SCANSTIK
SK600
SERIES
MOBILE SCANNER

ScanStik Scanner

PLANON SYSTEM SOLUTIONS INC.

Contents

Introduction

Thank you for purchasing our ScanStik portable scanner. The ScanStik functions as a quick and simple tool that can be taken anywhere to swipe over a smooth flat surface to capture black and white as well as color images.

Charging

We recommend that you fully charge your ScanStik before the first use. You can charge the ScanStik by simply plugging it into any powered USB port. It takes about 60 minutes to fully charge the DocuPen.

Scanning

This Manual provides instructions for scanning documents with the ScanStik and downloading the scanned images to your PC.

Please read these instructions carefully to obtain optimum performance and longer service life from the unit. Retain this manual for future reference.

Support

In case you have any questions, need further information or experience any kind of difficulties during installation or operation don't hesitate to contact our Customer Support at:

support@planon.com

Customer Service: 1-905-507-3926

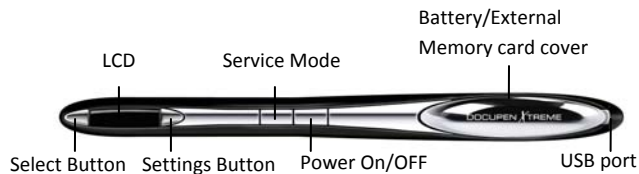Technical Support: 1-877-docupen or 1-905-507-3926

For International callers: 1888 507 3926

Package Contents

The following components are included in your ScanStik product package:

1. The ScanStik unit

2. USB cable for communication with PC(Mac) & recharging the DocuPen

3. Installation CD containing USB driver, PaperPort Software

4. Quick Start Guide

5. Leather case (Executive Leather Case**)

LCD   Service Mode   Battery/External Memory card cover

Select Button   Settings Button   Power On/OFF   USB port

The ScanStik scanner has two control buttons in the middle and two control buttons on each side of the LCD screen. On the left hand side of the ScanStik scanner you can see the LCD screen which displays the color mode, scan resolution, battery status, and memory status. On the right you see the Battery and External memory card cover and the USB port. By pressing the middle control buttons you will be able to power on/off ScanStik scanner. By pressing the buttons on each side of the LCD screen you will be able to select the desired color mode, scan resolution, specific scanned image, technical information, time and date.

Power Button

Press the **Power ON/OFF button** once to turn the ScanStik scanner on. The ScanStik scanner will turn itself on in default or last used configuration. The corresponding settings will be displayed on the LCD screen. For details on the various configurations please go to section Scan Settings. Press the **Power ON/OFF button** again to turn off the ScanStik scanner.

Service Mode Button

Press the **service mode button** once to turn on service mode

Once the ScanStik is powered on, press the **Settings button** once to go into the setting mode. In this mode you will be able to set the following options; color mode, scan resolution, "B&W TIF" mode allows you to scan images in black and white. Color Mode Allows you to scan images in 24 –bit color. "

Select Button

Once the Setting button has been pressed, to select the desired settings you must press the **Select button.** Once you press the **Select button** your setting will be chosen and displayed in the LCD screen. NOTE: the LCD screen will only display Color mode, Scan resolution, Battery Status, and Memory Status. All other settings can only be viewed once you have pressed the Settings button.

Software Installation Optional

ScanStik Driver Platform Requirements: Before you install wide USB driver, make sure that your computer meets the following minimum system requirements:

Microsoft Windows 2000/XP/Vista/windows 7
CD

Upon insertion of the CD the ScanStik Installer control window will appear. (See above). By clicking on the corresponding button you will install, the USB driver, (recommended) and the PaperPort software.

ScanSoft's PaperPort is one of the leading Document Management Software packages and works seamlessly with our DocuPen. Although you can use any Twain compatible graphics software we recommend PaperPort due to its document editing capabilities.

Software Installation (USB Driver Installation)

We recommend that you close all the Windows programs and disable all virus protection software temporarily during the USB driver & PaperPort installation

1. Insert the ScanStik CD-ROM into your CD-drive.
2. ScanStik Install window will appear in a few moments.
3. In the ScanStik Install window please click on the button USB Driver.
4. In the Welcome window click the Next button.

