English

Avision

Sheet-Fed Duplex Scanner

Guick Guide

Regulatory model: FT-1109H

Avision Inc.

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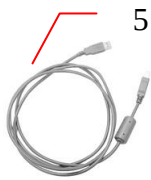
1. Introduction

Congratulations on your purchase of the color sheet-fed image scanner. With this scanner, you can scan documents from the auto document feeder increase your productivity.

Before you install and operate the new scanner, please take a few minutes to read through this manual. It provides proper instructions for you to unpack, install, operate and maintain the scanner.

The following figure indicates the package contents. Please check all the items against your checklist. If you do not receive all the items, please contact your authorized local dealer immediately.



1. **Scanner Main Unit**
2. **ADF Paper Tray**
3. **ADF Output Paper Tray**
4. **Software CD & Quick Guide**
5. **USB Cable**
6. **Power Adapter & Power Cord**

Note:

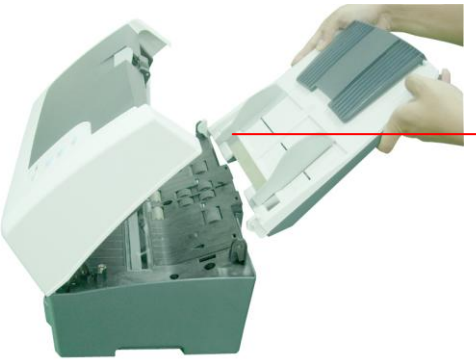
1. Only use the AC adapter included in the machine. Using other AC adapters may damage the machine and void the warranty.
2. The suitable power supply cord will be provided and evaluated when national approval.
3. Please unpack the packing carefully, and check the contents against the checklist. If any items are missing or damaged, please contact your dealer immediately.

2. Scanner Installation

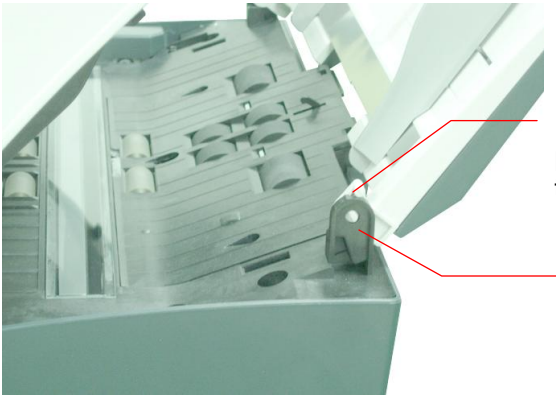
2.1 Installing the Input Paper Tray

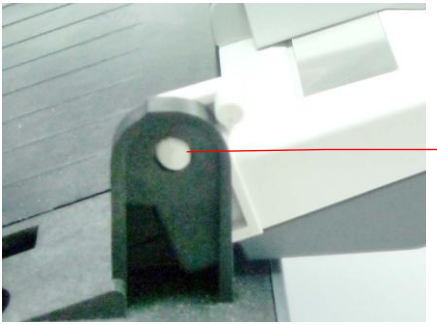
1. Pull the ADF Release button to open the front cover.

2. Insert the pin with a inclined plane on the right side of the Input Paper Tray to the hole on the rear of the scanner as illustrated.



3. Use your left thumb to press the place near the pin with a inclined plane of the other side of the Input Paper Tray and then insert the pin to the hole of the scanner as illustrated.





2.2 Installing the Output Paper Tray

1. Insert the smaller pin of the left side of the Output Paper Tray to the hole on the front of scanner as illustrated.

2. Use your thumb to press the place near the pin of the other side of the Output Paper Tray and then insert the smaller pin to the hole on the scanner as illustrated.

