face down with the long side parallel with the Paper Guides. Adjust the Paper Guides to touch the edges of the cards.
   ➤ If you are scanning plastic cards or cards with embossed raised characters, place one card at a time.
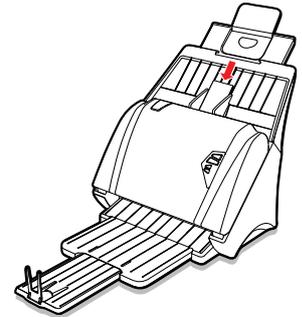
NOTE:

- Embossed cards may not be scanned properly due to the embossment.
- Plastic cards with glossy surfaces may not scan properly.
- When scanning plastic and embossed cards, it is suggested to disable the "Stop Scanning After Multi-Feed" detection in the Scan Setting. See p.23.

Placing Long Paper in the Input Tray

1. Retract the tray extension on the Input Tray.

2. Insert the long paper face down with the top in first, and carefully secure the paper with your hands.
   - ➤ Long paper should be fed one at a time.
   - ➤ Hold the long paper with your hands while scanning to prevent the document being fed as slanted, which can result in damage to your paper.
   - ➤ Ensure enough space for the long paper to be ejected from the Output Tray to prevent paper jam.
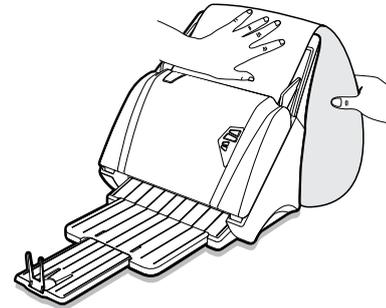
3. Slide the Paper Guides to touch the edges of the paper.
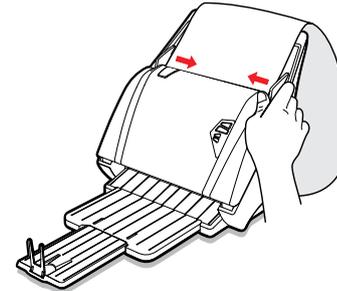
NOTE:

- Select "Long Sheet" from the Scan Size setting when scanning a long document. See p.22.
- When scanning in "Long Sheet" mode, it is suggested to enable "Document Protection" in the Detection setting. See p.23.

SCANNING PROCEDURE

Initiating a Scan

After installing the scanner driver and scanner on your computer, iDocScan Touch icon (📠) will appear in the system tray to indicate that the scanner is ready for use.
NOTE: If the scanner is not ready, iDocScan Touch icon (📠) will appear. Please check the connection and power.

You can start a scan with the predefined scan job using either of following method :

Scanning from the Scanner

1. Place paper in the Input Tray.

2. Press Up/Down arrows to select a job number (1 through 9) from the Job Display.

   ➤ To configure the scan job, see p19.
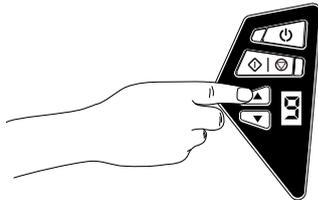
3. Press ◇ | ⊘ **<Scan/Stop>** to initiate scanning.

   ➤ A scan progress dialog box appears and displays the scanned image in the preview area.
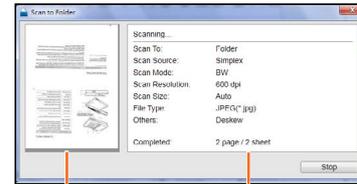
Current scanning page   **Scan action**

4. After scanning is finished, the scanned image can be selected and previewed in the Preview and Save dialog box, and then saved in a new location.
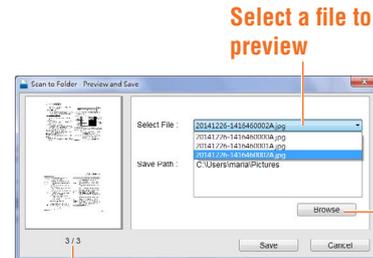
Select a file to preview

Preview area   **Select a new location to save files.**

Scanning from iDocScan Touch

1. Place paper in the Input Tray.

2. Launch iDocScan Touch by clicking on the icon (📠) in the system tray or from the Start menu > All Program > iDocScan P series > iDocScan Touch.

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SCANNING PROCEDURE
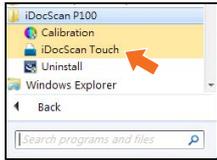
Start menu   - Or -   **System tray**
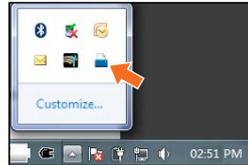
3. Click Up/Down arrows to scroll up and down through the scan job menu (1~9), then click a job number to initiate scanning.

   ➤ To configure the scan job, see p19.

Scroll up and down

4. A scan progress dialog box appears and displays the scanned image in the preview area.
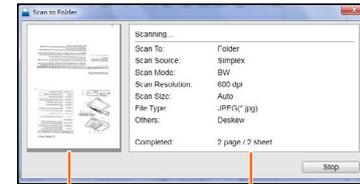
Current scanning page   **Scan action**

5. After scanning is finished, the scanned image can be selected and previewed in the Preview and Save dialog box, and then saved in a new location.

Select a file to preview
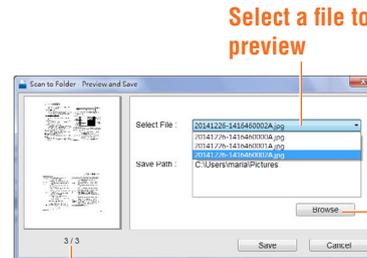
Preview area   **Select a new location to save files.**

Scanning via TWAIN Interface

This scanner includes a TWAIN interface for use within applications which are compatible with TWAIN standards. Following is an example of using Presto! PageManager included with this scanner to initiate a scan via the TWAIN interface.