5. The following USB driver window will appear, click the Next button.

6. The following WIdeUSB Welcome window will appear. Click the Next button.

7. The USB driver will start to search for previously installed WideUSB driver. If you have already the WideUSB driver on your PC, follow the uninstall instructions, and then restart the USB driver installation.
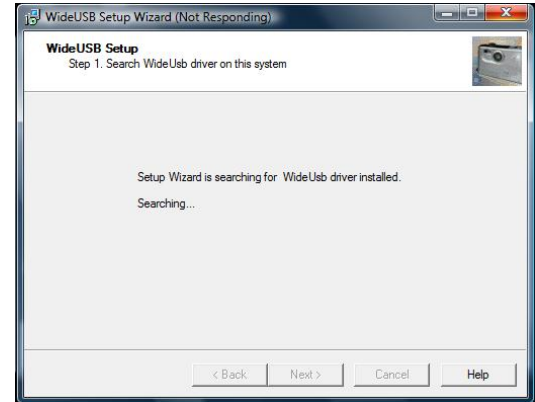
8. After the search is complete, click the next button.

9. The USB driver will start installing. You will be prompted to click the Finish button to complete the USB driver installation.

Software Installation (PaperPort Installation)

From the ScanStik Install window select PaperPort and simply follow the onscreen instructions.

1. In the Welcome window select your language and click this button.

2. In the following window please click on the Start Installation button.
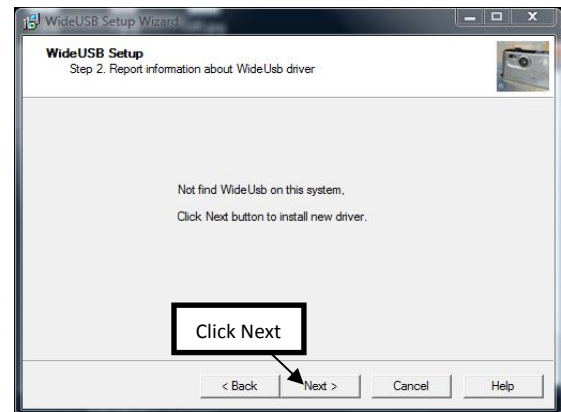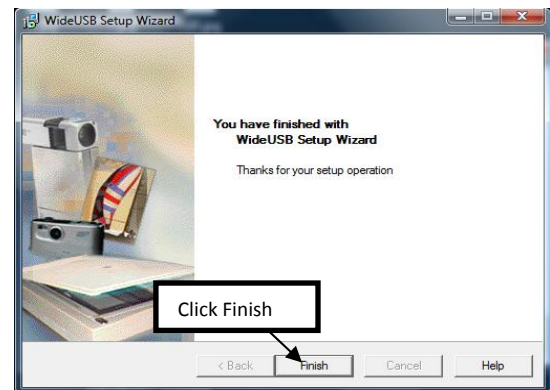

Click Start Installation

3. In the following window click the Next button.

Click Next
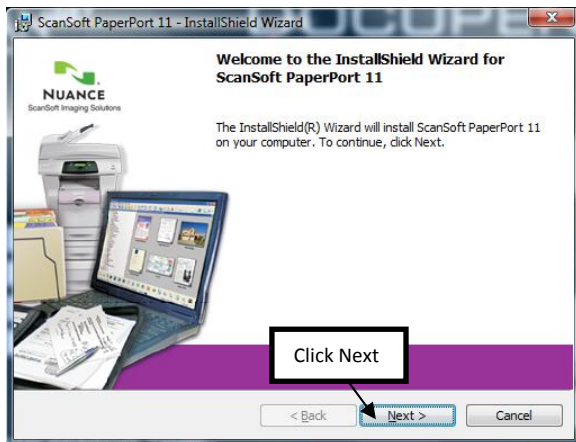
4. In the following window, accept the License agreement and click the Next button.

Select Accept

Click Next

I accept the terms in the license agreement
I do not accept the terms in the license agreement
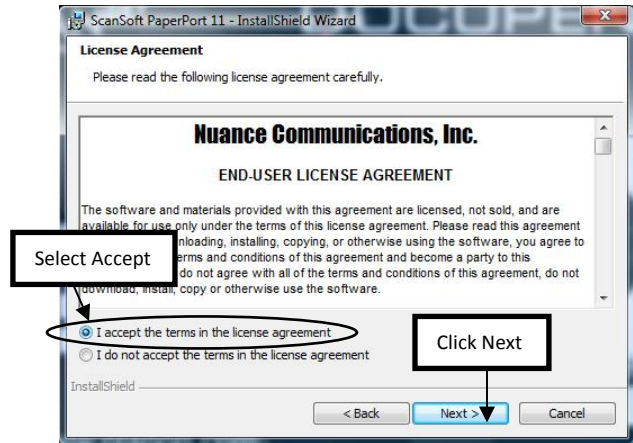
5. In the following window, fill in your information. And then click the Next button.