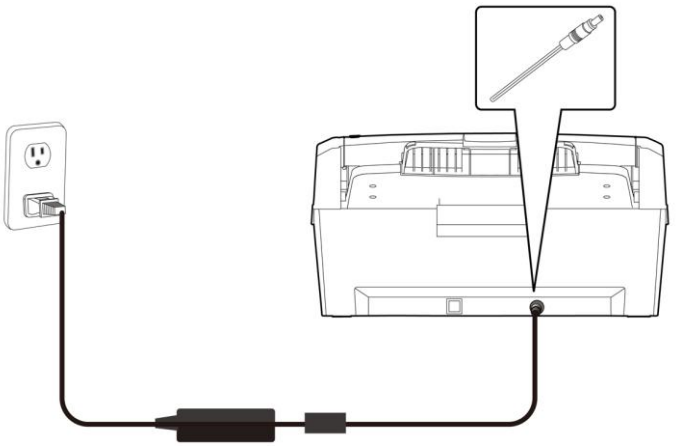
2.3 Installing the Scanner Driver and Cables

NOTE:

1). The Windows system CD may be required when installing on some PC's.
2). To ensure your computer can identify the USB scanner, please install scanner driver first before connecting the scanner to your computer.
3). The scanner driver contains TWAIN, ISIS and WIA driver. If you are running Windows Me, Windows XP, or Windows Vista, after the installation of scanner driver is completed, this scanner allows you to scan via a TWAIN, ISIS, or a WIA interface. Start your TWAIN-compliant image editing software application to select a TWAIN or WIA user interface or your ISIS software to select an ISIS user interface. You may also launch Microsoft's Scanner and Camera Wizard to scan via a WIA user interface.

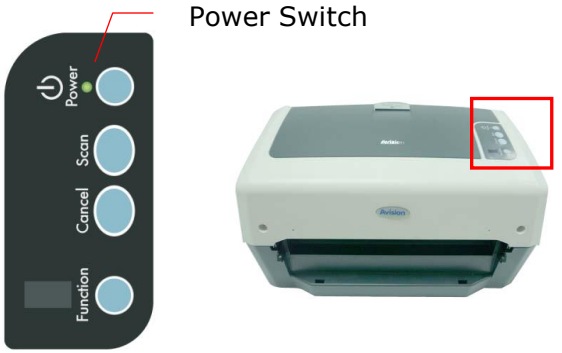
2.3.1 Connecting to Power

Plug the small end of the power adaptor into the power jack of your scanner. Insert the other end to an appropriate power outlet.



2.3.2 Turning on the Scanner

1. Press the Power Switch button on the front panel, the Power LED will flash. When it is finished and ready to scan, the LED indicator will stop flashing and become steadily on. To turn off the scanner, press the Power Switch button for about 3 seconds, the Power LED will be off.



2.3.3 Installing the Scanner Driver

1. Place the supplied CD-ROM onto your CD-ROM drive.
2. The software installation graphic appears. If not, run **"setup.exe"**.

Contents on the installation graphic:

- **Install Button Manager V2**: To use the buttons on the scanner, you need to install Button Manager V2. To ensure Button Manager V2 works properly, please FIRST install Button Manager V2 before installing the scanner driver.

- **Install Scanner Driver:** To communicate with your scanner, you need to install the scanner driver. After installing the Button Manager V2 software, click **Install Scanner Driver** to install the scanner driver on your computer.

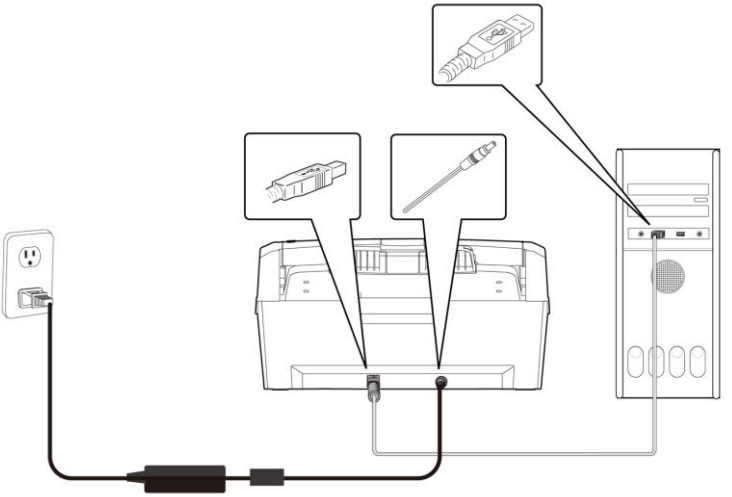
- **Install Adobe Reader:** To view the user's manuals for the scanner and Button Manager V2, you need to use Adobe Reader to open and view the manuals in pdf file format. If you already have Adobe Reader installed on your computer, you may disregard this item.

- **View Manual:** Click **"View Manual"** to view or print the detailed user manual for the scanner and Button Manager V2 respectively.