SCANNING PROCEDURE

NOTE: Some applications may provide its TWAIN interface which is different from this scanner's TWAIN interface. If you are not sure whether the application is compliant with TWAIN or what options are available, see the instructions for that application.

1. Place paper in the Input Tray.

2. Open Windows Start menu, then launch Presto! PageManager from All Program list.

3. Click **File**, then **Select Source**. Choose iDocScan P series from the Select Source list.
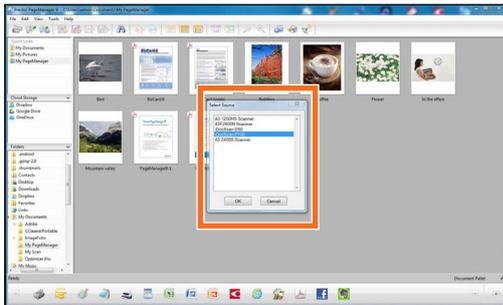
4. Click **File**, **Scan Settings** and uncheck **Suppress Twain User Interface**. Click **OK**.
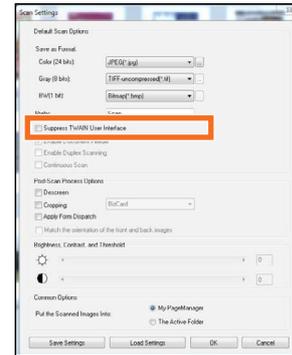
5. Click **File**, **Acquire Image Data**. The scanner's TWAIN interface opens.
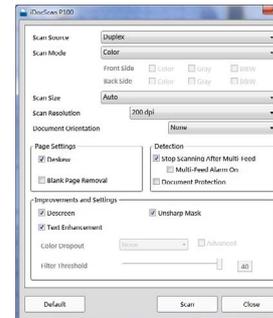
6. Setup the scan settings (e.g. Scan Source, Scan Mode, Scan Size, Scan Resolution, etc).

SCANNING PROCEDURE

➤ See the Setting Properties on for settings descriptions.

7. Click **Scan** to initiate a scan.

➤ The "Scanning in progress" bar will appear showing the scan status.

8. Click **Close** to close the Scan Setting dialog box, the scanned image will then be imported within the application.

Scanning via WIA Interface

You can use Windows Image Acquisition (WIA) interface for scanning within WIA compliant applications. The following procedure is an example for scan operation using the WIA interface.

1. Place paper in the Input Tray.

2. Click the Start menu, select All Programs, Accessories, then Paint to open Paint.

Paint
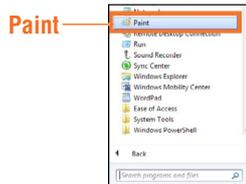
3. From the File menu icon select "From Scanner or Camera".

File menu

From Scanner
or Camera
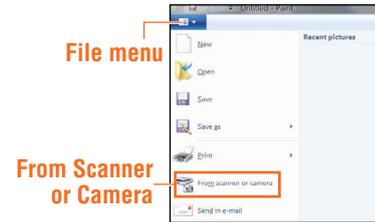
4. The application's scan dialog box opens. Setup your preferred scan settings from this dialog box.

5. Click **Scan**.

➤ The scanning progress bar will appear showing the scan status.

6. The scanned image will then be imported in the application.

Stopping a Scan

You can stop in the scanning process when you find a wrong document or any mistakes being scanned.

1. Press ◈ | ◎ <**Scan/Stop**> on the scanner, or click **Stop** in the scanning dialog box.

➤ Remove all sheets from the Input tray after scanning stops.

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SCANNING PROCEDURE

Cancel button
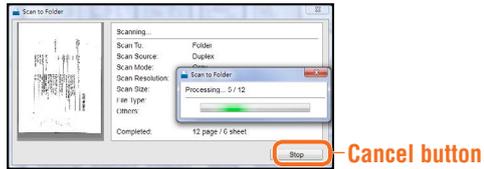
2. The following dialog box appears when scanning stops.

  ➤ Click **Stop Scanning** to stop the current scanning and a dialog box will appear asking if you want to save the scanned image.

  ➤ Click **Continue Scanning** to continue scanning from the paused documents after reload unscanned sheets properly.
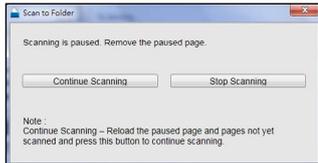
USING IDOCSCAN TOUCH

Overview of iDocScan Touch

iDocScan Touch includes 9 scan jobs with the predefined scan functions, which allow you to scan directly to a destination by clicking one of the job number from iDocScan Touch main menu.

1. Launch iDocScan Touch by clicking on the icon (🖨) in the system tray or from the Start menu > All Program > iDocScan P Series > iDocScan Touch

- Or -
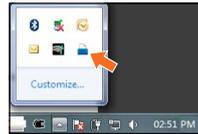
Start menu   **System tray**

2. Click the Up and Down arrows to scroll up and down through iDocScan Touch menu with 9 predefined jobs as following:

Job numbers and names

Settings (cogwheel icons)

Scroll Up and Down

---
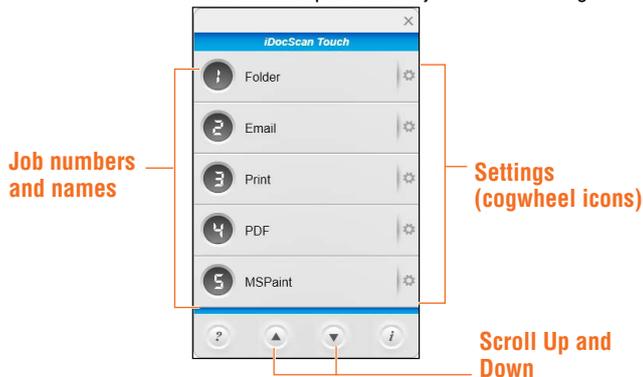
❶ **Folder -** Click it when you want to scan documents to a folder in your local disk.