Fill in your information

Click Next
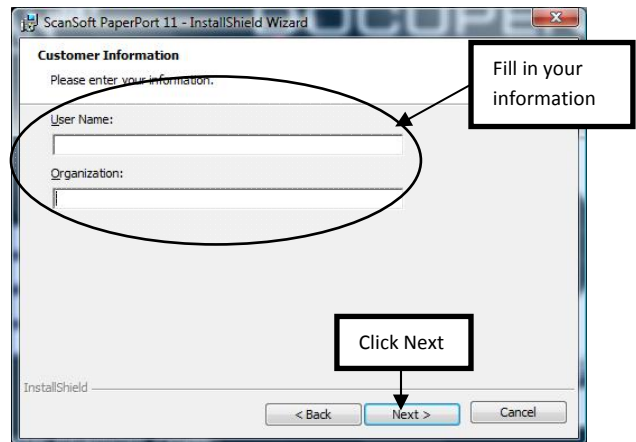
6. In the following window, select Complete Set up, and then click the Next button.
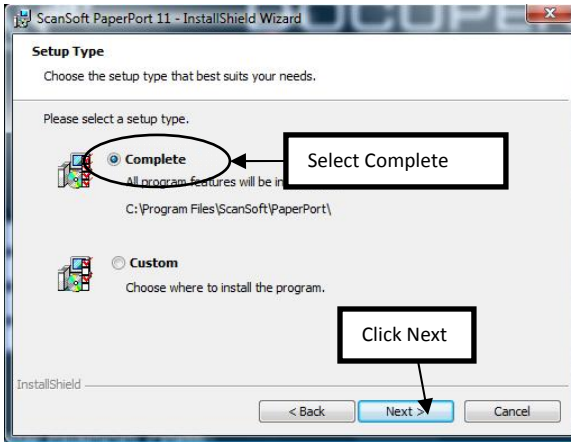
7. I n the following window, click the install button.
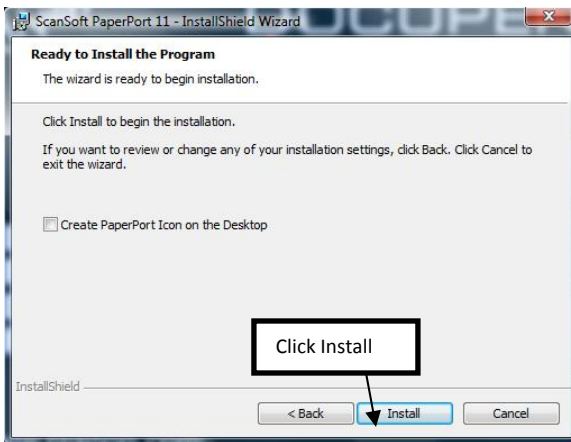
8. In the following window, you will see the installation progress.
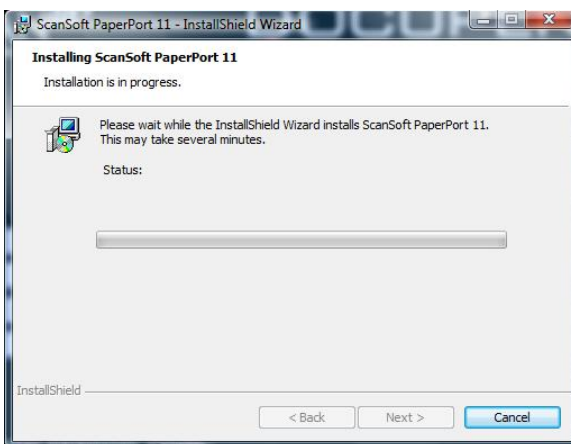
9. The following window will display that the installation is complete, click the Finish button.
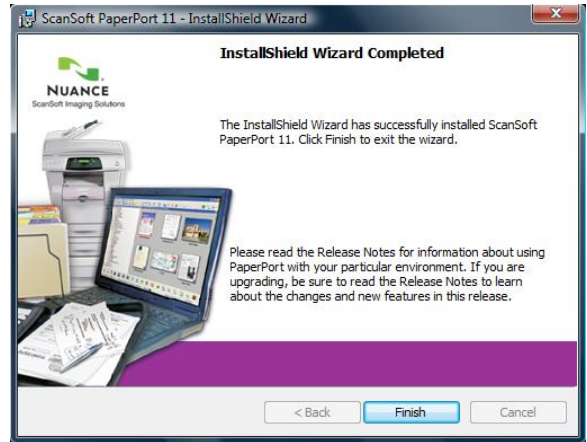
10. The Registration window will pop up – this is optional.

