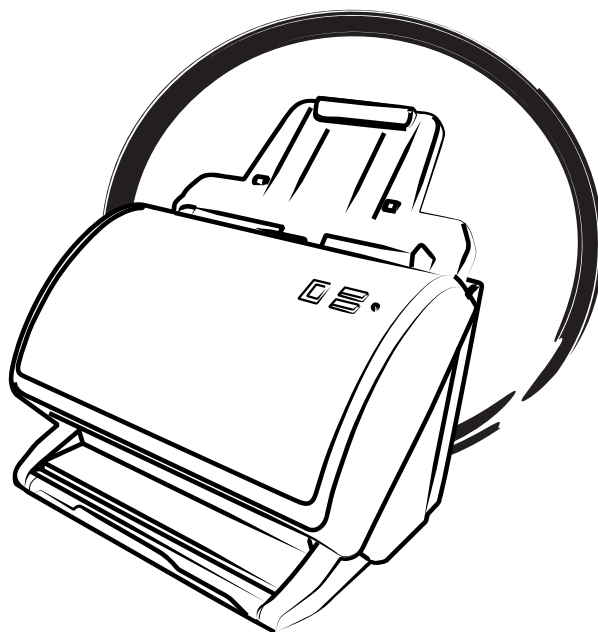# MICROTEK

Document Imaging Scanner

FileScan 3125c

User's Manual

Preface

Copyright

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Disclaimer

The contents of this manual have been checked carefully for accuracy, and every effort has been made to ensure that there are no errors. However, Microtek makes no guarantee as to the accuracy of the contents of this document and reserves the right to make changes to the contents without prior warning.

I49-004642 B
September 2013

FCC Compliance Statement

This equipment (Model: MRS-600ADFplus) has been tested and found to comply with the limits for a Class B digital device, pursuant to Part 15 of the FCC rules. These limits are designed to provide reasonable protection against harmful interference in a residential installation. This equipment generates, uses and can radiate radio frequency energy and, if not installed and used in accordance with the instructions, may cause harmful interference to radio communications. However, there is no guarantee that interference will not occur in a particular installation. If this equipment does cause harmful interference to radio or television reception, which can be determined by turning the equipment off and on, the user is encouraged to try to correct the interference by one or more of the following measures:

- Reorient or relocate the receiving antenna.

- Increase the separation between the equipment and receiver.

- Connect the equipment into an outlet on a circuit different from that to which the receiver is connected.

- Consult the dealer or an experienced radio/TV technician for help.

Note: *A shielded Hi-Speed USB interface cable with ferrite core installed on the scanner connector end must be used with this equipment.*

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

This device complies with Part 15 of the FCC Rules. Operation is subject to the following two conditions: (1) This device may not cause harmful interference, and (2) this device must accept any interference received, including interference that may cause undesired operation.

Safety Precautions

Before using your scanner, read the following safety guides carefully, which detail the proper operation of the scanner and its accessories to prevent injuries or damage to users or equipment.

Power Source and AC Power Cord:

- Use a power source only with a power rating specified on the marking label.

- Insert the plug completely into the outlet, as a loose connection may cause arcing and result in fire.

- Place and route the power supply cord such that it is not likely to be walked on or pinched by items placed upon or against them, paying particular attention to the cord near the power plugs, convenience receptacles, and at the point where it exits from the outlet.

- When the scanner is left unattended and unused for long periods of time, unplug it from the wall outlet.

Moving and Storing the Scanner:

- Do not place the scanner on any slippery, slanted, or unstable surface. The product may slide or fall, causing serious injury to people as well as serious damage to the product.

- Do not use this scanner near water. Never spill liquid of any kinds on the product, or it may result in electric shock or other hazards.

- This scanner should be situated away from heat sources such as radiators, heat registers, stoves, or other products (including amplifiers) that produce heat.

Service:

- When you need a repair service, unplug the scanner from the power outlet and consult qualified service personnel.

- When replacement parts are required, use replacement parts that are specified by the manufacturer or have the same characteristics as the original parts.

Table of Contents

Knowing about Your Scanner

The FileScan 3125c is a sheet-fed color document scanner with an built-in automatic document feeder that can hold up to 100 sheets of papers for the unattended volume scanning. It features 600 dpi optical resolution, 35-inch (889 mm) long document scanning support, and has a throughput run of 25 pages (simplex) or 50 images per minute (duplex) in color.

Features of the FileScan 3125c

The FileScan 3125c comes with several important features, including the following:

- Perfect for tight space — With a small footprint and versatile tray design, the FileScan 3125c makes it ideal for using on desktops and countertops or anywhere there are tight spaces only. The three-way design allows scanners to be used with built-in eject tray closed, opened, or half-opened with stopper to suit your workspace.

- Advanced feeding technology — Equipped with an ultrasonic sensor, the FileScan 3125c is able to detect the gap between overlapping pages and to prevent multiple pages from being fed together, efficiently preventing the happens of mis-feed or double-feed when delivering papers through the ADF.

- Superb ability to handle documents in versatile materials — FileScan 3125c lets users easily digitize credit cards, business cards, bank statements, legal documents, insurance papers, and medical records in just seconds.

- Duplex scanning in a single pass— Allows to scan both sides of one sheet in a single pass. With this feature, the scanner can handle up to 50 ipm in grayscale, black & white and color at 200 dpi.

- Automatic document feeder with card scanning — The automatic document feeder can hold up to 100 sheets of papers (0.05" /1.25 mm thickness) at a time, supporting dimensions from 2.91" x 2.1" (74 mm x 52 mm) to 8.5" x 35" (216 mm x 889 mm).

- Energy-saving LED light source — Adopting LEDs as the light source, when the scanner is detected by the system, there are no requirements for any warm-up time before carrying out the scan, which boots your productivity and reduces energy costs amazingly. With its stable performance, the image quality will remain consistent even after used for a certain period of time.

- Chic and Easy-to-access programmable function button — The FileScan 3125c is equipped with one Select and one Enter buttons, used to automate a number of customized and predefined operations, allowing you an intuitive and easy way to access scanner functions.

- New and Advanced Microtek ScanWizard DI software — All-in-one control panel offers a host of features and image adjustment controls. It comes out several distinguished advantages:

- Auto Document Rotation — With this feature, the scanner automatically rotates every saved files in a readable direction based on a specific OCR language selected.

- Smart Threshold — This feature enables the software to specify the best level for a threshold used in high-contrast and black-and-white images automatically, improving the clearance and readability of black-and-white documents.

- Smart Document Enhancement — With this feature, the scanner automatically brings out and improves readability of text and removes unwanted background color (i.e., green, red, or blue) in/from a document that includes multi image elements.

- Barcode Separator — With this feature, you can batch scan documents without starting and stopping each time a new file begins by using barcode numbers on the documents. It saves you huge amounts of time and money to organize, to index and to search files of documents in seconds, enhancing the efficiency and productivity of file management.

- Remove Blank Page — With this feature, blank pages are automatically detected and removed by the software when scanning a stack of documents. This function is quite helpful especially when users are scanning double-sided documents and some of the pages only have text on the front side.

- Remove Punch Hole — With this feature, the software automatically detects the location of the punch holes on the scanned documents and fills them in white. This function works for most common hole puncher standards.

- Paper count — The paper count allows user to keep track of all scan actions from ADF. This feature helps to estimate when you may need to replace the rubber or separation pad, or to apply maintenance and service to your scanner, making the use of your scanner more effectively.

- Save multiple images as a single file — This advanced feature allows user to save multiple scanned images as a single file, depending on the number of the scanned images that are defined for document archival.

- Auto-crop and auto-deskew — The auto-crop function automatically detects the size of the original image, crops the full scan frame to fit the image, and removes unwanted black borders. The auto-deskew function automatically corrects distorted images for proper alignment.

- Color dropout — Red, green and blue colors can be dropped out to allow for clearer and more accurate forms processing with problematic color documents.

- Document Enhancement — This feature brings out and improves the readability of text in a document that includes other elements such as color, pictures, or graphs.
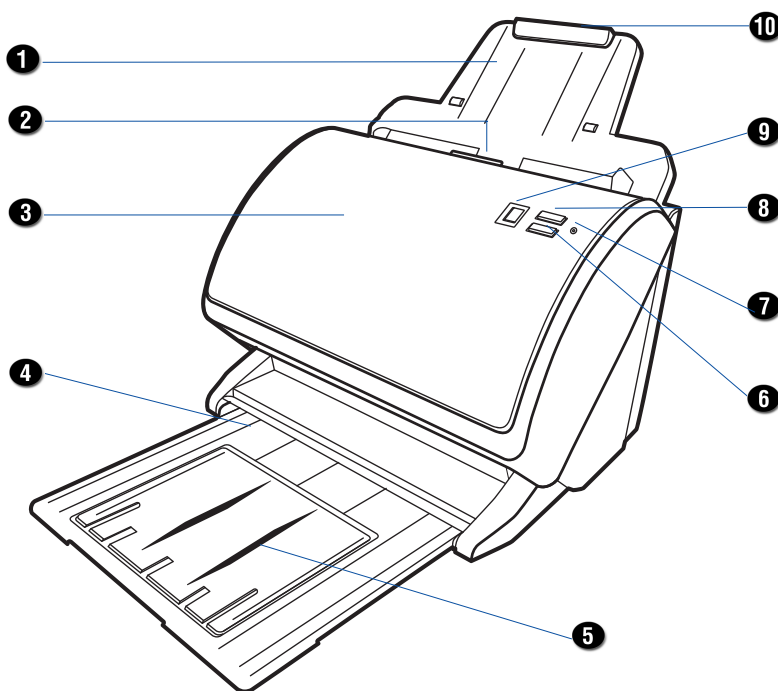
Installation Requirements

In order to use your FileScan 3125c, your computer must satisfy the following system requirements:

• CD/DVD-ROM drive (for installing software)

• Color display with 24-bit color output capability

• 512 MB RAM or more

• Pentium IV PC or higher with Hi-Speed USB (USB 2.0) port

• Microsoft Windows 2000, XP, Vista, 7 or 8

Taking a Closer Look

Front View

No.	Names of Parts	Functions of Parts
1	Document Feed Tray	Holds the documents to be fed into the feeder.
2	Release button	Lifts up to open the scanner cover.
3	Scanner cover	Used to cover the inner parts of the scanner.
4	Document Output Tray	Stores the stacked documents which have been scanned.
5	Output Tray Extender	Used to extend the length of the Document Output Tray.
6	Enter button	Presses to confirm the selection and start scanning.
7	Indicator	Indicates the status of the scanner. - Green: The scanner is ready to scan. - Red: Errors happen when the scanner is running.
8	Select button	Presses to toggle through the list of the preferred functions.
9	LED Display	Displays the numbers of the selected function or of the scanning errors.
10	Feed Tray Extender	Used to extend the length of the Document Feed Tray.