❷ **Email -** Click it when you want to scan documents to the default E-mail application on your computer.

❸ **Print -** Click it when you want to scan documents to your printer.

❹ **PDF -** Click it when you want to scan documents into a PDF format.

❺ **MS Paint -** Click it when you want to scan documents to an application which is TWAIN or WIA compliant.

❻ **OCR -** Click it when you want to scan and convert documents into editabletext with the supplied OCR application.

❼ **BCR -** Click it when you want to scan and convert your business cards into editable text, so you can easily manage your business cards easily with the supplied BCR application.

❽ **Dropbox -** Click it when you want to scan documents into Dropbox for online file storage.

❾ **Google Drive -** Click it when you want to scan documents into Google Drive for online file storage.

Configuring Scan Jobs

All the scan job can be configured according to your scanning preference through the Job Settings sections. You can change the name of job, and other settings such as resolution, brightness, save path, file type, and etc.

Click ⚙ (Settings) following by the job number, a job setting dialog box appears .

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USING IDOCSCAN TOUCH

1. Select a Scan To destination by clicking the down arrow in the Scan To field including Folder, Email, Print, PDF, Application, OCR, BCR, Dropbox, Google Drive.

   ➤ When the **Auto save after scan** box below the Scan To field is checked, the scanned image is automatically saved in the save path you specified. With this box unchecked, the Preview and Save dialog box as below will appear after scanning finishes.
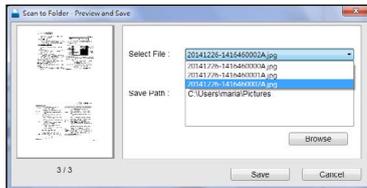
2. Type a new name for the scan job in the Enter Job Name field.

3. Configure the Destination, the Scan Settings, and the Image Adjustments as your preference.

   ➤ See the Setting Properties section for detailed settings.

4. Click **Apply** to set that job number for that configuration.

5. Click **OK** to exit the Job Settings dialog box.

NOTE: If you want to continue configure other scan jobs, select the other job number in iDocScan Touch main menu, and then repeat above procedure.

NOTE: To reset the configuration to the factory default settings, click **Defaults** on the bottom left of the job setting dialog box.

Setting Properties

iDocScan Touch includes three sections including Destination, Scan Settings, and Image Adjustments. Some settings may not be available, depending on other settings you chose.

NOTE: The scanner's TWAIN interface is composed of those settings from three sections.

Destination

The settings in the Destination tab changes according to the Scan To field you chose.

Item	Functions
Save Path	Save the scanned image in the preferred file folder, filename, and location.
File Type	Choose a file type to save scanned files. Choices: JPEG(*.jpg), TIFF (*.tif), Multi-TIFF (*.tif)[*1], BMP (*.bmp), PDF (*.pdf), PDF/A (*.pdf)[*2] **Searchable PDF:** Check this box to convert document into a text-searchable PDF file. **Open after Scanning/Saving:** Check this box to open the file automatically after scanning or saving completes. [*1] Do not attempt to create a multi-page TIFF file that exceeds 2GB, otherwise no multi-page TIFF will be created. [*2] PDF/A format is used for the long term archiving of electronic documents.
OCR Language	Choose a language for text recognition for the Scan To OCR function.
File Compression	Use the slider to compress a file to reduce the total size (High, Medium, Low). The higher the compression level, the lower the file size.
Printer	Displays the default printer on your computer used for the Scan To Print function.
Email Client	Displays the default email application on your computer used for the Scan To Email function.

Item	Functions
BCR Application	Displays the BCR application on your computer used for the Scan To BCR function.
Application	Displays the applications available on your computer which can be used for the Scan To Application function.

Scan Settings
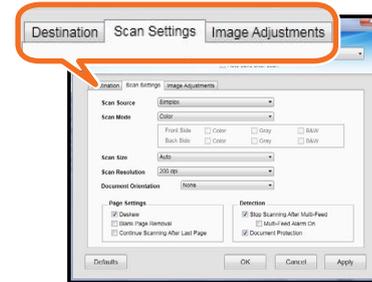
Item	Functions
Scan Source	Choices: "Simplex", "Duplex" Select "Simplex" to scan single-sided sheets. Select "Duplex" to scan double-sided sheets.

USING IDOCSCAN TOUCH

Scan Mode
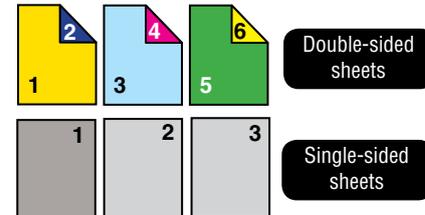
Choices: "Color", "Gray", "B&W"[*1], "Multi-Color Output (Front Side / Rear Side: Color, Gray, B&W)"[*2]

Select a mode to scan your documents.

[*1] Use B&W for scanning text or line drawing.

[*2] Multi-Color Output enables a single scan to be saved up to three separate color for both front side and rear side simultaneously. For example, the documents are saved into Color and Gray at the same time.

Example: Multi-Color Output

Gray

Color

Original documents

Scan into 2 separate color simultaneously
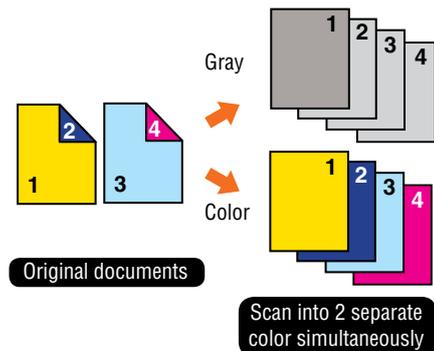
Scan Size

Choices: "Auto"[*1], "A4(210x297mm)", "A5(148x210mm)", "A6(105x148mm)", B5(182x257mm), B5(128x182mm), "Letter"(216x279mm), Legal (216x356mm), "Long Sheet (max. 3000mm)"[*2].