3. Click **Install Button Manager V2** to install the Button Manager V2 software and then click **Install Scanner Driver** to install the scanner driver on your computer.

2.3.4 Connecting to Computer

1. Connect the **square end** of the USB cable to the USB port of your scanner. Connect the **rectangle end** to the USB port of your computer.



2. The computer should detect a new USB device and prompt a **"New Hardware Found"** message.
3. In Windows XP, click the **Next** button to continue. When the XP certification screen appears, click **Continue Anyway** to complete the installation.

   At this moment, the **"Found New Hardware"** wizard will display again. Follow the same steps to complete the installation.

Important!
Please note for this model. Your computer will identify two USB devices. You have to install **"Found New Hardware "** wizard twice to complete the installation.

4. When the **Finish** dialog is prompted, click the **Finish** button.
5. Click **"View Manual"** to view or print the detailed user manual for the scanner and bundled applications respectively.

3. Completing Your First Scan

3.1 Loading Your Paper

3.1.1 Notice on Using the ADF

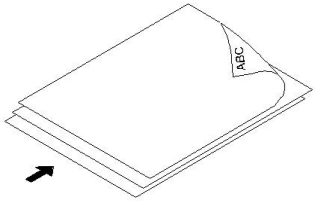
Before using the ADF, please make sure that your paper meets the following specifications:

- Document(s) can range in size from 2 by 3 inches to 11.69 by 17 inches.
- Document(s) can range in weight from 7 to 110 lbs (28~413 g/m^2)
- Document(s) should be square or rectangular and in good condition (not fragile or worn).
- Document(s) should be free of curl, wrinkle, tears, wet ink, or punch holes.
- Document(s) should be free of staples, paper clips, paper sticky notes.

3.1.2 Placing Your Document in the Input Paper Tray

Fanning Your Document

Standard paper size should feed easily through the scanner. To avoid occasional paper jam when automatically feeding multiple documents, loosen the paper before loading.



Document feeding

1. Place your document with the text face down on the ADF Paper Tray. If you are scanning two sides of documents, place the first page face down.
2. Align the two sides of the document with the slide guides. Please note that the ADF Paper Tray can hold up to 100 pages (75 g/m+² or 20 lb.) / 150 pages (60 g/m² or 16 lb. Paper) at a time.

3.2 Verifying Your Scanner Installation

To verify if your scanner installation is correct, Avision provides you a useful test program called Avision Capture Tool. With this tool, you can perform simple scans and view the captured images. In addition, it helps you complete your scan at a rated speed.

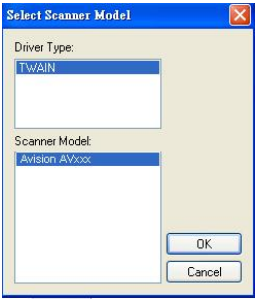
The following procedure describes how to verify your scanner installation. If the installation is not correct, please review the preceding section to check if the cable connection and scanner driver have been successfully installed.

Before you begin, be sure the scanner is on.

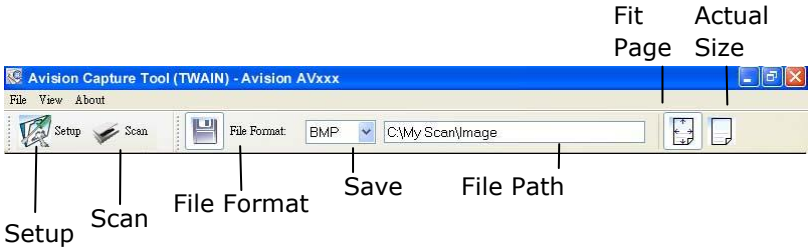
1. Select Start>Programs>Avision AVxxx Scanner>Avision Capture Tool.

   Note:
   If Avision Capture Tool does not appear on "All Programs" of your Start menu, please access from the following path: C\Windows\TWAIN_32\Avision\Avxxx\Avision Capture Tool.exe

   The Select Scanner Model dialog box will be displayed.



2. Select your driver type and scanner model and click OK. The following Avision Capture Tool dialog box will be displayed.



3. Choose your desired file format from the File Format drop down list box. (Default is BMP, other choice includes TIFF, MTIFF, PDF, MPDF, GIF, and JPEG.) The supported file formats vary depending on your scanner model.