Open/Back View
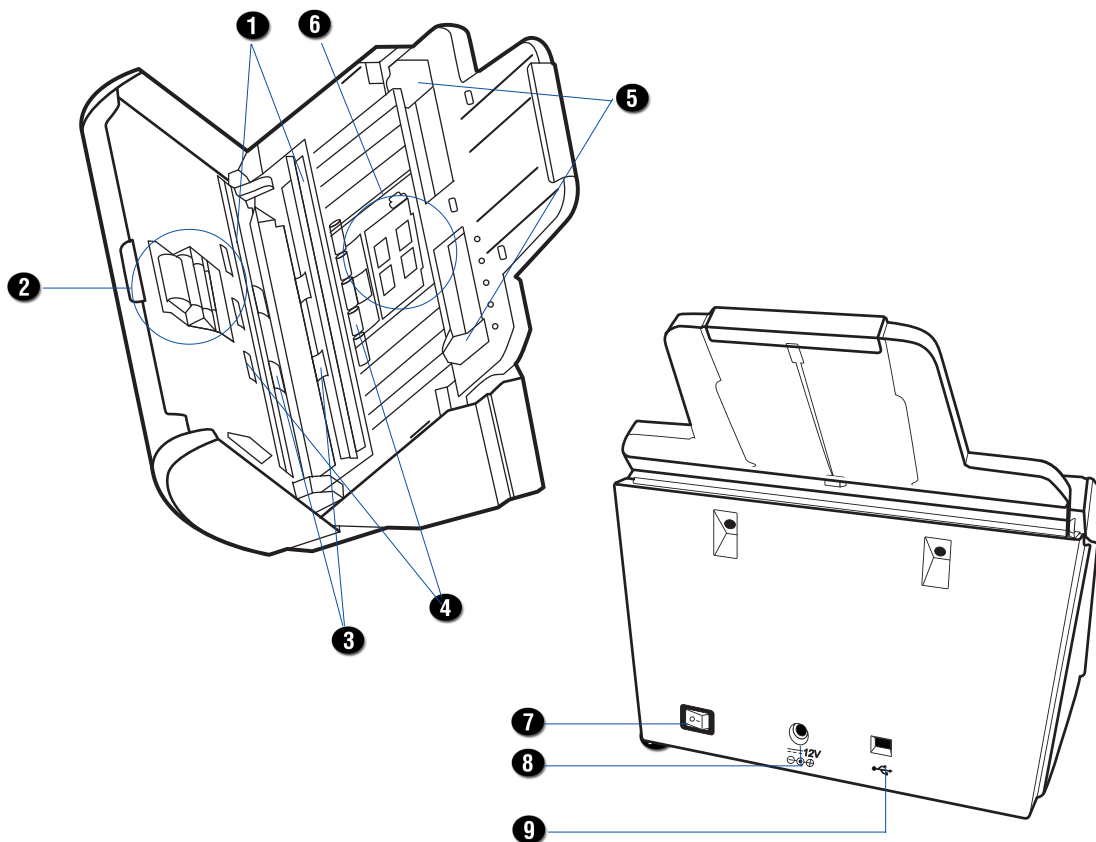
| No.	Names of Parts	Functions of Parts
1	Glass Surfaces	The places where the CCD cartridges are stored.
2	Separation Roller Assembly	Used to separate each sheet of documents when a stack of documents are fed into the feeder.
3	Output Rollers	Used to eject documents after scanning.
4	Pick Rollers	Used to pick up documents into the feeder.
5	Guide Arms	Slides to hold a stack of documents.
6	Feed Roller Assembly	Used to feed documents into the feeder.
7	Power Switch	Turns the scanner on or off.
8	Power Connector	Connects the scanner to the power adapter.
9	Hi-Speed USB Port	Connects the Hi-Seed USB (USB 2.0) cable to the computer.

Initial Setup

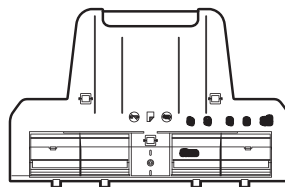## Following the Four Easy Steps

After unpacking your scanner package, follow the steps in order for a quick and easy installation process.

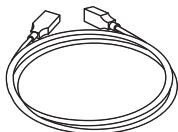### Step 1: Unpacking Package Contents

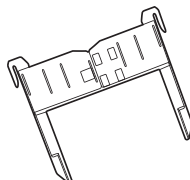After unpacking your scanner package, please check for the major components listed below.
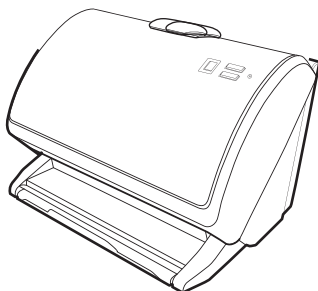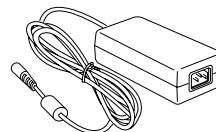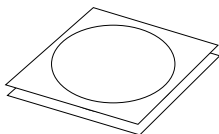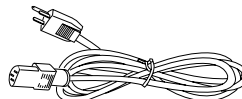
FileScan 3125c Scanner

Document Feed Tray

Hi-Speed USB Cable

Card Holder

Power Adapter

Software CDs/DVDs

Power Cord

Step 2: Installing the Software

Important: You must install all software before connecting your scanner. Always close any open programs and turn off Anti-virus utilities before installing software.

1. Turn on your computer.

2. Place the **Microtek Software CD/DVD** into a drive.

3. Follow the on-screen instructions to install the driver and software.

   Note: If the Microtek Software Installer screen does not come up automatically, double-click the following in succession: "My Computer"; the CD/DVD-ROM icon; then cdsetup.exe to start the installer program.
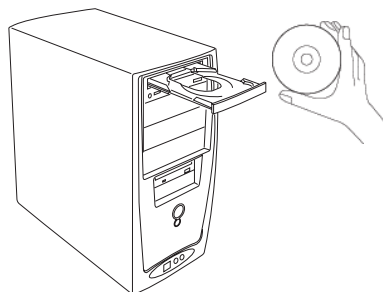
4. To install the software on the Microtek CD-ROM, click each software program in the order that it appears on the screen to install, and follow the on-screen instructions.

5. Click **EXIT** on the Microtek Software Installer screen when all the software has been installed.

6. Restart your computer.

Drivers & Software Upgrades

After you finish the installation of software, if you found that the installed drivers and software cannot run your product or your computer system properly later, please go to the Microtek **Download Service** site at ww7.microtek.com.tw/service.php to download and install any updates you may require.

For additional information about Microtek products, please visit our website at www.microtek.com.

Step 3: Installing the Document Feed Tray

Before using the Document Feed Tray with your scanner, you need to install it on the scanner. Follow the instructions and graphs below to correctly install the Document Feed Tray.

1. Lift up the Release button in the direction of the arrow shown to open the scanner cover.
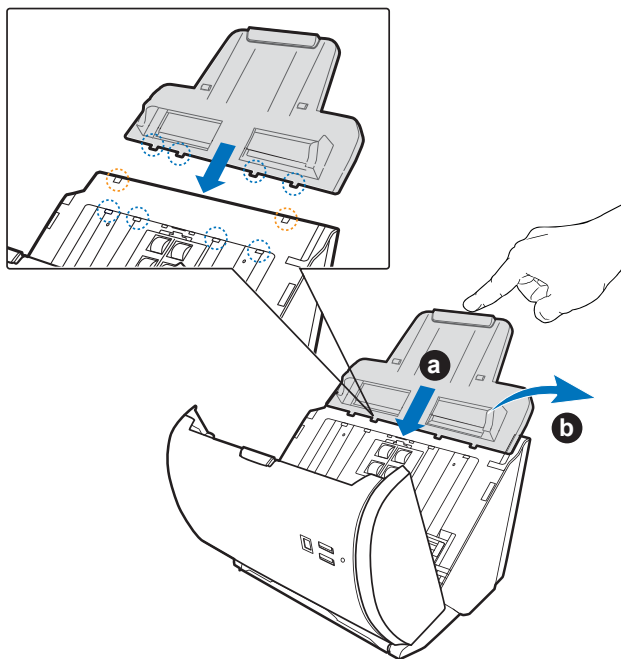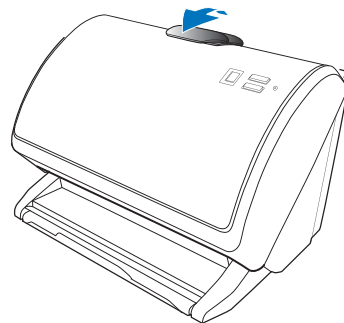
2. Install the Document Feed Tray on the scanner;

   a). insert the four flanges (tabs) of the feed tray into the holes on the scanner, indicated in the graphic by blue circles.

   b). push down the two flanges (tabs) located at the rear of feed tray into another two holes, indicated in the graphic by red circles.

   Make sure the Document Feed Tray snaps into place and sits tightly on the scanner.

3. Close the scanner cover. You would hear a click sound when the scanner cover returns to its original position.
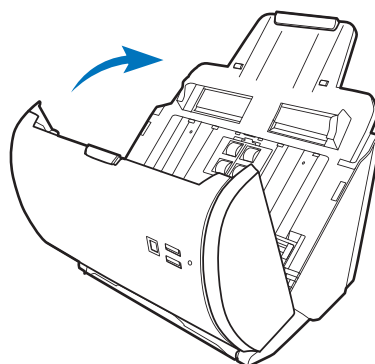
Step 4: Connecting the Scanner

To the Power Adapter

1. Connect the power adapter to the back of the scanner.

2. Plug one end of the power cord into the power adapter, and plug the other end of the power cord into a wall outlet or other power source.
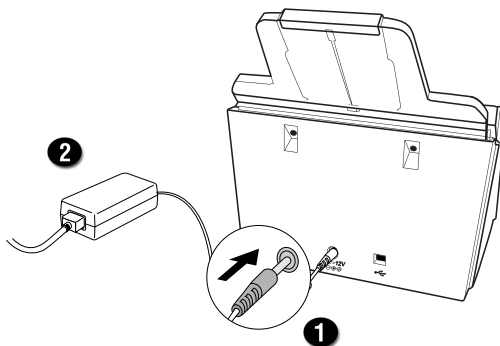
To the Hi-Speed USB Cable

3. Connect one end of the Hi-Speed USB cable to your computer.

4. Connect the other end of the Hi-Speed USB cable to the scanner's USB port.
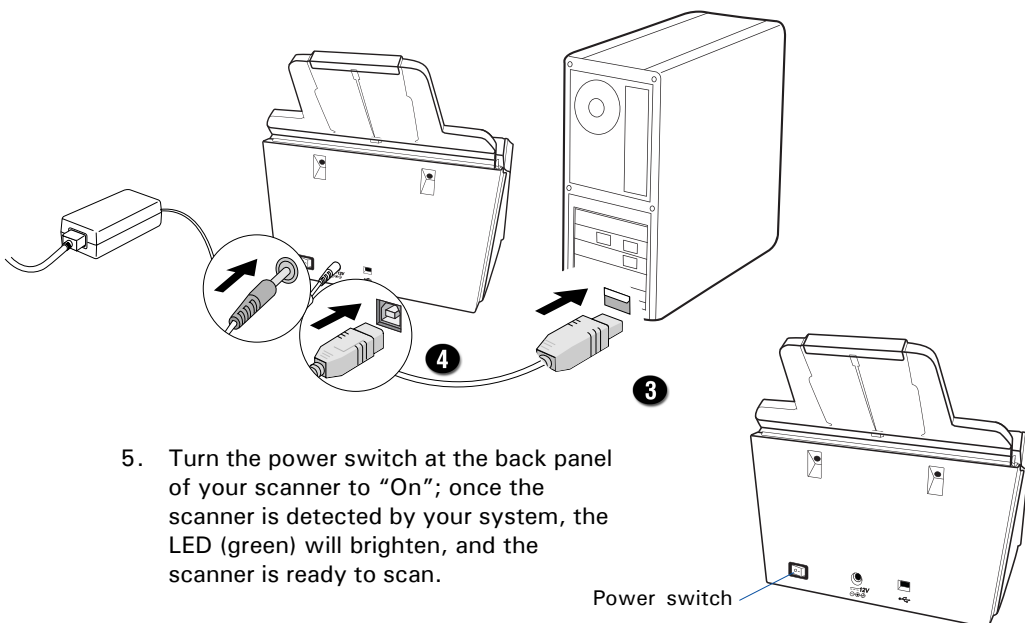
5. Turn the power switch at the back panel of your scanner to "On"; once the scanner is detected by your system, the LED (green) will brighten, and the scanner is ready to scan.

Power switch

Positioning Documents

This section shows you how to position a stack of documents, as well as credit cards and driver's license into the feeder.