Note: Depending on your Operation System a Restart might be required

Software Installation (DocuDesk is for Calibration Only)

From the DocuDesk Install window ,simply follow the onscreen instructions.

1. In the Welcome window, click the Next button.
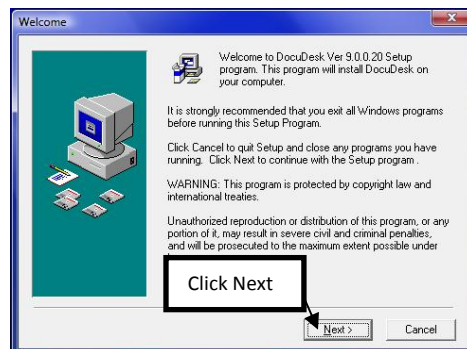
2. The following window will prompt you to click the Next button to start the installation.

Click Next
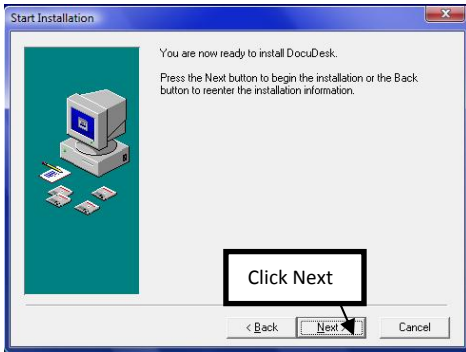
3. After the installation is complete the following window will appear, click the Finish button to close the window.

Click Finish
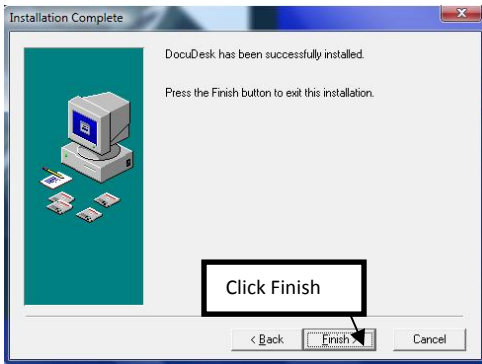
Congratulations! The Driver and Software installation in now complete! Now you are ready to use your DocuPen!

Note: Depending on your Operation System a Restart might be required

Drag N Drop scanned Images to PaperPort

1. Start the PaperPort software

2. On your very first start you will see the How to Guide prompt window. Feel free to explore the detailed How to instructions within this guide.

3. In the command bar within the PaperPort click the folder button, and locate and click on the folder you created.

Folder Button

Create a ScanStik Folder in my documents
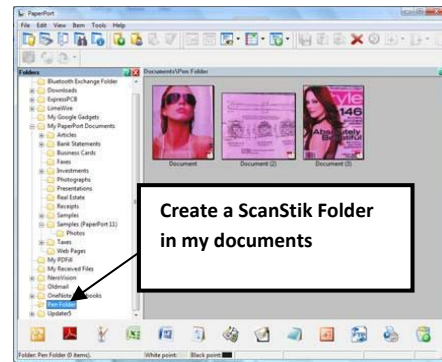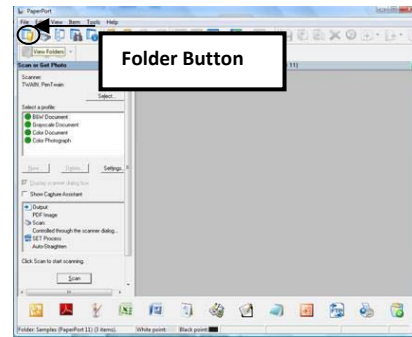
4. In the desktop area you can select an image from the USB mass storage and drag and drop the image into paperport. Automatically listed at the bottom status bar of the PaperPort window. Ayou can run the OCR function by simply selecting the image and clicking on the Word icon (in the bottom Status Bar).