4. Type your desired folder name and file name in the File Path box. (Default is C:\My Scan\Image.)

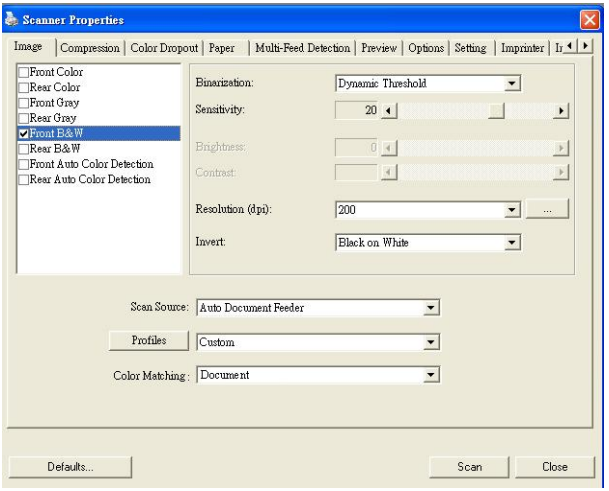
Note:

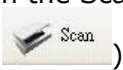
If you do not wish to save the scanned image, deselect the Save button since default is Save Enable. In this case, the thumbnail view will be disabled. And therefore, after viewing all the scanned images, only the last one will remain on the screen.

5. Click the Setup button (

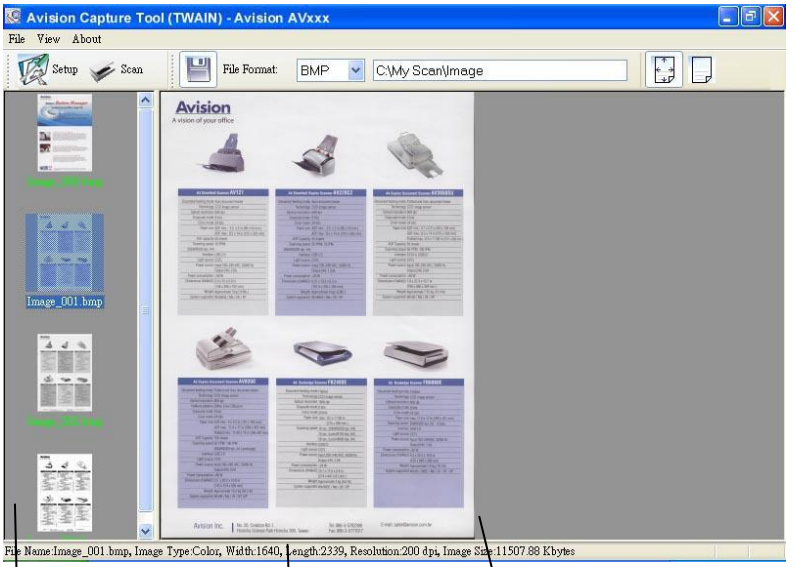
) or choose Setup from the File menu to prompt the Scanner Properties dialog box.

Image Selection Box



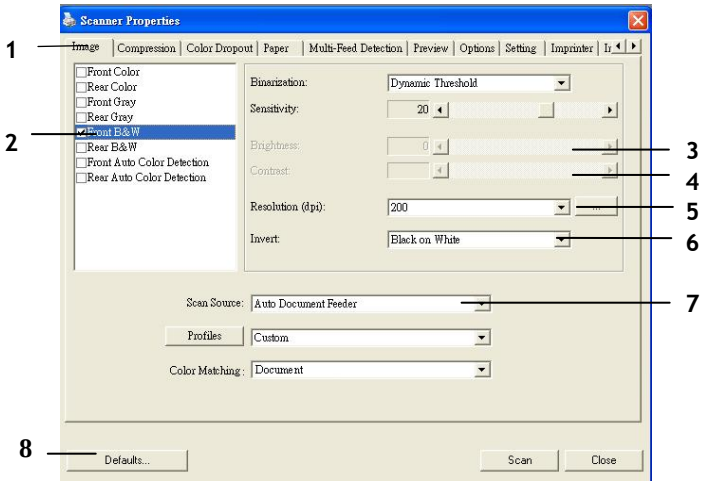
6. From the Image Selection Box, choose your desired image type for your scanned image. (Default is Front B&W) If you have a duplex scanner, choose Front and Rear to scan both sides of your document.
7. Click OK to quit the Scanner Properties dialog box. (To learn more details about the Scanner Properties dialog box, please see the subsequent chapter, *Using the Scanner Properties Dialog Box*.)
8. Place your document face down on the document glass or face up in the auto document feeder.
9. In the Scan Validation dialog box, click the Scan button (

) or choose Scan from the File menu.
10. The document will be scanned and displayed in the Scan Validation screen. After the scanned images have been displayed, your scanner installation verification is completed.