To Load a Stack of Documents

1. Pull out the Feed Tray Extender for better paper support if needed.

Feed Tray Extender
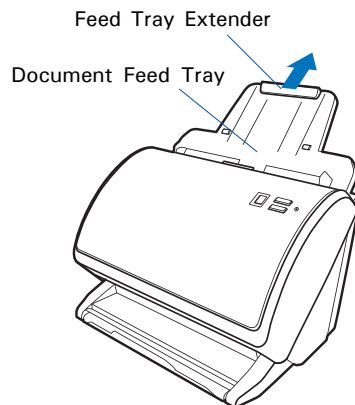
Document Feed Tray

2. Pull out the Output Tray to carry the scanned documents. Flip up the Output Tray Extender to carry the longer documents if needed.

Output Tray

Output Tray Extender
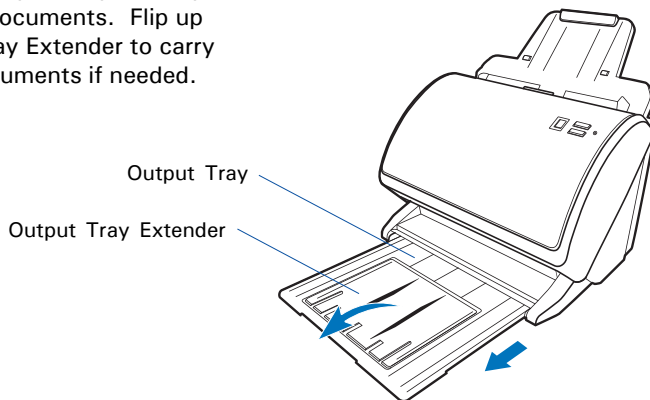
3. Load and center the stack of documents onto the Document Feed Tray, with the side to be scanned facing down and the top edge facing toward the feeder. Then, slide the two Guide Arms toward the stacked papers if needed.

Guide Arms

A4
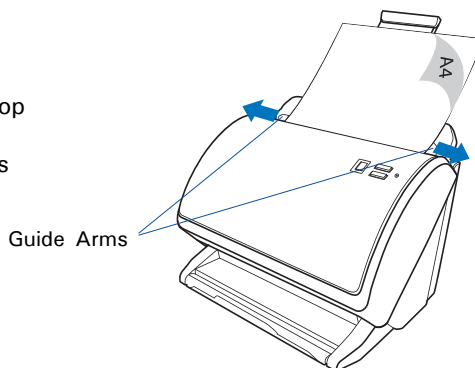
To Load Cards

1. Slide the Guide Arms toward the center of the feed tray and free up the enough space to put the Card Holder.

Guide Arms
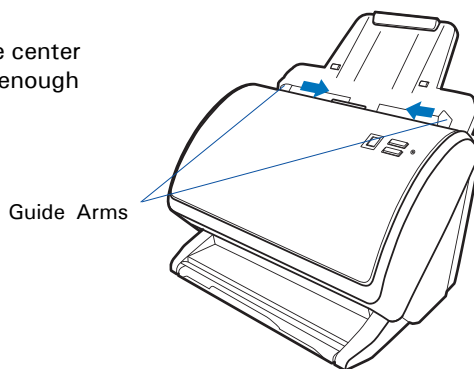
Card Holder

2. To install the Card Holder into the feed tray, with its front side up, slide the Card Holder along the sides of the Guide Arms down until it completely hangs on the arms.

   After installed, there will be a slot hollow space between the Card Holder and the Document Feed Tray for loading the card.
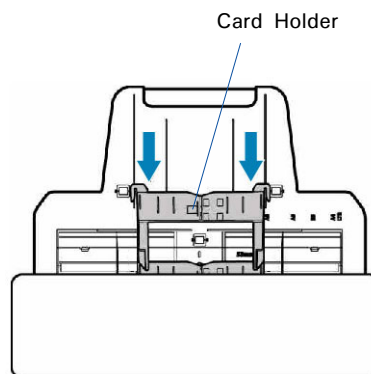
3. Insert the card into the slot hollow space between the Card Holder the feed tray until it meets resistance, with the side to be scanned facing up and the top edge facing toward the feeder.
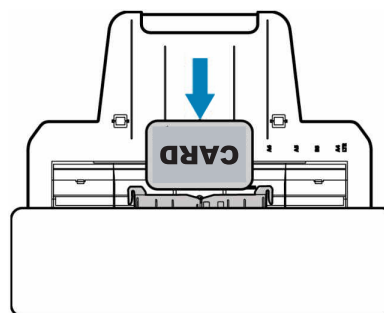
Note: When scanning a card, you have to choose ADF (Duplex) in the Scan Source *drop-down menu as your image input device; otherwise, it may cause incorrect or unwanted results for your scanned images.*

Document Notices

Note: There are several precautions and reminders about using the scanner correctly. Please refer to the section as below for the detail.

- The scanner is not designed for scanning photos; doing so may damage your originals. Microtek accepts no responsibility for damage that may arise from misuse of equipment.

- The scanner can handle document specifications:

    - Paper size: Min. 2.91" x 2.1" (74 mm x 52 mm)
                       Max. 8.5" x 35" (216 mm x 889 mm)

    - Paper weight: 8 to 28 lbs. (30-105 g/m^2)

    - Paper thickness: Up to 0.05" (1.25 mm).

- If the documents are torn, curled, or wrinkled, do not put them into the scanner to scan, because they may cause paper jams.

- Remove paper clips or staples before placing documents into the tray. DO NOT use the scanner to scan documents with paper clips or staples because they may cause paper jams or damage the scanner.

- Feeder capacity: Up to 100 sheets of 20 lb. paper or 5 pieces of cards.

Scanning Documents

Using ScanWizard DI

ScanWizard DI is a scanning software designed by Microtek for document scanning in color, black and white, and grayscale in both duplex and simplex modes. Its user-friendly interface enables you to easily start the scanning process. Refer to the ScanWizard DI software manual for more details.

> **Warning**:
> • Do not place photos or fragile materials in the feed tray, for it will damage the originals when performing the feeding process.

The following sections will show you step by step how to use ScanWizard DI.

Scanning a Single-sheet Document

1. Load the single-sheet document to be scanned into the Document Feed Tray.

2. Launch ScanWizard DI (either as a stand-alone by clicking the program icon, or by using the "File-Import" or "Scan" command from an application program).

3. Specify your scanning requirements in the ScanWizard DI control panel.

   a) Select *ADF (Simplex)* or *ADF (Duplex)* as your image input device in the Scan Source drop-down menu.

      – Select *ADF (Simplex)* to scan one side of the document.

      – Select *ADF (Duplex)* to scan both sides of the document.

   b) Select your image output type in the Scan Type drop-down menu.

      – Select *RGB Color (24 bits)* to scan the image in color.

      – Select *Grayscale (8 bits)* to scan the image in grayscale.

      – Select *Black & White (1 bit)* to scan the image in black-and-white.

   c) Select a dimension in the Paper Size drop-down menu as your preview image size.

   d) Select your desired image output resolution in the Resolution drop-down menu.

   e) If "Auto-crop & Auto-deskew" is selected, the scanner automatically detects the size of the original image, crops the full scan frame to fit the image, and removes unwanted black borders after the scan, as well as corrects the distorted image for proper alignment.

4. If necessary, check "Auto Document Rotation", "Smart Documtent Enhancement", "Remove Blank Page" or "Remove Punch Hole" to enhance the quality of the scanned images.

5. Click the *Preview* button to perform a preliminary view of the entire image. When done, a preview image appears in the preview window.

6. If necessary, click the *Scan Frame* tool button to adjust the size of the scan frame (enclosed within the red dotted lines and labeled with the tag "Main"). Drag on the edge or corner of the scan frame to resize the scan frame.

7. If necessary, specify the image settings for the front or back side of papers separately by using the "Sides of Material" control when the Scan Source is set as the ADF (Duplex).

8. Select your image type in the Attribute drop-down menu.

   – Select *Line Art* to scan line art images (images in one color or in black-and-white, such as logos or mechanical blueprints).

   – Select *Photo* to scan color prints.

   – Select *Text* to scan text.

9. If necessary, adjust image quality by using the image correction tools.

10. Reload the document, then click the *Scan* or *Scan To* button to start scanning.

    If ScanWizard DI is launched as a Plug-In from an image-editing program, the scanned image is delivered after the scan to your application, where the image can be saved, printed, or modified further.

    If ScanWizard DI is launched as a stand-alone program, the scanned image can be saved after the scan to a file, opened in an image-editing program, or sent to a printer.

6 **5** **10**

3 Scanning settings

4

Microtek ScanWizard DI

File   Scanner   Preferences   Help

Preset Setting: None

Scan Source: ADF (Simplex)

Scan Type: RGB Color (24 bits)

Paper Size: A4

Resolution: 200   dpi

Rotate: None   Mirror

☑ Auto-crop & Auto-deskew

☐ Auto Document Rotation   English

☐ Smart Document Enhancement

☐ Smart Threshold

☐ Barcode Separator

☐ Remove Blank Page

☐ Remove Punch Hole

Preview

Scan to

Scan frame (enclosed by dotted lines and labeled with the tag "Main")

Preview image (the enclosed frame bordered in red)

Preview window

Calibration Settings :

Calibration Modes :   ○ Smart
                      ● Typical

Reset Current Calibration Data: Execute

Reset All Calibration Data: Execute

7 Sides of Material: Front

Main Frame Property:

8 Attribute: Photo

X: -4.13   W: 8.27

Y: 0.00   H: 11.25   inch

Image type

9 Image correction settings

Threshold: 128

Brightness: 0

Contrast: 0

Hue: 0

Saturation: 0

Sharpen: None

Descreen: None

☑ Automatic Color Restoration

Default   Advanced...

XY(3.08 inch, 0.08 inch)
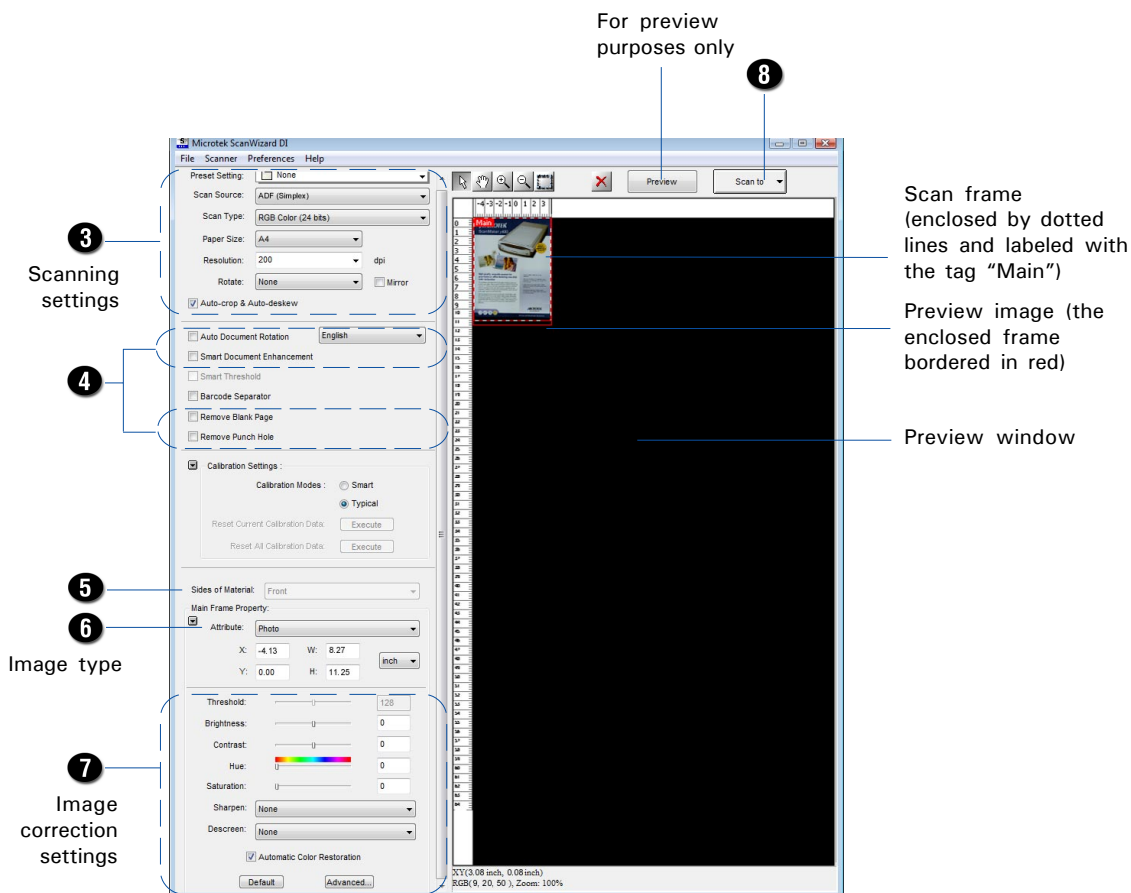RGB(9, 20, 50), Zoom: 100%

Scanning a Stack of Documents

1. Load the stack of documents to be scanned into the Document Feed Tray.

2. Launch ScanWizard DI (either as a stand-alone by clicking the program icon, or by using the "File-Import" or "Scan" command from an application program).