Bottom Status Bar
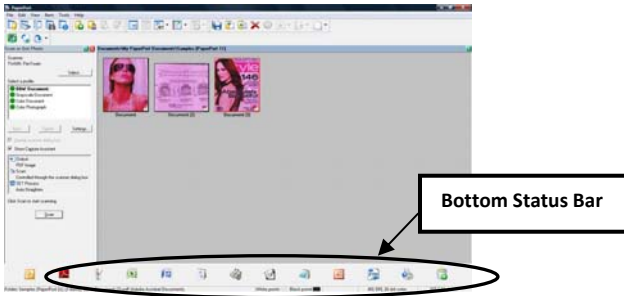
For further details on using PaperPort Software please look at the getting started guide which may be found in the PaperPort folder under Program Files in your computer.

Scan Settings

Service Mode

Select button

Settings button

Power ON/OFF

The ScanStik has four control buttons.

NOTE: Make sure the ScanStik scanner is not connected with USB cable to your computer when scanning or changing scan settings. Only make this connection to transfer files or format the external MicroSD card.

By pushing the **Power ON/OFF** button you can:

1. Turn the scanner **ON**. The LCD will turn on indicating the current settings on the scanner.

2. Turn the scanner **OFF**- The ScanStik is designed to turn **OFF** automatically. You can also turn it **OFF** manually by pushing and holding the button for 5 seconds.

You have to start the scanning operation within a few seconds after turning on the ScanStik **ON**. If there is no manipulation, i.e. no movement or no setting-up of the Scan mode, the scanner will turn itself **OFF**. You will need to turn it ON again.

By pushing the **Settings** button you can:

1. Scroll through the desired **setting** which you would like to change. These **settings** are: **Mode, Resolution [DPI], Select Scan, Technical Info and Exit.**

By pushing the **Select** button you can:

1. **Select** the desired setting which you would like to change.

Scan Settings (continued...)

Settings Explained:

Mode: Represents the **mode** which you would like to scan your image with. These **modes** are:

Mode: B&W TIF

By selecting this mode, you will be able to scan your image in black and white. Also the image will be saved in you ScanStik scanner in the *.TIF format. It is recommended that you choose this mode when you are scanning an image that contains only black and white colors. By doing so, you can optimize the memory space on your ScanStik scanner.

.

Mode: COLOR

By selecting this mode you will be able to scan the image in color. This will take up the most space on your memory card in your ScanStik scanner.

Resolution [DPI]: Represents the **resolution [DPI - dots per inch]** which you would like to scan your

image with. There can be 3 **resolution [DPI]** settings chosen.150, 300,600 DPI

150 DPI: 150 dots per inch, this is the lowest quality of sharpness at which the image can be scanned.

300 DPI: 300 dots per inch, this is a very good quality of sharpness at which the image can be scanned.

Technical Info: This represents the technical information of your ScanStik scanner. You can find out the serial number of the device and the firmware it has been programmed with.

ScanStik Scan modes – Profile Configurator

Open Profile Dialog…
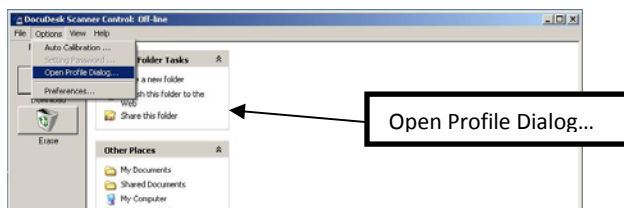
The Profile Configurator does not apply to the ScanStik . However you can configure directly from the ScanStik scanner.

ScanStik Color Calibration procedure

In order to perform Color Calibration you need the Calibration sheet. You will find the Calibration sheet in the ScanStik box.

Before starting the calibration procedure please make sure that you have downloaded our latest ScanStik drivers. You can download the drivers from the installation CD or f[...] the following link:

Make sure scanner is [...]

http://www.planon.com/support/drivers

The ScanStik is factory calibrated and there should be no need to re-calibrate. We advise you to recalibrate only if you experience poor scan quality, e.g. scanned image appears in white or black.

IMPORTANT: First push the service mode button then Connect the ScanStik scanner to your computer using the USB cable

1. Start the DocuDesk software

2. The DocuDesk window will appear. Click options, and select the auto calibration option.
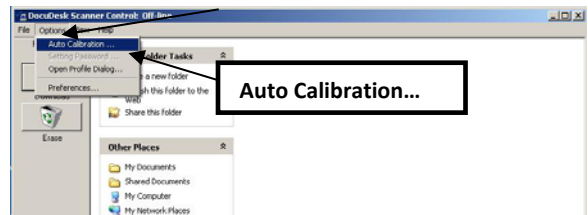
Auto Calibration…

3. In the Calibration Setup window that appears please select Calibrate Color from the drop down menu and click OK.

4. You will be prompted to turn the ScanStik scanner ON. Say OK

Erasing

Pen Connected on USB
Formating...
Erasing pen memory ...