[*1] Choose "Auto" to let the scanner automatically detect the size of your original.

When set to A4 size

When set to Auto size

Mixed-size documents

Documents are automatically cropped to its original size.
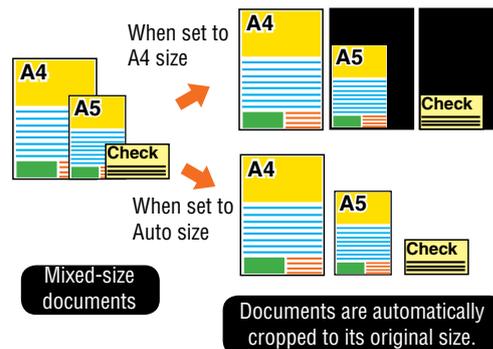
[*2] Choose "Long Sheet" when scanning long paper up to 118" (3000 mm) in length. "Long Sheet" is available when the Scan Resolution is set to 300 dpi or lower.

Scan Resolution

Choices : 100dpi, 200dpi, 300dpi, 400dpi, 600dpi.

NOTE: The higher the resolution, the bigger the file size.

NOTE: Some resolution may not be available, depending on other settings you chose

Document Rotation	Choose a degree of rotation to rotate the image. Choices: "None", "90° CW", "90° CCW", "180°", "Text Orientation Detection"*1 *1 Choose "Text Orientation Detection" to rotate pages based on text orientation.

Page Settings

Deskew	Image skew generally occurs when the documents are placed incorrectly in the Input Tray. Check this to automatically straighten skewed pages as much as possible to maintain it's original size. Original image Deskew applied NOTE: Deskew is available only when the Scan Size set to "Auto". NOTE: Originals with darker backgrounds and dark text are difficult to deskew. Deskew may not work properly when deskewing dark images.
Continue Scanning After Last Page	When this box is checked. the Continue Scanning dialog box appears after all the pages are scanned, allowing you to continue scanning for more pages.
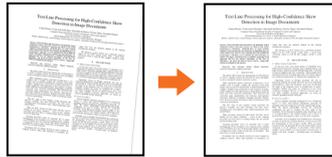
Blank Page Removal	Check this box to automatically remove the blank pages from the scanned documents. For example, when scanning a stack of documents containing both double-sided and single-sided documents. NOTE: This function works best with white or light-colored pages. Depending on the originals, some pages that are not blank may be detected as blank due to a small amount of text. Blank pages Original Documents Blank pages removed
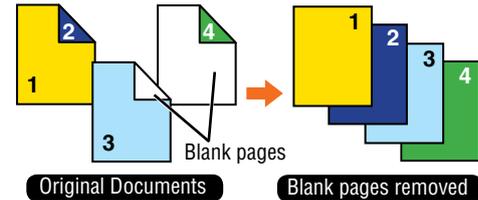
Detection

Stop scanning after multi-feed	A multi-feed occurs when two or more sheets stuck together when being fed through the scanner. With this function, the scanner will automatically stop when it detects a multi-feed. Check this box to enable the multi-feed detection, uncheck it to ignore the multi-feed even when it occurred. **Multi-feed Alarm ON**: Check this to activate alarm sound when detecting a multi-feed.
Document Protection	This function can stop scanning to protect documents when documents are fed at an slant angle to prevent damage of your original.

USING IDOCSCAN TOUCH

Image Adjustments
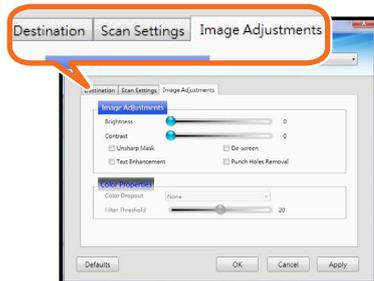
Item	Functions
Brightness / Contrast	Brightness [-127 ~ +127]: increase or decrease the value to adjust the image brighter or darker. Contrast [-127 ~ +127]: the bigger the value the more contrast between lighter and darker areas. NOTE: This function is helpful when the documents printed with light ink, change the value of the Brightness and Contrast can improve the readability of the document .

Original image Brightness / Contrast applied

Improvements and Settings

Descreen	Descreening helps to reduce moire patterns when scanning magazines or other printed materials. After descreening, your image may appear blurry. NOTE: This function may not be effective for some types of photos. NOTE: Scanning takes longer than usual when you enable Descreen.

Original image Descreen applied

Text Enhancement	When scanning documents with light print or handwritten text, this function can enhance the contrast between the background and the text for readability. NOTE: According to the document type and contents, this function may not function correctly.
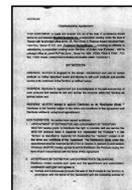
Original image Text Enhancement applied

Unsharp Mask	Enable this function to emphasize edges in the image more clearly for an overall sharper image. Original image Unsharp Mask applied
Color Dropout	This setting can remove particular parts of a document by selecting a color (Red, Blue, or Green). For example, when scanning a document with the red marks and the black text, selecting "Red" can remove the red marks and scan the black text only. To scan all color, choose "None". Original image Color Dropout applied Check the **Advanced** checkbox to activate the **Filter Threshold** (10 ~ 40). A higher value will keep more of the selected color in, and a lower value will remove more of the selected color. . NOTE: This setting is available only when Gray, B&W, or Multi-Color mode (Gray and B&W only) in the Scan Mode is selected.
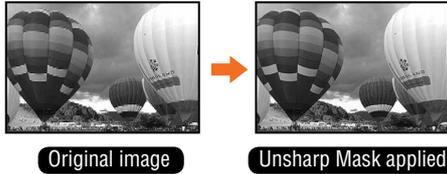
MAINTENANCE

Cleaning Scanner

Dust and residues can build up on the Scanner's rollers and glasses to affect image quality. Clean the inside of the scanner periodically to get the best scanning results. You should clean the scanner at least once a week or every 2,000 scans.