3. Follow the procedures (steps 3a through 3e) for "Scanning a Single-sheet Document" to specify your scanning requirements in the ScanWizard DI control panel.

    a) Select *ADF (Simplex)* or Select *ADF (Duplex)* in the Scan Source drop-down menu as your image input device.

    b) Select your image output type in the Scan Type drop-down menu.

    c) Select a dimension in the Paper Size drop-down menu as your preview image size.

    d) Select your desired image output resolution in the Resolution drop-down menu.

    e) If "Auto-crop & Auto-deskew" is selected, the scanner automatically detects the size of the original image, crops the full scan frame to fit the image, and removes unwanted black borders after the scan, as well as corrects the distorted image for proper alignment.

4. If necessary, check "Auto Document Rotation", "Smart Document Enhancement", "Remove Blank Page" or "Remove Punch Hole" to enhance the quality of the scanned images.

5. If necessary, specify the image settings for the front or back side of papers separately by using the "Sides of Material" control when the Scan Source is set as the ADF (Duplex).

6. Select the your image type in the Attribute drop-down menu.

    – Select *Line Art* to scan line art images (images in one color or in black-and-white, such as logos or mechanical blueprints).

    – Select *Photo* to scan color prints.

    – Select *Text* to scan text.

7. If necessary, adjust image quality by using the image correction tools.

8. Click the *Scan* or *Scan To* button to start scanning.

    If ScanWizard DI is launched as a plug-in from an image-editing program, the scanned image is delivered after the scan to your application, where the image can be saved, printed, or modified further.

    If ScanWizard DI is launched as a stand-alone program, the scanned image can be saved after the scan to a file, opened in an image-editing program, or sent to a printer.

For preview
purposes only

8

Scanning
settings

3

4

5

6

Image type

7

Image
correction
settings

Scan frame
(enclosed by dotted
lines and labeled with
the tag "Main")

Preview image (the
enclosed frame
bordered in red)

Preview window

For preview purposes only, take note of the additional notes below:

1. Load a piece of paper from the paper stack into the Document Feed Tray as step 1. Do not load more than one sheet, as a single sheet is sufficient for previewing.

2. After finishing step 4 and before proceeding to step 5, click the *Preview* button to perform a preliminary view of the entire image. When done, a preview image appears in the preview window.

    At this moment, the previewed page is delivered to the output tray from the Document Feed tray. Load the previewed page, along with the paper stack into Document Feed Tray. You are now ready to scan.

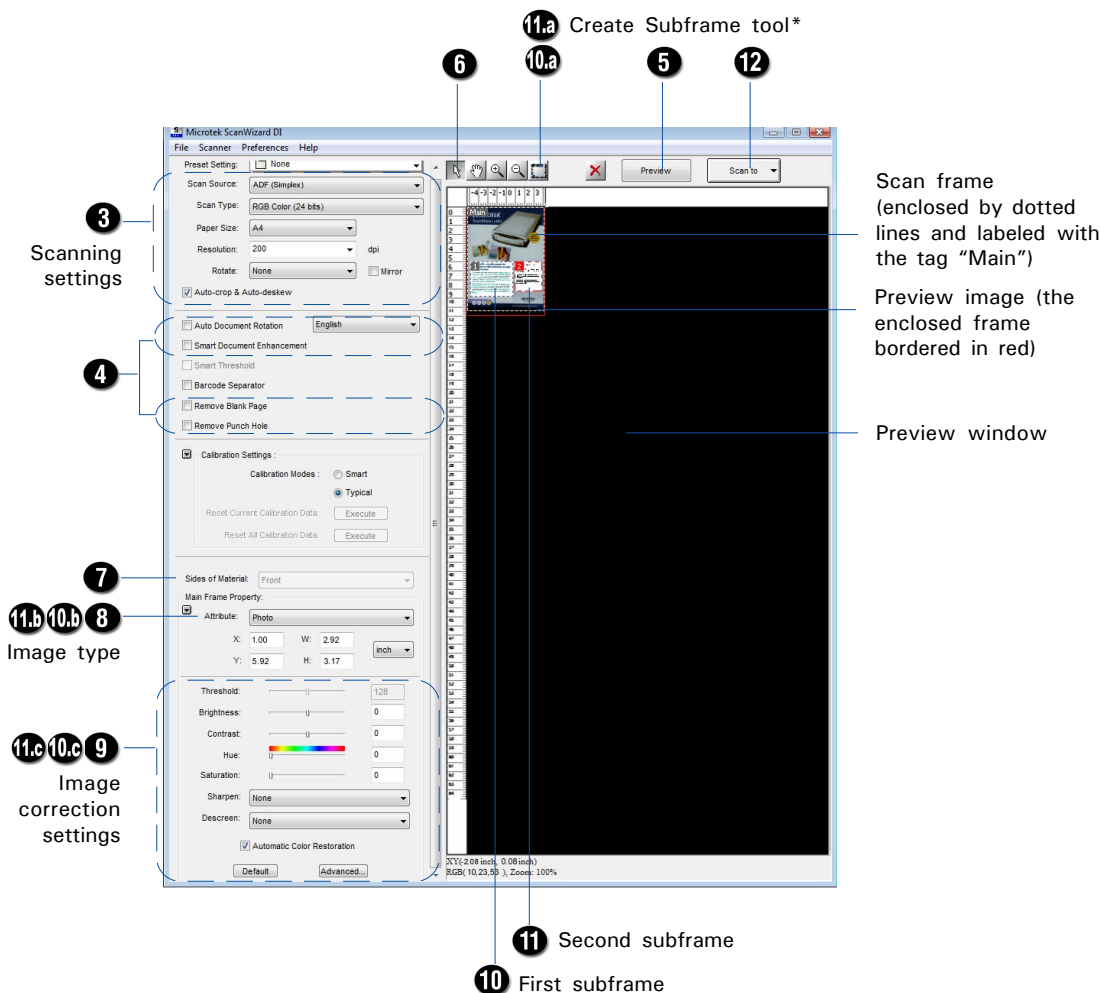## Scanning Documents with Mixed Contents

Many documents contain mixed content with both text and pictures on the same page. You can use a function named "Multiple Scan Frames" to scan different types of documents at the same time.

1. Load the single-sheet color print to be scanned into the Document Feed Tray.

2. Launch ScanWizard DI (either as a stand-alone by clicking the program icon, or by using the "File-Import" or "Scan" command from an application program).

3. Follow the procedures (steps 3a through 3e) for "Scanning a Single-sheet Document" to specify your scanning requirements in the ScanWizard DI control panel.

4. If necessary, check "Auto Document Rotation", "Smart Documtent Enhancement", "Remove Blank Page" or "Remove Punch Hole" to enhance the quality of the scanned images.

5. Click the *Preview* button to perform a preliminary view of the entire image. When done, a preview image appears in the preview window.

6. Click the *Scan Frame* tool button to adjust the size of the scan frame (enclosed within the dotted lines and labeled with the tag "Main"). Drag on the edge or corner to resize the scan frame.

7. If necessary, specify the image settings for the front or back side of papers separately by using the "Sides of Material" control when the Scan Source is set as the ADF (Duplex).

8. Select *Photo* in the Attribute drop-down menu as your image type for the main scan frame.

9. If necessary, adjust image quality by using the image correction tools.

10. Specify the **first** subframe.

    a) Click the *Create Subframe* tool button. Move the mouse pointer to the text area, then drag to create a rectangle and enclose the text area.

    b) Select *Text* in the Attribute drop-down menu as your image type for the selected scan frame.

    c) If necessary, adjust image quality by using the image correction tools.

11. Specify the **second** subframe.

    a) Click the *Create Subframe* tool button. Move the mouse pointer to the drawing picture area, then drag to create a rectangle and enclose the picture area.

    b) Select *Line Art* in the Attribute drop-down menu as your image type for the selected scan frame.

    c) If necessary, adjust image quality by using the image correction tools.

12. Reload the document, and then click the *Scan* or *Scan To* button to start scanning.

If ScanWizard DI is launched as a plug-In from an image-editing program, the scanned image is delivered after the scan to your application, where the image can be saved, printed, or modified further.

If ScanWizard DI is launched as a stand-alone program, the scanned image can be saved after the scan to a file, opened in an image-editing program, or sent to a printer. The scanned image is delivered after the scan to your application, where the image can be saved, printed, or modified further.

11.a Create Subframe tool*

6 **10.a** **5** **12**

3 Scanning settings

4

7

11.b **10.b** **8** Image type

11.c **10.c** **9** Image correction settings

Scan frame (enclosed by dotted lines and labeled with the tag "Main")

Preview image (the enclosed frame bordered in red)

Preview window

11 Second subframe

10 First subframe

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*Create Subframe tool
The Create Subframe tool lets you create a new scan frame within the enclosed scan frame that is labeled with the tag "Main". When a new scan frame is generated, the enclosed scan frame is selected in red dotted lines. The newly added subframe is automatically labeled in series (with tag "1", "2", etc.).

Scanning Documents with Barcodes

Some documents have barcode numbers on them. You can use a function named "Barcode Separator" to scan documents to be filed with barcode numbers.

1. Load the documents with a barcode on to be scanned into the Document Feed Tray.

2. Launch *ScanWizard DI* as a stand-alone by clicking on the program icon on the desktop.

3. Follow the procedures (steps 3a through 3e) for "Scanning a Single-sheet Document" to specify your scanning requirements in the ScanWizard DI control panel.

4. If necessary, check "Auto Document Rotation", ""Smart Document Enhancement", "Remove Blank Page" or "Remove Punch Hole" to enhance the quality of the scanned images.

5. Click the *Preview* button to perform a preliminary view of the entire image. When done, a preview image appears in the preview window.

6. Click the *Select Frame* tool button to adjust the size of the scan frame (enclosed within the red dotted lines and labeled with the tag "Main"). Drag on the edge or corner to determine the final size of the actual scan.

7. If necessary, specify the image settings for the front or back side of papers separately by using the "Sides of Material" control when the Scan Source is set as the ADF (Duplex).

8. Select the your image type in the Attribute drop-down menu.

9. If necessary, adjust image quality using the image correction tools.

10. Check the "Barcode Separator" option to activate the Barcode Frame tool button.

11. Click the *Barcode Frame* tool button to adjust the size of the barcode frame (enclosed within the red dotted lines and labeled with the tag "BarCode"). Drag on the edge or corner to determine the final size of the actual scan for the barcode.

    If you have more than one page with a barcode on, make sure if the selected area of the barcode frame covers enough space. If not, when it performs a scan job, your scanner will not detect the barcode which appears outside the selected area of the barcode frame.