Cancel

Page count: 1   Mem free: 3.16 MB

5. After the memory has been formatted, the Calibration scanning dialog window will appear. Please disconnect the ScanStik from the USB cable and position it on top of the color Calibration sheet and scan top down

Calibration scanning

Please, now scan the calibration paper.

OK

Select the proper color mode and resolution for this calibration paper. You may consult the user manual for more details.

Cancel

When finished and ready to download the calibration press Ok.

Wait for color calibration sheet to be saved, re-connect the USB connection and turn the power ON, then click OK.

6. Now push service mode and connect the scanner to computer , then click ok on the calibration scanning window

7. The Calibration result dialog window will appear. You should see the calibration values to the left and a Green OK sign to the right.

Calibration result

Vertical resolution precision:
Calibration Entry:
19
19
19
19
19
19
19
18

Accuracy:
Lines: 151, 100%

Tolerance
Between 96 and 104 %.
If above or lower value, image may look distored, you should consider recalibrating.

Maintenance
Color result when applicable :
Draft/Normal
OK

Click Upload Values to pen

Roll size:
151 R   ☑ Apply auto compensation

Edit SCR list...   Upload Values to pen...
Redo...   Cancel

8. Finally click Upload Values to pen button in the Calibration result dialog window to send the calibration result to the ScanStik scanner. You will be prompted to turn the ScanStik ON. Disconnect the scan and push service mode button and reconnect and click upload values.

You have successfully recalibrated your ScanStik scanner!

ScanStik Roller Calibration procedure

In order to perform Roller Calibration you need the Calibration sheet. You will find the Roller sheet in the ScanStik box.
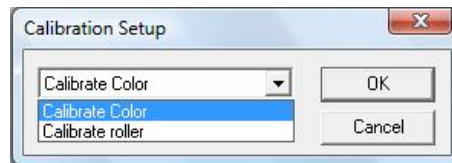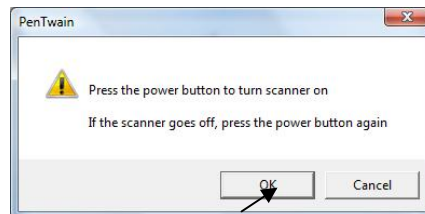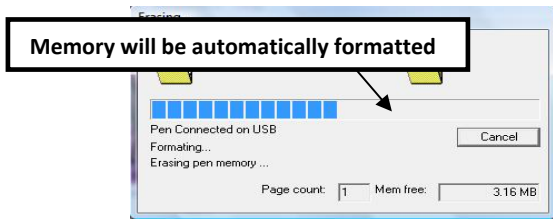
The ScanStik is factory calibrated and there should be no need to re-calibrate. We advise you to recalibrate only if you experience poor scan quality, e.g. scanned image appears in white or black.

As a rule, color calibration must be performed before roller calibration.

1. Make sure scanner is on and in service mode Connect the ScanStik scanner to your computer using the USB cable.

2. Start the DocuDesk application

3. The DocuDesk window will appear. Click options, and select the auto calibration option.

DocuDesk Scanner Control: Off-line
File Options View Help
Auto Calibration ...
Setting Password ...   Folder Tasks
Open Profile Dialog...   a new folder
Preferences...   h this folder to the
Web
Share this folder
Erase
Other Places
My Documents
Shared Documents
My Computer
My Network Places