11. You can view the scanned image in Fit Page ( ) or Actual Size (100%) button ( ) from the Viewing toolbars at the right side.
12. Click the Close box or Quit from the File menu to exit the Scan Validation Tool.

3.3 A Glance of the Scanner Properties Dialog Box

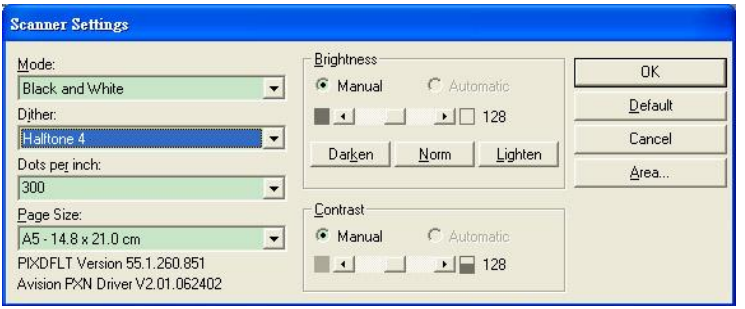


1. Tab Options	Choice: Image, Compression, Color Dropout, Paper, Multi-Feed Detection, Preview, Options, Settings, Information.
2. Image Selection Box	Choose your image type and the side of document you wish to scan. Options vary based on type of scanner.
3. Brightness	Adjust the brightness level from –100 to +100.
4. Contrast	Adjust the contrast level from –100 to +100.
5. Resolution	Determine the quality of the scanned image. The industry standard is 200 dpi.
6. Invert	Reverse the color of your scanned image.
7. Scan Source	**Choice:** Auto Document Feeder, Flatbed, Flatbed (Book), Automatic (varies due to different scanner model)
8. Defaults	Reset all values on the tabs to the factory default settings.

4. ISIS Interface Operation

* Please refer to the preceding chapter, Scanner Installation, to install ISIS scanner driver. You may start the supplied QuickScan software application to scan via the ISIS user interface.

The ISIS driver operation method is similar to the TWAIN's. Every function on the ISIS interface screen is briefly described as below:



Mode: Select one of scan modes, including B&W, gray, color options.

Dither: 5 halftone levels available, can be disabled.

Dots per inch: Select your desired resolution.

Paper Size: Select your desired paper size.

Brightness: Adjust your scan image brightness or darkness.

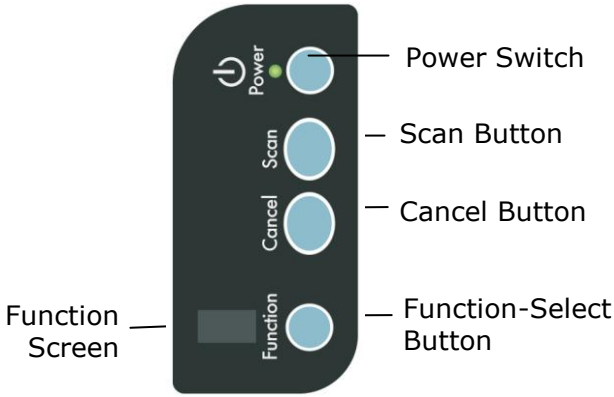
Contrast: Adjust the range between the darkest and the lightest shades in the image.

Default: Click to reset all settings.

Area: Select your desired scan area or position.

5. Using the Buttons

The following picture shows the 4 buttons and 1 function screen on the scanner.