12. Reload the document, and then click the *Scan To* button to start scanning.

    If the "Save Barcode as Directory" is checked, the program will recognize and use the barcode on the scanned document to generate a file directory, where the scanned document will appear with any predefined prefix and/or serial number.

If the "Save Barcode as Directory" is unchecked, the program will recognize and use the barcode on the scanned document to name the scanned document. You can append any predefined prefix and/or serial number to the output filename in order to differentiate the documents containing same barcode.
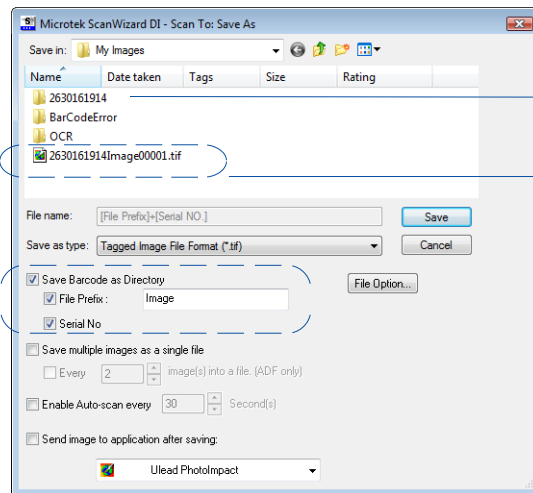
Barcode number is used as a file directory name

Barcode number is used as a file name

Select Frame tool

6

5

Scanning settings **3**

4

Image type **8**

7

Image correction settings **9**

Scan frame (enclosed by dotted lines and labeled with the tag "Main")

Barcode Frame tool **11** **12**

Barcode Separator **10**

Barcode frame (enclosed by dotted lines and labeled with the tag "BarCode")
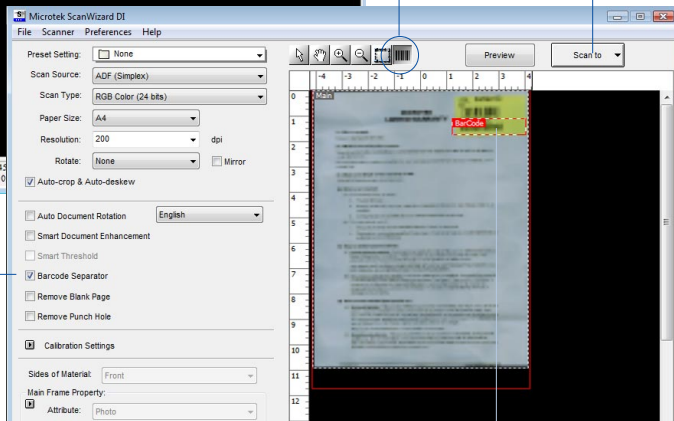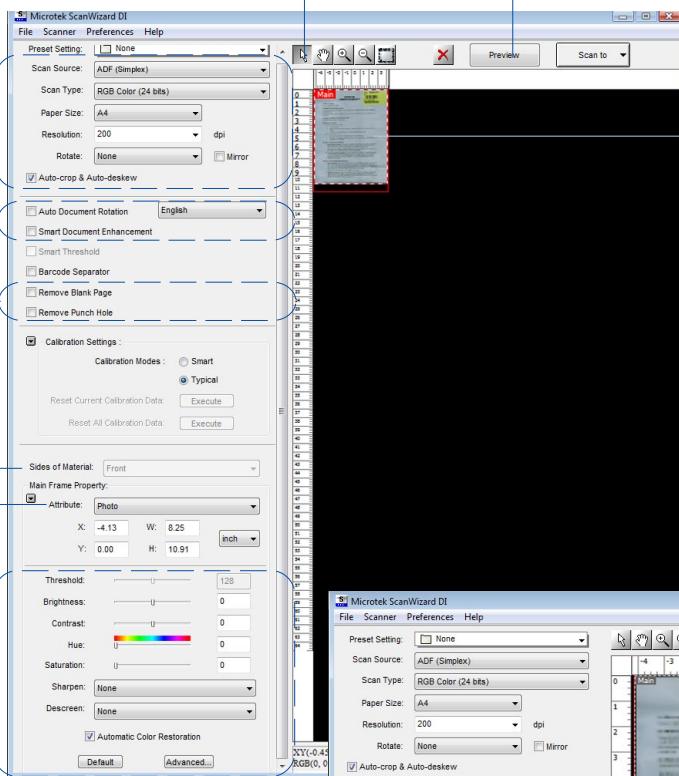
Utilizing Scanned Documents

Depending on your needs, you may save your scanned documents into the following several ways:

Scanning for Archiving

The archiving function allows the scanner to scan documents for recording purposes. For instance, an image "record" can be kept of multiple-page legal documents or of other important documents, such as birth certificates and tax records.

1. Load the documents to be scanned into the Document Feed Tray.

2. Launch ScanWizard DI in stand-alone mode by clicking the program icon on the desktop.

3. Follow the procedures (steps 3 through 7) for "Scanning a Stack of Documents" to specify your scanning requirements.

4. Click the *Scan To* button to open the "Scan To: Save As" dialog box.

    In the "Scan To: Save As" dialog box, specify the following settings:

    a) Key in your preferred file name in the "File prefix" edit box, or use the default "Image" as a root file name.

    b) Select your required export file format. Save the file as TIF, DCX, or PDF, which enables the "Save multiple images as a single file" option in the next step.

    c) Check the "Save multiple images as a single file" option to store all the scanned images as a single file if desired.
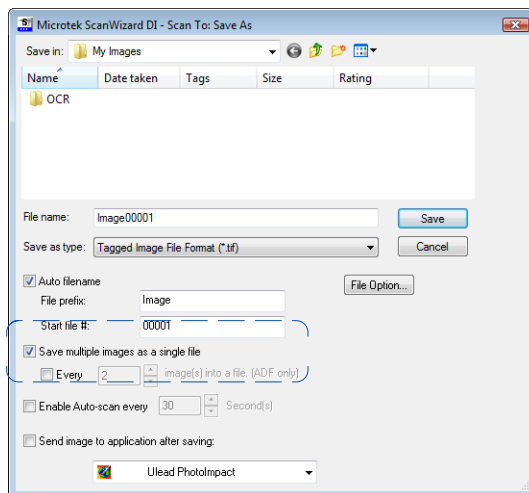
    If you scan the documents through the ADF and enable "Save multiple images as a single file", you are allowed to specify how many images you would like to be saved in a single file after scan.

    Check the "Every %image(s) into a file " option, and then enter your desired number in the edit box directly or click the up/down arrow to increase/decrease the number. The range is from 2 to 100 images.

5. Click the *Save* button.

The originals are sequentially scanned until the stack of documents is depleted; when finished, all the scanned images are saved as a single file.

When the Barcode Separator function is checked, the "Scan To: Save As" dialog box should look like the one as shown below. The "Auto filename" option will be replaced by the "Save Barcode as Directory".
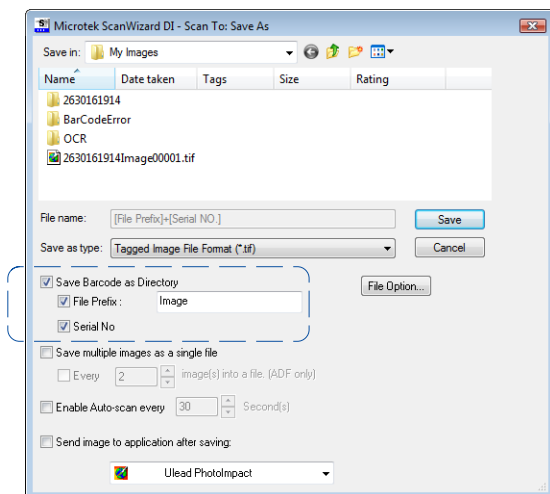
Save Barcode as Directory: If "Save Barcode as Directory" is checked, the value of the scanned barcode is saved and used as a file directory. If unchecked, the value of the scanned barcode is saved and used as a file's name.

When "Save Barcode as Directory" is checked, you have to assign at least one of the "File Prefix" or "Serial No." to be your output filename. They cannot be null at the same time.

If "Save Barcode as Directory "is unchecked and if you do not assign either one of the "File Prefix" or "Serial No." to be a file's name, the new saved file will overwrite the old one.

Note: No matter if you check "Save Barcode as Directory" or not, it is strongly recommended to check "Serial No." in order to add it as part in your file's name. For if you do so, the system will automatically generate a sequential number based on when the file is saved. Otherwise, if you do not do so, when you scan another document with the same barcode value as that on the old one and you forget to name it in different file prefix, the new scanned document will overwrite the old one immediately.

Scanning for OCR

The OCR (Optical Character Recognition) function allows the scanner to convert a scanned document into text that can be edited from any word processing application.

1. Load the documents to be scanned into the Document Feed Tray.

2. Launch ScanWizard DI in stand-alone mode by clicking the program icon on the desktop.

3. Follow the procedures (steps 3 through 7) for "Scanning a Stack of Documents" to specify your scanning requirements

   a) In step 3d, the recommended resolution is 300 dpi or above for OCR.

   b) In step 6, from the Attribute options menu, choose *Line Art* as your image type to obtain best OCR results. When *Black & White* is your chosen mode in the Scan Type options, *Line Art* should be the selected image type.

4. Click the *Scan To* button and hold down the mouse until the options menu appears, then select *OCR* to open the "OCR" dialog box.

   In the "OCR: Save As" dialog box, specify the following settings:

   a) Key in your preferred file name in the "File prefix" edit box, or use the default "Document" as a root file name.

   b) Select your required export file format.

   c) Check the "Save multiple pages as a single file" option to store all the scanned images as a single file if desired.

   d) Select your preferred language from the "OCR Language" options. The available options are English, German, French, Italian, Spanish, and Chinese.

   e) Check the "Send document to application after saving" option, then choose your word processing application from the options.
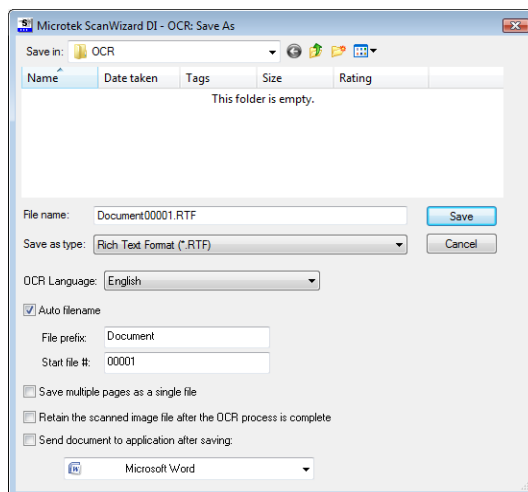
5. Click the *Save* button.

   The originals are sequentially scanned until the stack of documents is depleted; when finished, all the scanned images are saved as a single file. The saved file can now be opened from your chosen application and is ready to be edited.

Scanning for PDF

The scanner can easily convert any paper document into an image and saves it as an Adobe Portable Document Format (PDF) file for viewing with the Adobe application software. It also offers variable compression levels for full controls over file sizes and image quality.

1. Load the documents to be scanned into the Document Feed Tray.

2. Launch ScanWizard DI in stand-alone mode by clicking the program icon on the desktop.

3. Follow the procedures (steps 3 through 7) for "Scanning a Stack of Documents" to specify your scanning requirements

4. Click the *Scan To* button to open the "Scan To: Save As" dialog box.

    In the "Scan To: Save As" dialog box, specify the following settings:

    a) Key in your preferred file name in the "File name" edit box, or use the default "Image" as a root file name.

    b) Select "Portable Document Format" as your file-saving format from the "Save as type" drop-down menu.

    c) Check the "Save multiple images as a single file" option to store all the scanned images as a single file if desired.

    d) Check the "Send image to application after saving" option, then choose your Adobe application software from the options.
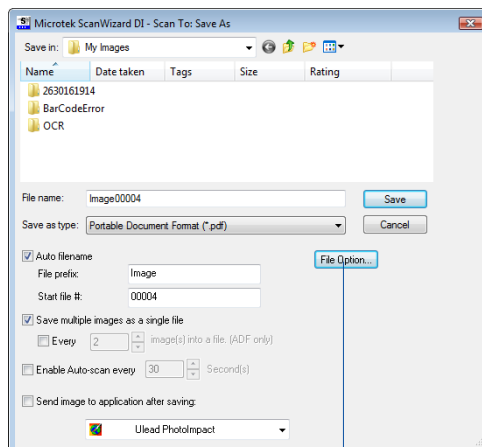
The File Option button is active when the "RGB Color" or "Grayscale" is set as your image output type and the PDF is chosen. With this function, you can control the image quality compression as your desired.