Depending on the types of documents, the documents that are in poor condition, or poor results received from your scanner, you may need to clean the scanner more often.

NOTE: To check the Total Page Count, click ⓘ (information) from iDocScan Touch main menu to display the scanner's information dialog box.

During the scanning operation, the number of Total Page Count are accumulated.

Information	
Model Number	iDocScan P100
Firmware Version	svn21
First Scan	2014/11/3
Total Page Count	132
Separation Roller Count	132 Reset
Feed Rollers Count	132 Reset
Separation Pad Count	132 Reset
Auto Power Off	Never
	OK
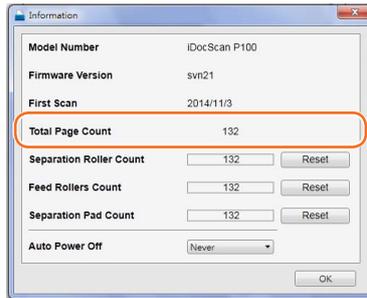
CAUTIONS:

- Be sure to remove the power plug and USB cable before cleaning.
- Be careful not to get the scanner wet. Water and liquids entering the inside of the scanner may cause permanent damage or malfunction to your scanner.
- Never use strong solvents or abrasive materials to clean the scanner.
- Make sure there is enough space for cleaning and maintenance operation.

Cleaning Outside of the Scanner

Use a clean, soft cloth moistened with water or mild detergent to clean the exterior of the scanner.

Cleaning Automatic Document Feeder

1. Pull the Open Tab to open the ADF cover.
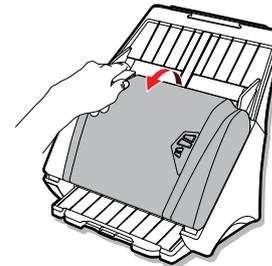
2. Use a clean, lint-free cloth moistened with some mild liquid glass cleaner to clean below parts.

   NOTE: Never spray the cleaner directly onto the Automatic Document Feeder.

Separation Pad
Scanning Glasses
Pinch Roller
Separation Roller
Plastic Rollers
Plastic Rollers
Feed Rollers
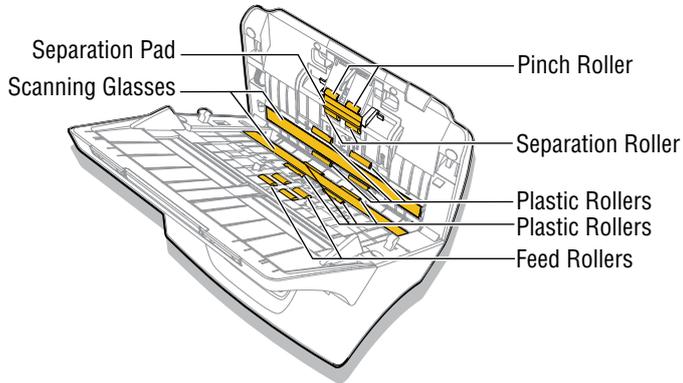
➤ Separation Pad - Wipe the Separation Pad from top to bottom. Be careful not to snag the cloth on the springs of the pad.
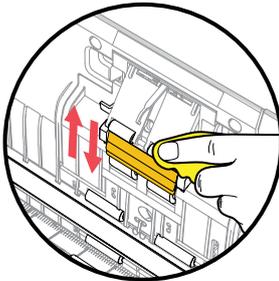
➤ Scanning Glasses - Wipe both Scanning Glasses from side to side.
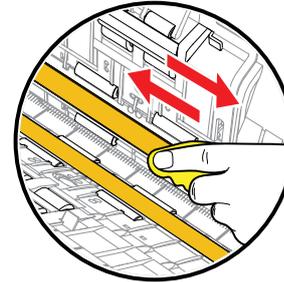
➤ Plastic Rollers and Pinch Roller - Wipe these rollers from side to side. Rotate the rollers to clean around the surfaces.
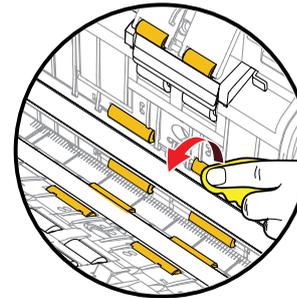
➤ Feed Rollers and Separation Roller - Remove the Feed Rollers and Separation Roller from inside the Automatic Document Feeder, then clean entire surface of the rollers. See the Replacing Separation Roller on p.30 and the Replacing Feed Rollers on p.32 to remove the rollers.

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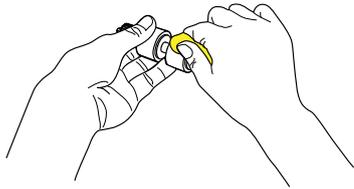
➤ Scanner Sensors - If the Scanner Sensors are block by dust, clean the sensor holes (highlight areas) using a cotton swab moistened with the isopropyl alcohol.