Auto Calibration…

4. In the Calibration Setup window that appears please select Calibrate Roller from the drop down menu and click OK.

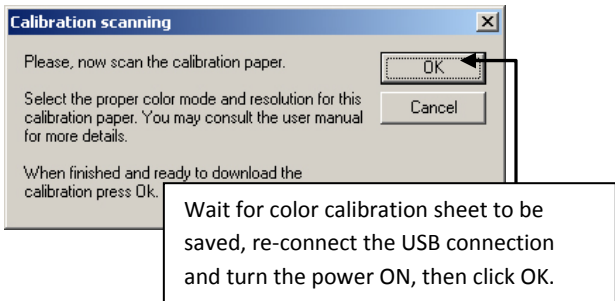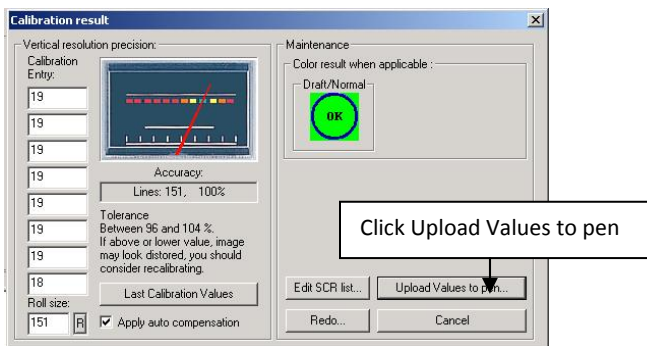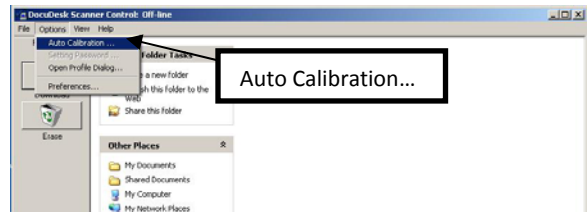**Calibration Setup**

Calibrate Color   ▼   OK

Calibrate Color
Calibrate roller   Cancel
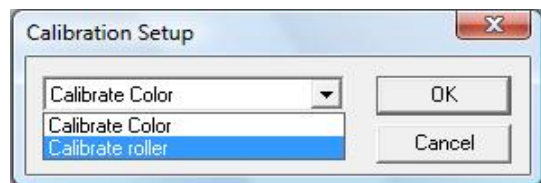
5. You will be prompted to turn the ScanStik scanner ON. Press the Power ON button and then click OK in the Dialog window.

Memory will be automatically formatted

6. After the memory has been formatted, the Calibration scanning dialog window will appear. Please disconnect the ScanStik from the USB cable and position it on top of the roller Calibration sheet and scan top down
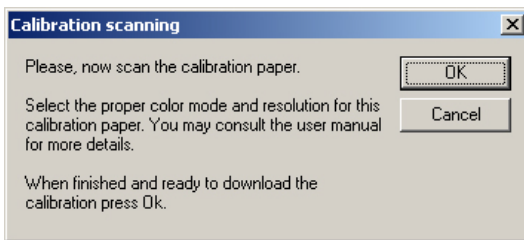
7.

8. Now push service mode and connect the scanner to the computer , then click ok on the calibration scanning window

Click Upload Values to pen

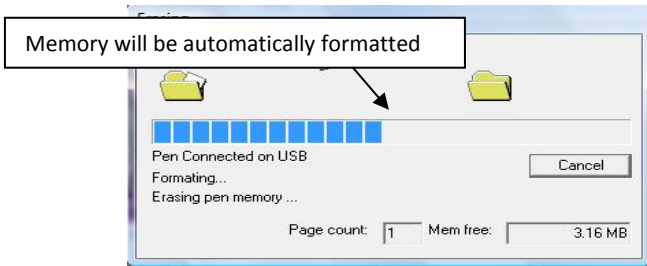9. Finally click Upload Values to pen button in the Calibration result dialog window to send the calibration result to the ScanStik scanner. You will be prompted to turn the ScanStik ON. Disconnect the ScanStik and select service mode and reconnect and click ok, this will store the new values.

9. scanner and click OK in the dialog window – this will store the new values.

You have successfully recalibrated your ScanStik scanner!

Points to Remember Before You Scan

What you scan is what you get. The ScanStik is sensitive to changes in direction and scan speed and records every movement you make. The more uniform your scan swipe, the better your scanned image results. This may take a little practice at first. If you are scanning too quickly or abruptly changing acceleration a message will show on the LCD screen reminding you to reduce your scanning speed. To obtain the best scan results note the following:
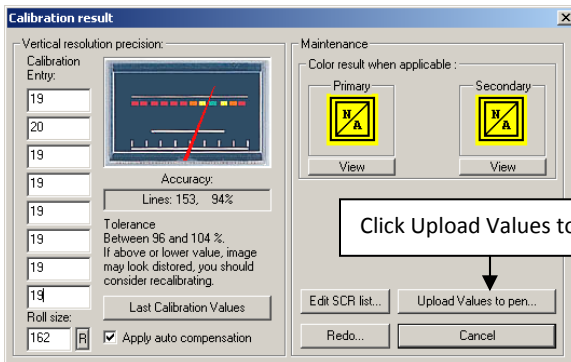