5. Click the *Save* button.

    The originals are sequentially scanned until the stack of documents is depleted; when finished, all the scanned images are saved as a single file. The saved file can now be opened from your chosen application and is ready to be viewed.

Note: The scanner also allows you to scan a text document and convert it to an editable PDF file for editing with the Adobe Acrobat writer. Follow the procedures for "Scanning for OCR", in step 4b, select the "Portable Document Format" as your file-saving format.

Scanning for E-mail

The e-mail function allows the scanner to save and send the scanned images to your preferred e-mail application program in one simple step. This lets you share your scanning results with others fast and easily.

1. Load the documents to be scanned into the Document Feed Tray.

2. Launch ScanWizard DI in stand-alone mode by clicking the program icon on the desktop.

3. Follow the procedures (steps 3 through 7) for "Scanning a Stack of Documents" to specify your scanning requirements.

4. Click the *Scan To* button and hold down the mouse until the Options menu appears, then select *E-mail* to open the "Email: Save As" dialog box.

   In the "Email: Save As" dialog box, specify the following settings:

   a) Key in your preferred file name in the "File name" edit box, or use the default "Image" as a root file name.

   b) Select your required export file format.

   c) Check the "Save multiple images as a single file" option to store all the scanned images as a single file if desired.

   d) If the "Send image to application after saving" option is checked, the scanner will send your scanned and saved image file to the e-mail application program assigned in the system.
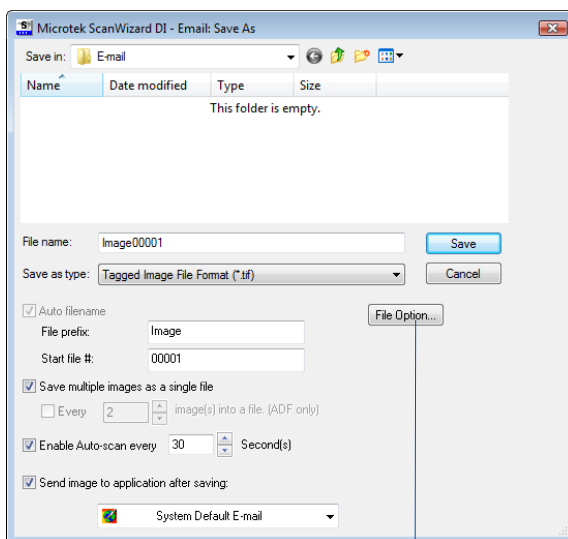
   The File Option button is active when the "RGB Color" or "Grayscale" is set as your image output type and the PDF is chosen. With this function, you can control the image quality compression as your desired.
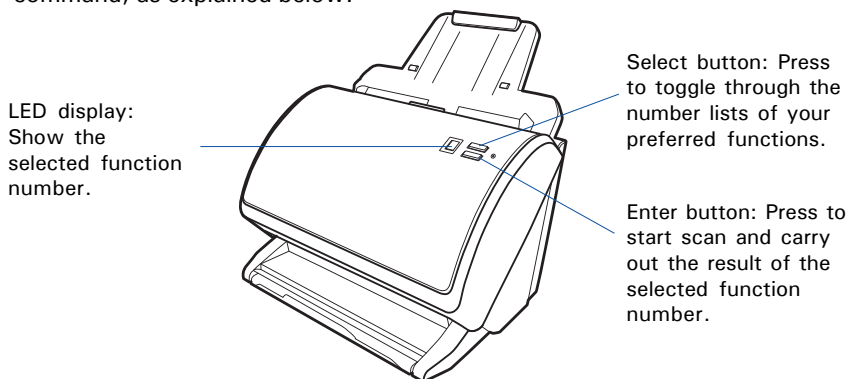
5. Click the *Save* button.

   The originals are sequentially scanned until the stack of documents is depleted; when finished, all the scanned images are saved as a single file. The saved file can now be sent from your chosen e-mail application to others and is ready to be viewed.

Scanning for Copying

The copy function allows the scanner to work like a copier using your printer, with documents printed successively without interruption. This lets you transform your scanner and printer into a convenient copy station.

1. Load the documents to be scanned into the Document Feed Tray.

2. Launch ScanWizard DI in stand-alone mode by clicking the program icon on the desktop.

3. Follow the procedures (steps 3 through 7) for "Scanning a Stack of Documents" to specify your scanning requirements.

4. Click the *Scan To* button and hold down the mouse until the Options menu appears, then select *Copy* to open the "Copy" dialog box.

    In the "Copy" dialog box, specify the following settings:

    a) Select a default printer or any alternative printer from the options.

    b) Specify the number of copies to be made.

    c) Select a scale ratio for increasing or reducing the size of the scanned image.

        If the "Fit to Page" option is checked, the "Scaling" setting is disabled.

5. Click the *OK* button.
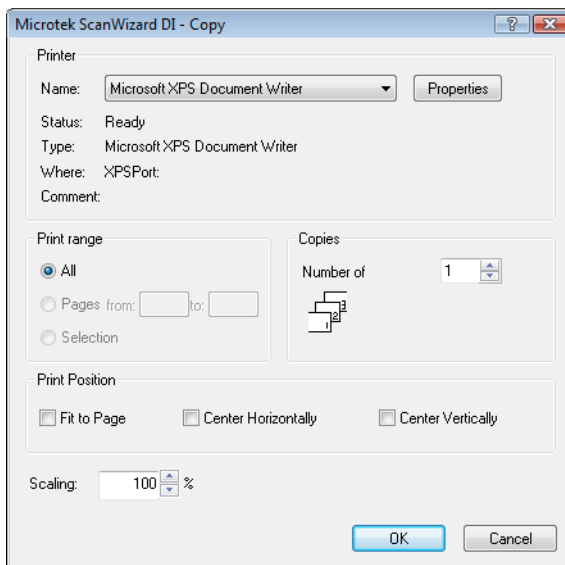
    The originals are sequentially scanned until the stack of documents is depleted; when finished, all the scanned images are sent to the specified printer.

Customizing the Function Button

The FileScan 3125c is equipped with two physical buttons, Select and Enter, used to automate a number of customized and predefined operations, such as scanning to a file, sending an image to your printer or e-mail account, scanning for OCR, etc. Customizing is done through the "Save Settings to Function Button" command, as explained below.


LED display: Show the selected function number.

Select button: Press to toggle through the number lists of your preferred functions.

Enter button: Press to start scan and carry out the result of the selected function number.

1. Launch ScanWizard DI (either as a stand-alone by clicking the program icon, or by using the "File-Import" or "Scan" command from an application program).

2. Follow the procedures (steps 3 through 7) for the "Scan a Stack of Documents" section to specify your scanning requirements in the ScanWizard DI panel.

3. When you finish specifying the scanning settings, choose the "Save Settings to Function Button" command from the File menu. The dialog box appears.
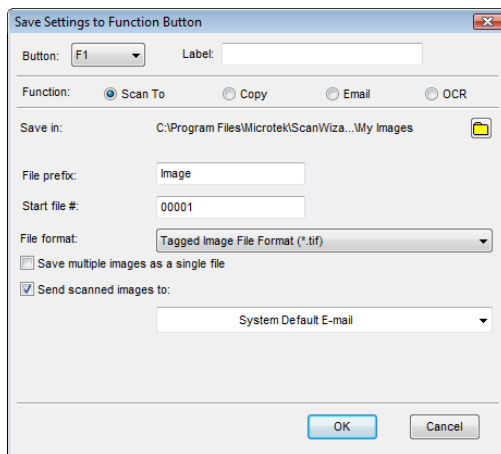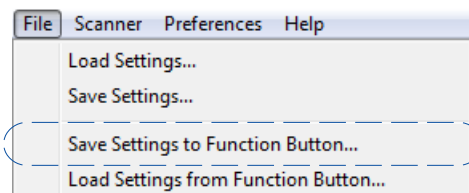
4. In the dialog box, specify your requirements for the button that you wish to define (F1, F2, F3, F4 and F5).

   a) Select F1, F2, F3, F4 or F5 (e.g., F1) to be defined from the *Button* options.

   b) Key in your preferred string in the *Label* edit box for the selected function button.

   c) Make your selection among the *Function* radio buttons below to define your selected button. The four functions provided are:

      – **Scan To**: Captures images that can be automatically saved as files or sent to another application for further processing. This is the default selection.

      – **Copy**: Scans the image and sends it to your printer, transforming your scanner and printer into a convenient copy station. Simply specify the number of copies you want.

      – **Email**: Captures images that can be automatically saved as files or sent to the system default E-mail application.

      – **OCR**: Performs OCR (Optical Character Recognition) of a document and converts it to a fully editable digital file. Saves time from retyping documents into your word processor.

5. Specify the function settings according to your requirements, then click the OK button. The parameters currently specified for your selected function button are saved. To define another custom function button if desired, follow steps 2 through 5 of this section.

Note: When you have finished the settings for the function button, you will need to exit ScanWizard DI before pressing the function button on the scanner to carry out the defined task. If you press a function button on the scanner while ScanWizard DI is activated, the scanner only performs a preliminary scan of the image.

To browse the settings of your original function button (in case you do not remember the settings that you assigned previously), use the "Load Settings to Function Button" feature.

File	Scanner	Preferences	Help

Load Settings...
Save Settings...

Save Settings to Function Button...
Load Settings from Function Button...
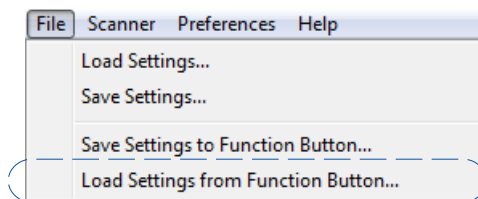
To do this, select the "Load Settings to Function Button" command from the File menu, choose the function button to be previewed, and click the OK button.

The saved function button settings are restored to the ScanWizard DI control panel. You can then continue to use these settings until you need to specify new settings for the buttons.

Care and Cleaning

To ensure optimal performance from the FileScan 3125c, it is important to clean several critical parts of the scanner on a regular basis.

Cleaning the Scanner Glass Surfaces

1. Lift up the Release button in the direction of the arrow shown to open the scanner cover.

Release button

Scanner cover
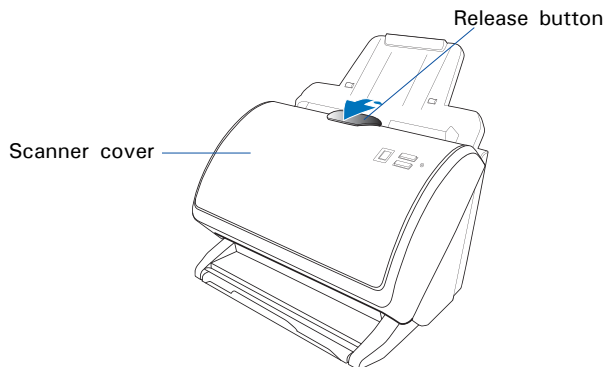
2. Bei hochgeklapptem Scannerdeckel sehen Sie zwei Scannerglasflächen an der Innenseite des Scannerdeckels und unten im Scanner. Wischen Sie die Glasflächen mit einem weichen, nicht scheuernden und fusselfreien Tuch vorsichtig ab.