Calibrating Scanner

When scanned image's colors appear not to match the colors of the original, or other colors appear in the white areas of the images, calibration can help to correct these problems by compensating variations in the scanner components that happens over time.
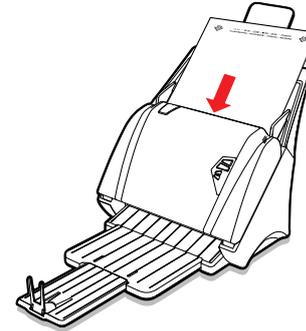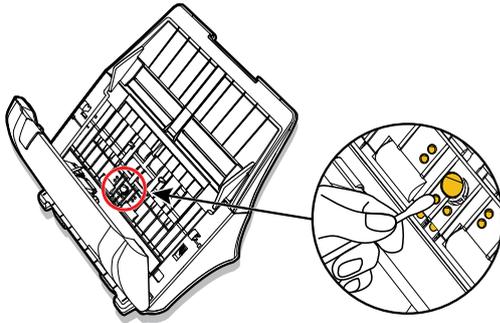
1. Turn on the power of the scanner.

2. Remove the plastic foil on both sides of the Calibration Sheet.

3. Insert the Calibration Sheet into the Input Tray with the arrow mark facing up and forward.

4. Go to the Start menu, select All Programs > iDocScan P Series > Calibration to open the Calibration dialog box.

5. Click **Calibrate** to start calibrating. The Calibration Sheet will be gradually fed through the scanner.

   ➤ A progress bar will appear indicating the calibration process.

   ➤ Mechanical sounds produced during the calibrating process are normal.

6. Click **Close** after "Calibration Done." dialog box appears.

Replacing Consumable Items

The following are consumable items for the scanner. It is recommended to replace these parts when the specified number of cycles is exceeded.

Parts	Descriptions	Replacement Life Cycle
	Separation Pad x 1	300,000 sheets or a year
	Separation Roller x 1	300,000 sheets or a year
	Feed Rollers x 2	300,000 sheets or a year

For information about consumable items, contact our local authorized supplier or visit us online at www.mustek.com.tw.

Checking Consumable Items Status

Check the consumable items counter by clicking ⓘ (information) at the bottom right of iDocScan Touch main menu to display the information of consumable items status.

Check each counter of the Separation Roller, Feed Rollers, and Separation Pad whether they reach the suggested replacement life cycle of 300,000 sheets.

NOTE: After replacing consumables, be sure to reset the scan counters back to 0.
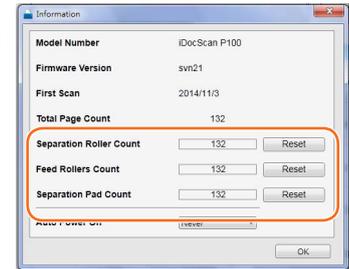
Replacing Separation Pad

Replace the Separation Pad when it is worn, damage, or misfeeding continues to occur after cleaning.

1. Pull the Cover Tab to open the ADF cover.
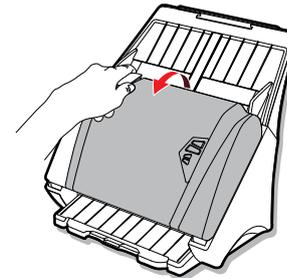
MAINTENANCE

2. Press the tabs on each side of the Separation Pad and pull to remove it.
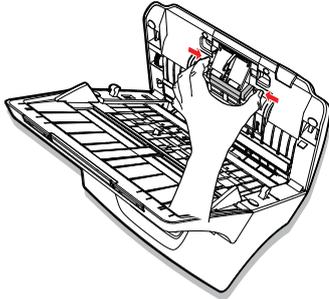
3. Hold the new Separation Pad and align the tabs with the slots in the holder. Press the tabs and then push inward until it locks into place.

4. Click ⓘ (information) from iDocScan Touch main menu, then click **Reset** next to the counter of Separation Pad Count to set the counter back to 0.

Replacing Separation Roller

Replace the Separation Rollers when it is worn, damage, or misfeeding continues to occur after cleaning.

1. Pull the Cover Tab to open the ADF cover.
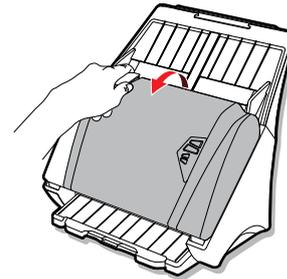
2. Press the tabs on each side of the Separation Pad and pull to remove it.
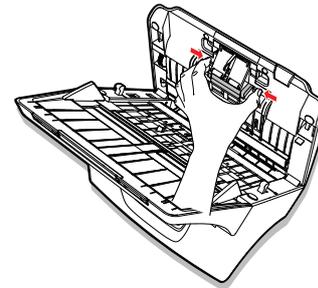
3. Press the tabs on each side of the Separation Roller Cover to open.
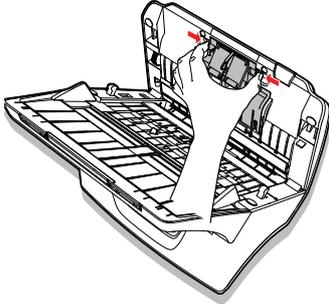
4. Hold the right end of the Separation Roller with your fingers and pull it out from the slot.

5. Insert and guide the left end of new Separation Roller in its hole, then push the right end down into the U-shaped holder.
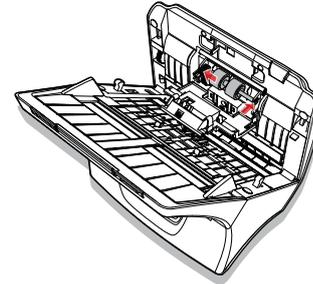
6. Lift the Separation Roller Cover up and snap it into place, and then close the ADF cover.
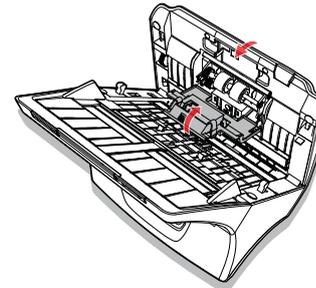
7. Click ⓘ (information) from iDocScan Touch main menu, then click **Reset** next to the counter of Separation Roller Count to set the counter back to 0.