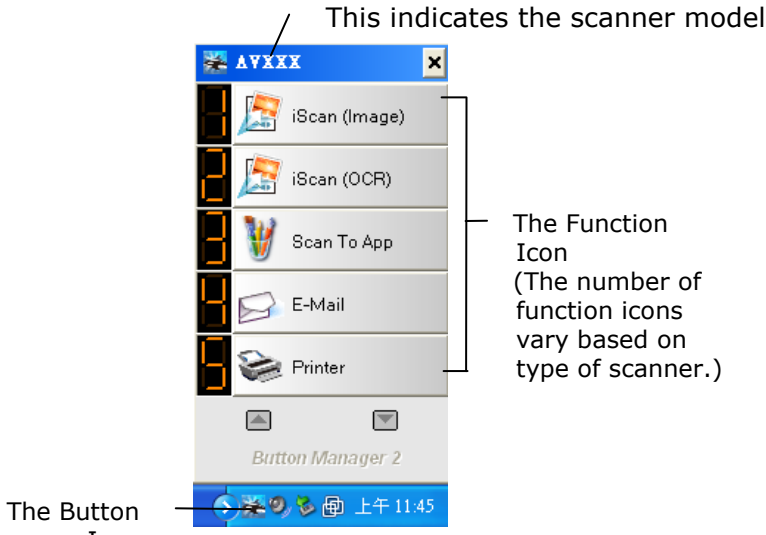


5.1 Installing Button Manager V2

Button Manager V2 provides you an easy way to scan your document and then link the scanned image to your designated software application. All this can be done by a simple touch of the button on the scanner. Yet, before you scan, it is recommended to check the button configurations first to ensure a proper file format and a destination application.

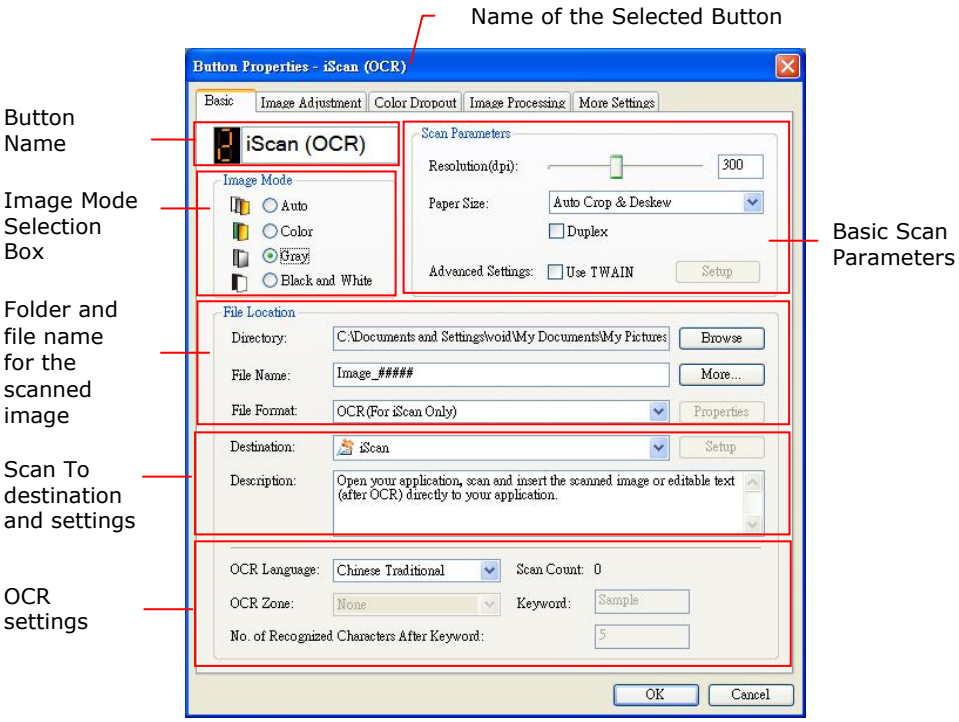
5.2 Checking the Button Configurations before Scanning

1. Click the Scan button on the scanner.
2. The Button Panel is displayed in the Windows System Tray at the bottom right corner of your computer screen.



The Button Panel

3. The Button Panel shows the first five scanning buttons. Right-click the button (function) you wish to check. The Button Properties window appears.

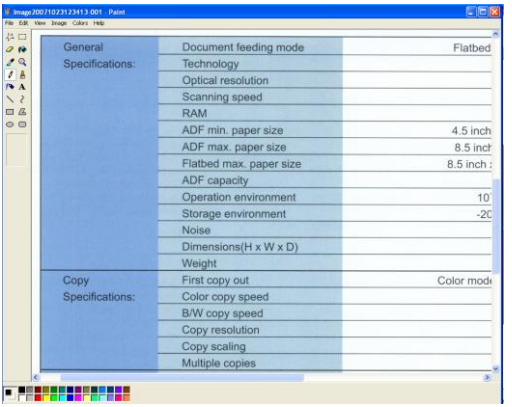


If you wish to change the setting, use this window to reset the setting for the file format, destination application, or other scan settings.