The inner side of the scanner cover

The bottom of the scanner
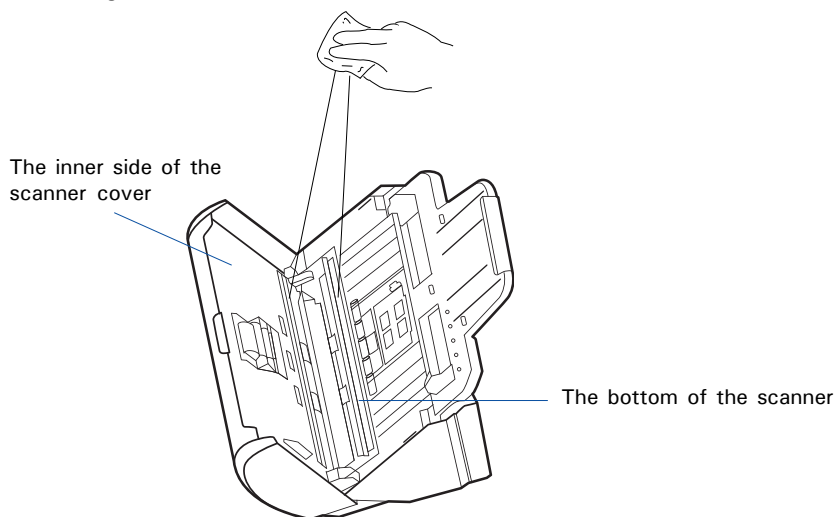
Note: Do not use any detergents, synthetic cleaning solutions, cleaning naphtha, or other solvents to clean the glass surface directly. To remove stains, use cotton swabs moistened with rubbing alcohol.

Cleaning the Rollers

Prolonged used of the scanner may result in accumulation of ink and other residue on the feeder's rollers, affecting their efficiency. Clean the rollers periodically to maintain performance.

1. Lift up the Release button in the direction of the arrow shown to open the scanner cover.

Release button
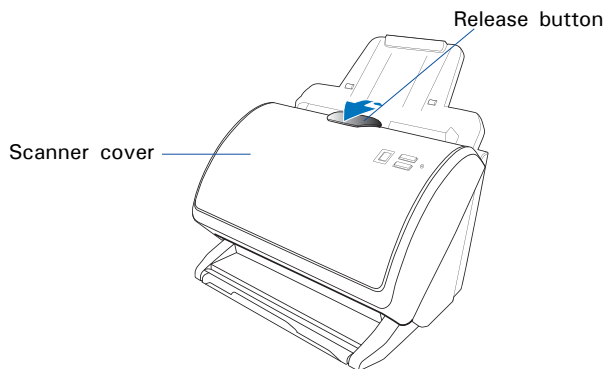
Scanner cover

2. When the scanner cover is opened, you can find several groups of rollers locating at the bottom of the scanner and the inner side of the scanner cover. Then, clean the rollers with a lint-free cloth or a swab moistened with alcohol or ECO cleaner, as shown in the graphic below.

Output Rollers

Separation Roller Assembly

Feed-Roller Assembly

Pick Rollers
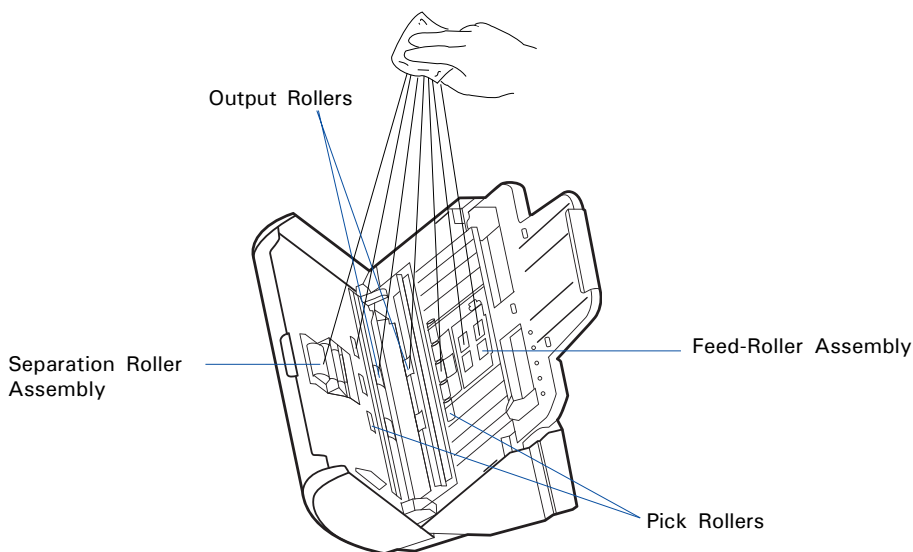
Note: *Do not attempt to spin or rotate the rollers while cleaning, for it may damage the drive train mechanism of the scanner.*

Maintenance

The Separation Roller Assembly and the Feed Roller Assembly in your scanner are designed to make document feeding smooth. After usage for a period of time, the Separation Roller and Feed Rollers may become worn, and a problem such as document double-feed may occur. In this case, check either the Separation Roller Assembly or the Feed Roller Assembly, and replace them if needed. Follow the procedure below for replacement of the Separation Roller and Feed Roller Assembly.

Replacing the Separation Roller

1. Lift up the Release button in the direction of the arrow shown to open the scanner cover. Locate the Separation Roller Assembly at the top of the inner side of the scanner cover.

Release button

Scanner cover

Separation Roller Assembly
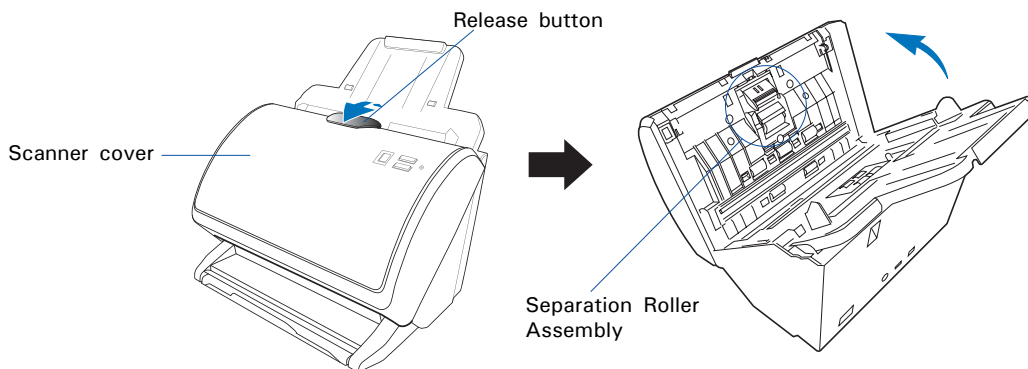
2. Push down the lever of the assembly with your fingers to pull out the whole assembly from its component.

Lever
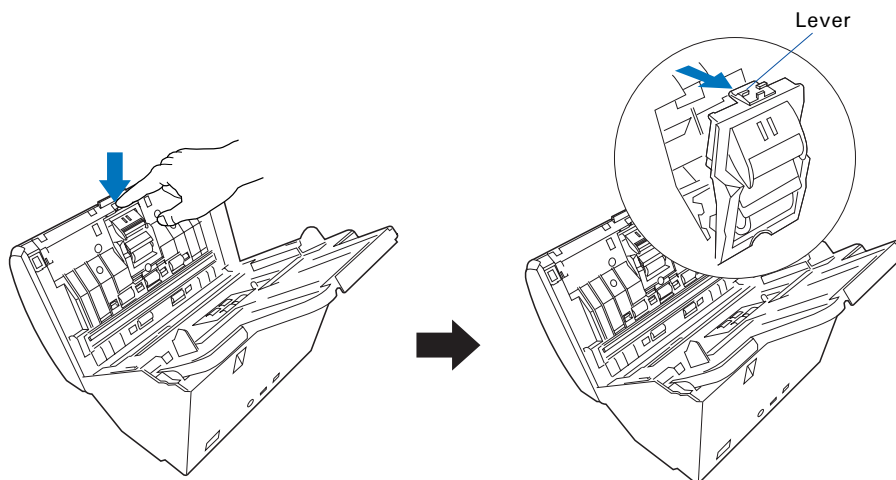
3. To remove the Separation Roller from the assembly unit, hold the roller and then pull it out from the assembly unit.
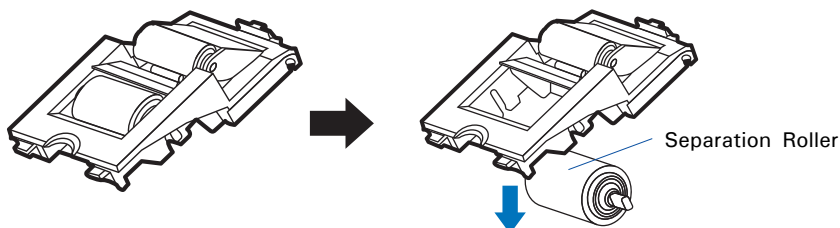
Separation Roller

4. To install a new Separation Roller onto the assembly unit, insert the axes on both sides of the roller into the slots of the assembly.
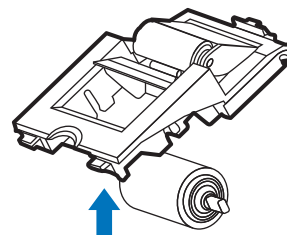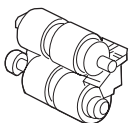
5. **Insert and push the whole assembly back into its component until you hear a "click".**
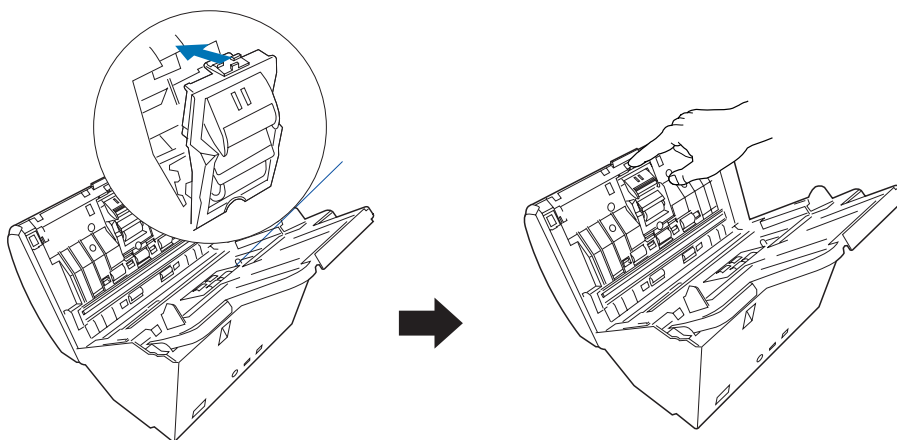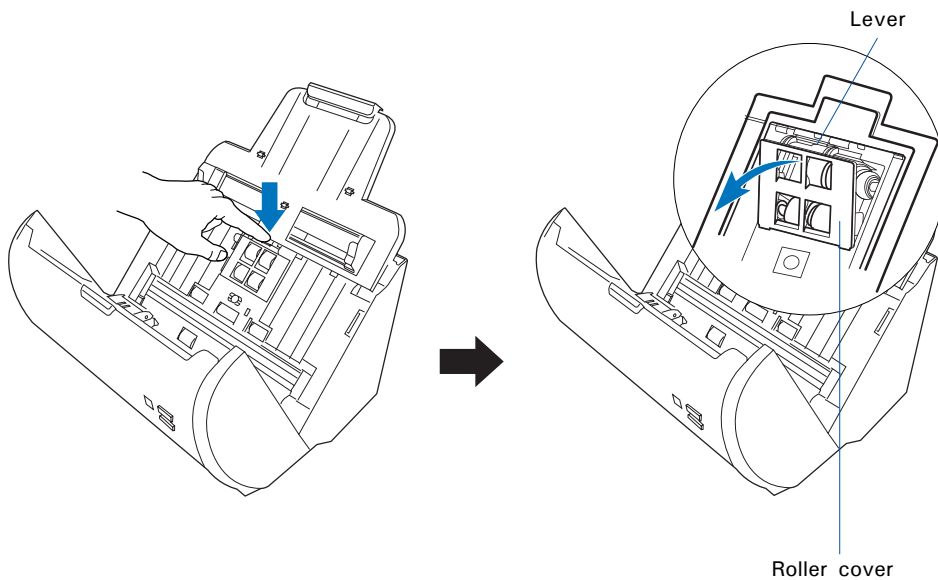
Note:
- *The recommended replacement point for the Separation Roller is approximately 30,000 scans through the feeder.*

- *Please contact your local resellers for purchasing new Separation Roller.*
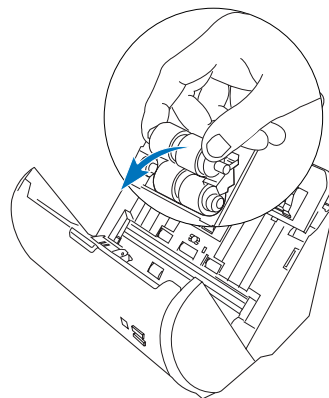
Replacing the Feed Roller Assembly

1. Lift up the Release button in the direction of the arrow shown to open the scanner cover. Locate the Feed Roller Assembly at the inner side of the scanner.