MAINTENANCE

Replacing Feed Rollers

Replace the Separation Rollers when it is worn, damage, or misfeeding continues to occur after cleaning.

1. Pull the Cover Tab to open the ADF cover.
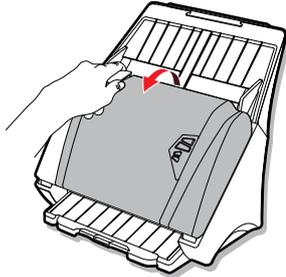
2. Slide the Paper Guides all the way to the side. Open the feed path cover from the notch with your finger.
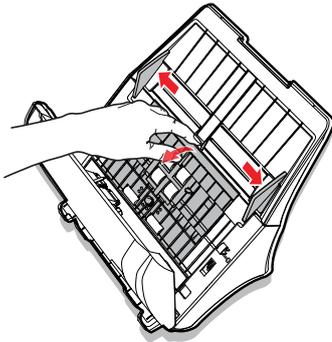
3. Rotate the lock tab down on the roller to unlock it.
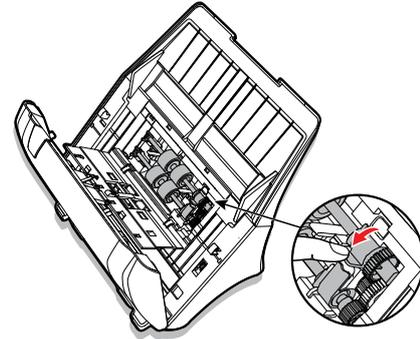
4. Grab the end of the Feed Rollers with your fingers and pull it out from the holder.
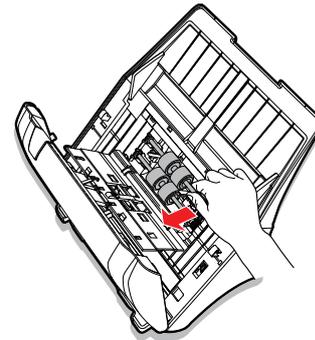
5. Insert the left end of new Feed Rollers into its hole. Angle the Roller into the scanner, and align the lock tab with the slot in the Automatic Document Feeder. Then, Rotate the tab to lock it.
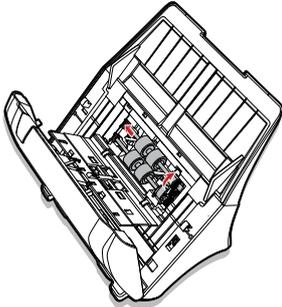
6. Snap the feed guide cover back into place, and then close the ADF cover.
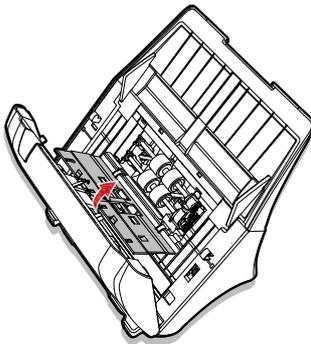
7. Click ⓘ (information) from iDocScan Touch main menu, then click **Reset** next to the counter of Feed Rollers Count to set the counter back to 0.

Clearing Paper Jams

If a paper jam occurs, a mechanical noise will produce and an error message will appear. Carefully remove the jammed paper as following.

1. Lift open the ADF cover.
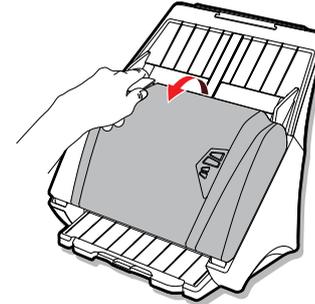
2. Remove unscanned documents and the jammed document from the scanner.

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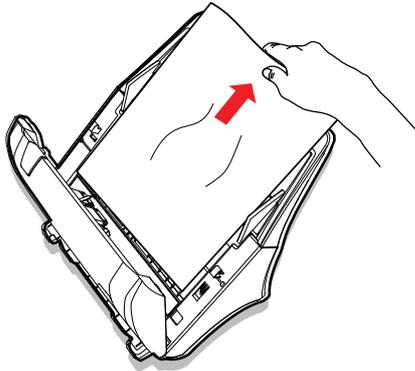
3. Close the ADF cover back in place.

NOTE:

- When your scanner stops scanning due to a paper jam in the Automatic Document Feeder, a warning dialog box opens asking if you want to continue scanning. Place the unscanned pages back in the Input Tray, then click **Yes** to continue scanning. Click **No** to stop scanning and save the pages already scanned.
- To reduce the paper jams, See "Paper Handling" on p.11.
- It is necessary to clean your scanner when you encounter paper jams more frequently.

Problems	Solutions
My computer can't detect the scanner or the scanner doesn't start scanning.	• Check the power supply and cable are connected correctly. • Be sure to restart your computer after the scanner driver is installed. • Check if the power of the scanner is turned on .
Feeding errors and document jams occur in the Automatic Document Feeder.	• Refer to the "Clearing Paper Jams" section for removing the jammed paper, and also read the "Tips for Preventing Document Jams". • Be sure the ADF cover is closed properly. • Refer to the "Cleaning the Scanner Parts" section for cleaning the scanner. • Check If the consumable items appears worn, refer to the "Replacing Consumable Items" section.
Poor scan quality.	• Inspect your originals if they are distorted or damaged. • Refer to the "Cleaning the Scanner" section to clean the scanner parts. • Verify the scan quality in the software setting and increase the resolution.
White or blank page(s) found.	• Make sure you have placed the documents correctly in the scanner as the Scan Source setting. • Make sure the paper is facing the correct direction.
Vertical lines or stains appear on scanned images.	• Scan a blank page to verify if the lines or stains continue to appear, clean the scanner. • Refer to the "Cleaning the Scanner" section to clean the scanner parts. • Refer to the "Calibrating the Scanner" section to calibrate your scanner.
Scanned images appear skewed, incomplete or cropped.	• Use the Paper Guides to keep paper straight when feeding. • Do not exceed the Input Tray capacity. • Check the rollers condition if the maintenance is required.
Why the scanner tells no paper detected when paper has been fed.	• Place paper into the Input Tray until the front edge of the paper touches the paper feed roller and it grips the paper.