Hold document while scanning

Keep ScanStik flat while scanning

Do not tilt while scanning

The document you can must be well supported on a smooth flat surface. It is recommended that you hold the top of the document with one hand while you scan with the other. Place the ScanStik just above the area you want to scan, with the LCD on the left side of the document to be scanned. Press the Power ON button, select he desired color and resolution settings and slowly glide the ScanStik scanner down across the area you want to scan. The unit begins scanning as soon as you start moving the pen. When you stop moving, the scan light (at the bottom of the pen) shuts off and the ScanStik scanner saves the data. You must wait momentarily till the data is stored in memory. The ScanStik will will stay on the next scan as needed.

Detach the USB cable while scanning. It could hinder your gliding motion by pulling on one side of the ScanStik scanner.

Remove staples or clips as they will impede the gliding movement and the resulted scan will be distorted.

Apply even pressure, in the center of the scanner to allow the rollers to rotate smoothly.

Press the Power ON button, select he desired color and resolution settings and slowly glide the ScanStik scanner down across the area you want to scan. The unit begins scanning as soon as you start moving the pen. When you

stop moving, the scan light (at the bottom of the pen) shuts off and the ScanStik scanner saves the data. You must wait momentarily till the data is stored in memory. The ScanStik will then automatically shut off.

On External memory card

ScanStik scanner is equipped with 64MB on-board Flash-memory and a slot for external MicroSD memory card which gives you up to 32GB capacity.

The MicroSD memory card slot is located on the right-hand side of the ScanStik scanner under the removable cover.

To remove the cover you have to place your index finger on the right side of the cover (just above the USB port) and gently lift up.

Closed Cover

The cover detaches and you see the MicroSD memory slot covered by the cradle.

You will see the compartment for the memory card.

Open Cover/External memory slot

Place the MicroSD card in the slot, sliding it to the right. Close the ScanStik scanner.

Open Cover/External memory

The formatting of the memory is accomplished by going into "My Computer", and you will see the ScanStik ScanStik as a Removable Disk. Right click on the Removable disk drive and select format, choose FAT or

FAT16 under File System. This will format your MicroSD card and allow you to use as a mass storage device.

Mac OSX Installation

Please note that you must have a MicroSD card (maximum size 32GB) installed into the ScanStik scanner.

Use the USB cable to connect the pen to your MAC computer.

Turn on the pen, and on your MAC desktop you will see an additional drive (the ScanStik scanner is seen as a mass storage device). All scans will be displayed in the drive.

*Please note that the PaperPort software is not MAC compatible software.

Appendix

A. ScanStik scanner

Size – 8.9 X 0.5"X0.5" (227X13X13mm)

Weight -2 oz, 57 grams

Resolution – 150-300-600 dpi

Scan mode –, B/W[1bit], Color[24bit]

Scan Speed – -5 seconds Letter-size page (depending on resolution and color)

Memory –external MicroSD (sold separately) – up to 32GB supported The number of pages varies depending on text, graphics, and scanning resolution.

USB -1.0 or 2.0

Battery – Lithium Ion Rechargeable

Battery Charge – Full Battery Charge 60 minutes

Software interface – USB Mass Storage

Scanning method – Contact image sensor

Included Accessories – USB cable, Leather Case, CD – Installation and Manuals, Quickstart Guides

SOFTWARE SUPPORT

Windows 2000/ME/XP/Vista/Windows 7/Mac OSX

B. Proper Handling and Safe Use

Avoid bending or dropping the DocuPen unit.

Do not scan over sharp objects such as staples, or paper clips

Do not store the unit in high, or very low temperatures, or humid or dusty places.

Do not place or drag the scanner lens down on a hard abrasive surface.

If you drop the unit in water or get water inside it, contact your Planon Systems Solutions Inc. representative.

To help keep the scanning area clean, store the unit in the leather pouch when not in use.

After storing for extended periods of time it is recommended to plug the unit in to a USB source to recharge the battery for optimum performance.

If the unit becomes dirty, it can be wiped with a soft damp cloth or alcohol swab.

If unit is left in extreme cold or hot conditions, allow to adjust to normal room temperatures before proceeding to scan.

Avoid any abrasive or harsh chemicals.

Do not leave this device within the reach of children.

C. Technical Support

Planon Systems Solutions Inc.
1-877-DOCUPEN (1-877-362-8736)
support@planon.com
For international customer support: 1 888 507 3926