Release button

Feed Roller Assembly

Scanner cover
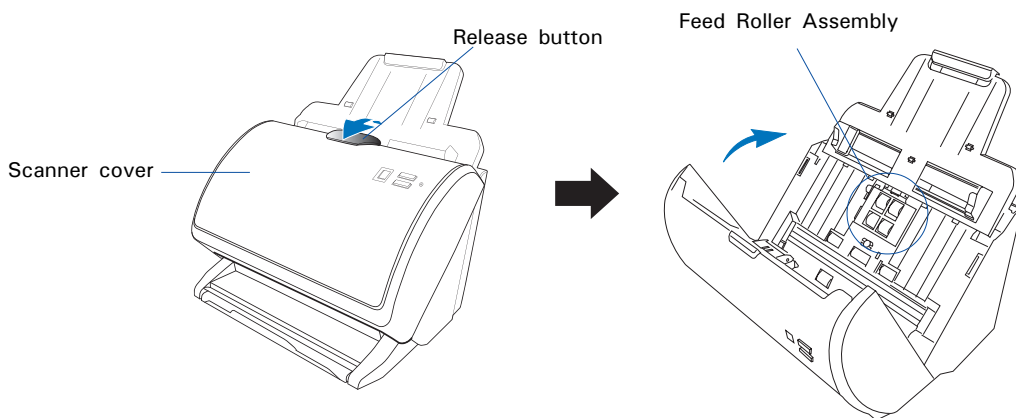
2. Push down the lever of the roller cover with your finger to pull out the roller cover.

Lever

Roller cover

3. Hold the both sides of the assembly to pull it out carefully from its compartment.

4. Insert the new Feed Roller Assembly into its compartment;

   a) mount the shaft with a white cap at the end of the shaft into the mounting socket (in white) at the left side of compartment.

   b) Then, insert and push the whole assembly back into its compartment until it snaps into place.
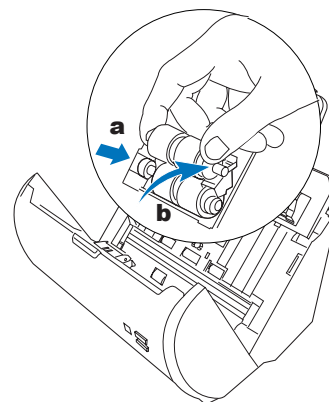
5. Put the roller cover back until you hear a "click".
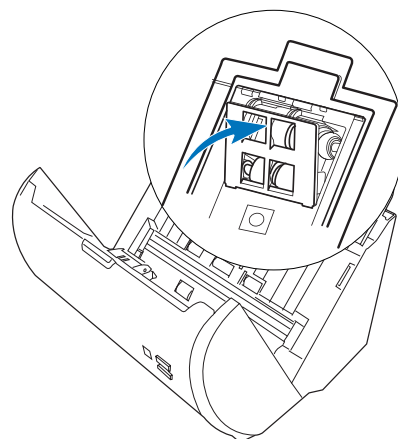
Note:

- *The recommended replacement point for your Feed Roller Assembly is after scanning approximately 30,000 scans through the feeder.*

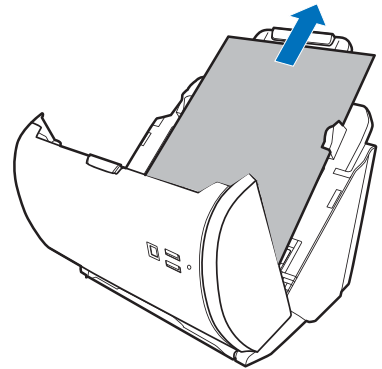- *Please contact your local resellers for purchasing new Feed Roller Assembly.*
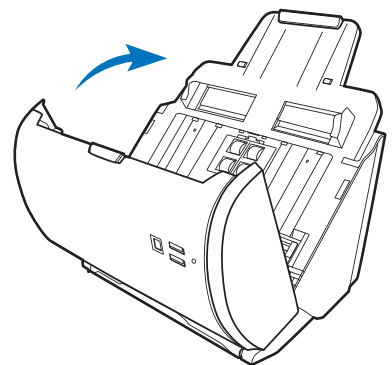
Appendix

Fixing Paper Jams

Release button

1. Lift up the Release button in the direction of the arrow shown to open the scanner cover.
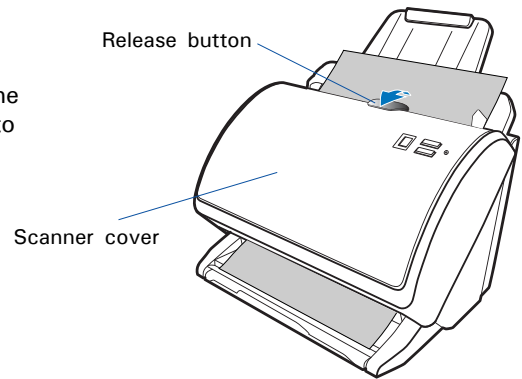
Scanner cover

2. Remove the jammed paper by taking out it in a forward-moving direction.

3. Close the scanner cover. You would hear a click sound when the scanner cover returns to its original position.
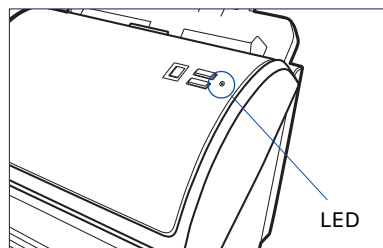
Note: Do not take out a jammed paper by force from the scanner when the scanner cover closes. If doing so, it may damage the rollers and cause the scanner work improperly.

Troubleshooting

The LED on the scanner cover indicates the status of the scanner.

Green On: Ready to scan.

Flashing Green: Scanning.

Flashing On: Scanning errors happens.

Off: Scanner is off.

LED

First, make sure that you have followed Steps 1 to 4 as described in the "Initial Setup" section of this document (unpack, install, connect). Then if your problem is listed here, try the suggested solution.

1. No light comes on when the scanner is already supplied with power.

   Make sure your scanner is connected to your computer and plugged into a power source.

2. The Add/Remove Hardware Wizard appears on your screen.

   Click the "Cancel" button and close the ScanWizard DI Control Panel. Disconnect the Hi-Speed USB cable from the back of your computer, and refer to the installation instructions in this document.

3. When trying to scan, an error message appears on your screen that reads, "Can't Find Scanners".

   Make sure your scanner is connected to your computer and plugged in to a power source (see Step 4 in the "Initial Setup" section).

   Uninstall and reinstall the ScanWizard DI software.

4. Ink stains or strips appear on the scanned images.

   Clean the glass surface areas with a soft, non-abrasive and lint-free cloth.

   Clean the rollers with a lint-free cloth or a swab moistened with alcohol or ECO cleaner

5. After clicking scan, a blank screen appears.

   Uninstall and reinstall the ScanWizard DI software.

6. When trying to scan, an error message appears on your screen that reads, "ADF is not ready or no paper".

   Make sure there are papers on the Document Feed Tray.

   Make sure the top edges of papers have been inserted into the feeder.

7. The scanner cannot pick up papers into the feeder.

   Make sure the sheets of papers loaded on the Document Feed Tray do not exceed the thickness limit. The thickness limit of the paper is 0.05" (1.25 mm). Maximum paper capacity is 0.4" (10 mm) high.

   Check if the Separation Roller Assembly becomes worn and needs to be changed.

8. When trying to scan, an error message appears on your screen that reads, "Code -206, ADF paper jam or roller failure."

   Click OK first; then open the scanner cover, as illustrated in the pervious section "Fixing Paper Jams".

   • If the problem is occurring from a paper jam, follow the procedures laid out in the "Fixing Paper Jams" section.

   • If the problem is occurring from situations other than a paper jam, follow the procedures laid out in the "Position Documents" section.

   Finally, close the scanner cover and restart scanning.

9. When trying to scan a stack of documents, double-feed of papers happens and an error message "Er1" appears in the LED display of the scanner.

   Follow the procedures laid out in the "Position Documents" section to re-position documents on the Document Feed Tray.

10. When trying to scan a stack of documents, an error message "Er2" appears in the LED display of the scanner.

    Contact the local retailer to check if the ultrasonic sensor inside the scanner works properly.

11. When trying to scan a stack of documents, an error message "Er3" appears in the LED display of the scanner.

    Make sure your scanner is connected to your computer and plugged in to a power source (see Step 4 in the "Initial Setup" section).

    Contact the local retailer to check if the main board inside the scanner works properly.

Specifications

Type	Sheet-feed color document scanner
Scanning Modes	Color, grayscale, and black-and-white in a single scanning pass
	Input: 48-bit color/16-bit grayscale/1-bit B&W Output: 24-bit color/8-bit grayscale/1-bit B&W
Optical Resolution	600 x 1200 dpi
Scanning Sensor	CCD
Light Source	LED (Light Emitting Diode)

Scanning Speed	Simplex: 25 ppm, at 200 dpi, A4/line art
	    25 ppm, at 200 dpi, A4/grayscale
	    25 ppm, at 200 dpi, A4/color
	Duplex: 50 ipm, at 200 dpi, A4/line art
	    50 ipm, at 200 dpi, A4/grayscale
	    50 ipm, at 200 dpi, A4/color

Scanning Area	8.5" x 35" (216 mm x 889 mm)
Feeder Capacity	Up to 100 sheets of 20 lb. paper or 5 pieces of hard card
Paper Weight	8 to 28 lbs. (30-105 g/m^2)
Paper Size	Min: 2.91" x 2.1" (74 mm x 52 mm) Max: 8.5" x 35" (216 mm x 889 mm)
Paper Thickness	Up to 0.05" (1.25 mm)
Separation Roller Assembly Life	30,000 scans
Feed Roller Assembly Life	30,000 scans
Duty Cycle	2,000 scans per day
Interface	Hi-Speed USB 2.0
Dimensions (L x W x H)	8.19″ x 11.77″ x 7.76″ (208 mm x 299 mm x 197 mm)
Weight	8.8 lbs. (4 kg.)
Voltage	AC 100V-240V, 50-60 Hz, 1.2A max. (Input) DC 24V, 1.75A (Output)
Power consumption	36 W max.
Power supply (AC/DC adapter)	Voltage MFR Model No. 100V to 240V APD* DA-48M24
Environment	Operating temperature: 59° to 95°F (15° to 35°C) Relative humidity: 30% to 80%

* APD (Asian Power Devices Inc.)