TROUBLESHOOTING

Problems	Solutions
Scanning speed is slow.	• Adjust the scanner software to reduce the resolution and decrease the file size. Lower quality settings generally results in faster scanning speeds. • The BMP format requires a longer time for scanning than other formats.
In Long Sheet mode, why it can't set a resolution higher than 300 dpi?	• Performing Long Sheet scanning can consumes great deal of system memory, the scanner is only available with the resolution set to 300 dpi or smaller to provide the best scanning performance.
Text created by the OCR software is incorrect.	• Select a resolution of minimum 300 dpi in the software settings. The OCR software may not always convert all text correctly. Please check the document for any errors that the OCR may have missed. • The OCR recognition result is generally more accurate with the text-based digital images. Images with mixed content (text, images, and graphics all in the one page) may result less accurate. • Set the scanner color settings to "B&W" if the text is black against a white background. • Check if the quality of the original document is poor through the OCR recognition process.
Scanned images cannot be sent as email attachments.	• Be sure that you have a default email client installed and configured, in order to use the Email function in the iDocScan Touch application. • Ensure the scanned images do not exceed email size limitations
The OCR and BCR function in the iDocScan Touch program cannot be used.	• Be sure that AABBYY FineReader and AABBYY Business Card Reader in the Installation disk is installed in your computer before using the OCR and BCR function.
Message "Insufficient disk space..." appears.	• Scanning multi-page documents can consume a large amount of disk space over time, scanning may stop because of insufficient disk space. Please clear the destination location from time to time.

TROUBLESHOOTING

Problems	Solutions
Memory becomes insufficient and scanning stops.	• When scanning conditions that consume a large amount of the computer's memory, scanning may stop due to insufficient memory. Exit the application and change the scanning conditions, such as reduce scanning resolution. • Make sure your computer meets the memory and other system requirements as specified.
False multi-feed occurs.	• Although working properly, the ultrasonic detection sensor may report a false multifeed when certain paper or a sticky note attached to document is scanned. In such cases, the Ultrasonic Multi-Feed Detection must be disabled to allow scanning of this type of document.
Multi-page TIFF cannot be created.	• Scanning a large document to multi-page TIFF file may cause the scanner to stop working due to insufficient memory of computer. Alternatively you can save as multi-page PDF using the scanner's PDF button. • Saving multi-page TIFF images will create very large files, make sure you have enough hard disk space to save the multi-page TIFF images. • Do not attempt to create a multi-page TIFF file that exceed the 2GB limit. If the file size exceeds 2GB, no multi-page TIFF will be created.

SPECIFICATIONS

Model	P100	P70	P45
Type	Duplex ADF (automatic document feeder) sheetfed scanner		
Max. Scan Speed (A4, 200 dpi) [*2]	100 ppm / 200 ipm (Gray/B&W) 55 ppm / 110 ipm (Color)	70 ppm / 140 ipm (Gray/B&W) 45 ppm / 90 ipm (Color)	45 ppm / 90 ipm (Gray/B&W) 35 ppm / 70 ipm (Color)
Scanning Size			
Plain Paper			
Size	Max. 8.5" x 14" (216 x 356 mm) Min. 2" x 3" (50.8 x 76.2 mm) Long Document Mode: up to 118" (3,000 mm) at 300 dpi		
Weight / Thickness	28 ~ 312 g/m^2 (7 ~ 87 lbs); 0.04 ~ 0.38 mm (0.0015" ~ 0.0149")		
Capacity	Max. 120 sheets (A4/ Letter, 70 g/m^2 or 18 lbs) with thickness under 0.38 mm (0.0149")		
Business Card			
Size	Max. 50.8 x 55 mm (2" x 2.1")		
Weight / Thickness	Max. 380 g/m^2 (0.45 mm)		
Capacity	Max. 30 cards (thickness under 0.45 mm/sheet)		
Plastic Card			
Size	53.9mm x 85.5mm (2.12" x 3.37")		
Thickness	up to 1.25mm (0.05")		
Capacity	Only one card can be scanned at one time with vertical feeding, including embossed and non-embossed cards.		
Image Sensor	Contact Image Sensor (CIS) * 2		

SPECIFICATIONS

Model	P100	P70	P45
Multi-feed Detection	Ultrasonic sensor and paper length detection		
Document Feeding	ADF (Automatic Document Feeder)		
Light Source	LED (R,G,B)		
Scanning Side	Duplex and Simplex		
Optical Resolution	600 dpi		
Input Tray Width	9.5" (242 mm)		
Interface	Hi-Speed USB 2.0		
File Format Output	JPEG(*.jpg), BMP (*.bmp), TIFF(*.tif), Multi-TIFF(*.tif), PDF (*.pdf), PDF/A (*.pdf)		
Compatibility	TWAIN and WIA Compliant (for WindowsWindows XP (SP3) / Vista / 7 / 8 / 8.1)		
Dimension	W 323 x D 240 x H 270 (mm)		
Weight	Approx. 4.5 kgs (9.9 lbs)		
Power Supply	24V/1.5 A (Input : 100V ~ 240V, 50/60Hz)		
Power Consumption	< 30W (in operation) <25W (in standby) <5.3W (in power saving)		
Operation Temperature and Humidity	10 °C - 35 °C (50 °F - 95 °F) 10% to 85%		

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