4. Click the OK button to leave the window.

5.3 Scanning From One Touch of the Buttons

1. Adjust the paper guide for the width of paper and load the document with their tops into the automatic document feeder.
2. Check the number on LCD screen on the scanner to ensure if you are selecting the proper scan settings and destination application. (For example, if you wish to scan with button #3 "Scan to App" which opens Microsoft Paint and displays the scanned image in the window of Microsoft Paint, the LCD screen should show #3).
3. Press the **Scan** button on the scanner.
4. After the scanning is finished, the Microsoft Paint software will be launched and the scanned image appears in the main window of Microsoft Paint as below.



Note:

1. For details information on how to use the Button Manager V2, please refer to the user's manual in the supplied CD.
2. You may also use Button Manager V2 on your desktop by starting Button Manager V2 from All Programs or double clicking the Avision Scanner Utility from the Control Panel.

6. Maintenance

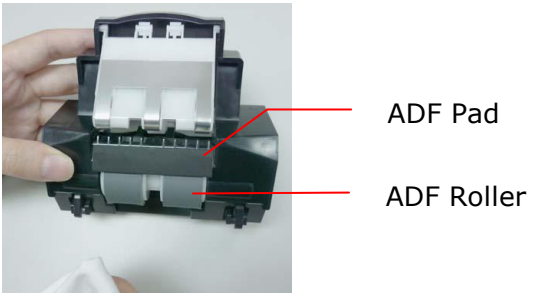
6.1 Cleaning the ADF

From time to time the pad assembly and feeding rollers may become contaminated with ink, toner particles or paper dust. In this case the scanner may not feed documents smoothly. If this occurs please follow the cleaning procedures to return your machine to its original state.

The Cleaning Procedures

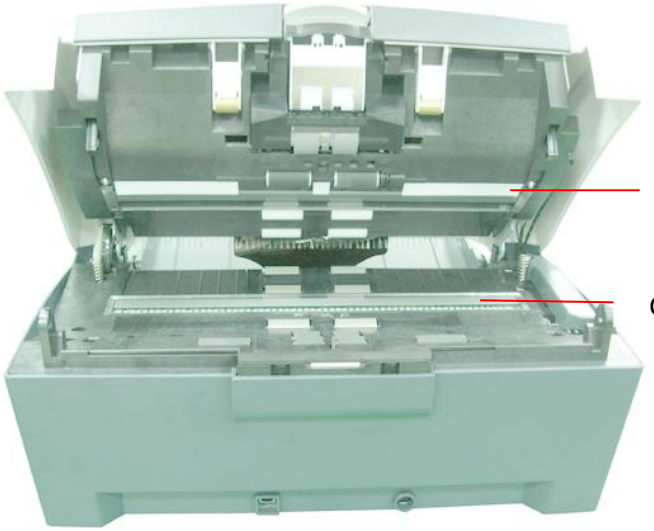
1) Soak a clean lintless cloth with some isopropyl alcohol (95%).
2) Press the ADF Release button on the upper. Open the front cover slightly to the left. Wipe the upper feeding roller with the cloth from side to side. Rotate the roller forward with your finger and repeat the cleaning steps above until the entire roller is cleaned.
3) Wipe the ADF pad and roller.
4) Close the scanner front cover. Your scanner is now ready to use.

ADF Roller


ADF Pad
ADF Roller

6.2 Cleaning the Calibration Area

1. Press the ADF Release button. Open the front cover to the left.
2. Wet a clean lintless cloth with some isopropyl alcohol. (95%)
3. Wipe the glass and the white area as illustrated in below from side to side to rid the dust or dirt.



7. Troubleshooting

7.1 Clearing a Paper Jam

In the event of a paper jam, follow the procedures below to remove the paper:

1. Pull the ADF Release Button on the left side. Gently open the front cover to the left.
2. Carefully pull the paper out of the ADF unit.
3. Close the scanner front cover. Your scanner is now ready to use.